

# USER MANUAL GUIDE - ODIN

[IT DEPARTMENT]

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**Web** : <https://istoreisend.com>

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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 | Type | 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            |
|  | Import or batch creation     |
|  | Export the data              |
|  | Search                       |
|  | Reset or clear the data      |
|  | View selected record         |
|  | Edit selected record         |
|  | 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
  - o It integrated with B2C eCommerce Marketplace Platform such as Lazada, Shopee, Zalora, Tokopedia, Prestomall etc
  - o It also integrated with B2C eCommerce Nonmarketplace Platform such as Magento, Shopify, Woo Commerce etc
- Stock Inventory Control
  - o 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
  - o 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: <https://client.istoreisend.com/> and press enter. It will redirect to ODIN login screen as below: -

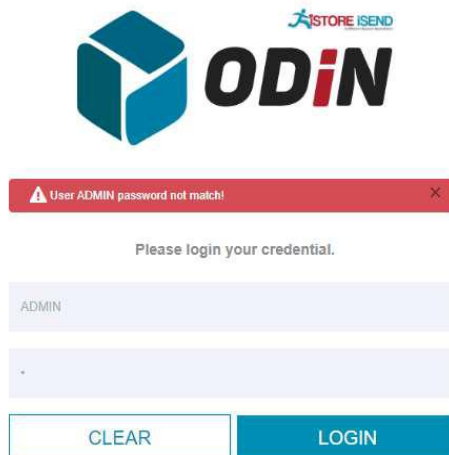


Step 3: If user want to reset or clear the information entry, kindly click on  button. System will reset the page accordingly.

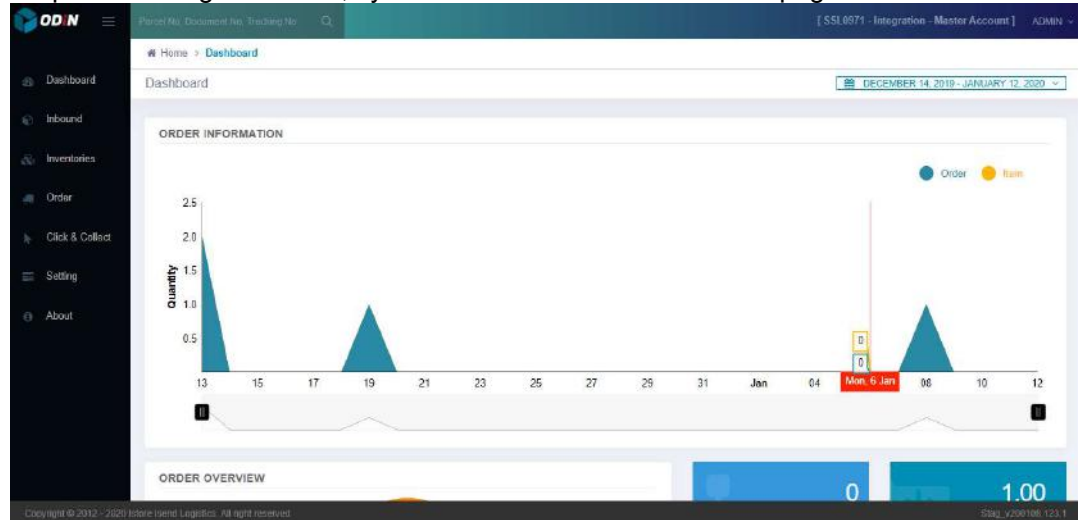
Step 4: Type in valid user credential information as below: -

- 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: -



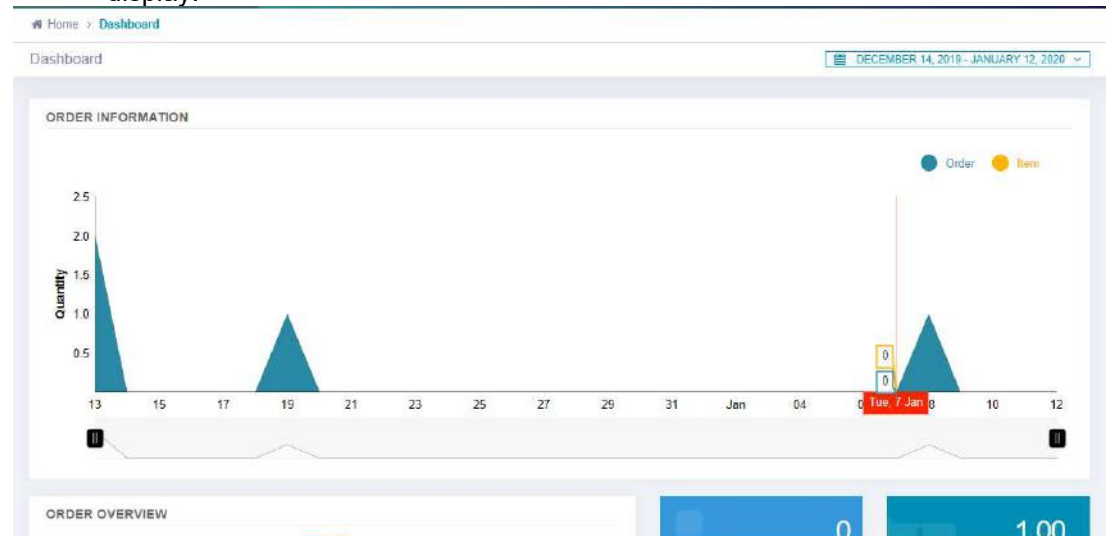
Step 6: Once login success, system will redirect to below home page screen: -



## 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 **Dashboard** at you left hand side, below screen will display: -





### 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: -



#### 5.3.1.1 Product

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

Home > Inbound Product

Inbound Product

Page 1 of 1 | View 10 records | Found total 4 records

| Actions              | Inbound Type    | ERC No     | Inbound Date                    | Document No   | Inbound Status | Final Status | Created Date                    |
|----------------------|-----------------|------------|---------------------------------|---------------|----------------|--------------|---------------------------------|
| [Search] [Refresh]   | [Please Select] |            | From: [Calendar] To: [Calendar] |               | [Please Sel]   | [Please Sel] | From: [Calendar] To: [Calendar] |
| [Eye] [Copy] [Print] | PURCHASE ORDER  | ERC1326723 | 10/01/2020                      | DOC01500      | NEW            | OPEN         | 10/01/2020                      |
| [Eye] [Copy] [Print] | PURCHASE ORDER  | ERC1326720 | 13/01/2020                      | PO10012020_05 | NEW            | OPEN         | 10/01/2020                      |
| [Eye] [Copy] [Print] | PURCHASE ORDER  | ERC1326717 | 11/01/2020                      | PO10012020_02 | NEW            | OPEN         | 10/01/2020                      |
| [Eye] [Copy] [Print] | PURCHASE ORDER  | ERC1326716 | 12/01/2020                      | PO10012020_01 | NEW            | OPEN         | 10/01/2020                      |

Page 1 of 1 | View 10 records | Found total 4 records

#### A) Add / Create Inbound

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

Home > Inbound Product > Create

Create Inbound

**INBOUND HEADER**

Current Storage Client: 47232 - TEST CLIENT DESC

Supplier No: [Please Select]

Inbound Type: PURCHASE ORDER

Remarks: [Text Area]

Inbound Date: [Calendar]

Document No: [Text Field]

**INBOUND DETAILS**




Legende: Qty = Quantity, SS = Scan Serial, SL = SKU/Labeling, Length=L, Width=W, Height=H and Weight=K

| SKU | SKU Description | Qty | Picture Link | SS | SL | L(cm) | W(cm) | H(cm) | W(kg) | Cost | Price |
|-----|-----------------|-----|--------------|----|----|-------|-------|-------|-------|------|-------|
| -   | Total           | 0   |              |    |    |       |       |       | 0     | 0    | 0     |

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  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:



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 Inbound  

**INBOUND HEADER**


Current Storage Client: 47232 - TEST CLIENT DESC Supplier No: Grace See Lee Chain Grace's Shop

Inbound Type: PURCHASE ORDER Remarks: Purchase order

\* Inbound Date: 11-01-2020

\* Document No: PO11012020\_01



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**INBOUND DETAILS** 















Legends: Qty = Quantity, SS = Scan Serial, SL = SKU Labeling, Length=L, Width=W, Height=H and Weight=Wt

|       | SKU           | SKU Description | Qty | Picture Link | SS                       | SL                                  | L(cm) | W(cm) | H(cm) | Wt(kg)  | Cost    | Price   |
|-------|---------------|-----------------|-----|--------------|--------------------------|-------------------------------------|-------|-------|-------|---------|---------|---------|
|       | GS11012020_01 | GS11012020_01   | 100 |              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10.00 | 10.00 | 10.00 | 10.00   | 11.00   | 20.00   |
| Total |               |                 | 100 |              |                          |                                     |       |       |       | 1000.00 | 1100.00 | 2000.00 |

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


Inbound Product  

Page 1 of 11 View 10 records (Found total 5 records)

| Actions   | Inbound Type    | ERC No     | Inbound Date   | Document No   | Inbound Status | Final Status   | Created Date   |
|---|-----------------|------------|--|---------------|----------------|----------------|--|
|   | [Please Select] |            | From  |               | [Please Selct] | [Please Selct] | From  |
|   | PURCHASE ORDER  | ERC1326725 | 11/01/2020   | PO11012020_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   |

Page 1 of 11 View 10 records (Found total 5 records)

