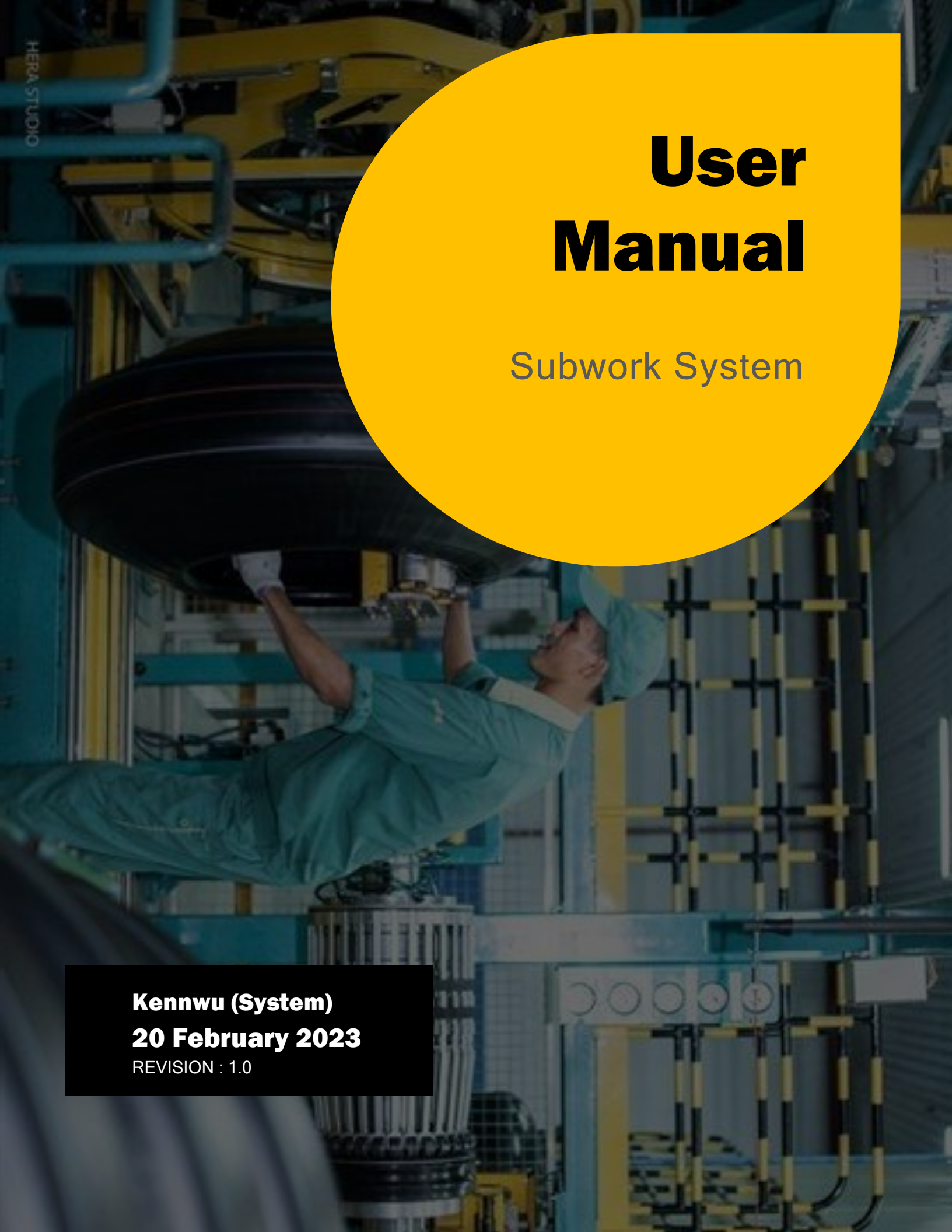


User Manual

Subwork System

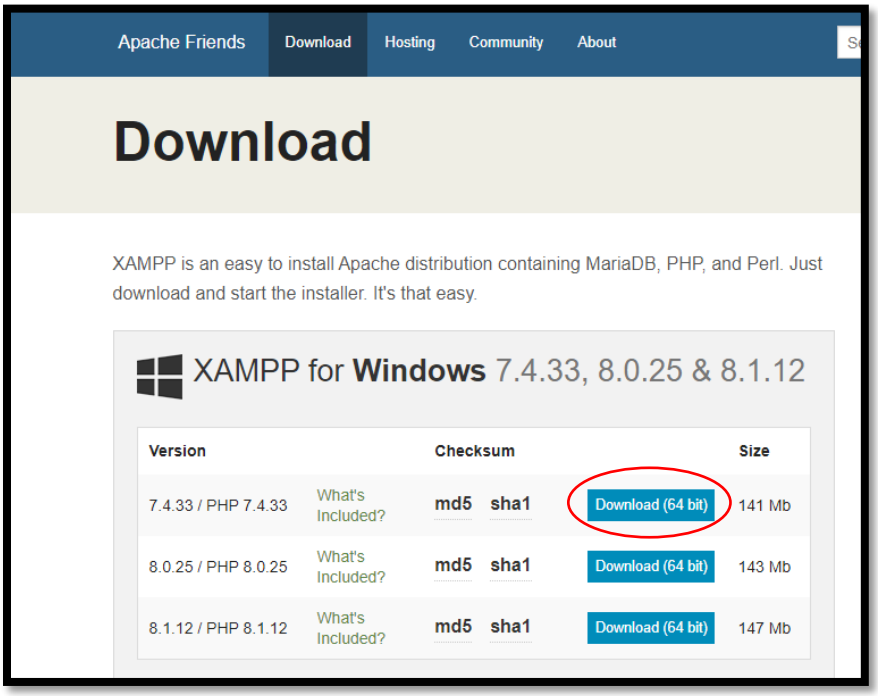
Kennwu (System)

20 February 2023

REVISION : 1.0

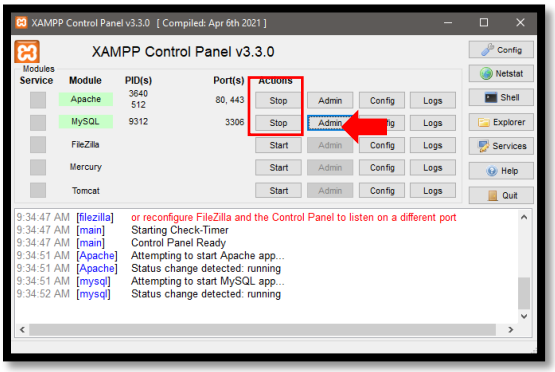
Install XAMPP

1. Download XAMPP https://www.apachefriends.org/download.html



2. Click the XAMPP Installer and proceed to Installation process.
3. Create Shortcut (Optional) for XAMPP for Desktop.
4. Next, Click Xampp-control.exe
5. Location: Local *C or D / xampp/ xampp-control.exe.*

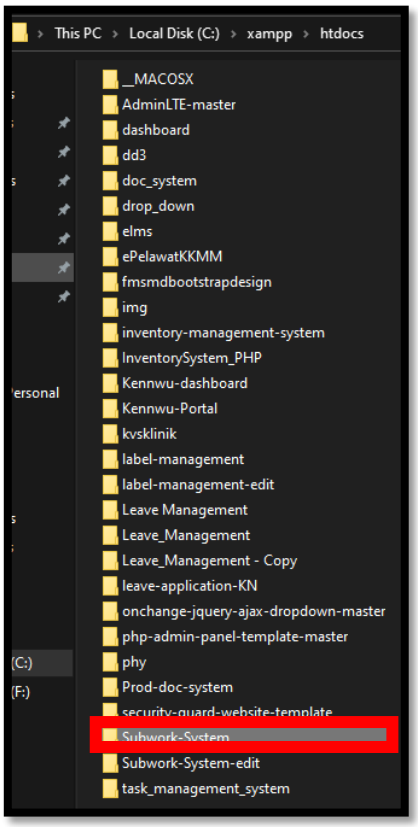
6. To Run the XAMPP function, click ‘Start” button for Apache & MySQL Modul only. Click ‘**Admin’** button for PhpMyAdmin (database) use.



HTDOCS File

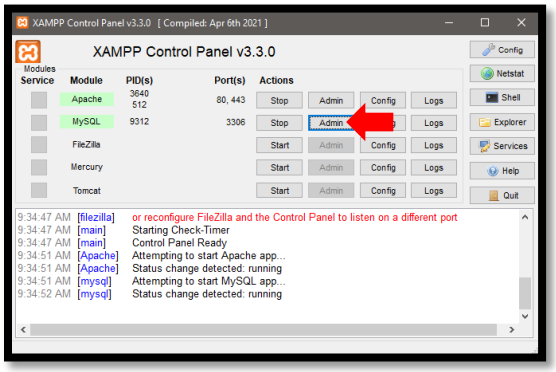
1. Copy **Subwork-system** file. Rename it to '**Subwork-system'** if the file name is changed.

