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:

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

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
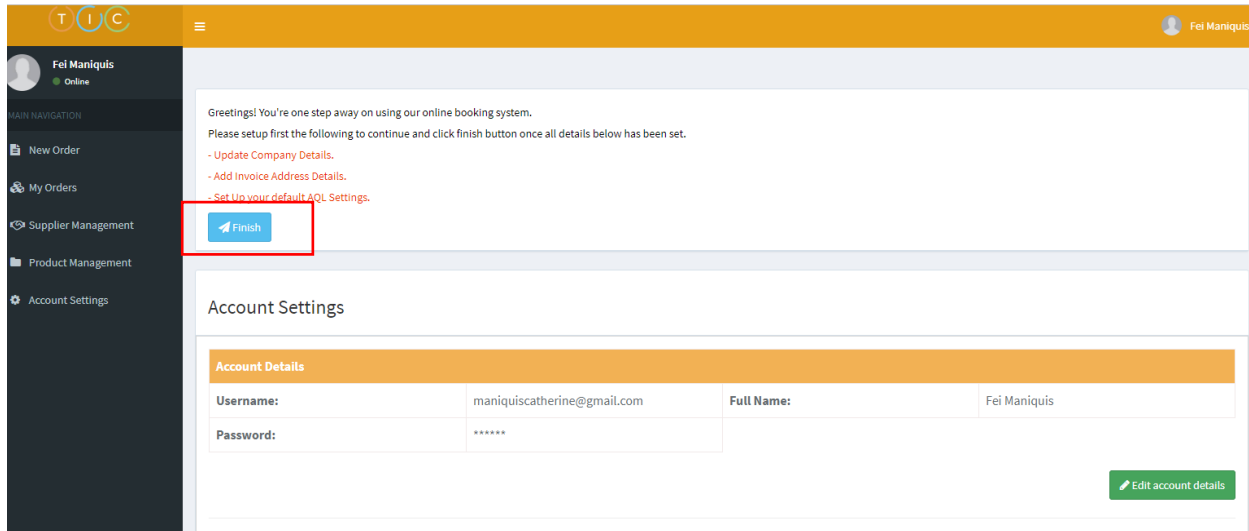
[✚ Add contact person]

