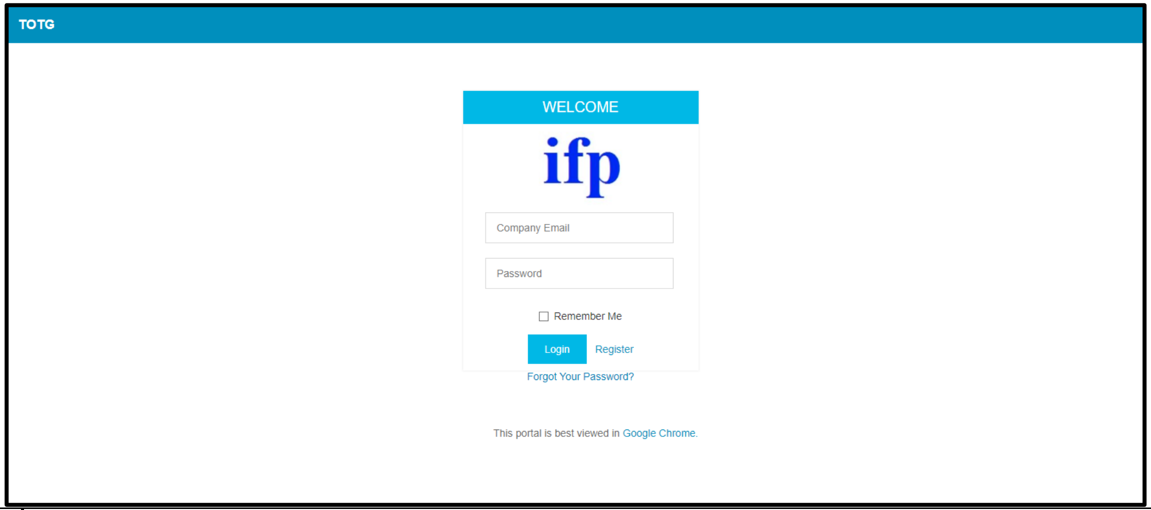
Table of Contents

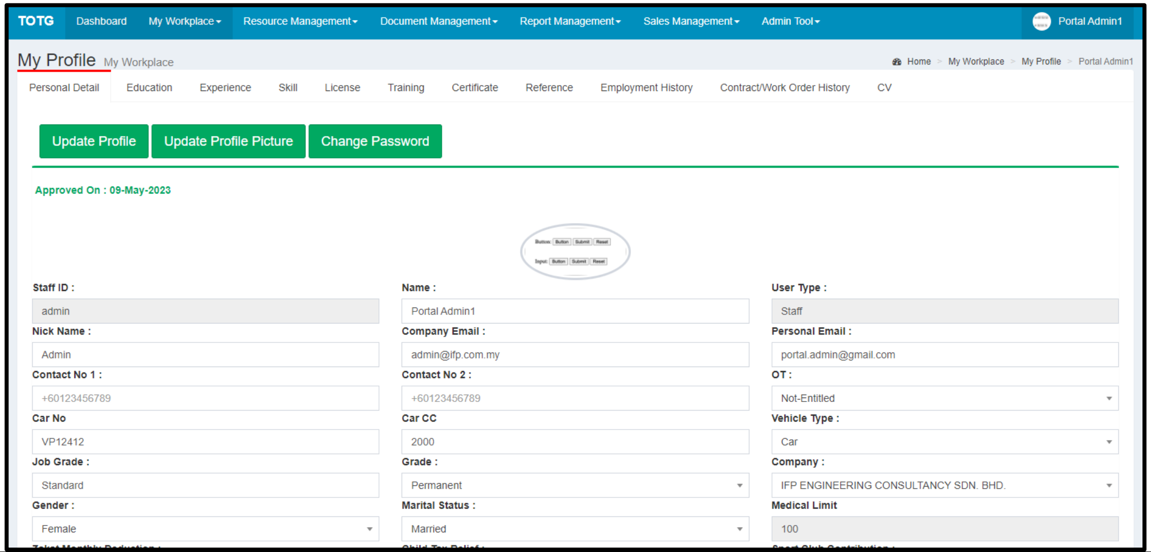
## 1.0 Log In




| | |
|---|---|
| **Procedure Name** | Log in. |
| **Description & Objective:** | Log in to the system. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Start browser and access<br>https://erp.ifp.com.my | A login page will be displayed. |
| 2. | Login to IFP.<br>Username: **(****).**<br>Password: ****. | Logged in to IFP and homepage admin will be displayed. |

## 1.1 My Profile

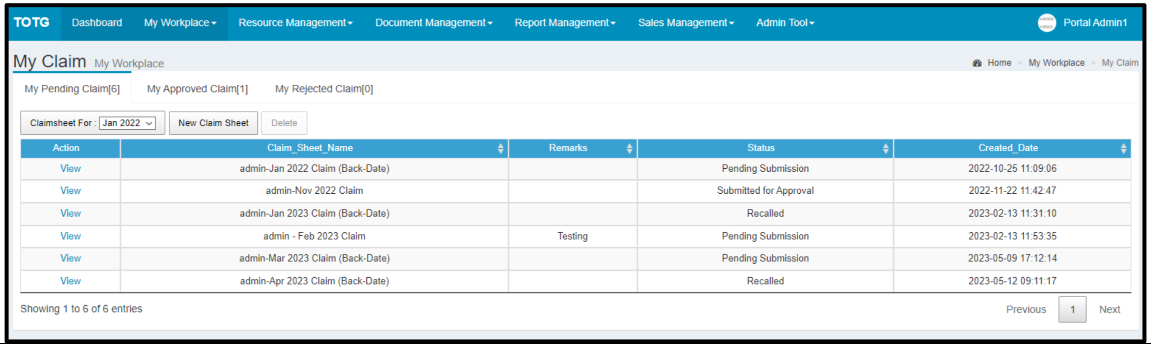



| | |
|---|---|
| **Procedure Name** | My Profile. |
| **Description & Objective:** | To update the new data about Admin. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Profile. | Profile page will be displayed. |
| **Case if Click Button 'Update Profile'.** | | |
| 2. | Update the desired form field. | The field is updated. |
| 3. | Click button 'Update Profile'. | Popup 'Update Profile'. |
| 4. | Click update. | Page will be refresh and new data updated. |

| S/No | Tasks | Expected Results |
|---|---|---|
| | | Fields that have yellow highlight to shows that updated data have not been approve yet. |
| **Case if Click Button 'Update Profile Picture'.** | | |
| 5. | Click button 'Update Profile Picture'. | Popup 'Update Profile Picture'. |
| 6. | Choose the image. | The file inserted appear beside the button. |
| 7. | Click 'Update'. | Alert 'Profile picture updated!'. |
| **Case if Click Button 'Change Password'.** | | |
| 8. | Click button 'Change Password'. | Popup 'Change Your Password'. |
| 9. | Fill in the password and click 'Update'. | Alert 'Password updated!'. |

## 1.2 My Claim (My Pending Claim)



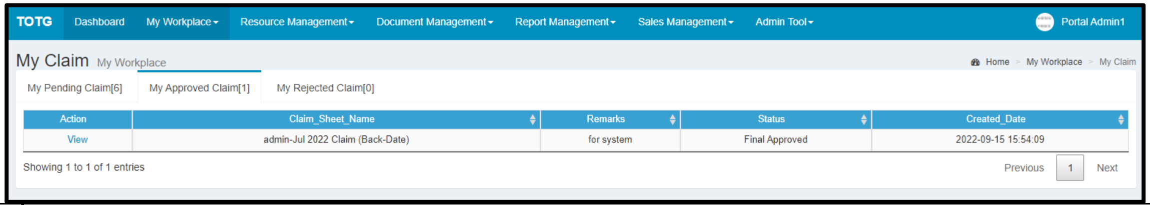

| | |
|---|---|
| **Procedure Name** | My Claim (My Pending Claim). |
| **Description & Objective:** | To claim the own money used for the company. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Claim > My Pending Claim. | My Pending Claim page will be displayed. |
| **Case if Click Button 'New Claim Sheet'.** | | |
| 2. | Click button 'New Claim Sheet'. | 1 new row will appear. |
| **Case if Click Button 'View'.** | | |
| 3. | Click button view at the new row. | My Claim Detail will be displayed. |
| **Case if Click Button 'New Claim'.** | | |
| 4. | Click button 'New Claim' and fill in the form. | A new row will appear, To fill it out. |
| 5. | Select Date. | Date will be displayed.<br>Select Date from the list. |
| 6. | Select Entity. | Few types of entity will be displayed. |

| S/No | Tasks | Expected Results |
|---|---|---|
| | | Select entity type from the list. |
| 7. | Select Expenses_Type. | Few types of expenses type will be displayed.<br>Select expenses type from the list. |
| 8. | Select Project_Code | Few types of project code will be displayed.<br>Select project code from the list. |
| 9. | Fill in Depart_From. | Depart field is mandatory. |
| 10. | Fill in Destination. | Destination field is mandatory. |
| 11. | Fill in Work_Description. | Work Description is mandatory. |
| 12. | Fill in Mileage. | Work Description is mandatory and only number accepted. |
| 13. | Fill in Tolls. | Tolls is mandatory and only number accepted. |
| 14. | Fill in Parking. | Parking is mandatory and only number accepted. |
| 15. | Fill in Remarks. | Remarks is mandatory. |
| **Case if Click Button 'Delete'.** | | |
| 16. | Select the row that need to delete. | The row selected is highlight. |
| 17. | Click button 'Delete'. | Popup 'Delete'. |
| 18. | Click button 'Delete'. | The selected row will disappear. |
| **Case if Click Button 'Submit for Approval'.** | | |
| 19. | Click button 'Submit for Approval'. | Popup 'Submit Claim' will display. |
| 20. | Click button 'Yes'. | |
| **Case if Click Button 'Recall'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 21. | Cllick button ‘Recall’. | Popup ‘Recall Claim’ will display. |
| 22. | Click button ‘Recall’. | |
| **Case if Click Button ‘Export’.** | | |
| 23. | Click button ‘Export’. | Choose type of file can be choose to be export. |

## 1.2.1 My Claim (My Approved Claim)

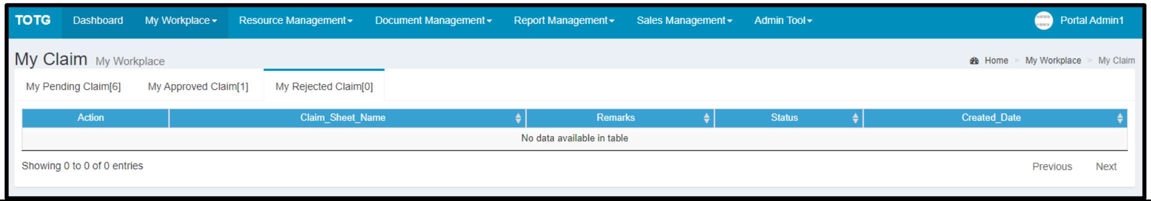



| | |
|---|---|
| **Procedure Name** | My Claim (My Approved Claim). |
| **Description & Objective:** | To claim the own money used for the company. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Claim > My Approved Claim. | My Approved Claim page will be displayed. |
| **Case if Click Button 'View'.** | | |
| 2. | Click button 'View'. | My Claim Detail will be displayed. |
| **Case if Click Button 'New Claim'.** | | |
| 3. | Click button 'New Claim' and fill in the form. | A new row will appear, To fill it out. |
| 4. | Select Date. | Date will be displayed.<br>Select Date from the list. |
| 5. | Select Entity. | Few types of entity will be displayed.<br>Select entity type from the list. |
| 6. | Select Expenses_Type. | Few types of expenses type will be displayed.<br>Select expenses type from the list. |
| 7. | Select Project_Code | Few types of project code will be displayed.<br>Select project code from the list. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 8. | Fill in Depart_From. | Depart field is mandatory. |
| 9. | Fill in Destination. | Destination field is mandatory. |
| 10. | Fill in Work_Description. | Work Description is mandatory. |
| 11. | Fill in Mileage. | Work Description is mandatory and only number accepted. |
| 12. | Fill in Tolls. | Tolls is mandatory and only number accepted. |
| 13. | Fill in Parking. | Parking is mandatory and only number accepted. |
| 14. | Fill in Remarks. | Remarks is mandatory. |
| **Case if Click Button 'Delete'.** | | |
| 15. | Select the row that need to delete. | The row selected is highlight. |
| 16. | Click button 'Delete'. | Popup 'Delete'. |
| 17. | Click button 'Delete'. | The selected row will disappear. |
| **Case if Click Button 'Export'.** | | |
| 18. | Click button 'Export'. | Choose type of file can be choose to be export. |

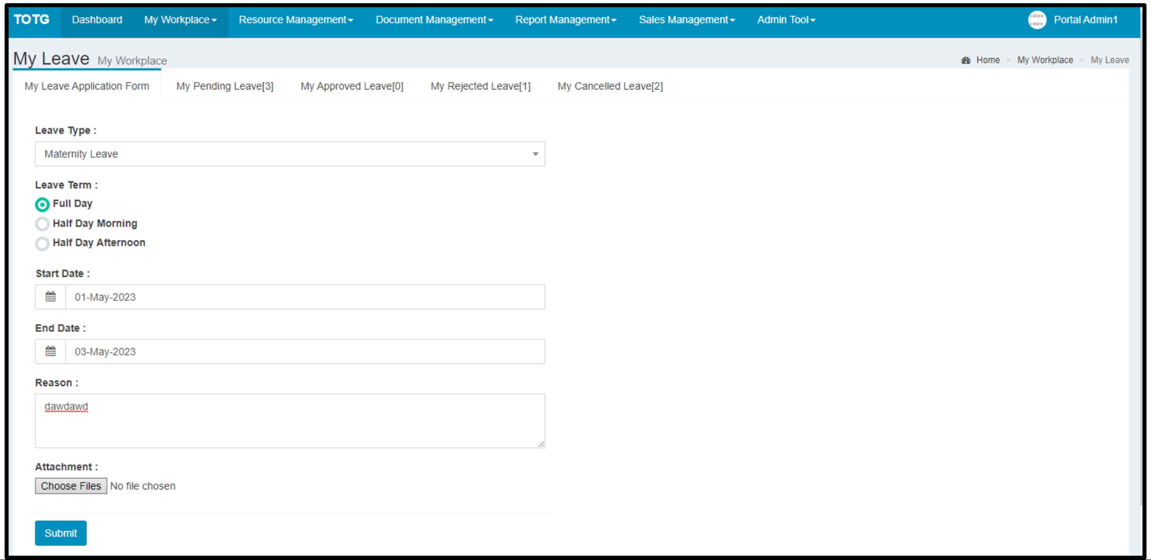
## 1.2.2 My Claim (My Rejected Claim)




| | |
|---|---|
| **Procedure Name** | My Claim (My Rejected Claim). |
| **Description & Objective:** | To claim the own money used for the company. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Claim > My Rejected Claim. | My Rejected Claim page will be displayed. |
| 2. | | |

## 1.3 My Leave (My Leave Application Form)

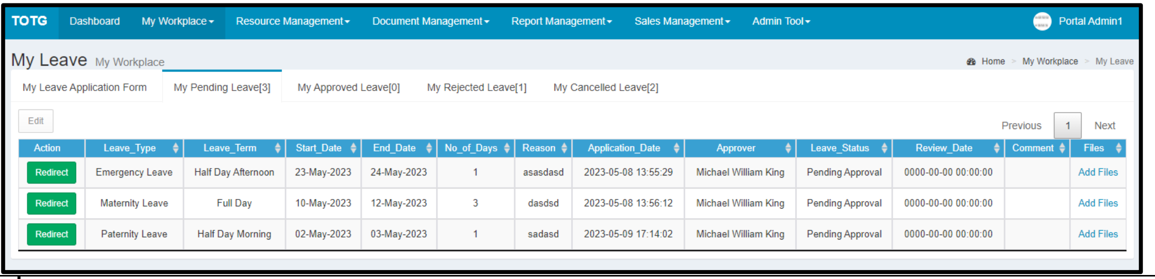



| | |
|---|---|
| **Procedure Name** | My Leave (My Leave Application Form). |
| **Description & Objective:** | To be absent from work for a specific reason. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Leave > My Leave Application Form. | My Leave Application Form page will be displayed. |
| 2. | Select Leave Type. | Few types of leave will be displayed.<br><br>Select leave type from the list. |
| 3. | Select Leave Term. | Choose leave term. |
| 4. | Select Start Date. | Choose start date for the start duration. |
| 5. | Select End Date. | Choose end date for the leave duration. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Fill in Reason. | Reason field is mandatory. |
| 7. | Click 'Choose File' if have attachment. | Upload attachment if got any document to attach with the form. |
| 8. | Click on 'Submit'. | Alert message will pop up:<br>Leave application submitted! |

## 1.3.1 My Leave (My Pending Leave)

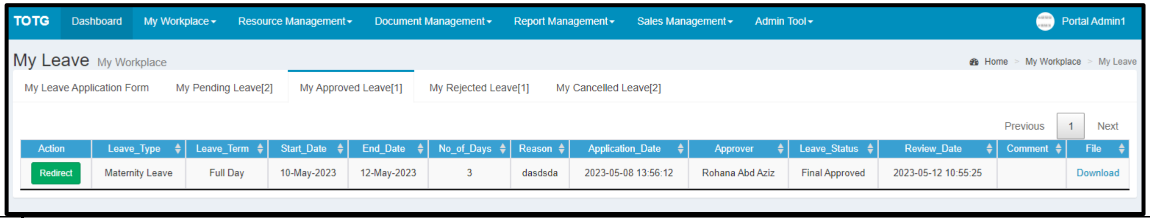


| Procedure Name | My Leave (My Pending Leave). |
|---|---|
| **Description & Objective:** | to be absent from work for a specific reason. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Leave > My Pending Leave. | My Pending Leave page will be displayed. |
| **Case if Click Button 'Edit'.** | | |
| 2. | Select row need to Edit. | The row selected is highlight. |
| 3. | Click button 'Edit'. | Popup 'Edit entry'. |
| 4. | Edit desired field. | The field will changed. |
| 5. | Click button 'Update'. | The row selected is highlight.<br>The row selected is updated. |
| **Case if Click Button 'Redirect'.** | | |
| 6. | Click button 'Redirect'. | Alert 'Redirect'. |
| 7. | Select 'Approver'. | Few of Approver will be displayed. |

| S/No | Tasks | Expected Results |
|---|---|---|
| | | Select Approver from the list. |
| 8. | Click button ‘Redirect’. | |
| **Case if Click Link ‘Add Files’.** | | |
| 9. | Click Link ‘Add Files’. | Alert ‘Add Files’. |
| 10. | Select ‘Choose Files’. | Upload attachment if got any document to attach with the form. |
| 11. | Click button ‘Upload’. | ‘Success’ will appear below of field ‘Choose Files’. |

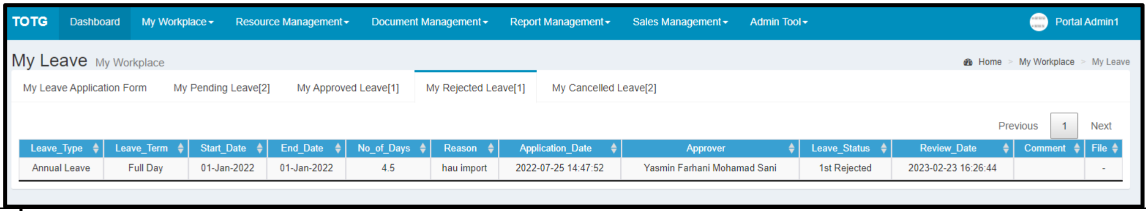
## 1.3.2 My Leave (My Approved Leave)




| | |
|---|---|
| **Procedure Name** | My Leave (My Approved Leave). |
| **Description & Objective:** | to be absent from work for a specific reason. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Leave > My Approved Leave. | My Approved Leave page will be displayed. |
| **Case if Click Button 'Redirect'.** | | |
| 2. | Click button 'Redirect'. | Alert 'Redirect'. |
| 3. | Select 'Approver'. | Few of Approver will be displayed.<br>Select Approver from the list. |
| 4. | Click button 'Redirect'. | |
| **Case if Click Link 'Download'.** | | |
| 5. | Click link 'Download'. | The file will be displayed on new page. |

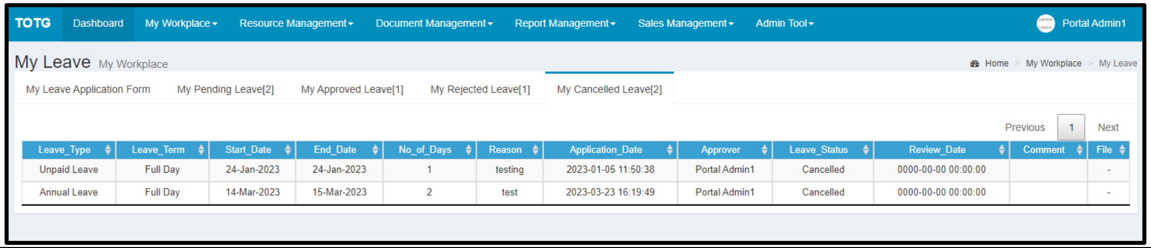
## 1.3.3 My Leave (My Rejected Leave)




| | |
|---|---|
| **Procedure Name** | My Leave (My Rejected Leave). |
| **Description & Objective:** | to be absent from work for a specific reason. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Leave > My Rejected Leave. | My Rejected Leave page will be displayed. |

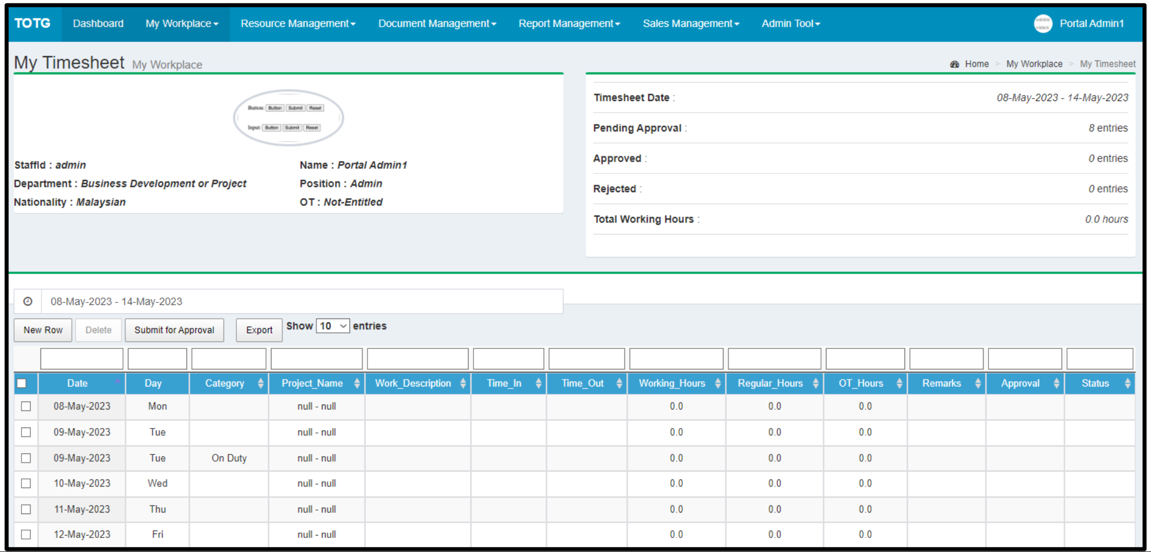
## 1.3.4 My Leave (My Cancelled Leave)




| | |
|---|---|
| **Procedure Name** | My Leave (My Cancelled Leave). |
| **Description & Objective:** | to be absent from work for a specific reason. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Leave > My Cancelled Leave. | My Cancelled Leave page will be displayed. |

## 1.3 My Timesheet

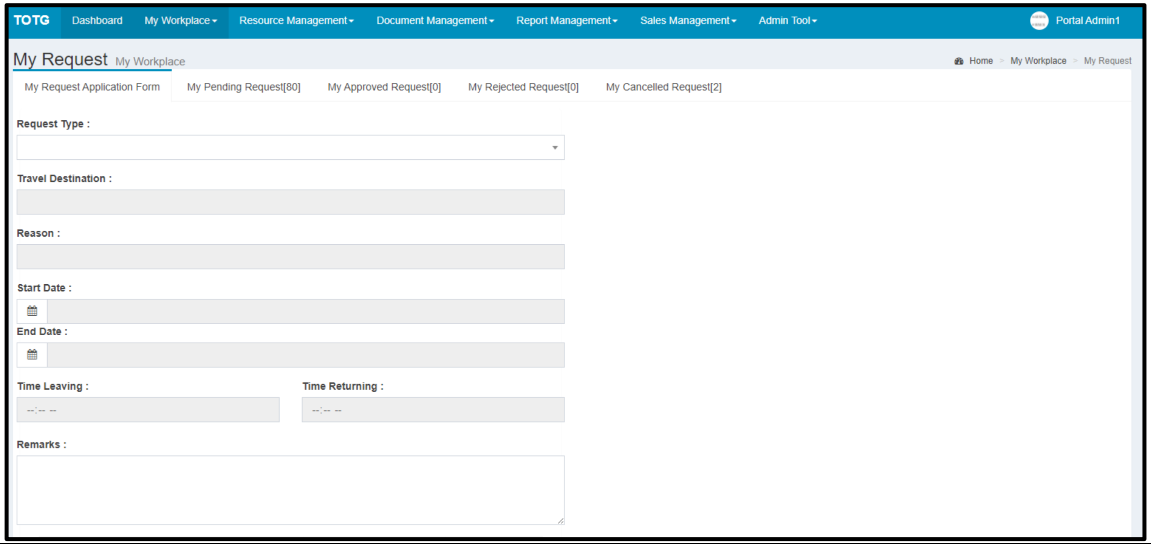



| | |
|---|---|
| **Procedure Name** | My Timesheet |
| **Description & Objective:** | To create timesheet by Admin |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace Navigation Bar > My Timesheet. | Timesheet page will be displayed. |
| 2. | Click button 'New Row' and fill in the form. | A new form row will appear, To fill it out. |
| 3. | Select Category. | Few types of category will be displayed.<br>Select category type from the list. |
| 4. | Select Project_Name. | Few types of project will be displayed.<br>Select project type from the list. |
| 5. | Select Work_Description. | Work_Description field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Select Time_In. | Choose the time enter. |
| 7. | Select Time_Out. | Choose the time leave. |
| 8. | Select Remarks. | Remarks field is mandatory. |
| 9. | Select the form that just filled and click ‘Submit for Approval’. | Popup ‘Are you sure you wish to submit the selected timesheet for approval?’. |
| 10. | Click yes. | Alert ‘Timesheet submitted for approval!’. |

## 1.4 My Request (My Request Application Form)

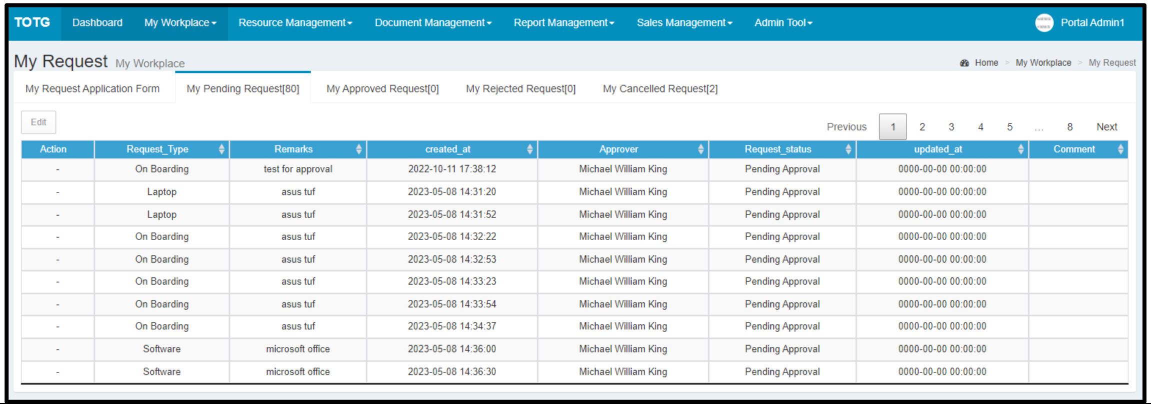



| | |
|---|---|
| **Procedure Name** | My Request (My Request Application Form). |
| **Description & Objective:** | To request spesific item from company. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request > My Request Application Form. | My Request Application Form page will be displayed. |
| **Case if Admin Request Laptop, Name Card, Off Boarding, On Boarding, Others and Software.** | | |
| 2. | Fill in Remarks. | Remarks field is mandatory. |
| 3. | Click 'Submit'. | |
| **Case if Admin Request Travel.** | | |
| 4. | Fill in Travel Destination and Reason. | Travel Destination field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Fill in Reason. | Reason field is mandatory. |
| 6. | Select Start Date. | Choose the date started. |
| 7. | Select End Date. | Choose the date ended. |
| 8. | Select Time Leaving. | Choose the time leaving. |
| 9. | Select Time Returning. | Choose the time returning. |
| 10. | Fill in Remarks | Remarks field is mandatory. |
| 11. | Select Project Name. | Few types of project will be displayed.<br>Select project type from the list. |
| 12. | Select Start Date. | Choose the date started. |
| 13. | Select End Date. | Choose the date ended. |
| 14. | Select Days. | Choose the days stayed. |
| **Case if Admin Has More Than 1 Project To Travel At The Same Destination.** | | |
| 15. | Click the button 'Add'. | A new form row will appear, To fill it out. |
| 16. | Select Project Name. | Few types of project will be displayed.<br>Select project type from the list. |
| 17. | Select Start Date. | Choose the date started. |
| 18. | Select End Date. | Choose the date ended. |
| 19. | Select Days. | Choose the days stayed. |
| 20. | Click 'Submit' | |

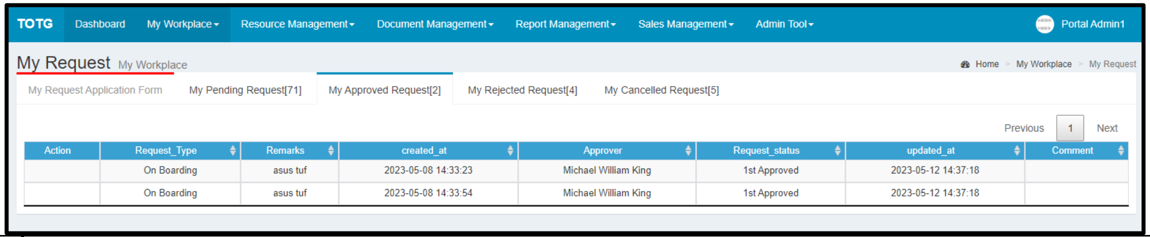
# 1.5.1 My Request (My Pending Request)




| | |
|---|---|
| **Procedure Name** | My Request (My Pending Request). |
| **Description & Objective:** | To request spesific item from company. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request > My Pending Request. | My Pending Request page will be displayed. |
| **Case if Click Button 'Edit'.** | | |
| 2. | Select row need to Edit. | The row selected is highlight. |
| 3. | Click button 'Edit'. | Alert 'Edit entry'. |
| 4. | Edit desired field. | The field will changed. |
| 5. | Click button 'Update'. | The row selected is highlight.<br>The row selected is updated. |

## 5.5.2 My Request (My Approved Request)




| | |
|---|---|
| **Procedure Name** | My Request(My Approved Request). |
| **Description & Objective:** | To request spesific item from company. |

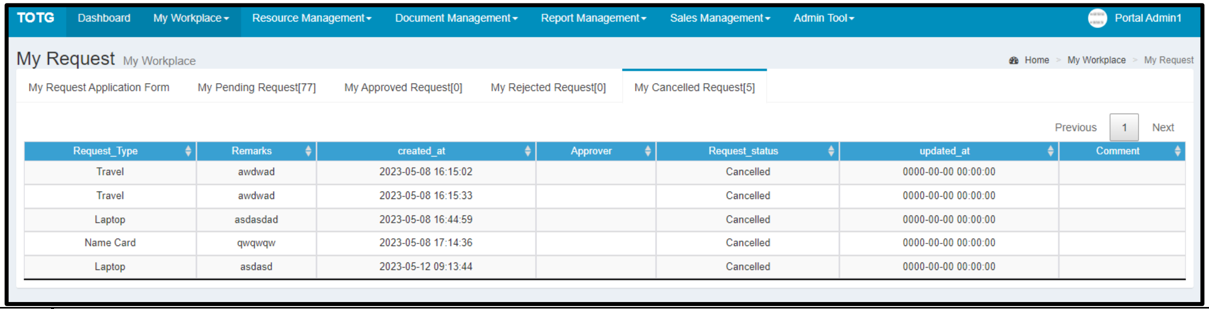
| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request > My Approved Request. | My Approved Request page will be displayed. |

# 1.5.3 My Request (My Rejected Request)


| | |
|---|---|
| **Procedure Name** | My Request (My Rejected Request). |
| **Description & Objective:** | To request spesific item from company. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request. | My Request page will be displayed. |

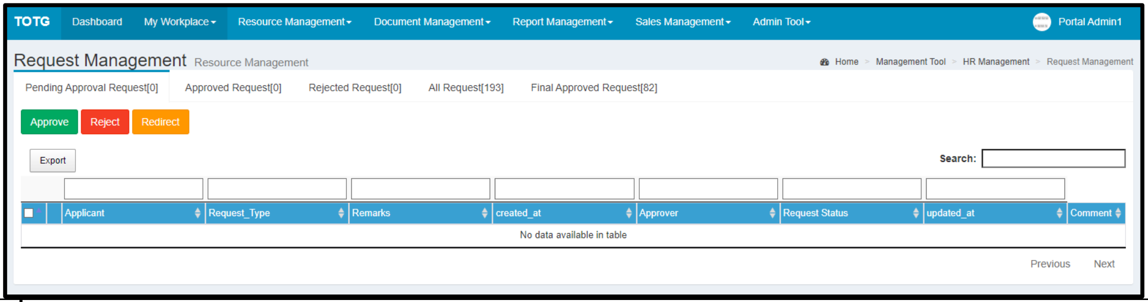
# 1.5.4 My Request (My Cancelled Request)




| | |
|---|---|
| **Procedure Name** | My Request (My Cancelled Request). |
| **Description & Objective:** | To request spesific item from company. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request. | My Request page will be displayed. |

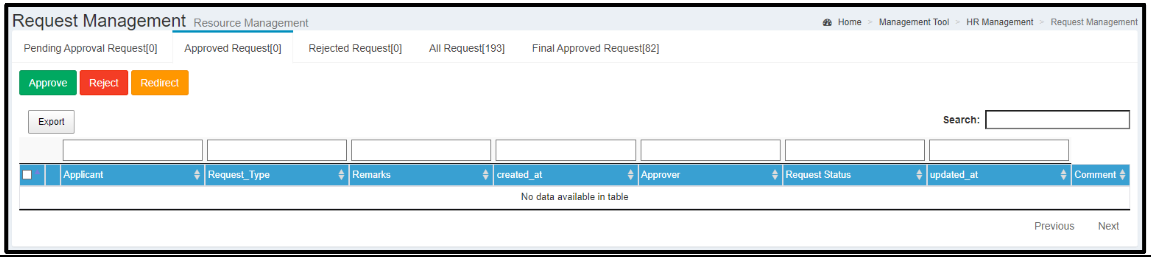
## 1.6 My Request Management (Pending Approval Request)




| | |
|---|---|
| **Procedure Name** | My Request Management (Pending Approval Request). |
| **Description & Objective:** | Manage request requested to the company. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on My Workplace > My Request Management. | Request page will be displayed. |
| **Case if Click Button 'Approve'.** | | |
| 2. | Select the request row. | The row selected is highlight. |
| 3. | Click button 'Approve'. | |
| **Case if Click Button 'Reject'.** | | |
| 4. | Click button 'Reject'. | |
| **Case if click Button 'Redirect'.** | | |
| 5. | Click button 'Redirect'. | Popup Redirect will appear. |
| 6. | Select Approver. | Few approver will be displayed.<br>Select approver from the list. |
| 7. | Click button 'Redirect'. | Alert 'Request approval redirected!'. |

## 1.6.1 My Request Management (Approved Request)

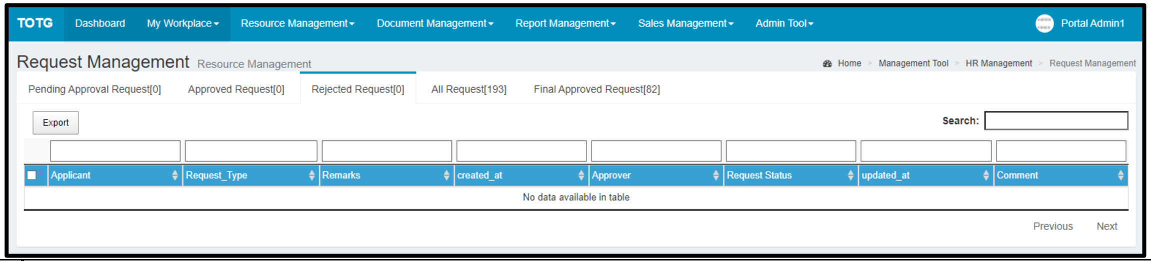



| | |
|---|---|
| **Procedure Name** | My Request Management (Approved Request). |
| **Description & Objective:** | Manage request requested to the company. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > Approved Request. | Approved Request page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Click Button 'Approve'.** | | |
| 3. | Select the request row. | The row selected is highlight. |
| 4. | Click button 'Approve'. | |
| **Case if Click Button 'Reject'.** | | |
| 5. | Click button 'Reject'. | |
| **Case if Click Button 'Redirect'.** | | |
| 6. | Click button 'Redirect'. | Popup Redirect will appear. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 7. | Select Approver. | Few approver will be displayed.<br><br>Select approver from the list. |
| 8. | Click button ‘Redirect’. | Alert ‘Request approval redirected!’. |