## 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: -

Home > Inbound Product > Details : ERC1326725


Inbound Detail

**INBOUND**




|                         |  |                       |                                     |
|-------------------------|--|-----------------------|-------------------------------------|
| Current Storage Client: | <a href="#">47232 - TEST CLIENT DESC</a> | Inbound Status:       | NEW                                 |
| Inbound Type:           | PURCHASE ORDER                           | Final Status:         | <input type="button" value="OPEN"/> |
| Inbound No.:            | ERC 1326725                              | Supplier No.:         | Grace See Lee Choh                  |
| Inbound Date:           | 11/01/2020 08:00                         | Supplier Description: | Grace's Shop                        |
| Document No.:           | PO11012020_01                            | Created By:           | -                                   |
| Remarks:                | Purchase order                           |                       |                                     |

**INBOUND DETAILS**


Legend: ER Qty = Expected Receive Quantity, Rcv Qty = Received Quantity, Req Qty = Requested Quantity, Dev Qty = Deviation Quantity, SS = Scan Serial, SL = SKU Labeling, Length=L, Width=W, Height=H, Flw Date = Received Date

| SKU                         | Picture   | ER Qty | Rcv Qty | Req Qty | Dev Qty | SS | SL | Category | L(cm) | W(cm) | H(cm) | Flw Date |
|-----------------------------|---|--------|---------|---------|---------|----|----|----------|-------|-------|-------|----------|
| GS11012020_01 GS11012020_01 |  | 100    | 0       | 0       | 100     |    |    | Normal   | 10    | 10    | 10    |          |



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


Confirmation

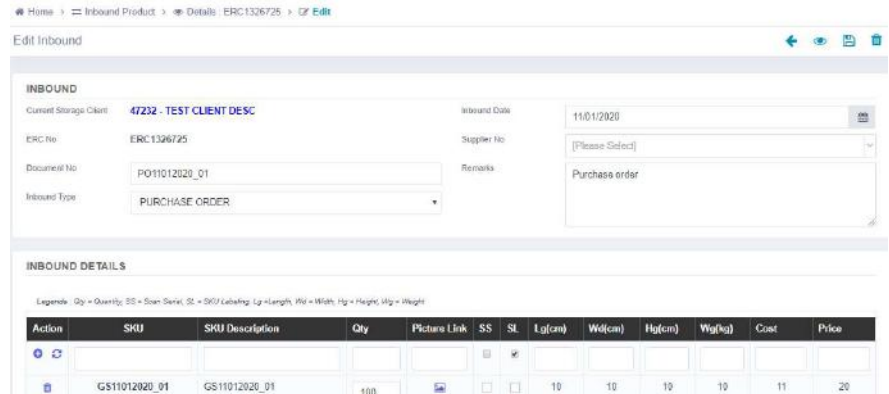


Are you sure you want to delete selected record?




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

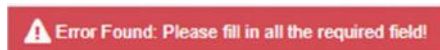
Step 1: In Inbound listing page, select specific record that you wish to edit. Click On edit  icon and system will redirect to Edit Inbound page that shown as below: -



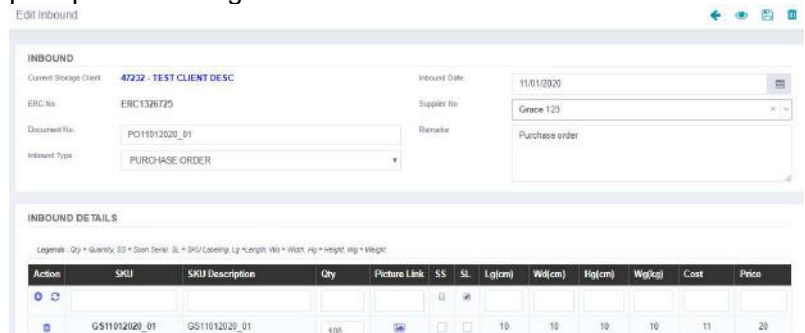
Step 2: In this Edit Inbound screen, user can perform below action: -

- 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:

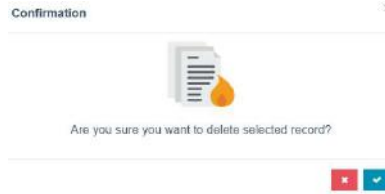




Once user enter all the required field and click save. If pass the validation check, the record will save successfully into system by prompt the message box shown as below: -



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”  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: -

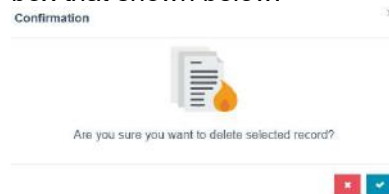
Home > Inbound Product



Inbound Product

| Actions | Inbound Type    | ERC No     | Inbound Date  | Document No   | Inbound Status  | Final Status    | Created Date  |
|---------|-----------------|------------|---|---------------|-----------------|-----------------|---|
|         | [Please Select] |            | From: <input type="text"/> To: <input type="text"/> |               | [Please Select] | [Please Select] | From: <input type="text"/> To: <input type="text"/> |
|         | PURCHASE ORDER  | ERC1326725 | 11/01/2020  | PO10012020_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  |

Page 1 of 1 View 10 records | Found total 5 records

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

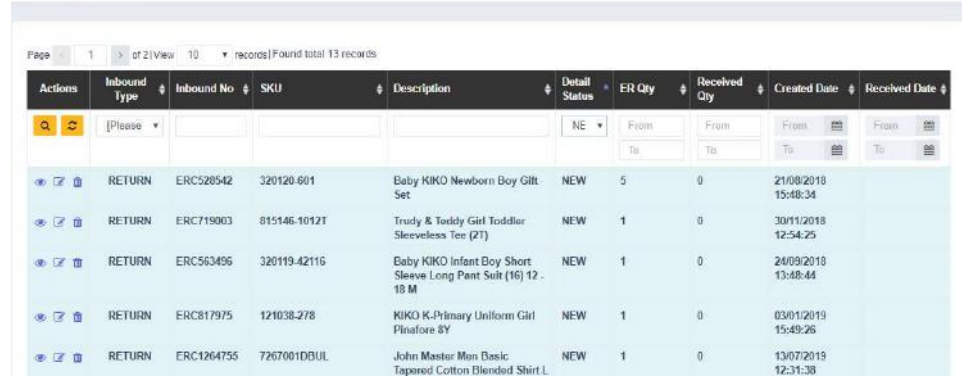


If user click on “cancel”  button, system will do nothing. If user click on “Yes”  button, respective record will delete successfully and redirect to Inbound listing page if there are no dependency record found.
















### 5.3.1.2 View Inbound By SKU

Step 1: Go to Inbound, choose View Inbound by SKU and below screen will display: -

View Inbound By SKU



Page 1 of 2 | View 10 records | Found total 13 records

| Actions   | Inbound Type | Inbound No | SKU          | Description   | Detail Status | ER Qty | Received Qty | Created Date        | Received Date |
|---|--------------|------------|--------------|---|---------------|--------|--------------|---------------------|---------------|
|    | RETURN       | ERC528542  | 320120-601   | Baby KIKO Newborn Boy Gift Set                                  | NEW           | 5      | 0            | 21/08/2018 15:48:34 |               |
|    | RETURN       | ERC719003  | 815146-1012T | Trudy & Toddy Girl Toddler Sleeveless Tee (2T)                  | NEW           | 1      | 0            | 30/11/2018 12:54:25 |               |
|    | RETURN       | ERC563496  | 320119-42116 | Baby KIKO Infant Boy Short Sleeve Long Pant Suit (16) 12 - 18 M | NEW           | 1      | 0            | 24/09/2018 13:48:44 |               |
|    | RETURN       | ERC817975  | 121038-278   | KIKO K-Primary Uniform Girl Pinafore 8Y                         | NEW           | 1      | 0            | 03/01/2019 15:49:26 |               |
|    | RETURN       | ERC1264755 | 7267001DBUL  | John Master Men Basic Tapered Cotton Blended Shirt L            | NEW           | 1      | 0            | 13/07/2019 12:31:38 |               |

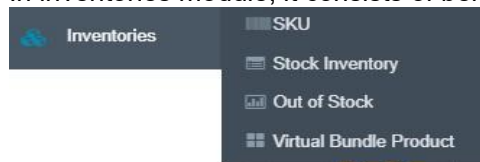
In this page, actions button will visible or invisible based on Status: -

- 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

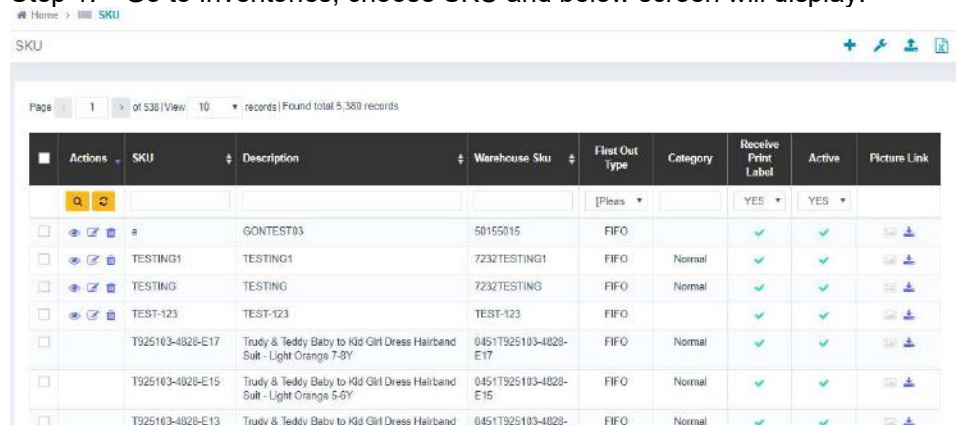
In inventories module, it consists of below sub modules: -



