EAGLETRACKS USER MANUAL

For Administrators and Everyday Users

Eastern Washington University
CSCD 490

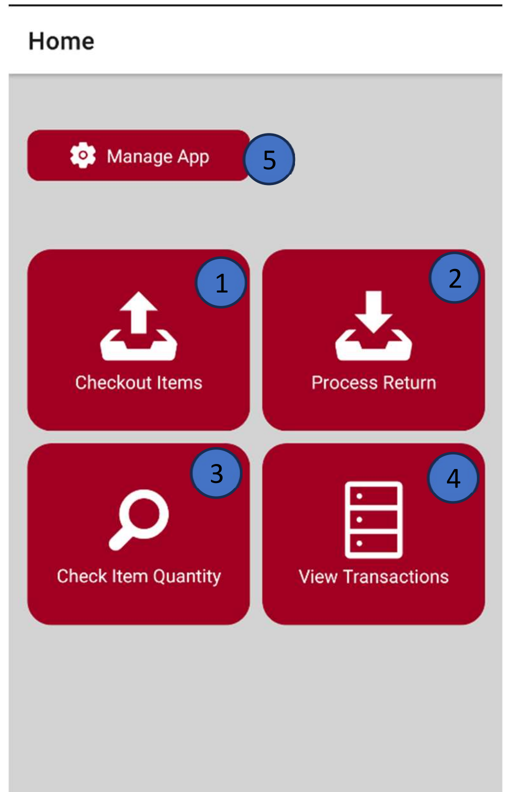
Contents

What is EagleTracks

EagleTracks is an app designed to alleviate the inherent difficulty in tracking Quartzy transactions. Quartzy, while great as an inventory management app, currently does not provide a way to go back and view who took what items and when. Our goal was to allow users to have the same great lab management services as a teacher through Quartzy, while also having a way to keep track of previous transactions through EagleTracks. EagleTracks was designed to preform two tasks: modify Quartzy's database, and record who did that modification. To this end, EagleTracks collects necessary user information during checkouts, and uses that information to build a database of previous transactions and update Quartzy in real time through their API. The result is that your Quartzy database always being up to date with transactions within seconds of them occurring, and all information associated with who is taking items where and for what purpose will be viewable.

Home Menu

When you pull up EagleTracks, the first thing you will see is the Home Screen. From the Home Screen, you will have five options:

