ANC+ Daily Collection Report System (DCR)

Master Manual

REVISION HISTORY FOR DCR MASTER USER MANUAL

REV NO.	PAGE NOS.	REVISION DETAILS	AUTHORS	DATE REV.	IMPLEMENTATION DATE
1	ALL	Change on the process flow of the system	Jolo Mauie Iglesia	12/28/22	

APPROVALS

Created by: Jolo Mauie Iglesia	**Verified by:** Otake, Takeshi	**Approved by:** Michael De Leon

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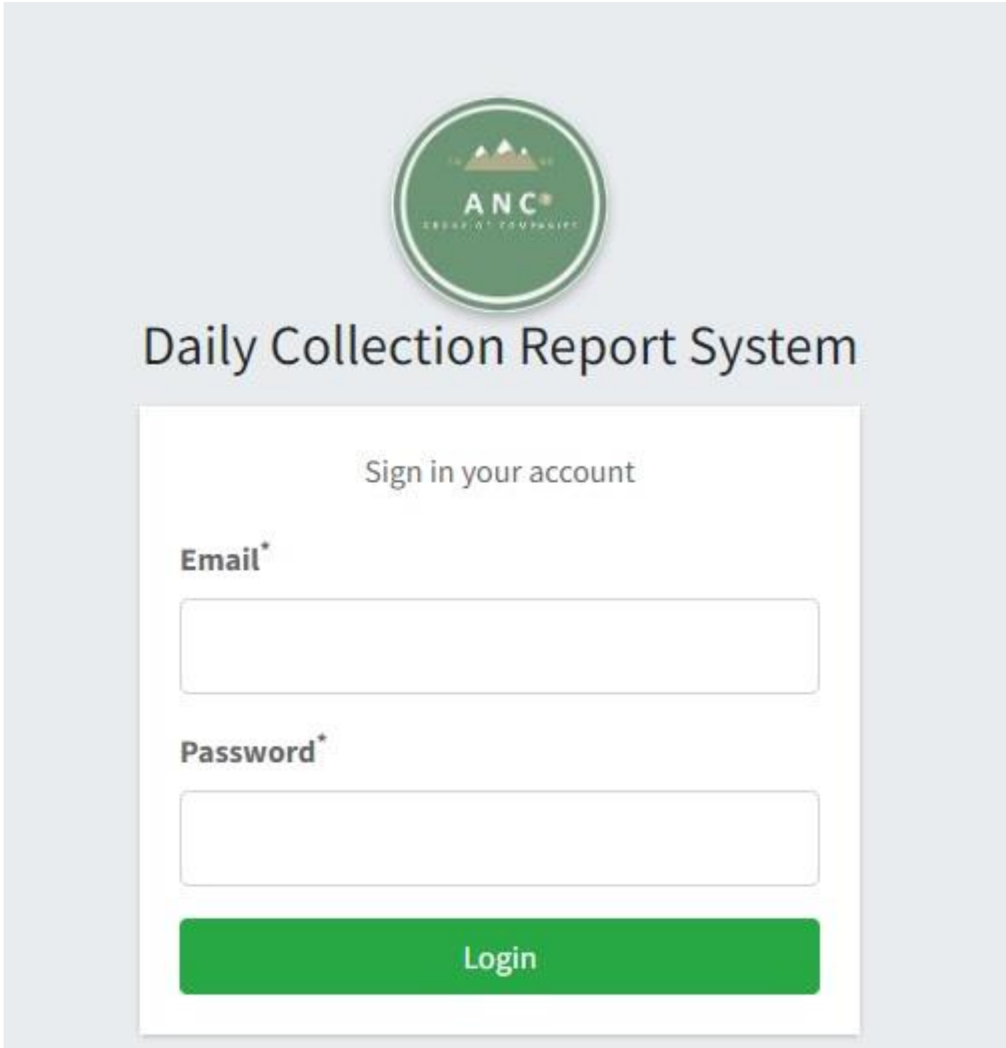
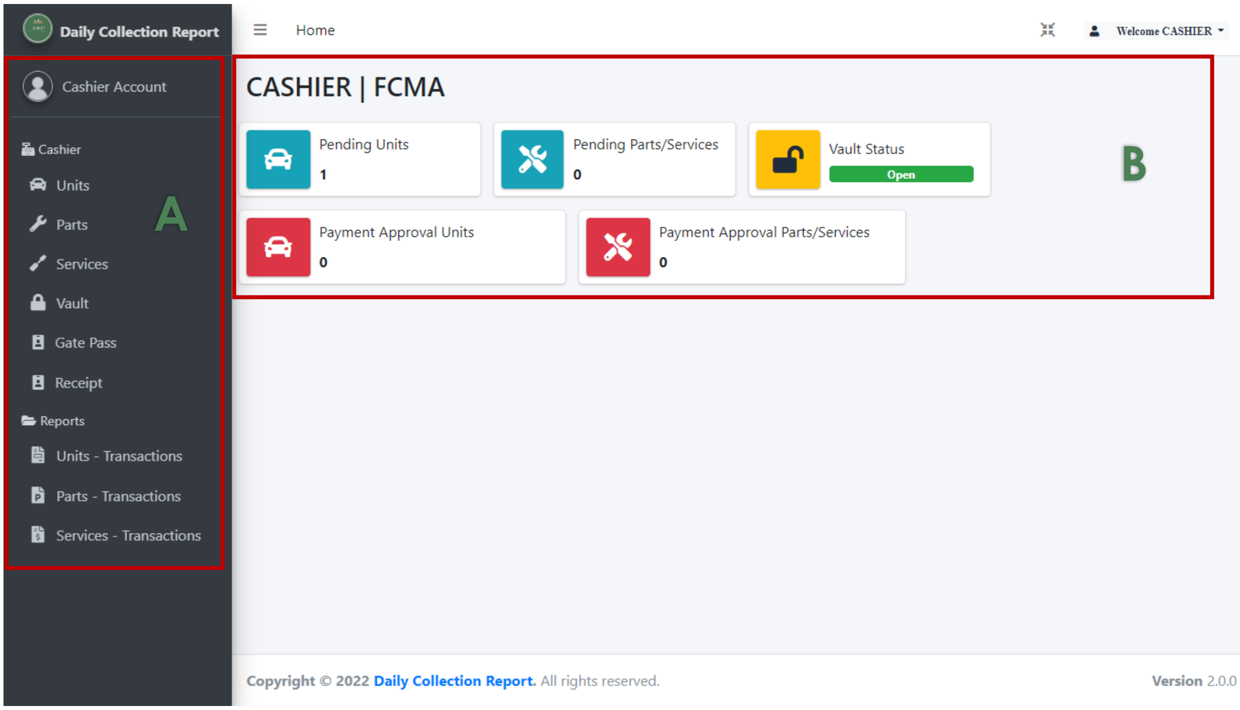
LOGIN PAGE



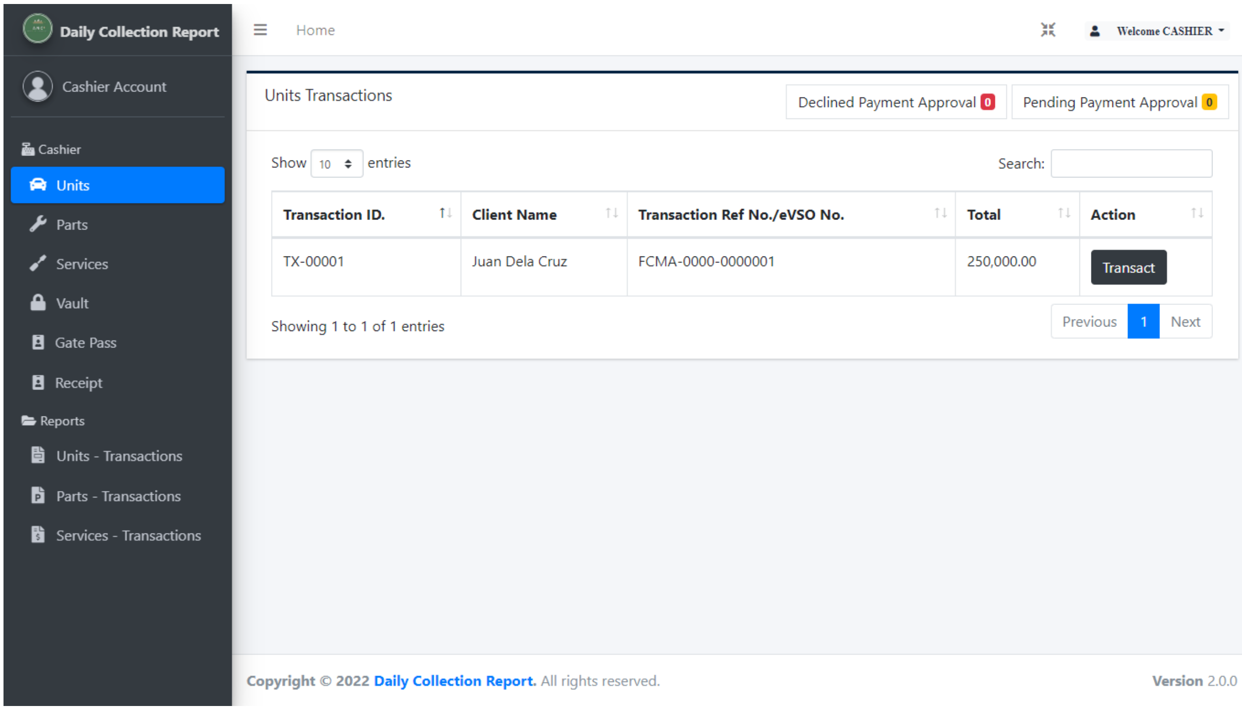
This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD

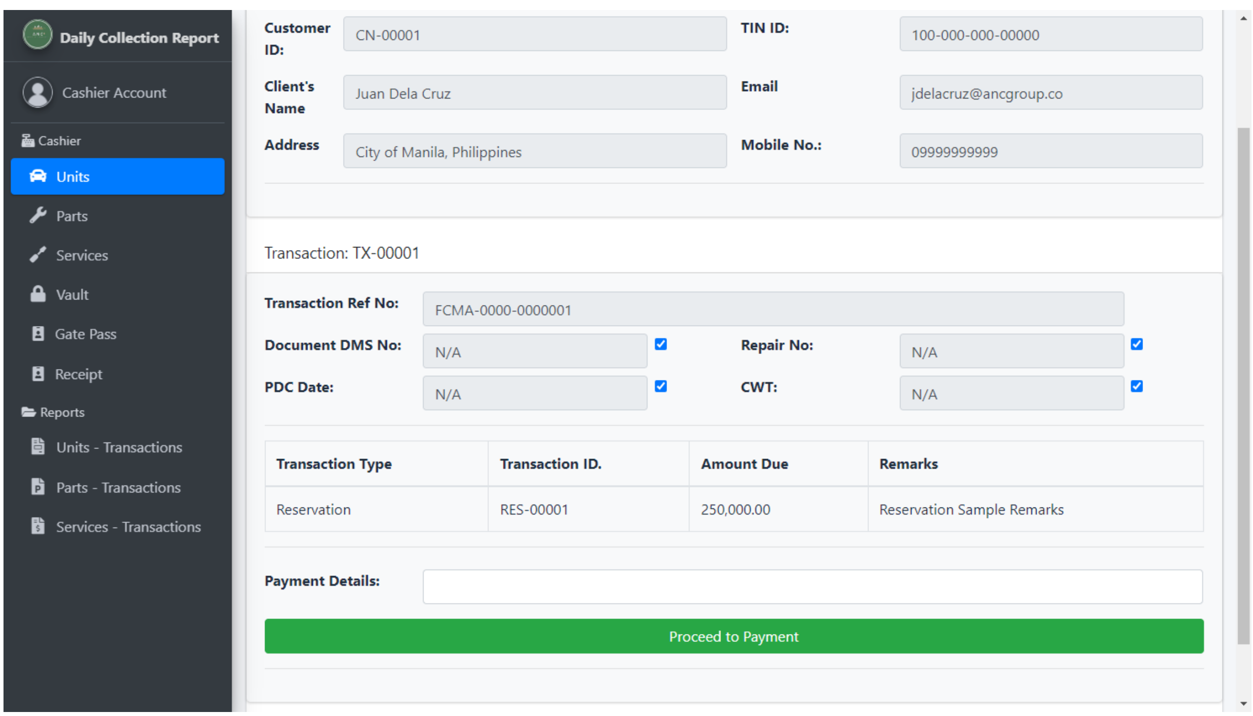


A. List of Modules the user is allowed to access.
B. System Dashboard

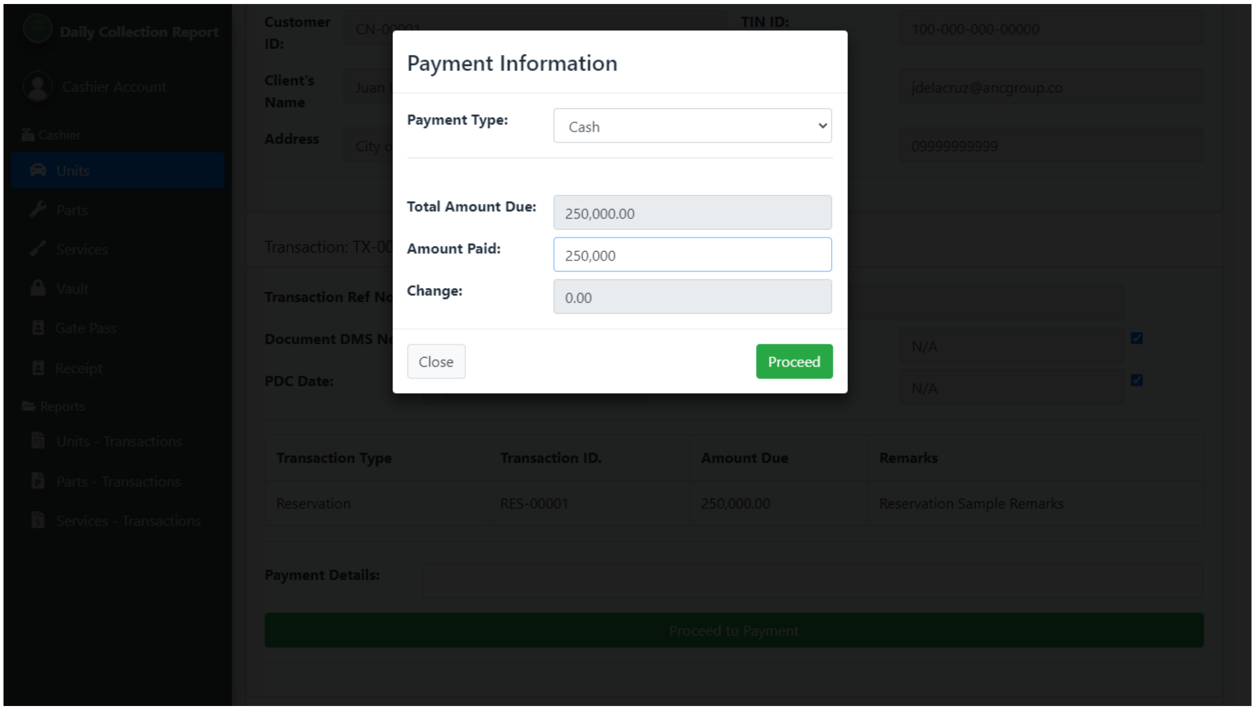
Units Payment Transaction



To proceed a transaction for payment, the user may click the "Transact" button.



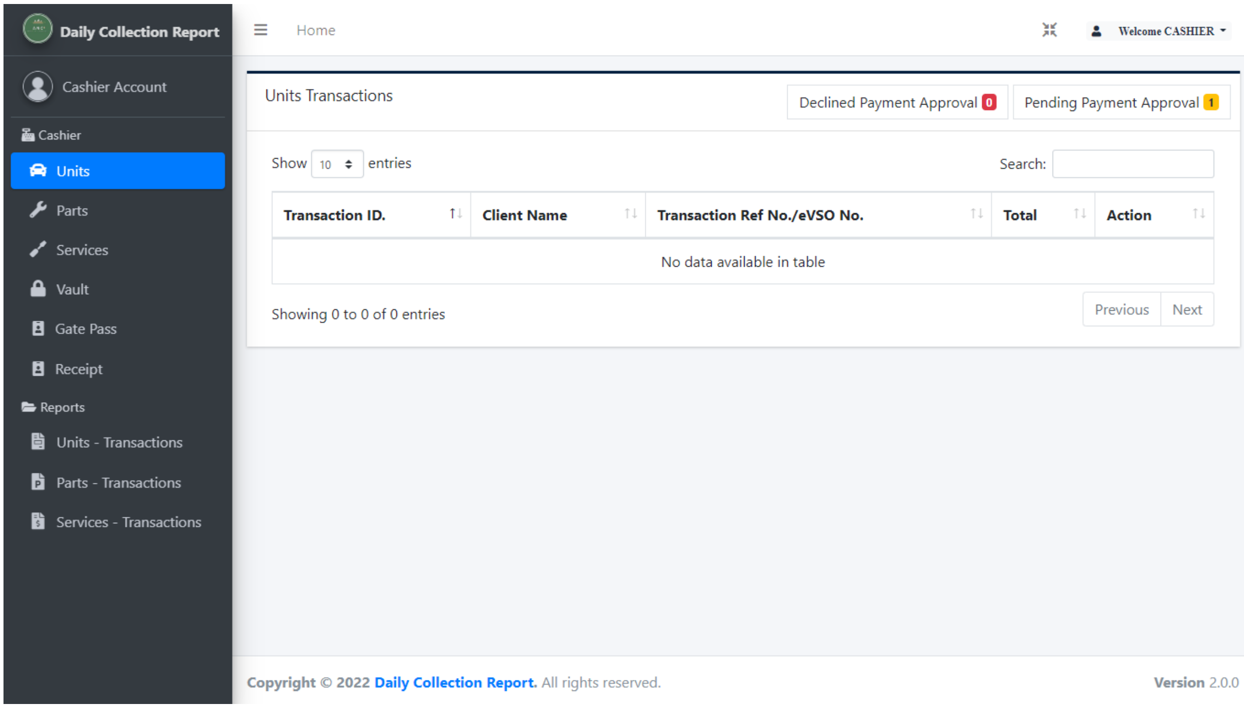
After clicking the "Transact" button the user will be redirected to the transaction and may now enter the needed details for the transaction, after filling up all the required field the user may now click the "Proceed to Payment" button.



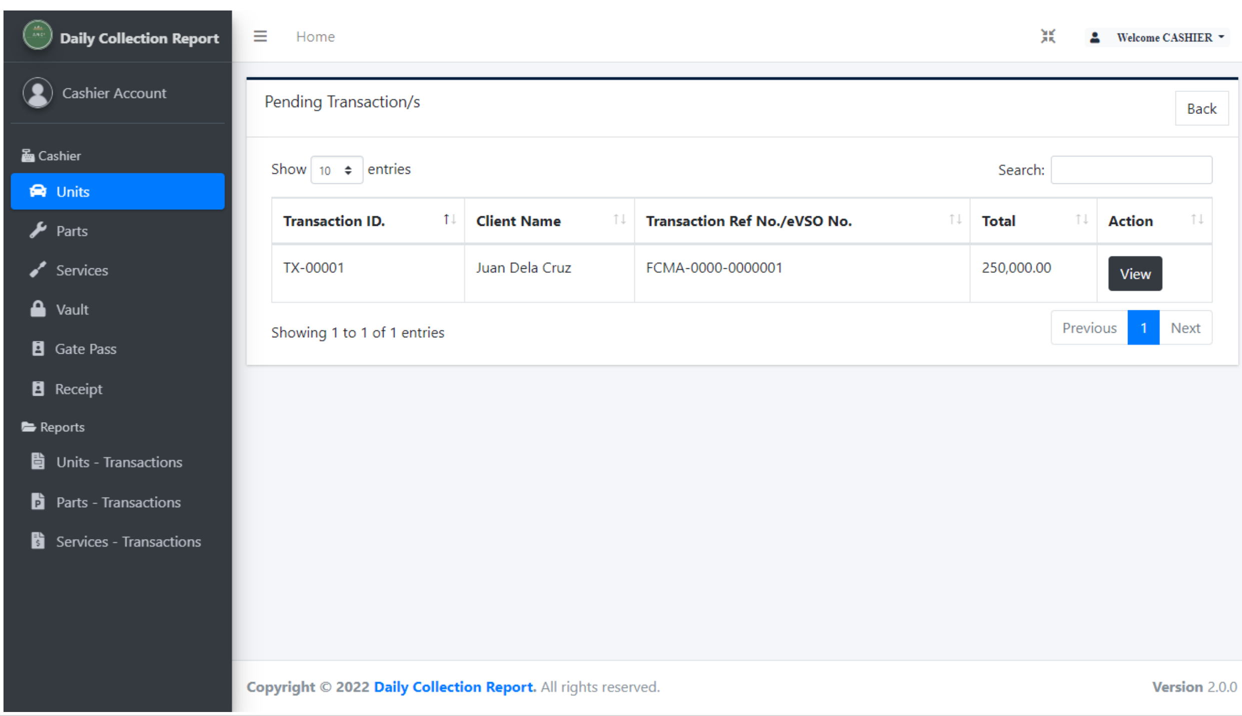
Upon clicking, a modal will appear where the user will input the amount paid of the client and select the payment type for the transaction.

Note: If the payment type of the transaction is Bank, PayPal (Online) or Cheque the transaction will be sent to the Treasury for approval.

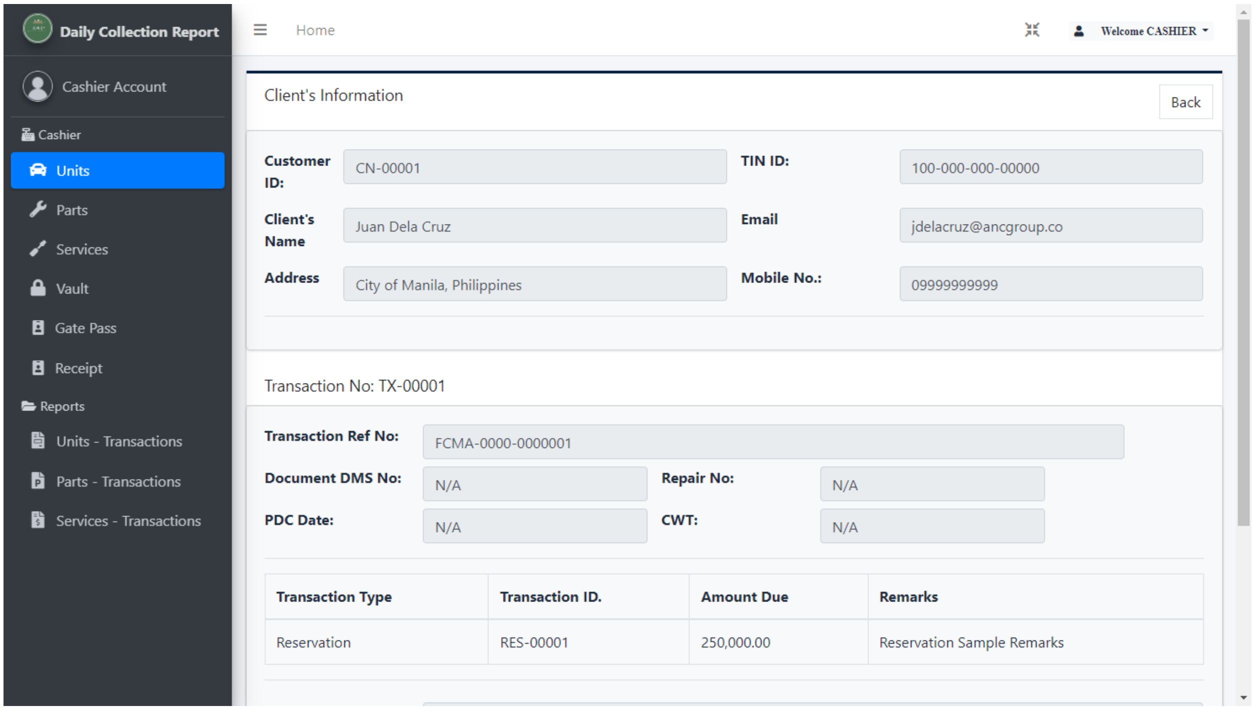
Pending Units Payment Approval



If the payment type of the transaction is Bank, PayPal (Online) or Cheque it will be sent to the Treasury for Approval, the user will see a number notification beside the Pending Payment Approval indicating that there is a transaction that is pending for approval, the user may see this transaction by clicking the button.

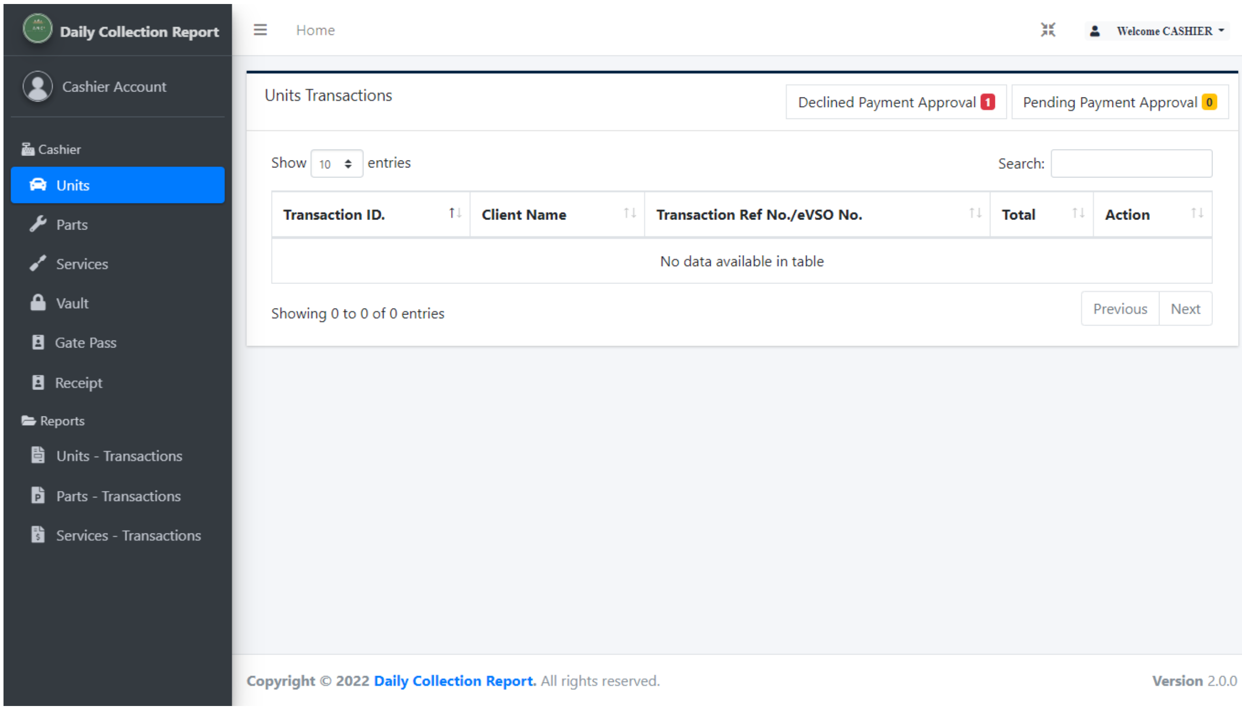


Pending Units Transaction View

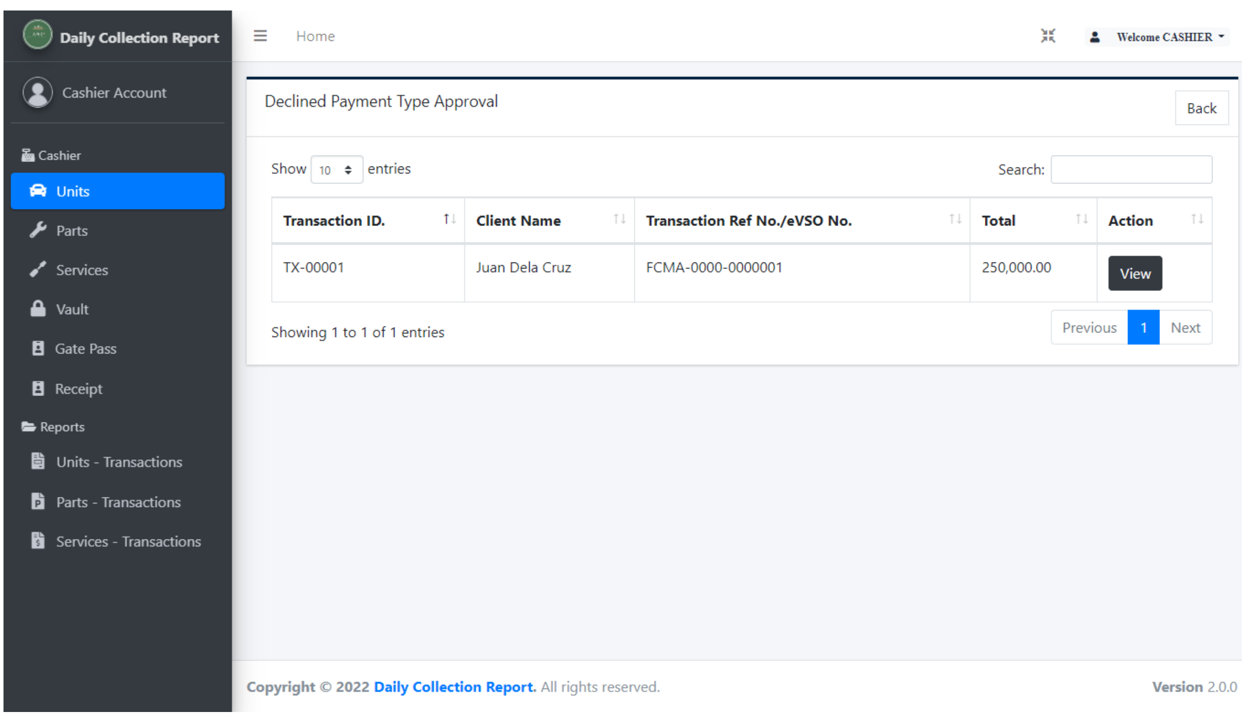


Here the user may see the transaction details that is passed to the Treasury for Payment Type Approval.

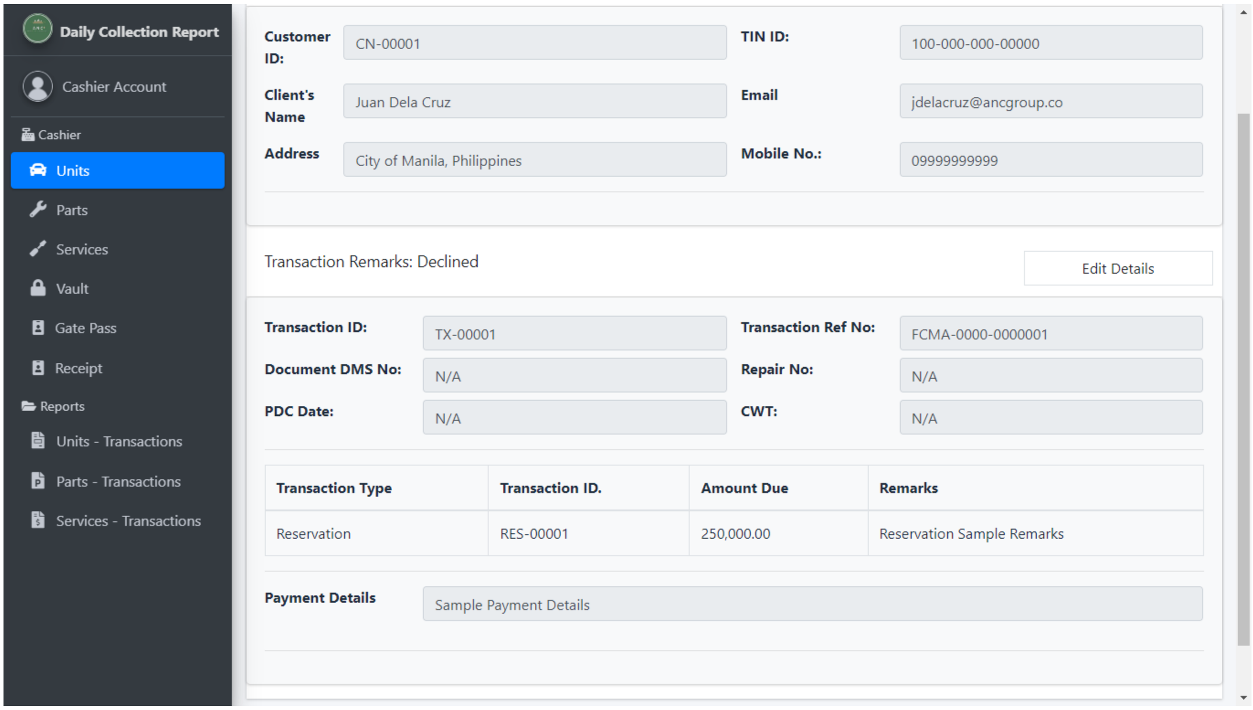
Declined Units Transaction/s



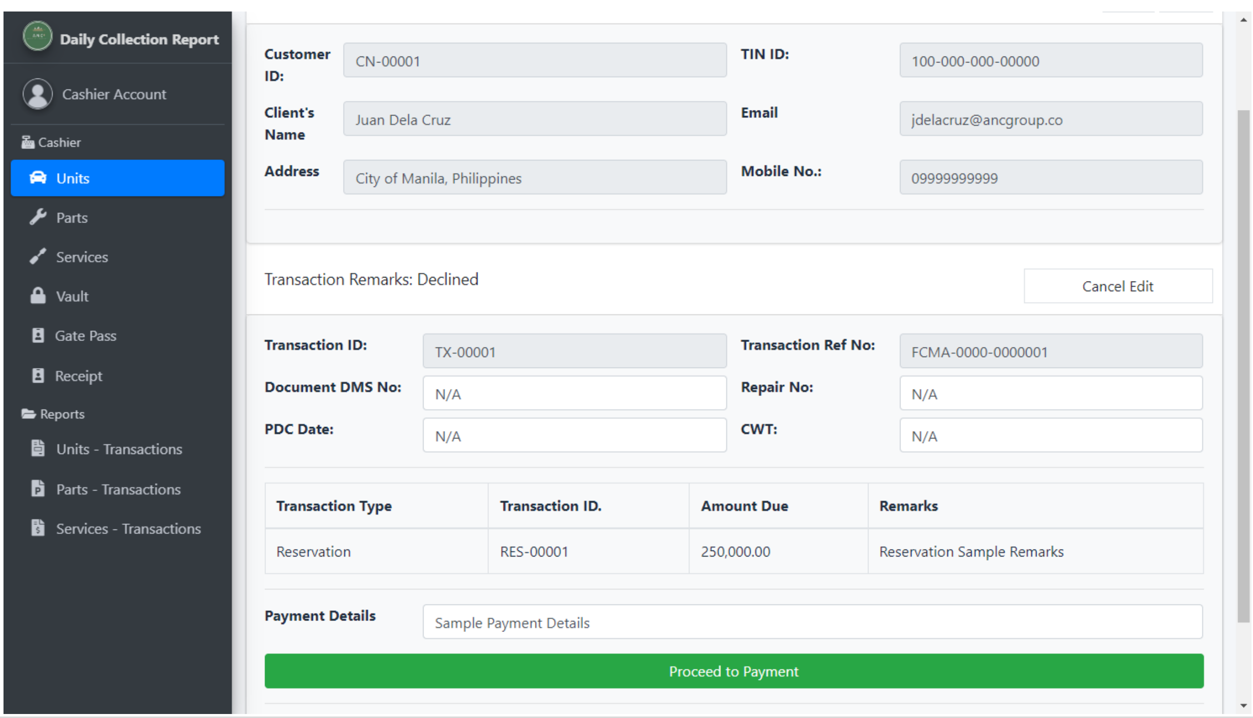
If the transaction is declined by the Treasury a notification will appear beside the Declined Payment Approval button and the user may see it by clicking the button.



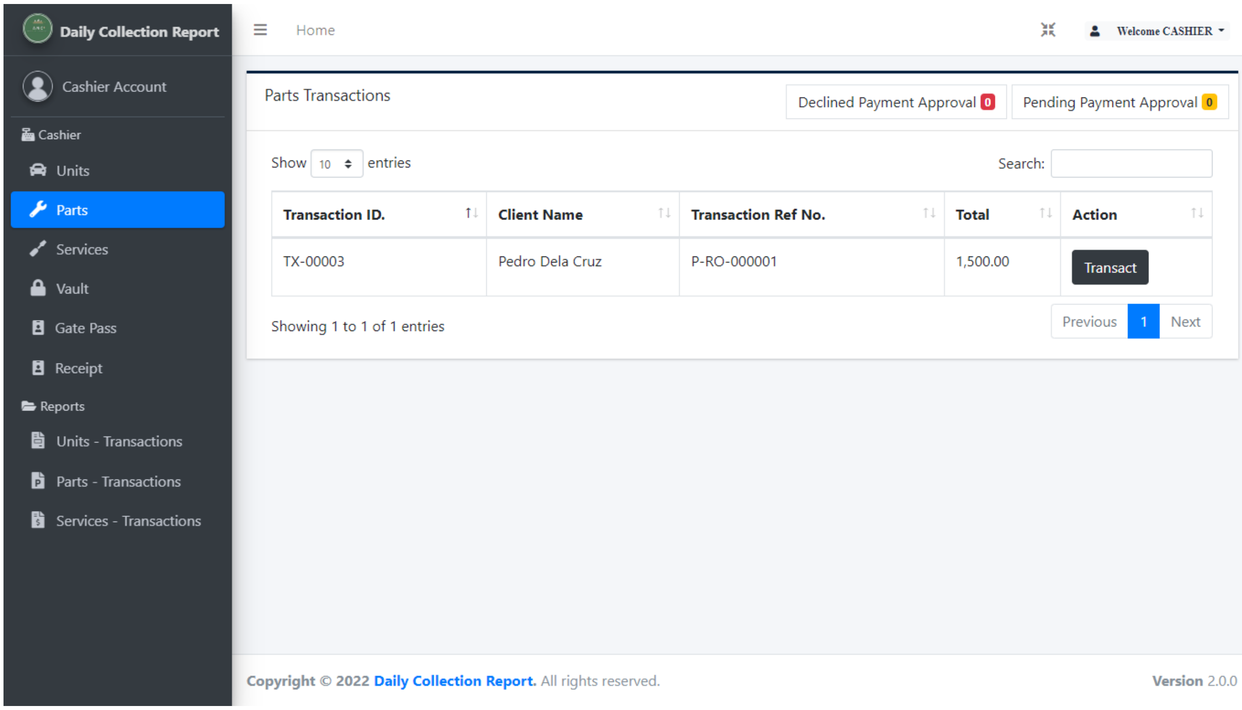
By clicking the view button of the declined transaction, the user may now see the Remarks of the Treasury on why it is declined. The user may now update the details of the transaction by clicking the "Edit Details" button.



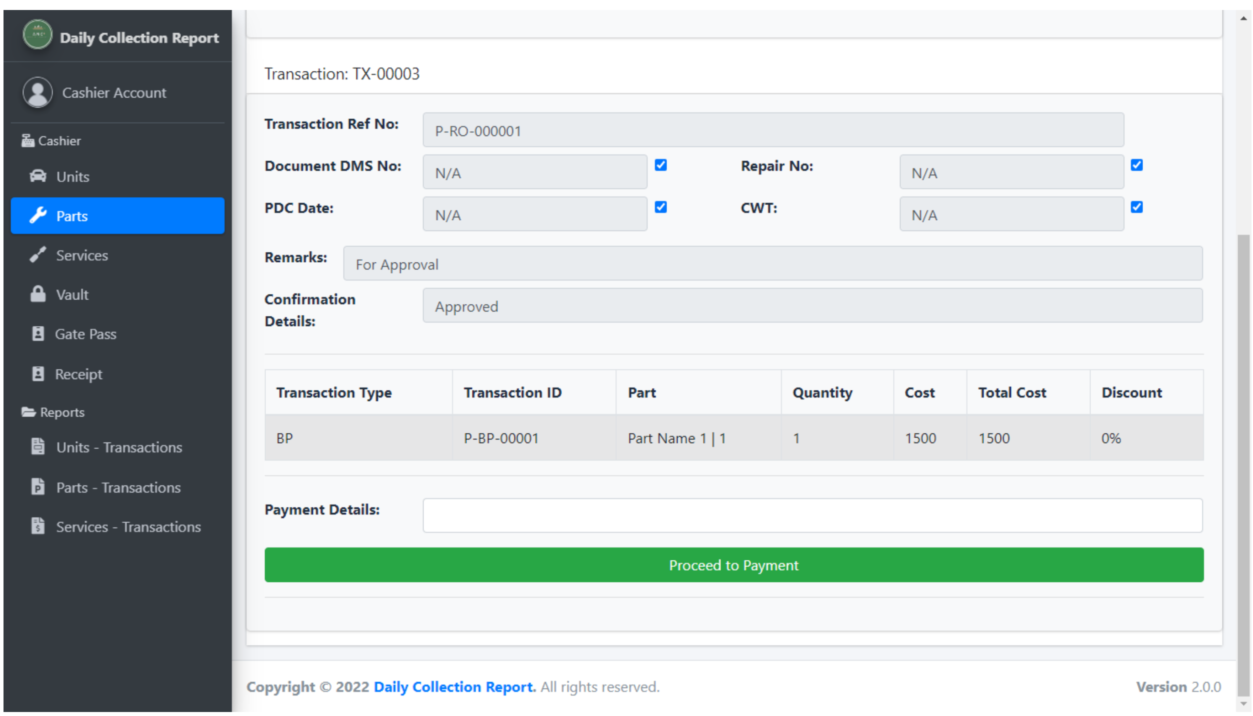
After updating the details of the transaction, the user may now click the "Proceed to Payment" button for re-approval of the Treasury.



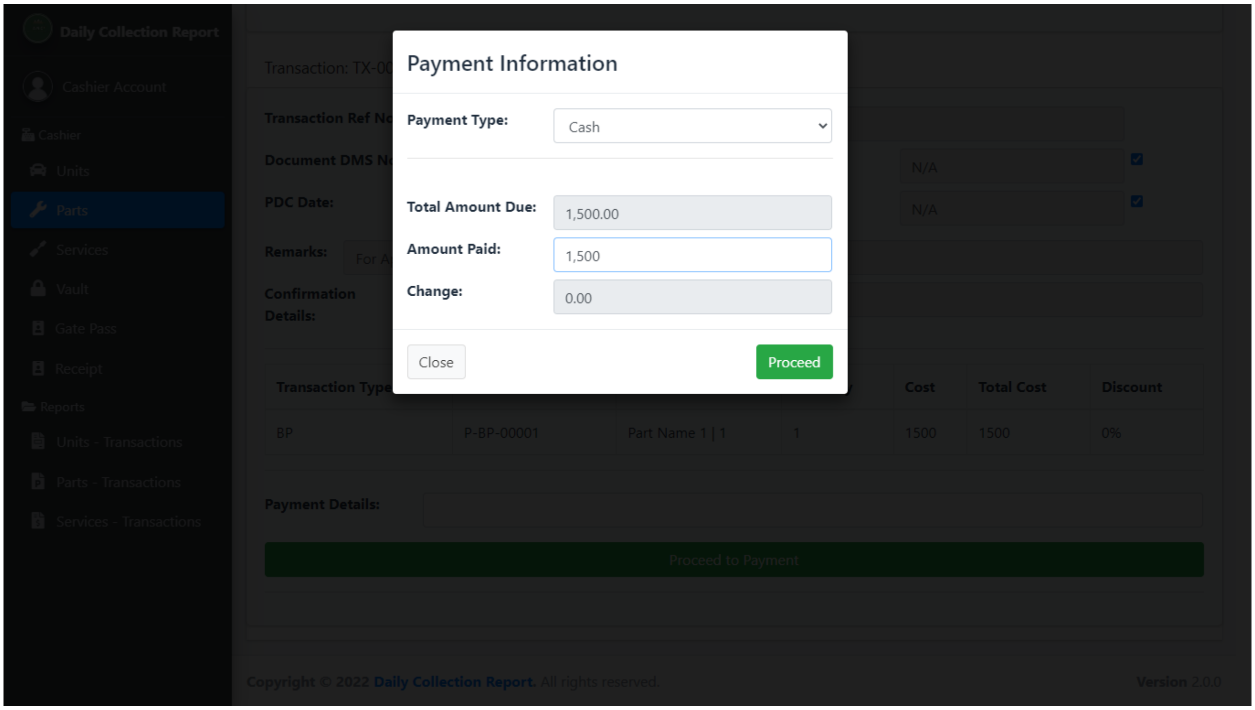
Parts Payment Transaction



To proceed a transaction for payment, the user may click the "Transact" button.



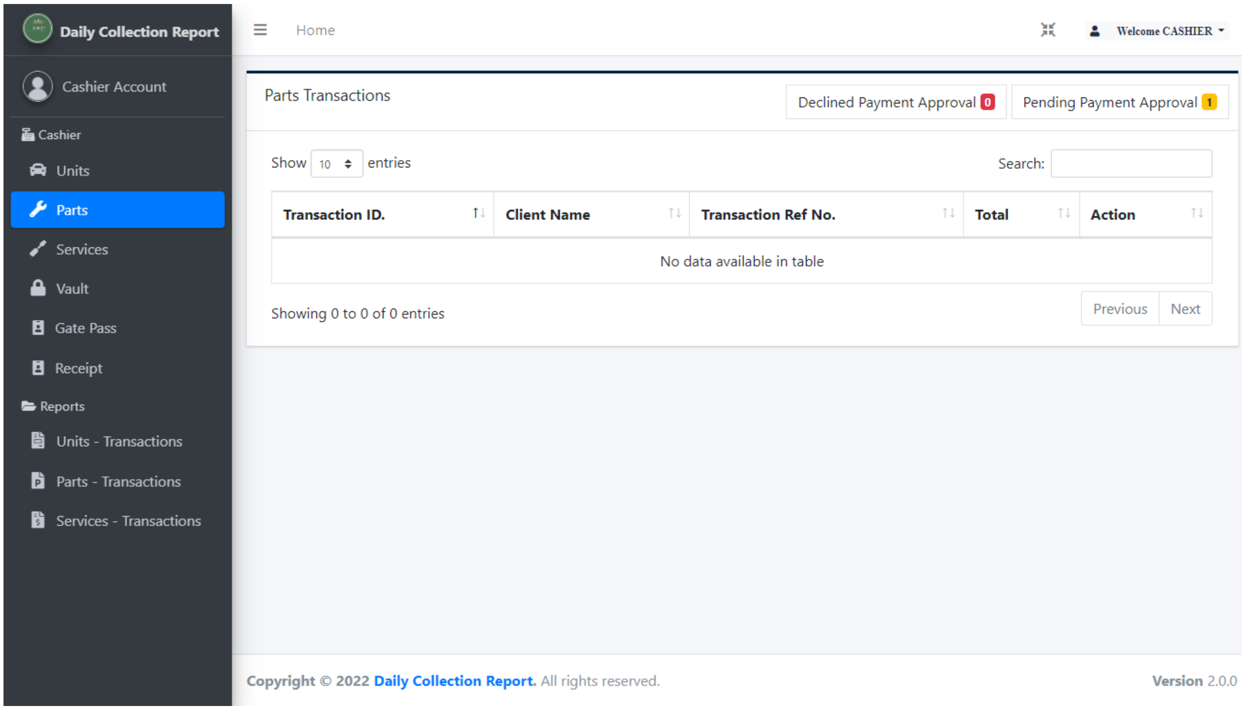
After clicking the "Transact" button the user will be redirected to the transaction and may now enter the needed details for the transaction, after filling up all the required field the user may now click the "Proceed to Payment" button.



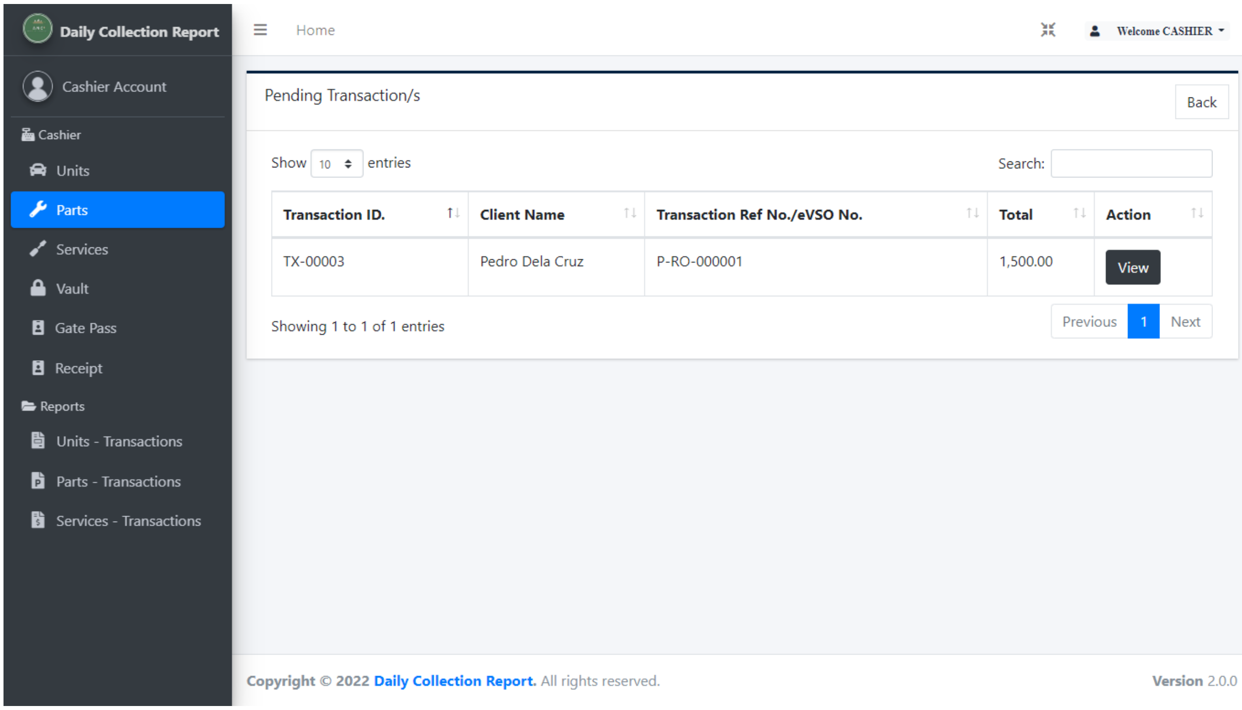
Upon clicking, a modal will appear where the user will input the amount paid of the client and select the payment type for the transaction.

Note: If the payment type of the transaction is Bank, PayPal (Online) or Cheque the transaction will be sent to the Treasury for approval.

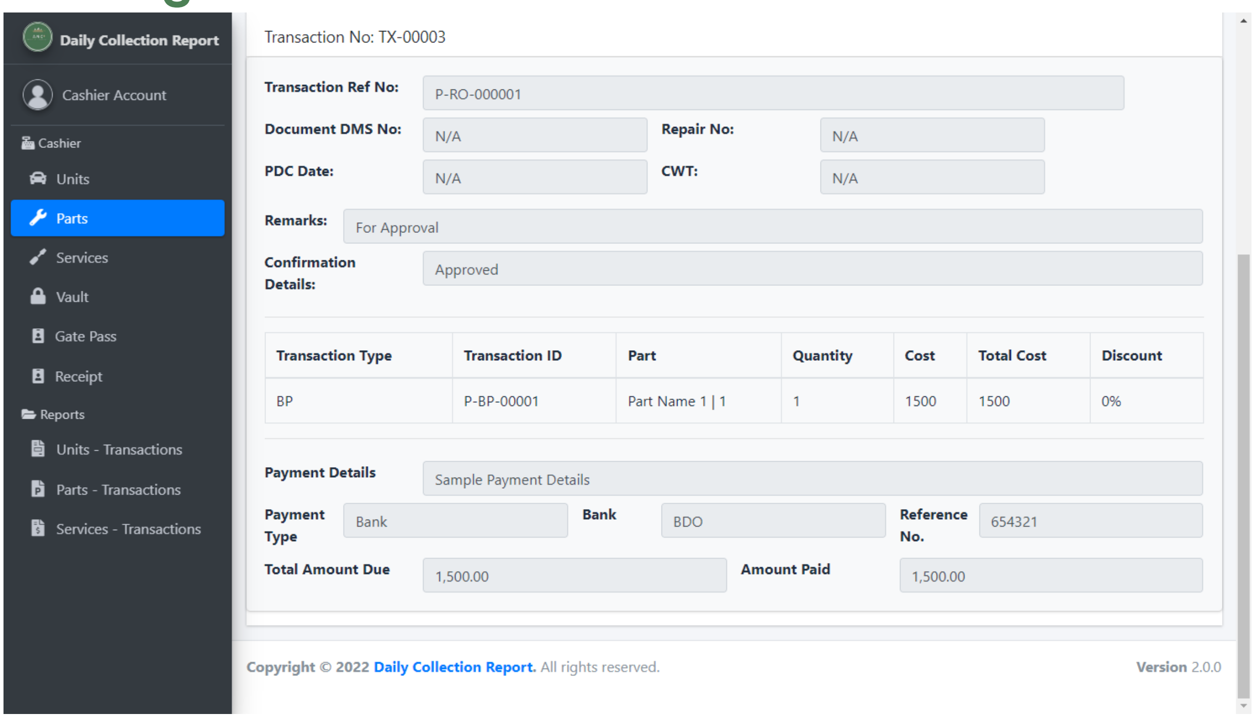
Pending Parts Payment Approval



If the payment type of the transaction is Bank, PayPal (Online) or Cheque it will be sent to the Treasury for Approval, the user will see a number notification beside the Pending Payment Approval indicating that there is a transaction that is pending for approval, the user may see this transaction by clicking the button.

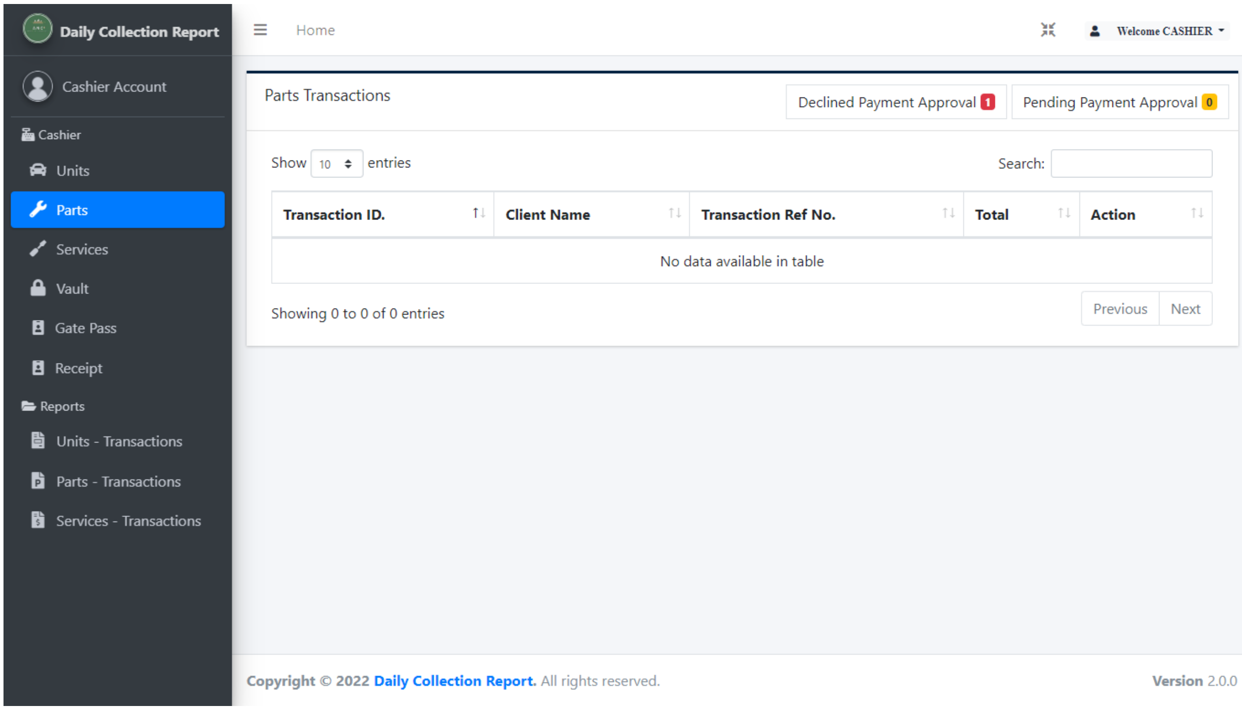


Pending Parts Transaction View

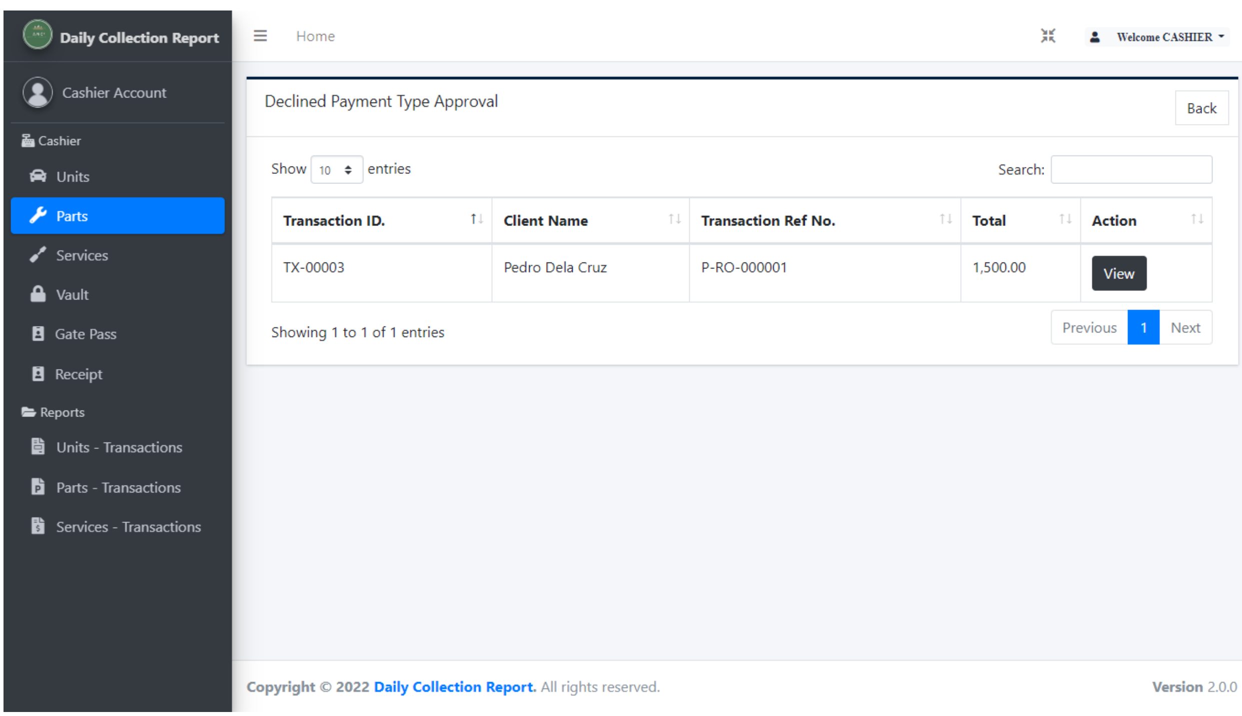


Here the user may see the transaction details that is passed to the Treasury for Payment Type Approval.

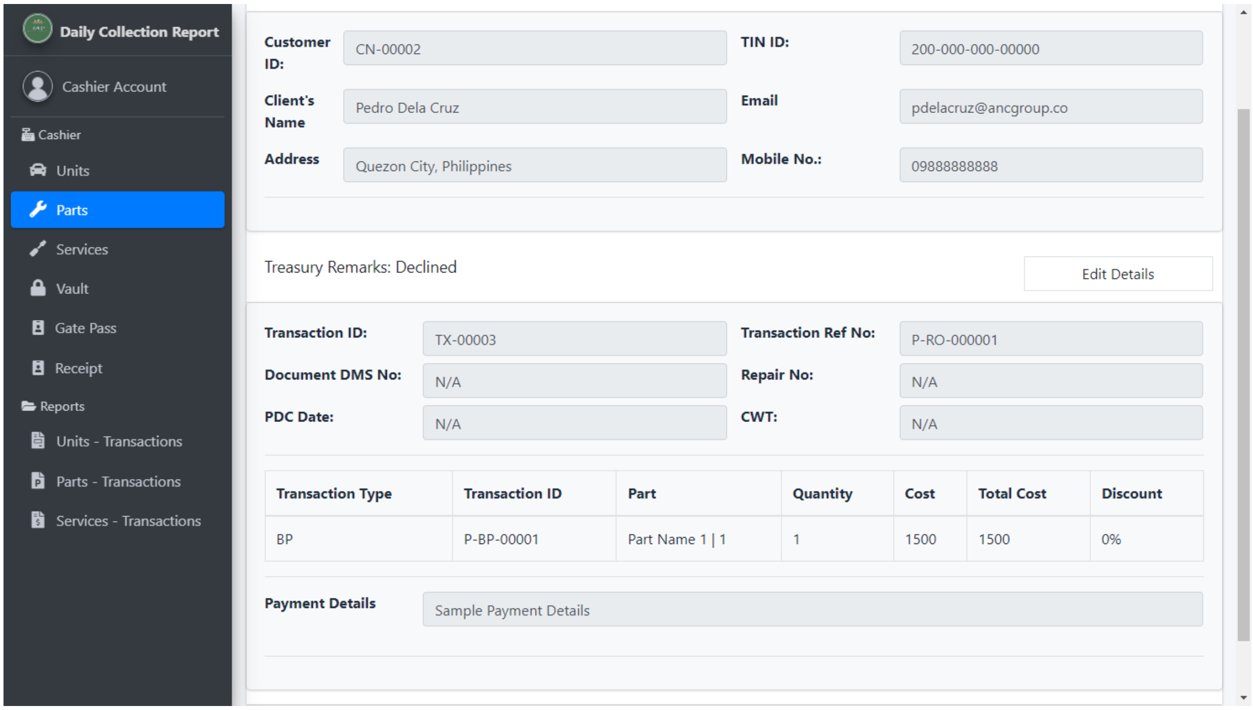
Declined Parts Transaction/s



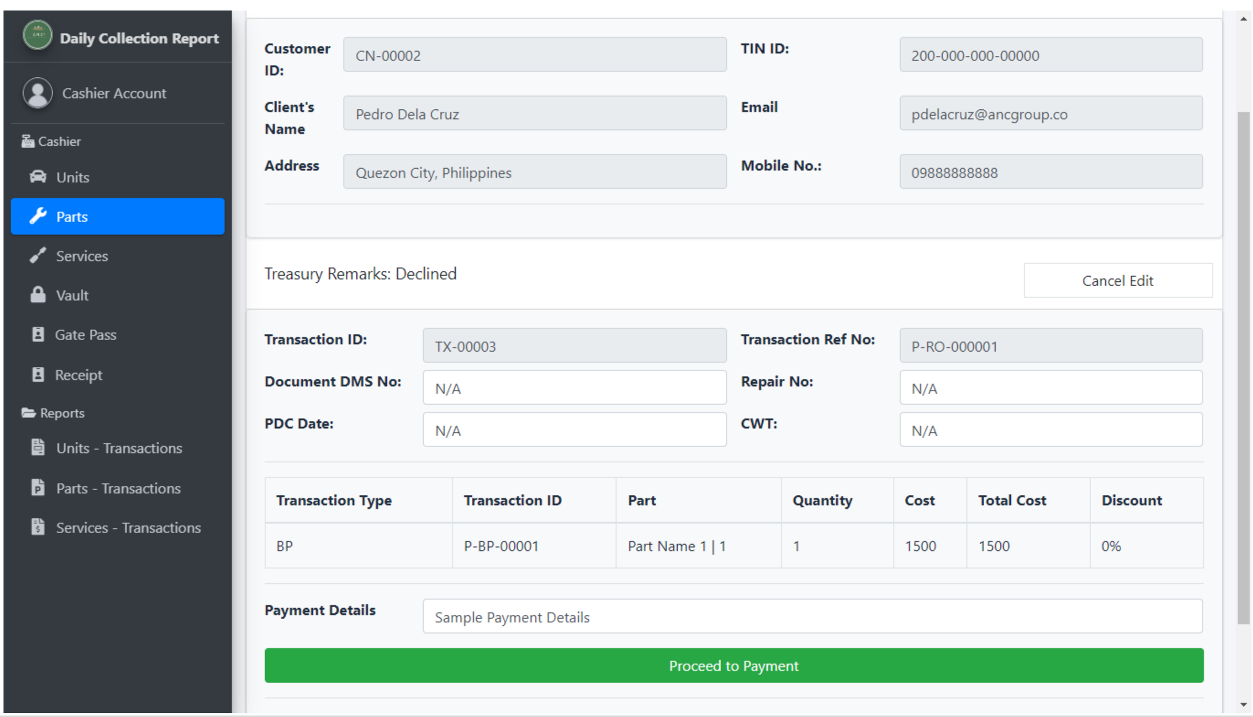
If the transaction is declined by the Treasury a notification will appear beside the Declined Payment Approval button and the user may see it by clicking the button.



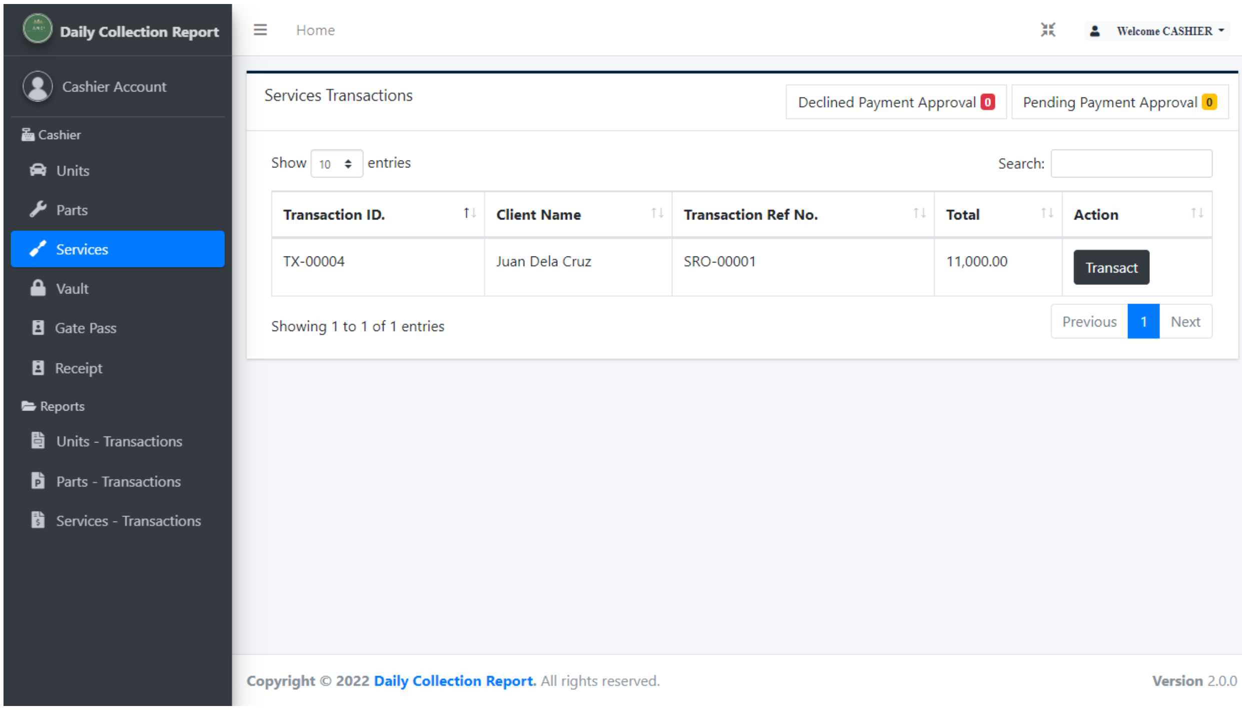
By clicking the view button of the declined transaction, the user may now see the Remarks of the Treasury on why it is declined. The user may now update the details of the transaction by clicking the "Edit Details" button.



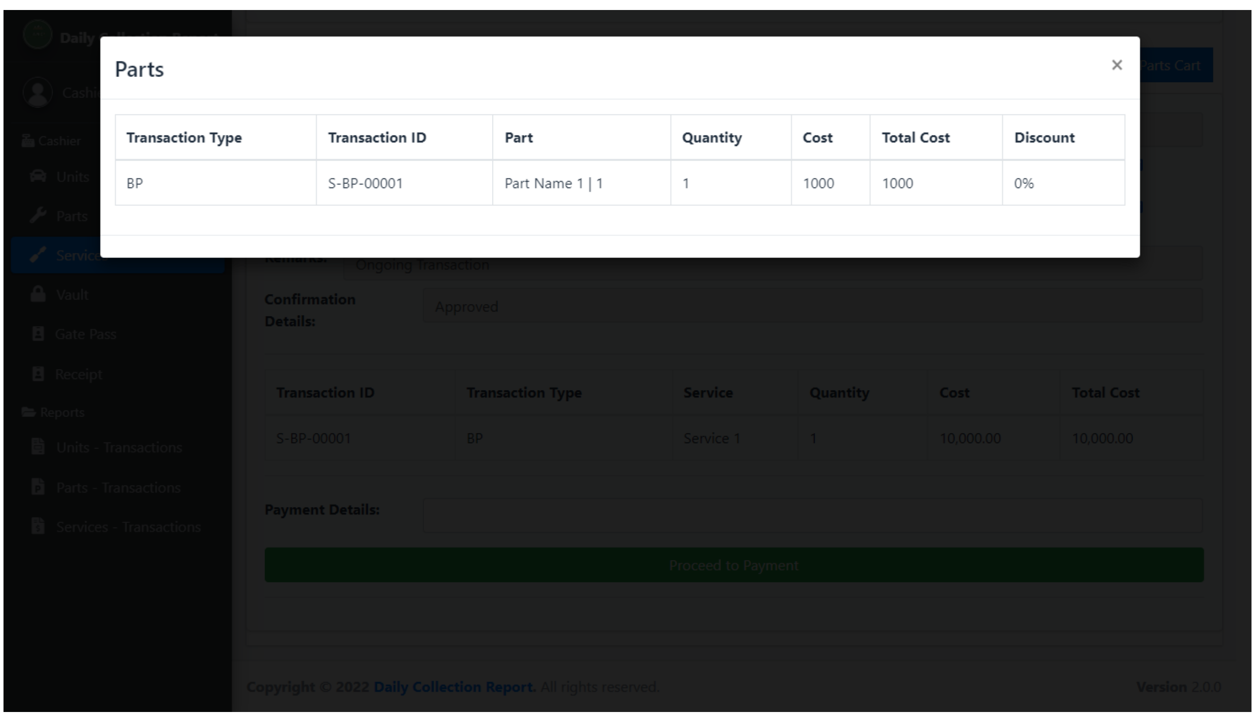
After updating the details of the transaction, the user may now click the "Proceed to Payment" button for re-approval of the Treasury.



