	SALIHIN IT CURATION SDN BHD	Document No: SITC-MGSV2-01

USER GUIDE

MANAGEMENT INFORMATION SYSTEM

MGS VER 2.0

MODULE:

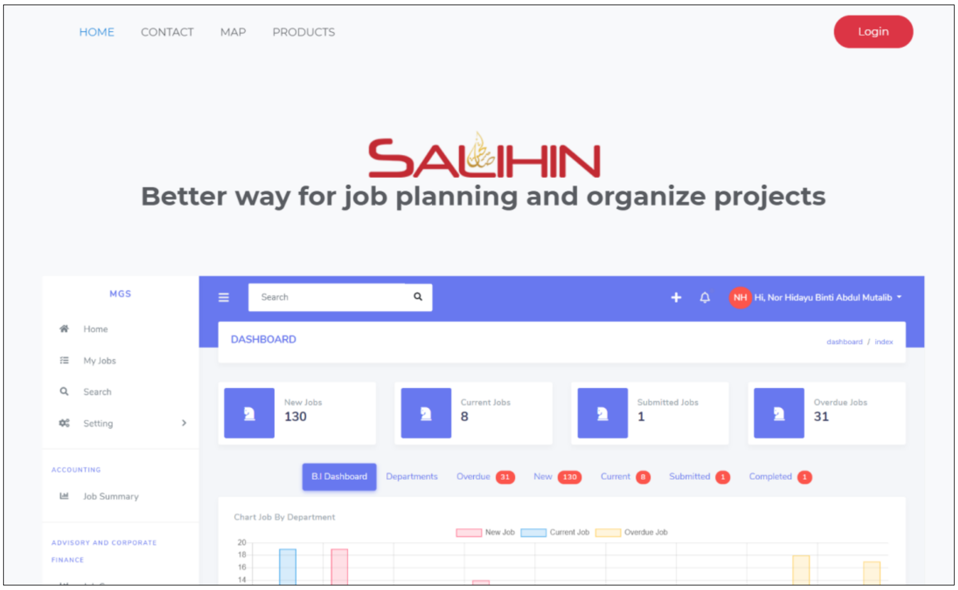
HOD/SUPERVISOR/MANAGER

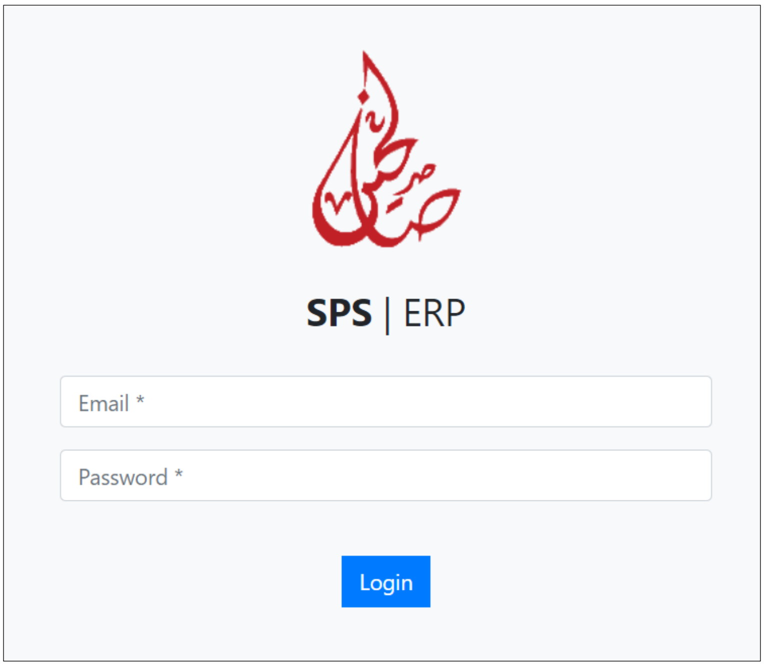
Prepared by:	Revision No:	Effective Date:
IT AND DIGITAL DEPARTMENT @ 2019	Version 1.0	28 NOV 2019

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 How to View Department

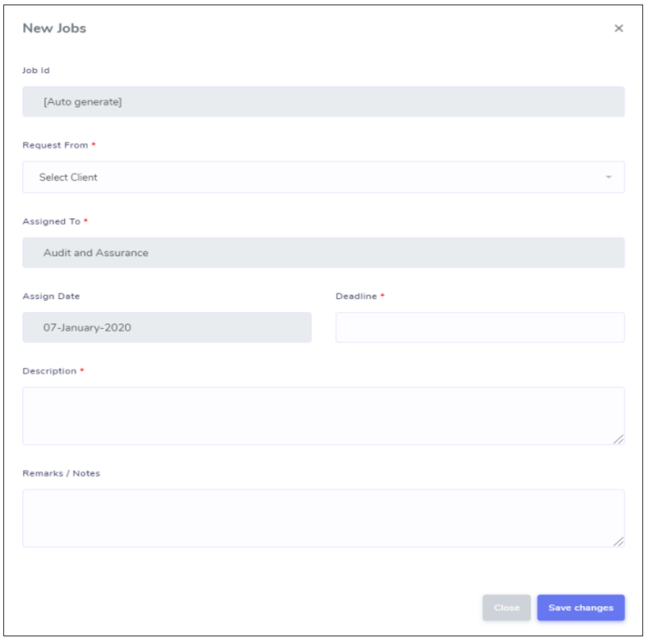
Once login, you will be directed to the Dashboard page. HOD/Supervisor enable to view own department:-

- B.I Dashboard : chart that display amount of jobs for each department.
- Departments : list of every department at corporate center and branches.
- Overdue Job : jobs that have been acknowledge but already exceed dateline.
- 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 department.

2.0.1 How to Create an Internal Job

Click '+' icon button:-

- You will be directed to **Create an Internal Job** page (as shown below)



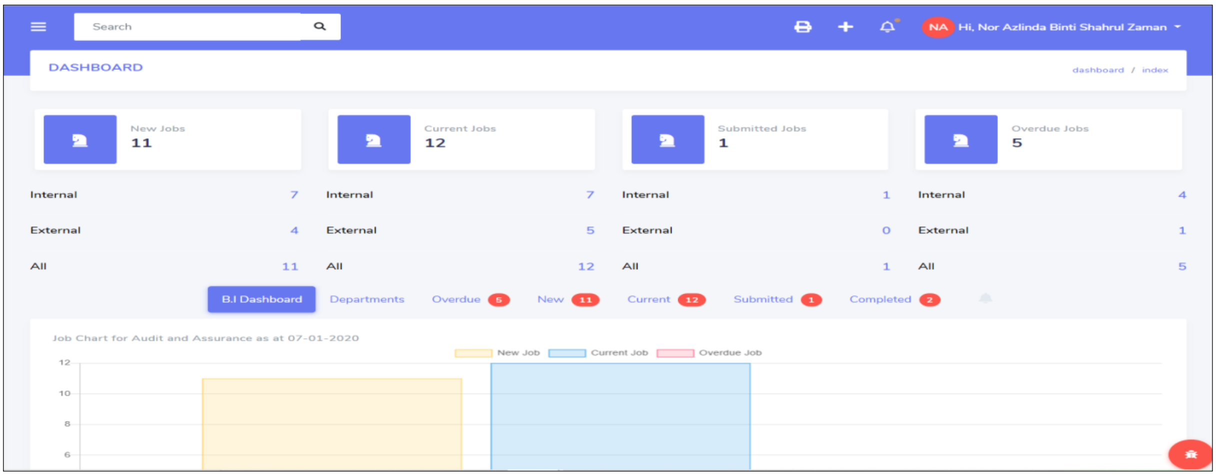
- Select **Request From** from the drop-down menu **(compulsory)**. The **Request From** are based on which department who assigned the job to your department.
- Insert **Deadline (compulsory)**.
- Insert **Description (compulsory)**.
- Insert **Remarks / Notes**.
- Once completed, click **Save changes** button to save the job.

