CJ GROUP ADMIN

User Guide

IITC GLOBAL

Contents

Introduction

Welcome to the CJ Project Admin User Guide, your comprehensive resource for navigating and mastering the powerful CJ Project Admin web application. Whether you're a real estate professional, property manager, or an administrator responsible for overseeing real estate operations, this guide is designed to assist you in making the most of CJ Project Admin's features and capabilities.

CJ Project Admin is a sophisticated web-based application tailored to streamline real estate management processes, enhance efficiency, and empower you with the tools needed to effectively administer your real estate portfolio. With its intuitive user interface and robust functionality, CJ Project Admin simplifies purchased management, property management, payments and sales, reporting, and configuration tasks, among others.

Getting Started

If you're new to CJ Project Admin, you can see the first screen and it is the login page. Here, you'll find step-by-step instructions on how to access the application, navigate its user-friendly dashboard, and perform fundamental tasks, ensuring a smooth onboarding experience.

User Roles and Permissions.

No	Admin				Staff			
	View	Save	Update	Delete	View	Save	Update	Delete
Dashboard	✔	✔	✔	✔	✔	✔	✔	
Purchased	✔	✔	✔	✔	✔	✔	✔	
Payments	✔	✔	✔	✔	✔	✔	✔	
Sale	✔	✔	✔	✔	✔	✔	✔	
Payment received log	✔	✔	✔	✔	✔	✔	✔	
Sale	✔	✔	✔	✔	✔	✔	✔	
Reports	✔	✔	✔	✔	✔	✔	✔	
Bank	✔	✔	✔	✔	✔	✔	✔	
Property	✔	✔	✔	✔	✔	✔	✔	
Property Status	✔	✔	✔	✔	✔	✔	✔	
Company	✔	✔	✔	✔	✔	✔	✔	
Other	✔	✔	✔	✔	✔	✔	✔	

Table 1 : User Roles and Permissions

Main Features

Our guide is structured to provide detailed insights into CJ Project Admin's main features. Each section dives deep into a specific aspect of the application, allowing you to harness its potential fully.

1. Admin Dashboard
2. Purchased Management
3. Payments management
4. Sale management
5. Bank Management
6. Property Management
7. Property Status and Other Management
8. Company Management

Step-by-Step Tutorials

Login Page

User must enter “**User Name**” and “**Password**“ for input fields .

Figure 1 : Login Page

If the credentials are empty show an error message.

Figure 2 : Empty Fields Alert Message

If the credentials are wrong show and error message.

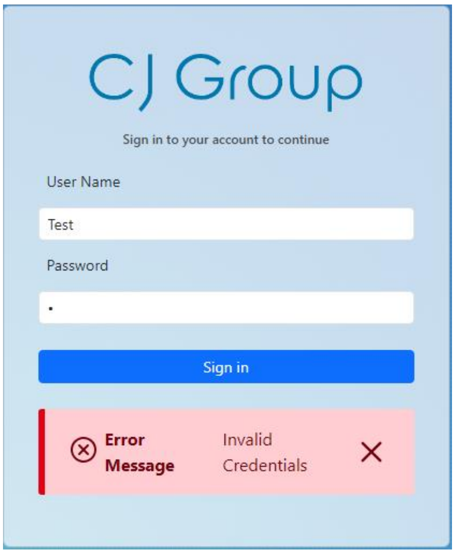


Figure 3 : Invalid Credentials Alert Message

Dashboard Page

When the user login application navigates to the dashboard. Dashboard includes widget cards, Graphs, and tables.

User can hide the side navigation bar from clicking the 3bar icon.

User can logout when clicking the username and showing the logout option.

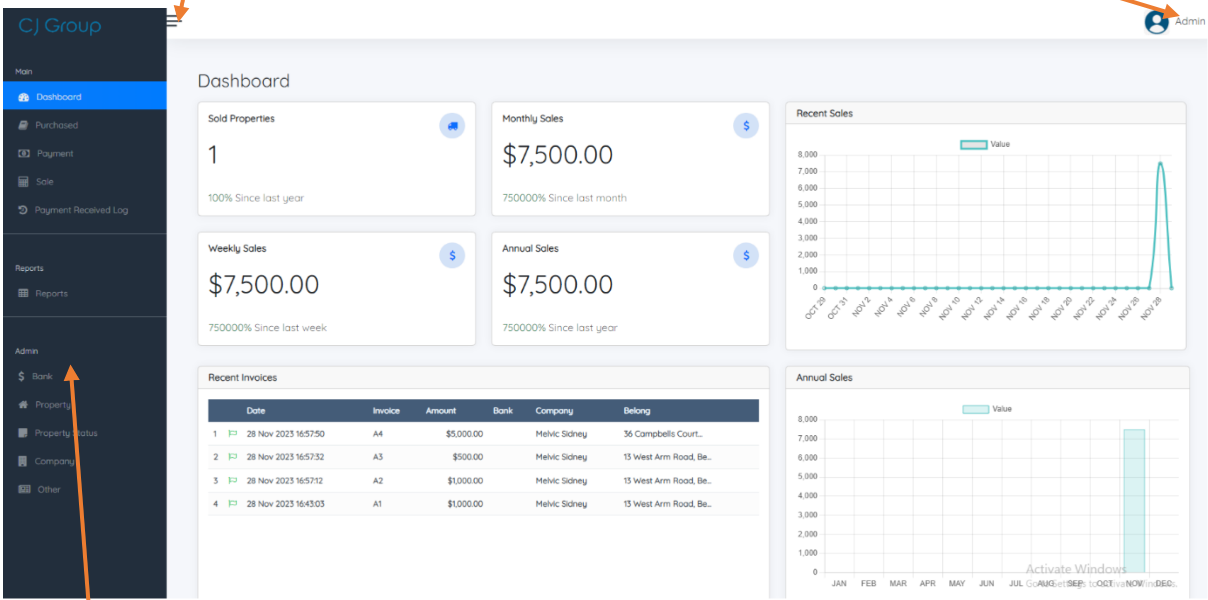


Figure 4 : Dashboard

Navigation Bar Show the screens that the user can access.

Dashboard cards

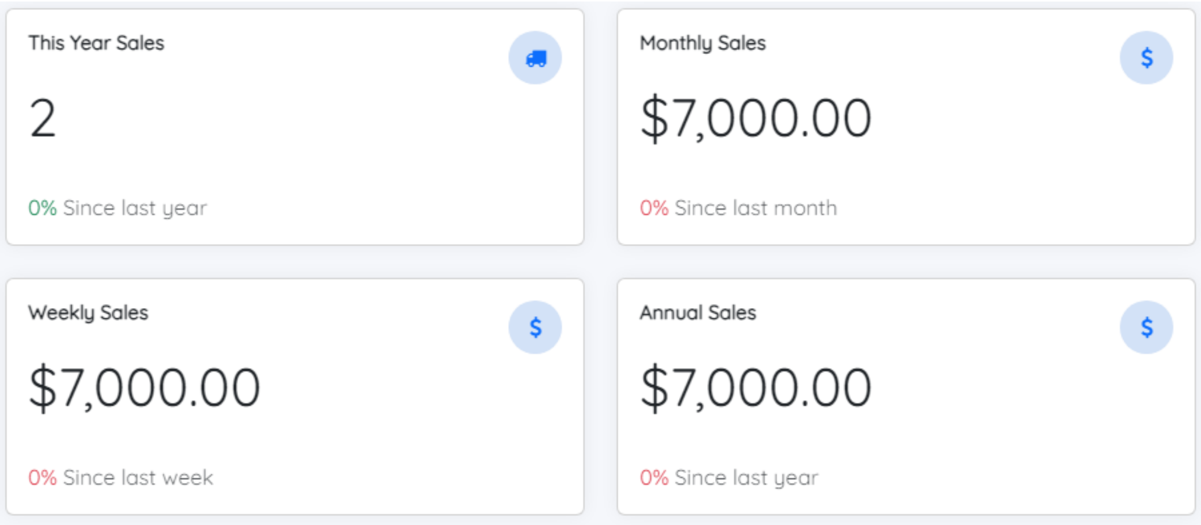


Figure 5 : Cards

- **This year's sales** card shows the count of the sales. And show the percentage of increasing sales**.**
- **Weekly Sales** card showing the value of the sales on the current Week and the percentage of increasing sales value.
- **Monthly sales** card showing the value of the sales on the current month and the percentage of increasing sales value.
- **Year sales** card showing the value of the sales in the current Year and the percentage of increasing sales value.

Graphs

This graph shows the sales value each day of the last 30 days.

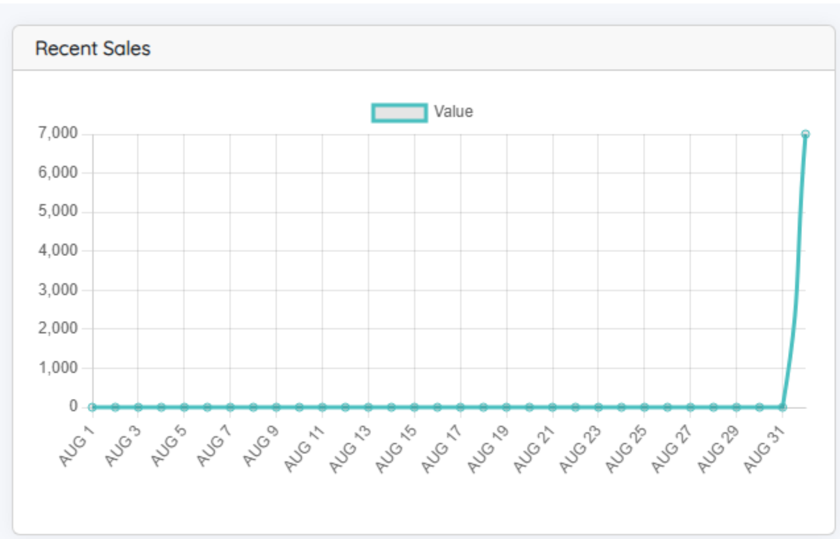


Figure 6 : Recent Sales

This graph shows the sales value of each month in the current year.

