

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.

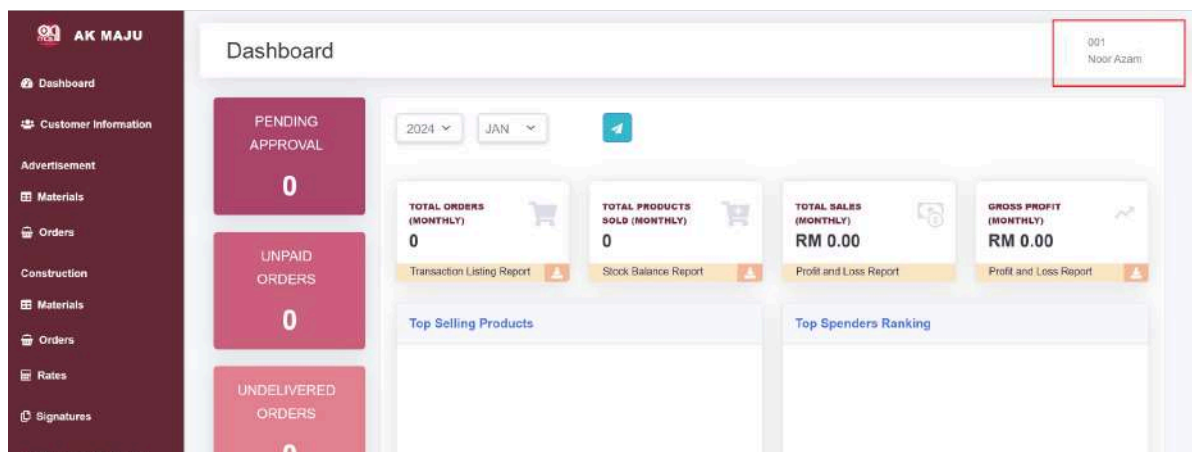


Figure 1.2 Logout Method in Dashboard 1.

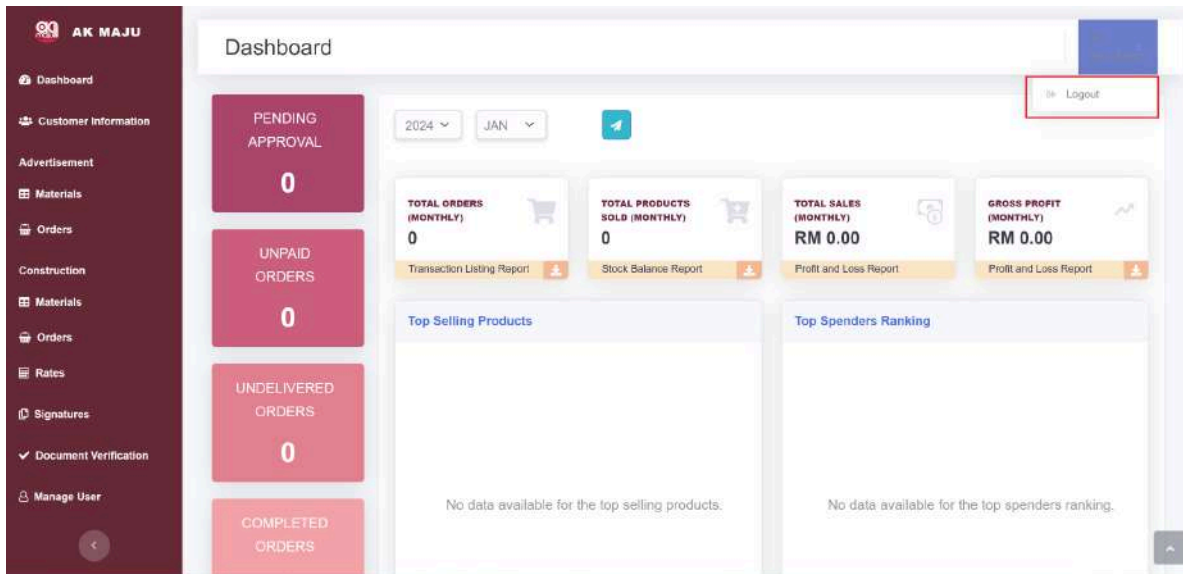


Figure 1.3 Logout Method in Dashboard 2.

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.

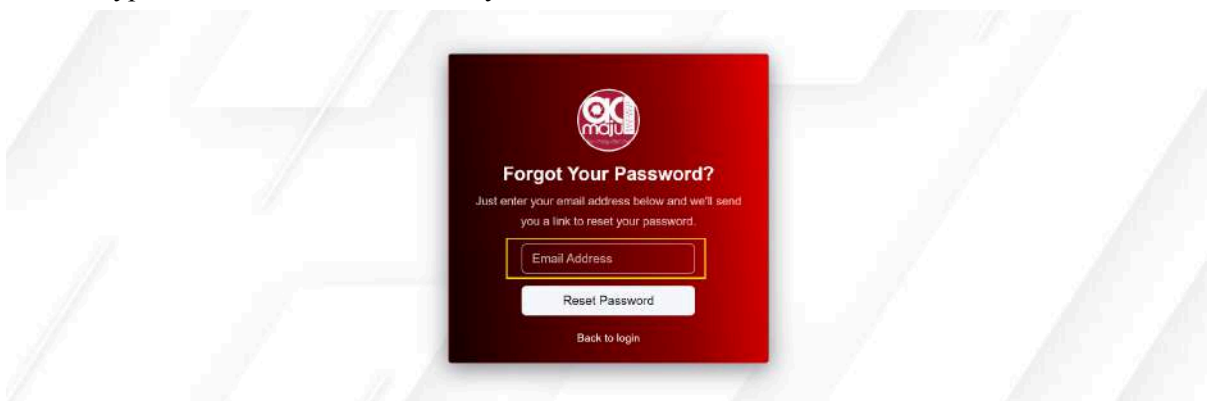


Figure 1.5 Forgot Password Page 1.

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.

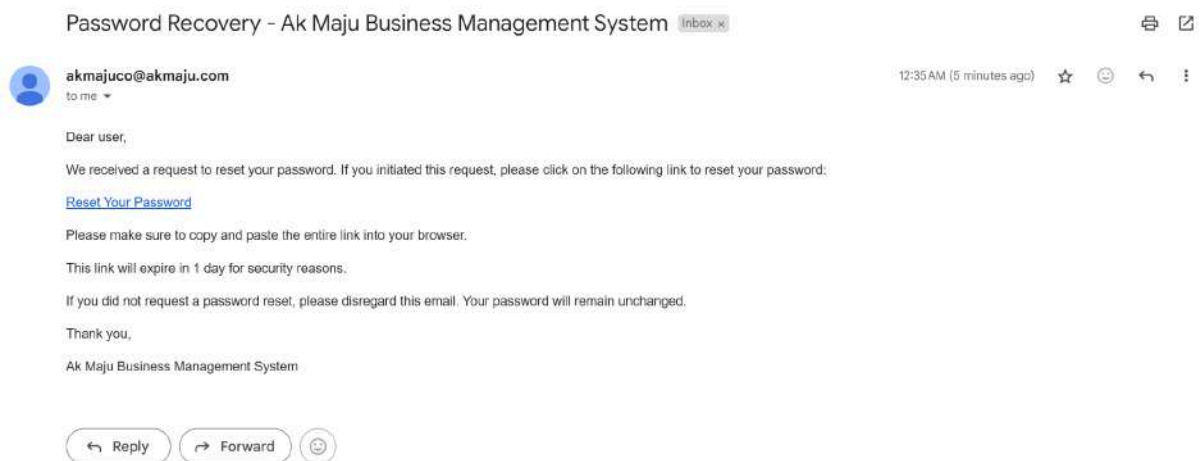


Figure 1.7 Gmail.

5. Enter your new password after clicking the link.

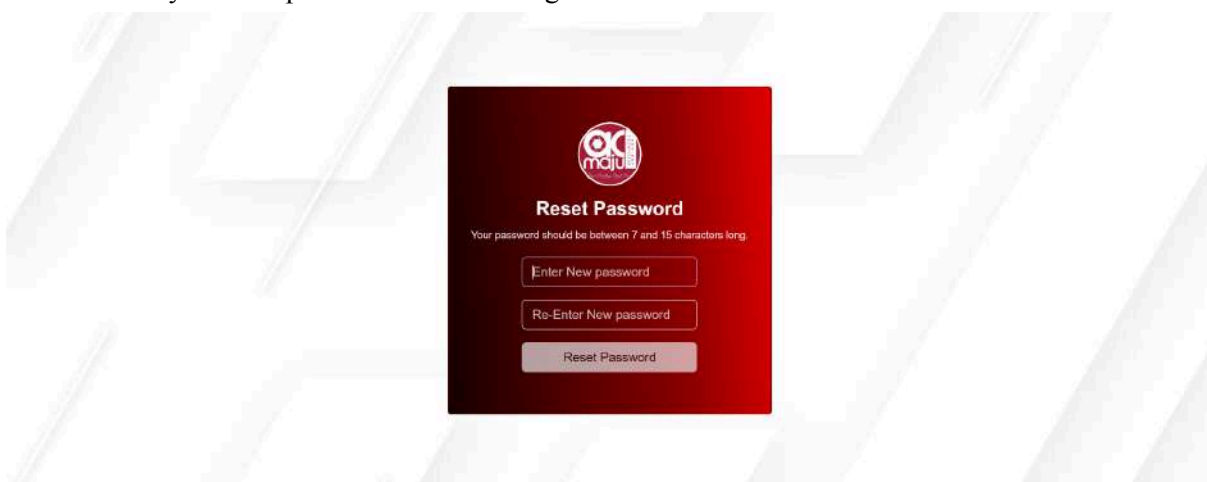


Figure 1.8 Reset Password page.

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)

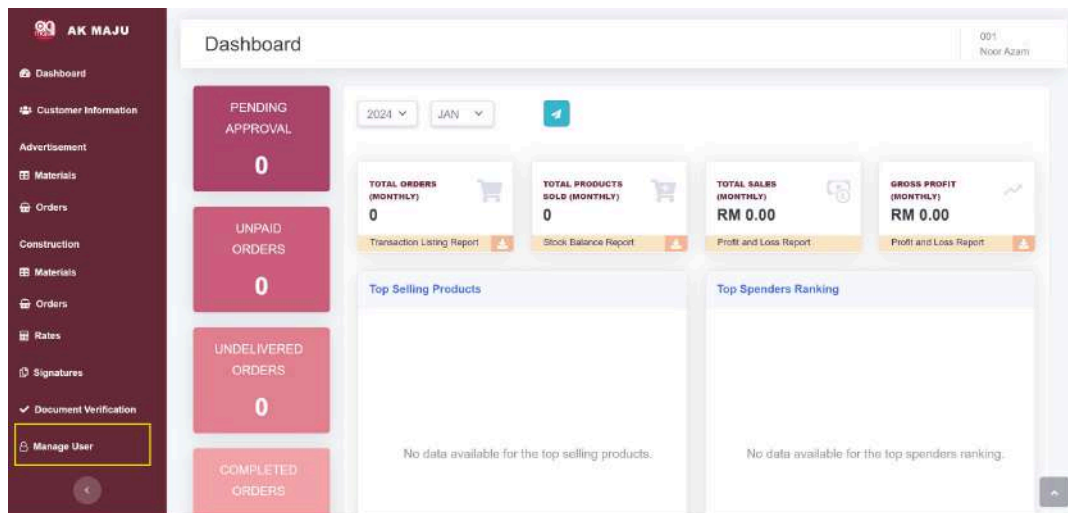


Figure 1.10 Dashboard page.

2. Click on the 'New' button.

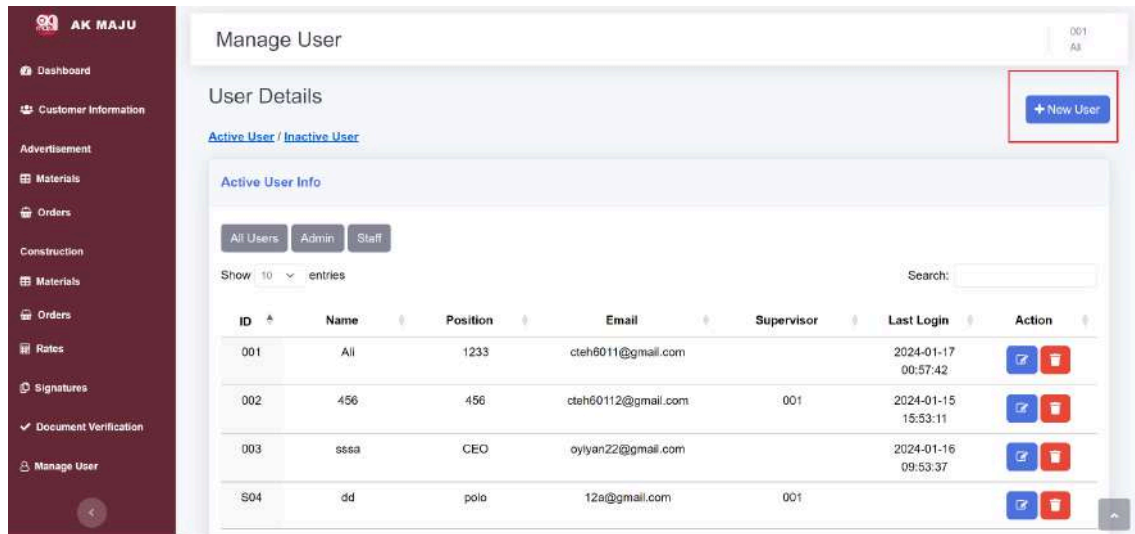


Figure 1.11 Manage User page.

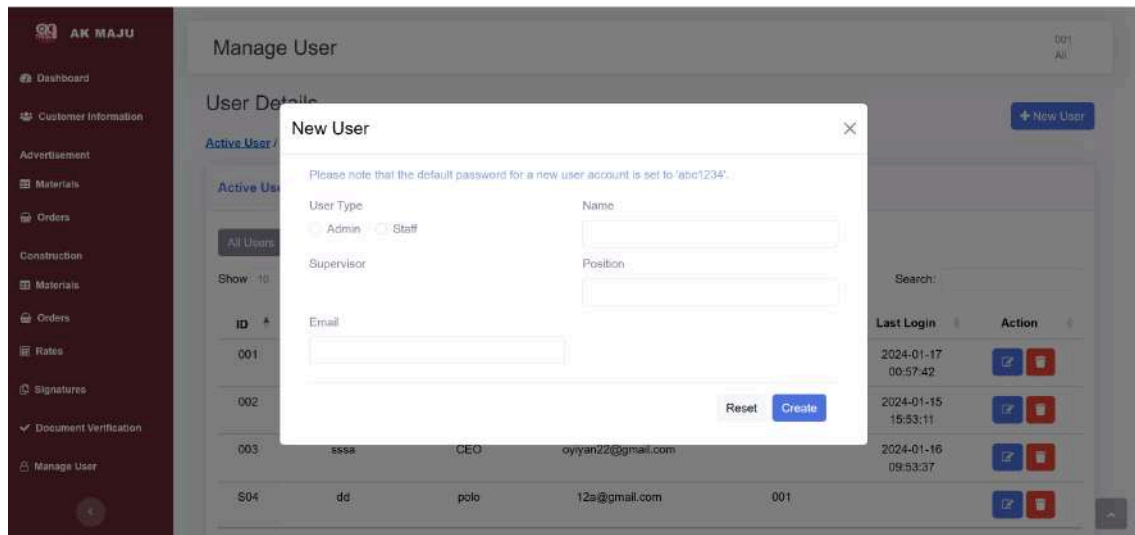


Figure 1.12 New User 1 in Manage User page.

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

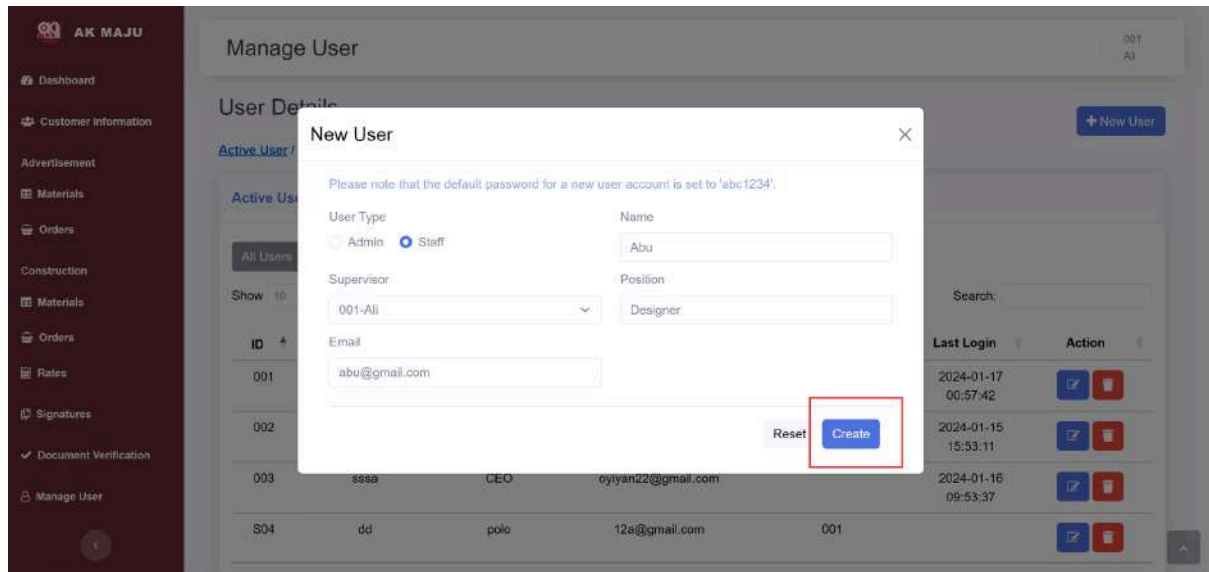


Figure 1.13 New User 2 in Manage User page.

4. The user is created

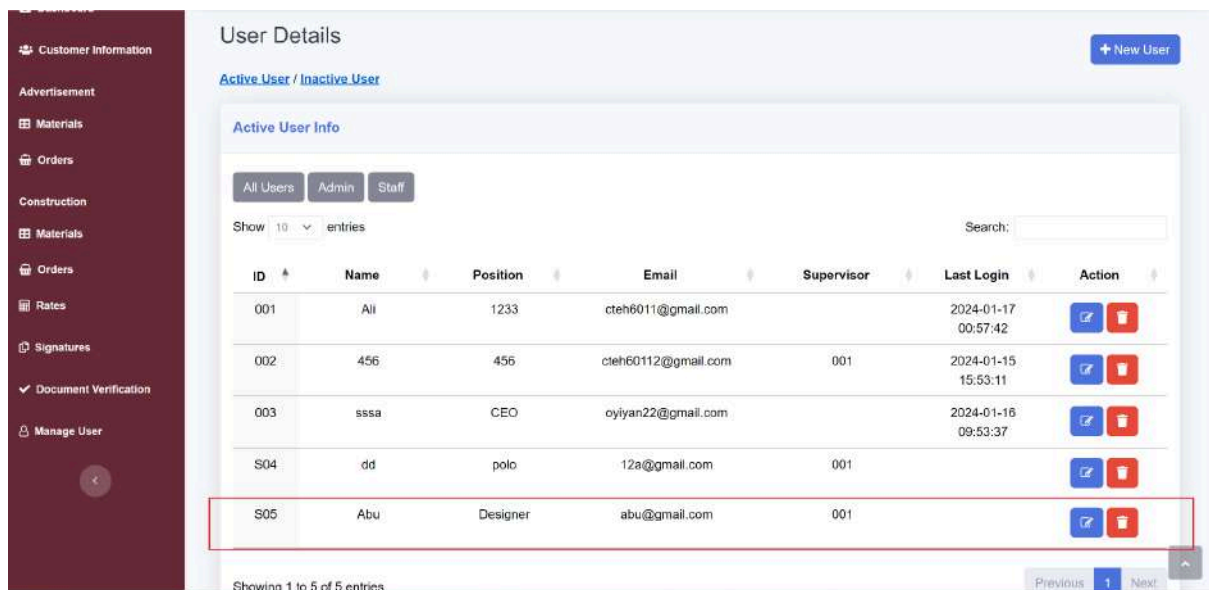


Figure 1.14 New User 3 in Manage User page.

Delete User:

- 1. Click on 'Delete' button to delete the user

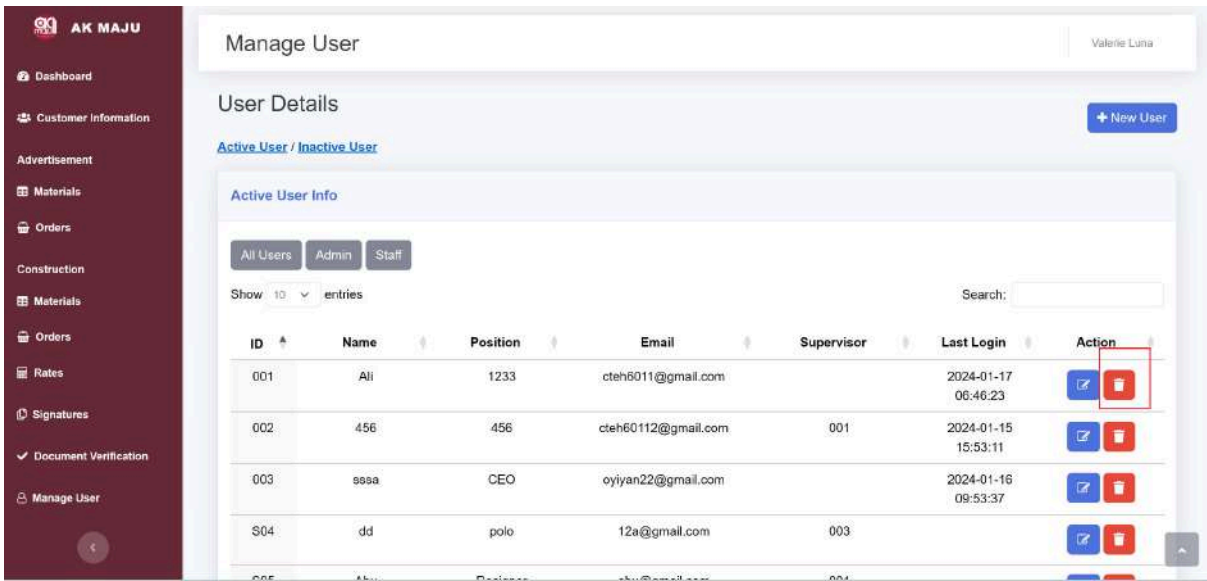


Figure 1.15 Delete User 1 in Manage User page.

- 2. Confirm to delete

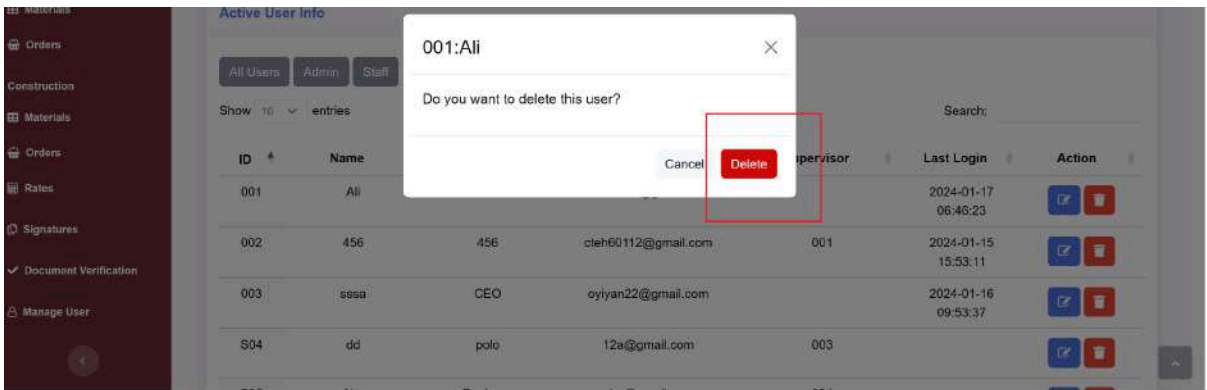


Figure 1.16 Delete User 2 in Manage User page.

Restore User

1. Click ‘Inactive User’ section

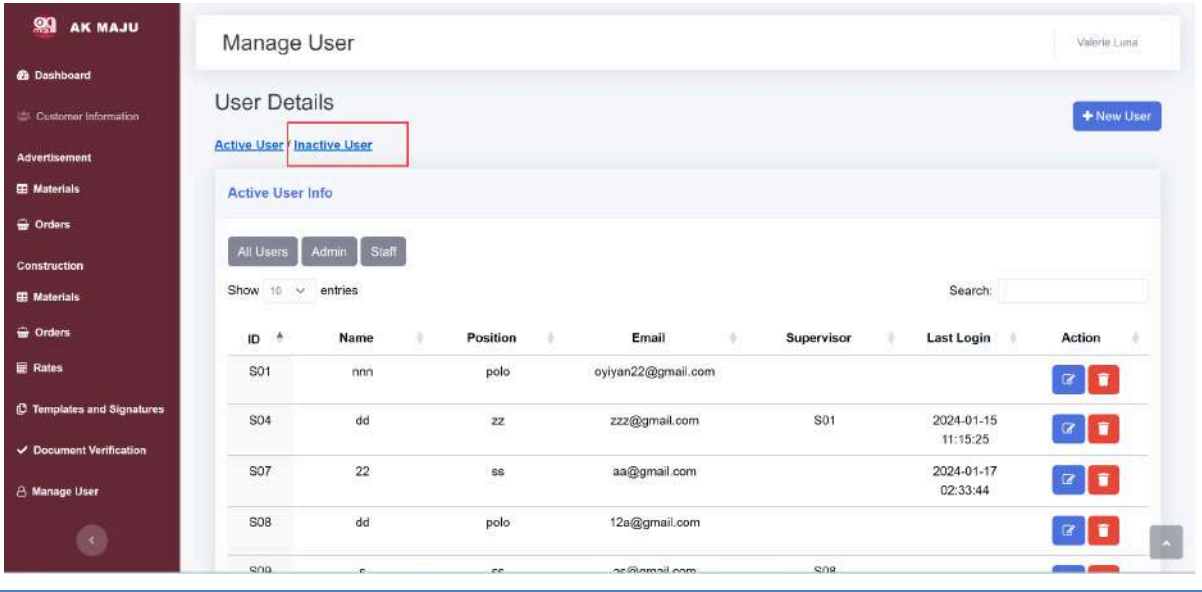


Figure 1.17 Restore User 1 in Manage User page.

2. Click the ‘Restore’ button to restore the deleted user.

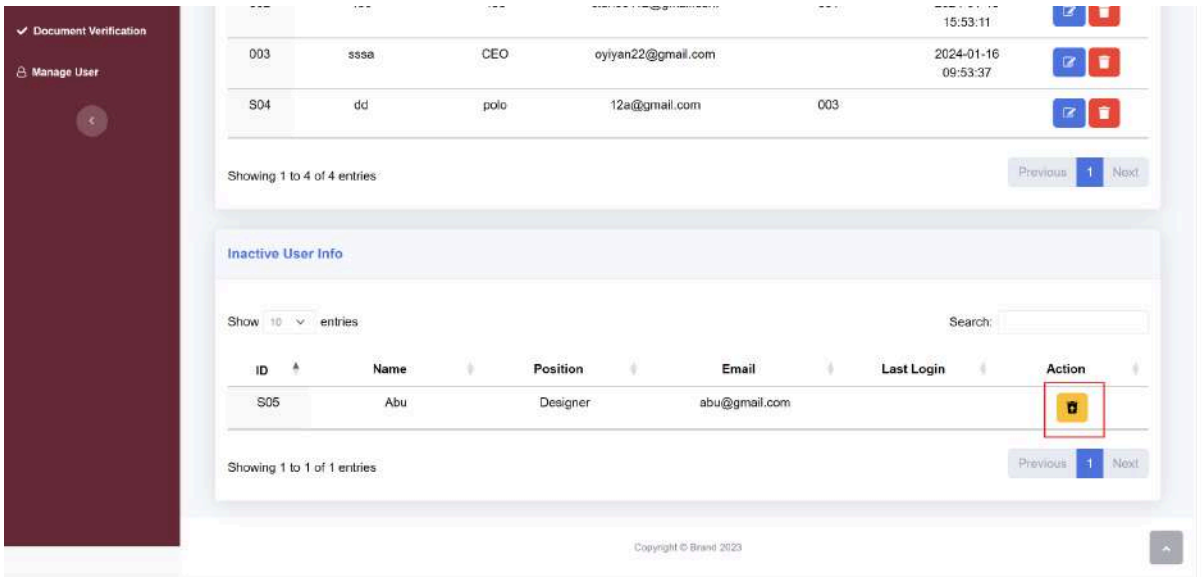


Figure 1.18 Restore User 2 in Manage User page.

Edit User:

- 1. Click the 'Edit' button for a user

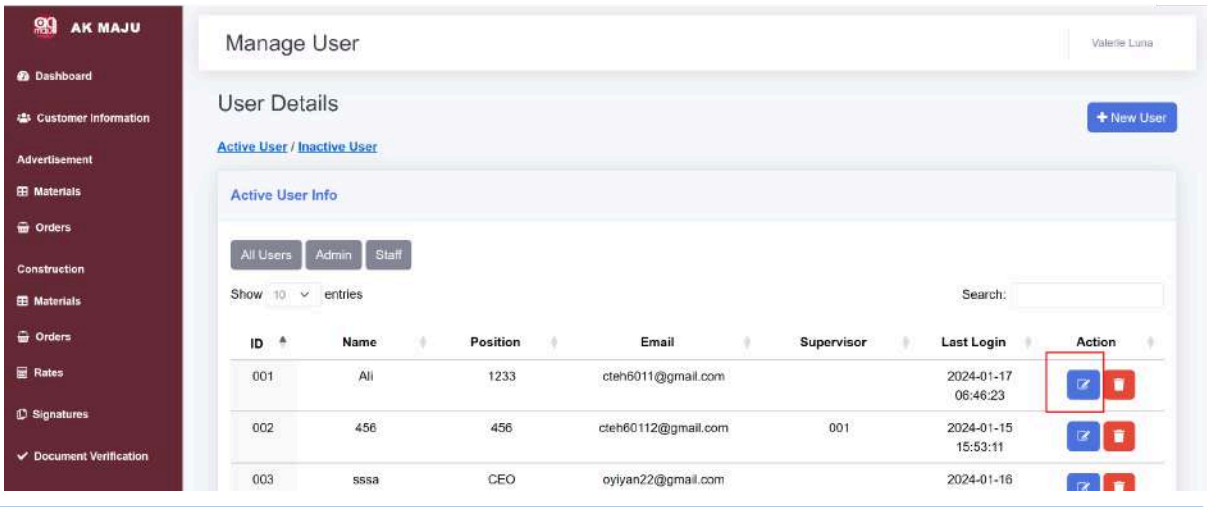


Figure 1.19 Edit User 1 in Manage User page.

- 2. Modify the details and click Save.

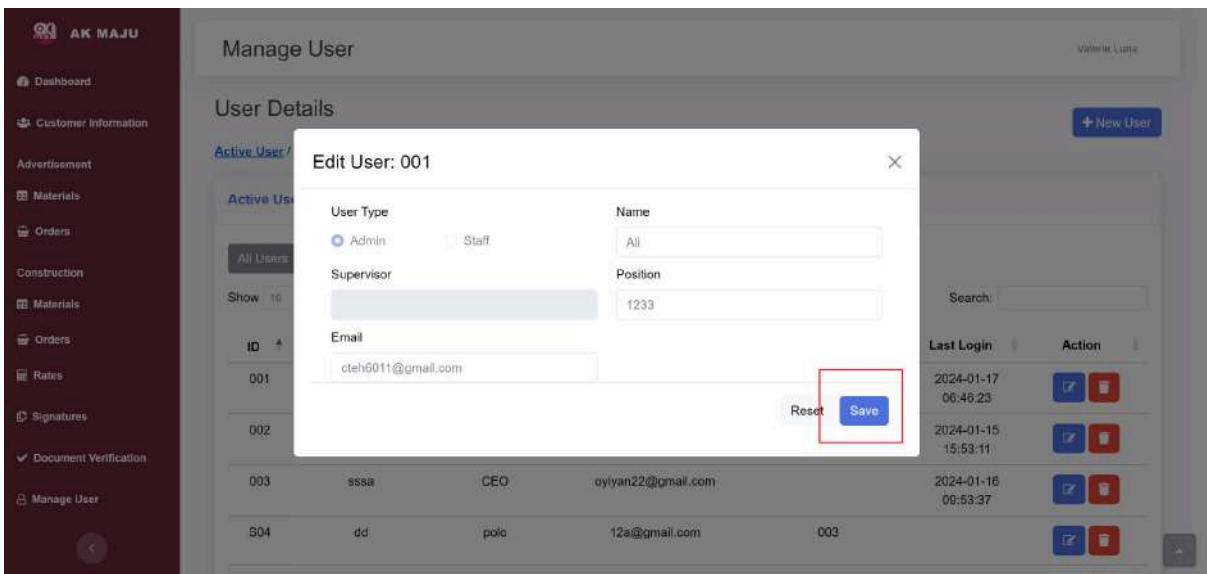


Figure 1.20 Edit User 2 in Manage User page.

Dashboard

View summary of monthly report: (Only admin can view monthly report)

1. Click the “Dashboard” button on the sidebar.

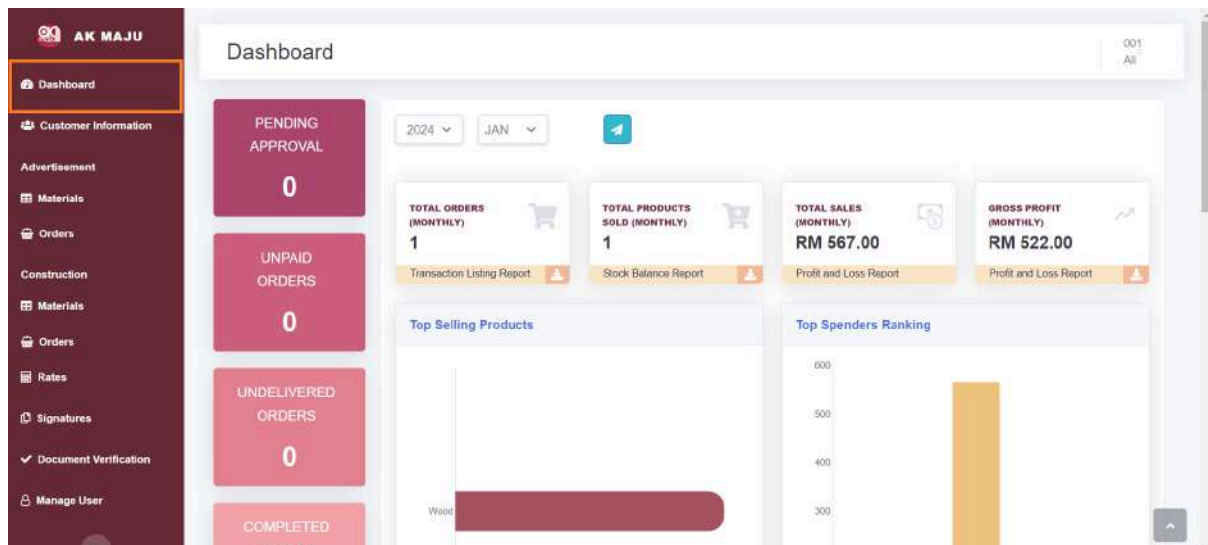


Figure 2.1 Dashboard page.

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

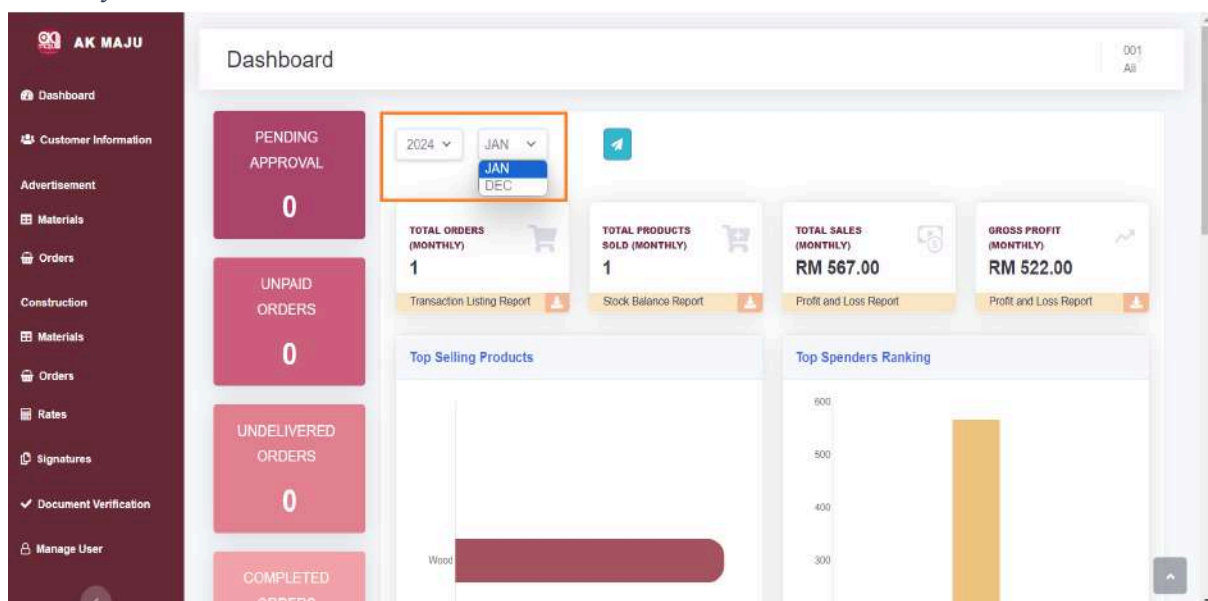


Figure 2.2 Select year and month in Dashboard page.

Download detailed monthly report: (Only admin can download monthly report)

1. Click the “Dashboard” button on the sidebar.

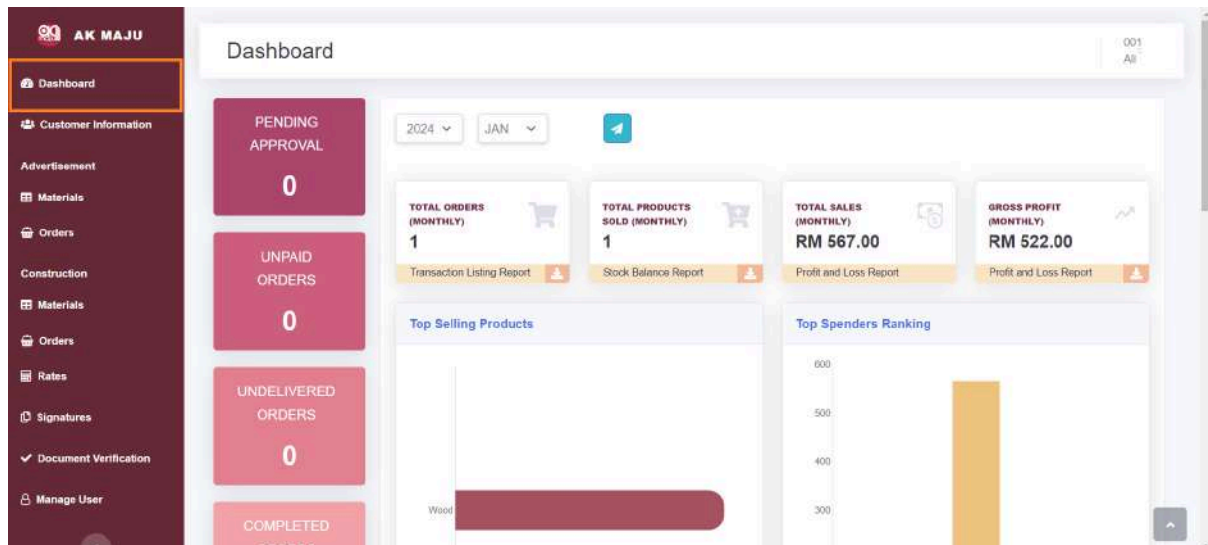


Figure 2.3 Dashboard page.

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.

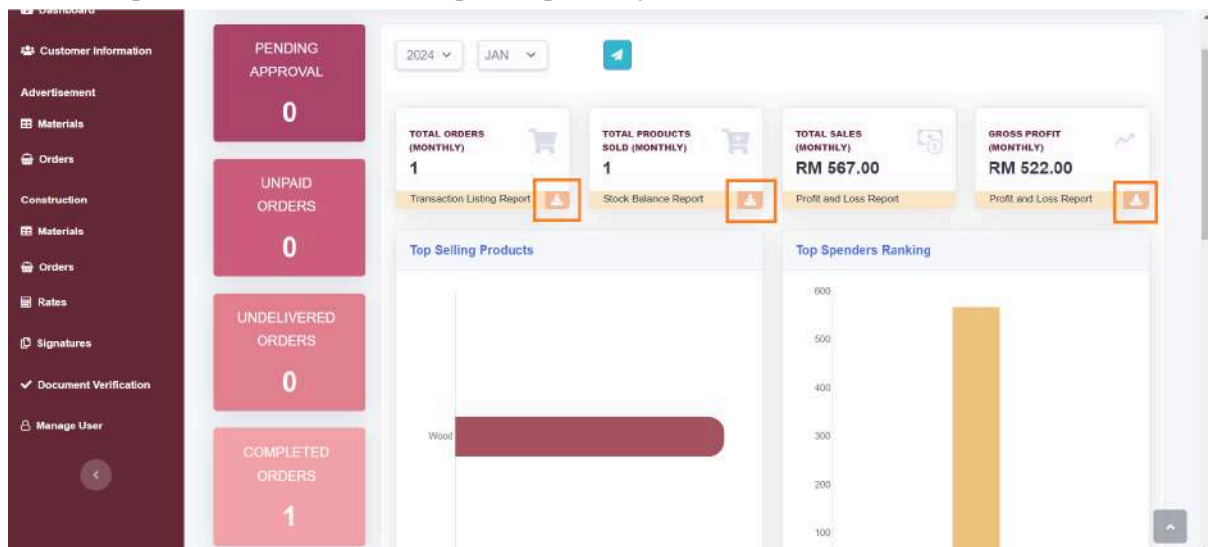


Figure 2.4 Download report in Dashboard page.

Email detailed monthly report: (Only admin can email monthly report)

1. Click the “Dashboard” button on the sidebar.

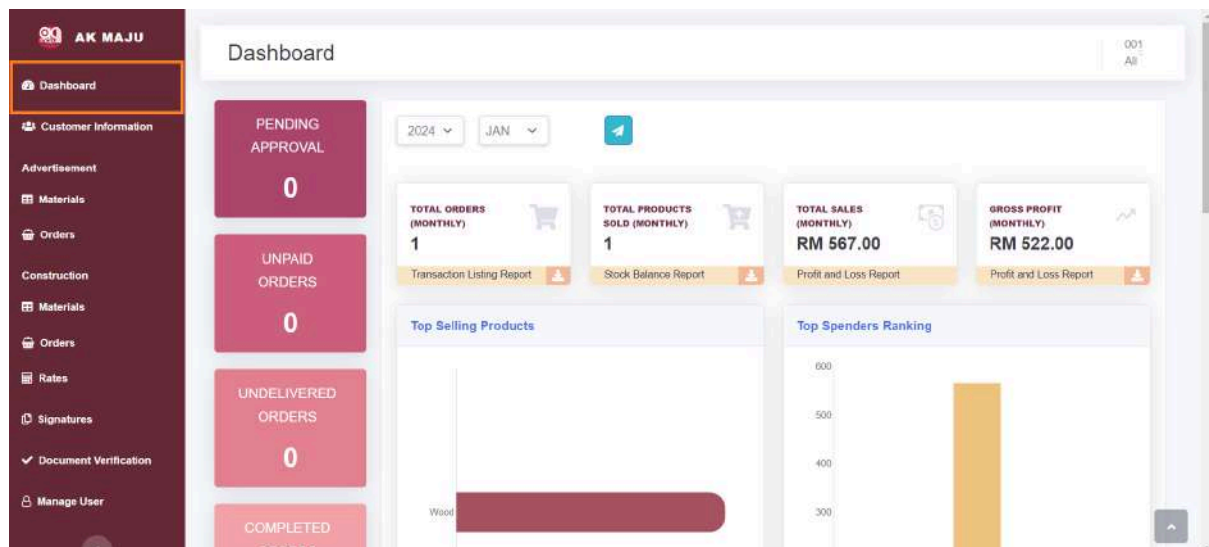


Figure 2.5 Dashboard page.

2. Click on the “Send” button.

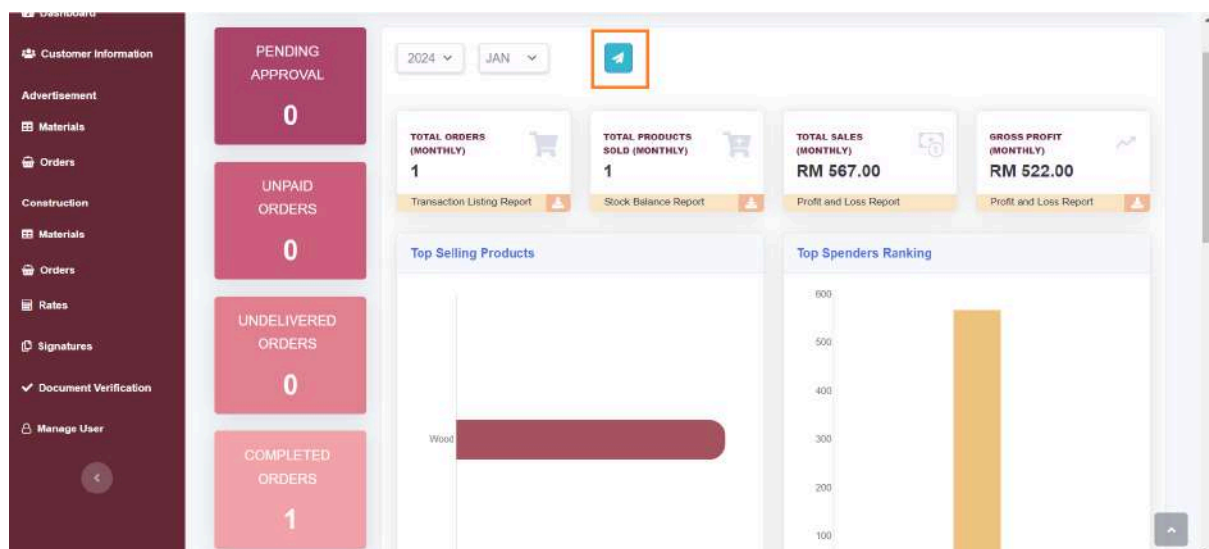


Figure 2.6 Send email report 1 in Dashboard page.

3. Enter the email.

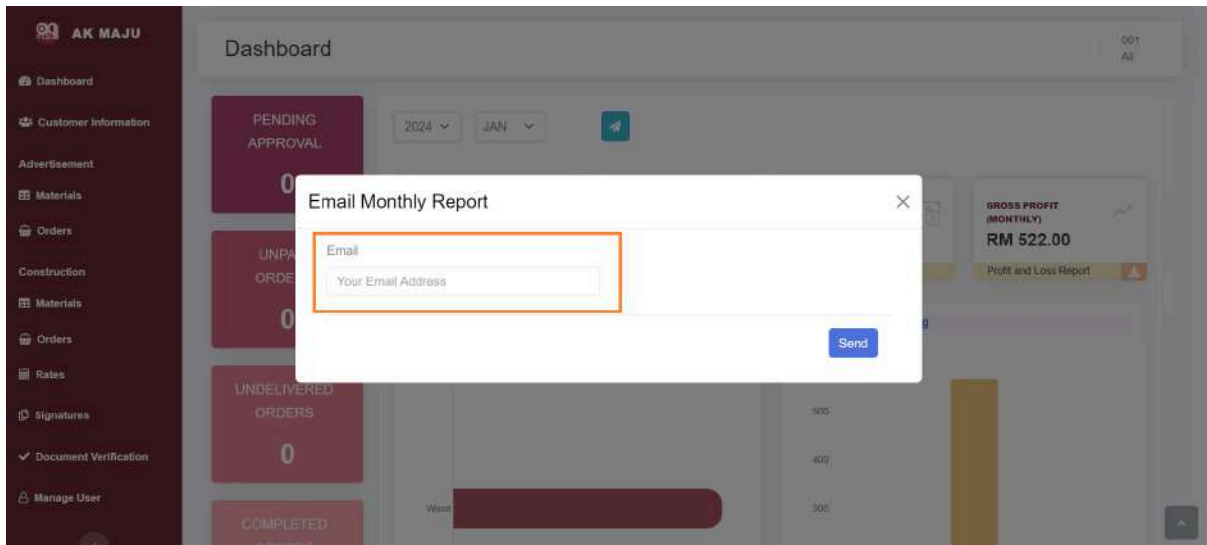


Figure 2.7 Send email report 2 in Dashboard page.

4. Click on the “Send” button.

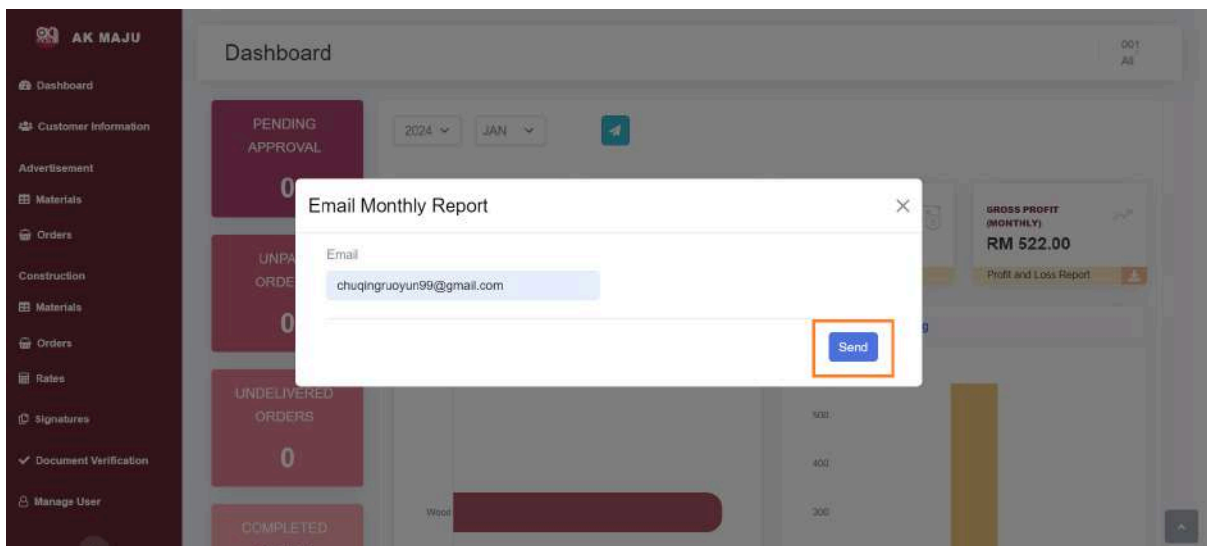


Figure 2.8 Send email report 3 in Dashboard page.

View adjustment items:

1. Click the “Dashboard” button on the sidebar.

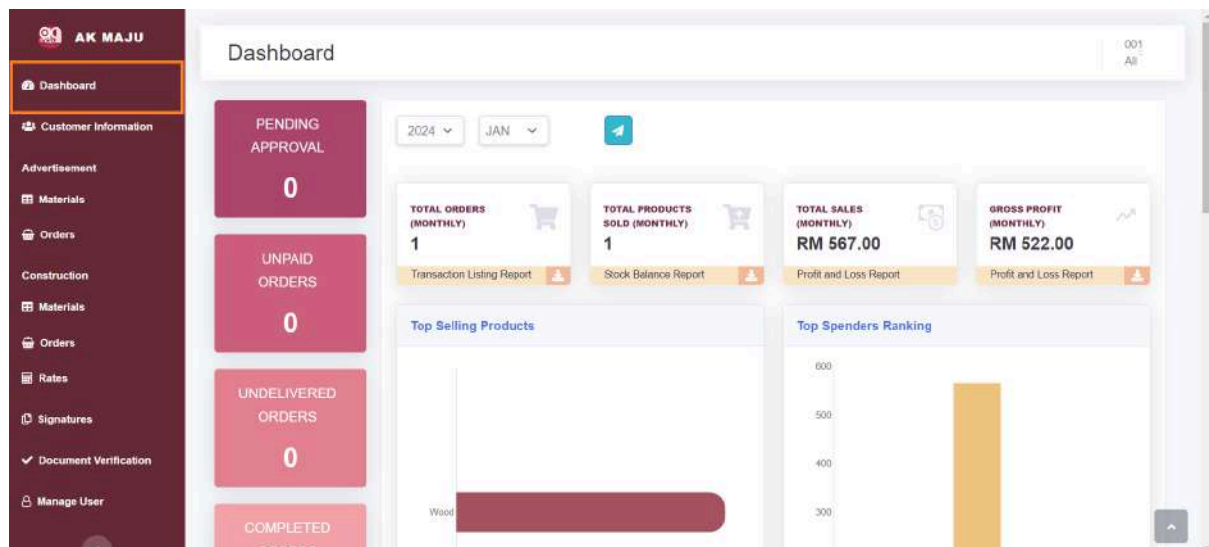


Figure 2.9 Dashboard page.

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

The screenshot shows the 'ADJUSTMENT TABLE' section of the dashboard. It includes a search bar and a table with the following data:

Product	Type	Variation	Dimension	Quantity	Date and Time
Wood	1	hali	25	+15	2024-01-17 01:40:06

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are also pagination controls: 'Previous', '1', and 'Next'. Below the table is a section for 'LOW STOCK ITEMS' with a search bar and a 'Show 5 entries' dropdown.

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.

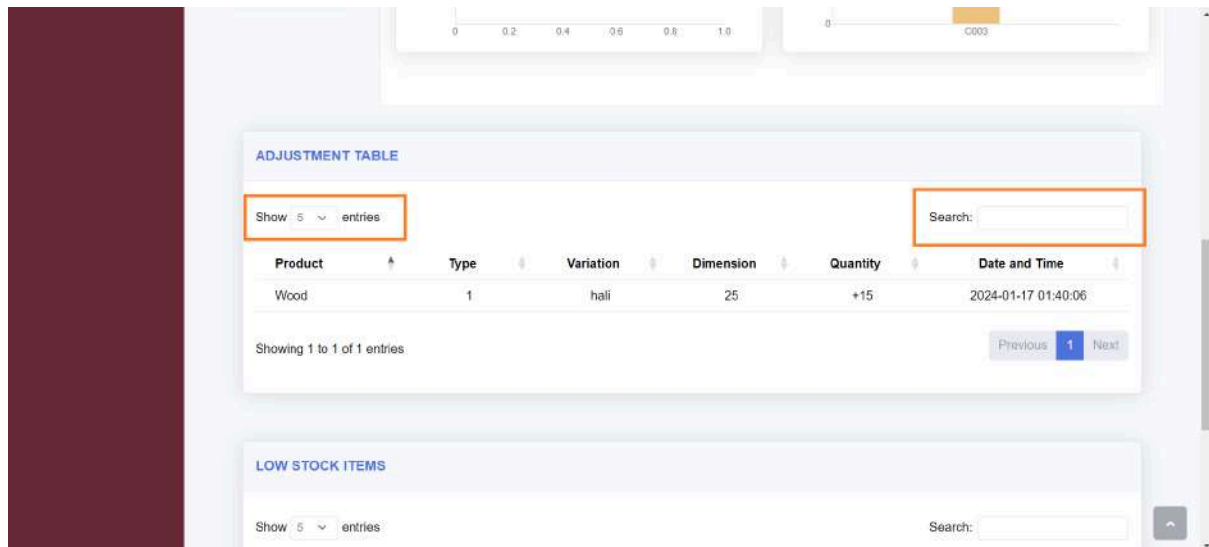


Figure 2.11 Filter data in Adjustment Table in Dashboard page.

