	SALIHIN IT CURATION SDN BHD	**Document No:** SITC-MGSV2-02

USER GUIDE

MANAGEMENT INFORMATION SYSTEM
MGS VER 2.0

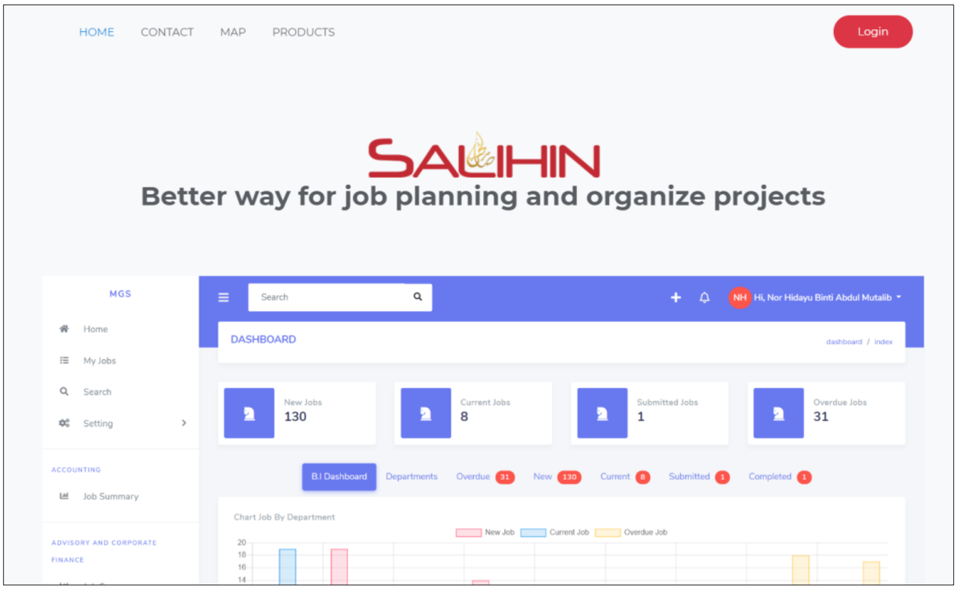
MODULE:
ADMIN

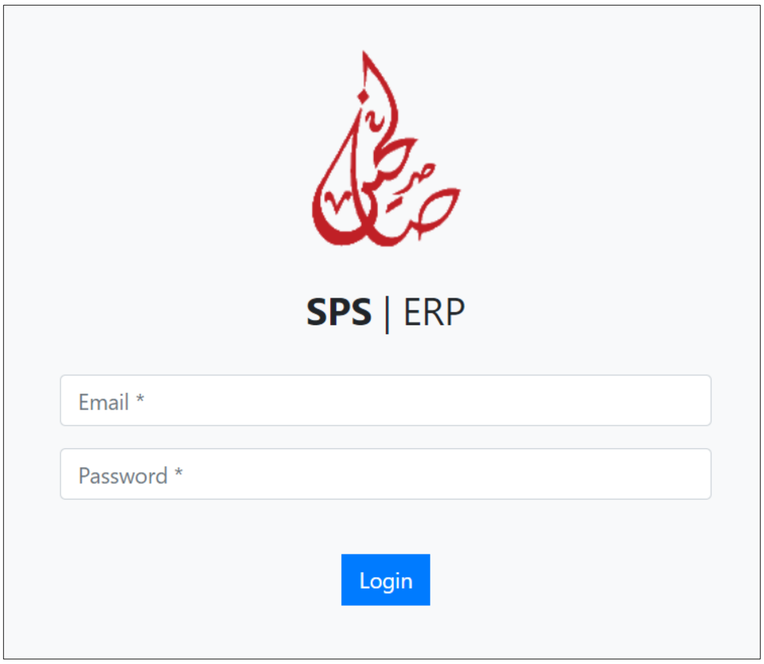
Prepared by:	Revision No:	Effective Date:
IT AND DIGITAL DEPARTMENT @ 2019	Version 1.0	28 NOV 2019

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.

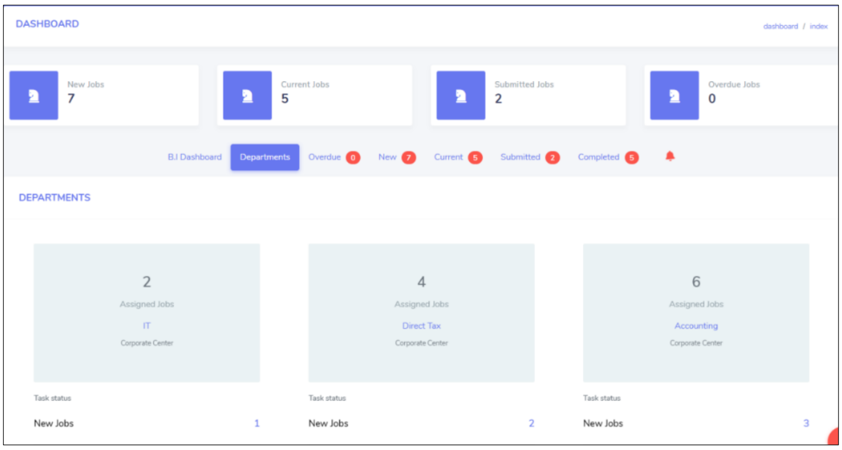




2.0 Dashboard

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.

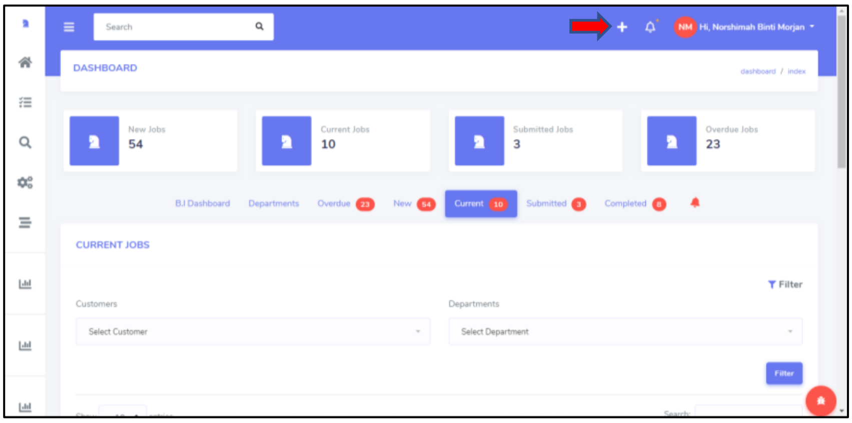


2.0.1 Create Job

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

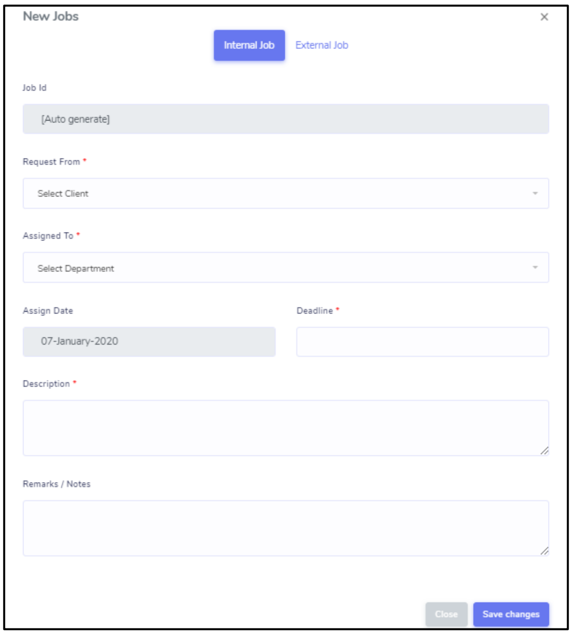
2.0.1.1 Internal Jobs

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



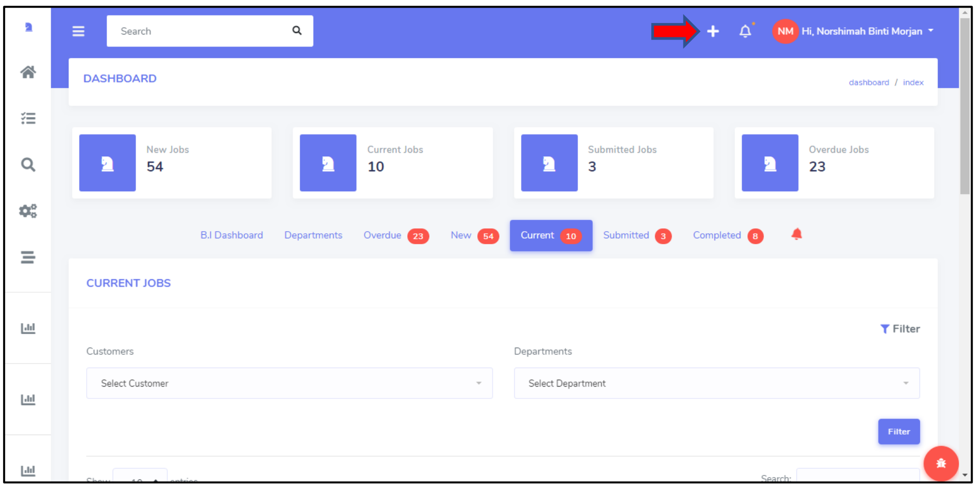
2.0.1.1.1 How to Create Internal Job

- 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.