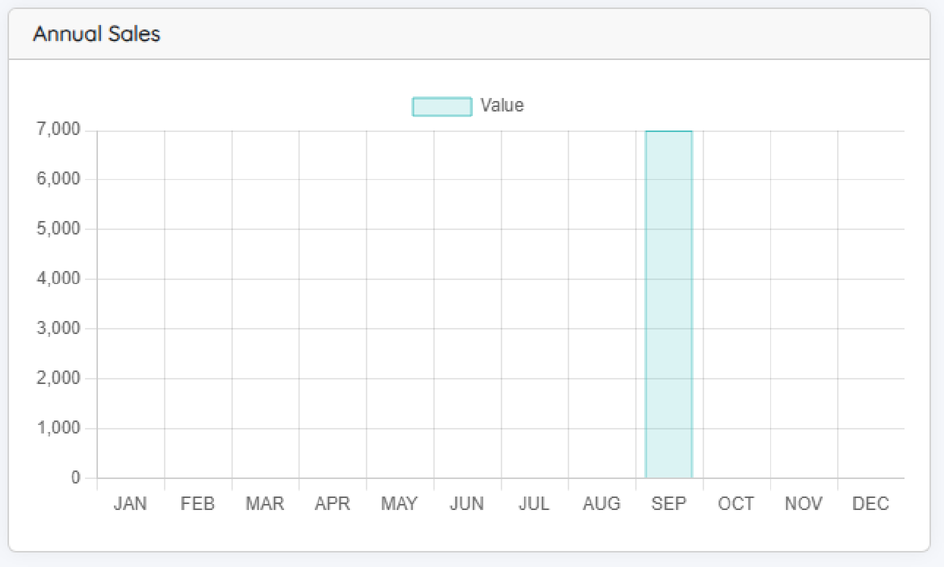


Figure 7 : Annual Sales

Tables

This table shows the details of last 10 invoice records.

Recent Invoices

		Date	Invoice	Quote	Amount	Payment	Bank	Company	Belong
2		01 Sep 2023	A1002	$3,000.00	$3,000.00	$3,000.00	ANZ	Mevlic	...
1		01 Sep 2023	A1001	$5,000.00	$4,000.00	$4,000.00	Commonwealth Bank	Mevlic	...

Figure 8 : Recent Invoices

Purchased Page

Main table

This table shows the records of the invoices list.

- User can add new invoice when click the button of “**Create Invoice**”.

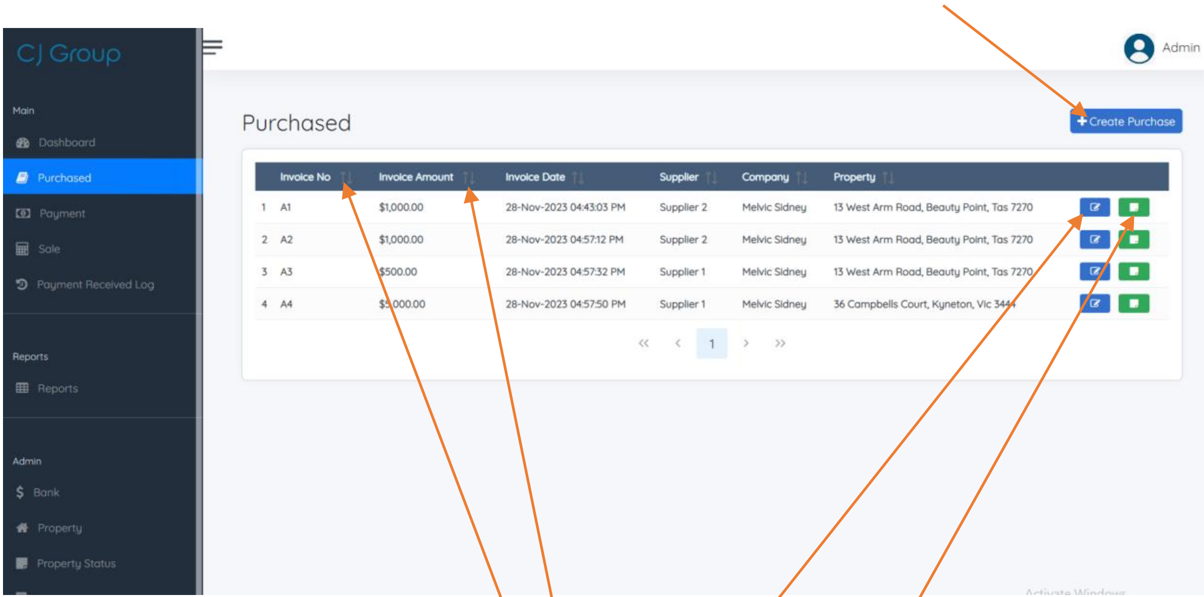


Figure 9 : Purchased Main Table

- User can update the records by clicking the “**Edit”** button.
- User can view the details of an invoice by clicking the “**Info”** button.
- User can sort the table by clicking “**Sorting”** icons in table head.

Create Invoice

- User must fill in all the input fields, but the Note field is not mandatory.
- User cannot create invoices with same invoice number.

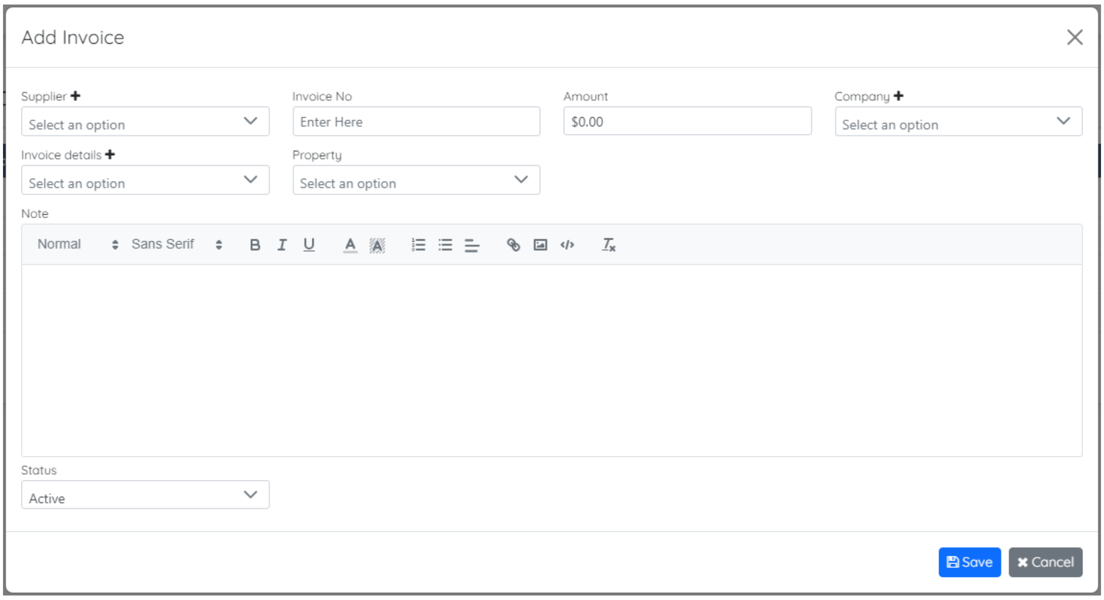


Figure 10 : Create Invoice

- If the user can't find the Supplier, user can add bank by clicking plus icon next to the Supplier.
- User cannot add Supplier name that already exist.

Figure 11: Add Supplier

- If the user can't find the Company, user can add Company by clicking plus icon next to the Company label.
- User cannot add Company that already exist.

Figure 12: Add Company

- If the user can’t find the Invoice details, user can add detail by clicking plus icon next to the Invoice details.
- User cannot add Invoice details that already exist.

Figure 13: Add Invoice Details

Update Invoice

User can update only Note field and Status dropdown.

