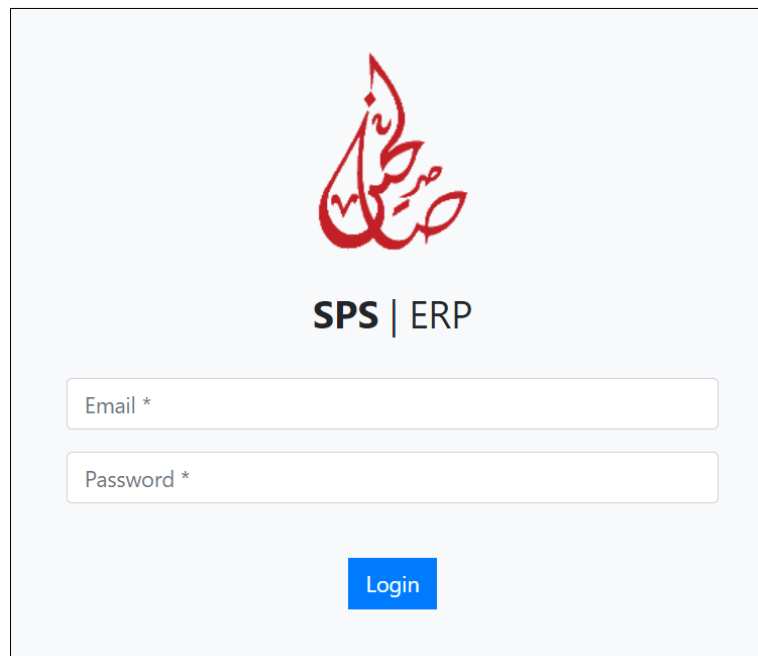
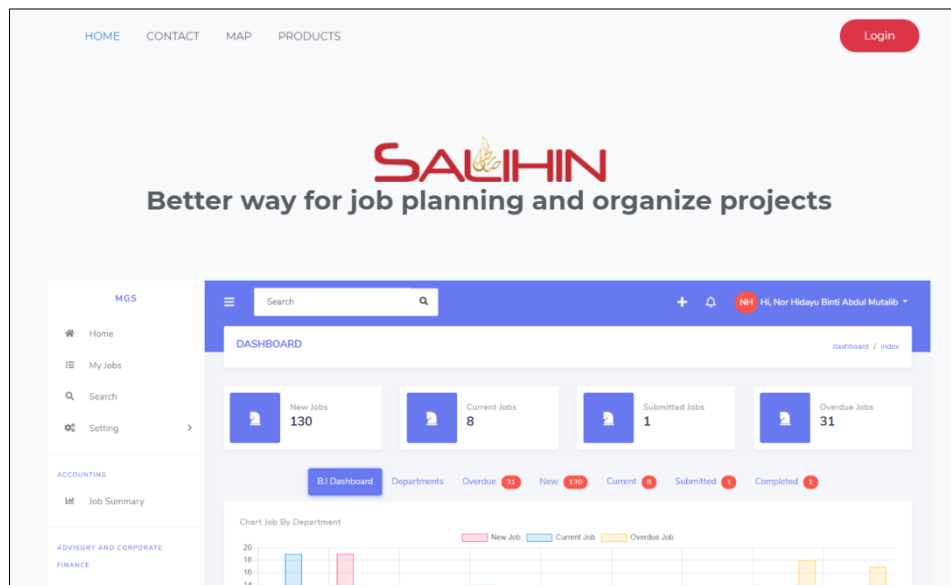


	SALIHIN IT CURATION SDN BHD	<u>Document No:</u> SITC-MGSV2-02	
USER GUIDE MANAGEMENT INFORMATION SYSTEM MGS VER 2.0 MODULE: ADMIN			
<u>Prepared by:</u> IT AND DIGITAL DEPARTMENT @ 2019		<u>Revision No:</u> Version 1.0	<u>Effective Date:</u> 28 NOV 2019

1.0 How to Access MGS

Let's get started. You can simply click type the url link salihin.noip.me/mgs .Once clicked, you will be directed to the main page of MGS. Click Login button that located on the top right corner of the page.

Notes : Login ID and password same as SPS ERP.

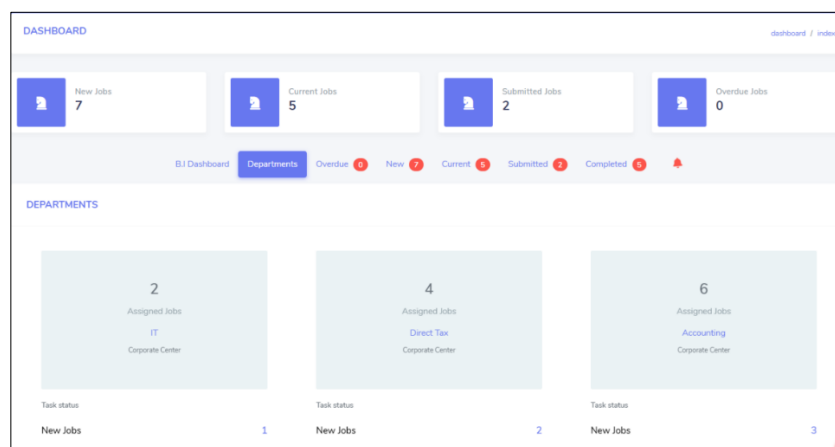


The screenshot shows the login page for SPS | ERP. It features a large red logo at the top, followed by the text "SPS | ERP". Below this, there are two input fields: "Email *" and "Password *". At the bottom, there is a blue "Login" button.

2.0 Dashboard

Admin are enables to view :-

- B.I Dashboard: Chart that display amount of jobs for each department.
- Departments: List of every departments at corporate center and branches.
- Overdue Job: Jobs that have been acknowledge but already exceed deadline.
- New Job: Jobs that is newly created and not yet being acknowledge.
- Current Job: Jobs that have been acknowledge.
- Submitted Job: Jobs that have been submitted.
- Completed Job: Jobs that have been completed.
- Job Summary: List of jobs created for each departments.

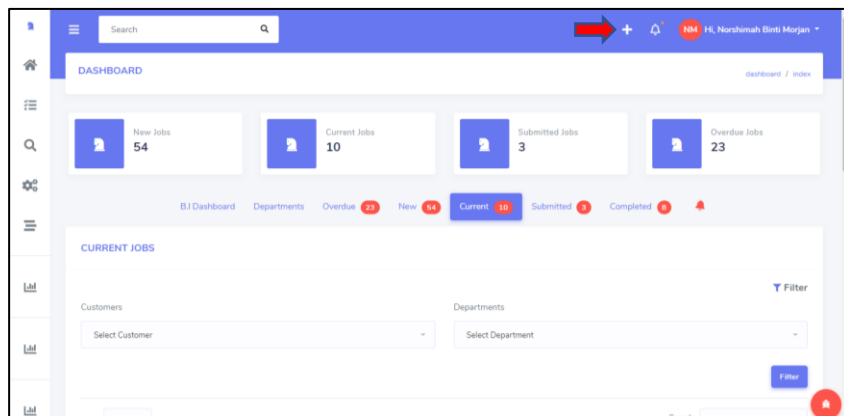


2.0.1 Create Job

Admin are representative that have a privilege to create new jobs for each department. There are two (2) types of jobs which is:-

2.0.1.1 Internal Jobs

If you are an Admin, you have a privilege to create job and assigned within inter-department.



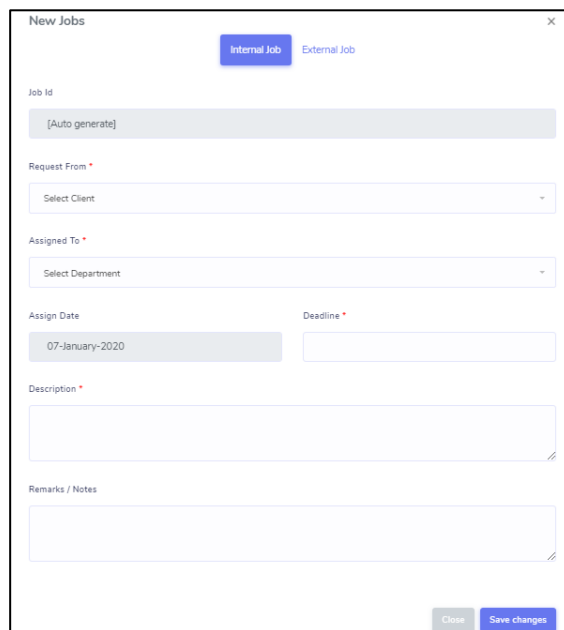
The screenshot shows the 'CURRENT JOBS' section with the following data:

Category	Count
New Jobs	54
Current Jobs	10
Submitted Jobs	3
Overdue Jobs	23

Below the summary cards, there are tabs for B.I Dashboard, Departments, Overdue (23), New (54), Current (10), Submitted (3), and Completed (5). The 'Current' tab is active, showing a list of current jobs. The 'Filter' button is visible at the bottom right.