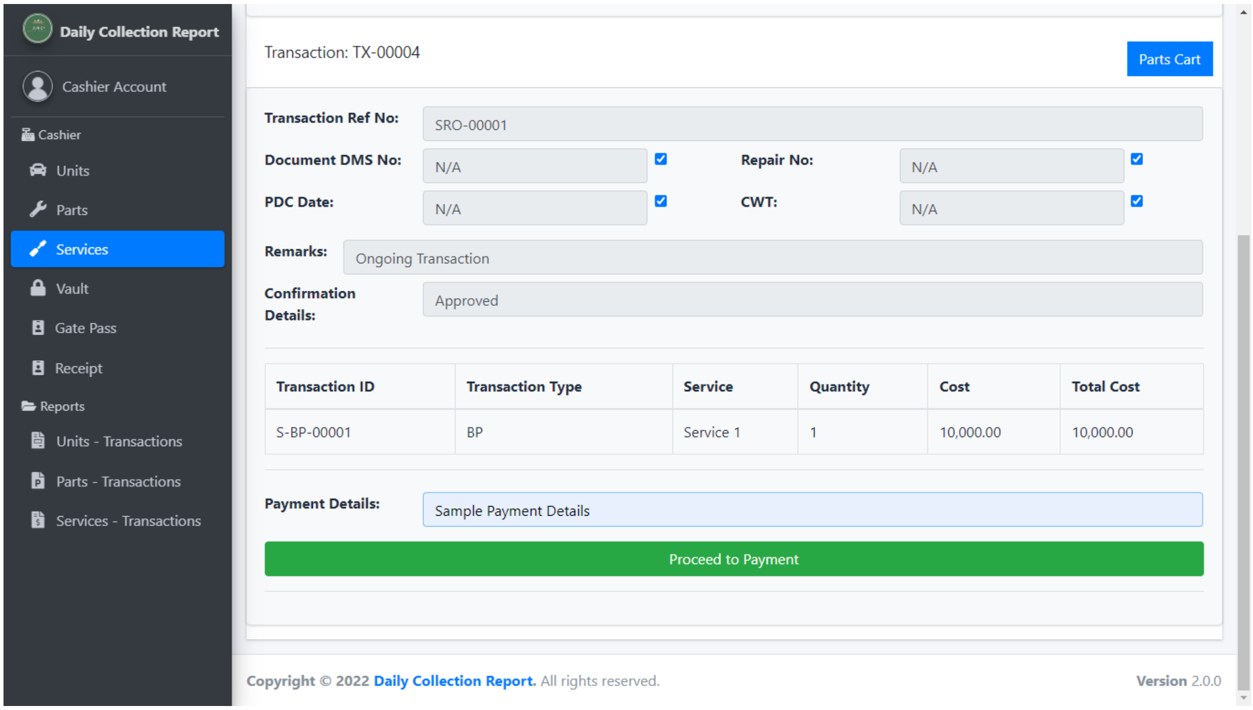
Services Payment Transaction



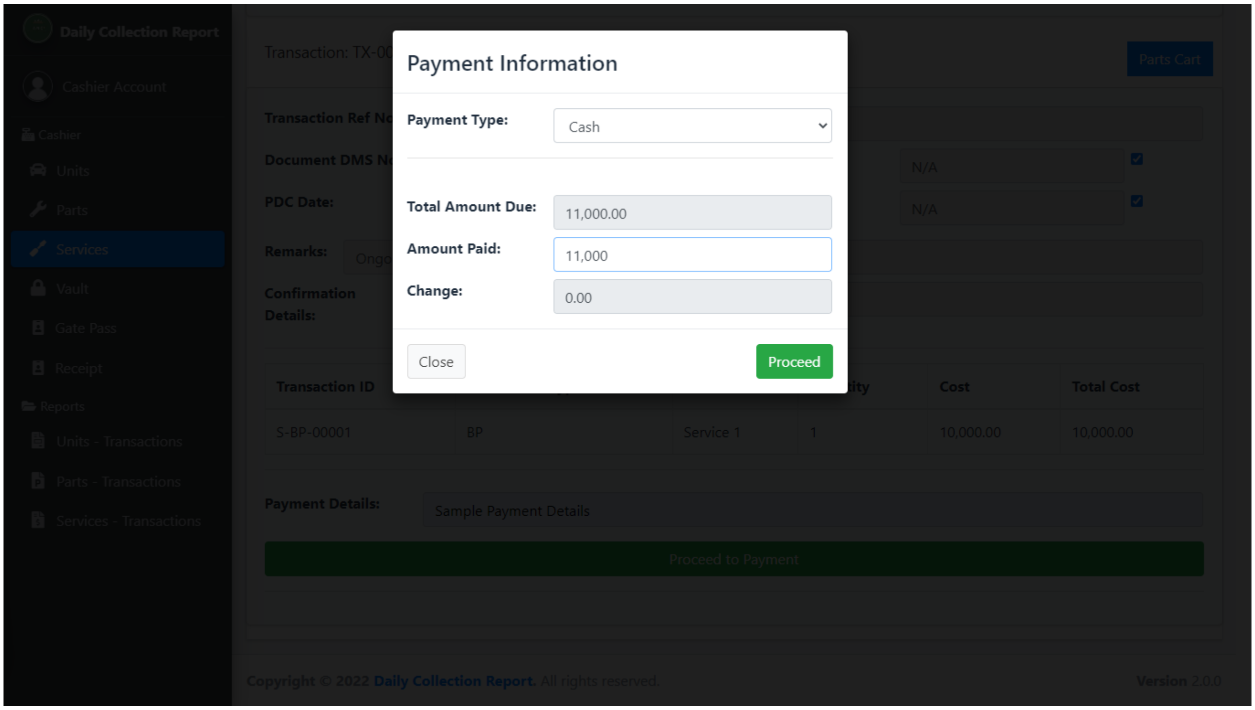
To proceed a transaction for payment, the user may click the "Transact" button.



The user may also see if there are Parts that are included in the service transaction, just simply click the "Parts Cart" button.



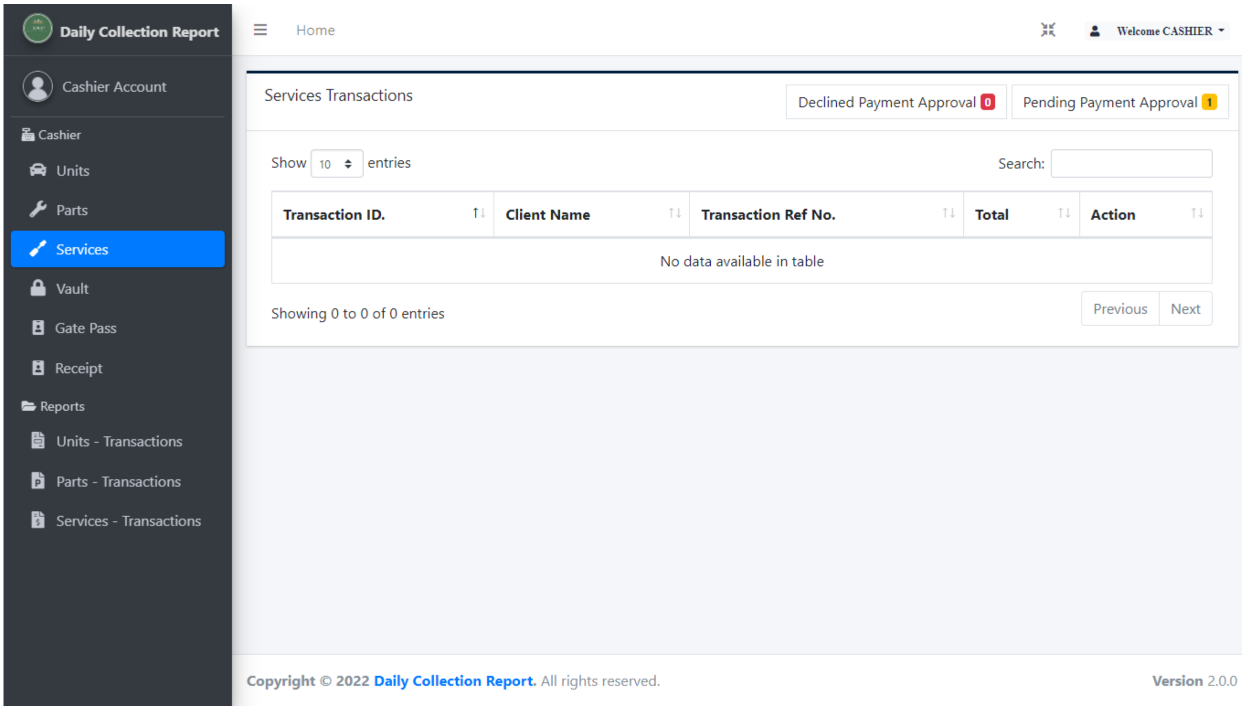
After clicking the "Transact" button the user will be redirected to the transaction and may now enter the needed details for the transaction, after filling up all the required field the user may now click the "Proceed to Payment" button.



Upon clicking, a modal will appear where the user will input the amount paid of the client and select the payment type for the transaction.

Note: If the payment type of the transaction is Bank, PayPal (Online) or Cheque the transaction will be sent to the Treasury for approval.

Pending Services Payment Approval



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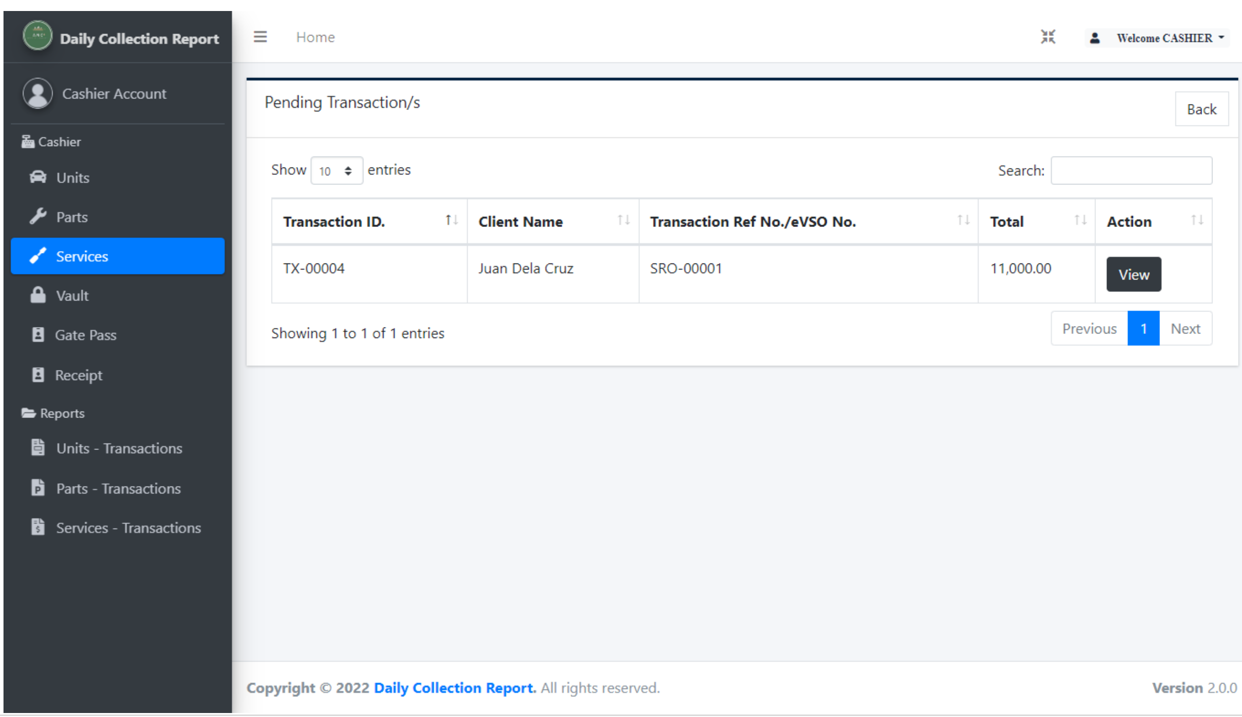
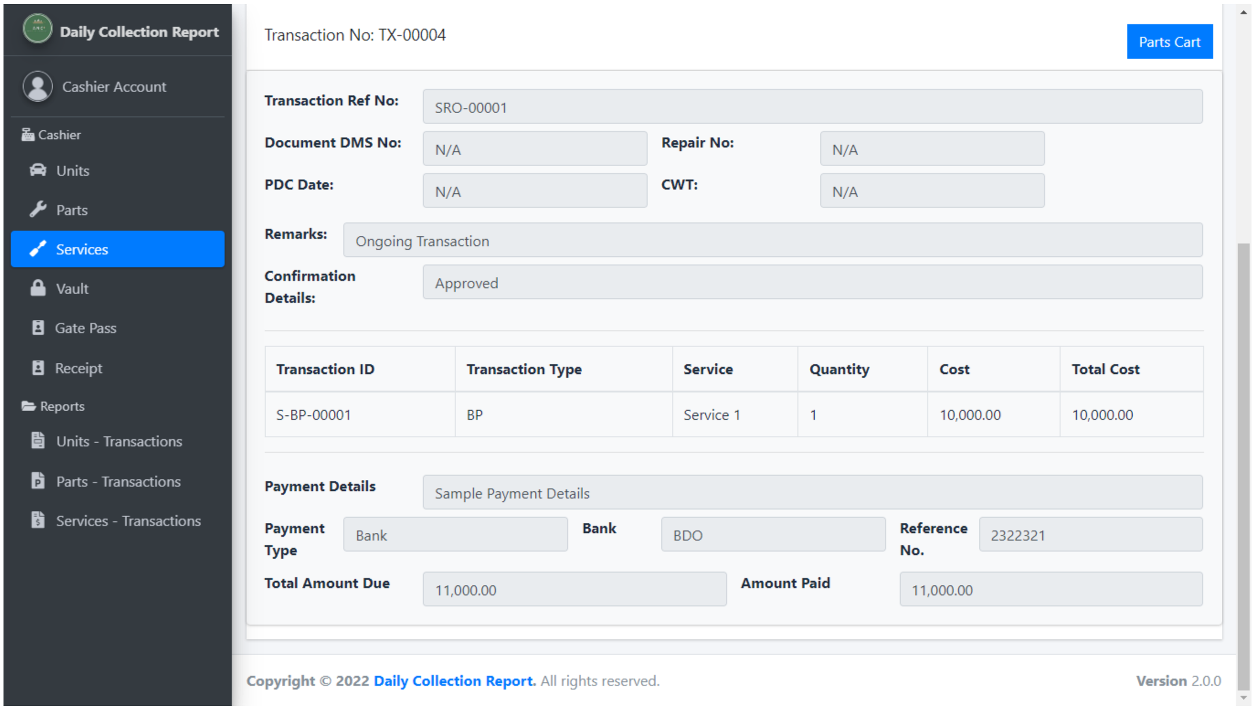
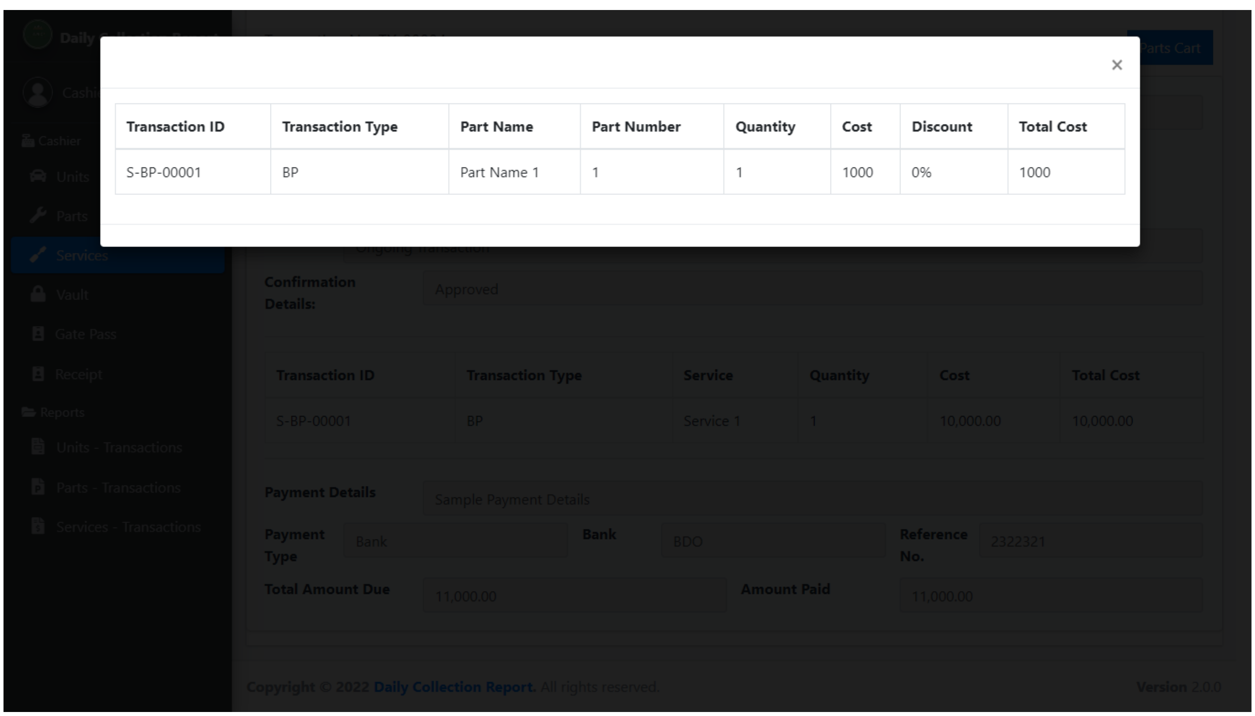


Pending Services Transaction View

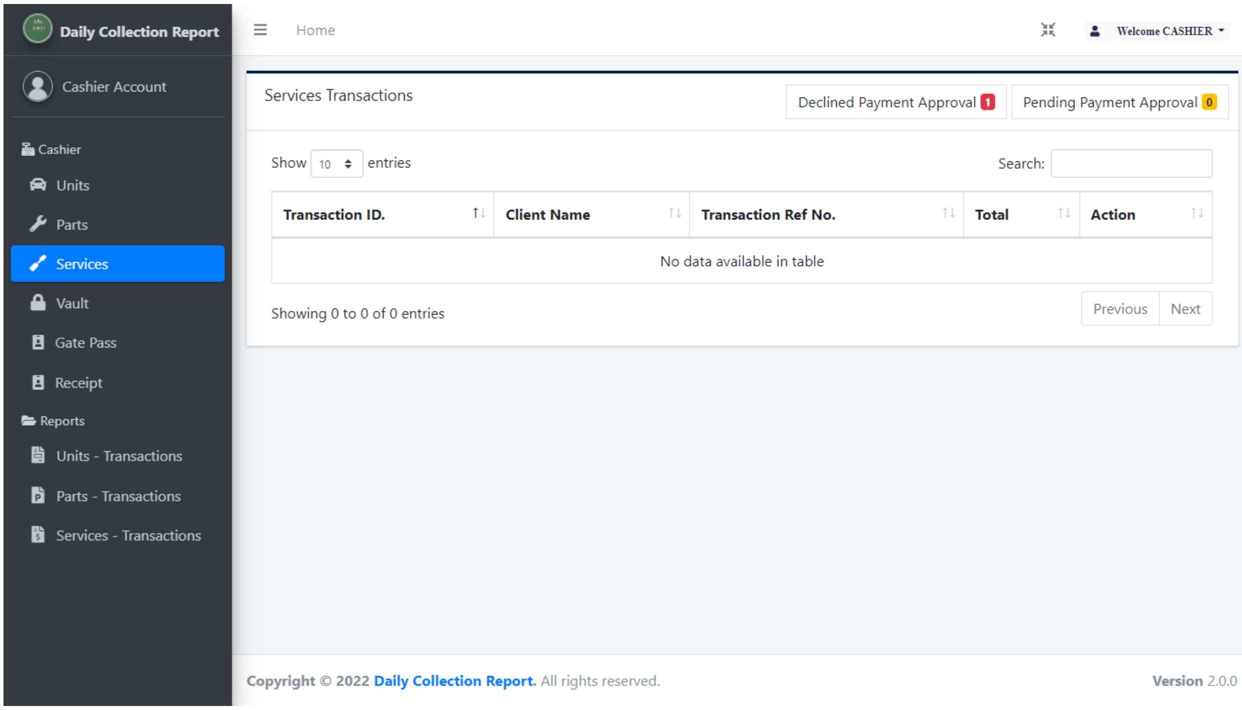


Here the user may see the transaction details that is passed to the Treasury for Payment Type Approval.

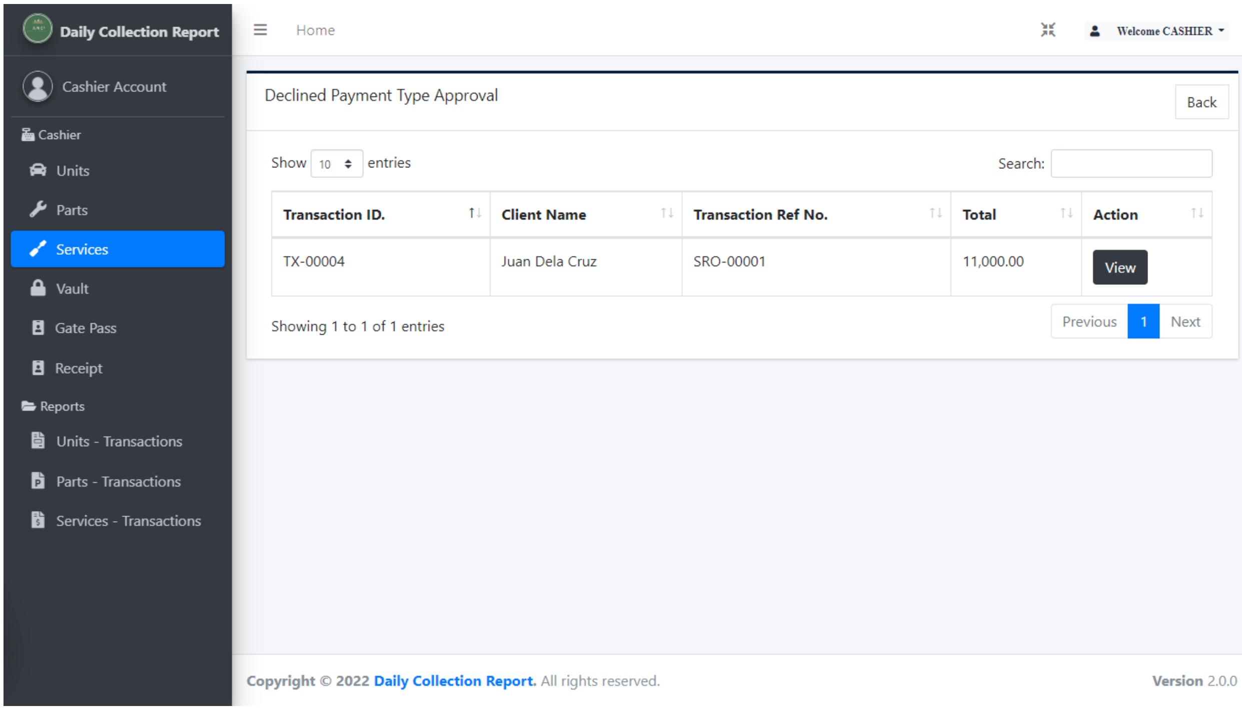


If there are included parts the user may click the “Parts Cart” button to see the included Parts.

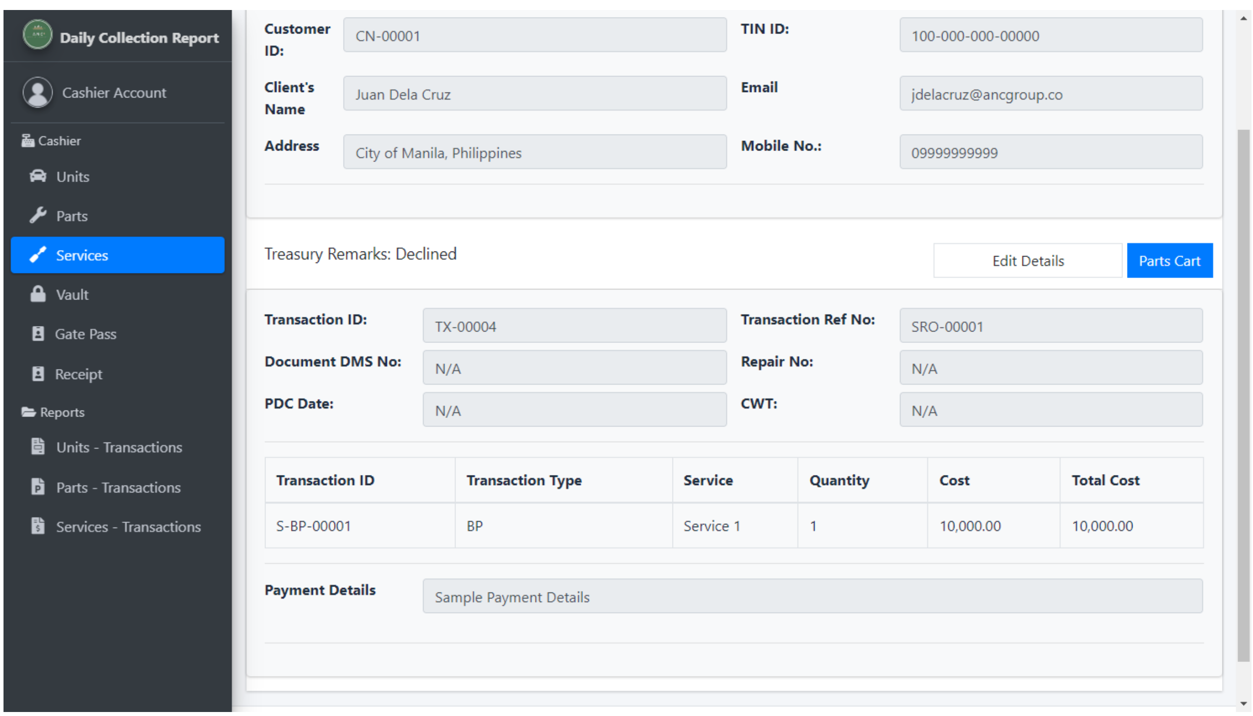
Declined Service Transaction/s



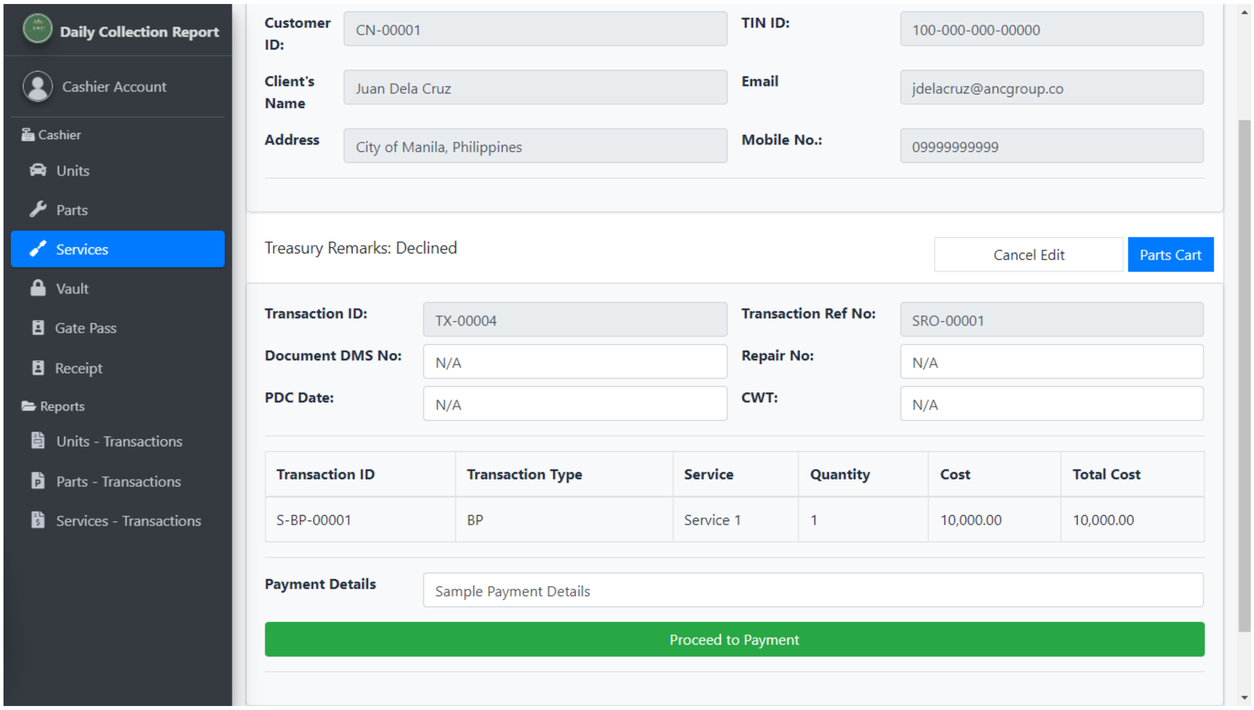
If the transaction is declined by the Treasury a notification will appear beside the Declined Payment Approval button and the user may see it by clicking the button.



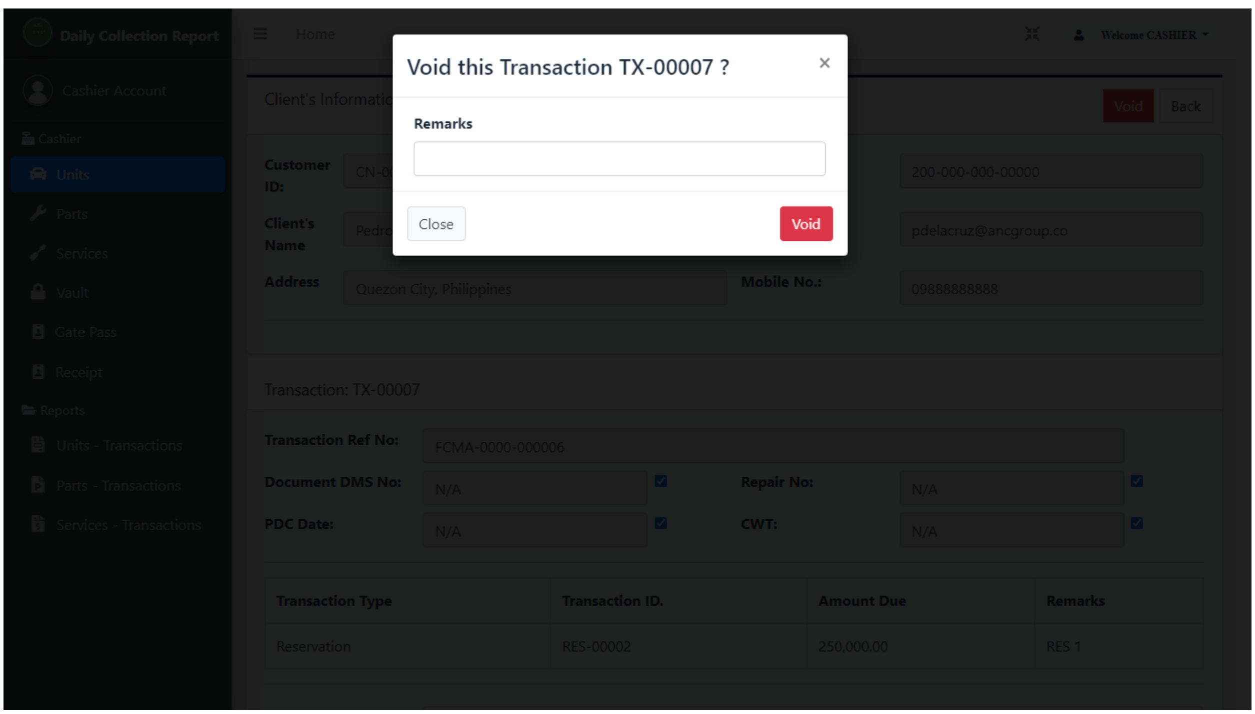
By clicking the view button of the declined transaction, the user may now see the Remarks of the Treasury on why it is declined. The user may now update the details of the transaction by clicking the "Edit Details" button.



After updating the details of the transaction, the user may now click the "Proceed to Payment" button for re-approval of the Treasury.



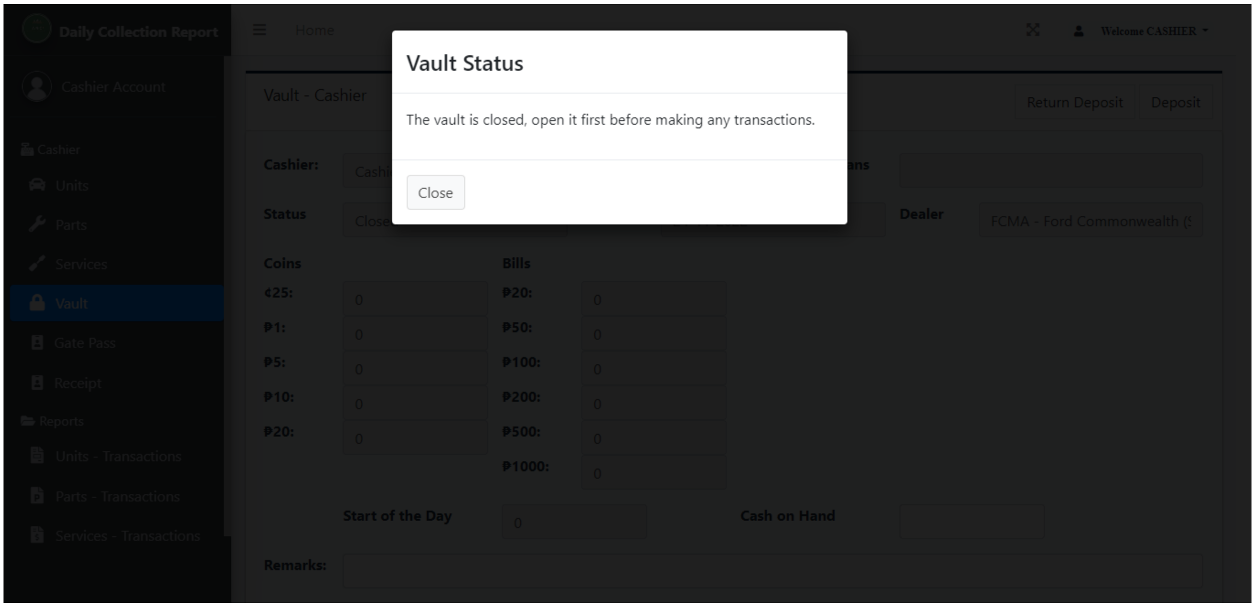
Void Transaction



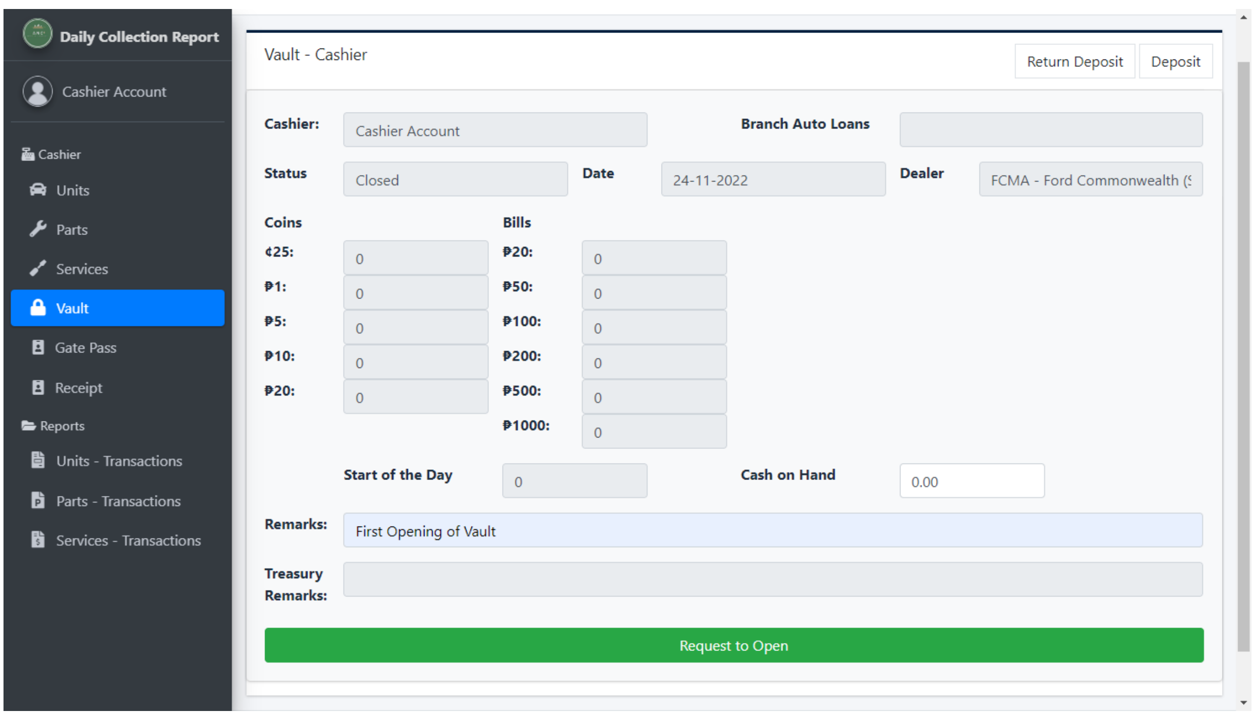
The user may also Void a transaction while the transaction is on payment procedure, just click the Void button and insert the remarks then click the void button.

Note: Decline Transactions from the treasury may also be declined. This goes to all transactions. (Units, Parts and Services).

Vault Opening

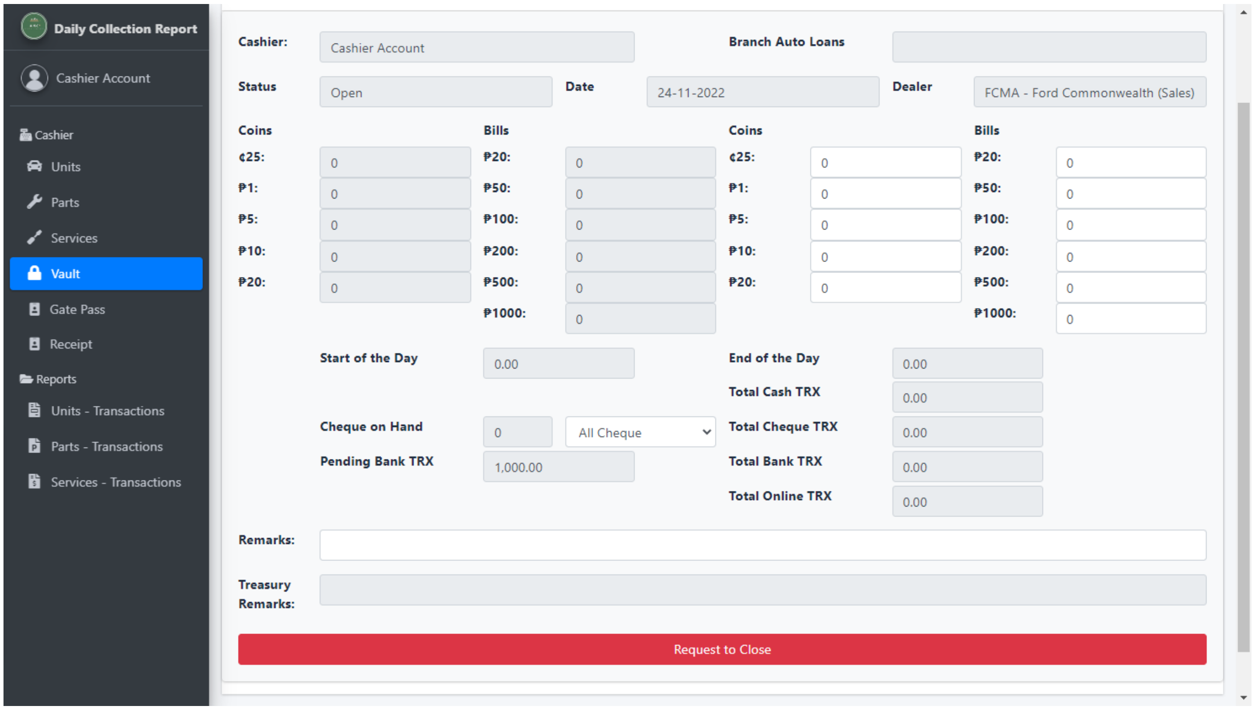


For Cashier the user may not take any transaction if the Vault is closed, before taking any transaction the cashier must first open the vault by sending a request to the Branch Auto Loans.



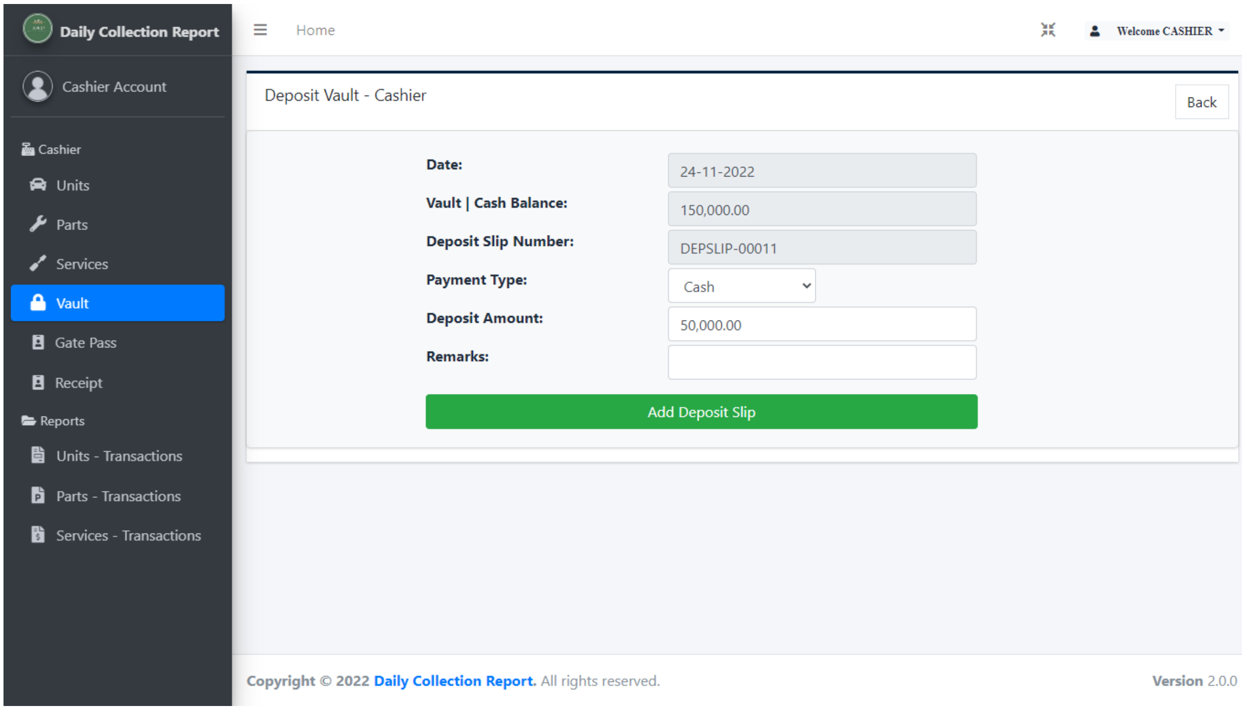
After filling up all the required field a request of opening of the vault will be sent to the Branch Auto Loans. After the approval of the Branch Auto Loans that's when the cashier may start taking transactions.

Vault Closing

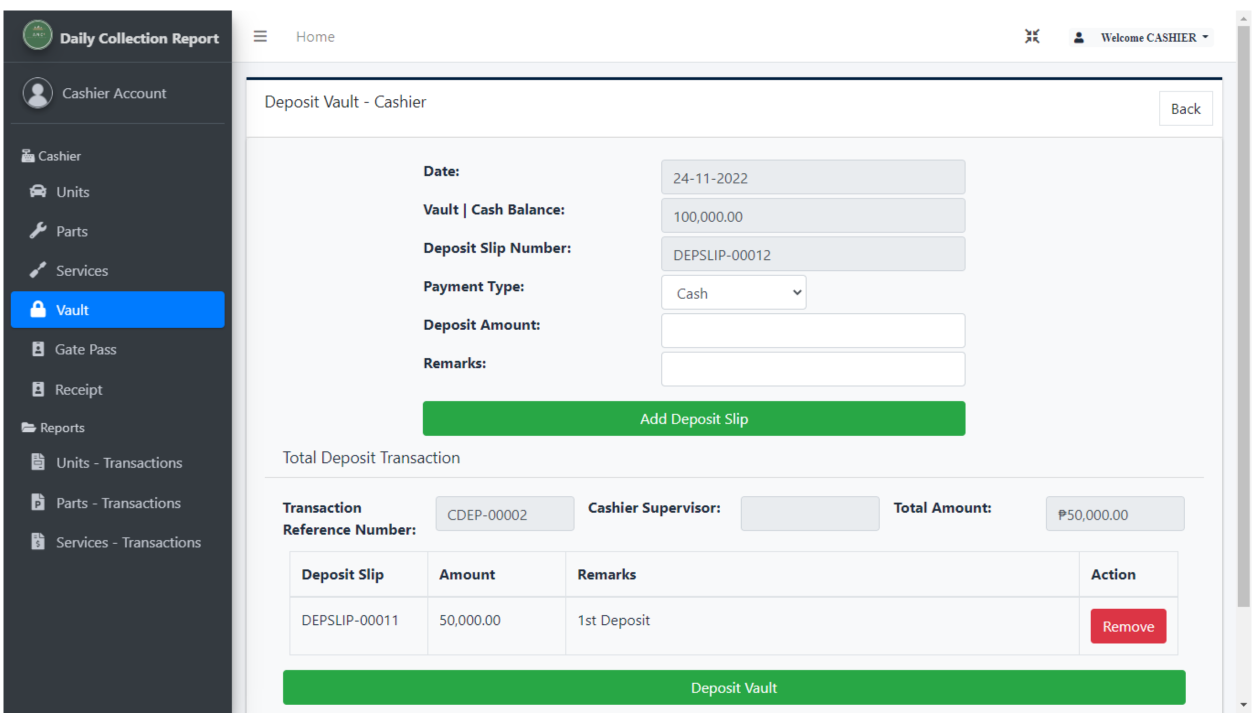


For closing of the Vault, the user must insert the denomination of money and remarks before sending a request to the Branch Auto Loans. After the approval of the Branch Auto Loans the Vault will now automatically close.

Deposit

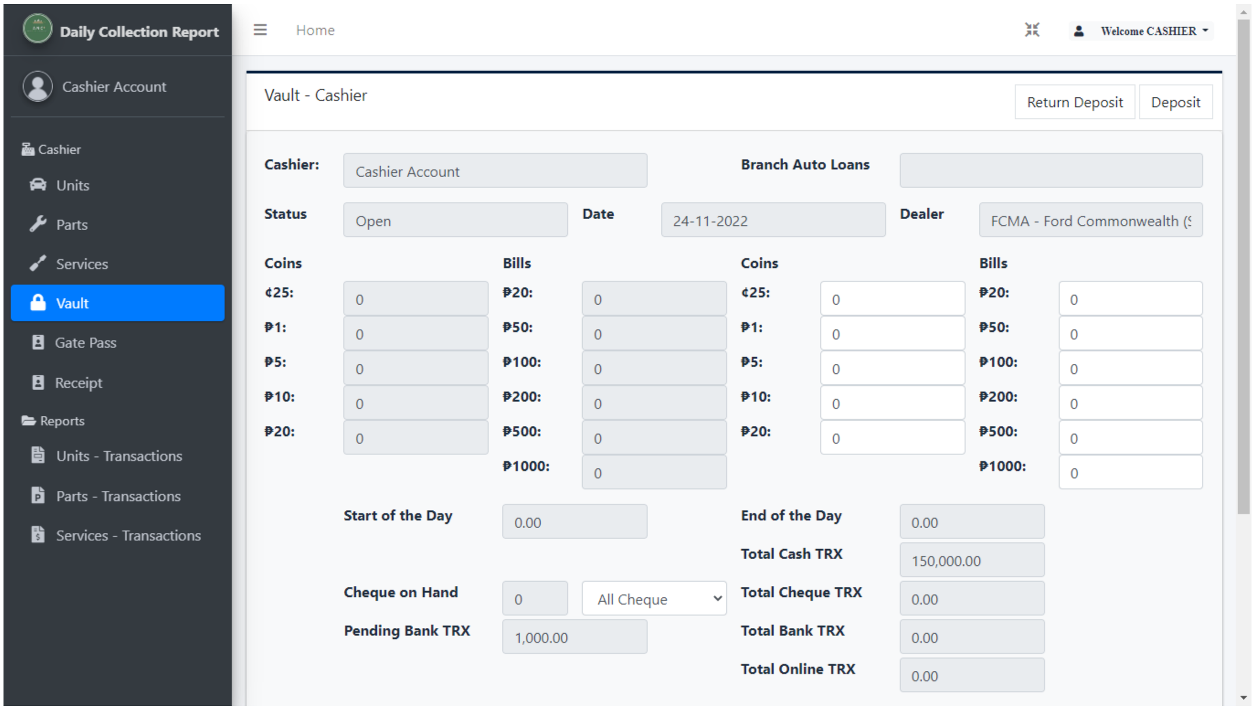


For Deposit the user may insert multiple deposit slip by Adding it one by one.

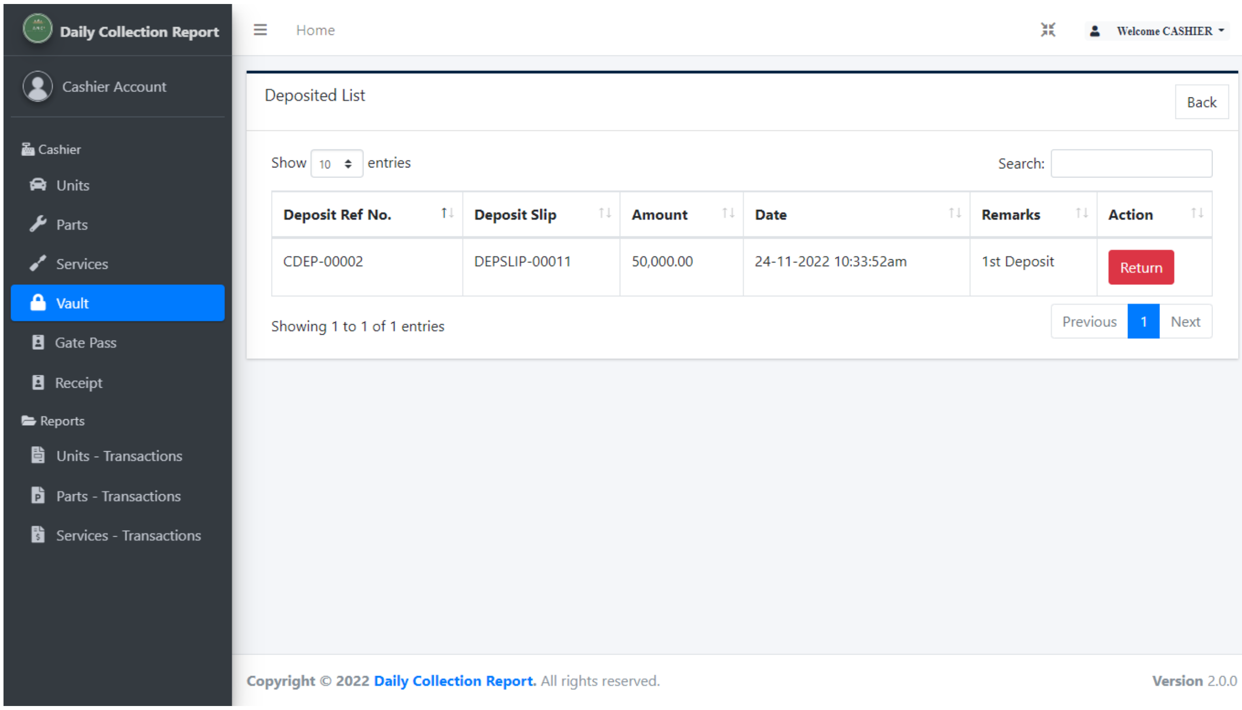


After adding all the deposit slips the user may click the "Deposit Vault" button to deposit all the slips that are included. The user may also remove and deposit slip by click the "Remove" button.

Return Deposit

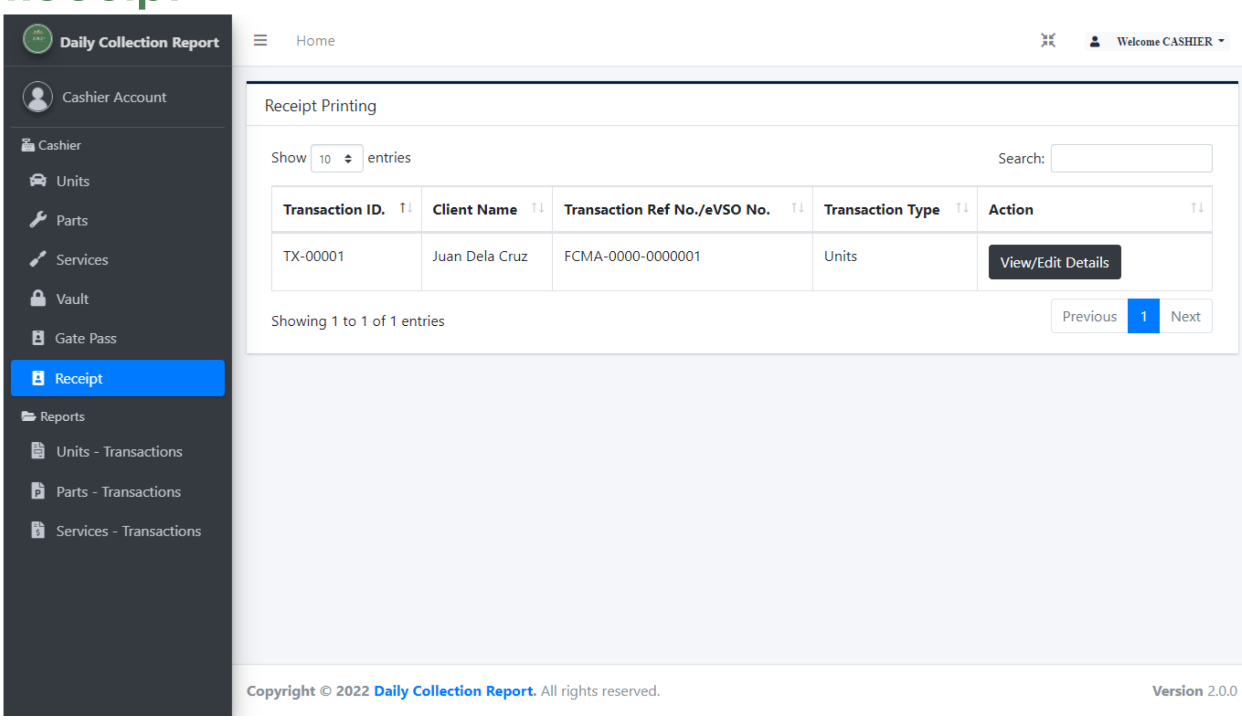


To return a deposit the user may locate the "Return Deposit" button and click, this will redirect the user to a list of Deposit Slip that are already deposited.

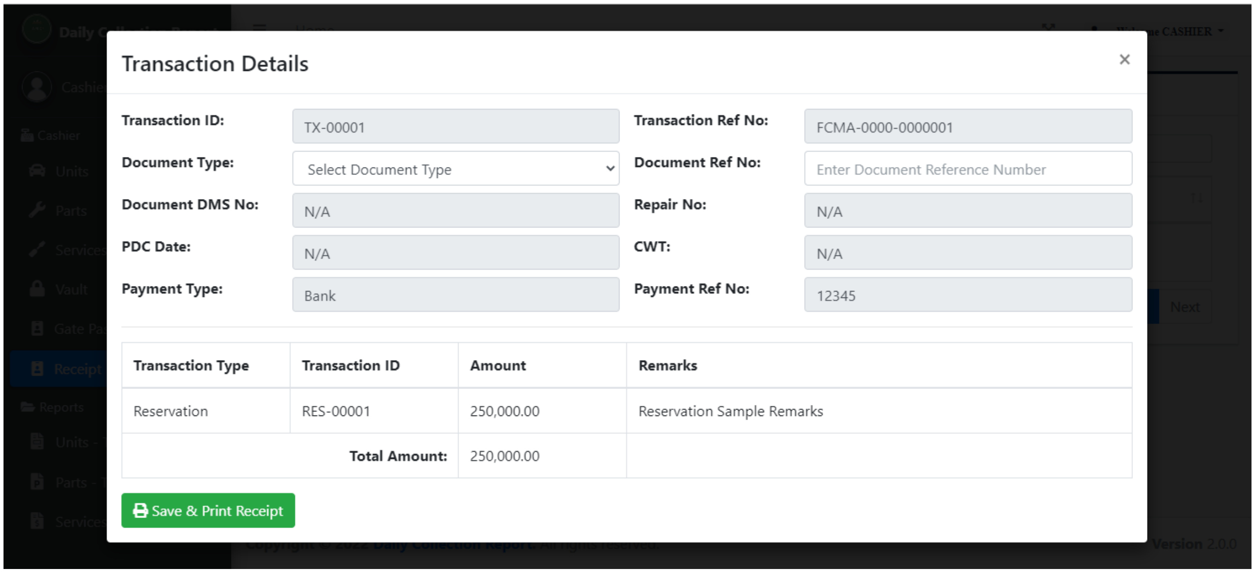


To return a deposit slip the user will just simply click the "Return" button, this will return the deposit slip back to the Deposit module.

Receipt

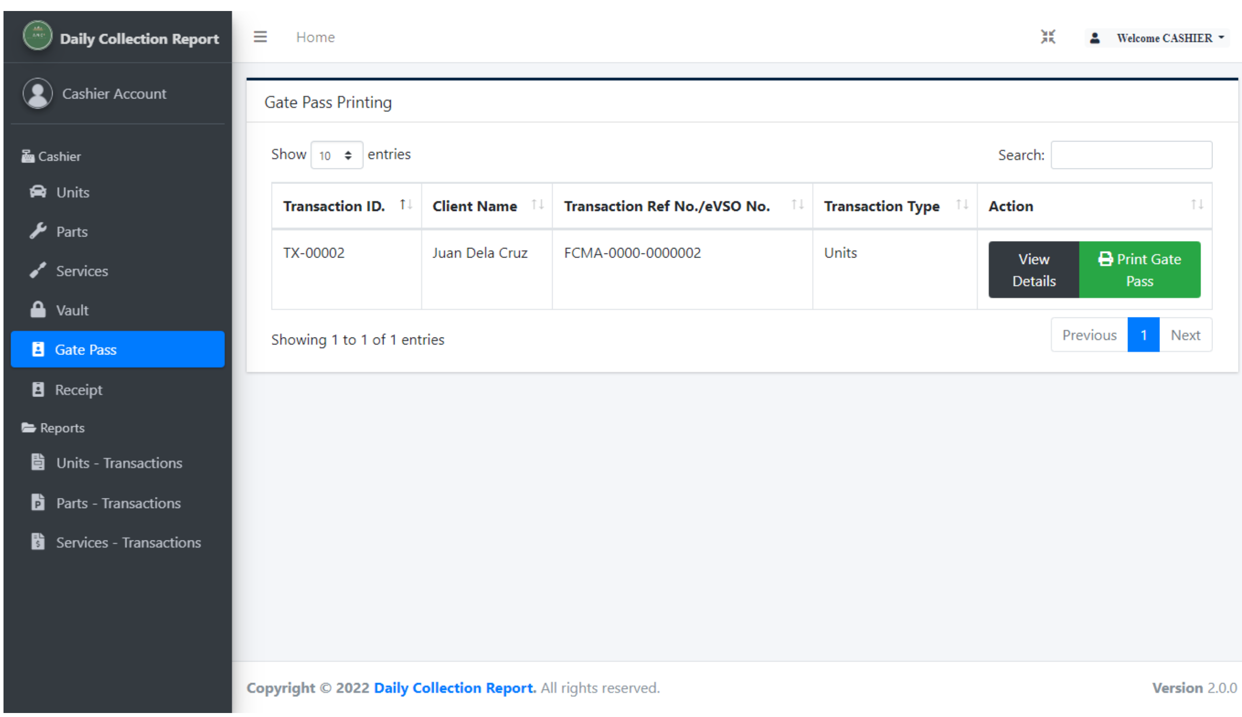


For the Receipt module, the user will see all the completed transactions, here the user may click the "View Details" to see all of the details of the transaction and as well as add the document reference number of the client.

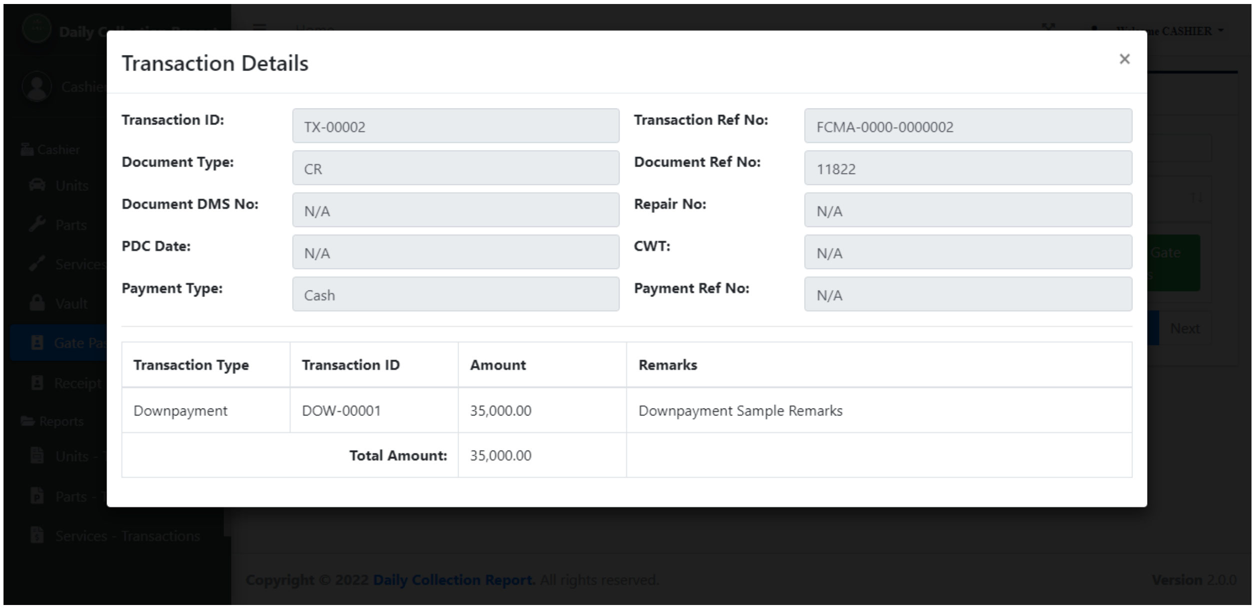


The user may click the "Save & Print Receipt" button to print the receipt of the selected transaction.

Gate Pass

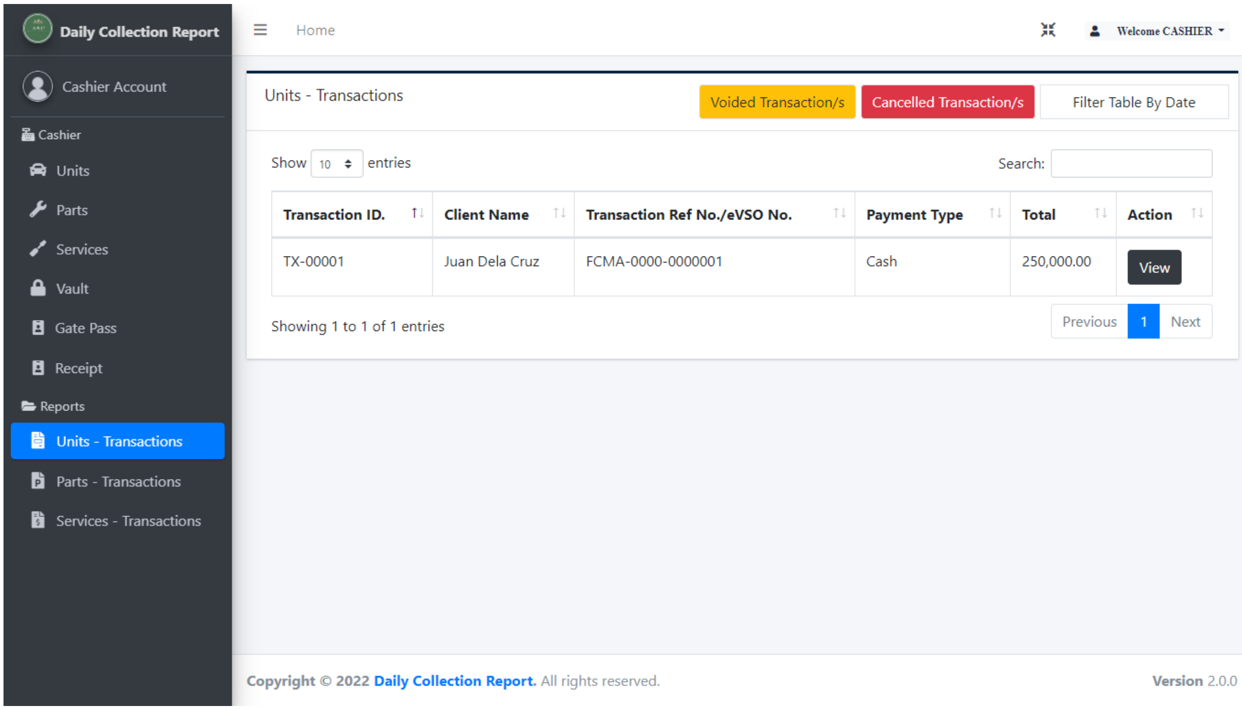


For the Gate Pass module, here the user will see all the Gate Pass that is to be printed the user may click the “View Details” button to view all the details of the selected transaction. The user may click the “Print Gate Pass” button to print the gate pass of the selected transaction.

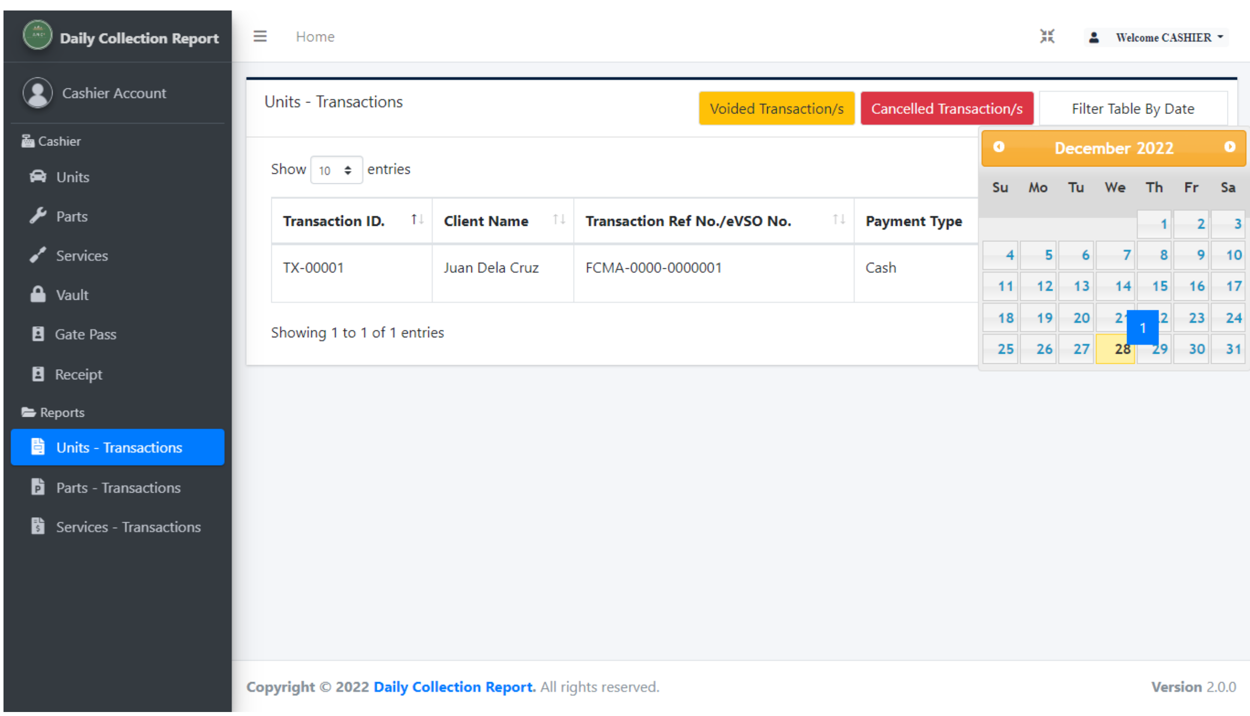


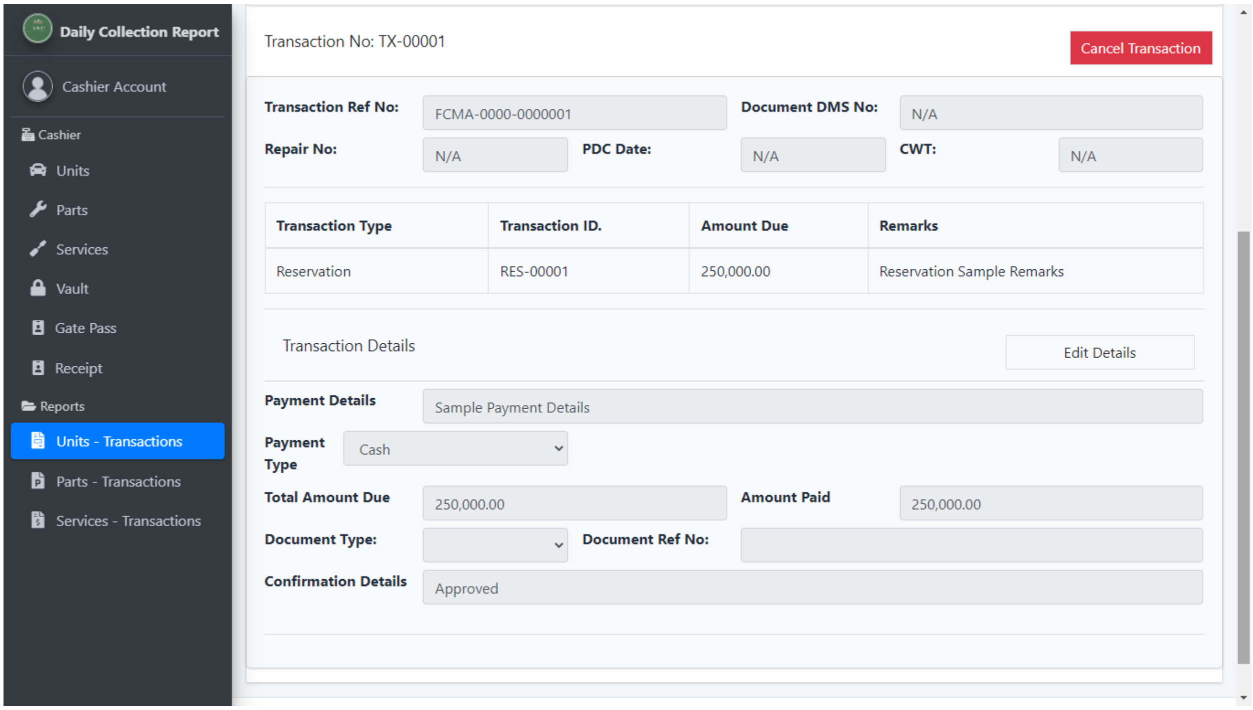
Note: Units transaction need approval from the Branch Auto Loans before seen by the cashier.