View low stock items:

1. Click the “Dashboard” button on the sidebar.

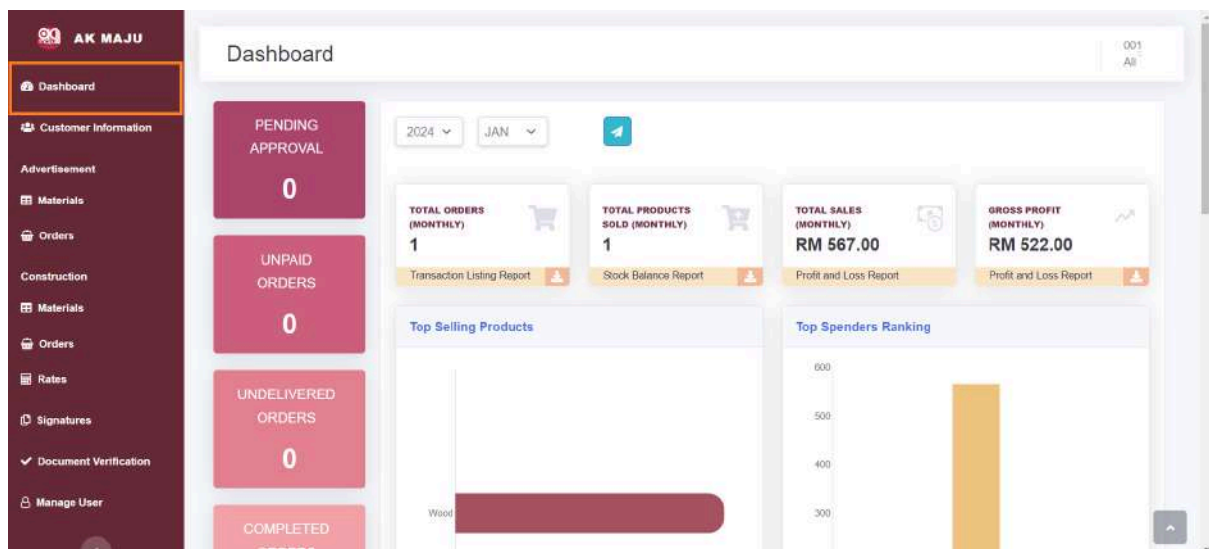


Figure 2.12 Dashboard page.

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

Showing 1 to 1 of 1 entries

Previous 1 Next

LOW STOCK ITEMS

Show 5 entries Search:

Product	Type	Variation	Dimension	Inventory Count
Coconut	2	-	25	30
Water	1	-	25	16
Wood	1	haha	50	15

Showing 1 to 3 of 3 entries

Previous 1 Next

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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.

Showing 1 to 1 of 1 entries

Previous 1 Next

LOW STOCK ITEMS

Show 5 entries Search:

Product	Type	Variation	Dimension	Inventory Count
Coconut	2	-	25	30
Water	1	-	25	16
Wood	1	haha	50	15

Showing 1 to 3 of 3 entries

Previous 1 Next

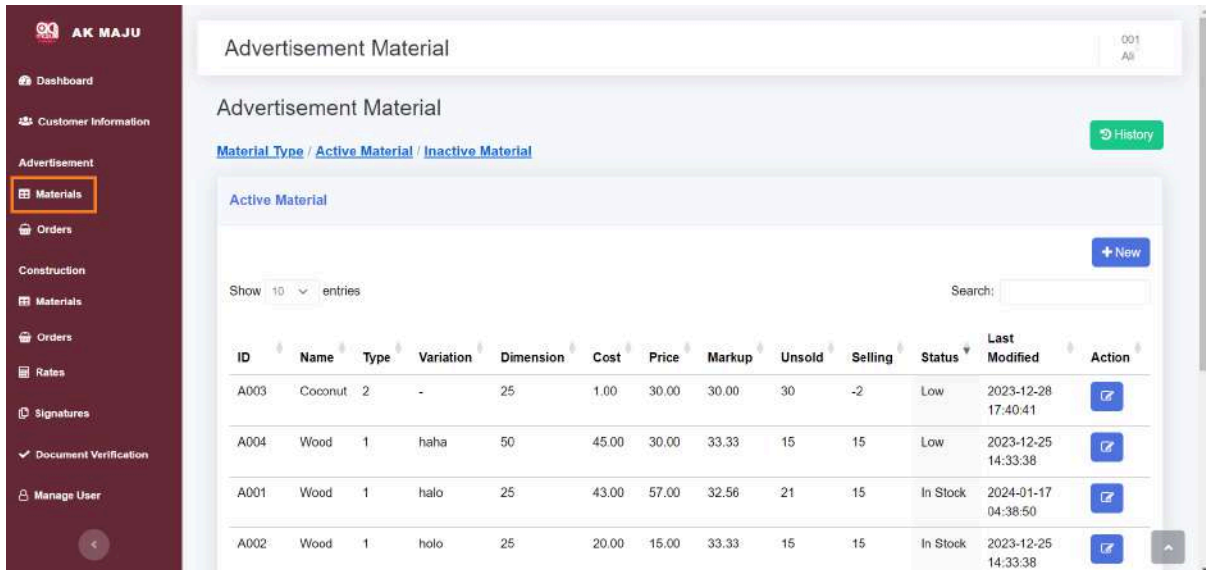
Copyright © AK MAJU 2023

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

Advertisement Material Management

Create Material

1. Click 'Materials' in Advertisement section

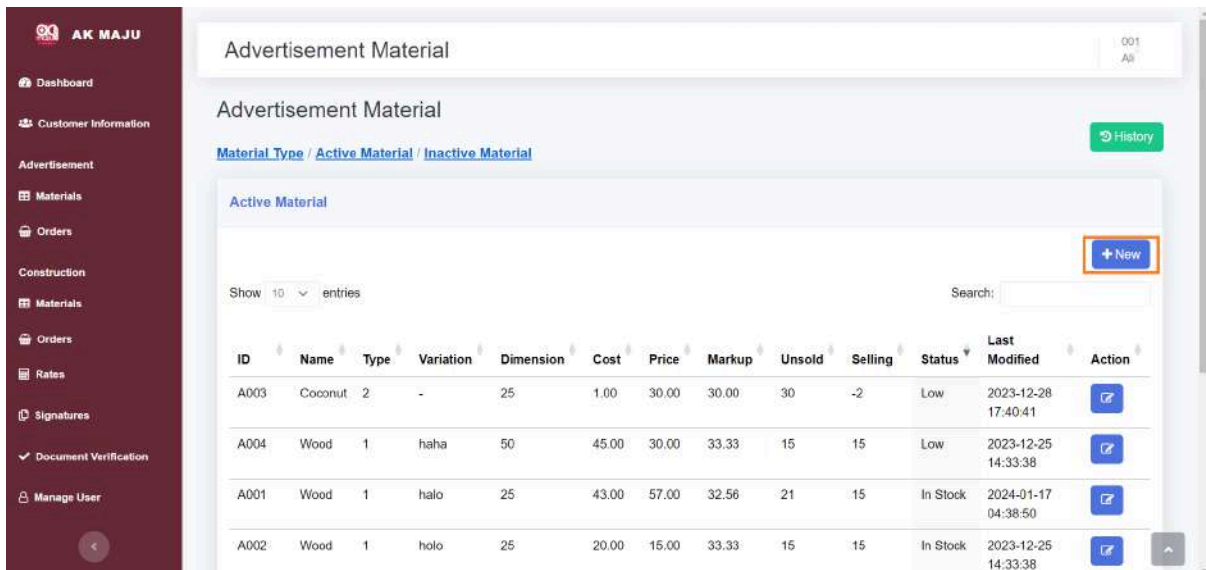


The screenshot shows the 'Advertisement Material' page. On the left sidebar, the 'Materials' option under the 'Advertisement' section is highlighted with a red box. The main content area displays the 'Active Material' section with a table of materials. The table has columns: ID, Name, Type, Variation, Dimension, Cost, Price, Markup, Unsold, Selling, Status, Last Modified, and Action. The table contains four rows of data. A '+ New' button is visible in the top right corner of the table area.

ID	Name	Type	Variation	Dimension	Cost	Price	Markup	Unsold	Selling	Status	Last Modified	Action
A003	Coconut	2	-	25	1.00	30.00	30.00	30	-2	Low	2023-12-28 17:40:41	
A004	Wood	1	haha	50	45.00	30.00	33.33	15	15	Low	2023-12-25 14:33:38	
A001	Wood	1	halo	25	43.00	57.00	32.56	21	15	In Stock	2024-01-17 04:38:50	
A002	Wood	1	holo	25	20.00	15.00	33.33	15	15	In Stock	2023-12-25 14:33:38	

Figure 3.1 Advertisement Material page.

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



The screenshot shows the 'Advertisement Material' page. The '+ New' button in the top right corner of the table area is highlighted with a red box. The table of materials is visible below it.

ID	Name	Type	Variation	Dimension	Cost	Price	Markup	Unsold	Selling	Status	Last Modified	Action
A003	Coconut	2	-	25	1.00	30.00	30.00	30	-2	Low	2023-12-28 17:40:41	
A004	Wood	1	haha	50	45.00	30.00	33.33	15	15	Low	2023-12-25 14:33:38	
A001	Wood	1	halo	25	43.00	57.00	32.56	21	15	In Stock	2024-01-17 04:38:50	
A002	Wood	1	holo	25	20.00	15.00	33.33	15	15	In Stock	2023-12-25 14:33:38	

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

3. Click 'Create' to create the material

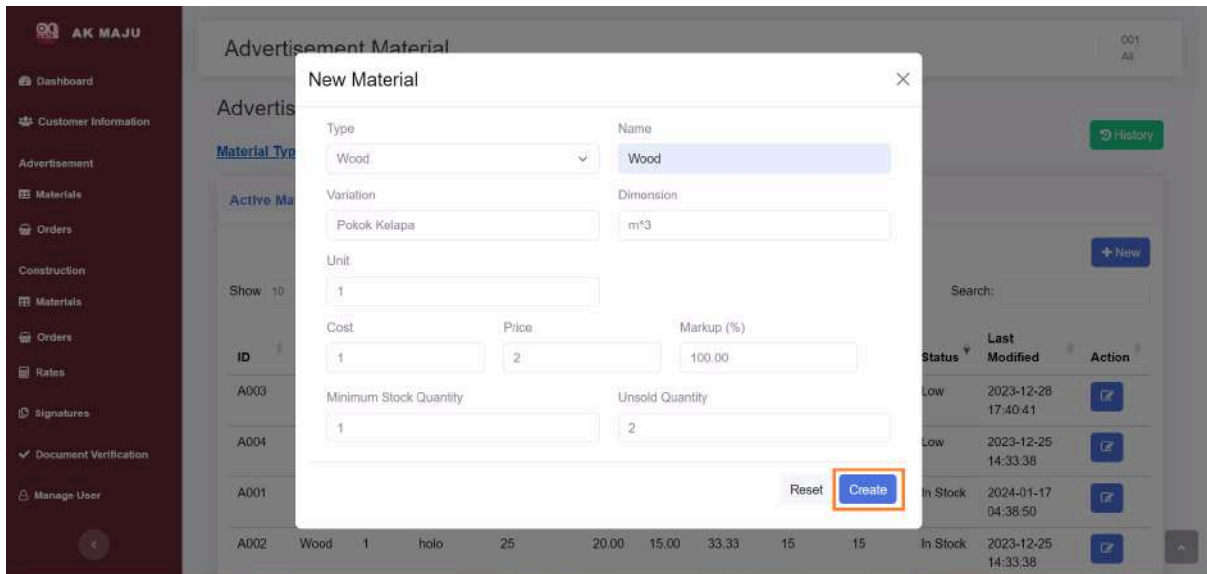


Figure 3.3 Create new material 2 in the Advertisement Material page.

Edit Material

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

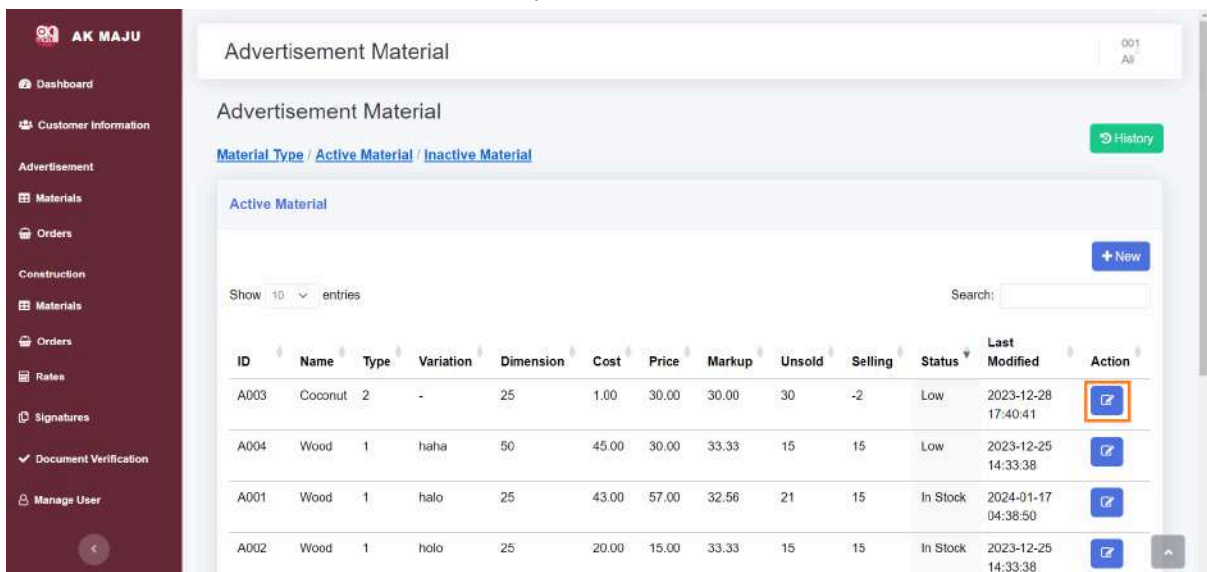


Figure 3.4 Edit material 1 in the Advertisement Material page.

2. Edit the things you wish to modify

Material: A003

Name: Coconut Type: 2

Variation: - Dimension: 25

Unit: m²

Cost: 1.00 Price: 30.00 Markup: 30.00

Unsold: 30 Sold: 2 Selling: -2 Total: 30

Stock Status: Low Minimum Stock: 20

Buttons: Delete, Reset, Submit

Figure 3.5 Edit material 2 in the Advertisement Material page.

3. Then click 'Submit' to save changes

Material: A003

Name: Coconut Type: 2

Variation: - Dimension: 25

Unit: m²

Cost: 1.00 Price: 30.00 Markup: 30.00

Unsold: 30 Sold: 2 Selling: -2 Total: 30

Stock Status: Low Minimum Stock: 20

Buttons: Delete, Reset, Submit

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

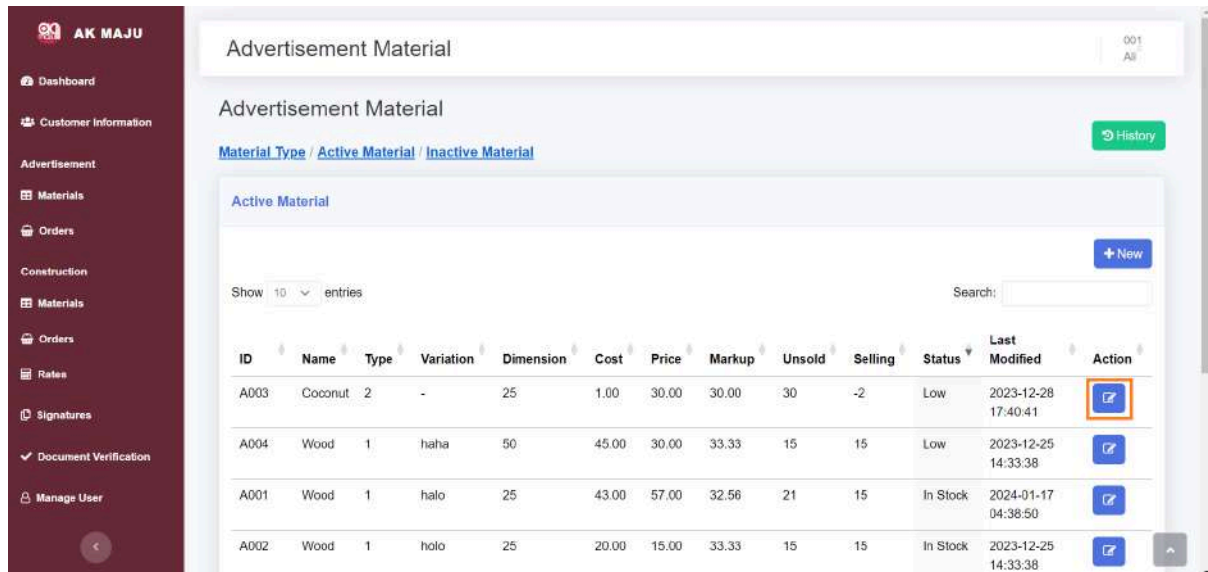


Figure 3.7 Delete material 1 in the Advertisement Material page.

2. Click 'Delete' button to delete the material

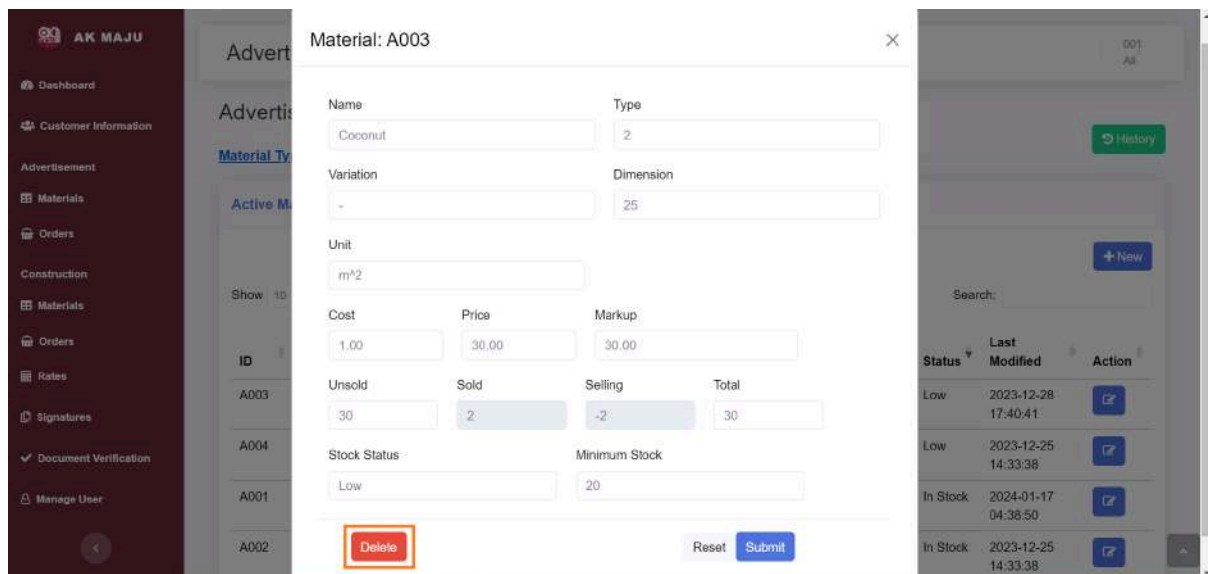


Figure 3.8 Delete material 2 in the Advertisement Material page.

3. Click 'Delete' to confirm

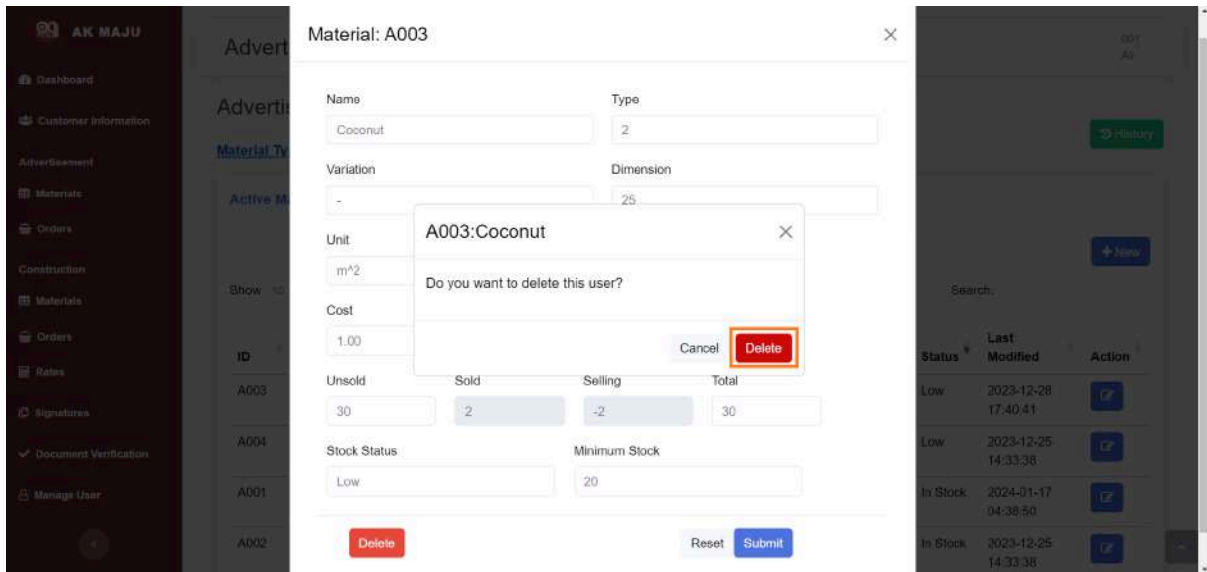


Figure 3.9 Delete material 3 in the Advertisement Material page.

Restore Material

1. Click 'Inactive Material' on Advertisement Material Page

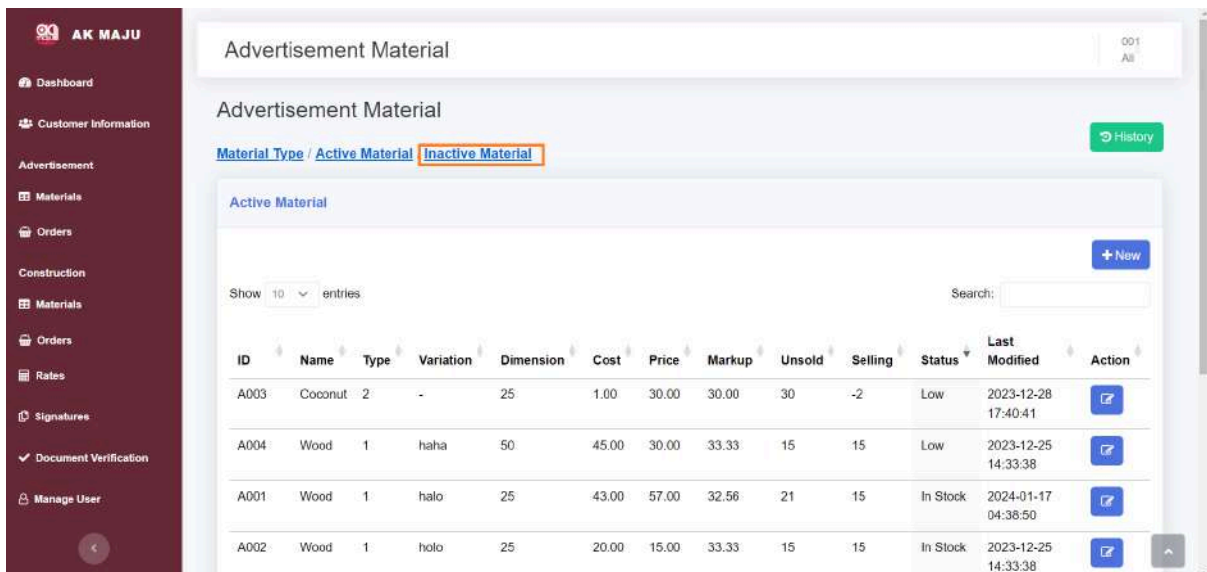


Figure 3.10 Restore material 1 in the Advertisement Material page.

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

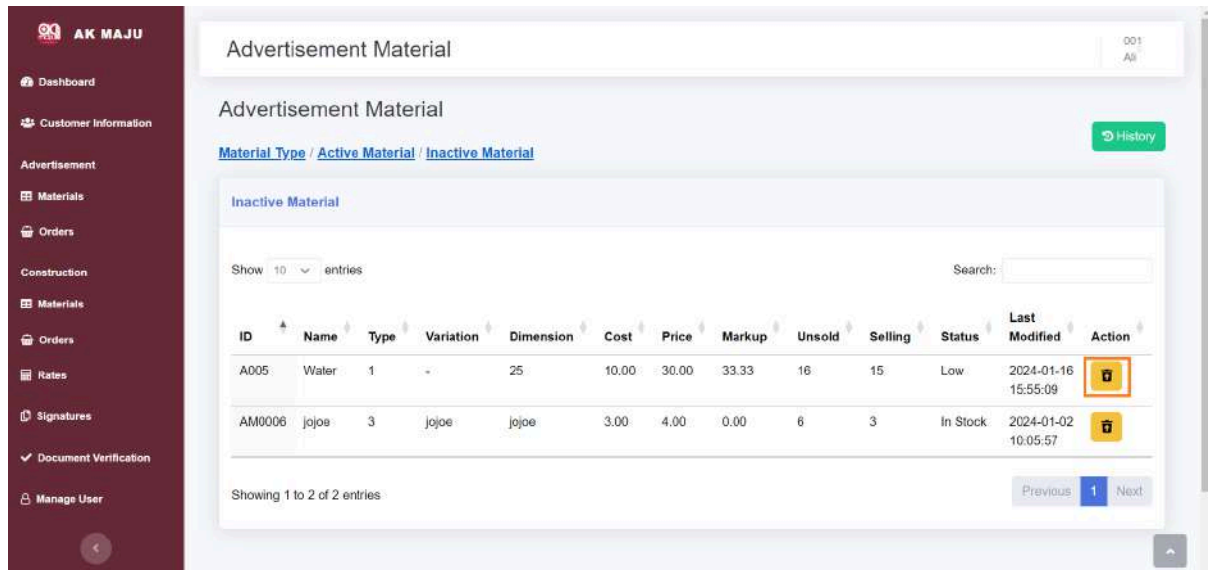


Figure 3.11 Restore material 2 in the Advertisement Material page.

3. Click 'Restore'

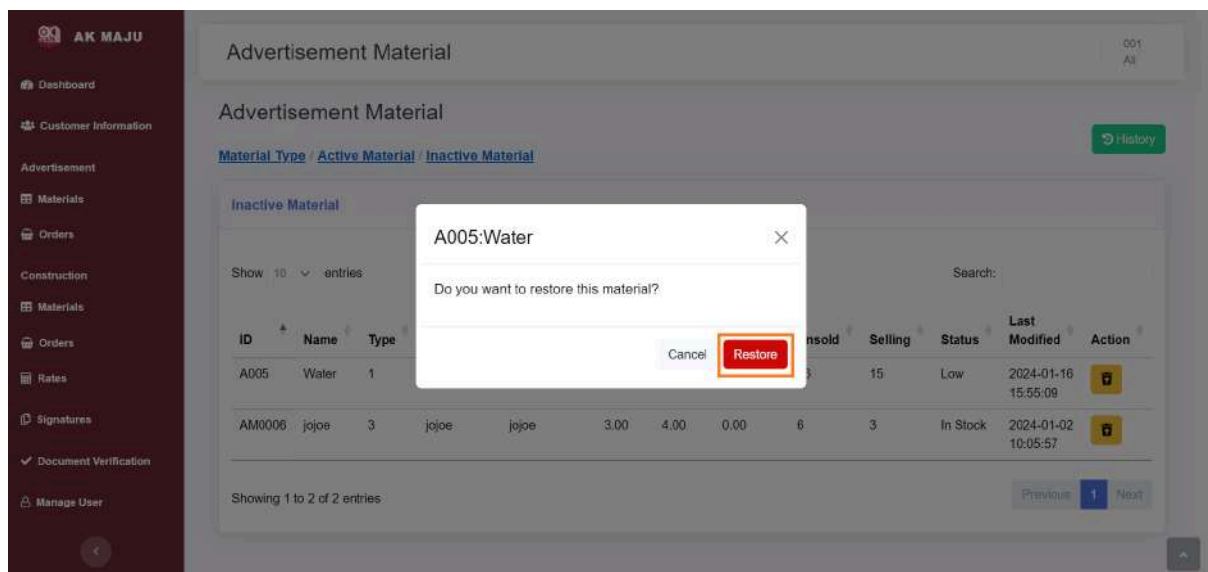
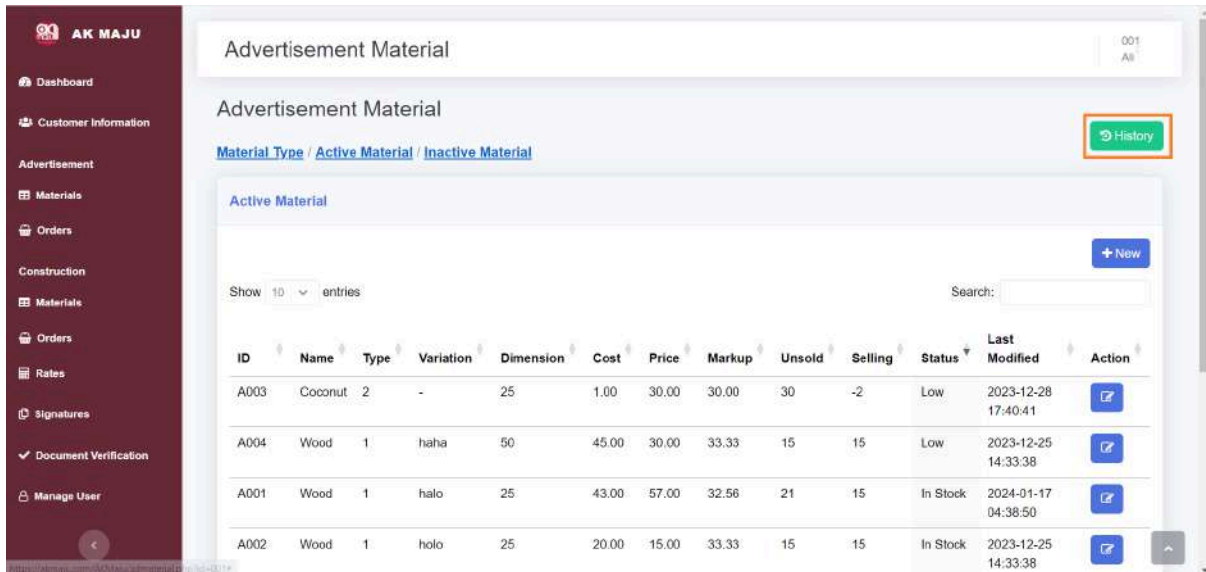


Figure 3.12 Restore material 3 in the Advertisement Material page.

Material History

1. Click the history button.

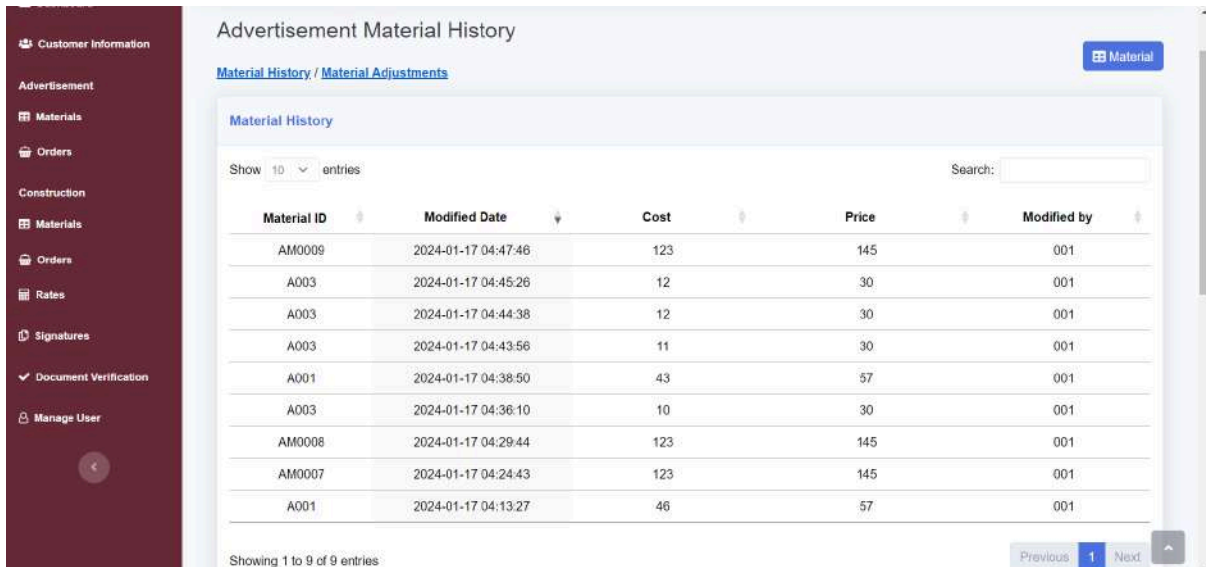


The screenshot shows the 'Advertisement Material' page. On the left is a dark red sidebar with navigation links: Dashboard, Customer Information, Advertisement, Materials, Orders, Construction, Materials, Orders, Rates, Signatures, Document Verification, and Manage User. The main content area is titled 'Advertisement Material' and has a breadcrumb trail: [Material Type](#) / [Active Material](#) / [Inactive Material](#). A red box highlights the 'History' button in the top right corner. Below the breadcrumb, there is a section for 'Active Material' with a '+ New' button and a search bar. A table lists active materials with columns: ID, Name, Type, Variation, Dimension, Cost, Price, Markup, Unsold, Selling, Status, Last Modified, and Action.

ID	Name	Type	Variation	Dimension	Cost	Price	Markup	Unsold	Selling	Status	Last Modified	Action
A003	Coconut	2	-	25	1.00	30.00	30.00	30	-2	Low	2023-12-28 17:40:41	
A004	Wood	1	haha	50	45.00	30.00	33.33	15	15	Low	2023-12-25 14:33:38	
A001	Wood	1	halo	25	43.00	57.00	32.56	21	15	In Stock	2024-01-17 04:38:50	
A002	Wood	1	holo	25	20.00	15.00	33.33	15	15	In Stock	2023-12-25 14:33:38	

Figure 3.13 Material History in the Advertisement Material page.

2. View the Material History and Material Adjustment Table.



The screenshot shows the 'Advertisement Material History' page. The sidebar is the same as in Figure 3.13. The main content area is titled 'Advertisement Material History' and has a breadcrumb trail: [Material History](#) / [Material Adjustments](#). A red box highlights the 'Material' button in the top right corner. Below the breadcrumb, there is a section for 'Material History' with a search bar and a table listing material history entries with columns: Material ID, Modified Date, Cost, Price, and Modified by.

Material ID	Modified Date	Cost	Price	Modified by
AM0009	2024-01-17 04:47:46	123	145	001
A003	2024-01-17 04:45:26	12	30	001
A003	2024-01-17 04:44:38	12	30	001
A003	2024-01-17 04:43:56	11	30	001
A001	2024-01-17 04:38:50	43	57	001
A003	2024-01-17 04:36:10	10	30	001
AM0008	2024-01-17 04:29:44	123	145	001
AM0007	2024-01-17 04:24:43	123	145	001
A001	2024-01-17 04:13:27	46	57	001

Showing 1 to 9 of 9 entries

Figure 3.14 Material History Table in the Advertisement Material page.

Showing 1 to 9 of 9 entries

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

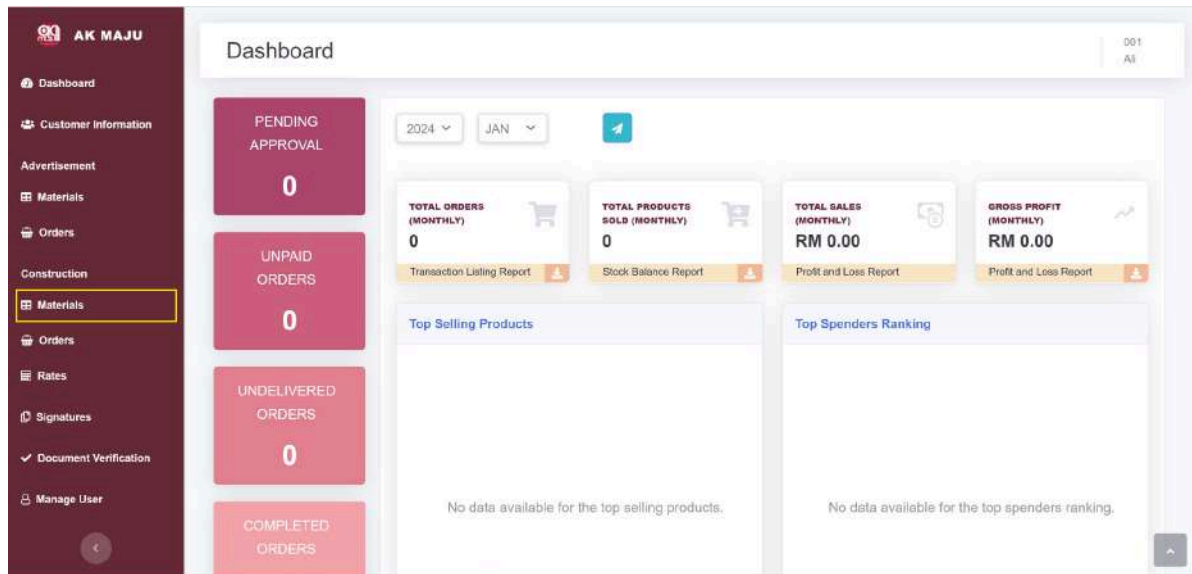


Figure 4.1 Dashboard Page.

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

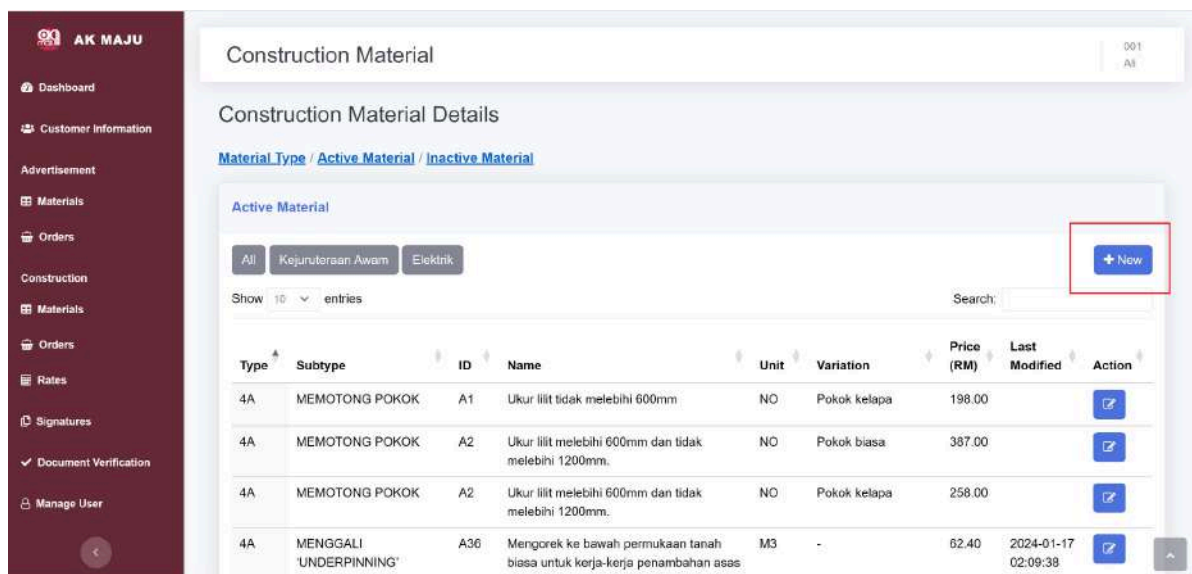


Figure 4.2 New material 1 in Construction Material Page.

3. Click 'Create' to create the material

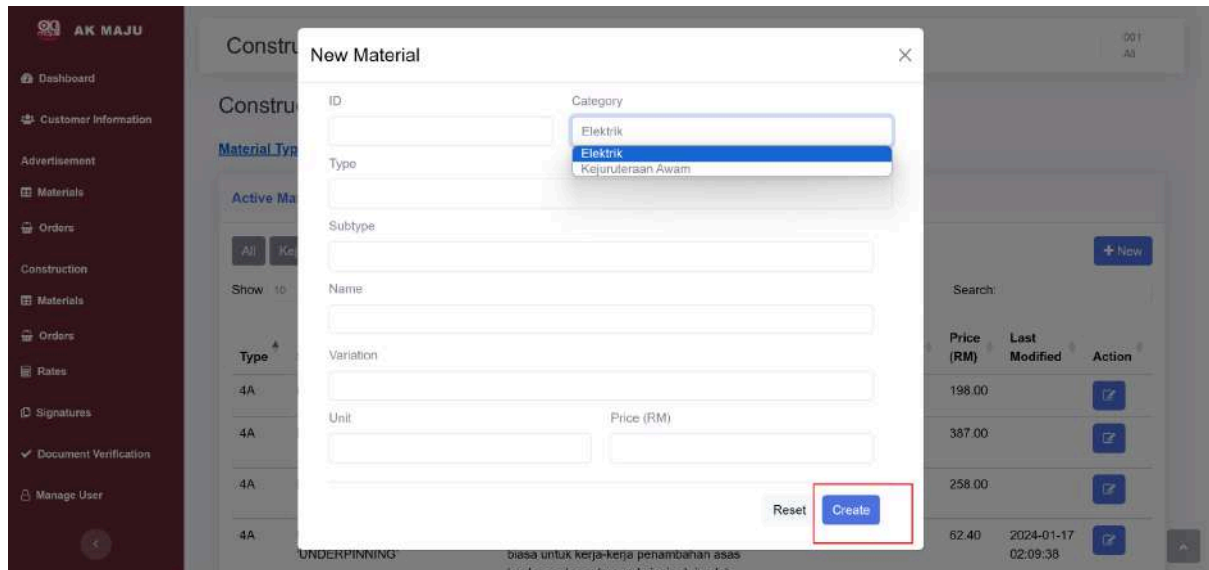


Figure 4.3 New material 2 in Construction Material Page.

Edit Material

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

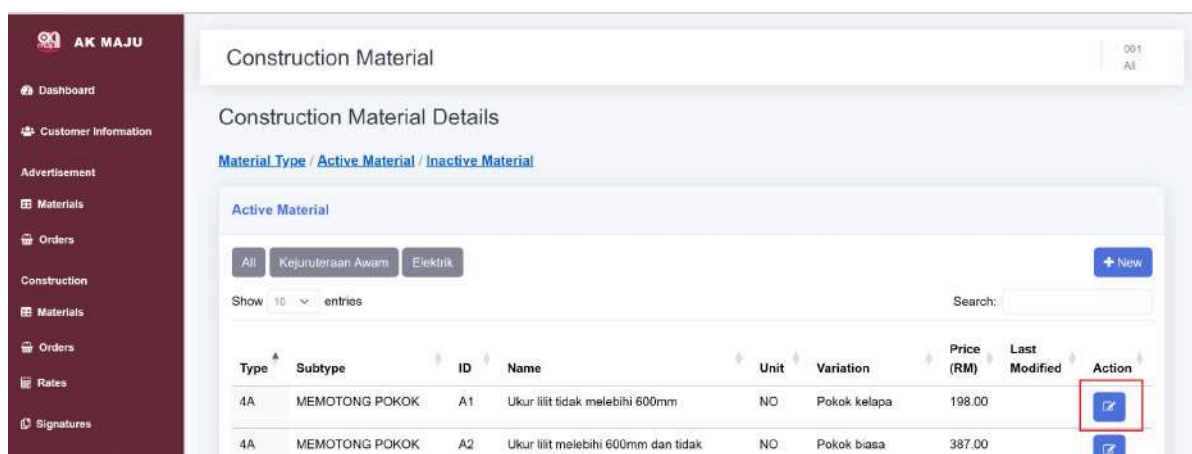


Figure 4.4 Edit material 1 in Construction Material Page.

2. Edit the things you wish to modify

The screenshot shows a web application interface for managing construction materials. A modal window titled 'Material: A1' is open, allowing for editing. The form includes the following fields:

- Type:** 4A-MENGGALI TANAH, PARIT DAN LAIN-LAIN
- Subtype:** MEMOTONG POKOK
- Name:** Ukur liat tidak melebihi 600mm
- Variation:** Pokok kelapa
- Unit:** NO
- Price:** 198.00

At the bottom of the form, there are three buttons: 'Delete' (red), 'Reset' (grey), and 'Submit' (blue). The 'Submit' button is highlighted with a red rectangular box.

Figure 4.5 Edit material 2 in Construction Material Page.

3. Then click 'Save' to save changes

This screenshot is identical to the one in Figure 4.5, showing the 'Material: A1' edit form. The 'Submit' button at the bottom right of the form is highlighted with a red rectangular box, indicating the next step in the process.

Figure 4.6 Save edit material in Construction Material Page.

Delete Material

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

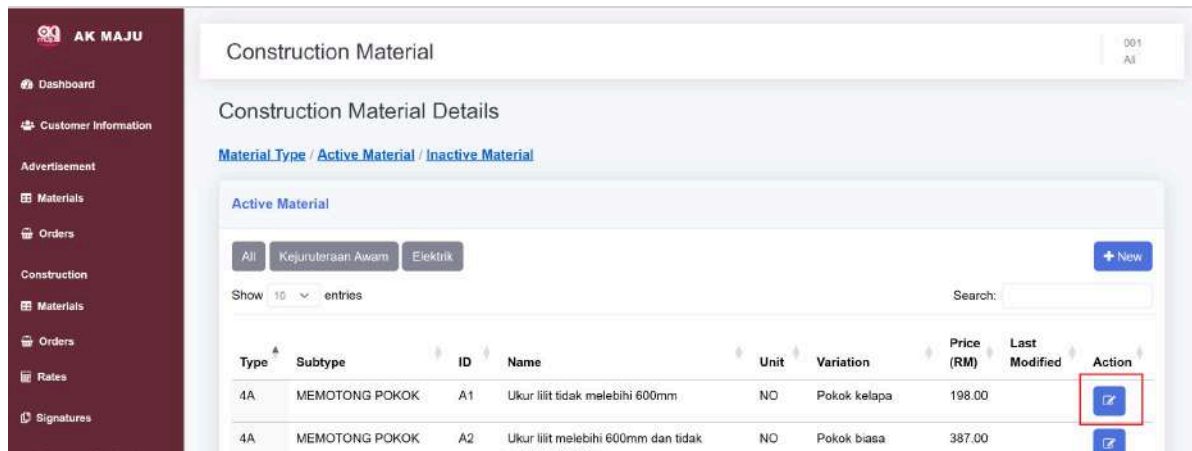


Figure 4.7 Delete material 1 in Construction Material Page.

2. Click 'Delete' button to delete the material

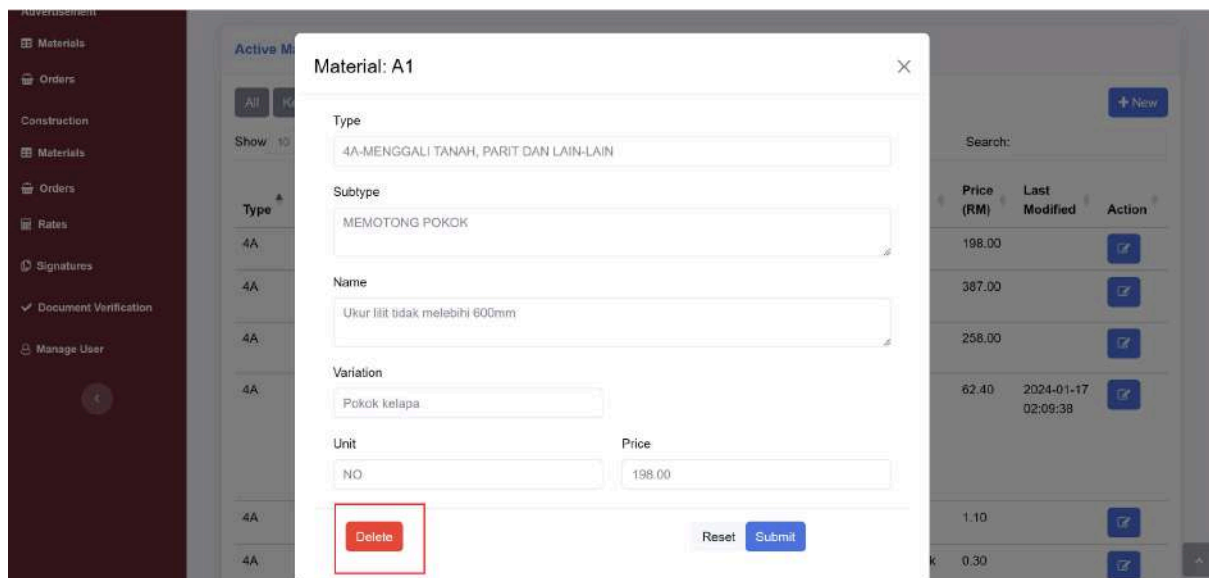


Figure 4.8 Delete material 2 in Construction Material Page.

3. Click 'Delete' to confirm

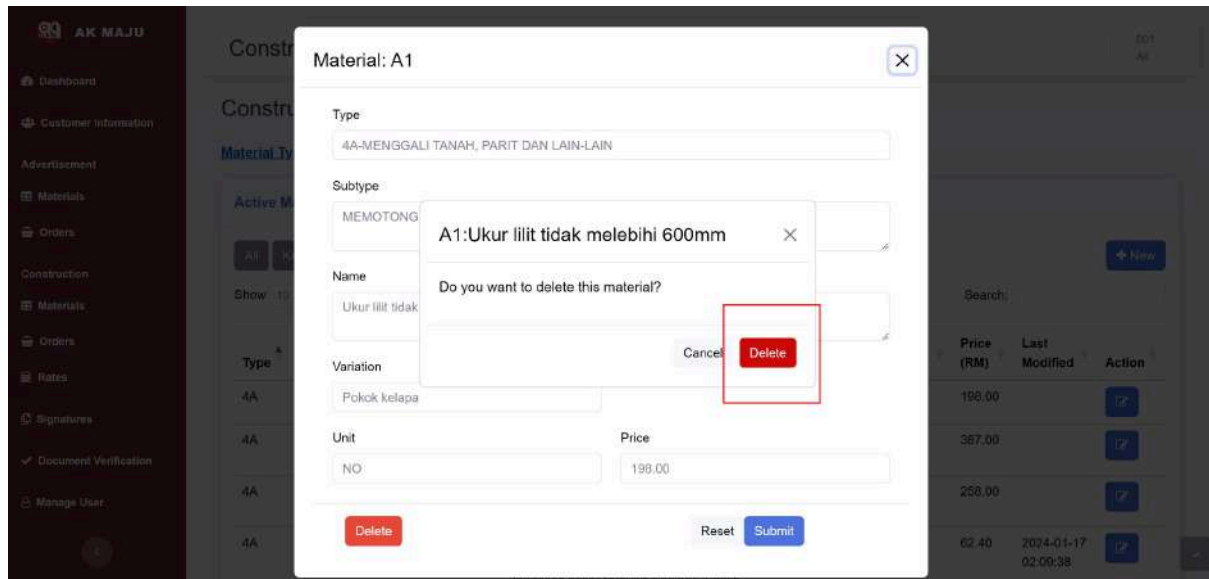


Figure 4.9 Delete material 3 in Construction Material Page.

Restore Material

1. Click 'Inactive Material' on Construction Material Page

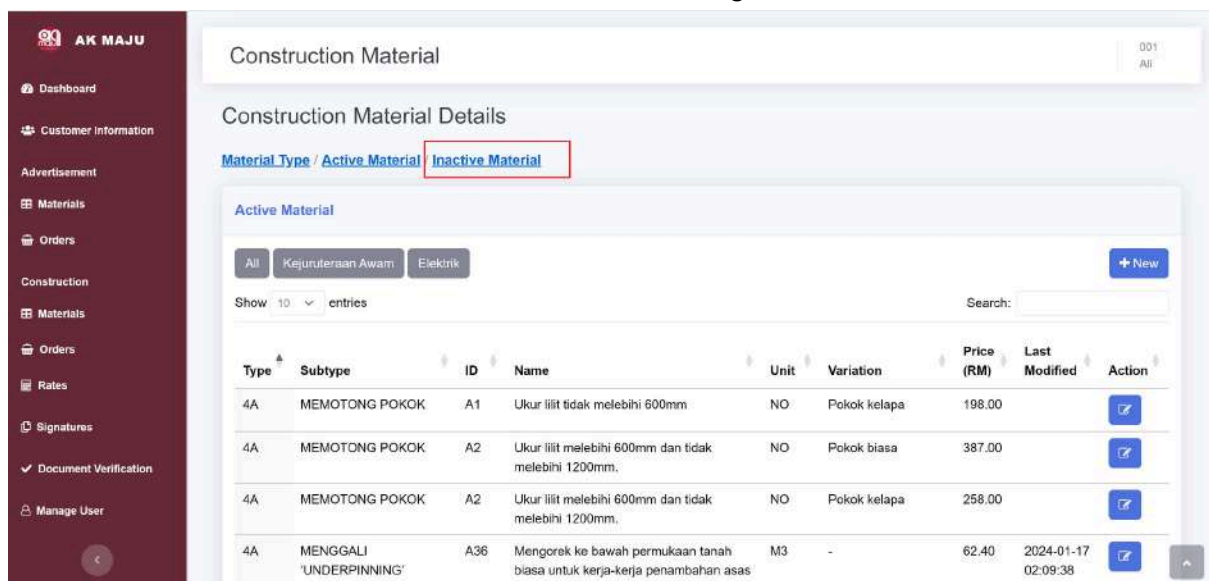


Figure 4.10 Restore material 1 in Construction Material Page.

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

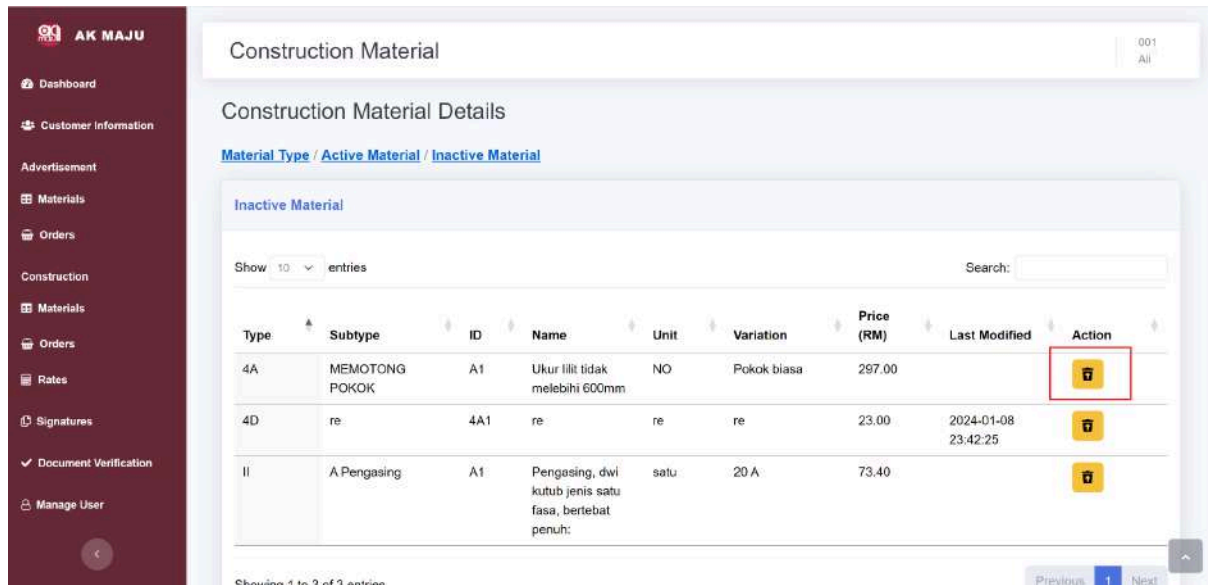


Figure 4.11 Restore material 2 in Construction Material Page.

