

Registration as new client:

- 1. Registration / Activation** – When you open tic-service.company in the browser. The following screen will appear, please click the Create an account.



- 1.1** Please kindly fill up the information needed, after you fill up please read the Terms and Condition then press the **Submit** button. Please wait for the message on your email. and the TIC TEAM will activate your account.

2. **Log in** – Please enter your username: and password:

Login

Username:

Password:

Login

Not registered? [Create an account](#)

3. **Account settings** – when you press the log in button, the following screen will appear.
Please kindly follow the steps.

Fei Maniquis
Online

New Order
My Orders
Supplier Management
Product Management
Account Settings

Greetings! You're one step away on using our online booking system.

Please setup first the following to continue and click finish button once all details below has been set.

- Update Company Details.
- Add Invoice Address Details.
- Set Up your default AQL Settings.

Finish

Account Settings

Account Details


Username:	maniquiscatherine@gmail.com	Full Name:	Fei Maniquis
Password:	*****		

Edit account details

3.1 Kindly set up first the following:


a. Update Company Details

Company Details			
Company Name:	TIC	Email:	maniquiscatherine@gmail.com
Phone:	0935-593-5283	Country:	Philippines
City:	N/A	Zip:	
Street Name:		House Number:	
Building Name:			

 Edit company details

b. Add Invoice Address Details

Invoice Address Details			
Country:		City:	
Zip Code:		Street Name:	
House Number:		Building Name:	

 Edit invoice details

c. Contact Person details

Contact Person Details				
Name	Email	Tel #	Mobile #	Actions

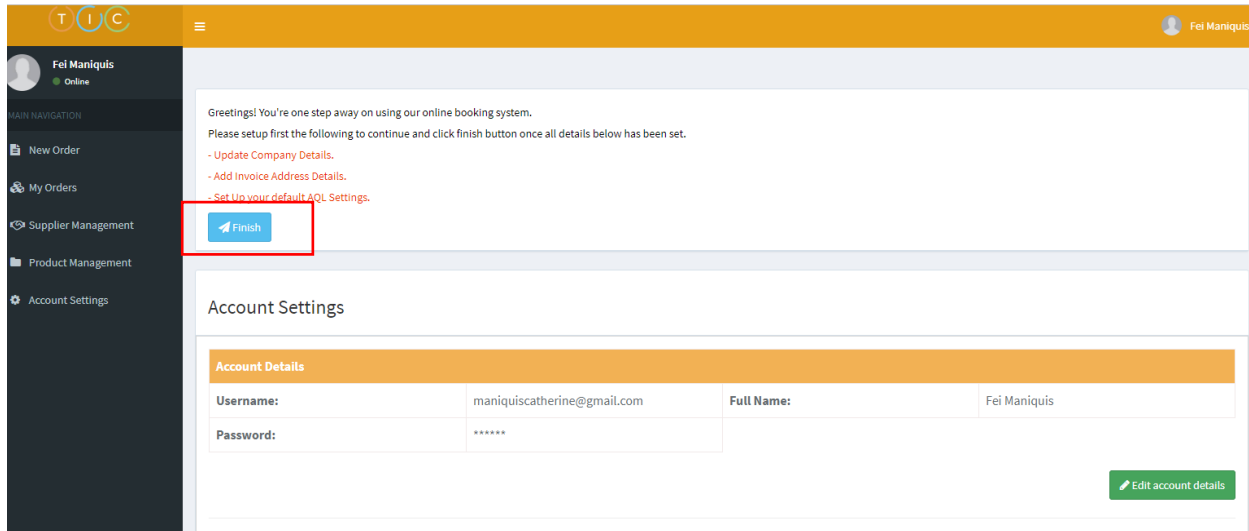
 Add contact person

d. Set up your default AQL Settings

AQL Details			
Normal Level:	I	Special Level:	S1
Major:	0.065	Minor:	0.065

 Edit AQL details

3.2 Once all the information needed has been set. Please click the finish button



Greetings! You're one step away on using our online booking system.
Please setup first the following to continue and click finish button once all details below has been set.

- Update Company Details.
- Add Invoice Address Details.
- Set Up your default AQL Settings.