2. Open *C:/xampp/htdocs*
3. Paste **'Subwork-system** file into the *htdocs* file

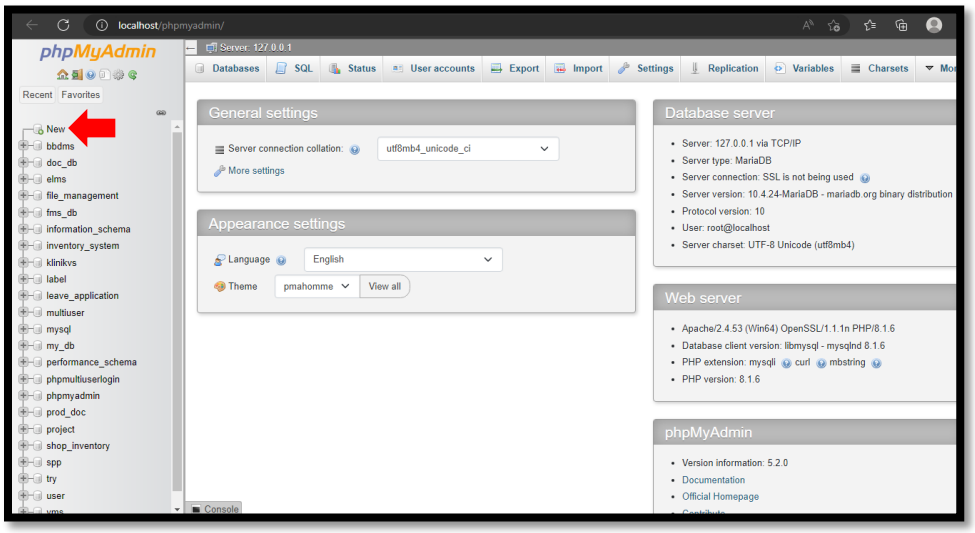


PhpMyAdmin

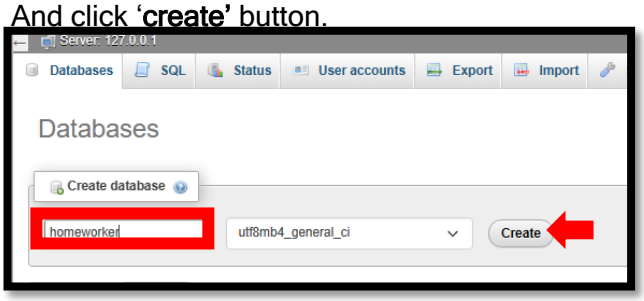
1. Open XAMPP Controller and Click ‘**Admin**’ button.



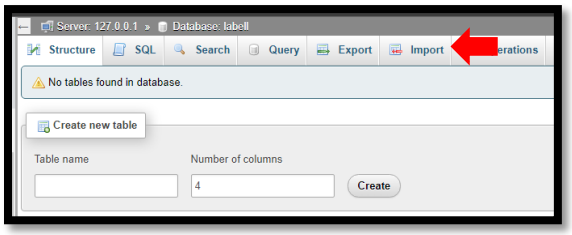
2. PhpMyAdmin Control Panel. Click ‘**New**’ button for creating new database.



3. Insert database name. Make sure the database name has the same name as your previous database file name. And click ‘**create**’ button.



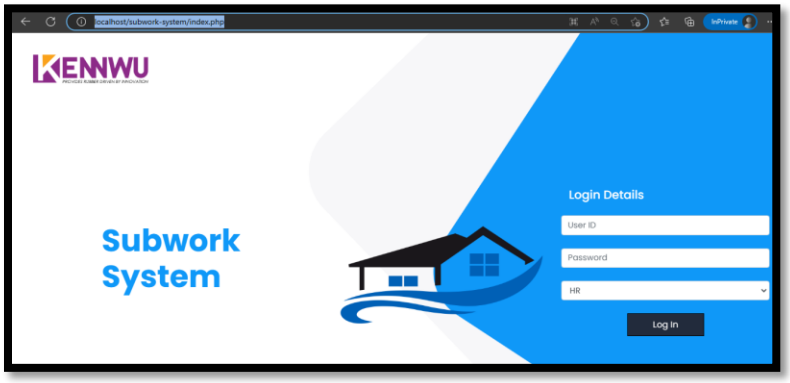
4. Click ‘**import**’ button to import database.



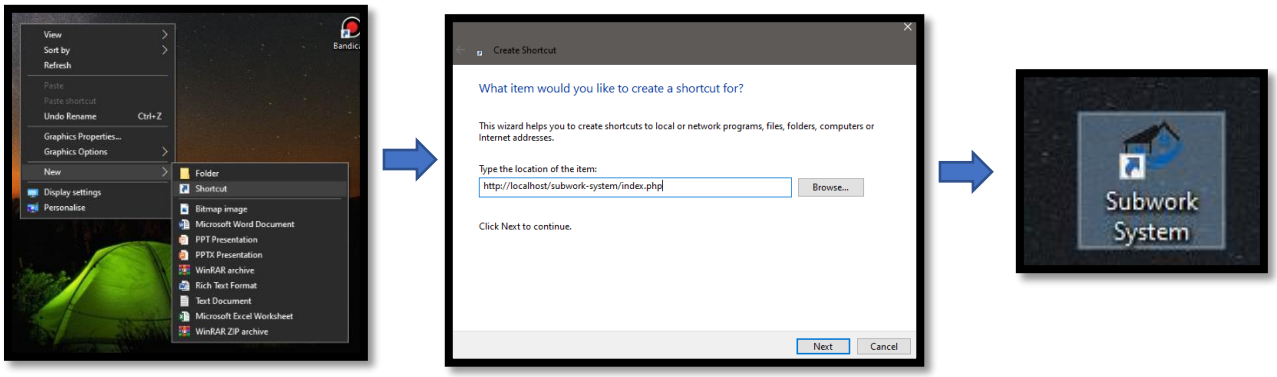
5. Click choose file.
6. Go to *C:/xampp/htdocs/subwork-system /* and choose **homeworker.sql** file to upload.
7. Next, click '**import**' button.

8. Database successfully imported.

System Shortcut

1. After all the step above are done, Open new window and type in '*localhost/Subwork-system/*' and enter.
2. Copy the link above;
3. 

4. Go to Desktop -> Right click and choose new -> shortcut;
5. Paste the link and name the shortcut as '**Subwork System**'



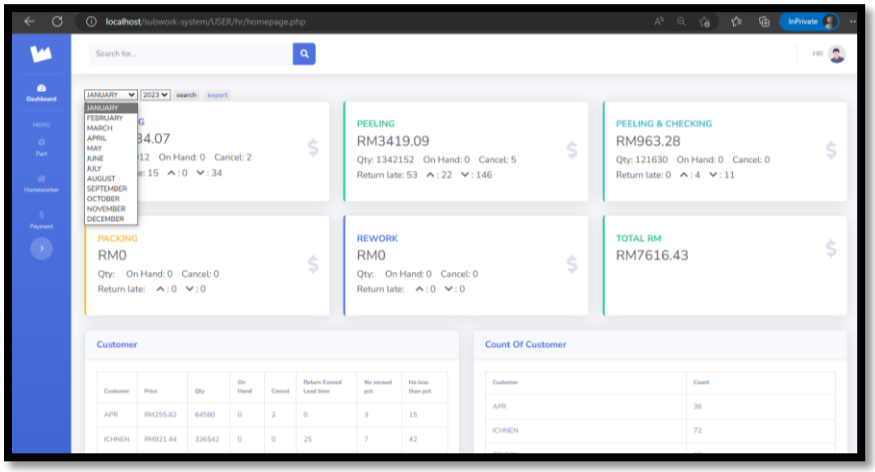
HR

Subwork System

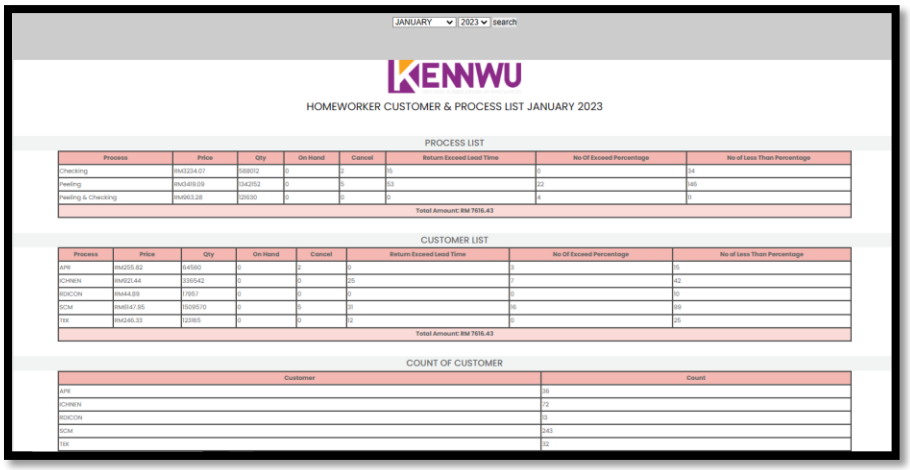
Subwork System (Dashboard)

1. Start the XAMPP and click *'Subwork System'* shortcut to open the system
2. Insert ***'USER ID', 'PASSWORD' & 'ROLE'*** as given

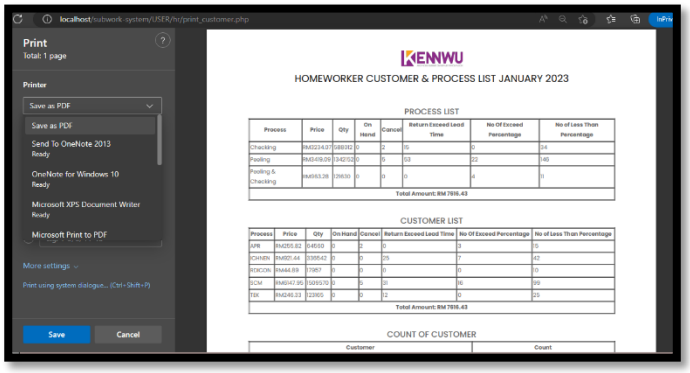
3. Please choose '**Month** & '**Year** ' (**both are required) before searching the information inserted. Click '**search**' button.
4. Monthly data;



5. Click '**export**' button to save as **pdf/ print** the details in dashboard.
6. Please choose '**Month** & '**Year** ' (**both are required) before searching the information inserted. Click '**search**' button.

