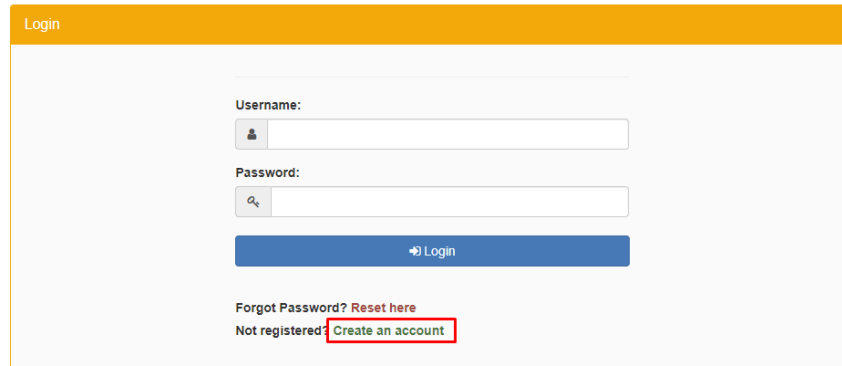
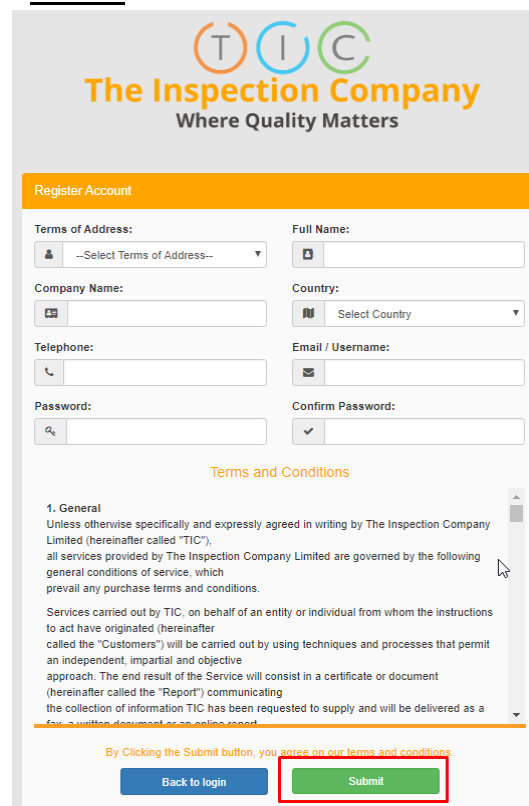


**Registration as new client:**

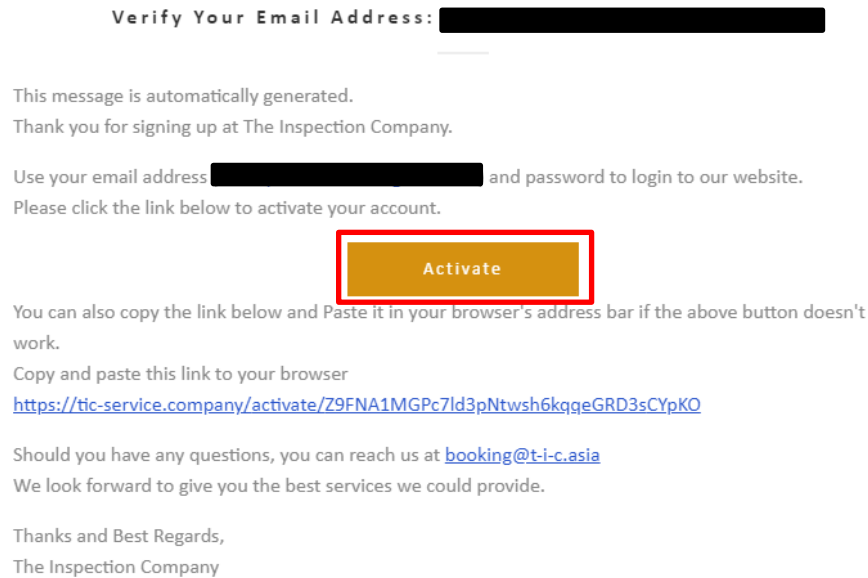
1. **Registration / Activation** – When you open [tic-service.company](http://tic-service.company) in the browser. The following screen will appear, please click the Create an account.



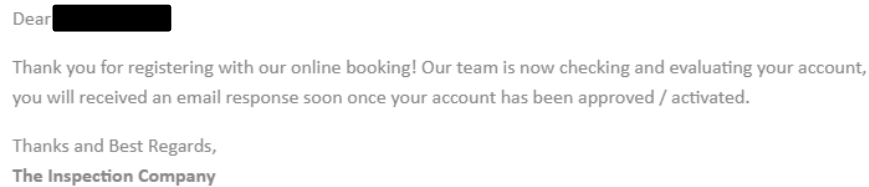
- 1.1 Please kindly fill up the information needed, after you fill up please read the Terms and Condition then press the **Submit** button.