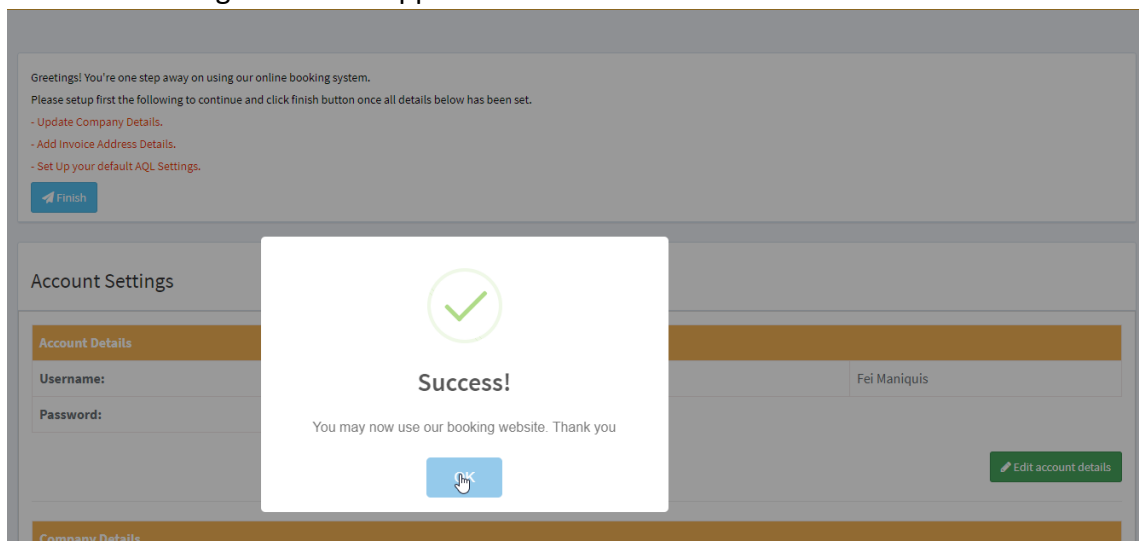
Finish

Account Settings

Account Details			
Username:	maniquiscatherine@gmail.com	Full Name:	Fei Maniquis
Password:	*****		

[Edit account details](#)

3.3 The following screen will appear



Greetings! You're one step away on using our online booking system.
Please setup first the following to continue and click finish button once all details below has been set.


- Update Company Details.
- Add Invoice Address Details.
- Set Up your default AQL Settings.

Finish

Account Settings

Account Details			
Username:	maniquiscatherine@gmail.com	Full Name:	Fei Maniquis
Password:	*****		

[Edit account details](#)



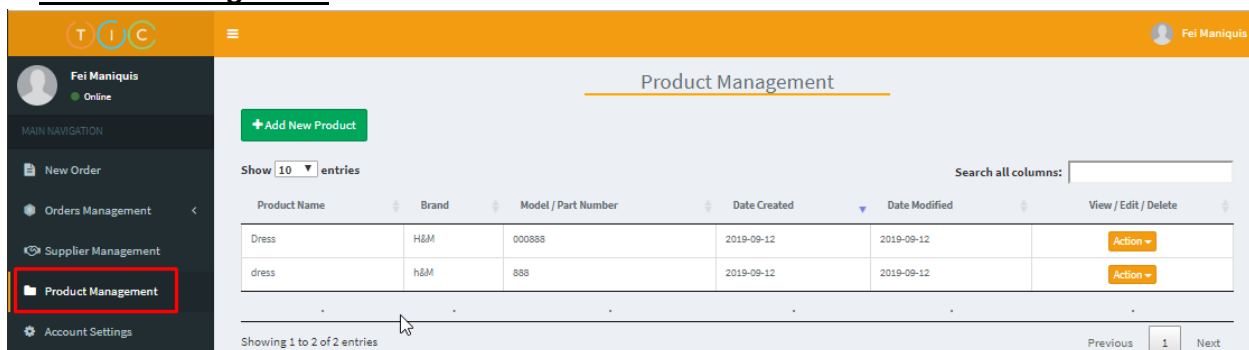
Success!

You may now use our booking website. Thank you

[Click](#)

Company Details

4. Product Management



Product Management

[+ Add New Product.](#)

Show entries

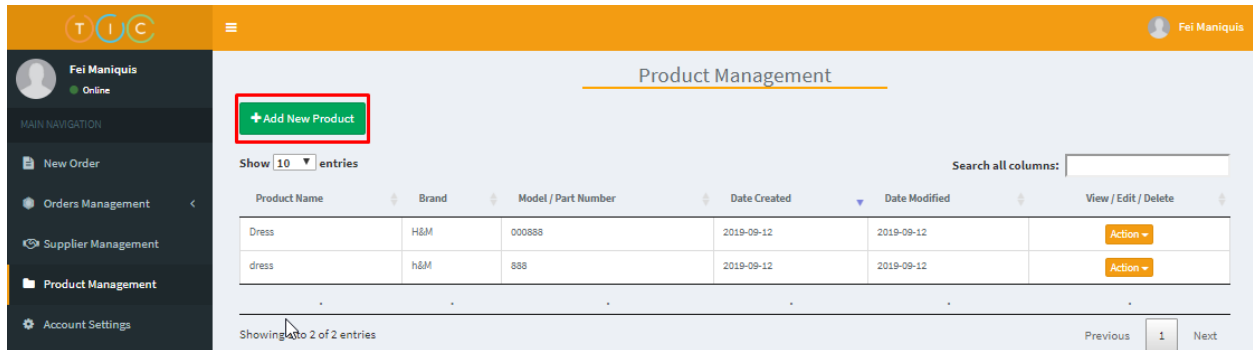
Search all columns:

