HRDC EMPLOYEE INTRANET

USER MANUAL

OVERVIEW

Overview

The HRDC Intranet is a user-friendly platform designed to streamline access to files stored in a Google Drive repository. It includes a homepage with a search bar, profile login, and the HRDC logo for straightforward navigation.

Web Address

https://hrdc.fly.dev

ADMIN TEST LOGIN DETAILS

email: hrdcticketing@gmail.com
password: Testpassword12!

EMPLOYEE TEST LOGIN DETAILS

email: Test@TestEmail.com
password: Testpassword12!

TROUBLESHOOTING AND SUPPORT

For internal assistance, contact the support team at [HRDC IT team]

For Developer support, contact loganschuman406@gmail.com.

CONTENTS

Overview

HRDC User Documentation

    Features
    How to Use
    Admin privlidges

Developer Documentation

    Source Code
    Structure
    Class Diagram
    Testing
    Testing protocol and methods
    Feature release

FEATURES

Employee Announcements

Important announcements can be posted directly on the homepage, ensuring they are immediately visible to all users upon login. This central placement helps keep everyone informed about critical updates, upcoming events, or policy changes without the need to navigate through multiple pages. By highlighting announcements on the homepage, communication becomes more efficient and accessible.

Document Search

The home page includes a search bar where users can input keywords to look up files in Google Drive. Files are named in the format: year month file_name (e.g., 2024 03 Financial_Report). The search function filters results based on the entered keywords.

Quick Links Section

The documents tab includes a "Quick Links" section for easy access to important features:
- Important Files: Direct access to crucial documents.
- Modify Documents: Allows users to edit or update existing documents.
- User Privileges: Displays and manages user roles and access levels.
- Document Directory: Provides an organized listing of all available documents.

Employee Profile Creation

Schedule and Time Off Request

The Schedule tab serves as a central hub for essential company dates, including deadlines, meetings, and holiday schedules. Additionally, it offers a convenient feature that allows employees to request time off directly, streamlining both planning and communication across the organization.

Support

Easily create a support ticket that goes directly to a supervisor.

BASIC USER FEATURES INSTRUCTIONS

1. Searching for Files:

    -The Document tab allows users to type relevant keywords into the search bar. (e.g., 2024 03 Financial_Report)

    - Press "Enter" or click the search button to display matching files.

    - Click on a file from the search results to open or download it.

2. User Log In:

    - Click on the profile icon in the top right corner.

    - Choose between Google sign-in or username/password login.

    - Follow the on-screen prompts to authenticate.

3. Creating a new account:

    - Click the profile icon in the top right corner. below the login button underneath the email and password input fields choose the option to create an account.

    - Fill in your email address, choose a password and confirm your password.

    - Click "create account" and your account will be processed and you will be taken to your account details page.

BASIC USER FEATURES INSTRUCTIONS CONTINUED

4. Schedule:

   - The schedule tab displays important company dates. Logged in users are also able to submit time off requests through the built in submission form to be approved by supervisors.

5. Paychecks and Paystubs:

   Through the Schedule tab, scroll to the bottom to find the link to paystubs login. login with your credentials to view your paystub account details.

6. Support Tickets:

   Using the Support tab, create a support request by filling out the three fields displayed on the page. Briefly state your issue, provide your email and give a brief summary of your request or issue in the message field. Submit the ticket and a supervisor will follow up with you as soon as they can.

6. Returning to the Home Page:

   Click on the HRDC logo at any time to go back to the main search page.

7. Creating an announcement

   From the home screen, click the green circle with a white "+" in the bottom left of the screen. Title your post, and say what your announcement is in the input field. click "post" to view your post.

ADMIN

FEATURES OF ACCOUNTS MARKED WITH ADMIN PRIVILEGES

View your privliges:

- log in with your email and password
- click on the profile icon in the top right
- click on my profile