2.0.1.1 How to View Job Assigned

Once log on to system, dashboard will display the total of:-

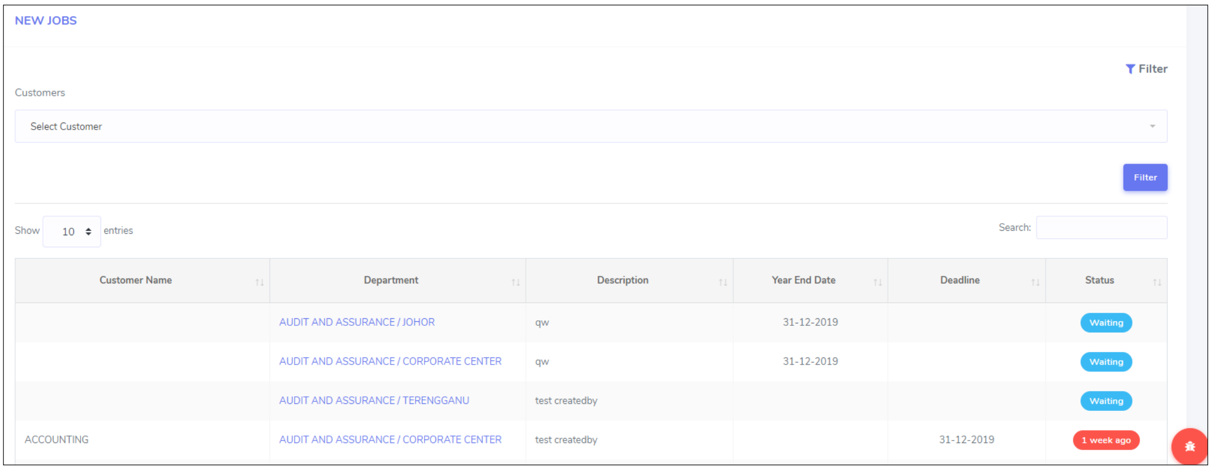
- New Jobs.
- Current Jobs.
- Submitted Jobs.
- Overdue Jobs.

Then, click the New Jobs, Current Jobs, Submitted Jobs and Overdue Jobs to see the total of internal job, external job and all jobs.



2.0.1.2 How to view New Jobs

- Click **New** button
- You will be directed to new jobs page.
- Click the **link of Department**.
- You will be directed to page **Jobs Information** tab.

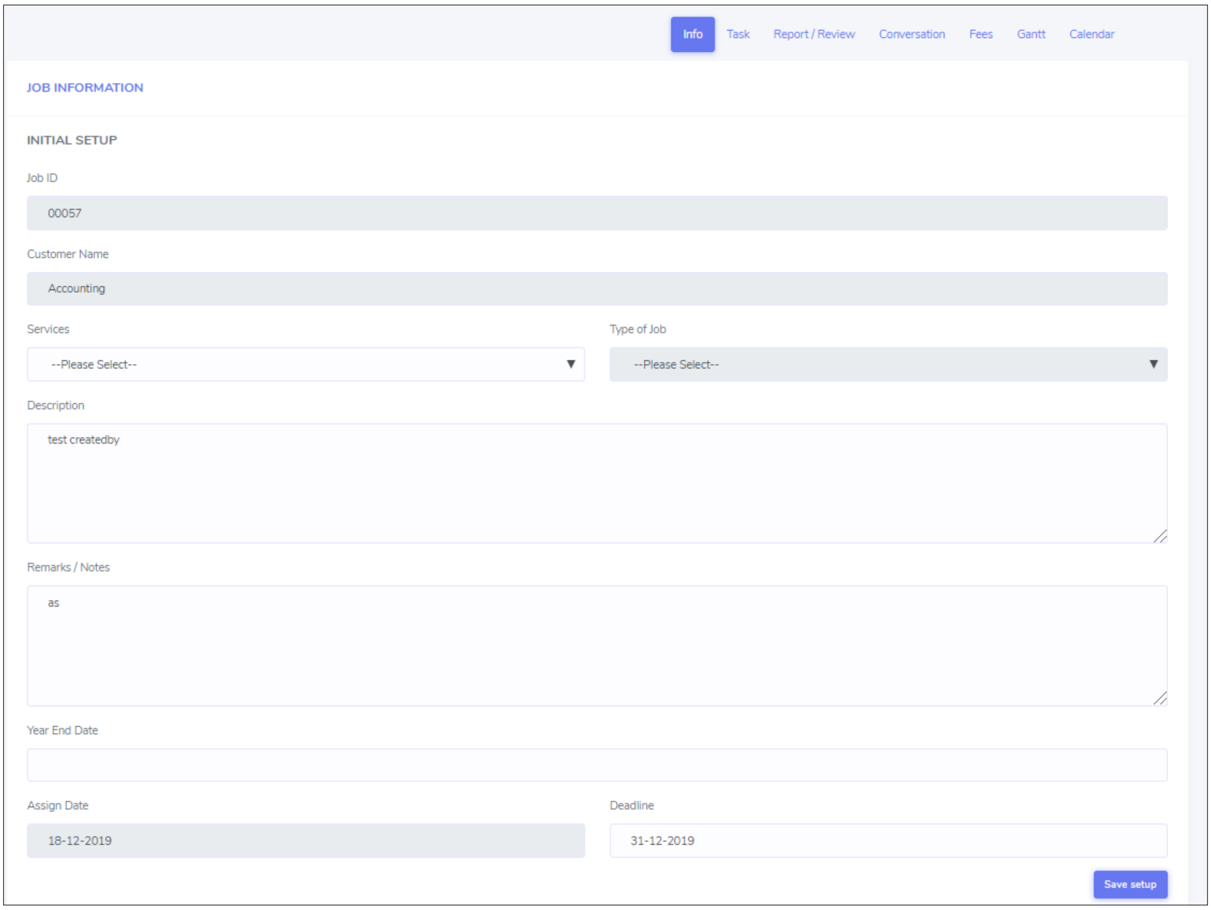


3.0 Job Information

3.0.1 Initial Setup

HOD/Supervisor need to complete the initial setup as follows:-

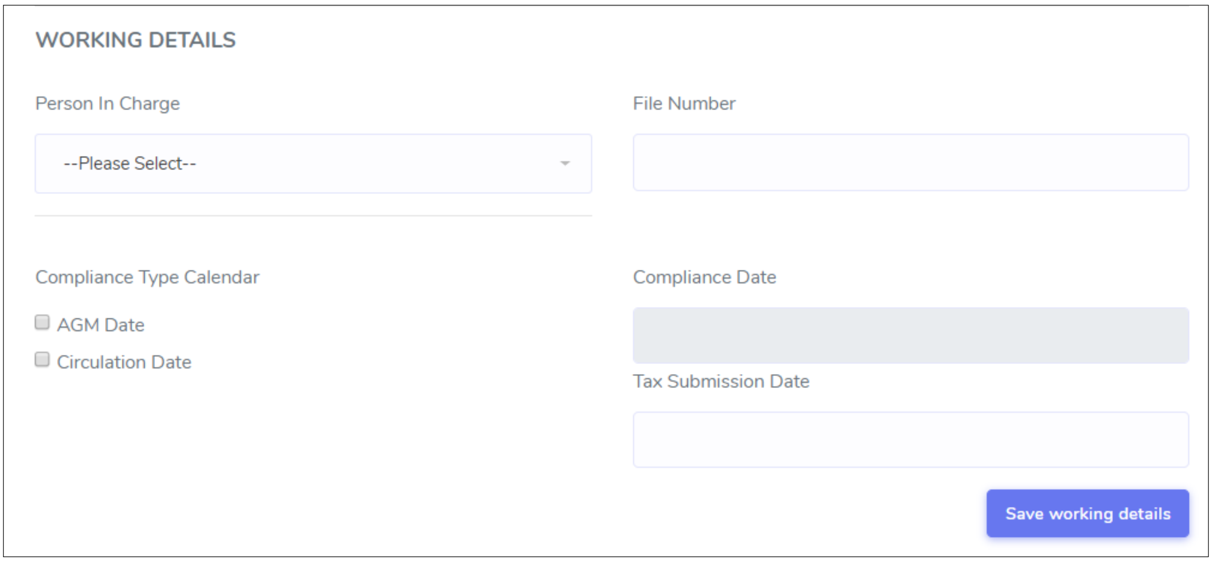
- Select **Services** from the drop-down menu.
- Select **Type of Job** from the drop-down menu (Not allowed to select until you selection of services is done).
- Insert **File Number** (Depends on department filing format).
- Insert **Description**.
- Insert **Remarks / Notes**.
- Insert **Year End Date** (If necessary).
- Insert **Deadline**.
- Click **Save setup** to save the data.



3.0.2 Working Details

HOD/Supervisor need to complete the working details as follows:-

- Select **Person in Charge** from the drop-down menu (staff involved can be multi-selected more than one person).
- Insert **File Number** (Depends on department filing format).
- Choose **Compliance Type Calendar** by clicking the check box.
- Insert **Compliance Date**.
- Insert **Tax Submission Date**.
- Click **Save working details** to save the data.



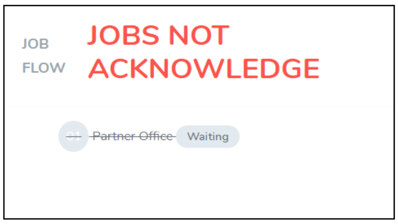
3.0.3 Team Setup

HOD/Supervisor need to select team leader as follows:-

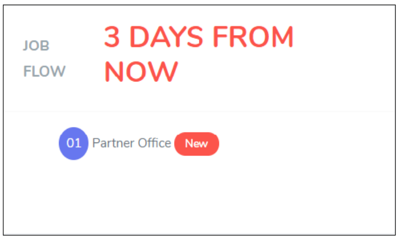
- Choose **Team Leader** by clicking the check box (the name list based on person in charge of that job and only one person can be selected).
- Click **Save team setup** to save the data.