3. Click 'Restore'

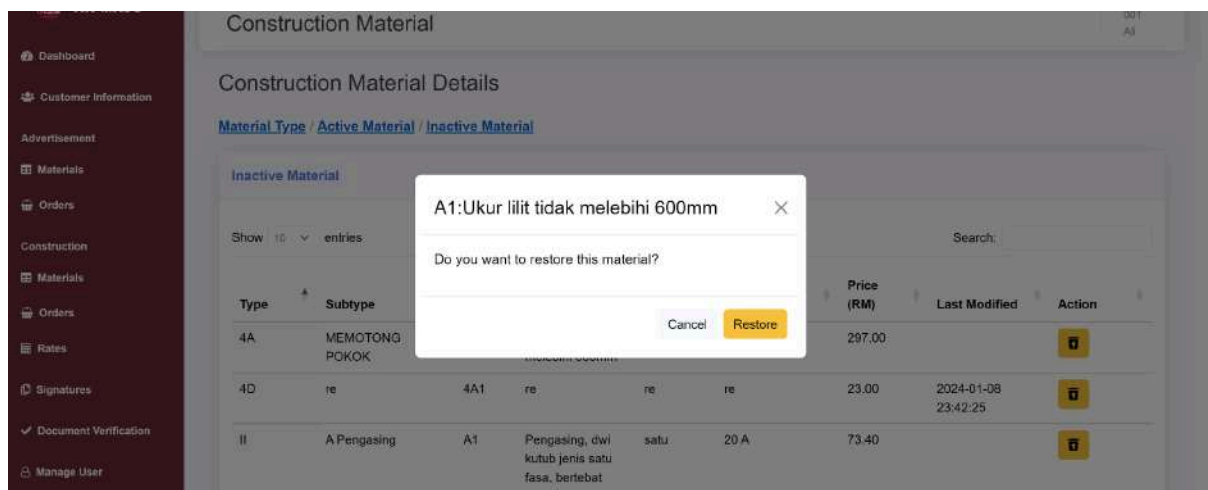


Figure 4.12 Restore material 3 in Construction Material Page.

Import rates

1. Click 'Rates' on the side bar

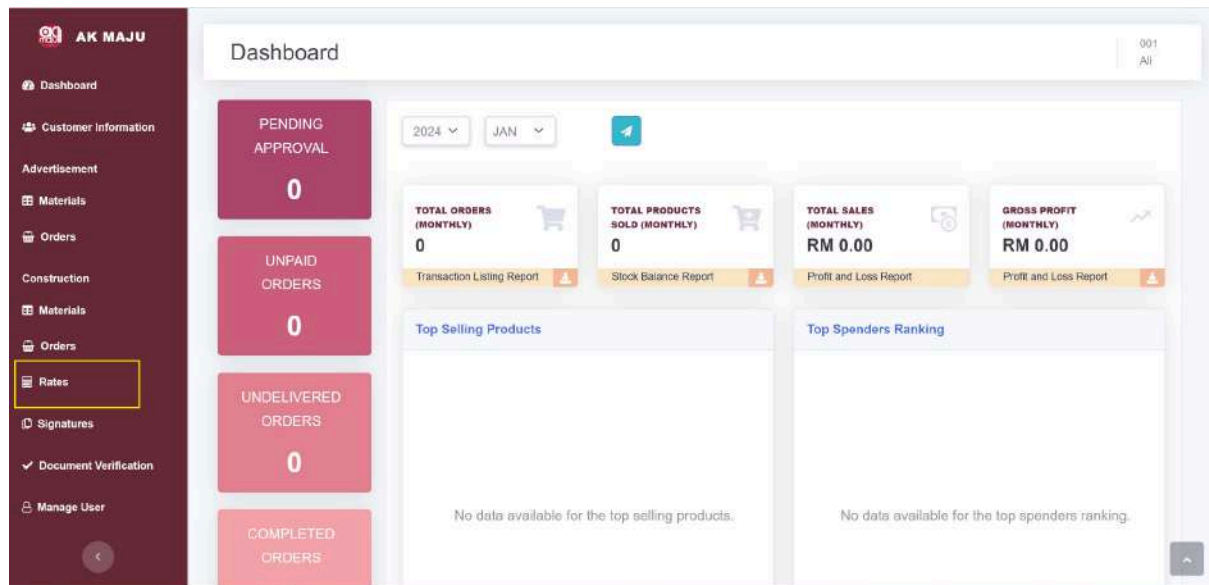


Figure 4.13 Import Rate 1 in Construction Material Page.

2. Click 'Import' for the Zone Rate section.

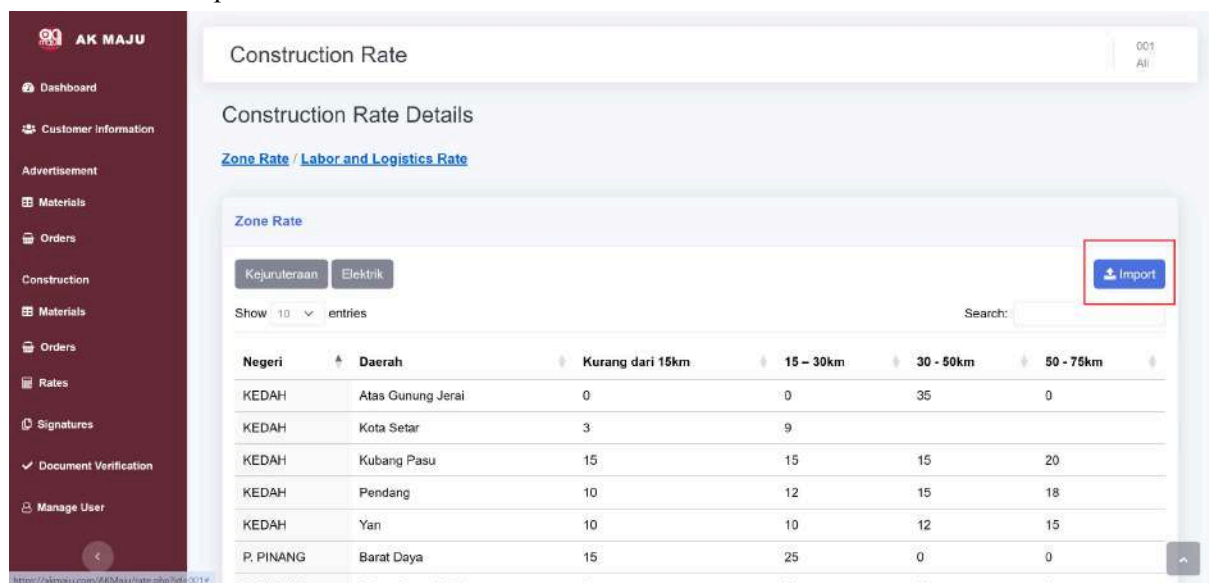


Figure 4.14 Import in Construction Rate Page.

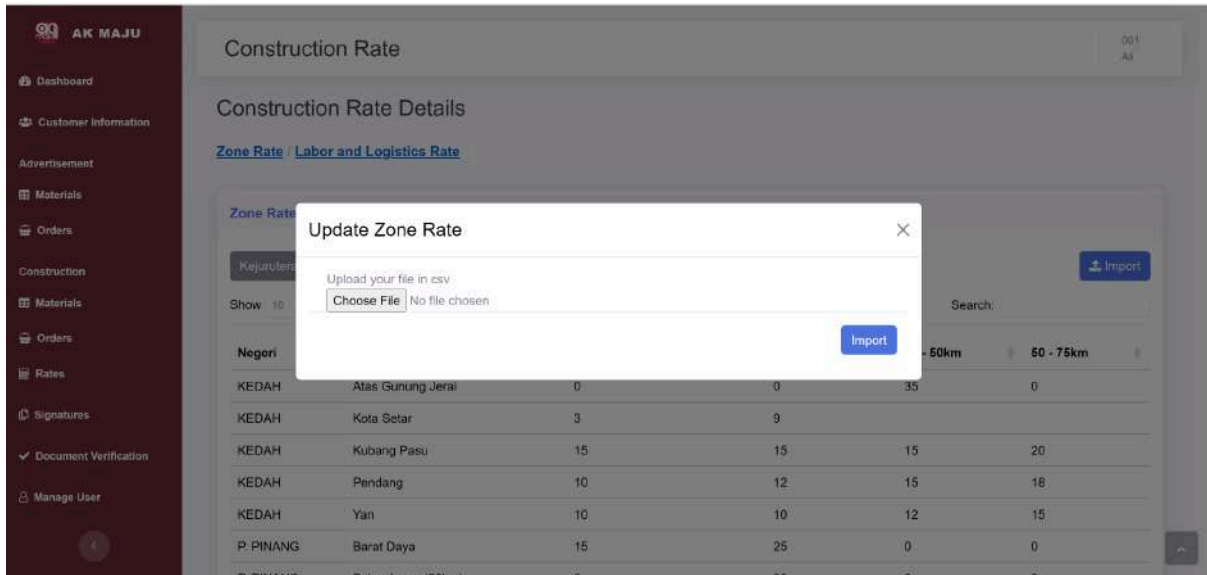


Figure 4.15 Import file in Construction Rate Page.

- 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

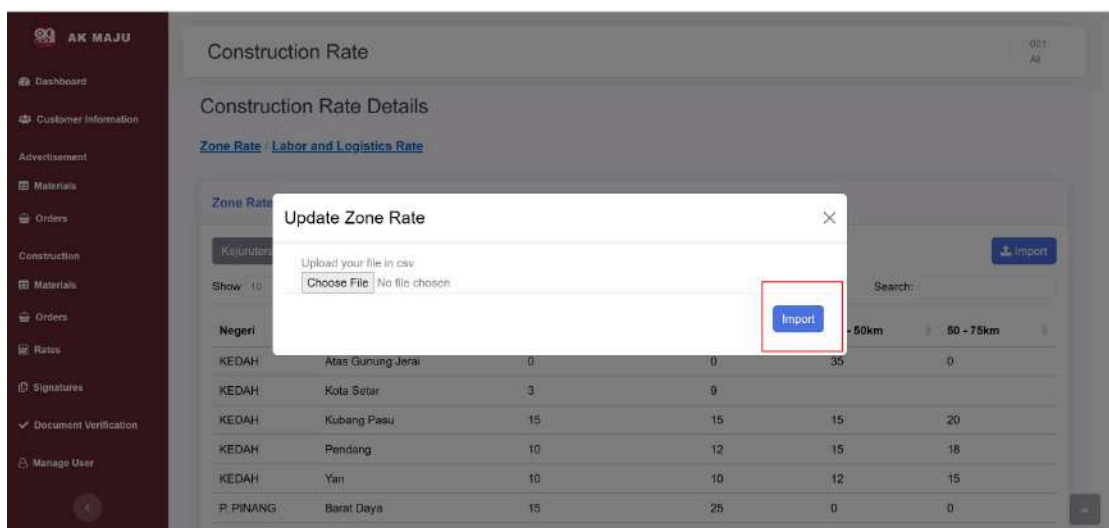


Figure 4.16 Submit import file in Construction Rate Page.

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.

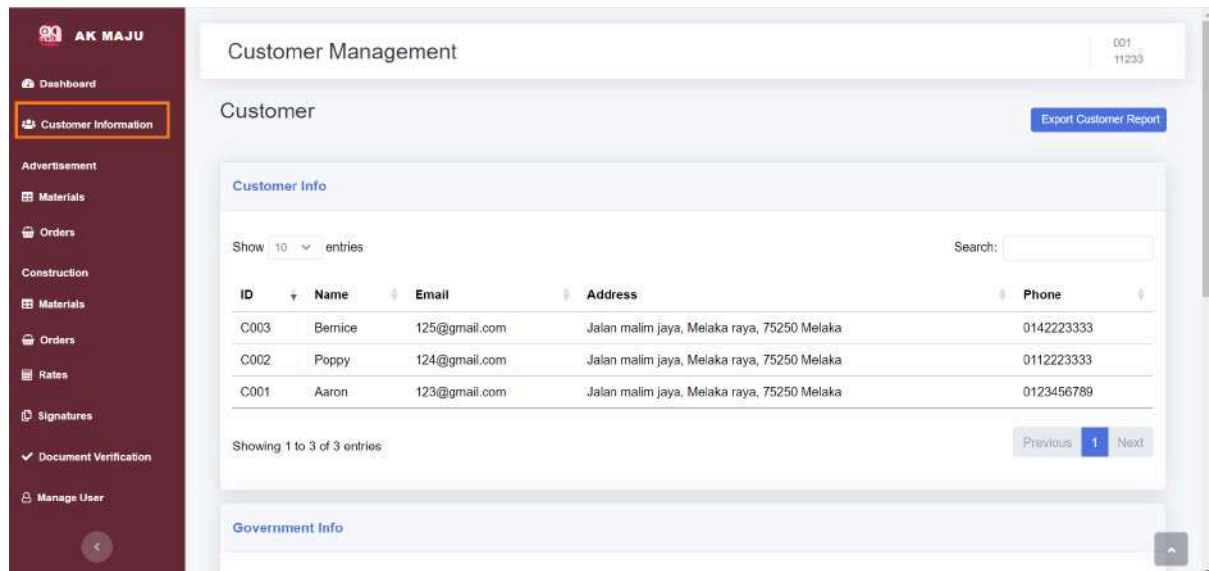


Figure 5.1 Customer Management Page.

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

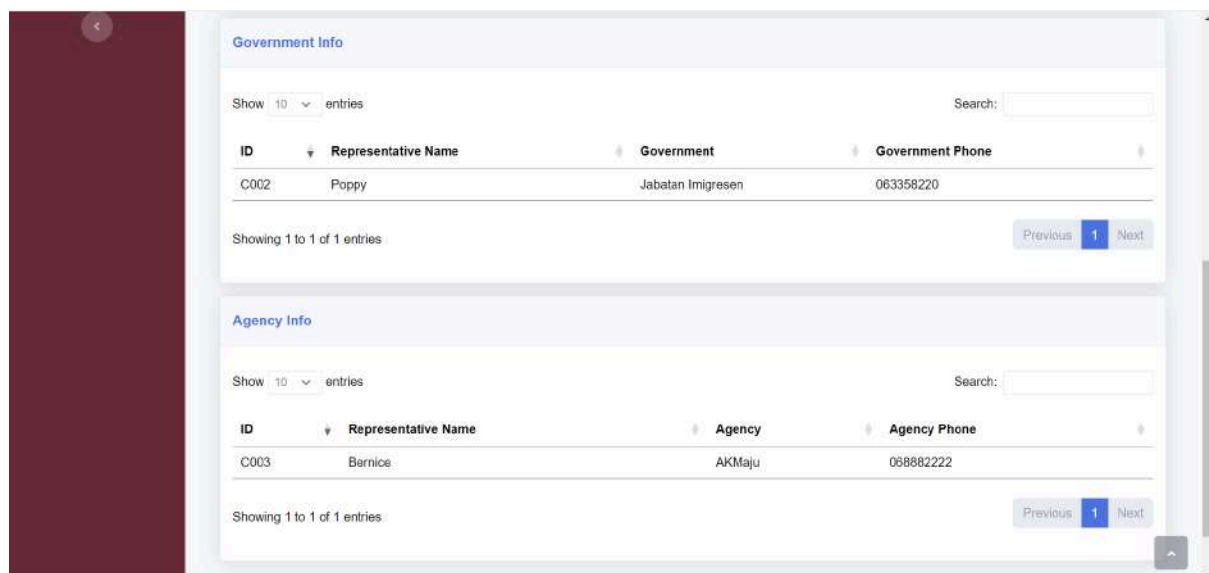


Figure 5.2 Government and Agency Table in Customer Management Page.

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

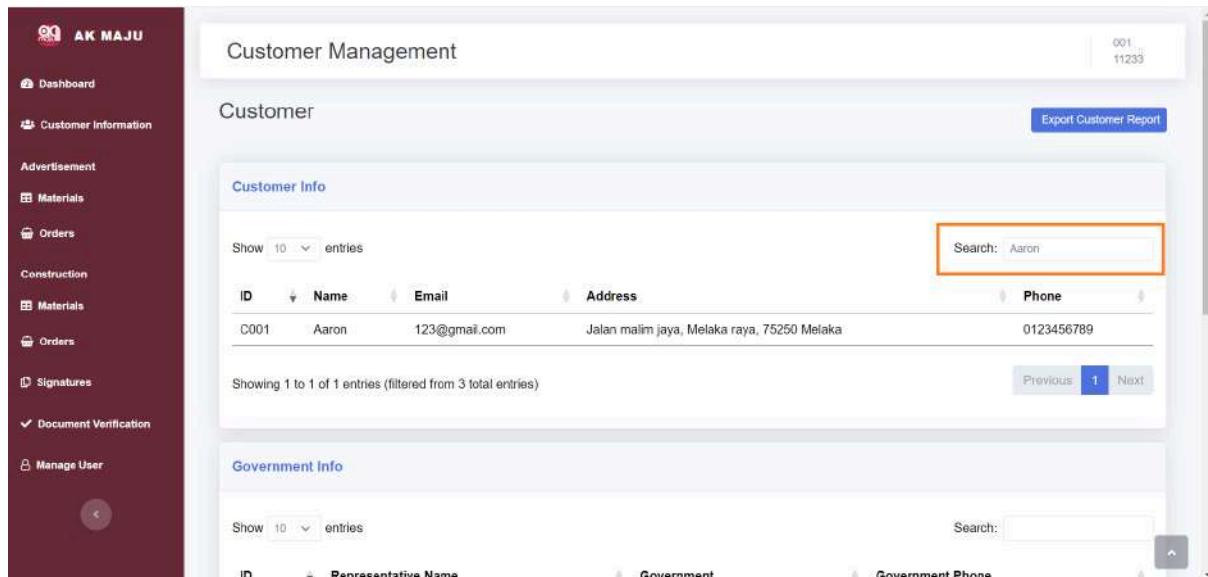


Figure 5.3 Search function in Customer Management Page.

Export customer information: (Only available for Admin)

1. Click on the Export Customer Report button.

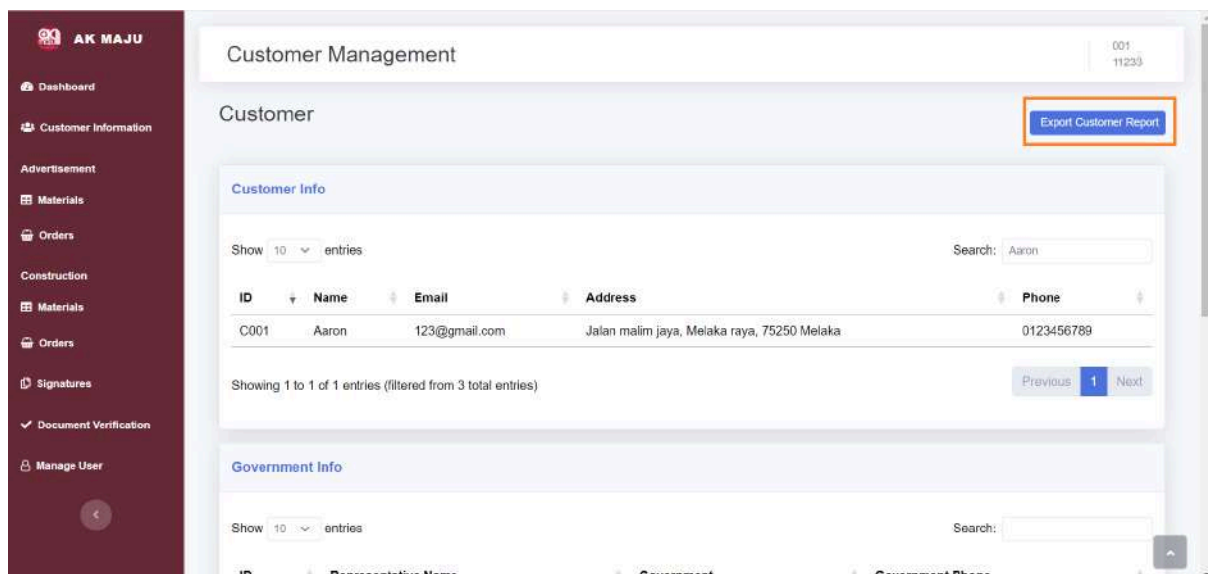


Figure 5.4 Export Customer Report 1 in Customer Management Page.

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

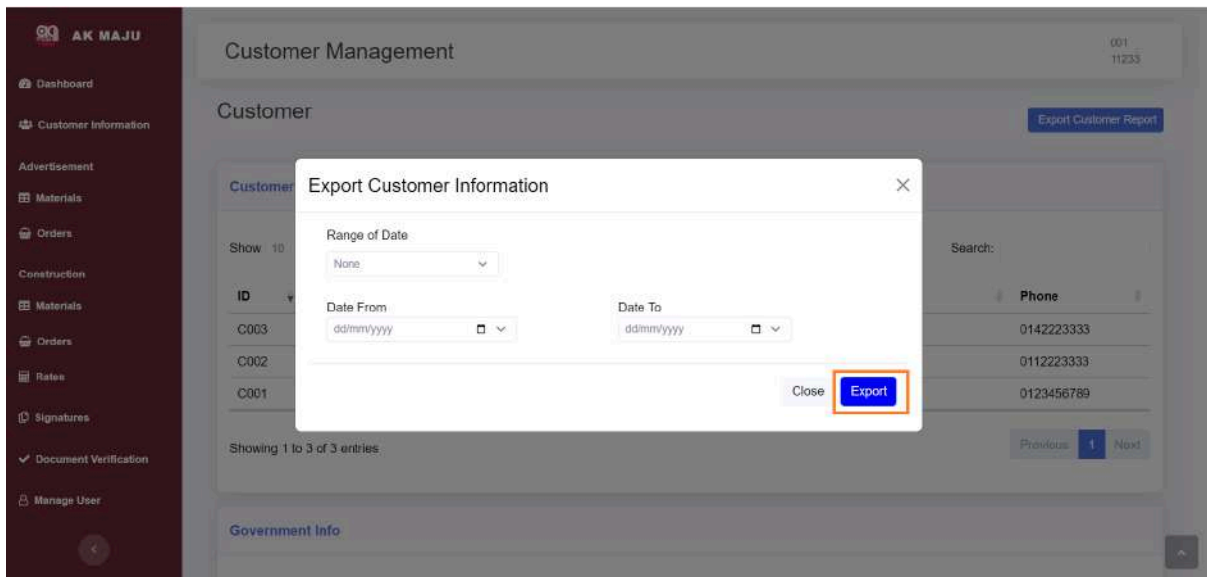


Figure 5.5 Export Customer Report 2 in Customer Management Page.

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

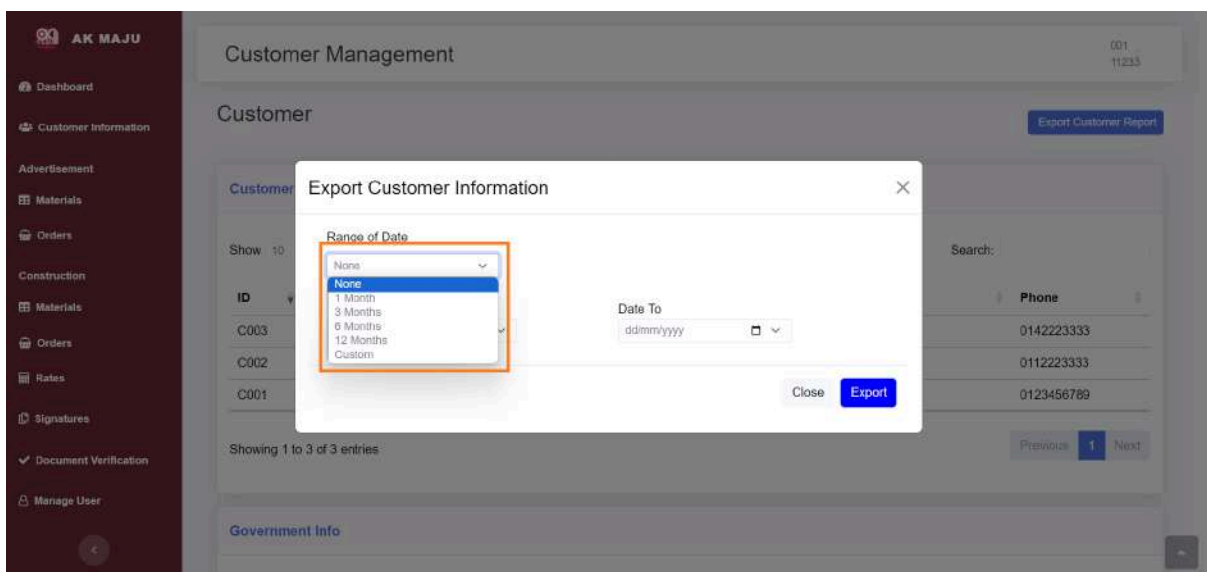


Figure 5.5 Choose Range of Date for Export Customer Report in Customer Management Page.

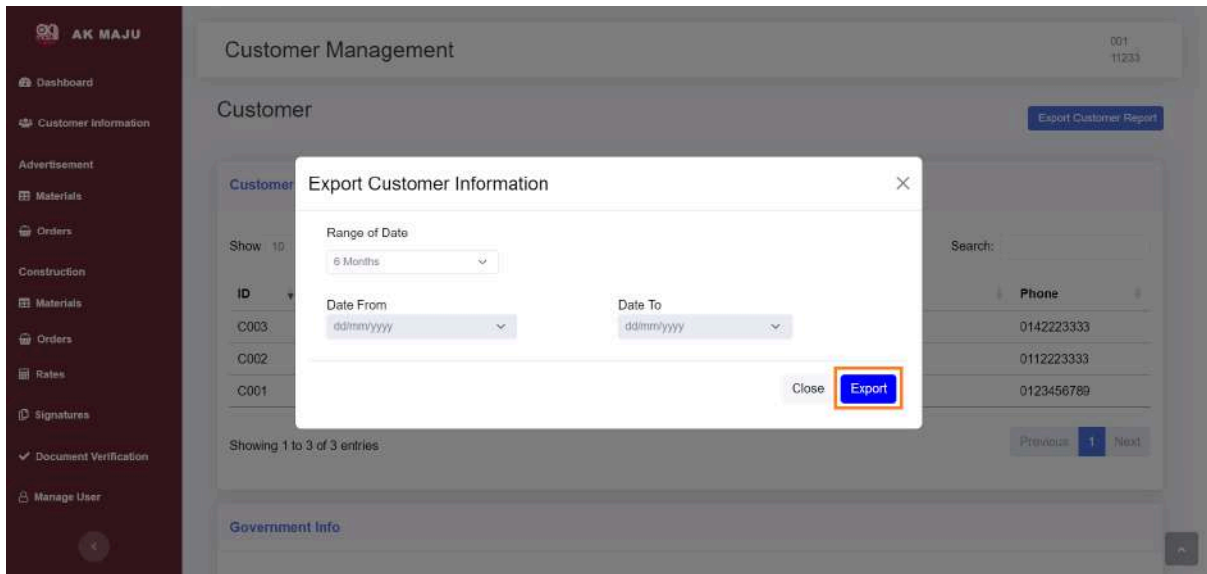


Figure 5.6 Export Customer Report in Customer Management Page.

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.

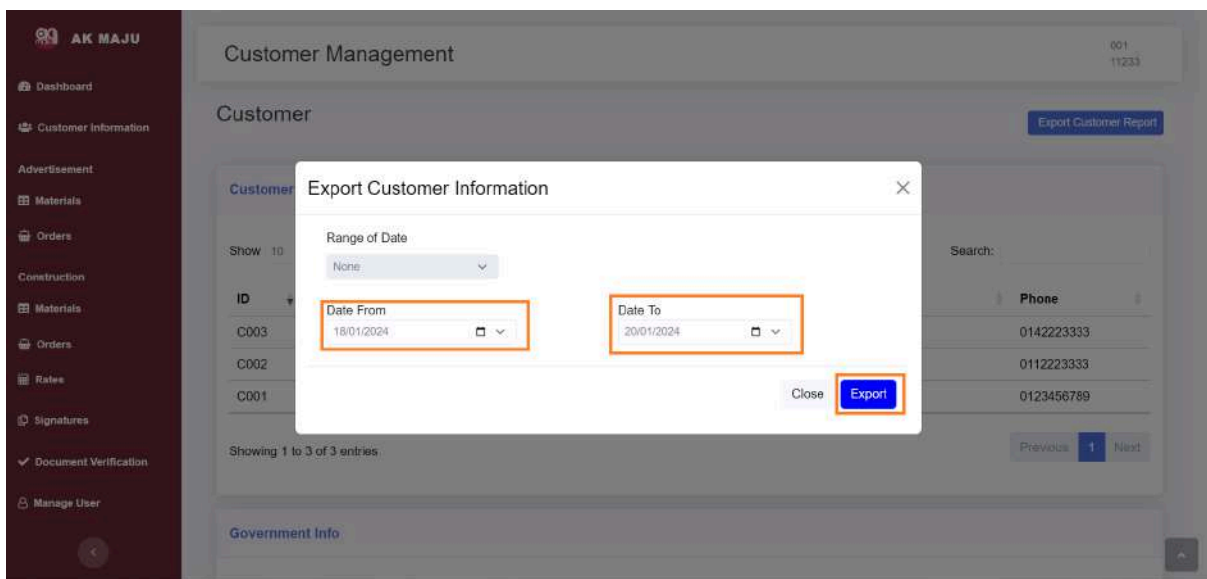


Figure 5.7 Choose Range of Date and Export for Export Customer Report in Customer Management Page.

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.

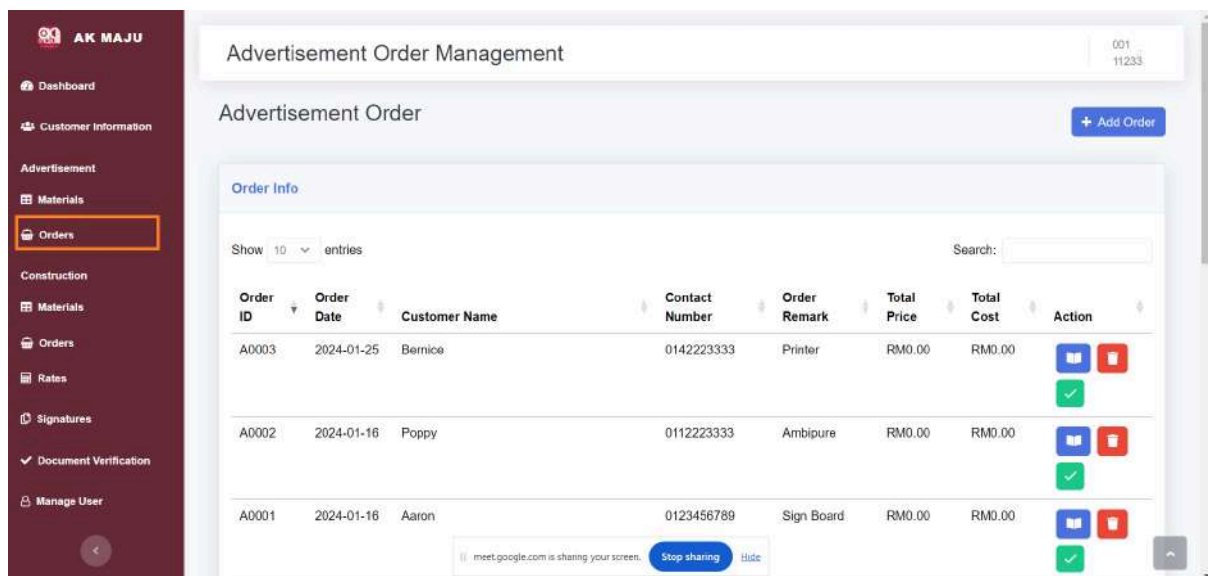


Figure 6.1 Advertisement Order Main Page 1.

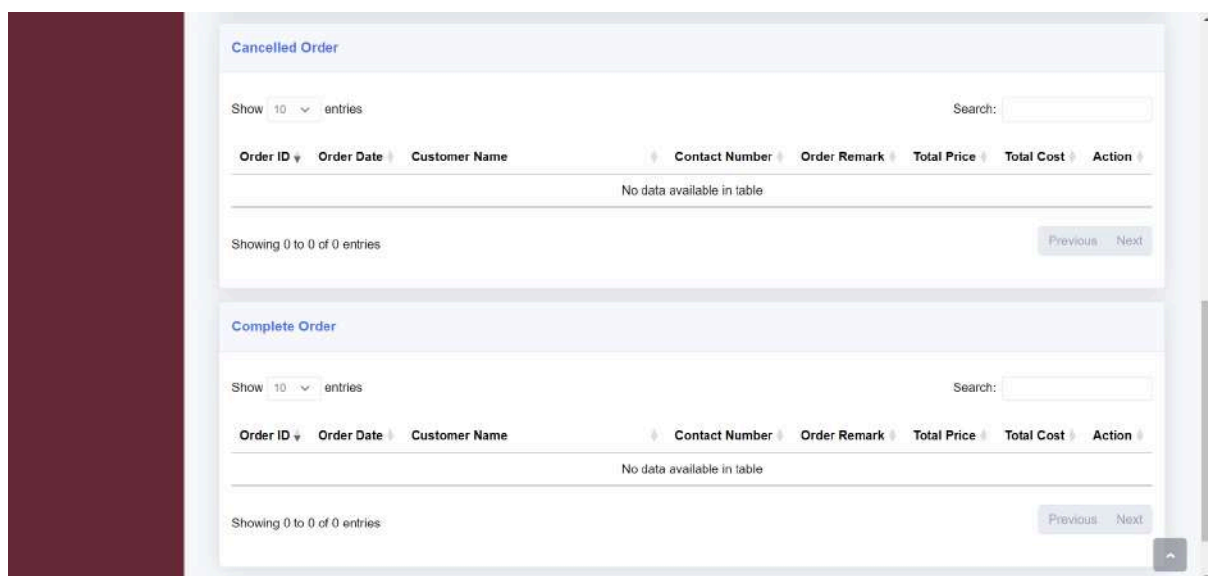


Figure 6.2 Advertisement Order Main Page 2.

Add an Advertisement Order:

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

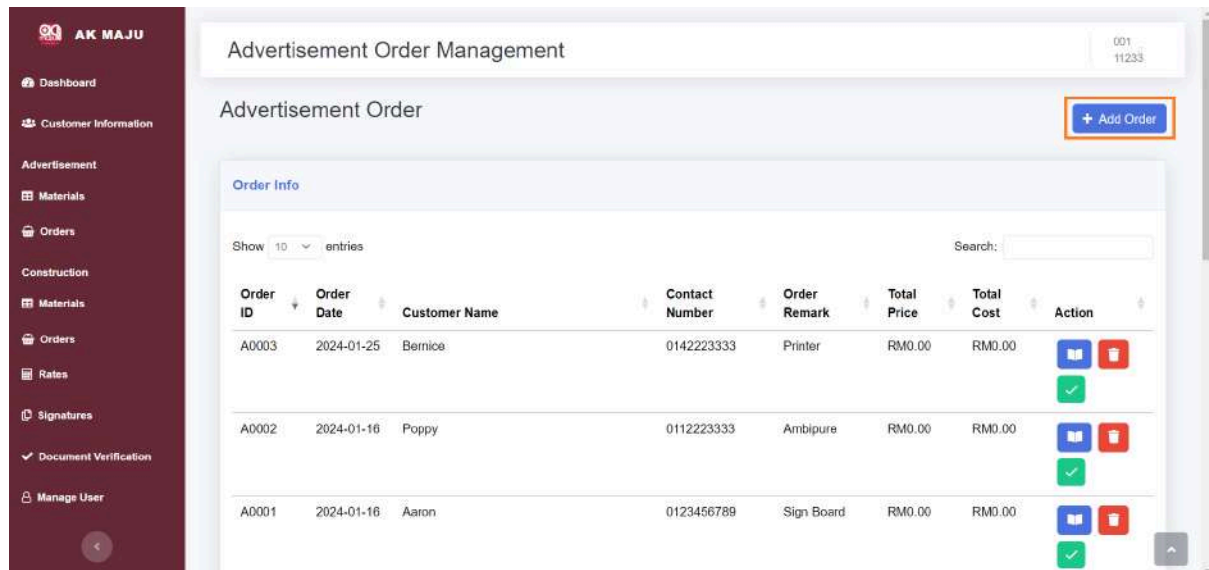


Figure 6.3 Add Order in Advertisement Order Main Page.

2. In the add order first page, it will be required to fill in customer information and order details.

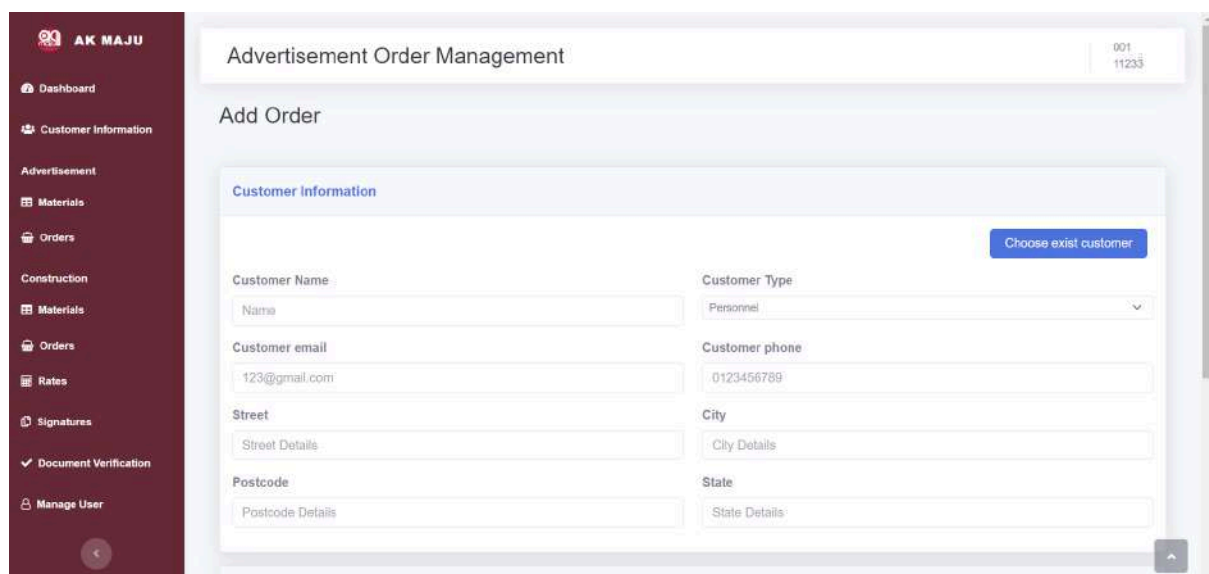


Figure 6.4 Add Advertisement Order Page 1.

The screenshot displays a web application interface for adding an advertisement order. On the left is a dark red sidebar with navigation links: Orders, Rates, Signatures, Document Verification, and Manage User. The main content area is divided into two sections. The top section, titled 'Customer Information', contains fields for Customer email (123@gmail.com), Customer phone (0123456789), Street (Street Details), City (City Details), Postcode (Postcode Details), and State (State Details). The bottom section, titled 'Order Details', includes fields for Order Date (dd/mm/yyyy), Order Remark (Sign Board to AKMaju), and Term of Payment (Local Order). A 'Save Order' button is located at the bottom left of the Order Details section. A copyright notice 'Copyright © Brand 2023' is visible at the bottom center.

Figure 6.5 Add Advertisement Order Page 2.

- 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.

The screenshot shows the 'Add Order' page with a focus on the 'Customer Information' section. The sidebar on the left includes links for Customer Information, Advertisement, Materials, Orders, Construction, and Signatures. The 'Customer Information' section contains fields for Customer Name (Name), Customer email (123@gmail.com), Street (Street Details), City (City Details), Postcode (Postcode Details), and State (State Details). A 'Choose exist customer' button is located at the top right of this section. A dropdown menu for 'Customer Type' is open, showing options: Personnel, Personnel (highlighted), Government, and Agency. The 'Order Details' section at the bottom includes fields for Order Date and Order Remark.

Figure 6.6 Customer Information in Add Advertisement Order Page.

Add Order

Customer Information

[Choose exist customer](#)

Customer Name
Name

Customer Type
Government

Customer email
123@gmail.com

Customer phone
0123456789

Street
Street Details

City
City Details

Postcode
Postcode Details

State
State Details

Government Name
Government Name

Government Phone
Government Phone

[Order Details](#)

Figure 6.7 Government Customer Information in Add Advertisement Order Page.

Add Order

Customer Information

[Choose exist customer](#)

Customer Name
Name

Customer Type
Agency

Customer email
123@gmail.com

Customer phone
0123456789

Street
Street Details

City
City Details

Postcode
Postcode Details

State
State Details

Agency Name
Agency Name

Agency Phone
Agency Phone

[Order Details](#)

Figure 6.8 Agency Customer Information in Add Advertisement Order Page.

- 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.

Advertisement Order Management

001
11233

Add Order

Customer Information

Choose exist customer

Customer Name: Name

Customer Type: Personnel

Customer email: 123@gmail.com

Customer phone: 0123456789

Street: Street Details

City: City Details

Postcode: Postcode Details

State: State Details

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

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

Advertisement Order Management

001
11233

Add Order

Customer Information

Choose which customer

Customer id	Customer name	Customer type	Agency/Government name	Agency/Government phone	Select
C003	Bernico	Agency	AKMaju	068882222	<input type="radio"/>
C002	Poppy	Government	Jabatan Imigresen	063358220	<input type="radio"/>
C001	Aaron	Personnel			<input type="radio"/>

Close Save Changes

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

The screenshot shows the 'Add Order' page with a sidebar on the left containing menu items: Customer Information, Advertisement, Materials, Orders, Construction, Materials, Orders, Rates, Signatures, Document Verification, and Manage User. The main content area is titled 'Add Order' and contains a 'Customer Information' section. A blue button labeled 'Choose exist customer' is in the top right of this section. The form fields are as follows:

Field	Value	Field	Value
Customer Name	Poppy	Customer Type	Government
Customer email	124@gmail.com	Customer phone	0112223333
Street	Jalan malim jaya	City	Melaka raya
Postcode	75250	State	Melaka
Government Name	Jabatan Imigresen	Government Phone	063358220

Below the form is a section titled 'Order Details'.

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

- 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.

The screenshot shows the 'Add Order' page with the same sidebar. The 'Customer Information' section is now disabled, with fields showing placeholder text like 'Street Details', 'City Details', and 'State Details'. The 'Order Details' section contains the following fields:

Field	Value	Field	Value
Order Date	dd/mm/yyyy	Order Remark	Sign Board to AKMajidi
Term of Payment	Local Order		

At the bottom of the form is a blue button labeled 'Add Order Material >'. The sidebar menu is visible on the left.

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”.

Add Order Material

Material Type: Wood

Material Variation: halli

Material Unit (m): 1

Material Price: 567.00

Discount Type: Percentage

Tax Code: AJS_A

Material Name: Wood

Material Dimension: 25

Material Cost: 45.00

Quantity: 1

Discount Percentage (in %): 1

Tax Amount: 1

Save Order Material

Material Selected

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

- 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.

Percentage: 20

Tax Code: AJS_A

Tax Amount: RM37.00

Save Order Material

Material Selected

Show 10 entries

Search:

Material Type	Material Name	Material Variation	Material Dimension	Material Unit	Material Price	Material Cost	Quantity	Discount Percentage	Discount Amount	Tax Amount
Wood	Wood	halli	25	1.00 (m)	RM567.00	RM45.00	1	1.00%	RM5.62	RM1.00

Showing 1 to 1 of 1 entries

Previous 1 Next

Add Order Material

Order Summary >

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.

The screenshot shows the 'Add Advertisement Order Material' page. At the top, there are input fields for 'Percentage' (20), 'Tax Code' (AJS_A), and 'Tax Amount' (RM37.00), along with a 'Save Order Material' button. Below this is a section titled 'Material Selected' with an 'Add Order Material' button. A table lists materials with columns: Material Type, Material Name, Material Variation, Material Dimension, Material Unit, Material Price, Material Cost, Quantity, Discount Percentage, Discount Amount, and Tax Amount. The first entry is 'Wood' with a value of 1.00 (m) and a price of RM567.00. A blue pen icon (edit button) is highlighted in the rightmost column of the first row. At the bottom, there is an 'Order Summary >' button.

Material Type	Material Name	Material Variation	Material Dimension	Material Unit	Material Price	Material Cost	Quantity	Discount Percentage	Discount Amount	Tax Amount
Wood	Wood	hall	25	1.00 (m)	RM567.00	RM45.00	1	1.00%	RM5.62	RM1.00

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

The screenshot shows the 'Edit Material' popup form. It contains the following fields: Material Type (1), Material Name (Wood), Material Variation (hall), Material Dimension (25), Material Unit (1.00), Material Price (567.00), Material Cost (45.00), Quantity (1), Discount Type (Percentage), Discount Percentage (in %) (1.00), Tax Code (AJS_A), and Tax Amount (1.00). There are 'Close' and 'Save Changes' buttons at the bottom. The background shows the same 'Add Advertisement Order Material' page as in Figure 6.17.

Material Type	Material Name	Material Variation	Material Dimension	Material Unit	Material Price	Material Cost	Quantity	Discount Type	Discount Percentage (in %)	Tax Code	Tax Amount
1	Wood	hall	25	1.00	567.00	45.00	1	Percentage	1.00	AJS_A	1.00

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.

Material Type: 1

Material Name: Wood

Material Variation: hall

Material Dimension: 25

Material Unit: 1.00

Material Price: 567.00

Material Cost: 45.00

Quantity: 12

Discount Type: Percentage

Discount Percentage (in %): 1.00

Tax Code: AJS_A

Tax Amount: 1.00

Buttons: Close, Save Changes

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).

Percentage: 20

Tax Code: AJS_A

Tax Amount: RM37.00

Save Order Material

Material Selected

10 entries

Material Name	Material Variation	Material Dimension	Material Unit	Material Price	Material Cost	Quantity	Discount Percentage	Discount Amount	Tax Amount
Wood	hall	25	1.00 (m)	RM567.00	RM45.00	12	1.00%	RM5.62	RM1.00

Showing 1 to 1 of 1 entries

Buttons: Previous, 1, Next, Add Order Material, Order Summary >

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

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

Percentage: 20
Tax Code: AJS_A
Tax Amount: RM37.00
Save Order Material

Material Selected

10 entries

Material ID	Material Name	Material Variation	Material Dimension	Material Unit	Material Price	Material Cost	Quantity	Discount Percentage	Discount Amount	Tax Amount
1	Wood	hali	25	1.00 (m)	RM567.00	RM45.00	12	1.00%	RM5.62	RM1.00

Showing 1 to 1 of 1 entries

Order Summary >

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.

Advertisement Order Management

Order Summary

Order ID	Order Date	Customer Name	Contact Number	Total Cost	Total Price
A0006	2024-01-17	Poppy2	0123456782	45.00	567.00

Quotation

Generate

ID	Remark	Issue Date	Due Date	Status	Prepared By	Approved By	Action
No quotation has been generated.							

< Back to Order Material

Figure 6.22 Order Summary Page .

View or Edit order:

1. Click on the Blue Book button on the Advertisement Order Main Page.

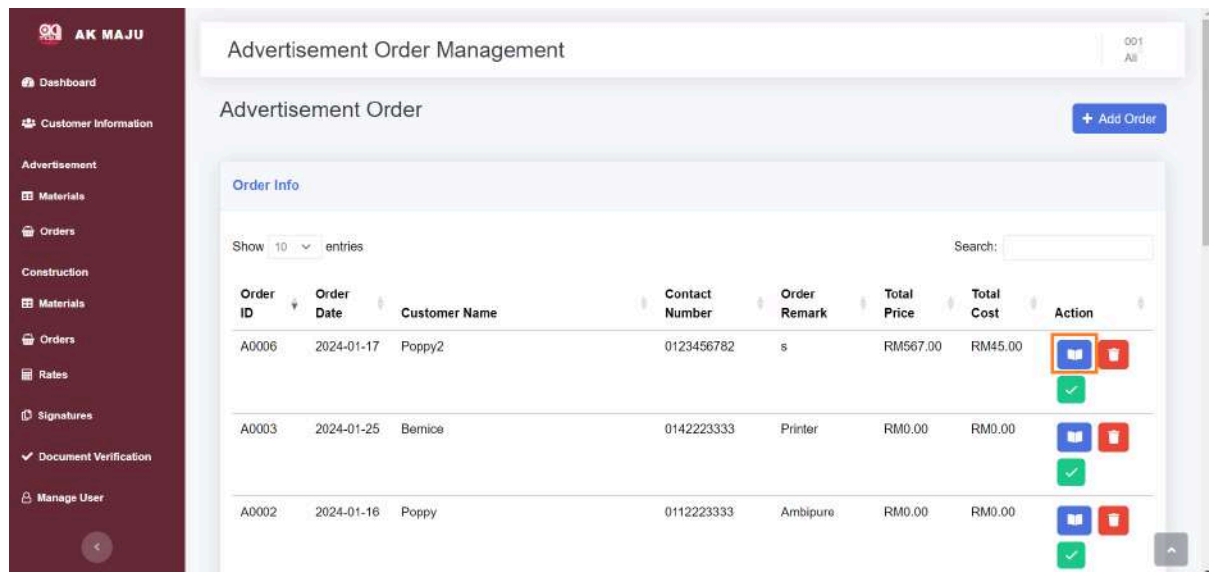


Figure 6.23 View or Edit Order button in Advertisement Order Main Page .

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

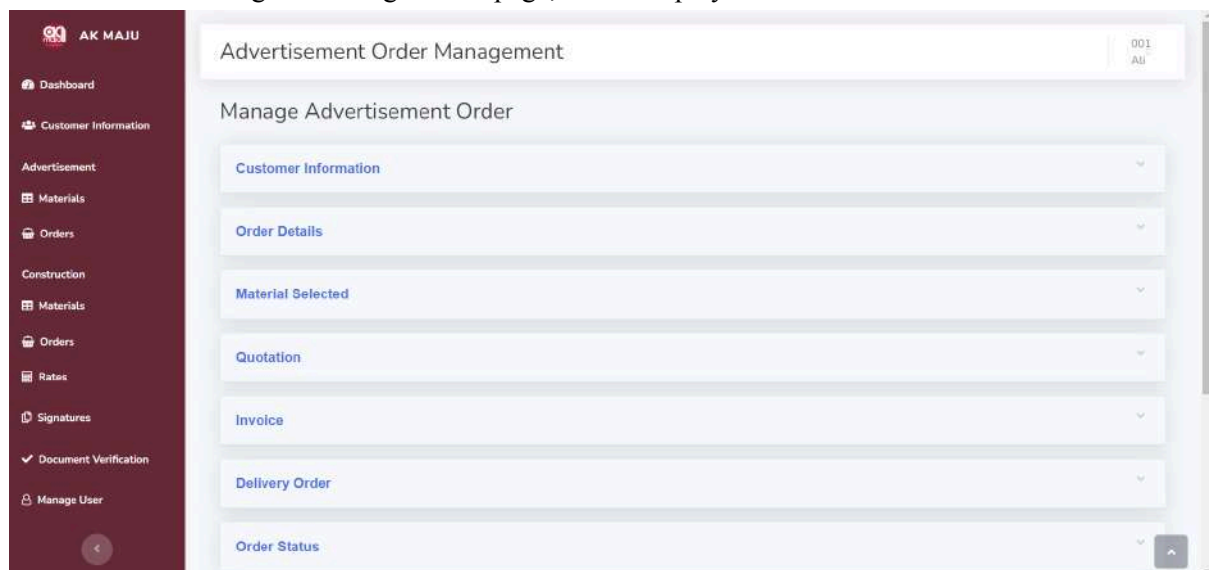


Figure 6.24 Manage Advertisement Order Page 1.

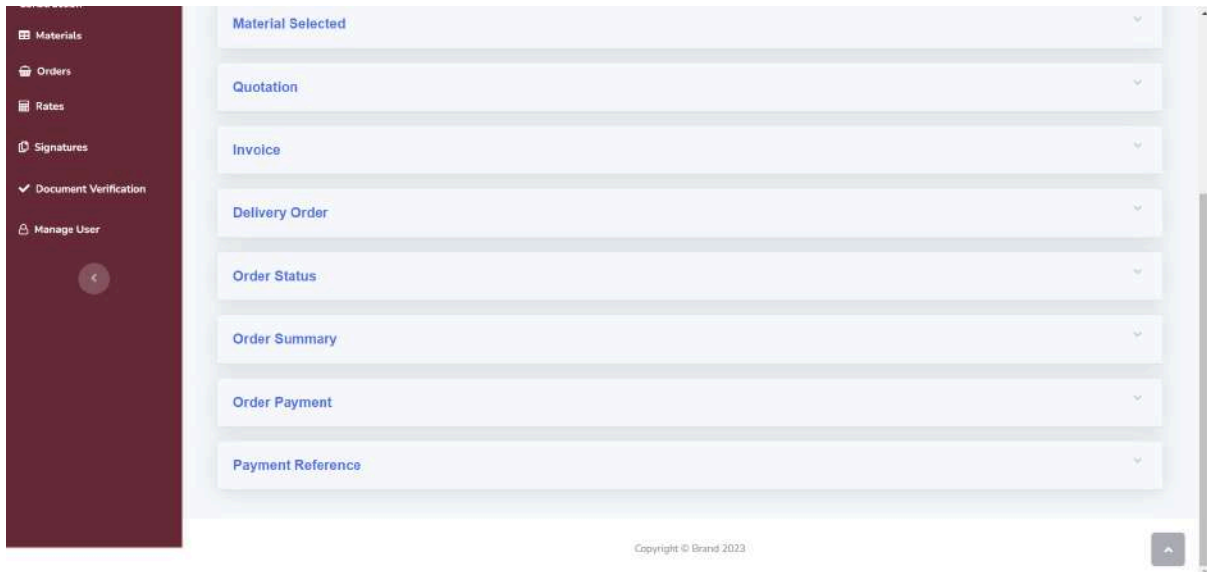


Figure 6.25 Manage Advertisement Order Page 2.

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



Figure 6.26 Open Card 1 in Manage Advertisement Order Page.

Manage Advertisement Order

Customer Information

Customer Name
Poppy2

Customer Type
Government

Customer email
124@gmail.com

Customer phone
0123456782

Street
Jalan malim jaya

City
Melaka raya

Postcode
75250

State
Melaka

Government Name
Government Name

Government Phone
Government Phone

Edit

Save

Figure 6.27 Open Card 2 in Manage Advertisement Order Page.

- 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.

Manage Advertisement Order

Customer Information

Customer Name
Poppy2

Customer Type
Government

Customer email
124@gmail.com

Customer phone
0123456782

Street
Jalan malim jaya

City
Melaka raya

Postcode
75250

State
Melaka

Government Name
Government Name

Government Phone
Government Phone

Edit

Save

Figure 6.28 Edit button in Manage Advertisement Order Page.

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

The screenshot shows the 'Manage Advertisement Order' page. On the left is a dark red sidebar with navigation links: Dashboard, Customer Information, Advertisement, Materials, Orders, Construction, Materials, Orders, Rates, Signatures, Document Verification, and Manage User. The main content area has a light blue header 'Manage Advertisement Order'. Below it is a 'Customer Information' section with an 'Edit' button in the top right. The form contains fields for Customer Name (Poppy2), Customer Type (Personnel), Customer email (124@gmail.com), Customer phone (0123456782), Street (Jalan malim jaya), City (Melaka raya), Postcode (75250), and State (Melaka). A 'Save' button is located at the bottom left of the form and is highlighted with a red box. Below the form is an 'Order Details' section.

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)

The screenshot shows the 'Manage Advertisement Order' page, specifically the 'Material Selected' section. It features a table with columns: Material Type, Material Name, Material Variation, Material Dimension, Material Unit, Material Price, Material Cost, Quantity, Discount Percentage, Discount Amount, Tax Code, and Tax Amount. A 'New' button with a plus icon is highlighted with a red box in the top right corner of the section. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation links. The table contains one entry: Wood, Wood, hali, 25, 1.00m, 567.00, 45.00, 12, 1.00, 5.62, A/S_A, 1.00. Below the table are sections for 'Quotation' and 'Invoice'.

