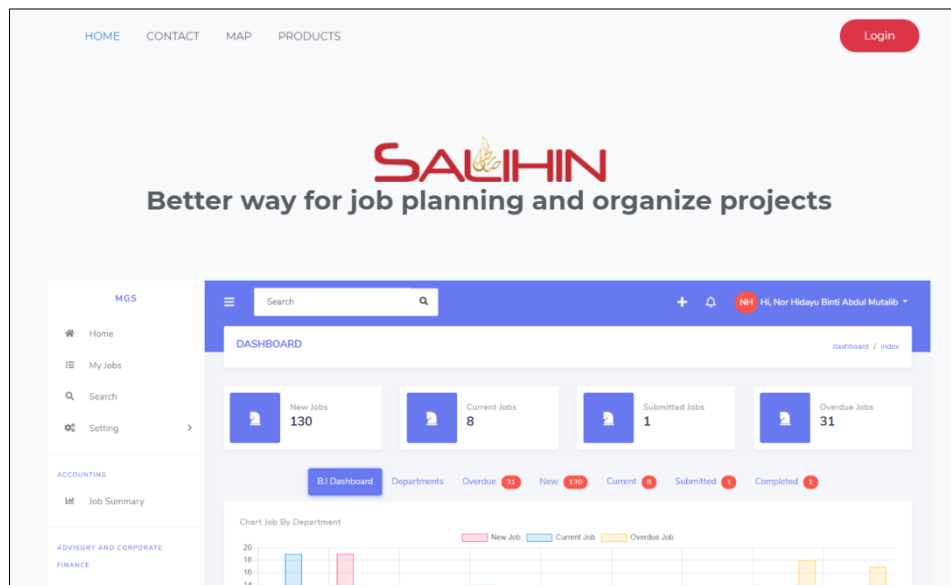


	SALIHIN IT CURATION SDN BHD	Document No: SITC-MGSV2-01
USER GUIDE MANAGEMENT INFORMATION SYSTEM MGS VER 2.0 MODULE: HOD/SUPERVISOR/MANAGER		
<u>Prepared by:</u> IT AND DIGITAL DEPARTMENT @ 2019	<u>Revision No:</u> Version 1.0	<u>Effective Date:</u> 28 NOV 2019

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.



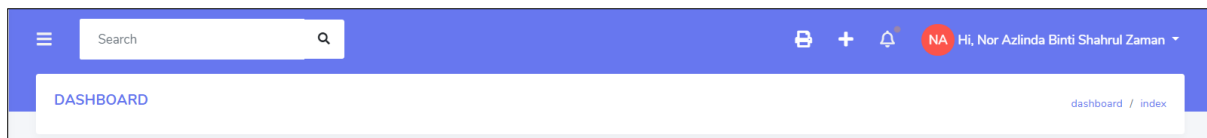
The login form is centered on a light gray background. It features the SPS | ERP logo, which consists of a red stylized flame-like icon above the text "SPS | ERP". Below the logo are two input fields: "Email *" and "Password *". At the bottom of the form is a blue "Login" button.

2.0 How to View Department

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

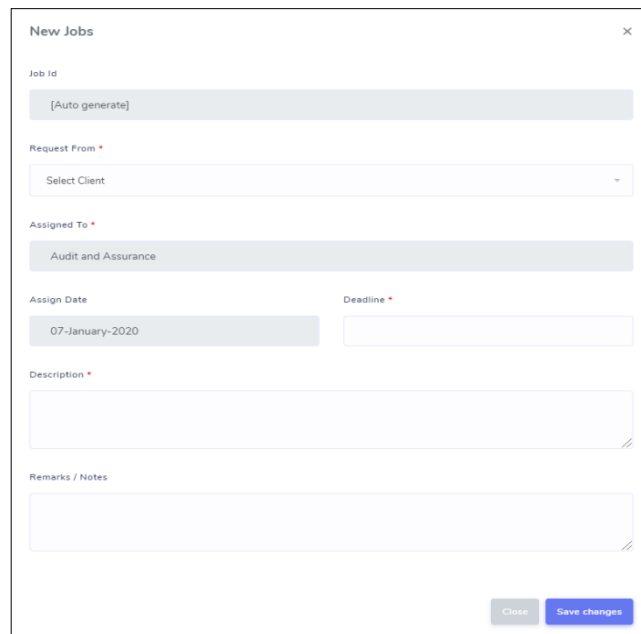
- B.I Dashboard : chart that display amount of jobs for each department.
- Departments : list of every department at corporate center and branches.
- Overdue Job : jobs that have been acknowledge but already exceed dateline.
- New Job : jobs that is newly created and not yet being acknowledge.
- Current 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)



The screenshot shows a 'New Jobs' form with the following fields:

- Job Id**: A text field with the placeholder '[Auto generate]'.
- Request From ***: A dropdown menu with the placeholder 'Select Client'.
- Assigned To ***: A text field with the value 'Audit and Assurance'.
- Assign Date**: A text field with the value '07-January-2020'.
- Deadline ***: An empty text field.
- Description ***: A large text area for job description.
- Remarks / Notes**: A large text area for additional notes.
- Buttons**: 'Close' and 'Save changes' buttons at the bottom right.