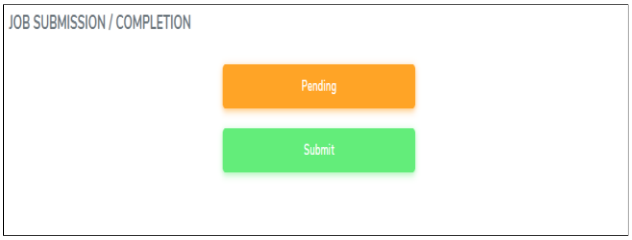
3.0.4 Job Acknowledgment

Assigned job will be displayed as **"JOBS NOT ACKNOWLEDGE"** until the job was acknowledged by HOD.



To accept, click **Acknowledge** button. Once clicked, status will be displayed as follows:-





3.0.4.1 Job Status

HOD enables to change the job status to pending or complete.

3.0.4.1.1 Job Pending

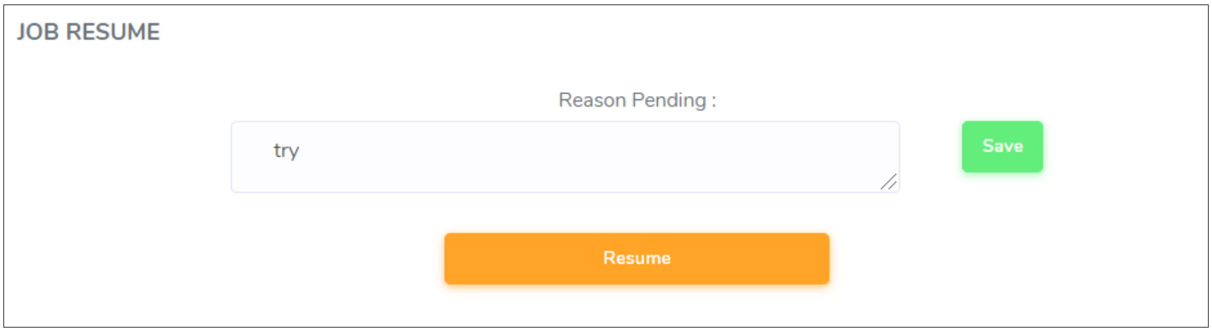
To change job status to pending, click **pending** button and **Pending Reason** will be display.

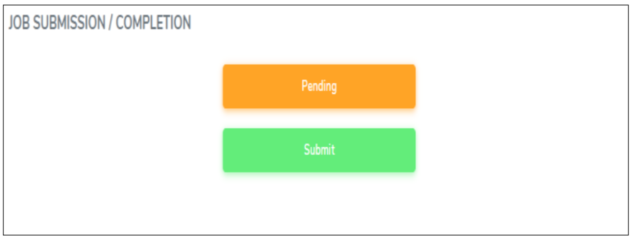
- Insert **Reason**.
- Click **Save** to save the reason.
- The pending reason will be displayed at Job Information page under **Job Resume** button and also will be added into **Conversation**.

3.0.4.1.1.1 Job Resume

To resume job, click **Resume** button and it will be displayed on Job Information page under **Job Submission / Completion** part.

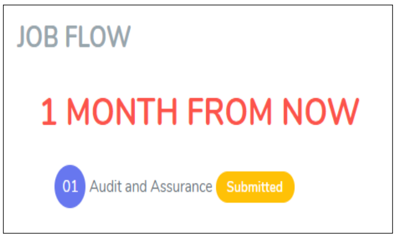
- HOD/Supervisor can **edit** the reason pending in. Once completed, click **Save** button.

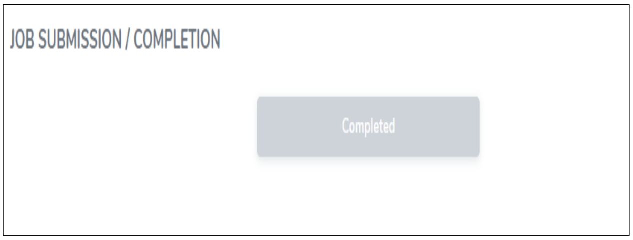




3.0.4.1.1.2 Job Completed

For job submission, click **Submit** button. Once clicked, status will be display as follows:-

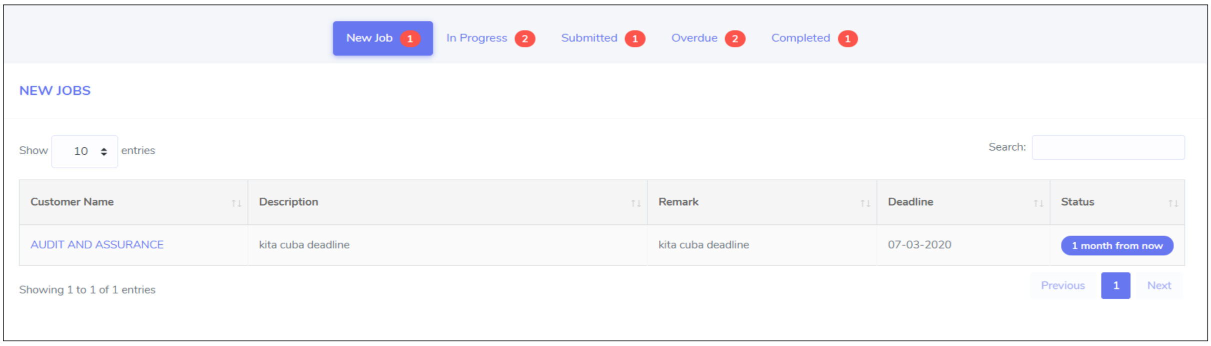




4.0 My Jobs

Once you click My Jobs, the job that assigned to us will be display based on:-

- New Job.
- In Progress.
- Overdue.
- Completed.



4.1 To view New Job

You can view the new job that has been assigned by:-

- Click **New Job** button.
- You will be directed to **New Jobs** page.
- Click the **link of Customer Name**.
- You will direct to page J**obs Information** and tab info.

Once click the link of Customer Name, you can view:-

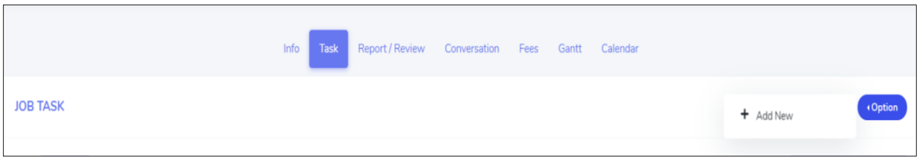
- Info
- Task
- Report/Review
- Conversation
- Fees
- Gantt.
- Calendar

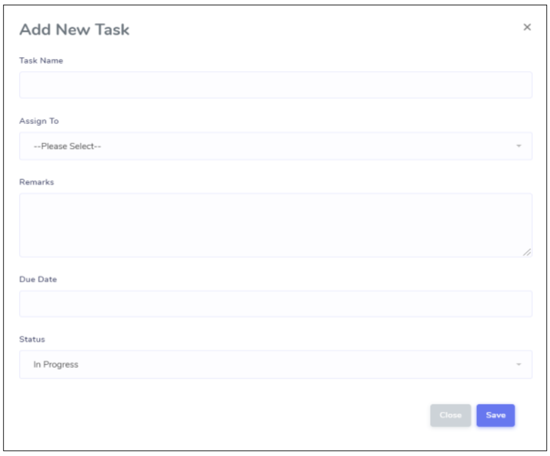
4.1.1 Job Task

4.1.1.1 Add New Job Task

Once HOD/Supervisor has been assigned as person in charge (PIC) for new job, he/she need to plan their own task schedule. In this part it will show the work in progress task status to meet the deadline.

- Click **Task** from menu.
- Click **Option** button, click **+Add New**.
- Insert **Task Name**.
- Insert **Remarks**.
- Insert **Due Date**.
- Insert **Status** – In Progress, Pending, Completed.
- Click **Save** button to save data.

