

STORE@RAKYATNIAGA

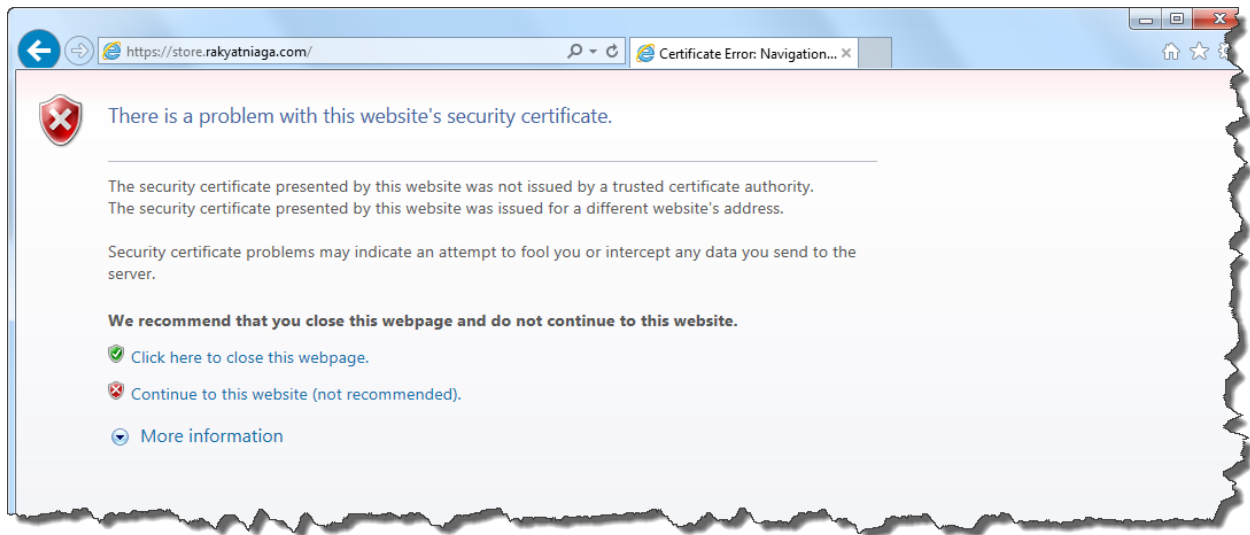
User Manual

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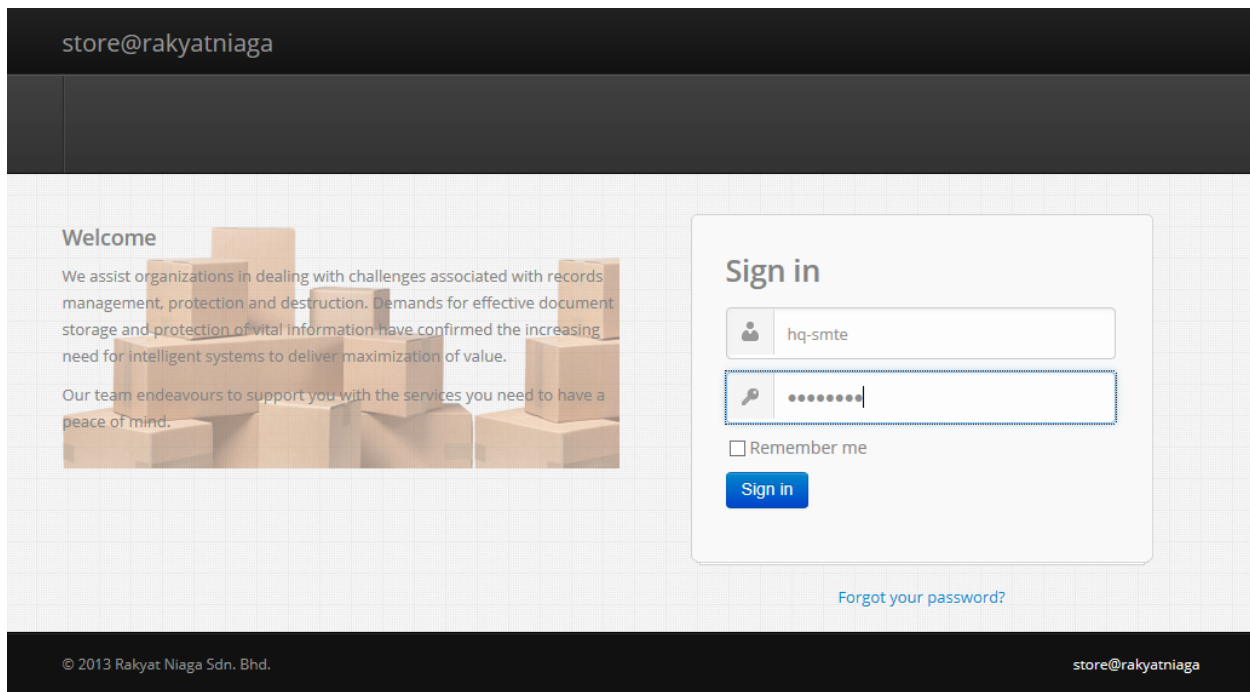
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Login

