



Taters Enterprises, Incorporated  
**User Manual**

**Performance Monitoring System**  
*Store Crew's User Guide*



## Acknowledgements

Many people have contributed in producing the Performance Monitoring System. In particular, here are the people/ team(s) that helped bring this project to a success: Taters employees, Team Seven (a development team from Asia Pacific College), Ms. Elena de Castro (TEI's Management Information System Manager and industry professor).

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## Introduction

The development of the Performance Monitoring System (PMS) is for Taters Enterprise, Incorporated (TEI), franchisor of the Taters Snack League fast-food chain. The main purpose of this system is to automate and organize timely checklists, documents, forms, and various files that are crucial to the company's business processes.

The PMS aims to improve customer service brought about by adequate, organized and speedy results processing at the same time decreasing cost and time required to produce reports. It is a dynamic web application centralized into one server administered by the head office that will produce faster and more accurate results for more effective monitoring of store branches.

This user manual will guide you step by step on how to use this newly built application and will let you discover how incredibly easy it is to manage great amounts of data in minutes. You will never feel tired and over worked with reports ever again. You will also feel confident and will be able to establish trust within your employees; this system enables you to track and compare employees' performance and stores' performance with just clicks away. With a very friendly user interface, any TEI employee will quickly adapt with this new environment.





## 1. Login

When logging in the PMS for the first time, please enter the individually predefined account credentials made for each TEI employee.

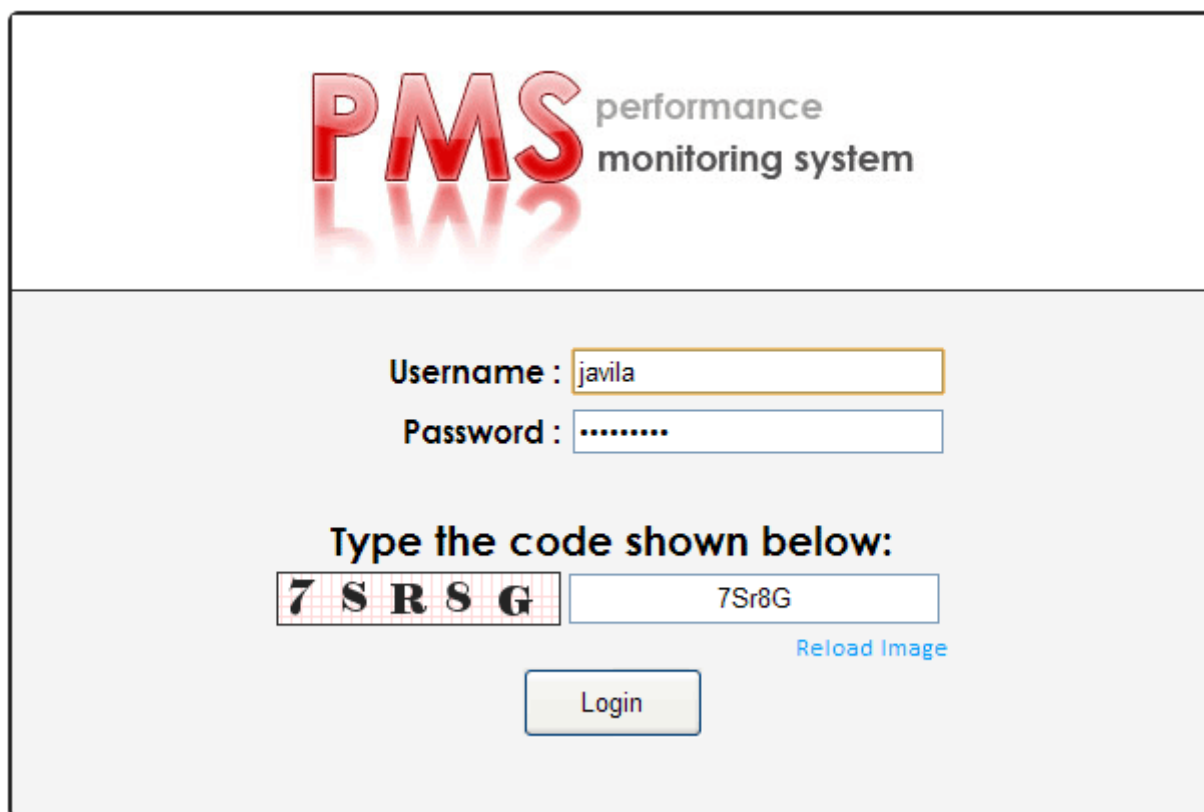
Username: The beginning letter of your first name and your whole last name.

Password: *masterkey*

Example: Username: javila

Password: masterkey

Fig. 01 login page



The screenshot shows the login interface for the Performance Monitoring System (PMS). At the top, the PMS logo is displayed in red, with the text "performance monitoring system" in black. Below the logo, there are two input fields: "Username :" with the value "javila" and "Password :" with masked characters ".....". Underneath these fields, the instruction "Type the code shown below:" is followed by a CAPTCHA image showing the code "7SR8G". To the right of the CAPTCHA image is a text input field containing the same code "7Sr8G". Below the CAPTCHA image is a "Reload Image" link. At the bottom center, there is a "Login" button.



## 1.1 Username

This is the field where you enter your username. To change the default username and other account credentials, login the Performance Monitoring System (<http://tatersgroup.com/pms2/lib>) using the [default username](#).

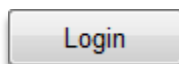
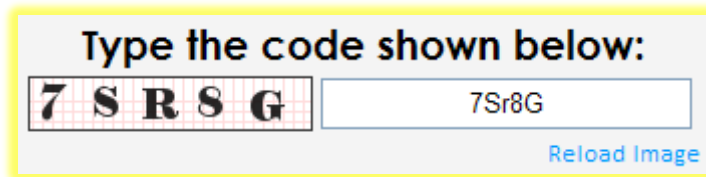
## 1.2 Password

This is the field where you enter your password. To change the default password (*minimum of 8 characters: letters and/ or numbers*) and other account credentials, login the Performance Monitoring System (<http://tatersgroup.com/pms2/lib>) using the [default password](#), and then proceed editing your pre registered account.

## 1.3 Security Code

This image protects the system against bots by generating and grading tests that humans can pass but current computer programs cannot. If you cannot interpret the code shown, click the [Reload Image](#) link to generate a new security code then try again.

Fig. 02 security image



## 1.4 Login button

Once you have entered your username, password and security code, click on the *Login* button to sign in. If you have entered the wrong username or/ and password, you will see an error message like this:



Fig. 03 login error message

The screenshot shows the PMS login interface. At the top, the logo 'PMS performance monitoring system' is displayed. Below it, a red banner contains the error message 'invalid username or password'. The login form includes fields for 'Username:', 'Password:', and a CAPTCHA challenge. The CAPTCHA text is '7 HNG 2'. A 'Login' button is at the bottom, and a 'Reload Image' link is next to the CAPTCHA input field.

If you have left a blank field, you will see an error message like this:

Fig. 04 login error message 2

The screenshot shows the PMS login interface with a different error message. A red banner displays 'Username, password and code fields must not be blank'. The login form fields for 'Username:', 'Password:', and the CAPTCHA challenge are visible. The CAPTCHA text is 'Y P B E L'. A 'Login' button and a 'Reload Image' link are also present.

When you have entered the login information correctly, the system will redirect you to the Performance Monitoring System's home page:



Fig. 05 PMS home page

**TE**

**Name :** John Carlo Avila  
**Role :** Store Crew  
**Store :** Taters Glorietta 4

Edit Account Info  
Upload Photo  
Logout

**TATERS ENTERPRISES, INCORPORATED**

**Announcement**

468 Taters Glorietta 4  
cdinco  
2010-04-19  
SAMPLE announcement!  
2010-04-30  
Store Crew

**Notes**

Add New  
Post it!  
Post Until:  
Status: --  
Add Delete Update

**Unverified Checklists**

250	Quality Non-Conformance Report	Quality Non-Conformance:Customer Service	cdefensor	0000-00-00	Taters Cebu
249	Quality Non-Conformance Report	Quality Non-Conformance:Customer Service	cdefensor	0000-00-00	Taters Cebu

**Unverified Supplier Checklists**

14	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
2	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Commissary

**Suggestion To Approve**

107	Equipment and Food Process	sample suggestion	2010-04-19	cdinco	Taters Cebu
108	Cost	sample suggestion	2010-04-19	cdinco	Taters Pampanga



## 2. PMS User Interface



### 2.1 TEI Logo


The TEI logo in the upper left portion of the page placed as a part of the header is a link to the home page. You can click this anytime you want to go back to the index page.

### 2.2 Personal Information Box

Next to the TEI logo, you will see an area where your registered *name*, *role* and *store* assignment are displayed. The information is significant and should correspond to your own. Your access to certain menus is restricted, depending on what role you are registered as.