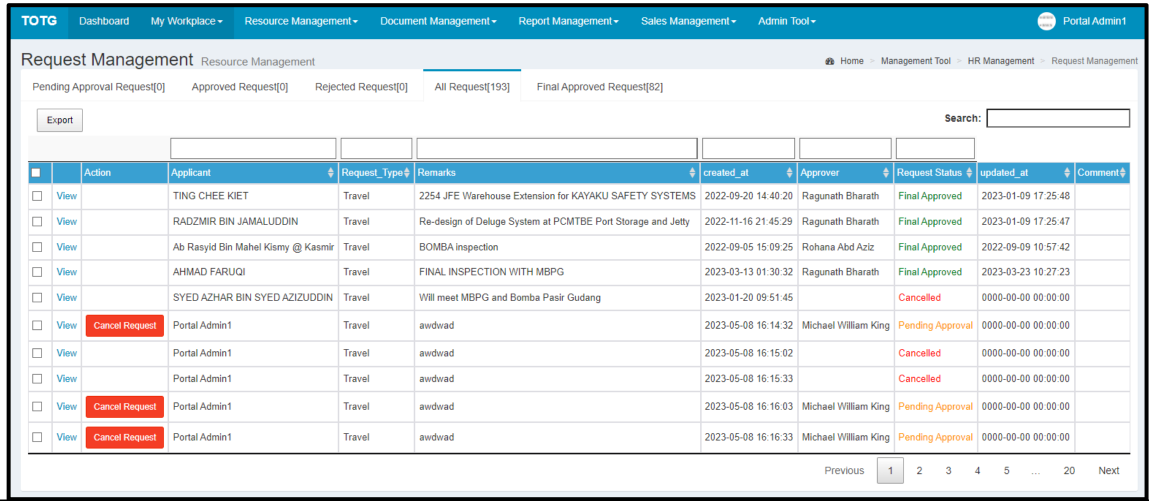
## 1.6.2 My Request Management (Rejected Request)




| | |
|---|---|
| **Procedure Name** | My Request Management (Rejected Request). |
| **Description & Objective:** | Manage request requested to the company. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > Rejected Request. | Rejected Request page will be displayed. |

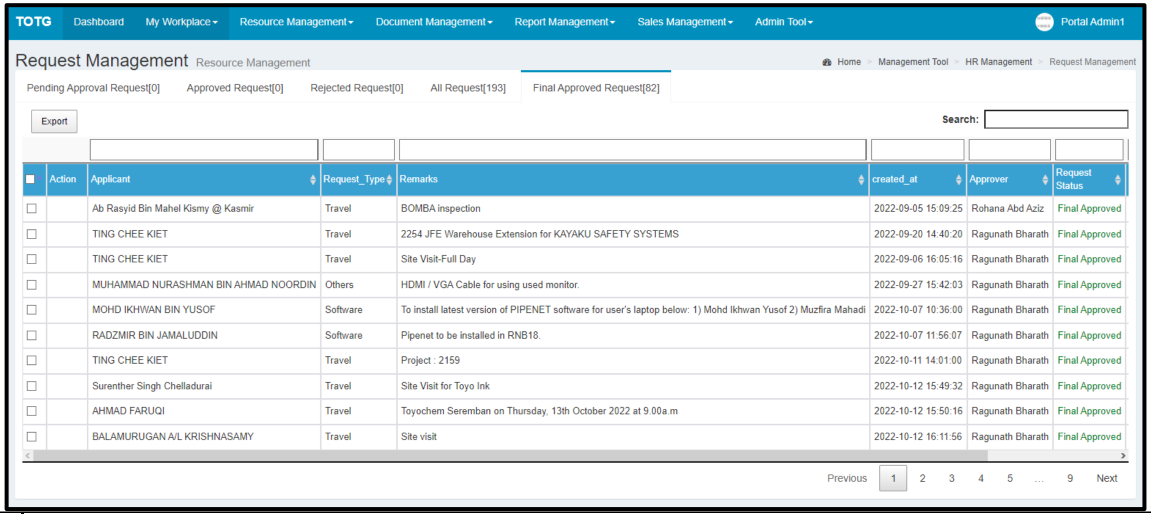
### 1.6.3 My Request Management (All Request)




| | |
|---|---|
| **Procedure Name** | My Request Management (All Request). |
| **Description & Objective:** | Manage request requested to the company. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > All Request. | All Request page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Click Button 'Cancel Request'.** | | |
| 3. | Click button 'Cancel Request'. | Alert 'Cancel Request'. |
| 4. | Click button 'Cancel Request'. | |

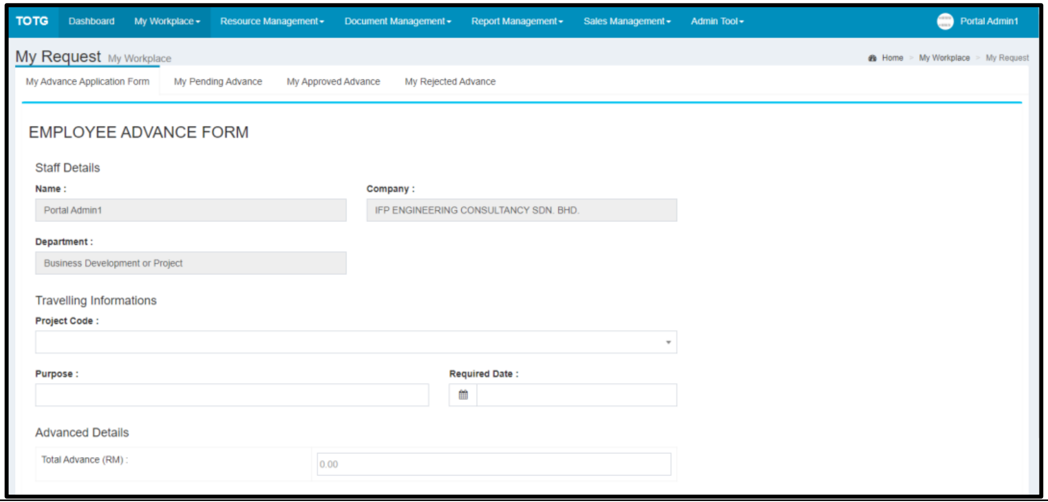
## 1.6.4 My Request Management (Final Approved Request)



| | |
|---|---|
| **Procedure Name** | My Request Management (Final Approved Request). |
| **Description & Objective:** | Manage request requested to the company. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > Final Approved Request. | Final Approved Request page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

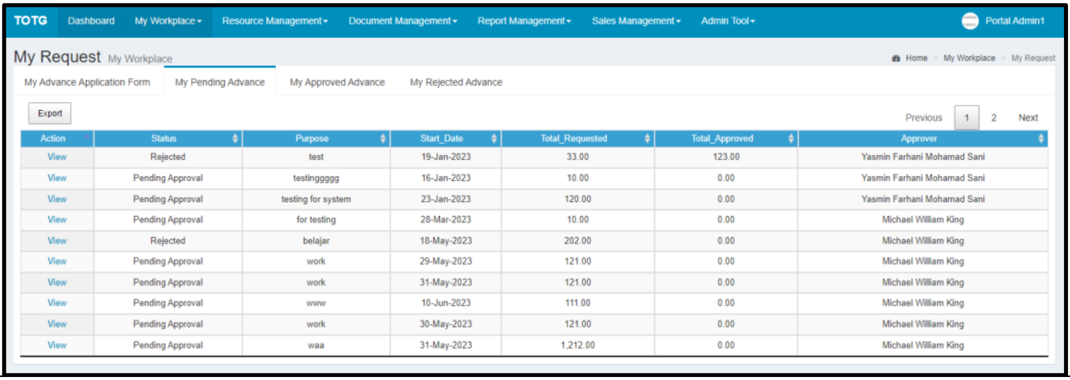
## 1.7 My Advance (My Advance Application Form)




| | |
|---|---|
| **Procedure Name** | My Advance (My Advance Application Form) |
| **Description & Objective:** | Manage request requested to the company |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > My Advance Application Form. | My Advance Application Form page will be displayed. |
| 2. | Select Project Code. | Few types of project code will be displayed.<br><br>Select project code from the list. |
| 3. | Fill in Purpose. | Purpose field is mandatory. |
| 4. | Select Required Date. | Choose the date. |
| 5. | Select Total Advance Detail. | Choose the number of money requested. |
| 6. | Click button 'Submit'. | |

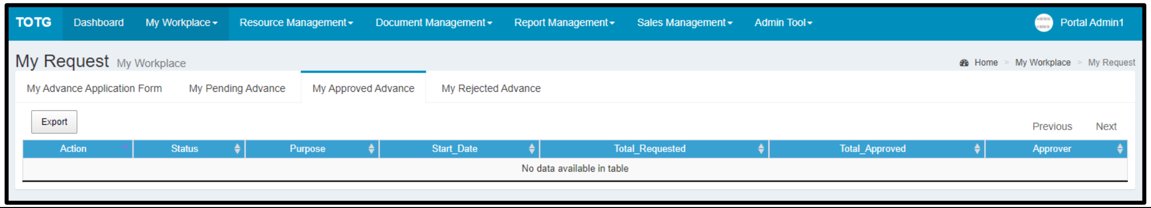
### 1.7.1 My Advance (My Pending Advance)




| | |
|---|---|
| **Procedure Name** | My Advance (My Pending Advance). |
| **Description & Objective:** | Manage request requested to the company |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > My Pending Advance. | My Pending Advance page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Click Button 'View'.** | | |
| 3. | Click button 'View | Detail about the request will be displayed on new tab. |

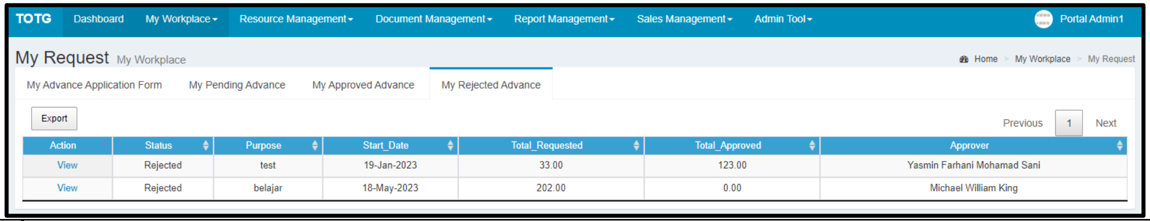
## 1.7.2 My Advance (My Approved Advance)




| | |
|---|---|
| **Procedure Name** | My Advance (My Approved Advance). |
| **Description & Objective:** | Manage request requested to the company |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > My Approved Advance. | My Approved Advance page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

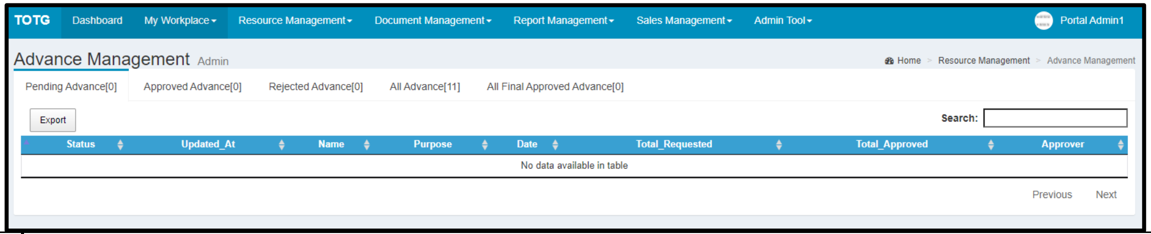
### 1.7.3 My Advance (My Rejected Advance)




| | |
|---|---|
| **Procedure Name** | My Advance (My Rejected Advance). |
| **Description & Objective:** | Manage request requested to the company |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 4. | Click on My Workplace > My Request Management. | Request page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Click Button 'View'.** | | |
| 6. | Click button 'View | Detail about the rejected request will be displayed on new tab. |

## 1.8 Advance Management (Pending Advance)

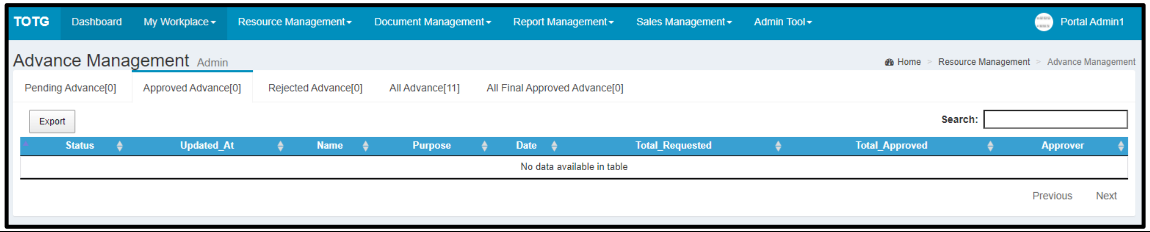



| | |
|---|---|
| **Procedure Name** | Advance Management (Pending Advance). |
| **Description & Objective:** | Manage request requested to the company |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > Pending Advance. | Pending Advance page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Click Button 'View'.** | | |
| 3. | Click button 'View | Detail about selected Advance will be displayed. |
| **Case if Click Button 'Approve'.** | | |
| 4. | Click button 'Approve'. | Alert 'Advance application approved!'. |
| **Case if Click Button 'Reject'.** | | |
| 5. | Click button 'Approve'. | Alert 'Advance application rejected!'. |
| **Case if Click Button 'Export'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Click button ‘Export’. | Alert ‘Export’. |
| 7. | Click button ‘Export’. | The Advance Detail will be displayed on new tab in PDF type of file |

### 1.8.1 Advance Management (Approved Advance)

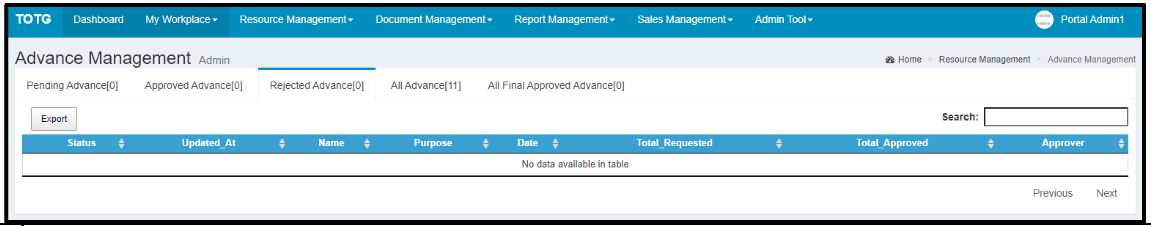



| | |
|---|---|
| **Procedure Name** | Advance Management (Approved Advance). |
| **Description & Objective:** | Manage request requested to the company |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > Approved Advance. | Approved Advance page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Click Button 'View'.** | | |
| 3. | Click button 'View | Detail about selected Advance will be displayed. |
| **Case if Click Button 'Approve'.** | | |
| 4. | Click button 'Approve'. | Alert 'Advance application approved!'. |
| **Case if Click Button 'Reject'.** | | |
| 5. | Click button 'Approve'. | Alert 'Advance application rejected!'. |
| **Case if Click Button 'Export'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Click button ‘Export’. | Alert ‘Export’. |
| 7. | Click button ‘Export’. | The Advance Detail will be displayed on new tab in PDF type of file |

### 1.8.2 Advance Management (Rejected Advance)

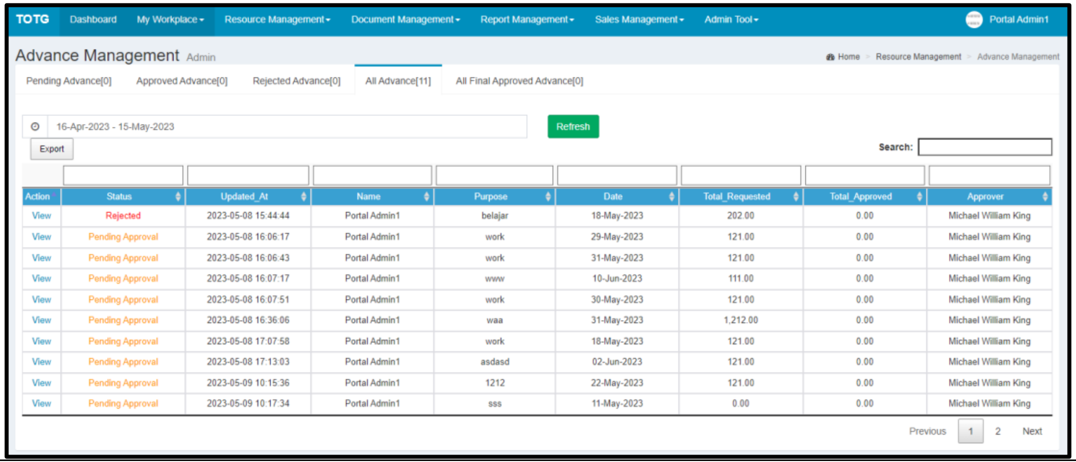



| | |
|---|---|
| **Procedure Name** | Advance Management (Rejected Advance). |
| **Description & Objective:** | Manage request requested to the company |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > Rejected Advance. | Rejected Advance page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Click Button 'View'.** | | |
| 3. | Click button 'View | Detail about selected Advance will be displayed. |
| **Case if Click Button 'Approve'.** | | |
| 4. | Click button 'Approve'. | Alert 'Advance application approved!'. |
| **Case if Click Button 'Reject'.** | | |
| 5. | Click button 'Approve'. | Alert 'Advance application rejected!'. |
| **Case if Click Button 'Export'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Click button ‘Export’. | Alert ‘Export’. |
| 7. | Click button ‘Export’. | The Advance Detail will be displayed on new tab in PDF type of file |

## 1.8.3 Advance Management (All Advance)

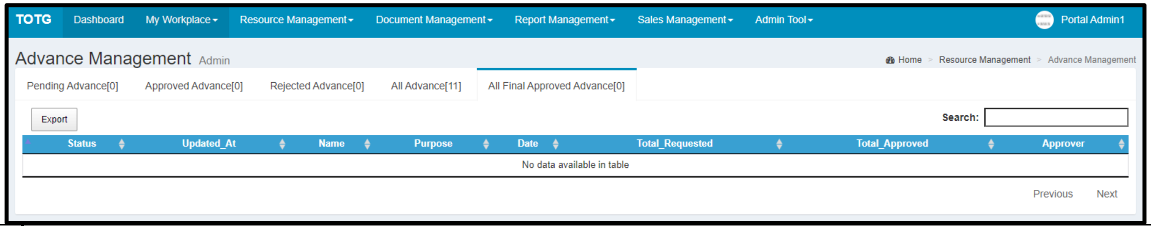



| | |
|---|---|
| **Procedure Name** | Advance Management (All Advance). |
| **Description & Objective:** | Manage request requested to the company |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > Advance Management. | Advance Management page will be displayed. |
| 2. | Select 'Date'. | Date will be displayed.<br>Select Date from the list. |
| 3. | Click button 'Refresh'. | Page will be refresh and new data updated. |
| **Case if Click Button 'Export'.** | | |
| 4. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Click Button 'View'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Click button ‘View | Detail about selected Advance will be displayed. |
| **Case if Click Button ‘Approve’.** | | |
| 6. | Click button ‘Approve’. | Alert ‘Advance application approved!’. |
| **Case if Click Button ‘Reject’.** | | |
| 7. | Click button ‘Approve’. | Alert ‘Advance application rejected!’. |
| **Case if Click Button ‘Export’.** | | |
| 8. | Click button ‘Export’. | Alert ‘Export’. |
| 9. | Click button ‘Export’. | The Advance Detail will be displayed on new tab in PDF type of file |

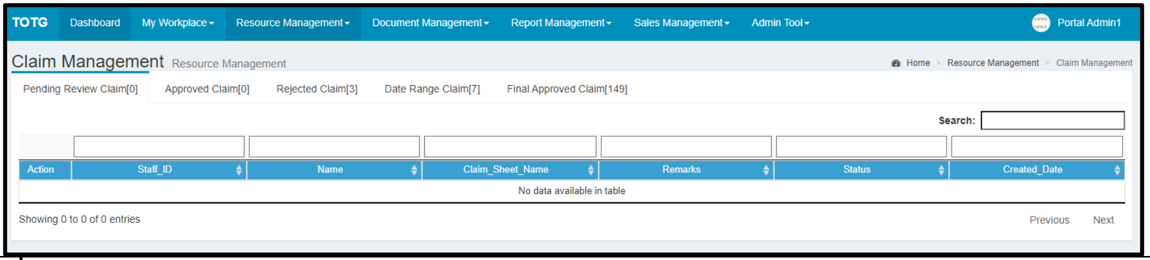
### 1.8.4 Advance Management (All Final Approved Advance)




| | |
|---|---|
| **Procedure Name** | Advance Management (All Final Approved Advance). |
| **Description & Objective:** | Manage request requested to the company |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on My Workplace > My Request Management > All Final Approved Advance. | All Final Approved Advance page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

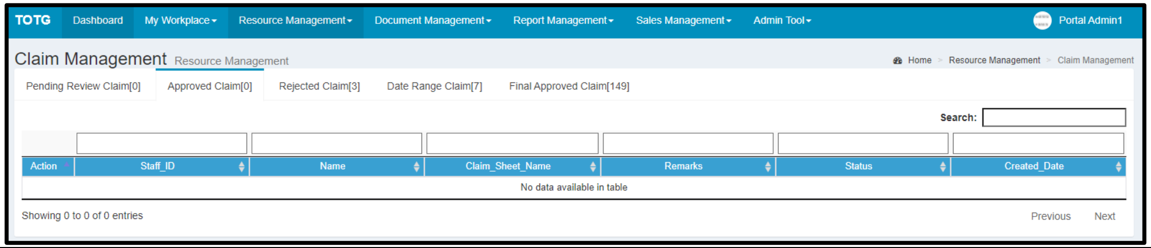
## 1.9 Claim Management (Pending Review Claim)




| | |
|---|---|
| **Procedure Name** | Claim Management (Pending Review Claim). |
| **Description & Objective:** | To accept or reject claim that requested. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Claim Management. | Claim Management page will be displayed. |

### 1.9.1 Claim Management (Approved Claim)

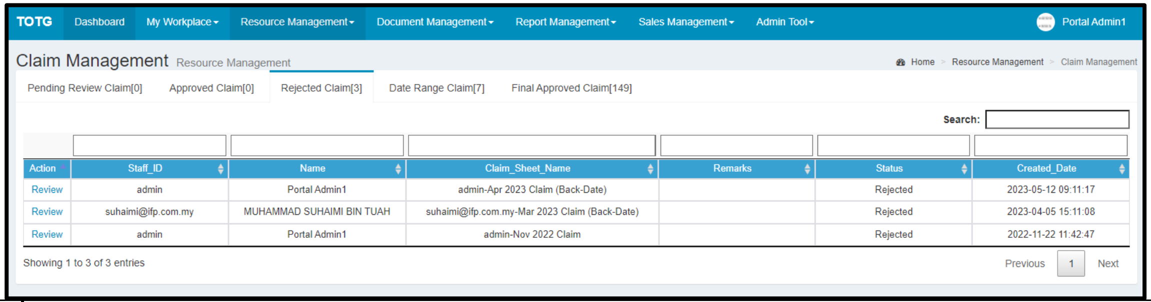



| | |
|---|---|
| **Procedure Name** | Claim Management (Approved Claim). |
| **Description & Objective:** | To accept or reject claim that requested. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Claim Management > Approved Claim. | Approved Claim page will be displayed. |
| 2. | Select 'Date'. | Date will be displayed.<br>Select Date from the list. |
| 3. | Click button 'Refresh'. | Page will be refresh.<br>New data updated. |
| **Case if Click Button 'Review'.** | | |
| 4. | Click button 'Review'. | The selected row 'Review' detail will be displayed on new tab. |
| **Case if Click Button 'Export Claim and Timesheet'.** | | |
| 5. | Click button 'Export Claim and Timesheet'. | Alert 'Export Claim'. |
| **Case if Click Button 'Preview'.** | | |
| 6. | Click button 'Preview'. | Preview for export file will be displayed on new tab. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Click Button 'Export'.** | | |
| 7. | Click button 'Export'. | The Claim Detail will be displayed on new tab in PDF type of file |
| **Case if Click Button 'Processed'.** | | |
| 8. | Click buton 'Processed'. | Alert 'Status Updated!'. |
| **Case if Click Button 'Reset'.** | | |
| 9. | Click buton 'Reset'. | Alert 'Status Updated!'. |
| **Case if Click Button 'Submit and Notify'.** | | |
| 10. | Click button 'Submit and Notify'. | Alert 'Submit and Notify'. |
| 11. | Click button 'Yes'. | |
| **Case if Click Button 'Approve'.** | | |
| 12. | Click button 'Approve'. | Alert 'Claim Approved!'. |
| **Case if Click Button 'Reject'.** | | |
| 13. | Click button 'Reject'. | Alert 'Claim Rejected!'. |
| **Case if Click Button 'Redirect'.** | | |
| 14. | Click button 'Redirect'. | Alert 'Redirect'. |
| 15. | Select 'Approver'. | Few Approver will be displayed.<br>Select Approver from the list. |
| 16. | Click button 'Redirect'. | |

### 1.9.2 Claim Management (Rejected Claim)

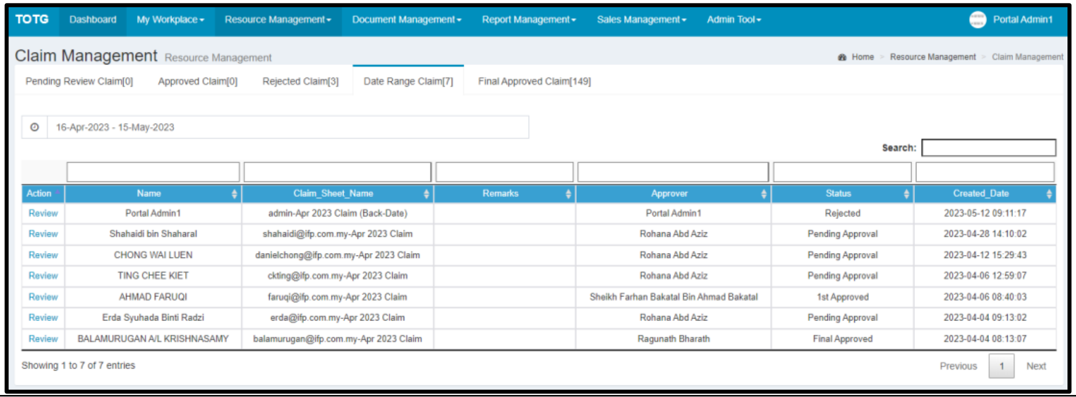



| | |
|---|---|
| **Procedure Name** | Claim Management (Rejected Claim). |
| **Description & Objective:** | To accept or reject claim that requested. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Claim Management > Rejected Claim. | Rejected Claim page will be displayed. |
| **Case if Click Button 'Review'.** | | |
| 2. | Click button 'Review'. | The selected row 'Review' detail will be displayed on new tab. |
| **Case if Click Button 'Export Claim and Timesheet'.** | | |
| 3. | Click button 'Export Claim and Timesheet'. | Alert 'Export Claim'. |
| **Case if Click Button 'Preview'.** | | |
| 4. | Click button 'Preview'. | Preview for export file will be displayed on new tab. |
| **Case if Click Button 'Export'.** | | |
| 5. | Click button 'Export'. | The Claim Detail will be displayed on new tab in PDF type of file |
| **Case if Click Button 'Processed'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Click buton 'Processed'. | Alert 'Status Updated!'. |
| **Case if Click Button 'Reset'.** | | |
| 7. | Click buton 'Reset'. | Alert 'Status Updated!'. |
| **Case if Click Button 'Submit and Notify'.** | | |
| 8. | Click button 'Submit and Notify'. | Alert 'Submit and Notify'. |
| 9. | Click button 'Yes'. | |
| **Case if Click Button 'Approve'.** | | |
| 10. | Click button 'Approve'. | Alert 'Claim Approved!'. |
| **Case if Click Button 'Reject'.** | | |
| 11. | Click button 'Reject'. | Alert 'Claim Rejected!'. |
| **Case if Click Button 'Redirect'.** | | |
| 12. | Click button 'Redirect'. | Alert 'Redirect'. |
| 13. | Select 'Approver'. | Few Approver will be displayed.<br>Select Approver from the list. |
| 14. | Click button 'Redirect'. | |

## 1.9.3 Claim Management (Date Range Claim)



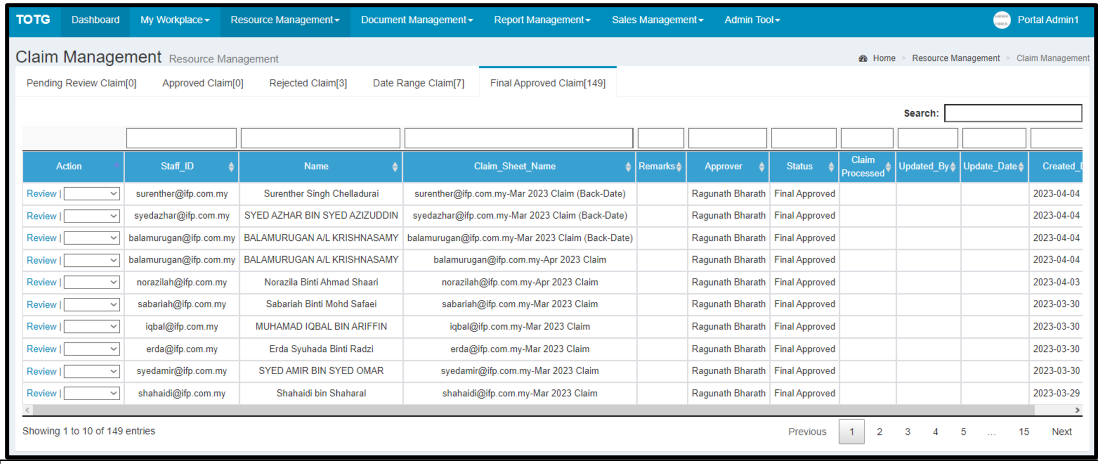

| | |
|---|---|
| **Procedure Name** | Claim Management (Date Range Claim). |
| **Description & Objective:** | To accept or reject claim that requested. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Claim Management > Date Range Claim. | Date Range Claim page will be displayed. |
| 2. | Select 'Date'. | Date will be displayed.<br>Select Date from the list. |
| 3. | Click button 'Apply'. | Page will be refresh.<br>New data updated. |
| **Case if Click Button 'Review'.** | | |
| 4. | Click button 'Review'. | The selected row 'Review' detail will be displayed on new tab. |
| **Case if Click Button 'Export Claim and Timesheet'.** | | |
| 5. | Click button 'Export Claim and Timesheet'. | Alert 'Export Claim'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Click Button 'Preview'.** | | |
| 6. | Click button 'Preview'. | Preview for export file will be displayed on new tab. |
| **Case if Click Button 'Export'.** | | |
| 7. | Click button 'Export'. | The Claim Detail will be displayed on new tab in PDF type of file |
| **Case if Click Button 'Processed'.** | | |
| 8. | Click buton 'Processed'. | Alert 'Status Updated!'. |
| **Case if Click Button 'Reset'.** | | |
| 9. | Click buton 'Reset'. | Alert 'Status Updated!'. |
| **Case if Click Button 'Submit and Notify'.** | | |
| 10. | Click button 'Submit and Notify'. | Alert 'Submit and Notify'. |
| 11. | Click button 'Yes'. | |
| **Case if Click Button 'Approve'.** | | |
| 12. | Click button 'Approve'. | Alert 'Claim Approved!'. |
| **Case if Click Button 'Reject'.** | | |
| 13. | Click button 'Reject'. | Alert 'Claim Rejected!'. |
| **Case if Click Button 'Redirect'.** | | |
| 14. | Click button 'Redirect'. | Alert 'Redirect'. |
| 15. | Select 'Approver'. | Few Approver will be displayed. |

| S/No | Tasks | Expected Results |
|---|---|---|
| | | Select Approver from the list. |
| 16. | Click button ‘Redirect’. | |

## 1.9.4 Claim Management (Final Approved Claim)



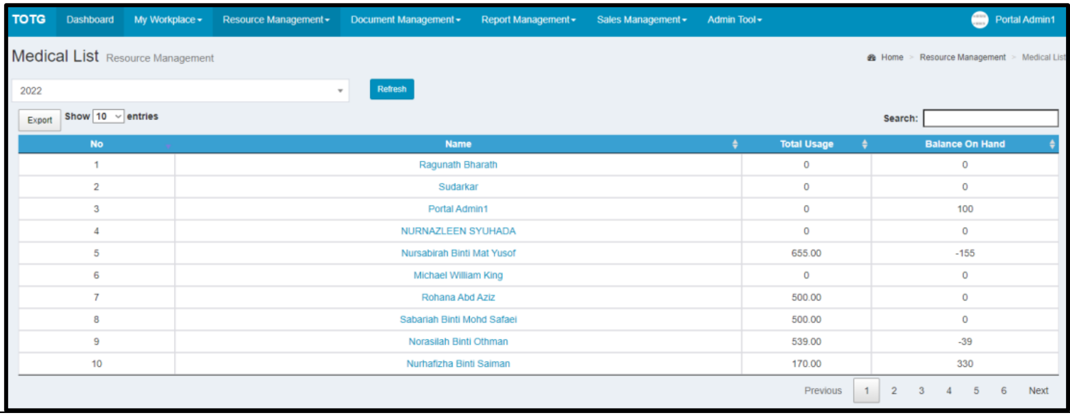

| | |
|---|---|
| **Procedure Name** | Claim Management (Final Approved Claim). |
| **Description & Objective:** | To accept or reject claim that requested. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Resource Management > Claim > Claim Management > Final Approved Claim. | Final Approved Claim page will be displayed. |
| 2. | Select 'Date'. | Date will be displayed.<br>Select Date from the list. |
| 3. | Click button 'Apply'. | Page will be refresh.<br>New data updated. |
| **Case if Click Button 'Review'.** | | |
| 4. | Click button 'Review'. | The selected row 'Review' detail will be displayed on new tab. |
| **Case if Click Button 'Export Claim and Timesheet'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Click button 'Export Claim and Timesheet'. | Alert 'Export Claim'. |
| **Case if Click Button 'Preview'.** | | |
| 6. | Click button 'Preview'. | Preview for export file will be displayed on new tab. |
| **Case if Click Button 'Export'.** | | |
| 7. | Click button 'Export'. | The Claim Detail will be displayed on new tab in PDF type of file |
| **Case if Click Button 'Processed'.** | | |
| 8. | Click buton 'Processed'. | Alert 'Status Updated!'. |
| **Case if Click Button 'Reset'.** | | |
| 9. | Click buton 'Reset'. | Alert 'Status Updated!'. |
| **Case if Click Button 'Submit and Notify'.** | | |
| 10. | Click button 'Submit and Notify'. | Alert 'Submit and Notify'. |
| 11. | Click button 'Yes'. | |
| **Case if Click Button 'Approve'.** | | |
| 12. | Click button 'Approve'. | Alert 'Claim Approved!'. |
| **Case if Click Button 'Reject'.** | | |
| 13. | Click button 'Reject'. | Alert 'Claim Rejected!'. |
| **Case if Click Button 'Redirect'.** | | |
| 14. | Click button 'Redirect'. | Alert 'Redirect'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 15. | Select ‘Approver’. | Few Approver will be displayed.<br><br>Select Approver from the list. |
| 16. | Click button ‘Redirect’. | |

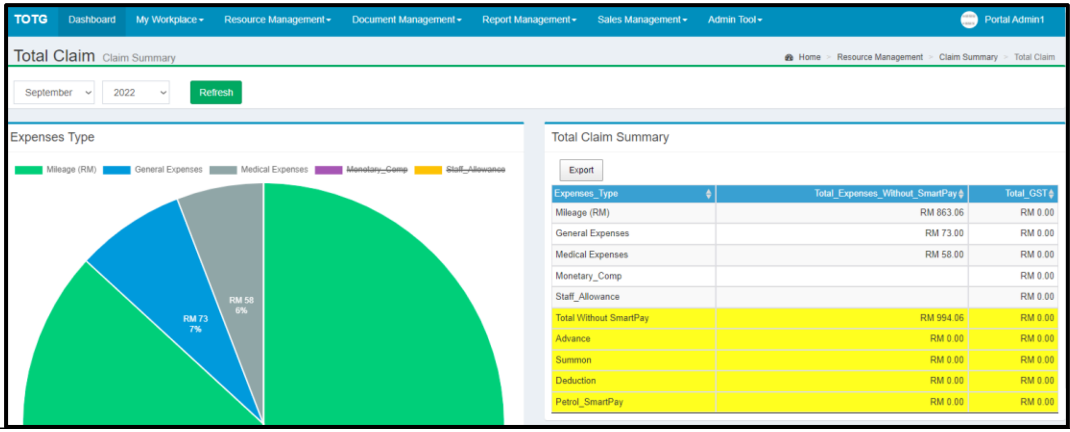
## 1.10 Annual Medical List




| | |
|---|---|
| **Procedure Name** | Annual Medical List. |
| **Description & Objective:** | Manage request requested to the company |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Claim Management. | Claim Management page will be displayed. |
| 2. | Select year and click button 'Refresh'. | Page will be refresh and new data updated. |