Product Name	Brand	Model / Part Number	Date Created	Date Modified	View / Edit / Delete
Dress	H&M	000888	2019-09-12	2019-09-12	Action
dress	h&M	888	2019-09-12	2019-09-12	Action

Showing 1 to 2 of 2 entries

Previous Next

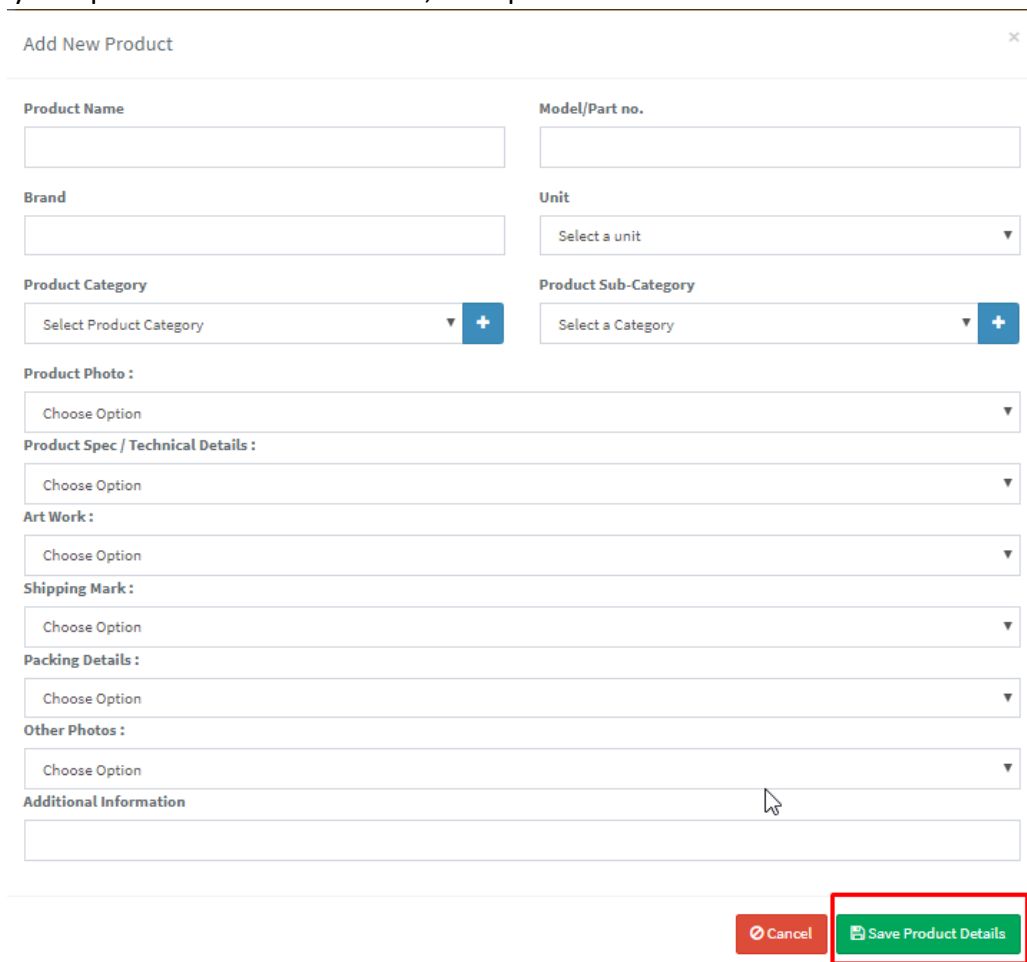
4.1 Select the Add new product



The screenshot shows the 'Product Management' dashboard. On the left is a sidebar with navigation options: New Order, Orders Management, Supplier Management, Product Management (selected), and Account Settings. The main area has a header 'Product Management' and a '+ Add New Product' button highlighted with a red box. Below the button is a table with columns: Product Name, Brand, Model / Part Number, Date Created, Date Modified, and View / Edit / Delete. The table contains two entries for 'Dress' by 'H&M'. At the bottom, it says 'Showing 2 of 2 entries'.

Product Name	Brand	Model / Part Number	Date Created	Date Modified	View / Edit / Delete
Dress	H&M	000888	2019-09-12	2019-09-12	Action
dress	h&M	888	2019-09-12	2019-09-12	Action

4.2 Kindly fill up the information needed, then press the Save Product Details



The screenshot shows the 'Add New Product' form. It contains several input fields and dropdown menus for product details. At the bottom right, there are two buttons: 'Cancel' and 'Save Product Details', with the latter highlighted by a red box.