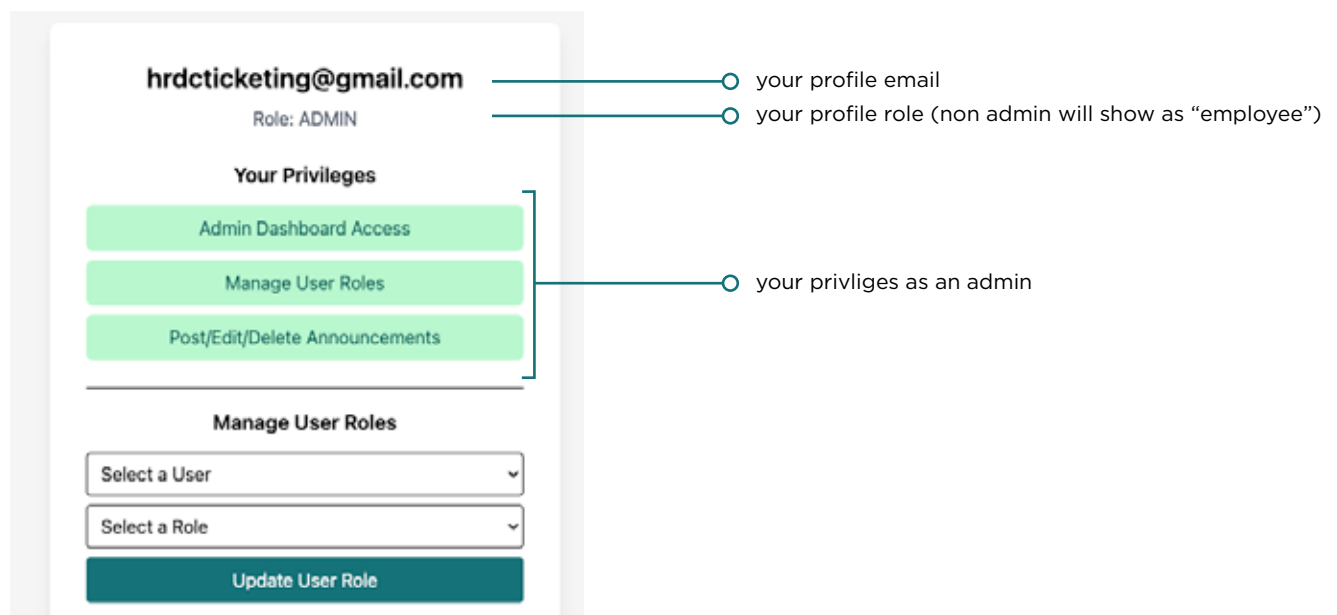From your admin dashboard you will see your privileges listed in green boxes.

figure 1. Example Admin dashboard.

ADMIN

FEATURES OF ACCOUNTS MARKED WITH ADMIN PRIVILEGES

Managing a user's role :

while logged in as an admin account, go to your profile page. under your privliges find the manage users role section. from here you can select a user account from the "select a user" dropdown menu. Then, from the "select a role" dropdown menu you can either give a user account admin privliges or switch them back to the role of employee. click the "update user role" button to save changes.

Select a User dropdown menu

Select a Role dropdown menu

Click to update user role
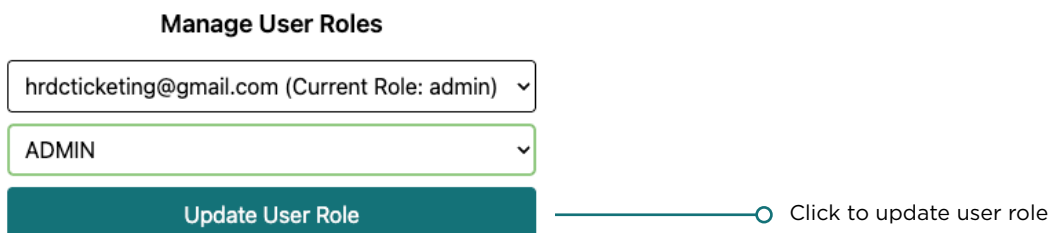
ADMIN

FEATURES OF ACCOUNTS MARKED WITH ADMIN PRIVILEGES
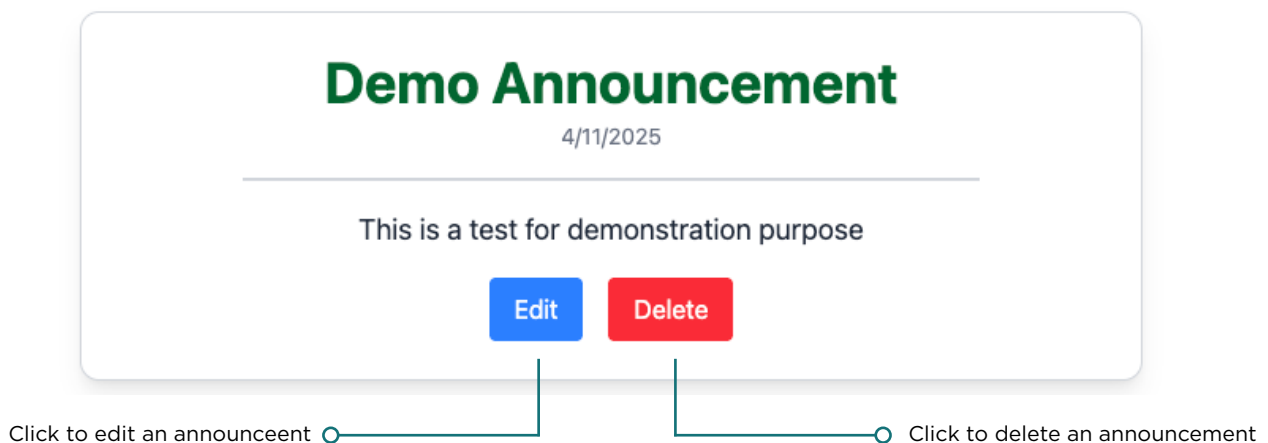
Editing and Deleting Announcements :

Some spaces While logged in as an admin account, go to the home page. From the home page you will see that you have the ability to edit and delete announcement posts with admin privileges.