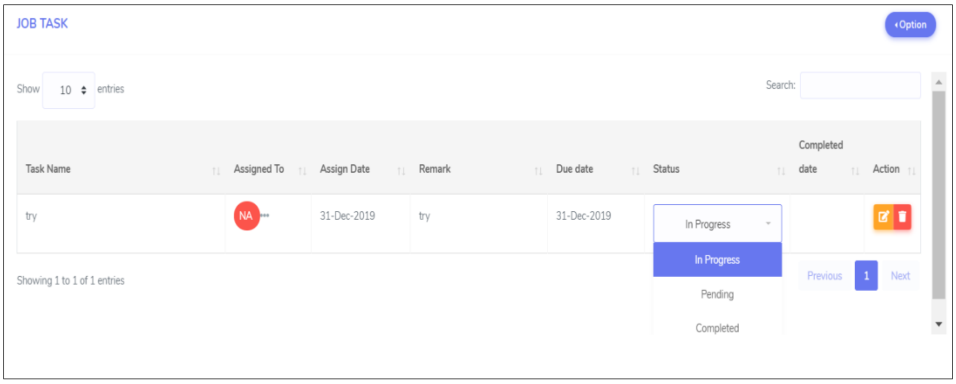




4.1.1.2 View Job Task

HOD/Supervisor can view their job task listing and update their task progress status. Status of task name can be update as

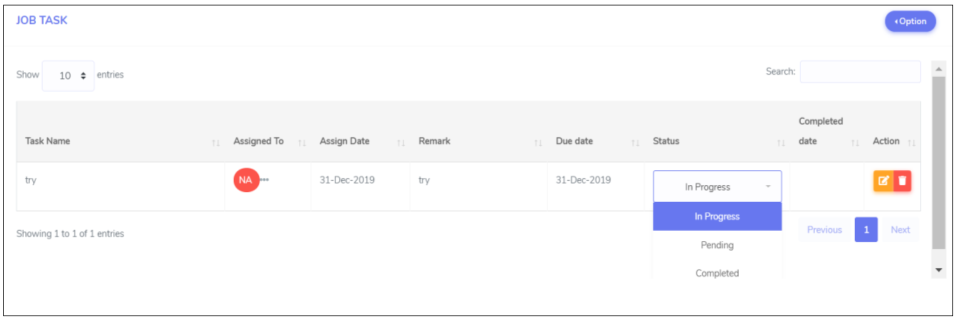
- In Progress
- Pending
- Completed

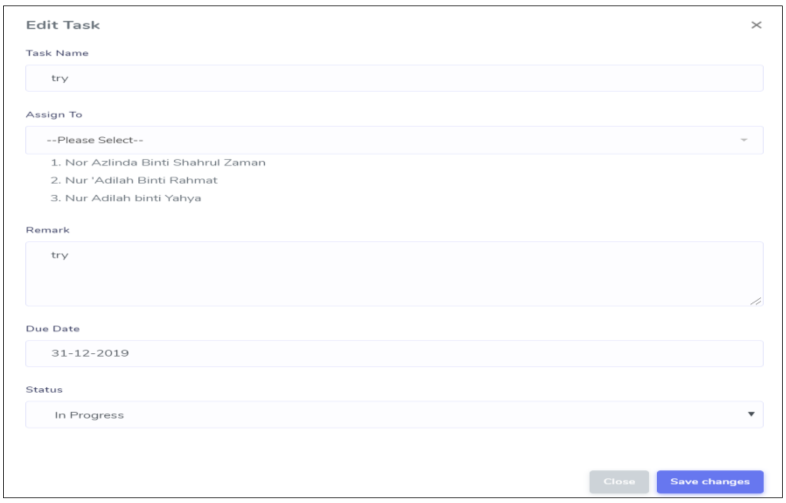


4.1.1.2 Edit Job Task

Only HOD/Supervisor and assigned person can edit the job task.

- Click **edit** button
- **Edit Task** page will be display as follows.
- **Update** the required information.
- Once completed, click **Save changes** button to save the data.

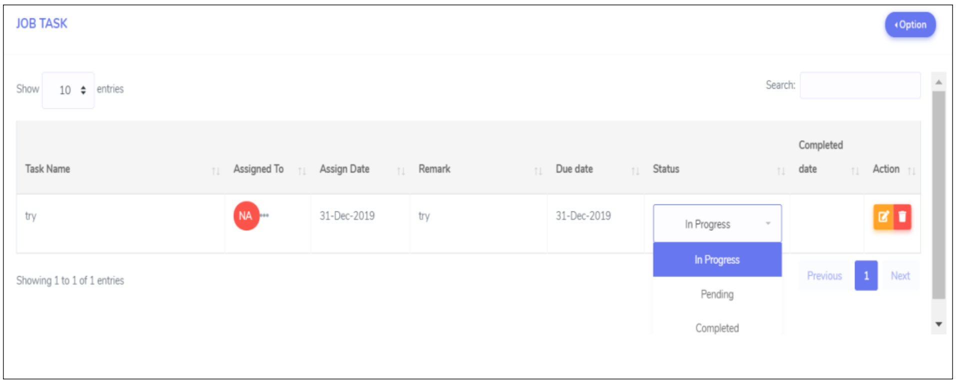


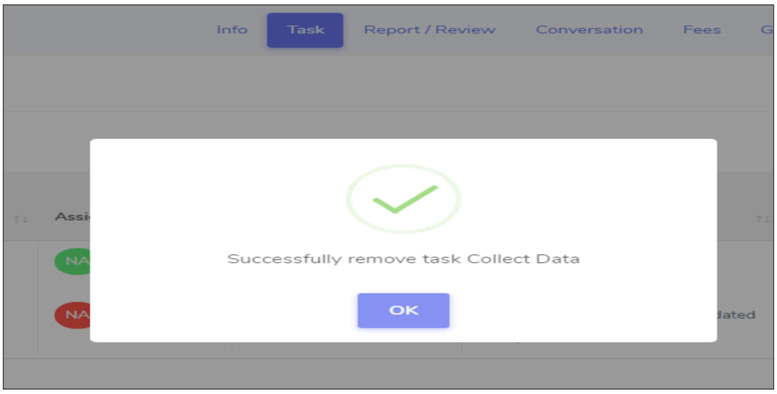


4.1.1.3 Delete Job Task

Only HOD/Supervisor and assigned person can edit the job task.

- Click **delete** button.
- The row of that task will be deleted.
- Click **OK** button.



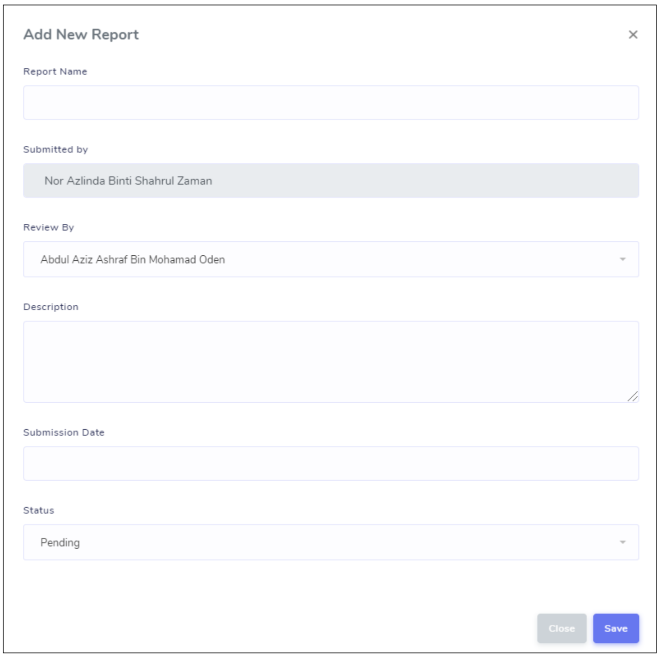


4.1.2 Report/Review

4.1.1.1 Add New Report/Review

HOD can add new draft of report/review to be reviewed by their staff.

- Click **Report/Review** from the tab menu.
- Click **Option** button, click **+Add New**.
- Insert **Report Name**.
- Select **Review by** from drop-down menu list.
- Insert **Description**.
- Insert **Remark**.
- Select **Submission Date**.
- Select **Status** from the drop-down menu.
- Click **Save** button to save the data.

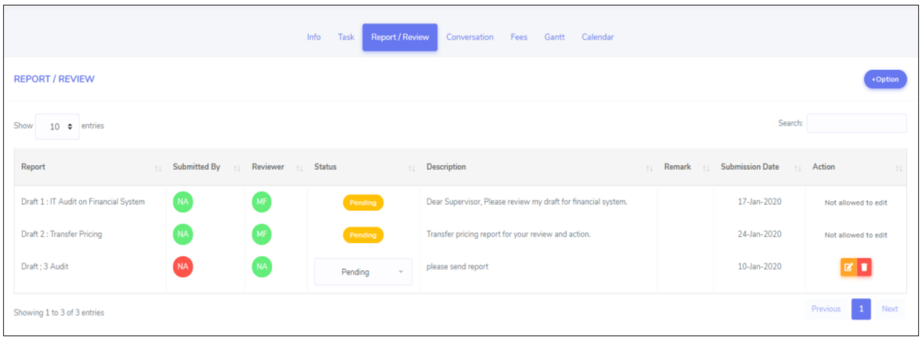


4.1.1.2 View, Edit and Delete Report

4.1.1.2.1 How to View List of Draft/Reporting

HOD/Supervisor can view their staff draft of report from the list as shown below.