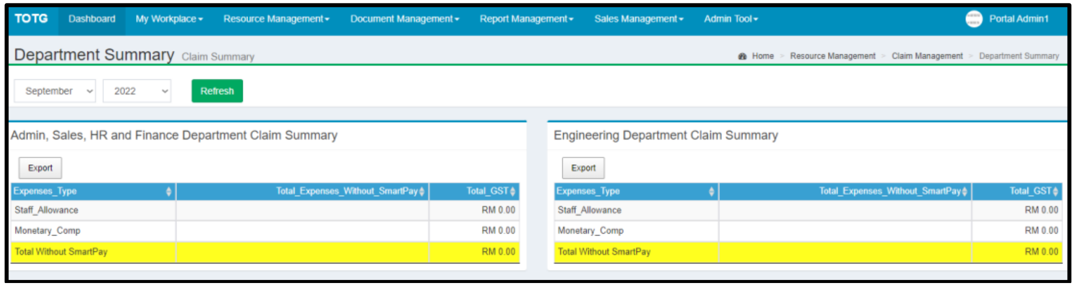
## 1.11 Total Claim




| | |
|---|---|
| **Procedure Name** | Total Claim |
| **Description & Objective:** | Show total claim summary. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Total Claim. | Total Claim page will be displayed. |
| 2. | Select month. | Month will be displayed.<br>Select month from the list. |
| 3. | Select year. | Year will be displayed.<br>Select year from the list. |
| 4. | Click button 'Refresh'. | Page will be refresh and new data updated. |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |

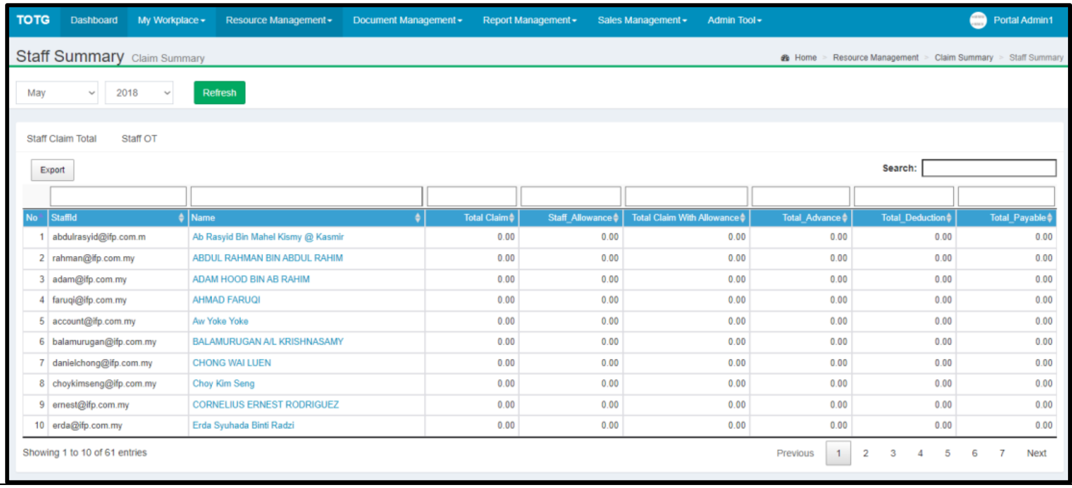
## 1.12 Department Summary




| **Procedure Name** | Department Summary |
|---|---|
| **Description & Objective:** | Show total claim each department summary. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Department Summary. | Department Summary page will be displayed. |
| 2. | Select month. | Month will be displayed.<br>Select month from the list. |
| 3. | Select year. | Year will be displayed.<br>Select year from the list. |
| 4. | Click button 'Refresh'. | Page will be refresh and new data updated. |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |

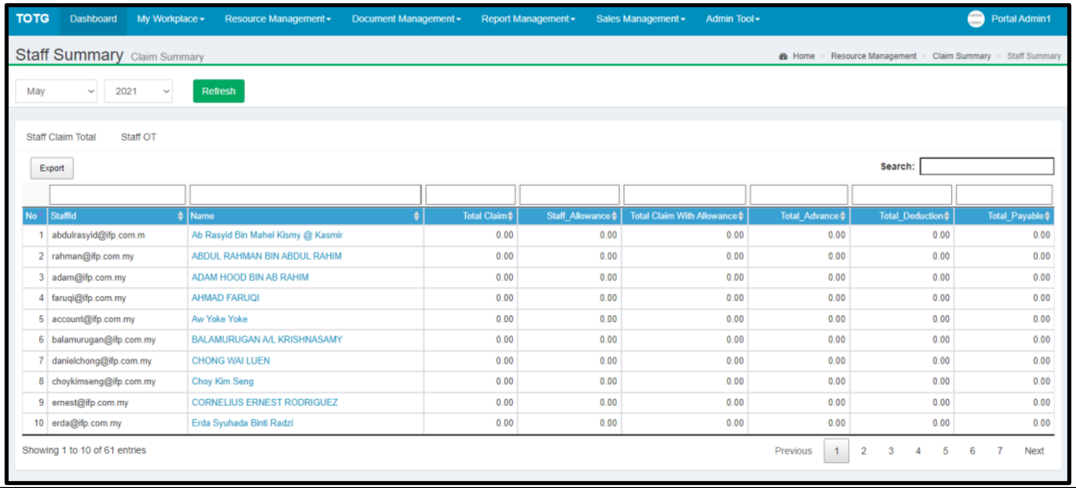
## 1.13 Staff Summary (Staff Claim Total)




| | |
|---|---|
| **Procedure Name** | Staff Summary (Staff Claim Total). |
| **Description & Objective:** | Show total claim each staff summary. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Staff Summary. | Staff Summary page will be displayed. |
| 2. | Select month. | Month will be displayed.<br><br>Select month from the list. |
| 3. | Select year. | Year will be displayed.<br><br>Select year from the list. |
| 4. | Click button 'Refresh'. | Page will be refresh and new data updated. |
| **Case if Click Button 'Export'.** | | |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |

## 1.13.1 Staff Summary (Staff OT)

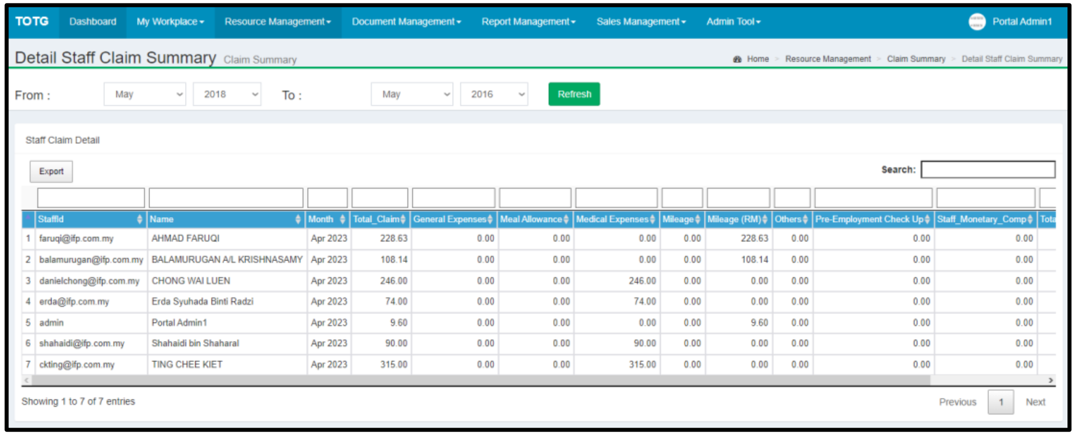



| | |
|---|---|
| **Procedure Name** | Staff Summary (Staff OT). |
| **Description & Objective:** | Show total claim each staff summary. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Staff Summary > Staff OT. | Staff OT page will be displayed. |
| 2. | Select month. | Month will be displayed.<br><br>Select month from the list. |
| 3. | Select year. | Year will be displayed.<br><br>Select year from the list. |
| 4. | Click button 'Refresh'. | Page will be refresh and new data updated. |
| **Case if Click Button 'Export'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Click button ‘Export’. | Choose type of file can be choose to be export. |

## 1.14 Staff Detail Breakdown

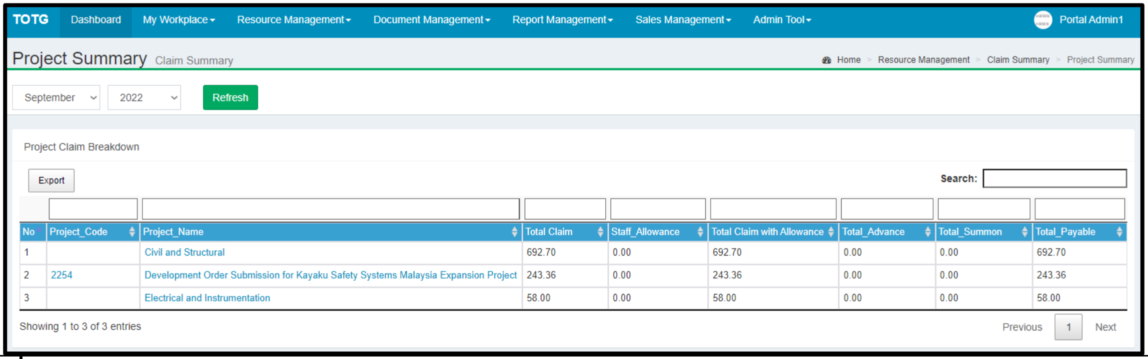



| Procedure Name | Staff Claim Detail Breakdown |
|---|---|
| **Description & Objective:** | Show total claim each staff for each month. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Staff Claim Detail Breakdown. | Staff Claim Detail Breakdown page will be displayed. |
| 2. | Select month from. | Month will be displayed.<br>Select month from the list. |
| 3. | Select year from. | Year will be displayed.<br>Select year from the list. |
| 4. | Select month to. | Month will be displayed.<br>Select month from the list. |
| 5. | Select year to. | Year will be displayed.<br>Select year from the list. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Click button ‘Refresh’. | Page will be refresh and new data updated from month and year selected. |
| 7. | Click button ‘Export’. | Choose type of file can be choose to be export. |

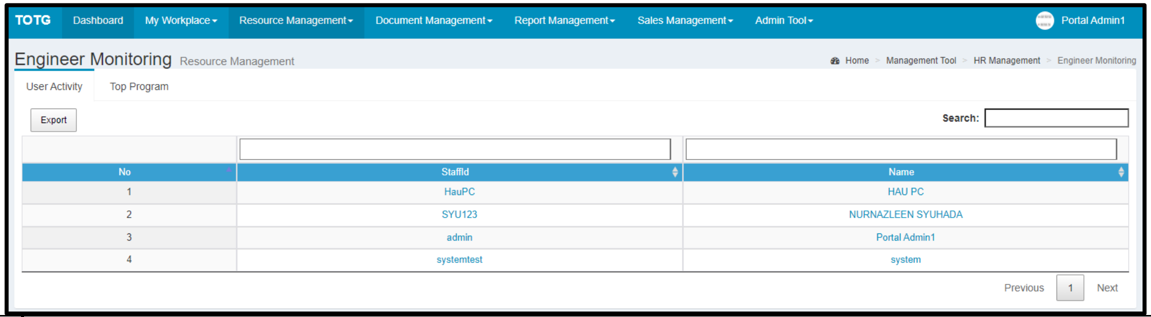
## 1.14 Project Breakdown




| | |
|---|---|
| **Procedure Name** | Project Breakdown. |
| **Description & Objective:** | Show each month and year project claim breakdown. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Claim > Project Breakdown. | Project Breakdown page will be displayed. |
| 2. | Select month. | Month will be displayed.<br>Select month from the list. |
| 3. | Select year. | Year will be displayed.<br>Select year from the list. |
| 4. | Click button 'Refresh'. | Page will be refresh and new data updated. |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |

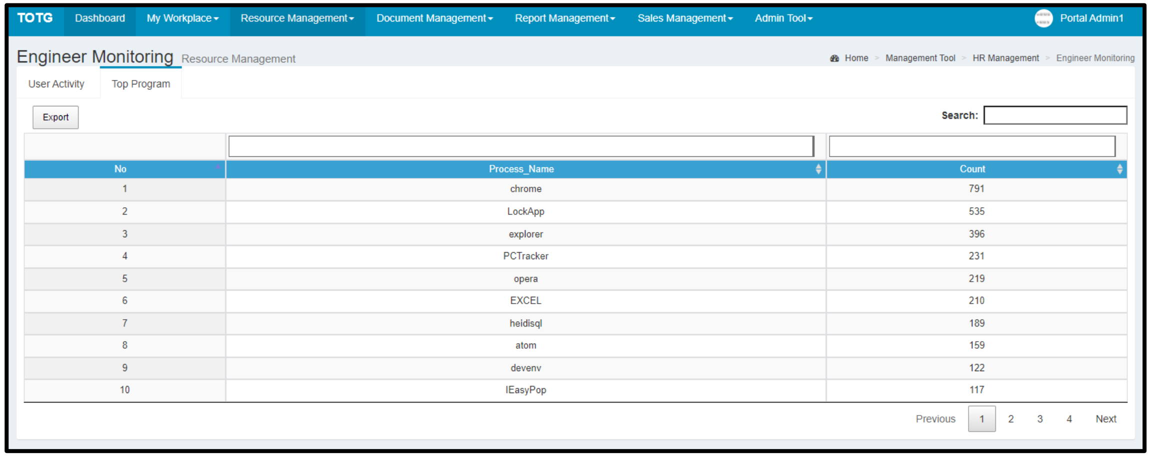
## 1.15 Engineer Monitoring (User Activity)




| | |
|---|---|
| **Procedure Name** | Engineer Monitoring (User Activity). |
| **Description & Objective:** | Show List of user and their activity on the system. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Engineer Tracking > Engineer Monitoring. | Engineer Monitoring page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

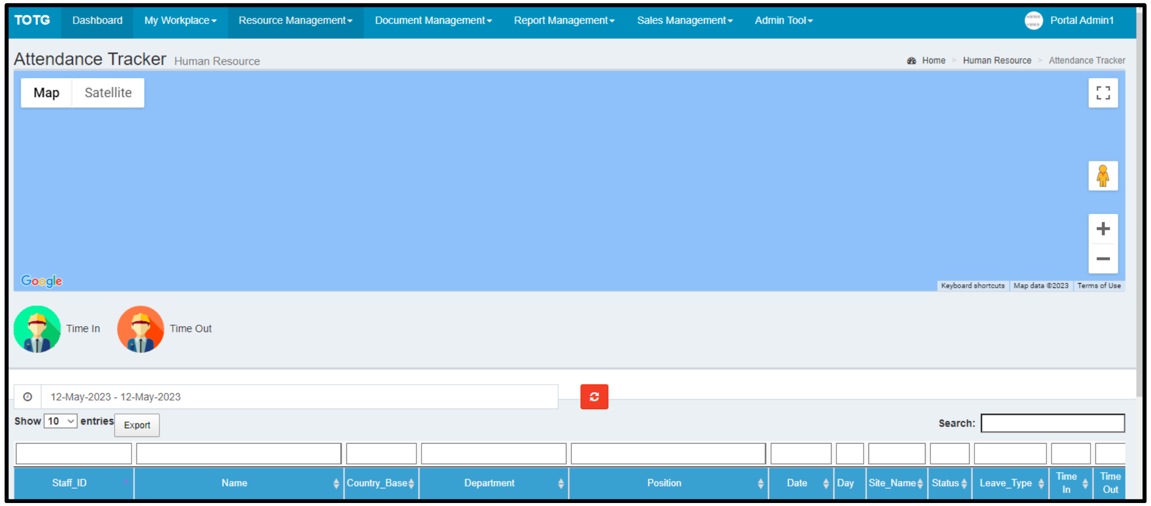
## 1.16.1 Engineer Monitoring (Top Program)




| | |
|---|---|
| **Procedure Name** | Show User Activity. |
| **Description & Objective:** | Show List of user and their activity on the system. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Engineer Tracking > Engineer Monitoring. | Engineer Monitoring page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

## 1.17 Engineer Location Tracking

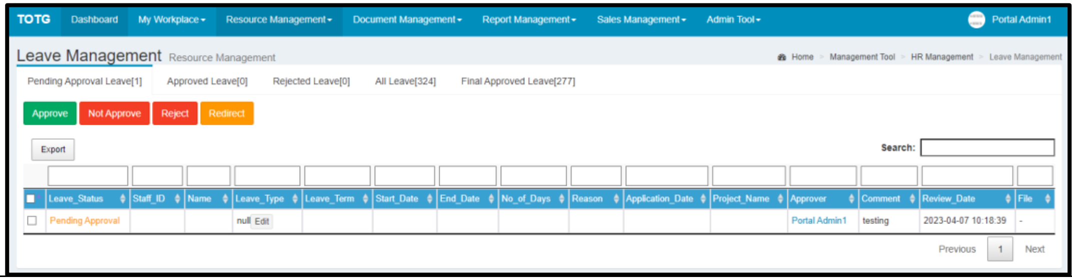



| Procedure Name | Show User Location. |
|---|---|
| **Description & Objective:** | Show List of user and their location. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Engineer Tracking > Engineer Location Tracking. | Engineer Location Tracking page will be displayed. |
| 2. | Select date from when. | Date will be displayed.<br>Select date from the list. |
| 3. | Select date from when. | Date will be displayed.<br>Select date from the list. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 4. | Click button ‘Apply’. | The selected date will appear. |
| 5. | Click button ‘Refresh’. | Page will be refresh and selected date data updated. |
| 6. | Click button ‘Export’. | Choose type of file can be choose to be export. |

## 1.18 Leave Management (Pending Approval Leave)

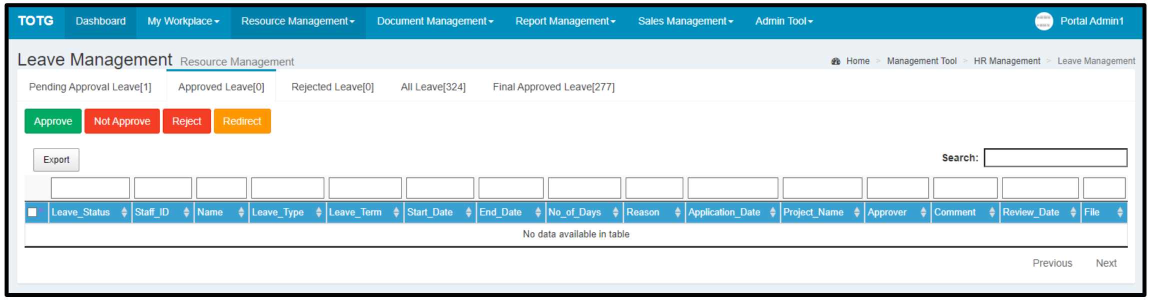



| | |
|---|---|
| **Procedure Name** | Show User Location. |
| **Description & Objective:** | Show List of user and their location. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Management. | Leave Management page will be displayed. |
| **Case if Click Button 'Approve'.** | | |
| 2. | Select row need to 'Approve' | The row selected is highlight. |
| 3. | Click button 'Approve'. | |
| **Case if Click Button 'Not Approve'.** | | |
| 4. | Select row need to 'Not Approve'. | The row selected is highlight. |
| 5. | Click button 'Not Approve'. | |
| **Case if Click Button 'Reject'.** | | |
| 6. | Select row need to 'Reject'. | The row selected is highlight. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 7. | Click button 'Not Approve'. | |
| **Case if Click Button 'Redirect'.** | | |
| 8. | Click button 'Redirect'. | Alert 'Redirect'. |
| 9. | Select 'Approver'. | Few Approver will be displayed.<br>Select Approver from the list. |
| 10. | Click button 'Redirect'. | |
| **Case if Click Button 'Export'** | | |
| 11. | Click button 'Export'. | Choose type of file can be choose to be export. |

## 1.18.1 Leave Management (Approved Leave)

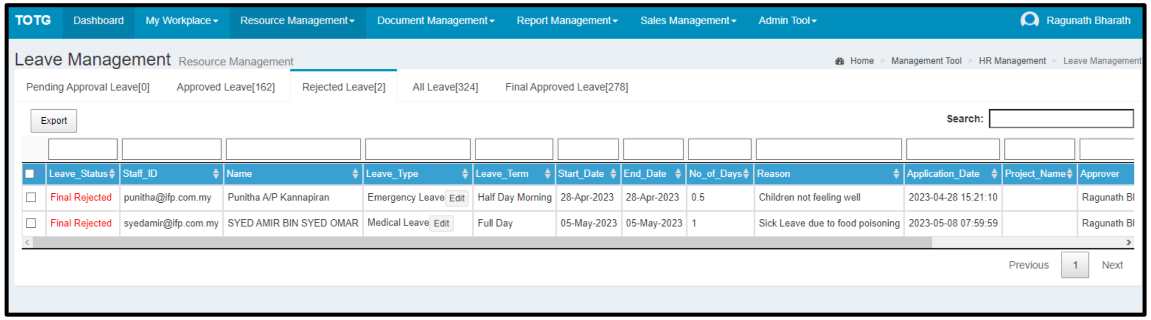



| | |
|---|---|
| **Procedure Name** | Show User Location. |
| **Description & Objective:** | Show List of user and their location. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Management. | Leave Management page will be displayed. |
| **Case if Click Button 'Approve'.** | | |
| 2. | Select row need to 'Approve' | The row selected is highlight. |
| 3. | Click button 'Approve'. | |
| **Case if Click Button 'Not Approve'.** | | |
| 4. | Select row need to 'Not Approve'. | The row selected is highlight. |
| 5. | Click button 'Not Approve'. | |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Click Button 'Reject'.** | | |
| 6. | Select row need to 'Reject'. | The row selected is highlight. |
| 7. | Click button 'Not Approve'. | |
| **Case if Click Button 'Redirect'.** | | |
| 8. | Click button 'Redirect'. | Alert 'Redirect'. |
| 9. | Select 'Approver'. | Few Approver will be displayed.<br>Select Approver from the list. |
| 10. | Click button 'Redirect'. | |
| **Case if Click Button 'Export'.** | | |
| 11. | Click button 'Export'. | Choose type of file can be choose to be export. |

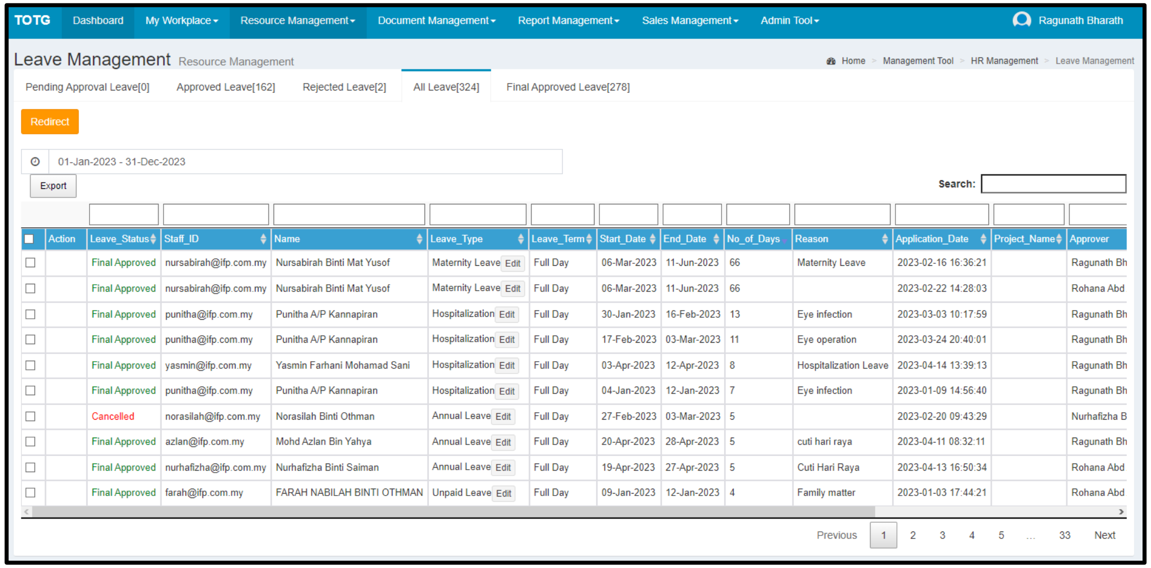
## 1.18.2 Leave Management (Rejected Leave)




| | |
|---|---|
| **Procedure Name** | Show User Location. |
| **Description & Objective:** | Show List of user and their location. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Management. | Leave Management page will be displayed. |
| **Case if Click Button 'Export'** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

### 1.18.3 Leave Management (All Leave)

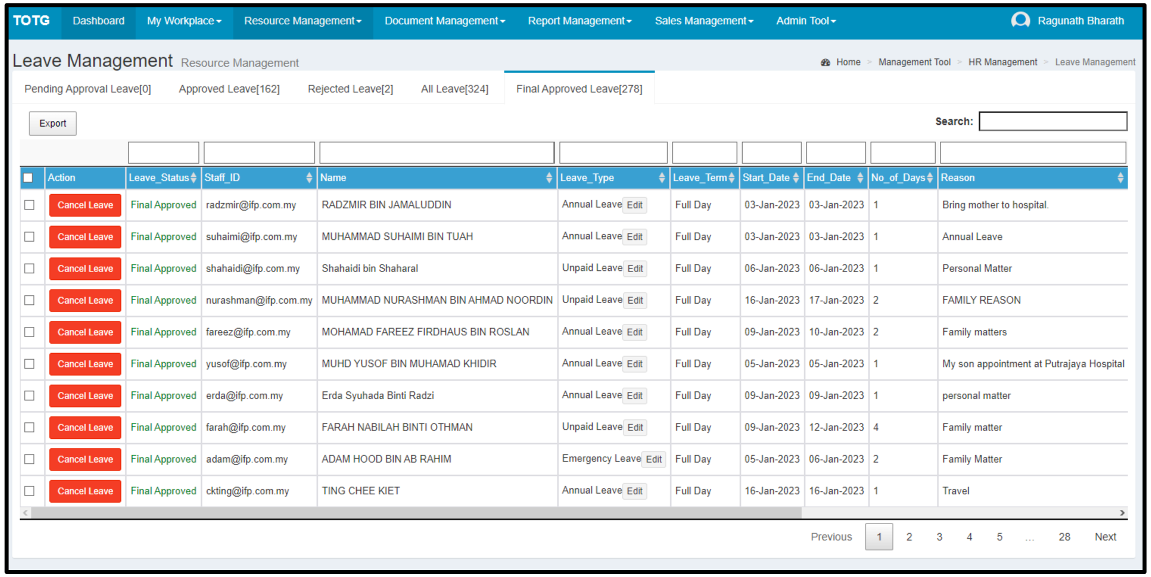



| | |
|---|---|
| **Procedure Name** | Show User Location. |
| **Description & Objective:** | Show List of user and their location. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Management. | Leave Management page will be displayed. |
| 2. | Select date from when. | Date will be displayed.<br>Select date from the list. |
| 3. | Select date from when. | Date will be displayed.<br>Select date from the list. |
| 4. | Click button 'Apply'. | The selected date will appear. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Click Button 'Redirect'.** | | |
| 5. | Click button 'Redirect'. | Alert 'Redirect'. |
| 6. | Select 'Approver'. | Few Approver will be displayed.<br><br>Select Approver from the list. |
| 7. | Click button 'Redirect'. | |

### 1.18.4 Leave Management (Final Approved Leave)

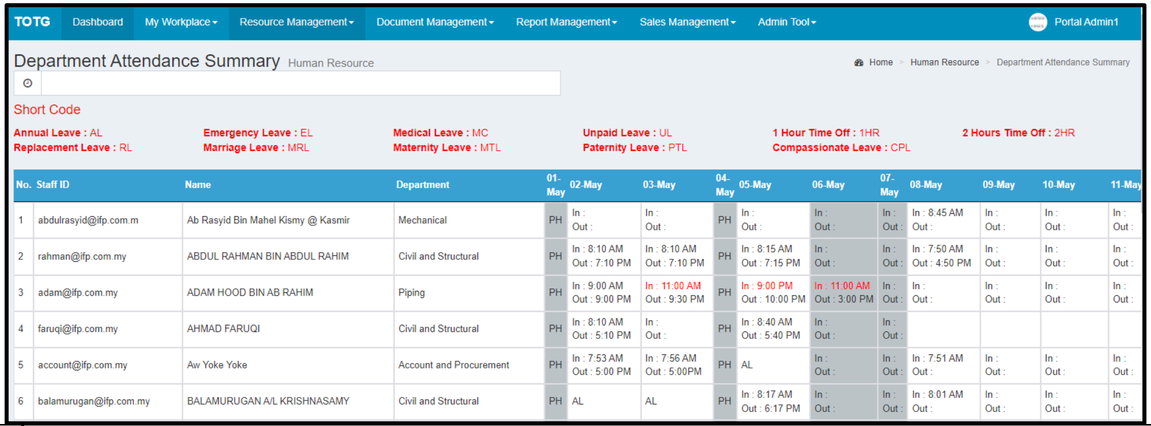


| | |
|---|---|
| **Procedure Name** | Show User Location. |
| **Description & Objective:** | Show List of user and their location. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Management. | Leave Management page will be displayed. |
| **Case if Click Button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Click Button 'Cancel Leave'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 3. | Click button ‘Cancel Leave’. | Alert ‘Cancel Leave’. |
| 4. | Click button ‘Cancel Leave’. | |

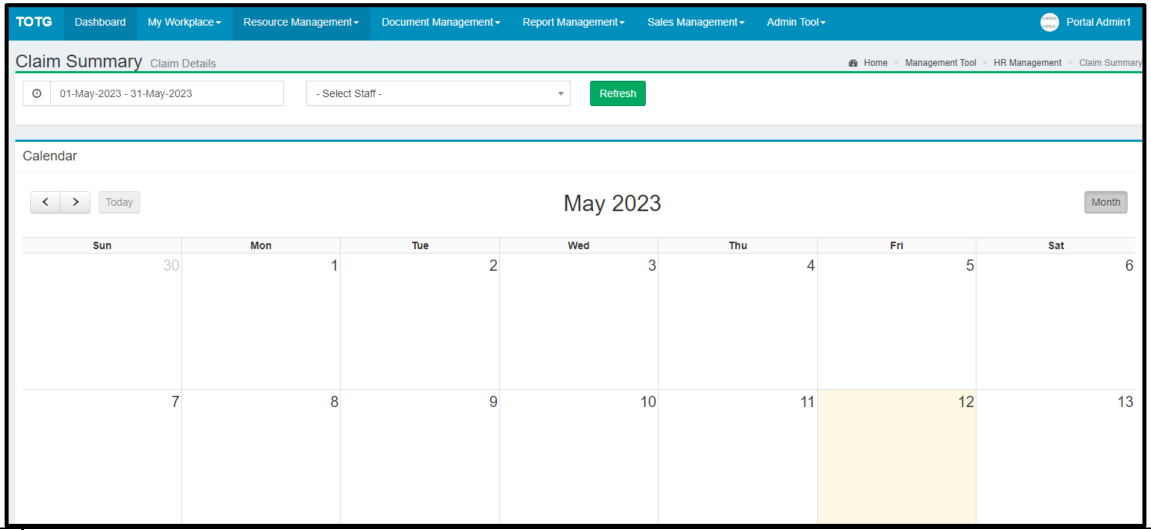
## 1.19 Attendance Summary (Leave Taken Breakdown)




| | |
|---|---|
| **Procedure Name** | Summary for each user attendance. |
| **Description & Objective:** | Show List of users time enter and leave office. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Attendance Summary. | Attendance Summary page will be displayed. |

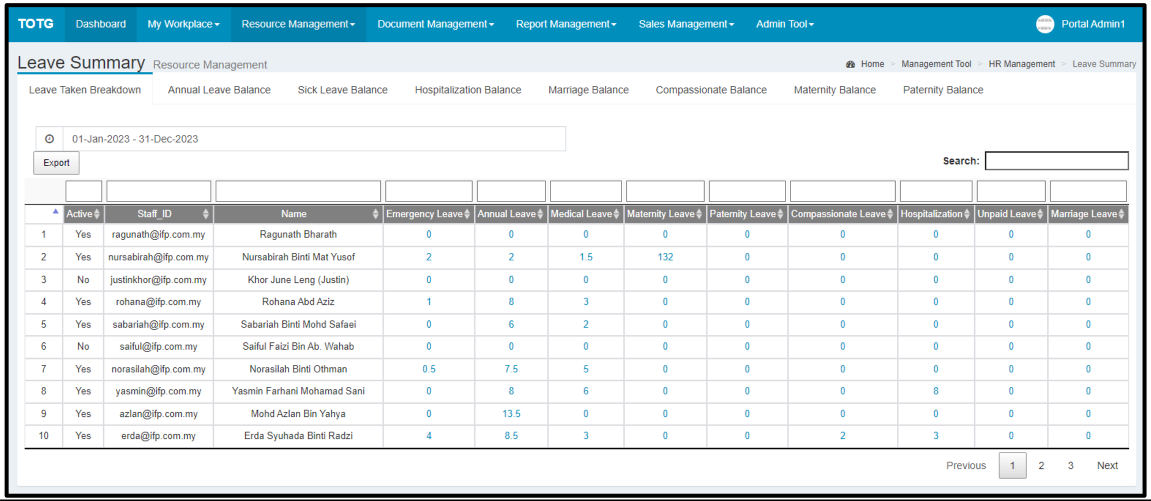
## 1.20 Employee Calendar




| | |
|---|---|
| **Procedure Name** | Calendar Employee.. |
| **Description & Objective:** | Show Calendar of spesific user and how many days they attend to work. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Employee Calendar. | Employee Calendar page will be displayed. |
| 2. | Select date. | Date will be displayed.<br>Select date from the list. |
| 3. | Select employee. | Employee will be displayed.<br>Select employee from the list. |
| 4. | Click button 'Refresh'. | Page will be refresh and selected user data updated. |

## 1.21 Leave Summary (Permanent) (Leave Taken Breakdown)



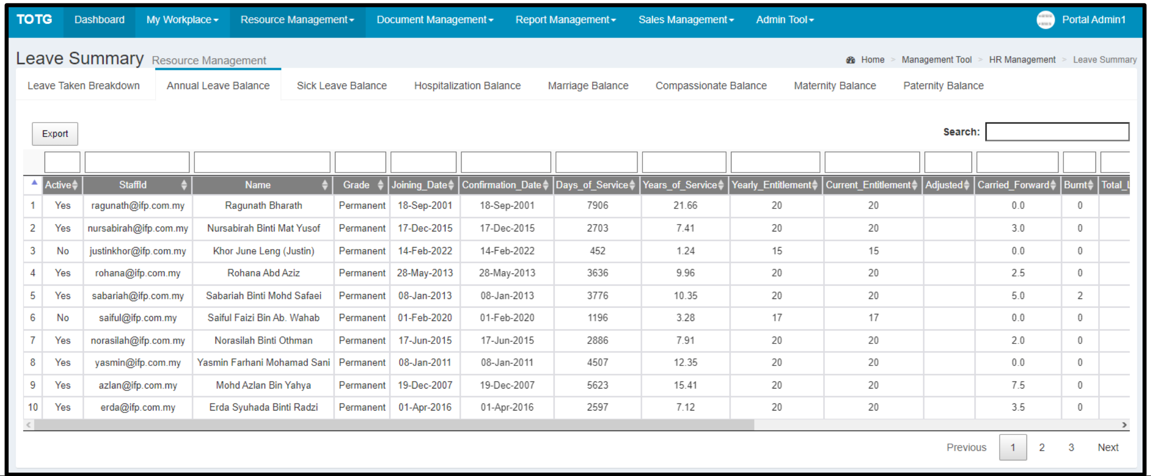

| | Active | Staff_ID | Name | Emergency Leave | Annual Leave | Medical Leave | Maternity Leave | Paternity Leave | Compassionate Leave | Hospitalization | Unpaid Leave | Marriage Leave |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Yes | ragunath@ifp.com.my | Ragunath Bharath | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | Yes | nursabirah@ifp.com.my | Nursabirah Binti Mat Yusof | 2 | 2 | 1.5 | 132 | 0 | 0 | 0 | 0 | 0 |
| 3 | No | justinkhor@ifp.com.my | Khor June Leng (Justin) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Yes | rohana@ifp.com.my | Rohana Abd Aziz | 1 | 8 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | Yes | sabariah@ifp.com.my | Sabariah Binti Mohd Safaei | 0 | 6 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | No | saiful@ifp.com.my | Saiful Faizi Bin Ab. Wahab | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | Yes | norasilah@ifp.com.my | Norasilah Binti Othman | 0.5 | 7.5 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Yes | yasmin@ifp.com.my | Yasmin Farhani Mohamad Sani | 0 | 8 | 6 | 0 | 0 | 0 | 8 | 0 | 0 |
| 9 | Yes | azlan@ifp.com.my | Mohd Azlan Bin Yahya | 0 | 13.5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | Yes | erda@ifp.com.my | Erda Syuhada Binti Radzi | 4 | 8.5 | 3 | 0 | 0 | 2 | 3 | 0 | 0 |

| | |
|---|---|
| **Procedure Name** | Leave Summary of permanent employee. |
| **Description & Objective:** | List of permanent employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| 2. | Select date. | Date will be displayed.<br>Select date from the list. |
| 3. | Select date. | Date will be displayed.<br>Select date from the list. |
| 4. | Click button 'Apply'. | Page will be refresh and selected user data updated. |
| **Case if Click Button Export'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Click button ‘Export’. | Choose type of file can be choose to be export. |

