



USER MANUAL

(ADMIN)

OMCatalog : Petronas' Operational Material Cataloging

GOGOL MEMBERS:

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PURPOSE OF THE DOCUMENT

The purpose of this document is as a guide for admin to handle this “Petronas' Operational Material Cataloging” system or known as “OMCatalog”. The main purpose of this system is to help/ease the Engineer/Employee to order material such as batteries, greases, lubricants, safety tools and etc. for company purpose. This also will help the supplier to check the order for further action.

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1. PRESENTATION OF THE SOLUTION

1.1 PROJECT PLAYERS

- Admin : Supplier for the Petronas Engineer.

1.2 SUPPORT

- E-mail : e-mail as a platform to recognize the admin

2. CONNECTING TO THE APPLICATION

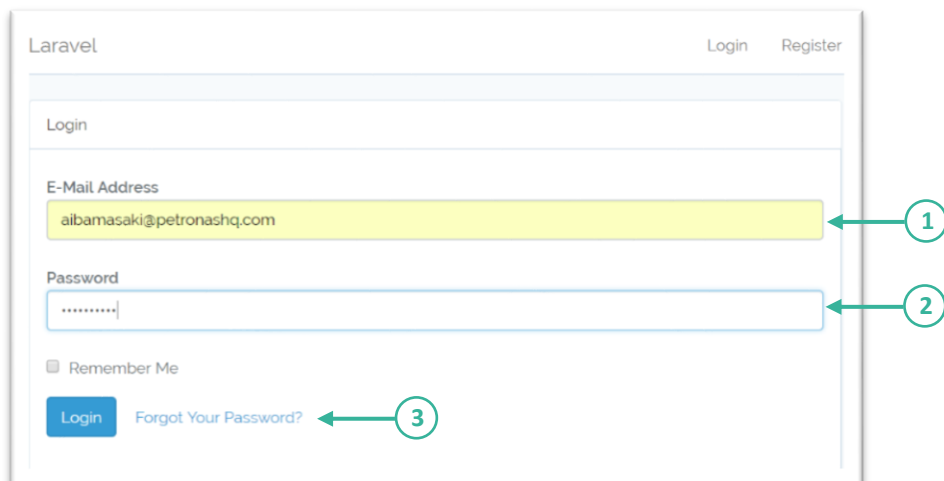
2.1 ADDRESS

- You must connect to the application using the following address:

<http://127.0.0.1:8000/> (link is provided by the server)

2.2 AUTHENTICATION

- Admin need to log on into the system using their e-mail address and password by clicking on the "Login" button at the Main page (Figure 2.1) of the system. After clicking, login boxes will appear at the bottom of the Main page (Figure 2.2)



The screenshot shows the Laravel login page. At the top right, there are links for "Login" and "Register". The main heading is "Login". Below it, there are two input fields: "E-Mail Address" containing "aibamasaki@petronashq.com" and "Password" containing ".....". Below the password field is a "Remember Me" checkbox. At the bottom left is a blue "Login" button, and to its right is a link "Forgot Your Password?". Three green arrows with circled numbers point to the email field (1), the password field (2), and the "Login" button (3).

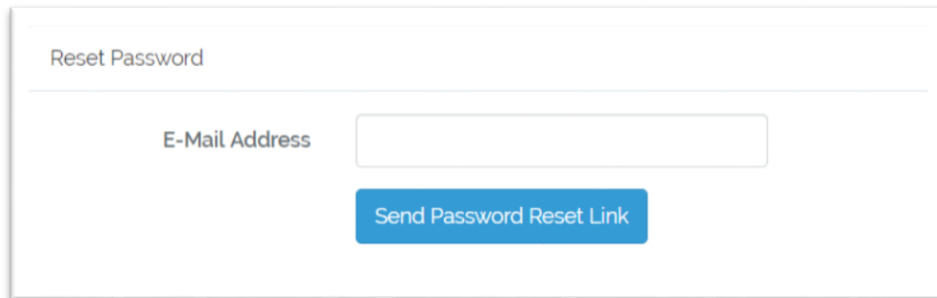
Figure 2.1

Step 1 : Key-in admin's email address in the email address box.