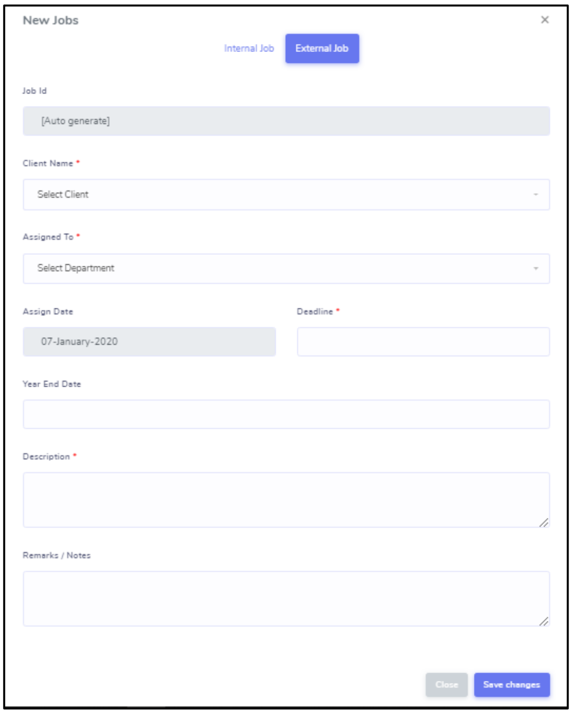
2.0.1.2 External Jobs

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



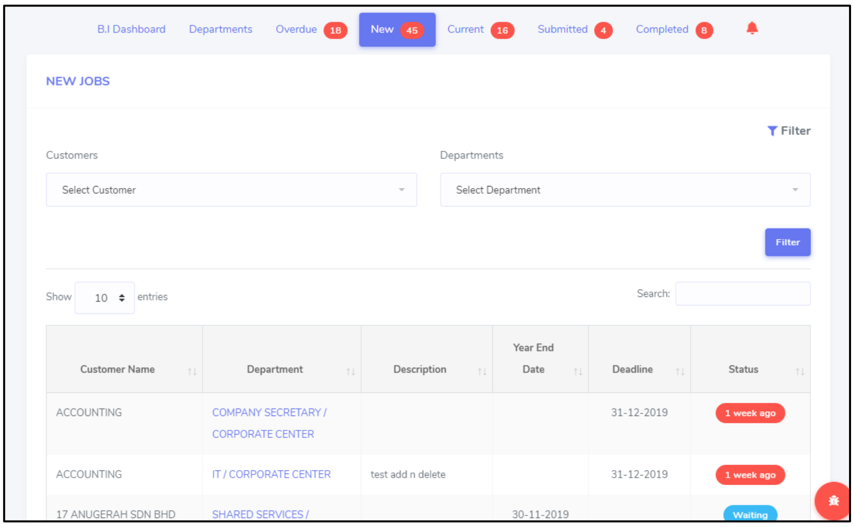
2.0.1.2.1 How to Create External Job

- 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.



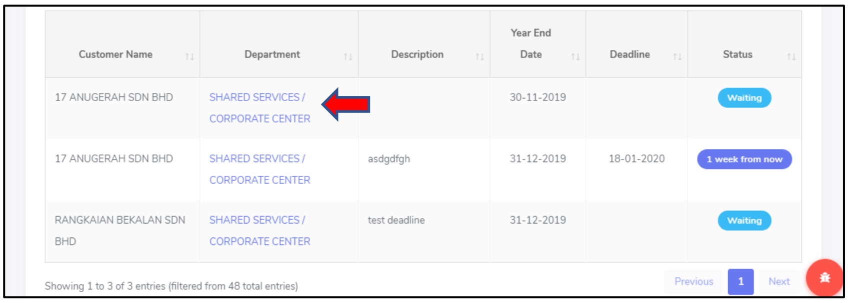
3.0 How to View Job Created

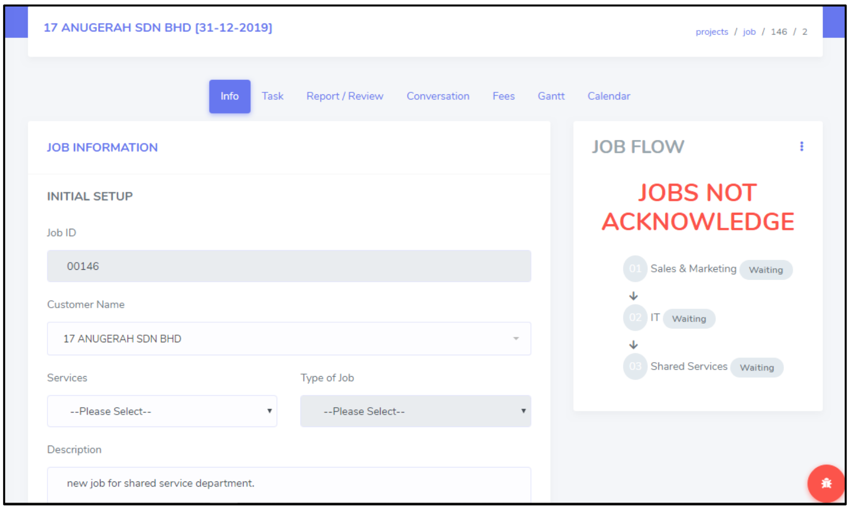
Once admin has created new job for each department, the job created list will be display in new jobs listing under new jobs.



4.0 How to View Details of Job Created

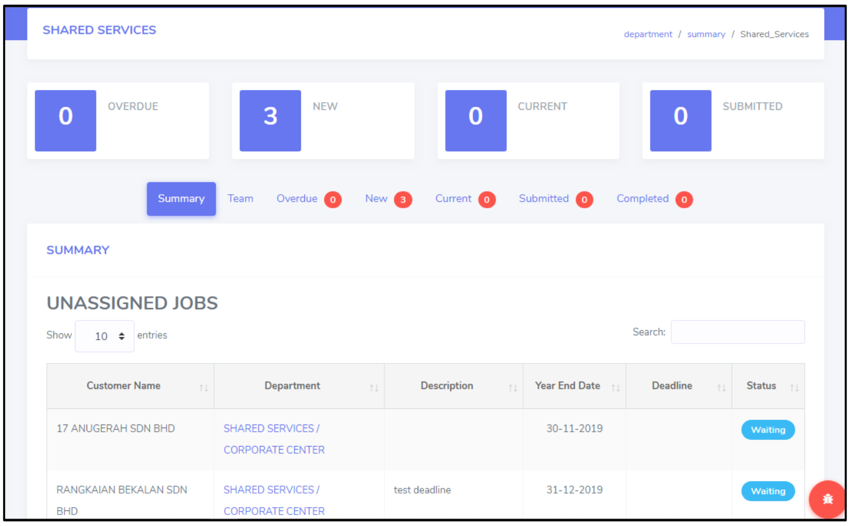
Admin has a privilege to view all jobs details for each department. Click **(Department Name)** from dashboard page**.** Then, new page name **(Client Name)** will be shown.





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.