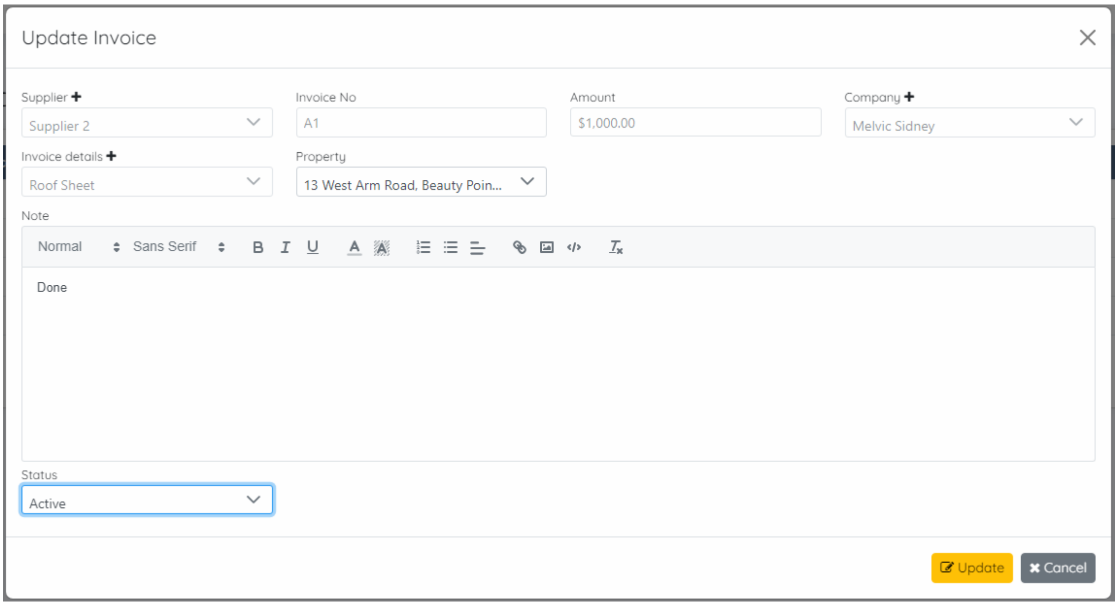


Figure 14: Update Invoice

View Invoice

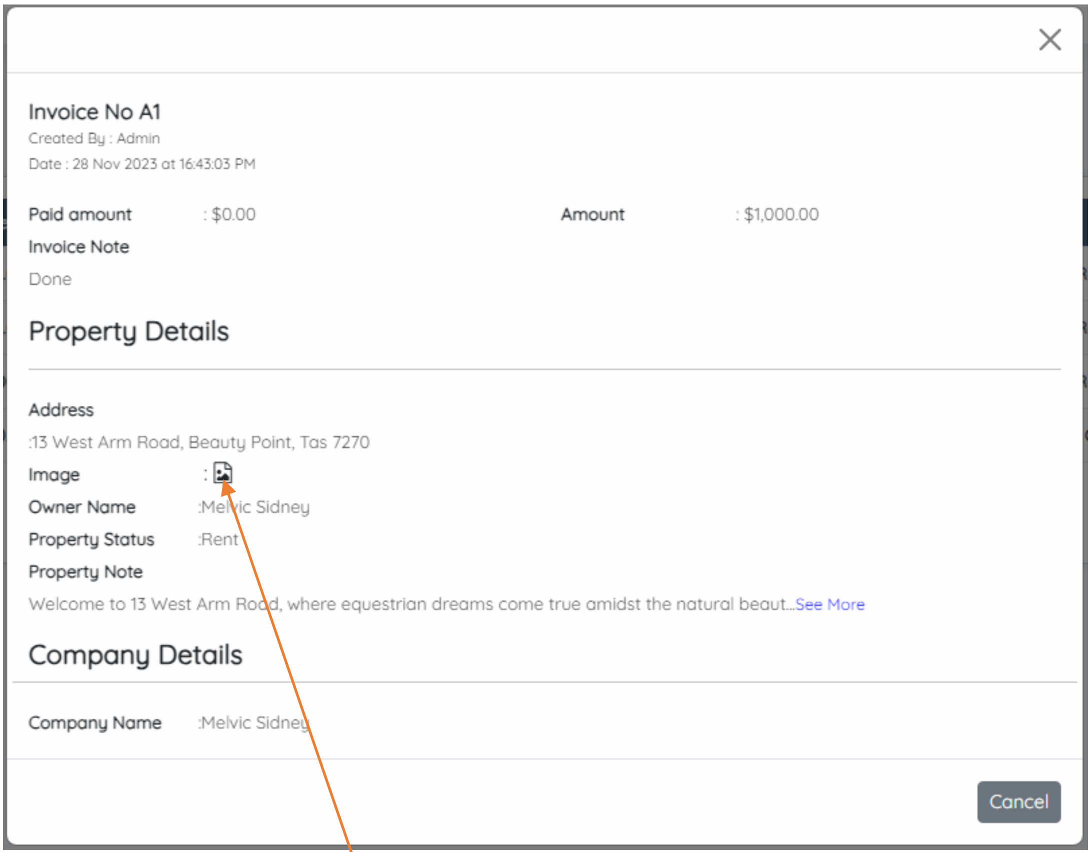


Figure 15: View Invoice

When clicking the icon of the Image marker open a new tab with the image.

Payment Page

Main table

Main table can view all payments.

- User can add payment by clicking “**Add payment**”.
- User can edit payment by clicking “**edit”** button (Cannot update payment only view).
- User can delete payment by clicking “**delete”** button.

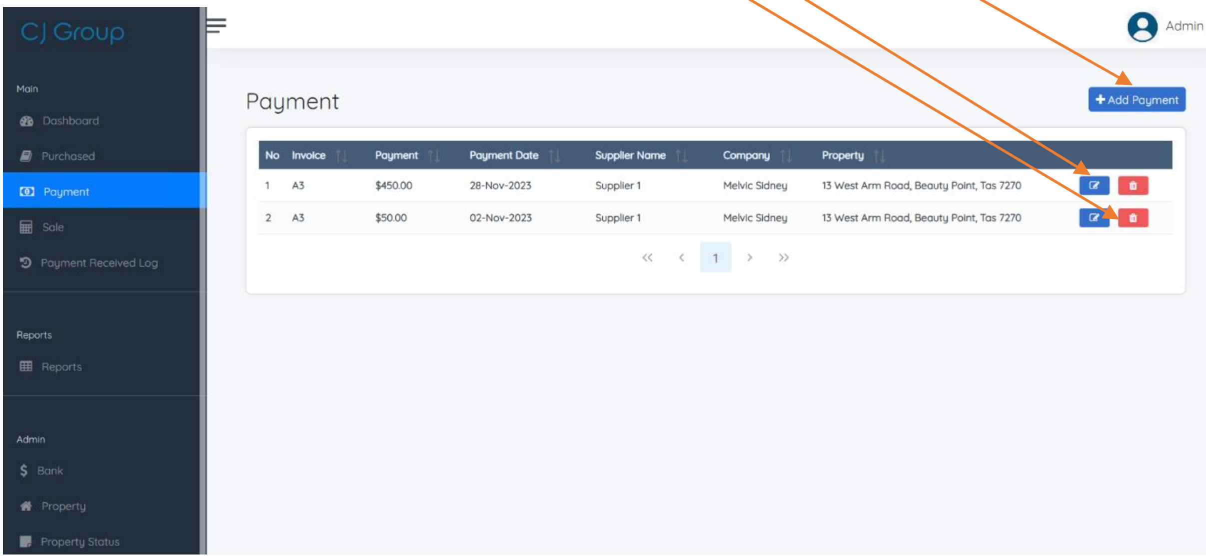


Figure 16: Payment Main table

Add Payment

User must fill all input fields to save the payment.

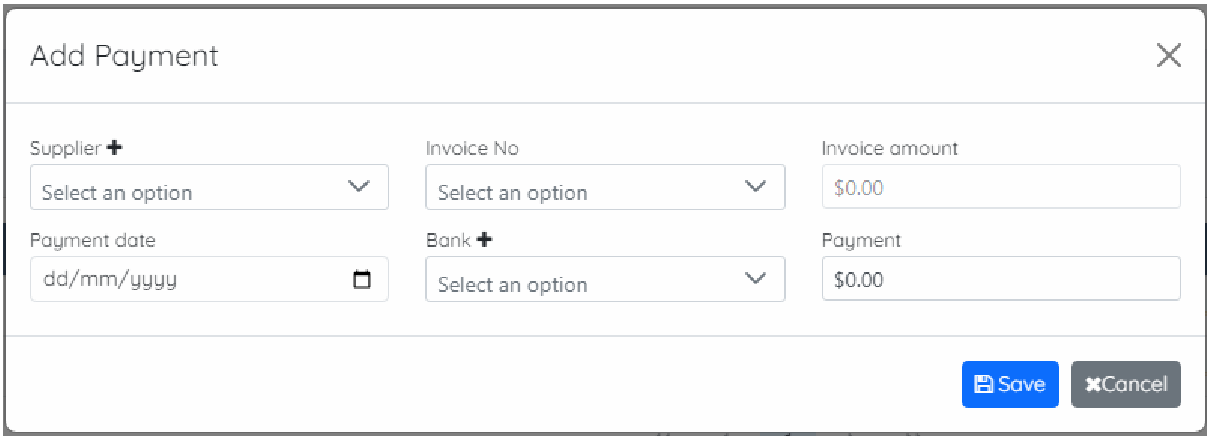


Figure 17: Add Payment

- User must select the “**Supplier”** first because “**Invoice No**” dropdown’s data load according to the supplier. If Supplier does not exist in the dropdown user can add suppler by clicking plus icon next to the "**Supplier**" name or user can navigate to "**Other**" page.

- The Invoice data should be loaded based on the supplier, prioritizing those for which payments have not been completed.
- When the user selects "**Invoice**" the Invoice amount automatically calculates and shows the amount that can be the payment.
- **Calculation** –

Current Invoice Amount = (Full Invoice Amount - Total payments based on same Invoice No)

Figure 18 : Current Invoice Calculation

- If the user cannot find the bank in dropdown, User can add a bank by clicking plus icon next to the **Bank** label.
- The User can view the current bank balance by mouse cursor placed on the money icons next to the bank names.

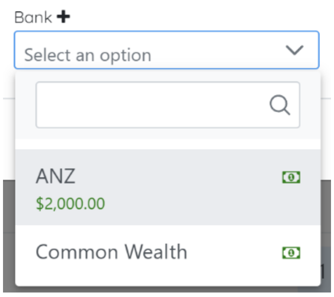


Figure 19: Bank dropdown

- Payments cannot be processed if the payment amount exceeds the available funds in the bank account.

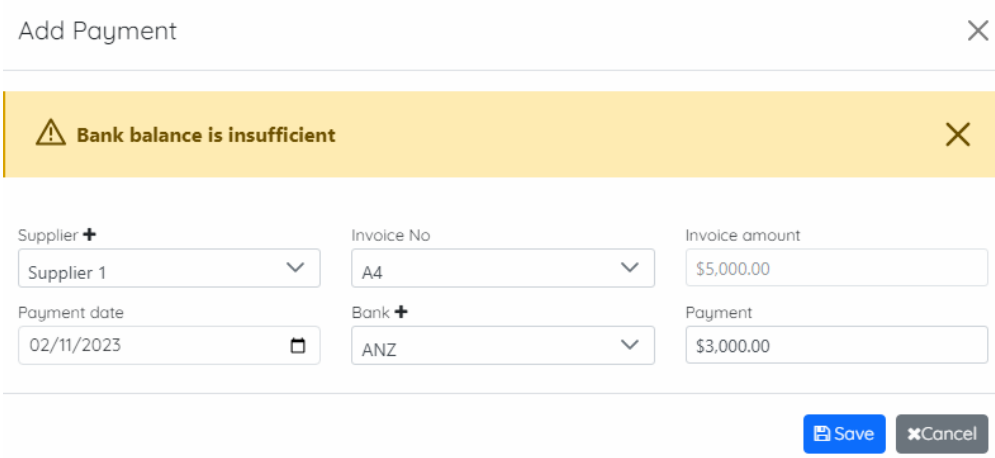


Figure 20: Alert Message

- Payments cannot be processed if the payment amount exceeds the invoice amount.

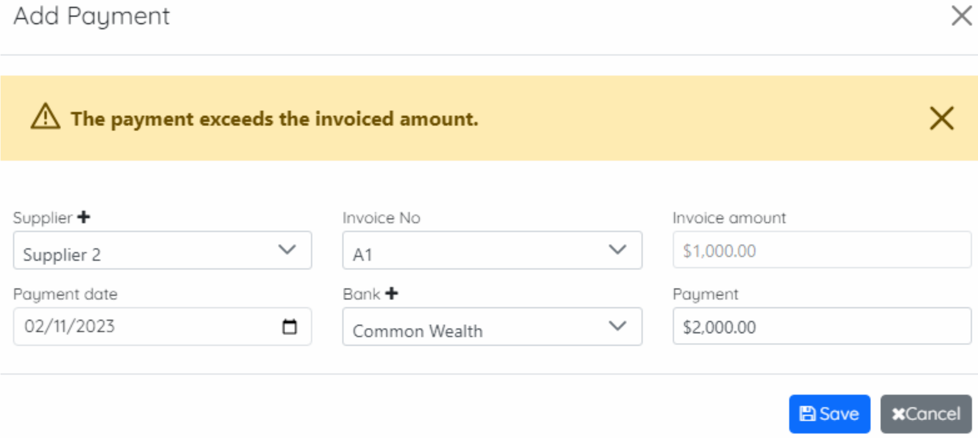


Figure 21: Alert Message

- After the completion of a payment, deduct the corresponding payment amount from the current balance of the bank account.

View Payment

User can view the Payment detail by Clicking "**edit"** button.

