(1015385-X)	SALIHIN IT CURATION SDN BHD	**Document No:** SITC-MGSV2-01

USER GUIDE

MANAGEMENT INFORMATION SYSTEM
MGS VER 2.0

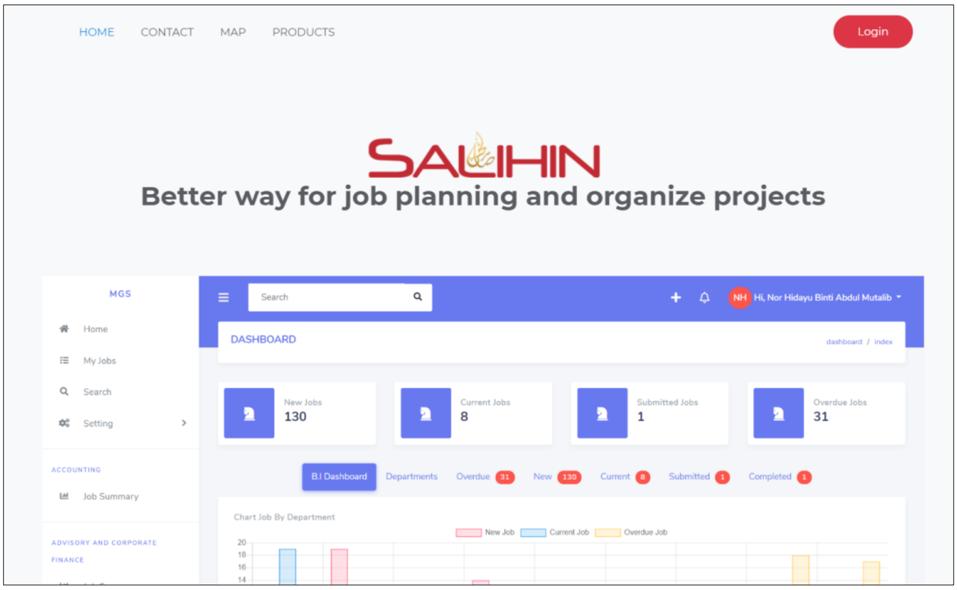
MODULE:
USER/STAFF

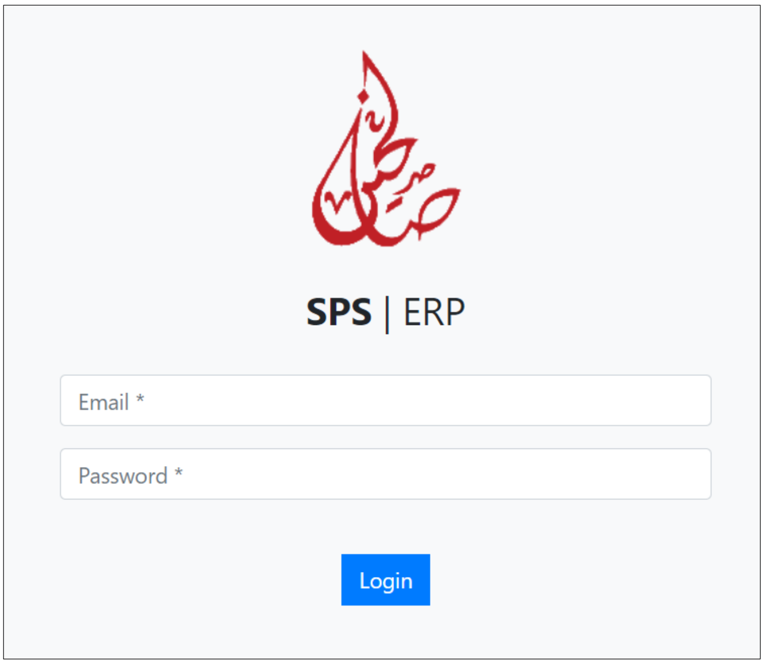
Prepared by:	Revision No:	Effective Date:
IT AND DIGITAL DEPARTMENT @ 2019	Version 1.0	28 NOV 2019

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.

