AK MAJU BUSINESS MANAGEMENT SYSTEM
USER MANUAL

AK Maju Business Management System

Version 1.0

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Faculty of Computing

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Authentication

Login/logout:

1. Click 'Login' after inserting user details

Figure 1.1 Login Page.

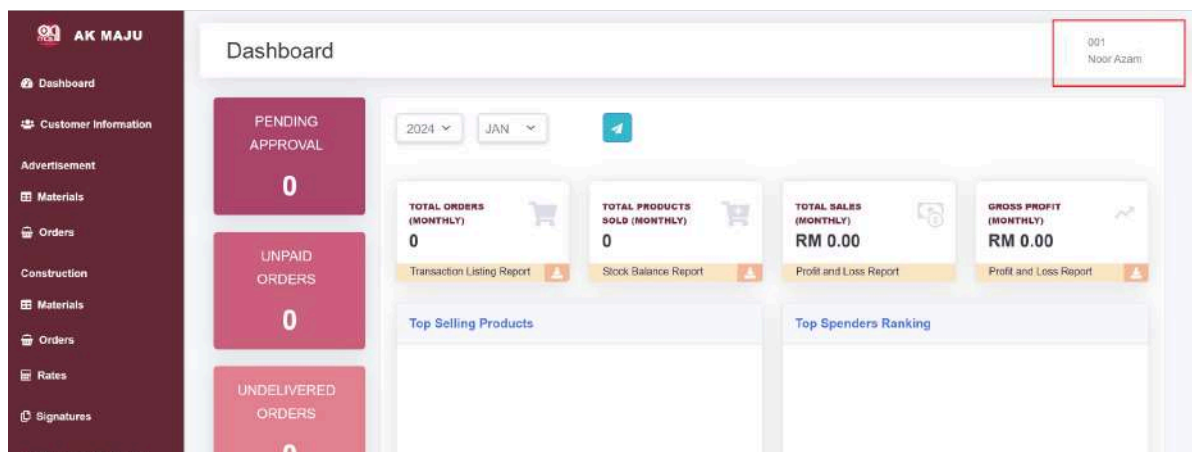2. You can logout by clicking the button.
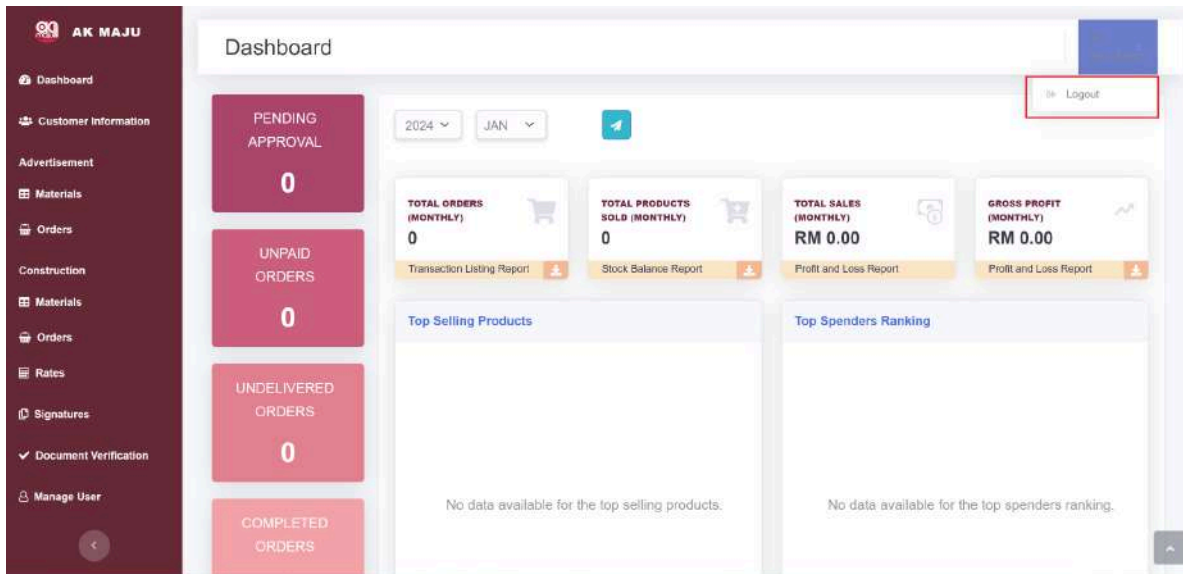

Figure 1.2 Logout Method in Dashboard 1.

Figure 1.3 Logout Method in Dashboard 2.

Reset password:

1. Click 'Forgot your password' on the main page.

Figure 1.4 Forgot Password in Login Page.
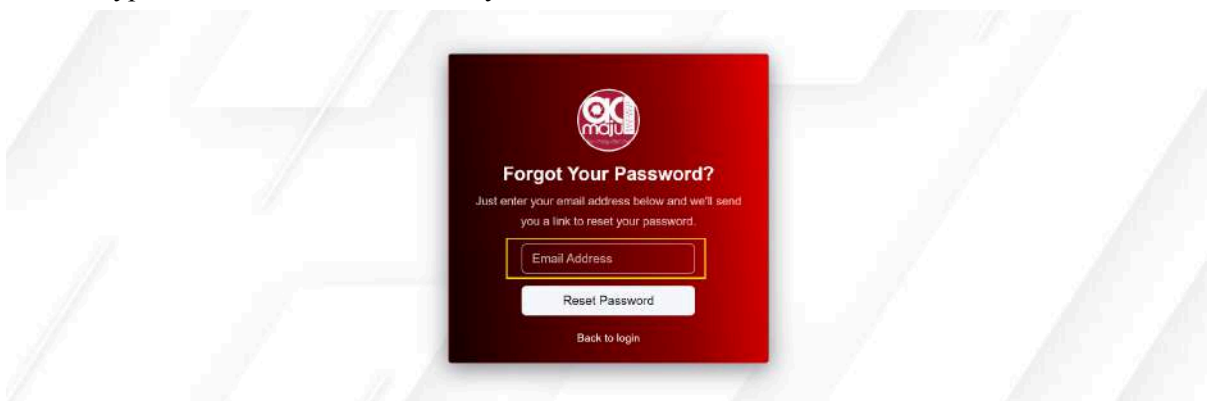
2. Type the email address linked to your account.

Figure 1.5 Forgot Password Page 1.

3. If the reset link is sent to your email, page below will be shown.

Figure 1.6 Forgot Password Page 2.

4. You will receive an email containing a password reset link. Kindly check your spam folder.
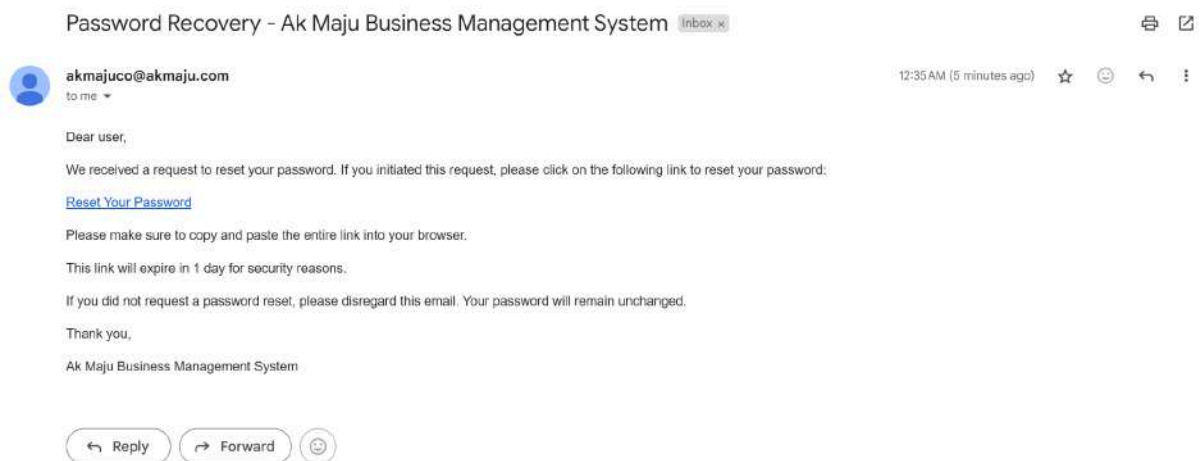

Figure 1.7 Gmail.
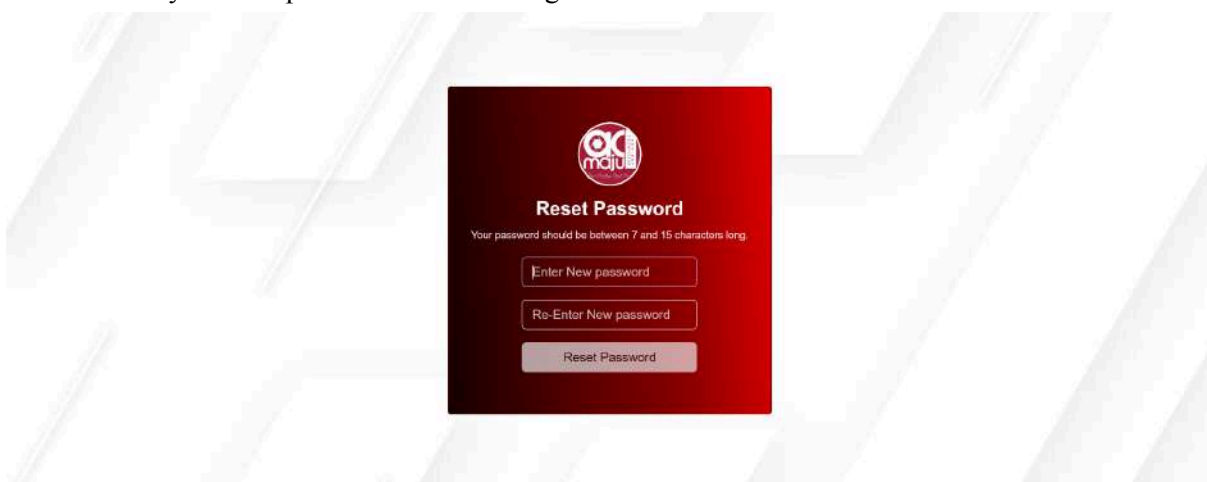
5. Enter your new password after clicking the link.

Figure 1.8 Reset Password page.

6. You can log in with your new password.

Figure 1.9 Login page.

Create User:

1. Click on 'Manage User' on the sidebar. (Only admin can manage user)
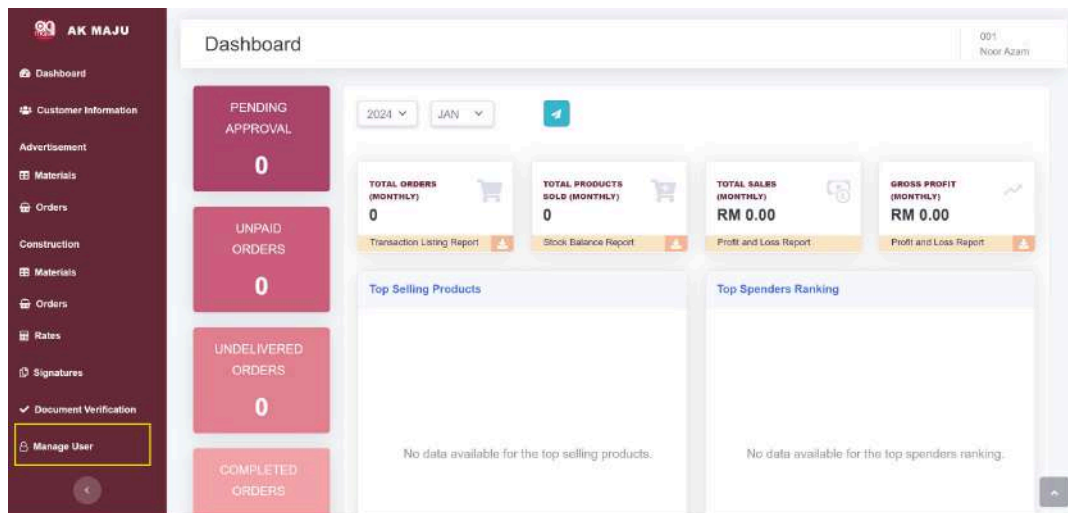

Figure 1.10 Dashboard page.
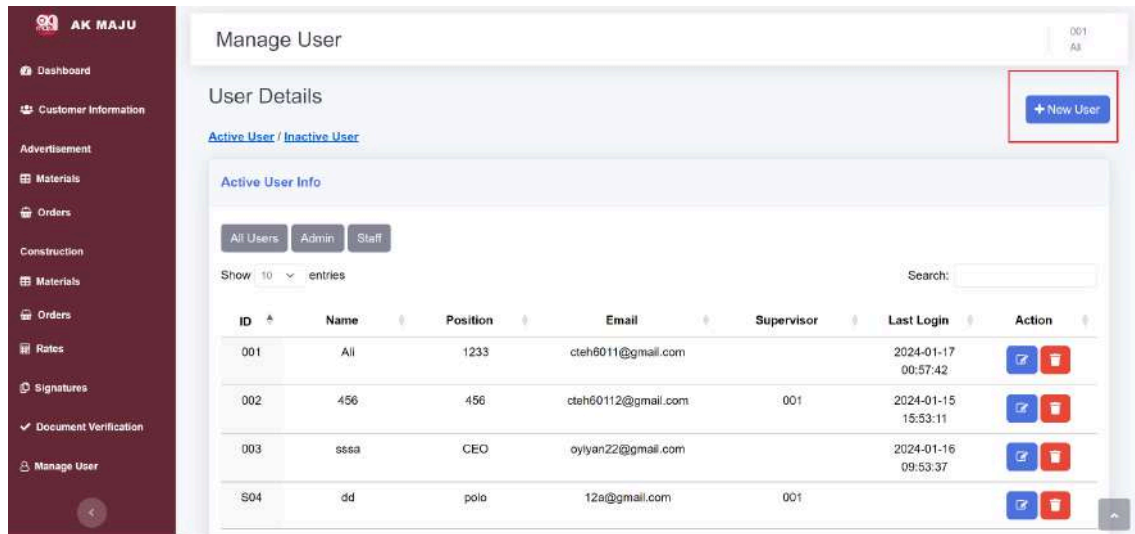
2. Click on the 'New' button.
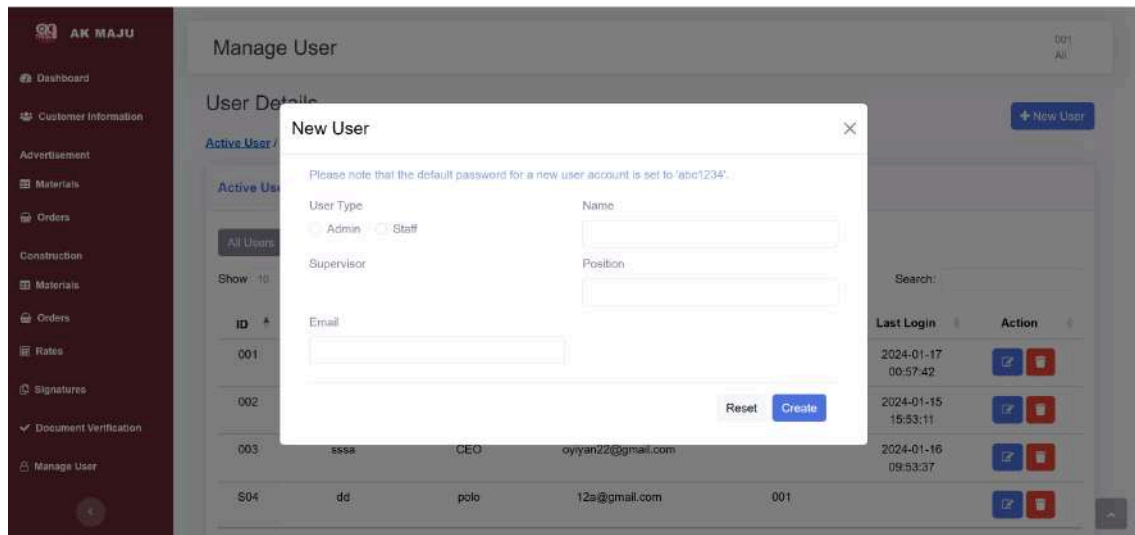

Figure 1.11 Manage User page.

Figure 1.12 New User 1 in Manage User page.

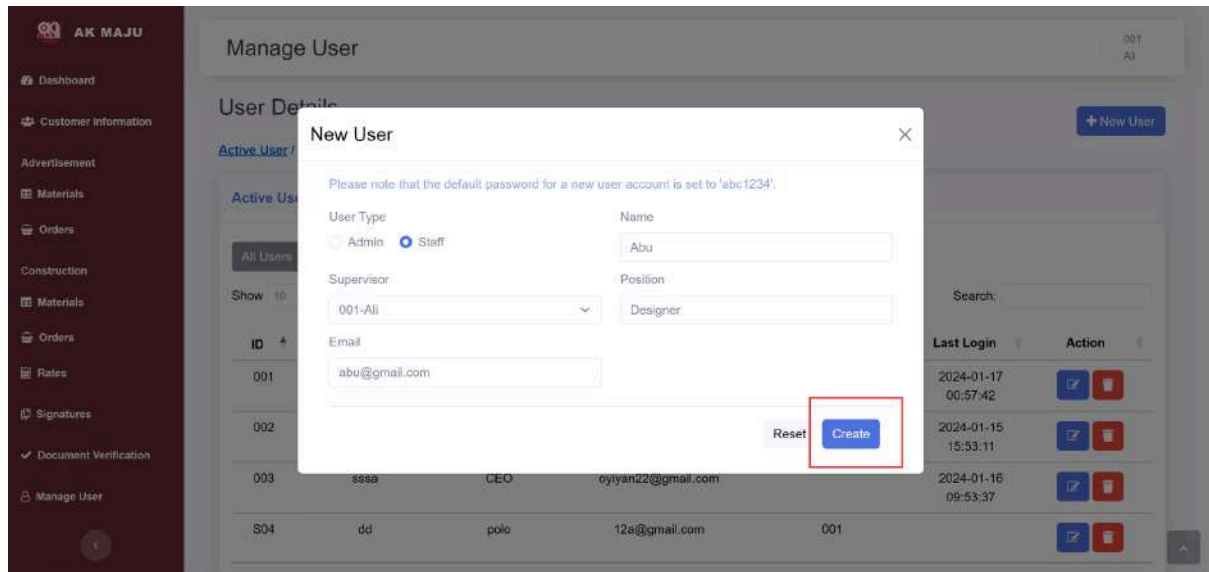3. Fill in all details and click on 'Create'

Figure 1.13 New User 2 in Manage User page.
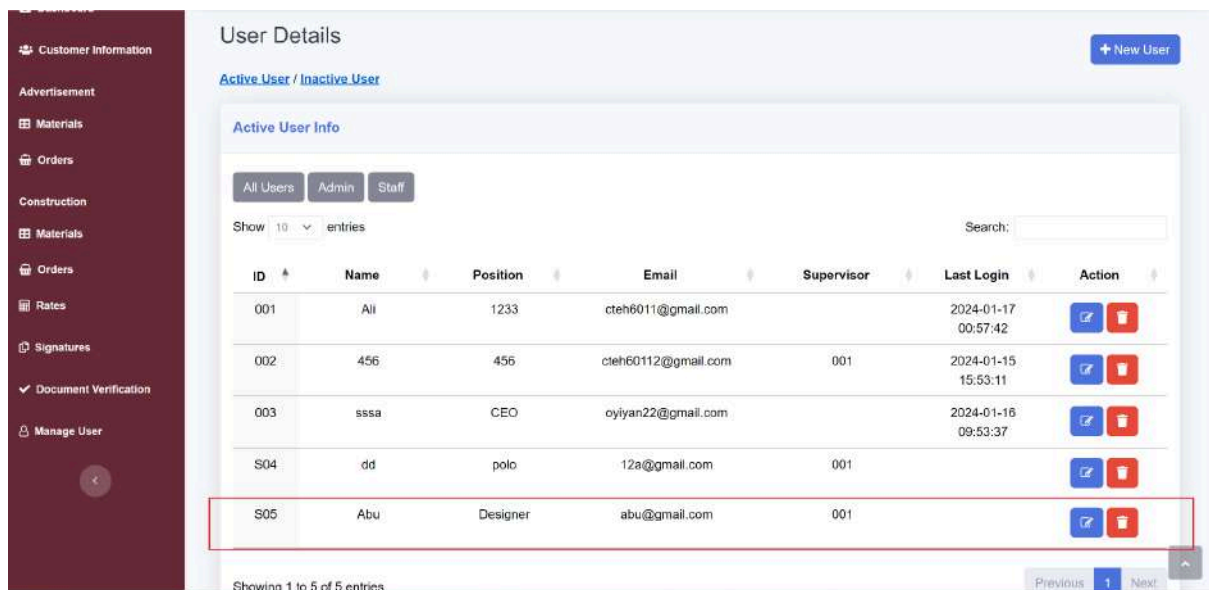
4. The user is created

Figure 1.14 New User 3 in Manage User page.

Delete User:
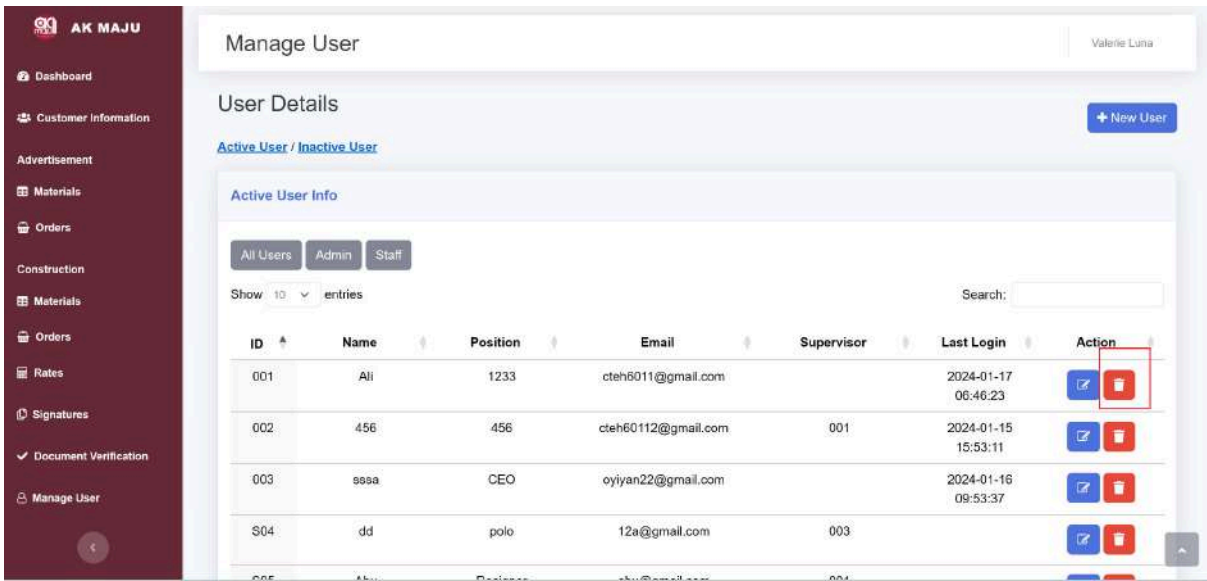
1. Click on 'Delete' button to delete the user

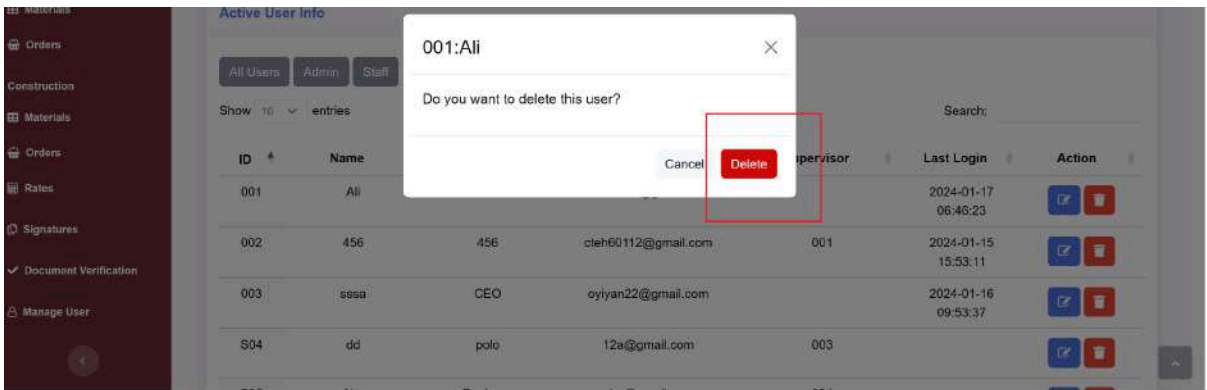*Figure 1.15 Delete User 1 in Manage User page.*

2. Confirm to delete

Figure 1.16 Delete User 2 in Manage User page.

Restore User

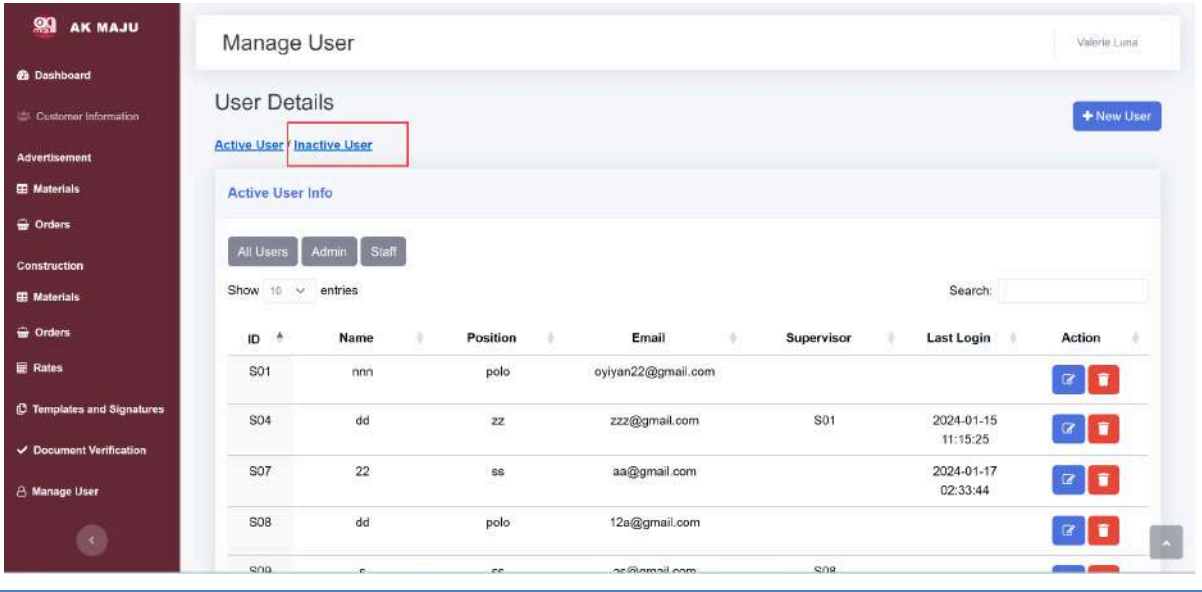1. Click 'Inactive User' section

Figure 1.17 Restore User 1 in Manage User page.

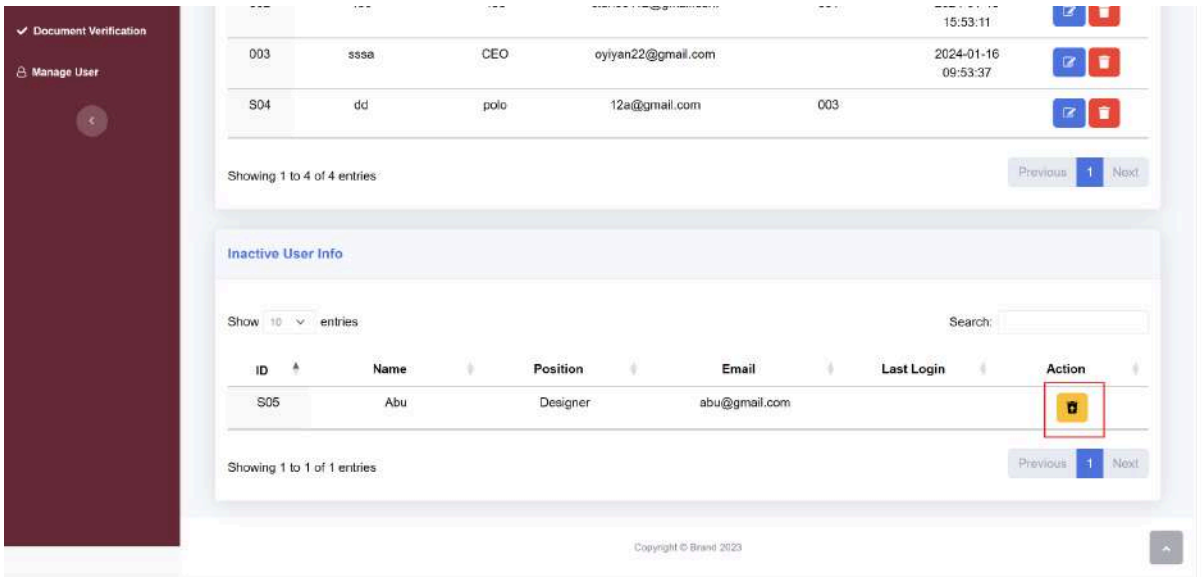2. Click the 'Restore' button to restore the deleted user.

Figure 1.18 Restore User 2 in Manage User page.

Edit User:

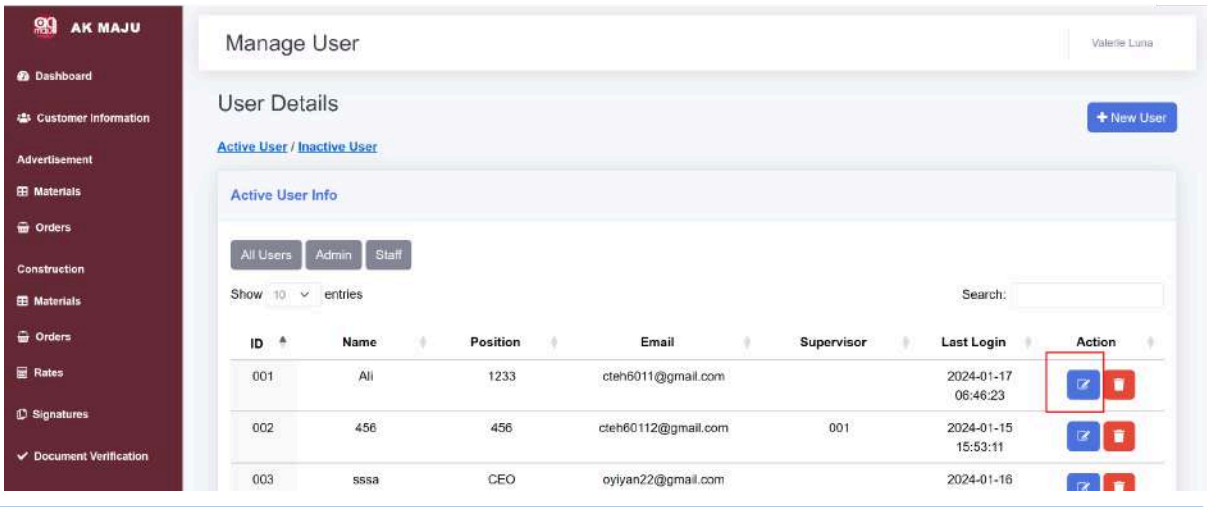1. Click the 'Edit' button for a user

Figure 1.19 Edit User 1 in Manage User page.
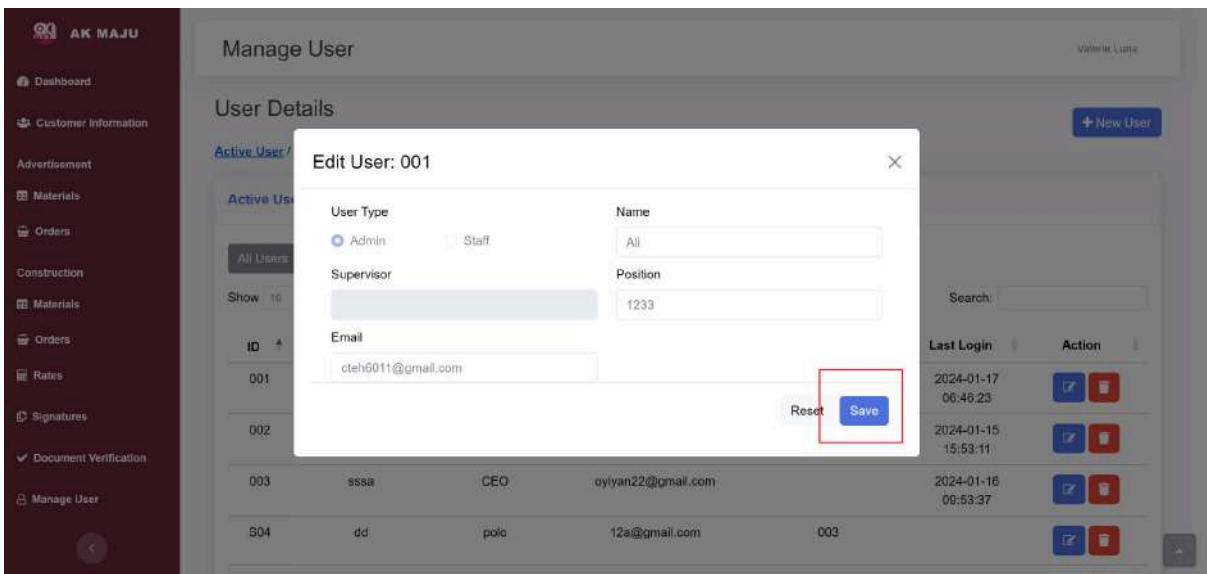
2. Modify the details and click Save.

Figure 1.20 Edit User 2 in Manage User page.

Dashboard

View summary of monthly report: (Only admin can view monthly report)
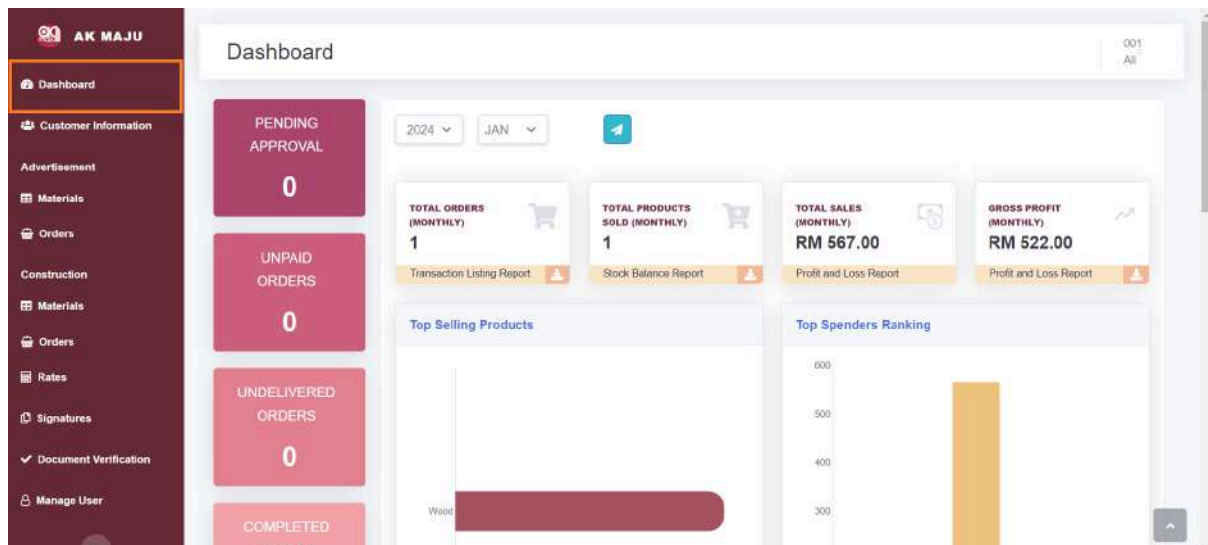1. Click the "Dashboard" button on the sidebar.

Figure 2.1 Dashboard page.

2. Select the year and month to view the summary monthly report for the desired month and year.
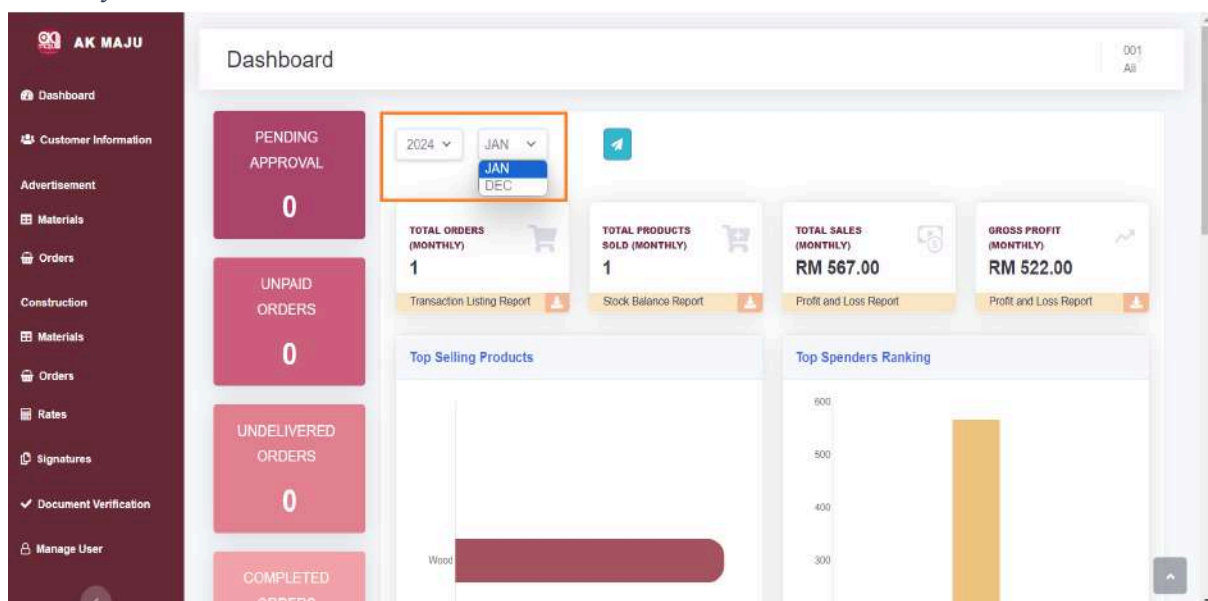

Figure 2.2 Select year and month in Dashboard page.

Download detailed monthly report: (Only admin can download monthly report)
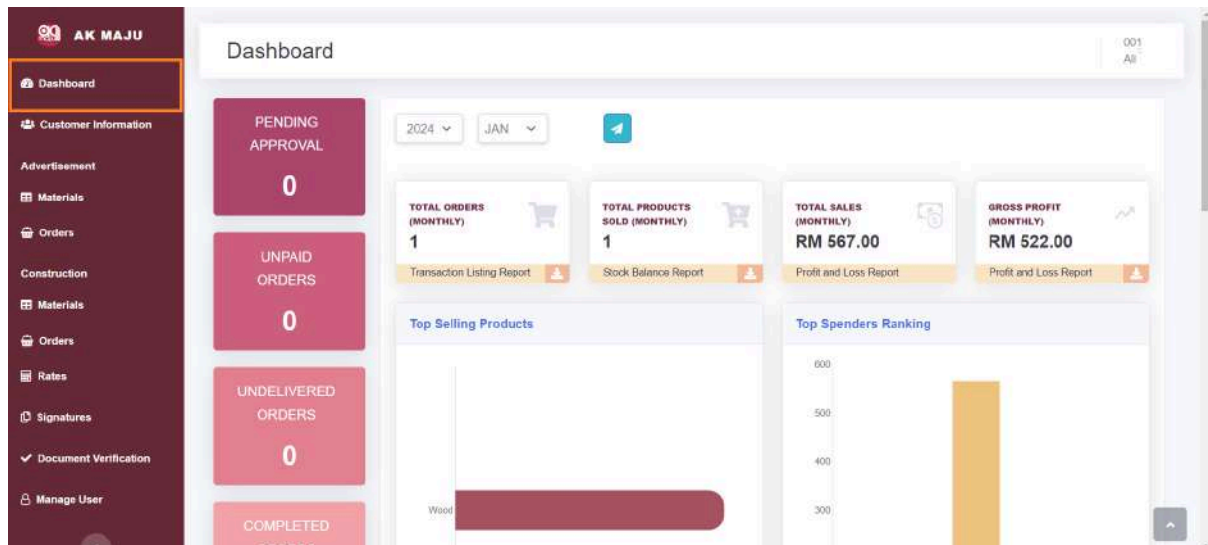1. Click the "Dashboard" button on the sidebar.

Figure 2.3 Dashboard page.

2. Click the "Download" button at the bottom right corner of the card displaying total orders, total products sold and gross profit to download Transaction Listing Report, Stock Balance Report and Profit and Loss Report respectively.
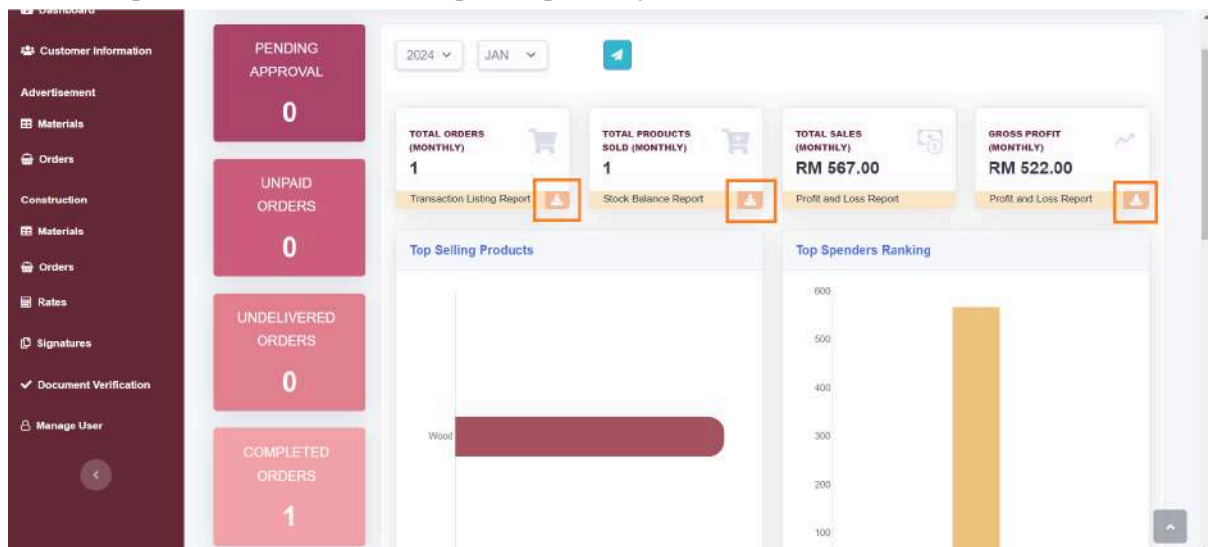

Figure 2.4 Download report in Dashboard page.

Email detailed monthly report: (Only admin can email monthly report)
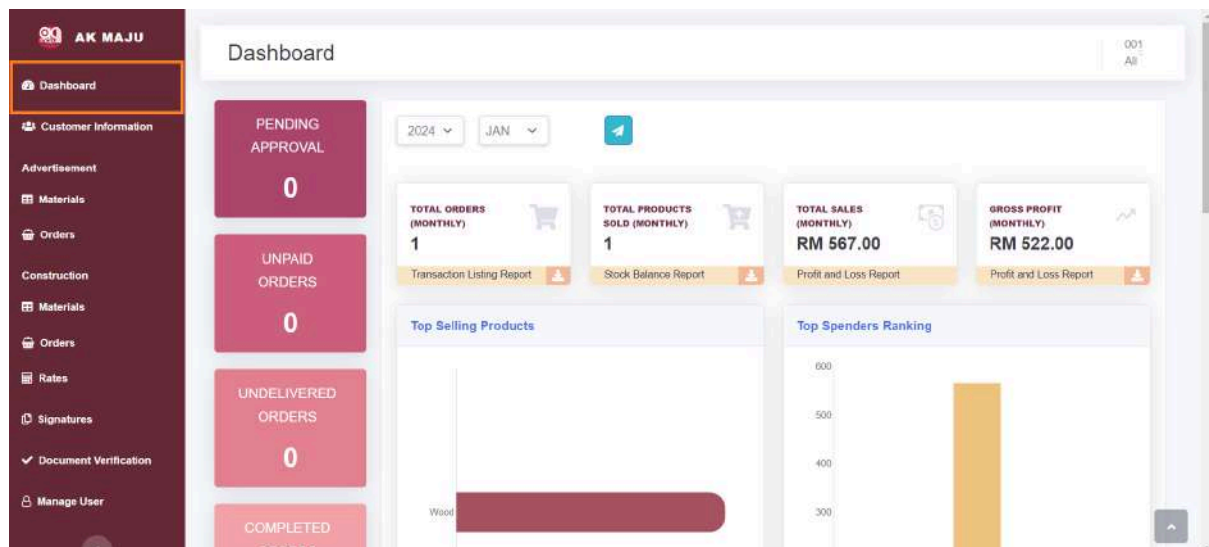
1. Click the "Dashboard" button on the sidebar.

Figure 2.5 Dashboard page.
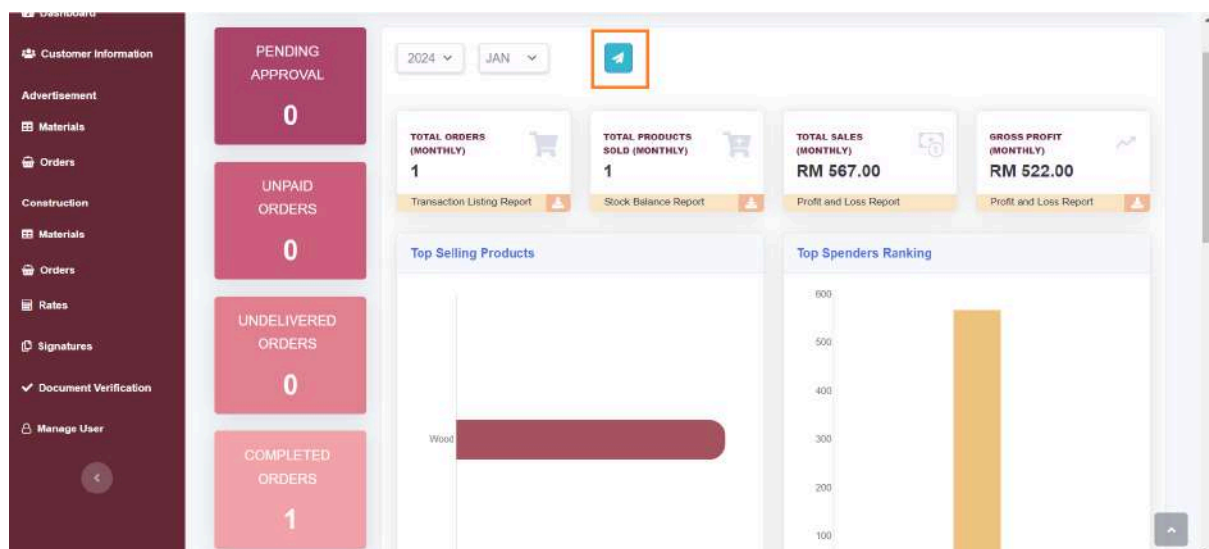
2. Click on the "Send" button.

Figure 2.6 Send email report 1 in Dashboard page.
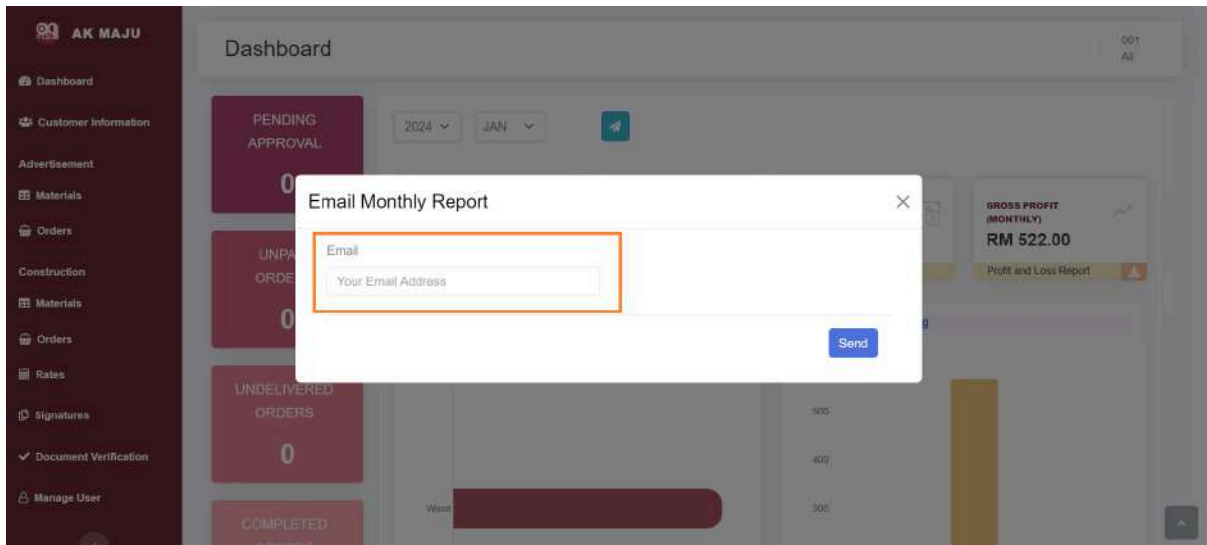
3. Enter the email.

Figure 2.7 Send email report 2 in Dashboard page.
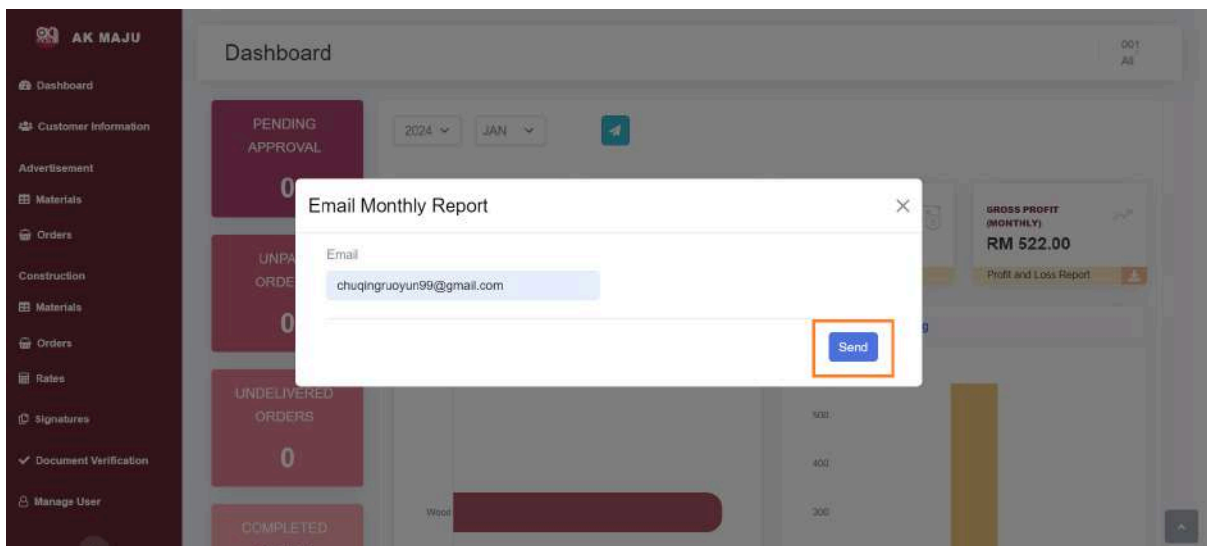
4. Click on the "Send" button.

Figure 2.8 Send email report 3 in Dashboard page.

