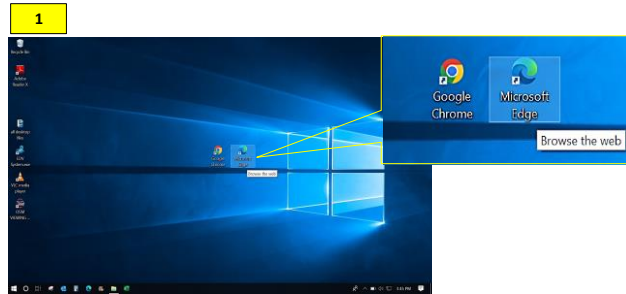
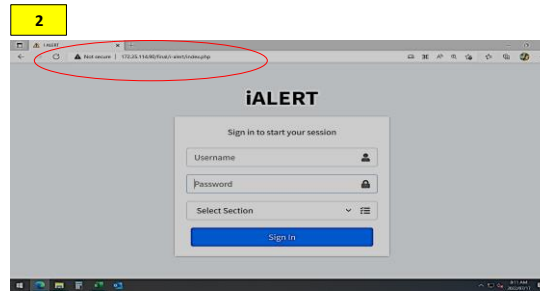


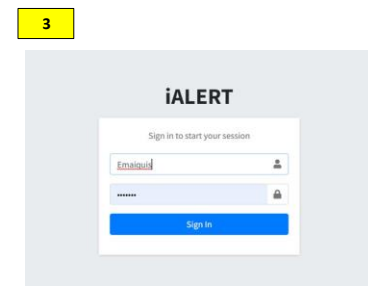
How to use I Alert System



Open your computer and look /open internet browser.

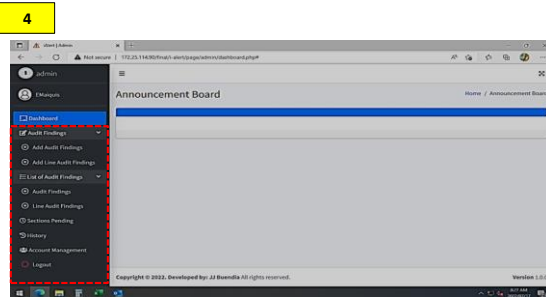


On the address bar type the link : 172.25.114.90/final/i-alert/index.php



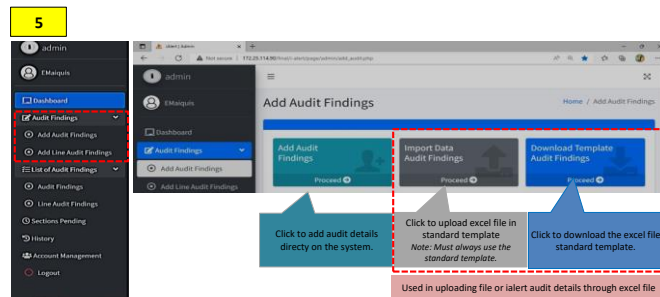
Input username and password and then click sign in.

User: Admin

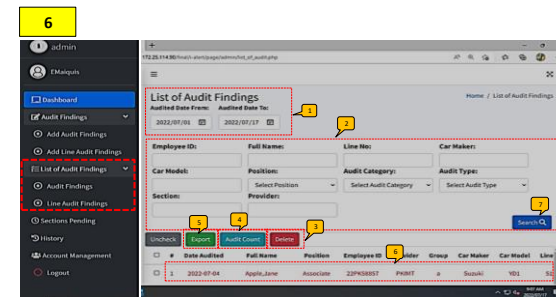


Admin account have 5 main tabs

1. Audit Findings 2. List of Audit Findings 3. Sections Pending 4. History 5. Account Management



Audit findings tab is where you will input/upload all I-Alert audit findings details.