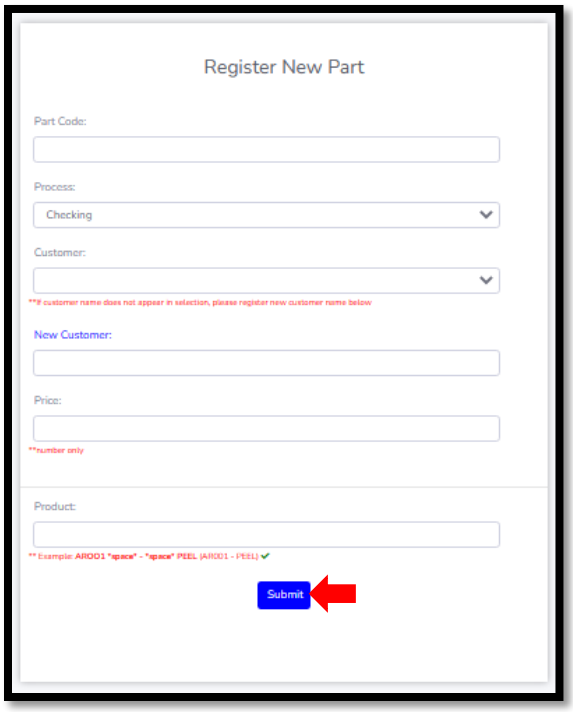


7. Click ‘**save**’ button and choose printer to print or save as pdf.



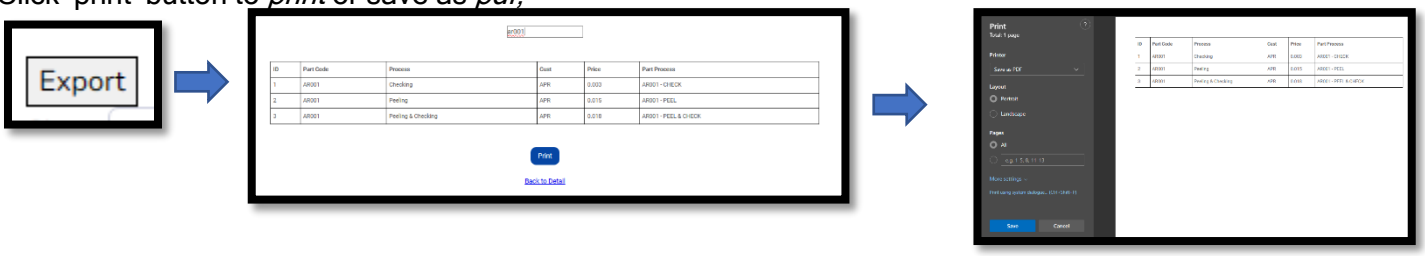
Part (Register New Part List) ;

8. Insert part details in the form below according to statement given;
9. And click ‘**submit**’ button to submit new part details;

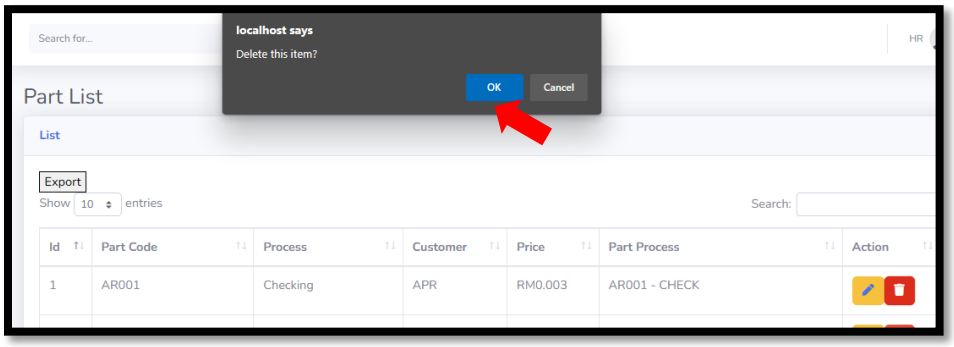


Part (Part List) ;

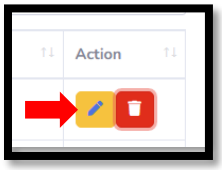
10. Click **'export'** button to save/print part list details;
11. Click '*search*' field if want to search specific part details;
12. Click 'print' button to *print* or save as *pdf;*



13. Click '**Delete** button and 'OK' button to delete part details.



14. Click '**Edit**' button to edit part detail.

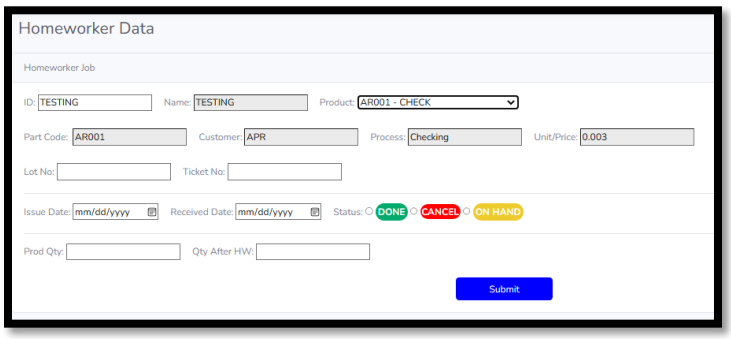


15. Click '**Submit**' button after edit all the details.

Homeworker (Homeworker Job) ;

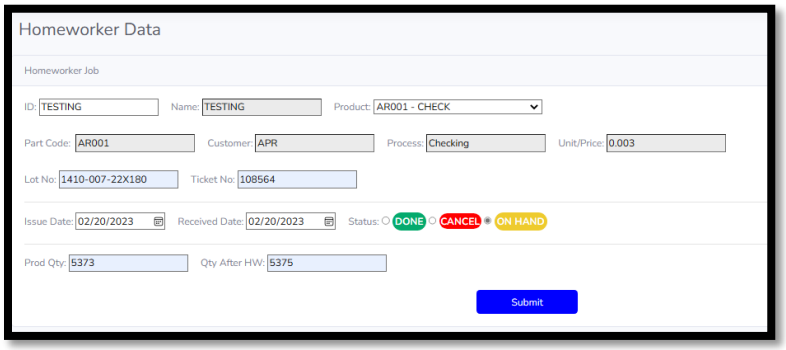
16. Insert Homeworker ‘ID’;
17. And then Homeworker name will automatically appears;
18. If homeworker name does not appears, the Homeworker ‘ID’ still NOT REGISTER. Please register first.

19. Choose ‘**Part & Process**’;
20. And then Part code, customer name, process, price will automatically appears;
21. If the **details** does not appears, the part **details** still NOT REGISTER. Please register first.



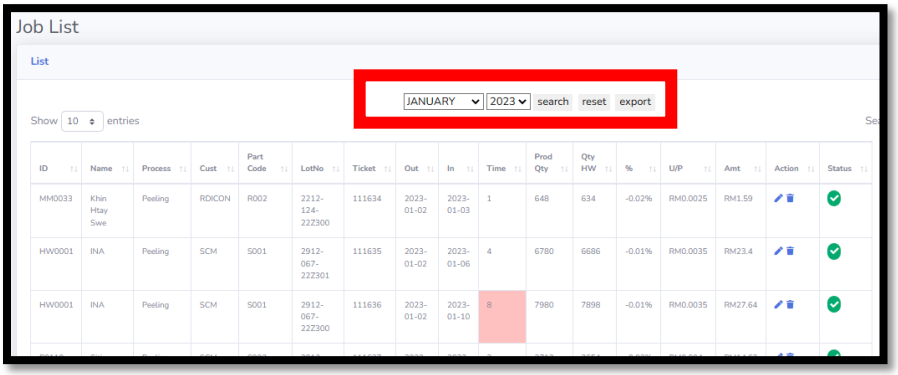
22. Choose status;
23. DONE/CANCEL/ON HAND

24. Insert other details, and then click ‘**submit**’ to submit.

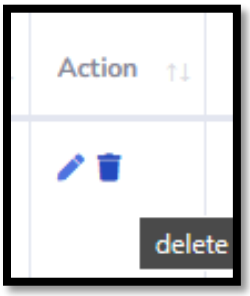


Job List ;

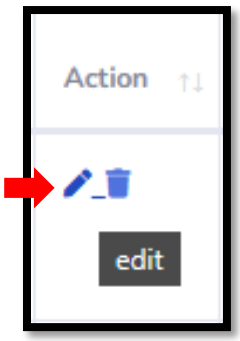
1.1. Please choose '**Month** & '**Year** ' (**both are required) before searching the information inserted
1.2. Click '**search**' button.
1.3. Or Click '**reset**' button to reset data.