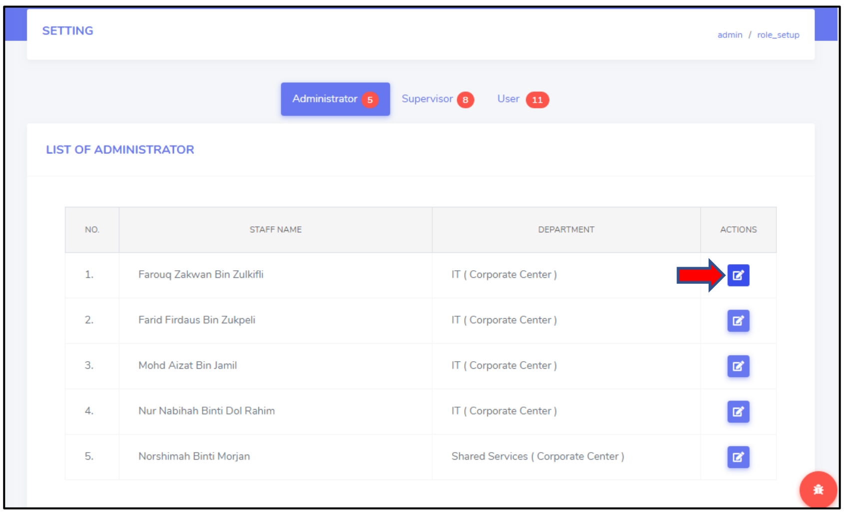


6.0 User Role

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.**

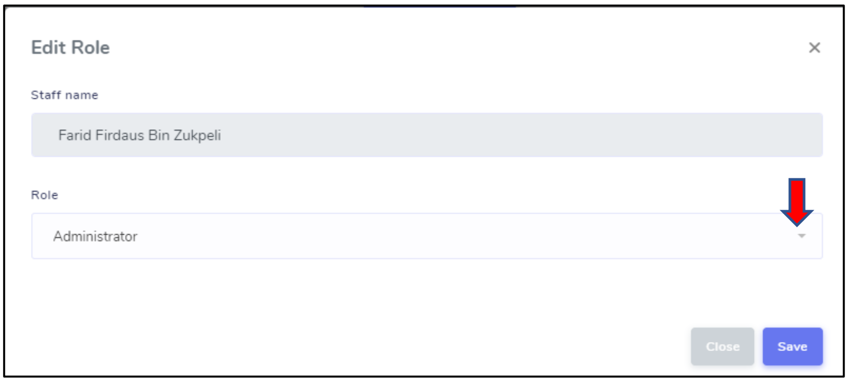
Click **Setting > User Role** from sidebar of the page. The page will be display as shown below.

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



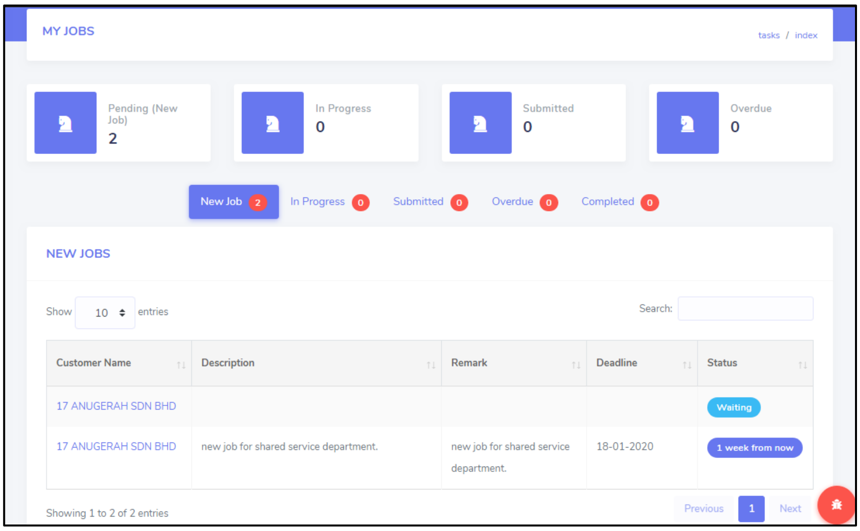
6.0.1 How to Setup User Role

- 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.



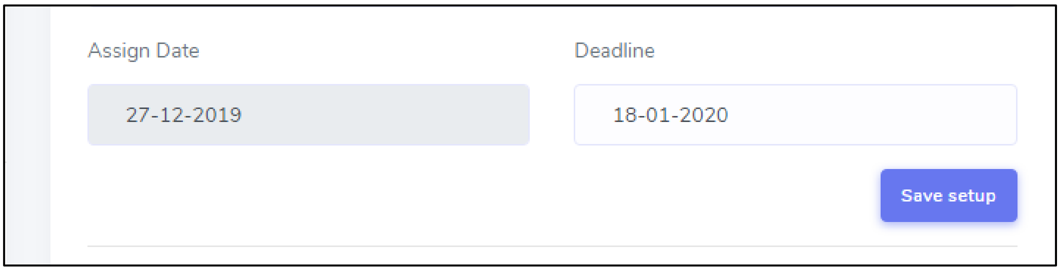
8.0 Change Job's Deadline

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.

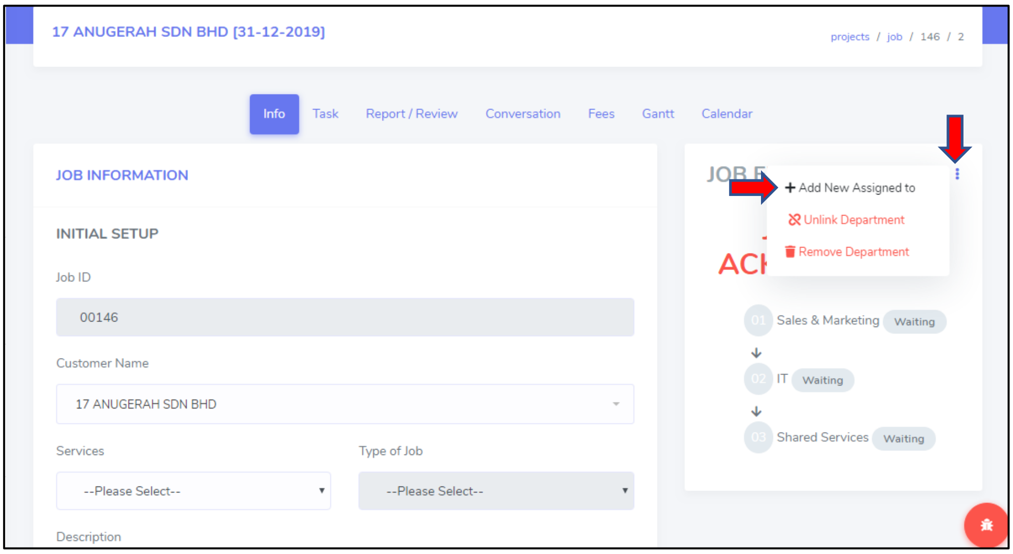
8.0.1 How to Change Job's Deadline

- 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.



