



LOFT

List, Order, Find & Track

User Manual

Version 1.0

TABLE OF CONTENTS

	PAGE
1.0 INTRODUCTION	1
1.1 LANDING PAGE	1
2.0 USER ROLES	2
3.0 SYSTEM PROCESS - TO REQUEST FOR NEW HARDWARE	3
3.1 ROLE - USERS	3
3.2 ROLE - IT	6
3.3 ROLE - APPROVER	7
3.4 ROLE - PURCHASER	9
3.5 ROLE - WAREHOUSE	10
3.6 ROLE - DEPLOYMENT	11
4.0 CONFIGURE TO ORDER (CTO) PROCESS	13
4.1 ADD NEW CTO MODEL	13
4.2 EDIT CTO MODEL	16

ABBREVIATIONS

- 1) PO - Purchase Order
- 2) DO - Delivery Order
- 3) DSF - Delivery Service Form
- 4) CTO - Configure to Order
- 5) LOFT - Locate, Order, Find & Track

1.0 INTRODUCTION

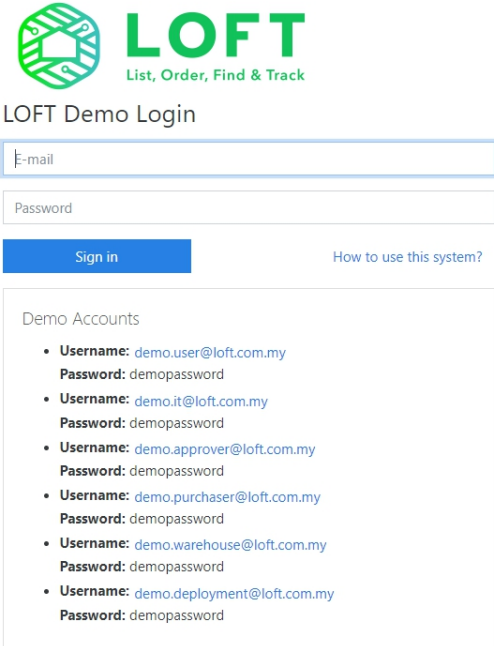
- Enables decision makers to evaluate and prioritize business objectives to ensure procurement services are logistically and financially aligned.
- Deliver a consistent procurement and life-cycle tracking model across multiple locations, while maintaining compliant with centralized rules.

1.1 LANDING PAGE

URL for this system is as follows (currently is demo account):

Landing Page URL : <https://loft.com.my/demo/>

Login to the system by entering the **email** and **password**.



LOFT
List, Order, Find & Track

LOFT Demo Login

E-mail

Password

Sign in

[How to use this system?](#)

Demo Accounts

- Username: [demo.user@loft.com.my](#)
Password: demopassword
- Username: [demo.it@loft.com.my](#)
Password: demopassword
- Username: [demo.approver@loft.com.my](#)
Password: demopassword
- Username: [demo.purchaser@loft.com.my](#)
Password: demopassword
- Username: [demo.warehouse@loft.com.my](#)
Password: demopassword
- Username: [demo.deployment@loft.com.my](#)
Password: demopassword

Mesiniaga

Figure 1 Landing Page of LOFTSystem

2.0 USER ROLES

No	Roles	Purposes
1	User	Requesting new hardware
2	IT	Verify the request from users
3	Approver	Approved the requests that being verified by IT
4	Purchaser	Purchase the asset that being requested
5	Warehouse	Received the asset
6	Deployment	Create asset and deliver to users
7	Admin	Import excel that containing asset's details to the system.
8	Assistant	Request the hardware on behalf of other staff.

3.0 SYSTEM PROCESS - TO REQUEST FOR NEW HARDWARE

3.1 ROLE - USERS

A) Click on the “**Requests**”. Then, click on button “**+New Request**”.

