




Damansara Technology Sdn Bhd



USER GUIDE DTECH REQUISITION FORM

PREPARED BY:

DTECH | 09-AUGUST-2019

 <p>Damansara Technology Sdn Bhd</p>	<h2>Requisition Form</h2>	<p>No: DTECH-USER GUIDE-RF-20190809-01</p> <p>Date: 09-August-2019</p>
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1. LOG INTO DTECH WEBSITE

Url => <https://damansaratech.com/>

2. REGISTRATION

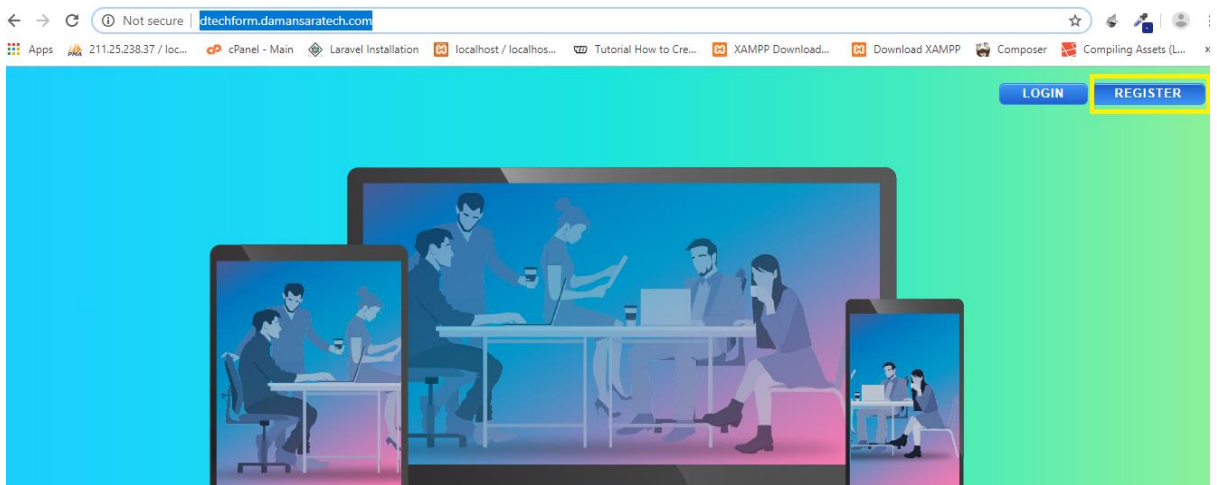


Figure 2.1: Requisition Form Landing Page

Login

Register

Name


E-Mail Address

Password

Confirm Password

Figure 2.2: Registration Page

1. For the first-time user, you need to register first.
2. Click Register button for registration. (Figure 2.1)
3. Then, registration page will display. (Figure2.2)
4. Fill in the blank.

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3. LOGIN



Figure 3.1: Requisition Form Landing Page

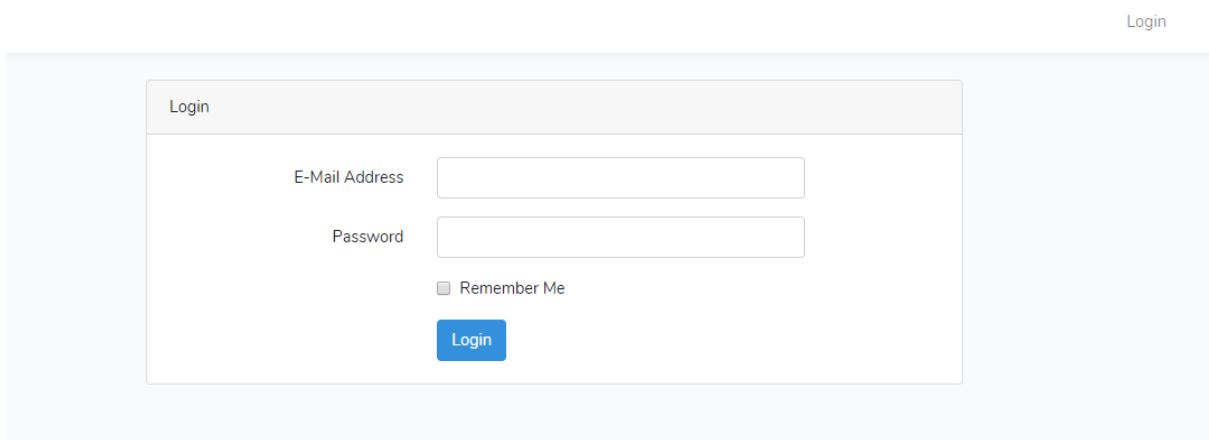


Figure 3.2: Login Page

1. Click Login button on the landing page. (Figure 3.1)
2. Insert username and password as per registered, then click Login. Upon login, user's dashboard will appear. (Figure 3.2)

