

USER MANUAL GUIDE - ODIN

[IT DEPARTMENT]

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1 DOCUMENT REVISION CONTROL

All revisions made to this document are listed below in chronological order. The version number of this document does not relate to the version number of the application(s)

Version	Modified By	Modified Date	Notes
1.0	IT Department	28-December-2019	Initial draft



2 **KEY STAKEHOLDERS**

Type Legend:

DS = Document Signoff
DR = Document Reviewer

Name	Position / Roles	Department	Туре	Email



3 GLOSSARY OF TERMS / ACRONYMS

The following terminology is referenced throughout this document:

Term	Definition
ODiN	Order Inventory Network
ISIS	IStore ISend Logistics
+	Create new record
1	Import or batch creation
X	Export the data
Q	Search
<mark></mark>	Reset or clear the data
۲	View selected record
6	Edit selected record
ŵ	Delete selected record
	View delivery order document



4 OVERVIEW

4.1 Introduction

ODiN is one of the powerful inventories and order management system that used globally by our client or ecommerce seller in order to simplify their daily business process more efficiency and effectively. It is an internet web-based application that developed by ISIS in house developer by using latest development technology tools.

ODiN consists of few core modules that describes as below: -

- Support Multichannel Sales Feature
 - It integrated with B2C eCommerce Marketplace Platform such as Lazada, Shopee, Zalora, Tokopedia, Prestomall etc
 - It also integrated with B2C eCommerce Nonmarketplace Platform such as Magento, Shopify, Woo Commerce etc
- Stock Inventory Control
 - It allows user to monitor and keep track their daily stock movement and allow user to make prompt reorders by using inbound feature and get automatic stock level updates whenever sales and purchases are made in order to maintain quantities adequate for current needs without excessive oversupply or out of stock.
- Order Management
 - It allows user created an order, tracks and fulfill orders speedy with greater volume and at lower costs. All client orders, inventory, supplier and customer information will be auto synced and fully integrated in one system

4.2 Purpose

This user guide is an extensive document which divided in various section on basis of the functionality. The document aims to: -

- Explains the various functions and features of the application
- Help and guide user to use the systems in various facilities to achieve the desired outputs for your organization

4.3 **Scope**

4.2.1 Global

4.2.1.1 ISIS Storage Client



5 GETTING STARTED

5.1 System Login

To log on to the system follow below steps: -

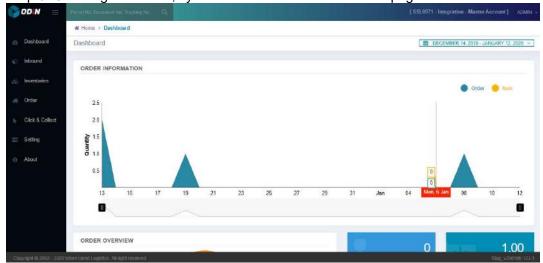
- Step 1: Open a web browser application
- Step 2: Enter ODiN URL: <u>https://client.istoreisend.com/</u> and press enter. It will redirect to ODiN login screen as below: -



- Step 3: If user want to reset or clear the information entry, kindly click on System will reset the page accordingly.
- Step 4: Type in valid user credential information as below: -
 - Username / Email Address
 - Password
- Step 5: Click on button or press enter key after Password is entry. System will perform validation check such as required field is entry with valid credential information. Example: If user entry invalid password, system would prompt an error message that shown as below and refused user proceed next action: -

	0	Astore isend	
User ADMIN password not	match! login your (credential.	×
ADMIN			
•			
CLEAR		LOGIN	





Step 6: Once login success, system will redirect to below home page screen: -

5.2 Dashboard

The purpose of Dashboard is to visually tracks, analyzed and displays key performance indicators (KPI), metrics and key data points to monitor the health of your business.

Step 1: At Home page, click on Bashboard at you left hand side, below screen will





5.3 Inbound

User will issue an Inbound Product and inform their supplier to delivery stock accordingly based on the date delivery to ISIS's warehouse. Once stock arrived, ISIS will on behalf perform quality control stock validation or verification check to ensure all stock are received in good condition with order quantity that define before proceeding put away.

To Inbound, point the cursor on Inbound Menu on your left-hand side and system will display below sub modules: -

💼 Inbound	≓ Product
	= View Inbound By SKU

5.3.1.1 Product

Step 1: Go to Inbound, choose Product and below screen will display: -

Actions	af 1 View 10	records Found total ERC No	4 seconds	¢	Document No	\$ Inbound Status 🍦	Final Status	¢	Created Date	
Q 2	(Please Select) •	1	From			(Please Sel 🔹	Please Sel	٠	From	
			To.						To	m
	PURCHASE ORDER	ERC1326723	18/01/2020		DOC81500	NEW	OPEN		10/01/2020	
	PURCHASE ORDER	ERC1326720	13/01/2020		P010012020_05	NEW	OPEN		10/01/2020	
	PURCHASE ORDER	ERC1326717	11/01/2020		PO16012020_02	NEW	OPEN		10/01/2020	
	PURCHASE ORDER	ERC1326716	12/01/2020		PD10012020_01	NEW	OPEN		18/01/2020	

A) Add / Create Inbound

Step 1: To create inbound, click on + icon, below screen will be display: -

ate Inbound												*	8	
BOUND HEAD	ER													
urrent Storage Gilent	47232 - TEST	CLIENT DESC		Sep	plier Na			(Please Selec	1)					
bound Type	PURCHAS	E ORDER		* Ran	arka									
Noound Date			1	3										
Document No														
NBOUND DETAIL		- SKU Labeling, Langth-L. Width-W. He SKU Description		icture Link	22	51	L(cm)	W(cm)	H(cm)	Wt(kg)	Cost	Pric)	
	anu	and beschpittin	-44 9 F	cture crist	CALCE.	10	c(ciii)	vitrui	intent	(ring)	COSE	File	•	
0 0					100	.8								

Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -



- Click on "Back" <- icon, system will redirect back to previous page.



- If you decided to reset/ clear the screen, click on reset 2 icon.
- In order to create a record, enter all required field*, then click on save icon 🖺.

If user didn't enter all the required field, system will perform validation check by display an error message that shown as below:

A Error Found: Please fill in all the required field!