Add New Product

Product Name:

Model/Part no.:

Brand:

Unit:

Product Category:

Product Sub-Category:

Product Photo :

Product Spec / Technical Details :

Art Work :

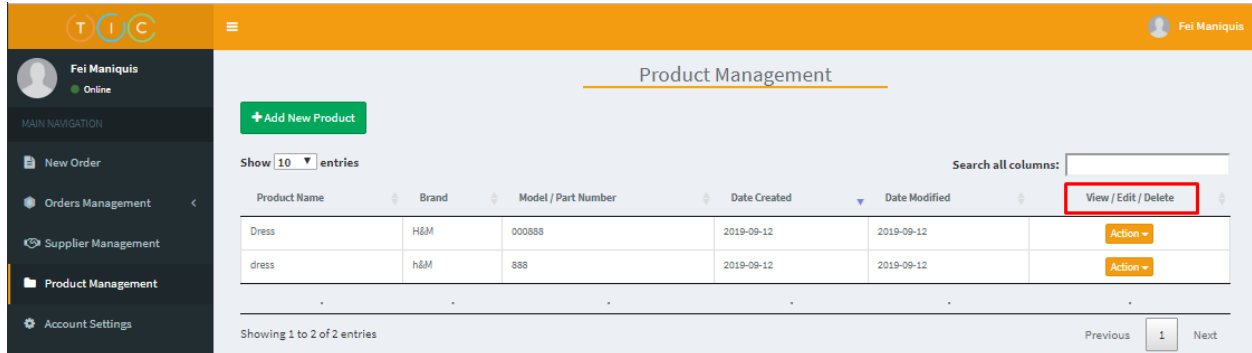
Shipping Mark :

Packing Details :

Other Photos :

Additional Information:

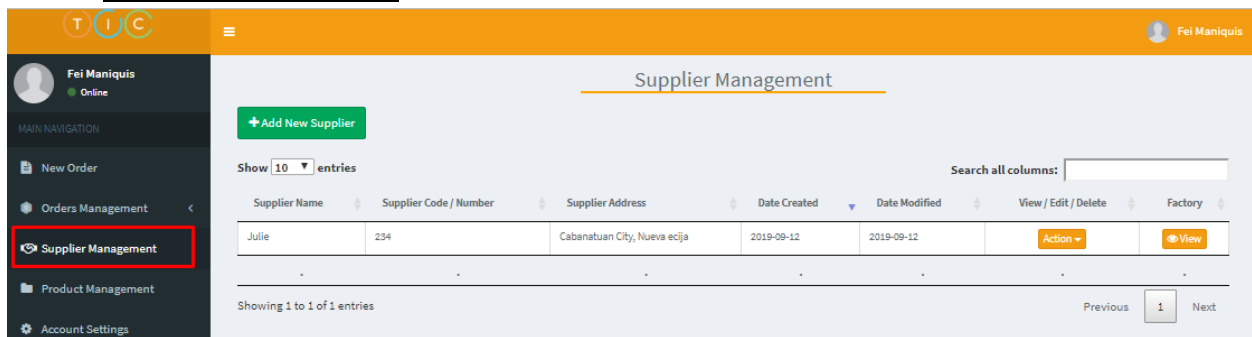
4.3 If you want something to view, edit or delete with the product you input. Kindly select this button.



The screenshot shows the 'Product Management' dashboard. On the left is a sidebar with navigation options: 'New Order', 'Orders Management', 'Supplier Management', 'Product Management' (highlighted), and 'Account Settings'. The main area has a header 'Product Management' and a green '+ Add New Product' button. Below this is a search bar and a table of products. The table has columns: Product Name, Brand, Model / Part Number, Date Created, Date Modified, and an 'Action' column. The 'Action' column contains a 'View / Edit / Delete' button, which is highlighted with a red rectangle. Below the table, it says 'Showing 1 to 2 of 2 entries' and has pagination controls.

Product Name	Brand	Model / Part Number	Date Created	Date Modified	Action
Dress	H&M	000888	2019-09-12	2019-09-12	View / Edit / Delete
dress	h&M	888	2019-09-12	2019-09-12	Action

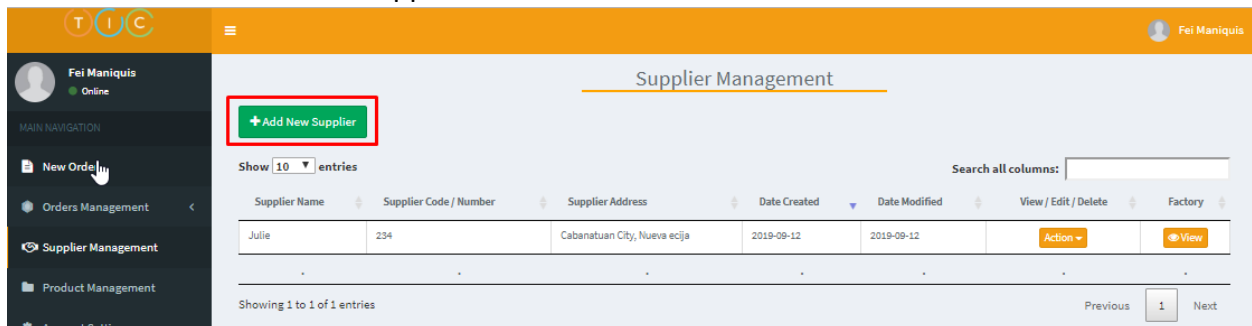
5. Supplier Management



The screenshot shows the 'Supplier Management' dashboard. On the left sidebar, 'Supplier Management' is highlighted with a red box. The main area has a header 'Supplier Management' and a green '+ Add New Supplier' button. Below this is a search bar and a table of suppliers. The table has columns: Supplier Name, Supplier Code / Number, Supplier Address, Date Created, Date Modified, 'View / Edit / Delete', and 'Factory'. The 'View / Edit / Delete' column contains an 'Action' button, and the 'Factory' column contains a 'View' button. Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls.

