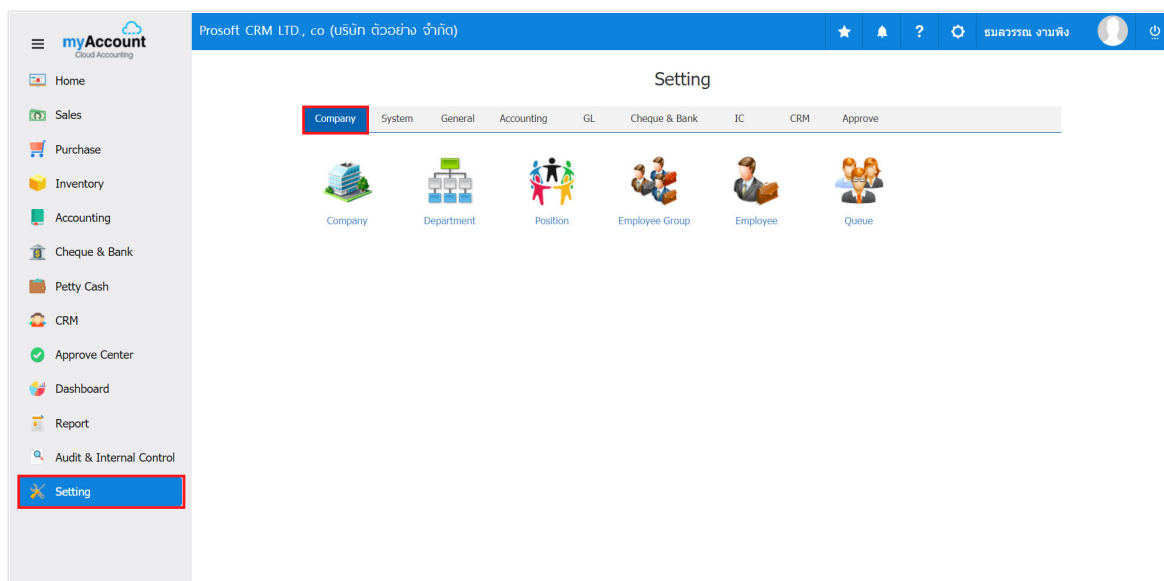


## Setting general company information (Company)

Needed to operate the program. According to information given by the ship off the menu, set the menu for my company. Inactivity can override the default menu, the system will record data starting in some major appearances.

In order to make the system more complete. Users can set up additional information by pressing the "Setting" > "Company" system to screen for setting the information as shown.



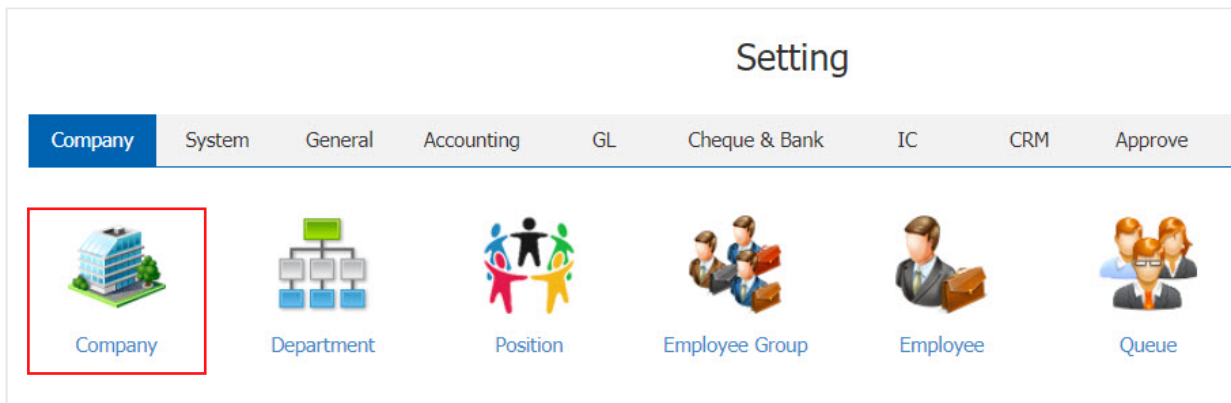
In the data of the company with 6 menu below.

- Menu register a company.
- Menu settings information department.
- Menu settings for position.
- Menu settings Group employees.
- Menu settings employee information.
- Menu settings queue.

## Settings information Menu

It is determining the profile of the company. Major companies include names, addresses, taxpayer households, the company needs to show in sales. Document Procurement, Document Accounting And reports of the Company

1. The user can create or update the information by pressing the "Company" to see detailed company information systems. Logging has started, as shown in Figure.



2. The system will display detailed information users need to complete the form marked "\*" are required Figure.

< Company


\* Company No.