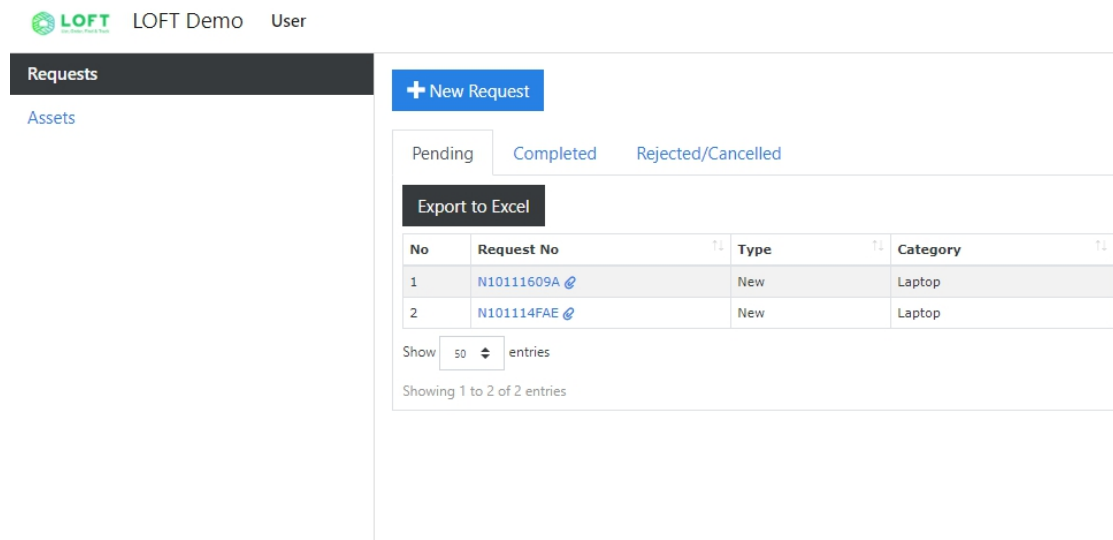


Figure 2 Request Page for Users

B) Choose hardware **category** that needed to be requested.

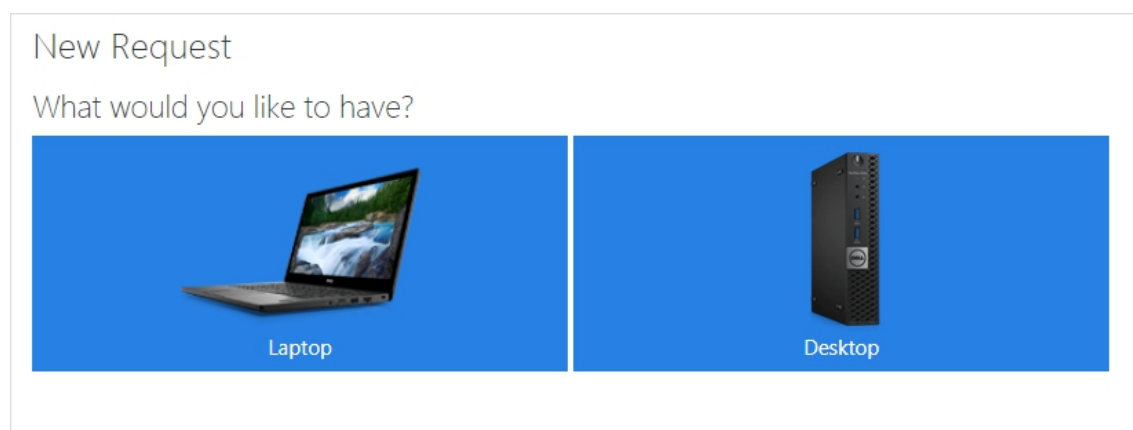


Figure 3 Choose hardware category

C) From the category that you have chosen, system will show several model types that you choose together with the price. Then, click one of the hardware **types** from the lists.

New Request

Which one would you like?




	Dell Desktop 5070 MT (Tower) Dell Desktop 5070 MT (Tower)	Price: RM 3,000.00
Detail Specification		
	Dell Desktop 5070 Micro (Mini) Dell Desktop 5070 Micro (Mini)	Price: RM 4,000.00
Detail Specification		
	Dell Desktop 5070 SFF (Standard) Dell Desktop 5070 SFF (Standard)	Price: RM 5,000.00
Detail Specification		

Figure 4 Choose model

D) After choose the hardware type, a new request form will be shown. In this form will show the hardware category, model number, approvers, and remarks. Each item have different number of approvers. Fill in the **subject** and **remarks** (if any).