### 5.4.1.1 SKU

#### A) View SKU Listing

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

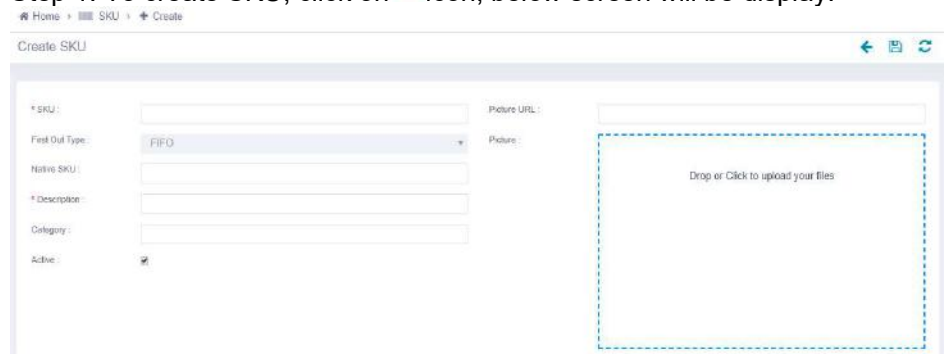


| Actions | SKU              | Description  | Warehouse SKU        | First Out Type | Category | Receive Print Label | Active | Picture Link |
|---------|------------------|--|----------------------|----------------|----------|---------------------|--------|--------------|
|         |                  |  |                      | [Please]       |          | YES                 | YES    |              |
|         | a                | GONTEST03  | 50155015             | FIFO           |          |                     |        |              |
|         | TESTING1         | TESTING1   | 7232TESTING1         | FIFO           | Normal   |                     |        |              |
|         | TESTING          | TESTING  | 7232TESTING          | FIFO           | Normal   |                     |        |              |
|         | TEST-123         | TEST-123   | TEST-123             | FIFO           |          |                     |        |              |
|         | T925103-4828-E17 | Trudy & Teddy Baby to Kid Girl Dress Hairband Suit - Light Orange 7-8Y | 0451T925103-4828-E17 | FIFO           | Normal   |                     |        |              |
|         | T925103-4828-E15 | Trudy & Teddy Baby to Kid Girl Dress Hairband Suit - Light Orange 5-6Y | 0451T925103-4828-E15 | FIFO           | Normal   |                     |        |              |
|         | T925103-4828-E13 | Trudy & Teddy Baby to Kid Girl Dress Hairband                          | 0451T925103-4828-    | FIFO           | 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: -



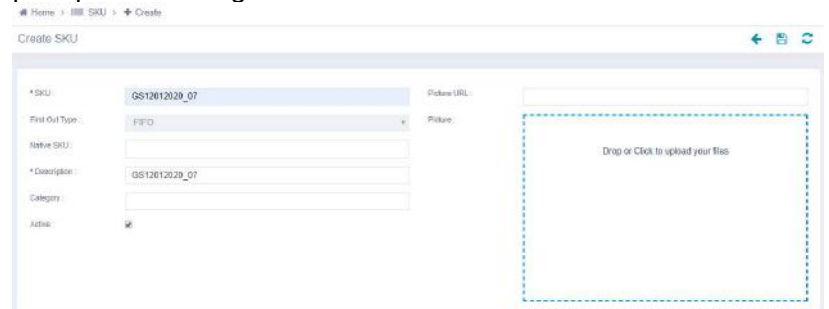
- Click on "Back"  icon, system will redirect back to previous page.
- If you decided to reset/ clear the screen, click on reset  icon.

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

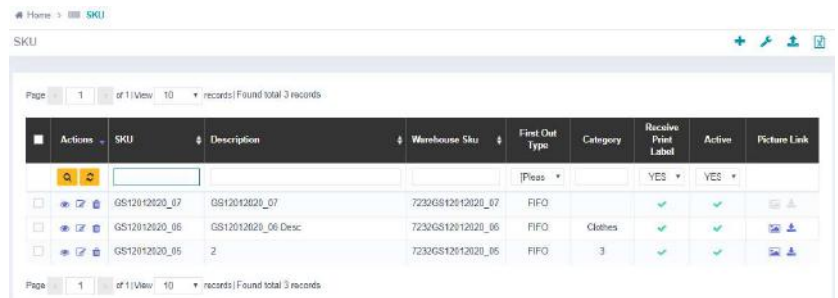
If user didn't enter all the required field, system will perform validation check by display an error message that shown as below:














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: -




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




| Actions   | SKU           | Description        | Warehouse Sku     | First Out Type | Category | Receive Print Label                 | Active                              | Picture Link  |
|---|---------------|--------------------|-------------------|----------------|----------|-------------------------------------|-------------------------------------|---|
|   | GS12012020_07 | GS12012020_07      | 7232GS12012020_07 | FIFO           |          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |    |
|   | GS12012020_06 | GS12012020_06 Desc | 7232GS12012020_06 | FIFO           | Clothes  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
|   | GS12012020_05 | 2                  | 7232GS12012020_05 | FIFO           | 3        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |

### 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  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: -



Home > SKU

SKU

Page 1 of 1 (View: 10 records) Found total 2 records

| Actions | SKU           | Description        | Warehouse SKU     | First Out Type | Category | Receive Print Label | Active | Picture Link |
|---------|---------------|--------------------|-------------------|----------------|----------|---------------------|--------|--------------|
|         | GS12          |                    |                   | [Please ...]   |          | YES                 | YES    |              |
|         | GS12012020_06 | GS12012020_06 Desc | 7232GS12012020_06 | FIFO           | Clothes  |                     |        |              |
|         | GS12012020_05 | 2                  | 7232GS12012020_05 | FIFO           | 3        |                     |        |              |

Page 1 of 1 (View: 10 records) Found total 2 records

Home > SKU

SKU

Page 1 of 1 (View: 10 records) Found total 2 records

**Batch Update**

First Out Type:  [Please ...]

Receive Print Label:  [Please ...]

\* Check on the check box that you wish to batch update

✖ ✔

| Actions | SKU           | Description        | Warehouse SKU     | First Out Type | Category | Receive Print Label | Active | Picture Link |
|---------|---------------|--------------------|-------------------|----------------|----------|---------------------|--------|--------------|
|         | GS12          |                    |                   | [Please ...]   |          | YES                 | YES    |              |
|         | GS12012020_06 | GS12012020_06 Desc | 7232GS12012020_06 | FIFO           | Clothes  |                     |        |              |
|         | GS12012020_05 | 2                  | 7232GS12012020_05 | FIFO           | 3        |                     |        |              |

Page 1 of 1 (View: 10 records) Found total 2 records

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

Batch Update is successful

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

## D) Import SKU

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

Home > SKU > Import

Import Storage Client SKU

**SELECT FILES**

Download Storage Client SKU Template : CSVExcel

No file chosen

✖ Clear ✔ Upload

**Import Result**

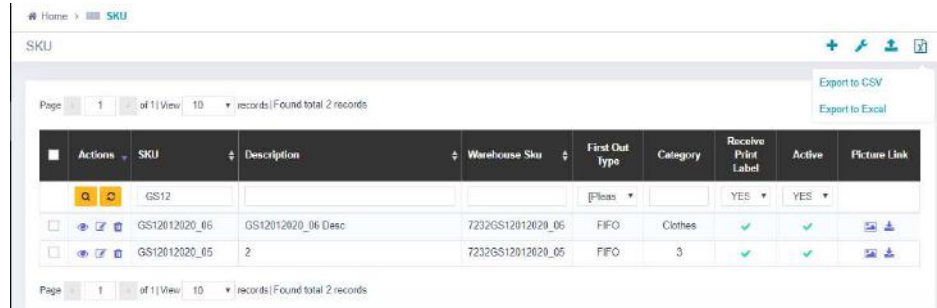
No records found to show

| Row                        | Status | Error | SKU No | SKU Description | Warehouse SKU No | First Out Type | Category | Receive Print Label | Status | Picture Link |
|----------------------------|--------|-------|--------|-----------------|------------------|----------------|----------|---------------------|--------|--------------|
| No data available in table |        |       |        |                 |                  |                |          |                     |        |              |

















No records found to show

### E) Export SKU


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

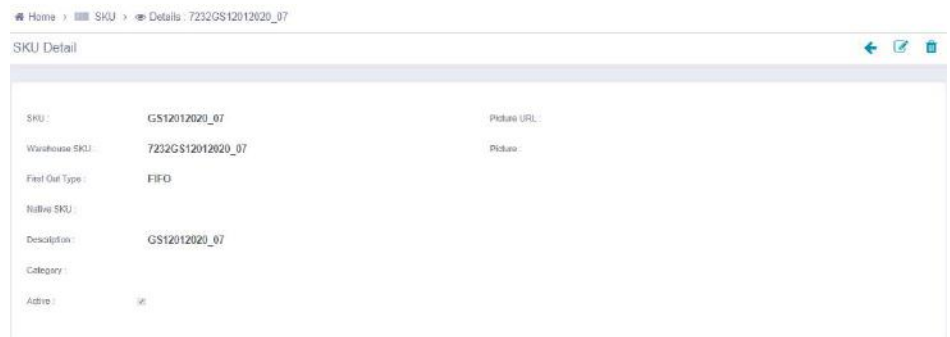


The screenshot shows the 'SKU' listing page. At the top right, there are two buttons: 'Export to CSV' and 'Export to Excel'. Below the table, there are two more buttons: 'Export to CSV' and 'Export to Excel'.


| Actions   | SKU           | Description        | Warehouse Sku     | First Out type | Category | Receive Print Label   | Active  | Picture Link  |
|---|---------------|--------------------|-------------------|----------------|----------|---|---|---|
|     | GS12          |                    |                   | FIFO           |          | YES   | YES   |   |
| <input type="checkbox"/>     | GS12012020_06 | GS12012020_06 Desc | 7232GS12012020_06 | FIFO           | Clothes  |    |    |       |
| <input type="checkbox"/>    | GS12012020_05 | Z                  | 7232GS12012020_05 | FIFO           | 3        |  |  |   |

