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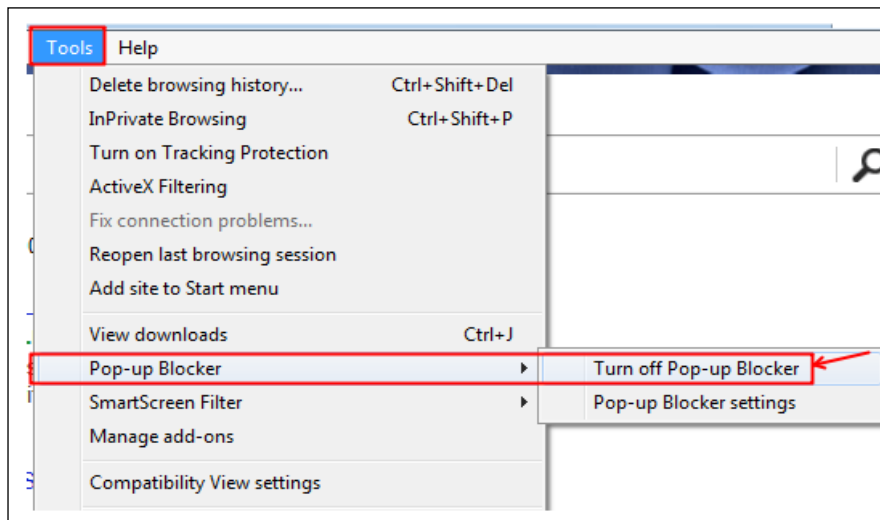
CHAPTER 1 BROWSER SETTING AND LOGIN

1.1 Browser Setting.

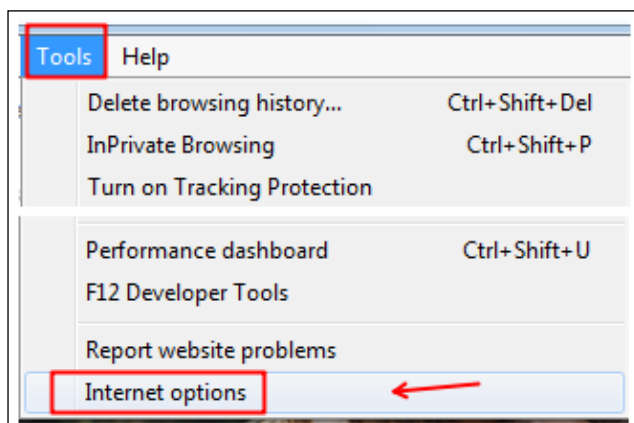
Note: Before using system, it is important to set few setting on your browser so system can function well.

1.1.1 Internet Explorer 11

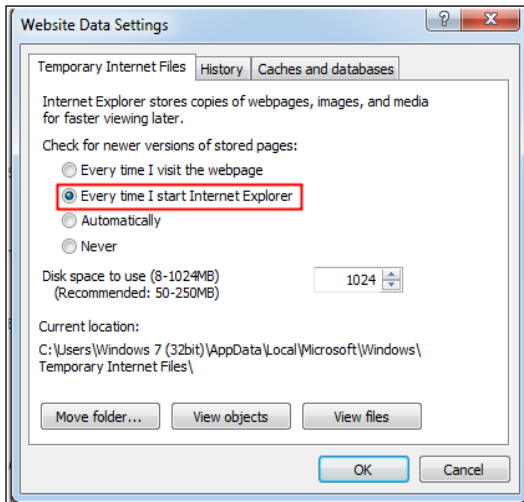
1.1.1.1 Setting 1: At IE menu, Turn off Pop-up Blocker, choose [Tools] [Pop-up Blocker] Turn off Pop-up Blocker.



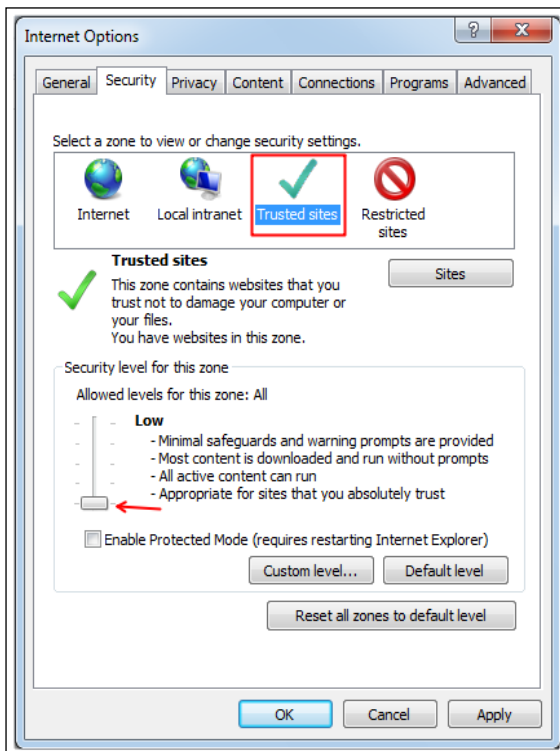
Note: Setting 2 and 3 will be related to the Internet Option. At IE menu, [Tools] Internet Options



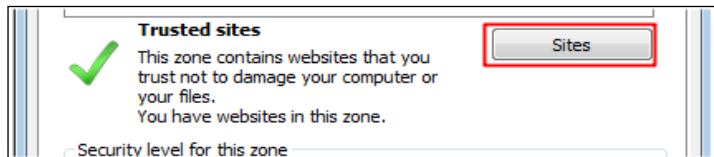
1.1.1.2 Setting 2: Set Temporary Internet Files to 'Every time I start Internet Explorer. At Internet Options [General] tab Browsing history section [Settings]. Set as shown below.



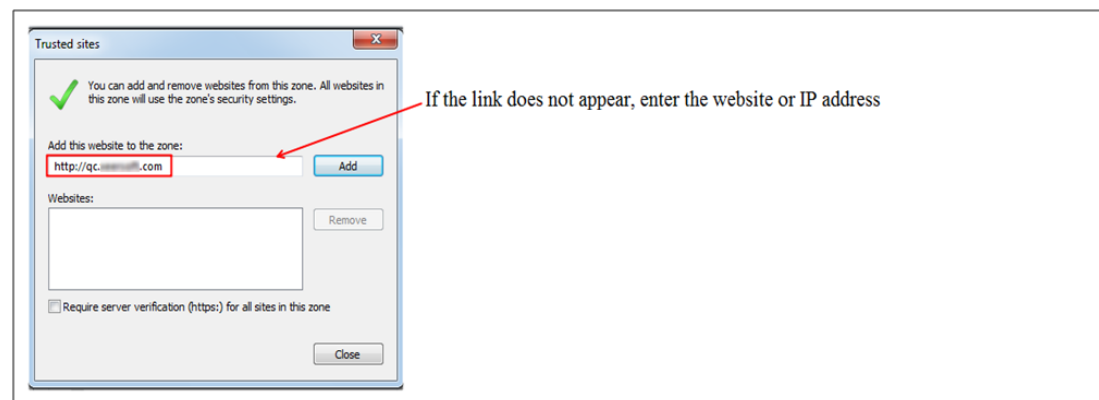
1.1.1.3 Setting 3: Set the site as trusted sites. [Security] tab [Trusted Sites] 'green check'. Set the Security level to 'Low'.



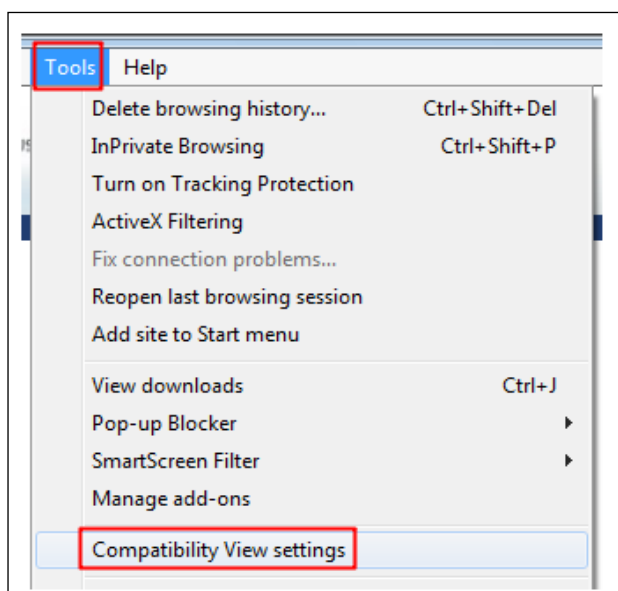
1.1.1.4 Next click on the 'Sites' button



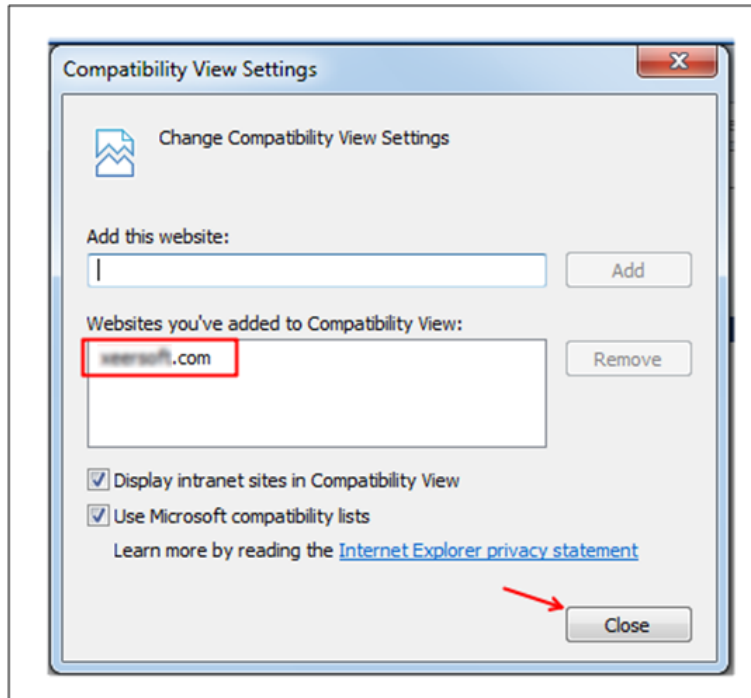
1.1.1.5 At the Trusted sites window, user will notice that there will be a website link. Click 'Add' to add the website as trusted site.