\* Company Name

Entrepreneur Name

Remark

Tax ID

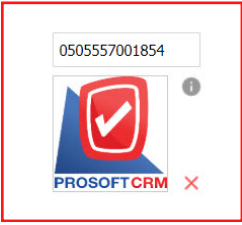
Company Logo 

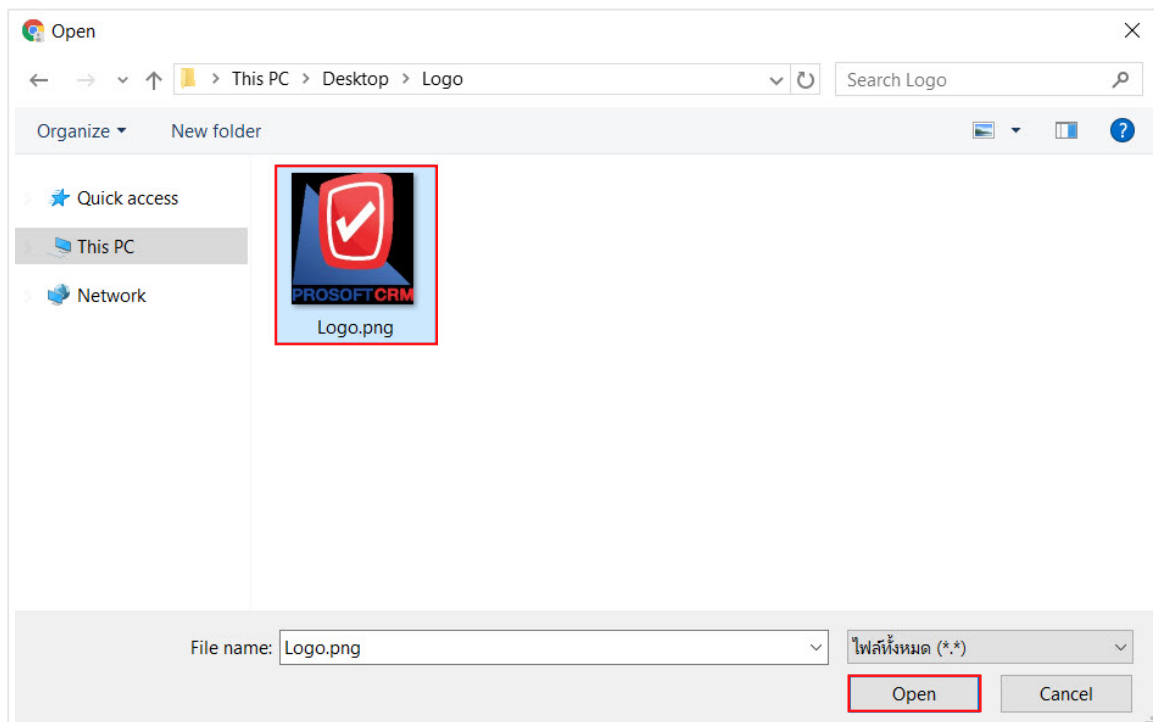
**Branch** +   Action

<input type="checkbox"/>	Branch Code	Branch Name	Branch No.	Initials	Entrepreneur Name	Address
<input type="checkbox"/>	00006	หัวหิน	00006			123
<input type="checkbox"/>	BH-0003	สาขาเชียงใหม่	00003	CM	สาขาเชียงใหม่	
<input type="checkbox"/>	BRH-001	สำนักงานใหญ่	Head Office	HO	คุณณรงค์ ตุกสุขแก้ว	
<input type="checkbox"/>	BRH-002	สาขาเชียงใหม่	00001	CM	คุณณรงค์ ตุกสุขแก้ว	เลขที่ 287 หมู่ที่ 5
<input type="checkbox"/>	JP004	Supper 1	00004	ดอน		

20 Items per page
1 - 6 Items From 6 Items

3. Users can add company logos. In order to show the sales document. Document Procurement Documents relating to accounting and reporting of the Company by hitting the "old gray" > "select the logo of the company" > "Open" below.

* Company No.	<input type="text" value="COM-001"/>	Tax ID	<input type="text" value="0505557001854"/>
* Company Name	<input type="text" value="บริษัท โปรซอฟท์ ซิอาร์เอ็ม จำกัด"/>	Company Logo	
Entrepreneur Name	<input type="text" value="คุณณรงค์ ดุคสนแก้ว142"/>		
Remark	<input type="text"/>		



\* Note: The logo image files have the extension png. Gif. Jpg. Jped. Image size must be less than 500 KB and take pictures. Justin Russell Square sinter only to the beauty of the display.

4. The user can add the field by pressing the "+" button and fill out completely. Determining Branch can headquarters has only 1. And stated branch code in a number of 5 like 00002.

Branch						
<input type="checkbox"/>	Branch Code	Branch Name	Branch No.	Initials	Entrepreneur Name	Address
<input type="checkbox"/>	00006	หัวหิน	00006			123
<input type="checkbox"/>	BH-0003	สาขาเชียงใหม่	00003	CM	สาขาเชียงใหม่	
<input type="checkbox"/>	BRH-001	สำนักงานใหญ่	Head Office	HO	คุณณรงค์ ดุคสุขแก้ว	
<input type="checkbox"/>	BRH-002	สาขาเชียงใหม่	00001	CM	คุณณรงค์ ดุคสุขแก้ว	เลขที่ 287 หมู่ที่ 5
<input type="checkbox"/>	JP004	Supper 1	00004	ตอน		

Items per page: 20 | 1 - 6 Items From 6 Items

### Edit Branch

\* Branch Code:

Head Office   
  Branch No.

\* Branch Name:


Initials:

Entrepreneur Name:

Address:

Sub-District:  District:

Province:  Country:

Postcode:  Map: 

Phone:  Fax:

Email:


Website:

Form Address:

\* Note: If users want to edit the data store by pressing the "✎" button to make corrections.

\* Note: If the user wants to delete the data store by pressing "🗑" to do to delete.


5. in determining the field. Users can specify the location of the company by pressing "Map" > "in the search field, type the company name" in the absence of company name to appear on the map. Users can specify a position close to the company. The system will display "latitude longitude" in that location are automatically shown.

Province	จ.เชียงใหม่	Country	ไทย
Postcode	50210	Map	
Phone	02-402-8068	Fax	

Edit Branch
✕

ค้นหา	โปรซอฟท์ ซีโอาร์เอ็ม จำกัด	🔍
ละติจูด	18.820765	ลองจิจูด
		99.01514399999996

แผนที่
ดาวเทียม

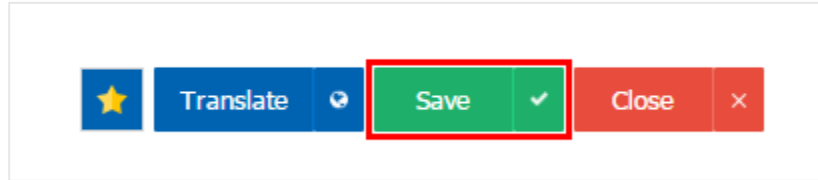


บริษัท โปรซอฟท์  
ที่ เว็บ จำกัด

Save

Cancel

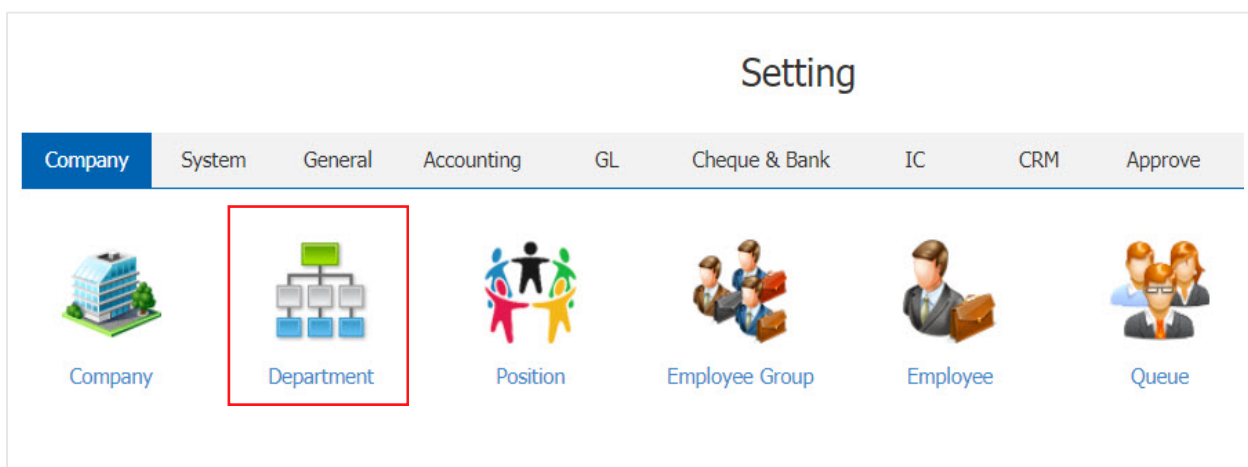
6. When the user is done the company finished updating the user to save data by pressing the "Save" button at the top right of the screen. To save the company, as shown in Figure.



