



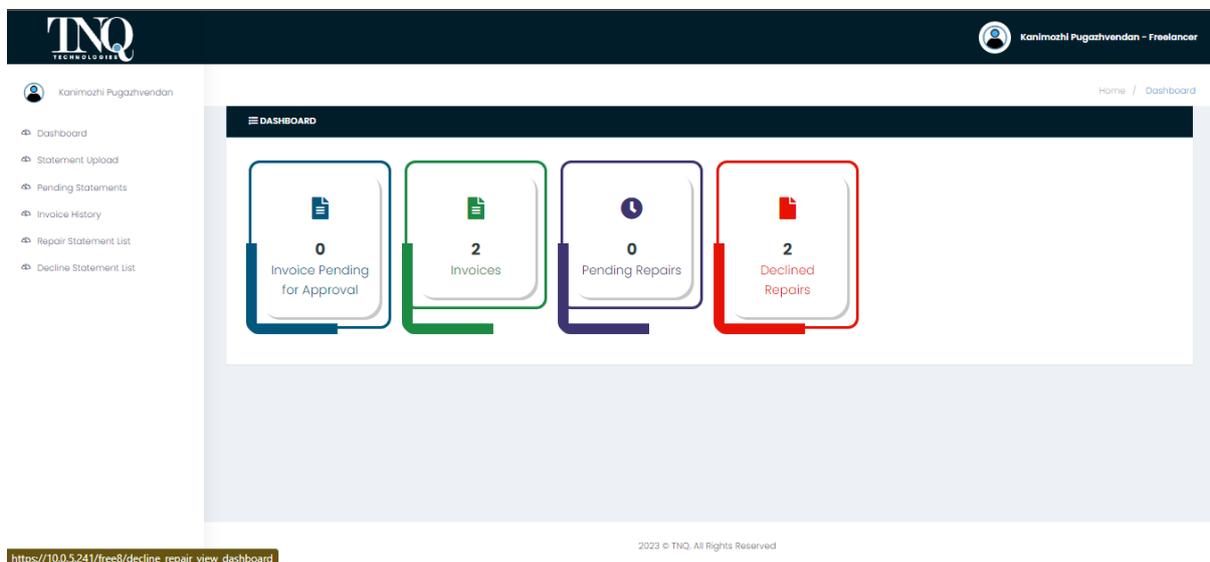
TNQ  
FL Flow  
User Guide

## **INDEX**

<b>Table of Content</b>	<b>Pages</b>
<b>Dashboard</b>	<b>3</b>
<b>Statement Upload</b>	<b>3</b>
<b>Pending Statements</b>	<b>5</b>
<b>Invoice History</b>	<b>7</b>
<b>Repair Statement List</b>	<b>8</b>
<b>Declined Statement List</b>	<b>9</b>

## Dashboard:

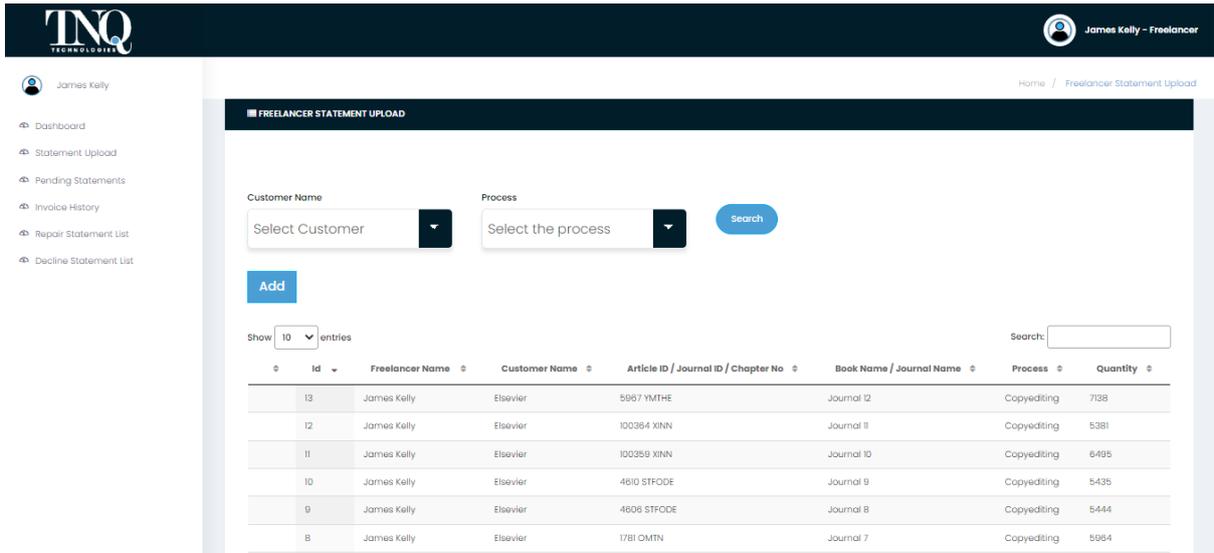
After logged in, it navigates to dashboard page which contains the entire count of Invoice Pending for Approval, Invoices, Pending Repairs and Declined Repairs. By clicking each container it will navigates to their respective pages.