1.1.1.6 Setting 4: Set Compatibility View. At IE menu Choose [Tools] [Compatibility View settings]



1.1.1.7 This setting should apply the same step as setting 3: add trusted site.

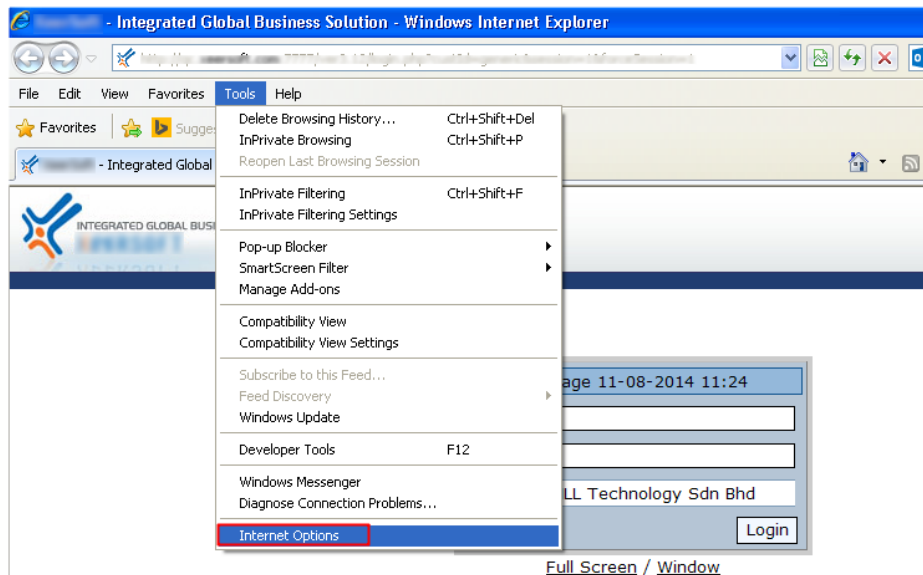


Note: After added the website, the website link will be automatically moved to the other field.

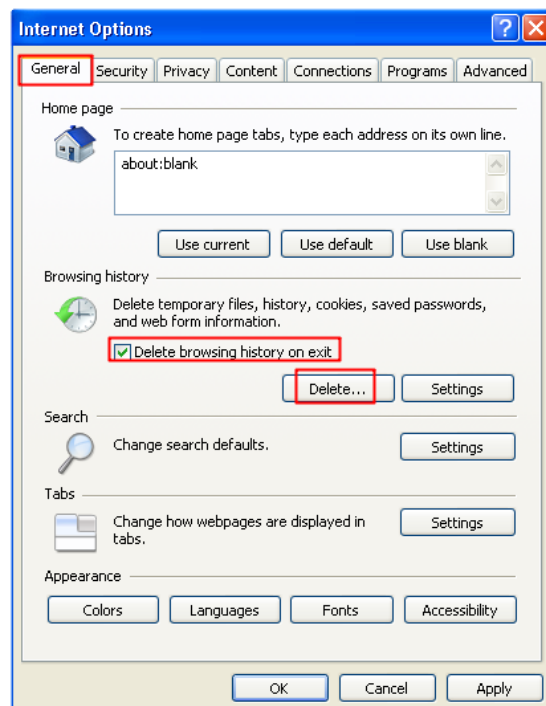
When Click 'Close' button, IE will save all the changes.

1.1.2 Internet Explorer (Below IE 11 Version - IE 8, 9 and 10)

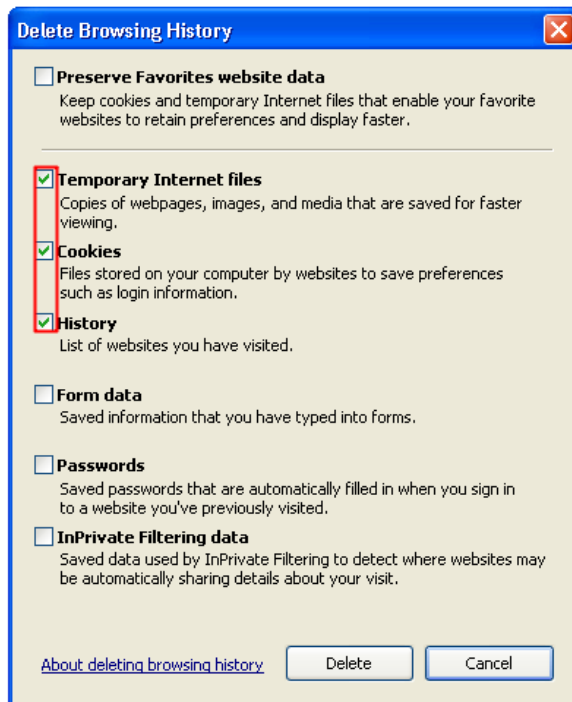
1.1.2.1 Setting 1 : At Internet Explorer, go to the tools and choose internet options.



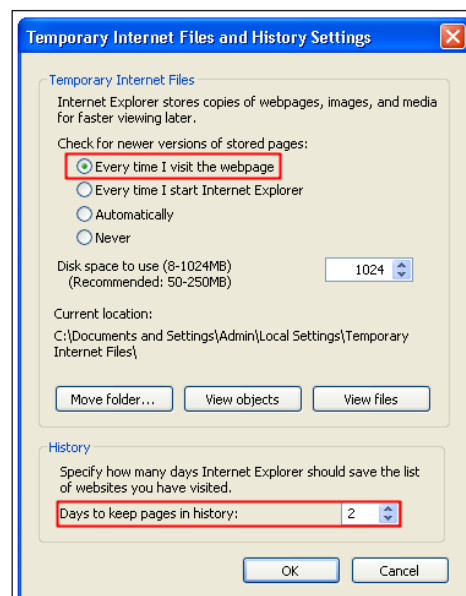
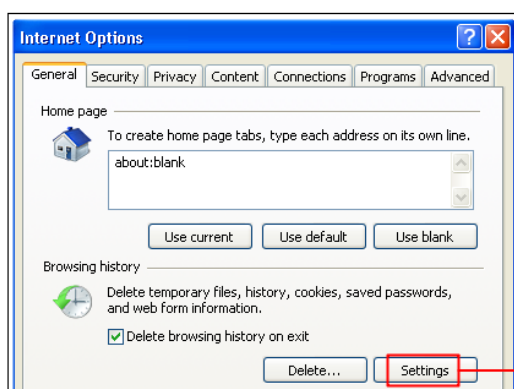
1.1.2.2 At general tab TICK 'Delete browsing history on exit', then click 'Delete' button



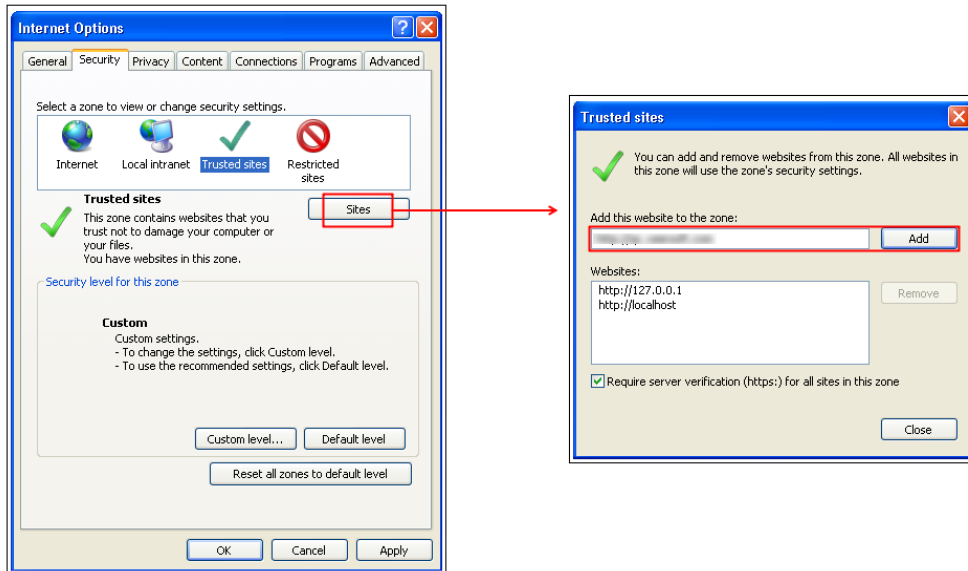
1.1.2.3 Make sure inside the Delete Browsing History page, these three (3) items are TICKED.