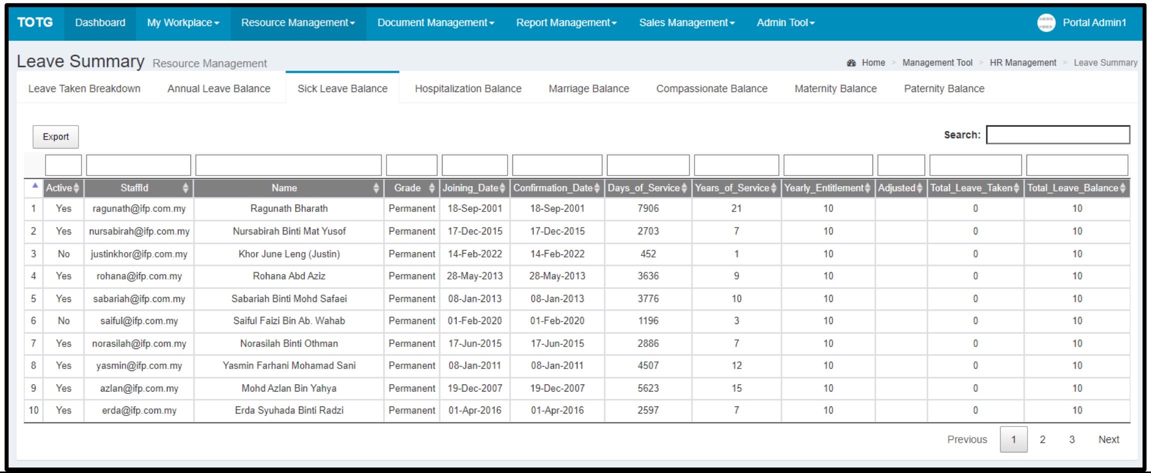
## 1.21.1 Leave Summary (Permanent) (Annual Leave Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of permanent employee. |
| **Description & Objective:** | List of permanent employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Click Button Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

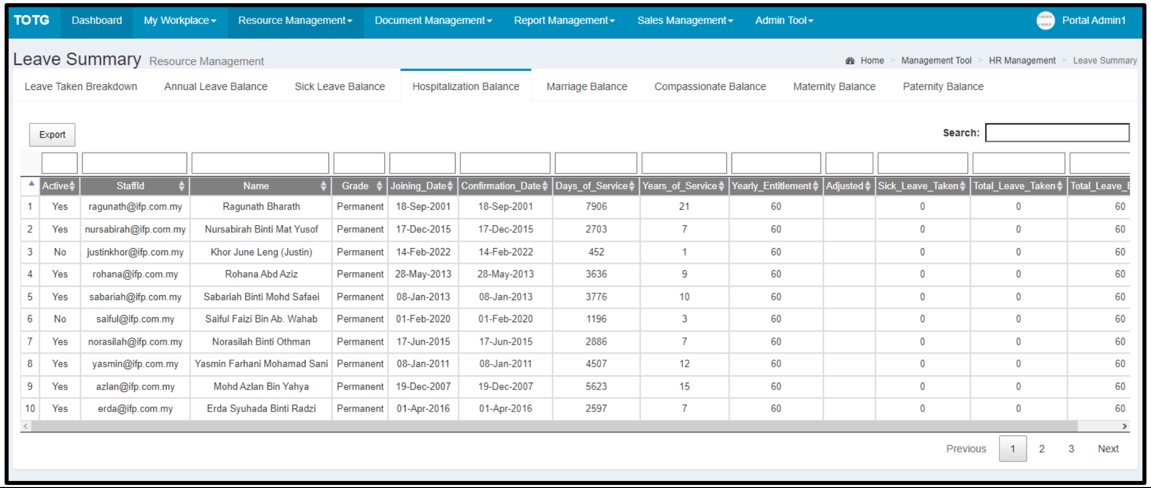
## 1.21.2 Leave Summary (Permanent) (Sick Leave Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of permanent employee. |
| **Description & Objective:** | List of permanent employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Click Button Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

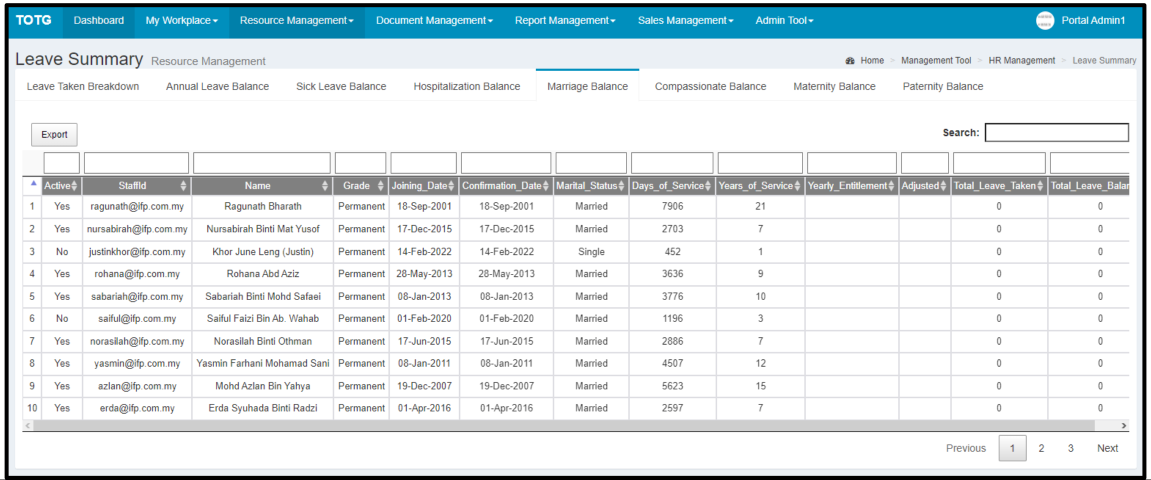
## 1.21.3 Leave Summary (Permanent) (Hospitalization Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of permanent employee. |
| **Description & Objective:** | List of permanent employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Click Button Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

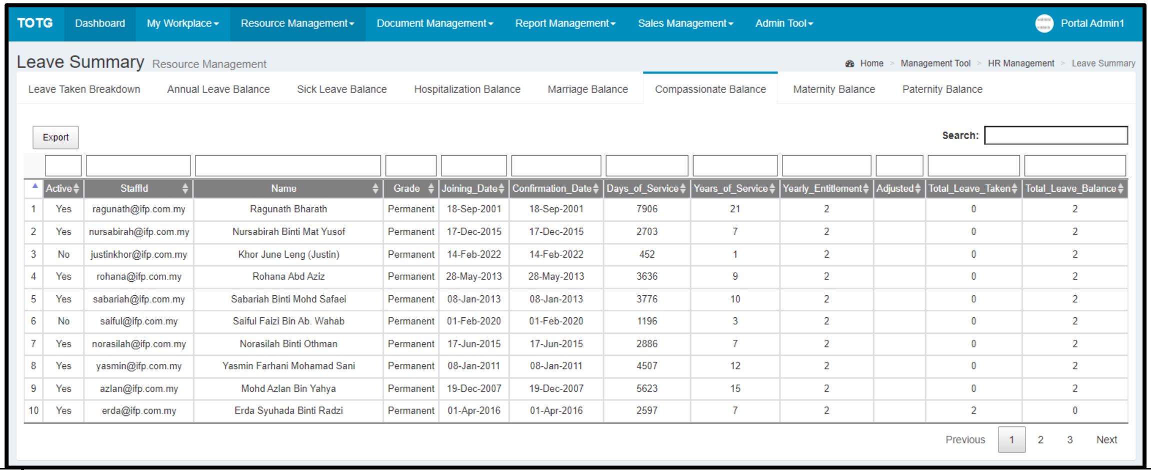
## 1.21.4 Leave Summary (Permanent) (Marriage Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of permanent employee. |
| **Description & Objective:** | List of permanent employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Click Button Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

## 1.21.5 Leave Summary (Permanent) (Compassionate Balance)

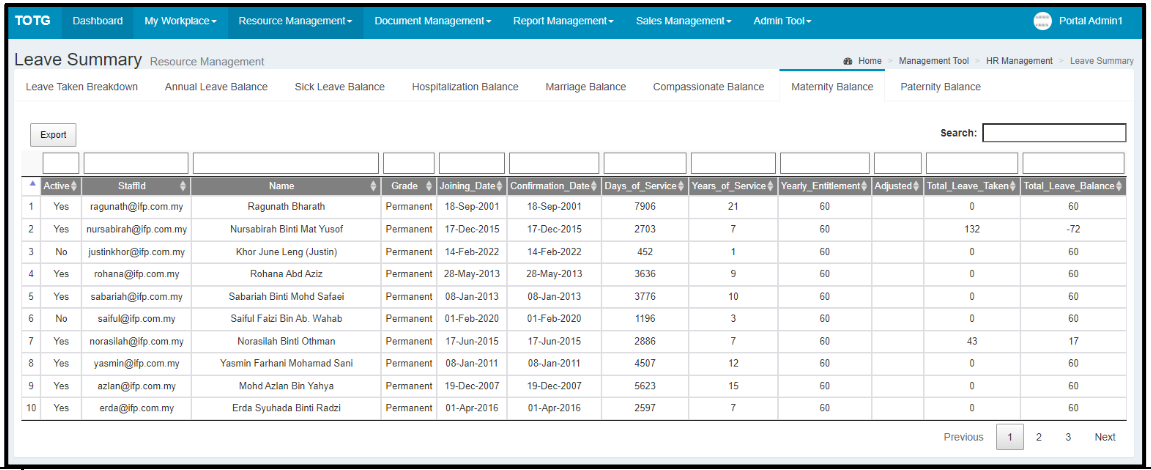



| | Active | StaffId | Name | Grade | Joining_Date | Confirmation_Date | Days_of_Service | Years_of_Service | Yearly_Entitlement | Adjusted | Total_Leave_Taken | Total_Leave_Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Yes | ragunath@ifp.com.my | Ragunath Bharath | Permanent | 18-Sep-2001 | 18-Sep-2001 | 7906 | 21 | 2 | | 0 | 2 |
| 2 | Yes | nursabirah@ifp.com.my | Nursabirah Binti Mat Yusof | Permanent | 17-Dec-2015 | 17-Dec-2015 | 2703 | 7 | 2 | | 0 | 2 |
| 3 | No | justinkhor@ifp.com.my | Khor June Leng (Justin) | Permanent | 14-Feb-2022 | 14-Feb-2022 | 452 | 1 | 2 | | 0 | 2 |
| 4 | Yes | rohana@ifp.com.my | Rohana Abd Aziz | Permanent | 28-May-2013 | 28-May-2013 | 3636 | 9 | 2 | | 0 | 2 |
| 5 | Yes | sabariah@ifp.com.my | Sabariah Binti Mohd Safaei | Permanent | 08-Jan-2013 | 08-Jan-2013 | 3776 | 10 | 2 | | 0 | 2 |
| 6 | No | saiful@ifp.com.my | Saiful Faizi Bin Ab. Wahab | Permanent | 01-Feb-2020 | 01-Feb-2020 | 1196 | 3 | 2 | | 0 | 2 |
| 7 | Yes | norasilah@ifp.com.my | Norasilah Binti Othman | Permanent | 17-Jun-2015 | 17-Jun-2015 | 2886 | 7 | 2 | | 0 | 2 |
| 8 | Yes | yasmin@ifp.com.my | Yasmin Farhani Mohamad Sani | Permanent | 08-Jan-2011 | 08-Jan-2011 | 4507 | 12 | 2 | | 0 | 2 |
| 9 | Yes | azlan@ifp.com.my | Mohd Azlan Bin Yahya | Permanent | 19-Dec-2007 | 19-Dec-2007 | 5623 | 15 | 2 | | 0 | 2 |
| 10 | Yes | erda@ifp.com.my | Erda Syuhada Binti Radzi | Permanent | 01-Apr-2016 | 01-Apr-2016 | 2597 | 7 | 2 | | 2 | 0 |

| | |
|---|---|
| **Procedure Name** | Leave Summary of permanent employee. |
| **Description & Objective:** | List of permanent employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Click Button Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

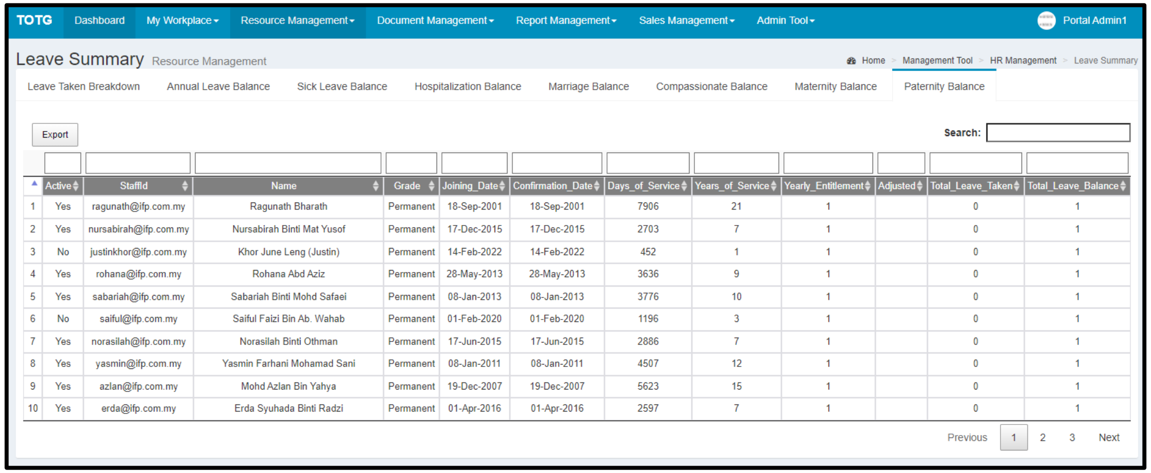
## 1.21.6 Leave Summary (Permanent) (Maternity Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of permanent employee. |
| **Description & Objective:** | List of permanent employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Click Button Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

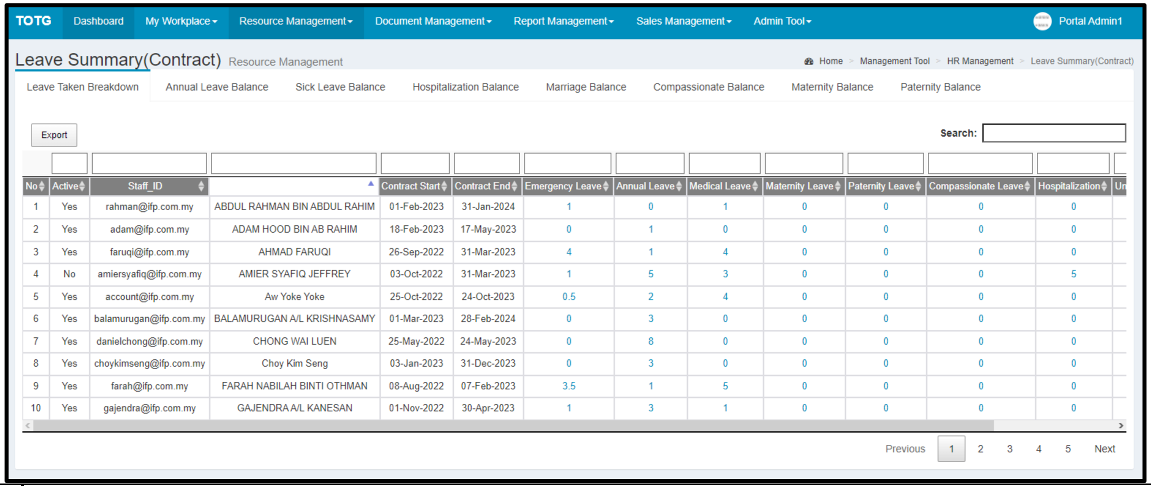
## 1.21.7 Leave Summary (Permanent) (Paternity Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of permanent employee. |
| **Description & Objective:** | List of permanent employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Click Button Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

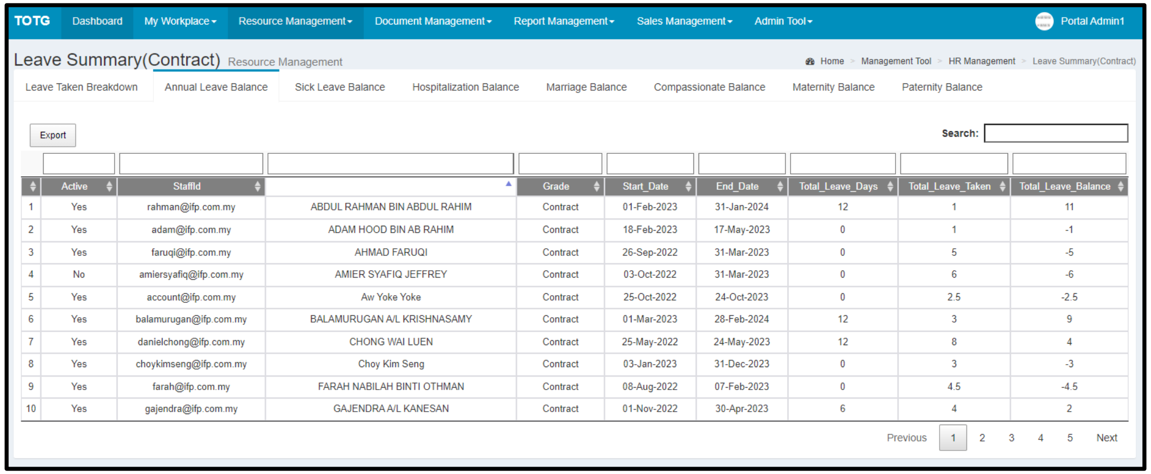
# 1.22 Leave Summary (Contract) (Leave Taken Breakdown)




| | |
|---|---|
| **Procedure Name** | Leave Summary of contract employee. |
| **Description & Objective:** | List of contract employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

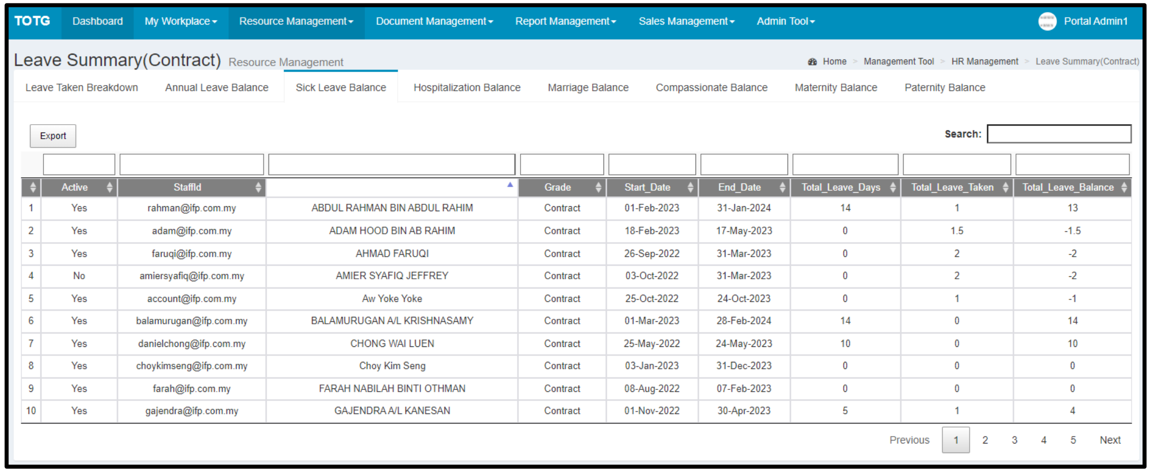
## 1.22.1 Leave Summary (Contract) (Annual Leave Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of contract employee. |
| **Description & Objective:** | List of contract employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

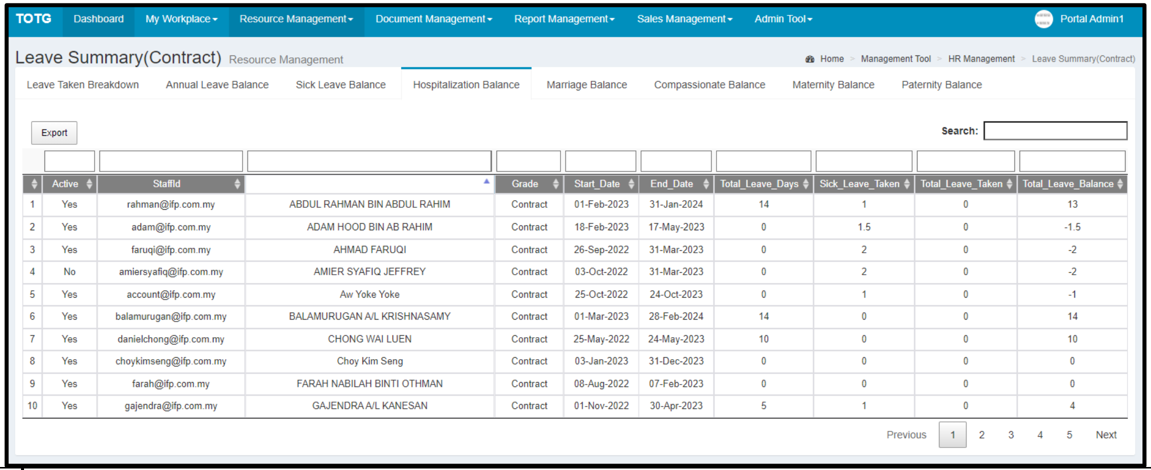
## 1.22.2 Leave Summary (Contract) (Sick Leave Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of contract employee. |
| **Description & Objective:** | List of contract employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

## 1.22.3 Leave Summary (Contract) (Hospitalization Balance)

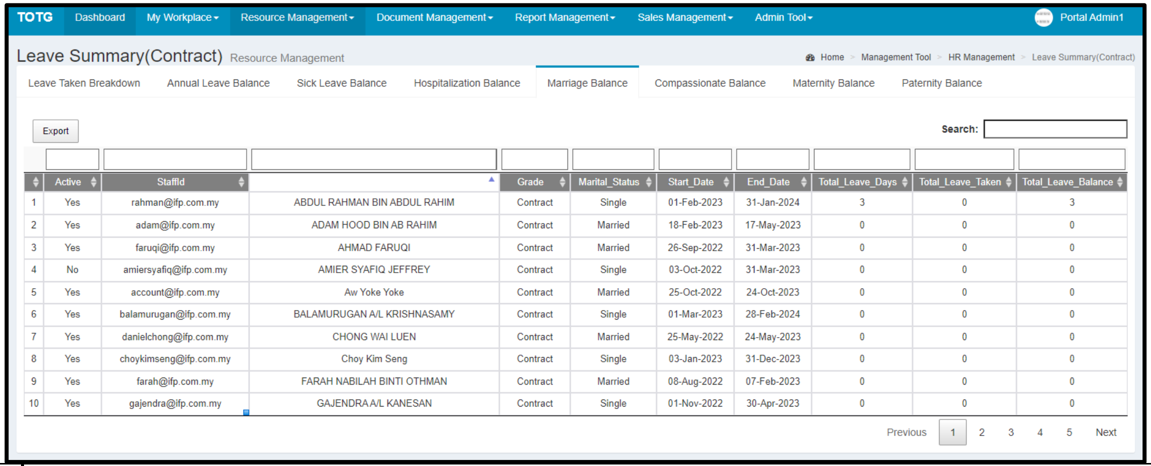



| | Active | StaffId | | Grade | Start_Date | End_Date | Total_Leave_Days | Sick_Leave_Taken | Total_Leave_Taken | Total_Leave_Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Yes | rahman@ifp.com.my | ABDUL RAHMAN BIN ABDUL RAHIM | Contract | 01-Feb-2023 | 31-Jan-2024 | 14 | 1 | 0 | 13 |
| 2 | Yes | adam@ifp.com.my | ADAM HOOD BIN AB RAHIM | Contract | 18-Feb-2023 | 17-May-2023 | 0 | 1.5 | 0 | -1.5 |
| 3 | Yes | faruqi@ifp.com.my | AHMAD FARUQI | Contract | 26-Sep-2022 | 31-Mar-2023 | 0 | 2 | 0 | -2 |
| 4 | No | amiersyafiq@ifp.com.my | AMIER SYAFIQ JEFFREY | Contract | 03-Oct-2022 | 31-Mar-2023 | 0 | 2 | 0 | -2 |
| 5 | Yes | account@ifp.com.my | Aw Yoke Yoke | Contract | 25-Oct-2022 | 24-Oct-2023 | 0 | 1 | 0 | -1 |
| 6 | Yes | balamurugan@ifp.com.my | BALAMURUGAN A/L KRISHNASAMY | Contract | 01-Mar-2023 | 28-Feb-2024 | 14 | 0 | 0 | 14 |
| 7 | Yes | danielchong@ifp.com.my | CHONG WAI LUEN | Contract | 25-May-2022 | 24-May-2023 | 10 | 0 | 0 | 10 |
| 8 | Yes | choykimseng@ifp.com.my | Choy Kim Seng | Contract | 03-Jan-2023 | 31-Dec-2023 | 0 | 0 | 0 | 0 |
| 9 | Yes | farah@ifp.com.my | FARAH NABILAH BINTI OTHMAN | Contract | 08-Aug-2022 | 07-Feb-2023 | 0 | 0 | 0 | 0 |
| 10 | Yes | gajendra@ifp.com.my | GAJENDRA A/L KANESAN | Contract | 01-Nov-2022 | 30-Apr-2023 | 5 | 1 | 0 | 4 |

| | |
|---|---|
| **Procedure Name** | Leave Summary of contract employee. |
| **Description & Objective:** | List of contract employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

## 1.22.4 Leave Summary (Contract) (Marriage Balance)

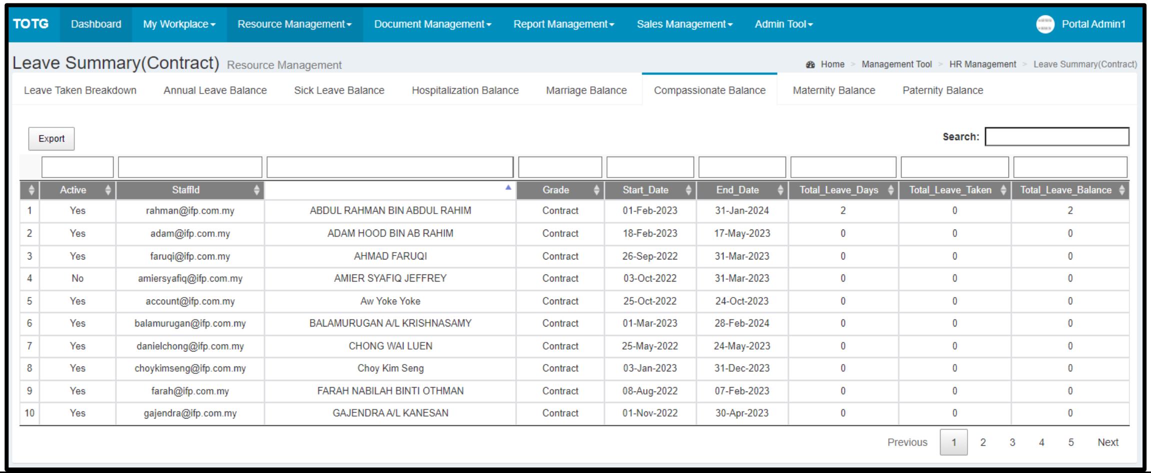



| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Yes | rahman@ifp.com.my | ABDUL RAHMAN BIN ABDUL RAHIM | Contract | Single | 01-Feb-2023 | 31-Jan-2024 | 3 | 0 | 3 |
| 2 | Yes | adam@ifp.com.my | ADAM HOOD BIN AB RAHIM | Contract | Married | 18-Feb-2023 | 17-May-2023 | 0 | 0 | 0 |
| 3 | Yes | faruqi@ifp.com.my | AHMAD FARUQI | Contract | Married | 26-Sep-2022 | 31-Mar-2023 | 0 | 0 | 0 |
| 4 | No | amiersyafiq@ifp.com.my | AMIER SYAFIQ JEFFREY | Contract | Single | 03-Oct-2022 | 31-Mar-2023 | 0 | 0 | 0 |
| 5 | Yes | account@ifp.com.my | Aw Yoke Yoke | Contract | Married | 25-Oct-2022 | 24-Oct-2023 | 0 | 0 | 0 |
| 6 | Yes | balamurugan@ifp.com.my | BALAMURUGAN A/L KRISHNASAMY | Contract | Single | 01-Mar-2023 | 28-Feb-2024 | 0 | 0 | 0 |
| 7 | Yes | danielchong@ifp.com.my | CHONG WAI LUEN | Contract | Married | 25-May-2022 | 24-May-2023 | 0 | 0 | 0 |
| 8 | Yes | choykimseng@ifp.com.my | Choy Kim Seng | Contract | Single | 03-Jan-2023 | 31-Dec-2023 | 0 | 0 | 0 |
| 9 | Yes | farah@ifp.com.my | FARAH NABILAH BINTI OTHMAN | Contract | Married | 08-Aug-2022 | 07-Feb-2023 | 0 | 0 | 0 |
| 10 | Yes | gajendra@ifp.com.my | GAJENDRA A/L KANESAN | Contract | Single | 01-Nov-2022 | 30-Apr-2023 | 0 | 0 | 0 |

| | |
|---|---|
| **Procedure Name** | Leave Summary of contract employee. |
| **Description & Objective:** | List of contract employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

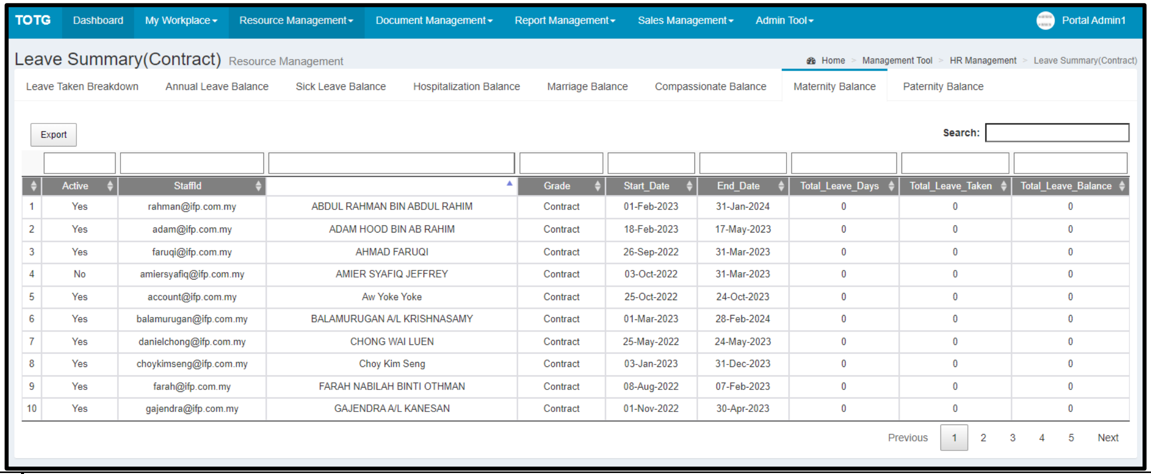
### 1.22.5 Leave Summary (Contract) (Compassionate Balance)



| | |
|---|---|
| **Procedure Name** | Leave Summary of contract employee. |
| **Description & Objective:** | List of contract employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

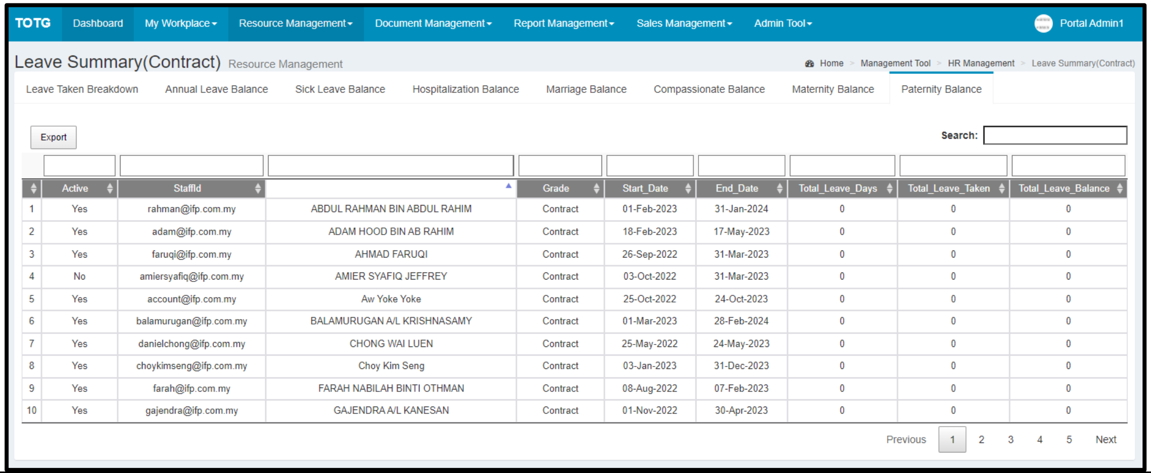
## 1.22.6 Leave Summary (Contract) (Maternity Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of contract employee. |
| **Description & Objective:** | List of contract employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

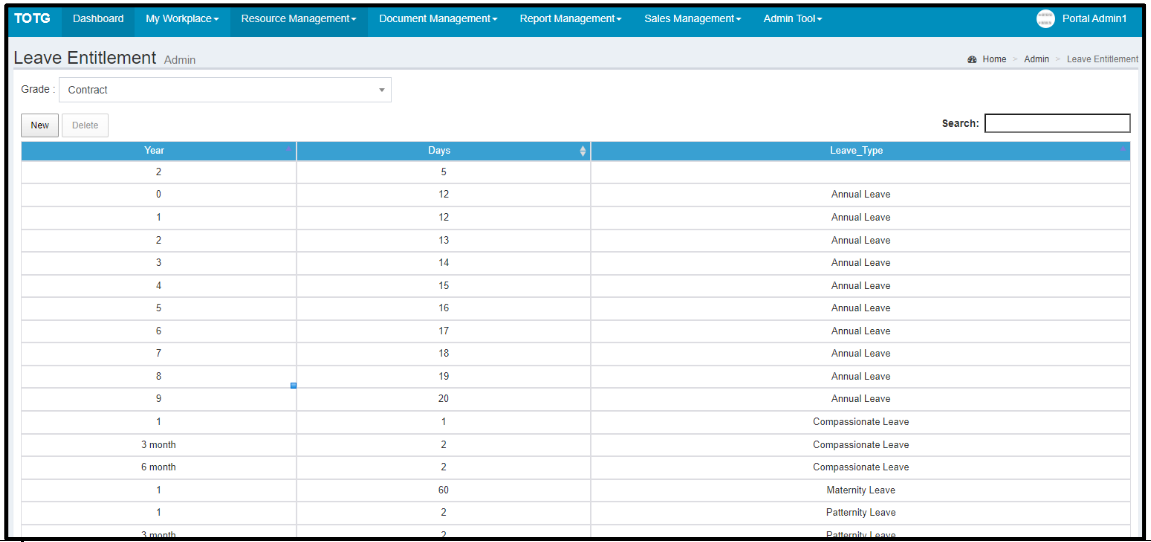
## 1.22.7 Leave Summary (Contract) (Paternity Balance)




| | |
|---|---|
| **Procedure Name** | Leave Summary of contract employee. |
| **Description & Objective:** | List of contract employee that taking leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Summary (Permanent). | Leave Summary (Permanent) page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

## 1.23 Leave Entitlement

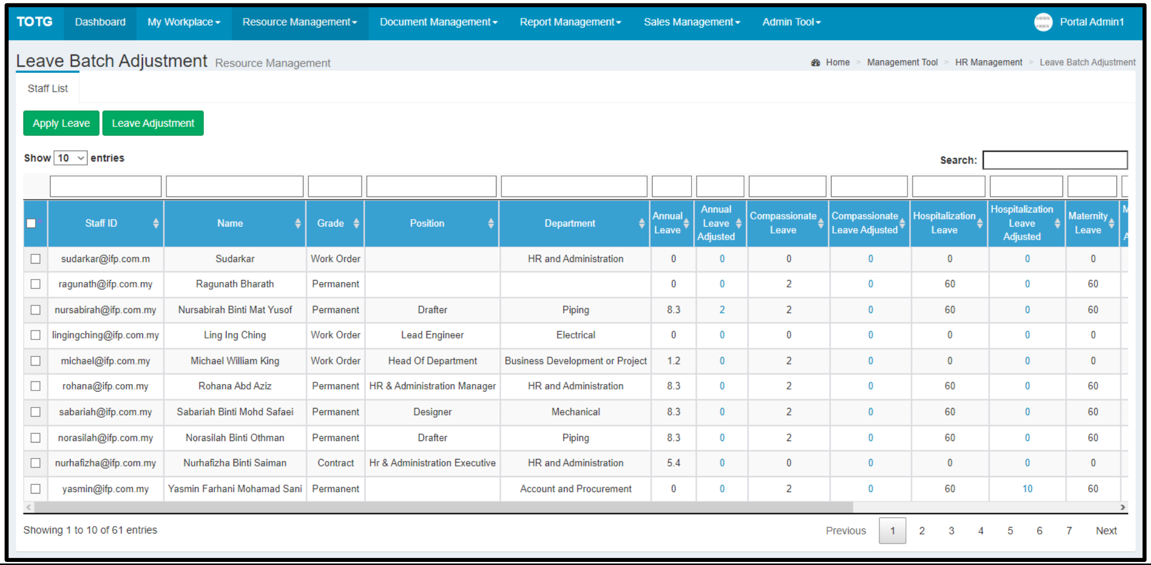



| | |
|---|---|
| **Procedure Name** | Leave for permanent and contract employee. |
| **Description & Objective:** | List of how long that employee leave. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Entitlement. | Leave Entitlement page will be displayed. |
| 2. | Select grade. | Few Grade will be displayed.<br>Select grade from the list.<br>Page will be updated automatically. |
| **Case if Admin add New Entitlement.** | | |
| 3. | Click button 'New'. | A new form row will appear, To fill it out. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 4. | Select year. | Year field is mandatory. |
| 5. | Select days. | Days field is mandatory. |
| 6. | Select Leave_Type | Few Leave_Type will be displayed.<br>Select Leave_Type from the list. |