(Fig 1.1: Dashboard page)

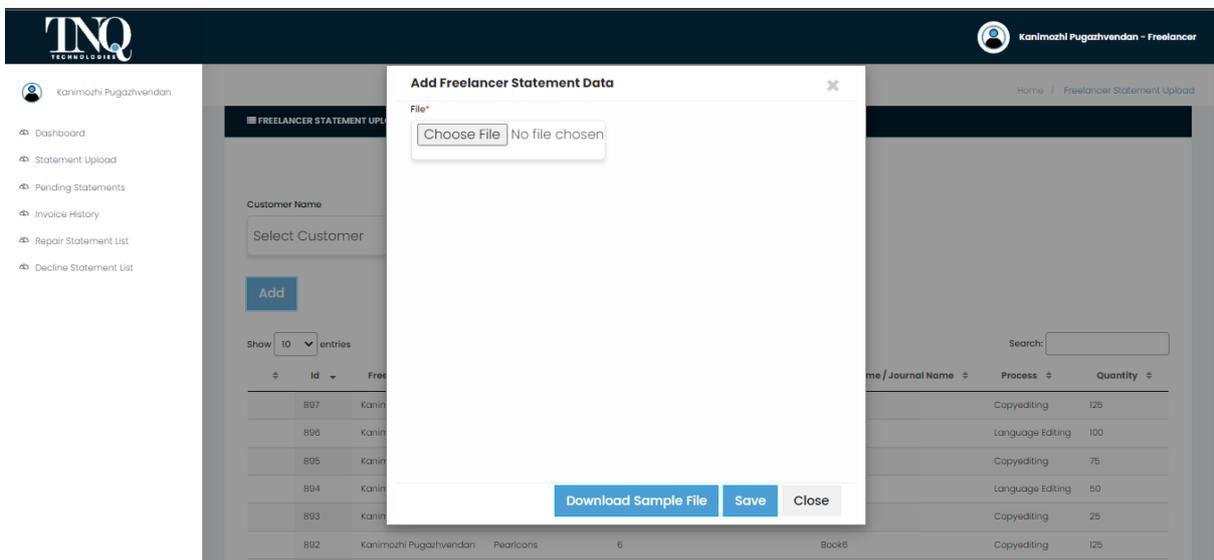
## Statement Upload:

Statement can be uploaded either by admin or freelancer. Only after uploading, statement can be generated.



