

9.2. Pre-requisite for Vendor Creation

To onboard the new vendor, you must create an agent in agent's module which we select from "contact person" field search dropdown while new vendor creation.

Left Menu -> Agent -> New Agent

The screenshot displays the 'New Agent' form in the 'asseto' system. The form is titled 'Agent Registration Details' and contains several mandatory fields marked with an asterisk. The fields are: First Name (divi new), Last Name (jang), Email ID (divyajanga9@gmail.com), User Name (divim), Roles (CUSTODIAN), Profile (Building Manager), Skill Set (Electrical Engineer), Primary Phone Number (+60 01156244669), Secondary Phone Number, Status (Active), Date of Joining (25/01/2011), Gender (Female), and Date of Leaving (28/01/2011). The left sidebar shows the navigation menu with 'Agents' and 'New Agent' highlighted. The top navigation bar shows 'Agents < New Agent'.

Fill the all-mandatory fields then only the save button will be enabled.

The image shows a web form with three main sections:

- Vendor Details:** Contains a checkbox labeled "Is Vendor".
- Resource Group:** Contains a dropdown menu with "Resource Group" selected.
- Other Details:** Contains a text input field labeled "Sample Text Field".

At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular box. At the bottom right of the page, there are links for "Terms of Use" and "Privacy".

Click on save button, confirmation message “agent registered successfully” message will be display and system navigated to agent’s dashboard page. In the agents list we can see newly added agent on the top of the list.

For more details, please refer to 2. Agent module -> 2.3. New Agent.

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