



Distributed Work Management Application (DWMA)

Admin Manual v2

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1. Login / Logout

1.1 Login

1. To login to the application, go to <http://www.ehomemakers.info>.
2. At 'Domain', select your organization.
3. Enter your 'Username' and 'Password' (refer to Figure 1.1.1).
4. Click 'Login'.



Figure 1.1.1

1.2 Logout

1. To logout from the application, click the 'Logout' icon from the top menu (refer to Figure 1.2.1).

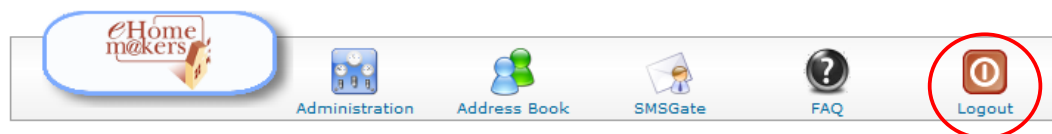


Figure 1.2.1

2. Administration

The administration module is used by system admin to manage users and to view access log.

2.1 Create New User

1. Click the 'Administration' icon from the top menu (refer to Figure 2.1.1).

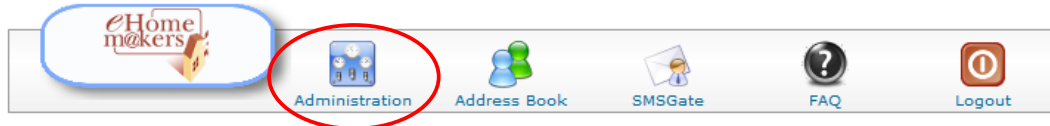


Figure 2.1.1

2. Click 'User accounts' from the left menu (refer to Figure 2.1.2).

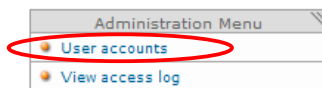


Figure 2.1.2

3. Click 'Add' to add new user (refer to Figure 2.1.3).

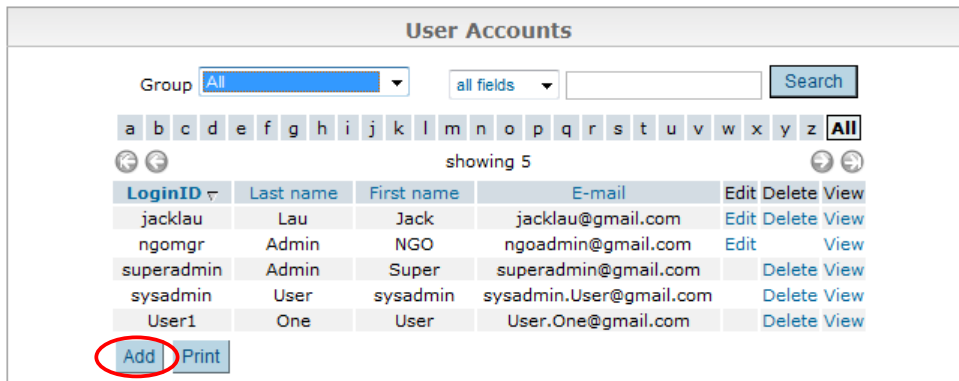


Figure 2.1.3

4. The 'Add new account' screen will be displayed (refer to Figure 2.1.4).

 A screenshot of the 'Add new account' form. It has fields for LoginID, First name, Last name, Password, Re-enter password, and E-mail. There are checkboxes for 'Account active' (checked), 'Can change password' (checked), and 'Administrator' (unchecked). An 'Expires' date field is set to 2010/09/02, with a 'Never' option. An 'Access Group' dropdown is set to 'Users'. 'Cancel' and 'Add' buttons are at the bottom right.

LoginID		Account active:	☒
First name		Last name	
Password		Re-enter password	
Can change password	☒	Expires	2010/09/02 ☐ Never
Administrator	☐	E-mail	
Access Group	Users		

Figure 2.1.4

5. Type in 'LoginID', 'First name', 'Last name', 'Password', 'Re-enter password' and 'E-mail'.

6. Check 'Can change password' to allow user to change password.
7. If the 'Never' checkbox is checked, the password will not expire. If the 'Never' checkbox is unchecked, user will be prompted to change the password periodically.
8. Select 'Access Group' – 'User Admin' or 'Users'.
9. To create an administrator (refer to Figure 2.1.9):

Note: An administrator can access the Administration module to create user.

- a) Click to check the 'Administrator' checkbox.
- b) Select 'User Admin' in the drop down as shown in Figure 2.1.9.

Figure 2.1.9

10. To create a normal user (refer to Figure 2.1.10):

Note: A normal user cannot access the Administration module.