Once user enter all the required field and click save. If pass the validation check, the record will save successfully into system by prompt the message box shown as below: -

eate Inbound												• 🗎
INBOUND HEAD	IR											
Current Storage Client	47232 - TEST CL	IENT DESC		Bap	aplier N	8	6	Seace See Le	e Chan Gra	ce's Shep		×
Indound Type	PURCHASE O	RDER		* Ref	12/12		F	urchase orde	ы			
* Inbound Date	11-01-2020											
Document No	P011012020_0	1										
NBOUND DETAI		U Labeling, LangtineL, Mildheidt, Had										
aganda, any e aranny	SKU	SKU Description	20,3(217)272237	Victure Link	\$\$	SL.	L(cm)	W(cm)	H(cm)	WI(kg)	Cost	Price
00					0	×						
VV												
	G\$11012020_01	GS11012020_01	100			2	10.00	10.00	10.00	10.00	11,00	29.00

Once user click the "OK" button, it will redirect to inbound listing page as below: -

209		1	at 1 Eview 10 *	racords Found total 5 record	s :							
Acti	ions		Inbound Type 🕴	ERC No (Inbound Date	٠	Document No	\$ Ini	bound Status 🕴	Final Status #	Created Date	
۹	0		[Please Select]		From	-			Please Seler 🔹	Please Sele +	From	-
					Tu	-					70	-
* I7			PURCHASE ORDER	ERC1326725	11/01/2020		P011012020_01	NE	EW	OPEN	11/01/2020	
* 2		6	PURCHASE ORDER	ERC1326723	10/01/2020		DOC81500	NE	EW.	OPEN	10/01/2020	
* 3		8	PURCHASE ORDER	ERC1326720	13/01/2020		P010012020_05	NE	EW	OPEN	10/01/2020	
* 12		12	FURCHASE ORDER	ERC1326717	11/01/2020		P010012020_02	NE	EW	OPEN	10/01/2020	
. 3			PURCHASE ORDER	ERC1326716	12/01/2020		P016012020_01	NE	ew	OPEN	10/01/2020	



B) View Inbound Detail

Step 1: In Inbound listing page, select specific record that you wish to view. Click on ^(*) view icon and system will redirect to Inbound Detail page that shown as below: -

ound Detail														+	œ.	
NBOUND																
ument Storage Client	47232 - TES	T CLIENT D	ESC			inb	und State	ia;		NEW						
nbound Type	PURCHASE	ORDER				Te	ri Status			OPEN						
bourd ha	ERC132672	5				Su	plier No.			Grace See	Lee Chan					
bound Date:	11/01/2020 (08:00				Su	plier Des-	anjubice:		Grace's S	hop					
locureent No	PO1101202	0_01				Cie	sed By									
Ternality	Purchase o	rder														
NBOUND DE TAIL S															1	18
agande : ER Øly = Expected Re	neive Quantity Roy Qly -	Received Give	etty, Filip Oly =	Rejected Oversi	6: Dev Qiy = De	ciation Quantity	SS = Star	Seriel SL	. + SKV Labeling	Langth-L. W	dh-W huigh	(سيلونين) ا	W, Rov Data + R	herewood .	Dele	
SKU		Picture	ERQty	Rev Qty	Rej Qty	Dev Oty	\$\$	SL	Category	L(cm)	W(cm)	H(cm)	Wt(kg)	Res	Date	

Step 2: In this Inbound Detail screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
- Click on edit 🕼 icon, system will redirect to Edit Inbound page.
- Click on delete in icon, system will prompt confirmation message box that shown below: confirmation



* *

If user click on "cancel" button, system will do nothing. If user click on "Yes" button, respective record will delete successfully and redirect to Inbound listing page if there are no dependency record found.



C) Edit Inbound Information

Step 1: In Inbound listing page, select specific record that you wish to edit. Click On edit icon and system will redirect to Edit Inbound page that shown as below: -

lit Inbound											+	•
INBOUND												
Current Storage Client	47232 - TES	T CLIENT DESC			bound ID			11/01/2020				3
ERC No	ERC1326725	5		3	upplier N	lo.	T	Please Select				
Document No	P0110120	20_01		R	emarks		1	Purchase orde	r			
Initiound Type	PURCHAS	E ORDER										
NBOUND DETAIL												
		SL = SKU Lebeling Lg =Length Wid =	With Hg + Height Wg	- Weight								
Action	sku	SKU Description	Qty	Picture Link	<u>\$</u> \$	SL	Lg(cm)	Wd(cm)	Hg(cm)	Wg(kg)	Cost	Price
0 0					8	8						

Step 2: In this Edit Inbound screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
- Click on view detail
 icon, system will redirect to Inbound Detail page.
- Enter all field you wish to edit, then click on save 🖺 icon. During save, system will perform validation check.

If user didn't enter all the required field, system will perform validation check by display an error message that shown as below:

A Error Found: Please fill in all the required field!

Once user enter all the required field and click save. If pass the validation check, the record will save successfully into system by prompt the message box shown as below: -

Current Storage Client	47232 - TEST	T CLIENT DESC		int	ound Date		11/01/2020				-
ERC No.	1.0000000000000000000000000000000000000				coller No		10/01/20/20				
RC ND	ERC1326725			54	opier he		Grace 123				
Jocument Nic	PO1101202	20_D1		Re	ination		Purchase orde				
Indiosand Typpe	PURCHAS	E ORDER									
Constant Coldson (2010) (2010)											
NBOUND DE TAI	LS										
		SL = SHU Cateling, Ly =Cength, Wo =	Mart. Ap = Height, Mp = Mei	94:							
Legendi : Qiy * Quan		SE * SHU Lateng Lg *Length Wo * SKU Description		per Picture Link	SS S	. Lg(cm)	Wd(cm)	Hg(cm)	Wg(kg)	Cost	Price
NBOUND DE TAI Legente Dy • Gam Action	ify 39 • Stan Sevial	1988, 1999, 117, 1982, 1982, 1984, 1984, 1984, 1984, 1984, 1984, 1984, 1984, 1984, 1984, 1984, 1984, 1984, 1984			SS S		Wd(cm)	Hg(cm)	Wg(kg)	Cost	Prico

Once user click the "OK" button, it will redirect to Inbound listing page.



 Click on delete in icon, system will prompt confirmation message box that shown below: -



If user click on "cancel" button, system will do nothing. If user click on "Yes" button, respective record will delete successfully and redirect to Inbound listing page if there are no dependency record found.

- D) Delete Inbound
 - Step 1: In Inbound listing page, select specific record that you wish to delete as screen below: -

	of 11 View 10 +	records (Found total 5 race	ede.						
pe 1 Actions	Chicago Marchia	ERC No	Inbound Date	+	Document No	Inbound Status	Final Status	Created Date	8
0 0	[Plazas Salact] *		From	-		(Plazsa Sala) 🔻	[Please Sale-	From	-
			To	-				-Te .	-
	PURCHASE ORDER	ERC1326726	11/01/2020		P011012020_01	NEW	OPEN	11/01/2020	
	PURCHASE ORDER	ERC1326723	10/01/2020		DOC01500	NEW	OPEN	10/01/2020	
	PURCHASE ORDER	ERC1326720	13/01/2020		PO10012020_05	NEW	OPEN	10/01/2020	
	PURCHASE ORDER	ERC1326717	11/01/2020		PO10012020_02	NEW	OPEN	10/01/2020	
	PURCHASE ORDER	ERC1326716	12/01/2020		PO10012020 01	NEW	OPEN	10/01/2020	

Step 2: Click on delete in icon, system will prompt confirmation message box that shown below: -



If user click on "cancel" button, system will do nothing. If user click on "Yes" double button, respective record will delete successfully and redirect to Inbound listing page if there are no dependency record found.