Supplier Name	Supplier Code / Number	Supplier Address	Date Created	Date Modified	View / Edit / Delete	Factory
Julie	234	Cabanatuan City, Nueva ecija	2019-09-12	2019-09-12	Action	View

5.1 Select the Add new Supplier



This screenshot is similar to the previous one, showing the 'Supplier Management' dashboard. In this view, the '+ Add New Supplier' button is highlighted with a red rectangle. The rest of the interface, including the sidebar and the table of suppliers, remains the same.

5.2 Kindly fill up the information needed, then press the Save supplier Details.

5.3 In case you want to add new contact person, please press the button Add new contact person

Add New Supplier

* Supplier Name

* Supplier Code / Number

* Country

Select Country

* Supplier City (English)

* Supplier Address (English)

Supplier City (Local Language)

Supplier Address (Local Language)

Supplier Contact Person

* Contact Person

* Email Address

* Mobile Number

* Telephone Number

Skype

We Chat

WhatsApp

QQ Mail

+ Add more contact person

☐ Please check if this supplier is same as factory.

Cancel

Save Supplier Details

5.4 If you want something to View/Edit/Delete, kindly select this button.

TIC

Fei Maniquis

Online

Supplier Management

+ Add New Supplier

Show 10 entries

Search all columns:

Supplier Name	Supplier Code / Number	Supplier Address	Date Created	Date Modified	View / Edit / Delete	Factory
Julie	234	Cabanatuan City, Nueva ecija	2019-09-12	2019-09-12	Action	View

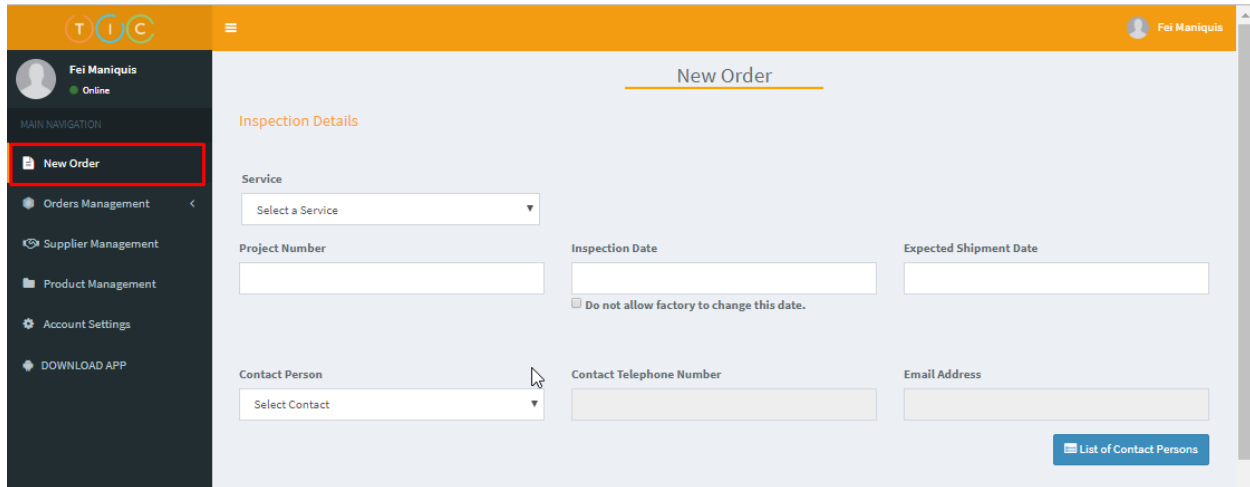
Showing 1 to 1 of 1 entries

Previous

1

Next

6. **New Order** - Go to New order on your MAIN NAVIGATION



The screenshot shows the 'New Order' dashboard. On the left is a dark sidebar with the 'New Order' option highlighted in a red box. The main area is titled 'New Order' and contains the 'Inspection Details' form. The form has the following fields:

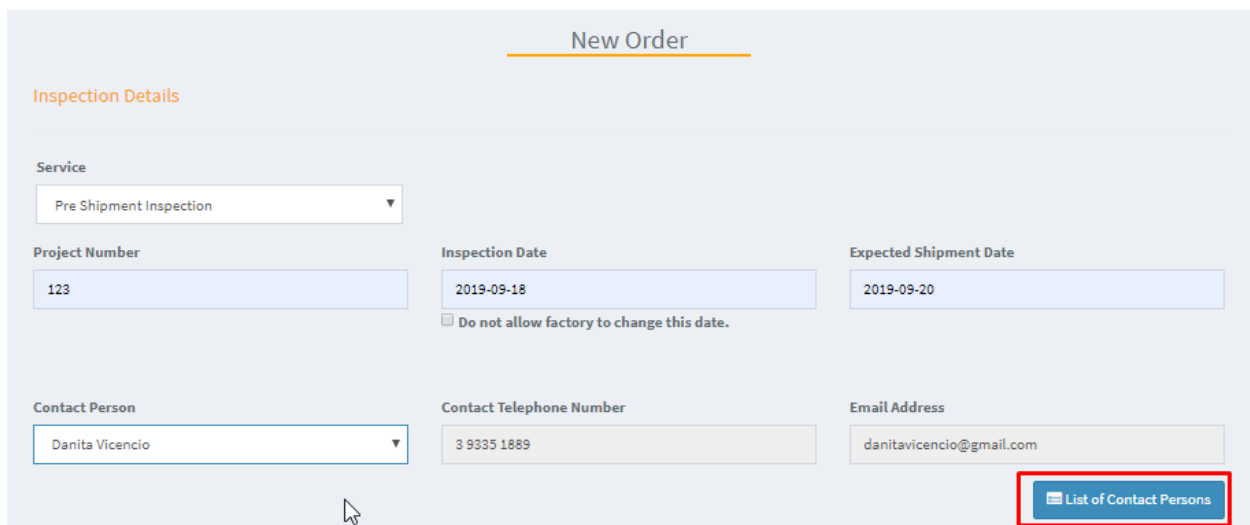
- Service:** A dropdown menu with 'Select a Service' as the placeholder.
- Project Number:** A text input field.
- Inspection Date:** A date input field with a checkbox below it labeled 'Do not allow factory to change this date.'
- Expected Shipment Date:** A date input field.
- Contact Person:** A dropdown menu with 'Select Contact' as the placeholder.
- Contact Telephone Number:** A text input field.
- Email Address:** A text input field.

A blue button labeled 'List of Contact Persons' is located at the bottom right of the form.

6.1 Kindly fill up the information needed for the successful request inspection.

a. **Inspection details** – Kindly fill up the information needed.

In case you want something to update list of you contact person, kindly press this button.



This screenshot shows the 'New Order' dashboard with the 'Inspection Details' form filled out. The 'List of Contact Persons' button at the bottom right is highlighted with a red box. The form contains the following data:

- Service:** Pre Shipment Inspection
- Project Number:** 123
- Inspection Date:** 2019-09-18
- Expected Shipment Date:** 2019-09-20
- Contact Person:** Danita Vicencio
- Contact Telephone Number:** 3 9335 1889
- Email Address:** danitavicencio@gmail.com

- b. Factory & Supplier Details** – Kindly fill up or select the information needed.
In case you want to Add new Factory or Add new Supplier kindly select this button as you can see below.

Factory & Supplier Details

<div>+ Add New Supplier</div>		
Supplier <input type="text" value="Julie"/>	Supplier Address <input type="text" value="Cabanatuan City, Nueva ecija"/>	
Supplier Contact Person <input type="text" value="Eloisa"/>	Contact Telephone Number (Supplier) <input type="text" value="3-99888"/>	Email Address <input type="text" value="eloisa@gamil.com"/>
<div>+ Add New Factory</div>		
Factory Name <input type="text" value="Select Factory"/>	Factory Address <input type="text" value="G"/>	
Factory Contact Person <input type="text" value="Enrica"/>	Contact Telephone Number (Factory) <input type="text" value="098-7655"/>	Email Address <input type="text" value="enrica@gmail.com"/>

- c. Product Details** – Kindly fill up the information needed; in case you want to add new Product please select this button

Product Details

+ Add New Product

Product Name <input type="text" value="Dress"/> <input type="button" value="Search here"/>		
Product Category <input type="text" value="Garment"/> +	Product Sub-Category <input type="text" value="Suits"/> +	Brand <input type="text" value="H&M"/>
PO Number <input type="text" value="zczc"/>		
Model / Part No. <input type="text" value="000888"/>	Qty <input type="text" value="12"/> +	

- **For add more product**, in case your product is more than one. Kindly select this button to Add More Product.

Product Details

+ Add New Product

Product Name
Dress Search here

Product Category
Garment +

Product Sub-Category
Suits +

Brand
H&M

PO Number
zczc

Model / Part No.
000888

Qty
12 +

+ Add More Products

- For Requirements, Memo / Notes and Other attachments, please kindly fill up the information needed. Then kindly select the Submit button.