Step 2 : Key-in admin's password in the password box.

Step 3 : Click on the "Login" to log into the system.

If the admin forget the password then click the link 'Forgot Your Password?' as shown in *Figure 2.2*



The image shows a 'Reset Password' form. It has a title 'Reset Password' at the top. Below the title is a horizontal line. Underneath the line, there is a label 'E-Mail Address' followed by a text input field. Below the input field is a blue button with the text 'Send Password Reset Link'.

Figure 2.2

Notice that admin successful enter the system when *Figure 2.3* is appearing.

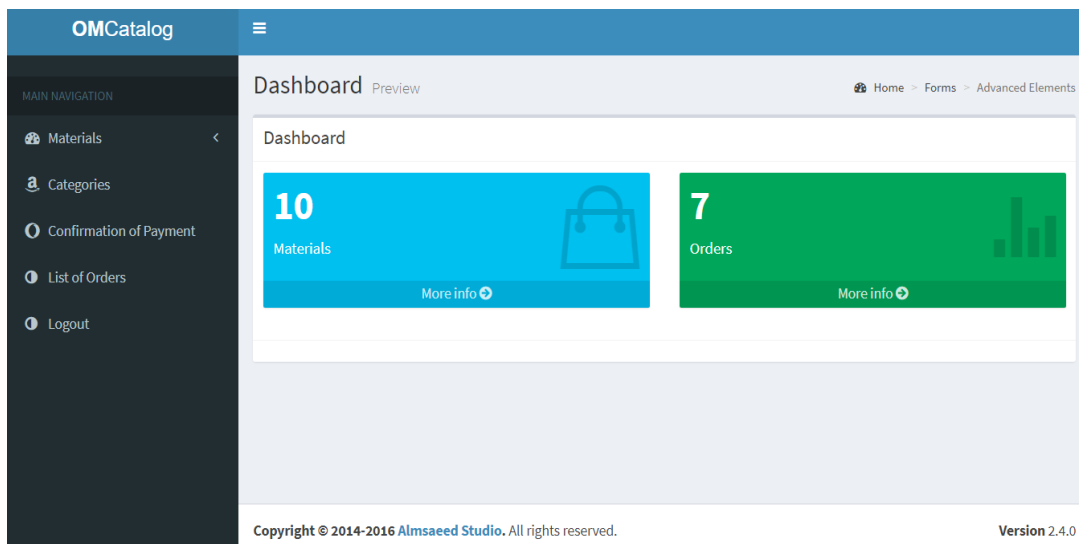


Figure 2.3

3. STRUCTURING OF THE APPLICATION

3.1 LAYOUT

Figure 3.1 preview the Dashboard. Admin can check the stock by clicking the blue box and check the order status in the green box.

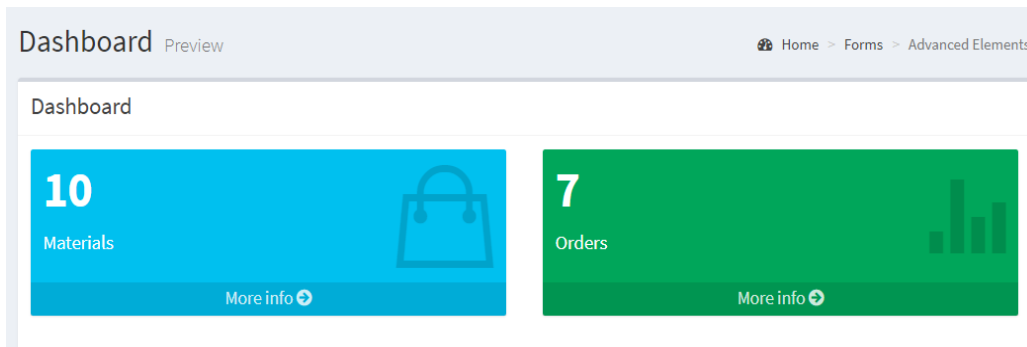


Figure 3.1

3.2 ICONS / SHORTCUTS

In Main Navigation, displays the shortcut buttons which will navigate to the section needed by the admin.