4. REQUISITION FORM



Figure 4.1: Menu

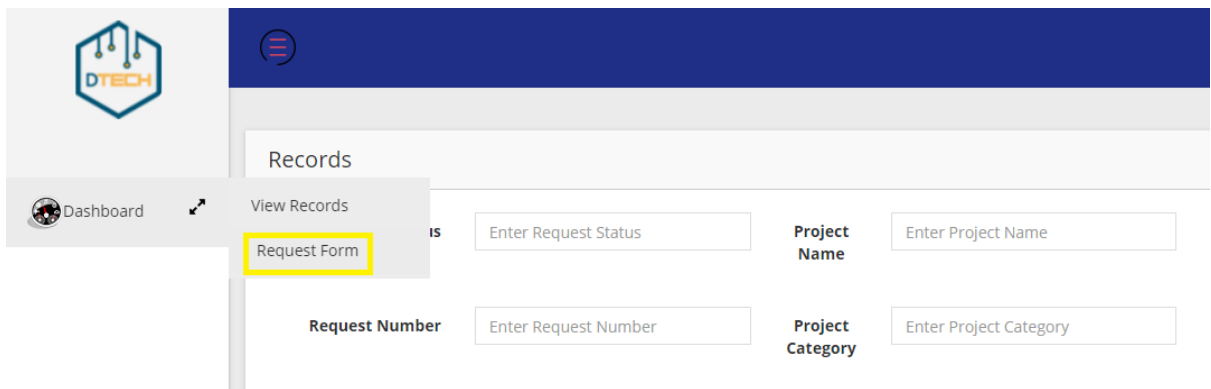


Figure 4.2: Request Form Sub Menu

Type of Requisition Internal External

Company*

Department


Requestor Name*

Contact Number*

Date of Request*

*Please select at least ONE category**

Software Mobile Application Web-Based Application

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Hardware ParkSpace

Design Website
 Layout (Bunting, Banner, etc)

Maintenance Software
 Hardware

Project Name*

Project Description / Remarks*

Figure 4.3: Request Form

1. Click Menu icon to view the main menu. (Figure 4.1)
2. Click Request Form and fill in the blanks. Next, click Submit button. (Figure 4.2 & Figure 4.3)

5. VIEW RECORDS

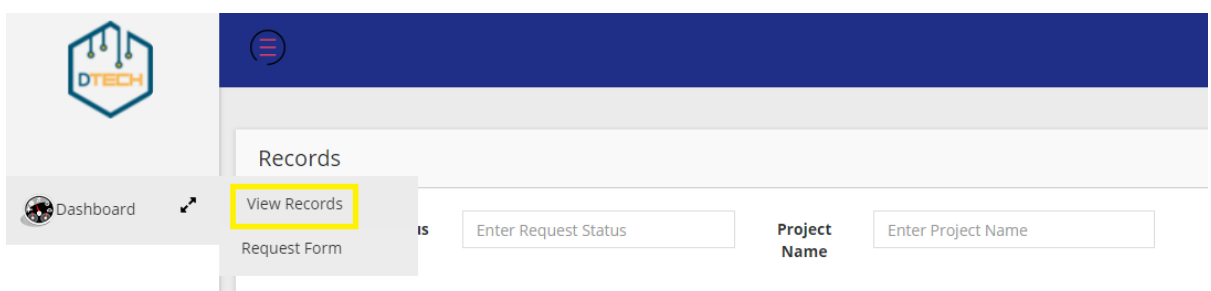



Figure 5.1: View Records Sub menu

Request Number	Requested Date	Project Name	Project Category	Request Status	Action
DTECH/RF/0000000-2019	2019-07-18	TMR NFC Security Mobile App	Software	Approved	<input type="button" value="View"/>

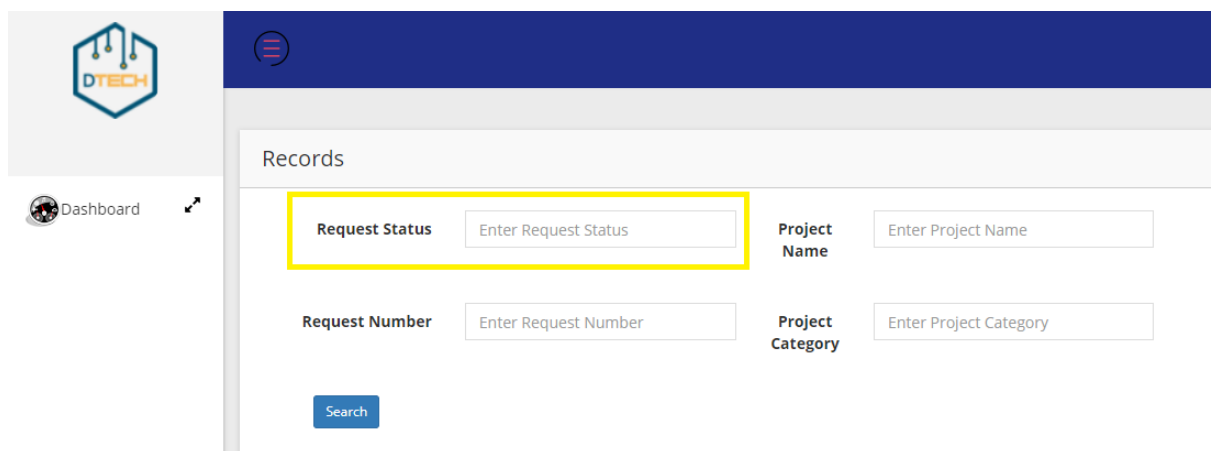
Showing 1 to 1 of 1 rows

Figure 5.2: Request Details

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1. Click View Records to view all requests status. (Figure 5.1)
2. Click View button to see the request details. (Figure 5.2)

6. FILTER RECORDS



The screenshot shows a web application interface for filtering records. On the left is a sidebar with the DTECH logo and a 'Dashboard' link. The main content area has a dark blue header with a menu icon. Below the header is a 'Records' section containing four input fields: 'Request Status' (highlighted with a yellow border), 'Request Number', 'Project Name', and 'Project Category'. A blue 'Search' button is located below the input fields.

Figure 6.1: Request Status

1. Users have to insert the request status. E.g. Pending, Approved, Rejected, In Progress or Completed (Figure 6.1)
2. Next, users are able to filter by Project Name, Request Number and Project Category or just leave it blank.
3. Then, click Search button.