### F) View SKU Detail




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

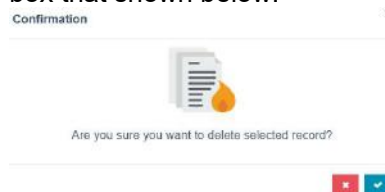




The screenshot shows the 'SKU Detail' page for SKU: GS12012020\_07. The details are as follows:

|                  |   |               |  |
|------------------|---|---------------|--|
| SKU :            | GS12012020_07   | Picture URL : |  |
| Warehouse SKU :  | 7232GS12012020_07   | Picture :     |  |
| First Out Type : | FIFO  |               |  |
| Native SKU :     |   |               |  |
| Description :    | GS12012020_07   |               |  |
| Category :       |   |               |  |
| Active :         |  |               |  |


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

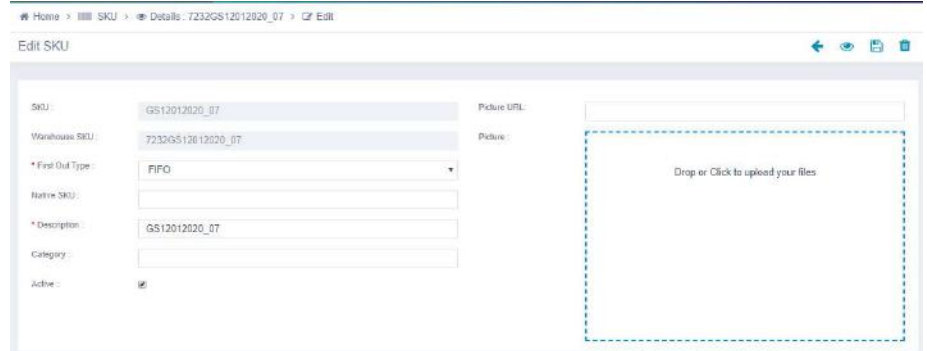
- Click on back  icon, system will redirect to previous page.
- Click on edit  icon, system will redirect to Edit SKU page.
- Click on delete  icon, system will prompt confirmation message box that shown below: -






If user click on “cancel”  button, system will do nothing. If user click on “Yes”  button, 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: -



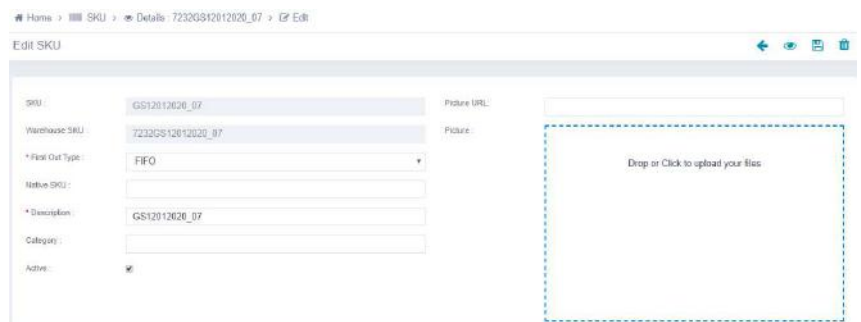
Step 2: In this Edit SKU screen, user can perform below action: -

- 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:

 **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: -



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

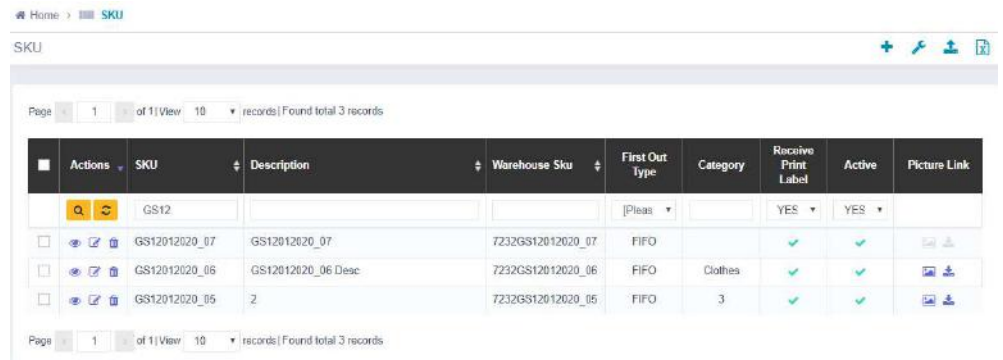
- Click on delete  icon, system will prompt confirmation message box that shown below: -




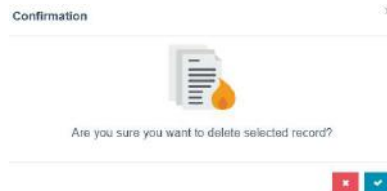
If user click on “cancel”  button, system will do nothing. If user click on “Yes”  button, respective record will delete successfully and redirect to Inbound listing page if there are no dependency record found.



**H) Delete SKU**

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



Step 2: 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”  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:

Home > Stock Inventory

Stock Inventory

6985  
Good

29  
Damaged


37  
Processing

6948  
Available

Page 1 of 2 | View 10 records | Found total 14 records

| Actions | Country  | SKU Type     | SKU                   | Warehouse SKU         | Description           | Good    | Damaged | Available | Active                              |
|---------|----------|--------------|-----------------------|-----------------------|-----------------------|---------|---------|-----------|-------------------------------------|
|         | MALAYSI  | [Please ...] |                       |                       |                       | From To | From To | From To   | YE                                  |
|         | MALAYSIA | SINGLE       | 10012020-SKU-02       | 10012020-WAREHOUSE-02 | 10012020-DESC-02      | 0       | 0       | 0         | <input checked="" type="checkbox"/> |
|         | MALAYSIA | SINGLE       | 100120201210012020121 | 72320201210012020121  | 100120201210012020121 | 0       | 0       | 0         | <input checked="" type="checkbox"/> |
|         | MALAYSIA | SINGLE       | 10012020_03           | 10012020_03           | 10012020_03A          | 0       | 0       | 0         | <input checked="" type="checkbox"/> |
|         | MALAYSIA | SINGLE       | 10012020_04           | 10012020_04           | 10012020_04           | 0       | 0       | 0         | <input checked="" type="checkbox"/> |
|         | MALAYSIA | SINGLE       | 10012020_05           | 10012020_05           | 10012020_05           | 0       | 0       | 0         | <input checked="" type="checkbox"/> |
|         | MALAYSIA | SINGLE       | GS10012020_01         | 7232GS10012020_01     | GS10012020_01         | 0       | 0       | 0         | <input checked="" type="checkbox"/> |

#### A) Export Stock Inventory

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

Home > Stock Inventory

Stock Inventory

6985  
Good

29  
Damaged

37  
Processing


6948  
Available

Page 1 of 2 | View 10 records | Found total 14 records

| Actions | Country  | SKU Type     | SKU             | Warehouse SKU         | Description      | Good    | Damaged | Available | Active                              |
|---------|----------|--------------|-----------------|-----------------------|------------------|---------|---------|-----------|-------------------------------------|
|         | MALAYSI  | [Please ...] |                 |                       |                  | From To | From To | From To   | YE                                  |
|         | MALAYSIA | SINGLE       | 10012020-SKU-02 | 10012020-WAREHOUSE-02 | 10012020-DESC-02 | 0       | 0       | 0         | <input checked="" type="checkbox"/> |

Export to CSV  
 Export to Excel


#### B) View Stock Inventory Detail

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


Home > Stock Inventory > Inventory Detail

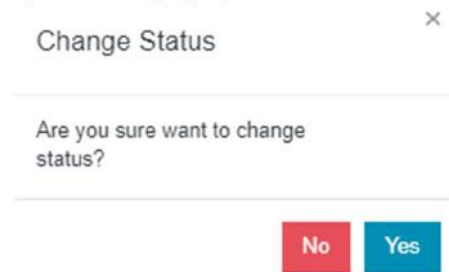
Stock Inventory Detail

|                |                       |                      |   |
|----------------|-----------------------|----------------------|---|
| SKU:           | 10012020-SKU-02       | Good Quantity:       | 0 |
| Description:   | 10012020-DESC-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  icon and system will pop up below confirmation