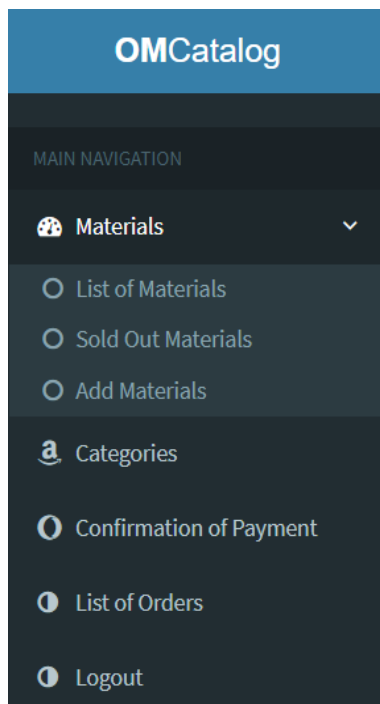


Figure 3.2

4. FUNCTIONALITIES

Below is the detail from the main navigation at the left side of the system.

4.1 MATERIALS

4.1.1 List Of Materials



Figure 4.1

- (1): Set the number of entries to display.
- (2): Search box make easier to find the name of material .
- (3): The highlight column in red colour is showing material that is out of stock.
- (4): View the description of material.

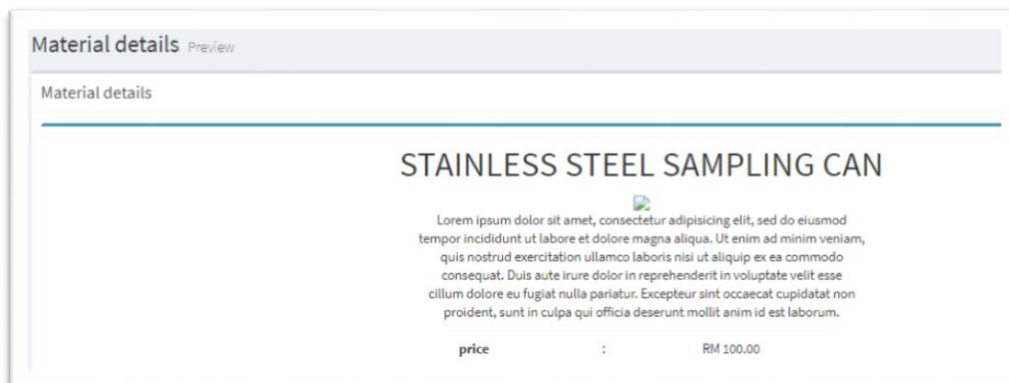


Figure 4.2

(5) : Delete the material.

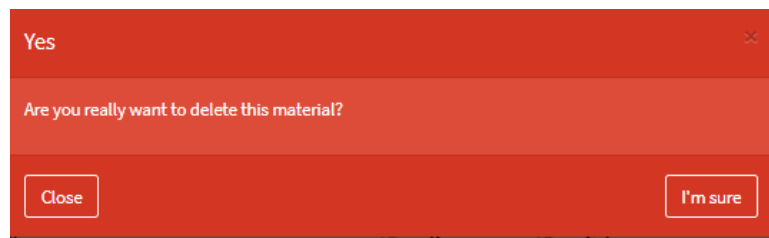


Figure 4.3

(6) : Edit the description of material.