## 1.24 Leave Batch Adjustment

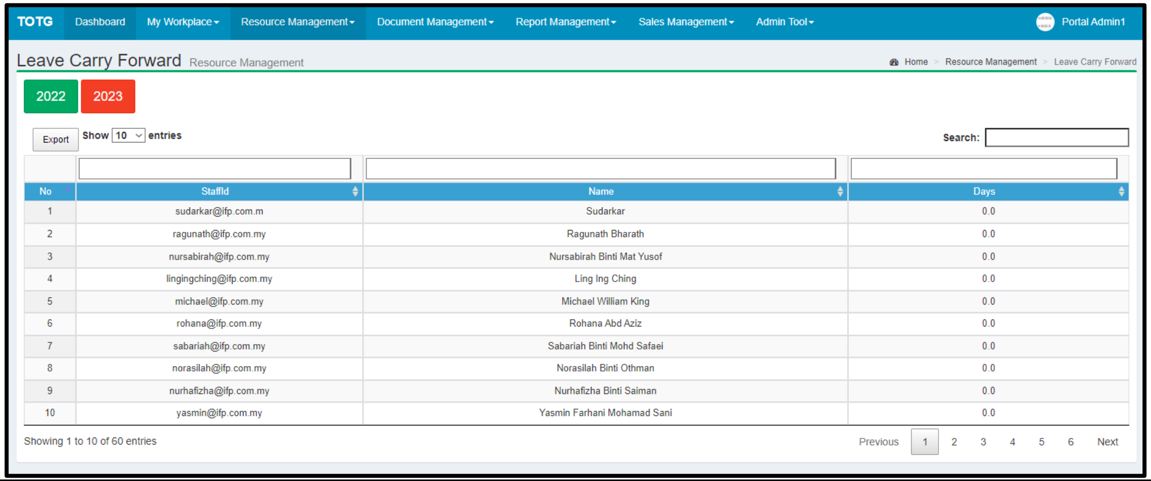



| | |
|---|---|
| **Procedure Name** | Leave of employee that already apply. |
| **Description & Objective:** | List of employee and how many days they left with what reason. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Batch Adjustment. | Leave Batch Adjustment page will be displayed. |
| 2. | Click button 'Apply Leave'. | Popup form 'Batch Leave Application'. |
| 3. | Select Leave Type. | Few Leave Type will be displayed.<br>Select Leave Type from the list. |
| 4. | Select Start Date. | Start Date will be displayed.<br>Select Start Date from the list. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Select End Date. | End Date will be displayed.<br>Select End Date from the list. |
| 6. | Select Reason. | Reason field is mandatory. |
| 7. | Select Project. | Project will be displayed.<br>Select Project type from the list. |
| 8. | Select Attachment. | Choose file to attach with. |
| 9. | Click button 'Submit'. | |
| **Case if Admin Leave Adjustment.** | | |
| 10. | Click button 'Leave Adjustment'. | Popup form 'Batch Leave Application'. |
| 11. | Select Leave Type. | Few Leave Type will be displayed.<br>Select Leave Type from the list. |
| 12. | Select Year. | Few Year will be displayed.<br>Select year type from the list. |
| 13. | Select Remarks. | Remarks field is mandatory |
| 14. | Select No of days. | No of days field is mandatory |
| 15. | Click button 'Submit'. | |

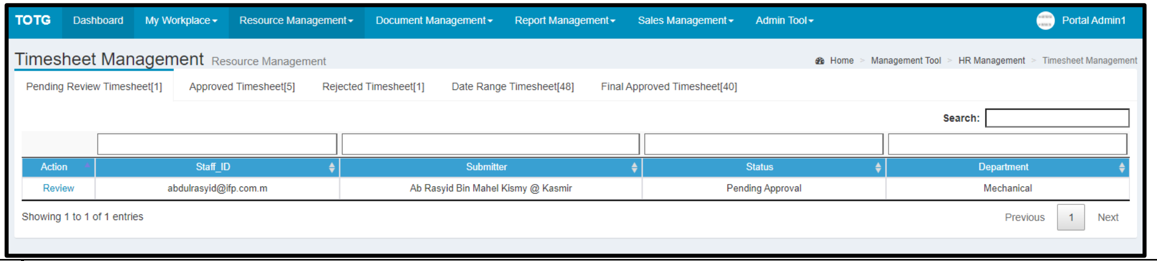
## 1.25 Leave Carry Forward




| | |
|---|---|
| **Procedure Name** | Leave of employee in a year. |
| **Description & Objective:** | List of employee and how many days they leave in a year. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Leave > Leave Carry Forward. | Leave Carry Forward page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button '2022'.** | | |
| 3. | Click button '2022'. | Page will be updated automatically. |
| **Case if Admin click button '2023'.** | | |
| 4. | Click button '2023'. | Page will be updated automatically. |

## 1.26 Timesheet Management (Pending Review Timesheet)



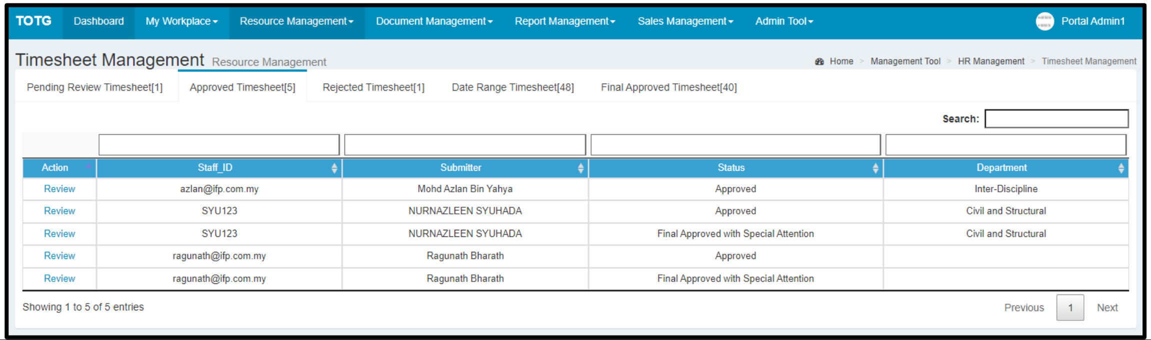

| | |
|---|---|
| **Procedure Name** | Timesheet management for employee. |
| **Description & Objective:** | List of employee and their timesheet can be approve / reject. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Management. | Timesheet Management page will be displayed. |
| **Case if Click Button 'Review'.** | | |
| 2. | Click button 'Review'. | List timesheet of the clicked user will be displayed. |
| 3. | Select the date. | Date will be displayed.<br>Select Date from the list. |
| 4. | Click button 'Apply' and 'Refresh'. | Page will be updated. |
| **Case if Click Button 'Export'.** | | |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin Approve.** | | |
| 6. | Select timesheet. | The row selected is highlight. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 7. | Click button 'Approve'. | Alert 'Timesheet Approved'. |
| **Case if Admin Reject.** | | |
| 8. | Select timesheet. | The row selected is highlight. |
| 9. | Click button 'Reject'. | Alert 'Timesheet Rejected'. |
| **Case if Admin Redirect.** | | |
| 10. | Select timesheet. | The row selected is highlight. |
| 11. | Click button 'Redirect'. | Popup redirect to choose who to give it to. |
| 12. | Choose Approver and click 'Redirect'. | Alert 'Timesheet redirected!'. |
| **Case if Admin want New Timesheet.** | | |
| 13. | Click button 'New Timesheet'. | Popup 'New Timesheet' will be displayed. |
| 14. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 15. | Select Project Name. | Few Project will be displayed.<br>Select project type from the list. |
| 16. | Click button 'Create'. | Alert 'New Timesheet Added!'.<br>1 new row will appear. |
| **Case if Admin want Delete Timesheet.** | | |
| 17. | Select the timesheet. | The row selected is highlight. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 18. | Click button ‘Delete Timesheet’. | Alert ‘Timesheet deleted successfully!’. |
| **Case if Admin want Submit and Notify.** | | |
| 19. | Select the timesheet. | The row selected is highlight. |
| 20. | Click button ‘Submit and Notify’. | Popup ‘Submit for approval’. |
| 21. | Click button ‘Yes’. | Alert ‘Submitted for next action!’. |

### 1.26.1 Timesheet Management (Approved Timesheet)



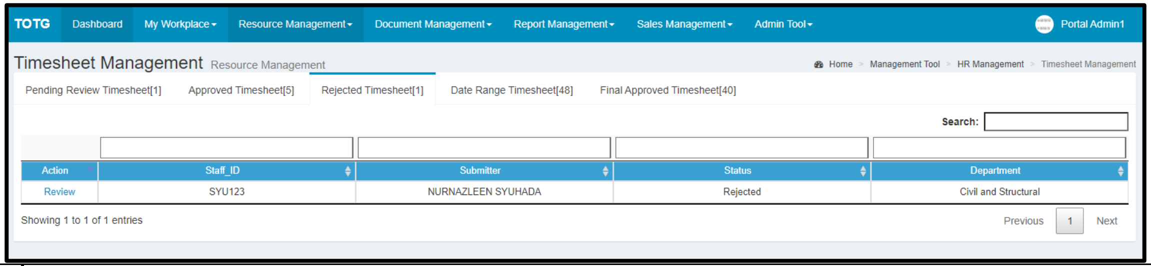

| | |
|---|---|
| **Procedure Name** | Timesheet management for employee. |
| **Description & Objective:** | List of employee and their timesheet can be approve / reject. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Management. | Timesheet Management page will be displayed. |
| **Case if Click Button 'Review'.** | | |
| 2. | Click button 'Review'. | List timesheet of the clicked user will be displayed. |
| 3. | Select the date. | Date will be displayed.<br>Select Date from the list. |
| 4. | Click button 'Apply' and 'Refresh'. | Page will be updated. |
| **Case if Click Button 'Export'.** | | |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin Approve.** | | |
| 6. | Select timesheet. | The row selected is highlight. |
| 7. | Click button 'Approve'. | Alert 'Timesheet Approved'. |
| **Case if Admin Reject.** | | |
| 8. | Select timesheet. | The row selected is highlight. |
| 9. | Click button 'Reject'. | Alert 'Timesheet Rejected'. |
| **Case if Admin Redirect.** | | |
| 10. | Select timesheet. | The row selected is highlight. |
| 11. | Click button 'Redirect'. | Popup redirect to choose who to give it to. |
| 12. | Choose Approver and click 'Redirect'. | Alert 'Timesheet redirected!'. |
| **Case if Admin want New Timesheet.** | | |
| 13. | Click button 'New Timesheet'. | Popup 'New Timesheet' will be displayed. |
| 14. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 15. | Select Project Name. | Few Project will be displayed.<br>Select project type from the list. |
| 16. | Click button 'Create'. | Alert 'New Timesheet Added!'.<br>1 new row will appear. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin want Delete Timesheet.** | | |
| 17. | Select the timesheet. | The row selected is highlight. |
| 18. | Click button ‘Delete Timesheet’. | Alert ‘Timesheet deleted successfully!’. |
| **Case if Admin want Submit and Notify.** | | |
| 19. | Select the timesheet. | The row selected is highlight. |
| 20. | Click button ‘Submit and Notify’. | Popup ‘Submit for approval’. |
| 21. | Click button ‘Yes’. | Alert ‘Submitted for next action!’. |

## 1.26.2 Timesheet Management (Rejected Timesheet)



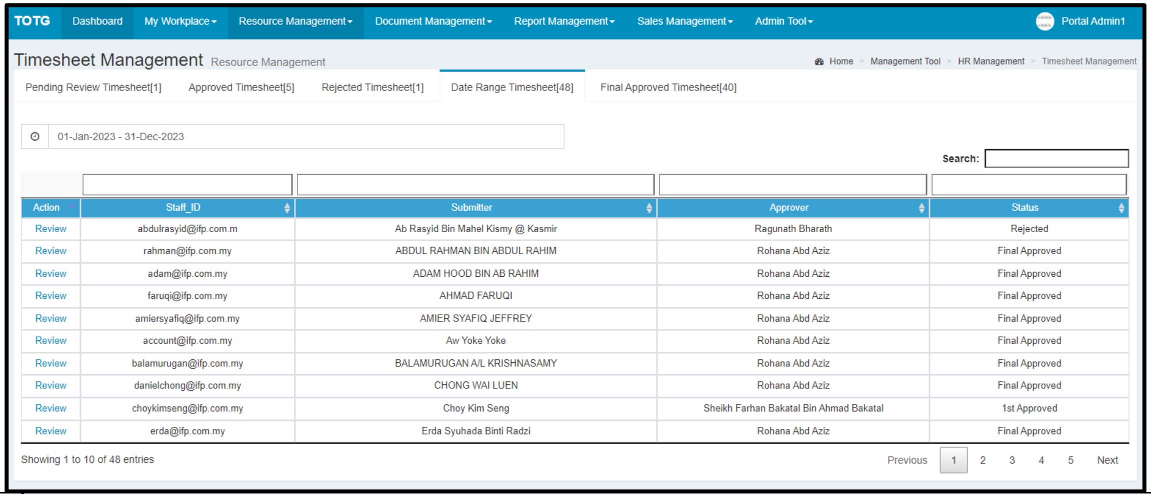

| | |
|---|---|
| **Procedure Name** | Timesheet management for employee. |
| **Description & Objective:** | List of employee and their timesheet can be approve / reject. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Management. | Timesheet Management page will be displayed. |
| **Case if Click Button 'Review'.** | | |
| 2. | Click button 'Review'. | List timesheet of the clicked user will be displayed. |
| 3. | Select the date. | Date will be displayed.<br>Select Date from the list. |
| 4. | Click button 'Apply' and 'Refresh'. | Page will be updated. |
| **Case if Click Button 'Export'.** | | |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin Approve.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Select timesheet. | The row selected is highlight. |
| 7. | Click button 'Approve'. | Alert 'Timesheet Approved'. |
| **Case if Admin Reject.** | | |
| 8. | Select timesheet. | The row selected is highlight. |
| 9. | Click button 'Reject'. | Alert 'Timesheet Rejected'. |
| **Case if Admin Redirect.** | | |
| 10. | Select timesheet. | The row selected is highlight. |
| 11. | Click button 'Redirect'. | Popup redirect to choose who to give it to. |
| 12. | Choose Approver and click 'Redirect'. | Alert 'Timesheet redirected!'. |
| **Case if Admin want New Timesheet.** | | |
| 13. | Click button 'New Timesheet'. | Popup 'New Timesheet' will be displayed. |
| 14. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 15. | Select Project Name. | Few Project will be displayed.<br>Select project type from the list. |
| 16. | Click button 'Create'. | Alert 'New Timesheet Added!'.<br>1 new row will appear. |
| **Case if Admin want Delete Timesheet.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 17. | Select the timesheet. | The row selected is highlight. |
| 18. | Click button ‘Delete Timesheet’. | Alert ‘Timesheet deleted successfully!’. |
| **Case if Admin want Submit and Notify.** | | |
| 19. | Select the timesheet. | The row selected is highlight. |
| 20. | Click button ‘Submit and Notify’. | Popup ‘Submit for approval’. |
| 21. | Click button ‘Yes’. | Alert ‘Submitted for next action!’. |

## 1.26.3 Timesheet Management (Date Range Timesheet)



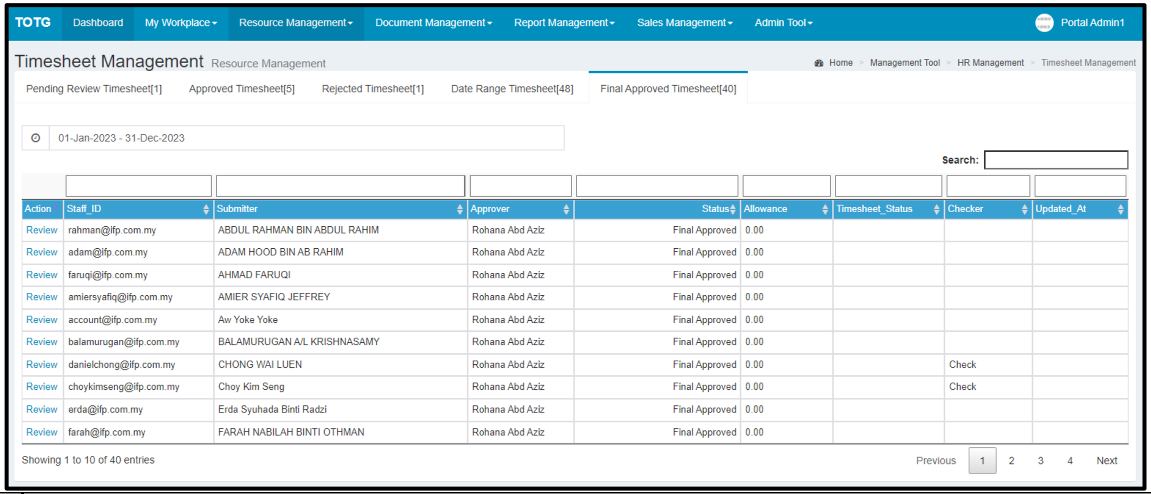

| | |
|---|---|
| **Procedure Name** | Timesheet management for employee. |
| **Description & Objective:** | List of employee and their timesheet can be approve / reject. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Management. | Timesheet Management page will be displayed. |
| **Case if Click Button 'Review'.** | | |
| 2. | Click button 'Review'. | List timesheet of the clicked user will be displayed. |
| 3. | Select the date. | Date will be displayed.<br>Select Date from the list. |
| 4. | Click button 'Apply' and 'Refresh'. | Page will be updated. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Click Button 'Export'.** | | |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin Approve.** | | |
| 6. | Select timesheet. | The row selected is highlight. |
| 7. | Click button 'Approve'. | Alert 'Timesheet Approved'. |
| **Case if Admin Reject.** | | |
| 8. | Select timesheet. | The row selected is highlight. |
| 9. | Click button 'Reject'. | Alert 'Timesheet Rejected'. |
| **Case if Admin Redirect.** | | |
| 10. | Select timesheet. | The row selected is highlight. |
| 11. | Click button 'Redirect'. | Popup redirect to choose who to give it to. |
| 12. | Choose Approver and click 'Redirect'. | Alert 'Timesheet redirected!'. |
| **Case if Admin want New Timesheet.** | | |
| 13. | Click button 'New Timesheet'. | Popup 'New Timesheet' will be displayed. |
| 14. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 15. | Select Project Name. | Few Project will be displayed. |

| S/No | Tasks | Expected Results |
|---|---|---|
| | | Select project type from the list. |
| 16. | Click button 'Create'. | Alert 'New Timesheet Added!'.<br>1 new row will appear. |
| **Case if Admin want Delete Timesheet.** | | |
| 17. | Select the timesheet. | The row selected is highlight. |
| 18. | Click button 'Delete Timesheet'. | Alert 'Timesheet deleted successfully!'. |
| **Case if Admin want Submit and Notify.** | | |
| 19. | Select the timesheet. | The row selected is highlight. |
| 20. | Click button 'Submit and Notify'. | Popup 'Submit for approval'. |
| 21. | Click button 'Yes'. | Alert 'Submitted for next action!'. |

### 1.26.4 Timesheet Management (Final Approved Timesheet)



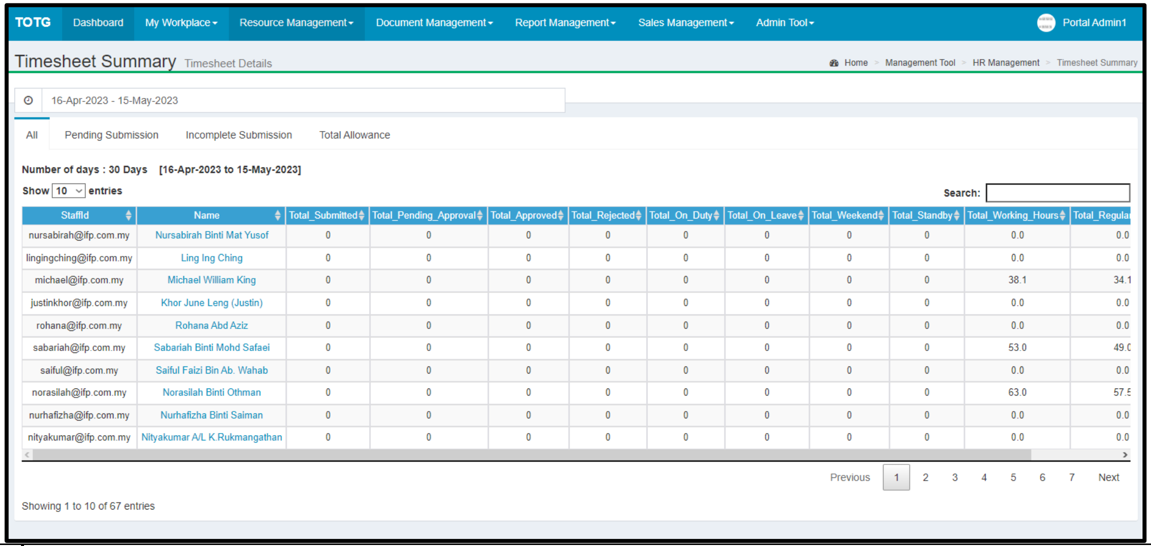

| | |
|---|---|
| **Procedure Name** | Timesheet management for employee. |
| **Description & Objective:** | List of employee and their timesheet can be approve / reject. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Management. | Timesheet Management page will be displayed. |
| **Case if Click Button 'Review'.** | | |
| 2. | Click button 'Review'. | List timesheet of the clicked user will be displayed. |
| 3. | Select the date. | Date will be displayed.<br>Select Date from the list. |
| 4. | Click button 'Apply' and 'Refresh'. | Page will be updated. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Click Button 'Export'.** | | |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin Approve.** | | |
| 6. | Select timesheet. | The row selected is highlight. |
| 7. | Click button 'Approve'. | Alert 'Timesheet Approved'. |
| **Case if Admin Reject.** | | |
| 8. | Select timesheet. | The row selected is highlight. |
| 9. | Click button 'Reject'. | Alert 'Timesheet Rejected'. |
| **Case if Admin Redirect.** | | |
| 10. | Select timesheet. | The row selected is highlight. |
| 11. | Click button 'Redirect'. | Popup redirect to choose who to give it to. |
| 12. | Choose Approver and click 'Redirect'. | Alert 'Timesheet redirected!'. |
| **Case if Admin want New Timesheet.** | | |
| 13. | Click button 'New Timesheet'. | Popup 'New Timesheet' will be displayed. |
| 14. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 15. | Select Project Name. | Few Project will be displayed. |

| S/No | Tasks | Expected Results |
|---|---|---|
| | | Select project type from the list. |
| 16. | Click button ‘Create’. | Alert ‘New Timesheet Added!’.<br><br>1 new row will appear. |
| **Case if Admin want Delete Timesheet.** | | |
| 17. | Select the timesheet. | The row selected is highlight. |
| 18. | Click button ‘Delete Timesheet’. | Alert ‘Timesheet deleted successfully!’. |
| **Case if Admin want Submit and Notify.** | | |
| 19. | Select the timesheet. | The row selected is highlight. |
| 20. | Click button ‘Submit and Notify’. | Popup ‘Submit for approval’. |
| 21. | Click button ‘Yes’. | Alert ‘Submitted for next action!’. |

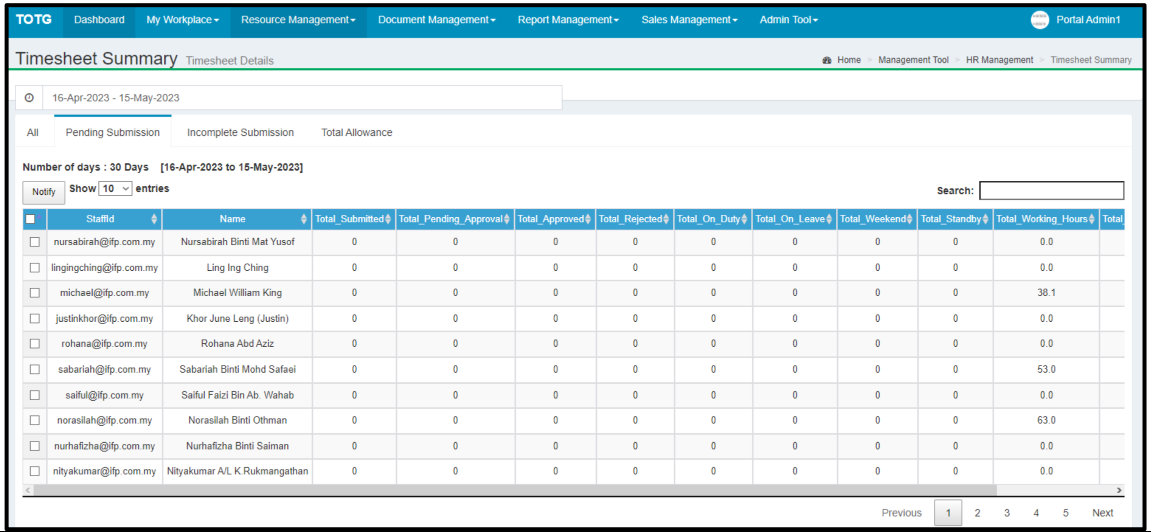
## 1.27 Timesheet Summary (All)



| | |
|---|---|
| **Procedure Name** | Timesheet summary for employee. |
| **Description & Objective:** | List of employee and the detail about their timesheet. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Summary | Timesheet Summary page will be displayed. |
| 2. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 3. | Click button 'Apply'. | Page will be updated. |

## 1.27.1 Timesheet Summary (Pending Submission)

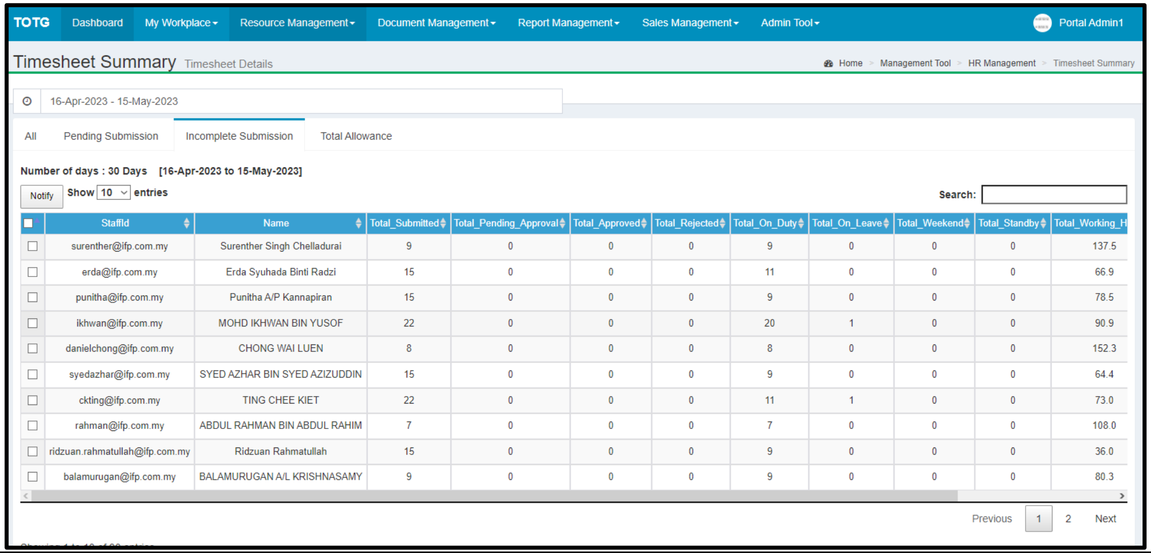



| | |
|---|---|
| **Procedure Name** | Timesheet summary for employee. |
| **Description & Objective:** | List of employee and the detail about their timesheet. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Summary | Timesheet Summary page will be displayed. |
| 2. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 3. | Click button 'Apply'. | Page will be updated. |
| **Case if Click Button 'Notify'.** | | |
| 4. | Select the row need to notify. | The selected row will highlight. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Click button ‘Notify’. | Alert ‘Submit for Reminder’. |
| 6. | Click button ‘Yes’. | |

## 1.27.2 Timesheet Summary (Incomplete Submission)

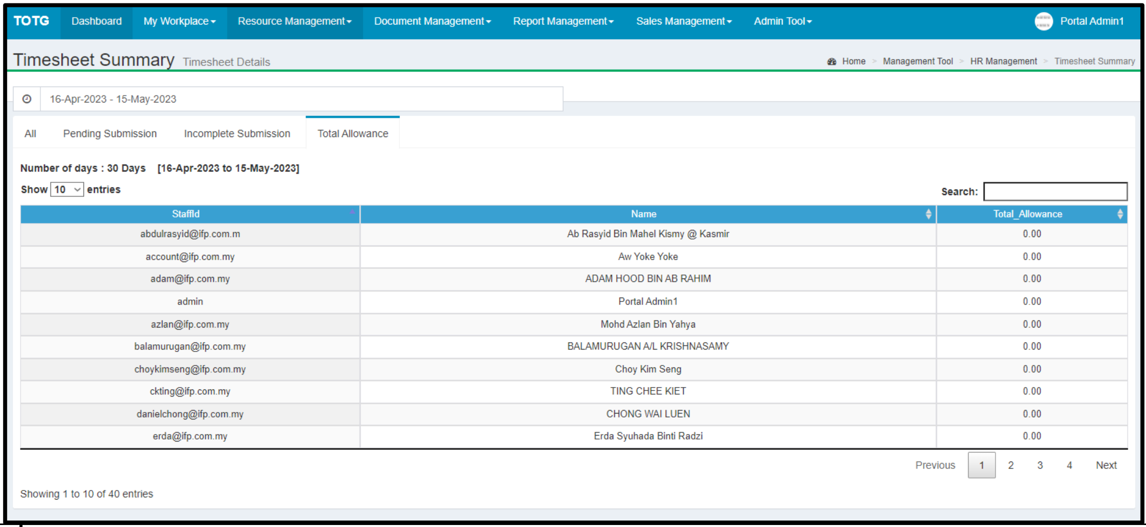



| | |
|---|---|
| **Procedure Name** | Timesheet summary for employee. |
| **Description & Objective:** | List of employee and the detail about their timesheet. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Summary | Timesheet Summary page will be displayed. |
| 2. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 3. | Click button 'Apply'. | Page will be updated. |
| **Case if Click Button 'Notify'.** | | |
| 4. | Select the row need to notify. | The selected row will highlight. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Click button ‘Notify’. | Alert ‘Submit for Reminder’. |
| 6. | Click button ‘Yes’. | |

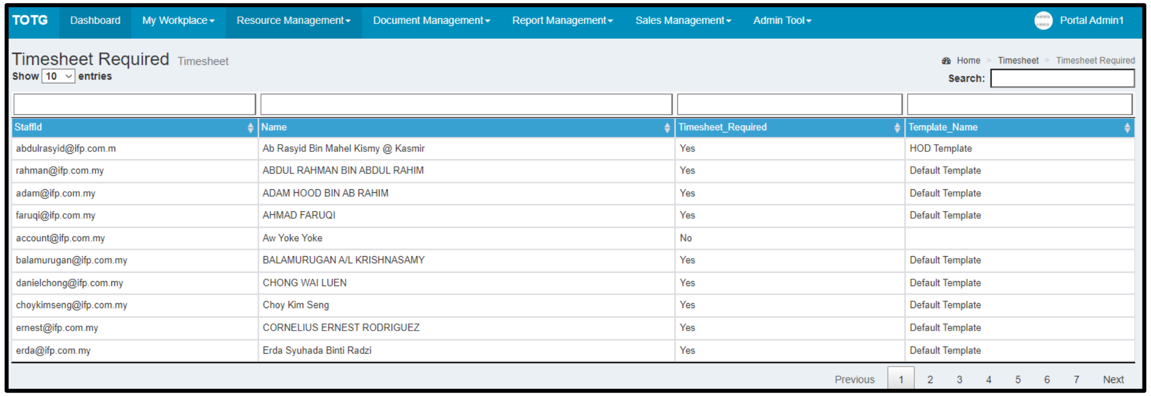
## 1.27.3 Timesheet Summary (Total Allowance)




| | |
|---|---|
| **Procedure Name** | Timesheet summary for employee. |
| **Description & Objective:** | List of employee and the detail about their timesheet. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Summary | Timesheet Summary page will be displayed. |
| 2. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 3. | Click button 'Apply'. | Page will be updated. |

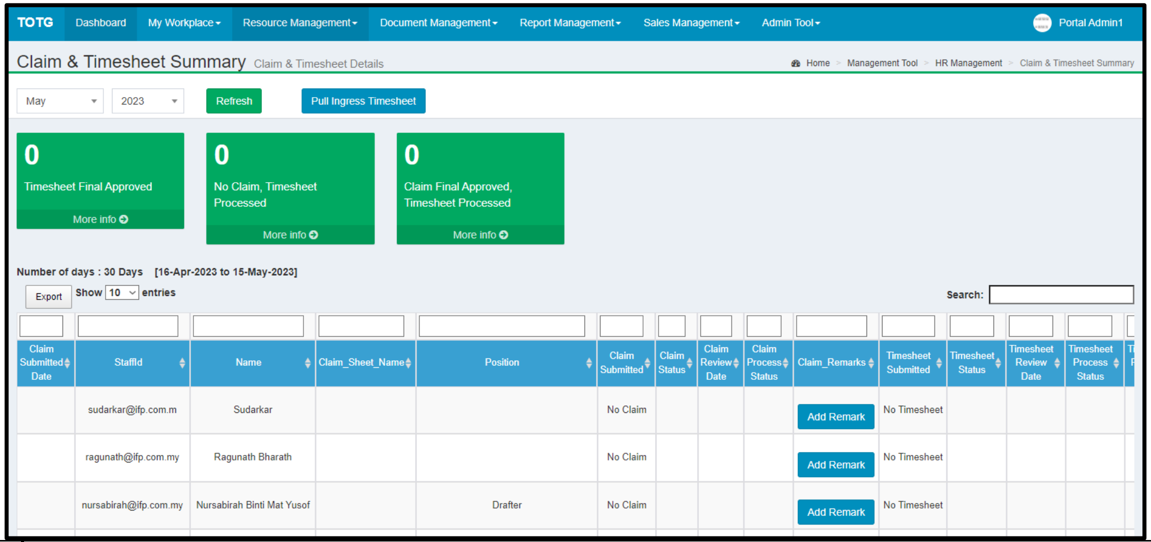
## 1.28 Timesheet Required List




| | |
|---|---|
| **Procedure Name** | Timesheet Required for employee. |
| **Description & Objective:** | List of employee and it show is the timesheet for them is required or not. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Timesheet Required. | Timesheet Required page will be displayed. |

## 1.29 Claim & Timesheet Summary

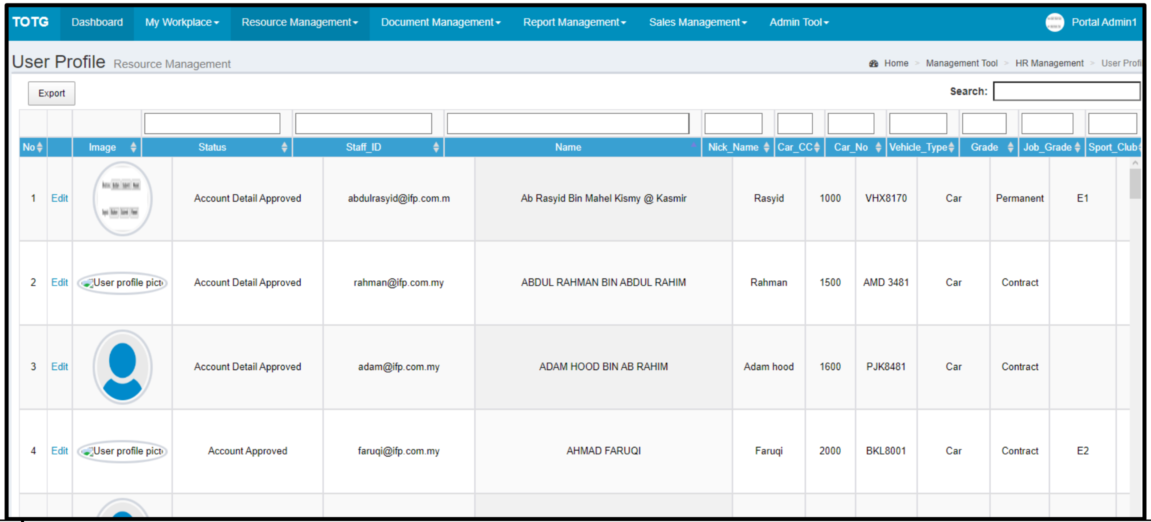



| | |
|---|---|
| **Procedure Name** | Claim & Timesheet summary for employee. |
| **Description & Objective:** | List of employee and the detail about the claim and timesheet status. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Resource Management > Timesheet > Claim & Timesheet Summary. | Claim & Timesheet Summary page will be displayed. |
| 2. | Select date. | Date will be displayed.<br>Select Date from the list. |
| 3. | Select year. | Few year will be displayed.<br>Select year from the list. |
| 4. | Click button 'Refresh'. | Page will be updated. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin clicked log 'Timesheet Final Approved'.** | | |
| 5. | Click 'More info' on log 'Timesheet Final Approved'. | |
| **Case if Admin clicked log 'No Claim, Timesheet Processed'.** | | |
| 6. | Click 'More info' on log 'No Claim, Timesheet Processed'. | |
| **Case if Admin clicked log 'Claim Final Approved, Timesheet Processed'.** | | |
| 7. | Click 'More info' on log 'Claim Final Approved, Timesheet Processed'. | |