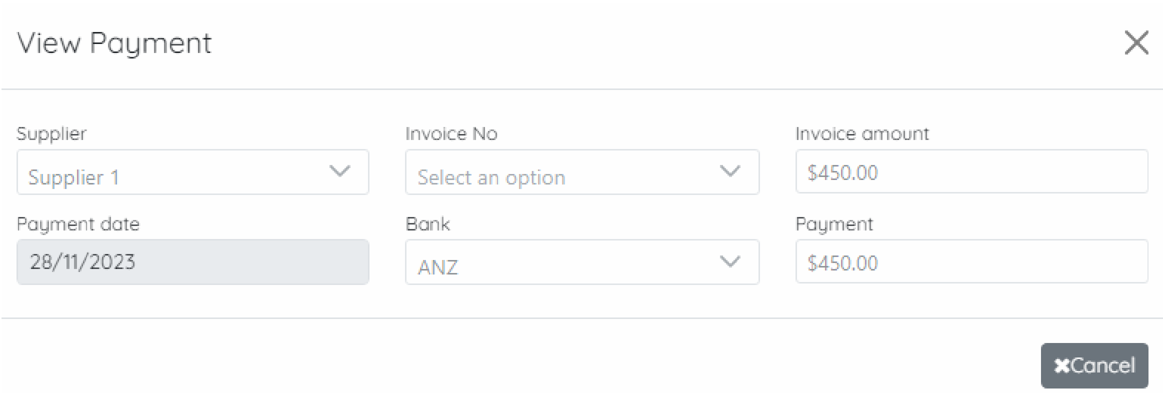


Figure 22: View payment

Sale Page

Main table

User can view the Sale detail main table.

- User can add Sale by clicking "**Add Sale**".
- User can edit Sale by clicking **edit** button (Cannot update sale only view).
- User can delete Sale by clicking **delete** button.

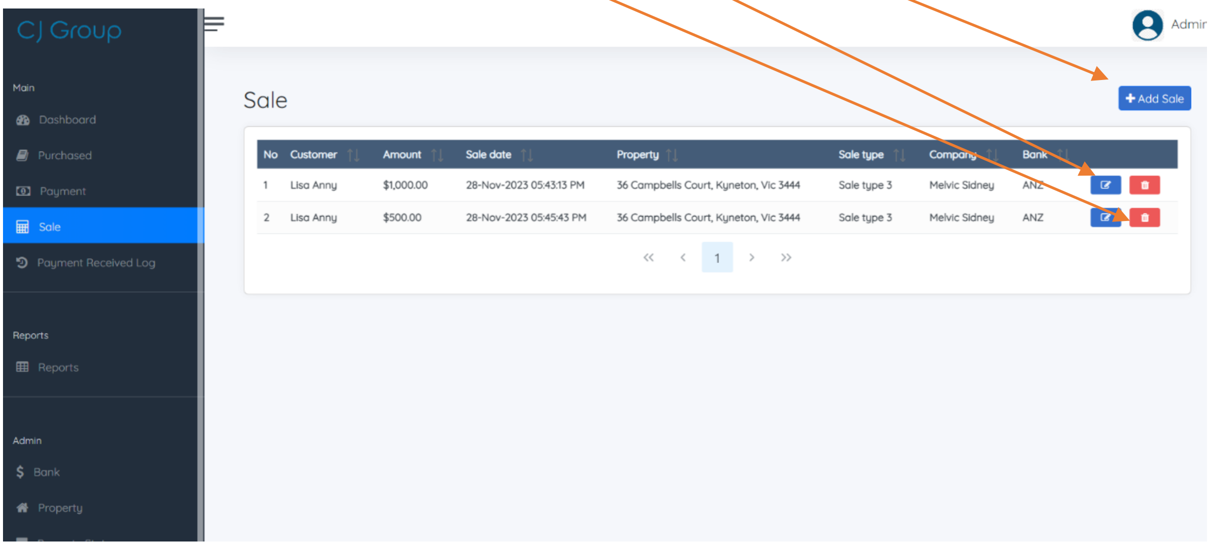


Figure 23: Sale Main Table

Add Sale

User must fill all the fields for submit the Sale.

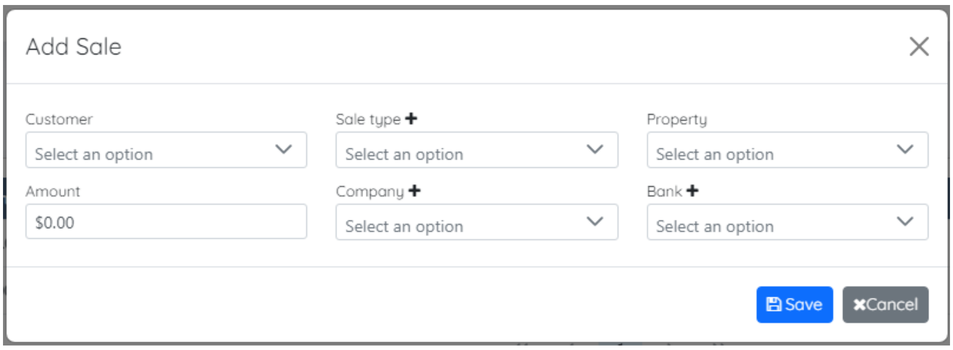
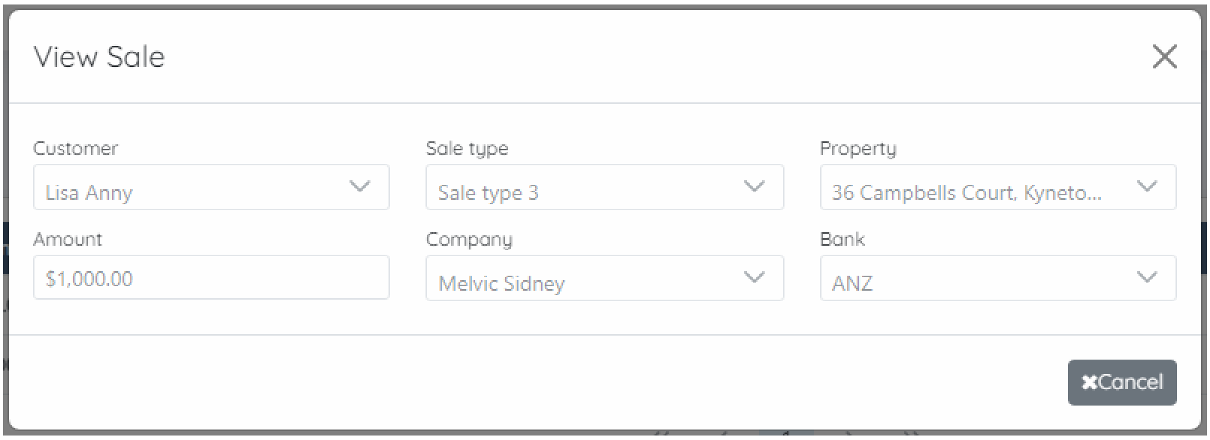


Figure 24: Add Sale

- If the **Sale type** is not existing user can add types by clicking **plus** icon next to the Sale type label.
- If the **Company** is not existing user can add types by clicking **plus** icon next to the Company label.
- If the **Bank** is not existing user can add types by clicking **plus** icon next to the Bank label.
- The User can view the current bank balance by mouse cursor placed on the money icons next to the bank names.
- After the submission of sale, the sale amount will add to the current balance of the bank.

View Sale
User can view sale details when click the Update button in main table.



Payment Received Log Page
This log shows all the payments entered in payment screen.

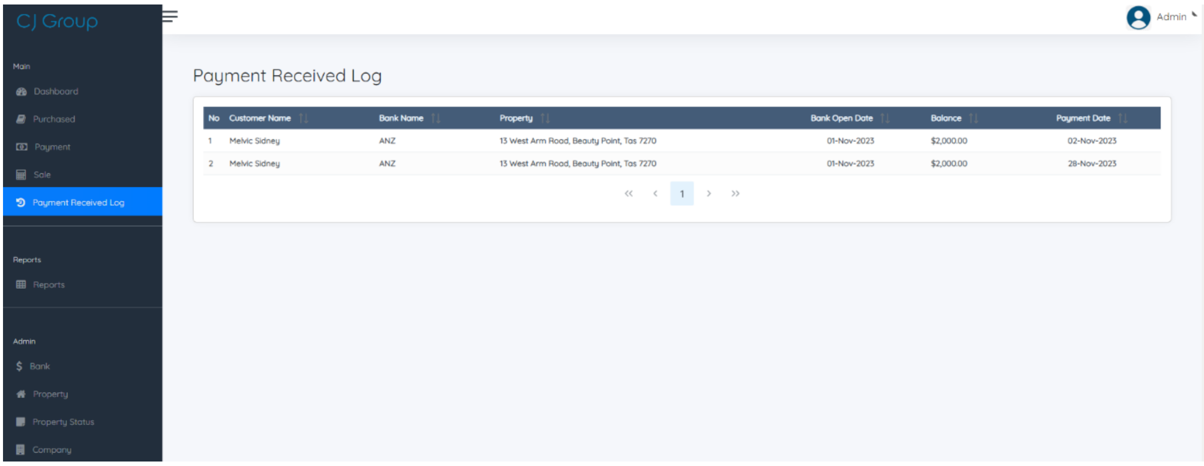


Figure 25: Payment received log.

Report Page

In this page user can view the property, supplier, and bank report. User can view these reports by clicking tabs.