Fig. 06 personal information box

<b>Name :</b>	John Carlo Avila	<a href="#">Edit Account Info</a>
<b>Role :</b>	Store Crew	<a href="#">Upload Photo</a>
<b>Store :</b>	Taters Glorietta 4	<a href="#">Logout</a>

[Edit Account Info](#)

#### 2.2.1 Edit Account Info

This is where you edit your account credentials and personal details. The street, barangay, and city have default values; do not forget to change them. Before submitting, a security image is once again required.



Fig. 07 edit account info

**TEI**

**TATERS ENTERPRISES, INCORPORATED**

**Name :** John Carlo Avila  
**Role :** Store Crew  
**Store :** Taters Glorietta 4

Edit Account Info  
Upload Photo  
Logout

Home  
Checklist  
Chart  
Supplier  
TE Plan  
Suggestion

To move to the next textbox press the TAB key.

Username: javila  
Password:   
Confirm Password:   
Email Address: jgavila@apc.edu.ph  
First Name: john carlo  
Last Name: avila  
Middle Name: grones  
Birthday: 1990-02-27  
Street: qwertyu  
Barangay: qwertyu  
City: wertyui

Security Image: **3 K 7 B N** Reload Image

Submit Cancel

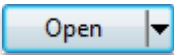


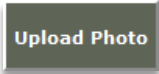
## 2.3 Upload Photo

If you want to change the default photo in your account, simply click on the *Upload Photo* button located in the Personal Information Box.

The maximum size of the picture you can upload is 3MB and only certain file formats are allowed such as *jpeg, gif, png, bmp, ico, and tif*.

When the “*File Upload*” window appears, browse for the picture you wish to upload as your photo. After locating the correct path of your picture,

simply click the  button to go back to the page; this will now contain the directory where your desired photo is stored. Click the



button or



button if you want to exit.




## 2.4 Logout

After using the Performance Monitoring System, you can logout from the system by simply clicking the *Logout* button. After clicking the *Logout* button, a message saying, “*You've been logged out*” will appear confirming that your attempt of logging out was successful.




### 3. PMS Home Page



**Name :** John Carlo Avila  
**Role :** Store Crew  
**Store :** Taters Glorietta 4

[Edit Account Info](#)  
[Upload Photo](#)  
[Logout](#)



**TATERS ENTERPRISES, INCORPORATED**

[Home](#)  
[Checklist](#)  
[Chart](#)  
[Supplier](#)  
[TE Plan](#)  
[Suggestion](#)

### Announcement

468 Taters Glorietta 4  
cdinco  
2010-04-19

SAMPLE announcement!

2010-04-30  
Store Crew

### Notes

Add New

Post it!

Post Until:   
Status: --

### Unverified Checklists

250	Quality Non-Conformance Report	Quality Non-Conformance:Customer Service	cdefensor	0000-00-00	Taters Cebu
249	Quality Non-Conformance Report	Quality Non-Conformance:Customer Service	cdefensor	0000-00-00	Taters Cebu

### Unverified Supplier Checklists

14	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
2	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Commissary

### Suggestion To Approve

107	Equipment and Food Process	sample suggestion	2010-04-19	cdinco	Taters Cebu
108	Cost	sample suggestion	2010-04-19	cdinco	Taters Pampanga





The home page displays mainly two categories that serve as notices to Taters employees: the *announcements* and *notes*. Details about those categories are as follows:

### 3.1 Announcements

Announcements are messages that high level employees want to direct to certain store branches regarding business matters. Taters HR Personnel and Executives are the only levels authorized to post announcements.

Store name of which the message is for, announcement id, username of the employee who posted, date posted, and message, are included as parts of each announcement.

### 3.2 Notes

Notes are specially built for task assigning and serve as reminders for store crews of the same store. Your note is only viewable by employees with the same store assignment as you.

Fig. 08 notes area

The screenshot shows a web form titled 'Add New' for creating a note. The form contains a large text area with the placeholder text 'Post it!'. Below the text area are two input fields: 'Post Until:' and 'Status:'. The 'Status:' field is a dropdown menu currently showing '--'. At the bottom of the form are three buttons: 'Add', 'Delete', and 'Update'. Annotations with yellow lines point to these elements: 'add new' points to the title, 'post until' points to the 'Post Until:' field, 'status' points to the 'Status:' dropdown, and 'add, delete and update buttons' points to the three buttons at the bottom.



## Parts of the Note section

### 3.2.1 Add New

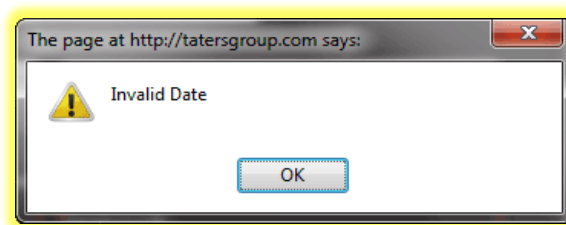
This is the area where you type in the content of your note. There is no limit to the length of the note that can be posted, nor is there character restrictions applied.

### 3.2.2 Post Until

This area determines how long you want your note posted in the accounts of your co branch employees. Just click the empty *Post Until* text field for the pop up calendar to appear. Choose a month, year, and day of the desired note expiry. The date will automatically be reflected once you have finished choosing.

#### Note:

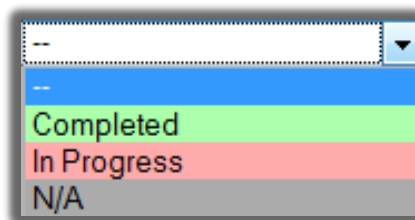
*Make sure that the date you choose is the present or future date. An incorrect choice will produce an error message after submitting the note.*



### 3.2.3 Note Status

Status describes the progress of the note/task you want to post. The task may belong under two states, **completed** or **in progress**. However if the note is not a task and does not relate to any state, you can opt for **N/A** (Not Applicable).

Fig. 09 status



## Adding, Deleting, and Updating Notes

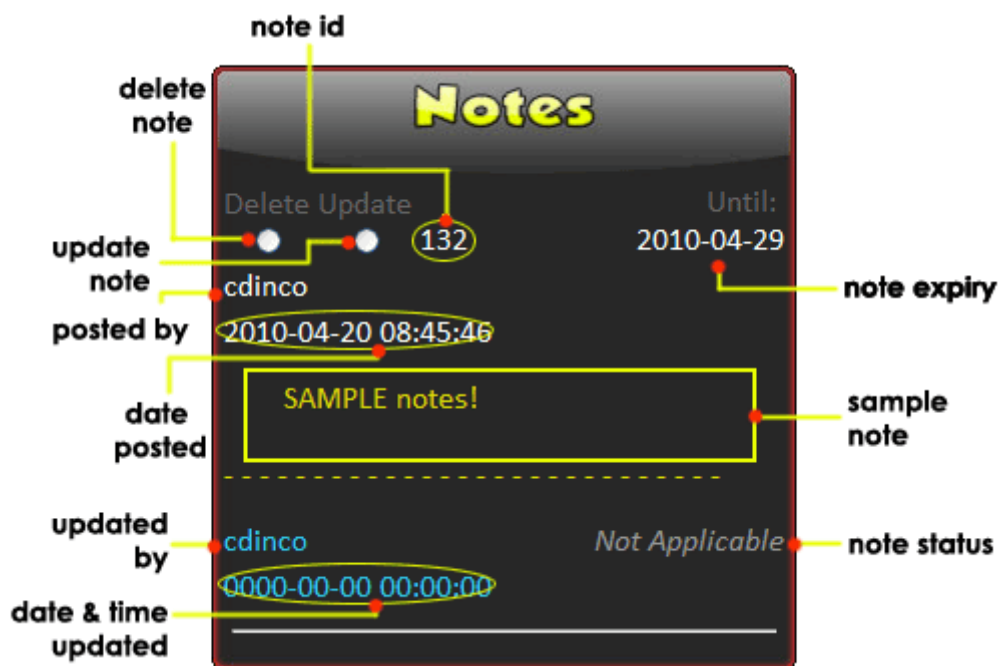
Fig. 10 sample radio buttons



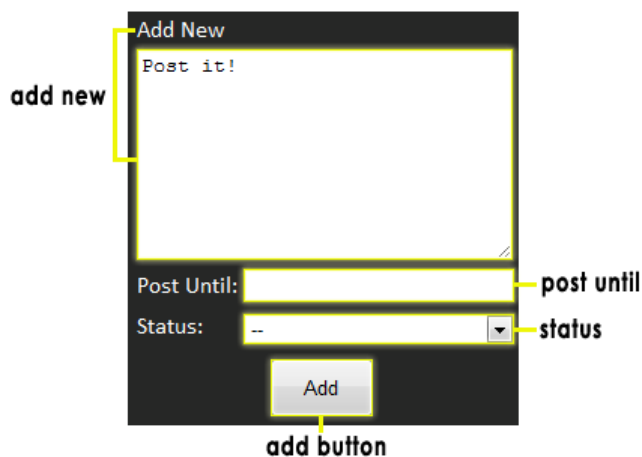
There are round buttons above each posted message in the notes list called *radio buttons*. Beside the radio buttons are the *note id* and the *date* of which the note will stay posted. There are other parts in the notes area that you should be familiar about:



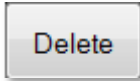
Fig. 11 sample of note posted



### 3.2.4 Add



After completing all the required fields, click Add button. The note will be posted after the page loads.