## 1.30 User Profile

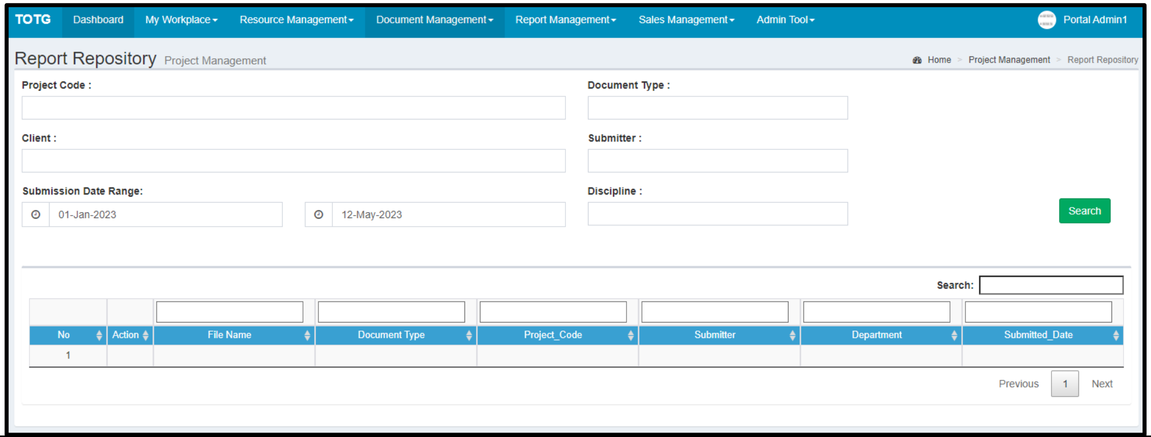



| | |
|---|---|
| **Procedure Name** | Profile for all user. |
| **Description & Objective:** | List of employee and it shows all the information about employee. Admin also can update the profile. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Resource Management > Human Resource > User Profile. | User Profile page will be displayed. |
| 2. | Select user. | List timesheet of the clicked user will be displayed. |
| 3. | Update the desired form field and click button 'Update Profile'. | Popup 'Update Profile'. |
| 4. | Click update. | Page will be refresh and new data updated. |
| **Case if Admin Update Profile Picture.** | | |
| 5. | Click button 'Update Profile Picture'. | Popup 'Update Profile Picture'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Choose the image and click 'Update'. | Alert 'Profile picture updated!'. |
| **Case if Admin Change Password.** | | |
| 7. | Click button 'Change Password'. | Popup 'Change Your Password'. |
| 8. | Fill in the password and click 'Update'. | Alert 'Password updated!'. |
| **Case if Admin Export CV.** | | |
| 9. | Click button 'Export CV'. | Popup 'Export CV1, CV2, CV3'. |
| **Case if Admin Approve Profile Update.** | | |
| 10. | Click button 'Approve Profile Update'. | Popup 'Approve Profile'. |
| 11. | Click button 'Approve'. | Alert 'Profile approved!'. |
| **Case if Admin Reject Profile Update.** | | |
| 12. | Click button 'Reject Profile Update'. | Popup 'Reject Profile'. |
| 13. | Fill in the Comment. | The comment will sent to the user. |
| 14. | Click button 'Reject'. | Alert 'Profile rejected!'. |

## 1.31 Report Store

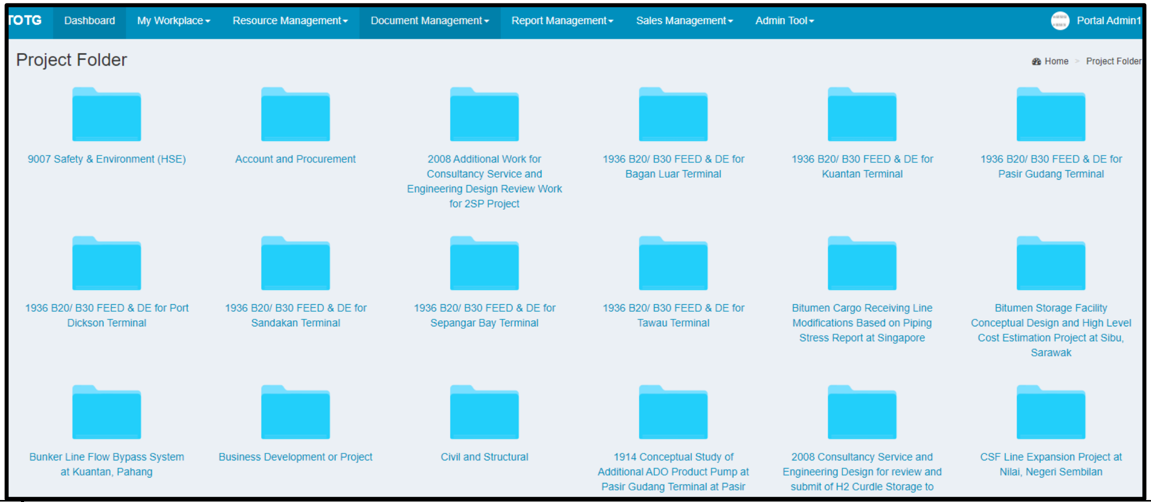



| | |
|---|---|
| **Procedure Name** | Report Repository of all the report uploaded. |
| **Description & Objective:** | Find report that uploaded on totg. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Document Management > Report Store. | Report Store page will be displayed. |
| 2. | Select Project Code. | Few Project Code will be displayed.<br>Select Project Code from the list. |
| 3. | Select Client. | Few client will be displayed.<br>Select client from the list. |
| 4. | Select Submission Date Range. | Date will be displayed.<br>Select date from the list. |
| 5. | Select Document Type. | Few Document Type will be displayed.<br>Select Document Type from the list. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Select Submitter. | Few Submitter will be displayed.<br><br>Select submitter from the list. |
| 7. | Select Discipline. | Few Discipline will be displayed.<br><br>Select Discipline from the list. |
| 8. | Click button 'Search'. | Searched report appear. |

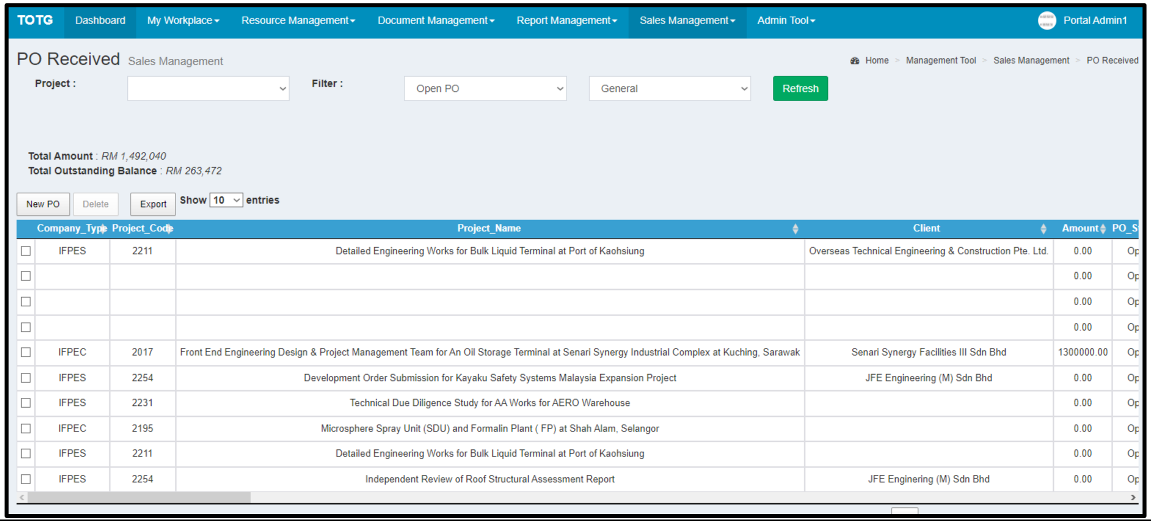
## 1.32 Upload Document




| | |
|---|---|
| **Procedure Name** | Uploaded Document. |
| **Description & Objective:** | List of uploaded document and can see the document file. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Document Management > Upload Document. | Upload Document page will be displayed. |

## 1.33 PO AR



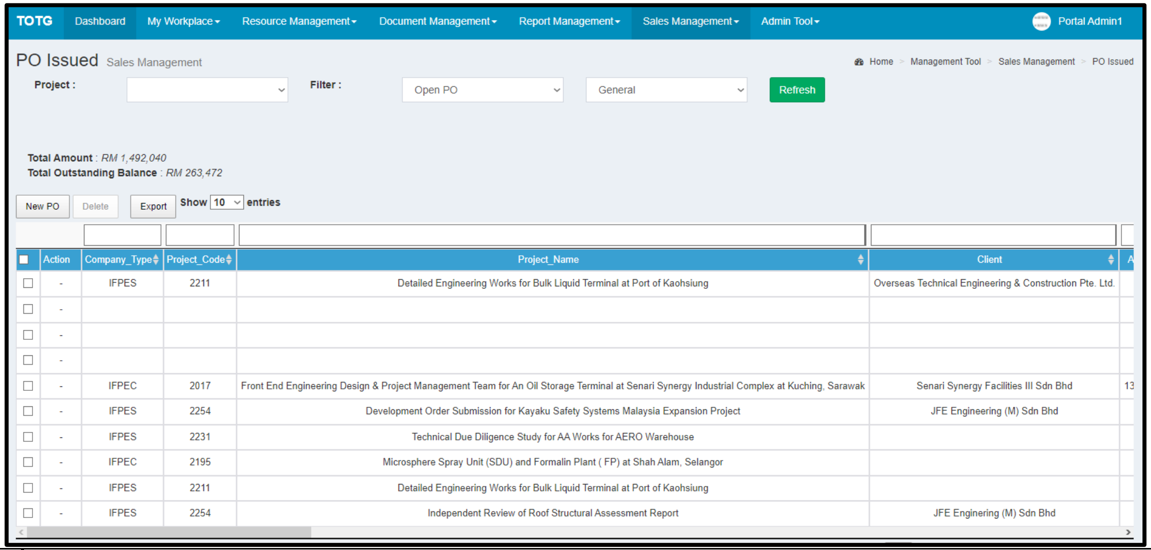

| | |
|---|---|
| **Procedure Name** | PO Received. |
| **Description & Objective:** | List of PO and can add New PO . |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > PO AR. | PO AR page will be displayed. |
| 2. | Select Project. | Few Project will be displayed.<br>Select Project type from the list. |
| 3. | Select Filter. | Few PO type will be displayed.<br>Select PO type from the list. |
| 4. | Click button ‘Refresh’. | Page will be refresh and new data updated. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button 'Export'.** | | |
| 5. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin add New PO.** | | |
| 6. | Click button 'New PO'. | 1 new row will appear. |
| 7. | Select Company_Type. | Few Company_Type will be displayed.<br>Select Company_Type from the list. |
| 8. | Select Project_Name. | Few Project will be displayed.<br>Select Project type from the list. |
| 9. | Select Client. | Client field is mandatory. |
| 10. | Select Amount. | Amount field is mandatory. |
| 11. | Select PO_Status. | Few PO_Status will be displayed.<br>Select PO_Status type from the list. |
| 12. | Select PO_No. | PO_No field is mandatory. |
| 13. | Select PR_No. | PR_No field is mandatory. |
| 14. | Select PO_Date. | PO_Date will be displayed.<br>Select date from the list. |
| 15. | Select PO_Description. | PO_Description field is mandatory. |
| 16. | Select Scope_Of_Work. | Scope_Of_Work field is mandatory. |

| S/No | Tasks | Expected Results |
| --- | --- | --- |
| 17. | Select Work_Order_Value. | Work_Order_Value field is mandatory. |

## 1.34 PO AP

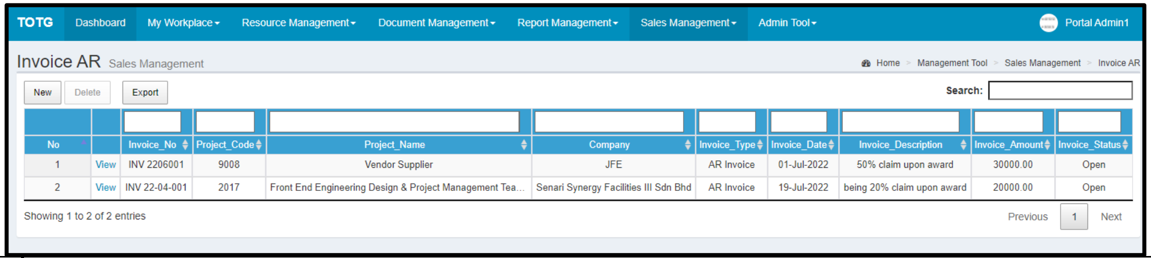


| | |
|---|---|
| **Procedure Name** | PO Issued. |
| **Description & Objective:** | List of PO and delete unwanted PO. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > PO AP. | PO AP page will be displayed. |
| 2. | Select Project. | Few Project will be displayed.<br>Select Project type from the list. |
| 3. | Select Filter. | Few PO type will be displayed.<br>Select PO type from the list. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 4. | Click button 'Refresh'. | Page will be refresh and new data updated. |
| **Case if Admin Add New PO.** | | |
| 5. | Click button 'New PO'. | |
| **Case if Admin Delete PO.** | | |
| 6. | Select the row that need to delete. | The row selected is highlight. |
| 7. | Click button 'Delete'. | Popup 'Delete'. |
| 8. | Click button 'Delete'. | The row selected is gone. |

## 1.35 Invoice AR

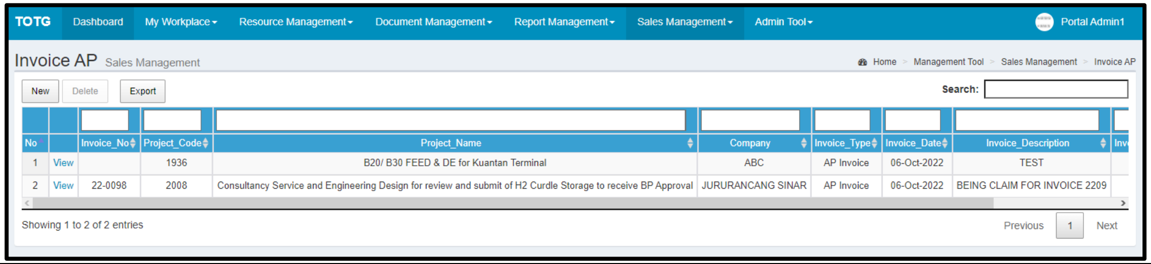


| | |
|---|---|
| **Procedure Name** | Invoice AR. |
| **Description & Objective:** | List of Project and the invoice status. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Invoice AR. | Invoice AR page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| 3. | Click button 'New'. | Popup 'Create new entry'. |
| 4. | Select Invoice No. | Invoice No field is mandatory. |
| 5. | Select Project Code. | Few Project Code will be displayed.<br>Select Project Code from the list.<br>After choose the Project Code, the name of the project will be displayed on Project Name column. |
| 6. | Select Company. | Company field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 7. | Select Invoice Type. | Few Invoice Type will be displayed.<br>Select Invoice Type from the list. |
| 8. | Select Invoice Date. | Date will be displayed.<br>Select Date from the list. |
| 9. | Select Invoice Amount. | Invoice Amount is mandatory. |
| 10. | Select Description. | Description field is mandatory. |
| 11. | Select Invoice Status. | Few Invoice Status will be displayed.<br>Select Invoice Status from the list. |
| 12. | Click button 'Create'. | New line of Invoice will appear on the list. |
| **Case if Admin Delete Invoice.** | | |
| 13. | Select the row that need to delete. | The row selected is highlight. |
| 14. | Click button 'Delete'. | Popup 'Delete'.<br>The row selected will disappear. |

## 1.36 Invoice AP

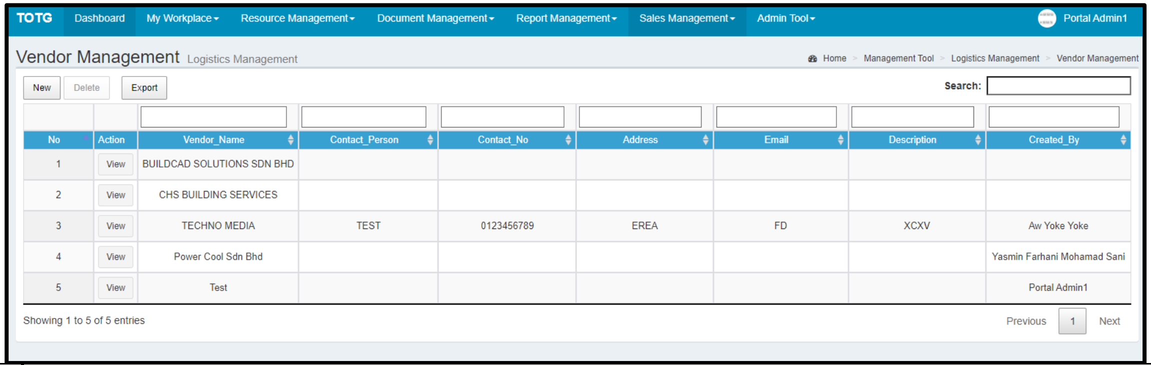



| | |
|---|---|
| **Procedure Name** | Invoice AP. |
| **Description & Objective:** | List of Project and the invoice status. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Sales Management > Invoice AR. | Invoice AR page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| 3. | Click button 'New'. | Popup 'Create new entry'. |
| 4. | Select Invoice No. | Invoice No field is mandatory. |
| 5. | Select Project Code. | Few Project Code will be displayed.<br>Select Project Code from the list.<br>After choose the Project Code, the name of the project will be displayed on Project Name column. |
| 6. | Select Company. | Company field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 7. | Select Invoice Type. | Few Invoice Type will be displayed.<br><br>Select Invoice Type from the list. |
| 8. | Select Invoice Date. | Date will be displayed.<br><br>Select Date from the list. |
| 9. | Select Invoice Amount. | Invoice Amount field is mandatory. |
| 10. | Select Description. | Description field is mandatory. |
| 11. | Select Invoice Status. | Few Invoice Status will be displayed.<br><br>Select Invoice Status from the list. |
| 12. | Click button 'Create'. | New line of Invoice will appear on the list. |
| **Case if Admin Delete Invoice.** | | |
| 13. | Select the row that need to delete. | The row selected is highlight. |
| 14. | Click button 'Delete'. | Popup 'Delete'.<br><br>The row selected will disappear. |

## 1.37 Supplier Management



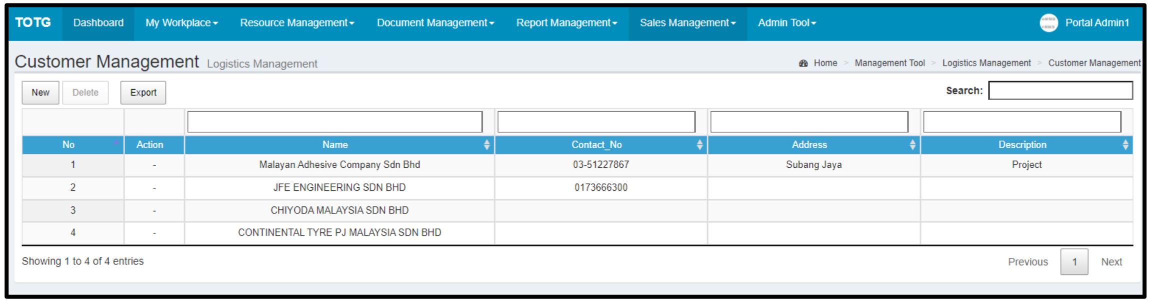

| | |
|---|---|
| **Procedure Name** | Supplier Management. |
| **Description & Objective:** | List of Supplier and the detail about supplier. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Supplier Management. | Supplier Management page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'New'.** | | |
| 3. | Click button 'New'. | Popup 'Add new vendor'. |
| 4. | Select Vendor Name. | Vendor Name field is mandatory. |
| 5. | Select Contact Person. | Contact Person field is mandatory. |
| 6. | Select Contact No. | Contact No field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 7. | Select Address. | Address field is mandatory. |
| 8. | Select Email. | Email field is mandatory. |
| 9. | Select Description. | Description is mandatory. |
| 10. | Select Description. | Description field is mandatory. |
| 11. | Click button 'Add'. | New line of Vendor will appear on the list. |
| **Case if Admin View Vendor.** | | |
| 12. | Click button 'View'. | Details Vendor page will be displayed. |
| **Case if Admin click button 'New'.** | | |
| 13. | Click button 'New'. | Popup 'Create new entry'. |
| 14. | Select Item. | Few Item will be displayed.<br>Select Item from the list. |
| 15. | Select Price_1. | Price_1 field is mandatory. |
| 16. | Select Price_2. | Price_2 field is mandatory. |
| 17. | Select Remark. | Remarks field is mandatory. |
| 18. | Click button 'Create'. | New row will appear. |
| 19. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'Delete'.** | | |

| S/No | Tasks | Expected Results |
| --- | --- | --- |
| 20. | Select the row that need to delete. | The row selected is highlight. |
| 21. | Click button 'Delete'. | Popup 'Delete'. |
| 22. | Click button 'Delete'. | The row selected will disappear. |
| 23. | Click button 'Export'. | Choose type of file can be choose to be export. |

## 1.38 Customer Management



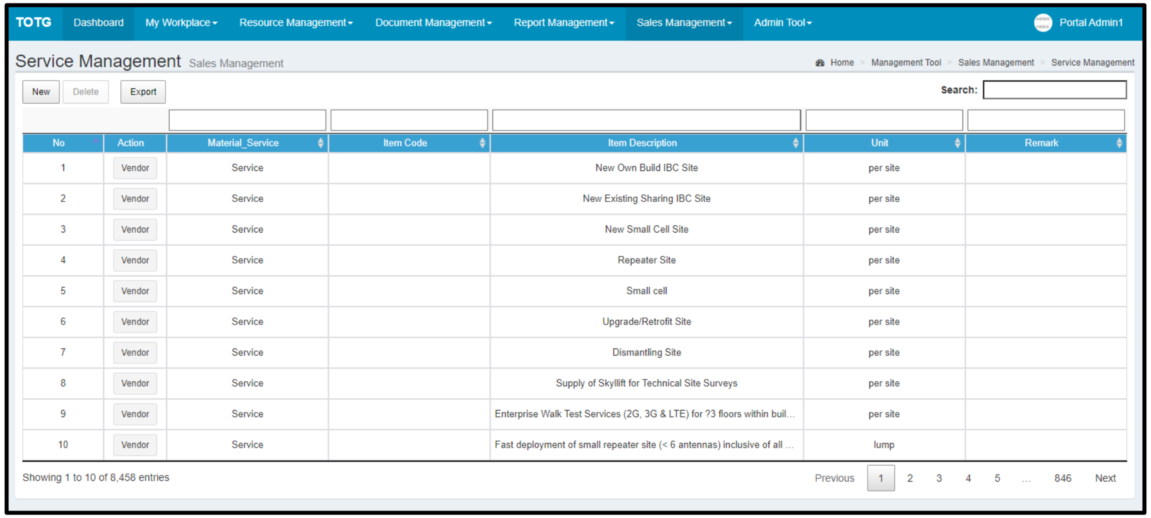

| | |
|---|---|
| **Procedure Name** | Supplier Management. |
| **Description & Objective:** | List of Supplier and the detail about supplier. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Supplier Management. | Supplier Management page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'New'.** | | |
| 3. | Click button 'New'. | Popup 'Add new vendor'. |
| 4. | Select Vendor Name. | Vendor Name field is mandatory. |
| 5. | Select Contact Person. | Contact Person field is mandatory. |
| 6. | Select Contact No. | Contact No field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 7. | Select Address. | Address field is mandatory. |
| 8. | Select Email. | Email field is mandatory. |
| 9. | Select Description. | Description is mandatory. |
| 10. | Select Description. | Description field is mandatory. |
| 11. | Click button 'Add'. | New line of Vendor will appear on the list. |
| **Case if Admin View Vendor.** | | |
| 12. | Click button 'View'. | Details Vendor page will be displayed. |
| **Case if Admin click button 'New'.** | | |
| 13. | Click button 'New'. | Popup 'Create new entry'. |
| 14. | Select Item. | Few Item will be displayed.<br>Select Item from the list. |
| 15. | Select Price_1. | Price_1 field is mandatory. |
| 16. | Select Price_2. | Price_2 field is mandatory. |
| 17. | Select Remark. | Remarks field is mandatory. |
| 18. | Click button 'Create'. | New row will appear. |
| **Case if Admin click button 'Export'.** | | |
| 19. | Click button 'Export'. | Choose type of file can be choose to be export. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button ‘Delete’.** | | |
| 20. | Select the row that need to delete. | The row selected is highlight. |
| 21. | Click button ‘Delete’. | Popup ‘Delete’. |
| 22. | Click button ‘Delete’. | The row selected will disappear. |
| **Case if Admin click button ‘Export’.** | | |
| 23. | Click button ‘Export’. | Choose type of file can be choose to be export. |

## 1.39 Line Management

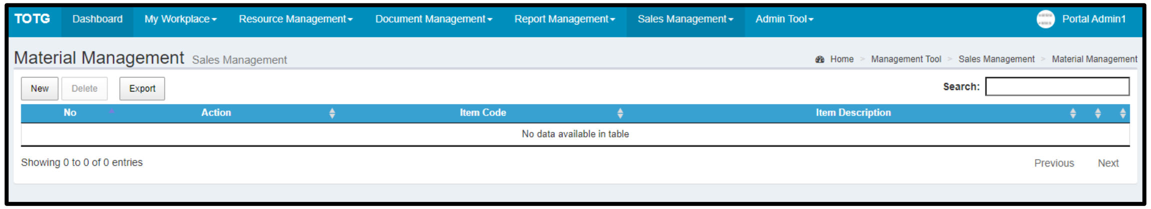



| | |
|---|---|
| **Procedure Name** | Customer Management. |
| **Description & Objective:** | List of Customer and the detail about Customer. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Customer Management. | Customer Management page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| 3. | Click button 'New'. | Popup 'Add new customer'. |
| 4. | Select Customer Name. | Customer Name field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Select Contact No. | Contact No field is mandatory. |
| 6. | Select Address. | Address field is mandatory. |
| 7. | Select Description. | Description is mandatory. |
| 8. | Click button 'Add'. | New line of Customer will appear on the list. |
| **Case if Admin click button 'Delete'.** | | |
| 9. | Select the row that need to delete. | The row selected is highlight. |
| 10. | Click button 'Delete'. | Popup 'Delete'. |
| 11. | Click button 'Delete'. | The row selected will disappear. |

## 1.40 Material Management

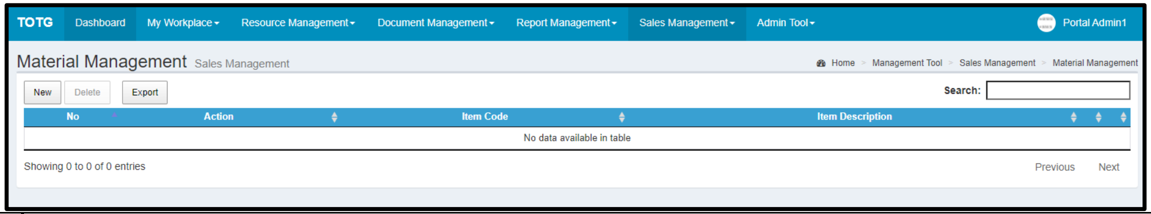



| | |
|---|---|
| **Procedure Name** | Line Item Management. |
| **Description & Objective:** | List of Item and the detail about Vendor. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Line Item Management. | Line Item Management page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| 3. | Click button 'New'. | Popup 'Add new inventory'. |
| 4. | Select Item Code. | Item Code field is mandatory. |
| 5. | Select Item Description. | Item Description field is mandatory. |
| 6. | Select Material_Service. | Few Material_Service will be displayed.<br>Select Material_Service from the list. |
| 7. | Select Unit. | Unit is mandatory. |
| 8. | Select Remark. | Remark is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 9. | Click button 'Add'. | |
| **Case if Admin click button 'Delete'.** | | |
| 10. | Select row need to delete. | The row selected is highlight. |
| 11. | Click button 'Delete'. | The row selected will disappear. |
| **Case if Admin click button 'Vendor'.** | | |
| 12. | Click button 'Vendor'. | Detail Item will be displayed on new tab. |
| **Case if Admin click button 'New'.** | | |
| 13. | Click button 'New'. | Popup 'Add vendor for inventory'. |
| 14. | Select Vendor. | Few Vendor will be displayed.<br>Select Vendor from the list. |
| 15. | Select Price (RM). | Price (RM) is mandatory. |
| 16. | Select Remarks. | Remark is mandatory. |
| 17. | Click button 'Add'. | New row of item will appear. |
| **Case if Admin click button 'Delete'.** | | |
| 18. | Select row need to delete. | The row selected is highlight. |
| 19. | Click button 'Delete'. | Popup 'Delete'. |
| 20. | Click button 'Delete'. | The row selected will disappear. |

## 1.40- Material Management



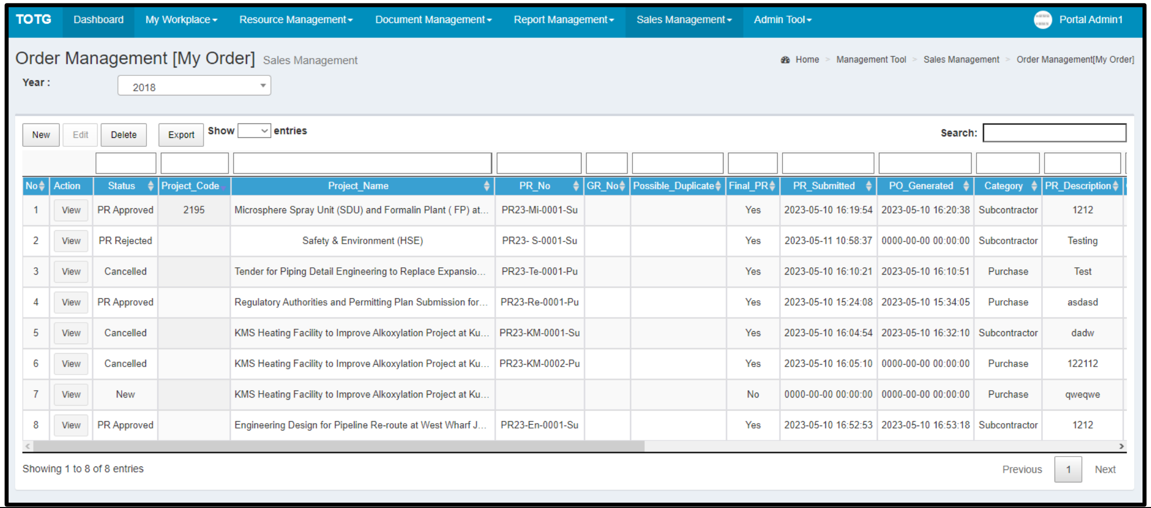

| | |
|---|---|
| **Procedure Name** | Material Management. |
| **Description & Objective:** | List of Material and the detail about Vendor. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Material Management. | Material Management page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'New'.** | | |
| 3. | Click button 'New'. | Popup 'Add new inventory'. |
| 4. | Select Item Code. | Item Code field is mandatory. |
| 5. | Select Item Description. | Item Description field is mandatory. |
| 6. | Select Unit. | Unit is mandatory. |
| 7. | Select Remark. | Remark is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button 'Add'.** | | |
| 8. | Click button 'Add'. | New row of material will appear. |
| **Case if Admin click button 'Delete'.** | | |
| 9. | Select row need to delete. | The row selected is highlight. |
| 10. | Click button 'Delete'. | Popup 'Delete'. |
| 11. | Click button 'Delete'. | The row selected will disappear. |
| **Case if Admin click button 'Vendor'.** | | |
| 12. | Click button 'Vendor'. | Detail Item will be displayed on new tab. |
| **Case if Admin click button 'New'.** | | |
| 13. | Click button 'New'. | Popup 'Add vendor for inventory'. |
| 14. | Select Vendor. | Few Vendor will be displayed.<br>Select Vendor from the list. |
| 15. | Select Price (RM). | Price (RM) is mandatory. |
| 16. | Select Remarks. | Remark is mandatory. |
| 17. | Click button 'Add'. | New row of Inventory will appear. |
| **Case if Admin click button 'Delete'.** | | |
| 18. | Select row need to delete. | The row selected is highlight. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 19. | Click button ‘Delete’. | Popup ‘Delete’. |
| 20. | Click button ‘Delete’. | The row selected will disappear. |

## 1.41- My Order




| | |
|---|---|
| **Procedure Name** | Order Management. |
| **Description & Objective:** | List of Order and the detail about the Order. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Sales Management > Order Management > My Order | My Order page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'New'.** | | |
| 3. | Click button 'New'. | Popup 'Create new entry'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 4. | Select Project Name | Few Project Name will be displayed.<br>Select Project Name from the list. |
| 5. | Select Vendor. | Few Vendor will be displayed.<br>Select Vendor type from the list. |
| 6. | Select Category. | Few Category will be displayed.<br>Select Category from the list. |
| 7. | Select PR_Description. | PR_Description is mandatory. |
| 8. | Select Currency. | Few Currency will be displayed.<br>Select Currency type from the list. |
| 9. | Select Rate. | Rate field is mandatory. |
| 10. | Select Order Date. | Date will be displayed.<br>Select Date from the list. |
| 11. | Select Payment_Milestone. | Payment_Milestone will be displayed.<br>Select Payment_Milestone type from the list. |
| 12. | Select Payment_Terms. | Payment_Terms will be displayed.<br>Select Payment_Terms type from the list. |
| 13. | Select Remarks. | Remarks field is mandatory. |
| 14. | Click button 'Add'. | New row of material will appear. |
| **Case if Admin click button 'Edit'.** | | |
| 15. | Select row need to edit. | The row selected is highlight. |

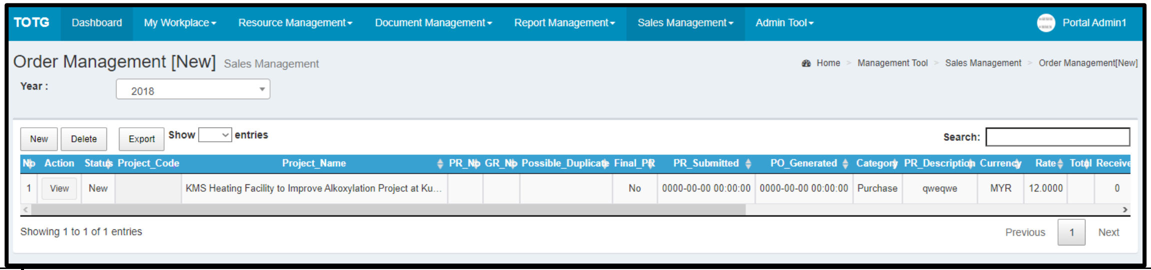
| S/No | Tasks | Expected Results |
|---|---|---|
| 16. | Click button 'Edit'. | Popup 'Edit entry'. |
| 17. | Edit desired field. | The field will changed. |
| 18. | Click button 'Update'. | The row selected will updated. |
| **Case if Admin click button 'Delete'.** | | |
| 19. | Select row need to delete. | The row selected is highlight. |
| 20. | Click button 'Delete'. | Popup 'Delete rows'. |
| 21. | Click button 'Delete'. | The row selected will disappear. |
| **Case if Admin click button 'View'.** | | |
| 22. | Click button 'View'. | Detail Order will be displayed on new tab. |
| **Case if Admin click button 'Create New Line Item'.** | | |
| 23. | Click button 'Create New Line Item'. | Popup 'New Line Item'. |
| 24. | Select Project. | Few Project will be displayed.<br>Select Project type from the list. |
| 25. | Select Item_Description. | Item_Description field is mandatory. |
| 26. | Select Payment_Milestone. | Payment_Milestone field is mandatory. |
| 27. | Select Unit. | Unit field is mandatory. |
| 28. | Select Qty. | Qty field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 29. | Select Unit_Price. | Unit_Price field is mandatory. |
| 30. | Click button 'Add'. | Alert 'Item Added!'. |
| **Case if Admin click button 'Delete'.** | | |
| 31. | Select row need to delete. | The row selected is highlight. |
| 32. | Click button 'Delete'. | Popup 'Delete'. |
| 33. | Click button 'Delete'. | The row selected will disappear. |
| **Case if Admin click button 'Submit Order'.** | | |
| 34. | Click button 'Submit Order'. | Popup 'Submit Order'. |
| 35. | Click button 'Submit'. | Popup 'Final PR'. |
| 36. | Click button 'Yes'. | |
| **Case if Admin click button 'Generate PR'.** | | |
| 37. | Click button "Generate PR'. | Popup 'Generate PR'. |
| 38. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Recall Order'.** | | |
| 39. | Click button 'Recall Order'. | Alert 'Recall Order'. |
| 40. | Click button 'Recall'. | Alert 'Order Recalled!'.<br>The page will automatically reload. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button 'Approve'.** | | |
| 41. | Click button 'Approve'. | Alert 'PR Approved!'.<br>The page will automatically reload. |
| **Case if Admin click button 'Reject'.** | | |
| 42. | Click button 'Reject'. | Alert 'PR Rejected!'. |
| **Case if Admin click button 'Generate PR'.** | | |
| 43. | Click button 'Generate PR'. | Alert 'Generate PR'. |
| 44. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO'.** | | |
| 45. | Click button 'Generate PO'. | Alert 'Generate PO'. |
| 46. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Spacing)'.** | | |
| 47. | Click button 'Generate PO (with Spacing)'. | Alert 'Generate PO'. |
| 48. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Project Code)'.** | | |
| 49. | Click button 'Generate PO (with Project Code)'. | Alert 'Generate PO'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 50. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Project Code & Spacing)'.** | | |
| 51. | Click button 'Generate PO (with Project Code & Spacing)'. | Alert 'Generate PO'. |
| 52. | Click button 'Generate'. | PR will be displayed on new tab. |