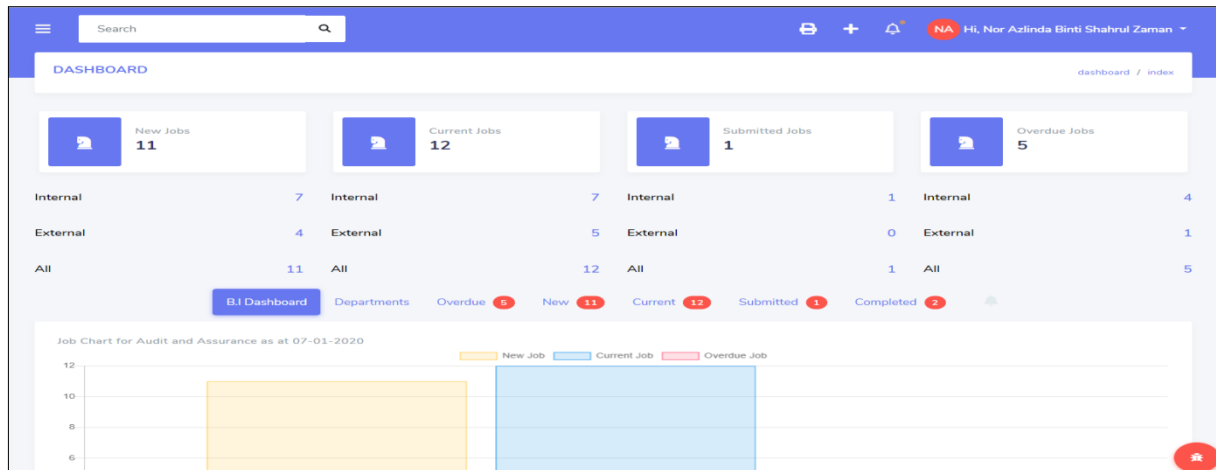
- Select **Request From** from the drop-down menu (**compulsory**). The **Request From** are based on which department who assigned the job to your department.
- Insert **Deadline (compulsory)**.
- Insert **Description (compulsory)**.
- Insert **Remarks / Notes**.
- Once completed, click **Save changes**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

NEW JOBS

Customers: Filter

Show: entries Search:

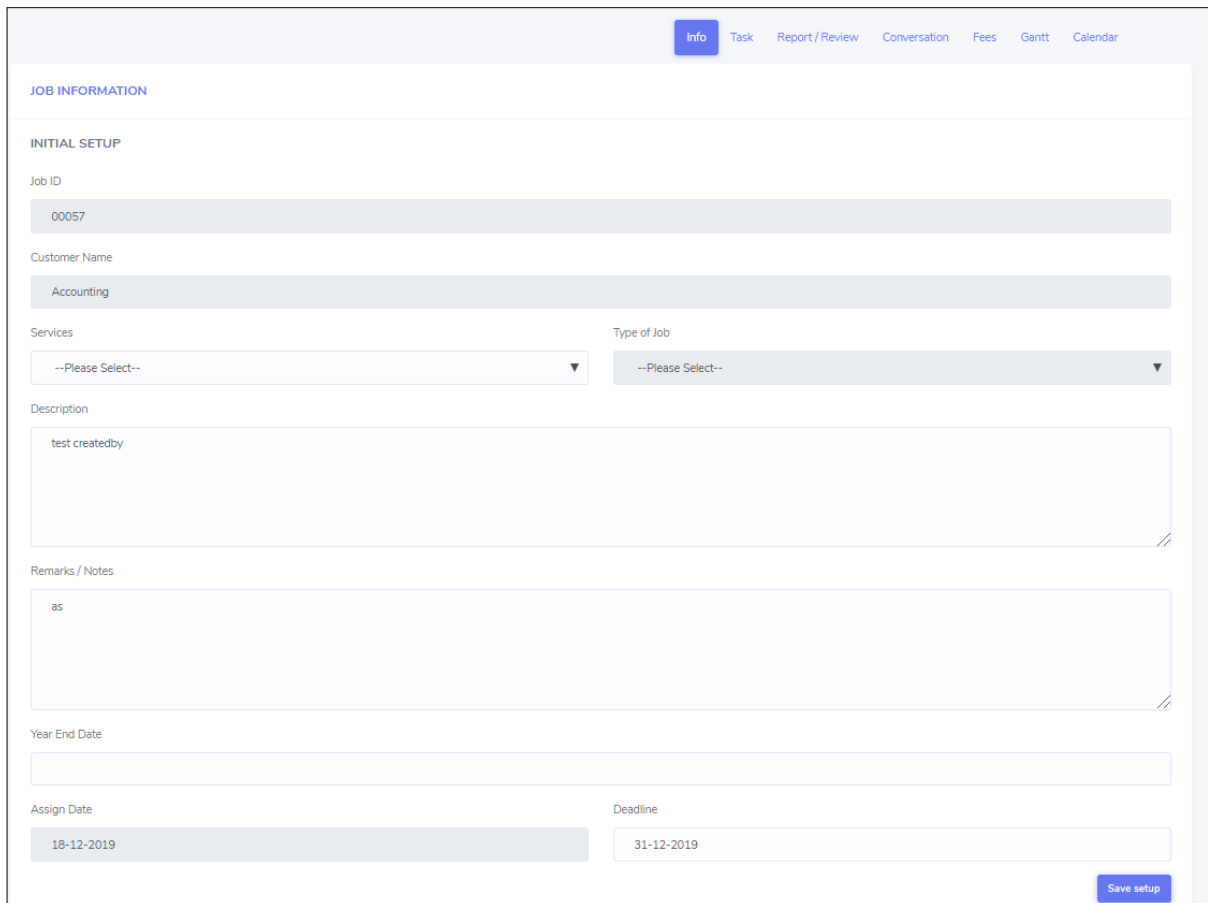
Customer Name	Department	Description	Year End Date	Deadline	Status
	AUDIT AND ASSURANCE / JOHOR	qw	31-12-2019		Waiting
	AUDIT AND ASSURANCE / CORPORATE CENTER	qw	31-12-2019		Waiting
	AUDIT AND ASSURANCE / TERENGGANU	test createdby			Waiting
ACCOUNTING	AUDIT AND ASSURANCE / CORPORATE CENTER	test createdby		31-12-2019	1 week ago

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.



The screenshot displays the 'JOB INFORMATION' section of the SALIHIN MGS V2.0 application. The interface includes a top navigation bar with tabs: 'Info' (active), 'Task', 'Report / Review', 'Conversation', 'Fees', 'Gantt', and 'Calendar'. Below the navigation bar, the 'JOB INFORMATION' section is titled 'INITIAL SETUP'. The form contains several input fields and dropdown menus: 'Job ID' (00057), 'Customer Name' (Accounting), 'Services' (dropdown menu with '--Please Select--'), 'Type of Job' (dropdown menu with '--Please Select--'), 'Description' (text area with 'test createdby'), 'Remarks / Notes' (text area with 'as'), 'Year End Date' (empty field), 'Assign Date' (18-12-2019), and 'Deadline' (31-12-2019). A 'Save setup' button is located at the bottom right of the form.