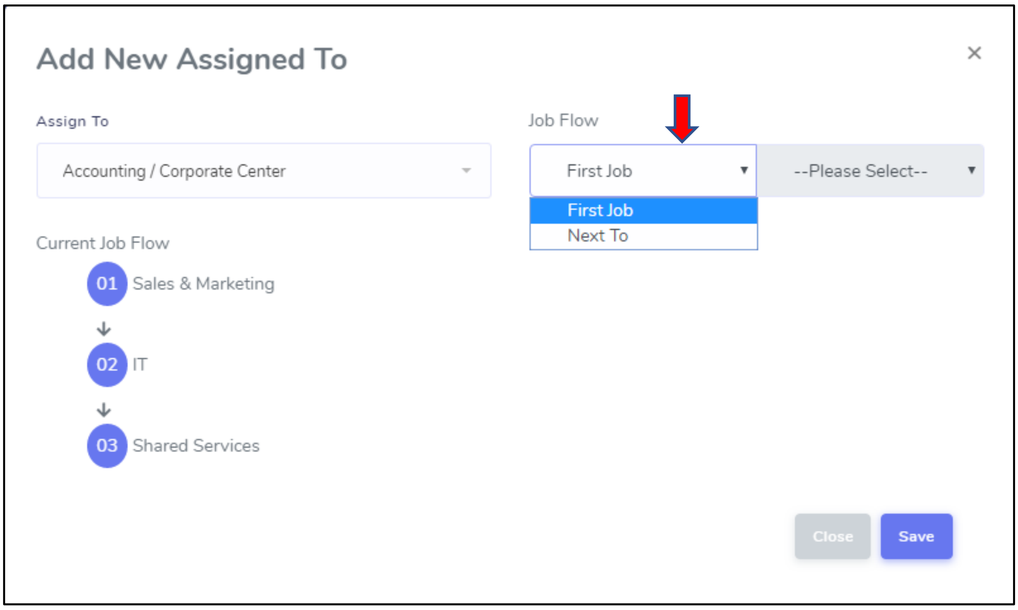
9.0 Add New Department

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

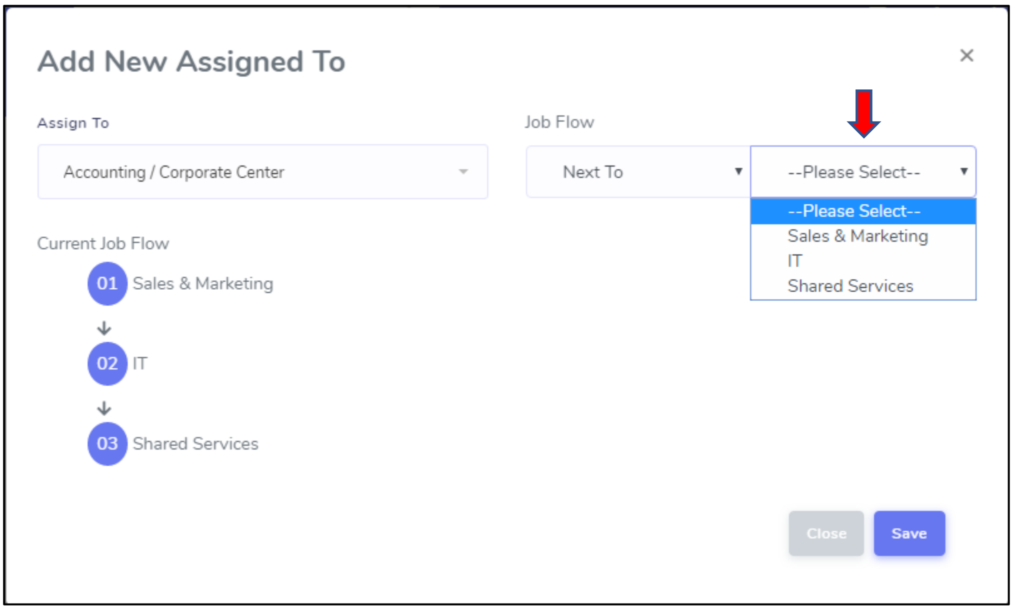


9.0.1 How to Add New Department

- 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.

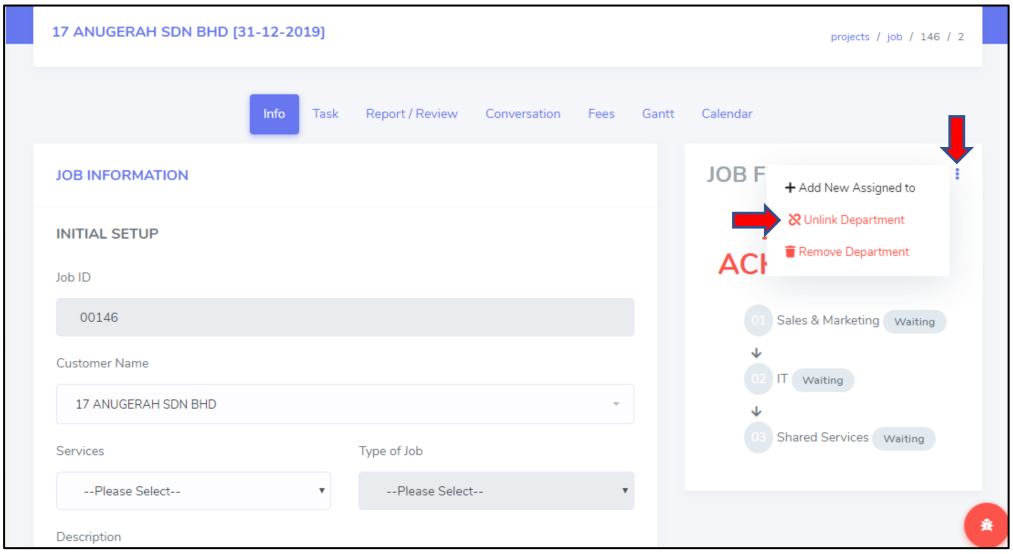


- If **Next To** is selected, admin need to decide the new department that will be in next to which current department.
- Then, click the **Save.**



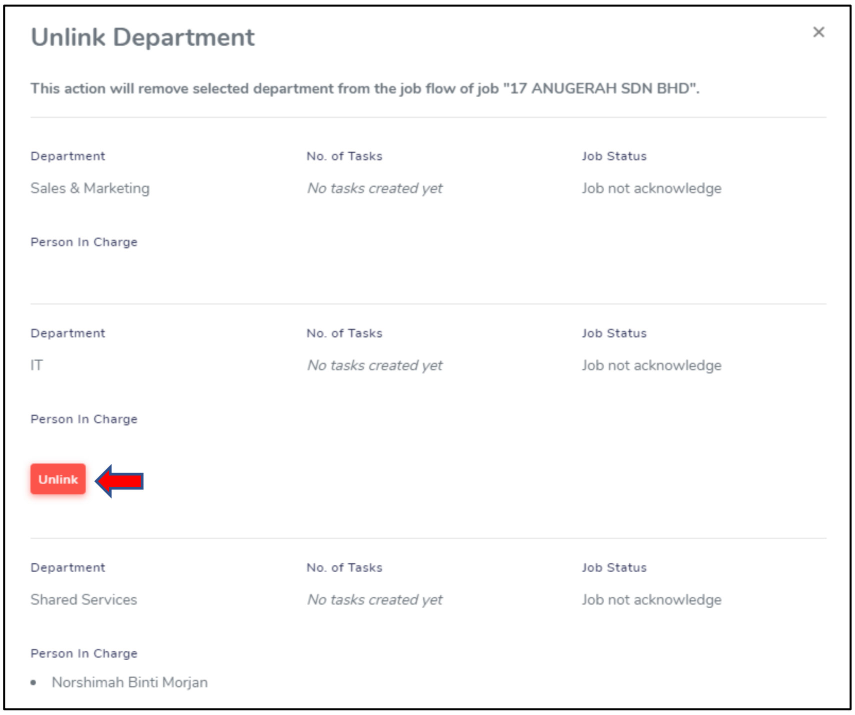
10.0 Unlink Department

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



10.0.1 How to Unlink Department

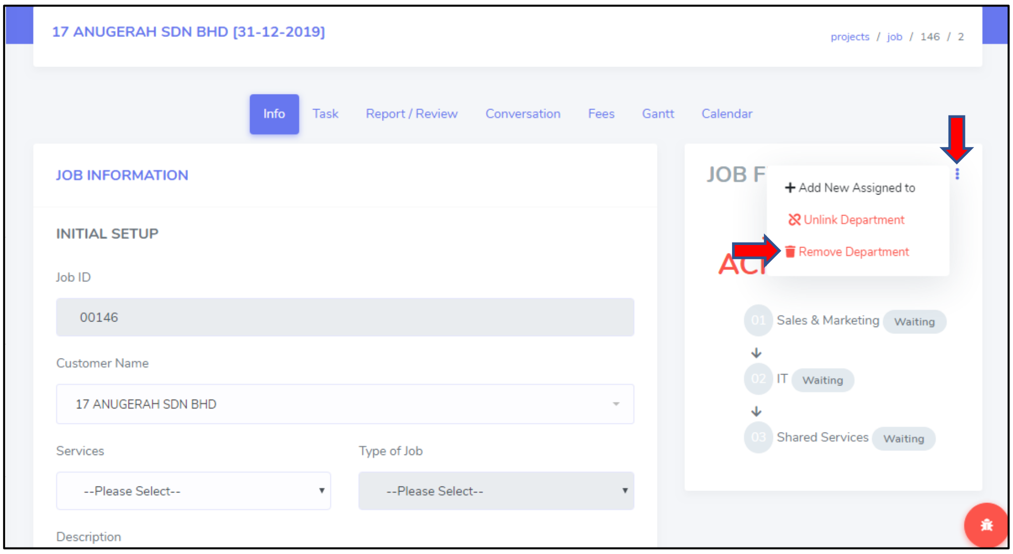
- Click the button located right next to the **Job Flow**. Click **Unlink Department**.
- New page name **Unlink Department** will be pop-up.
- Click **Unlink** after admin select which department to be remove from the job flow.



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.