### 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: -


Home > Virtual Bundle Product

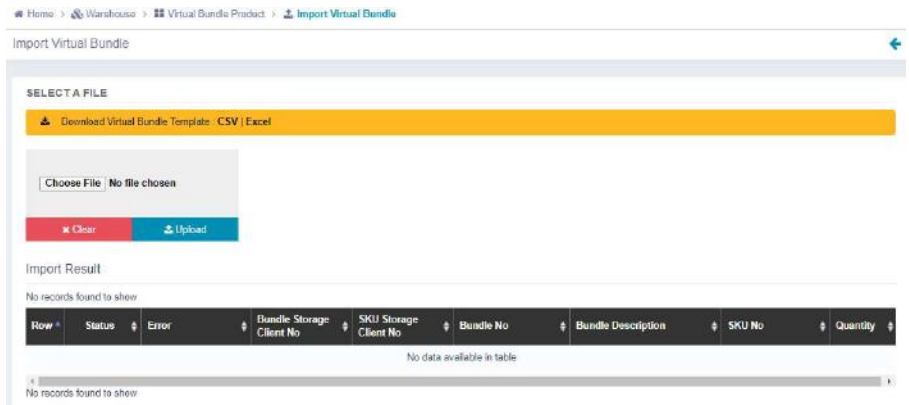
Virtual Bundle Product 

Page 1 of 719 | View 10 records | Found total 7,182 records

| Actions   | Bundle Storage Client No | Bundle Storage Client Description | SKU Storage Client No | SKU Storage Client Description | Bundle No     | Bundle Description                          | Warehouse SKU     | Description           |
|---|--------------------------|-----------------------------------|-----------------------|--------------------------------|---------------|---|-------------------|-----------------------|
|  | 44526                    | TEST CLIENT DESC                  | 44526                 | TEST CLIENT DESC               | 310083-101XXL | Baby Kiko Sleeveless Tee (XXL) 3 - 3.5 Y    | 0451310083-101XXL | Baby Kiko Sleeveless  |
|  | 44526                    | TEST CLIENT DESC                  | 44526                 | TEST CLIENT DESC               | 310084-101114 | Baby Kiko Sleeveless Tee (14) 6 - 12 M      | 0451310084-101114 | Baby Kiko Sleeveless  |
|  | 44526                    | TEST CLIENT DESC                  | 44526                 | TEST CLIENT DESC               | 310084-101112 | Baby Kiko Sleeveless Tee (12) 0 - 6 M       | 0451310084-101112 | Baby Kiko Sleeveless  |
|  | 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 Sleen |
|  | 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 Sleen |
|  | 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 Sleen |
|  | 44526                    | TEST CLIENT DESC                  | 44526                 | TEST CLIENT DESC               | 310083-111L   | Baby Kiko Short Sleeves Tee (L) 2 - 2.5 Y   | 0451310083-111L   | Baby Kiko Short Sleen |
|  | 44526                    | TEST CLIENT DESC                  | 44526                 | TEST CLIENT DESC               | 310083-11116  | Baby Kiko Short Sleeves Tee (16) 12 - 18 M  | 0451310083-11116  | Baby Kiko Short Sleen |


#### B) Import

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



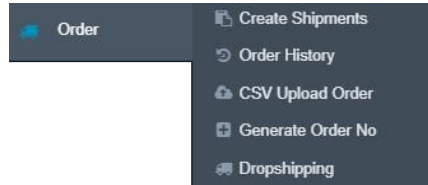
Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -



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

## 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: -

# Home > Order

Order History

Page 1 of 1 | View 10 records | Found total 3 records

| Actions | Order Origin    | Parcel No    | Document No             | Receiver Name | Is Warehouse Order | Order Date (Within 90 days) | Order Status | Shipment Type  | Courier Service         | Tracking Code  | Delivery Status |
|---------|-----------------|--------------|-------------------------|---------------|--------------------|-----------------------------|--------------|--|-------------------------|----------------|-----------------|
|         | [Please Select] |              |                         |               | [Please]           | 13/1                        | LO           |  | [Pe]                    |                | [Pls]           |
|         | MAGENTO         | 595918551022 | DPSG-ORD-200103-0000025 | Alan Tan      | WAREHOUSE          | 2020-01-03                  | LOADED       | Local Delivery - Express Delivery (Next working day * T&C's apply) | [SG-C] NINJAGAN NEXTDAY | WTRET100341790 |                 |
|         | MAGENTO         | 595918550985 | DPSG-ORD-200103-0000022 | Alan Tan      | WAREHOUSE          | 2020-01-03                  | LOADED       | Local Delivery - Standard Delivery (1 - 3 working days)            | [SG-C] NINJAGAN         | WTRET100341789 |                 |
|         | MAGENTO         | 595918550904 | DPSG-ORD-200103-0000022 | Alan Tan      | WAREHOUSE          | 2020-01-03                  | LOADED       | Local Delivery - Standard Delivery (1 - 3 working days)            | [SG-C] NINJAGAN         | 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: -

# Home > Stock Inventory

Stock Inventory

Export to CSV  
Export to Excel

6985 Good  
29 Damaged  
37 Processing

Page 1 of 2 | View 10 records | Found total 14 records

| Actions | Country  | SKU Type | SKU             | Warehouse SKU         | Description      | Good    | Damaged | Available | Active                              |
|---------|----------|----------|-----------------|-----------------------|------------------|---------|---------|-----------|-------------------------------------|
|         | MALAYSIA | [Please] |                 |                       |                  | From To | From To | From To   | YE                                  |
|         | MALAYSIA | SINGLE   | 10012026-SKU-02 | 10012020-WAREHOUSE-02 | 10012020-DESC-02 | 0       | 0       | 0         | <input checked="" type="checkbox"/> |

#### C) View Order History

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

# Home > Order History > Order Detail

Order Detail : 595918551022

Order Header

595918551022



|                  |                         |                  |  |
|------------------|-------------------------|------------------|--|
| Document No:     | DPSG-ORD-200103-0000025 | Order Datetime:  | 03 Jan 2020 02:57 pm   |
| Tracking Code:   | WTRET100341790          | COD:             | NO   |
| Order Status:    | LOADED                  | Delivery Status: |  |
| Member:          | SSL0801                 | COD Amount:      | RM 0.00  |
| Order Weight:    | 0.01 KG                 | Order Remarks:   |  |
| Warehouse Order: | YES                     | Shipment Type:   | Local Delivery - Express Delivery (Next working day * T&C's apply) |
| Order Origin:    | MAGENTO                 | Order Type:      |  |

Shipper & Receiver Details


Shipper: [Name] | Receiver: [Name]

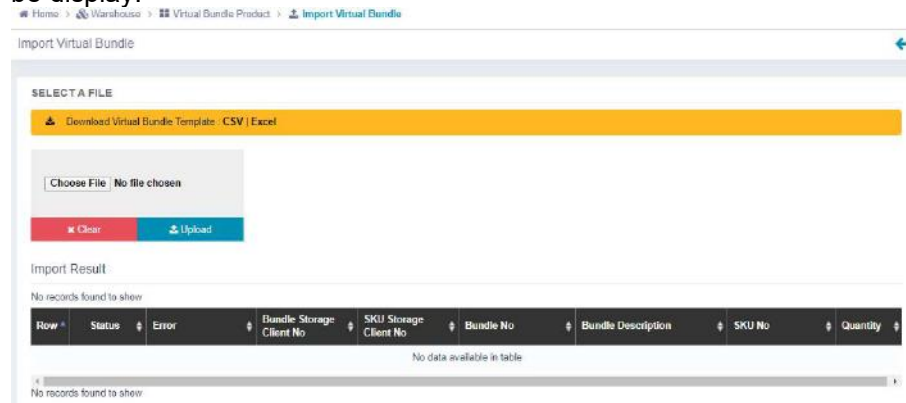
See Brand Logistics. All right reserved. | Slog\_009108\_1234

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

- Click on back  icon, 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  icon, below screen will be display: -



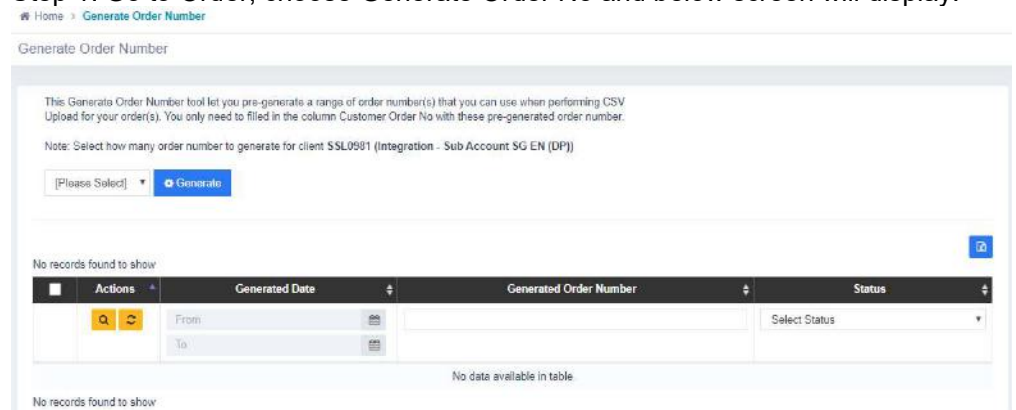
Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -




- Click on “Back”  icon, system will redirect back to previous page.

### 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

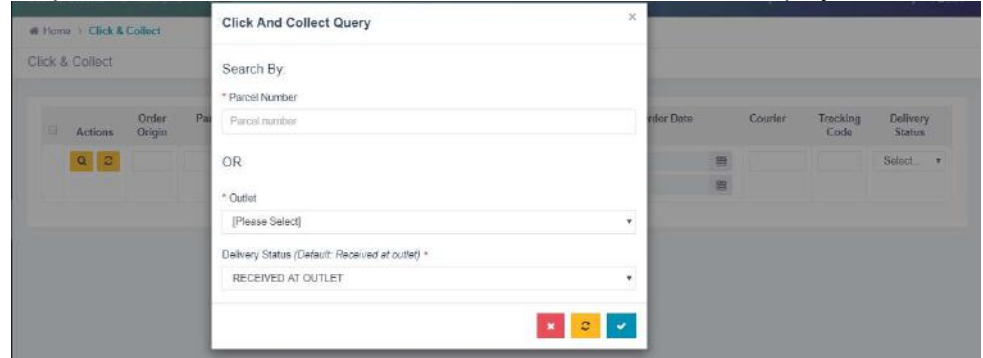
## 5.6 Click & Collect




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



### 5.6.1.1 Click & Collect

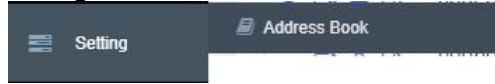
Step 1: User click on Click & Collect menu, below screen will display: -



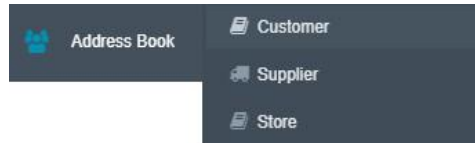
- Click on cancel  icon, system will close the prompt page.
- Click on reset  icon, system will clear or reset the data entry.
- Click on Ok  icon, system will refresh the click & collect listing page based on screen below: -