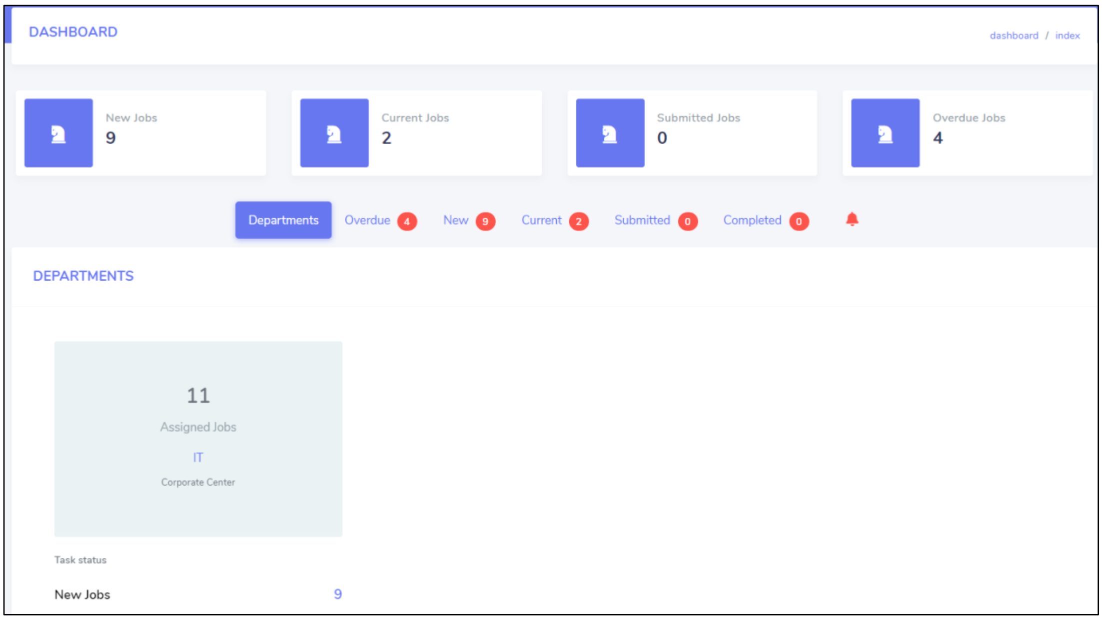




2.0 View Dashboard

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

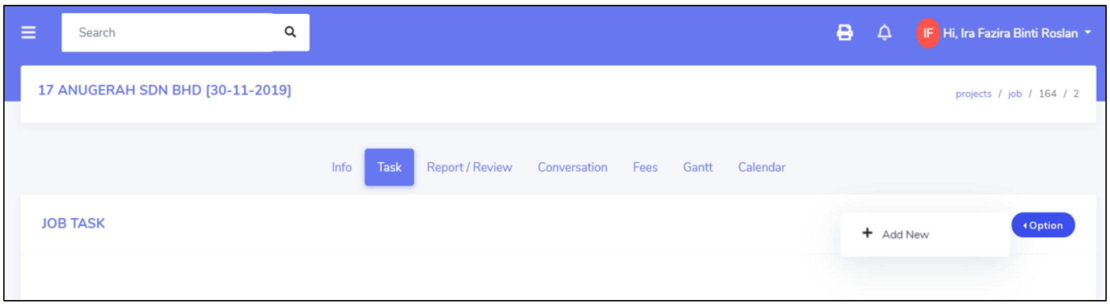


2.0.1 How to View Job Assigned

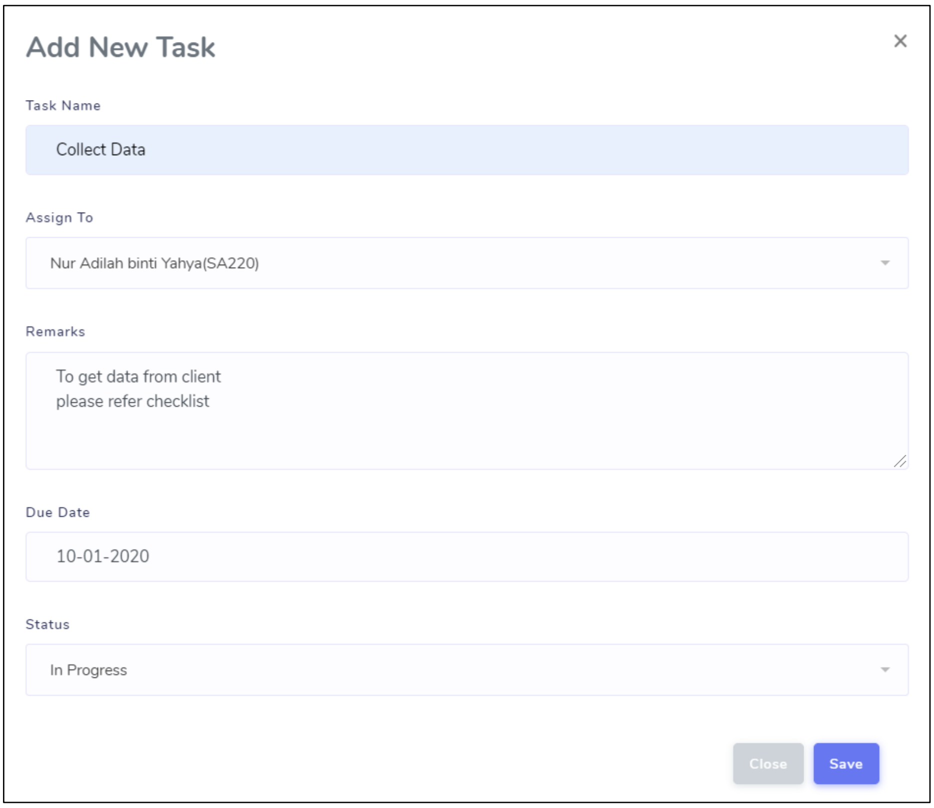
Once HODs/Supervisor has acknowledge job assign, you will see the new jobs list under new jobs. Normally, HODs or Supervisor will setup Person in Charge under working details. To see all jobs assigned to you, you can simply refer to side menu and click My Jobs.