## 1.42- New




| | |
|---|---|
| **Procedure Name** | Order Management[New]. |
| **Description & Objective:** | List of Order and manage the order. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Order Management > New. | New page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'New'.** | | |
| 3. | Click button 'New'. | Popup 'Create new entry'. |
| 4. | Select Project Name | Few Project Name will be displayed.<br>Select Project Name from the list. |
| 5. | Select Vendor. | Few Vendor will be displayed.<br>Select Vendor type from the list. |
| 6. | Select Category. | Few Category will be displayed. |

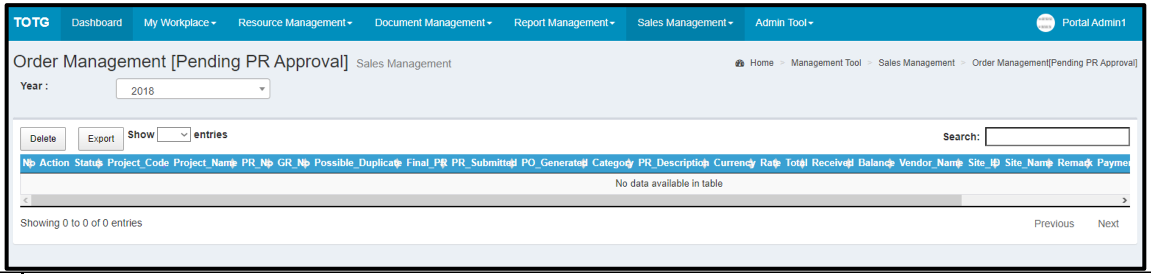
| S/No | Tasks | Expected Results |
|---|---|---|
| | | Select Category from the list. |
| 7. | Select PR_Description. | PR_Description is mandatory. |
| 8. | Select Currency. | Few Currency will be displayed.<br>Select Currency type from the list. |
| 9. | Select Rate. | Rate field is mandatory. |
| 10. | Select Order Date. | Date will be displayed.<br>Select Date from the list. |
| 11. | Select Payment_Milestone. | Payment_Milestone will be displayed.<br>Select Payment_Milestone type from the list. |
| 12. | Select Payment_Terms. | Payment_Terms will be displayed.<br>Select Payment_Terms type from the list. |
| 13. | Select Remarks. | Remarks field is mandatory. |
| 14. | Click button 'Add'. | New row of material will appear. |
| **Case if Admin click button 'Delete'.** | | |
| 15. | Select row need to delete. | The row selected is highlight. |
| 16. | Click button 'Delete'. | Popup 'Delete rows'. |
| 17. | Click button 'Confirm'. | The row selected will disappear. |
| **Case if Admin click button 'View'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 18. | Click button 'View'. | Detail Order will be displayed on new tab. |
| **Case if Admin click button 'Create New Line Item'.** | | |
| 19. | Click button 'Create New Line Item'. | Popup 'New Line Item'. |
| 20. | Select Project Code. | Few Project Code will be displayed.<br>Select Project Code type from the list. |
| 21. | Select Item_Description. | Item_Description field is mandatory. |
| 22. | Select Payment_Milestone. | Payment_Milestone field is mandatory. |
| 23. | Select Unit. | Unit field is mandatory. |
| 24. | Select Qty. | Qty field is mandatory. |
| 25. | Select Unit_Price. | Unit_Price field is mandatory. |
| 26. | Click button 'Add'. | Alert 'Item Added!'. |
| **Case if Admin click button 'Delete'.** | | |
| 27. | Select row need to delete. | The row selected is highlight. |
| 28. | Click button 'Delete'. | Popup 'Delete'. |
| 29. | Click button 'Delete'. | The row selected will disappear. |
| **Case if Admin click button 'Submit Order'.** | | |
| 30. | Click button 'Submit Order'. | Popup 'Submit Order'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 31. | Click button ‘Submit’. | Popup ‘Final PR’. |
| 32. | Click button ‘Yes’. | The page will refresh automatically. |
| **Case if Admin click button ‘Generate PR’.** | | |
| 33. | Click button “Generate PR’. | Popup ‘Generate PR’. |
| 34. | Click button ‘Generate’. | PR will be displayed on new tab. |
| **Case if Admin click button ‘Recall Order’.** | | |
| 35. | Click button ‘Recall Order’. | Alert ‘Recall Order’. |
| 36. | Click button ‘Recall’. | Alert ‘Order Recalled!’.<br>The page will automatically reload. |
| **Case if Admin click button ‘Approve’.** | | |
| 37. | Click button ‘Approve’. | Alert ‘PR Approved!’.<br>The page will automatically reload. |
| **Case if Admin click button ‘Reject’.** | | |
| 38. | Click button ‘Reject’. | Alert ‘PR Rejected!’. |
| **Case if Admin click button ‘Generate PR’.** | | |
| 39. | Click button ‘Generate PR’. | Alert ‘Generate PR’. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 40. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO'.** | | |
| 41. | Click button 'Generate PO'. | Alert 'Generate PO'. |
| 42. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Spacing)'.** | | |
| 43. | Click button 'Generate PO (with Spacing)'. | Alert 'Generate PO'. |
| 44. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Project Code)'.** | | |
| 45. | Click button 'Generate PO (with Project Code)'. | Alert 'Generate PO'. |
| 46. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Project Code & Spacing)'.** | | |
| 47. | Click button 'Generate PO (with Project Code & Spacing)'. | Alert 'Generate PO'. |
| 48. | Click button 'Generate'. | PR will be displayed on new tab. |

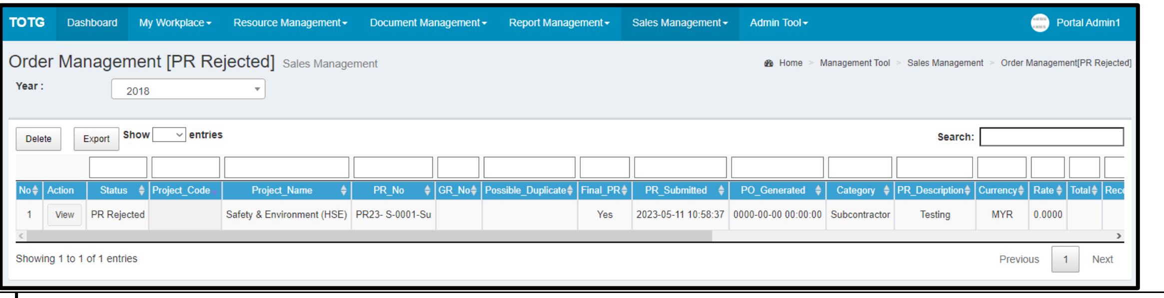
## 1.43- Pending PR Approval




| | |
|---|---|
| **Procedure Name** | Order Management[Pending PR Approval]. |
| **Description & Objective:** | List of Order and manage the order. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Order Management > Pending PR Approval. | Pending PR Approval page will be displayed. |

## 1.44- PR Rejected

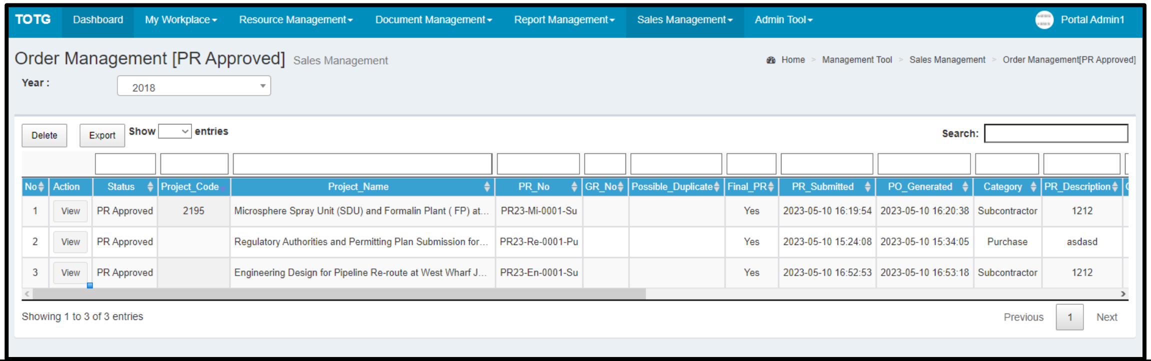



| | |
|---|---|
| **Procedure Name** | Order Management[PR Rejected]. |
| **Description & Objective:** | List of Order that rejected. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Order Management > PR Approved. | PR Approved New page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'Delete'.** | | |
| 3. | Select row need to delete. | The row selected is highlight. |
| 4. | Click button 'Delete'. | |
| 5. | Click button 'Confirm'. | |
| **Case if Admin click button 'View'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Click button 'View'. | Detail Order will be displayed on new tab. |
| **Case if Admin click button 'Approve'.** | | |
| 7. | Click button 'Approve'. | Alert 'PR Approved!'. |
| **Case if Admin click button 'Generate PR'.** | | |
| 8. | Click button "Generate PR'. | Popup 'Generate PR'. |
| 9. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Cancel Order'.** | | |
| 10. | Click button 'Cancel Order'. | Alert 'Cancelled Order'. |
| 11. | Click button 'Cancel'. | Alert 'Order Cancelled!'.<br>The page will automatically reload. |

## 1.45- PR Approved



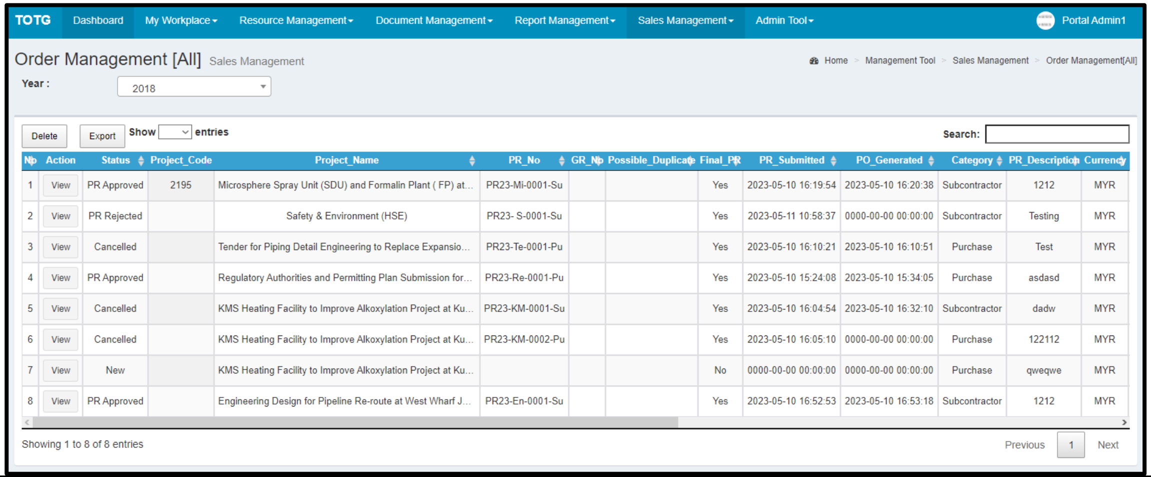

| | |
|---|---|
| **Procedure Name** | Order Management[PR Approved]. |
| **Description & Objective:** | List of Order that approved. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Order Management > PR Approved. | PR Approved New page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'Delete'.** | | |
| 3. | Select row need to delete. | The row selected is highlight. |
| 4. | Click button 'Delete'. | Popup 'Delete rows'. |
| 5. | Click button 'Confirm'. | The row selected will disappear. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button 'View'.** | | |
| 6. | Click button 'View'. | Detail Order will be displayed on new tab. |
| **Case if Admin click button 'Reject'.** | | |
| 7. | Click button 'Reject'. | Alert 'PR Rejected!'. |
| **Case if Admin click button 'Generate PR'.** | | |
| 8. | Click button "Generate PR'. | Popup 'Generate PR'. |
| 9. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Cancel Order'.** | | |
| 10. | Click button 'Cancel Order'. | Alert 'Cancelled Order'. |
| 11. | Click button 'Cancel'. | Alert 'Order Cancelled!'.<br>The page will automatically reload. |
| **Case if Admin click button 'Generate PR'.** | | |
| 12. | Click button 'Generate PR'. | Alert 'Generate PR'. |
| 13. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO'.** | | |
| 14. | Click button 'Generate PO'. | Alert 'Generate PO'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 15. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Spacing)'.** | | |
| 16. | Click button 'Generate PO (with Spacing)'. | Alert 'Generate PO'. |
| 17. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Project Code)'.** | | |
| 18. | Click button 'Generate PO (with Project Code)'. | Alert 'Generate PO'. |
| 19. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Project Code & Spacing)'.** | | |
| 20. | Click button 'Generate PO (with Project Code & Spacing)'. | Alert 'Generate PO'. |
| 21. | Click button 'Generate'. | PR will be displayed on new tab. |

## 1.46- All




| | |
|---|---|
| **Procedure Name** | Order Management[All]. |
| **Description & Objective:** | List of all accepted and rejected Order and delete the order. |

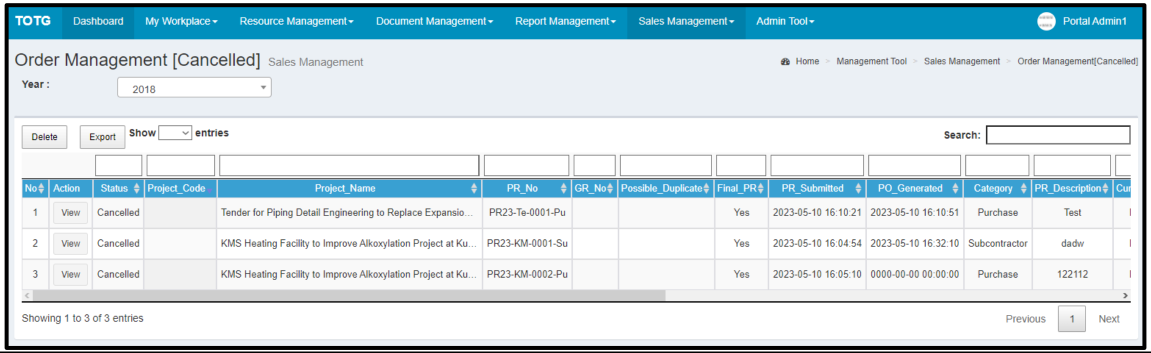
| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Sales Management > Order Management > All. | All page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'Delete'.** | | |
| 3. | Select row need to delete. | The row selected is highlight. |
| 4. | Click button 'Delete'. | Popup 'Delete rows'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Click button 'Confirm'. | The row selected will disappear. |
| **Case if Admin click button 'View'.** | | |
| 6. | Click button 'View'. | Detail Order will be displayed on new tab. |
| **Case if Admin click button 'Create New Line Item'.** | | |
| 7. | Click button 'Create New Line Item'. | Popup 'New Line Item'. |
| 8. | Select Project Code. | Few Project Code will be displayed.<br>Select Project Code type from the list. |
| 9. | Select Item_Description. | Item_Description field is mandatory. |
| 10. | Select Payment_Milestone. | Payment_Milestone field is mandatory. |
| 11. | Select Unit. | Unit field is mandatory. |
| 12. | Select Qty. | Qty field is mandatory. |
| 13. | Select Unit_Price. | Unit_Price field is mandatory. |
| 14. | Click button 'Add'. | Alert 'Item Added!'. |
| **Case if Admin click button 'Delete'.** | | |
| 15. | Select row need to delete. | The row selected is highlight. |
| 16. | Click button 'Delete'. | Popup 'Delete'. |
| 17. | Click button 'Delete'. | The row selected will disappear. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button 'Submit Order'.** | | |
| 18. | Click button 'Submit Order'. | Popup 'Submit Order'. |
| 19. | Click button 'Submit'. | Popup 'Final PR'. |
| 20. | Click button 'Yes'. | The page will refresh automatically. |
| **Case if Admin click button 'Generate PR'.** | | |
| 21. | Click button "Generate PR'. | Popup 'Generate PR'. |
| 22. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Recall Order'.** | | |
| 23. | Click button 'Recall Order'. | Alert 'Recall Order'. |
| 24. | Click button 'Recall'. | Alert 'Order Recalled!'.<br>The page will automatically reload. |
| **Case if Admin click button 'Approve'.** | | |
| 25. | Click button 'Approve'. | Alert 'PR Approved!'.<br>The page will automatically reload. |
| **Case if Admin click button 'Reject'.** | | |
| 26. | Click button 'Reject'. | Alert 'PR Rejected!'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button 'Generate PR'.** | | |
| 27. | Click button 'Generate PR'. | Alert 'Generate PR'. |
| 28. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO'.** | | |
| 29. | Click button 'Generate PO'. | Alert 'Generate PO'. |
| 30. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Spacing)'.** | | |
| 31. | Click button 'Generate PO (with Spacing)'. | Alert 'Generate PO'. |
| 32. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Project Code)'.** | | |
| 33. | Click button 'Generate PO (with Project Code)'. | Alert 'Generate PO'. |
| 34. | Click button 'Generate'. | PR will be displayed on new tab. |
| **Case if Admin click button 'Generate PO (with Project Code & Spacing)'.** | | |
| 35. | Click button 'Generate PO (with Project Code & Spacing)'. | Alert 'Generate PO'. |
| 36. | Click button 'Generate'. | PR will be displayed on new tab. |

## 1.47- Cancelled

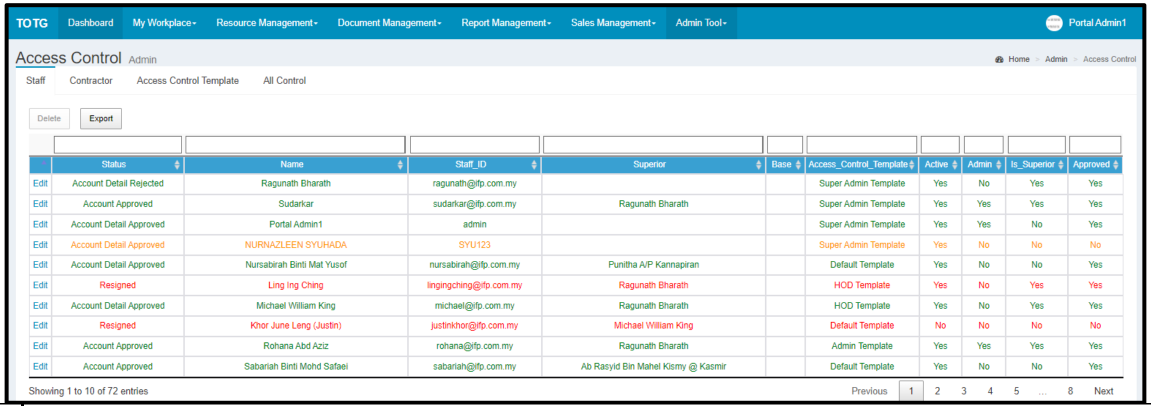



| | |
|---|---|
| **Procedure Name** | Order Management[Cancelled]. |
| **Description & Objective:** | List of all rejected Order and delete the order. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Order Management > Cancelled. | Cancelled page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'Delete'.** | | |
| 3. | Select row need to delete. | The row selected is highlight. |
| 4. | Click button 'Delete'. | Popup 'Delete rows'. |
| 5. | Click button 'Confirm'. | The row selected will disappear. |
| **Case if Admin click button 'View'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Click button 'View'. | Detail Order will be displayed on new tab. |
| **Case if Admin click button 'Create New Line Item'.** | | |
| 7. | Click button 'Create New Line Item'. | Popup 'New Line Item'. |
| 8. | Select Project Code. | Few Project Code will be displayed.<br>Select Project Code type from the list. |
| 9. | Select Item_Description. | Item_Description field is mandatory. |
| 10. | Select Payment_Milestone. | Payment_Milestone field is mandatory. |
| 11. | Select Unit. | Unit field is mandatory. |
| 12. | Select Qty. | Qty field is mandatory. |
| 13. | Select Unit_Price. | Unit_Price field is mandatory. |
| 14. | Click button 'Add'. | Alert 'Item Added!'. |
| **Case if Admin click button 'Delete'.** | | |
| 15. | Select row need to delete. | The row selected is highlight. |
| 16. | Click button 'Delete'. | Popup 'Delete'. |
| 17. | Click button 'Delete'. | The row selected will disappear. |

## 1.48- Access Control (Staff) [Admin].



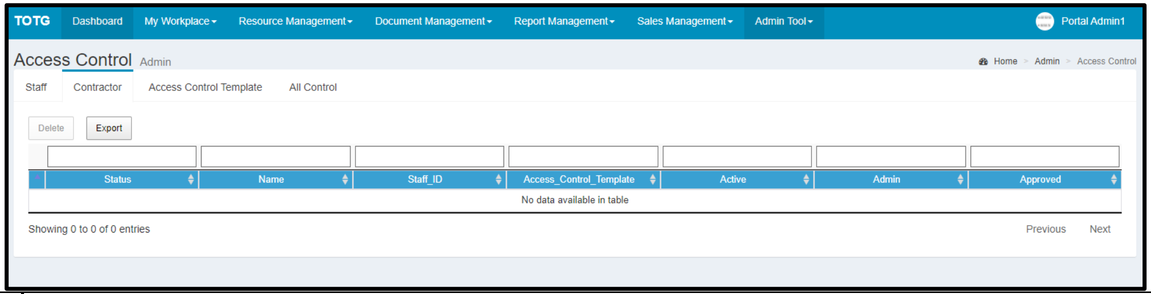

| | |
|---|---|
| **Procedure Name** | Access Control for staff. |
| **Description & Objective:** | To give limit to staff what they can see and what they cannot see. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Admin Tool > Access Control. | Access Control page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'Delete'.** | | |
| 3. | Select row need to delete. | The row selected is highlight. |
| 4. | Click button 'Delete'. | Popup 'Delete'. |
| 5. | Click button 'Delete'. | The row selected will disappear. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button 'Edit'.** | | |
| 6. | Click button 'Edit'. | The selected row detail will be displayed. |
| **Case if Admin click button 'Update Profile'.** | | |
| 7. | Update the desired form field. | The field is updated. |
| 8. | Click button 'Update Profile'. | Popup 'Update Profile'. |
| 9. | Click button 'Update'. | Alert 'Profile Updated!'.<br>Page will be refresh and new data updated. |
| **Case if Admin click button 'Delete'.** | | |
| 10. | Select row need to delete. | The row selected is highlight. |
| 11. | Click button 'Delete'. | Popup 'Delete'. |
| 12. | Click button 'Delete'. | The row selected will disappear. |
| **Case if Admin Update Profile Picture.** | | |
| 13. | Click button 'Update Profile Picture'. | Popup 'Update Profile Picture'. |
| 14. | Choose the image and click 'Update'. | Alert 'Profile picture updated!'. |
| **Case if Admin Change Password.** | | |
| 15. | Click button 'Change Password'. | Popup 'Change Your Password'. |
| 16. | Fill in the password and click 'Update'. | Alert 'Password updated!'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin Export CV.** | | |
| 17. | Click button 'Export CV'. | Popup 'Export CV1, CV2, CV3'. |
| **Case if Admin Approve Profile Update.** | | |
| 18. | Click button 'Approve Profile Update'. | Popup 'Approve Profile'. |
| 19. | Click button 'Approve'. | Alert 'Profile approved!'. |
| **Case if Admin Reject Profile Update.** | | |
| 20. | Click button 'Reject Profile Update'. | Popup 'Reject Profile'. |
| 21. | Fill in the Comment. | The comment will sent to the user. |
| 22. | Click button 'Reject'. | Alert 'Profile rejected!'. |

## 1.48.1- Access Control (Contractor) [Admin]



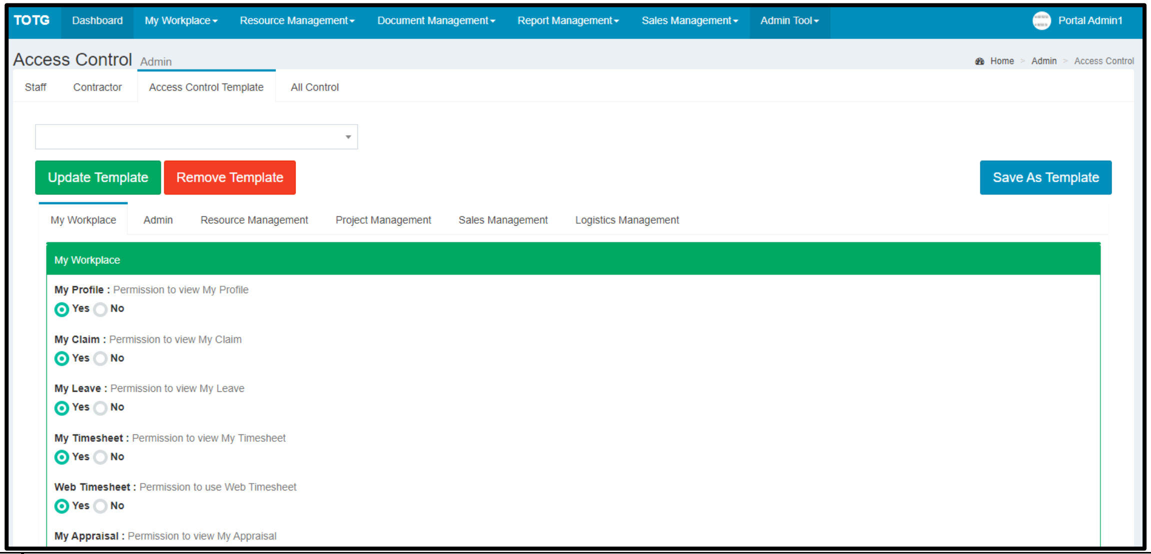

| | |
|---|---|
| **Procedure Name** | Access Control for staff. |
| **Description & Objective:** | To give limit to staff what they can see and what they cannot see. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Admin Tool > Access Control. | Access Control page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'Delete'.** | | |
| 3. | Select row need to delete. | The row selected is highlight. |
| 4. | Click button 'Delete'. | Popup 'Delete'. |
| 5. | Click button 'Delete'. | The row selected will disappear. |
| **Case if Admin click button 'Edit'.** | | |
| 6. | Click button 'Edit'. | The selected row detail will be displayed. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button 'Update Profile'.** | | |
| 7. | Update the desired form field. | The field is updated. |
| 8. | Click button 'Update Profile'. | Popup 'Update Profile'. |
| 9. | Click button 'Update'. | Alert 'Profile Updated!'.<br>Page will be refresh and new data updated. |
| **Case if Admin click button 'Delete'.** | | |
| 10. | Select row need to delete. | The row selected is highlight. |
| 11. | Click button 'Delete'. | Popup 'Delete'. |
| 12. | Click button 'Delete'. | The row selected will disappear. |
| **Case if Admin Update Profile Picture.** | | |
| 13. | Click button 'Update Profile Picture'. | Popup 'Update Profile Picture'. |
| 14. | Choose the image and click 'Update'. | Alert 'Profile picture updated!'. |
| **Case if Admin Change Password.** | | |
| 15. | Click button 'Change Password'. | Popup 'Change Your Password'. |
| 16. | Fill in the password and click 'Update'. | Alert 'Password updated!'. |
| **Case if Admin Export CV.** | | |
| 17. | Click button 'Export CV'. | Popup 'Export CV1, CV2, CV3'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin Approve Profile Update.** | | |
| 18. | Click button ‘Approve Profile Update’. | Popup ‘Approve Profile’. |
| 19. | Click button ‘Approve’. | Alert ‘Profile approved!’. |
| **Case if Admin Reject Profile Update.** | | |
| 20. | Click button ‘Reject Profile Update’. | Popup ‘Reject Profile’. |
| 21. | Fill in the Comment. | The comment will sent to the user. |
| 22. | Click button ‘Reject’. | Alert ‘Profile rejected!’. |

## 1.48.2- Access Control (Access Control Template) [Admin]



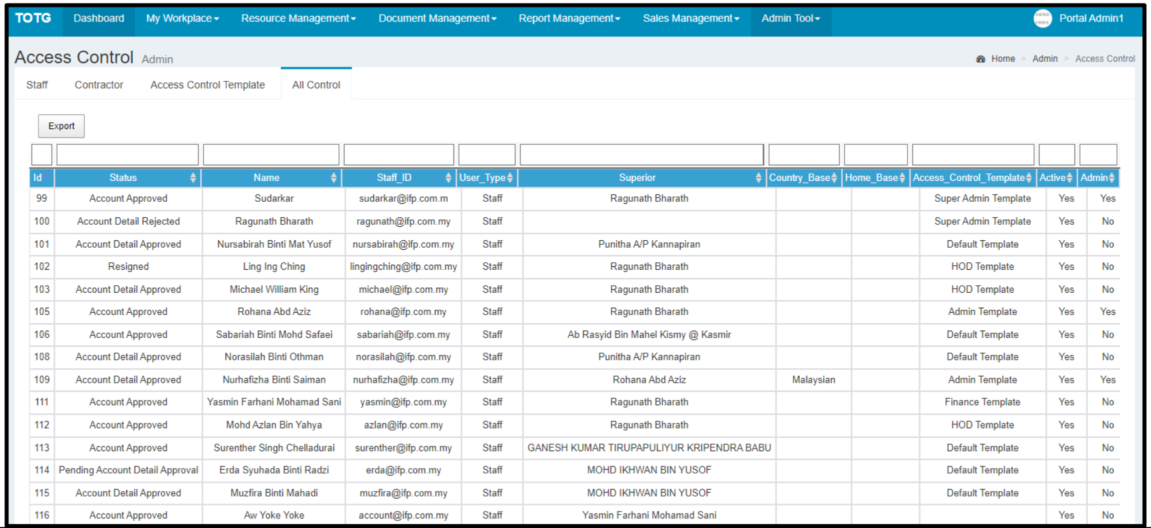

| | |
|---|---|
| **Procedure Name** | Access Control for staff. |
| **Description & Objective:** | To give limit to staff what they can see and what they cannot see. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Admin Tool > Access Control. | Access Control page will be displayed. |
| 2. | Select 'Dropdown'. | Few Template will be displayed.<br>Select Template type from the list. |
| **Case if Edit 'My Workplace' Tab.** | | |
| 3. | Select 'My Workplace' tab. | Control for 'My Workplace' will be displayed. |
| 4. | Change which 'Permission' can or cannot. | Update the field. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Click 'Update Template'. | Alert 'Update Template'. |
| 6. | Click button 'Update'. | |
| **Case if Edit 'Admin' Tab.** | | |
| 7. | Select 'Admin' tab. | Control for 'Admin' will be displayed. |
| 8. | Change which 'Permission' can or cannot. | Update the field. |
| 9. | Click 'Update Template'. | Alert 'Update Template'. |
| 10. | Click button 'Update'. | |
| **Case if Edit 'Resource Management' Tab.** | | |
| 11. | Select 'Resource Management' tab. | Control for 'Resource Management' will be displayed. |
| 12. | Change which 'Permission' can or cannot. | Update the field. |
| 13. | Click 'Update Template'. | Alert 'Update Template'. |
| 14. | Click button 'Update'. | |
| **Case if Edit 'Project Management' Tab.** | | |
| 15. | Select 'Project Management' tab. | Control for 'Project Management' will be displayed. |
| 16. | Change which 'Permission' can or cannot. | Update the field. |
| 17. | Click 'Update Template'. | Alert 'Update Template'. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 18. | Click button 'Update'. | |
| **Case if Edit 'Sales Management' Tab.** | | |
| 19. | Select 'Sales Management' tab. | Control for 'Sales Management' will be displayed. |
| 20. | Change which 'Permission' can or cannot. | Update the field. |
| 21. | Click 'Update Template'. | Alert 'Update Template'. |
| 22. | Click button 'Update'. | |
| **Case if Edit 'Logistics Management' Tab.** | | |
| 23. | Select 'Logistics Management' tab. | Control for 'Logistics Management' will be displayed. |
| 24. | Change which 'Permission' can or cannot. | Update the field. |
| 25. | Click 'Update Template'. | Alert 'Update Template'. |
| 26. | Click button 'Update'. | |

## 1.48.3- Access Control (All Control) [Admin]

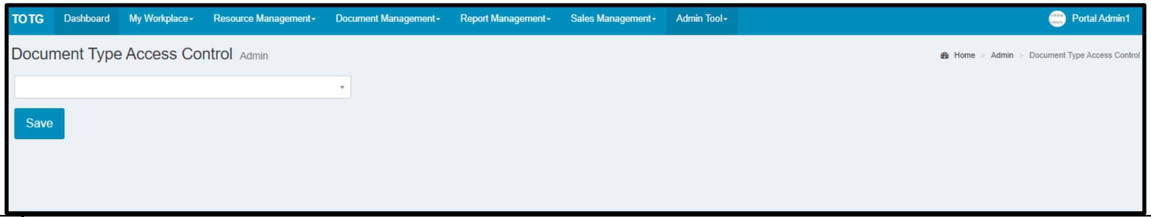



| Id | Status | Name | Staff_ID | User_Type | Superior | Country_Base | Home_Base | Access_Control_Template | Active | Admin |
|---|---|---|---|---|---|---|---|---|---|---|
| 99 | Account Approved | Sudarkar | sudarkar@ifp.com.m | Staff | Ragunath Bharath | | | Super Admin Template | Yes | Yes |
| 100 | Account Detail Rejected | Ragunath Bharath | ragunath@ifp.com.my | Staff | | | | Super Admin Template | Yes | No |
| 101 | Account Detail Approved | Nursabirah Binti Mat Yusof | nursabirah@ifp.com.my | Staff | Punitha A/P Kannapiran | | | Default Template | Yes | No |
| 102 | Resigned | Ling Ing Ching | lingingching@ifp.com.my | Staff | Ragunath Bharath | | | HOD Template | Yes | No |
| 103 | Account Detail Approved | Michael William King | michael@ifp.com.my | Staff | Ragunath Bharath | | | HOD Template | Yes | No |
| 105 | Account Approved | Rohana Abd Aziz | rohana@ifp.com.my | Staff | Ragunath Bharath | | | Admin Template | Yes | Yes |
| 106 | Account Approved | Sabariah Binti Mohd Safaei | sabariah@ifp.com.my | Staff | Ab Rasyid Bin Mahel Kismy @ Kasmir | | | Default Template | Yes | No |
| 108 | Account Detail Approved | Norasilah Binti Othman | norasilah@ifp.com.my | Staff | Punitha A/P Kannapiran | | | Default Template | Yes | No |
| 109 | Account Detail Approved | Nurhafizha Binti Saiman | nurhafizha@ifp.com.my | Staff | Rohana Abd Aziz | Malaysian | | Admin Template | Yes | Yes |
| 111 | Account Approved | Yasmin Farhani Mohamad Sani | yasmin@ifp.com.my | Staff | Ragunath Bharath | | | Finance Template | Yes | No |
| 112 | Account Approved | Mohd Azlan Bin Yahya | azlan@ifp.com.my | Staff | Ragunath Bharath | | | HOD Template | Yes | No |
| 113 | Account Approved | Surenther Singh Chelladurai | surenther@ifp.com.my | Staff | GANESH KUMAR TIRUPAPULIYUR KRIPENDRA BABU | | | Default Template | Yes | No |
| 114 | Pending Account Detail Approval | Erda Syuhada Binti Radzi | erda@ifp.com.my | Staff | MOHD IKHWAN BIN YUSOF | | | Default Template | Yes | No |
| 115 | Account Detail Approved | Muzfira Binti Mahadi | muzfira@ifp.com.my | Staff | MOHD IKHWAN BIN YUSOF | | | Default Template | Yes | No |
| 116 | Account Approved | Aw Yoke Yoke | account@ifp.com.my | Staff | Yasmin Farhani Mohamad Sani | | | | Yes | No |

| | |
|---|---|
| **Procedure Name** | Access Control for staff. |
| **Description & Objective:** | To give limit to staff what they can see and what they cannot see. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Sales Management > Admin Tool > Access Control. | Access Control page will be displayed. |
| **Case if Admin click button 'Export'.** | | |
| 2. | Click button 'Export'. | Choose type of file can be choose to be export. |