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

3.3 The following screen will appear

4. **Product Management**
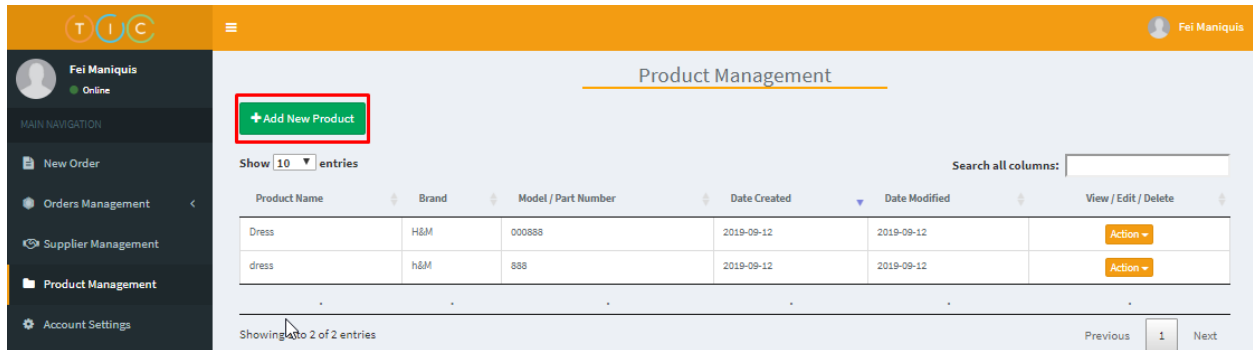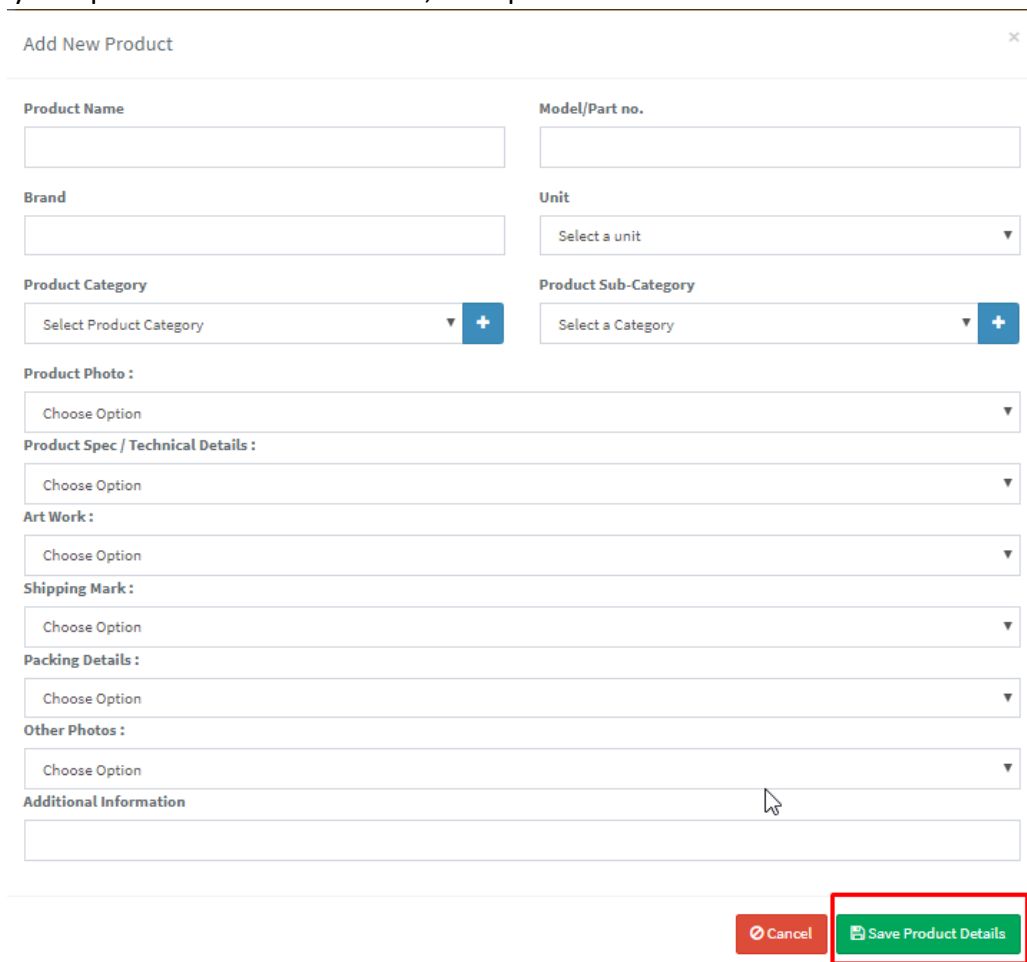
4.1 Select the Add new product

4.2 Kindly fill up the information needed, then press the Save Product Details
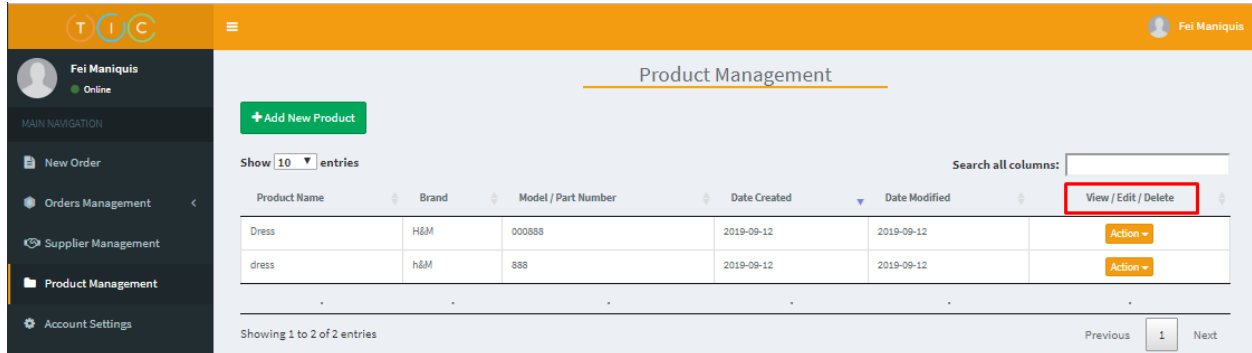
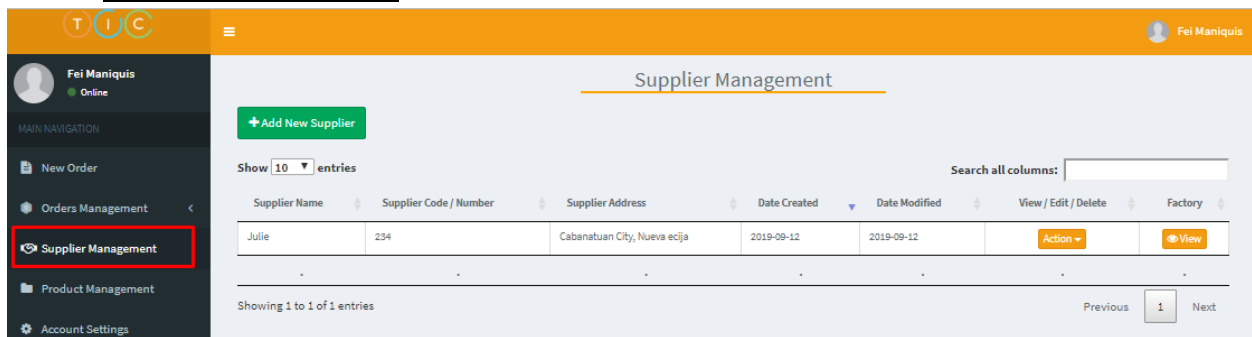**4.3** If you want something to view, edit or delete with the product you input. Kindly select this button.

