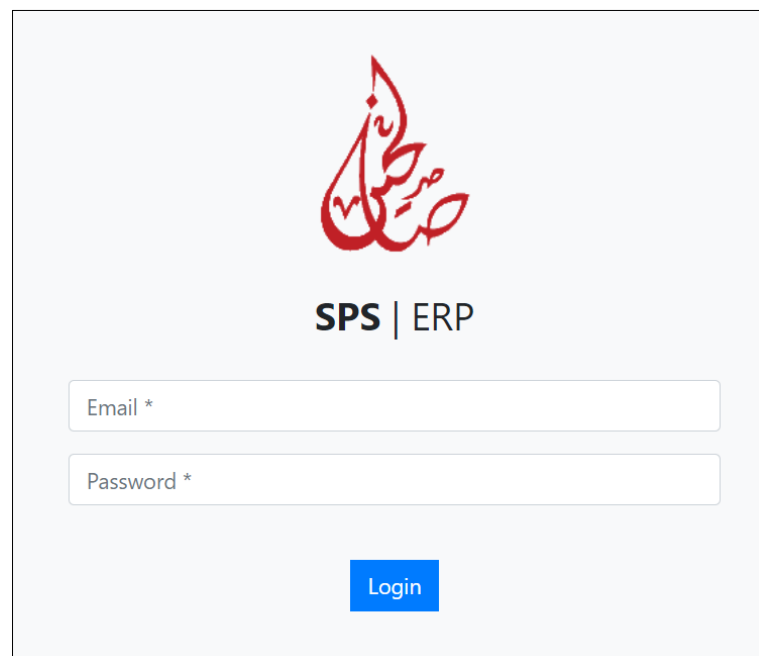
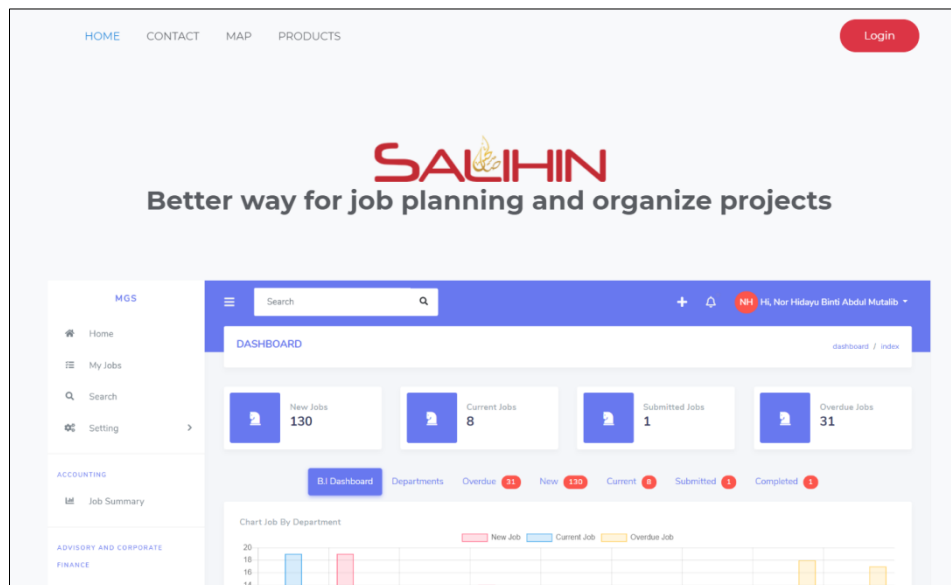


	SALIHIN IT CURATION SDN BHD	<u>Document No:</u> SITC-MGSV2-01
USER GUIDE MANAGEMENT INFORMATION SYSTEM MGS VER 2.0 MODULE: USER/STAFF		
<u>Prepared by:</u> IT AND DIGITAL DEPARTMENT @ 2019	<u>Revision No:</u> Version 1.0	<u>Effective Date:</u> 28 NOV 2019

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.

