

XILNEX PORTAL MANUAL

Content

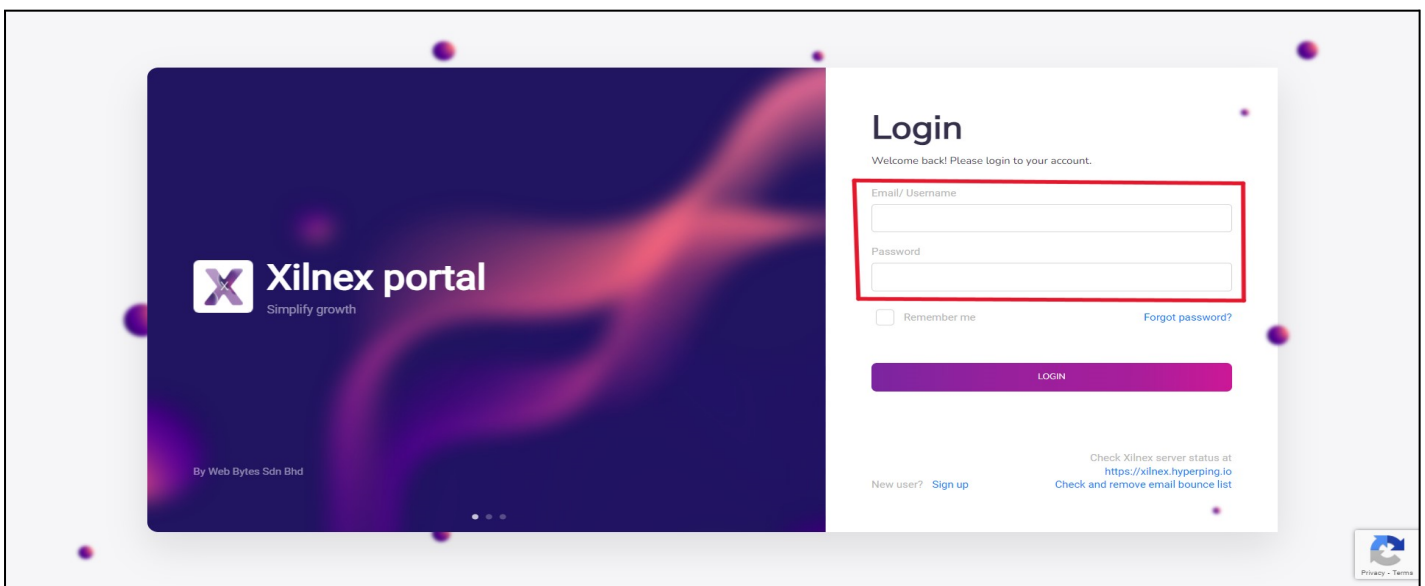
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Overview

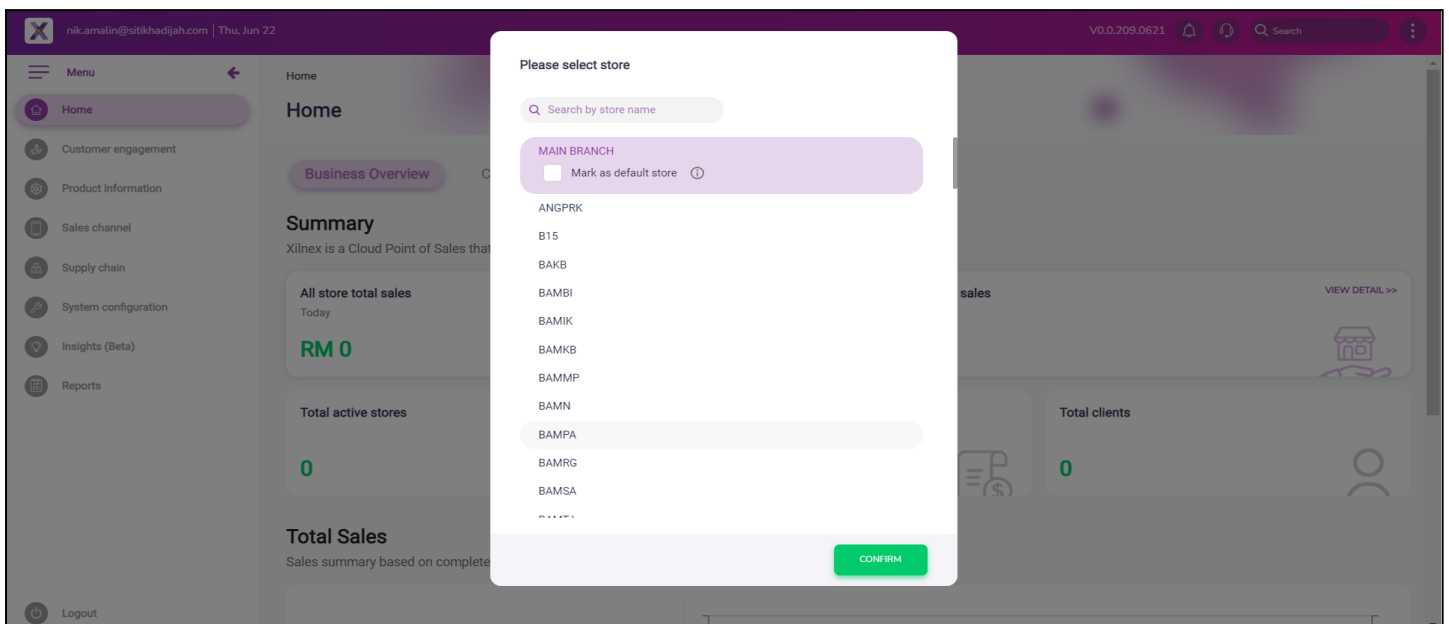
1. If there is any question/problem regarding Xilnex Portal can directly contact our support team at [IT Support Whatsapp](#).
2. Note: The interfaces of this portal may differ based on user roles.
3. Several features with the label 'Coming Soon' are still not available to access.

Login to Xilnex Portal

1. This is the link to Xilnex Portal <https://portal2.xilnex.com/Login>.
2. Email and password are required in order to login. In case of necessities, users can reset the password by click on Forgot password and fill in the email. PRVC will be sent to the email address for verification and users will receive a new password.