### 3.2.5 Delete

Click the *delete* radio button above the message you want to delete and click on the *Delete* button located at the end part of the *Notes* area.

add new

The screenshot shows the 'Add New' form with a text area containing 'Post it!'. Below the text area are two input fields: 'Post Until:' and 'Status:'. The 'Status:' field is a dropdown menu showing '--'. At the bottom are two buttons: 'Add' and 'Delete'. A yellow box highlights the 'Delete' button, with a label 'delete button' pointing to it. A yellow box highlights the 'Post Until:' field, with a label 'post until' pointing to it. A yellow box highlights the 'Status:' dropdown, with a label 'status' pointing to it. A yellow box highlights the 'Add New' title, with a label 'add new' pointing to it.

The screenshot shows the 'Add New' form with a text area containing 'Post it!'. Below the text area are two input fields: 'Post Until:' and 'Status:'. The 'Status:' field is a dropdown menu showing '--'. At the bottom are two buttons: 'Add' and 'Update'. A yellow box highlights the 'Update' button, with a label 'update button' pointing to it. A yellow box highlights the 'Post Until:' field, with a label 'post until' pointing to it. A yellow box highlights the 'Status:' dropdown, with a label 'status' pointing to it. A yellow box highlights the 'Add New' title, with a label 'add new' pointing to it.



### 3.2.6 Update

Click the *update* radio button above the message you want to update and click on the *Update* button located at the end part of the *Notes* area.



### 3.3 Unverified Checklist

Below the announcements and notes are the list of unverified checklists. This can assist you to determine easily what checklists need to be verified.

Unverified Checklists					
Survey ID	Area	Checklist Name	Prepared By	Date Accomplished	Store
138	Personnel - Morale	Hygiene and Uniform Checklist	bmendoza	2009-12-01	Chimara
139	Personnel - Morale	Hygiene and Uniform Checklist	bmendoza	2009-12-01	Chimara
231	TQM - 5S	Weekly Audit:5S Workplace Criteria –area 1(Backroom/Kitchen)	acatibayan	2009-12-17	Taters Alabang Town Center
232	TQM - 5S	Weekly Audit:5S Workplace Criteria –area 1(Backroom/Kitchen)	acatibayan	2009-12-17	Taters Alabang Town Center
151	Personnel - Morale	Hygiene and Uniform Checklist	testuser7	2009-12-02	Taters Bacolod
148	Personnel - Morale	Hygiene and Uniform Checklist	avillar	2009-12-02	Taters Bacolod
177	Equipment and Food Process	Steamer-Bun Warmer/Station (Start-Up/Operation1)	adavid	2009-12-04	Taters Bacolod
178	Sanitation and Food	House Keeping Checklist (Daily)	marong	2009-12-04	Taters Bacolod



### 3.4 Unverified Supplier Checklist

Below the list of unverified checklists are the list of unverified supplier checklists. This can assist you to determine easily what supplier checklists need to be verified.

Unverified Supplier Checklists					
Survey ID	Area	Checklist Name	Prepared By	Date Accomplished	Store
13	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-03-18	Chimara
1	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
3	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
4	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
5	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
6	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
8	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
14	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
15	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Chimara
2	Delivery/Supplier	Purchase Order Checklist	testuser7	2010-04-02	Commissary



### 3.5 Suggestion To Approve

Below the list of unverified supplier checklists are the list of unapproved suggestions. This can assist you to determine easily what suggestions need to be approved.

Suggestion To Approve					
Suggestion ID	Area	Suggestion	Date Suggested	Suggested By	Store
94	Customer Service	asdasd	2010-04-10	testuser7	Chimara
102	Operations	sample suggestion sample suggestion sample suggestion	2010-04-19	cdinco	Chimara
103	Customer Service	sample suggestion	2010-04-19	cdinco	Commissar
104	Personnel - Morale	sample suggestion sample suggestion sample suggestion	2010-04-19	cdinco	Taters Alabang Town Cent
105	Cashiering - Cash Handling	sample suggestion sample suggestion sample suggestion	2010-04-19	cdinco	Taters Bacolod
106	Sanitation and Food Safety	sample suggestion	2010-04-19	cdinco	Taters Cas and Carry
107	Equipment and Food Process	sample suggestion	2010-04-19	cdinco	Taters Ceb
108	Cost	sample suggestion	2010-04-19	cdinco	Taters Pampanga



## 4. Checklist

Checklist	Answer
	Amnesty

### 4.1 Answer

Fig. 12 answer checklist

**Quality Non-Conformance: Materials and Management**

Store:

*Are the following observed in handling stocks*

Select*	questionID	question	Person Responsible	Remarks
✓	2623	Beginning inventory in Druf: Do they count all items and record in druf	-- <input type="text"/>	<input type="text"/>
✓	2624	Stock requisition: Is the cashier doing the requisition	-- <input type="text"/>	<input type="text"/>
✓	2625	Verifies by TC	-- <input type="text"/>	<input type="text"/>
✓	2626	Release by stock clerk	-- <input type="text"/>	<input type="text"/>
✓	2627	Received and verified by cashier	-- <input type="text"/>	<input type="text"/>
✓	2628	Ending inventory: All items counted	-- <input type="text"/>	<input type="text"/>
✓	2629	Verified by TC	-- <input type="text"/>	<input type="text"/>
✓	2630	Items release transfer to stock control form accurately	-- <input type="text"/>	<input type="text"/>

☐ Please check here if there is no deviation



**Notes:**

**If the checklist does not have any deviations, proceed to the bottom part of the page and click the checkbox that says, “Please check here if there is no deviation”.**

If you continue to submit the checklist without doing so, it will be disregarded by the system. The PMS only recognizes checklists with at least one deviation or the checklists where the no-deviation check box is marked.

**4.1.1 Checklist Area**

Select	areaCode	areaDesc	areaComment
<input type="radio"/>	Area01	Personnel - Morale	Personnel - Morale
<input type="radio"/>	Area02	Operations	Operations
<input type="radio"/>	Area03	Customer Service	Customer Service
<input type="radio"/>	Area04	Cashiering - Cash Handling	Cashiering - Cash Handling
<input type="radio"/>	Area05	Sanitation and Food Safety	Sanitation and Food Safety
<input type="radio"/>	Area06	Equipment and Food Process	Equipment and Food Process
<input type="radio"/>	Area07	TQM - 5S	Total Quality Management - 5S
<input type="radio"/>	Area08	Quality Non-Conformance Report	Quality Non-Conformance Report
<input type="radio"/>	Area09	Commissary	Commissary
<input type="radio"/>	Area10	Cost	Cost
<input type="radio"/>	Area11	Delivery	Delivery
<input type="radio"/>	Area12	Others	Others

Checklists are categorized according to areas where they are used. First, choose the area of the checklist you want to answer by clicking the radio

Show Checklist(s)

button beside every area code (areaCode). Click the button once you are ready to proceed.

**4.1.2 Checklist Name**

Select	checklistName	checklistCode	checklistDesc
<input type="radio"/>	Quality Non-Conformance:Food Safety	Chklst056	
<input type="radio"/>	Quality Non-Conformance:Product Standard	Chklst057	
<input type="radio"/>	Quality Non-Conformance:Customer Service	Chklst058	
<input type="radio"/>	Quality Non-Conformance:Food Preparation and Equipment	Chklst059	
<input type="radio"/>	Quality Non-Conformance:Materials and Management	Chklst060	
<input type="radio"/>	Quality Non-Conformance:House Keeping	Chklst061	
<input type="radio"/>	Quality Non-Conformance:Cash Handling	Chklst062	
<input type="radio"/>	Quality Non-Conformance:Personnel	Chklst063	



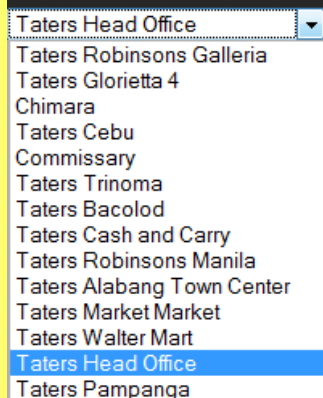
After selecting an area, choose the name of the checklist you want to verify by clicking the radio button beside every checklist name

Show Questions

(checklistName). Click the *button* once you are ready to proceed.

#### 4.1.3 Store Selection

Please select the store:



Before beginning to answer the checklist, select which store the checklist is intended for. To choose a store from the store drop down box, simply click the ▼ and select from a list of stores that will appear.

#### 4.1.4 Checklist Deviations

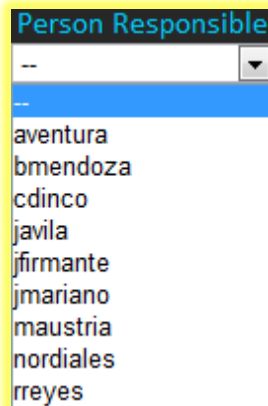
Questions are marked checked by default. Simply click on the check (✓) to mark it as a deviation. Under the *Select* column, click on the ✓ to mark it an ✗ and click 

Submit

 button.