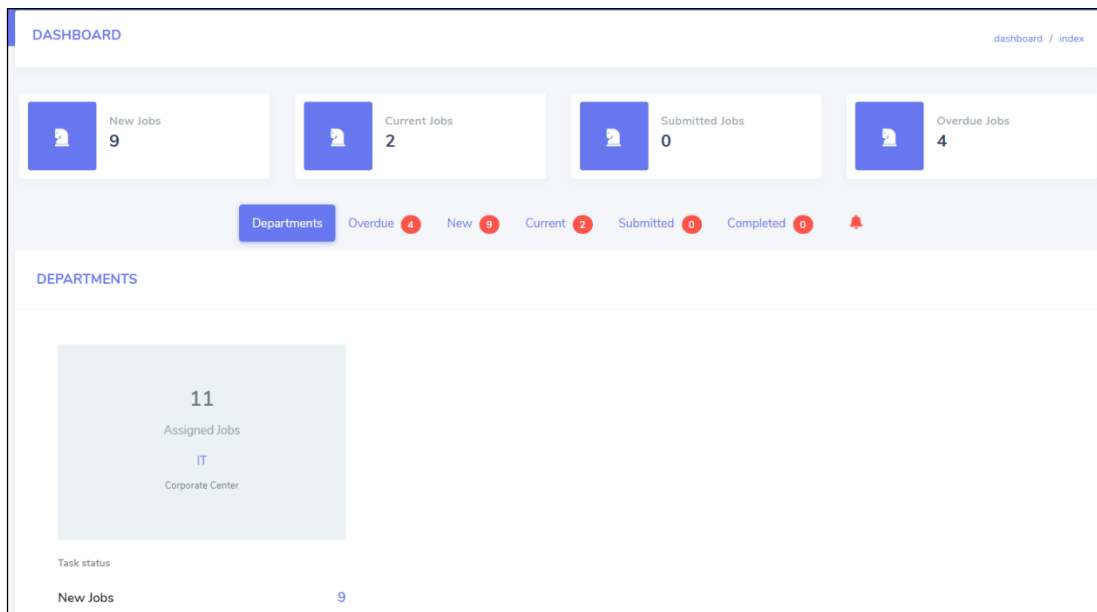
Notes : Login ID and password same as SPS ERP.



2.0 View Dashboard

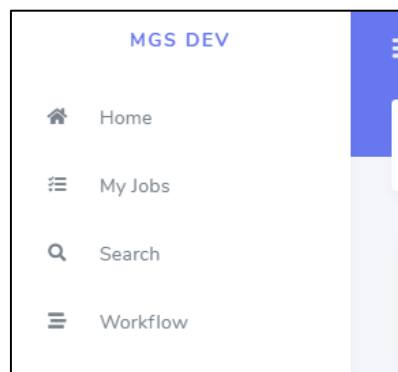
Once login, you will be directed to the Dashboard page. Staff enable to view own department only. From dashboard, you can see the total summary of:-

- New Jobs
- Current Jobs
- Submitted Jobs
- Overdue Jobs
- Completed Jobs



2.0.1 How to View Job Assigned

Once HODs/Supervisor has acknowledge job assign, you will see the new jobs list under new jobs. Normally, HODs or Supervisor will setup Person in Charge under working details. To see all jobs assigned to you, you can simply refer to side menu and click My Jobs.



2.0.2 Create Job Task

Once staff has been assigned as person in charge (PIC) for new job, he/she need to plan their own task schedule.

The screenshot shows the MGS V2.0 user interface. At the top, there is a search bar and a user profile for 'Hi, Ira Fazira Binti Roslan'. Below this, a breadcrumb trail reads '17 ANUGERAH SDN BHD [30-11-2019] projects / job / 164 / 2'. A navigation menu includes 'Info', 'Task' (highlighted), 'Report / Review', 'Conversation', 'Fees', 'Gantt', and 'Calendar'. The main content area is titled 'JOB TASK' and features a '+ Add New' button and an 'Option' button.

- 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 saved data

The 'Add New Task' form is displayed with the following fields:

- Task Name:** A text input field containing 'Collect Data'.
- Assign To:** A dropdown menu showing 'Nur Adilah binti Yahya(SA220)'.
- Remarks:** A text area containing 'To get data from client please refer checklist'.
- Due Date:** A date input field showing '10-01-2020'.
- Status:** A dropdown menu showing 'In Progress'.