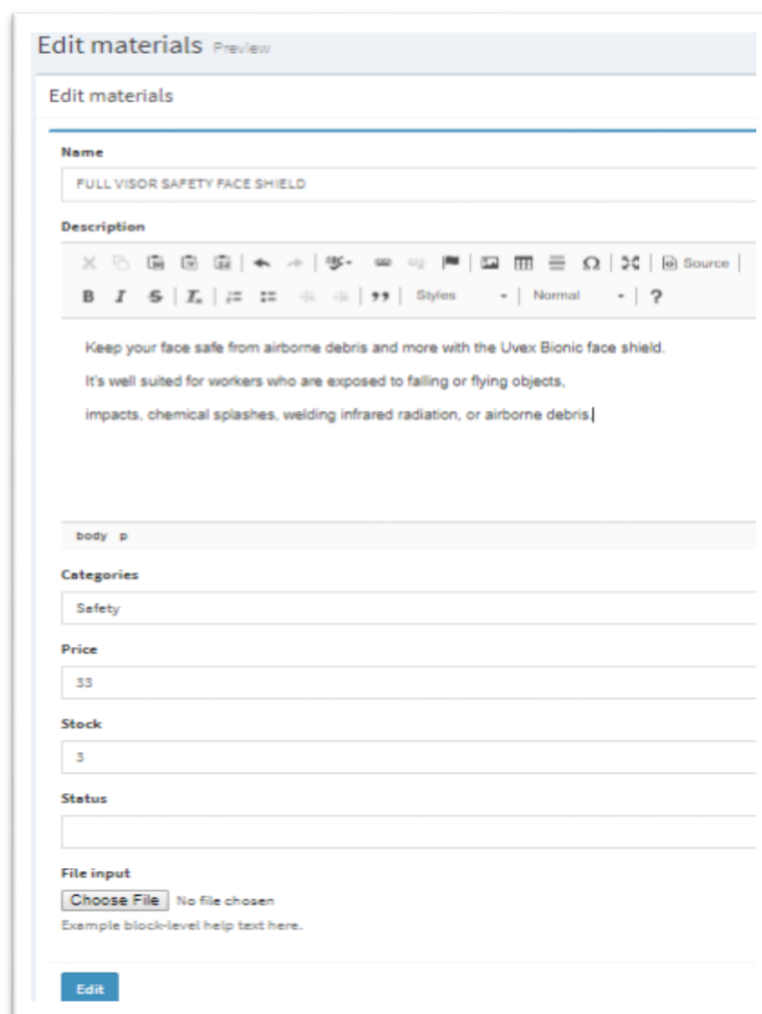


Figure 4.4

4.1.2 Sold Out Materials

Sold out materials Preview Home > Forms > Advanced Elements

Sold out materials

Show 10 entries Search:

Material ID	Name	Price	Categories	Stock	Status	Action
23	COMBINATION WRENCHES	90	Static Tools	0	Show	Edit Delete Search
27	QUICK COUPLING, AIR, FEMALE	81	Hoses Connectors	0	Show	Edit Delete Search

Showing 1 to 2 of 2 entries Previous 1 Next

Figure 4.5

4.1.3 Add Materials

Add materials Preview

Add materials

Materials name

Description

Categories

Price

Stock

Status

File input

[Choose File](#) No file chosen

Example block-level help text here.

[Add](#)

