



SYSTEM USER MANUAL

Online Loan Management System of Right Goods Philippines Incorporated

2022

Table of Content

Operations Manager Panel3

 Login Interface3

 Setting up Credit Limit for the Customer4

 Add Product6

 View Critical Accounts7

 View Paid Transaction9

 Adding new User/ KAE10

Key Accounts Executive Panel11

 View Handled Accounts12

 Set date for payment.....13

 Edit User profile14

Customer Panel.....15

 Customer Home Interface16

 Make an Order17

 View the Payment History.....19

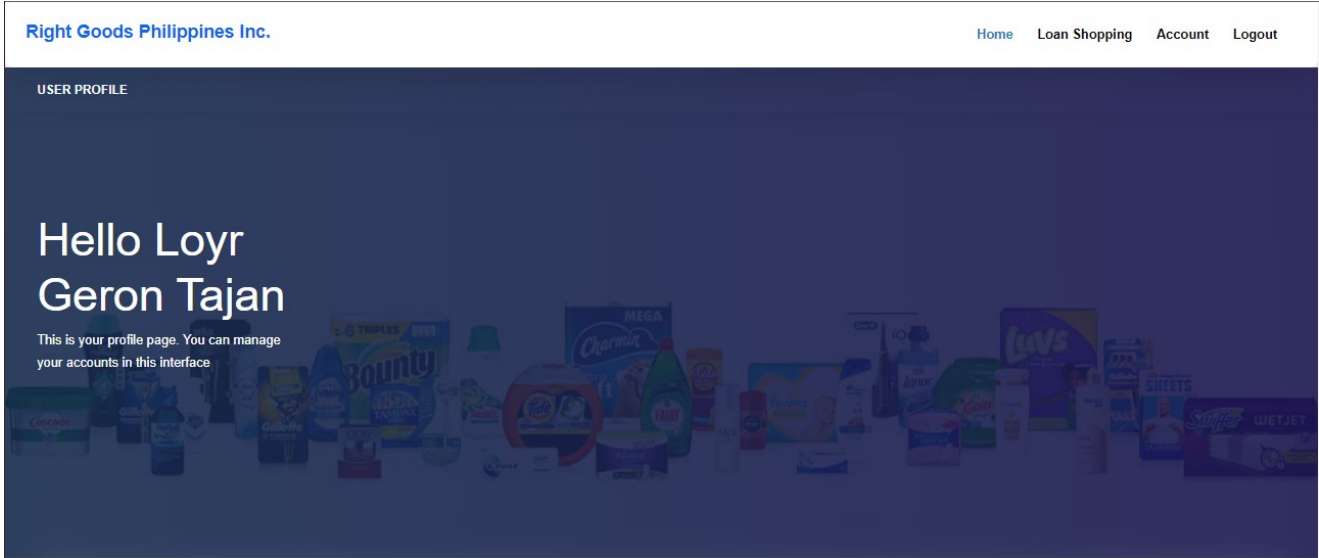
 Request Add Credit Limit20

Request Add Credit Limit

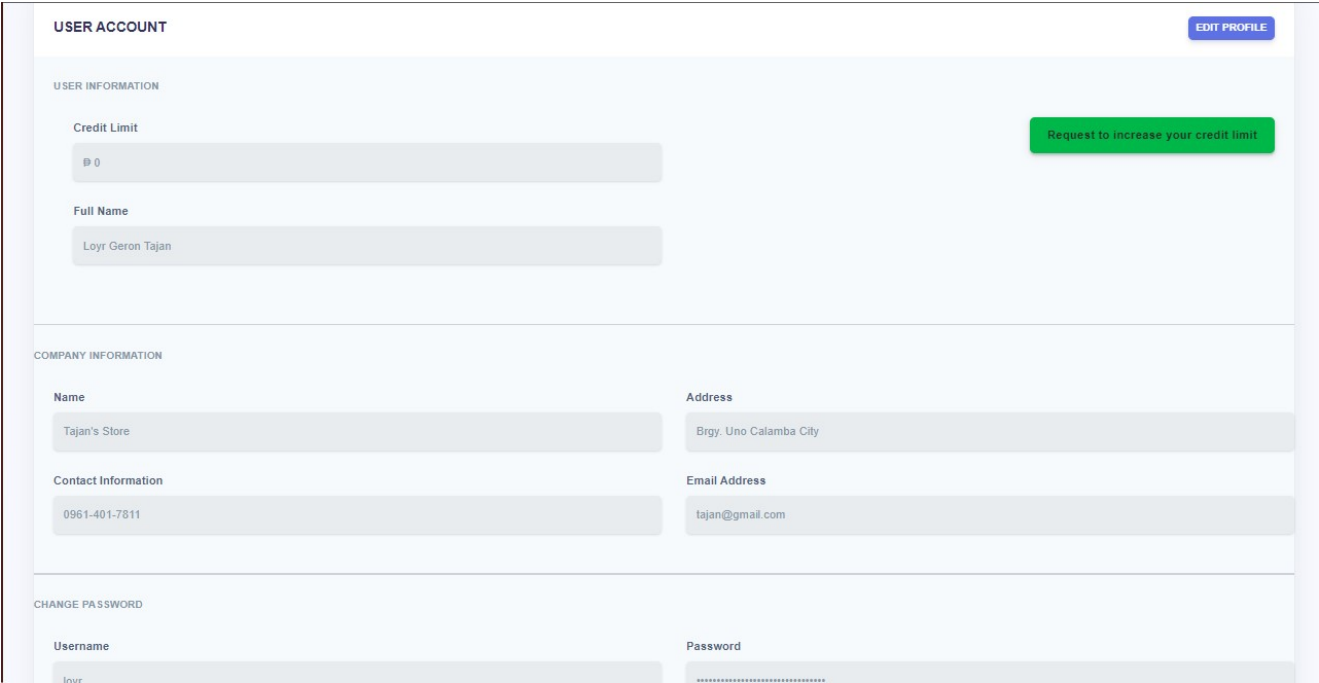
First Step: Click “ Account ” button



The user will directed to this display:



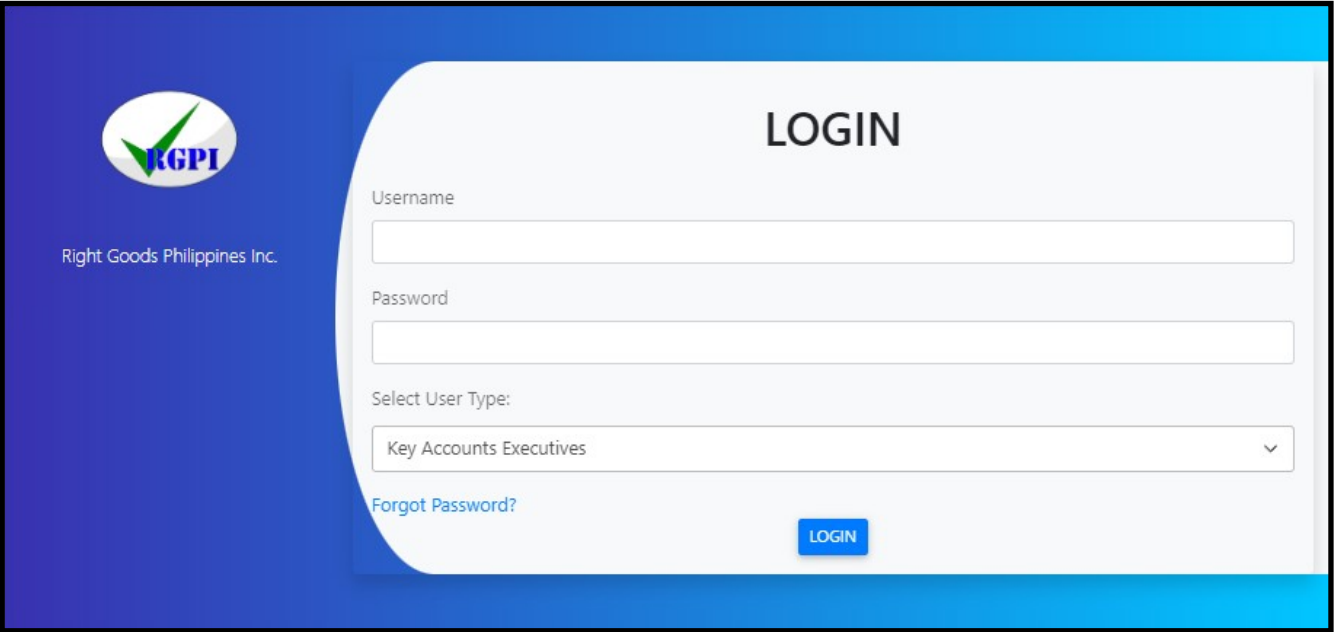
Second Step: Click “Request to Increase Credit Limit” button and wait for the confirmation of operations manager. The interviewer will conduct another interview before approving the request of increase in credit limit.



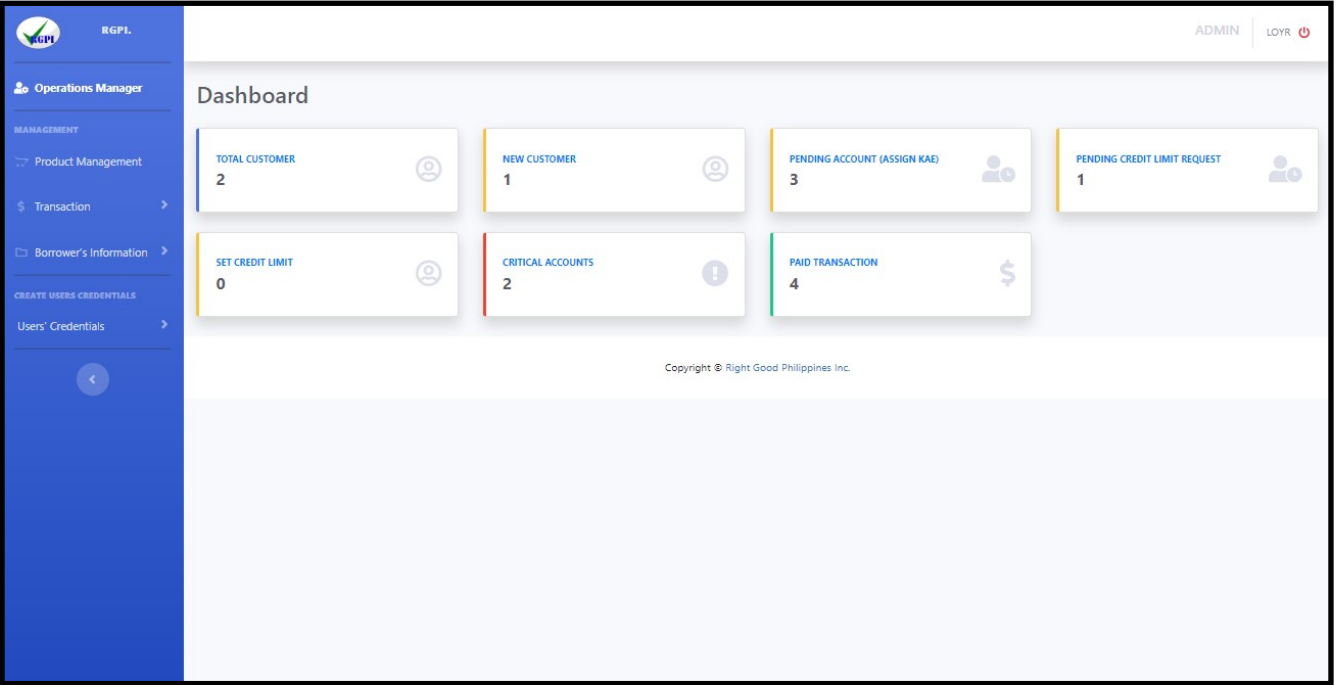
Operations Manager Panel

Login Interface

Choose user type: Operations Manager or Key Accounts Executive



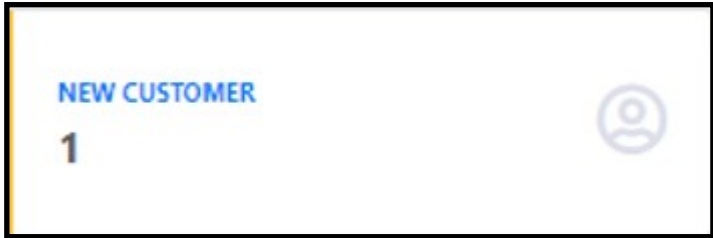
Operations Manager Dashboard



It display the buttons for Total Customer, Set Credit Limit, New Customer, Critical Accounts, Pending Accounts, Paid Transaction and Pending Credit Limit

Setting up Credit Limit for the Customer

First Step: Click the “New Customer” Button



The user will be directed to this display

RGPI

Operations Manager

MANAGEMENT

Product Management

Transaction

Borrower's Information

CREATE USERS CREDENTIALS

Users' Credentials

ADMIN

LOYR

EXPORT DATA

NEW CUSTOMERS' PROFILE RGPI

USERNAME	NAME	COMPANY NAME	EMAIL	CONTACT	ADDRESS	Permit	ACTION
loyr	Loyr Geron Tajan	Tajan's Store	tajan@gmail.com	0961-401-7811	Brgy. Uno Calamba City		

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Fifth Step: Print the Receipt

1

2

Right Goods Philippines Inc.

RIGHT GOODS PHILIPPINES INC.