At the bottom right, there are 'Close' and 'Save' buttons.

2.0.3 View Job Task

Staff can view their job task listing and update progress status. Status of task name can be update as:

- In Progress
- Pending
- Completed

JOB TASK								Option
Show	10	entries	Search:					
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	In Progress			
Collect Data	NA	07-Jan-2020	to get details from client	10-Jan-2020	In Progress			
Showing 1 to 2 of 2 entries								Previous 1 Next

3.0 Report/Review

3.0.1 Add New Report/Review

Staff can add new draft of report/review to be reviewed by their HODs or Supervisor.

- Click **Report/Review** from the tab menu
- Click **Option** button, click **+Add New**
- Insert **Report Name**
- Select **Reviewer** from the list
- Insert **Description**
- Insert **Remark**
- Select **Submission Date**
- Insert **Status**
- Click **Save** button

GLOBAL COMBINED TECHNOLOGY SDN BHD [31-08-2020]										projects / job / 62 / 8
Info Task Report / Review Conversation Fees Gannt Calendar										
REPORT / REVIEW										+ Add New Option
Show	10	entries	Search:							
Report	Submitted By	Reviewer	Status	Description	Remark	Submission Date	Action			

Add New Report ✕

Report Name

Draft 2 : Transfer Pricing

Submitted by

Nur Adilah binti Yahya

Review By

Muhammad Fahim Bin Aripin ▼

Description

Transfer pricing report for your review and action

Submission Date

24-01-2020

Status

Pending ▼

Close
Save

3.0.2 View, Edit and Delete Report

3.0.2.1 How to View List of Draft/Reporting

Staff can view their draft of report from the list as shown below.

- Click Report/Review from the tab menu

InfoTaskReport / ReviewConversationFeesGanttCalendar

REPORT / REVIEW

+ Option

Show10entries

Search:

Report	Submitted By	Reviewer	Status	Description	Remark	Submission Date	Action
try	NA	NA	Pending	try		31-Jan-2020	
Draft 1 : IT Audit on Financial System	NA	MF	Pending	Dear Supervisor, Please review my draft for financial system.		17-Jan-2020	
Draft 2 : Transfer Pricing	NA	MF	Pending	Transfer pricing report for your review and action.		24-Jan-2020	

Showing 1 to 3 of 3 entries

Previous

1

Next

3.0.2.1 How to Edit List of Draft/Reporting

Staff enable to re-edit their added report. You can simply drag the description and remarks field.

- 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.

Report	Submitted		Status	Description	Remark	Submission		Action
	By	Reviewer				Date		
try	NA	NA	Pending	try		31-Jan-2020		 
Draft 1 : IT Audit on Financial System	NA	MF	Pending	Dear Supervisor, Please review my draft for financial system.		17-Jan-2020		 
Draft 2 : Transfer Pricing	NA	MF	Pending	Transfer pricing report for your review and action.		24-Jan-2020		 