New Request	
Validation By Demo IT	Model No 5070 MT
Approver Name Demo Approver	Category Desktop
Subject <input type="text"/>	Selected Item Dell Desktop 5070 MT (Tower) Dell Desktop 5070 MT (Tower)
Any Remarks / Justification? <div></div>	
Attachments (if any) <div>Choose file</div> <div>Browse</div>	
<div>Submit Request for Verification</div>	

Figure 5 Request Form


E) Click on “**Submit Request for Verification**” button to submit the request. System will say that the request will be pending for verification from IT staffs.

Request

Sent
 Your request is now Pending IT for Verification

[Details](#) | [Attachments](#) | [Q&A](#) | [Audit Log](#)

Request #N10117390B



Status: Pending Verification

Request Type New Desktop	Approver Demo Approver	Requested Date 2021-01-17 03:29 AM
Owner Name Demo User (demo.user@loft.com.my)		
Category Desktop		
Selected Item Dell Desktop 5070 MT (Tower) Dell Desktop 5070 MT (Tower)		
Subject Test		
Remarks / Justification asdas		

[Withdraw Request](#)

Figure 6 Request Success Page

F) In Figure 6, there are 4 tabs being shown. First tab is **Details**. This tab will show the item's details that being requested by users.

Second tab is the **Attachments**. This tab will be shown if users uploaded the attachment to the request.

Third tab is **Q&A (Question and Answer)**. This tab will be used in order users have any updates or questions regarding the requested items which later will be sent to selected person in charge.

Next is the **Audit Log**. This tab will show the log report for the request.

G) Once the process of requesting **verified (by IT), approved (by Approver), purchased (by Purchaser), received (by Warehouse), delivered (by Deployment) and asset created**, users may click on "Assets" on the left menu, to see the asset created for that particular user.

Assets

Active

[Export to Excel](#)

No	Computer Name	Serial No	Asset No	Created Date	Start Date	Return Date	Machine Status
1	Dell Desktop 5070 SFF (Standard)	182HBW2	100351		2020-10-01	2025-09-30	Active
2	Dell Desktop 5070 SFF (Standard)	1234567879	1234567		2020-11-01	2025-10-31	Active

Show 50 entries

Showing 1 to 2 of 2 entries

Previous **1** Next

Figure 7 Asset List Page


H) Click on the “**Computer Name**” to see the asset details.

Asset

Details Accessory Audit Log

Name
Dell Desktop 5070 SFF (Standard)

Owner Name
Ameruddin@mesiniaga.com.my



Owner
Ameruddin Abdul Rahim
(Ameruddin@mesiniaga.com.my)

Type
Desktop

Serial No
123456789

Asset No
1234567

Start Date
01/11/2020

User Remarks
[Edit Remark](#)

Computer Name
AMER-002

Windows Version
CPU

Memory Capacity
Hard Disk Capacity

[Import Asset Details \(Script\)](#)

Status
Active

Asset from Request
#N01007A8F0

Figure 8 Asset Details Page

I) For steps I-J can be done only when the process for requesting new asset has been completed.

3.2 ROLE - IT

A) Go to “**Pending Verification**”. System will display the requests which pending for verification. The lists will be under **Pending** tab.

Pending Verification

Pending Verified Redeployed/Cancelled

[Export to Excel](#) Search:

No	Request No	Model Name	Requester	Type	Request Date	Internal Status	Action
1	N01007A8F0	Dell Desktop 5070 SFF (Standard)	Ameruddin Abdul Rahim	New	2020-10-07 13:42:43	Pending Verification	Verify
2	N01007C2B2		Ameruddin Abdul Rahim		2020-10-07 13:41:46	Pending Verification	Verify

Show entries

Showing 1 to 2 of 2 entries

Previous [1](#) Next


Figure 9 Pending Verification Page

B) Click on “**Verify**” button on the right if you need to quickly verify the request. Otherwise, you may click on the “**Request No**” to see the request details.