STMI Compound Brgy. Lawa Calamba
Brgy. Lawa Calamba City
[63 49 545-5585]

RECEIPT

Date: October 13, 2021
Username: dndnmng

BILL TO :

COMPANY NAME : Idnmng@inc
CUSTOMER FULLNAME : Lyndon Mng
COMPANY ADDRESS : Real
CONTACT NUMBER : 09090909090
COMPANY EMAIL ADDRESS : dndnmng@gmail.com

Product Description	QTY	Price	Total
ANTIBAC 1320G	3	250.00	750.00
PAMPERS BABY BASIC LARGE 4S	13	123.00	1,599.00
GILLETTE BLUE 3 BLISTER PACK 4S	16	111.00	1,776.00
HEAD & SHOULDER CHARCOAL 170ML	19	111.00	2,109.00
HEAD & SHOULDER SUPREME MOISTURE 10ML	24	111.00	2,664.00
HEAD & SHOULDER SUPREME MOISTURE 720ML	34	111.00	3,774.00
JOY LEMON REFILL 175ML	34	111.00	3,774.00
ORAL-B ULTRA THIN BLACK TEA 3S	37	111.00	4,107.00
PAMPERS SENSITIVE WIPES 112S	65	1,221.00	79,365.00
HEAD & SHOULDER ANTI HAIRFALL FOR MEN 315ML	1	111.00	111.00
ARIEL SCRUBBER BAR 25G	1	250.00	250.00
ARIEL LIQUID INDOOR DRY JUMBO 60G	1	100.00	100.00
HEAD & SHOULDER COOL MENTHOL 1200ML	1	111.00	111.00
LEMON AND CALAMNSI BAR 130G	1	111.00	111.00
DOWNY FABRIC REFRESHER AB+ KONTRA AMOY PAWIS	1	126.00	126.00
DOWNY FABRIC REFRESHER AB+ ORIGINAL SCENT	1	150.00	150.00
DOWNY FABRIC REFRESHER AB+ ORIGINAL SCENT	1	150.00	150.00

View the Payment History

PAYMENT HISTORY RGPI				
Invoice No	USERNAME	COMPANY NAME	DATE PAID	TOTAL AMOUNT
RGPI-0000008	newuser	Sample Company name	2022-03-21	₱ 800.80
RGPI-0000009	newuser	Sample Company name	2022-06-11	₱ 1,696.80

The Operations Manager will print by clicking the “Export Data” button. This data to be given into the interviewer for

RIGHT GOODS PHILIPPINE INC.

1 / 1

88%

1

Right Goods Philippines Inc.

RIGHT GOODS PHILIPPINES INC.

STMI Compound Brgy. Lawa Calamba
Brgy. Lawa Calamba City
[63 49 545-5585]

Newcomer Profile

Date: June 11, 2022

Company Name	Email No.	Address	Contact
New comany	new@gmail.com	Trade Center	1111-111-1111
Sample Company Name	sample@gmail.com	Sample Address	0000-000-0000
Tajan's Store	tajan@gmail.com	Brgy. Uno Calamba City	0961-401-7811

Second Step: Input amount of account by clicking the input area:

₱ 90

1

Third Step: After you input the amount click the add to cart:

ADD TO CART

Notice: if the total amount price exceeds the assigne credit limit it will disable the checkout button:

VIEW CART

USERNAME	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL	ACTION
loyr	Ariel Base Sunrise Fresh 680g	10000	₱ 90.00	₱ 900,000.00	<div></div>
TOTAL :				₱ 900,000.00	<div>ADD MORE</div> <div>CHECKOUT</div>

Fourth Step: Click the check out button to submit the transaction.

VIEW CART

USERNAME	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL	ACTION
loyr	Ariel Base Sunrise Fresh 680g	5	₱ 90.00	₱ 450.00	<div></div>
loyr	Baby Care	5	₱ 325.00	₱ 1,625.00	<div></div>
loyr	Bodywash Clean 300 MI	5	₱ 300.00	₱ 1,500.00	<div></div>
TOTAL :				₱ 3,575.00	<div>ADD MORE</div> <div>CHECKOUT</div>

Second Step: Go to Set Credit Limit button

SET CREDIT LIMIT

0

The Operations Manager will be directed to this display

RGPI.

Operations Manager

MANAGEMENT

Product Management

Transaction

Borrower's Information

CREATE USERS CREDENTIALS

Users' Credentials

ADMIN

LOYR

Set Credit Limit RGPI.

USERNAME	CREDIT LIMIT	NAME	COMPANY NAME	EMAIL	CONTACT	ADDRESS	ACTION
loyr	₱ 0.00	Loyr Geron Tajan	Tajan's Store	tajan@gmail.com	0961-401-7811	Brgy. Uno Calamba City	<div></div> <div></div>

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RGPI.

Operations Manager

MANAGEMENT

Product Management

Transaction

Borrower's Information

CREATE USERS CREDENTIALS

Users' Credentials

ADMIN

LOYR

Set Credit Limit RGPI.