Draft / Reporting

Report Name

Reviewer

Description

Remark

Submission Date

Status

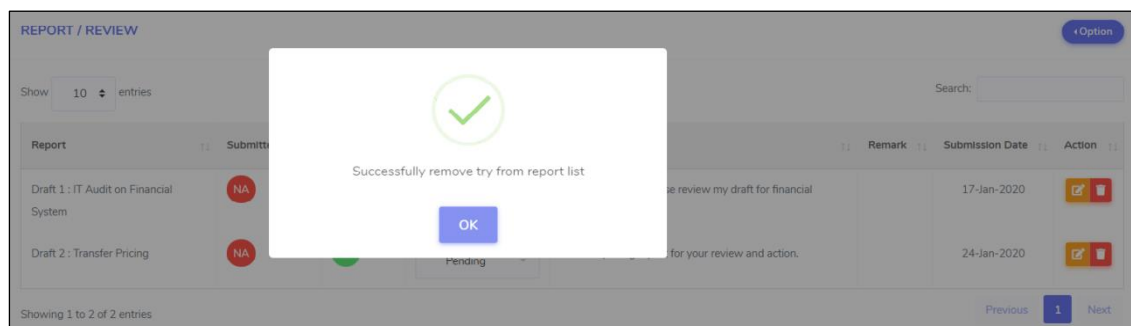
3.0.2.2 How to Delete Report

Staff 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			Status	Description	Submission			Action
	By	Reviewer				Remark	Date		
try	NA	NA		Pending	try		31-Jan-2020		 
Draft 1 : IT Audit on Financial System	NA	MF		Pending	Dear Supervisor, Please review my draft for financial system.		17-Jan-2020		 
Draft 2 : Transfer Pricing	NA	MF		Pending	Transfer pricing report for your review and action.		24-Jan-2020		 

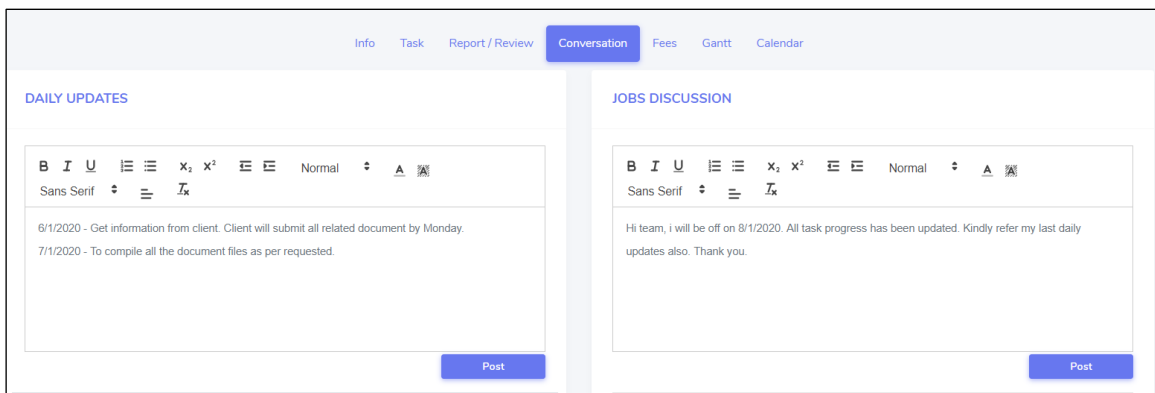


In this part there are two parts of conversation which are Daily Updates and Job Discussion.

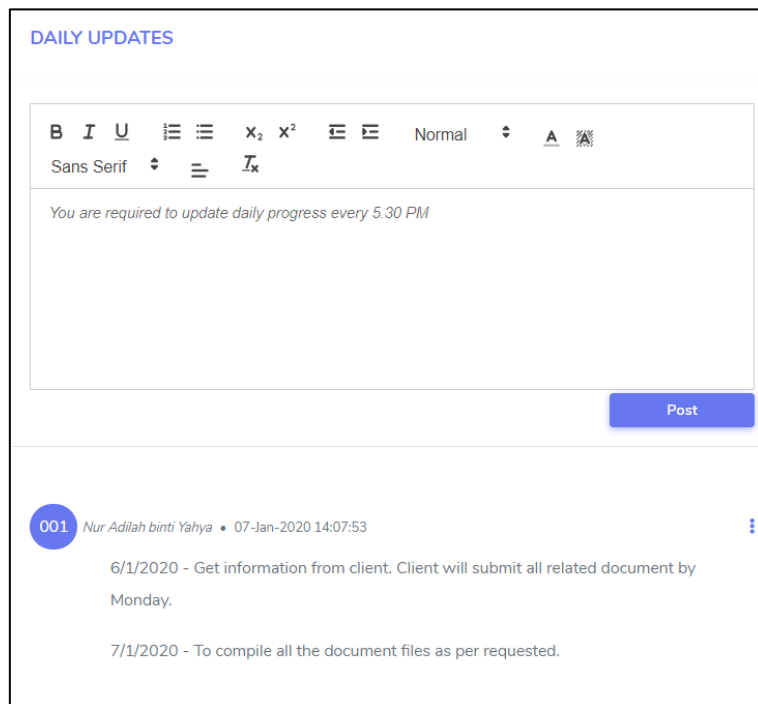
4.0.1 Daily Updates

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.