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.

WORKING DETAILS

Person In Charge

--Please Select--

File Number

Compliance Type Calendar

☐ AGM Date
☐ Circulation Date

Compliance Date

Tax Submission Date

Save working details

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.

TEAM SETUP

Please tick ✓ to select the team leader

1. Abdul Aziz Ashraf Bin Mohamad Oden(TR186)	☒
2. Ahmad Faris Bin Borhan(SA188)	☐
3. Ahmad Syahazan bin Yaacob(SA201)	☐
4. Nor Azlinda Binti Shahrul Zaman(SA007)	☐
5. Nur 'Adilah Binti Rahmat(SA216)	☐
6. Nur Adilah binti Yahya(SA220)	☐

Save team setup

3.0.4 Job Acknowledgment

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

JOBS NOT ACKNOWLEDGE

JOB FLOW

Partner-Office - Waiting

JOB ACKNOWLEDGEMENT

You are required to setup Services, Type of Job, Year End Date and Person In Charge.

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

3 DAYS FROM NOW

JOB FLOW

01 Partner Office New

JOB SUBMISSION / COMPLETION

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.

Pending Reason X

Reason

- 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.

JOB RESUME

Reason Pending :

try

Save

Resume

JOB SUBMISSION / COMPLETION

Pending

Submit

3.0.4.1.1.2 Job Completed

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

JOB FLOW

1 MONTH FROM NOW

01 Audit and Assurance Submitted

JOB SUBMISSION / COMPLETION

Completed

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.

New Job 1
In Progress 2
Submitted 1
Overdue 2
Completed 1

NEW JOBS

Show 10 entries
Search:

Customer Name	Description	Remark	Deadline	Status
AUDIT AND ASSURANCE	kita cuba deadline	kita cuba deadline	07-03-2020	1 month from now

Showing 1 to 1 of 1 entries

Previous
1
Next

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 **Jobs Information** and tab info.

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

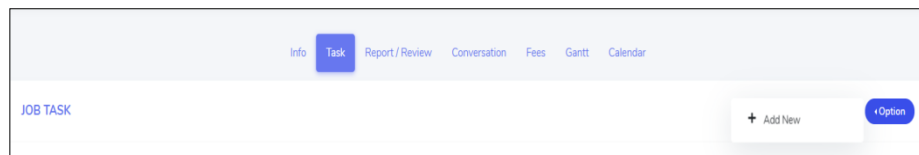
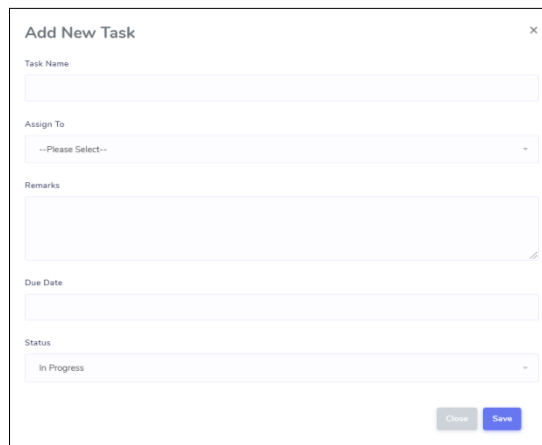
- Info
- Task
- Report/Review
- Conversation
- Fees
- Gantt.
- Calendar

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.

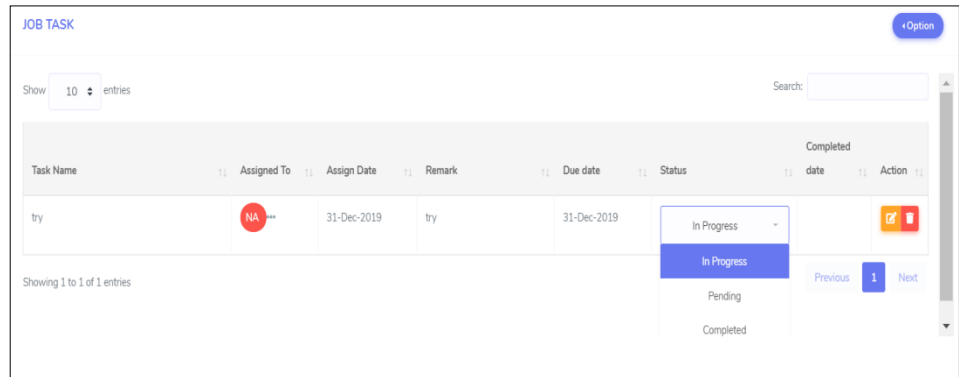
- Click **Task** from menu.
- Click **Option** button, click **+Add New**.
- Insert **Task Name**.
- Insert **Remarks**.
- Insert **Due Date**.
- Insert **Status** – In Progress, Pending, Completed.
- Click **Save** button to save data.

