# **ANVY INC**

**Street :** No. 103, 3016-10 Avenue N.E.  
 Calgary Alberta, Canada T2A6A3  
**Phone :** 403.291.2244  
**Fax :** 403.291.2246  
**E-mail :** [info@anvyinc.com](mailto:info@anvyinc.com)

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USER Manual

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## **I want to use the worktraq-system. how can i do that? Step 1**: go to the address website : <http://worktraq.anvy.net>. the page login website : **Step 2:** please enter the your username and password to login the worktraq system. if the your username or password is not correct, the system will appear alert. if you forget your account, please contact us. we sent your account via email, phone…

## **I want to see all products, where is that ?** Please click link “catalogue” form menu, you can see all products **Search products by tag, quick search** check on tag fillter to search product. the sysytem will search by tag what you checked. Allow search by tag and quick search together. **Step 1:** check tag in tag fillter **Step 2:** enter the quick search **step 3:** click button search shortcut.

## **I want to see product details, how can i do that ?** In pages catalogue, please click link “more information” or click images for product you need. And you see product details:

## **How to order ?** First you need select product you want order from pages catalogue and then click button “add to order” You can see 4 tabs for properties of product. click each tab in order form.enter the note for product. select size. some products many size, user can select size have for product. Select material, include material, thichness, color. select text enter quantily for product: 1 - choose order in system 2 - click to “ add to your order “ button when choose order finish.

## **I want to allocate products, how? Step 1:** please click link “order” form menu, you can see all order, find order you want allocate. **Step 2:** click “edit” from acion row(select menu) of product you want allocate **Step 3:** and then click ”allocate” from action row(select menu) to allocate product. **Step 4:** you can allocate product here After you select allocate, please click button save to finish. the page to allocation location How to use allocation: 1 - button add location 2 – change quantity 3 – delete location selected 4 – total quantity selected this product 5 – total quantity allocate must also choose – when the remaining to allocate is 0. user can save (6) 6 – save allocate 7 – cancel allocate

## **How to want change products lates (quantity, information products)? Step 1:** please click link “order” form menu, you can see all order **Step 2:** click “edit” from acion row(select menu) of product you want allocate **Step 3:** and then click ”edit” from action row(select menu). **Step 4:** here, you can change all information of product order and then click button “update”

## **How id do submit order product? Step 1:** please click link “order” form menu, you can see all order, you need find order have status on session or not submitted. **Step 2:** click “edit” from acion row(select menu) of product you want submitted **Step 3:** and click button “submit your order”, finish You can see status product changed (submitted)

## **Status order is pending, who change status to submitted?** when status of you have pending, you do not have permission allow change status for order by yours . Only administrator can change status order by other people. **Notes:** only user staff for company have permission approval, manager will have permission approval order by you

## **If i have permission approval of other people, how can i do?** Notes: when user have permission approved or cancel if before set rule approved have permission orders of product status pending, user can not approved by user When disapprove order, order will status rejected You can submit order when prodcuts order have disapprove wrong. When approved orders, orders of product will changed status submited Please click approved orders, order of product will changed status submited

## **Can i delete order not me ?** Default you can not delete anyone orders by yourself. but if you have permission to delete other by users You need have permission to delete order by users. When you have permission to delete other users orders then you can delete orders by other users

## **How i know order by me production?** Here you have 2 process: 1. you will receive email for this order. 2. you can check tracking number (click menu shipping) to know lates for this order In process 2: Please click menu “shipping” from menu top and here you can use tracking number to know lates for this order

## **I want to know products of mine allocate and where product when finish production? Step 1:** please click menu “shipping” **Step 2:** you can click tracking number to know lates for this order of you. (please click tracking number)

## **How i want to send feedback?** Please click menu “support” Please enter the subject and your comments. after click send button.

## **I want to view information of mine and change password, where?** Please click menu “setting” from top menu. here you can change password, and you can see all information of you.