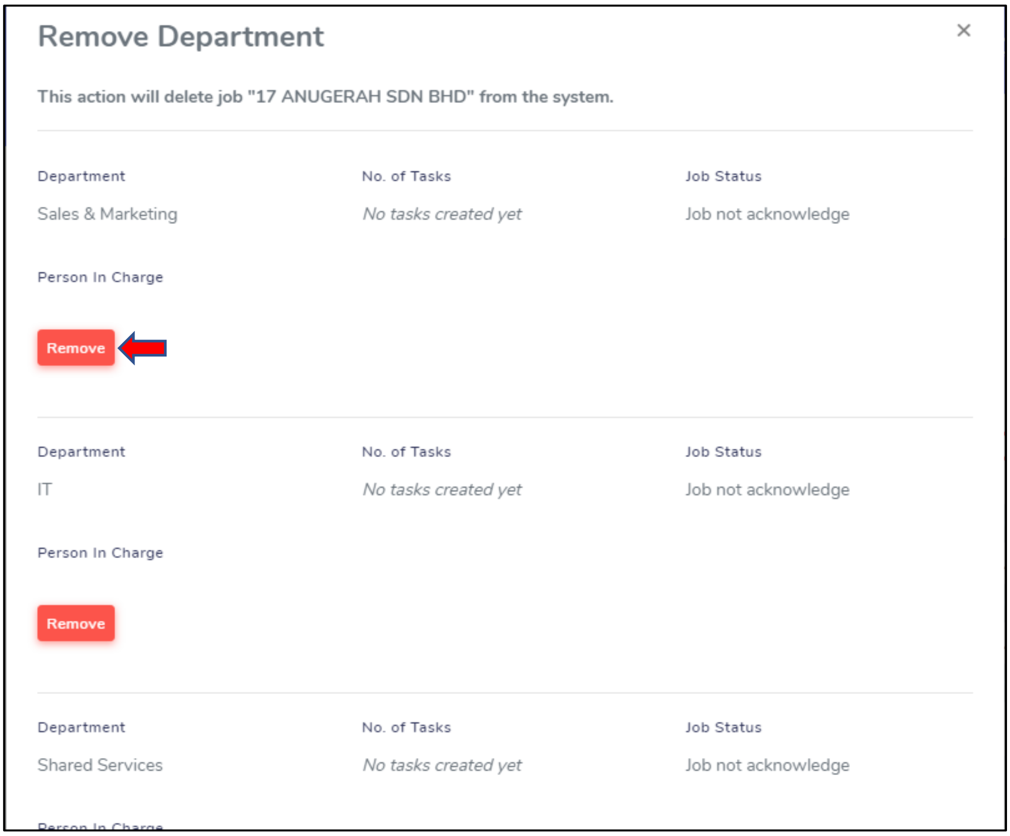
11.0 Remove Department

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



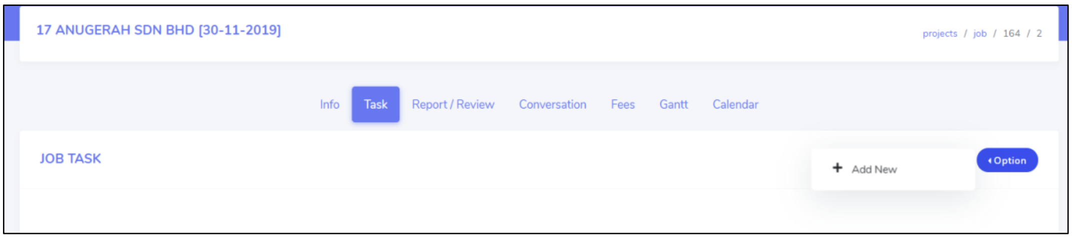
11.0.1 How to Remove Department

- 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.



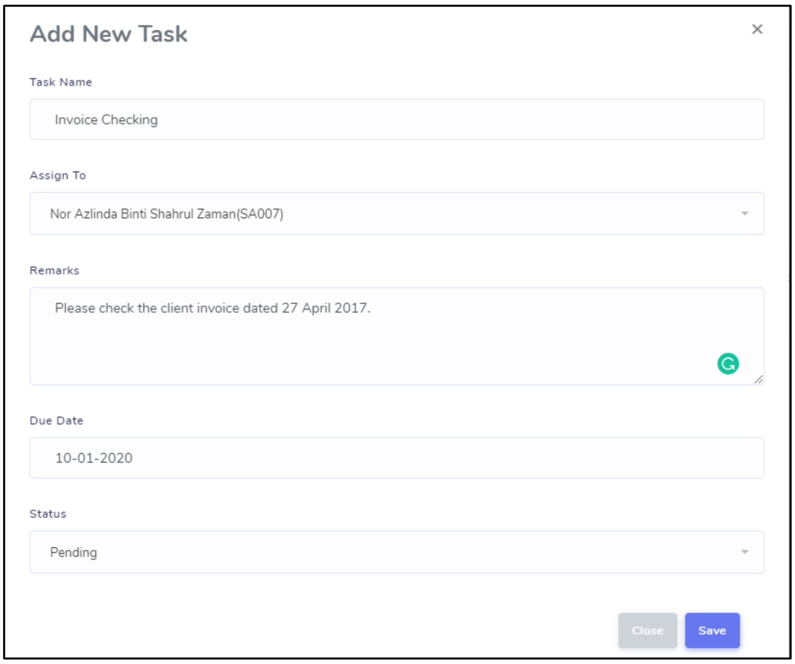
12.0 Job Task

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.



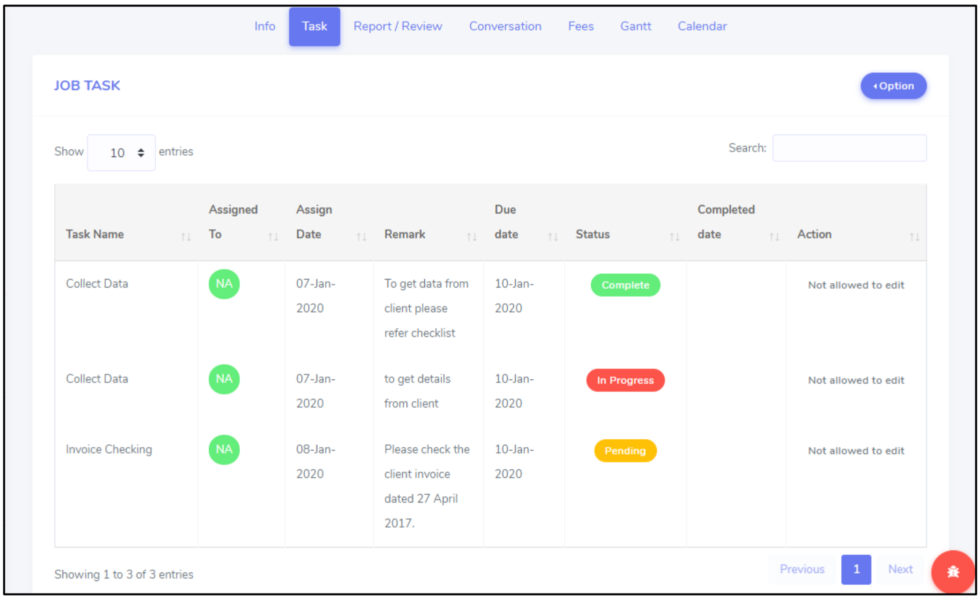
12.0.1 How to Create Job Task

- 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.



12.0.1 View Job Task

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



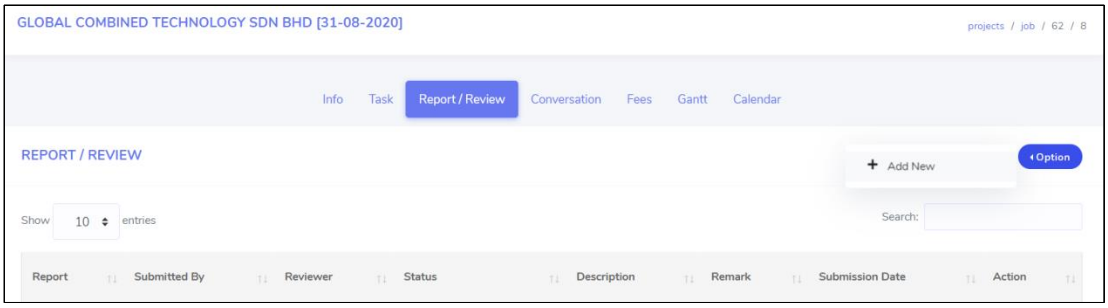
Note : Admin can only view all tasks created but not allowed to make any changes.