- a) Leave the 'Administrator' checkbox unchecked.
- b) Select 'Users' in the drop down as shown in Figure 2.1.10.

Figure 2.1.10

11. Click 'Add' to add the user or click 'Cancel' to cancel the operation.

2.2 Edit User Details

1. Click the 'Administration' icon from the top menu (refer to Figure 2.1.1).
2. Click 'User accounts' from the left menu (refer to Figure 2.1.2).
3. Click 'Edit' to edit the user details (refer to Figure 2.2.3).

User Accounts

Group: All | all fields | |

a b c d e f g h i j k l m n o p q r s t u v w x y z **All**

showing 5

LoginID	Last name	First name	E-mail	Edit	Delete	View
jacklau	Lau	Jack	jacklau@gmail.com	Edit	Delete	View
ngomgr	Admin	NGO	ngoadmin@gmail.com	Edit		View
superadmin	Admin	Super	superadmin@gmail.com		Delete	View
sysadmin	User	sysadmin	sysadmin.User@gmail.com		Delete	View
User1	One	User	User.One@gmail.com		Delete	View

Figure 2.2.3

- The user details will be displayed as shown in Figure 2.2.4.

User Account

Edit user account

LoginID: | Account active: ☒

First name: | Last name:

Password: | Re-enter password:

Can change password: ☒ | Expires: ☒ Never

Administrator: ☐ | E-mail:

Access Group: Users

Figure 2.2.4

- Modify the user details and click 'Save'.

2.3 Delete User

- Click the 'Administration' icon from the top menu (refer to Figure 2.1.1).
- Click 'User accounts' from the left menu (refer to Figure 2.1.2).

User Accounts

Group: All | all fields | |

a b c d e f g h i j k l m n o p q r s t u v w x y z **All**

showing 5

LoginID	Last name	First name	E-mail	Edit	Delete	View
jacklau	Lau	Jack	jacklau@gmail.com	Edit	Delete	View
ngomgr	Admin	NGO	ngoadmin@gmail.com	Edit		View
superadmin	Admin	Super	superadmin@gmail.com		Delete	View
sysadmin	User	sysadmin	sysadmin.User@gmail.com		Delete	View
User1	One	User	User.One@gmail.com		Delete	View

Figure 2.3.3

- Click 'Delete' to delete the selected user (refer to Figure 2.3.3).
- Click 'OK' to confirm deletion or click 'Cancel' to cancel deletion (refer to Figure 2.3.4).

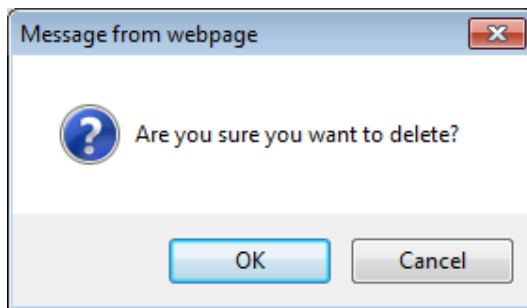


Figure 2.3.4

2.4 View User Details

- Click the 'Administration' icon from the top menu (refer to Figure 2.1.1).
- Click 'User accounts' from the left menu (refer to Figure 2.1.2).

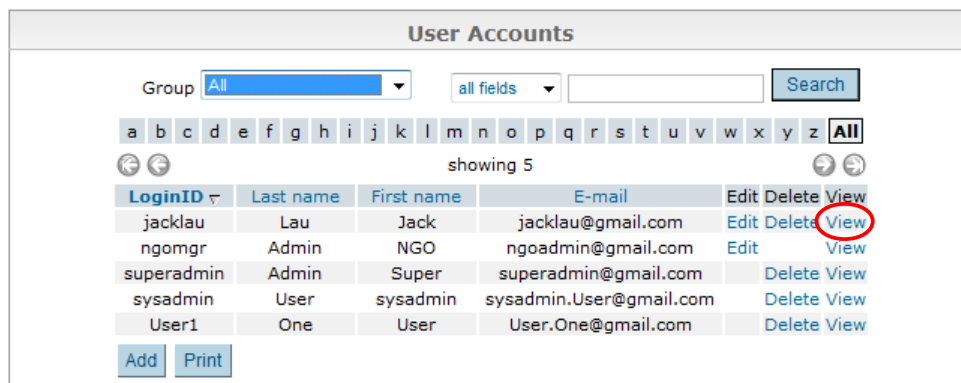


Figure 2.4.3

- Click 'View' to view the user details (refer to Figure 2.4.3).