- 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' on the left and 'JOBS DISCUSSION' on the right. Each section contains a text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Text Color, Background Color, Link, Unlink, Text Size, Font Family, Paragraph Style) and a 'Post' button. The 'DAILY UPDATES' section shows a sample update for 6/1/2020 and 7/1/2020. The 'JOBS DISCUSSION' section shows a sample message about being off on 8/1/2020.

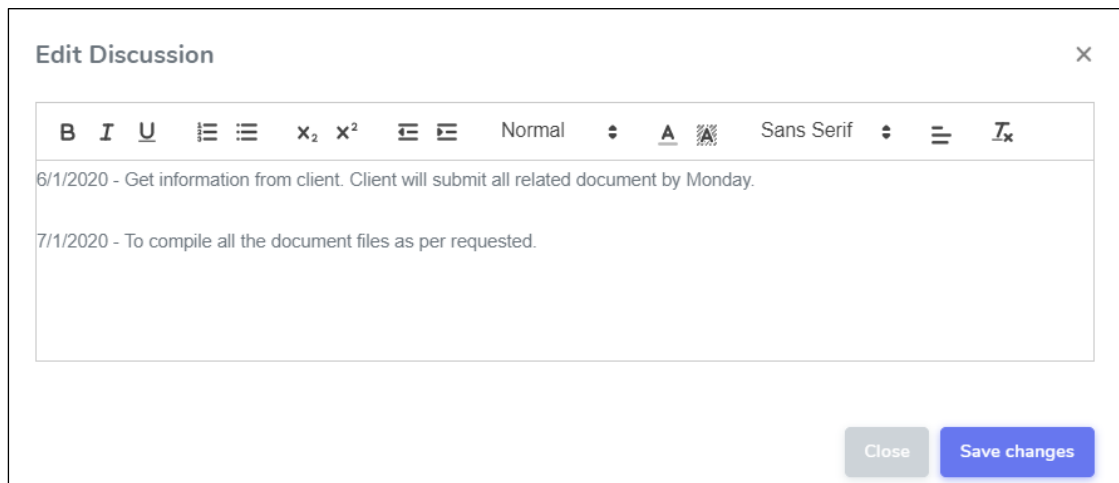
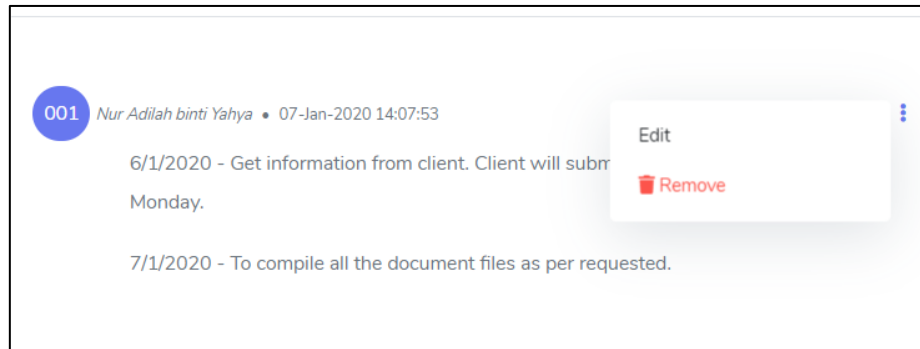


This screenshot shows a detailed view of the 'DAILY UPDATES' section. It features a text editor with a toolbar and a 'Post' button. Below the editor, there is a list of updates. The first update is from 'Nur Adilah binti Yahya' on 07-Jan-2020 at 14:07:53. The update text is: 'You are required to update daily progress every 5.30 PM'. Below this, there are two more updates: '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.'

4.0.1.1 How to Edit Daily Updates

Staff are enable to edit their daily updates.