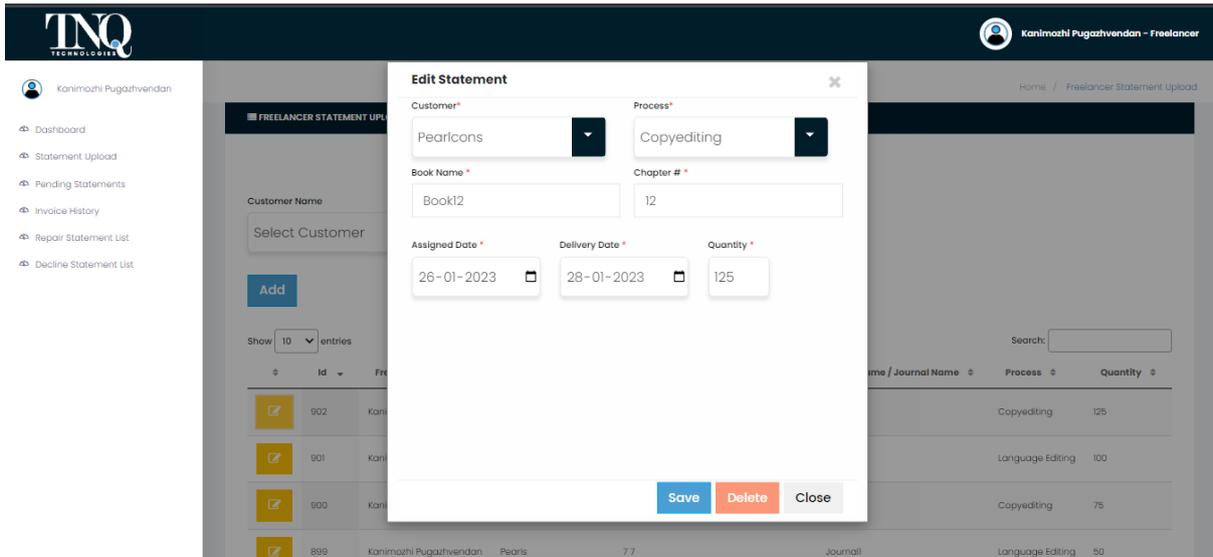
(Fig 2.1: Statement Upload List Page)

In add page, we have to download the sample document where we can select the Customer, Process, Category, UOM, Book Name, Chapter No., Journal Name, Article ID, J ID, Assigned Date, Delivery Date and Quantity. In add page, we have to upload the document.



(Fig 2.2: Statement Upload Add Page)

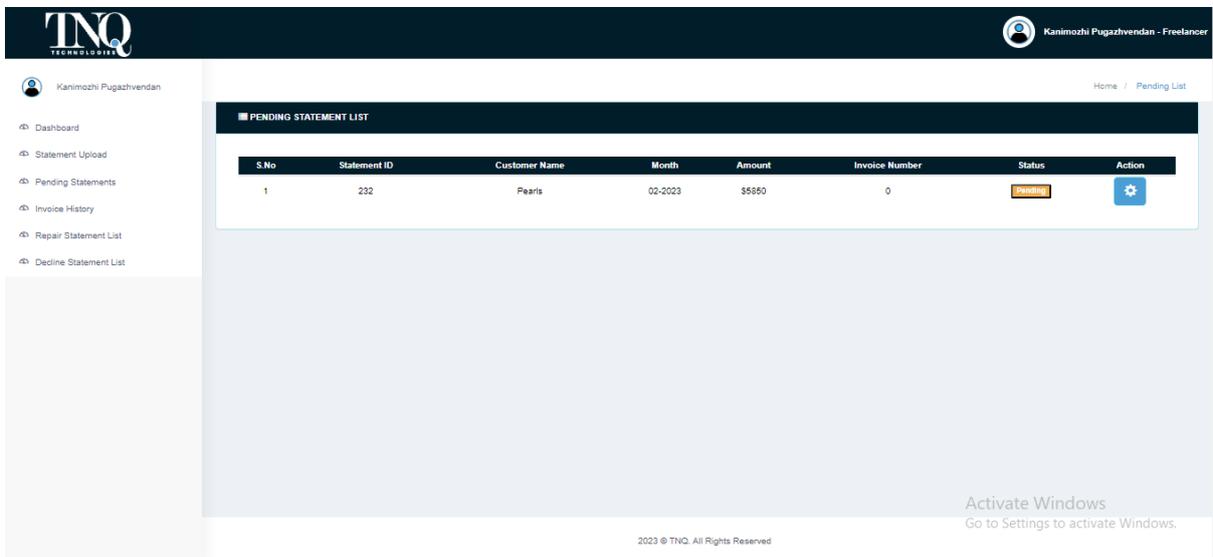
In edit page, we can update the Customer, Process, Book Name, Chapter No., Journal Name, Article ID, Chapter ID, Assigned Date, Delivery Date and Quantity. Also we can delete the statement by clicking delete button.