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

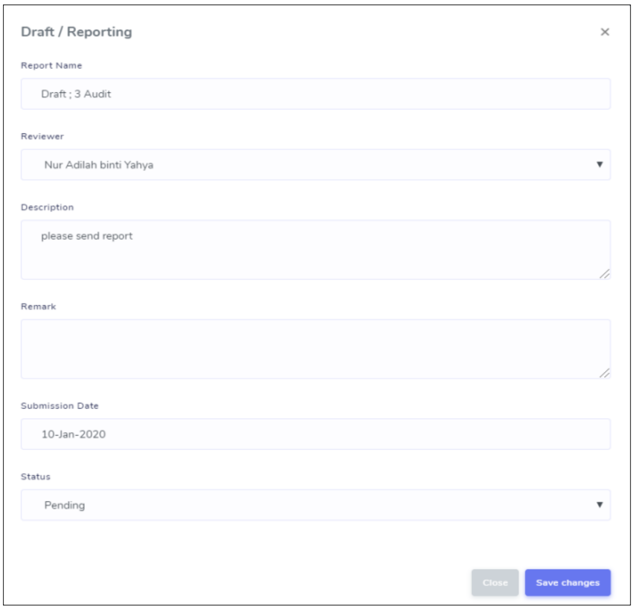


4.1.1.2.2 How to Edit List of Draft/Reporting

HOD/Supervisor is allowed to edit report added by staffs. You can simply drag the description and remarks field. HOD/Supervisor also is allowed to change the report /review status.

- Click **Report/Review** from the tab menu
- Select **report** from the list
- Click **edit** button that located in the same row of report name.
- Once click, you will be directed to **Draft/Reporting** page.
- Update the required information.

- Once completed, click **Save changes** button to saved.

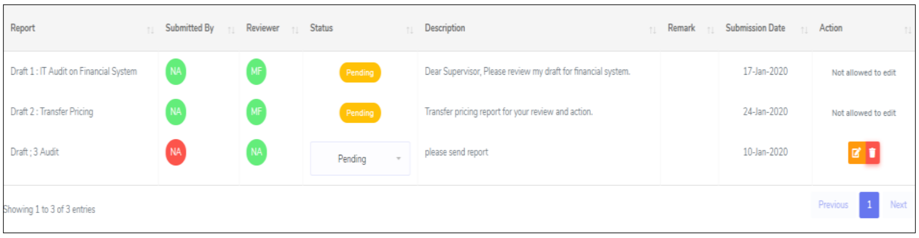


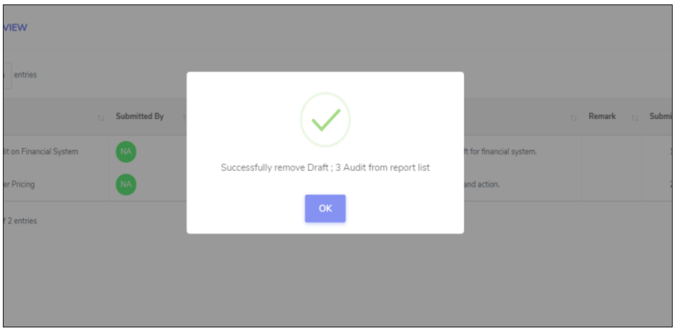
4.1.1.2.3 How to Delete Report

HOD/Supervisor is allowed to delete any report that no longer needed for review.

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

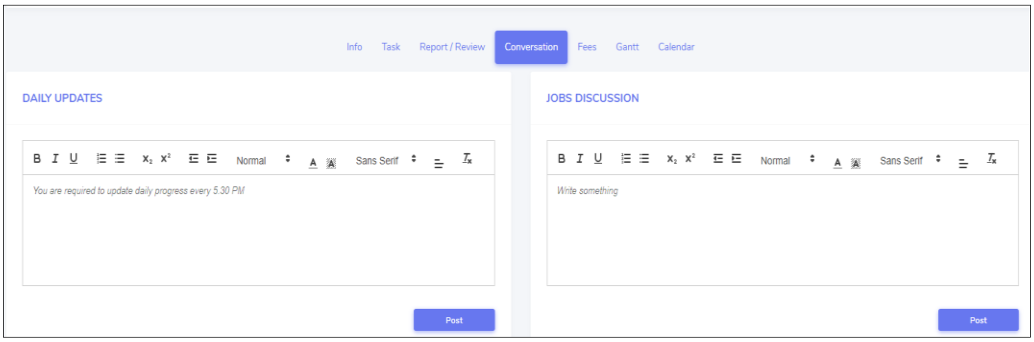
- Click **Report/Review** from the tab menu.
- Select **report** from the list.
- Click **delete** button that located in the same row of report name.
- Once click, prompt message box will appear.
- Click **OK** button.





4.1.3 Conversation

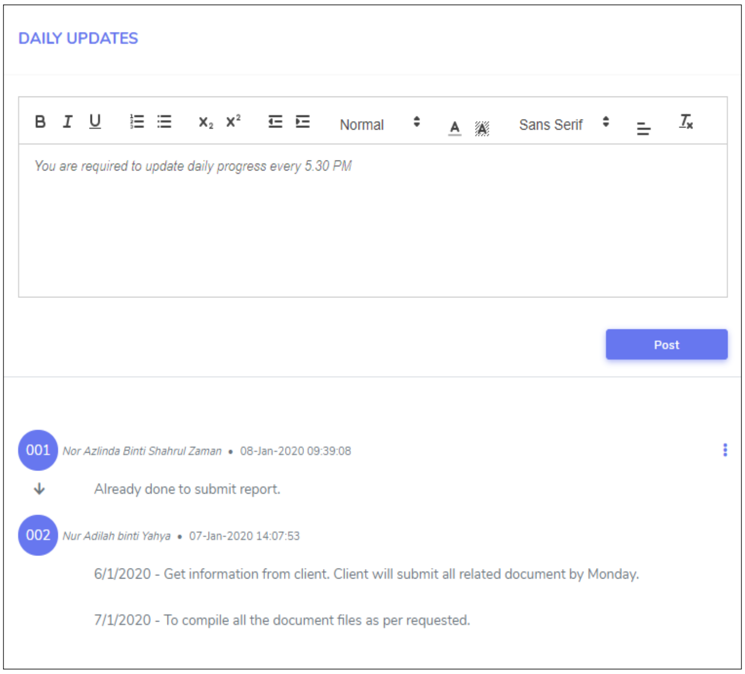
In this part there is two part of conversation which is Daily Updates and Job Discussion.

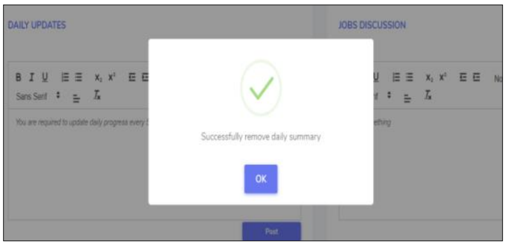


4.1.3.1 Daily Updates

Each staffs included HOD/Supervisor are required to update their daily progress every day before 5.30 pm. Daily updates will be monitored by their HODs/Supervisor and teammate.