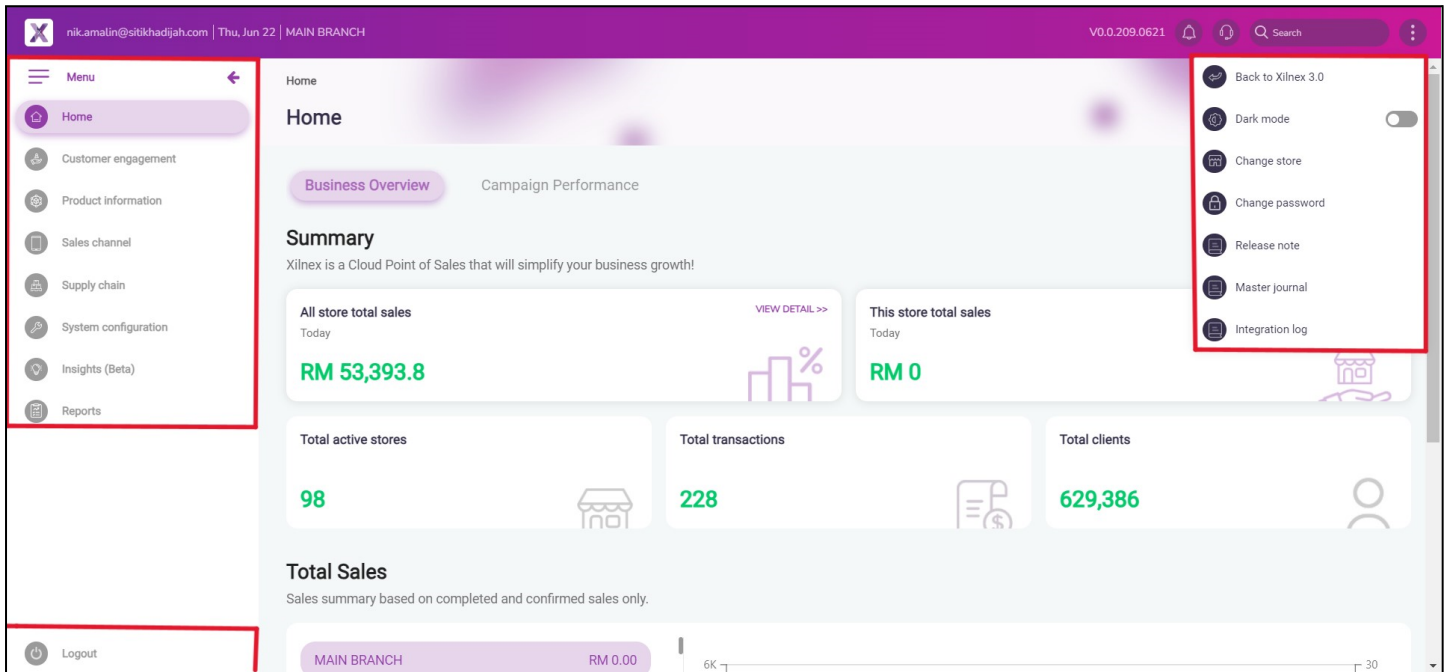


3. After successful login, users can choose a selected store to proceed. Mark the store as default by checking the box so that notification will not pop up again after relogin.



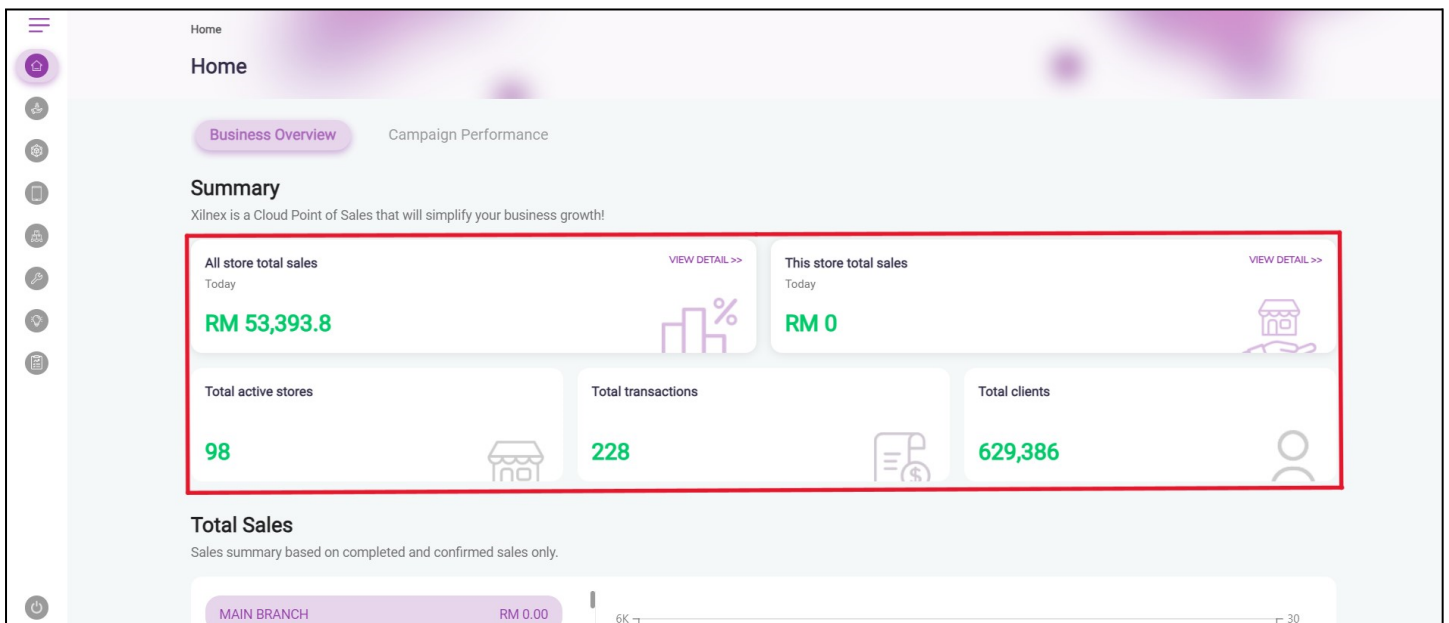
Menu

1. Sidebar menu on the left consists of different web pages while at the bottom users can find the logout button.
2. By clicking the three vertical dots on the right, users can change store and password. Dark mode feature is available in this portal.