#### 4.1.5 Person Responsible

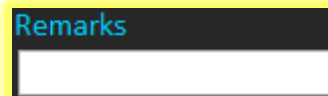
You can determine the person responsible for a deviation by choosing his/her name from the drop down box under the *Person Responsible* column. To choose the name of an employee from the *Person Responsible* drop down box, simply click the ▼ and select from a list of employees that will appear. Employees that are registered in the PMS and belong in your store are the only ones listed in the *Person Responsible*.





### 4.1.6 Remarks

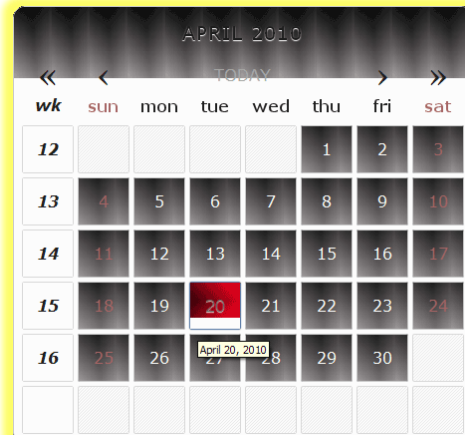
Creating a remark is optional. If you want to leave a comment regarding the deviated question in the checklist, simply type in your remark in the field under the *Remarks* column. Click the *Submit* button once you are finished.

A screenshot of a user interface element labeled 'Remarks' in blue text. Below the label is a white rectangular text input field with a thin black border.

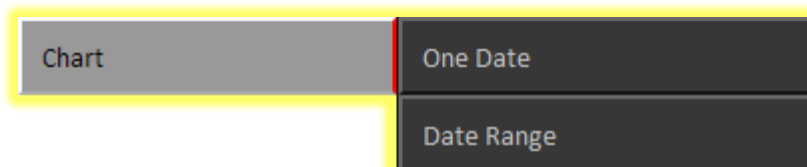
### 4.2 Amnesty

A function that enables the user to presently answer checklists from a previous date; this serves as a form of grant for the employees that missed/failed to accomplish the checklist intended for a specific date.

A calendar will appear in the upper part of the checklist. Use this to choose the date according to when you have missed answering a checklist. After determining the date, you may proceed to answer and submit the checklist in the usual manner.



## 5. Chart

A screenshot of a user interface element for selecting a chart type. It consists of a grey button labeled 'Chart' and a dark grey dropdown menu. The dropdown menu has two options: 'One Date' and 'Date Range'.

This function lets you view a specified checklist in chart/graphic form. This will show a visual evaluation of deviations that reflect employee/store performance.

### 5.1 One Date

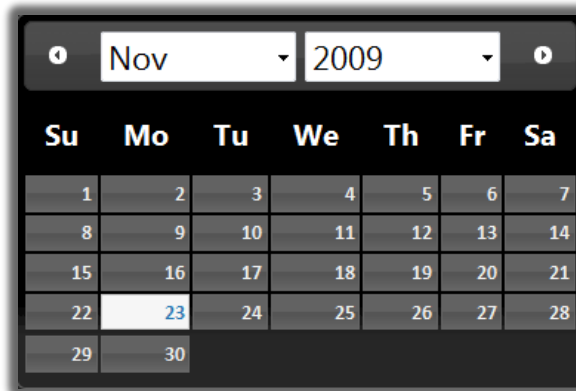
This is called such because you have to provide *one date*, the date the checklist was accomplished. Also, you have to select the store branch, and checklist name that you want to view.

#### 5.1.1 Date

Identify the date of the checklist you want to view in chart/graphic form. Simply click inside the *Date* field and a dynamic calendar will appear availing dates to choose from.

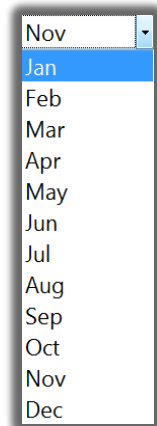


Fig. 13 calendar (one date)

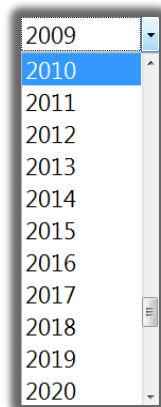


**First:** Choose desired *month*

To choose a month from the *month* drop down box, simply click the ▼ and select from a list of months that will appear.



**Second:** Choose desired *year*



To choose a year from the *year* drop down box, simply click the ▼ and select from a list of years that will appear.

**Third:** Choose desired day

To choose a day from the box, simply click the specific day and the calendar will close automatically. The complete date will be in the text field after completing the process.

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Note:** You can also click the ◀ or ▶ to switch to a different month and year.

◀

Nov

▼

2009

▼

▶

Prev

Next

**5.1.2 Store**

Store: Chimara ▼

Chimara  
Commissary  
Taters Alabang Town Center  
Taters Bacolod  
Taters Cash and Carry  
Taters Cebu  
Taters Glorietta 4  
Taters Head Office  
Taters Market Market  
Taters Pampanga  
Taters Robinsons Galleria  
Taters Robinsons Manila  
Taters Trinoma  
Taters Walter Mart

Identify the store of which the checklist you want to view is from. To choose a store from the store drop down box, simply click the ▼ and select from a list of stores that will appear.

**5.1.3 Checklist**

Identify the checklist of the chart/graph you want to view. To choose a name of the checklist from the checklist drop down box, simply click the ▼ and select from a list of names that will appear.

Checklist: -- ▼

Basic Food Process Checklist (Holding Equipment)  
Basic Food Process Checklist (Preparation, Cooking, Temperature, and Time)  
Basic Food Process Checklist (Storage)  
Cash Handling Checklist (Closing/Shift Turnover)  
Cash Handling Checklist (Operations 1 and 2)  
Cash Handling Checklist (Start-Up)  
Cleaning Agents and Supplies Checklist  
Customer Service Excellence Checklist  
Equipment Checklist Deep-Fat Fryer/Station (Shift Turn-Over/Operation2/Closing/Cleaning)  
Equipment Checklist Deep-Fat Fryer/Station (Start-Up/Operation1)  
Equipment Checklist Digital Weighing Scale (Shift Turn-Over/Operation2/Closing and Cleaning)  
Equipment Checklist Digital Weighing Scale (Start-Up/Operation1)  
Equipment Checklist Griddle Station (Closing/Cleaning)  
Equipment Checklist Griddle Station (Operation1)  
Equipment Checklist Griddle Station (Operation2)  
Equipment Checklist Griddle Station (Shift Turn-Over)  
Equipment Checklist Griddle Station (Start-Up)  
Equipment Checklist Ice Tea/Juice Dispenser/Station (Operation2/Closing/Disassembly/Cleaning/Assembly)  
Equipment Checklist Ice Tea/Juice Dispenser/Station (Start-Up/Operation1)



### 5.1.4 Graph/Chart

<input checked="" type="checkbox"/> Bar Graph	<input type="checkbox"/> Column Graph
<input checked="" type="checkbox"/> Line Graph	<input checked="" type="checkbox"/> Pie Graph
<input type="checkbox"/> Bubble Chart	<input type="checkbox"/> Area Chart
<input type="checkbox"/> Point Chart	<input type="checkbox"/> Doughnut Chart
<input type="checkbox"/> StreamLine Funnel Chart	<input type="checkbox"/> Section Funnel Chart

You can select from a list of different graphs/charts by simply clicking on the corresponding checkbox beside each type. You can choose any/all types of graphs/charts you desire to view.

### 5.2 Date Range

This is called such because you have to provide a *range of dates*; the start and end date when checklist was accomplished. In addition, you have to select the store branch, and checklist name that you want to view.

#### 5.2.1 Date Range

Identify the date range (*date from* and *date to*) of the checklist you want to view in chart/graph form. Simply click inside the *From* and *To* date fields and a dynamic calendar will appear availing dates to choose from.

Fig. 14 calendar (date range)

From: 2009-11-23

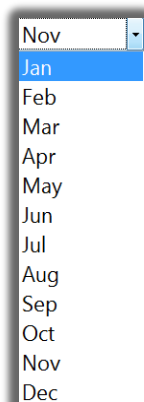
Nov 2009

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

To: 2009-12-23

Dec 2009

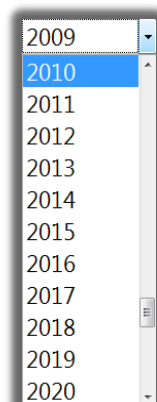
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**First:** Choose desired *month*

To choose a month from the *month* drop down box, simply click the ▼ and select from a list of months that will appear.

**Second:** Choose desired *year*

To choose a year from the year drop down box, simply click the ▼ and select from a list of years that will appear.

