

# Chapter 7 :

# Managing

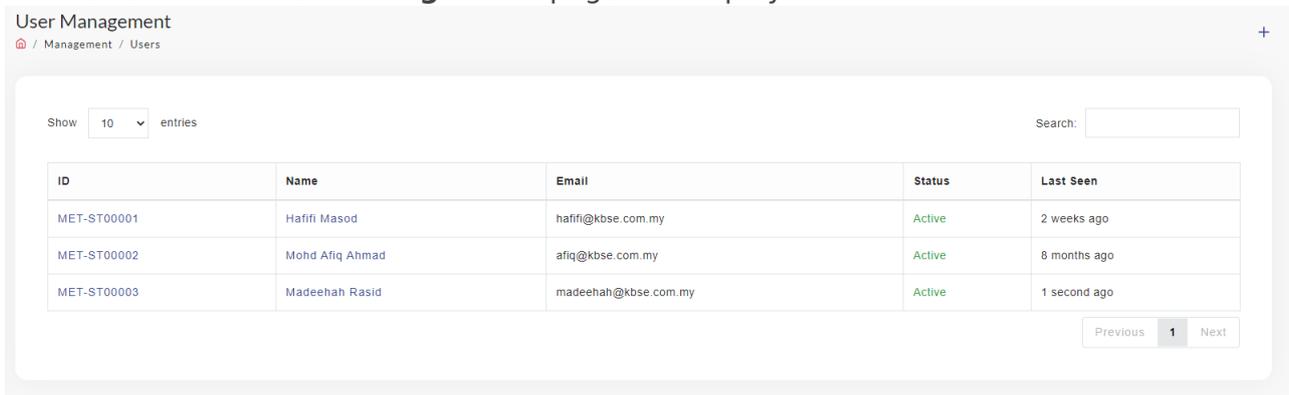
# Management

- [Users](#)
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# Users

To manage User which responsible to operate this system,

1. Click **Management**
2. Click **Users**. The **User Management** page will display as below:



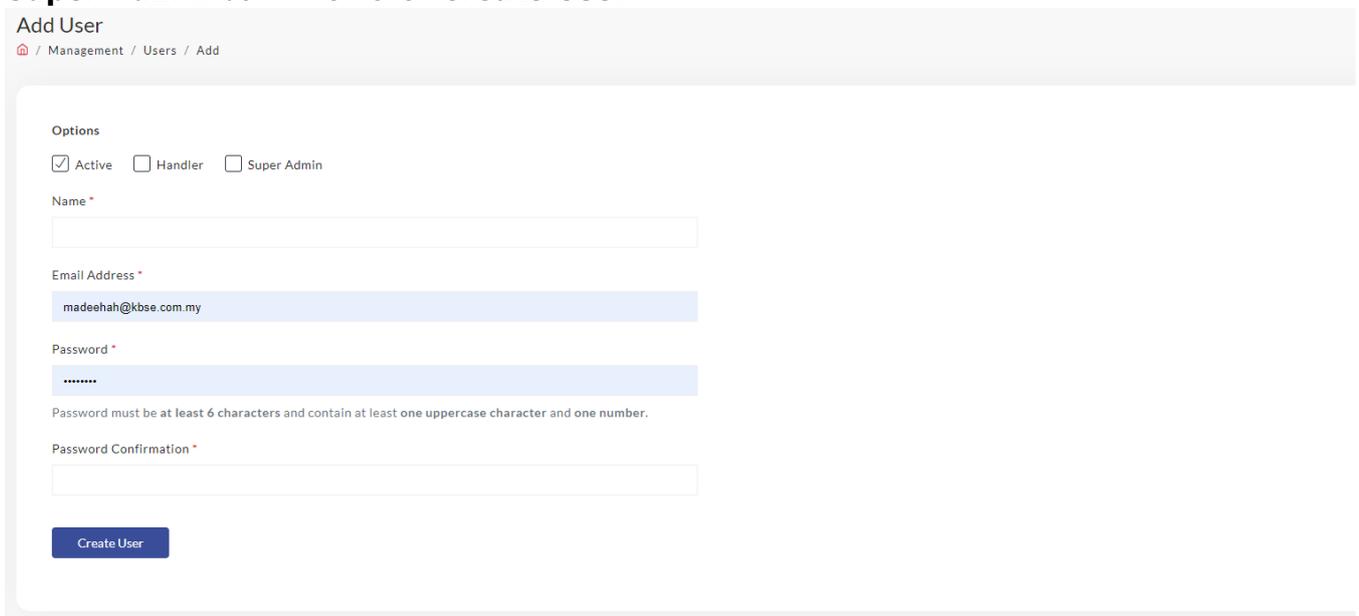
The screenshot shows the 'User Management' interface. At the top, there is a breadcrumb trail: 'Management / Users'. Below this, there is a search bar and a dropdown menu set to '10 entries'. The main content is a table with the following data:

| ID          | Name            | Email                | Status | Last Seen    |
|-------------|-----------------|----------------------|--------|--------------|
| MET-ST00001 | Hafifi Masod    | hafifi@kbse.com.my   | Active | 2 weeks ago  |
| MET-ST00002 | Mohd Afiq Ahmad | afiq@kbse.com.my     | Active | 8 months ago |
| MET-ST00003 | Madeehah Rasid  | madeehah@kbse.com.my | Active | 1 second ago |

At the bottom right of the table, there are navigation buttons: 'Previous', '1', and 'Next'.

## Add User

1. Click **+**
2. **Add User** page will display as below. Fill up the compulsory information (\*) which is **Name**, **Email Address** and also **Password**. In case the user is Super Admin, click on **Super Admin** box. Then click **Create User**



The screenshot shows the 'Add User' form. At the top, there is a breadcrumb trail: 'Management / Users / Add'. Below this, there is a section for 'Options' with three checkboxes: 'Active' (checked), 'Handler', and 'Super Admin'. The form has the following fields:

- Name \***: A text input field.
- Email Address \***: A text input field containing 'madeehah@kbse.com.my'.
- Password \***: A password input field with masked characters '.....'.
- Password Confirmation \***: A text input field.

Below the password field, there is a note: 'Password must be at least 6 characters and contain at least one uppercase character and one number.' At the bottom left of the form, there is a blue button labeled 'Create User'.

### 3. New User was added

User Management

Management / Users

Show 10 entries Search:

| ID          | Name            | Email                | Status | Last Seen    |
|-------------|-----------------|----------------------|--------|--------------|
| MET-ST00001 | Haffli Masod    | haffli@kbse.com.my   | Active | 3 weeks ago  |
| MET-ST00002 | Mohd Afiq Ahmad | afiq@kbse.com.my     | Active | 8 months ago |
| MET-ST00003 | Madeehah Rasid  | madeehah@kbse.com.my | Active | 1 second ago |
| MET-ST00004 | Rohani Sulaiman | madeehahr@gmail.com  | Active | N/A          |

Previous 1 Next

## Set User Role

1. To set user role, Click on User **Name**
2. The user Profile will display as below:

MET-ST00004

Rohani Sulaiman

Management / Users / MET-ST00004

User Permissions Activity

|           |                     |
|-----------|---------------------|
| Active    | Yes                 |
| Name      | Rohani Sulaiman     |
| Email     | madeehahr@gmail.com |
| Roles     |                     |
| Last Seen | N/A                 |
| Created   | 1 second ago        |
| Updated   | 1 second ago        |

3. Click **Permission** Tab. Click on which task we want to assign to the user based on department/ job scope.

The screenshot shows the user profile page for Rohani Sulaiman (ID: MET-ST00004). The breadcrumb trail is Management / Users / MET-ST00004. There are three tabs: User, Permissions, and Activity. The Permissions tab is active. On the left, a list of tasks is shown, with 'Customer Management' selected. On the right, four checkboxes are visible: View Customer, Create Customer, Edit Customer, and Delete Customer, all of which are currently unchecked.

## Edit User

1. To edit user, Click 
- 2.

Edit either Name or Email Address, then click **Update User**

The screenshot shows the 'Edit User' form for Rohani Sulaiman. The breadcrumb trail is Management / Users / Edit. Under the 'Options' section, the 'Active' checkbox is checked, and 'Super Admin' is unchecked. The 'Name' field contains 'Rohani Sulaiman' and the 'Email Address' field contains 'madeehahr@gmail.com'. There is an 'Update User' button at the bottom.

## Delete User

1. To delete user, Click 
2. Delete Confirmation pop up will appear, then Click **Delete**.

# Delete Confirmation

Are you sure to delete this record?