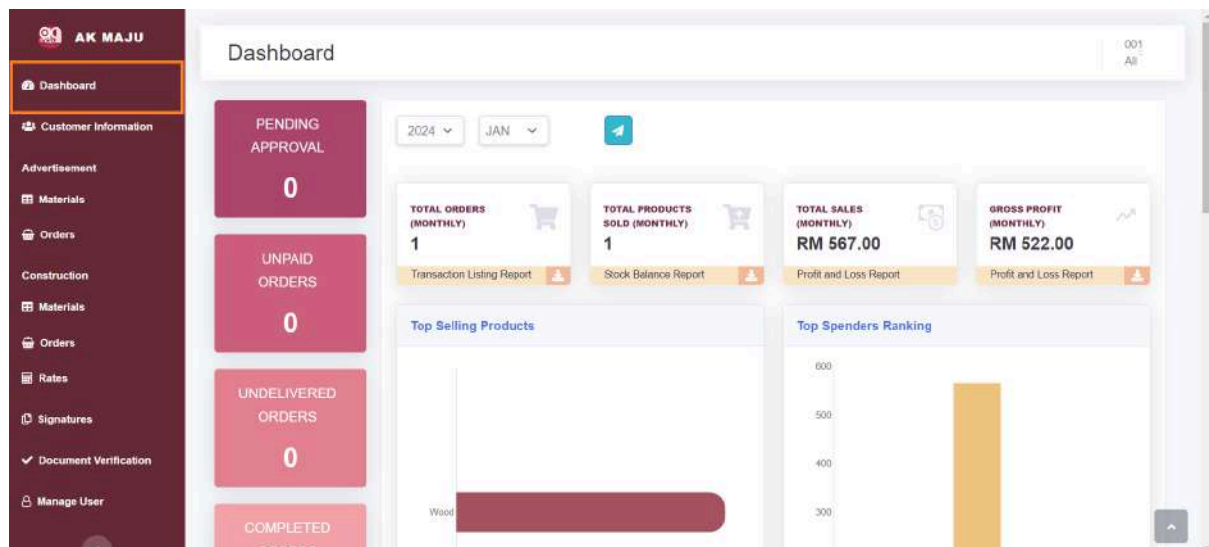View adjustment items:
1. Click the "Dashboard" button on the sidebar.

Figure 2.9 Dashboard page.

2. Scroll down the page to view the adjustment table.

Figure 2.10 Adjustment Table in Dashboard page.

3. Filter the data by adjusting the 'Show Entries' dropdown to display a specific number of entries or utilise the search functionality to narrow down results based on your criteria.
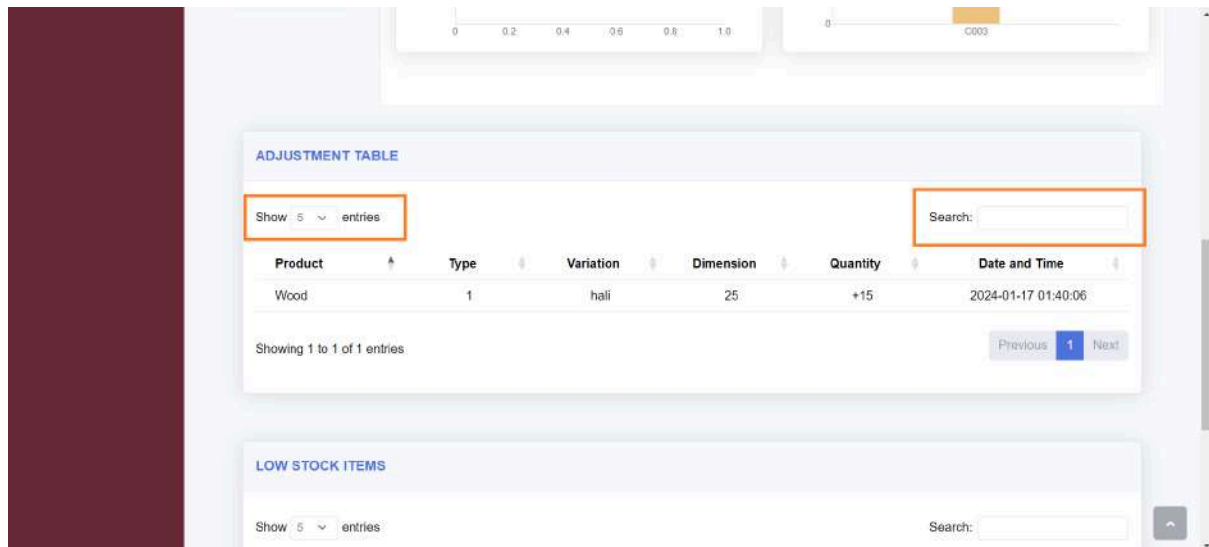

Figure 2.11 Filter data in Adjustment Table in Dashboard page.

View low stock items:
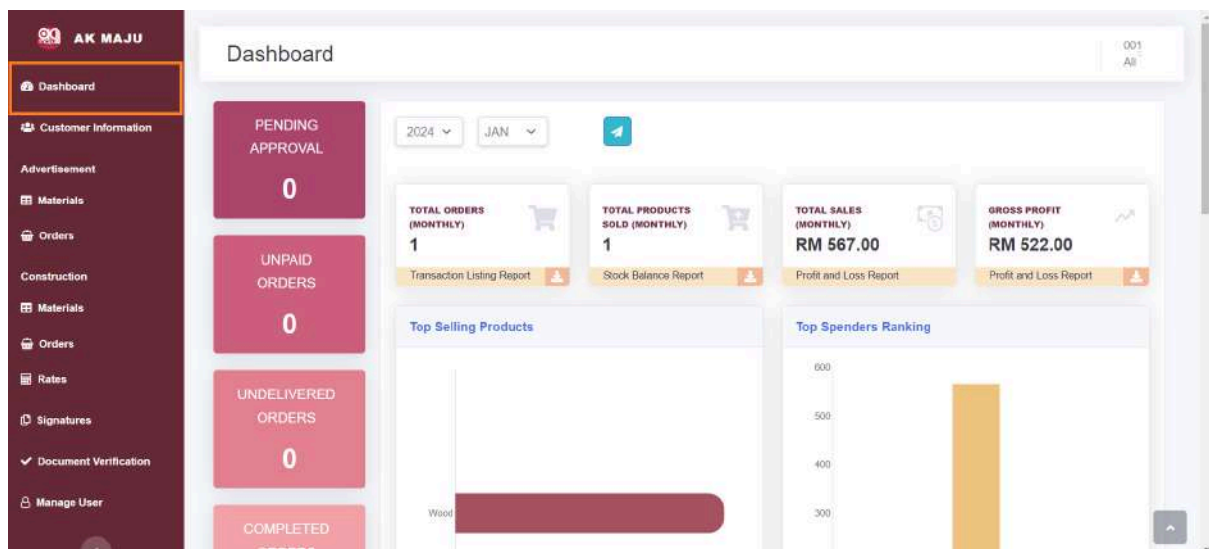1. Click the "Dashboard" button on the sidebar.

Figure 2.12 Dashboard page.

2. Scroll down the page to view the low stock items table.

Figure 2.13 Low Stock Items Table in Dashboard page.

3. Filter the data by adjusting the 'Show Entries' dropdown to display a specific number of entries or utilise the search functionality to narrow down results based on your criteria.
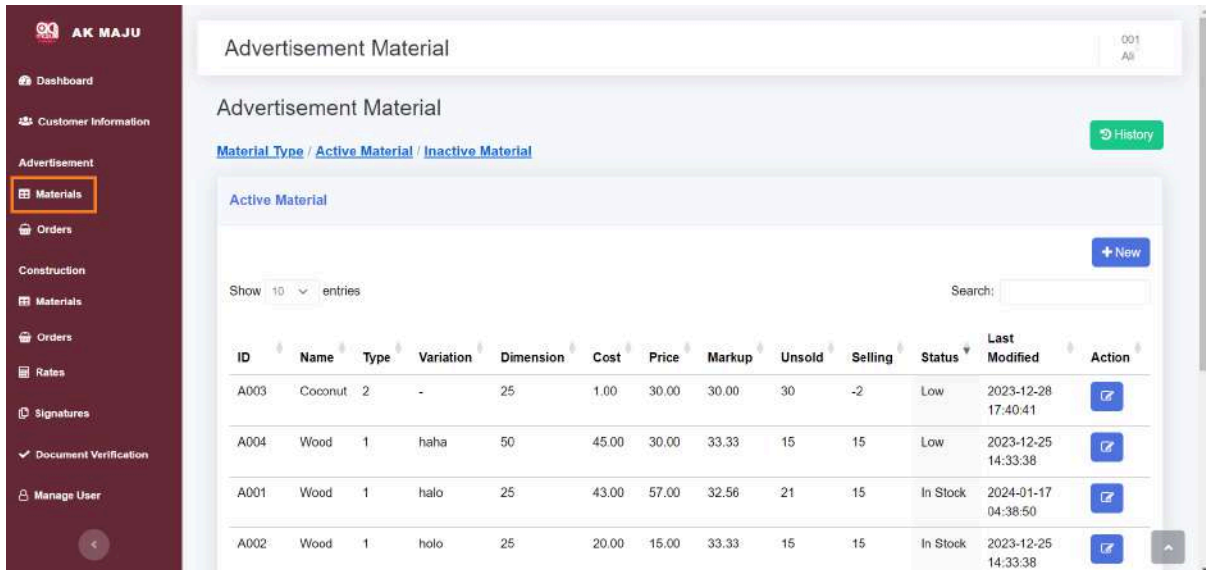

Figure 2.13 Filter Data in Low Stock Items Table in Dashboard page.

Advertisement Material Management

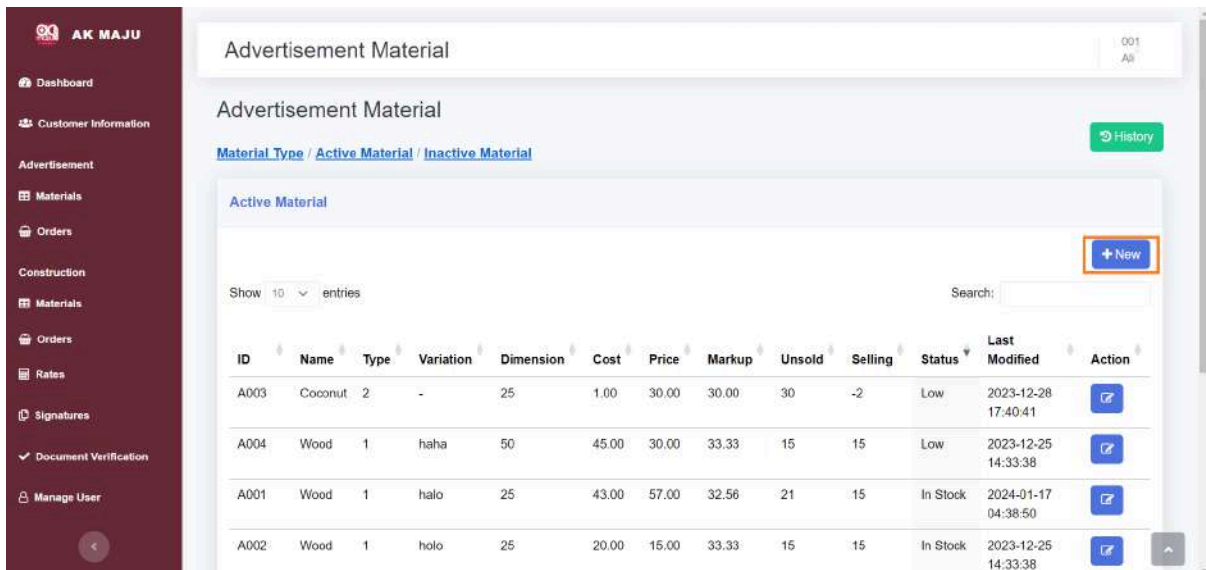Create Material
1. Click 'Materials' in Advertisement section

Figure 3.1 Advertisement Material page.

2. Click on 'New' button to create new material

Figure 3.2 Create new material 1 in the Advertisement Material page.

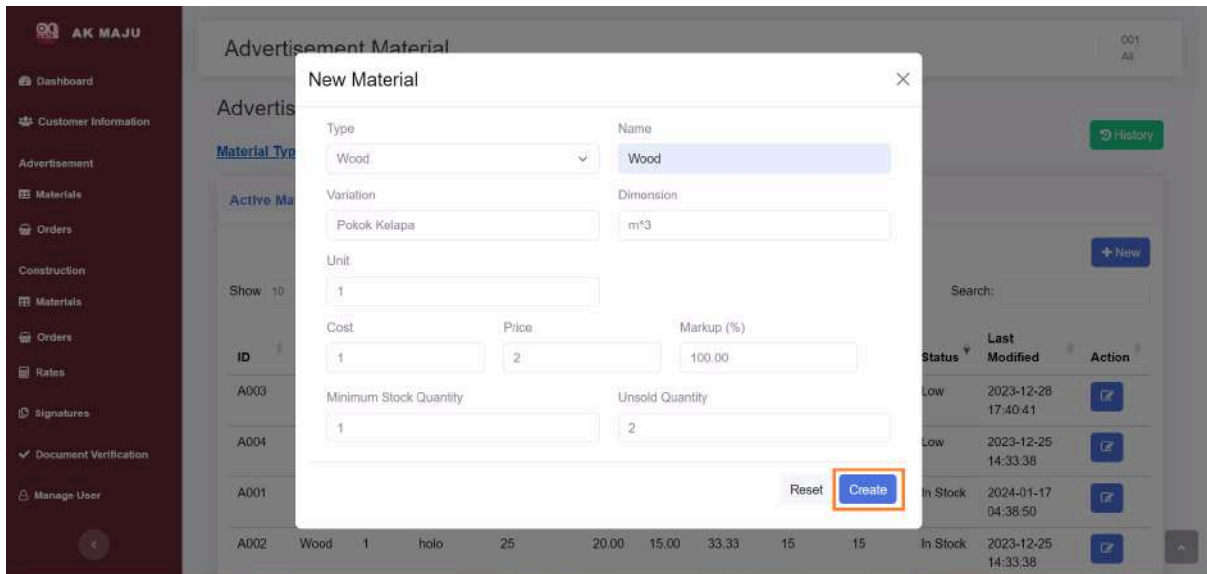3. Click 'Create' to create the material

Figure 3.3 Create new material 2 in the Advertisement Material page.

Edit Material
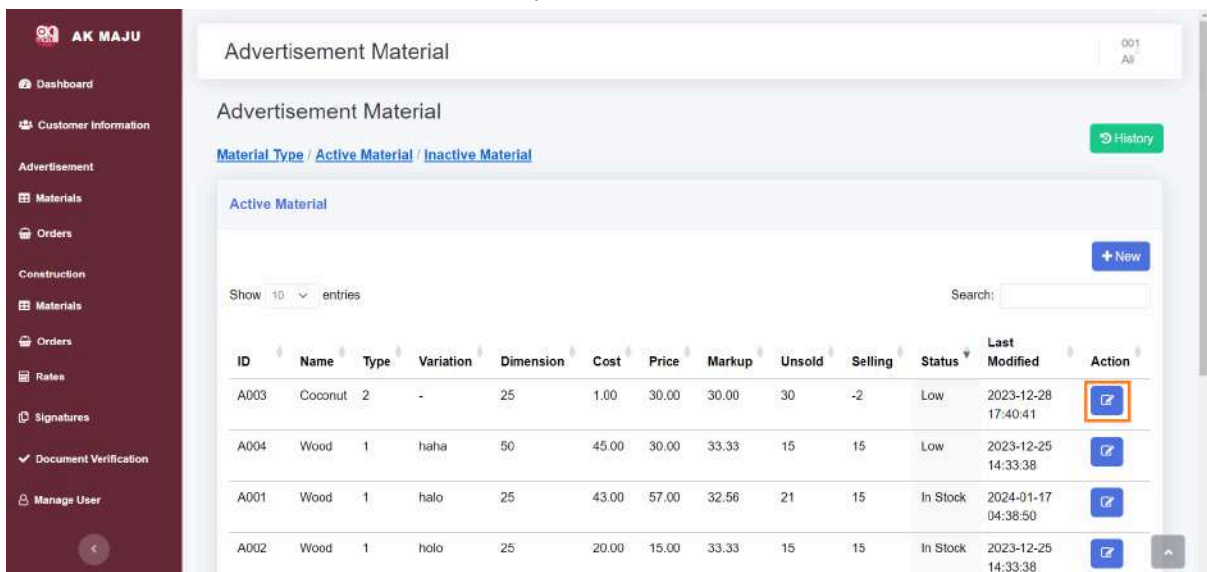1. Click the edit button for the material you want to edit

Figure 3.4 Edit material 1 in the Advertisement Material page.

2. Edit the things you wish to modify

Figure 3.5 Edit material 2 in the Advertisement Material page.

3. Then click 'Submit' to save changes

Figure 3.6 Submit edit material in the Advertisement Material page.

Delete Material

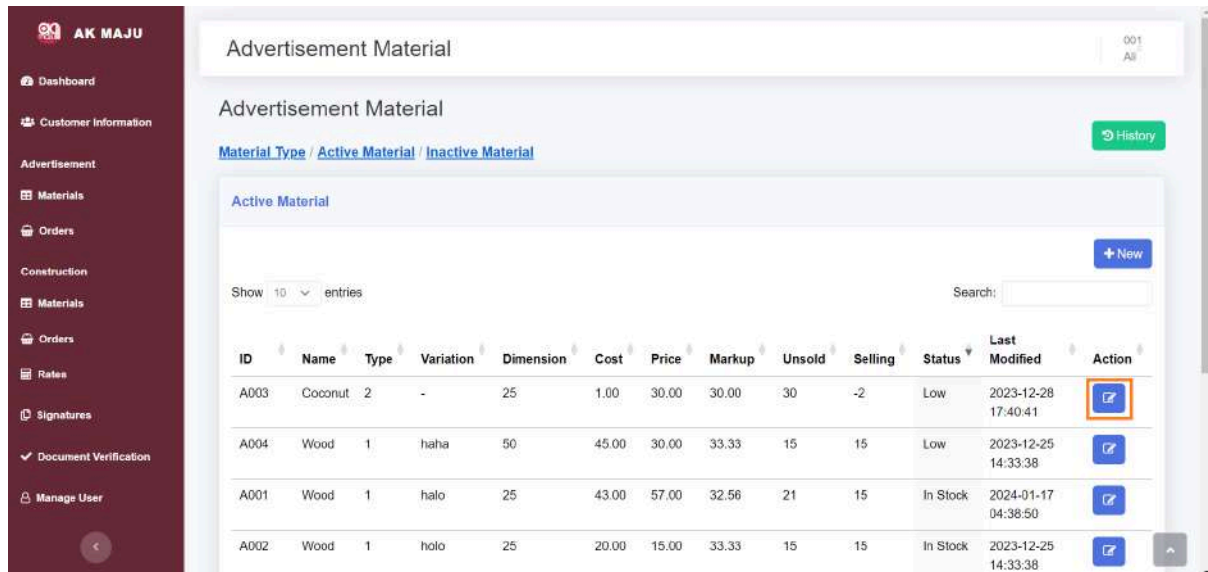1. Click the edit button for the material you want to delete

Figure 3.7 Delete material 1 in the Advertisement Material page.

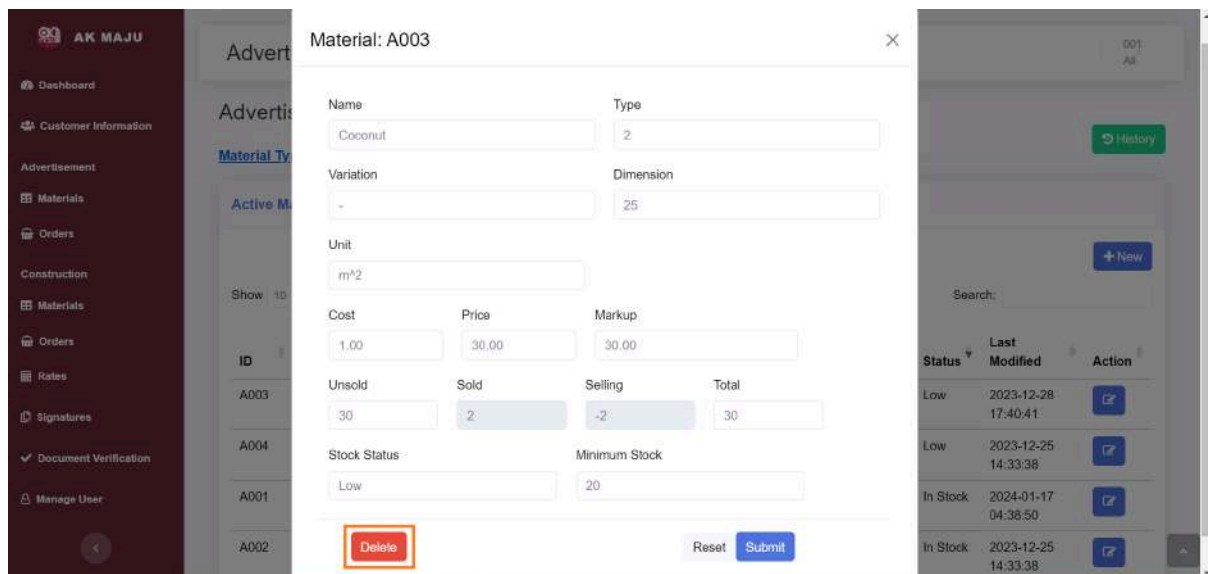2. Click 'Delete' button to delete the material

Figure 3.8 Delete material 2 in the Advertisement Material page.
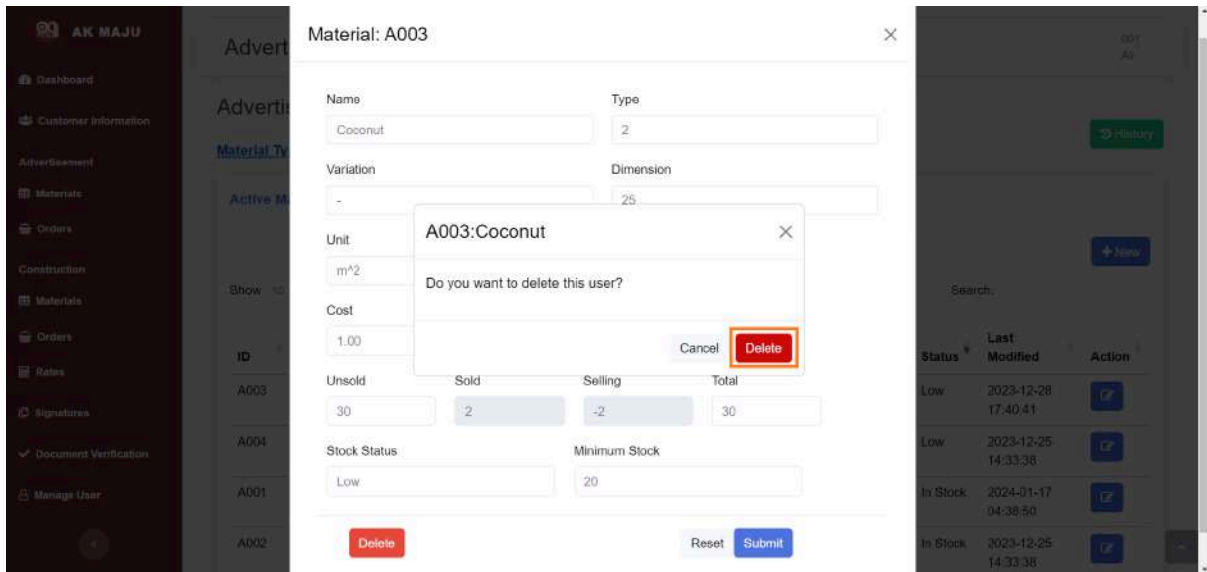
3. Click 'Delete' to confirm

Figure 3.9 Delete material 3 in the Advertisement Material page.

Restore Material
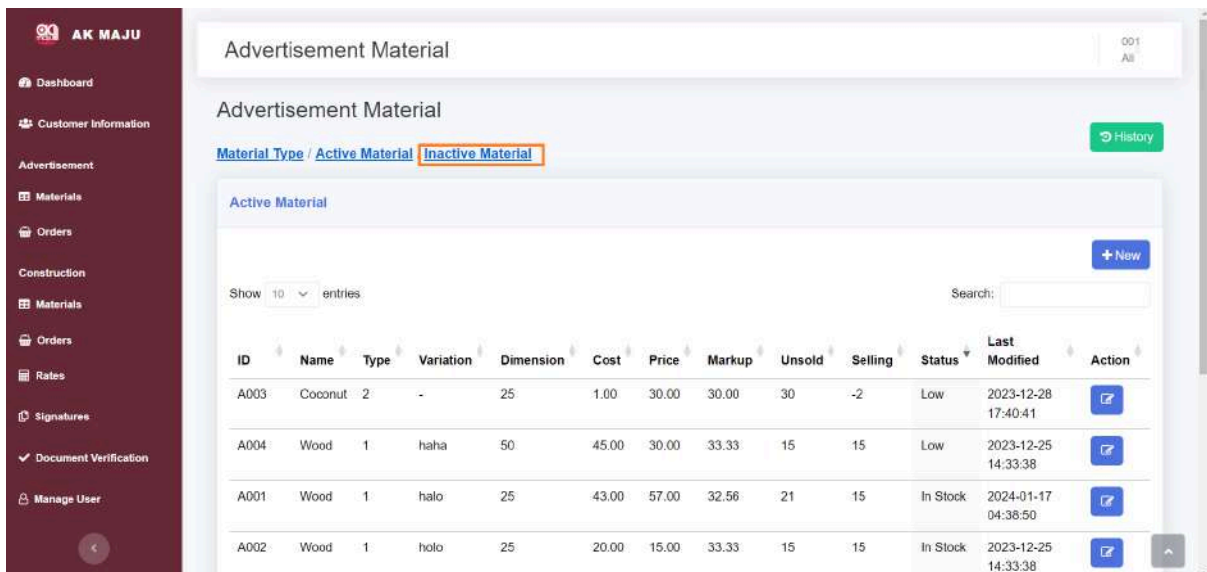1. Click 'Inactive Material' on Advertisement Material Page

Figure 3.10 Restore material 1 in the Advertisement Material page.

2. Click 'Restore' button for the material you want to restore
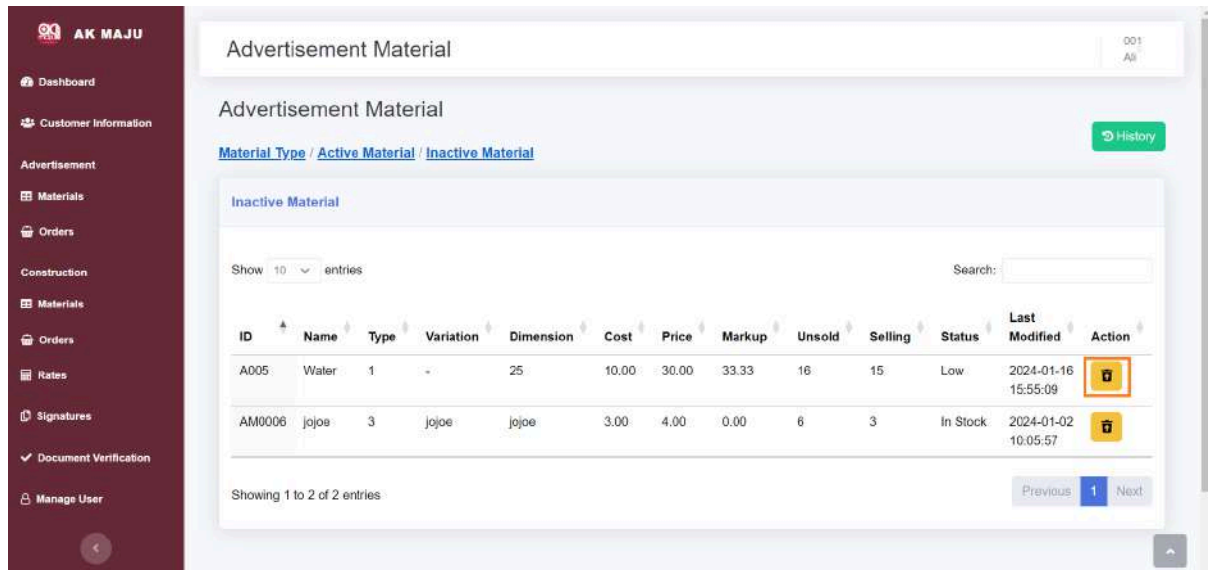

Figure 3.11 Restore material 2 in the Advertisement Material page.
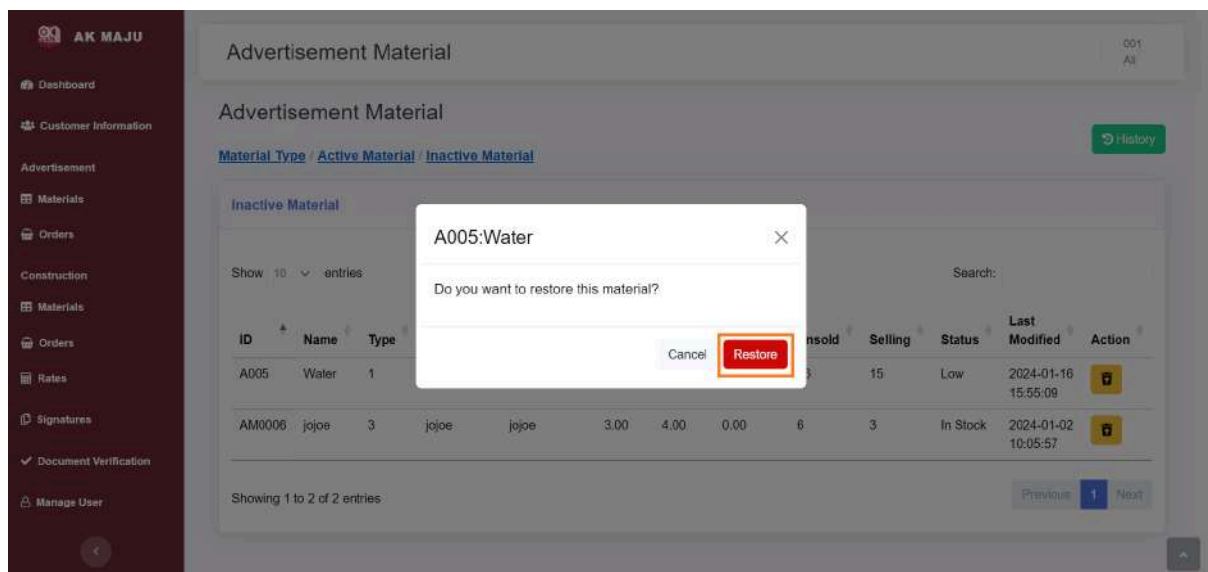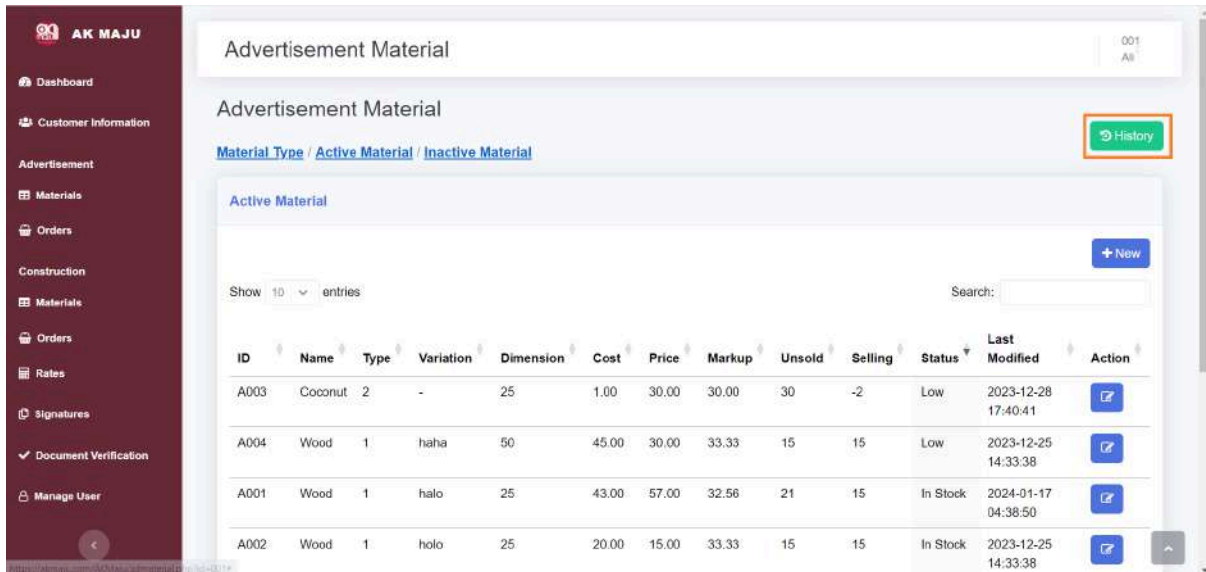
3. Click 'Restore'

Figure 3.12 Restore material 3 in the Advertisement Material page.

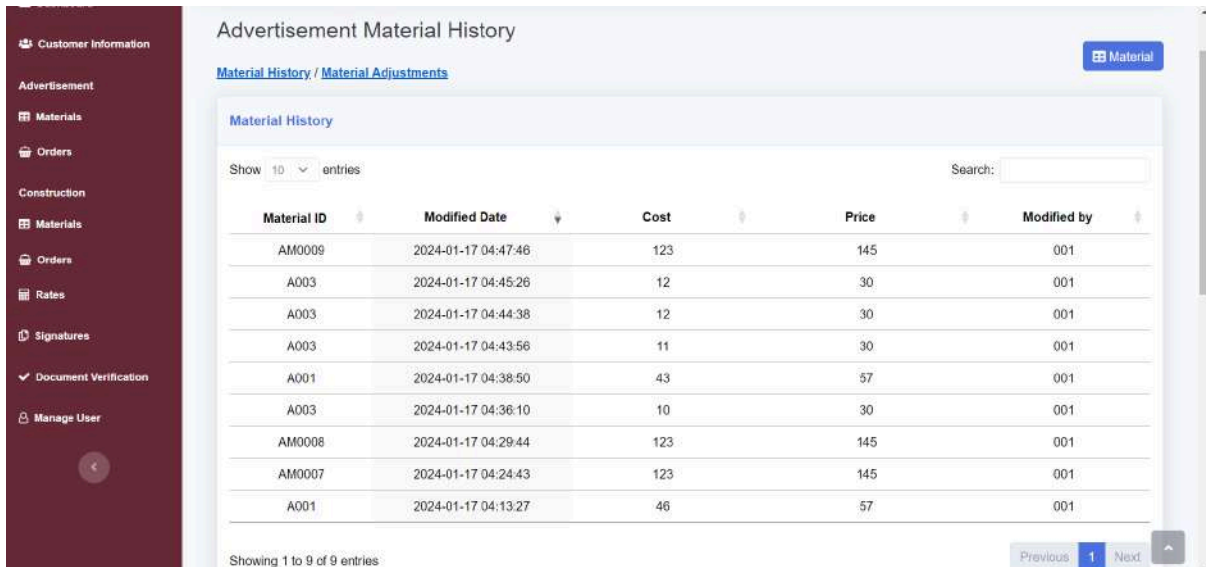Material History
1. Click the history button.

Figure 3.13 Material History in the Advertisement Material page.

2. View the Material History and Material Adjustment Table.

Figure 3.14 Material History Table in the Advertisement Material page.

Material Adjustments

Show 10 ∨ entries

Search:

Material ID	Modified Date	Sold Quantity	Selling Quantity	Unsold Quantity	Modified by
AM0009	2024-01-17 04:47:46	0	0	32	001
A003	2024-01-17 04:45:26	2	-2	33	001
A003	2024-01-17 04:44:38	2	-2	23	001
A003	2024-01-17 04:43:56	2	-2	22	001
A001	2024-01-17 04:30:53	43	15	6	001
A001	2024-01-17 04:28:37	43	12	9	001
A001	2024-01-17 04:27:04	43	2	19	001
A001	2024-01-17 04:26:26	39	6	19	001
A001	2024-01-17 01:40:06	35	10	15	001

Showing 1 to 9 of 9 entries

Previous 1 Next

Figure 3.15 Material Adjustment Table in the Advertisement Material page.

Construction Material Management

Create Material
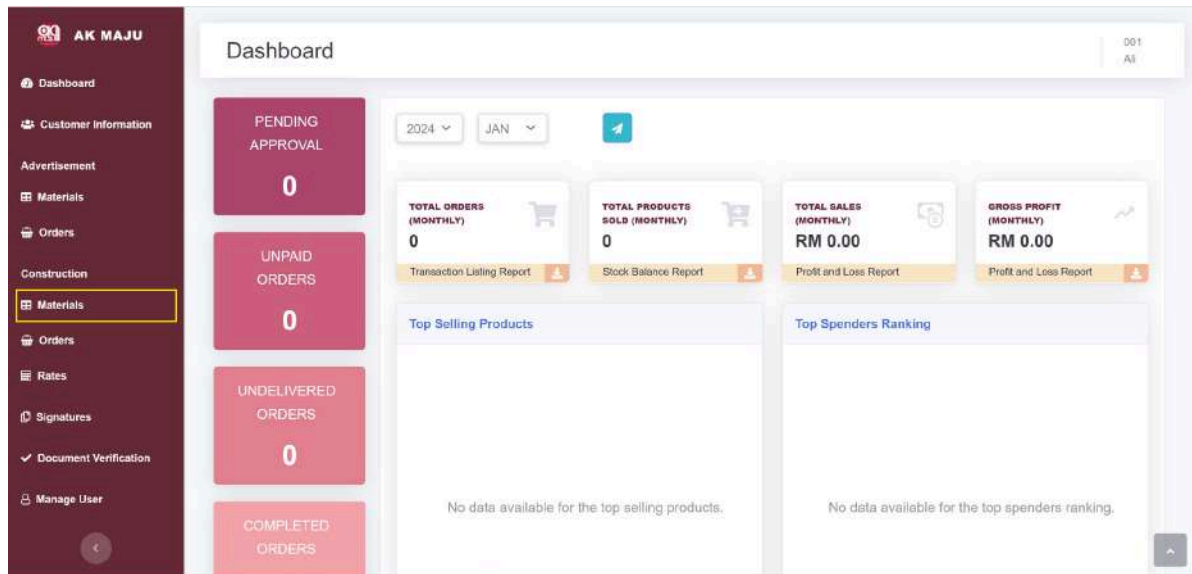1. Click 'Materials' in Construction section

Figure 4.1 Dashboard Page.

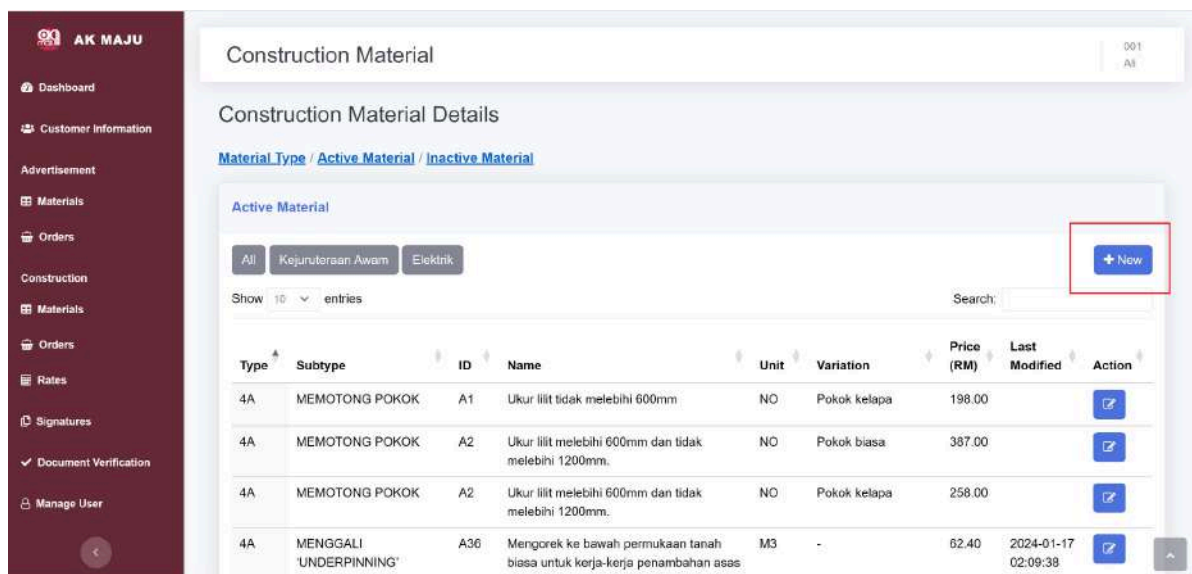2. Click on 'New' button to create new material

Figure 4.2 New material 1 in Construction Material Page.
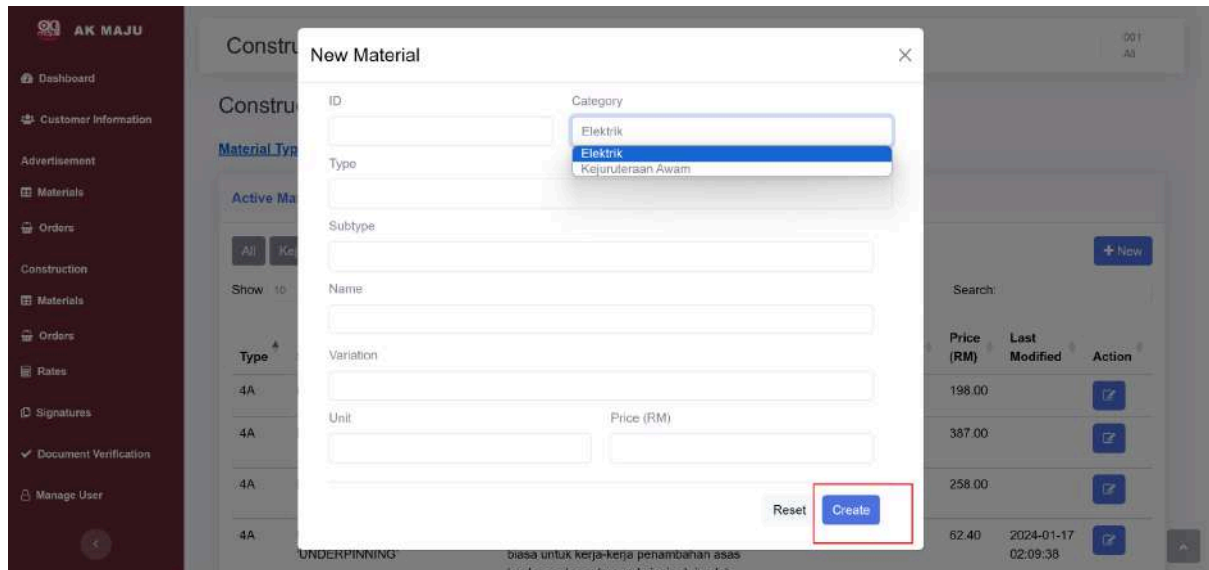
3. Click 'Create' to create the material

Figure 4.3 New material 2 in Construction Material Page.

Edit Material
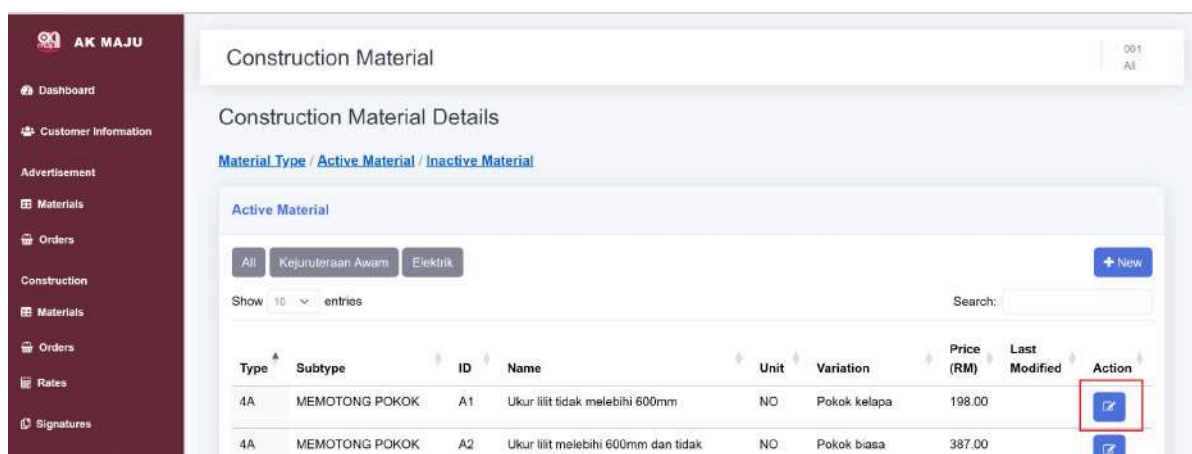1. Click the edit button for the material you want to edit

Figure 4.4 Edit material 1 in Construction Material Page.

2. Edit the things you wish to modify

Figure 4.5 Edit material 2 in Construction Material Page.

3. Then click 'Save' to save changes

Figure 4.6 Save edit material in Construction Material Page.

Delete Material
1. Click the edit button for the material you want to delete
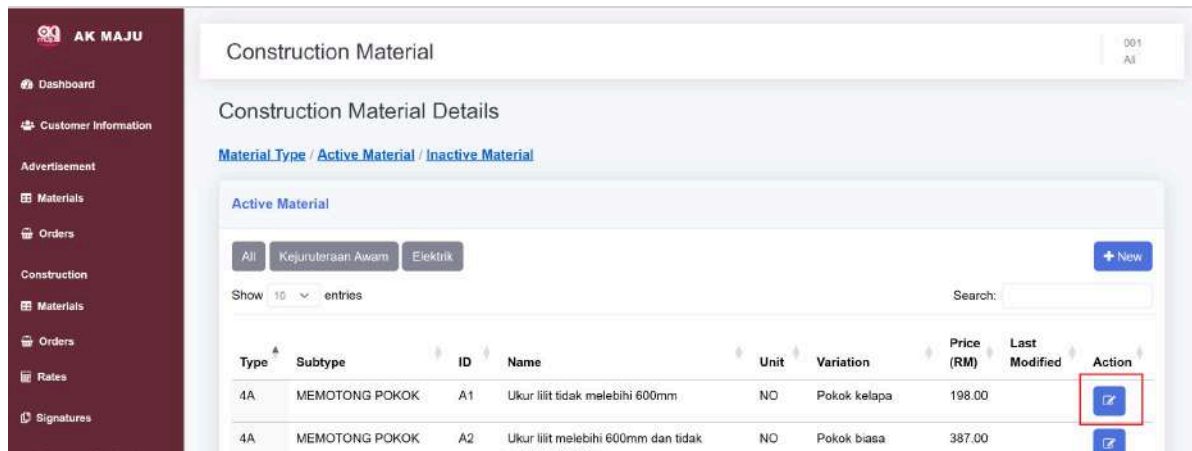

Figure 4.7 Delete material 1 in Construction Material Page.

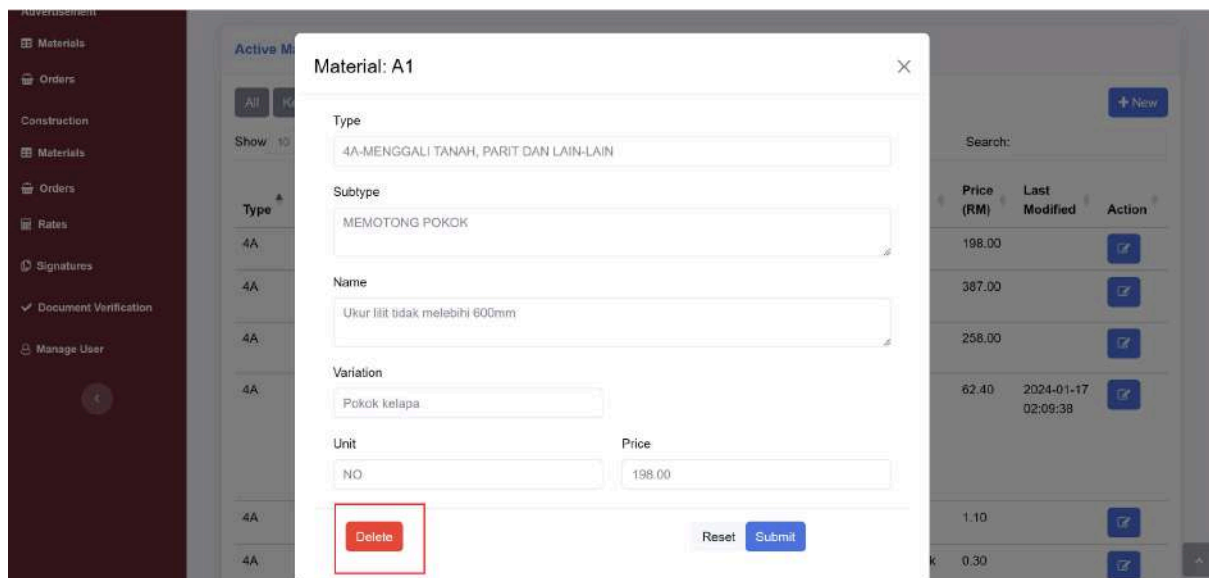2. Click 'Delete' button to delete the material

Figure 4.8 Delete material 2 in Construction Material Page.
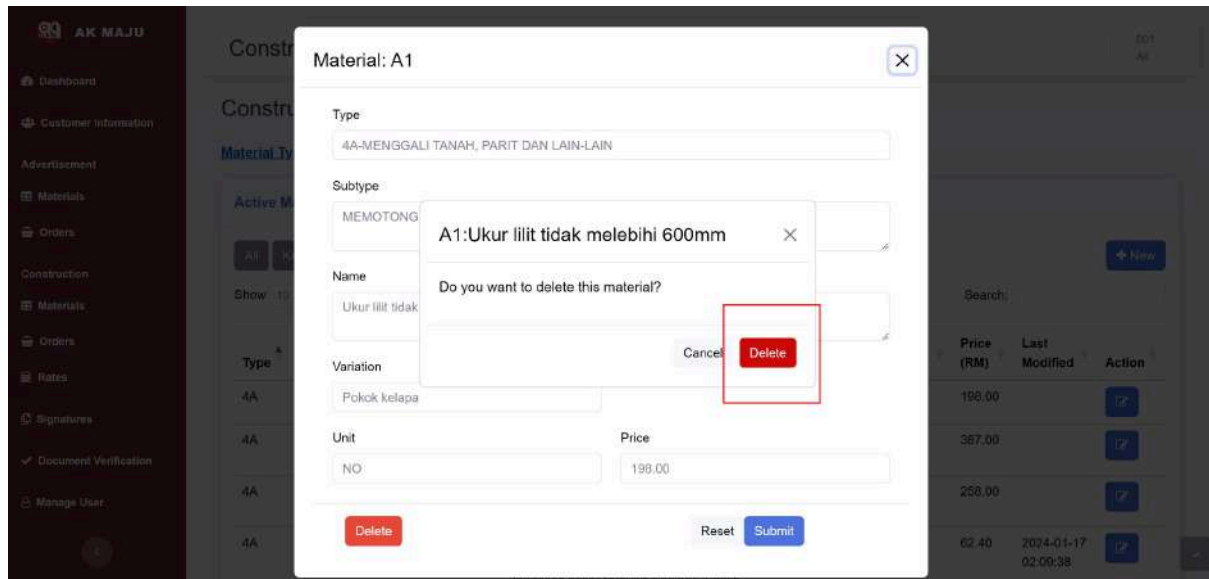
3. Click 'Delete' to confirm

Figure 4.9 Delete material 3 in Construction Material Page.

Restore Material
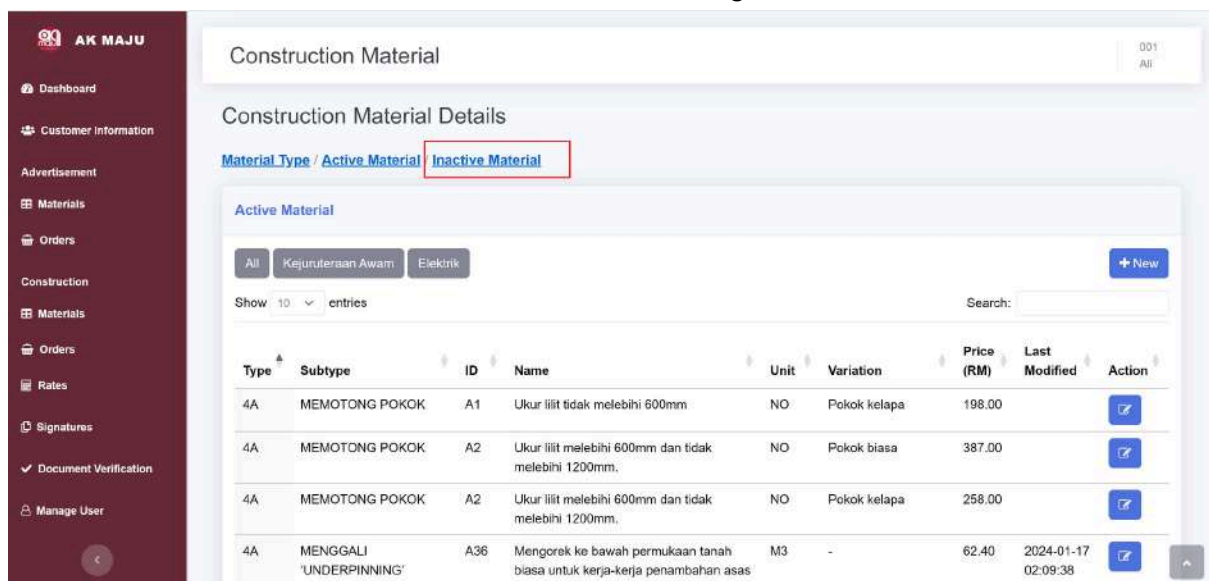1. Click 'Inactive Material' on Construction Material Page

Figure 4.10 Restore material 1 in Construction Material Page.