5.3.1.2 View Inbound By SKU

Step 1: Go to Inbound, choose View Inbound by SKU and below screen will display: - $$_{\rm Vew Inbound By SKU}$$

Act	ion	15	Inbound Type	+	Inbound No 🛊	sku	Description \$	De Sta	tus		ER Qty	٠	Received Qty	٠	Created I	Date \$	Receive	Date
a,	1	Ċ	[Please	٠				1	ie +	1	From		From		From	-	Frank	-
											Tα		Ta		To	=	TR	1
0	8	۵	RETUR	N	ERC528542	320120-601	Baby KIKO Newborn Boy Gift Set	NE	W		5		0		21/08/201 15:48:34	8		
0 0	8	Û	RETUR	N	ERC719003	815146-1012T	Trudy & Teddy Girl Toddler Sleeveless Tee (2T)	NE	w		1		0		30/11/201 12:54:25			
0	z	0	RETUR	N	ERC563496	320119-42116	Baby KIKO Infant Boy Short Sleeve Long Pant Suit (16) 12 - 18 M	NE	w		1		0		24/09/201 13:48:44	8		
0.0	3	Û	RETUR	N	ERC817975	121038-278	KIKO K-Primary Uniform Girl Pinafore 8Y	NE	W		1		0		03/01/201 15:49:26	9		
D C	2		RETUR	N	ERC1264755	7267001DBUL	John Master Men Basic Tapered Cotton Blended Shirt L	NE	w		1		0		13/07/201 12:31:38	9		

In this page, actions button will visible or invisible based on Status: -

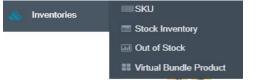
- New Status Allow user to View Detail, Edit and Delete selective record.
- Receiving Status Allow user to View Detail and Edit selected record
- Received Status Allow user to View Detail only

Notes: Once above action button is click, it will redirect to Inbound Product Screen



5.4 Inventories

In inventories module, it consists of below sub modules: -



5.4.1.1 SKU

A) View SKU Listing

Step 1: Go to Inventories, choose SKU and below screen will display: -

U									+	r	1
Page	Actions -	ot 538 View 10 ·	Precents Found total 5,380 records Description \$	Warehouse Sku	÷	First Out Type	Category	Receive Print Label	Active	Pictu	ire Lin
	0 0			[[Pleas •		YES *	YES *		
		a	GONTEST03	50155015		FIFO		~	~		4
		TESTING1	TESTING1	7232TESTING1		FIFO	Normal	~	~	- 33	4
1	• 2 •	TESTING	TESTING	7232TESTING		FIFO	Normal	~	~		1
		TEST-123	TEST-123	TEST-123		FIFO		~	~	S	4
		T925103-4828-E17	Trudy & Teddy Baby to Kid Girl Dress Hairband Sult - Light Orange 7-8Y	0451T925103-4828 E17		FIFO	Normal	~	~		+
		T925103-4828-E15	Trudy & Teddy Baby to Kid Girl Dress Hairband Sult - Light Orange 5-6Y	0451T925103-4828 E15	-	FIFO	Normal	*	*	-54	4
		T925103-4828-E13	Trudy & Teddy Baby to Kid Girl Dress Hairband	0451T925103-4828	-	FIEO	Normal	~			+

In SKU listing page, child cannot view Parent record SKU detail information

B) Add / Create SKU

Step 1: To create SKU, click on + icon, below screen will be display: -

← 🖺						
	 	 	 	 	 -	

Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -



- Click on "Back" < icon, system will redirect back to previous page.
- If you decided to reset/ clear the screen, click on reset 2 icon.



 In order to create a record, enter all required field, then click on save icon

If user didn't enter all the required field, system will perform validation check by display an error message that shown as below:

A Error Found: Please fill in all the required field!

Once user enter all the required field and click save. If pass the validation check, the record will save successfully into system by prompt the message box shown as below: -

Create SKU			+ ₿ ≎
* SkU Fini Oul Type Native SkU * Description Category	G\$17012020_07 F#F0 G\$12012020_07	Petere URL Pilter	Drop of CRA to splead your files
Active	×		

Once user click the "OK" button, it will redirect to SKU listing page as below: -

U.									+	1 1
age	1	of 1) View 10	 records Found total 3 records 							
	Actions -	sku	¢ Description	٠	Warehouse Sku 🕴	First Out Type	Category	Receive Print Label	Active	Picture Link
	9 2		1			iPleas *		YES *	YES *	
	* 7 0	GS12012020_07	GS12012828_07		7232GS12012020_07	FIEO		*	~	55 A
	* 2 8	GS12012020_06	GS12012020_06 Desc		7232GS12012020_06	FIEO	Clothes	~	~	12 ±
	* 2 0	G\$12012020_05	2		7232GS12012020_05	FIFO	з	4	4	1 A 10

C) Batch Update SKU

Step 1: To perform Batch Update, user required to select the SKU that required perform.

If user didn't select the SKU and click Batch Update \checkmark icon, system will display below validation error message: -

If user select the SKU as below screen and click Batch Update *>* icon, below screen will display: -



SKU									+	1 2
Page	1	of 1 (View 10	records Found total 2 reco	ords						
•	Actions	sku	Description	٠	Warehouse Sku 🛛 \$	First Out Type	Category	Receive Print Label	Active	Picture Link
	Q 2	GS12				(Pleas 🔻		YES 7	YES *	
		GS12012020_06	GS12012020_06 Desc		7232GS12012020_08	FIFO	Clothes	*	~	14 ±
1		GS12012020_05	2		7232GS12012020_05	FIFO	3	~	~	12 A
	• 1 • → IIII SKL	of 1 Wew 10	 rectrds Found total 2 rect Batch Update 	ords		×				
1998			Batch Update				_	_	+	1 2
e Home			Batch Update First Out Type:			*			+	F ±
# Home SKU	a > IME SKL		Batch Update		oor that you woh to baton				+	F ±
# Home SKU	a > IME SKL	of 1 (Verw 10	Batch Update First Out Type:	Chack on the check b	for that you wish to before		Category	Roceive Print Label	+ Active	チュ Picture Link
# Home SKU	a > IIIII SKL	of 1 (Verw 10	Batch Update First Out Type:	Chack on the check b	box that you wich to befor		Category	Print		
ø Hono	s > IIII SKL	ot 11/Verw 10 SKU SS12	Batch Update First Out Type: Receive Print Label	Charle on the offset of update	oor Phat you wich to batter 723205542812028_66		Category Oothes	Print Label	Active	

Step 2: Enter all the necessary field and click Ok Z, system will perform batch update the necessary record by display below message if record successfully updated.



Click cancel if user change mind to cancel perform batch update.

