

Table of Contents

1.0	Log In	5
1.1	My Profile	6
1.2	My Claim (My Pending Claim)	8
1.2.1	My Claim (My Approved Claim)	11
1.2.2	My Claim (My Rejected Claim)	13
1.3	My Leave (My Leave Application Form)	14
1.3.1	My Leave (My Pending Leave)	16
1.3.2	My Leave (My Approved Leave)	18
1.3.3	My Leave (My Rejected Leave)	19
1.3.4	My Leave (My Cancelled Leave)	20
1.3	My Timesheet	21
1.4	My Request (My Request Application Form)	23
1.5.1	My Request (My Pending Request)	25
1.5.2	My Request (My Approved Request)	26
1.5.3	My Request (My Rejected Request)	27
1.5.4	My Request (My Cancelled Request)	28
1.6	My Request Management (Pending Approval Request)	29
1.6.1	My Request Management (Approved Request)	30
1.6.2	My Request Management (Rejected Request)	32
1.6.3	My Request Management (All Request)	33
1.6.4	My Request Management (Final Approved Request)	34
1.7	My Advance (My Advance Application Form)	35
1.7.1	My Advance (My Pending Advance)	36
1.7.2	My Advance (My Approved Advance)	37
1.7.3	My Advance (My Rejected Advance)	38
1.8	Advance Management (Pending Advance)	39
1.8.1	Advance Management (Approved Advance)	41
1.8.2	Advance Management (Rejected Advance)	43
1.8.3	Advance Management (All Advance)	45
1.8.4	Advance Management (All Final Approved Advance)	47
1.9	Claim Management (Pending Review Claim)	48
1.9.1	Claim Management (Approved Claim)	49
1.9.2	Claim Management (Rejected Claim)	51

1.9.3	Claim Management (Date Range Claim)	53
1.9.4	Claim Management (Final Approved Claim).....	56
1.10	Annual Medical List.....	59
1.11	Total Claim.....	60
1.12	Department Summary.....	61
1.13	Staff Summary (Staff Claim Total).....	62
1.13.1	Staff Summary (Staff OT).....	63
1.14	Staff Detail Breakdown	65
1.14	Project Breakdown.....	67
1.15	Engineer Monitoring (User Activity).....	68
1.16.1	Engineer Monitoring (Top Program).....	69
1.17	Engineer Location Tracking.....	70
1.18	Leave Management (Pending Approval Leave).....	72
1.18.1	Leave Management (Approved Leave).....	74
1.18.2	Leave Management (Rejected Leave)	76
1.18.3	Leave Management (All Leave)	77
1.18.4	Leave Management (Final Approved Leave)	79
1.19	Attendance Summary (Leave Taken Breakdown)	81
1.20	Employee Calendar.....	82
1.21	Leave Summary (Permanent) (Leave Taken Breakdown).....	83
1.21.1	Leave Summary (Permanent) (Annual Leave Balance)	85
1.21.2	Leave Summary (Permanent) (Sick Leave Balance)	86
1.21.3	Leave Summary (Permanent) (Hospitalization Balance)	87
1.21.4	Leave Summary (Permanent) (Marriage Balance).....	88
1.21.5	Leave Summary (Permanent) (Compassionate Balance)	89
1.21.6	Leave Summary (Permanent) (Maternity Balance)	90
1.21.7	Leave Summary (Permanent) (Paternity Balance)	91
1.22	Leave Summary (Contract) (Leave Taken Breakdown).....	92
1.22.1	Leave Summary (Contract) (Annual Leave Balance).....	93
1.22.2	Leave Summary (Contract) (Sick Leave Balance).....	94
1.22.3	Leave Summary (Contract) (Hospitalization Balance).....	95
1.22.4	Leave Summary (Contract) (Marriage Balance).....	96
1.22.5	Leave Summary (Contract) (Compassionate Balance).....	97
1.22.6	Leave Summary (Contract) (Maternity Balance).....	98
1.22.7	Leave Summary (Contract) (Paternity Balance).....	99

1.23	Leave Entitlement.....	100
1.24	Leave Batch Adjustment.....	102
1.25	Leave Carry Forward.....	104
1.26	Timesheet Management (Pending Review Timesheet).....	105
1.26.1	Timesheet Management (Approved Timesheet).....	108
1.26.2	Timesheet Management (Rejected Timesheet).....	111
1.26.3	Timesheet Management (Date Range Timesheet).....	114
1.26.4	Timesheet Management (Final Approved Timesheet).....	117
1.27	Timesheet Summary (All).....	120
1.27.1	Timesheet Summary (Pending Submission).....	121
1.27.2	Timesheet Summary (Incomplete Submission).....	123
1.27.3	Timesheet Summary (Total Allowance).....	125
1.28	Timesheet Required List.....	126
1.29	Claim & Timesheet Summary.....	127
1.30	User Profile.....	129
1.31	Report Store.....	131
1.32	Upload Document.....	133
1.33	PO AR.....	134
1.34	PO AP.....	137
1.35	Invoice AR.....	139
1.36	Invoice AP.....	141
1.37	Supplier Management.....	143
1.38	Customer Management.....	146
1.39	Line Management.....	149
1.40	Material Management.....	151
1.40-	Material Management.....	153
1.41-	My Order.....	156
1.42-	New.....	162
1.43-	Pending PR Approval.....	167
1.44-	PR Rejected.....	168
1.45-	PR Approved.....	170
1.46-	All.....	173
1.47-	Cancelled.....	177
1.48-	Access Control (Staff) [Admin].....	179
1.48.1-	Access Control (Contractor) [Admin].....	182

1.48.2-	Access Control (Access Control Template) [Admin]	185
1.48.3-	Access Control (All Control) [Admin]	188
1.49-	Document Type Access Control [Admin]	189
1.50-	Allowance Control (Account) [Admin]	191
1.50.1-	Allowance Control (Allowance Scheme) [Admin]	192
1.51-	Approval Control [Admin]	195
1.52-	Asset Tracking [Admin]	198
1.53-	Notice Board Management [Admin]	202
1.54-	Cut-Off Management [Admin]	204
1.55-	Option Control [Admin]	206
1.56-	Project and Department List [Admin]	209
1.57-	Login Tracker [Admin]	211
1.58-	Project Access (Staff) [Admin]	212
1.58.1-	Project Access (Project) [Admin]	214
1.59-	Notification Maintenance [Admin]	216

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 https://erp.ifp.com.my	A login page will be displayed.
2.	Login to IFP. Username: (****). Password: ****.	Logged in to IFP and homepage admin will be displayed.

1.1 My Profile

The screenshot shows the 'My Profile' page in a web application. The page has a blue header with navigation links: Dashboard, My Workplace, Resource Management, Document Management, Report Management, Sales Management, and Admin Tool. The user is logged in as 'Portal Admin1'. The main content area is titled 'My Profile' and includes a sub-navigation bar with links for Personal Detail, Education, Experience, Skill, License, Training, Certificate, Reference, Employment History, Contract/Work Order History, and CV. There are three green buttons: 'Update Profile', 'Update Profile Picture', and 'Change Password'. Below these buttons, it says 'Approved On : 09-May-2023'. The profile form is divided into three columns. The first column contains: Staff ID (admin), Nick Name (Admin), Contact No 1 (+60123456789), Car No (VP12412), Job Grade (Standard), and Gender (Female). The second column contains: Name (Portal Admin1), Company Email (admin@fip.com.my), Contact No 2 (+60123456789), Car CC (2000), Grade (Permanent), and Marital Status (Married). The third column contains: User Type (Staff), Personal Email (portal.admin@gmail.com), OT (Not-Entitled), Vehicle Type (Car), Company (IFP ENGINEERING CONSULTANCY SDN. BHD.), and Medical Limit (100). There are also two buttons for 'Update' and 'Reset' next to the Name field.

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)

Action	Claim_Sheet_Name	Remarks	Status	Created_Date
View	admin-Jan 2022 Claim (Back-Date)		Pending Submission	2022-10-25 11:09:06
View	admin-Nov 2022 Claim		Submitted for Approval	2022-11-22 11:42:47
View	admin-Jan 2023 Claim (Back-Date)		Recalled	2023-02-13 11:31:10
View	admin - Feb 2023 Claim	Testing	Pending Submission	2023-02-13 11:53:35
View	admin-Mar 2023 Claim (Back-Date)		Pending Submission	2023-05-09 17:12:14
View	admin-Apr 2023 Claim (Back-Date)		Recalled	2023-05-12 09:11:17

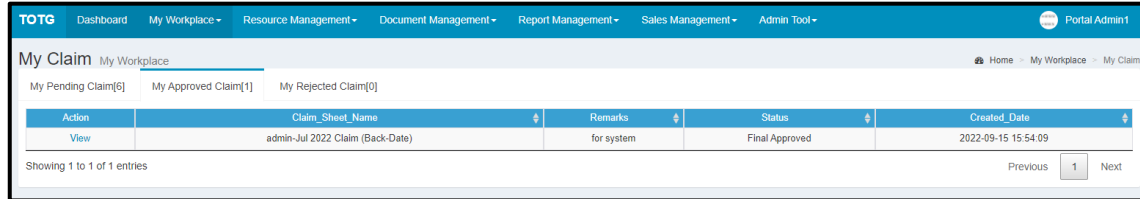
Procedure Name	My Claim (My Pending Claim).
Description & Objective:	To claim the own money used for the company.

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. 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. Select expenses type from the list.
8.	Select Project_Code	Few types of project code will be displayed. 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.	Click 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)

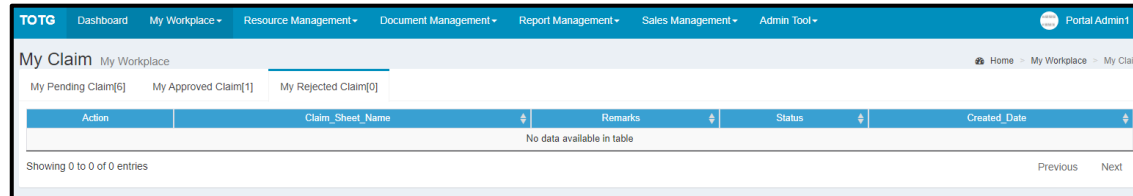


Procedure Name	My Claim (My Approved Claim).
Description & Objective:	To claim the own money used for the company.

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. Select Date from the list.
5.	Select Entity.	Few types of entity will be displayed. Select entity type from the list.
6.	Select Expenses_Type.	Few types of expenses type will be displayed. Select expenses type from the list.
7.	Select Project_Code	Few types of project code will be displayed. 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)

The screenshot shows a web application interface for 'My Leave'. The top navigation bar includes 'TOIG', 'Dashboard', 'My Workplace', 'Resource Management', 'Document Management', 'Report Management', 'Sales Management', and 'Admin Tool'. The user is logged in as 'Portal Admin1'. The main content area is titled 'My Leave' and has sub-tabs for 'My Leave Application Form', 'My Pending Leave[3]', 'My Approved Leave[0]', 'My Rejected Leave[1]', and 'My Cancelled Leave[2]'. The form fields are:

- Leave Type:** A dropdown menu with 'Maternity Leave' selected.
- Leave Term:** Radio buttons for 'Full Day' (selected), 'Half Day Morning', and 'Half Day Afternoon'.
- Start Date:** A date picker showing '01-May-2023'.
- End Date:** A date picker showing '03-May-2023'.
- Reason:** A text area containing 'daxdaxd'.
- Attachment:** A 'Choose Files' button with the text 'No file chosen'.

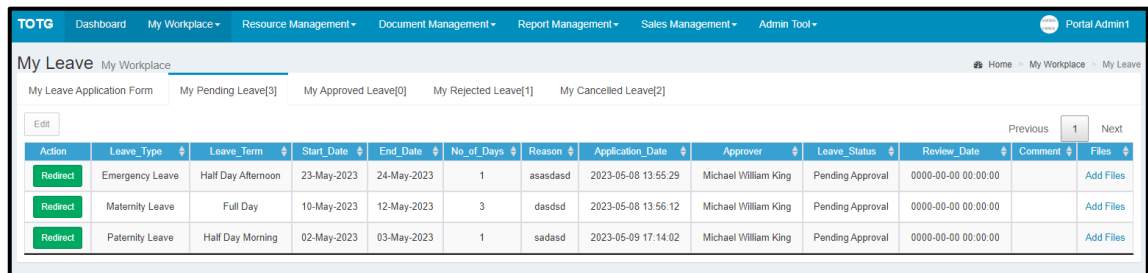
 A blue 'Submit' button is located at the bottom left of the form.

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. 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: Leave application submitted!

1.3.1 My Leave (My Pending Leave)

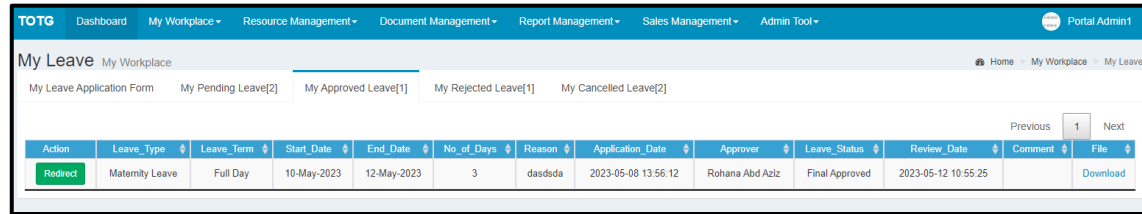


Procedure Name	My Leave (My Pending Leave).
Description & Objective:	to be absent from work for a specific reason.

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. 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'.

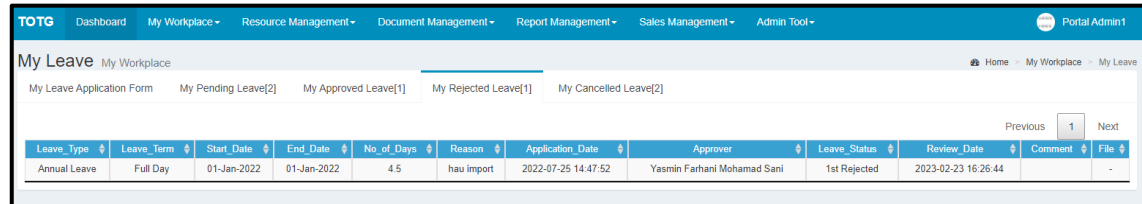
1.3.2 My Leave (My Approved Leave)



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. 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.

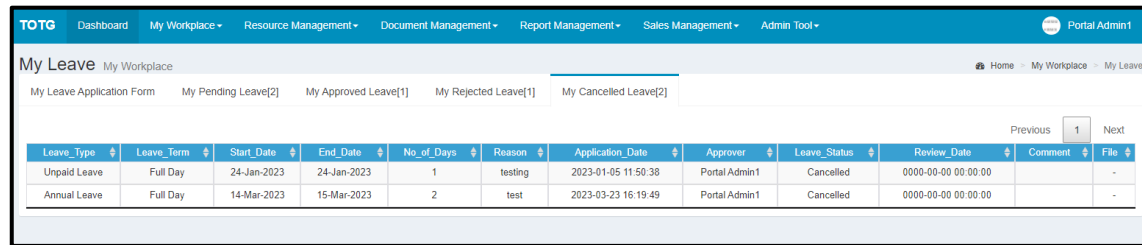
1.3.3 My Leave (My Rejected Leave)



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.

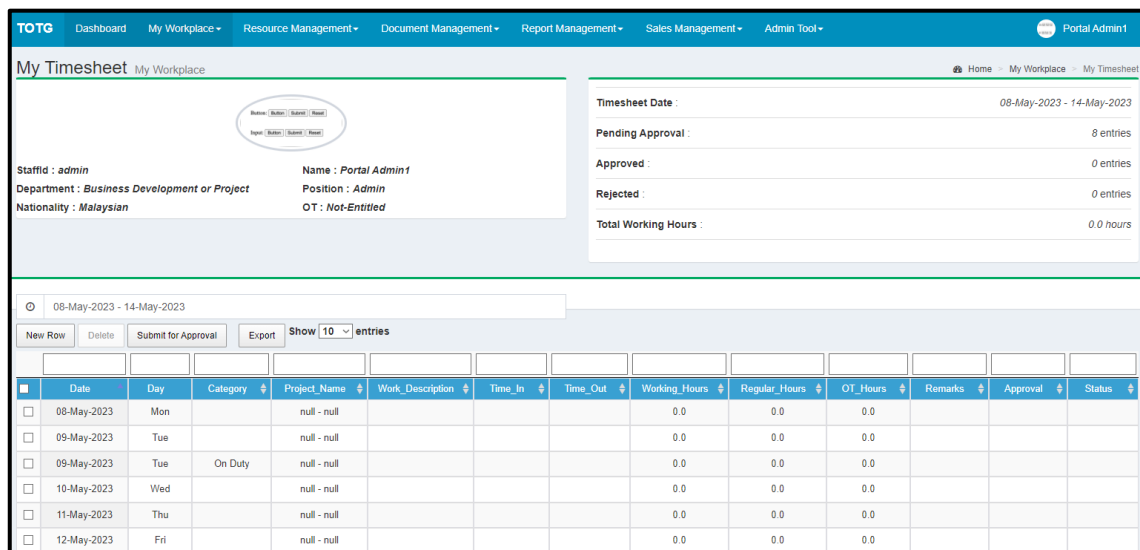
1.3.4 My Leave (My Cancelled Leave)



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. Select category type from the list.
4.	Select Project_Name.	Few types of project will be displayed. 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)

The screenshot shows a web application interface for 'My Request'. The top navigation bar includes 'TOTG' and various menu items: Dashboard, My Workplace, Resource Management, Document Management, Report Management, Sales Management, and Admin Tool. The user is logged in as 'Portal Admin1'. Below the navigation, the page title is 'My Request My Workplace'. There are several tabs: 'My Request Application Form', 'My Pending Request[80]', 'My Approved Request[0]', 'My Rejected Request[0]', and 'My Cancelled Request[2]'. The main form area contains the following fields:

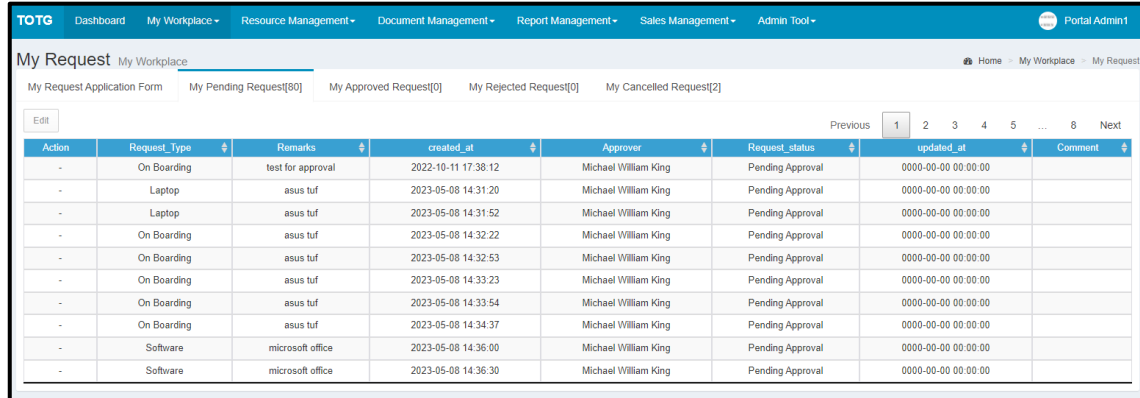
- Request Type :** A dropdown menu.
- Travel Destination :** A text input field.
- Reason :** A text input field.
- Start Date :** A date picker.
- End Date :** A date picker.
- Time Leaving :** A time input field.
- Time Returning :** A time input field.
- Remarks :** A large text area for notes.

Procedure Name	My Request (My Request Application Form).
Description & Objective:	To request specific 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. 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. 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'	

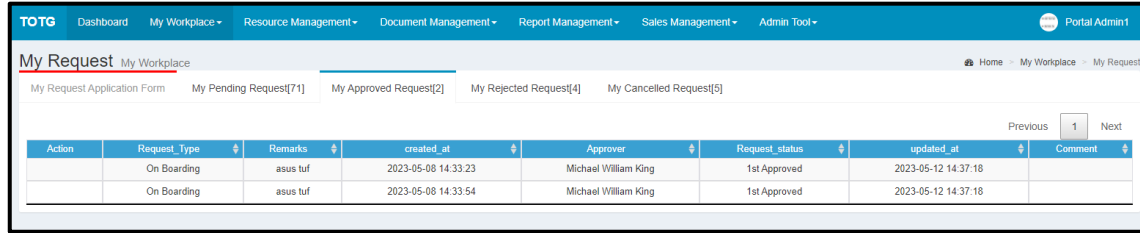
1.5.1 My Request (My Pending Request)



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. The row selected is updated.