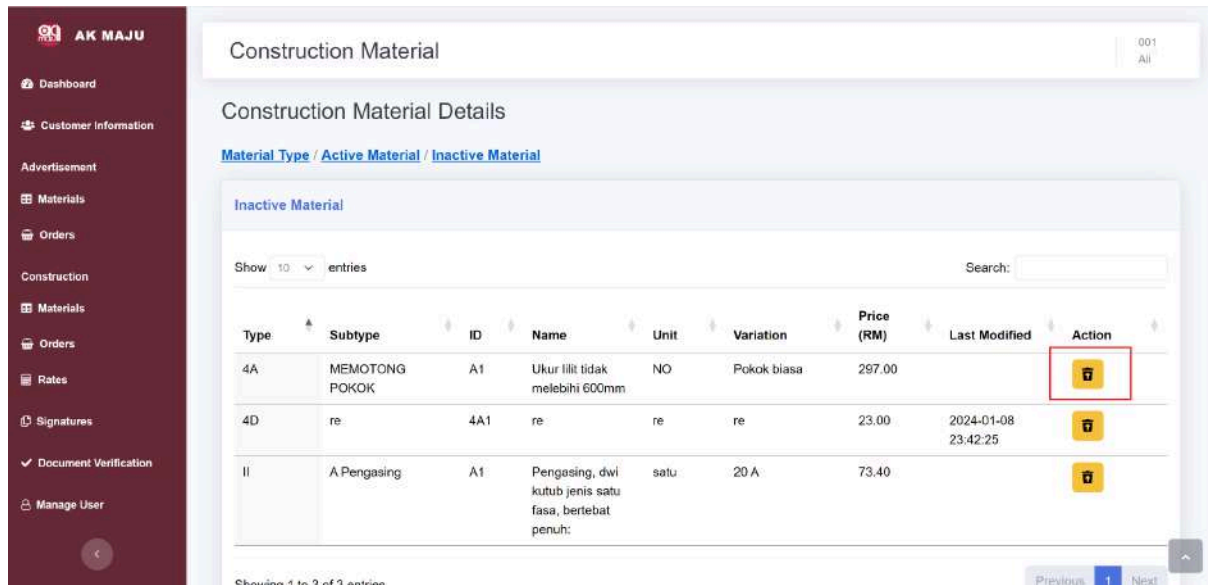2. Click 'Restore' button for the material you want to restore

Figure 4.11 Restore material 2 in Construction Material Page.
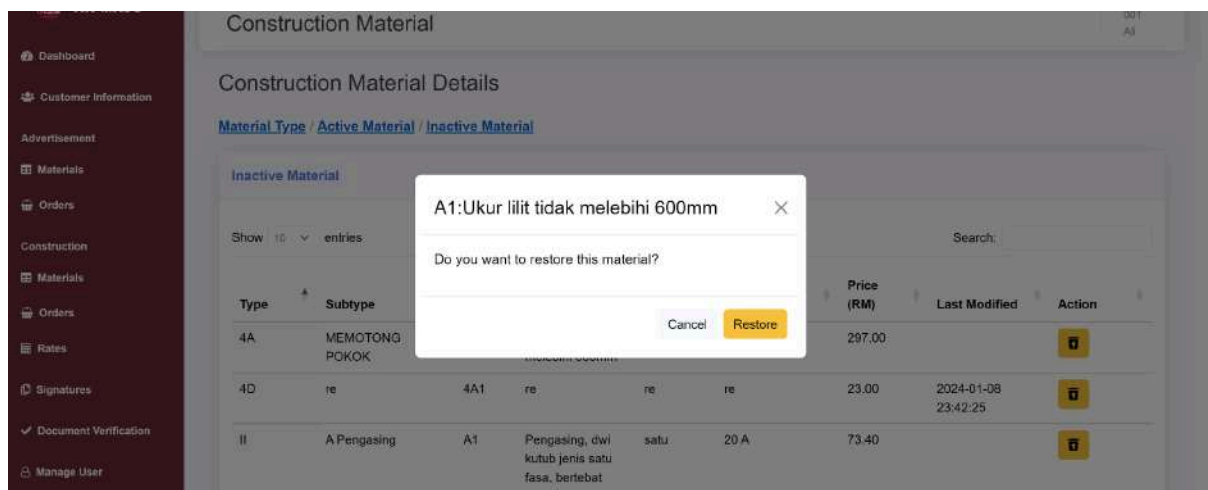
3. Click 'Restore'

Figure 4.12 Restore material 3 in Construction Material Page.
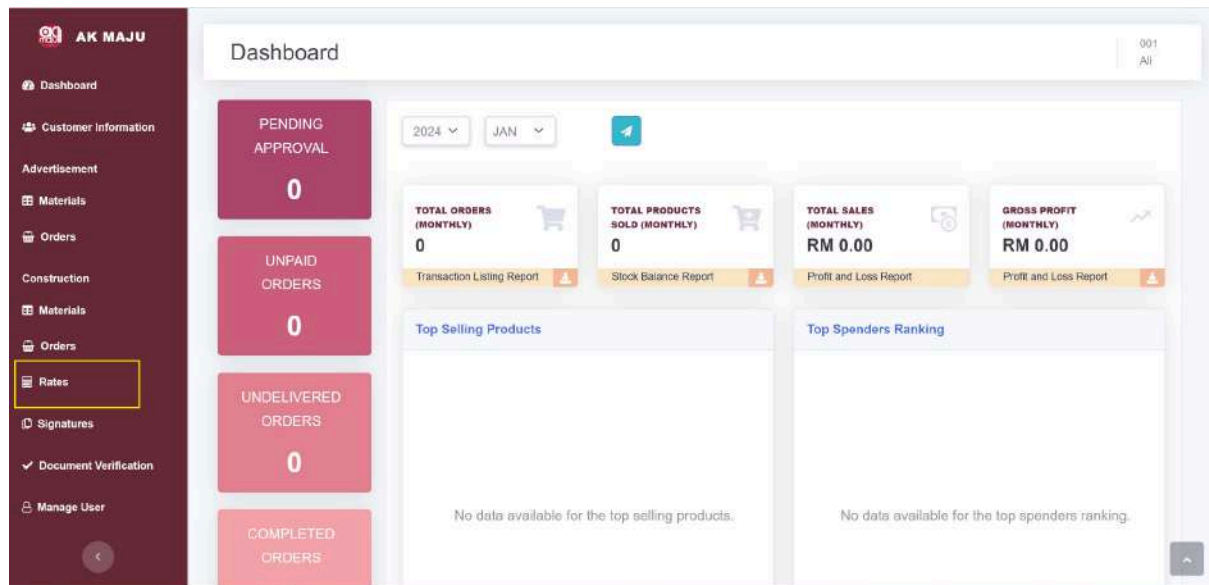
Import rates

1. Click 'Rates' on the side bar

Figure 4.13 Import Rate 1 in Construction Material Page.
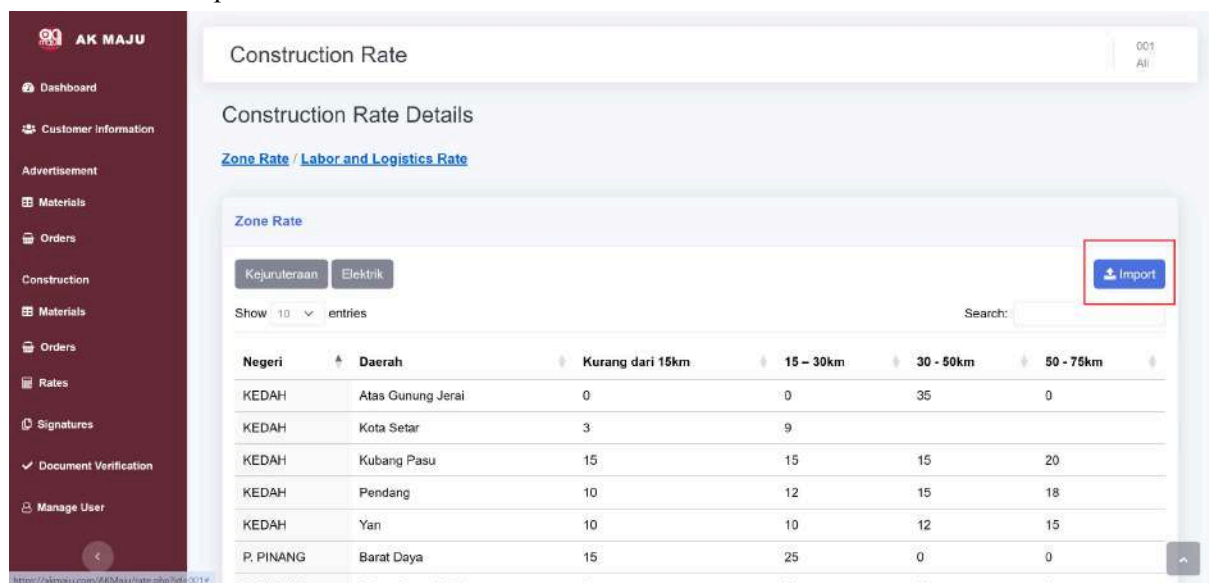
2. Click 'Import' for the Zone Rate section.
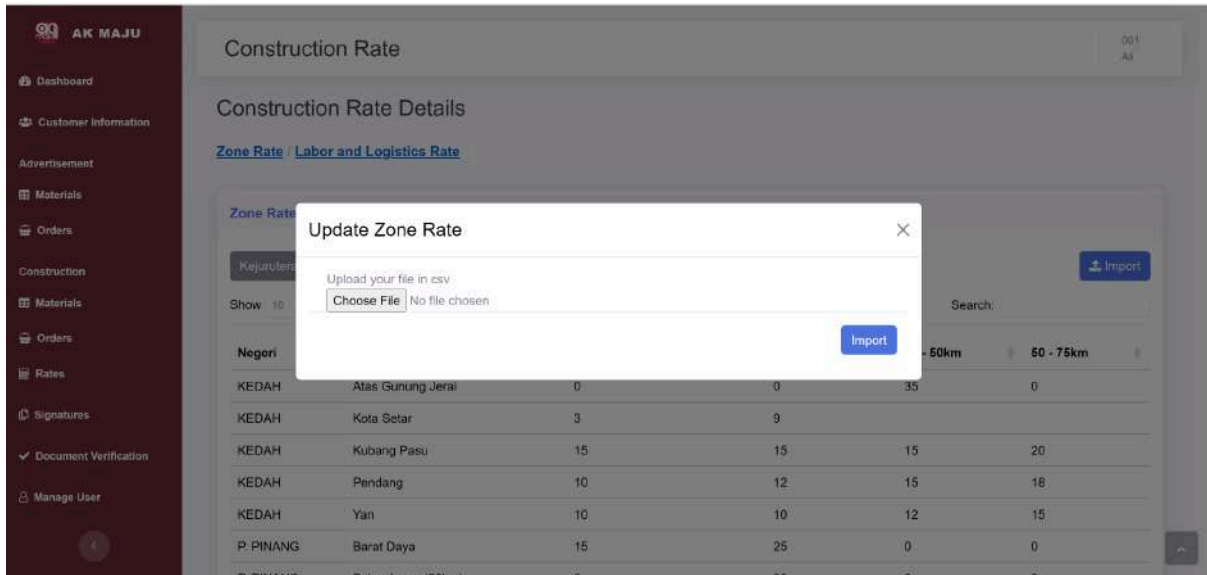

Figure 4.14 Import in Construction Rate Page.

Figure 4.15 Import file in Construction Rate Page.

3. Import the data in csv file format. Below is the example of data from JKKE document and content in csv file. (1 means Elektrik category, 2 means Kejuruteraan Awam category)

NEGERI	DAERAH	KUMPULAN			
		A kurang dari 16 km	B 16-32 km	C 32-48 km	D lebih dari 48 km
PERLIS	Kangar	4%	9%	12%	14%

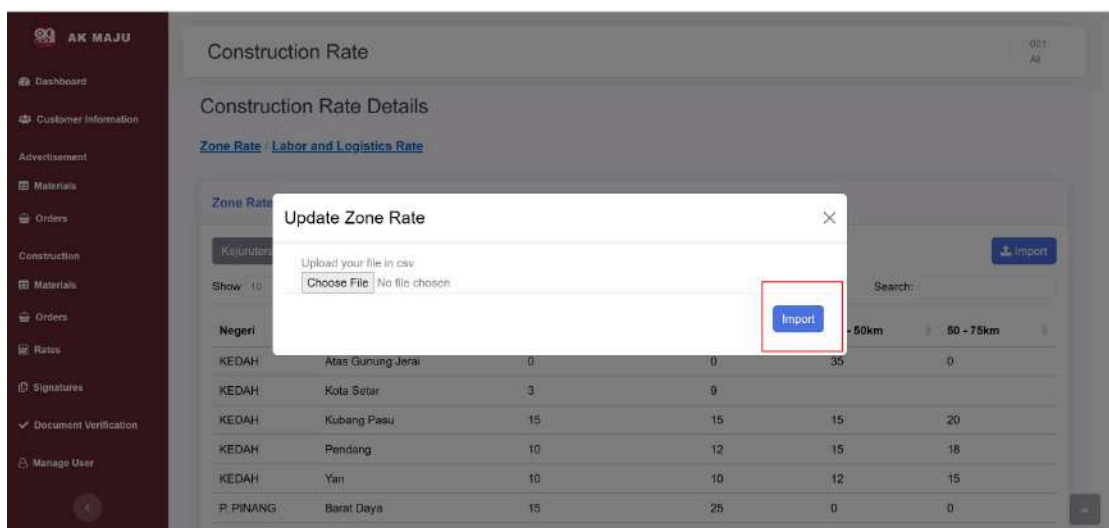| PERLIS	Kangar	4	A	1
PERLIS	Kangar	9	B	1
PERLIS	Kangar	12	C	1
PERLIS	Kangar	14	D	1

Figure 4.16 Submit import file in Construction Rate Page.

Customer Management

View customer information:
1. Click on Customer Information on the sidebar. After clicking on it, it will display customer information that covers all types of customer.
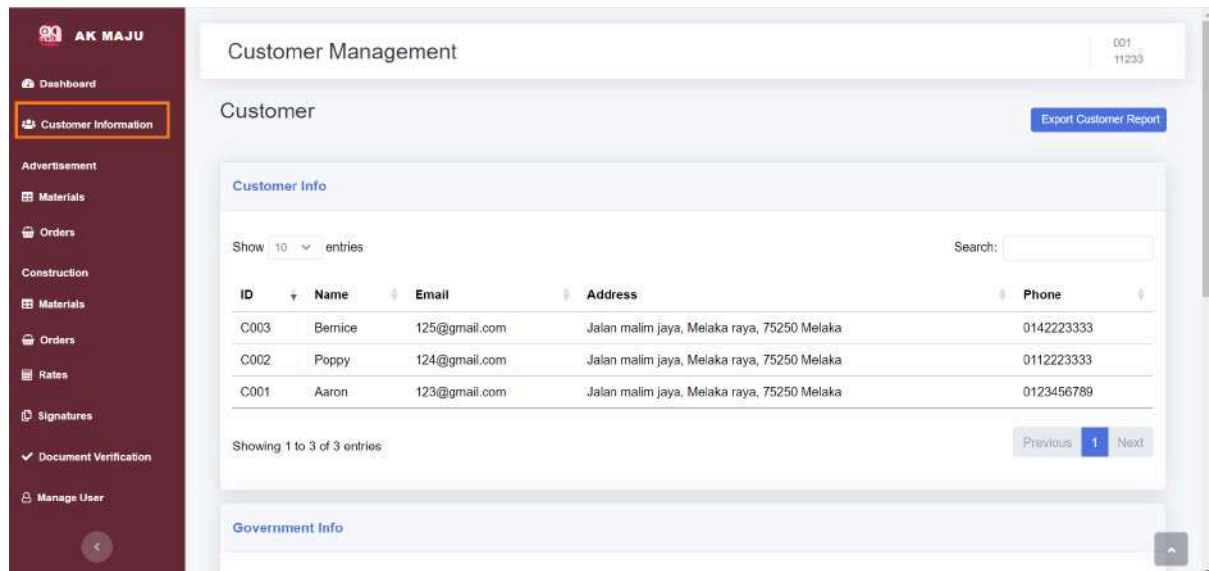

Figure 5.1 Customer Management Page.

2. If the customer is the representative of a government or agency, the information of the government or agency will also be recorded.
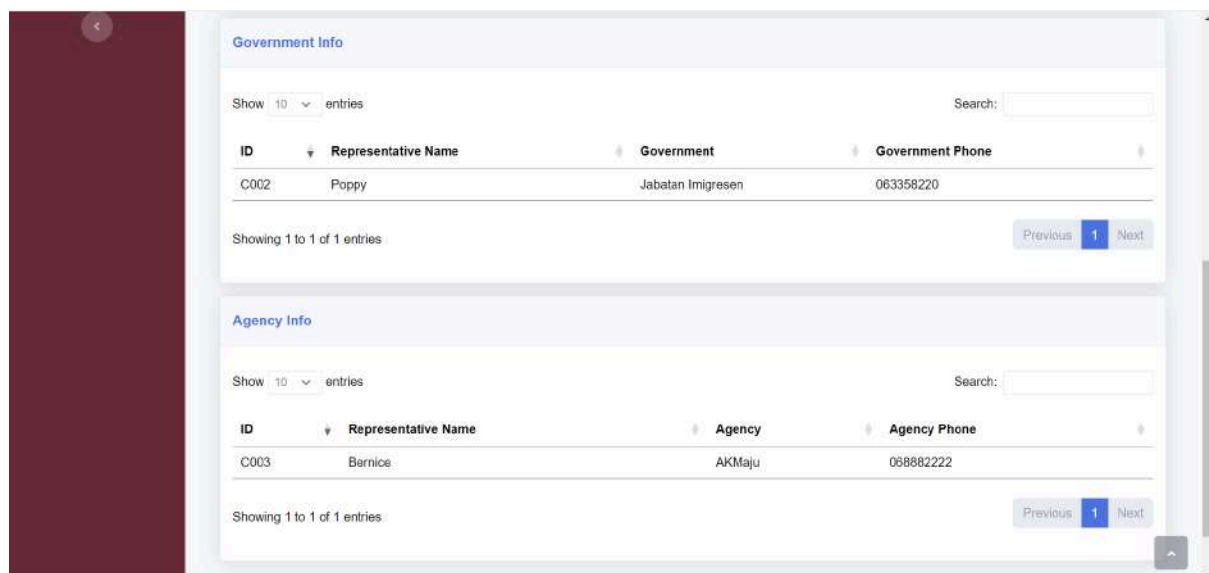

Figure 5.2 Government and Agency Table in Customer Management Page.

3. The search function can be used to search based on customer id, name, and any information that is inside the table.
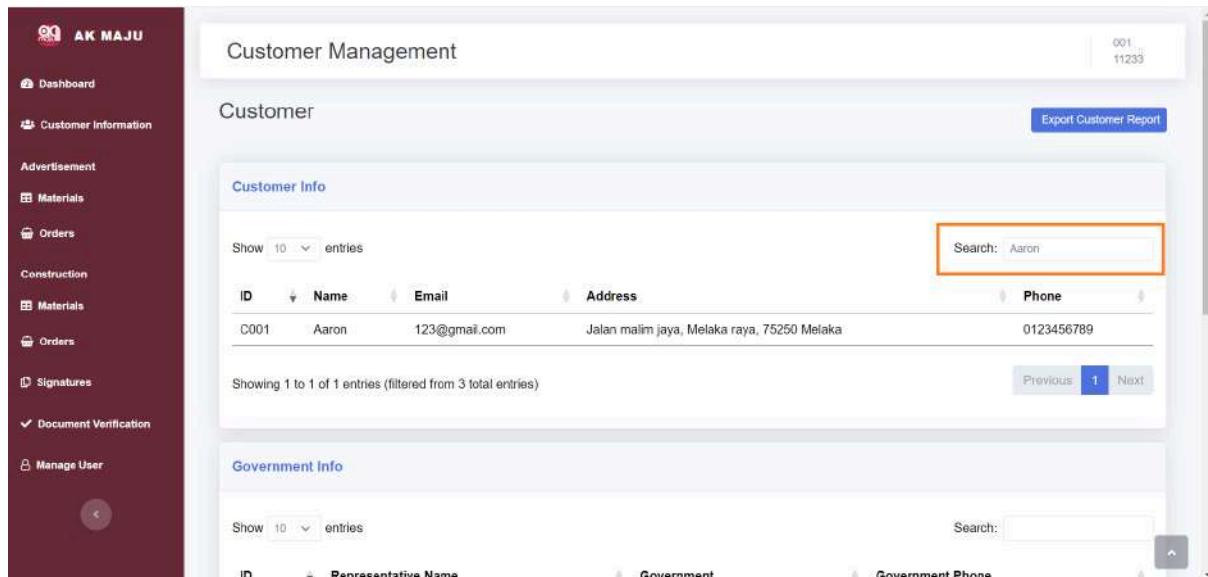

Figure 5.3 Search function in Customer Management Page.

Export customer information: (Only available for Admin)
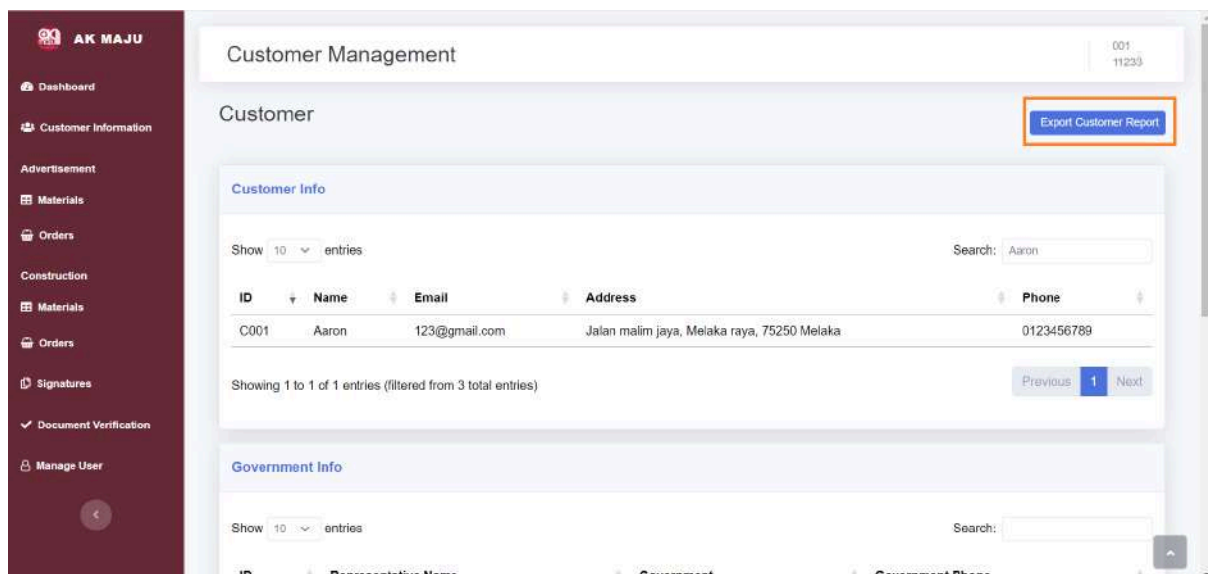1. Click on the Export Customer Report button.

Figure 5.4 Export Customer Report 1 in Customer Management Page.

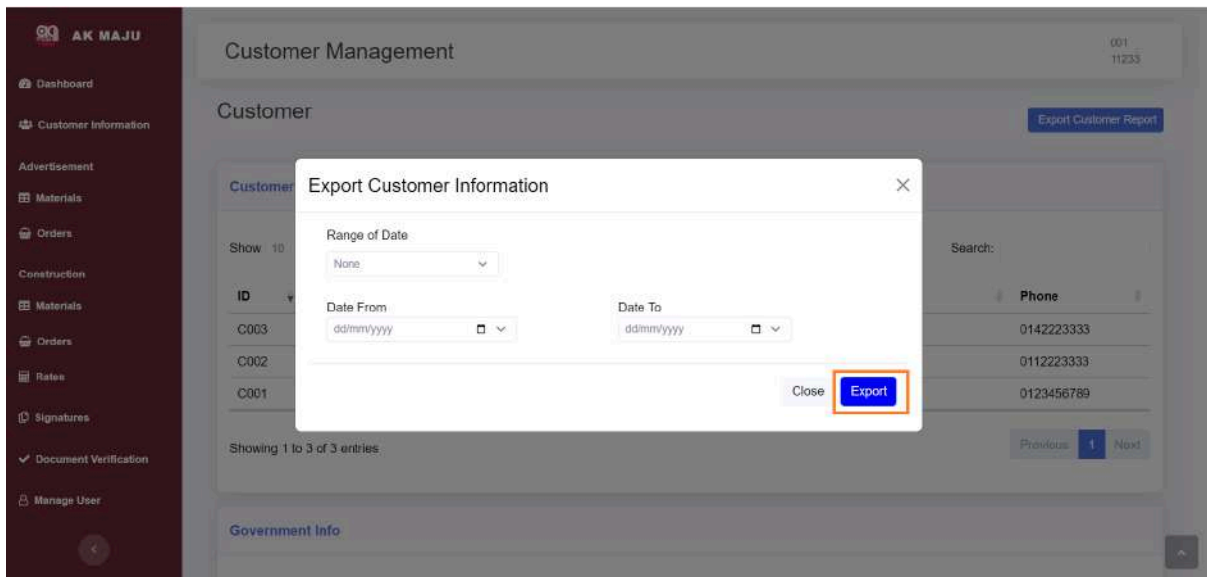2. Can just click on the Export button and it will export all of the customer information in .csv format inside your computer.

Figure 5.5 Export Customer Report 2 in Customer Management Page.

3. Can choose the range of date and click export to export the customer information that makes order in the range of date.
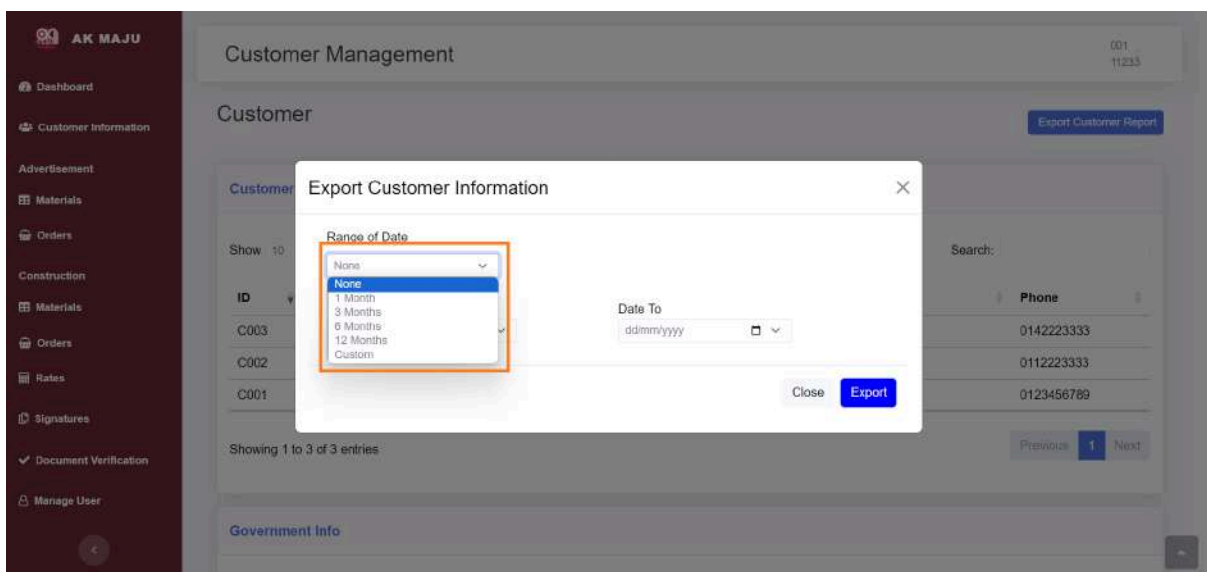

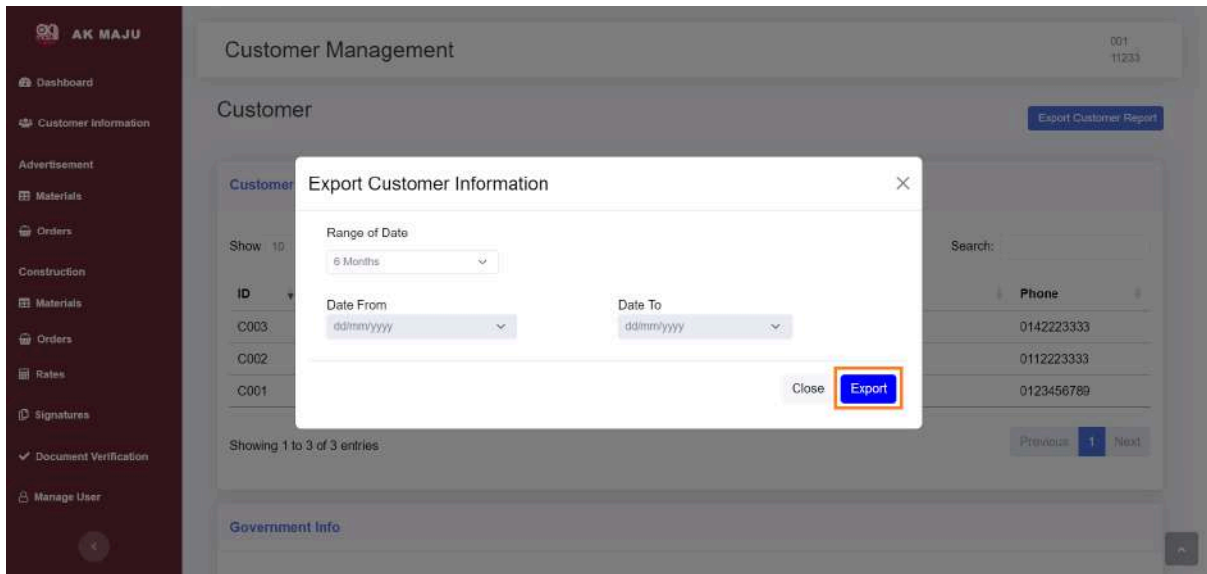*Figure 5.5 Choose Range of Date for Export Customer Report in Customer Management Page.*

Figure 5.6 Export Customer Report in Customer Management Page.

4. If you want the specific date, can also choose the date From and Date To and Click Export to export the customer information that makes order within the range of specific date.
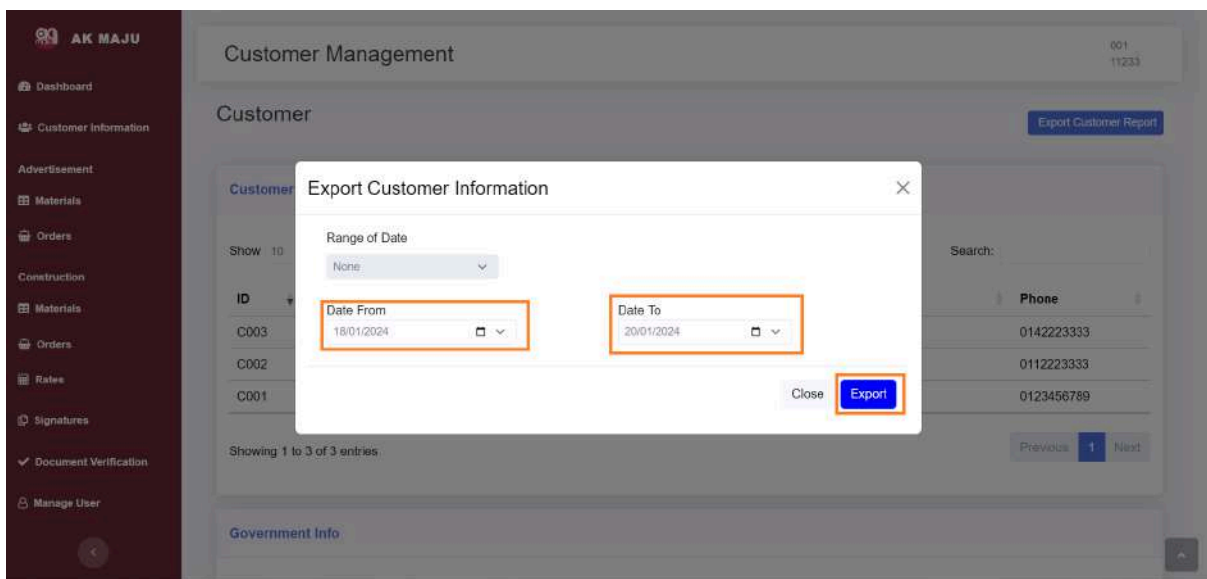

Figure 5.7 Choose Range of Date and Export for Export Customer Report in Customer Management Page.

Advertisement Order

View Advertisement Order Main Page:

1. Click on Advertisement Order on the sidebar. After clicking on it, it will display advertisement orders that cover all types of orders, including order info(pending order), cancelled order and complete order.
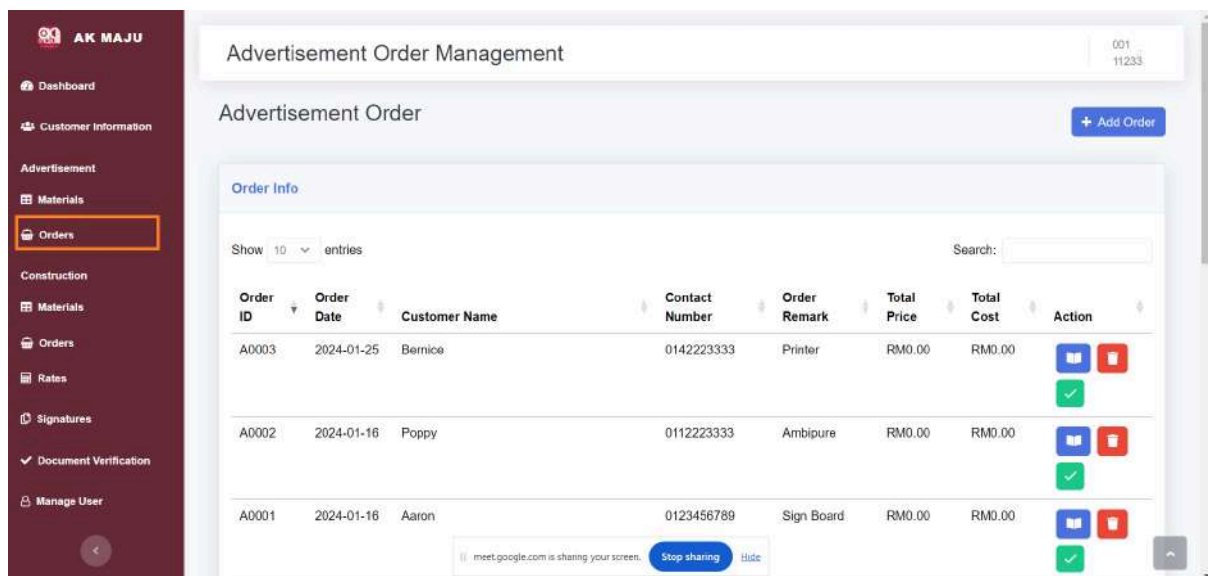
Figure 6.1 Advertisement Order Main Page 1.
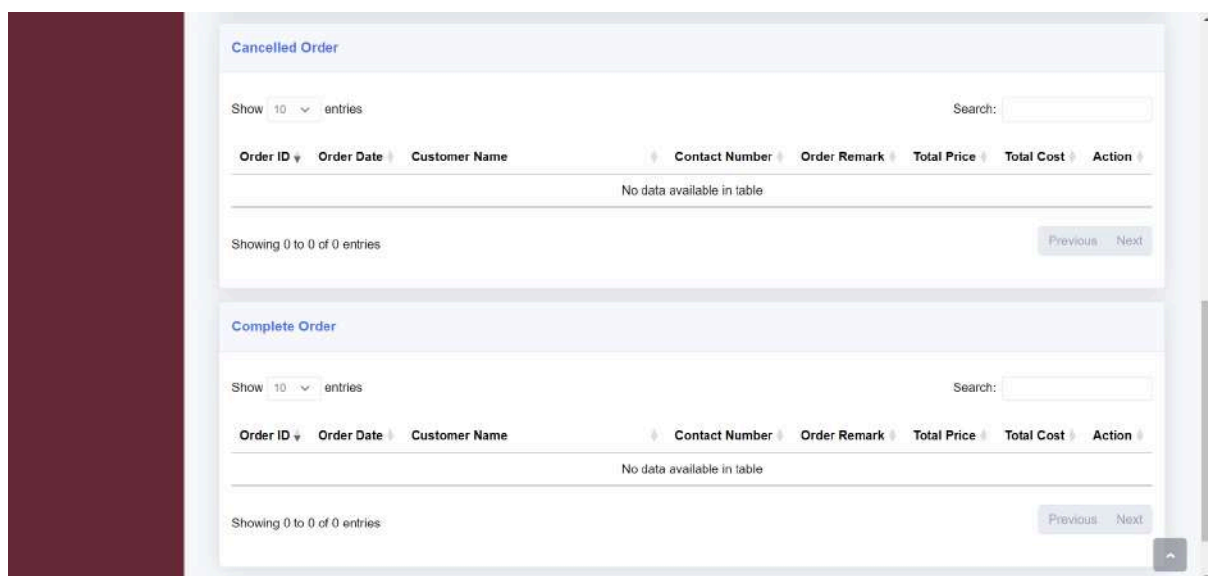
Figure 6.2 Advertisement Order Main Page 2.

Add an Advertisement Order:
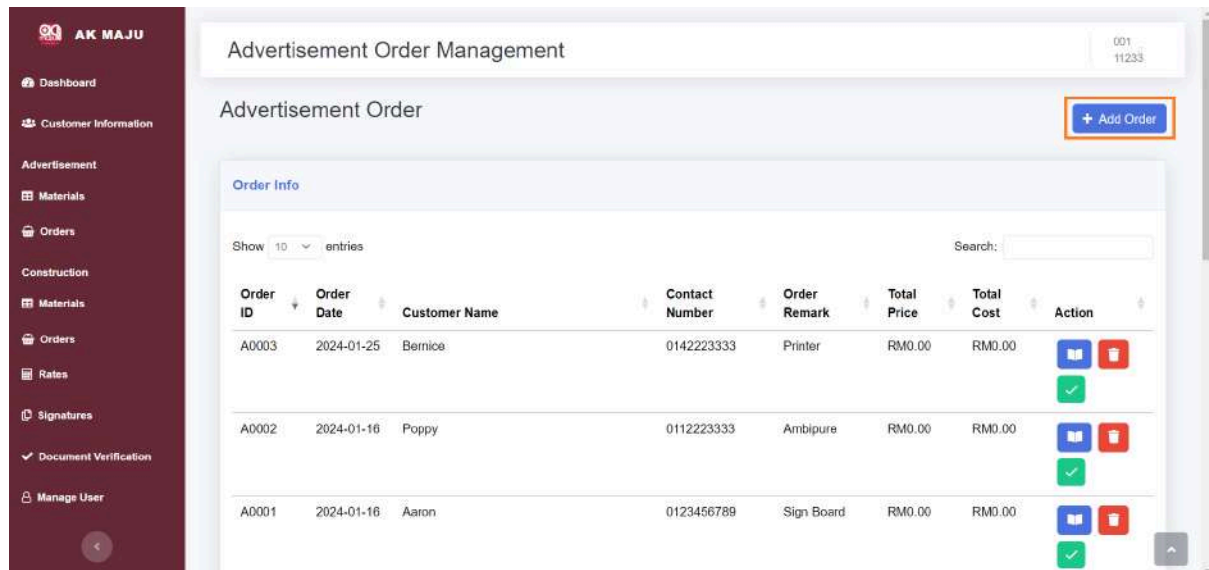1. Click on Add Order Button in Advertisement Order page.

Figure 6.3 Add Order in Advertisement Order Main Page.

2. In the add order first page, it will be required to fill in customer information and order details.
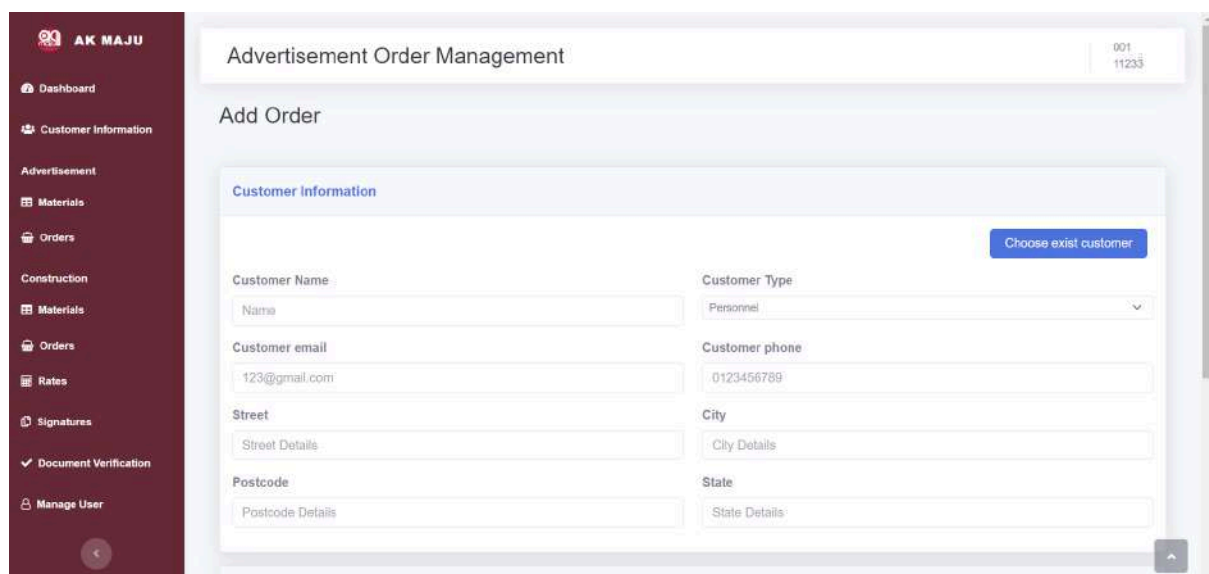
Figure 6.4 Add Advertisement Order Page 1.

Figure 6.5 Add Advertisement Order Page 2.

3. For customer information, you can choose the customer type either for Personnel, Government or Agency. If you choose Government or Agency, you will be required to fill in the Government or Agency information.

Figure 6.6 Customer Information in Add Advertisement Order Page.

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Figure 6.7 Government Customer Information in Add Advertisement Order Page.

Figure 6.8 Agency Customer Information in Add Advertisement Order Page.

4. For customer information, it is optional for the you to input or just choose the customer that had made an order before this. If you want to choose the customer that had made an order before this, click on the "Choose Exist Customer" button.

Figure 6.9 Choose an existing customer in the Add Advertisement Order Page.

5. Choose the customer that you want and click on the "Save Changes" button. After that, the Customer Information will auto display.

Figure 6.10 Select existing customer in the Add Advertisement Order Page.

Figure 6.11 Select existing customer 2 in the Add Advertisement Order Page.

6. After adding the customer and order details, click on "Add Order Material". Please take note that after clicking on the "Add Order Material" button, you are not allowed to change customer details and order details by clicking "Go Back" from your Google since the order is already created. If you want to change it, please change them in the Edit Advertisement Order page.

Figure 6.12 Add Order Material button in the Add Advertisement Order Page.

7. After clicking on the "Add Order Material" button, it will navigate to the Add Order Material page.

Figure 6.13 Add Advertisement Order Material Page 1.

Figure 6.14 Add Advertisement Order Material Page 2.

8. Order Material information can be created by following the sequence:
    a. Select Material Type
    b. Input Material Name (Material must already created in system)
    c. Choose Material Variation and Dimension.
    d. Input the Material Unit, Price, Quantity, Tax Code and Tax Amount.
    e. You can choose the Discount Type, whether Discount Amount or Discount Percentage per material.
    f. If discount and tax is empty, you can type "0" inside the input box.
    g. After double confirming the information of order material, click on "Save".

Figure 6.15 Add Order Material 1 in Add Advertisement Order Material Page .

9. The Order Material will display on the Material Selected Table, if you want to add more Order Material, you can either click on the "Add Order Material" button or just scroll up to the "Add Order Material" card and repeat step 8.

Figure 6.16 Add Order Material 2 in Add Advertisement Order Material Page .

10. If you want to edit the material, just click on the blue pen button (Edit button). It will popup an edit field.

Figure 6.17 Edit Order Material 1 in Add Advertisement Order Material Page .

Figure 6.18 Edit Order Material 2 in Add Advertisement Order Material Page .

11. For edit material, you can edit the material unit, price, quantity, discount, tax code and tax amount. After edit, click on "Save Changes" button to save.

Figure 6.19 Save Edit Order Material in Add Advertisement Order Material Page .

12. You can also delete material by click on the Red Trash button (delete button).

Figure 6.20 Delete Order Material in Add Advertisement Order Material Page .

13. After all order material is inserted, click on "Order Summary" button.

Figure 6.21 Order Summary button in Add Advertisement Order Material Page .

14. The Order Summary will display all the conclusions of order details. You can generate quotations if you want, or can just leave it empty since after that you can also generate it in the Edit Advertisement Order Page.

Figure 6.22 Order Summary Page .

View or Edit order:
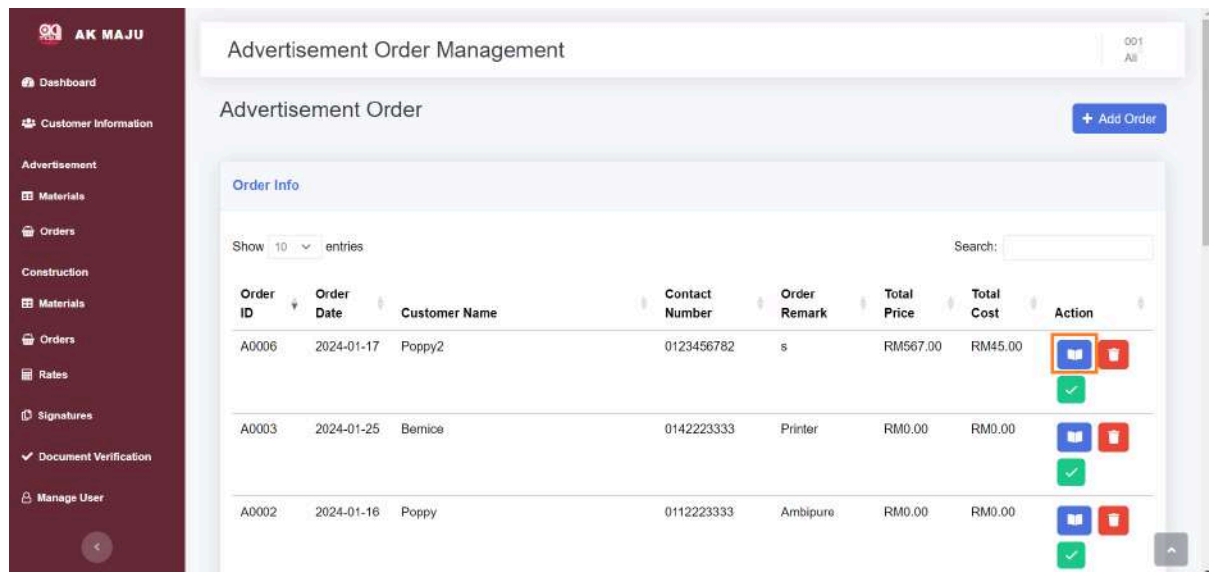1. Click on the Blue Book button on the Advertisement Order Main Page.

Figure 6.23 View or Edit Order button in Advertisement Order Main Page .

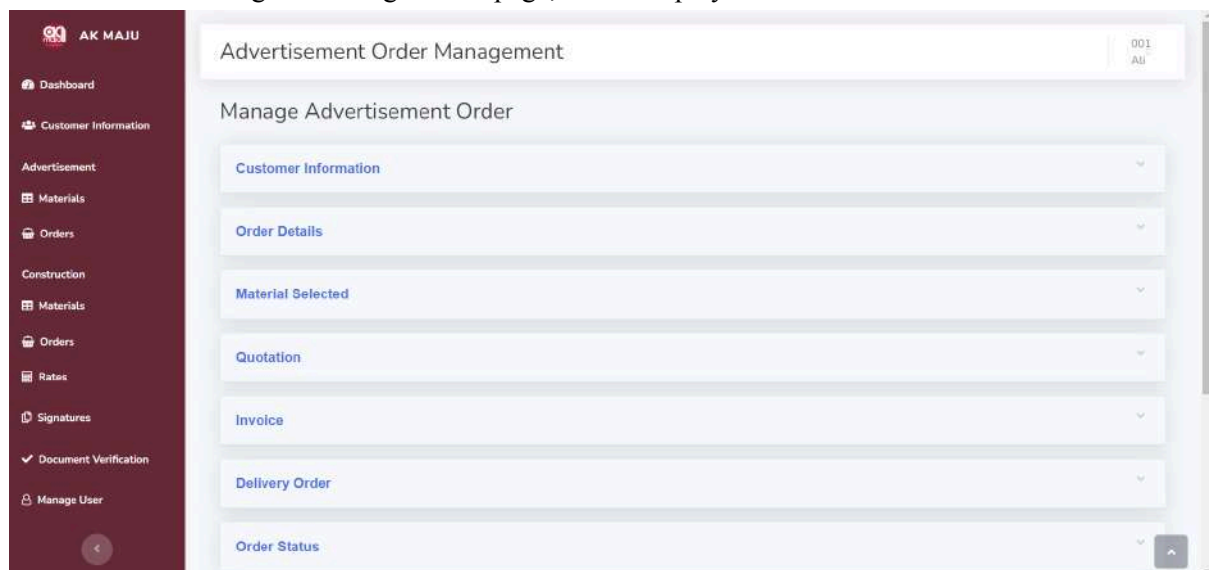2. After entering the Manage Order page, it will display all the order details.
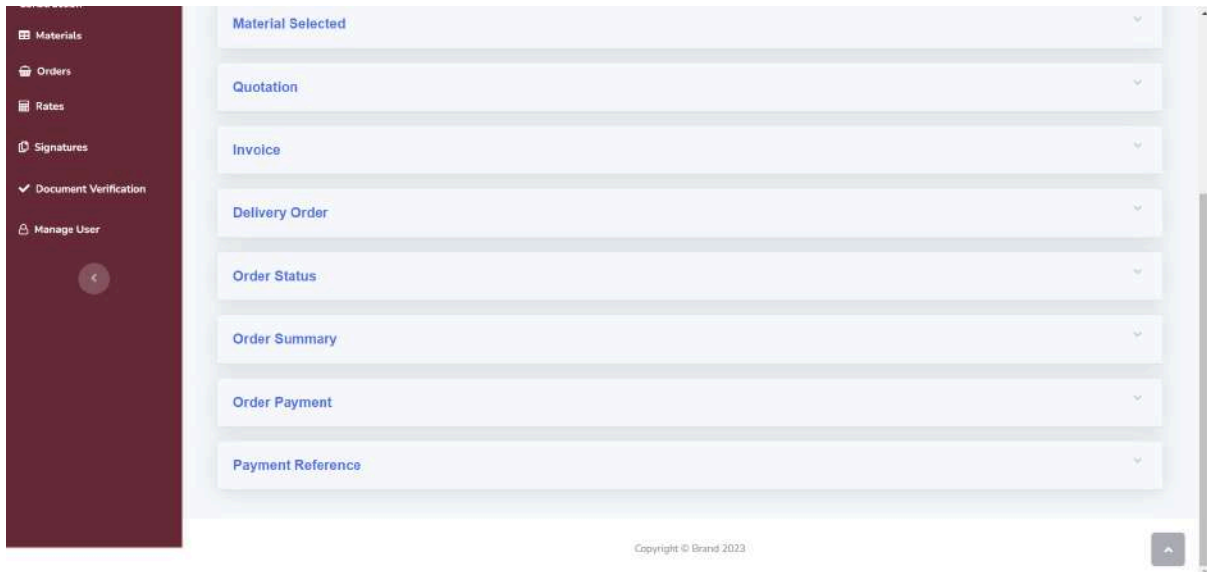

Figure 6.24 Manage Advertisement Order Page 1.