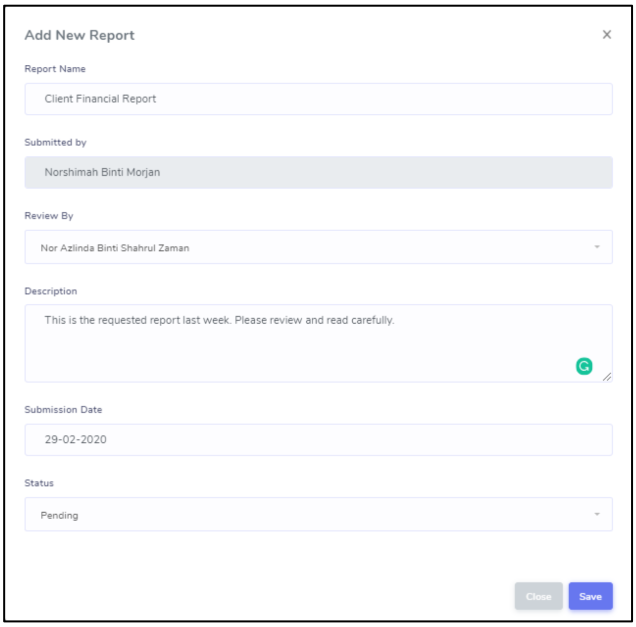
13.0 Report/Review

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.

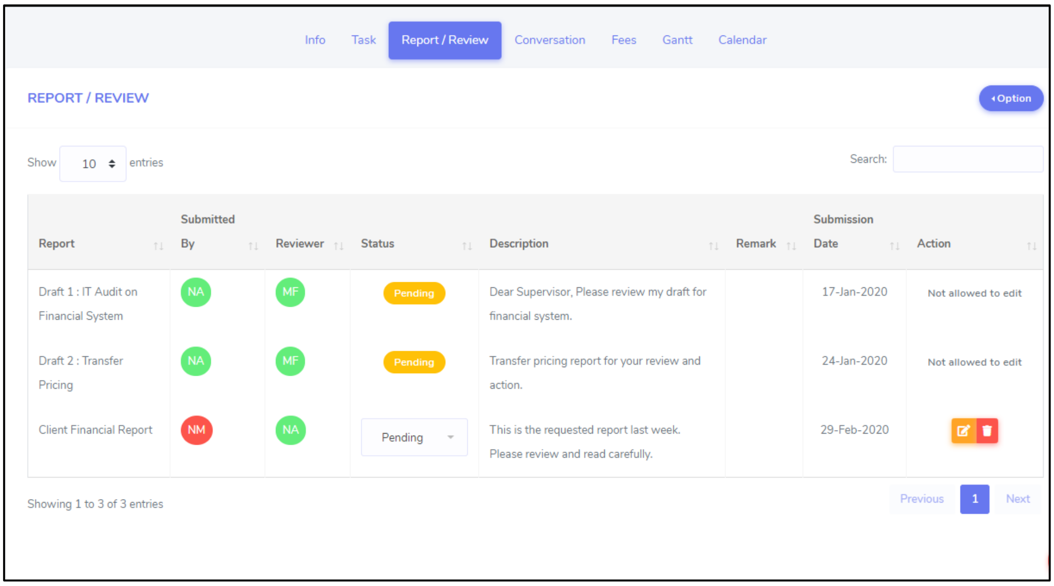




13.0.2 How to View Report

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

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

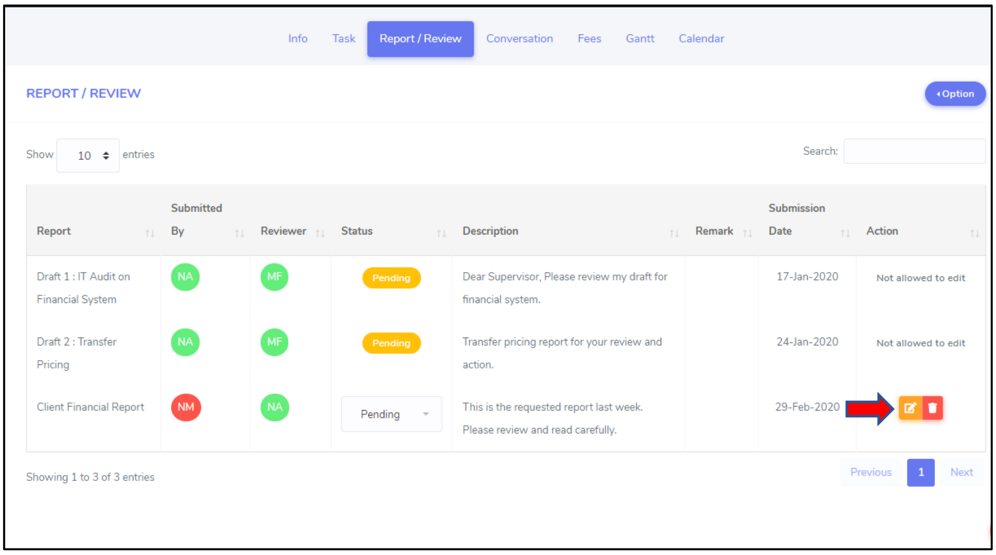


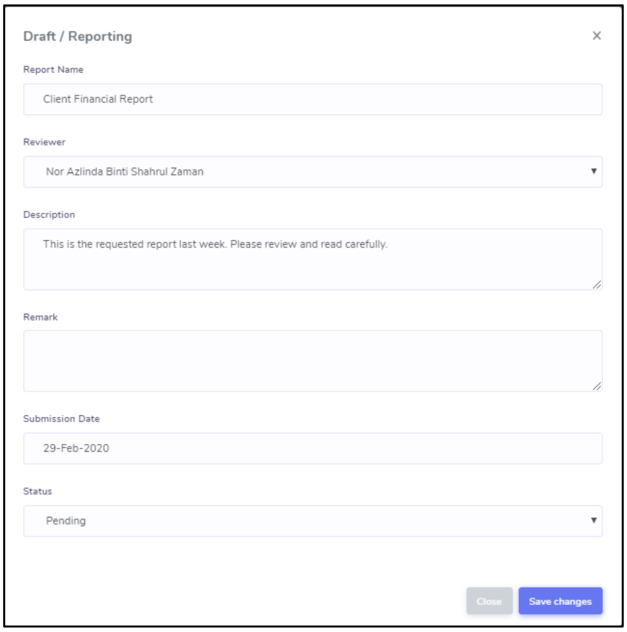
Note : Admin can only make a changes on the draft of report created by themselves. Otherwise, admin can only view the draft and not allowed to make any changes.

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.



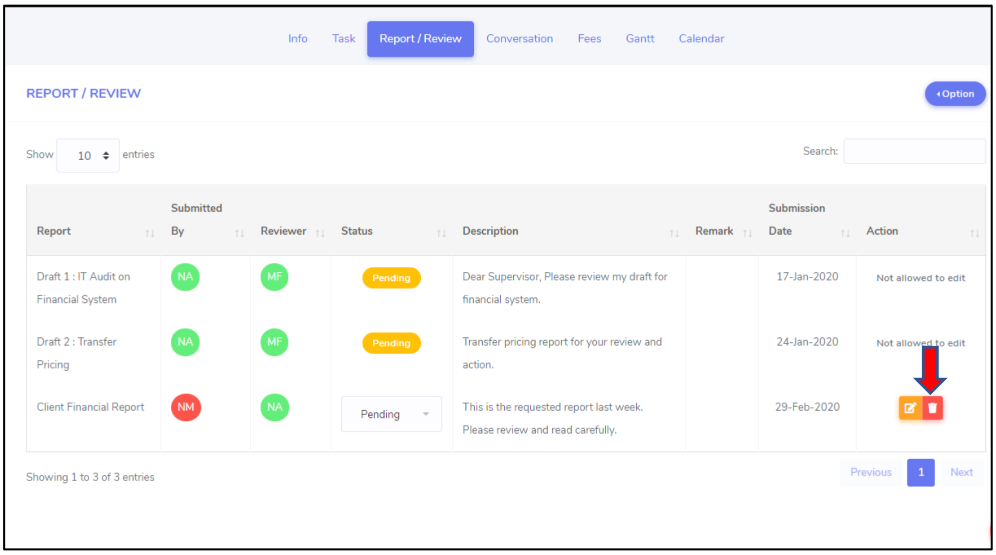


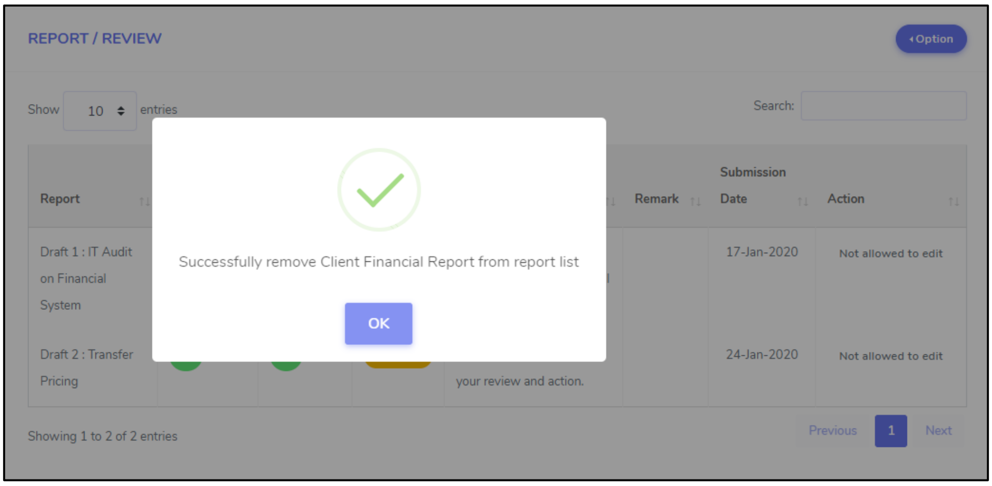
13.0.4 How to Delete Draft/Reporting

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.