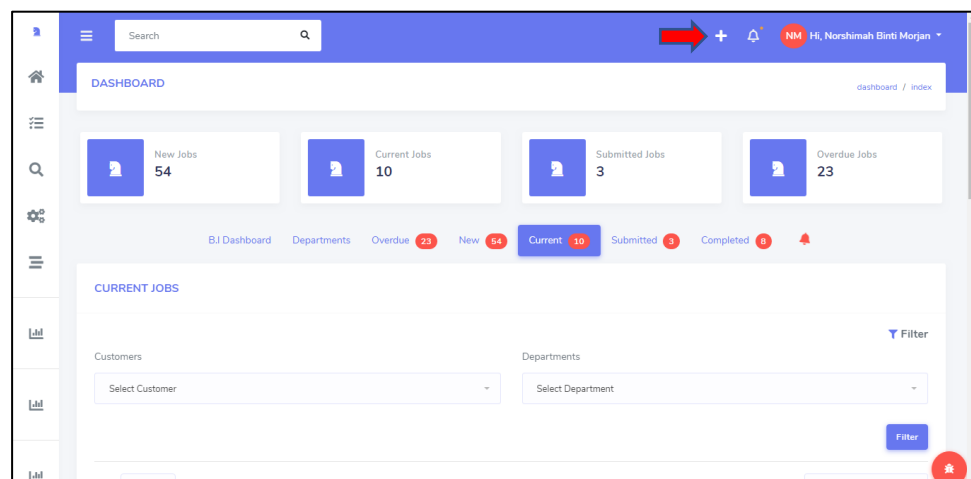
2.0.1.1.1 How to Create Internal Job

- Click the + icon from dashboard page.
- New page named **New Jobs** will appear.
- Click the **Internal Job**.
- Select the **Request From**.
- Select **Assigned To** which department.
- Insert **Deadline**.
- Insert **Description**.
- Insert **Remarks**.
- Then, click the **Save changes** to save.



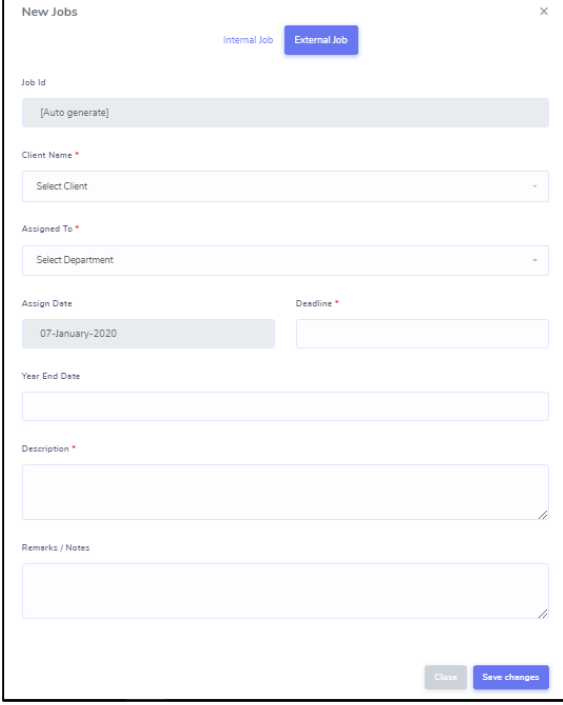
2.0.1.2 External Jobs

Only Admin have a privilege to create new job and assigned to specific departments. Job created for External Job basically a job from external clients.



2.0.1.2.1 How to Create External Job

- Click the + icon from dashboard page.
- You will be directed to **New Jobs** page.
- Click the **External Job**.
- Select the **Client Name**.
- Select **Assigned To** which department.
- Insert **Deadline**.
- Insert **Year End Date**.
- Insert **Description**.
- Insert **Remarks**.
- Then, click the **Save changes** to save.



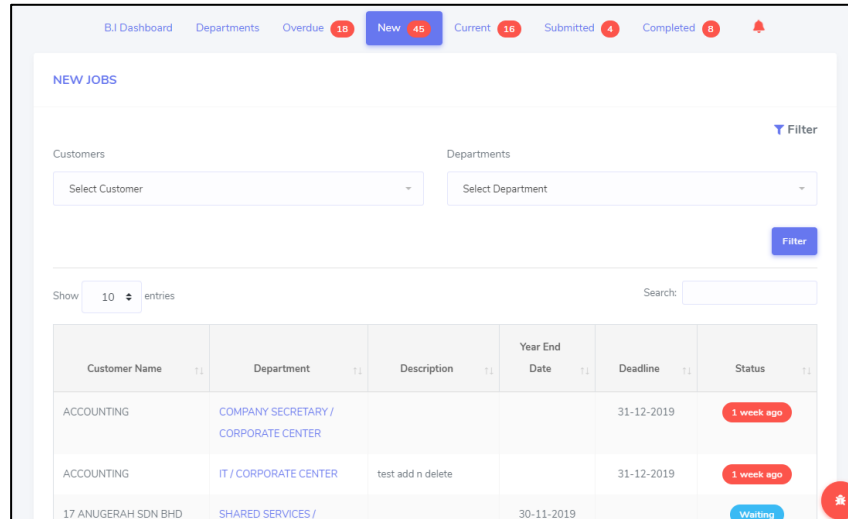
The screenshot shows a web form titled "New Jobs" with a close button (X) in the top right corner. Below the title are two tabs: "Internal Job" (inactive) and "External Job" (active). The form contains the following fields:

- Job Id**: A text box with the placeholder "[Auto generate]".
- Client Name ***: A dropdown menu with the placeholder "Select Client".
- Assigned To ***: A dropdown menu with the placeholder "Select Department".
- Assign Date**: A text box with the value "07-January-2020".
- Deadline ***: An empty text box.
- Year End Date**: An empty text box.
- Description ***: A large text area with a placeholder for description.
- Remarks / Notes**: A large text area with a placeholder for remarks.

At the bottom right of the form are two buttons: "Close" and "Save changes".

3.0 How to View Job Created

Once admin has created new job for each department, the job created list will be display in new jobs listing under new jobs.



NEW JOBS

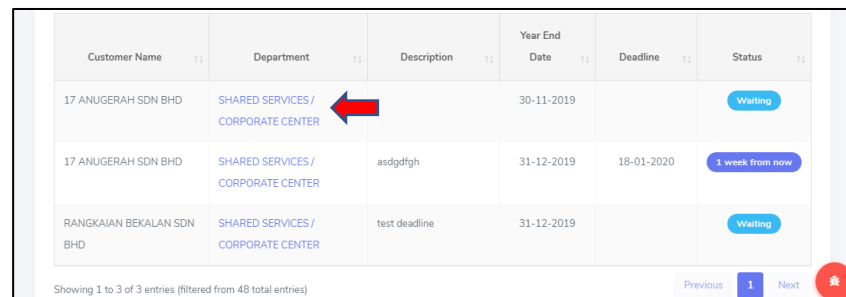
Customers: Select Customer | Departments: Select Department | Filter

Show 10 entries | Search:

Customer Name	Department	Description	Year End Date	Deadline	Status
ACCOUNTING	COMPANY SECRETARY / CORPORATE CENTER			31-12-2019	1 week ago
ACCOUNTING	IT / CORPORATE CENTER	test add n delete		31-12-2019	1 week ago
17 ANUGERAH SDN BHD	SHARED SERVICES /		30-11-2019		Waiting

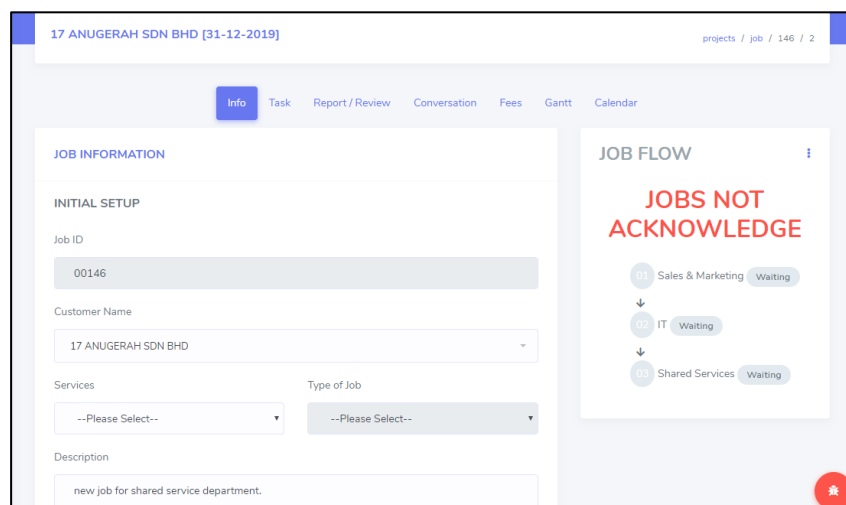
4.0 How to View Details of Job Created

Admin has a privilege to view all jobs details for each department. Click **(Department Name)** from dashboard page. Then, new page name **(Client Name)** will be shown.



Customer Name	Department	Description	Year End Date	Deadline	Status
17 ANUGERAH SDN BHD	SHARED SERVICES / CORPORATE CENTER		30-11-2019		Waiting
17 ANUGERAH SDN BHD	SHARED SERVICES / CORPORATE CENTER	asdgdgfh	31-12-2019	18-01-2020	1 week from now
RANGKAIAN BEKALAN SDN BHD	SHARED SERVICES / CORPORATE CENTER	test deadline	31-12-2019		Waiting

Showing 1 to 3 of 3 entries (filtered from 48 total entries) | Previous 1 Next



17 ANUGERAH SDN BHD [31-12-2019] | projects / job / 146 / 2

Info | Task | Report / Review | Conversation | Fees | Gantt | Calendar

JOB INFORMATION

INITIAL SETUP

Job ID: 00146

Customer Name: 17 ANUGERAH SDN BHD

Services: --Please Select-- | Type of Job: --Please Select--

Description: new job for shared service department.