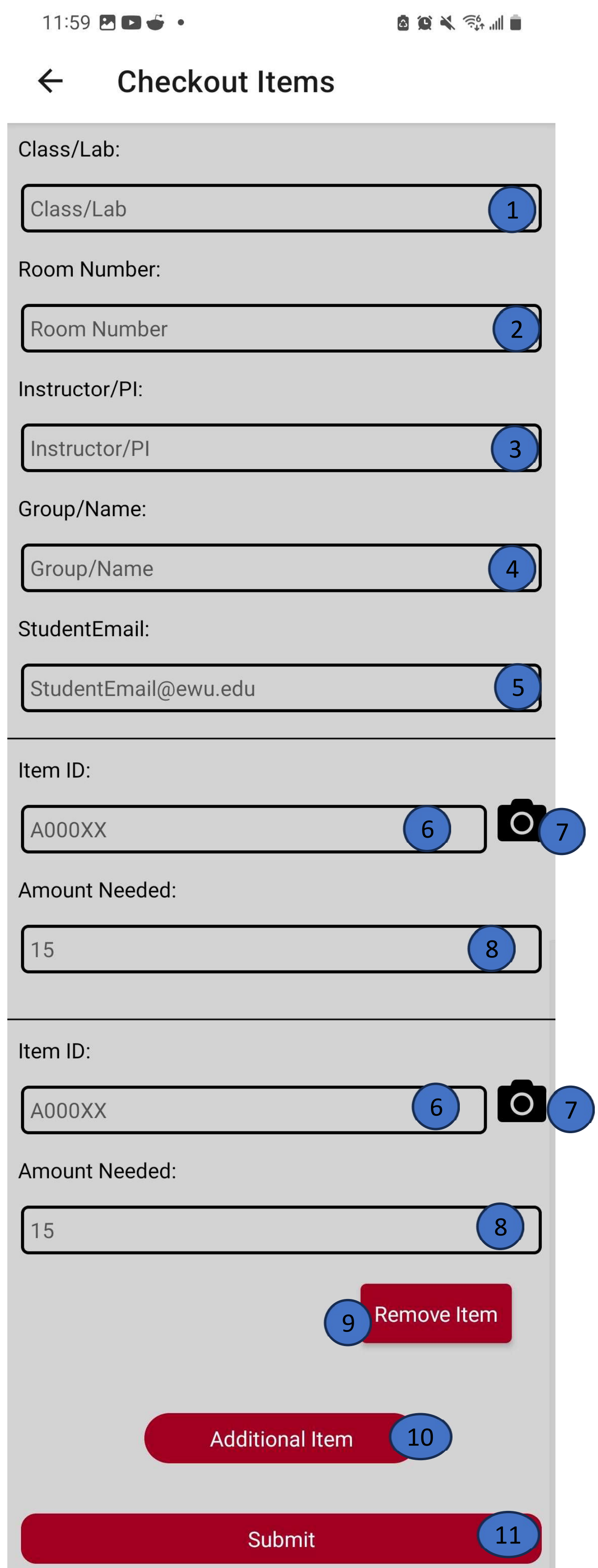


1. Checkout Item
    a. The Checkout item page is where users can fill out the digital form necessary for checking out items from the storeroom.
2. Process Return
    a. The Process Return page is where the user can enter an order number to automatically fill out a return form that users can modify to reflect item loss/usage when returning checked out items to the storeroom.
3. Check Item Quantity
    a. The Check Item Quantity page is for checking the current stock of an item you desire and, based on the amount of the item needed, if you have enough of it in the storeroom.
4. View Transactions
    a. The View Transactions page is for viewing a list of previous transactions.
5. Manage App
    a. The Manage App screen is for changing user credentials and updating our internal item list. After first time setup, this page is not necessary for everyday use of the app and can safely be ignored everyday users.
    b. This page will be covered last in the guide as it is primarily used for first time startup and updates after inventory changes to the storeroom.

Checkout Page

On the checkout page, users will be required to fill in information necessary for identification and database modification during the checkout.

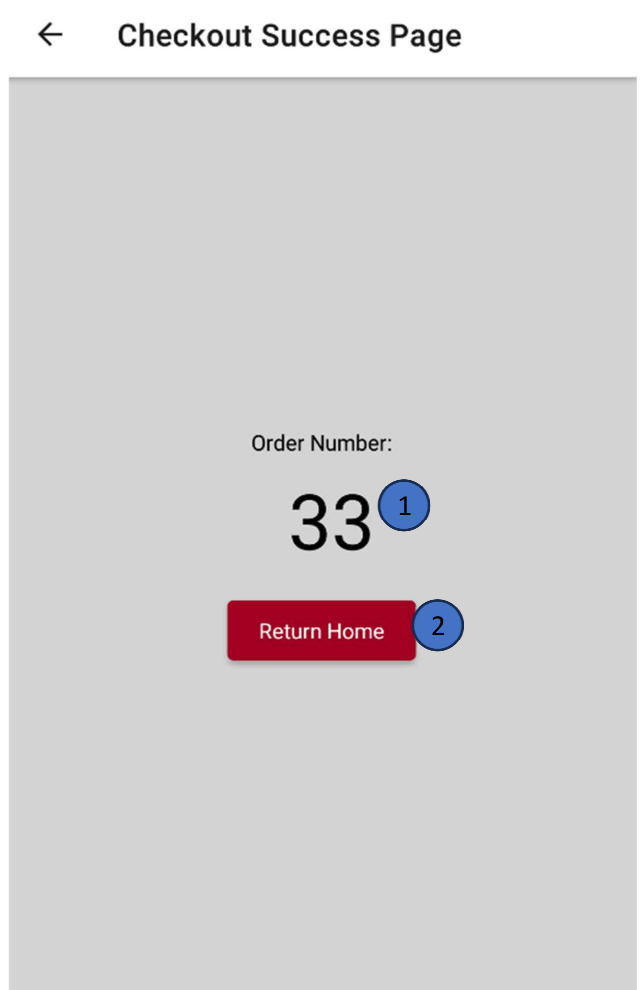
1. The field where the user specifies which class the resources are going to be used for.
2. The room number that the items are going to be moved into.
3. The field where the instructor of the class or lab's name is recorded.
4. The name of the group or individual taking the items.
5. The student email of the borrower.
6. The manual entry field for the item's serial number
7. When the camera button is pressed, it will take the user to a page where they can use their device's built in camera to scan barcodes. Scanned barcodes will be automatically entered into Item ID (6).
8. The number of items that are going to be removed from the storeroom.
9. When Remove Item (9) is pressed, it will remove that item's fields (6, 7, 8) from the checkout page.
10. When Additional Item (10) is pressed, it will add new item fields (6, 7, 8) to the page, allowing the user to checkout an additional item.
    a. It will also add a new Remove Item (9) button to that item, should that checkout be unnecessary or accidental.
11. When the Submit (11) button is pressed, users will be redirected to a working page while the data is processed.
    a. Once processing is complete, users will be redirected to a success page where they can see their order number.