1. Open Internet Explorer and browse to <https://store.rakyatniaga.com>



2. Once prompted with the **security certificate warning**, click “Continue to this website” to proceed to the login page. Enter your username and password and click the “Sign in” button to login.



3. Upon successful login, you will be presented with the “User Dashboard”.

Rakyat Niaga | Store 1.0

pentadbiran@bankrakyat.com.my

Home Boxes

Open Storage Request	Open Retrieval Request	Total Boxes Pending Storage	Total Boxes Stored
0	0	0	0

Open Storage Request

Draft 0

Open 0

Open Retrieval Request

Open 0

Open Box Request

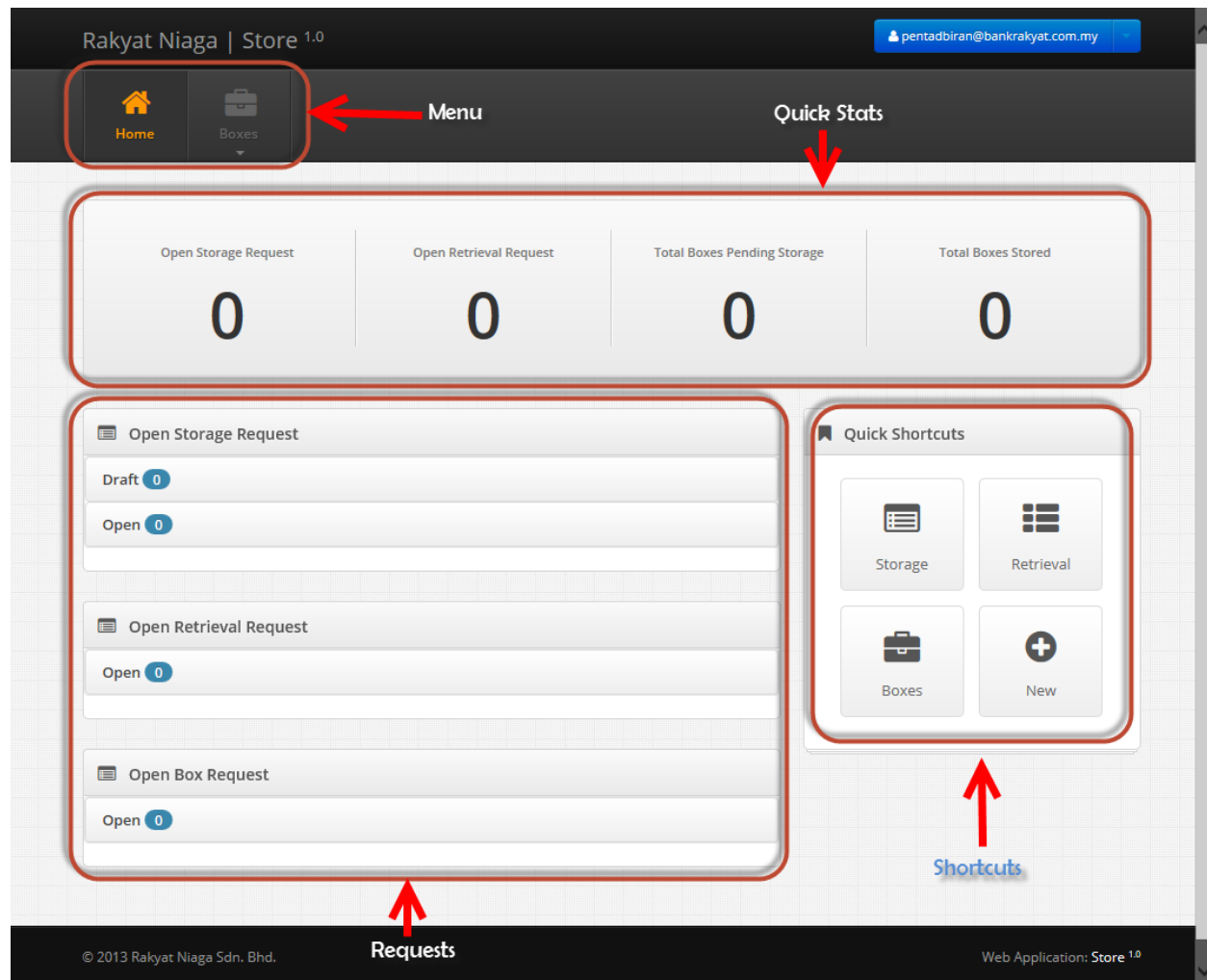
Open 0

Quick Shortcuts

Storage Retrieval

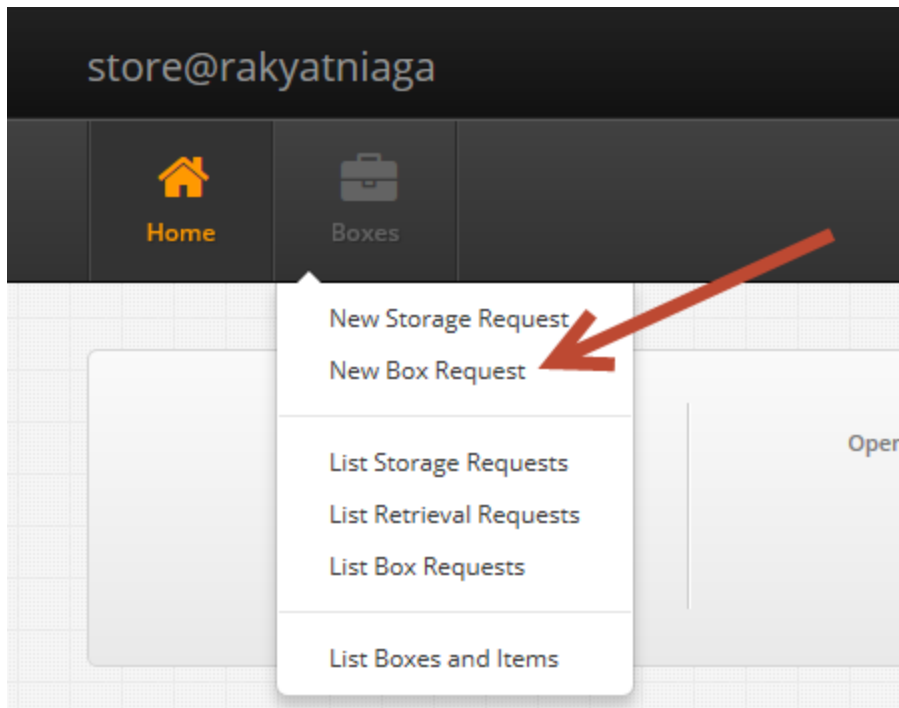
Boxes New

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Box Request

1. From the menu, select “**New Box Request**” to request for new boxes.



2. Enter quantity of boxes to request and click the “**Submit**” button.