Figure 6.25 Manage Advertisement Order Page 2.

3. You can click on either one of them to open the card.

Figure 6.26 Open Card 1 in Manage Advertisement Order Page.

Figure 6.27 Open Card 2 in Manage Advertisement Order Page.

4. For Customer Information, Order Details, Order Status and Order Payment, it will originally display as Read Only. If you want to edit them, click on the Edit button.

Figure 6.28 Edit button in Manage Advertisement Order Page.

5. After editing, click on Save button to save the information.

Figure 6.29 Save button in Manage Advertisement Order Page.

6. If you want to add material, click on the "New" button from the Material Selected card. The function inside it is similar to adding new order material. (Please refer Add an Advertisement Order for material selected card)

Figure 6.30 New order material button in Manage Advertisement Order Page.

Figure 6.31 Add order material in Manage Advertisement Order Page.

7. For Quotation, you can generate by following the steps below.
   a. Click on the "Generate" button.

Figure 6.32 Generate Quotation button in Manage Advertisement Order Page.

b. Fill in the information like Remark or Due Date of the Quotation.

Figure 6.33 Generate Quotation 1 in Manage Advertisement Order Page.

c. Click on the "Generate" button.

Figure 6.34 Generate Quotation 2 in Manage Advertisement Order Page.

d. You can click on the "View" button to view the details of the quotation.
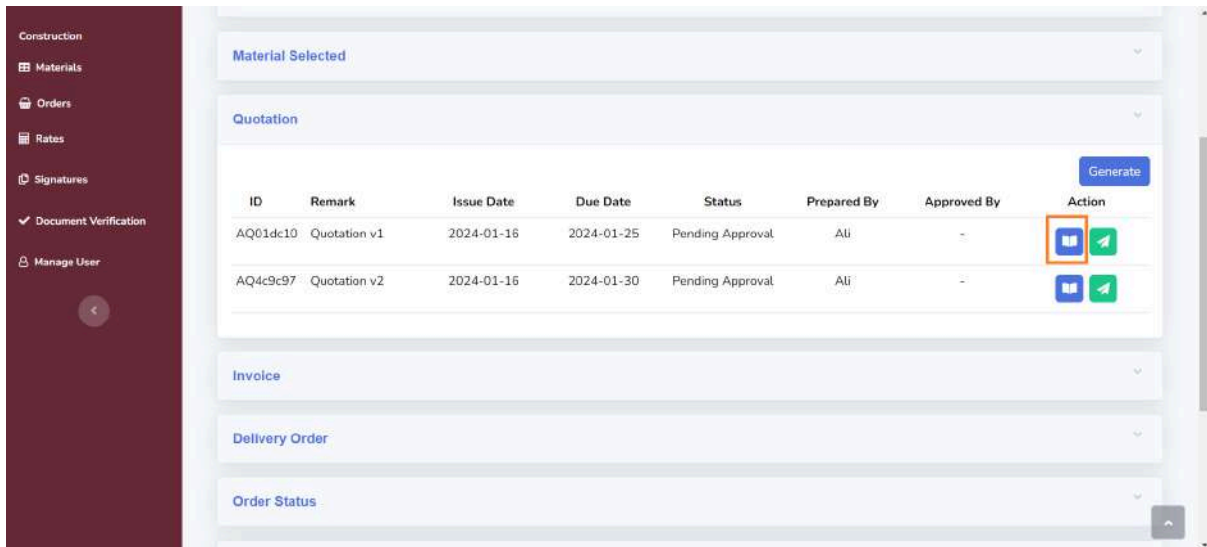

Figure 6.35 View Quotation in Manage Advertisement Order Page.

8. If you want to send the quotation, you can follow the steps below.
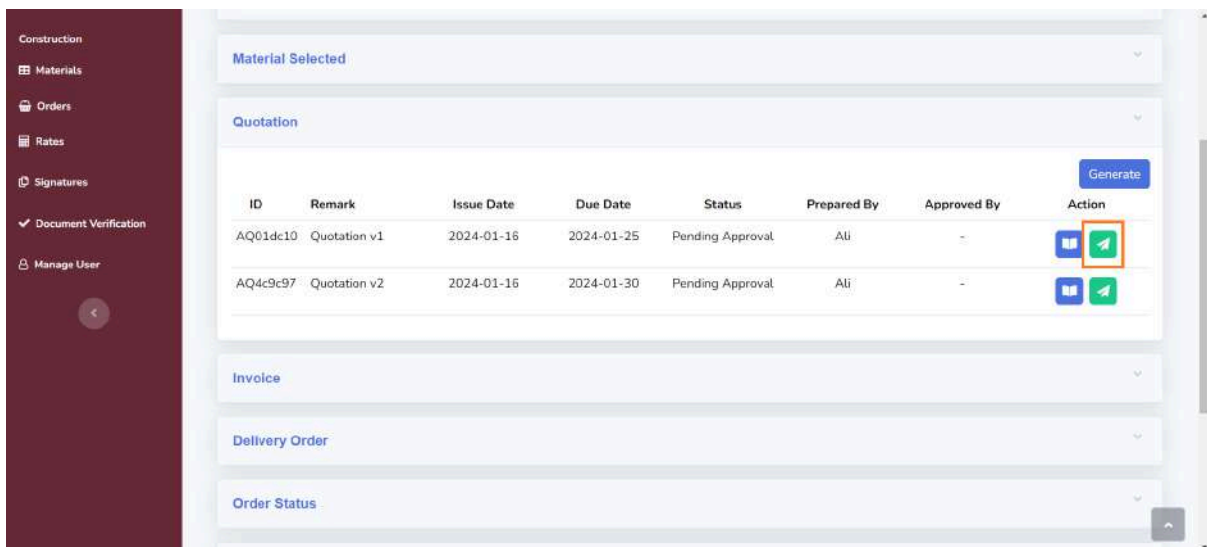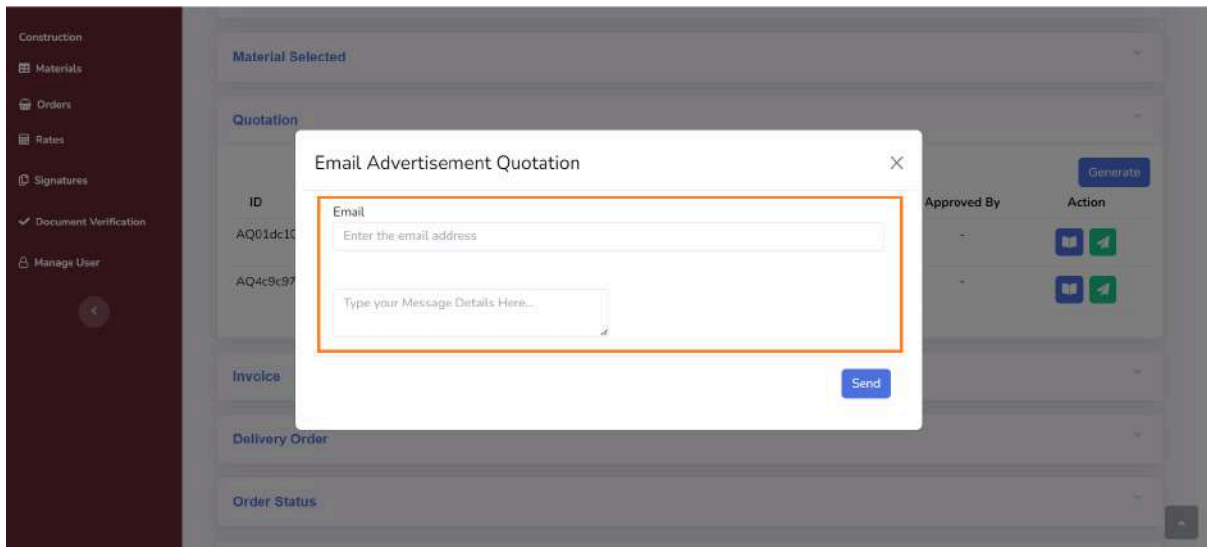   a. Click on the "Send" button.

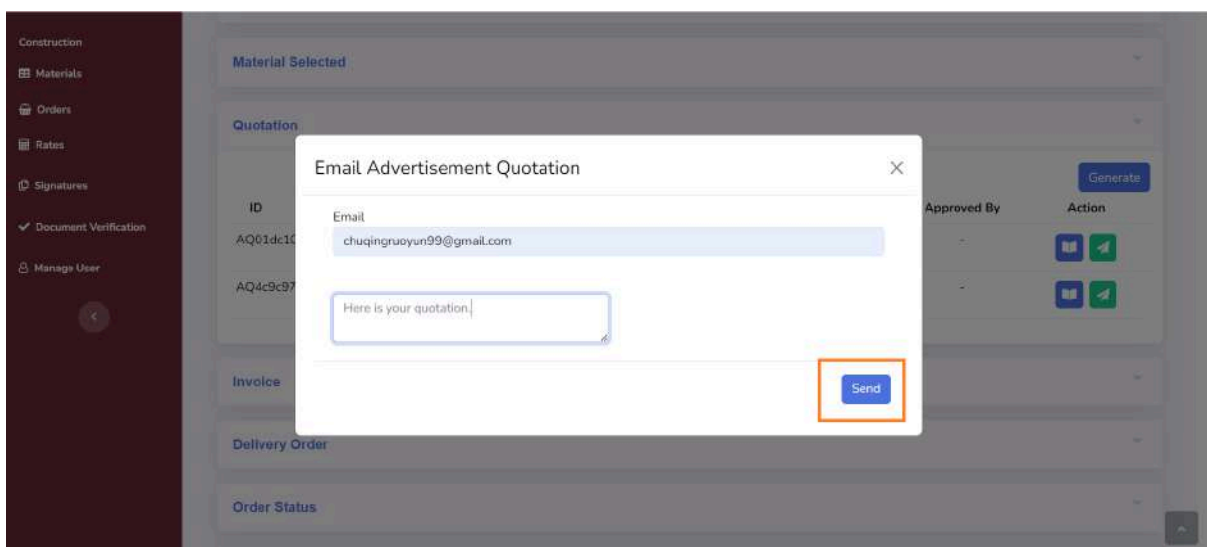*Figure 6.36 Send Quotation 1 in Manage Advertisement Order Page.*

b. Enter the email and email contents.

Figure 6.37 Send Quotation 2 in Manage Advertisement Order Page.

c. Click on the "Send" button.

Figure 6.38 Send Quotation 3 in Manage Advertisement Order Page.

9. For Invoice, you can generate by following the steps below.
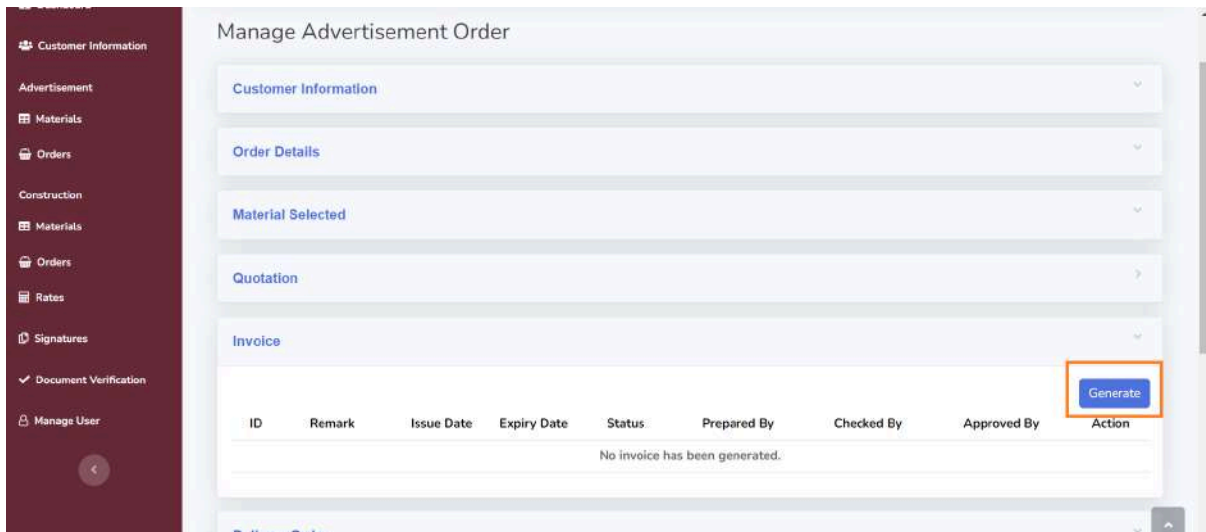   a. Click on the "Generate" button.

Figure 6.39 Generate Invoice button in Manage Advertisement Order Page.

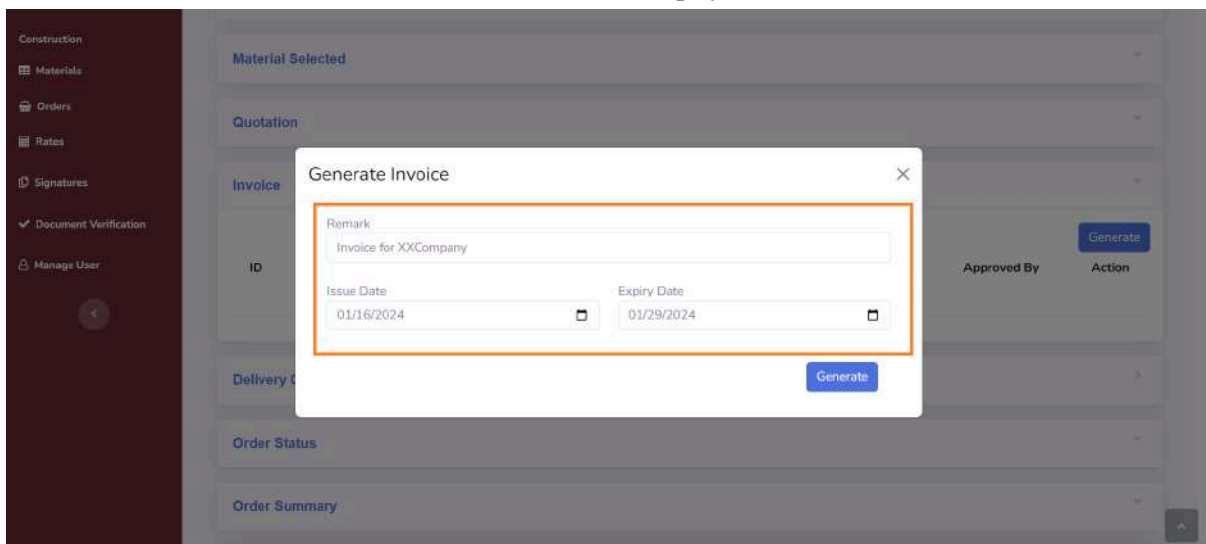   b. Fill in the information like Remark or Expiry Date of the Invoice.

Figure 6.40 Generate Invoice 1 in Manage Advertisement Order Page

.

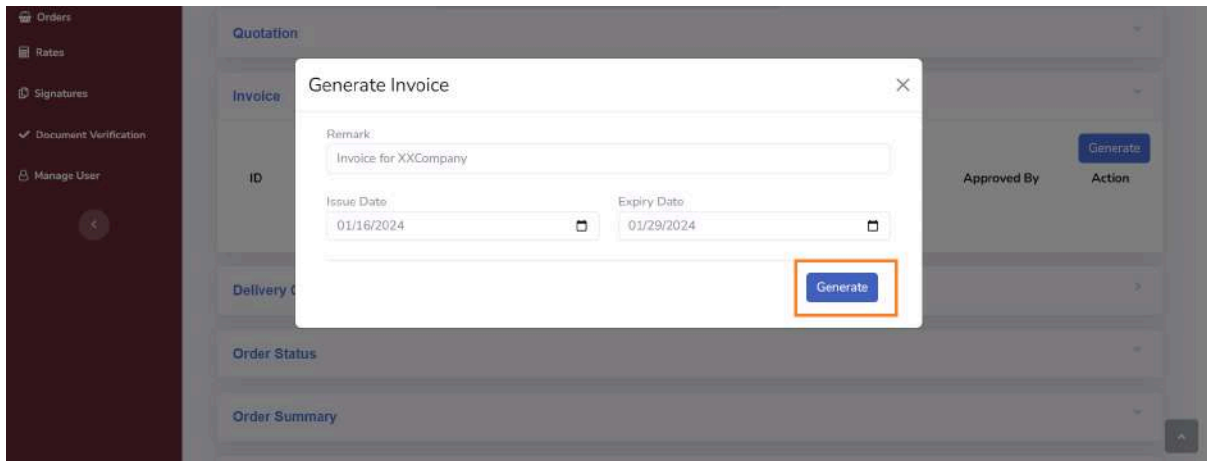c. Click on the "Generate" button.

Figure 6.41 Generate Invoice 2 in Manage Advertisement Order Page.

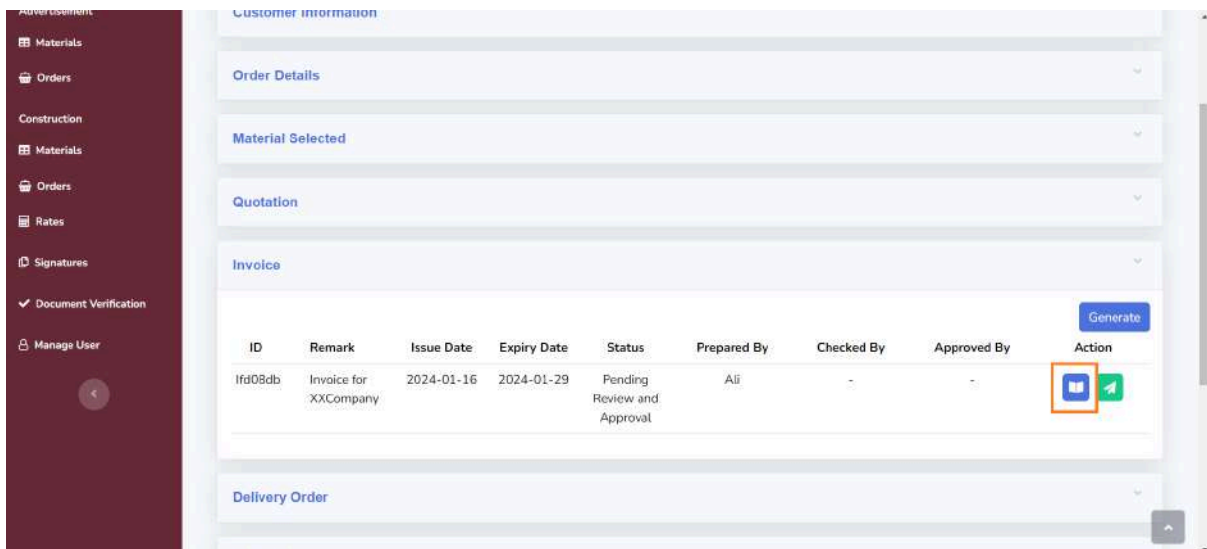d. You can click on the "View" button to view the details of the invoice.

Figure 6.42 View Invoice in Manage Advertisement Order Page.

10. If you want to send the invoice, you can follow the steps below.
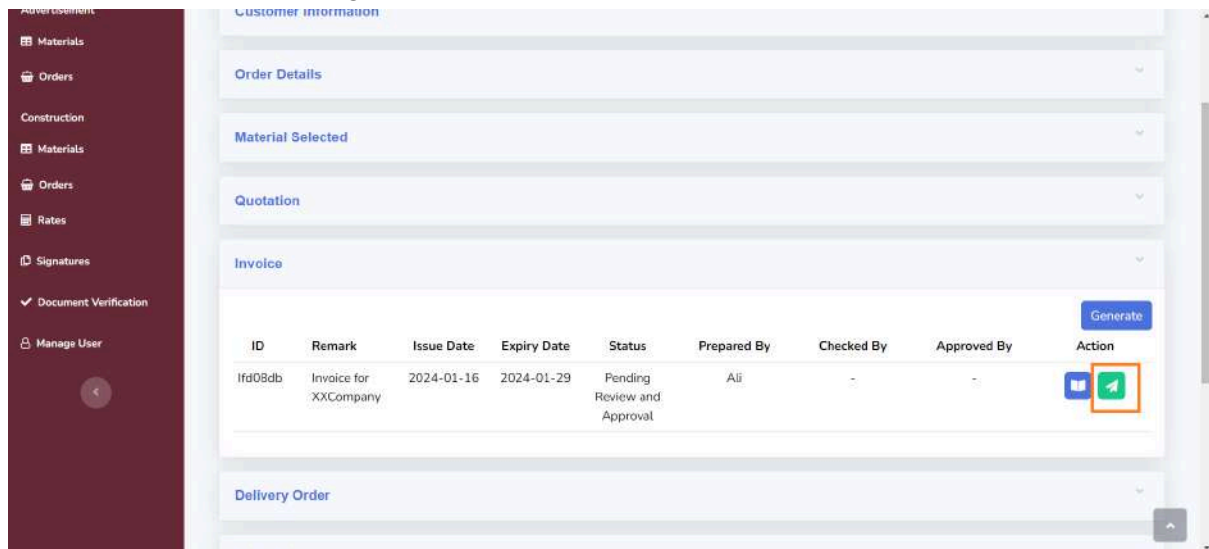   d.   Click on the green "Send" button.

Figure 6.43 Send Invoice 1 in Manage Advertisement Order Page.

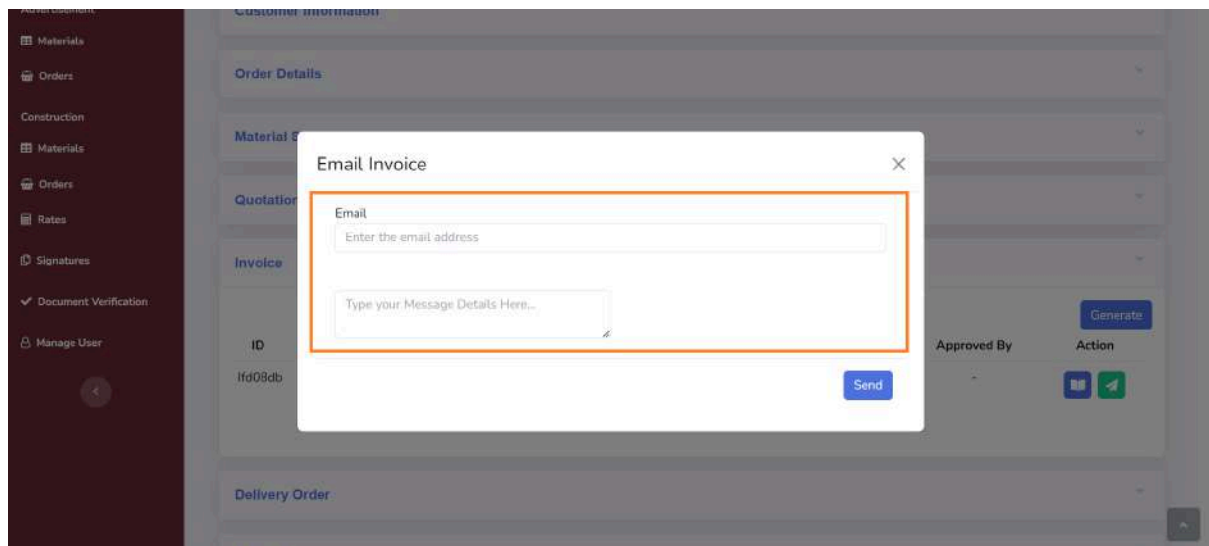e.   Enter the email and email contents.

Figure 6.44 Send Invoice 2 in Manage Advertisement Order Page.
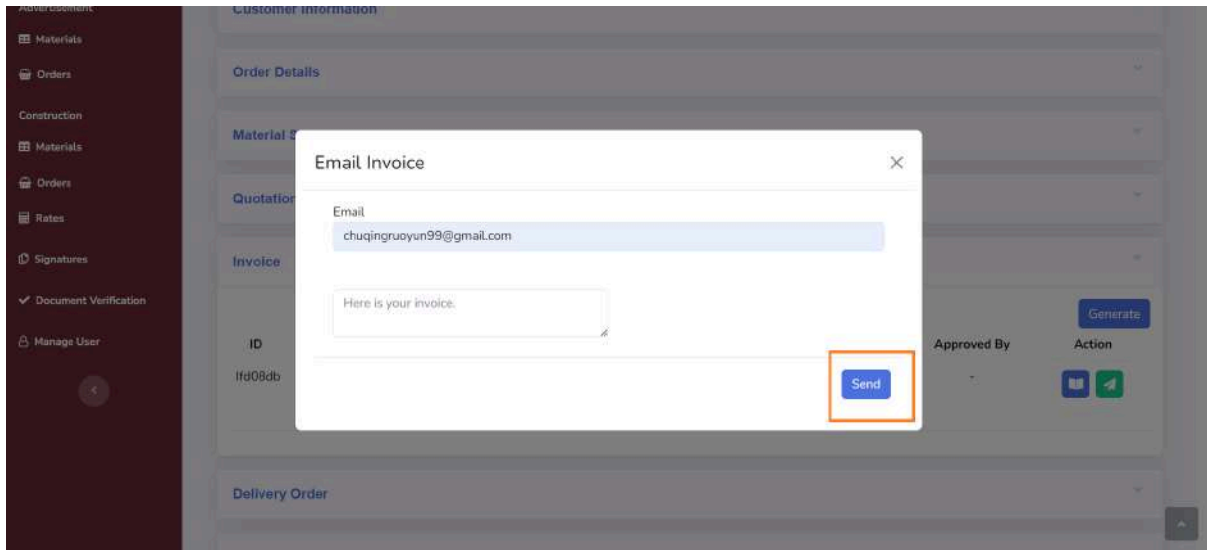
f.   Click on the "Send" button.

Figure 6.45 Send Invoice 3 in Manage Advertisement Order Page.

11. For Delivery Order, you can generate by following the steps below.
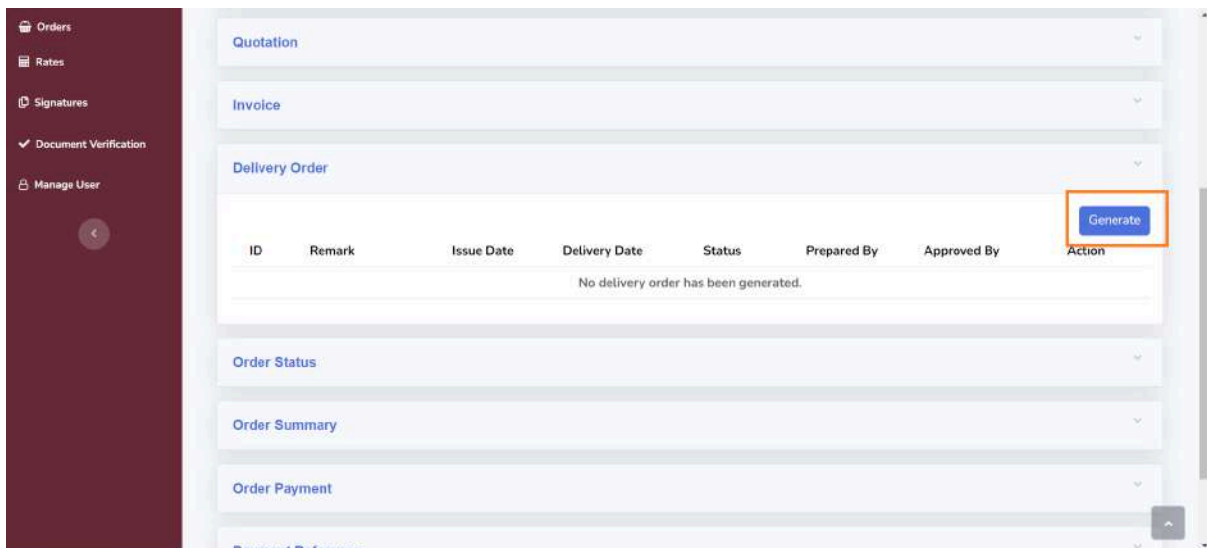   a.   Click on the "Generate" button.

Figure 6.46 Generate Delivery Order button in Manage Advertisement Order Page.

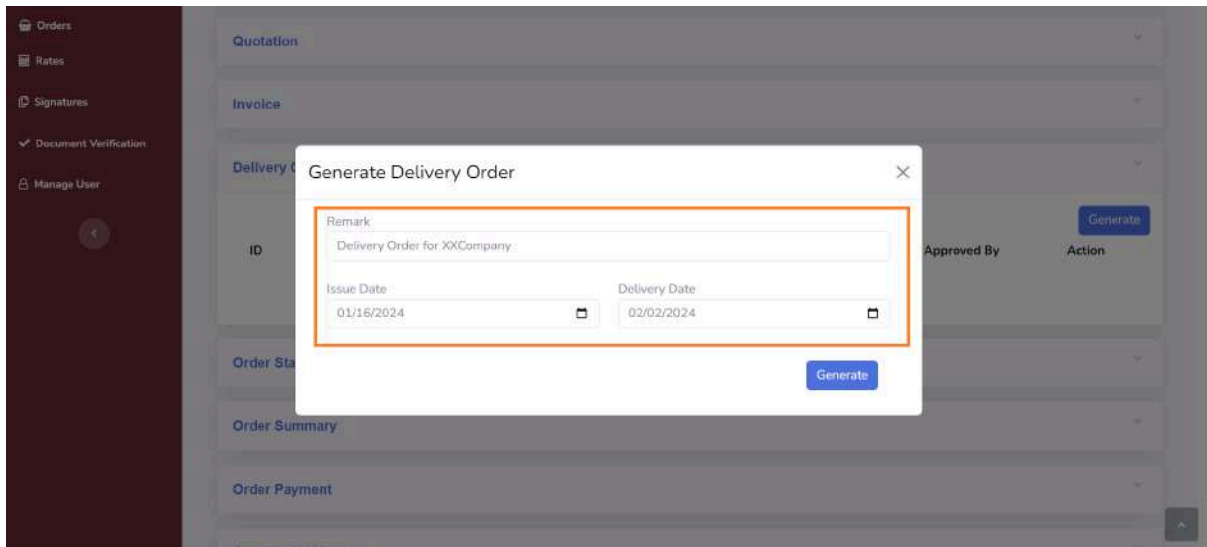b. Fill in the information like Remark or Delivery Date of the Delivery Order.

Figure 6.47 Generate Delivery Order 1 in Manage Advertisement Order Page.
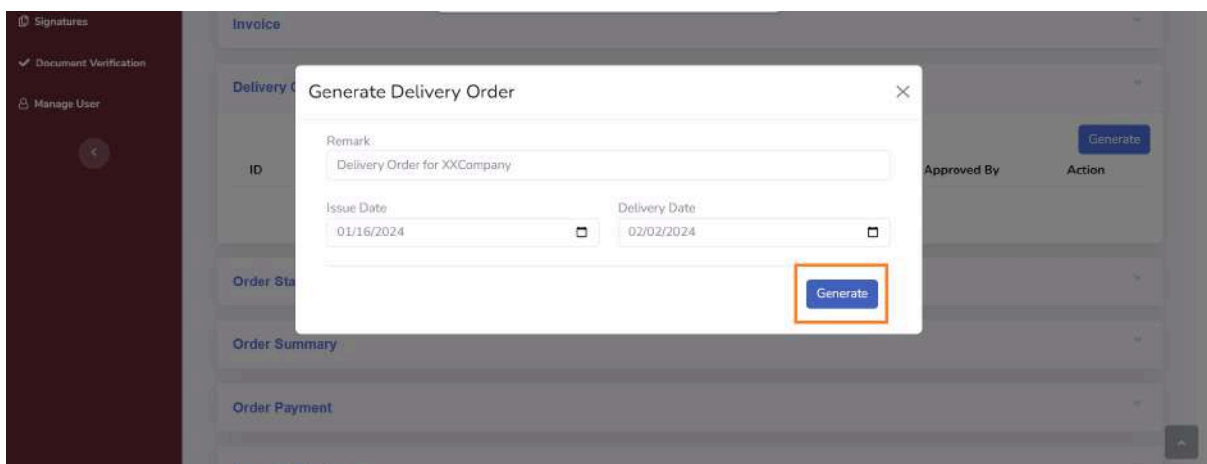
c. Click on the "Generate" button.

Figure 6.48 Generate Delivery Order 2 in Manage Advertisement Order Page.

d. You can click on the "View" button to view the details of the quotation.

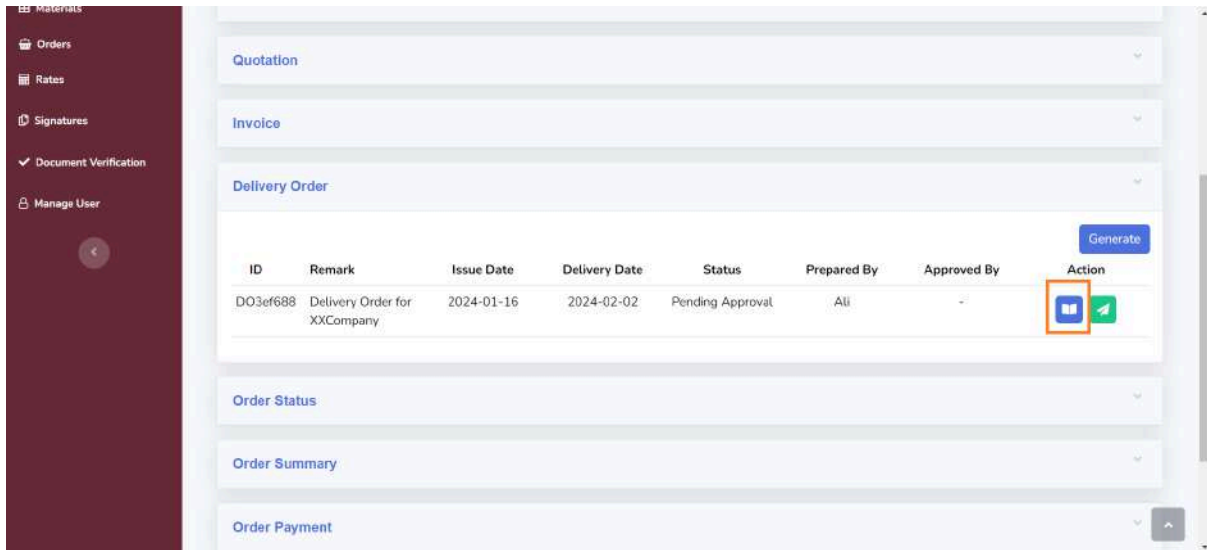*Figure 6.49 View Delivery Order in Manage Advertisement Order Page.*

12. If you want to send the delivery order, you can follow the steps below.
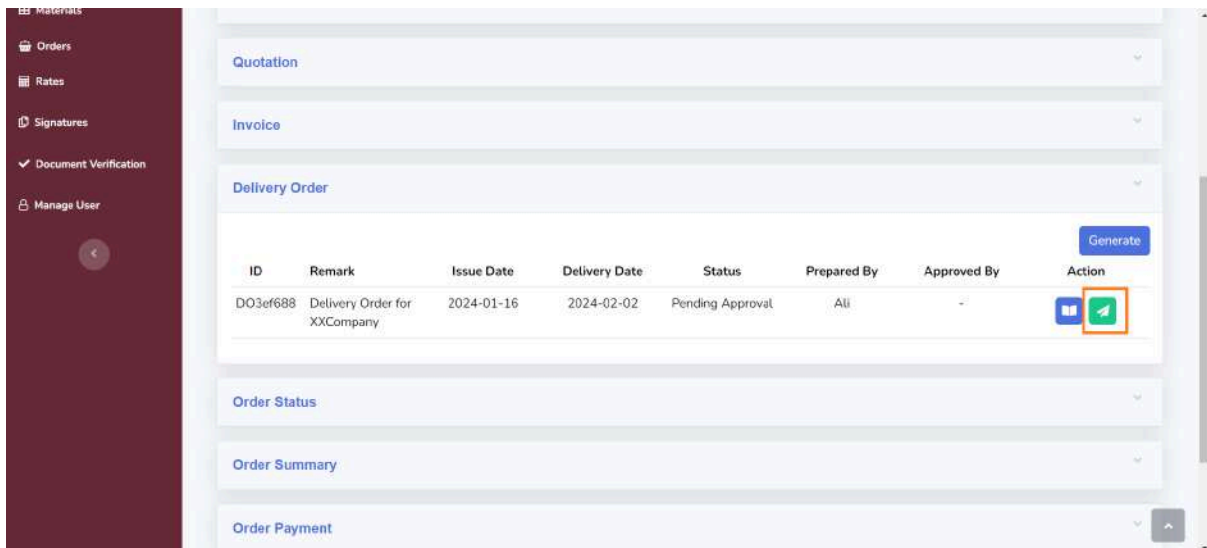   a. Click on the green "Send"button.

Figure 6.50 Send Delivery Order 1 in Manage Advertisement Order Page.
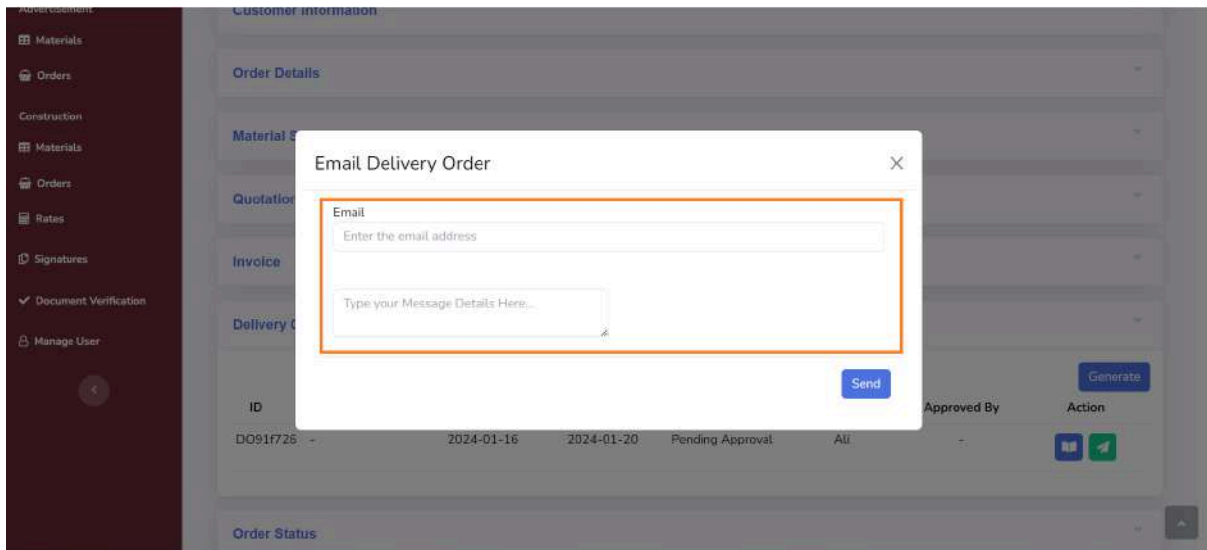
b. Enter the email and email contents.

Figure 6.51 Send Delivery Order 2 in Manage Advertisement Order Page.
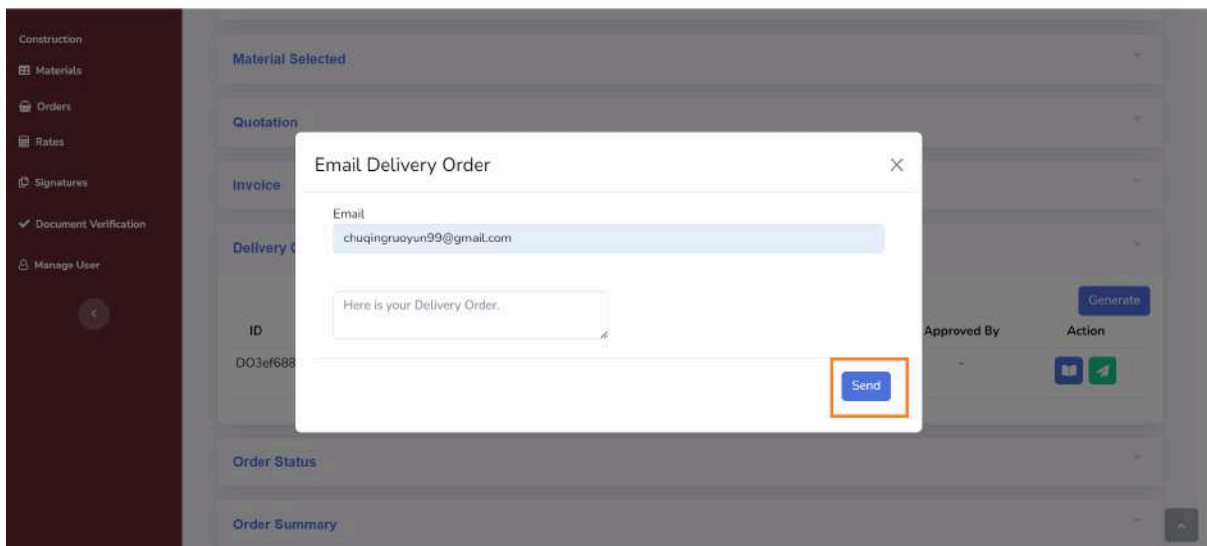
c. Click on the "Send" button.

Figure 6.52 Send Delivery Order 3 in Manage Advertisement Order Page.

13. For Order Status, you can choose the status:
    a. Quotation either Pending (If not yet start or before Admin Approve), Accepted by Customer or Rejected by Customer.
    b. Payment either Not Yet Paid, Pending Payment, Deposit Paid or Fully Paid. Please be noted that after Fully Paid, if this order will not deliver anything, you can choose to Complete Order in Advertisement Order Main Page. (Please refer to Complete an Advertisement Order)
    c. Delivery either Pending or Delivered. If choose Delivered, the status of order will directly change to complete, so no need to choose the Complete Order in Advertisement Order Main Page.

Figure 6.53 Quotation Status in Manage Advertisement Order Page.

Figure 6.54 Payment Status in Manage Advertisement Order Page.

Figure 6.55 Delivery Status in Manage Advertisement Order Page.

14. Payment Reference can manage by following the sequence:
    a. If you want to upload a payment reference, click on the Green Upload button.

Figure 6.56 Upload Payment Reference 1 in Manage Advertisement Order Page.
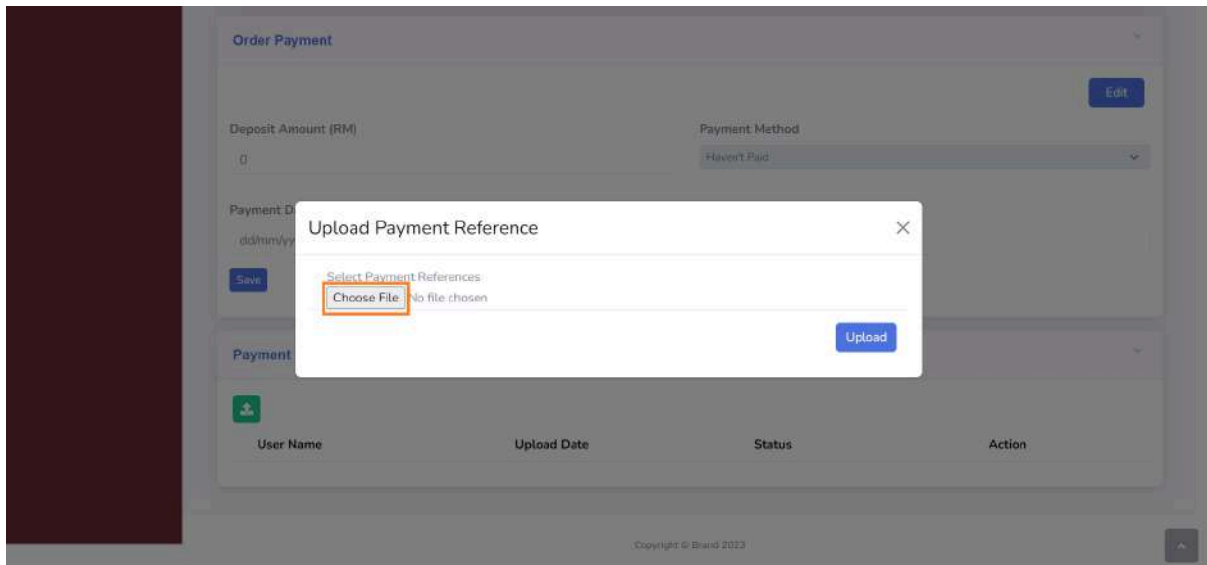
b. Choose payment reference for the order.

Figure 6.57 Upload Payment Reference 2 in Manage Advertisement Order Page.

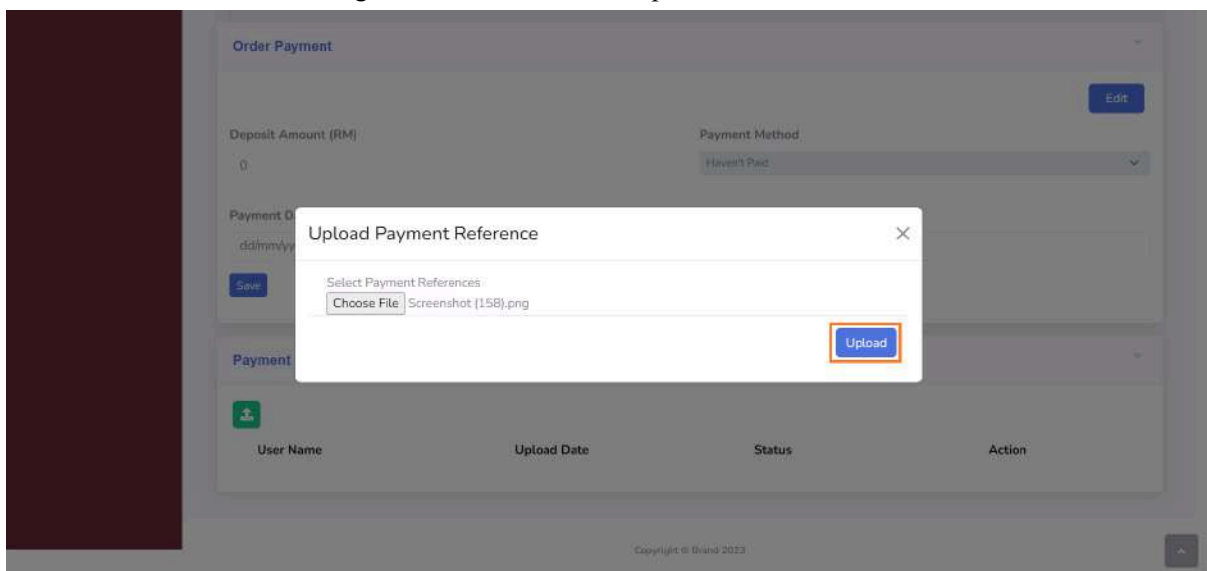c. After choosing the file, click on the "Upload" button.

Figure 6.58 Upload Payment Reference 3 in Manage Advertisement Order Page.

d. After uploading it, it will display inside the table. You can either choose to view the payment reference by clicking on the Blue Book button or delete it by clicking on the Red Trash button.
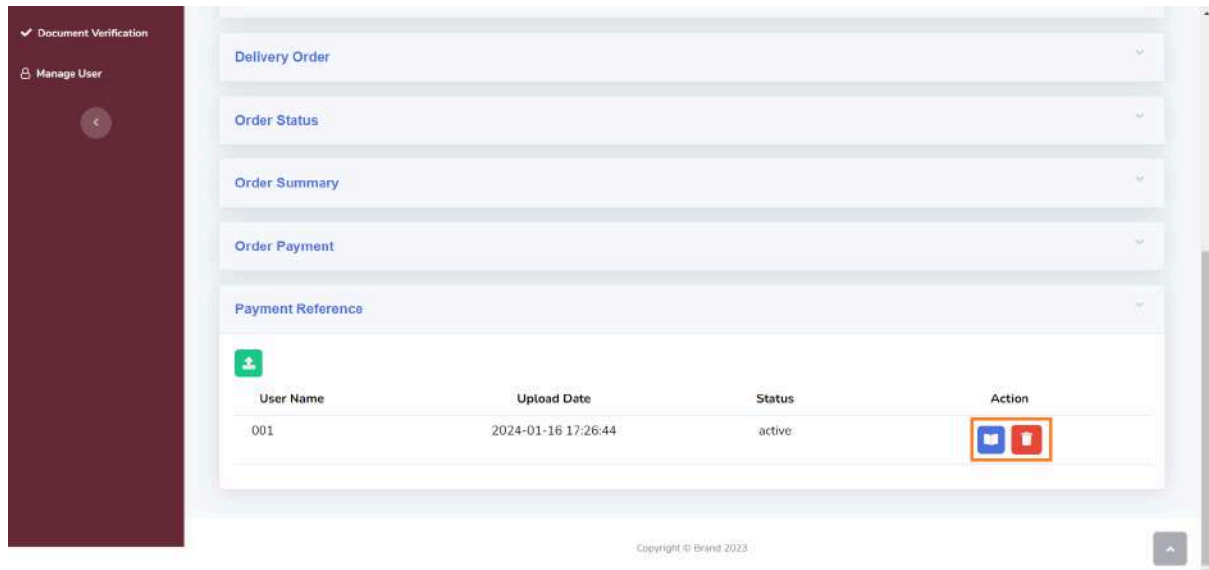

Figure 6.59 View or delete Payment Reference in Manage Advertisement Order Page.

e. If you delete the payment reference, the status of reference will change to "inactive" and you are no longer able to view the payment reference. You can restore it back by clicking on the Blue Pen button.
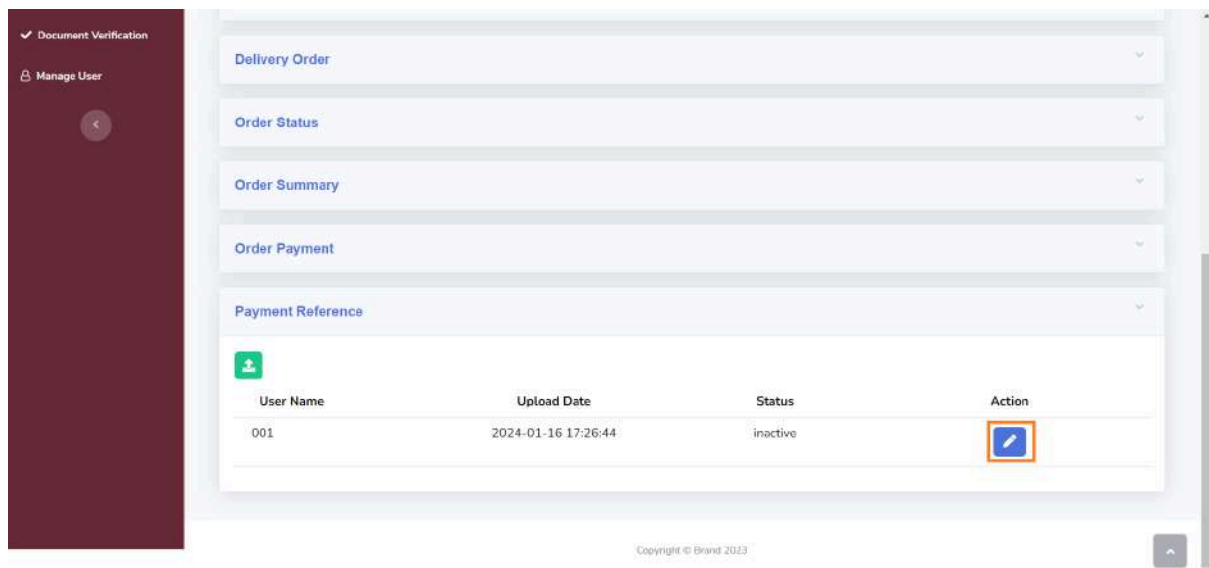

Figure 6.60 Restore Payment Reference in Manage Advertisement Order Page.