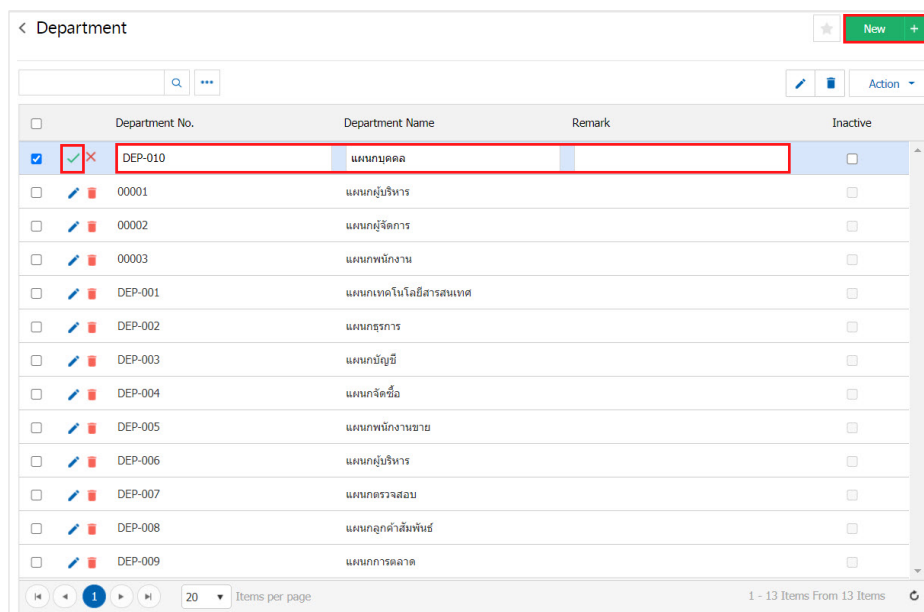
## Menu settings information department

Means to assign a department code of a company that divides the work into a department to use data to save data in different systems.

1. Users can create or update the information department by pressing the "Department" to see a list of the department. The system captured data from the Figure.



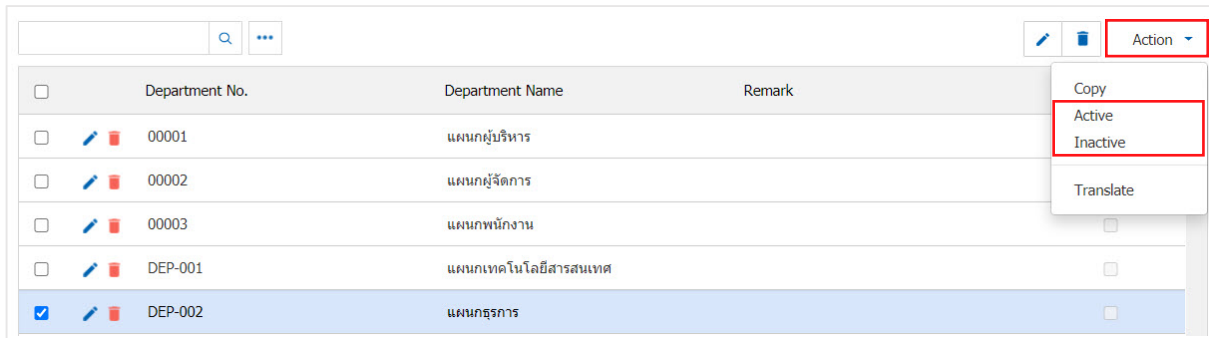
2. The system will display a list of information department. Users can add information department by pressing the "New" > "Fill department code department note" > When completed, press "✓" to save the image department.



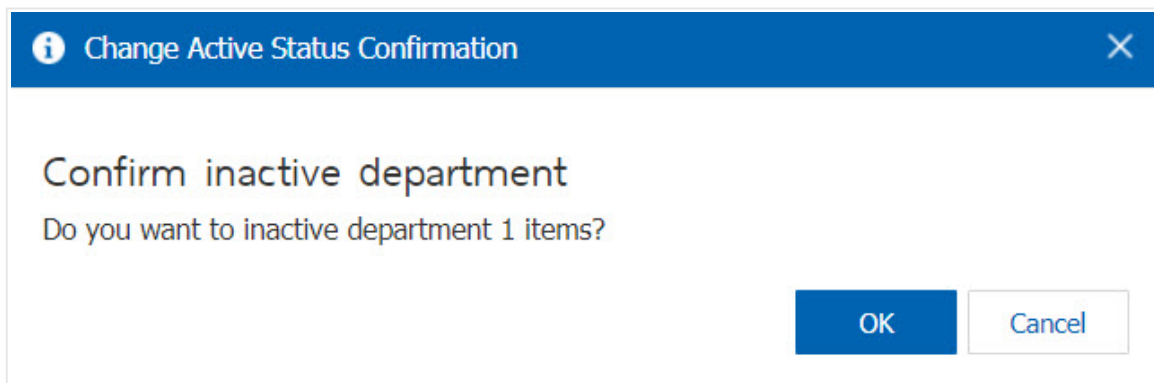
Department No.	Department Name	Remark	Inactive
DEP-010	แผนกบุคคล		<input type="checkbox"/>
00001	แผนกผู้บริหาร		<input type="checkbox"/>
00002	แผนกผู้จัดการ		<input type="checkbox"/>
00003	แผนกพนักงาน		<input type="checkbox"/>
DEP-001	แผนกเทคโนโลยีสารสนเทศ		<input type="checkbox"/>
DEP-002	แผนกธุรการ		<input type="checkbox"/>
DEP-003	แผนกบัญชี		<input type="checkbox"/>
DEP-004	แผนกจัดซื้อ		<input type="checkbox"/>
DEP-005	แผนกพนักงานขาย		<input type="checkbox"/>
DEP-006	แผนกผู้บริหาร		<input type="checkbox"/>
DEP-007	แผนกตรวจสอบ		<input type="checkbox"/>
DEP-008	แผนกลูกค้าสัมพันธ์		<input type="checkbox"/>
DEP-009	แผนกการตลาด		<input type="checkbox"/>

- \* Note: If users want to edit the data front, by pressing the "✎" button to make corrections.
- \* Note: If the user wants to delete the data front, by pressing the "✖" button to delete the data.

3. The user can set on / off the department has To stay active or deactivate the front, then press the "select department to open / close"> "Action"> "Active is to enable the Department for Work" or "Inactive is disabled department jobs" will show Pop - up to the user. Confirm open / close applications such divisions.



<input type="checkbox"/>	Department No.	Department Name	Remark	
<input type="checkbox"/>	00001	แผนกผู้บริหาร		<input type="checkbox"/>
<input type="checkbox"/>	00002	แผนกผู้จัดการ		<input type="checkbox"/>
<input type="checkbox"/>	00003	แผนกพนักงาน		<input type="checkbox"/>
<input type="checkbox"/>	DEP-001	แผนกเทคโนโลยีสารสนเทศ		<input type="checkbox"/>
<input checked="" type="checkbox"/>	DEP-002	แผนกธุรการ		<input type="checkbox"/>



**Change Active Status Confirmation**

Confirm inactive department  
Do you want to inactive department 1 items?