**Third:** Choose desired *day*

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

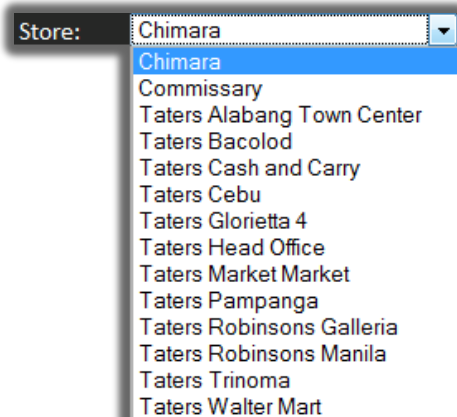
To choose a day from the box, simply click the specific day and the calendar will close automatically. The complete date will be in the field after completing the process.

**Note:** You can also click the ◀ or ▶ to switch to a different month and year.





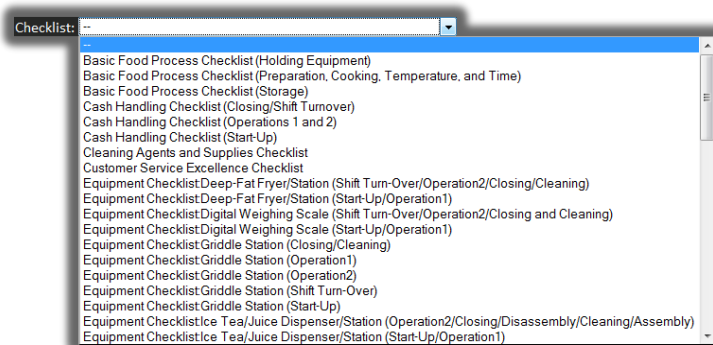
### 5.2.2 Store



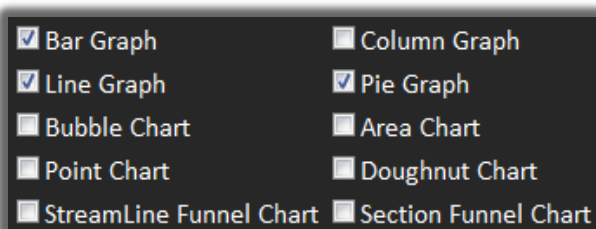
Identify the store of which the checklist you want to view is from. To choose a store from the store drop down box, simply click the ▼ and select from a list of stores that will appear.

### 5.2.3 Checklist

Identify the checklist of the chart/graph you want to view. To choose a name of the checklist from the checklist drop down box, simply click the ▼ and select from a list of names that will appear.



### 5.2.4 Graph/Chart



You can select from a list of different graphs/charts by simply clicking on the corresponding checkbox beside each type. You can choose any/all types of graphs/charts you desire to view.





## 6. Supplier

Supplier	Checklist
	Chart
	Analysis
	Supplier Deviation

### 6.1 Checklist

Checklist	Answer
	Verify
	Verified
	Amnesty

#### 6.1.1 Answer

**Purchase Order Checklist**

Store:

Supplier:

*Delivery*

Select*	questionID	question	Remarks
✓	2740	Timeliness	<input type="text"/>
✓	2741	Completeness	<input type="text"/>
✓	2742	Accuracy	<input type="text"/>
✓	2743	Orderliness	<input type="text"/>
✓	2744	Truck Cleanliness	<input type="text"/>
✓	2745	Personnel Cleanliness	<input type="text"/>

**Notes:**

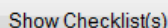
**If the checklist does not have any deviations**, proceed to the bottom part of the page and click the checkbox that says, **“Please check here if there is no deviation”**.

If you continue to submit the checklist without doing so, it will be disregarded by the system. The PMS only recognizes checklists with at least one deviation or the checklists where the no-deviation check box is marked.

**6.1.1.1 Checklist Area**

Select	areaCode	areaDesc	areaComment
<input type="radio"/>	Area11	Delivery/Supplier	Delivery/Supplier

Checklists are categorized according to areas where they are used. First, choose the area of the checklist you want to answer by clicking the radio button beside every area code (areaCode). Click the

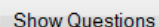


button once you are ready to proceed.

**6.1.1.2 Checklist Name**

Select	checklistName	checklistCode
<input type="radio"/>	Purchase Order Checklist	supp01

After selecting an area, choose the name of the checklist you want to verify by clicking the radio button beside every



checklist name (checklistName). Click the button once you are ready to proceed.

**6.1.1.3 Store Selection**


Before beginning to answer the checklist, select which store the checklist is intended for. To choose a store from the store drop down box, simply click the ▼ and select from a list of stores that will appear.

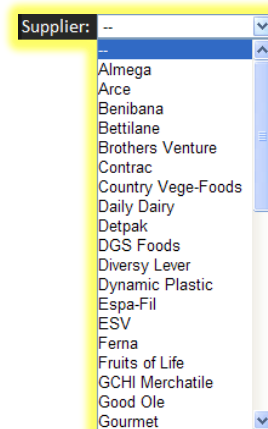
Please select the store:

Taters Head Office	▼
Taters Robinsons Galleria	
Taters Glorietta 4	
Chimara	
Taters Cebu	
Commissary	
Taters Trinoma	
Taters Bacolod	
Taters Cash and Carry	
Taters Robinsons Manila	
Taters Alabang Town Center	
Taters Market Market	
Taters Walter Mart	
Taters Head Office	
Taters Pampanga	




#### 6.1.1.4 Supplier Selection

After selecting the store, To choose a supplier from the *supplier* drop down box, simply click the  and select from a list of supplier that will appear.



#### 6.1.1.5 Checklist Deviations

Questions are marked checked by default. Simply click on the check() to mark it as a deviation. Under the *Select* column, click





on the  to mark it an  and click  button.

#### 6.1.1.6 Remarks

Creating a remark is optional. If you want to leave a comment regarding the deviated question in the checklist, simply type in your remark in the field under the *Remarks* column. Click the *Submit* button once you are finished.

Remarks

#### 6.1.2 Verify


Select	Deviation ID	Survey ID	Question ID	Question	Responsible	Remarks
	18	9	2740	Timeliness	Espa-Fil	
	19	9	2741	Completeness	Espa-Fil	
	20	9	2742	Accuracy	Espa-Fil	
	Checklist Accomplished Accordingly					



### 6.1.2.1 Checklist Area

Select	areaCode	areaDesc	areaComment
<input type="radio"/>	Area11	Delivery/Supplier	Delivery/Supplier


Checklists are categorized according to areas where they are used. First, choose the area of the checklist you want to answer by clicking the radio button beside every area code

(areaCode). Click the  button once you are ready to proceed.

### 6.1.2.2 Checklist Name

Select	checklistName	checklistCode
<input type="radio"/>	Purchase Order Checklist	supp01

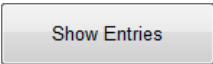
After selecting an area, choose the name of the checklist you want to verify by clicking the radio button beside every

checklist name (checklistName). Click the  button once you are ready to proceed.




### 6.1.2.3 Prepared By

Purchase Order Checklist				
Select	Survey ID	Prepared By:	Prepared Date	Store
<input type="radio"/>	9	testuser7	2010-02-02	Taters Alabang Town Center

After selecting what checklist you want to verify, choose the name of the employee who prepared it by clicking the radio button

beside every survey id (surveyID). Click the  button once you are ready to proceed.

### 6.1.2.4 Checklist Deviations

Questions that were marked as deviations will now be listed. Simply click on the  if you have verified that a question was wrongly deviated. Under the Select column, click on the  to turn it into a ; this means that that question was not supposed to be a deviation. Click the *Update Deviation* once you are finished.



### 6.1.3 Verified

Accomplished Checklist						
Survey ID	Checklist	Accomplished By	Store	Verified By	Verification Date	Date Accomplished

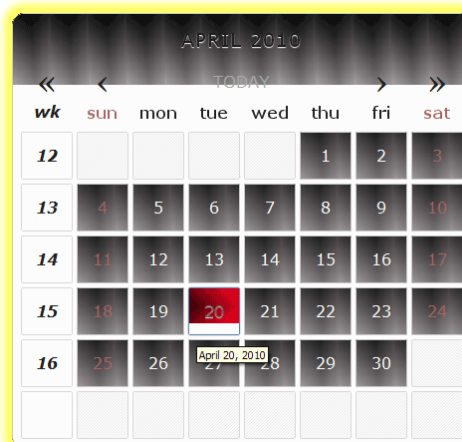
Deviations				
Deviation ID	Question	Area	Supplier Responsible	Remarks

This section displays the lists of *Accomplished Checklists* and *Deviations* in different categories.

### 6.1.4 Amnesty

A function that enables the user to presently answer checklists from a previous date; this serves as a form of grant for the employees that missed/failed to accomplish the checklist intended for a specific date.

A calendar will appear in the upper part of the checklist. Use this to choose the date according to when you have missed answering a checklist. After determining the date, you may proceed to answer and submit the checklist in the usual manner.



## 6.2 Chart

Chart	One Date
	Date Range

This function lets you view a specified checklist in chart/graphic form. This will show a visual evaluation of deviations that reflect employee/store performance.