Reports

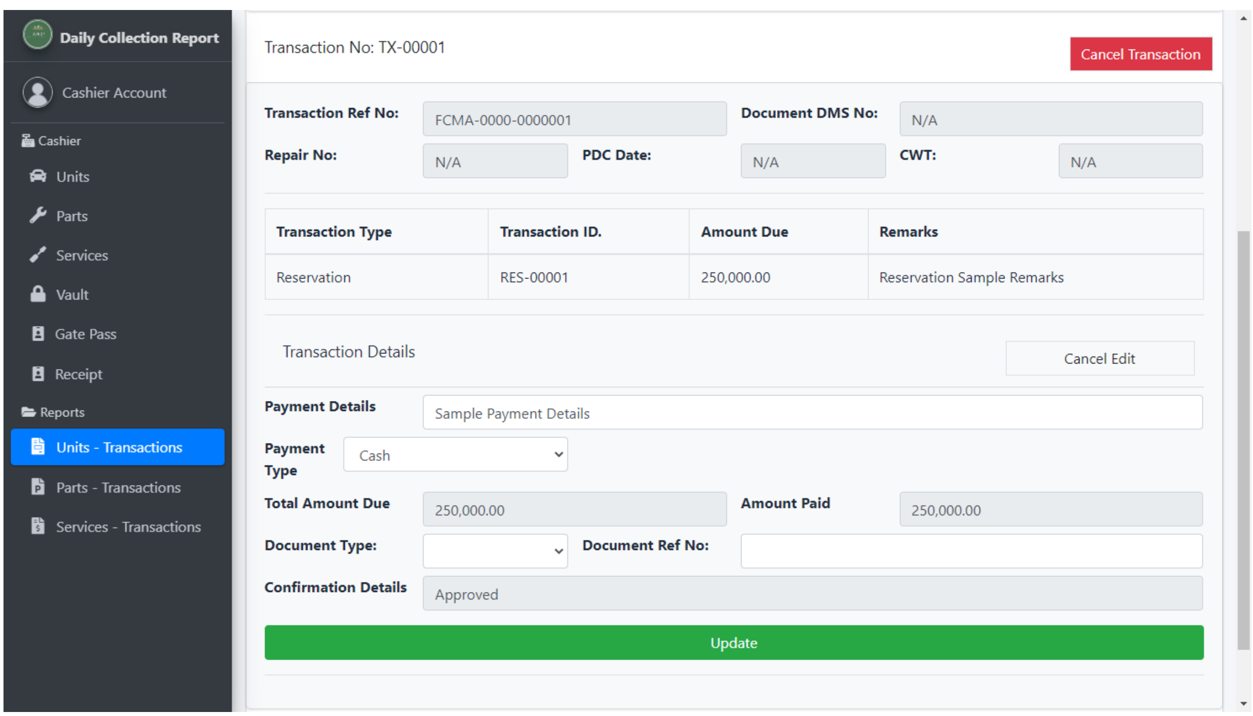


For the Reports Module the user may see all the finished transaction listed in a table. This table may be filtered by date by clicking the "Filter Table by Date".



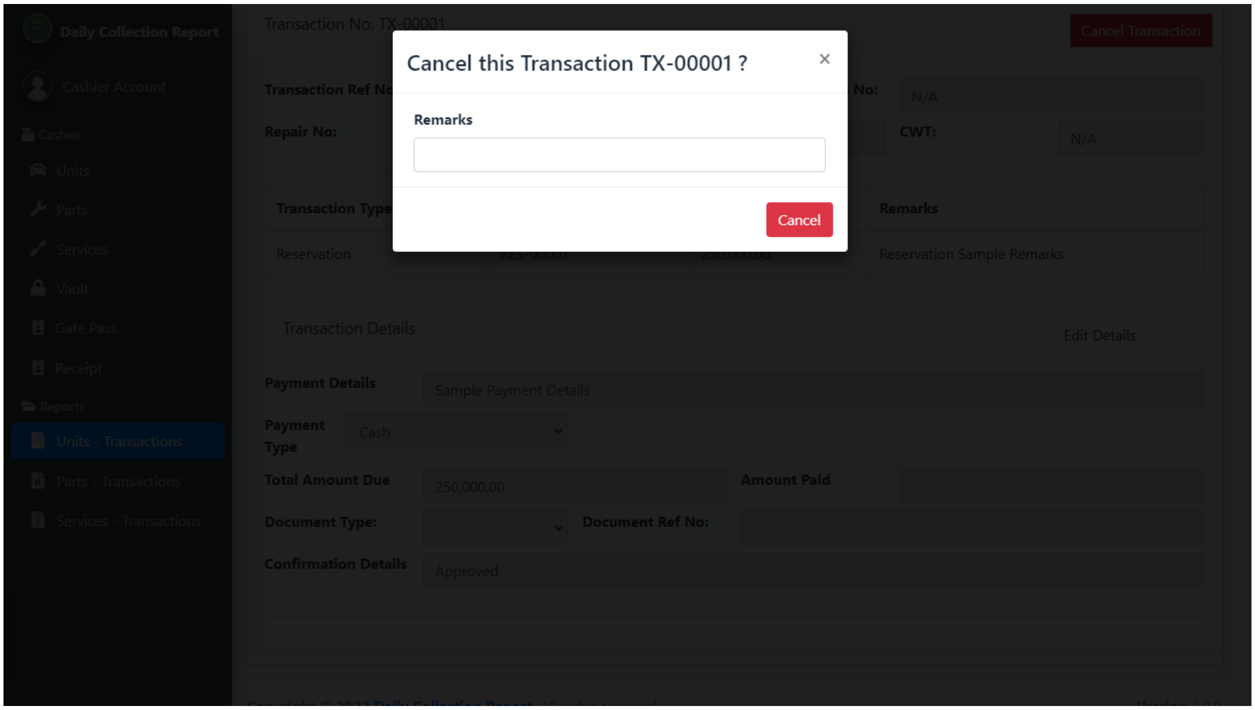


The user may also see all the transaction details by simply clicking the "View" button. The cashier may also edit the transaction if the transactions payment type is Cash or Credit Card.



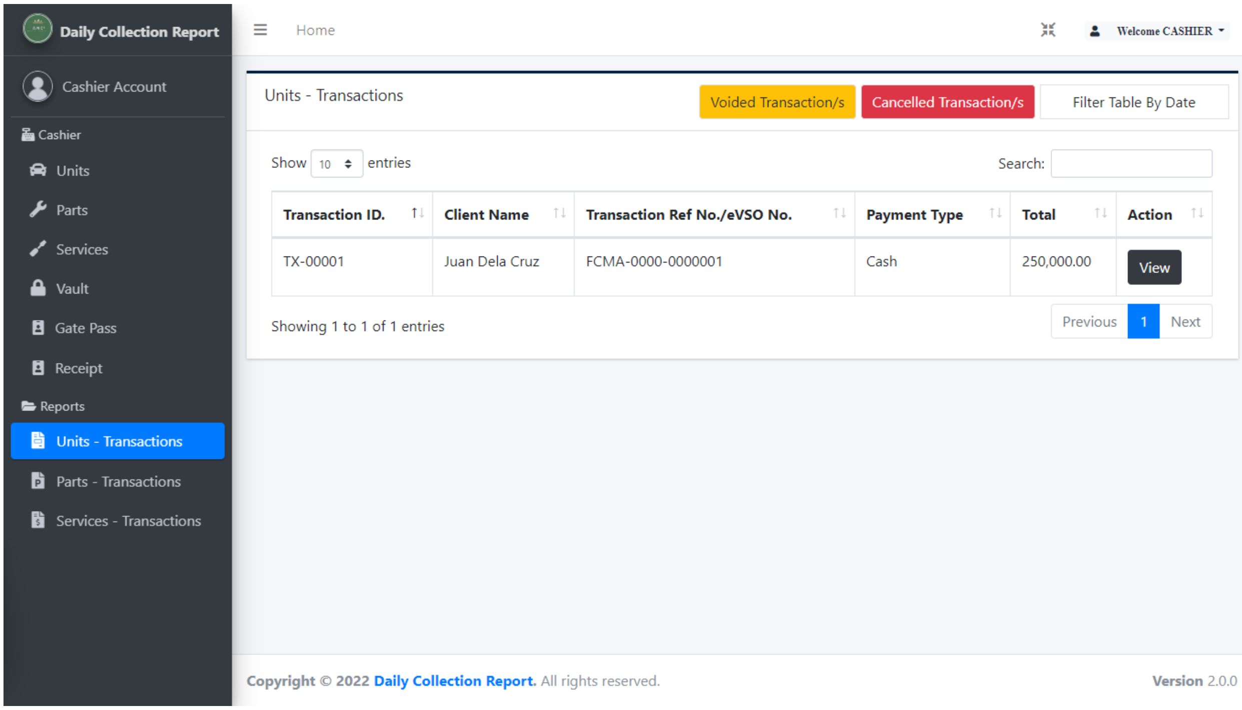
Note: This process goes through all the different transaction types. (Units, Parts & Services)

Cancel a transaction

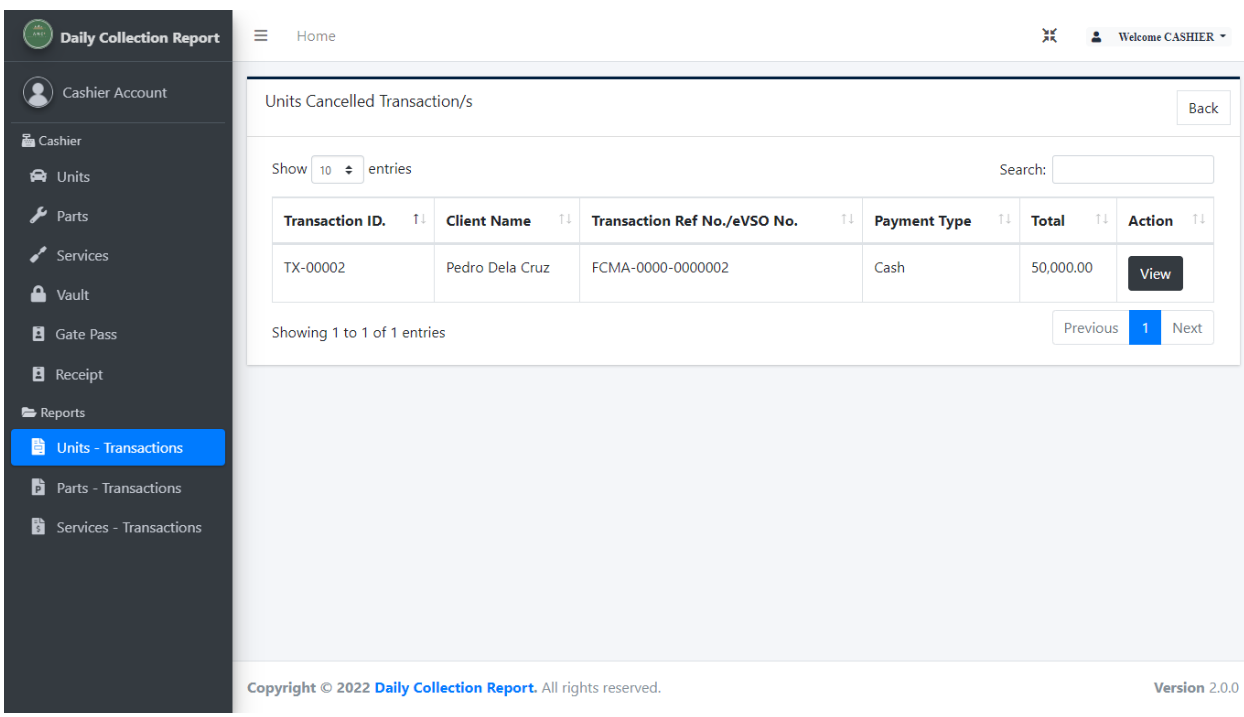


The user may also cancel active transactions in the reports module, the user will just click the Cancel Transaction button and insert the remarks then click the cancel button.

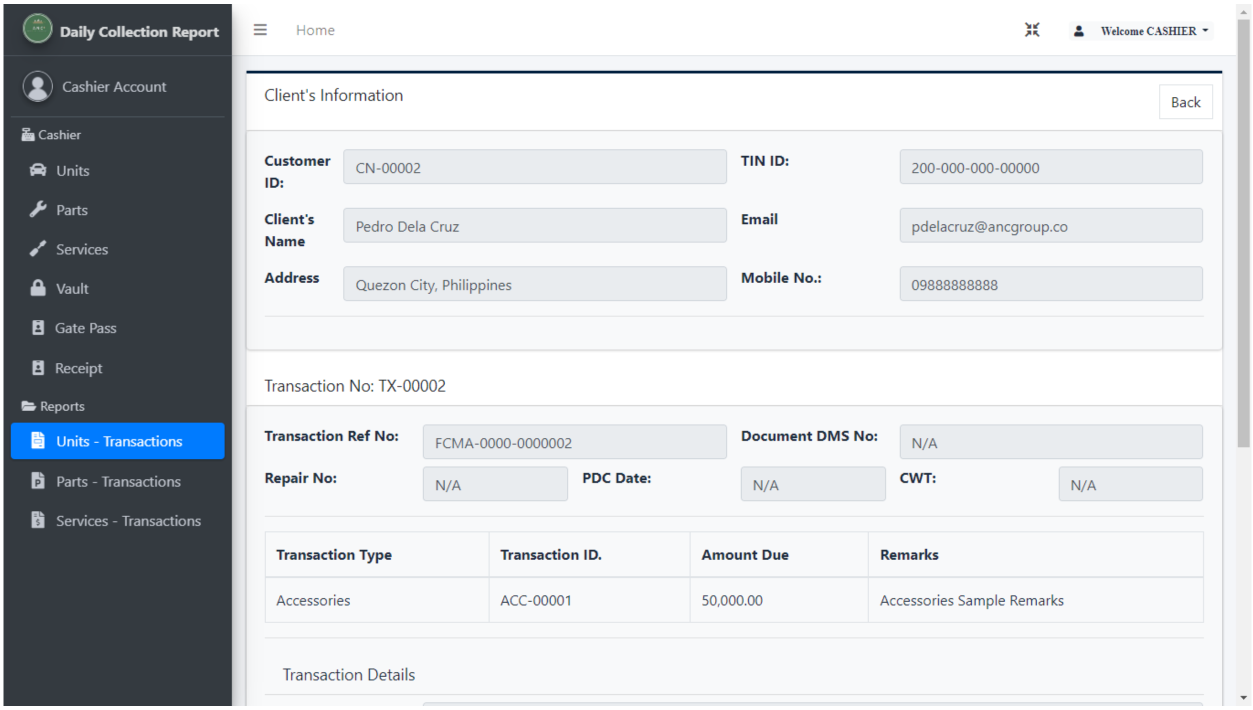
Voided/Cancelled Transactions

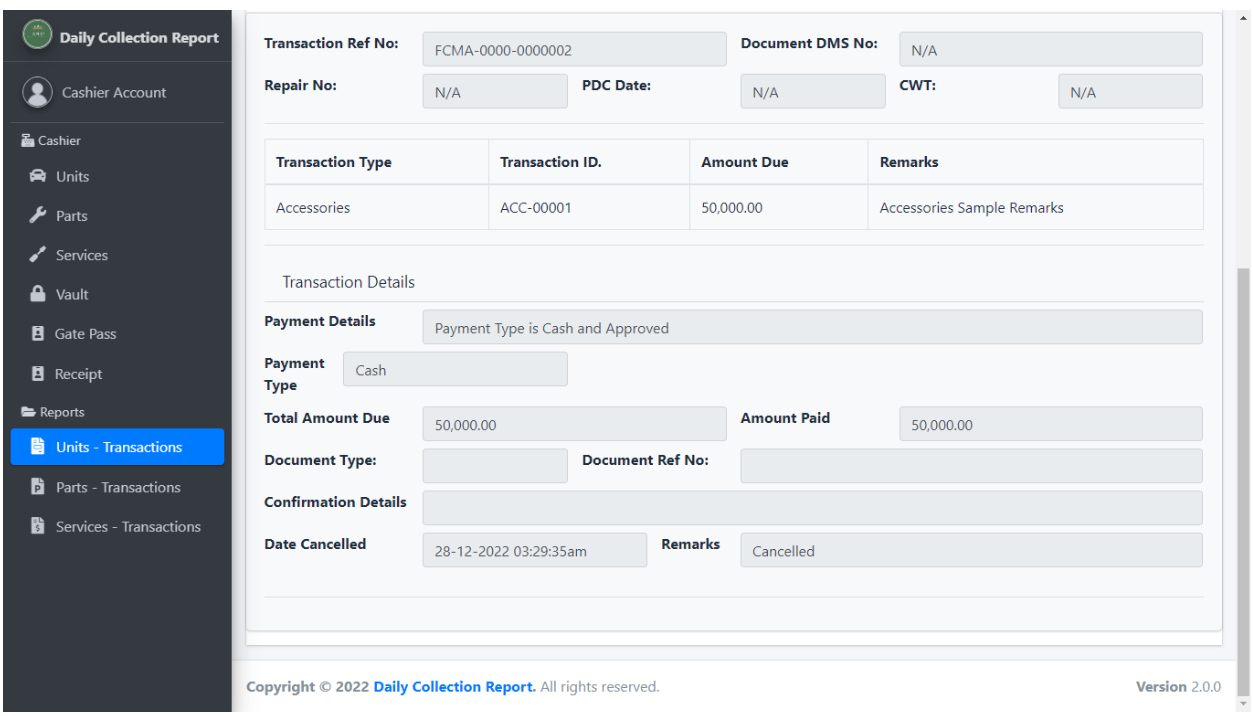


The user may also see all the voided and cancelled transactions by clicking the "Voided Transaction/s" or "Cancelled Transaction/s".

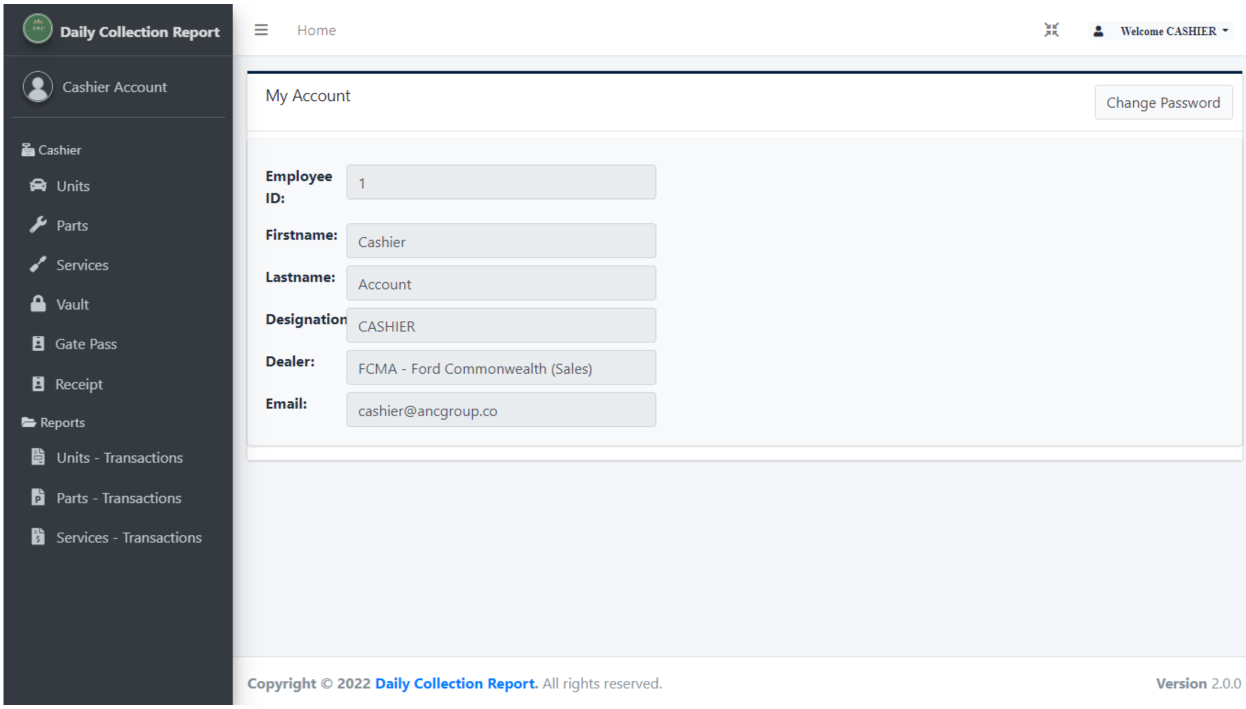


After clicking the button the user will now see all the Cancelled or Voided Transactions, the user may click view to see the full details of the transaction.

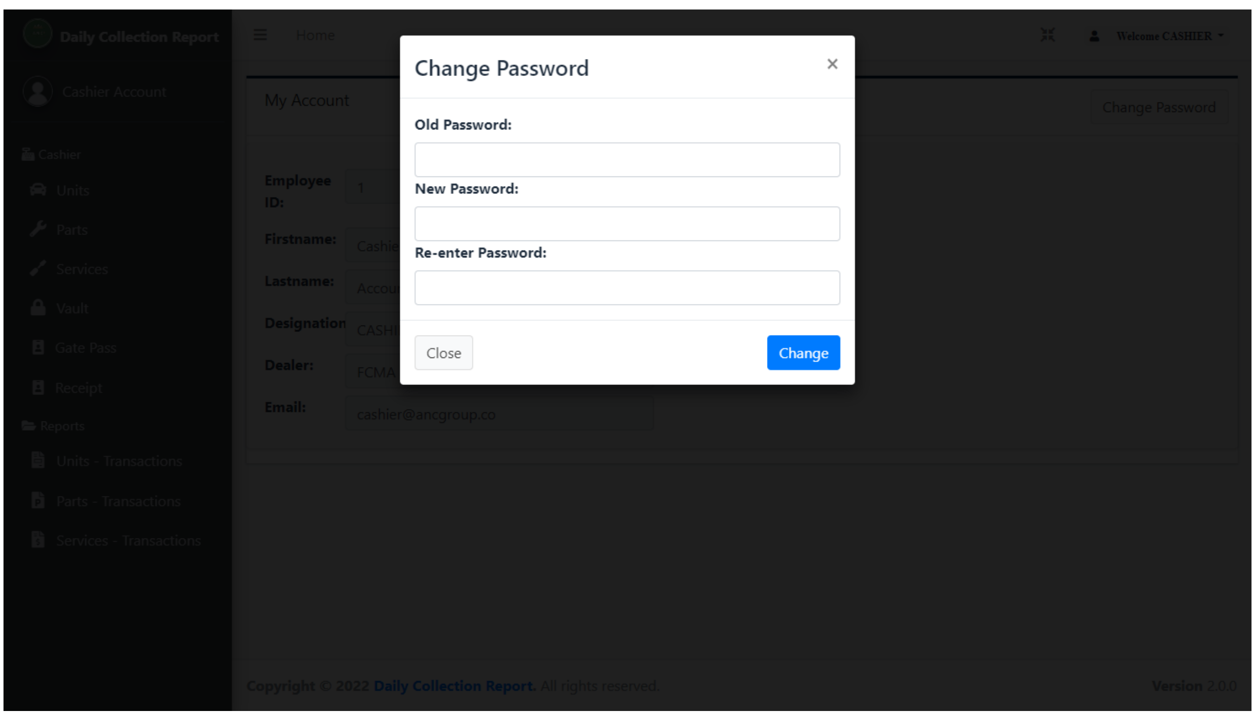




My Account



Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the "Change Password" button and fill out the needed information for changing the password.



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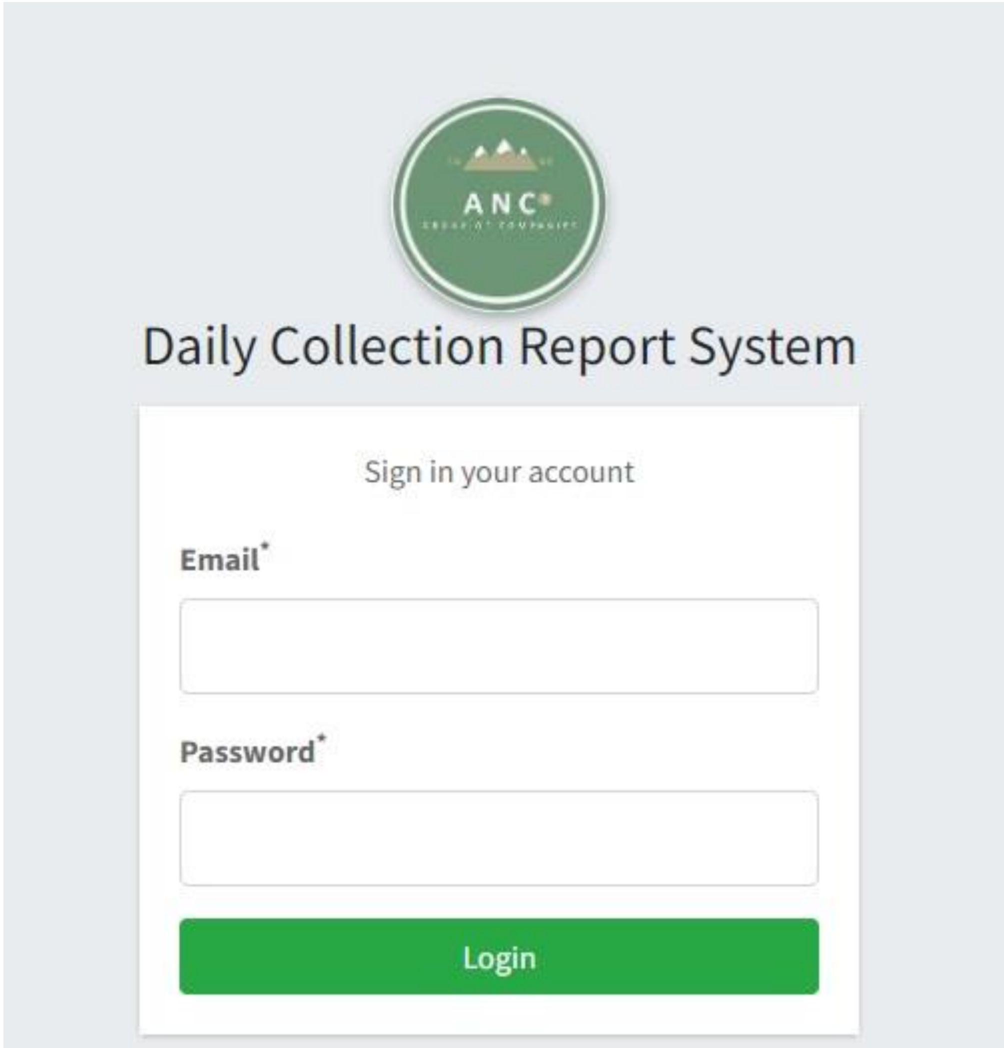
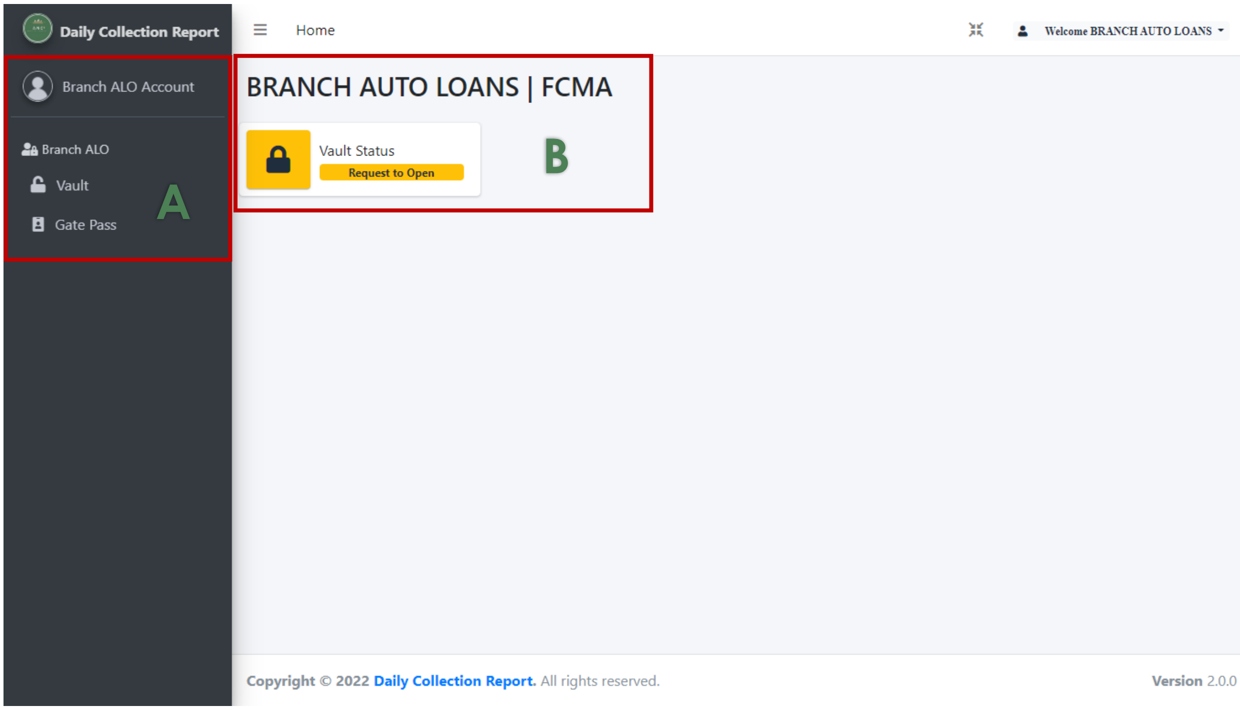
Branch Auto Loans Manual

LOGIN PAGE



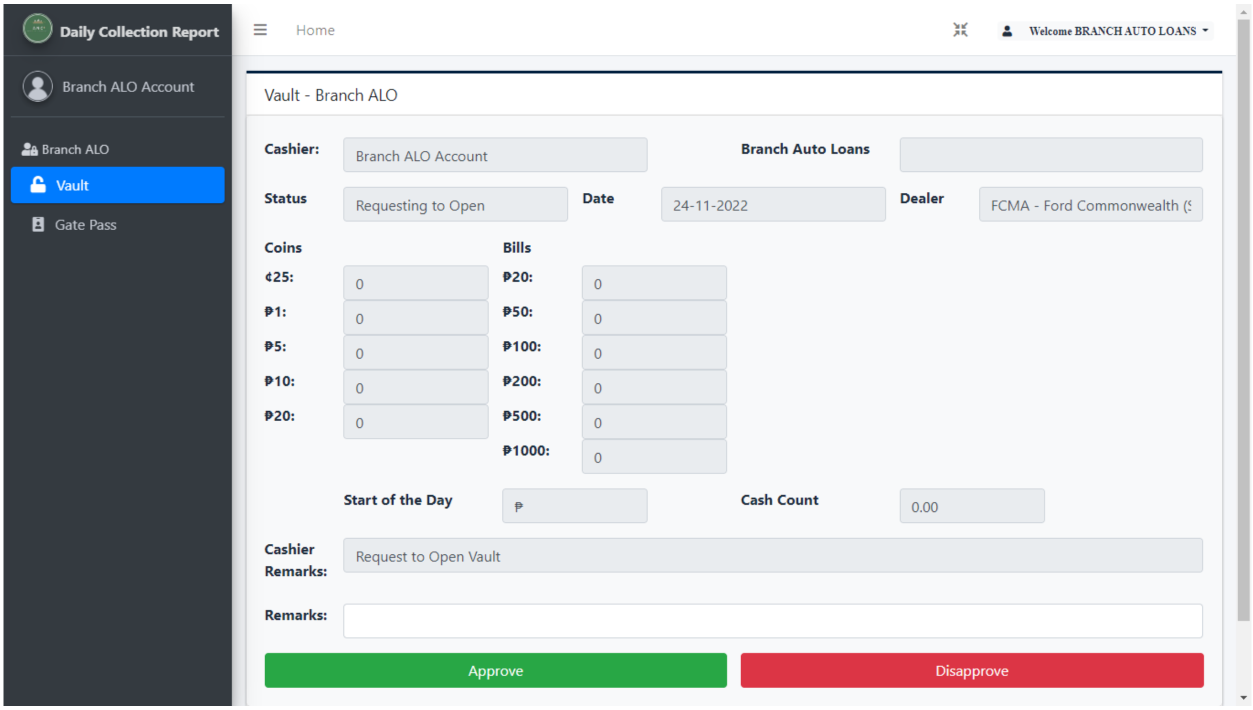
This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD



A. List of Modules the user is allowed to access.
B. System Dashboard

Vault

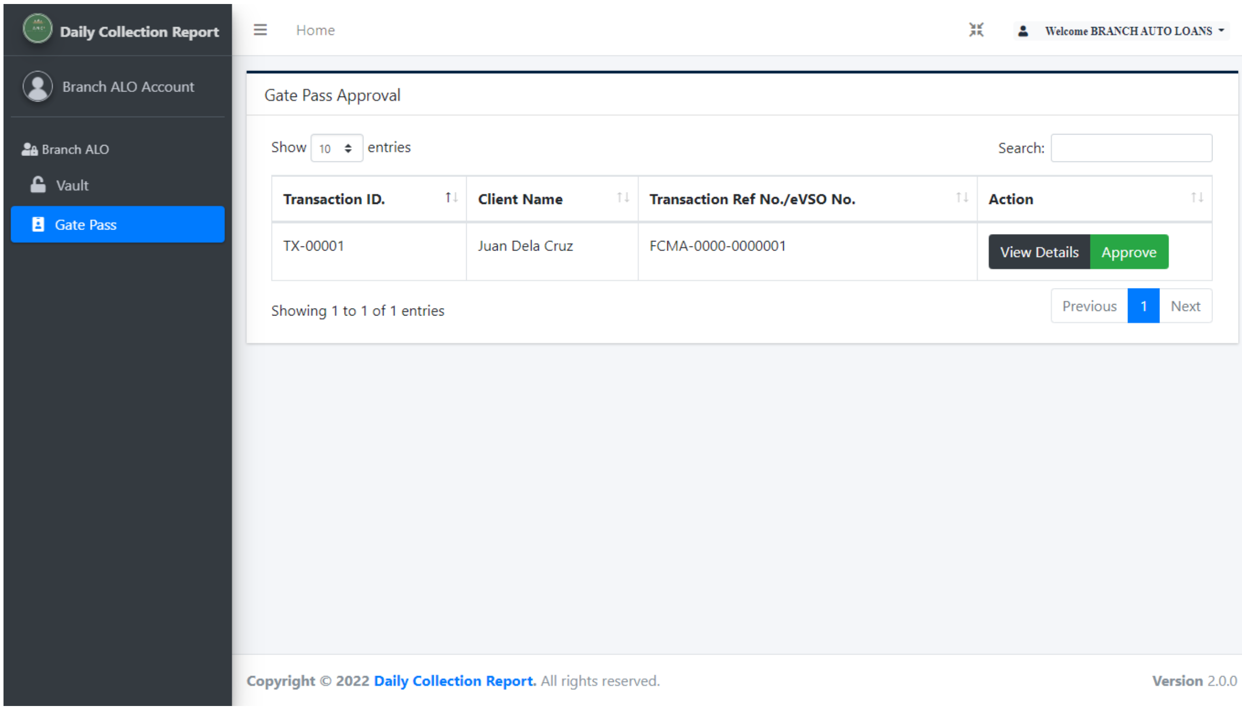


For the Vault module, the user will wait for the request of the Cashier to Open or Close the Vault then will look at the Denomination of the amount that is inside the Vault to check if it is right or wrong.

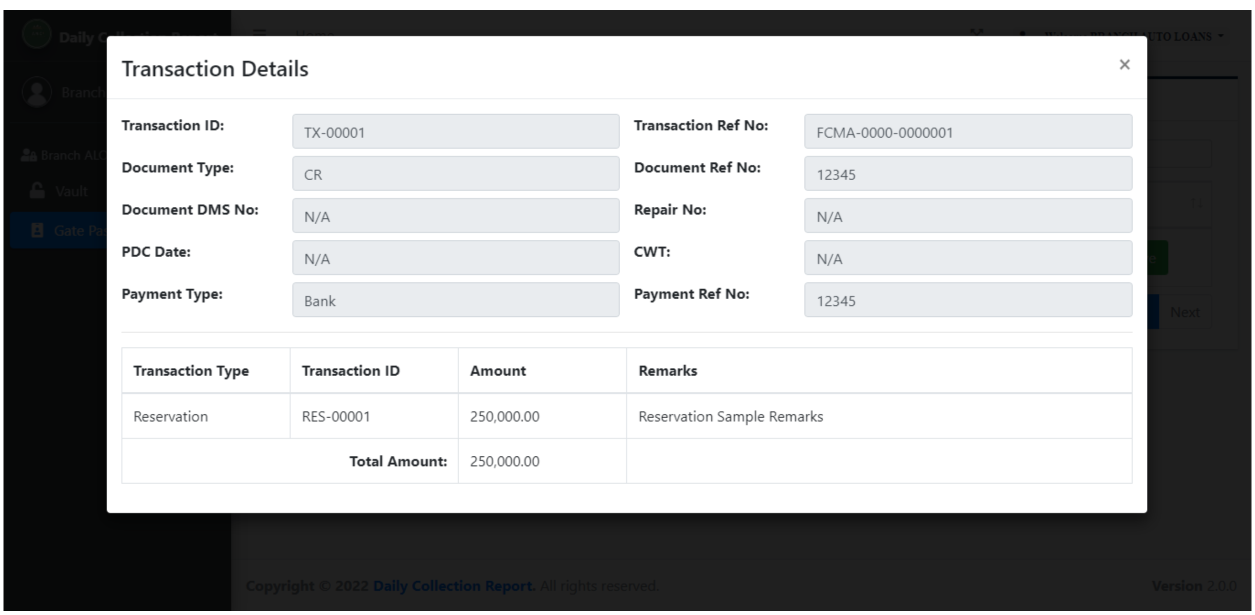
If the denomination is correct the user may click "Approve" and this will open or close the vault, cashier may now start taking transactions.

If the denomination is not correct the user may click the "Disapprove" button this will reflect on the Cashier Vault for the cashier to re-request the opening or closing of the vault.

Gate Pass

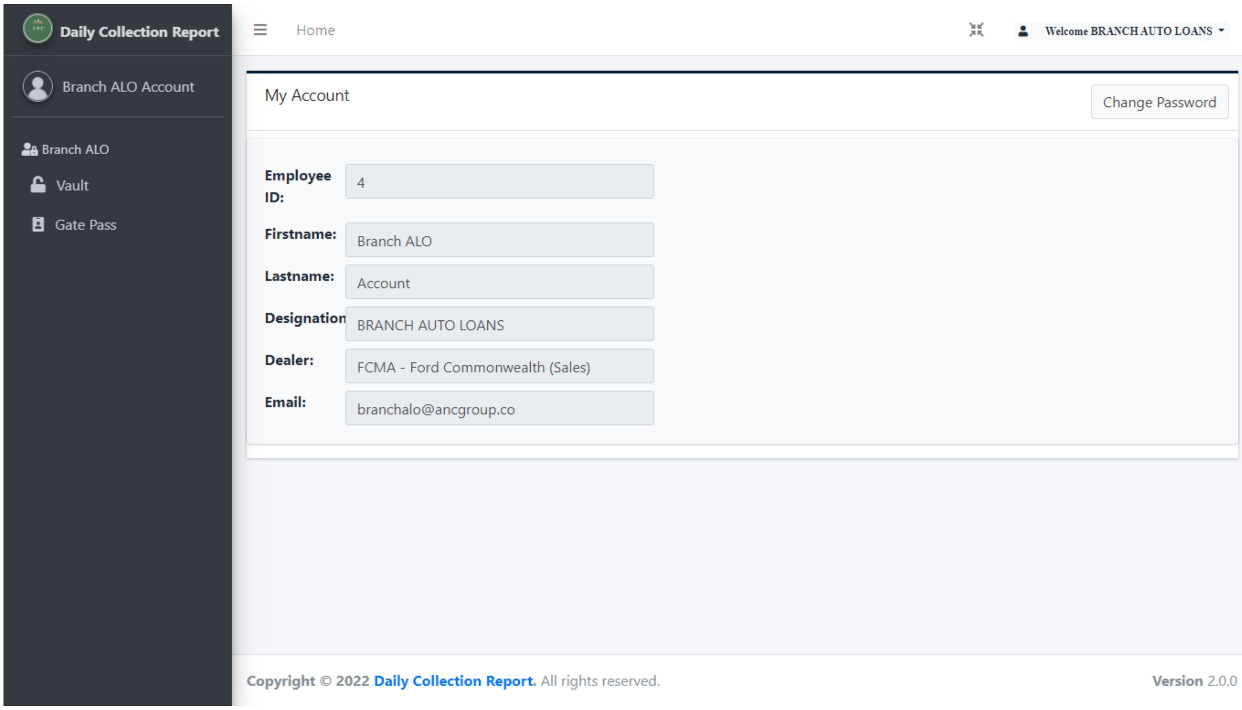


For the gate pass module of the Branch Auto Loans User, here the user may see all the unit's transaction's gate pass. Before the Cashier may print the gate pass of a unit the Branch Auto Loans must first approve the gate pass by clicking the "Approve". After clicking the "Approved" button this will reflect to the Cashier Gate Pass module and is now ready to be printed.



The user may also see the full details of the transaction by clicking the "View Details" button.

My Account

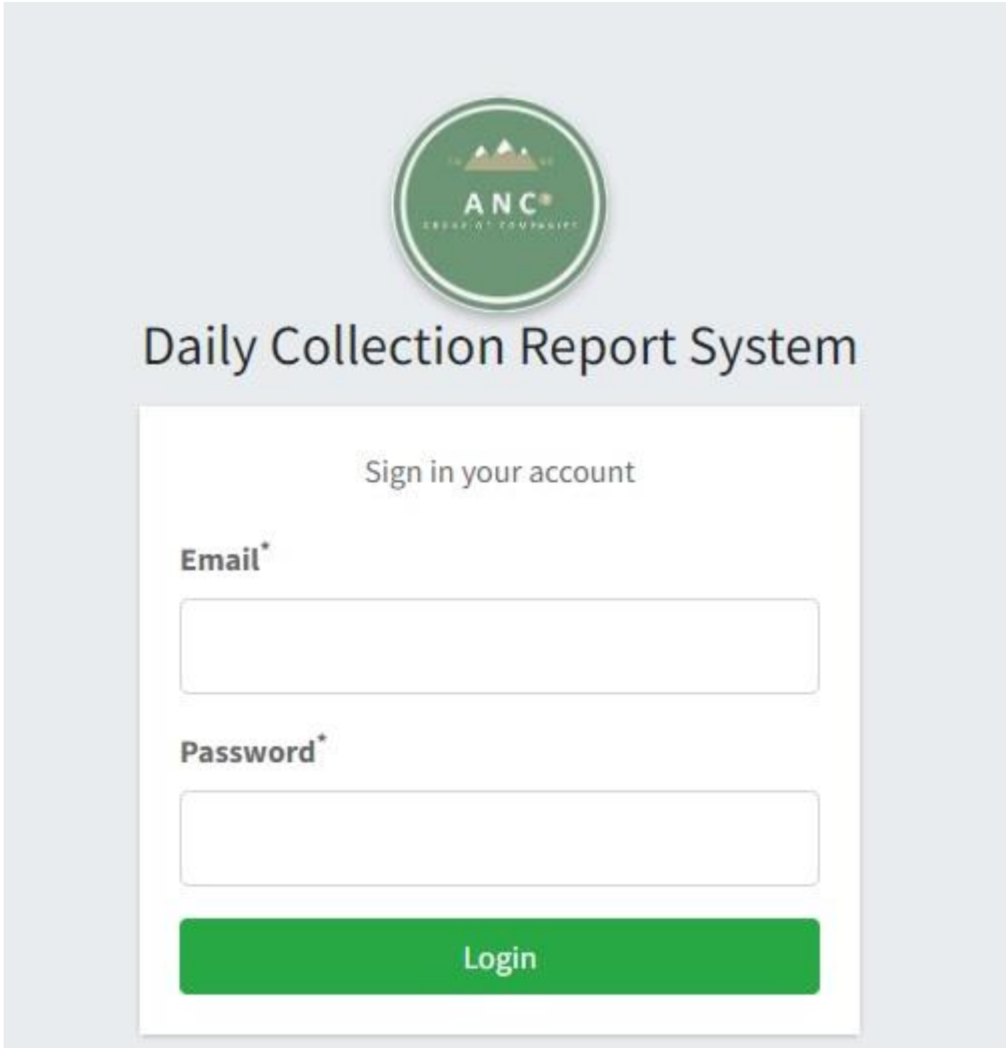


Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the "Change Password" button and fill out the needed information for changing the password.

ANC+ Daily Collection Report System (DCR)

Cashier Supervisor Manual

LOGIN PAGE



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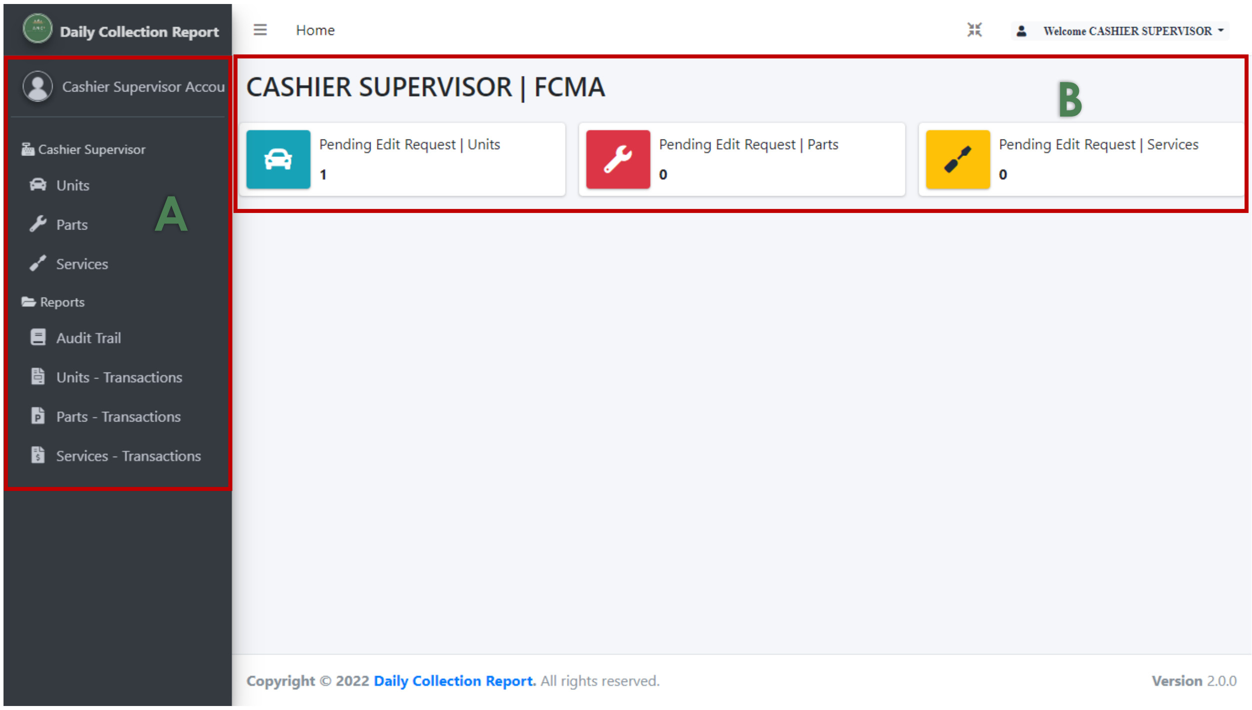
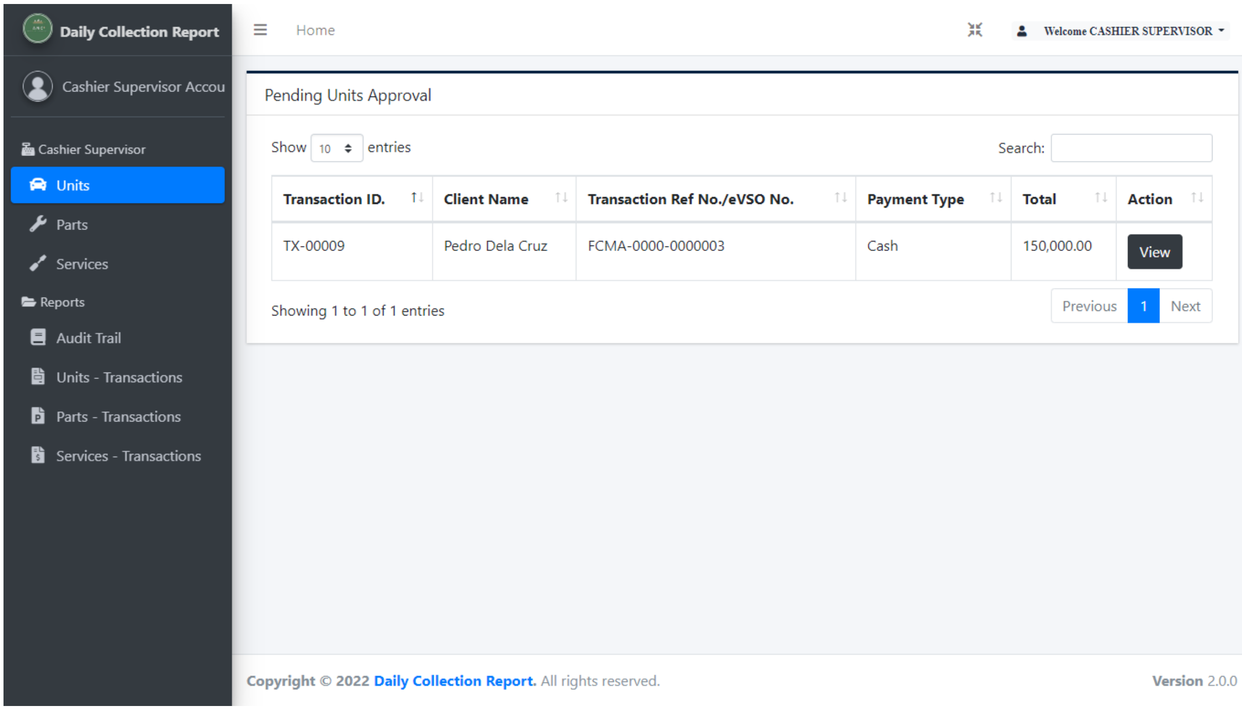
DASHBOARD

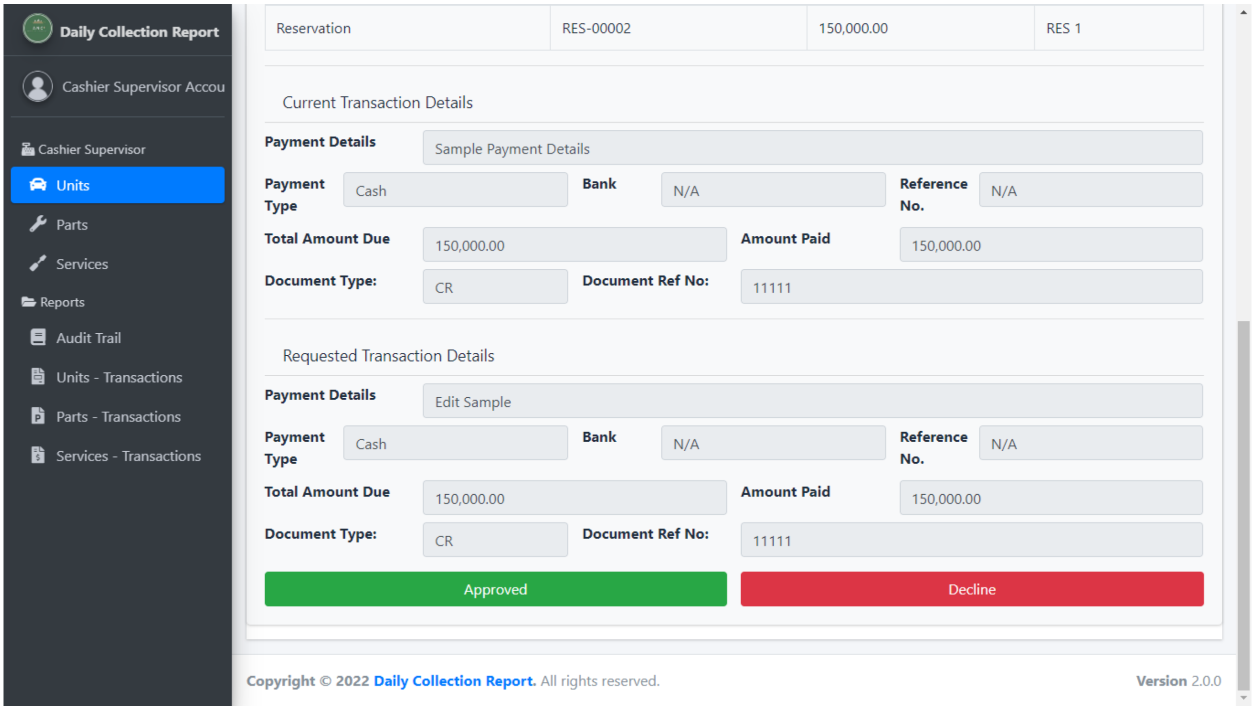


A. **List of Modules the user is allowed to access.**
B. **System Dashboard**

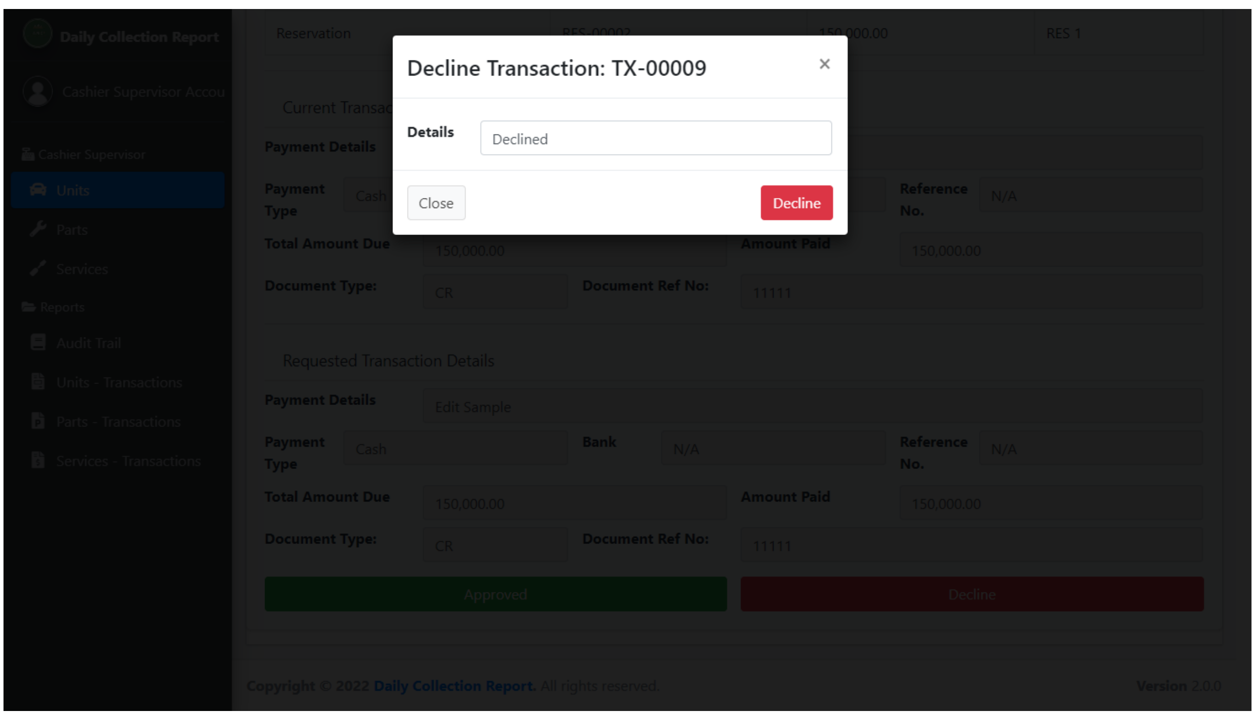
Pending Edit Requests



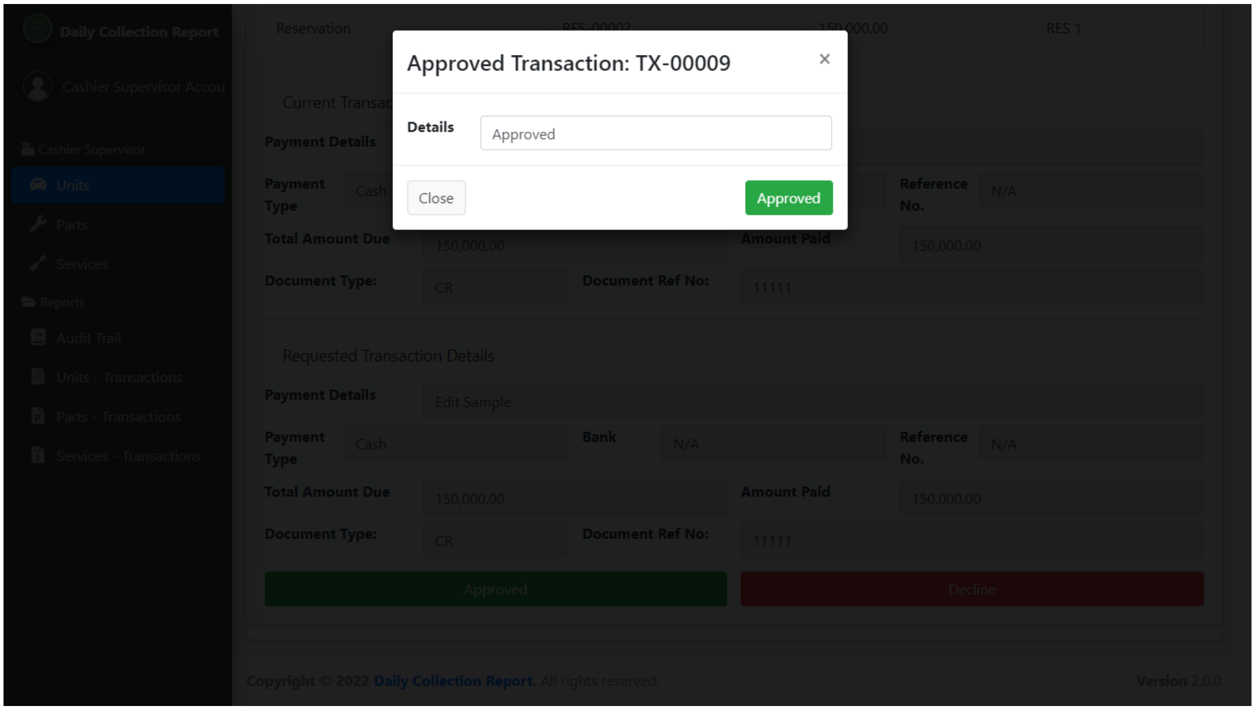
For the Edit Requests, Cashier Supervisor account the user will see all the pending edit request of the Cashier. Here the user may click the "View" button to see the full details of the transaction.



After clicking the view button, the user may see Current Details and the Edited Details the Cashier wants to change.



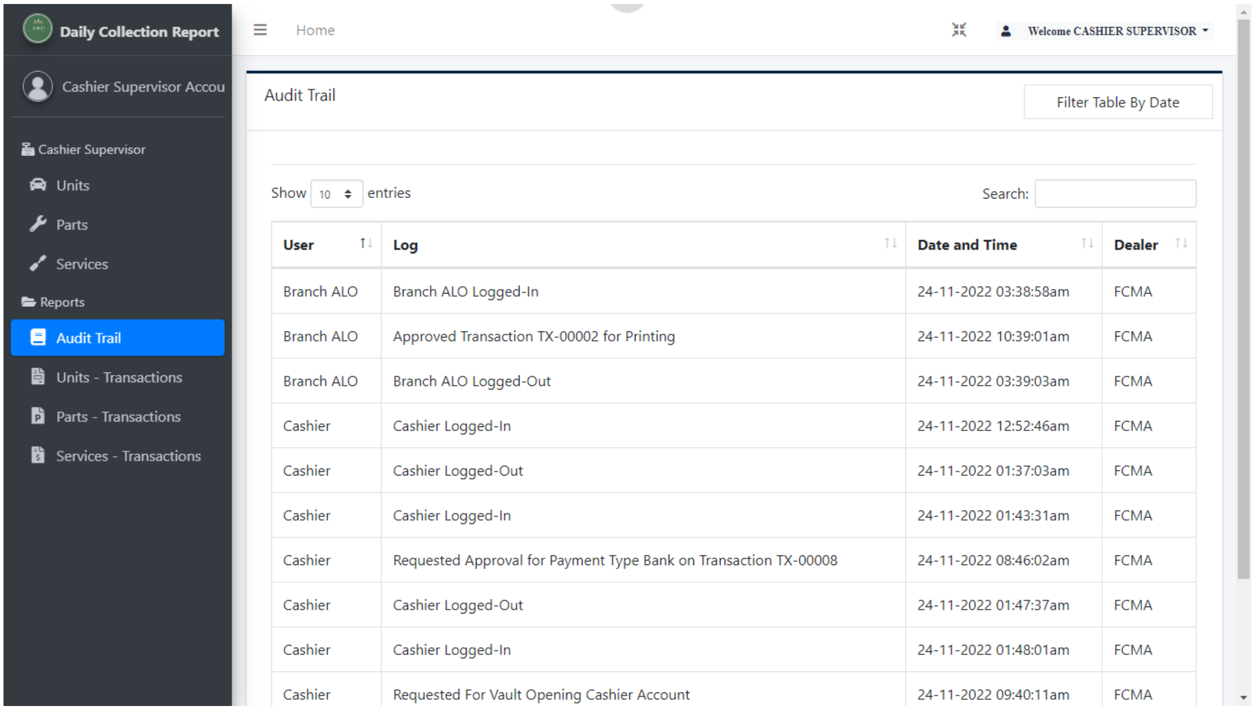
If the user wants to decline the edit request the user may click the "Decline" Button and insert the details on why it is declined. The edit request will now be deleted.



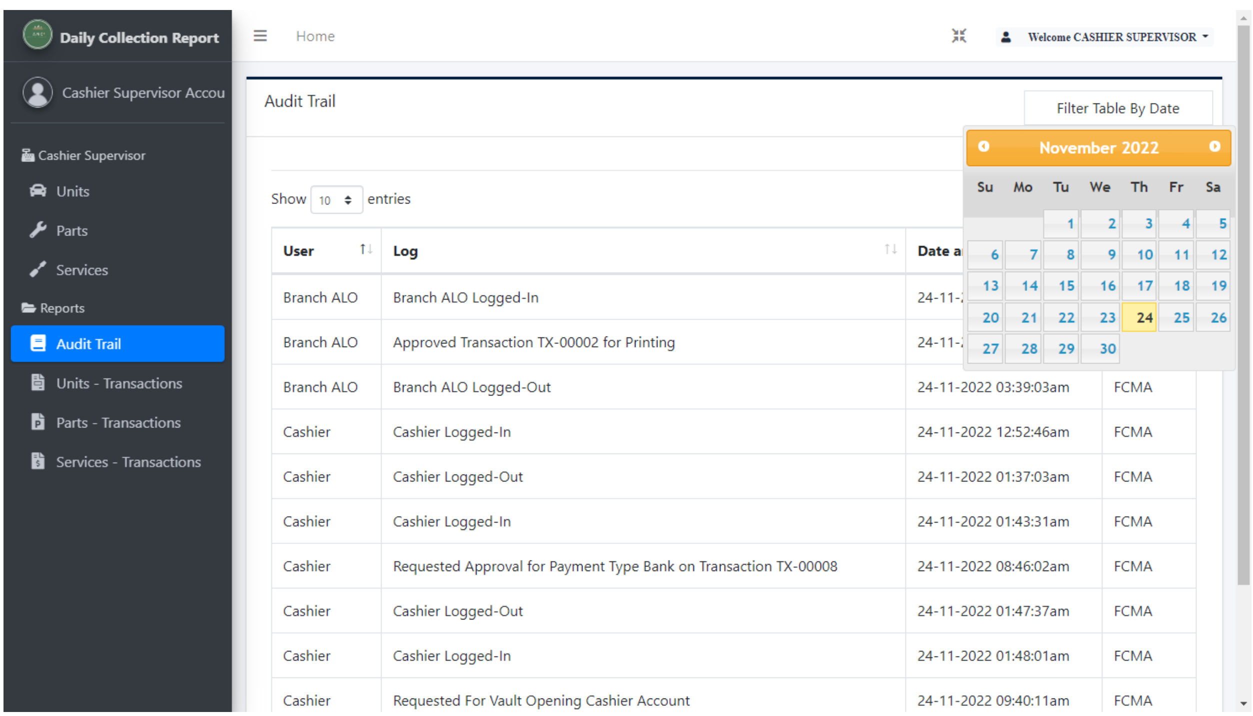
If the user wants to approve the edit request the user may click the "Approved" Button and insert the details on why it is Approved. The edit request will now be Approved and the old details will be changed by the edit request.

Note: This process goes through all the transaction types (Units, Parts, and Services)

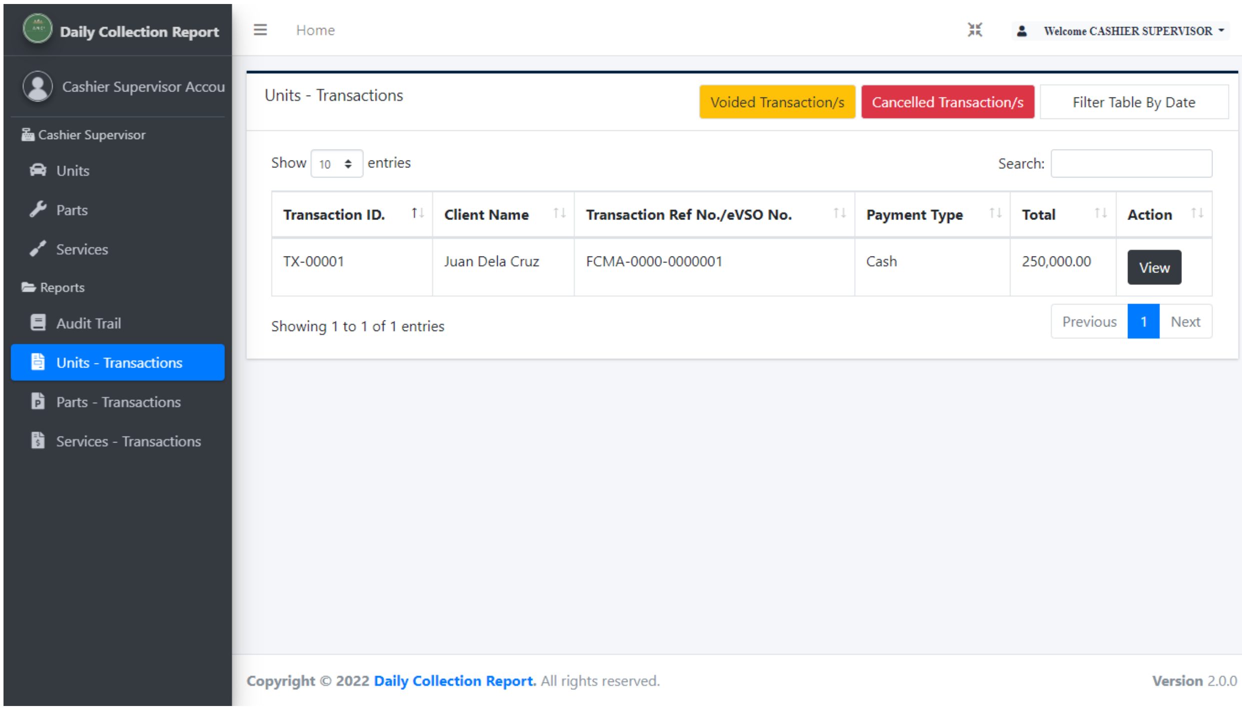
Audit Trail



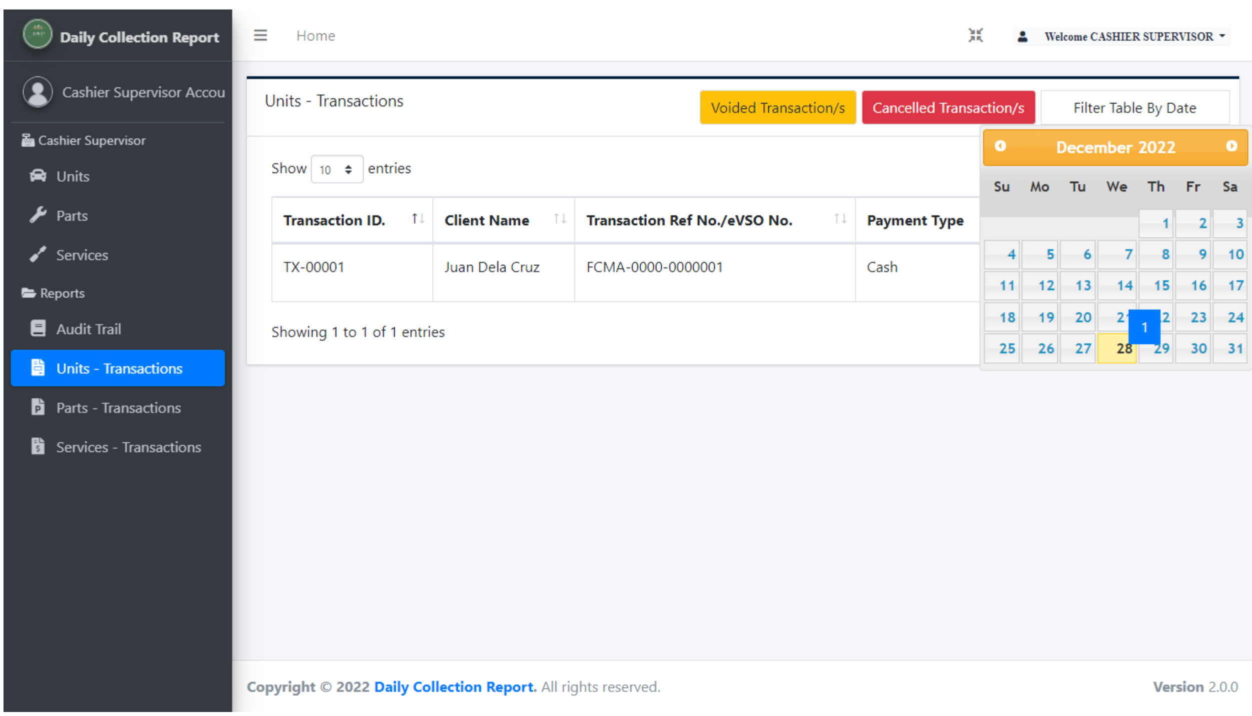
For the Audit trail, the user may see all the actions of all the users taken inside the system, the user may also filter the table by date clicking the "Filter Table by Date" button and picking a specific date.