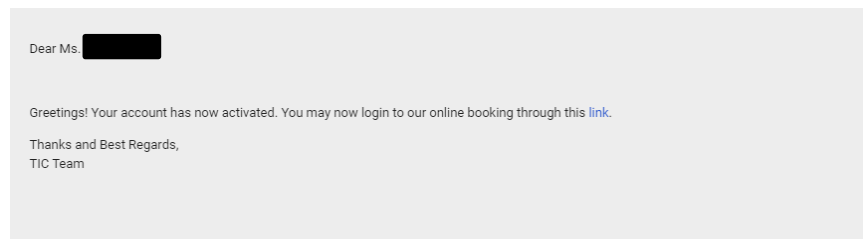
**1.2** You will get an email like this on your personal email. Then please click the Activate button



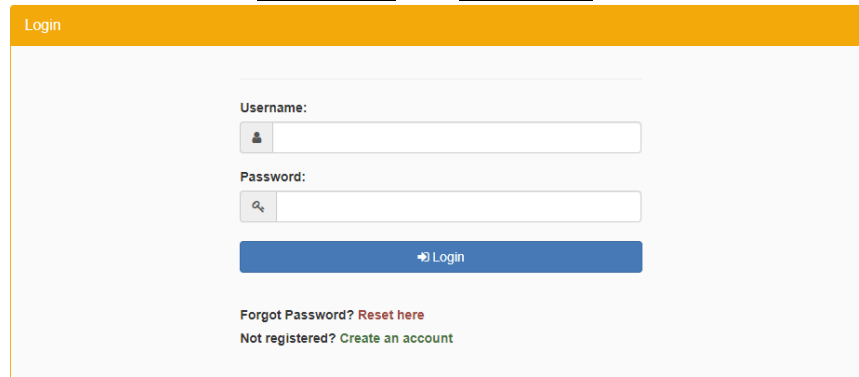
**1.3** After you click the Activate button, you will not able to log in to our Dashboard. Please wait for the email of our Admin. But you will get an email like this, just to know that your request has been checking and evaluating of our team.



**1.4** Please wait for the email that your account has been activated. When your account is already activated you will get an email like this



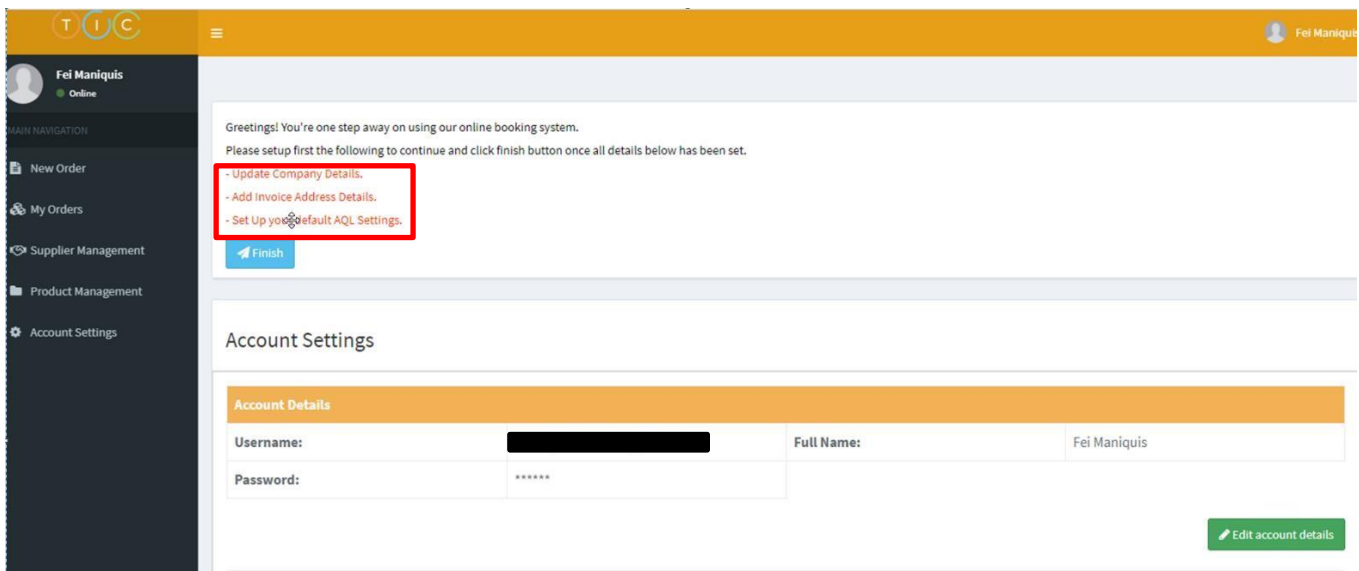
**2. Log in** – Please enter your username: and password:



The login form is titled 'Login' and is enclosed in an orange border. It contains the following elements:

- Username:** A text input field with a user icon on the left.
- Password:** A text input field with a key icon on the left.
- Login Button:** A blue button with a right-pointing arrow and the text 'Login'.
- Links:** Below the login button, there are two links: 'Forgot Password? [Reset here](#)' and '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.



The dashboard shows the user 'Fei Maniquis' is online. A message states: '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.'

A red box highlights the following setup steps:

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

Below this is a 'Finish' button. The 'Account Settings' section is visible, showing 'Account Details' with fields for Username, Password, Full Name, and a green 'Edit account details' button.

**3.1** Kindly set up first the following:

**a. Update Company Details**

Company Details			
Company Name:	TIC	Email:	
Phone:		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
<a href="#">+ Add contact person</a>				

### 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

Fei Maniquis  
Online

MAIN NAVIGATION

- 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.