Administration			
View user account			
LoginID	jacklau	Account active:	Enabled
First name	Jack	Last name	Lau
last login	2010/07/12 - 09:27	last login from	180.72.68.156
Can change password	X	Expires	Never
Administrator			
Access Group	Users		

Figure 2.4.4

- The user details will be displayed as shown in Figure 2.4.4.
- The 'Group' drop down allows you to filter the list by 'Admin Group' or 'Default Group' (refer to Figure 2.4.5).

- Click 'Admin Group' to view all the users who belong to the 'Admin Group'.
- Click 'Default Group' to view all the users who belong do not belong to the 'Admin Group'.

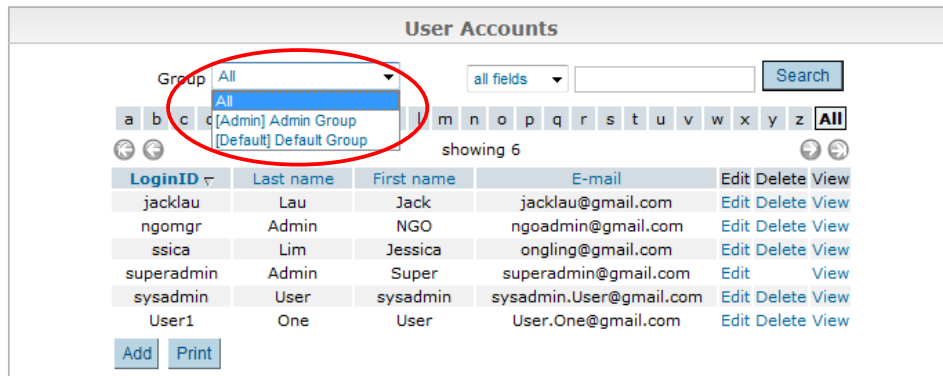
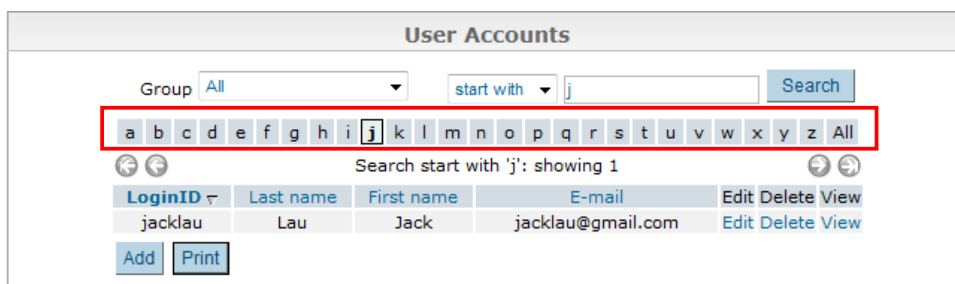


Figure 2.4.5

- Click on the alphabet to filter the list by the selected letter (refer to Figure 2.4.6). For example, if 'j' is clicked, users with the 'LoginID', 'Last name', 'First name' or 'E-mail' starting with 'j' will be displayed.



2.5 Navigation – User Accounts

1. Click the 'Administration' icon from the top menu (refer to Figure 2.1.1).
2. Click 'User accounts' from the left menu (refer to Figure 2.1.2). The list of users will be displayed.
3. Click  to go to the next page.
4. Click  to go to the previous page.
5. Click  to go to the last page.
6. Click  to go to the first page.

2.6 Search User

1. Click the 'Administration' icon from the top menu (refer to Figure 2.1.1).
2. Click 'User accounts' from the left menu (refer to Figure 2.1.2). The list of users will be displayed.

3. Select the field to limit your search and type in your search text and click 'Search' (refer to Figure 2.6.3)

User Accounts

Group: All

Search all fields: all fields on Search

Showing 2

LoginID	Last name	First name	E-mail	Edit	Delete	View
ssica	Lim	Jessica	ongling@gmail.com	Edit	Delete	View
User1	One	User	One@gmail.com	Delete	View	

Add Print

Figure 2.6.3

Example 1: Search for all the names containing the word 'on' (refer to Figure 2.6.4).

1. Select 'all fields' in the drop down.
2. Type 'on' in the search textbox.
3. Click 'Search'.
4. The system will return all the users where the 'LoginID', 'Last name', 'First name' or 'E-mail' contains the word 'on'.

User Accounts

Group: All

Search all fields: all fields on Search

Showing 2

LoginID	Last name	First name	E-mail	Edit	Delete	View
ssica	Lim	Jessica	ongling@gmail.com	Edit	Delete	View
User1	One	User	User.One@gmail.com	Delete	View	

Add Print

Figure 2.6.4

Example 2: Search for login ID containing the word 'se' (refer to Figure 2.6.5).