5. **Supplier Management**

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

5.4 If you want something to View/Edit/Delete, kindly select this button.
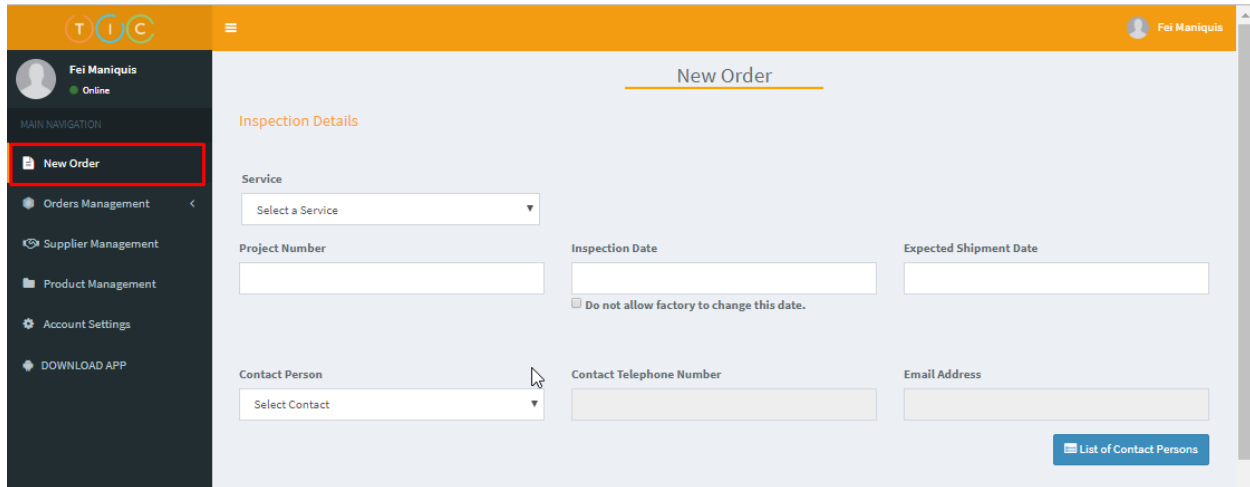
6. New Order - Go to New order on your MAIN NAVIGATION

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.

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.