Pending Verification

Details Q&A Audit Log

Request #N01007A8F0



Status Pending Verification

Request Type New Desktop	Approver Elton Low,Felix Yee	Requested Date 2020-10-07 01:42 PM
Owner Name Ameruddin Abdul Rahim (Ameruddin@mesinaga.com.my)		
Category Desktop		
Selected Item Dell Desktop 5070 SFF (Standard) Dell Desktop 5070 SFF (Standard)		
Remarks / Justification Test		

Verify

Reassign Existing Asset

Cancel Request

Figure 10 Pending Verification Request Detail's Page

C) On this page, click on **“Verify”** button to verify the request. If you need to reassign existing asset for that user, click on **“Reassigning Existing Asset”** button. If you need to cancel the request, click on the **“Cancel Request”** button.

Once request is verified, it will go to **“Verified”** tab and will be pending for approval from **approvers**.

Pending Verification

Pending Verified Redeployed/Cancelled

Export to Excel

Search:

No	Request No	Model Name	Requester	Type	Request Date	Internal Status
1	N0091437D2	Dell Laptop 7300(13"inch Touch)	Rushdi	New	2020-09-14 11:33:43	Delivered
2	N009184598	Dell Desktop 5070 SFF (Standard)	Ameruddin Abdul Rahim	New	2020-09-18 14:44:43	Delivered
3	N0092049C6	Dell Desktop 5070 MT (Tower)	Fazilah Noordin	New	2020-09-20 01:32:44	Pending Asset Deployment
4	N0092064CB	Dell Laptop 7300(13"inch Touch)	Fazilah Noordin	New	2020-09-20 00:49:34	Deployed
5	N00921C284	Dell Laptop 7300(13"inch Touch)	Rushdi	New	2020-09-21 22:55:23	Deployed
6	N00921CAAE	Dell Laptop 7400(14"inch Touch)	Ameruddin Abdul Rahim	New	2020-09-21 16:03:22	Pending Purchase
7	N01007A8F0	Dell Desktop 5070 SFF (Standard)	Ameruddin Abdul Rahim	New	2020-10-07 13:42:43	Pending Approval

Show 50 entries

Showing 1 to 7 of 7 entries

Previous 1 Next

Figure 11 Verified tab is updated after verified the request

3.3 ROLE - APPROVER

A) Click on the **“Requests”** menu on the left. System will show the requests that are pending for approval under the **Pending** tab.

Requests

Pending Approved Rejected

Export to Excel

Search:

No	Request No	Model Name	Requester	Type	Request Date	Remarks / Justification	Status
1	N01007A8F0	Dell Desktop 5070 SFF (Standard)	Ameruddin Abdul Rahim	New	2020-10-07 01:42 PM	Test	Pending Approval

Show 50 entries

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 12 Pending for Approval Page


B) Click on the “**Request No**” in order to see the request’s details.

Request

Details Q&A Audit Log

Request #N01007A8F0

Status Pending Approval



Request Type
New Desktop

Owner Name
Ameruddin Abdul Rahim
(Ameruddin@mesiniaga.com.my)

Category
Desktop

Selected Item
Dell Desktop 5070 SFF (Standard)
Dell Desktop 5070 SFF (Standard)

Remarks / Justification
Test

Approver
Elton Low,Felix Yee

Requested Date
2020-10-07 01:42 PM

[Approve Request](#)

[Reject Request](#)

Figure 13 Pending Approval Request's Details Page

C) Click on the “**Approve Request**” button to approve the request. If need to reject the request, simply click on “**Reject Request**” button to reject the request. Once approved, system will redirected to Requests Page.

On this page, click on **Approved** tab to see the approved requests.

Requests

Pending Approved Rejected

[Export to Excel](#) Search:

No	Request No	Model Name	Requester	Type	Request Date	Remarks / Justification	Status	Approved Date
1	N009143702	Dell Laptop 7300(13"inch Touch)	Rushdi	New	2020-09-14 11:33 AM	Test apply	Completed	2020-09-14 12:05 PM
2	N00921C284	Dell Laptop 7300(13"inch Touch)	Rushdi	New	2020-09-21 10:55 PM	Testing 123	Completed	2020-09-21 10:56 PM
3	N00921CAAE	Dell Laptop 7400(14"inch Touch)	Ameruddin Abdul Rahim	New	2020-09-21 04:03 PM	Rawr	Approved	2020-09-21 04:05 PM

Show 10 entries

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 14 Approved Page

D) Based on Figure 13, we can see that the request will need to be approved by two approvers. The other approver will need to do the steps mentioned above in order to complete the request.