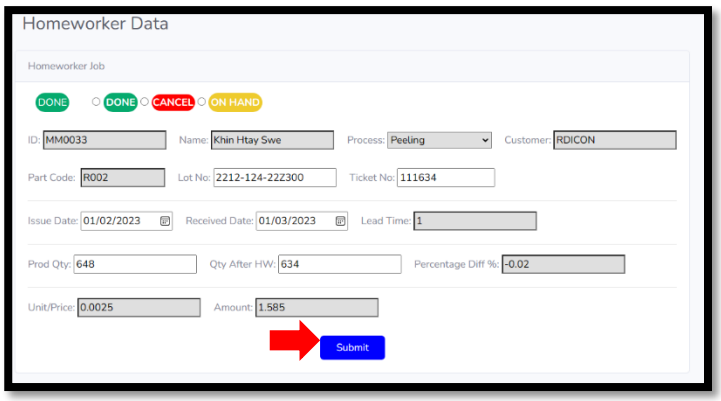


1.4. Click 'Delete' button to delete data in row.



1.5. Click 'Edit' button to edit Job data.
1.6. And Click '**Submit**'.
***Only lot no, ticket, issue date, received date, Prod qty and HW qty can be edited. Else you need To delete the details and insert the correct data again.*





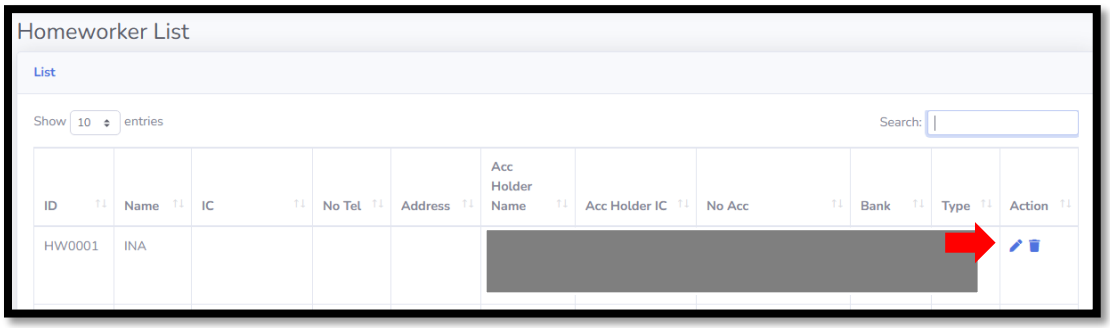
Export Job List ;

1.7. Click '**export** button.

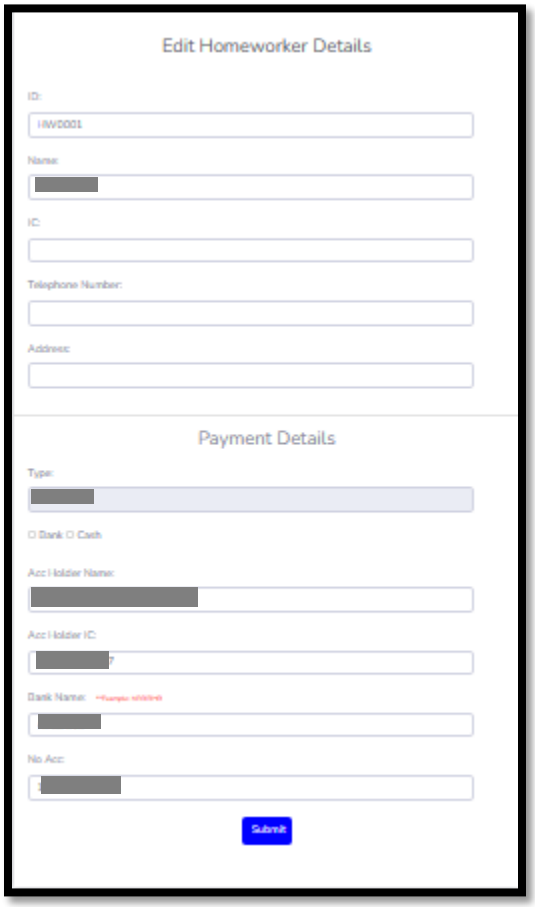
1.8. Choose choose '**Month** & '**Year** ' (**both are required) before searching.
1.9. Click '**search**' button;
1.10. And then click '**print**' button and choose printer to **print** the information or **save as pdf**.

Homeworker (Homeworker List) ;

25. Click '**Delete**' button to delete Homeworker Details;
26. Click '**Edit**' button to edit Homeworker Details;

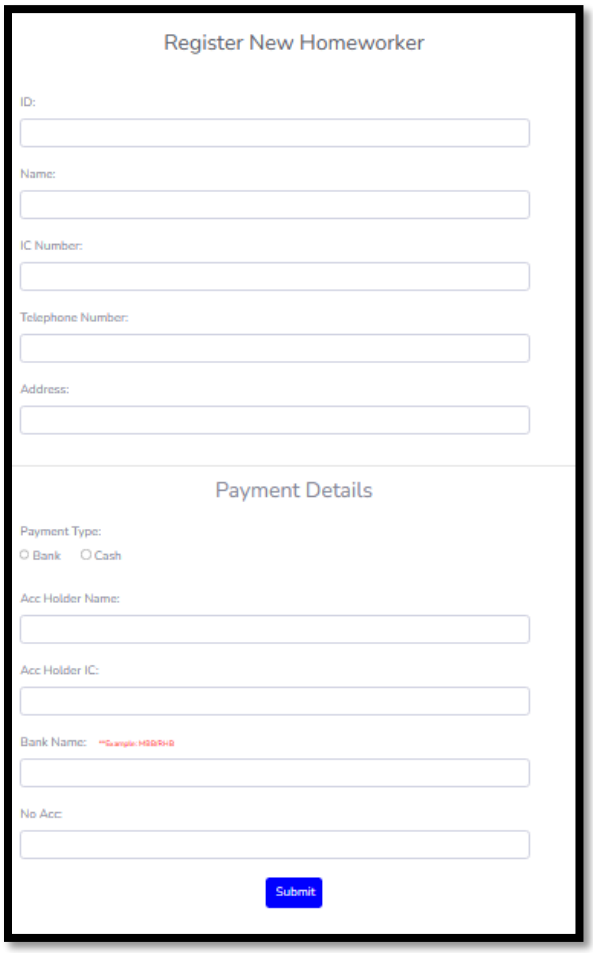


27. After edit all the details, Click '**Submit**' button to proceed.



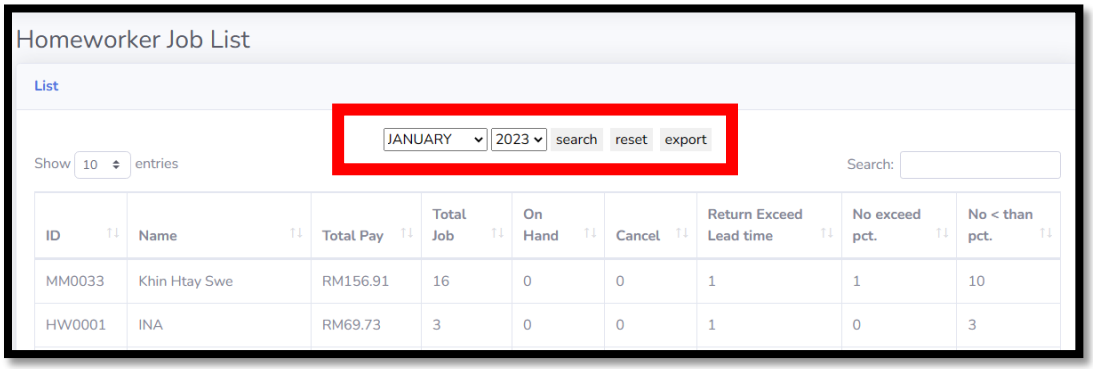
Homeworker (New Homeworker) ;

28. Insert Homeworker Details, and Payment Details and then click '**Submit**' to proceed.



Payment (By Homeworker) ;

29. Please choose '**Month** & '**Year** ' (**both are required) before searching the information inserted
30. Click '**search**'



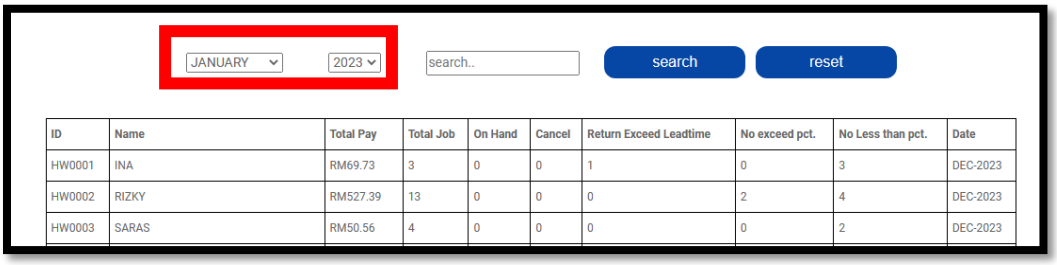
ID	Name	Total Pay	Total Job	On Hand	Cancel	Return Exceed Lead time	No exceed pct.	No < than pct.
MM0033	Khin Htay Swe	RM156.91	16	0	0	1	1	10
HW0001	INA	RM69.73	3	0	0	1	0	3