D) Import SKU

Step 1: Click import¹, system will redirect to below screen: -

ort Storage Client S	KU										
ELECTFILES											
Download Storage	Client SKU Te	mplate CS	VExcel								
Choose File No file	hosen										
× Clear	🛓 Upload	s									
nport Result											
o records found to show	_				1	1			_		_
Row Status 🖨 E	nor \$	SKU No	SKU Description	Warehouse SKU No	First Out Type	Category	٠	Print Label	Status	Picture Lin	
Row Status & E	тог 💠	SKU No	\$ SKU Description :	NO	First Out Type ailable in table	¢ Category	3	٠	Receive Print Label	Receive Print Label Status	Receive Print Label Status Status Picture Link



E) Export SKU

Step 1: To export SKU, click export 🖻 icon and it will allow user export to CSV or Excel as screen below: -

IJ									+	1 1
age	1	of 1 View 10	records Found total 2 records							ort to CSV ort to Excal
•	Actions 🕌	SKU	Description	÷	Warehouse Sku 💠	First Out Type	Category	Receive Print Label	Active	Picture Link
	0 0	GS12	1			(Pleas *		YES 🔻	YES 🔻	
	• • •	GS12012020_06	GS12012020_06 Desc		7232GS12012020_06	FIFO	Clothes	~	~	i⊒ ±
		GS12012020_05	2		7232GS12012020_05	FIFO	3	~	~	12 ±

F) View SKU Detail

Step 1: In SKU listing page, select specific record that you wish to view. Click on ^(a) view icon and system will redirect to SKU Detail page that shown as below: -

KU Detail			€ 8 1
SKU:	G512012020_07	Picture URL	
Warehouse SKU	7232G\$12012020_07	Picture -	
Fitst Out Type :	FIFO		
Native SKU:			
Description	G\$12012020_07		
Calegory			
Active :	z		

Step 2: In this SKU Detail screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
- Click on edit *con*, system will redirect to Edit SKU page.
- Click on delete icon, system will prompt confirmation message box that shown below: -



If user click on "cancel" button, system will do nothing. If user click on "Yes" dutton, respective record will delete successfully and redirect to Inbound listing page if there are no dependency record found.



G) Edit SKU Information

Step 1: In SKU listing page, select specific record that you wish to edit. Click On edit *icon* and system will redirect to Edit SKU page that shown as below: -

# Home > IIIII SKU	J → @ Details: 7232GS12012020_07 → C# Edit		
Edit SKU			é @ 🖺 🛙
รหมะ	GS12012820_87	Picture URL:	
Warahouse SKU	7232GS12612020_07	Picture :	1
• First Out Type	FIFO		Drop or Click to upload your files
Native SKU .			
* Description	GS12012020_07		
Category			
Active :	8		1

Step 2: In this Edit SKU screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
- Click on view detail
 icon, system will redirect to SKU Detail page.
- Enter all field you wish to edit, then click on save 🖺 icon. During save, system will perform validation check.

If user didn't enter all the required field, system will perform validation check by display an error message that shown as below:

A Error Found: Please fill in all the required field!

Once user enter all the required field and click save. If pass the validation check, the record will save successfully into system by prompt the message box shown as below: -

lit SKU				🔶 👁 🖺 1
54U -	GS12012020_07		Pidure URL	
Warehouse SRU	7232GS12012020_07		Pichare	
* First Out Type	FIFO	•		Drop or Click to upload your files
Native SPU :				
· Description	GS12012020_07			
Category :				
Active	×			

Once user click the "OK" button, it will redirect to Inbound listing page.

- Click on delete icon, system will prompt confirmation message box that shown below: -





If user click on "cancel" button, system will do nothing. If user click on "Yes" doubted button, respective record will delete successfully and redirect to Inbound listing page if there are no dependency record found.

H) Delete SKU

Step 1: In SKU listing page, select specific record that you wish to delete as screen below: -

U									+	۶ ±
age	< 1	of 1 [View 10 •	records Found total 3 records							
-	Actions 🕌	sku	Description	÷	Warehouse Sku 🗧	First Out Type	Category	Receive Print Label	Active	Picture Link
	Q S	GS12		1		[Pleas *		YES 🔻	YES .	
	• 2 0	GS12012020_07	GS12012020_07		7232GS12012020_07	FIFO		~	~	回上
		GS12012020_06	GS12012020_06 Desc		7232GS12012020_06	FIFO	Clothes	~	~	🖬 📩
		GS12012020 05	2		7232GS12012020 05	FIFO	3	4	~	II 2

Step 2: Click on delete in icon, system will prompt confirmation message box that shown below: -

* *



If user click on "cancel" button, system will do nothing. If user click on "Yes" doubted button, respective record will delete successfully and redirect to SKU listing page if there are no dependency record found.



5.4.1.2 Stock Inventory

Step 1: Go to Inventories, choose Stock Inventory and below screen will display:

ick Invento	ry								
z		6985 Good	0	29 Damaged	P	37 ocessing	+		6948 Available
age 1 Actions	of 2] View	In state of the second second second	s Found total 14 records	Warehouse SKU \$	Description	Good	Darmaged	\$ Available	\$ Active
Q C	MALAYSI T	[Please •				From	From	From	YE .
						To	Ta	To	
۵	MALAYSIA	SINGLE	10012020-SKU-02	10012020- WAREHOUSE-02	10012020-DESC-02	a	0	0	*
۲ ک	MALAYSIA	SINGLE	100120201210012020121	72320201210012020121	100120201210012020121	0	D	0	~
	MALAYSIA	SINGLE	10012020_03	10012020_03	10012020_03A	0	0	0	~
	MALAYSIA	SINGLE	10012020_04	10012020_04	10012020_04	0	0	0	~
	MALAYSIA	SINGLE	10012020_05	10012020_05	10012020_05	0	0	0	~
۲ ک	MALATOIA	DEVOLU	10012020200	10260 ACC 2007	104 Activity 107				

A) Export Stock Inventory

Step 1: To export Stock Inventory, click export is icon and it will allow user export to CSV or Excel as screen below: -

ck Invento	CV.								
		-					_	Expo	rt to CSV
ጓ		6985 Good	0	29 Damaged	Pi	37 ocessing	-}-	Expe	rt to Excel Oronn Availab
age 1 Actions	of 2 View Country		rds Found total 14 records.	Warehouse SKU \$	Description	Good	¢ Damaged	Available	\$ Activ
Actions Q C		10	¢ SKU	∲ Warehouse SKU ¢	Description	Good	Darmaged	Available From	# Activ YE
Actions	Country \$	SKU Type	¢ SKU	∲ Warehouse SKU ¢	Description				
Actions Q C	Country \$	SKU Type	¢ SKU	Warehouse SKU	Description	From	From	From	

B) View Stock Inventory Detail

Step 1: In Stock Inventory listing page, select specific record that you wish to view. Click on <a> view icon and system will redirect to Stock Inventory Detail page that shown as below: -

Home > IIII Stock Im	rentory > @ Inventory Detail			
ock Inventory Deta	il.			÷
SKU:	10012020-SKU-02	Bood Quantity -	0	
Description	10012020-DE SC-02	Damaged Quantity:	0	
Warehouse SKU :	10012020-WAREHOUSE-02	Allocating Quantity :	0	
Country :	MALAYSIA	Processing Quantity	0	
Client No :	47232	Available Quantity	0	

Click back <- icon to back to previous page.



C) Change Inventory Status

Step 1: In Stock Inventory listing page, select specific record that you wish to change the inventory status. Click on toggle status C icon and system will pop up below confirmation

Are you	sure wan	t to cha	ange	
status?				