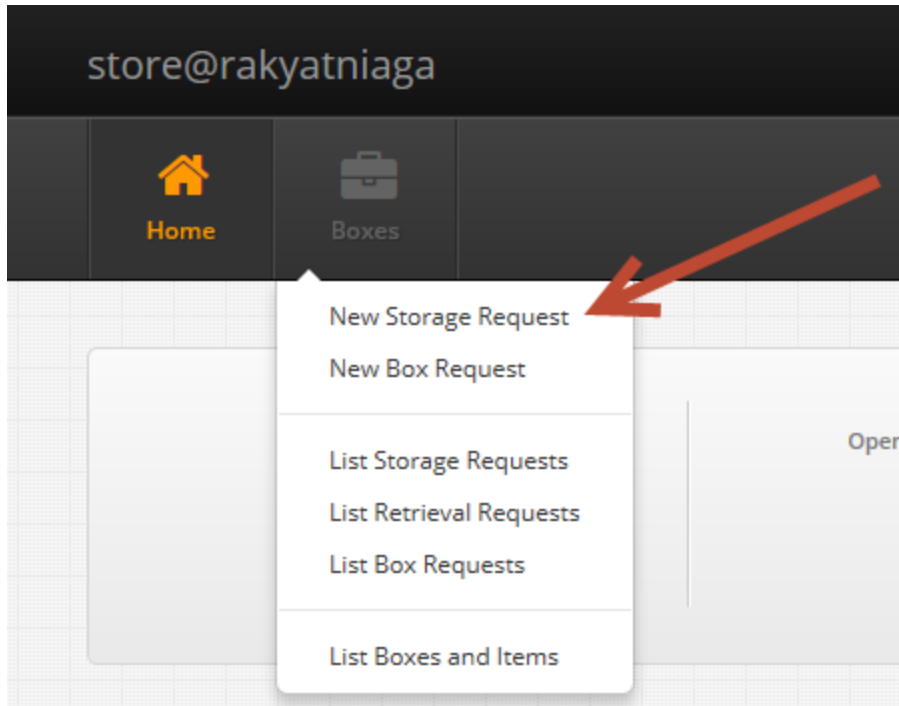
A screenshot of the 'Request for new boxes' form in the 'Rakyat Niaga | Store 1.0' application. The form is titled 'Request for new boxes' and has a 'Box Request' label. Below the label is a text input field. To the right of the input field is a label '* Quantity' and a numeric input field containing the value '25'. To the right of the numeric input field is a close button 'x'. To the right of the form is an 'Actions' section with a 'Submit' button and a 'Cancel' button. The top of the application shows the header 'Rakyat Niaga | Store 1.0' and a user profile 'pentadbiran@bankrakyat.com.my'. The footer shows '© 2013 Rakyat Niaga Sdn. Bhd.' and 'Web Application: Store 1.0'.

3. Upon successfully submitting the request, user will be redirected to the User Dashboard page.

Open Box Request		
Open 1		
Request Date	Box Quantity	Status
01 Nov, 2013	25	new

Storage Request

1. From the menu, select “**New Storage Request**”.



1. Click the **"Add Box"** button to add box (**user can add as many boxes per Storage Request*).

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Home Boxes


Storage Request

Box Details

* Box Name

* Insurance value ☐

*Note: High And Medium Risk Levels Will Incur Additional Insurance Cost

Add Box  Click the "Add Box" button to add box

Save as Draft Submit

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2. Enter **“Box Name”** and select **“Insurance Value”**.

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Home Boxes

Storage Request

Box Details

* Box Name

* Insurance value ☐

*Note: High And Medium Risk Levels Will Incur Additional Insurance Cost

Add Box Save as Draft Submit

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3. Click the **"Add Item"** icon to add items to the box. You can have 1 or more items per Box.