OK Cancel

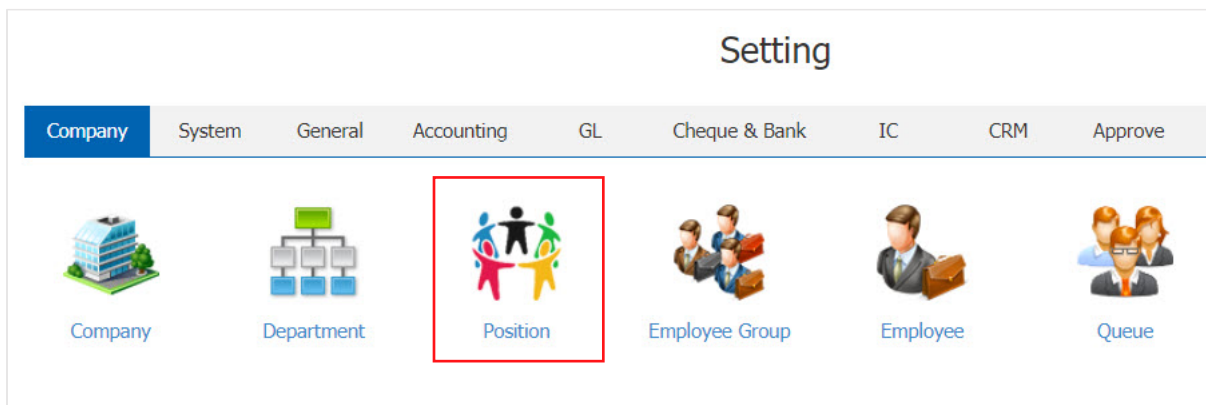
\* Note: If the department has already enabled the department. Users will not be able to re-enable the department.



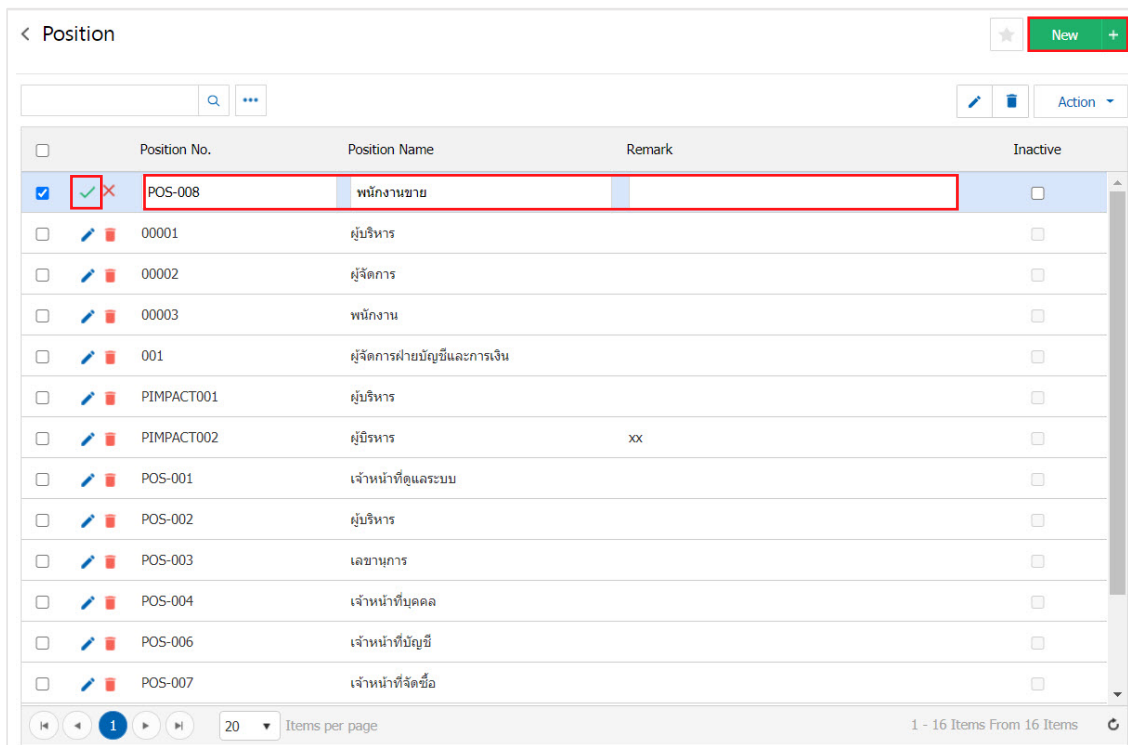
## Menu settings jobs data

Refers to the placement of employees. According to the information used to determine employee ID.

1. Users can create or update job information by pressing the "Position" for a list of locations. The system captured data from the Figure.



2. The system will display the list of jobs data. Users can add location information by pressing the "New"> "Enter Code Position Name Position Notes"> once completed, click "✓" to save as picture.



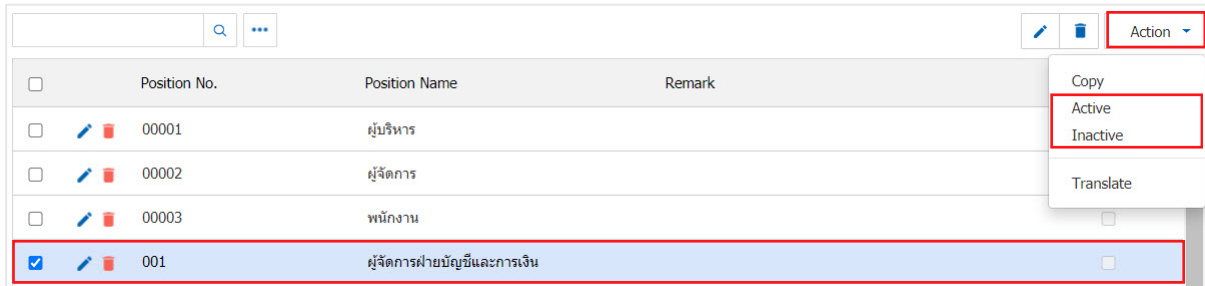
The screenshot shows the 'Position' data entry screen. At the top right, there is a 'New +' button. Below it is a search bar and an 'Action' dropdown menu. The main area contains a table with the following columns: Position No., Position Name, Remark, and Inactive. The first row is highlighted in red and contains the following data:

Position No.	Position Name	Remark	Inactive
POS-008	พนักงานขาย		<input type="checkbox"/>
00001	ผู้บริหาร		<input type="checkbox"/>
00002	ผู้จัดการ		<input type="checkbox"/>
00003	พนักงาน		<input type="checkbox"/>
001	ผู้จัดการฝ่ายบัญชีและการเงิน		<input type="checkbox"/>
PIMPACT001	ผู้บริหาร		<input type="checkbox"/>
PIMPACT002	ผู้บริหาร	xx	<input type="checkbox"/>
POS-001	เจ้าหน้าที่ดูแลระบบ		<input type="checkbox"/>
POS-002	ผู้บริหาร		<input type="checkbox"/>
POS-003	เลขานุการ		<input type="checkbox"/>
POS-004	เจ้าหน้าที่บุคคล		<input type="checkbox"/>
POS-006	เจ้าหน้าที่บัญชี		<input type="checkbox"/>
POS-007	เจ้าหน้าที่จัดซื้อ		<input type="checkbox"/>