Customer Profile

Username

loyr

Name

Loyr Geron Tajan

Company Name

Tajan's Store

Email Address

tajan@gmail.com

Contact information

0961-401-7811

Address

Brgy. Uno Calamba City

Set Credit Limit

Credit Limit

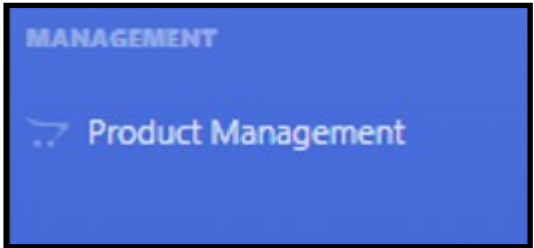
0

CANCEL

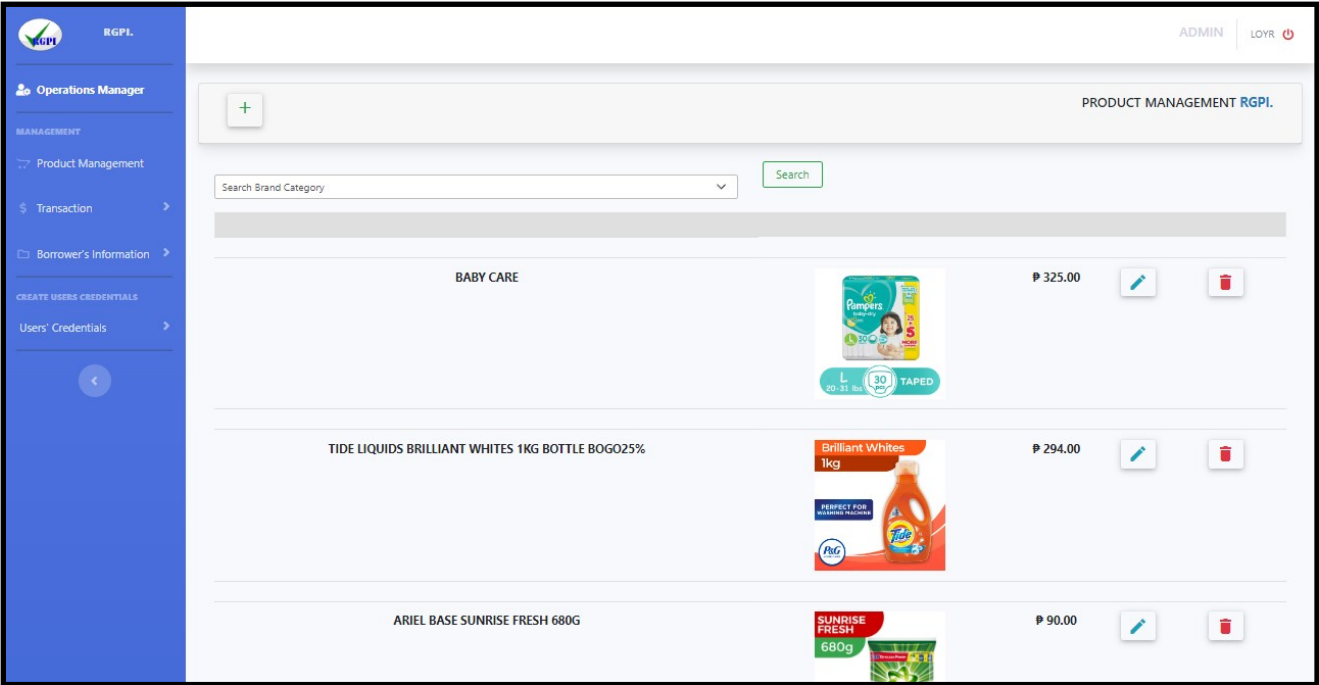
UPDATE

Add Product

First Step: Go to product management interface by clicking the “Product Management” button at the sidebar.



The user will be directed to this display:



Second Step: Click the “+” sign button at the top left of the display. It will display the modal where in the user can input products. Click Add to display it.

Add Product

Product Image

Choose File

No file chosen

Product Category

Baby Care

Product Description

Price

CLOSE

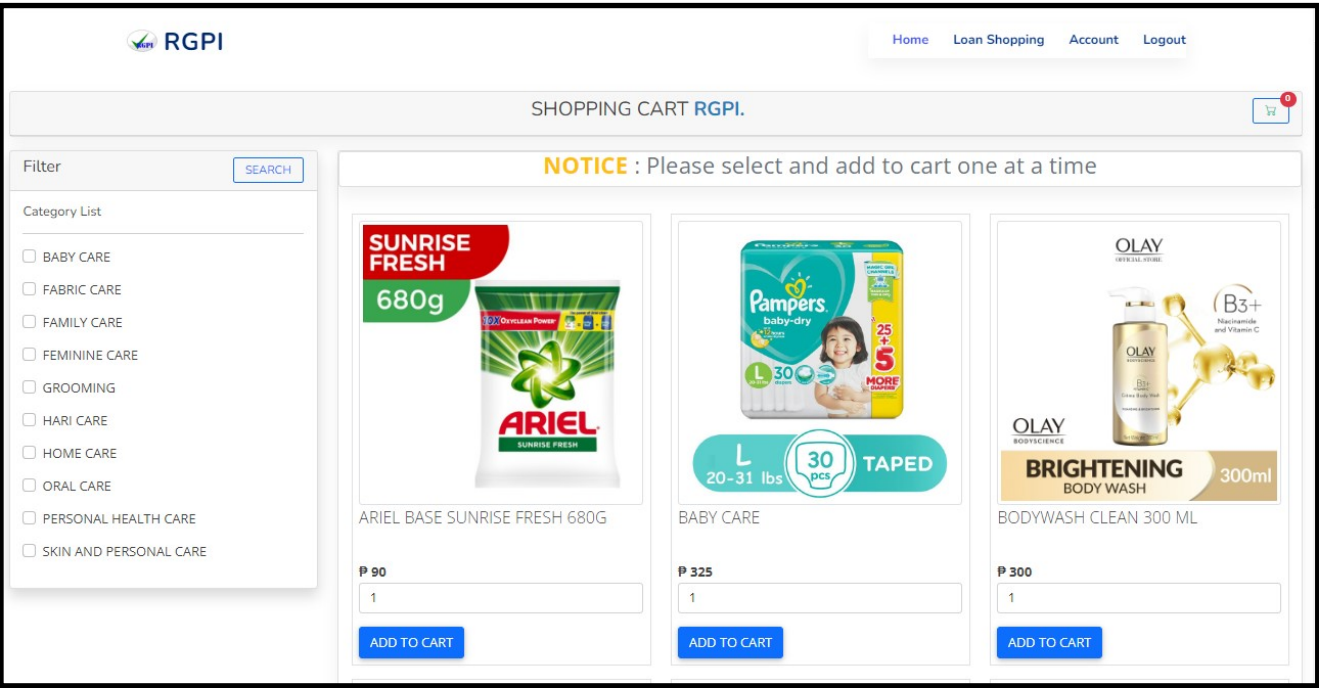
ADD

Make an Order

First Step : Click “Loan Shopping” button



The user will directed to this display:



This page has a filtering option by clicking the search bar at the left most part of the display