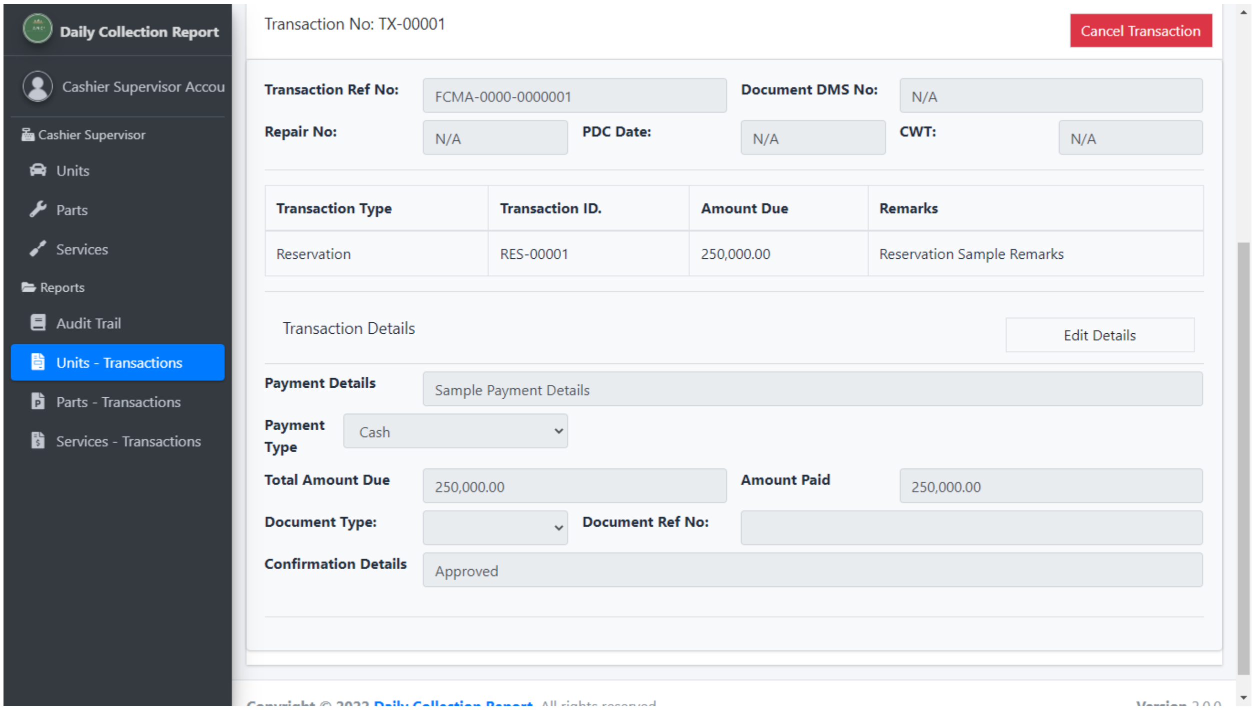


Reports

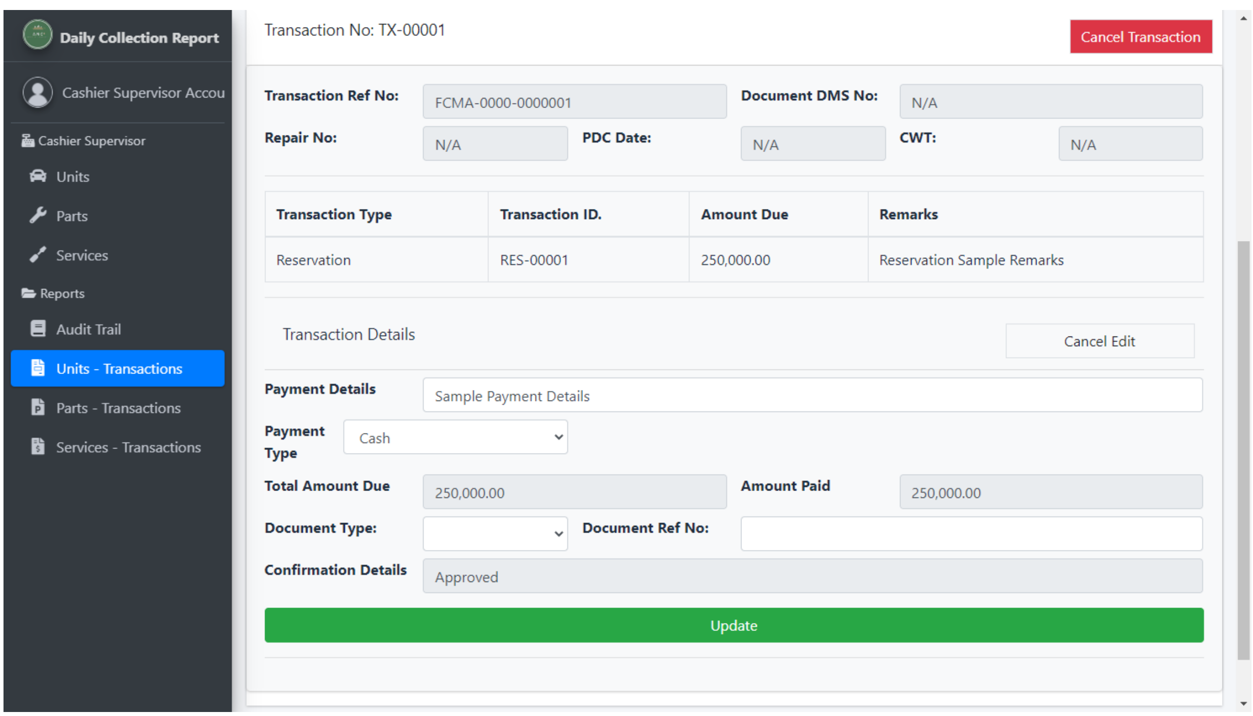


For the Reports Module the user may see all the finished transaction listed in a table. This table may be filtered by date by clicking the "Filter Table by Date".



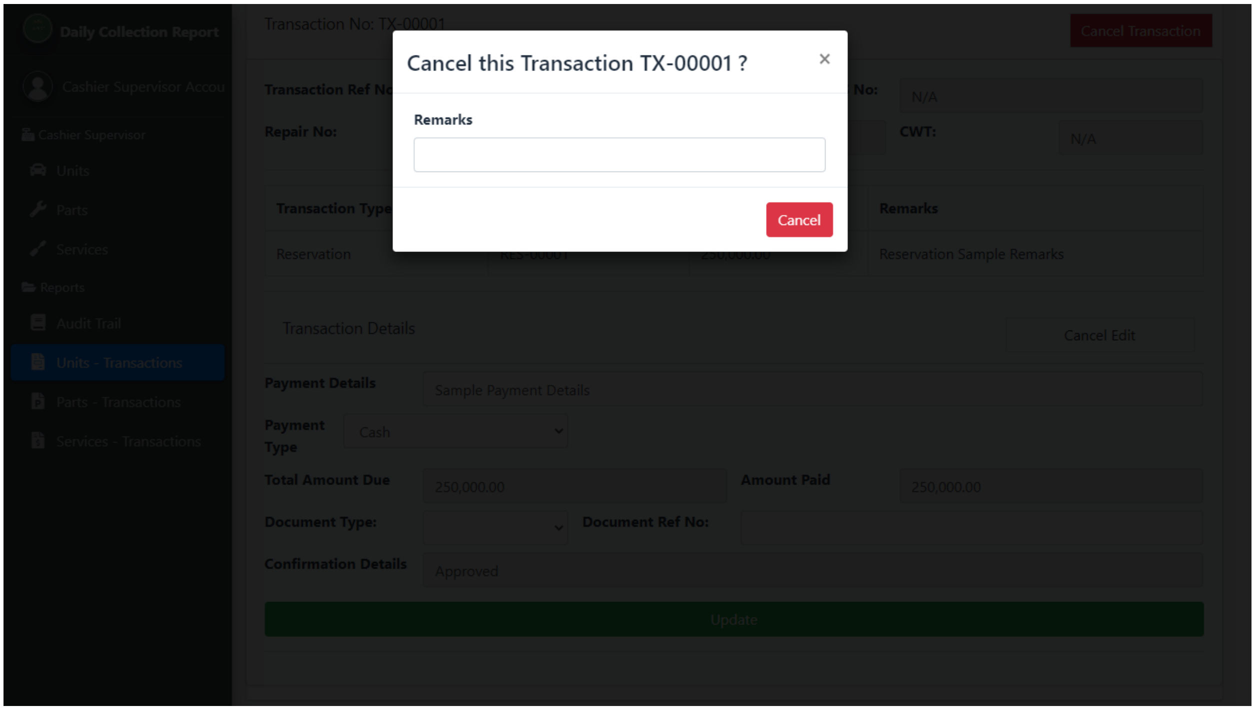


The user may also see all the transaction details by simply clicking the "View" button. The user may also edit the transaction if the transactions payment type is Cash or Credit Card.



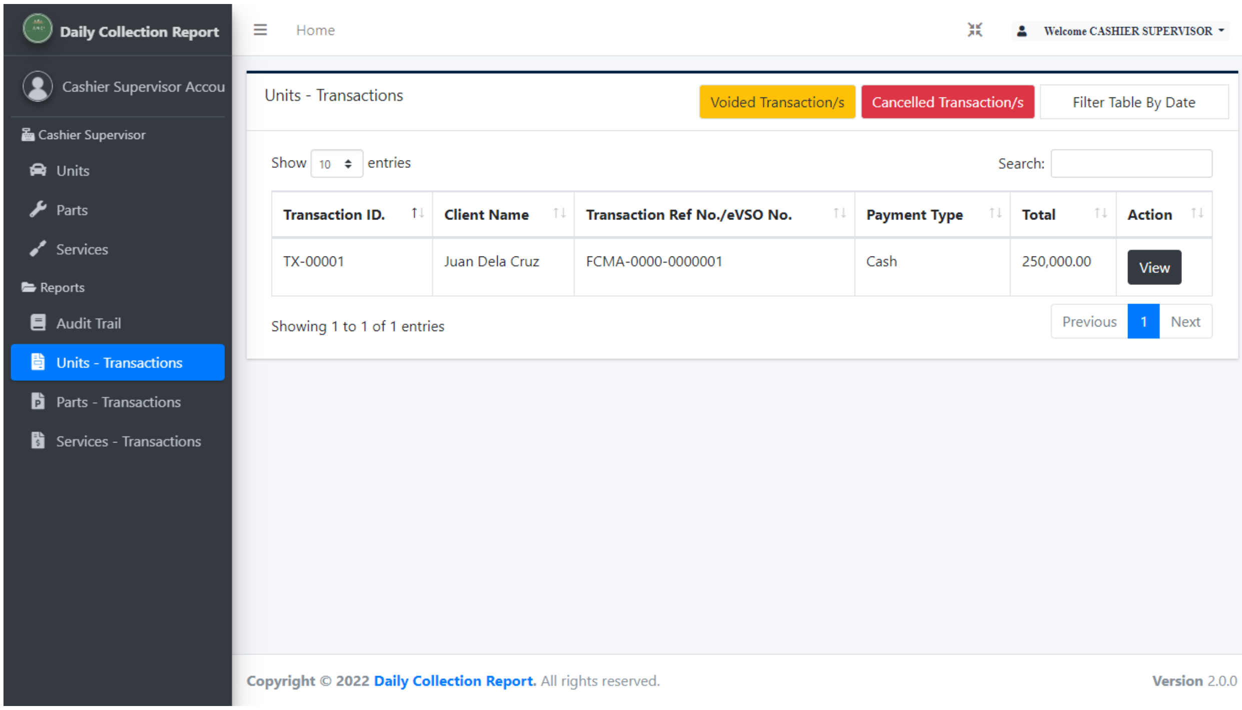
Note: This process goes through all the different transaction types. (Units, Parts & Services)

Cancel a transaction

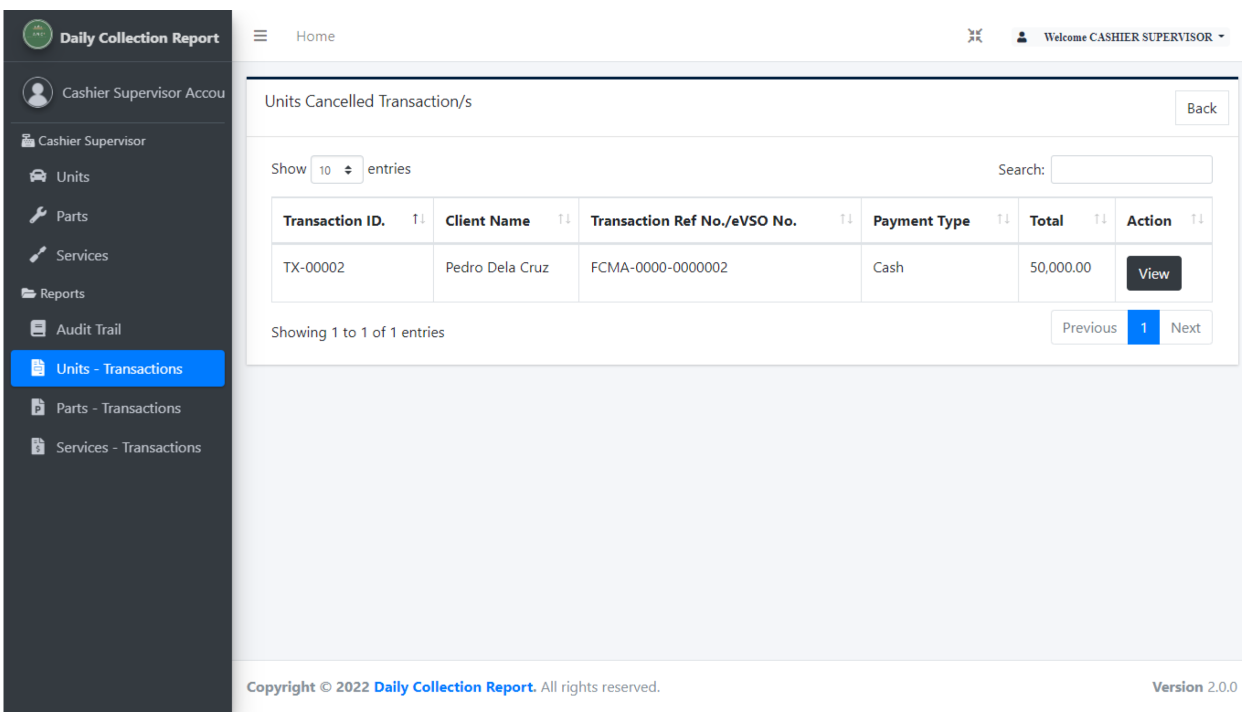


The user may also cancel active transactions in the reports module, the user will just click the Cancel Transaction button and insert the remarks then click the cancel button.

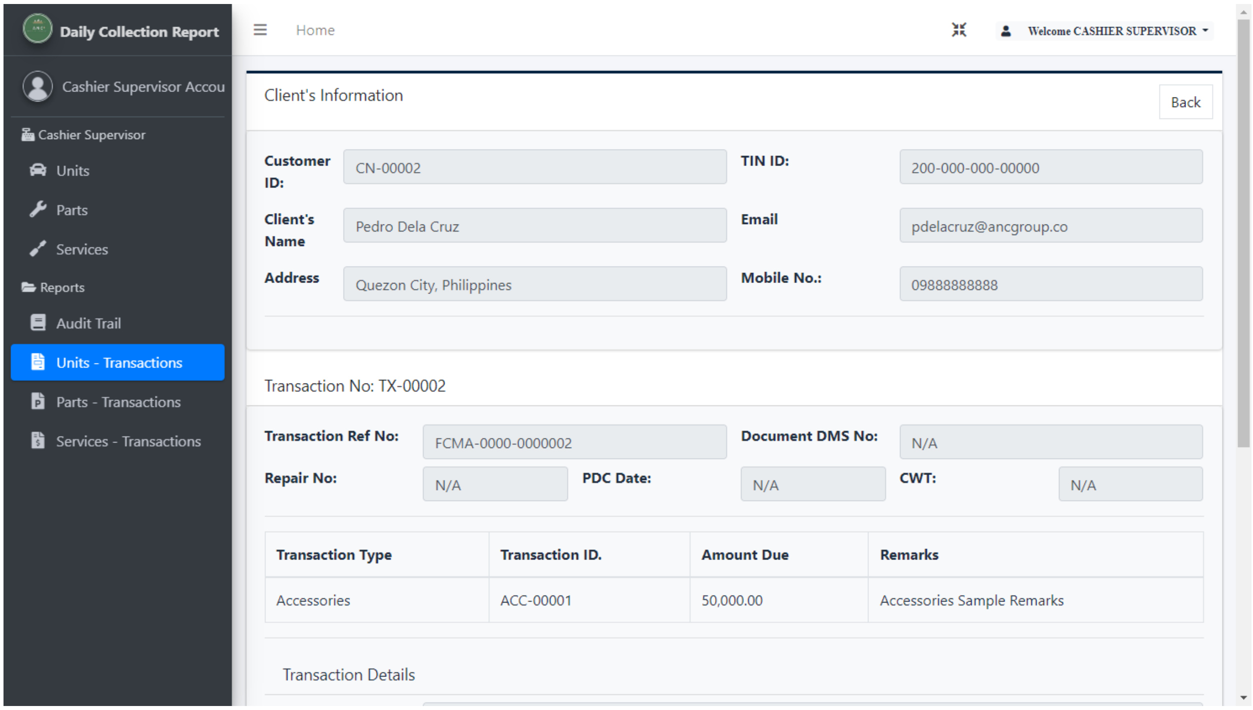
Voided/Cancelled Transactions

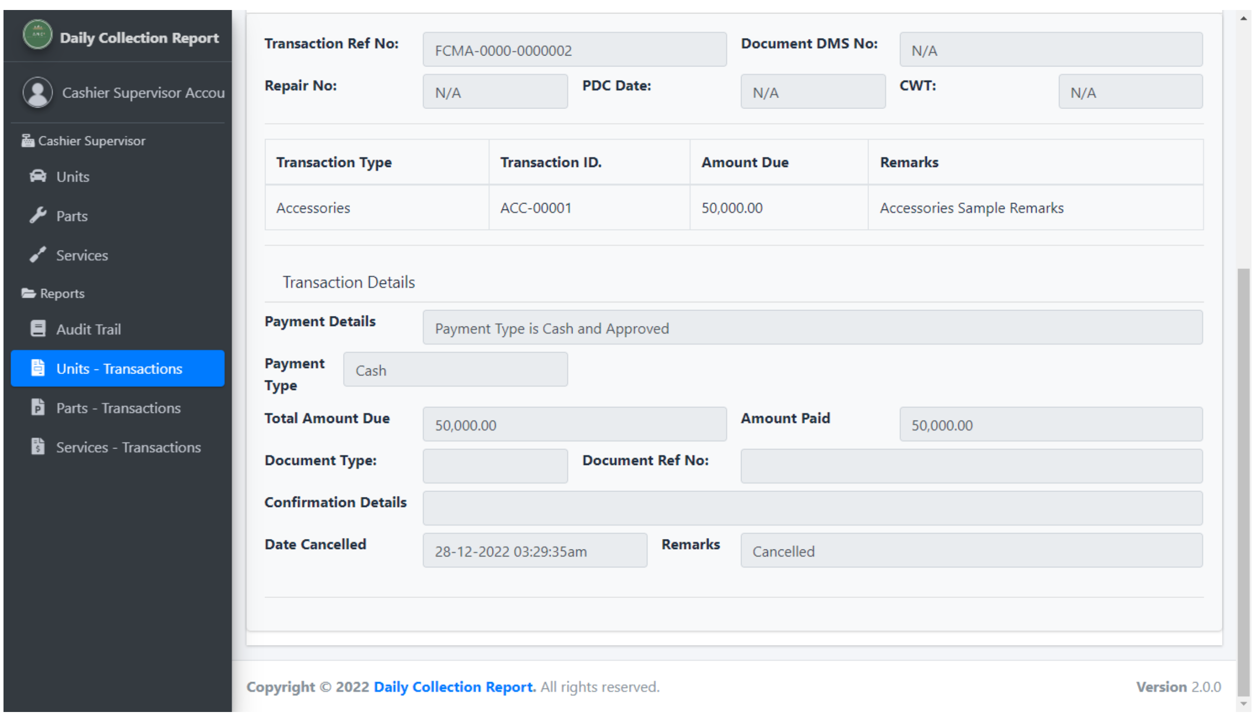


The user may also see all the voided and cancelled transactions by clicking the "Voided Transaction/s" or "Cancelled Transaction/s".

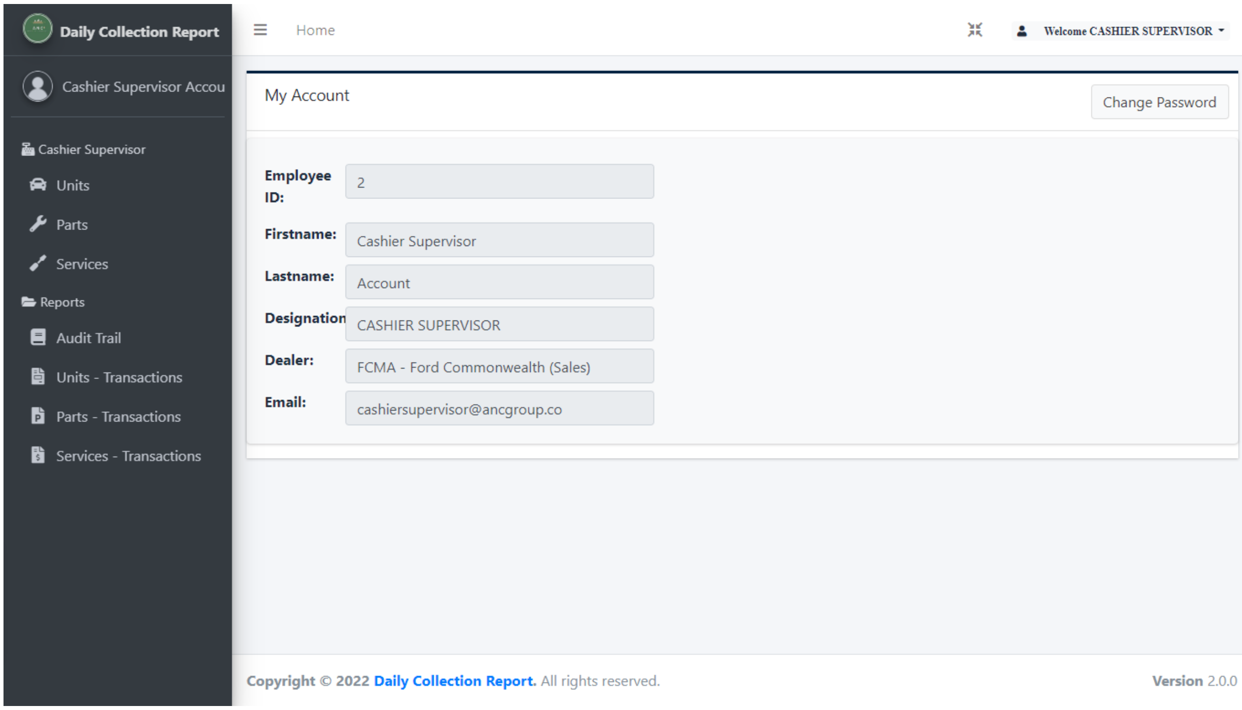


After clicking the button the user will now see all the Cancelled or Voided Transactions, the user may click view to see the full details of the transaction.





My Account



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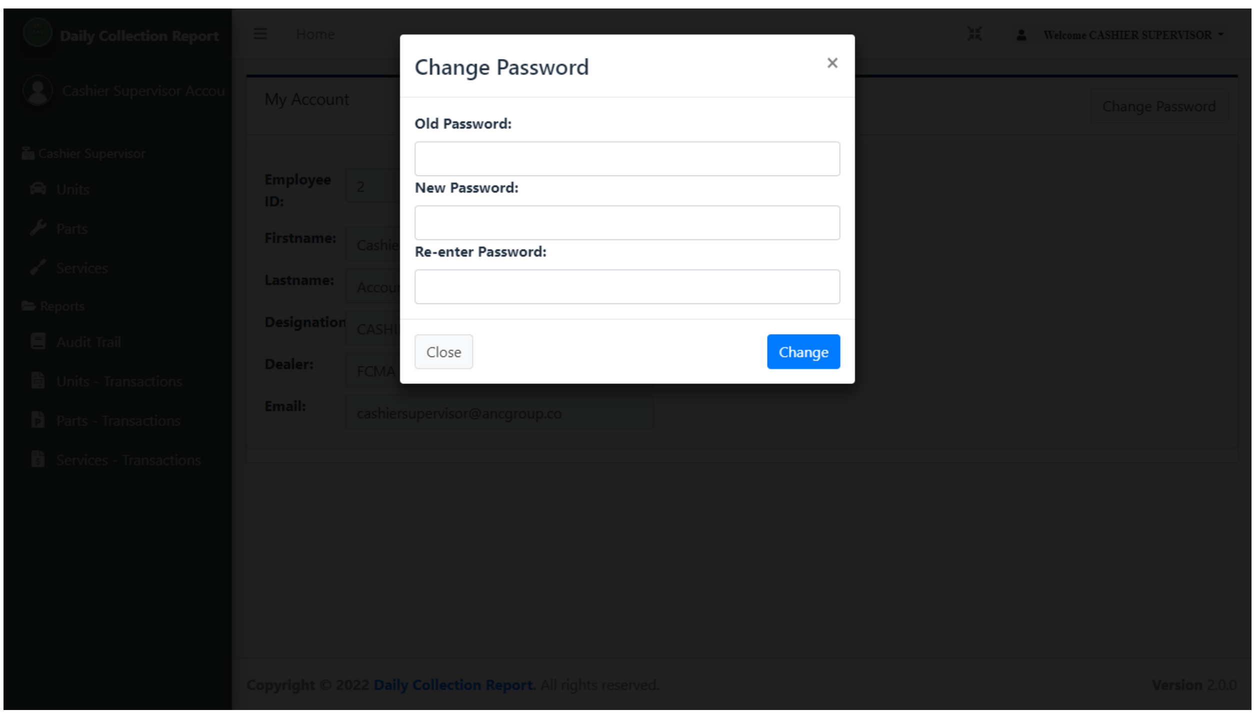
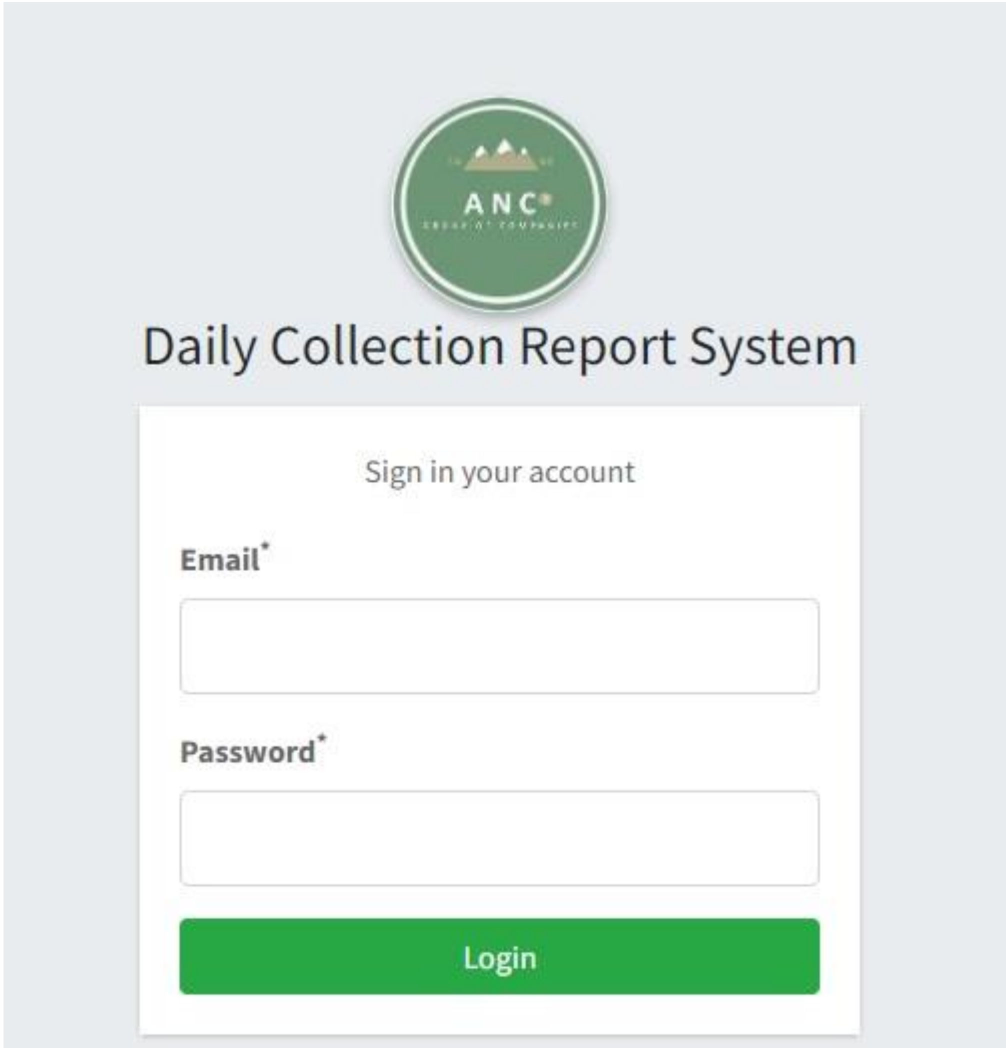


ANC+ Daily Collection Report System (DCR)

Treasury Manual

LOGIN PAGE



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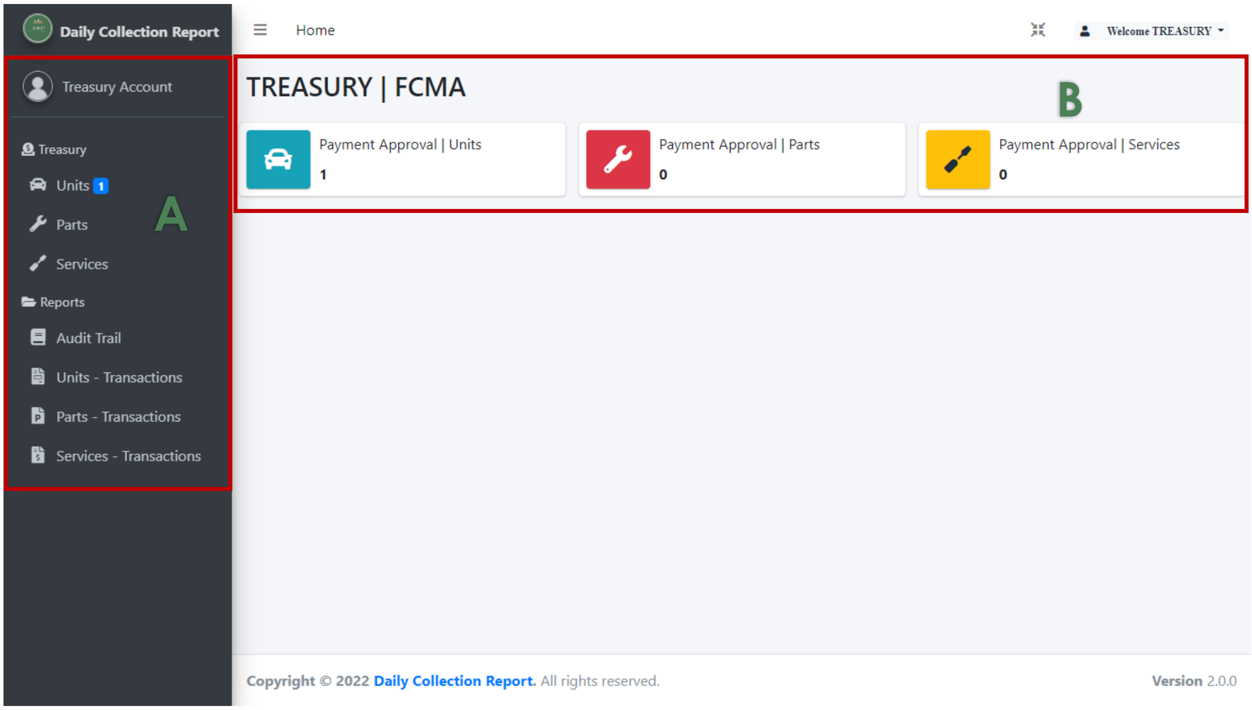
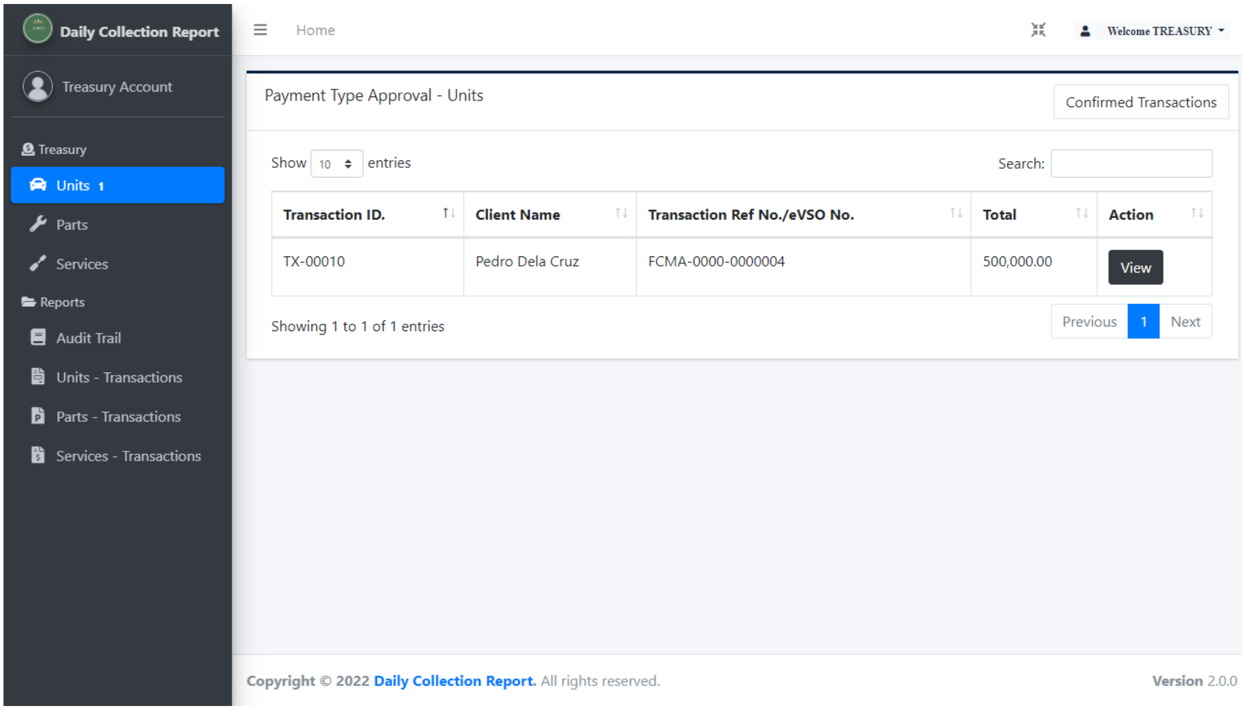
DASHBOARD

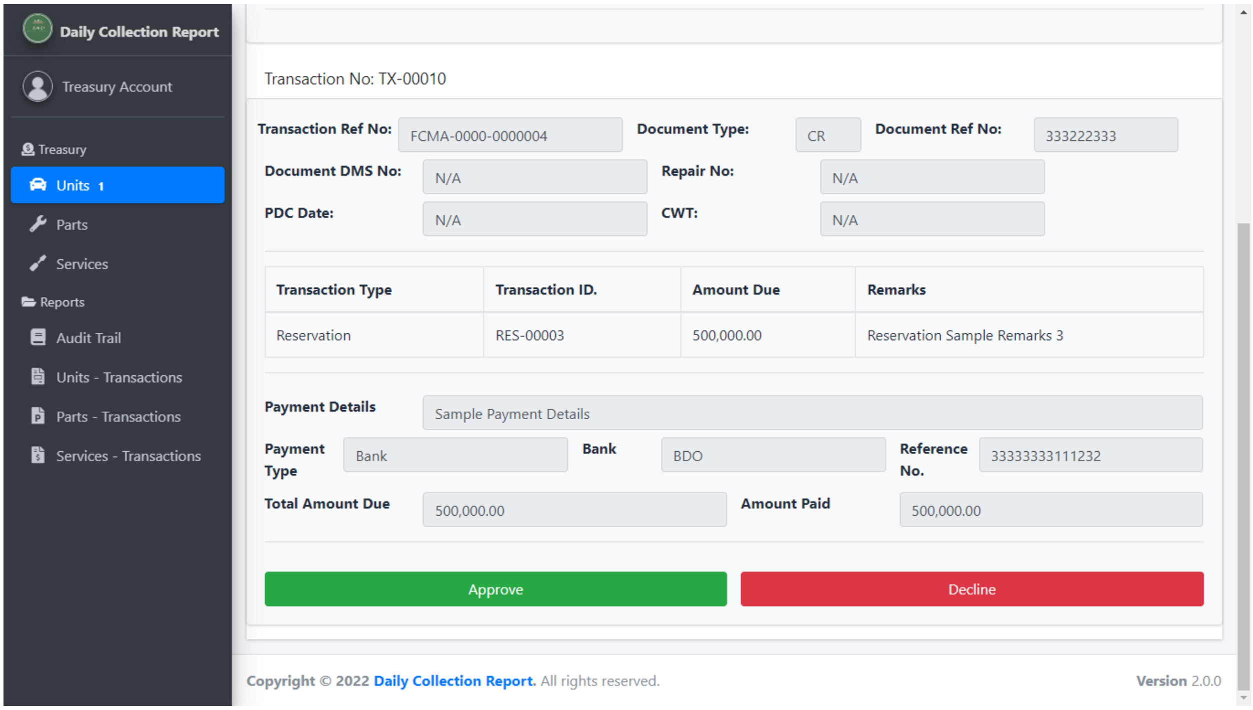


A. List of Modules the user is allowed to access.
B. System Dashboard

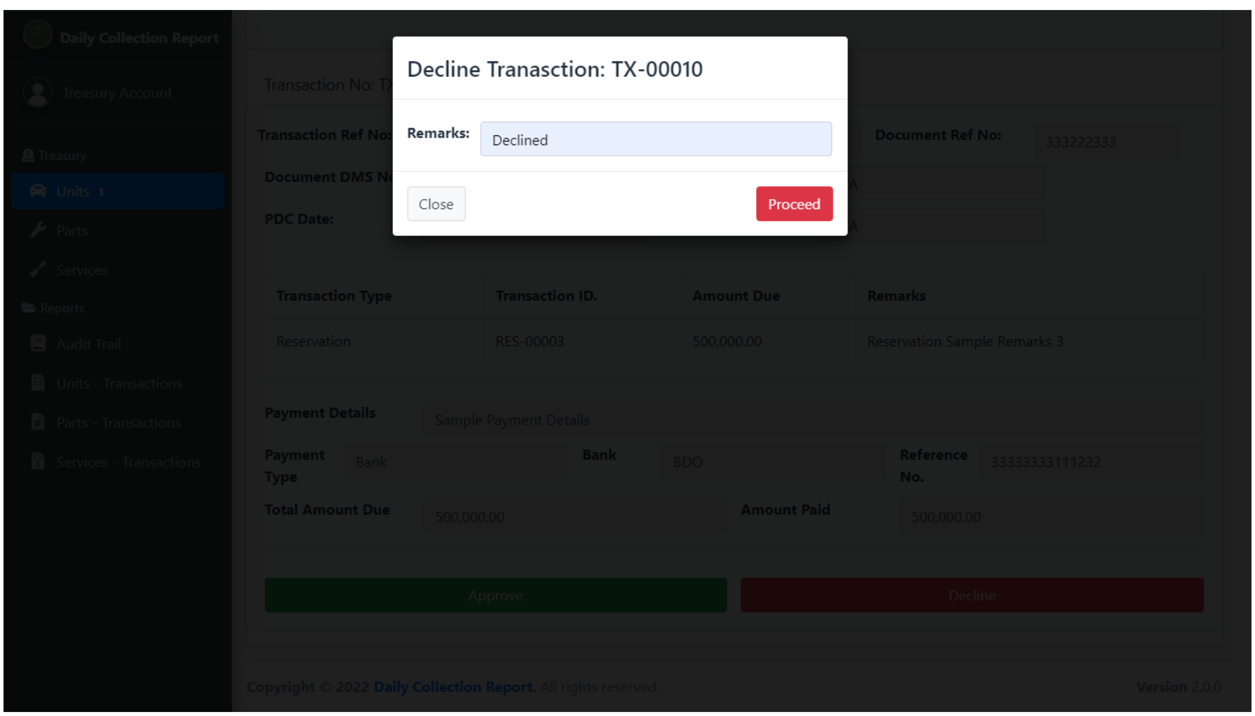
Payment Type Approval



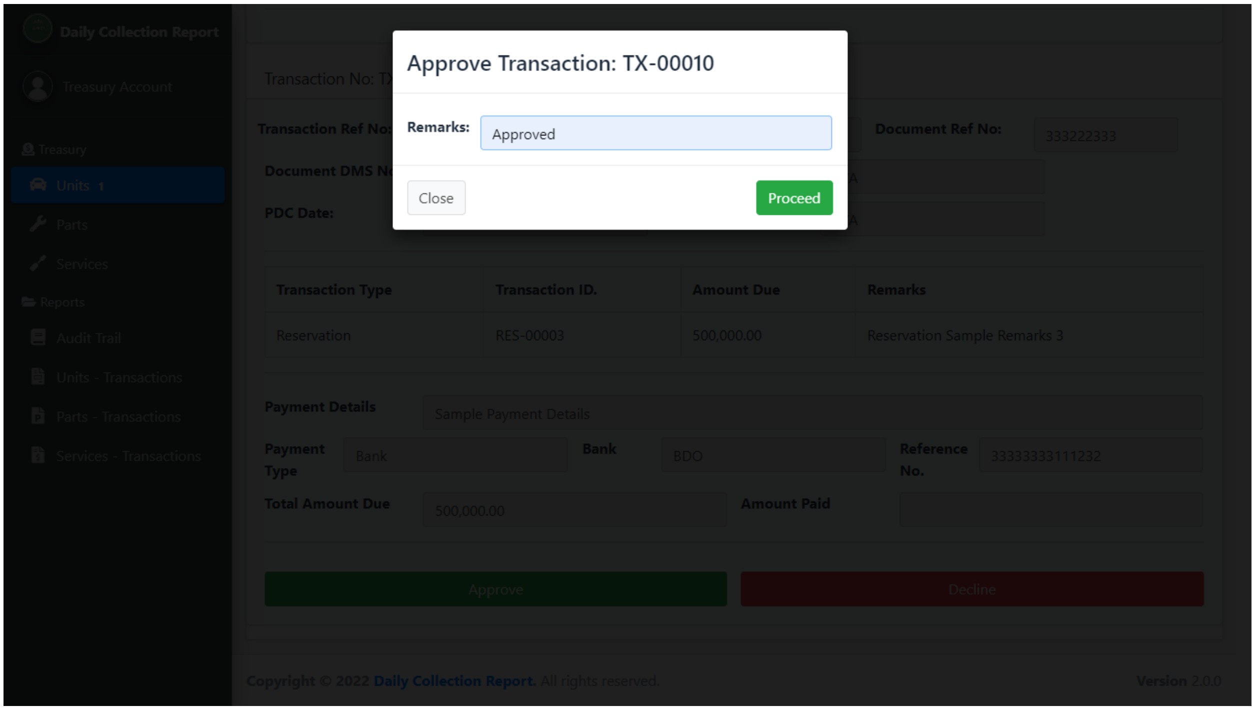
For the Payment Type Approval, the user will see all the transactions that needed Approval. The user may see all the details of the transaction by clicking the "View" button.



After clicking the view button, the user will now see the full details of the transaction.



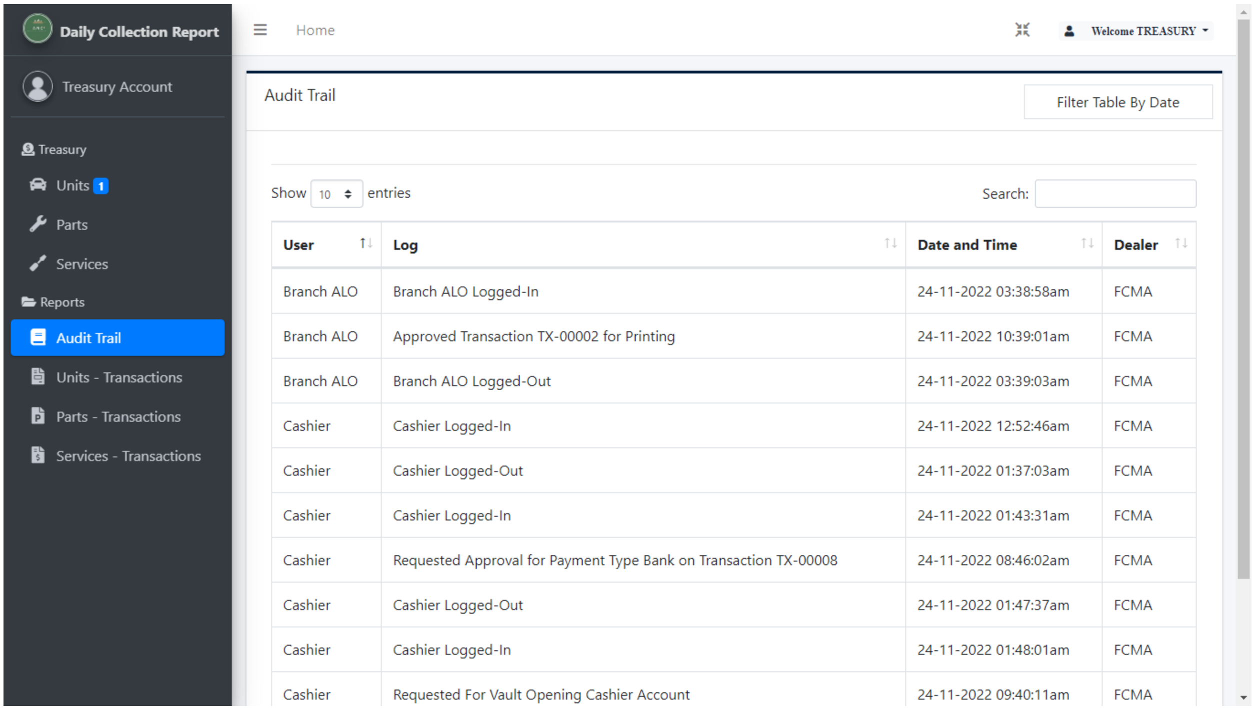
If the user wants to decline the payment type the user may click the “Decline” Button and insert the details on why it is declined. The transaction will be sent back to the cashier for editing and re-request.



If the user wants to approve the payment type the user may click the "Approved" Button and insert the details on why it is Approved. The transaction is now active and complete.

Note: This process goes through all the transaction types (Units, Parts, and Services)

Audit Trail



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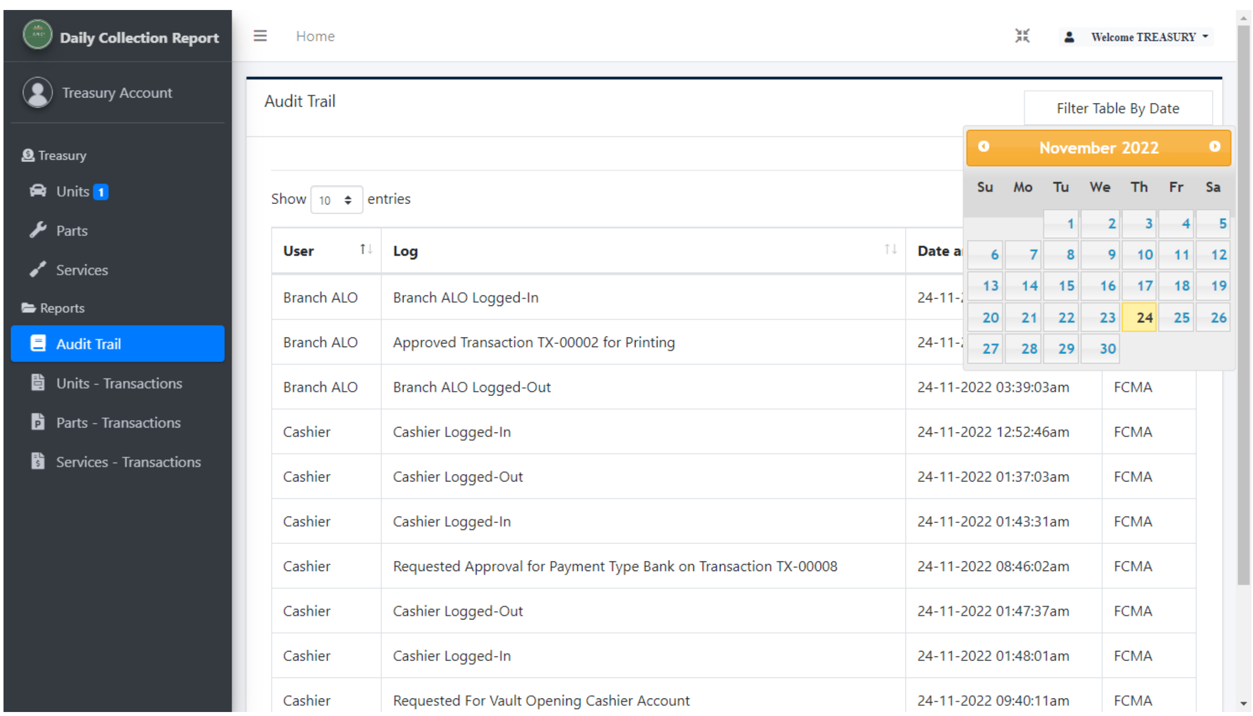
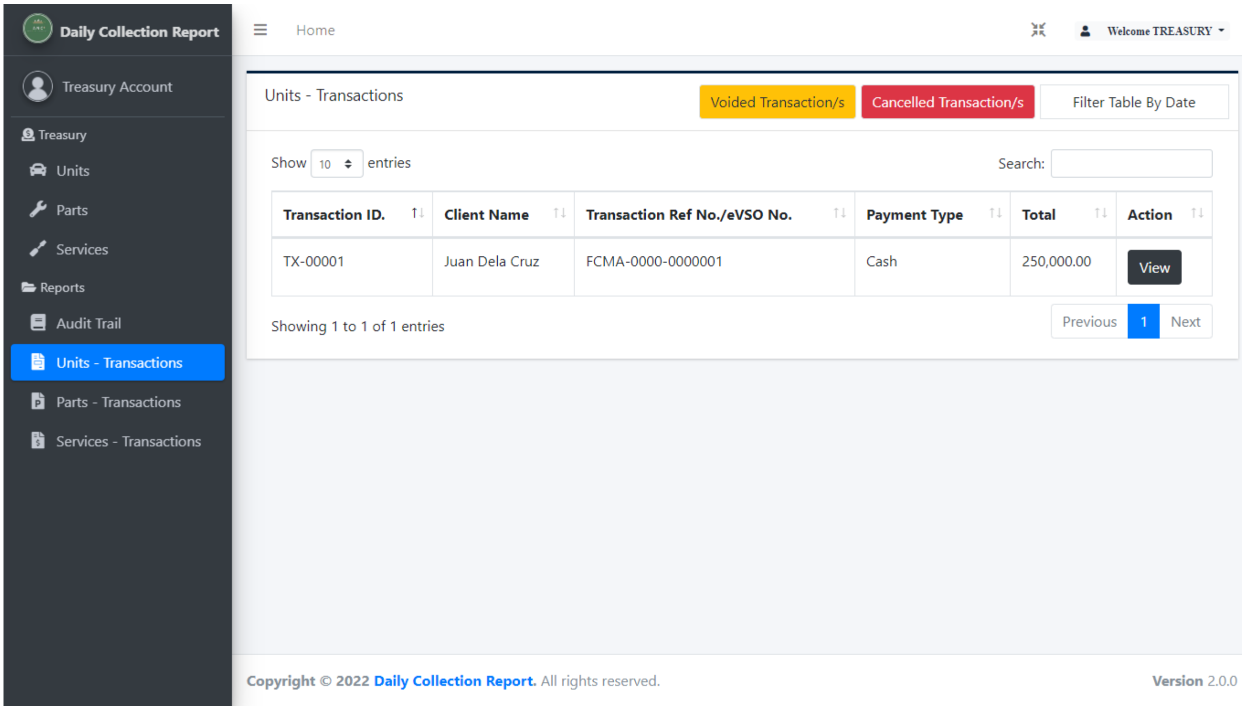
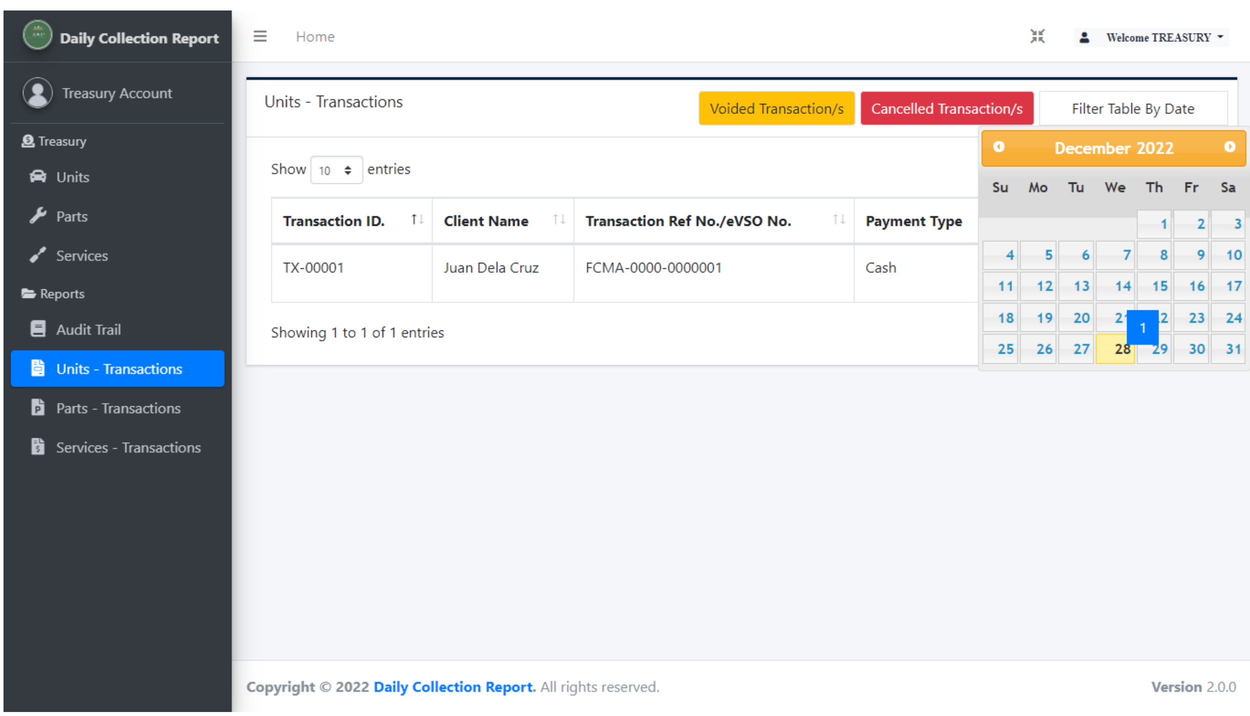
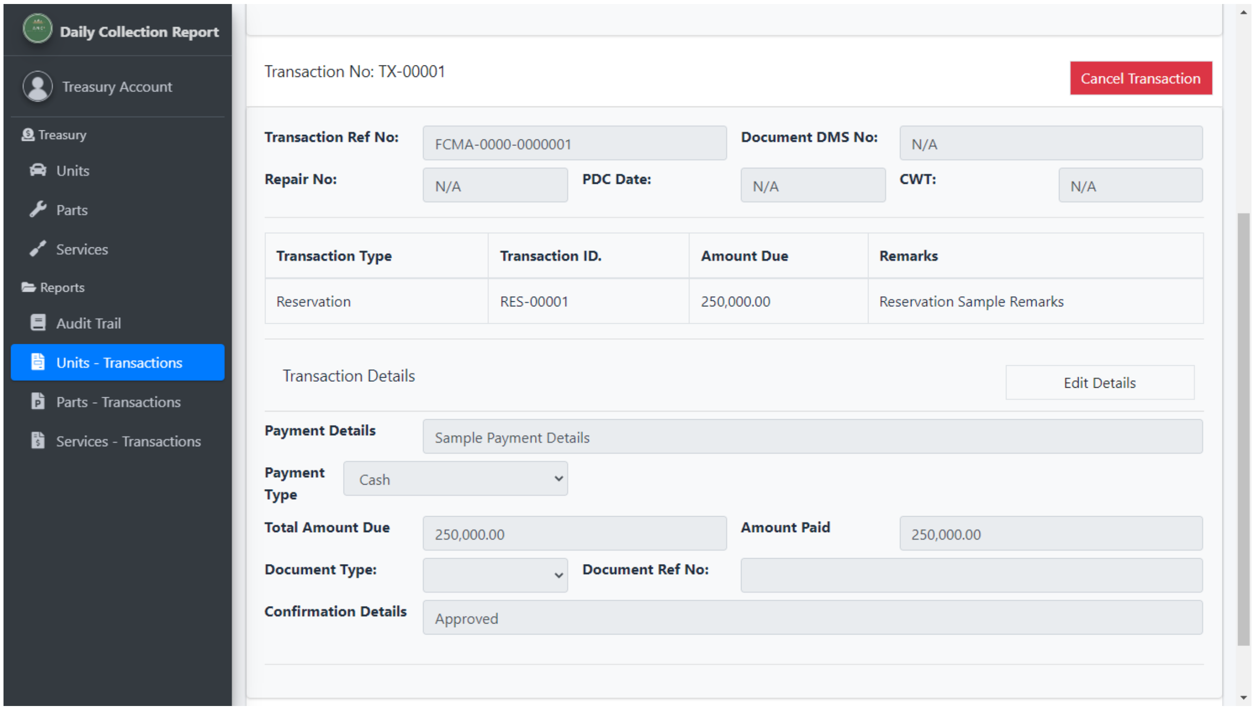


Reports

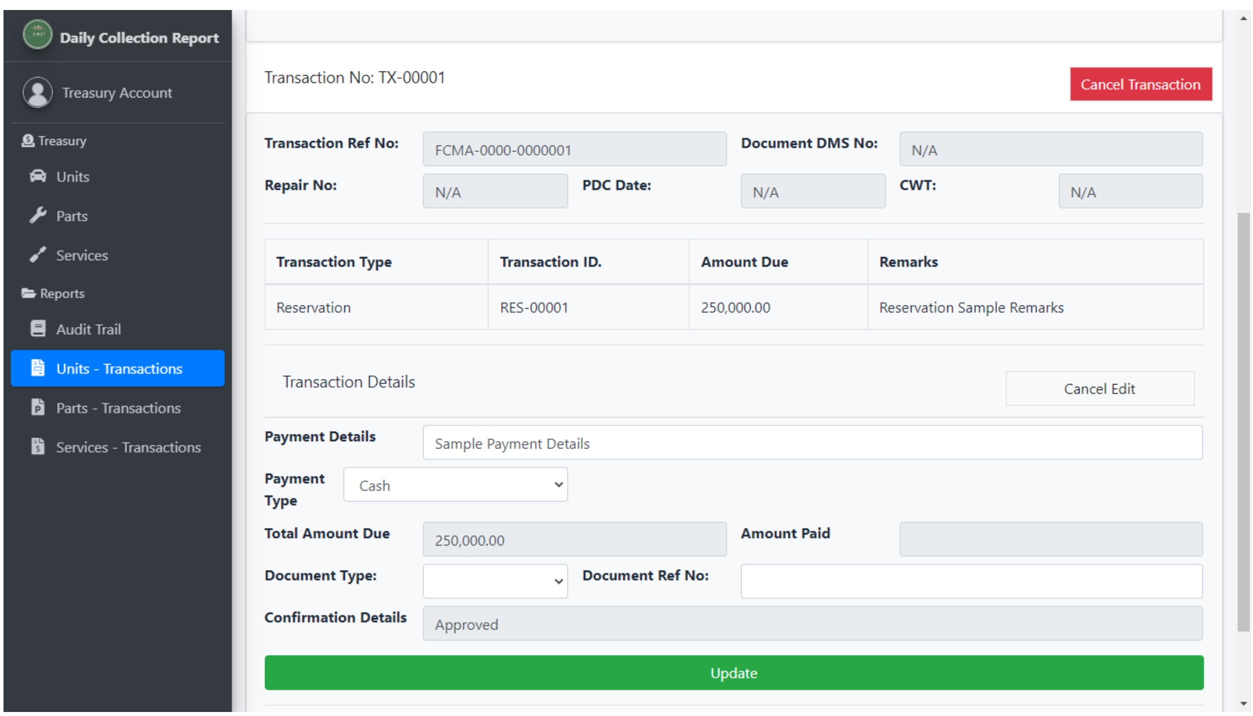


For the Reports Module the user may see all the finished transaction listed in a table. This table may be filtered by date by clicking the "Filter Table by Date".





The user may also see all the transaction details by simply clicking the "View" button. The user may also edit the transaction if the transactions payment type is Cash or Credit Card.



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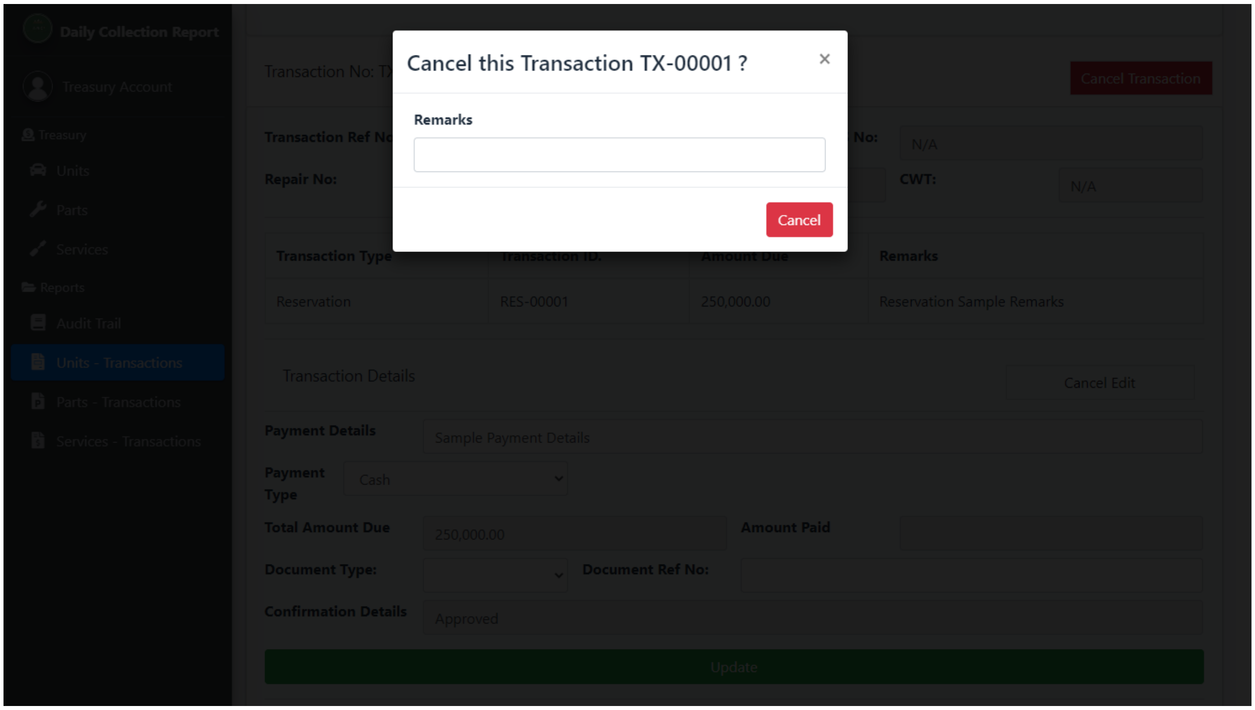
Cancel a transaction



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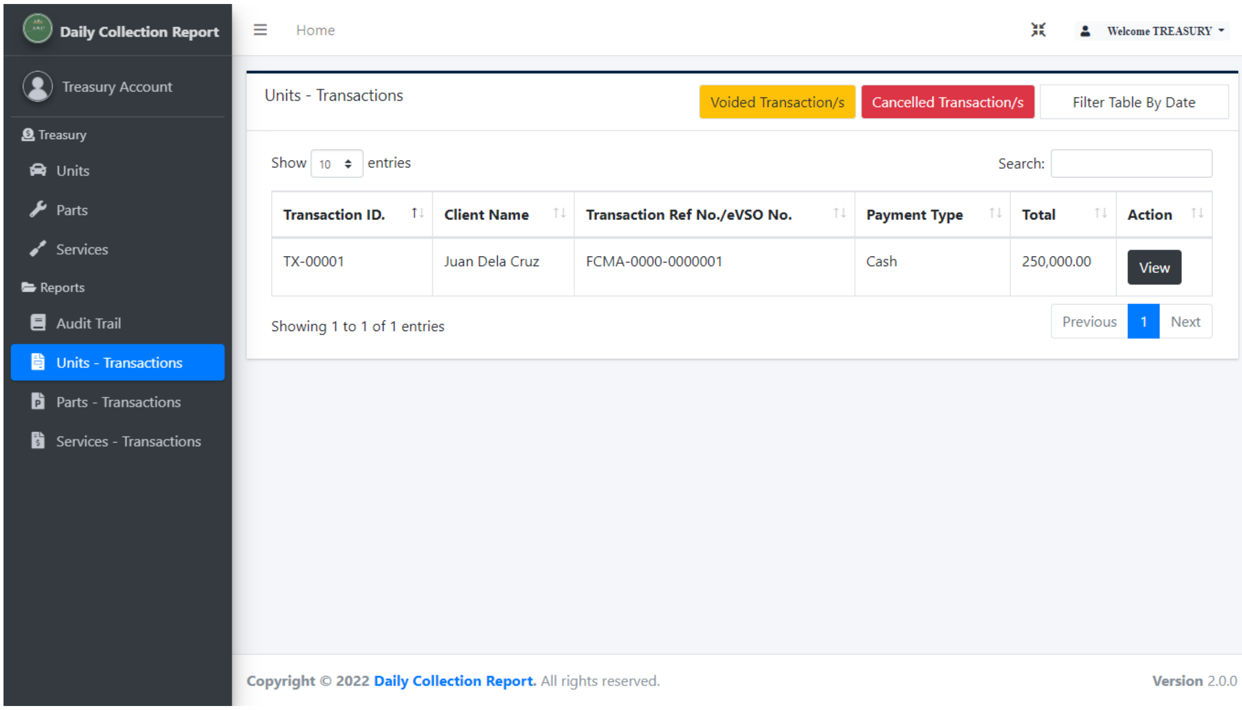
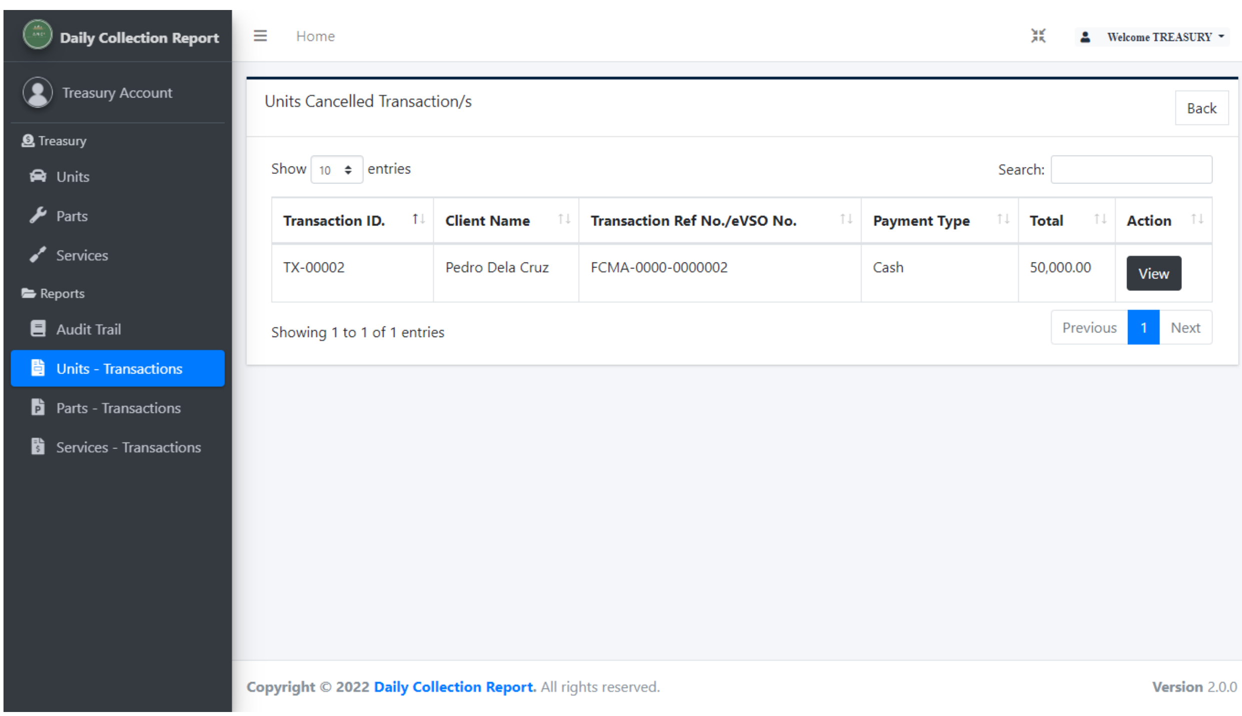
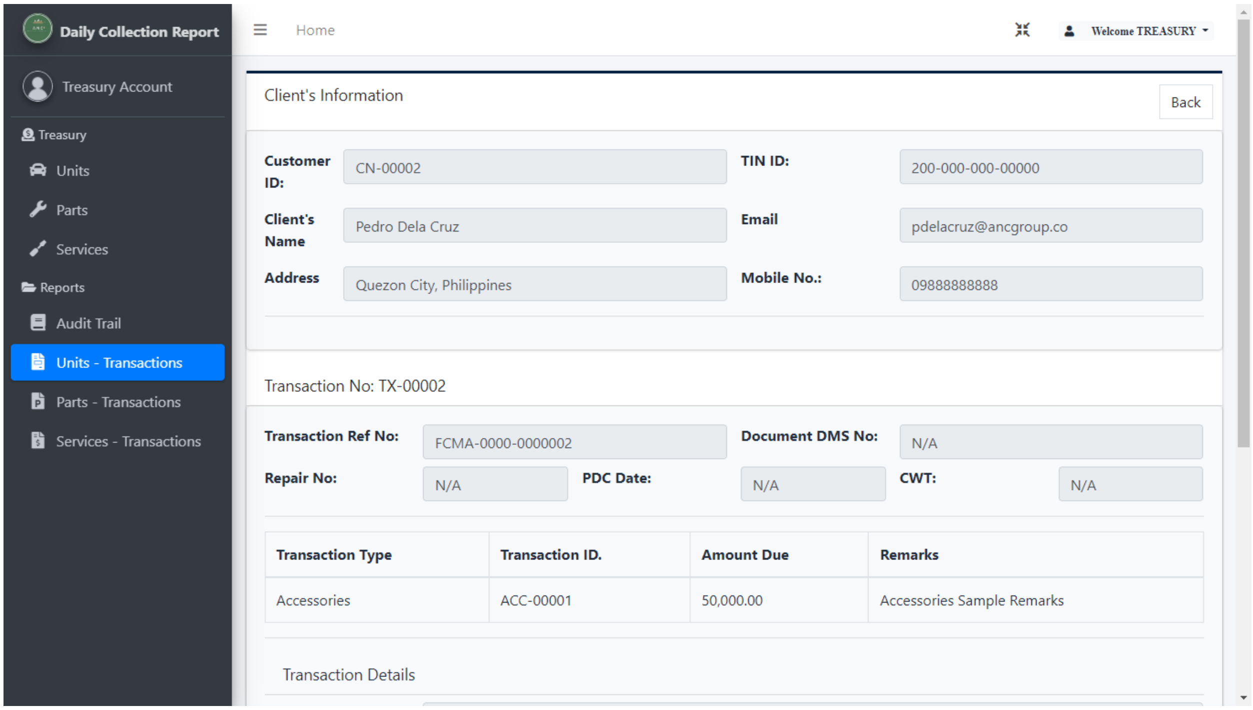
Voided/Cancelled Transactions

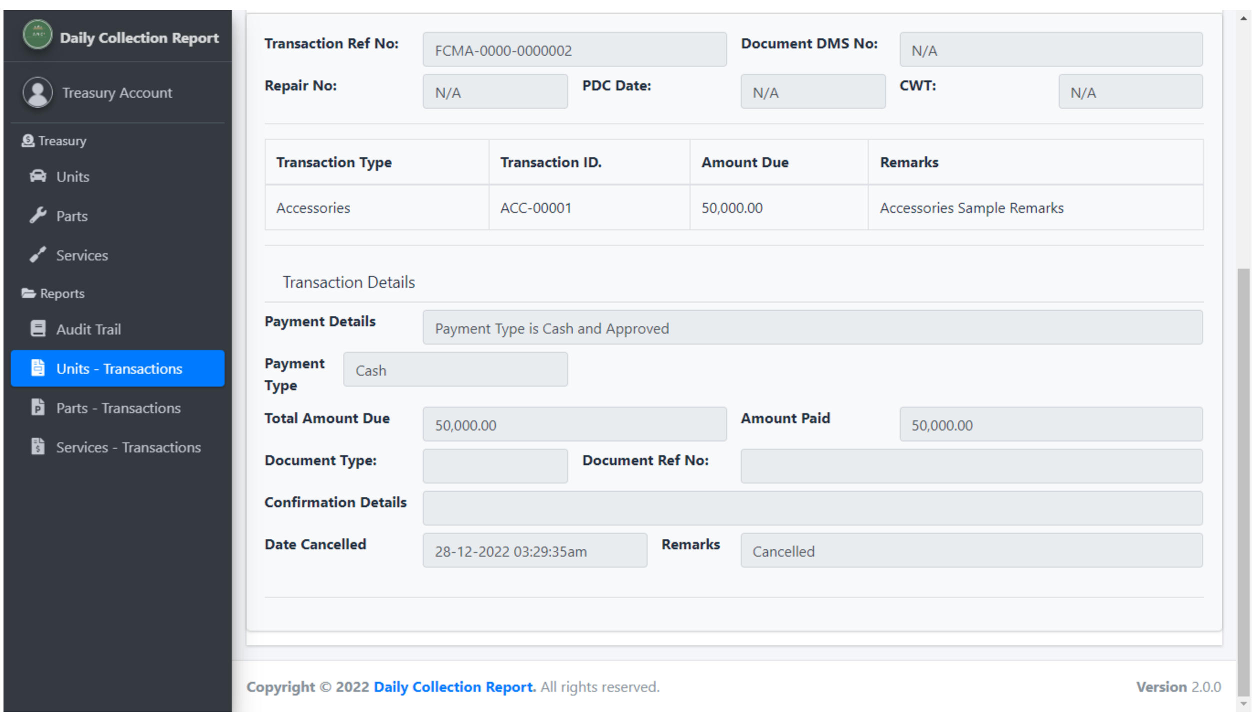


The user may also see all the voided and cancelled transactions by clicking the "Voided Transaction/s" or "Cancelled Transaction/s".