## 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: -

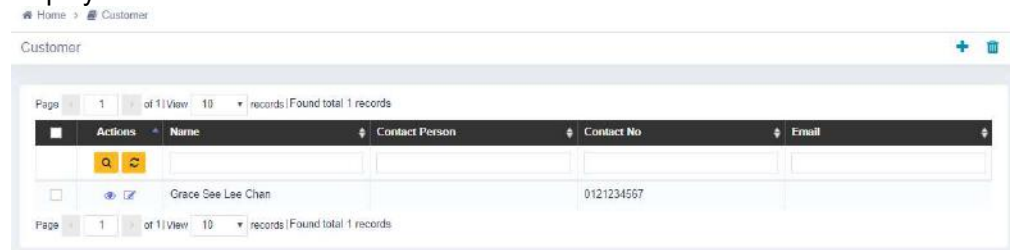


- Address book
  - It eases client maintain their store, customer and supplier profile. It consists of below sub modules: -



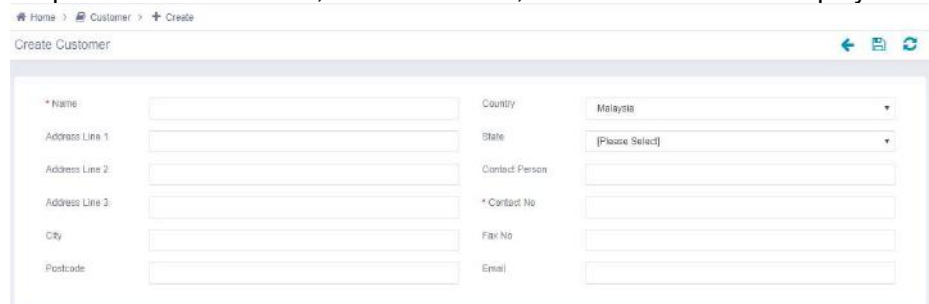
### 5.7.1.1 Address Book > Customer

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






#### A) Add / Create New Customer

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

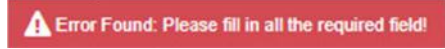


Step 2: In this screen you will see below action icon on your right-hand side that shown as below: -

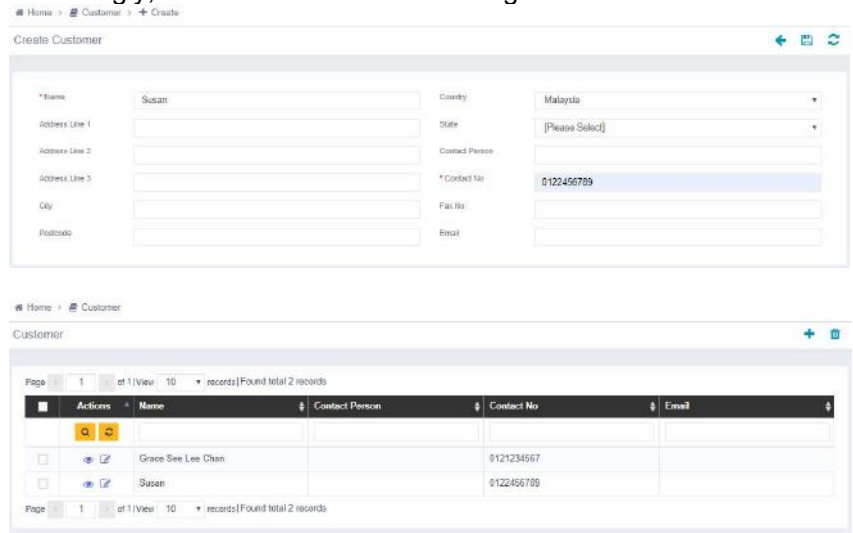


- Click on “Back”  icon, system will redirect back to previous page.
- If you decided to reset/ clear the screen, click on reset  icon.
- In order to create a record, enter all required field **\***, then click on save icon . During save, system will perform validation check.


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

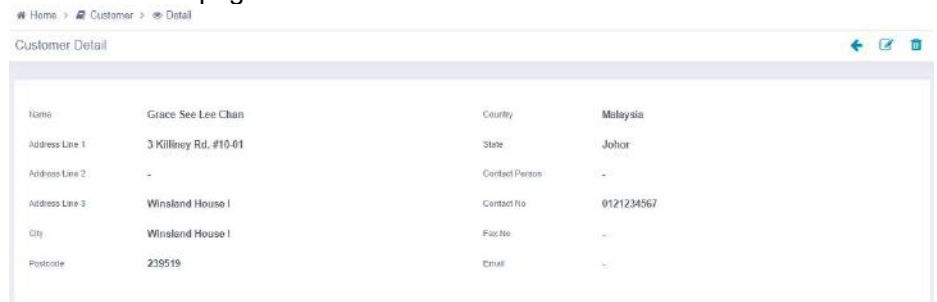


If user pass the validation check, the record will save into system accordingly, and redirect to Customer Page.






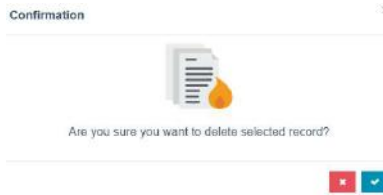
## B) View Customer Detail

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: -




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  icon and system will redirect to Edit Customer page that shown as below: -

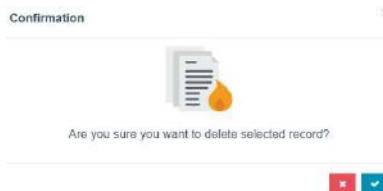
Step 2: In this Edit Customer screen, user can perform below action: -

- 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:

**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.

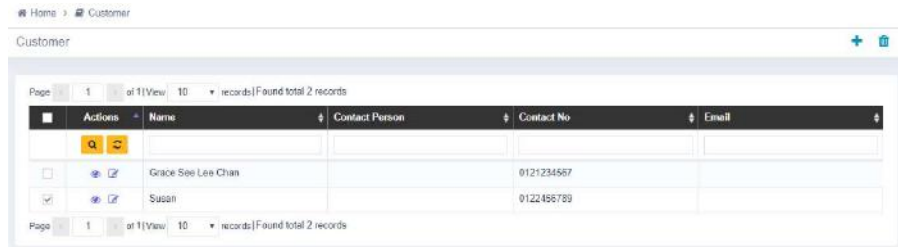
- Click on delete  icon, system will prompt confirmation message box that shown below: -




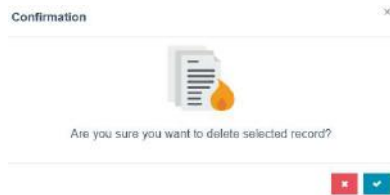
If user click on close button, system will do nothing else respective record will delete successfully and redirect to Customer listing page if there are no dependency record found.

### D) Delete Customer Record

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



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

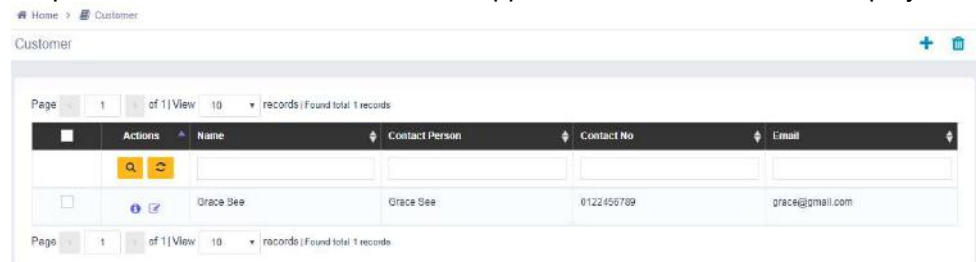


If user click on close button, system will do nothing else respective record will delete successfully and redirect to Customer listing page if there are no dependency record found.



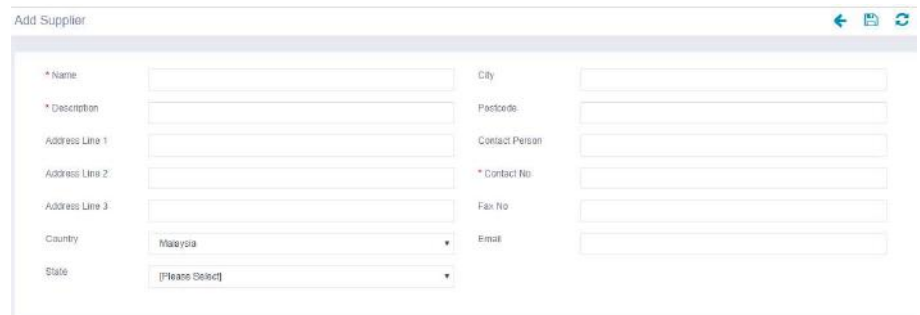
### 5.7.1.2 Supplier

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



#### A) Add / Create New Supplier




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



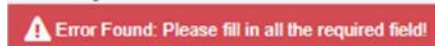
The screenshot shows the 'Add Supplier' form. It has a title bar with a back arrow, a save icon, and a refresh icon. The form contains several input fields: Name (required), Description (required), Address Line 1, Address Line 2, Address Line 3, Country (dropdown menu showing 'Malaysia'), State (dropdown menu showing '[Please Select]'), City, Postcode, Contact Person, Contact No (required), Fax No, and Email.