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.



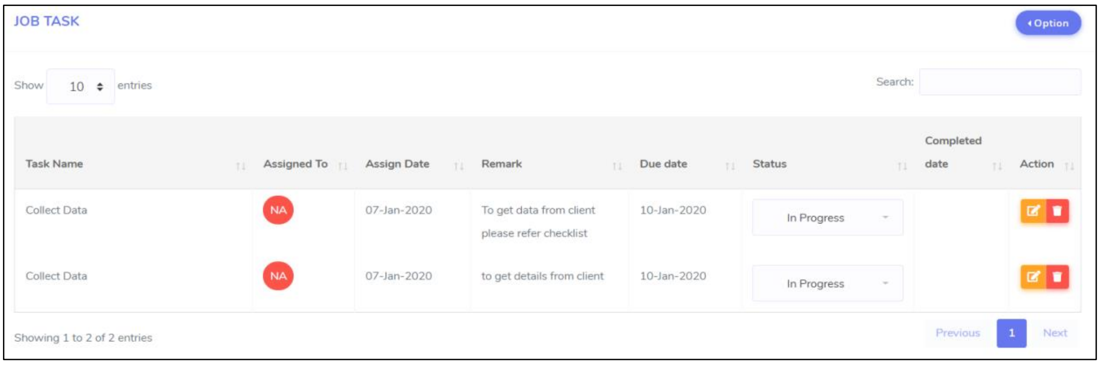
- Click **Task** from menu
- Click **Option** button, click **+Add New**
- Insert **Task Name**
- Insert **Remarks**
- Insert **Due Date**
- Insert **Status – In Progress, Pending , Completed**
- Click **Save** button to saved data