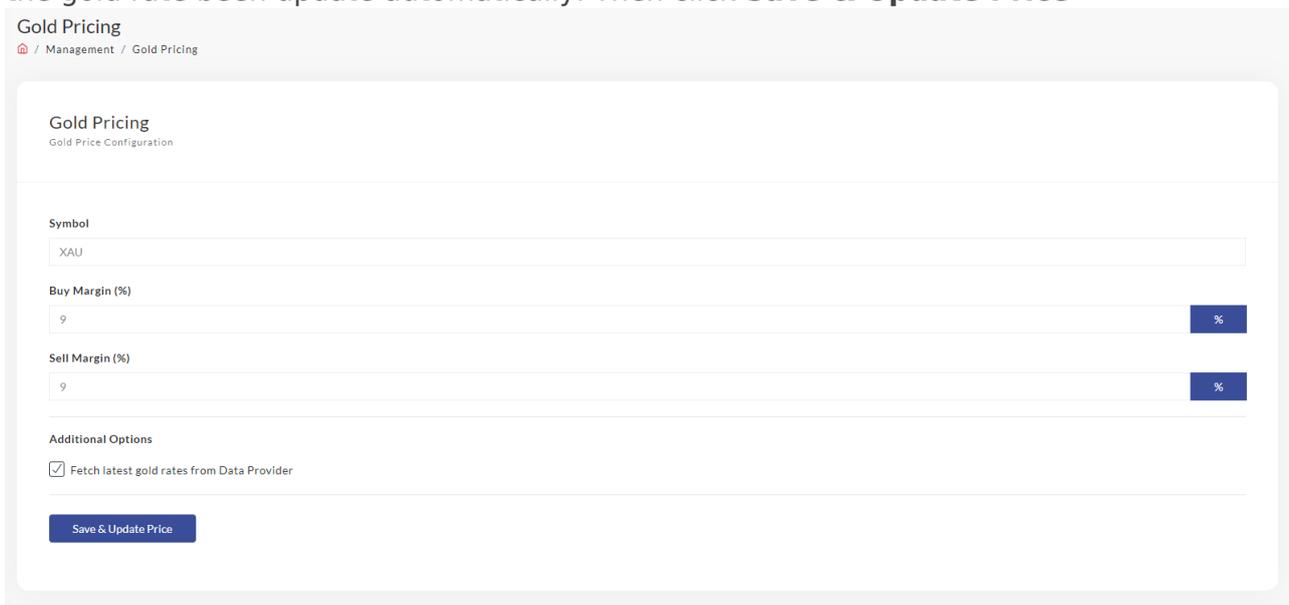
Delete

Cancel

# Gold Pricing

To manage the gold pricing( for e-commerce page),

1. Click **Management**
2. Click **Gold Pricing**
3. Gold Pricing page will display as below. Admin can edit the **buy Margin** or **Sell Margin** and make sure to click on **Fetch latest gold rates from Data Provider** to make sure the gold rate been update automatically. Then click **Save & Update Price**



The screenshot shows a web interface for configuring gold pricing. At the top, there is a breadcrumb trail: "Management / Gold Pricing". The main heading is "Gold Pricing" with a subtitle "Gold Price Configuration". Below this, there are three input fields: "Symbol" with the value "XAU", "Buy Margin (%)" with the value "9", and "Sell Margin (%)" with the value "9". Each margin field has a blue percentage sign button on the right. Under the "Additional Options" section, there is a checked checkbox labeled "Fetch latest gold rates from Data Provider". At the bottom left, there is a blue button labeled "Save & Update Price".

# GWA Gold Pricing

To manage the gold pricing( for GWA page),

1. Click **Management**
2. Click **GWA Gold Pricing**
3. GWA Gold Pricing page will display as below. Admin can edit the **buy Margin** or **Sell Margin** and make sure to click on **Fetch latest gold rates from Data Provider** to make sure the gold rate been update automatically. Then click **Save & Update Gold Wadiah Account Gold Price**

## Gold Pricing

[Home](#) / [Management](#) / [GWA Gold Pricing](#)

### GWA Gold Pricing

GWA Gold Price Configuration

**Wadiah**

Gold Wadiah Account

**GWA Buy Margin (%)**

%

**GWA Sell Margin (%)**

%

**Additional Options**

Fetch latest gold rates from Data Provider

[Save & Update Gold Wadiah Account Gold Price](#)

# Payment Types

Admin can enable or disable the payment type based on the company's need

1. Click **Management**
2. Click **Payment Types**
3. Payment Types page will display as below. Admin can edit the **Status** either to enable or disable the status by clicking on



to enable the payment types or



to disable the payment type.