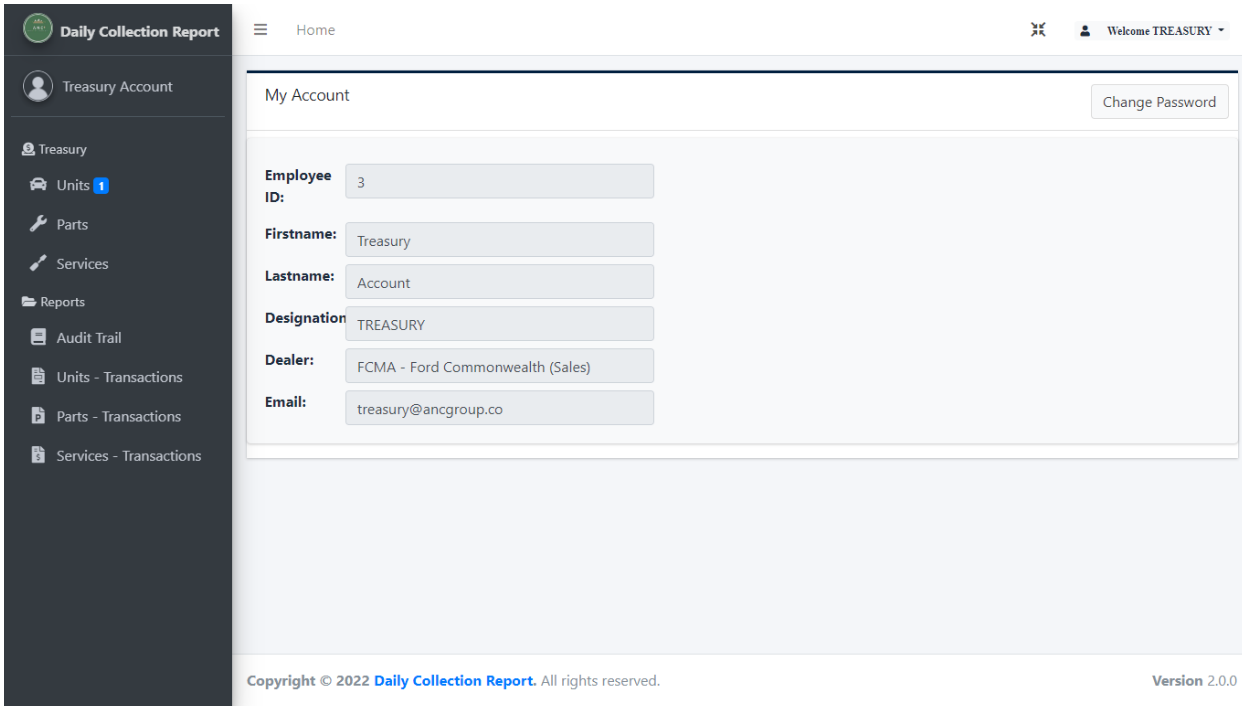


After clicking the button the user will now see all the Cancelled or Voided Transactions, the user may click view to see the full details of the transaction.





My Account



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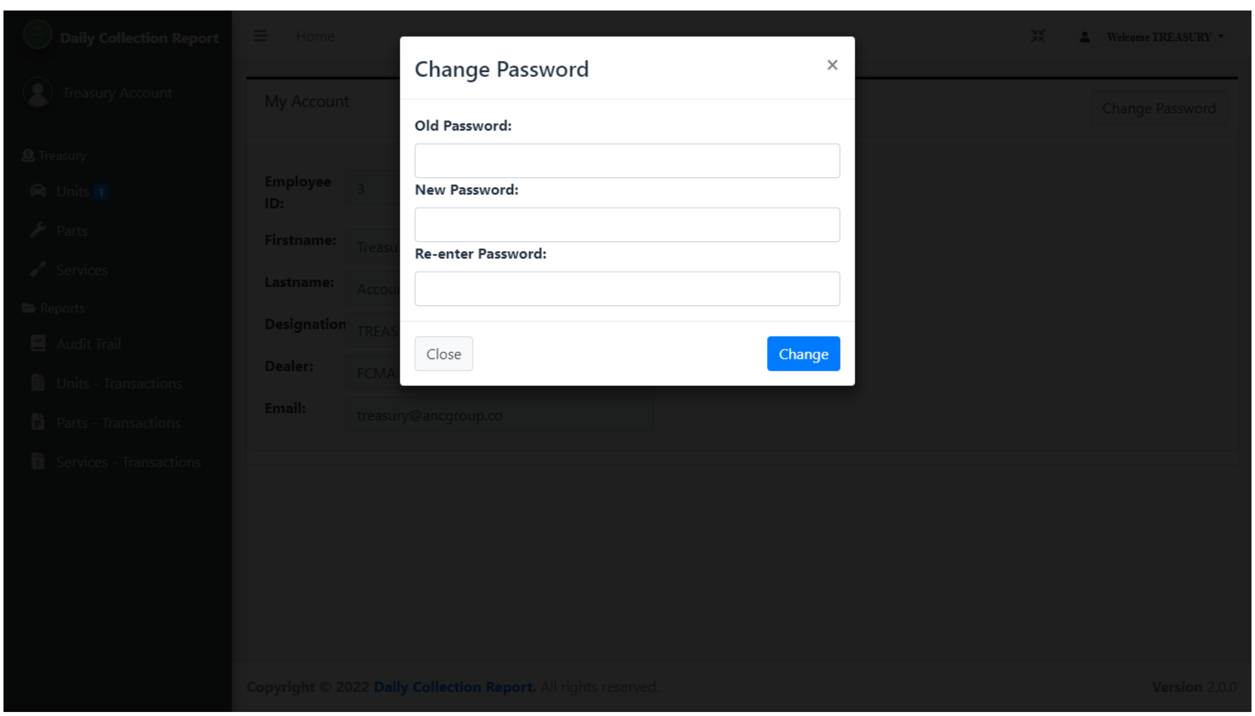
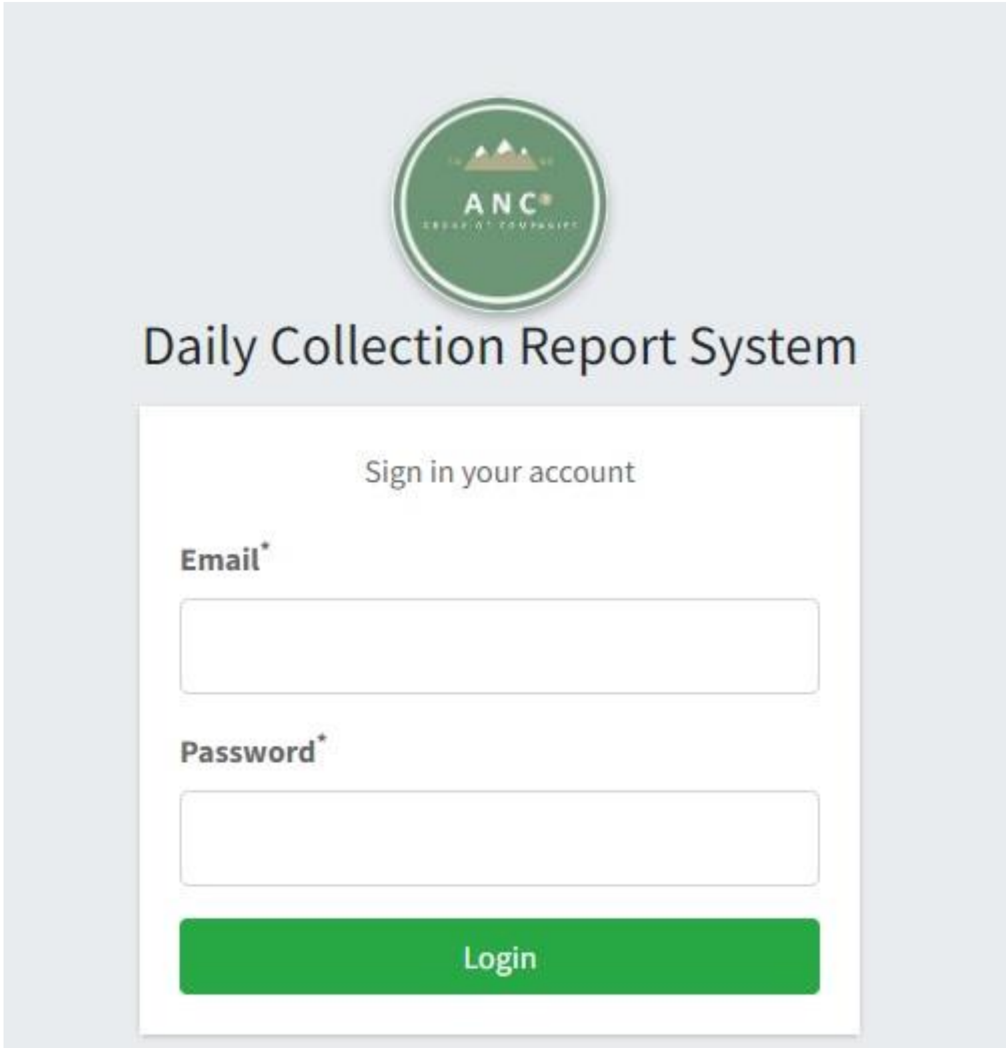


ANC+ Daily Collection Report System (DCR)

Sales Manager Manual

LOGIN PAGE



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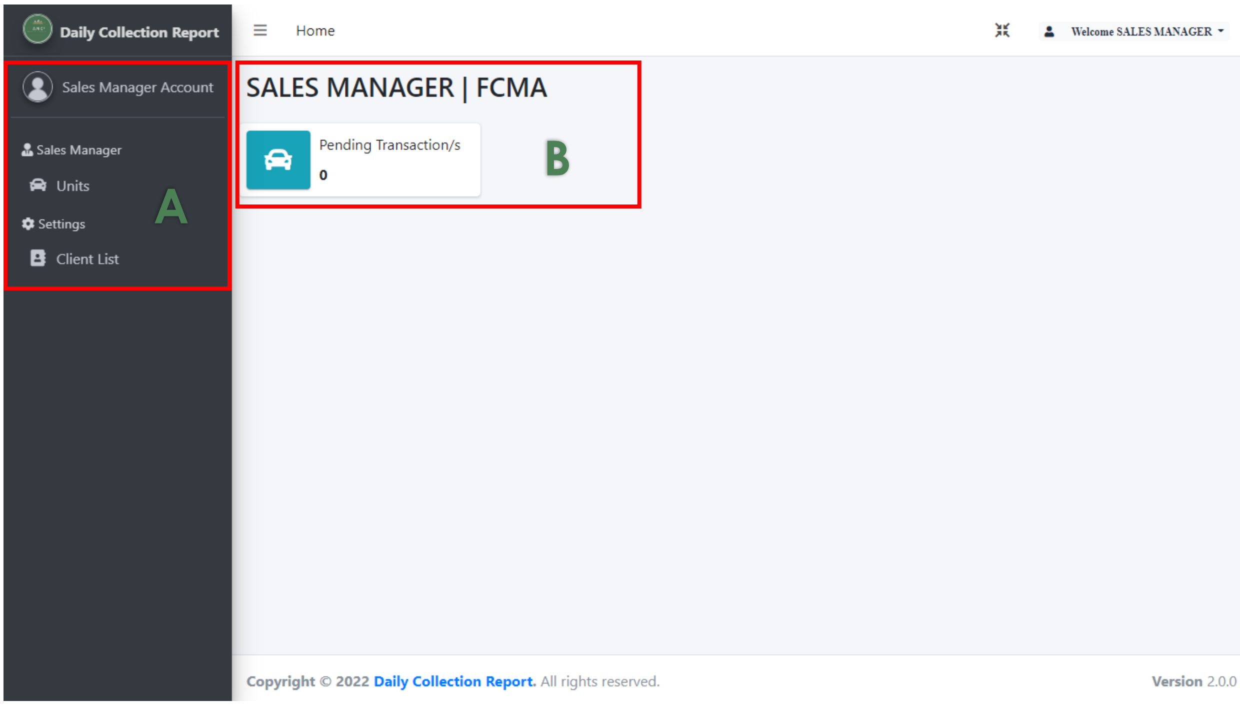
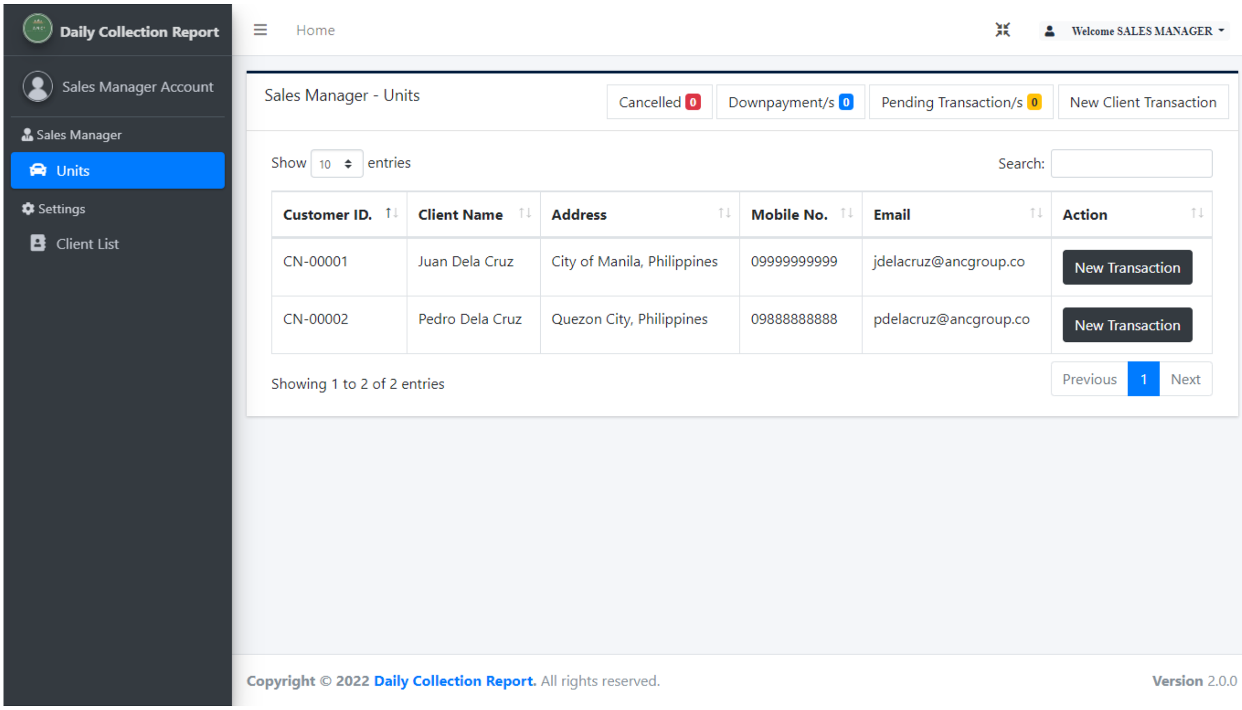
DASHBOARD

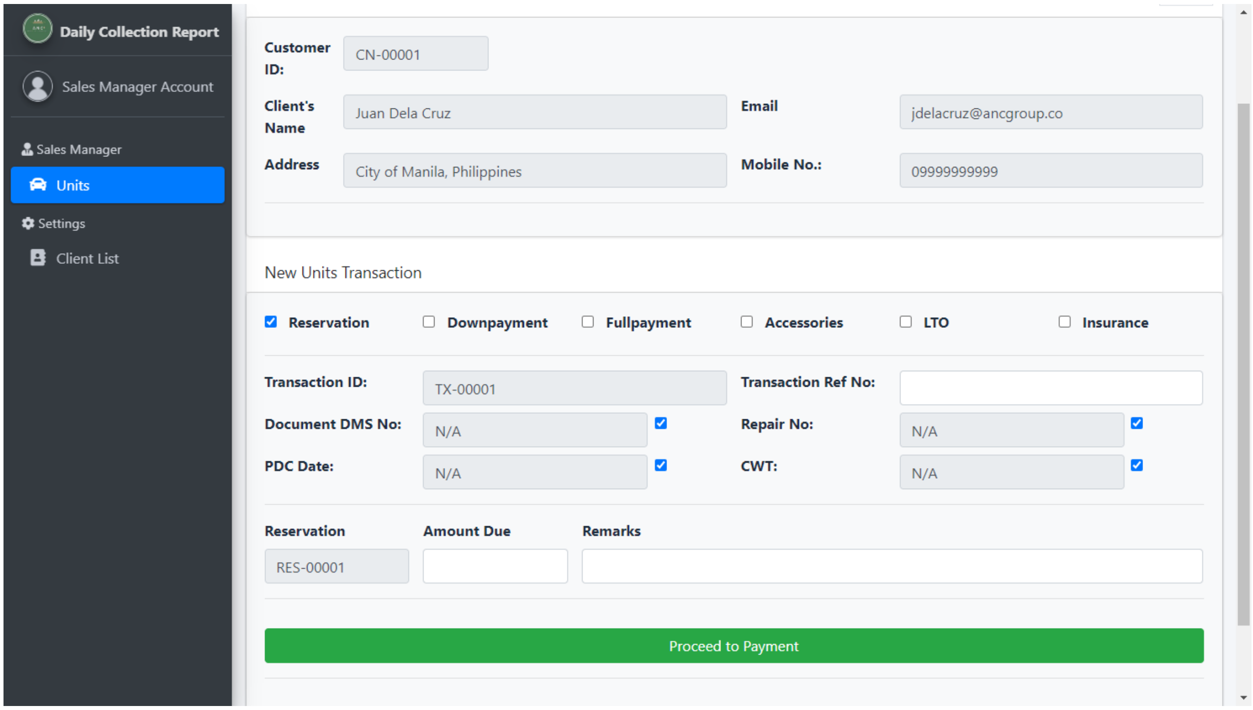


A. List of Modules the user is allowed to access.
B. System Dashboard

Create Transaction



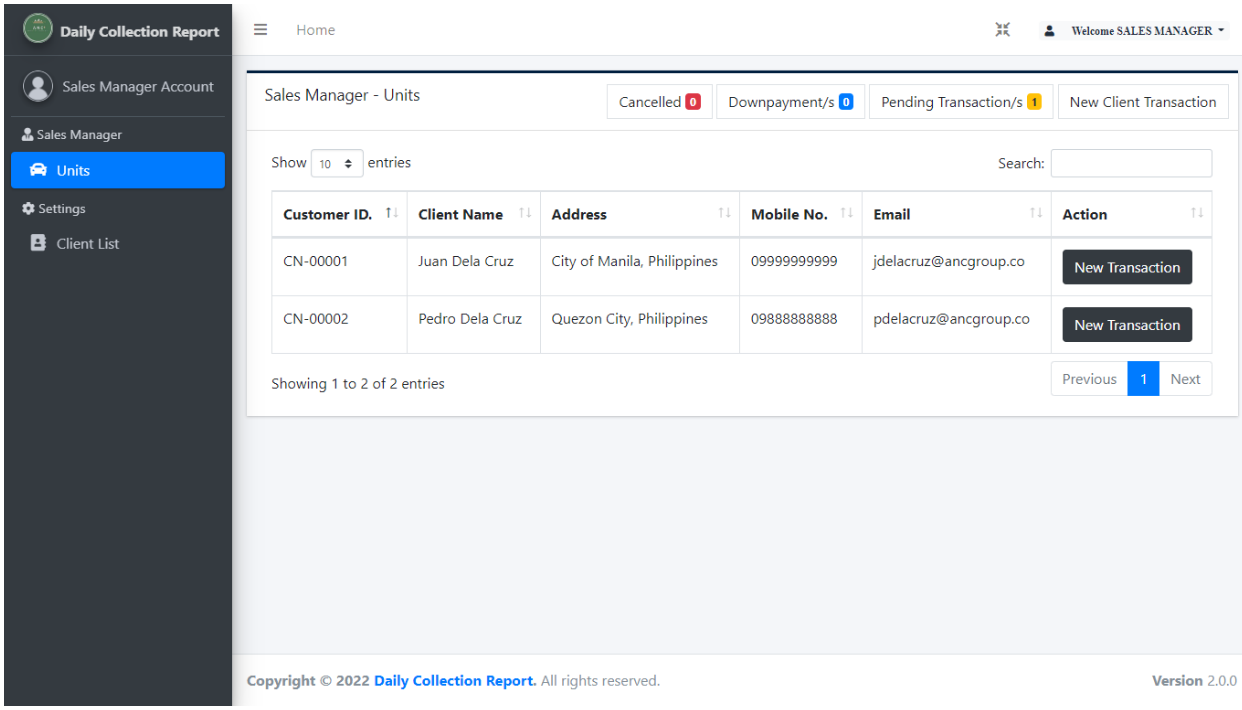
To create a new transaction, click on "New Transaction" if the client that the user wants to create a transaction is not seen on the table the user may add a New Client Transaction by clicking on the "New Client Transaction".



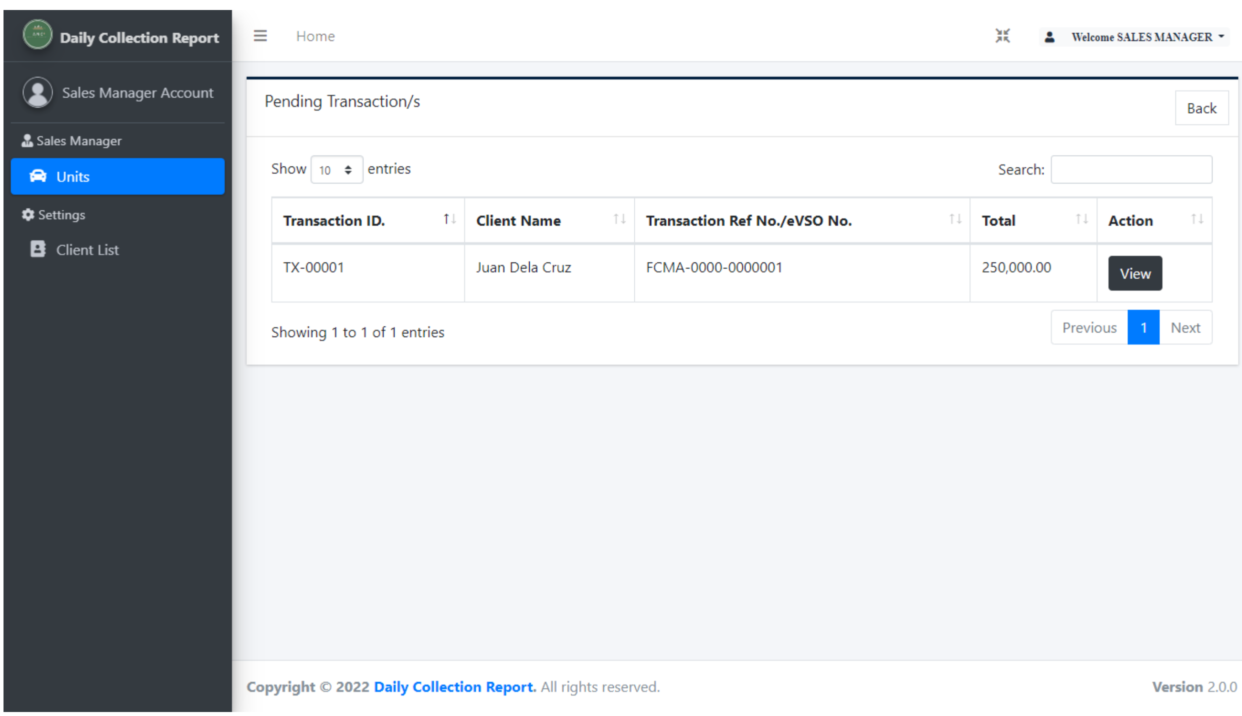
The user may now choose the type of transaction and insert the credentials of the transaction.

After the user completed filling out the credentials of the transaction the user may now press the "Proceed to Payment" button, this transaction will now be sent to the cashier.

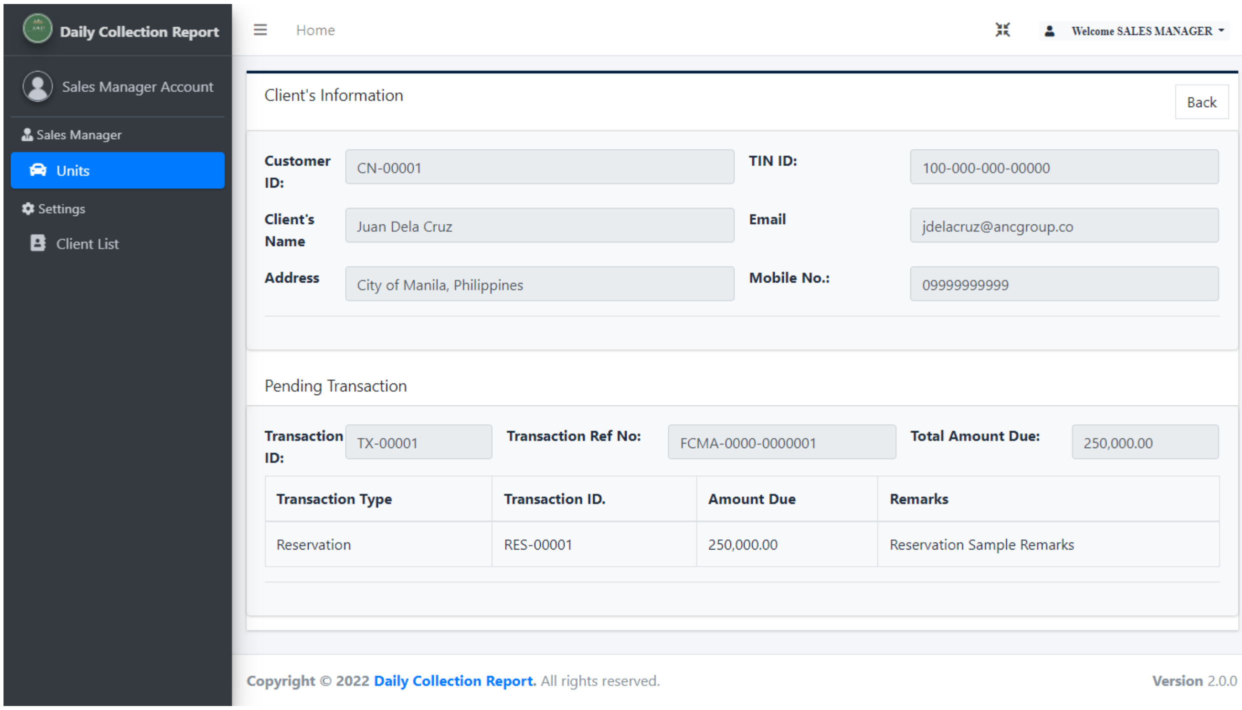
Pending Transaction/s



After sending the transaction to the cashier, the user may see the transaction by pressing the “Pending Transaction/s” button.

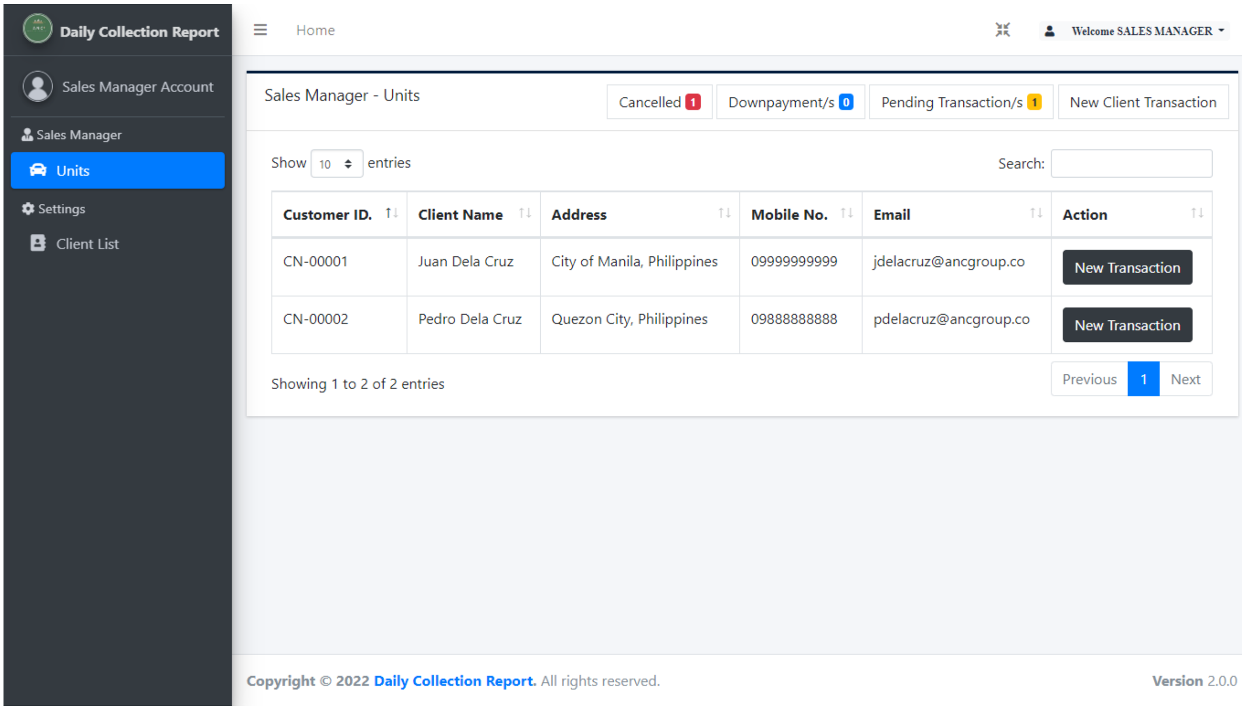


Pending Transaction View

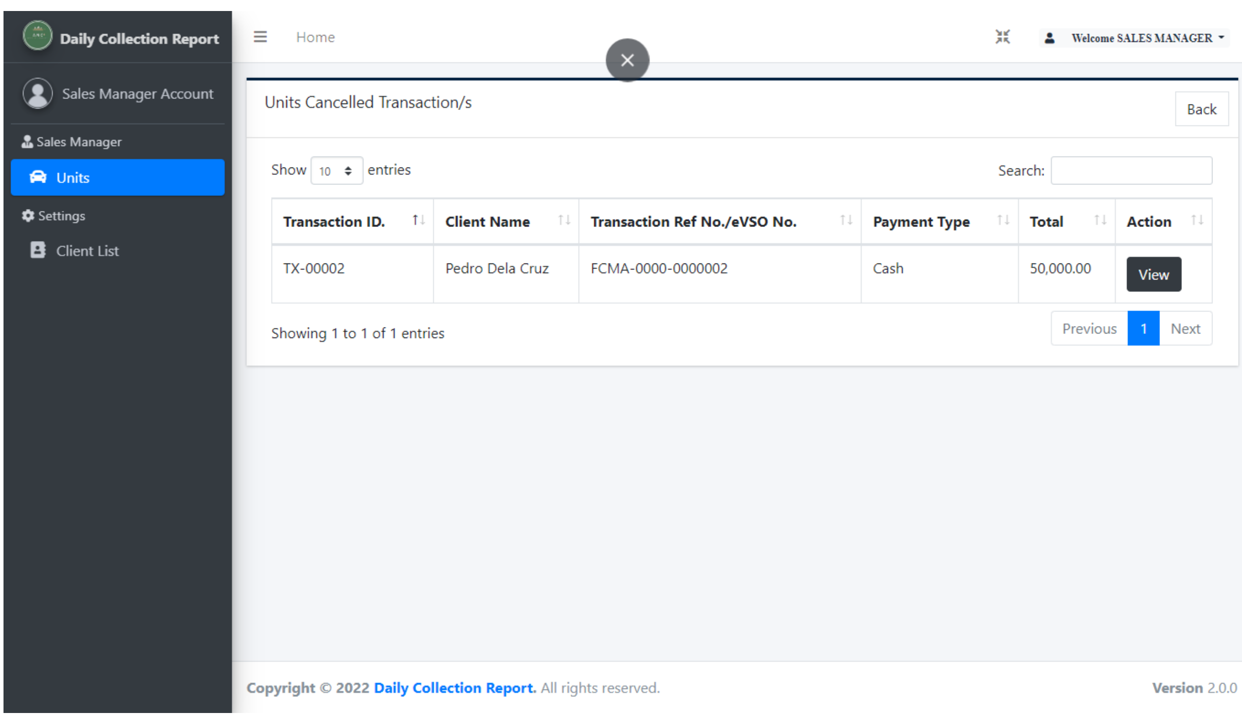


Here the user may see the transaction credentials that is passed to the cashier and is waiting to complete the transaction.

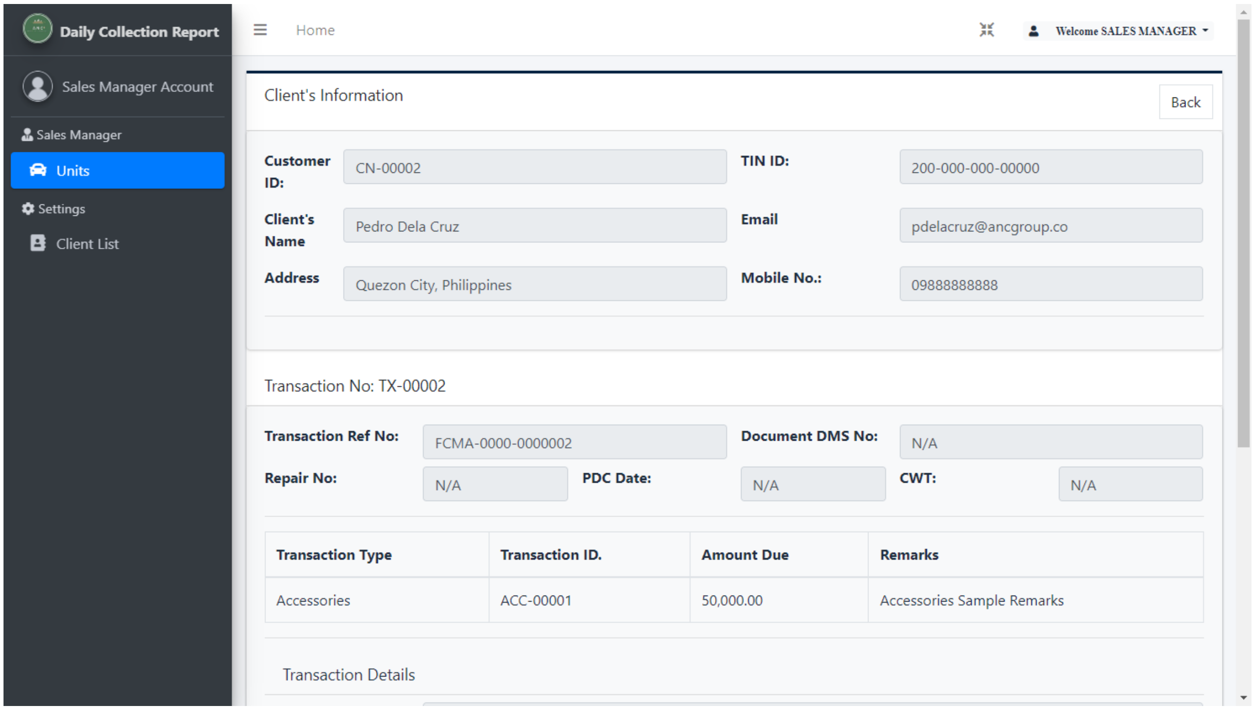
Cancelled

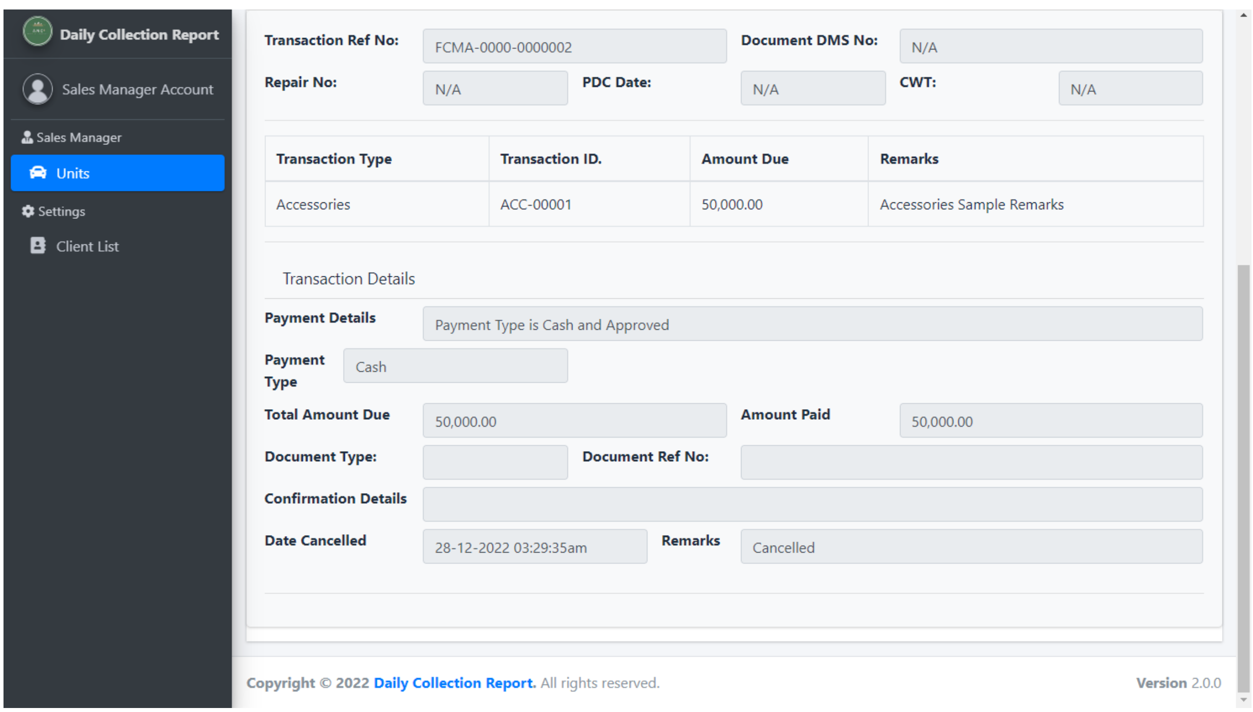


The user may also see all the cancelled transactions by clicking the Cancelled button.



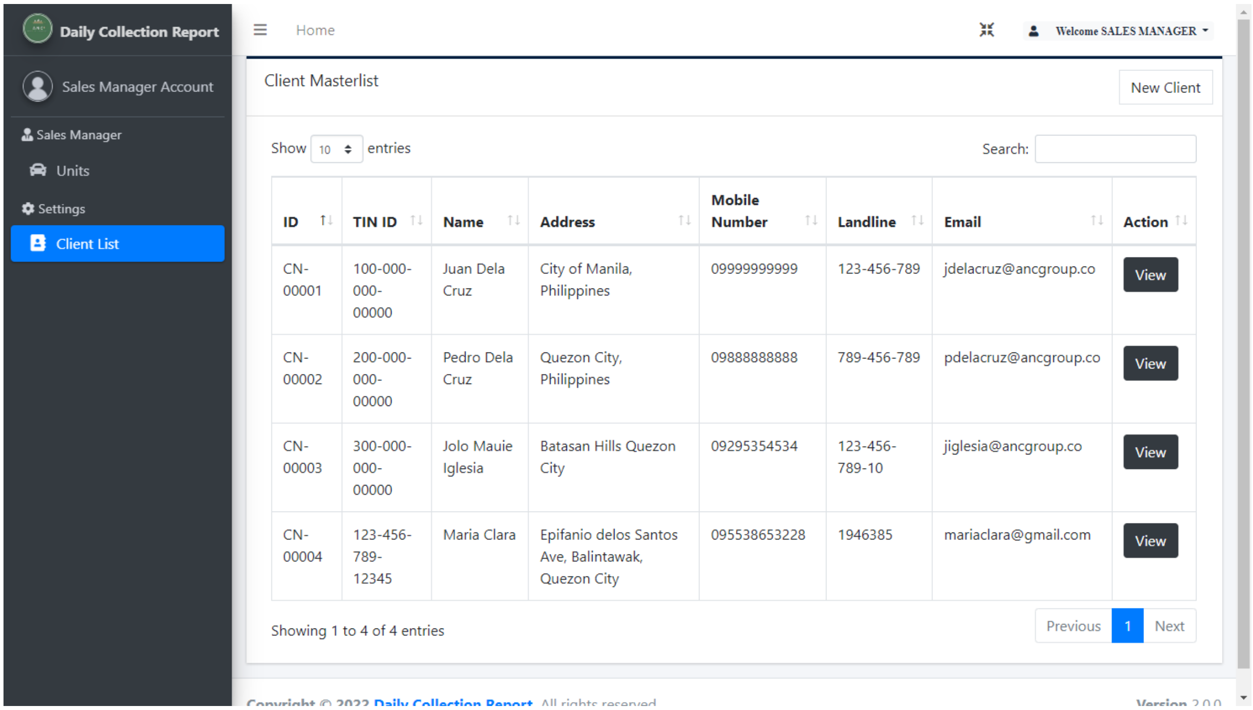
Here the user may see the list of cancelled transactions the user may also see the full credentials of the cancelled transaction by clicking the view button.





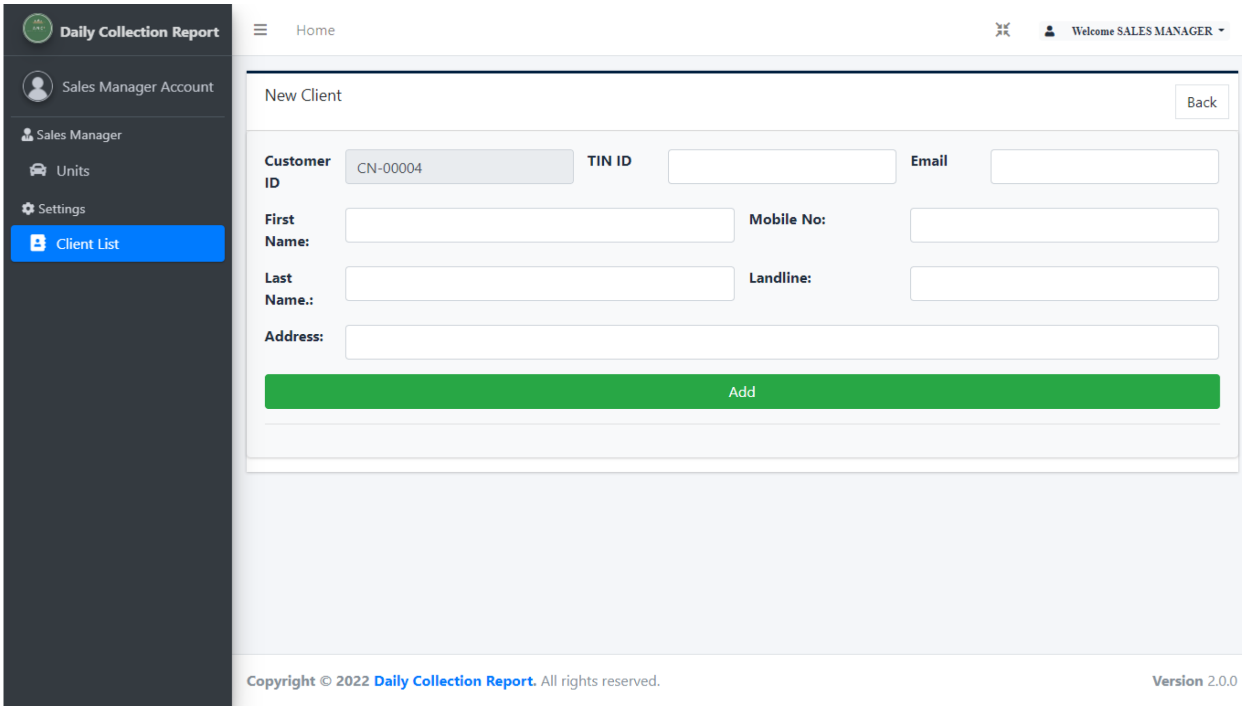
At the bottom of the transaction credentials are the Date when the transaction is cancelled and the Remarks on why the transaction is cancelled.

Client List

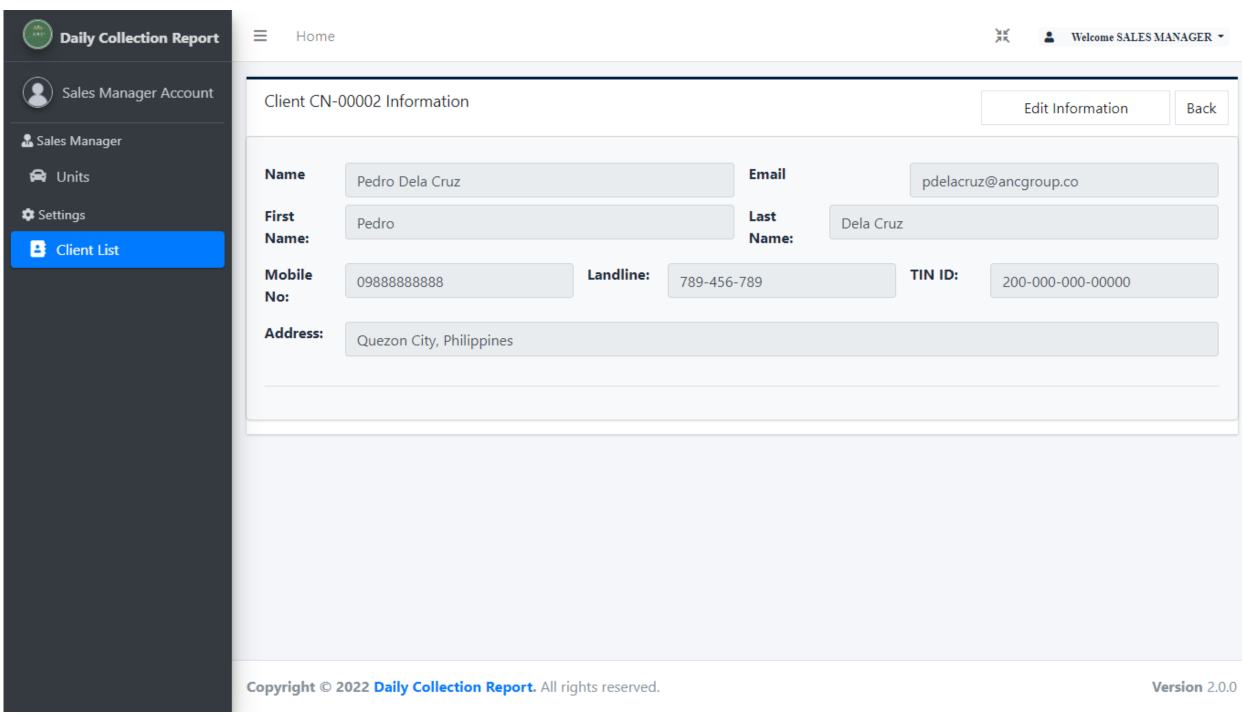


ID	TIN ID	Name	Address	Mobile Number	Landline	Email	Action
CN-00001	100-000-000-00000	Juan Dela Cruz	City of Manila, Philippines	09999999999	123-456-789	jdelacruz@ancgroup.co	View
CN-00002	200-000-000-00000	Pedro Dela Cruz	Quezon City, Philippines	09888888888	789-456-789	pdelacruz@ancgroup.co	View
CN-00003	300-000-000-00000	Jolo Mauie Iglesia	Batasan Hills Quezon City	09295354534	123-456-789-10	jiglesia@ancgroup.co	View
CN-00004	123-456-789-12345	Maria Clara	Epifanio delos Santos Ave, Balintawak, Quezon City	095538653228	1946385	mariaclara@gmail.com	View

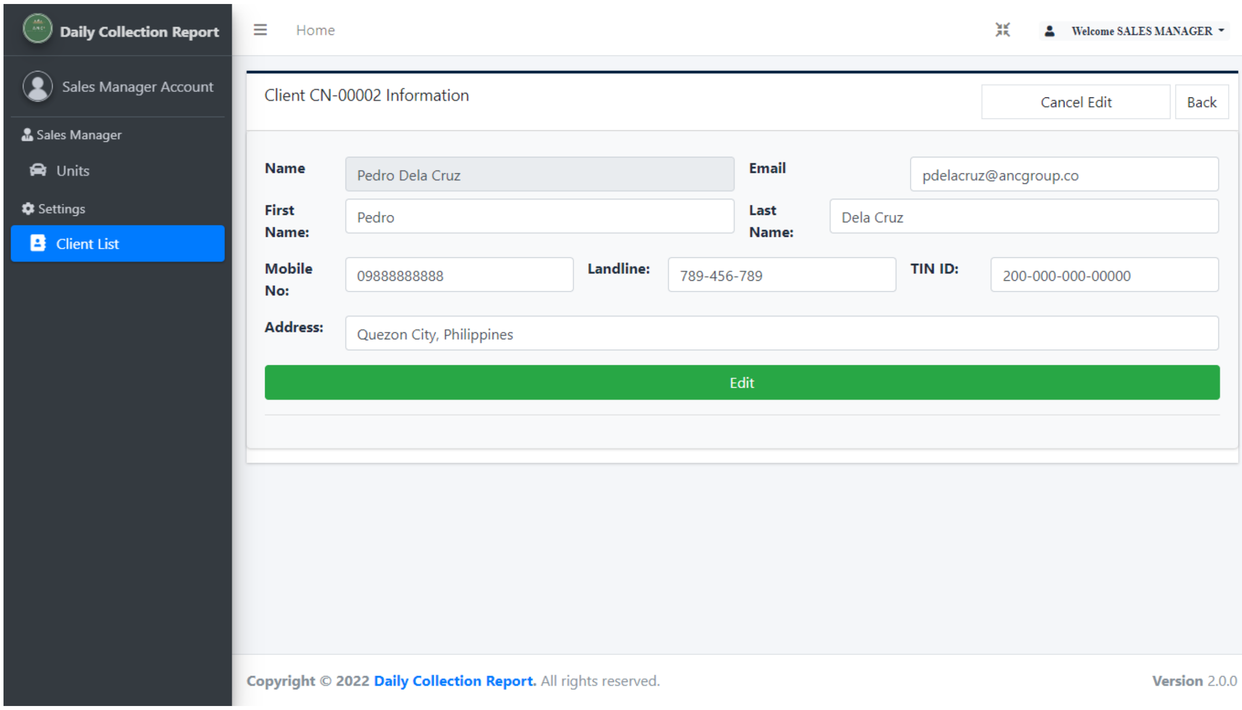
Client list is where the user may see the list of clients and its credentials, and the user may also add new clients that is now included in the master list.



Here the user may add a new client by filling out the required field for the credentials of the user.

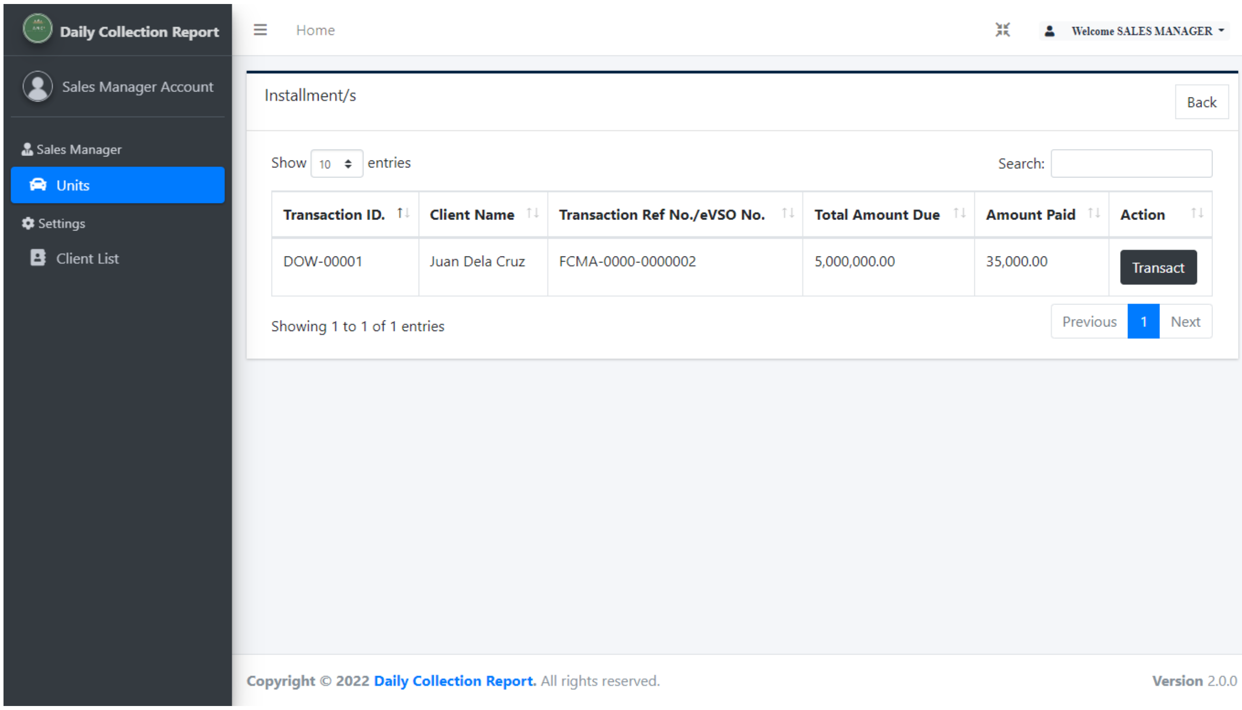


The user may also see the credentials of the client by clicking the view button.

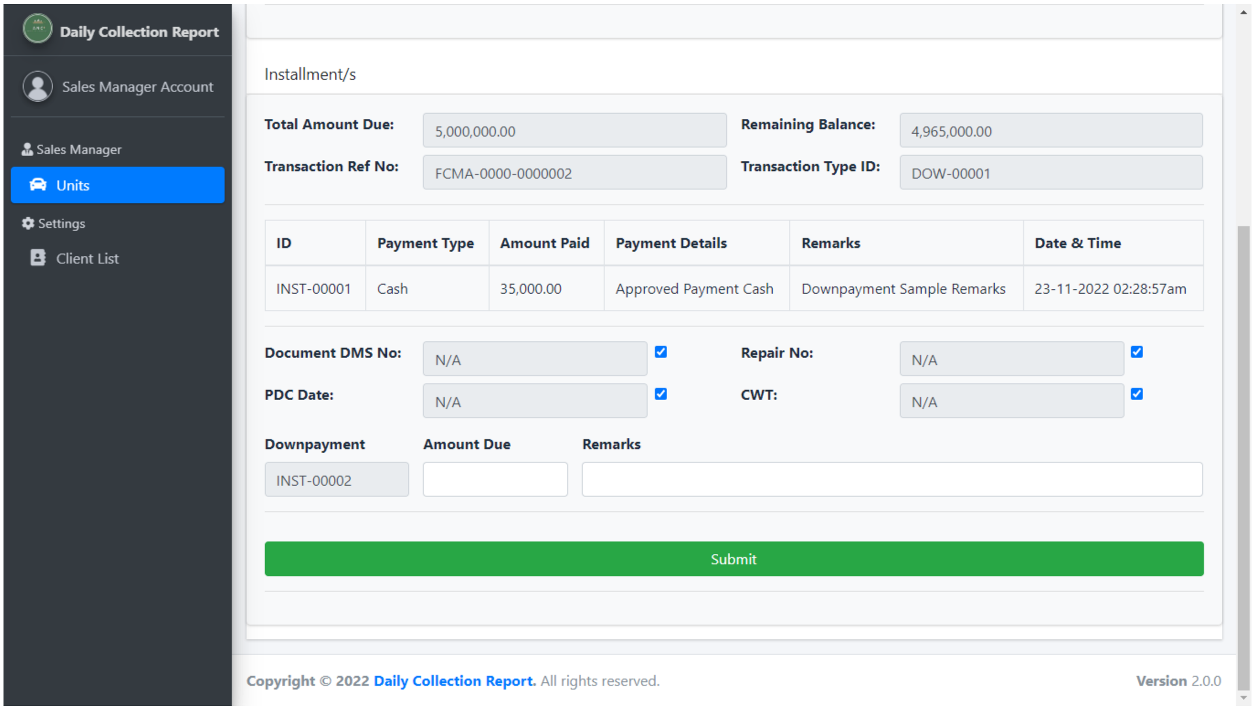


The user may also edit the information of the user by clicking the "Edit Information" button after updating the credentials of the client the user may now press the "Edit" button.

Installment/s



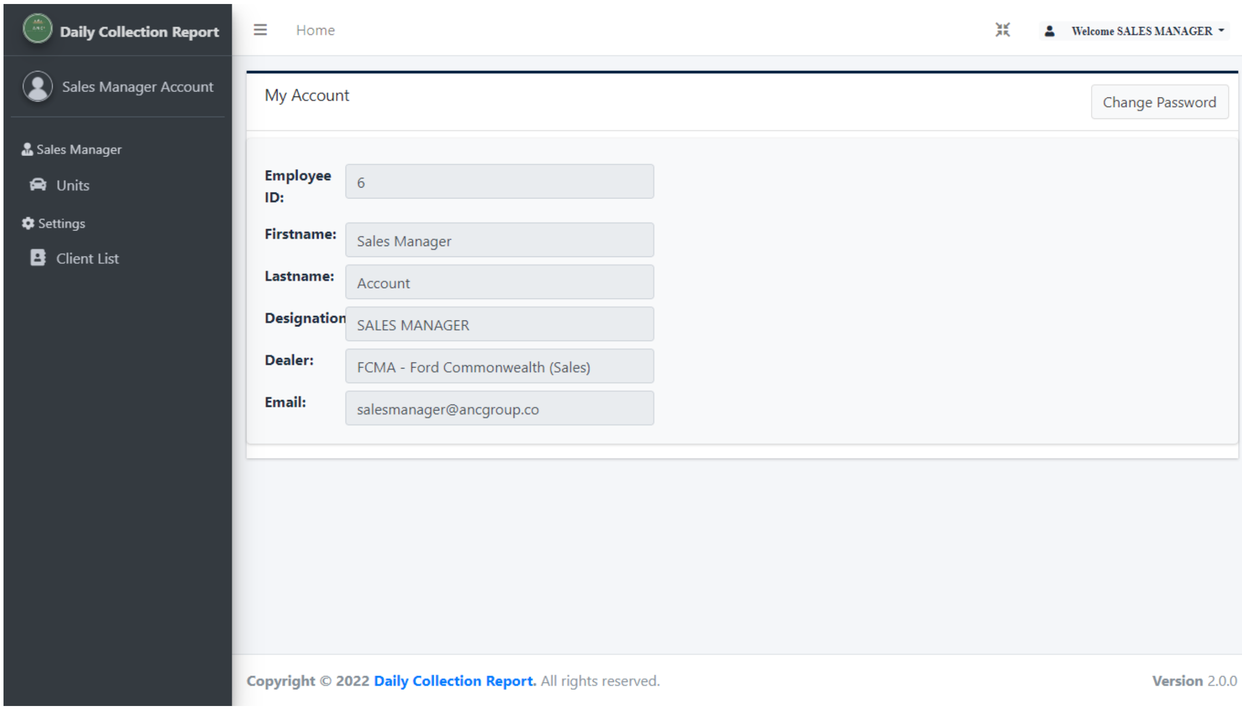
The user may also see the ongoing transactions for installments by clicking the "Downpayment/s" button. The user may add another payment to the selected transaction by pressing the "Transact" button.



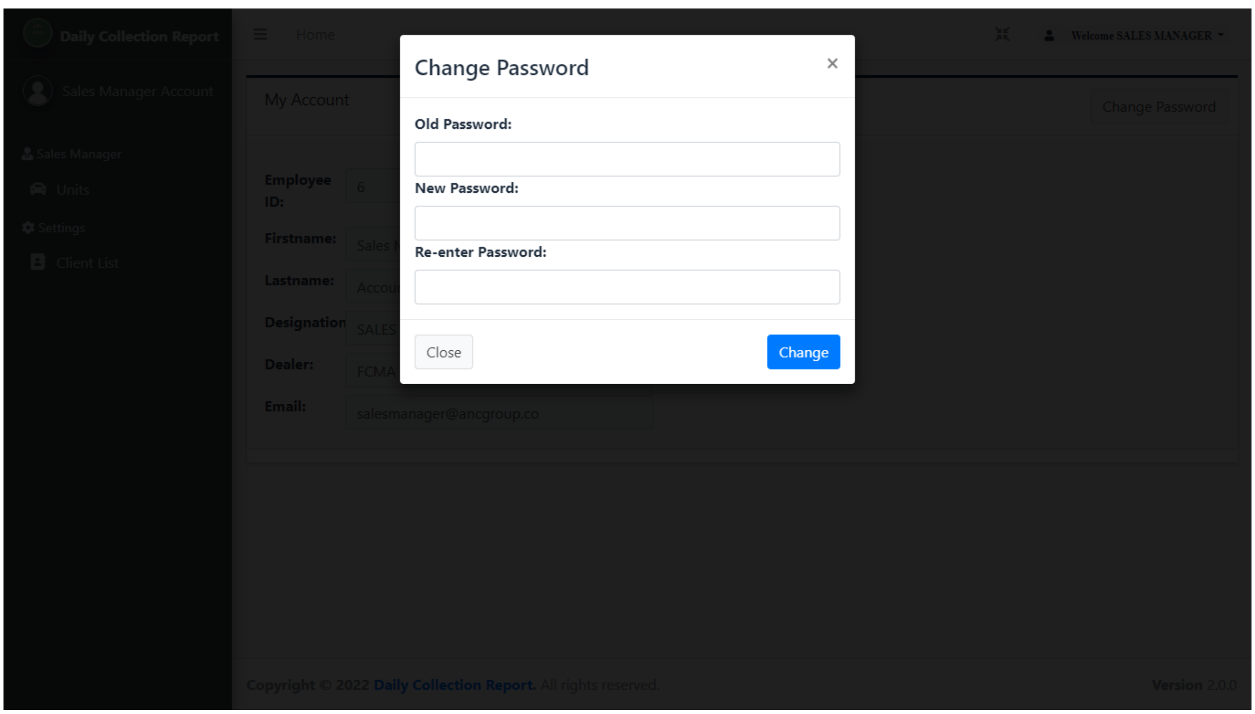
In this module the user may see the past payments of the transaction and as well as the Total Amount that is going to be paid.

The user may also add another payment by filling out the required field, after that the user may now press the "Submit" button. This transaction will now be sent to the cashier to complete the payment transaction.

My Account



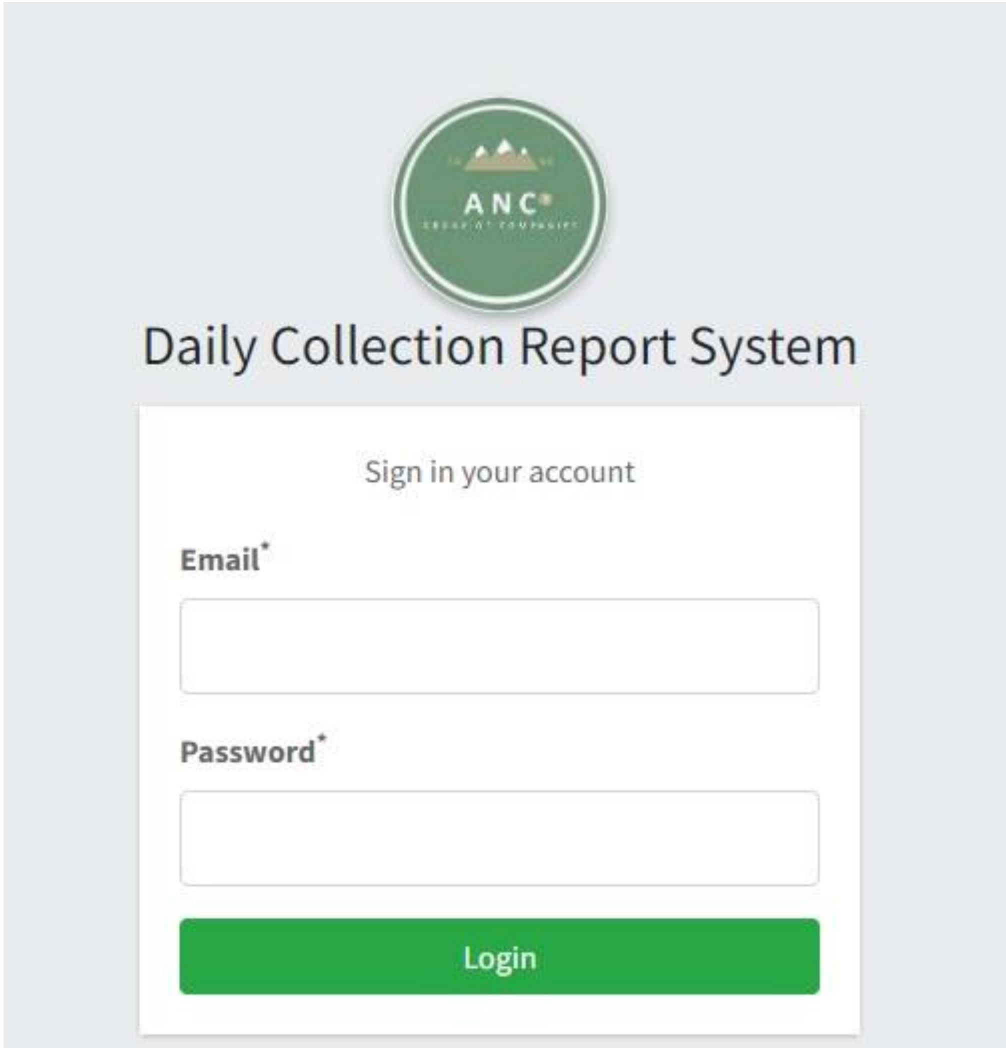
Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the "Change Password" button and fill out the needed information for changing the password.