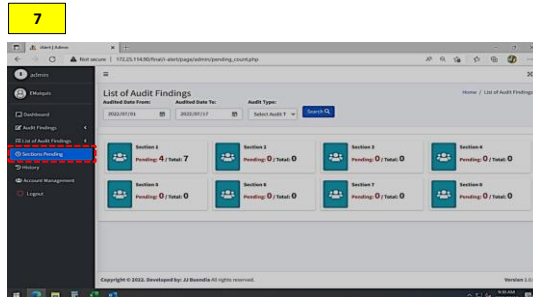


List of Audit findings tab is where you can find all uploaded details of IAlert Audit findings on the system.

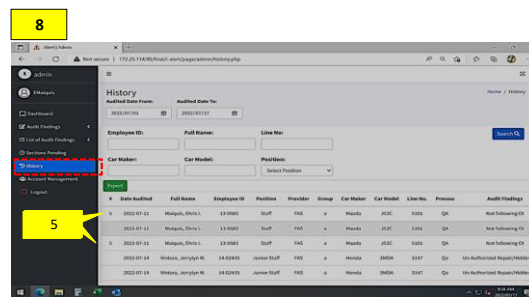
Note: Double click IAlert audit details to edit.

1. Date from and Date to - you can search iAlert audit details based on date range that you input.
2. Filter Search- you can search details based on the category that you will input.
3. Delete - Click to delete iAlert audit findings details.
4. Audit count- click to see total audit count of member.
5. Export- click to download I Alert audit findings details in excel file.
6. IAlert Audit Details - all searched details on the system will appear.
7. Search button

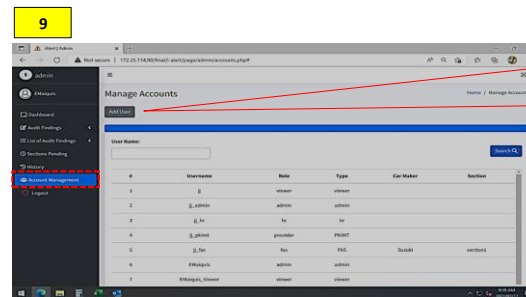
Note: All details in red font means no update for 3 days.



Sections Pending tab - Click to see total of pending items and total audit findings per group based on the date range and audit type that you input and searched.



History tab - Click to see all details of edited penalty given by concerned group.
Note: Details with same no. indicated means that it is 1 audit details only and undergo



Account Management tab - it is where you will create an account or add system user.

Add User

Username:

Password:

Role:

Type:

Carmaker:

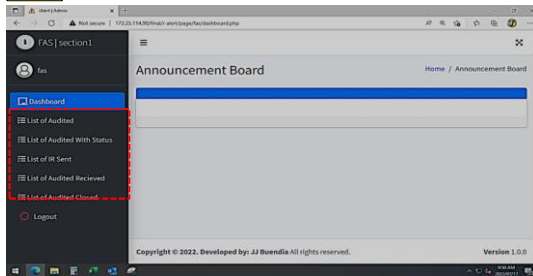
Section:

Select Type

Close

Register User

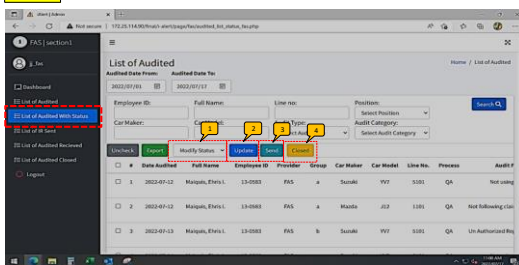
10



FAS User account have 5 main tabs

1. List of Audited 2. List of Audited with status 3. List of IR Sent 4. List of Audited Received 5. List of Audited Closed

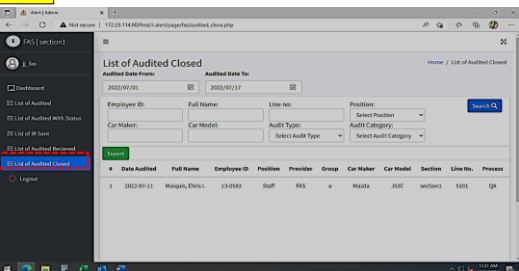
12



List of Audited with status tab - is where you can find all uploaded ialert audit findings that is associated with your group for which penalties have not been finalized.