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Cancel Advertisement Order:

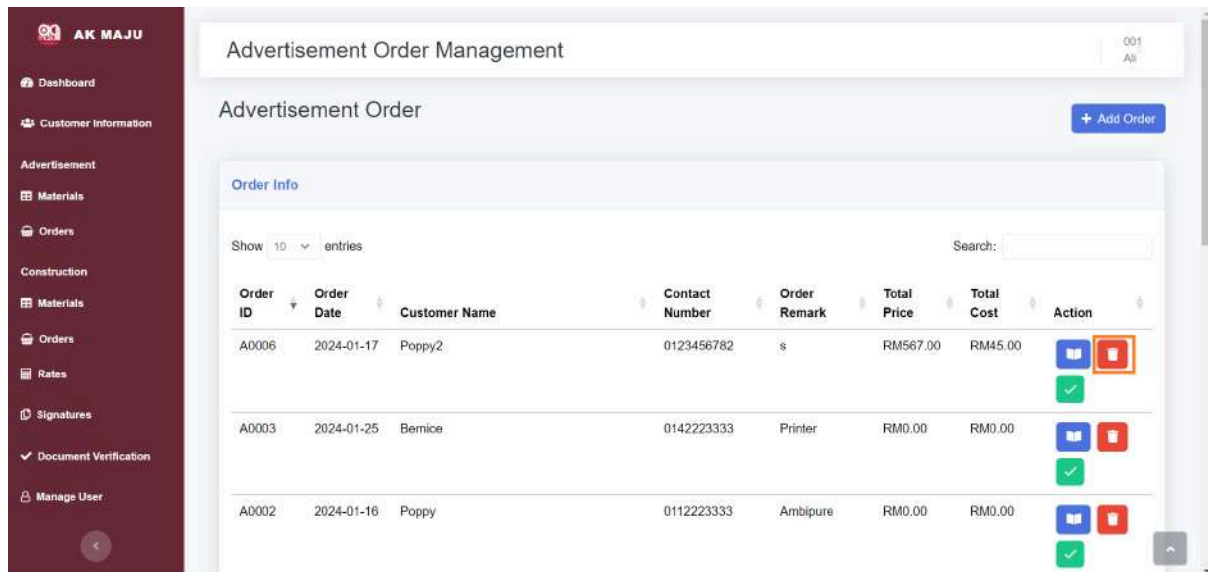1. Click on the Red Trash button on the Advertisement Order Main page.

Figure 6.61 Delete Order 1 in Advertisement Order Main Page.
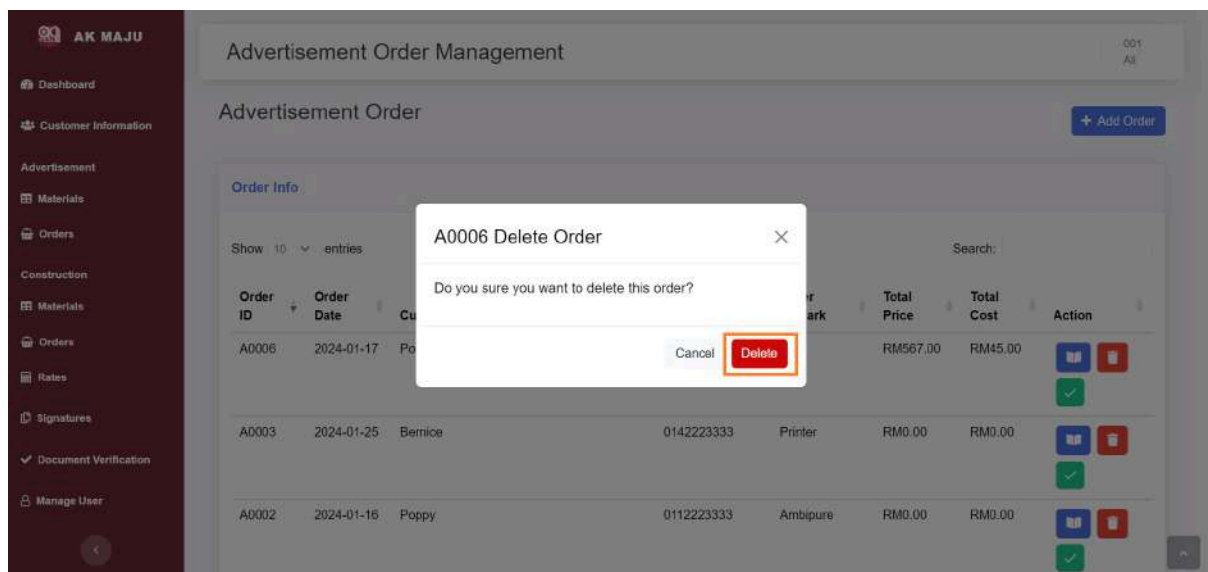
2. Click on "Delete".

Figure 6.62 Delete Order 2 in Advertisement Order Main Page.

3. After it is deleted, the order will disappear from Order Info and display on the Cancelled Order table.

Figure 6.63 Order Info Table in Advertisement Order Main Page.

Figure 6.64 Cancelled Order Table in Advertisement Order Main Page.

Complete Advertisement Order:
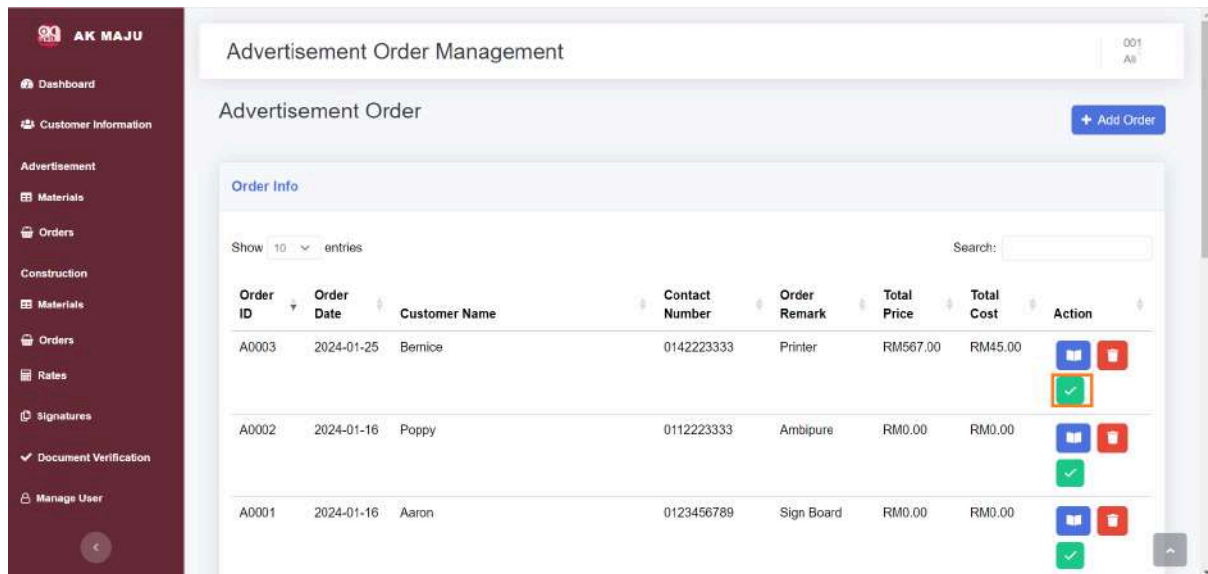1. Click on the Green Check button.

Figure 6.65 Complete Order Button in Advertisement Order Main Page.
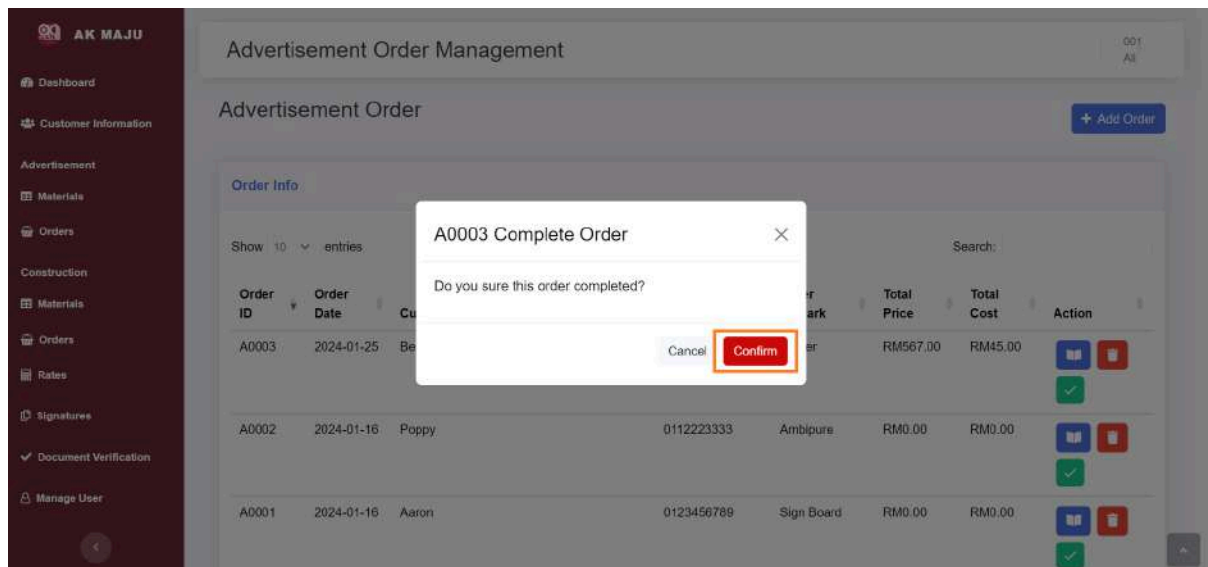
2. Click on the Confirm button.

Figure 6.66 Complete Order in Advertisement Order Main Page.

3. If the payment status for the order is not "Fully Paid", the order cannot complete and will alert. (You can change the payment status in Manage Advertisement Order Page)
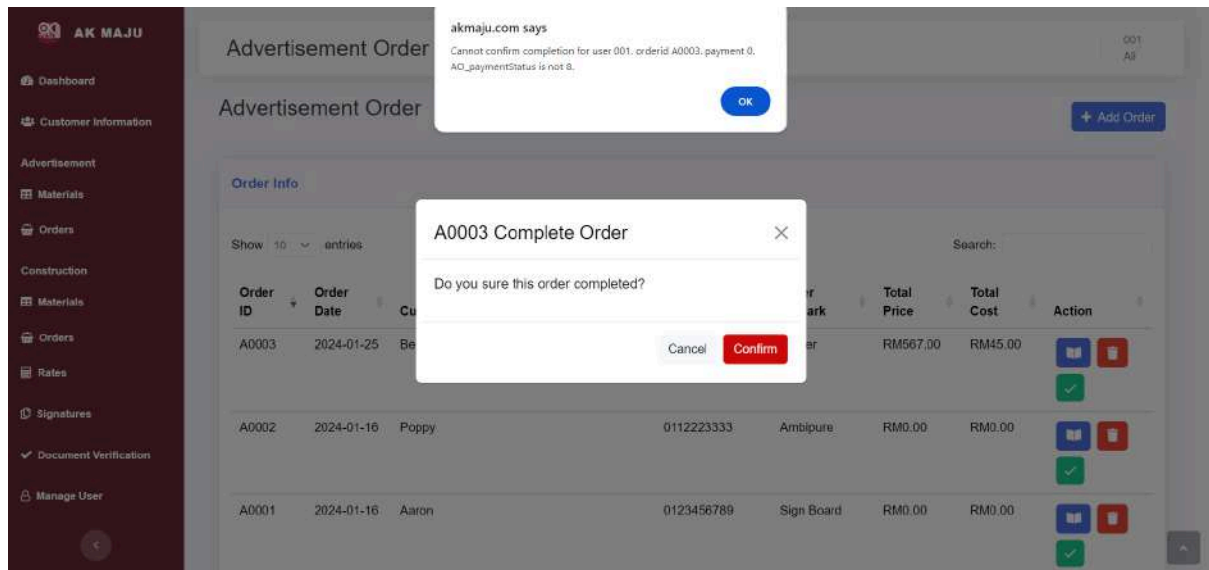

Figure 6.67 Complete Order Error in Advertisement Order Main Page.

4. If payment status is "Fully Paid", the order will complete and display in the Complete Order table in Advertisement Order Main Page.
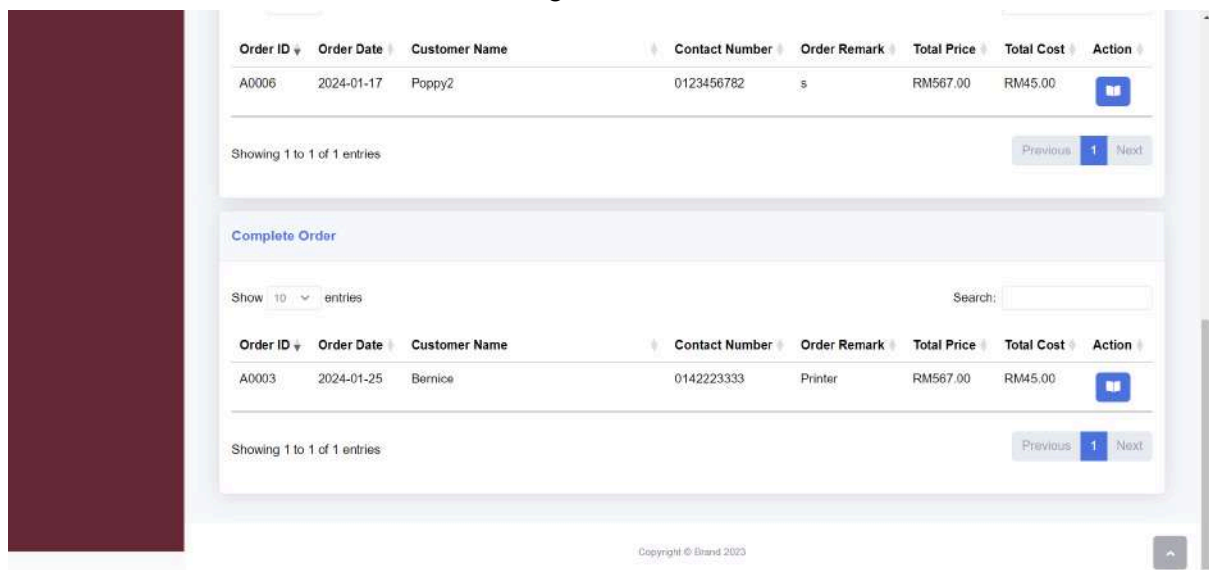
Figure 6.68 Complete Order Table in Advertisement Order Main Page.

View order details for Complete or Cancelled Order:
1. Click on the Blue Book button.
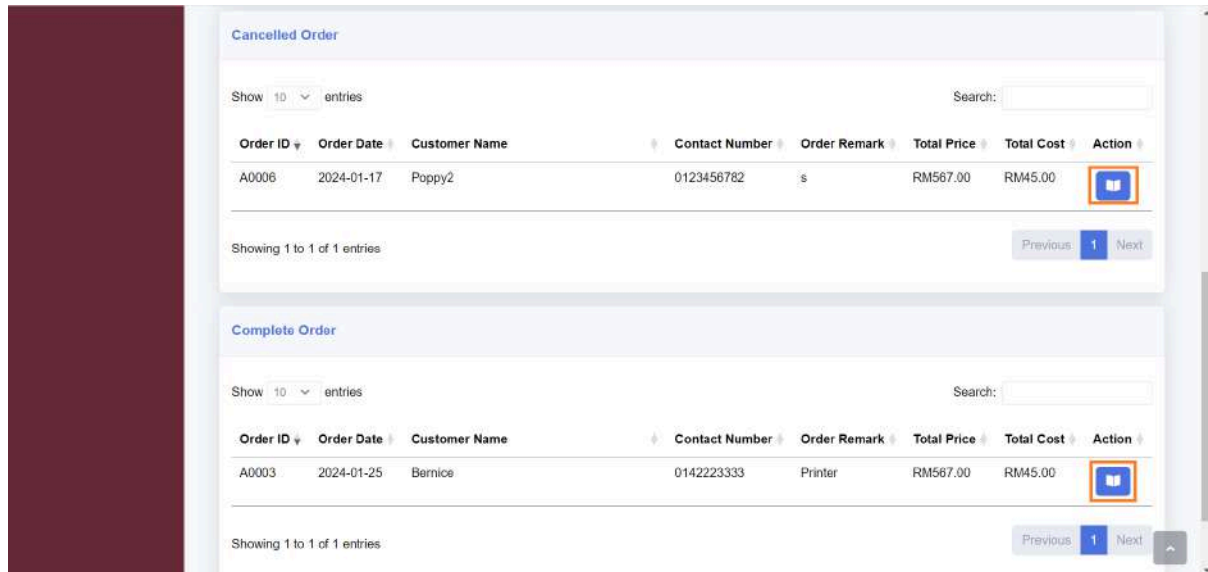
Figure 6.69 View Complete or Cancelled Order in Advertisement Order Main Page.

2. You can view the order details here without changing anything.
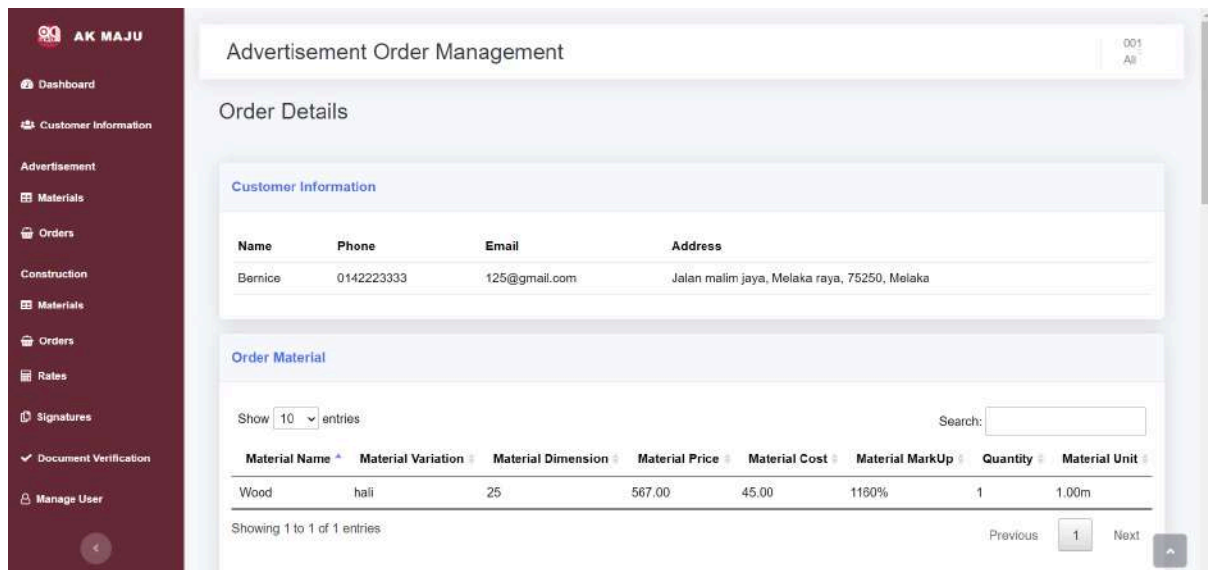
Figure 6.70 Advertisement Order Details Page.

Construction Order

View Construction Order Main Page:

1. Click on Construction Order on the left sidebar. After clicking on it, it will display construction orders that cover all types of orders, including order info(pending order), cancelled order and complete order.
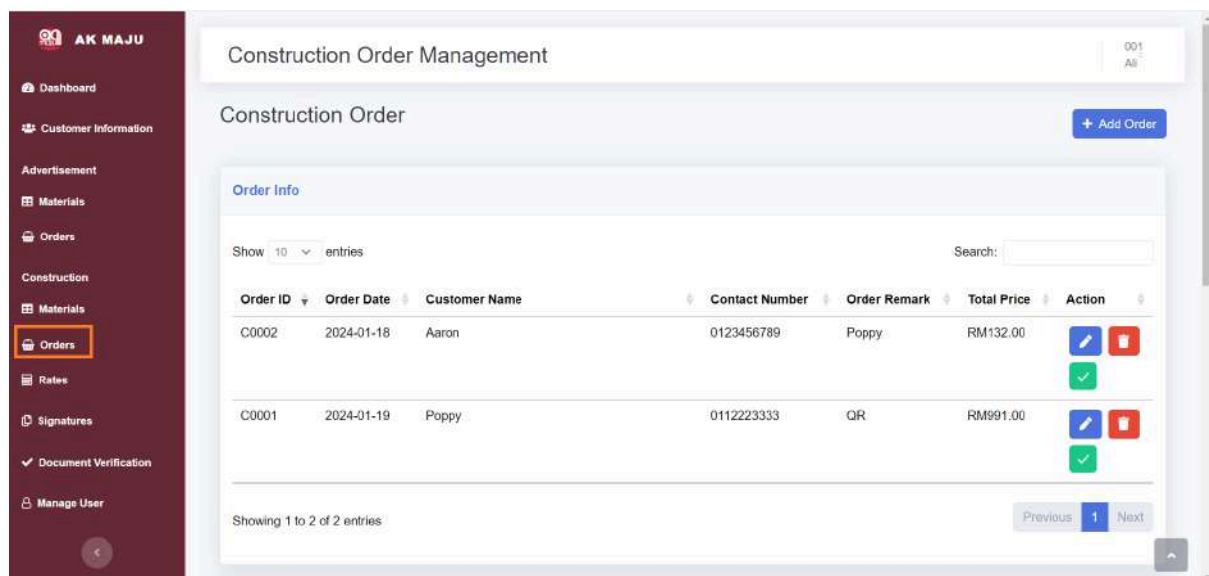
Figure 7.1 Order Info Construction Order page.
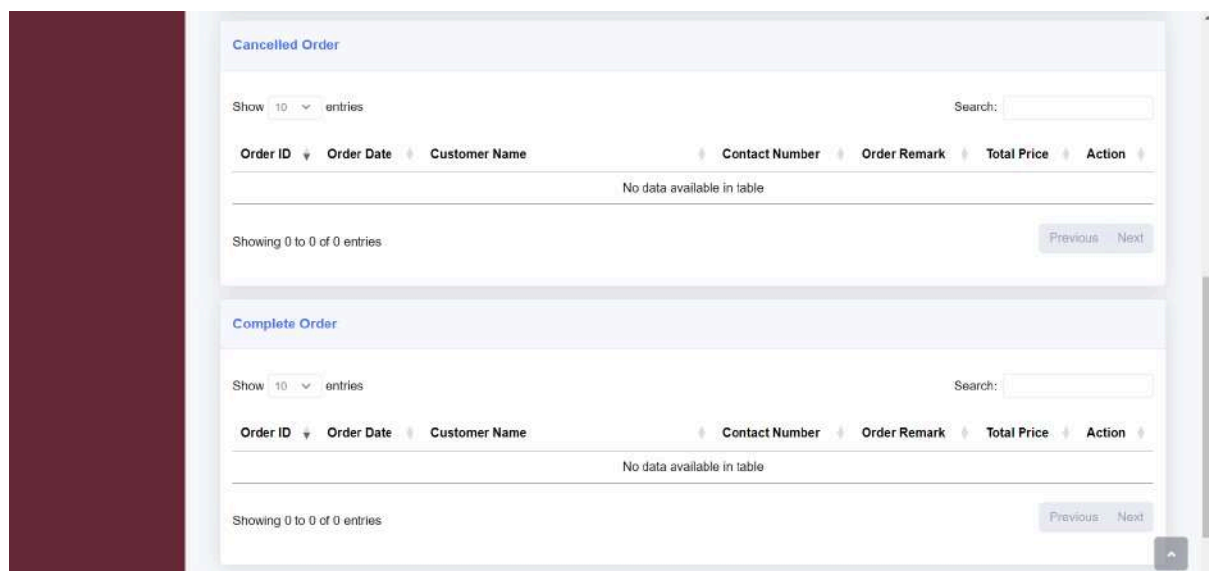
Figure 7.2 Cancelled Orders and Complete Orders in Construction Order page.

Add an Construction Order:

    1.   Click on the Add Order Button in the Construction Order page.
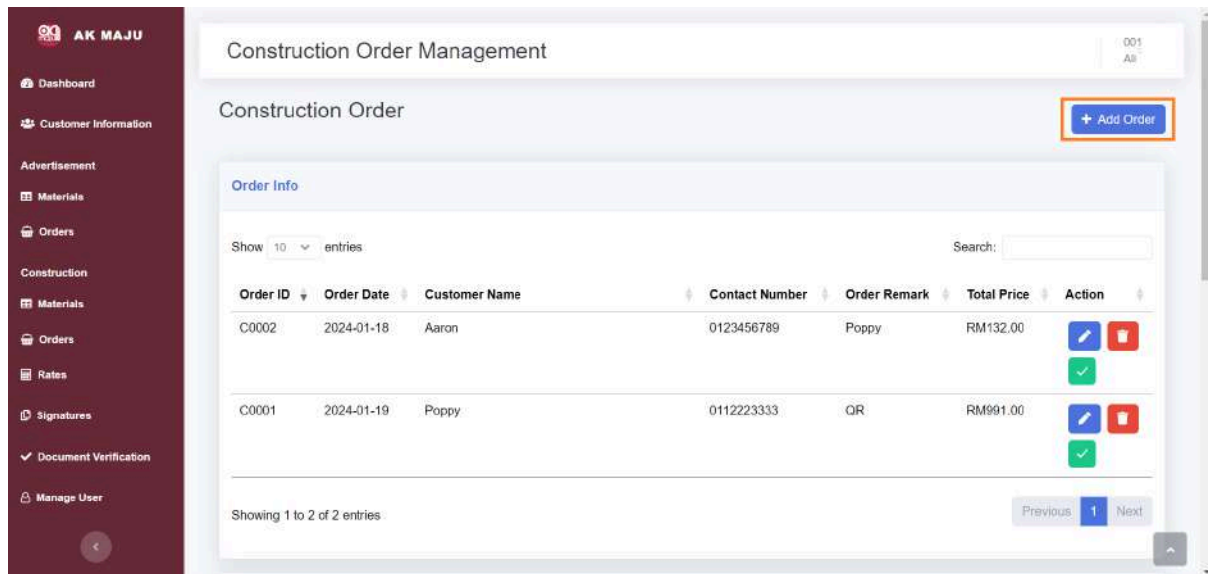
Figure 7.3 Add Order in Construction Order page.

    2.   In the add order first page, it will be required to fill in customer information, order details, electric information and kejuruteraan awam information.
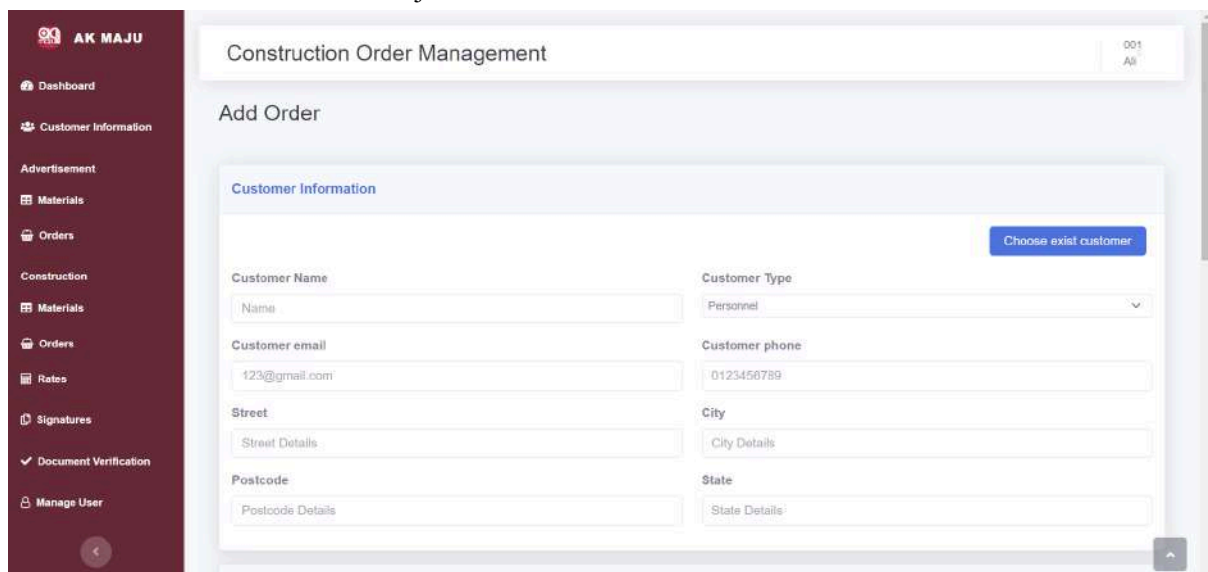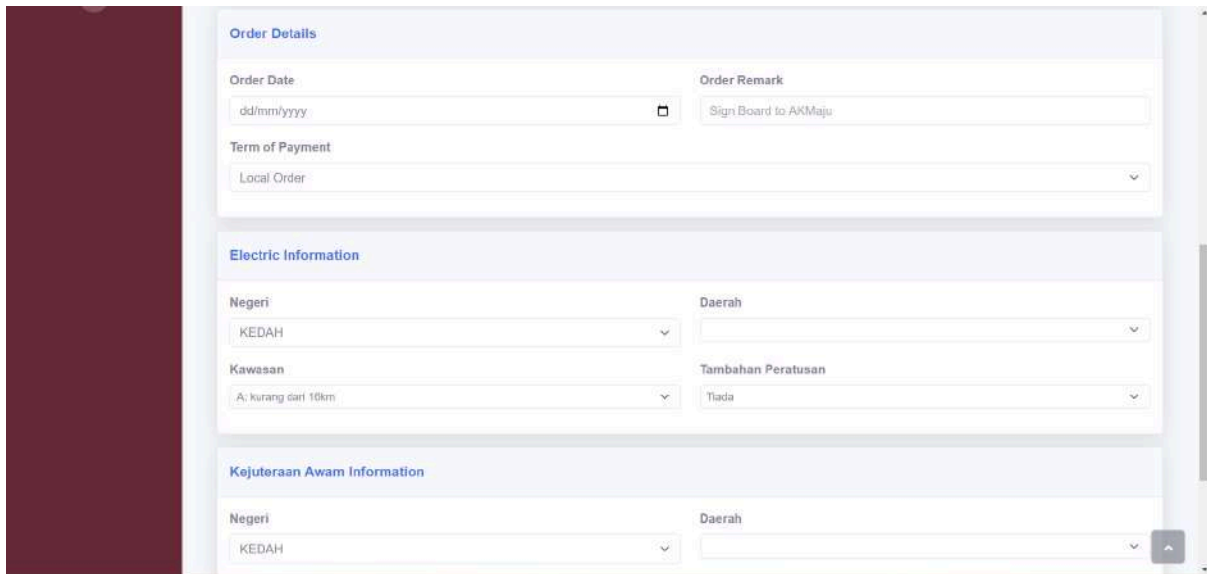
Figure 7.4 Customer Information in Construction Order page.
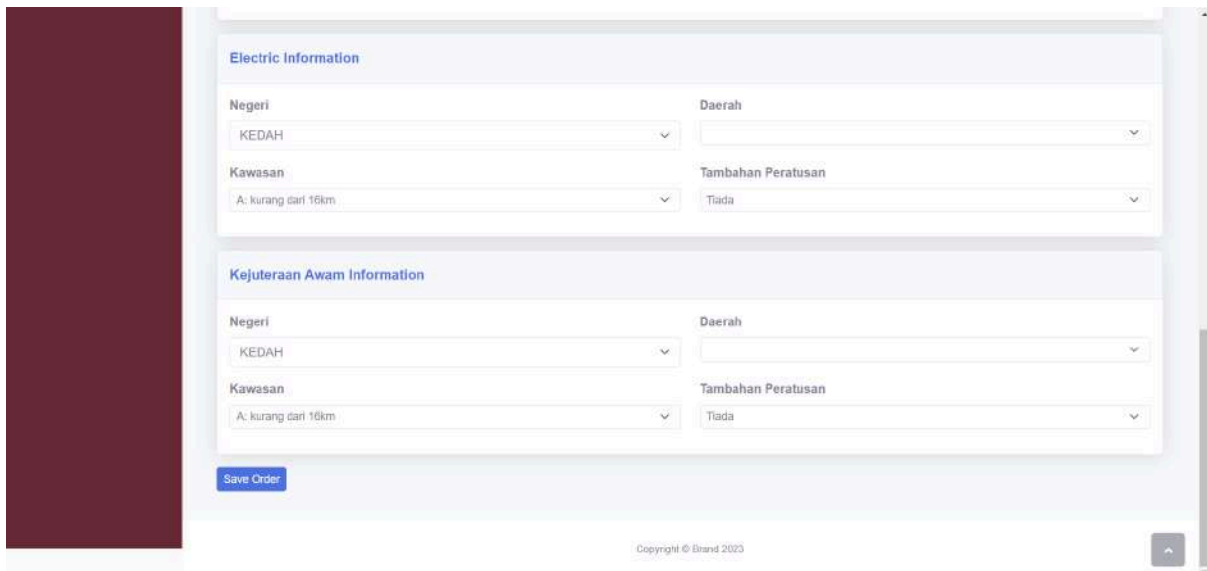
Figure 7.4 Order Details in Construction Order page.

Figure 7.5 Electric Information and Kejuruteraan Awam Information in Construction Order page.

3. For the customer information and order details, it has the same method for filling in similar as Add Order in Advertisement Order. (Please refer to Step to add an Advertisement Order for Customer Information and Order Details)

4. For Electric Information and Kejuruteraan Awam Information, each order is required to choose the state(negeri), region(daerah), distance(Jarak) and any add-on percentage(tambahan peratusan).

5. After filling in all the details, click the Add Electric Order Material button to proceed.

Figure 7.6 Add Electric Order Material in Construction Order page.

6. The Electric Order Material page consists of Add Order Material and Material Selected cards.

Figure 7.7 Add Electric Order Material in Construction Order page.

Figure 7.8 Material Selected in Construction Order page.

7. Order Material information can be created by following the sequence:
   a. Select Material Type
   b. Choose Material Name.
   c. Choose Material Variation.
   d. Input the Material Unit, Quantity, Tax Code and Tax Amount.
   e. You can choose the Discount Type, whether Discount Amount or Discount Percentage per material.
   f. If discount and tax is empty, you can type "0" inside the input box.
   g. After double confirming the information of order material, click on "Save Material".

Figure 7.9 Save Material in Construction Order page.

8. The Order Material will display on the Material Selected Table, if you want to add more Order Material, you can scroll up to the "Add Order Material" card and repeat step 7.

9. If you want to edit the material, just click on the blue pen button (Edit button). It will popup an edit field.
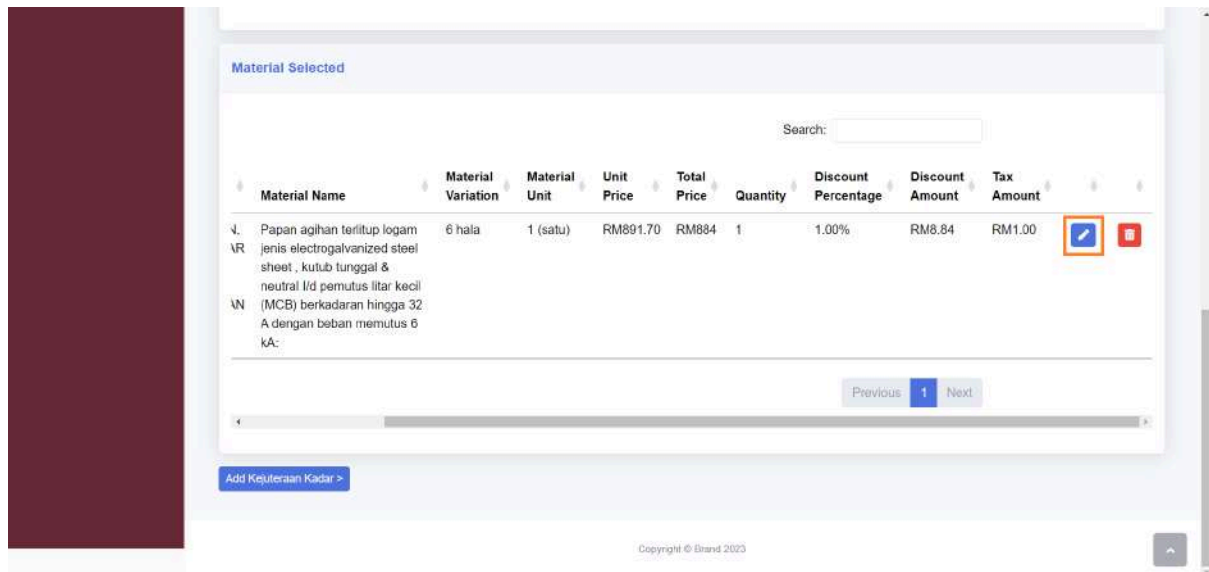
Figure 7.10 Edit Material in Construction Order page.

10. For edit material, you can edit the material unit, quantity, discount, tax code and tax amount. After editing, click on the "Save Changes" button to save.
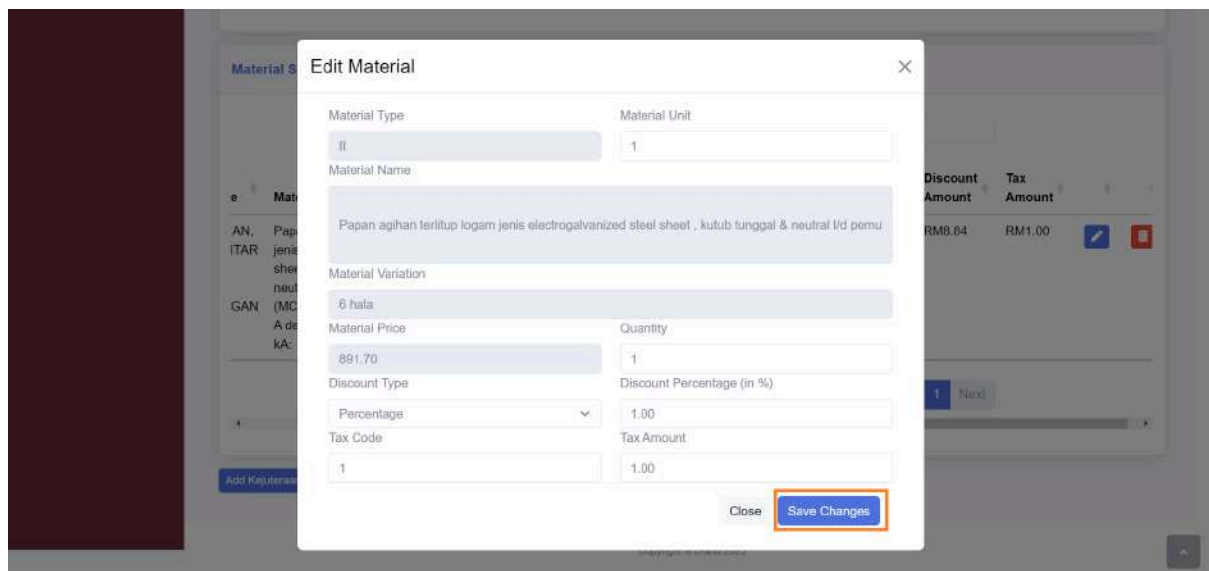
Figure 7.11 Save Changes To Edit Material in Construction Order page.

11. You can also delete material by clicking on the Red Trash button (delete button).
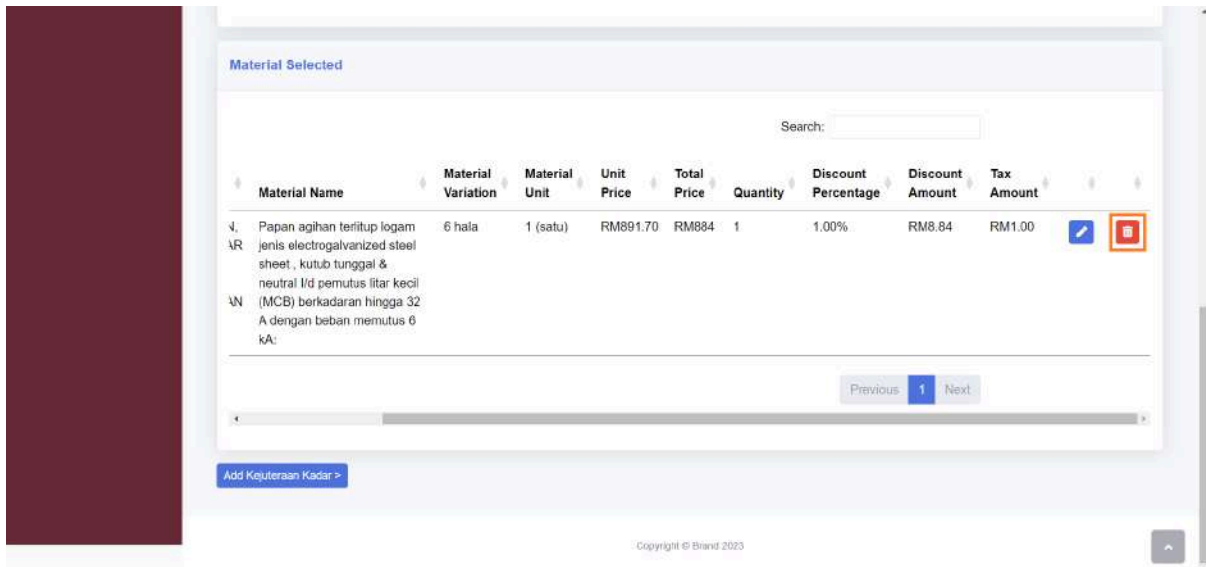
Figure 7.12 Delete Order Material in Construction Order page.

12. After all electric order material is inserted, click on the "Add Kejuruteraan Kadar " button.
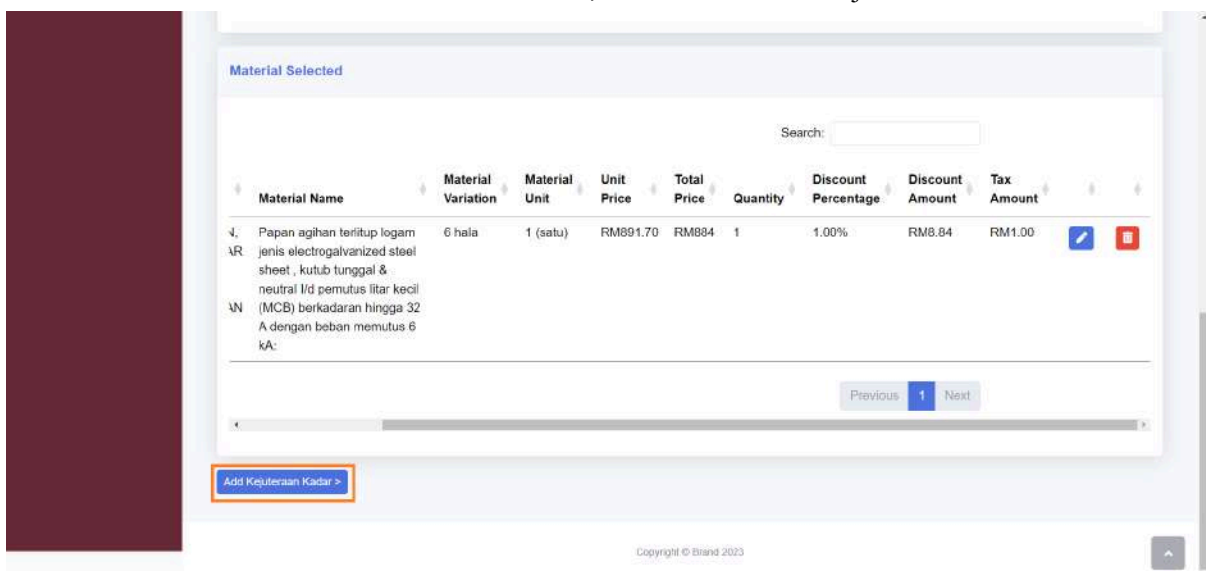
Figure 7.13 Add Kejuruteraan Kadar in Construction Order page.

13. After clicking on the "Add Kejuruteraan Kadar" button, it will navigate to the Add Kadar Awam page.

Figure 7.14 Kadar Upah Buruh dan Kadar Sewa Logi in Construction Order page.

Figure 7.15 Overall Upah Buruh/Sewa Logi in Construction Order page.

14. The sequence to save Kadar Upah Buruh and Kadar Sewa Logi are the same.
    a. Select the Logi / Tukang.
    b. Enter unit, kawasan and price(harga).
    c. Click the "Save" button.

Figure 7.16 Save Kadar Upah Buruh in Construction Order page.

15. After saving, it will display on the Upah Buruh / Sewa Logi Table. You can delete it by clicking on the Red Trash button.

Figure 7.17 Delete Upah Buruh/Sewa Logi in Construction Order page.

16. After all the kadar upah buruh and sewa logi are added, click on the "Add Kejuruteraan Order Material" button.

Figure 7.18 Add Kejuruteraan Order Material in Construction Order page.

17. After clicking on the "Add Kejuruteraan Order Material" button, it will navigate to the Add Kejuruteraan Order Material page. All functions in this page are the same as the Add Electric Order Material page. (Please refer step 7 to 11)

Figure 7.19 Add Kejuruteraan Order Material in Construction Order page.

Figure 7.20 Kejuruteraan Order Material selected in Construction Order page.

18. After all kejuruteraan awam order material is selected, click on the Order Summary button.

Figure 7.21 Order Summary in Construction Order page.

19. After clicking on the "Order Summary" button, it will navigate to the Construction Order Summary page. This page will display the order summary and allow users to generate quotations if desired. You can also generate quotation in the Manage Construction Order page (Refer to Step Manage Construction Order page for Quotation part)

Figure 7.22 Add Order in Construction Order page.

Figure 7.23 Add Order in Construction Order page.

20. You can select the order markup, which means that this order plans to profit how many percent. After entering the order markup, click on the save markup button. Markup will be saved and the total price will be calculated based on markup.

Figure 7.24 Save Markup in Construction Order page.

Figure 7.24 Order Overall in Construction Order page.

21. For Quotation, you can generate by following the steps below.
  e. Click on the "Generate" button.

Figure 7.25 Generate Quotation in Construction Order page.

  f. Enter the information like Remark or Due Date of the Quotation.

Figure 7.26 Enter quotation infromation in Construction Order page.

  g. Click on the "Generate" button.
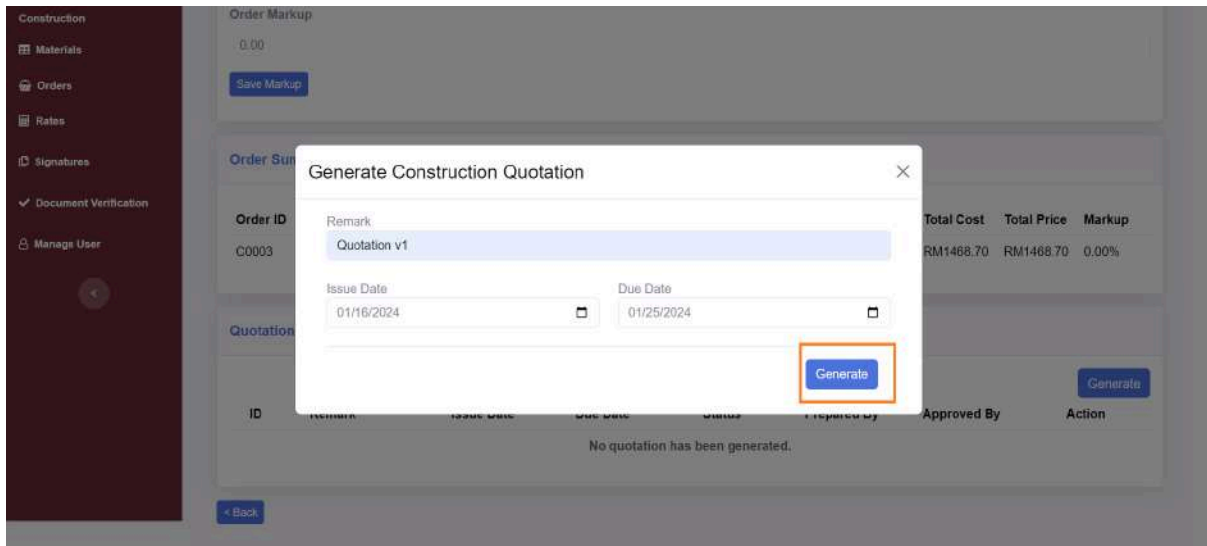
Figure 7.27 Generate Quotation in Construction Order page.

    h.   You can click on the "View" button to view the details of the quotation.
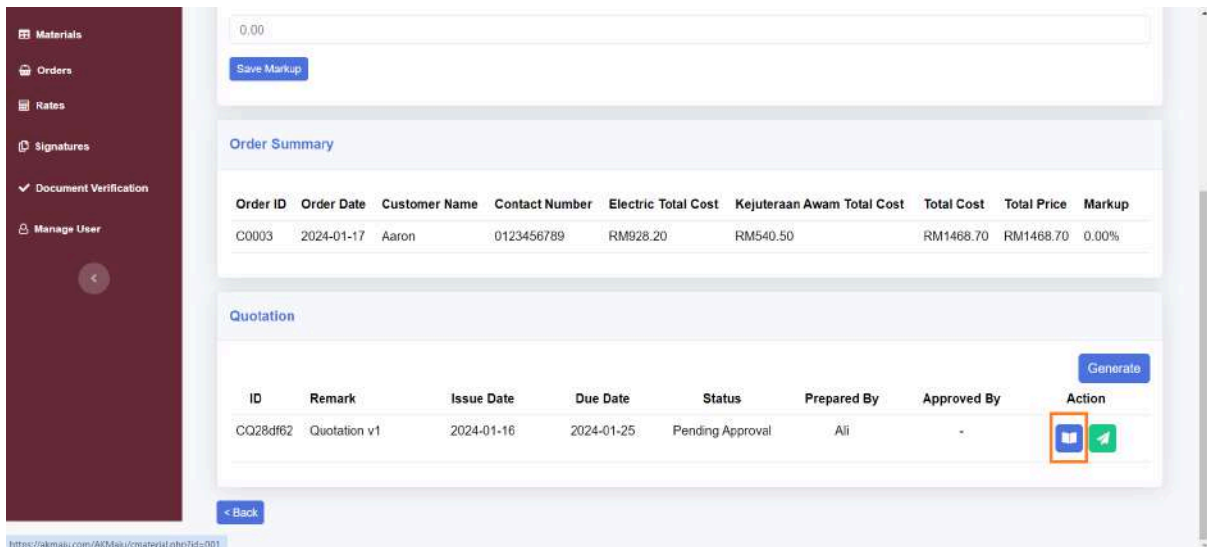
Figure 7.28 View Quotation in Construction Order page.