- 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

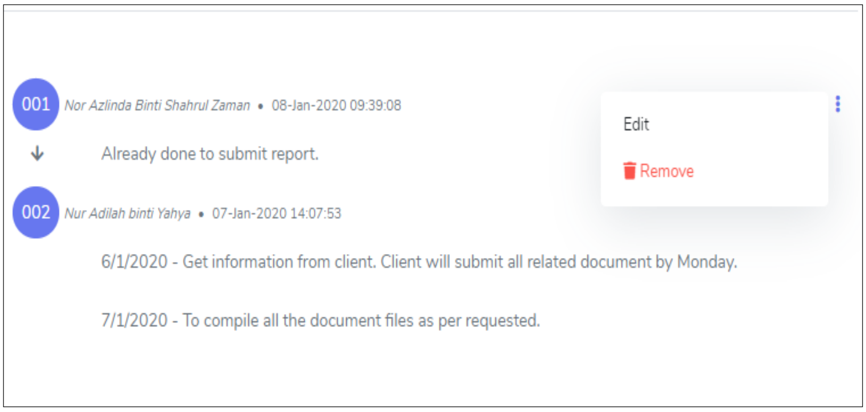


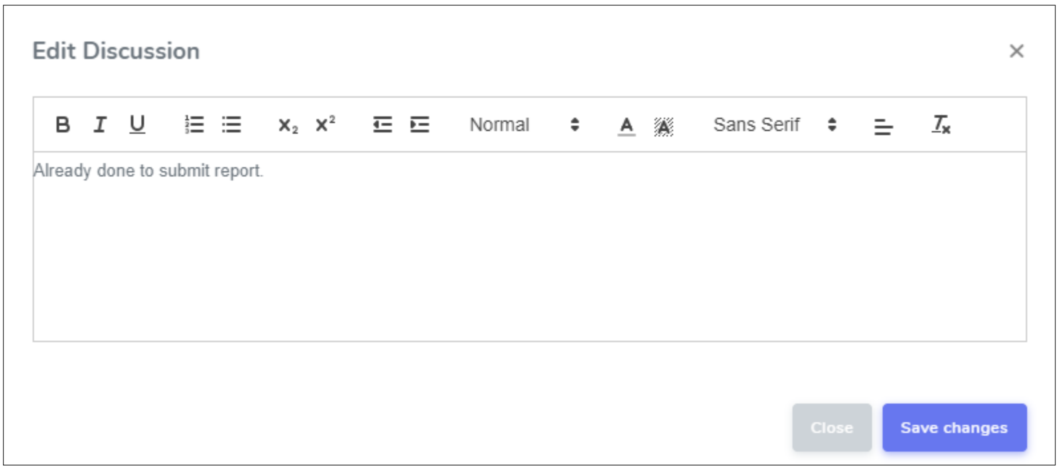


4.1.3.1.1 How to Edit Daily Updates

HOD is allowed to edit their daily updates.

- Click **Conversation** from tab menu
- Click button **on top right corner** of the page
- Click **Edit** and you will be directed to Edit Discussion page
- Re-edit required information and click **Save changes** button.

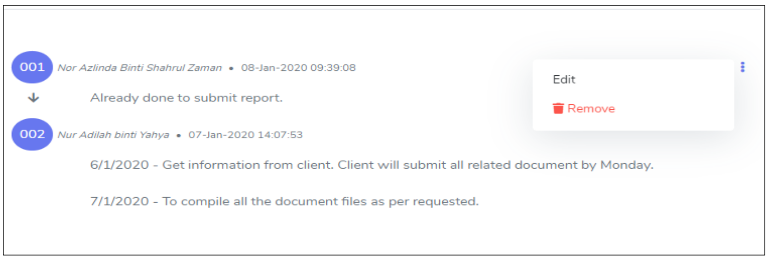




4.1.3.1.2 How to Remove Daily Updates

Staff is allowed to remove or delete their daily updates.

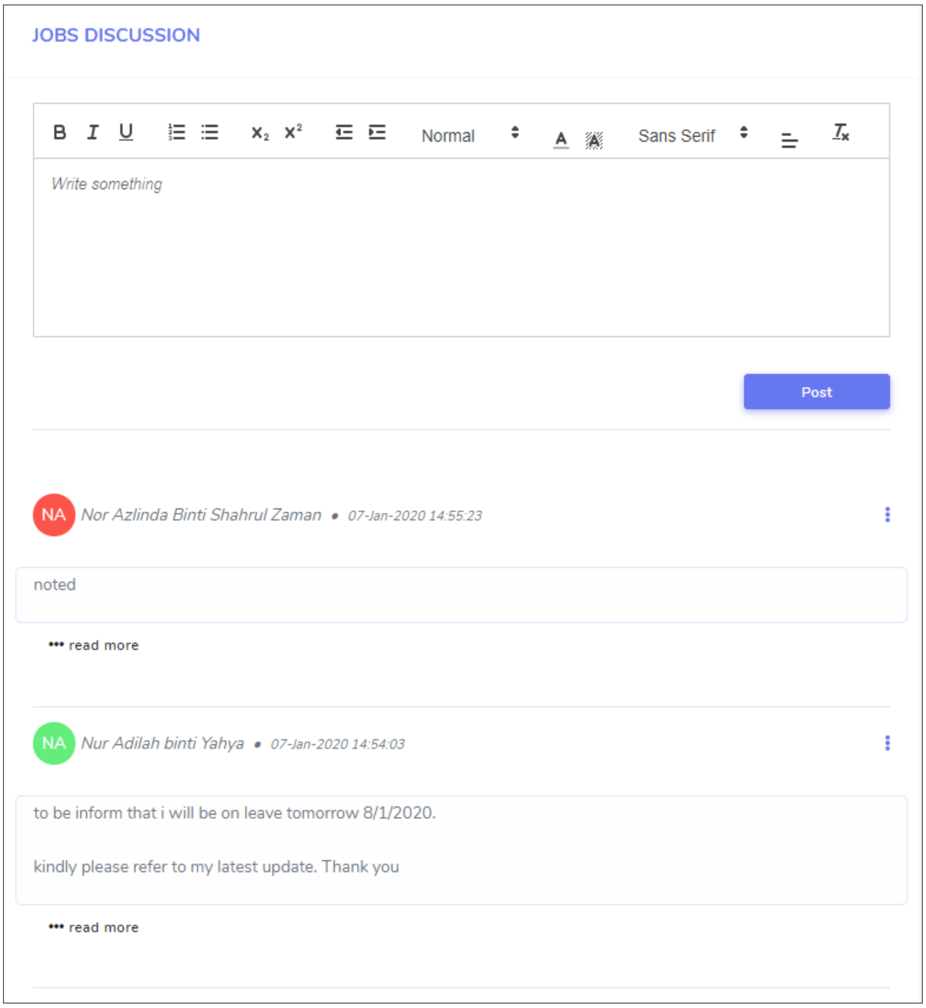
- Click **Conversation** from tab menu
- Click button **on top right corner** of the page
- Click **Remove** and prompt message box will appear.
- Click **OK**



4.1.3.2 Job Discussion

Each staffs including HOD/Supervisor can use jobs discussion as a "chat forum" to update, to personal in charge of the project ask or informs HODs, Supervisor and among teammates.

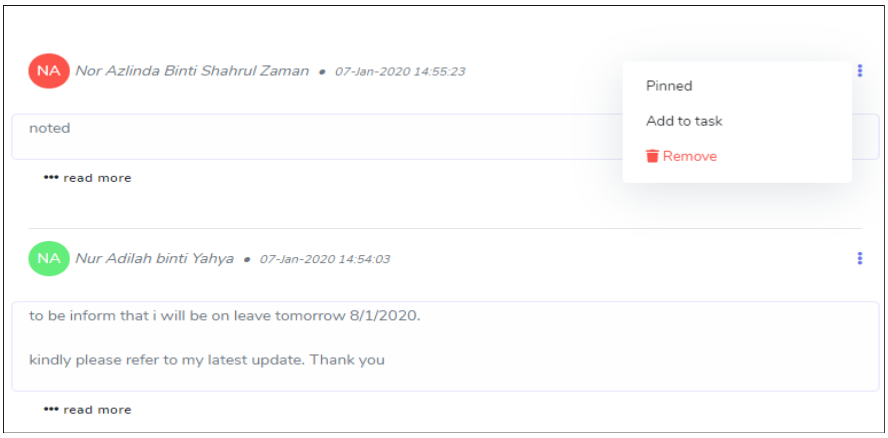
- Click **Conversation** from tab menu
- Insert your **details** in job discussion box
- Click **Post** button to insert job discussion
- Your job discussion message will be shown as below

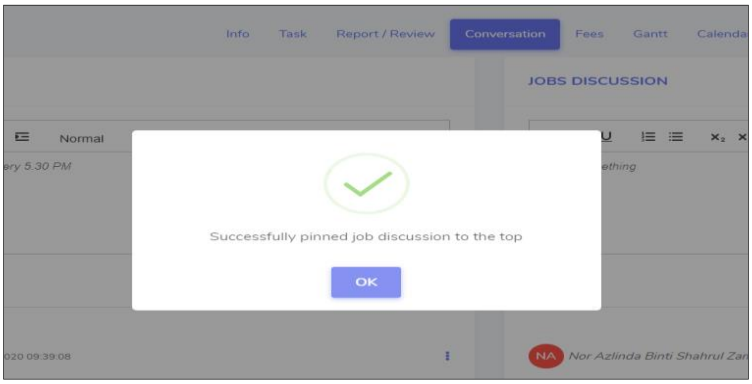


4.1.3.2.1 How to Pinned the Conversation

HOD can pinned any and move the selected conversation to be on top of message.