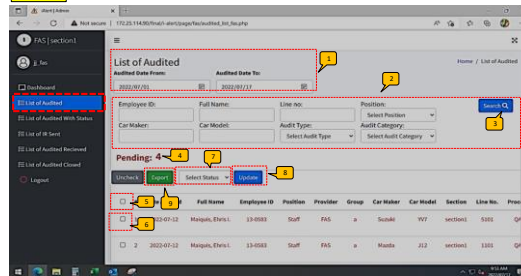
Note: Update all items under this tab to update pending count/s.

15



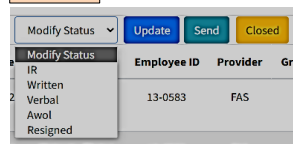
List of Audited closed- is where you can find all uploaded ialert audit findings that is associated with your group for which penalties were already decided.

11



List of Audited tab - is where you can find all uploaded ialert audit findings that is associated with your group in which you must update the penalty given.

12.1~12.4



12.1 Modify status selection tab-Click to modify or change the penalty given on the selected members with ialert audit.

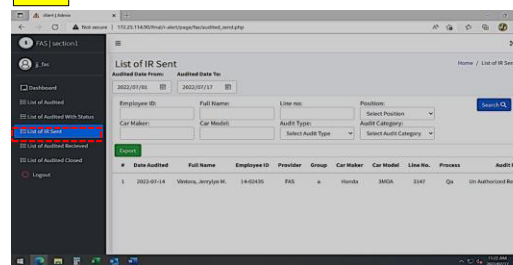
12.2 Update-Click update to save change/s.

Note: You can only change or modify the penalty given a maximum of 2 times.

12.3 Send - this button is for IR status only.

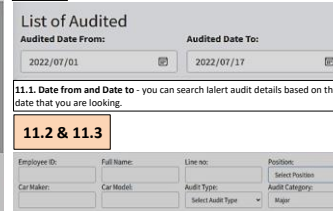
12.4 Closed - this button is for all penalty status except IR.

13



List of IR Sent tab - is where you can find all uploaded ialert audit findings that is associated with your group in which penalties are IR.

11.1



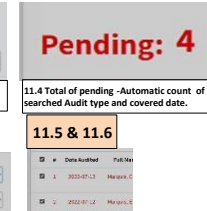
11.1 Date from and Date to - you can search ialert audit details based on the date that you are looking.

11.2 & 11.3

11.2 Filter Search - you can search details based on the category that you input.

11.3 Search button - click to search.

11.4



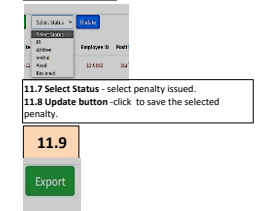
11.4 Total of pending - Automatic count of all pending items based on the searched Audit type and covered date.

11.5 & 11.6

11.5 Click to select all IAlert Audit findings.

11.6 Click to select specific IAlert Audit findings.

11.7 & 11.8



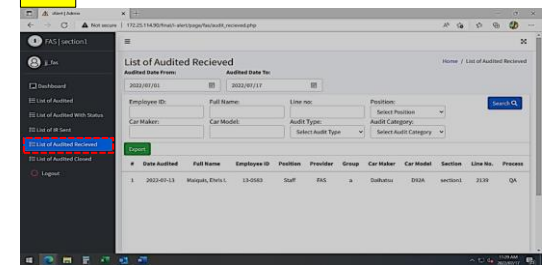
11.7 Select Status - select penalty issued.

11.8 Update button - click to save the selected penalty.

11.9

11.9 Export Button - click to download I Alert Audit details in excel file.

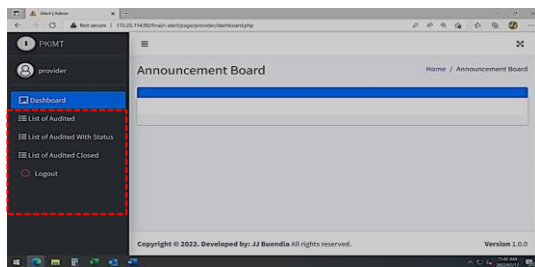
14



List of Audited Received tab- is where you can find all uploaded ialert audit findings that is associated with your group in which penalties are IR and received already by HR.