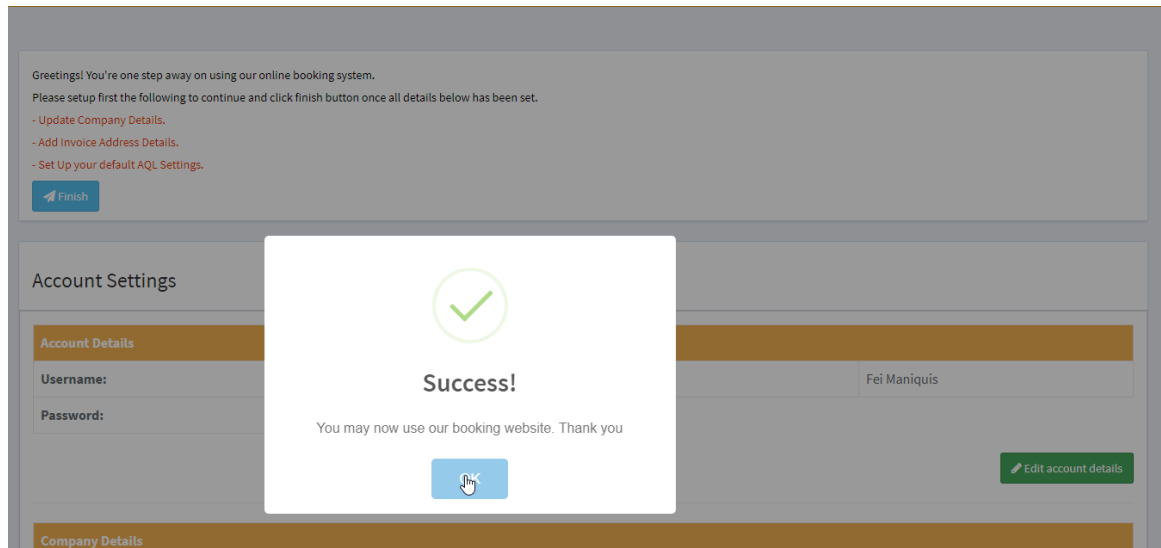
[Finish](#)

#### Account Settings

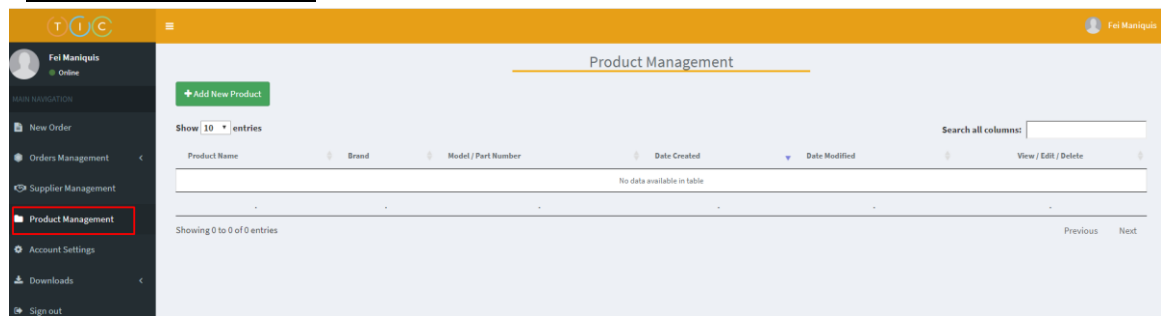
Account Details			
Username:	maniquiscatherine@gmail.com	Full Name:	Fei Maniquis
Password:	*****		

[Edit account details](#)

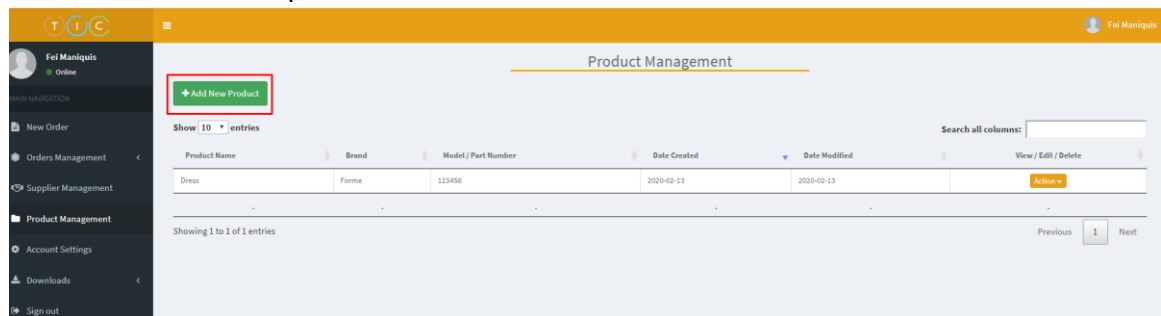
### 3.3 The following screen will appear



## 4. Product Management



### 4.1 Select the Add new product



Add New Product

Product Name

Brand

Product Category

Select Product Category

Product Photo :

Choose Option

Product Spec / Technical Details :

Choose Option

Art Work :

Choose Option

Shipping Mark :

Choose Option

Packing Details :

Choose Option

Other Photos :

Choose Option

Additional Information

Model/Part no.

