



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.



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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

In the top right of the navigation bar, users are able to click on the silhouette icon to create a profile. If they already have a profile created they are able to login to their profile through this icon. If they are already logged in, users can view their profile and they are also able to logout.



FEATURES

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.



HOW TO USE

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.



HOW TO USE

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

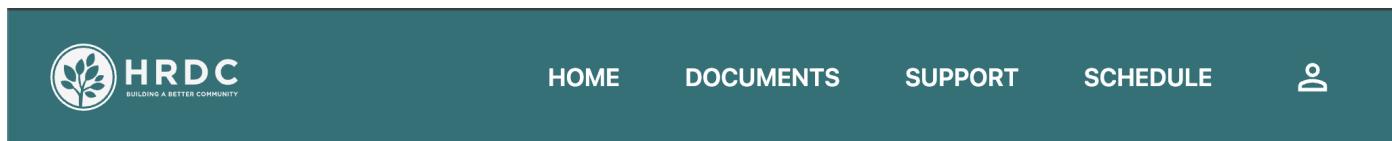
From the home screen, click the icon with a white “+ New Post” in the bottom left of the screen. Title your post, and say what your announcement is in the input field. click “post” to view your post.



NAVIGATION

The navigation bar for the adapts to the users device based on if the user is viewing the application on a computer screen or a mobile device screen.

DESKTOP VIEW - full navbar



MOBILE VIEW - dropdown navbar

On mobile devices the app will display the navigation bar in a dropdown menu format. Click the three stacked lines in the right hand corner to see the full menu options.

condensed dropdown menu



expanded dropdown menu



Click the three stacked lines icon to display the full dropdown menu



DOCUMENTS

DOCUMENTS TAB

Accessing Employee Handbook

In the pinned priority links section there is a direct link to the HRDC employee handbook. This will open a new tab with a browser viewable version of the handbook be available.

Document Search

Underneath the priority links you will find the document search feature. In the input field, type the name of your document or a keyword related to what you are looking for and click the blue search button to the right of the search bar. The results of your search will be listed below in the results section.

PRIORITY LINKS

EMPLOYEE HANDBOOK

FIND A DOCUMENT

search input field Photos

Results x

Photos from event on april 12 ▼



ADMIN

FEATURES OF ACCOUNTS MARKED WITH ADMIN PRIVILEGES

View your privileges:

- 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.

The screenshot shows the HRDC Admin Dashboard. At the top, it displays the email address **hrdcticketing@gmail.com** and the role **ADMIN**. Below this, under the heading **Your Privileges**, there are three green buttons: **Admin Dashboard Access**, **Manage User Roles**, and **Post/Edit/Delete Announcements**. To the right of these buttons, three callout lines point to them with the text: "your profile email", "your profile role (non admin will show as “employee”)", and "your privileges as an admin". Below the privileges section is a heading **Manage User Roles**, followed by two dropdown menus: "Select a User" and "Select a Role", and a large teal button labeled **Update User Role**.

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 privileges 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 privileges or switch them back to the role of employee. click the “update user role” button to save changes.

Manage User Roles

✓ Select a User

- hrdticketing@gmail.com (Current Role: admin)
- randomemail@msn.com (Current Role: admin)
- test@testemail.com (Current Role: employee)
 - (Current Role: admin)
 - (Current Role: employee)
 - (Current Role: employee)
 - (Current Role: admin)
 - (Current Role: employee)
 - (Current Role: admin)

Select a User dropdown menu

Manage User Roles

hrdticketing@gmail.com (Current Role: admin) ▾

✓ Select a Role

- ADMIN
- EMPLOYEE

Select a Role dropdown menu

Manage User Roles

hrdticketing@gmail.com (Current Role: admin) ▾

ADMIN ▾

Update User Role

Click to update user role



ADMIN

FEATURES OF ACCOUNTS MARKED WITH ADMIN PRIVILEGES

Editing and Deleting Announcements :

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 pen icon 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 trash can icon to delete post
- The announcement post will be deleted.