User: Manpower Provider

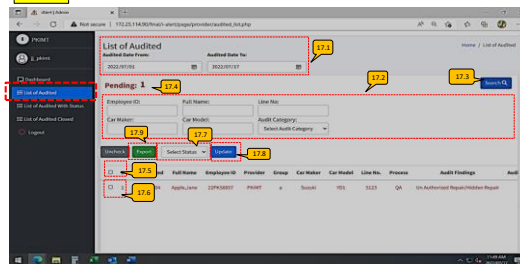
16



Provider User account have 3 main tabs

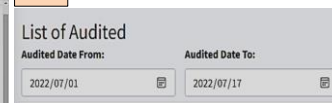
1. List of Audited
2. List of Audited With Status
3. List of Audited Closed

17



List of Audited tab - is where you can find all uploaded ialert audit findings that is associated with your group in which you must update the penalty given.

17.1



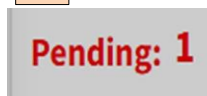
17.1. Date from and Date to - you can search ialert audit details based on the date that you are looking.

17.2 & 17.3



17.2. Filter Search - you can search I Alert Audit details based on the category that you input.
17.3 Search button - click to search I Alert Audit details

17.4



17.4 Total of pending - Automatic count all pending items based on the searched covered date.

17.5 & 17.6



17.5 Click to select all IAlert Audit findings.
17.6 Click to select specific IAlert Audit findings.

17.7 & 17.8



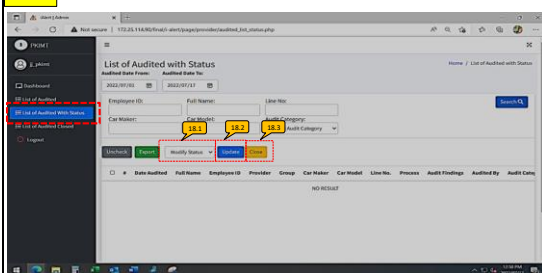
17.7 Select Status - select penalty given.
17.8 Update button - to save the selected penalty.

17.9



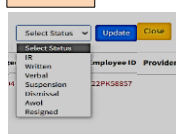
17.9 Export Button - click to download I alert audit details in excel file.

18



List of Audited with status tab - is where you can find all uploaded ialert audit findings that is associated with your group for which penalties have not been finalized.

18.1~18.3



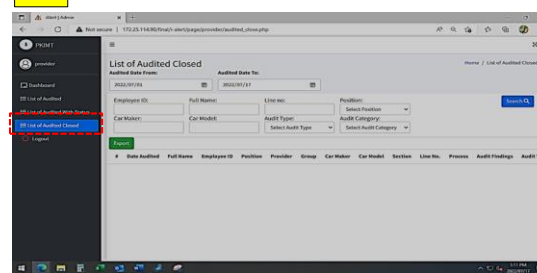
18.1 Modify status selection tab - Click to modify or change the penalty given on the selected members with ialert audit.

18.2 Update - Click update to save change/s.

Note: You can only change or modify the penalty given a maximum of 2 times.

18.3 Closed - click button if penalty of selected member is final.

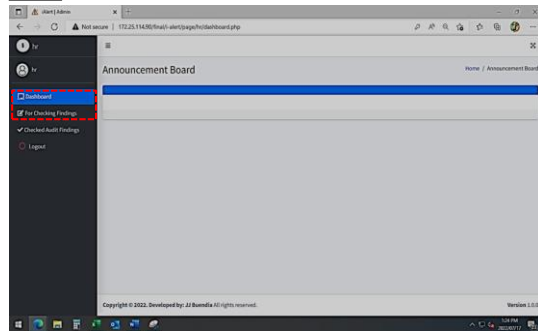
19



List of Audited closed - is where you can find all uploaded ialert audit findings that is associated with your group for which penalties were already decided.