Unit

Select a unit

Product Sub-Category

Select a Category

Cancel

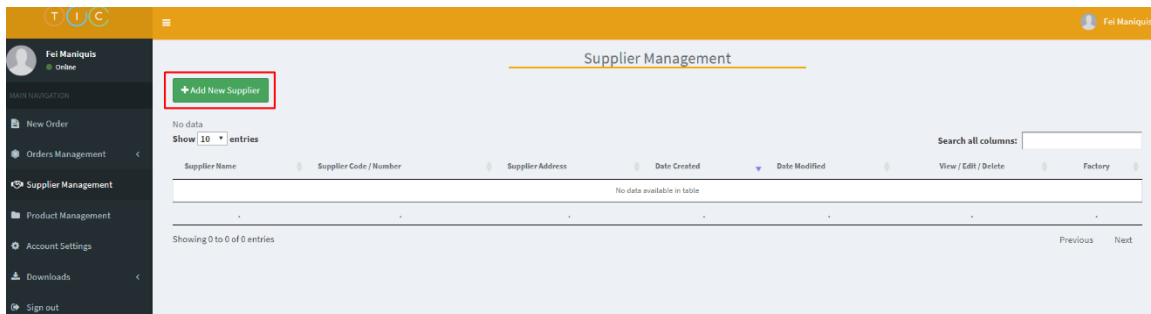
Save Product Details

The screenshot displays the 'Product Management' section of a web application. On the left is a sidebar with navigation links: 'New Order', 'Orders Management', 'Supplier Management', 'Product Management' (highlighted), 'Account Settings', 'Downloads', and 'Sign out'. The main content area has a header 'Product Management' and a '+ Add New Product' button. Below this, it says 'Show 10 entries'. A table lists products with columns: 'Product Name', 'Brand', 'Model / Part Number', 'Date Created', 'Date Modified', and 'View / Edit / Delete'. The first row shows a 'Dress' by 'Forme' with model '123456', created and modified on '2020-02-13'. A context menu is open over the 'View / Edit / Delete' link, showing options: 'View', 'Edit', and 'Copy'. The 'Edit' option is highlighted. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

Product Name	Brand	Model / Part Number	Date Created	Date Modified	View / Edit / Delete
Dress	Forme	123456	2020-02-13	2020-02-13	View / Edit / Delete

The screenshot shows the 'Supplier Management' section of the application. The left sidebar contains navigation links: Home, New Order, Orders Management, **Supplier Management**, Product Management, Account Settings, Downloads, and Sign out. The main content area has a header 'Supplier Management' and a green button '+ Add New Supplier'. Below this, it states 'No data' and 'Show 10 entries'. A search bar labeled 'Search all columns:' is present. A table with headers 'Supplier Name', 'Supplier Code / Number', 'Supplier Address', 'Date Created', 'Date Modified', 'View / Edit / Delete', and 'Factory' is shown. The table body contains the message 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' pagination links.

## 5.1 Select the Add new Supplier



## 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

\* 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 the supplier and factory is same, please click this button.

Add New Supplier

\* Supplier Name      \* Supplier Code / Number      \* 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

5.5 But if the supplier and factory is not same, please go to view button

Supplier Management

+ Add New Supplier

Show 10 entries

Supplier Name	Supplier Code / Number	Supplier Address	Date Created	Date Modified	View / Edit / Delete	Factory
ABC	123	Cabanatuan City	2020-02-13	2020-02-13	Action	<a href="#">View</a>
elms	adfa	aff	2020-02-13	2020-02-13	Action	<a href="#">View</a>
adula	adfa	f	2020-02-13	2020-02-13	Action	<a href="#">View</a>

Showing 1 to 3 of 3 entries

Previous 1 Next

5.6 Please click the Add New Factory, then fill up the information needed and click the Save factory Details

Factory Management

[Back to supplier](#)      + Add New Factory

Show 10 entries

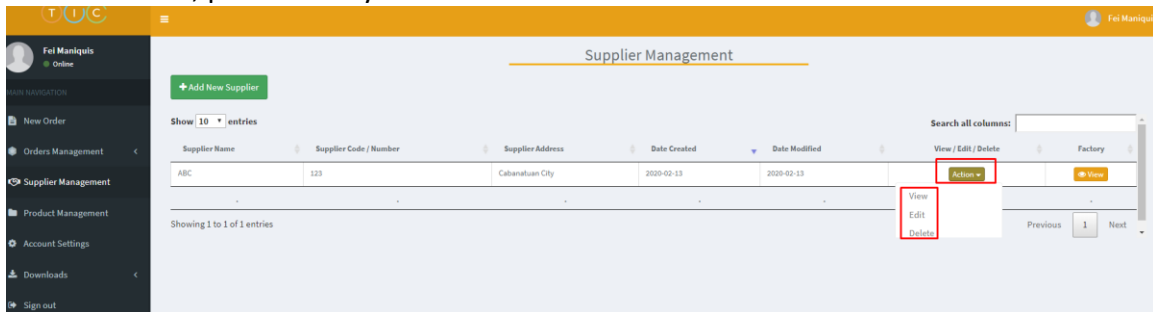
Supplier Name	Factory Name	Factory Code / Number	Factory Address	Date Created	View / Edit / Delete
No data available in table					