5.5.2 My Request (My Approved Request)



Procedure Name	My Request(My Approved Request).
Description & Objective:	To request specific 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.

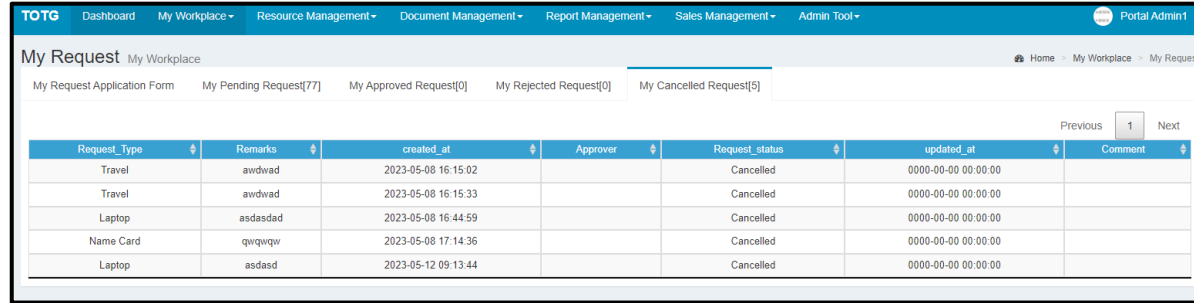
1.5.3 My Request (My Rejected Request)



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.

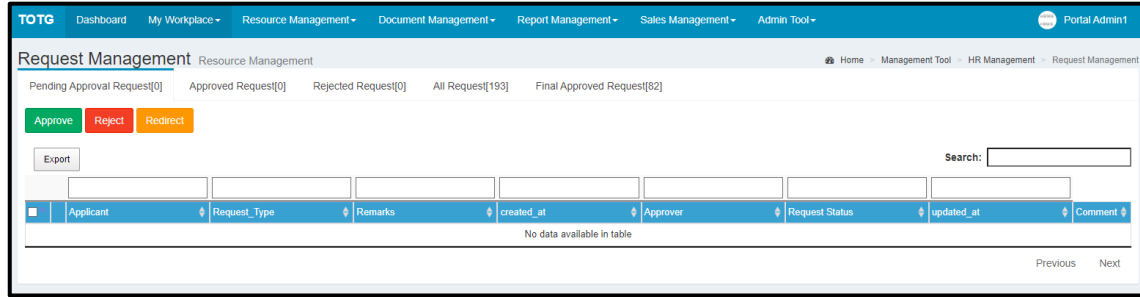
1.5.4 My Request (My Cancelled Request)



Procedure Name	My Request (My Cancelled Request).
Description & Objective:	To request specific item from company.

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

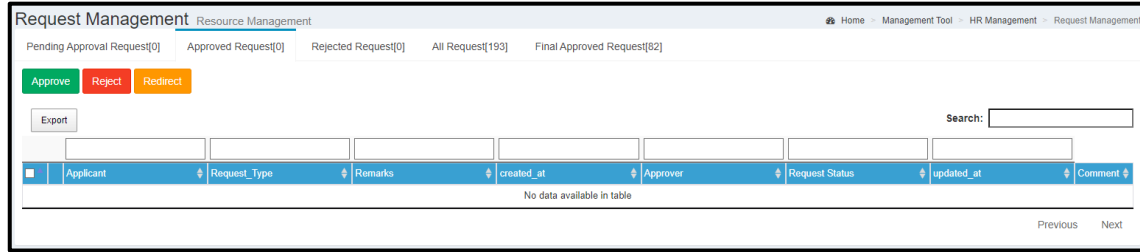
1.6 My Request Management (Pending Approval Request)



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. Select approver from the list.
7.	Click button 'Redirect'.	Alert 'Request approval redirected!'.

1.6.1 My Request Management (Approved Request)

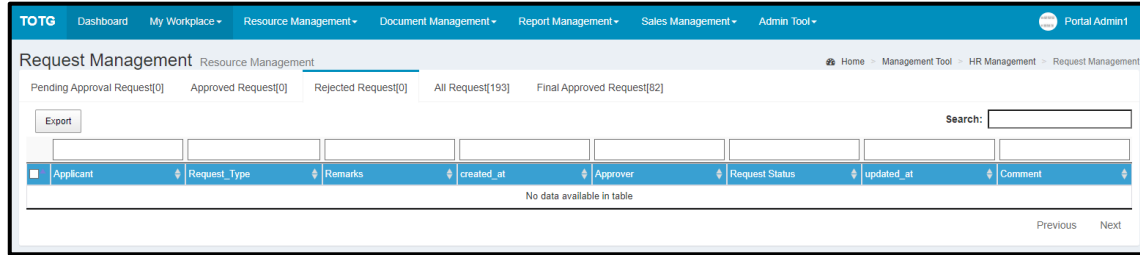


Procedure Name	My Request Management (Approved Request).
Description & Objective:	Manage request requested to the company.

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. Select approver from the list.
8.	Click button 'Redirect'.	Alert 'Request approval redirected!'.

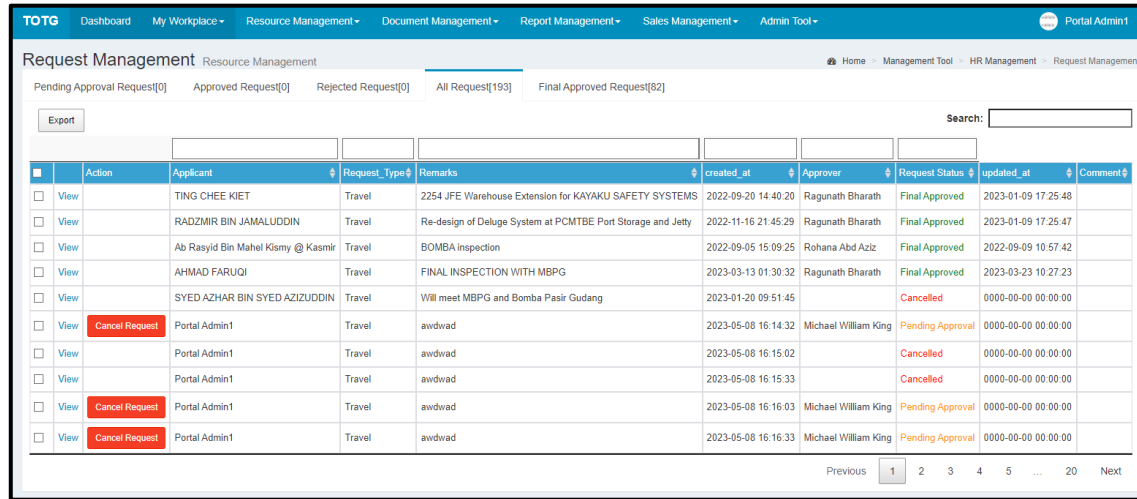
1.6.2 My Request Management (Rejected Request)



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.

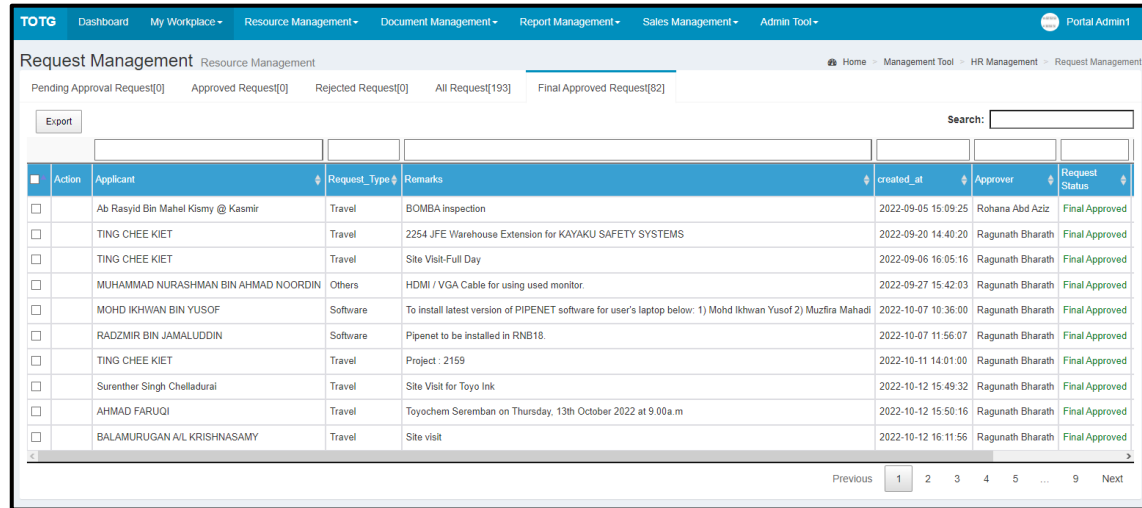
1.6.3 My Request Management (All Request)



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)

The screenshot shows a web application interface for an 'EMPLOYEE ADVANCE FORM'. The top navigation bar includes 'TOTG' and various menu items like 'Dashboard', 'My Workplace', 'Resource Management', etc. Below the navigation, there are tabs for 'My Advance Application Form', 'My Pending Advance', 'My Approved Advance', and 'My Rejected Advance'. The main form area is titled 'EMPLOYEE ADVANCE FORM' and contains the following sections:

- Staff Details:**
 - Name: Portal Admin1
 - Company: IFP ENGINEERING CONSULTANCY SDN. BHD.
 - Department: Business Development or Project
- Travelling Informations:**
 - Project Code: (Dropdown menu)
 - Purpose: (Text input field)
 - Required Date: (Date picker)
- Advanced Details:**
 - Total Advance (RM): 0.00

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. 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'.	

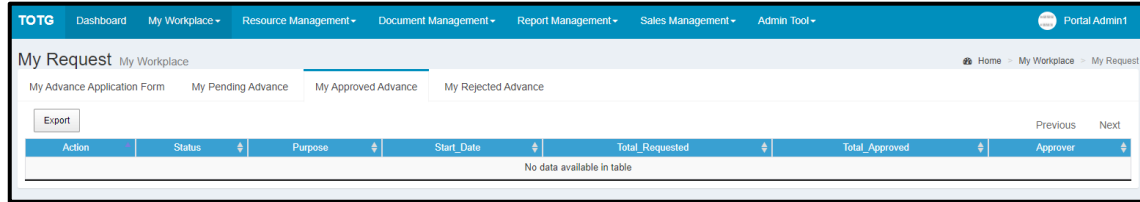
1.7.1 My Advance (My Pending Advance)

Action	Status	Purpose	Start Date	Total Requested	Total Approved	Approver
View	Rejected	test	19-Jan-2023	33.00	123.00	Yasmin Farhani Mohamad Sani
View	Pending Approval	testhggggg	16-Jan-2023	10.00	0.00	Yasmin Farhani Mohamad Sani
View	Pending Approval	testing for system	23-Jan-2023	120.00	0.00	Yasmin Farhani Mohamad Sani
View	Pending Approval	for testing	28-Mar-2023	10.00	0.00	Michael William King
View	Rejected	belajar	18-May-2023	202.00	0.00	Michael William King
View	Pending Approval	work	29-May-2023	121.00	0.00	Michael William King
View	Pending Approval	work	31-May-2023	121.00	0.00	Michael William King
View	Pending Approval	www	10-Jun-2023	111.00	0.00	Michael William King
View	Pending Approval	work	30-May-2023	121.00	0.00	Michael William King
View	Pending Approval	waa	31-May-2023	1,212.00	0.00	Michael William King

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.

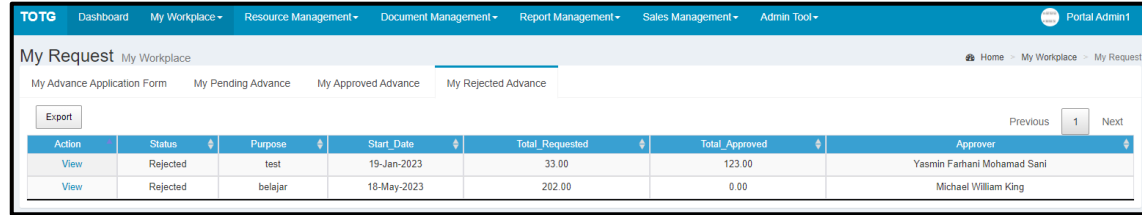
1.7.2 My Advance (My Approved Advance)



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.

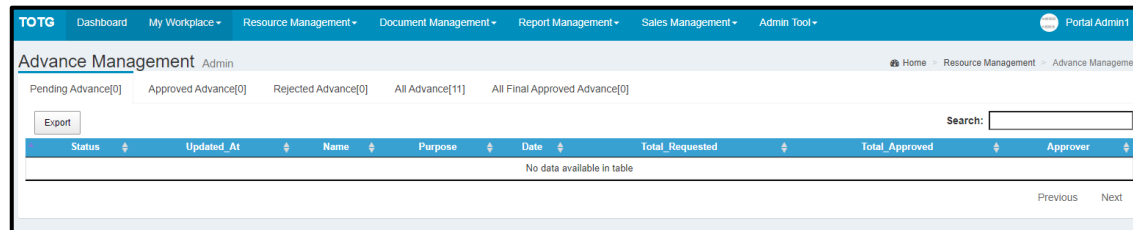
1.7.3 My Advance (My Rejected Advance)



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)

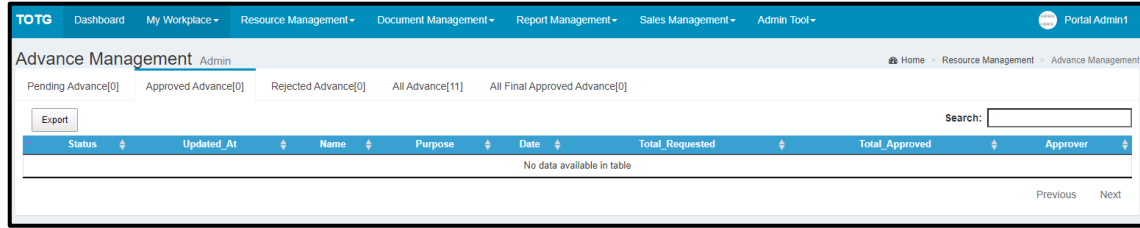


Procedure Name	Advance Management (Pending Advance).
Description & Objective:	Manage request requested to the company

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)

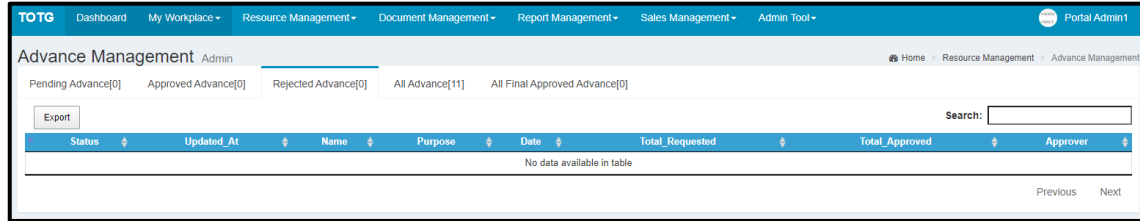


Procedure Name	Advance Management (Approved Advance).
Description & Objective:	Manage request requested to the company

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)

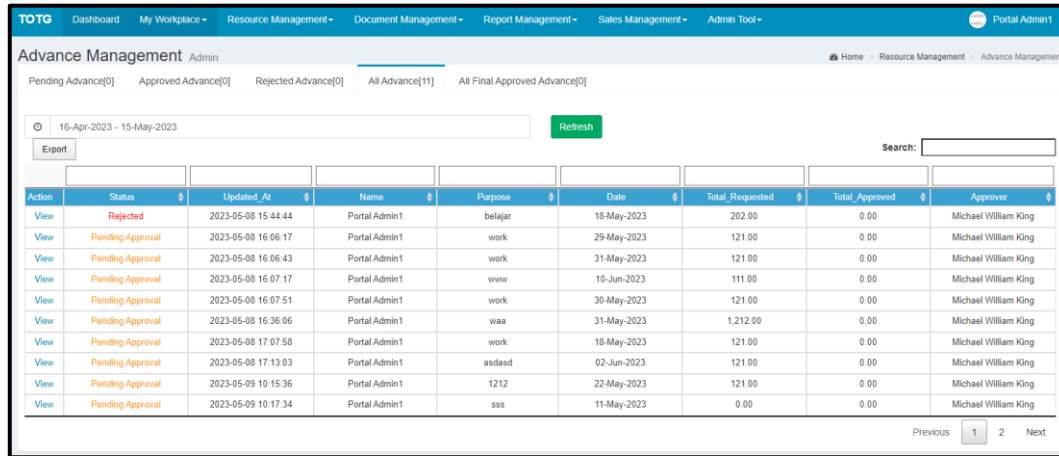


Procedure Name	Advance Management (Rejected Advance).
Description & Objective:	Manage request requested to the company

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)

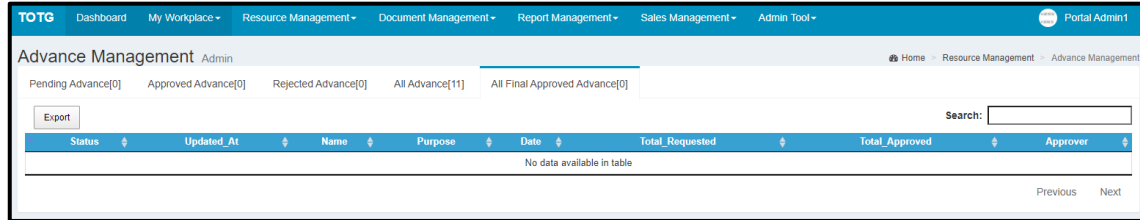


Procedure Name	Advance Management (All Advance).
Description & Objective:	Manage request requested to the company

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. 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

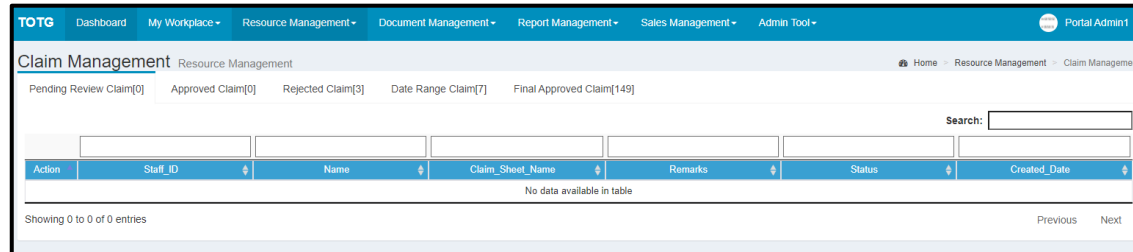
1.8.4 Advance Management (All Final Approved Advance)



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.

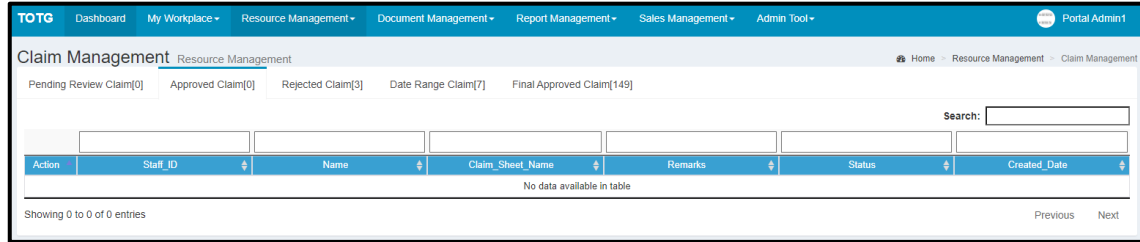
1.9 Claim Management (Pending Review Claim)



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. Select Date from the list.
3.	Click button 'Refresh'.	Page will be refresh. 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. Select Approver from the list.
16.	Click button 'Redirect'.	