ANC+ Daily Collection Report System (DCR)

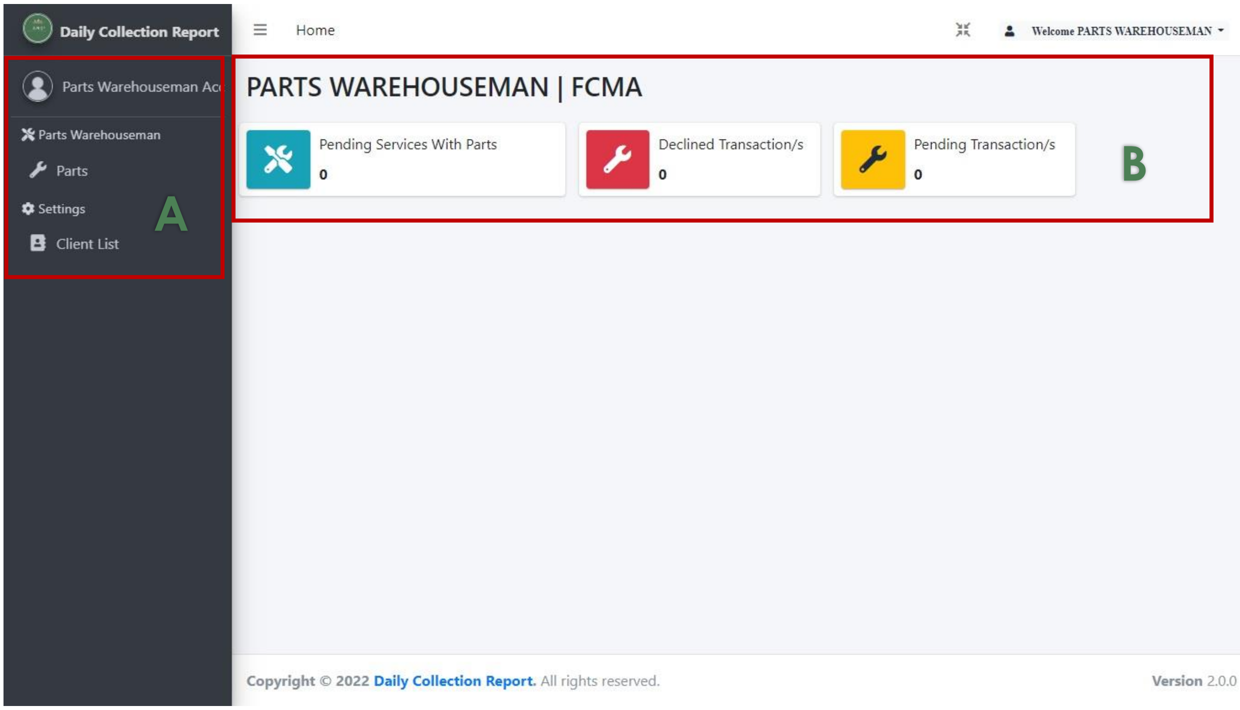
Parts Warehouseman Manual

LOGIN PAGE



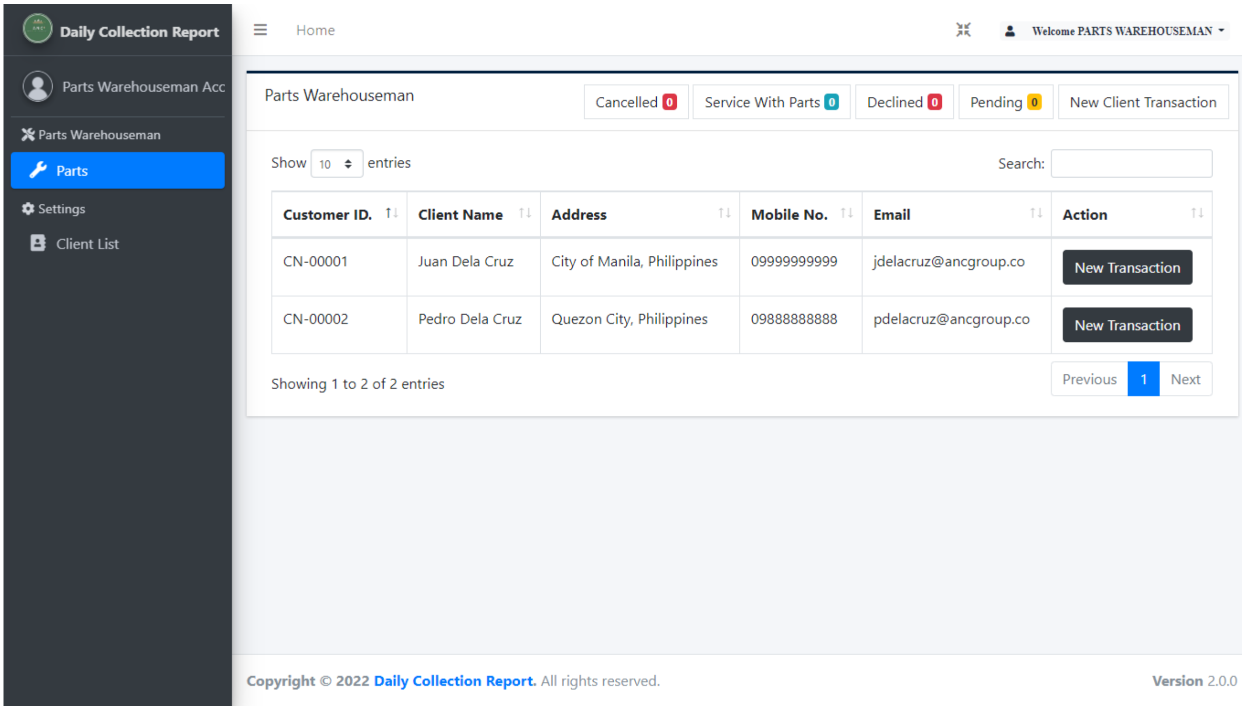
This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD

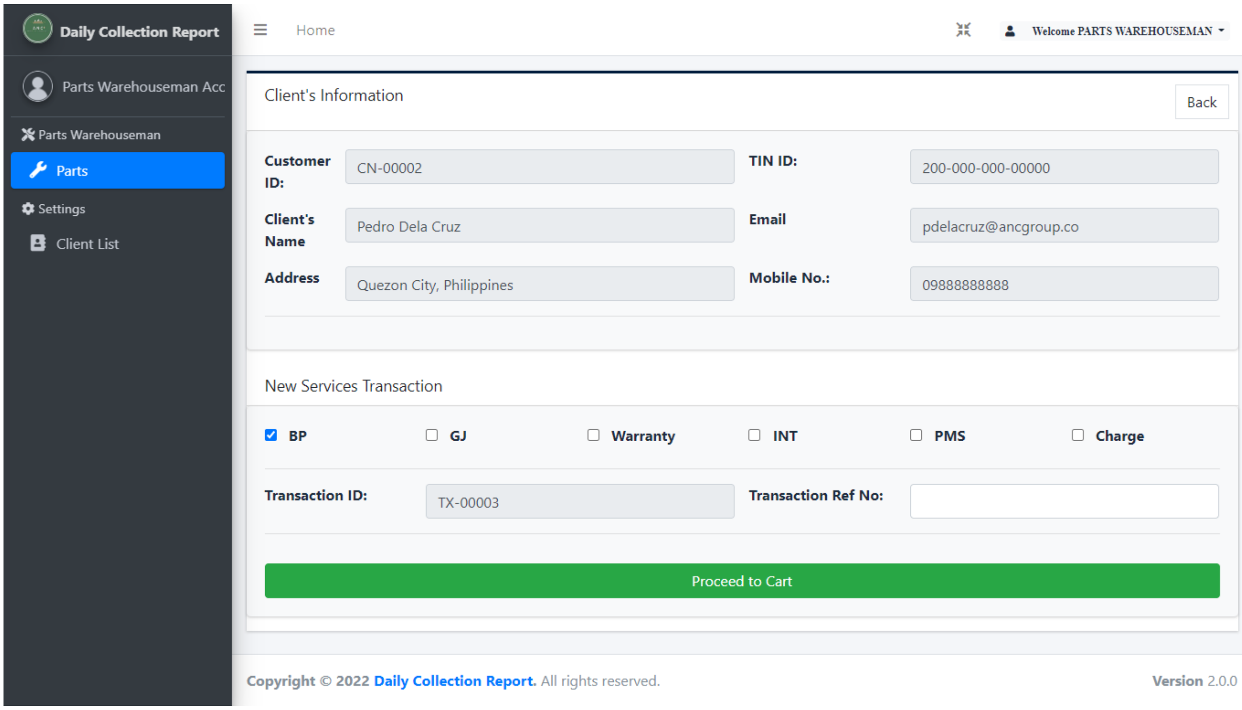


A. **List of Modules the user is allowed to access.**
B. **System Dashboard**

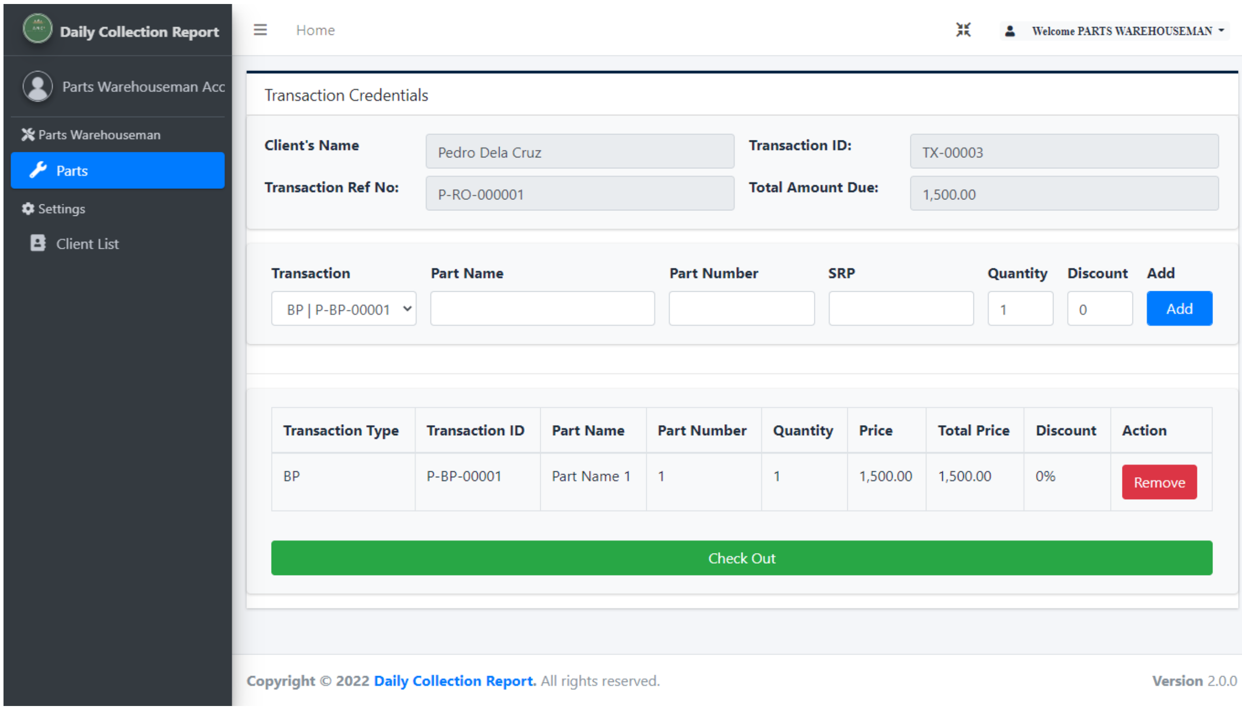
Create Transaction



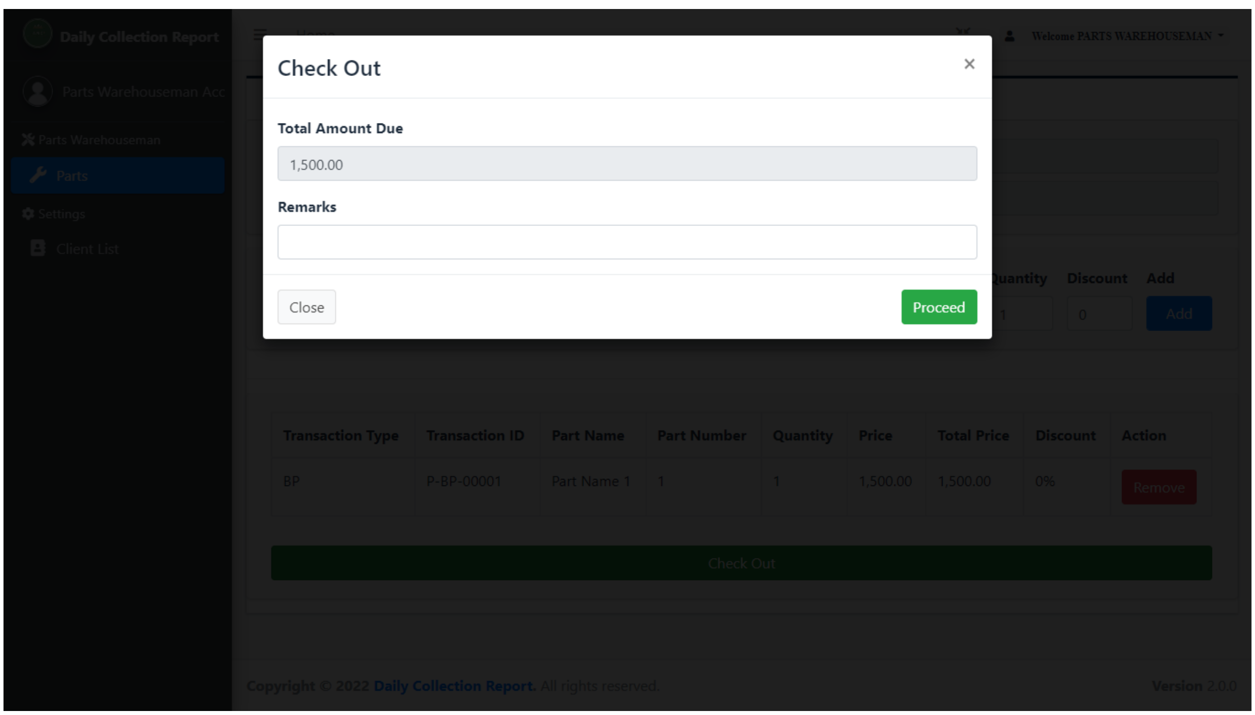
To create a new transaction, click on "New Transaction" if the client that the user wants to create a transaction is not seen on the table the user may add a New Client Transaction by clicking on the "New Client Transaction".



The user may now choose the type of transaction and insert the credentials of the transaction. After the user completed filling out the credentials of the transaction the user may now press the "Proceed to Cart" button.

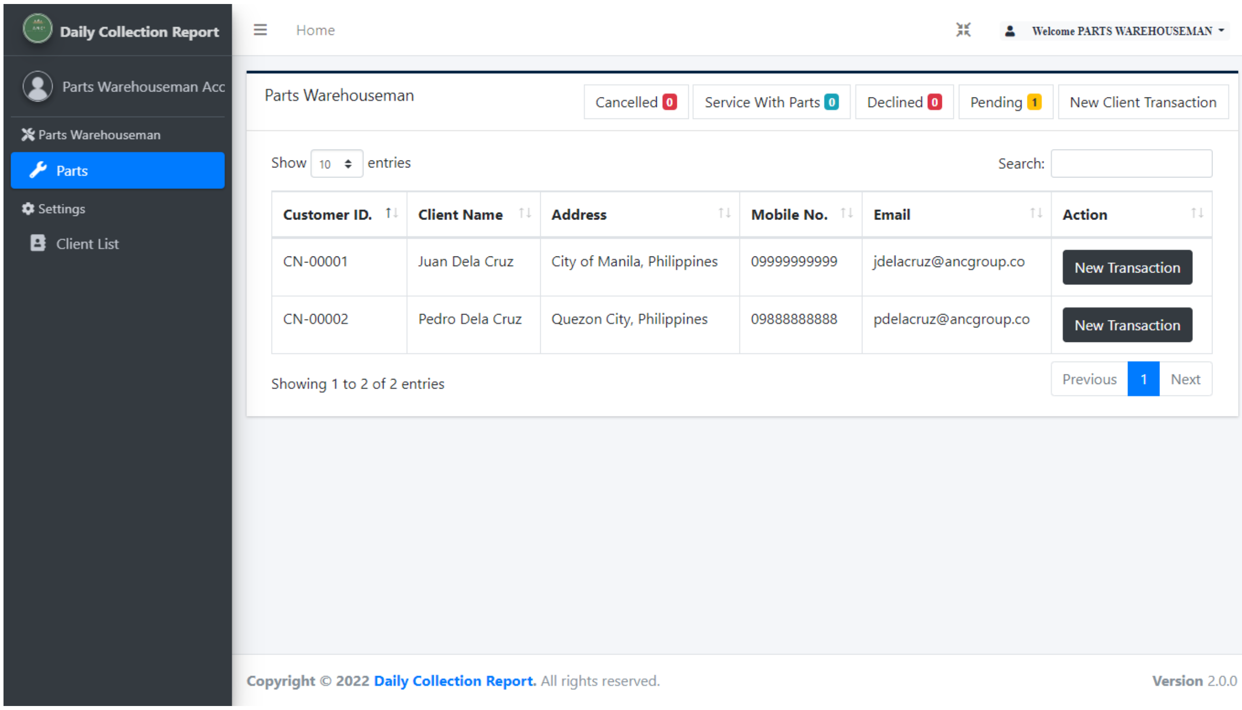


After pressing the "Proceed to Cart" button, this will redirect the user to the Cart module wherein the user may now add Parts that is included for the transaction.

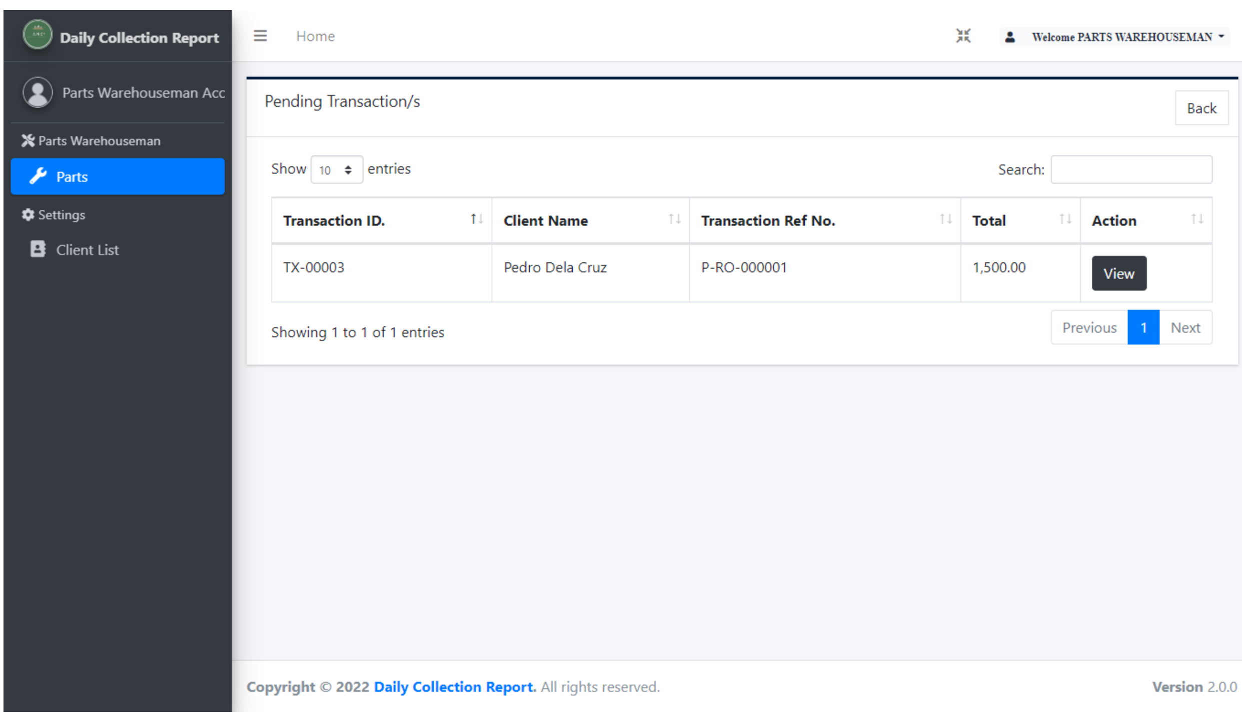


After adding the Parts for the transaction the user may now click the "Check Out" button to further procced the transaction to the Parts Supervisor for Approval.

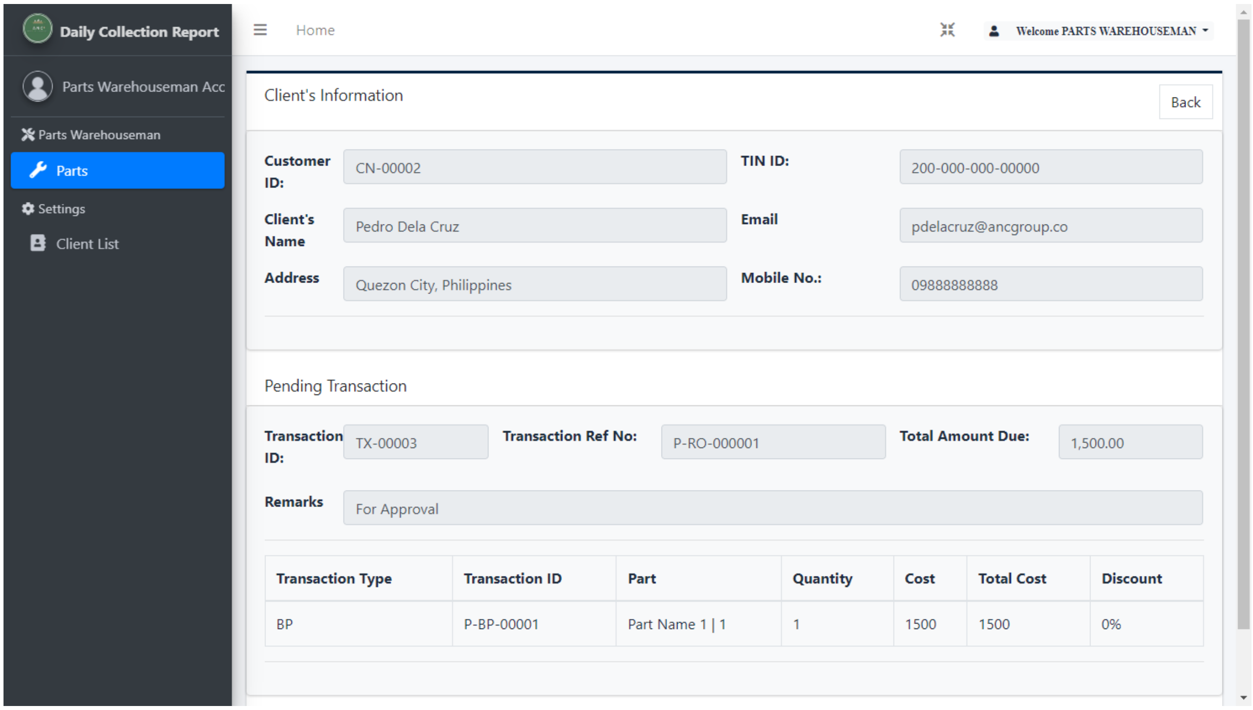
Pending Transaction/s



After sending the transaction to the Parts Supervisor, the user may see the transaction by pressing the "Pending Transaction/s" button.

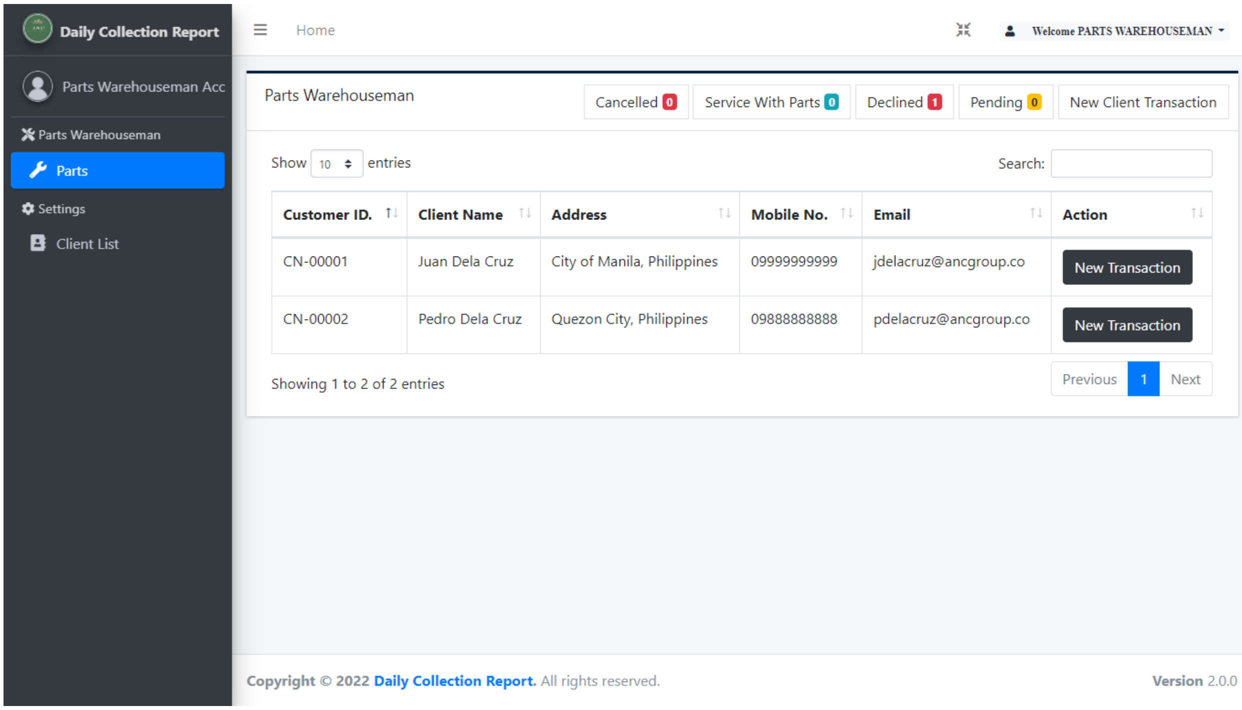


Pending Transaction View

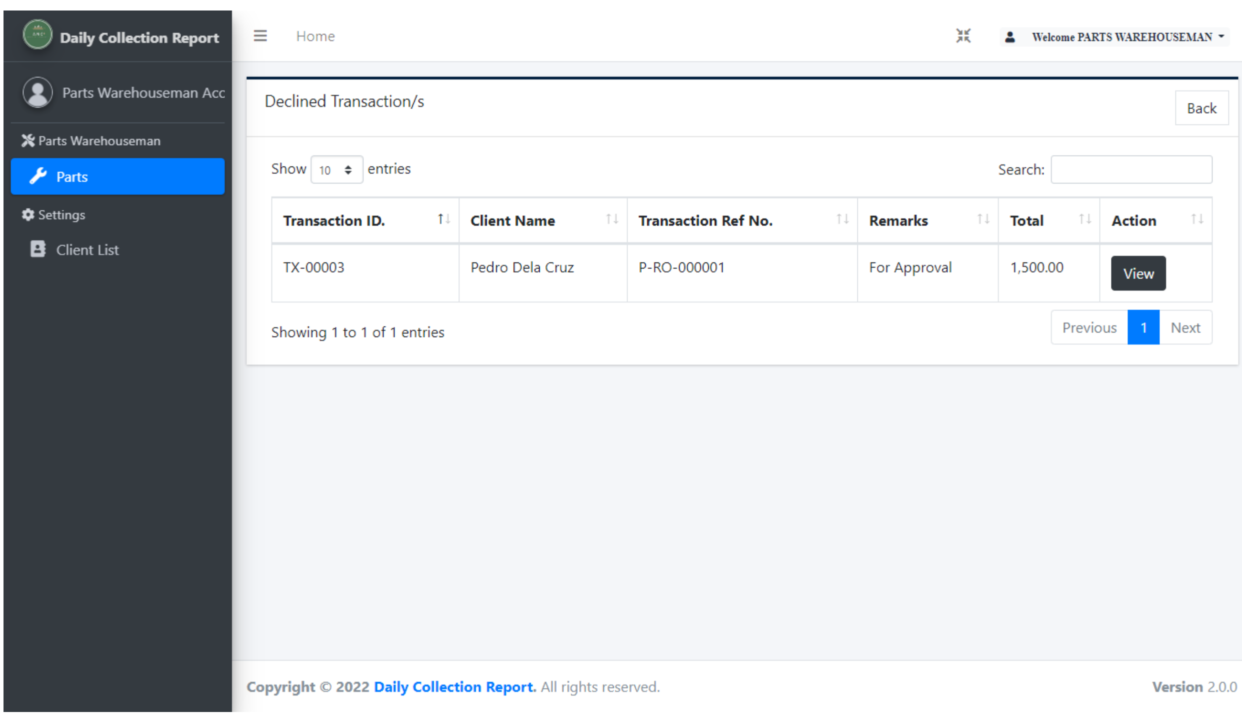


Here the user may see the transaction credentials that is passed to the cashier and is waiting for the approval of the Parts Supervisor.

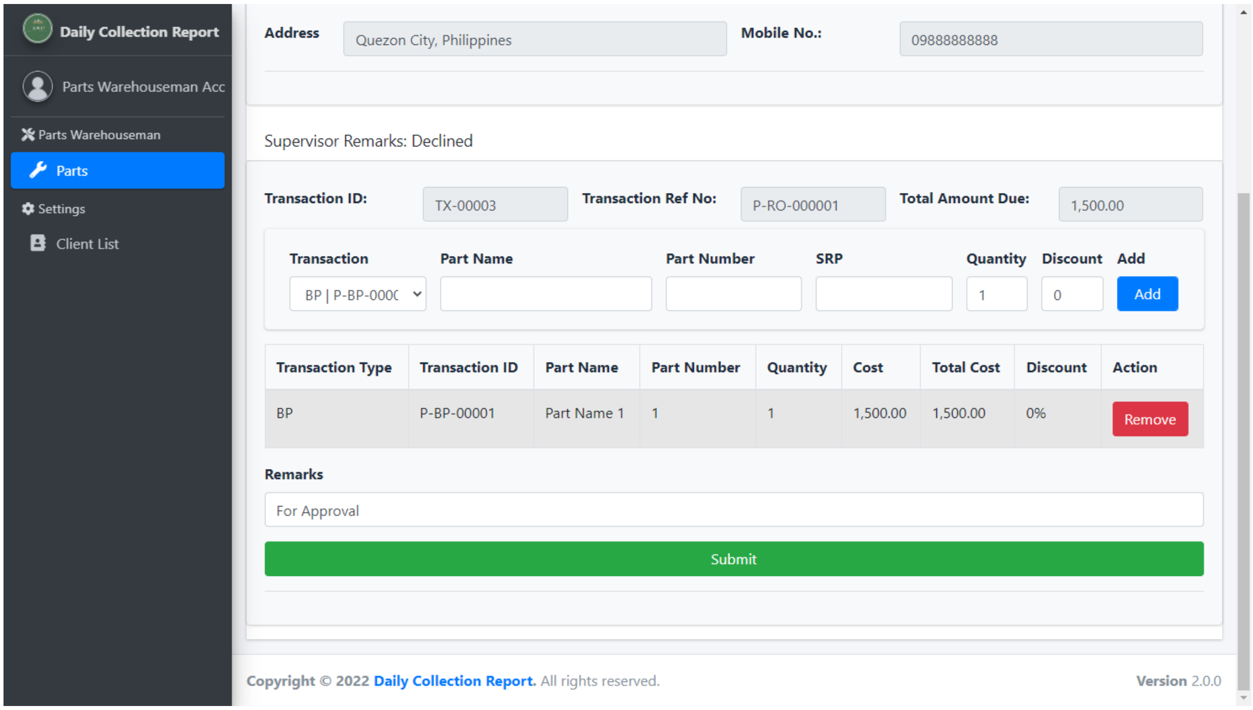
Declined Transaction/s



If the transaction is declined by the Parts Supervisor a notification will appear beside the Declined Transaction/s button and the user may see it by clicking the button.

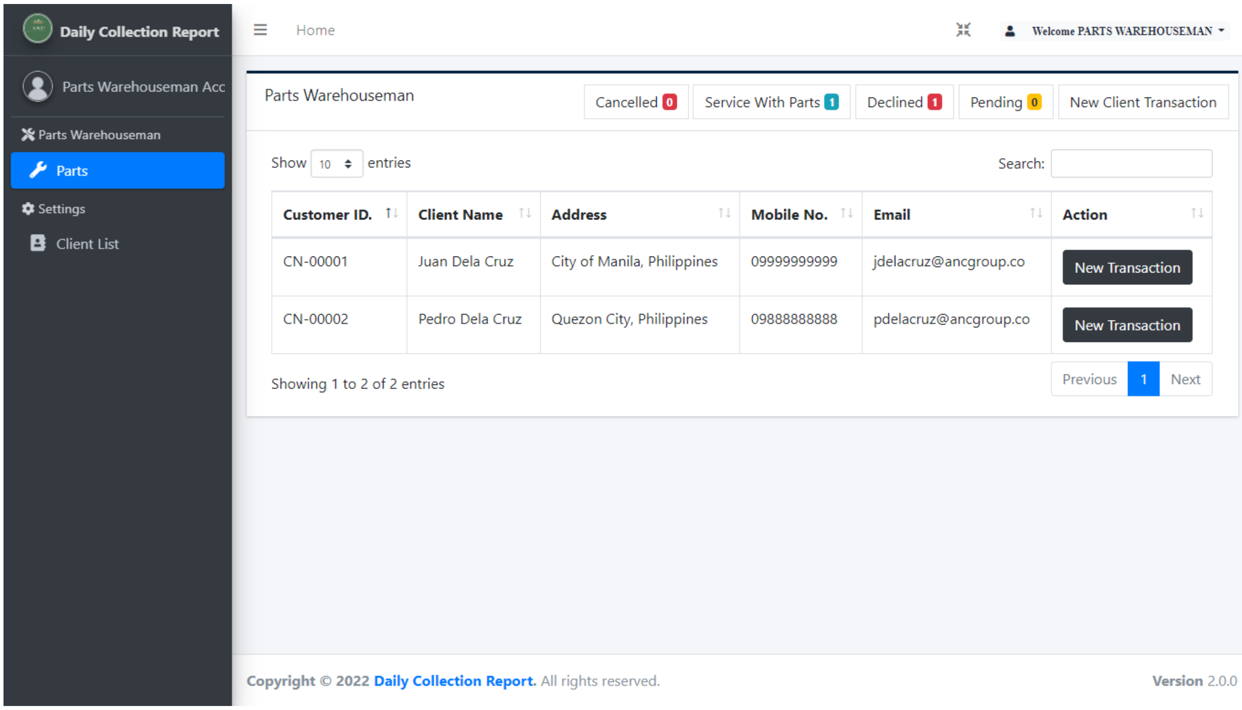


By clicking the view button of the declined transaction, the user may now see the Remarks of the Parts Supervisor on why it is declined. The user may now update the details of the transaction.

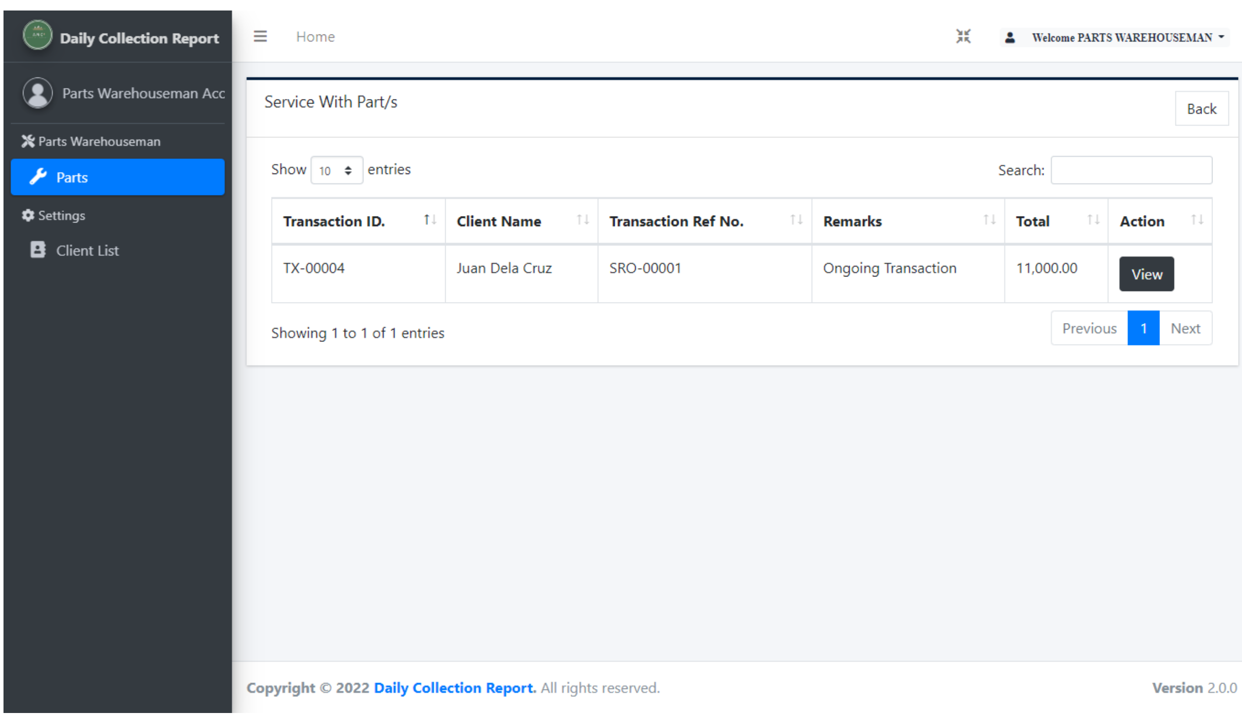


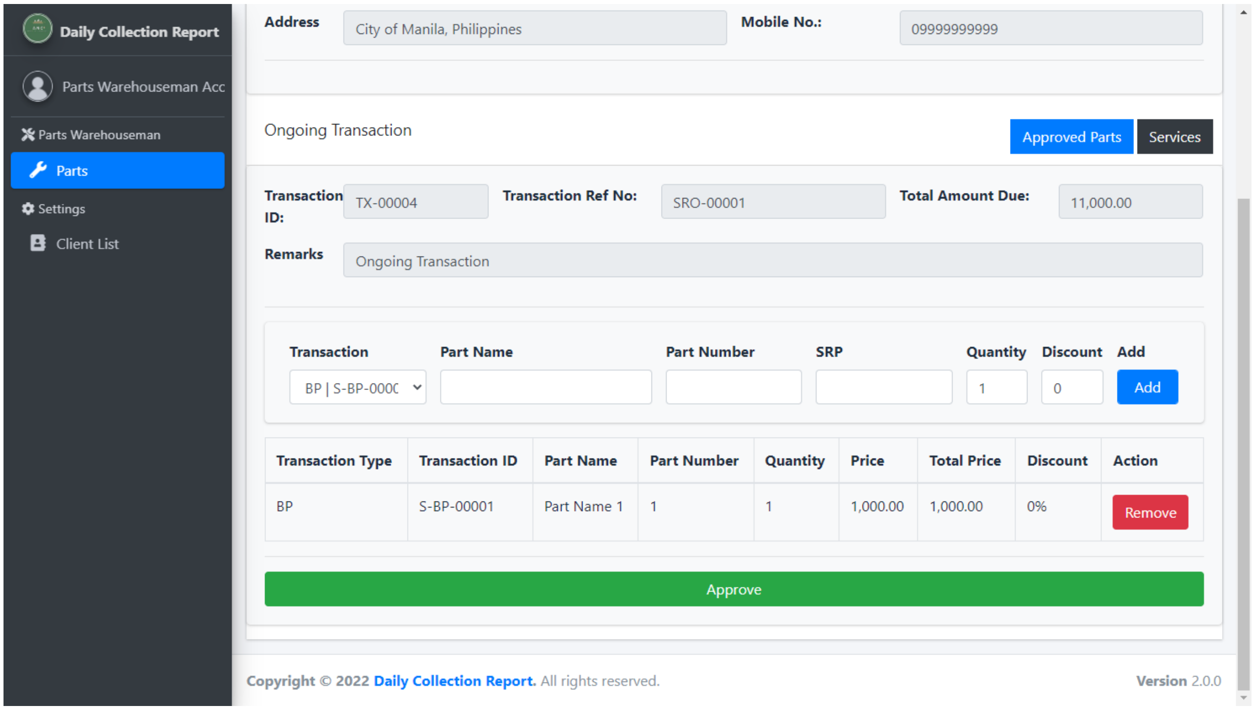
After updating the details of the transaction the user may now click the submit button for re-approval of the Parts Supervisor.

Service With Parts

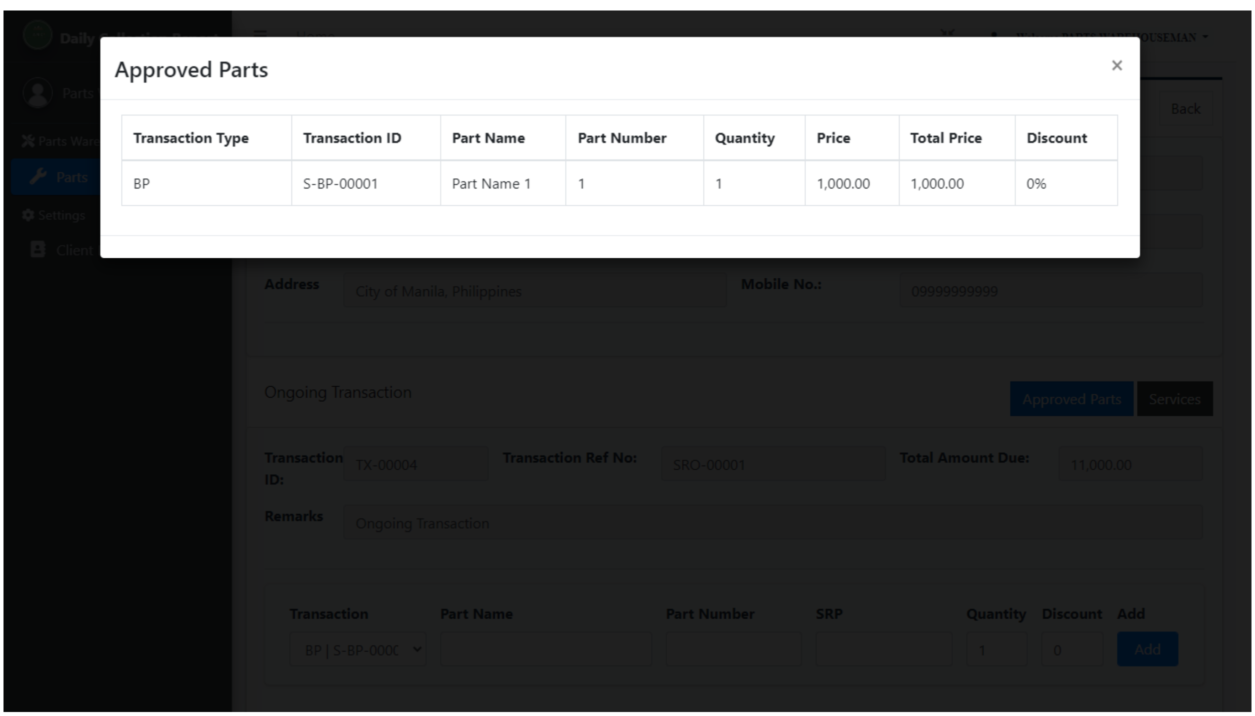


If a transaction is created by the Service Advisor that transaction will appear inside Parts Expediter also for the user to check if the included Parts are correct or add new parts that are not included.

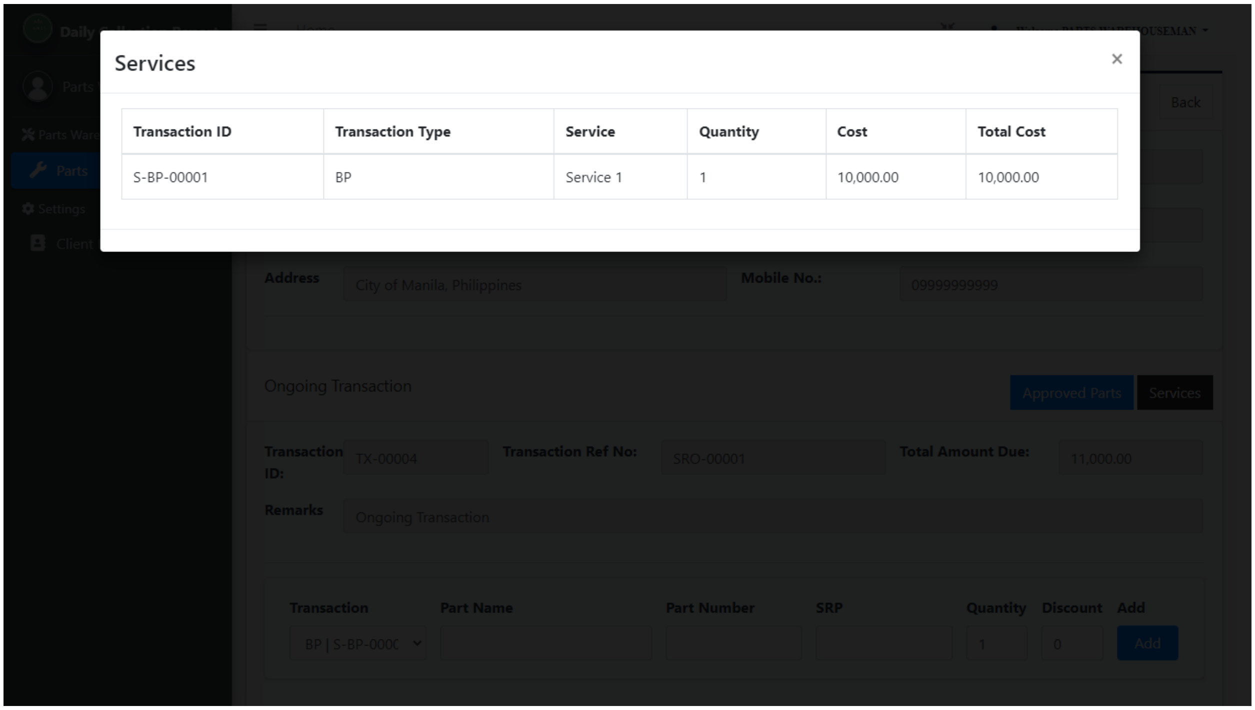




Here the user may see the Transaction Details as well as the Services and the Parts that is included, if the Parts that are included are correct the user may click the "Approve" button and if the user wants to add a new part the user may simple included that details of the Parts and click "Add".

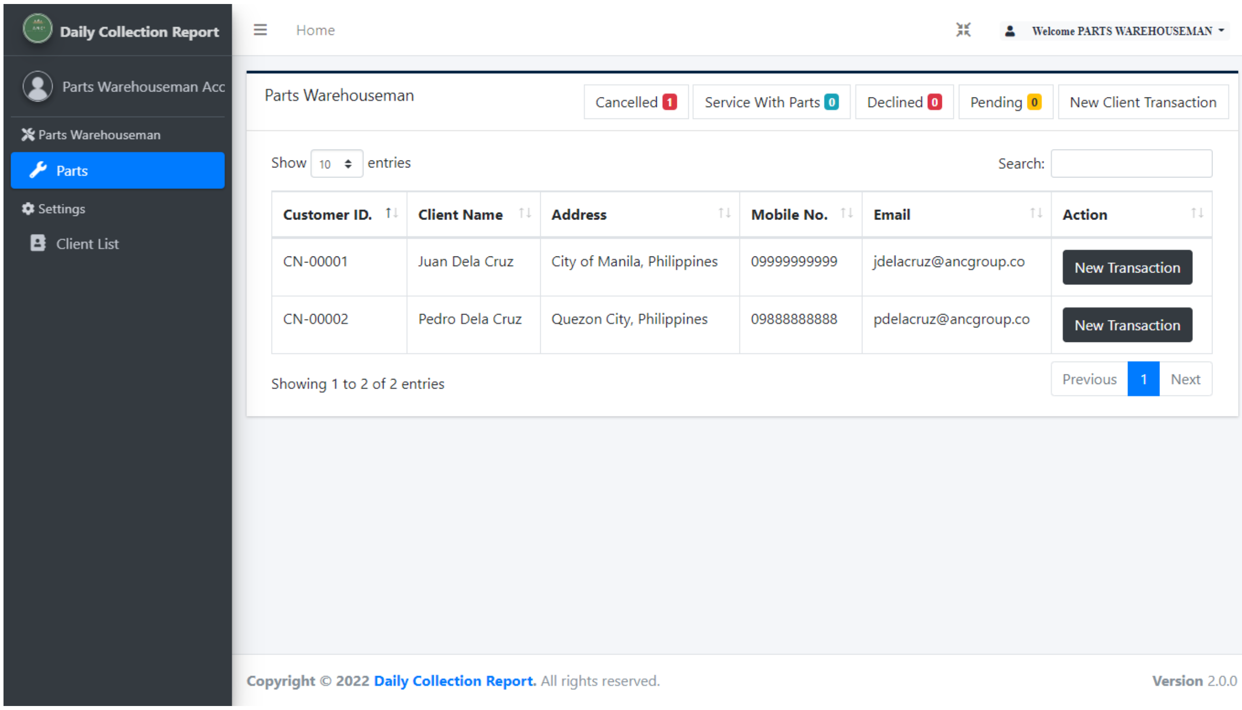


After clicking the "Approve" button the user may see the Approved Parts by clicking the "Approved Parts" button.

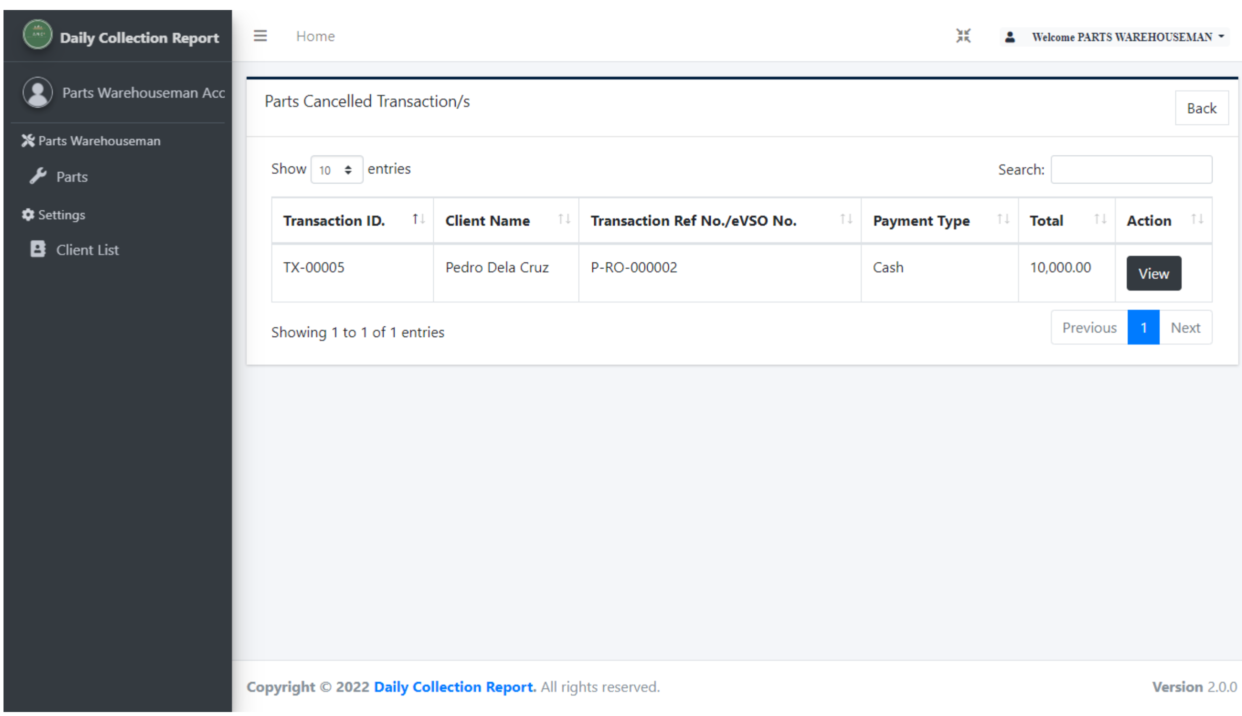


The user may also see the Services of the selected transaction by simply clicking the "Services" button.

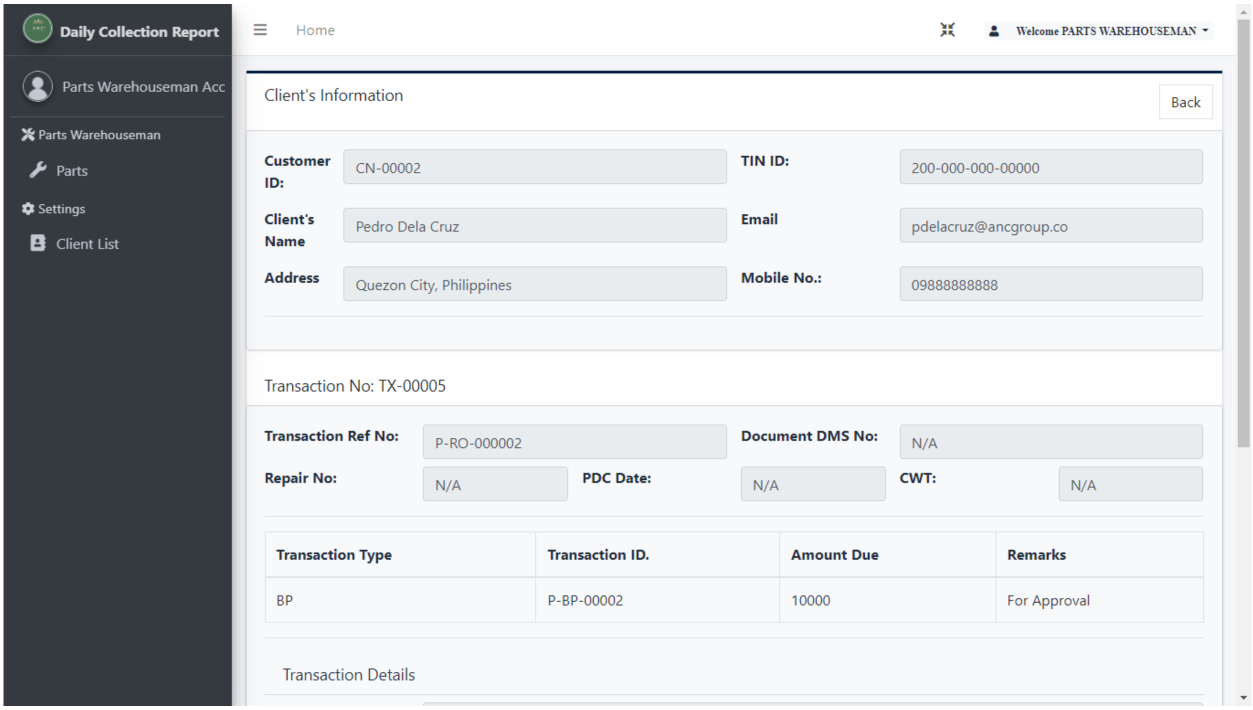
Cancelled

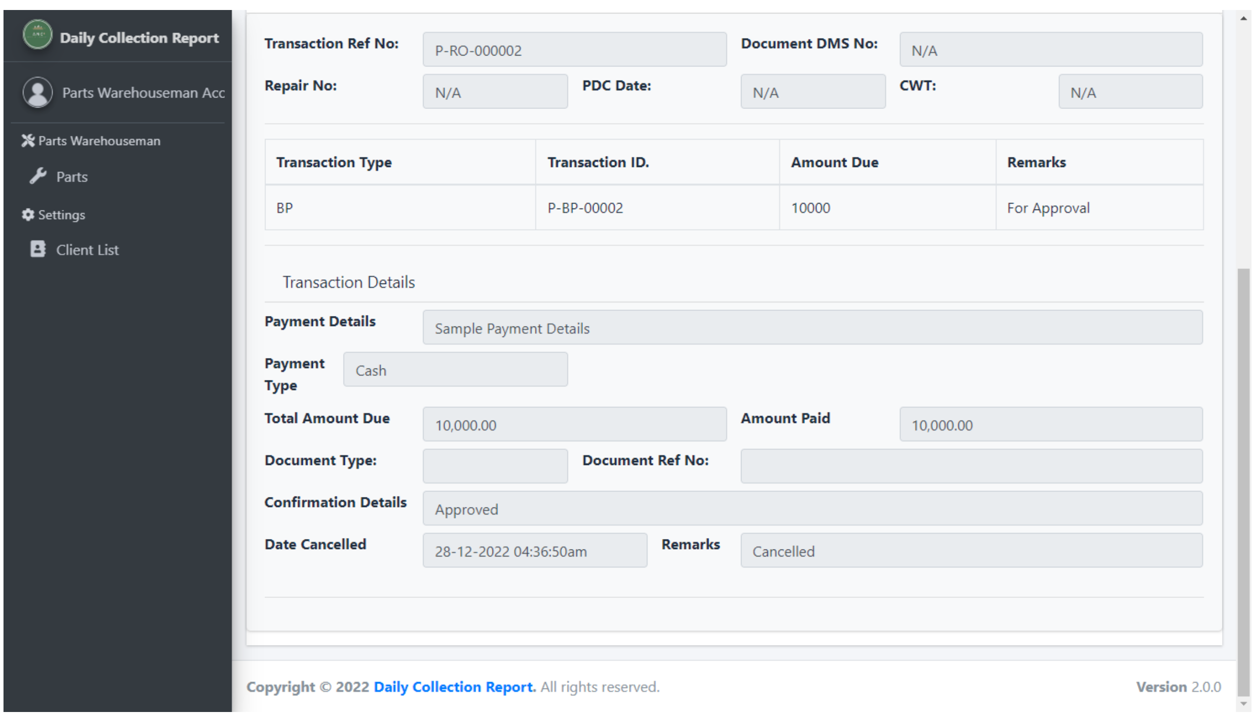


The user may also see all the cancelled transactions by clicking the Cancelled button.



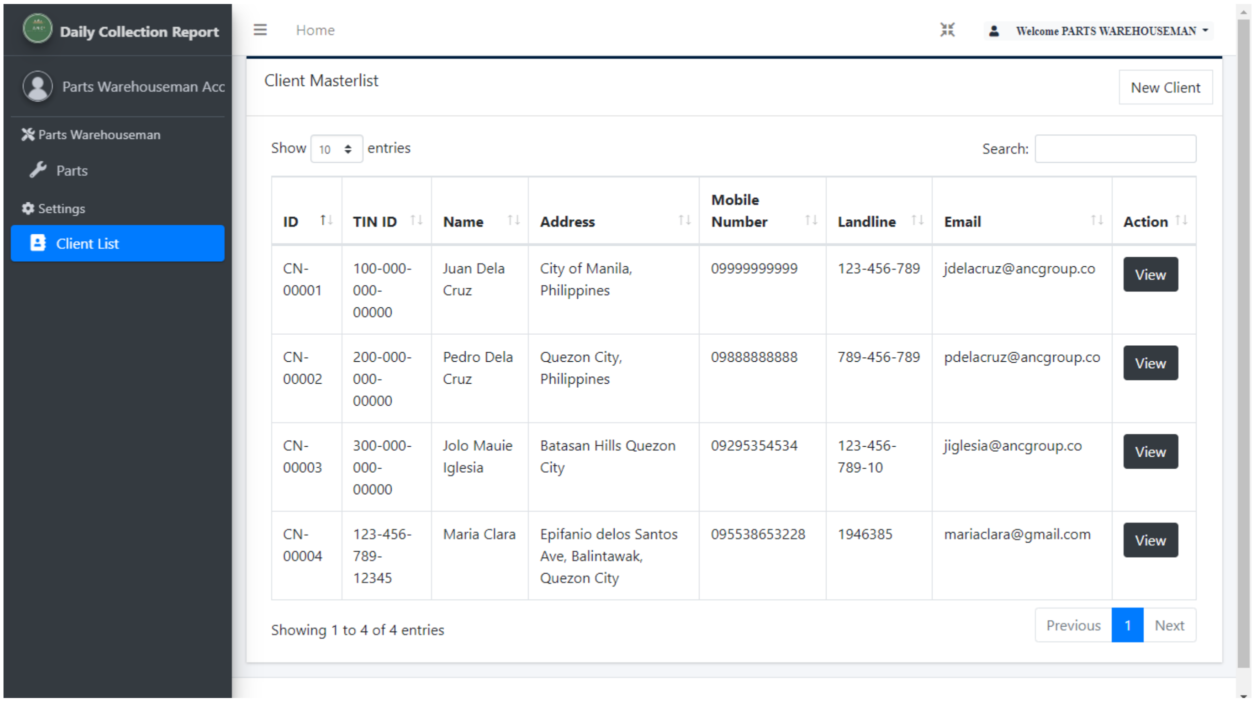
Here the user may see the list of cancelled transactions the user may also see the full credentials of the cancelled transaction by clicking the view button.



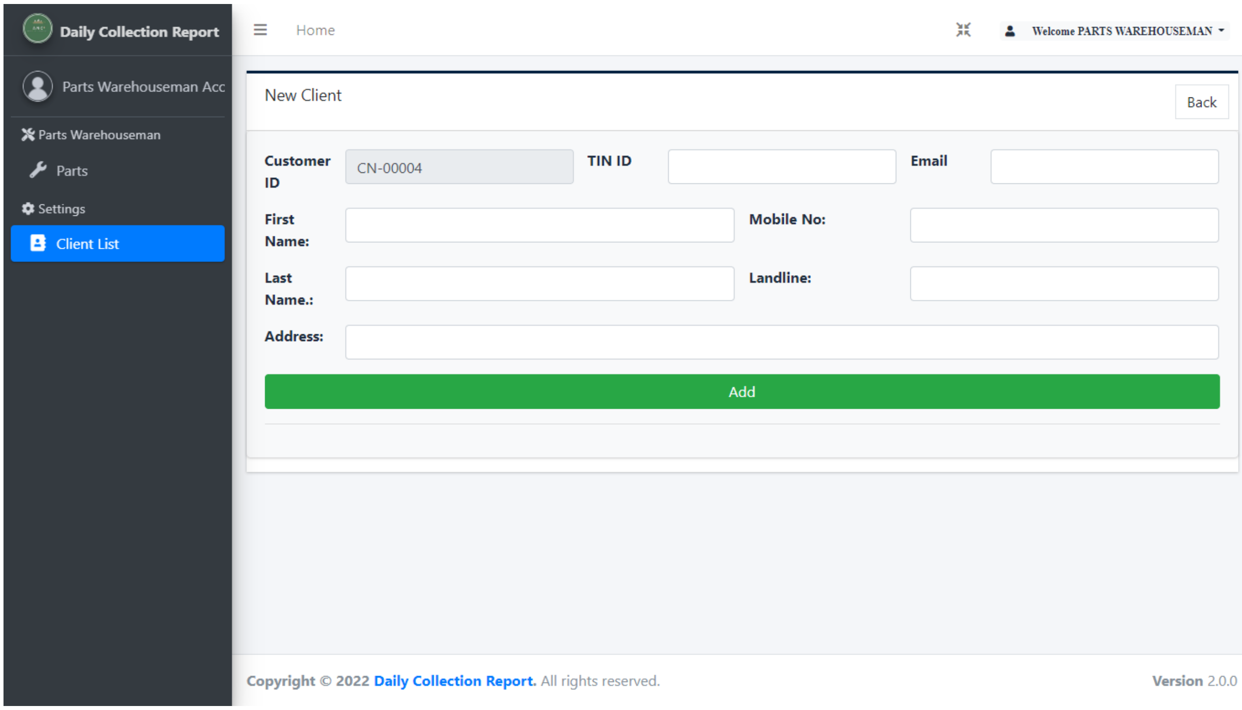


At the bottom of the transaction credentials are the Date when the transaction is cancelled and the Remarks on why the transaction is cancelled.

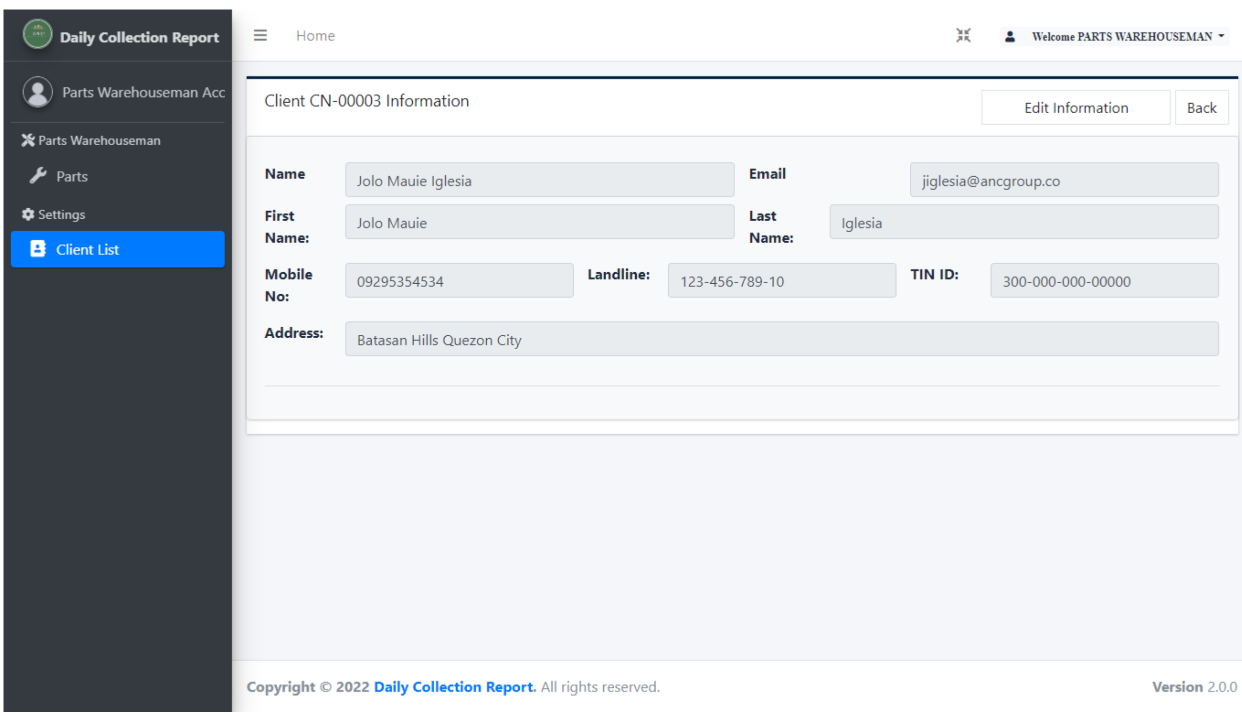
Client List



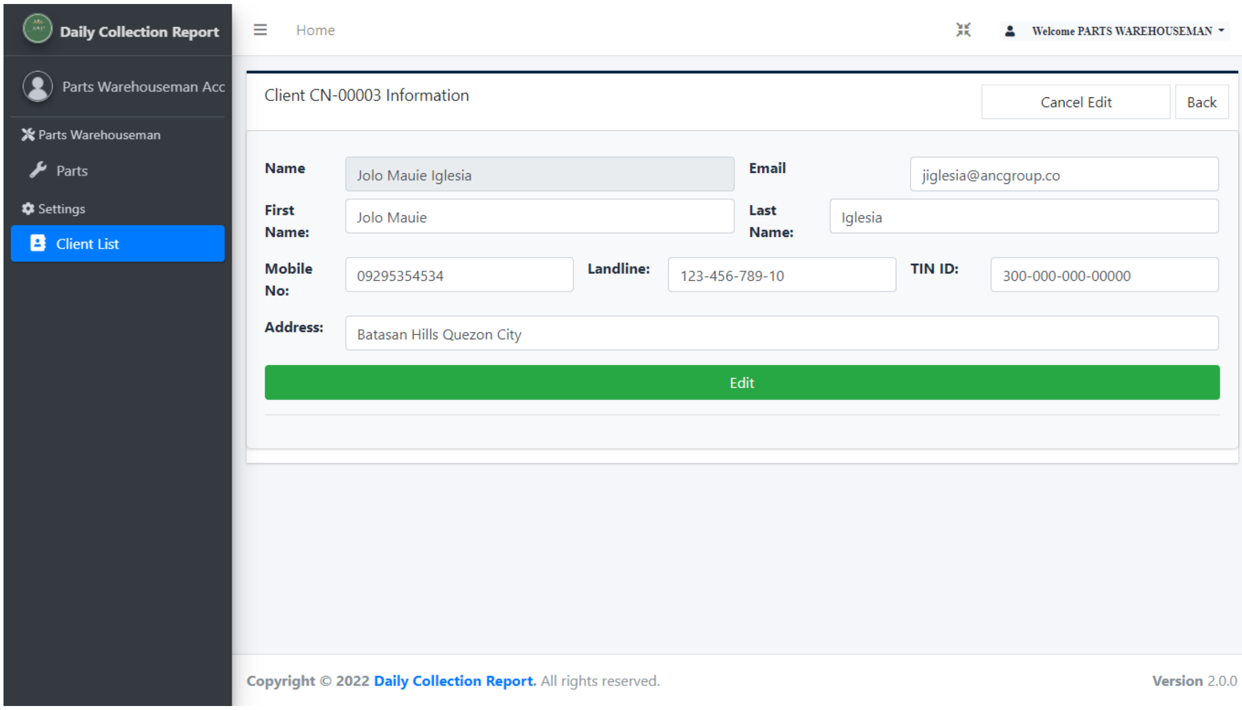
Client list is where the user may see the list of clients and its credentials, and the user may also add new clients that is now included in the master list.



Here the user may add a new client by filling out the required field for the credentials of the user.

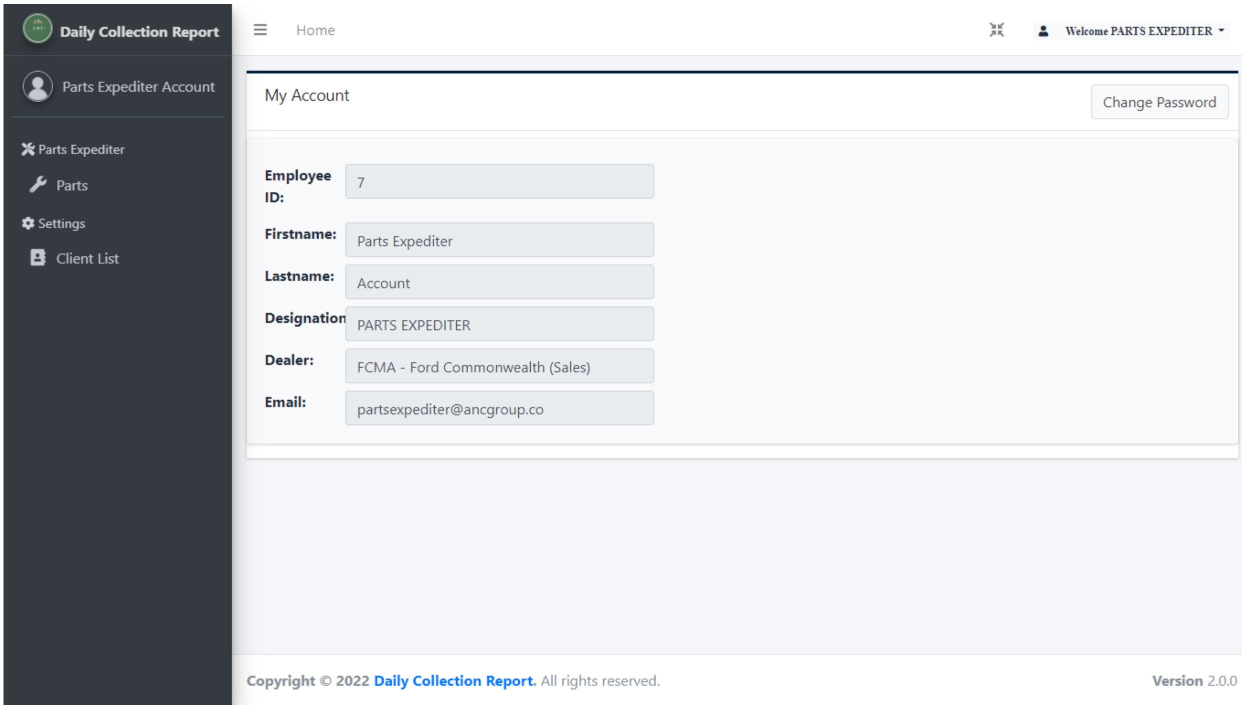


The user may also see the credentials of the client by clicking the view button.

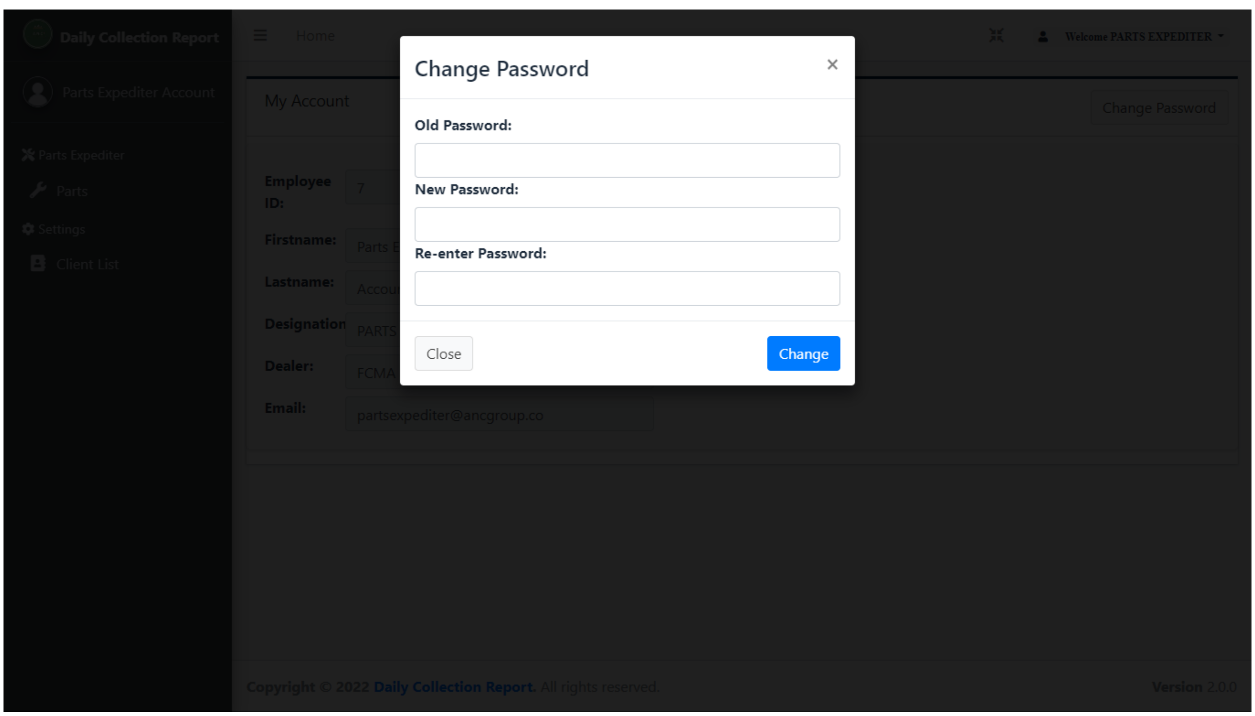


The user may also edit the information of the user by clicking the "Edit Information" button after updating the credentials of the client the user may now press the "Edit" button.