Showing 0 to 0 of 0 entries

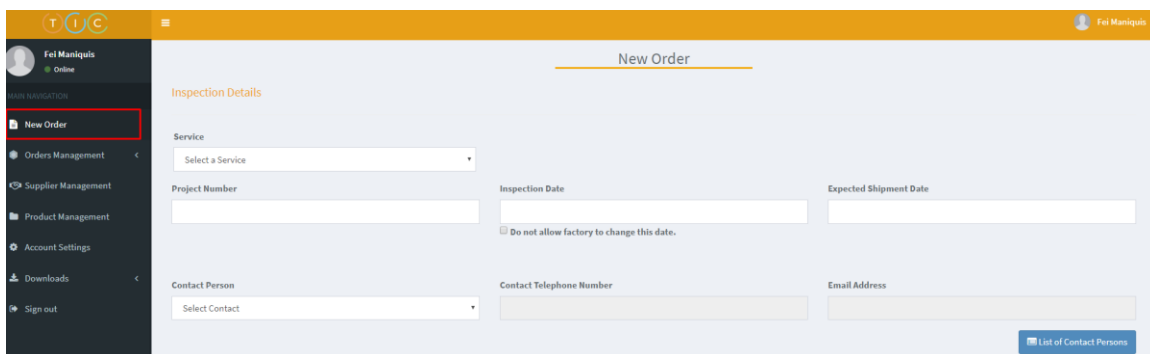
Previous Next



**5.7** If you want something to View/Edit/Delete, on your supplier and factory you will see the action button, please kindly click that button.



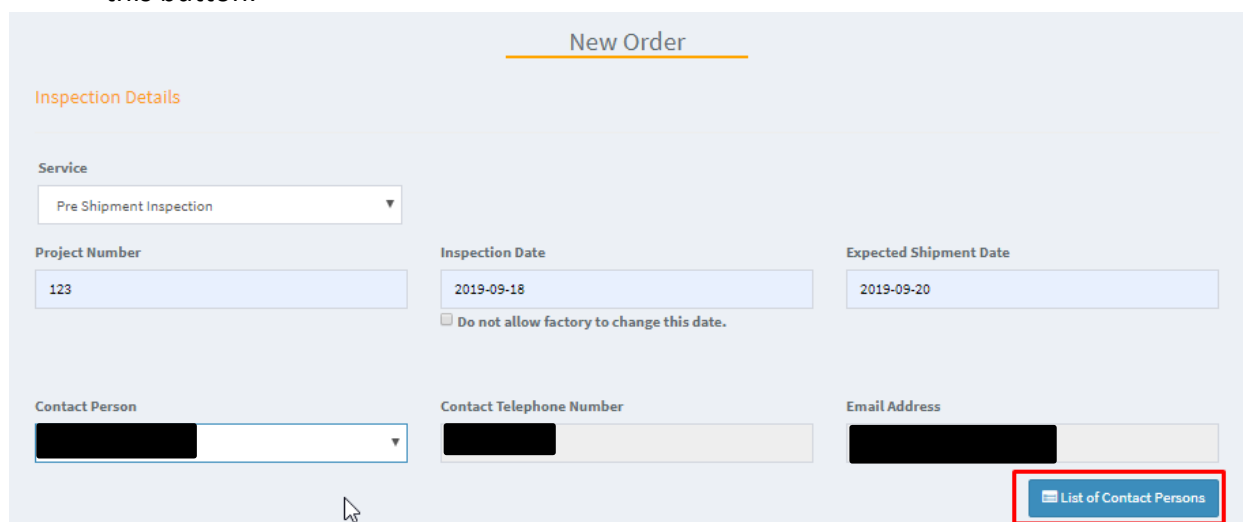
**6. New Order** - Go to New order on your MAIN NAVIGATION



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

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

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



**6.1.2 Factory & Supplier Details** – Kindly fill up 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

Supplier	Supplier Address	
Julie	Cabanatuan City, Nueva ecija	
Supplier Contact Person	Contact Telephone Number (Supplier)	Email Address
Eloisa	3-99888	eloisa@gamil.com
Factory Name	Factory Address	
Select Factory	G	
Factory Contact Person	Contact Telephone Number (Factory)	Email Address
Enrica	098-7655	enrica@gmail.com

+ Add New Supplier

+ Add New Factory

**6.1.3 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	Search here	
Select Product		
Product Category	Product Sub-Category	Brand
Select Product Category	Select Sub-Product Category	
Model / Part No.	Qty	PO Number

+ Add More Products

- **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.

Dear [REDACTED]

Thank you for booking with us, our booking team is now reviewing your inspection details below and you will get a response shortly.