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

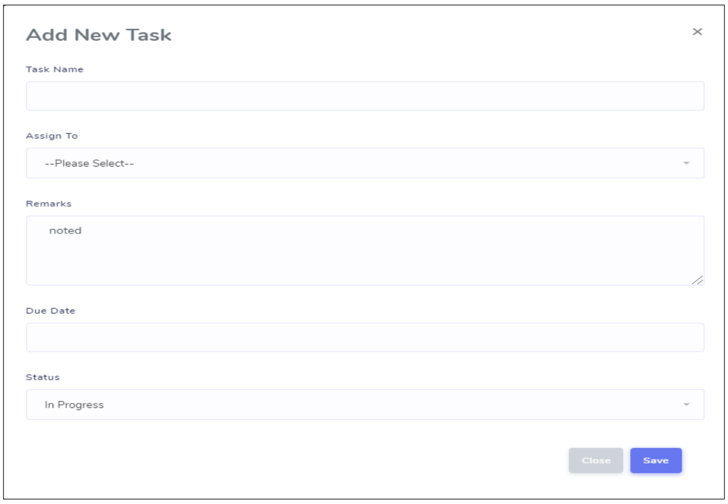




4.1.3.2.2 How to Add to Task at Conversation

While in conversation, if HOD gets any task, HOD just simply needs to click Add to Task.

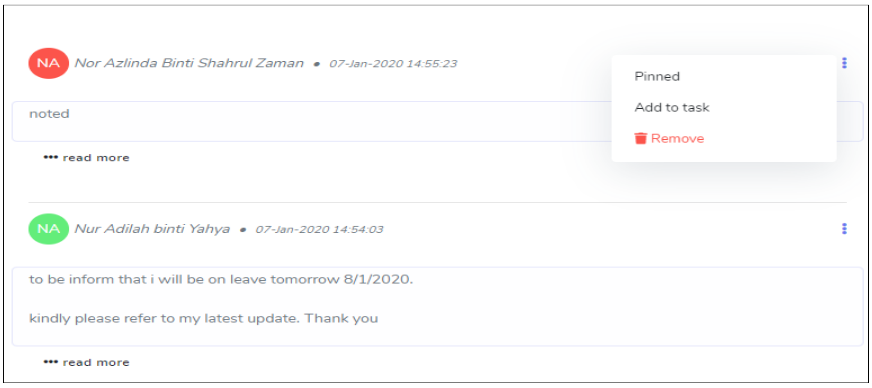
- Click button **on top right corner** of the page.
- Click **Add to Task**.
- Once click, you will be directed to **Add New task** page.
- Insert **Task Name**.
- Select **assign to** from the drop-down menu.
- Click **Remarks**.
- Click **Due Date**.
- Select **Status** – In Progress, Pending, Completed.
- Click **Save** button to saved data.
- The new task will be **display at task page**.

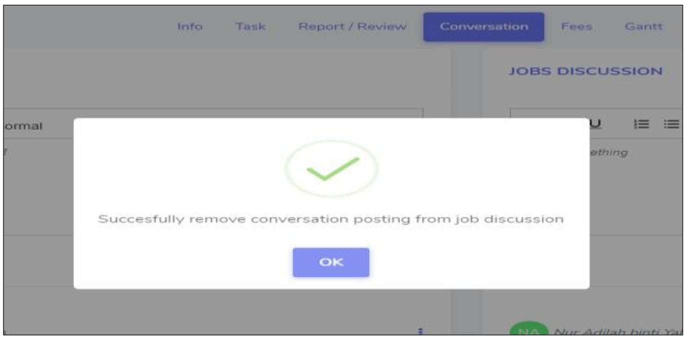


4.1.3.2.2 How to Remove Conversation

HOD is allowed to delete their own conversation text only.

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

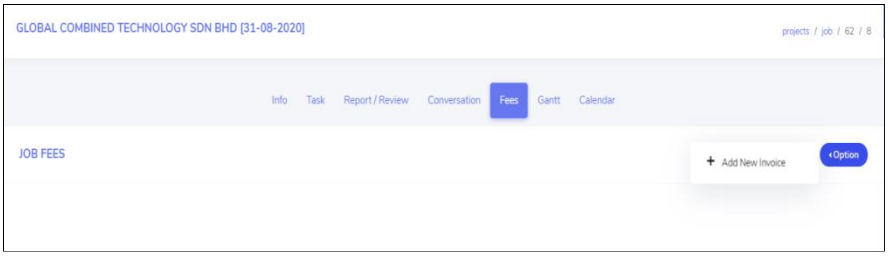


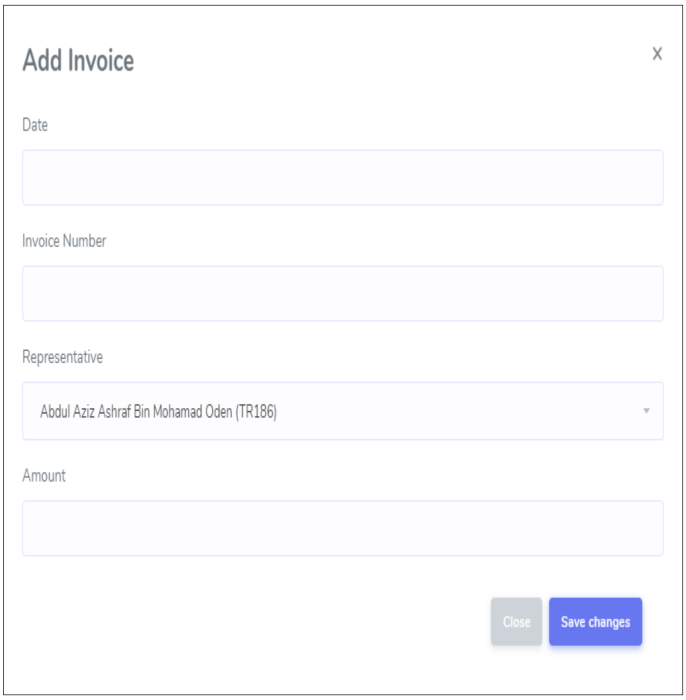


4.1.4 JOB FEES

HOD/Supervisor is allowed to insert the details of invoice.

- Click **Fees** from the tab menu.
- Click **Option** and click **+ Add New Invoice**.
- You will be directed to **Add Invoice** page.
- Insert **Date**, **Invoice Number**, **Representative Name** and **Amount**.
- Click **Save changes**.





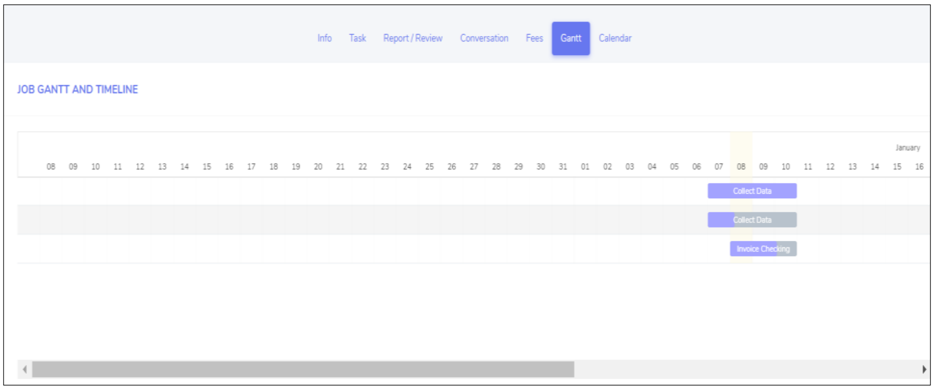
4.1.4.1 View List of Job Fees

All invoices will be listed as below.

4.1.4 JOB GANTT AND TIMELINE

HOD/Supervisor is allowed to monitor their overall job task timeline from job Gantt chart timeline.

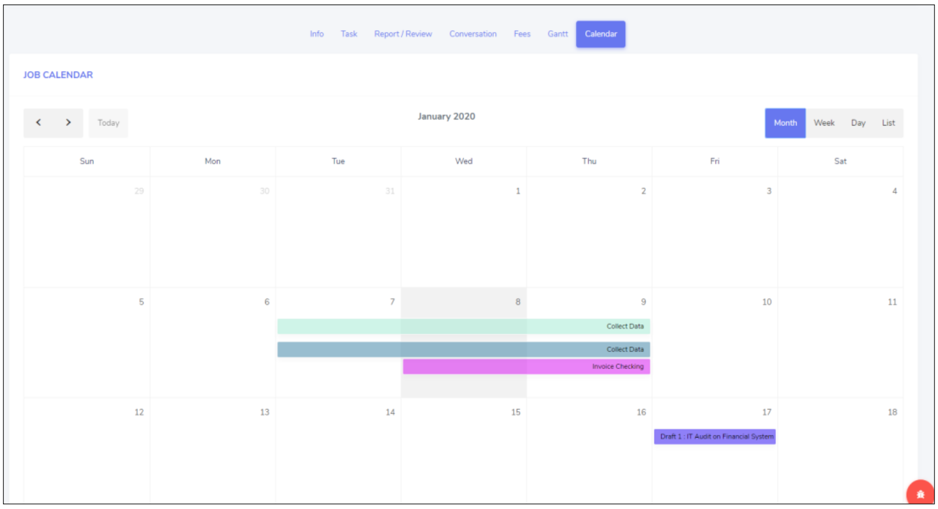
- Click **Gantt** from the tab menu.
- Your job Gantt chart and timeline will be shown as below :-



4.1.5 CALENDAR

HOD/ Supervisor is allowed to monitor their job task timeline in Calendar Viewer. It can be view as month, week, day and list.