22. If you want to send the quotation, you can follow the steps below.
    g.   Click on the green "Send" button.
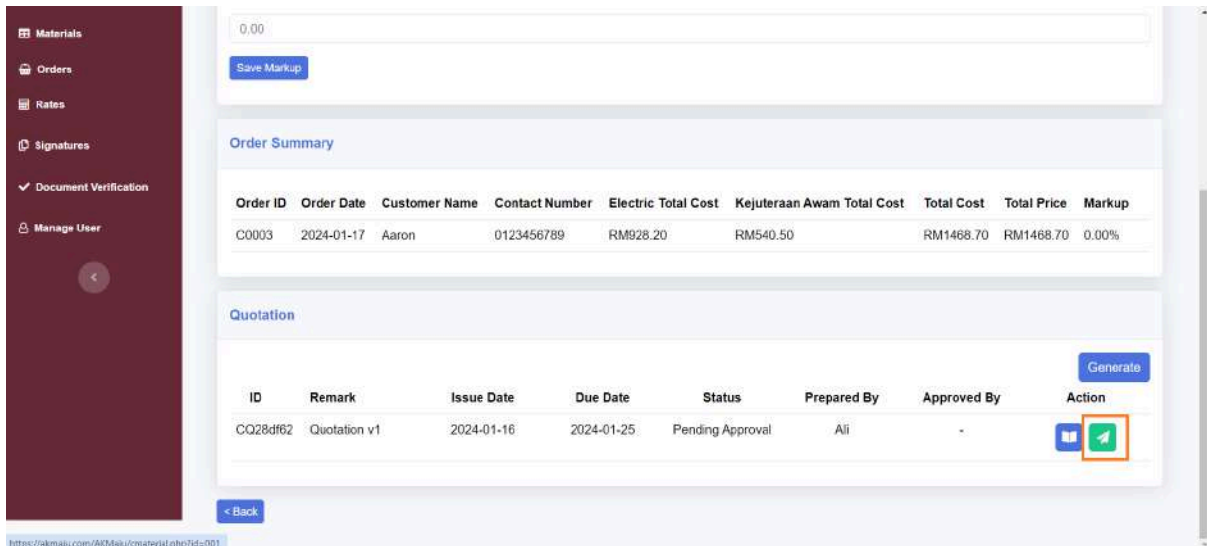
Figure 7.29 Send Quotation in Construction Order page.

h. Enter the email and email contents.
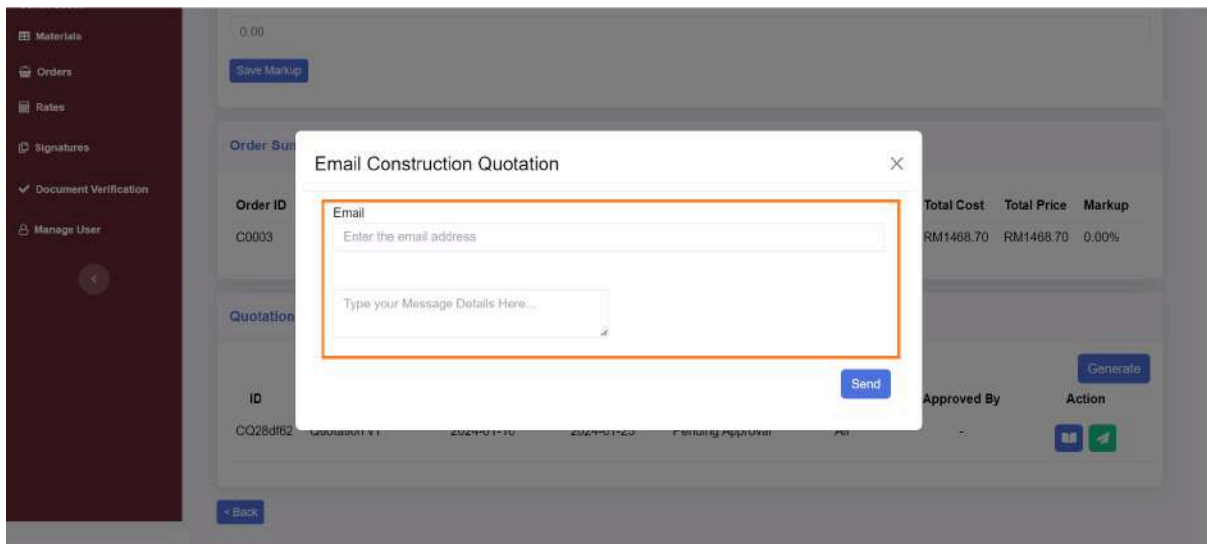
Figure 7.30 Enter email information for Sending Quotation in Construction Order page.

i. Click on the "Send" button.
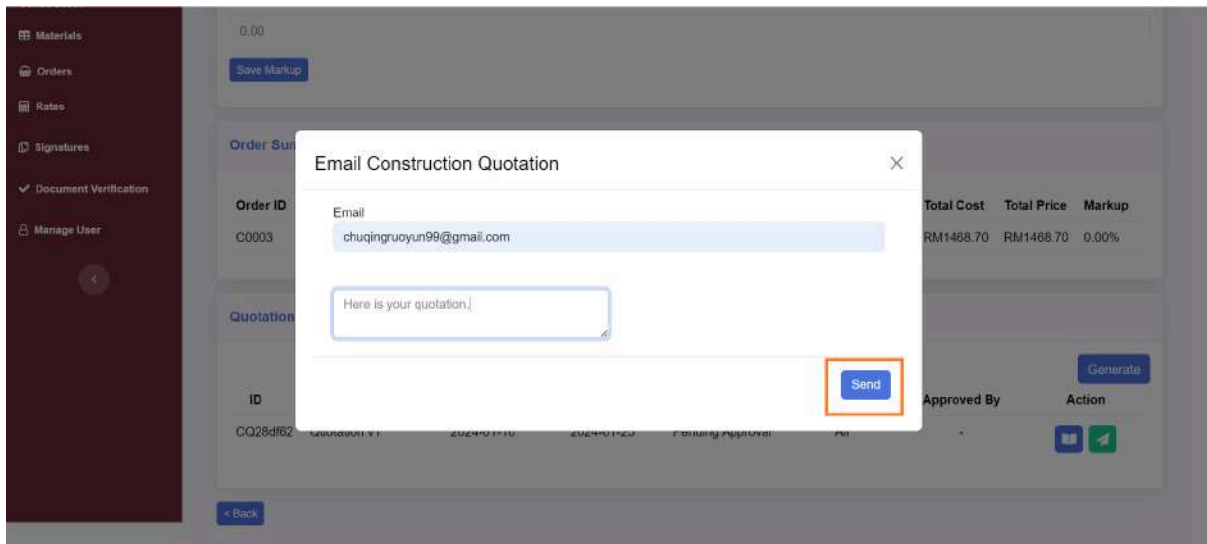
Figure 7.31 Send Quotation in Construction Order page.

Manage construction order:

1. Click on Blue Pen at the Construction Order Main Page
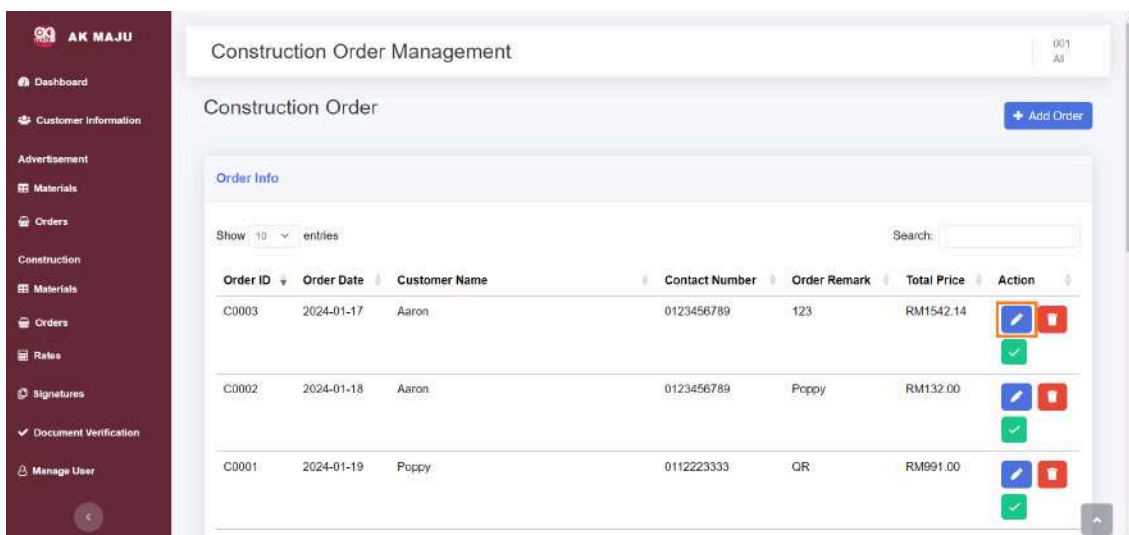
Figure 7.32 Manage Order in Construction Order page.

2. Below is the Manage Construction Order Page. It consists of similar methods as Manage Advertisement Order Page. But it can direct access to the Electric Order Material, Kadar Awam, Kejuruteraan Awam Order Material and Order Summary page by button at the top. You can also go through the page step by step by clicking on the button "Electric Order Material" at bottom.
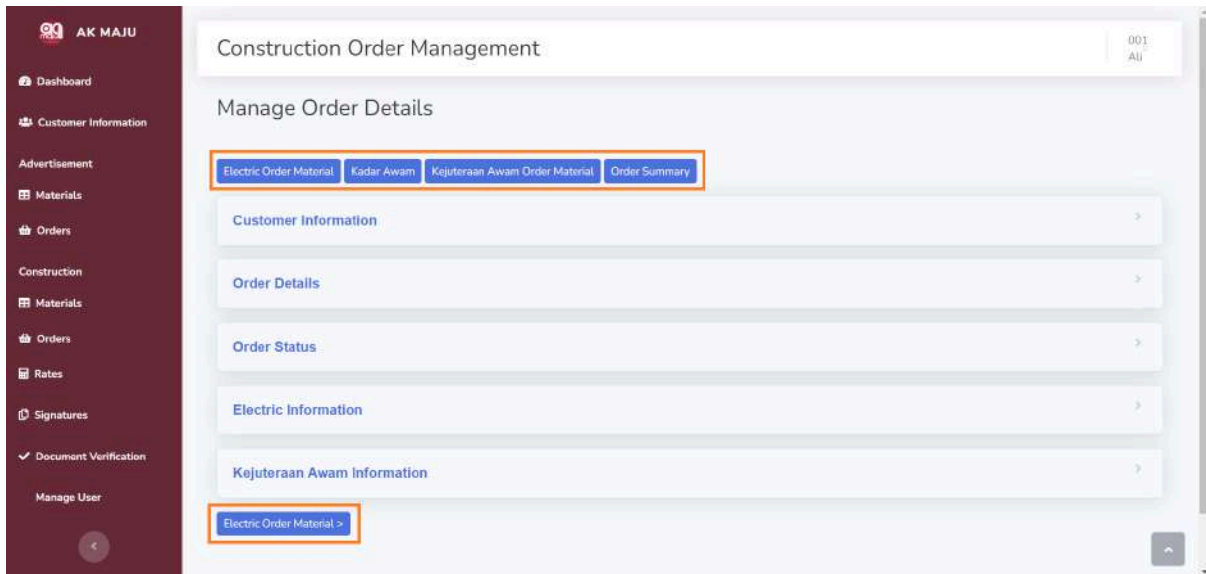
Figure 7.33 Manage Order Details in Construction Order page.

3. For the Customer Information, Order Details and Order Status, since it is similar to Manage Advertisement Order, you can refer to Step Manage Advertisement Order. For Electric Information and Kejuruteraan Awam Information, it consists of the same methods as add construction order. (Can refer steps 4 for Add Construction Order)

4. Below is the Electric Order Material page. It consists of the same methods as the Add Electric Order Material, so please refer step 7 to 11 for Add Construction Order.

Figure 7.34 Edit Electric Order Material in Construction Order page.

Figure 7.35 Edit Electric Order Material in Construction Order page.

5. Below is the Edit Kadar Awam page. It consists of the same methods as the Add Kadar Awam page, so please refer to step 14 to 15 for Add Construction Order.

Figure 7.36 Edit Kadar Awam in Construction Order page.

Figure 7.37 Edit Kadar Awam in Construction Order page.

Figure 7.38 Edit Kadar Awam in Construction Order page.

6. Below is the Kejuruteraan Awam Order Material page. It consists of the same methods as the Add Kejuruteraan Awam Order Material, so please refer step 7 to 11 for Add Construction Order.

Figure 7.39 Edit Kejuruteraan Awam Order Material in Construction Order page.

Figure 7.40 Edit Kejuruteraan Awam Order Material in Construction Order page.

7. Below is the Manage Construction Order Summary page. It consists of the same methods as the Add Construction Order Summary page, so please refer step 19 to 20 for Add Construction Order.

Figure 7.41 Manage Construction Order Summary in Construction Order page.

Figure 7.42 Manage Construction Order Summary in Construction Order page.

Cancel Construction Order:
1. Click on the Red Trash button on the Construction Order Main page.
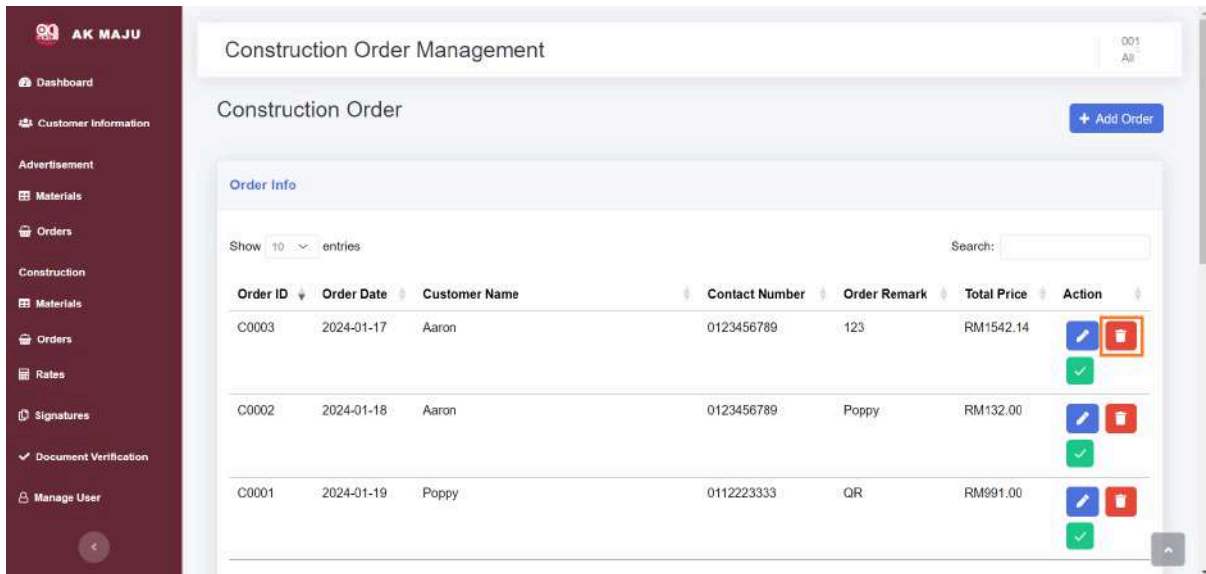
Figure 7.43 Cancel Order in Construction Order page.

2. Click on "Delete".
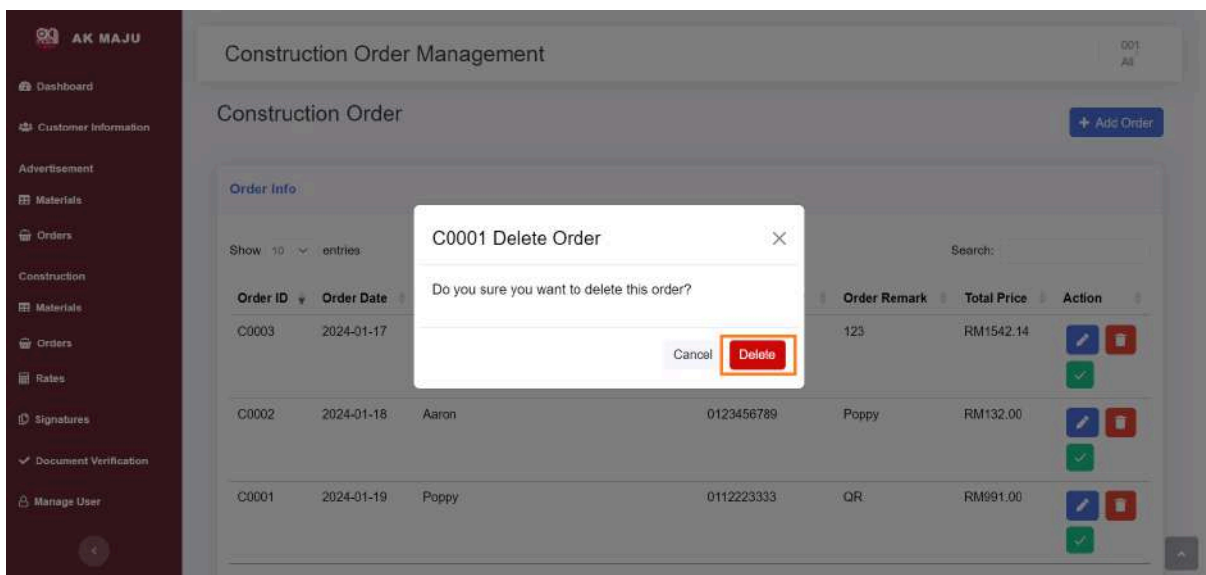
Figure 7.44 Confirm Cancel Order in Construction Order page.

3. After it is deleted, the order will disappear from Order Info and display on the Cancelled Order table.
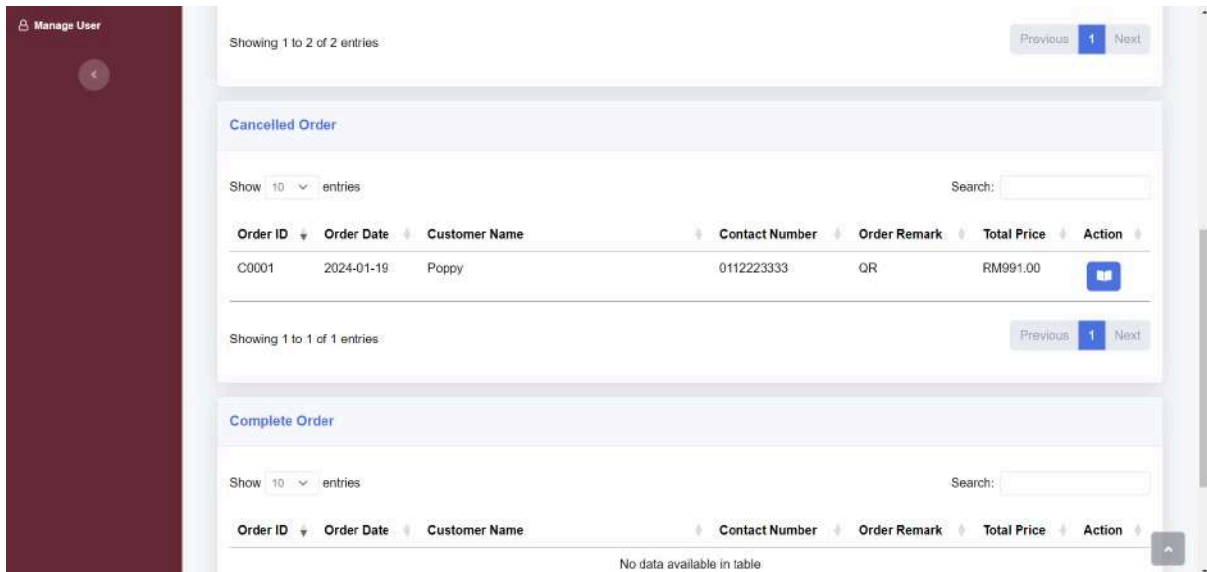
Figure 7.45 Cancel Order in Construction Order page.

Complete Construction Order:

1. Click on the Green Check button.
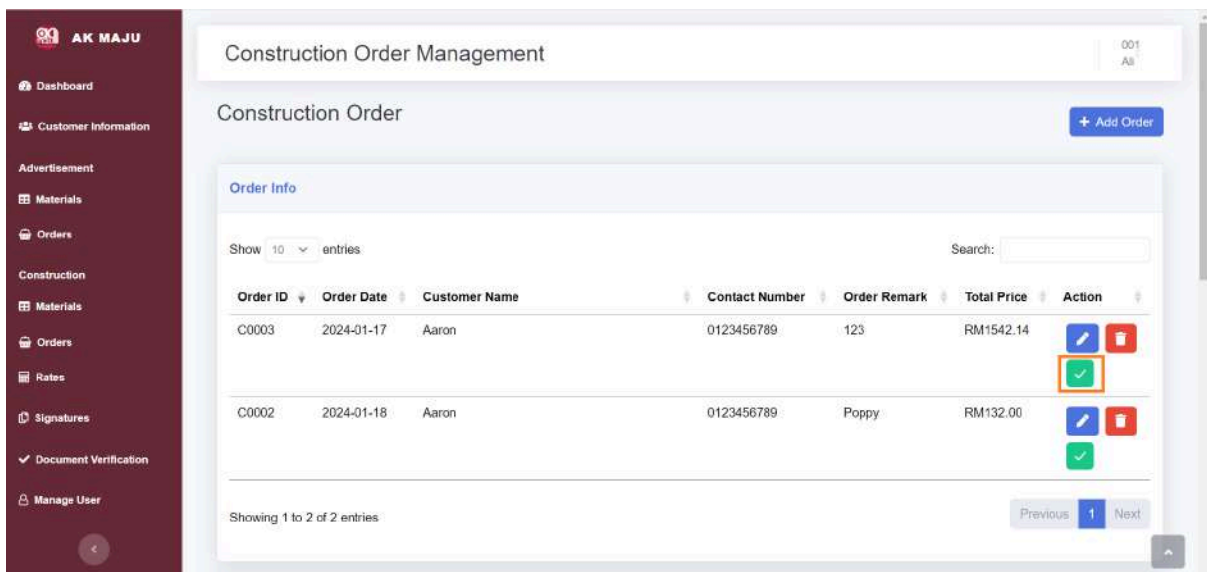
Figure 7.46 Complete Order in Construction Order page.

2. Click on the Confirm button.
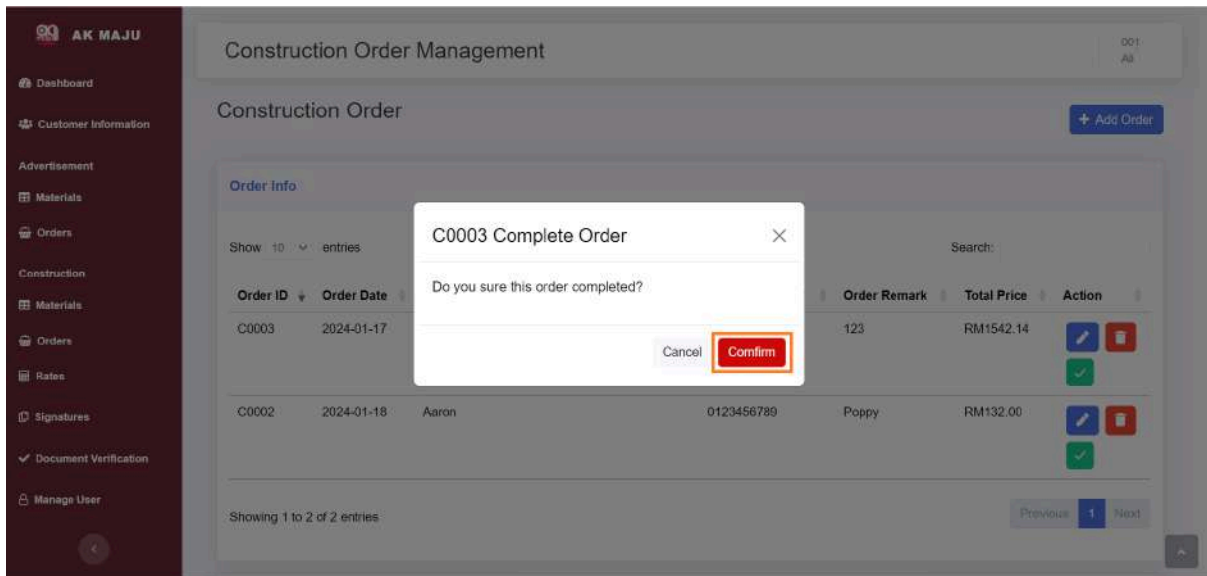
Figure 7.47 Confirm Complete Order in Construction Order page.

3. After confirmation, the order will disappear from Order Info and display on the Complete Order table.
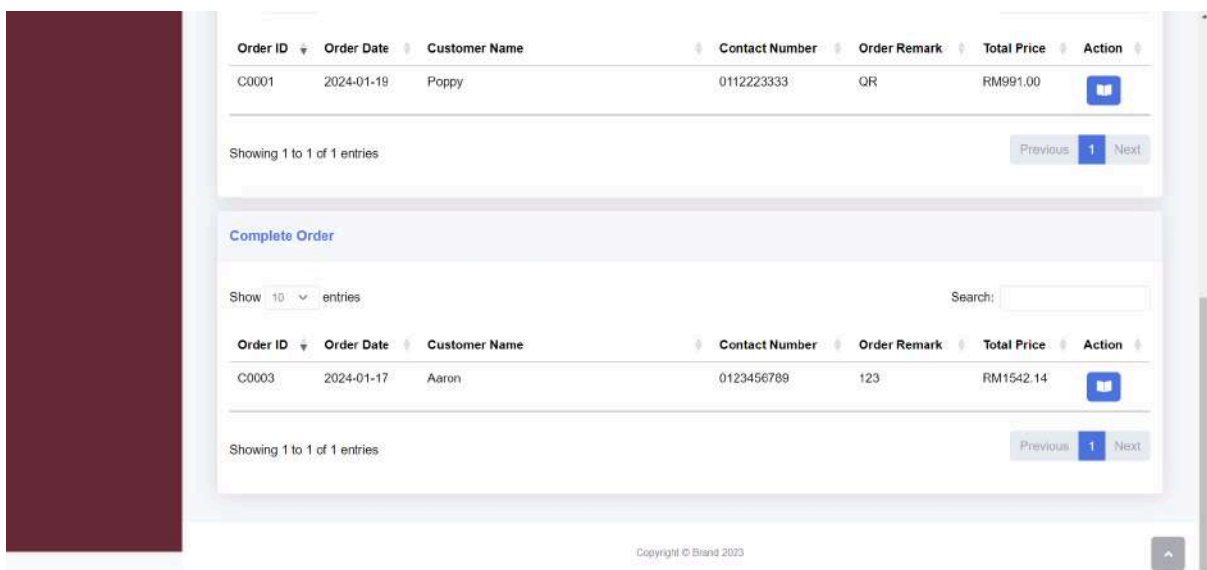
Figure 7.48 Complete Order in Construction Order page.

View order details for Complete or Cancelled Order:

1. Click on the Blue Book button.

Figure 7.49 View Cancelled Order in Construction Order page.

2. You can view the order details here without changing anything.

Figure 7.50 View Cancelled Order in Construction Order page.

Manage Signature

Upload signature:
1. Click the "Signatures" button on the left sidebar.
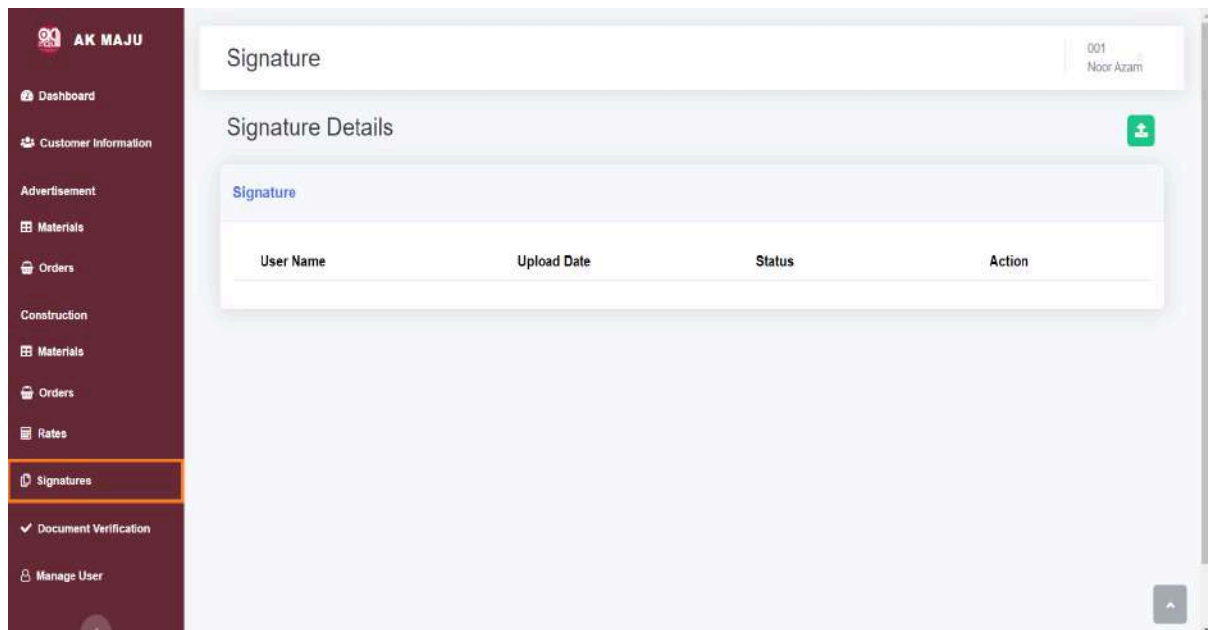
Figure 8.1 Signature Page.

2. Click on the green "Upload" button at the top right.
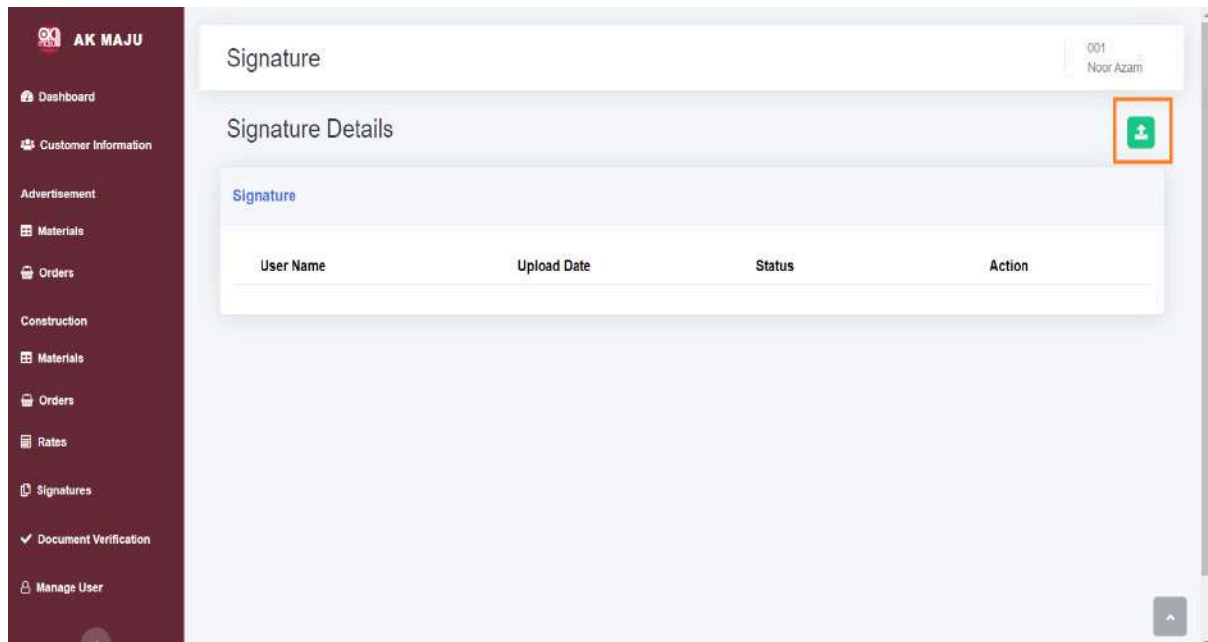
Figure 8.2 Upload Signature in Signature Page.

3. Click on the "Choose File" button and select the signature image file to upload.

Figure 8.3 Choose file for upload signature in Signature Page.

4. Click on the "Upload" button.
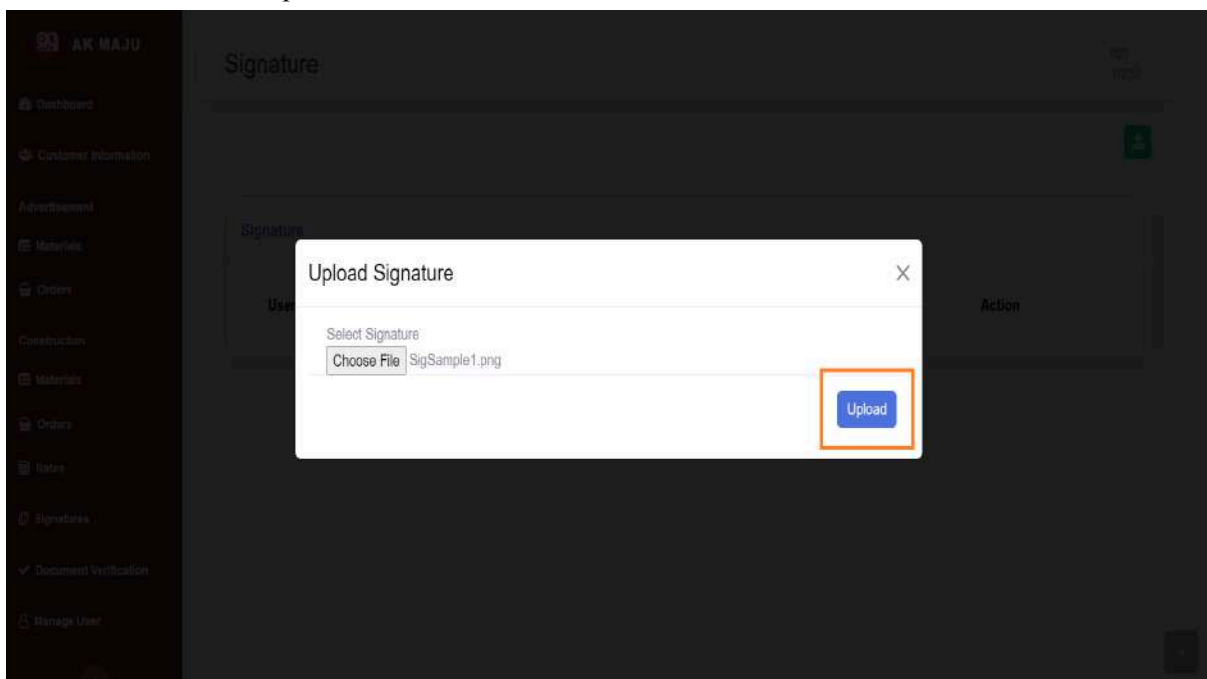
Figure 8.4 Upload signature 2 in Signature Page.

View signature:
1. Click the "Signatures" button on the left sidebar.
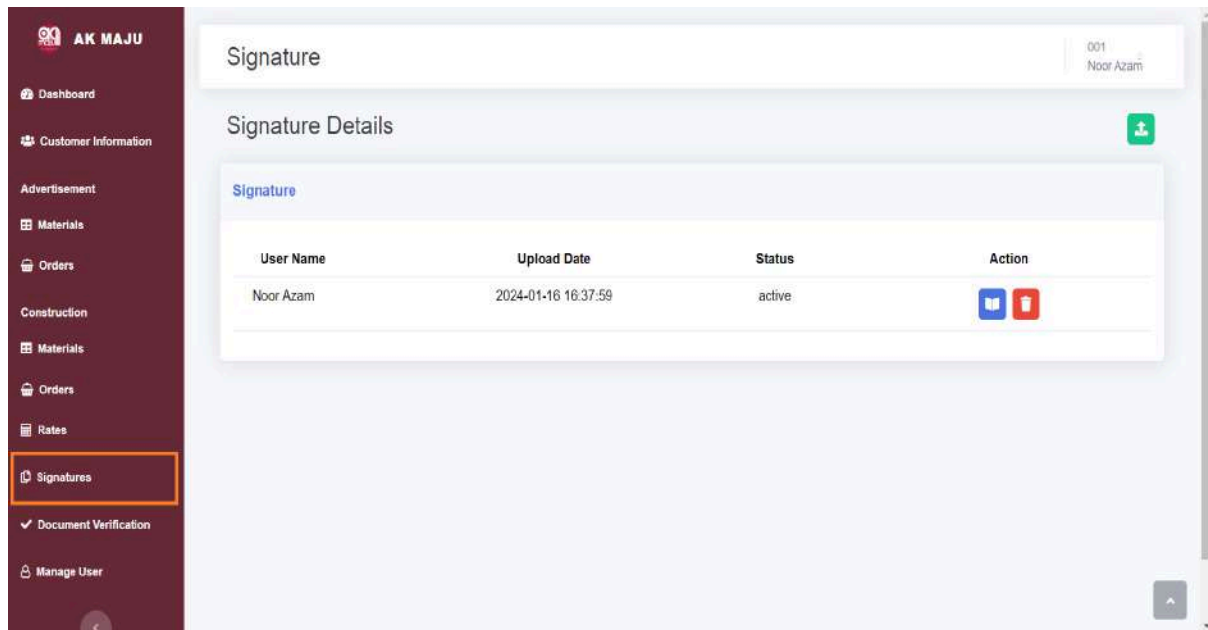
Figure 8.5 Signature Page.

2. Click on the blue "View" button.
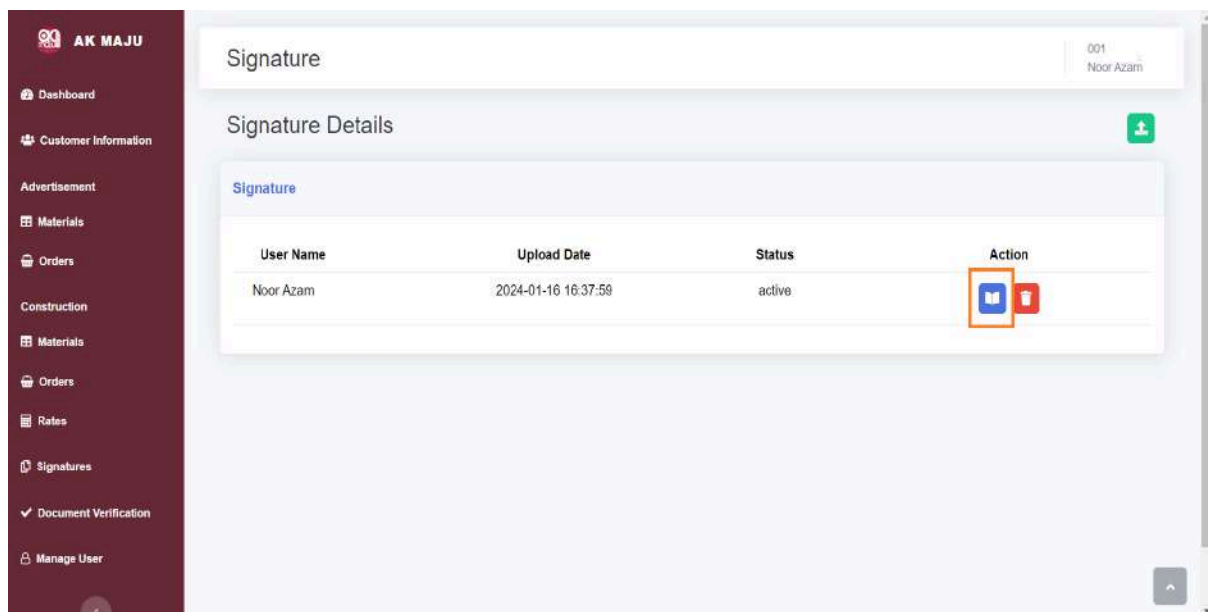
Figure 8.6 View signature in Signature Page.

Delete signature:
1. Click the "Signatures" button on the left sidebar.
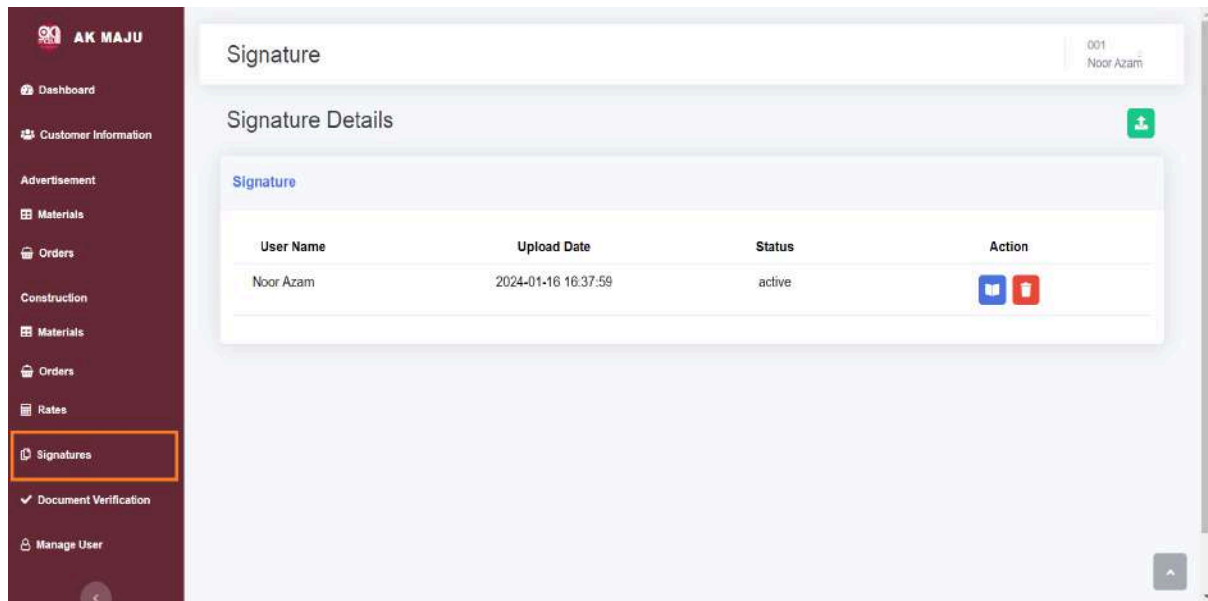
Figure 8.7 Signature Page.

2. Click on the red "Delete"button.
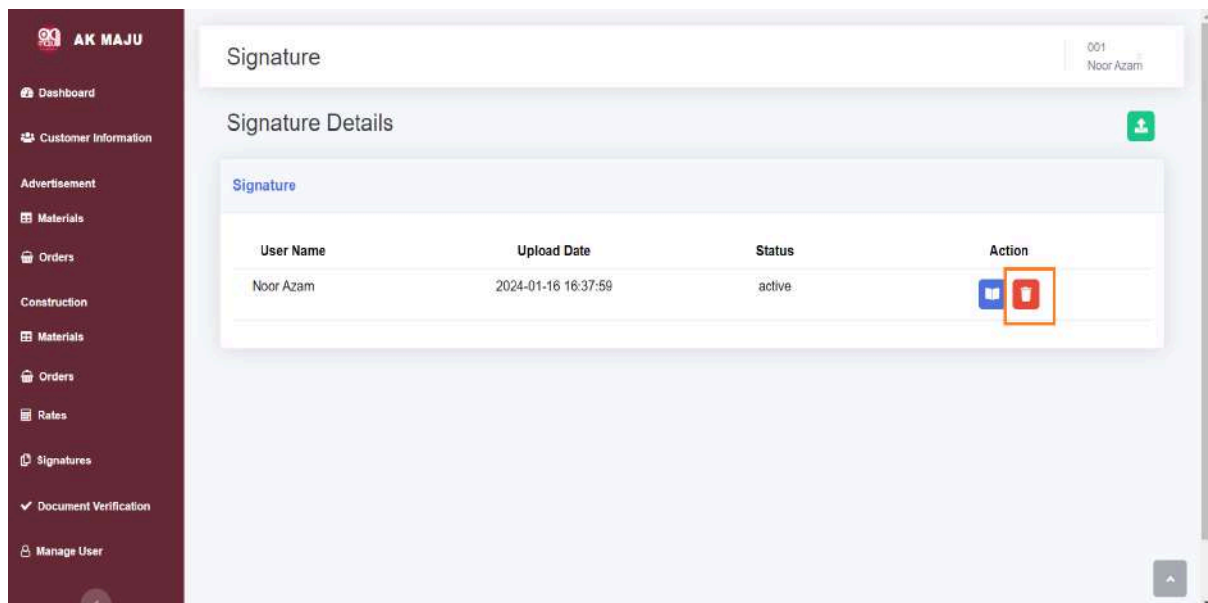
Figure 8.8 Delete signature 1 in Signature Page.

3. Click the "Delete" button.
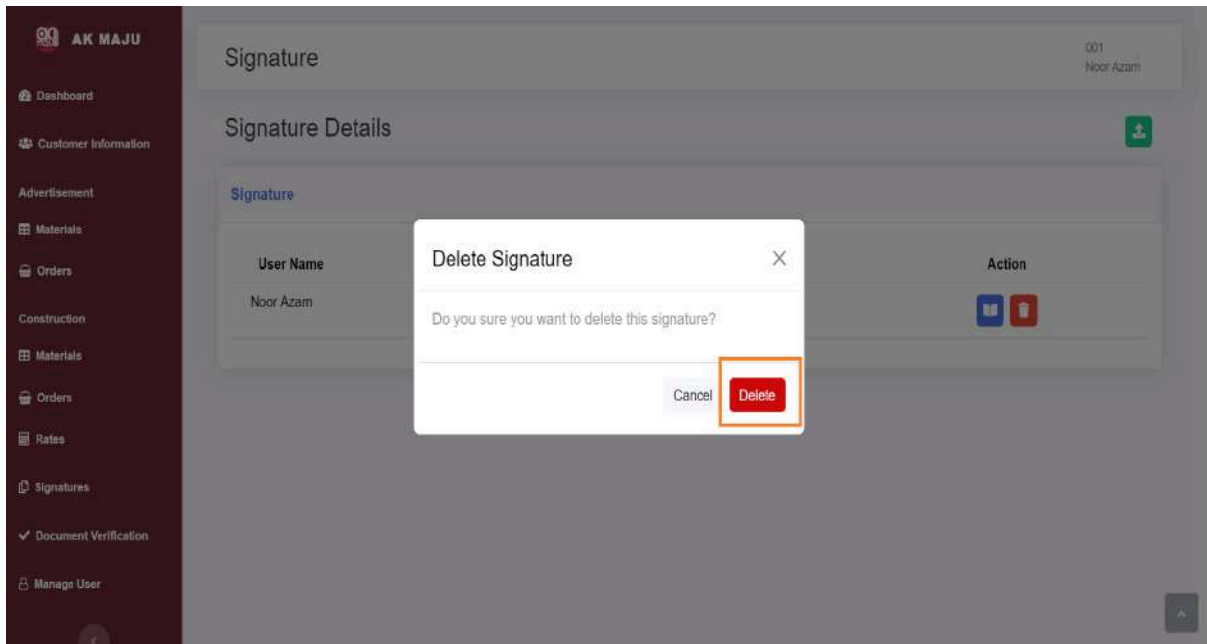
Figure 8.9 Delete signature 2 in Signature Page.

Document Verification

Note that only the admin can approve and reject each document.
View the details of advertisement quotation:
    1.   Click the "Document Verification" button on the sidebar.
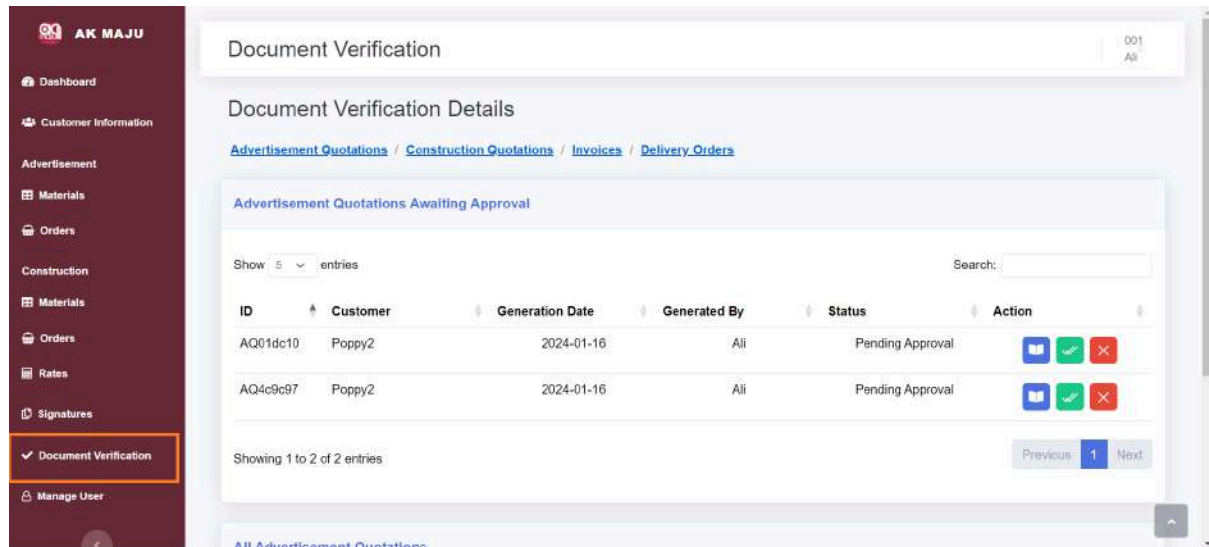
Figure 9.1 Document Verification Page.
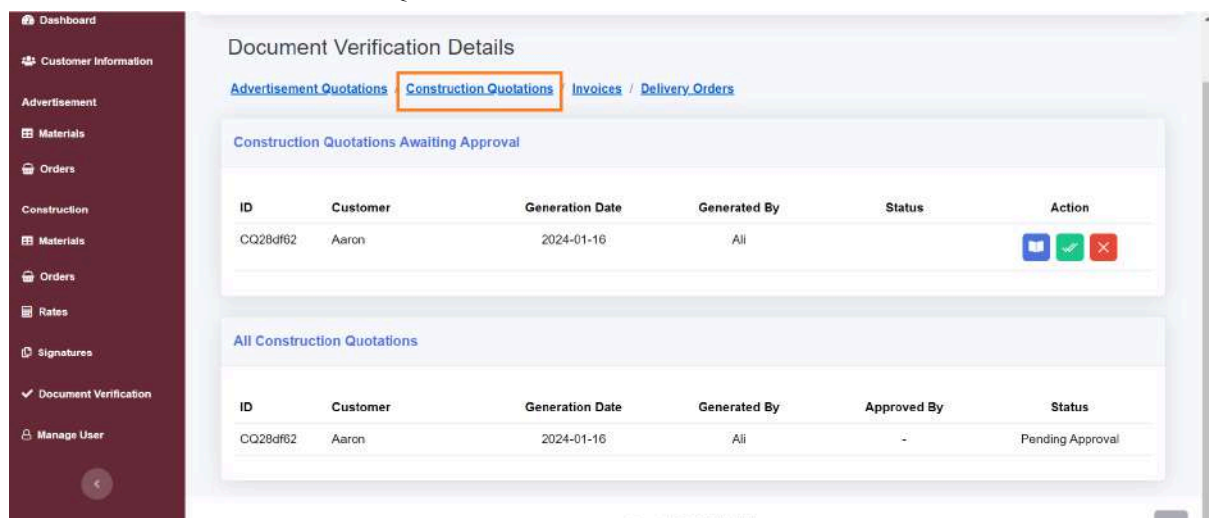
    2.   Click the "Advertisement Quotation" button.
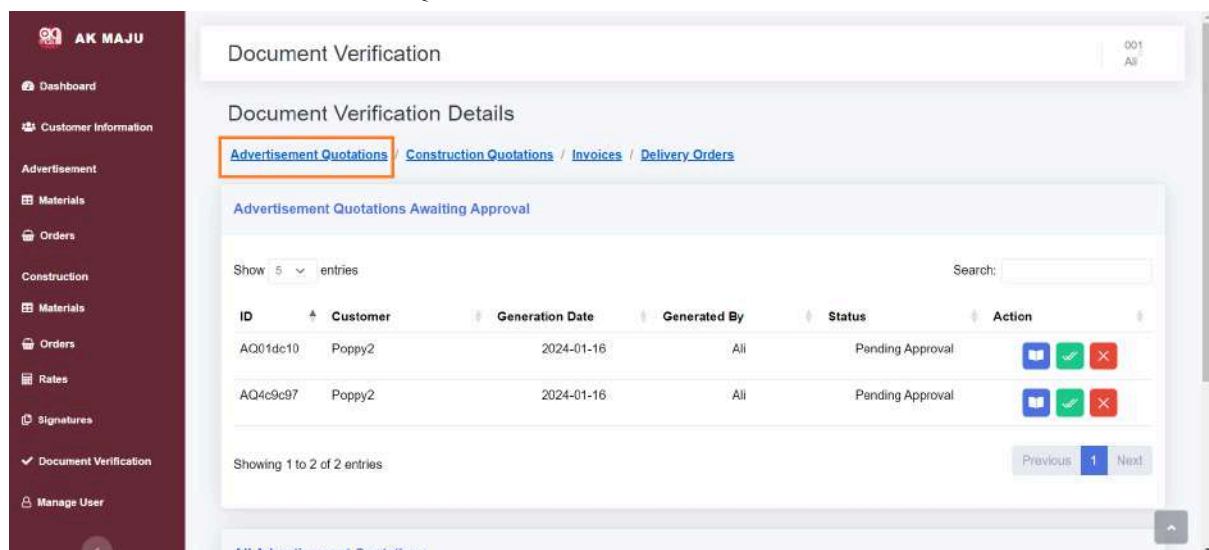
Figure 9.2 Advertisement Quotation in Document Verification Page.

3. Click the blue "View" button below the "Action".
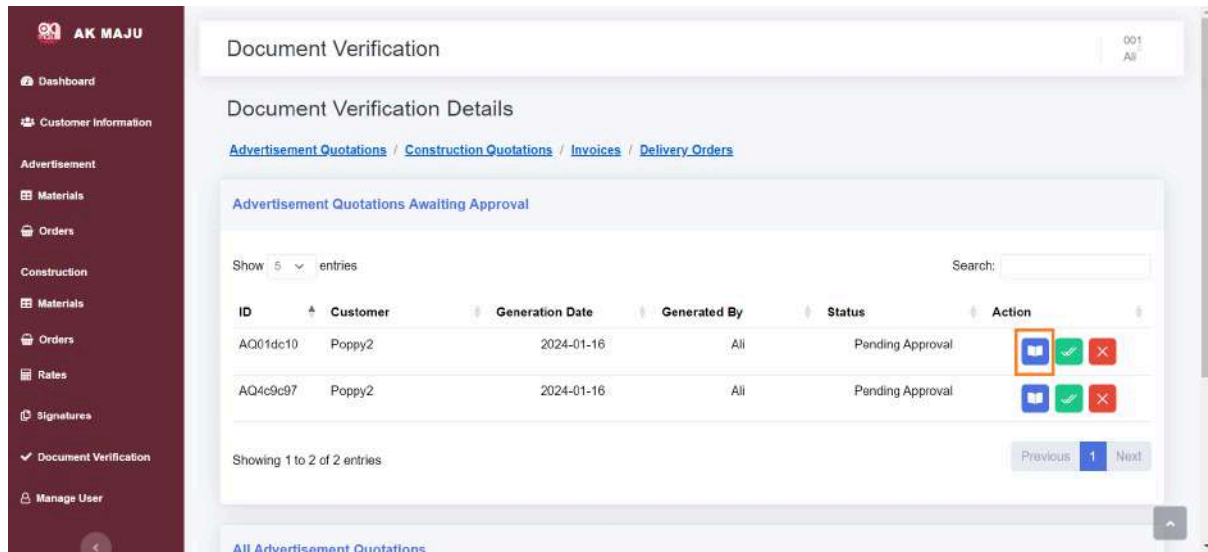
Figure 9.3 View Advertisement Quotation in Document Verification Page.