Payment Types

Management / Payment Types

Show 10 entries Search:

| ID  | Name                 | Status   |  |
|-----|----------------------|----------|--|
| P01 | Bank Transfer        | Disabled |  |
| P02 | Online Payment (FPX) | Enabled  |  |

Previous 1 Next

4. The confirmation pop up will appear, Click Ok to proceed.

## Confirmation

Enable this payment method?



# Shipping & Logistics

To manage shipping and logistics,

1. Click Management
2. Click Shipping & Logistics. The page Manage Shipping & Logistics will appear as below:

Manage Shipping & Logistics +

[Home](#) / [Management](#) / [Shipping & Logistics](#)

Show  entries Search:

| Name <span>↑↓</span>  | Price <span>↑↓</span> | Zones   |                                     |
|---|-----------------------|---|-------------------------------------|
| Standard Shipping (West Malaysia)<br>Standard Shipping for West Malaysia (Peninsular Malaysia)      | MYR 10.00             | Johor, Kedah, Kelantan, Melaka, Negeri Sembilan, Pahang, Pulau Pinang, Perak, Perlis, Selangor, Terengganu, WP Kuala Lumpur, WP Putrajaya | <a href="#">✎</a> <a href="#">✖</a> |
| Standard Shipping (East Malaysia)<br>Flat Rate Shipping for East Malaysia (Sabah, Sarawak & Brunei) | MYR 15.00             | Sabah, Sarawak, WP Labuan   | <a href="#">✎</a> <a href="#">✖</a> |
| KBSEdeliver<br>KBSE delivery service for Klang Valley area  | MYR 15.00             | Selangor, WP Kuala Lumpur   | <a href="#">✎</a> <a href="#">✖</a> |
| KABHantar<br>KABHantar in Klang Valley  | MYR 15.00             | Selangor  | <a href="#">✎</a> <a href="#">✖</a> |
| Cash on Collection<br>In-store collection at Collection Center                                      | MYR 0.00              | N/A   | <a href="#">✎</a> <a href="#">✖</a> |

Showing 1 to 5 of 5 entries Previous **1** Next

## Create New Shipment

1. Click [+](#)

2. Create Shipment page will appear. Set a new **shipment code, Shipment name** and **Price** and click on the box either we want to activate that shipment (**Active**), **Track Shipment** or **Self-Collection** for the new shipment before set it up. Also user need to click shipping zone for that new shipment, based on the courier coverage. Then to proceed, click **Submit**.

Create Shipment

[Home](#) / Management / Shipping & Logistics

**Shipment Code**

**Price**

**Shipping Zones**

- Johor
- Kedah
- Kelantan
- Melaka
- Negeri Sembilan
- Pahang
- Pulau Pinang
- Perak
- Perlis
- Selangor
- Terengganu
- Sabah
- Sarawak
- WP Kuala Lumpur
- WP Labuan
- WP Putrajaya

**Shipment Name**

**Description**

Active
 Track Shipment (tracking.my)
 Self-Collection

Submit
Cancel

## Edit Shipment

1. From Manage Shipping and Logistics page, Click

Manage Shipping & Logistics

[Home](#) / Management / Shipping & Logistics

Show 10 entries Search:

| Name  | Price     | Zones   |                                     |
|---|-----------|---|-------------------------------------|
| <b>Standard Shipping (West Malaysia)</b><br><small>Standard Shipping for West Malaysia (Peninsular Malaysia)</small>          | MYR 10.00 | Johor, Kedah, Kelantan, Melaka, Negeri Sembilan, Pahang, Pulau Pinang, Perak, Perlis, Selangor, Terengganu, WP Kuala Lumpur, WP Putrajaya | <a href="#">✎</a> <a href="#">✖</a> |
| <b>Standard Shipping (East Malaysia)</b><br><small>Fiat Rate Shipping for East Malaysia (Sabah, Sarawak &amp; Brunei)</small> | MYR 15.00 | Sabah, Sarawak, WP Labuan   | <a href="#">✎</a> <a href="#">✖</a> |
| <b>KBSEdeliver</b><br><small>KBSE delivery service for Klang Valley area</small>  | MYR 15.00 | Selangor, WP Kuala Lumpur   | <a href="#">✎</a> <a href="#">✖</a> |
| <b>KABHantar</b><br><small>KABHantar in Klang Valley</small>  | MYR 15.00 | Selangor  | <a href="#">✎</a> <a href="#">✖</a> |
| <b>Cash on Collection</b><br><small>In-store collection at Collection Center</small>  | MYR 0.00  | N/A   | <a href="#">✎</a> <a href="#">✖</a> |