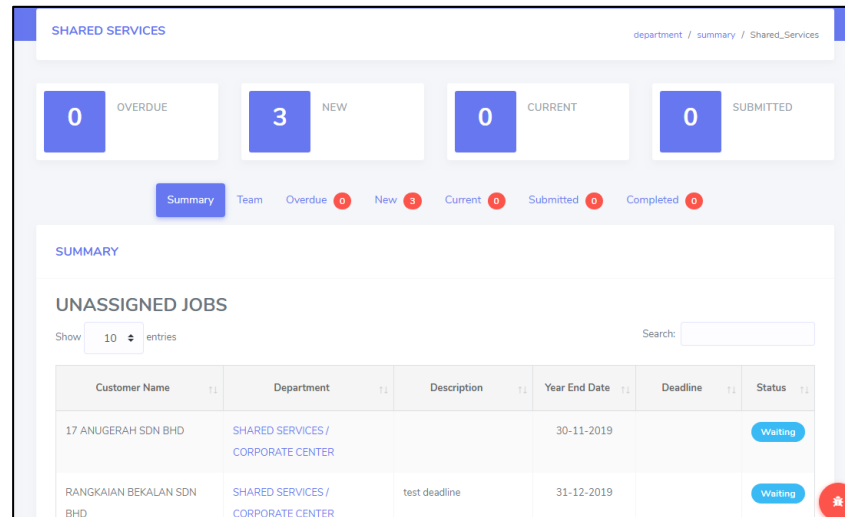
JOB FLOW

JOBS NOT ACKNOWLEDGE

- 01 Sales & Marketing - Waiting
- 02 IT - Waiting
- 03 Shared Services - Waiting

5.0 How to View Job Summary

Admin can view all jobs created and status for each departments. Click the **Job Summary** from sidebar of the page. The page will be shown as below.

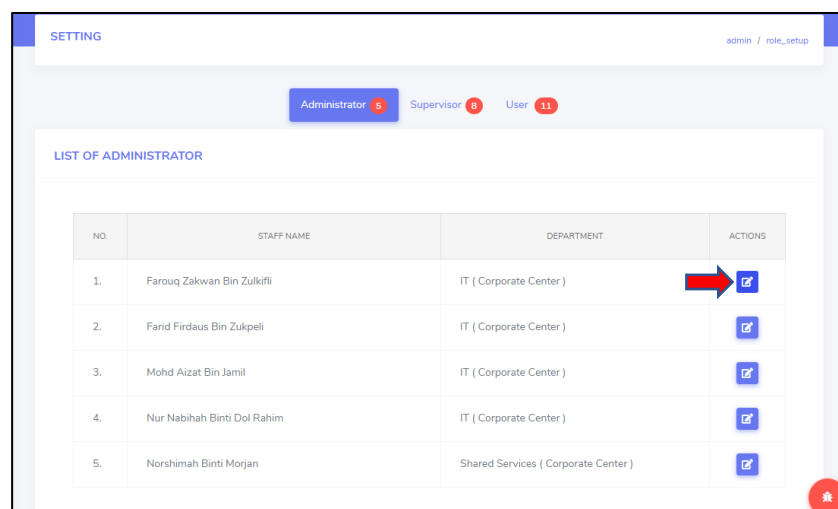


6.0 User Role

Admin and Supervisor have a privilege to setup role for every user that login to the system in order to control the user access. There are three (3) types of roles which is **Admin, Supervisor and User**.

Click **Setting > User Role** from sidebar of the page. The page will be display as shown below.

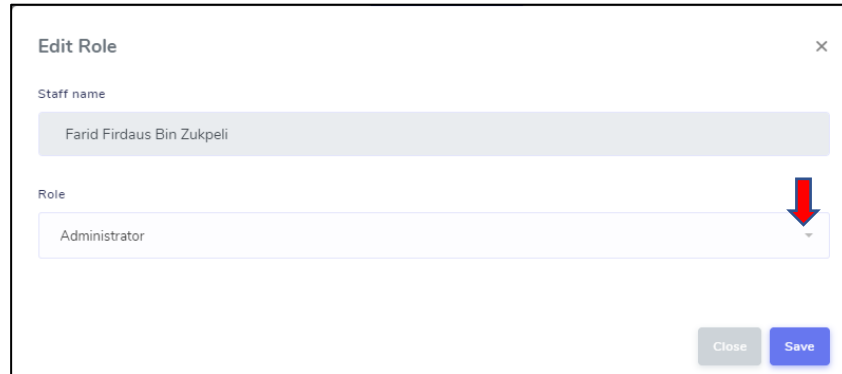
Notes : After successfully setup user role, user need to re-login to the system.



NO.	STAFF NAME	DEPARTMENT	ACTIONS
1.	Farouq Zakwan Bin Zulkifli	IT (Corporate Center)	
2.	Farid Firdaus Bin Zukpeli	IT (Corporate Center)	
3.	Mohd Aizat Bin Jamil	IT (Corporate Center)	
4.	Nur Nabihah Binti Dol Rahim	IT (Corporate Center)	
5.	Norshimah Binti Morjan	Shared Services (Corporate Center)	

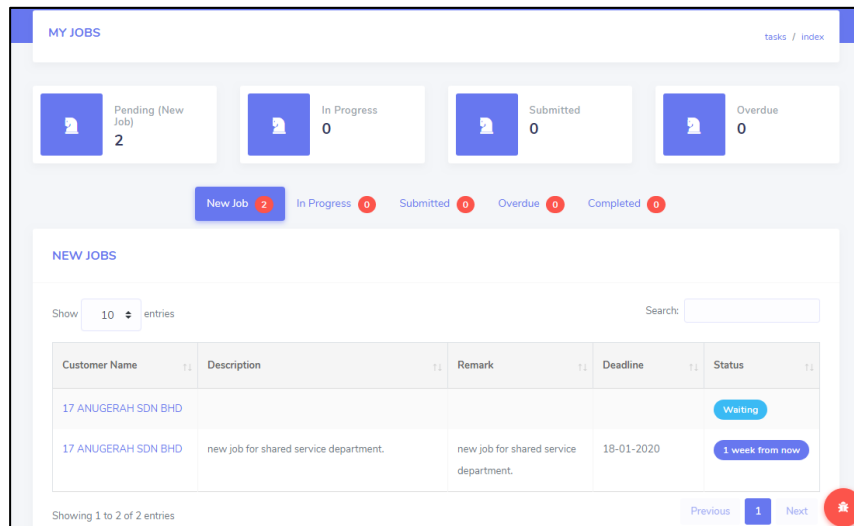
6.0.1 How to Setup User Role

- Click **Setting > User Role** from sidebar of the page.
- New page name **Setting** will be display.
- Click the **Edit Button** from the setting page.
- New page name **Edit Role** will be pop-up.
- Click the role box. Select which role to be set as.
- Then, click the **Save**.



7.0 My Jobs

User can view the job that have been assigned if supervisor or admin have appointed you as person in charge.



MY JOBS tasks / index

 Pending (New Job)
2

 In Progress
0

 Submitted
0

 Overdue
0

New Job **2**
In Progress **0**
Submitted **0**
Overdue **0**
Completed **0**

NEW JOBS

Show 10 entries Search:

Customer Name	Description	Remark	Deadline	Status
17 ANUGERAH SDN BHD				Waiting
17 ANUGERAH SDN BHD	new job for shared service department.	new job for shared service department.	18-01-2020	1 week from now

Showing 1 to 2 of 2 entries Previous **1** Next 

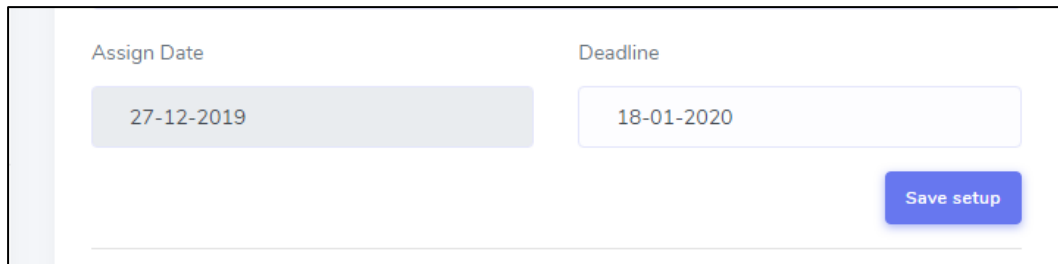
8.0 Change Job's Deadline

Admin have a privilege to change the job's deadline based on the request.

Notes : Supervisor also have a privilege to change job's deadline. Once supervisor change the job's deadline, admin will receive a notification.