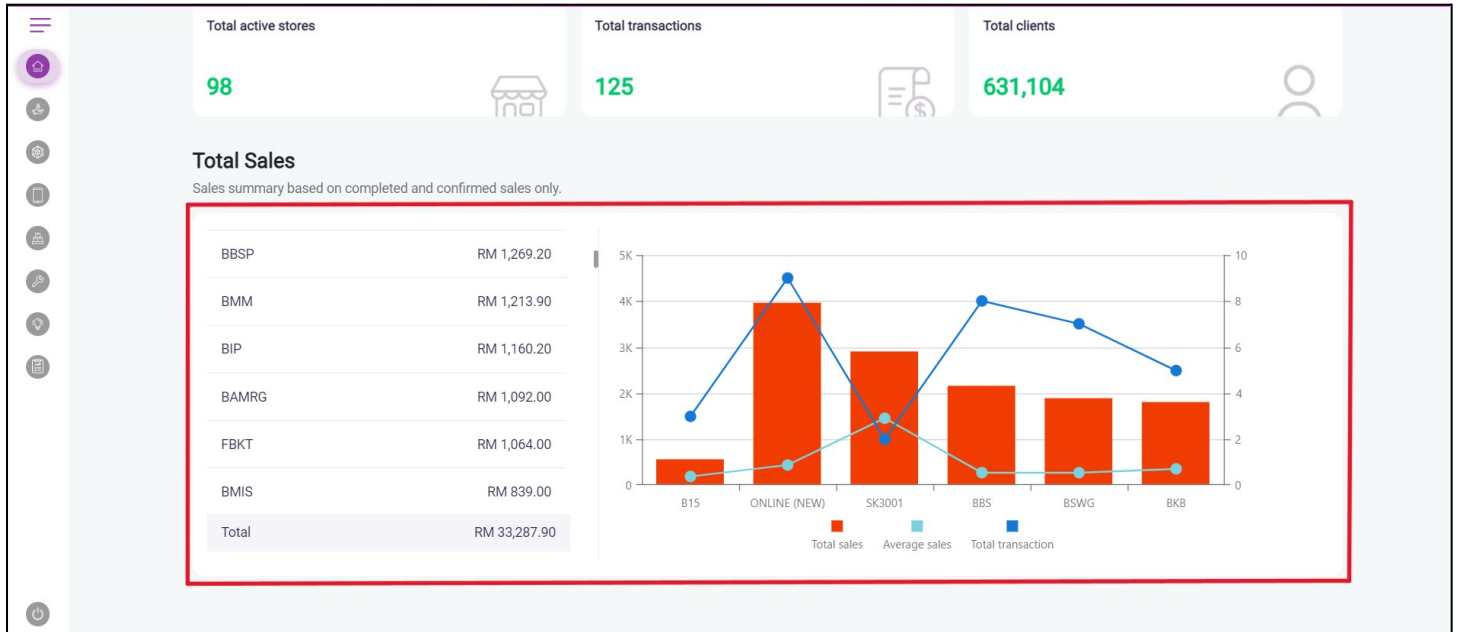


Home

1. Summary of all store total sales and current store total sales are displayed on this home page. Click on the view details link to redirect to the sales channel for more precise information.
2. Also, users can check on total active stores, total transactions and total clients information.

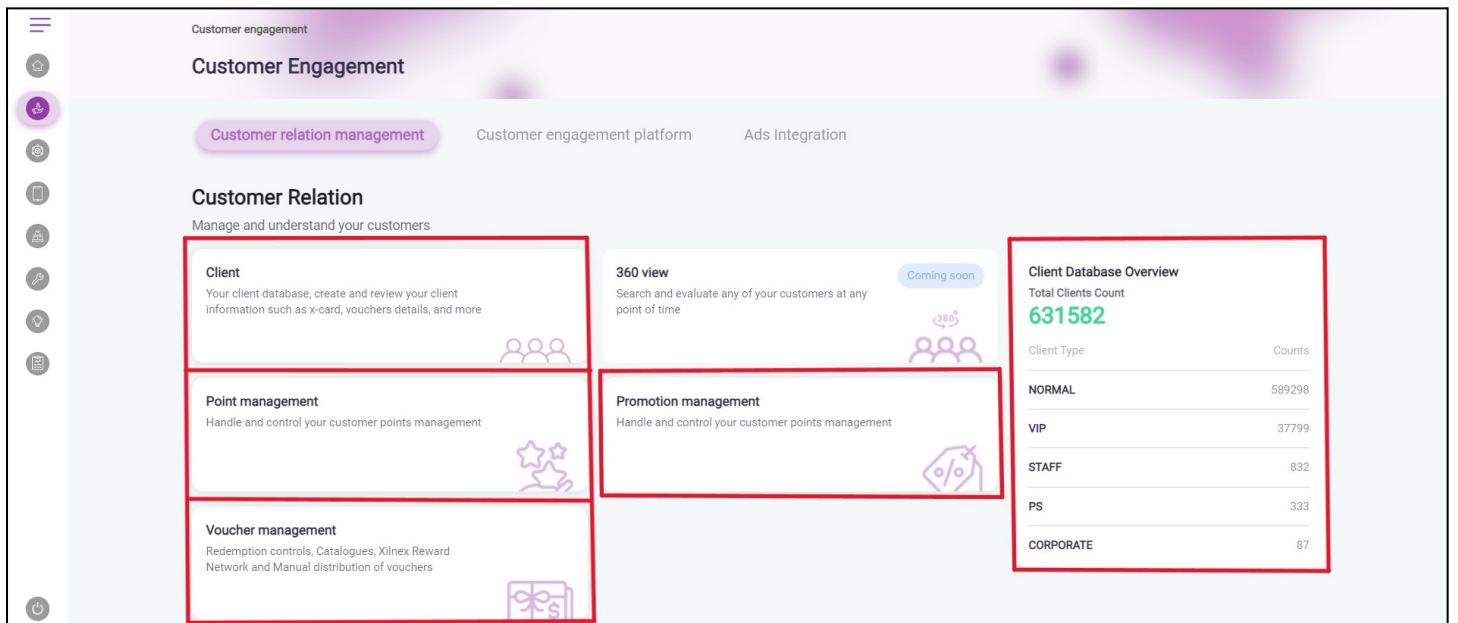


3. Data of sales summary of the day for all stores is shown and also visualised by the bar graph.



Customer Engagement

1. Users can manage customer information on this page. Client database overview shows total clients count based on client type.



i. Client


- Users can search or retrieve customer's detail based on their type of information e.g. name, email and mobile number.
- To export details of a customer's click on the more button and choose export this page.
- Click on the add button to add a new user. Fill in customer details and make sure to fill in compulsory fields before saving.

← Client

REFRESH MORE NEW

Client name ▾ Exact ▾ 🔍 Search by client name

Client code Client name Type Client group Alternate lookup Registration code Mobile Email Bill street Bill city Bill state Bill zipcode Bill country Expired Date Active



"Load full list" for client list setting has not been enable. Kindly search client name to retrieve client.