### 6.2.1 One Date

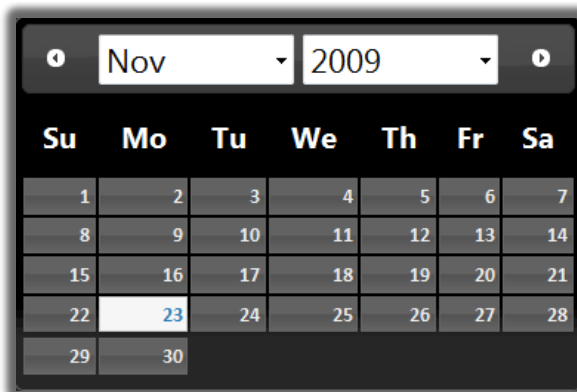
This is called such because you have to provide *one date*, the date the checklist was accomplished. Also, you have to select the store branch, and checklist name that you want to view.



### 6.2.1.1 Date

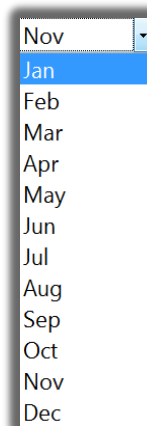
Identify the date of the checklist you want to view in chart/graphic form. Simply click inside the *Date* field and a dynamic calendar will appear availing dates to choose from.

Fig. 15 calendar (one date)



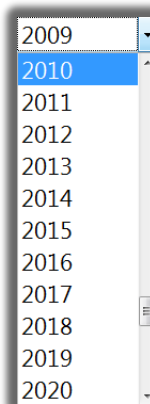
**First:** Choose desired *month*

To choose a month from the *month* drop down box, simply click the ▼ and select from a list of months that will appear.



**Second:** Choose desired *year*



To choose a year from the *year* drop down box, simply click the ▼ and select from a list of years that will appear.



**Third:** Choose desired day

To choose a day from the box, simply click the specific day and the calendar will close automatically. The complete date will be in the text field after completing the process.

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Note:** You can also click the  or  to switch to a different month and year.

◀

Nov

▼


2009

▶

Prev

Next

**6.2.1.2 Store**

Identify the store of which the checklist you want to view is from. To choose a store from the store drop down box, simply click the  and select from a list of stores that will appear.

Store: 

Chimara

Chimara

Commissary

Taters Alabang Town Center

Taters Bacolod

Taters Cash and Carry

Taters Cebu

Taters Glorietta 4

Taters Head Office

Taters Market Market

Taters Pampanga


Taters Robinsons Galleria

Taters Robinsons Manila

Taters Trinoma

Taters Walter Mart

**6.2.1.3 Supplier Selection**

After selecting the store, To choose a supplier from the supplier drop down box, simply click the  and select from a list of supplier that will appear.

Supplier: 

--

Almega

Arce

Benibana

Bettilane

Brothers Venture

Contrac

Country Vege-Foods

Daily Dairy

Detpak

DGS Foods

Diversy Lever

Dynamic Plastic

Espa-Fil

ESV

Ferna

Fruits of Life

GCHI Merchatile

Good Ole

Gourmet



### 6.2.1.4 Graph/Chart

You can select from a list of different graphs/charts by simply clicking on the corresponding checkbox beside each type. You can choose any/all types of graphs/charts you desire to view.

<input checked="" type="checkbox"/> Bar Graph	<input type="checkbox"/> Column Graph
<input checked="" type="checkbox"/> Line Graph	<input checked="" type="checkbox"/> Pie Graph
<input type="checkbox"/> Bubble Chart	<input type="checkbox"/> Area Chart
<input type="checkbox"/> Point Chart	<input type="checkbox"/> Doughnut Chart
<input type="checkbox"/> StreamLine Funnel Chart	<input type="checkbox"/> Section Funnel Chart

### 6.2.2 Date Range

This is called such because you have to provide a *range* of *dates*; the start and end date when checklist was accomplished. In addition, you have to select the store branch, and checklist name that you want to view.

#### 6.2.2.1 Date Range

Identify the date range (*date from* and *date to*) of the checklist you want to view in chart/graph form. Simply click inside the *From* and *To* date fields and a dynamic calendar will appear availing dates to choose from.

Fig. 16 calendar (date range)

From: 2009-11-23

Nov 2009

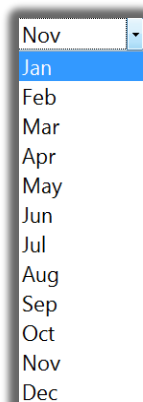
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

To: 2009-12-23

Dec 2009

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

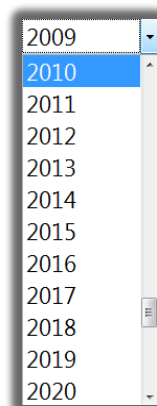
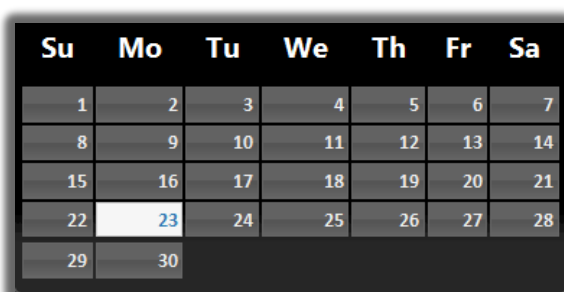


**First:** Choose desired *month*A dropdown menu showing the months of the year. 'Nov' is selected at the top, and 'Jan' is highlighted in blue below it. The list continues with Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, and Dec.

To choose a month from the *month* drop down box, simply click the ▼ and select from a list of months that will appear.

**Second:** Choose desired *year*

To choose a year from the year drop down box, simply click the ▼ and select from a list of years that will appear.

A dropdown menu showing years from 2009 to 2020. '2009' is at the top, and '2010' is highlighted in blue. The list continues with 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, and 2020.**Third:** Choose desired *day*A calendar grid for the month of November. The days of the week are labeled at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates 1 through 30 are arranged in a grid. The date 23 is highlighted in blue.

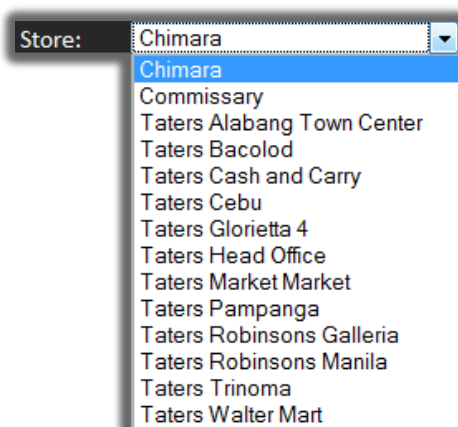
To choose a day from the box, simply click the specific day and the calendar will close automatically. The complete date will be in the field after completing the process.

**Note:** You can also click the ◀ or ▶ to switch to a different month and year.

A date selection interface. It includes a 'Prev' button, a dropdown menu showing 'Nov', a dropdown menu showing '2009', and a 'Next' button.



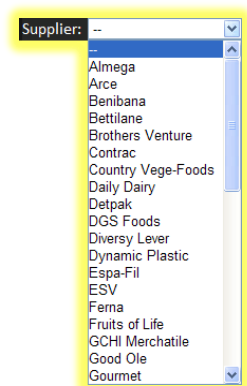
### 6.2.2.2 Store



Identify the store of which the checklist you want to view is from. To choose a store from the store drop down box, simply click the ▼ and select from a list of stores that will appear.

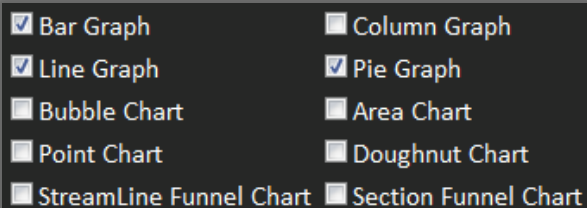
### 6.2.2.3 Supplier Selection

After selecting the store, To choose a supplier from the supplier drop down box, simply click the and select from a list of supplier that will appear.



### 6.2.2.4 Graph/Chart

You can select from a list of different graphs/charts by simply clicking on the corresponding checkbox beside each type. You can choose any/all types of graphs/charts you desire to view.





## 7. TE Plan

Identify the store you want to create, edit, or view a TE Plan. To choose a store from the *store* drop down box, simply click the ▼ and select from a list of stores that will appear, and then click the *Submit* button.

Create new TE Plan

### 7.1 Create new TE Plan

This function enables you to create a TE plan by simply selecting the appropriate dates (*date from*, *date to*) and store branch of your plan. When the date range entered is correct, select the area, type in the objective, KPI and target of your TE plan.

Fig. 17 TE Plan Create

From:

To:

Store: Taters Head Office ▼

#### 7.1.1 Date

Identify the date range (*date from* and *date to*) of the TE plan you want to evaluate. Simply click inside the *From* and *To Date* fields and a dynamic calendar will appear availing dates to choose from.

