

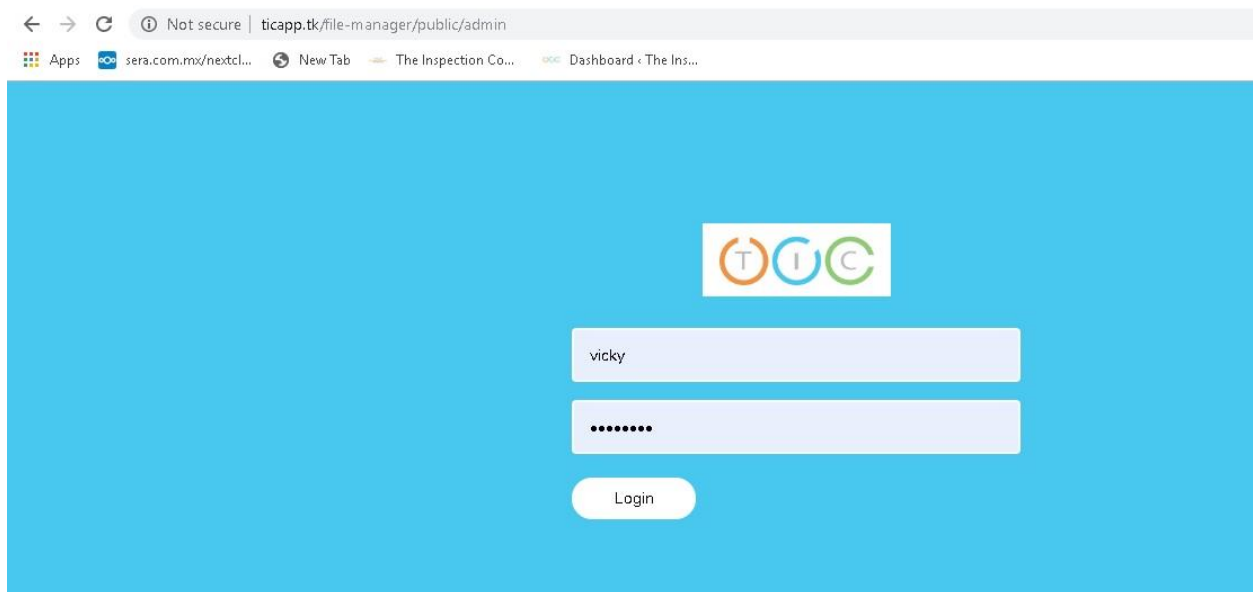
File Manager Manual For Inspection Report Transfer

This Manual is a step-by-step procedure on how to transfer or upload the files from inspectors to reports team. Follow the instruction carefully

1. Log in

Go to <http://t-i-c.asia/filemanager/login>

The following screen will appear:

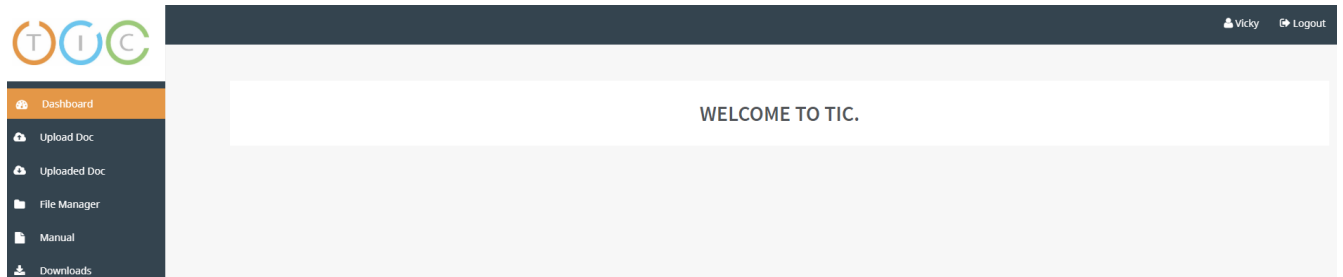


Inspector Log In: Enter username/Email and password



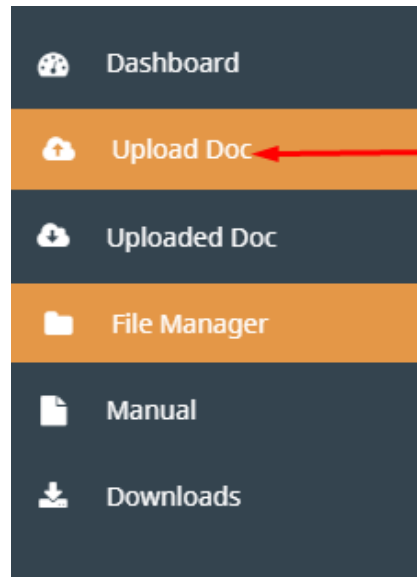
2. File Manager

Dashboard will appear on screen once logged in



3. Upload Files

To upload file choose (Upload Doc)