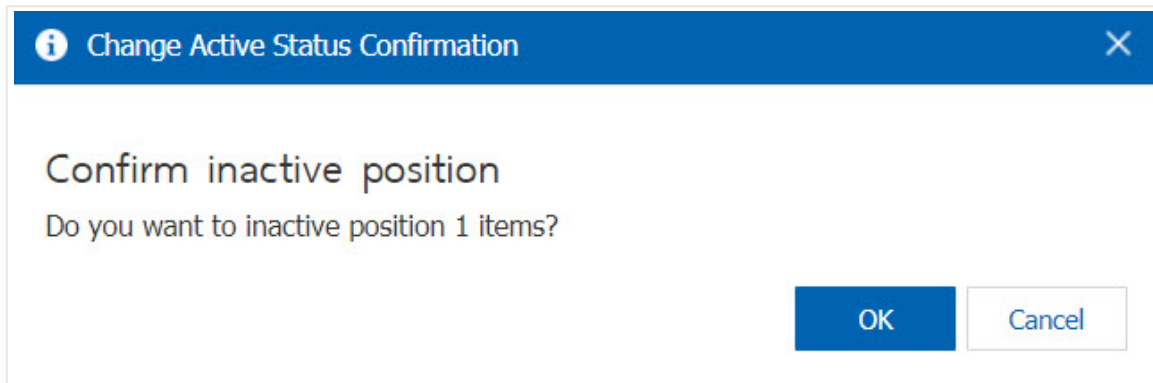
At the bottom of the screen, there is a pagination control showing '1' items per page and '1 - 16 Items From 16 Items'.

- \* Note: If users want to edit the location information original works by pressing the "✎" button to make corrections.
- \* Note: If the user wants to delete the original position by pressing the "🗑" button to delete the data.

3. User can enable / disable jobs to stay active or deactivate the job, then press the "Select a position to turn on / off" > "Action" > "Active is enable job" or "Inactive is disabled Jobs" will show Pop - up to the user to confirm the enable / disable. Jobs used the image.



<input type="checkbox"/>	Position No.	Position Name	Remark
<input type="checkbox"/>	00001	ผู้บริหาร	
<input type="checkbox"/>	00002	ผู้จัดการ	
<input type="checkbox"/>	00003	พนักงาน	
<input checked="" type="checkbox"/>	001	ผู้จัดการฝ่ายบัญชีและการเงิน	



**Change Active Status Confirmation**

Confirm inactive position

Do you want to inactive position 1 items?

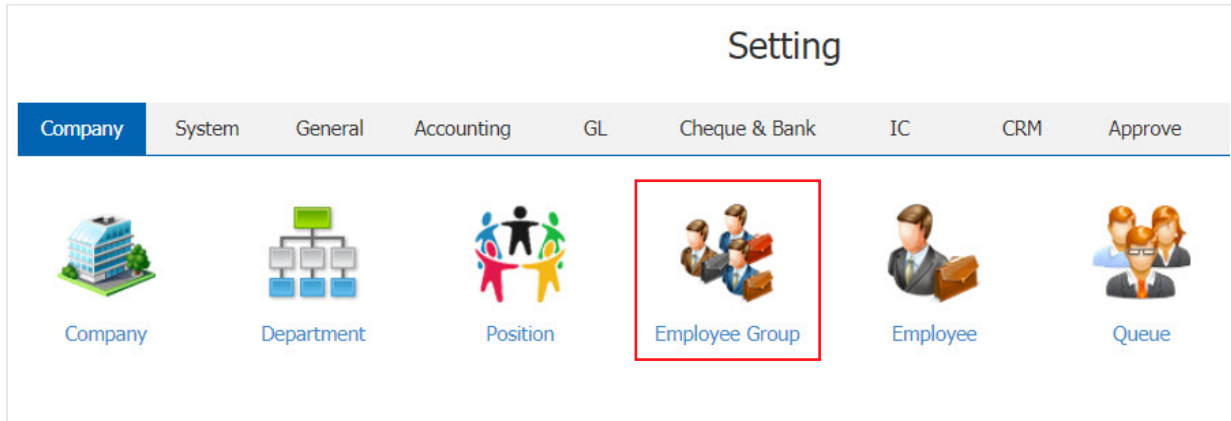
OK Cancel

\* Note: If the job has already enabled jobs. Users will not be able to use the reusable.

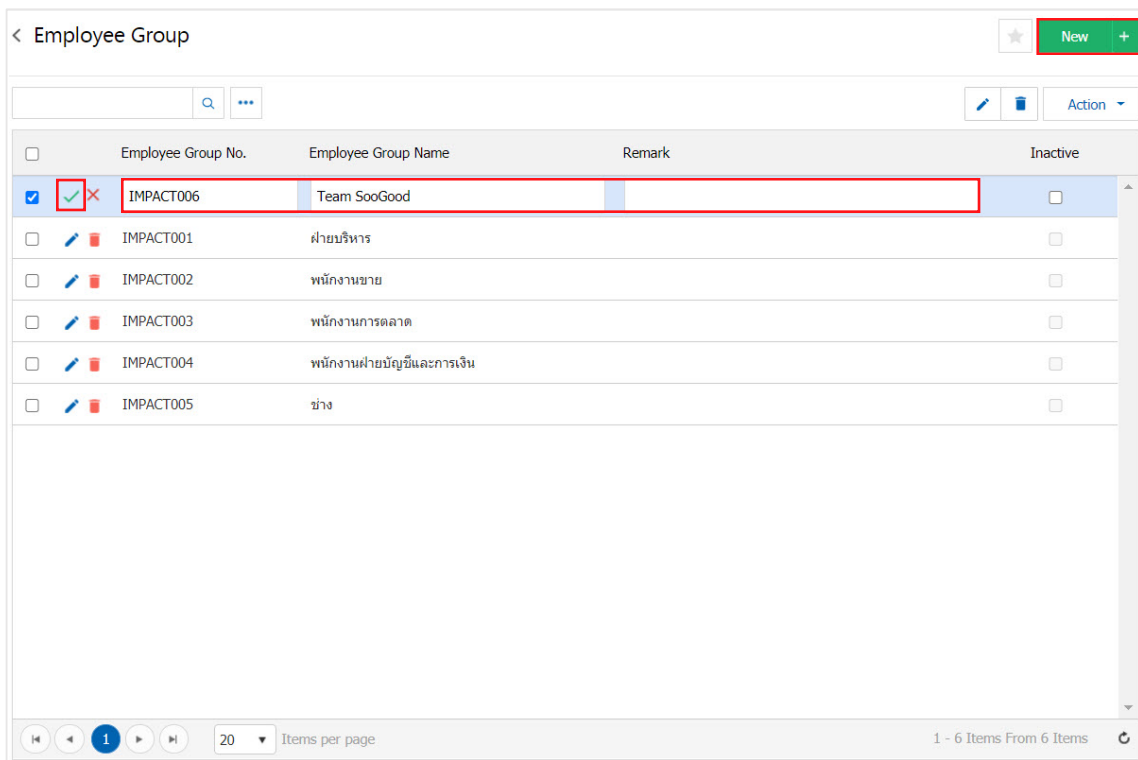
## Menu settings to groups of employees

Refers to the group of employees. According to the information used to determine employee ID.