3.4 ROLE - PURCHASER

A) Click on **“Pending Purchase”** from the left menu. System will show every pending purchase for every approved requests.

Pending Purchase

Export to Excel

Search:

No	Request No	Request Type	Request Date	Model Name	Owner	Status	Internal Status
1	N00921CAAE	New	2020-09-21 16:03:22	Dell Laptop 7400(14"inch Touch)	Ameruddin Abdul Rahim	Approved	Pending Purchase
2	N01007A8F0	New	2020-10-07 13:42:43	Dell Desktop 5070 SFF (Standard)	Ameruddin Abdul Rahim	Approved	Pending Purchase

Show entries

Showing 1 to 2 of 2 entries

Previous **1** Next

Figure 15 Pending Purchase Page

B) Click on **“Request No”** to see the request details.


Request Details

Details Q&A Audit Log

Request #N01007A8F0

Status Approved

Internal Status Pending Purchase



Request Type
New Desktop

Owner Name
Ameruddin Abdul Rahim
(Ameruddin@mesinaga.com.my)

Category
Desktop

Selected Item
Dell Desktop 5070 SFF (Standard)
Dell Desktop 5070 SFF (Standard)

Remarks / Justification
Test

Approver
Elton Low,Felix Yee

Approval Date
2020-10-07 02:09 PM

Requested Date
2020-10-07 01:42 PM

Approved Date
2020-10-07 02:09 PM

[Download Quotation](#)

[Upload PO and mark as Purchased](#)

Figure 16 Pending Purchase Request Details Page

C) To download the quotation for this request, simply click on **“Download Quotation”** button.

To upload the Purchase Order (PO), click on the **“Upload PO and mark as Purchased”** button.

Once click, system will show the upload PO form. Purchaser will need to enter the PO Number, PO Date, and upload PO file on this form. Click on **“Upload PO and mark as Purchased”** button once done.

Upload PO for Request

Request #N01007A8F0

PO Number

PO Date

07/10/2020

PO File

Choose file

[Upload PO and mark as Purchased](#)

Figure 17 Upload PO Form

D) Once done, purchaser may see the updated request by clicking on **“Request List”** on the left menu. System will show the internal status for that request as **Pending Asset Delivery**. Then, it will be for warehouse to complete the request by receiving the asset.

3.5 ROLE - WAREHOUSE

A) Click on the **“Request”** on the left menu. System will show every requests. Click on the **“Request No”** that is **Pending for Asset Delivery**.

The screenshot shows the 'Request Details' page for request #N01007A8F0. The status is 'Approved' and the internal status is 'Pending Asset Delivery'. The request is for a 'New Desktop'. The owner is Ameruddin Abdul Rahim. The category is 'Desktop'. The selected item is 'Dell Desktop 5070 SFF (Standard)'. The remarks are 'Test'. The requested date is 2020-10-07 01:42 PM, and the approved date is 2020-10-07 02:09 PM. The PO number is 1234567890 and the PO date is 2020-10-07. The goods received date is 1970-01-01. There is a 'Download PO' button at the bottom right.

Figure 18 Pending Asset Delivery Request Details Page

B) Click on the **“Download PO”** button to download the PO file.

C) Upon receiving the requested item, warehouse person may click on **“Receiving”** on the left menu.

The screenshot shows the 'Receiving' page. It has a 'Received Date' field with the value '07/10/2020'. There is a 'PO Number' dropdown menu. Below is a table with columns: Request No, Model, Owner, Good Received Date, Serial No, and Asset No. There is a 'Scanned DO' section with a 'Choose File' button and the text 'No file chosen'. At the bottom, there are two buttons: 'Submit and Notify Deployment Team' and 'Update without Notification'.

Figure 19 Receiving Page

D) On receiving page, warehouse person can fill in the details on that page. Enter the **Received Date**.

Then select the **PO Number**. Enter the **Serial No** and **Asset No**.

Next upload the **Scanned DO (Delivery Order)** to this form.

Click on “**Submit and Notify Deployment Team**” or “Update without Notification”.

3.6 ROLE - DEPLOYMENT

A) Click on “**Delivery**” on the left menu. System will show requests that is pending for delivery (**Pending** tab) and requests that is delivered (**Delivered** tab).