Total records: 0 Total of filtered records: 0

Customer engagement > Client > Details

← Client

NEW MORE SAVE

🔍 Search by client id, ...

Client information

Additional information

Addresses

Sales information I

Sales information II

Custom fields

Xilinx connect

xCard

Voucher

Stamp

Client information

Client code *

Client name *

Client category

Title

Email

Type

Alternate lookup

Group


Registration code

Gender

Identity card number

Nationality

Client info


Upload image
100 x 100 px

Client code
-

Client name
-

ID
-

Created at
-

External Reference ID
-

ii. Point Management

- View report of point summary, adjustment and expiration.
- Manage and adjust current/lifetime point settings.

The screenshot shows the 'Point Management' dashboard. At the top, there is a back arrow and the title 'Point Management'. Below this is an 'Overview' section with the subtitle 'Have a glance on your overall points and export the documents'. A card titled 'Point management dashboard' is present, with a 'Coming soon' badge and the text 'View top point spending client and collecting clients with most frequent transaction'. The 'Reports' section, subtitled 'Summary and reports', contains three cards: 'Point summary', 'Adjustment report', and 'Expiration report', each with a 'Beta' badge. The 'Setting & Adjustment' section, subtitled 'Manage and adjust point setting', contains two cards: 'Point factor' and 'Point adjustment', with the latter having a 'Beta' badge.

iii. Voucher Management

- Users can view the list of redemptions or search by redemption code to view certain coupons/vouchers.
- Create a new voucher/coupon by clicking on the add button. Fill in the compulsory fields e.g type, name, code, group and date.

The screenshot shows the 'Redemption' page. At the top, there is a breadcrumb trail: 'Customer engagement > Voucher management > Redemption'. The page title is 'Redemption'. In the top right corner, there are two buttons: 'REFRESH' and 'NEW', both highlighted with a red box. Below the title is a search bar with the placeholder text 'Search by redemption code'. The main content is a table with the following columns: 'Redemption code', 'Redemption name', 'Redemption type', 'Active date', 'Inactive date', and 'More'. The table contains 10 rows of data. At the bottom of the table, there is a pagination control showing '10' selected, with options for 25, 50, and 100. The page number '1' is highlighted, with options for 2, 3, 4, 5, and a '...' followed by '31'. At the very bottom, there is a summary: 'Total records: 305 Total of filtered records: 10'.

Redemption code	Redemption name	Redemption type	Active date	Inactive date	More
20SKTUJ	Voucher RM200 Astro Radio Sinar - Segment Kawan Tanya Ustaz Jawab	Payment (In exchange of cash)	24/06/2020	31/05/2021	...
361T7X	361T7X FB/IG Live VOUCHER RM50	Payment (In exchange of cash)	22/04/2020	30/04/2020	...
470001	TRADE-IN SK	Payment (In exchange of cash)	01/01/2000	31/12/2999	...
470002	TRADE-IN NON-SK	Payment (In exchange of cash)	01/01/2000	31/03/2020	...
470017	CLEARANCE 60%	On sales (Discount)	02/12/2019	31/12/2020	...
470018	CLEARANCE 50%	On sales (Discount)	02/12/2019	31/12/2020	...
470019	CLEARANCE 25%	On sales (Discount)	02/12/2019	31/12/2020	...
470020	CLEARANCE KIDS HANA - RM40	On sales (Discount)	02/12/2019	31/12/2020	...
6YBKB10	6 YEARS BKB ANNIVERSARY 25 MAR 2021	Payment (In exchange of cash)	25/03/2021	25/03/2021	...
ALAMANDAFS20	ALAMANDA 1-year FREE Shopping	Payment (In exchange of cash)	29/10/2021	21/12/2021	...

Customer engagement > Promotion management

Create new redemption

Redemption information

Redemption type *

Redemption code *

Redemption name *

Group *

Point to deduct

Cash value *

Maximum redemption per transaction

Set prefix and length for voucher

Default prefix for voucher

Default length for voucher

Sample: JD 0000000001

DISMISS SAVE

iv. Promotion Management

- View promotion settings by promotions or rules. Double click on selected promotion/rules to view campaign information.
- Click the add button to add a new promotion/campaign. Fill in compulsory fields in Step 1 and make sure to add at least one rule in Step 2 before save.