Filter

SEARCH

Category List

☐ BABY CARE

☐ FABRIC CARE

☐ FAMILY CARE

☐ FEMININE CARE

☐ GROOMING

☐ HARI CARE

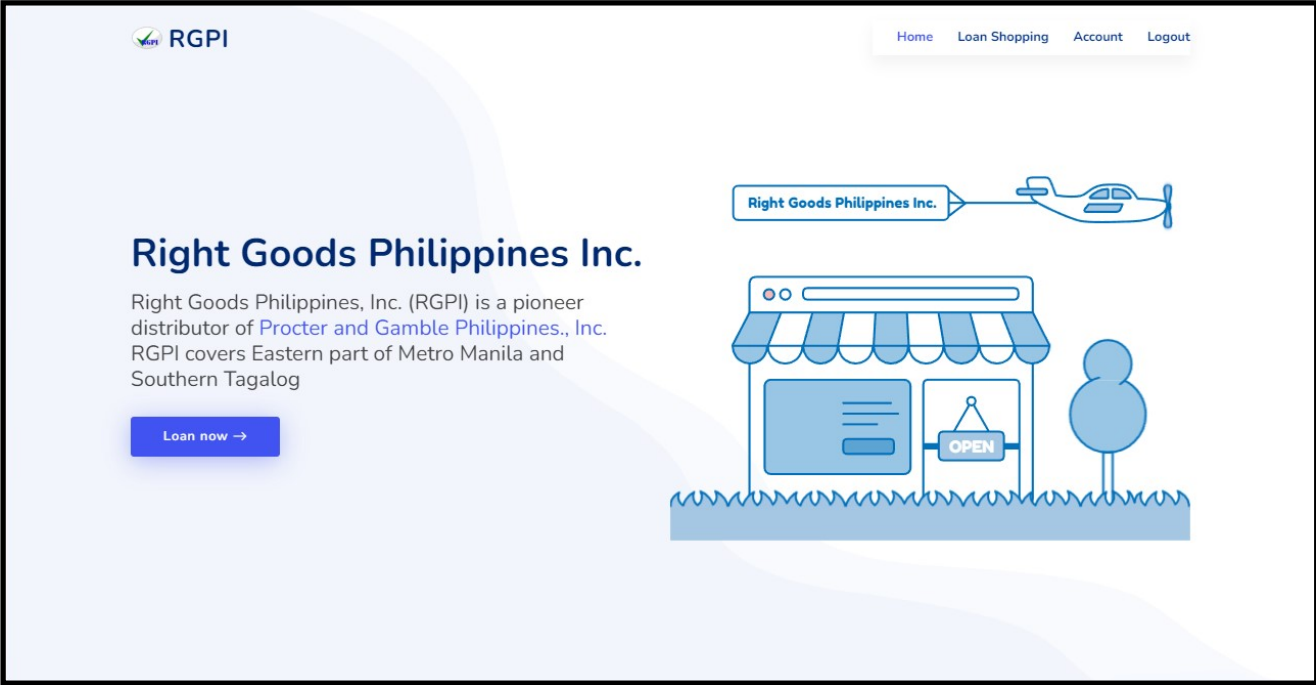
☐ HOME CARE

☐ ORAL CARE

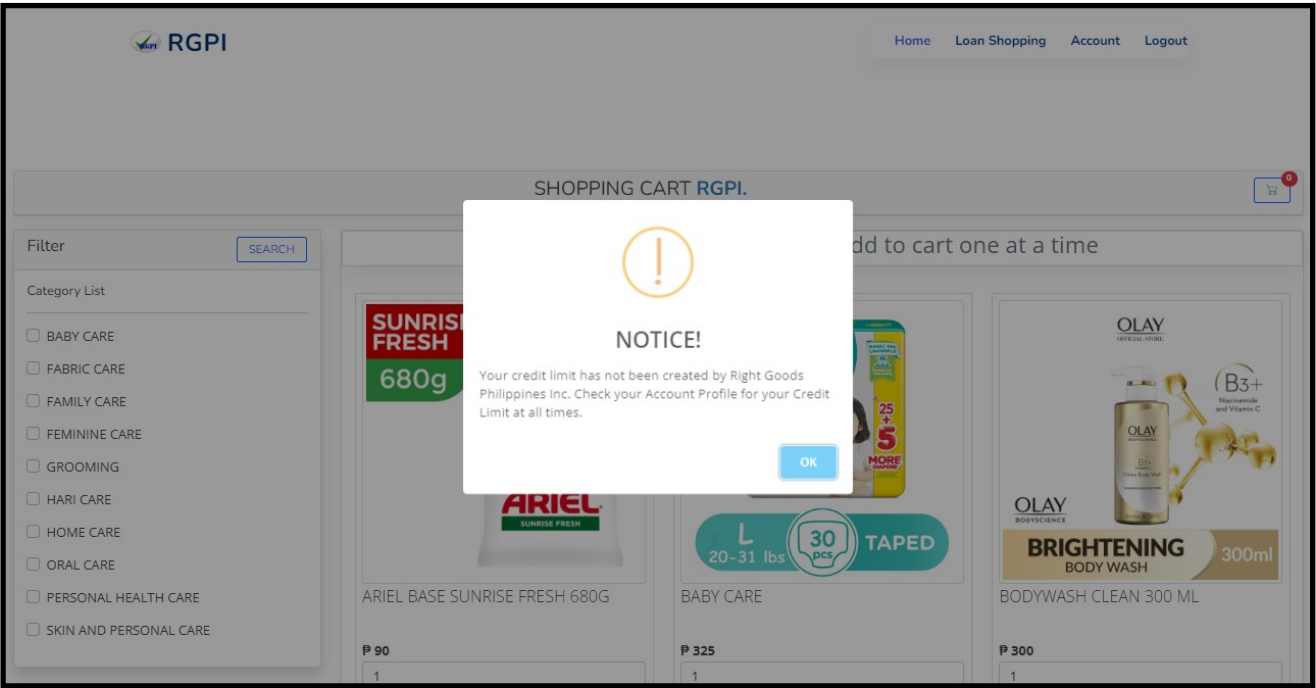
☐ PERSONAL HEALTH CARE

☐ SKIN AND PERSONAL CARE

Customer Home Interface

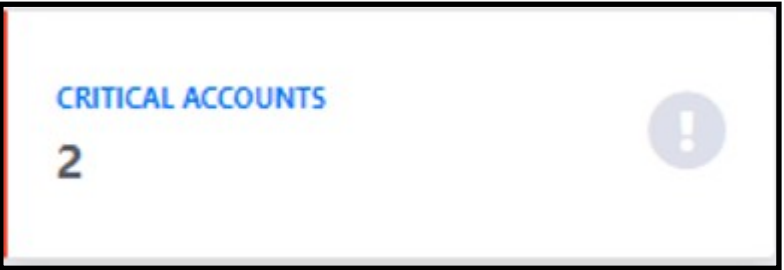


Notice: If the customer has not done yet in interview, entering Loan Shopping will prompt this:

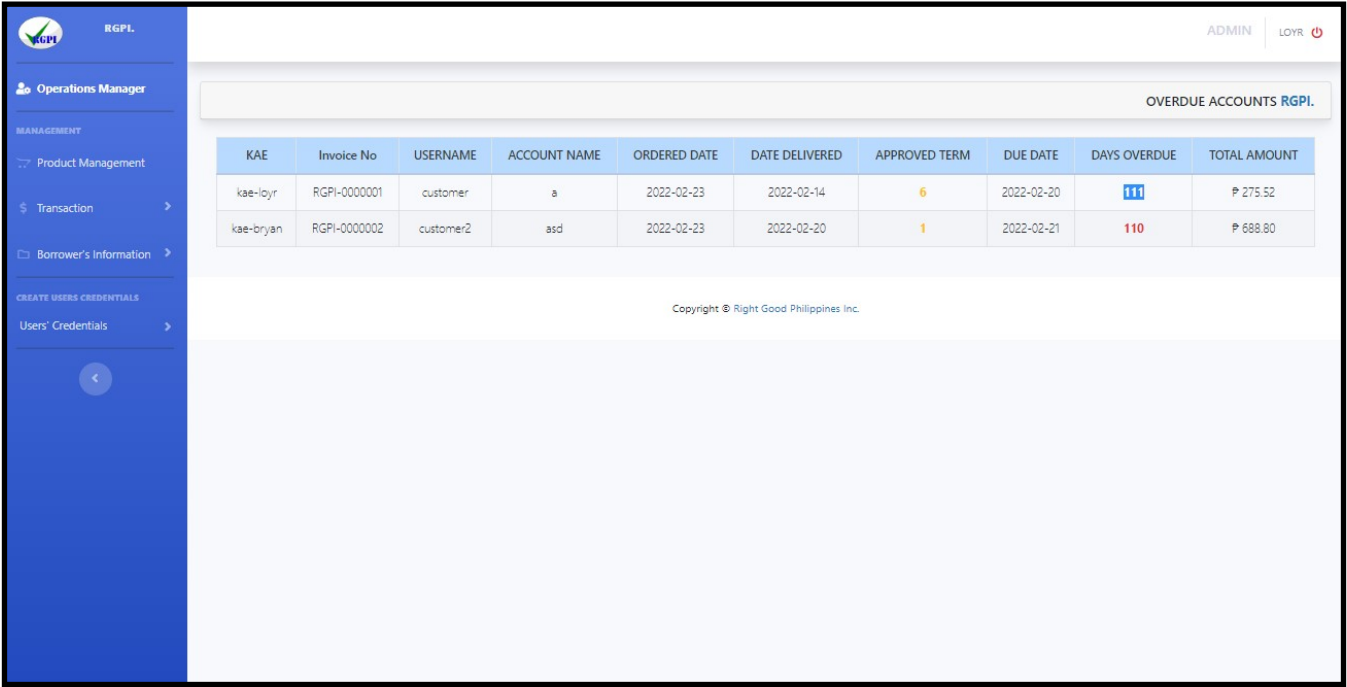


View Critical Accounts

First Step: Click “Critical Accounts” Button



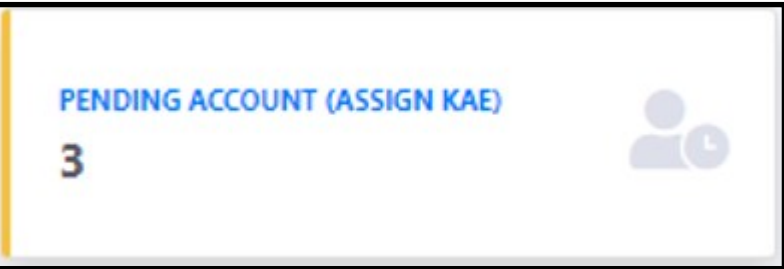
The User will be directed to this display




It display the approved term, due date and days overdue as well as the total amount of payment.


Assigning of account to Key Accounts Executive

First Step: Click “Pending Account” button




RGPI.

ADMIN
 LOYR


Operations Manager






MANAGEMENT

Product Management
 Transaction
 Borrower's Information


CREATE USERS CREDENTIALS

Users' Credentials

Pending Account **RGPI.**

KAE	Invoice No	USERNAME	ACCOUNT NAME	ORDERED DATE	DATE ASSIGNED	TOTAL AMOUNT	ACTION
kae-loyr	RGPI-0000001	customer	a	2022-02-23	2022-02-23	P 275.52	
kae-bryan	RGPI-0000002	customer2	asd	2022-02-23	2022-02-23	P 688.80	
	RGPI-0000004	customer 2	New Company	2022-03-15		P 275.52	
	RGPI-0000007	new1	Sari Sari Store	2022-03-15		P 7,647.36	
	RGPI-0000009	newuser	Sample Company name	2022-04-25		P 1696.80	

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RGPL

Operations Manager

MANAGEMENT

Product Management

Transaction

Borrower's Information

CREATE USERS CREDENTIALS

Users' Credentials

ADMIN

LOVR

Assign to Key Accounts Executive!

KEY ACCOUNT EXECUTIVE-ONE

ASSIGN

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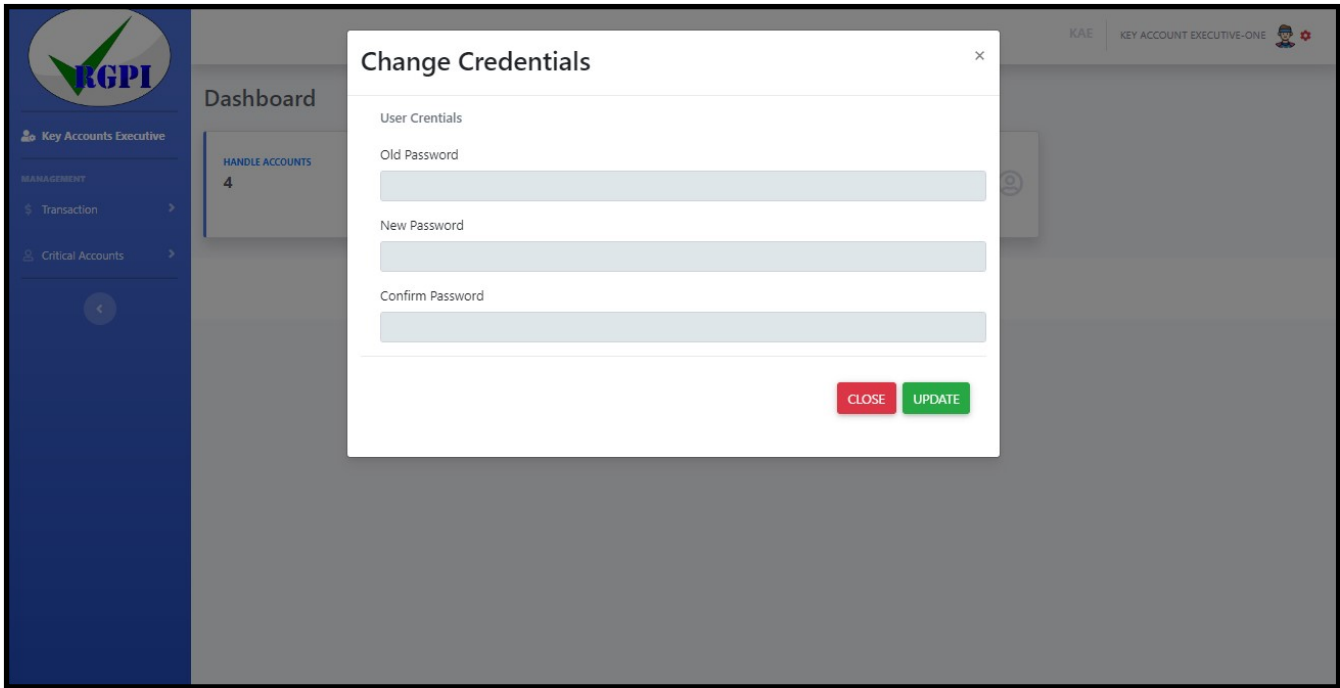
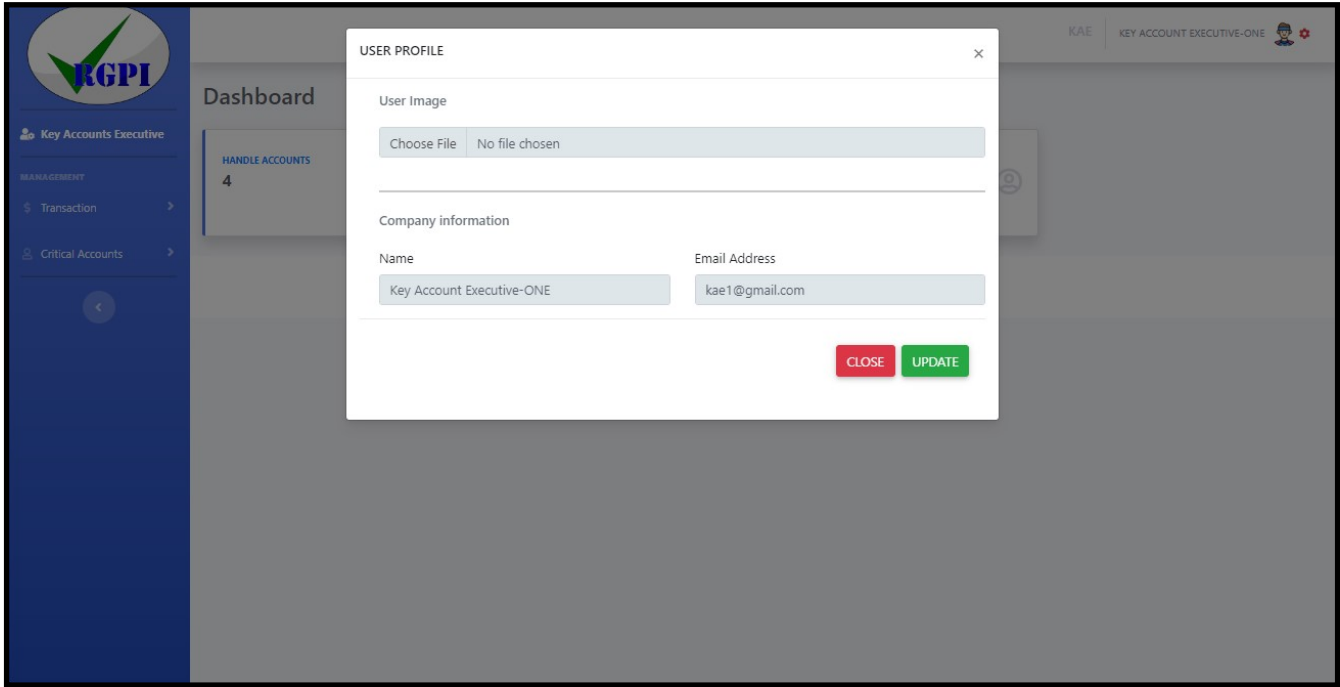
Response	Percentage
Yes, the current government is responsible	85%