Material Type	Material Name	Material Variation	Material Dimension	Material Unit	Material Price	Material Cost	Quantity	Discount Percentage	Discount Amount	Tax Code	Tax Amount
Wood	Wood	hali	25	1.00m	567.00	45.00	12	1.00	5.62	A/S_A	1.00

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

Add Order Material

Material Type Wood	Material Name Material Name
Material Variation	Material Dimension
Material Unit Material Unit	Material Cost Material Cost
Material Price Material Price	Quantity Quantity
Discount Type Percentage	Discount Percentage (in %) 20
Tax Code A/S_A	Tax Amount RM37.00

Close Save Changes

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.

Advertisement Order Management

Manage Advertisement Order

Customer Information

Order Details

Material Selected

Quotation

ID	Remark	Issue Date	Due Date	Status	Prepared By	Approved By	Action
AQ01dc10	Quotation v1	2024-01-16	2024-01-25	Pending Approval	Ali	-	Generate

Figure 6.32 Generate Quotation button in Manage Advertisement Order Page.

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

Advertisement Order Management

Manage Advertisement Order

Customer

Order Details

Material

Quotation

Generate Advertisement Quotation

Remark (Optional)

Issue Date 01/16/2024

Due Date mm/dd/yyyy

Generate

ID	Remark	Issue Date	Due Date	Status	Prepared By	Approved By	Action
AQ01dc10	Quotation v1	2024-01-16	2024-01-25	Pending Approval	Ali	-	

Figure 6.33 Generate Quotation 1 in Manage Advertisement Order Page.

- c. Click on the “Generate” button.

Advertisement Order Management

Manage Advertisement Order

Customer

Order Details

Material

Quotation

Generate Advertisement Quotation

Remark Quotation v2.

Issue Date 01/16/2024

Due Date 01/30/2024

Generate

ID	Remark	Issue Date	Due Date	Status	Prepared By	Approved By	Action
AQ01dc10	Quotation v1	2024-01-16	2024-01-25	Pending Approval	Ali	-	

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.

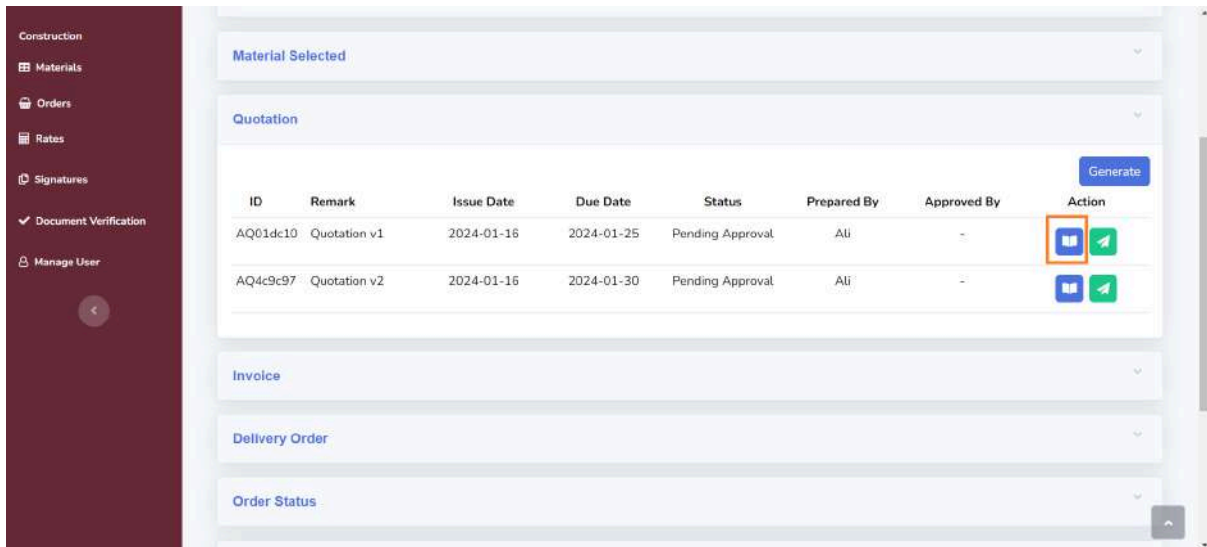


Figure 6.35 View Quotation in Manage Advertisement Order Page.

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

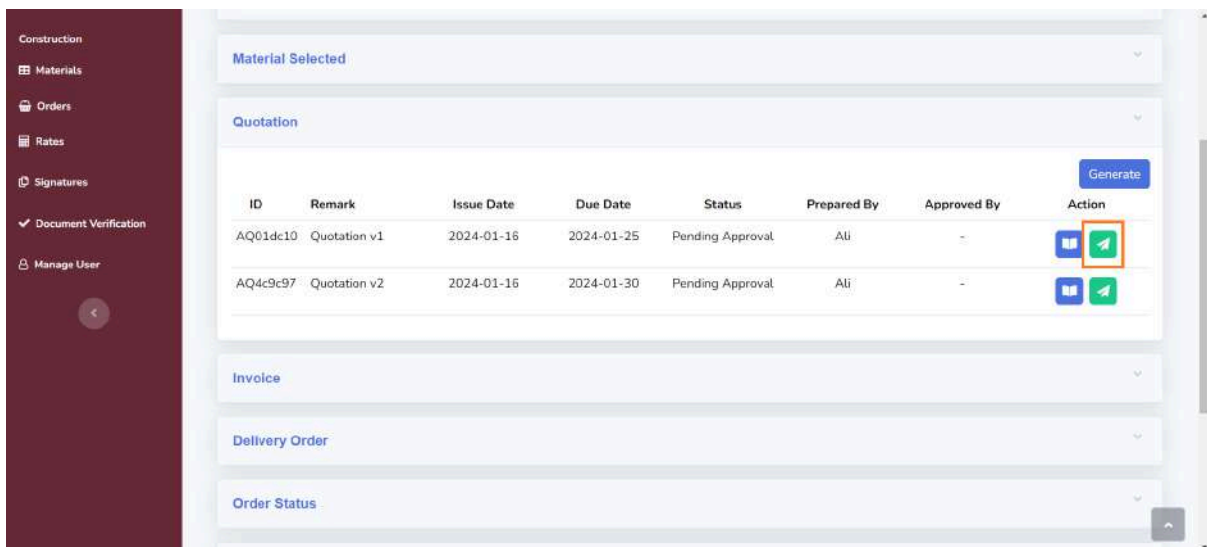
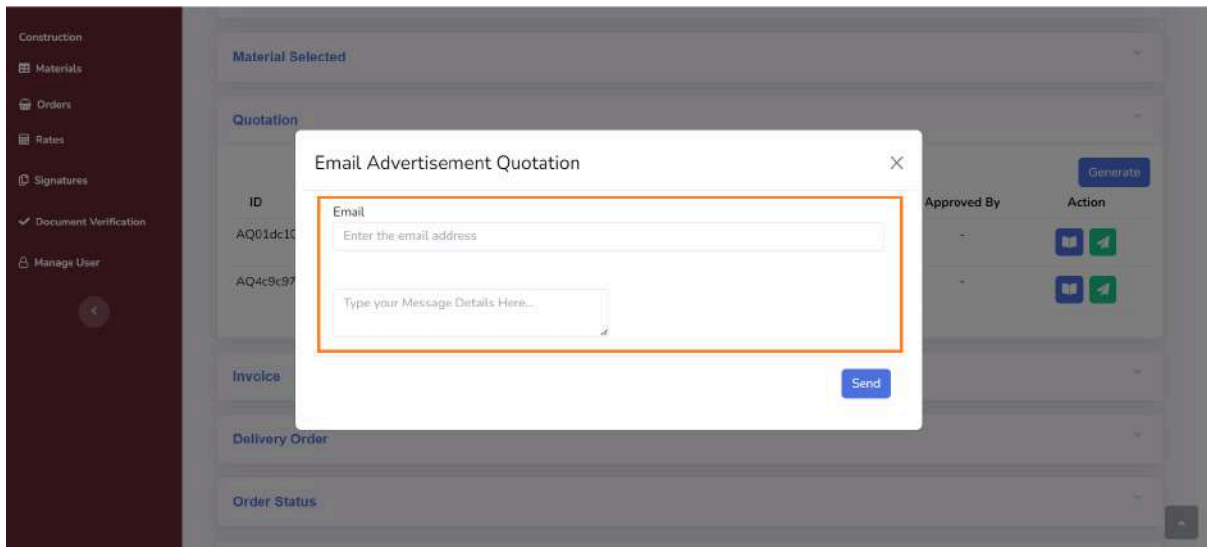


Figure 6.36 Send Quotation 1 in Manage Advertisement Order Page.

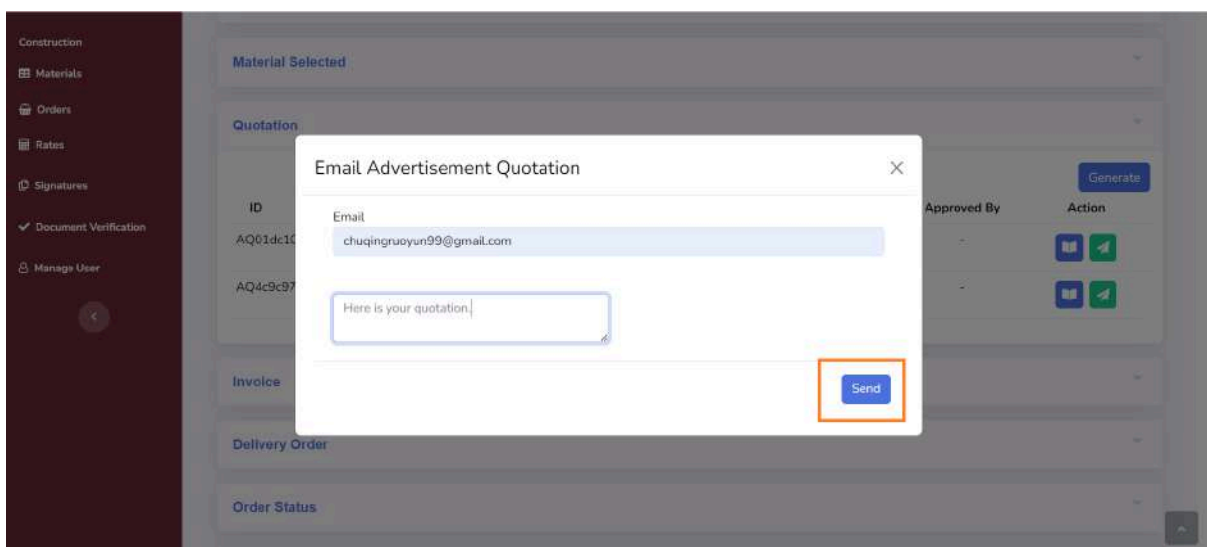
- b. Enter the email and email contents.



The screenshot shows a web application interface with a sidebar on the left containing menu items: Construction, Materials, Orders, Rates, Signatures, Document Verification, and Manage User. The main content area displays a table with columns for ID, Material Selected, Quotation, Invoice, Delivery Order, and Order Status. A modal dialog titled 'Email Advertisement Quotation' is open in the center. It contains two text input fields: the first is labeled 'Email' and has the placeholder text 'Enter the email address'; the second is labeled 'Type your Message Details Here...'. A blue 'Send' button is located at the bottom right of the dialog.

Figure 6.37 Send Quotation 2 in Manage Advertisement Order Page.

- c. Click on the “Send” button.



This screenshot shows the same 'Email Advertisement Quotation' dialog box as Figure 6.37, but with updated content. The 'Email' input field now contains the email address 'chuqingnuoyun99@gmail.com'. The second input field now contains the text 'Here is your quotation'. The blue 'Send' button at the bottom right is now highlighted with an orange rectangular border, indicating it is the next step in the process.

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.

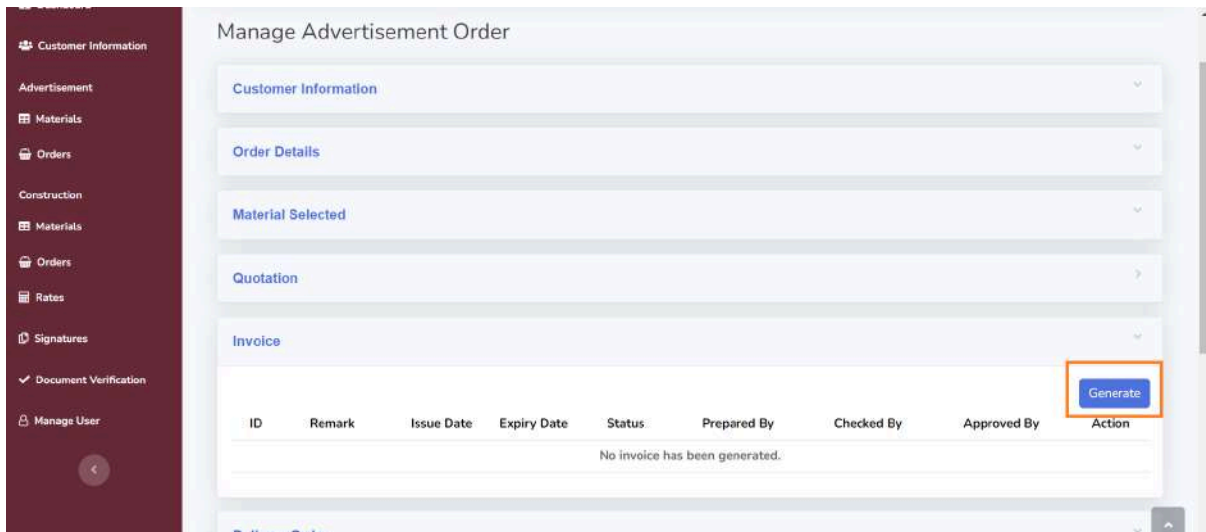


Figure 6.39 Generate Invoice button in Manage Advertisement Order Page.

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

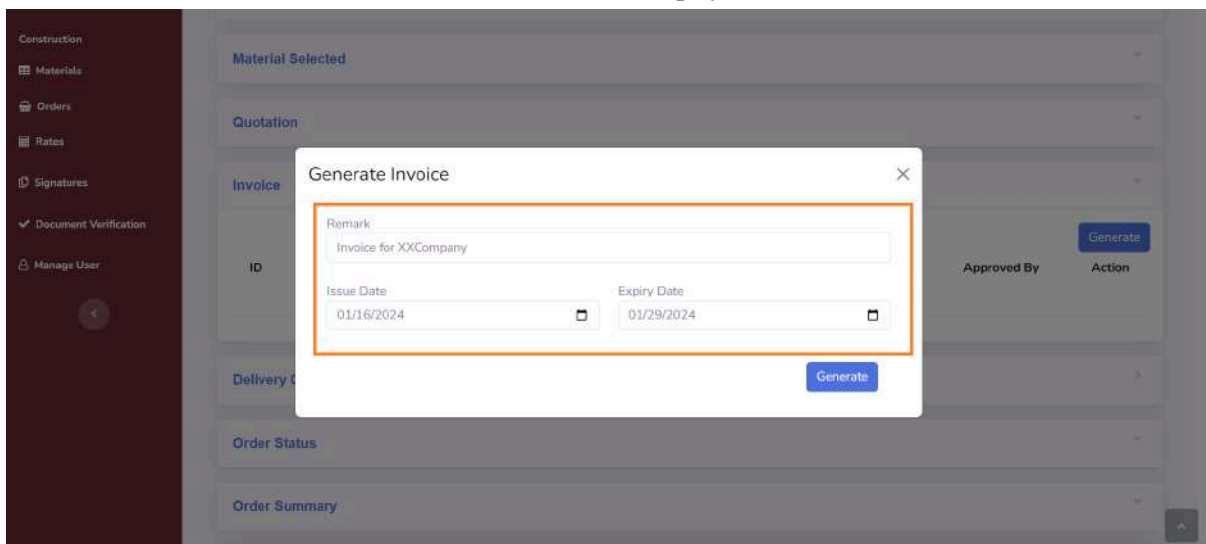


Figure 6.40 Generate Invoice 1 in Manage Advertisement Order Page

- c. Click on the “Generate” button.

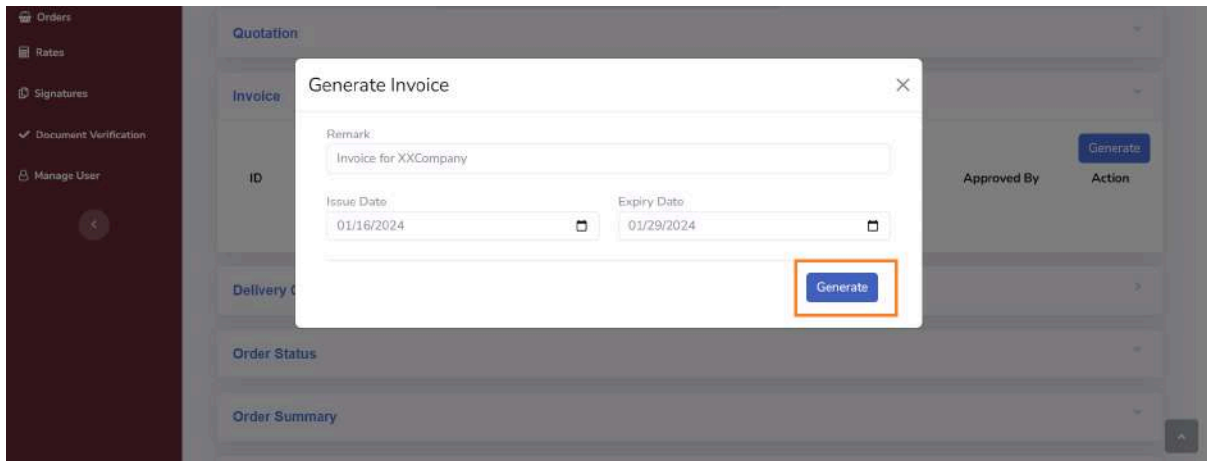


Figure 6.41 Generate Invoice 2 in Manage Advertisement Order Page.

- d. You can click on the “View” button to view the details of the invoice.

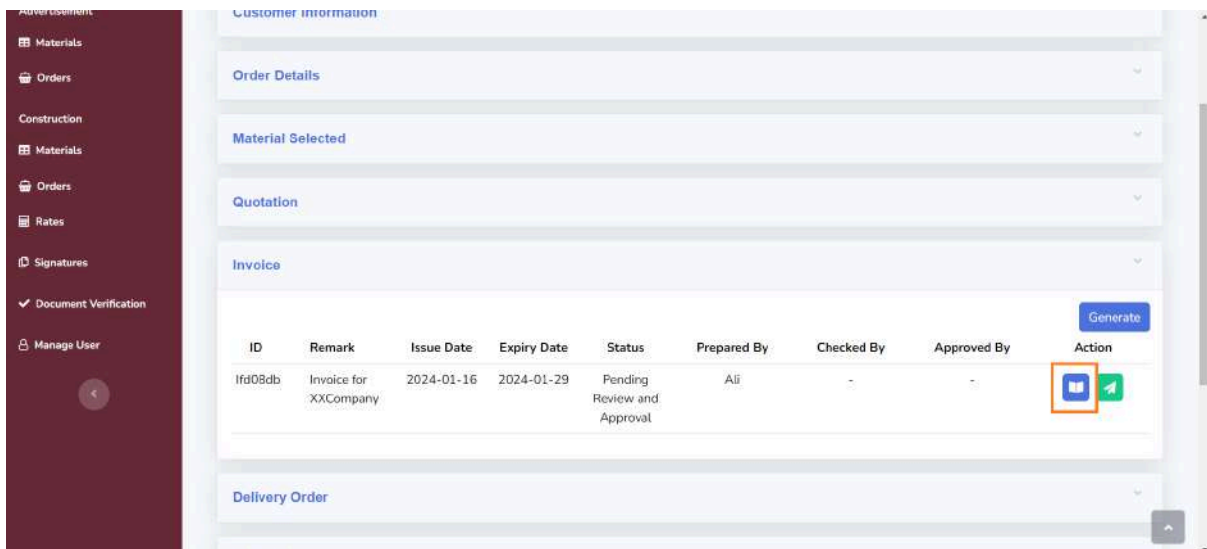


Figure 6.42 View Invoice in Manage Advertisement Order Page.

10. If you want to send the invoice, you can follow the steps below.

d. Click on the green “Send” button.

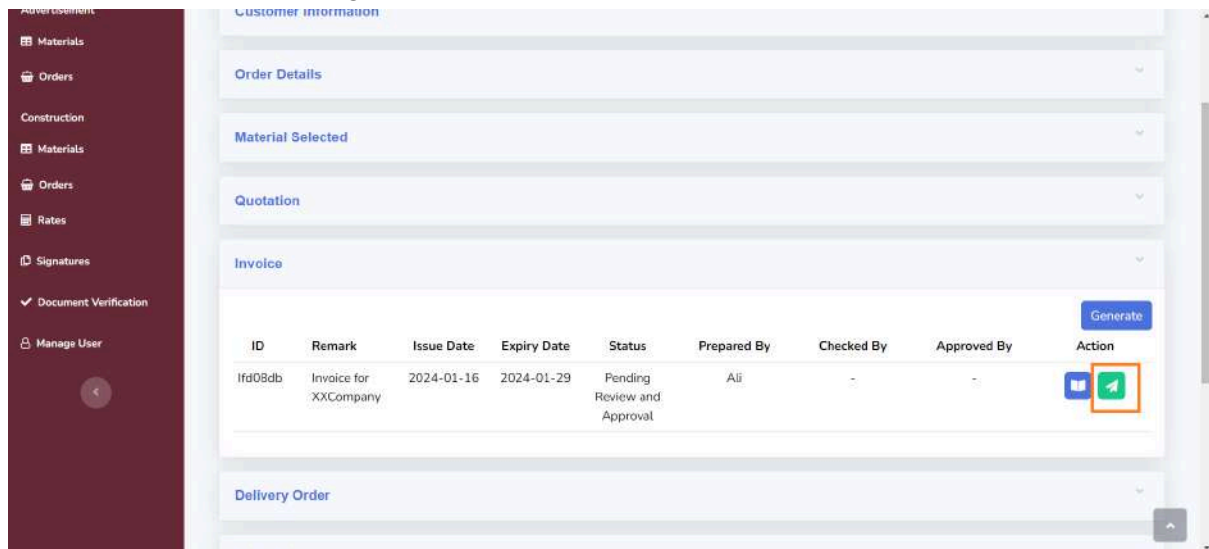


Figure 6.43 Send Invoice 1 in Manage Advertisement Order Page.

e. Enter the email and email contents.

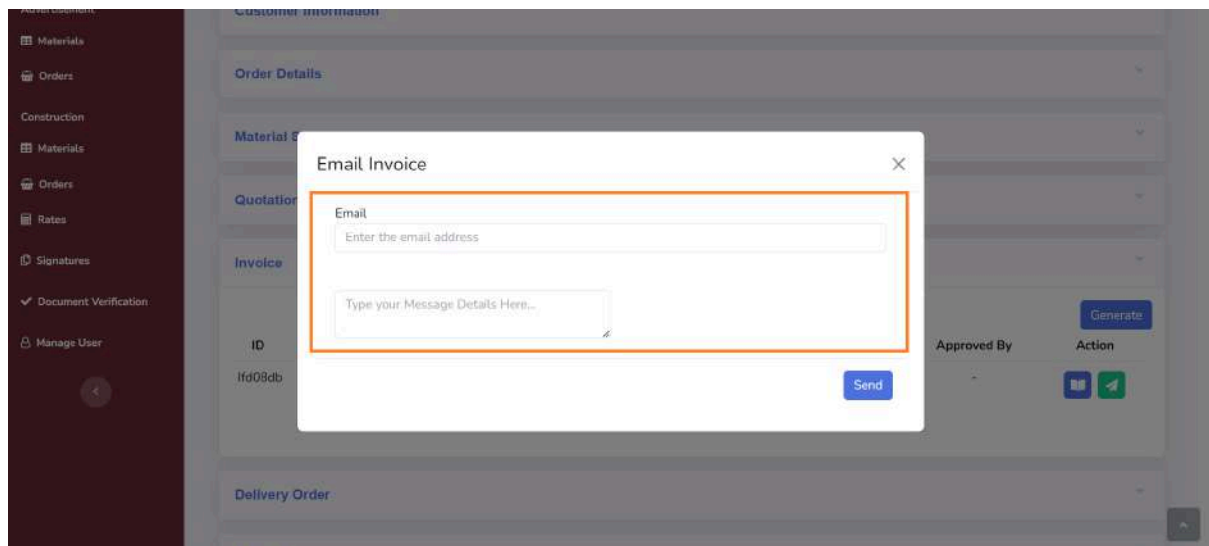


Figure 6.44 Send Invoice 2 in Manage Advertisement Order Page.

- f. Click on the “Send” button.

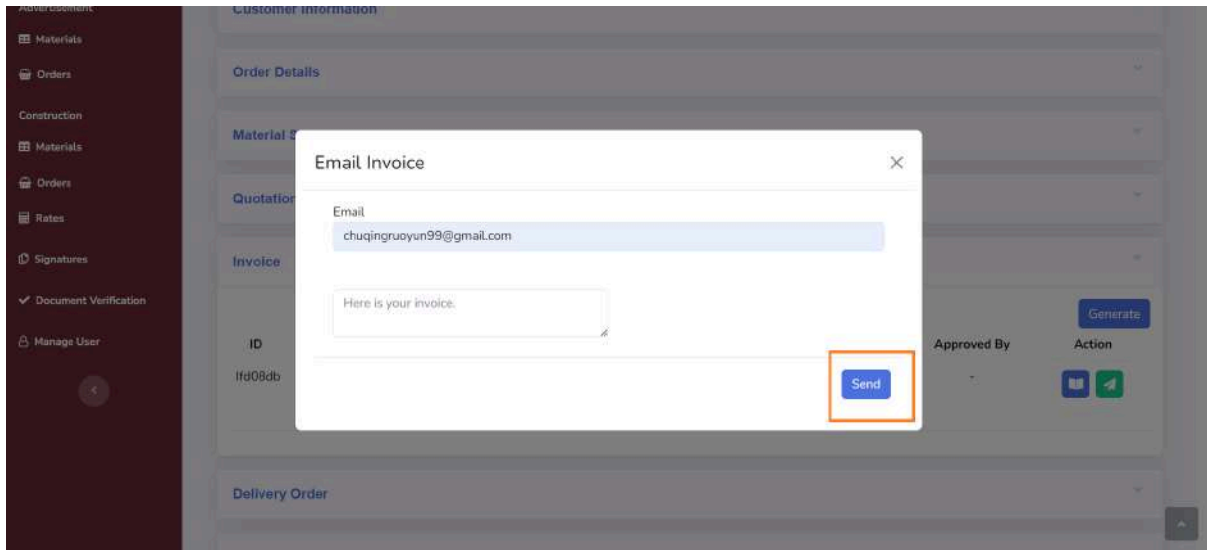


Figure 6.45 Send Invoice 3 in Manage Advertisement Order Page.

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

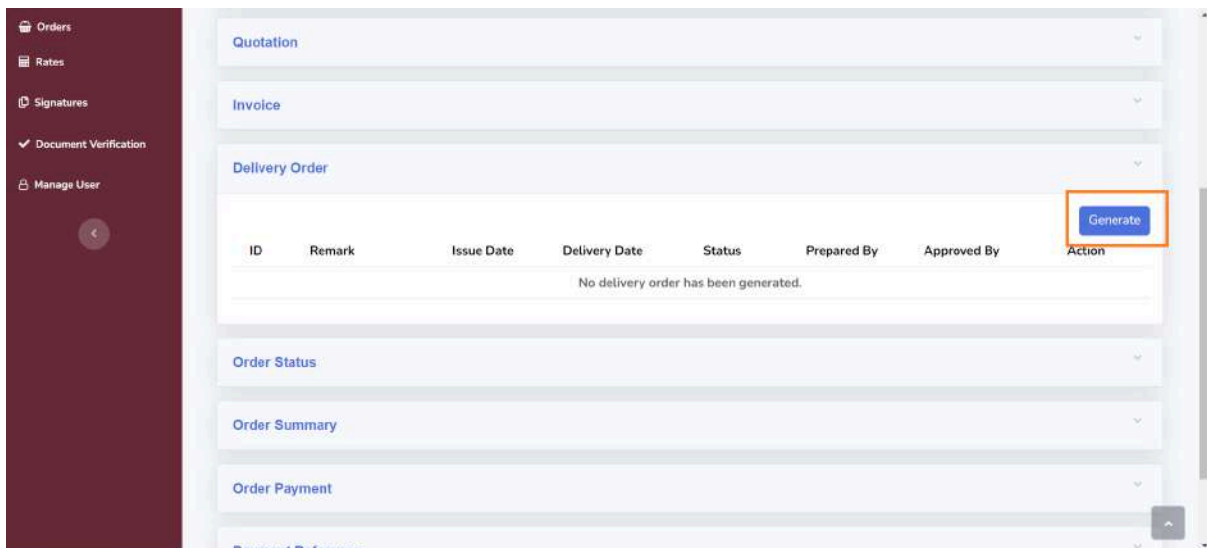


Figure 6.46 Generate Delivery Order button in Manage Advertisement Order Page.

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

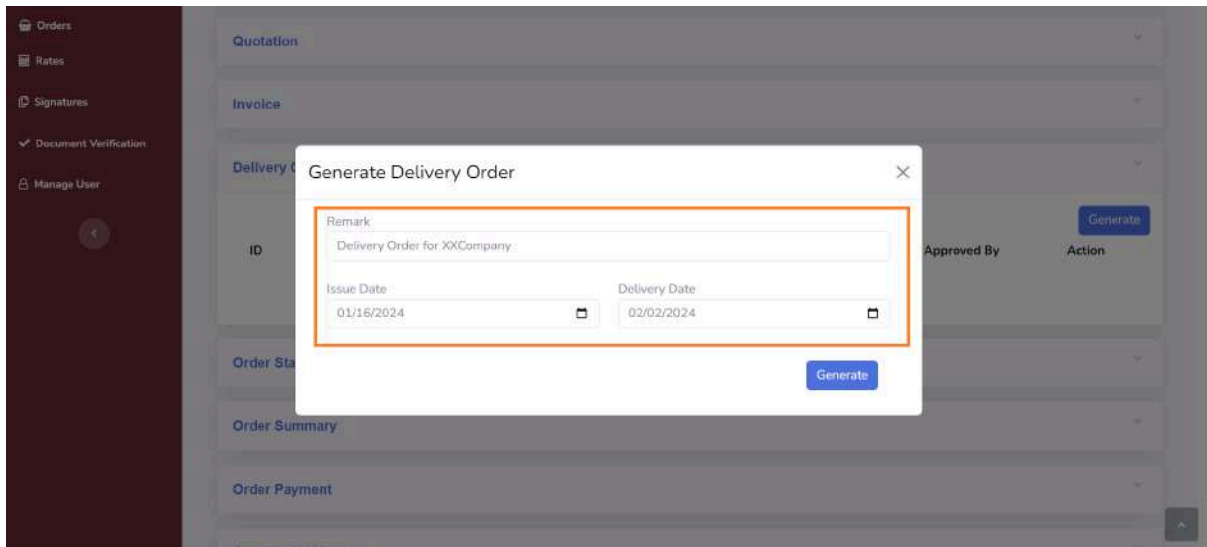


Figure 6.47 Generate Delivery Order 1 in Manage Advertisement Order Page.

c. Click on the “Generate” button.

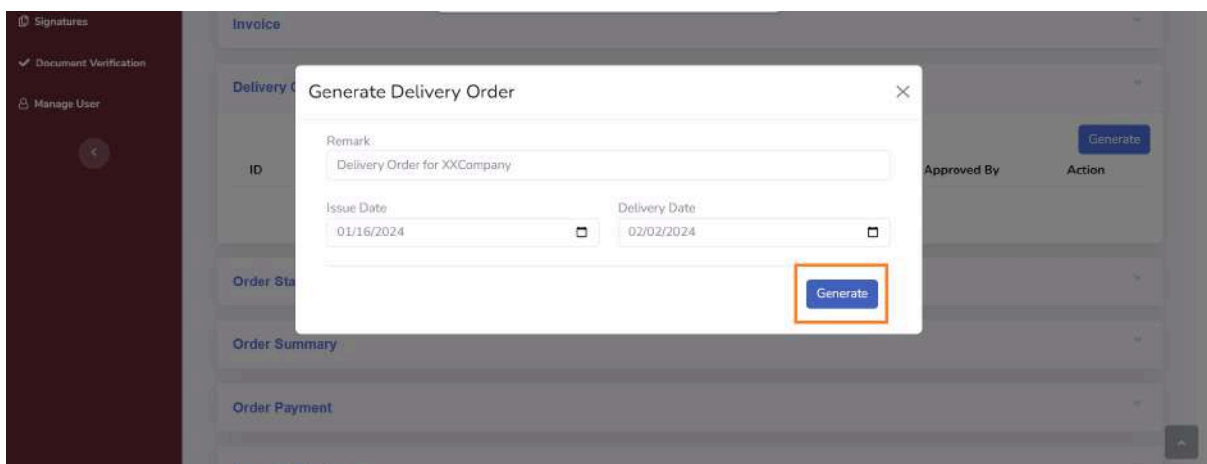


Figure 6.48 Generate Delivery Order 2 in Manage Advertisement Order Page.

- d. You can click on the “View” button to view the details of the quotation.

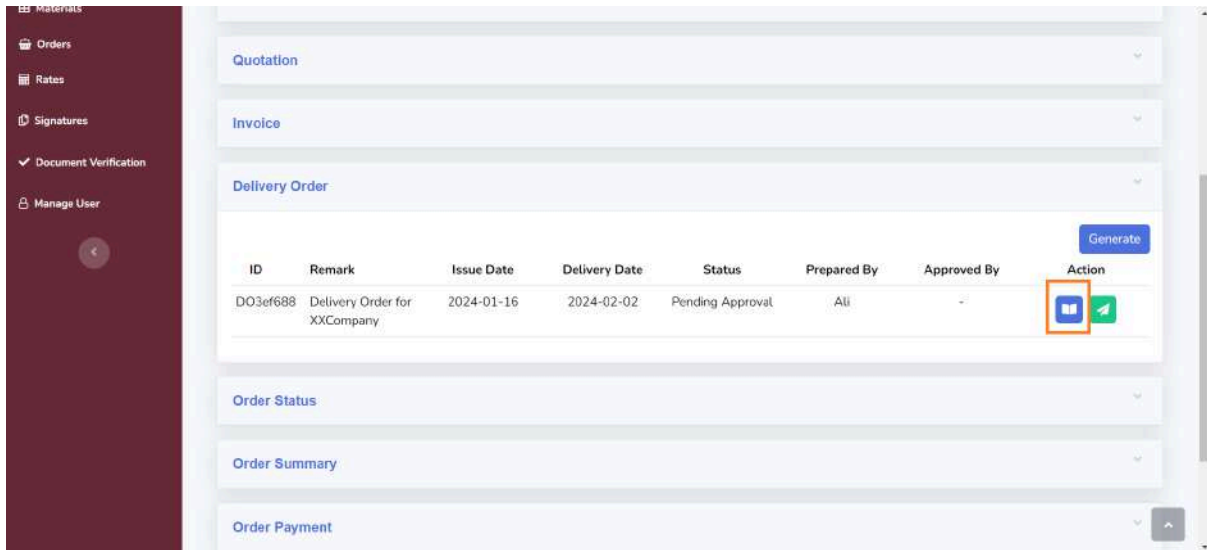


Figure 6.49 View Delivery Order in Manage Advertisement Order Page.

12. If you want to send the delivery order, you can follow the steps below.

- a. Click on the green “Send” button.

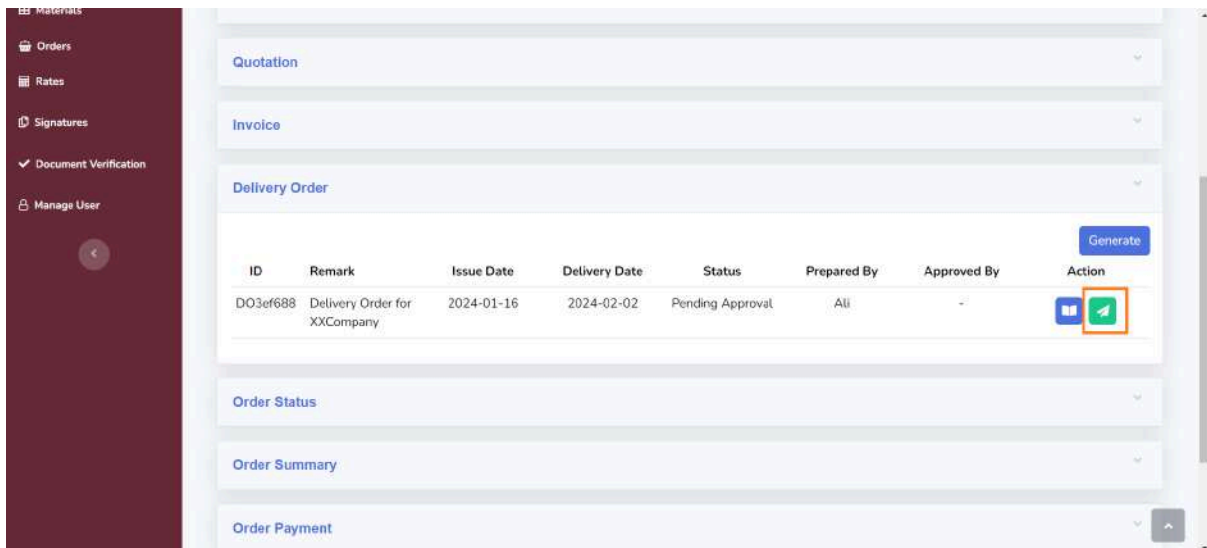


Figure 6.50 Send Delivery Order 1 in Manage Advertisement Order Page.

- b. Enter the email and email contents.

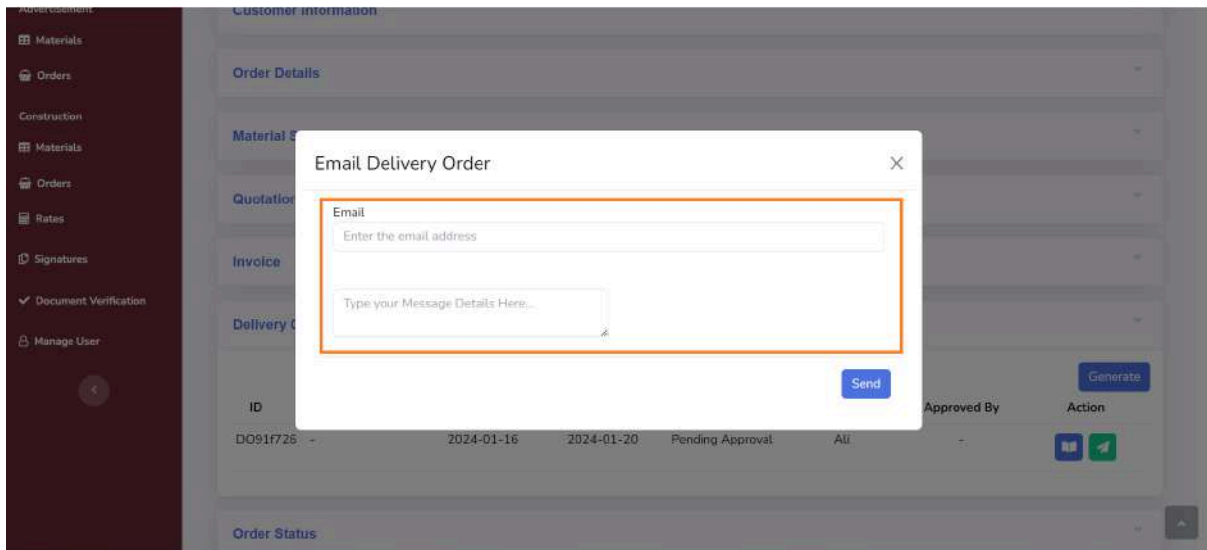


Figure 6.51 Send Delivery Order 2 in Manage Advertisement Order Page.

- c. Click on the “Send” button.

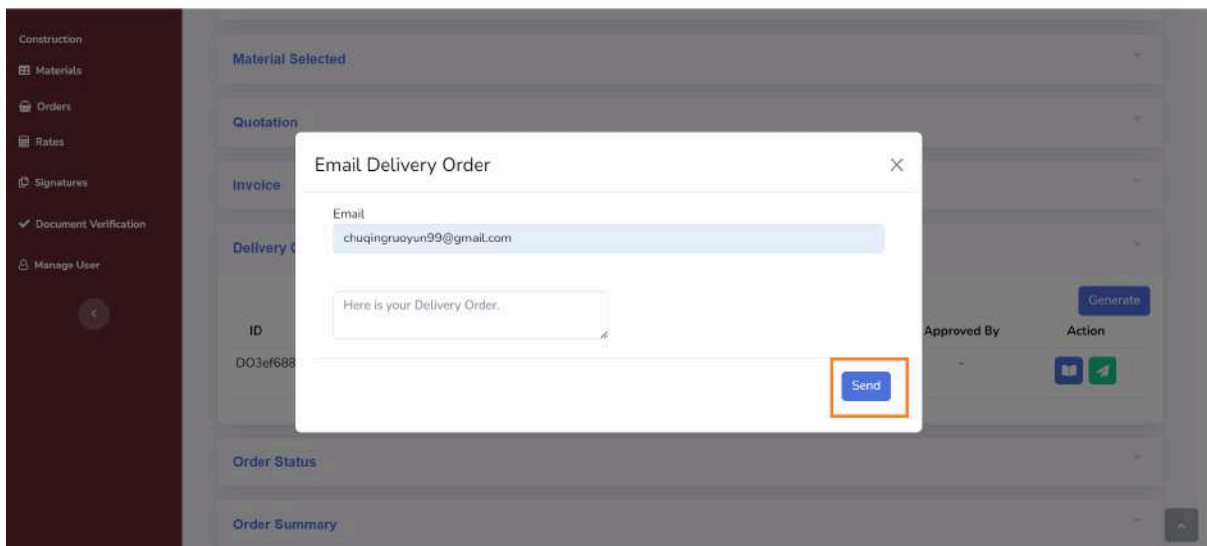


Figure 6.52 Send Delivery Order 3 in Manage Advertisement Order Page.

13. For Order Status, you can choose the status:
- Quotation either Pending (If not yet start or before Admin Approve), Accepted by Customer or Rejected by Customer.
 - 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)
 - 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.

Delivery Order

Order Status

Quotation Status

Pending

Pending

Accepted by customer

Rejected by customer

Not Paid Yet

Invoice Status

Pending

Delivery Status

Pending

Edit

Save

Order Summary

Order Payment

Payment Reference

Figure 6.53 Quotation Status in Manage Advertisement Order Page.

Delivery Order

Order Status

Quotation Status

Pending

Payment Status

Not Paid Yet

Not Paid Yet

Pending Payment

Deposit Paid

Fully Paid

Invoice Status

Pending

Delivery Status

Pending

Edit

Order Summary

Order Payment

Payment Reference

Figure 6.54 Payment Status in Manage Advertisement Order Page.

Delivery Order

Order Status

Quotation Status: Pending

Invoice Status: Pending

Payment Status: Not Paid Yet

Delivery Status: Pending

Save

Order Summary

Order Payment

Payment Reference

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.

Order Payment


Deposit Amount (RM): 0

Payment Method: Haven't Paid

Payment Date: dd/mm/yyyy

Save

Payment Reference

User Name	Upload Date	Status	Action
			

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Figure 6.56 Upload Payment Reference 1 in Manage Advertisement Order Page.

b. Choose payment reference for the order.

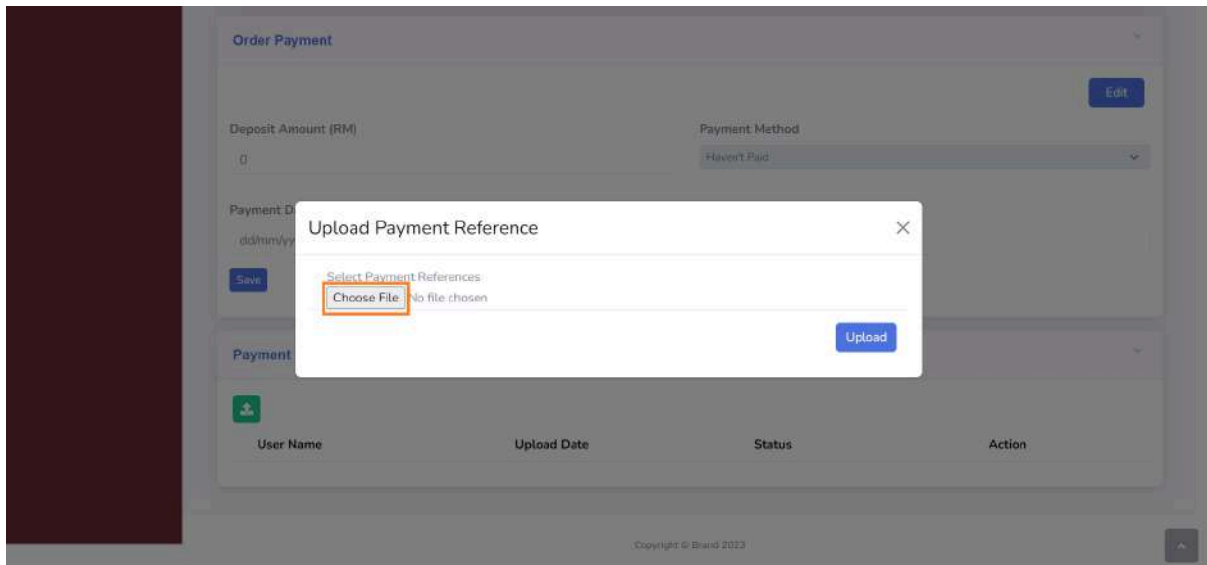


Figure 6.57 Upload Payment Reference 2 in Manage Advertisement Order Page.

c. After choosing the file, click on the “Upload” button.

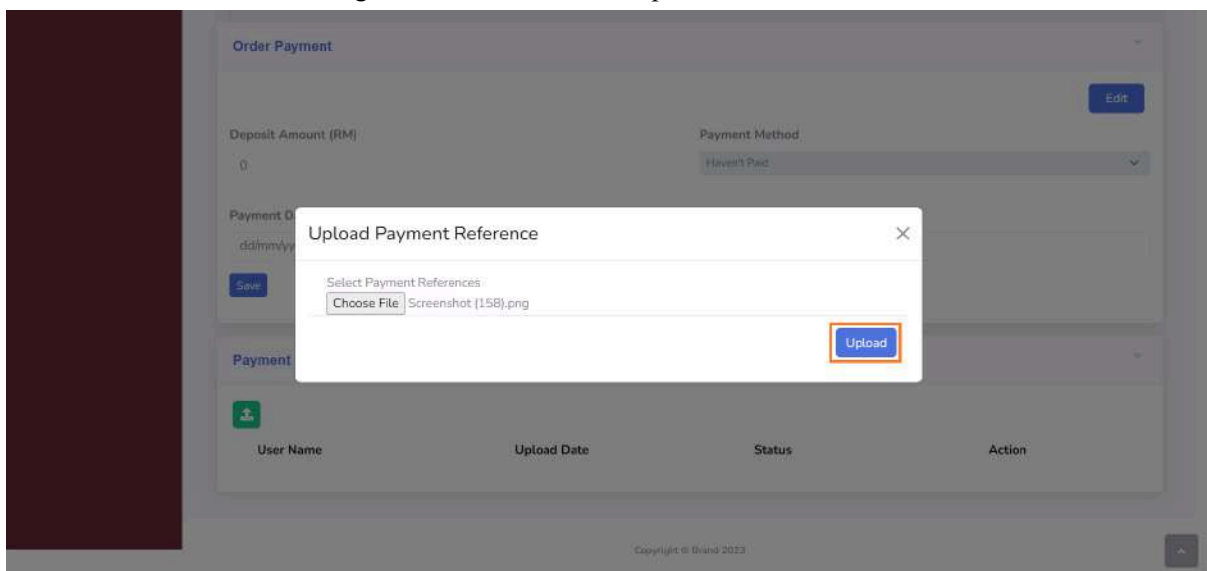


Figure 6.58 Upload Payment Reference 3 in Manage Advertisement Order Page.

- 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.

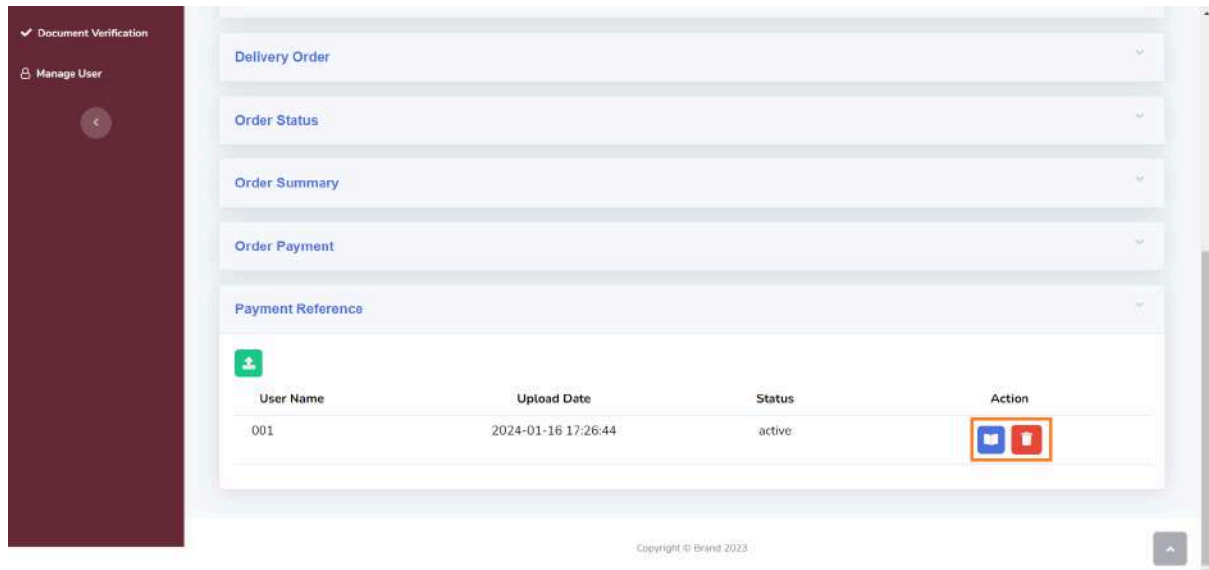


Figure 6.59 View or delete Payment Reference in Manage Advertisement Order Page.

- 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.

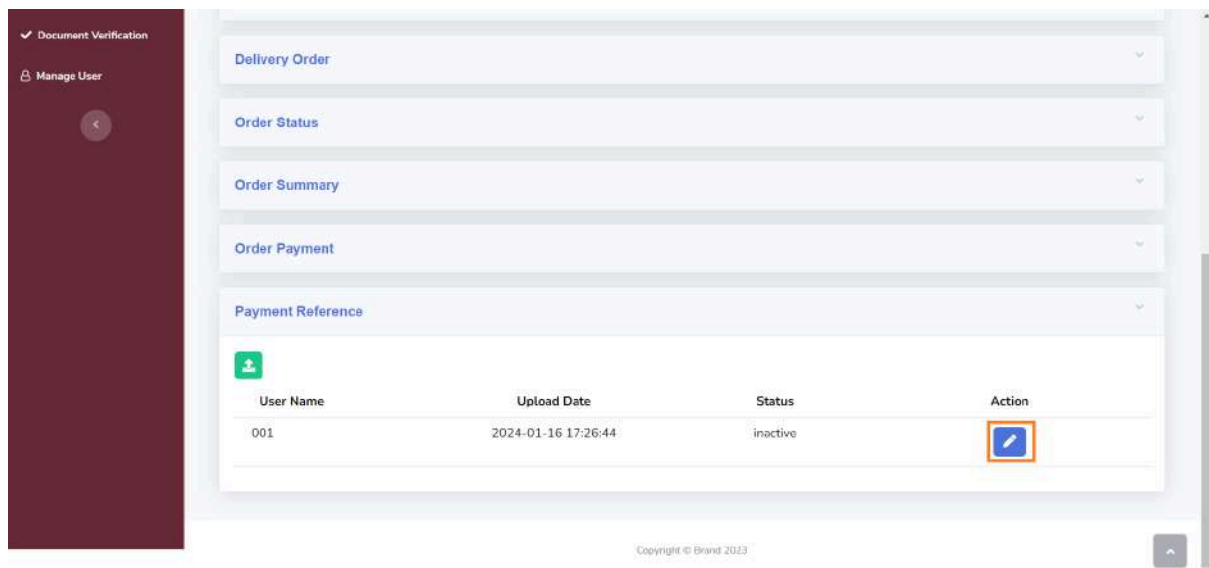


Figure 6.60 Restore Payment Reference in Manage Advertisement Order Page.

Cancel Advertisement Order:

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

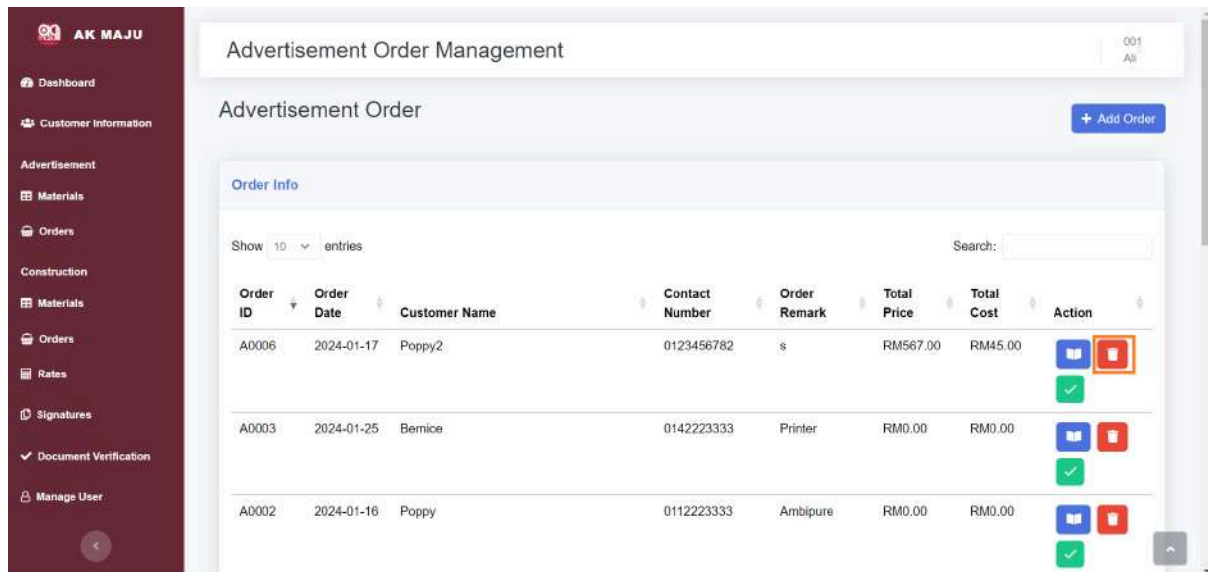


Figure 6.61 Delete Order 1 in Advertisement Order Main Page.

2. Click on "Delete".

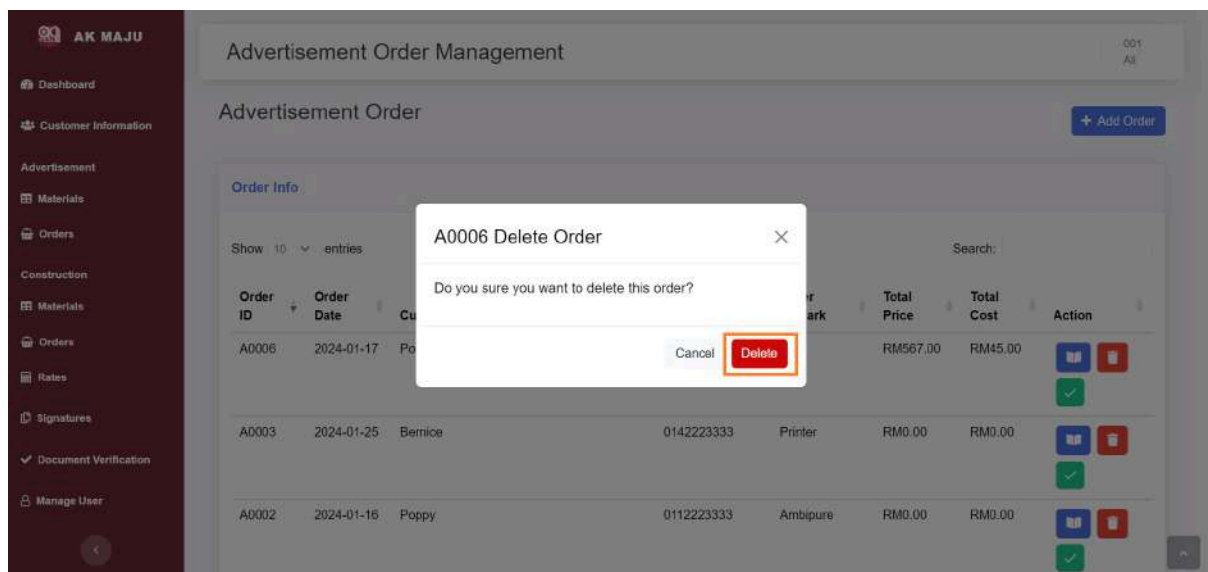


Figure 6.62 Delete Order 2 in Advertisement Order Main Page.