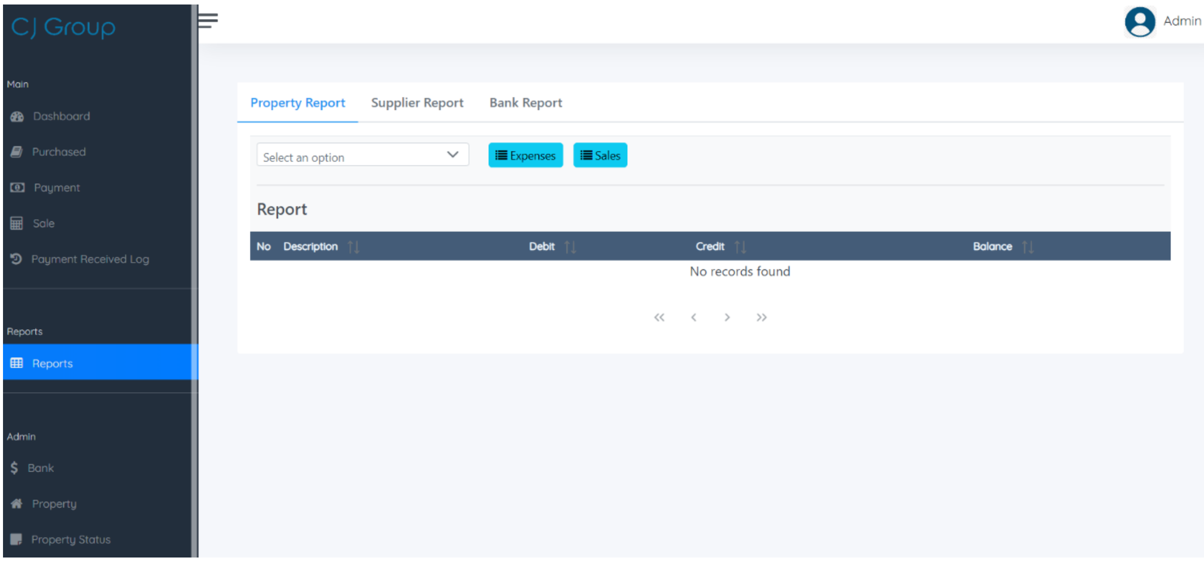


Figure 26: Reports

Property Report

User can select the "**Property"** from the dropdown and user can view **Expenses** and **Sales** with total by clicking buttons.

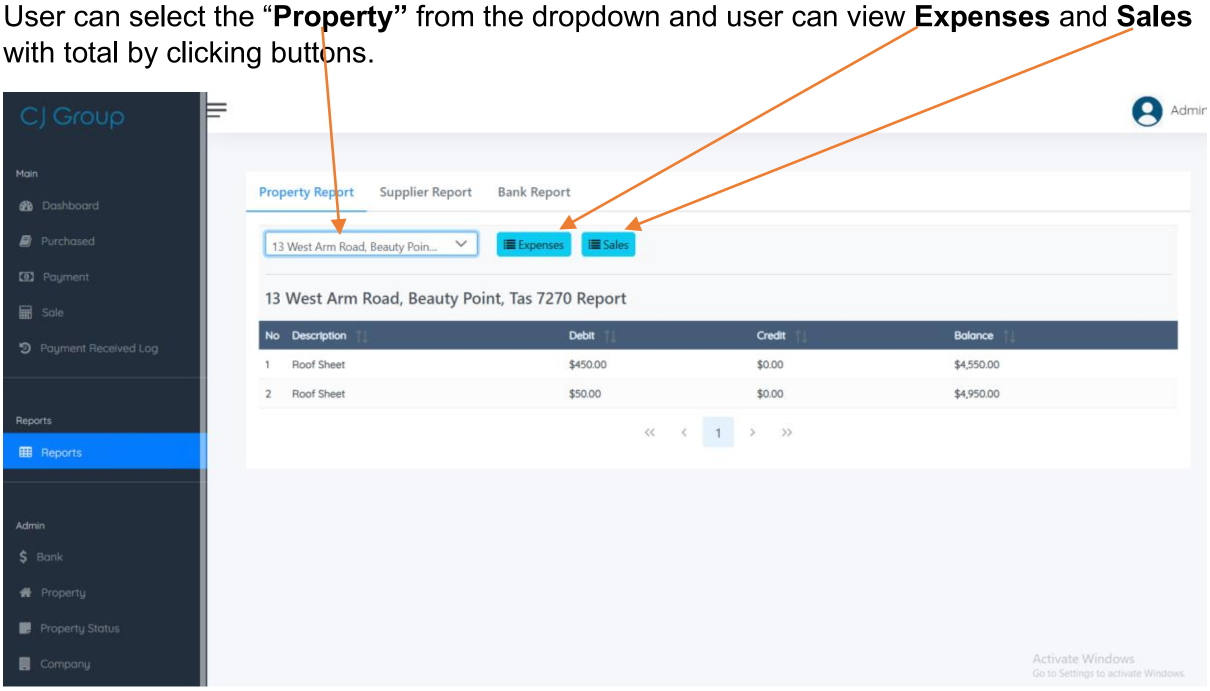


Figure 27: Property Report

- In the report Debit means all the payments related to the selected property.
- Credit means all the Sale related to the selected property.

Expenses

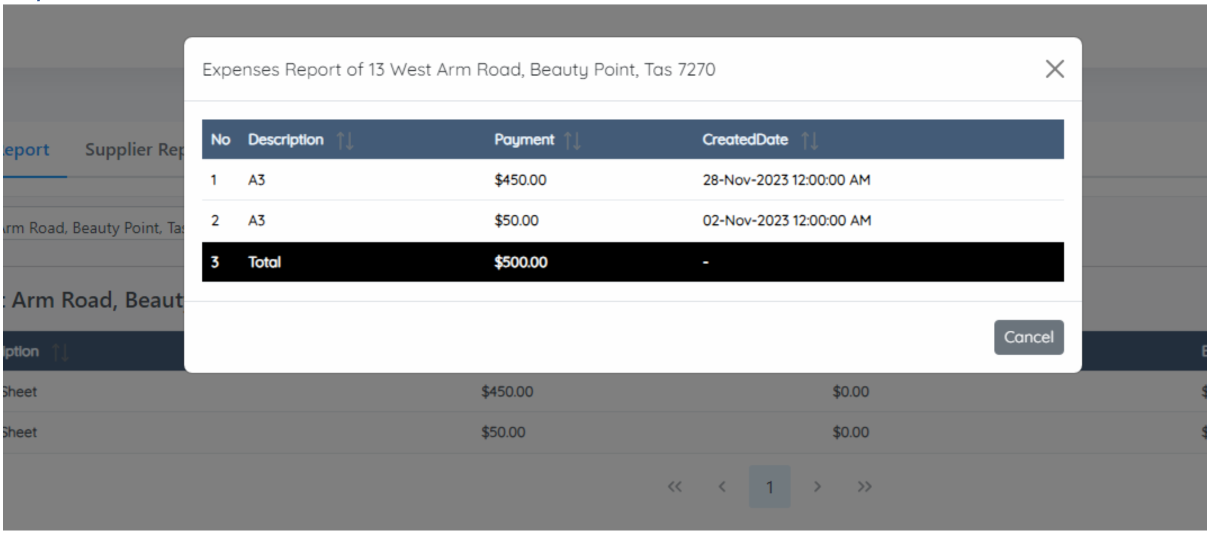


Figure 28: Expenses Table

Sales

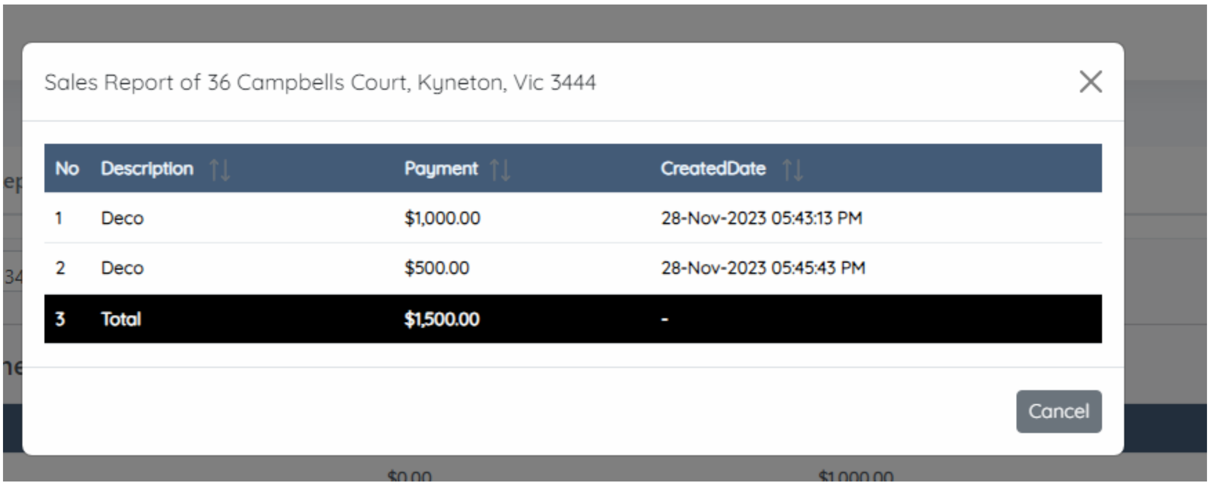
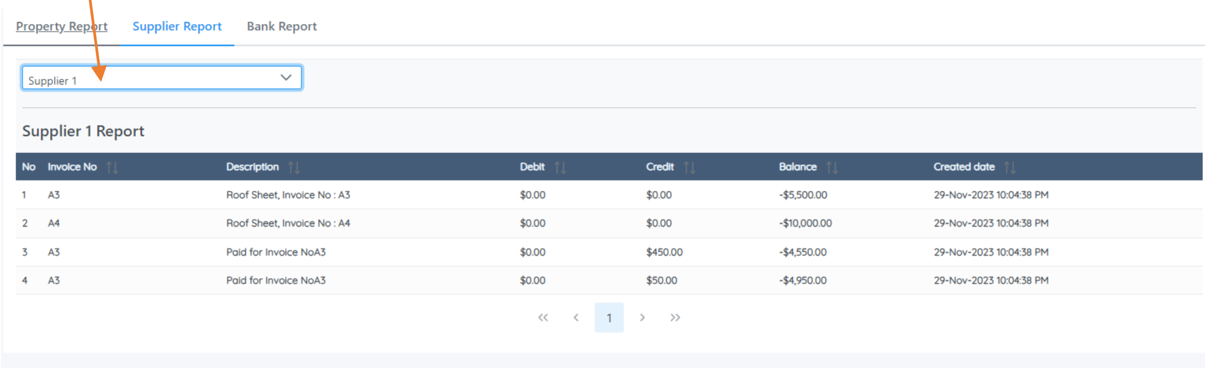


Figure 29: Sales Table

Supplier Report

This report shows the report that do the payments and dates with total based on the selected "**Supplier**".