Edit User profile

First Step: Click the upper right most section



It will display the modal of change credential:

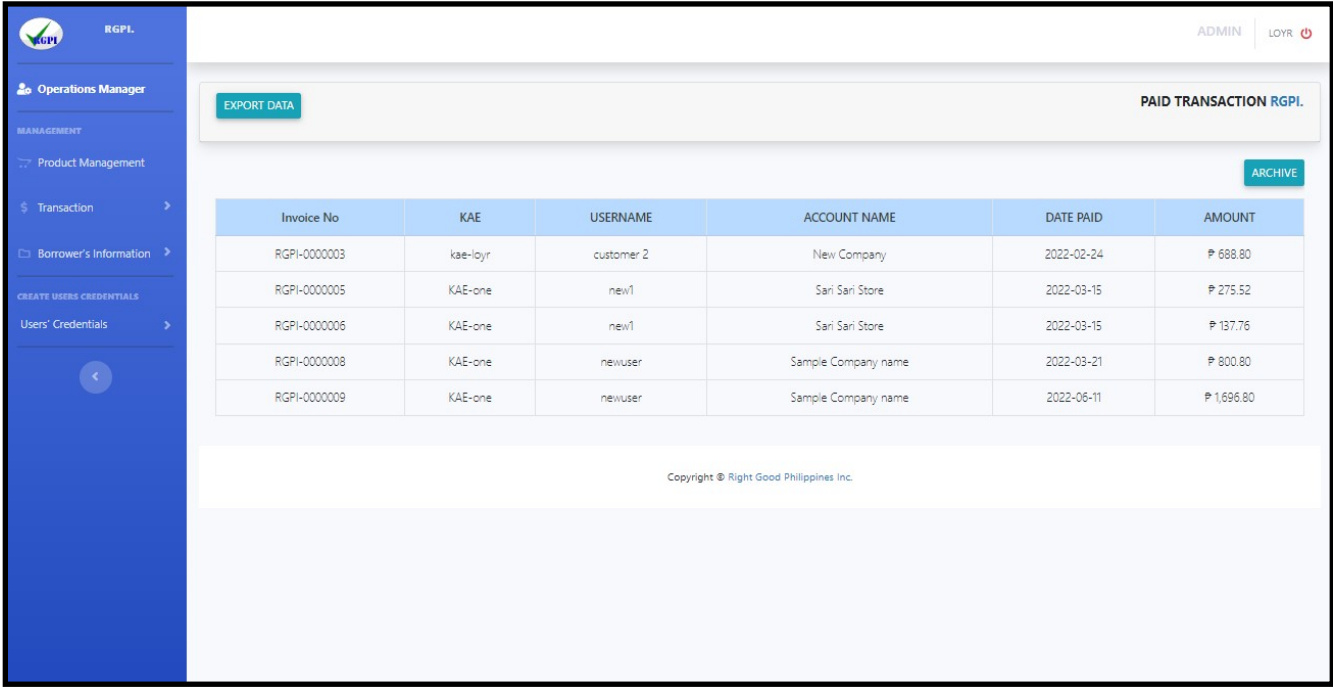


View Paid Transaction

First Step: Click Paid Transaction



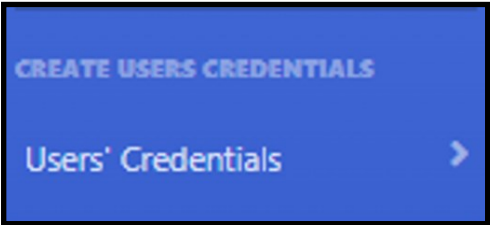
The user will be directed to this display:



In this display, the user can export/print the data for data filing, also all of the data can be cleared in this section by clicking the archive button at the top right.

Adding new User/ KAE

First Step: Click Users’ Credentials button



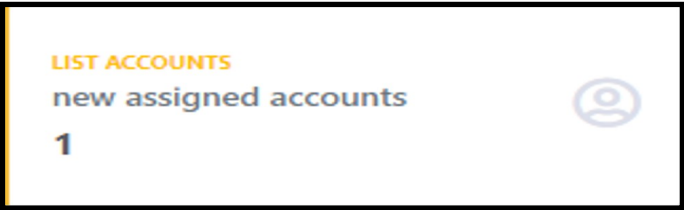
The user will be directed to this display :

LIST OF USERS RGPI.					
ROLE	USERNAME	NAME	EMAIL	IMAGE	ACTION
admin	Admin	Operations Manager	Operations@gmail.com		
admin	Adminloyr	Loyr	Indnmng@gmail.com		
user	kae-loyr	kae	kae@gmail.com		
user	kae-bryan	kae2	kaee@gmail.com		
user	KAE-one	Key Account Executive-ONE	kae1@gmail.com		

Second Step: By clicking the “+” button, the form will be displayed where in the credentials of the user will be input by the Operations Manager.