Delivery

Pending Delivered

Export to Excel

Search:

Request No	Action	Owner Name	Owner Email	Old Serial No	New Serial No	Request Date	Deployment Schedule	Deployment Remark	New Model	PO Number	Goods Received Date
1	DSF	Fazilah Noordin	NFazilah@mesiniaga.com.my		SN123	2020-09-20			Dell Desktop 5070 MT (Tower)	1234	2020-09-20
2	DSF	Ameruddin Abdul Rahim	Ameruddin@mesiniaga.com.my		1234567879	2020-10-07			Dell Desktop 5070 SFF (Standard)	1234567890	2020-10-07

Show 10 entries

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 20 Delivery Page for Deployment

B) Click on “**Request No**” to see the request details.


Request Details

Details Q&A Audit Log

Request #N01007A8F0

Status Approved

Internal Status Pending Asset Deployment



Request Type
New Desktop

Owner Name
Ameruddin Abdul Rahim
(Ameruddin@mesiniaga.com.my)

Category
Desktop

Selected Item
Dell Desktop 5070 SFF (Standard)
Dell Desktop 5070 SFF (Standard)

Remarks / Justification
Test

Approver
Elton Low,Felix Yee

Approval Date
2020-10-07 02:09 PM

Requested Date
2020-10-07 01:42 PM

Approved Date
2020-10-07 02:09 PM

PO Number
1234567890

PO Date
2020-10-07

Goods Received Date
2020-10-07

[Download PO](#)

[Download DO](#)

[DSF](#)

Figure 21 Request Details Page for Deployment

C) Click on “**DSF**” button in order to complete creating the asset for user. You may also click on the “**DSF**” button on the delivery page (as shown in Figure 20).

DSF

Request No N01007A8F0 (Dell Desktop 5070 SFF (Standard))

Serial No 1234567879

Asset No 1234567

Computer Name

Checklist

- ☐ Backup any additional data
- ☐ Login to Outlook/Lotus Notes
- ☐ Install Network Printer
- ☐ Ensure Anti-Virus Software is Updated
- ☐ Ensure VPN is Installed and Configured (Laptop only)
- ☐ Additional Software (if any were found on previous unit)

Owner Email Ameruddin@mesiniaga.com.my

Employee Name Ameruddin Abdul Rahim

Employee No

Employee Signature

Sign on the box above

Submit DSF

Clear Signature

Figure 22 DSF Form

D) Fill in the DSF forms by entering the **serial no, asset no, computer name, checklists, owner email, employee name, employee no** and **employee signature**. Then click on “**Submit DSF**” button to submit the DSF.

E) Once submitted, accessory form will be shown. Fill in accessory form if the asset have accessories like monitors. Then click on “**Add Accessory**” button to submit. If no accessories needed, click on “**No Accessory Needed**” button.

Accessory

PC Name AMER-002

Model Dell Desktop 5070 SFF (Standard)

Asset Serial No 1234567879

Type Monitor

Serial No

Asset No 1234567

Add Accessory

No Accessory Needed

Figure 23 Accessory Form


F) Once done, system will go to Asset page. This page will show the asset that completely created for the user.

Asset

Details Accessory Audit Log

Name
Dell Desktop 5070 SFF (Standard)

Owner Name
Ameruddin@mesiniaga.com.my



Owner Ameruddin Abdul Rahim (Ameruddin@mesiniaga.com.my)	Computer Name AMER-002	Status Active
Type Desktop	Windows Version CPU	Asset from Request #N01007A8F0
Serial No 1234567879	Memory Capacity Hard Disk Capacity	
Asset No 1234567		
Start Date 01/11/2020		
User Remarks		

Figure 24 Complete Asset Page

4.0 CONFIGURE TO ORDER (CTO) PROCESS

This process can be done by **Purchaser** only. Once purchaser login into the system, click on “**Configure To Order**” on the left menu.