Customer engagement > Promotion management

Promotion Management

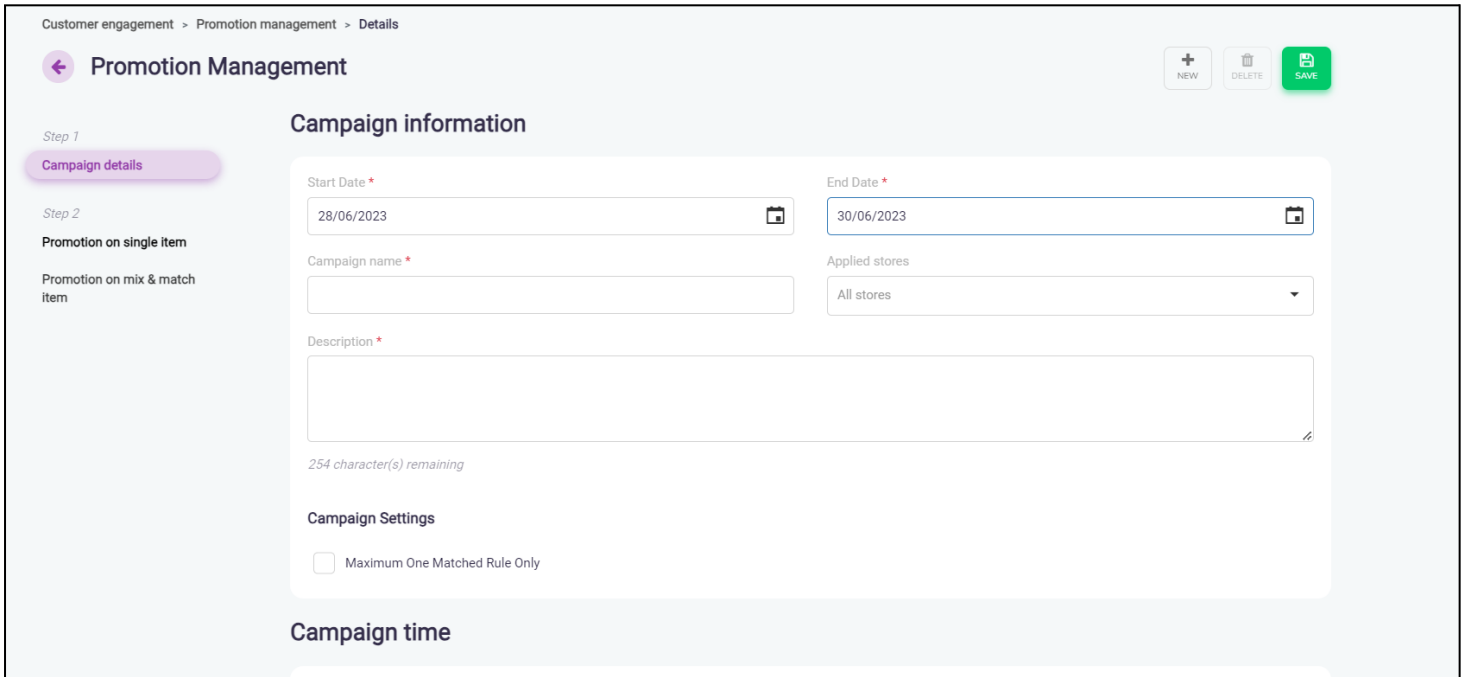
View by promotions View by rules

Search by promotions Search by rule item

Promotions	Start Date	End Date	Applied stores	More
WEEKEND DEALS OCT 2022	14/10/2022	23/10/2022	TESTING OUTLET	...
070120 DISKAUN SRIKANDI COLLEGE STUDENT	29/01/2020	31/12/2030	B15, BAKB, BAMBI, BAMKB, BAMMP, BAMN, BAMRG, BAMSA, Bamtj, BamtP, BAP, BBP, B...	...
1001221 - NEW YEAR SALES	29/12/2021	03/01/2022	B15, BAKB, BAMBI, BAMIK, BAMKB, BAMMP, BAMN, BAMRG, BAMSA, Bamtj, BamtP, BA...	...
1021221 - SK X TERTIB PUBLISHING	15/12/2021	30/11/2022	B15, BAKB, BAMBI, BAMIK, BAMKB, BAMMP, BAMN, BAMRG, BAMSA, Bamtj, BamtP, BA...	...
1030222 - GIFT PACKAGE FEBRUARY	07/02/2022	28/02/2022	B15, BAKB, BAMBI, BAMIK, BAMKB, BAMMP, BAMN, BAMRG, BAMSA, Bamtj, BamtP, BA...	...
1040422 - Weekend Special	02/04/2022	04/04/2022	B15, BAKB, BAMBI, BAMIK, BAMKB, BAMMP, BAMN, BAMRG, BAMSA, Bamtj, BamtP, BA...	...
1050422 - WEEKEND SPECIAL	07/04/2022	10/04/2022	B15, BAKB, BAMBI, BAMIK, BAMKB, BAMMP, BAMN, BAMRG, BAMSA, Bamtj, BamtP, BA...	...
1060422 - SERIKAN LEBARAN	08/04/2022	30/04/2022	B15, BAMBI, BAMIK, BAMKB, BAMMP, BAMN, BAMRG, BAMSA, Bamtj, BamtP, BAP, BBP,
1060422 - SERIKAN LEBARAN - ADDITIONAL HEGIRA	21/04/2022	09/05/2022	B15, BAKB, BAMBI, BAMIK, BAMKB, BAMMP, BAMN, BAMRG, BAMSA, Bamtj, BamtP, BA...	...

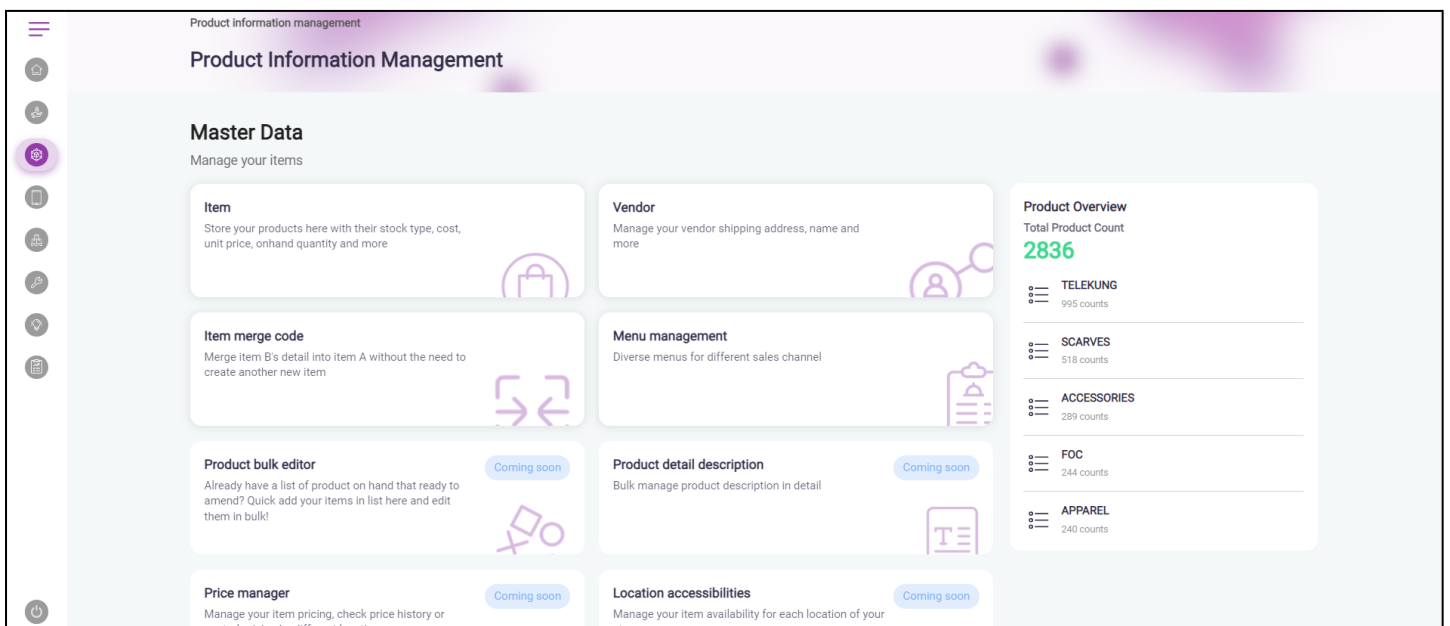
10 25 50 100 1 2 3 4 5 ... 27

Total records: 261 Total of filtered records: 10



Product Information

1. The master data consists of items and vendor information.
2. Store and manage products by item details, unit price, cost and more. Product overview shows the total of products by each category.
3. Users can view product details based on selected store and stock type. Double click on selected product for more details.