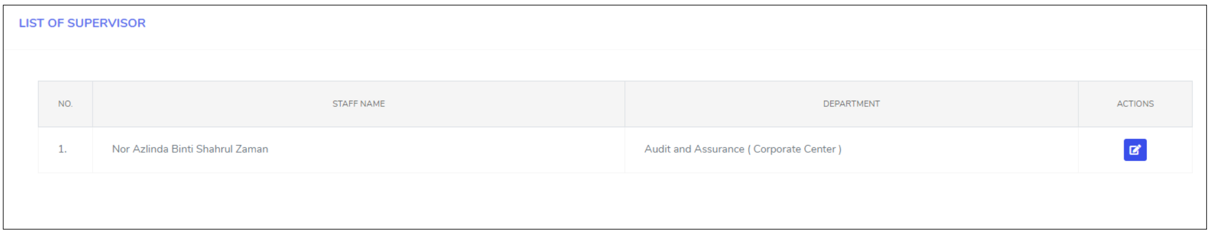
- Click **Calendar** from the tab menu.
- Your job calendar will be shown as below :-



5.0 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 are **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 role, user needs to re-login to the system.

5.1 How to Setup Role

- Once click User Role, **Setting** page will be display.
- Click the **Edit** Button from the setting page.
- **Edit Role** page will be pop-up.
- Select **Role** from the drop-down menu
- Click the **Save** to save the data.

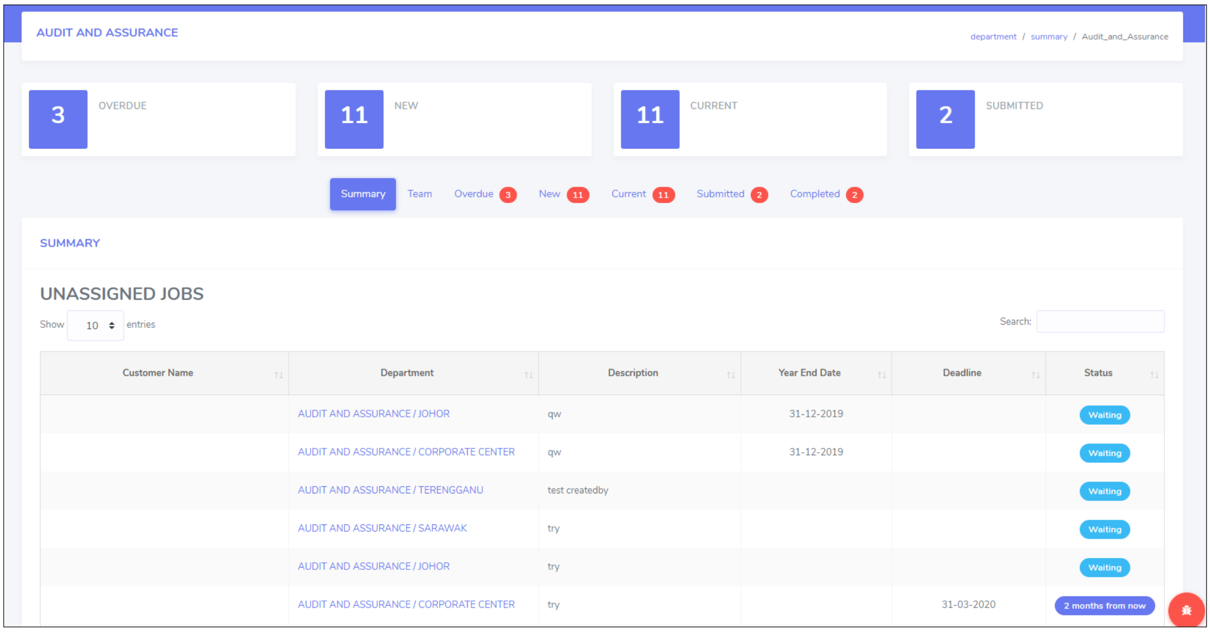
6.0 Job Summary

6.1 How to View Job Summary

HOD can view all jobs created and status by their own departments.
Once click job summary, you will be directed to the Dashboard page.
HOD/Supervisor enable to view own department:

- Summary : list of jobs that HOD is not assigned personal in charge.
- Team : team list in their own department.
- Overdue Job : jobs that have been acknowledge but already exceed dateline.
- 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.

Click the **Job Summary** from sidebar of the page. The page will be shown as below:-



- Click **link of departmen**t and it will direct to selected job.
- You will be directed to Job Information page.

7.0 Feature Request

Feature Request is for all of MGS users give an opinion to upgrade or improve the MGS system.

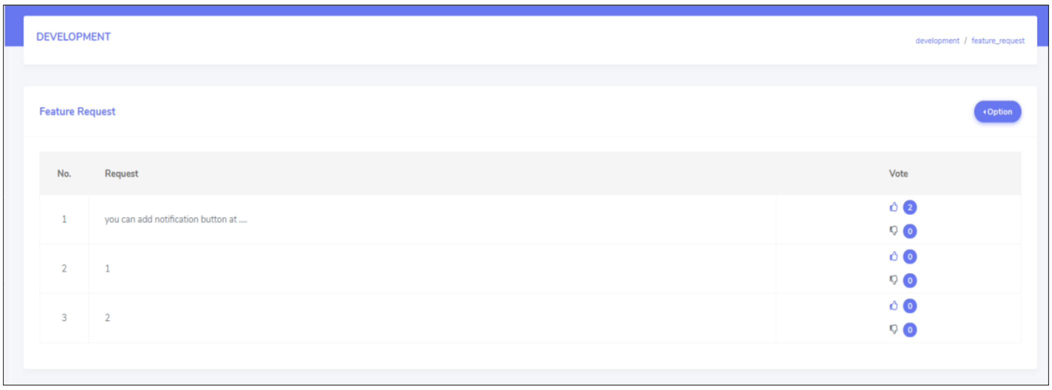
7.1 How to Add New Feature Request

Once user able to login into MGS system, they can request about system at Feature Request page.

- Click **Option** button, click **+Add New**.
- You will be directed to **Add New Feature Request** page.
- Insert **Feature Request**.
- Click **Save** button to saved data.

7.1 View and Vote Feature Request

- Click **Feature Request** from sidebar menu.
- You will be directed to **Feature Request** page.
- To vote, click **like or dislike** icon at column Vote (everyone are allowed only once to vote).



8.0 Bugs / Error Report

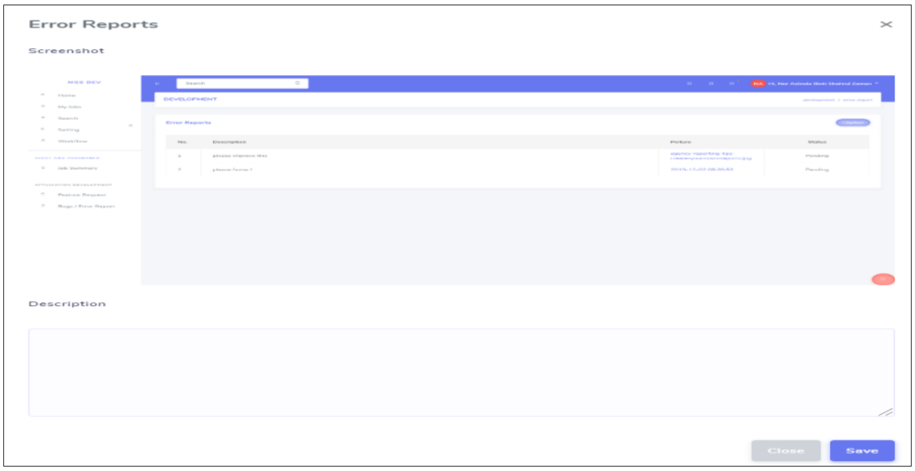
8.1 How to Add New Error Report

Once MGS user able to login, they can do any bugs / error report is MGS system.

- Click **Option** button, click **+Add New**.
- You will be directed to **Add New Error Report** page.
- Insert **Description**.
- **Upload** Picture (optional).
- Click **Save** button to saved data.

8.1.2 How to Add New Error Report by Screenshot

- Click **Bugs** button at bottom left of every page in MGS.
- Once you click the bugs' button, it automatically will be display the screenshot screen in Error Reports page.
- Insert **Description**.
- Click **Save** button.
- The error report will be display in **Bugs / Error Report** page.



8.2 How to view Error Report

- Click **Bugs / Error Report** from sidebar menu.
- You will be directed to **Error Report** page.

Note: You are disabled to download / view the picture that you have already uploaded.