[Redirect me to Dashboard](#)

**Inspection Details**

Client	SERA
Project Client Number	123
Inspection Service	Pre Shipment Inspection
Inspection Date	2020-02-14

**Factory Details**

Factory Name :	[REDACTED]
Factory Address :	[REDACTED]
Factory Address (Local) :	[REDACTED]
Factory Contact :	[REDACTED]
Factory Contact Person # :	[REDACTED]
Factory Contact Person # :	[REDACTED]
Factory Contact Email :	[REDACTED]

**Product Details**

Product	fabric
Category	Leather garment
Brand	H&M
Model #	123
PO #	000888
PO Quantity	5000 piece
Sample Level	I / S1
Sampling Size	80 / 5
AQL Major	0.065
Max Allowed Major	0
AQL Minor	0.065
Max Allowed Minor	0
Additional Product Info	Refer to client spec

**Other Details**

Requirements :	TEST
Memo / Notes :	TEST

Thanks and Best Regards

**7.2** When your inspection request is confirmed and released, you will get an email like this.

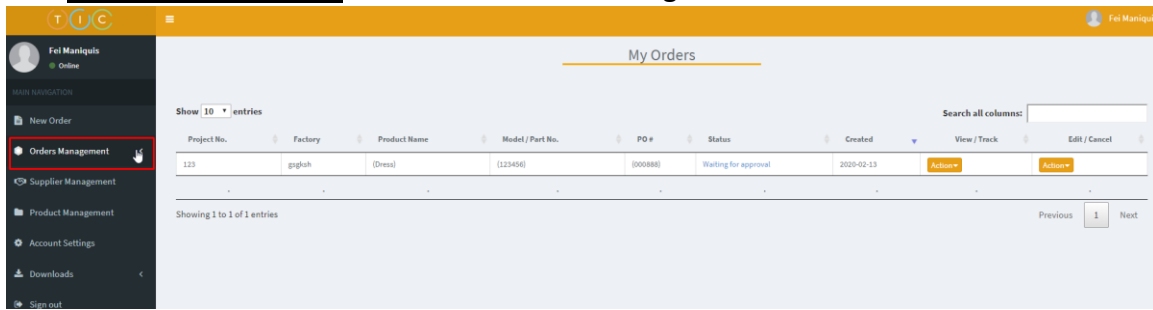
Dear [REDACTED]

Your booking is confirmed and released on 2020-02-13 at [REDACTED] We'll send the report once finished.

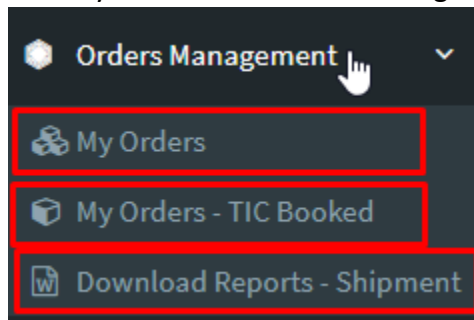
Thanks for your trust and good cooperation.

Your sincere,  
TIC Team

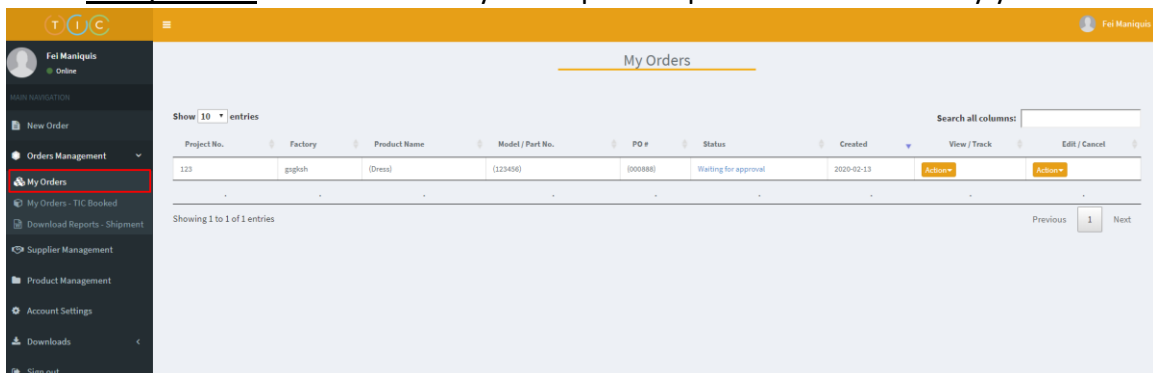
## 8. Orders Management – Click the Orders Management



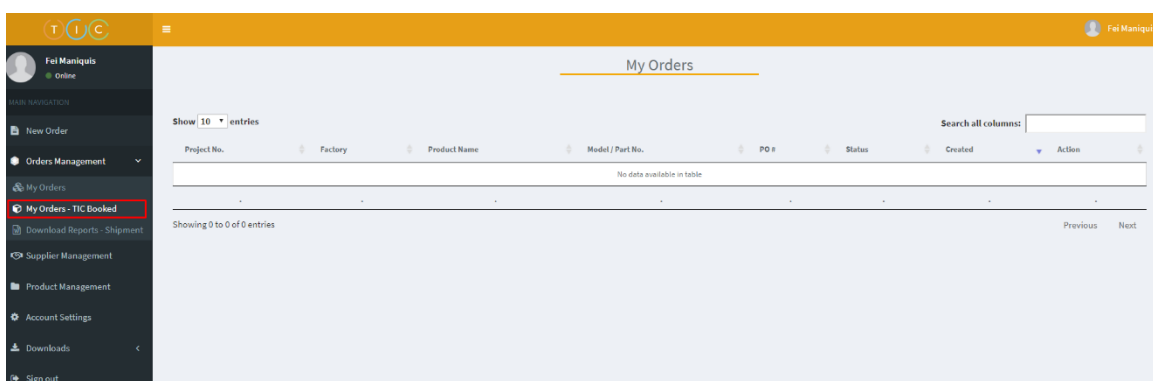
8.1 When you click the Orders Management you will see these three icons.