Requirements

Memo / Notes

Other attachment

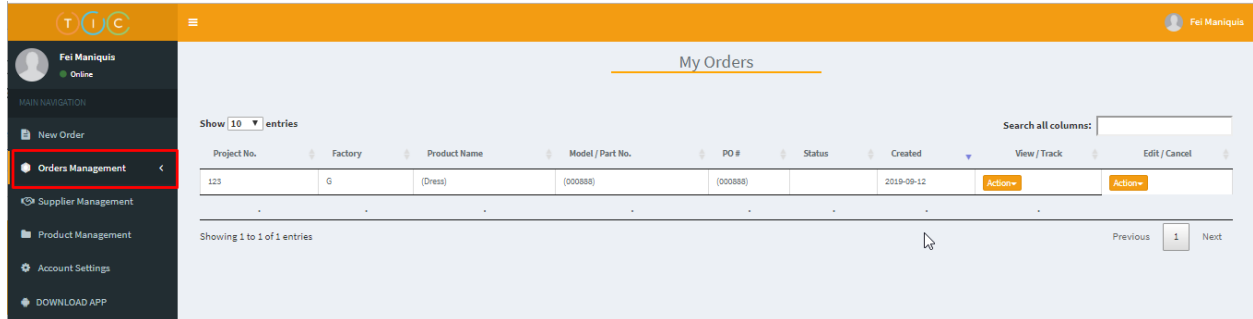
Drag files or click here to Upload

Submit

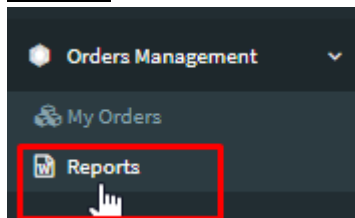
7. The booking team will receive your inspection request, and we'll process right away.

7.1 After reviewing all the details the booking team we'll come back to you if the Inspection is Confirmed and released or maybe just a little bit question for the confirmation.

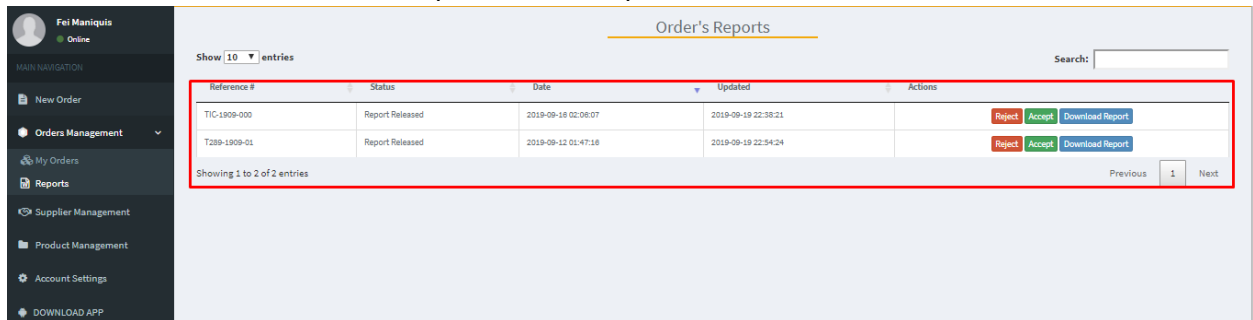
8. Order's report – Click the Orders Management,



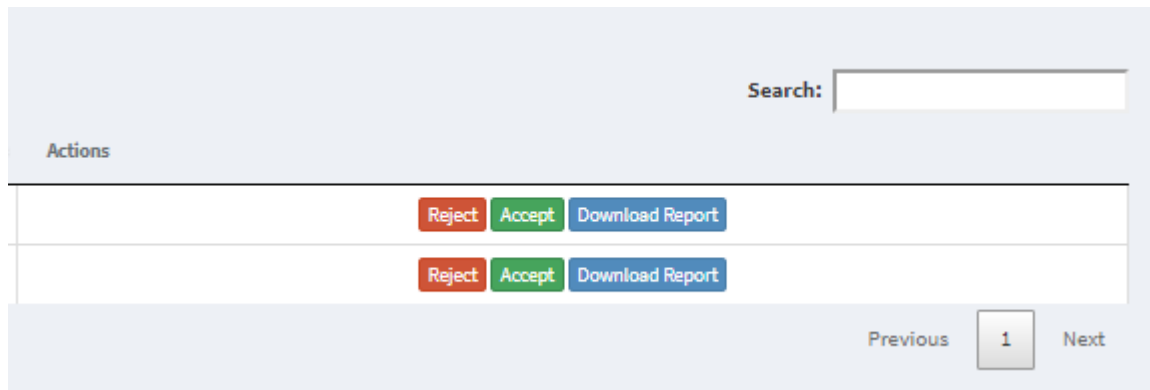
8.1 When you click the Orders Management you will see these two icons, then please click the reports.