Export Payment by Homeworker ;

2.1. Click '**export** button.

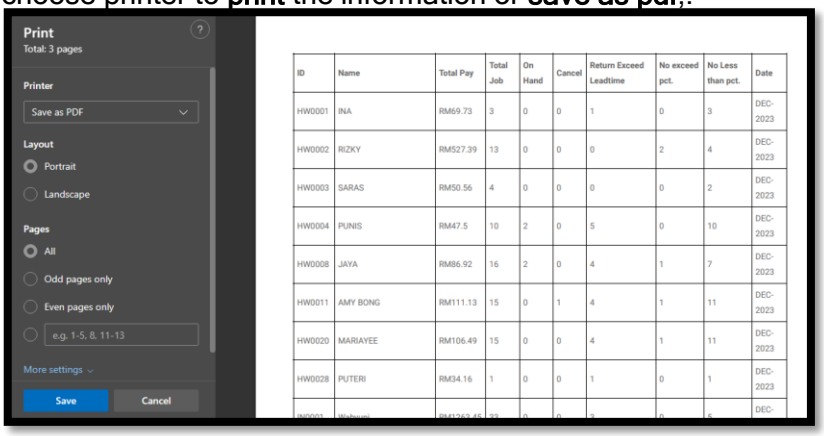
2.2. Please choose '**Month** & '**Year** ' (**both are required) before searching.

2.3. Click '**search**'



ID	Name	Total Pay	Total Job	On Hand	Cancel	Return Exceed Leadtime	No exceed pct.	No Less than pct.	Date
HW0001	INA	RM69.73	3	0	0	1	0	3	DEC-2023
HW0002	RIZKY	RM527.39	13	0	0	0	2	4	DEC-2023
HW0003	SARAS	RM50.56	4	0	0	0	0	2	DEC-2023

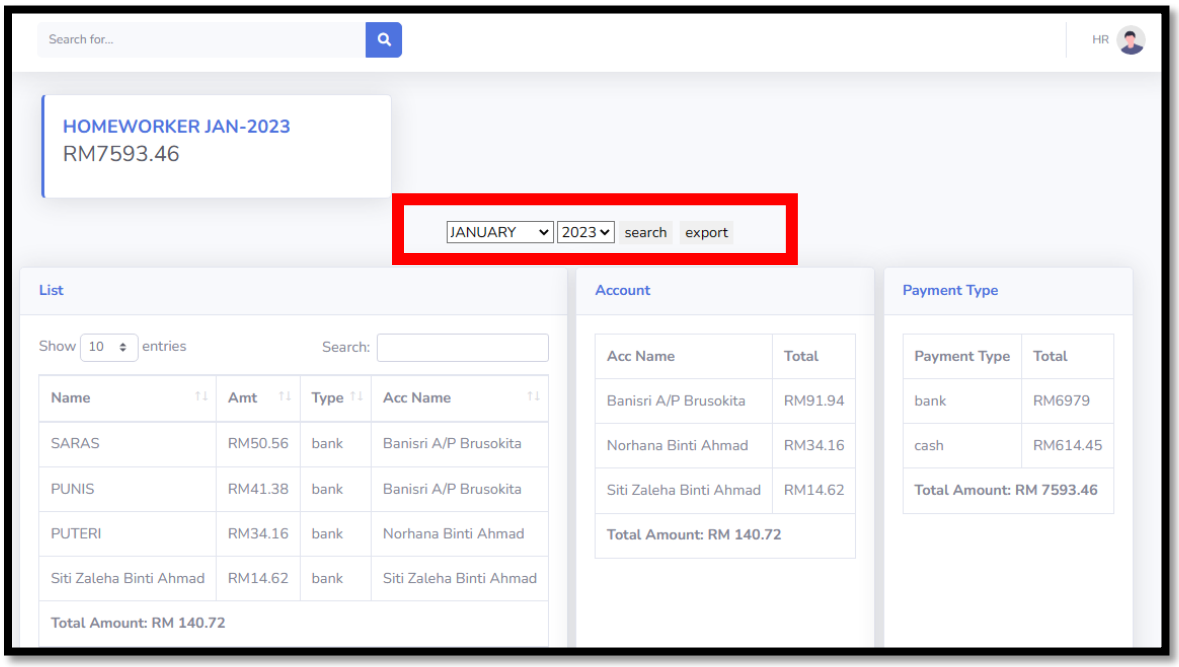
2.4. Click '**Print**' button and choose printer to **print** the information or **save as pdf**;.



ID	Name	Total Pay	Total Job	On Hand	Cancel	Return Exceed Leadtime	No exceed pct.	No Less than pct.	Date
HW0001	INA	RM69.73	3	0	0	1	0	3	DEC-2023
HW0002	RIZKY	RM527.39	13	0	0	0	2	4	DEC-2023
HW0003	SARAS	RM50.56	4	0	0	0	0	2	DEC-2023
HW0004	PUNIS	RM47.5	10	2	0	5	0	10	DEC-2023
HW0008	JAYA	RM86.92	16	2	0	4	1	7	DEC-2023
HW0011	AMY BONG	RM111.13	15	0	1	4	1	11	DEC-2023
HW0020	MARIAYEE	RM106.49	15	0	0	4	1	11	DEC-2023
HW0028	PUTERI	RM34.16	1	0	0	1	0	1	DEC-2023
HW0061	Nabwai	RM1263.45	33	0	0	3	0	5	DEC-

Payment (By Leader) ;

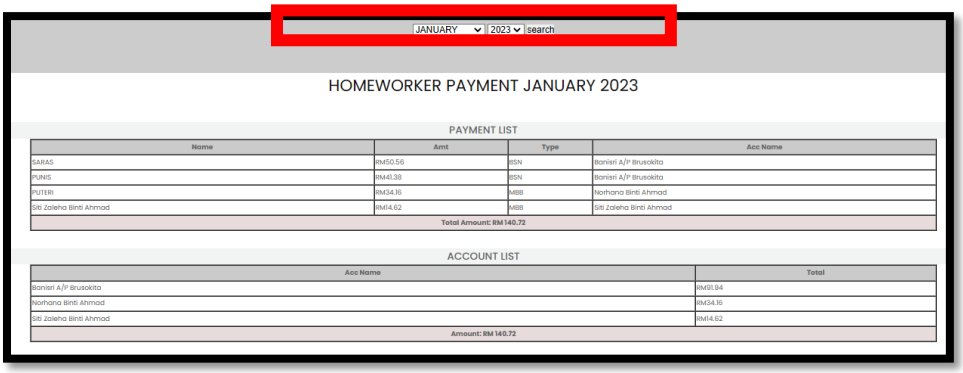
31. Please choose ‘**Month** & ‘**Year** ’ (**both are required) before searching the information inserted
32. Click ‘**search**’



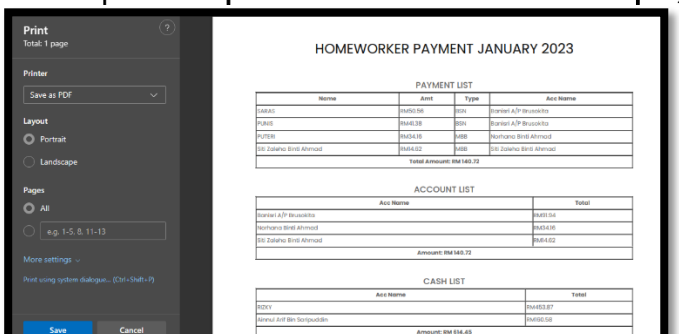
Export Payment by Leader ;

3.1. Click ‘**export**’ button.

3.2. Please choose ‘**Month** & ‘**Year** ’ (**both are required) before searching.
3.3. Click ‘**search**’

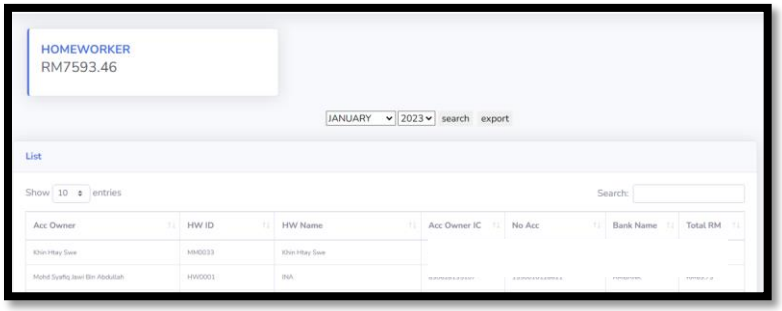


3.4. Click ‘**save** button and choose printer to **print** the information or **save as pdf**;.



Payment (By Month) ;