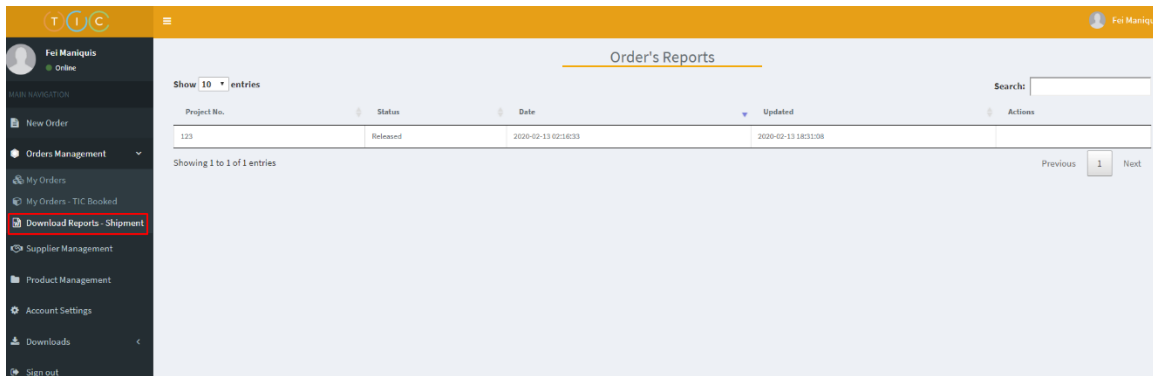
8.2 In My Orders - You will see all your request inspection and booked by yourself.



8.3 In My Orders – TIC Booked – You will see all your request inspection and booked by TIC.



#### 8.4 In Download reports – Shipment – You will see here all your order's report.



9. When the inspection is done, our team will review your inspection report. To make sure all details and information are in the report. When we finish reviewing your report, we will send it right away.

9.1 When we already send your report, you will receive an email.  
You can download it directly by using the link below,

**Download Report for Report Number:** [REDACTED]

Hi [REDACTED]

The Inspection Report has been uploaded, you can now check it on our online booking using the link below. Please kindly also confirm your shipment.

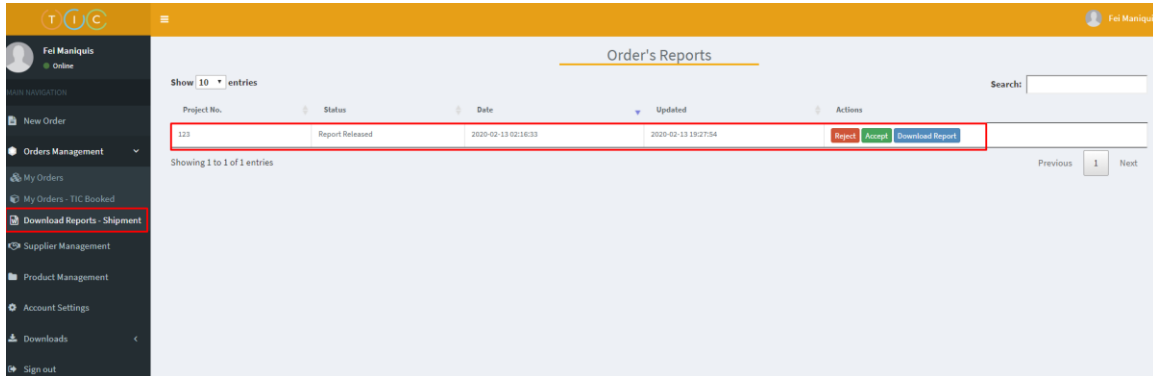
- Reference Number [REDACTED]
- Factory : [REDACTED]
- Inspection Date : February 05, 2020
- Download Link : [Download as zip](#)

**MY ACCOUNT**

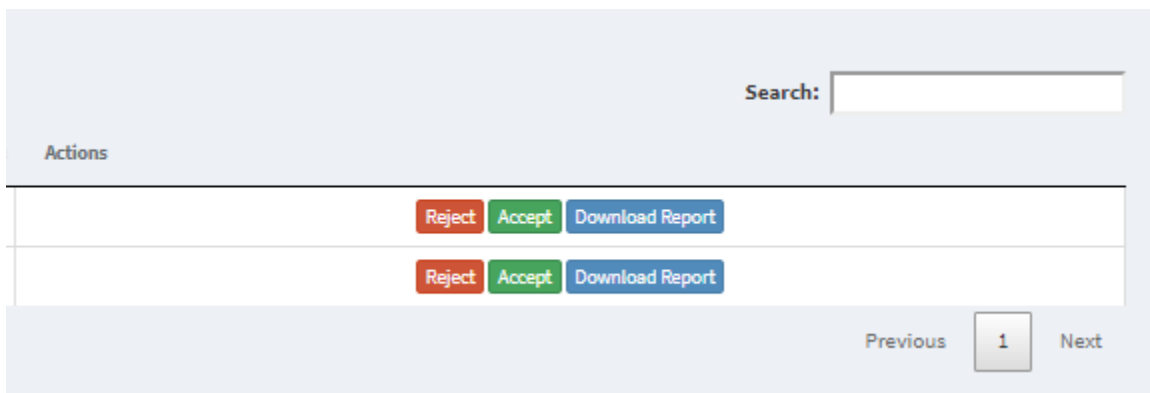
Thanks and Best Regards,

[REDACTED]