1. Select 'LoginID' in the drop down.
2. Type 'se' in the search textbox.
3. Click 'Search'.
4. The system will return all the users where the 'LoginID' contains the word 'se'.

User Accounts

Group: All LoginID se Search

a b c d e f g h i j k l m n o p q r s t u v w x y z All

Search LoginID 'se': showing 1

LoginID	Last name	First name	E-mail	Edit	Delete	View
User1	One	User	User.One@gmail.com		Delete	View

Add Print

Figure 2.6.5

Example 3: Search for 'LoginID', 'Last name', 'First name' or 'E-mail' that starts with the word 'on' (refer to Figure 2.6.6) .

1. Select 'start with' in the drop down.
2. Type 'on' in the search textbox.
3. Click 'Search'.
4. The system will return all the users where the 'LoginID', 'Last name', 'First name' or 'E-mail' that starts with the word 'on'.

User Accounts

Group: All start with on Search

a b c d e f g h i j k l m n o p q r s t u v w x y z All

Search start with 'on': showing 2

LoginID	Last name	First name	E-mail	Edit	Delete	View
ssica	Lim	Jessica	ongling@gmail.com	Edit	Delete	View
User1	One	User	User.One@gmail.com		Delete	View

Add Print

Figure 2.6.6

Example 4: Search for EXACT word (refer to Figure 2.6.7).

User Accounts

Group: All exact jessica Search

a b c d e f g h i j k l m n o p q r s t u v w x y z All

Search exact 'jessica': showing 1

LoginID	Last name	First name	E-mail	Edit	Delete	View
ssica	Lim	Jessica	ongling@gmail.com	Edit	Delete	View

Add Print

Figure 2.6.7

1. Select 'exact' in the drop down.

2. Type 'jessica' in the search textbox.
3. Click 'Search'.
4. The system will return all the users where the 'LoginID', 'Last name', 'First name' or 'E-mail' with the exact text of 'jessica'.

2.7 Print User List

1. Click the 'Administration' icon from the top menu (refer to Figure 2.1.1).
2. Click 'User accounts' from the left menu (refer to Figure 2.1.2). The list of users will be displayed.
3. Click 'Print' button as shown in Figure 2.7.3.

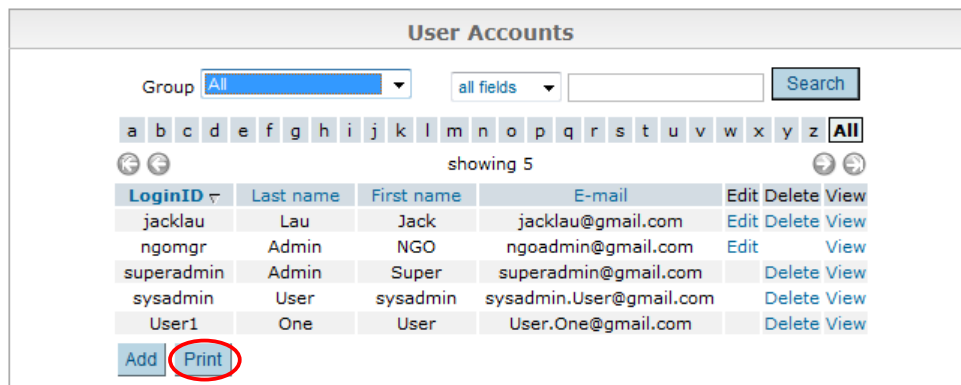


Figure 2.7.3

4. A print dialog box will be displayed.
5. Select your printing options and click 'Print'.

2.8 View Access Log

1. Click the 'Administration' icon from the top menu (refer to Figure 2.1.1).
2. Click 'View access log' from the left menu (refer to Figure 2.8.2).

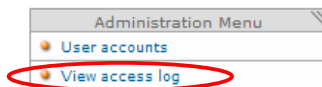


Figure 2.8.2

3. The access log will be displayed. It will show the login and logout time of each user.

3. SMS Accounting

SMS Accounting module aims to help user manage their SMS credit. In this module, you can do the followings:

- Configure the alert to be sent out when your SMS credit balance is low.
- View your top up history.
- View your SMS usage.