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

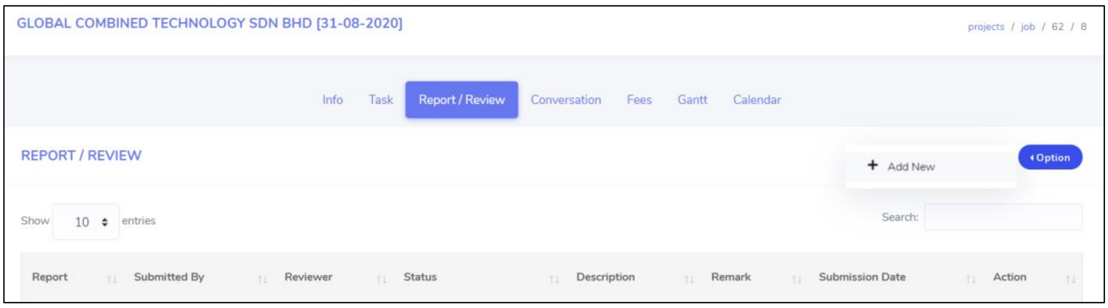


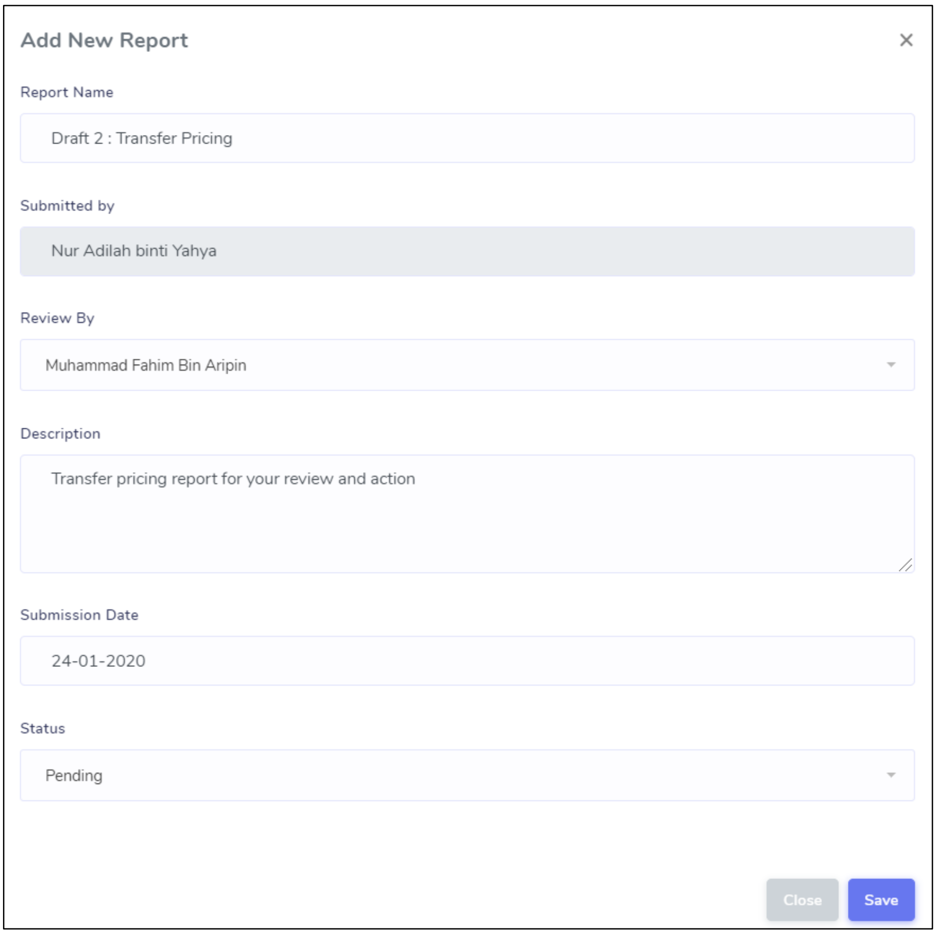
3.0 Report/Review

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



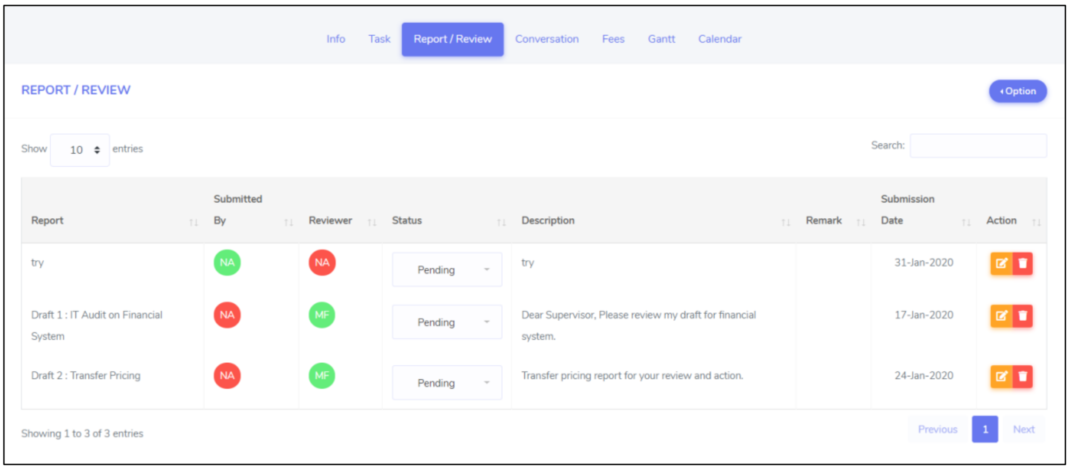


3.0.2 View, Edit and Delete Report

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



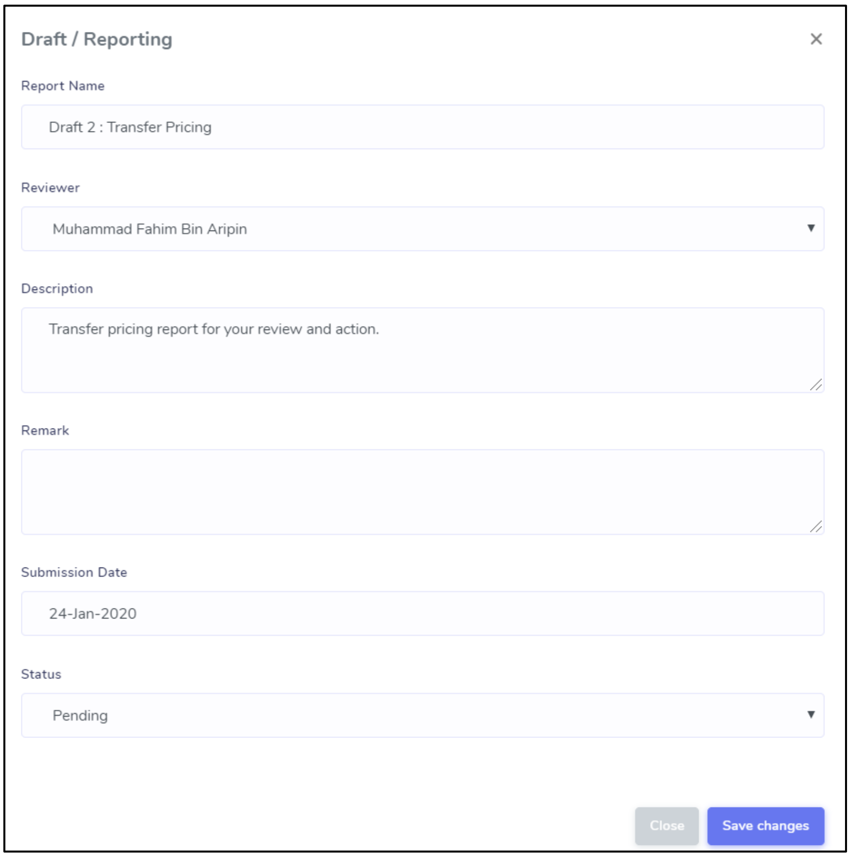
Report	Submitted By	Reviewer	Status	Description	Remark	Submission Date	Action
try	NA	NA	Pending	try		31-Jan-2020	
Draft 1 : IT Audit on Financial System	NA	MF	Pending	Dear Supervisor, Please review my draft for financial system.		17-Jan-2020	
Draft 2 : Transfer Pricing	NA	MF	Pending	Transfer pricing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