Figure 4.6

4.2 CATEGORY

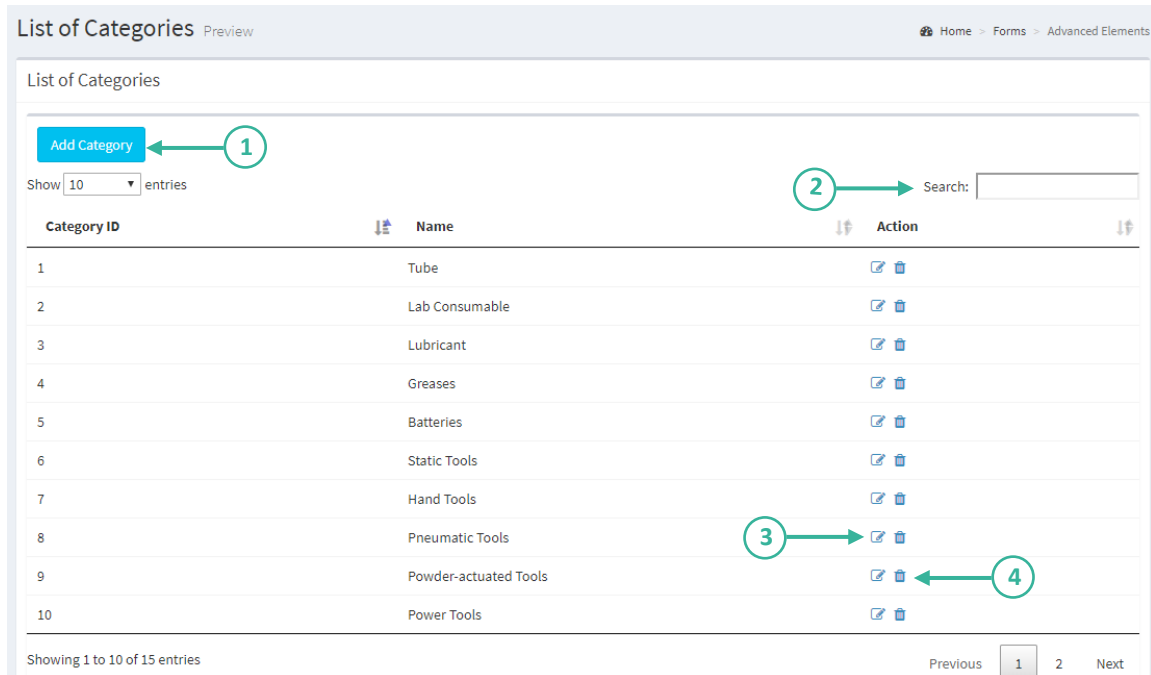


Figure 4.7

(1) : Add category

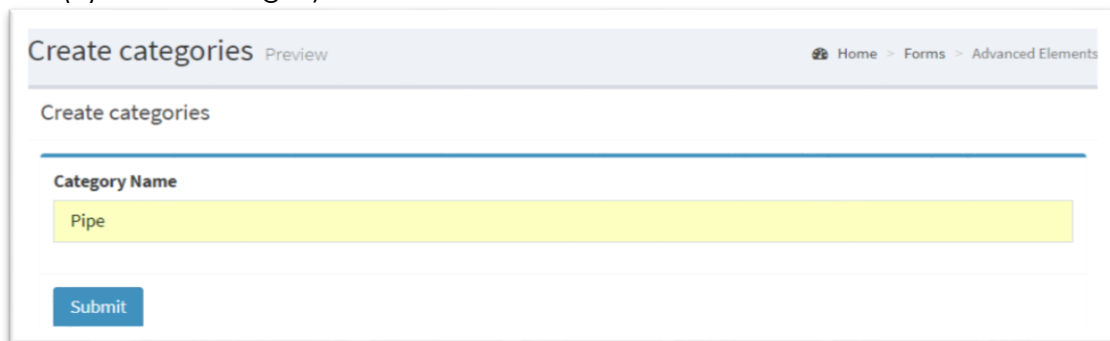


Figure 4.8

If the new added category is success then it will pop up Figure 4.9

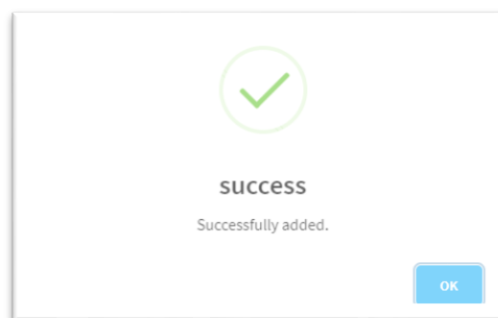


Figure 4.8

- (2) : Search box make easier to find the category .
- (3) : Edit category.

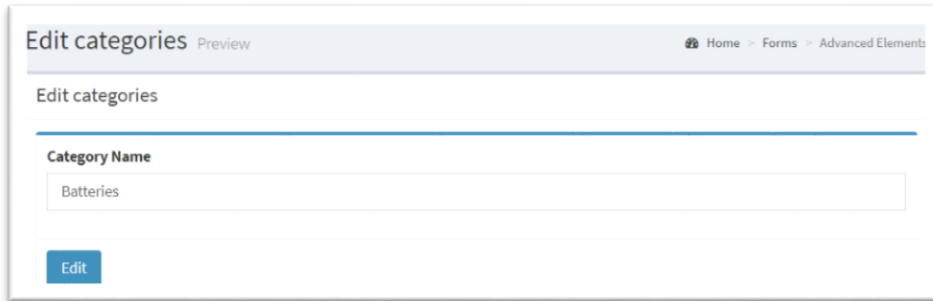


Figure 4.9

- (4) : Delete the category.
It will automatic delete when click the dustbin button.