Set date for payment

First step: Click the “New Assigned Accounts”



The user will be directed to this display:

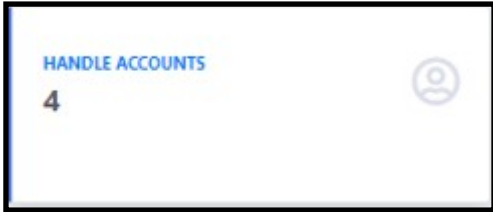
AR COLLECTIONS RGPI.											
KAE	Invoice No	USERNAME	ACCOUNT NAME	ORDERED DATE	DATE DELIVERED	APPROVED TERM	DUE DATE	DAYS OVERDUE	TOTAL AMOUNT	Payment Option	ACTION
KAE-one	RGPI-0000009	newuser	Sample Company name	2022-04-25		0		0	₱ 1,696.80	Mode of Pa	

Second Step: Click “Edit” button and it will direct the user in this display to set the Date Delivered and Due date:

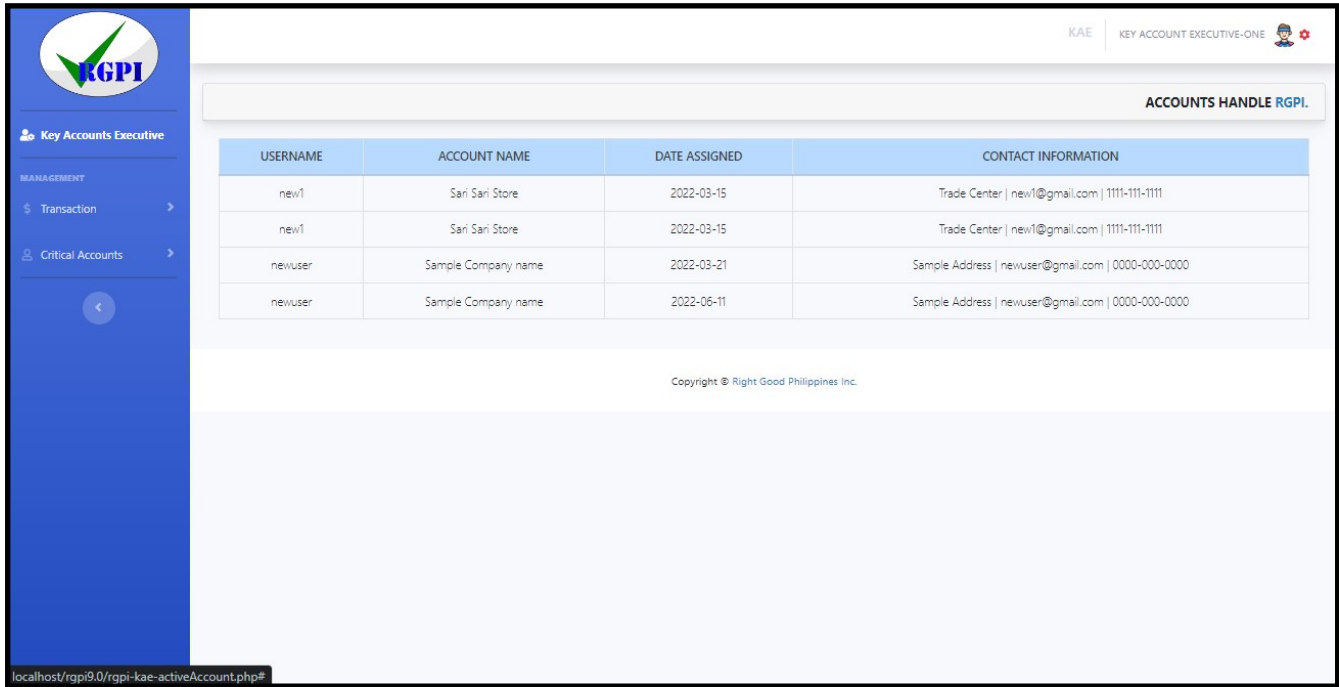
Customer Invoice information	
Invoice No	Username
RGPI-0000009	newuser
Company	Ordered Date
Sample Company name	2022-04-25
Total Amount	
₱ 1,696.80	
Set transaction	
Date Delivered	Due Date
mm/dd/yyyy	mm/dd/yyyy
<div>CANCEL UPDATE</div>	

View Handled Accounts

First Step: Click Handle Accounts



The user will be directed to this display:

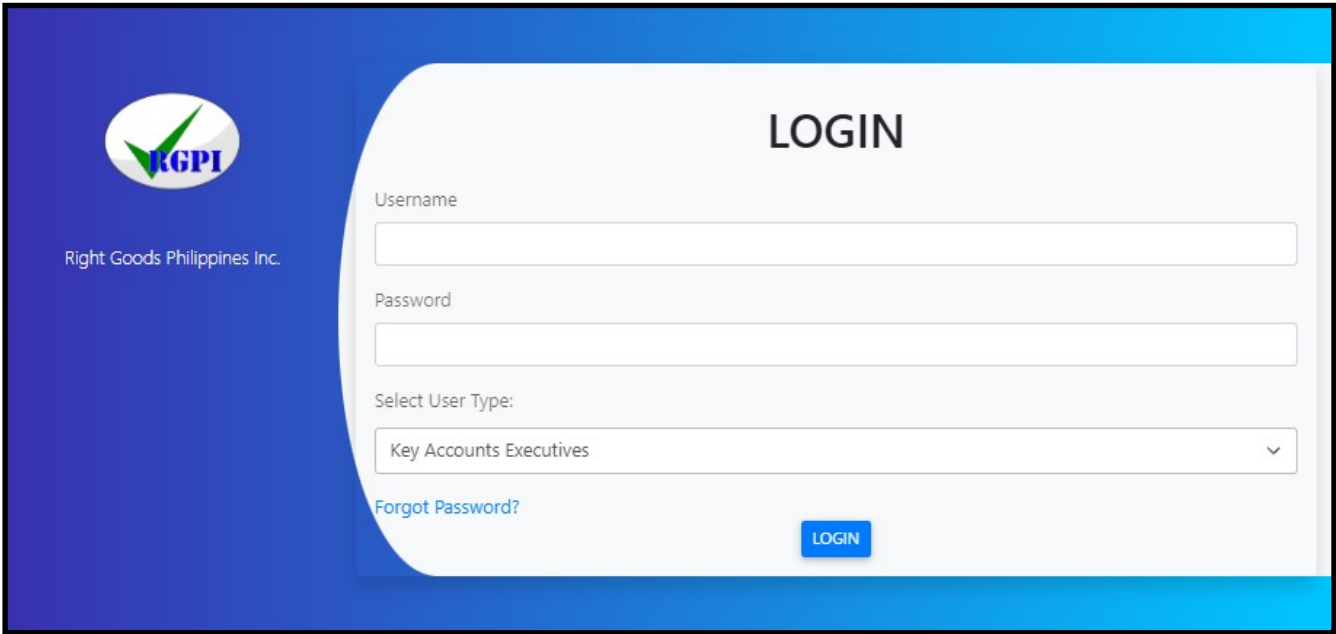


It display all of the handled accounts that has been assigned by the Operations Manager to the Key Account Executive

Key Accounts Executive panel

Login Interface

Choose user type: Operations Manager or Key Accounts Executive



Key Account Executive Dashboard