1.9.2 Claim Management (Rejected Claim)

The screenshot shows the 'Claim Management' page in a web application. The page has a navigation bar with 'TOTG' and various menu items. Below the navigation, there are tabs for 'Pending Review Claim[0]', 'Approved Claim[0]', 'Rejected Claim[3]', 'Date Range Claim[7]', and 'Final Approved Claim[149]'. A search bar is present. The main content is a table with columns: Action, Staff_ID, Name, Claim_Sheet_Name, Remarks, Status, and Created_Date. The table contains three rows of data, all with a status of 'Rejected'. At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous' and 'Next' buttons.

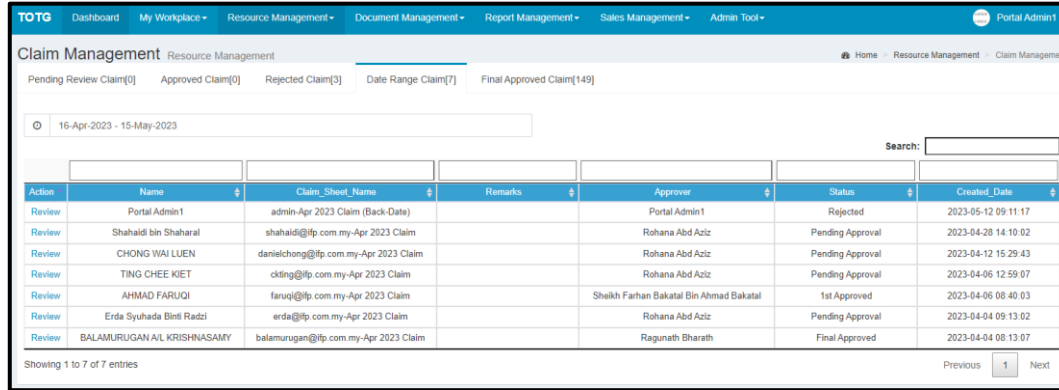
Action	Staff_ID	Name	Claim_Sheet_Name	Remarks	Status	Created_Date
Review	admin	Portal Admin1	admin-Apr 2023 Claim (Back-Date)		Rejected	2023-05-12 09:11:17
Review	suhaimi@fip.com.my	MUHAMMAD SUHAIMI BIN TUAH	suhaimi@fip.com.my-Mar 2023 Claim (Back-Date)		Rejected	2023-04-05 15:11:08
Review	admin	Portal Admin1	admin-Nov 2022 Claim		Rejected	2022-11-22 11:42:47

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. Select Approver from the list.
14.	Click button 'Redirect'.	

1.9.3 Claim Management (Date Range Claim)



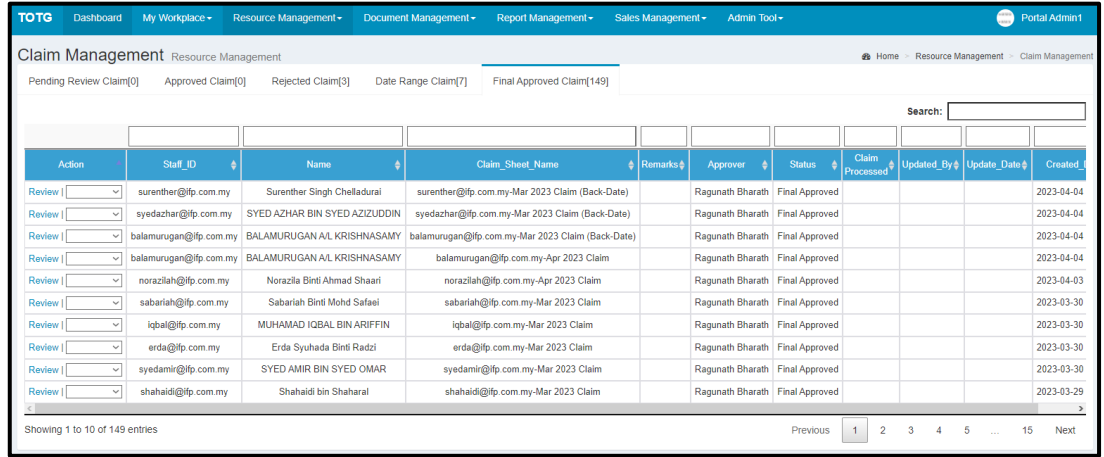
Procedure Name	Claim Management (Date Range Claim).
Description & Objective:	To accept or reject claim that requested.

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. Select Date from the list.
3.	Click button 'Apply'.	Page will be refresh. 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. Select Date from the list.
3.	Click button 'Apply'.	Page will be refresh. 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. Select Approver from the list.
16.	Click button 'Redirect'.	

1.10 Annual Medical List

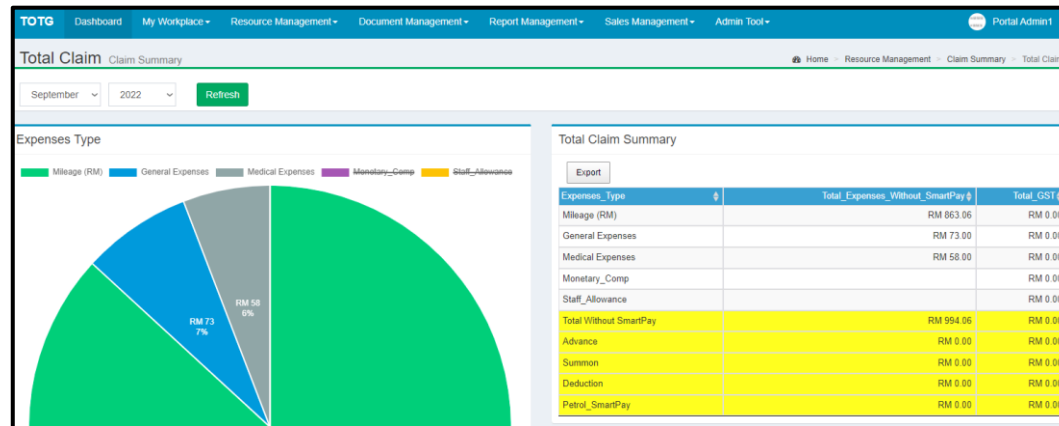
The screenshot shows the 'Medical List' page in the TOTG system. The page includes a navigation menu at the top, a breadcrumb trail, and a search bar. The main content is a table with the following data:

No	Name	Total Usage	Balance On Hand
1	Ragunath Bharath	0	0
2	Sudarkar	0	0
3	Portal Admin1	0	100
4	NURNAZLEEN SYUHADA	0	0
5	Nursabirah Binti Mat Yusof	655.00	-155
6	Michael William King	0	0
7	Rohana Abd Aziz	500.00	0
8	Sabariah Binti Mohd Safaei	500.00	0
9	Noraslah Binti Othman	539.00	-39
10	Nurhafzha Binti Saiman	170.00	330

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.

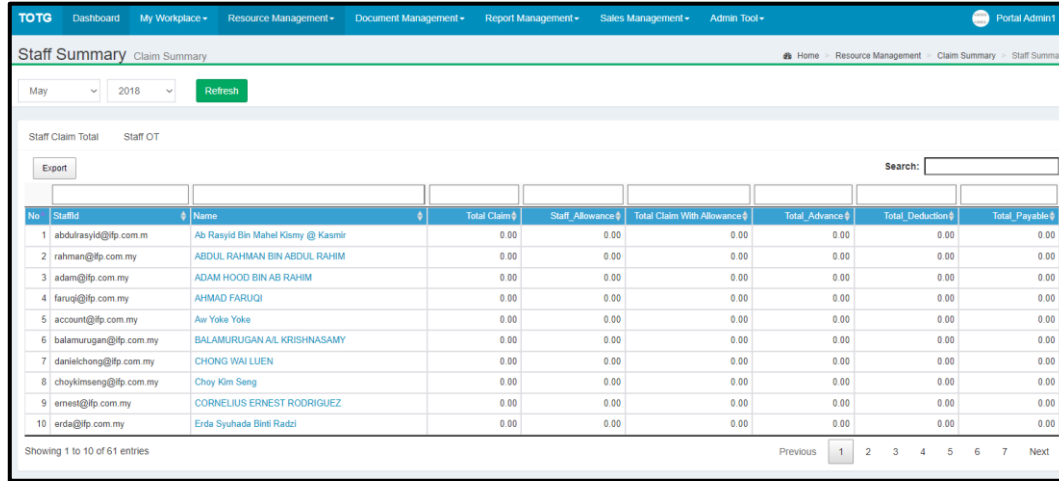
S/No	Tasks	Expected Results
1.	Click on Resource Management > Claim > Total Claim.	Total Claim page will be displayed.
2.	Select month.	Month will be displayed. Select month from the list.
3.	Select year.	Year will be displayed. Select year from the list.
4.	Click button 'Refresh'.	Page will be refresh 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. Select month from the list.
3.	Select year.	Year will be displayed. 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. Select month from the list.
3.	Select year.	Year will be displayed. 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)

No	Staffid	Name	Total Claim	Staff Allowance	Total Claim With Allowance	Total Advance	Total Deduction	Total Payable
1	abdulrasyid@fip.com.m	Ab Rasyid Bin Mahel Klmy @ Kasmir	0.00	0.00	0.00	0.00	0.00	0.00
2	rahman@fip.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	0.00	0.00	0.00	0.00	0.00	0.00
3	adam@fip.com.my	ADAM HOOD BIN AB RAHIM	0.00	0.00	0.00	0.00	0.00	0.00
4	faruqi@fip.com.my	AHMAD FARUQI	0.00	0.00	0.00	0.00	0.00	0.00
5	account@fip.com.my	Aw Yoke Yoke	0.00	0.00	0.00	0.00	0.00	0.00
6	balamurugan@fip.com.my	BALAMURUGAN A/L KRISHNASAMY	0.00	0.00	0.00	0.00	0.00	0.00
7	danielchong@fip.com.my	CHONG WAI LUEN	0.00	0.00	0.00	0.00	0.00	0.00
8	choykimseng@fip.com.my	Choy Kim Seng	0.00	0.00	0.00	0.00	0.00	0.00
9	ernest@fip.com.my	CORNELIUS ERNEST RODRIGUEZ	0.00	0.00	0.00	0.00	0.00	0.00
10	erda@fip.com.my	Erda Syuhada Binti Radzi	0.00	0.00	0.00	0.00	0.00	0.00

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. Select month from the list.
3.	Select year.	Year will be displayed. 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

StaffId	Name	Month	Total_Claim	General Expenses	Meal Allowance	Medical Expenses	Mileage	Mileage (RM)	Others	Pre-Employment Check Up	Staff_Monetary_Comp	Tot
1	farud@fp.com.my	Apr 2023	228.63	0.00	0.00	0.00	0.00	228.63	0.00	0.00	0.00	0.00
2	balamunugan@fp.com.my	Apr 2023	108.14	0.00	0.00	0.00	0.00	108.14	0.00	0.00	0.00	0.00
3	danielchong@fp.com.my	Apr 2023	246.00	0.00	0.00	246.00	0.00	0.00	0.00	0.00	0.00	0.00
4	enda@fp.com.my	Apr 2023	74.00	0.00	0.00	74.00	0.00	0.00	0.00	0.00	0.00	0.00
5	admin	Apr 2023	9.60	0.00	0.00	0.00	0.00	9.60	0.00	0.00	0.00	0.00
6	shahaid@fp.com.my	Apr 2023	90.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00
7	ckling@fp.com.my	Apr 2023	315.00	0.00	0.00	315.00	0.00	0.00	0.00	0.00	0.00	0.00

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. Select month from the list.
3.	Select year from.	Year will be displayed. Select year from the list.
4.	Select month to.	Month will be displayed. Select month from the list.
5.	Select year to.	Year will be displayed. 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.

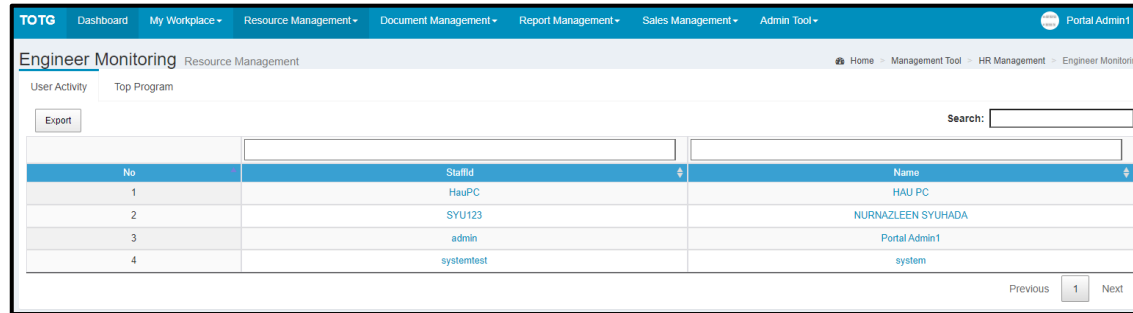
1.14 Project Breakdown

No	Project Code	Project Name	Total Claim	Staff Allowance	Total Claim with Allowance	Total Advance	Total Summon	Total Payable
1		Civil and Structural	692.70	0.00	692.70	0.00	0.00	692.70
2	2254	Development Order Submission for Kayaku Safety Systems Malaysia Expansion Project	243.36	0.00	243.36	0.00	0.00	243.36
3		Electrical and Instrumentation	58.00	0.00	58.00	0.00	0.00	58.00

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. Select month from the list.
3.	Select year.	Year will be displayed. 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.

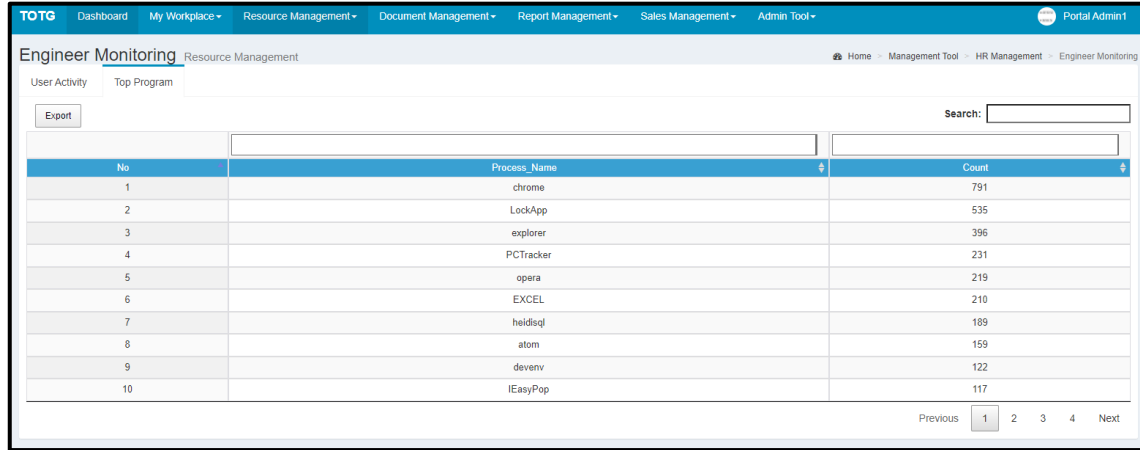
1.15 Engineer Monitoring (User Activity)



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.

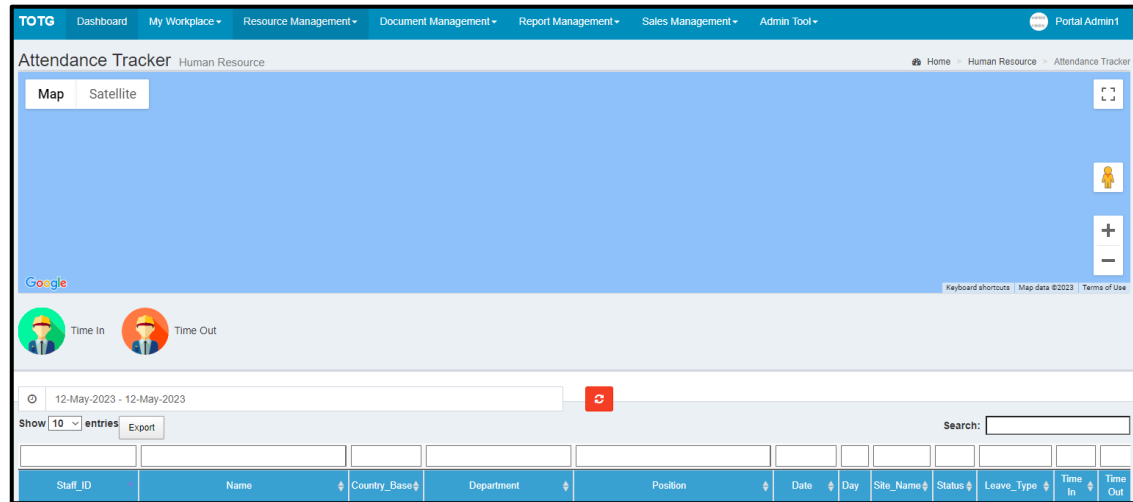
1.16.1 Engineer Monitoring (Top Program)



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

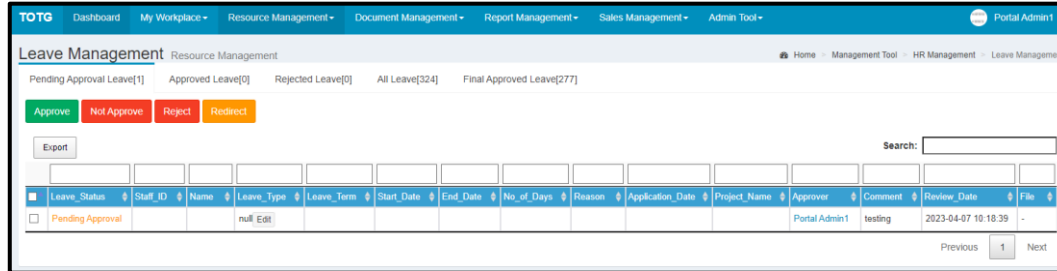


Procedure Name	Show User Location.
Description & Objective:	Show List of user and their location.

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. Select date from the list.
3.	Select date from when.	Date will be displayed. 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)

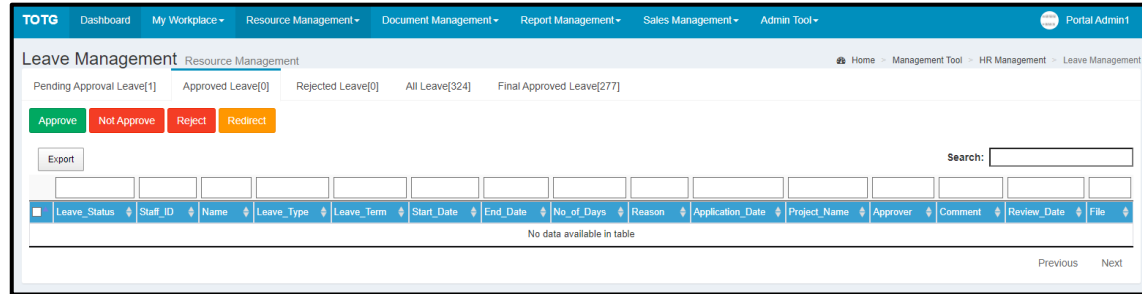


Procedure Name	Show User Location.
Description & Objective:	Show List of user and their location.

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. 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)

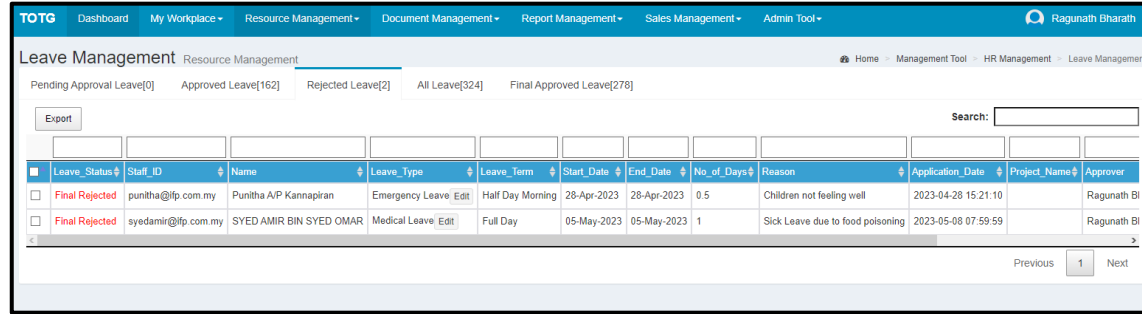


Procedure Name	Show User Location.
Description & Objective:	Show List of user and their location.

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. 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.