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

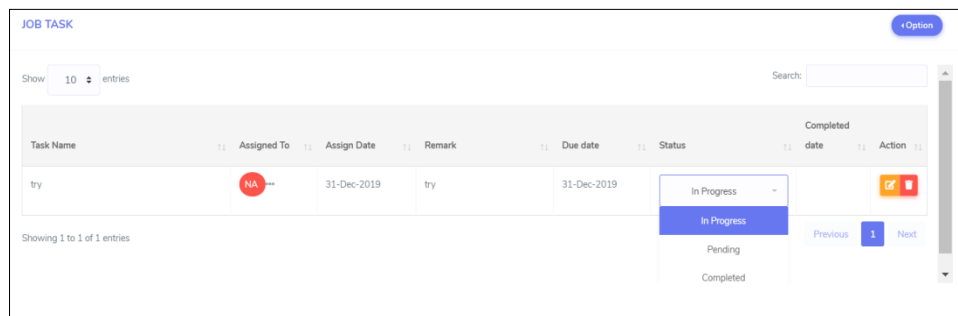
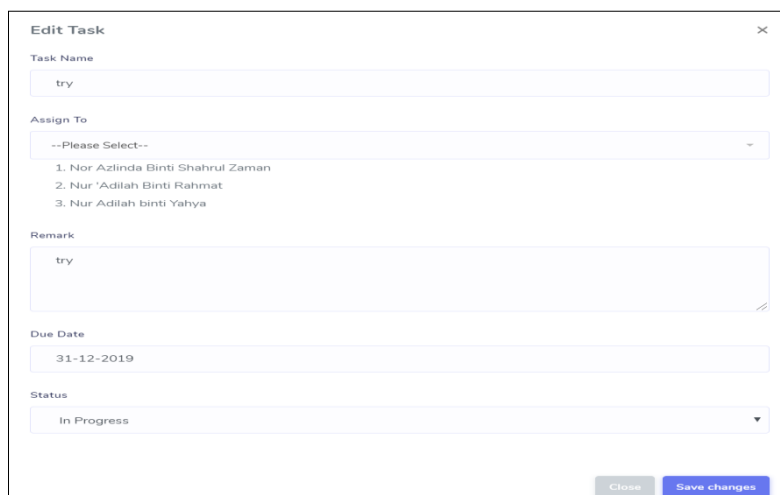
- In Progress
- Pending
- Completed



4.1.1.2 Edit Job Task

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

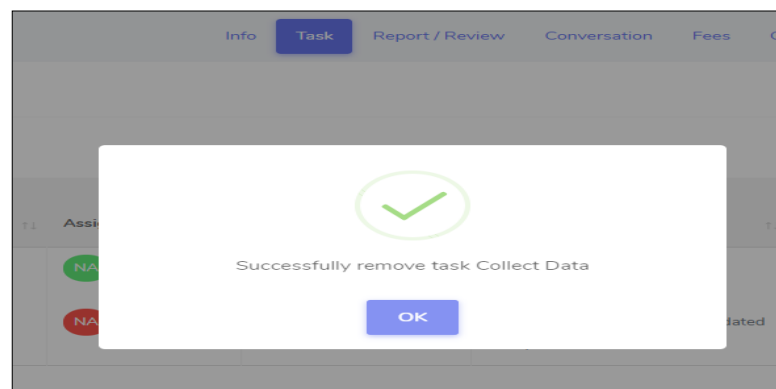
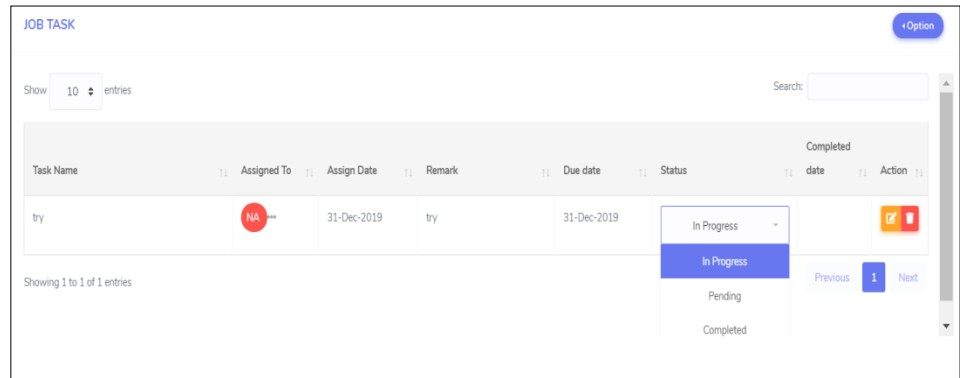
- Click **edit** button
- **Edit Task** page will be display as follows.
- **Update** the required information.
- Once completed, click **Save changes** button to save the data.

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.

Add New Report ✕

Report Name

Submitted by
Nor Azlinda Binti Shahrul Zaman

Review By

Description

Submission Date

Status

Close Save

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

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	MR	Pending	Dear Supervisor, Please review my draft for financial system.		17-Jan-2020	Not allowed to edit
Draft 2 : Transfer Pricing	NA	MR	Pending	Transfer pricing report for your review and action.		24-Jan-2020	Not allowed to edit
Draft :3 Audit	NA	NA	Pending	please send report		10-Jan-2020	

Showing 1 to 3 of 3 entries

Previous

1

Next

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.

Draft / Reporting ✕

Report Name

Reviewer

Description

Remark

Submission Date

Status

4.1.1.2.3 How to Delete Report

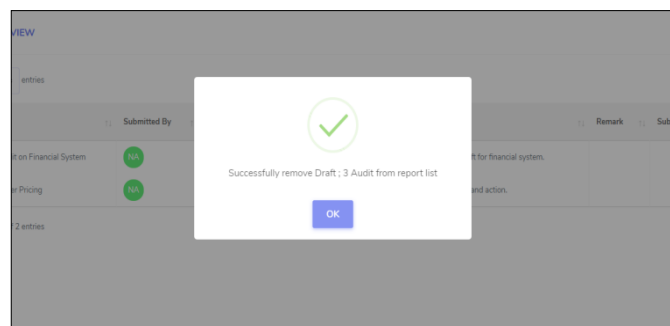
HOD/Supervisor is allowed to delete any report that no longer needed for review.

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.