Product information management > Item

Item

Item name Search by item name Store: All Stock type: All items

<input type="checkbox"/>	Item name	Item code	Sale Price	Stock type	Category	Model	Brand	Department	Available quantity	Onhand quantity
<input type="checkbox"/>	3D ADJUSTABLE HEAD LOOP FACE MASK	380102	RM 58.00	Matrix	ACCESSORIES	N/A	SITI KHADIJAH	NON REJECT	744.00	735.00
<input type="checkbox"/>	5 IN 1 TRAVEL ORGANISER SET	380105003F	RM 0.00	Normal	FOC	N/A	SITI KHADIJAH	NON REJECT	238.00	216.00
<input type="checkbox"/>	60ML SPRAY BOTTLE	430101001F	RM 0.00	Normal	FOC	N/A	SITI KHADIJAH	NON REJECT	0.00	0.00
<input type="checkbox"/>	AARA KURUNG MODEN	370101	RM 198.00	Matrix	APPAREL	N/A	SITI KHADIJAH	NON REJECT	165.00	160.00
<input type="checkbox"/>	ABSTRACT CALLIGRAPHY SQUARE VOILE	370084	RM 88.00	Matrix	SCARVES	N/A	SITI KHADIJAH	NON REJECT	163.00	170.00
<input type="checkbox"/>	ABSTRACT DIAGONAL PRINT SHIRT	370044	RM 209.00	Matrix	APPAREL	N/A	SITI KHADIJAH	NON REJECT	2.00	2.00
<input type="checkbox"/>	ADAM HPMC OK	8310	RM 140.00	Matrix	APPAREL	N/A	SITI KHADIJAH	NON REJECT	38.00	36.00
<input type="checkbox"/>	ADAM TBU	8311	RM 112.00	Matrix	APPAREL	N/A	SITI KHADIJAH	NON REJECT	-10.00	-15.00
<input type="checkbox"/>	ADAM TBV	8313	RM 112.00	Matrix	APPAREL	N/A	SITI KHADIJAH	NON REJECT	1.00	-3.00
<input type="checkbox"/>	ADEENA RUBBER	370148	RM 229.00	Matrix	BAG & SHOES	N/A	IJMAL	NON REJECT	0.00	0.00

10 25 50 100 1 2 3 4 5 ... 284

Total records: 2836 Total of filtered records: 10

Sales Channel

1. Sales channel includes daily sales transactions of the store, sales return, sales order, quotation, collection list and also payment profile.
2. View sales by invoice or item. Filter details or fill in the search bar to find a specific sale of the day.

Sales channel

Sales Channel

Channel **Sales** Sales return Sales order Quotation Collection Safe box Payment profile

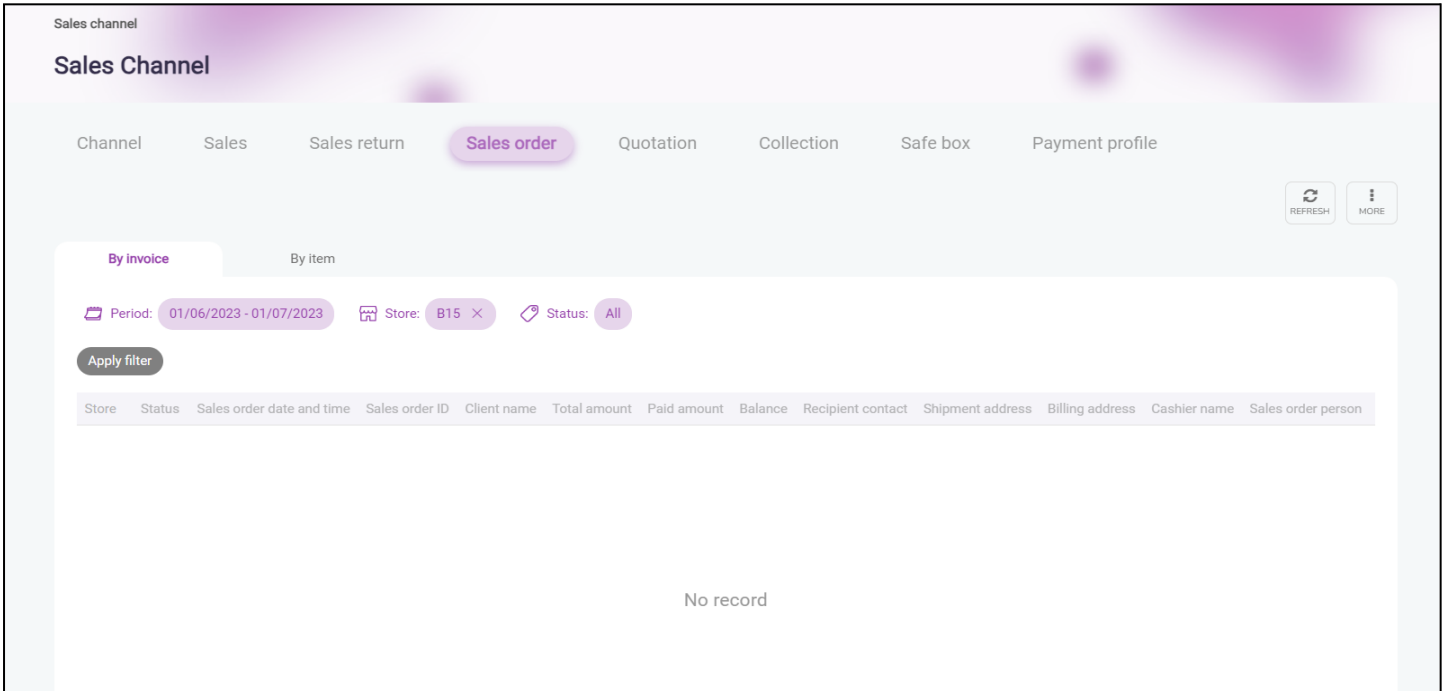
Total sales order
Today | logged in store **RM 0.00**

By invoice By item

Sales no Search by sales no Period: 27/06/2023 Store: BKLEM Status: All Order source: All