Approve advertisement quotation:
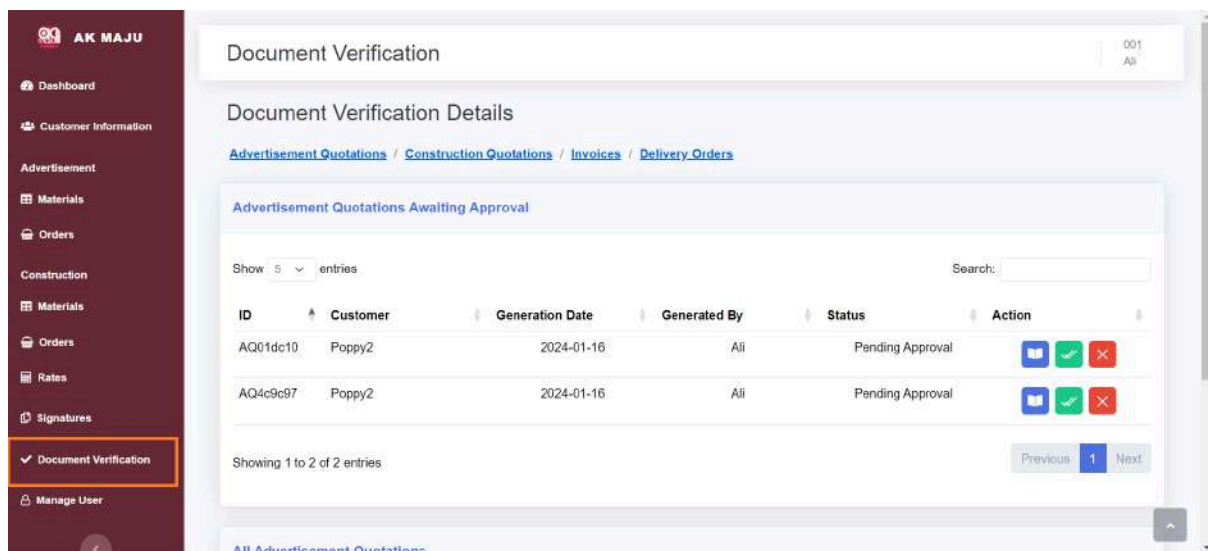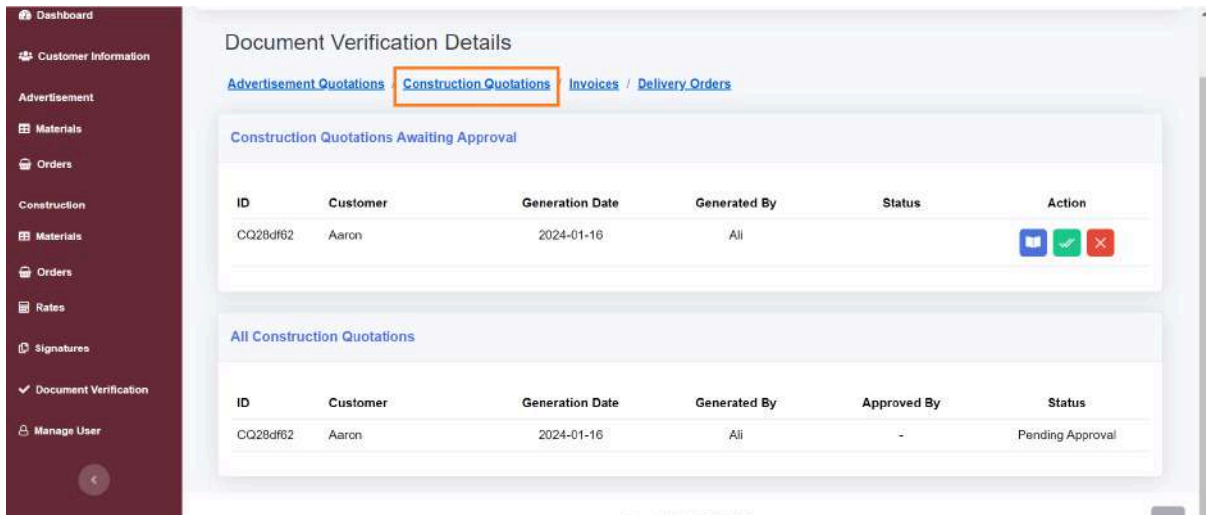1. Click the "Document Verification" button on the left sidebar.
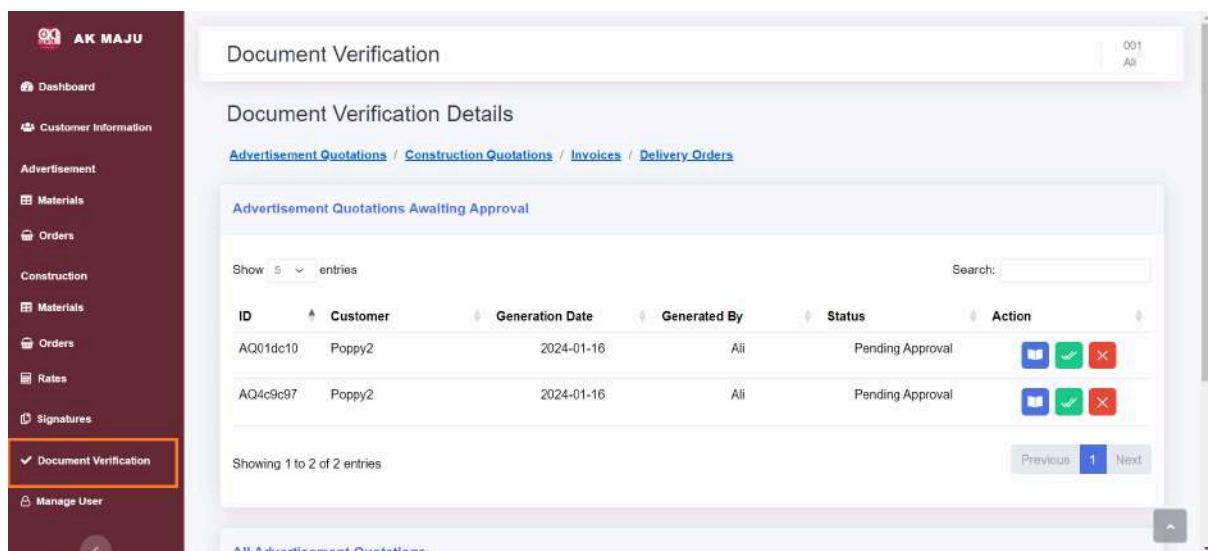
Figure 9.4 Document Verification Page.

2. Click the "Advertisement Quotation" button.
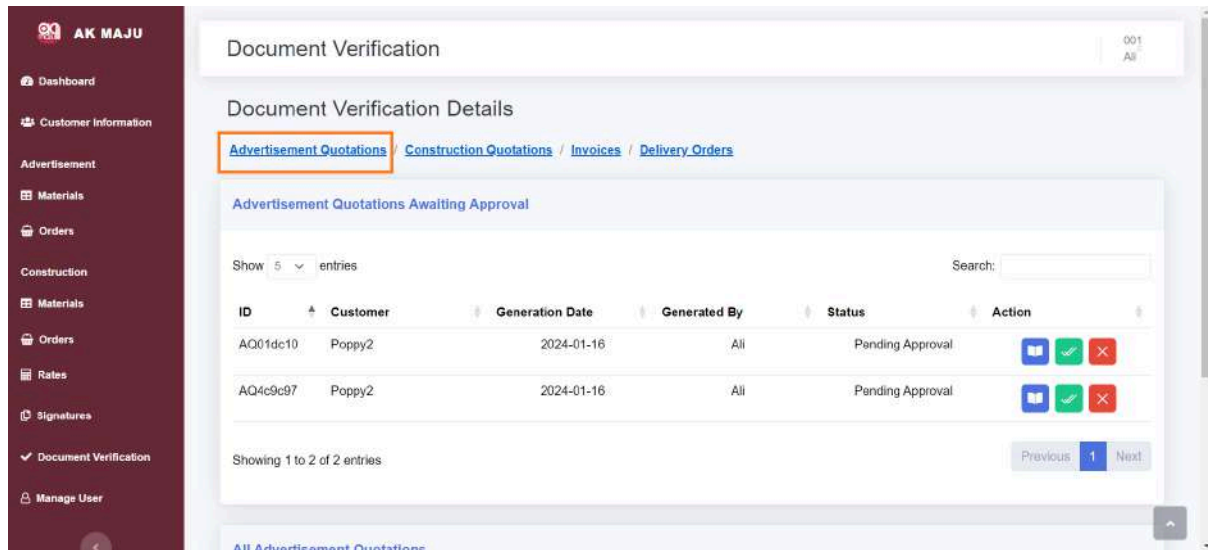
Figure 9.5 Advertisement Quotation in Document Verification Page.

3. Click the green "Double Tick" button below the "Action".
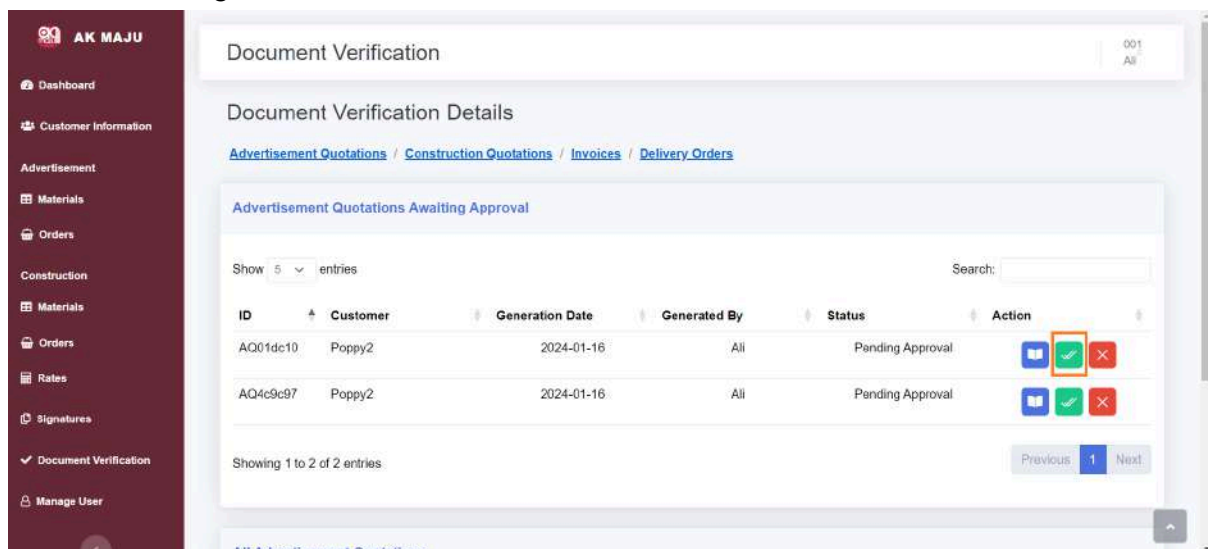
Figure 9.6 Approve Advertisement Quotation button in Document Verification Page.
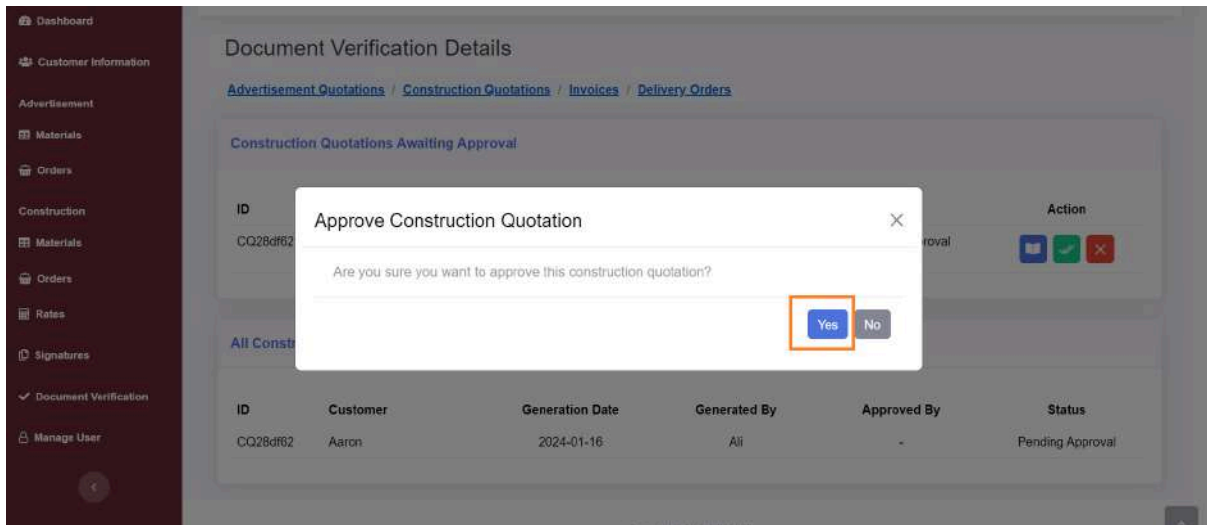
4. Click the "Yes" button.
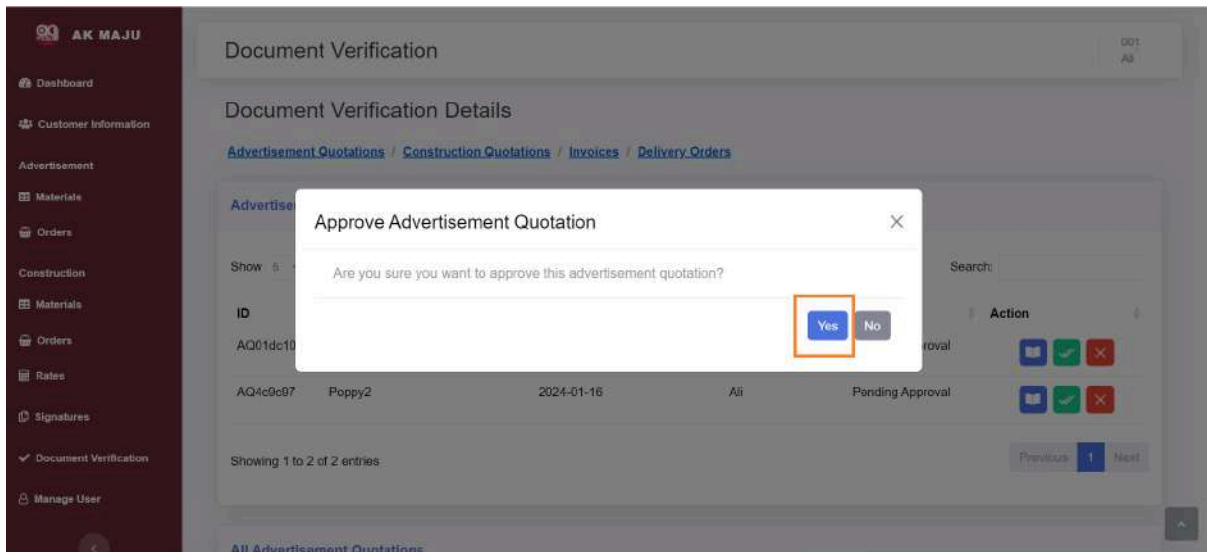
Figure 9.7 Approve Advertisement Quotation in Document Verification Page.

Reject advertisement quotation:
5. Click the "Document Verification" button on the left sidebar.
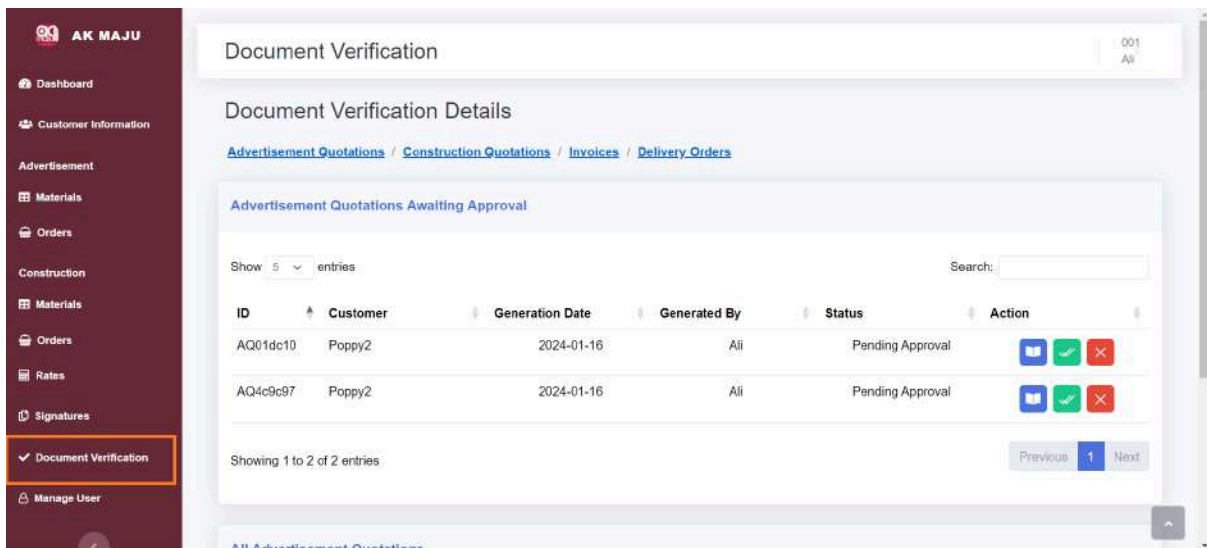
Figure 9.8 Document Verification Page.

6. Click the "Advertisement Quotation" button.
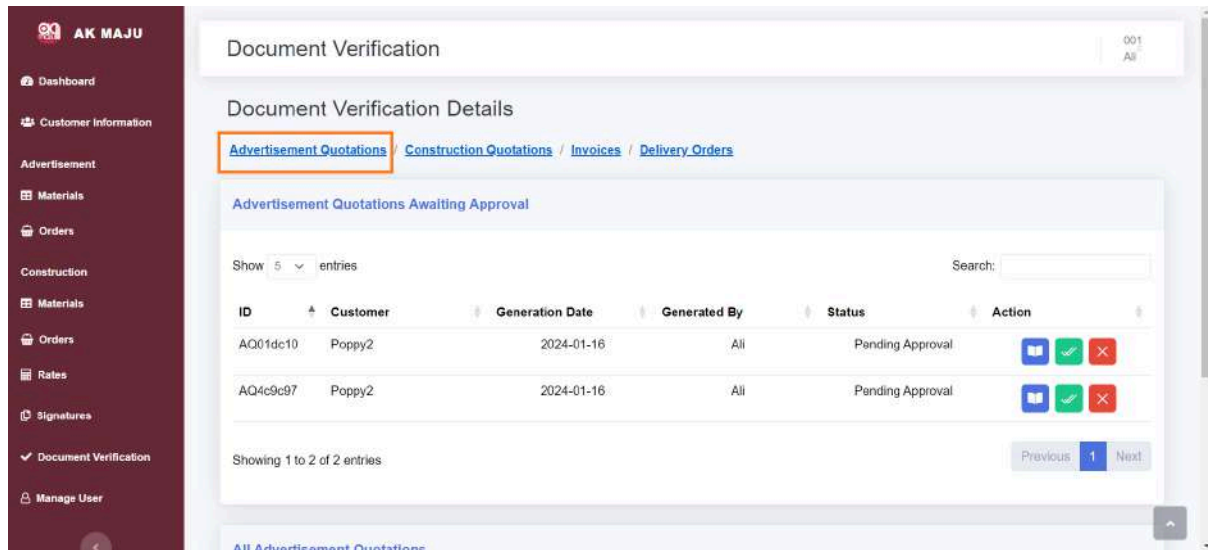
Figure 9.9 Advertisement Quotation in Document Verification Page.

7. Click the red "Cross" button below the "Action".
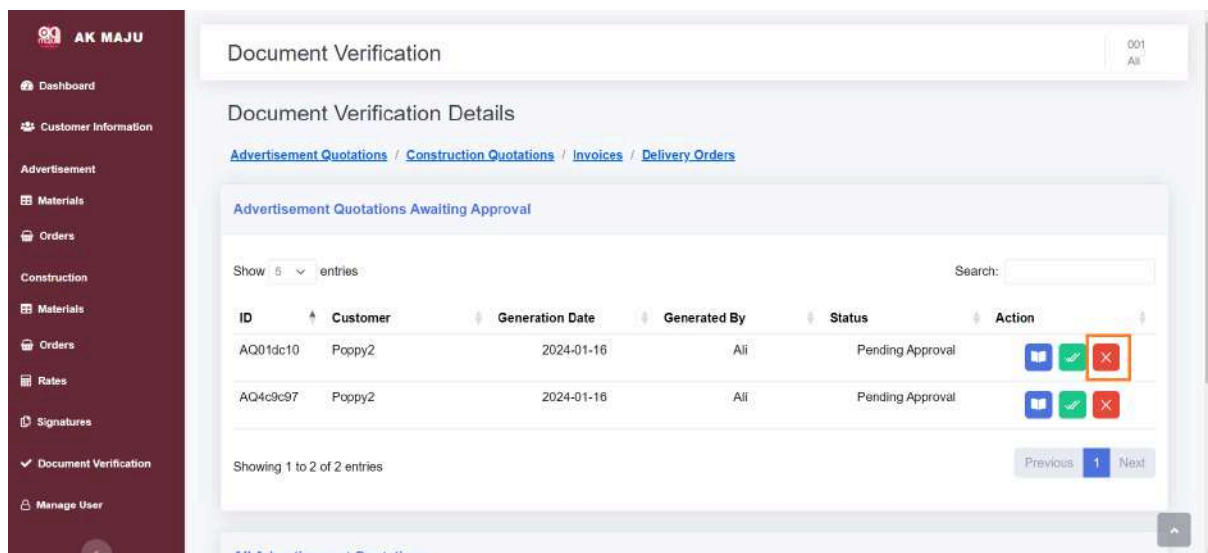
Figure 9.10 Delete Advertisement Quotation 1 in Document Verification Page.

8. Click the "Yes" button.
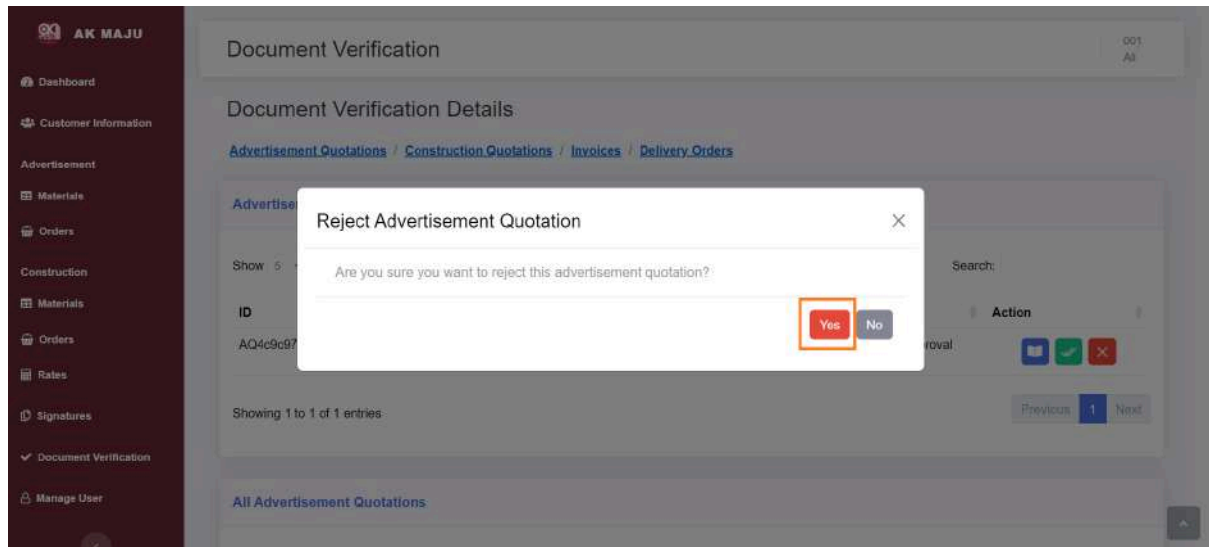
Figure 9.11 Delete Advertisement Quotation 2 in Document Verification Page.

View all advertisement quotations:
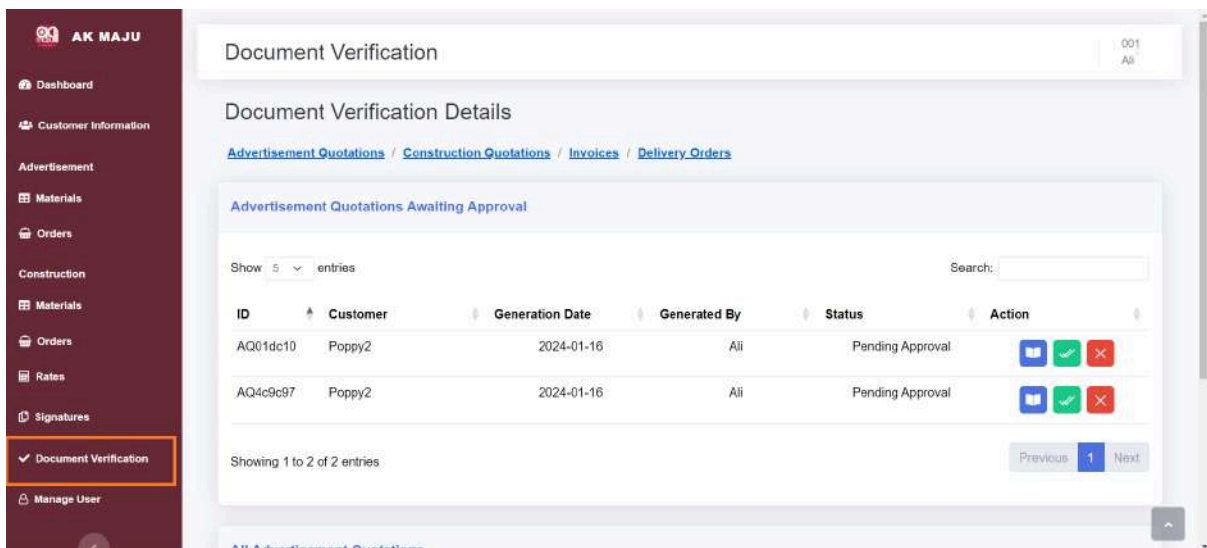1. Click the "Document Verification" button on the left sidebar.
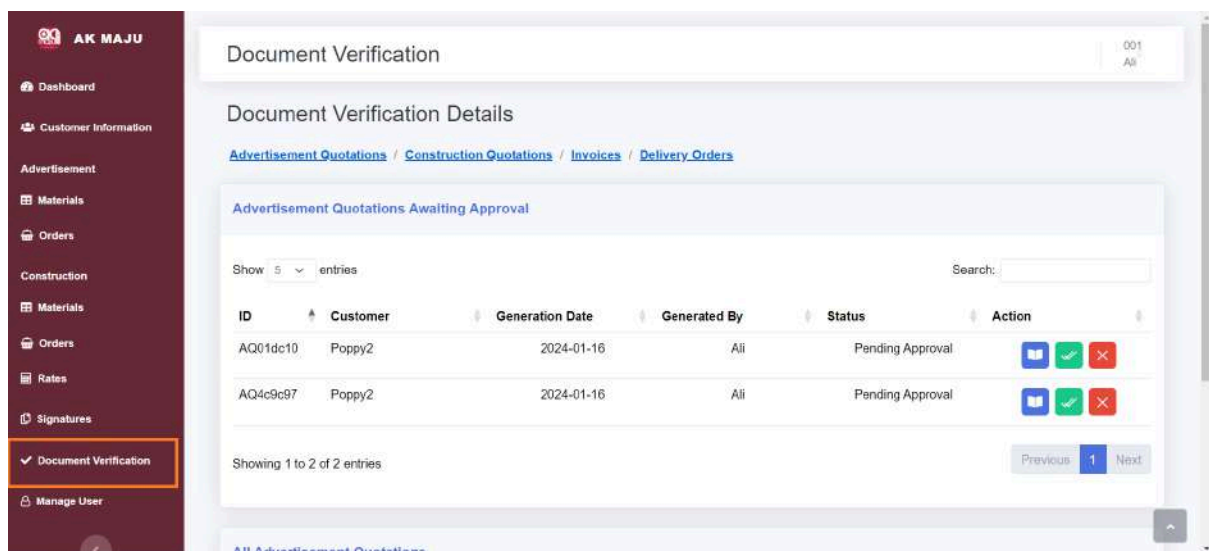
Figure 9.12 Advertisement Quotation Page.

2. Click the "Advertisement Quotation" button.
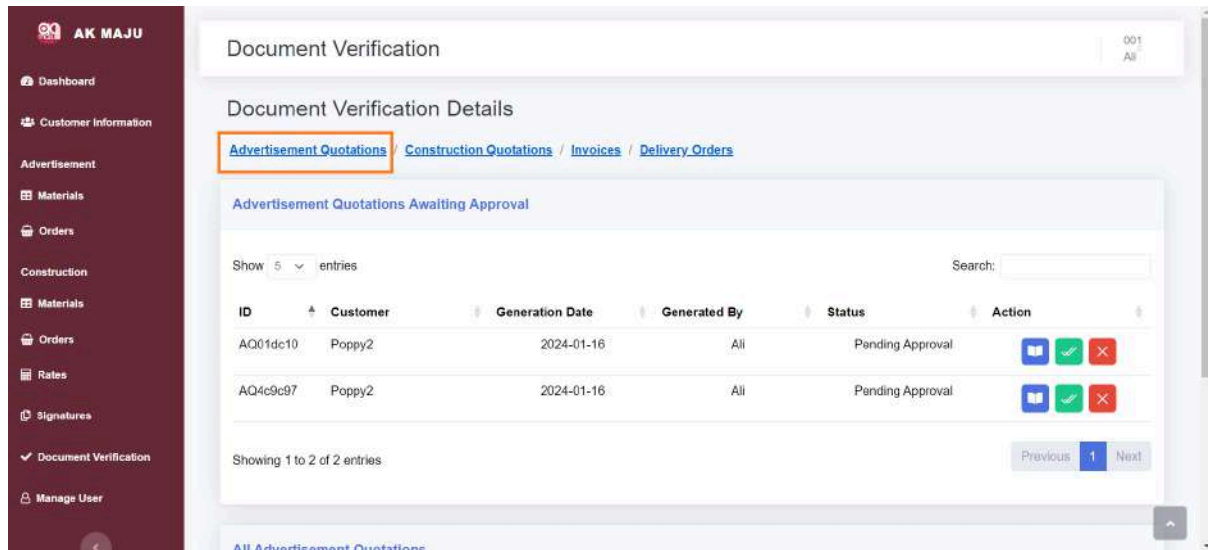
Figure 9.13 Advertisement Quotation button in Document Verification Page.

3. Scroll down to view all the advertisement quotations..
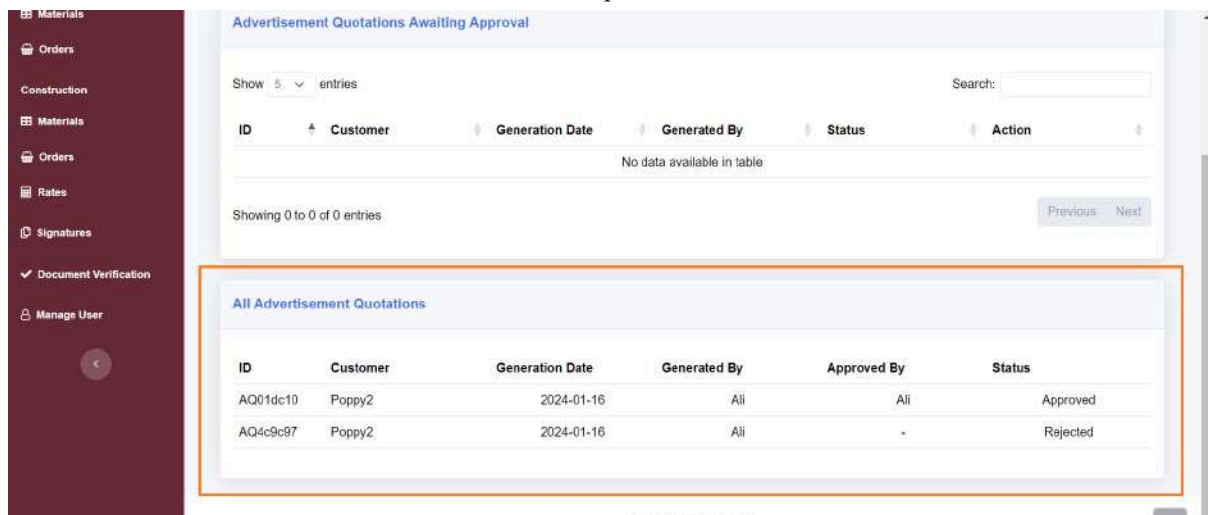
Figure 9.14 View All Advertisement Quotation Table in Document Verification Page.

View the details of construction quotation:
1. Click the "Document Verification" button on the left sidebar.
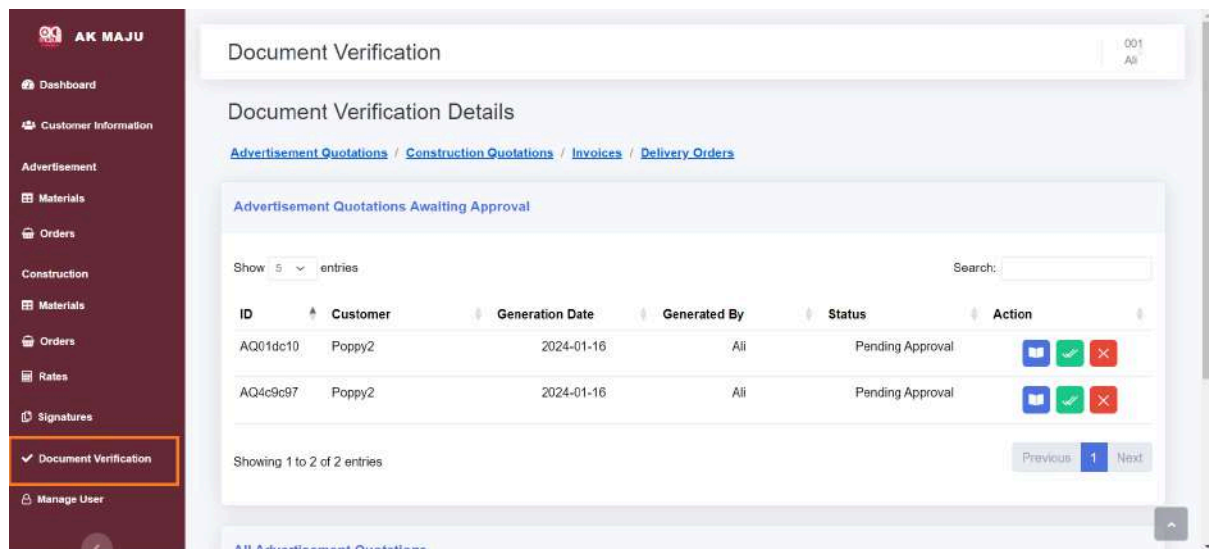
Figure 9.15 Document Verification Page.

2. Click the "Construction Quotation" button.

Figure 9.16 Construction Quotation Document Verification Page.

3. Click the blue "View" button below the "Action".
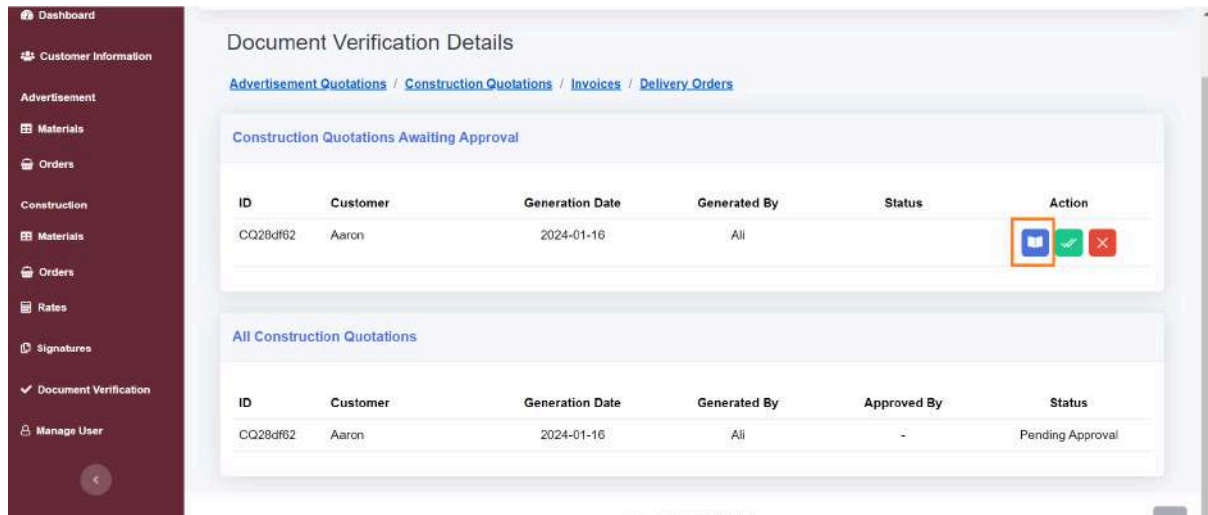
Figure 9.17 View Construction Quotation in Document Verification Page.

Approve construction quotation:
1. Click the "Document Verification" button on the left sidebar.

Figure 9.18 Document Verification Page.

2. Click the "Construction Quotation" button.

Figure 9.19 Construction *Quotation in Document Verification Page.*

3. Click the green "Double Tick" button below the "Action".
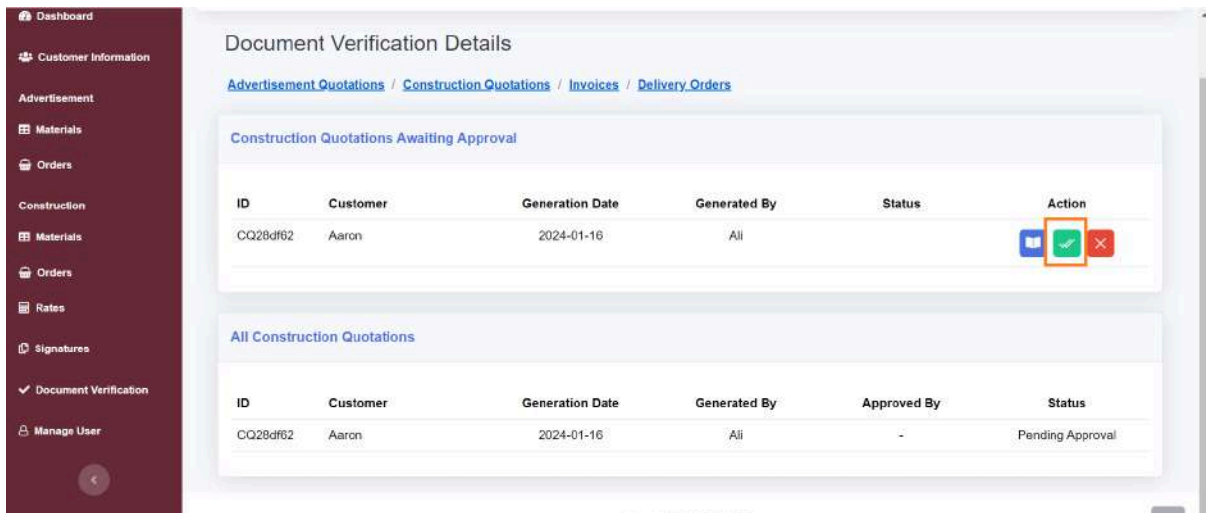
Figure 9.20 Approve Construction *Quotation button in Document Verification Page.*

4. Click the "Yes" button.

Figure 9.21 Approve Construction Quotation in Document Verification Page.

Reject construction quotation:
1. Click the "Document Verification" button on the left sidebar.
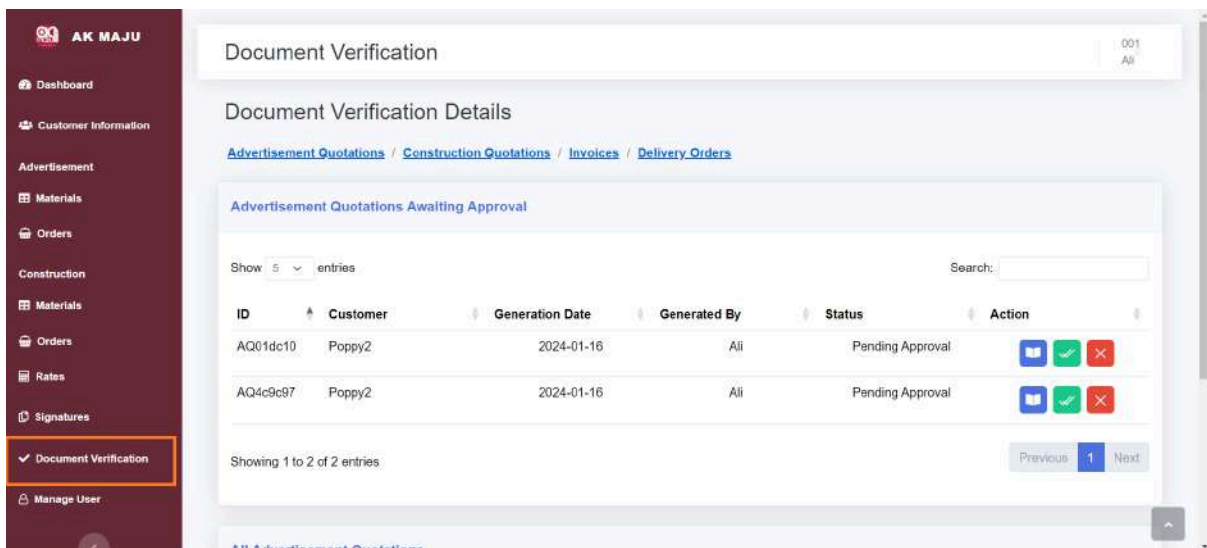
Figure 9.22 Document Verification Page.

2. Click the "Construction Quotation" button.

Figure 9.23 Construction *Quotation in Document Verification Page.*

3. Click the red "Cross" button below the "Action".

Figure 9.24 Delete Construction Quotation 1 in Document Verification Page.

4. Click the "Yes" button.
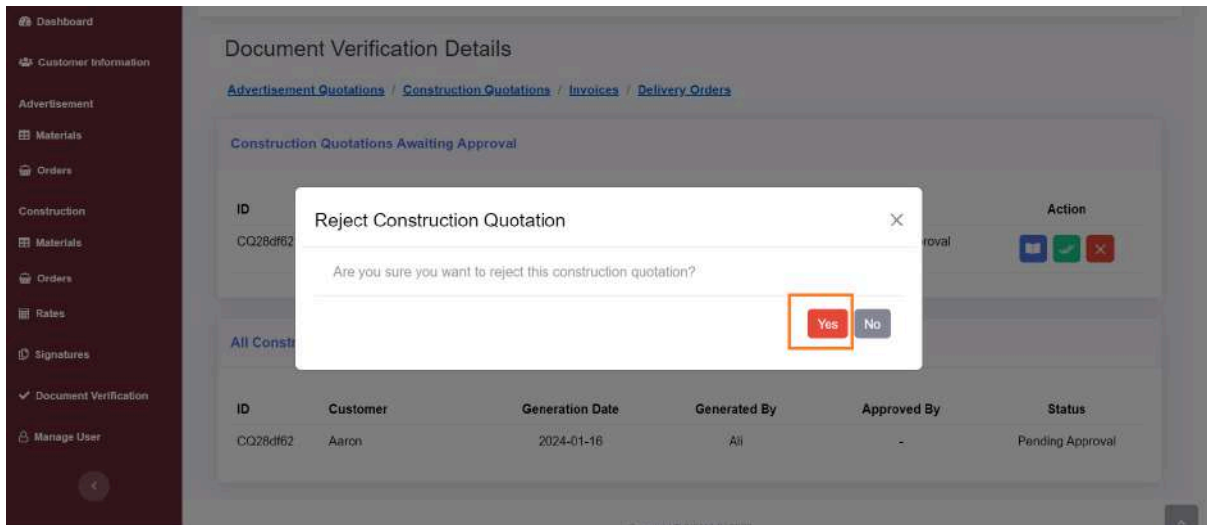
Figure 9.25 Delete Construction Quotation 2 in Document Verification Page.

View all construction quotations:
1. Click the "Document Verification" button on the left sidebar.

Figure 9.26 Advertisement Quotation Page.

2. Click the "Construction Quotation" button.

Figure 9.27 Construction Quotation button in Document Verification Page.

3. Scroll down to view all the construction quotations..

Figure 9.28 View All Construction Quotation Table in Document Verification Page.

View the details of invoice:
1. Click the "Document Verification" button on the left sidebar.

Figure 9.29 Document Verification Page.

2. Click the "Invoice" button.
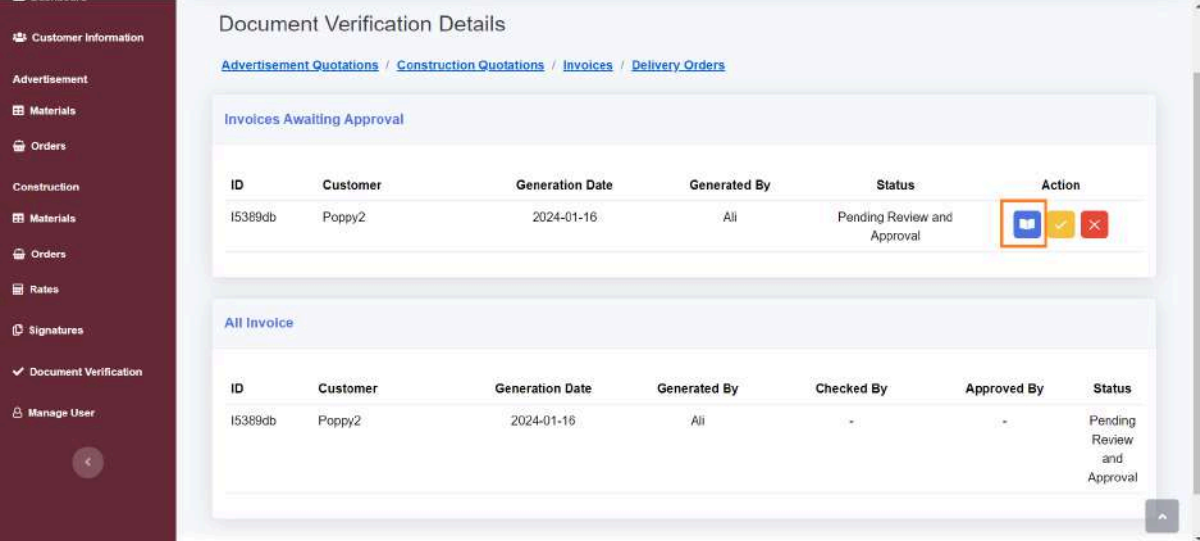
Figure 9.30 Invoice link in Document Verification Page.

3. Click the blue "View" button below the "Action".

Figure 9.31 View Invoice Table in Document Verification Page.

Check the invoice:
1. Click the "Document Verification" button on the left sidebar.

Figure 9.32 Document Verification Page.

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2. Click the "Invoice" button.

Figure 9.33 Invoice link in Document Verification Page.

3. Click the yellow "Tick" button below the "Action".

Figure 9.34 Check Invoice in Document Verification Page.

4. Click the "Yes" button.
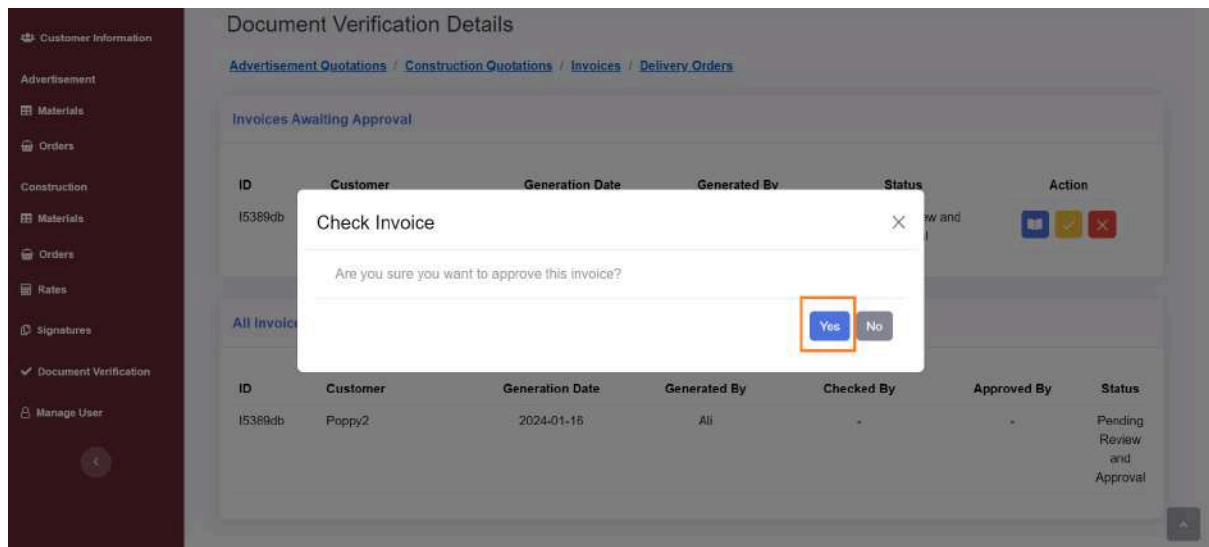
Figure 9.35 Confirm Invoice Checking in Document Verification Page.

Approve invoice after the invoice is checked:
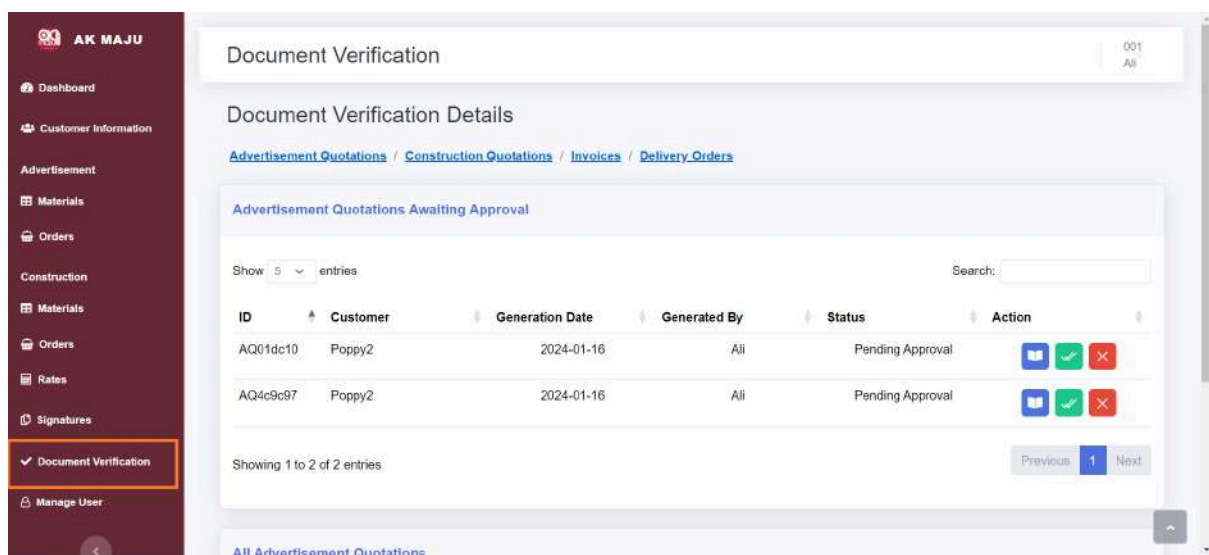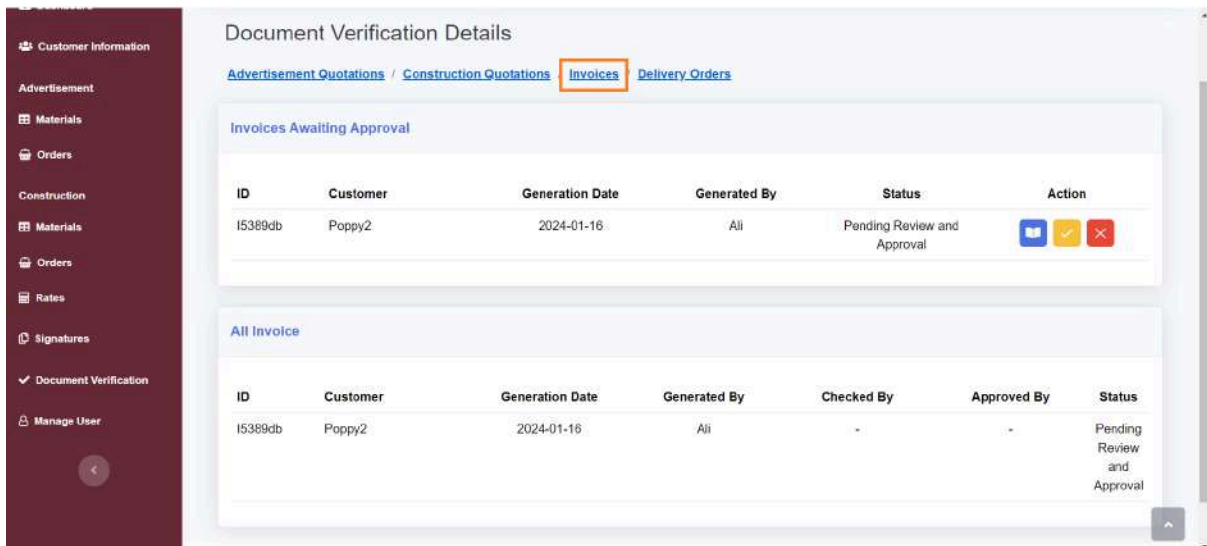1. Click the "Document Verification" button on the left sidebar.