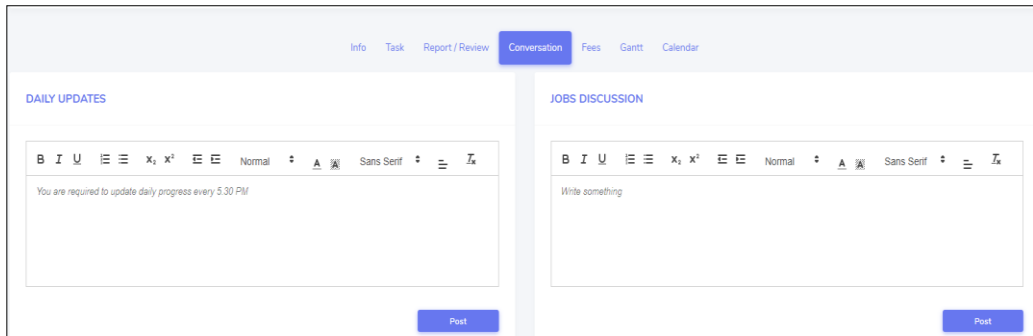
Report	Submitted By	Reviewer	Status	Description	Remark	Submission Date	Action
Draft 1 : IT Audit on Financial System	NA	MF	Pending	Dear Supervisor, Please review my draft for financial system.		17-Jan-2020	Not allowed to edit
Draft 2 : Transfer Pricing	NA	MF	Pending	Transfer pricing report for your review and action.		24-Jan-2020	Not allowed to edit
Draft : 3 Audit	NA	NA	Pending	please send report		10-Jan-2020	

Showing 1 to 3 of 3 entries



4.1.3 Conversation

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

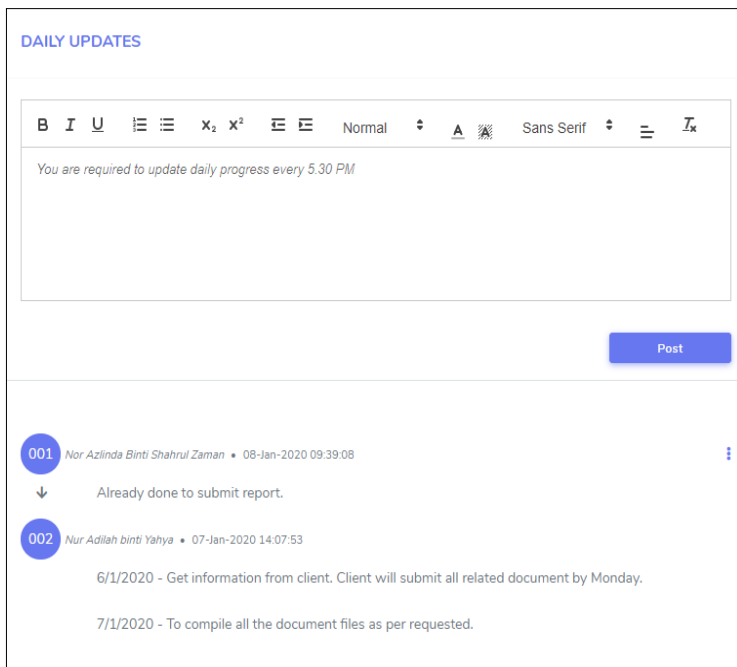


The screenshot shows the 'Conversation' tab selected in the top navigation bar. Below it, there are two main sections: 'DAILY UPDATES' on the left and 'JOBS DISCUSSION' on the right. Each section contains a rich text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Font Family, Font Size, Indent, Outdent) and a 'Post' button at the bottom right. The 'DAILY UPDATES' section has a placeholder text: 'You are required to update daily progress every 5.30 PM!'. The 'JOBS DISCUSSION' section has a placeholder text: 'Write something'.

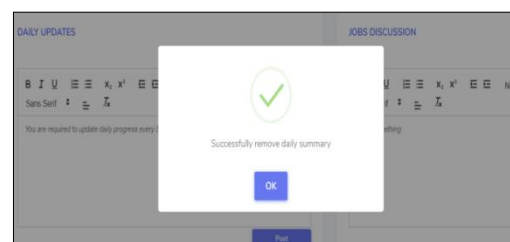
4.1.3.1 Daily Updates

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



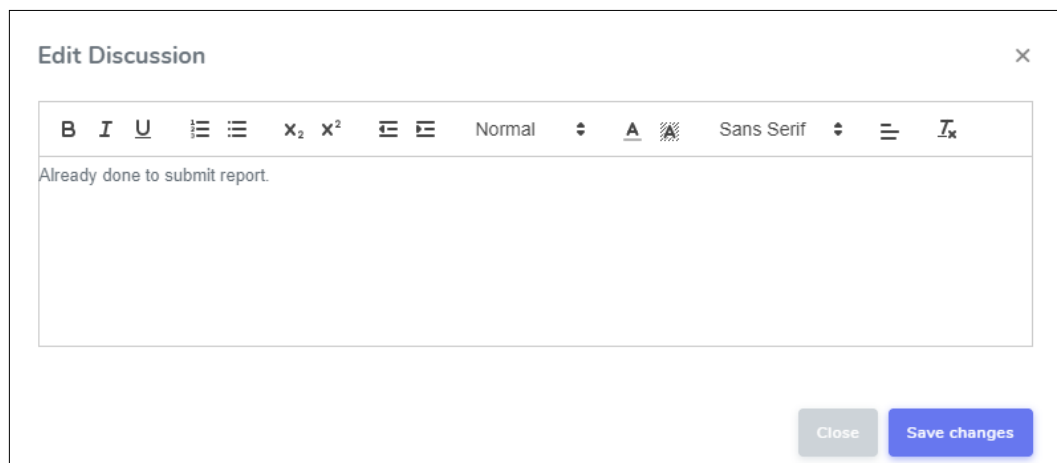
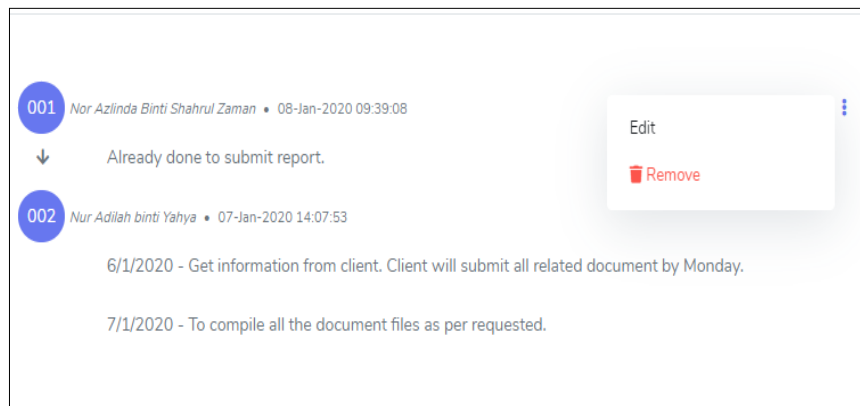
The screenshot shows the 'DAILY UPDATES' section with a rich text editor at the top and a list of posts below. The first post is by '001 Nor Azlinda Binti Shahrul Zaman' on '08-Jan-2020 09:39:08' with the text 'Already done to submit report.' The second post is by '002 Nur Adilah binti Yahya' on '07-Jan-2020 14:07:53' with the text '6/1/2020 - Get information from client. Client will submit all related document by Monday.' and '7/1/2020 - To compile all the document files as per requested.'