1. Users can create or update employee information, press Menu "Employee Group" Figure.

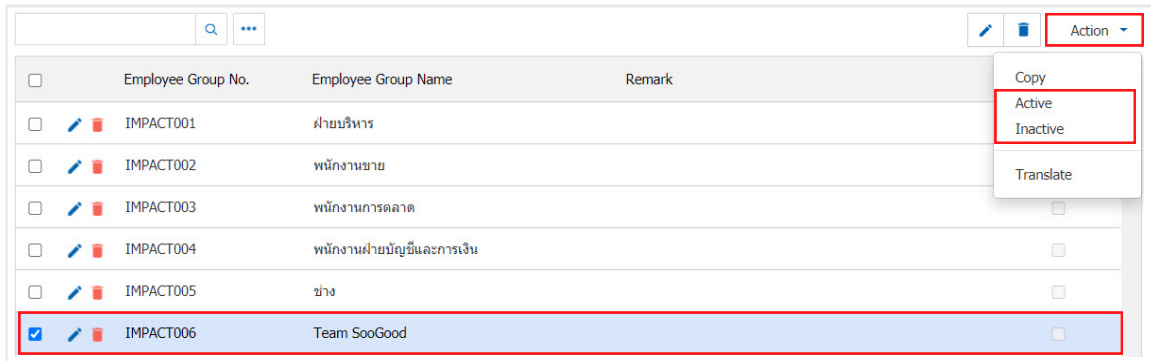


2. The system will display a list of information among employees. Users can add information to the employee by pressing the "New" > "Enter Codes employees. Group staff note" > When completed, press "✓" to record employees below.

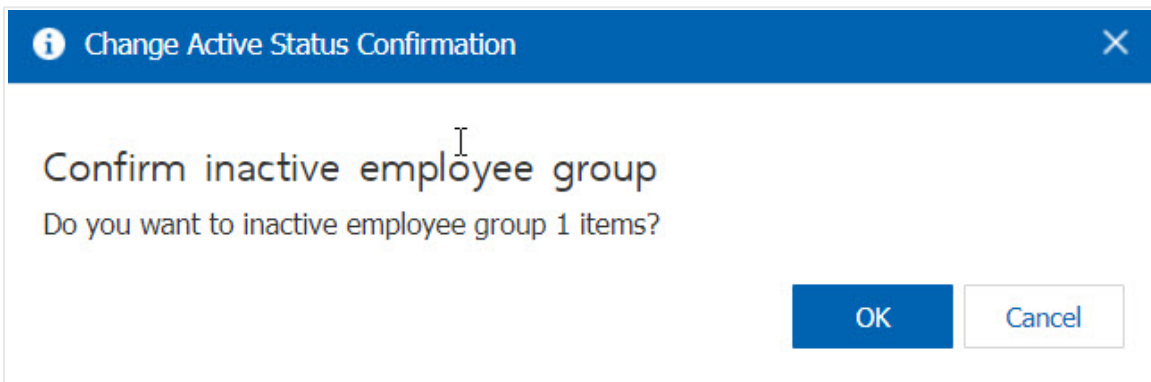


- \* Note: If users want to edit the original staff by pressing the "✎" button to make corrections.
- \* Note: If the user to erase the original employee group by pressing the "🗑" button to delete the data.

3. The user can set on / disabled employees have to stay the forks. Or disabled employee group by pressing "select employee groups who want to turn on / off" > "Action" > "Active is to enable employees" or "Inactive is disabled workers" the system will display the Pop - up to the user to confirm the open / closed user groups such employees.



<input type="checkbox"/>	Employee Group No.	Employee Group Name	Remark
<input type="checkbox"/>	IMPACT001	ฝ่ายบริหาร	
<input type="checkbox"/>	IMPACT002	พนักงานขาย	
<input type="checkbox"/>	IMPACT003	พนักงานการตลาด	
<input type="checkbox"/>	IMPACT004	พนักงานฝ่ายบัญชีและการเงิน	
<input type="checkbox"/>	IMPACT005	ช่าง	
<input checked="" type="checkbox"/>	IMPACT006	Team SooGood	



**Change Active Status Confirmation**

Confirm inactive employee group

Do you want to inactive employee group 1 items?

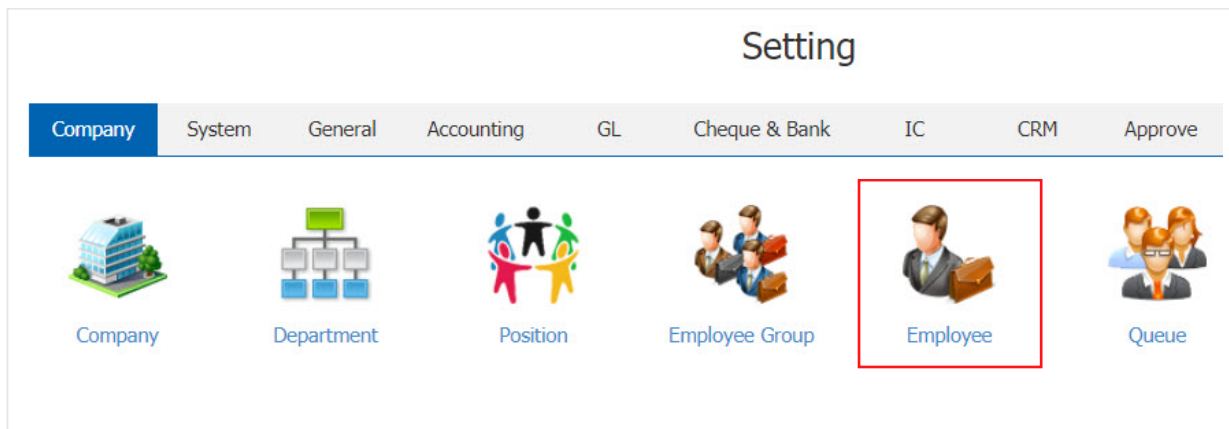
OK Cancel

\* Note: If the employee has already enabled a group of employees. Users will not be able to enable the group. Employees have repeatedly.