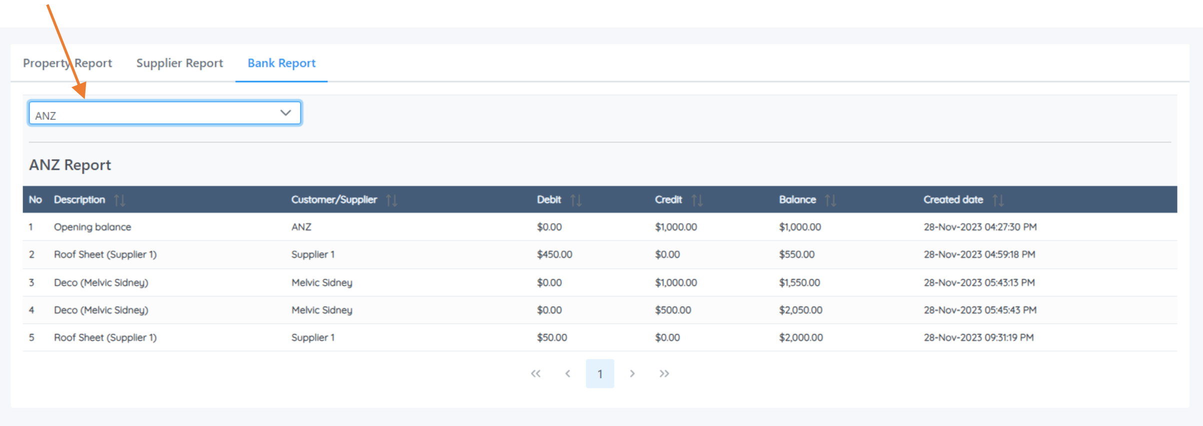
No	Invoice No	Description	Debit	Credit	Balance	Created date
1	A3	Roof Sheet, Invoice No : A3	$0.00	$0.00	-$5,500.00	29-Nov-2023 10:04:38 PM
2	A4	Roof Sheet, Invoice No : A4	$0.00	$0.00	-$10,000.00	29-Nov-2023 10:04:38 PM
3	A3	Paid for Invoice NoA3	$0.00	$450.00	-$4,550.00	29-Nov-2023 10:04:38 PM
4	A3	Paid for Invoice NoA3	$0.00	$50.00	-$4,950.00	29-Nov-2023 10:04:38 PM

Figure 30: Supplier Report

- In the report Credit means all the payments related to the selected supplier.

Bank Report

This report shows the records done by the payments and sales based on the selected "**Bank**".



No	Description	Customer/Supplier	Debit	Credit	Balance	Created date
1	Opening balance	ANZ	$0.00	$1,000.00	$1,000.00	28-Nov-2023 04:27:30 PM
2	Roof Sheet (Supplier 1)	Supplier 1	$450.00	$0.00	$550.00	28-Nov-2023 04:59:18 PM
3	Deco (Melvic Sidney)	Melvic Sidney	$0.00	$1,000.00	$1,550.00	28-Nov-2023 05:43:13 PM
4	Deco (Melvic Sidney)	Melvic Sidney	$0.00	$500.00	$2,050.00	28-Nov-2023 05:45:43 PM
5	Roof Sheet (Supplier 1)	Supplier 1	$50.00	$0.00	$2,000.00	28-Nov-2023 09:31:19 PM

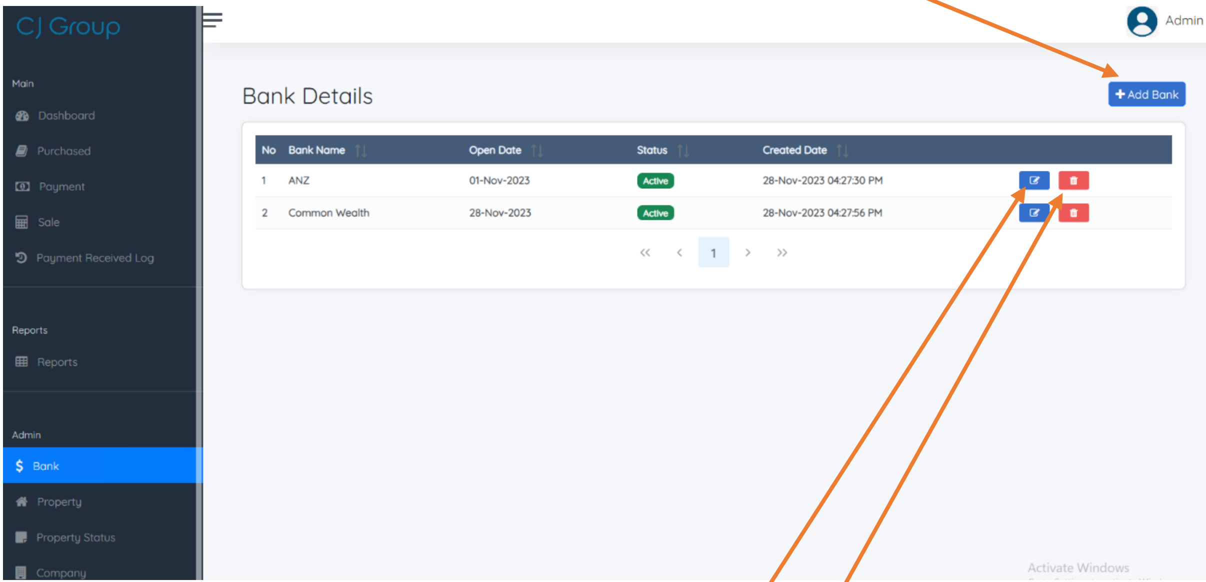
Figure 31: Bank Report

- In the report Debit means all the payments related to the selected Bank.
- Credit means all the Sale related to the selected Bank.

Bank Page

Main table

- This table shows the records of the Bank list.
- User can add new bank when click the button of "**Add Bank**".



- User can update the records by clicking the **Edit** button.
- User can delete the records by clicking the **Delete** button.

Add Bank

- User must fill in all the input fields a new bank.
- The opening balance is assigned as the initial current balance of the bank.
- User cannot add record that already exist.

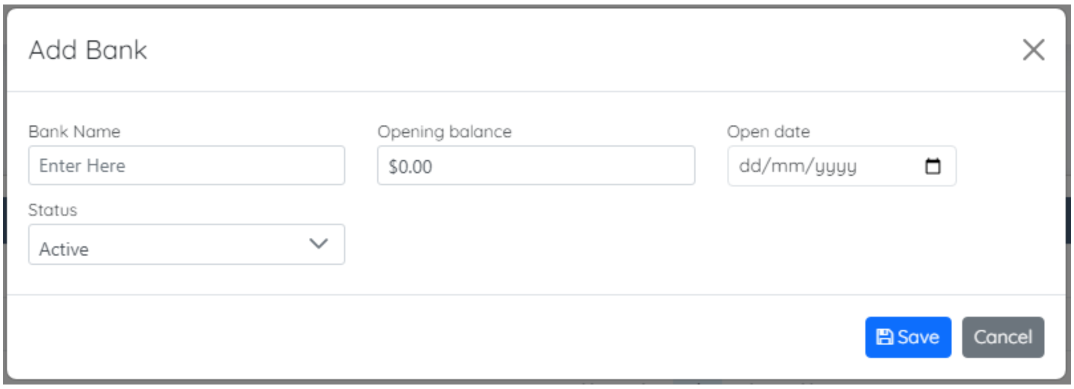


Figure 32: Add Bank

Update Bank

User must check all the input fields and cannot be empty for an update a bank.

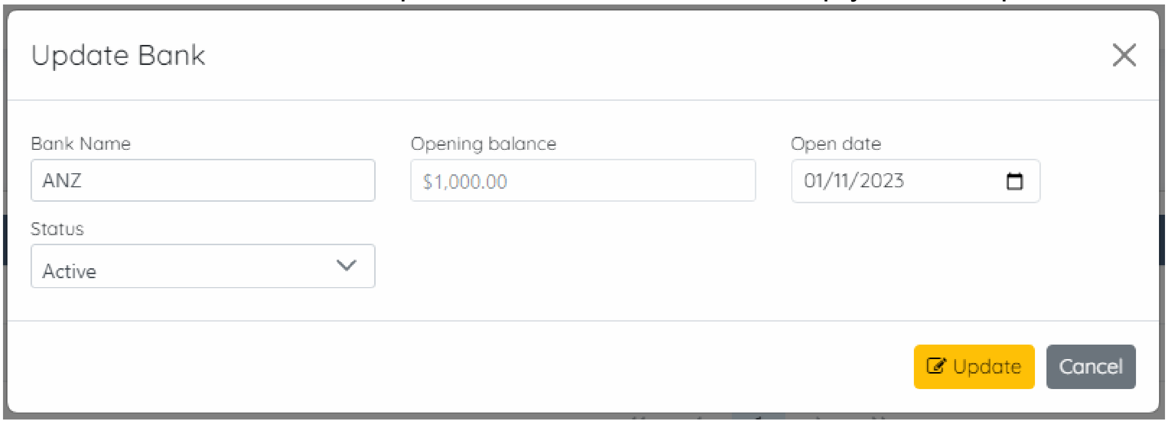


Figure 33: Update bank

Property Page

Main table

This table shows the records of the property list.

- User can add new property when click the button of “**Add Property**”.
- User can view the records by clicking the **Info** button.
- User can update the records by clicking the **Edit** button.

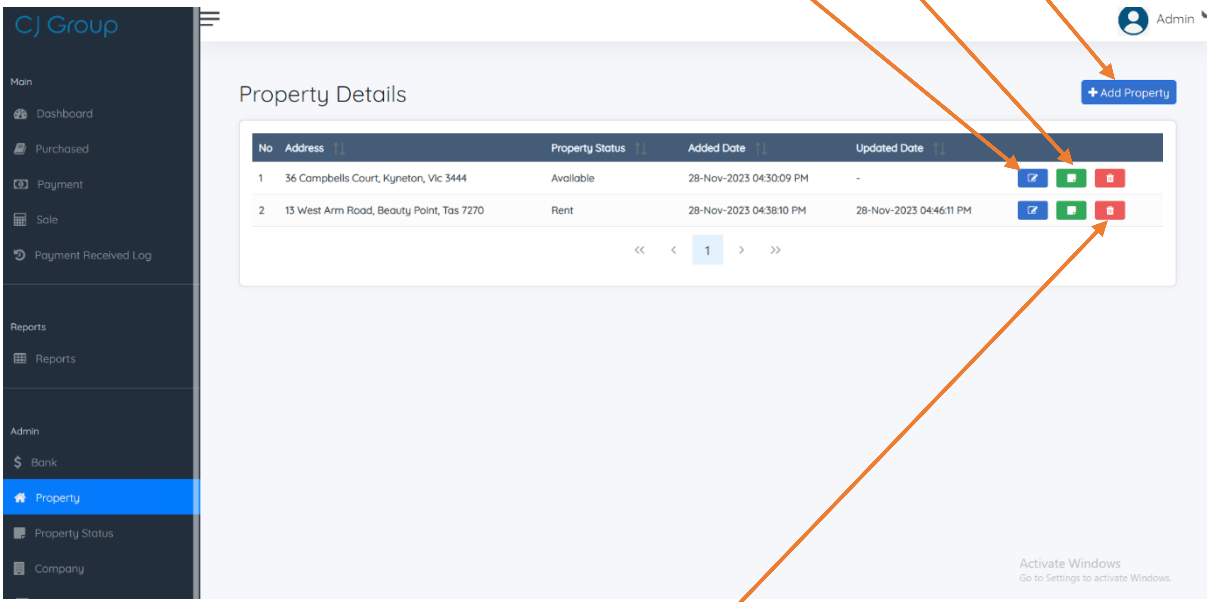


Figure 34: Property Main Table

- User can delete the records by clicking the **Delete** button.