LOFT Demo Purchaser

Pending Purchase

Asset List

Configure to Order

Configure to Order

Active Inactive

+ New Configure to Order

Export to Excel

No	Name	Type	Purchase Type	Modelno
1	Canon MF3010 imageCLASS	Accessories	Outright Purchase	MF3010
2	Dell Desktop 5070 Micro (Mini)	Desktop	Outright Purchase	5070 Micro
3	Dell Desktop 5070 MT (Tower)	Desktop	Outright Purchase	5070 MT
4	Dell Desktop 5070 SFF (Standard)	Desktop	Outright Purchase	5070 SFF

Figure 25 CTO's page

4.1 ADD NEW CTO MODEL

- A) In Figure 25, purchaser may click on “**Active**” tab in order to see the active asset model and “**Inactive**” tab for inactive asset model.

B) To add new CTO, simply click on the “**New Configure to Order**” button.

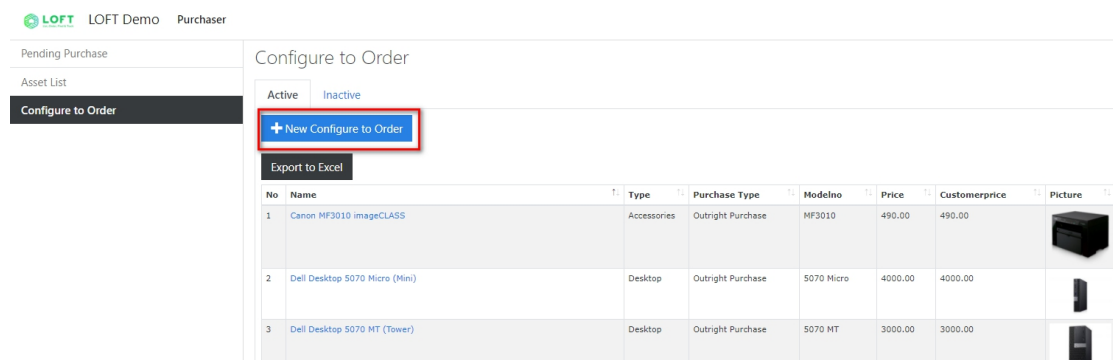


Figure 26 Add New CTO button

C) Page below will be displayed when the button is clicked. Fill in all the fields on the page below.

Configure to Order

Type:

Purchase Type:

Name:

Picture: No file chosen

Model No:

Short Specification:

Specification:

Figure 27 Add New CTO Page

Fields to create new CTO can be described as below:

No	Field Name	Description
1	Type	● Type of the hardware asset. (Selection from laptop, desktop and accessories).
2	Purchase Type	● Choose the type of the purchase. Default will be Leasing purchase.
3	Name	● Name of the hardware model.

		<ul style="list-style-type: none"> ● Eg: Dell Desktop 5070 MT (Tower)
4	Picture	<ul style="list-style-type: none"> ● Upload hardware pictures to be displayed on the asset's catalogue.
5	Model No	<ul style="list-style-type: none"> ● Insert the model number of the hardware (asset).
6	Short Specification	<ul style="list-style-type: none"> ● Fill in the short specification of the model.
7	Specification	<ul style="list-style-type: none"> ● Fill in full specification of the model.
8	Price	<ul style="list-style-type: none"> ● Put the price of the model in Ringgit Malaysia (RM). ● Eg: 100.00
9	Customer Price	<ul style="list-style-type: none"> ● Put the customer price of the model in Ringgit Malaysia (RM).
10	Note	<ul style="list-style-type: none"> ● Fill in the note field which act as remark for the model. If don't have can just leave it empty.
11	Available	<ul style="list-style-type: none"> ● Choose whether the model is available or not.
12	Active	<ul style="list-style-type: none"> ● Choose whether the model is active or not.
13	Fulfillment By	<ul style="list-style-type: none"> ● Select who fulfill the CTO model.

14	EOL Months	<ul style="list-style-type: none"> Choose how many months of the end-of-life period.
----	------------	---

D) Once the fields above is filled, click on **“Save”** button to create the new CTO model.

4.2 EDIT CTO MODEL

A) On the CTO listing page. Click on any of the CTO model name that you wish to edit.