Checkout Success Page

Upon successfully checking out your items, you will be brought to the success page. The Success Page only has two important items on it:

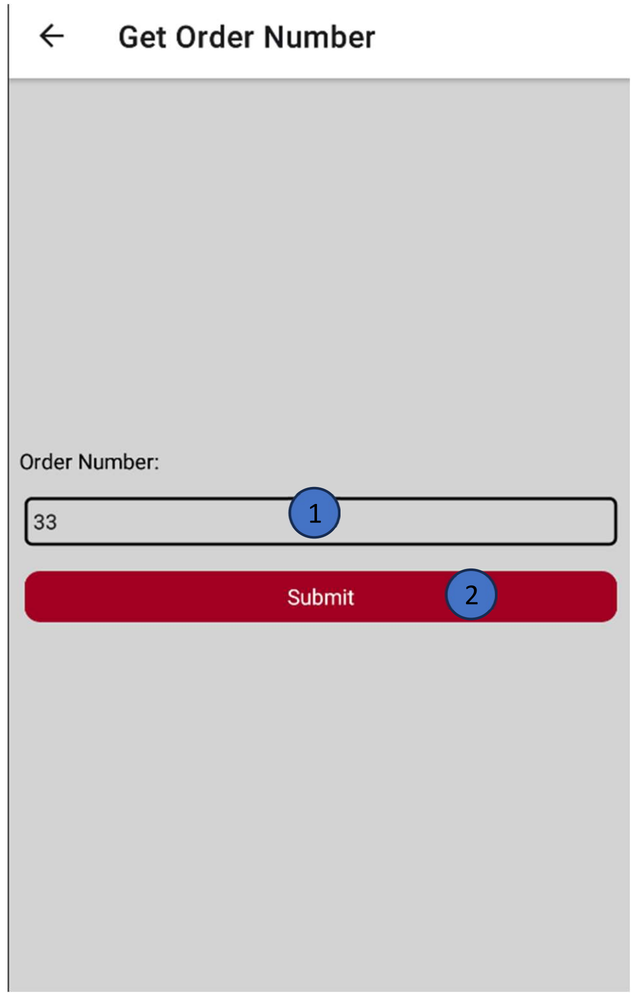
1. Your return number.
    a. This number is used for completing your returns latter so try not to lose it.
2. The return home button.
    a. You can also reach the home button by hitting the back arrow in the top left, but using the home button is faster.