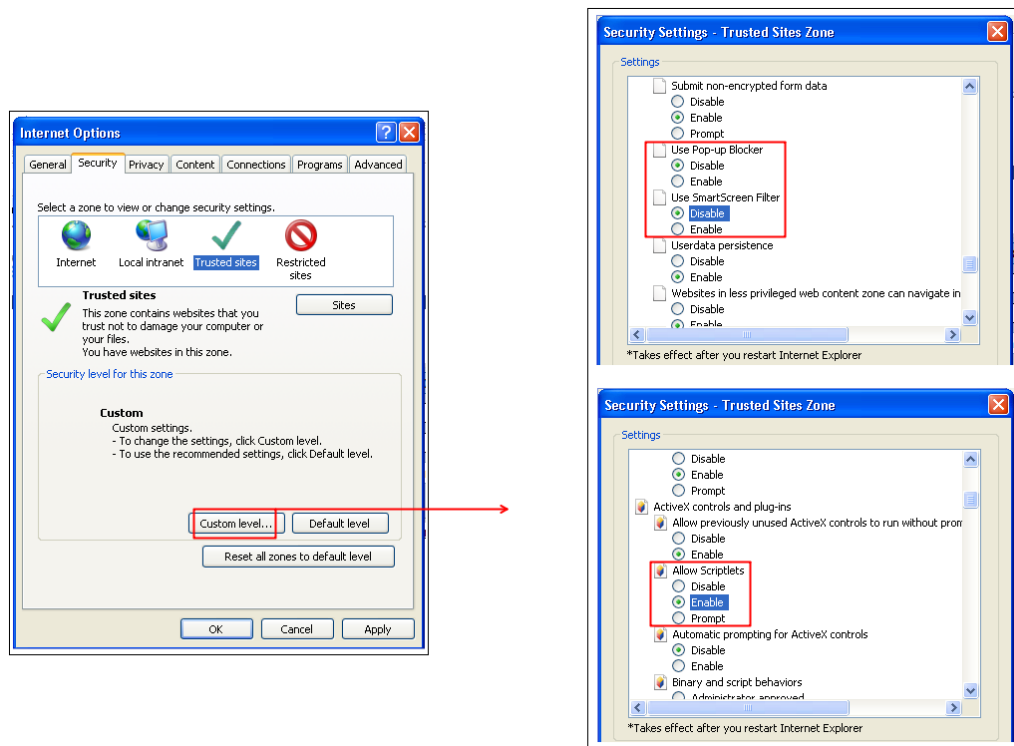
1.1.2.4 On the general tab, click 'Settings' button then set as showed below.



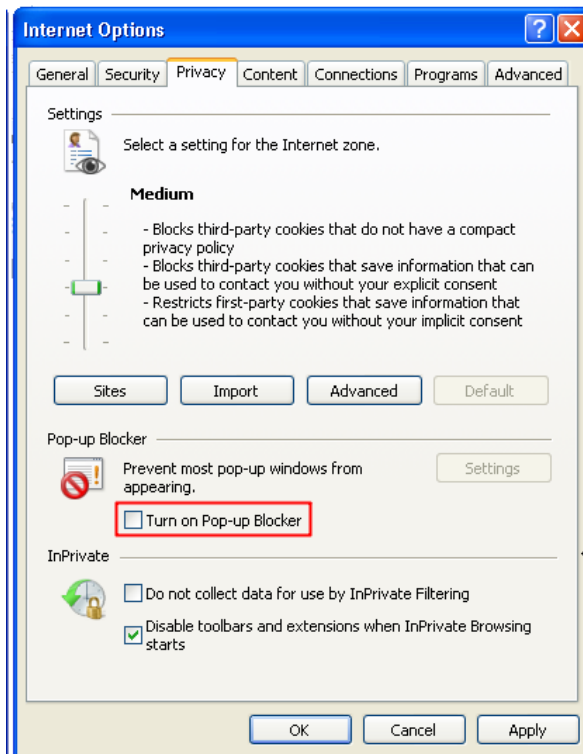
1.1.2.5 Go to the Security tab, then click the 'Sites' button. IE will prompt another window of 'Trusted sites'. Click 'Add' button to add the website as trusted sites



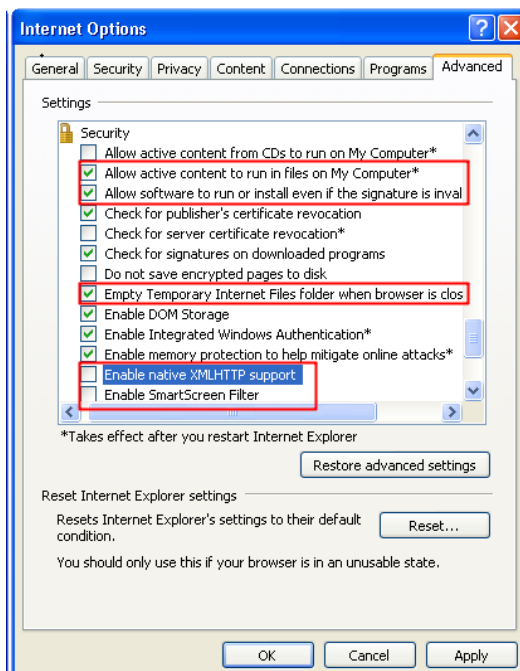
1.1.2.6 Click 'Custom level...' at the Security tab, set the setting as showed as below. This is to ensure IE is not blocking Xeersoft's functionality



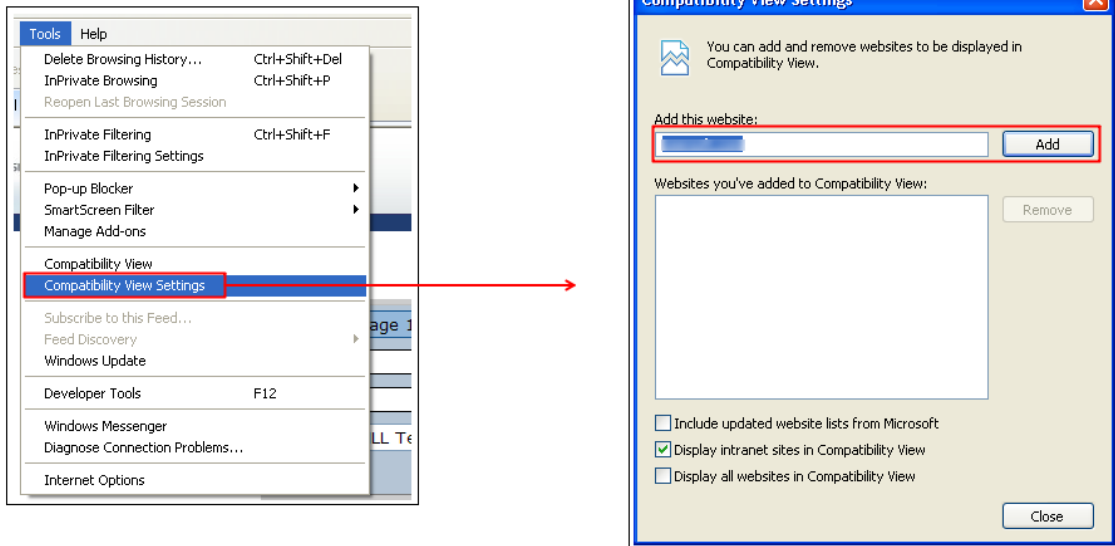
1.1.2.7 At the privacy tab, UNTICK the pop-up blocker as showed in the figure below.



1.1.2.8 At the Advanced tab, set the setting for security as showed below.

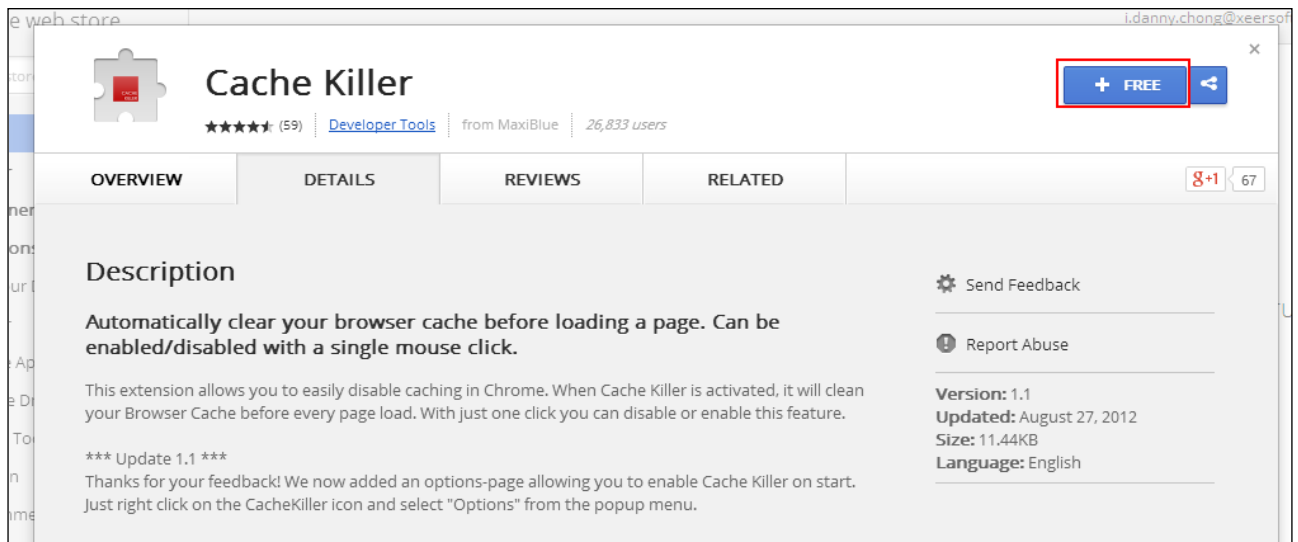


1.1.2.9 Set a compatibility view by adding the website at the compatibility View setting list.



1.1.3 Google Chrome Setting

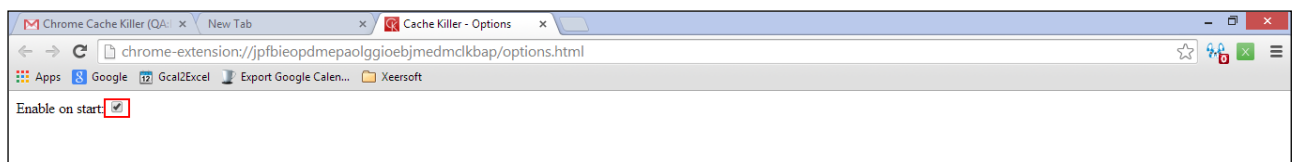
1.1.3.1 Go to link, <https://chrome.google.com/webstore/detail/cache-killer/jpfbieopdmepaolggiobjmedmclkbap/details?hl=en> to add/install the app. Click on 'Free' button.