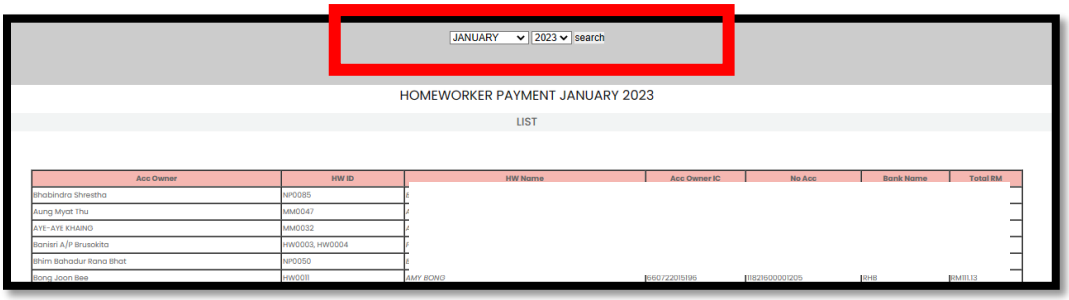
33. Please choose ‘**Month** & ‘**Year** ’ (**both are required) before searching the information inserted
34. Click ‘**search**’;



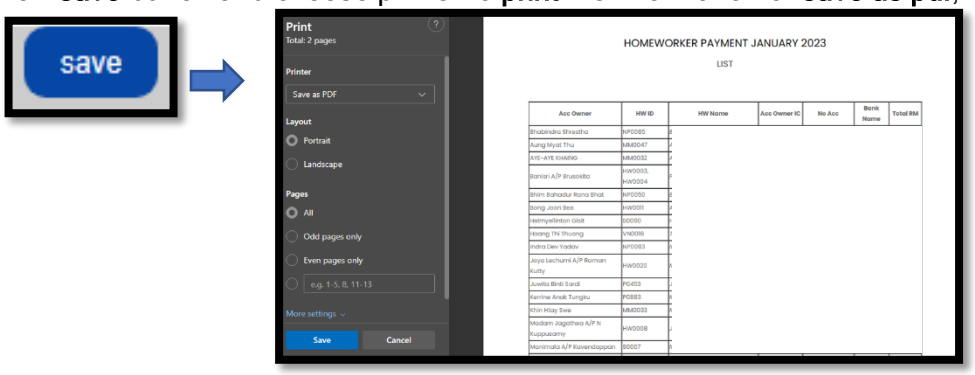
Export Payment by Month ;

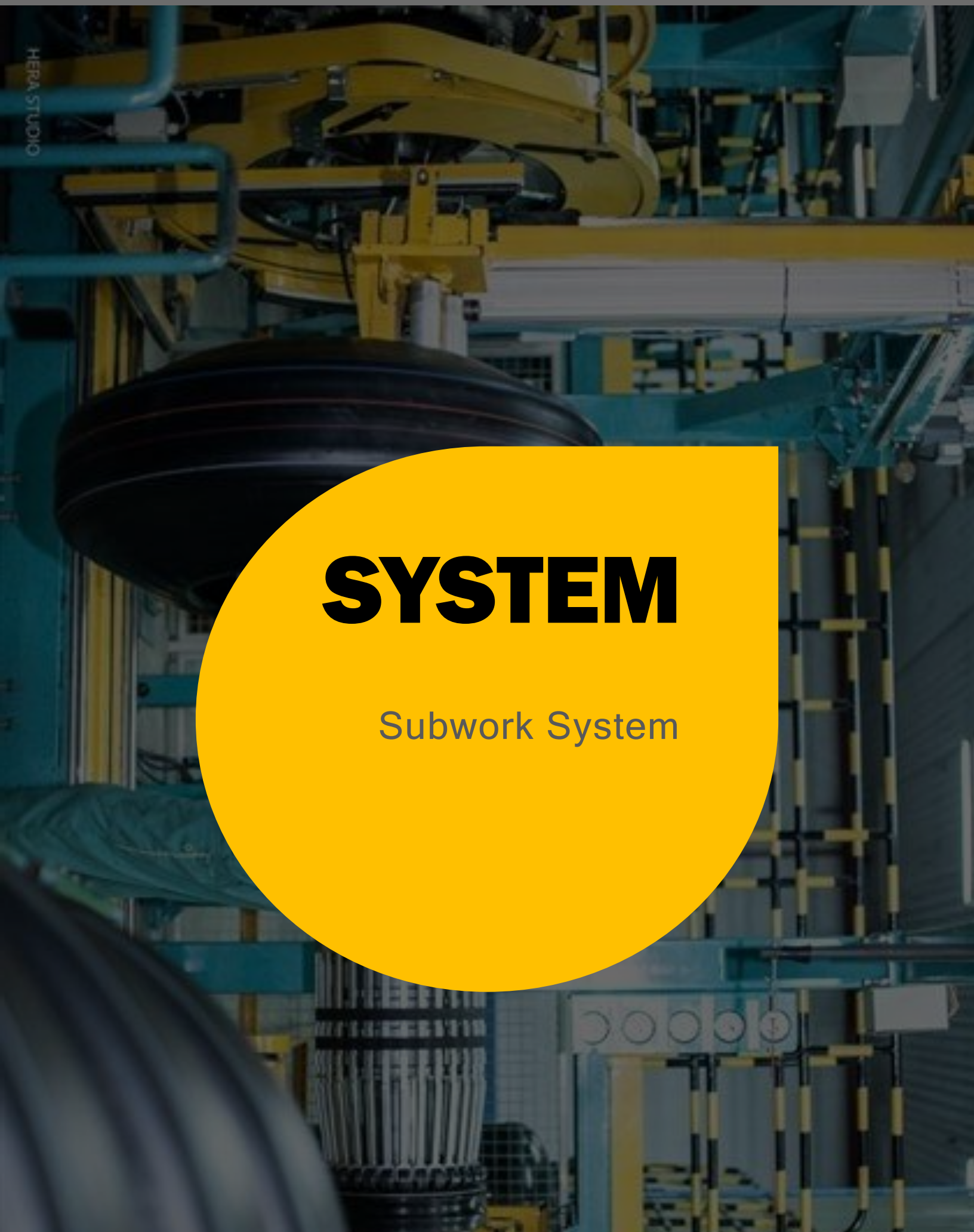
3.5. Click ‘**export** button.

3.6. Please choose ‘**Month** & ‘**Year** ’ (**both are required) before searching.
3.7. Click ‘**search**’



3.8. Click ‘**save** button and choose printer to **print** the information or **save as pdf**;





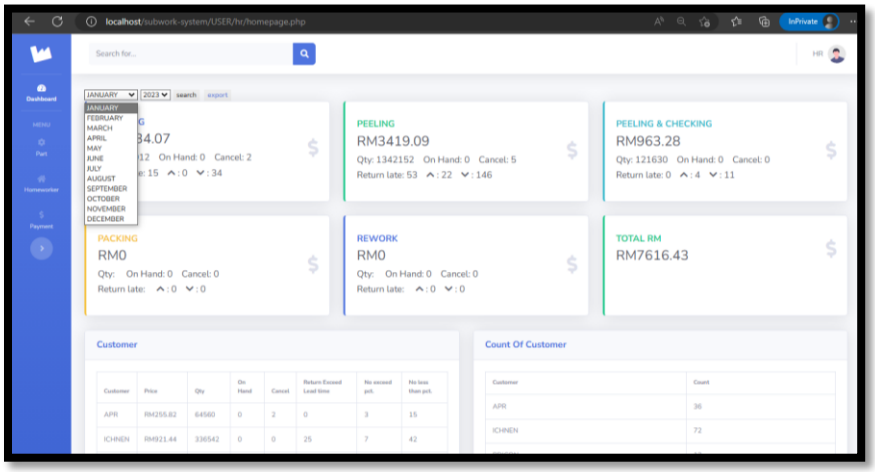
SYSTEM

Subwork System

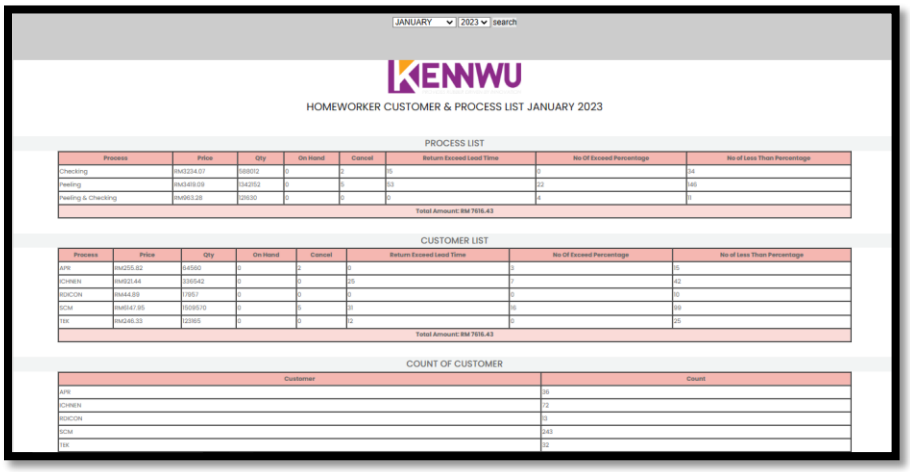
Subwork System (Dashboard)

35. Start the XAMPP and click *'Subwork System'* shortcut to open the system
36. Insert ***'USER ID', 'PASSWORD' & 'ROLE'*** as given

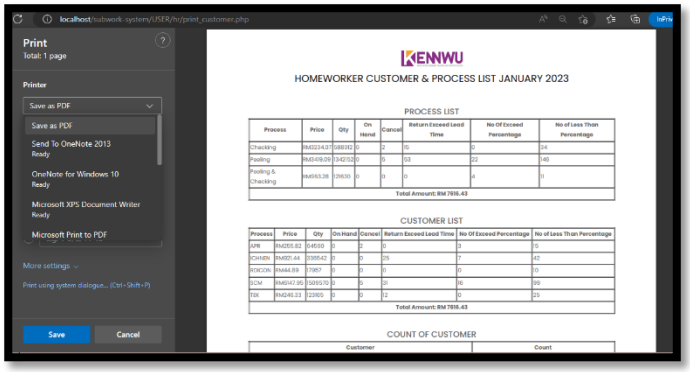
37. Please choose '**Month** & '**Year** ' (**both are required) before searching the information inserted. Click '**search**' button.
38. Monthly data;



39. Click '**export**' button to save as *pdf/ print* the details in dashboard.
40. Please choose '**Month** & '**Year** ' (**both are required) before searching the information inserted. Click '**search**' button.