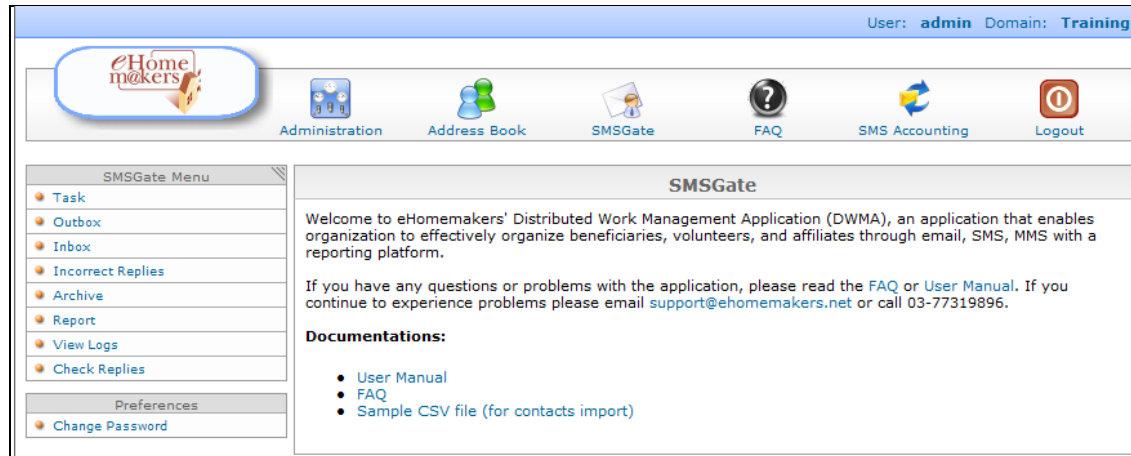


Figure 3.0.1: SMS Accounting - Main Page

3.1 SMS Alert

This function allows user to configure the email notification when the SMS credit balance is low.

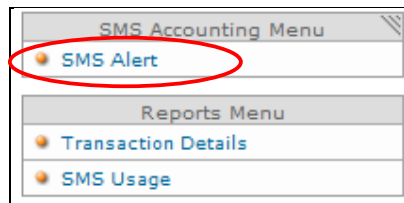


Figure 3.1.1: SMS Accounting - Side Menu

- Click on 'SMS Accounting'.
- Click on 'SMS Alert'. The configuration page will be displayed as shown in Figure 3.1.2.
- 'Free SMS' refers to the number of SMS given to your organization by eHomemakers.
- 'Low Limit' refers to the remaining balance of SMS to trigger off the email notification. For example, if it is configured as '50', it means the system will send out the email notification when you are left with 50 SMS in the system.
- 'E-mail' refers to the recipients who will be receiving the low limit notification and payment receipt. For multiple email addresses, separate each email address with a comma.
- 'Forward E-mail' refers to the recipients who will be receiving the low limit notification only. For multiple email addresses, separate each email address with a comma.
- 'Balance (Free)' refers to the number of free SMS your organization has.

User: admin Domain: Training

Administration Address Book SMSGate FAQ SMS Accounting Logout

SMS Accounting Menu

- SMS Alert

Reports Menu

- Transaction Details
- SMS Usage

Admin Panel

Free SMS: 0

Low Limit: 100

E-mail: support@ehomemakers.net
(Enter e-mail of recipients to receive alert and payment receipt)

Forward E-mail:
(Enter e-mail of recipients to receive alert only)

SMS Rate	Quantity	Rate / SMS
	< 100	0.10
	> 101	0.07

Balance (Free)	Balance (RM)
81	0.00

Save

Figure 3.1.2: SMS Accounting Menu – SMS Alert

8. 'Balance (RM)' refers to the unused credit your organization has topped up.
9. Click 'Save' to save the configurations if you have made any changes.
10. 'Forward E-mail' refers to the recipients who will be receiving the low limit notification only.
For multiple email addresses, separate each email address with a comma.
11. 'Balance (Free)' refers to the number of free SMS your organization has.
12. 'Balance (RM)' refers to the unused credit your organization has topped up.
13. Click 'Save' to save the configurations if you have made any changes.

3.2 Reports – Transaction Details

1. Click on 'SMS Accounting'.
2. Click on 'Transaction Details'. The transaction details report will be displayed as shown in Figure 3.2.2.

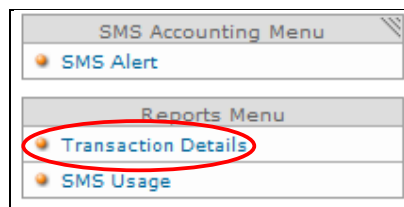


Figure 3.2.1: SMS Accounting - Side Menu

3. The Transaction Details Report shows SMS transactions including the amount topped up and the number of SMS used.
4. Click on the icon to choose date range ('From' and 'Until') and click 'Filter' to filter the list by date.