1.1.3.2 In order to make the Cache Killer default turn on, Right click the [x] then click Option.



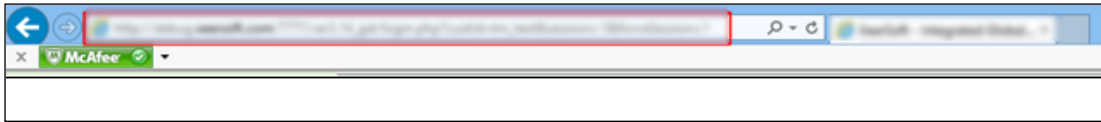
1.1.3.3 Tick the "Enable on Start" checkbox.



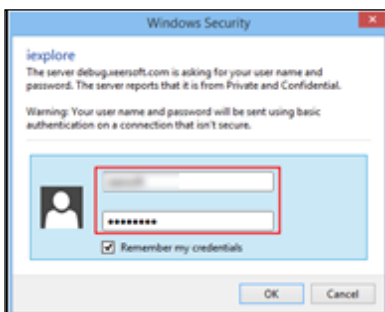
Note: Our system able support Internet Explorer, Firefox and Chrome.

1.2 Login Interface

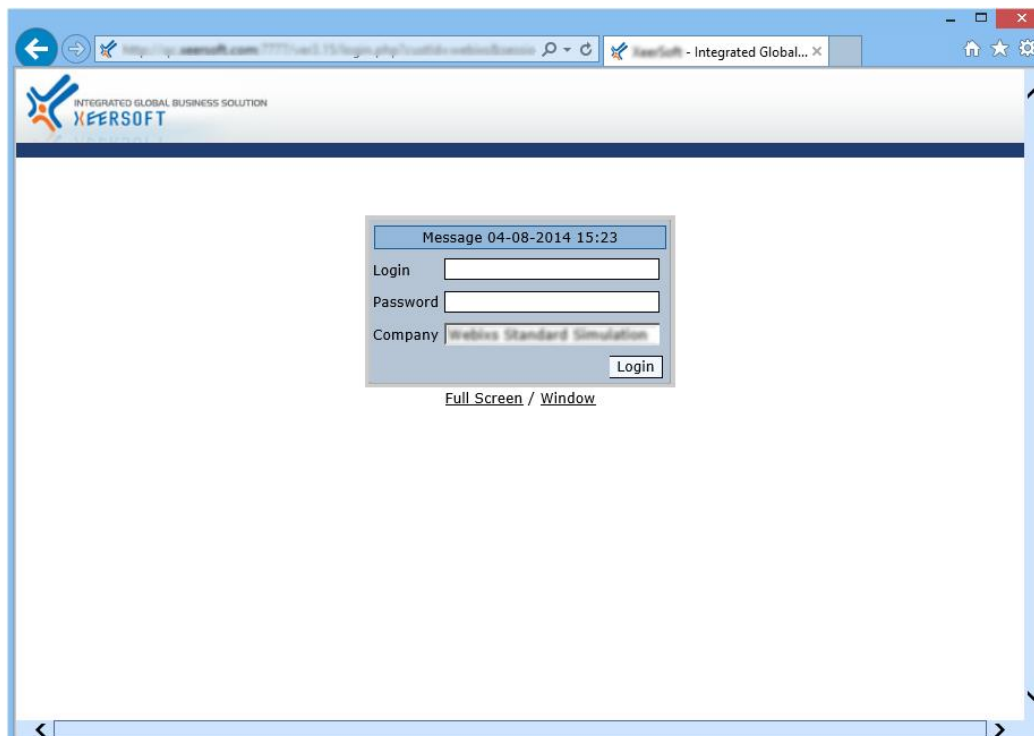
1.2.1 At your IE browser, enter system URL (Provided by authorize person).



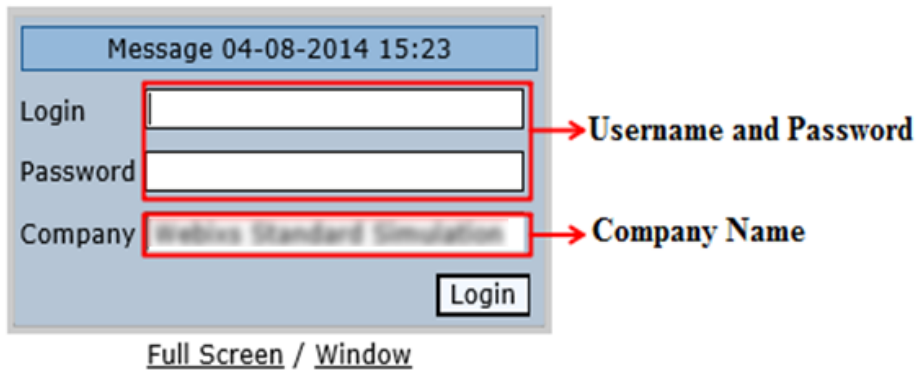
1.2.2 Before can enter to the System login interface, the IE will ask for htaccess. (Ask the htaccess from authorize person).



1.2.3 Once Successful system will show the Login interface as shown below.

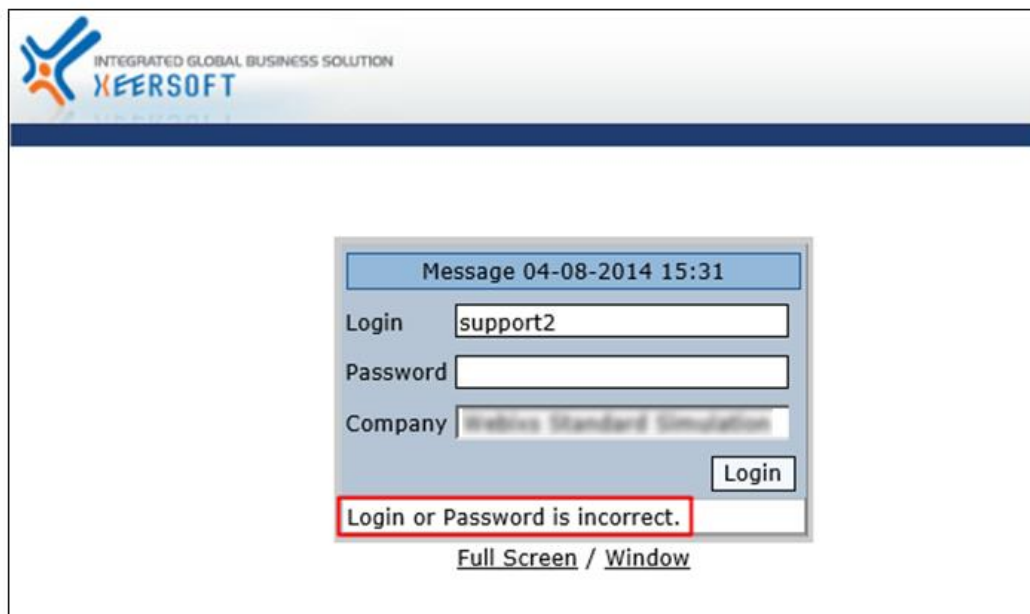


1.2.4 To login to system, key in User Login and Password



The screenshot shows a login window titled "Message 04-08-2014 15:23". It contains three input fields: "Login", "Password", and "Company". The "Login" and "Password" fields are grouped by a red box and labeled "Username and Password". The "Company" field contains the text "Webix Standard Simulation" and is labeled "Company Name". A "Login" button is located at the bottom right of the form. Below the form, the text "Full Screen / Window" is displayed.