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

JOBS DISCUSSION

B I U
☰ ☰
x₂ x²
☰ ☰
Normal
⬇
A
🖼
Sans Serif
⬆
≡
I_x

Write something

Post

NA

Nor Azlinda Binti Shahrul Zaman • 07-Jan-2020 14:55:23

noted

*** read more

⋮

NA

Nur Adilah binti Yahya • 07-Jan-2020 14:54:03

to be inform that i will be on leave tomorrow 8/1/2020.

kindly please refer to my latest update. Thank you

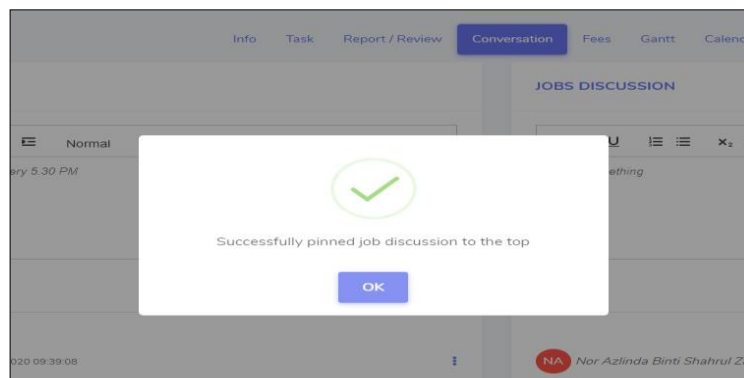
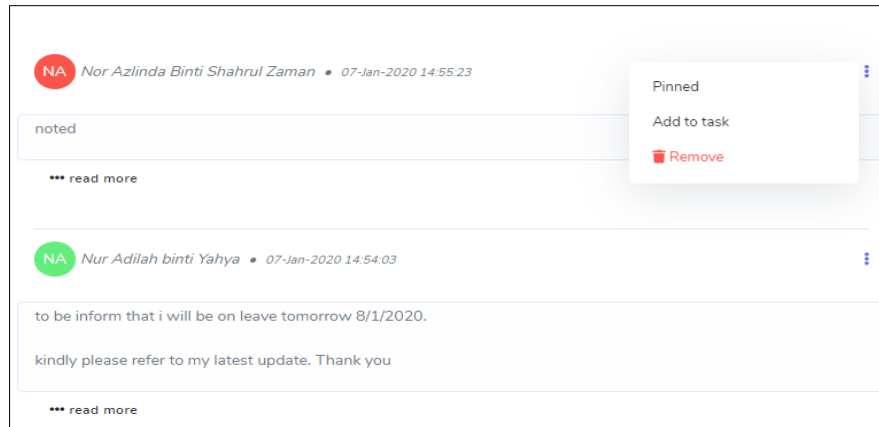
*** read more

⋮

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**.

Add New Task
✕

Task Name

Assign To

..Please Select..
▼

Remarks

noted

Due Date

Status

In Progress
▼

Close
Save

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.

NA

Nor Azlinda Binti Shahrul Zaman • 07-Jan-2020 14:55:23

⋮

noted

*** read more

NA

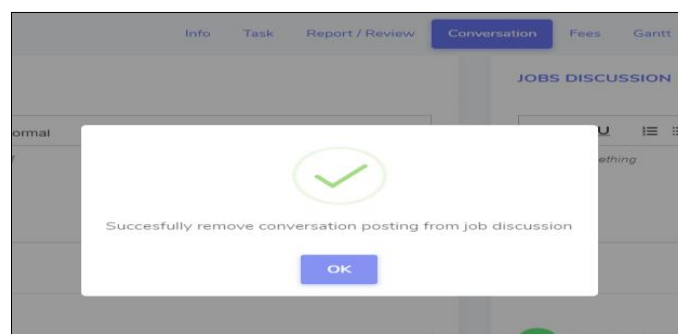
Nur Adilah binti Yahya • 07-Jan-2020 14:54:03

⋮

to be inform that i will be on leave tomorrow 8/1/2020.