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

Order ID	Order Date	Customer Name	Contact Number	Order Remark	Total Price	Total Cost	Action
A0003	2024-01-25	Bernice	0142223333	Printer	RM0.00	RM0.00	[Icons]
A0002	2024-01-16	Poppy	0112223333	Ambipure	RM0.00	RM0.00	[Icons]
A0001	2024-01-16	Aaron	0123456789	Sign Board	RM0.00	RM0.00	[Icons]

Showing 1 to 3 of 3 entries

Figure 6.63 Order Info Table in Advertisement Order Main Page.

Order ID	Order Date	Customer Name	Contact Number	Order Remark	Total Price	Total Cost	Action
A0006	2024-01-17	Poppy2	0123456782	s	RM567.00	RM45.00	[Icon]

Showing 1 to 1 of 1 entries

Figure 6.64 Cancelled Order Table in Advertisement Order Main Page.

Complete Advertisement Order:

1. Click on the Green Check button.

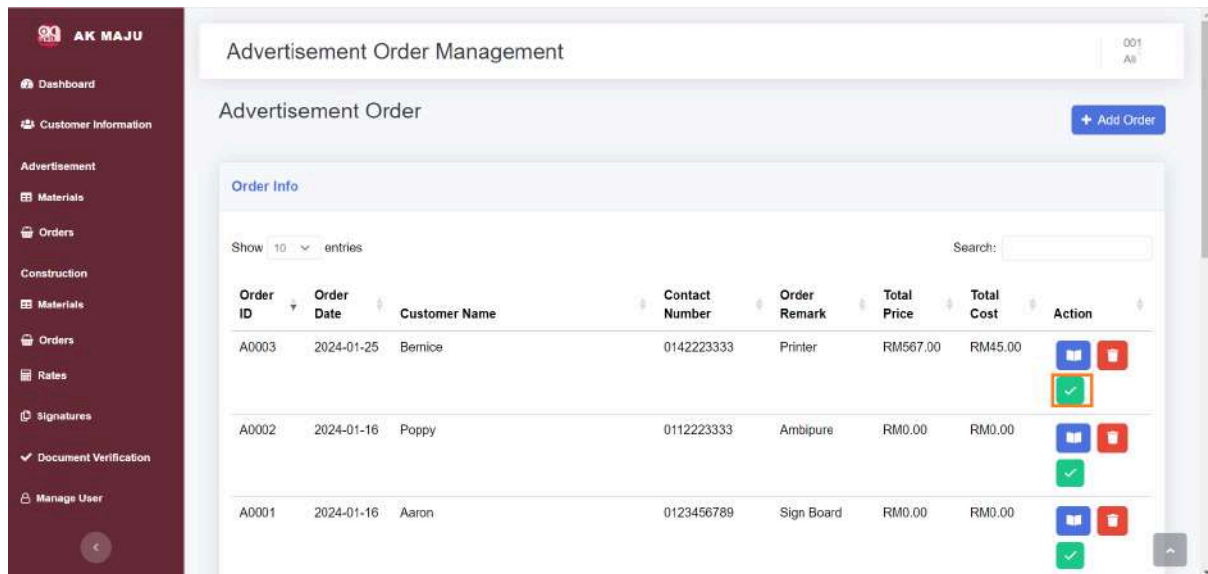


Figure 6.65 Complete Order Button in Advertisement Order Main Page.

2. Click on the Confirm button.

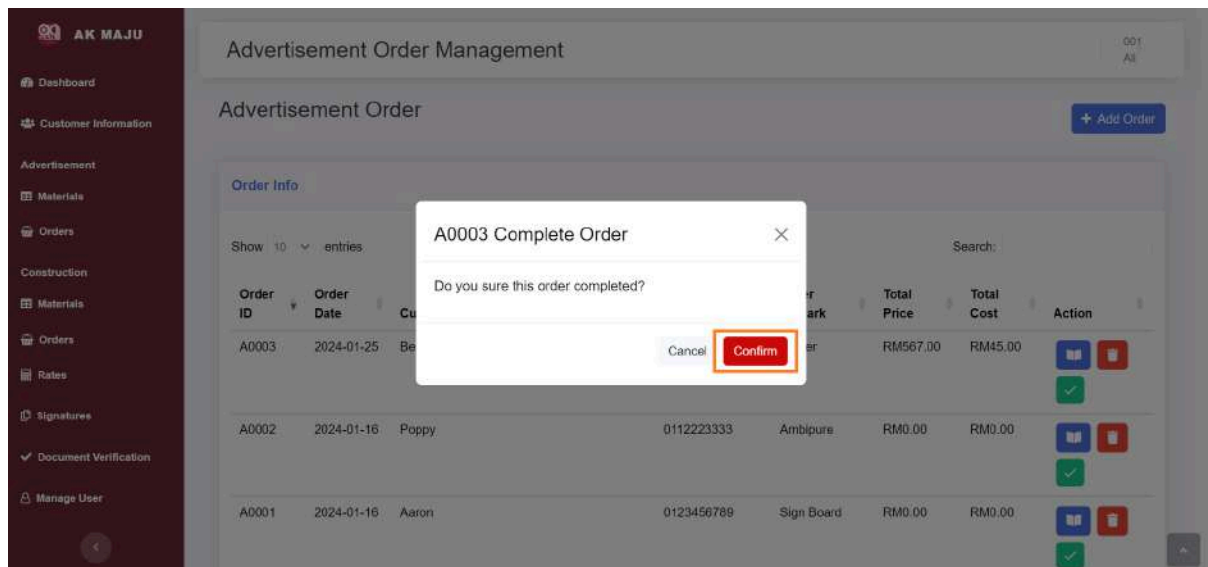


Figure 6.66 Complete Order in Advertisement Order Main Page.

- 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)

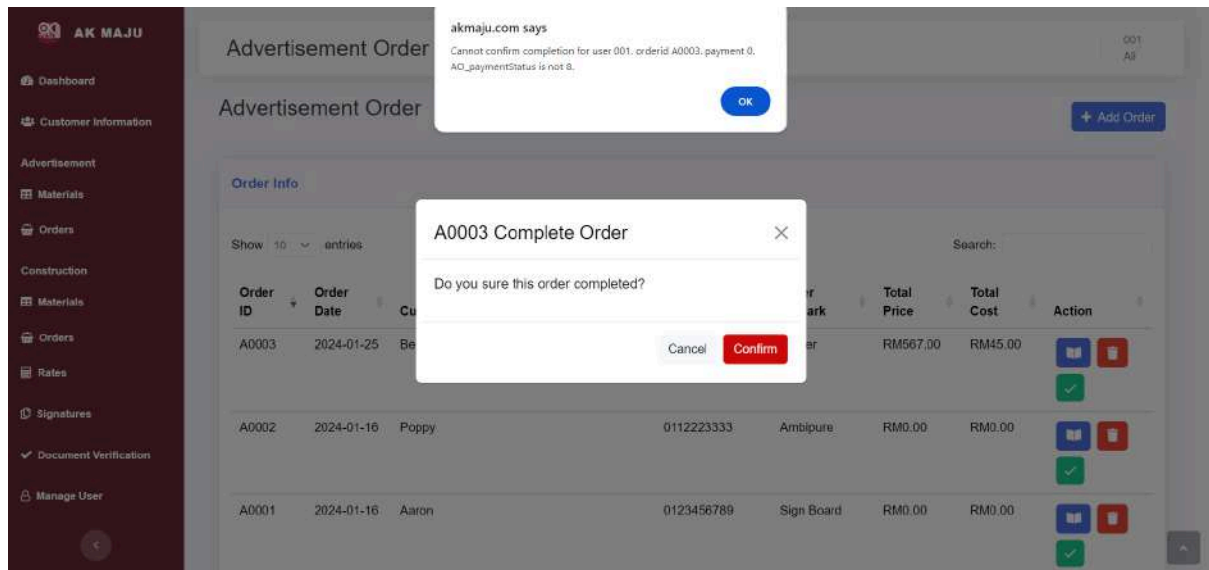


Figure 6.67 Complete Order Error in Advertisement Order Main Page.

- If payment status is “Fully Paid”, the order will complete and display in the Complete Order table in Advertisement Order Main Page.

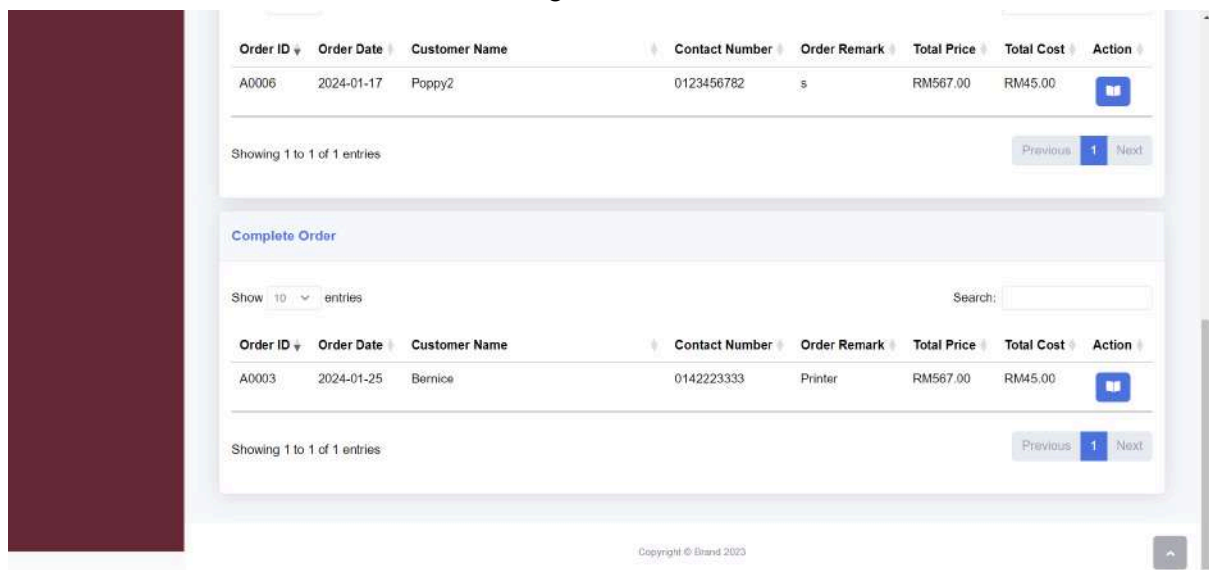


Figure 6.68 Complete Order Table in Advertisement Order Main Page.

View order details for Complete or Cancelled Order:

1. Click on the Blue Book button.

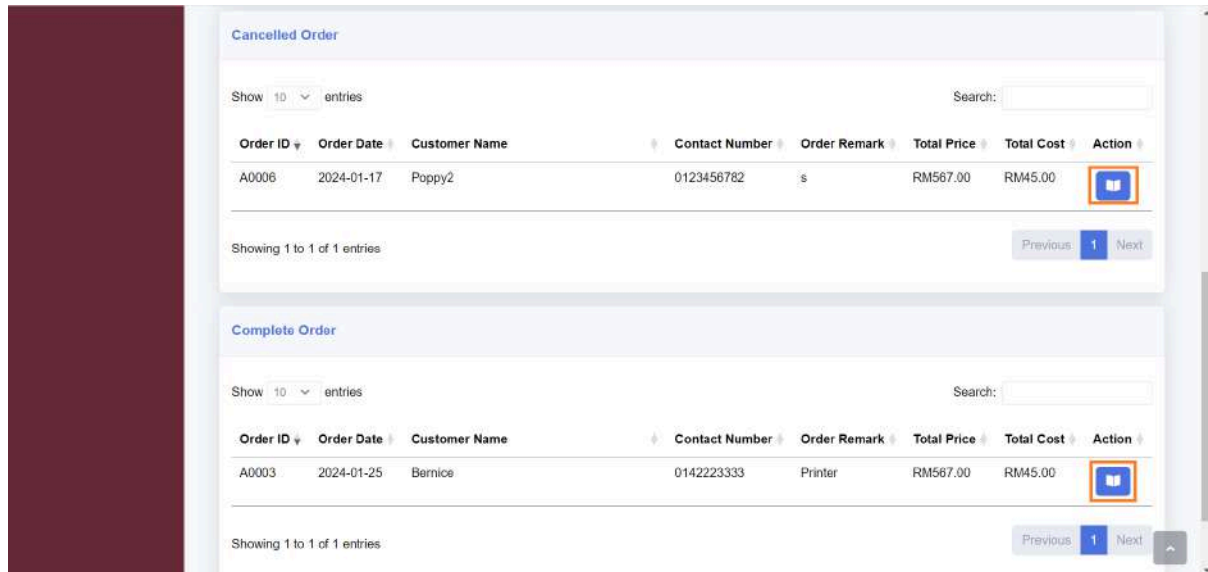


Figure 6.69 View Complete or Cancelled Order in Advertisement Order Main Page.

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

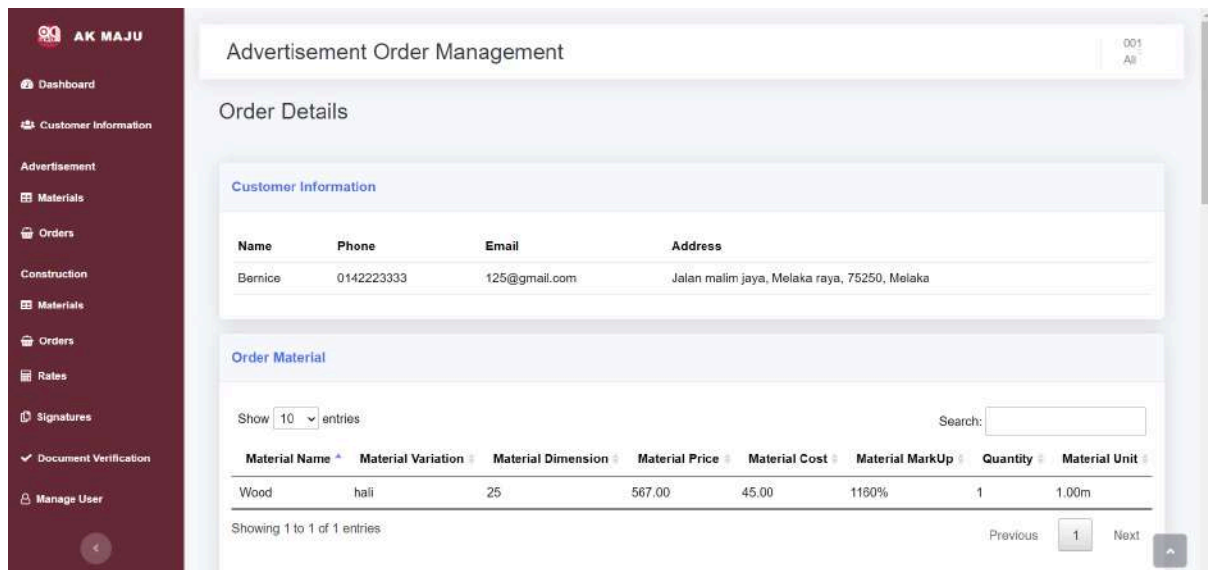


Figure 6.70 Advertisement Order Details Page.

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.

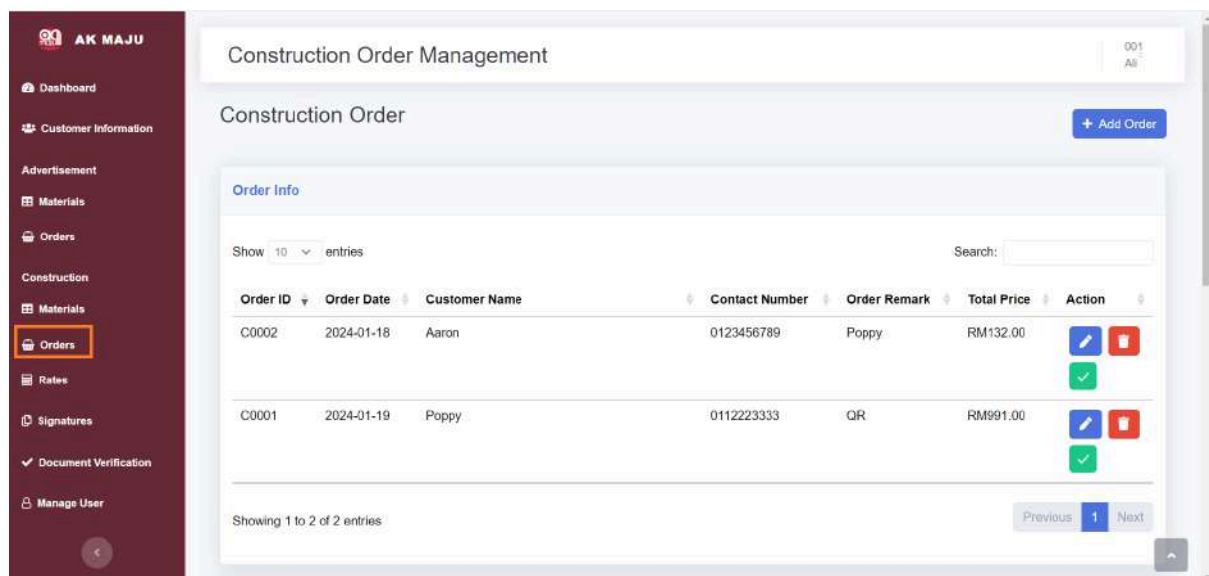


Figure 7.1 Order Info Construction Order page.

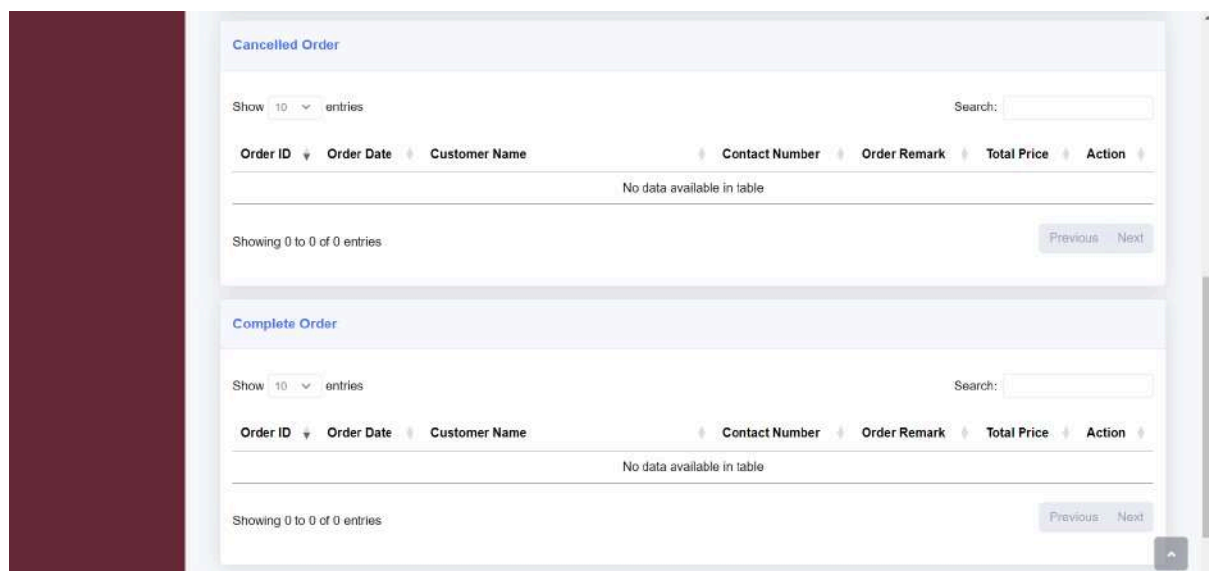


Figure 7.2 Cancelled Orders and Complete Orders in Construction Order page.

Add an Construction Order:

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

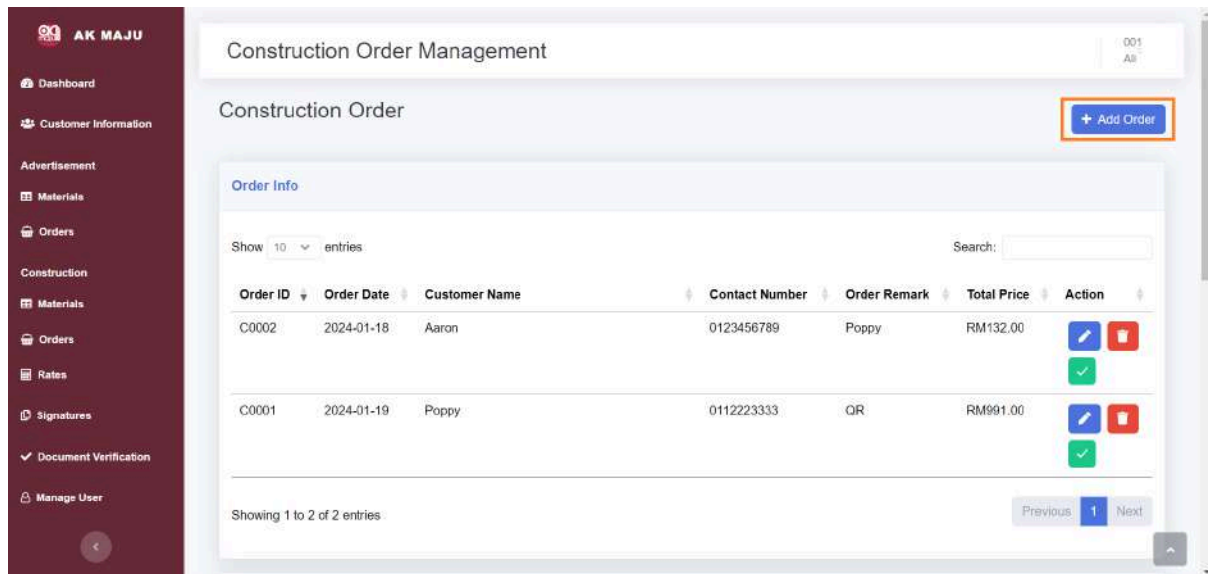


Figure 7.3 Add Order in Construction Order page.

2. In the add order first page, it will be required to fill in customer information, order details, electric information and kejuruteraan awam information.

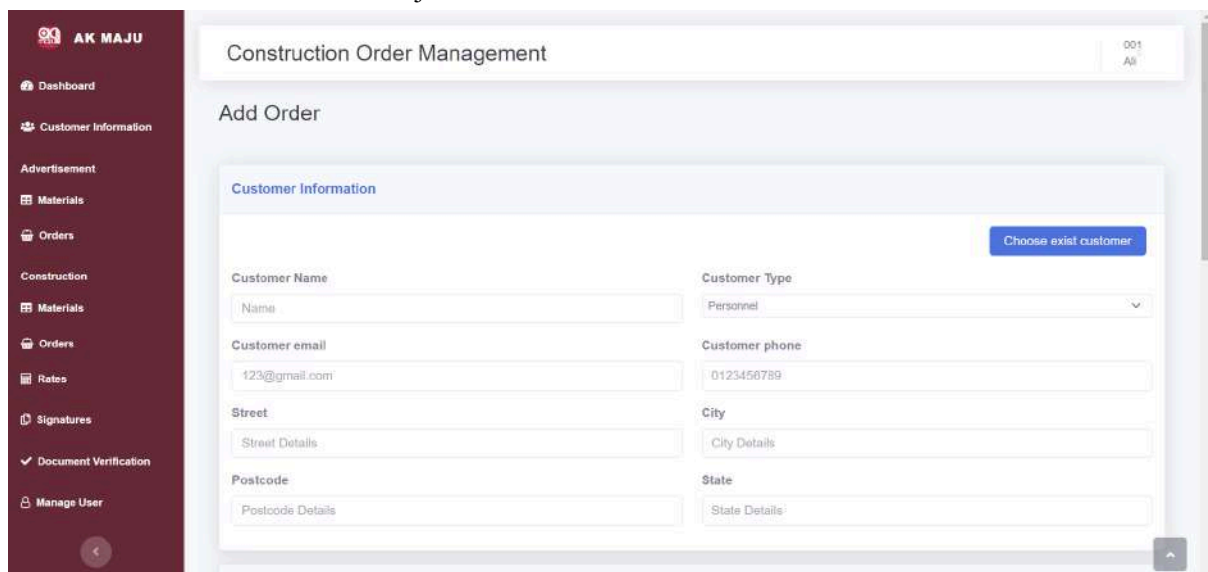
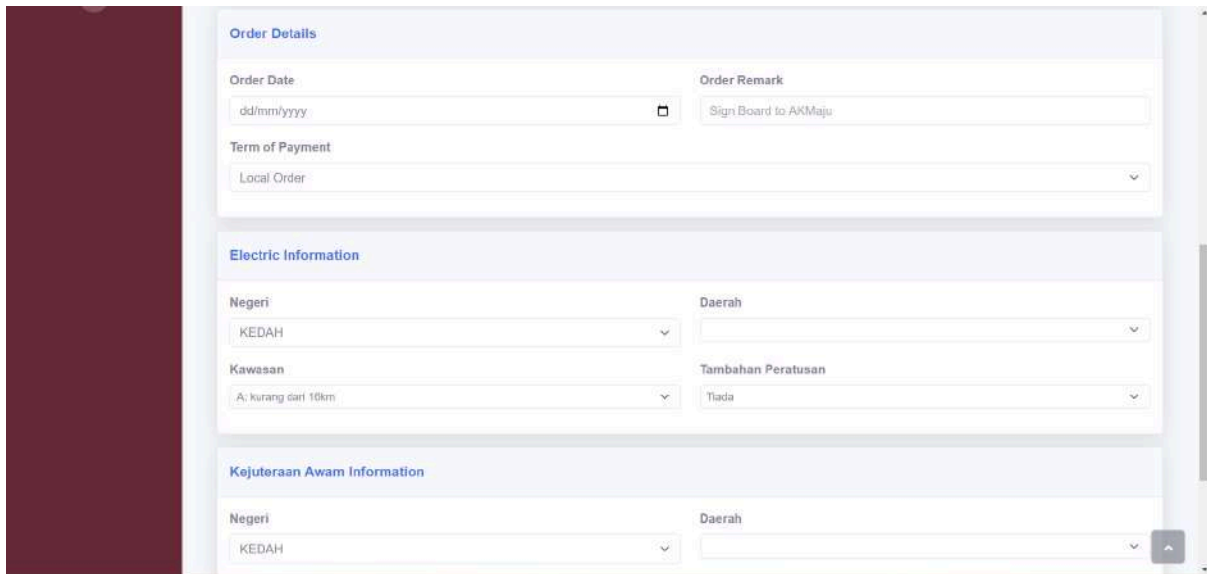


Figure 7.4 Customer Information in Construction Order page.



Order Details

Order Date: dd/mm/yyyy

Order Remark: Sign Board to AKMaju

Term of Payment: Local Order

Electric Information

Negeri: KEDAH

Daerah:

Kawasan: A: kurang dari 10km

Tambahan Peratusan: Tiada

Kejuruteraan Awam Information

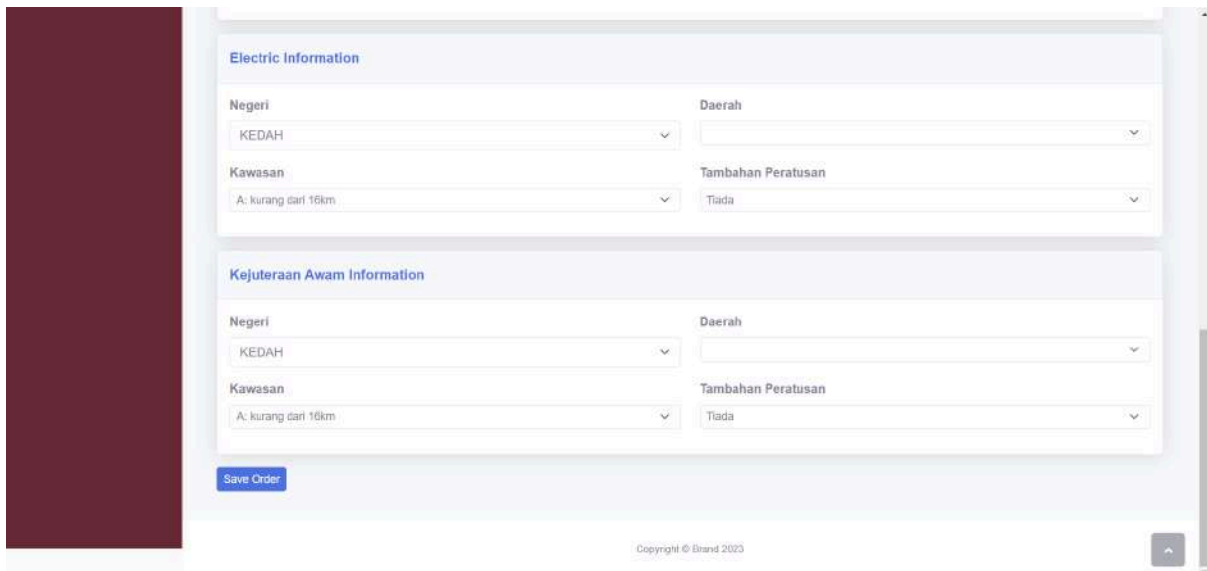
Negeri: KEDAH

Daerah:

Kawasan: A: kurang dari 10km

Tambahan Peratusan: Tiada

Figure 7.4 Order Details in Construction Order page.



Electric Information

Negeri: KEDAH

Daerah:

Kawasan: A: kurang dari 10km

Tambahan Peratusan: Tiada

Kejuruteraan Awam Information

Negeri: KEDAH

Daerah:

Kawasan: A: kurang dari 10km

Tambahan Peratusan: Tiada

Save Order

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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.

Electric Information

Negeri: KEDAH
Daerah:
Kawasan: A: kurang dari 16km
Tambahan Peratusan: Tiada

Kejuteraan Awam Information

Negeri: KEDAH
Daerah:
Kawasan: A: kurang dari 16km
Tambahan Peratusan: Tiada

[Add Electric Order Material >](#)

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Figure 7.6 Add Electric Order Material in Construction Order page.

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

AK MAJU

Dashboard
Customer Information
Advertisement
Materials
Orders
Construction
Materials
Orders
Rates
Signatures
Document Verification
Manage User

Construction Order Management

001 All

Add Electric Order Material

Add Order Material

Material Type: PENDAWAIAAN
Material Variation:
Material Name:
Material Unit: Material Unit
Material Price: Material Price
Quantity: Quantity
Discount Type: Percentage
Discount Percentage (in %): 20
Tax Code:
Tax Amount:

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.

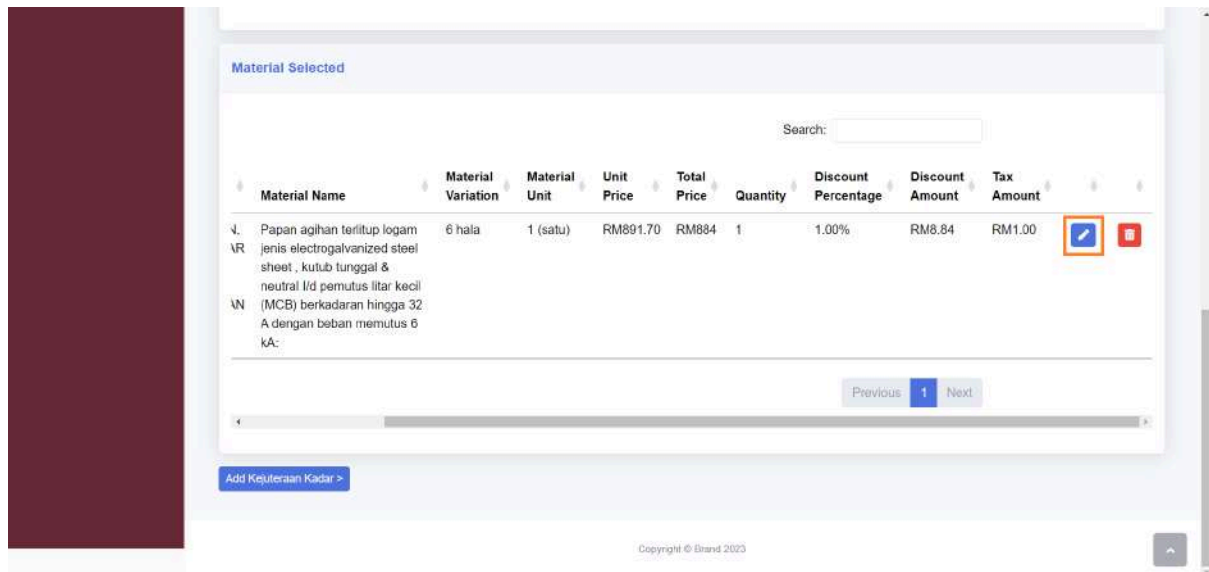


Figure 7.10 Edit Material in Construction Order page.

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.

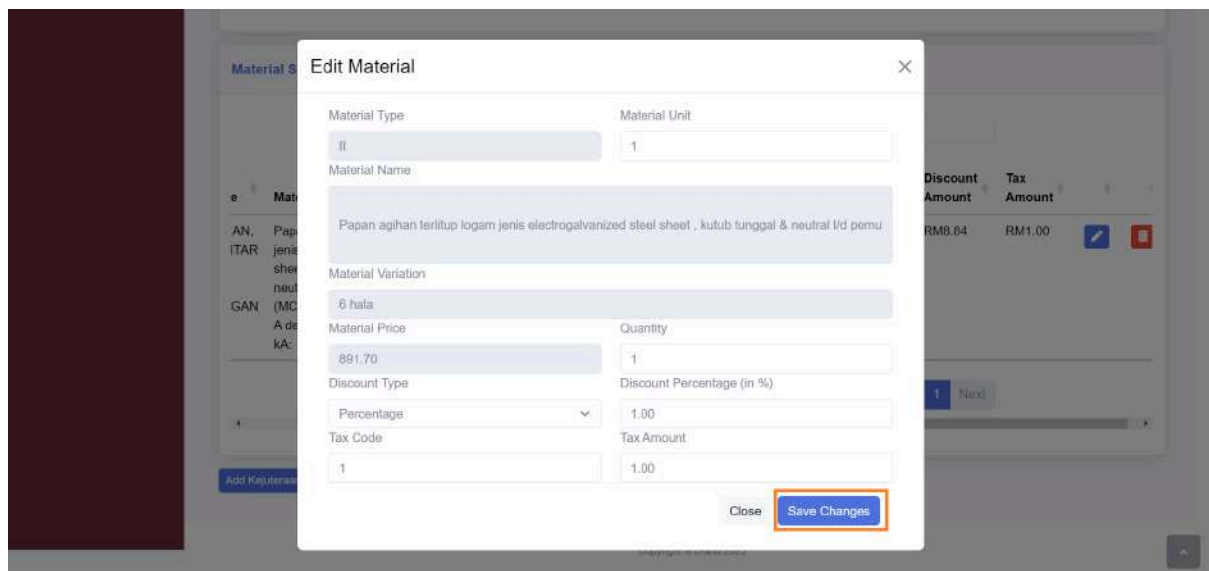


Figure 7.11 Save Changes To Edit Material in Construction Order page.

11. You can also delete material by clicking on the Red Trash button (delete button).

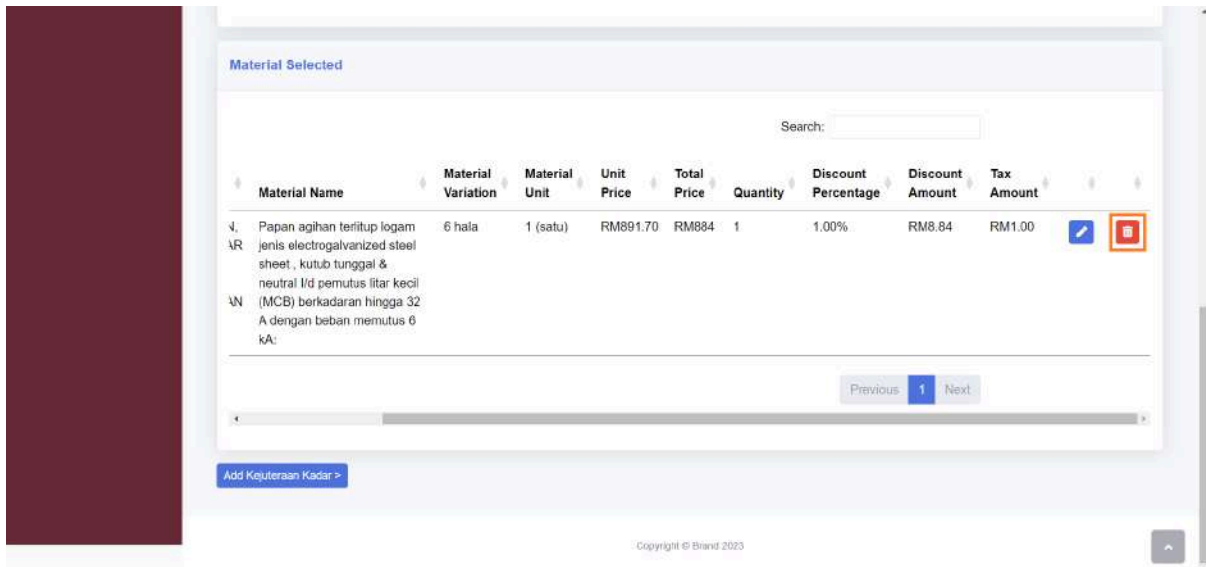


Figure 7.12 Delete Order Material in Construction Order page.

12. After all electric order material is inserted, click on the “Add Kejuruteraan Kadar ” button.

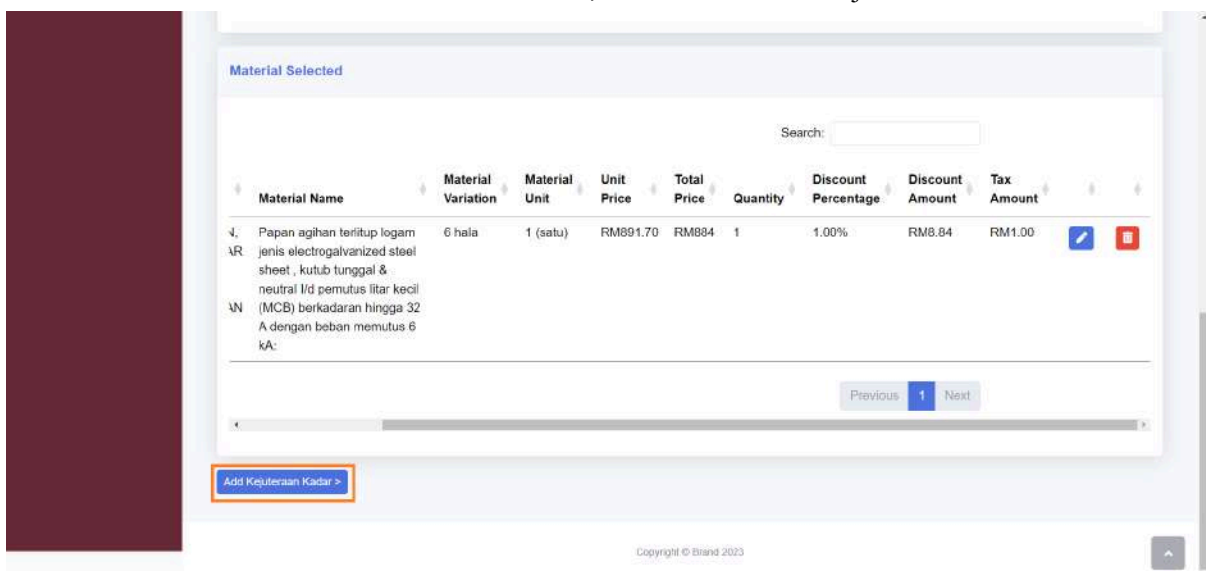


Figure 7.13 Add Kejuruteraan Kadar in Construction Order page.

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.

Construction Order Management

001 All

Add Kadar Awam

Kadar Upah Buruh

Tukang: Tukang Batu-bata Unit (day): 1

Kawasan: B - Perak Harga (RM): 110.00

Save

Kadar Sewa Logi

Logi: Backhoe Excavator (bucket 0.77 m3) Unit (day): 0

Kawasan: Harga (RM): 0

Figure 7.16 Save Kadar Upah Buruh in Construction Order page.

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

Backhoe Excavator (bucket 0.77 m3) 0

Kawasan: A - Pulau Pinang, Kedah dan Perlis Harga (RM): 0

Save

Upah Buruh / Sewa Logi

Show 10 entries Search:

Tukang / Logi	Unit	Kawasan	Harga	Jumlah Harga	
Tukang Batu-bata	1 Day	B	RM110.00	RM110	Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Add Kejuruteraan Order Material >

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

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

Backhoe Excavator (bucket 0.77 m3) 0

Kawasan A - Pulau Pinang, Kedah dan Perlis Harga (RM) 0

Save

Upah Buruh / Sewa Logi

Show 10 entries Search:

Tukang / Logi	Unit	Kawasan	Harga	Jumlah Harga
Tukang Batu-bata	1 Day	B	RM110.00	RM110

Showing 1 to 1 of 1 entries Previous 1 Next

Add Kejuruteraan Order Material >

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Figure 7.18 Add Kejuruteraan Order Material in Construction Order page.

- 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)

Construction Order Management 001 AB

Add Kejuruteraan Awam Order Material

Add Order Material

Material Type: MENGKALI TANAH, PARIT DAN LAIN-LAIN

Material Name

Material Variation Material Unit Material Unit

Material Price Material Price Quantity Quantity

Discount Type Percentage Discount Percentage (in %) 20

Tax Code Tax Amount

Dashboard
Customer Information
Advertisement
Materials
Orders
Construction
Materials
Orders
Rates
Signatures
Document Verification
Manage User

Figure 7.19 Add Kejuruteraan Order Material in Construction Order page.

Tax Code: AJS_A Tax Amount: RM37.00

Save Material

Material Selected

Show 10 entries Search:

Material ID	Material Type	Material Name	Material Variation	Material Unit	Unit Price	Total Price	Quantity	Discount Percentage	Discount Amount	Tax Amount
No data available in table										

Showing 0 to 0 of 0 entries Previous Next

Order Summary >

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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.

Tax Code: AJS_A Tax Amount: RM37.00

Save Material

Material Selected

Show 10 entries Search:

Material ID	Material Type	Material Name	Material Variation	Material Unit	Unit Price	Total Price	Quantity	Discount Percentage	Discount Amount	Tax Amount
B1	TUKANG KONKRIT	Konkrit dalam peparit, lubang, lantai dan dinding yang lebih 300mm tebal.	Grade 15 (1.3.6-25mm) : Granit	1 (M3)	RM362.40	RM360	1	1.00%	RM3.60	RM1.

Showing 1 to 1 of 1 entries Previous 1 Next

Order Summary >

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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)

Construction Order Management 001 All

Add Order

Add Order Material

Order Markup

Profit (%)

Save Markup

Order Overall

Order ID	Order Date	Customer Name	Contact Number	Electric Total Cost	Kejuteraan Awam Total Cost	Total Cost	Total Price	Markup
C0003	2024-01-17	Aaron	0123456789	RM928.20	RM540.50	RM1468.70	RM1468.70	0.00%

Quotation

Figure 7.22 Add Order in Construction Order page.

Add Order Material

Order Markup

Profit (%)

Save Markup

Order Overall

Order ID	Order Date	Customer Name	Contact Number	Electric Total Cost	Kejuteraan Awam Total Cost	Total Cost	Total Price	Markup
C0003	2024-01-17	Aaron	0123456789	RM928.20	RM540.50	RM1468.70	RM1468.70	0.00%

Quotation

Generate

ID	Remark	Issue Date	Due Date	Status	Prepared By	Approved By	Action
No quotation has been generated.							

Figure 7.23 Add Order in Construction Order page.

- 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.

Construction Order Management

Add Order

Add Order Material

Order Markup

5

Save Markup

Order Overall

Order ID	Order Date	Customer Name	Contact Number	Electric Total Cost	Kejuteraan Awam Total Cost	Total Cost	Total Price	Markup
C0003	2024-01-17	Aaron	0123456789	RM928.20	RM540.50	RM1468.70	RM1468.70	0.00%

Quotation

Figure 7.24 Save Markup in Construction Order page.

Construction Order Management

Add Order

Add Order Material

Order Markup

Profit (%)

Save Markup

Order Overall

Order ID	Order Date	Customer Name	Contact Number	Electric Total Cost	Kejuteraan Awam Total Cost	Total Cost	Total Price	Markup
C0003	2024-01-17	Aaron	0123456789	RM928.20	RM540.50	RM1468.70	RM1542.14	5.00%

Quotation

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.

Order Markup

0.00

Save Markup

Order Summary

Order ID	Order Date	Customer Name	Contact Number	Electric Total Cost	Kejuteraan Awam Total Cost	Total Cost	Total Price	Markup
C0003	2024-01-17	Aaron	0123456789	RM928.20	RM540.50	RM1468.70	RM1468.70	0.00%

Quotation

ID	Remark	Issue Date	Due Date	Status	Prepared By	Approved By	Action
No quotation has been generated.							

Generate

< Back

Figure 7.25 Generate Quotation in Construction Order page.

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

Generate Construction Quotation

Remark
(Optional)

Issue Date
01/16/2024

Due Date
mm/dd/yyyy

Generate

Figure 7.26 Enter quotation information in Construction Order page.

- g. Click on the “Generate” button.

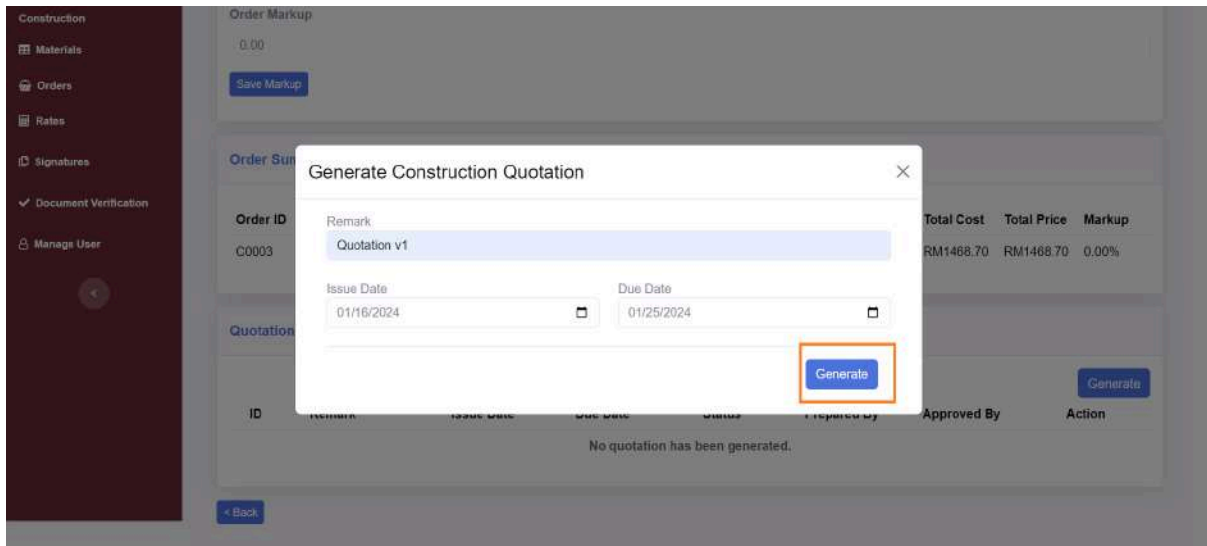


Figure 7.27 Generate Quotation in Construction Order page.

h. You can click on the “View” button to view the details of the quotation.

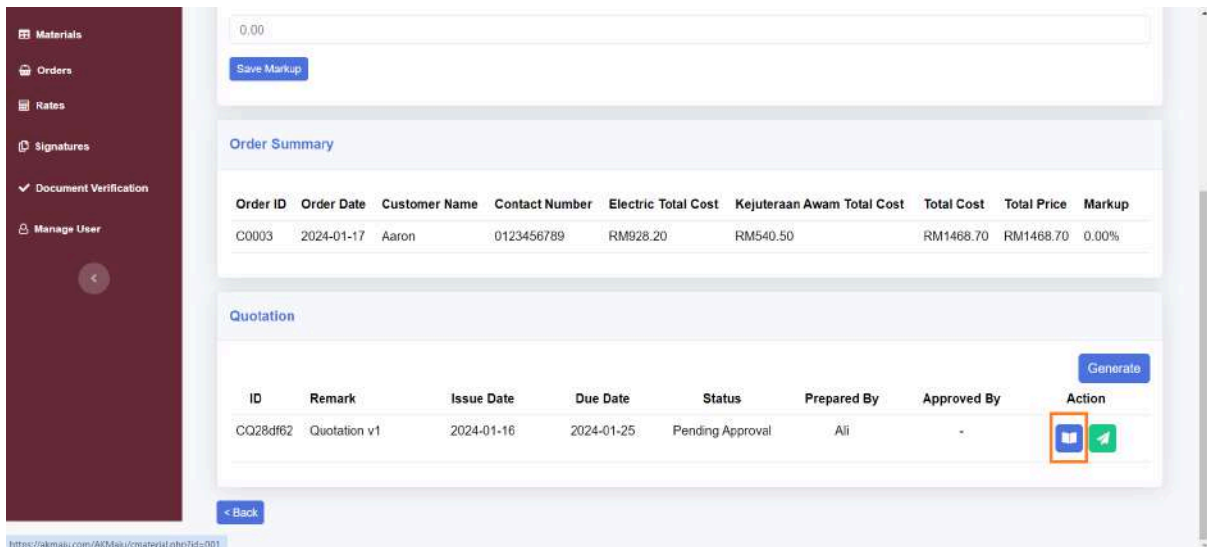


Figure 7.28 View Quotation in Construction Order page.

22. If you want to send the quotation, you can follow the steps below.

g. Click on the green “Send” button.

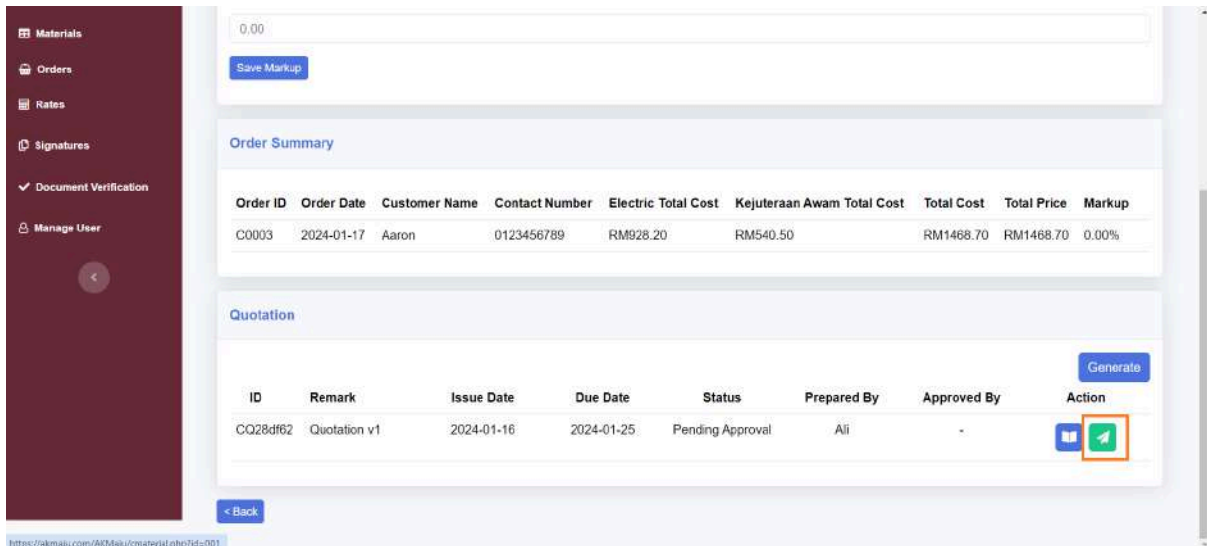


Figure 7.29 Send Quotation in Construction Order page.

- h. Enter the email and email contents.

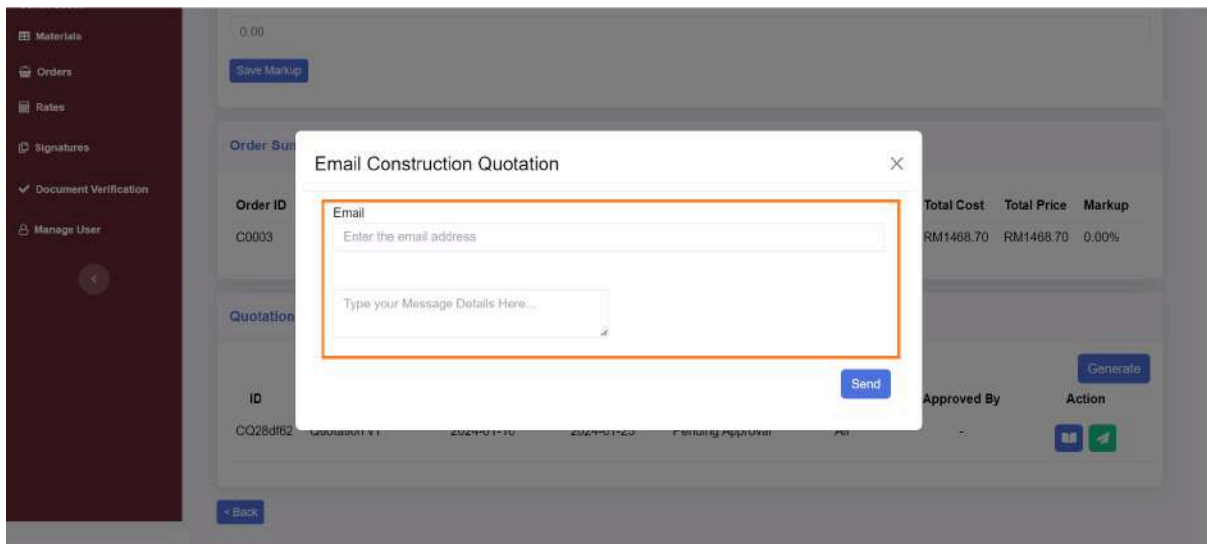


Figure 7.30 Enter email information for Sending Quotation in Construction Order page.

- i. Click on the “Send” button.

