All Customers

To manage Customer's account

- Viewing Customer List
- Creating Customer Account
- Viewing Customer Detail
- Disable Customer Account
- Deleting Customer Account
- Download Customer Data
- Edit Profile Information
- Verify Bank Account

Viewing Customer List

To view customer List:

1. Click **Customer**
2. Click **All Customers**
3. All the Customer List will be display as below:

Creating Customer Account

There are 2 way to create customer account which is by Admin or by customer registration by themself.

Option 1 : Customer registration from Official Meem's website.

1. Click **Register**
2. Fill up the form as below. All the * column is mandatory
3. After fill up the required field, **Click box** to give consent to all the policies and **Click Agree & Continue**
4. The registration is done, customer will receive an email as validation and after that, customer can use the system after log in using username and password chosen from the registration form.

Option 2 : Registration by Admin

1. Go to **Customer**
2. Click **All Customer**
3. Click **+** to add the customer manually
4. Fill up all the details needed in **Add Customer Pages**. All the * column is mandatory
5. Click **Submit**. User can already access Meem's pages by using email and password given during registration.

Add Customer

Options

☑ Active ☑ Email Verified

Full Name

ID Type

ID No.

Customer Group

MET Code

| MET |

Leave this section blank to assign MET Code automatically

Introducer Code

| MET |

Leave this section blank if there is no introducer

Email

Contact No.

madeehah@kbse.com.my

Password

••••••••

Re-type Password

Occupation

Industry

Address

City

Postcode

State

Remark

Submit   Cancel

Viewing Customer Detail

To view customer detail, Click on **Customer Name.**

There are 6 tabs in customer detail.

i) Customer

MADEEHAH RASID

⌂ / Customers / View

Menu ▾

0g	0	0	0	0
Gold Balance	Orders	Purchases	Buybacks	Withdrawals

👤 Customer	🛒 Orders	🏦 GWA	⬇ Transactions	$ Incentives & Bonuses	⏱ Audit Trail

Active	Yes	
Email Verified	Yes	
Account Verified	Yes	
Group	Gold Manager	
Introducer	MADEEHAH RASID	MET00000093
Name	MADEEHAH RASID	MET00000094
Malaysian IC		
Email		
Contact No.		
Occupation	a	
Industry	Aerospace	
Address	NO10 A, LORONG BAKTI 2,, RANTAU PERINTIS BANDAR PUSAT JENGKA 26400 Pahang	
Last Seen	10 minutes ago	
Created	6 days ago	
Updated	9 minutes ago	

Bank Detail	
Bank Name	BANK ISLAM MALAYSIA BERHAD
Bank Swift Code	BIMBMYKL
Bank Account No.	124433545893654645
Bank Account Holder Name	Madeehah binti Rasid
Bank Account Verified	08/06/2022 05:05 PM
Payout Method	Bank Account

🏛 Update Bank Account   ⬇ Bank Account Verification Attachment

0	0	0	0
Gold Saver	Gold Advisor	Gold Manager	Gold Group Manager

Monthly Sales

Show [5] entries   Search: [   ]

Month	Personal Sales	Group Sales	Total Sales	Last Updated
Jun 2022	MYR 0.00	MYR 0.00	MYR 0.00	08/06/2022 04:00 AM

Previous **1** Next

Downlines

Show [5] entries   Search: [   ]

Code ↑↓	Name ↑↓	Email	Contact No.	Level ↑↓	Downlines
			No data available in table		

ii) Orders

Customer   Orders   GWA   Transactions $ Incentives & Bonuses   Audit Trail

Orders

Show [5] entries   Search: [____]

Order ID	Method	Status	Amount	Date
		No data available in table		

Previous   Next

Buyback Orders

Show [5] entries   Search: [____]

Buyback ID	Status	Amount	Date
	No data available in table		

Previous   Next

iii) GWA

Customer   Orders   GWA   Transactions $ Incentives & Bonuses   Audit Trail

GWA Purchase

Show [5] entries   Search: [____]

Purchase ID	Status	Date	Amount
	No data available in table		

Previous   Next

GWA Buyback

Show [5] entries   Search: [____]

Buyback ID	Status	Date	Amount
	No data available in table		

Previous   Next

GWA Withdrawal

Show [5] entries   Search: [____]

Withdrawal ID	Status	Date	Amount
	No data available in table		

Previous   Next

GWA Exchange

Show [5] entries   Search: [____]