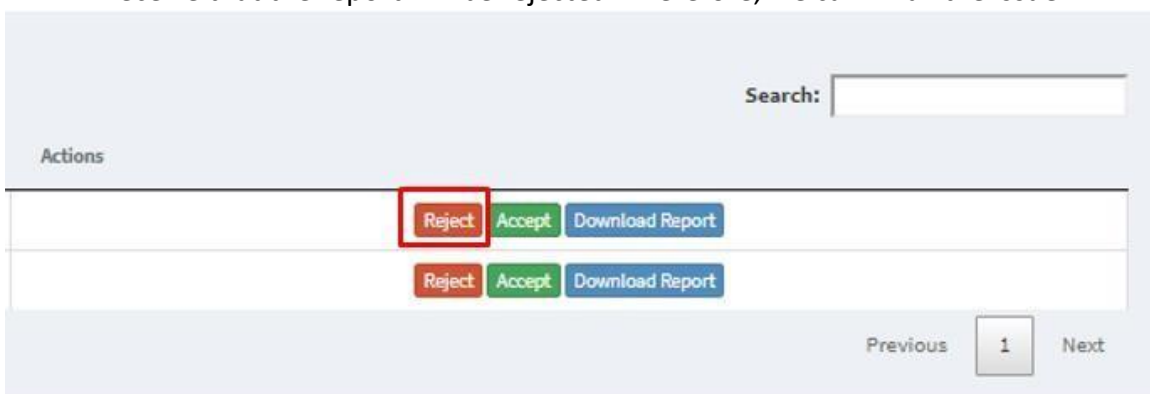
- 9.2** Or you can click the MY ACCOUNT button, then log in your account.  
Go to Orders management after that go to Download Reports - shipment.  
You will see here also the report.



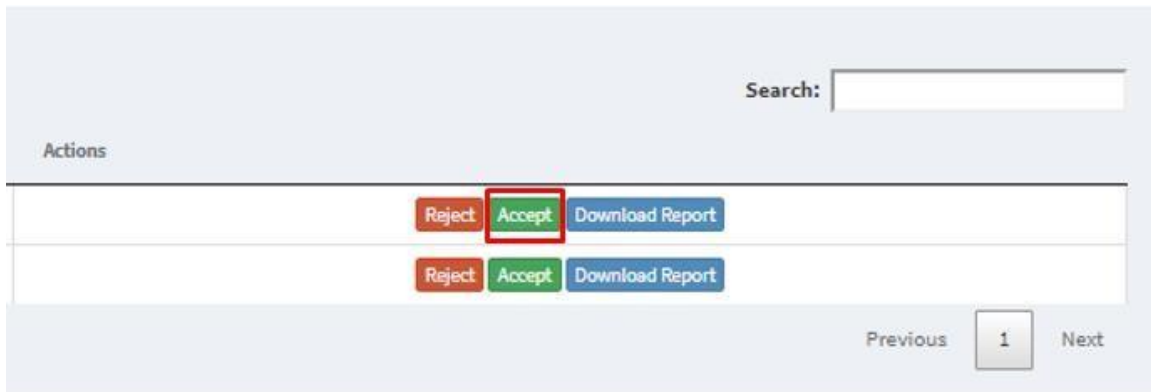
- 9.3** There is three icons which is reject, accept and download report.



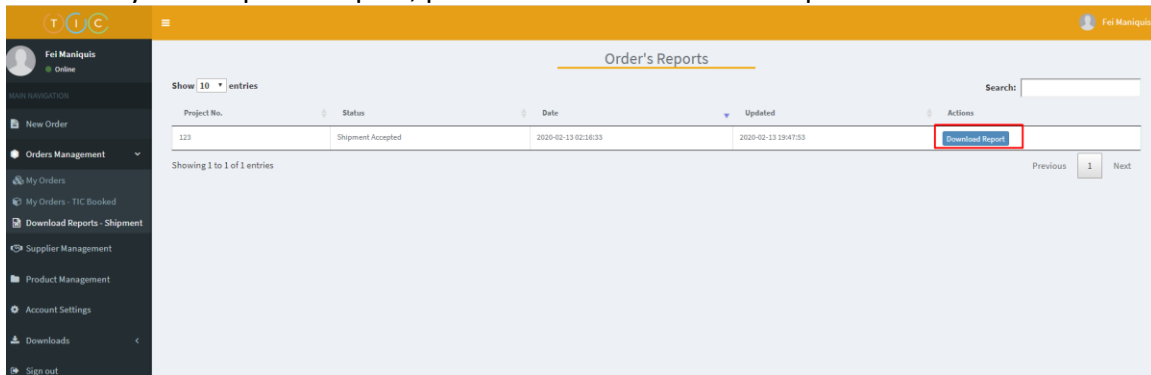
- You can click the Reject button, if you have serious question or comments, our team will receive that the report will be rejected. Therefore, we can fix all the issue.



- You can click the Accept button, just to know that our report will be accepted.  
You can also give us comment or suggestion for you next inspection.



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



--End--