LOFT

LOFT Demo

Purchaser

Pending Purchase

Asset List

Configure to Order

Configure to Order

Active

Inactive

+ New Configure to Order

Export to Excel

Search:







No	Name	Type	Purchase Type	Modelno	Price	Customerprice	Picture	Available	Fulfillment
1	Canon MF3010 imageCLASS	Accessories	Outright Purchase	MF3010	490.00	490.00		Y	Mesiniaga
2	Dell Desktop 5070 Micro (Mini)	Desktop	Outright Purchase	5070 Micro	4000.00	4000.00		Y	Mesiniaga
3	Dell Desktop 5070 MT (Tower)	Desktop	Outright Purchase	5070 MT	3000.00	3000.00		Y	Mesiniaga
4	Dell Desktop 5070 SFF (Standard)	Desktop	Outright Purchase	5070 SFF	5000.00	5000.00		Y	Mesiniaga
5	Dell Laptop 7300(13"inch Touch)	Laptop	Outright Purchase	210-ARVU	1000.00	1000.00		Y	Mesiniaga
6	Dell Latitude 9410 2-in-1	Laptop	Outright Purchase	9410	4191.43	4191.43		Y	Mesiniaga

Figure 28 CTO Edit Page

B) Then, LOFT will show the details of the CTO model that you have selected. Scroll down and you will see additional fields. Fill in the **internal remark** and **upload the quotation** file (if needed). Just leave empty if you don't need the remark and quotation.

LOFT LOFT Demo Purchaser

Name: Canon MF3010 imageCLASS
 Type: Accessories
 Modelno: MF3010
 Short Specification: Compact and reliable, the imageCLASS MF3010 is the ideal home-office multi-function printer. Canon's proprietary On-Demand Fusing Technology transfers heat directly to the ceramic heat, reducing warm-up time to the bare minimum and enabling a quick first print. The imageCLASS MF3010 features a new operation panel design that integrates seamlessly with the body of the stylish and user-friendly layout enables easy operation of the device. The imageCLASS MF3010 uses the all-in-one Toner Cartridge 325.
 Specification: Compact and reliable, the imageCLASS MF3010 is the ideal home-office multi-function printer. Canon's proprietary On-Demand Fusing Technology transfers heat directly to the ceramic heat, reducing warm-up time to the bare minimum and enabling a quick first print. The imageCLASS MF3010 features a new operation panel design that integrates seamlessly with the body of the stylish and user-friendly layout enables easy operation of the device. The imageCLASS MF3010 uses the all-in-one Toner Cartridge 325.
 Price: RM 490.00
 Customer Price: RM 490.00
 Note:
 Purchase Type: Outright Purchase
 SKP:
 Available: Yes
 Enabled: Yes
 Fulfillment: Mesinaga
 EOL Months: 60

Internal Remark

Quotation

Choose File No file chosen

Save

Figure 29 Edit page for Remark and Upload Quotation

C) To edit other details, click on **“Edit”** button on the top right corner of the page.

LOFT LOFT Demo Purchaser

Logout (Purchaser)

Pending Purchase

Asset List

Configure to Order

Configure to Order

Picture

Canon MF3010 imageCLASS
 Accessories
 Modelno: MF3010
 Short Specification: Compact and reliable, the imageCLASS MF3010 is the ideal home-office multi-function printer. Canon's proprietary On-Demand Fusing Technology transfers heat directly to the ceramic heat, reducing warm-up time to the bare minimum and enabling a quick first print. The imageCLASS MF3010 features a new operation panel design that integrates seamlessly with the body of the stylish and user-friendly layout enables easy operation of the device. The imageCLASS MF3010 uses the all-in-one Toner Cartridge 325.

Edit

Figure 30 CTO Details Page

D) Click on any of the fields to edit and type the new value on it.

Configure to Order

Type	Accessories
Purchase Type	Outright Purchase
Name	Canon MF3010 imageCLASS
Picture	Choose File No file chosen
Model No	MF3010
Short Specification	Compact and reliable, the imageCLASS MF3010 is the ideal home-office multi-function printer. Canon's proprietary On-Demand Fixing Technology transfers heat directly to the ceramic heating element, reducing warm-up time to the bare minimum and enabling a quick first print. The imageCLASS MF3010 features a new operation panel design that integrates seamlessly with the body of the device. The stylish and user-friendly layout enables easy operation of the device. The imageCLASS MF3010 uses the all-in-one Toner Cartridge 325.
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Figure 31 CTO Edit details page

E) Once finished, click on “**Save**” button at the bottom of the page to save the edited CTO model.

END