Process Return: Order Number

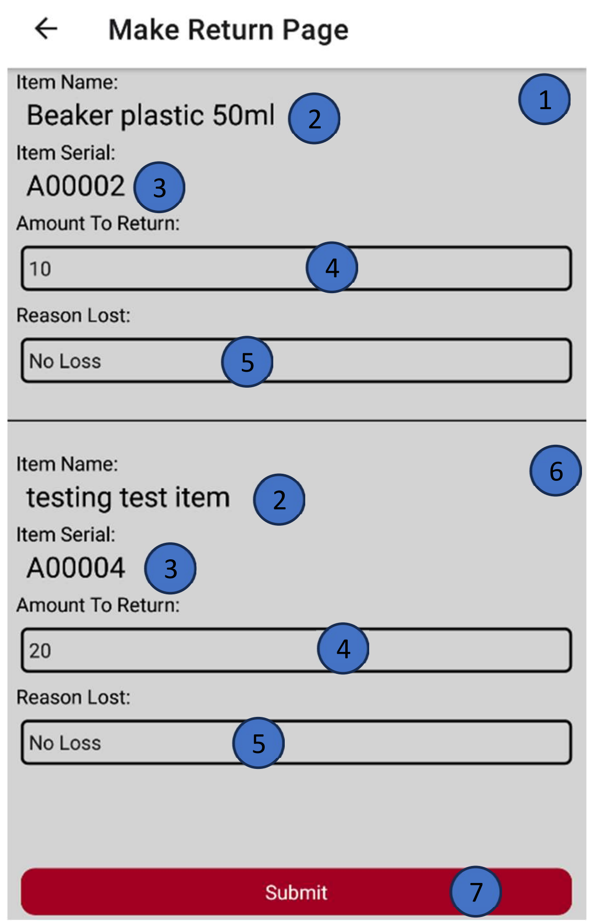
The Order Number page is where you can enter your return number to automatically fill out the return page.

1. The field for you to enter your return number.
2. The button to submit your return number.



Return Page

On the return page, your order number will be used to automatically fill out the appropriate fields with the items and the amount of each item checked out.

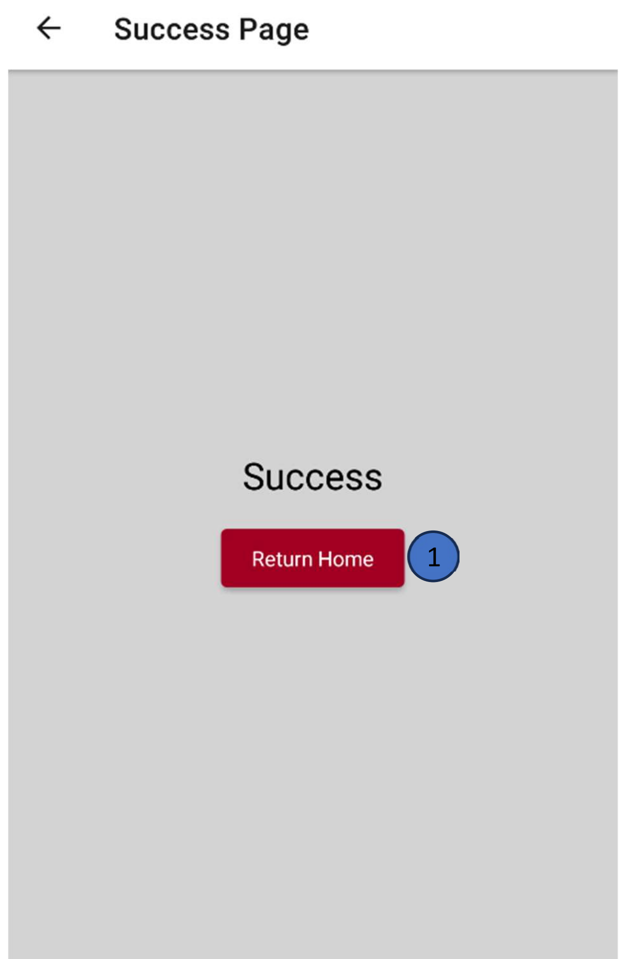


1. The first item in the checkout list.
2. The name of the item being returned.
3. The serial (barcode) number of the item.
4. The amount of the item that is being returned by the user.
    a. This amount will default to the amount of the item originally taken from storage.
5. Why the amount of the item being returned is less than the amount that was originally taken.
    a. The reason for the return could be due to consumption, damage, etc.
6. The second item being returned.
    a. Sections 2, 3, 4, and 5 for within item 6 are specific to that item and will not affect the previous items.
7. The submit button to send your changes to our transaction database and Quartzy's database.