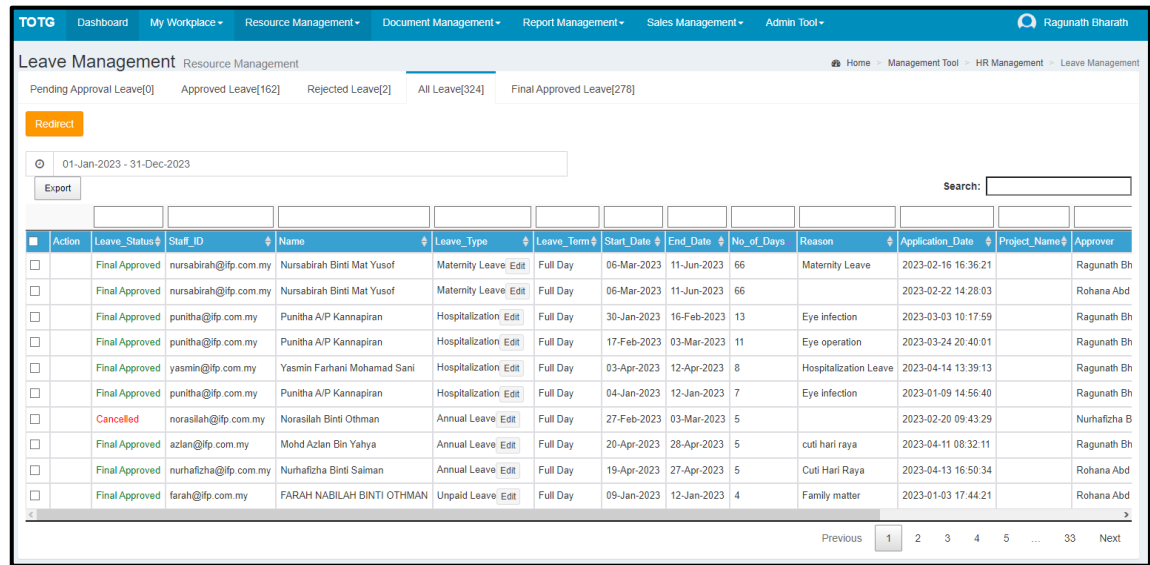
1.18.2 Leave Management (Rejected Leave)



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)

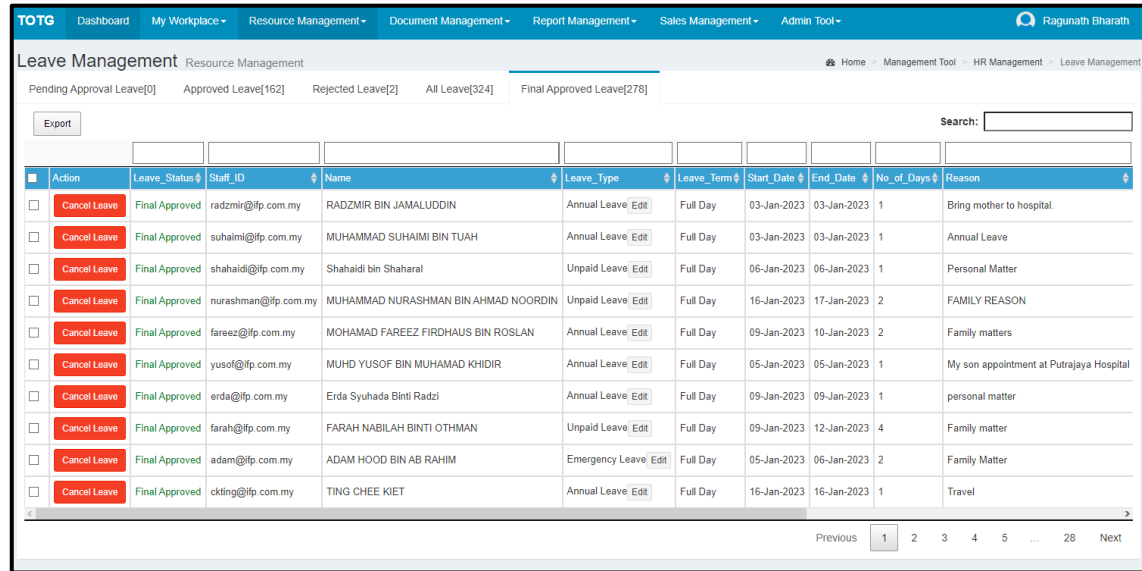


Procedure Name	Show User Location.
Description & Objective:	Show List of user and their location.

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. Select date from the list.
3.	Select date from when.	Date will be displayed. 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. 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'.	

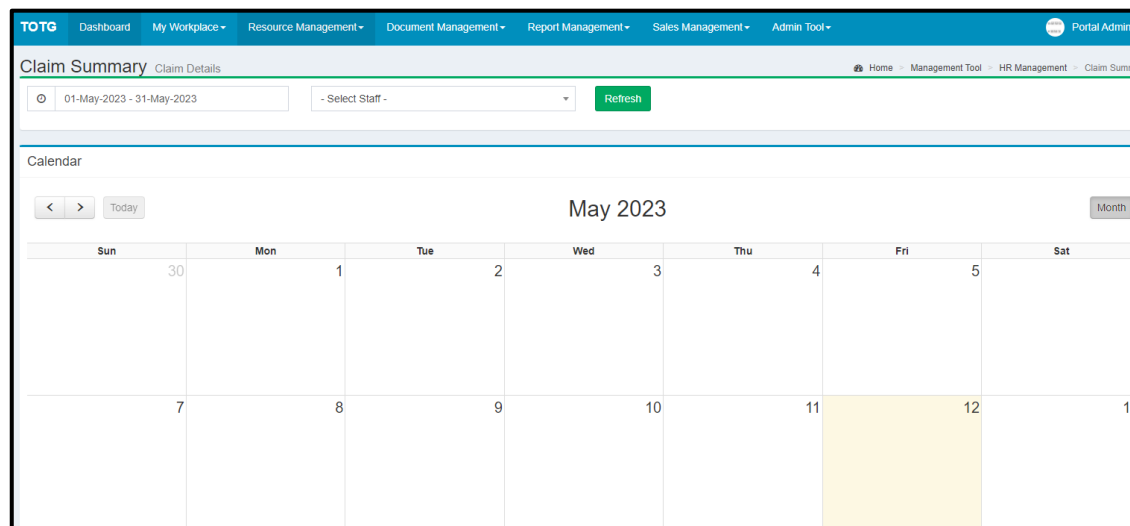
1.19 Attendance Summary (Leave Taken Breakdown)

TOTG Dashboard My Workplace Resource Management Document Management Report Management Sales Management Admin Tool Portal Admin1														
Department Attendance Summary Human Resource														
Short Code														
Annual Leave : AL		Emergency Leave : EL		Medical Leave : MC		Unpaid Leave : UL		1 Hour Time Off : 1HR		2 Hours Time Off : 2HR				
Replacement Leave : RL		Marriage Leave : MRL		Maternity Leave : MTL		Paternity Leave : PTL		Compassionate Leave : CPL						
No.	Staff ID	Name	Department	01-May	02-May	03-May	04-May	05-May	06-May	07-May	08-May	09-May	10-May	11-May
1	abdulrasyid@fip.com.m	Ab Rasyid Bin Mahel Kismy @ Kasmir	Mechanical	PH In : Out :										
2	rahman@fip.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Civil and Structural	PH In : 8:10 AM Out : 7:10 PM		In : 8:10 AM Out : 7:10 PM	PH In : 8:15 AM Out : 7:15 PM				In : 8:45 AM Out : 4:50 PM			
3	adam@fip.com.my	ADAM HOOD BIN AB RAHIM	Piping	PH In : 9:00 AM Out : 9:00 PM		In : 11:00 AM Out : 9:30 PM	PH In : 9:00 PM Out : 10:00 PM		In : 11:00 AM Out : 3:00 PM					
4	faruqi@fip.com.my	AHMAD FARUQI	Civil and Structural	PH In : 8:10 AM Out : 5:10 PM			PH In : 8:40 AM Out : 5:40 PM							
5	account@fip.com.my	Aw Yoke Yoke	Account and Procurement	PH In : 7:53 AM Out : 5:00 PM		In : 7:56 AM Out : 5:00PM	PH AL		In : Out :		In : 7:51 AM Out :		In : Out :	In : Out :
6	balamurugan@fip.com.my	BALAMURUGAN A/L KRISHNASAMY	Civil and Structural	PH AL		AL	PH In : 8:17 AM Out : 6:17 PM		In : Out :		In : Out :		In : Out :	In : Out :

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. Select date from the list.
3.	Select employee.	Employee will be displayed. 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
2	Yes	nursabirah@ifp.com.my	Nursabirah Binti Mat Yusof	2	2	1.5	132	0	0	0	0
3	No	justinkhor@ifp.com.my	Khor June Leng (Justin)	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
5	Yes	sabariah@ifp.com.my	Sabariah Binti Mohd Safael	0	6	2	0	0	0	0	0
6	No	salfu@ifp.com.my	Salfu Faizi Bin Ab. Wahab	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
8	Yes	yasmin@ifp.com.my	Yasmin Farhani Mohamad Sani	0	8	6	0	0	0	8	0
9	Yes	azlan@ifp.com.my	Mohd Azlan Bin Yahya	0	13.5	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

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. Select date from the list.
3.	Select date.	Date will be displayed. 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)

Active	StaffId	Name	Grade	Joining_Date	Confirmation_Date	Days_of_Service	Years_of_Service	Yearly_Entitlement	Current_Entitlement	Adjusted	Carried_Forward	Burnt	Total
1	Yes	ragunath@fp.com.my	Regunath Bharath	Permanent	18-Sep-2001	18-Sep-2001	7906	21.66	20	20	0.0	0	
2	Yes	nursabirah@fp.com.my	Nursabirah Binti Mat Yusof	Permanent	17-Dec-2015	17-Dec-2015	2703	7.41	20	20	3.0	0	
3	No	justinkhor@fp.com.my	Khor June Leng (Justin)	Permanent	14-Feb-2022	14-Feb-2022	452	1.24	15	15	0.0	0	
4	Yes	rohana@fp.com.my	Rohana Abd Aziz	Permanent	28-May-2013	28-May-2013	3636	9.96	20	20	2.5	0	
5	Yes	sabariah@fp.com.my	Sabariah Binti Mohd Safaei	Permanent	08-Jan-2013	08-Jan-2013	3776	10.35	20	20	5.0	2	
6	No	saiful@fp.com.my	Saiful Faizi Bin Ab. Wahab	Permanent	01-Feb-2020	01-Feb-2020	1196	3.28	17	17	0.0	0	
7	Yes	noraslah@fp.com.my	Noraslah Binti Othman	Permanent	17-Jun-2015	17-Jun-2015	2886	7.91	20	20	2.0	0	
8	Yes	yasmin@fp.com.my	Yasmin Farhani Mohamad Sani	Permanent	08-Jan-2011	08-Jan-2011	4507	12.35	20	20	0.0	0	
9	Yes	azlan@fp.com.my	Mohd Azlan Bin Yahya	Permanent	19-Dec-2007	19-Dec-2007	5623	15.41	20	20	7.5	0	
10	Yes	erda@fp.com.my	Erda Syuhada Binti Radzi	Permanent	01-Apr-2016	01-Apr-2016	2597	7.12	20	20	3.5	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.

1.21.2 Leave Summary (Permanent) (Sick Leave 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@fip.com.my	Ragunath Bharath	Permanent	18-Sep-2001	18-Sep-2001	7906	21	10	0	10
2	Yes	nursabirah@fip.com.my	Nursabirah Binti Mat Yusof	Permanent	17-Dec-2015	17-Dec-2015	2703	7	10	0	10
3	No	justinkhor@fip.com.my	Khor June Leng (Justin)	Permanent	14-Feb-2022	14-Feb-2022	452	1	10	0	10
4	Yes	rohana@fip.com.my	Rohana Abd Aziz	Permanent	28-May-2013	28-May-2013	3636	9	10	0	10
5	Yes	sabariah@fip.com.my	Sabariah Binti Mohd Sfael	Permanent	08-Jan-2013	08-Jan-2013	3776	10	10	0	10
6	No	saiful@fip.com.my	Saiful Faizi Bin Ab. Wahab	Permanent	01-Feb-2020	01-Feb-2020	1196	3	10	0	10
7	Yes	noraslah@fip.com.my	Noraslah Binti Othman	Permanent	17-Jun-2015	17-Jun-2015	2886	7	10	0	10
8	Yes	yasmin@fip.com.my	Yasmin Farhani Mohamad Sanli	Permanent	08-Jan-2011	08-Jan-2011	4507	12	10	0	10
9	Yes	azlan@fip.com.my	Mohd Azlan Bin Yahya	Permanent	19-Dec-2007	19-Dec-2007	5623	15	10	0	10
10	Yes	erda@fip.com.my	Erda Syuhada Binti Radzi	Permanent	01-Apr-2016	01-Apr-2016	2597	7	10	0	10

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)

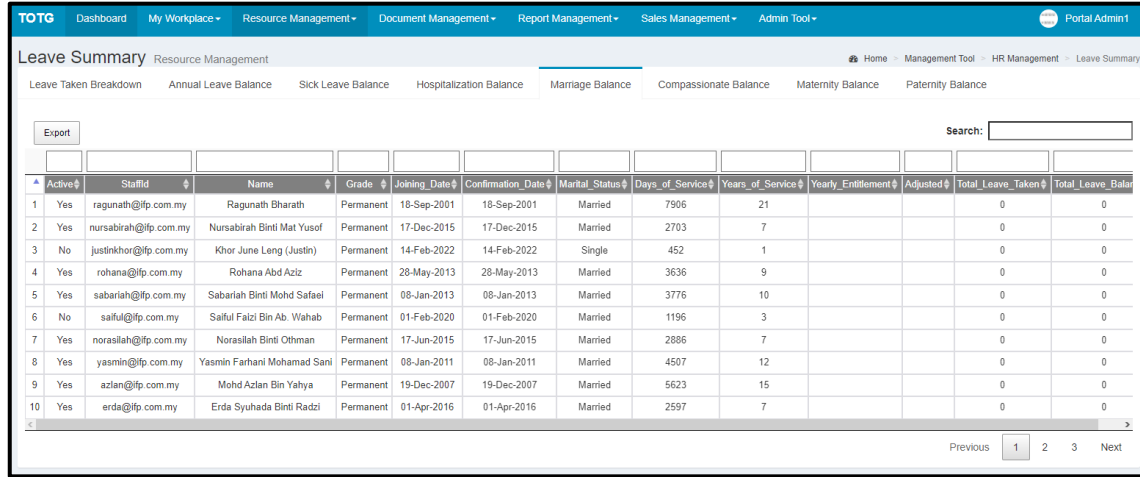
The screenshot shows the 'Leave Summary' page for permanent employees with a hospitalization balance. The page includes a navigation menu, tabs for different leave types, a search bar, and a table of employee data.

Active	StaffId	Name	Grade	Joining_Date	Confirmation_Date	Days_of_Service	Years_of_Service	Yearly_Entitlement	Adjusted	Sick_Leave_Taken	Total_Leave_Taken	Total_Leave
1	Yes	ragunath@fp.com.my	Ragunath Bharath	Permanent	18-Sep-2001	18-Sep-2001	7906	21	60	0	0	60
2	Yes	nursabirah@fp.com.my	Nursabirah Binti Mat Yusof	Permanent	17-Dec-2015	17-Dec-2015	2703	7	60	0	0	60
3	No	justinkhor@fp.com.my	Khor June Leng (Justin)	Permanent	14-Feb-2022	14-Feb-2022	452	1	60	0	0	60
4	Yes	rohana@fp.com.my	Rohana Abd Aziz	Permanent	28-May-2013	28-May-2013	3636	9	60	0	0	60
5	Yes	sabariah@fp.com.my	Sabariah Binti Mohd Safaei	Permanent	08-Jan-2013	08-Jan-2013	3776	10	60	0	0	60
6	No	saiful@fp.com.my	Saiful Faizi Bin Ab. Wahab	Permanent	01-Feb-2020	01-Feb-2020	1196	3	60	0	0	60
7	Yes	norasilah@fp.com.my	Norasilah Binti Othman	Permanent	17-Jun-2015	17-Jun-2015	2886	7	60	0	0	60
8	Yes	yasmin@fp.com.my	Yasmin Farhani Mohamad Sani	Permanent	08-Jan-2011	08-Jan-2011	4507	12	60	0	0	60
9	Yes	azlan@fp.com.my	Mohd Azlan Bin Yahya	Permanent	19-Dec-2007	19-Dec-2007	5623	15	60	0	0	60
10	Yes	erda@fp.com.my	Erda Syuhada Binti Radzi	Permanent	01-Apr-2016	01-Apr-2016	2597	7	60	0	0	60

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.

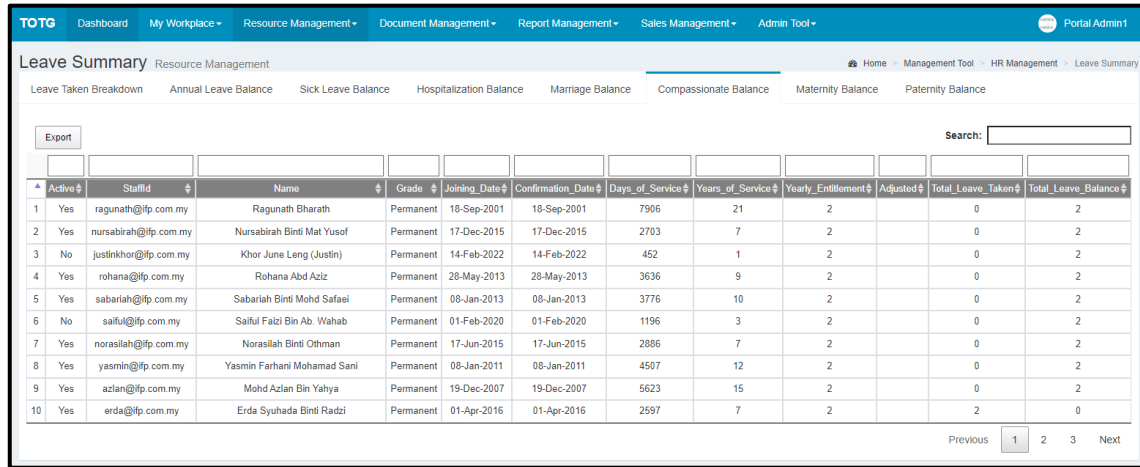
1.21.4 Leave Summary (Permanent) (Marriage Balance)



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)



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)

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@fp.com.my	Ragunath Bharath	Permanent	18-Sep-2001	18-Sep-2001	7906	21	60	0	60
2	Yes	nursabirah@fp.com.my	Nursabirah Binti Mat Yusof	Permanent	17-Dec-2015	17-Dec-2015	2703	7	60	132	-72
3	No	justinkhor@fp.com.my	Khor Juna Leng (Justin)	Permanent	14-Feb-2022	14-Feb-2022	452	1	60	0	60
4	Yes	rohana@fp.com.my	Rohana Abd Aziz	Permanent	28-May-2013	28-May-2013	3636	9	60	0	60
5	Yes	sabariah@fp.com.my	Sabariah Binti Mohd Safaei	Permanent	08-Jan-2013	08-Jan-2013	3776	10	60	0	60
6	No	saiful@fp.com.my	Saiful Faizi Bin Ab. Wahab	Permanent	01-Feb-2020	01-Feb-2020	1196	3	60	0	60
7	Yes	norasilah@fp.com.my	Norasilah Binti Othman	Permanent	17-Jun-2015	17-Jun-2015	2886	7	60	43	17
8	Yes	yasmin@fp.com.my	Yasmin Farhani Mohamad Sanli	Permanent	08-Jan-2011	08-Jan-2011	4507	12	60	0	60
9	Yes	azlan@fp.com.my	Mohd Azlan Bin Yahya	Permanent	19-Dec-2007	19-Dec-2007	5623	15	60	0	60
10	Yes	erda@fp.com.my	Erda Syuhada Binti Radzi	Permanent	01-Apr-2016	01-Apr-2016	2597	7	60	0	60

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)

The screenshot shows the 'Leave Summary' page for permanent employees. The page has a navigation bar with 'TOTG' and various management tools. Below the navigation, there are tabs for 'Leave Taken Breakdown', 'Annual Leave Balance', 'Sick Leave Balance', 'Hospitalization Balance', 'Marriage Balance', 'Compassionate Balance', 'Maternity Balance', and 'Paternity Balance'. The 'Paternity Balance' tab is selected. There is an 'Export' button and a search field. The main content is a table with the following columns: Active, StaffID, Name, Grade, Joining_Date, Confirmation_Date, Days_of_Service, Years_of_Service, Yearly_Entitlement, Adjusted, Total_Leave_Taken, and Total_Leave_Balance. The table lists 10 employees with their respective details.