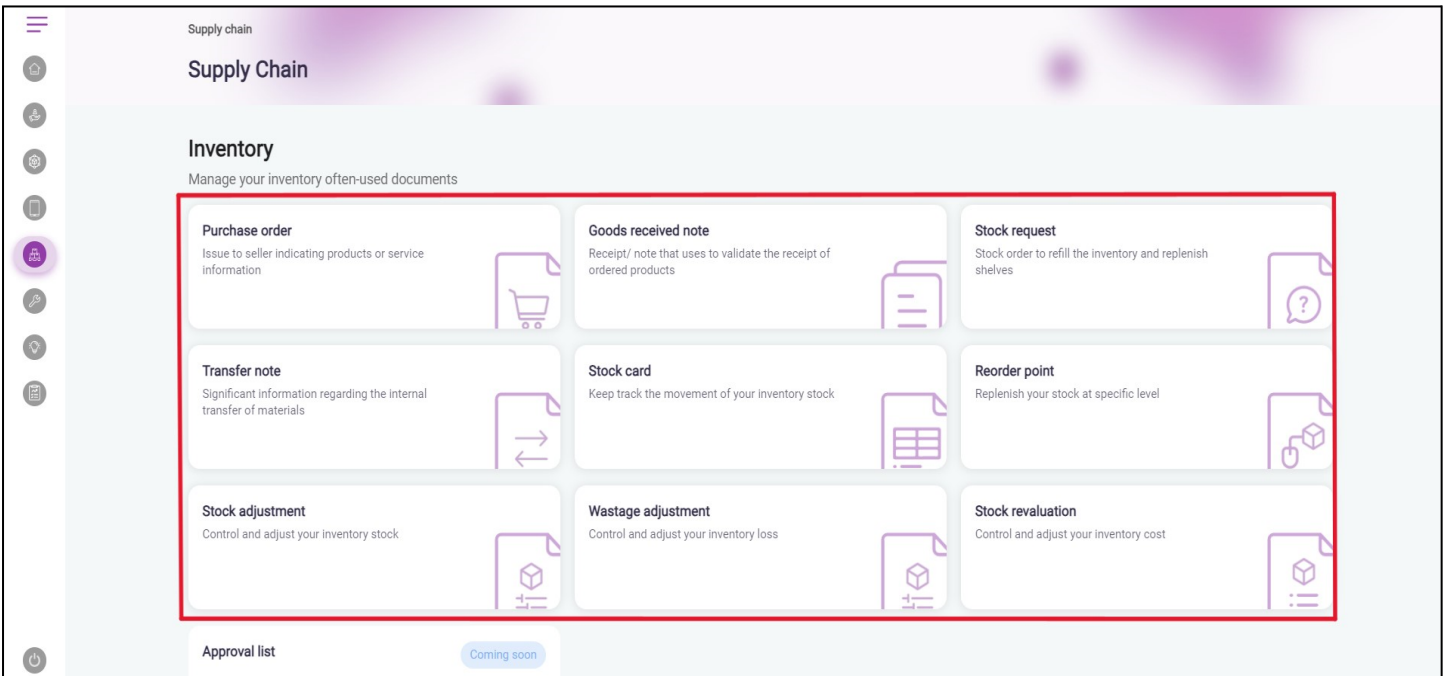
Apply filter

Store	Status	Sales date and time	Business date	Site ID	Sales type	Order source	Sales no	Client name	Cashier	Total quantity	Grand total	Cost	Profit	Rounding	Discount percent
No record															



Supply Chain

1. Inventory functions that allow users to create or manage purchase orders (PO), goods received note (GRN), transfer note (TN) and stock related.



i. Purchase Order

- View PO list, PO list by item and pending approval. Search PO by PO ID.
- Create or issue PO by clicking on the add button. Choose a vendor and fill in compulsory fields e.g. ref PO no, date.
- Search or scan items to add/purchase with the quantity. After that click on confirm and save button.

Supply chain > Purchase order

Purchase Order

REFRESH MORE NEW

Purchase order list Purchase order list by i... Pending approval

PO ID Search by po id Period: 01/06/2023 - 01/07/2023 Status: All Store: B15 X

Apply filter

Purchase ID	Purchase by	Purchase date	Last receive date	Last receive by	Status	Approval status	Purchase quantity	Vendor sales	ETA	Remarks	Issue from	Deliver to	Exchange ra
No record													

10 25 50 100 1

Supply chain > Purchase order > Details

Purchase Order

NEW PRINT SAVE CONFIRM

Search by PO ID

Information

Purchase order item

Related GRN

Status New

General

Vendor

Reference PO no

Terms (days)

Expected arrival date

Expiry date

Issue date

Deliver to *

Issue from *

Vendor sales order

Department

Last received no

Purchase order details

PO ID -

Vendor code -

Issued by nik.amalin@sitikhadjah.com

Summary

Sub total RM 0.00

Service charges

Discount %

Total

ii. Good Received Note

- View list of GRN that has been made. Fill in the search bar by GRN ID or filter by date, status or store to find specific GRN.

Supply chain > Goods received note

Goods Received Note

REFRESH MORE NEW

GRN ID Search by grn id

Period: 01/07/2023 Status: All Store: B15 Clear filter

Apply filter

Receive	Date	Receive status	Receive by	Vendor	Total tax amount	Total cost (exc tax)	Total cost	Adjusted total tax	Adjusted total cost	Transfer / PO	Branch	Receive type	Remarks	DO no
No record														

10 25 50 100 1

iii. Transfer Note

- View transfer note list or transfer note list by item.
- Create a new transfer note, fill in compulsory fields before clicking on confirm and save button.

Supply chain > Transfer note

Transfer Note

REFRESH MORE NEW

Transfer note list Transfer note list by ite...

Period: 01/07/2023 Actions: Transfer to Store: B15 Status: All Clear filter

Apply filter

Transfer ID	Transfer to	Transfer from	Transfer by	Transfer date	Last receive by	Last receive date	Status	Bill status	Transfer type	Total quantity	Total price	Sales no	Last upd
No record													

10 25 50 100 1

iv. Stock Card

- Keep track of inventory product stock. Fill in item code to search and view stock cards.

The screenshot shows the 'Stock Card' interface. At the top left, there is a back arrow and the title 'Stock Card'. On the top right, there are 'REFRESH' and 'MORE' buttons. Below the title, there is a search bar containing '300080'. To the right of the search bar, there are filters for 'Period: 01/06/2023 - 01/07/2023' and 'Store: B15', along with a 'Clear filter' button. Below the filters, the item details are displayed: 'Item code: 300080', 'Item name: SIGNATURE WARDAH', 'Current total onhand quantity: 0', and 'Current total available quantity: 0'. A table header is visible with columns: 'Date and time', 'Stock in', 'Stock out', 'Onhand stock in', 'Onhand stock out', 'Journal ID', 'Action', 'Performed remarks', 'Matrix barcode', 'Matrix X', 'Matrix Y', 'Accumulated', and 'Average cost'. The table content is empty, displaying 'No record'. At the bottom left, there are pagination controls with '10', '25', '50', and '100' options. At the bottom right, there is a '1' button. At the very bottom, it says 'Total records: 0 Total of filtered records: 0'.