My Account



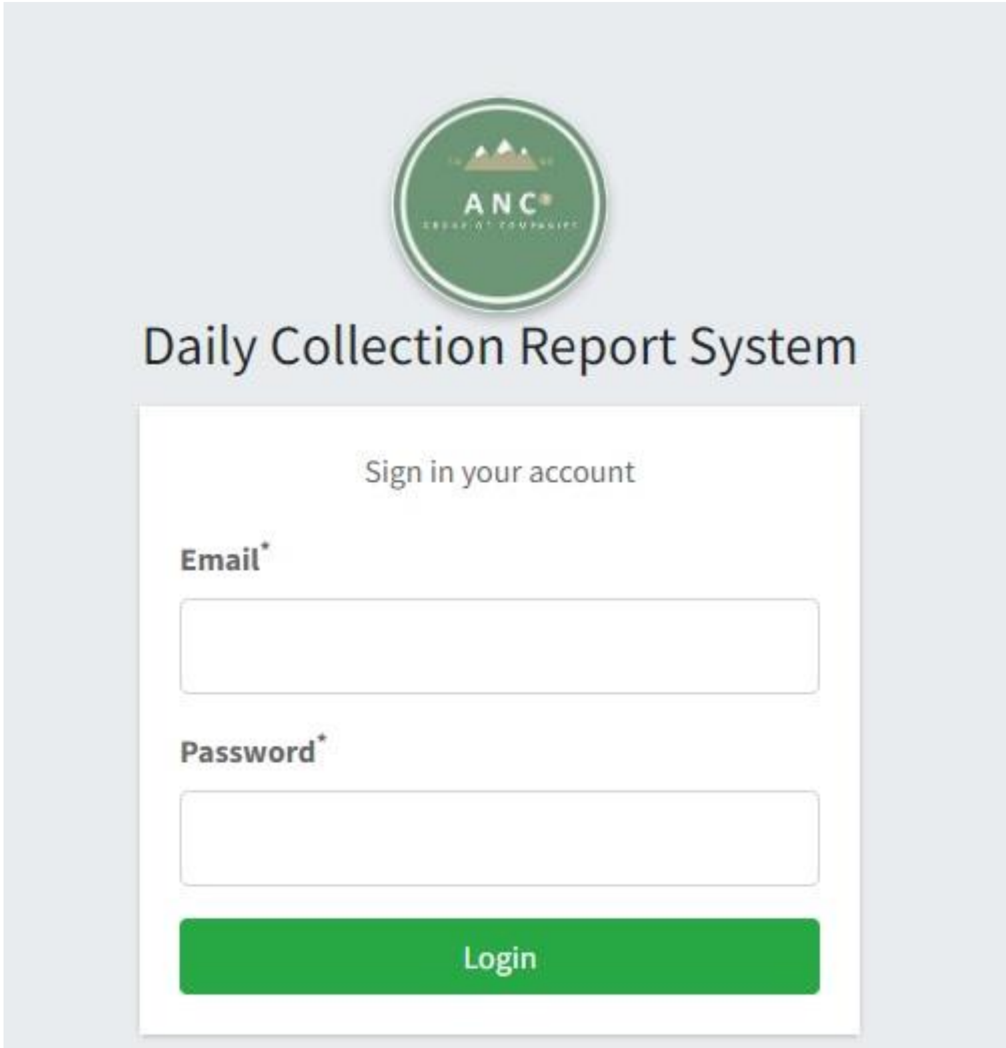
Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the "Change Password" button and fill out the needed information for changing the password.



ANC+ Daily Collection Report System (DCR)

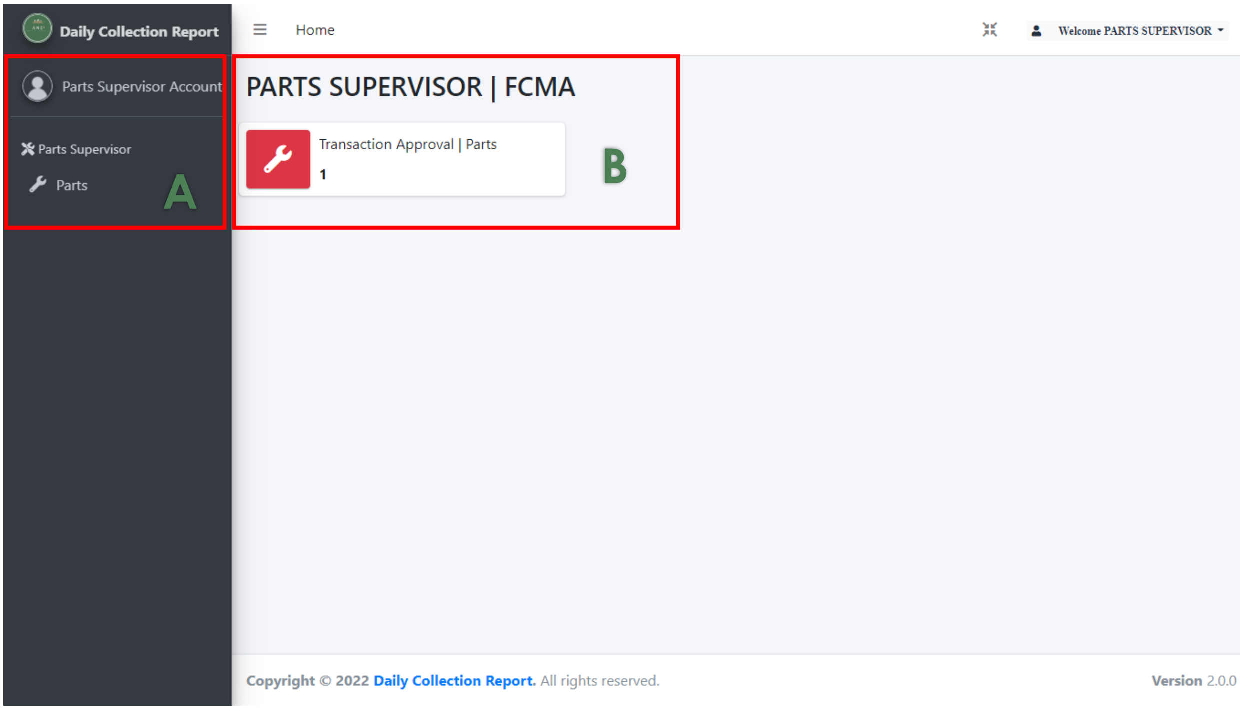
Parts Supervisor Manual

LOGIN PAGE



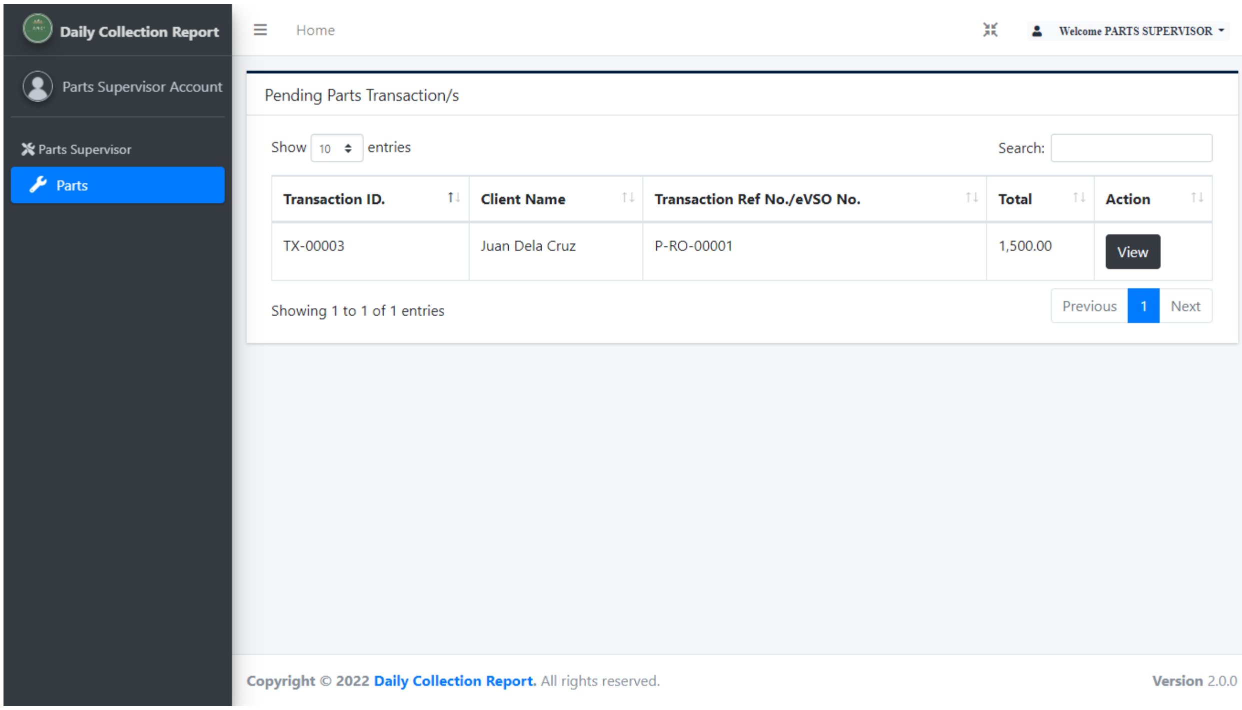
This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD

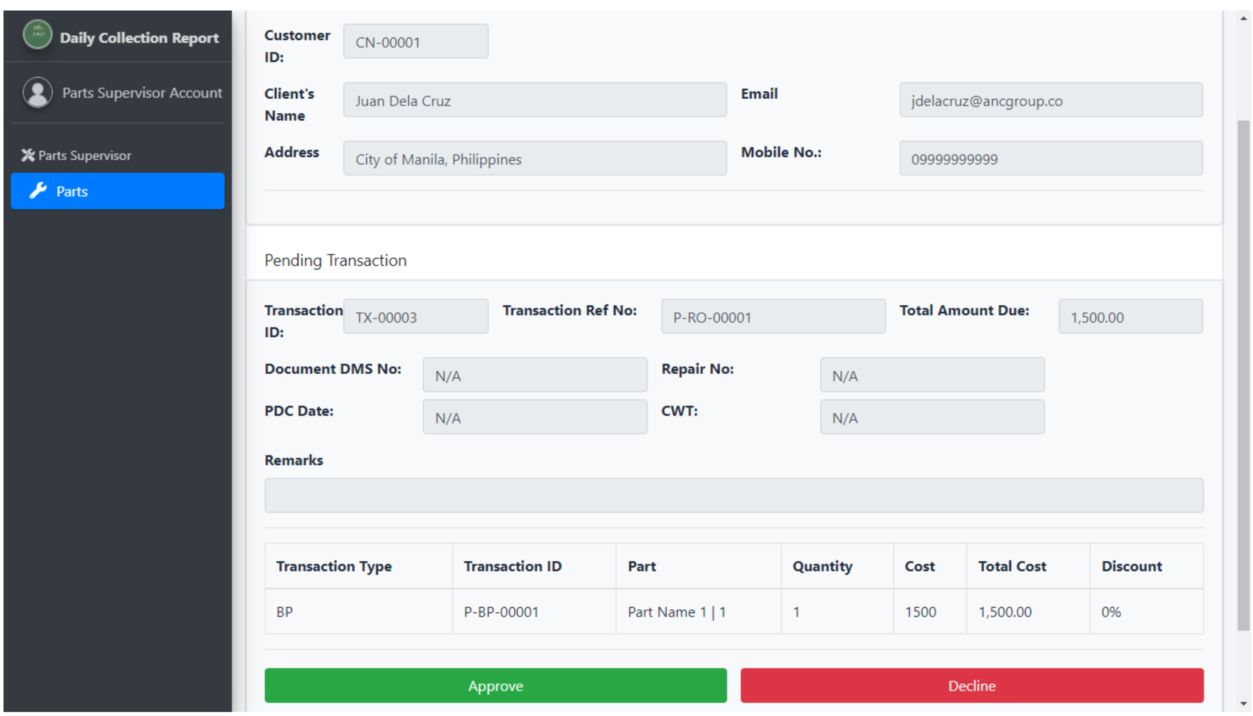


A. **List of Modules the user is allowed to access.**
B. **System Dashboard**

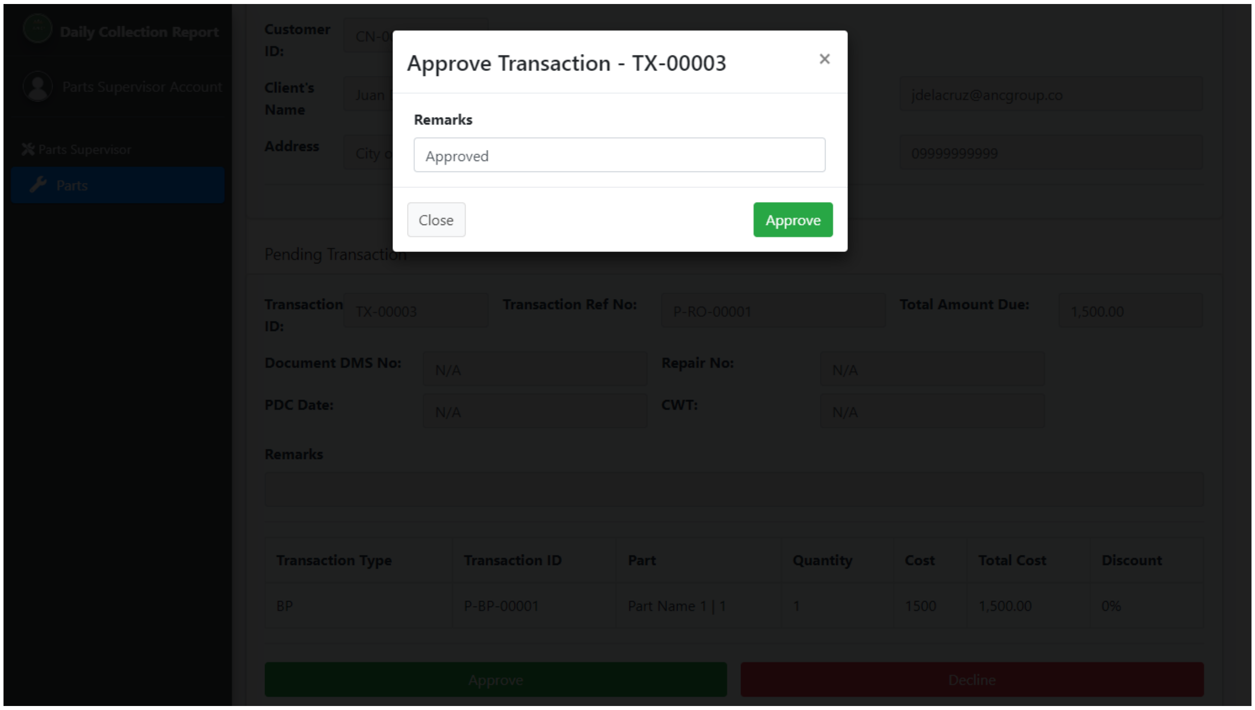
Pending Transaction/s



On the Pending Parts Transaction module, the user will see all the transactions that the Parts Expediter sent for Approval. The user will simply click the "View" button to see all the details of the selected transaction.

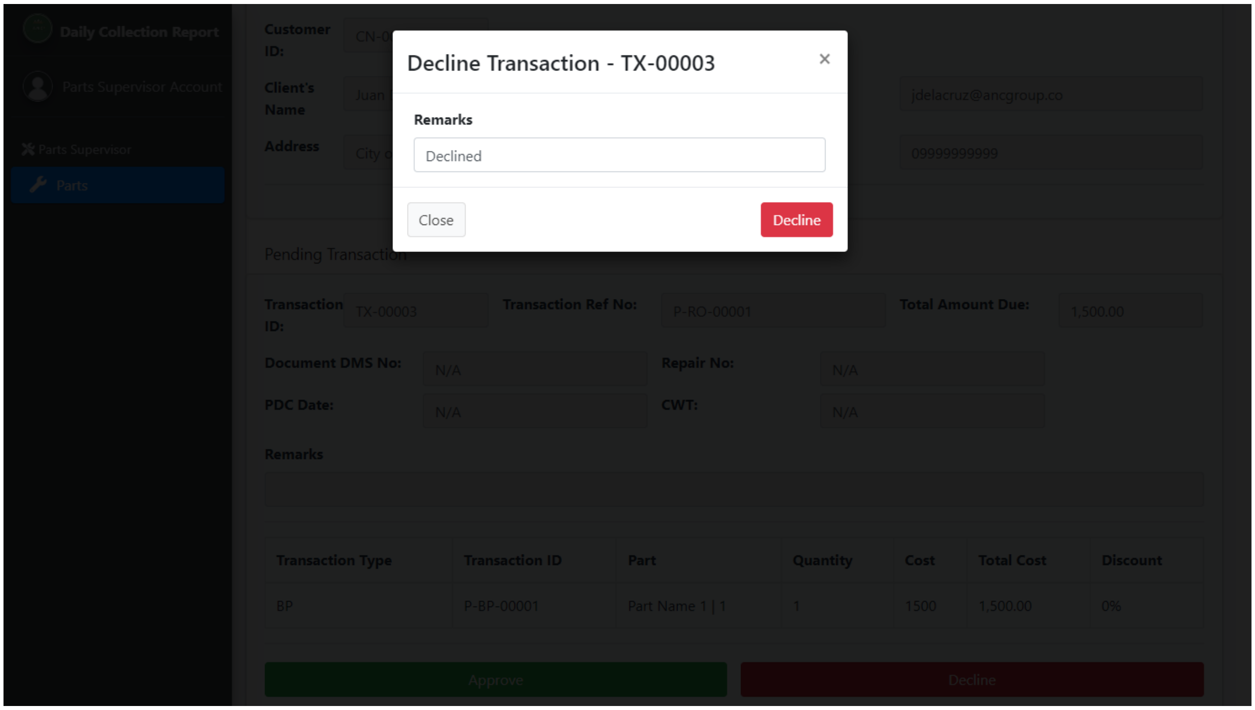


Pending Transaction Approval



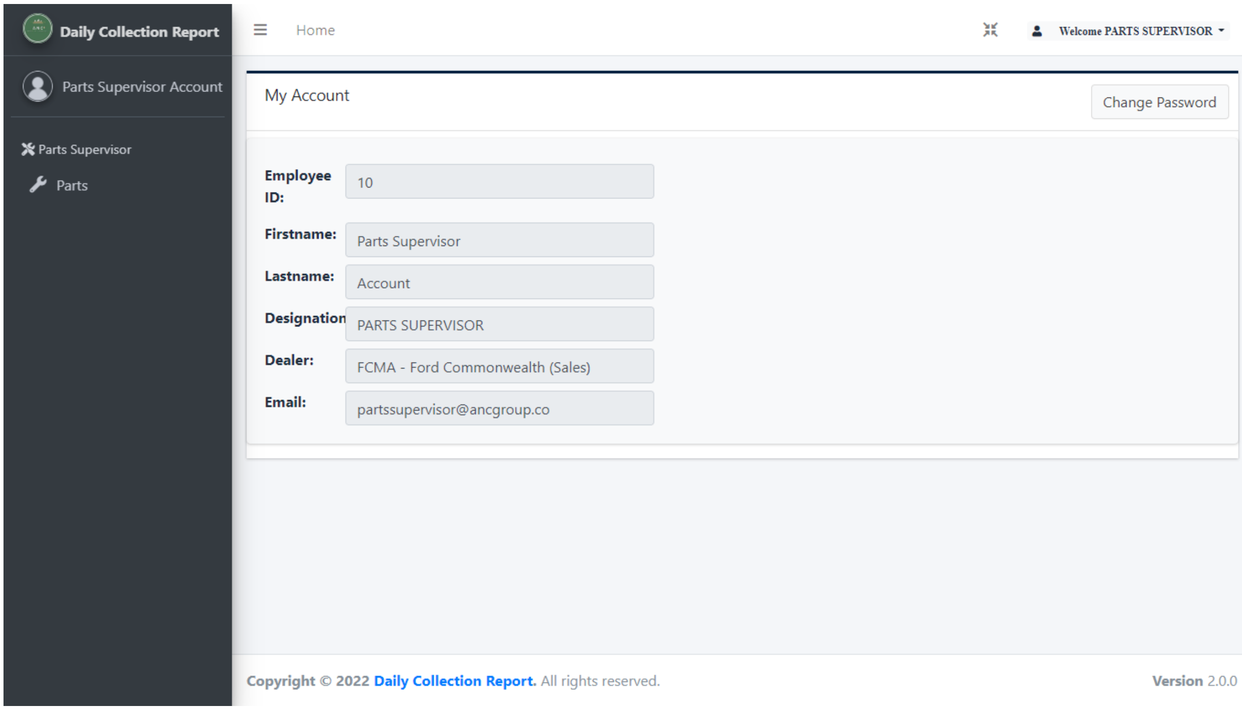
After checking of all the details of the transaction and if all the details are correct the user may now click the "Approve" button and insert the remarks for the transaction. This transaction will now be sent to the Cashier for the payment.

Pending Transaction Declined



After checking of all the details of the transaction and if the details are not correct the user may now click the “Decline” button and insert the remarks for the transaction. This transaction will now be sent back to the Parts Expediter for him/her to update the details of the transaction.

My Account



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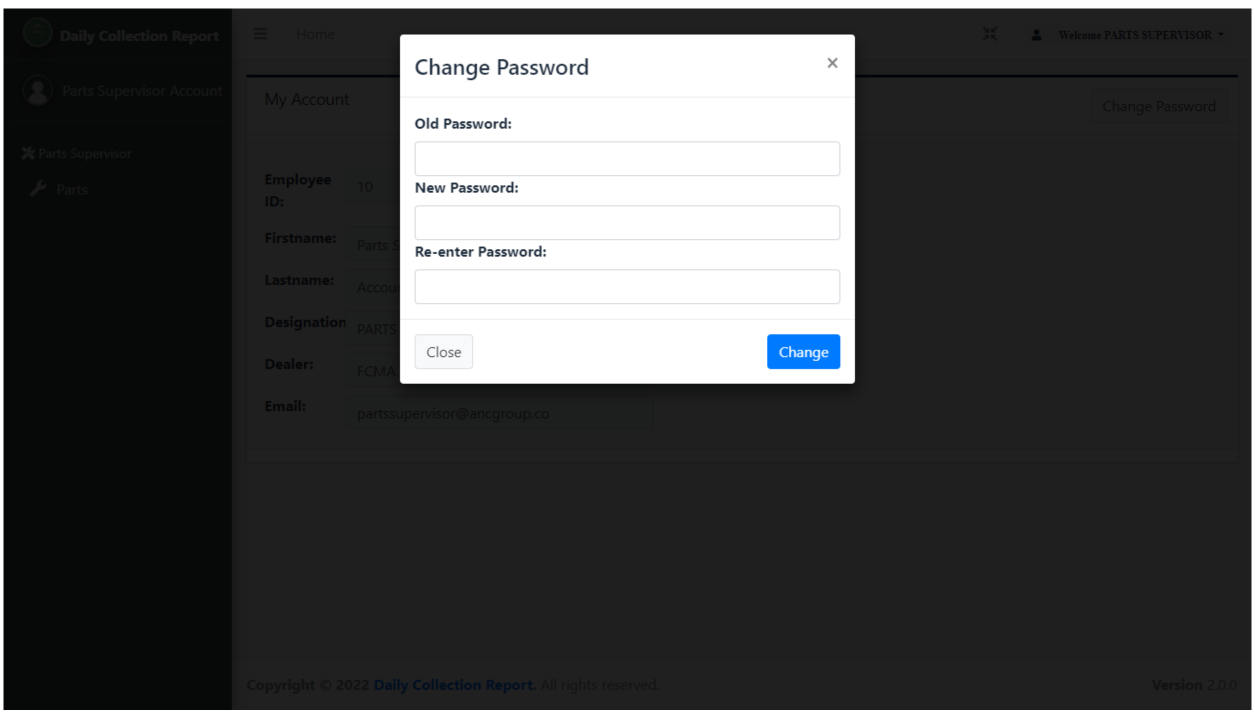
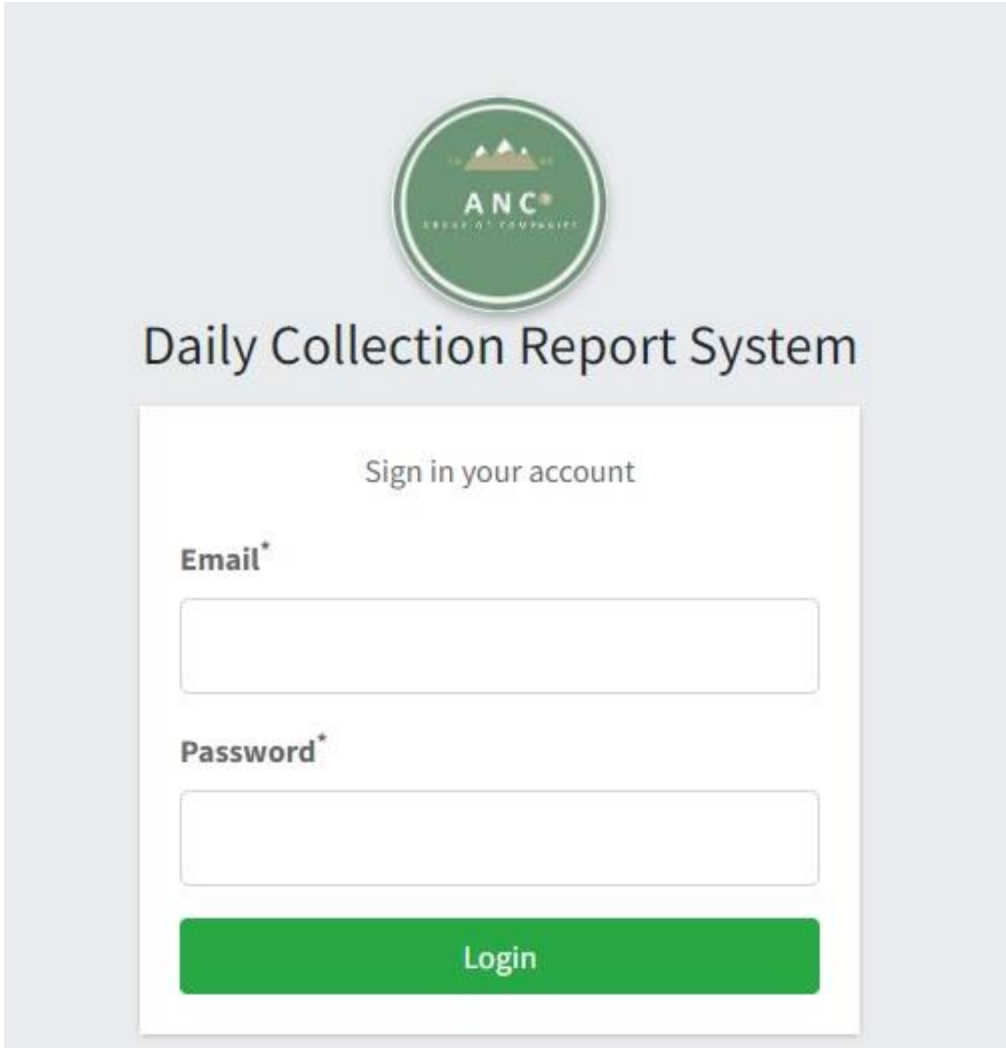


ANC+ Daily Collection Report System (DCR)

Service Advisor Manual

LOGIN PAGE



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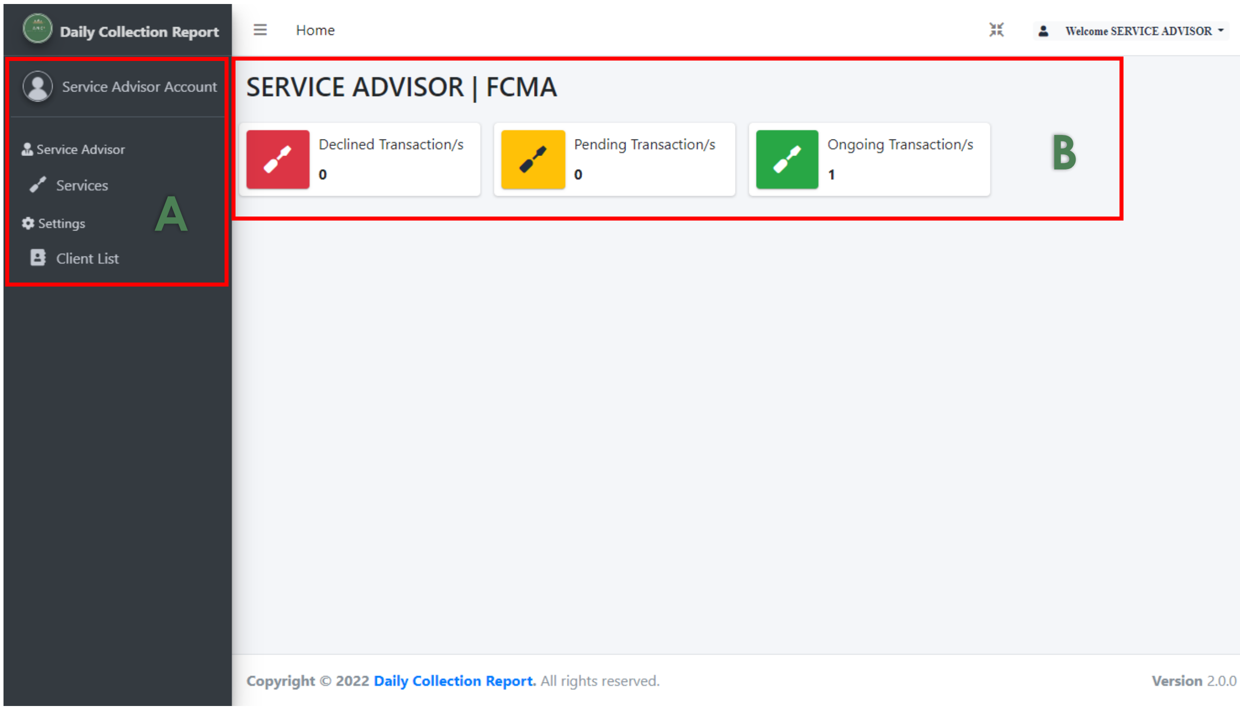
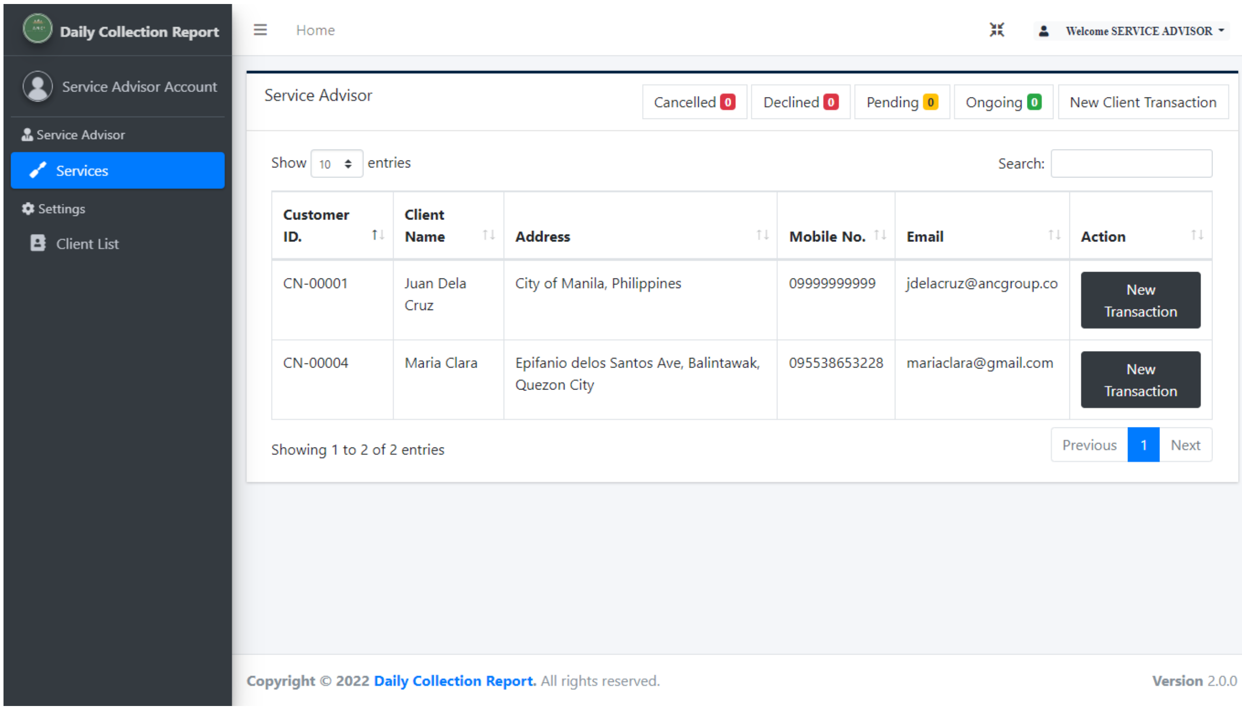
DASHBOARD

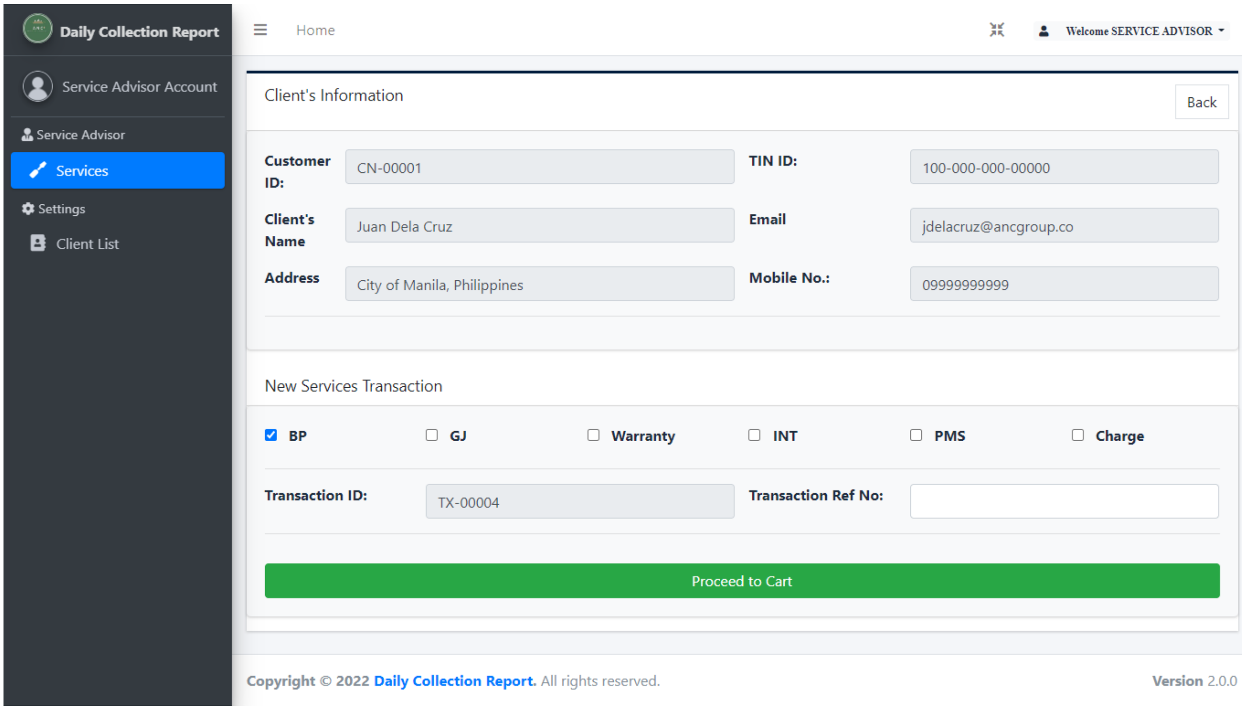


A. List of Modules the user is allowed to access.
B. System Dashboard

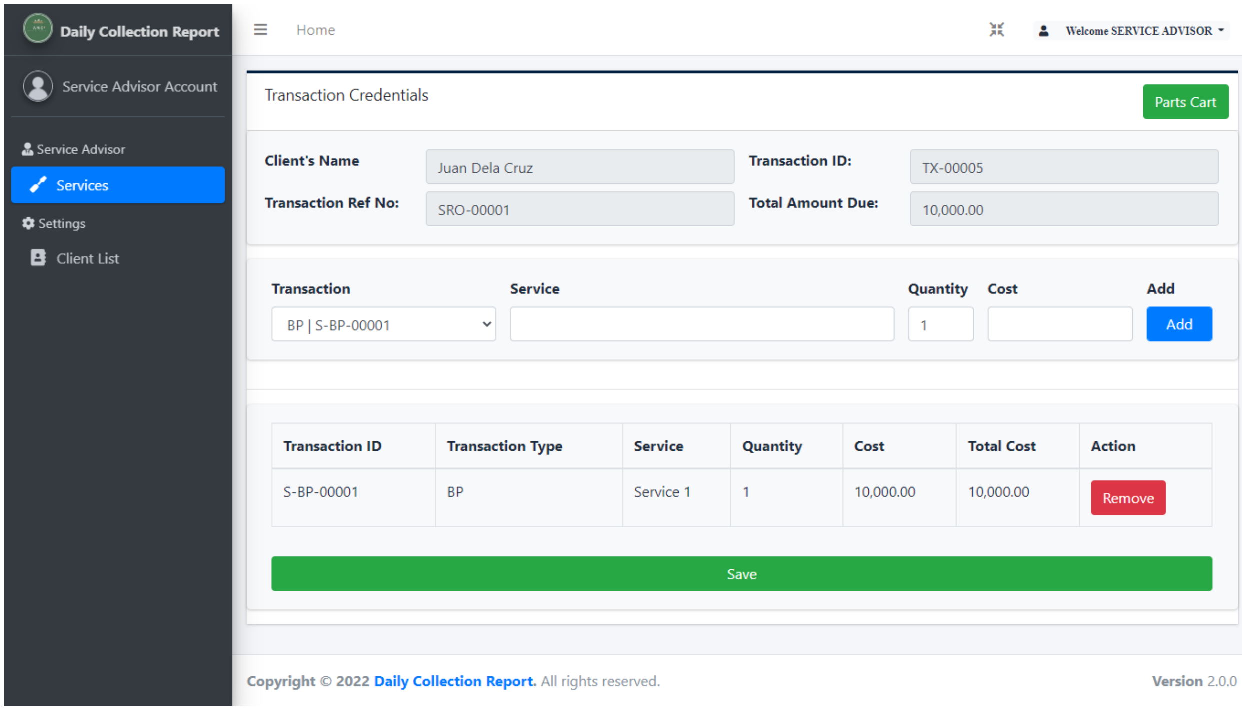
Create Transaction



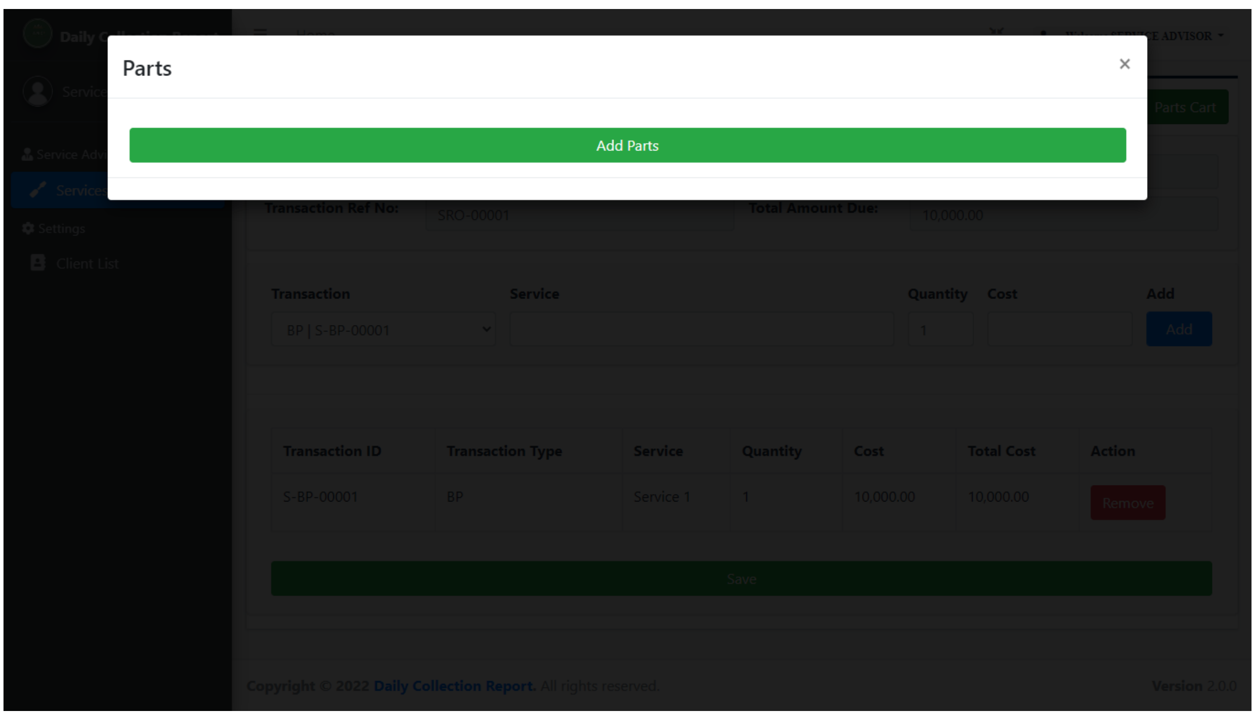
To create a new transaction, click on "New Transaction" if the client that the user wants to create a transaction is not seen on the table the user may add a New Client Transaction by clicking on the "New Client Transaction".



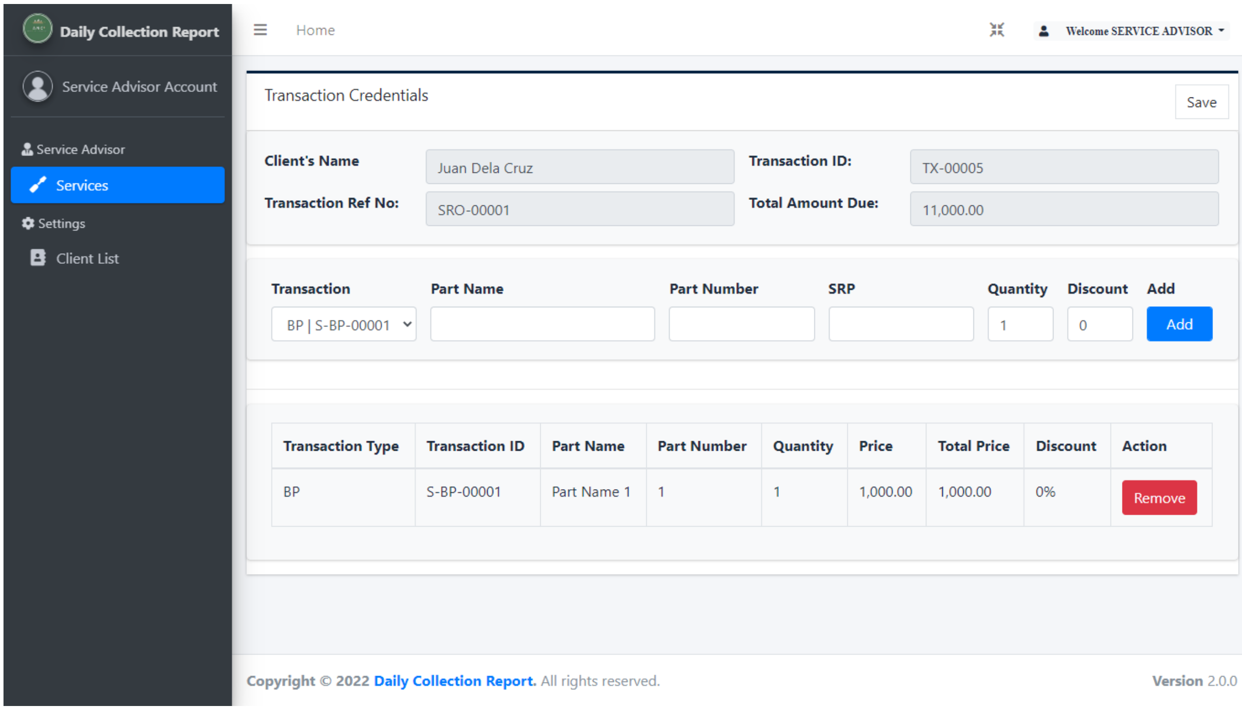
The user may now choose the type of transaction and insert the credentials of the transaction. After the user completed filling out the credentials of the transaction the user may now press the "Proceed to Cart" button.



After pressing the "Proceed to Cart" button, this will redirect the user to the Cart module wherein the user may now add Parts that is included for the transaction.

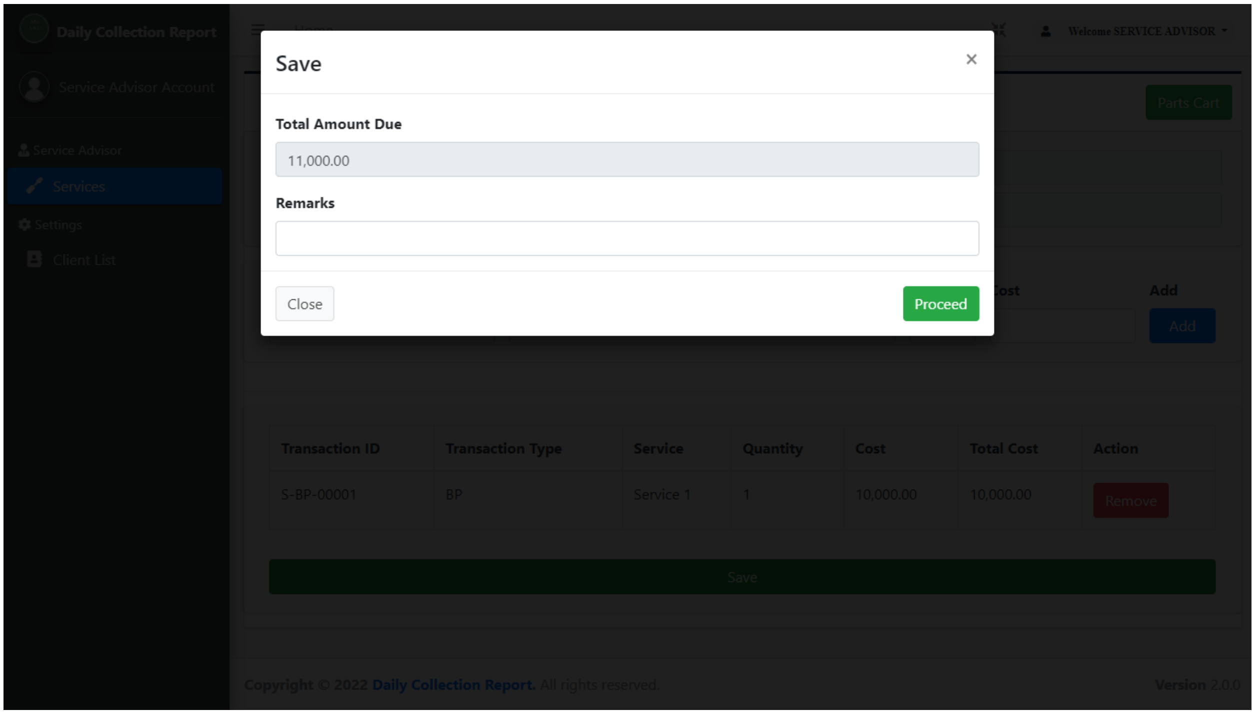


The user may also add Parts for the Service Transaction simply by clicking the "Parts Cart" button then further click "Add Parts" button.



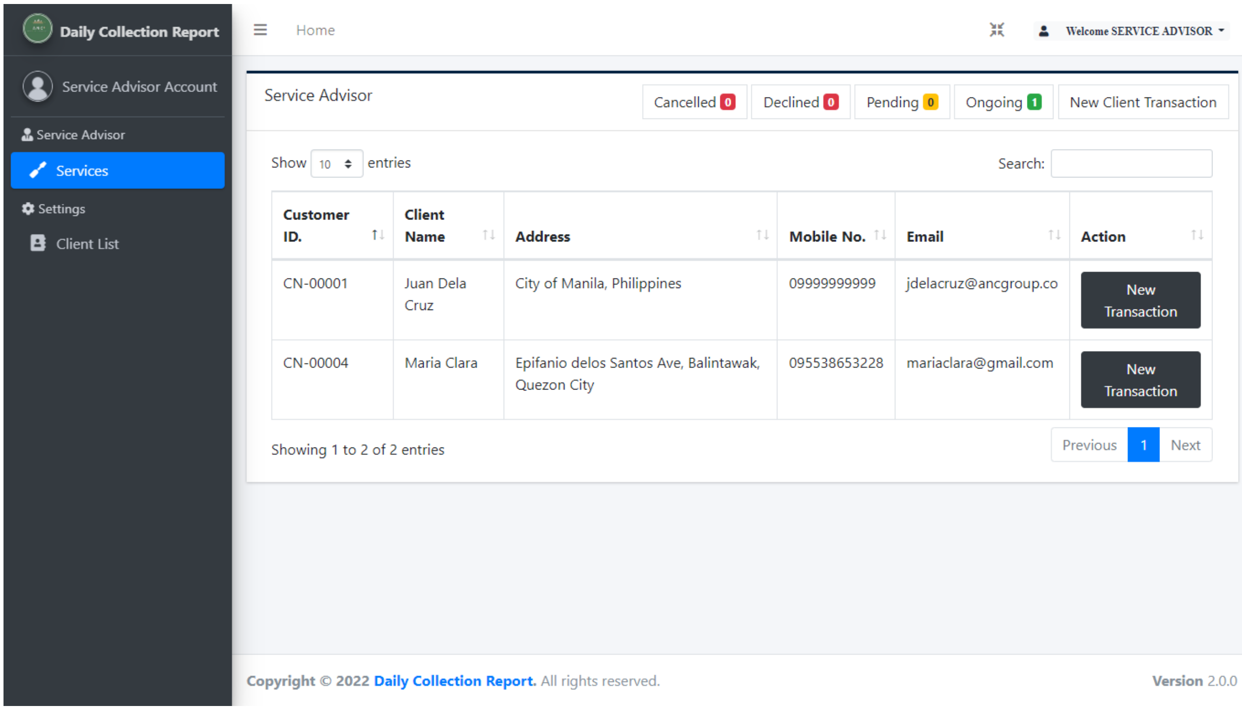
After pressing the "Add Parts" button the user will be redirected to the Parts Cart module, here the user may now add Parts that is included on the service transaction. After done adding all the parts the user may now click "Save".

Note: The Parts that are included will be sent to the Parts Expediter for Approval.

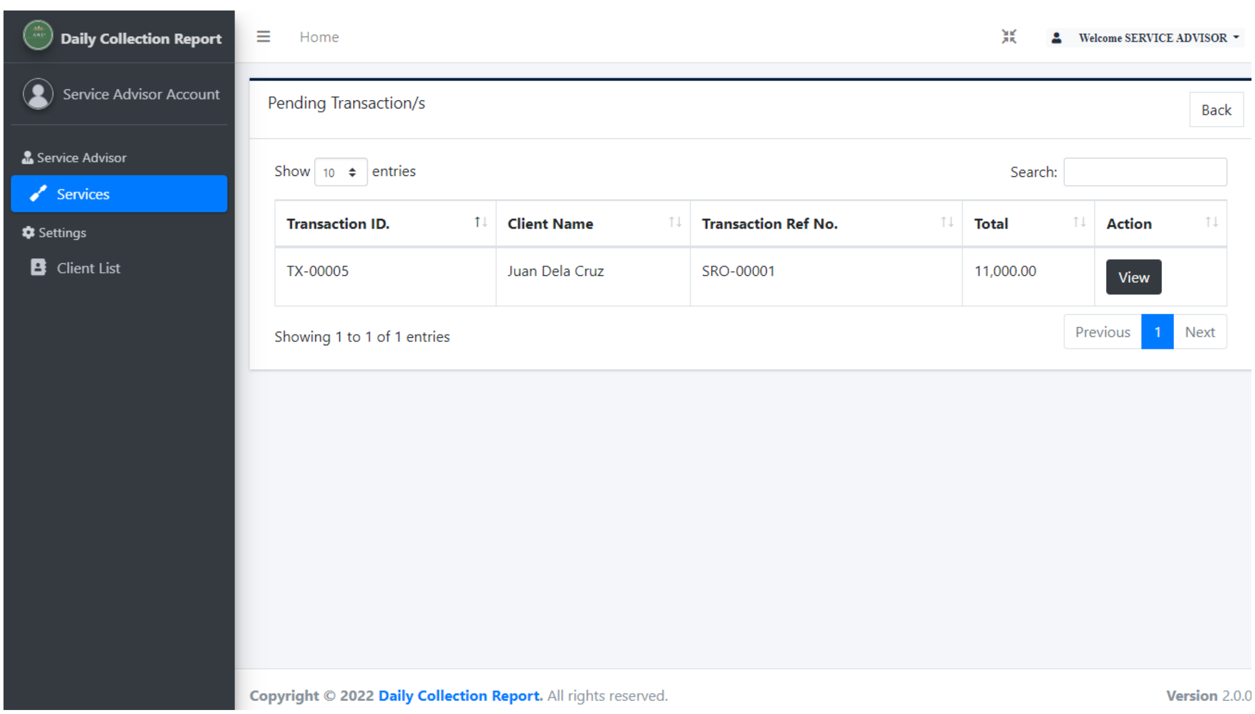


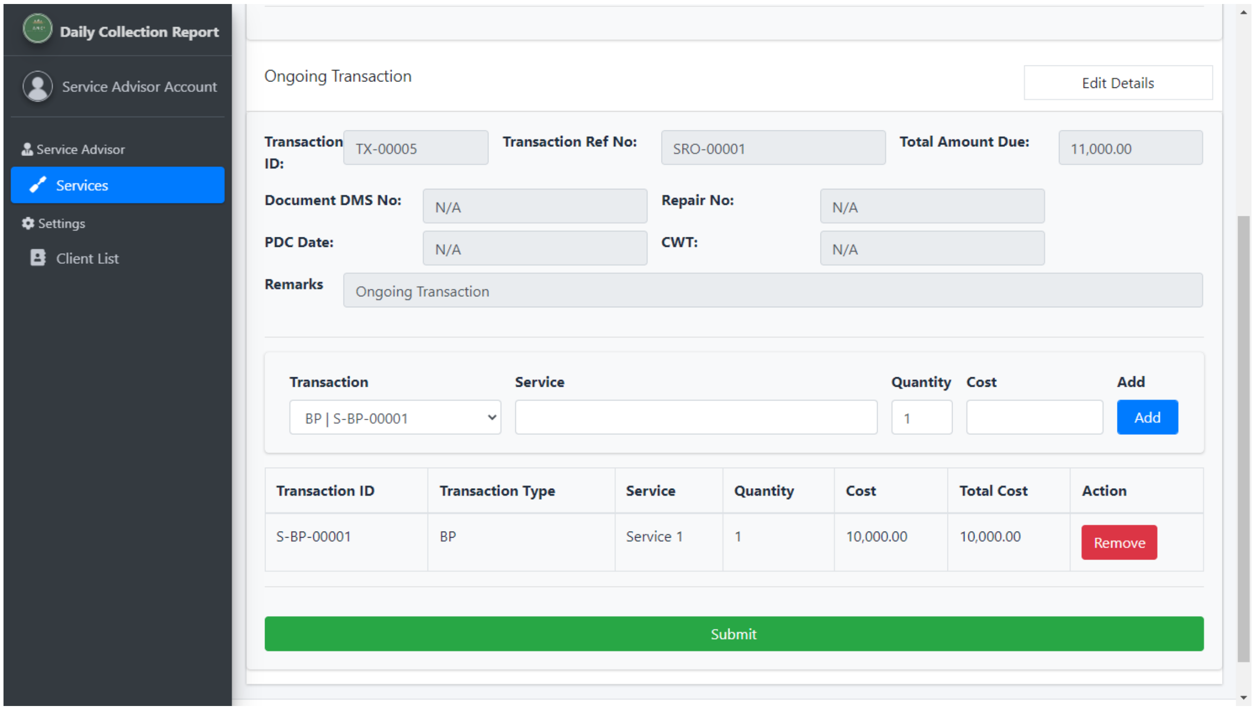
After filling out all the field the user may now click the "Save" button and further click the "Proceed" button to save the transaction.

Ongoing Transaction/s

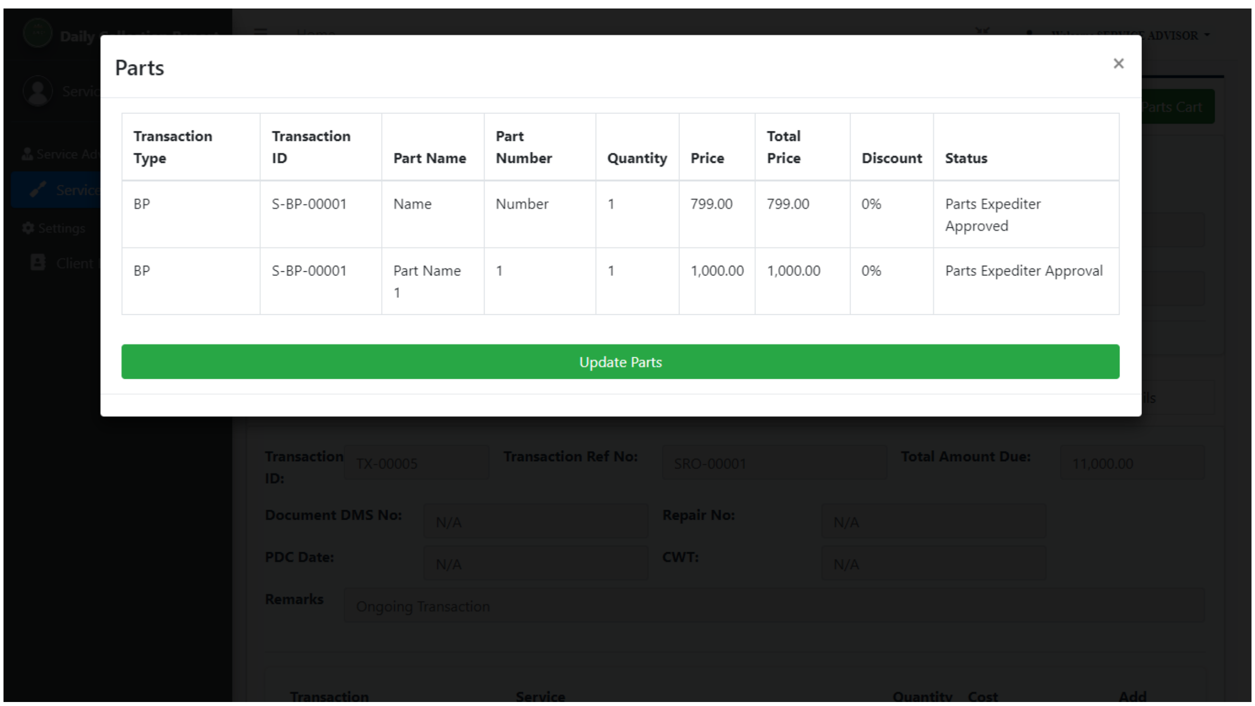


After saving the transaction a number notification will appear beside the "Ongoing Transaction/s" button to further see and update the saved transaction the user may simply click the button.



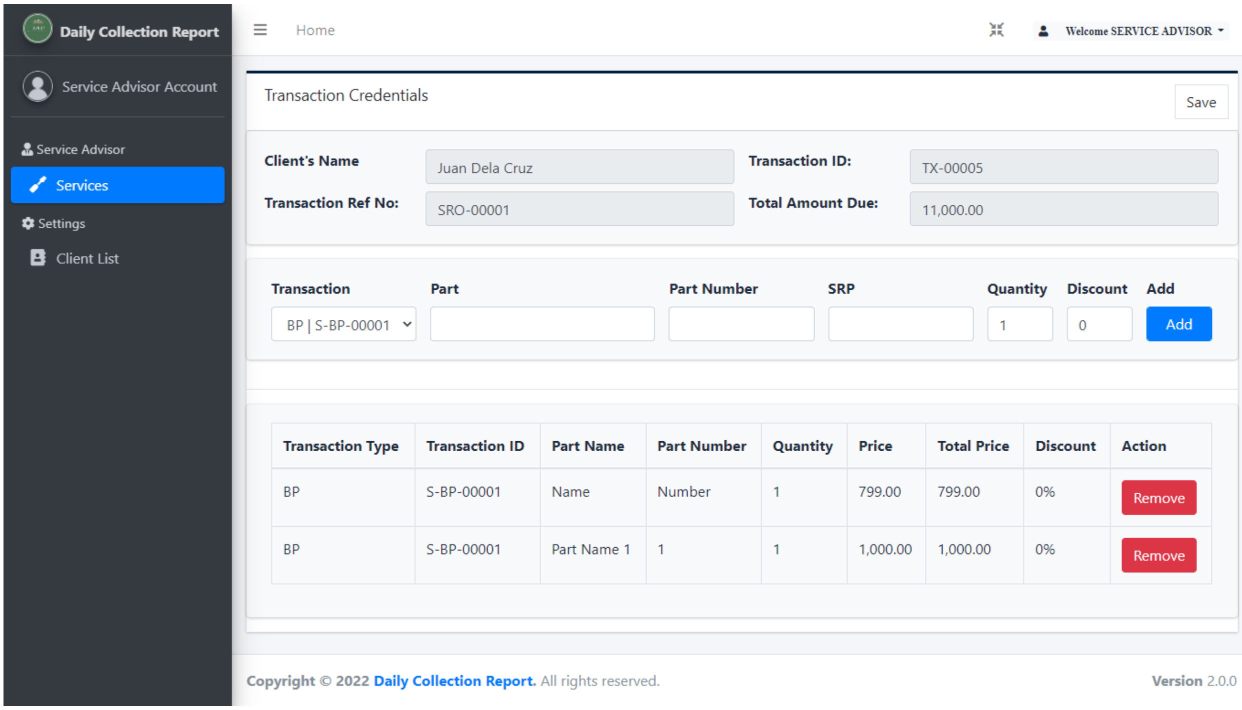


Here the user may remove or add services for the transaction as well as edit the details of the transaction.

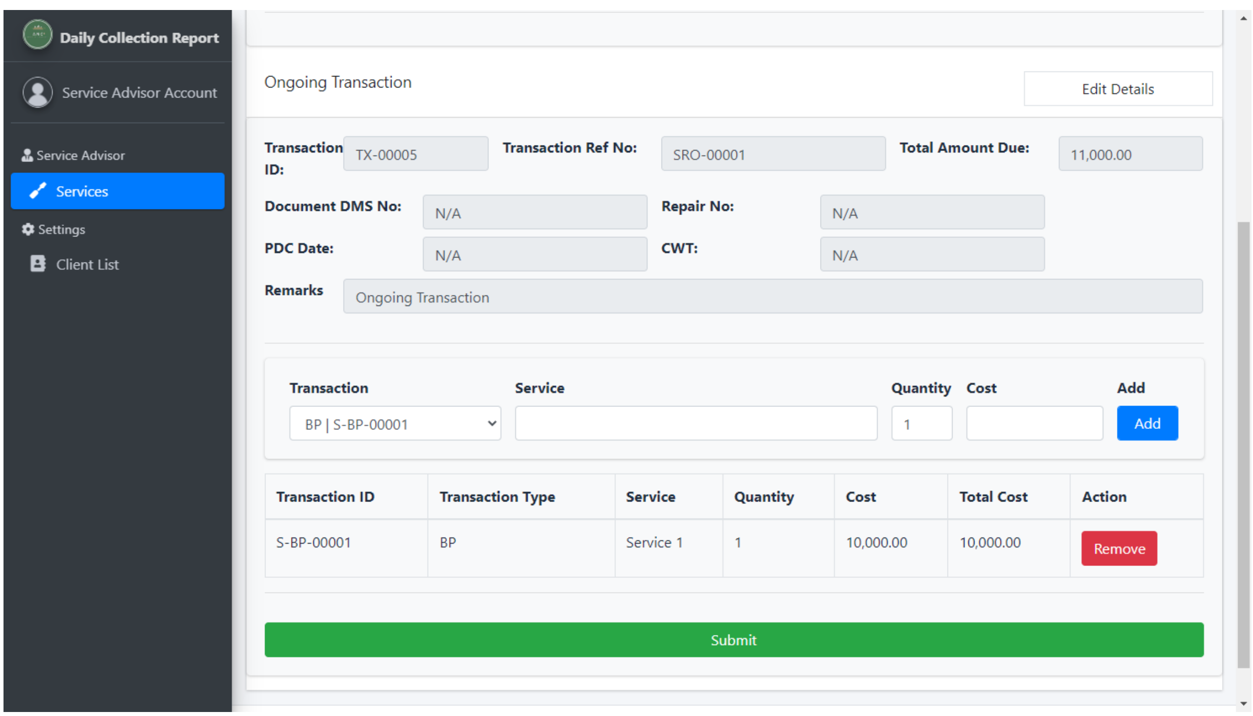


The user may also update the parts that are included by clicking the "Parts Cart" button and further click the "Update Parts" button.

Note: The user may not submit the transaction until the approval of the Parts Expediter, if Parts are included for the Service Transaction.

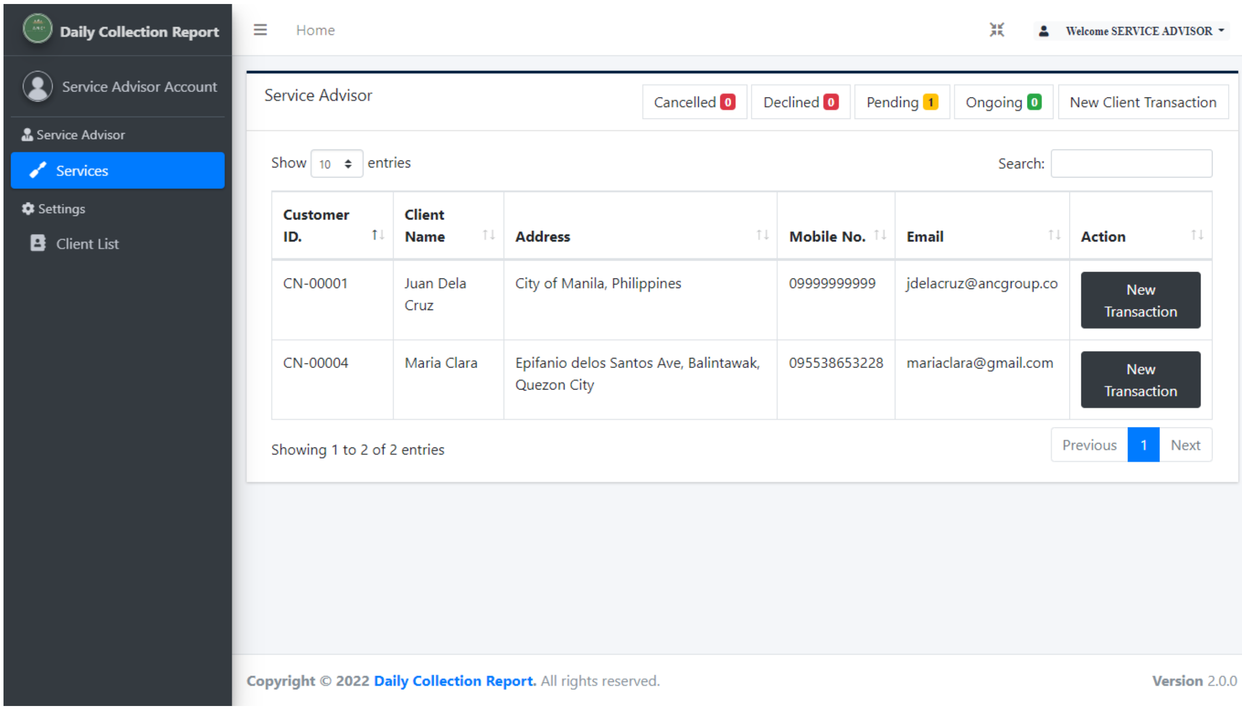


After clicking the "Update Parts" button the user may now update the Parts that are included by Adding or Removing Parts, after updating Parts the user may now click the "Save" button.

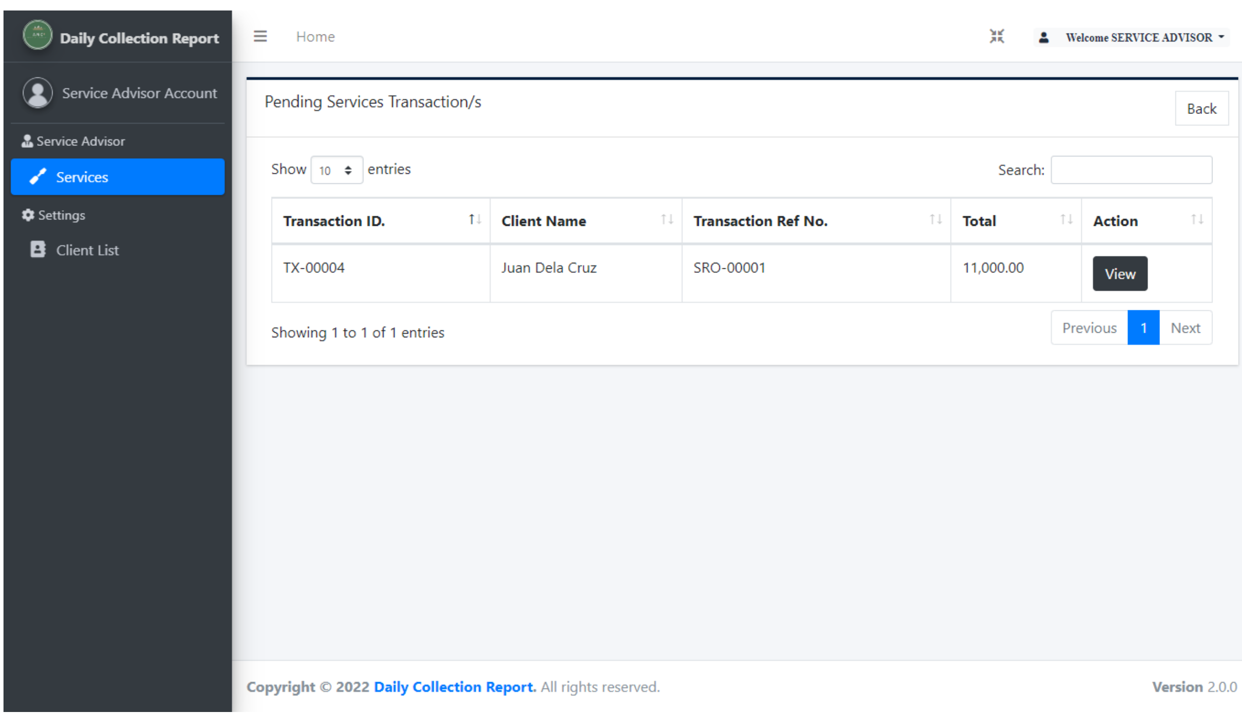


After updating all the details of the transaction the user may now click the "Submit" button to be sent to the Service Supervisor or Service Manager for their approval.