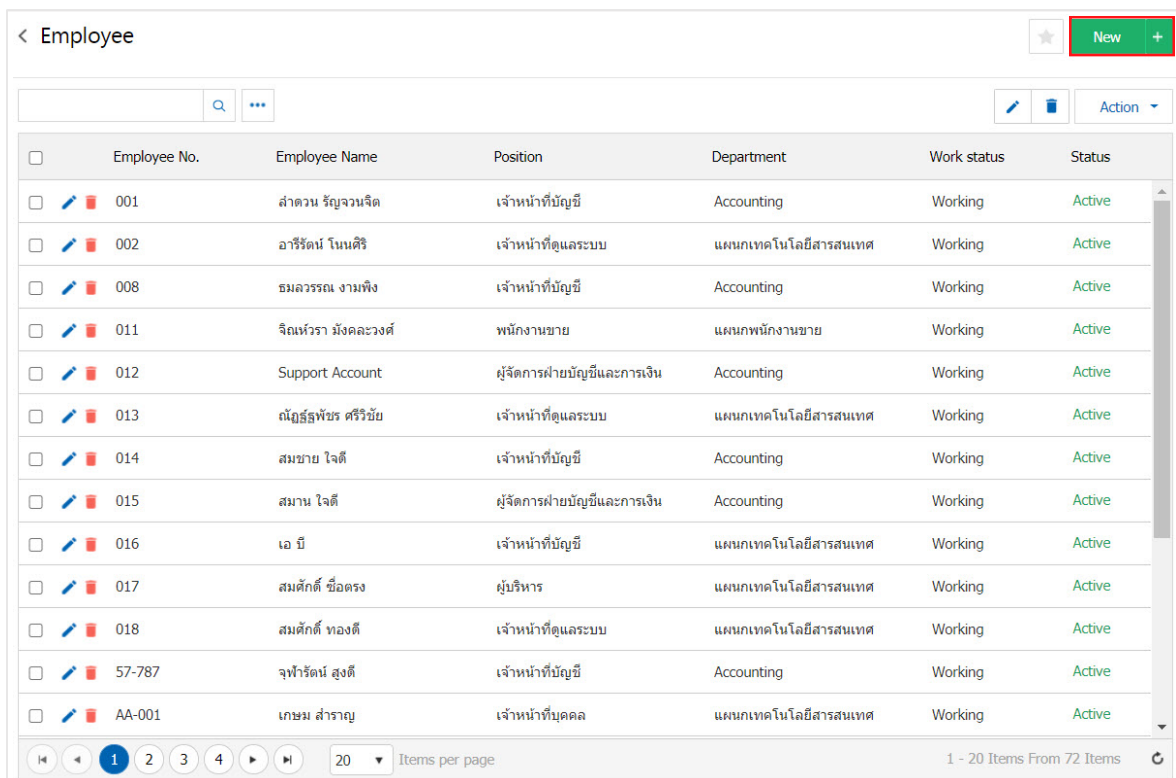
## Menu settings employee

Mean an employee of the company name. It is divided into sales and regular employees Details are as follows: Employee ID Prefix staff of employees. The current status of jobs and employees.

1. The user can create or update employee information by pressing the "Employees" as shown in Figure.



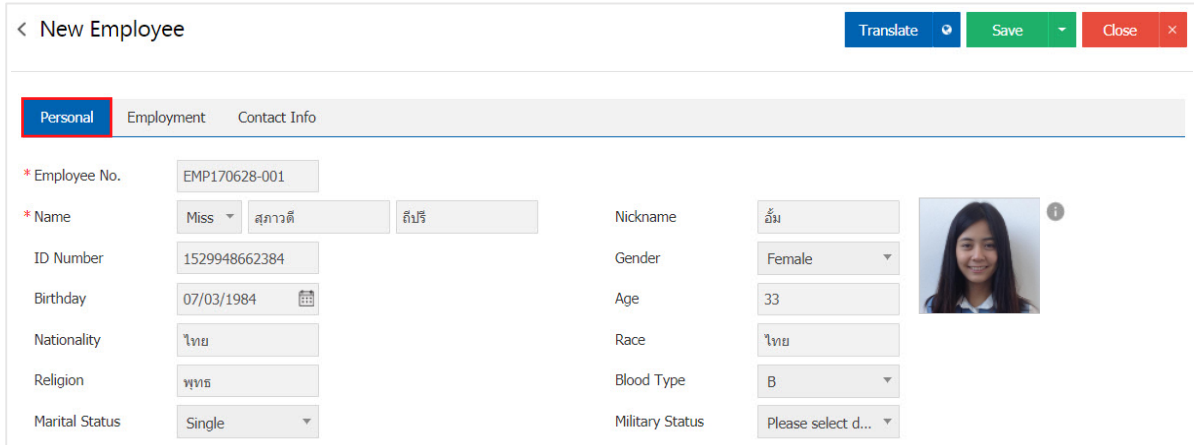
2. The system will display the list of employee information. Users can add employee information by pressing the "New" button as shown in Figure.



The screenshot shows the 'Employee' list view. At the top right, there is a 'New' button with a plus sign, highlighted with a red box. Below the header, there is a table listing employee information. The table has columns for Employee No., Employee Name, Position, Department, Work status, and Status. The table contains 14 rows of data.

Employee No.	Employee Name	Position	Department	Work status	Status
001	สาตวัน รัชฎจวนจิต	เจ้าหน้าที่บัญชี	Accounting	Working	Active
002	อารีรัตน์ โนนศิริ	เจ้าหน้าที่ดูแลระบบ	แผนกเทคโนโลยีสารสนเทศ	Working	Active
008	สมลวรรณ งามพิง	เจ้าหน้าที่บัญชี	Accounting	Working	Active
011	จิณห์เวรา มังคละวงศ์	พนักงานขาย	แผนกพนักงานขาย	Working	Active
012	Support Account	ผู้จัดการฝ่ายบัญชีและการเงิน	Accounting	Working	Active
013	ณัฐรัฐพัชร ศรีวิชัย	เจ้าหน้าที่ดูแลระบบ	แผนกเทคโนโลยีสารสนเทศ	Working	Active
014	สมชาย ใจดี	เจ้าหน้าที่บัญชี	Accounting	Working	Active
015	สมาน ใจดี	ผู้จัดการฝ่ายบัญชีและการเงิน	Accounting	Working	Active
016	เอ บี	เจ้าหน้าที่บัญชี	แผนกเทคโนโลยีสารสนเทศ	Working	Active
017	สมศักดิ์ ชื่อดรง	ผู้บริหาร	แผนกเทคโนโลยีสารสนเทศ	Working	Active
018	สมศักดิ์ ทองดี	เจ้าหน้าที่ดูแลระบบ	แผนกเทคโนโลยีสารสนเทศ	Working	Active
57-787	จุฬารัตน์ สูงดี	เจ้าหน้าที่บัญชี	Accounting	Working	Active
AA-001	เกษม สำราญ	เจ้าหน้าที่บุคคล	แผนกเทคโนโลยีสารสนเทศ	Working	Active

3. In the "Personal" to enter the general information of the users have to do is fill in the form marked "\*" to complete the picture.



**New Employee** [Translate] [Save] [Close]

Personal | Employment | Contact Info

\* Employee No. EMP170628-001

\* Name Miss สุภาวดี สิริ Nickname อ้อม

ID Number 1529948662384 Gender Female

Birthday 07/03/1984 Age 33

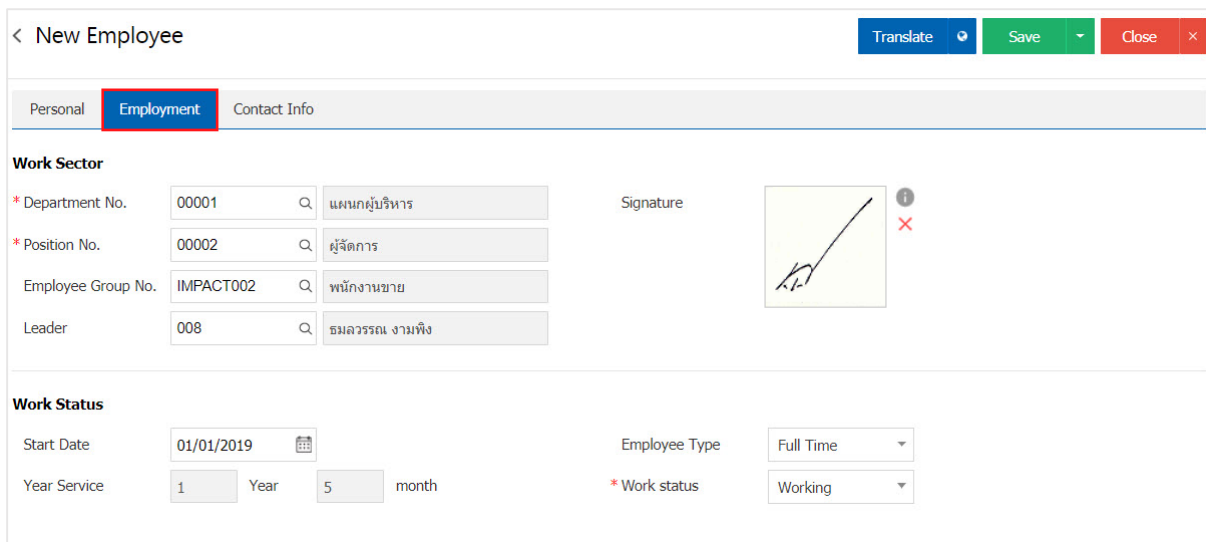
Nationality ไทย Race ไทย

Religion พุทธ Blood Type B

Marital Status Single Military Status Please select d...

