

#####

User Guide

#####

1ST STEP: Visit this link <https://pcr.pplonefamily.net> or if you visited the pplonefamily.net page there's a menu name PCR System.



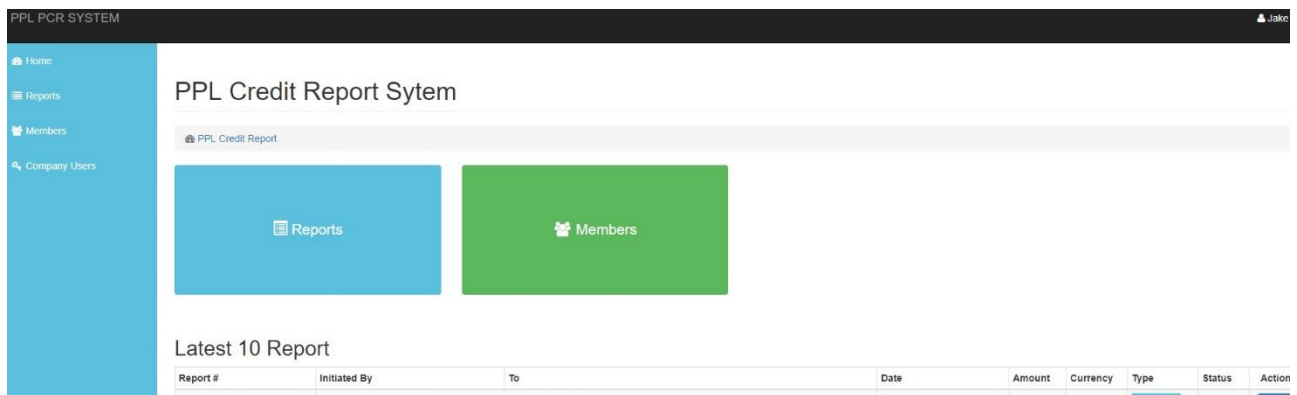
Sign In

@

Generate Token to Login

Note: there will be a login token sent by PCR system into your email, just click the link to continue login

2ND STEP: After you successfully login it will redirect into your PCR dashboard

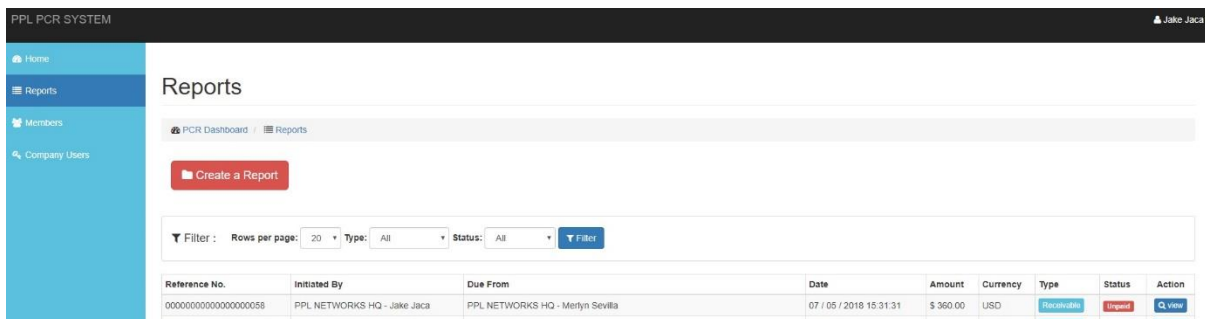


Menus:

- Home** - Dashboard
- Reports** - to view request reports
- Members** - List of PPL members in PCR
- Company User** - to Add new user manage user.

How to create report?

Click the "Create a Report" button



Report Form

PPL PCR SYSTEM

Home
Reports
Members
Company Users

Create a Report

PCR Dashboard / Reports / Create a Report

Report Form

Due From :
-- Select a Member --

Amount : 0.00
Currency : USD - United States Dollar

Invoice Date : 07/05/2018
Due Date :

Notes :
Status : Unpaid

Submit

Required Fields*:

Due Form:
Amount:
Currency:
Invoice Date:
Status:

Optional Fields:

Due Date:
Notes:

How to view or update the report?

Click the "View" button

PPL PCR SYSTEM

Home
Reports
Members
Company Users

Reports

PCR Dashboard / Reports

Create a Report

Filter: Rows per page: 20 Type: All Status: All Filter

Reference No.	Initiated By	Due From	Date	Amount	Currency	Type	Status	Action
00000000000000000058	PPL NETWORKS HQ - Jake Jaca	PPL NETWORKS HQ - Merlyn Sevilla	07 / 05 / 2018 15:31:31	\$ 360.00	USD	Receivable	Unpaid	View

To view report Details

Report Details

PPL PCR SYSTEM

Home
Reports
Members
Company Users

Report Reference No. 00000000000000000058

PCR Dashboard / Reports / Report Detail

Details

Date: 07-05-2018 15:31:31
Initiated By: PPL NETWORKS HQ - Jake Jaca
Due From: PPL NETWORKS HQ - Merlyn Sevilla
Amount: \$ 360.00 USD - (United States Dollar)
Type: Receivable
Status: Unpaid

Update

Message(s)

07-05-2018 15:32:05
Your Message Here...

Send message to confirm/clarify:

Submit

You can Update the report to Paid / Unpaid or Cancelled

You can write message in report detail

Note: All Updates for the report detail will sent a notification into your email.