Fig. 18 calendar (TE Plan create)

From: 2009-11-23

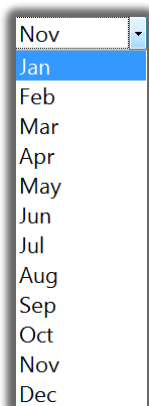
To: 2009-12-23

Nov 2009

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2009

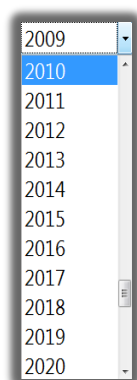
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**First:** Choose desired *month*

To choose a month from the *month* drop down box, simply click the ▼ and select from a list of months that will appear.

**Second:** Choose desired *year*

To choose a year from the *year* drop down box, simply click the ▼ and select from a list of years that will appear.

**Third:** Choose desired *day*

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

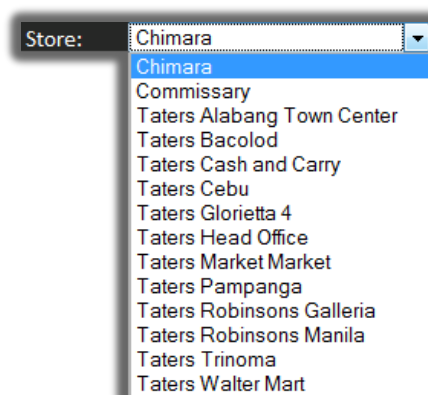
To choose a day from the box, simply click the specific day and the calendar will close automatically. The complete date will be in the field after completing the process.

**Note:** You can also click the ◀ or ▶ to switch to a different month and year.



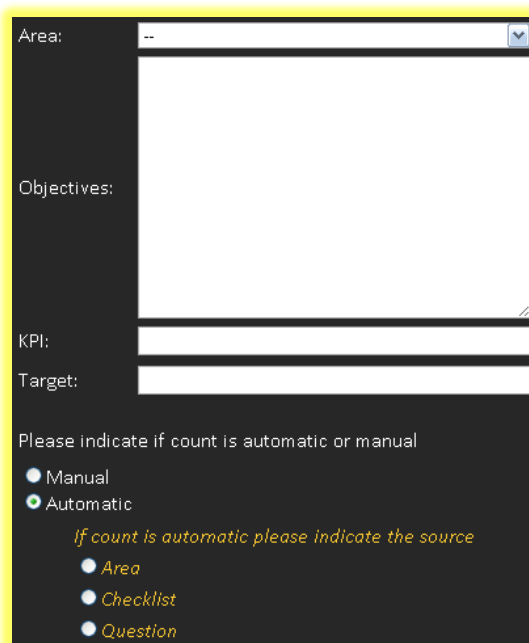


### 7.1.2 Store



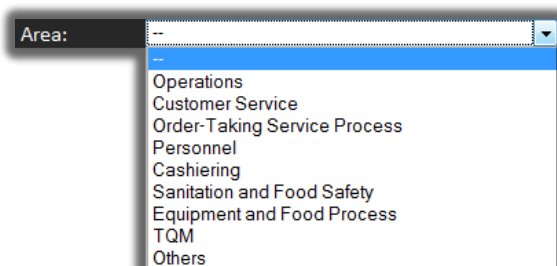
A screenshot of a web application showing a dropdown menu for selecting a store. The label 'Store:' is to the left of the dropdown. The dropdown is open, showing a list of store names. 'Chimara' is selected and highlighted in blue. The list includes: Chimara, Commissary, Taters Alabang Town Center, Taters Bacolod, Taters Cash and Carry, Taters Cebu, Taters Glorietta 4, Taters Head Office, Taters Market Market, Taters Pampanga, Taters Robinsons Galleria, Taters Robinsons Manila, Taters Trinoma, and Taters Walter Mart.

Identify the store of which the checklist you want to view is from. To choose a store from the *store* drop down box, simply click the ▼ and select from a list of stores that will appear.



A screenshot of a web application form for selecting an area. The form has a dark background with white text. It includes a dropdown menu for 'Area:' with a '--' placeholder. Below the dropdown is a large white rectangular area labeled 'Objectives:'. Further down are input fields for 'KPI:' and 'Target:'. At the bottom, there is a section titled 'Please indicate if count is automatic or manual' with two radio buttons: 'Manual' and 'Automatic'. Below this, there is a line of text: 'If count is automatic please indicate the source' followed by three radio buttons: 'Area', 'Checklist', and 'Question'.

### 7.1.3 Area



A screenshot of a web application showing a dropdown menu for selecting an area. The label 'Area:' is to the left of the dropdown. The dropdown is open, showing a list of area names. 'Operations' is selected and highlighted in blue. The list includes: Operations, Customer Service, Order-Taking Service Process, Personnel, Cashiering, Sanitation and Food Safety, Equipment and Food Process, TQM, and Others.

Identify the area where the TE plan is intended for. To choose an area from the *area* drop down box, simply click the ▼ and select from a list of areas that will appear.



### 7.1.4 Objective

This field is where you type in the main objective of your TE plan that describes your expected result in a given time and area. Type it in the text field allotted for objective.

### 7.1.5 KPI

Identify the Key Performance Indicator (KPI) of your TE plan. Simply type it in the text field allotted for KPI.

### 7.1.6 Target

Identify the target of your TE plan. Simply type it in the text field allotted for target. Enter positive wholes numbers only.

### 7.1.7 Manual

There are two modes to choose from when updating your TE plan result. In choosing the manual mode, you have to actually input the result of your TE plan manually by typing it in the update part of the TE Result.

To do this, simply click the *TE Plan Result* function in the *TE Plan*.

Input the date of the TE Plan that you want to make the result of.

The screenshot shows a web form titled "TE Plan Result". It has three input fields: "From:" with an empty text box, "To:" with an empty text box, and "Store:" with a dropdown menu showing "Taters Head Office". Below these fields are two buttons: "Submit" and "Back".

### 7.1.8 Automatic

Another update mode to choose from is the automatic mode. In this mode all you have to do is choose a category (*area, checklist, question*) and the system will compute your TE Plan result automatically. You don't have to input the actual result yourself, it will compute the *Target, Actual Result (AR), Previous Period (PP), Achievement Ratio (AR/T and T/AR) and Improvement Ratio* based on the *areas/checklists/questions* saved in the database.



If you prefer this mode, simply click the *automatic* radio button included in the *TE Plan Create* page.

☒ Automatic

*If count is automatic please indicate the source*

☐ Area

☐ Checklist

☐ Question

Choose what category you want the result to be based on. For example if you select *Area*, the result of your TE Plan will be computed based on the areas of the particular date frame you created.

[Edit a TE Plan](#)

## 7.2 Edit TE Plan

This function shows a detailed content of a TE plan such as area, TE plan item ID, objective, KPI, Target (T), Actual Result (AR), Previous Period (PP), Achievement Ratio(AR/T), Achievement Ratio(T/AR).

This is a function that enables the user to edit the previously submitted TE Plan.

Area: --

Objectives:

KPI:

Target:

Please indicate if count is automatic or manual

☐ Manual

☒ Automatic



View a TE Plan

### 7.3 View TE Plan

This function enables you to view a TE plan by simply selecting the appropriate dates (*date from*, *date to*) and store branch of your plan. When the date range entered is correct, a list of TE plans will appear. Select the TE plan you want to

Show Items

view and then click *Show Items* button.

Fig. 19 TE Plan list

	TE Plan ID	Employee Prepared:	Date Prepared:	From:	To:
<input type="radio"/>	129	bmendoza	2009-11-27	2009-12-01	2009-12-31

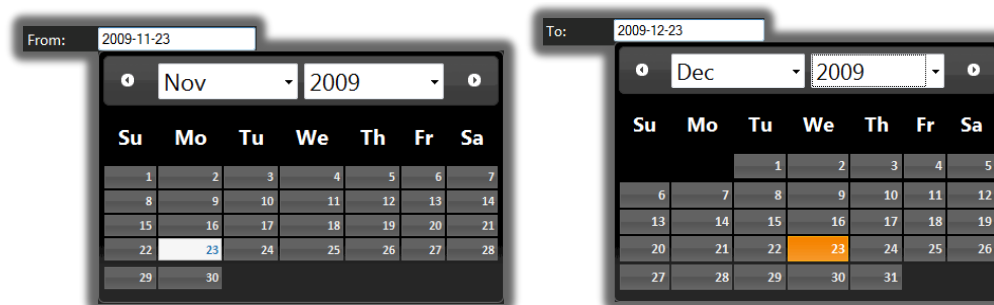
Fig. 20 TE Plan view

Area	TE Plan Item ID	Objective	KPI	Target
Personnel	79	sample objective	kpi	29

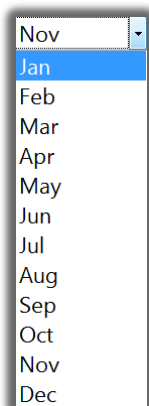
#### 7.3.1 Date

Identify the date range (*date from* and *date to*) of the TE plan you want to evaluate. Simply click inside the *From* and *To Date* fields and a dynamic calendar will appear availing dates to choose from.