8.0.1 How to Change Job's Deadline

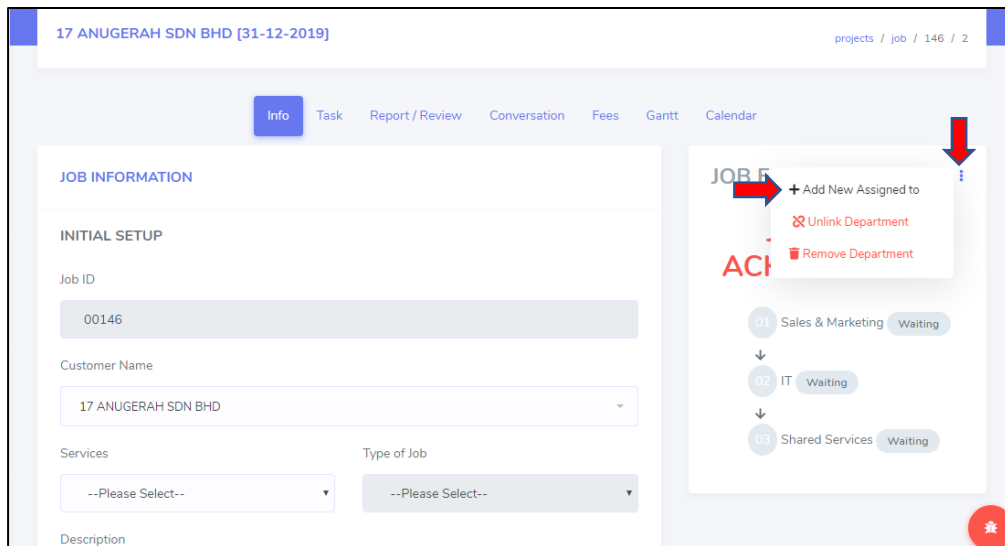
- Open details of the job (*refer 4.0)
- Click the deadline box. Select new date for the job.
- Then, click the **Save setup** to save.



The screenshot shows a form with two input fields: 'Assign Date' containing '27-12-2019' and 'Deadline' containing '18-01-2020'. A blue 'Save setup' button is located at the bottom right of the form.

9.0 Add New Department

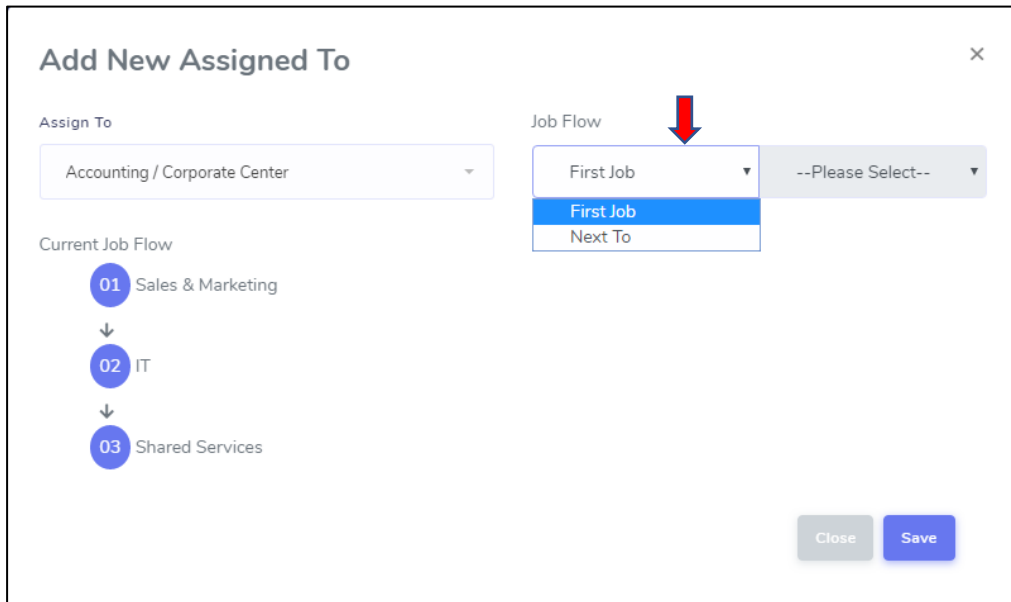
Only admin have a privilege to add new department for the selected job.



The screenshot shows the 'JOB INFORMATION' page for '17 ANUGERAH SDN BHD [31-12-2019]'. The page has tabs for 'Info', 'Task', 'Report / Review', 'Conversation', 'Fees', 'Gantt', and 'Calendar'. The 'Info' tab is active. On the right side, a 'JOB' menu is open, showing options: '+ Add New Assigned to', 'Unlink Department', and 'Remove Department'. Below these options, a list of departments is shown: '01 Sales & Marketing' (Waiting), '02 IT' (Waiting), and '03 Shared Services' (Waiting). A red arrow points to the 'JOB' menu, and another red arrow points to the 'Unlink Department' option.

9.0.1 How to Add New Department

- Click the button that located right next to the **Job Flow**. Click **Add New Assigned To**.
- New page name **Add New Assigned To** will be pop-up.
- Select new department that admin want to add. Then, choose the job sequence for the new department either as the **First Job** or **Next To** the current department.



Add New Assigned To

Assign To: Accounting / Corporate Center

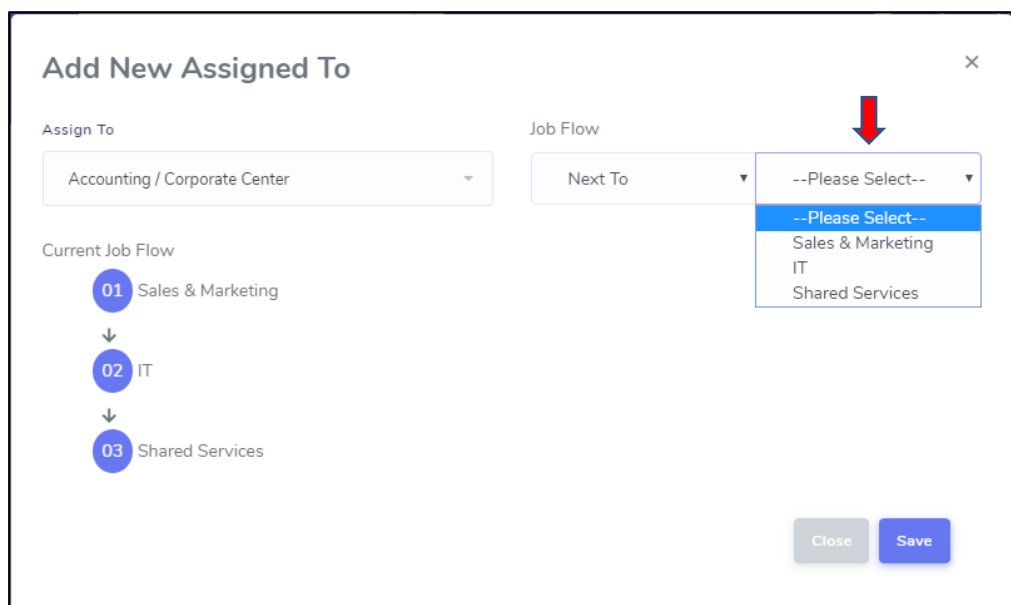
Job Flow: First Job (selected), Next To

Current Job Flow:

- 01 Sales & Marketing
- ↓
- 02 IT
- ↓
- 03 Shared Services

Buttons: Close, Save

- If **Next To** is selected, admin need to decide the new department that will be in next to which current department.
- Then, click the **Save**.



Add New Assigned To

Assign To: Accounting / Corporate Center

Job Flow: Next To

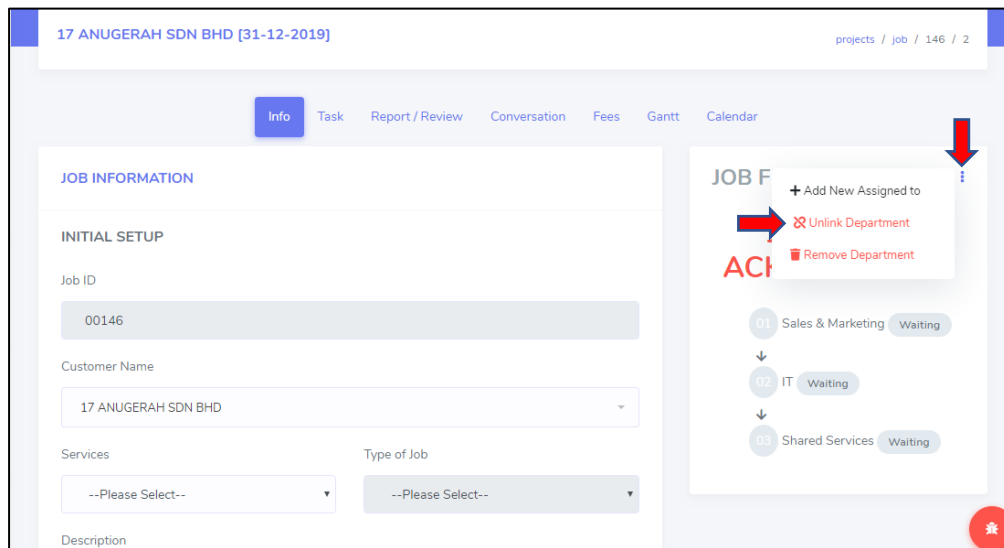
Current Job Flow:

- 01 Sales & Marketing
- ↓
- 02 IT
- ↓
- 03 Shared Services

Buttons: Close, Save

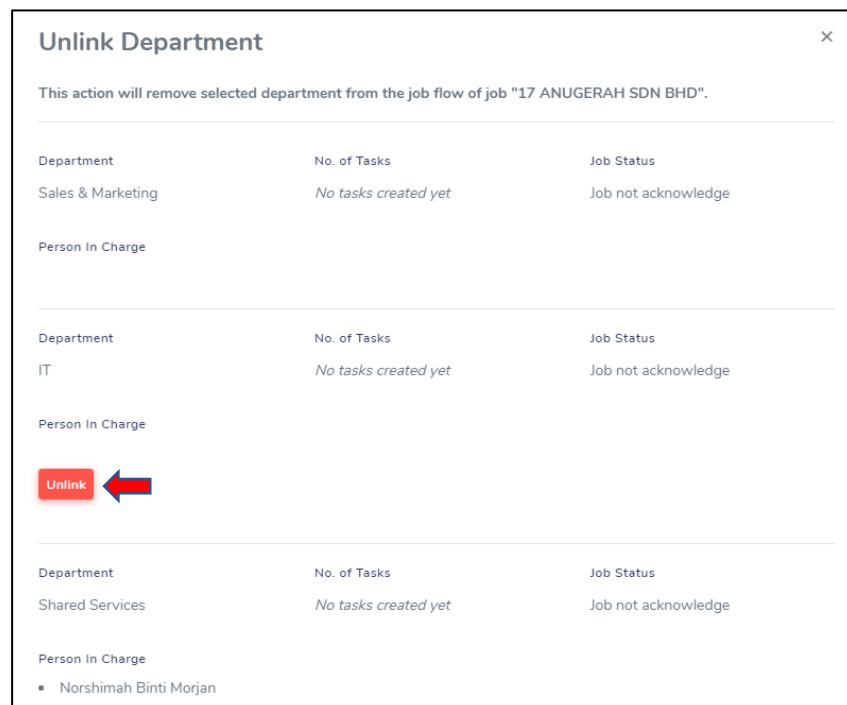
10.0 Unlink Department

Only admin has a privilege to remove or unlink the department from the job flow.



10.0.1 How to Unlink Department

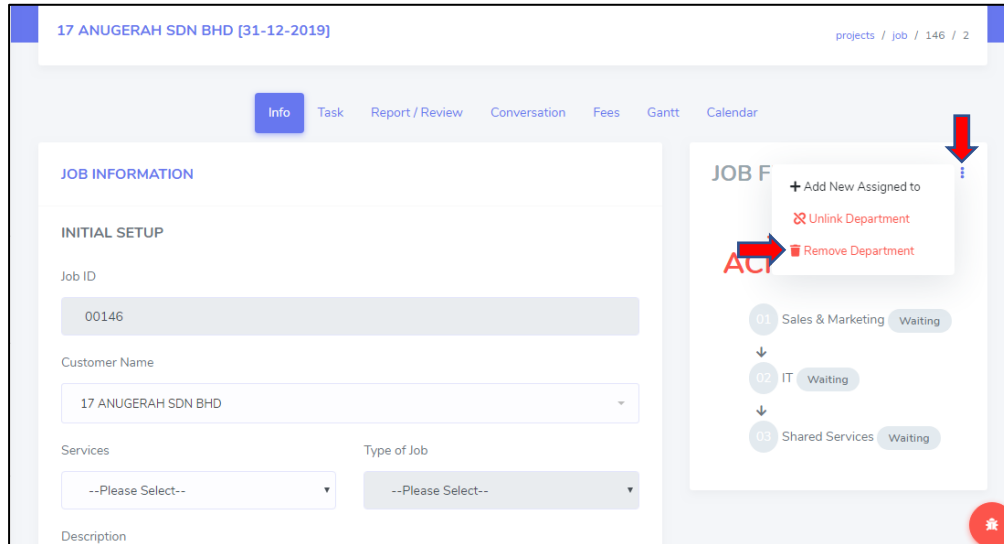
- Click the button located right next to the **Job Flow**. Click **Unlink Department**.
- New page name **Unlink Department** will be pop-up.
- Click **Unlink** after admin select which department to be remove from the job flow.



Notes : Only related job are able to be remove. This action only remove the department from the job flow. It will not delete the job from the system.

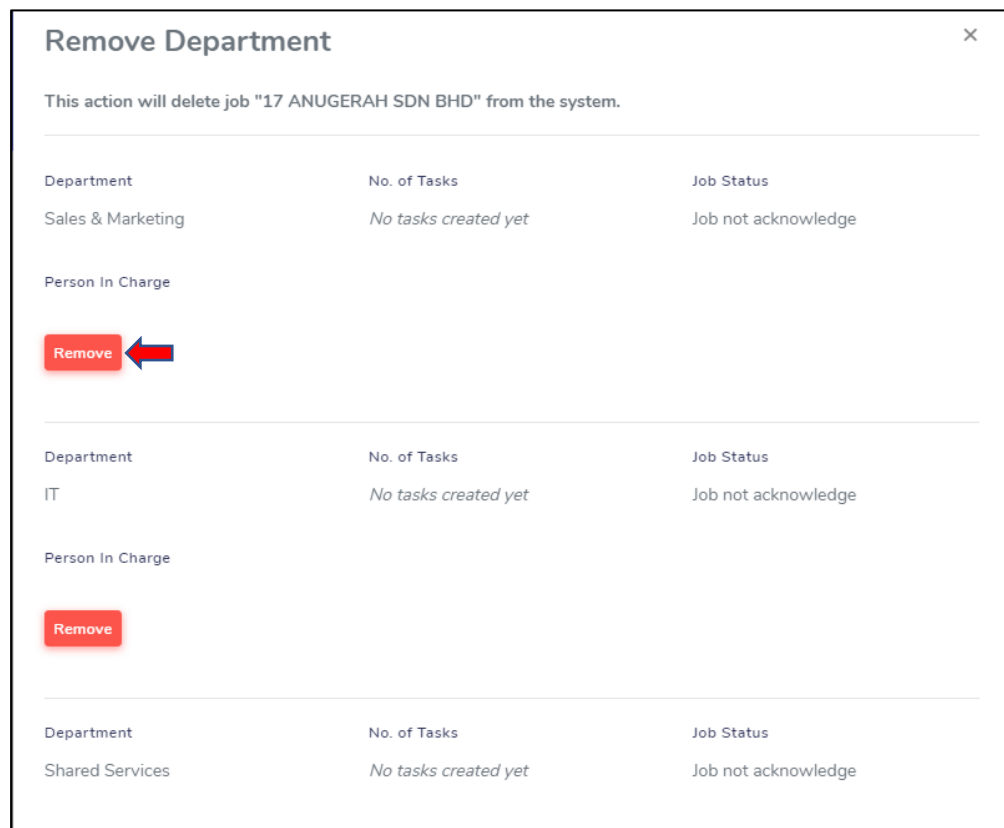
11.0 Remove Department

Only admin has a privilege to remove or delete the job for the selected department from the system.



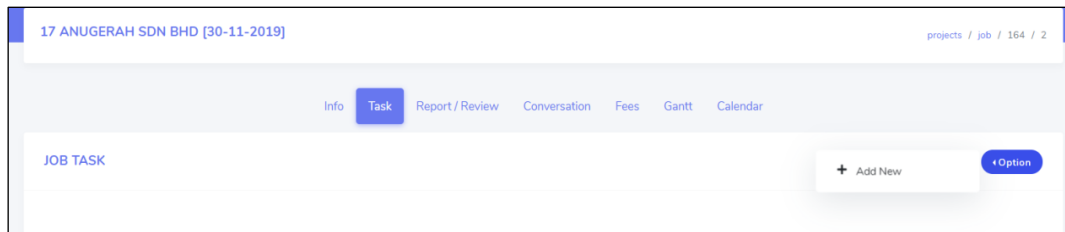
11.0.1 How to Remove Department

- Click the button located right next to the **Job Flow**. Click **Remove Department**.
- New page name **Remove Department** will be pop-up.
- Click **Remove** to delete.



12.0 Job Task

Only admin have a privilege to create and view new tasks for all departments. He/She (Person in Charge) who have been assigned to the task will get notification. In this part it will show the work in progress task status until meet the deadline date.



12.0.1 How to Create Job Task

- Open details of the job (*refer 4.0)
- Click the **Task** tab from menu.
- Click the **Option** button, click the **+ Add New**.
- Insert the **Task Name**.
- Select the person in charge for the task at **Assign To**.
- Insert the **Remarks**.
- Insert the **Due Date**.
- Insert Status – **In Progress, Pending, Completed**
- Click **Save** button to saved data.

Add New Task

Task Name

Assign To

Remarks

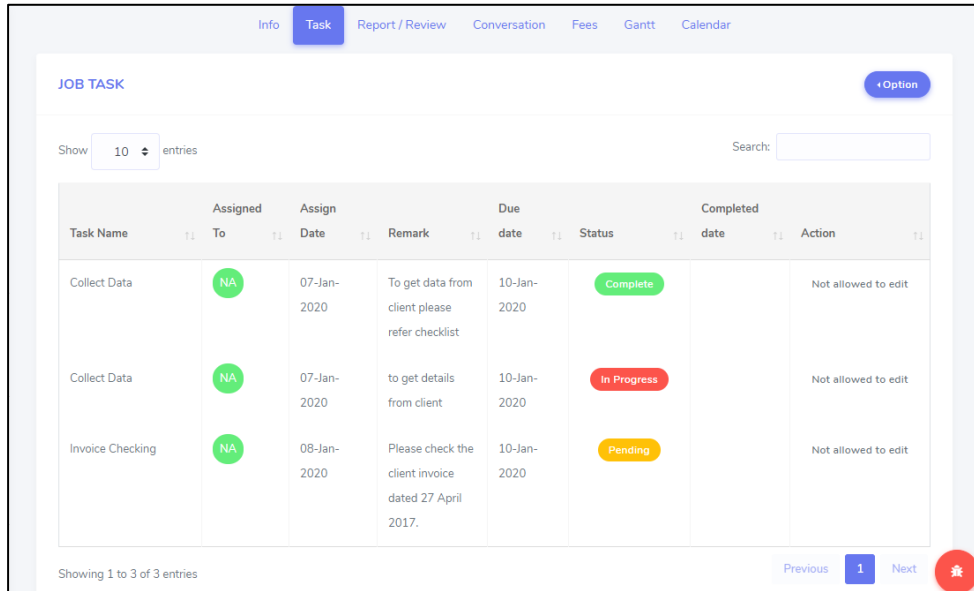
Due Date

Status

Close Save

12.0.1 View Job Task

Admin can view list of task that have been created for each job of every departments.



