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Alex MacCumber

David Obeda

Alex Palmer

Stephen Perrin

Marissa Schmitt

Crew management application User Manual

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# Description

The purpose of this mobile application is to allow members of a crew to appropriately assign and track the corresponding workload. It also allows crew members to update any information, such as a message board or tasks to be done.

# Scope

The application is used for a minimum API of Android 4.4 (KitKat) and a maximum API of

Android 8.1 (Oreo).

# Application Roles Defined

## Administrator

The administrator(s) have many permissions within their role. The administrator can add or remove crew members and/or jobs. Also, the *Administrator Screen* can only be accessed by the administrator login credentials. Along with the administrative privileges, administrators can also access all the crew member screens, such as the *Progress Screen* and the *News Feed Screen.*

## Crew Member

A crew member within this application must initially be made by the administrator. The crew member can view other existing members and mark their assigned jobs as complete or incomplete. Also, they can access the *Progress Screen* where they can see the progress made on all tasks. There is also a *News Feed Screen* where everyone, administrators included, can post and their post can be seen by all other employees. If a crew member posts on the *News Feed Screen*, the corresponding name of the crew member will be shown alongside the post.

# User Manual

## Login Screen

Initially on startup of the application, a login screen is presented. The user logs in with their specified username and password. If the user isn’t an administrator, they are presented with a screen that allows them to navigate to other screens within their domain. However, if the user is an administrator, they are taken to the corresponding administrator screen where they can add employs and setup their login credentials. The user will then be taken to a navigation screen where they can choose their desired screen.

A screenshot of a cell phone

Description automatically generated***Important Note: On initial use, the default admin credentials are as follows:***

**Username: admin**

**Password: 1234**

As shown within the picture, this screen has an area for the user to type in their username.

A username can be made up of any character, thus a default keyboard is used.

There is also a text area for the user’s password that will automatically be censored out as the user types.

A password can be made up of any character, thus a default keyboard is used.

Once the user has typed in their appropriate username and password, they shall click the *Login* button to continue. After the button is pressed, the system shall ensure that the user’s login credentials are correct.

If the user’s credentials are correct, they will be taken to the next corresponding page.

If the user’s credentials are incorrect, the prompt below the *Login* button will adjust the number of how many times they have tried to login incorrectly.

### Change Password

This section explains how the user can change their login password.

This screen can be accessed by both roles: crew member and administrator.

A screenshot of a cell phone

Description automatically generatedOnce arriving on the Change Password page, there’s an area for the user to type in their new password.

Since a password can be made up of any character, a default keyboard is used for the input.

Once the user has typed a new password, they shall click the *Enter* button to continue.

After the user has clicked the *Enter* button, their old password will be replaced with the new one based on the employee’s identifier.

For information on how to login to the application, go to the *Login Screen* section within this document.

## Members Screen

The members screen is meant to display all current members that have been registered along with their positioned job. It also displays additional information about their hire, such as the date of hire and assigned job.

A screenshot of a cell phone

Description automatically generatedOnce the user navigates to the *Members Screen* via the menu, all the information about the current active crew members will be displayed.

Initially, there will be a list of names of all the registered crew members, then a name can be selected to expand and get additional information on.

As shown, the information in the expanded view is:

* Name
* Age
* Job title
* Assigned job
* Date of Hire

To exit this screen, the bottom left button should be clicked.

## Administrator Screen

The administrator screen can only be accessed by the crew administrator. This screen allows the administrator to keep track of the progression of jobs and can add/remove members from the crew.

A screenshot of a cell phone

Description automatically generated*Note: This screen should only be accessed by the administrator.*

Existing members and jobs will be displayed for the administrator to choose from.

If the administrator wants to delete a certain member or job listed, it needs to be selected, then the *Delete Member* or *Delete Job* button will be clicked.

Once the button is clicked, the selected member or job will no longer be available.

If the administrator wants to add a new member or job, click the corresponding button – either *New Member* or *New Job*.

The user will then be taken to the appropriate page to fill in the new information about the member or job.

For information on how to login as the administrator, go to the *Login Screen* section within this document.

### Add Members

This section is meant to explain how a new member can be added within the application. This screen shall only be accessed by the appropriate role; the administrator.

A screenshot of a cell phone

Description automatically generatedThe administrator will arrive at this screen if they clicked the *New Member* button.

Once on this screen, the user has the ability to enter the new crew member’s:

* Username
* Name
* Age
* Job
* Date of Hire

After all the appropriate information has been entered, the Administrator can press the *Enter* button to have the new member created within the application.

For information on how to login as the administrator, go to the *Login Screen* and the *Administrator Screen* section within this document.

### New Jobs

A screenshot of a cell phone

Description automatically generatedThis section will explain how to add a new job within the application.

Once the administrator arrives at this screen, they’ll have the ability to enter a new job title.

When the appropriate new job title has been entered, the user will press the *Enter* button.

After the *Enter* button has been press, the new job will be able to be assigned to an employee/crew member.

For information on how to login as the administrator, go to the *Login Screen* and the *Administrator Screen* section within this document.

## Progress Screen

The progression screen allows members to see the amount of completed tasks and incomplete tasks. It also members to mark any uncompleted task as complete.

A screenshot of a cell phone

Description automatically generatedOn arriving to this screen, the number of completed and incomplete existing tasks/jobs will be displayed.

Note: if no tasks have been created, there will be no numbers shown next to the indicators.

The percentage will then be calculated by taking the number of completed tasks and dividing it by the total number of active tasks.

The total of active tasks will be calculated by adding the number of completed and incomplete tasks together.

The user even has the option to generate a report which will print out all of the information in sentences.

## Job Assignment Screen

The job assignment screen allows member to assign job and also mark their assigned job as complete.

A screenshot of a cell phone

Description automatically generatedThis screen allows the user to select from a group of existing employees and job.

It also allows the user to create a job or assign one to a certain employee.

To create a job, the user would press *Create Job* and enter the appropriate information.

## News Feed Screen

The news feed screen allows members to update and post on a forum. The posts will identify which member posted if their login credentials were accepted.

A screenshot of a cell phone

Description automatically generatedThis page can be navigated to from other paged. Both roles, administrator and crew members, can use this page.

A user types their message in the textbox using a standard keyboard.

Once the user has successfully typed their message, they can post it to the news feed by pressing the *Send* button.

After pressing the *Send* button, their message will appear on the screen along with the time they posted it.

# Workflow Instructions

## How to Add a Member

This section explains how the administrator role can add new members to the crew through the administrator screen.

1. Log in to the *administrator* account
2. Go to the *administrator* page
3. Click the *New Member* button
4. Enter the appropriate information of the new member
5. Click *Add*

## How to Remove a Member

This section explains how the administrator role can remove an existing member through the administrator screen.

1. Log into the *administrator* account
2. Go to the *administrator* page
3. Click the *Remove Member* button
4. Specify the member id to remove

## How to View Existing Members

This section explains how any role within the application can view the existing members within the *Members Screen.*

1. Log into the login screen with the appropriate login credentials
2. Click on the *menu* on the top right corner of the screen
3. Click on the *Members* *screen*
4. All members will be displayed on the screen along with corresponding information
5. Click on bold crew member name to view additional information