Click to pin an announceent

Click to edit an announceent

Click to delete an announcement

Click to save changes



HRDC EMPLOYEE INTRANET

DEVELOPER INFO & RESOURCES





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
- 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

FRAMEWORK DOCUMENTATION

NEXT.JS documentation	https://nextjs.org/docs
Tailwind CSS documentation	https://v2.tailwindcss.com/docs/installation



STRUCTURE

Directory Structure:

Documentation

- Developer Doc
- User Doc
- UML
 - UML documents

Site

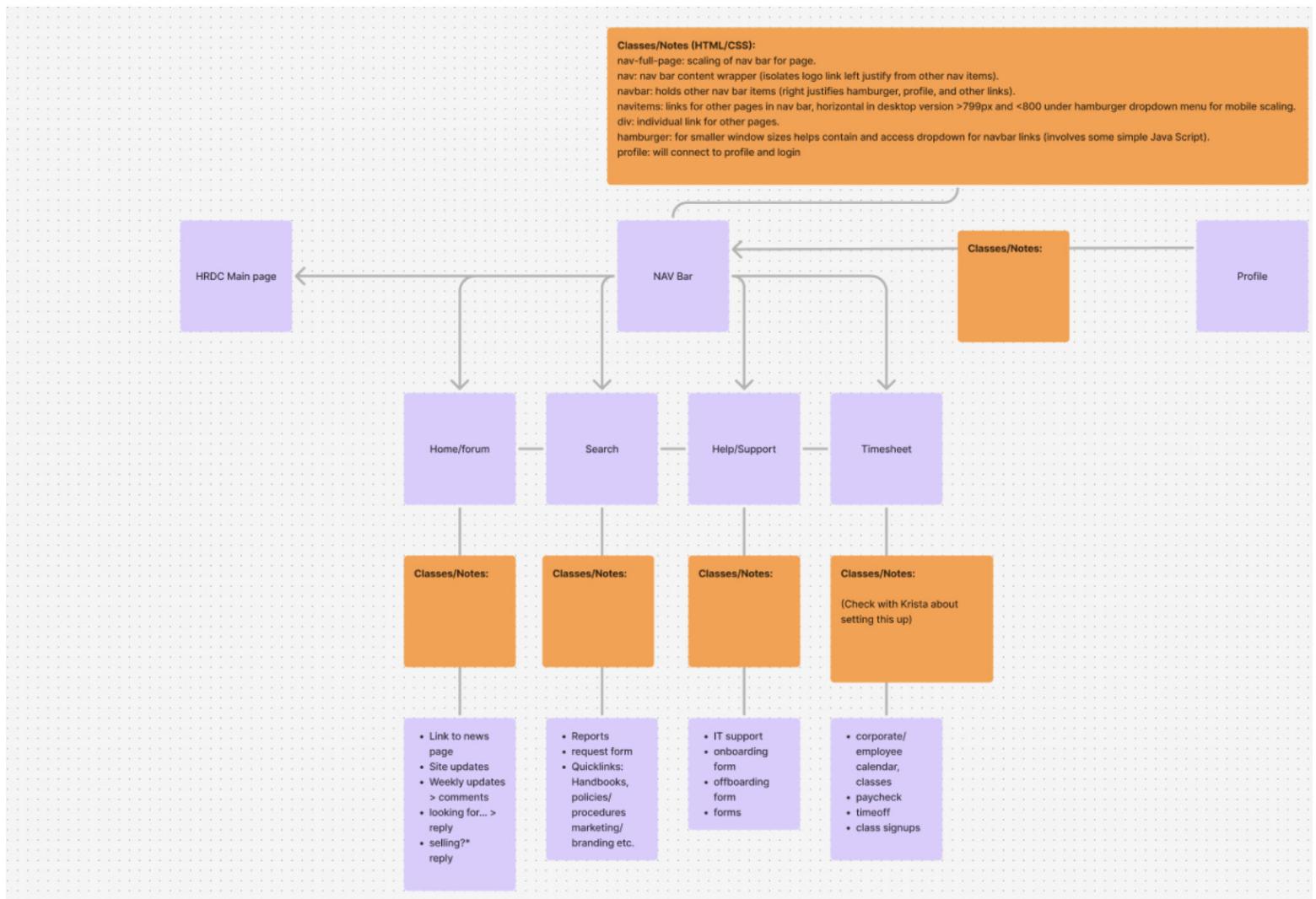
- Design
 - Images
 - Styles
 - Frameworks

docs

- NextJS
- HTML
- Misc. Code



CLASS DIAGRAM





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.