To Make an Edit:

- Click on the blue edit button
- An edit window will open at the top of the page, make your changes
- Click "update post" to save your changes to the announcement

To Delete an Announcement post:

- Click on the red delete button
- The announcement post will be deleted.

Demo Announcement
4/11/2025

This is a test for demonstration purpose

Edit **Delete**

Click to edit an announceent ○ ──────────── ──────────── ○ Click to delete an announcement

HRDC EMPLOYEE INTRANET

DEVELOPER INFO & RESOURCES

HRDC
BUILDING A BETTER COMMUNITY

SOURCE CODE

Obtaining Source Code

1. Visit https://github.com/423S25/repo4

2. Clone the repository to your local machine
    Git clone <your chosen repo name>

How to Build

- Visit this documentation: https://nextjs.org/docs/app/getting-started/installation

- Install NextJS

- Instal Flask

- Visit this documentation: https://flask.palletsprojects.com/en/stable/installation/

- Install these npm modules

- npm install lucide-react

- npm install next

Gain access as to the GitHub as a contributor

Speak to your superiors to be added

STRUCTURE

Directory Structure:

Documentation
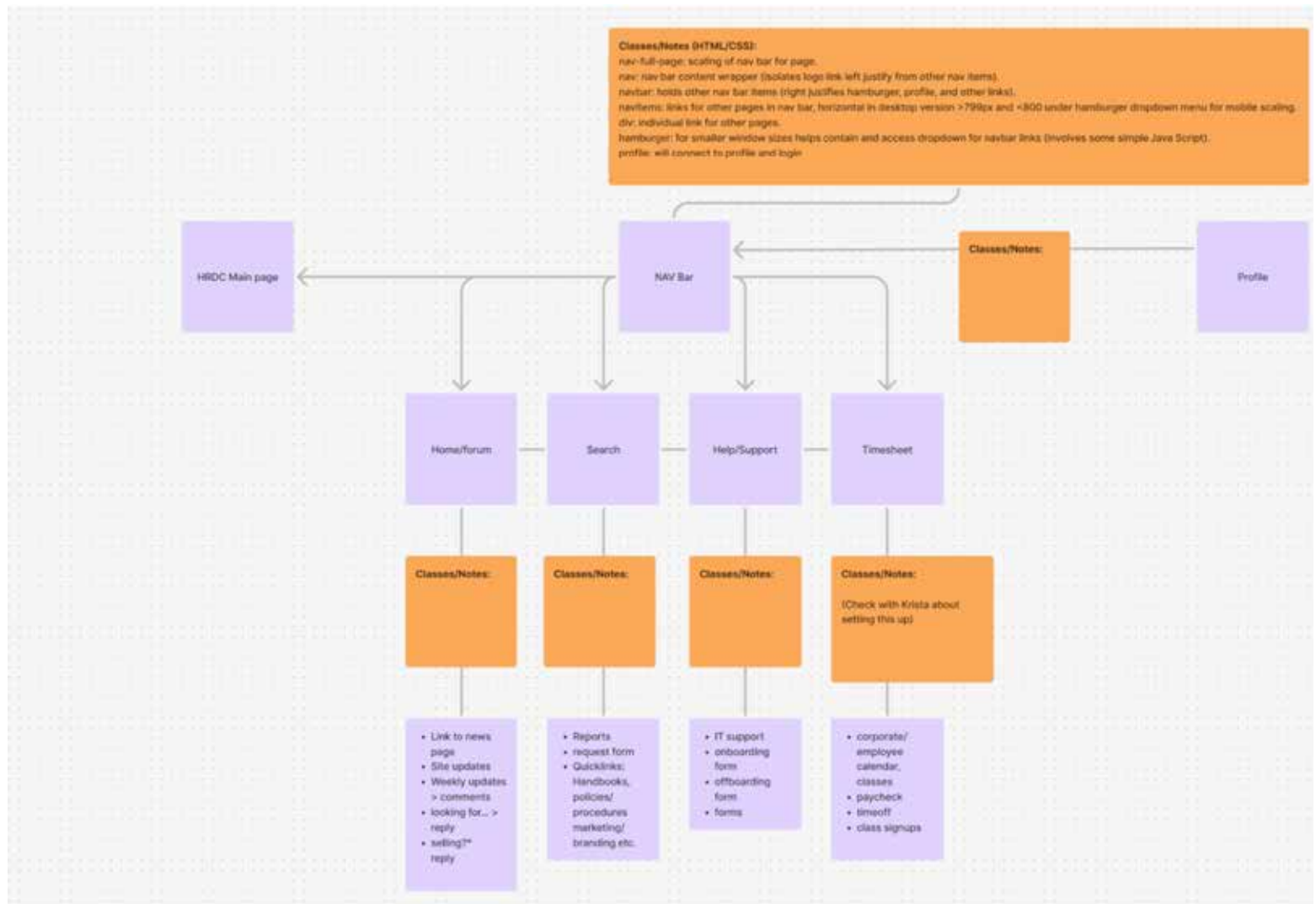- Developer Doc
- User Doc
- UML
- UML documents
Site
- Design
- Images
- Styles
- Frameworks
docs
- NextJS
- HTML
- Misc. Code