4.3 CONFIRMATION OF PAYMENT

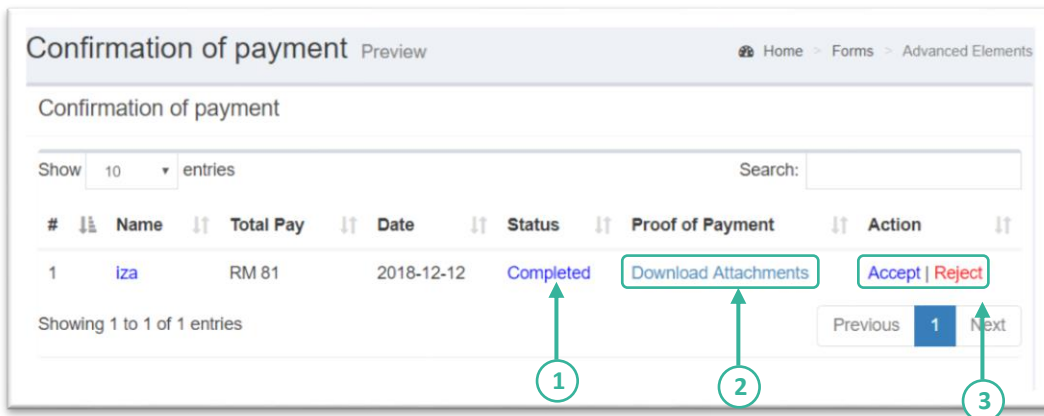


Figure 5.0

- (1) : The status will show whether payment have been completed or not.
- (2) : Admin can download the payment prove.
- (3) : Admin can accept or reject the payment made by client. It will automatically delete if click one of the button.

4.4 LIST OF ORDER

The screenshot shows a table titled 'List of orders' with the following data:

Order ID	Name	Total Pay	Date	Status	Proof of Payment
33	Nur Sabrina Binti Rozi	RM 200	2018-12-08	To Ship	Download Attachment
33	Nur Sabrina Binti Rozi	RM 200	2018-12-08	To Ship	Download Attachment
36	Nur Aina Nabilah Roslan	RM 100	2018-12-08	To Ship	Download Attachment
37	Nur Sabrina Binti Rozi	RM 40	2018-12-08	Cancelled	Download Attachment
38	Nur Sabrina Binti Rozi	RM 90	2018-12-08	Cancelled	Download Attachment
39	Nur Sabrina Binti Rozi	RM 292	2018-12-08	Cancelled	Download Attachment
42	iza	RM 332	2018-12-09	To Ship	Download Attachment
46	iza	RM 81	2018-12-12	Completed	Download Attachment

Figure 5.1

- (1): Date for every order is listed for confirmation.
- (2): The status of the order id can be change through MySQL database whether it is to ship, cancel or completed.
- (3): Proof of payment can download as references.

4.5 LOGOUT

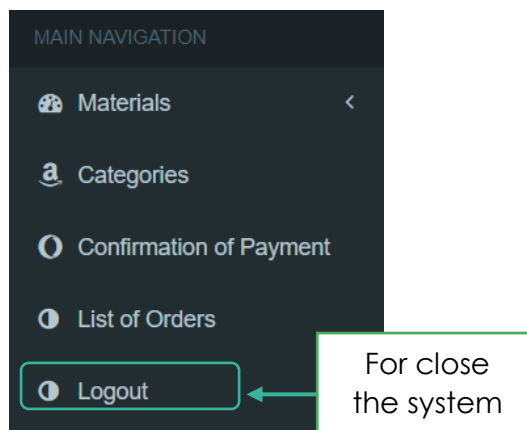


Figure 5.2

- End of document -