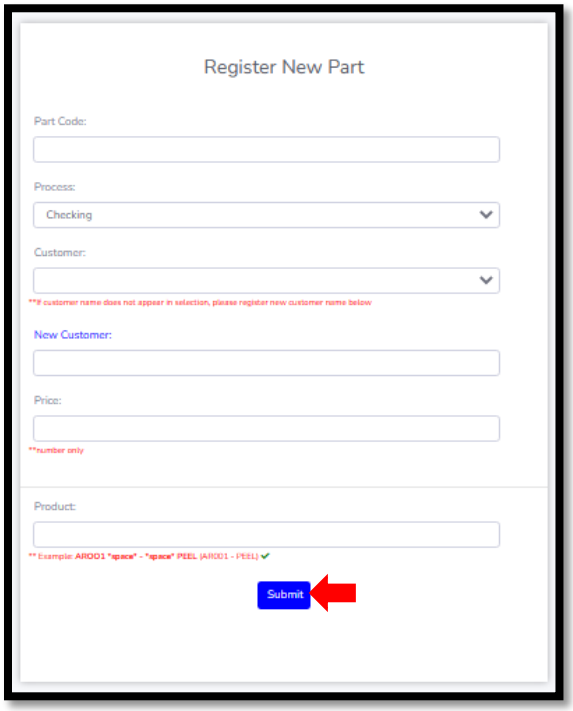


41. Click ‘**save**’ button and choose printer to print or save as pdf.



Part (Register New Part List) ;

42. Insert part details in the form below according to statement given;
43. And click ‘**submit**’ button to submit new part details;

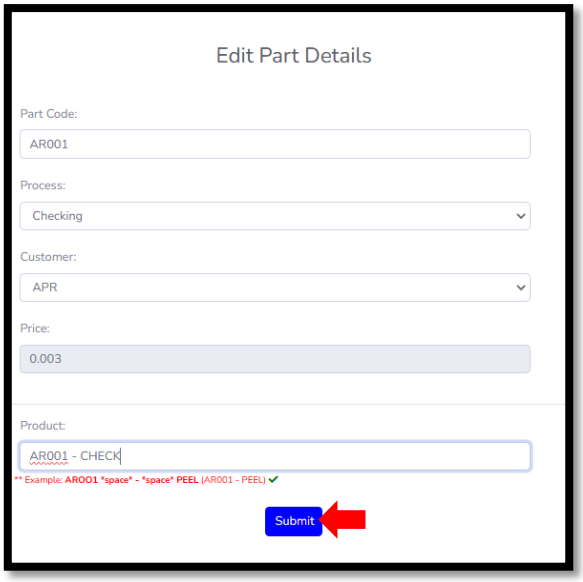


Part (Part List) ;

44. Click **'export'** button to save/print part list details;
45. Click '*search'* field if want to search specific part details;
46. Click 'print' button to *print* or save as *pdf;*

47. Click '**Edit**' button to edit part detail.

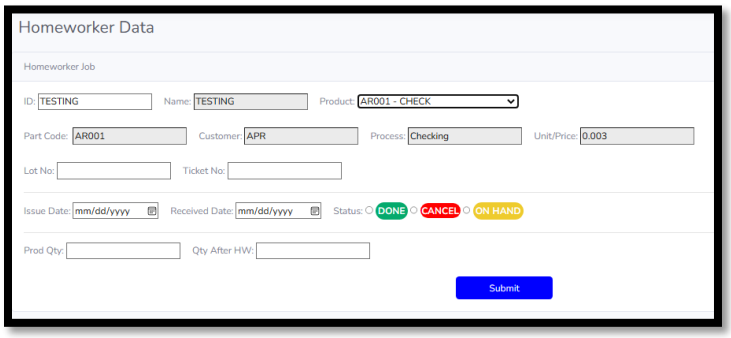
48. Click '**Submit**' button after edit all the details.



Homeworker (Homeworker Job) ;

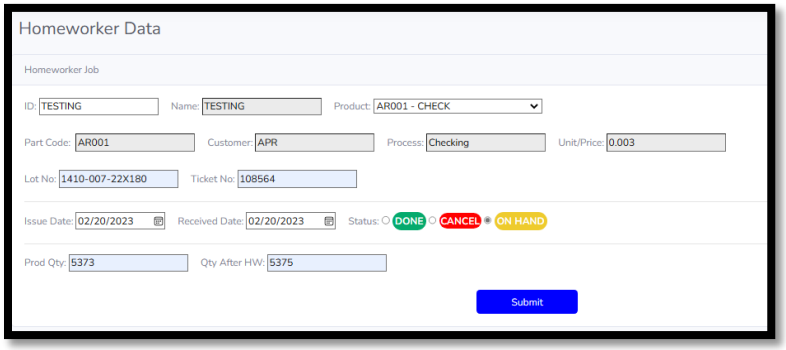
49. Insert Homeworker ‘ID’;
50. And then Homeworker name will automatically appears;
51. If homeworker name does not appears, the Homeworker ‘ID’ still NOT REGISTER. Please register first.

52. Choose ‘**Part & Process**’;
53. And then Part code, customer name, process, price will automatically appears;
54. If the details does not appears, the part details still NOT REGISTER. Please register first.



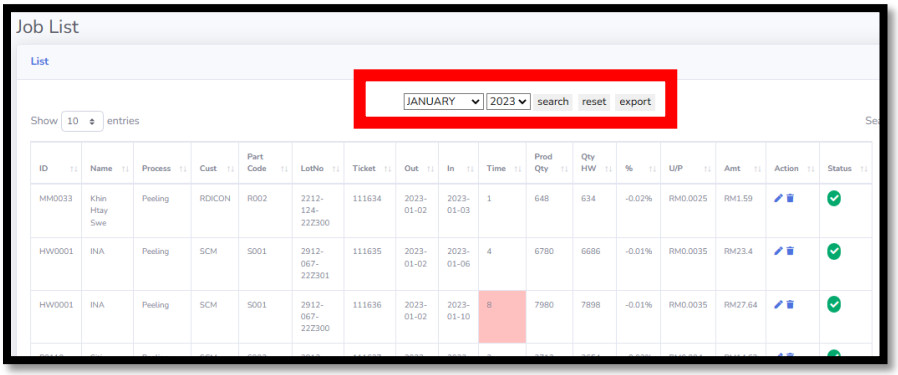
55. Choose status;
56. DONE/CANCEL/ON HAND

57. Insert other details, and then click ‘**submit**’ to submit.

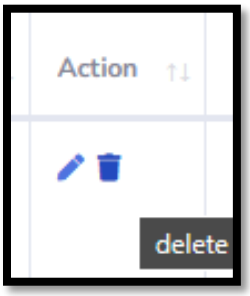


Job List ;

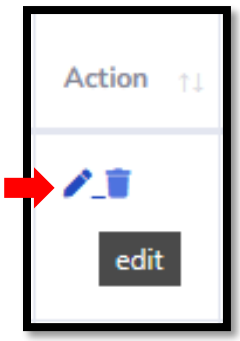
1.11. Please choose '**Month** & '**Year** ' (**both are required) before searching the information inserted
1.12. Click '**search**' button.
1.13. Or Click '**reset**' button to reset data.