5.4.1.3 Out of Stock

Step 1: Go to Inventories, choose Out of Stock and below screen will display: -

5.4.1.4 Virtual Bundle Product

A) Virtual Bundle Product Listing

Step 1: Go to Inventories, choose Virtual Bundle Product and below screen will display: -

ual Bundle	e Product							
age 1 1	Bundle Storage Client No	19 View 10 v red Bundle Storage Client Description	SKU Storage Client No	SKU Storage Client Description	Bundis No 🛊	Bundle Description \$	Warehouse SKU #	Description
Q S								
æ	44526	TEST CLIENT DESC	44526	TEST CLIENT DESC	310083-101XXL	Baby Kiko Sleeveless Tee (XXL) 3 - 3.5 Y	0451310083-101XXL	Baby Kiko Sleevele
۲	44526	TEST CLIENT DESC	44526	TEST CLIENT DESC	310084-10114	Baby Kiko Sleeveless Tee (14) 6 - 12 M	0451310084-10114	Baby Kiko Sleevele
۲	44526	TEST CLIENT DESC	44526	TEST CLIENT DESC	310084-10112	Baby Kiko Sleeveless Tee (12) 0 - 6 M	0451310084-10112	Baby Kiko Sloovele
æ	44526	TEST CLIENT DESC	44526	TEST CLIENT DESC	310083-111XXL	Baby Kiko Short Sleeves Tee (XXL) 3 - 3.5 Y	0451310083-111XXL	Baby Kiko Short Sk
۲	44526	TEST CLIENT DESC	44526	TEST CLIENT DESC	310083-111XL	Baby Kiko Short Sleeves Tee (XL) 2.5 - 3 Y	0451310083-111XL	Baby Kiko Short Sk
۲	44526	TEST CLIENT DESC	44526	TEST CLIENT DESC	310083-111M	Baby Kiko Short Sleeves Tee (M) 1.5 - 2 Y	0451310083-111M	Baby Kiko Short Sk
æ	44526	TEST CLIENT DESC	44526	TEST CLIENT DESC	310083-111L	Baby Kiko Short Sleeves Tee (L) 2 - 2.5 Y	0451310083-111L	Beby Kiko Short Sk
۲	44526	TEST CLIENT DESC	44526	TEST CUENT DESC	310063-11116	Baby Kiko Short Sleeves Tee (16) 12 - 18 M	0451310063-11116	Baby Kiko Short Sk

B) Import

Step 1: To import virtual bundle product, click on import ¹/₂icon, below screen will be display: -



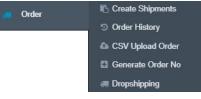
	al Bundle							
SELECTA	FILE							
📥 Elow	nload Virtual Bur	die Template CSV	Excel					
Choose	File No file ch	osen						
*0	lear	🕹 Upload						
Import Re	sult							
Import Re No records fo								
	ound to show	nor	Bundle Storage Client No	\$ SKU Storage Client No	Bundle No	Bundle Description	¢ SKUNo	¢ Quantity

- Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -
 - Click on "Back" <- icon, system will redirect back to previous page.



5.5 **Order**

Order allow user to create manual shipping order via this page. It consists of below sub modules: -



5.5.1.1 Create Shipments



5.5.1.2 Order History

A) Order History Listing

Step 1: Go to Order, choose Order History and below screen will display: -

Actions	Order Origin		Parcel No	Document No ¢	Receiver Name \$	ls Warehouse # Order	Order Date (Within 90 ‡ days)	Order Status ‡	Shipment Type \$	Courier Service #	Tracking Code ¢	Delivery Status
Q 2	[Please Select]	~				[Plaase *	13/1 普	LO 7	1	[Pie +		[Plr •
							12/0 🖀					
æ	MAGENTO		595918551022	DPSG- ORD- 200103- 0000025	Alan Tan	WAREHOUSE	2020-01-03	LOADED	Local Delivery - Express Delivery (Next working day "T&Cs apply.)	[SG-C] NINJAVAN NEXTDAY	WTRET100341790	
	MAGENTO		595918550985	DPSG- ORD- 280103- 0000022	Alan Tan	WAREHOUSE	2020-01-03	LOADED	Local Delivery - Standard Delivery (1 - 3 working days)	[SG-C] NINJAVAN	WTRET100341789	
۲	MAGENTO		595918550804	DPSG-	Alan Tan	WAREHOUSE	2020-01-03	LOADED	Local	[SG-C]	WTRET100341788	

B) Export Order History

Step 1: To export Order History, click export 🖻 icon and it will allow user export to CSV or Excel as screen below: -

ck Inventor	у									
л.		6985	2	29	E.	37		2010-	port to C port to E	
		Good		Damaged	P	ocessing	-		13	Available
sge 1	> of 2 View	10 v record	ts Found total 14 records							
ge 1 Actions	of 2 View Country	10 / Jakesee	ts Found total 14 records	+ Warehouse SKU +	Description	Good	Darmaged	\$ Availab	le 🛊	Active
		15. July 184		t Warehouse SKU ¢	Description	Good	Darmaged From	Availab From	le \$	Active
Actions	Country \$	SKU Type		Warehouse SKU 🛔	Description				le 🛊	
and a second second	Country \$	SKU Type		Warehouse SKU ¢ 10012020- WAREHOUSE-02	Description	From	From	From	le 🛊	

C) View Order History

Step 1: In Order History listing page, select specific record that you wish to view. Click on <a>view icon and system will redirect to Order Detail page that shown as below: -

101 dot 20103 Colder Datation Dotement Nice Dotement Nice <th>der Detail : 56</th> <th>35918551022</th> <th></th> <th></th> <th></th>	der Detail : 56	35918551022			
Descriver INE: Descriver Data Descriver INE: DPSG-ORD-200103-0000025 Order Datates: 0.3.Jan 2020 02:57 pm Tracting Code: VTRET100341790 CoD: NO Order Status: LOADED CoD: NO Order Status: SSL0981 CoD: Amount: RM 0.00 Order Vieight: 0.01 KG Order Remetes: SSL0981 Vierbasse Order: VES Digment Type: Local Delivery - Express Delivery (Next working degr.) Order Orgen: MAGENTO Detter Type: Local Delivery - Express Delivery (Next working degr.)	Order Header			Ð	Order Header
Tracking Code WTRET100341790 COD NO Onder Status LOADED Delvery Status Merriter: \$\$L0.981 COD /mount RM 0.0 Onler Visight 0.01 KG Onler Remains: Winehnass Onler YES Shannert Type: Local Delivery - Express Delivery (Next working day * TAC's apply) Onler Organ: MAGENTO Onler Type:			595918551022		Order Details Delivery Details
Onder Status: LOADED Delivery Status: Merriter:: \$\$L0991 COO Januati: RM 0.00 Onder Visight: 0.01 KG Onder Remeints: Winnihness Onder YES Shionnert. Type: Local Delivery - Express Delivery (Next workling day * T&C s apply) Onder Orgen: MAGENTO Onder Type:	Document No:	DPSG-ORD-200103-0000025	Order Datetime:	03 Jan 2020 02:57 pm	
Member: SSL0891 COO Amount RM 0.00 Order Visight 0.01 KG Order Remotes: Winnhoses Order YES Shipment Type: Local Delivery - Express Delivery (Next working day * T&C's apply) Onder Orgen: MAGENTO Order Type:	Tracking Code	WTRET100341790		NO	
Vieweiter: SSL0981 COD Januarit RM 0.00 Onder Vieight: 0.01 KG Onder Remains: Vieweitwass Onder: YE S Shipment Type: Local Delivery - Express Delivery (Next workling day * T&C's apply) Onder Orgin: MAGENTO Onder Type: Local Delivery - Express Delivery (Next workling day * T&C's apply)	Order Status	LOADED	Delivery Status		
Weinkness Order YES Shipment Type: Local Delivery - Express Delivery (Next working day * T&C's apply) Onder Orgen: MAGENTO Onder Type:	Member:	SSL0981	COD Amount:	RM 0.00	
T&C.s. apply) Order Organ MAGENTO Order Type:	Order Weight	0.01 KG	Order Remarks		
Order Orgin MAGENTO Order Type	Werehouse Order		Shipmank Type:		
	Order Origin		Order Type		
Shipper & Receiver Details	Shipper & Rec	eiver Details			