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

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

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

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.
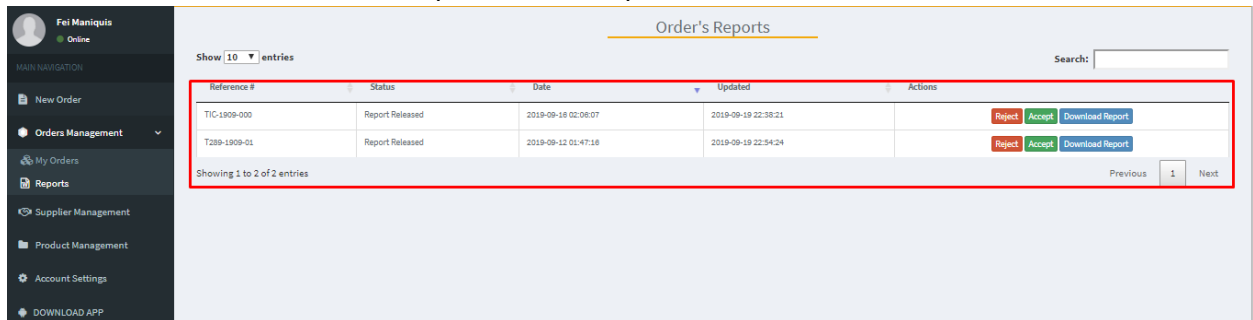
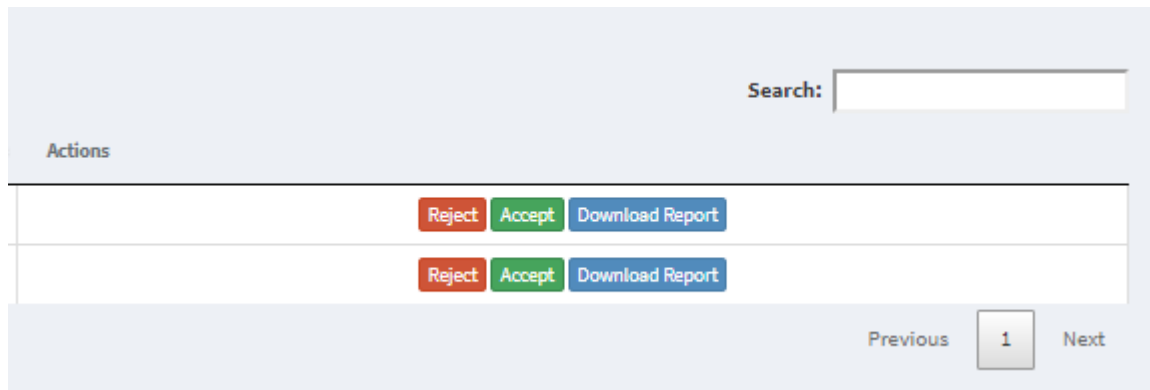**8. Order's report –** Click the Orders Management,
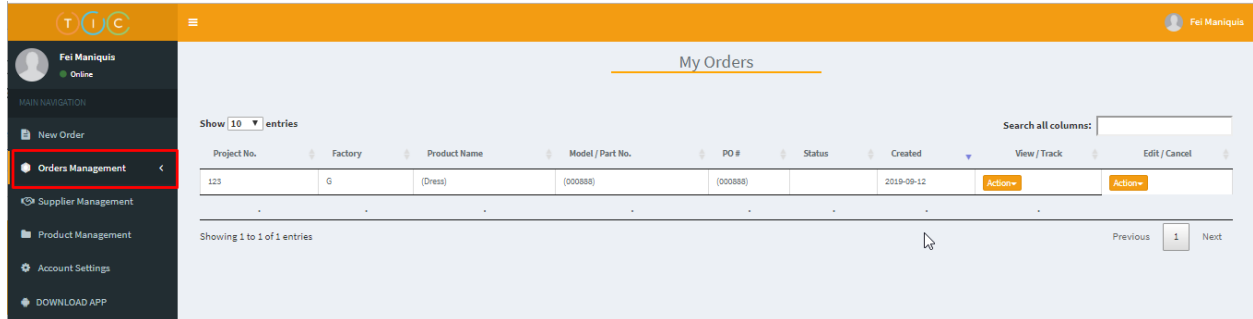
8.1 When you click the Orders Management you will see these two icons, then please click the reports.
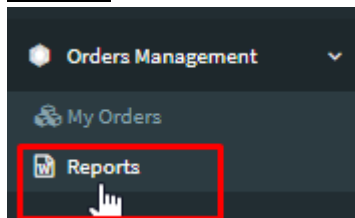
8.2 You will see the in Order's Reports all the report released