Task Name	Assigned To	Assign Date	Remark	Due date	Status	Completed date	Action
Collect Data	NA	07-Jan-2020	To get data from client please refer checklist	10-Jan-2020	Complete		Not allowed to edit
Collect Data	NA	07-Jan-2020	to get details from client	10-Jan-2020	In Progress		Not allowed to edit
Invoice Checking	NA	08-Jan-2020	Please check the client invoice dated 27 April 2017.	10-Jan-2020	Pending		Not allowed to edit

Note : Admin can only view all tasks created but not allowed to make any changes.

13.0 Report/Review

13.0.1 How to Add New Report/Review

Admin have a privilege to add new draft of report to be reviewed by the department's HOD or Supervisor.

- Open details of the job (***refer 4.0**)
- Click **Report/Review** tab from the menu.
- Click **Option** button, click the **+ Add New**.
- Insert **Report Name**.
- Select **Reviewer** from the list.
- Insert **Description** of the report submitted.
- Insert **Remark**.
- Select **Submission Date**.
- Insert **Status**.
- Click **Save** button to save.

GLOBAL COMBINED TECHNOLOGY SDN BHD [31-08-2020] projects / job / 62 / 8

Info Task **Report / Review** Conversation Fees Gantt Calendar

REPORT / REVIEW + Add New **Option**

Show 10 entries Search:

Report	Submitted By	Reviewer	Status	Description	Remark	Submission Date	Action
Add New Report X Report Name Client Financial Report Submitted by Norshimah Binti Morjan Review By Nor Azlinda Binti Shahrul Zaman Description This is the requested report last week. Please review and read carefully. Submission Date 29-02-2020 Status Pending Close Save							

13.0.2 How to View Report

Admin can view draft of report created from the list as shown below.

- Click **Report/Review** tab from the menu.

Info Task **Report / Review** Conversation Fees Gantt Calendar

REPORT / REVIEW **Option**

Show 10 entries Search:

Report	Submitted By	Reviewer	Status	Description	Remark	Submission Date	Action
Draft 1 : IT Audit on Financial System	NA	MF	Pending	Dear Supervisor, Please review my draft for financial system.		17-Jan-2020	Not allowed to edit
Draft 2 : Transfer Pricing	NA	MF	Pending	Transfer pricing report for your review and action.		24-Jan-2020	Not allowed to edit
Client Financial Report	NM	NA	Pending	This is the requested report last week. Please review and read carefully.		29-Feb-2020	 

Showing 1 to 3 of 3 entries Previous **1** Next

Note : Admin can only make a changes on the draft of report created by themselves. Otherwise, admin can only view the draft and not allowed to make any changes.

13.0.3 How to Edit List of Draft/Reporting

Admin is allow to edit their added report. You can simply drag the description and remarks field.

- Click **Report/Review** tab from the menu.
- Select report from the list.
- Click **Edit** button that located in the same row of report name.
- Once click, new page name **Draft/Reporting** will be pop-up.
- Update the required information.
- Once completed, click **Save changes** button to saved.

Info Task Report / Review Conversation Fees Gantt Calendar								
REPORT / REVIEW + Option								
Show 10 entries			Search:					
Report	Submitted By	Reviewer	Status	Description	Remark	Submission Date	Action	
Draft 1 : IT Audit on Financial System	NA	MF	Pending	Dear Supervisor, Please review my draft for financial system.		17-Jan-2020	Not allowed to edit	
Draft 2 : Transfer Pricing	NA	MF	Pending	Transfer pricing report for your review and action.		24-Jan-2020	Not allowed to edit	
Client Financial Report	NM	NA	Pending	This is the requested report last week. Please review and read carefully.		29-Feb-2020	 	
Showing 1 to 3 of 3 entries							Previous	1 Next

Draft / Reporting

Report Name

Client Financial Report

Reviewer

Nor Azlinda Binti Shahrul Zaman

Description

This is the requested report last week. Please review and read carefully.

Remark

Submission Date

29-Feb-2020

Status

Pending

Close

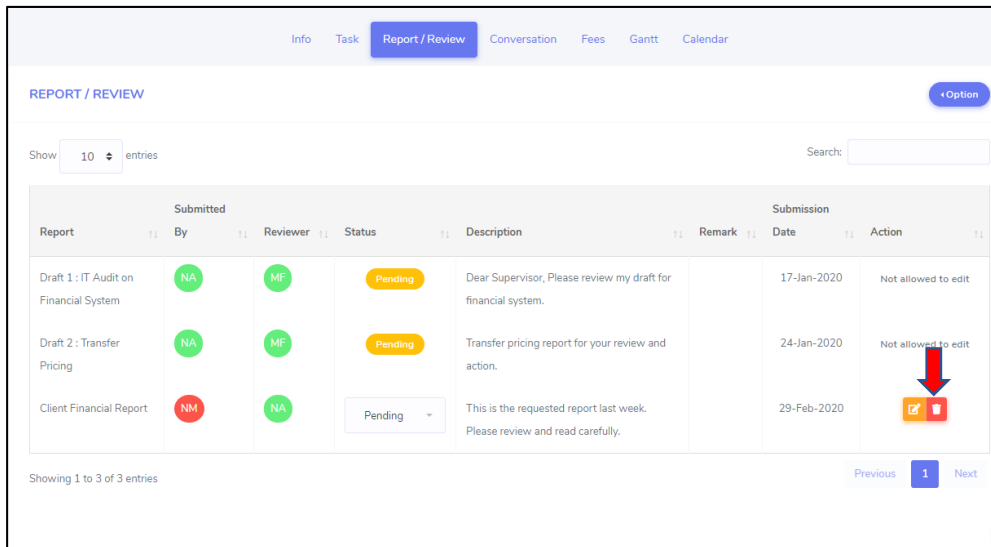
Save changes

13.0.4 How to Delete Draft/Reporting

Admin is allow to edit their added report. You can simply drag the description and remarks field.

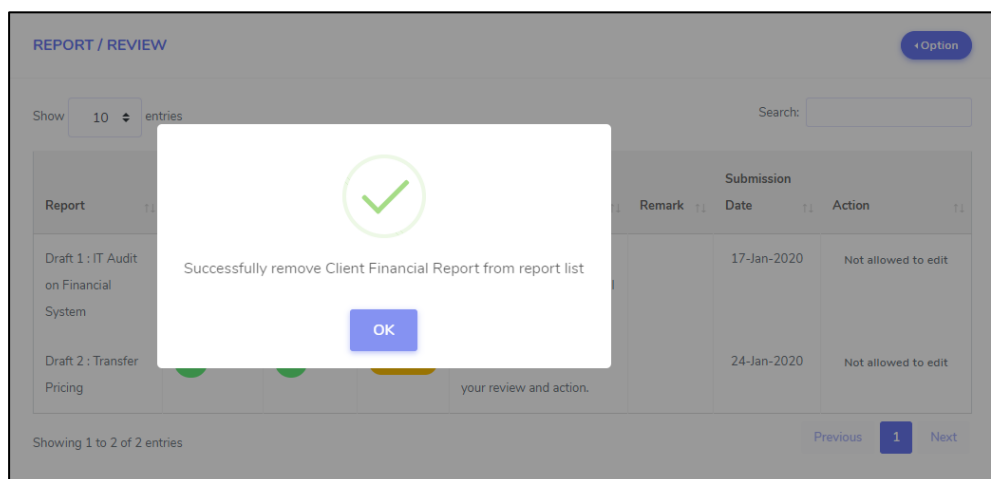
Notes : Please read report name carefully before you wish to click delete button.

- Click **Report/Review** tab from the menu.
- Select report from the list.
- Click **Delete** button that located in the same row of report name.
- Once click, prompt message box will appear.
- Click **OK** button.



The screenshot shows the 'REPORT / REVIEW' interface. At the top, there are tabs: Info, Task, Report / Review (selected), Conversation, Fees, Gantt, and Calendar. Below the tabs, there's a search bar and a 'Show 10 entries' dropdown. The main table has columns: Report, Submitted By, Reviewer, Status, Description, Remark, Submission Date, and Action. Three reports are listed: 'Draft 1 : IT Audit on Financial System', 'Draft 2 : Transfer Pricing', and 'Client Financial Report'. The 'Client Financial Report' row has a red arrow pointing to a delete icon (trash can) in the 'Action' column.

Report	Submitted By	Reviewer	Status	Description	Remark	Submission Date	Action
Draft 1 : IT Audit on Financial System	NA	MF	Pending	Dear Supervisor, Please review my draft for financial system.		17-Jan-2020	Not allowed to edit
Draft 2 : Transfer Pricing	NA	MF	Pending	Transfer pricing report for your review and action.		24-Jan-2020	Not allowed to edit
Client Financial Report	NM	NA	Pending	This is the requested report last week. Please review and read carefully.		29-Feb-2020	[Delete Icon]



The screenshot shows the same 'REPORT / REVIEW' interface, but with a confirmation message box overlaid. The message box contains a green checkmark icon and the text 'Successfully remove Client Financial Report from report list'. There is an 'OK' button at the bottom of the message box. The background table is dimmed.