Step 2: In this Order Detail screen, user can perform below action: -

- Click on back ficon, system will redirect to previous page.
- Click on print 🕒 icon, system will print the page.

5.5.1.3 CSV Upload Order

Step 1: To import virtual bundle product, click on import ¹icon, below screen will be display: -

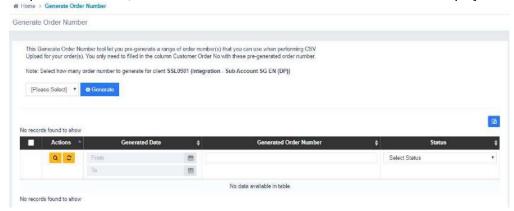
nport Virtual Bundle						
SELECTA FILE						
Download Virtual Bundle Template	SV Excel					
Choose File No file chosen						
K Clear & Upload						
No records found to show						
Row Status & Error	Bundle Storage	SKU Storage Client No	Bundle No	Bundle Description	¢ SKU No	e Quantity
States and the second second						

- Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -
 - Click on "Back" Cicon, system will redirect back to previous page.

5.5.1.4 Generate Order No

←

Step 1: Go to Order, choose Generate Order No and below screen will display: -



- Step 2: In this screen select the dropdown list and click "Generate" button, system will pre-generate the order number.
 - Click on "Export" 🖻 icon, system will export the CSV file.



5.5.1.5 Drop Shipping



5.6 Click & Collect

The purpose of Click & Collect is to allow the buyer to collect the item from specific store.

5.6.1.1 Click & Collect

Step 1: User click on Click & Collect menu, below screen will display: -

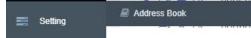
ck & Collect Search By: *Parcel Number *Parcel number Parcel number		nier Data			
		rifer Date			
			Courier	Tracking Code	Delivery Status
OR OR			8		Select_ *
* Outlot [Please Select]	*				
Delivery Status (Default: Received at outlet) *					
RECEIVED AT OUTLET	٠				
	<mark>0</mark> ~				

- Click on cancel **I** icon, system will close the prompt page.
- Click on reset con, system will clear or reset the data entry.
- Click on Ok clicon, system will refresh the click & collect listing page based on screen below: -



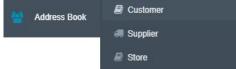
5.7 Setting

It is a central location where user can customize, configure and update master data. In setting, it consists of below sub modules: -



Address book

 It eases client maintain their store, customer and supplier profile. It consists of below sub modules: -



5.7.1.1 Address Book > Customer

Step 1: Go to Setting > Address Book, choose Customer and below screen will display: -

stomer						+	1
Page	1 of 1 View 10 + records Four	d total 1 records					
	Actions Actions	Contact Per	son 🍦 Contact No	÷	Email		٠
	Q C						

A) Add / Create New Customer

Step 1: To add Customer, click on + icon, below screen will be display: -

ate Customer			← 🖹
* Name	Country	Malaysia	
Address Line 1	State	[Please Select]	*
Address Line 2	Contact Person		
Address Line 3	* Centact No		
City	Fax No		
Postcode	Entail		

Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -



- Click on "Back" < icon, system will redirect back to previous page.
- If you decided to reset/ clear the screen, click on reset 2 icon.
- In order to create a record, enter all required field*, then click on save icon 🖺. During save, system will perform validation check.



If user didn't enter all the required field, system will display an error message that shown as below:

A Error Found: Please fill in all the required field!

If user pass the validation check, the record will save into system accordingly, and redirect to Customer Page.

ate Customer				+ 🗈
*Eame	Susan	Country	Malaysia	7
Address Use 1		State	[Please Select]	
Ackings Line 2		Contact Parson		
Address Une 3		* Confact No	0122456789	
City		Facilio		
Posteodo		Emar		

age	1 of Actions	1 View 10 • records Found	Contact Person	Contact No	Email	
	Q C	The second se				
	• 2	Grace See Lee Chan		0121234567		
		Susan		0122456789		

B) View Customer Detail

Home > # Customer

Step 1: In customer listing page, select specific record that you wish to view. Click on Detail view icon and system will redirect to Customer Detail page that shown as below: -

ustomer Detail				< 0 t
tiame	Grace See Lee Chan	Country	Malaysia	
Address Line 1	3 Killiney Rd, #10-01	State	Johor	
Address Line 2	8	Contact Person	-	
Address Line 3	Winsland House I	Contact No	0121234567	
City	Winsland House I	Factor		
Postcode	239519	Email	12 C	

Step 2: In this Customer Detail screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
- Click on edit *icon*, system will redirect to Edit Customer page.
- Click on delete icon, system will prompt confirmation message box that shown below: -





If user click on close button, system will do nothing else respective record will delete successfully and redirect to Customer listing page if there are no dependency record found.

C) Edit Customer Detail

Step 1: In customer listing page, select specific record that you wish to edit. Click On edit ^I icon and system will redirect to Edit Customer page that shown as below: -

dit Customer				+	۲	8	
* Name	Grace See Lee Chan	Country	Malaysia				•
Address Line 1	3 Killiney Rd. #10-01	State	Johor				٠
Address Line 2		Contact Person					
Address Line 3	Winsland House I	* Contact No	0121234567				
City	Winsland House I	Plax No					
Postoode.	239519	Email					

Step 2: In this Edit Customer screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
- Click on view detail icon, system will redirect to Customer Detail page.
- Click on save 🖺 icon, system will redirect to Edit Customer page.
- Enter all field you wish to edit, then click on save icon. During save, system will perform validation check. If user didn't enter all the required field, system will display an error message that shown as below:

A Error Found: Please fill in all the required field!

If user pass the validation check, the record will be updated according into system and redirect to Customer Page.

 Click on delete in icon, system will prompt confirmation message box that shown below: -



If user click on close button, system will do nothing else respective record will delete successfully and redirect to Customer listing page if there are no dependency record found.