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 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	

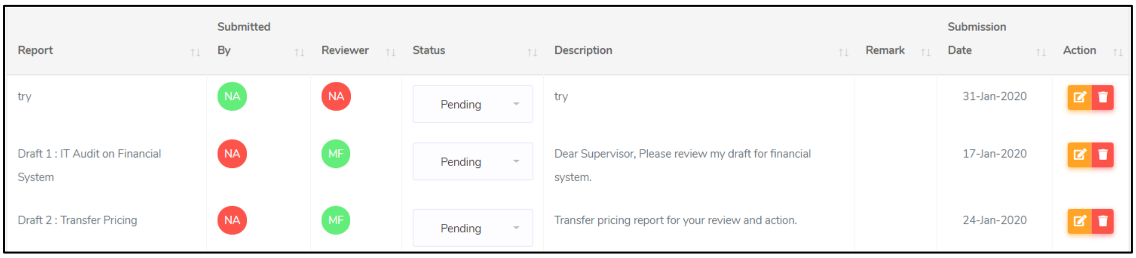


3.0.2.2 How to Delete Report

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 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	
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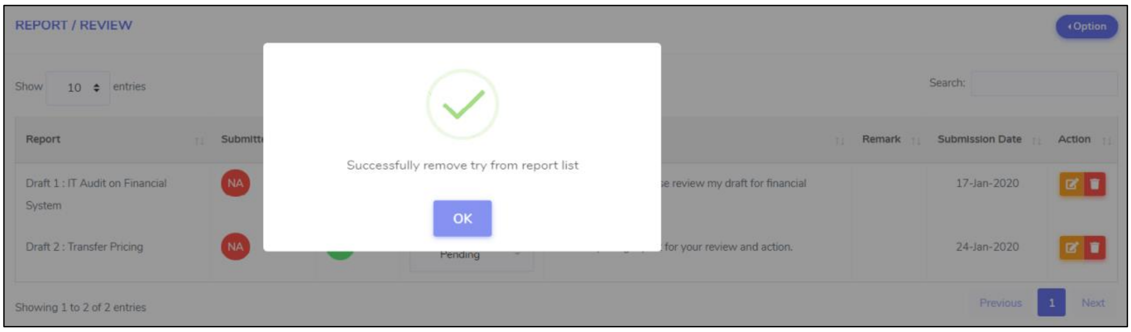