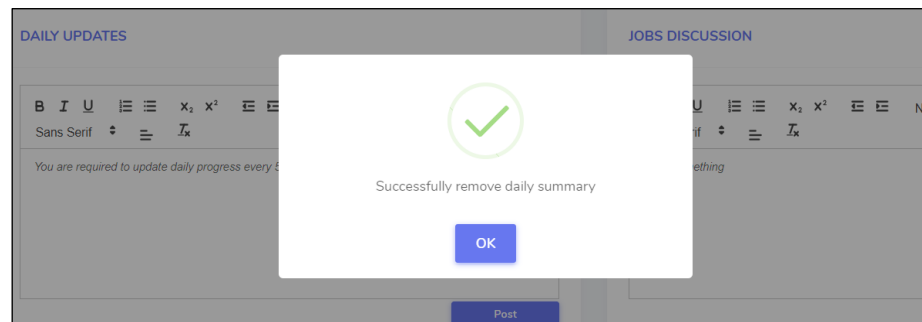
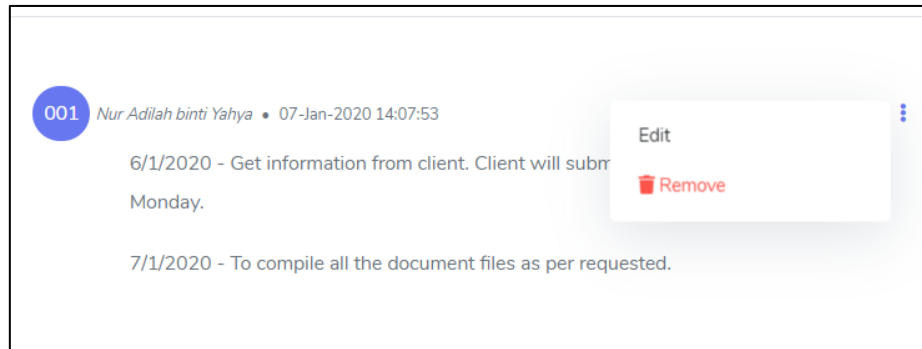
- Click Conversation from tab menu
- Click button on top right corner of the page
- Click Edit and you will be directed to Edit Discussion page
- Re-edit required information and click Save changes button.



4.0.1.2 How to Remove Daily Updates

Staff are enable to delete their daily updates

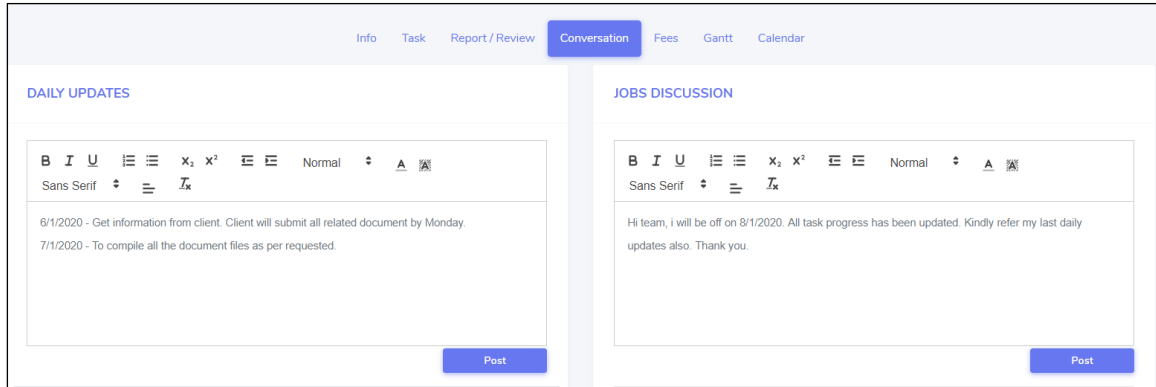
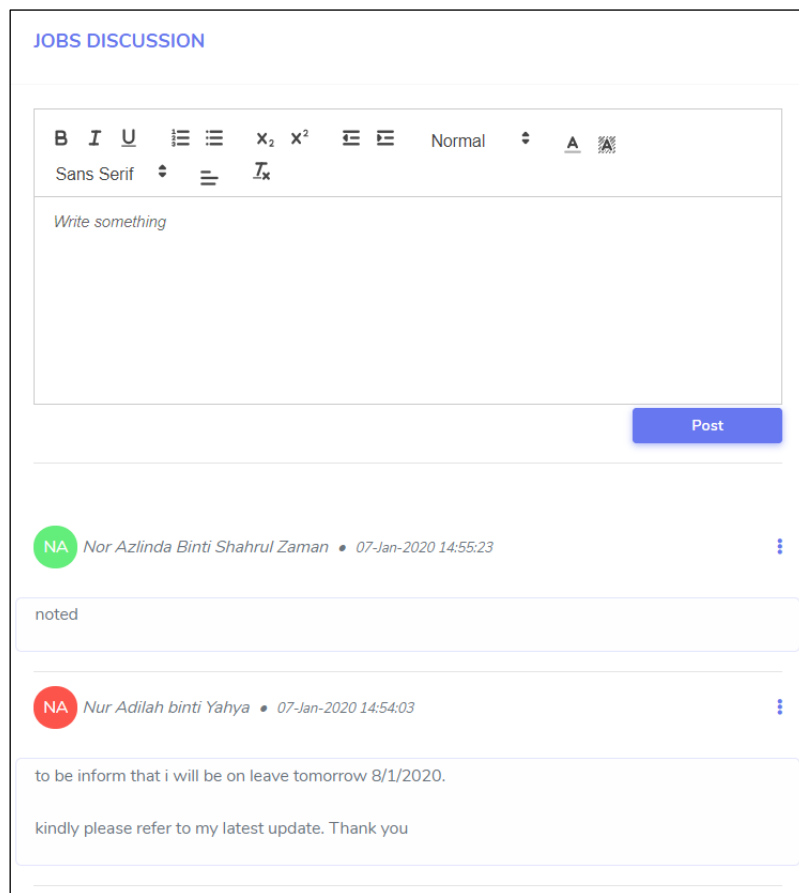
- Click Conversation from tab menu
- Click button on top right corner of the page
- Click Remove and prompt message box will be appear.
- Click OK