# 1.49- Document Type Access Control [Admin]

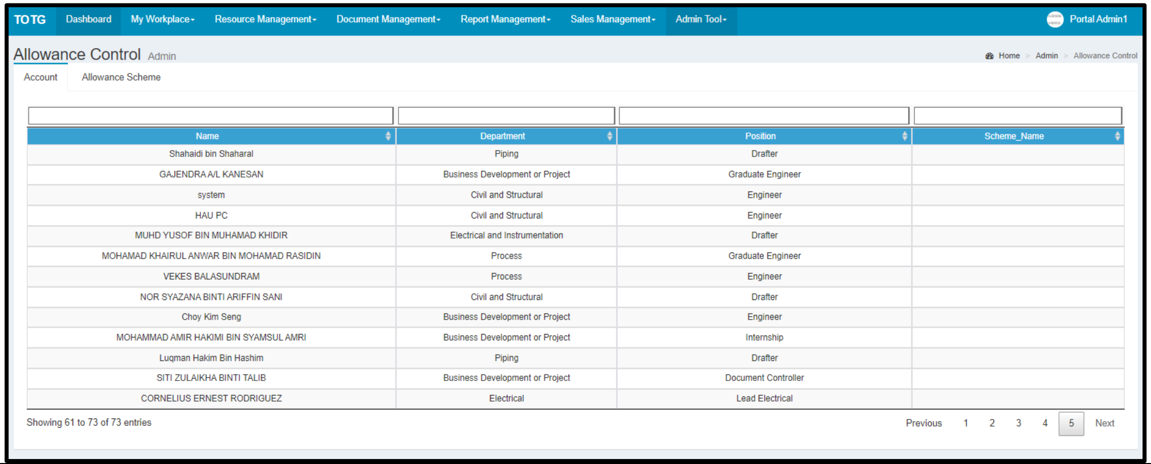



| | |
|---|---|
| **Procedure Name** | Document Type Access Control for staff. |
| **Description & Objective:** | To give limit to specific access control what document they can see. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Admin Tool > Document Type Access Control. | Document Type Access Control page will be displayed. |
| 2. | Select button 'Dropdown'. | Few Template will be displayed.<br>Select Template type from the list. |
| 3. | Click button 'Save'. | The selected template control will appear. |
| **Case if Admin select 'Admin Template'.** | | |
| 4. | Select 'Admin Template' from 'Dropdown' button. | Control for Admin user type will appear. |
| 5. | Change which folder want to not access. | Update the field. |
| **Case if Admin select 'Default Template'.** | | |
| 6. | Select 'Default Template' from 'Dropdown' button. | Control for Default user type will appear. |
| 7. | Change which folder want to not access. | Update the field. |
| **Case if Admin select 'Finance Template'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 8. | Select ‘Finance Template’ from ‘Dropdown’ button. | Control for Finance user type will appear. |
| **Case if Admin select ‘HOD Template’.** | | |
| 9. | Select ‘HOD Template’ from ‘Dropdown’ button. | Control for HOD user type will appear. |
| **Case if Admin select ‘Project Access Template Template’.** | | |
| 10. | Select ‘Project Access Template’ from ‘Dropdown’ button. | Control for Project Access user type will appear. |
| **Case if Admin select ‘Super Admin Template’.** | | |
| 11. | Select ‘Super Admin Template’ from ‘Dropdown’ button. | Control for Super Admin user type will appear. |
| 12. | Change which folder want to not access. | Update the field. |

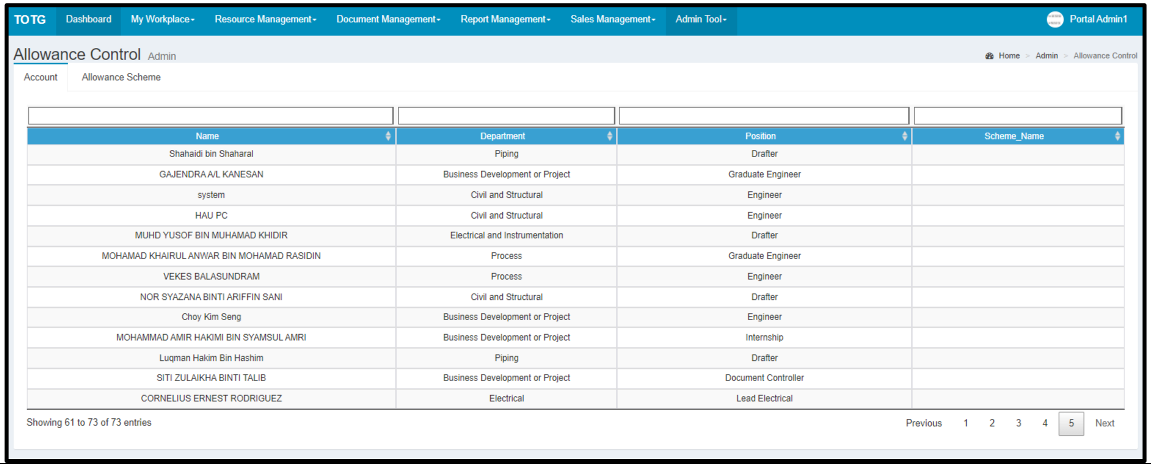
## 1.50- Allowance Control (Account) [Admin]




| | |
|---|---|
| **Procedure Name** | Allowance Control (Account). |
| **Description & Objective:** | To see detail about staff department and position. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Admin Tool > Allowance Control. | Allowance Control page will be displayed. |

## 1.50.1- Allowance Control (Allowance Scheme) [Admin]



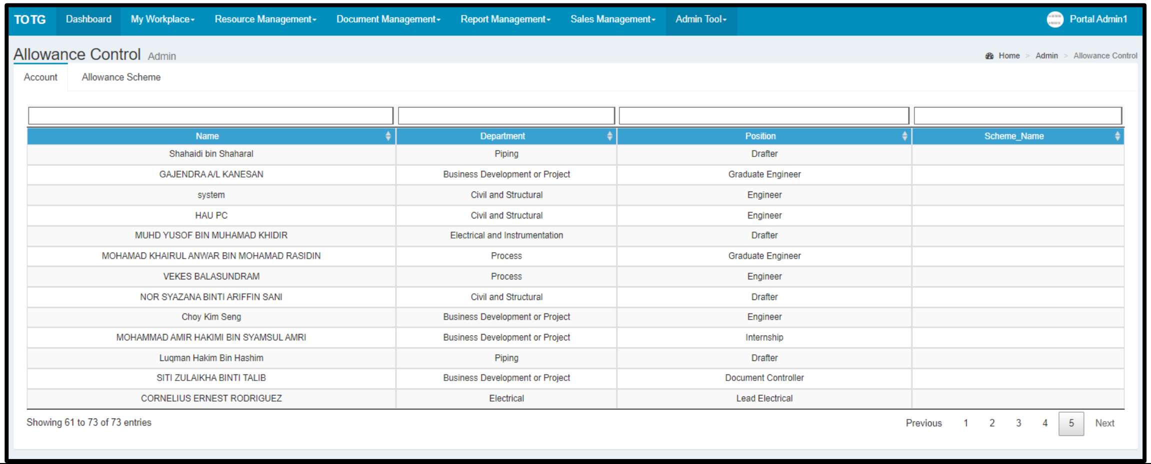

| | |
|---|---|
| **Procedure Name** | Allowance Control (Allowance Scheme). |
| **Description & Objective:** | To see detail about each scheme allowance. |

<table>
<tr><th>S/No</th><th>Tasks</th><th>Expected Results</th></tr>
<tr><td>1.</td><td>Click on Admin Tool > Allowance Control > Allowance Scheme.</td><td>Allowance Scheme page will be displayed.</td></tr>
<tr><td colspan="3">Case if Admin select ‘Engineer Scheme’.</td></tr>
<tr><td>2.</td><td>Select ‘Engineer Scheme’ on button ‘Dropdown’.</td><td>Detail about Engineer Scheme will be displayed.</td></tr>
<tr><td colspan="3">Case if Admin click button ‘Create New Scheme’.</td></tr>
<tr><td>3.</td><td>Click button ‘Create New Scheme’.</td><td>Alert ‘Create New Scheme’.</td></tr>
<tr><td>4.</td><td>Enter Scheme Name.</td><td>Click button ‘Save’.</td></tr>
<tr><td colspan="3">Case if Admin click button ‘Remove Scheme’.</td></tr>
</table>

| S/No | Tasks | Expected Results |
|---|---|---|
| 5. | Click button 'Remove Scheme'. | Alert 'Remove Scheme'. |
| 6. | Click button 'Remove'. | Alert 'Scheme removed'. |
| **Case if Admin click button 'New'.** | | |
| 7. | Click button 'New'. | 1 new row will appear. |
| 8. | Select 'Day_Type'. | Day_Type will be displayed.<br>Select Day_Type from the list. |
| 9. | Select 'Start'. | Date will be displayed.<br>Select Date from the list. |
| 10. | Select 'End'. | Date will be displayed.<br>Select Date from the list. |
| 11. | Select 'Minimum_Hour'. | Minimum_Hour field is mandatory. |
| 12. | Select 'Currency'. | Few Currency will be displayed.<br>Select Currency from the list. |
| 13. | Select 'Home_Base'. | Home_Base field is mandatory. |
| 14. | Select 'Outstation'. | Outstation field is mandatory. |
| 15. | Select 'Subsequent_Home_Base'. | Subsequent_Home_Base field is mandatory. |
| 16. | Select 'Subsequent_Outstation'. | Subsequent_Outstation field is mandatory. |
| 17. | Select 'Remarks'. | Remarks field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| **Case if Admin click button ‘Delete’.** | | |
| 18. | Select row need to delete. | The row selected is highlight. |
| 19. | Click button ‘Delete’. | Alert ‘Delete’. |
| 20. | Click button ‘Delete’. | The selected row will disappear. |

## 1.51- Approval Control [Admin]



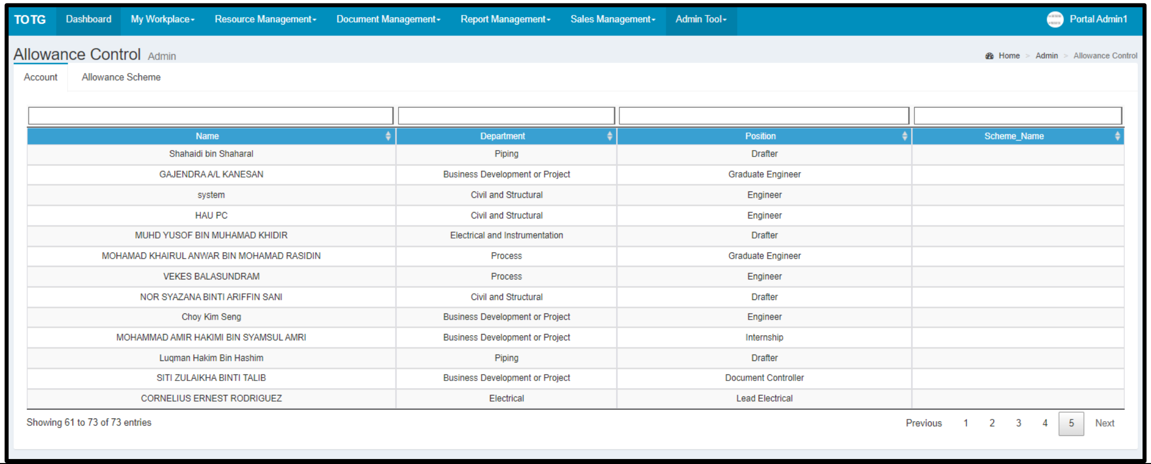

| | |
|---|---|
| **Procedure Name** | Approval Control. |
| **Description & Objective:** | List of who is approver to some type of request. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Admin Tool > Approval Control. | Approval Control page will be displayed. |
| 2. | Click button 'More info' on 'Project Without Approval Set'. | Popup list of 'Project without approval setting'. |
| **Case if Admin click button 'Export'.** | | |
| 3. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'New Row'.** | | |
| 4. | Click button 'New Row'. | 1 new row will appear. |
| 5. | Select 'Type'. | Few Type will be displayed. |

| S/No | Tasks | Expected Results |
|---|---|---|
| | | Select Type from the list. |
| 6. | Select ‘Approver’. | Few Approver will be displayed.<br>Select Approver from the list. |
| 7. | Select ‘Level’. | Few Level will be displayed.<br>Select Level from the list. |
| 8. | Select ‘Project/Department’. | Few Project/Department will be displayed.<br>Select Project/Department from the list. |
| **Case if Admin click button ‘Delete’.** | | |
| 9. | Select the row that need to delete. | The row selected is highlight. |
| 10. | Click button ‘Delete’. | Popup ‘Delete’. |
| 11. | Click button ‘Delete’. | The selected row will disappear. |
| **Case if Admin click button ‘Claim’.** | | |
| 12. | Click button ‘Claim’. | List of Claim approval will appear. |
| **Case if Admin click button ‘Leave’.** | | |
| 13. | Click button ‘Leave’. | List of Leave approval will appear. |
| **Case if Admin click button ‘Timesheet’.** | | |
| 14. | Click button ‘Timesheet’. | List of Timesheet approval will appear. |
| **Case if Admin click button ‘Request’.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 15. | Click button ‘Request’. | List of Request approval will appear. |
| **Case if Admin click button ‘PR’.** | | |
| 16. | Click button ‘PR’. | List of PR approval will appear. |
| **Case if Admin click button ‘Advance’.** | | |
| 17. | Click button ‘Advance’. | List of Advance approval will appear. |

# 1.52- Asset Tracking [Admin]




| | |
|---|---|
| **Procedure Name** | Asset Tracking. |
| **Description & Objective:** | List of who is holding company asset. |

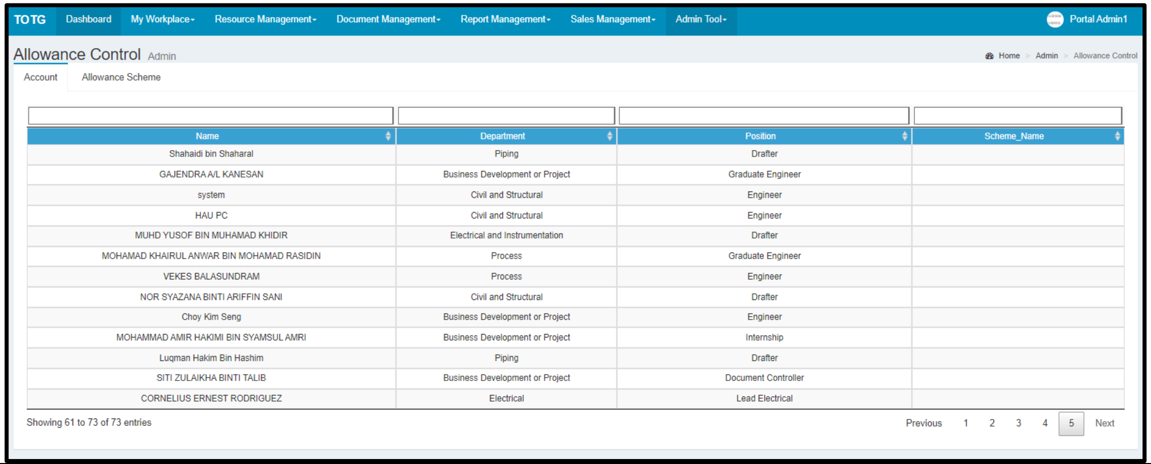
| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Admin Tool > Asset Tracking. | Asset Tracking page will be displayed. |
| **Case if Admin click button 'New Asset'.** | | |
| 2. | Click button 'New Asset'. | 1 new row will appear. |
| **Case if Admin click button 'Edit'.** | | |
| 3. | Select the new row. | The row selected is highlight. |
| 4. | Click button 'Edit'. | Popup 'Edit entry'. |
| 5. | Select 'Item Name'. | Label field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Select ‘Type’. | Serial_No field is mandatory. |
| 7. | Select ‘Serial No’. | Brand field is mandatory. |
| 8. | Select ‘Brand’. | List field is mandatory. |
| 9. | Select ‘Model No’. | Model No field is mandatory. |
| 10. | Select ‘Agreement_No’. | Agreement_No field is mandatory. |
| 11. | Select ‘List’. | List field is mandatory. |
| 12. | Select ‘Color’. | Color field is mandatory. |
| 13. | Select ‘Availability’. | Availability field is mandatory. |
| 14. | Select ‘Extra Detail 1’. | Extra Detail 1 field is mandatory. |
| 15. | Select ‘Extra Detail 2’. | Extra Detail 2 field is mandatory. |
| 16. | Select ‘Extra Detail 3’. | Extra Detail 3 field is mandatory. |
| 17. | Select ‘Extra Detail 4’. | Extra Detail 4 field is mandatory. |
| 18. | Select ‘Extra Detail 5’. | Extra Detail 5 field is mandatory. |
| 19. | Select ‘Remarks’. | Remarks field is mandatory. |
| 20. | Select ‘Ownership’. | Ownership field is mandatory. |
| 21. | Select ‘Rental Company’. | Rental Company field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 22. | Select ‘Rental Start Date’. | Rental Start Date field is mandatory. |
| 23. | Select ‘Rental_End_Date’. | Rental End Date field is mandatory. |
| 24. | Select ‘File’. | Select attachment to attach with. |
| 25. | Click button ‘Update’. | The selected row will update. |
| **Case if Admin click button ‘Delete’.** | | |
| 26. | Select The row that need to delete. | The row selected is highlight. |
| 27. | Click button ‘Delete’. | Popup ‘Delete’. |
| 28. | Click button ‘Delete’. | The selected row will disappear. |
| **Case if Admin click button ‘CSV’.** | | |
| 29. | Click button ‘CSV’. | The list will downloaded as CSV file. |
| **Case if Admin click button ‘Computer Inventory’.** | | |
| 30. | Click button ‘Computer Inventory’. | List of Computer Inventory will appear. |
| **Case if Admin click button ‘Furniture’.** | | |
| 31. | Click button ‘Computer Inventory’. | List of Computer Inventory will appear. |
| **Case if Admin click button ‘Laptop’.** | | |
| 32. | Click button ‘Laptop’. | List of Laptop will appear. |

| S/No | Tasks | Expected Results |
| --- | --- | --- |
| **Case if Admin click button 'Office Equipment'.** | | |
| 33. | Click button 'Office Equipment'. | List of Office Equipment will appear. |
| **Case if Admin click button 'Users'.** | | |
| 34. | Click button 'Users'. | List of Users will appear. |

## 1.53- Notice Board Management [Admin]

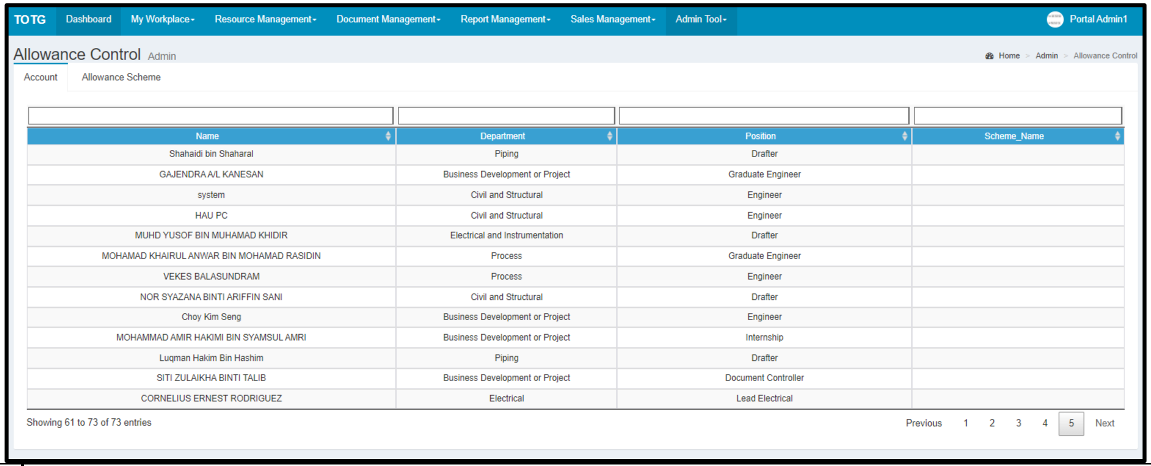



| | |
|---|---|
| **Procedure Name** | Notice Board Management. |
| **Description & Objective:** | Notice to put on calander page. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Admin Tool > Notice Board Management | Notice Board Management page will be displayed. |
| **Case if Admin click button 'New Notice'.** | | |
| 2. | Click button 'New Notice'. | 1 new row will appear. |
| 3. | Select 'Title'. | Title field is mandatory. |
| 4. | Select 'Content'. | Content field is mandatory. |
| 5. | Select 'Start_Date'. | Date will be displayed.<br>Select Date from the list. |
| 6. | Select 'End_Date'. | Date will be displayed. |

| S/No | Tasks | Expected Results |
|---|---|---|
| | | Select Date from the list. |
| 7. | Select  ‘Email_Notification’. | Few option will be displayed.<br>Select option from the list. |
| 8. | Select ‘Attachment’. | Choose file to attach with. |
| **Case if Admin click button ‘Delete’.** | | |
| 9. | Select The row selected is highlight. that need to delete. | The row selected is highlight. |
| 10. | Click button ‘Delete’. | Popup ‘Delete’. |
| 11. | Click button ‘Delete’. | The selected row will disappear. |

# 1.54- Cut-Off Management [Admin]

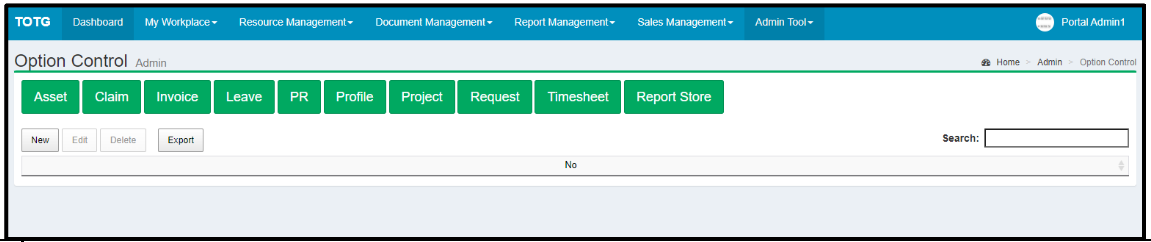



| **Procedure Name** | Cut-Off Management. |
|---|---|
| **Description & Objective:** | To set limit when they can update the old data. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Admin Tool > Cut-Off Management. | Cut-Off Management page will be displayed. |
| **Case if Admin click button 'New'.** | | |
| 2. | Click button 'New'. | Popup 'Create new entry'. |
| 3. | Select 'Payment_Month'. | Date will be displayed.<br>Select Date from the list. |
| 4. | Select 'Start Date'. | Date will be displayed.<br>Select Date from the list. |
| 5. | Select 'End Date'. | Date will be displayed.<br>Select Date from the list. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Click button 'Create'. | 1 new row will appear. |
| **Case if Admin click button 'Edit'.** | | |
| 7. | Select row need to update. | The row selected is highlight. |
| 8. | Click button 'Edit'. | Popup 'Edit entry'. |
| 9. | Edit desired field. | The field will updated. |
| 10. | Click button 'Update'. | The row selected is highlight.<br>The row selected is updated. |
| **Case if Admin click button 'Delete'.** | | |
| 11. | Select The row selected is highlight. that need to delete. | The row selected is highlight. |
| 12. | Click button 'Delete'. | Popup 'Delete'. |
| 13. | Click button 'Delete'. | The selected row will disappear. |

# 1.55- Option Control [Admin]



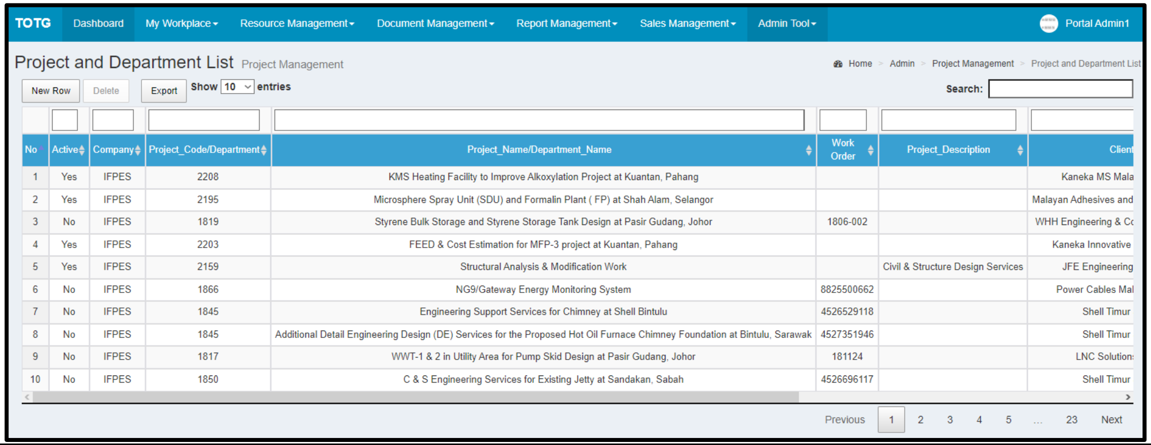

| | |
|---|---|
| **Procedure Name** | Option Control. |
| **Description & Objective:** | To control dropdown button what it define as. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Admin Tool > Option Control. | Option Control page will be displayed. |
| **Case if Admin click button 'New'.** | | |
| 2. | Click button 'New'. | Popup 'Create new entry'. |
| 3. | Select 'Table'. | Few Table will be displayed.<br>Select Table type from the list. |
| 4. | Select 'Field'. | Few Field will be displayed.<br>Select Field type from the list. |
| 5. | Select 'Option'. | Option field is mandatory. |
| 6. | Click button 'Create'. | 1 new row will appear. |
| **Case if Admin click button 'Edit'.** | | |
| 7. | Select the row need to edit. | Selected row is highlight. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 8. | Click button 'Edit'. | Popup 'Edit entry'. |
| 9. | Update desired field. | The field will updated. |
| 10. | Click button 'Update'. | The row selected is highlight.<br>The row selected is updated. |
| **Case if Admin click button 'Delete'.** | | |
| 11. | Select the row need to delete. | Selected row is highlight. |
| 12. | Click button 'Delete'. | Popup 'Delete'. |
| 13. | Click button 'Delete'. | The selected row will disappear. |
| **Case if Admin click button 'Export'.** | | |
| 14. | Click button 'Export'. | Choose type of file can be choose to be export. |
| **Case if Admin click button 'Asset'.** | | |
| 15. | Click button 'Asset'. | List of Asset will appear. |
| **Case if Admin click button 'Claim'.** | | |
| 16. | Click button 'Claim'. | List of Claim will appear. |
| **Case if Admin click button 'Invoice'.** | | |
| 17. | Click button 'Invoice'. | List of Invoice will appear. |
| **Case if Admin click button 'Leave'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 18. | Click button 'Leave'. | List of Leave will appear. |
| **Case if Admin click button 'PR'.** | | |
| 19. | Click button 'PR'. | List of PR will appear. |
| **Case if Admin click button 'Profile'.** | | |
| 20. | Click button 'Profile'. | List of Profile will appear. |
| **Case if Admin click button 'Project'.** | | |
| 21. | Click button 'Project'. | List of Project will appear. |
| **Case if Admin click button 'Request'.** | | |
| 22. | Click button 'Request'. | List of Request will appear. |
| **Case if Admin click button 'Timesheet'.** | | |
| 23. | Click button 'Timesheet'. | List of Timesheet will appear. |
| **Case if Admin click button 'Report Store'.** | | |
| 24. | Click button 'Report Store'. | List of Report Store will appear. |

## 1.56- Project and Department List [Admin]

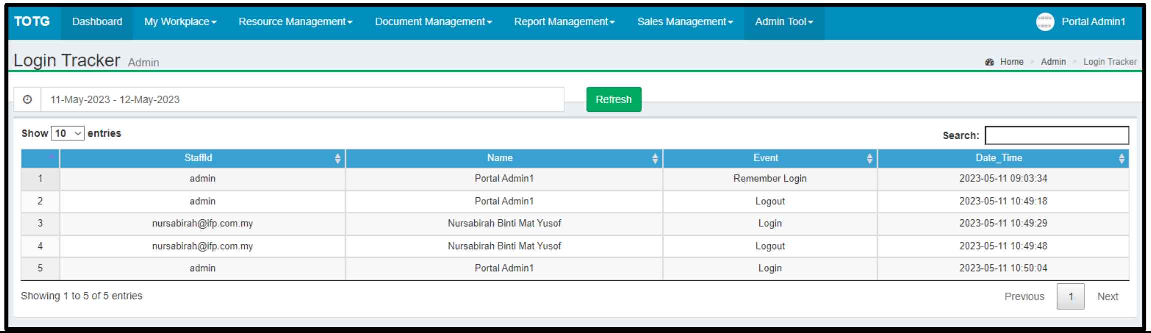



| | |
|---|---|
| **Procedure Name** | Project and Department List. |
| **Description & Objective:** | To add new project and which department it from. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Admin Tool > Project and Department List. | Project and Department List page will be displayed. |
| **Case if Admin click button 'New Row'.** | | |
| 2. | Click button 'New Row'. | 1 new row will appear. |
| 3. | Select 'Company'. | Few Company will be displayed.<br>Select Company type from the list. |
| 4. | Select 'Project_Code/Department'. | Project_Code/Department field is mandatory. |
| 5. | Select 'Project_Name/Department_Name'. | Project_Name/Department_Name field is mandatory. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Select ‘Work Order’. | Work Order field is mandatory. |
| 7. | Select ‘Project_Description’. | Project_Description field is mandatory. |
| 8. | Select ‘Client’. | Client field is mandatory. |
| **Case if Admin click button ‘Delete’.** | | |
| 9. | Select the row. | Selected row is highlight. |
| 10. | Click button ‘Delete’. | Popup ‘Delete’. |
| 11. | Click button ‘Delete’. | The selected row will disappear. |
| **Case if Admin click button ‘Export’.** | | |
| 12. | Click button ‘Export’. | Choose type of file can be choose to be export. |

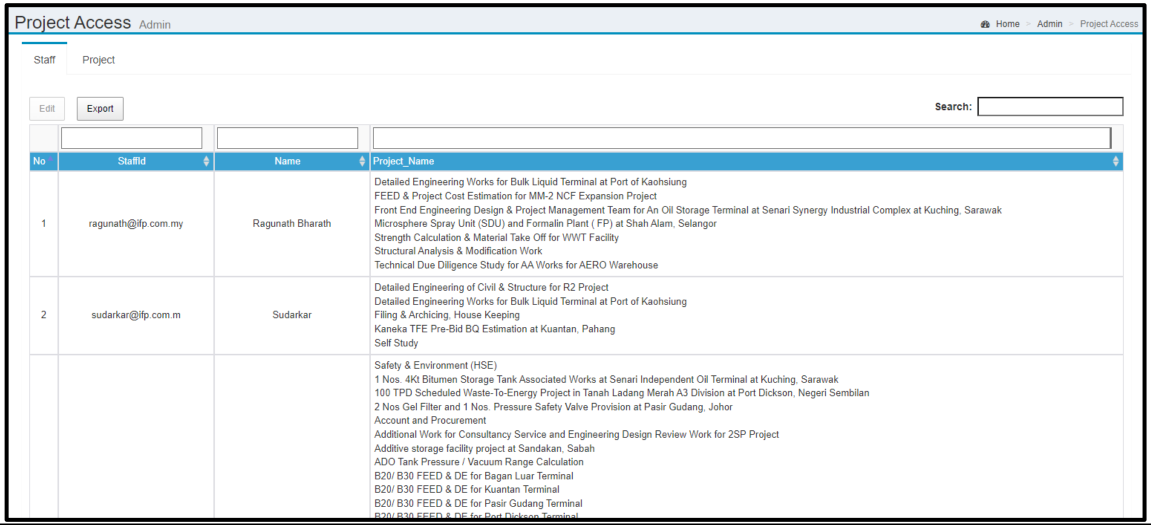
## 1.57- Login Tracker [Admin]




| | |
|---|---|
| **Procedure Name** | Login Tracker. |
| **Description & Objective:** | To track each user when they login to the system. |

| **S/No** | **Tasks** | **Expected Results** |
|---|---|---|
| 1. | Click on Admin Tool > Login Tracker. | Login Tracker page will be displayed. |
| 2. | Select 'Date'. | Date will be displayed.<br>Select Date from the list. |
| 3. | Click button 'Apply'. | The field will display the selected date. |
| 4. | Click button 'Refresh'. | The page will refresh. |

## 1.58- Project Access (Staff) [Admin]

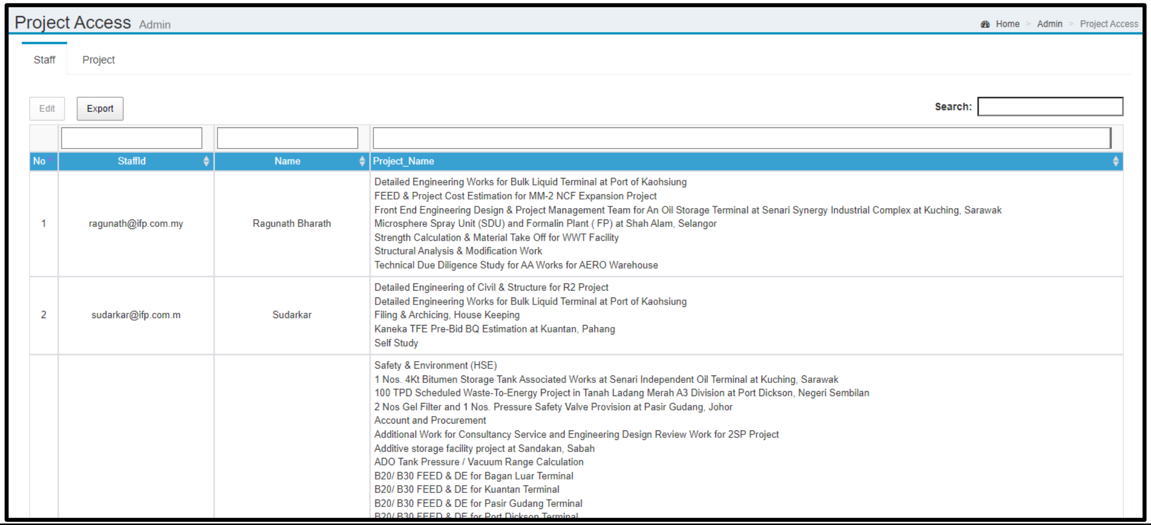



| | |
|---|---|
| **Procedure Name** | Project Access. |
| **Description & Objective:** | To show list of staff and what project they can access |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Admin Tool > Project Access > Staff. | Project Access page will be displayed. |
| **Case if Admin click button 'Edit'.** | | |
| 2. | Select the row need to edit. | Selected row is highlight. |
| 3. | Click button 'Edit'. | Popup 'Edit entry'. |
| 4. | Select 'Project List'. | Few Project List will be displayed.<br>Select Project from the list. |
| 5. | Click button 'Update'. | The row selected is highlight. |

| S/No | Tasks | Expected Results |
|---|---|---|
| | | The row selected is updated. |
| **Case if Admin click button 'Export'.** | | |
| 6. | Click button 'Export'. | Choose type of file can be choose to be export. |

## 1.58.1- Project Access (Project) [Admin]

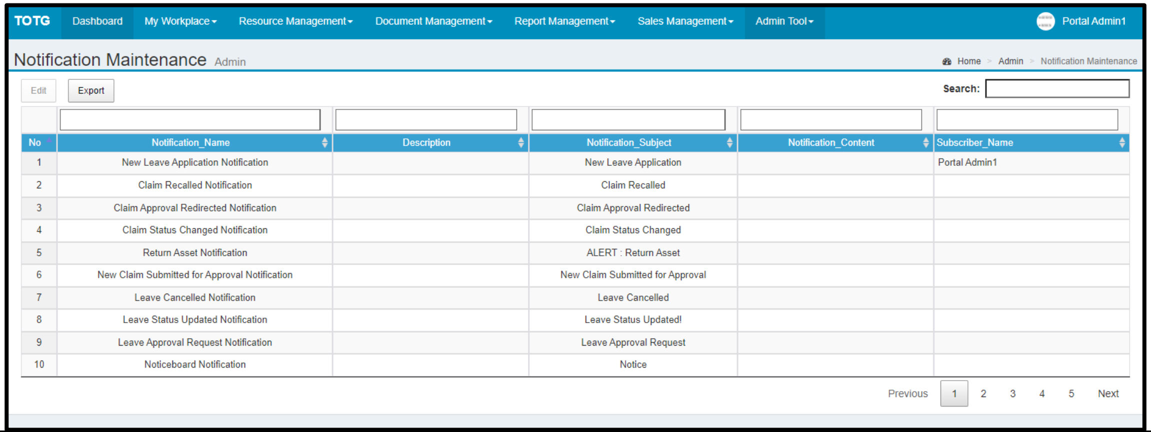



| | |
|---|---|
| **Procedure Name** | Project Access (Project). |
| **Description & Objective:** | To show list of project and the name of staff that can access the project. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Admin Tool > Project Access > Project. | Project Access page will be displayed. |
| **Case if Admin click button 'Edit'.** | | |
| 2. | Select the row need to edit. | Selected row is highlight. |
| 3. | Click button 'Edit'. | Popup 'Edit entry'. |
| 4. | Select 'User List'. | Few User List will be displayed.<br>Select User from the list. |
| 5. | Click button 'Update'. | The row selected is highlight. |

| S/No | Tasks | Expected Results |
| --- | --- | --- |
| | | The row selected is updated. |
| **Case if Admin click button ‘Export’.** | | |
| 6. | Click button ‘Export’. | Choose type of file can be choose to be export. |

## 1.59- Notification Maintenance [Admin]




| | |
|---|---|
| **Procedure Name** | Notification Maintenance. |
| **Description & Objective:** | To show list of notification that will appear on the system. |

| S/No | Tasks | Expected Results |
|---|---|---|
| 1. | Click on Admin Tool > Notification Maintenance. | Notification Maintenance page will be displayed. |
| **Case if Admin click button 'Edit'.** | | |
| 2. | Select the row need to edit. | Selected row is highlight. |
| 3. | Click button 'Edit'. | Popup 'Edit entry'. |
| 4. | Select field that need to edit. | Few field will be displayed.<br>Select field from the list. |
| 5. | Click button 'Update'. | The row selected is highlight.<br>The row selected is updated. |
| **Case if Admin click button 'Export'.** | | |

| S/No | Tasks | Expected Results |
|---|---|---|
| 6. | Click button ‘Export’. | Choose type of file can be choose to be export. |