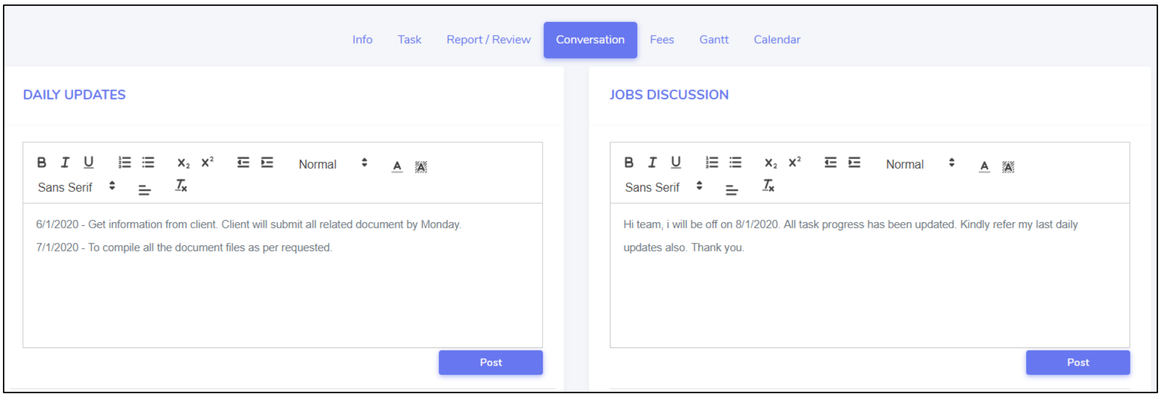
4.0 Conversation

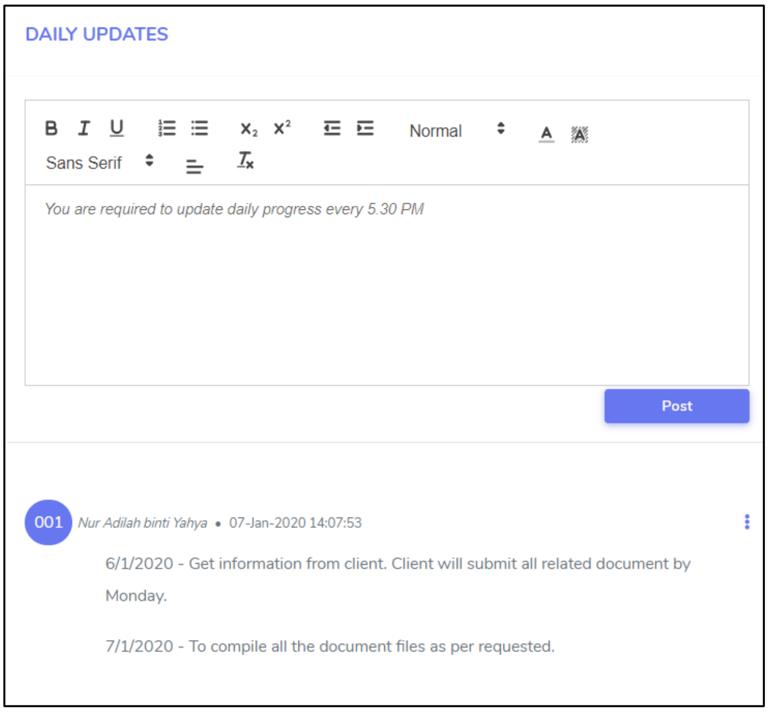
In this part there are two parts of conversation which are Daily Updates and Job Discussion.

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

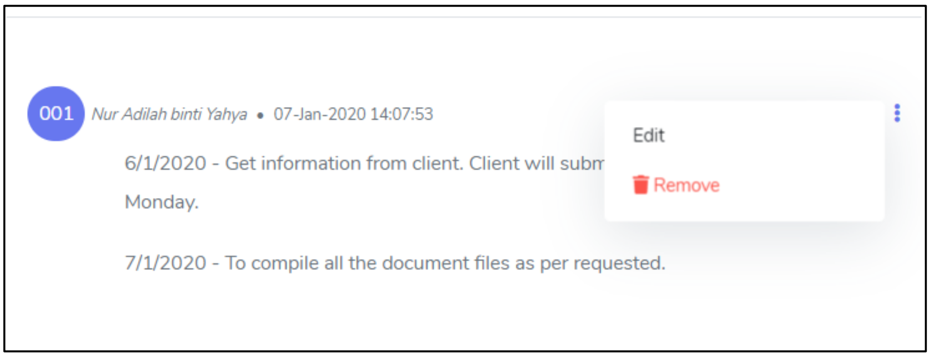


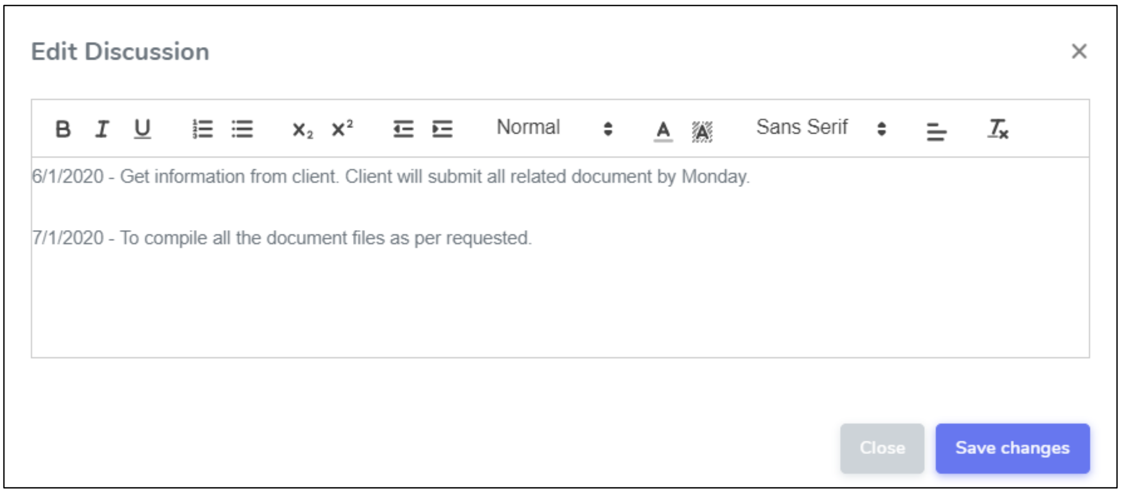


4.0.1.1 How to Edit Daily Updates

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.