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  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:



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

Home > Supplier > Add

Add Supplier

|                |                      |                |                      |
|----------------|----------------------|----------------|----------------------|
| * Name         | <input type="text"/> | Country        | Malaysia             |
| * Description  | <input type="text"/> | State          | [Please Select]      |
| Address Line 1 | <input type="text"/> | Contact Person | <input type="text"/> |
| Address Line 2 | <input type="text"/> | * Contact No   | <input type="text"/> |
| Address Line 3 | <input type="text"/> | Fax No         | <input type="text"/> |
| City           | <input type="text"/> | Email          | <input type="text"/> |
| Postcode       | <input type="text"/> |                |                      |

---

Home > Supplier


Supplier

Page 1 of 1 | View: 10 records | Found total 2 records

| Actions                  | Name               | Description  | Contact Person | Email | Contact No |
|--------------------------|--------------------|--------------|----------------|-------|------------|
| <input type="checkbox"/> | Grace              | 123          |                |       | 0122947891 |
| <input type="checkbox"/> | Grace See Lee Chan | Grace's Shop |                |       | 0122345678 |

Page 1 of 1 | View: 10 records | Found total 2 records




## B) View Supplier Detail

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


Supplier Detail

|                |             |                |            |
|----------------|-------------|----------------|------------|
| Name           | IBM         | City           | -          |
| Description    | IBM Sdn Bhd | Postcode       | -          |
| Address Line 1 | -           | Contact Person | -          |
| Address Line 2 | -           | Contact No     | 0122345678 |
| Address Line 3 | -           | Fax No         | -          |
| Country        | Malaysia    | Email          | -          |
| 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  icon, system will prompt confirmation message box that shown below: -


Confirmation

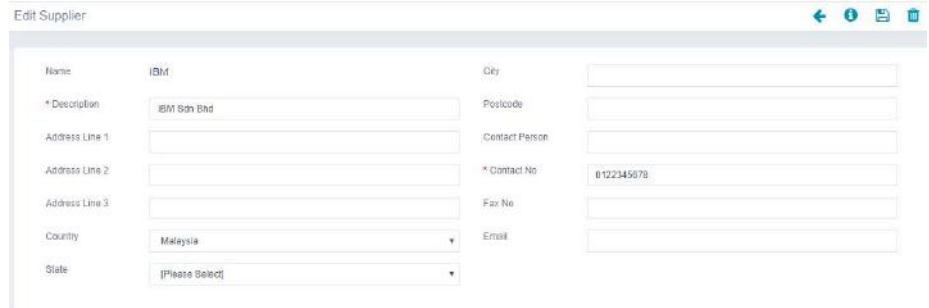


Are you sure you want to delete selected record?





If user click on close button, system will do nothing else respective record will delete successfully and redirect to 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  icon and system will redirect to Edit Supplier page that shown as below: -




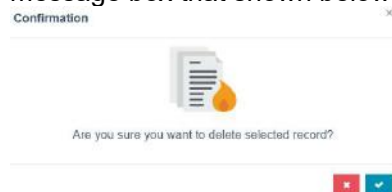
Step 2: In this Edit Supplier screen, user can perform below action: -

- Click on back  icon, system will redirect to previous page.
- Click on view detail  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:



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

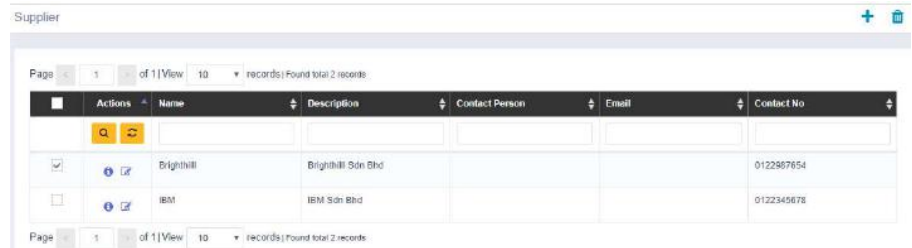
- Click on delete  icon, system will prompt confirmation message box that shown below: -




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.

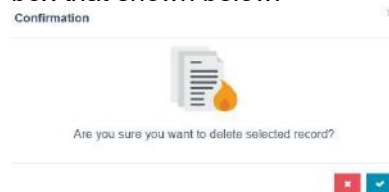
### D) Delete Supplier Detail

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



| Actions                             | Name       | Description        | Contact Person | Email | Contact No |
|-------------------------------------|------------|--------------------|----------------|-------|------------|
| <input checked="" type="checkbox"/> | Brightbill | Brightbill Sdn Bhd |                |       | 0122267854 |
| <input type="checkbox"/>            | 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 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: -

Store + 🗑️

| Actions                  | Code | Name                               | Country  | Province/State  | Contact Person | Contact No | Email      | CAC |
|--------------------------|------|------------------------------------|----------|-----------------|----------------|------------|------------|-----|
| <input type="checkbox"/> | 1A   | 2                                  | Malaysia | Johor           | 7              | 0122781692 | 11@gwi.com | ✓   |
| <input type="checkbox"/> | 1AV  | FIRST AVENUE MALL PENANG (1AV)     | MALAYSIA | PULAU PINANG    |                |            |            | ✓   |
| <input type="checkbox"/> | 1C   | 2                                  | MALAYSIA | JOHOR           |                |            |            | ✓   |
| <input type="checkbox"/> | AI2  | AEONBIG IPOH, PHASE 2 (AI2) -CI020 | MALAYSIA | PERAK           |                |            |            | ✓   |
| <input type="checkbox"/> | AU2  | Aeon AU2                           | MALAYSIA | WP KUALA LUMPUR |                |            |            | ✓   |
| <input type="checkbox"/> | AWK  | Avenue K, Ampang (AWK)             | MALAYSIA | WP KUALA LUMPUR |                |            |            | ✓   |
| <input type="checkbox"/> | BER  | BANDAR BAYAN BARU (BER)            | MALAYSIA | PULAU PINANG    |                |            |            | ✓   |

#### A) Add / Create New Store




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

Create Store ← 🗑️ ↻

|            |                      |  |  |
|------------|----------------------|--|--|
| * Code     | <input type="text"/> | Contact Person                                     | <input type="text"/>   |
| * Name     | <input type="text"/> | Contact No   | <input type="text"/>   |
| * Address  | <input type="text"/> | Fax No   | <input type="text"/>   |
| Distric    | <input type="text"/> | Email  | <input type="text"/>   |
| City       | <input type="text"/> | Delivery Day                                       | <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday<br><input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday |
| * Postcode | <input type="text"/> | <input type="checkbox"/> Click and Collect service |  |
| Country    | Malaysia             |  |  |
| * State    | [Please Select]      |  |  |

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

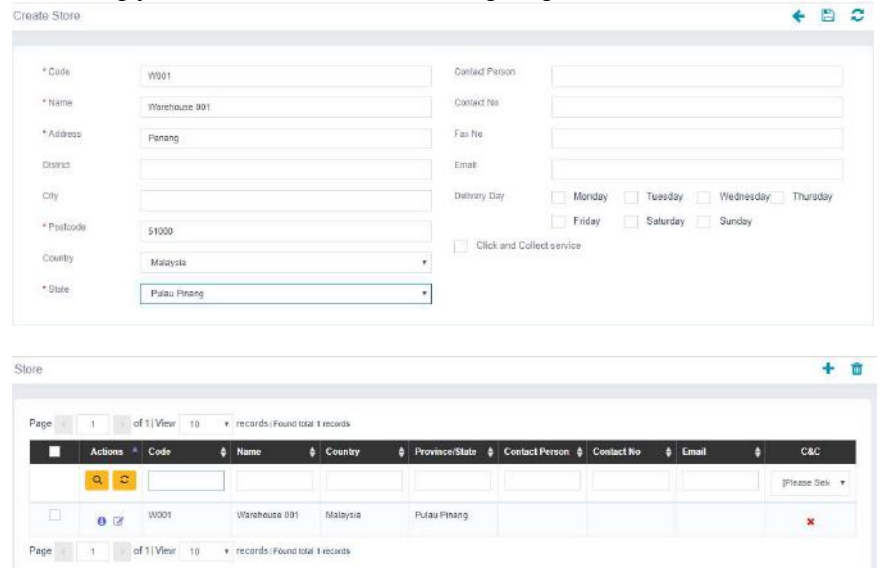


- Click on “Back”  icon, system will redirect back to previous page.
- If you decided to reset/ clear the screen, click on reset  icon.
- In order to create a record, enter all required field \*, then click on save icon . During save, system will perform validation check.


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



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






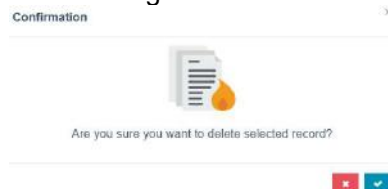
## B) View Store Detail

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




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

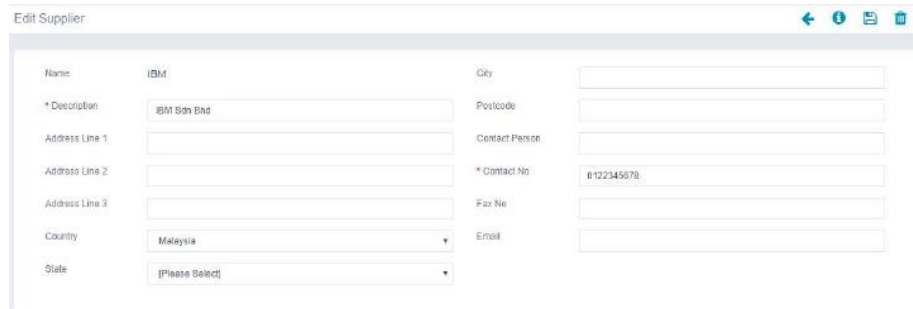
- Click on back  icon, system will redirect to previous page.
- Click on edit  icon, system will redirect to Edit Store page.
- Click on delete  icon, system will prompt confirmation message box that shown below: -







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  icon and system will redirect to Edit Store page that shown as below: -




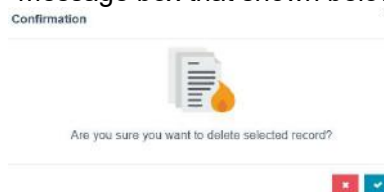
Step 2: In this Edit Store screen, user can perform below action: -

- Click on back  icon, system will redirect to previous page.
- Click on view detail  icon, 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:

**⚠ 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: -




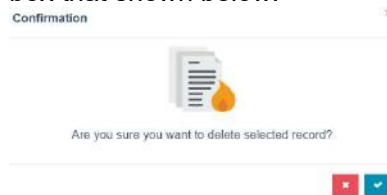
Supplier

Page 1 of 1 | View 10 records | Found total 2 records

| Actions                             | Name       | Description        | Contact Person | Email | Contact No |
|-------------------------------------|------------|--------------------|----------------|-------|------------|
| <input checked="" type="checkbox"/> | Brightbill | Brightbill Sdn Bhd |                |       | 0122867854 |
| <input type="checkbox"/>            | IBM        | IBM Sdn Bhd        |                |       | 0122345678 |

Page 1 of 1 | View 10 records | Found total 2 records

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

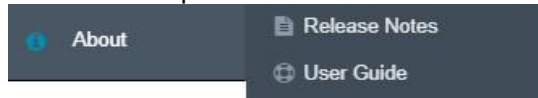


If user click on close button, system will do nothing else respective record will delete successfully and redirect to Store listing page if there are no dependency record found.