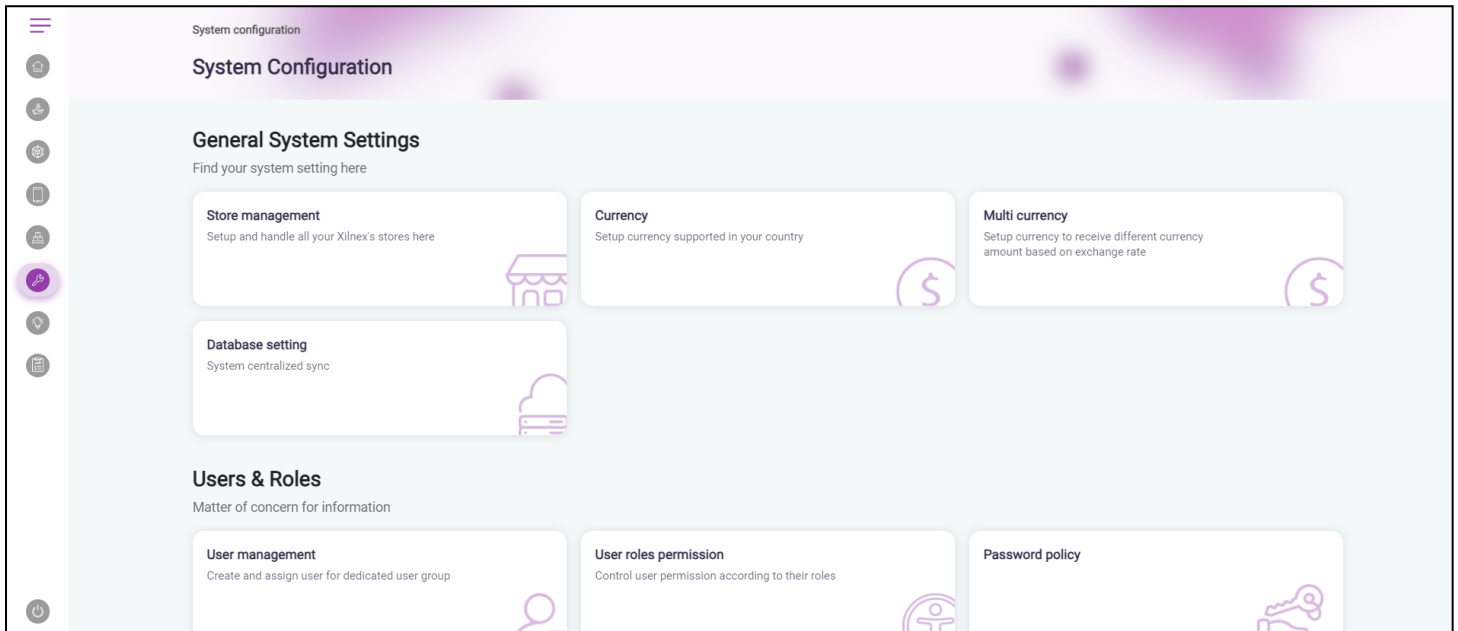
v. Stock Adjustment

- Double click to view stock adjustment that has been made or create a new stock adjustment to make changes of the inventory stock.

The screenshot shows the 'Stock Adjustment' interface. At the top left, there is a back arrow and the title 'Stock Adjustment'. On the top right, there are 'REFRESH', 'MORE', and 'NEW' buttons. Below the title, there are tabs for 'Stock adjustment list', 'Stock adjustment list b...', and 'Pending approval'. Below the tabs, there are filters for 'Period: 01/07/2023', 'Status: All', and 'Store: All', along with a 'Clear filter' button. Below the filters, there is an 'Apply filter' button. A table header is visible with columns: 'ID', 'Status', 'Approval status', 'Issued date', 'Issued by', 'Remarks', 'Stock take type', 'Progress', 'Reason', 'Branch', 'Description', 'Type', and 'Category'. The table content is empty, displaying 'No record'. At the bottom left, there are pagination controls with '10', '25', '50', and '100' options. At the bottom right, there is a '1' button.

System Configuration

1. Manage general system settings related to store management, database and users.



Insights (Beta)

TBA

Reports

1. Click on the report to be redirected to [Xilnex Web App Report](#).

Xilnex Retail Business Solution

Configuration Logout

Changelog Go to

Dashboard

Reports

Vendor

Journal Info

Attendance List

Monitoring

Report Setting

Report Permission Setting

Custom Report Permission Setting

User Group

Reports

Please select the link to generate the report.

General Reports

Sales Report

- o [Daily Sales Item](#)
- o [Daily Sales Item \(FnB\)](#)
- o [Daily Sales](#)
- o [Daily Sales \(Summary\)](#)
- o [Average Sales Analysis \(Average Dollar Per Sale\)](#)
- o [Average Sales Analysis \(By Item\)](#)
- o [Item Count Per Transaction](#)
- o [Sales Per Square Feet](#)
- o [Quotation](#)
- o [Quotation Item](#)
- o [Sales Order](#)
- o [Sales Order Item](#)
- o [Consignment DO](#)
- o [Consignment DO Item](#)
- o [Sales Promotion Item](#)
- o [Sales Person](#)
- o [Sales Item Commission](#)
- o [Sales Item Mix \(With Modifier Upgrade\)](#)
- o [Sales Fast/Slow Moving](#)

Defined Reports

Sales Report

- o [Delete \(RETAIL\) APPAREL BY SALESPERSON](#)
- o [Delete \(RETAIL\) HEGIRA BY SALESPERSON](#)
- o [Delete CAMPAIGN TRACKING 2023](#)
- o [Delete COMMISSION SEEDKEY REPORT](#)
- o [Delete CSI Listing \(SP\)](#)
- o [Delete CUSTOMER PURCHASE DATABASE - CS V.1](#)
- o [Delete DAILY SALES BY CATEGORY](#)
- o [Delete DAILY SALES HEGIRA \(CREATED BY : MERCHANDISER\)](#)
- o [Delete DAILY SALES ITEM BY CHANNEL](#)
- o [Delete DAILY SALES ITEM LISTING](#)
- o [Delete DAILY SALES ITEM LISTING EVENT SRIKANDI](#)
- o [Delete DAILY SALES SUMMARY\(CHANNEL\)](#)
- o [Delete DISCOUNT TRACKING-CREATED BY MERCHANDISER](#)