Figure 9.36 Document Verification Page.

2. Click the "Invoice" button.

Figure 9.37 Invoice link in Document Verification Page.

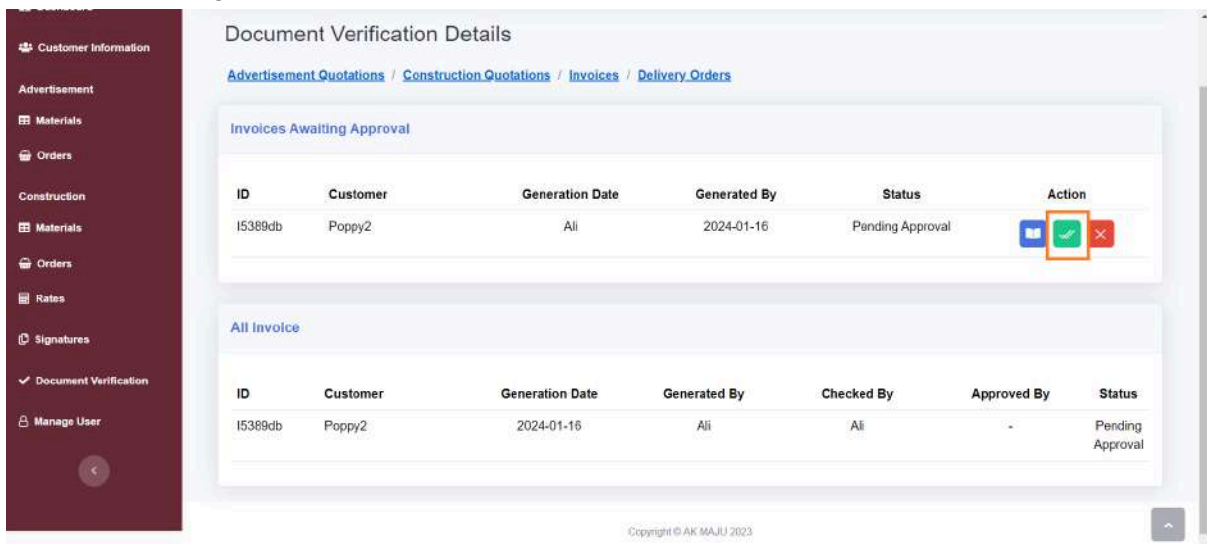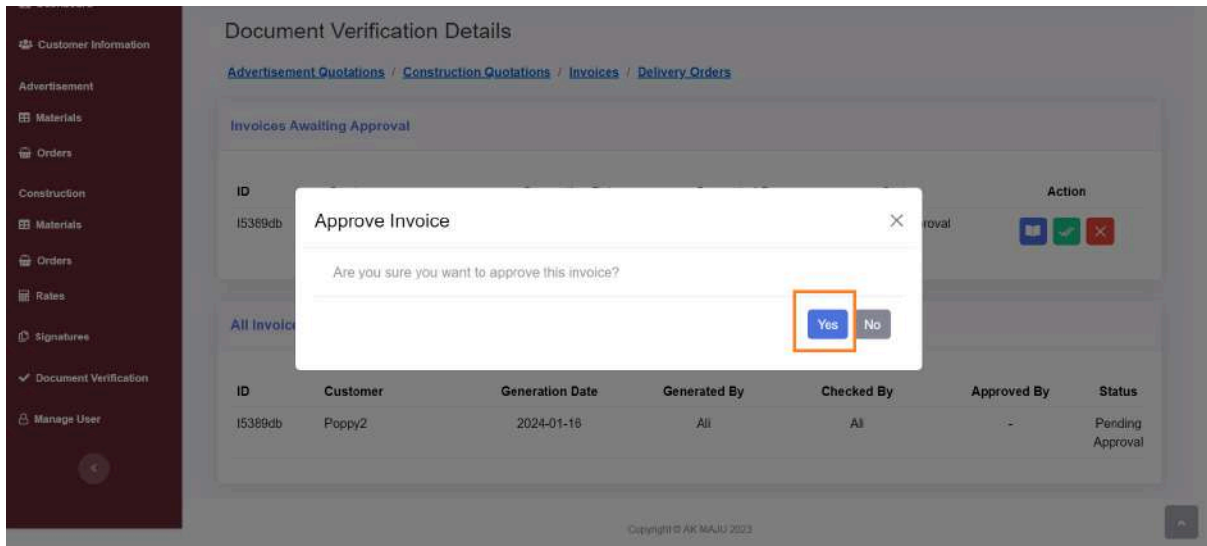3. Click the green "Double Tick" button below the "Action".

Figure 9.38 Approve Invoice in Document Verification Page.

4. Click the "Yes" button.

Figure 9.39 Approve Invoice Confirmation in Document Verification Page.

Reject invoice:
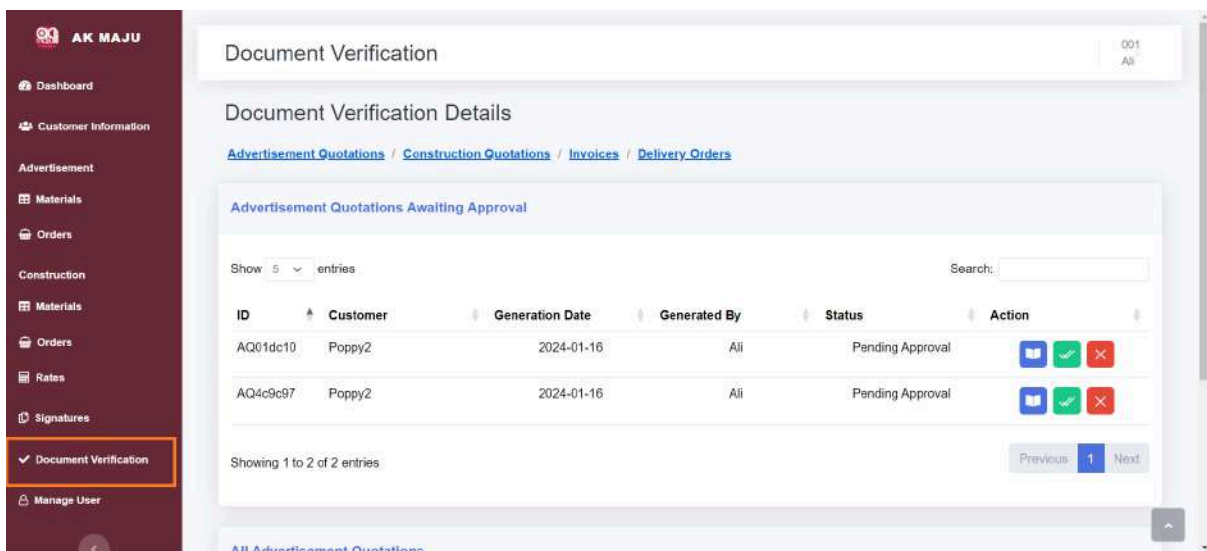1. Click the "Document Verification" button on the left sidebar.

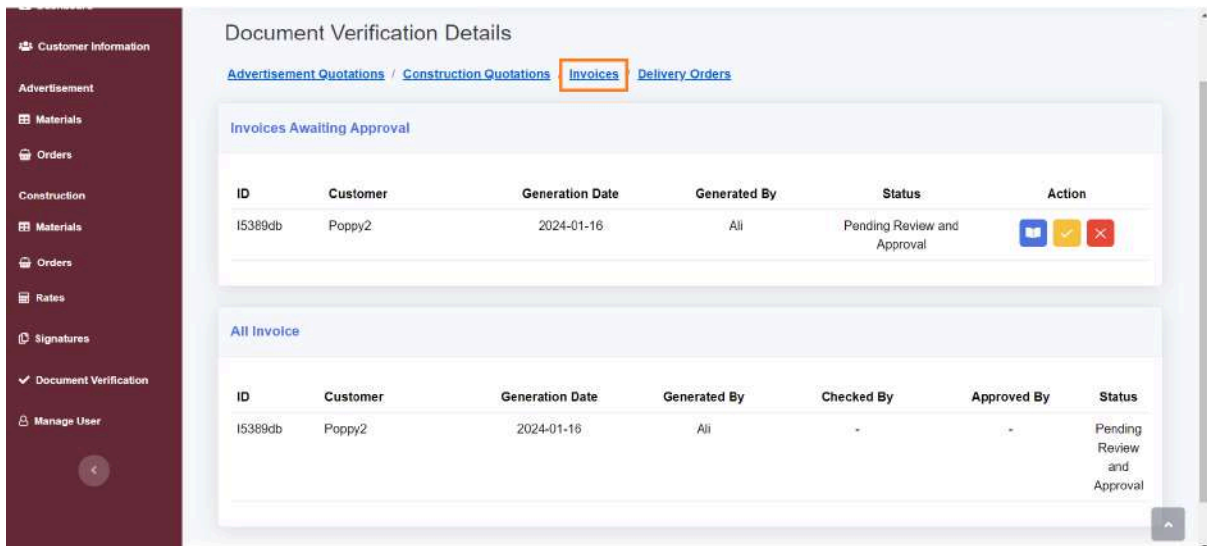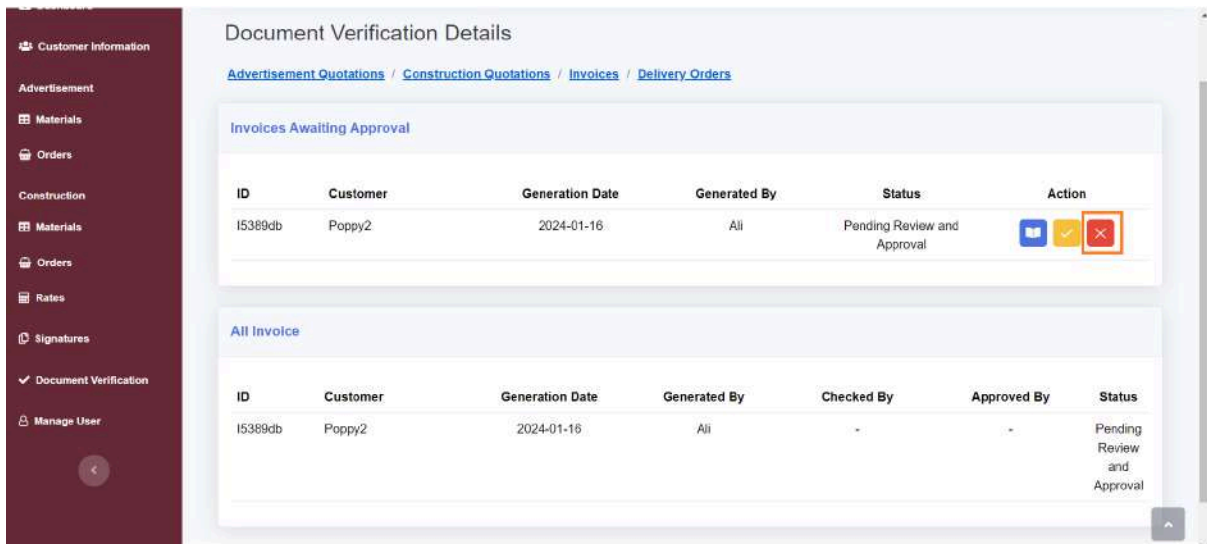*Figure 9.40 Document Verification Page.*

2. Click the "Invoice" button.

Figure 9.41 Invoice link in Document Verification Page.

3. Click the "Cross" button below the "Action".

Figure 9.42 Reject Invoice in Document Verification Page.
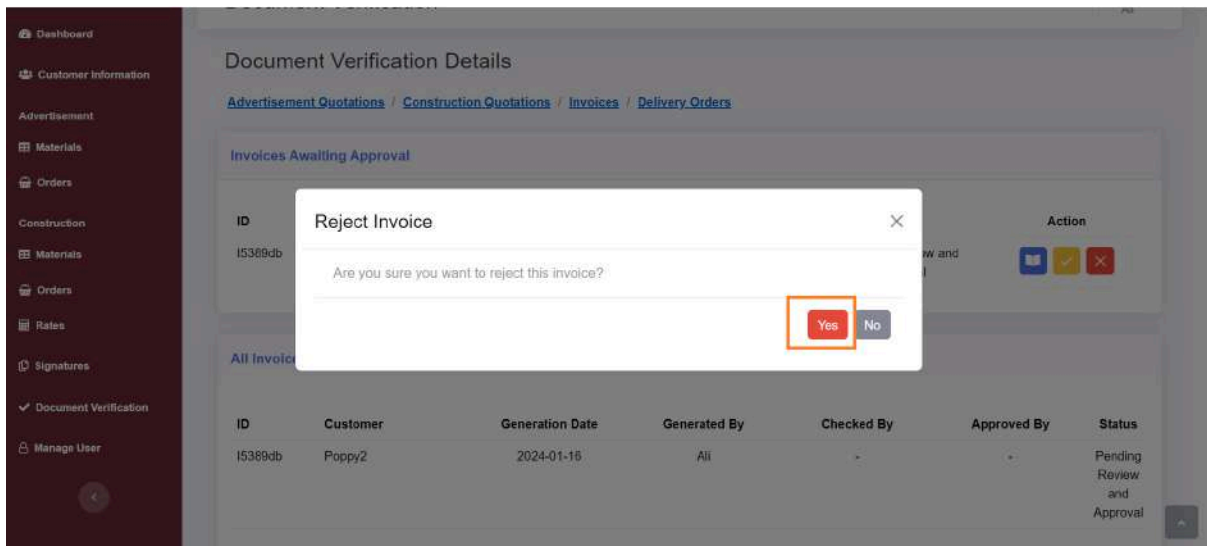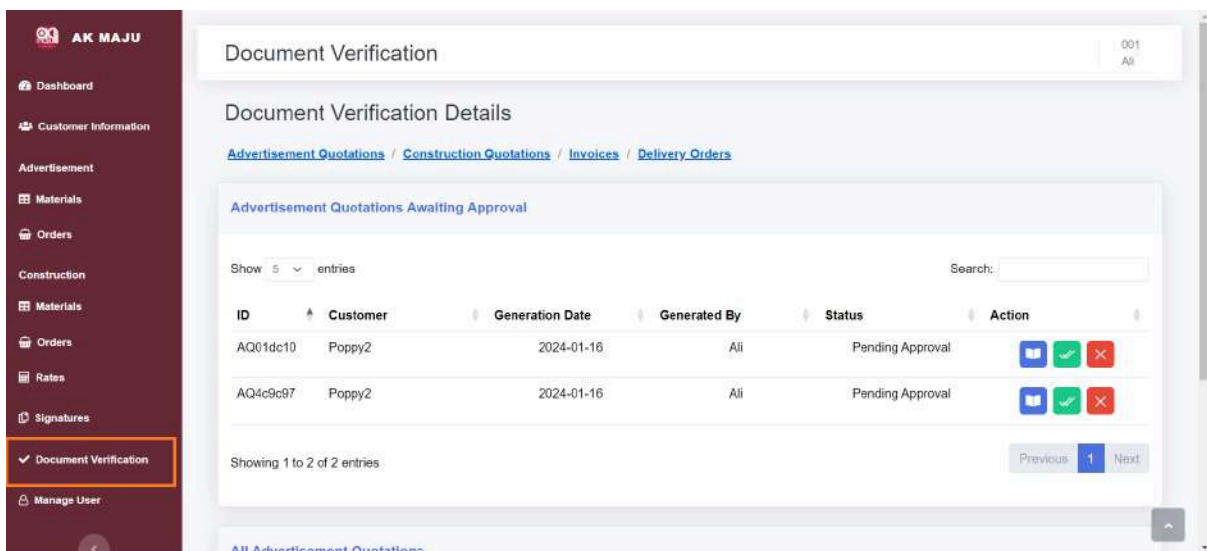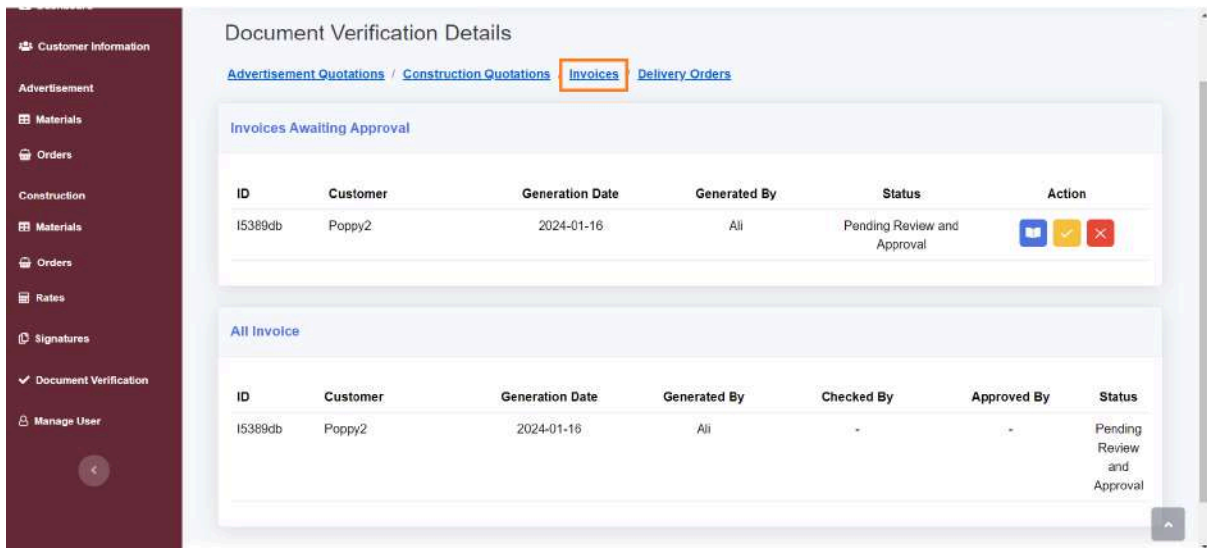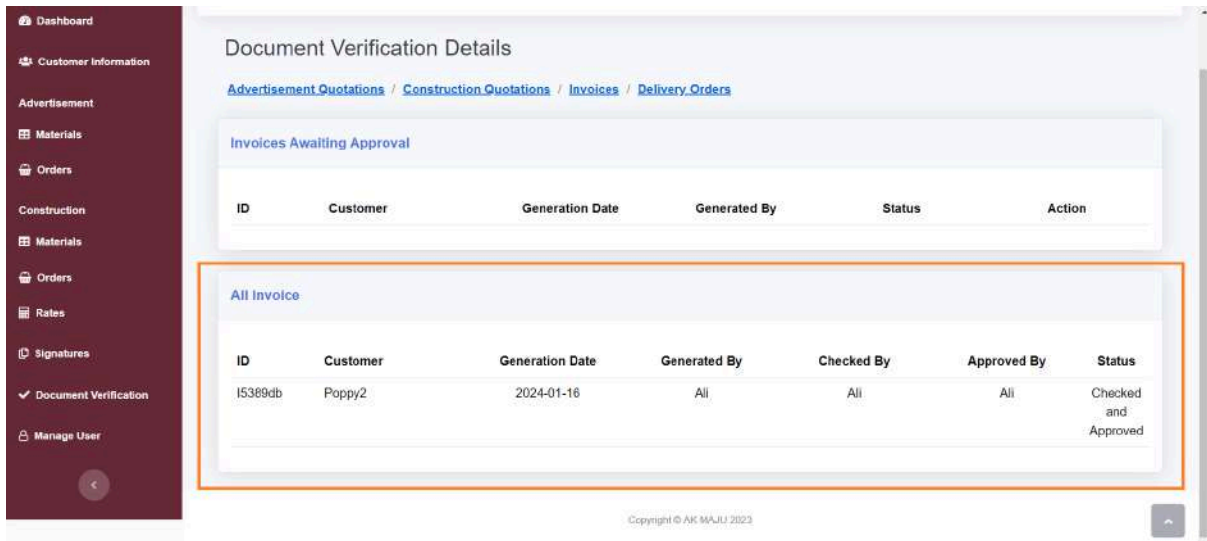
4. Click the "Yes" button.

Figure 9.43 Reject Invoice Confirmation in Document Verification Page.

View all invoices:

1. Click the "Document Verification" button on the left sidebar.

Figure 9.44 Document Verification Page.

2. Click the "Invoice" button.

Figure 9.45 Invoice link in Document Verification Page.

3. Scroll down to view all the invoices.

Figure 9.46 View All Invoices Table in Document Verification Page.

View the details of delivery order:
1. Click the "Document Verification" button on the left sidebar.
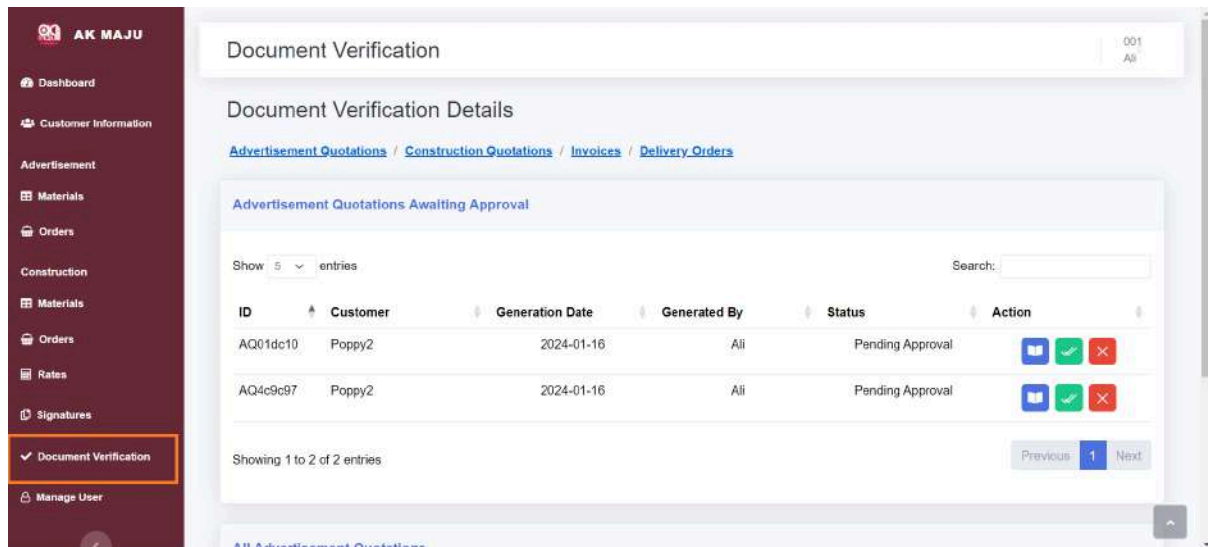
Figure 9.47 Verification Page.

2. Click the "Delivery order" button.
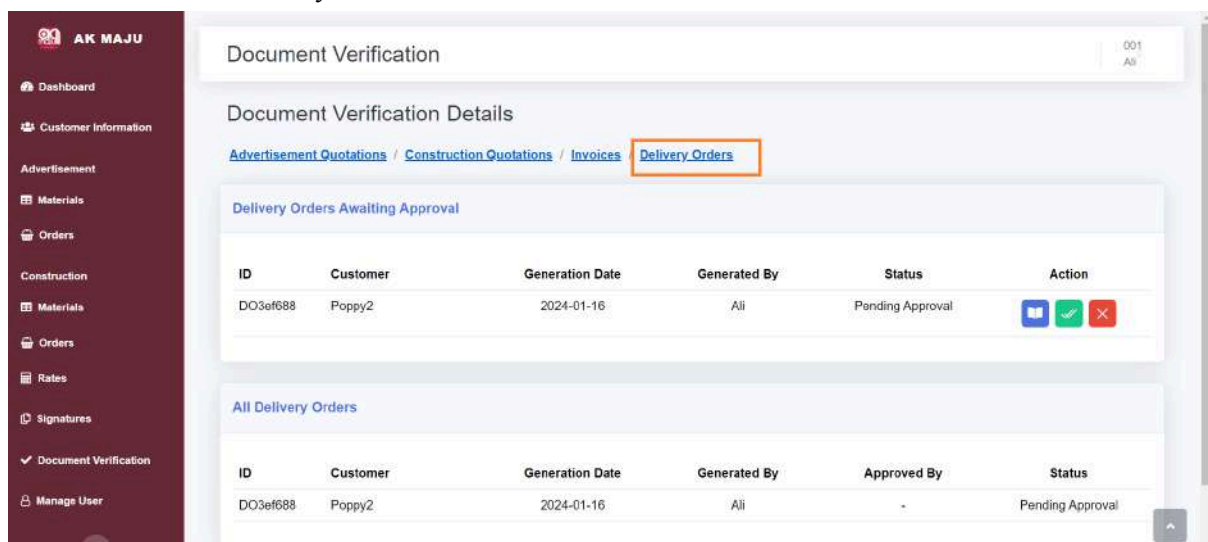
Figure 9.48 Delivery Order link in Document Verification Page.
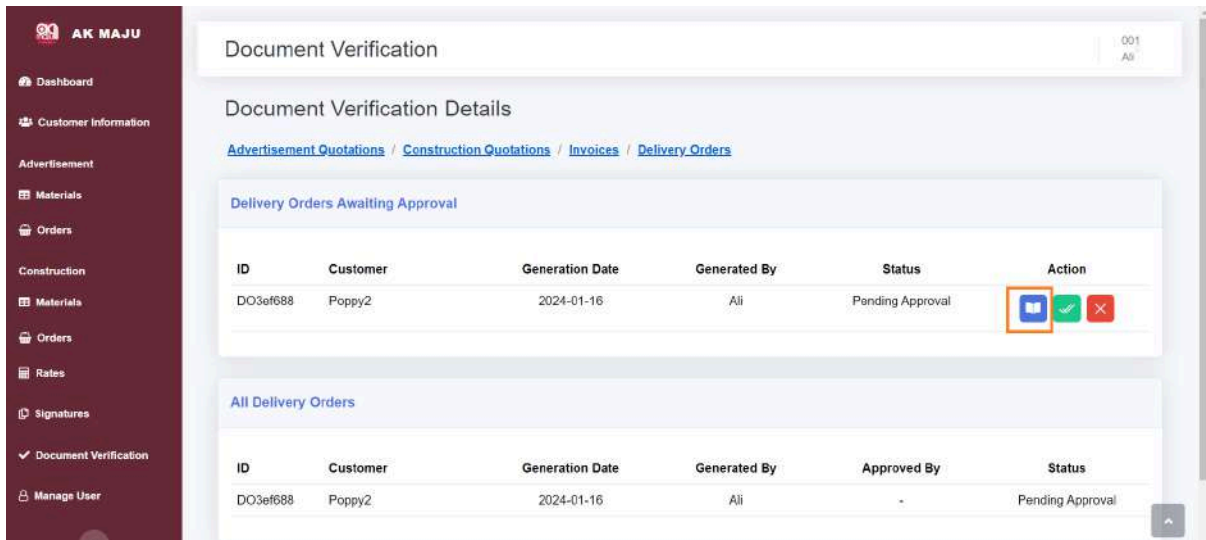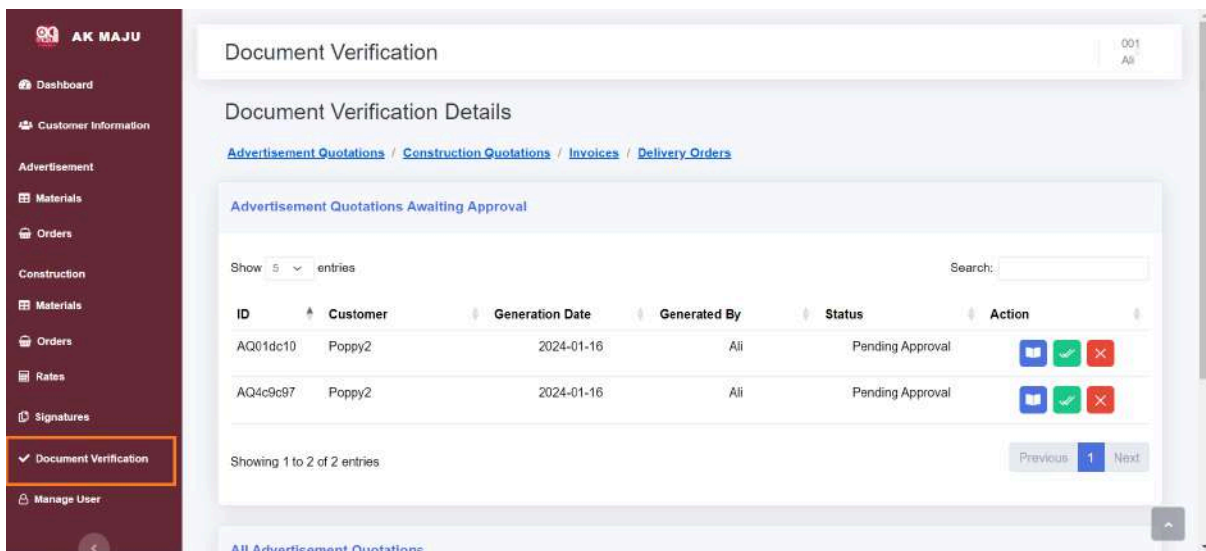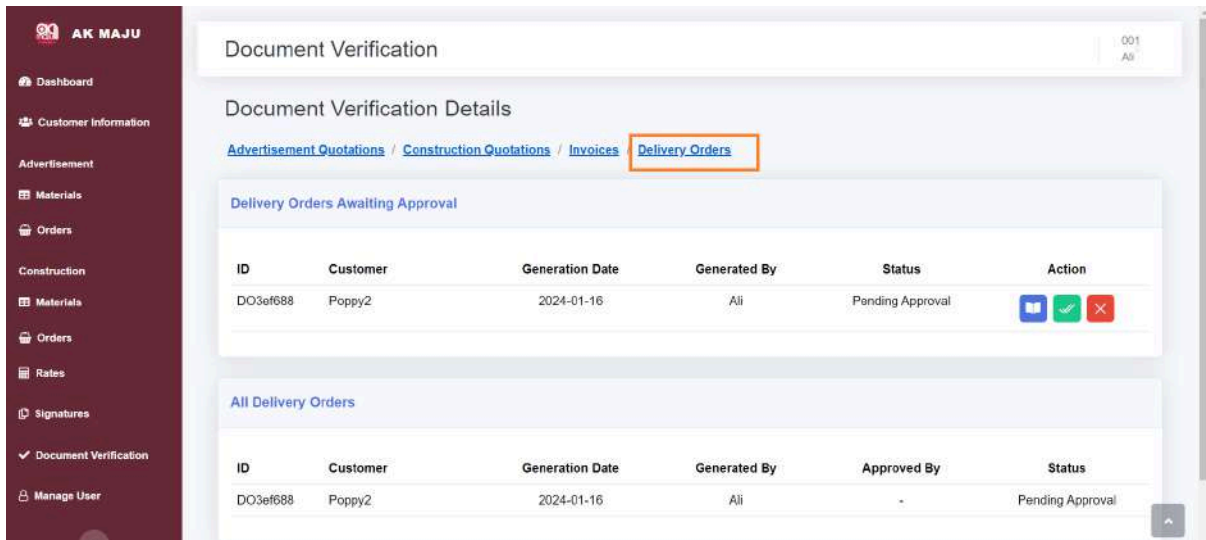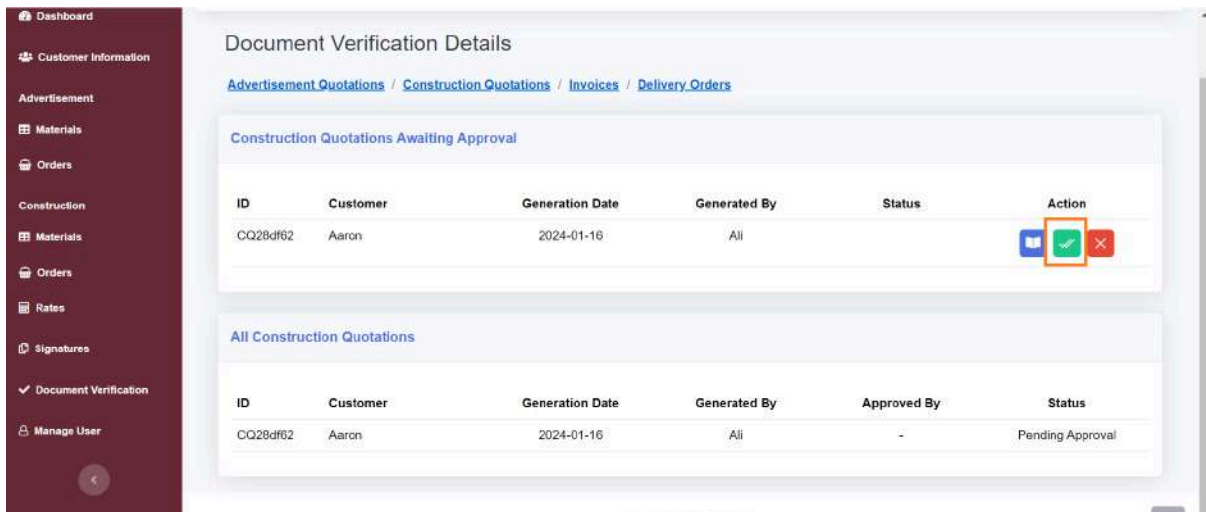
3. Click the blue "View" button below the "Action".

Figure 9.49 View Delivery Order in Document Verification Page.

Approve delivery order:

    1.   Click the "Document Verification" button on the left sidebar.

Figure 9.50 Document Verification Page.

    2.   Click the "Delivery order" button.

Figure 9.51 Delivery Order link in Document Verification Page.

3. Click the "Double Tick" button below the "Action".

Figure 9.52 Approve Delivery Order in Document Verification Page.
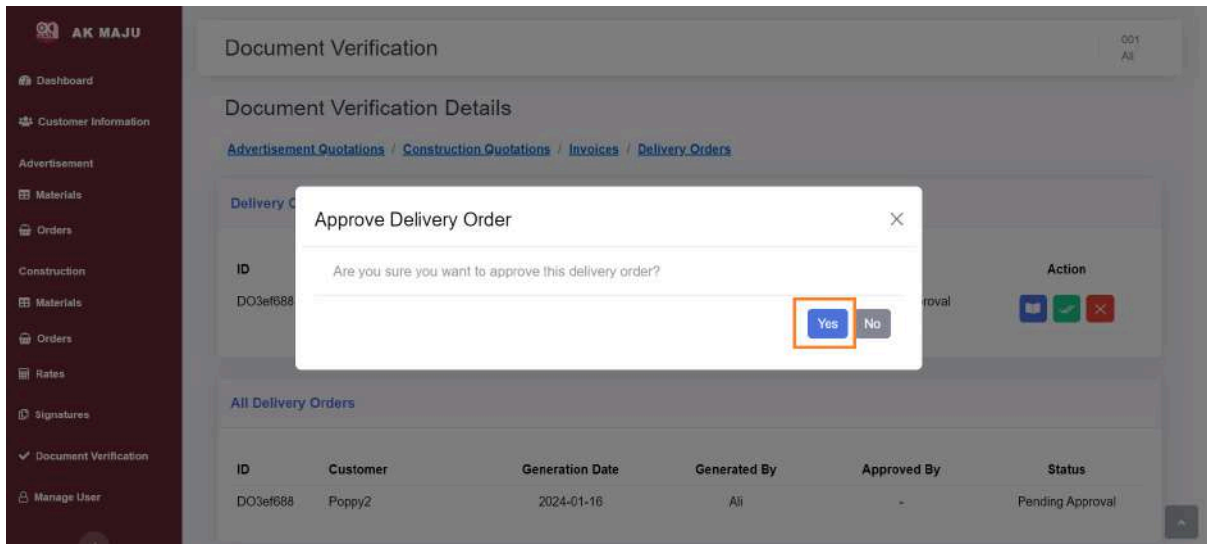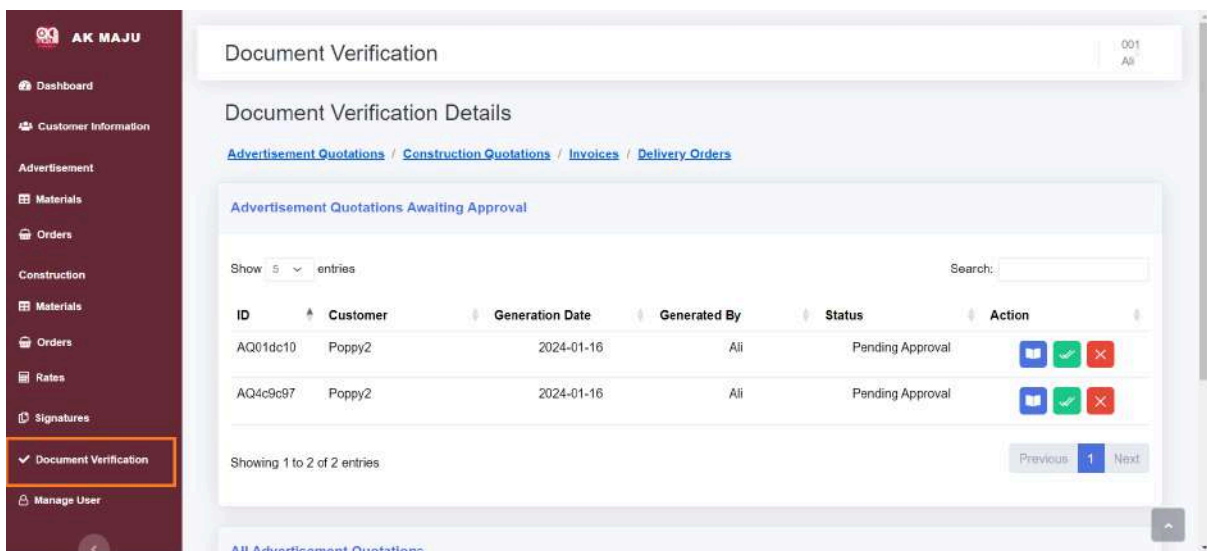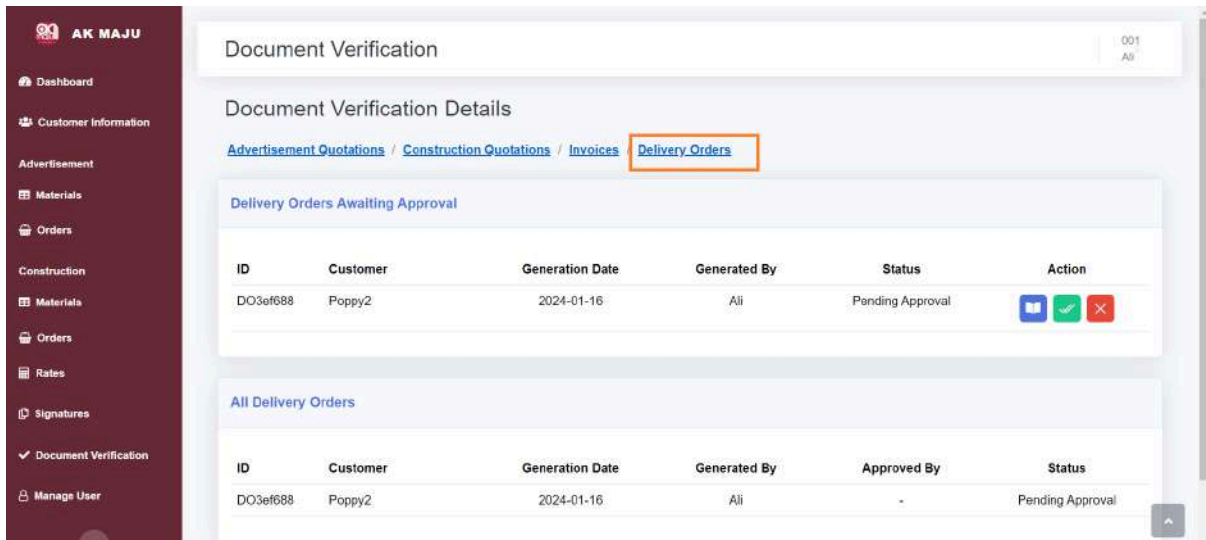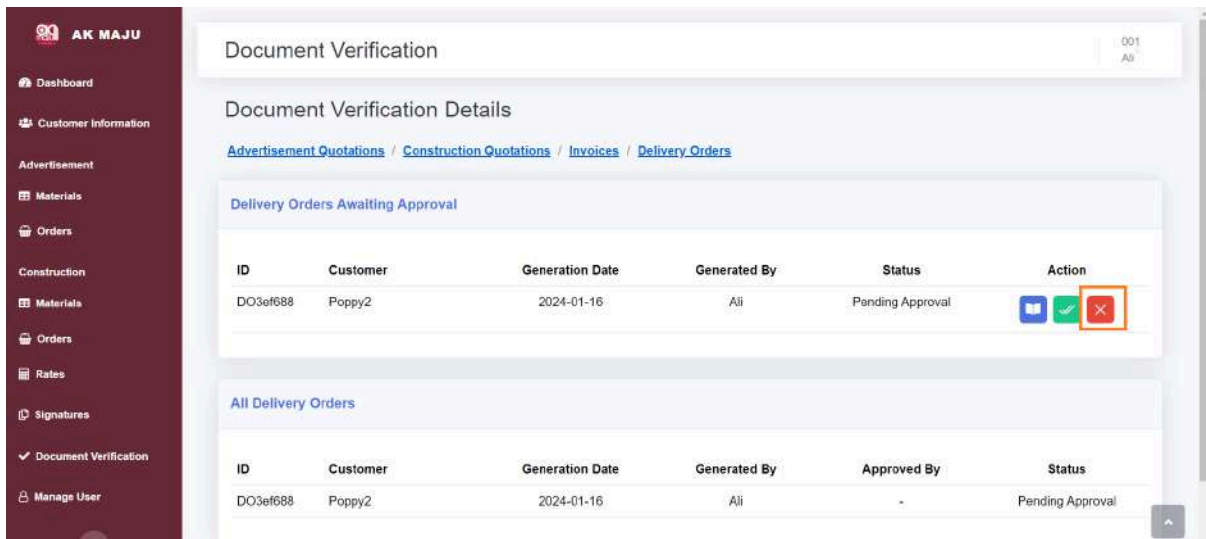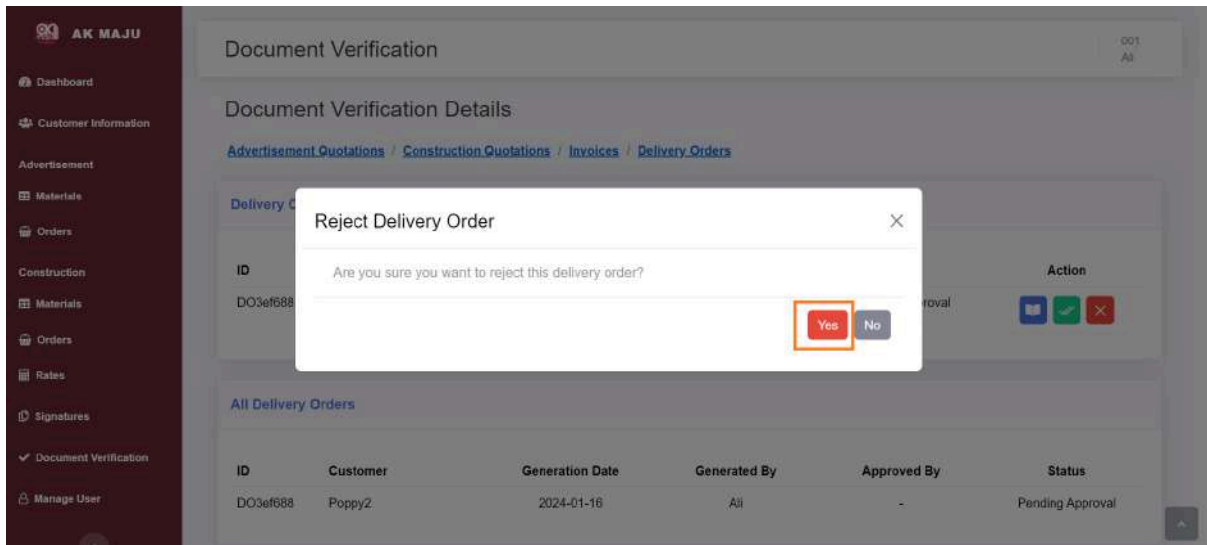
4. Click the "Yes" button.

Figure 9.53 Approve Delivery Order Confirmation in Document Verification Page.

Reject delivery order:

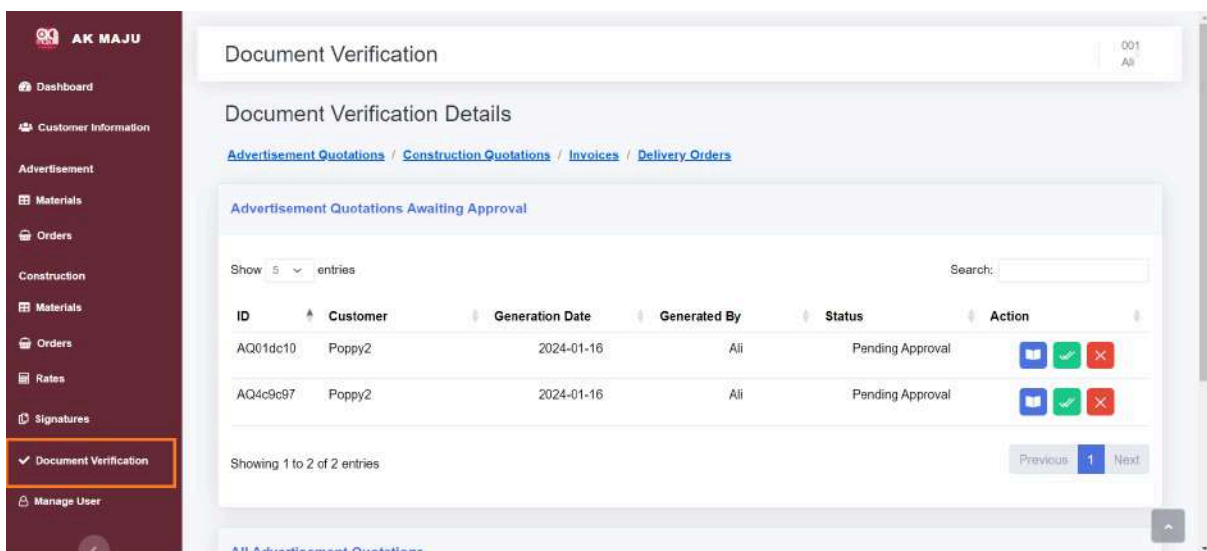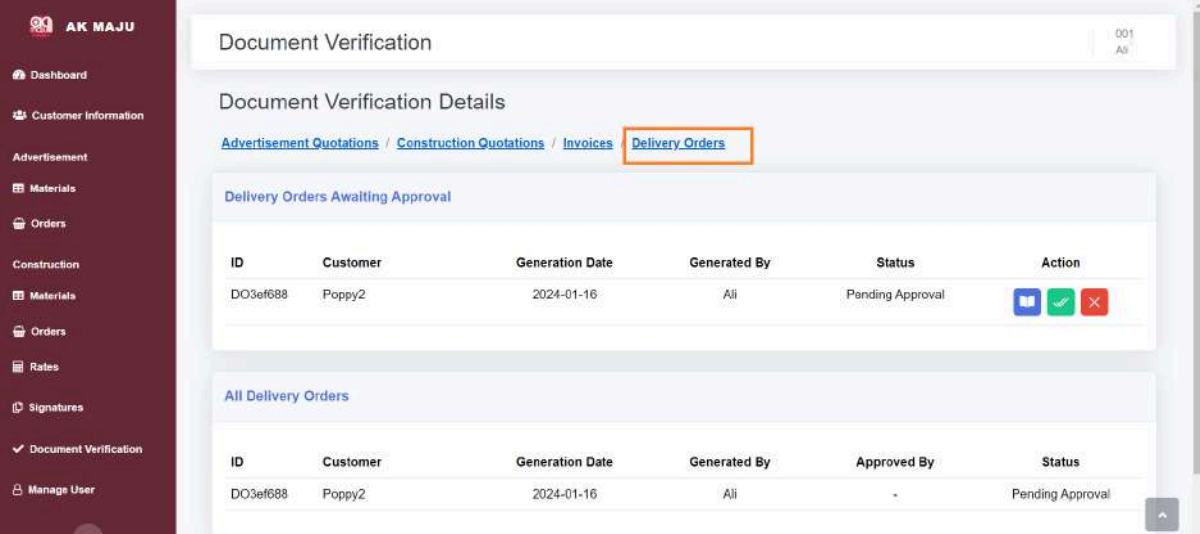1. Click the "Document Verification" button on the left sidebar.

Figure 9.54 Document Verification Page.

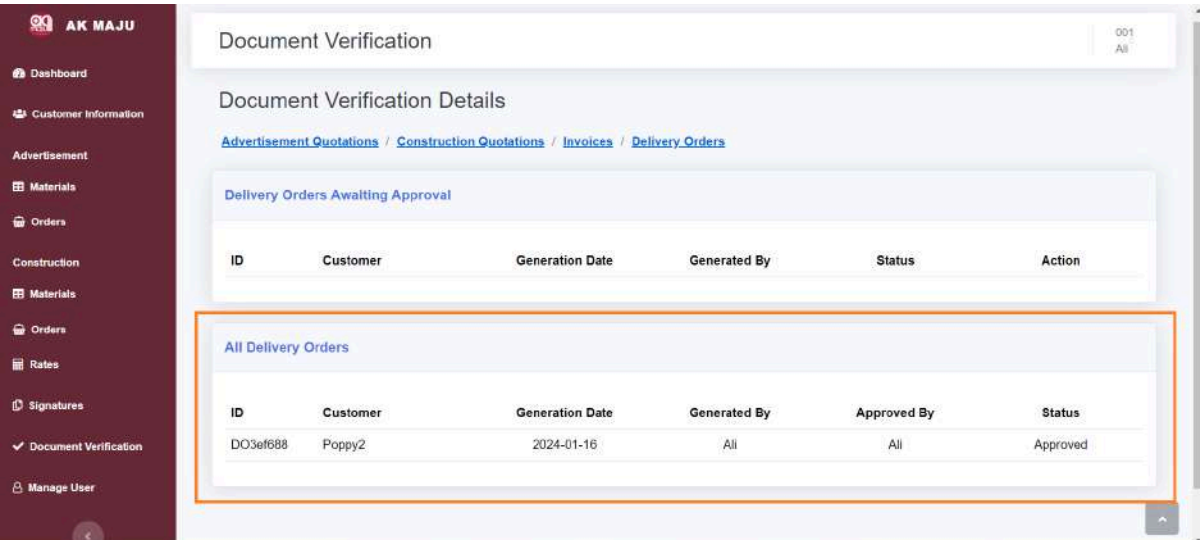2. Click the "Delivery order" button.

Figure 9.55 Delivery Order link in Document Verification Page.

3. Click the red "Cross" button below the "Action".

Figure 9.56 Reject Delivery Order in Document Verification Page.

4. Click the "Yes" button.

Figure 9.57 Reject Delivery Order Confirmation in Document Verification Page.

View all delivery orders:
1. Click the "Document Verification" button on the left sidebar.

Figure 9.58 Document Verification Page.

2.   Click the "Delivery order" button.

Figure 9.59 Delivery Order link in Document Verification Page.

3.   Scroll down to view all the delivery orders.

Figure 9.60 View All Delivery Orders Table in Document Verification Page.