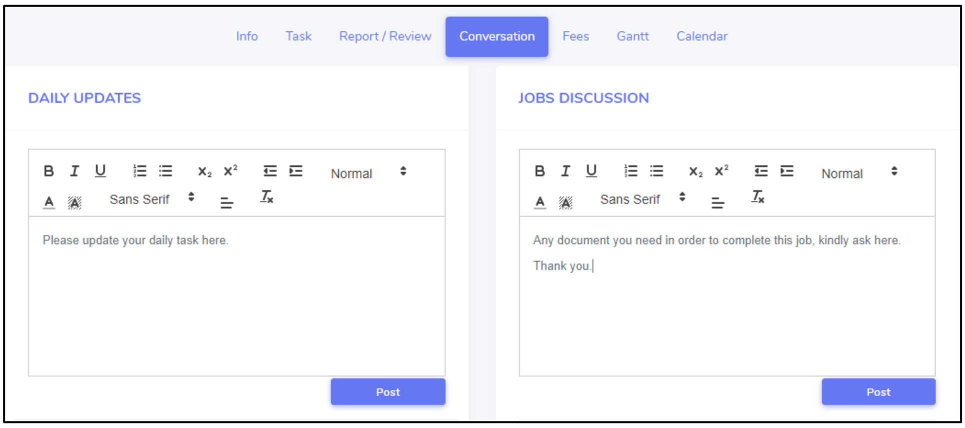
14.0 Conversation

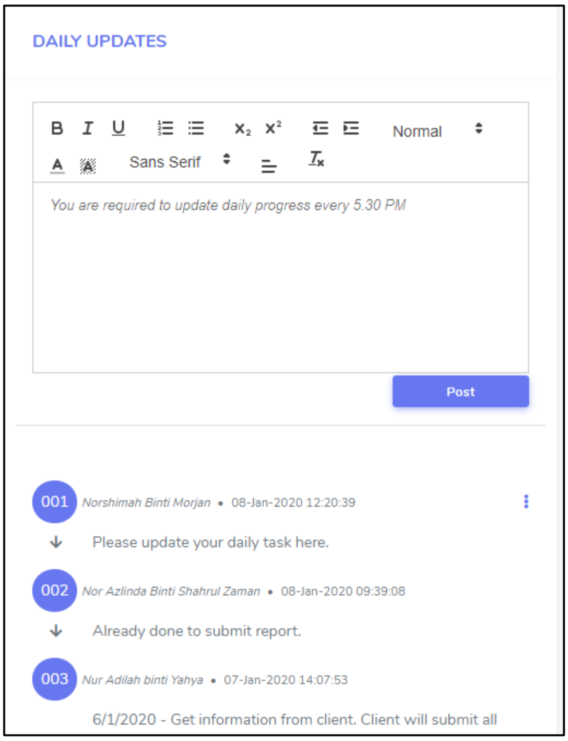
In this part there is two part of conversation which are Daily Updates and Job Discussion. Admin can view all conversation created and can give respond if needed.

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

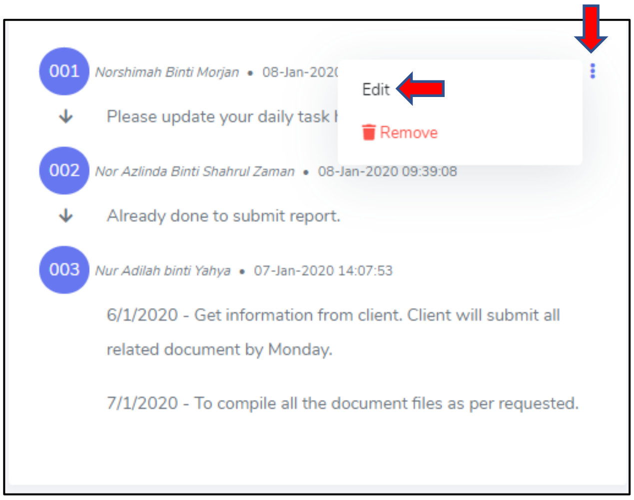


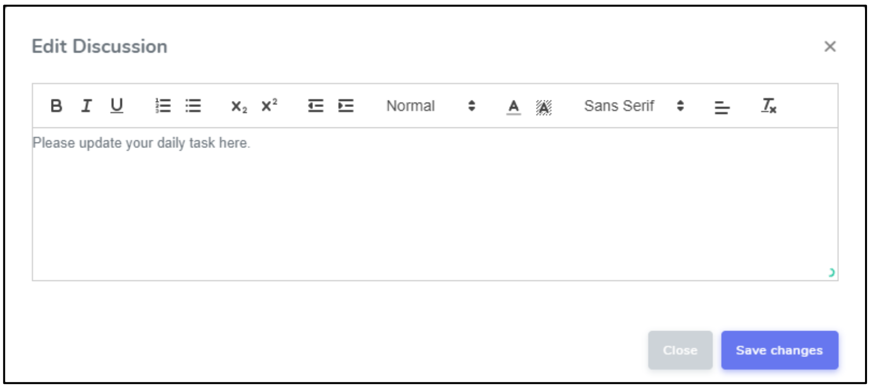


14.0.1.1 How to Edit Daily Updates

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.

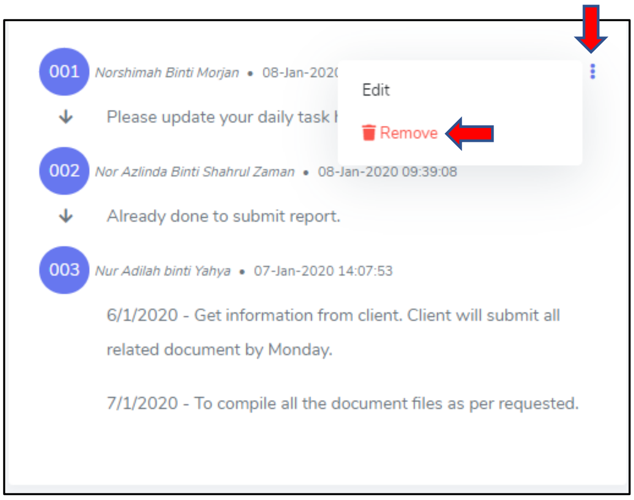


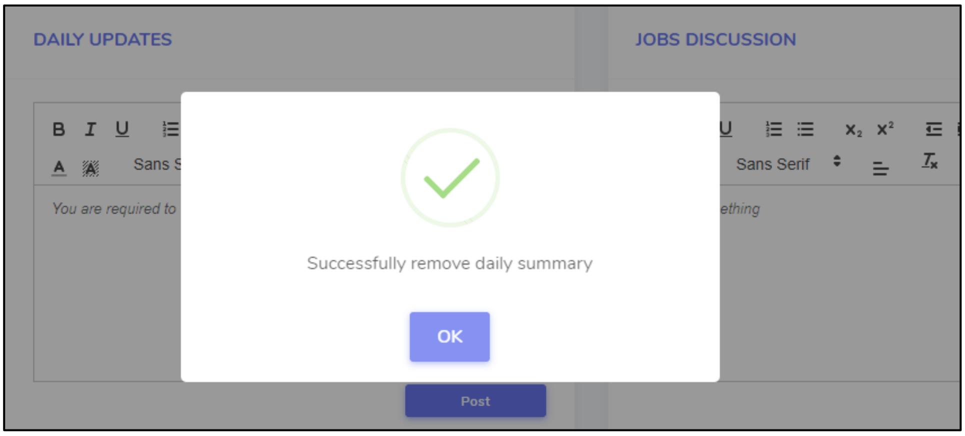


14.0.1.2 How to Remove Daily Updates

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**.