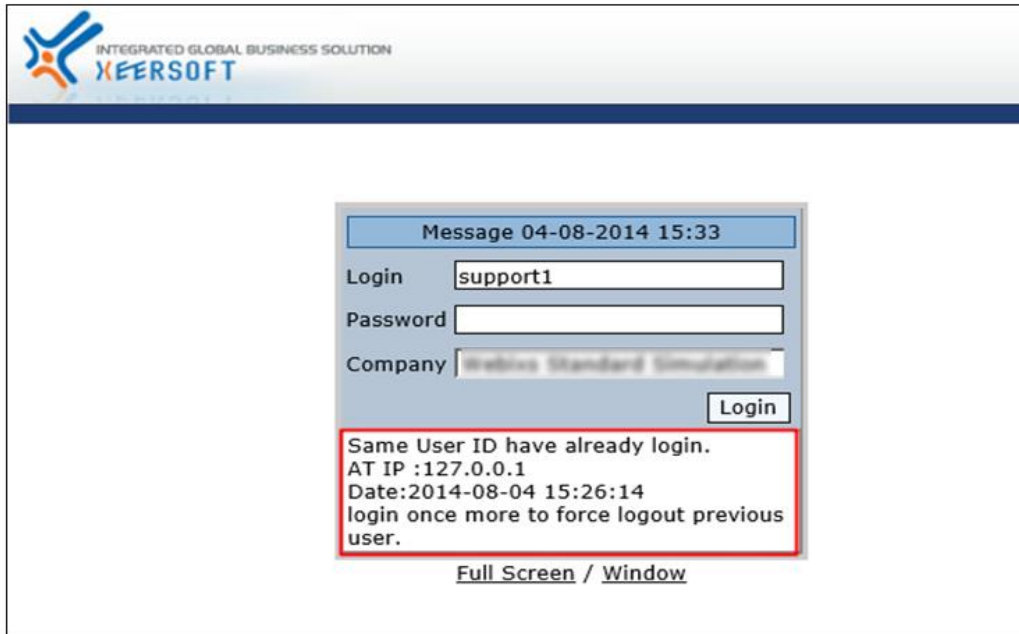
1.2.5 If user key in wrong user login / password system will deny the user login and show alert message.



The screenshot shows the same login window as in 1.2.4, but with an error message. The "Login" field now contains the text "support2". Below the "Company" field, a red box highlights the message "Login or Password is incorrect.". The "Login" button is still present. Below the form, the text "Full Screen / Window" is displayed.

1.2.6 When user login is being used by a person, if another person try to login by using the same user login, system will show the alert message. If user did not logout from system properly, same alert message will be shown as well.

To login, just re-keyin the password, but this action will kick the current user out from system whom is using the same user login.

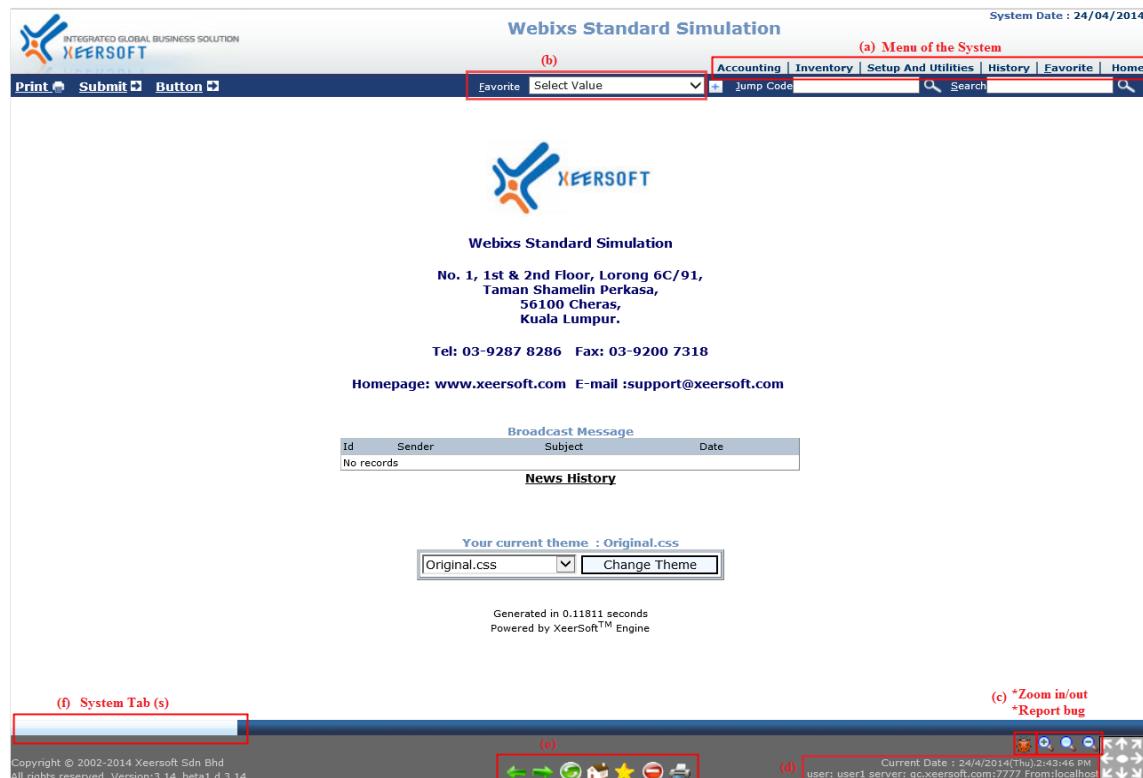


The screenshot displays the XEERSOFT login window. At the top left is the XEERSOFT logo with the tagline 'INTEGRATED GLOBAL BUSINESS SOLUTION'. The login form contains fields for 'Login' (with 'support1' entered), 'Password', and 'Company' (with 'Webvis Standard Simulation' entered). A 'Login' button is positioned to the right of the company field. Below the form, a red-bordered alert box is visible, containing the following text:

Message 04-08-2014 15:33
Same User ID have already login.
AT IP :127.0.0.1
Date:2014-08-04 15:26:14
login once more to force logout previous user.

Below the alert box, there is a link that reads 'Full Screen / Window'.








1.2.7 After user login to system successfully, system will show the default homepage



Details based on the interface are as listed below:

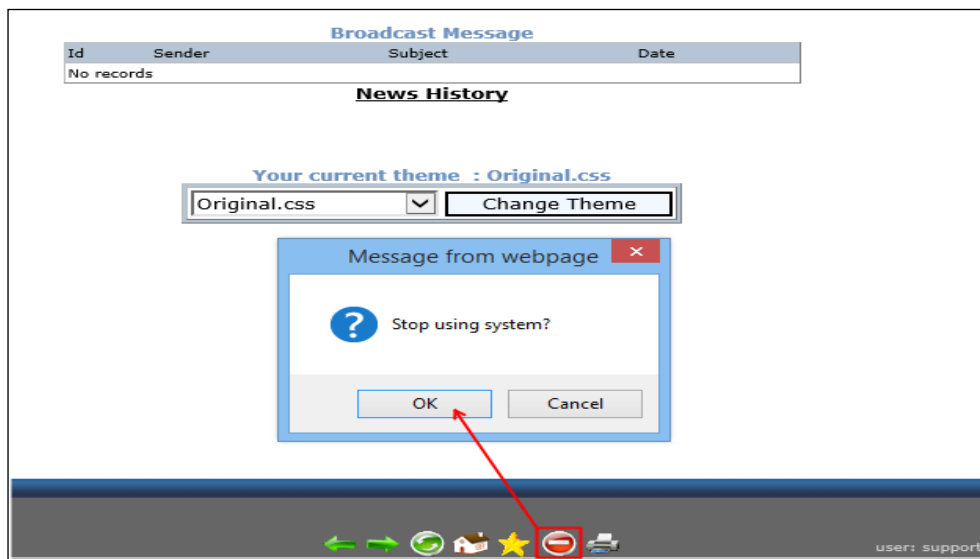
- a. Menu Selection - User can choose the menu from this selection
- b. Favorite Page - User can set the regular visited page as their favorite page. This is to lessen the time to navigate to regular favorite page.
- c. Zoom and Report Bug - This is use to Zoom in/out the system page. The report bug button is use to report any problem related to the system.
- d. Login details - The details consist of user (user that login to the system on the device), date, time and server.
- e. System function button - These are the Function Buttons of the system. Details of the buttons are as in Table 1.1 : System Function Button.
- f. System Tab(s) - User can open maximum five tab on this system

Table 1.1: System Function Button

      	<p>Previous Used to view previous history.</p> <p>Next Page Used to go to the next page (can be use only after using 'Previous' button)</p> <p>Refresh Used to refresh the system page.</p> <p>Home Used to go to Home Page.</p> <p>Favorite Used to view Favorite Page list.</p> <p>Logout System Used to logout from system</p> <p>Print Used to print any printable page.</p>
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1.3 Logout from System.

1.3.1 When users want to logout from the system, click on Logout button at the center bottom of the page.



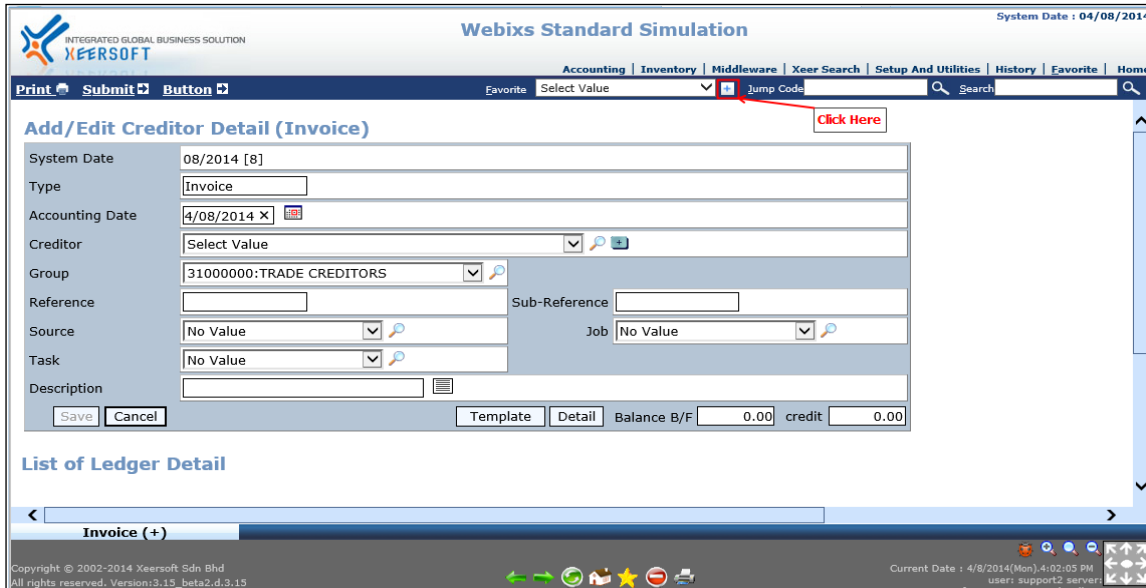
1.3.2 Click 'OK' to confirmed logout or Click 'Cancel' to Return back to system.