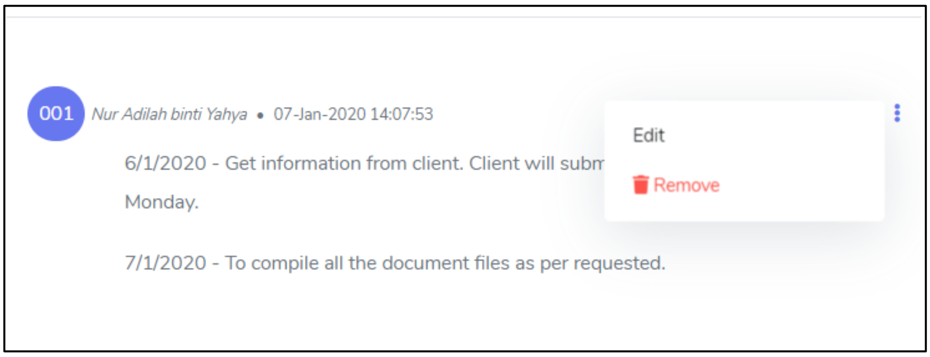


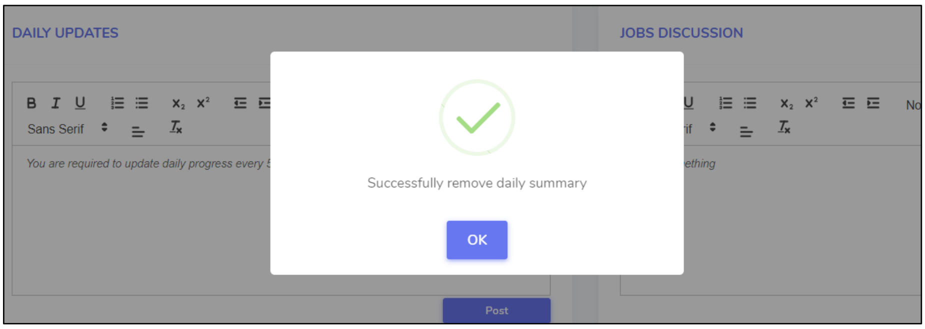


4.0.1.2 How to Remove Daily Updates

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

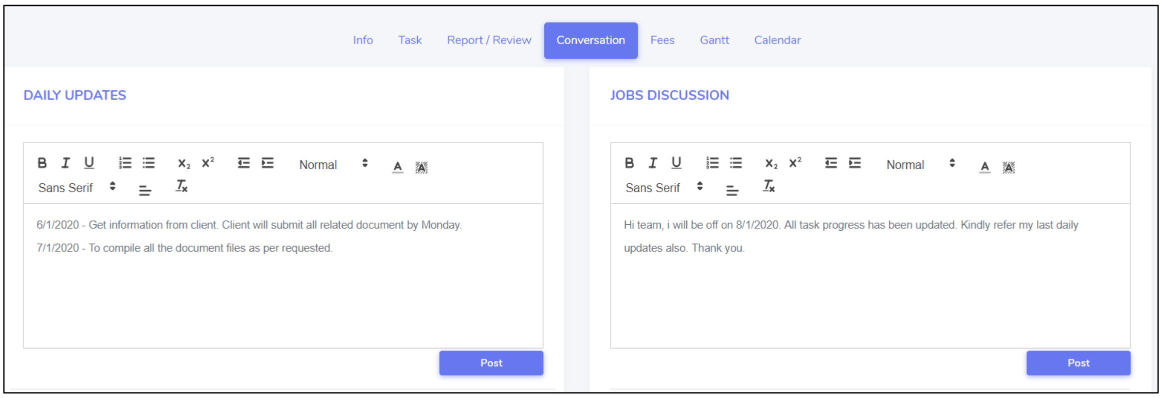


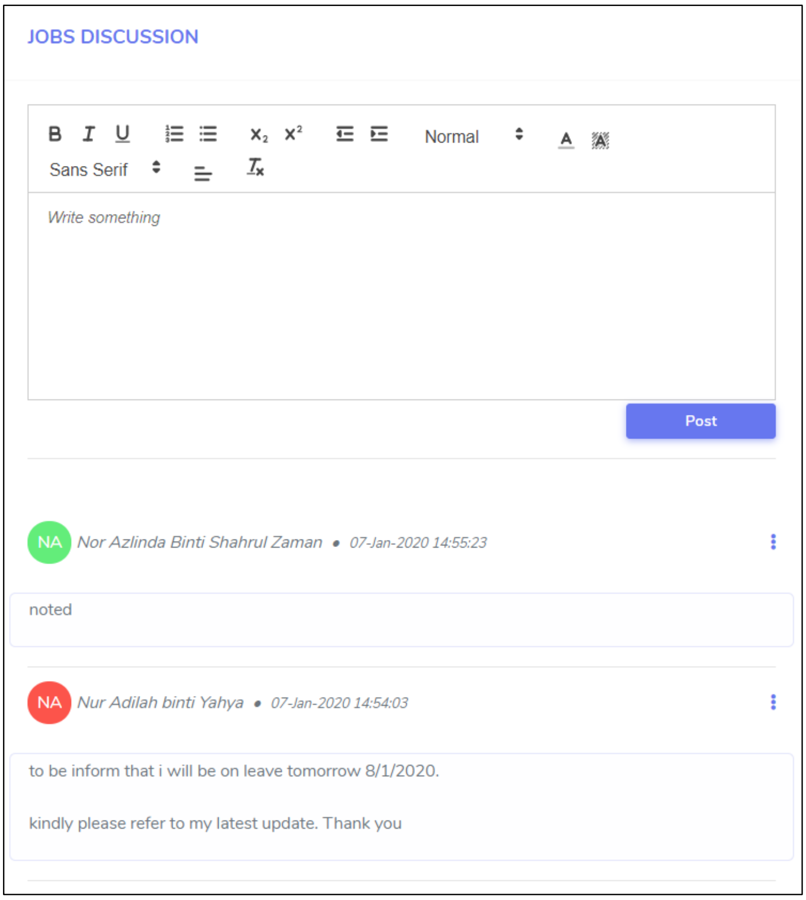


4.0.2 Job Discussion

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

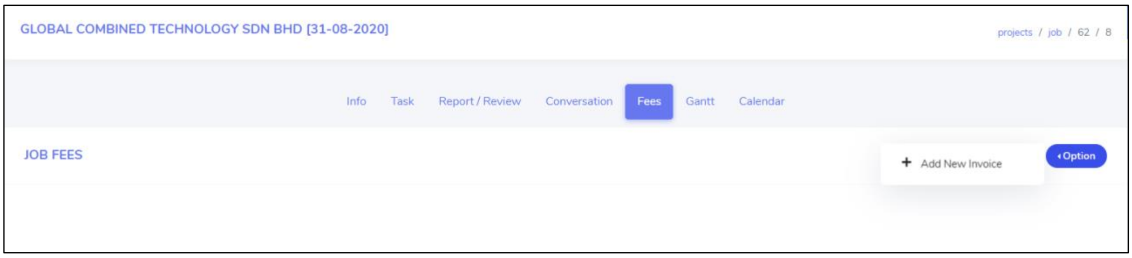




5.0 JOB FEES

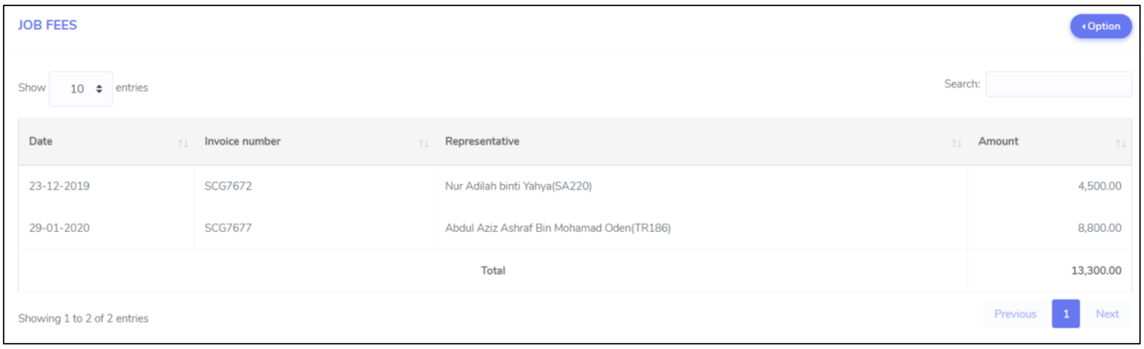
Staffs are enable to insert the details of invoice.