Exchange ID	Status	Date	Weight
	No data available in table		

Previous   Next

iv) Transactions

Date	Description	In	Out
07/06/2022	T01-00000006 Gold Purchase (MYR 285.00/g) - 1.7544g	1.7544	
03/06/2022	T01-00000005 Gold Purchase (MYR 289.00/g) - 50g	50.0000	
04/03/2022	T01-00000003 Gold Purchase (MYR 284.00/g) - 2g	2.0000	
03/03/2022	T01-00000002 Gold Purchase (MYR 285.00/g) - 2g	2.0000	
	Account Balance		**55.7544g**

Showing 1 to 4 of 4 entries

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v) Incentives & Bonuses

👤 Customer   🛒 Orders   📷 GWA   📥 Transactions $ Incentives & Bonuses   🕓 Audit Trail

Sales Incentives

Show 5 entries

Search:

Date	Description	Payout Status	Amount
08/06/2022	#00000008 Sales Incentive MET00000093 (GGM L1)	Pending	MYR 28.98
07/06/2022	T01-00000006 Sales Incentive MET00000093 (GGM L1)	Pending	MYR 10.00
07/06/2022	#00000007 Sales Incentive MET00000093 (GGM L1)	Pending	MYR 5.92
03/06/2022	T01-00000005 Sales Incentives MET00000093 (ME) incentive April	Pending	MYR 200.00
03/06/2022	T01-00000005 Sales Incentives MET00000093 (ME)	Pending	MYR 150.00
		Sales Incentives Total	**MYR 394.90**

Showing 1 to 5 of 5 entries

Previous **1** Next

Group Sales Bonus

Show 5 entries

Search:

Date	Description	Payout Status	Amount
	No data available in table		
		Group Sales Bonus Total	**MYR 0.00**

Showing 0 to 0 of 0 entries

Previous Next

vi) Audit Trail

07/06/2022 04:17 PM
Record was updated by Madeehah Rasid:

account_verified_at ➡ 2022-06-07T08:17:24.469000Z

03/06/2022 03:20 PM
Record was updated by Madeehah Rasid:

customer_group_id ➡ GGM

03/06/2022 03:12 PM
Record was updated by Madeehah Rasid:

name ➡ MADEEHAH RASID
occupation ➡ GIS Engineer
industry_id ➡ IGC04
customer_group_id ➡ GAM

02/06/2022 05:49 PM
Record was updated by Madeehah Rasid:

bank_account_verified_at ➡ 2022-06-02T09:49:09.000000Z

21/03/2022 03:46 PM
Record was updated by MADEEHAH RASID:

bank_id ➡ RHBBMYKL
bank_account_no ➡ 1234556712343546547
bank_account_holder_name ➡ Madeehah binti Rasid
bank_verification_attachment ➡ { jsonObject }

03/03/2022 11:19 AM
Record was updated:

email_verified_at ➡ 2022-03-03T03:19:28.000000Z

03/03/2022 11:19 AM
Record was updated:

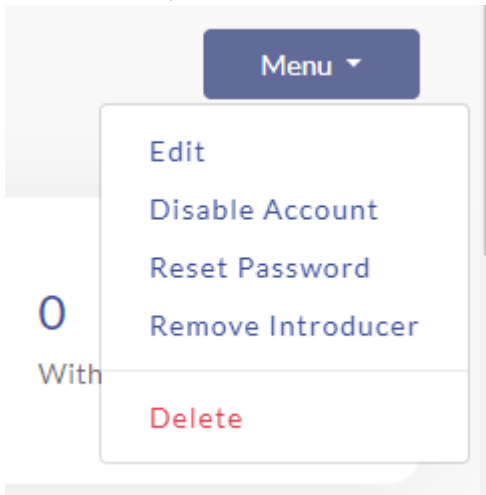code ➡ 93
active ➡ 1

03/03/2022 11:16 AM
Record was updated:

customer_group_id ➡ GS
name ➡ MADEEHAH RASID
active ➡
email_verified_at ➡
account_verified_at ➡
code ➡
identification_type_id ➡ 1
identification_no ➡ 123443326578
email ➡ madeehah@kbse.com.my
contact_no ➡ 0111111111
occupation ➡
industry_id ➡
address_line_1 ➡ NO10 A, LORONG BAKTI 2,, RANTAU PERINTIS
address_line_2 ➡
city ➡ BANDAR PUSAT JENGKA
postcode ➡ 26400
state_id ➡ 06
country_id ➡ MY
password ➡ ******
introducer_id ➡
id ➡ 2

Disable Customer Account

To Disable Customer Account:

1. Click **Menu**, Click **Disable Account**.

2. The Confirmation pop up will appear. Click **OK.**

3. The notification customer account has been disabled will appear. Click **OK.**

4. The Customer **Status** will change to **Inactive.**

Customers

Show 10 entries   Search: [   ]