Note: System will not be Force logout if click the 'Close' button at the browser.

1.4 Favorite Page Setup

In this case user wish to set the Account Payable Invoice set as Favorite Page.

1.4.1 Go to Accounting Transaction Entry Account Payable Invoice Add New.



System Date : 04/08/2014

Webixs Standard Simulation

Accounting | Inventory | Middleware | Xeer Search | Setup And Utilities | History | Favorite | Home

Print Submit Button

Favorite Select Value Jump Code Search

Add/Edit Creditor Detail (Invoice)

System Date: 08/2014 [8]

Type: Invoice

Accounting Date: 4/08/2014 X

Creditor: Select Value

Group: 31000000:TRADE CREDITORS

Reference: Sub-Reference:

Source: No Value Job: No Value

Task: No Value

Description:

Save Cancel Template Detail Balance B/F 0.00 credit 0.00

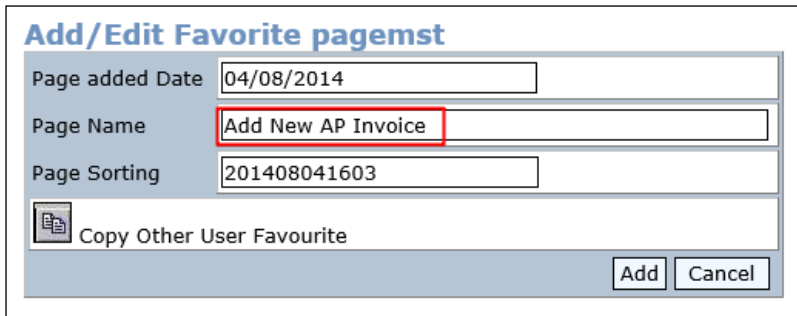
List of Ledger Detail

Invoice (+)

Copyright © 2002-2014 Xeersoft Sdn Bhd
All rights reserved. Version:3.15_beta2.d.3.15

Current Date : 4/8/2014(Mon).4:02:05 PM
user: support12 server:

1.4.2 At the Add New page, click on the (+) button beside the favorite selection as shown Picture above. Then system will show another page to name the favorite page.



Add/Edit Favorite pagemst

Page added Date: 04/08/2014

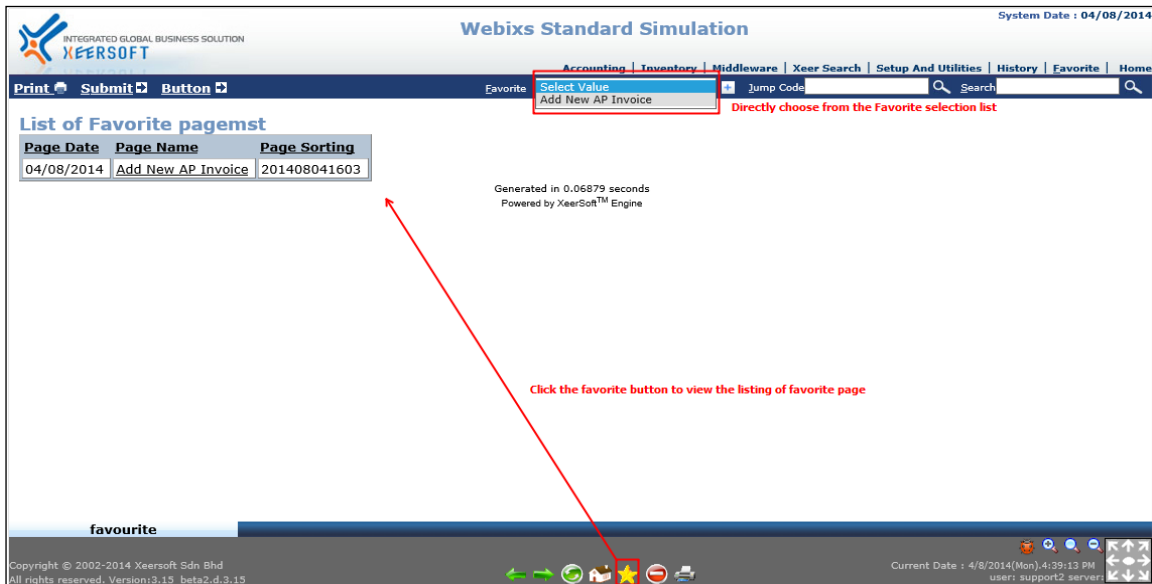
Page Name: Add New AP Invoice

Page Sorting: 201408041603

Copy Other User Favourite

Add Cancel

1.4.3 User will be able to view and choose the favorite page(s) from the Favorite listing

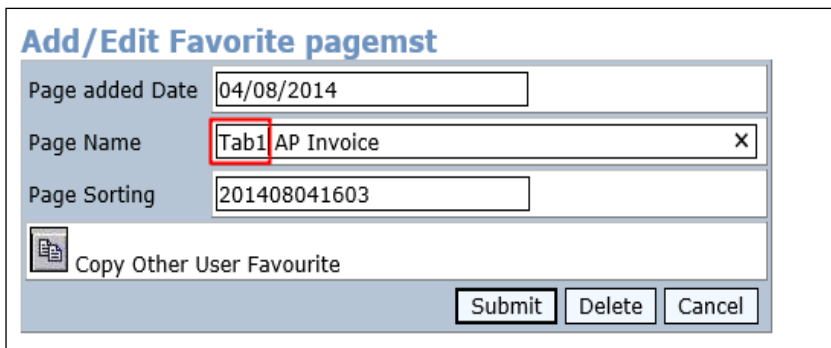


The screenshot shows the 'Webix Standard Simulation' interface. At the top, there is a navigation bar with links: Accounting, Inventory, Middleware, Xeer Search, Setup And Utilities, History, Favorite, and Home. Below this is a 'List of Favorite pagemst' table with the following data:

Page Date	Page Name	Page Sorting
04/08/2014	Add New AP Invoice	201408041603

Below the table, there is a red arrow pointing to the 'favourite' button in the bottom navigation bar. A red text label says: 'Click the favorite button to view the listing of favorite page'. Another red text label says: 'Directly choose from the Favorite selection list'.

1.4.4 Click it the page name to edit. Add 'tab1' in front of the favorite page name. After add it then click submit (e.g.: set first page as Accounting).

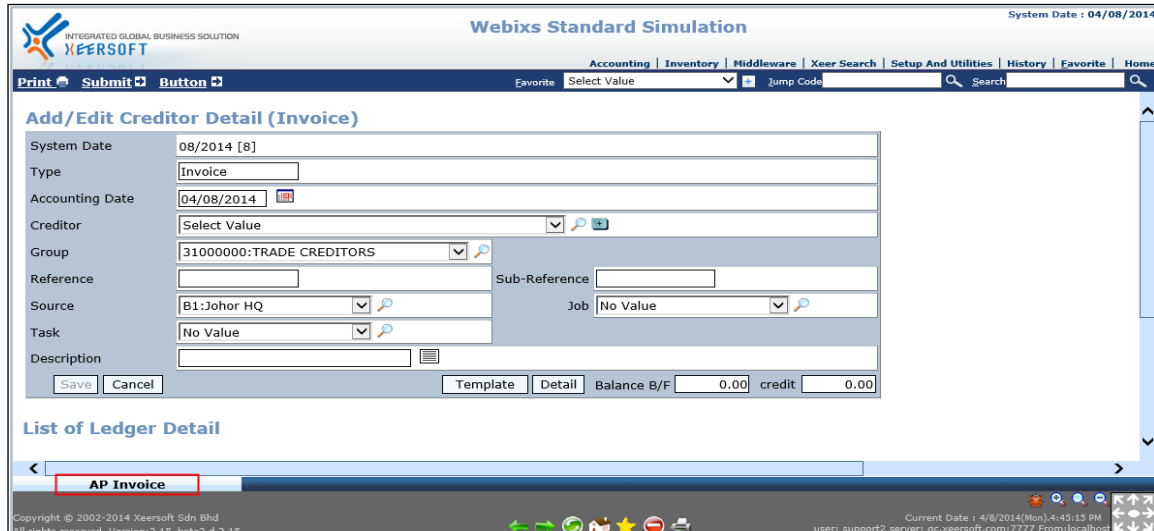


The screenshot shows the 'Add/Edit Favorite pagemst' form. It contains the following fields:

- Page added Date: 04/08/2014
- Page Name: Tab1 AP Invoice (The 'Tab1' part is highlighted with a red box)
- Page Sorting: 201408041603

At the bottom, there is a 'Copy Other User Favourite' button and three buttons: Submit, Delete, and Cancel.