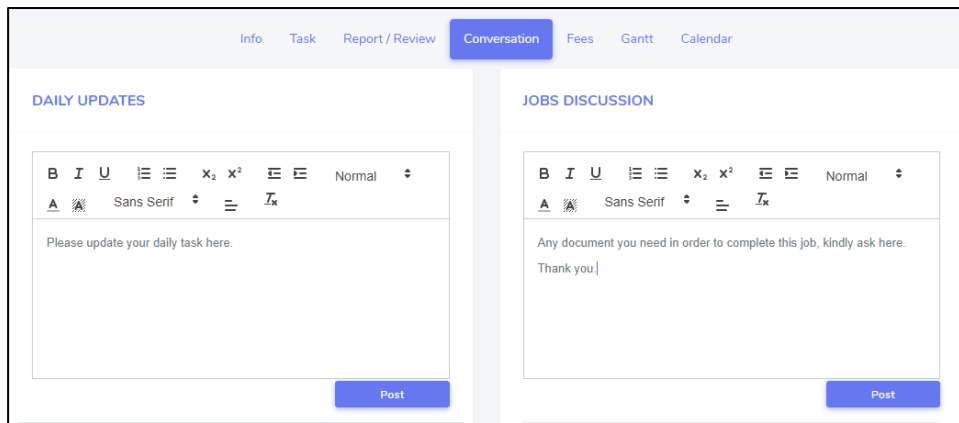
14.0 Conversation

In this part there is two part of conversation which are Daily Updates and Job Discussion. Admin can view all conversation created and can give respond if needed.

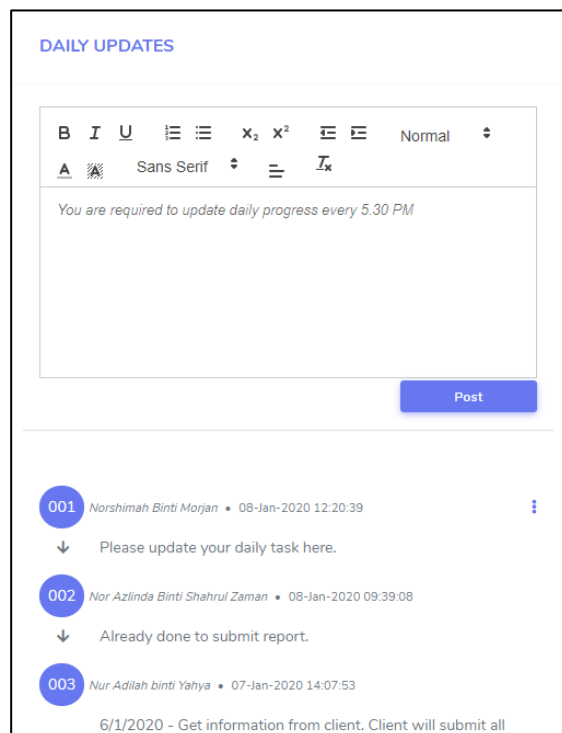
14.0.1 Daily Updates

Each staffs are required to update their daily progress everyday start from 5.30 pm. Daily updates will be monitored by their HODs/Supervisor and teammate.

- Open details of the job (***refer 4.0**)
- Click **Conversation** from tab menu
- Insert your details in **Daily Updates** box
- Click **Post** button to insert daily updates
- Your daily message will be shown as below



The screenshot shows the 'Conversation' tab selected in the top navigation bar. Below the navigation bar, there are two main sections: 'DAILY UPDATES' and 'JOBS DISCUSSION'. Each section has a text input area with a rich text editor toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Font Family, Font Size, Paragraph Style) and a 'Post' button at the bottom right. The 'DAILY UPDATES' section contains the placeholder text 'Please update your daily task here.' The 'JOBS DISCUSSION' section contains the placeholder text 'Any document you need in order to complete this job, kindly ask here. Thank you.'



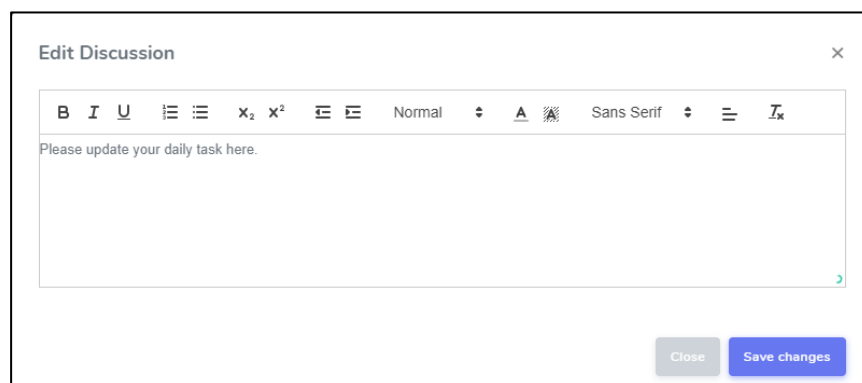
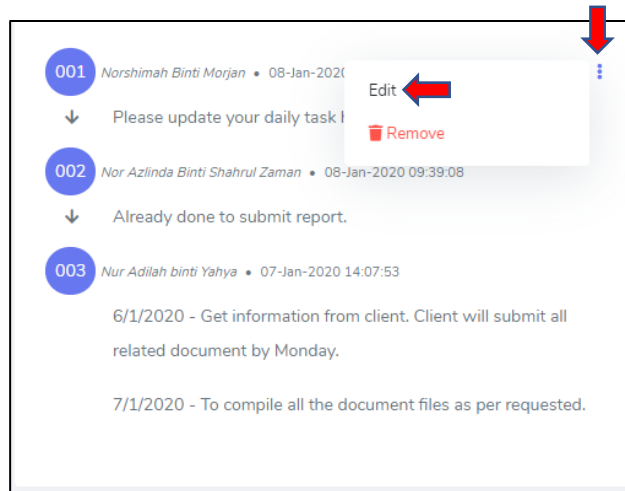
The screenshot shows the 'DAILY UPDATES' section. It features a text input area with a rich text editor toolbar and a 'Post' button. Below the input area, there is a list of updates. Each update is represented by a circular icon with a number (001, 002, 003), the user's name, the date and time, and the update content. The updates are as follows:

- 001** Norshimah Binti Morjan • 08-Jan-2020 12:20:39
Please update your daily task here.
- 002** Nor Azlinda Binti Shahrul Zaman • 08-Jan-2020 09:39:08
Already done to submit report.
- 003** Nur Adilah binti Yahya • 07-Jan-2020 14:07:53
6/1/2020 - Get information from client. Client will submit all

14.0.1.1 How to Edit Daily Updates

Staff are allow to edit their daily updates.

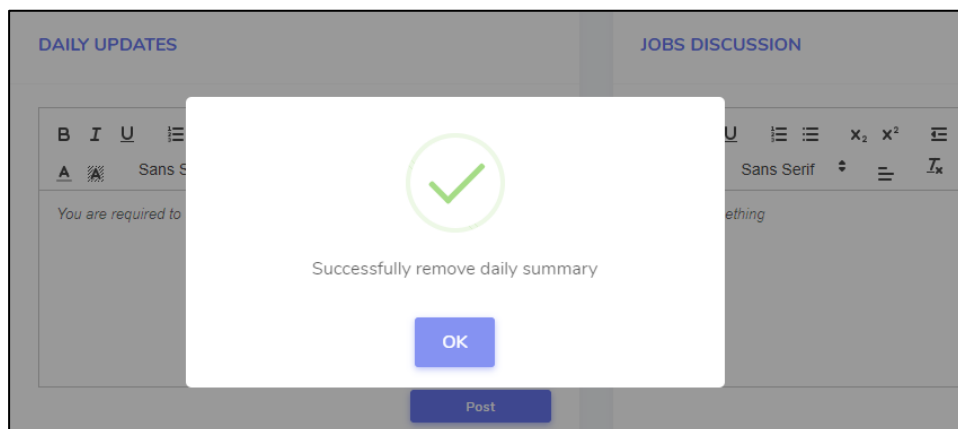
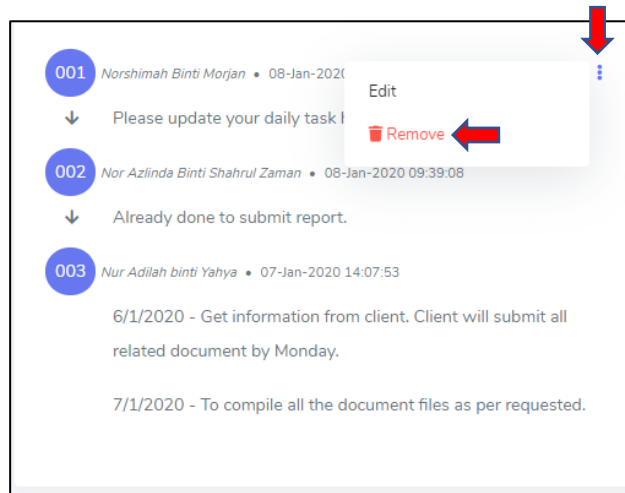
- Click **Conversation** tab from menu.
- Click button on top of right corner of the page.
- Click **Edit** button. New page name **Edit Discussion** will be pop-up.
- Re-edit the required information.
- Then, click **Save changes** to save.



