

Delivery Monitoring Module (User Guide)

links: <https://dashboard.mcjimleather.com/modules/dma>

image.png

(Scan to be directed to the user guide documentation.)

Searching Records

- Use the **Search bar** (top-left) to find specific records.
- You can search by:
 - TD Number
 - Store Code
- Simply type your keyword and results will update automatically.

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Filtering Data

Status Filter

- Click the **“All statuses” dropdown**.
- Select a specific status to filter records:
 - All statuses
 - Completed
 - Assembling
 - Ready For Shipment
 - Picked
 - Cancelled
- Default view shows **all statuses**.

Date Range Filter

- Use **From Date** and **To Date** fields.
- Select a date range to narrow down records based on transaction date.

Sorting

- Click the **Sort dropdown** (e.g., “Date Created DESC”).
- Choose how records are arranged:
 - Newest to oldest (Date Created)
 - Lowest to highest (Td Number)

[image.png](#)

Exporting Data

- Click the **Download button**
- Choose export format:
 - Excel
 - PDF
- The system will generate a report based on your current filters.

PDF Example:

[image.png](#)

Excel Example:

[image.png](#)

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