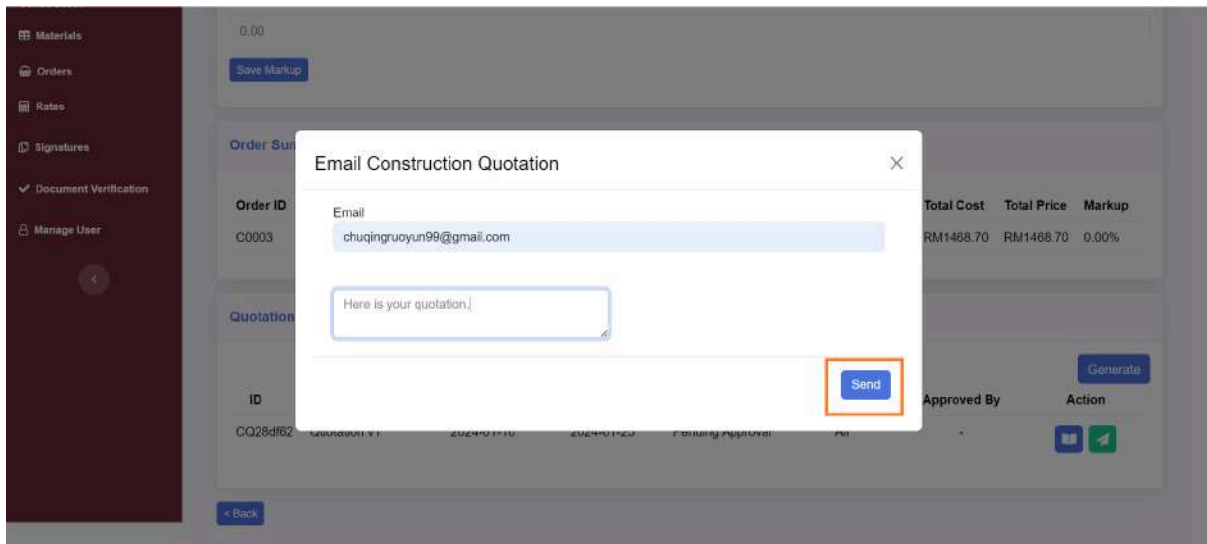


Figure 7.31 Send Quotation in Construction Order page.

Manage construction order:

1. Click on Blue Pen at the Construction Order Main Page

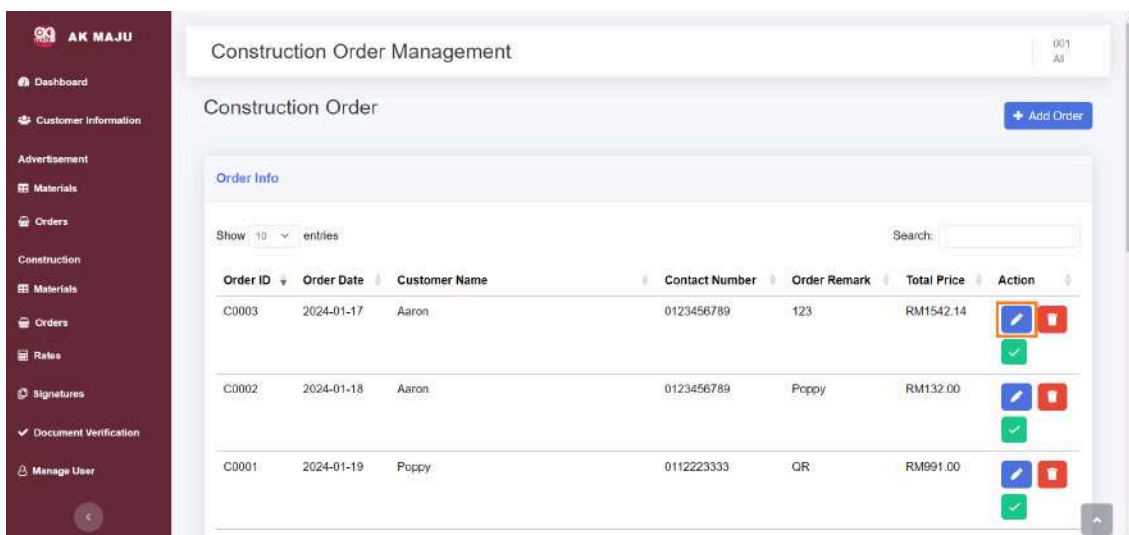


Figure 7.32 Manage Order in Construction Order page.

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.

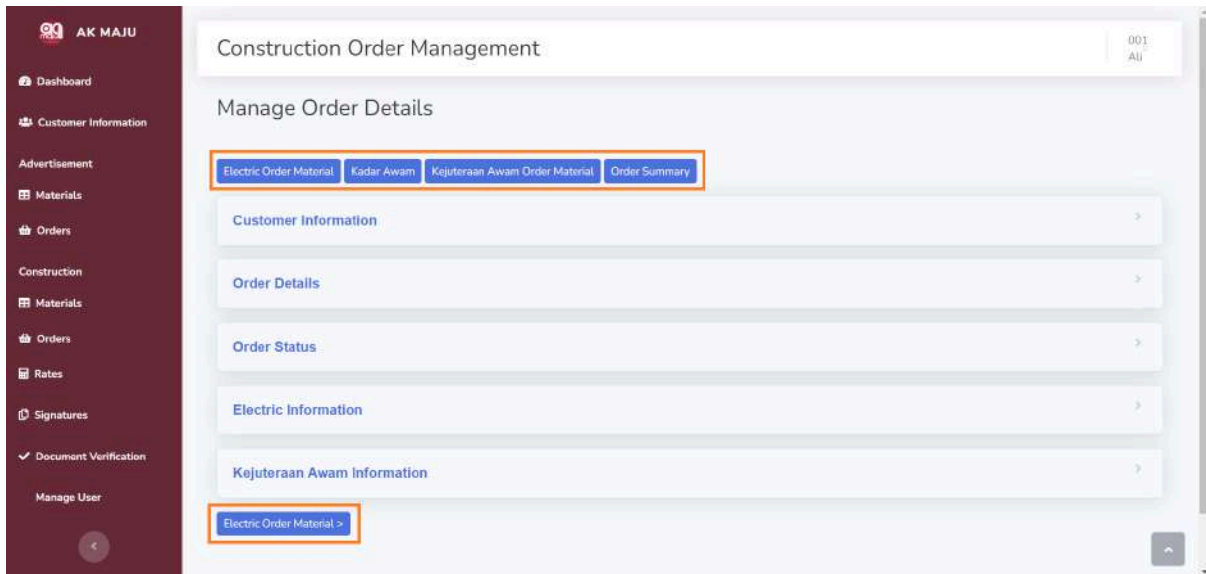


Figure 7.33 Manage Order Details in Construction Order page.

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.

Save Material

Material Selected

Show 10 entries

Search:

Material ID	Material Type	Material Name	Material Variation	Material Unit	Unit Price	Total Price	Quantity	Discount Percentage	Discount Amount
B2	PAPAN AGIHAN, PEMUTUS LITAR DAN PERALATAN PERLINDUNGAN	Papan agihan terlitup logam jenis electrogalvanized steel sheet , kutub tunggal & neutral l/d pemutus litar kecil (MCB) berkadaran hingga 32 A dengan beban pemutus 6 kA:	6 hala	1 (satu)	RM891.70	RM884	1	1.00%	RM8.84

Showing 1 to 1 of 1 entries

Previous 1 Next

< Back Kadar Awam >

Figure 7.35 Edit Electric Order Material in Construction Order page.

- 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.

Construction Order Management

Edit Kadar Awam

Order Details Electric Order Material Kejuteraan Awam Order Material Order Summary

Kadar Upah Buruh

Tukang Unit (day)

Tukang Batu 0

Kawasan Harga (RM)

A - Pulau Pinang, Kedah dan Perlis 0

Save

Kadar Sewa Logi

Logi Unit (day)

Backhoe Excavator (bucket 0.77 m3) 0

Figure 7.36 Edit Kadar Awam in Construction Order page.

Kadar Sewa Logi

Logi: Backhoe Excavator (bucket 0.77 m3) Unit (day): 0

Kawasan: A - Pulau Pinang, Kedah dan Perlis Harga (RM): 0

Save

Upah Buruh / Sewa Logi

Add Kadar Upah Buruh Add Kadar Sewa Logi

Show 10 entries Search:

Tukang / Logi	Unit	Kawasan	Harga	Jumlah Harga
Tukang Batu-bata	1 Day	B	RM110.00	RM110

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 7.37 Edit Kadar Awam in Construction Order page.

Save

Upah Buruh / Sewa Logi

Add Kadar Upah Buruh Add Kadar Sewa Logi

Show 10 entries Search:

Tukang / Logi	Unit	Kawasan	Harga	Jumlah Harga
Tukang Batu-bata	1 Day	B	RM110.00	RM110

Showing 1 to 1 of 1 entries Previous 1 Next

< Back Kejuruteraan Awam Order Material >

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Figure 7.38 Edit Kadar Awam in Construction Order page.

- 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.

Construction Order Management

Edit Kejuteraan Awam Order

Order Details | Electric Order Material | **Kadar Awam** | Order Summary

Add Order Material

Material Type: MENGKALI TANAH, PARIT DAN LAIN-LAIN

Material Name:

Material Variation: Material Unit: Material Unit

Material Price: Material Price Quantity: Quantity

Discount Type: Percentage Discount Percentage (in %): 20

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

Save Material

Material Selected

Show 10 entries Search:

Material ID	Material Type	Material Name	Material Variation	Material Unit	Unit Price	Total Price	Quantity	Discount Percentage	Discount Amount	Tax Amount
B1	TUKANG KONKRIT	Konkrit dalam peparit, lubang, lantai dan dinding yang lebih 300mm tebal.	Grade 15 (1:3.6+ 25mm); Granit	1 (M3)	RM362.40	RM360	1	1.00%	RM3.60	RM1.

Showing 1 to 1 of 1 entries Previous 1 Next

< Back Order Summary >

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

- 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.

AK MAJU

Dashboard

Customer Information

Advertisement

Materials

Orders

Construction

Materials

Orders

Rates

Signatures

Document Verification

Manage User

Construction Order Management

001 Ali

Edit Order

Order Details Electric Order Material Kadar Awam Kejuteraan Awam Order Material

Edit Order Material

Order Markup

5.00

Save Markup

Order Summary

Order ID	Order Date	Customer Name	Contact Number	Electric Total Cost	Kejuteraan Awam Total Cost	Total Cost	Total Price	Markup
C0003	2024-01-17	Aaron	0123456789	RM928.20	RM540.50	RM1468.70	RM1542.14	5.00%

Figure 7.41 Manage Construction Order Summary in Construction Order page.

Construction

Materials

Orders

Rates

Signatures

Document Verification

Manage User

Order Markup

5.00

Save Markup

Order Summary

Order ID	Order Date	Customer Name	Contact Number	Electric Total Cost	Kejuteraan Awam Total Cost	Total Cost	Total Price	Markup
C0003	2024-01-17	Aaron	0123456789	RM928.20	RM540.50	RM1468.70	RM1542.14	5.00%

Quotation

ID	Remark	Issue Date	Due Date	Status	Prepared By	Approved By	Action
CQ28df62	Quotation v1	2024-01-16	2024-01-25	Approved	Ali	Ali	<div>Generate</div> <div> </div>

< Back

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.

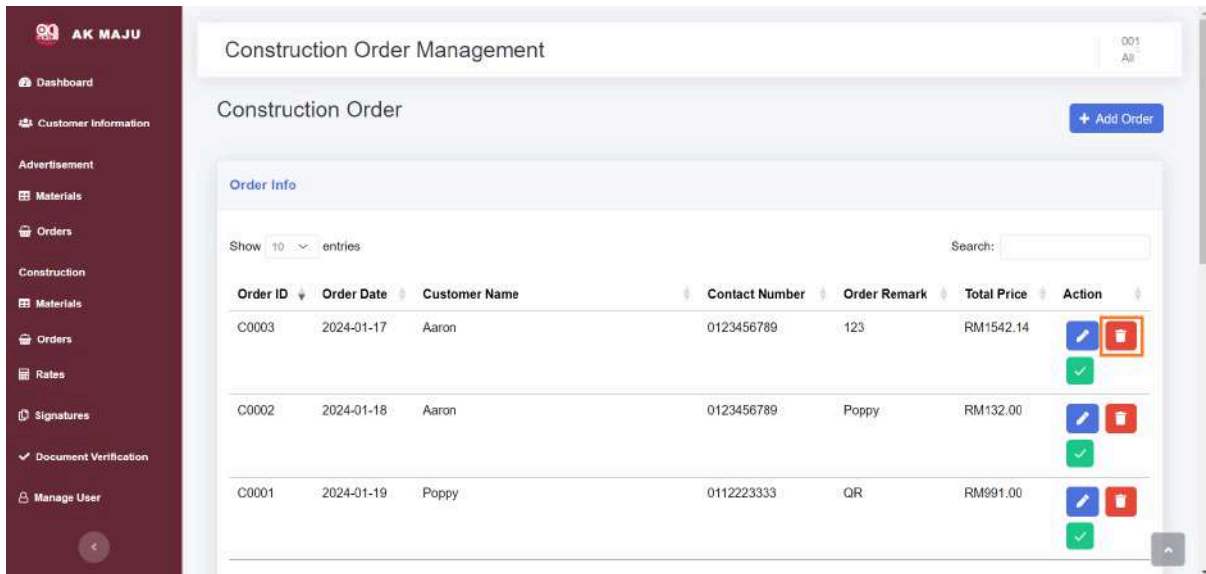


Figure 7.43 Cancel Order in Construction Order page.

2. Click on "Delete".

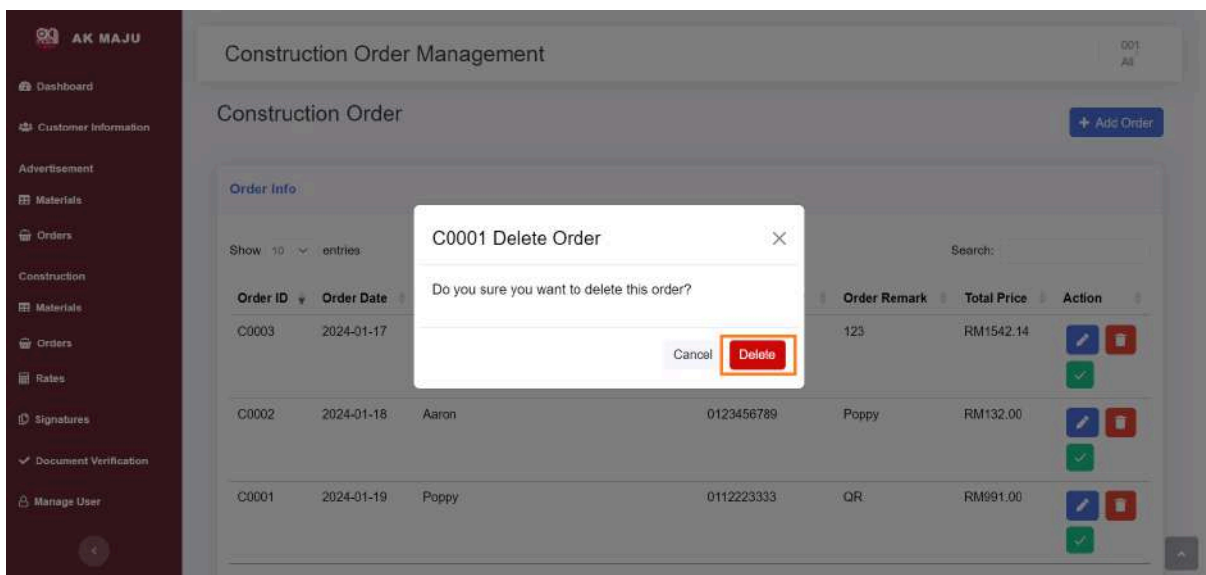


Figure 7.44 Confirm Cancel Order in Construction Order page.

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

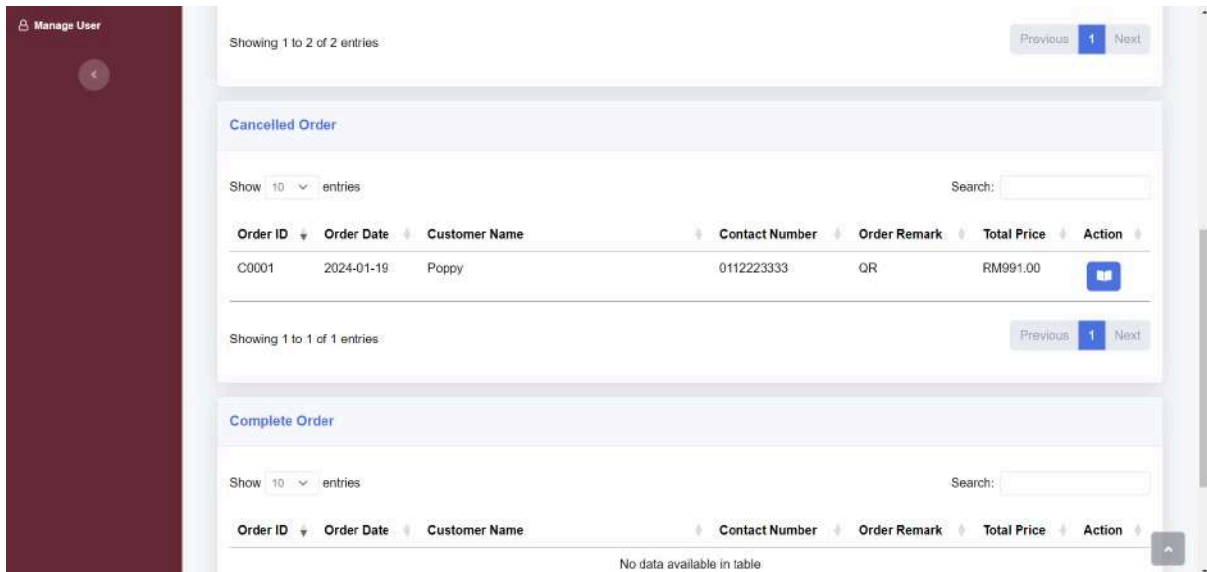


Figure 7.45 Cancel Order in Construction Order page.

Complete Construction Order:

1. Click on the Green Check button.

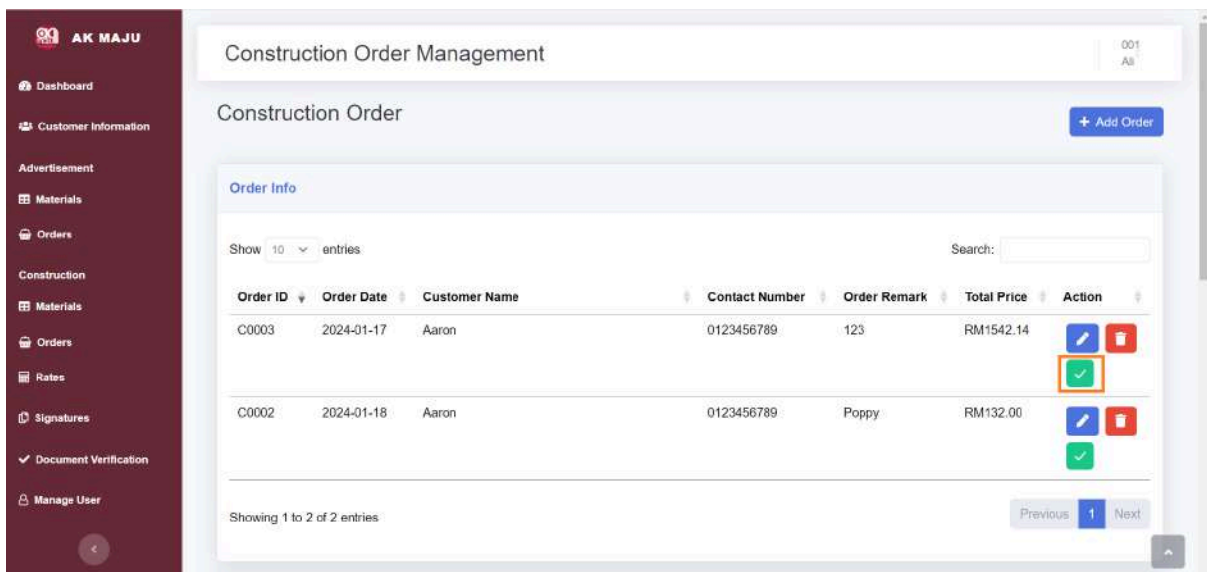


Figure 7.46 Complete Order in Construction Order page.

2. Click on the Confirm button.

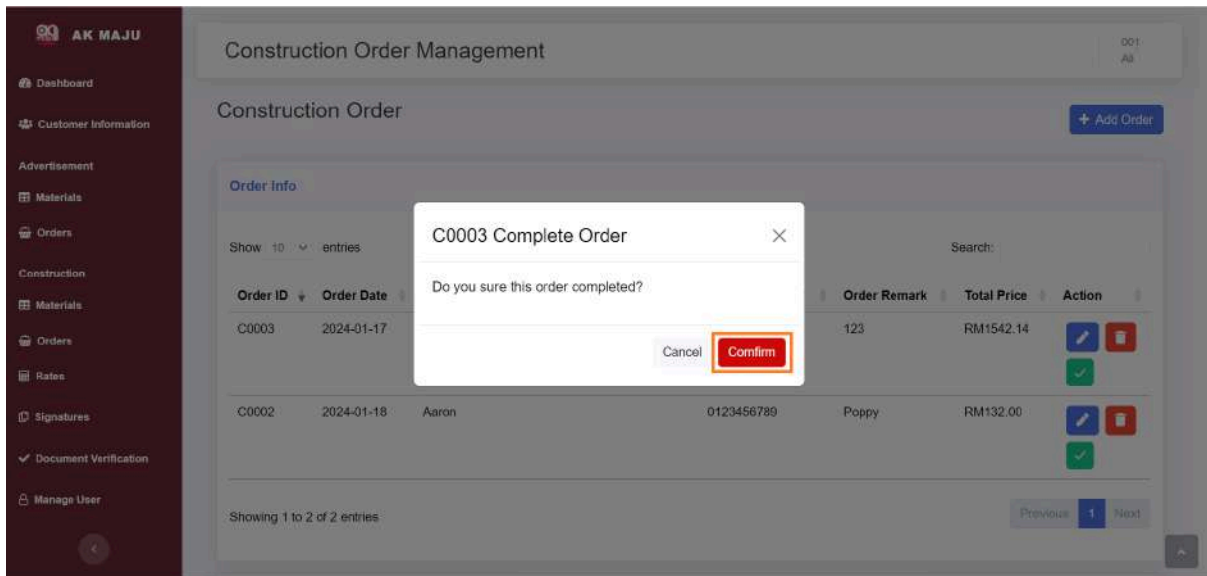


Figure 7.47 Confirm Complete Order in Construction Order page.

- After confirmation, the order will disappear from Order Info and display on the Complete Order table.

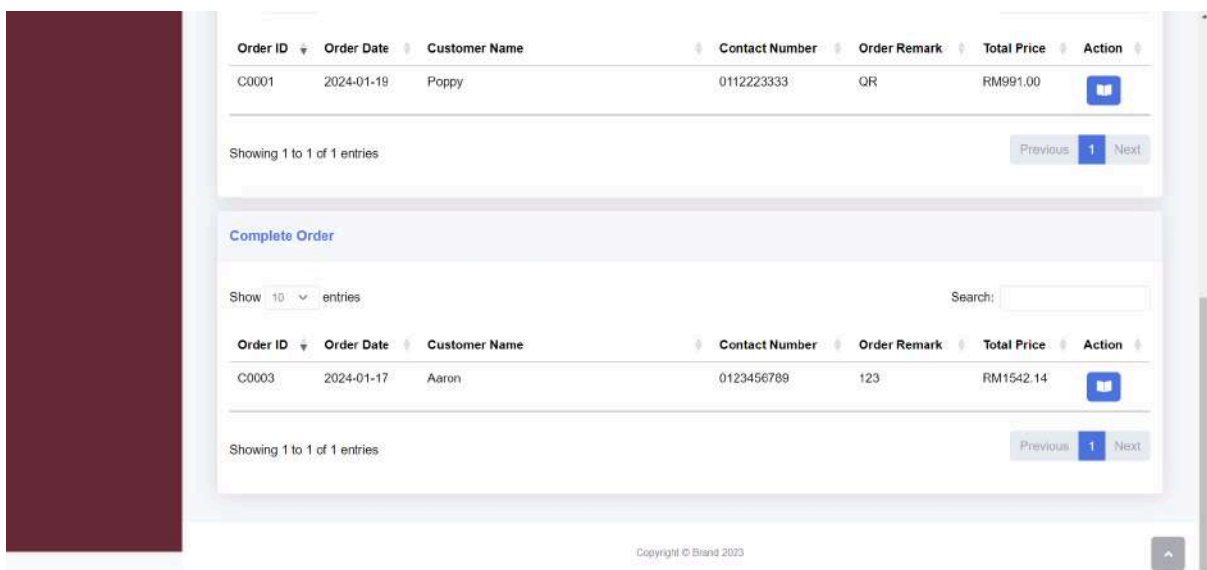


Figure 7.48 Complete Order in Construction Order page.

View order details for Complete or Cancelled Order:

- Click on the Blue Book button.

Cancelled Order

Show 10 entries Search:

Order ID	Order Date	Customer Name	Contact Number	Order Remark	Total Price	Action
C0001	2024-01-19	Poppy	0112223333	QR	RM991.00	

Showing 1 to 1 of 1 entries Previous 1 Next

Complete Order

Show 10 entries Search:

Order ID	Order Date	Customer Name	Contact Number	Order Remark	Total Price	Action
C0003	2024-01-17	Aaron	0123456789	123	RM1542.14	

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 7.49 View Cancelled Order in Construction Order page.

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

Construction Order Management 001 All

Order Details

Customer Information

Name	Phone	Email	Address
Poppy	0112223333	124@gmail.com	Jalan malim jaya, Melaka raya, 75250, Melaka

Electric Information

Negeri	Daerah	Jarak	Tambahan Peratusan
KEDAH	Kota Setar	A: kurang dari 16km	Tiada

Kejuteraan Awam Information

Figure 7.50 View Cancelled Order in Construction Order page.

Manage Signature

Upload signature:

1. Click the “Signatures” button on the left sidebar.

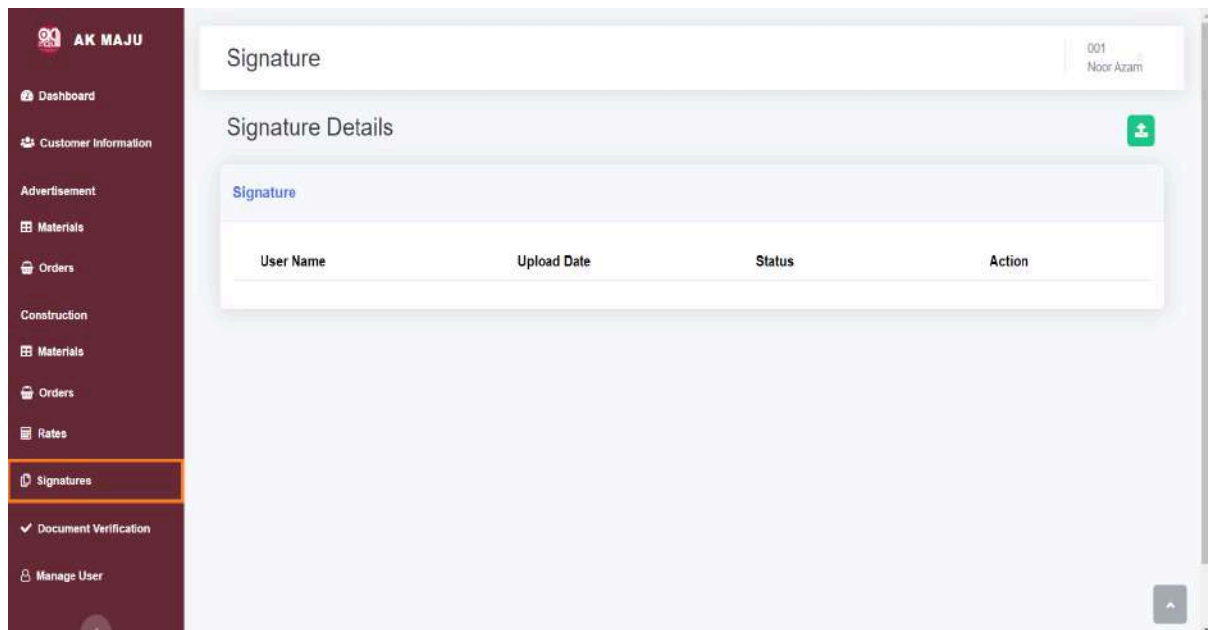


Figure 8.1 Signature Page.

2. Click on the green “Upload” button at the top right.

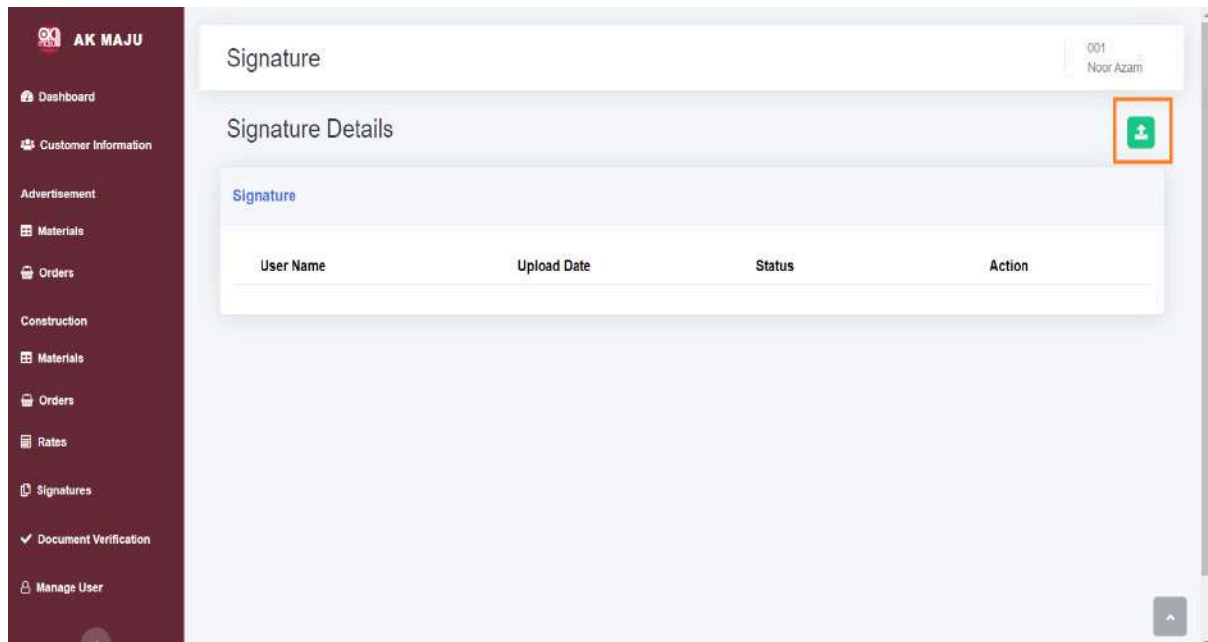


Figure 8.2 Upload Signature in Signature Page.

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.

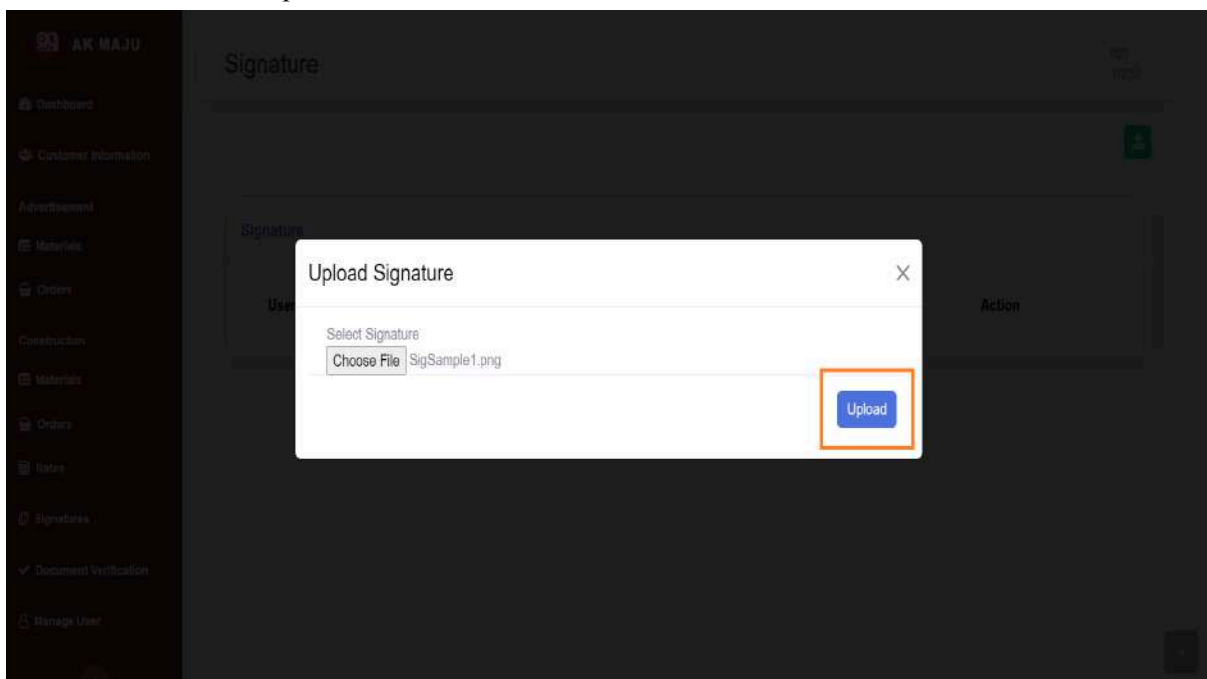


Figure 8.4 Upload signature 2 in Signature Page.

View signature:

1. Click the “Signatures” button on the left sidebar.

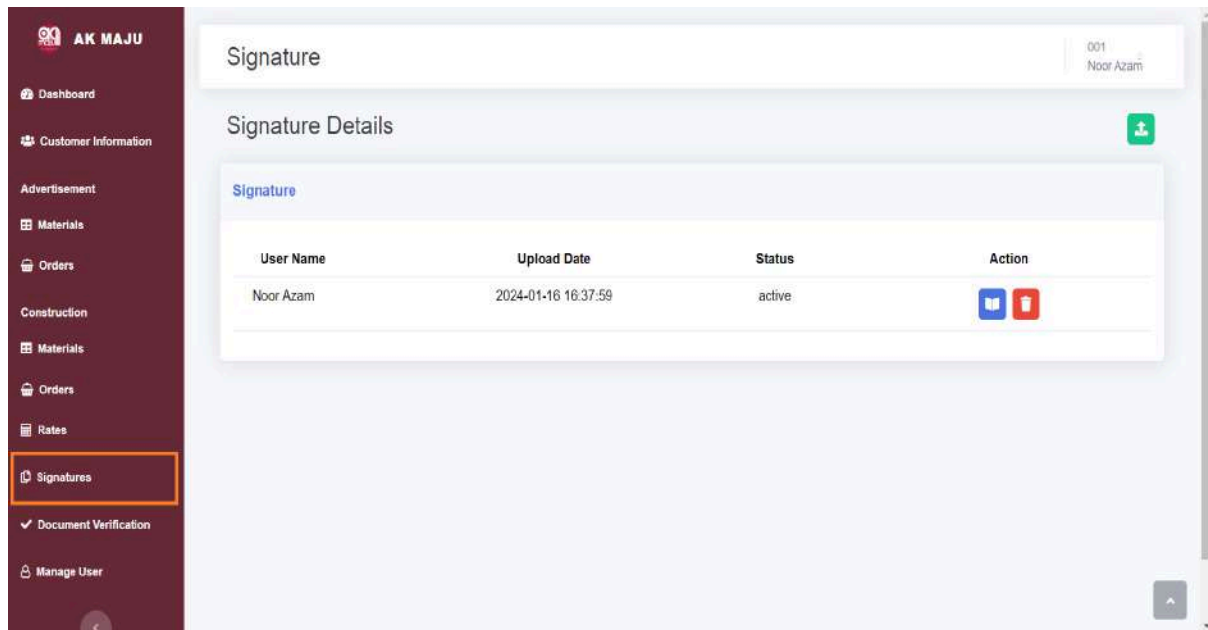


Figure 8.5 Signature Page.

2. Click on the blue “View” button.

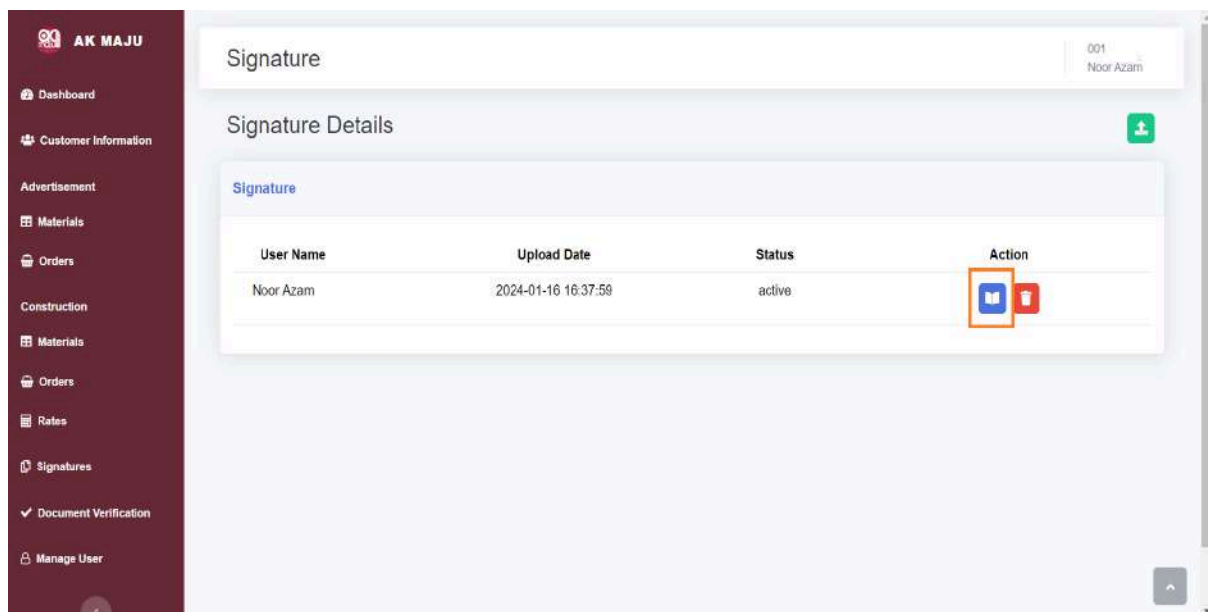


Figure 8.6 View signature in Signature Page.

Delete signature:

1. Click the “Signatures” button on the left sidebar.

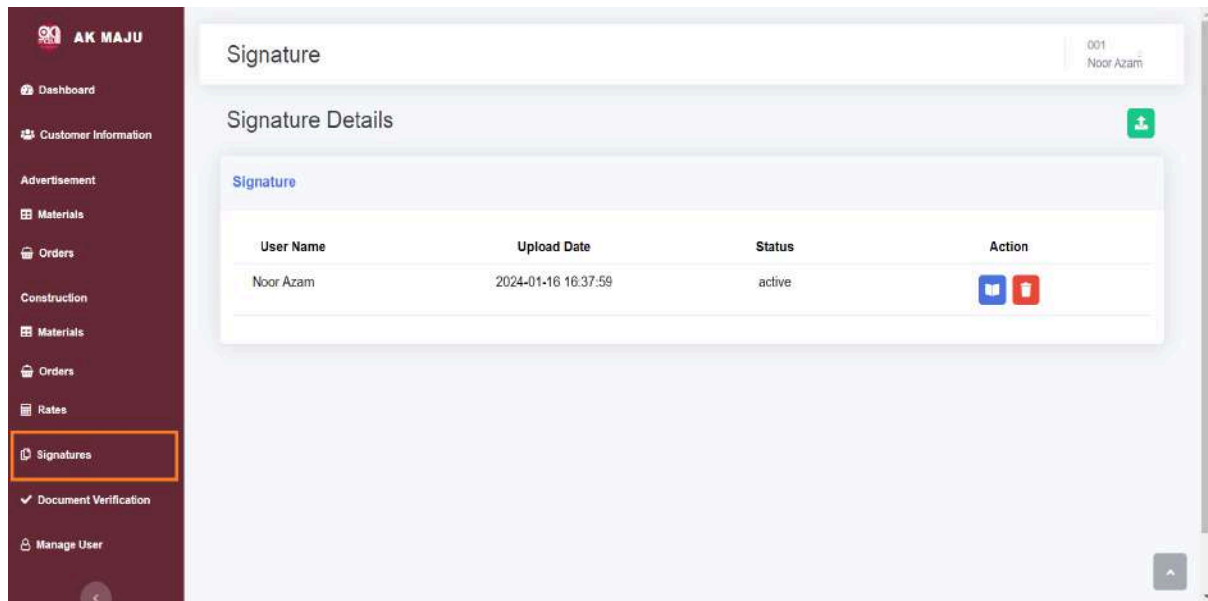


Figure 8.7 Signature Page.

2. Click on the red “Delete” button.

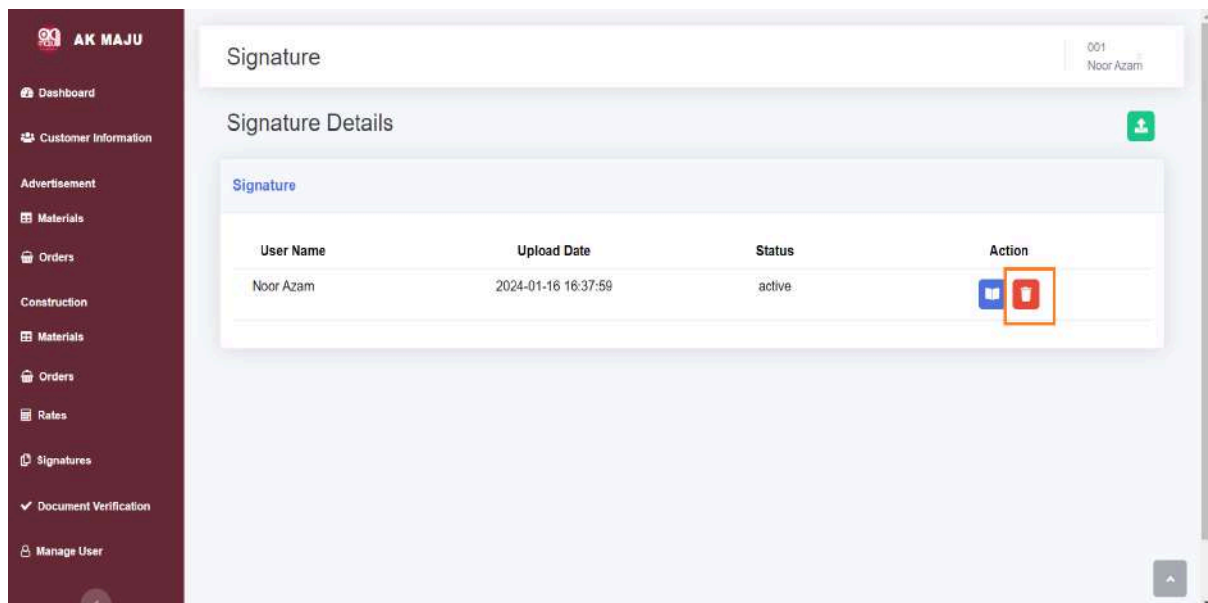


Figure 8.8 Delete signature 1 in Signature Page.

3. Click the “Delete” button.

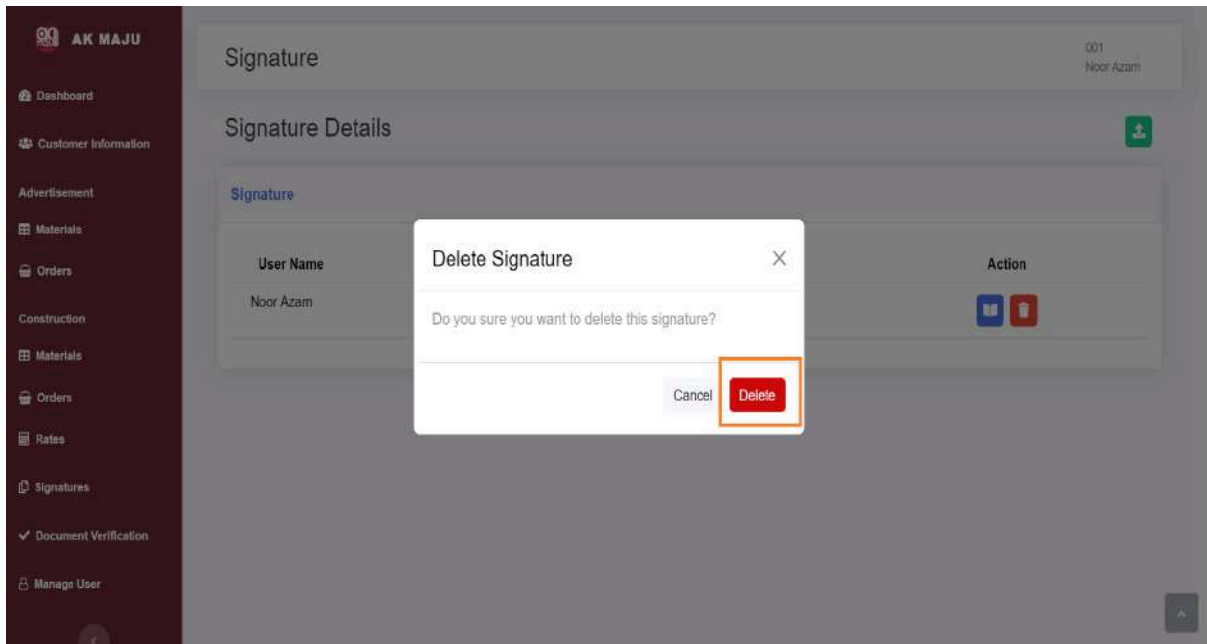


Figure 8.9 Delete signature 2 in Signature Page.

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.

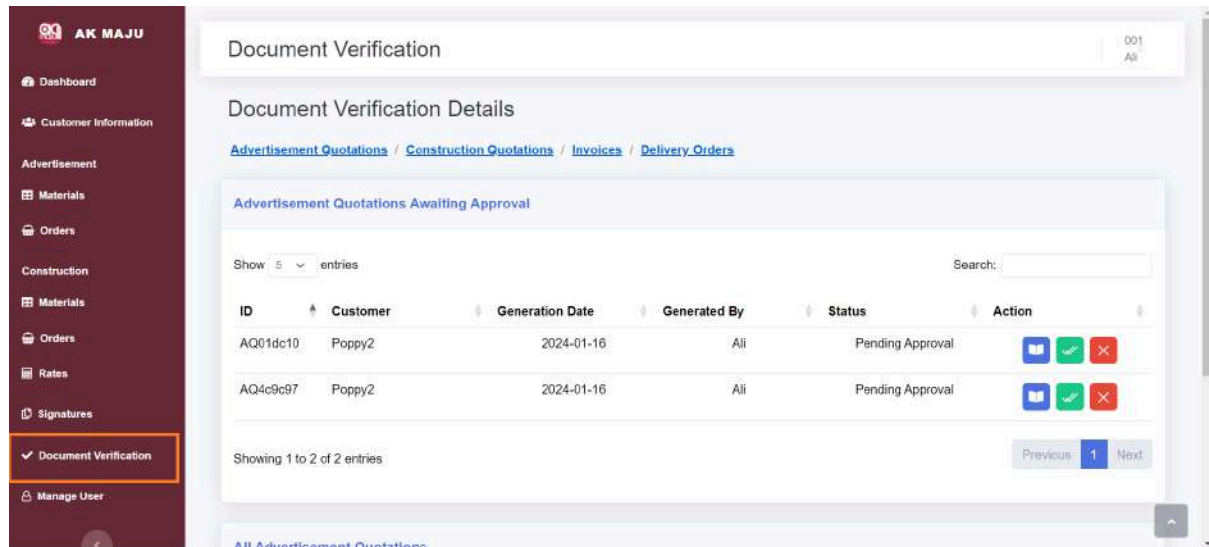


Figure 9.1 Document Verification Page.

2. Click the “Advertisement Quotation” button.

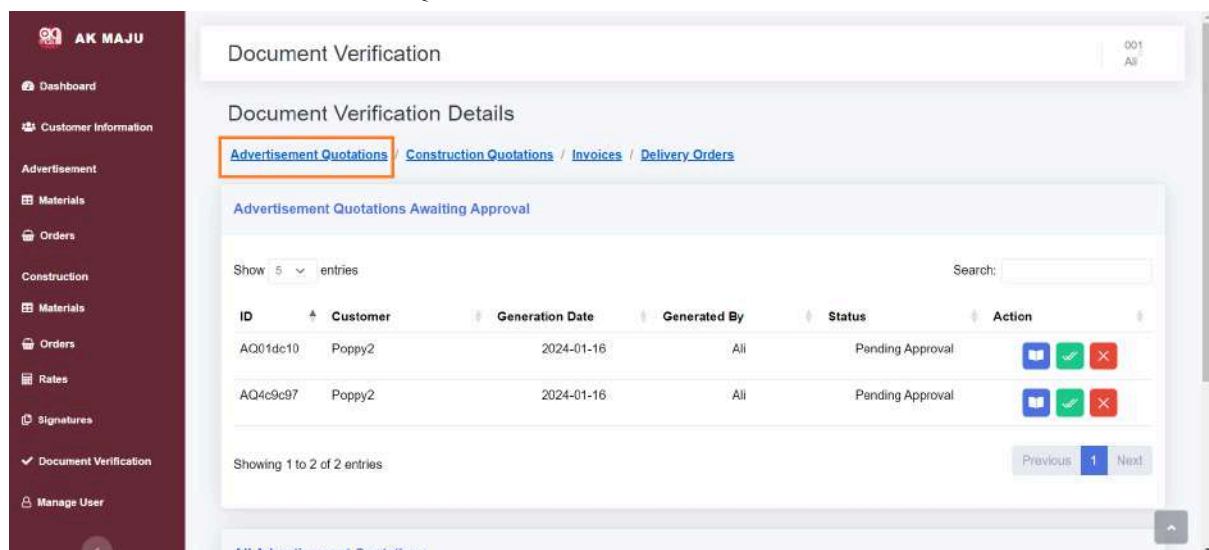


Figure 9.2 Advertisement Quotation in Document Verification Page.

3. Click the blue “View” button below the “Action”.

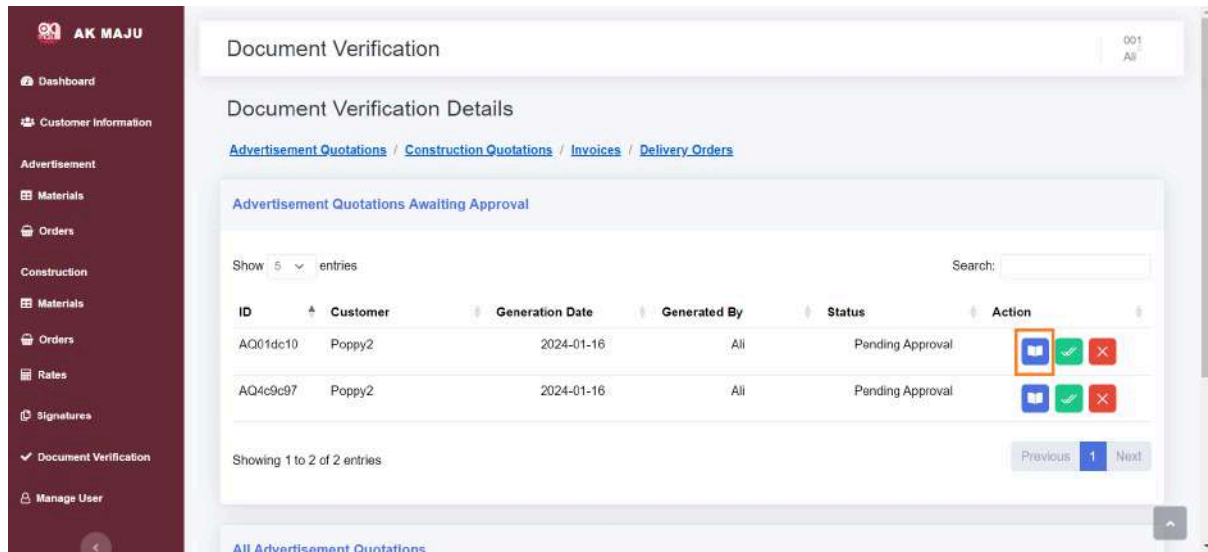


Figure 9.3 View Advertisement Quotation in Document Verification Page.

Approve advertisement quotation:

1. Click the “Document Verification” button on the left sidebar.

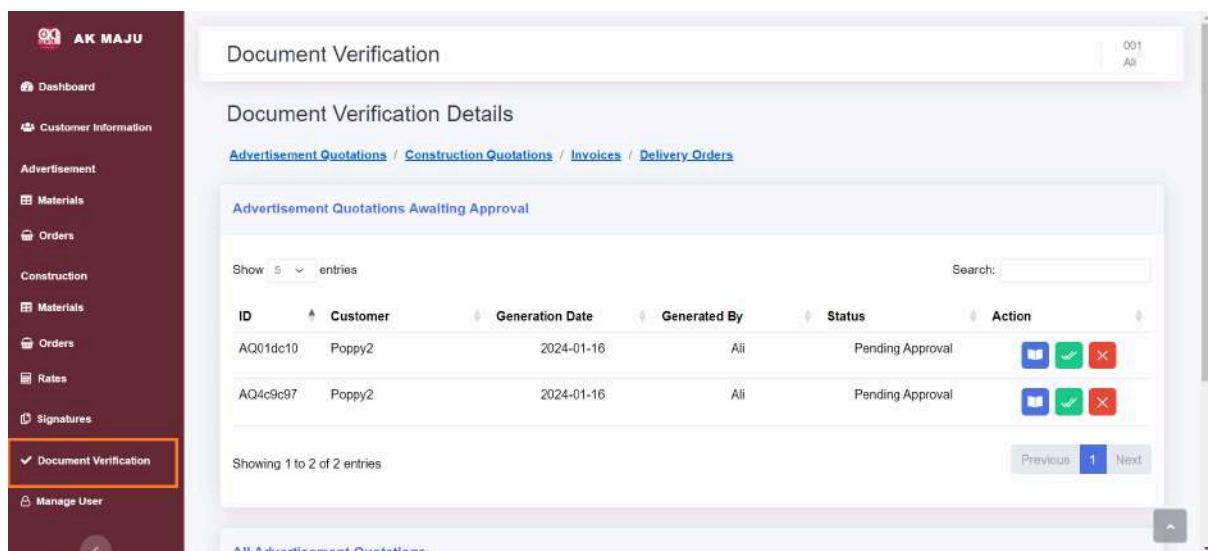


Figure 9.4 Document Verification Page.

2. Click the “Advertisement Quotation” button.

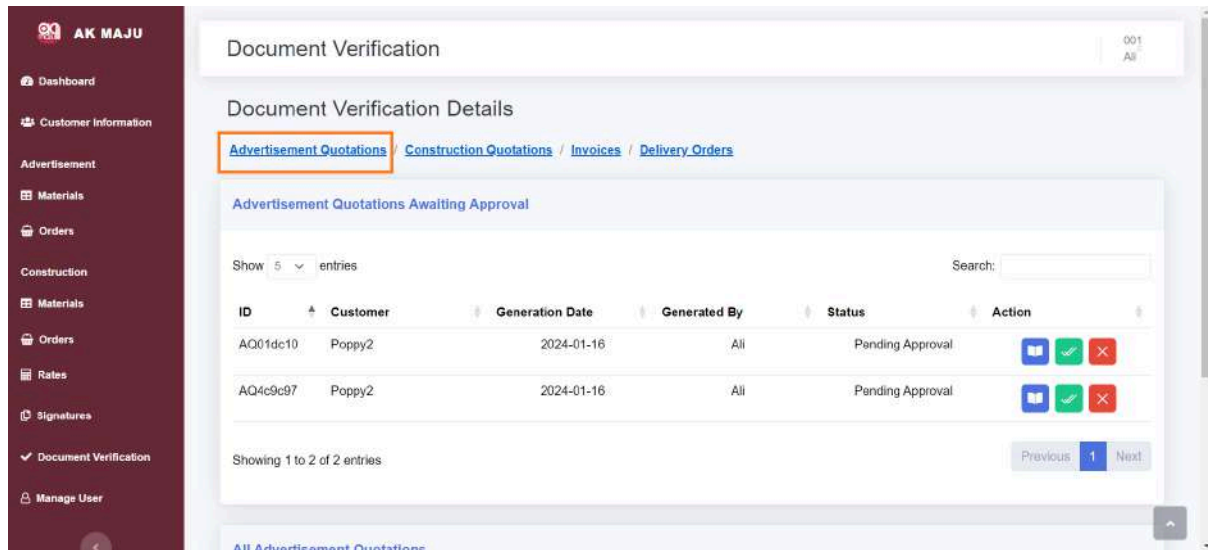


Figure 9.5 Advertisement Quotation in Document Verification Page.