User: HR

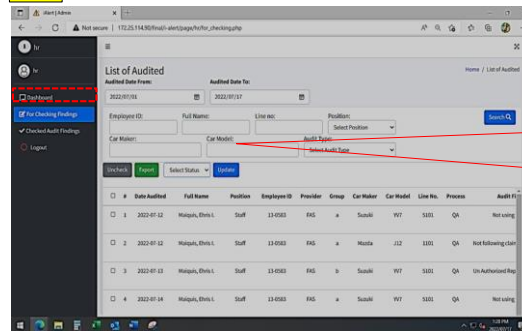
20



HR User account have 2 main tabs

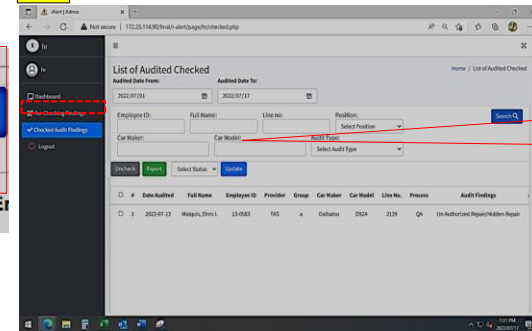
1. For checking findings
2. Checked Audit findings

21

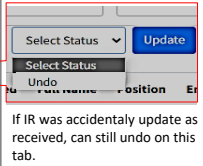


For checking findings tab is where you can find all details send by FAS user with penalty of IR. It is where you need to update if the IR was already received.

22



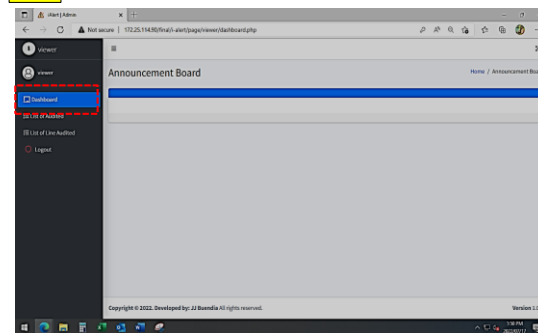
Checked Audit findings tab is where you can find all alert audit details for members with penalty of IR that was already received by HR.



If IR was accidentally update as received, can still undo on this tab.

Viewer

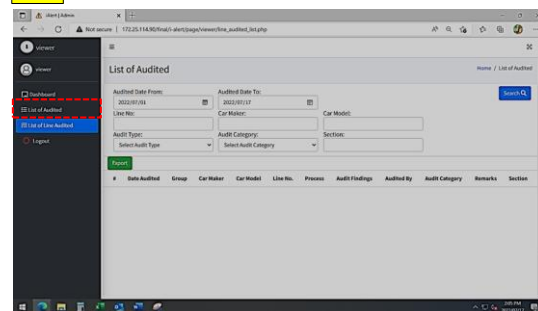
23



Viewer have 2 main tabs

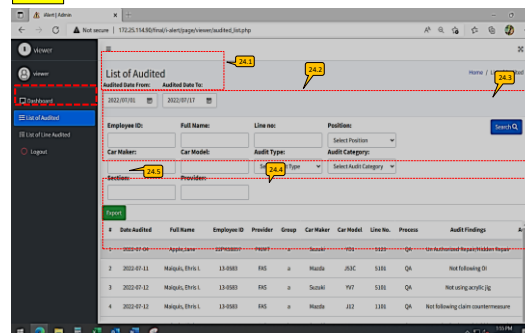
1. List of Audited
2. List of Line Audit

25



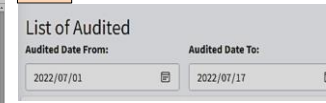
List of Line Audited tab is where you can find/search/export IAlert audit details without audited member.

24



List of Audited tab is where you can find/search/export IAlert audit details with audited member

24.1



24.1. Date from and Date to - you can search alert audit details based on the date that you are looking.

24.2 & 24.3



24.2. Filter Search - you can search details based on the category that you input.
24.3 Search button - click to search IAlert audit details

24.4



24.4. IAlert Audit Details

24.5



24.5 Export Button - click to download IAlert Audit details in excel file.