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	1	0	1
2	Yes	nursabirah@ifp.com.my	Nursabirah Binti Mat Yusof	Permanent	17-Dec-2015	17-Dec-2015	2703	7	1	0	1
3	No	justinkhor@ifp.com.my	Khor June Leng (Justin)	Permanent	14-Feb-2022	14-Feb-2022	452	1	1	0	1
4	Yes	rohana@ifp.com.my	Rohana Abd Aziz	Permanent	28-May-2013	28-May-2013	3636	9	1	0	1
5	Yes	sabarlah@ifp.com.my	Sabarlah Binti Mohd Safael	Permanent	08-Jan-2013	08-Jan-2013	3776	10	1	0	1
6	No	saiful@ifp.com.my	Saiful Faizi Bin Ab. Wahab	Permanent	01-Feb-2020	01-Feb-2020	1196	3	1	0	1
7	Yes	norasilah@ifp.com.my	Noraslah Binti Othman	Permanent	17-Jun-2015	17-Jun-2015	2886	7	1	0	1
8	Yes	yasmin@ifp.com.my	Yasmin Farhani Mohamad Sanli	Permanent	08-Jan-2011	08-Jan-2011	4507	12	1	0	1
9	Yes	azlan@ifp.com.my	Mohd Azlan Bin Yahya	Permanent	19-Dec-2007	19-Dec-2007	5623	15	1	0	1
10	Yes	erda@ifp.com.my	Erda Syuhada Binti Radzi	Permanent	01-Apr-2016	01-Apr-2016	2597	7	1	0	1

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)

No	Active	Staff_ID	Name	Contract Start	Contract End	Emergency Leave	Annual Leave	Medical Leave	Maternity Leave	Paternity Leave	Compassionate Leave	Hospitalization	Utr
1	Yes	rahman@fip.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	01-Feb-2023	31-Jan-2024	1	0	1	0	0	0	0	
2	Yes	adam@fip.com.my	ADAM HOOD BIN AB RAHIM	18-Feb-2023	17-May-2023	0	1	0	0	0	0	0	
3	Yes	faruqi@fip.com.my	AHMAD FARUQI	26-Sep-2022	31-Mar-2023	4	1	4	0	0	0	0	
4	No	amiersyafiq@fip.com.my	AMIER SYAFIQ JEFFREY	03-Oct-2022	31-Mar-2023	1	5	3	0	0	0	5	
5	Yes	account@fip.com.my	Aw Yoke Yoke	25-Oct-2022	24-Oct-2023	0.5	2	4	0	0	0	0	
6	Yes	balamurugan@fip.com.my	BALAMURUGAN AIL KRISHNASAMY	01-Mar-2023	28-Feb-2024	0	3	0	0	0	0	0	
7	Yes	danielchong@fip.com.my	CHONG WAI LUEN	25-May-2022	24-May-2023	0	8	0	0	0	0	0	
8	Yes	choykimseng@fip.com.my	Choy Kim Seng	03-Jan-2023	31-Dec-2023	0	3	0	0	0	0	0	
9	Yes	farah@fip.com.my	FARAH NABILAH BINTI OTHMAN	08-Aug-2022	07-Feb-2023	3.5	1	5	0	0	0	0	
10	Yes	gajendra@fip.com.my	GAJENDRA AIL KANESAN	01-Nov-2022	30-Apr-2023	1	3	1	0	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.

1.22.1 Leave Summary (Contract) (Annual Leave Balance)

Active	Staffid	Name	Grade	Start Date	End Date	Total Leave Days	Total Leave Taken	Total Leave Balance
Yes	rahman@fip.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Contract	01-Feb-2023	31-Jan-2024	12	1	11
Yes	adam@fip.com.my	ADAM HOOD BIN AB RAHIM	Contract	18-Feb-2023	17-May-2023	0	1	-1
Yes	faruqi@fip.com.my	AHMAD FARUQI	Contract	26-Sep-2022	31-Mar-2023	0	5	-5
No	amiersyafiq@fip.com.my	AMIER SYAFIQ JEFFREY	Contract	03-Oct-2022	31-Mar-2023	0	6	-6
Yes	account@fip.com.my	Aw Yoke Yoke	Contract	25-Oct-2022	24-Oct-2023	0	2.5	-2.5
Yes	balamurugan@fip.com.my	BALAMURUGAN A/L KRISHNASAMY	Contract	01-Mar-2023	28-Feb-2024	12	3	9
Yes	danielchong@fip.com.my	CHONG WAI LUEN	Contract	25-May-2022	24-May-2023	12	8	4
Yes	choykimseng@fip.com.my	Choy Kim Seng	Contract	03-Jan-2023	31-Dec-2023	0	3	-3
Yes	farah@fip.com.my	FARAH NABILAH BINTI OTHMAN	Contract	08-Aug-2022	07-Feb-2023	0	4.5	-4.5
Yes	gajendra@fip.com.my	GAJENDRA A/L KANESAN	Contract	01-Nov-2022	30-Apr-2023	6	4	2

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)

Active	Staffid	Name	Grade	Start Date	End Date	Total Leave Days	Total Leave Taken	Total Leave Balance
Yes	rahman@ifp.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Contract	01-Feb-2023	31-Jan-2024	14	1	13
Yes	adam@ifp.com.my	ADAM HOOD BIN AB RAHIM	Contract	18-Feb-2023	17-May-2023	0	1.5	-1.5
Yes	faruqi@ifp.com.my	AHMAD FARUQI	Contract	26-Sep-2022	31-Mar-2023	0	2	-2
No	amiersyafiq@ifp.com.my	AMIER SYAFIQ JEFFREY	Contract	03-Oct-2022	31-Mar-2023	0	2	-2
Yes	account@ifp.com.my	Air Yoke Yoke	Contract	25-Oct-2022	24-Oct-2023	0	1	-1
Yes	balamurugan@ifp.com.my	BALAMURUGAN A/L KRISHNASAMY	Contract	01-Mar-2023	28-Feb-2024	14	0	14
Yes	danielchong@ifp.com.my	CHONG WAI LUEN	Contract	25-May-2022	24-May-2023	10	0	10
Yes	choykimseng@ifp.com.my	Choy Kim Seng	Contract	03-Jan-2023	31-Dec-2023	0	0	0
Yes	farah@ifp.com.my	FARAH NABILAH BINTI OTHMAN	Contract	08-Aug-2022	07-Feb-2023	0	0	0
Yes	gajendra@ifp.com.my	GAJENDRA A/L KANESAN	Contract	01-Nov-2022	30-Apr-2023	5	1	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.

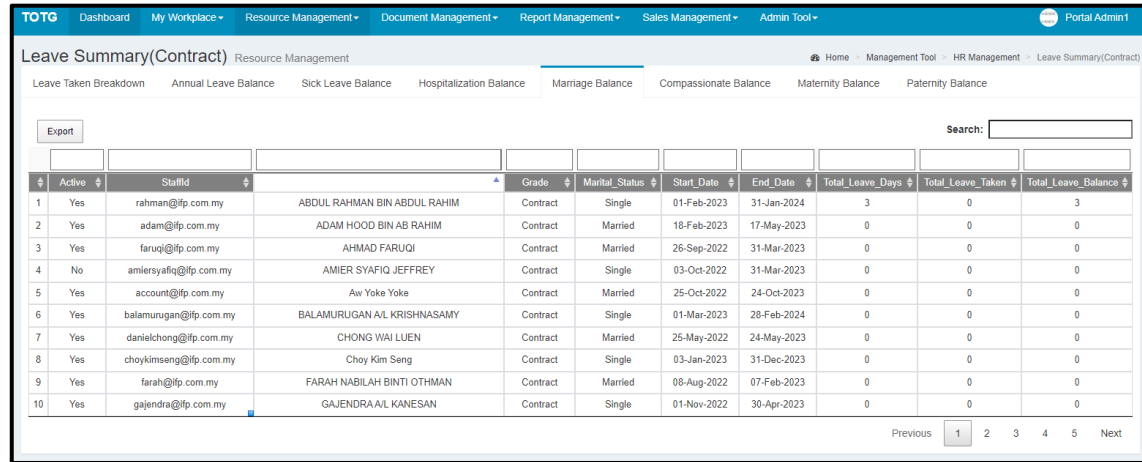
1.22.3 Leave Summary (Contract) (Hospitalization Balance)

Active	StaffId	Name	Grade	Start Date	End Date	Total Leave Days	Sick Leave Taken	Total Leave Taken	Total Leave Balance
Yes	rahman@fp.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Contract	01-Feb-2023	31-Jan-2024	14	1	0	13
Yes	adam@fp.com.my	ADAM HOOD BIN AB RAHIM	Contract	18-Feb-2023	17-May-2023	0	1.5	0	-1.5
Yes	faruqi@fp.com.my	AHMAD FARUQI	Contract	26-Sep-2022	31-Mar-2023	0	2	0	-2
No	amiersyafiq@fp.com.my	AMIER SYAFIQ JEFFREY	Contract	03-Oct-2022	31-Mar-2023	0	2	0	-2
Yes	account@fp.com.my	Aw Yoke Yoke	Contract	25-Oct-2022	24-Oct-2023	0	1	0	-1
Yes	balamurugan@fp.com.my	BALAMURUGAN A/L KRISHNASAMY	Contract	01-Mar-2023	28-Feb-2024	14	0	0	14
Yes	danielchong@fp.com.my	CHONG WAI LUEN	Contract	25-May-2022	24-May-2023	10	0	0	10
Yes	choykimseng@fp.com.my	Choy Kim Seng	Contract	03-Jan-2023	31-Dec-2023	0	0	0	0
Yes	farah@fp.com.my	FARAH NABILAH BINTI OTHMAN	Contract	08-Aug-2022	07-Feb-2023	0	0	0	0
Yes	gajendra@fp.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)



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)

Active	Staffid	Grade	Start_Date	End_Date	Total_Leave_Days	Total_Leave_Taken	Total_Leave_Balance	
Yes	rahman@fip.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Contract	01-Feb-2023	31-Jan-2024	2	0	2
Yes	adam@fip.com.my	ADAM HOOD BIN AB RAHIM	Contract	18-Feb-2023	17-May-2023	0	0	0
Yes	faruqi@fip.com.my	AHMAD FARUQI	Contract	26-Sep-2022	31-Mar-2023	0	0	0
No	amiersyafiq@fip.com.my	AMIER SYAFIQ JEFFREY	Contract	03-Oct-2022	31-Mar-2023	0	0	0
Yes	account@fip.com.my	Aw Yoke Yoke	Contract	25-Oct-2022	24-Oct-2023	0	0	0
Yes	balamurugan@fip.com.my	BALAMURUGAN A/L KRISHNASAMY	Contract	01-Mar-2023	28-Feb-2024	0	0	0
Yes	danielchong@fip.com.my	CHONG WAI LUEN	Contract	25-May-2022	24-May-2023	0	0	0
Yes	choykimseng@fip.com.my	Choy Kim Seng	Contract	03-Jan-2023	31-Dec-2023	0	0	0
Yes	farah@fip.com.my	FARAH NABILAH BINTI OTHMAN	Contract	08-Aug-2022	07-Feb-2023	0	0	0
Yes	gajendra@fip.com.my	GAJENDRA A/L KANESAN	Contract	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.

1.22.6 Leave Summary (Contract) (Maternity Balance)

Active	Staffid	Name	Grade	Start Date	End Date	Total Leave Days	Total Leave Taken	Total Leave Balance
Yes	rahman@fp.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Contract	01-Feb-2023	31-Jan-2024	0	0	0
Yes	adam@fp.com.my	ADAM HOOD BIN AB RAHIM	Contract	18-Feb-2023	17-May-2023	0	0	0
Yes	faruqi@fp.com.my	AHMAD FARUQI	Contract	26-Sep-2022	31-Mar-2023	0	0	0
No	amiersyafiq@fp.com.my	AMIER SYAFIQ JEFFREY	Contract	03-Oct-2022	31-Mar-2023	0	0	0
Yes	account@fp.com.my	Aw Yoke Yoke	Contract	25-Oct-2022	24-Oct-2023	0	0	0
Yes	balamurugan@fp.com.my	BALAMURUGAN A/L KRISHNASAMY	Contract	01-Mar-2023	28-Feb-2024	0	0	0
Yes	danielchong@fp.com.my	CHONG WAI LUEN	Contract	25-May-2022	24-May-2023	0	0	0
Yes	choykimseng@fp.com.my	Choy Kim Seng	Contract	03-Jan-2023	31-Dec-2023	0	0	0
Yes	farah@fp.com.my	FARAH NABILAH BINTI OTHMAN	Contract	08-Aug-2022	07-Feb-2023	0	0	0
Yes	gajendra@fp.com.my	GAJENDRA A/L KANESAN	Contract	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.

1.22.7 Leave Summary (Contract) (Paternity Balance)

Active	Staffid	Name	Grade	Start Date	End Date	Total Leave Days	Total Leave Taken	Total Leave Balance
Yes	rahman@fip.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Contract	01-Feb-2023	31-Jan-2024	0	0	0
Yes	adam@fip.com.my	ADAM HOOD BIN AB RAHIM	Contract	18-Feb-2023	17-May-2023	0	0	0
Yes	faruqi@fip.com.my	AHMAD FARUQI	Contract	26-Sep-2022	31-Mar-2023	0	0	0
No	amiersyafiq@fip.com.my	AMIER SYAFIQ JEFFREY	Contract	03-Oct-2022	31-Mar-2023	0	0	0
Yes	account@fip.com.my	Air Yoke Yoke	Contract	25-Oct-2022	24-Oct-2023	0	0	0
Yes	balamurugan@fip.com.my	BALAMURUGAN A/L KRISHNASAMY	Contract	01-Mar-2023	28-Feb-2024	0	0	0
Yes	danielchong@fip.com.my	CHONG WAI LUEN	Contract	25-May-2022	24-May-2023	0	0	0
Yes	choykimseng@fip.com.my	Choy Kim Seng	Contract	03-Jan-2023	31-Dec-2023	0	0	0
Yes	farah@fip.com.my	FARAH NABILAH BINTI OTHMAN	Contract	08-Aug-2022	07-Feb-2023	0	0	0
Yes	gajendra@fip.com.my	GAJENDRA A/L KANESAN	Contract	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.

1.23 Leave Entitlement

Year	Days	Leave Type
2	5	
0	12	Annual Leave
1	12	Annual Leave
2	13	Annual Leave
3	14	Annual Leave
4	15	Annual Leave
5	16	Annual Leave
6	17	Annual Leave
7	18	Annual Leave
8	19	Annual Leave
9	20	Annual Leave
1	1	Compassionate Leave
3 month	2	Compassionate Leave
6 month	2	Compassionate Leave
1	60	Maternity Leave
1	2	Paternity Leave
3 month	2	Paternity Leave

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. Select grade from the list. 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. Select Leave_Type from the list.

1.24 Leave Batch Adjustment

Staff ID	Name	Grade	Position	Department	Annual Leave	Annual Leave Adjusted	Compassionate Leave	Compassionate Leave Adjusted	Hospitalization Leave	Hospitalization Leave Adjusted	Maternity Leave
sudarkar@fp.com.m	Sudarkar	Work Order		HR and Administration	0	0	0	0	0	0	0
ragunath@fp.com.my	Ragunath Bharath	Permanent			0	0	2	0	60	0	60
nursabirah@fp.com.my	Nursabirah Binti Mat Yusof	Permanent	Drafter	Piping	8.3	2	2	0	60	0	60
lingingching@fp.com.my	Ling Ing Ching	Work Order	Lead Engineer	Electrical	0	0	0	0	0	0	0
michael@fp.com.my	Michael William King	Work Order	Head Of Department	Business Development or Project	1.2	0	2	0	0	0	0
rohana@fp.com.my	Rohana Abd Aziz	Permanent	HR & Administration Manager	HR and Administration	8.3	0	2	0	60	0	60
sabarlah@fp.com.my	Sabarlah Binti Mohd Safaei	Permanent	Designer	Mechanical	8.3	0	2	0	60	0	60
norasilah@fp.com.my	Noraslah Binti Othman	Permanent	Drafter	Piping	8.3	0	2	0	60	0	60
nurhafizha@fp.com.my	Nurhafizha Binti Saiman	Contract	Hr & Administration Executive	HR and Administration	5.4	0	0	0	0	0	0
yasmin@fp.com.my	Yasmin Farhani Mohamad Sani	Permanent		Account and Procurement	0	0	2	0	60	10	60

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. Select Leave Type from the list.
4.	Select Start Date.	Start Date will be displayed. Select Start Date from the list.

S/No	Tasks	Expected Results
5.	Select End Date.	End Date will be displayed. Select End Date from the list.
6.	Select Reason.	Reason field is mandatory.
7.	Select Project.	Project will be displayed. 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. Select Leave Type from the list.
12.	Select Year.	Few Year will be displayed. 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'.	

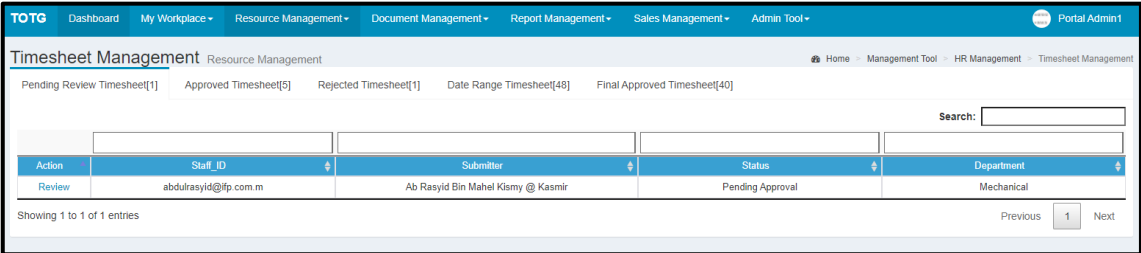
1.25 Leave Carry Forward

No	Staffid	Name	Days
1	sudarkar@fip.com.m	Sudarkar	0.0
2	ragunath@fip.com.my	Ragunath Bharath	0.0
3	nursabirah@fip.com.my	Nursabirah Binti Mat Yusof	0.0
4	lingingching@fip.com.my	Ling Ing Ching	0.0
5	michael@fip.com.my	Michael William King	0.0
6	rohana@fip.com.my	Rohana Abd Aziz	0.0
7	sabariah@fip.com.my	Sabariah Binti Mohd Safaei	0.0
8	noraslah@fip.com.my	Noraslah Binti Othman	0.0
9	nurhafizha@fip.com.my	Nurhafizha Binti Saiman	0.0
10	yasmin@fip.com.my	Yasmin Farhani Mohamad Sani	0.0

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. 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. Select Date from the list.
15.	Select Project Name.	Few Project will be displayed. Select project type from the list.
16.	Click button 'Create'.	Alert 'New Timesheet Added!'. 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)

The screenshot shows the 'Timesheet Management' page in a web application. The page has a navigation bar with 'TOTG' and various menu items like 'Dashboard', 'My Workplace', 'Resource Management', etc. Below the navigation, there are tabs for 'Pending Review Timesheet(1)', 'Approved Timesheet(5)', 'Rejected Timesheet(1)', 'Date Range Timesheet(48)', and 'Final Approved Timesheet(40)'. A search bar is present on the right. The main content area displays a table with the following data:

Action	Staff_ID	Submitter	Status	Department
Review	azlan@fp.com.my	Mohd Azlan Bin Yahya	Approved	Inter-Discipline
Review	SYU123	NURNAZLEEN SYUHADA	Approved	Civil and Structural
Review	SYU123	NURNAZLEEN SYUHADA	Final Approved with Special Attention	Civil and Structural
Review	ragunath@fp.com.my	Ragunath Bharath	Approved	
Review	ragunath@fp.com.my	Ragunath Bharath	Final Approved with Special Attention	

Showing 1 to 5 of 5 entries

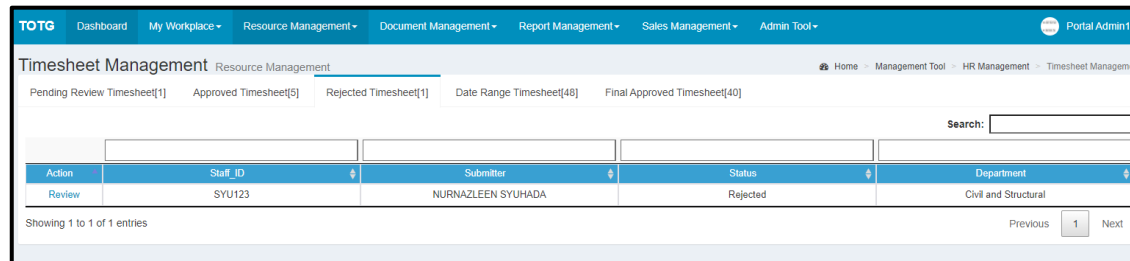
Procedure Name	Timesheet management for employee.
Description & Objective:	List of employee and their timesheet can be approve / reject.