**(Fig 2.3: Edit page of Statement Upload)**

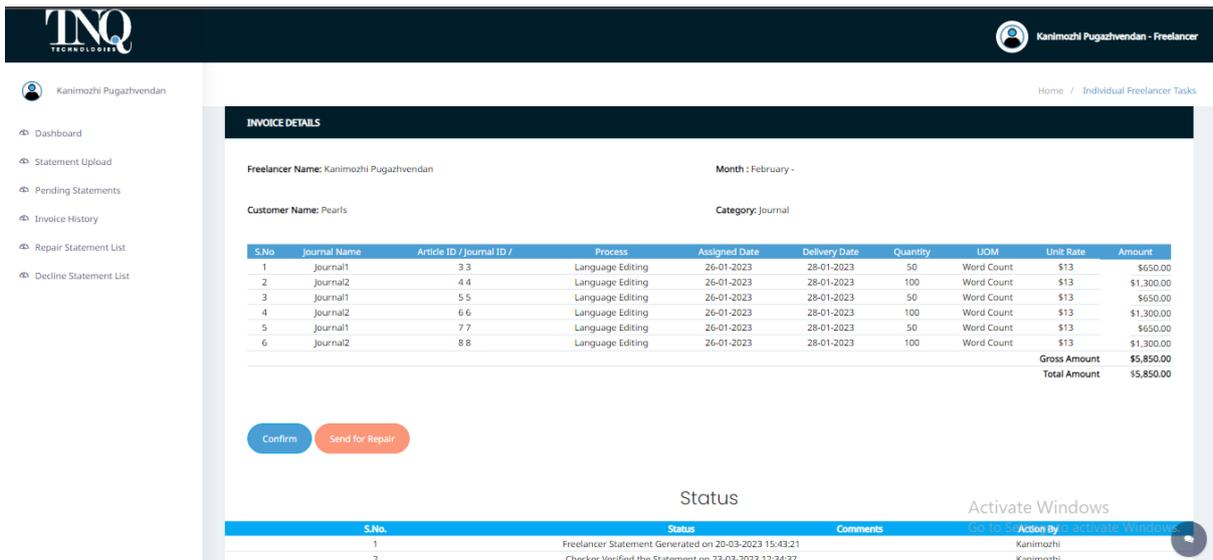
**Pending Statements:**

After generated by checker, statement will reflect in pending statement list. Freelancer can check the status of the statement by clicking the status (Pending).



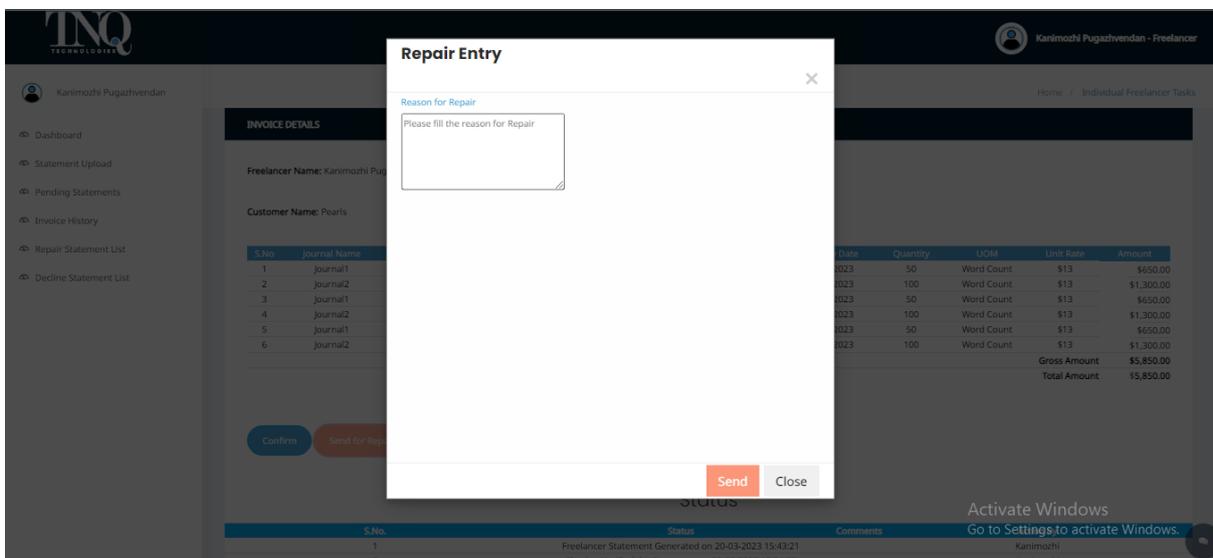
**(Fig 3.1: Pending Statement List)**

By clicking action icon in the statement, freelancer will navigate to the detail calculation of the statement. Here they can approve the statement or send repair to the checker for correction. We can also ask any queries/doubts to checker via the chat by clicking the chat icon.