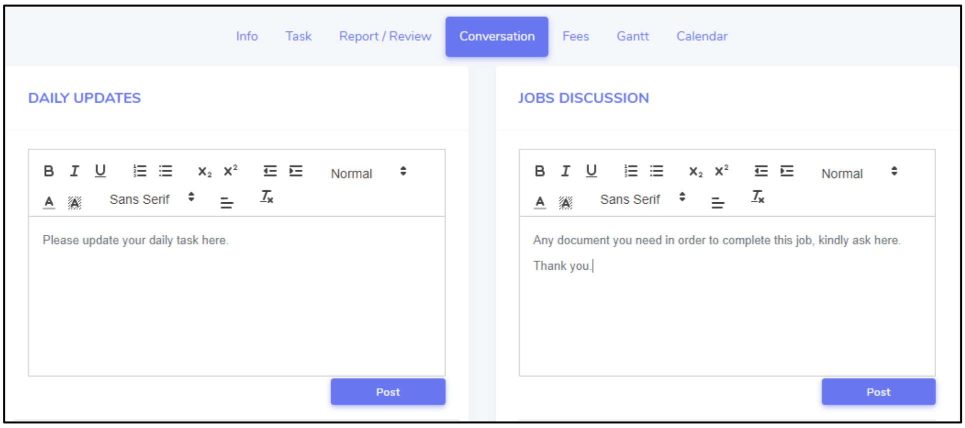


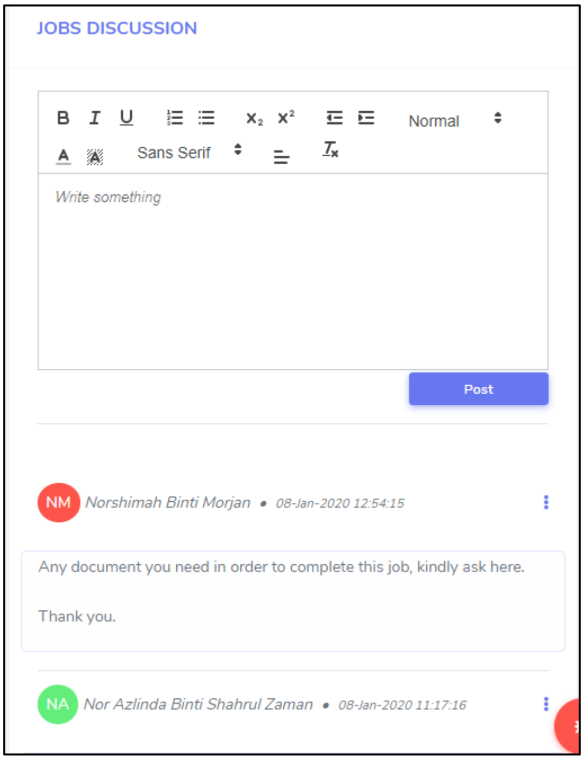


14.0.2 Jobs Discussion

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.

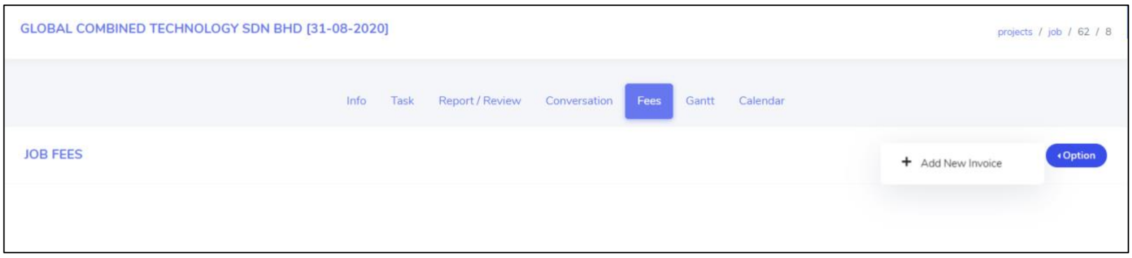


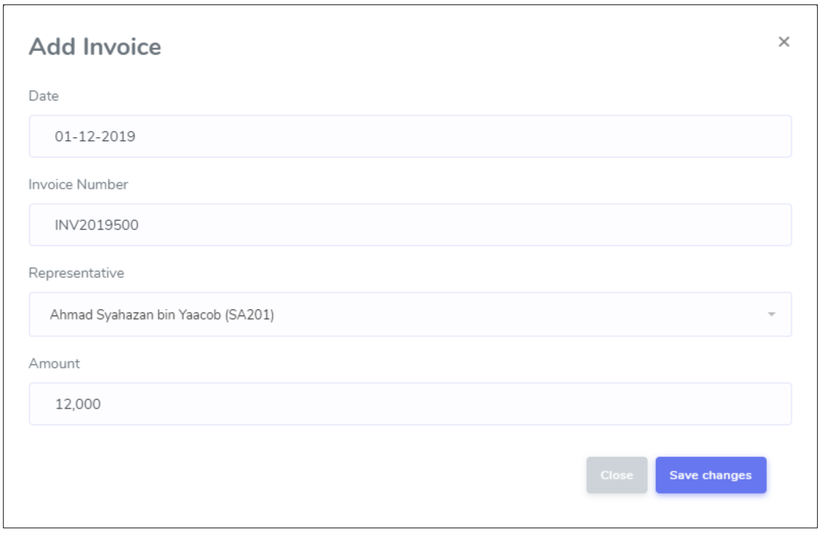


15.0 JOB FEES

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.

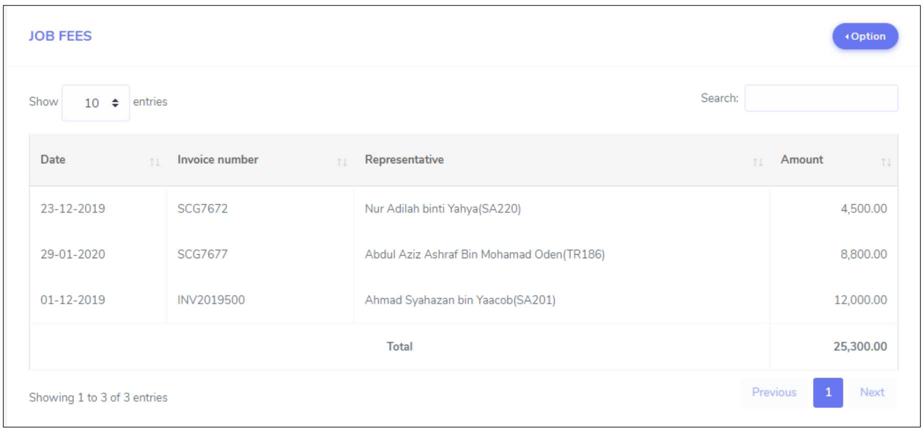
- Open details of the job (***refer 4.0**)
- Click **Fees** from the tab menu.
- Click **Option** and click **+ Add New Invoice.**
- New page name **Add Invoice** will be pop-up.
- Insert **Date**, **Invoice Number**, **Representative Name** and **Amount**.
- Click **Save changes** to save.





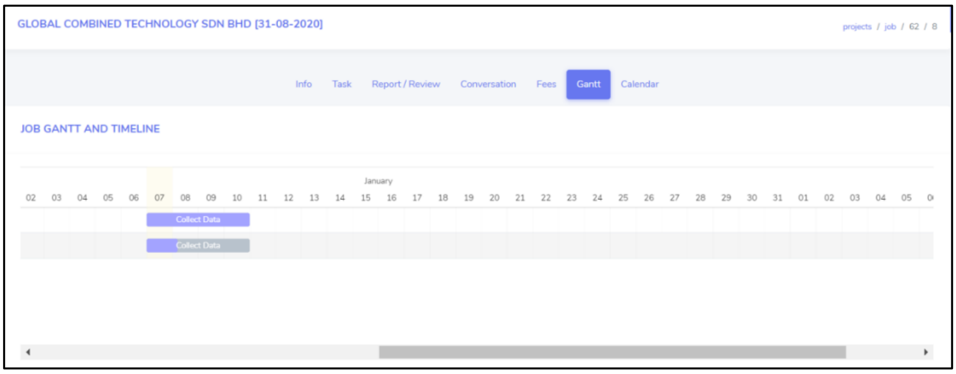
15.0.1 View List of Job Fees

All invoices will be listed as below.



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.