kindly please refer to my latest update. Thank you

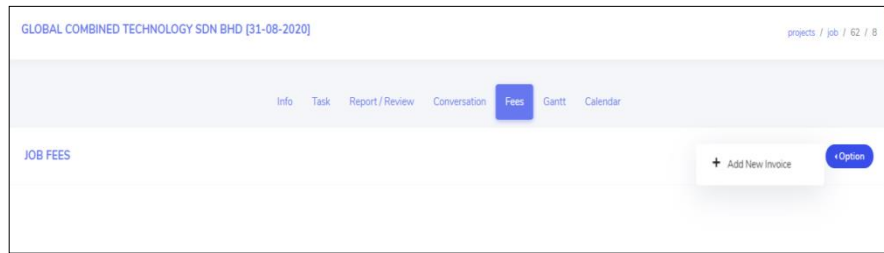
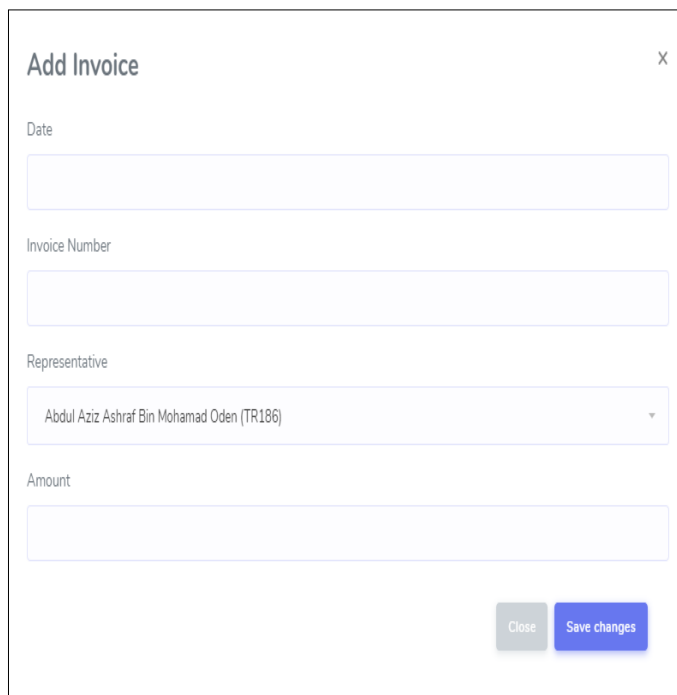
*** read more



4.1.4 JOB FEES

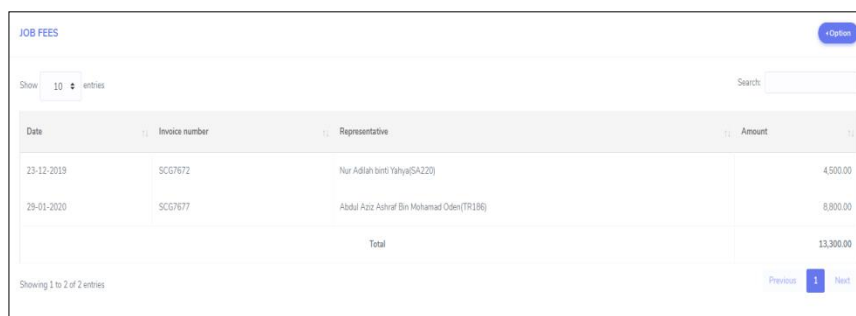
HOD/Supervisor is allowed to insert the details of invoice.

- 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.

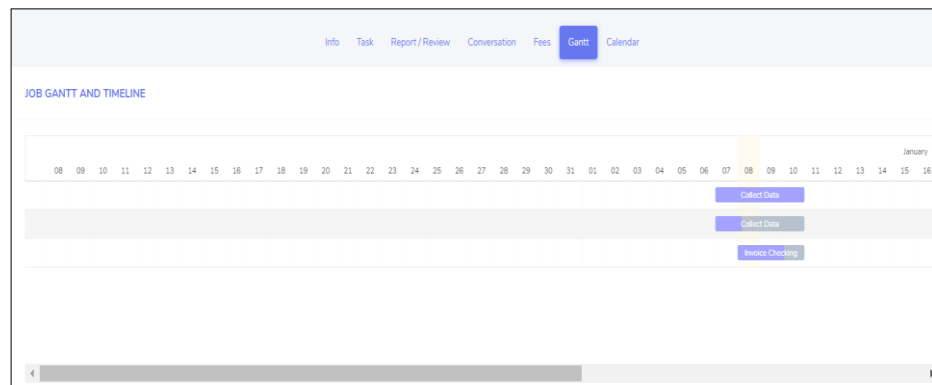


Date	Invoice number	Representative	Amount
23-12-2019	SCG7672	Nur Adiah binti Yahya(SA220)	4,500.00
29-01-2020	SCG7677	Abdul Aziz Ashraf Bin Mohamad Oden(TR186)	8,800.00
Total			13,300.00

4.1.4 JOB GANTT AND TIMELINE

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

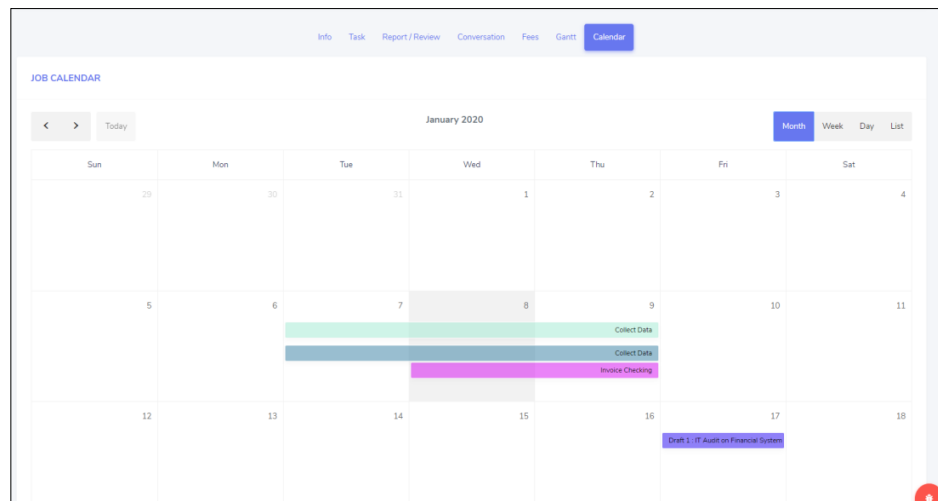
- Click **Gantt** from the tab menu.
- Your job Gantt chart and timeline will be shown as below :-



4.1.5 CALENDAR

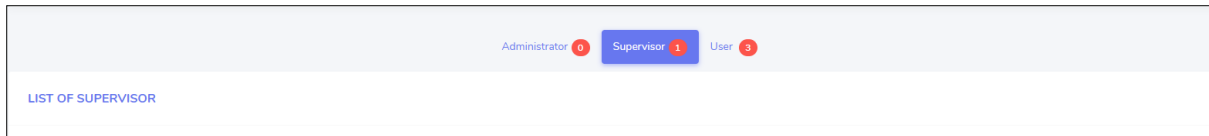
HOD/ Supervisor is allowed to monitor their job task timeline in Calendar Viewer. It can be view as month, week, day and list.