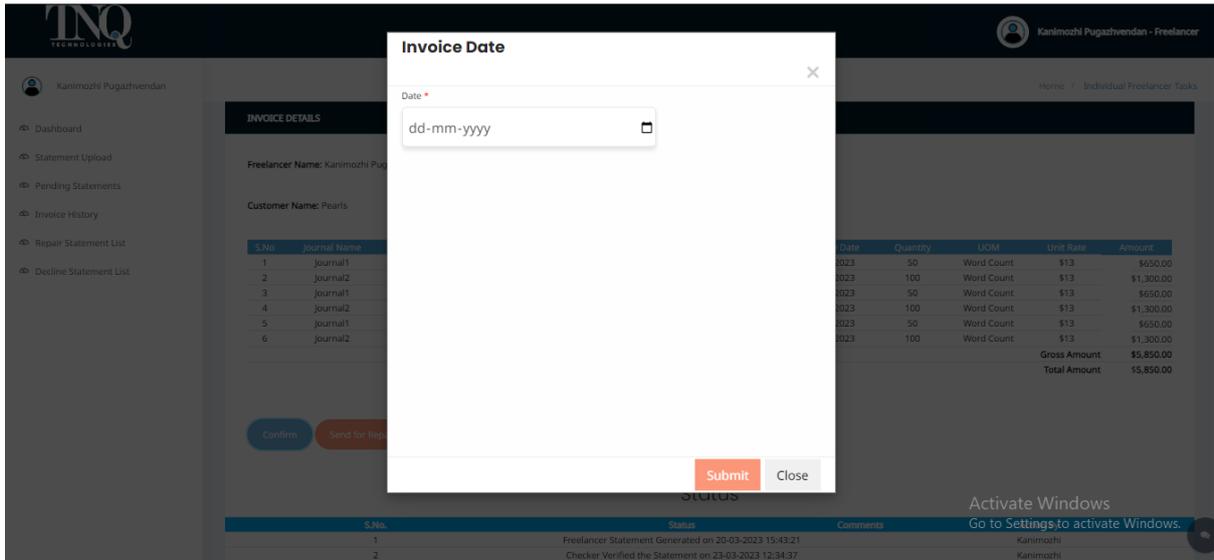
**(Fig 3.2: Pending Statement calculation page)**

If the freelancer send the statement for repair to the checker they have to enter the reason for repair. Checker will check the reason and correct the changes and send back to the freelancer which reflects in pending statements.



**(Fig 3.3: Repair Entry page in Pending Statement)**

Freelancer will approve the statement by clicking confirm button. It shows a pop up to enter the invoice date. After entering by clicking send button the statement navigates to the manager for approval.



(Fig 3.4: Invoice Date Entry in Pending Statement)

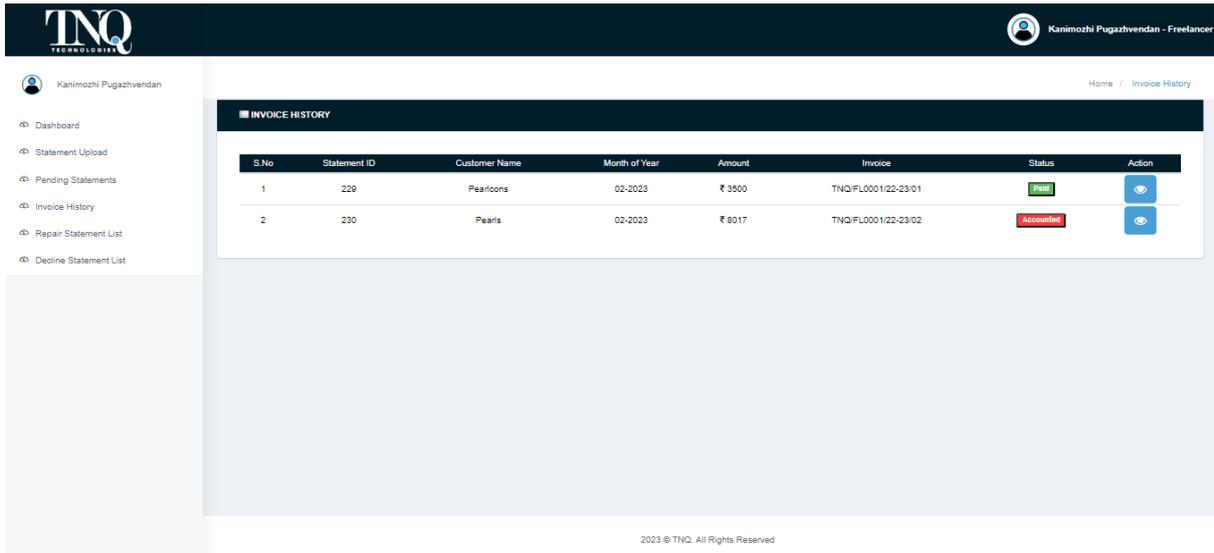
Freelancer can view the detailed status with date & time and the action done by below the statement in every pages.