D) Delete Customer Record

Step 1: In customer listing page, select specific record that you wish to delete as screen below: -

ustomer										
Page	4	oi 1	Wew 10 + records/Found	i total 2 recc	ords					
	Action	6 4	Name	¢	Contact Person	÷	Contact No	+	Email	٠
	Q	c								
		8	Grace See Lee Chan				0121234557			
1	an G	r	Susan				0122456789			

Step 2: Click on delete icon, system will prompt confirmation message box that shown below: -

	-			
		2		
 une sours	want to de	lete selecte	ed record?	

If user click on close button, system will do nothing else respective record will delete successfully and redirect to Customer listing page if there are no dependency record found.



5.7.1.2 Supplier

Step 1: Go to Address Book, choose Supplier and below screen will display: -

stomer									+	
Page	1 of 1) Vie	w 10 v records (Fo	ound total 1 record	ds						
, i i 🗆 k	Actions	Name	¢	Contact Person	¢	Contact No	¢	Email		\$
	Q 0									
	0 3	Grace See		Grace See		0122456789		grace@gmail.com		

A) Add / Create New Supplier

Step 1: In Supplier Listing page, click on add + icon and system will display below screen: -

Supplier			€ ₿ ;
* Name		City	
* Description		Postcode	
Address Line 1		Contact Person	
Address Line 2		* Contact No	
Address Line 3		Fax No	
Cauntry	Malaysia	Email	
State	[Please Select]		

Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -



- Click on "Back" <- icon, system will redirect back to previous page.
- If you decided to reset/ clear the screen, click on reset 2 icon.
- In order to create a record, enter all required field, then click on save icon 🖺. During save, system will perform validation check.

If user didn't enter all the required field, system will display an error message that shown as below:

A Error Found: Please fill in all the required field

If user pass the validation check, the record will save into system accordingly, and redirect to Supplier Listing Page.



Supplier						é 🗈	
* Name * Description Address Line 1			Contry State Contact Person	Malaysia [Please Select]		,	
Addyses Line 2 Addyses Line 3			* Contact No.				
			Enak				
Cily Postcode			2/3.28				
	lier		ENS			+	
Postewa Hama > 🛲 Supp		ts (Found total 2 records	EAS			+	
Postcasa Homa > @ Supp opliar hage 1 Actions	of 1 Wew 10 • record • Name	ts Found total 2 records	Contact Person	4 Email	Contect No	+	
Postcoso Homa > # Supp oplier	of 1 Wew 10 • record • Name			¢ Email	Contract No 1/22947891	•	

B) View Supplier Detail

Step 1: In supplier listing page, select specific record that you wish to view. Click on ⁽²⁾ view icon and system will redirect to Supplier Detail page that shown as below: -

olier Detail				+ 8
Name	IBM	City	ē.	
Description	IBM Sdn Bhd	Postcode		
Address Line 1	23	Contact Person		
Address Line 2	20	Contact No.	0122345678	
Address Line 3	•	Fax No		
Country	Malaysia	Emasi	*	
State	÷.			

Step 2: In this Supplier Detail screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
- Click on edit *icon*, system will redirect to Edit Supplier page.
- Click on delete in icon, system will prompt confirmation message box that shown below: -



If user click on close button, system will do nothing else respective record will delete successfully and redirect to Supplier listing page if there are no dependency record found.



C) Edit Supplier Detail

Step 1: In Supplier listing page, select specific record that you wish to edit. Click On edit *i* icon and system will redirect to Edit Supplier page that shown as below: -

Supplier				+	0	8	0
Name	IBM	City					
* Description	IBM Stin Bhd	Postcode					
Address Line 1		Contact Person					
Address Line 2		* Contacl No	0122345670				
Address Line 3		Fax No					
Country	Malaysia v	Email					
State	[Please Select]						

Step 2: In this Edit Supplier screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
 - Click on view detail **1** icon, system will redirect to Supplier Detail page.
 - Click on save 🖉 icon, system will redirect to Edit Supplier page.
 - Enter all field you wish to edit, then click on save icon. During save, system will perform validation check. If user didn't enter all the required field, system will display an error message that shown as below:

A Error Found: Please fill in all the required field!

If user pass the validation check, the record will be updated according into system and redirect to Supplier Page.

 Click on delete icon, system will prompt confirmation message box that shown below: -



If user click on close button, system will do nothing else respective record will delete successfully and redirect to Customer listing page if there are no dependency record found.



D) Delete Supplier Detail

Step 1: In Supplier listing page, select specific record that you wish to delete as screen below: -

ge <	1 of	1 View 10 *	records (Found total 2 records						
	Actions	Name	Description	ŧ	Contact Person	¢	Email	\$ Contact No	
	Q C								
2	0 7	Brighthill	Brighthill Sdn Bhd					0122987654	
	0 2	IBM	IEM Sdn Bhd					0122345678	

Step 2: Click on delete icon, system will prompt confirmation message box that shown below: -



If user click on close button, system will do nothing else respective record will delete successfully and redirect to Supplier listing page if there are no dependency record found.



5.7.1.3 Store

Step 1: Go to Address Book, choose Store and below screen will display: **m**

	Actions *	Code	Nume 🔶	Country 👙	Province/State \$	Contact Person \$	Contact No 🕴	Email \$	C&C
	a c								(Please Seh
	0 2	٦A	2	Mataysia	Johor	7	0122781992	11@gmil.com	~
	0 2	1 <i>A</i> V	FIRST AVENUE MALL PENANG (1AV)	MALAYSIA	PULAU PINANG				~
	0 2	10	2	MALAYSIA	JOHOR				~
	0 22	AJP2	AEONBIG IPOH, PHASE 2 (AIP2) - QI20	MALAYSIA	PERAK				~
	0 3	AU2	Aeon AU2	MALAYSIA	WP KUALA LUMPUR				~
1	0 3	AVK	Avenue K, Ampang (AVK)	MALAYSIA	WP KUALA LUMPUR				
	0 2	BER	BANDAR BAYAN BARU	MALAYSIA	PULAU PINANG				~

A) Add / Create New Store

Step 1: In Store Listing page, click on add ⁺icon and system will display below screen: -

* Code			Contact Person				
* Name			Contact No				
* Address			Fax No				
District			Email				
City			Delivery Day	Monday	Tuesday	Wednesday	Thursday
Postcede				Friday	Saturday	Sunday	
			Click and Co	fect service			
Country	Mataysia	•					
* State	[Please Seleci]						

Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -



- Click on "Back" < icon, system will redirect back to previous page.
- _
- If you decided to reset/ clear the screen, click on reset \Im icon. In order to create a record, enter all required field, then click on save icon 🖺 During save, system will perform validation check.

If user didn't enter all the required field, system will display an error message that shown as below:

A Error Found: Please fill in all the required field!