\* Note: The employee must file an extension png. Gif. Jpg. Jped. Image size must be less than 500 KB and take pictures. Square only The beautiful display.

4. In the "Employment" to fill the position of working age, working status of employees. Signature to indicate approval documents for Sale Document, Procurement Document and report on the accounts of the Company as shown.



**New Employee** [Translate] [Save] [Close]

Personal | Employment | Contact Info


**Work Sector**

\* Department No. 00001 แผนกผู้บริหาร

\* Position No. 00002 ผู้จัดการ

Employee Group No. IMPACT002 พนักงานขาย

Leader 008 ธมลวรรณ งามเพ็ช

Signature 

**Work Status**

Start Date 01/01/2019

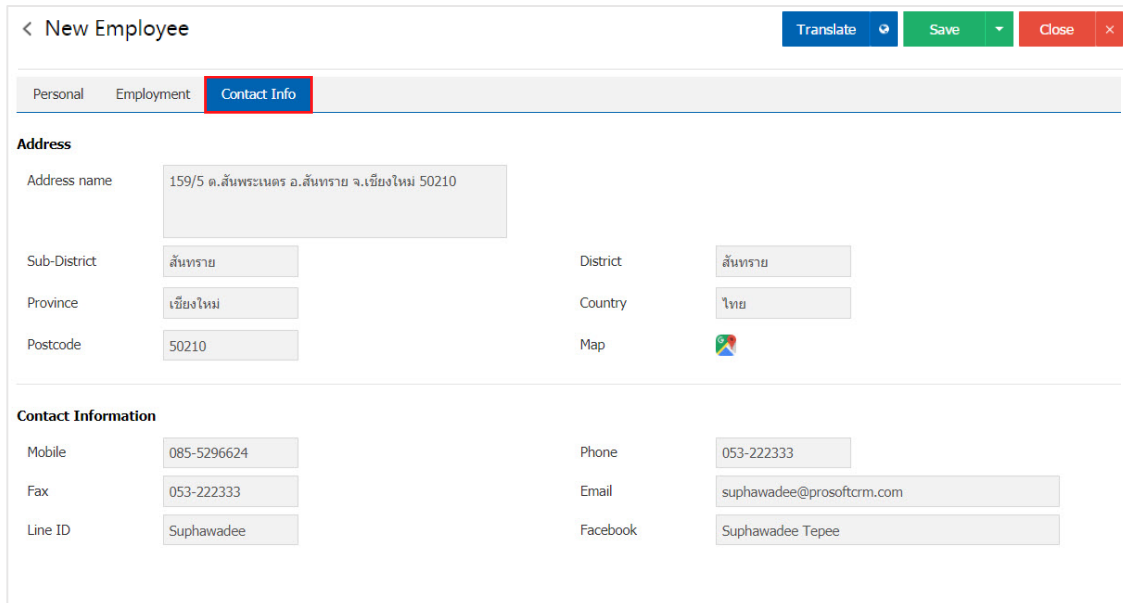
Year Service 1 Year 5 month


Employee Type Full Time

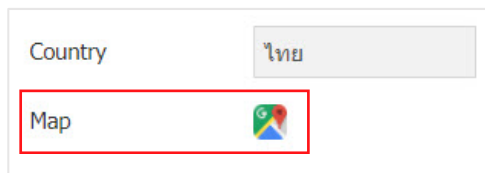
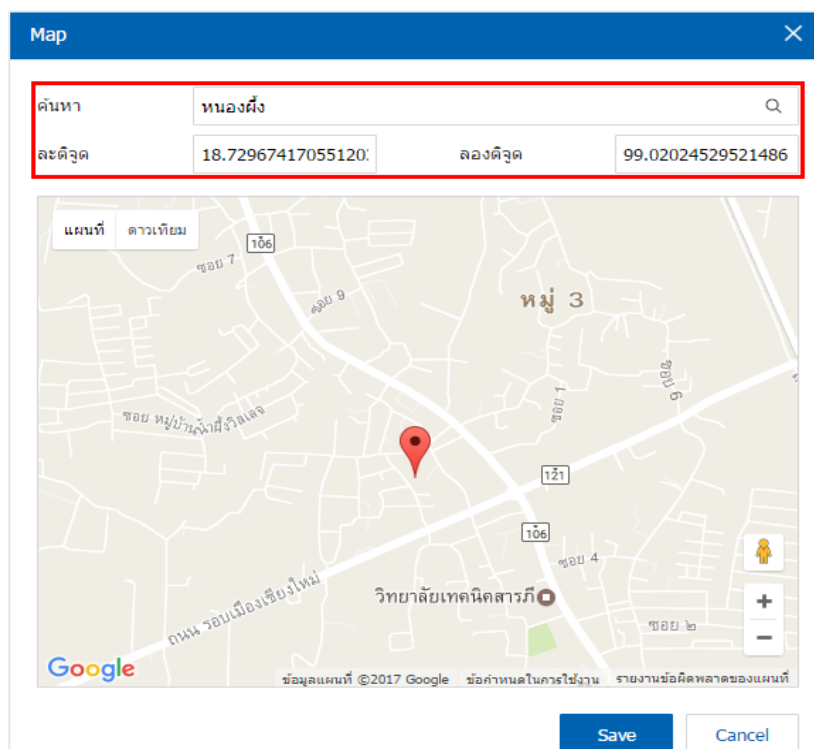
\* Work status Working

\* Note: The image file extension must be signed .png .Gif .Jpg .Jped Image size must be less than 500 KB and take pictures. square only The beautiful display.

5. In the "Contact Info" a complete address and contact information of the image.



6. In determining the employee. Users can locate the employee by pressing the "Map  " > "In the search box, type the name of the employee" in the case of an employee who is not named in the map. Users can specify the coordinate neighborhood of the employees, the system will display "latitude longitude" in that position automatically on Figure.

7. When users enter the workforce, then press the "Save" button way top right of the screen to save the employees. The recorded data can be divided into 3 recording format :

- Save a normal recording. Available data show that the record is complete.
- Save & New to save and open a new employee record. When a user logs Employees already the system will display the data as soon as a new employee.
- Save & Close to save and return to the list of employees. When a user logs Employees already the system will display a list of all employees back immediately.