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. 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. Select Date from the list.
15.	Select Project Name.	Few Project will be displayed. Select project type from the list.
16.	Click button 'Create'.	Alert 'New Timesheet Added!'. 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)



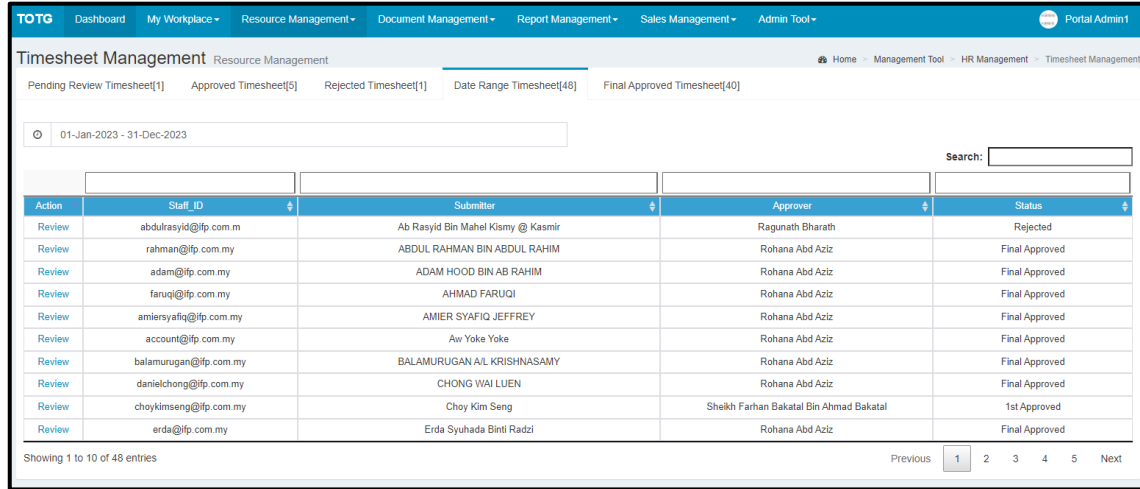
Procedure Name	Timesheet management for employee.
Description & Objective:	List of employee and their timesheet can be approve / reject.

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. 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. Select Date from the list.
15.	Select Project Name.	Few Project will be displayed. Select project type from the list.
16.	Click button 'Create'.	Alert 'New Timesheet Added!'. 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. 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. 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!'. 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)

The screenshot displays the 'Timesheet Management' page in a web application. The page has a blue header with navigation tabs: Dashboard, My Workplace, Resource Management, Document Management, Report Management, Sales Management, and Admin Tool. The user is logged in as 'Portal Admin1'. Below the header, there are filters for 'Pending Review Timesheet[1]', 'Approved Timesheet[5]', 'Rejected Timesheet[1]', 'Date Range Timesheet[48]', and 'Final Approved Timesheet[40]'. A date range selector is set to '01-Jan-2023 - 31-Dec-2023'. A search bar is present on the right. The main content is a table with the following columns: Action, Staff_ID, Submitter, Approver, Status, Allowance, Timesheet_Status, Checker, and Updated_At. The table lists 10 entries, all with a status of 'Final Approved' and an allowance of '0.00'. The 'Checker' column shows 'Check' for some entries. At the bottom, it says 'Showing 1 to 10 of 40 entries' and has pagination controls for pages 1, 2, 3, 4, and Next.

Action	Staff_ID	Submitter	Approver	Status	Allowance	Timesheet_Status	Checker	Updated_At
Review	rahman@fip.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Rohana Abd Aziz	Final Approved	0.00			
Review	adam@fip.com.my	ADAM HOOD BIN AB RAHIM	Rohana Abd Aziz	Final Approved	0.00			
Review	faruq@fip.com.my	AHMAD FARUQI	Rohana Abd Aziz	Final Approved	0.00			
Review	amiersyafiq@fip.com.my	AMIER SYAFIQ JEFFREY	Rohana Abd Aziz	Final Approved	0.00			
Review	account@fip.com.my	Aw Yoke Yoke	Rohana Abd Aziz	Final Approved	0.00			
Review	balamurugan@fip.com.my	BALAMURUGAN A/L KRISHNASAMY	Rohana Abd Aziz	Final Approved	0.00			
Review	danielchong@fip.com.my	CHONG WAI LUEN	Rohana Abd Aziz	Final Approved	0.00		Check	
Review	choykimseng@fip.com.my	Choy Kim Seng	Rohana Abd Aziz	Final Approved	0.00		Check	
Review	erda@fip.com.my	Erda Syuhada Binti Radzi	Rohana Abd Aziz	Final Approved	0.00			
Review	farah@fip.com.my	FARAH NABILAH BINTI OTHMAN	Rohana Abd Aziz	Final Approved	0.00			

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. 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. 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!'. 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!'.

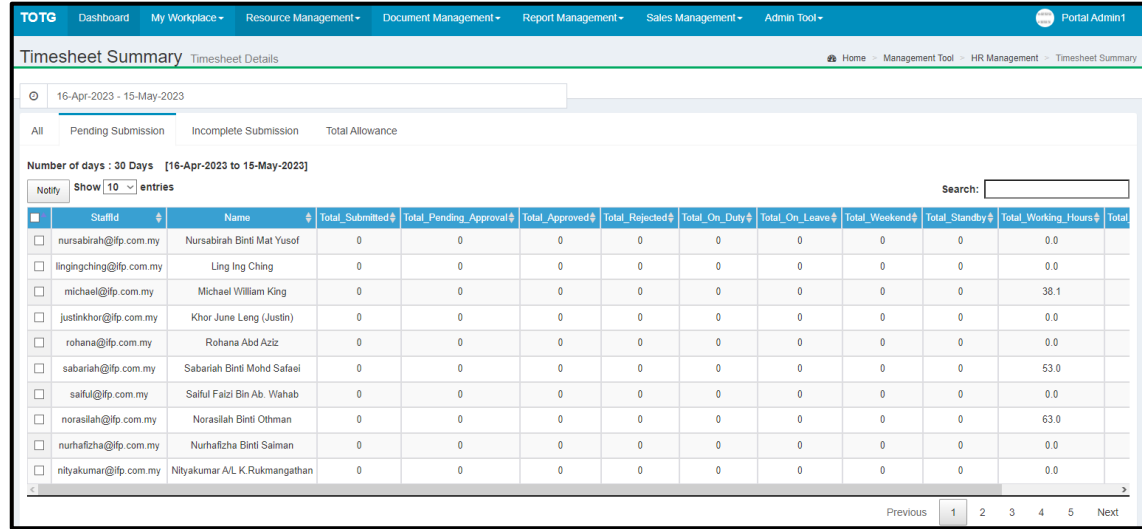
1.27 Timesheet Summary (All)

Staffid	Name	Total_Submitted	Total_Pending_Approval	Total_Approved	Total_Rejected	Total_On_Duty	Total_On_Leave	Total_Weekend	Total_Standby	Total_Working_Hours	Total_Regular
nursabirah@fip.com.my	Nursabirah Binti Mat Yusof	0	0	0	0	0	0	0	0	0.0	0.0
lingingching@fip.com.my	Ling Ing Ching	0	0	0	0	0	0	0	0	0.0	0.0
michael@fip.com.my	Michael William King	0	0	0	0	0	0	0	0	38.1	34.1
justinkhor@fip.com.my	Khor June Leng (Justin)	0	0	0	0	0	0	0	0	0.0	0.0
rohana@fip.com.my	Rohana Abd Aziz	0	0	0	0	0	0	0	0	0.0	0.0
sabariah@fip.com.my	Sabariah Binti Mohd Safael	0	0	0	0	0	0	0	0	53.0	49.0
saiful@fip.com.my	Saiful Faizi Bin Ab. Wahab	0	0	0	0	0	0	0	0	0.0	0.0
norasillah@fip.com.my	Norasillah Binti Othman	0	0	0	0	0	0	0	0	63.0	57.0
nurhafzha@fip.com.my	Nurhafzha Binti Saiman	0	0	0	0	0	0	0	0	0.0	0.0
nityakumar@fip.com.my	Nityakumar A/L K Rukmangathan	0	0	0	0	0	0	0	0	0.0	0.0

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. 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. 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)

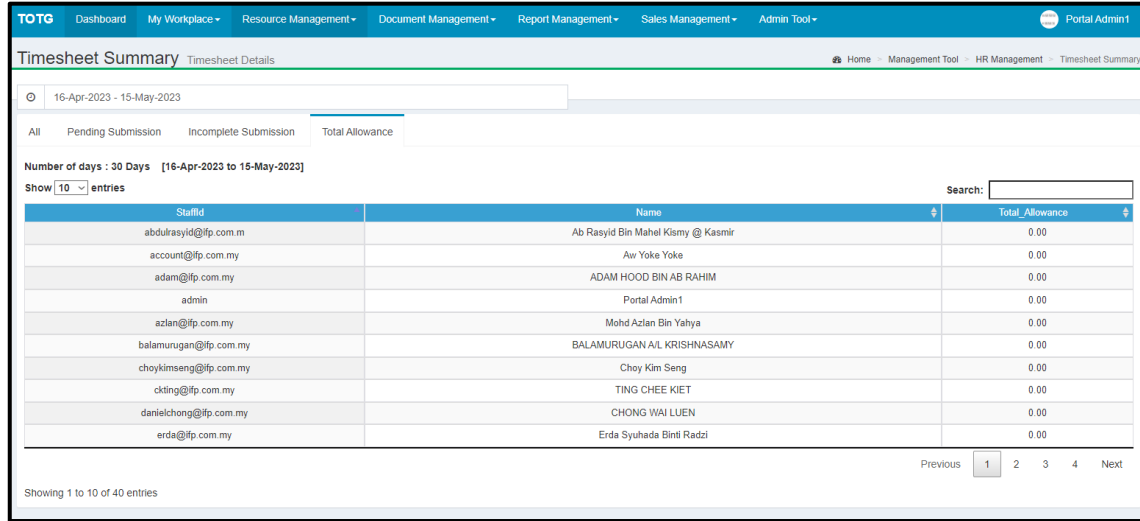
Staffid	Name	Total_Submitted	Total_Pending_Approval	Total_Approved	Total_Rejected	Total_On_Duty	Total_On_Leave	Total_Weekend	Total_Standby	Total_Working_H
surenther@fp.com.my	Surenther Singh Chelladurai	9	0	0	0	9	0	0	0	137.5
erda@fp.com.my	Erda Syuhada Binti Radzi	15	0	0	0	11	0	0	0	66.9
punitha@fp.com.my	Punitha A/P Kannapiran	15	0	0	0	9	0	0	0	78.5
ikhwan@fp.com.my	MOHD IKHWAN BIN YUSOF	22	0	0	0	20	1	0	0	90.9
danielchong@fp.com.my	CHONG WAI LUEN	8	0	0	0	8	0	0	0	152.3
syedazhar@fp.com.my	SYED AZHAR BIN SYED AZIZUDDIN	15	0	0	0	9	0	0	0	64.4
okting@fp.com.my	TING CHEE KIET	22	0	0	0	11	1	0	0	73.0
rahman@fp.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	7	0	0	0	7	0	0	0	108.0
ridzuan rahmatullah@fp.com.my	Ridzuan Rahmatullah	15	0	0	0	9	0	0	0	36.0
balamurugan@fp.com.my	BALAMURUGAN A/L KRISHNASAMY	9	0	0	0	9	0	0	0	80.3

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. 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. Select Date from the list.
3.	Click button 'Apply'.	Page will be updated.

1.28 Timesheet Required List

Staffid	Name	Timesheet_Required	Template_Name
abdulrasyid@fp.com.m	Ab Rasyid Bin Mahel Kismy @ Kasmir	Yes	HOD Template
rahman@fp.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Yes	Default Template
adam@fp.com.my	ADAM HOOD BIN AB RAHIM	Yes	Default Template
faruqi@fp.com.my	AHMAD FARUQI	Yes	Default Template
account@fp.com.my	Aw Yoke Yoke	No	
balamurugan@fp.com.my	BALAMURUGAN A/L KRISHNASAMY	Yes	Default Template
danielchong@fp.com.my	CHONG WAI LUEN	Yes	Default Template
choykimseng@fp.com.my	Choy Kim Seng	Yes	Default Template
ernest@fp.com.my	CORNELIUS ERNEST RODRIGUEZ	Yes	Default Template
erda@fp.com.my	Erda Syuhada Binti Radzi	Yes	Default Template

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. Select Date from the list.
3.	Select year.	Few year will be displayed. 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

No #	Image	Status	Staff_ID	Name	Nick_Name	Car_CC#	Car_No	Vehicle_Type	Grade	Job_Grade	Sport_Club
1		Account Detail Approved	abdulrasyid@fip.com.m	Ab Rasyid Bin Mahel Kismy @ Kasmir	Rasyid	1000	VHX8170	Car	Permanent	E1	
2		Account Detail Approved	rahman@fip.com.my	ABDUL RAHMAN BIN ABDUL RAHIM	Rahman	1500	AMD 3481	Car	Contract		
3		Account Detail Approved	adam@fip.com.my	ADAM HOOD BIN AB RAHIM	Adam hood	1600	PJK8481	Car	Contract		
4		Account Approved	faruqi@fip.com.my	AHMAD FARUQI	Faruqi	2000	BKL8001	Car	Contract	E2	

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!'.

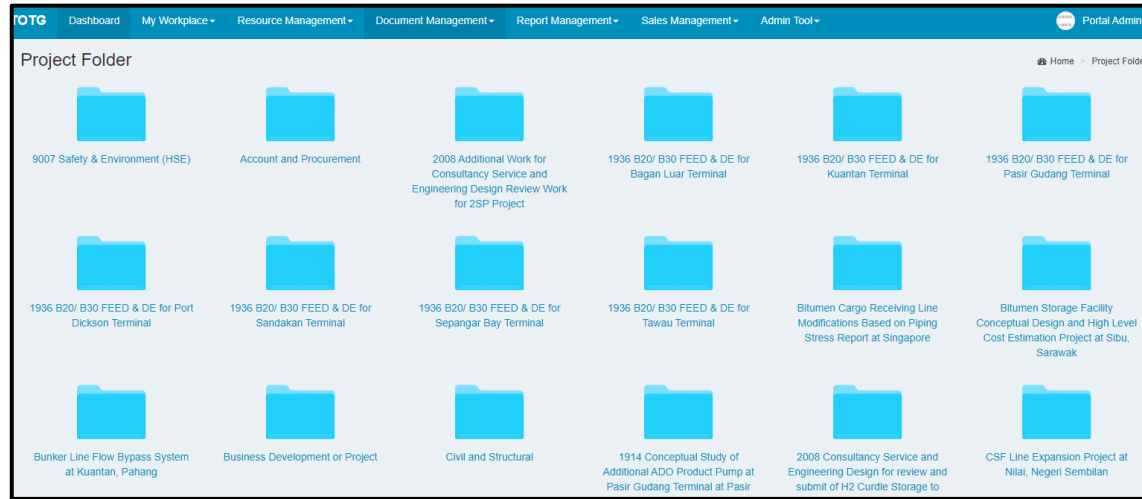
1.31 Report Store

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. Select Project Code from the list.
3.	Select Client.	Few client will be displayed. Select client from the list.
4.	Select Submission Date Range.	Date will be displayed. Select date from the list.
5.	Select Document Type.	Few Document Type will be displayed. Select Document Type from the list.

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

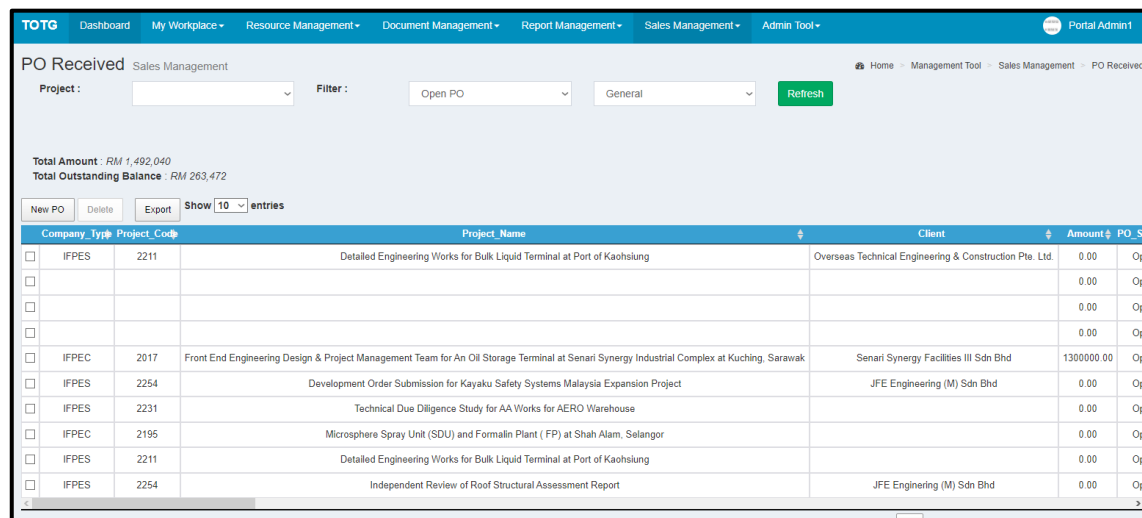
1.32 Upload Document



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



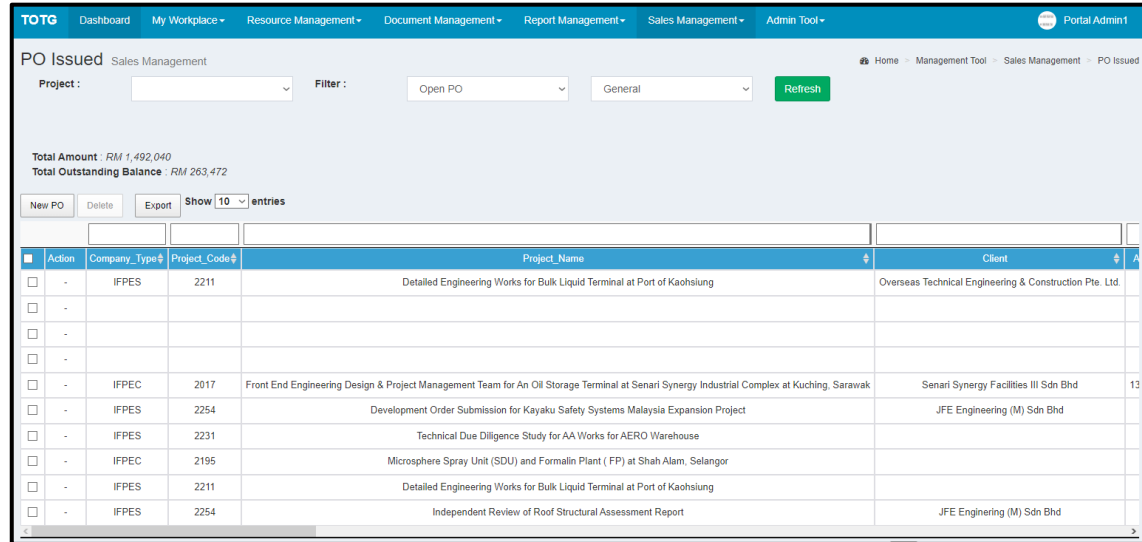
Procedure Name	PO Received.
Description & Objective:	List of PO and can add New PO .