3. Click the green “Double Tick” button below the “Action”.

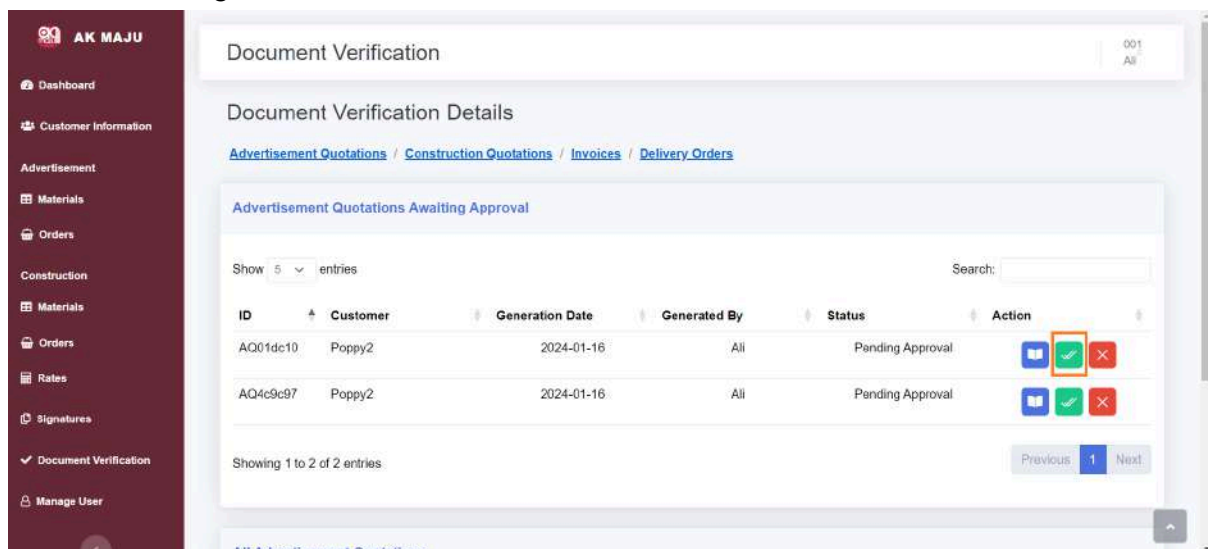


Figure 9.6 Approve Advertisement Quotation button in Document Verification Page.

4. Click the “Yes” button.

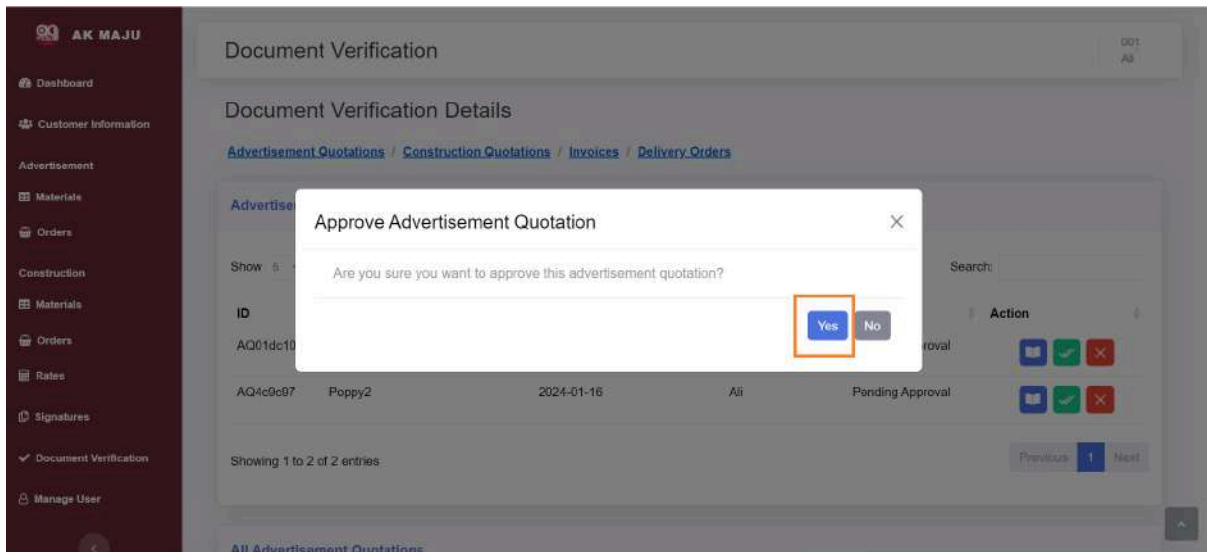


Figure 9.7 Approve Advertisement Quotation in Document Verification Page.

Reject advertisement quotation:

5. Click the “Document Verification” button on the left sidebar.

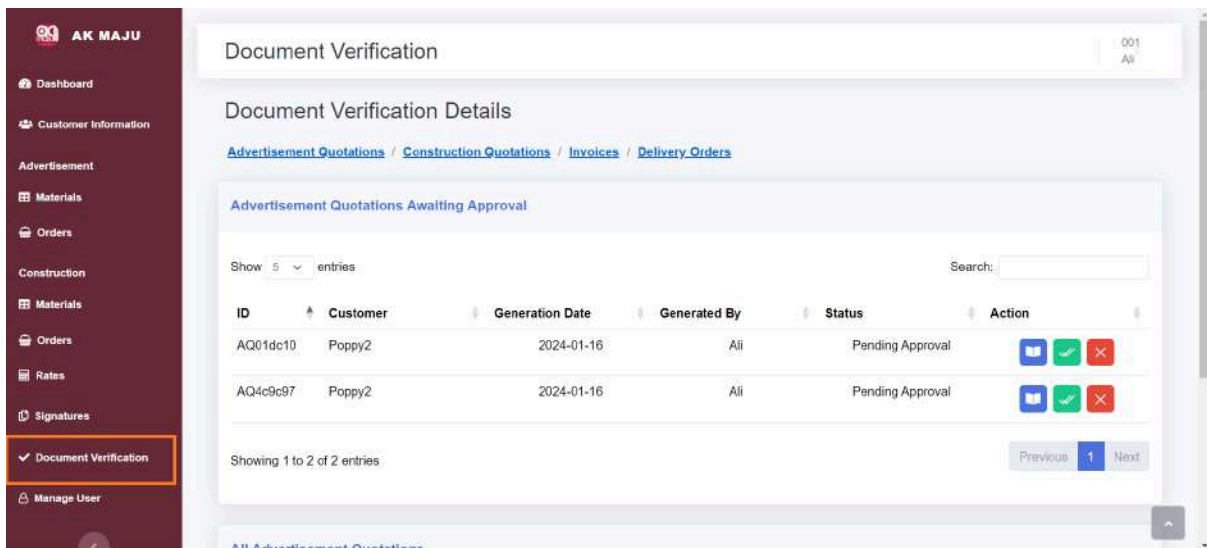


Figure 9.8 Document Verification Page.

6. Click the “Advertisement Quotation” button.

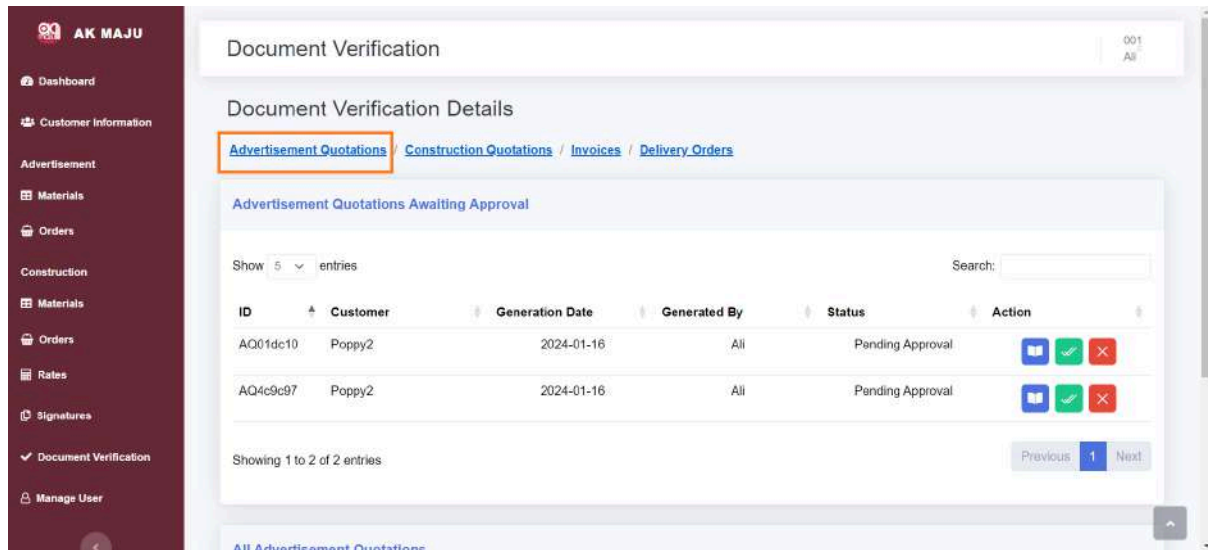


Figure 9.9 Advertisement Quotation in Document Verification Page.

7. Click the red “Cross” button below the “Action”.

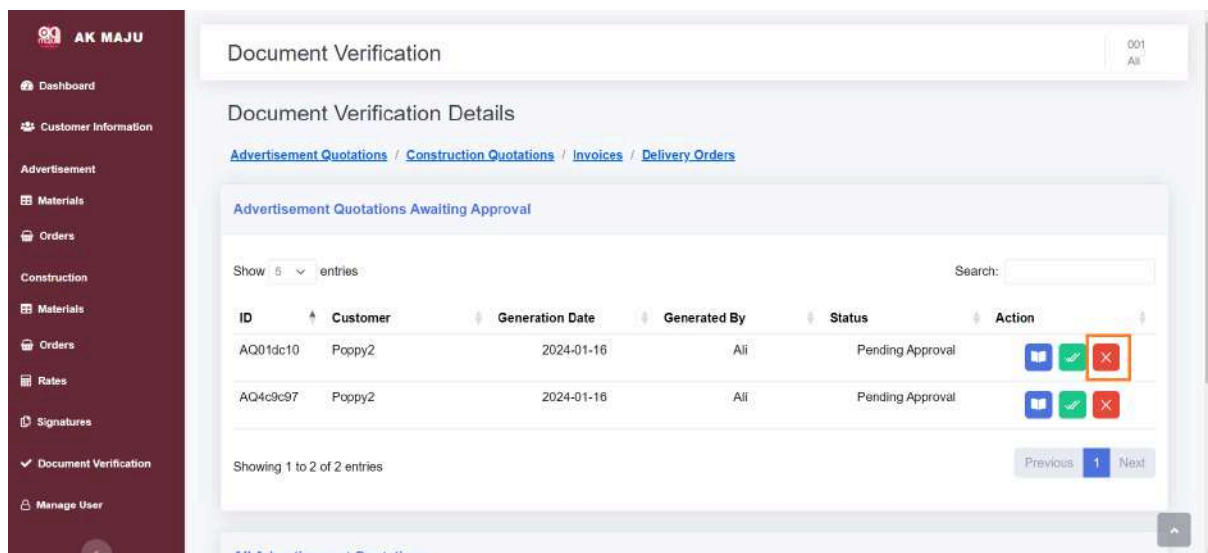


Figure 9.10 Delete Advertisement Quotation 1 in Document Verification Page.

8. Click the “Yes” button.

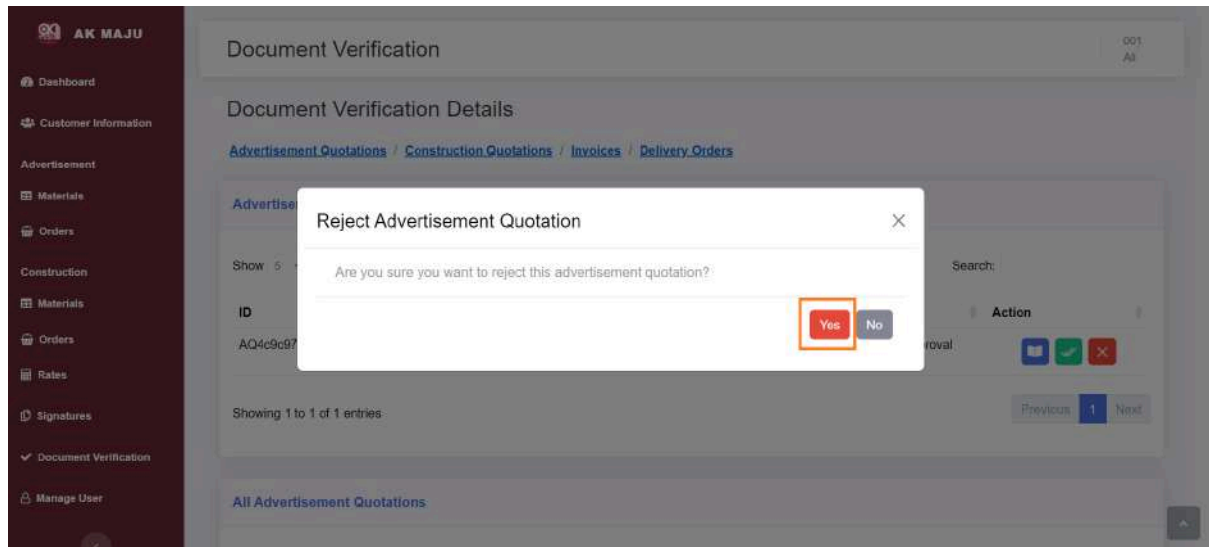


Figure 9.11 Delete Advertisement Quotation 2 in Document Verification Page.

View all advertisement quotations:

1. Click the “Document Verification” button on the left sidebar.

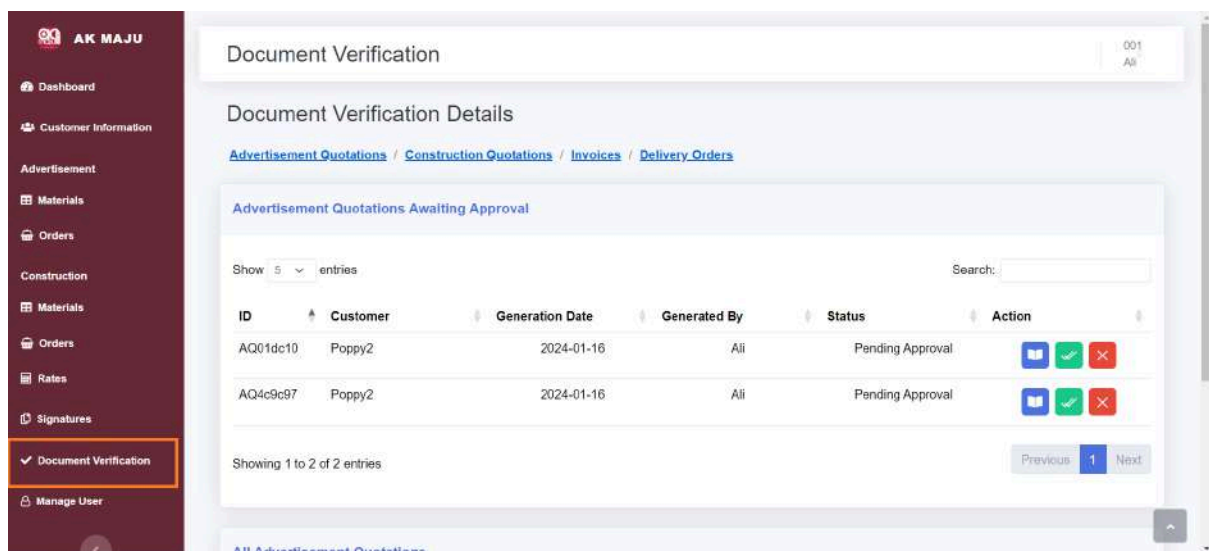


Figure 9.12 Advertisement Quotation Page.

2. Click the “Advertisement Quotation” button.

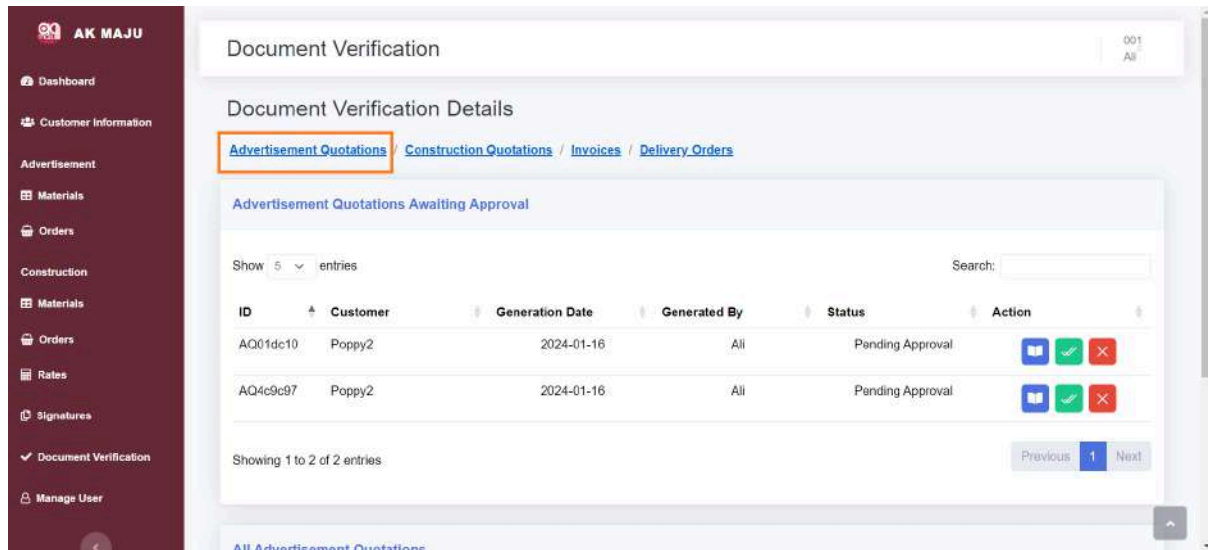


Figure 9.13 Advertisement Quotation button in Document Verification Page.

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

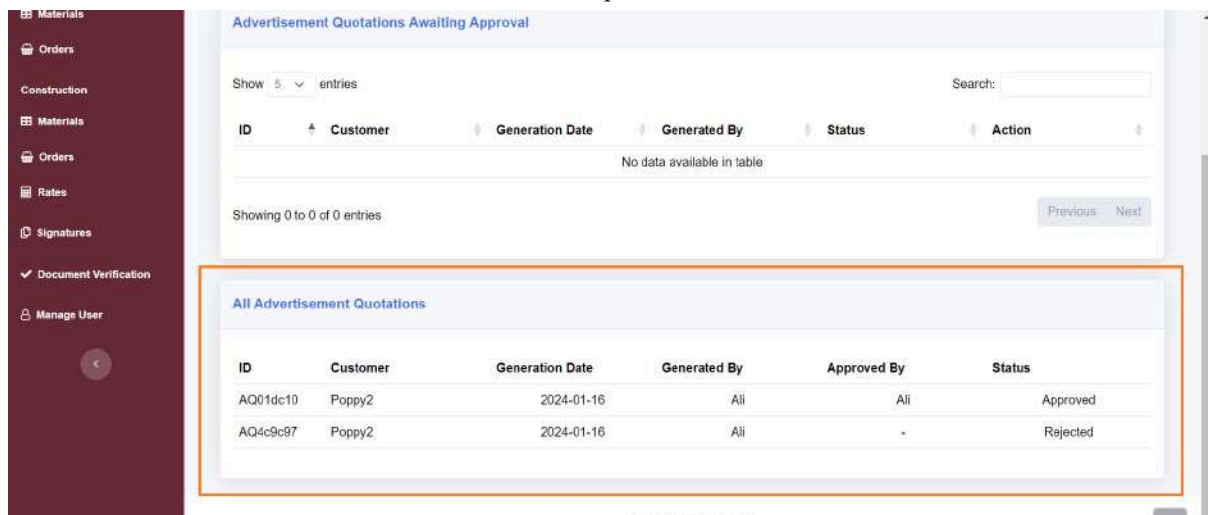


Figure 9.14 View All Advertisement Quotation Table in Document Verification Page.

View the details of construction quotation:

1. Click the “Document Verification” button on the left sidebar.

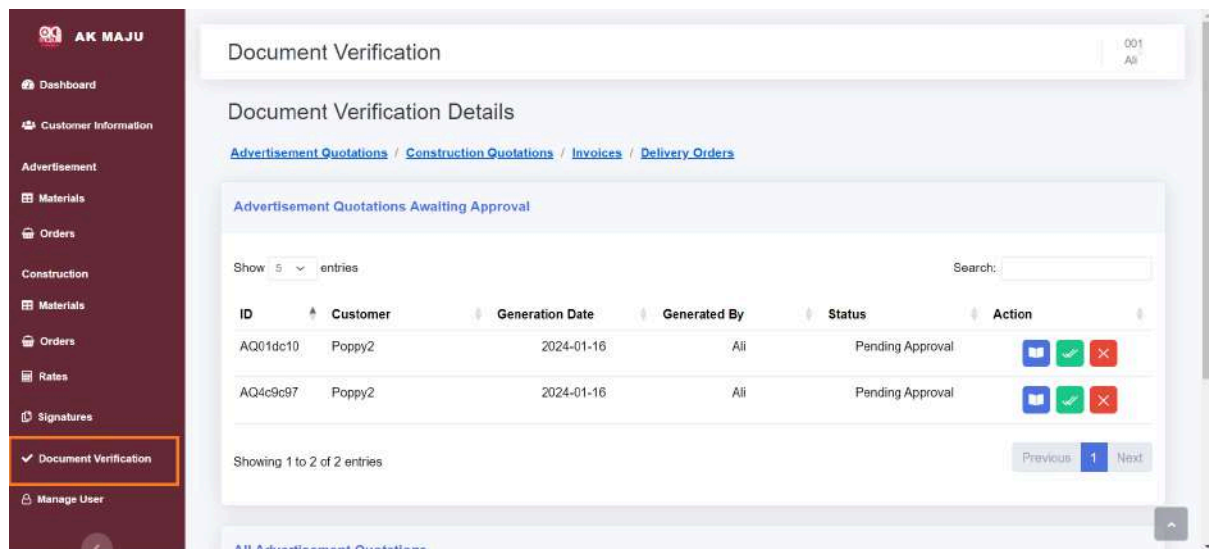


Figure 9.15 Document Verification Page.

2. Click the “Construction Quotation” button.

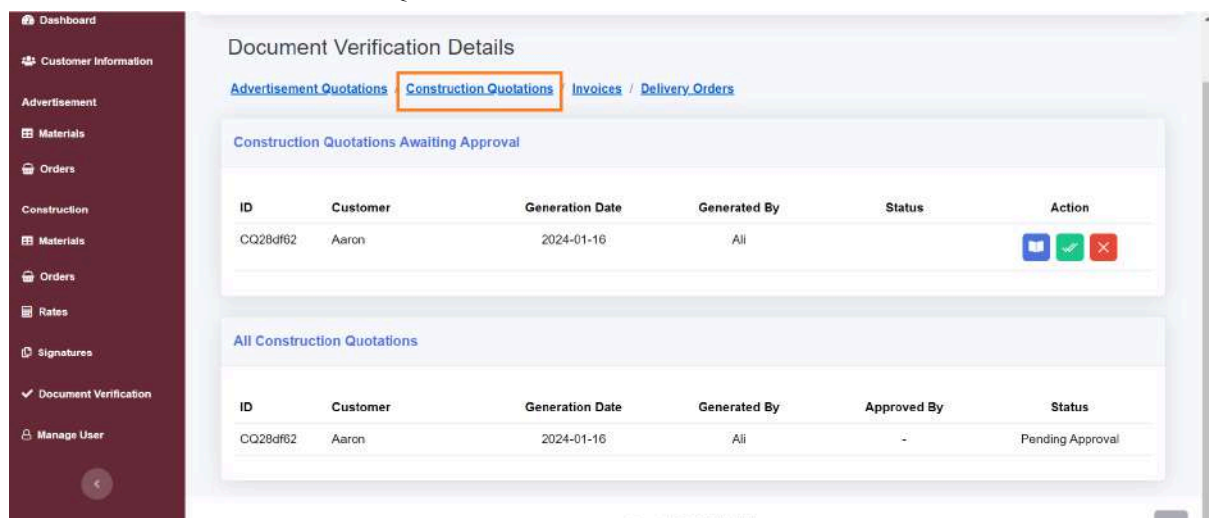


Figure 9.16 Construction Quotation Document Verification Page.

3. Click the blue “View” button below the “Action”.

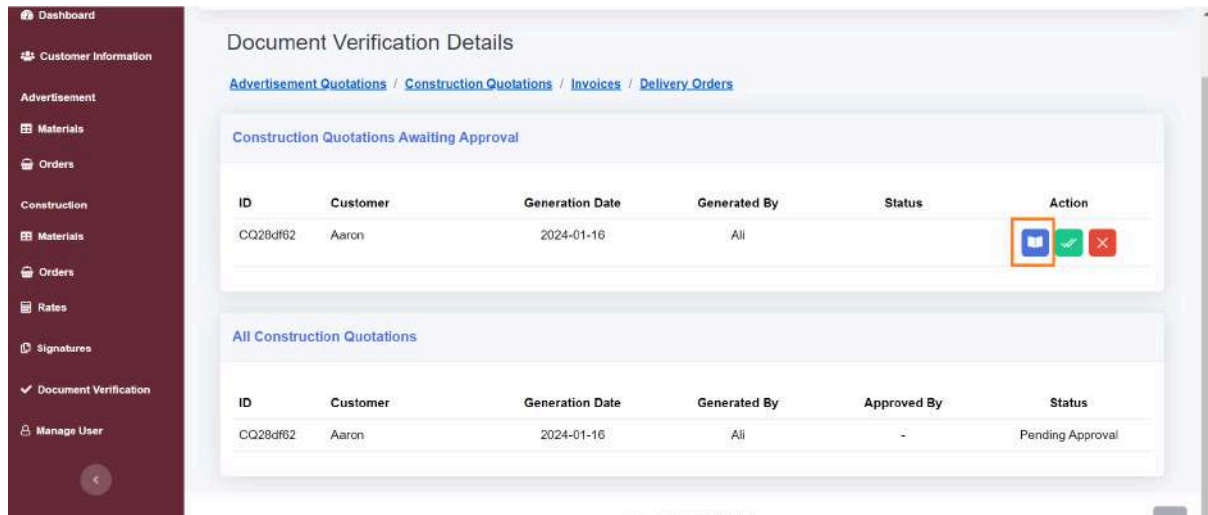


Figure 9.17 View Construction Quotation in Document Verification Page.

Approve construction quotation:

1. Click the “Document Verification” button on the left sidebar.

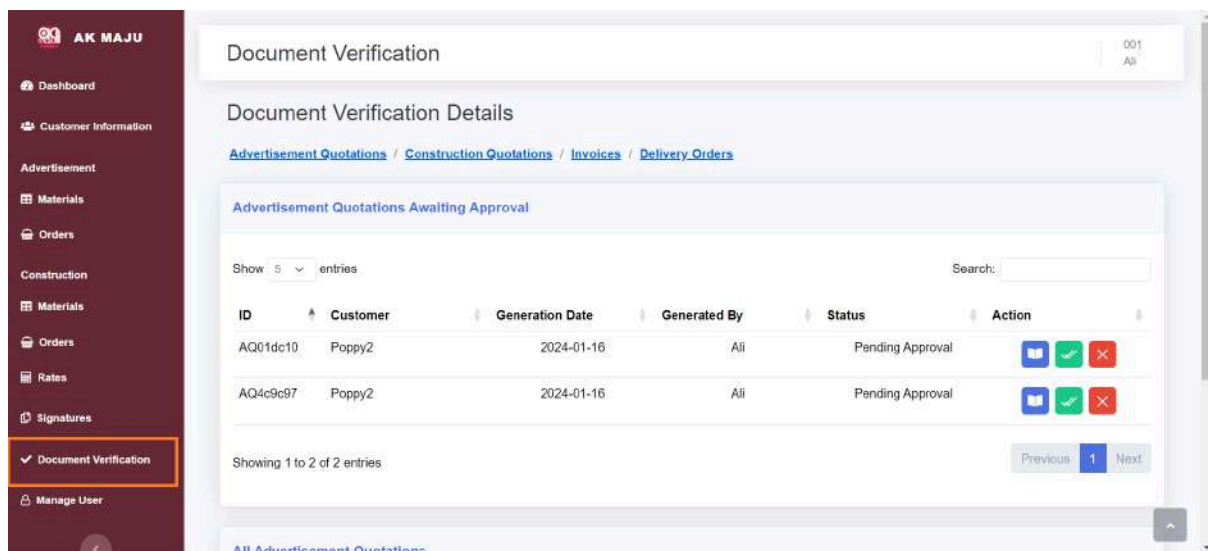


Figure 9.18 Document Verification Page.

2. Click the “Construction Quotation” button.

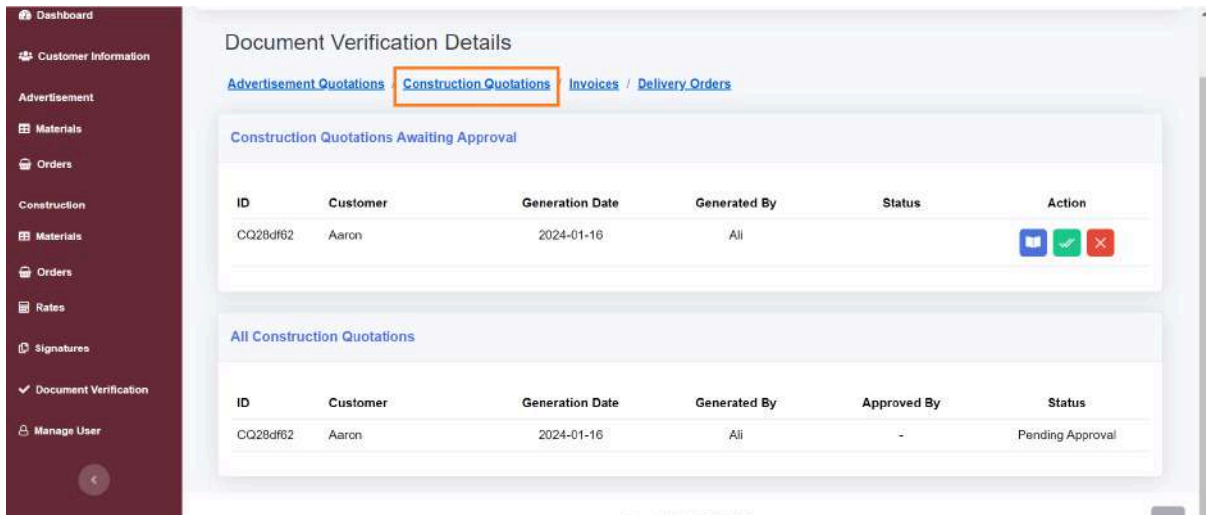


Figure 9.19 Construction Quotation in Document Verification Page.

3. Click the green “Double Tick” button below the “Action”.

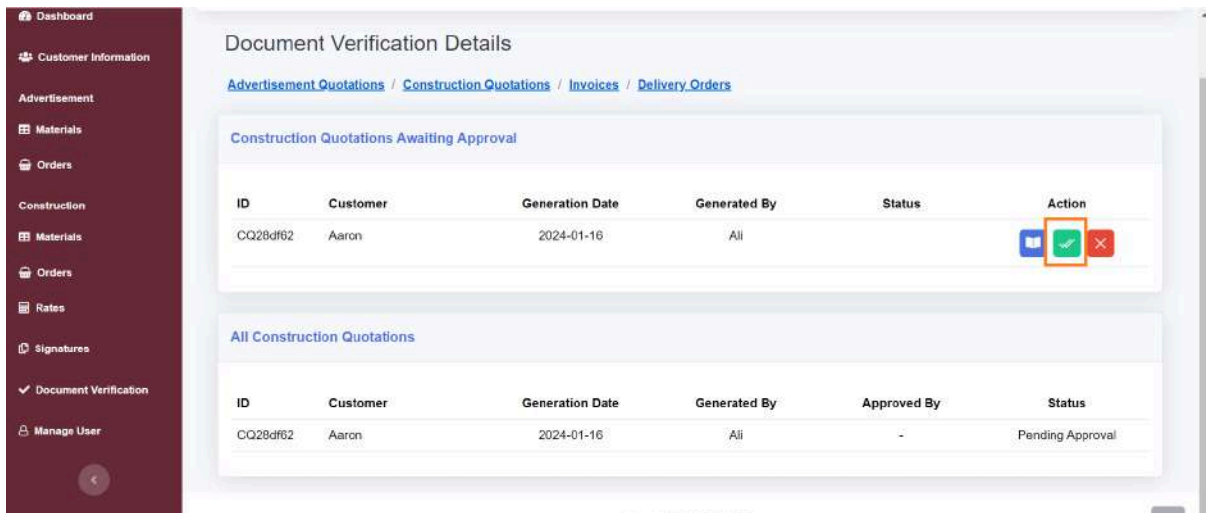


Figure 9.20 Approve Construction Quotation button in Document Verification Page.

4. Click the “Yes” button.

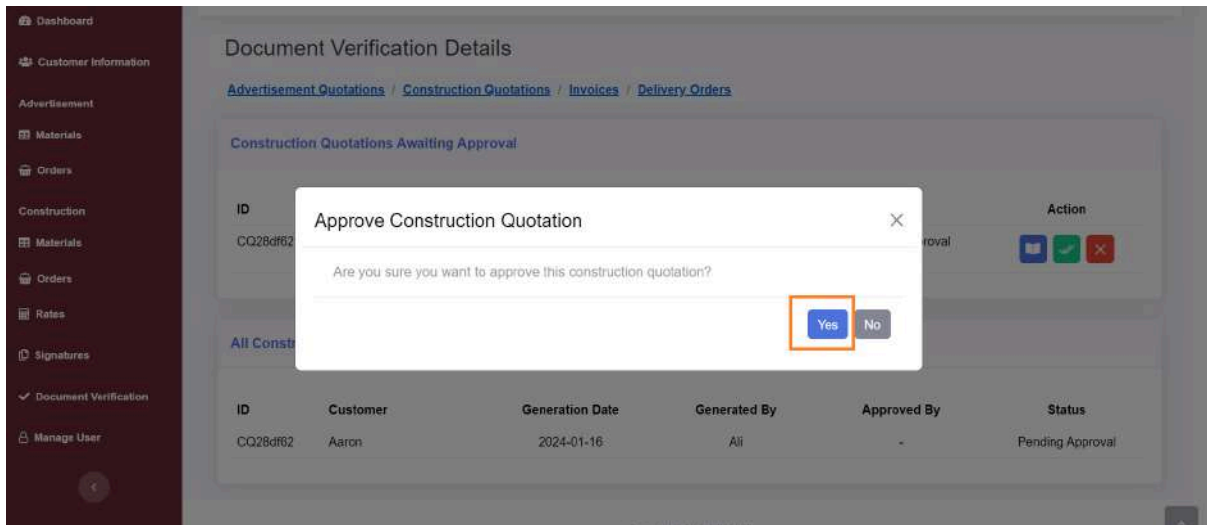


Figure 9.21 Approve Construction Quotation in Document Verification Page.

Reject construction quotation:

1. Click the “Document Verification” button on the left sidebar.

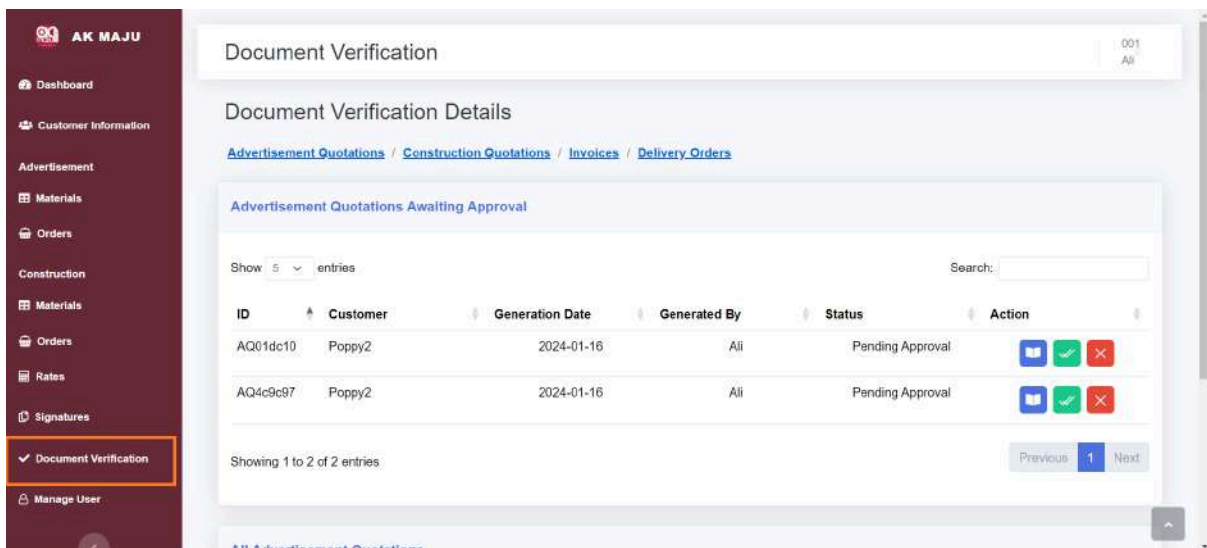


Figure 9.22 Document Verification Page.

2. Click the “Construction Quotation” button.

The screenshot shows the 'Document Verification Details' page. The left sidebar contains a menu with items: Dashboard, Customer Information, Advertisement, Materials, Orders, Construction, Materials, Orders, Rates, Signatures, Document Verification (checked), and Manage User. The main content area has a breadcrumb trail: Advertisement Quotations / Construction Quotations (highlighted with an orange box) / Invoices / Delivery Orders. Below this is a section titled 'Construction Quotations Awaiting Approval' containing a table with columns: ID, Customer, Generation Date, Generated By, Status, and Action. The table has one row with ID 'CQ28df62', Customer 'Aaron', Generation Date '2024-01-16', Generated By 'Ali', Status 'Pending Approval', and Action buttons (blue, green, red). Below this is another section titled 'All Construction Quotations' with a similar table structure, also showing one row with ID 'CQ28df62' and Status 'Pending Approval'.

Figure 9.23 Construction Quotation in Document Verification Page.

3. Click the red “Cross” button below the “Action”.

This screenshot is identical to the previous one, but the red 'Cross' button in the 'Action' column of the 'Construction Quotations Awaiting Approval' table is highlighted with an orange box. The rest of the page content remains the same.

Figure 9.24 Delete Construction Quotation 1 in Document Verification Page.

4. Click the “Yes” button.

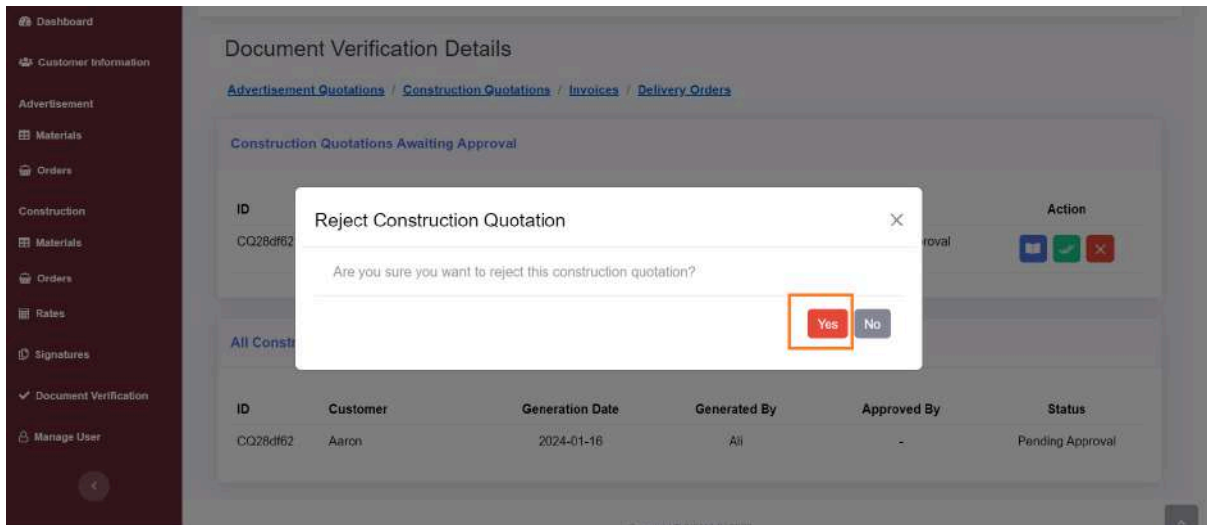


Figure 9.25 Delete Construction Quotation 2 in Document Verification Page.

View all construction quotations:

1. Click the “Document Verification” button on the left sidebar.

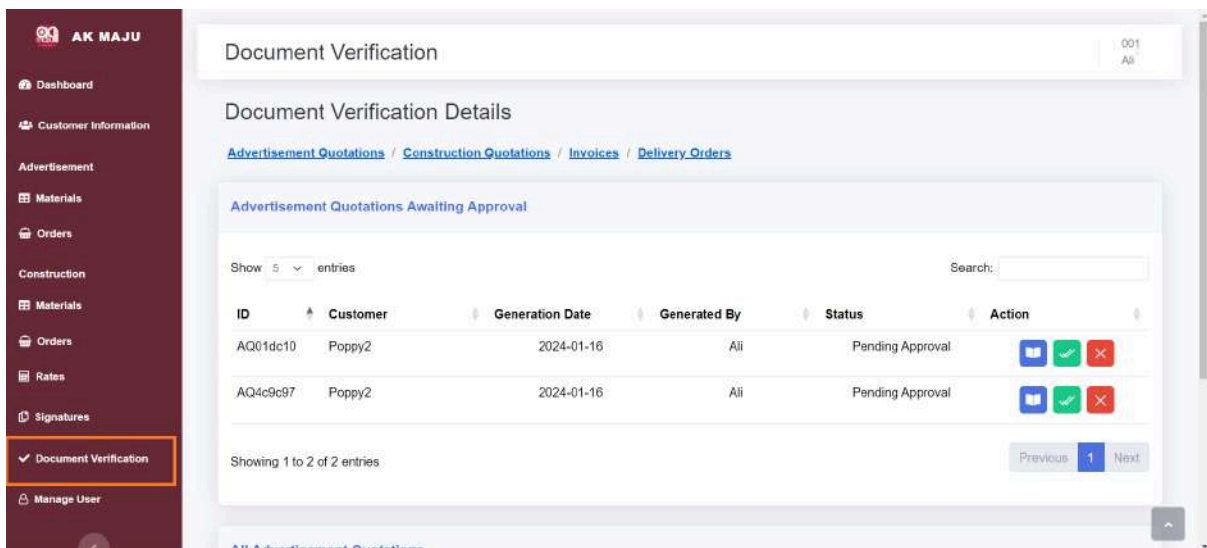





Figure 9.26 Advertisement Quotation Page.

2. Click the “Construction Quotation” button.

The screenshot shows the 'Document Verification Details' page. On the left is a dark red sidebar with a navigation menu. The 'Construction Quotations' link is highlighted with an orange box. The main content area has a breadcrumb trail: 'Advertisement Quotations' / 'Construction Quotations' / 'Invoices' / 'Delivery Orders'. Below this, there are two tables. The first table, 'Construction Quotations Awaiting Approval', has columns: ID, Customer, Generation Date, Generated By, Status, and Action. It contains one row with ID 'CQ28df62', Customer 'Aaron', Generation Date '2024-01-16', Generated By 'Ali', and Action buttons (a blue square, a green checkmark, and a red X). The second table, 'All Construction Quotations', has columns: ID, Customer, Generation Date, Generated By, Approved By, and Status. It contains one row with ID 'CQ28df62', Customer 'Aaron', Generation Date '2024-01-16', Generated By 'Ali', Approved By '-', and Status 'Pending Approval'.

ID	Customer	Generation Date	Generated By	Status	Action
CQ28df62	Aaron	2024-01-16	Ali		  

ID	Customer	Generation Date	Generated By	Approved By	Status
CQ28df62	Aaron	2024-01-16	Ali	-	Pending Approval

Figure 9.27 Construction Quotation button in Document Verification Page.

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

This screenshot is similar to the previous one but shows the 'All Construction Quotations' table highlighted with an orange box. The table has columns: ID, Customer, Generation Date, Generated By, Approved By, and Status. It contains one row with ID 'CQ28df62', Customer 'Aaron', Generation Date '2024-01-16', Generated By 'Ali', Approved By 'Ali', and Status 'Approved'.

ID	Customer	Generation Date	Generated By	Approved By	Status
CQ28df62	Aaron	2024-01-16	Ali	Ali	Approved

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.

Document Verification

Document Verification Details

[Advertisement Quotations](#) / [Construction Quotations](#) / [Invoices](#) / [Delivery Orders](#)

Advertisement Quotations Awaiting Approval

Show 5 entries Search:

ID	Customer	Generation Date	Generated By	Status	Action
AQ01dc10	Poppy2	2024-01-16	Ali	Pending Approval	View Approve Reject
AQ4c9c97	Poppy2	2024-01-16	Ali	Pending Approval	View Approve Reject

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

[All Advertisement Quotations](#)

Figure 9.29 Document Verification Page.

2. Click the “Invoice” button.

Document Verification Details

[Advertisement Quotations](#) / [Construction Quotations](#) / [Invoices](#) / [Delivery Orders](#)

Invoices Awaiting Approval

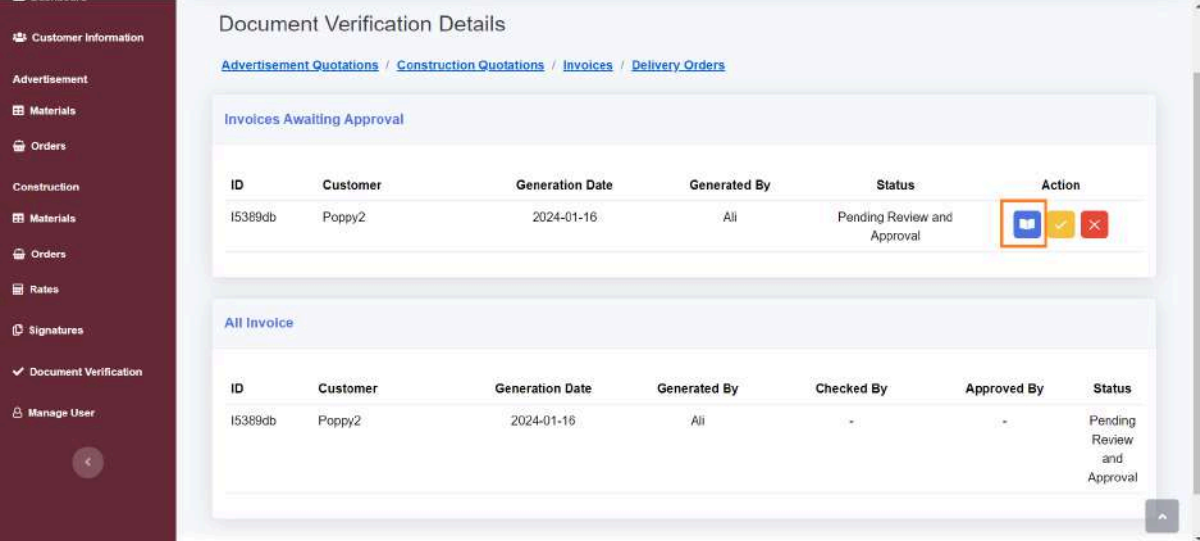
ID	Customer	Generation Date	Generated By	Status	Action
I5389db	Poppy2	2024-01-16	Ali	Pending Review and Approval	View Approve Reject

All Invoice

ID	Customer	Generation Date	Generated By	Checked By	Approved By	Status
I5389db	Poppy2	2024-01-16	Ali	*	*	Pending Review and Approval

Figure 9.30 Invoice link in Document Verification Page.

3. Click the blue “View” button below the “Action”.



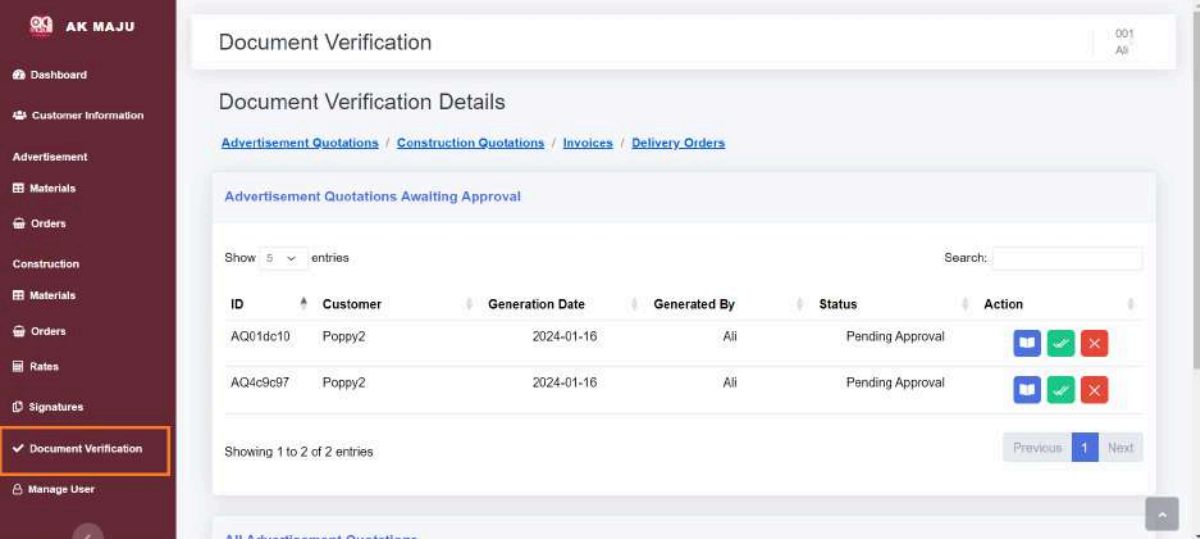
The screenshot shows the 'Document Verification Details' page. On the left sidebar, the 'Document Verification' option is highlighted. The main content area displays a table titled 'Invoices Awaiting Approval'. The table has columns: ID, Customer, Generation Date, Generated By, Status, and Action. A single row is visible with ID 'I5389db', Customer 'Poppy2', Generation Date '2024-01-16', Generated By 'Ali', and Status 'Pending Review and Approval'. The 'Action' column contains three buttons: a blue 'View' button (highlighted with an orange box), a yellow 'Check' button, and a red 'Cancel' button.

ID	Customer	Generation Date	Generated By	Status	Action
I5389db	Poppy2	2024-01-16	Ali	Pending Review and Approval	View, Check, Cancel

Figure 9.31 View Invoice Table in Document Verification Page.

Check the invoice:

1. Click the “Document Verification” button on the left sidebar.



The screenshot shows the 'Document Verification' page. On the left sidebar, the 'Document Verification' option is highlighted. The main content area displays a table titled 'Advertisement Quotations Awaiting Approval'. The table has columns: ID, Customer, Generation Date, Generated By, Status, and Action. Two rows are visible, both with Customer 'Poppy2' and Status 'Pending Approval'. The 'Action' column contains three buttons: a blue 'View' button, a green 'Check' button, and a red 'Cancel' button. The 'Document Verification' button on the left sidebar is highlighted with an orange box.

ID	Customer	Generation Date	Generated By	Status	Action
AQ01dc10	Poppy2	2024-01-16	Ali	Pending Approval	View, Check, Cancel
AQ4c9c97	Poppy2	2024-01-16	Ali	Pending Approval	View, Check, Cancel

Figure 9.32 Document Verification Page.

2. Click the “Invoice” button.

The screenshot shows the 'Document Verification Details' page. The left sidebar contains a navigation menu with items: Customer Information, Advertisement, Materials, Orders, Construction, Materials, Orders, Rates, Signatures, Document Verification (checked), and Manage User. The main content area has a breadcrumb trail: [Advertisement Quotations](#) / [Construction Quotations](#) / **Invoices** / [Delivery Orders](#). Below this is a section titled 'Invoices Awaiting Approval' containing a table with one row: ID: I5389db, Customer: Poppy2, Generation Date: 2024-01-16, Generated By: Ali, Status: Pending Review and Approval, and Action: [Message] [Checkmark] [Close]. Below this is a section titled 'All Invoice' containing a table with one row: ID: I5389db, Customer: Poppy2, Generation Date: 2024-01-16, Generated By: Ali, Checked By: -, Approved By: -, Status: Pending Review and Approval.

Figure 9.33 Invoice link in Document Verification Page.

3. Click the yellow “Tick” button below the “Action”.

This screenshot is identical to the previous one, but the yellow 'Tick' button in the 'Action' column of the 'Invoices Awaiting Approval' table is highlighted with a red box.

Figure 9.34 Check Invoice in Document Verification Page.

4. Click the “Yes” button.

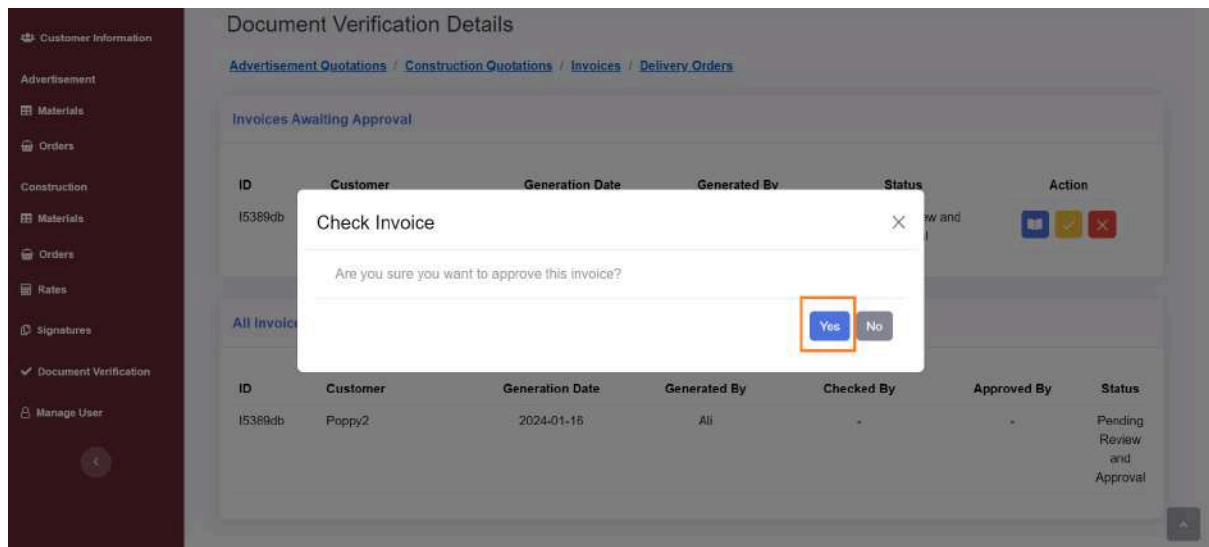


Figure 9.35 Confirm Invoice Checking in Document Verification Page.