8.2 You will see the in Order's Reports all the report released



8.3 There is three icons which is reject, accept and download report.



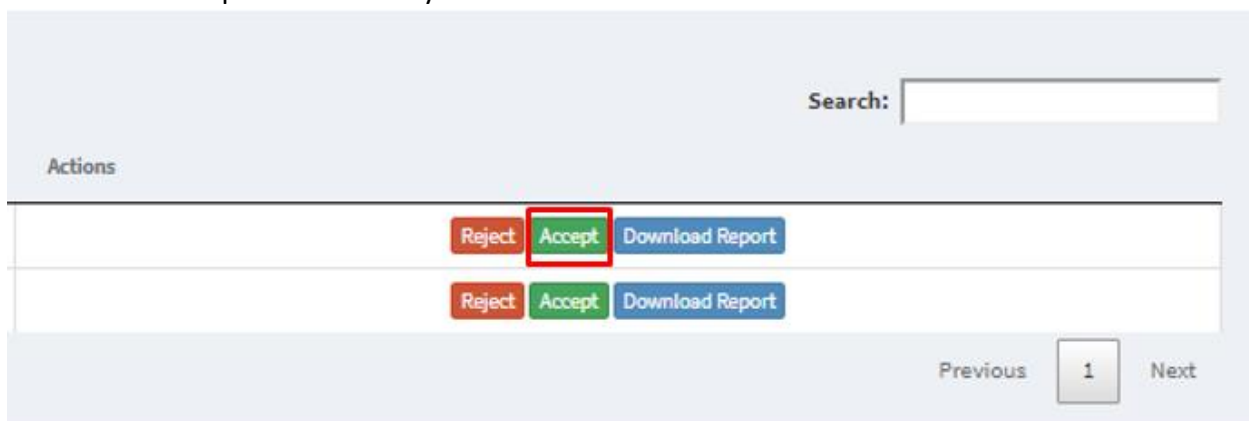
The screenshot shows a dashboard interface. At the top right, there is a search bar labeled "Search:". Below it, on the left, is the word "Actions". The main part of the dashboard is a table with two rows. Each row contains three buttons: "Reject" (red), "Accept" (green), and "Download Report" (blue). At the bottom right of the table, there are navigation controls: "Previous", a button with the number "1", and "Next".

8.4 If you want to reject it please click the reject button.



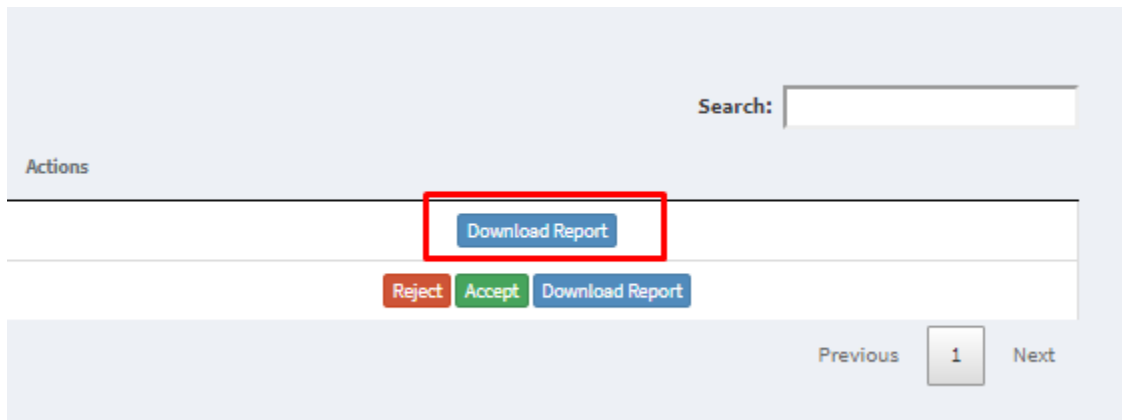
This screenshot is identical to the previous one, but the "Reject" button in the first row of the table is highlighted with a red rectangular box.

8.5 If you want to download the report, please click the accept button then ACCEPT, so you can download the report successfully

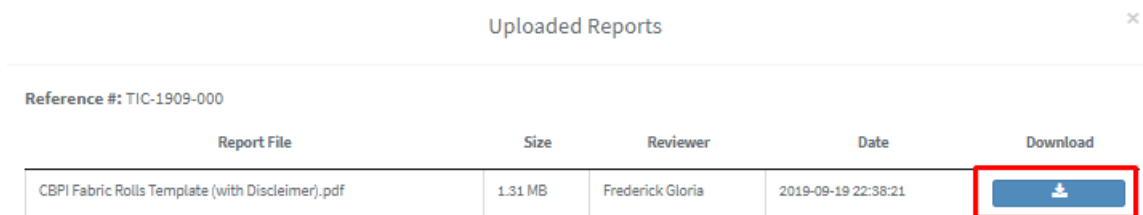


This screenshot is identical to the previous ones, but the "Accept" button in the first row of the table is highlighted with a red rectangular box.

8.6 Once you accept the report, please click the Download Report



- Click this, for the successful download the report.



--End--