If user pass the validation check, the record will save into system accordingly, and redirect to Store Listing Page.

te Store									+	
* Code * Name * Address District City * Postoode Country * State	W901 Warehouse 9 Penang 51000 Malaysta Palau Pinang			Contect Fax No Email Delivary	Day [Monday		Wednesday Sunday	Thurse	lay
e 1ge 1	of 1 View 10	 records (Found 	tstal 1 records							+
Action	is 🌯 Code	\$ Name	Country	Province/State	Contact Pen	son 🍦 Contact No) 🕴 Email	÷	C&C	
q	C								JPiezoe S	ek.
0	W001	Warehouse 001	Malaysia	Pulau Pinang					×	
0	5									

B) View Store Detail

Step 1: In Store listing page, select specific record that you wish to view. Click on ⁽¹⁾ view icon and system will redirect to Store Detail page that shown as below: -

Name	IBM	City		
Description	IBM Sdn Bhd	Postcode		
Address Line 1	43	Contact Person		
Address Line 2	2	Contact No	0122345678	
Address Line 3	5	Fax No		
Country	Malaysia	Email	×	
State				

Step 2: In this Store Detail screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
 - Click on edit 🖍 icon, system will redirect to Edit Store page.
 - Click on delete icon, system will prompt confirmation message box that shown below: -





If user click on close button, system will do nothing else respective record will delete successfully and redirect to Store listing page if there are no dependency record found.

C) Edit Store Detail

Step 1: In Store listing page, select specific record that you wish to edit. Click On edit *i* icon and system will redirect to Edit Store page that shown as below: -

Supplier					+	0	8	
Name	IBM		City					
* Description	IBM 5dn Bhd		Postcode					
Address Line 1			Contact Person					
Address Line 2			* Contact No	0122345678				
Address Line 3			Fax No					
Country	Malaysia	*	Email					
Slate	[Please Select]							

Step 2: In this Edit Store screen, user can perform below action: -

- Click on back < icon, system will redirect to previous page.
- Click on view detail ¹icon, system will redirect to Store Detail page.
- Click on save 🖉 icon, system will redirect to Edit Store page.
- Enter all field you wish to edit, then click on save icon. During save, system will perform validation check. If user didn't enter all the required field, system will display an error message that shown as below:

A Error Found: Please fill in all the required field!

If user pass the validation check, the record will be updated according into system and redirect to Store Page.

- Click on delete icon, system will prompt confirmation message box that shown below: -



If user click on close button, system will do nothing else respective record will delete successfully and redirect to Store listing page if there are no dependency record found.



D) Delete Store

Step 1: In Store listing page, select specific record that you wish to delete as screen below: -

lier								1
98 <	1 of	1 View 10 *	records (Found tota	e 2 records				
	Actions	Name	‡ Des	cription	\$ Contact Person	ŧ	Email	\$ Contact No
	d C							
2	0 12	Brighthill	Brig	hthill Sdn Bhd				0122987654
	0 2	IBM	IBM	Sdn Bhd				0122345678

Step 2: Click on delete icon, system will prompt confirmation message box that shown below: -



If user click on close button, system will do nothing else respective record will delete successfully and redirect to Store listing page if there are no dependency record found.



5.8 **About**

About is an explanation about entire ODiN system. It consists of below modules: -



5.8.1.1 Release Notes

User can read every past 3 months release version from this page.

A) Release Listing Page

Step 1: Go to About > Release Notes, below screen will display: -

aga 1	of 1 View 10 + rec	ords Found total 1 records			
Actions	Name	¢ Version	- Summary	¢ Created Date	Download
9 2					

B) Add / Create Release Note

Step 1: To add Release Note, click on + icon, below screen will be display: -

ate Release Note		÷ 0
* Version : * Name	Link :	
	Fic]
* Sammary :	Dro	ap or Click to upload your files

Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -



- Click on "Back" < icon, system will redirect back to previous page.
- If you decided to reset/ clear the screen, click on reset 2 icon.
- In order to create a record, enter all required field*, then click on save icon 🖺. During save, system will perform validation check.

If user didn't enter all the required field, system will display an error message that shown as below:

A Error Found: Please fill in all the required field!



If user pass the validation check, the record will save into system accordingly, and redirect to Release Notes Page.

	se Note) + Create		
Create Release N	ote		€ C
* Version	Stag_V200108.123.1	Civit :	
* Name	Stag_V200108 123.1	Fig.	
* Summary	Stag_V200108 123 1		0.6 MB
			U.S fires
			Remove
			(

C) View Release Note Detail

Step 1: In Release Note listing page, select specific record that you wish to view. Click on ⁽¹⁾ view icon and system will redirect to Release Note Detail page that shown as below: -

lease Note De	tail			€ 8
Version :	Stag_V200108.123.1	Link		
Name :	V200108.123.1	View File :	8	
Summery	V200108 123.1			

- Step 2: In this Release Note Detail screen, user can perform below action:
 Click on back < icon, system will redirect to previous page.
 - Click on edit *icon*, system will redirect to Edit Release Note page.
 - Click on delete ¹ icon, system will prompt confirmation message box that shown below: Confirmation



*

If user click on close button, system will do nothing else respective record will delete successfully and redirect to Release Note listing page if there are no dependency record found.



D) Edit Release Note Information

Step 1: In Release Note listing page, select specific record that you wish to edit. Click on edit *icon* and system will redirect to Edit Release Note page that shown as below: -

rre V200180.123.1 View File					*	۲
	Version	Stag_V200108 123 1	Link			
V200108.123.1 File Drop or Citick to update your files	Name	V200108.123.1	View File	2		
	* Summary :	V200108.123.1	Fig.	Drop or Click to update your files		

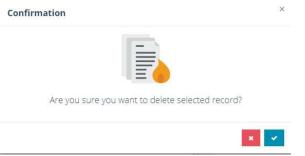
Step 2: In this Edit Release Note screen, user can perform below action: Click on back < icon, system will redirect to previous page.

- Click on view detail icon, system will redirect to Release Note Detail page.
- Click on save 🖺 icon, system will redirect to Edit Release Note page.
- Enter all field you wish to edit, then click on save icon. During save, system will perform validation check. If user didn't enter all the required field, system will display an error message that shown as below:

A Error Found: Please fill in all the required field!

If user pass the validation check, the record will be updated according into system and redirect to Release Note Listing Page.

 Click on delete icon, system will prompt confirmation message box that shown below: -



If user click on close button, system will do nothing else respective record will delete successfully and redirect to Release Note listing page if there are no dependency record found.



E) Delete Release Note

Step 1: In Release Note listing page, select specific record that you wish to delete as screen below: -

Release Note				
Page 1 sf1(View 10				
Actions Name	Press Confirm to delete this release note : Stag_V200108.123.1	Created Date \$	Download	
Q C				
@ @ @ V200105	23.1	12/01/2020	# ±	

Step 2: Click on delete 🛍 icon, system will prompt confirmation message box that shown below: -

Confirmatio	n)
Ar	you sure you want to delete selected record?	

If user click on close button, system will do nothing else respective record will delete successfully and redirect to Release Note listing page if there are no dependency record found.

5.8.1.2 User Guide

User can read the comprehensive of user guide.

Step 1: Go to About > User Guide, below screen will display: -



6 APPENDICES

6.1 Attachments

N/A

6.2 References

These documents are compiled by own experience and also referring to various research document: -

Document ID	Title / Description / Location
Related Documents	
Other Reference Documents	



7 DOCUMENT SIGN-OFF LIST

Name	Company/Position	Sign-off Date	Signature