CLASS DIAGRAM

Classes/Notes (HTML/CSS):
nav-full-page: scaling of nav bar for page.
nav: nav bar content wrapper (isolates logo link left justify from other nav items).
navbar: holds other nav bar items (right justifies hamburger, profile, and other links).
navitems: links for other pages in nav bar, horizontal in desktop version >799px and <800 under hamburger dropdown menu for mobile scaling.
div: individual link for other pages.
hamburger: for smaller window sizes helps contain and access dropdown for navbar links (involves some simple Java Script).
profile: will connect to profile and login

HRDC Main page

NAV Bar

Classes/Notes:

Profile

Home/forum

Search

Help/Support

Timesheet

Classes/Notes:

Classes/Notes:

Classes/Notes:

Classes/Notes:

(Check with Krista about setting this up)

- Link to news page
- Site updates
- Weekly updates
  > comments
- looking for... >
  reply
- selling?*
  reply

- Reports
- request form
- Quicklinks:
  Handbooks,
  policies/
  procedures
  marketing/
  branding etc.

- IT support
- onboarding form
- offboarding form
- forms

- corporate/
  employee
  calendar,
  classes
- paycheck
- timeoff
- class signups

TESTING

How to Test:

DO NOT push to Github before testing

After saving your changes, access the website https://hrdc.fly.dev/ via flask

Test your feature to ensure it doesn't negatively impact other areas.

Have team members review your changes.

Push afterwards

Automated Build and Test:

1. Access project repository

2. Run automated test suite
    - Available through Github Actions tab

3. View passed/failed tests
    - Failed tests have error terminals that you can view

Debugging and Issues

Current Bugs will be tracked through Github Issues

TESTING PROTOCOL AND METHODS

Cross-Browser Testing

- Ensure compatibility and functionality across various browsers and devices.
- Manual testing on: Firefox (Windows), Edge (Windows), Chrome (Windows), iPhone Chrome (Mobile)
- Verify layout, functionality, and responsiveness across different browsers and devices.

Integration Testing

- Validate the integration of new features and changes with existing codebase.
- Feature branching: Create separate branches for new features or changes.
- Testing before committing to main: Thoroughly test new features or changes before merging with the main branch.
- Manual testing of integrated features to ensure seamless functionality.

Black-Box Testing

- Identify issues and bugs through exploratory testing.
- Manually explore the website, attempting to break or identify issues.
- Verification of expected behavior and identification of unexpected issues.

Automated Testing with GitHub

- Automate testing and validation of code changes.
- Utilize GitHub Actions for automated testing.
- Create a .yaml file to define automated tests and workflows.
- Integration with GitHub Issues for tracking and resolving identified issues.

FEATURE RELEASE

How to Release a Version:

Consult your PM

After consulting, speak with your clients about the changes

Learn what they are satisfied/dissatisfied with

Update documentation to reflect changes

Push new version to Github

(Optionally) Create blog release overviewing new features

changing ticketing / time-off emails:

Go to your .env.local file and change the following according to your requirements.

EMAIL_USER = (your email)

EMAIL_PASS = (this depends. If you are using Google, You need to create an app password (create hyper link here)) otherwise, put in regular password

EMAIL_HOST= look up the host address for your email client (Google, Microsoft, etc.)

EMAIL_PORT= this will be included on the same page that the host address will be in

EMAIL_SECURE= this will be included on the same page that the host address will be in

TROUBLESHOOTING AND SUPPORT

For internal assistance, contact the support team at [HRDC IT team]

For Developer support, contact loganschuman406@gmail.com.