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Home Boxes

Storage Request

Box Details

* Box Name

* Insurance value

*Note: High And Medium Risk Levels Will Incur Additional Insurance Cost

Add "Item"

Item Name

Item Date Item Tag

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4. Fill in “Item Name”, “Item Date” and “Item Tag” for each items. Once done, click the “Submit” button to submit the Storage Request.

Box Details

* Box Name

INVOICES JANUARY - JULY 2012

* Insurance value

Low

▼

✕✕✕

*Note: High And Medium Risk Levels Will Incur Additional Insurance Cost

Item Name

INVOICES JANUARY - FEBRUARY 2012

✕

Item Date

29-02-2012

Item Tag

INVOICE

Item Name

INVOICES MARCH - APRIL 2012

✕

Item Date

30-04-2012

Item Tag

INVOICE

Item Name

INVOICES MEI - JUNE

✕

Item Date

30-06-2012

Item Tag

INVOICE

Item Name

INVOICES JULY 2012

✕

Item Date

31-07-2012

Item Tag

INVOICE

5. Click the **“Printable (PDF)”** button to open the Storage Request pdf file.

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pentadbiran@bankrakyat.com.my

Home

Boxes

Storage Request

Number of Box(s): 1 Box

Status: new

Printable (PDF)

Legend (Status):

New :

New request.

Pending Collection :

Request being process and pending transportation to collect boxes from customer.

Collected :

Boxes has been collected from customer and pending storage.

Stored :

Boxes has been stored.

Closed :

Request completed.

Requested Box(s)

INVOICES JANUARY - JULY 2012

(4 Items)


1	INVOICES JANUARY - FEBRUARY 2012
2	INVOICES MARCH - APRIL 2012
3	INVOICES MEI - JUNE
4	INVOICES JULY 2012

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6. The first page of the PDF file is the “**Storage Request Summary**”. Please keep this for record purposes.