Return Success Page

When a return is successful, the user will be brought to a screen that notifies them that the transaction was successful and has a link back to the home button.

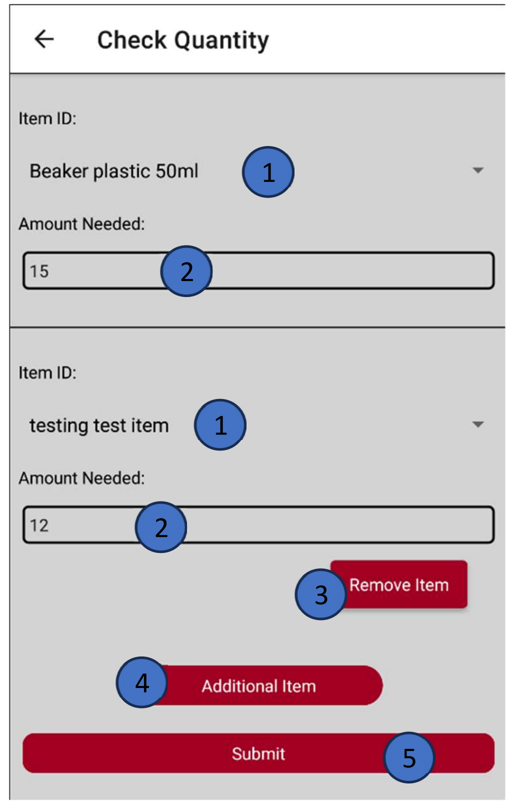
1. Button to return the user to the home screen.

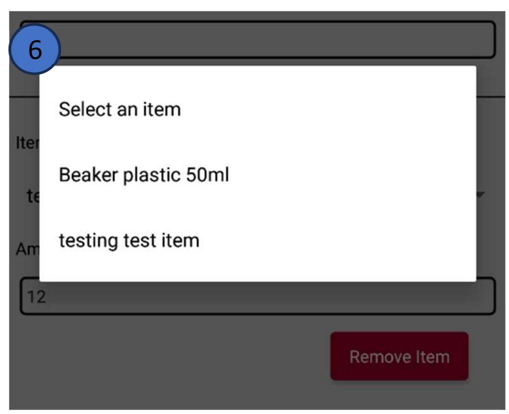


Check Item Quantity

When the user wants to see if the storeroom has enough of an item, they can check the amount they need against the amount the storeroom has.

1. The currently selected item the user wants to check the quantity of.
    a. Tapping the item name will bring up a list of all items (6).
2. The amount of the item the user wants to be able to checkout.
3. The button to remove an item from the list of items being checked.
4. The button to check the quantity of an additional item.
5. The button to check the Quantity of each item on the page.
6. A list of all items currently known to be located in the main storeroom.
    a. Tapping on the name will select it and close the menu.
    b. Tapping outside of the menu will close it without changing anything.