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. Select Project type from the list.
3.	Select Filter.	Few PO type will be displayed. 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. Select Company_Type from the list.
8.	Select Project_Name.	Few Project will be displayed. 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. 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. 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. Select Project type from the list.
3.	Select Filter.	Few PO type will be displayed. 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

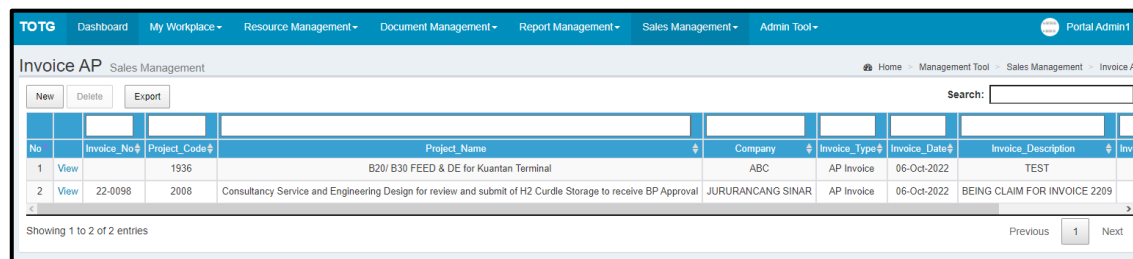
No	Invoice_No	Project_Code	Project_Name	Company	Invoice_Type	Invoice_Date	Invoice_Description	Invoice_Amount	Invoice_Status
1	INV 2206001	9008	Vendor Supplier	JFE	AR Invoice	01-Jul-2022	50% claim upon award	30000.00	Open
2	INV 22-04-001	2017	Front End Engineering Design & Project Management Tea...	Senari Synergy Facilities III Sdn Bhd	AR Invoice	19-Jul-2022	being 20% claim upon award	20000.00	Open

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. Select Project Code from the list. 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. Select Invoice Type from the list.
8.	Select Invoice Date.	Date will be displayed. 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. 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'. 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. Select Project Code from the list. 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. Select Invoice Type from the list.
8.	Select Invoice Date.	Date will be displayed. 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. 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'. The row selected will disappear.

1.37 Supplier Management

No	Action	Vendor Name	Contact Person	Contact No	Address	Email	Description	Created By
1	View	BUILDCAD SOLUTIONS SDN BHD						
2	View	CHS BUILDING SERVICES						
3	View	TECHNO MEDIA	TEST	0123456789	EREA	FD	XCXV	Aw Yoke Yoke
4	View	Power Cool Sdn Bhd						Yasmin Farhani Mohamad Sani
5	View	Test						Portal Admin1

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. 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

The screenshot shows the 'Customer Management' page in the TOTG system. The page has a blue header with navigation tabs: Dashboard, My Workplace, Resource Management, Document Management, Report Management, Sales Management, and Admin Tool. The current user is 'Portal Admin1'. Below the header, there are buttons for 'New', 'Delete', and 'Export', and a search bar. The main content is a table with the following data:

No	Action	Name	Contact_No	Address	Description
1	-	Malayan Adhesive Company Sdn Bhd	03-51227867	Subang Jaya	Project
2	-	JFE ENGINEERING SDN BHD	0173666300		
3	-	CHIYODA MALAYSIA SDN BHD			
4	-	CONTINENTAL TYRE PJ MALAYSIA SDN BHD			

At the bottom of the table, it says 'Showing 1 to 4 of 4 entries' and has 'Previous' and 'Next' navigation buttons.

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. 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

The screenshot shows the 'Service Management' page in the TOTG system. The page has a navigation bar with 'TOTG' and various menu items like 'Dashboard', 'My Workplace', 'Resource Management', etc. Below the navigation bar, there are buttons for 'New', 'Delete', and 'Export'. A search bar is also present. The main content is a table with the following data:

No	Action	Material_Service	Item Code	Item Description	Unit	Remark
1	Vendor	Service		New Own Build IBC Site	per site	
2	Vendor	Service		New Existing Sharing IBC Site	per site	
3	Vendor	Service		New Small Cell Site	per site	
4	Vendor	Service		Repeater Site	per site	
5	Vendor	Service		Small cell	per site	
6	Vendor	Service		Upgrade/Retrofit Site	per site	
7	Vendor	Service		Dismantling Site	per site	
8	Vendor	Service		Supply of Skyllift for Technical Site Surveys	per site	
9	Vendor	Service		Enterprise Walk Test Services (2G, 3G & LTE) for 73 floors within bull...	per site	
10	Vendor	Service		Fast deployment of small repeater site (< 6 antennas) inclusive of all ...	lump	

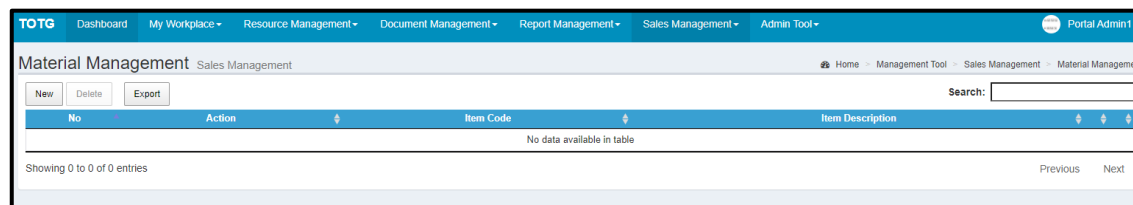
At the bottom of the table, it says 'Showing 1 to 10 of 8,458 entries'. There are also navigation buttons for 'Previous', '1', '2', '3', '4', '5', '...', '846', and 'Next'.

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

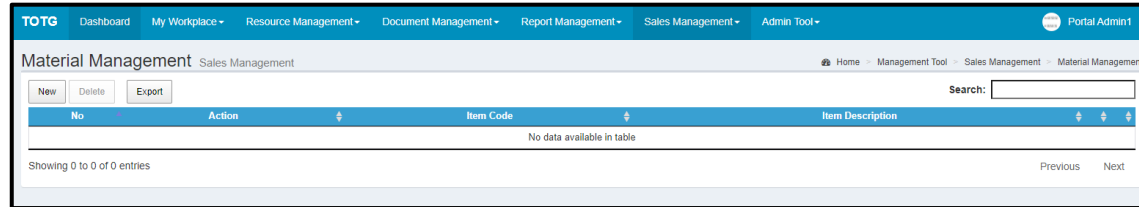


Procedure Name	Line Item Management.
Description & Objective:	List of Item and the detail about Vendor.

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. 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. 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. 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

No #	Action	Status	Project_Code	Project_Name	PR_No	GR_No	Possible_Duplicate	Final_PR	PR_Submitted	PO_Generated	Category	PR_Description
1	View	PR Approved	2195	Microsphere Spray Unit (SDU) and Formalin Plant (FP) at...	PR23-MI-0001-Su			Yes	2023-05-10 16:19:54	2023-05-10 16:20:38	Subcontractor	1212
2	View	PR Rejected		Safety & Environment (HSE)	PR23- S-0001-Su			Yes	2023-05-11 10:58:37	0000-00-00 00:00:00	Subcontractor	Testing
3	View	Cancelled		Tender for Piping Detail Engineering to Replace Expansio...	PR23-Te-0001-Pu			Yes	2023-05-10 16:10:21	2023-05-10 16:10:51	Purchase	Test
4	View	PR Approved		Regulatory Authorities and Permitting Plan Submission for...	PR23-Re-0001-Pu			Yes	2023-05-10 15:24:08	2023-05-10 15:34:05	Purchase	asdasd
5	View	Cancelled		KMS Heating Facility to Improve Alkoxylation Project at Ku...	PR23-KM-0001-Su			Yes	2023-05-10 16:04:54	2023-05-10 16:32:10	Subcontractor	dadw
6	View	Cancelled		KMS Heating Facility to Improve Alkoxylation Project at Ku...	PR23-KM-0002-Pu			Yes	2023-05-10 16:05:10	0000-00-00 00:00:00	Purchase	122112
7	View	New		KMS Heating Facility to Improve Alkoxylation Project at Ku...				No	0000-00-00 00:00:00	0000-00-00 00:00:00	Purchase	queqqe
8	View	PR Approved		Engineering Design for Pipeline Re-route at West Wharf J...	PR23-En-0001-Su			Yes	2023-05-10 16:52:53	2023-05-10 16:53:18	Subcontractor	1212

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. Select Project Name from the list.
5.	Select Vendor.	Few Vendor will be displayed. Select Vendor type from the list.
6.	Select Category.	Few Category will be displayed. Select Category from the list.
7.	Select PR_Description.	PR_Description is mandatory.
8.	Select Currency.	Few Currency will be displayed. Select Currency type from the list.
9.	Select Rate.	Rate field is mandatory.
10.	Select Order Date.	Date will be displayed. Select Date from the list.
11.	Select Payment_Milestone.	Payment_Milestone will be displayed. Select Payment_Milestone type from the list.
12.	Select Payment_Terms.	Payment_Terms will be displayed. 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.

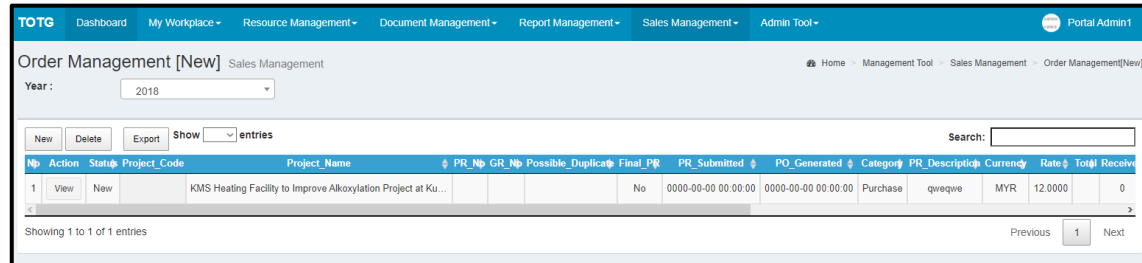
S/No	Tasks	Expected Results
16.	Click button 'Edit'.	Popup 'Edit entry'.
17.	Edit desired field.	The field will changed.
18.	Click button 'Update'.	The row selected will updated.
Case if Admin click button 'Delete'.		
19.	Select row need to delete.	The row selected is highlight.
20.	Click button 'Delete'.	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. 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!'. The page will automatically reload.

S/No	Tasks	Expected Results
Case if Admin click button 'Approve'.		
41.	Click button 'Approve'.	Alert 'PR Approved!'. 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. Select Project Name from the list.
5.	Select Vendor.	Few Vendor will be displayed. Select Vendor type from the list.
6.	Select Category.	Few Category will be displayed.

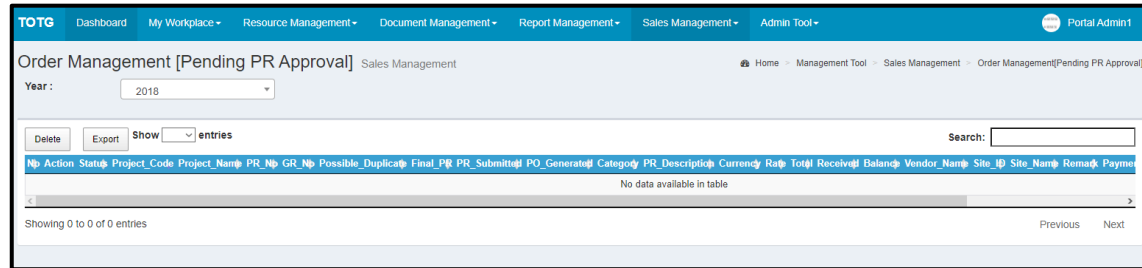
S/No	Tasks	Expected Results
		Select Category from the list.
7.	Select PR_Description.	PR_Description is mandatory.
8.	Select Currency.	Few Currency will be displayed. Select Currency type from the list.
9.	Select Rate.	Rate field is mandatory.
10.	Select Order Date.	Date will be displayed. Select Date from the list.
11.	Select Payment_Milestone.	Payment_Milestone will be displayed. Select Payment_Milestone type from the list.
12.	Select Payment_Terms.	Payment_Terms will be displayed. 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. 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!'. The page will automatically reload.
Case if Admin click button 'Approve'.		
37.	Click button 'Approve'.	Alert 'PR Approved!'. 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!'. The page will automatically reload.

1.45- PR Approved

No.	Action	Status	Project_Code	Project_Name	PR_No	CR_No	Possible_Duplicate	Final_PR	PR_Submitted	PO_Generated	Category	PR_Description
1	View	PR Approved	2195	Microsphere Spray Unit (SDU) and Formalin Plant (FP) at...	PR23-Mi-0001-Su			Yes	2023-05-10 16:19:54	2023-05-10 16:20:38	Subcontractor	1212
2	View	PR Approved		Regulatory Authorities and Permitting Plan Submission for...	PR23-Re-0001-Pu			Yes	2023-05-10 15:24:08	2023-05-10 15:34:05	Purchase	asdasd
3	View	PR Approved		Engineering Design for Pipeline Re-route at West Wharf J...	PR23-En-0001-Su			Yes	2023-05-10 16:52:53	2023-05-10 16:53:18	Subcontractor	1212

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!'. 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

The screenshot shows the 'Order Management [All]' page in the TOTG system. The page includes a navigation bar with various menu items like Dashboard, My Workplace, Resource Management, etc. Below the navigation, there's a search bar and a 'Year' dropdown set to 2018. The main content is a table with 8 rows of order data. Each row has a 'View' button and a 'Delete' button. The table columns are: No, Action, Status, Project Code, Project Name, PR No, GR No, Possible Duplicate, Final PR, PR Submitted, PO Generated, Category, PR Description, and Currency.

No	Action	Status	Project Code	Project Name	PR No	GR No	Possible Duplicate	Final PR	PR Submitted	PO Generated	Category	PR Description	Currency
1	View	PR Approved	2195	Microsphere Spray Unit (SDU) and Formalin Plant (FP) at...	PR23-MI-0001-Su			Yes	2023-05-10 16:19:54	2023-05-10 16:20:38	Subcontractor	1212	MYR
2	View	PR Rejected		Safety & Environment (HSE)	PR23-S-0001-Su			Yes	2023-05-11 10:58:37	0000-00-00 00:00:00	Subcontractor	Testing	MYR
3	View	Cancelled		Tender for Piping Detail Engineering to Replace Expansio...	PR23-Te-0001-Pu			Yes	2023-05-10 16:10:21	2023-05-10 16:10:51	Purchase	Test	MYR
4	View	PR Approved		Regulatory Authorities and Permitting Plan Submission for...	PR23-Re-0001-Pu			Yes	2023-05-10 15:24:08	2023-05-10 15:34:05	Purchase	asdasd	MYR
5	View	Cancelled		KMS Heating Facility to Improve Alkoxylation Project at Ku...	PR23-KM-0001-Su			Yes	2023-05-10 16:04:54	2023-05-10 16:32:10	Subcontractor	dadw	MYR
6	View	Cancelled		KMS Heating Facility to Improve Alkoxylation Project at Ku...	PR23-KM-0002-Pu			Yes	2023-05-10 16:05:10	0000-00-00 00:00:00	Purchase	122112	MYR
7	View	New		KMS Heating Facility to Improve Alkoxylation Project at Ku...				No	0000-00-00 00:00:00	0000-00-00 00:00:00	Purchase	qweqwe	MYR
8	View	PR Approved		Engineering Design for Pipeline Re-route at West Wharf J...	PR23-En-0001-Su			Yes	2023-05-10 16:52:53	2023-05-10 16:53:18	Subcontractor	1212	MYR

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. 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!'. The page will automatically reload.
Case if Admin click button 'Approve'.		
25.	Click button 'Approve'.	Alert 'PR Approved!'. 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

No	Action	Status	Project_Code	Project_Name	PR_No	GR_No	Possible_Duplicate	Final_PR	PR_Submitted	PO_Generated	Category	PR_Description	Cur
1	View	Cancelled		Tender for Piping Detail Engineering to Replace Expansio...	PR23-Te-0001-Pu			Yes	2023-05-10 16:10:21	2023-05-10 16:10:51	Purchase	Test	I
2	View	Cancelled		KMS Heating Facility to Improve Alkoxylation Project at Ku...	PR23-KM-0001-Su			Yes	2023-05-10 16:04:54	2023-05-10 16:32:10	Subcontractor	dadw	I
3	View	Cancelled		KMS Heating Facility to Improve Alkoxylation Project at Ku...	PR23-KM-0002-Pu			Yes	2023-05-10 16:05:10	0000-00-00 00:00:00	Purchase	122112	I

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. 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].

Status	Name	Staff_ID	Superior	Base	Access_Control_Template	Active	Admin	Is_Superior	Approved
Account Detail Rejected	Ragunath Bharath	ragunath@fp.com.my			Super Admin Template	Yes	No	Yes	Yes
Account Approved	Sudarkar	sudarkar@fp.com.my	Ragunath Bharath		Super Admin Template	Yes	Yes	Yes	Yes
Account Detail Approved	Portal Admin1	admin			Super Admin Template	Yes	Yes	No	Yes
Account Detail Approved	NURNAZLEEN SYUHADA	SYU123			Super Admin Template	Yes	No	No	No
Account Detail Approved	Nursabirah Binti Mat Yusof	nursabirah@fp.com.my	Punitha A/P Kannapiran		Default Template	Yes	No	No	Yes
Resigned	Ling Ing Ching	lingingching@fp.com.my	Ragunath Bharath		HOD Template	Yes	No	Yes	Yes
Account Detail Approved	Michael William King	mschae@fp.com.my	Ragunath Bharath		HOD Template	Yes	No	Yes	Yes
Resigned	Khor June Leng (Justin)	justinkhor@fp.com.my	Michael William King		Default Template	No	No	No	No
Account Approved	Rohana Abd Aziz	rohana@fp.com.my	Ragunath Bharath		Admin Template	Yes	Yes	Yes	Yes
Account Approved	Sabariah Binti Mohd Safaei	sabariah@fp.com.my	Ab Rasyid Bin Mahel Kismy @ Kasmir		Default Template	Yes	No	No	Yes

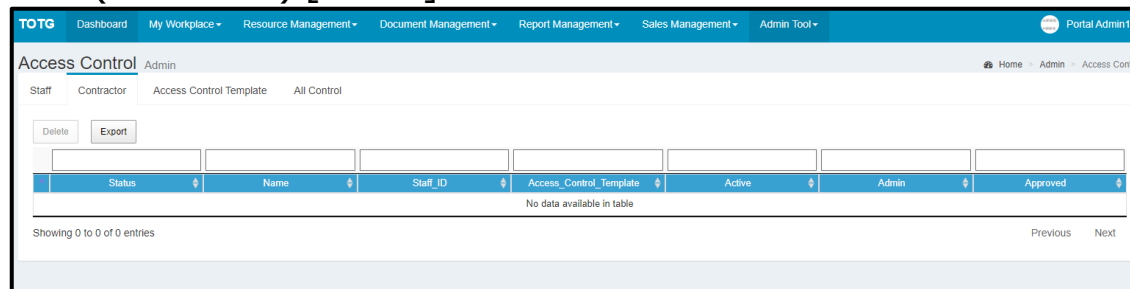
Procedure Name	Access Control for staff.
Description & Objective:	To give limit to staff what they can see and what they cannot see.

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!'. 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]



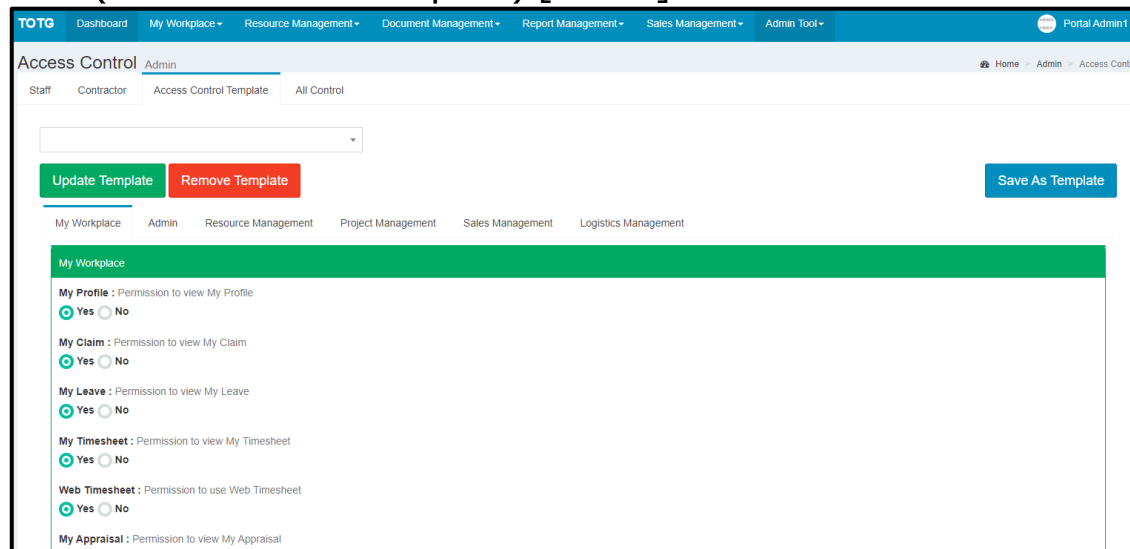
Procedure Name	Access Control for staff.
Description & Objective:	To give limit to staff what they can see and what they cannot see.