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The screenshot shows the 'Upload Doc' form in the File Manager. The left sidebar contains a menu with 'Upload Doc' highlighted. The main form area has a breadcrumb 'Home / Back / Add'. It includes a 'Report Number' field with a placeholder 'Report Number', a 'File' section with a 'Choose Files' button and the text 'No file chosen', and a 'Comment' text area with a placeholder 'Comment'. A 'Submit' button is at the bottom left.

3.1 Report number and title

- Enter Report Number and Title

This screenshot is similar to the previous one but highlights the 'Report Number' field with a red rectangle. The field contains the placeholder text '- ENTER REPORT NUMBER AND TITLE HERE-'. The rest of the interface, including the sidebar and other form elements, remains the same.

3.2 Choose the files you want to upload (Multiple files not a problem)

File

Choose Files No file chosen

3.3 Comments

Leave a comment if you want to give any special advice or information here, what happens during inspection.

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3.3 Click submit

After all is filled Press SUBMIT to start file transfer



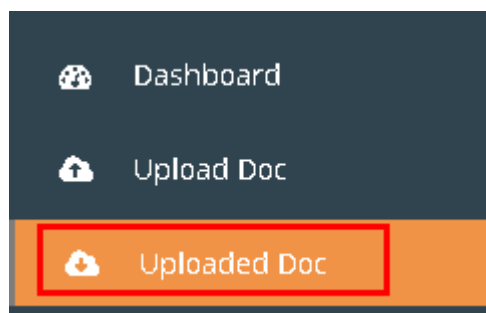
After clicking Submit you will see the transferd file:

Show entries Search:

<input type="checkbox"/>	<input type="checkbox"/>	Title	Comment	Date	Action
<input type="checkbox"/>		-ENTER REPORT NUMBER AND TITLE HERE-	-ENTER COMMENTS HERE-	18-06-2019 21:59	

Download All Delete All

4. Review uploaded file






You can see the files uploaded by clicking Uploaded DOC

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4.1 You will see all files you have send and which have not been deleted yet.

<input type="checkbox"/>	Title	Comment	Date	Action
<input type="checkbox"/> 	-ENTER REPORT NUMBER AND TITLE HERE-	-ENTER COMMENTS HERE-	18-06-2019 21:59	 
<div>Download All Delete All</div>				

Showing 1 to 1 of 1 entries

Previous 1 Next

4.2 To see details, click on the Report Number or Title

Title
-ENTER REPORT NUMBER AND TITLE HERE-

5. Login Session Expires – Once you see this page after login, just please click BACK TO LOGIN button then login again as your browser session has been already expired.

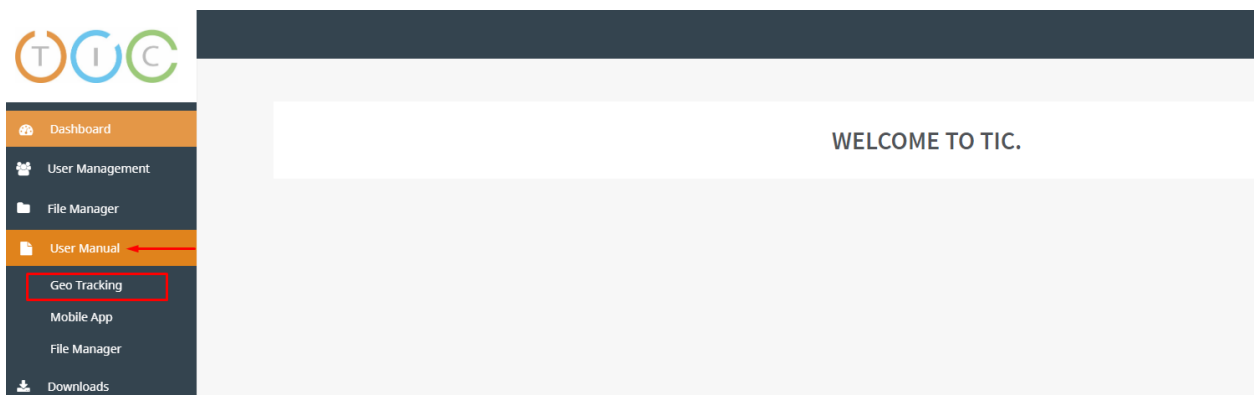
419

Sorry, your session has expired.
Please refresh and try again.