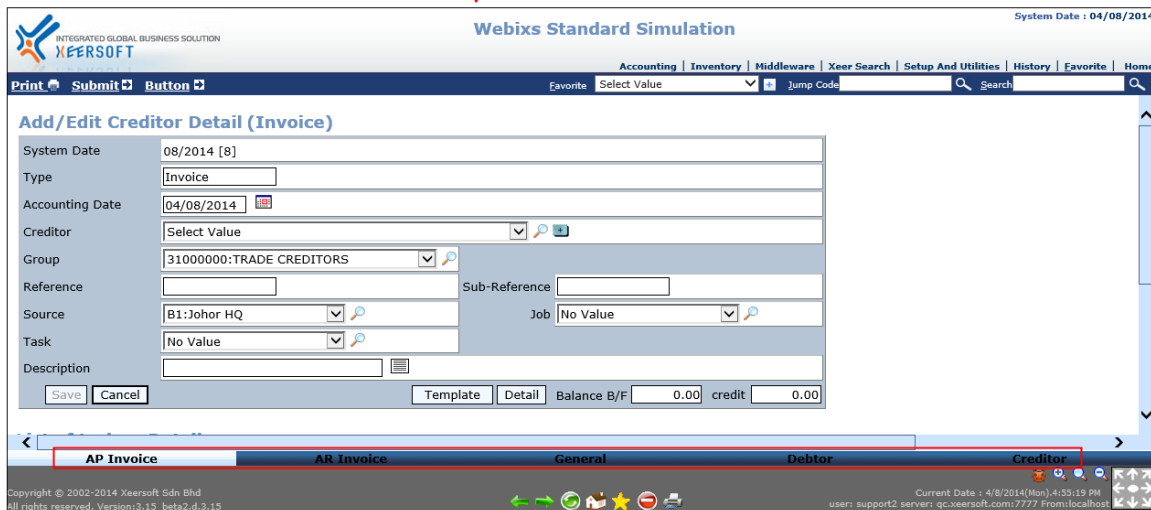
1.4.5 After logout and login again, the favorite page that you add will become on your Tab1 page.



1.4.6 In Account365 system can support multiple tabs and set 5 default favorite pages.

Page Date	Page Name	Page Sorting
04/08/2014	Tab1 AP Invoice	201408041603
04/08/2014	Tab2 AR Invoice	201408041646
04/08/2014	Tab3 General	201408041646
04/08/2014	Tab4 Debtor	201408041647
04/08/2014	Tab5 Creditor	201408041647

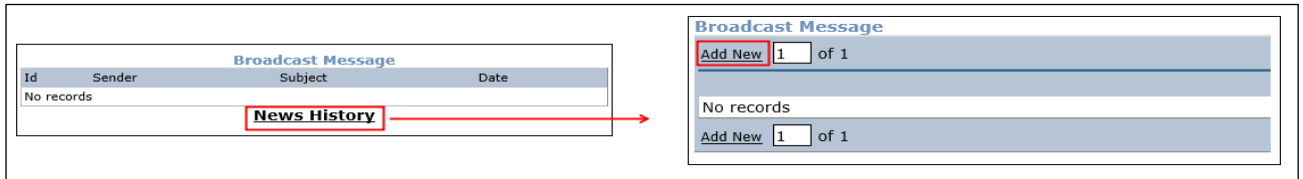
When login, the default page tab will be based on the favourite page.



1.5 Broadcast Message

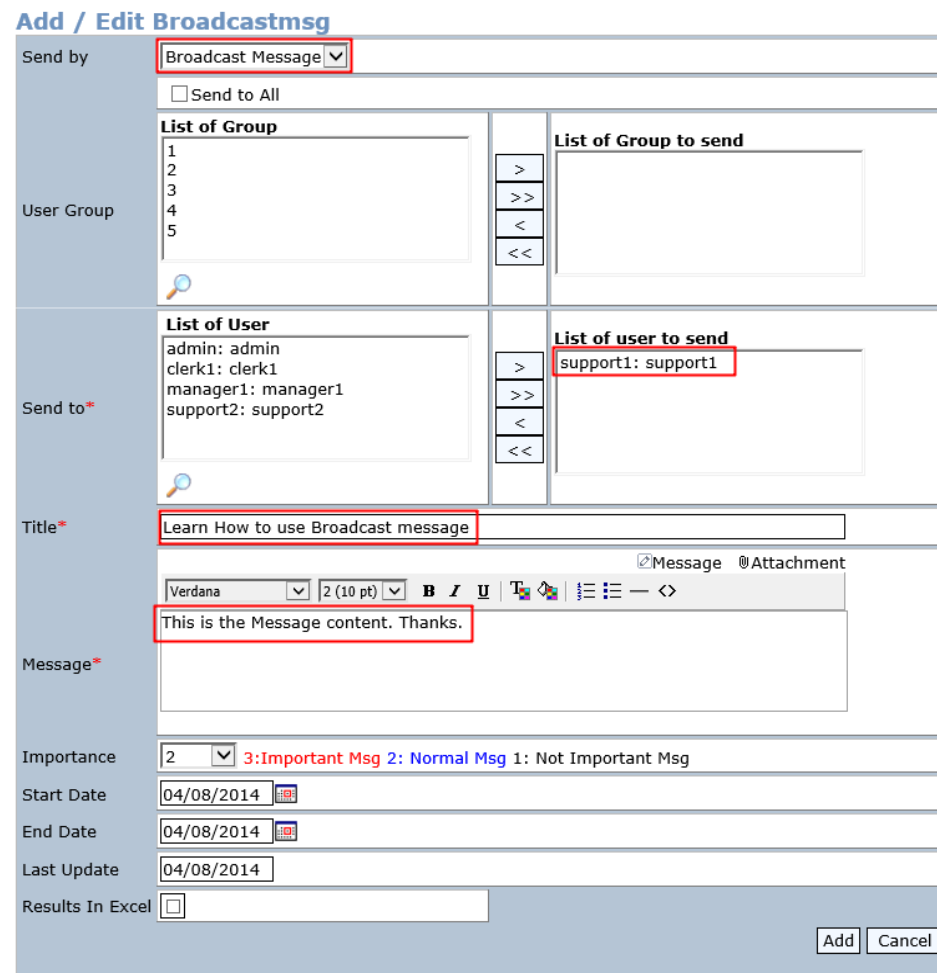
In this case user1 will send message to support1 and user2.

1.5.1 At Home Page, click on the 'News History' then at the broadcast message listing page click on the 'Add New'



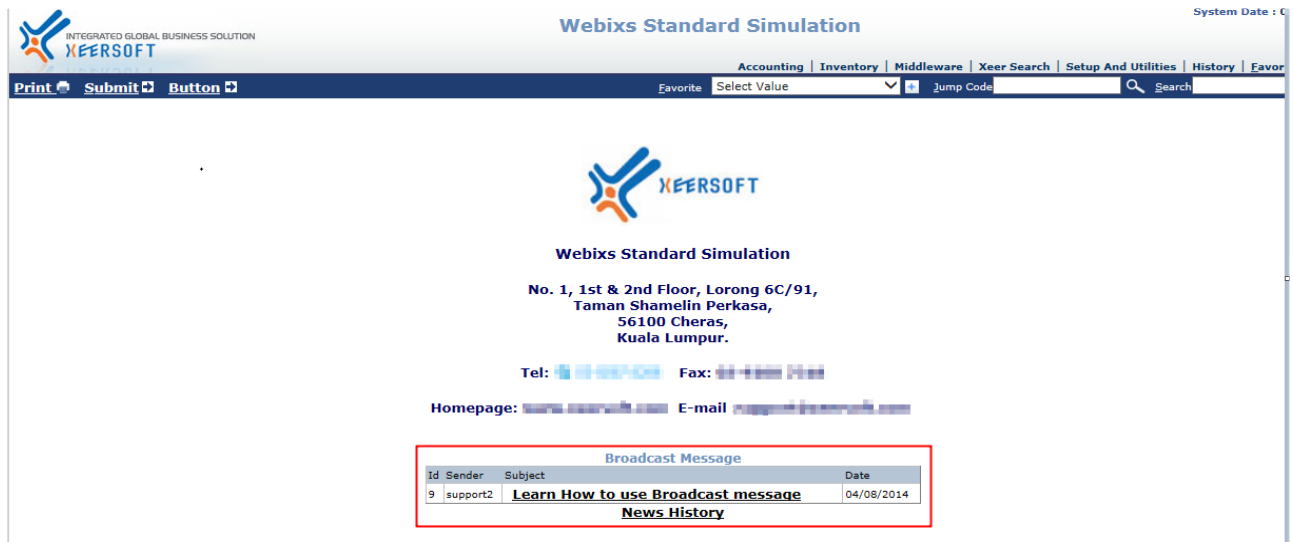
The image shows two screenshots. The left screenshot shows a table titled 'Broadcast Message' with columns 'Id', 'Sender', 'Subject', and 'Date'. The table is empty, showing 'No records'. A red box highlights the 'News History' link below the table. A red arrow points from this link to the right screenshot. The right screenshot shows the 'Broadcast Message' listing page. It has a header 'Broadcast Message' and a sub-header 'Add New 1 of 1'. Below this, it says 'No records' and 'Add New 1 of 1'. A red box highlights the 'Add New' button.