Showing 1 to 5 of 5 entries Previous **1** Next

2. Edit Shipment page will appear, Edit the required information needed, then Click **Submit**.

**Edit Shipment**  
Management / Shipping & Logistics

**Shipment Code**  
FLTWM

**Price**  
10.00

**Shipping Zones**

- Johor
- Kedah
- Kelantan
- Melaka
- Negeri Sembilan
- Pahang
- Pulau Pinang
- Perak
- Perlis
- Selangor
- Terengganu
- Sabah
- Sarawak
- WP Kuala Lumpur
- WP Labuan
- WP Putrajaya

**Shipment Name**  
Standard Shipping (West Malaysia)

**Description**  
Standard Shipping for West Malaysia (Peninsular Malaysia)

Active    Track Shipment (tracking.my)    Self-Collection

**Submit**   **Cancel**

## Delete Shipment

1. From Manage Shipping and Logistics page, Click 

**Manage Shipping & Logistics**  
Management / Shipping & Logistics

Show 10 entries   Search:

| Name   | Price     | Zones   |   |
|--|-----------|---|---|
| <b>Standard Shipping (West Malaysia)</b><br>Standard Shipping for West Malaysia (Peninsular Malaysia)      | MYR 10.00 | Johor, Kedah, Kelantan, Melaka, Negeri Sembilan, Pahang, Pulau Pinang, Perak, Perlis, Selangor, Terengganu, WP Kuala Lumpur, WP Putrajaya |   |
| <b>Standard Shipping (East Malaysia)</b><br>Flat Rate Shipping for East Malaysia (Sabah, Sarawak & Brunei) | MYR 15.00 | Sabah, Sarawak, WP Labuan   |   |
| <b>KBSEdeliver</b><br>KBSE delivery service for Klang Valley area  | MYR 15.00 | Selangor, WP Kuala Lumpur   |   |
| <b>KABHantar</b><br>KABHantar in Klang Valley  | MYR 15.00 | Selangor  |   |
| <b>Cash on Collection</b><br>In-store collection at Collection Center                                      | MYR 0.00  | N/A   |   |

Showing 1 to 5 of 5 entries   Previous 1 Next

2. Delete confirmation pop up will appear. Click **Delete** to proceed.

# Delete Confirmation

Are you sure to delete this record?

Delete

Cancel

# System Logs

To view the System log,

1. Click **Management**
2. Click **System Logs**
3. The log viewer will appear as below:

[Log Viewer](#) 

- [Dashboard](#)
- [Logs](#)
- [Back to Admin Dashboard](#)

## Logs

| Date       | All | Emergency | Alert | Critical | Error | Warning | Notice | Info | Debug | Actions |
|------------|-----|-----------|-------|----------|-------|---------|--------|------|-------|---------|
| 2022-06-08 | 5   | 0         | 0     | 0        | 0     | 0       | 0      | 1    | 4     |         |
| 2022-06-07 | 8   | 0         | 0     | 0        | 0     | 0       | 0      | 6    | 2     |         |
| 2022-06-06 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |
| 2022-06-05 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |
| 2022-06-04 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |
| 2022-06-03 | 11  | 0         | 0     | 0        | 0     | 0       | 0      | 9    | 2     |         |
| 2022-06-02 | 8   | 0         | 0     | 0        | 1     | 0       | 0      | 5    | 2     |         |
| 2022-06-01 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |
| 2022-05-31 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |
| 2022-05-30 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |
| 2022-05-29 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |
| 2022-05-28 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |
| 2022-05-27 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |
| 2022-05-26 | 3   | 0         | 0     | 0        | 0     | 0       | 0      | 3    | 0     |         |

Delete log file