14.0.1.2 How to Remove Daily Updates

Staff are allow to delete their daily updates.

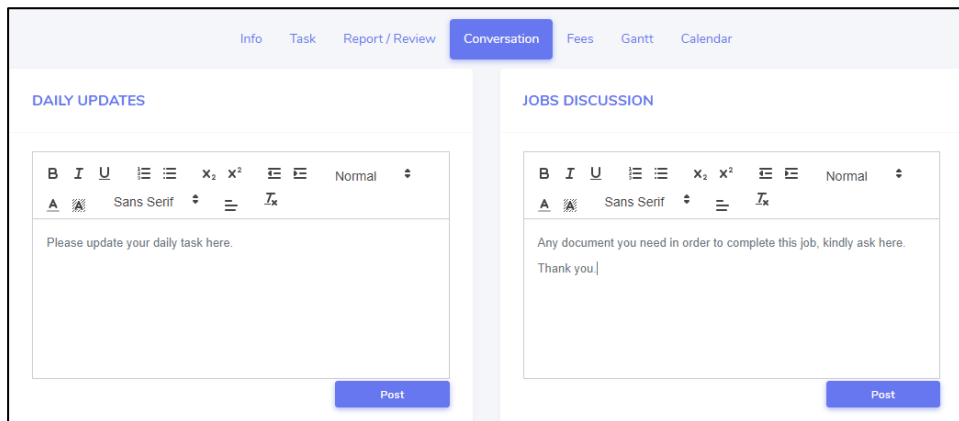
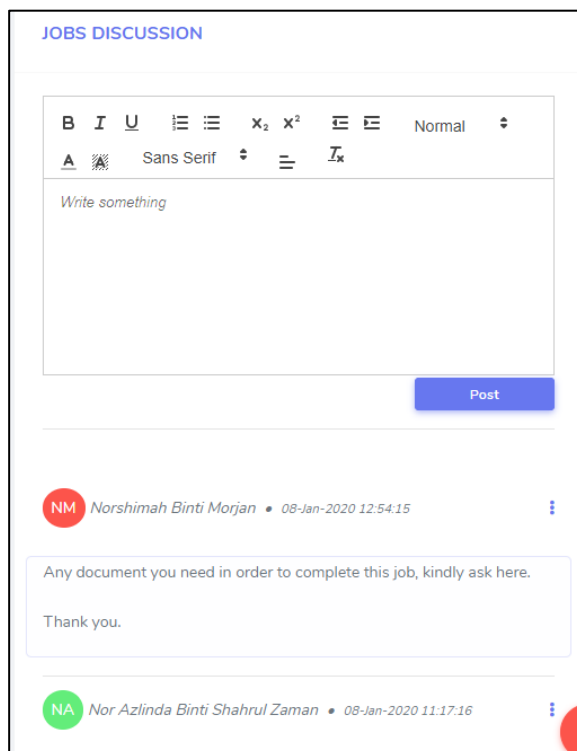
- Click **Conversation** tab from menu.
- Click button on top of right corner of the page.
- Click **Remove** button. Then, and prompt message box will be appear.
- Then, click **OK**.



14.0.2 Jobs Discussion

Each staffs are allow to use jobs discussion as a “chat forum” to update, to ask or informs their HODs, Supervisor and among teammates.

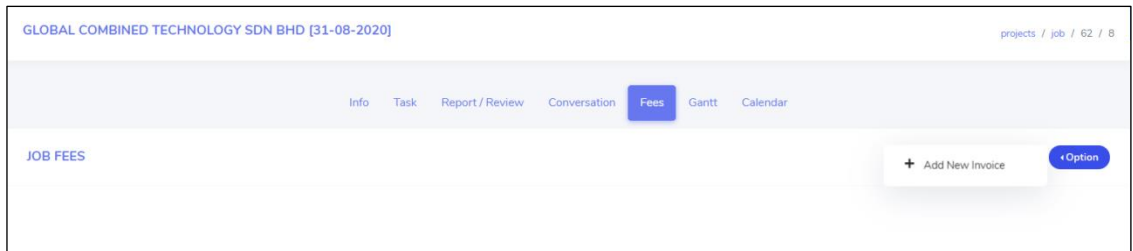
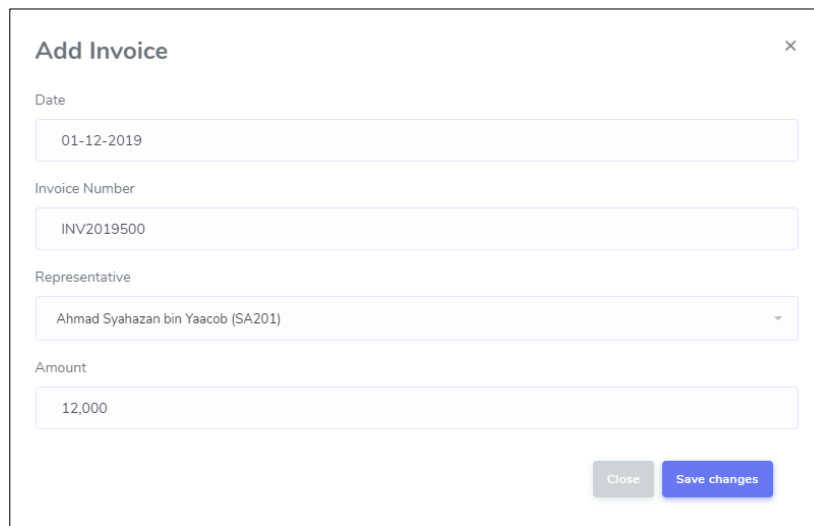
- Open details of the job (***refer 4.0**)
- Click **Conversation** tab from menu.
- Insert your details in **Job Discussion** box.
- Click **Post** button to insert job discussion.
- Your job discussion message will be shown as below.

15.0 JOB FEES

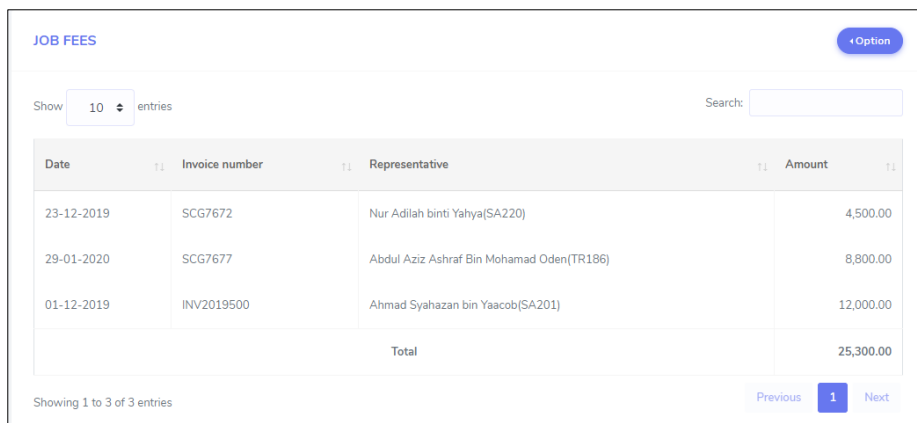
Staffs are enable to insert the details of invoice. Admin have a privilege to view all job fees and create new job fees if needed.

- Open details of the job (***refer 4.0**)
- Click **Fees** from the tab menu.
- Click **Option** and click **+ Add New Invoice**.
- New page name **Add Invoice** will be pop-up.
- Insert **Date**, **Invoice Number**, **Representative Name** and **Amount**.
- Click **Save changes** to save.

15.0.1 View List of Job Fees

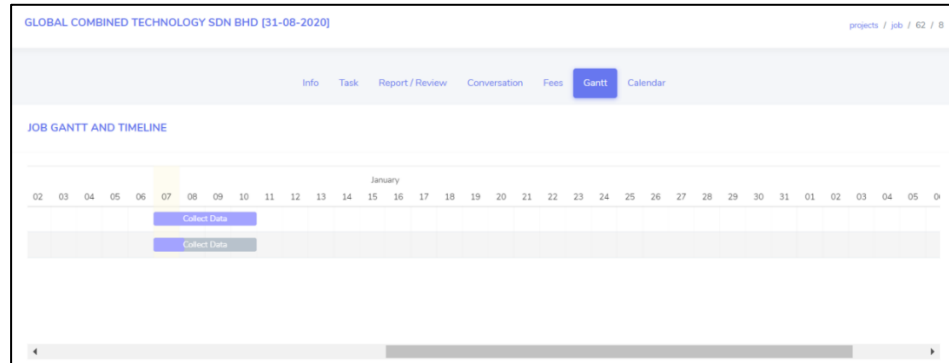
All invoices will be listed as below.



Date	Invoice number	Representative	Amount
23-12-2019	SCG7672	Nur Adilah binti Yahya(SA220)	4,500.00
29-01-2020	SCG7677	Abdul Aziz Ashraf Bin Mohamad Oden(TR186)	8,800.00
01-12-2019	INV2019500	Ahmad Syahazan bin Yaacob(SA201)	12,000.00
Total			25,300.00

16.0 JOB GANTT AND TIMELINE

Admin are enable to monitor all job task timeline in job gantt format.



17.0 CALENDAR

Admin also are to monitor all job task timeline in calendar format. It can be view as month, week, day and list.