Fig. 21 calendar (TE Plan view)



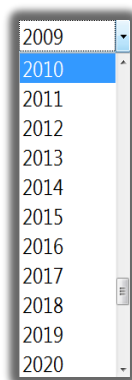


**First:** Choose desired *month*

To choose a month from the *month* drop down box, simply click the ▼ and select from a list of months that will appear.

**Second:** Choose desired *year*

To choose a year from the *year* drop down box, simply click the ▼ and select from a list of years that will appear.

**Third:** Choose desired *day*

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

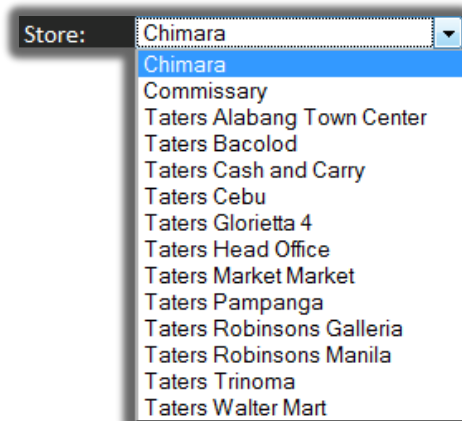
To choose a day from the box, simply click the specific day and the calendar will close automatically. The complete date will be in the field after completing the process.

**Note:** You can also click the ◀ or ▶ to switch to a different month and year.





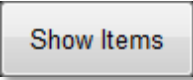
### 7.3.2 Store



Identify the store of which the checklist you want to view is from. To choose a store from the *store* drop down box, simply click the ▼ and select from a list of stores that will appear.

To choose a store from the *list*, simply click the ▼ and select from a list of stores that will appear.

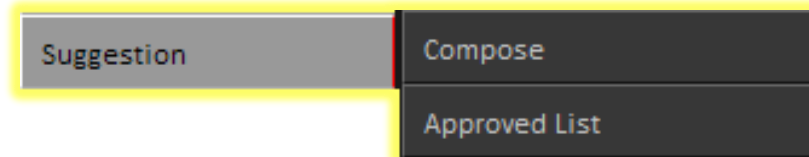
When the date range entered is correct, a list of TE plans will appear.

A rectangular button with a light gray background and a thin black border. The text "Show Items" is centered in a blue, sans-serif font.

Select the TE plan you want to view and then click *button*.



## 8. Suggestion



### 8.1 Compose

Fig. 22 compose suggestion

A screenshot of a web form titled 'Compose Suggestion'. The form has a dark grey background. At the top, there are two dropdown menus: 'Please select the area:' with a value of '--' and 'Please choose the store:' with a value of 'Taters Head Office'. Below these is a 'Subject:' label followed by a text input field. Underneath the subject field is a large text area labeled 'Suggestion:' with the placeholder text 'Enter your suggestion here:'. At the bottom right of the form are two buttons: 'Submit' and 'Back'.

#### 8.1.1 Area

Select an area of which the suggestion is intended for.

#### 8.1.2 Store

Select a store of which the suggestion is intended for.

#### 8.1.3 Subject

Think of a title that best suits your suggestion. Click *Submit* button when the process is complete.

#### 8.1.4 Suggestion

Type the content of your suggestion here



## 8.2 Approve List

Select the area of the approved suggestion you want to view, and then click *Show Suggestion(s)*. To go back to the home page click *Back* button.

Fig. 23 approved suggestion list

ID	Suggestion	Subject	Employee Suggested	Date Suggested	Store
88	sample suggestion				
	sample suggestion				
	sample suggestion	Personnel			
	sample suggestion	sample	cdinco	2009-12-08	Taters Bacolod
	sample suggestion				
	sample suggestion				
	sample suggestion				



## 9. Help

This is a link to user manual of the PMS. Simply click this icon and you will be redirected to the user manual. The user manual is a complete instructional guide that is available for easy access.

## 10. Frequently Asked Questions

### 10.1 How do I create an account?

If you are a legitimate employee of Taters Enterprises Incorporation, you will be registered an account by the hr manager from the head office. Just use the [standard username and password](#) to be able to login successfully.

### 10.2 What if the year I need is not in the calendar?

If the span of years allowed in the first click of the dynamic calendar is insufficient, just click the highest/lowest year available. The drop down box will close containing the year you clicked. Click the year drop down box again and the year higher/lower than the last you chose will be available.

### 10.3 Why does the calendar keep closing immediately while I am not finished selecting the correct date that I need?



Be sure to answer in correct order. Choose the month, year and day respectively. Click [here](#) for more information about the calendar.

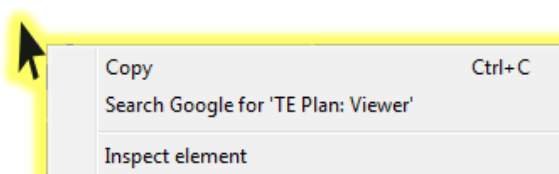
#### 10.4 How can I export a table?

Highlight from the top center of the table downwards.

	TE Plan ID	Employee Prepared	Date Prepared	From	To	Store Code
	188	bmendoza	2009-12-17	2011-12-01	2011-12-31	12


Area	TE Plan Item ID	Objective	KPI	Target (T)	Actual Result (AR)	Previous Period (PP)	Achievement Ratio(AR/T)	Achievement Ratio(T/AR)	Improvement Ratio(AR/PP)
Operations	115	test	test	0	0	0	0	0	0

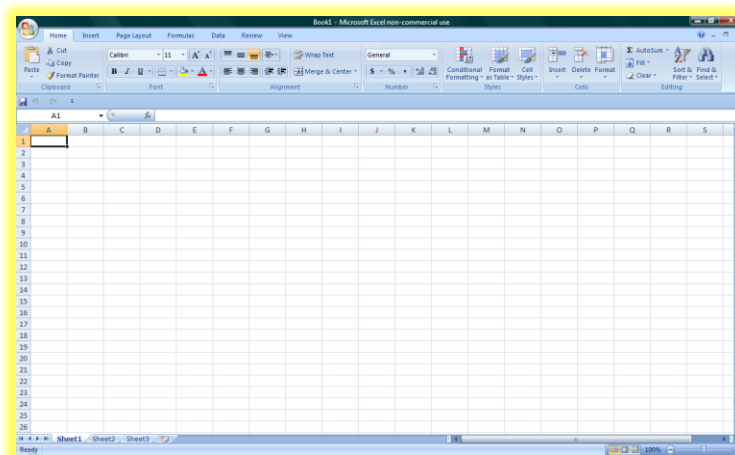
Press the right button of your mouse and click Copy



Or **Ctrl+C** on your keyboard



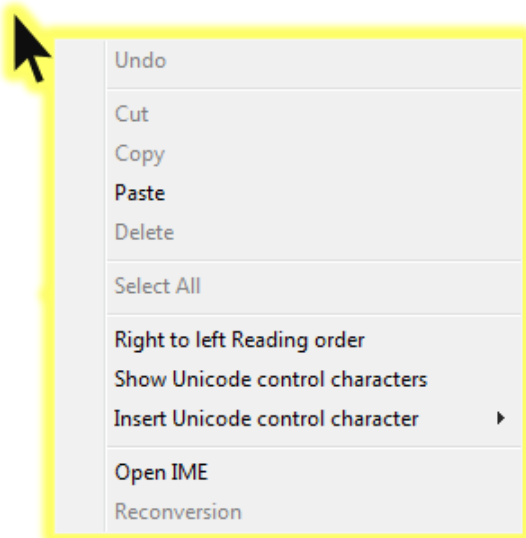
Then open Microsoft Office Excel (  )





Press the right button of your mouse and click *Paste*


Or *Ctrl+V* on your keyboard



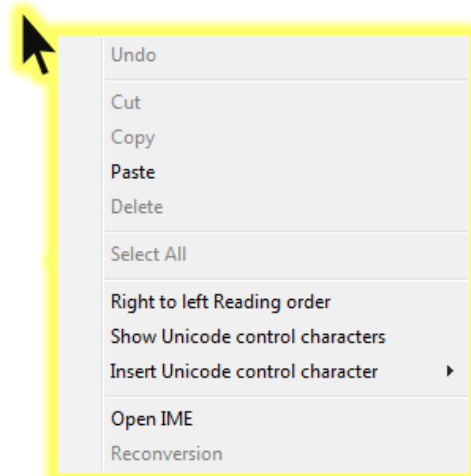
### 10.5 How can I export reports with graphs or charts?

Go to the page where your desired graph or chart is shown. Click anywhere on that page, then on your keyboard, click *PrtSc* (print screen).



Open *Paint* (  ) and press the right button of your mouse

Or *Ctrl+V* on your keyboard



Then click *File* then *Save* or *Ctrl+S*. Choose the location where you want to save your file, then click *Save*. You will find your graph in the location where you saved it, now you can apply it to any of your reports.

### 10.6 When I'm using the browser, how can I zoom in and out while viewing the PMS?

When the browser is open and you are viewing the PMS, press *Ctrl +* to zoom in or *Ctrl -* to zoom out.