- 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.

LIST OF SUPERVISOR

NO.	STAFF NAME	DEPARTMENT	ACTIONS
1.	Nor Azlinda Binti Shahrul Zaman	Audit and Assurance (Corporate Center)	

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.

Edit Role

Staff name

Nor Azlinda Binti Shahrul Zaman

Role

Supervisor

Close

Save

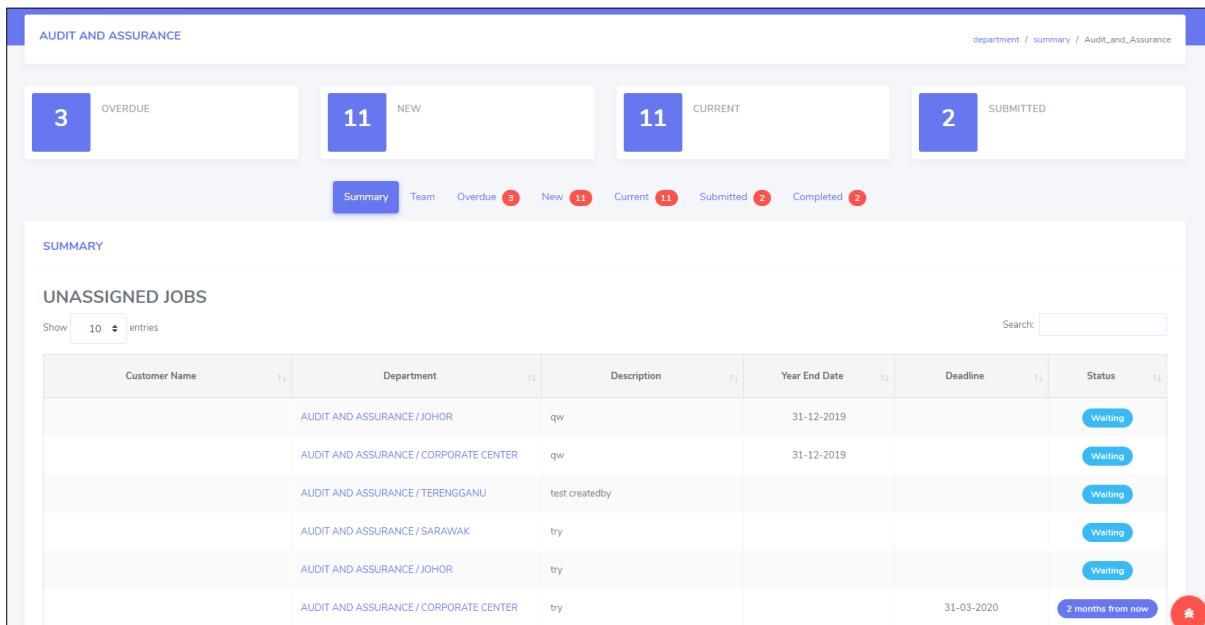
6.0 Job Summary

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:-



The screenshot shows the 'AUDIT AND ASSURANCE' dashboard. At the top, there are four summary cards: OVERDUE (3), NEW (11), CURRENT (11), and SUBMITTED (2). Below these is a navigation bar with tabs: Summary (selected), Team, Overdue (3), New (11), Current (11), Submitted (2), and Completed (2). The main content area is titled 'SUMMARY' and 'UNASSIGNED JOBS'. It features a table with columns: Customer Name, Department, Description, Year End Date, Deadline, and Status. The table lists several jobs with a status of 'Waiting'. A search bar is located at the top right of the table. A red notification bubble is visible in the bottom right corner.

Customer Name	Department	Description	Year End Date	Deadline	Status
	AUDIT AND ASSURANCE / JOHOR	qw	31-12-2019		Waiting
	AUDIT AND ASSURANCE / CORPORATE CENTER	qw	31-12-2019		Waiting
	AUDIT AND ASSURANCE / TERENGGANU	test createdby			Waiting
	AUDIT AND ASSURANCE / SARAWAK	try			Waiting
	AUDIT AND ASSURANCE / JOHOR	try			Waiting
	AUDIT AND ASSURANCE / CORPORATE CENTER	try		31-03-2020	2 months from now

- Click **link of department** 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.



Add New Feature Request ✕

Feature Request

Close Save

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).

DEVELOPMENT			development / feature_request
Feature Request			Option
No.	Request	Vote	
1	you can add notification button at ...	👍	👎
2	1	👍	👎
3	2	👍	👎

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.



Add New Error Report

✕

Description

Upload Picture

Choose File

No file chosen

Close

Save

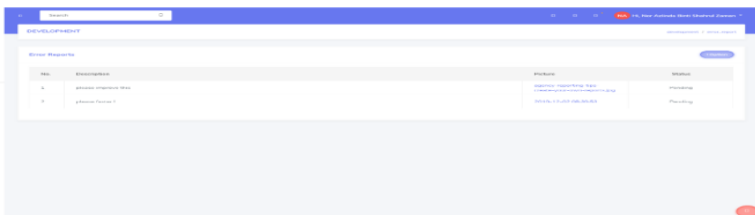
8.1.2 How to Add New Error Report by Screenshot

- 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.

Error Reports

✕

Screenshot



Description

Close

Save

8.2 How to view Error Report

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

Error Reports +Option			
No.	Description	Picture	Status
1	please improve this	agency-reporting-tips-create-your-own-reports.jpg	Pending
2	please faster !	2019-12-02 08:39:53	Pending

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