(Fig 3.5: Statue of the Statement)

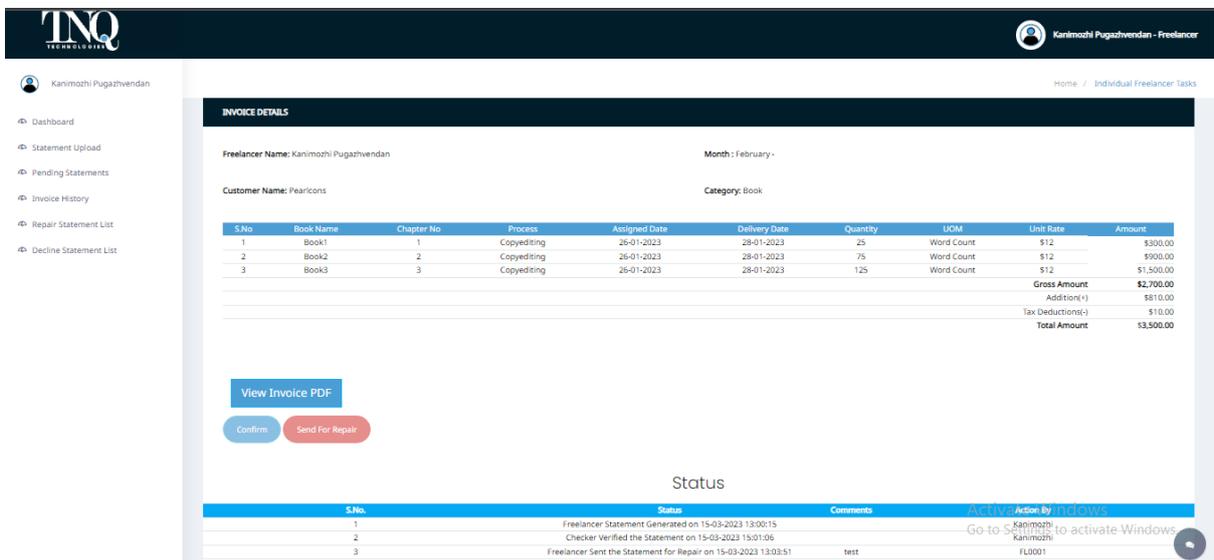
### Invoice History:

Invoice History will reflects the overall invoices done by the freelancer.



(Fig 4.1: Invoice History List Page)

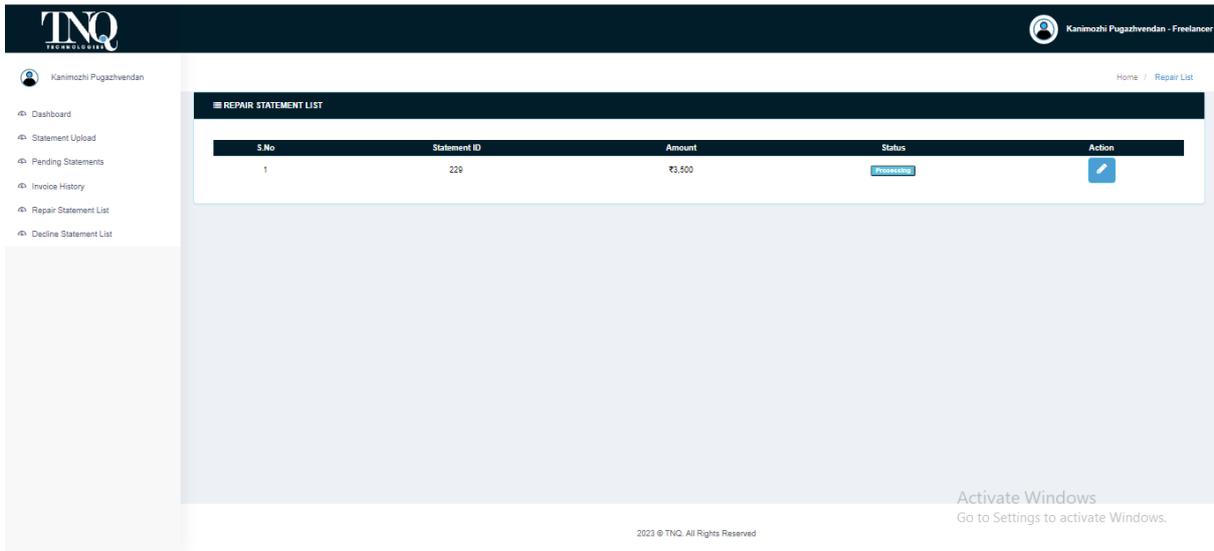
By clicking the view icon freelancer can view the statement details and the status of the statement.