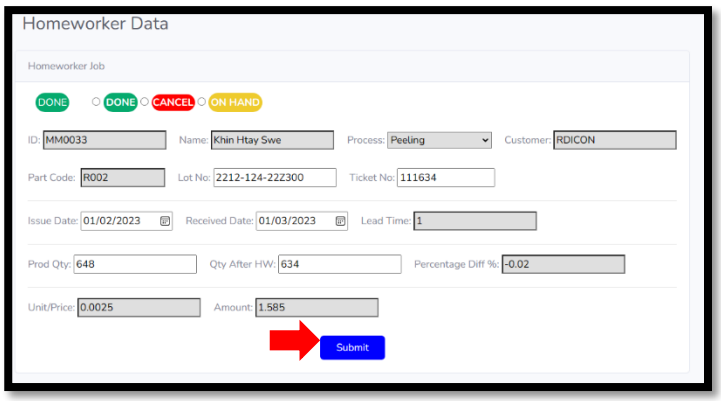


1.14. Click 'Delete' button to delete data in row.



1.15. Click 'Edit' button to edit Job data.
1.16. And Click '**Submit**'.
***Only lot no, ticket, issue date, received date, Prod qty and HW qty can be edited. Else you need To delete the details and insert the correct data again.*





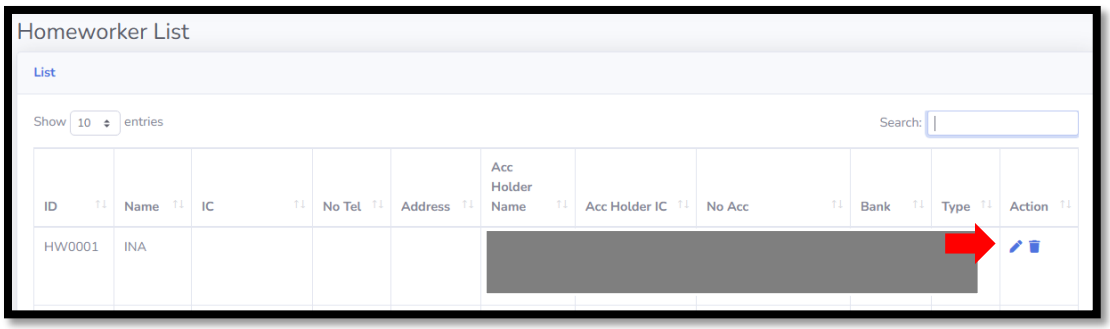
Export Job List ;

1.17. Click '**export** button.

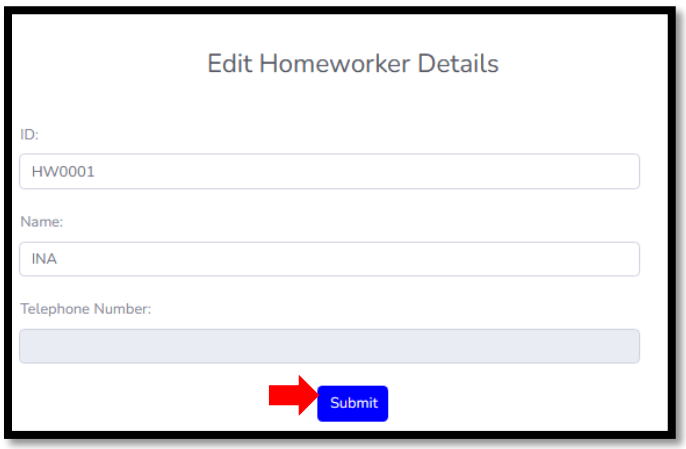
1.18. Choose choose ‘**Month** & ‘**Year** ’ (**both are required) before searching.
1.19. Click ‘**search**’ button;
1.20. And then click ‘**print**’ button and choose printer to **print** the information or **save as pdf**.

Homeworker (Homeworker List) ;

58. Click ‘Delete’ button to delete Homeworker Details;
59. Click ‘Edit’ button to edit Homeworker Details;

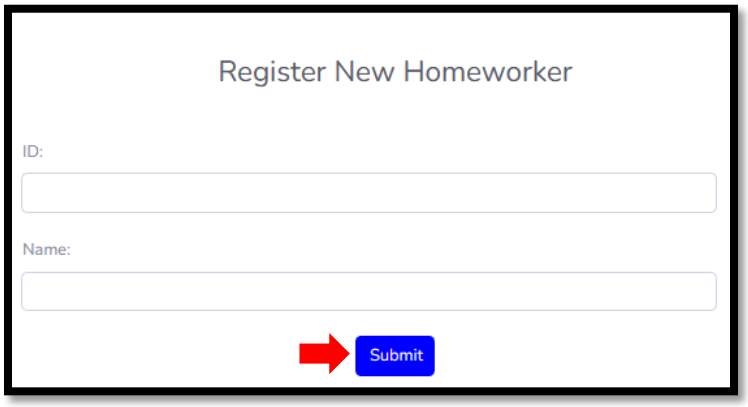


60. After edit all the details, Click ‘**Submit**’ button to proceed.



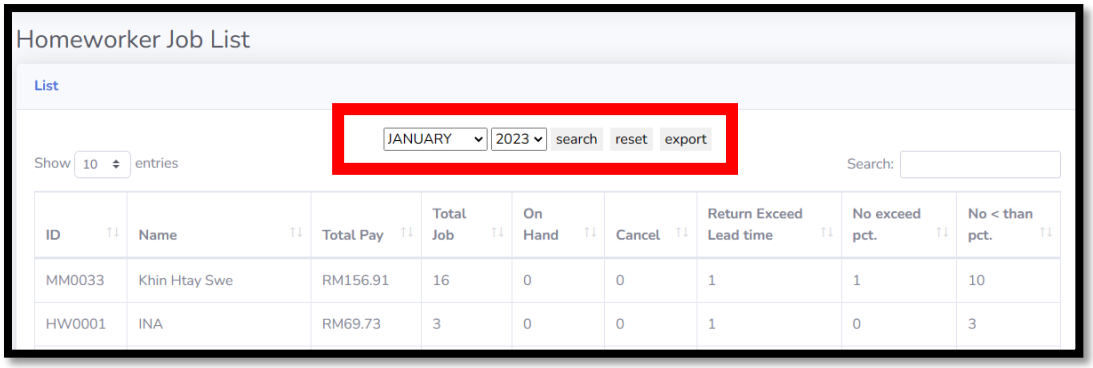
Homeworker (New Homeworker) ;

61. Insert Homeworker Details, and Payment Details and then click '**Submit**' to proceed.



Payment (By Homeworker) ;

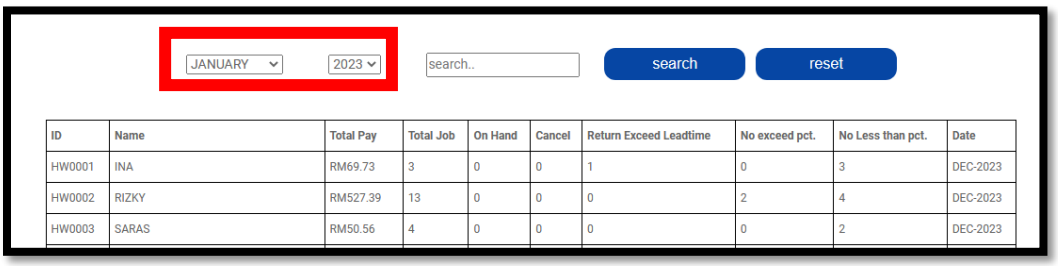
62. Please choose '**Month** & '**Year** ' (**both are required) before searching the information inserted
63. Click '**search**'



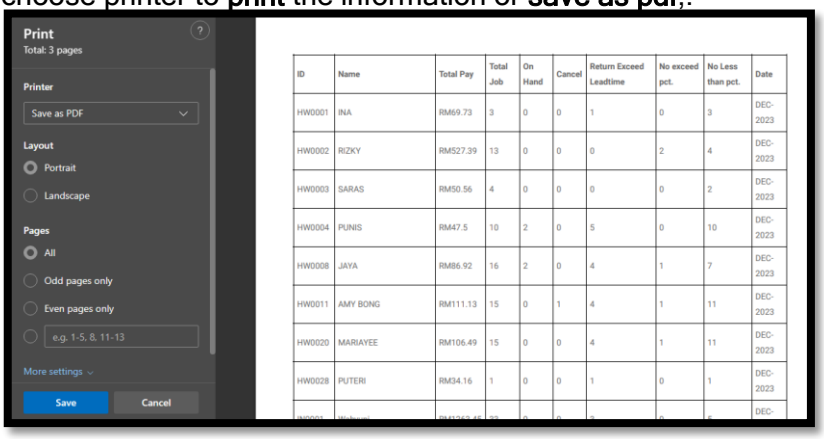
Export Payment by Homeworker ;

2.5. Click '**export** button.

2.6. Please choose '**Month** & '**Year** ' (**both are required) before searching.
2.7. Click '**search**'



2.8. Click '**Print**' button and choose printer to **print** the information or **save as pdf**;.



ID	Name	Total Pay	Total Job	On Hand	Cancel	Return Exceed Leadtime	No exceed pct.	No Less than pct.	Date
HW0001	INA	RM69.73	3	0	0	1	0	3	DEC-2023
HW0002	RIZKY	RM527.39	13	0	0	0	2	4	DEC-2023
HW0003	SARAS	RM50.56	4	0	0	0	0	2	DEC-2023
HW0004	PUNIS	RM47.5	10	2	0	5	0	10	DEC-2023
HW0008	JAYA	RM86.92	16	2	0	4	1	7	DEC-2023
HW0011	AMY BONG	RM111.13	15	0	1	4	1	11	DEC-2023
HW0020	MARIAYEE	RM106.49	15	0	0	4	1	11	DEC-2023
HW0028	PUTERI	RM34.16	1	0	0	1	0	1	DEC-2023