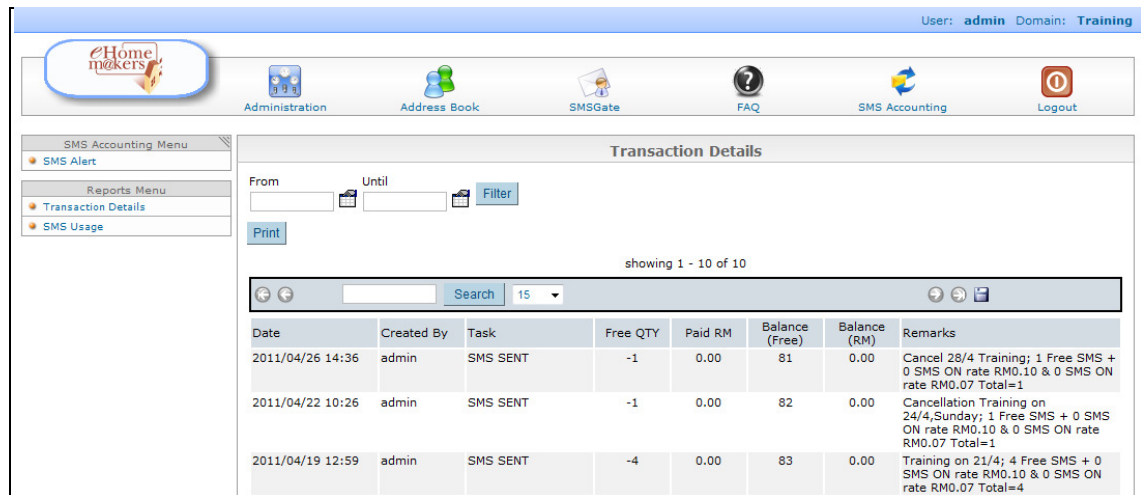


Figure 3.2.2 Reports Menu - Transaction Details

5. Description of each column in the report as explained below:
- Date – The date where the transaction took place
 - Created By – The user who carried out the task
 - Task – The task that was being carried out
 - Free QTY – This column refers to different scenario based on the task carried. Refer to the table below:

Task	Free QTY
Topped up	The total number of free SMS given to your organization on that particular date.
Sent	The total number of free SMS used by your organization on that particular date.
Reset	The free SMS given by eHomemakers will be reset to the agreed number on the 1 st of each month.
Resume	The free SMS added back to your account if the system fails to send out the SMS task created.

- Paid RM – The amount paid for top up
- Balance (Free) – The number of free SMS left
- Balance (RM) – The topped up amount unused
- Remarks – Extra information about the transaction

3.3 Reports - SMS Usage

- Click on 'SMS Accounting'.
- Click on 'SMS Usage'. The SMS usage report will be displayed as shown in Figure 3.3.2.
- The SMS Usage Report shows the number of SMS used and SMS remained in the system.
- Click on the  icon to choose date range ('From' and 'Until') and click 'Filter' to filter the list by date.

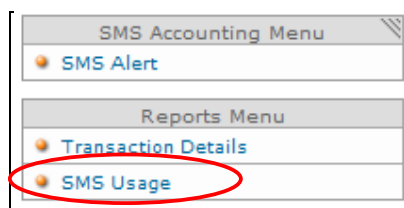


Figure 3.3.1: SMS Accounting - Side Menu

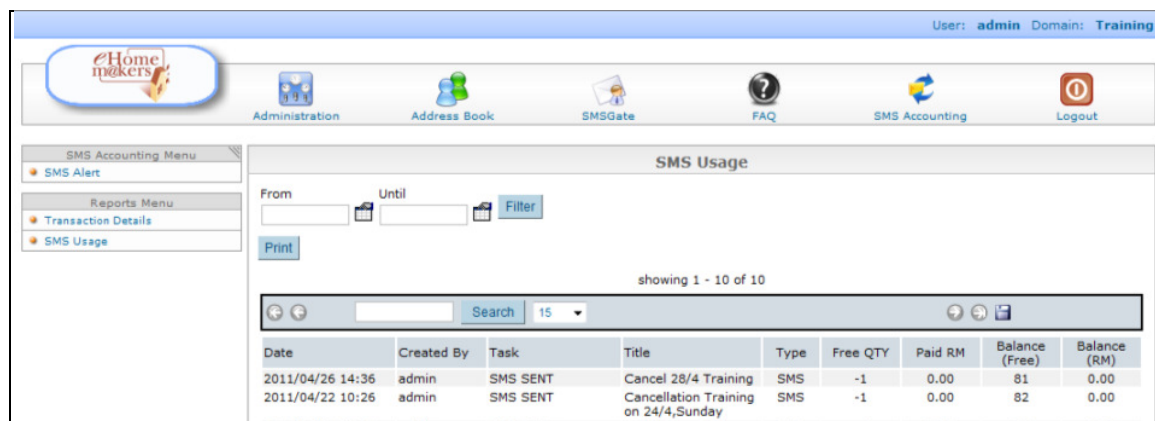


Figure 3.3.2: Reports Menu – SMS Usage

5. Description of each column in the report as explained below:
 - a. Date – The date where the SMS was sent
 - b. Created By – The user who sent the SMS
 - i. Task – The task that was being carried out
 - c. Title – The title of the task that was being carried out
 - d. Type – The type of the transaction: SMS or MMS
 - e. Free QTY – This column refers to different scenario based on the task carried. Refer to the table below:

Task	Free QTY
Topped up	The total number of free SMS given to your organization on that particular date.
Sent	The total number of free SMS used by your organization on that particular date.
Reset	The free SMS given by eHomemakers will be reset to the agreed number on the 1 st of each month.
Resume	The free SMS added back to your account if the system fails to send out the SMS task created.

- f. Paid RM – The amount used to send out the task
- g. Balance (Free) – The number of free SMS left
- h. Balance (RM) – The topped up amount unused

3.4 Sort Report

1. Click on the column header to sort the list accordingly (refer to Figure 3.4.1).

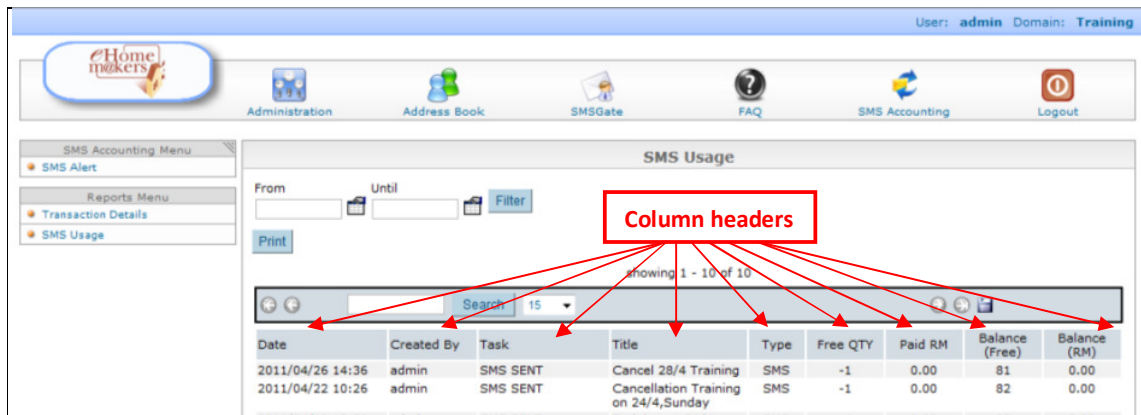


Figure 3.4.1

3.5 Number of Items Displayed in Report

1. Click on the drop down box to change the number of records displayed per page (refer to Figure 3.5.1).

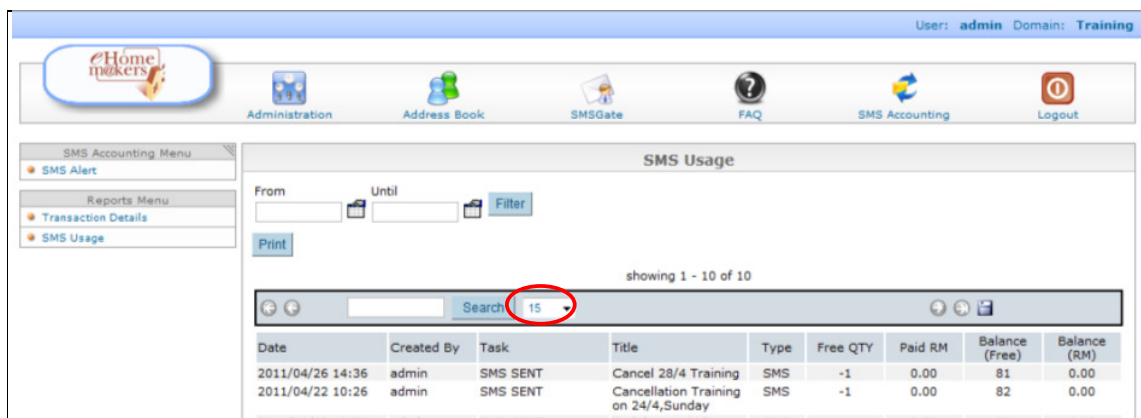


Figure 3.5.1

3.6 Navigation - Report

1. Click  to go to the next page.
2. Click  to go to the previous page.
3. Click  to go to the last page.
4. Click  to go to the first page.

