

# 2. Master Setup

### C. Department Step 1. Add New Department

| SENSE CLOUD   SENSE SAL × |                          |              |  |                                   |
|---------------------------|--------------------------|--------------|--|-----------------------------------|
| ← → C □ www.linea         | arsense.com/department.p | hp           |  | ☆] ≡                              |
|                           | OUD                      |              |  | 😰 huiyin *                        |
| 🎒 Dashboard               | Department In            | quiry        |  | ¢°                                |
| 📽 Master Setup 👻          | Home / Master Setun /    | Department   |  | 0                                 |
| Extra Setting             | Theme / Maeter eetap /   | Dopartment   |  |                                   |
| Supplier                  | ■ Add Department         |              |  | × ×                               |
| Department                | Department               | SPA          |  |                                   |
| Category                  |                          |              |  |                                   |
| Brand                     |                          | Add New-     |  |                                   |
| Product                   |                          |              |  |                                   |
| Service                   |                          |              |  |                                   |
| Course                    | ≡ Department Filtering C | option       |  | ~ x                               |
| Prepaid Package           | Dopartment               | SELECTAL     | 1  |                                   |
| Measurement               | Department               | SELECT ALL · |  |                                   |
| Working Shift             | Status                   | Active •     | Display All                                  |                                   |
| Transaction               |                          |              |  |                                   |
| 🚰 Markerting 🛛 🕨          |                          | Select       |  |                                   |
|                           |                          |              | 2013 © Linear Sense Technologies (M) Sdn Bhd |                                   |
| 🚱 💕 🧭                     |                          | 🤌 👌          | 🕉 🔗 💿 🕓                                      | EN 💽 💽 🕼 🗐 ant 🕸 9:50<br>2014/3/3 |

- Key In Department Name
- Click Add New

#### SAMPLE :

Department : SPA Click Add New



## Step 2. Edit Department or Inactive Department

| Dashboard                                 |   | Status              | Active •       | iisplay All |                     |                 |
|---|---|---------------------|----------------|-------------|---------------------|-----------------|
| Master Setup<br>Transaction<br>Markerting | • |                     | Select         |             |                     |                 |
| Sense Deal                                | • |                     |                |             |                     |                 |
| Customer                                  | × | Department Lis      | st             |             |                     | <b>v</b>        |
| User                                      | • | 10 record           | s per page     |             | Search              |                 |
| Report                                    | • |                     |                | 2           | o                   |                 |
|   | × | No De               | spartment Name |             | 2014 02 27 00-27-40 | Action          |
| Help                                      |   | 1 01                | 1 entries      |             | 2019-02-21 03.21.40 | ← Prev 1 Next → |
| Help                                      |   | Showing 1 to 1 of 1 |                |             |                     |                 |
| Help                                      |   | Showing 1 to 1 of 1 |                |             |                     |                 |
| Help                                      |   | Showing 1 to 1 of   |                |             |                     |                 |

• Every Existing Department can be editing or Inactive.

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• Click On the (Pencil Logo) to make editing or to make the Depatment Inactive.



|               | CLOUD   SENSE SAL × |                           |                     |                               |                 |                                       |                  |
|---------------|---------------------|---------------------------|---------------------|-------------------------------|-----------------|---------------------------------------|------------------|
| ← → C         | 🕈 🗋 www.linea       | arsense.com/edit_dept.php | ?did=84             |                               |                 |                                       | ☆ =              |
| ≡             | SENSE CLO           | DUD                       |                     |                               |                 | 😰 huij                                | yin 🔻            |
| 🚯 Dashb       | board               | Maintain Depa             | rtment              |                               |                 |                                       | $Q^0_0$          |
| 😋 Master      | r Setup →           | Home / Master Setup /     | Maintain Department |                               |                 |                                       | Q                |
| 📑 Transa      | action >            |                           |                     |                               |                 |                                       |                  |
| 嶜 Marker      | rting 🕨             | ■ Maintain Department     |                     |                               |                 | i i i i i i i i i i i i i i i i i i i | × ×              |
| 🖿 Sense       | Deal 🕨              | Department Name           | SPA                 |                               |                 |                                       |                  |
| 🛉 Custor      | mer >               | Status                    | Active              |                               |                 |                                       |                  |
| 🕲 User        | ×                   | Created By                | HUI YIN             |                               |                 |                                       |                  |
| Report        | t >                 | Created On                | 2014-02-27 09:27:40 |                               |                 |                                       |                  |
| <li>Help</li> | E.                  | ordated on                | 2014-02-27 09-27-40 |                               |                 |                                       |                  |
|               |                     | Updated On                | 2014-02-21 03.21.40 |                               |                 |                                       |                  |
|               |                     |                           | Save Cancel         |                               |                 |                                       |                  |
|               |                     |                           |                     |                               |                 |                                       |                  |
|               |                     |                           |                     |                               |                 |                                       |                  |
|               |                     |                           |                     | 2013 © Linear Sense Technolog | ies (M) Sdn Bhd |                                       |                  |
| <b>(</b> )    | <u>i</u>            |                           | ۵ 🛓 🥥               | 3 🙆 🧕                         | S 🛯 🧭           | EN 🔺 📀 🎼 🗇 🙀                          | 10:01<br>014/3/3 |

- After Edited or Inactive Department
- Click Save



### **Step 3. Search Department ( Department Filtering Option)**

|                        | DUD   SENSE SAI | ×                       |          |   |              |                      |
|------------------------|-----------------|-------------------------|----------|---|--------------|----------------------|
| =                      | SENSE C         |                         | ih       |   |              | یج ا<br>huiyin ۲     |
| 🚯 Dashboa              | ard             |                         | Add New- |   |              | C.                   |
| 🗙 Master S             | etup 🕨          |                         |          |   |              |                      |
| 😑 Transacti            | ion F           | Department Filtering Op | otion    |   |              | × ×                  |
| Sense D                | eal ⊧           | Department              | SPA      | •   |              |                      |
| 🛉 Custome              | er ⊧            | Status                  |          | Display All                                 |              |                      |
| User                   |                 |                         | Active   | <b>T</b>                                    |              |                      |
| <ul><li>Help</li></ul> |                 |                         | Select   |   |              |                      |
|                        |                 |                         |          |   |              |                      |
|                        |                 | ■ Department List       |          |   |              | ~ ×                  |
|                        |                 | 10 Trecords per pag     | ge       |   |              | Search:              |
|                        |                 | No Departmen            | nt Name  | Created By                                  | Created Date | Action               |
|                        |                 |                         |          | 2013 © Linear Sense Technologies (M) Sdn Bl | hd           | Fully charged (100%) |

- Select Department
- Select Status / Click Display All
- Click Select

\*Selected Department will be shown as below

| ≡ Department List                              |                 |            |                     |        |  |  |
|--|-----------------|------------|---------------------|--------|--|--|
| 10 <b>v</b> re                                 |                 |            |                     |        |  |  |
| No   | Department Name | Created By | Created Date        | Action |  |  |
| 1  | SPA             | HUI YIN    | 2014-02-27 09:27:40 | 1 ×    |  |  |
| Showing 1 to 1 of 1 entries<br>← Prev 1 Next → |                 |            |                     |        |  |  |