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Storage Request Summary

Request Date : 01/11/2013
Total Number of Box(s) : 1

Box Name	Total Items	Barcode ID
INVOICES JANUARY - JULY 2012	4	7DD00A23

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1

7. Next page will be the box details page. Please put this inside of each boxes for your future reference.



Box Name : INVOICES JANUARY - JULY 2012

Total Number of Item(s) # : 4

Item Name
INVOICES JANUARY - FEBRUARY 2012
INVOICES MARCH - APRIL 2012
INVOICES MEI - JUNE
INVOICES JULY 2012

8. Next page is the box Barcode page. Please paste this page on-top of each boxes for tracking and tagging purposes.



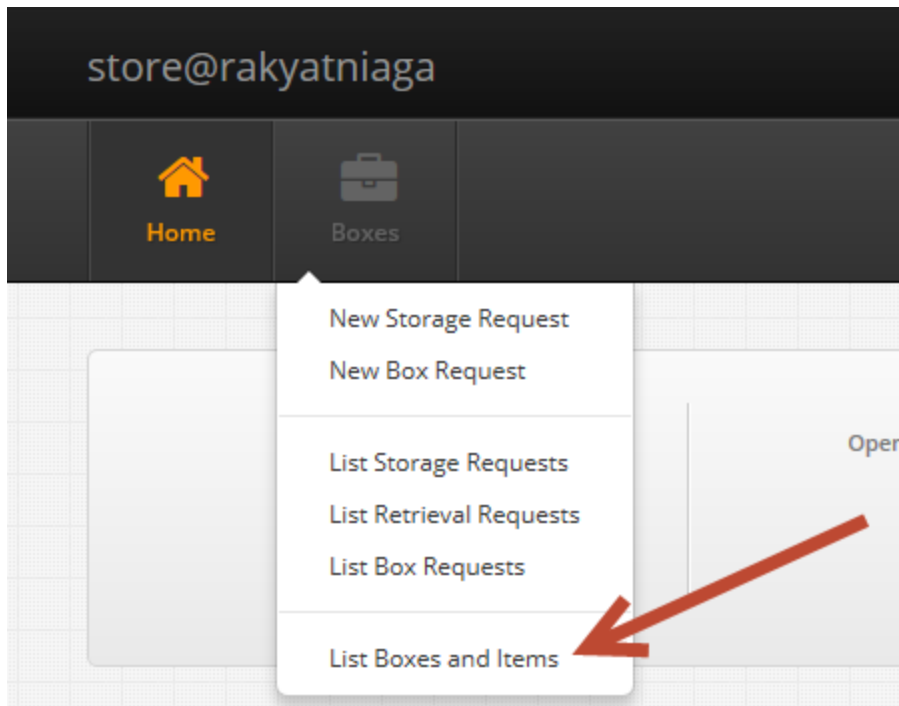
7DD00A23

INVOICES JANUARY - JULY 2012

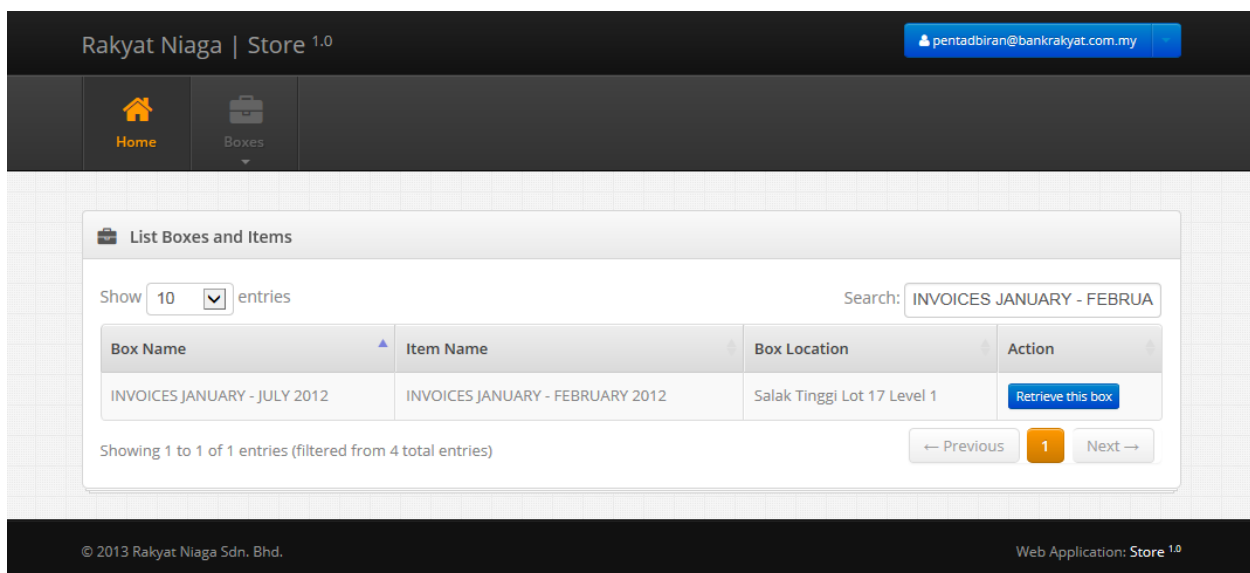
Total Number of Item(s) # : 4

Retrieval Request

1. From the menu, select “List Boxes and Items”




2. Use the “Search” features to search for box or items you want to retrieve from the store. Once found, click the “Retrieve this box” button to submit the retrieval request.



Tracking Request Progress

All requests (Box, Storage, and Retrieval) once submitted will be in a “**New**” status. To track progress for each request:


1. Go to User Dashboard and click on the request that you want to track. Under the “Status” column, you can see the updated status of your request.

 **Open Storage Request**

Draft **0**


Open **1**

Request Date	Number of Boxes	Status	Action
01 Nov, 2013	3 Boxes	new	Print

 **Open Retrieval Request**

Open **1**

Request Date	Box Name	Status
01 Nov, 2013	INVOICES JANUARY - JULY 2012	delivered to client

 **Open Box Request**

Open **1**

Request Date	Box Quantity	Status
01 Nov, 2013	25	in progress