[BACK TO LOGIN](#)

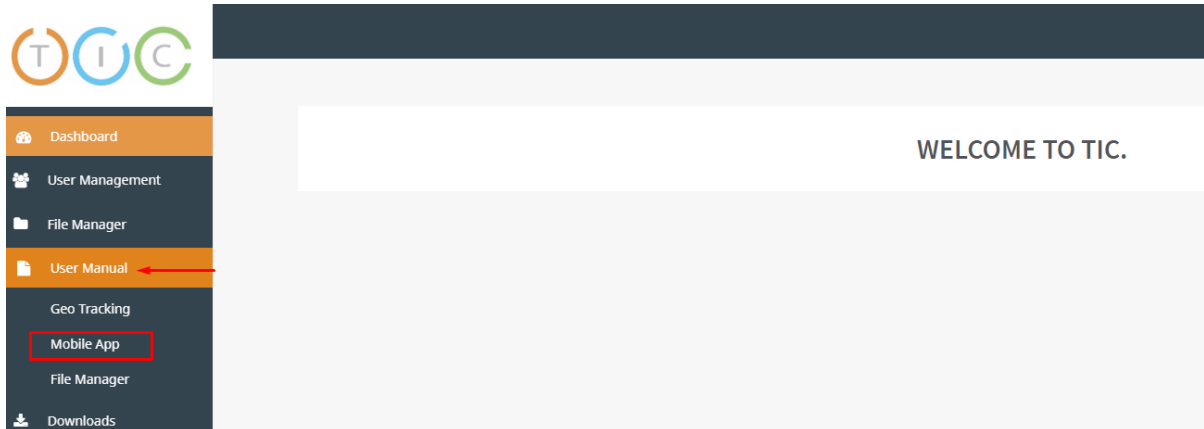
6. How to use Geo tracking, Mobile app and File Manager

6.1 Go to User Manual and click the Geo Tracking to see the Geo tracking manual.

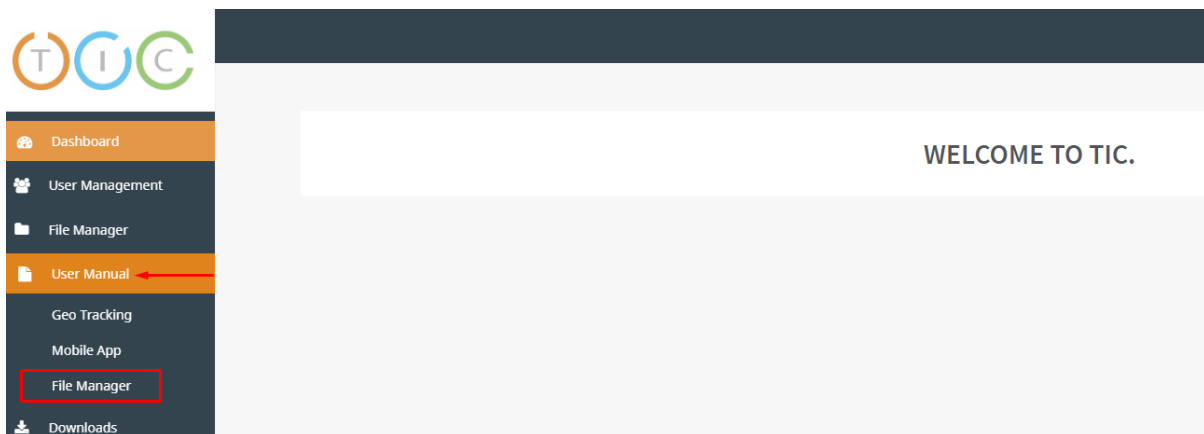


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6.2 Go to User Manual and click the Mobile App to see the Mobile app manual.