1.5.2 Choose list of user to send and fill in the title and message fields.



The image shows the 'Add / Edit Broadcastmsg' form. The 'Send by' dropdown is set to 'Broadcast Message'. The 'Send to All' checkbox is unchecked. The 'User Group' section has a 'List of Group' with items 1, 2, 3, 4, 5. The 'List of Group to send' is empty. The 'Send to*' section has a 'List of User' with items: admin: admin, clerk1: clerk1, manager1: manager1, support2: support2. The 'List of user to send' has 'support1: support1' selected. The 'Title*' field contains 'Learn How to use Broadcast message'. The 'Message*' field contains 'This is the Message content. Thanks.'. The 'Importance' dropdown is set to '2'. The 'Start Date' and 'End Date' are both '04/08/2014'. The 'Last Update' is '04/08/2014'. The 'Results In Excel' checkbox is unchecked. The 'Add' and 'Cancel' buttons are at the bottom right.

1.5.3 When support1 or user1 login to system, they will be able to view the message.



Webixs Standard Simulation

Accounting | Inventory | Middleware | Xeer Search | Setup And Utilities | History | Favor

Print Submit Button

Favorite Select Value Jump Code Search

XERSOFT

Webixs Standard Simulation

No. 1, 1st & 2nd Floor, Lorong 6C/91,
Taman Shamelin Perkasa,
56100 Cheras,
Kuala Lumpur.

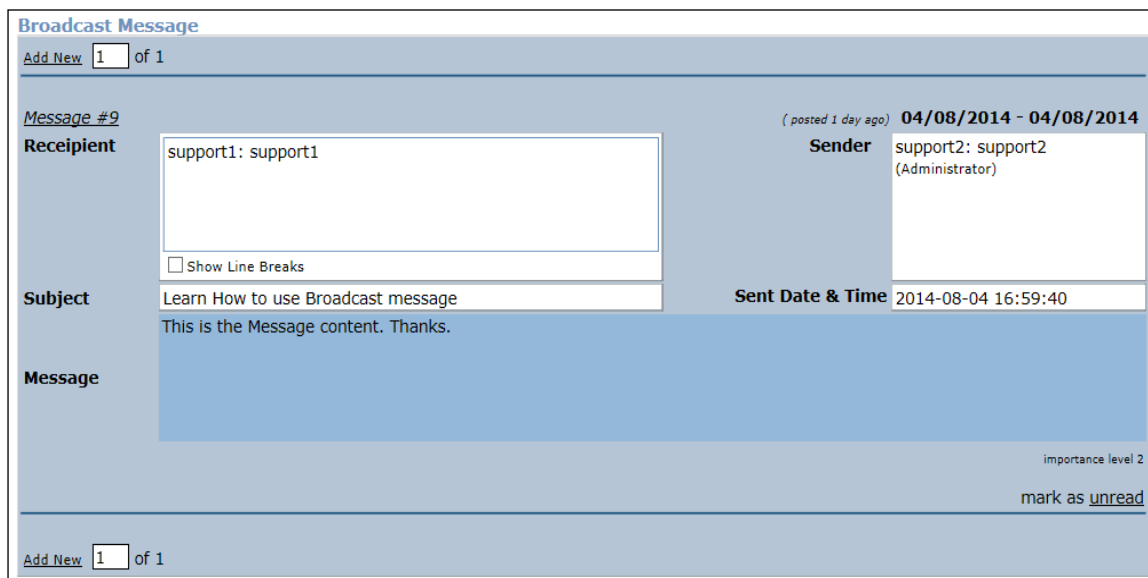
Tel: 03-91383408 Fax: 03-91383408

Homepage: www.xersoft.com E-mail: support@xersoft.com

Broadcast Message			
Id	Sender	Subject	Date
9	support2	Learn How to use Broadcast message	04/08/2014

[News History](#)

1.5.4 The Receiver will be able to read the message by click on the Subject. The interface will be as shown below.



Broadcast Message

Add New 1 of 1

Message #9

Receipient support1: support1

Sender support2: support2 (Administrator)

Subject Learn How to use Broadcast message

Message This is the Message content. Thanks.

Sent Date & Time 2014-08-04 16:59:40

importance level 2

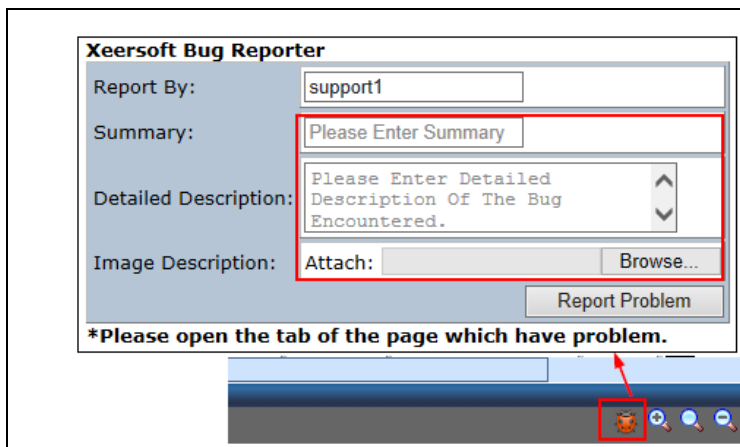
mark as [unread](#)

Add New 1 of 1

1.6 Report Bug.

Note: If user face any problem on the system, user can report the problem to the Webixs team

1.6.1 Click on the 'Report Bug' icon, System will prompt new window.



Xeersoft Bug Reporter

Report By:

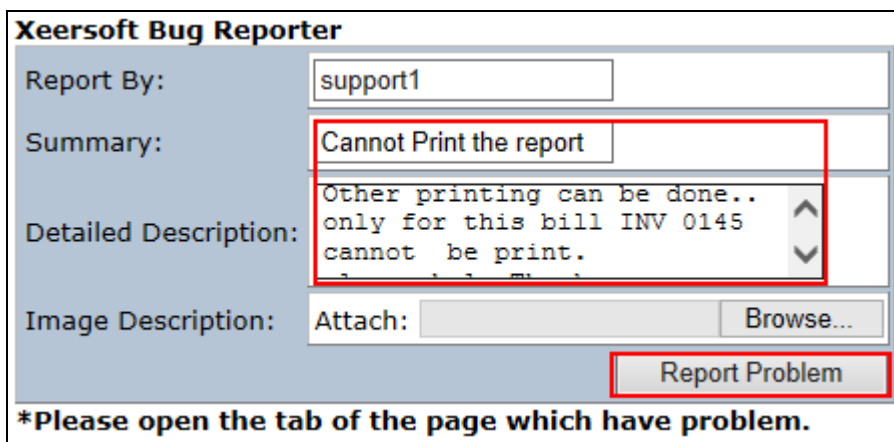
Summary:

Detailed Description:

Image Description: Attach:

***Please open the tab of the page which have problem.**

1.6.2 Key in all the details and click the 'Report Problem' button. System will automatically emailed your problem to Webixs Team.



Xeersoft Bug Reporter

Report By:

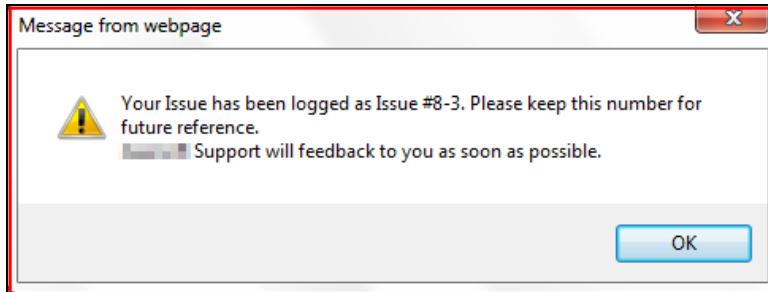
Summary:

Detailed Description:

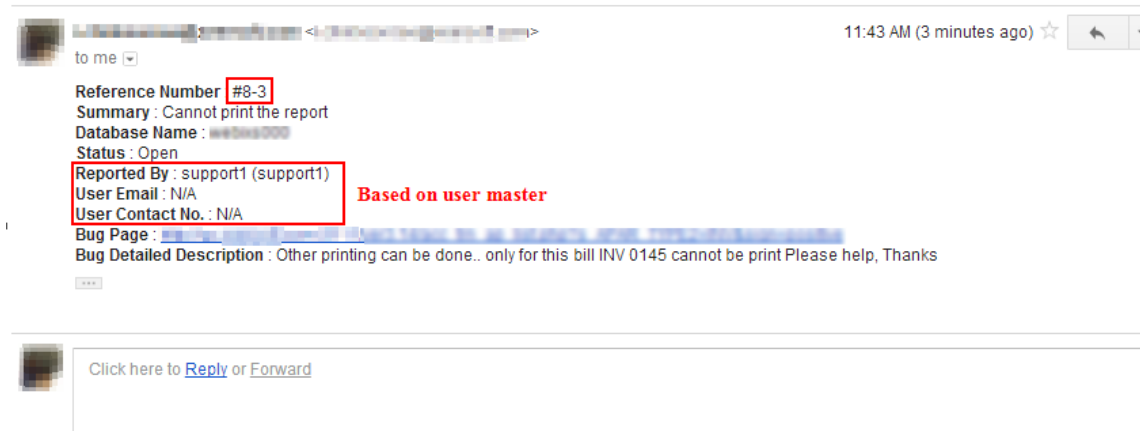
Image Description: Attach:

***Please open the tab of the page which have problem.**

1.6.3 Once successfully report, system will show result as shown below.



1.6.4 Go to your email as set in the internal setting. Here is the email.



Note : Added few detail to the email → Reference Number, Summary Status, Reported By, User Email, User Contact No. Bug Page and Bug Detailed Description. The Attachment will not be found together with the email.