3.7 Download Report

1. Select the type of report.
2. Click 'Download' to download the selected report to a CSV file that can be opened with Microsoft Excel.
3. A file download window will be displayed as shown in Figure 3.7.1.

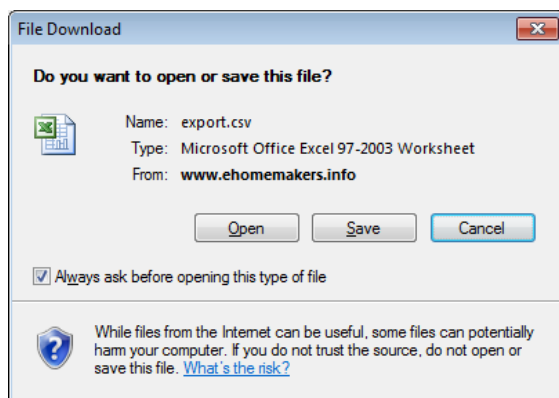


Figure 3.7.1

- Click 'Open' to open the report in Microsoft Excel or click 'Save' to save the report to your local PC or click 'Cancel' to cancel the download.
- To open the downloaded file in Microsoft Excel, refer to **User Manual's Section 13 – How To View The Exported File (CSV File)**.

3.8 Search in Report

- Type the searched text in the search text box (refer to Figure 3.8.1).

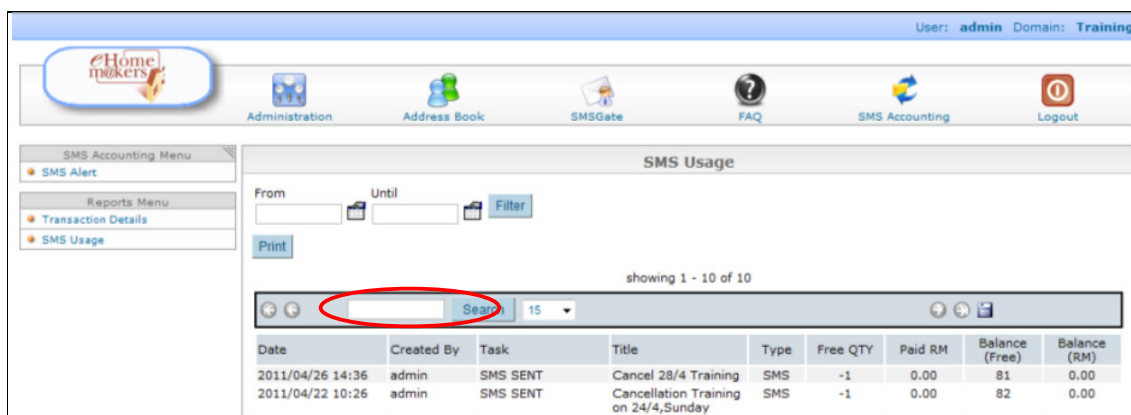


Figure 3.8.1

- Click 'Search'.
- The system will return the matching results.

3.9 Print Report

- Click 'Print' button as shown in Figure 3.9.1.
- A print dialog box will be displayed.
- Select your printing options and click 'Print'.

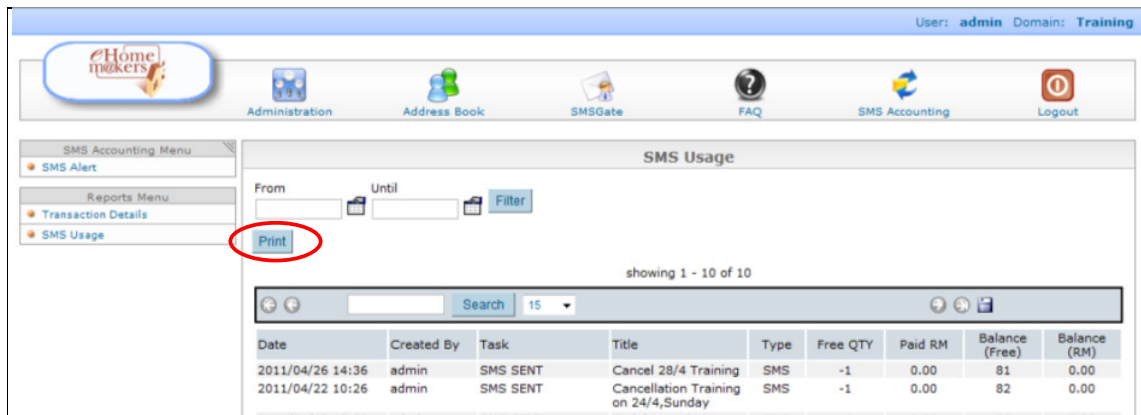


Figure 3.9.1