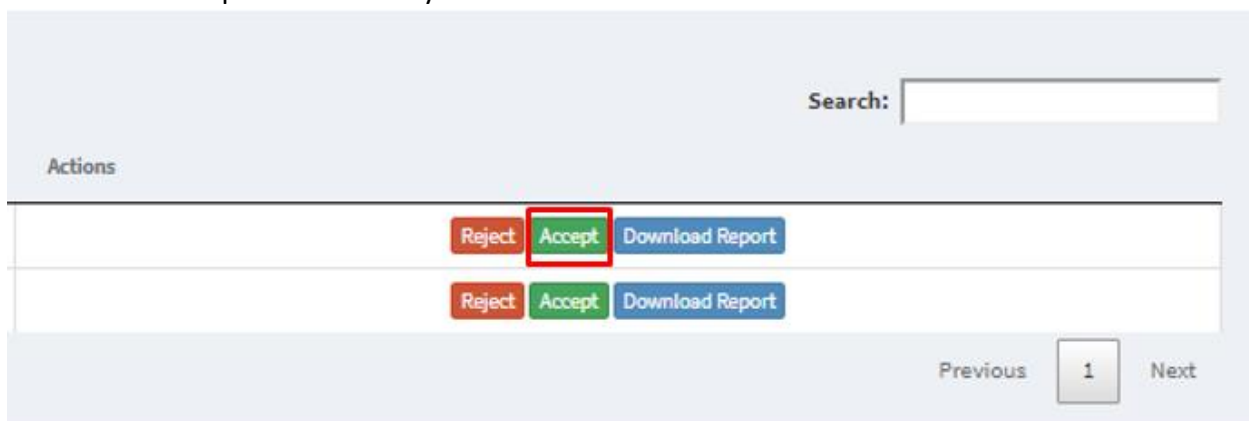**8.3** There is three icons which is reject, accept and download report.

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

8.5 If you want to download the report, please click the accept button then ACCEPT, so you can download the report successfully
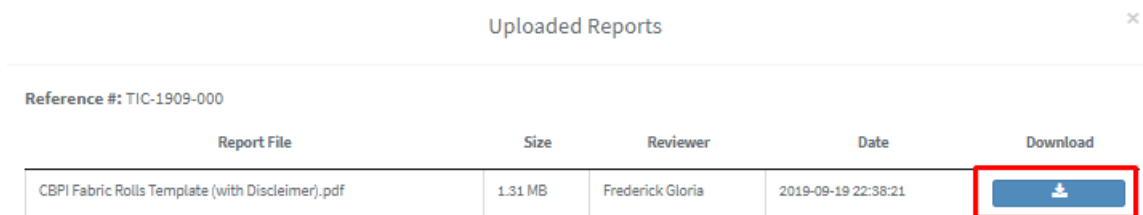
8.6 Once you accept the report, please click the Download Report
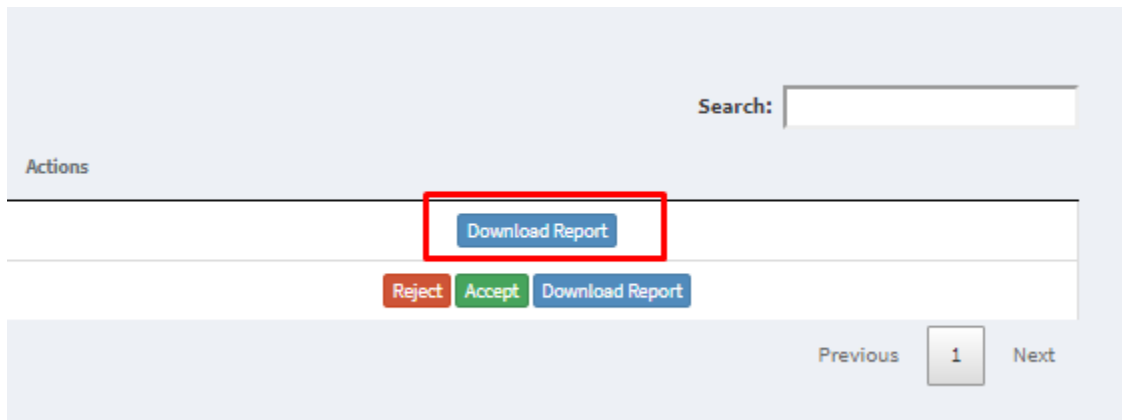
- Click this, for the successful download the report.

--End--