## 5.8 About

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

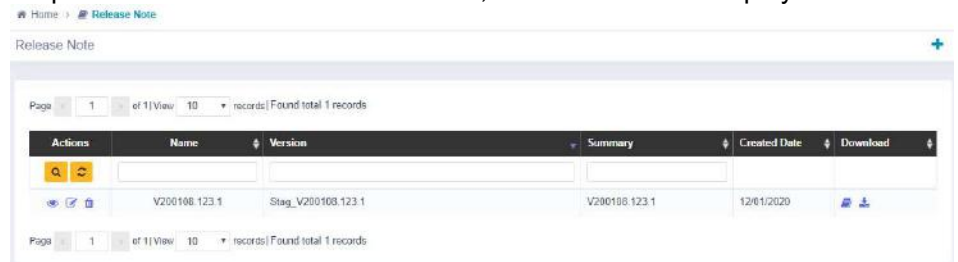


### 5.8.1.1 Release Notes

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

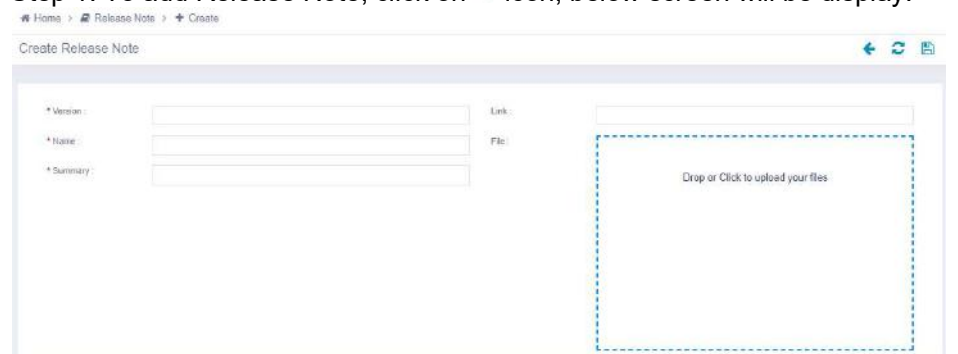
#### A) Release Listing Page

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






#### B) Add / Create Release Note

Step 1: To add Release Note, 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: -

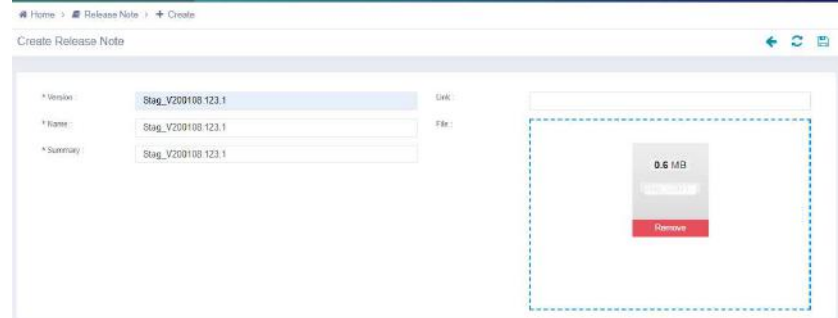


- Click on “Back”  icon, system will redirect back to previous page.
- If you decided to reset/ clear the screen, click on reset  icon.
- In order to create a record, enter all required field \*, then click on save icon . During save, system will perform validation check.


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

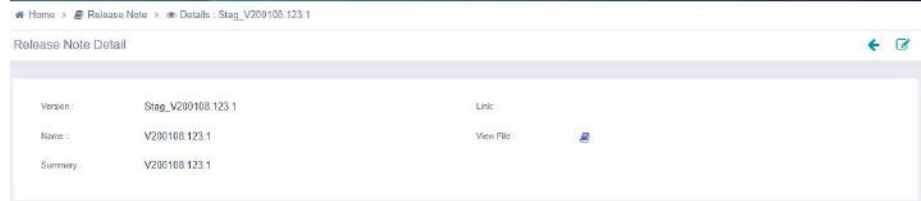


If user pass the validation check, the record will save into system accordingly, and redirect to Release Notes Page.






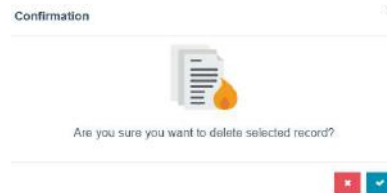
### C) View Release Note Detail

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




Step 2: In this Release Note Detail screen, user can perform below action:

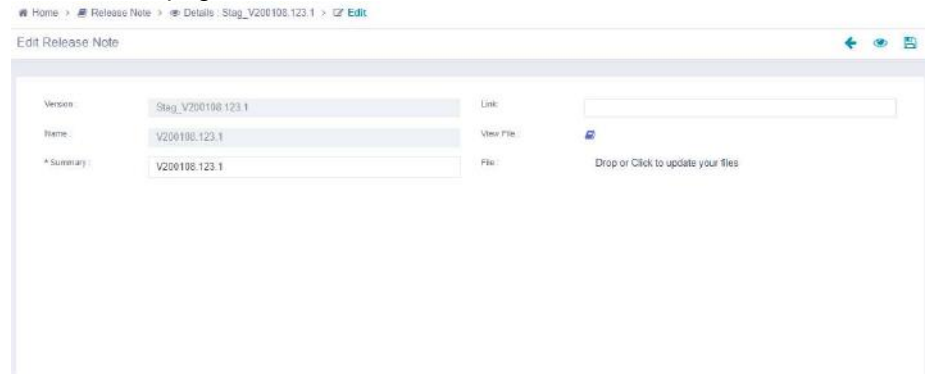
- Click on back  icon, system will redirect to previous page.
- Click on edit  icon, system will redirect to Edit Release Note page.
- Click on delete  icon, system will prompt confirmation message box that shown below: -







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.

### 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: -




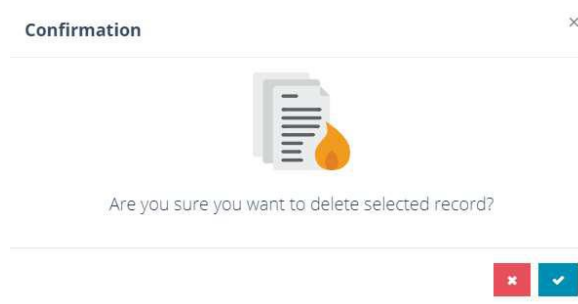
Step 2: In this Edit Release Note screen, user can perform below action: -

- 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:

 **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.

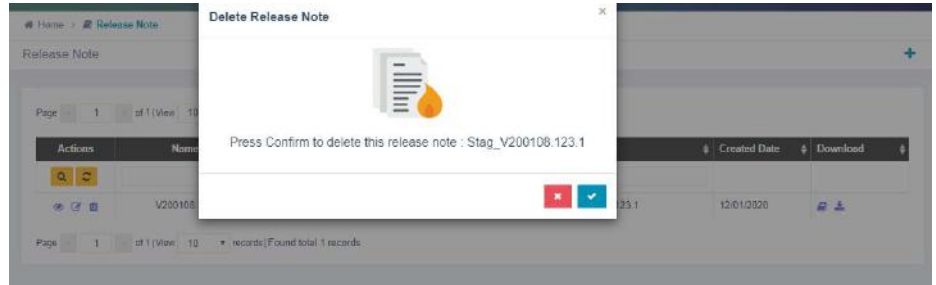
- Click on delete  icon, system will prompt confirmation message box that shown below: -




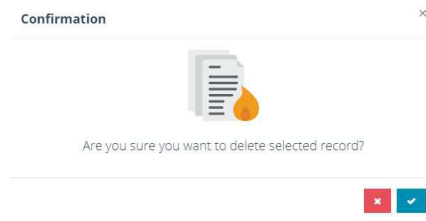
If user click on close button, system will do nothing else respective record will delete successfully and redirect to Release Note listing page if there are no dependency record found.

### E) Delete Release Note

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



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 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 |
|----------------------------------|--------------------------------|
| <b>Related Documents</b>         |                                |
|                                  |                                |
|                                  |                                |
| <b>Other Reference Documents</b> |                                |
|                                  |                                |
|                                  |                                |

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## 7 DOCUMENT SIGN-OFF LIST

| Name | Company/Position | Sign-off Date | Signature |
|------|------------------|---------------|-----------|
|      |                  |               |           |
|      |                  |               |           |
|      |                  |               |           |