- 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



5.0.1 View List of Job Fees

All invoices will be listed as below.


JOB FEES

Option

Show 10 entries

Search:

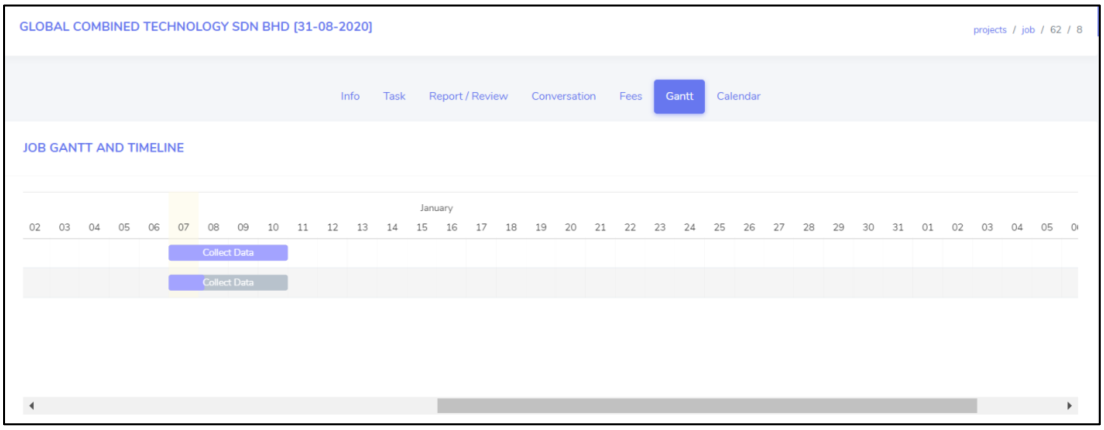
Date	Invoice number	Representative	Amount
23-12-2019	SCG7672	Nur Adilah binti Yahya(SA220)	4,500.00
29-01-2020	SCG7677	Abdul Aziz Ashraf Bin Mohamad Oden(TR186)	8,800.00
		Total	13,300.00

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.