(Fig 4.2: Invoice Detail Page)

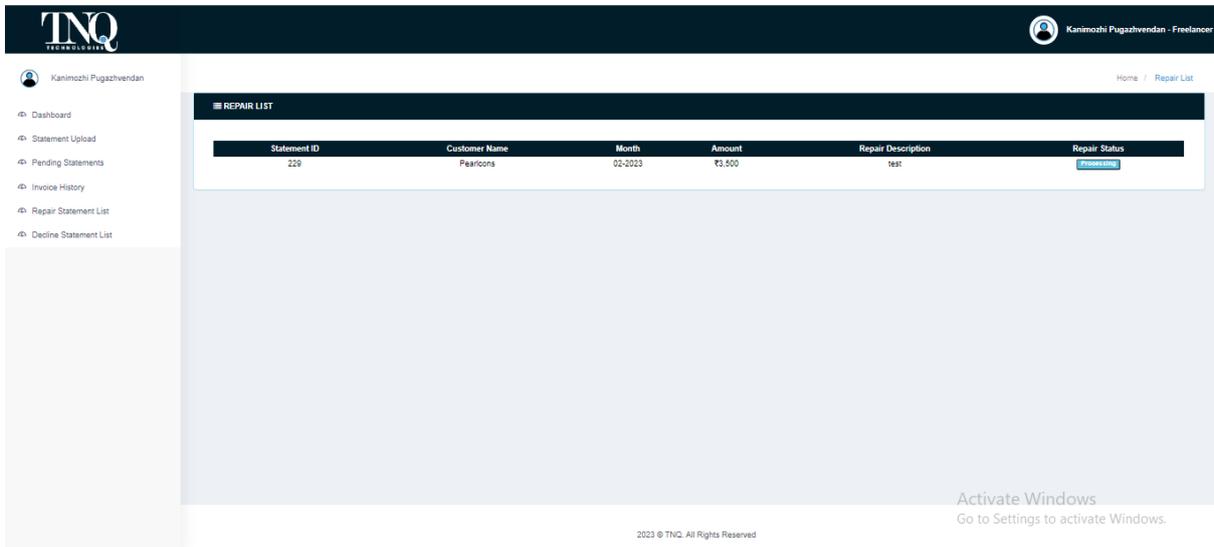
### Repair Statement:

Repair Statement page reflects the statement that has been send for repair to the checker.



**(Fig 5.1: Repair Statement List)**

By clicking edit icon, it reflects the detail description of the repair statement.



**(Fig 5.2: Repair Statement with Description)**

**Declined Statement List:**

It reflects the list of declined statements.

The screenshot displays a web application interface. At the top left is the TNQ TECHNOLOGIES logo. At the top right, the user is identified as 'Kanimozhi Pugazhvendan - Freelancer'. A breadcrumb trail shows 'Home / Decline Repair List'. A left sidebar contains navigation items: Dashboard, Statement Upload, Pending Statements, Invoice History, Repair Statement List, and Decline Statement List. The main content area features a table titled 'DECLINE STATEMENT LIST' with the following data:

S.No	Statement ID	Amount	Status
1	212	0.00	Declined
2	219	0.00	Declined

At the bottom center of the page, there is a copyright notice: '2023 © TNQ. All Rights Reserved'.

**(Fig 6.1: Declined Statement List)**