

Chapter 7 :

Managing

Management

- [Users](#)
- [Gold Pricing](#)
- [GWA Gold Pricing](#)
- [Payment Types](#)
- [Shipping & Logistics](#)
- [System Logs](#)

Users

To manage User which responsible to operate this system,

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

User Management

Management / Users

Show 10 entries

Search:

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

Previous

1

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**

Add User

Management / Users / Add

Options

☒ Active

☐ Handler

☐ Super Admin

Name *

Email Address *

madeehah@kbse.com.my

Password *

Password must be at least 6 characters and contain at least one uppercase character and one number.

Password Confirmation *

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 Afliq Ahmad	afliq@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

UserPermissionsActivity

Active

Yes

Name

Rohani Sulaiman

MET-ST00004

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.

MET-ST00004
Rohani Sulaiman
🏠 / Management / Users / MET-ST00004

User Permissions Activity

Orders	<input type="checkbox"/> View Customer
Buyback Orders	<input type="checkbox"/> Create Customer
E-Commerce	<input type="checkbox"/> Edit Customer
GWA Purchase	<input type="checkbox"/> Delete Customer
GWA Buyback	
GWA Withdrawal	
GWA Exchange	
Sales Incentives Payout	
Group Sales Bonus Payout	
Customer Management	
User Management	
Payment Type Management	
Shipping & Logistics Management	
Reporting	
Web Management	
Miscellaneous	

Edit User

1. To edit user, Click
- 2.



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

Edit User
🏠 / Management / Users / Edit

Options
☒ Active ☐ Super Admin

Name *

Email Address *

Update User

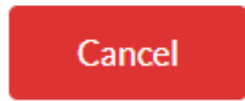
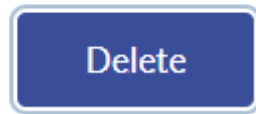
Delete User

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



Delete Confirmation

Are you sure to delete this record?



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**

Gold Pricing

Gold Price Configuration

Symbol

XAU

Buy Margin (%)

9

%

Sell Margin (%)

9

%

Additional Options

☒ Fetch latest gold rates from Data Provider

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

Management

GWA Gold Pricing

GWA Gold Pricing

GWA Gold Price Configuration

Wadiah

Gold Wadiah Account

GWA Buy Margin (%)

9%

GWA Sell Margin (%)

9%

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 base on 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 click 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

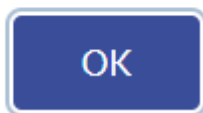
1

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 10 entries

Search:

Name	Price	Zones	
Standard Shipping (West Malaysia) 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	
Standard Shipping (East Malaysia) Flat Rate Shipping for East Malaysia (Sabah, Sarawak & Brunei)	MYR 15.00	Sabah, Sarawak, WP Labuan	
KBSEdeliver KBSE delivery service for Klang Valley area	MYR 15.00	Selangor, WP Kuala Lumpur	
KABHantar KABHantar in Klang Valley	MYR 15.00	Selangor	
Cash on Collection In-store collection at Collection Center	MYR 0.00	N/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

Management

 / Shipping & Logistics

Shipment Code

EG. DHL

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

eg. DHL Express

Description

☐ Active


☐ Track Shipment (tracking.my)

☐ Self-Collection

Submit

Cancel

Edit Shipment

1. From Manage Shipping and Logistics page, Click 











Manage Shipping & Logistics

Management

 / Shipping & Logistics

Show 10 entries

Search:

Name	Price	Zones	
Standard Shipping (West Malaysia) 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	 
Standard Shipping (East Malaysia) Flat Rate Shipping for East Malaysia (Sabah, Sarawak & Brunei)	MYR 15.00	Sabah, Sarawak, WP Labuan	 
KBSEdeliver KBSE delivery service for Klang Valley area	MYR 15.00	Selangor, WP Kuala Lumpur	 
KABHantar KABHantar in Klang Valley	MYR 15.00	Selangor	 
Cash on Collection In-store collection at Collection Center	MYR 0.00	N/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

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

Shipment Code

FLTWWM

Price

10.00

Shipment Name

Standard Shipping (West Malaysia)

Description

Standard Shipping for West Malaysia (Peninsular Malaysia)

☒ Active

☒ Track Shipment (tracking.my)

☐ Self-Collection

Shipping Zones

☒ Johor

☒ Kedah

☒ Kelantan

☒ Melaka

☒ Negeri Sembilan

☒ Pahang

☒ Pulau Pinang

☒ Perak

☒ Perlis

☒ Selangor

☒ Terengganu

☐ Sabah

☐ Sarawak

☒ WP Kuala Lumpur

☐ WP Labuan

☒ WP Putrajaya

Submit

Cancel

Delete Shipment

1. From Manage Shipping and Logistics page, Click 

Manage Shipping & Logistics

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

Show 10 entries

Search:

Name	Price	Zones	
Standard Shipping (West Malaysia) 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	Edit Delete
Standard Shipping (East Malaysia) Flat Rate Shipping for East Malaysia (Sabah, Sarawak & Brunei)	MYR 15.00	Sabah, Sarawak, WP Labuan	Edit Delete
KBSEdeliver KBSE delivery service for Klang Valley area	MYR 15.00	Selangor, WP Kuala Lumpur	Edit Delete
KABHantar KABHantar in Klang Valley	MYR 15.00	Selangor	Edit Delete
Cash on Collection In-store collection at Collection Center	MYR 0.00	N/A	Edit Delete

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