4.0.2 Job Discussion

Each staffs enable to use jobs discussion as a “chat forum” to update, to ask or informs their 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

5.0 JOB FEES

Staffs are enable 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

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

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

JOB FEES + Add New Invoice **Option**

Add Invoice ×

Date

Invoice Number

Representative

Amount

Close
Save changes

5.0.1 View List of Job Fees

All invoices will be listed as below.

JOB FEES **Option**

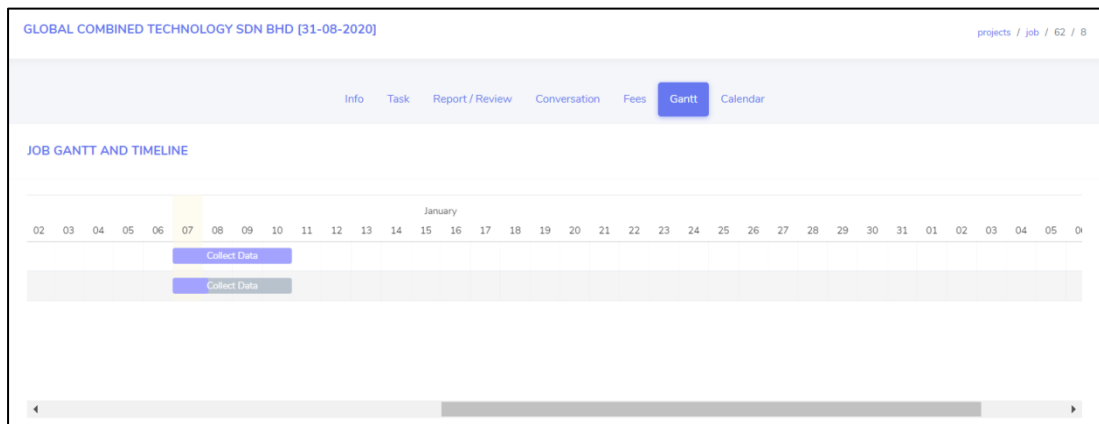
Show entries Search:

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
Total			13,300.00

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

6.0 JOB GANTT AND TIMELINE

Staffs are enable to monitor their job task timeline in job gantt format.



7.0 CALENDAR

Staff are enable to monitor their job task timeline in calendar format. It can be view as month, week, day and list.