Approve invoice after the invoice is checked:

1. Click the “Document Verification” button on the left sidebar.

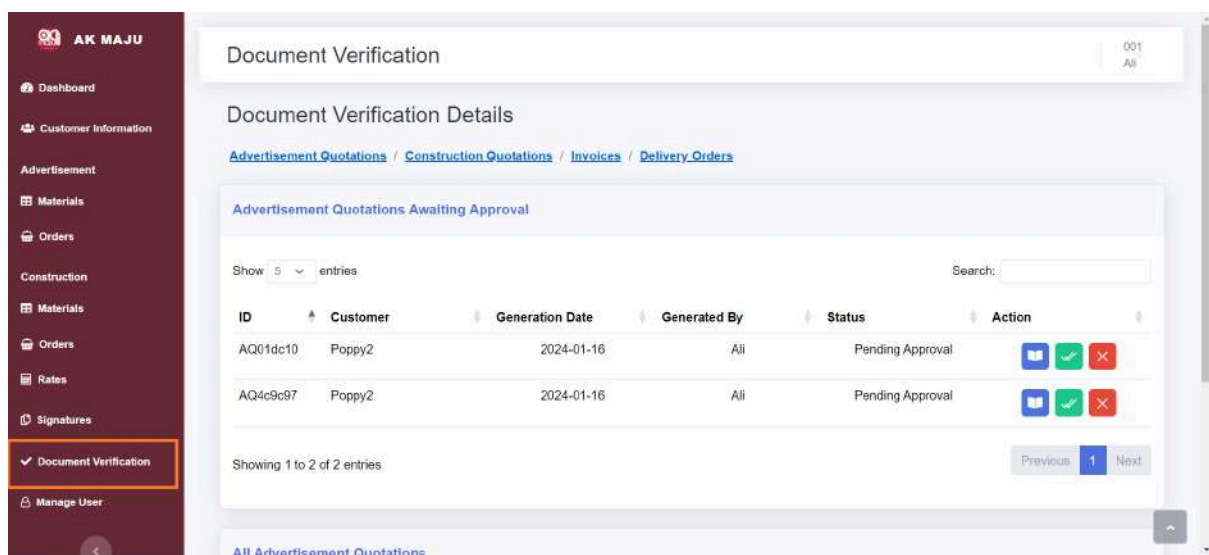


Figure 9.36 Document Verification Page.

2. Click the “Invoice” button.

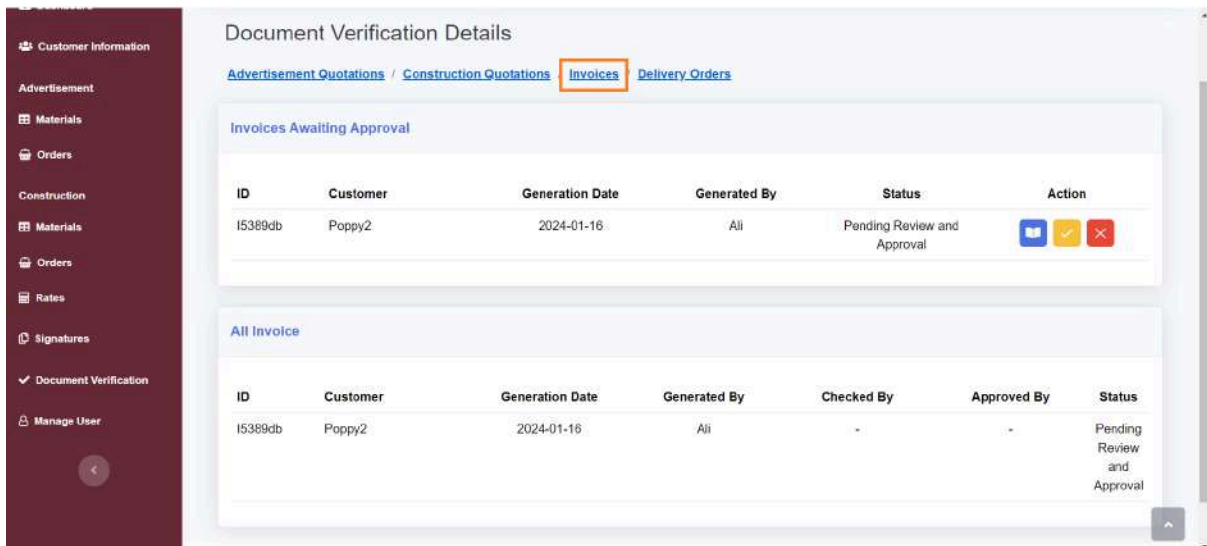


Figure 9.37 Invoice link in Document Verification Page.

- Click the green “Double Tick” button below the “Action”.

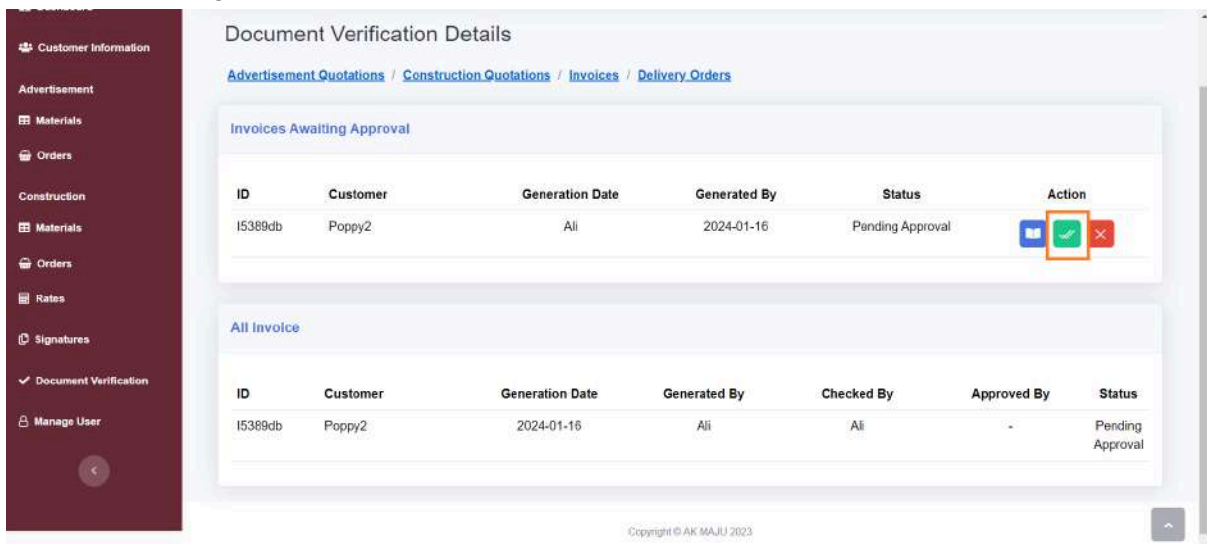


Figure 9.38 Approve Invoice in Document Verification Page.

- Click the “Yes” button.

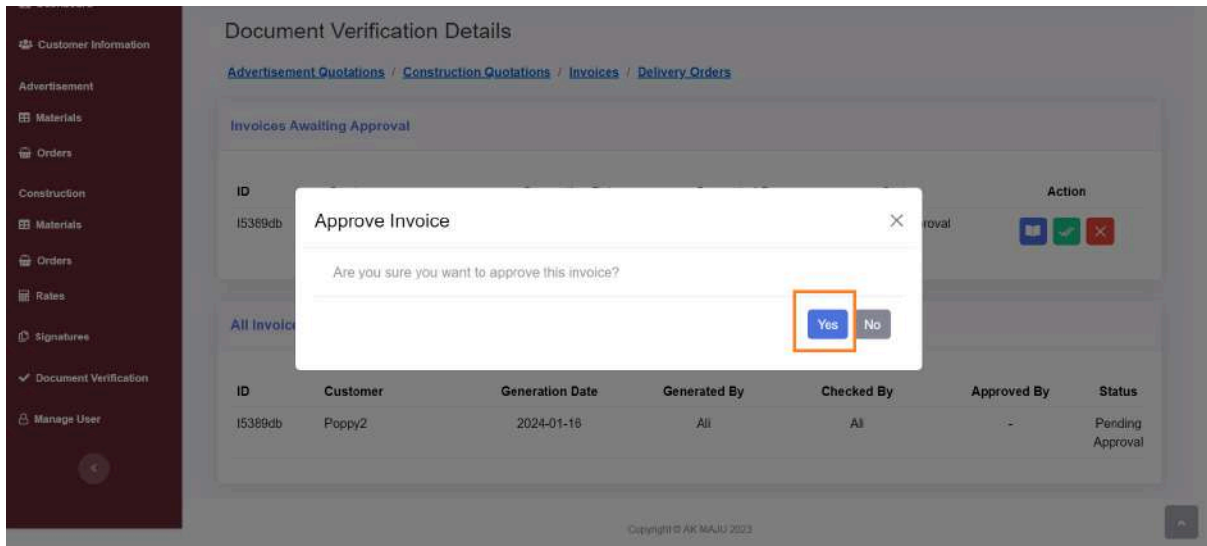


Figure 9.39 Approve Invoice Confirmation in Document Verification Page.

Reject invoice:

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

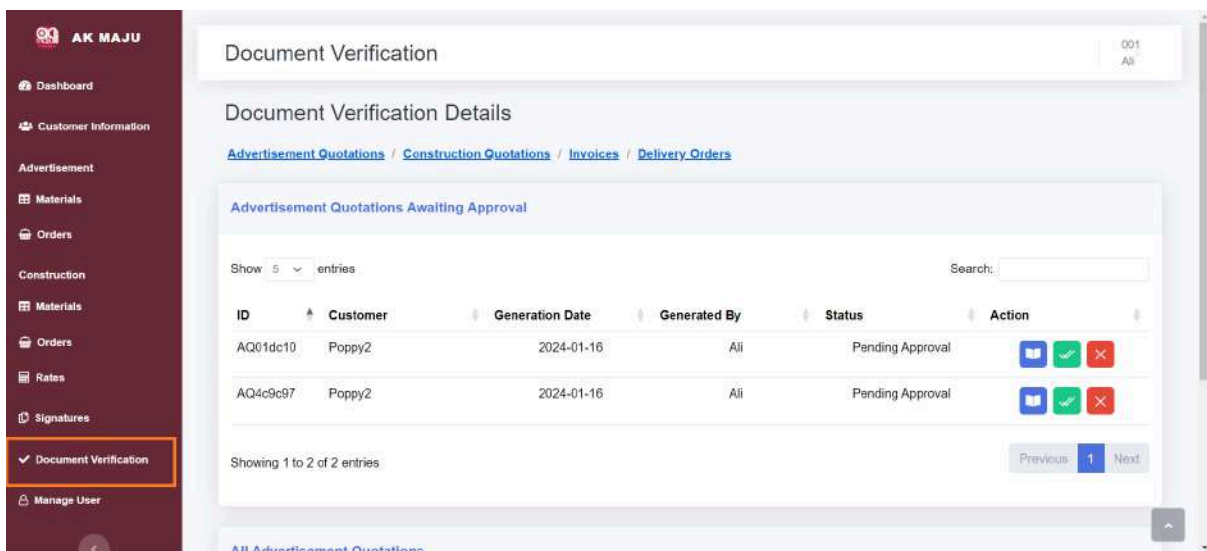


Figure 9.40 Document Verification Page.

2. Click the "Invoice" button.

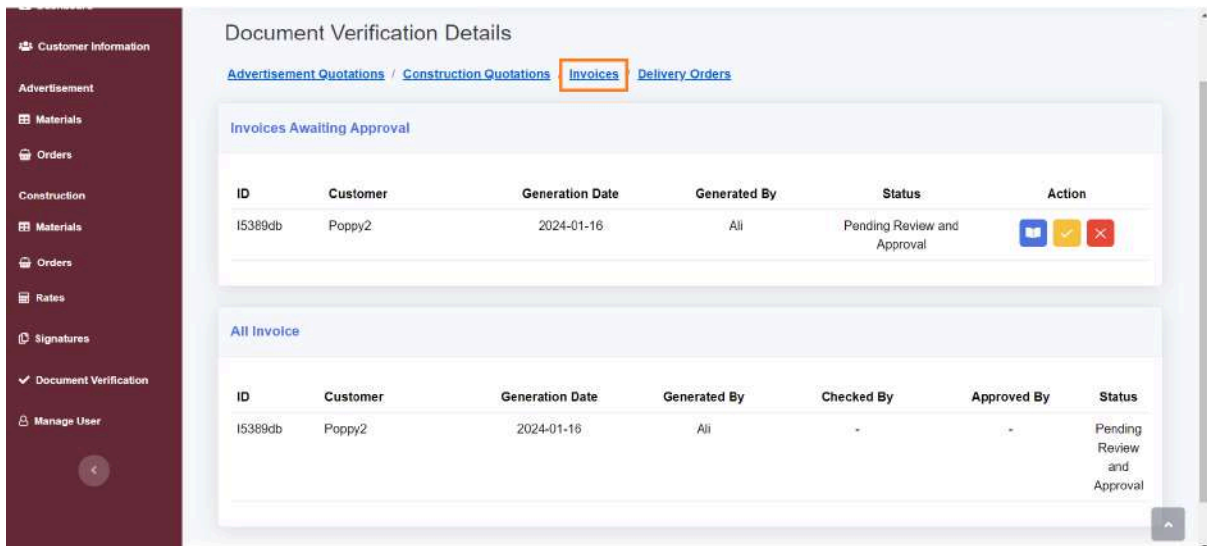


Figure 9.41 Invoice link in Document Verification Page.

- Click the “Cross” button below the “Action”.

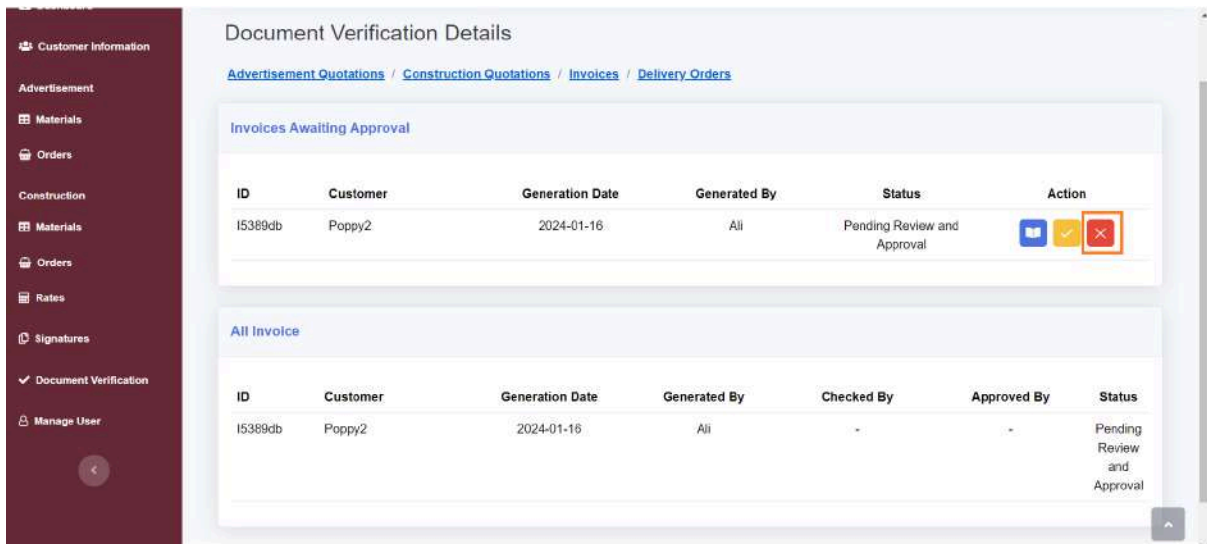


Figure 9.42 Reject Invoice in Document Verification Page.

- Click the “Yes” button.

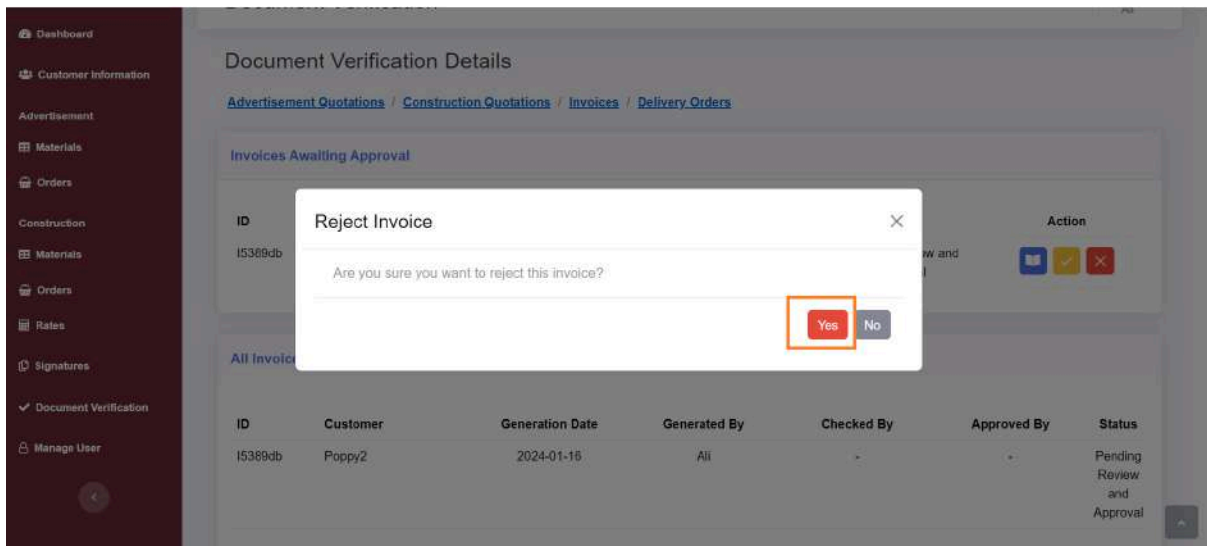


Figure 9.43 Reject Invoice Confirmation in Document Verification Page.

View all invoices:

1. Click the “Document Verification” button on the left sidebar.

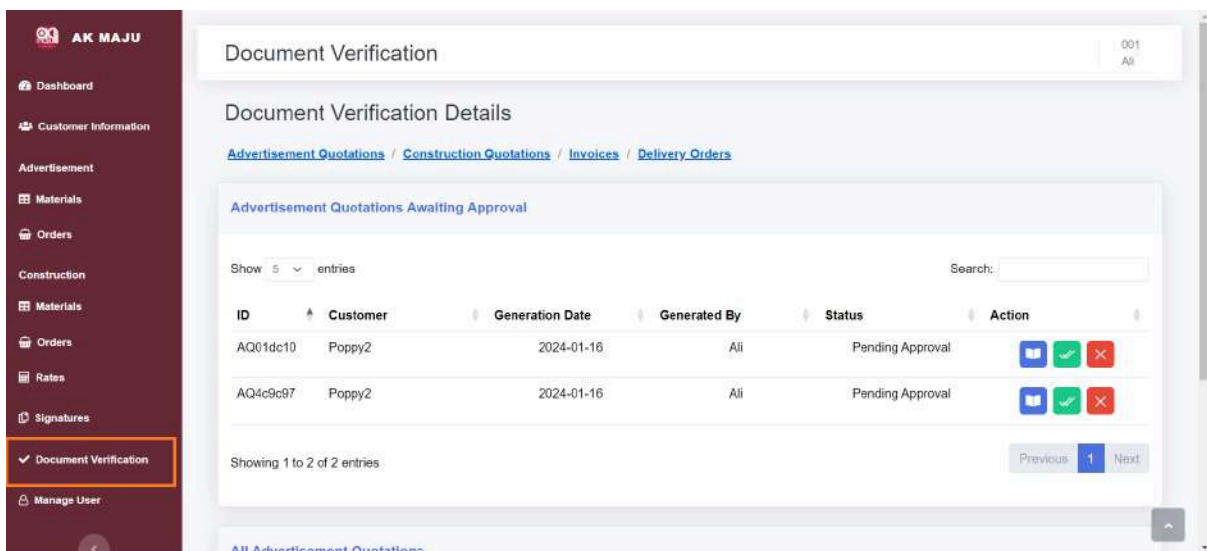


Figure 9.44 Document Verification Page.

2. Click the “Invoice” button.

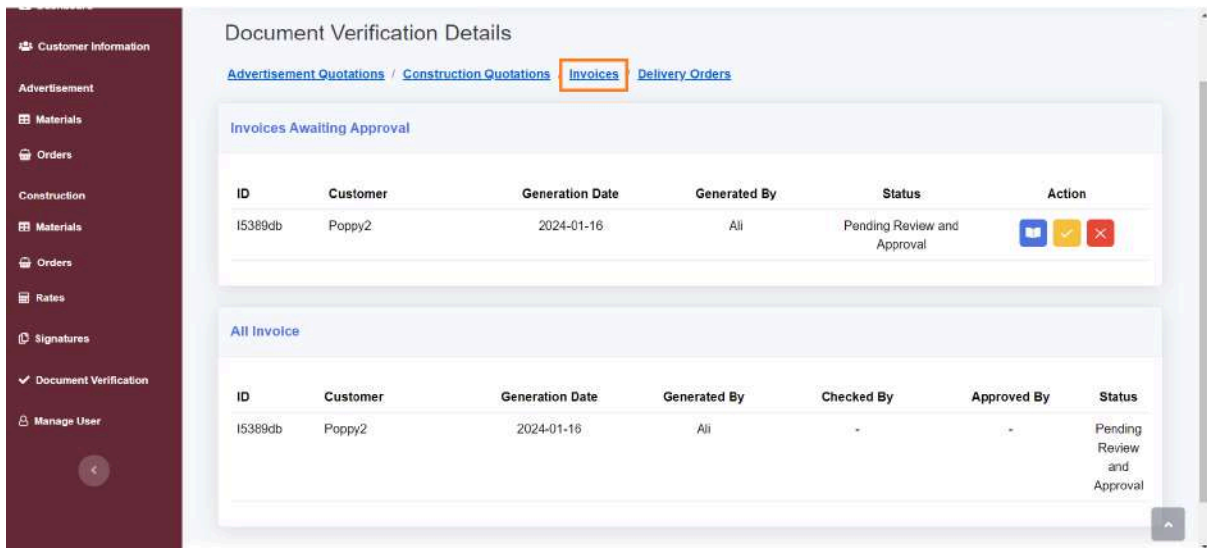


Figure 9.45 Invoice link in Document Verification Page.

3. Scroll down to view all the invoices.

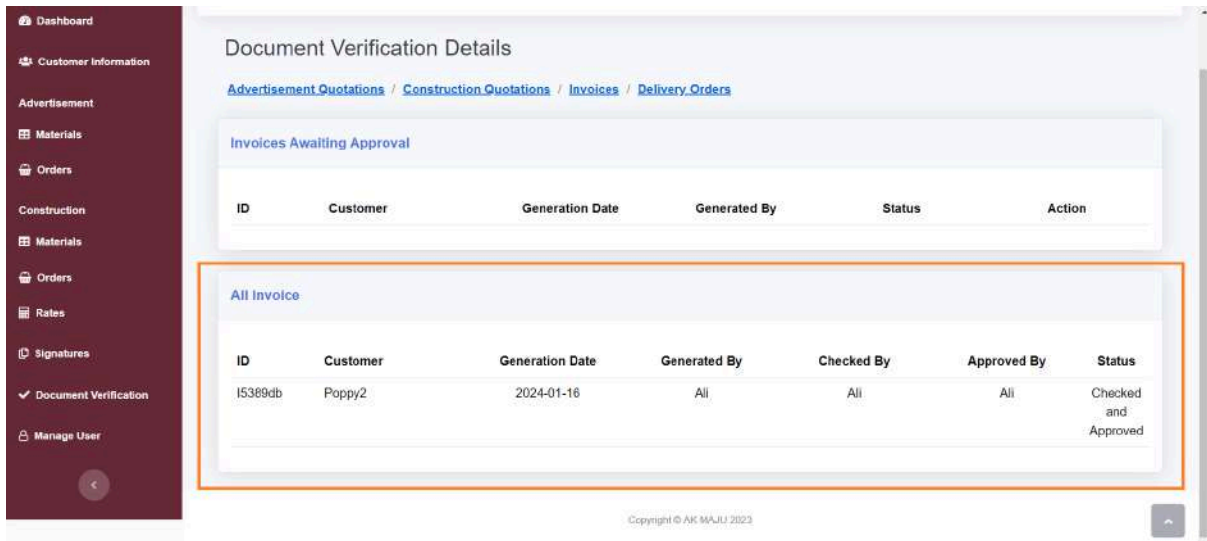


Figure 9.46 View All Invoices Table in Document Verification Page.

View the details of delivery order:

1. Click the “Document Verification” button on the left sidebar.

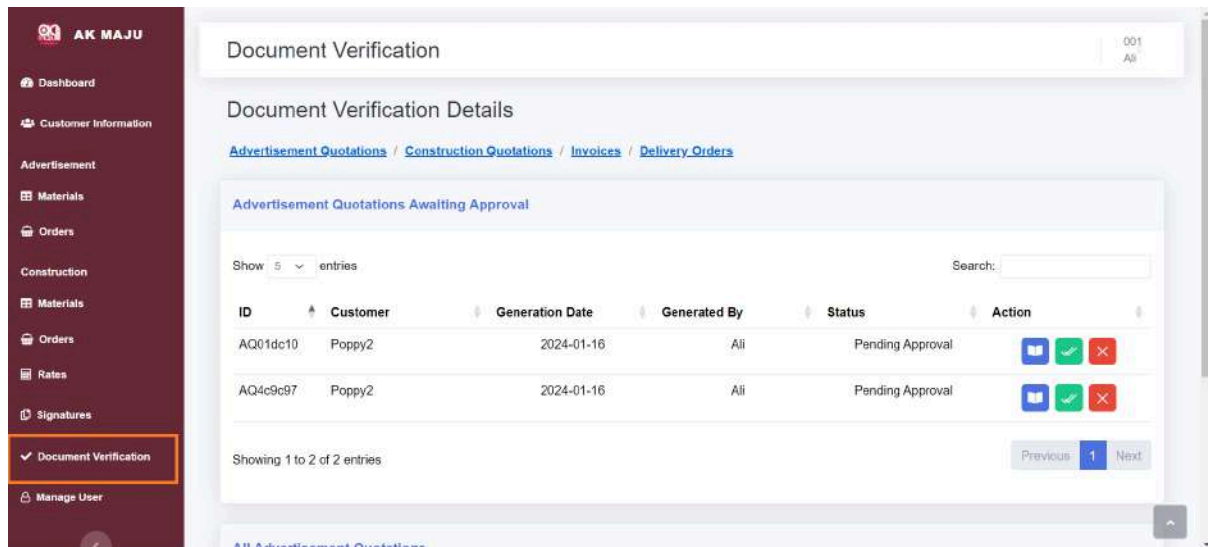


Figure 9.47 Verification Page.

2. Click the “Delivery order” button.

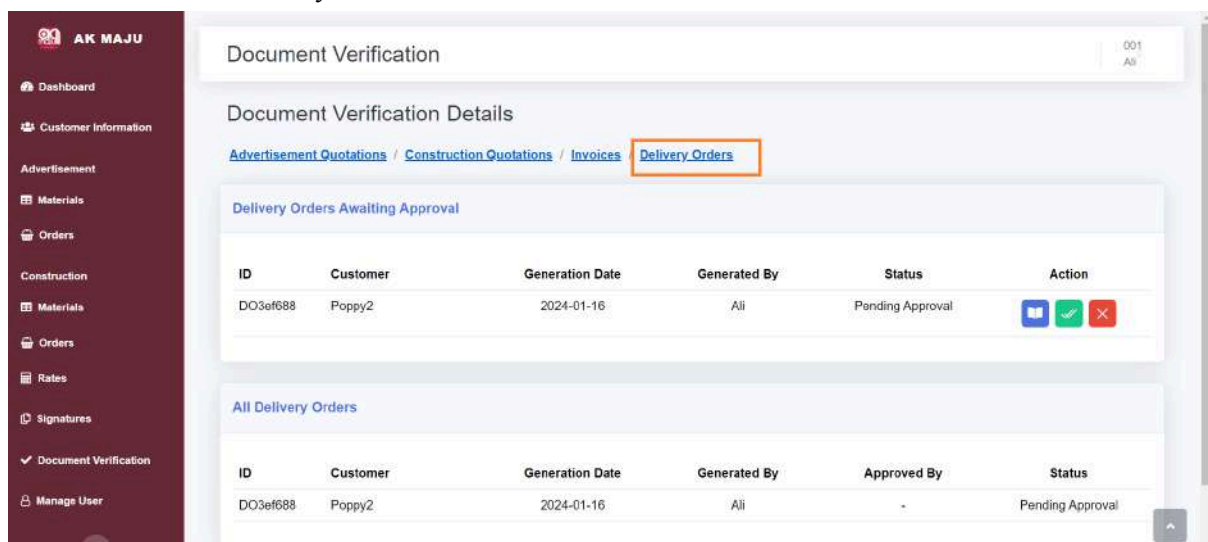


Figure 9.48 Delivery Order link in Document Verification Page.

3. Click the blue “View” button below the “Action”.

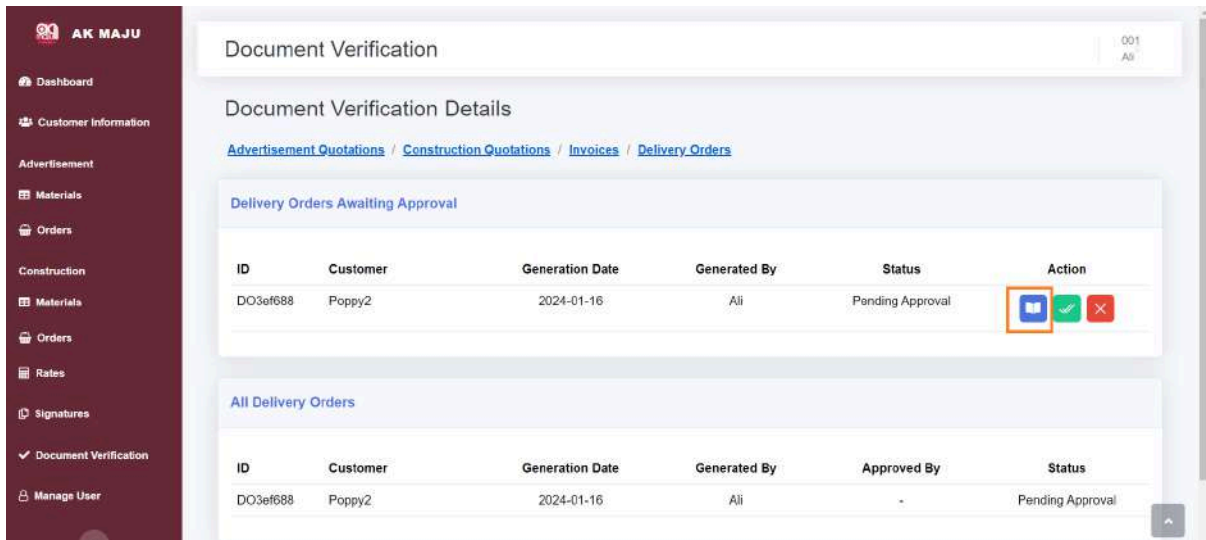


Figure 9.49 View Delivery Order in Document Verification Page.

Approve delivery order:

1. Click the “Document Verification” button on the left sidebar.

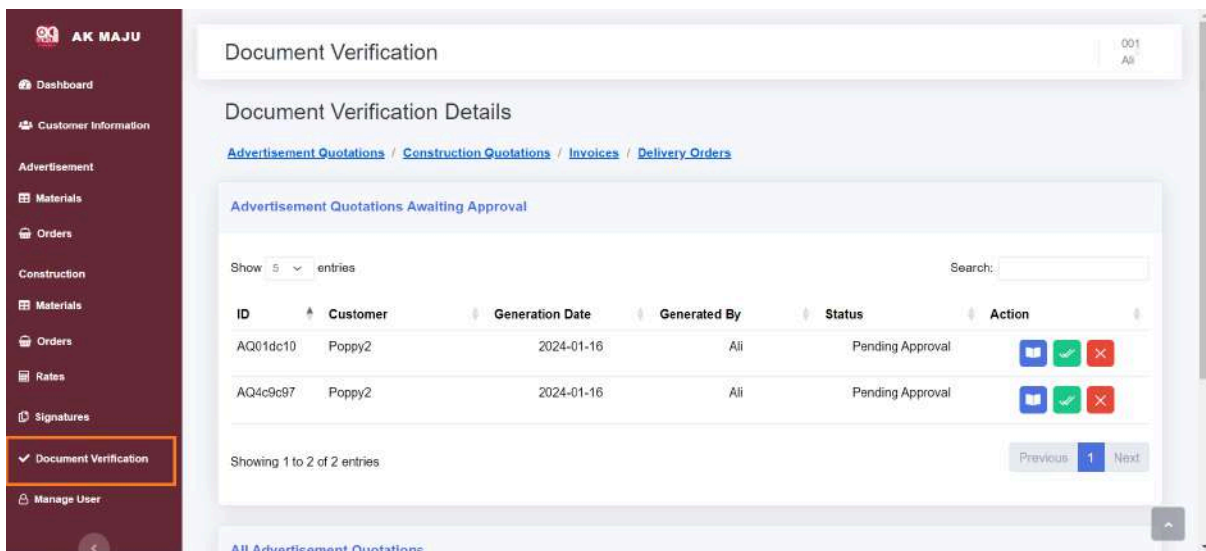


Figure 9.50 Document Verification Page.

2. Click the “Delivery order” button.

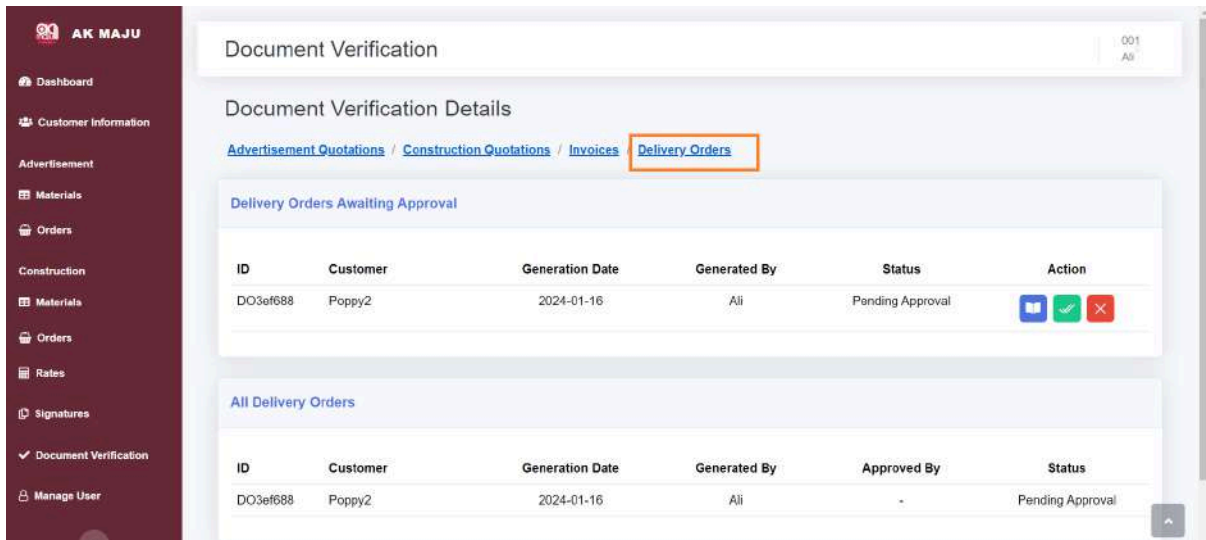


Figure 9.51 Delivery Order link in Document Verification Page.

3. Click the “Double Tick” button below the “Action”.

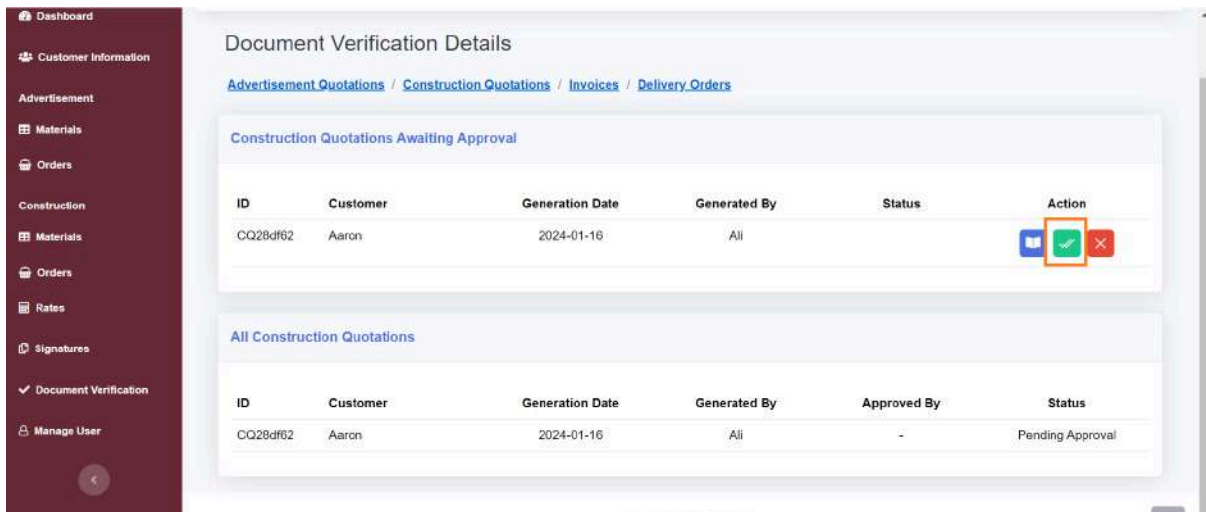


Figure 9.52 Approve Delivery Order in Document Verification Page.

4. Click the “Yes” button.

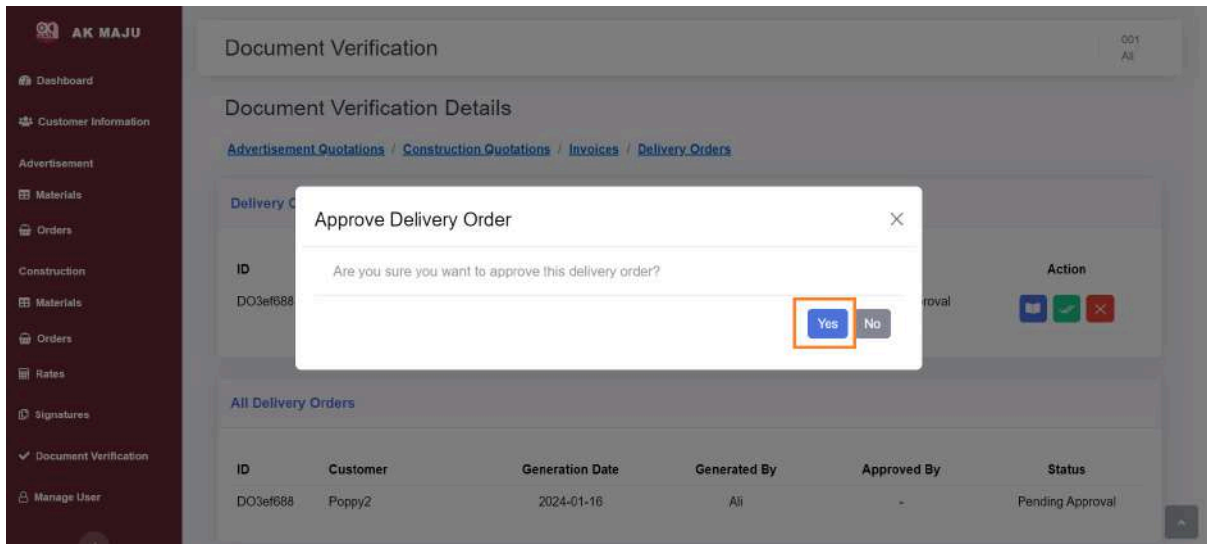


Figure 9.53 Approve Delivery Order Confirmation in Document Verification Page.

Reject delivery order:

1. Click the “Document Verification” button on the left sidebar.

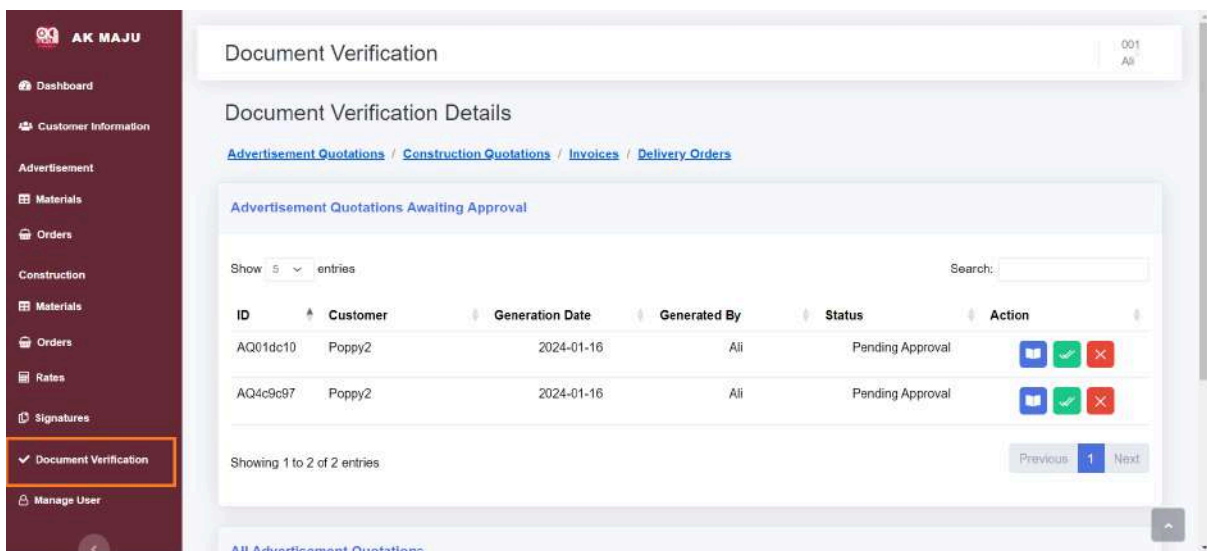


Figure 9.54 Document Verification Page.

2. Click the “Delivery order” button.

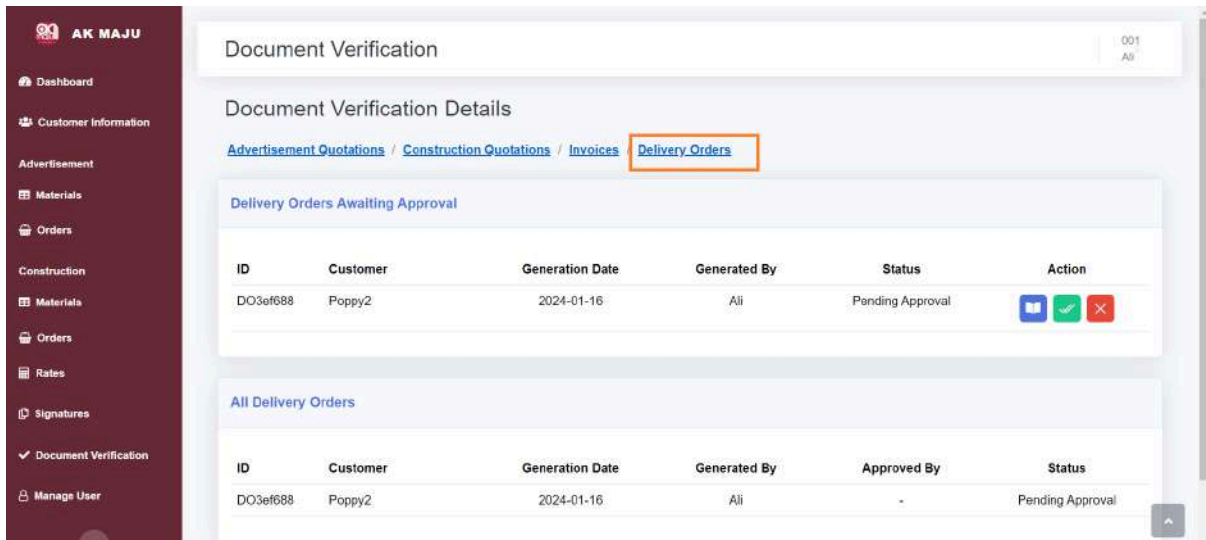


Figure 9.55 Delivery Order link in Document Verification Page.

3. Click the red “Cross” button below the “Action”.

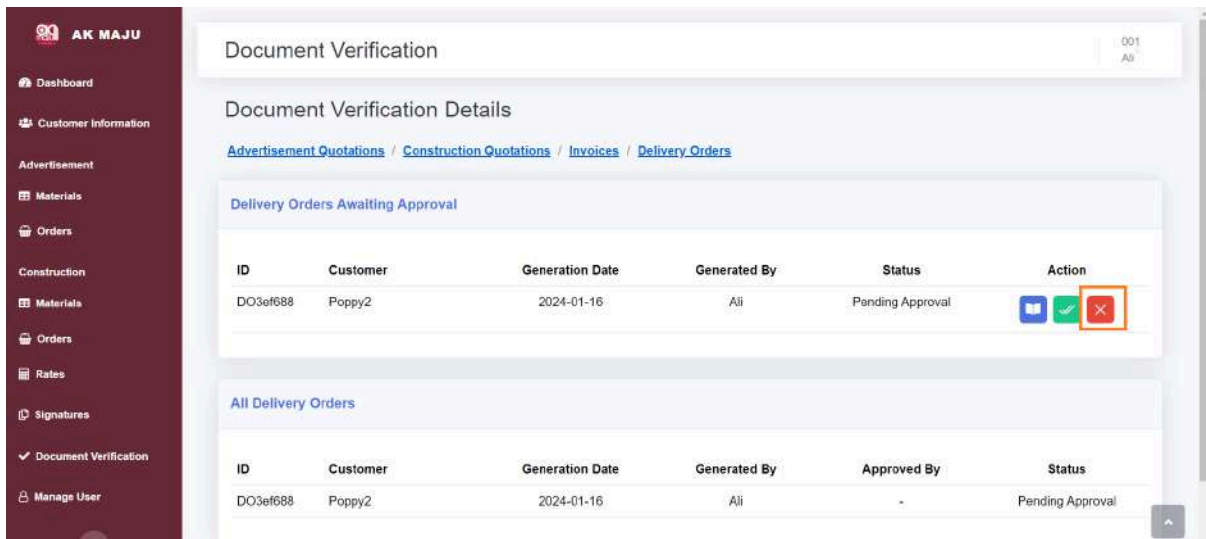


Figure 9.56 Reject Delivery Order in Document Verification Page.

4. Click the “Yes” button.

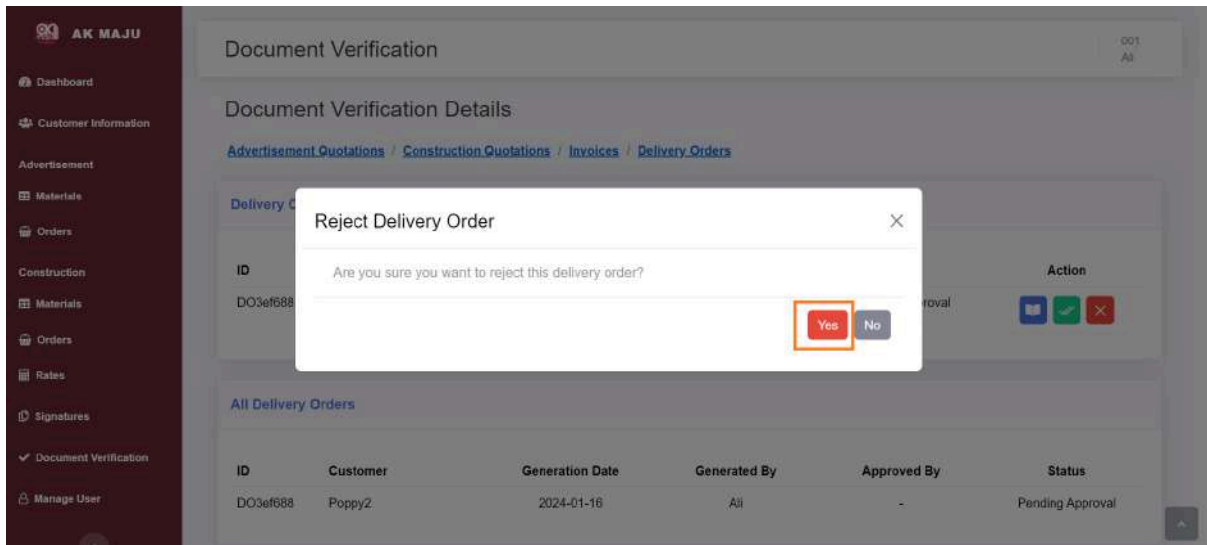


Figure 9.57 Reject Delivery Order Confirmation in Document Verification Page.

View all delivery orders:

1. Click the “Document Verification” button on the left sidebar.

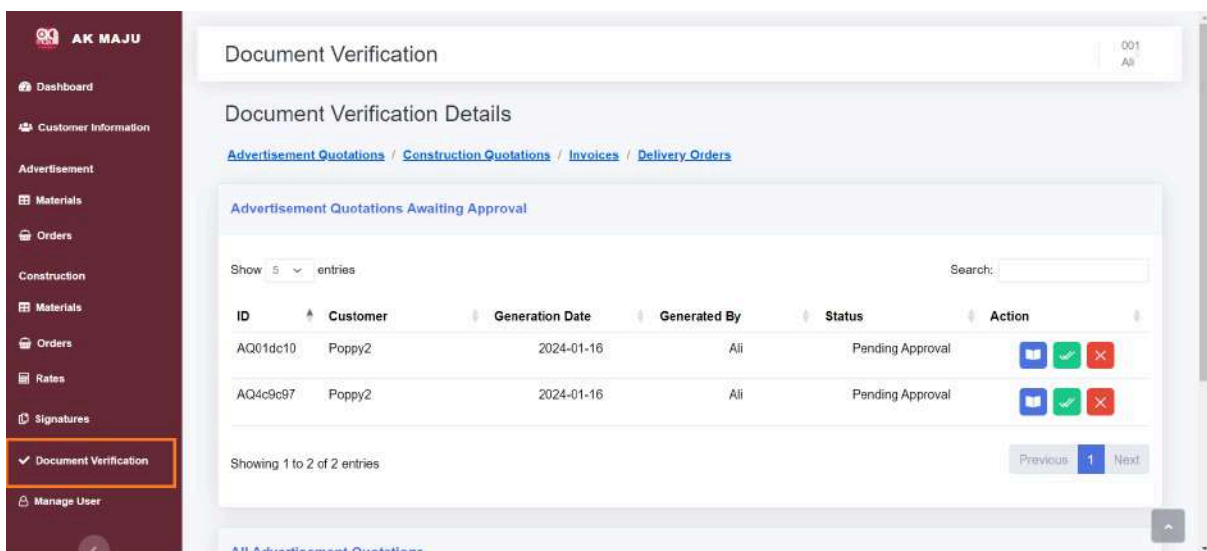
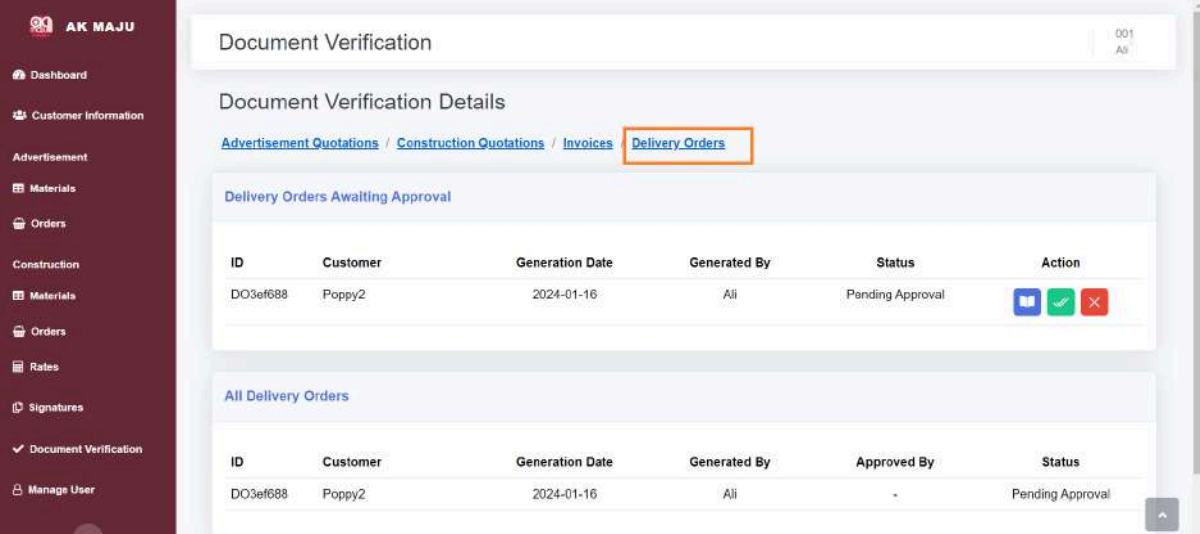





Figure 9.58 Document Verification Page.

2. Click the “Delivery order” button.



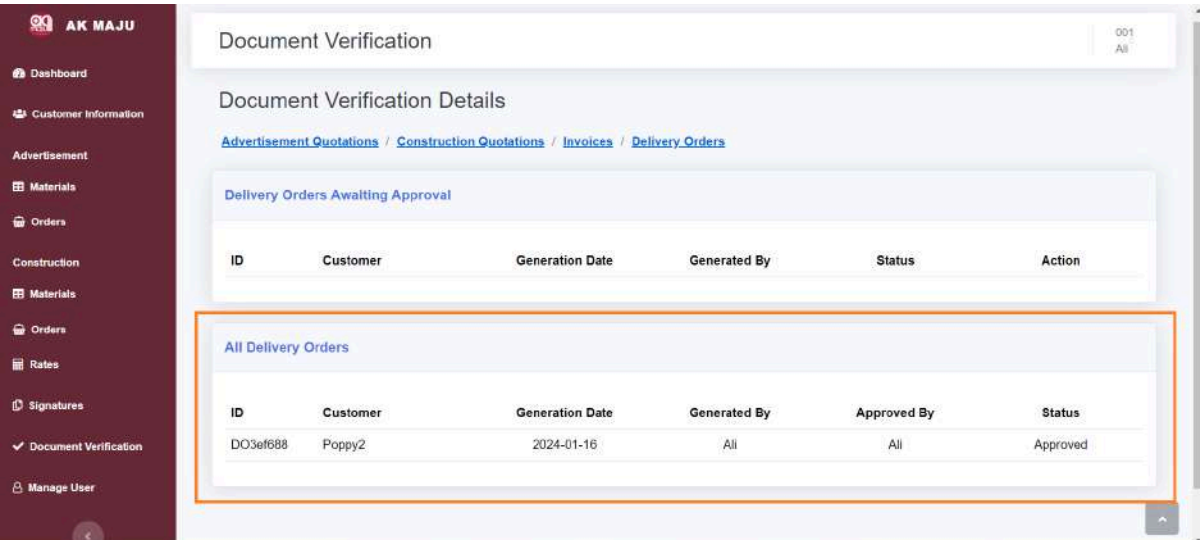
The screenshot shows the 'Document Verification' page. The breadcrumb navigation at the top includes 'Advertisement Quotations', 'Construction Quotations', 'Invoices', and 'Delivery Orders', with the last one highlighted by an orange box. Below the breadcrumbs, there are two tables. The first table, 'Delivery Orders Awaiting Approval', has columns for ID, Customer, Generation Date, Generated By, Status, and Action. It contains one row with ID 'DO3ef688', Customer 'Poppy2', Generation Date '2024-01-16', Generated By 'Ali', Status 'Pending Approval', and Action buttons. The second table, 'All Delivery Orders', has columns for ID, Customer, Generation Date, Generated By, Approved By, and Status. It also contains one row with ID 'DO3ef688', Customer 'Poppy2', Generation Date '2024-01-16', Generated By 'Ali', Approved By '-', and Status 'Pending Approval'.

ID	Customer	Generation Date	Generated By	Status	Action
DO3ef688	Poppy2	2024-01-16	Ali	Pending Approval	  

ID	Customer	Generation Date	Generated By	Approved By	Status
DO3ef688	Poppy2	2024-01-16	Ali	-	Pending Approval

Figure 9.59 Delivery Order link in Document Verification Page.

3. Scroll down to view all the delivery orders.



This screenshot is similar to the previous one but shows the 'All Delivery Orders' table highlighted with an orange box. The table has columns for ID, Customer, Generation Date, Generated By, Approved By, and Status. It contains one row with ID 'DO3ef688', Customer 'Poppy2', Generation Date '2024-01-16', Generated By 'Ali', Approved By 'Ali', and Status 'Approved'.

ID	Customer	Generation Date	Generated By	Approved By	Status
DO3ef688	Poppy2	2024-01-16	Ali	Ali	Approved

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