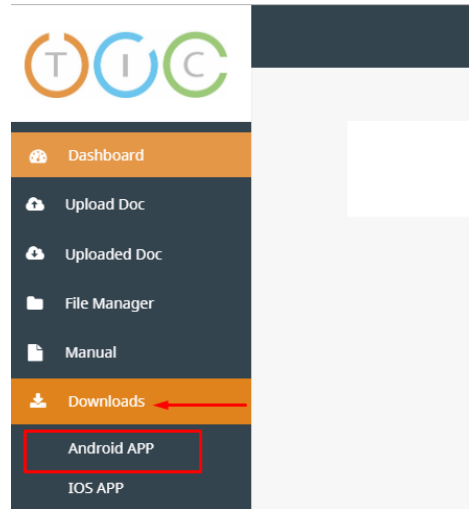
6.3 Go to User Manual and click the File manager to see the File manager manual.



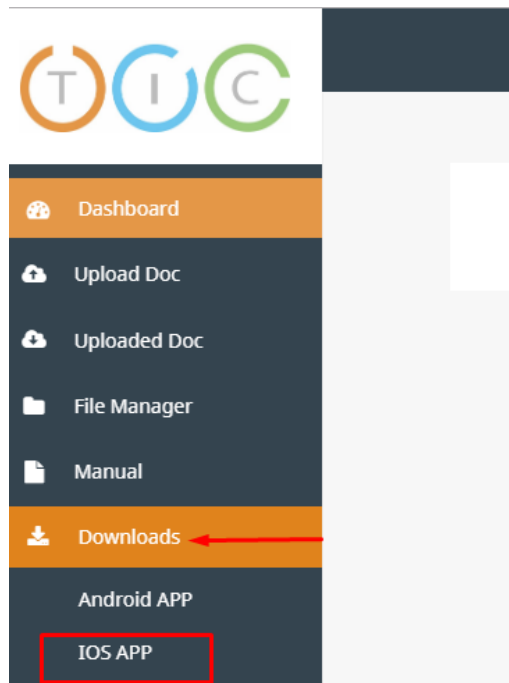
7. How to download App. Please got to Downloads

7.1 Download Android App – Just click the Download Android App link to download.

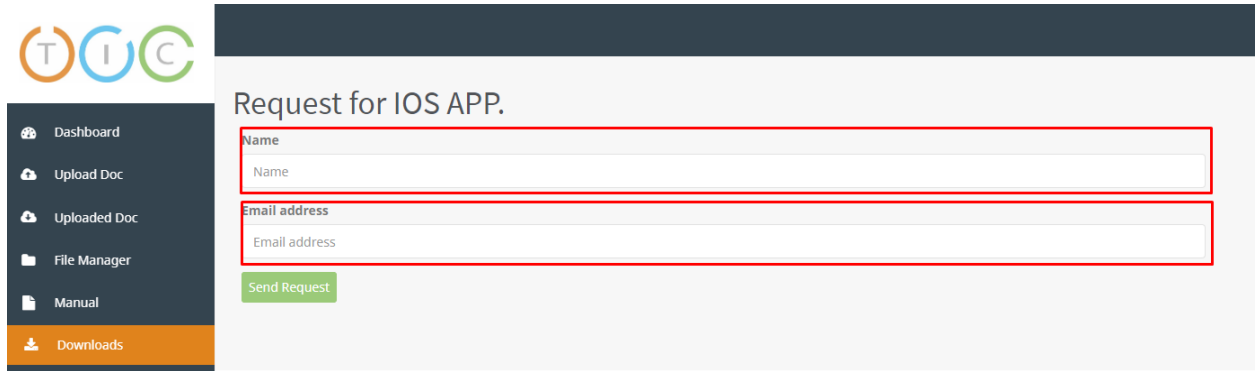
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7.2 Download IOS App – Just click the Download IOS APP link and provide your Name and Email Address then click Send Request button to submit. IOS download link will be sent to your provided Email Address.



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The screenshot shows a web application interface. On the left is a dark sidebar with a logo at the top and a list of menu items: Dashboard, Upload Doc, Uploaded Doc, File Manager, Manual, and Downloads. The 'Downloads' item is highlighted with an orange background. The main content area has a dark header bar. Below it, the title 'Request for IOS APP.' is displayed. The form contains two input fields: 'Name' and 'Email address', both with placeholder text. A green 'Send Request' button is located below the email field.



Request for IOS APP.

Name
Name

Email address
Email address

Send Request

-Thank you-