Code ↑↓	Name ↑↓	ID No.	Email	Contact No.	Group	State	Status
MET00000092	HAFIFI MASOD Gold Group Manager	871230-14-5517	hafifi.masod@gmail.com	03-5511 1002	GGM	Selangor	Active
MET00000093	MADEEHAH RASID Gold Group Manager	123443326578	madeehah@kbse.com.my	0111111111	GGM	Pahang	Active
MET00000094	MADEEHAH RASID Gold Manager	880414435096	madeehahr@gmail.com	0179831274	GM	Pahang	Inactive
MET00000095	MOHAMAD HARIZ DANIAL BIN ROZEMEN Gold Saver	011212081417	harizdanialrozemen@gmail.com	0172632108	GS	Selangor	Active

Showing 1 to 4 of 4 entries

Previous **1** Next

Deleting Customer Account

Download Customer Data

1. Click **All Customer**

Customers
⌂ / Customers

Show 10 ∨ entries							Search:
Code ↑↓	**Name** ↑↓	**ID No.**	**Email**	**Contact No.**	**Group**	**State**	**Status**
MET00000092	HAFIFI MASOD Gold Group Manager	871230-14-5517	hafifi.masod@gmail.com	03-5511 1002	GGM	Selangor	Active
MET00000093	MADEEHAH RASID Gold Group Manager	123443326578	madeehah@kbse.com.my	0111111111	GGM	Pahang	Active
MET00000094	MADEEHAH RASID Gold Manager	880414435096	madeehahr@gmail.com	0179831274	GM	Pahang	Active
MET00000095	MOHAMAD HARIZ DANIAL BIN ROZEMEN Gold Saver	011212081417	harizdanialrozemen@gmail.com	0172632108	GS	Selangor	Active
Showing 1 to 4 of 4 entries						Previous 1	Next

2.
   Click ⬇

3. Download Customer Data will appear. Select the required information needed which is **Group, Account type** and **State,** and also select either **Format** needed is csv or Excel.

4. Click **Download.**

Download Customer Data ✕

Group *

| All | ⌄ |

Account Type *

| All | ⌄ |

State *

| All | ⌄ |

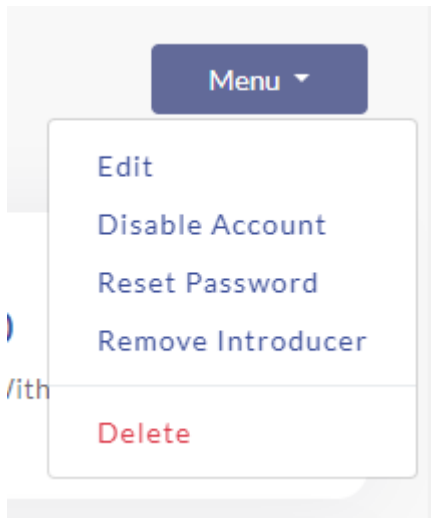**Format** *

⦿ CSV   ◯ Excel

Cancel   **Download**

5. The data will be download automatically.

Edit Profile Information

To edit customer profile information,

1. Click **Menu**
2. Click **Edit**

3. **Edit Customer** page will appear. Changes the required information needed, then click **Submit.**

Edit Customer
⌂ / Customers / MADEEHAH RASID / Edit

Full Name

MADEEHAH RASID

| **ID Type** | **ID No.** | **Customer Group** |
| Malaysian IC | 123443326578 | Gold Saver |

MET Code

| MET | 00000093 |

Introducer Code

| MET |

Leave this section blank if there is no introducer

| **Email** | **Contact No.** |
| madeehah@kbse.com.my | 0111111111 |

| **Occupation** | **Industry** |

Address

NO10 A, LORONG BAKTI 2,, RANTAU PERINTIS

| **City** | **Postcode** | **State** |
| BANDAR PUSAT JENGKA | 26400 | Pahang |

Remark

| Submit | Cancel |

4. The profile will be change.

Verify Bank Account

To verify Bank Account Verification,

1. Click **Customers**
2. Click **Bank Verification**. The list of **Pending Bank Account Verification** will appear.

3. Click Customer **Name (Highlighted in blue).** The customer Profile will appear.

4. Admin can check **Bank Account Verification Attachment** to validate the customer's bank account detail by click on **Bank Account Verification Attachment.**

5. Click **Approve** to proceed.
6. **Confirmation** pop up will appear. Click **OK.** End the process with pop up Bank account detail approved, click **Close.**

Confirmation

Are you sure to approve this bank account detail?

OK   Cancel

Bank account detail approved.

Close