TICKETING EMAIL CHANGES

Changing the Support Ticket Email Configuration

This section explains how to change the email address where support tickets are sent from a Gmail account to your custom domain (@thehrdc.org).

Current Configuration

The ticketing system is currently configured to use Gmail for sending support tickets. The system uses the following environment variables:

EMAIL_USER: The email username/address
EMAIL_PASS: The email password or app password
EMAIL_HOST: The email server host (currently set to Gmail's SMTP server)
EMAIL_PORT: The port used for email connections
EMAIL_SECURE: Boolean to indicate if secure connection is required
GOOGLE_API_KEY: API key for Google services

Steps to Change Email Configuration

1. Update Environment Variables

Modify your .env file with the following changes:

```
# Change from Gmail to your domain
EMAIL_USER=support@thehrdc.org          # Replace with your preferred email address
EMAIL_PASS=your_new_password            # Set the password for your domain email
EMAIL_HOST=mail.thehrdc.org             # Replace with your domain's mail server
EMAIL_PORT=587                           # Common port for SMTP (confirm with your email provider)
EMAIL_SECURE=true                        # Set to true if using SSL/TLS
```

If using a different email provider than your current domain host, you may need additional



TICKETING EMAIL CHANGES

configuration. Consult with your email provider if this is the case.

2. Testing the Configuration

After updating the environment variables:

Restart the server

Submit a test ticket through the form

Verify that the email is received at the new address

Check that confirmation/failed messages appear after ticket submission

4. Troubleshooting Common Issues

Authentication errors: Verify your username and password are correct

Connection timeout: Check that EMAIL_HOST and EMAIL_PORT are correct

SSL/TLS issues: Adjust EMAIL_SECURE as needed

Firewall issues: Ensure your server can connect to the email provider

Note

Keep the GOOGLE_API_KEY variable even if you are not using gmail, it is necessary for the functionality of the search, calendar, and drive features.



ADDING FILES TO GOOGLE DRIVE

Search Feature – Adding Files

Find (or create) your target folder in Drive

Go to <https://drive.google.com/> and sign in with the Google account that owns your folder.

Navigate to the folder you want your app to search.

In your browser's address bar you'll see a URL like:
<https://drive.google.com/drive/folders/1Kf4QwSSCj03NeD4L38RtML3HP67xYcu8>

Copy everything after /folders/ — that's your folder ID.

Tell your app about that folder

In your .env.local, add the following, changing the ID to match yours:
GOOGLE_DRIVE_FOLDER_ID=1Kf4QwSSCj03NeD4L38RtML3HP67xYcu8

Then restart your dev server: npm run dev

Share the folder with your service account

Because your API calls authenticate as a service account, that account needs permission on the folder:

In Drive, right-click the folder and choose Share.

Paste your service account email (for example:
hrdc-745@advance-copilot-457622-a0.iam.gserviceaccount.com)

Grant it Viewer access.



ADDING FILES TO GOOGLE DRIVE

Upload files into that folder

Drag & drop files onto the folder in the Drive UI, or click New → File upload.

When the upload finishes, your Next.js API call will include them.

Verify in your app

Open your search page and click the “ ” button (or submit an empty search) to run `loadAllFiles()`.

You should now see every file you added.



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



FURTHER QUESTIONS AND SUPPORT

TROUBLESHOOTING AND SUPPORT

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

For Developer support, contact loganschuman406@gmail.com.

GOOGLE DRIVE HELP AND SUPPORT

<https://support.google.com/drive/?hl=en#topic=14940>

FRAMEWORK DOCUMENTATION/SUPPORT

NEXT.JS documentation <https://nextjs.org/docs>

Tailwind CSS documentation <https://v2.tailwindcss.com/docs>



HRDC

CELEBRATING 50 YEARS
OF BUILDING A BETTER COMMUNITY