Add Property

User must fill in all the input fields, But the Image and Note fields are not mandatory.

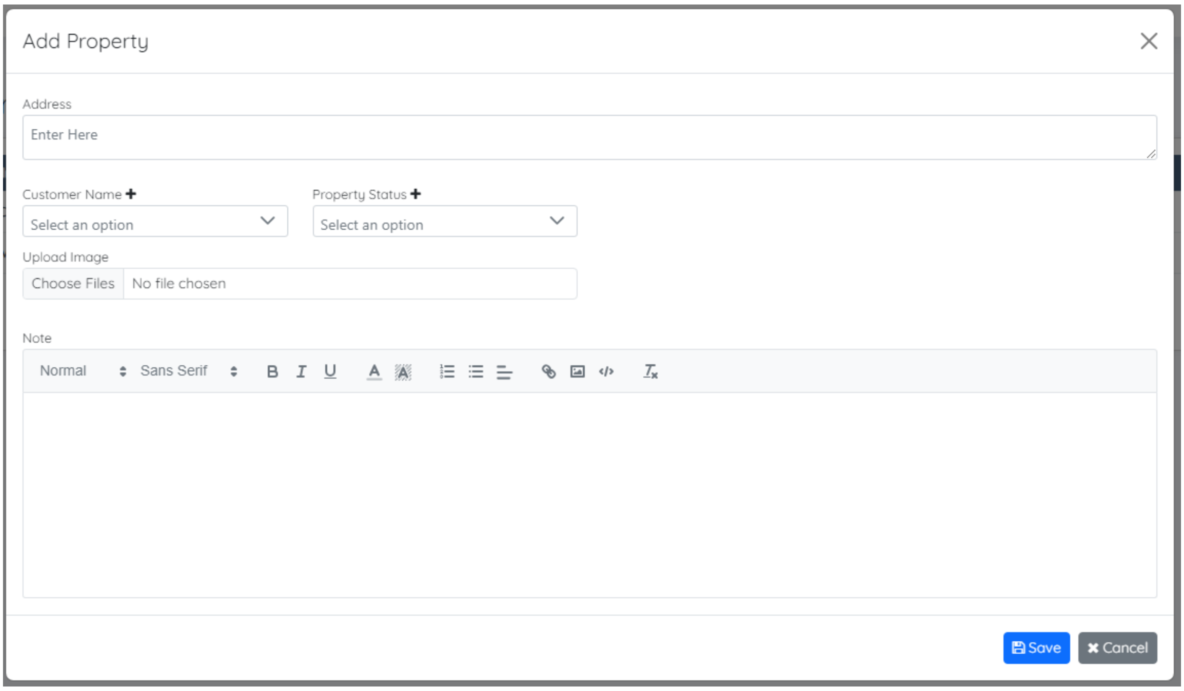


Figure 35: Add Property

If the **Customer** name is not existing in the dropdown user can add customer by clicking **plus** icon next to the customer label.

If the "**Property Status"** is not existing in the dropdown user can add status by clicking **plus** icon next to the "Property Status" label.

When the user change the Property status shows another option that can user enter details to dynamic table or input details based to selected **Property status**.

dynamic table

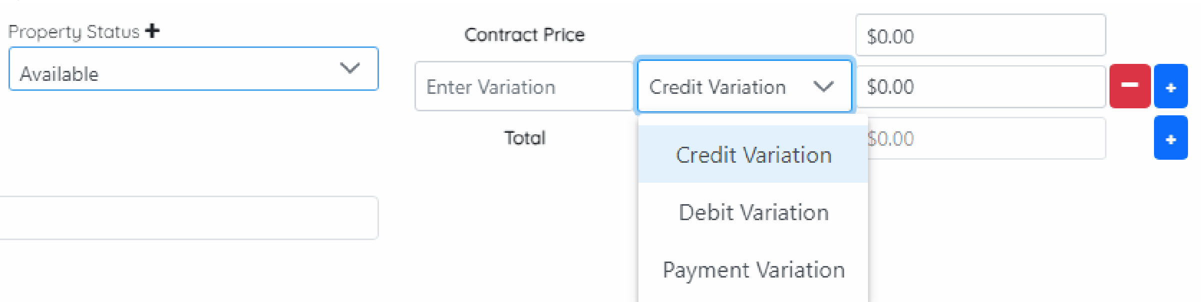


Figure 36: Dynamic Table

1. In dynamic table user must add the contract price first.
2. User can add dynamic rows for add variations by clicking **Plus** button.
3. User can remove added dynamic row by clicking **Minus** button.
4. User must select a variation type.
5. User can save property without variations.
6. Automatically calculate the total.
   Calculation –

Total = Contract price + Payment variation - (Credit variation + Debit variation)

Figure 37: Invoice Calculation

Details

Figure 38:Status details Field

User can add new Property status by clicking **plus** icon next to the property status label.

Update Property

- User must fill in all the input fields to update a property, But the Image and Note fields are not mandatory.
- User cannot change Property status and dynamic table.

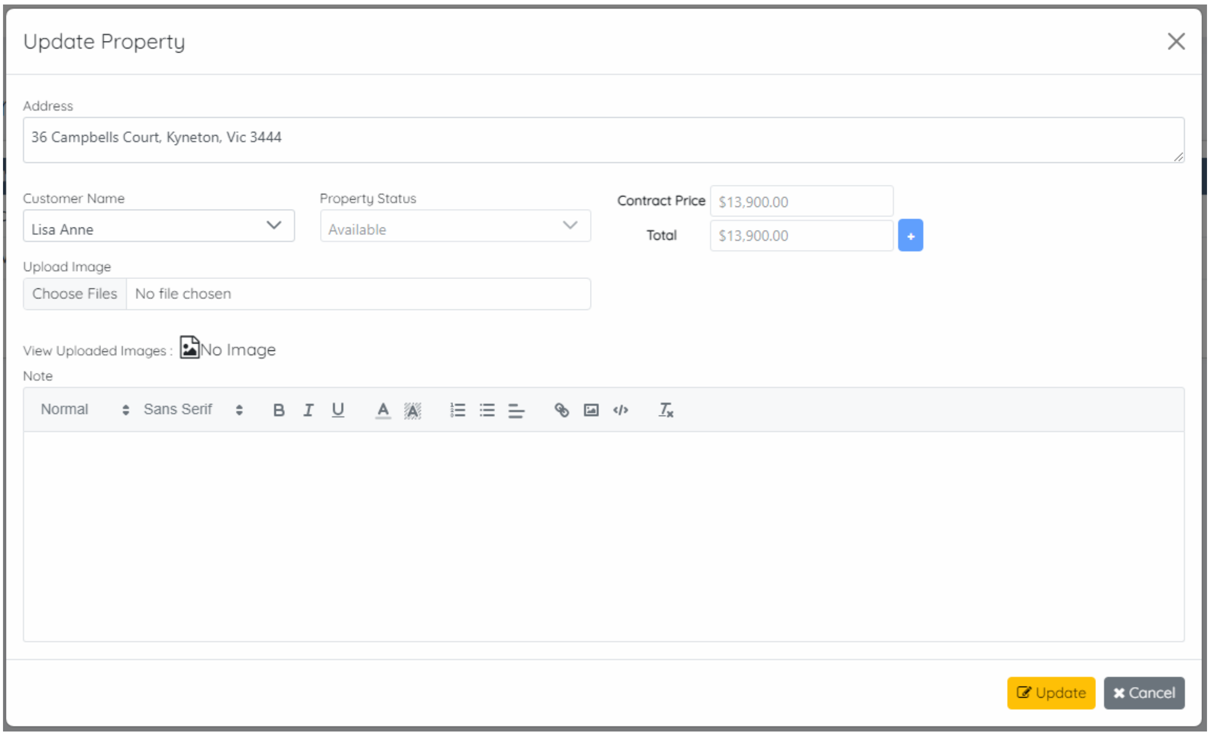


Figure 39: Update Property

View Property

User can view the property details.

Figure 40 : Property details View

Property Status Page

Main Table

User can view all property status.

- User can add new status when click the button of "**Add Property Status**".
- User can update the records by clicking the **Edit** button.
- User can delete the records by clicking the **Delete** button.

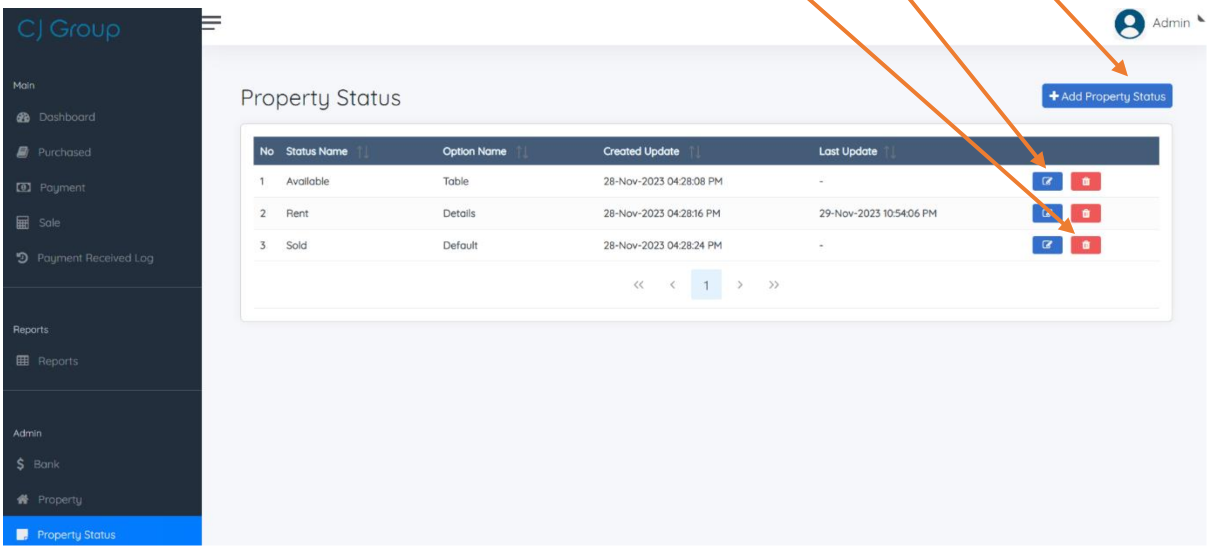


Figure 41: Property Status main table

Add Property Status

- User must fill all the inputs to save the property status.
- The **Option** dropdown allows the user to choose between setting up a dynamic table or an input field, both of which are displayed when adding a property.
- Users have the option to set a default configuration, displaying no additional input fields.