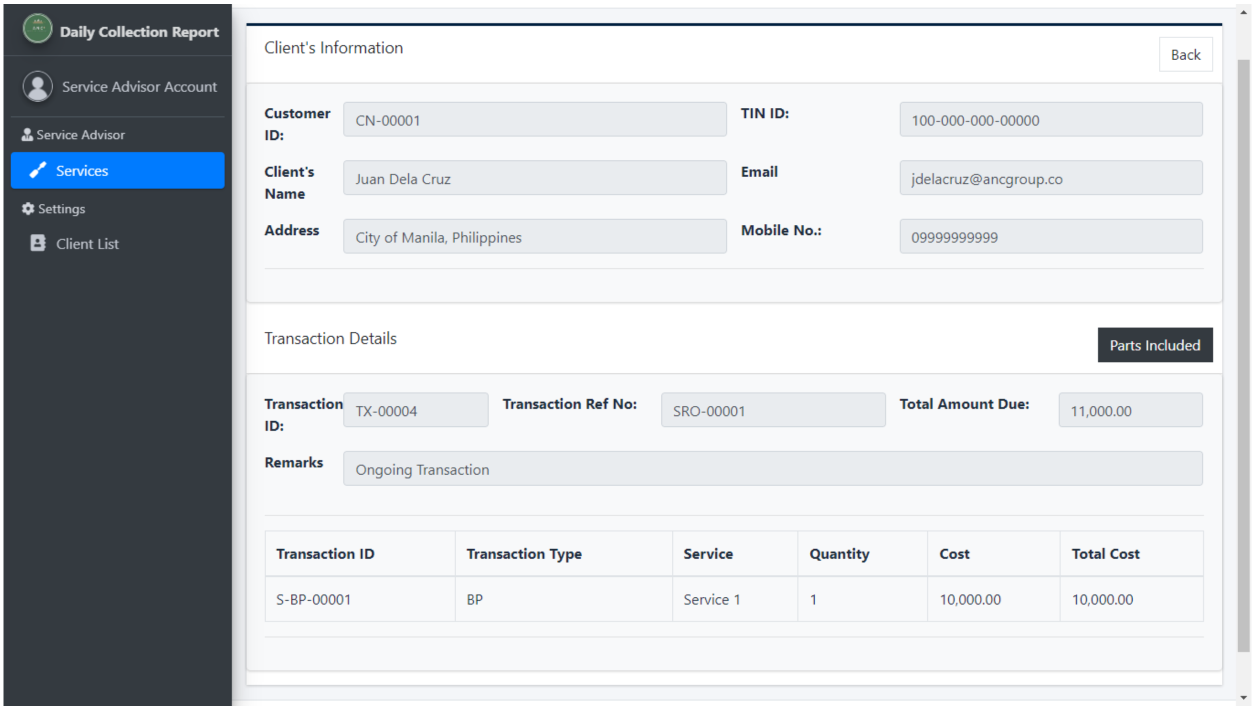
Pending Transaction/s



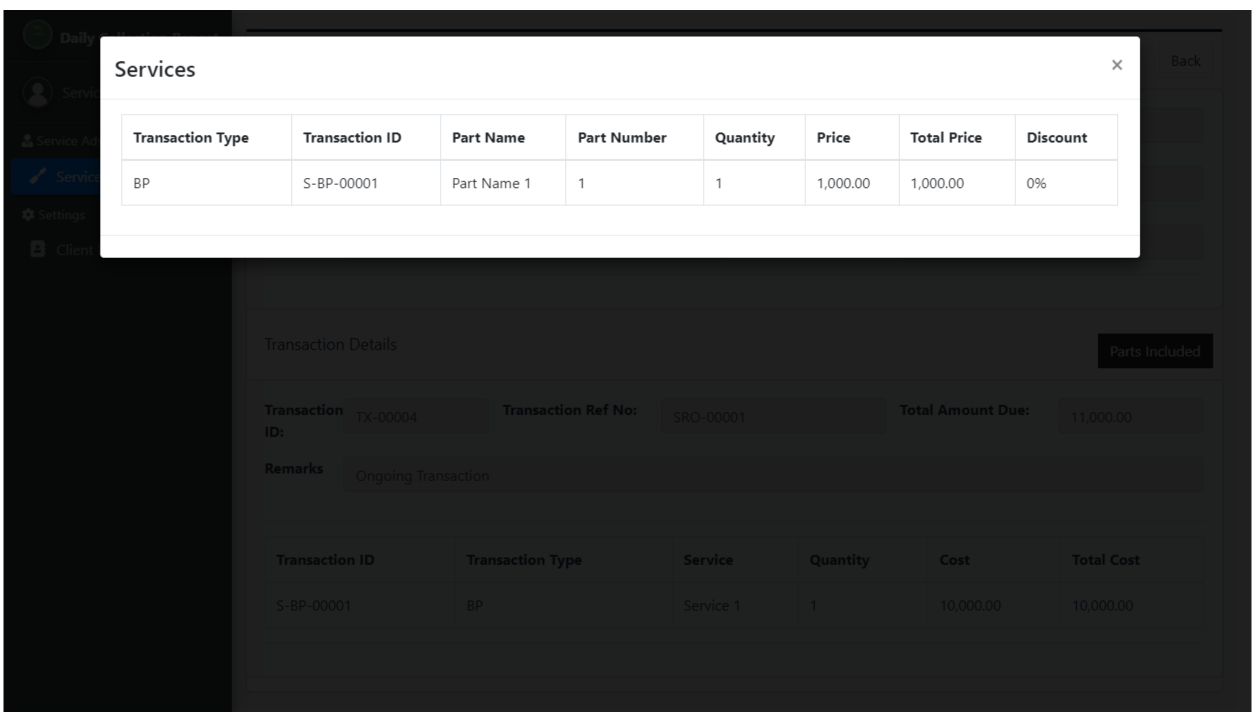
After sending the transaction to the Service Supervisor or Service Manager, the user may see the transaction by pressing the "Pending Transaction/s" button.



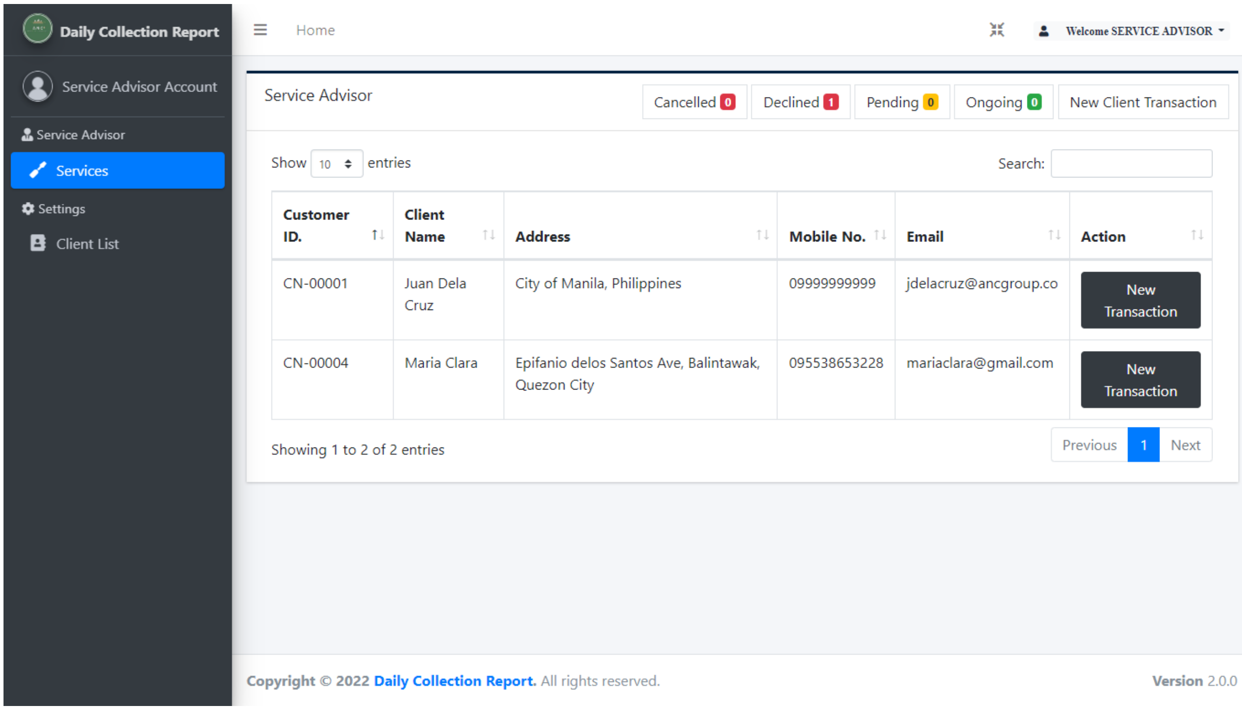
Pending Transaction View



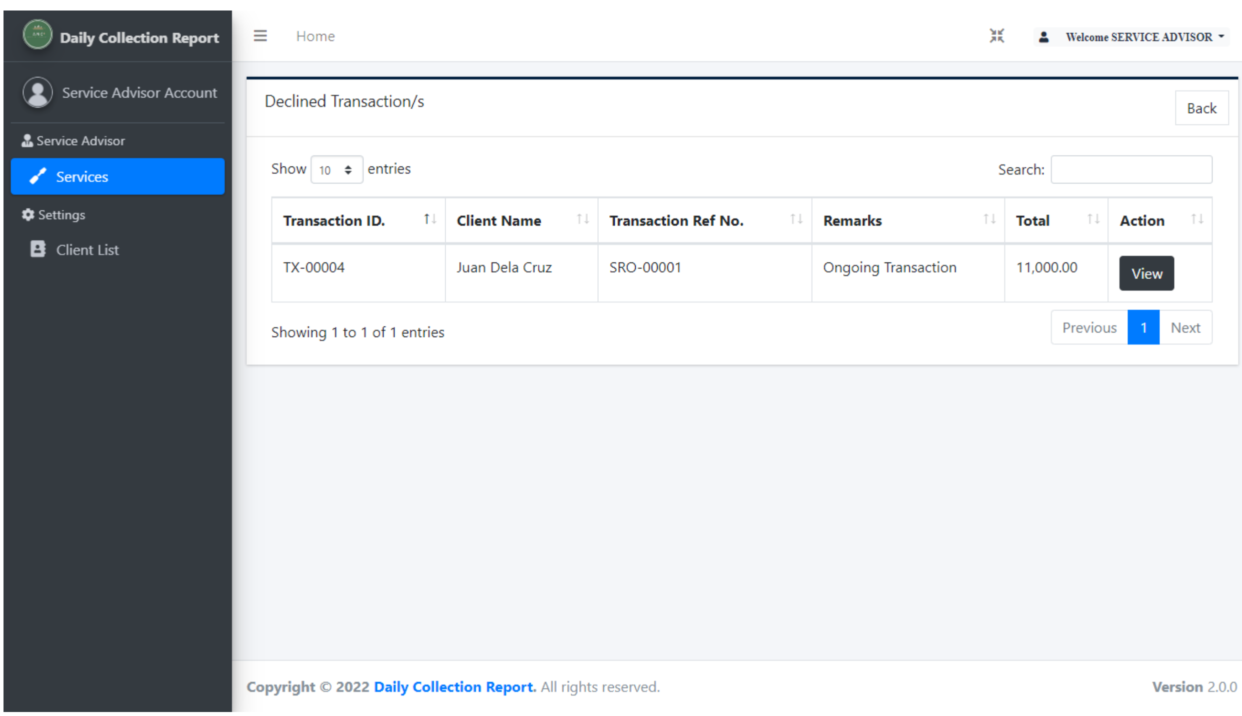
Here the user may see the transaction credentials that is passed to the cashier and is waiting for the approval of the Service Supervisor or Service Manager.



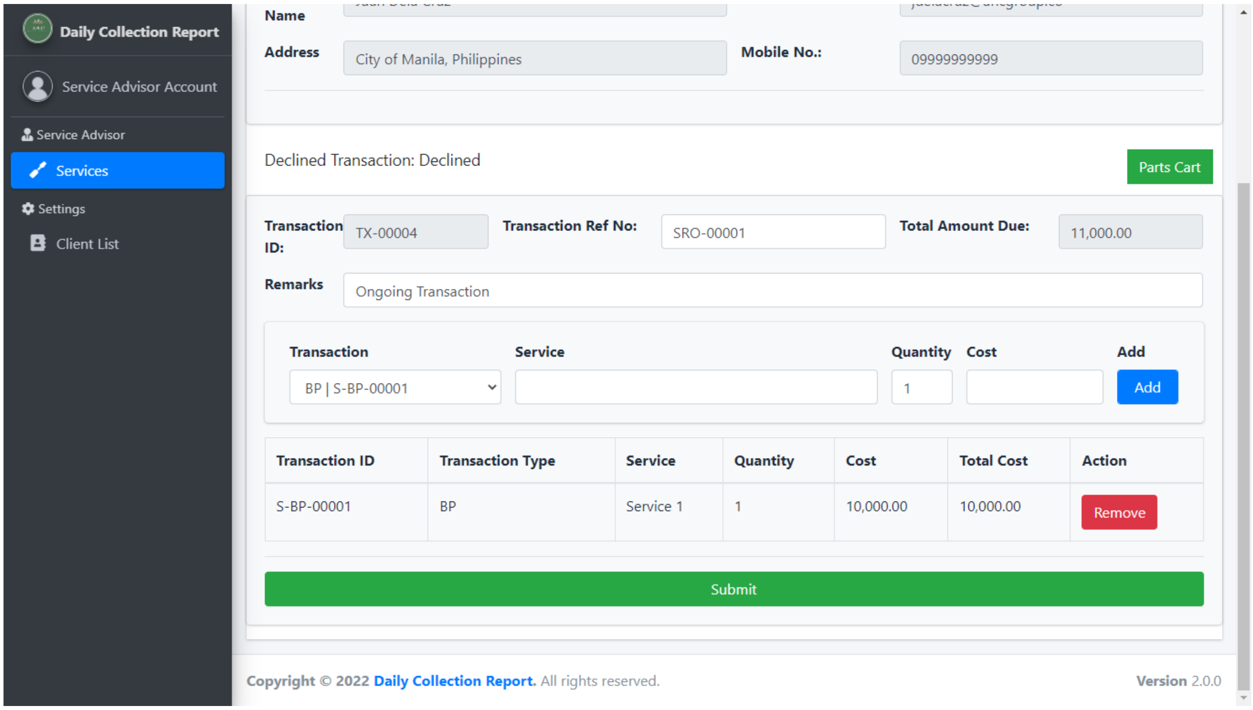
Declined Transaction/s



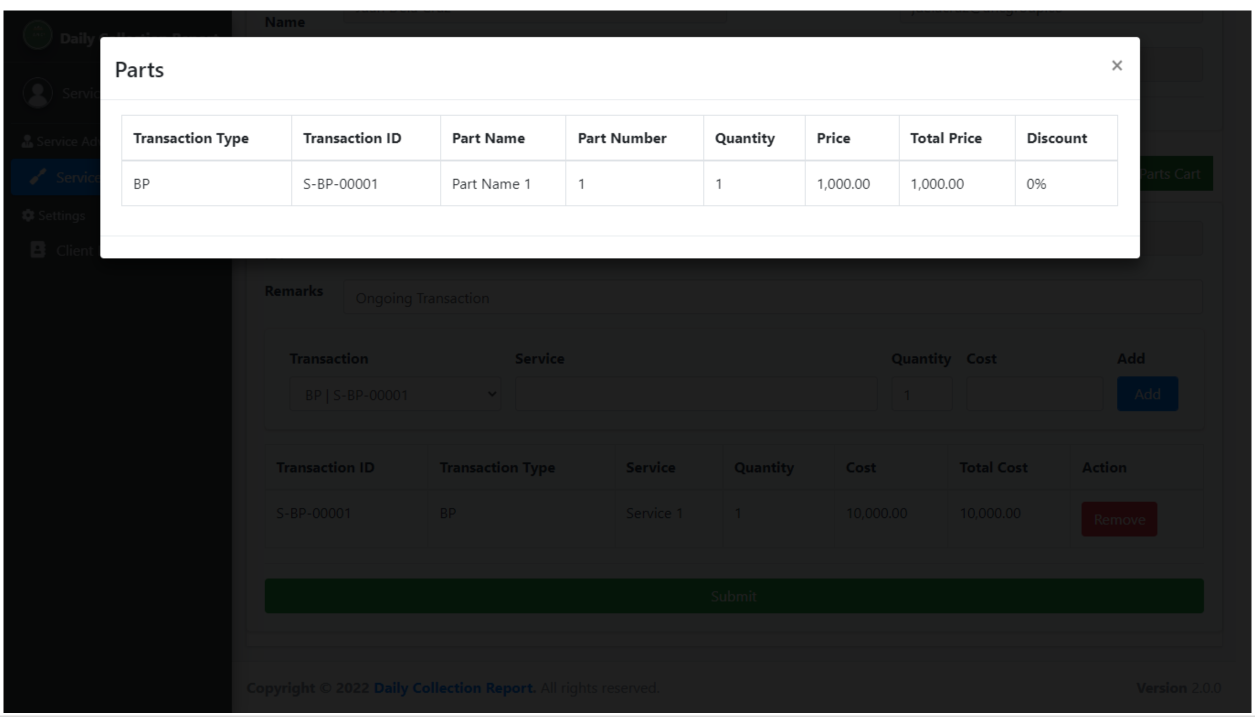
If the transaction is declined by the Service Supervisor or Service Manager a notification will appear beside the Declined Transaction/s button and the user may see it by clicking the button.



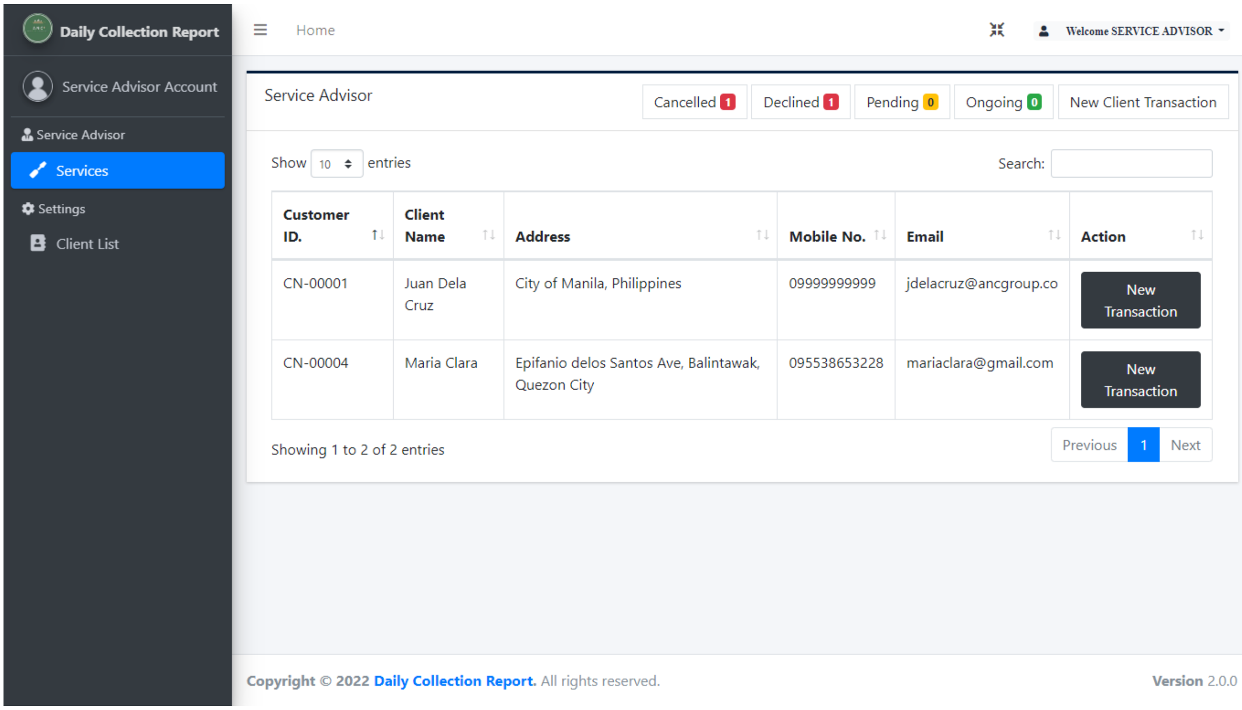
By clicking the view button of the declined transaction, the user may now see the Remarks of the Service Supervisor or Service Manager on why it is declined. The user may now update the details of the transaction.



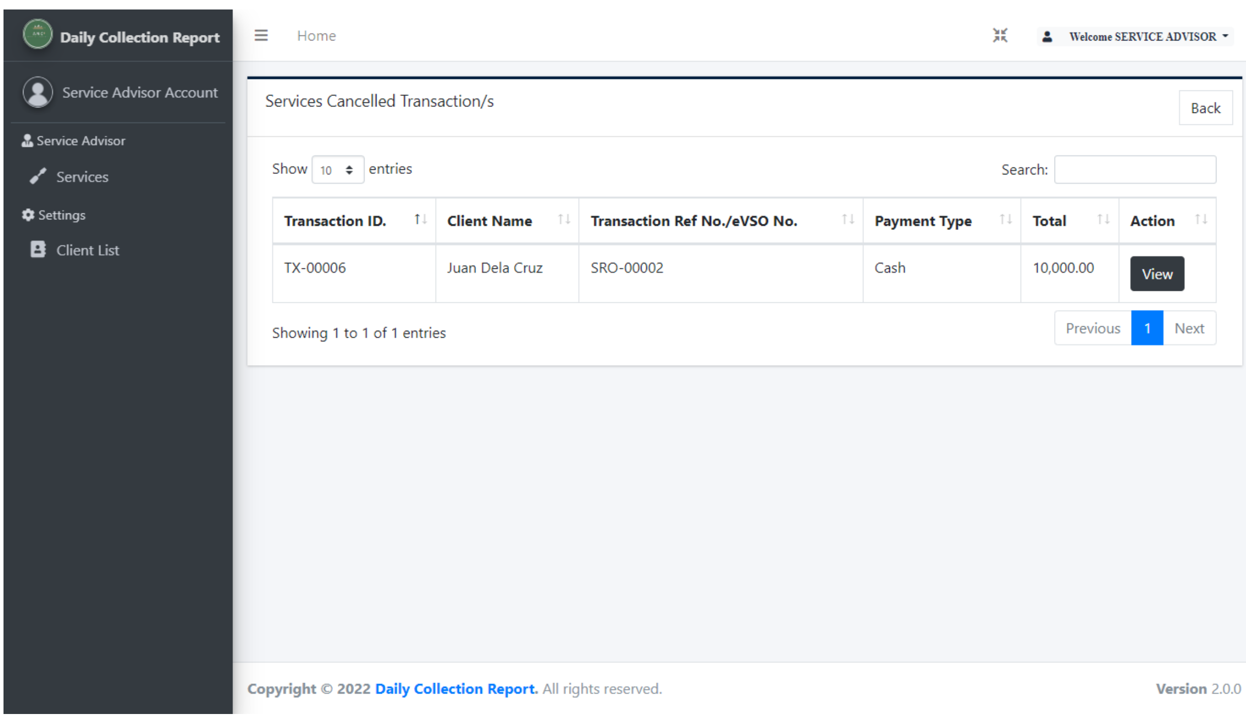
After updating the details of the transaction, the user may now click the submit button for re-approval of the Service Supervisor and Service Manager.



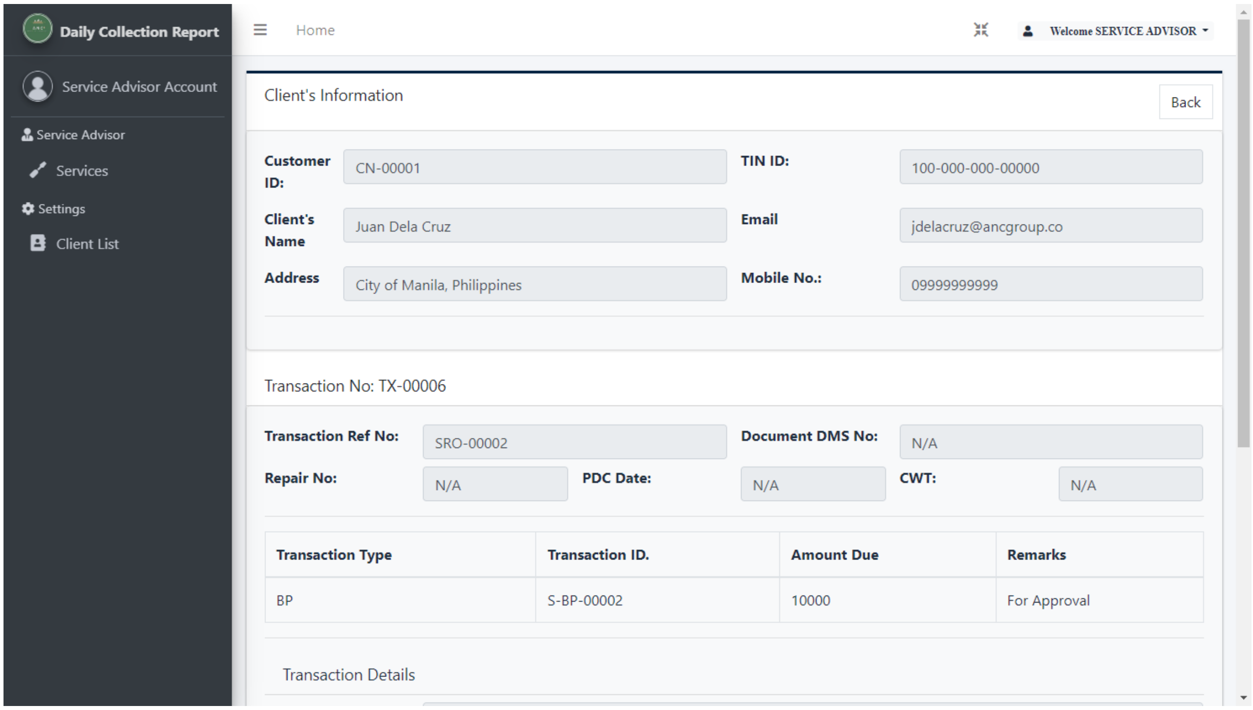
Cancelled

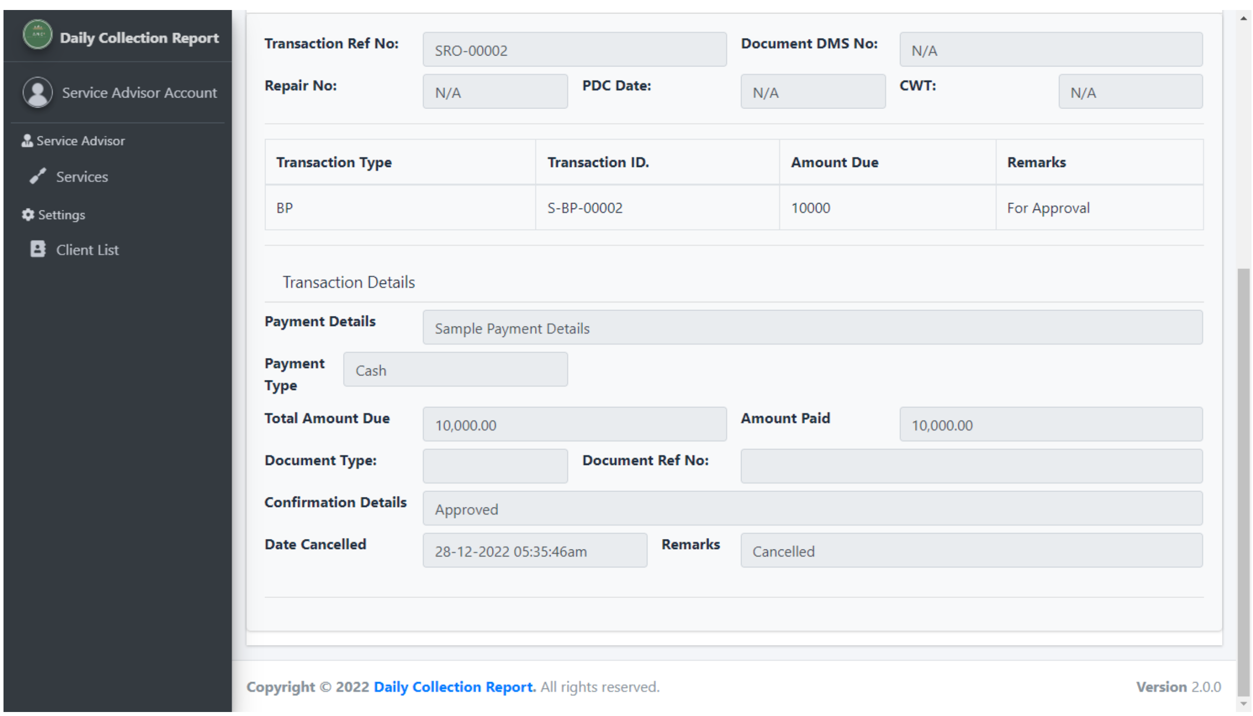


The user may also see all the cancelled transactions by clicking the Cancelled button.



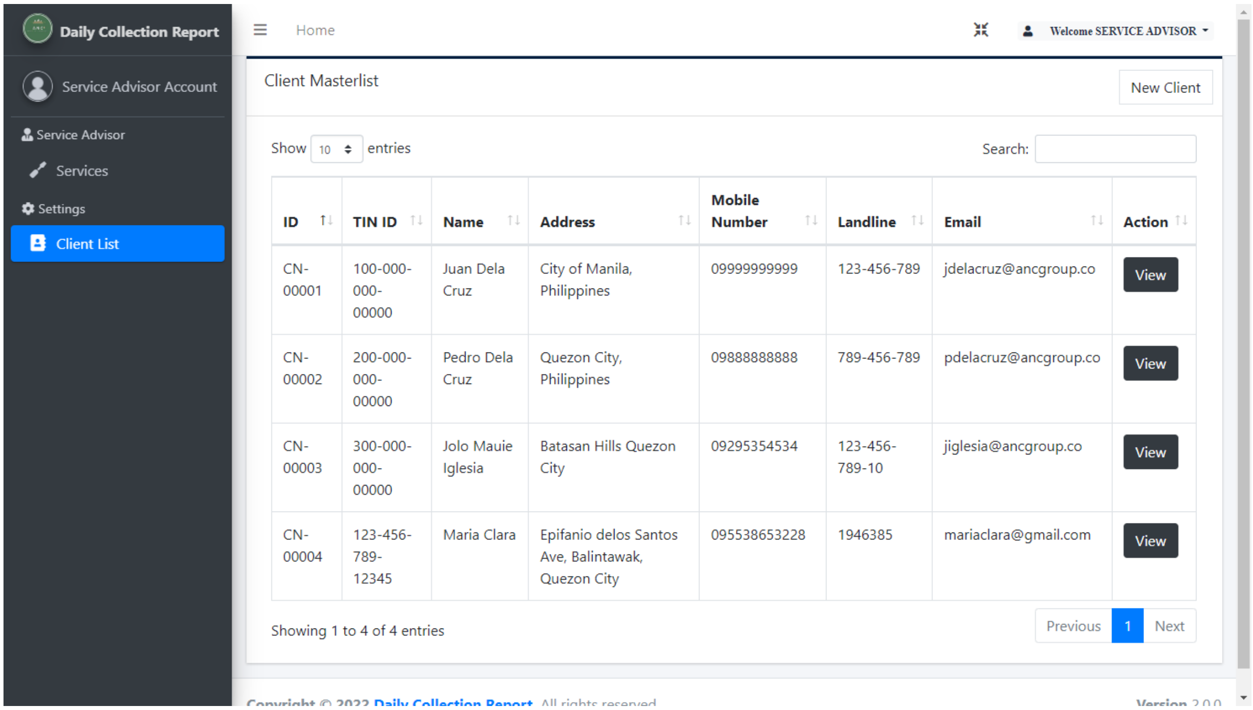
Here the user may see the list of cancelled transactions the user may also see the full credentials of the cancelled transaction by clicking the view button.





At the bottom of the transaction credentials are the Date when the transaction is cancelled and the Remarks on why the transaction is cancelled.

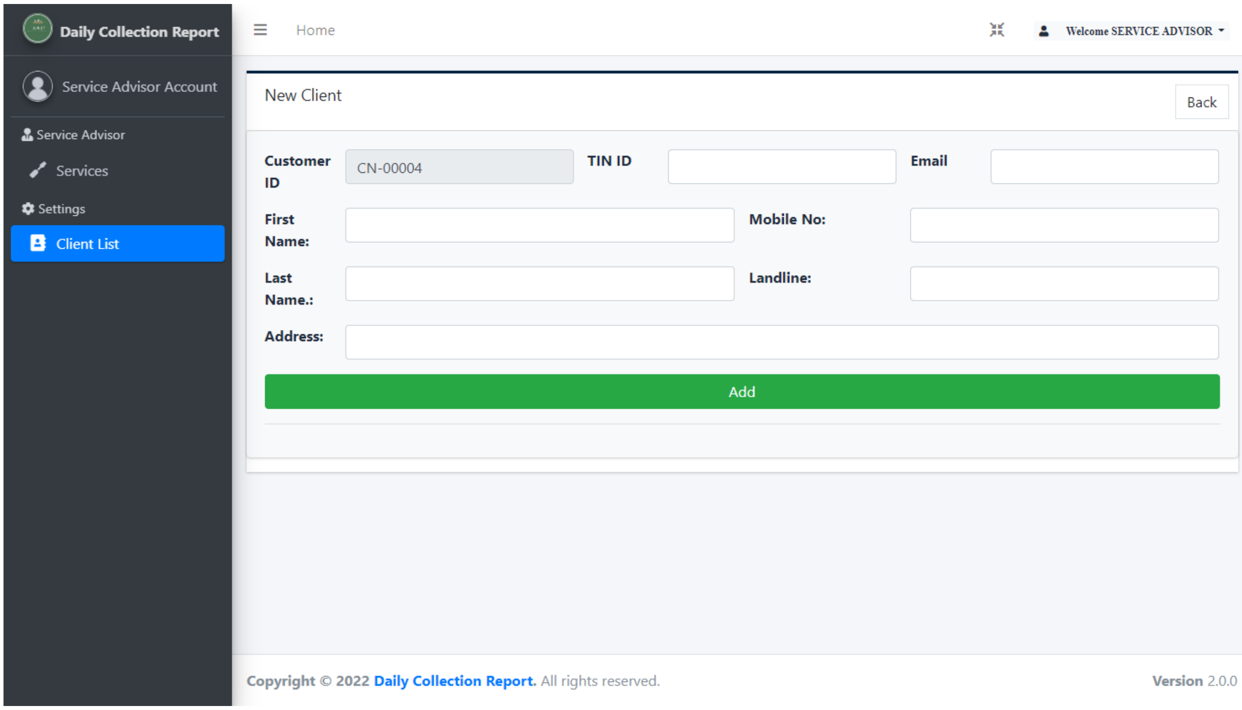
Client List

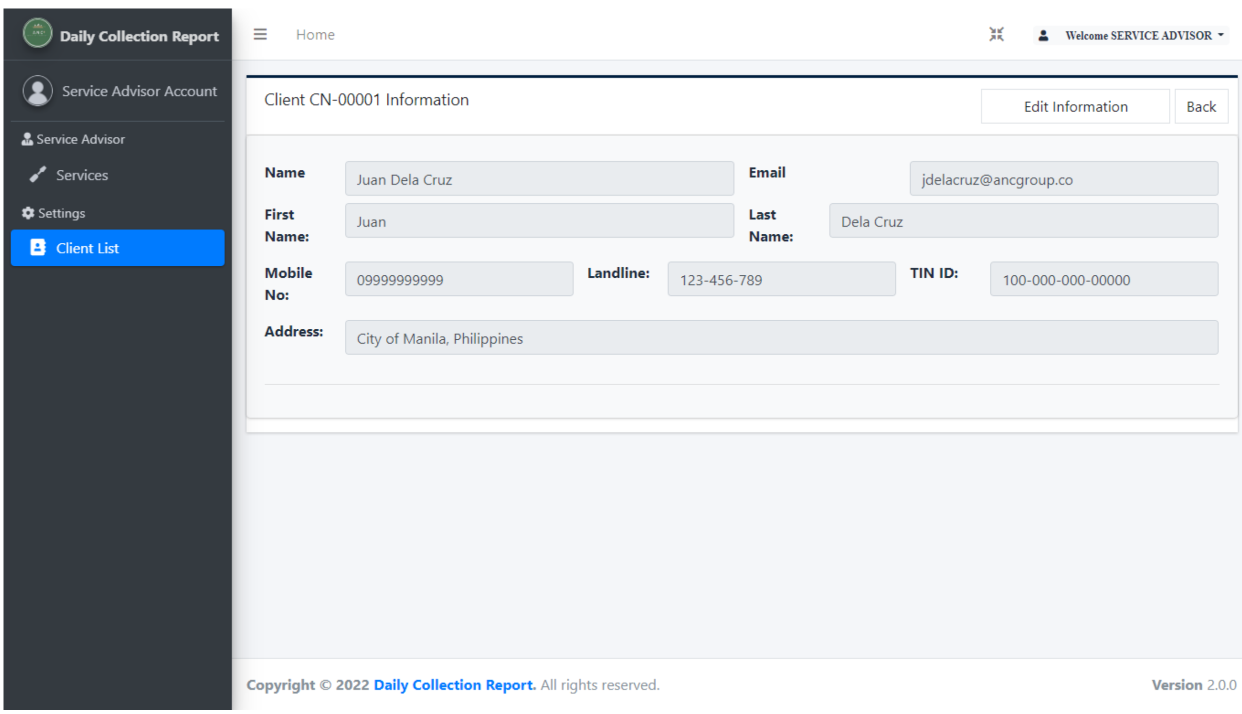


ID	TIN ID	Name	Address	Mobile Number	Landline	Email	Action
CN-00001	100-000-000-00000	Juan Dela Cruz	City of Manila, Philippines	09999999999	123-456-789	jdelacruz@ancgroup.co	View
CN-00002	200-000-000-00000	Pedro Dela Cruz	Quezon City, Philippines	09888888888	789-456-789	pdelacruz@ancgroup.co	View
CN-00003	300-000-000-00000	Jolo Mauie Iglesia	Batasan Hills Quezon City	09295354534	123-456-789-10	jiglesia@ancgroup.co	View
CN-00004	123-456-789-12345	Maria Clara	Epifanio delos Santos Ave, Balintawak, Quezon City	095538653228	1946385	mariaclara@gmail.com	View

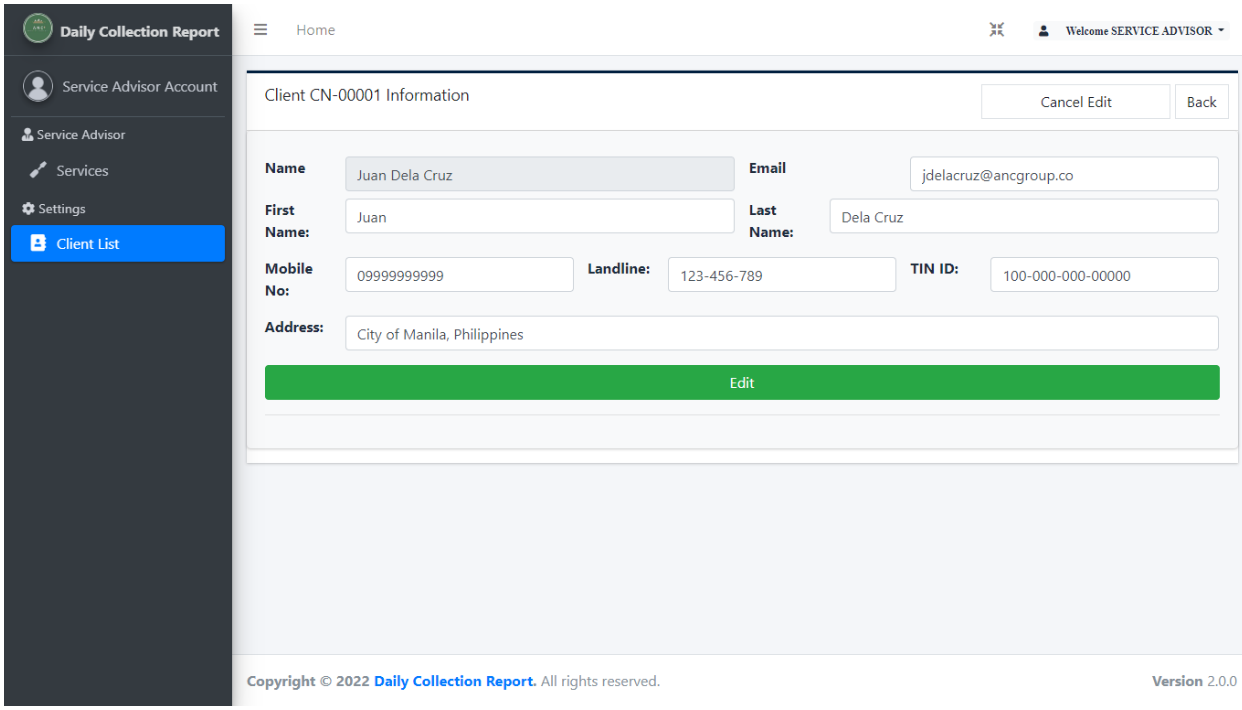
Client list is where the user may see the list of clients and its credentials, and the user may also add new clients that is now included in the master list.

Here the user may add a new client by filling out the required field for the credentials of the user.



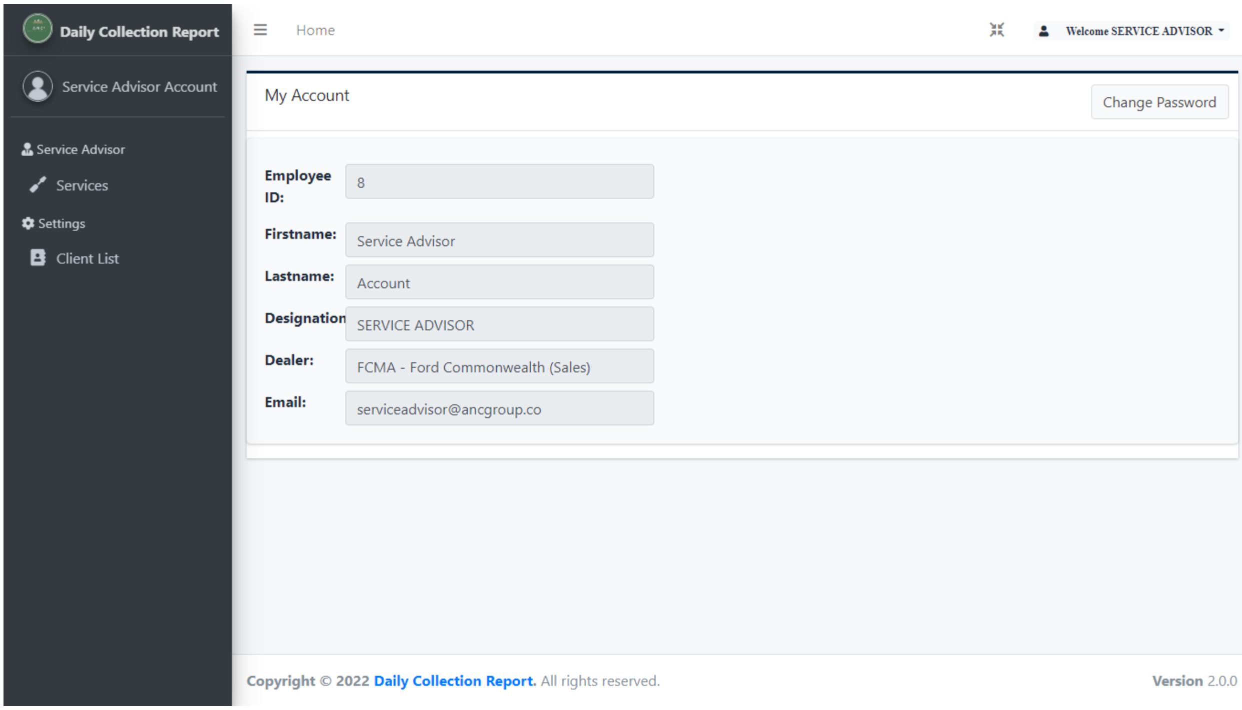


The user may also see the credentials of the client by clicking the view button.

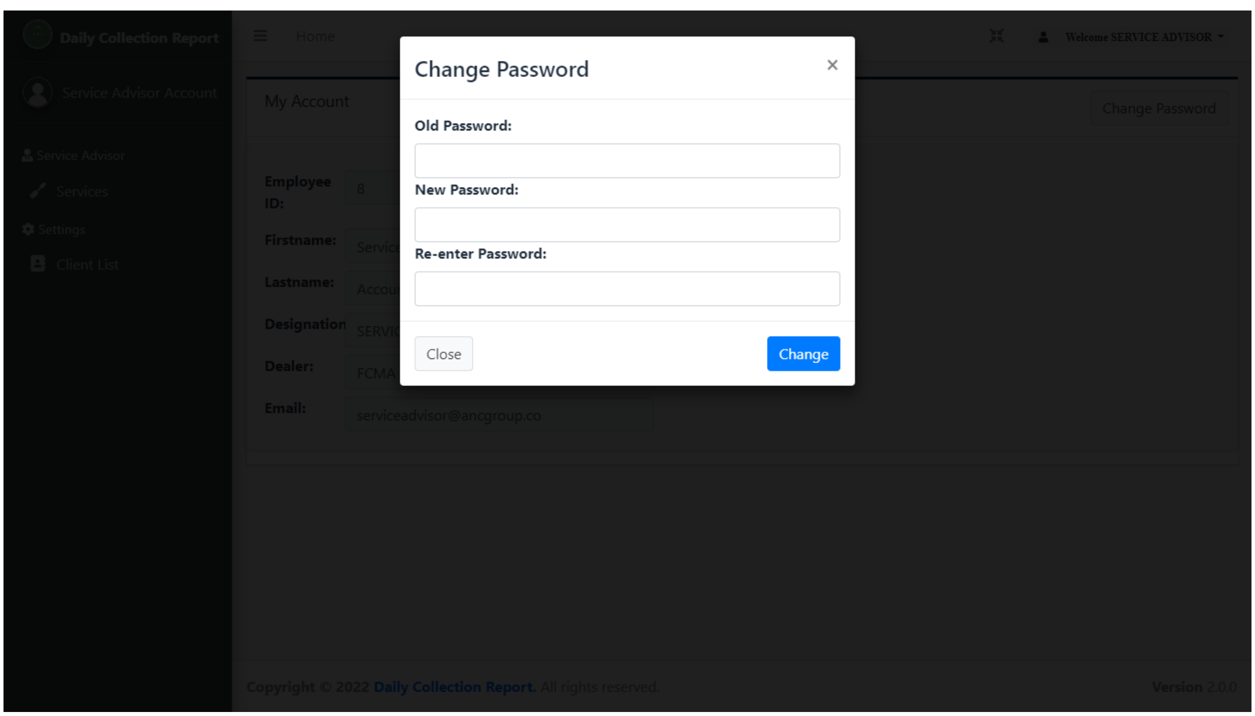


The user may also edit the information of the user by clicking the "Edit Information" button after updating the credentials of the client the user may now press the "Edit" button.

My Account



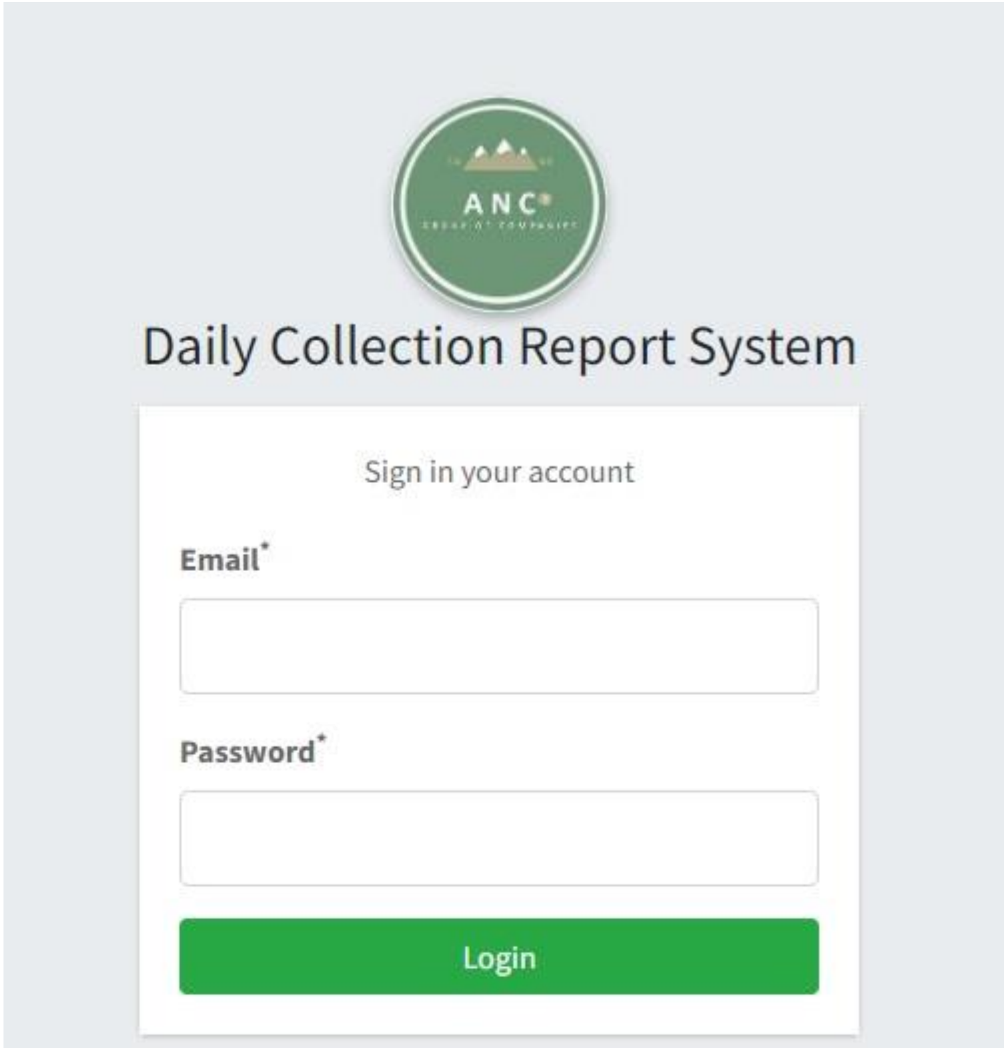
Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the "Change Password" button and fill out the needed information for changing the password.



ANC+ Daily Collection Report System (DCR)

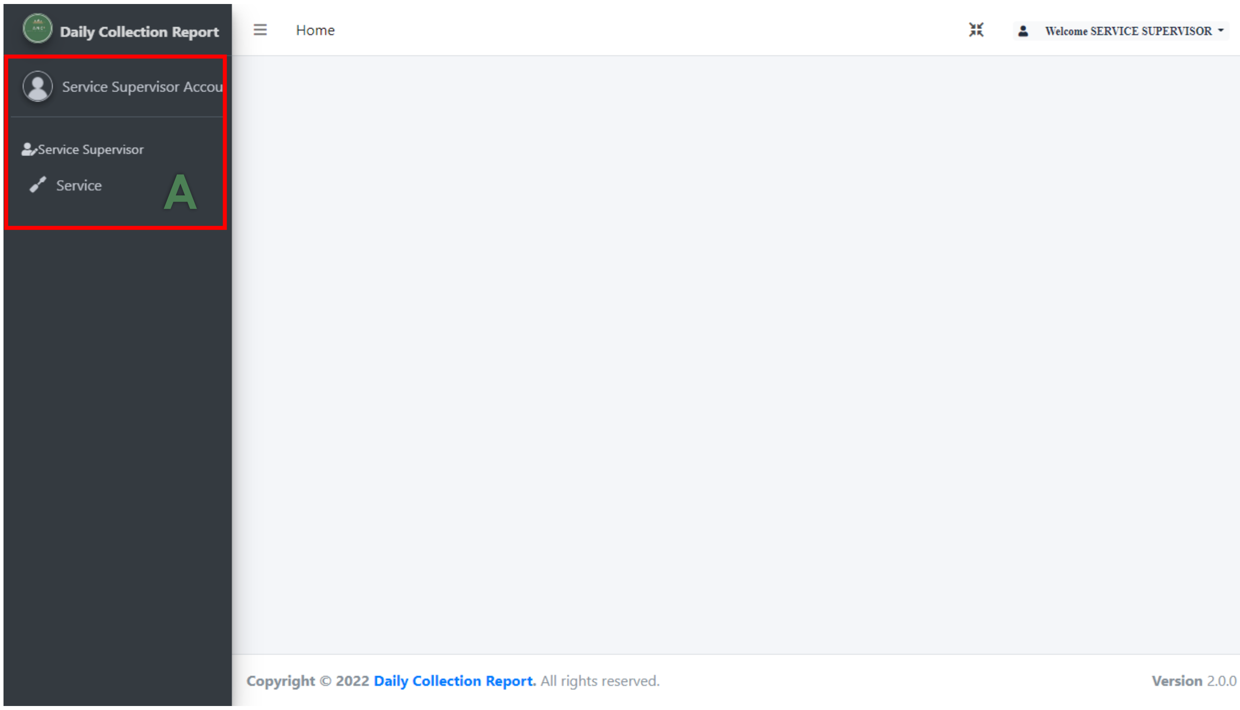
Service Supervisor/Manager Manual

LOGIN PAGE



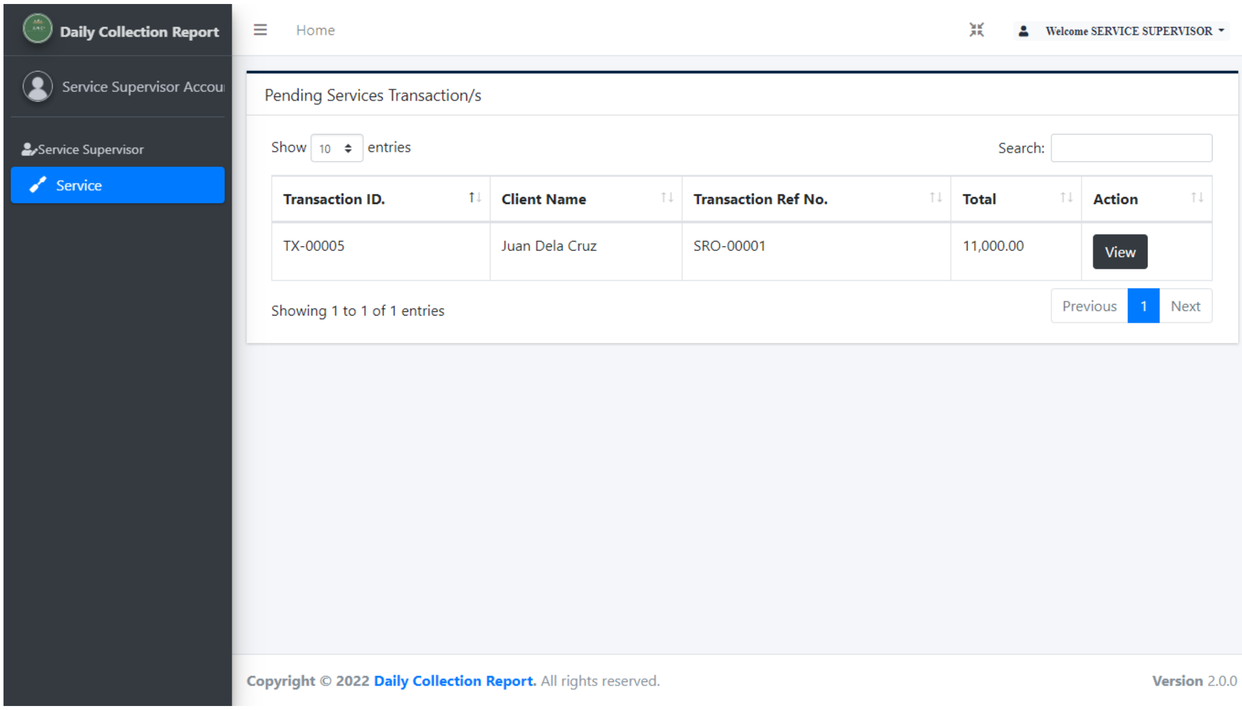
This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD

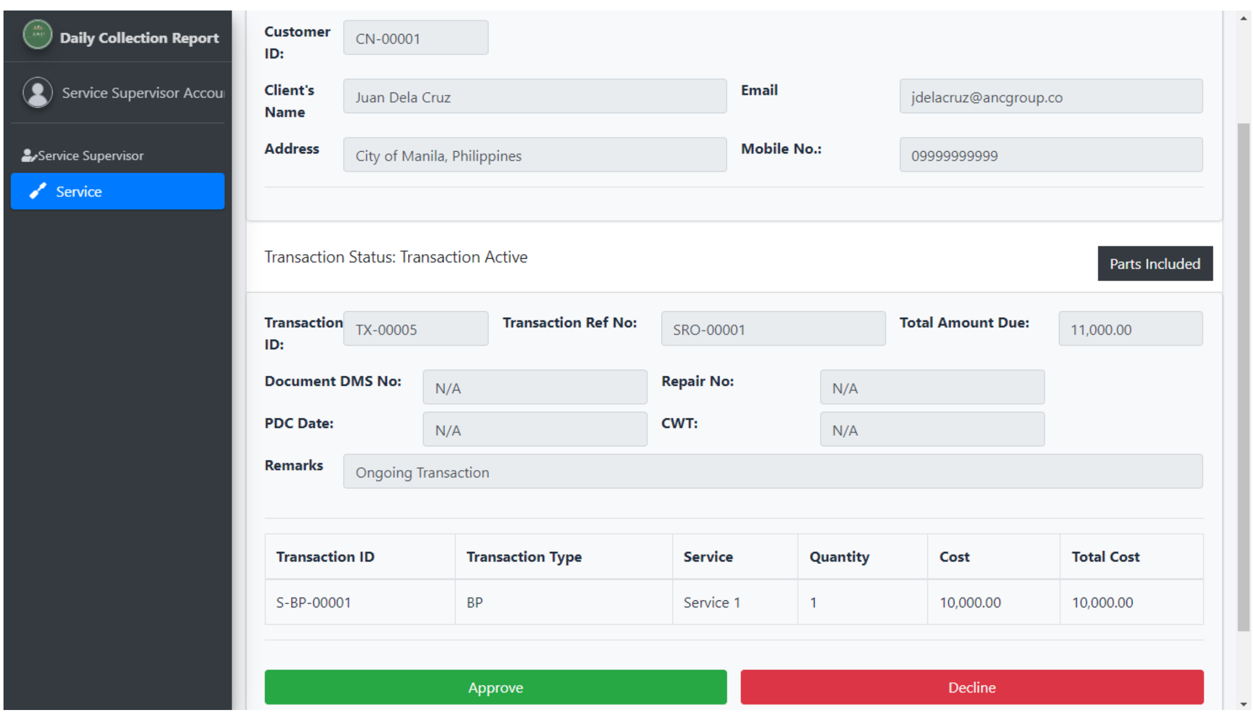


A. List of Modules the user is allowed to access.

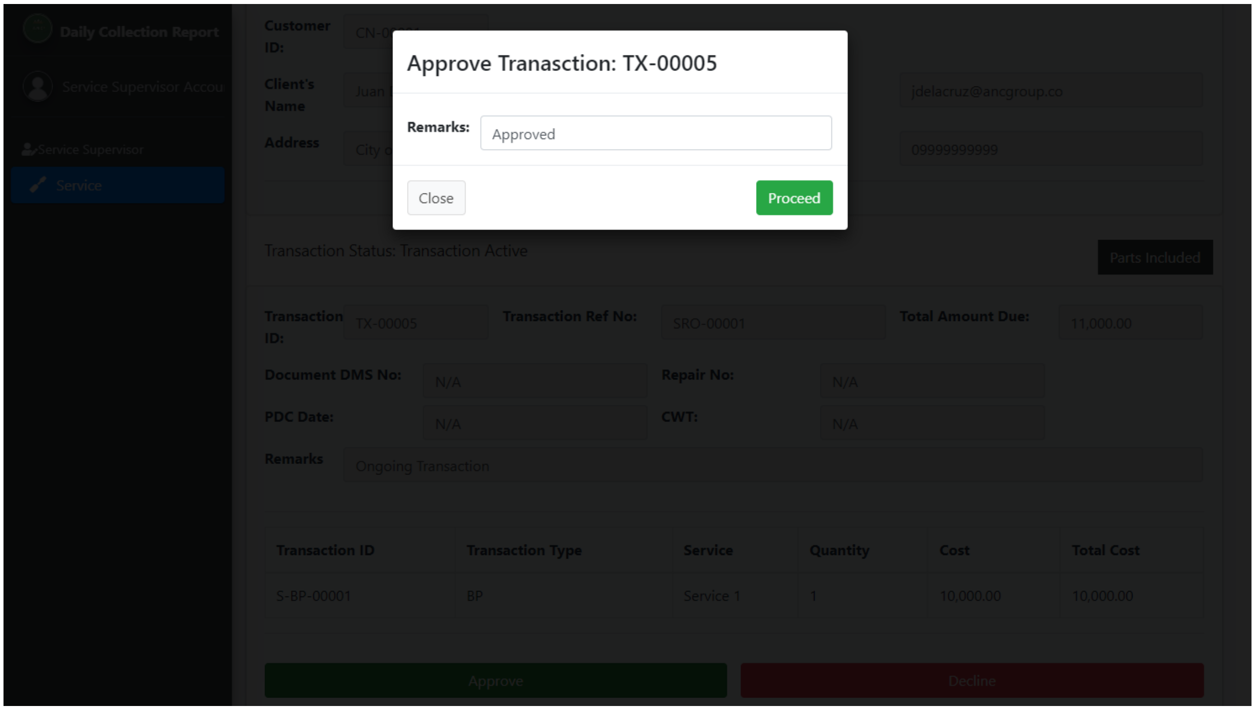
Pending Transaction/s



On the Pending Services Transaction module, the user will see all the transactions that the Service Advisor sent for Approval. The user will simply click the "View" button to see all the details of the selected transaction.

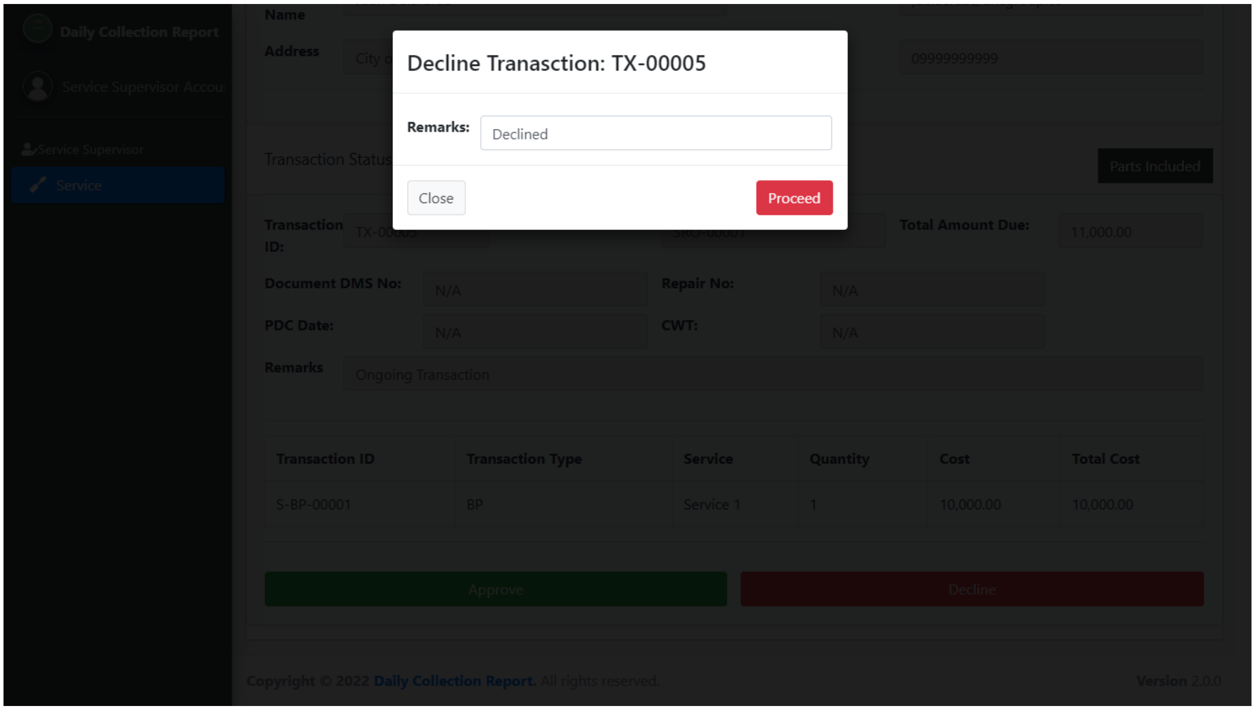


Pending Transaction Approval



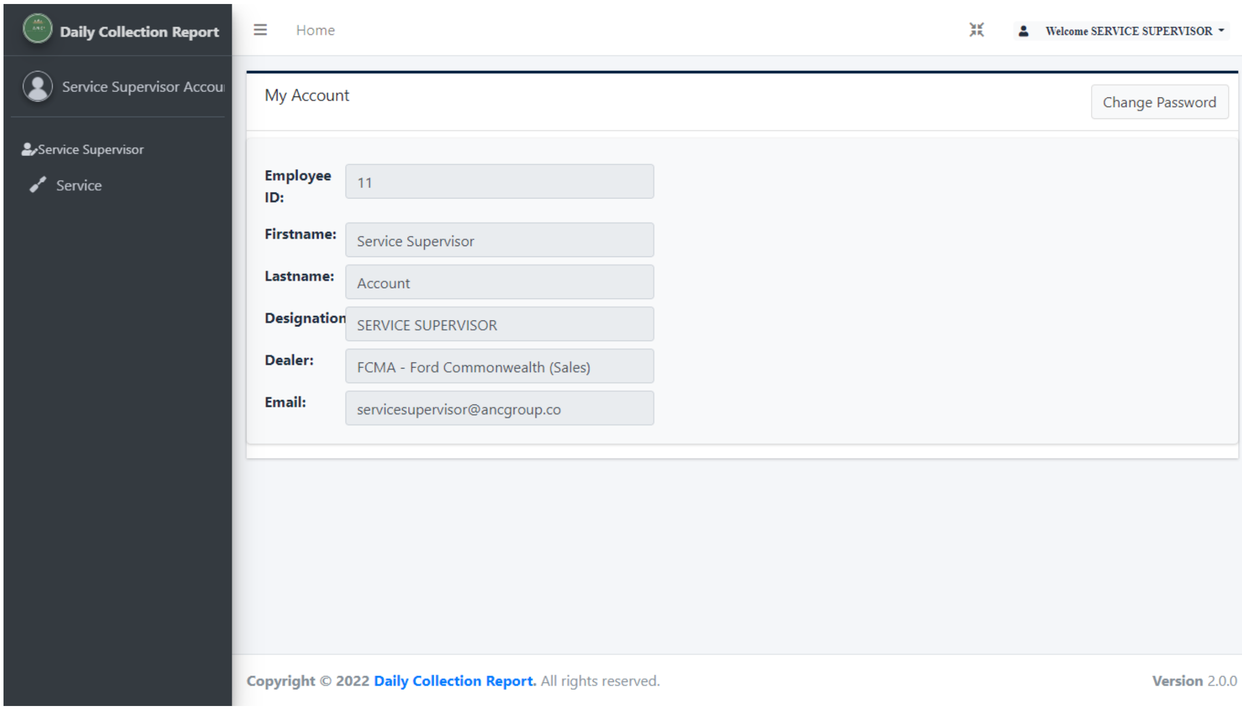
After checking of all the details of the transaction and if all the details are correct the user may now click the "Approve" button and insert the remarks for the transaction. This transaction will now be sent to the Cashier for the payment.

Pending Transaction Declined



After checking of all the details of the transaction and if the details are not correct the user may now click the "Decline" button and insert the remarks for the transaction. This transaction will now be sent back to the Service Advisor for him/her to update the details of the transaction.

My Account



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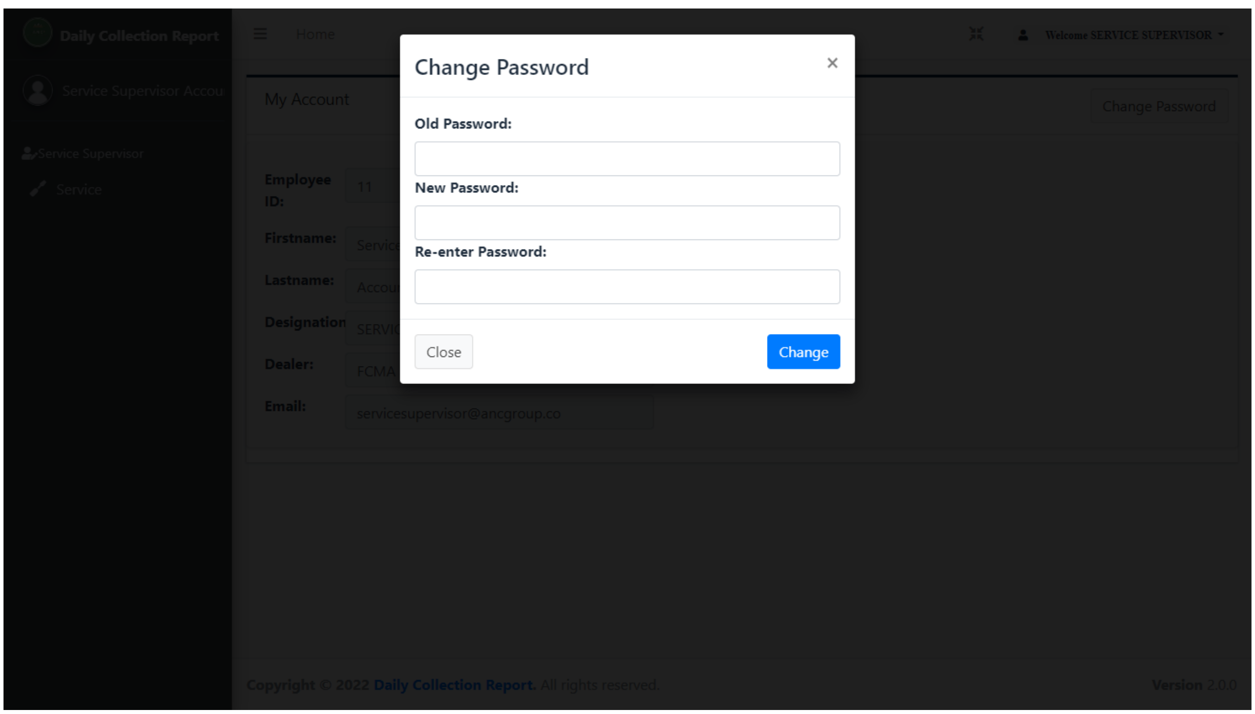

Revision History							
Rev. No	Modified By	Date Modify	Remarks	Preliminary Review and Approval by	Date Approved	Final Review and Approval	Date Approved
1.0	Romolu G. Maga		Initial Creation	Michael De Leon			
1.1	Takeshi Otake	5/17/22	1. Fix Currency format to allow comma on user input 2. Allowed special characters such as %, / on text and Amount fields 3. Fix email format on car CSR fields 4. Fix SC name not appearing in Master list and print preview	Review: adjimenez Approved:	5/18/22		