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!'. 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. 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@fip.com.m	Staff	Ragunath Bharath			Super Admin Template	Yes	Yes
100	Account Detail Rejected	Ragunath Bharath	ragunath@fip.com.my	Staff				Super Admin Template	Yes	No
101	Account Detail Approved	Nursabirah Binti Mat Yusof	nursabirah@fip.com.my	Staff	Punitha A/P Kannapiran			Default Template	Yes	No
102	Resigned	Ling Ing Ching	lingingching@fip.com.my	Staff	Ragunath Bharath			HOD Template	Yes	No
103	Account Detail Approved	Michael William King	michael@fip.com.my	Staff	Ragunath Bharath			HOD Template	Yes	No
105	Account Approved	Rohana Abd Aziz	rohana@fip.com.my	Staff	Ragunath Bharath			Admin Template	Yes	Yes
106	Account Approved	Sabarlah Binti Mohd Safaei	sabarlah@fip.com.my	Staff	Ab Rasyid Bin Mahel Kismy @ Kasmir			Default Template	Yes	No
108	Account Detail Approved	Noraslah Binti Othman	noraslah@fip.com.my	Staff	Punitha A/P Kannapiran			Default Template	Yes	No
109	Account Detail Approved	Nurhafizha Binti Saiman	nurhafizha@fip.com.my	Staff	Rohana Abd Aziz	Malaysian		Admin Template	Yes	Yes
111	Account Approved	Yasmin Farhani Mohamad Sani	yasmin@fip.com.my	Staff	Ragunath Bharath			Finance Template	Yes	No
112	Account Approved	Mohd Azlan Bin Yahya	azlan@fip.com.my	Staff	Ragunath Bharath			HOD Template	Yes	No
113	Account Approved	Surenther Singh Chelladurai	surenther@fip.com.my	Staff	GANESH KUMAR TIRUPAPULIYUR KRIPENDRA BABU			Default Template	Yes	No
114	Pending Account Detail Approval	Erda Syuhada Binti Radzi	erda@fip.com.my	Staff	MOHD IKHWAN BIN YUSOF			Default Template	Yes	No
115	Account Detail Approved	Muzfira Binti Mahadi	muzfira@fip.com.my	Staff	MOHD IKHWAN BIN YUSOF			Default Template	Yes	No
116	Account Approved	Aw Yoke Yoke	account@fip.com.my	Staff	Yasmin Farhani Mohamad Sani			Default Template	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. 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]

The screenshot shows the 'Allowance Control Admin' interface. At the top, there is a navigation bar with links: Dashboard, My Workplace, Resource Management, Document Management, Report Management, Sales Management, and Admin Tool. The current page is 'Allowance Control Admin'. Below the navigation, there are tabs for 'Account' and 'Allowance Scheme'. The main content is a table with the following columns: Name, Department, Position, and Scheme_Name. The table contains 15 rows of staff information. At the bottom of the table, it says 'Showing 61 to 73 of 73 entries' and has pagination controls for 'Previous', '1', '2', '3', '4', '5', and 'Next'.

Name	Department	Position	Scheme_Name
Shahaidi bin Shaharal	Piping	Drafter	
GAJENDRAA/L KANESAN	Business Development or Project	Graduate Engineer	
system	Civil and Structural	Engineer	
HAU PC	Civil and Structural	Engineer	
MUHD YUSOF BIN MUHAMAD KHDIR	Electrical and Instrumentation	Drafter	
MOHAMAD KHARUL ANWAR BIN MOHAMAD RASIDIN	Process	Graduate Engineer	
VEKES BALASUNDRAM	Process	Engineer	
NOR SYAZANA BINTI ARIFFIN SANI	Civil and Structural	Drafter	
Choy Kim Seng	Business Development or Project	Engineer	
MOHAMMAD AMIR HAKIMI BIN SYAMSUL AMRI	Business Development or Project	Internship	
Luqman Hakim Bin Hashim	Piping	Drafter	
SITI ZULAIKHA BINTI TALIB	Business Development or Project	Document Controller	
CORNELIUS ERNEST RODRIGUEZ	Electrical	Lead Electrical	

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]

The screenshot shows the 'Allowance Control Admin' interface. At the top, there is a navigation bar with 'TOTG' and various menu items: Dashboard, My Workplace, Resource Management, Document Management, Report Management, Sales Management, and Admin Tool. Below the navigation bar, the page title is 'Allowance Control Admin' and there are links for 'Account' and 'Allowance Scheme'. The main content area displays a table with the following columns: Name, Department, Position, and Scheme_Name. The table contains 15 rows of data. At the bottom of the table, it says 'Showing 61 to 73 of 73 entries' and there are pagination controls for 'Previous', '1', '2', '3', '4', '5', and 'Next'.

Name	Department	Position	Scheme_Name
Shahaidi bin Shaharal	Piping	Drafter	
GAJENDRA AIL KANESAN	Business Development or Project	Graduate Engineer	
system	Civil and Structural	Engineer	
HAU PC	Civil and Structural	Engineer	
MUHD YUSOF BIN MUHAMAD KHIDIR	Electrical and Instrumentation	Drafter	
MOHAMAD KHARUL ANWAR BIN MOHAMAD RASIDIN	Process	Graduate Engineer	
VEKES BALASUNDRAM	Process	Engineer	
NOR SYAZANA BINTI ARIFFIN SANI	Civil and Structural	Drafter	
Choy Kim Seng	Business Development or Project	Engineer	
MOHAMMAD AMIR HAKIMI BIN SYAMSUL AMRI	Business Development or Project	Internship	
Luqman Hakim Bin Hashim	Piping	Drafter	
SITI ZULAIKHA BINTI TALIB	Business Development or Project	Document Controller	
CORNELIUS ERNEST RODRIGUEZ	Electrical	Lead Electrical	

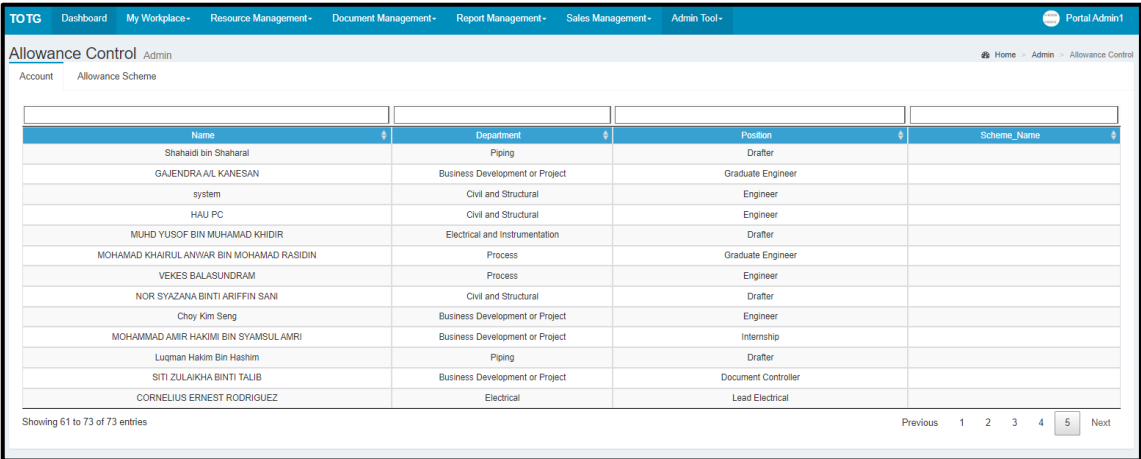
Procedure Name	Allowance Control (Allowance Scheme).
Description & Objective:	To see detail about each scheme allowance.

S/No	Tasks	Expected Results
1.	Click on Admin Tool > Allowance Control > Allowance Scheme.	Allowance Scheme page will be displayed.
Case if Admin select 'Engineer Scheme'.		
2.	Select 'Engineer Scheme' on button 'Dropdown'.	Detail about Engineer Scheme will be displayed.
Case if Admin click button 'Create New Scheme'.		
3.	Click button 'Create New Scheme'.	Alert 'Create New Scheme'.
4.	Enter Scheme Name.	Click button 'Save'.
Case if Admin click button 'Remove Scheme'.		

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. Select Day_Type from the list.
9.	Select 'Start'.	Date will be displayed. Select Date from the list.
10.	Select 'End'.	Date will be displayed. Select Date from the list.
11.	Select 'Minimum_Hour'.	Minimum_Hour field is mandatory.
12.	Select 'Currency'.	Few Currency will be displayed. 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]



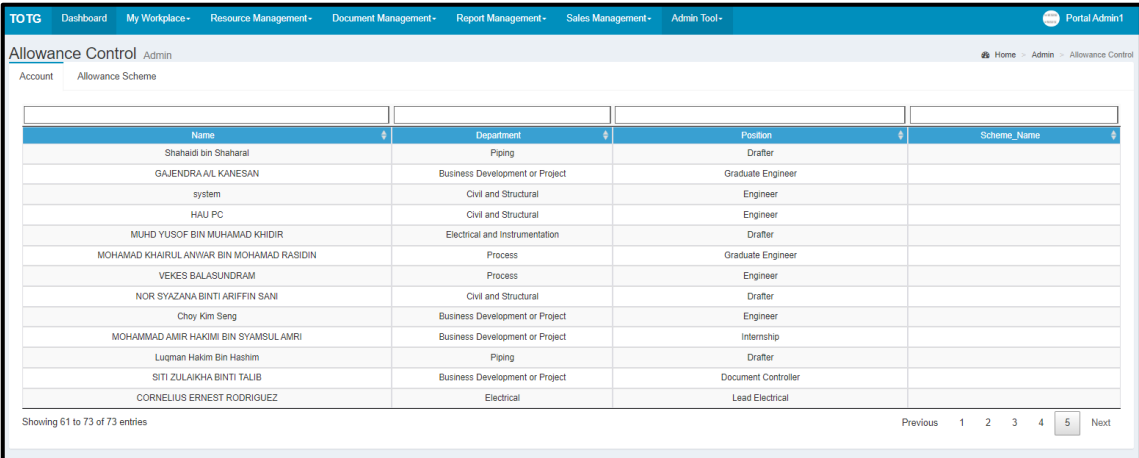
Procedure Name	Approval Control.
Description & Objective:	List of who is approver to some type of request.

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. Select Approver from the list.
7.	Select 'Level'.	Few Level will be displayed. Select Level from the list.
8.	Select 'Project/Department'.	Few Project/Department will be displayed. 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]

Name	Department	Position	Scheme_Name
Shahaidi bin Shaharal	Piping	Drafter	
GAJENDRA A/L KANESAN	Business Development or Project	Graduate Engineer	
system	Civil and Structural	Engineer	
HAU PC	Civil and Structural	Engineer	
MUHD YUSOF BIN MUHAMAD KHDIR	Electrical and Instrumentation	Drafter	
MOHAMAD KHARUL ANWAR BIN MOHAMAD RASIDIN	Process	Graduate Engineer	
VEKES BALASUNDRAM	Process	Engineer	
NOR SYAZANA BINTI ARIFFIN SANI	Civil and Structural	Drafter	
Choy Kim Seng	Business Development or Project	Engineer	
MOHAMMAD AMIR HAKIMI BIN SYAMSUL AMRI	Business Development or Project	Internship	
Luqman Hakim Bin Hashim	Piping	Drafter	
SITI ZULAIKHA BINTI TALIB	Business Development or Project	Document Controller	
CORNELIUS ERNEST RODRIGUEZ	Electrical	Lead Electrical	

Showing 61 to 73 of 73 entries

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. 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. 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]

Name	Department	Position	Scheme Name
Shahaidi bin Shaharal	Piping	Drafter	
GAJENDRAA/L KANESAN	Business Development or Project	Graduate Engineer	
system	Civil and Structural	Engineer	
HAU PC	Civil and Structural	Engineer	
MUHD YUSOF BIN MUHAMAD KHIDIR	Electrical and Instrumentation	Drafter	
MOHAMAD KHARUL ANWAR BIN MOHAMAD RASIDIN	Process	Graduate Engineer	
VEKES BALASUNDRAM	Process	Engineer	
NOR SYAZANA BINTI ARIFFIN SANI	Civil and Structural	Drafter	
Choy Kim Seng	Business Development or Project	Engineer	
MOHAMMAD AMIR HAKIMI BIN SYAMSUL AMRI	Business Development or Project	Internship	
Luqman Hakim Bin Hashim	Piping	Drafter	
SITI ZULAIKHA BINTI TALIB	Business Development or Project	Document Controller	
CORNELIUS ERNEST RODRIGUEZ	Electrical	Lead Electrical	

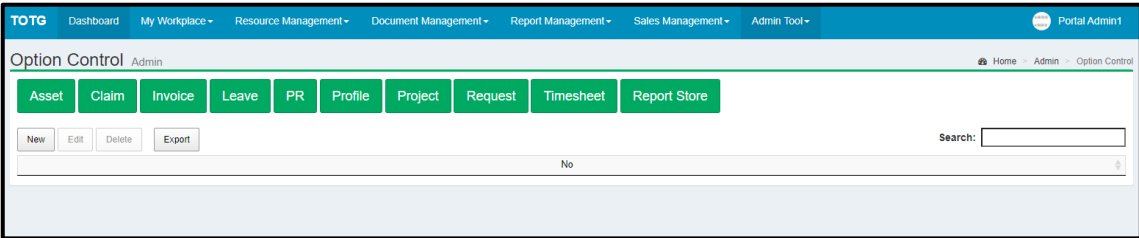
Showing 61 to 73 of 73 entries

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'.	Pop up 'Create new entry'.
3.	Select 'Payment_Month'.	Date will be displayed. Select Date from the list.
4.	Select 'Start Date'.	Date will be displayed. Select Date from the list.
5.	Select 'End Date'.	Date will be displayed. 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. 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. Select Table type from the list.
4.	Select 'Field'.	Few Field will be displayed. 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. 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]

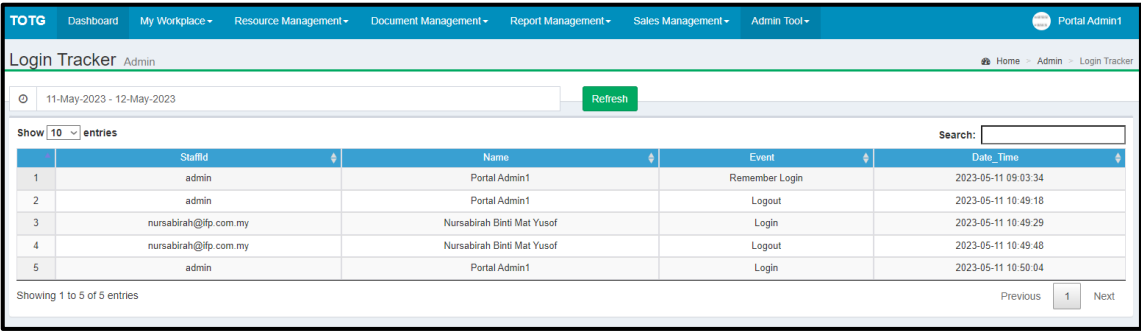
No	Active	Company	Project_Code/Department	Project_Name/Department_Name	Work Order	Project_Description	Client
1	Yes	IFPES	2208	KMS Heating Facility to Improve Alkoxylation Project at Kuantan, Pahang			Kaneka MS Mala
2	Yes	IFPES	2195	Microsphere Spray Unit (SDU) and Formalin Plant (FP) at Shah Alam, Selangor			Malayan Adhesives and
3	No	IFPES	1819	Styrene Bulk Storage and Styrene Storage Tank Design at Pasir Gudang, Johor	1806-002		WJH Engineering & Cc
4	Yes	IFPES	2203	FEED & Cost Estimation for MFP-3 project at Kuantan, Pahang			Kaneka Innovative
5	Yes	IFPES	2159	Structural Analysis & Modification Work		Civil & Structure Design Services	JFE Engineering
6	No	IFPES	1866	NG9/Gateway Energy Monitoring System	8825500662		Power Cables Mal
7	No	IFPES	1845	Engineering Support Services for Chimney at Shell Bintulu	4526529118		Shell Timur
8	No	IFPES	1845	Additional Detail Engineering Design (DE) Services for the Proposed Hot Oil Furnace Chimney Foundation at Bintulu, Sarawak	4527351946		Shell Timur
9	No	IFPES	1817	WWT-1 & 2 in Utility Area for Pump Skid Design at Pasir Gudang, Johor	181124		LNC Solution
10	No	IFPES	1850	C & S Engineering Services for Existing Jetty at Sandakan, Sabah	4526696117		Shell Timur

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. 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. 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]

The screenshot shows the 'Project Access Admin' interface. At the top, there are navigation links for 'Home', 'Admin', and 'Project Access'. Below the navigation, there are tabs for 'Staff' and 'Project'. A search bar is located on the right. Below the search bar, there are 'Edit' and 'Export' buttons. The main content is a table with the following columns: 'No', 'StaffId', 'Name', and 'Project_Name'. The table contains three rows of data:

No	StaffId	Name	Project_Name
1	ragunath@fp.com.my	Ragunath Bharath	Detailed Engineering Works for Bulk Liquid Terminal at Port of Kaohsiung FEED & Project Cost Estimation for MM-2 NCF Expansion Project Front End Engineering Design & Project Management Team for An Oil Storage Terminal at Senari Synergy Industrial Complex at Kuching, Sarawak Microsphere Spray Unit (SDU) and Foamath Plant (FP) at Shah Alam, Selangor Strength Calculation & Material Take Off for WWT Facility Structural Analysis & Modification Work Technical Due Diligence Study for AA Works for AERO Warehouse
2	sudarkar@fp.com.m	Sudarkar	Detailed Engineering of Civil & Structure for R2 Project Detailed Engineering Works for Bulk Liquid Terminal at Port of Kaohsiung Filing & Archiving, House Keeping Kaneka TFE Pre-Bid BQ Estimation at Kuantan, Pahang Self Study
			Safety & Environment (HSE) 1 Nos. 40 Bitumen Storage Tank Associated Works at Senari Independent Oil Terminal at Kuching, Sarawak 100 TPD Scheduled Waste-To-Energy Project in Tanah Ladang Merah A3 Division at Port Dickson, Negeri Sembilan 2 Nos Gel Filter and 1 Nos. Pressure Safety Valve Provision at Pasir Gudang, Johor Account and Procurement Additional Work for Consultancy Service and Engineering Design Review Work for 2SP Project Additive storage facility project at Sandakan, Sabah ADO Tank Pressure / Vacuum Range Calculation B20/ B30 FEED & DE for Bagan Luar Terminal B20/ B30 FEED & DE for Kuantan Terminal B20/ B30 FEED & DE for Pasir Gudang Terminal B20/ B30 FEED & DE for Port Dickson Terminal

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. 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. 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]

No	Notification_Name	Description	Notification_Subject	Notification_Content	Subscriber_Name
1	New Leave Application Notification		New Leave Application		Portal Admin1
2	Claim Recalled Notification		Claim Recalled		
3	Claim Approval Redirected Notification		Claim Approval Redirected		
4	Claim Status Changed Notification		Claim Status Changed		
5	Return Asset Notification		ALERT - Return Asset		
6	New Claim Submitted for Approval Notification		New Claim Submitted for Approval		
7	Leave Cancelled Notification		Leave Cancelled		
8	Leave Status Updated Notification		Leave Status Updated!		
9	Leave Approval Request Notification		Leave Approval Request		
10	Noticeboard Notification		Notice		

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. Select field from the list.
5.	Click button 'Update'.	The row selected is highlight. 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.