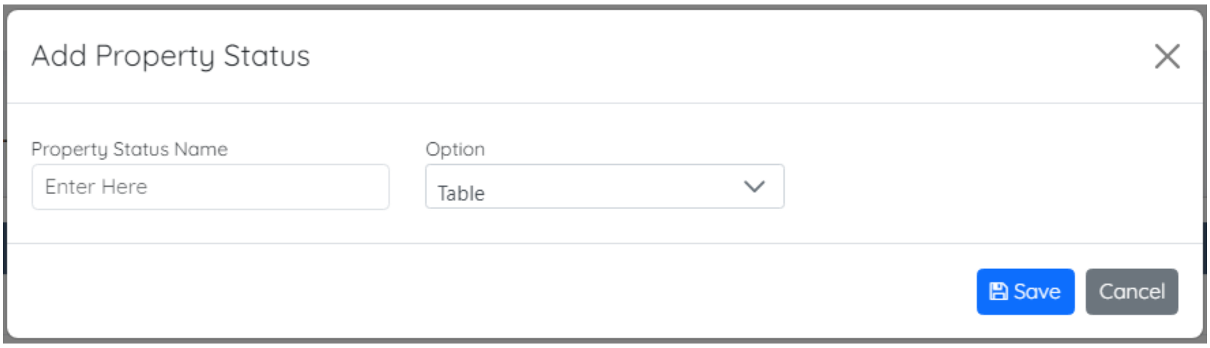


Figure 42: Add property.

Update Property Status

User must fill all the fields to update the property status.

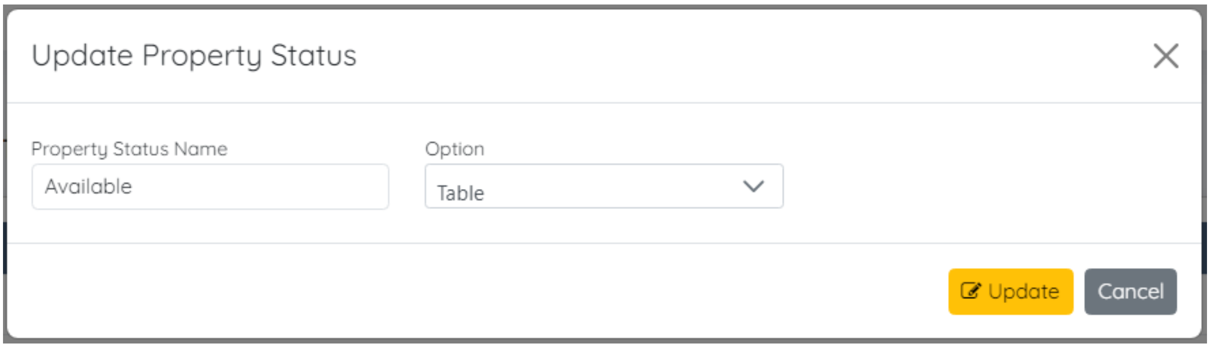


Figure 43: Update property

Company Page

Main table
This table shows the records of the Company list.

- User can add new Company when click the button of “**Add Company**”.

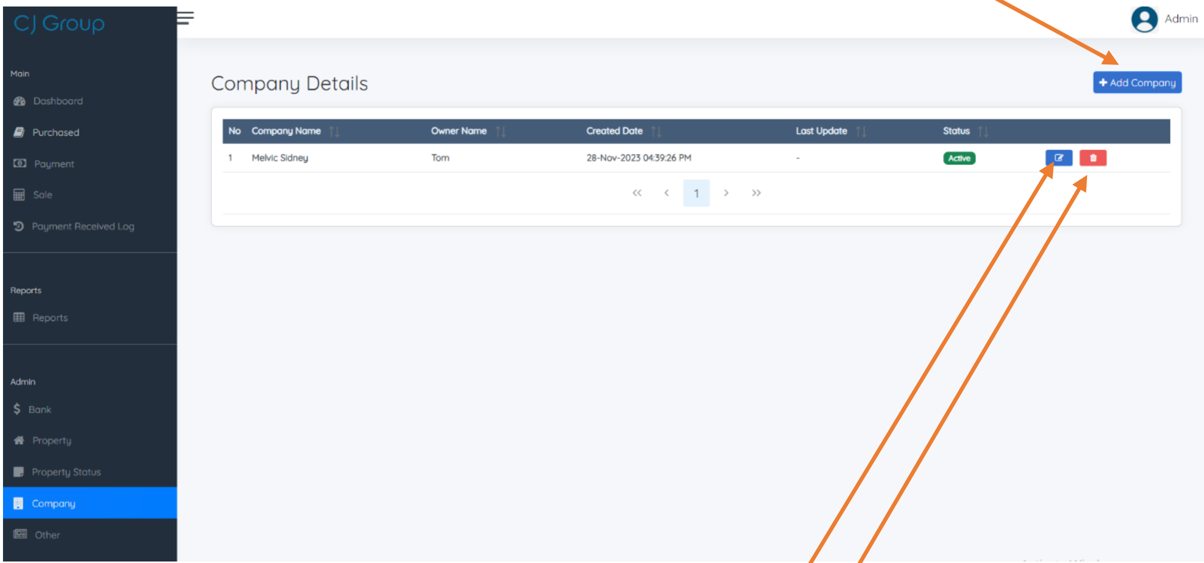


Figure 44 ; Company Main Table

- User can update the records by clicking the **edit** button.
- User can delete the record by clicking the **delete** button.

Add Company
User must fill in all the input fields to add a new company.

Figure 45 ; Add Company

Update Company

User must check all the input fields and cannot be empty for an update a company.

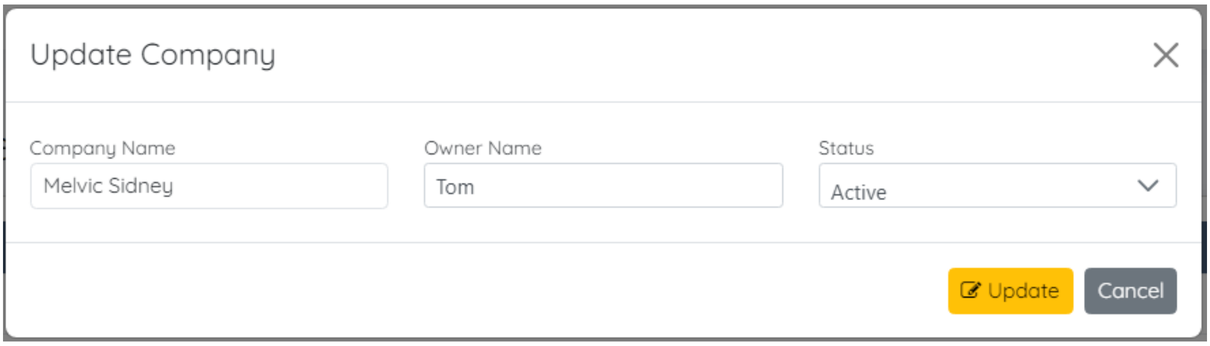


Figure 46: Update Company

Other Page

This page can manage the details of,

1. Invoice details
2. Sale types
3. Supplier
4. Customer

Users can add a new record by clicking the plus icon buttons located above each table.

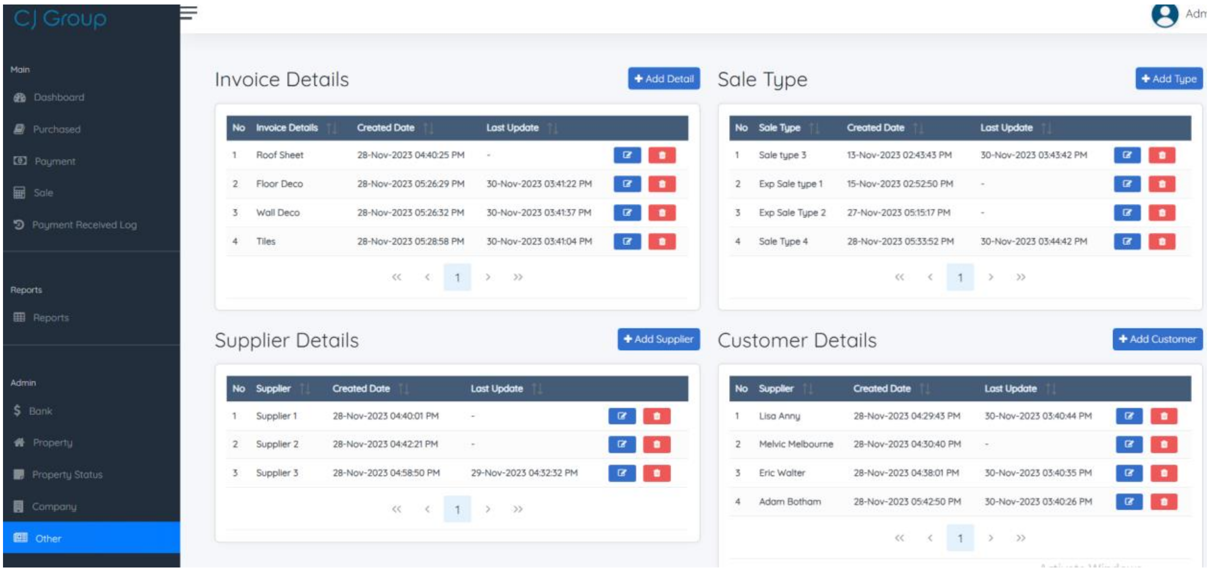


Figure 47: Invoice details, Sale Type, Supplier & Customer tables

- Users can update records by clicking the "**Edit**" icon and delete records by clicking the **"Delete"** icon.
- User cannot record that already exist in the system.

Conclusion

In closing, we express our gratitude for choosing CJ Project Admin as your real estate management solution. We encourage you to explore this guide thoroughly and welcome any feedback or questions you may have. As the software evolves, we will continuously update this guide to reflect the latest enhancements and changes.

Now, let's embark on this journey together, unlocking the full potential of CJ Project Admin to simplify and optimize your real estate administration tasks.