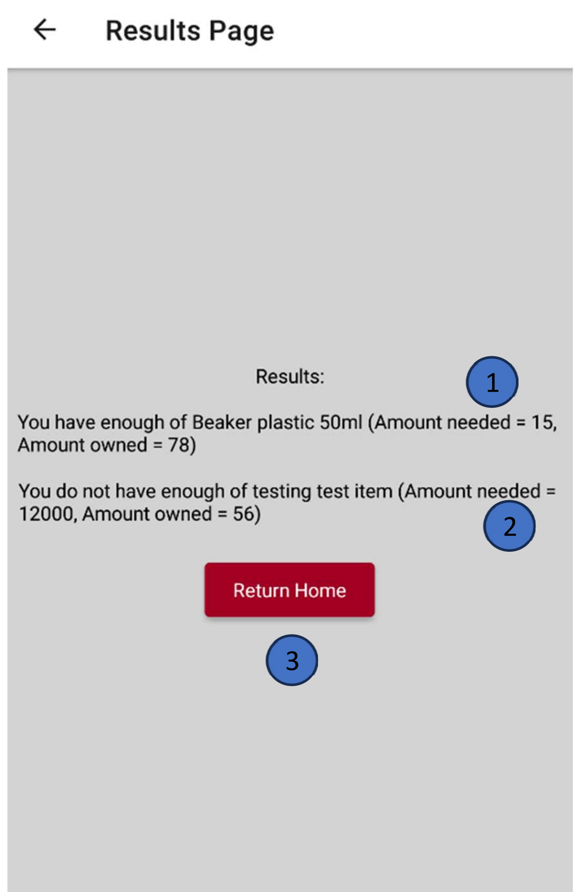




Check Stock Results Page

After the stock has been checked for each item, the user will be brought to a page where they can view the results of the check.

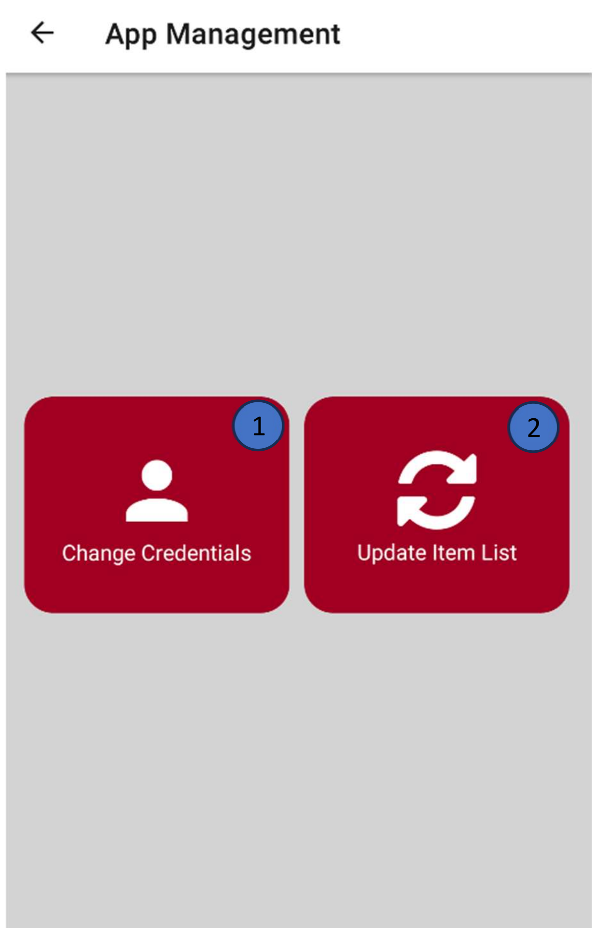
1. The results of the first item's check.
    a. In this case, we did have enough of the item as we only needed 15, but we have 78.
2. The results of the second item's check.
    a. In this case we did not have enough as we needed 12,000 but only had 56.
3. The button to return directly to the home screen.



Manage App

The clicking on the Manage App button on the home screen (number 5), the user can navigate to the App Management page. The App Management page is intended for first time setup and for updates to the room, primary account, lab, and the item list. The app management page has two options:

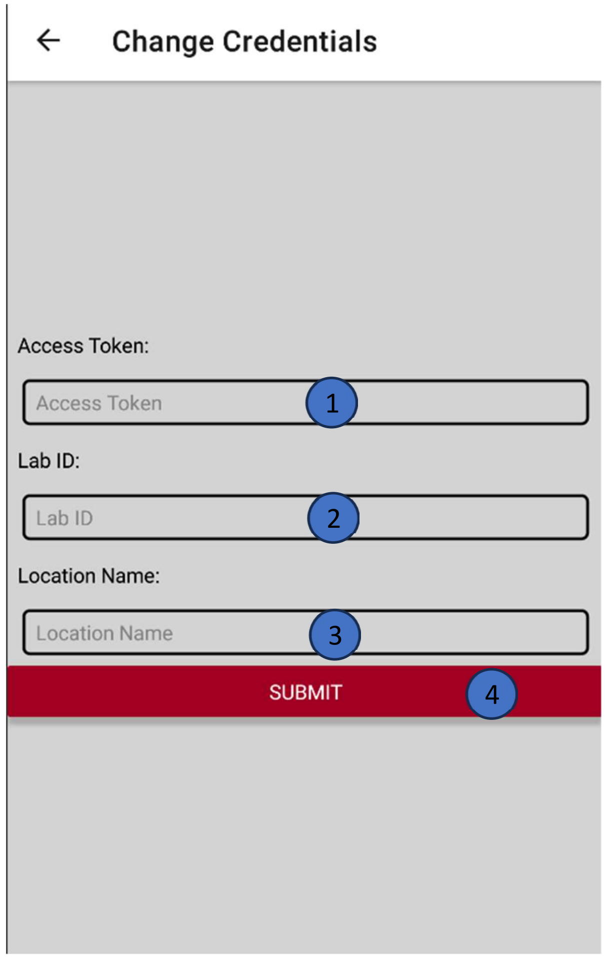
1. Change Credentials
    a. Changing credentials will need to be done once as a first time startup and rarely after that.
2. Update Item List
    a. Updating the internal item list is a process that will need to be ran every time a new type of item is added to the storeroom.



Change Credentials

Users will never be in a position to change credentials, so it is simply best to navigate out of the page. For administrators, you'll need a few things which will be covered in our first time startup section.

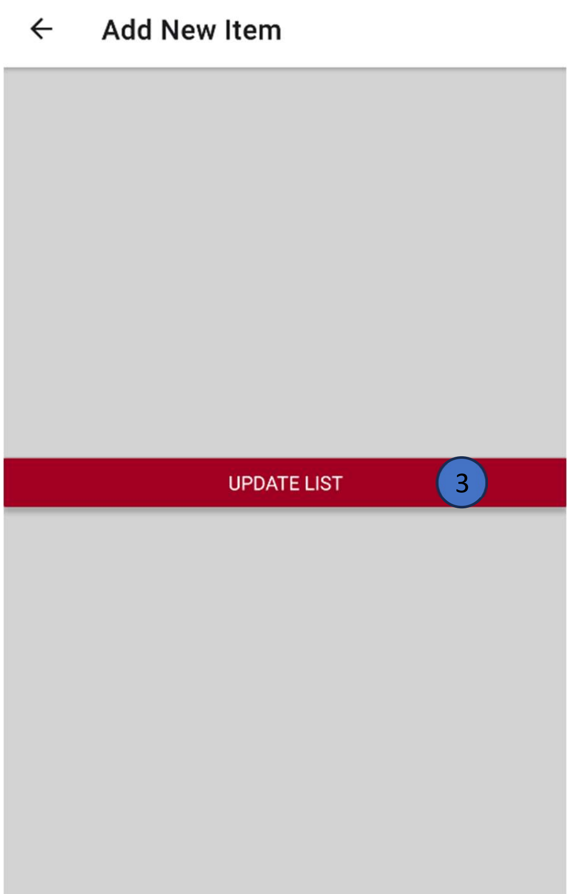
1. The text field to enter your Quartzy Access Token in.
2. The text field for you to enter your Lab ID into.
3. The text field to enter the primary location of your items into.
4. The button to apply your new credentials to this app.



Update Item list

The Update Item List page is for updating our internal item list which is necessary for interacting with Quartzy. Our list keeps track of the items stored in the storeroom, but will discard all other items. Once the updating process is complete, the user will be brought to a screen like the Return Success page. The user will simply be able to hit the Return Home button to return to the Home Page and begin using the app as usual.

1. The button to update the item list.

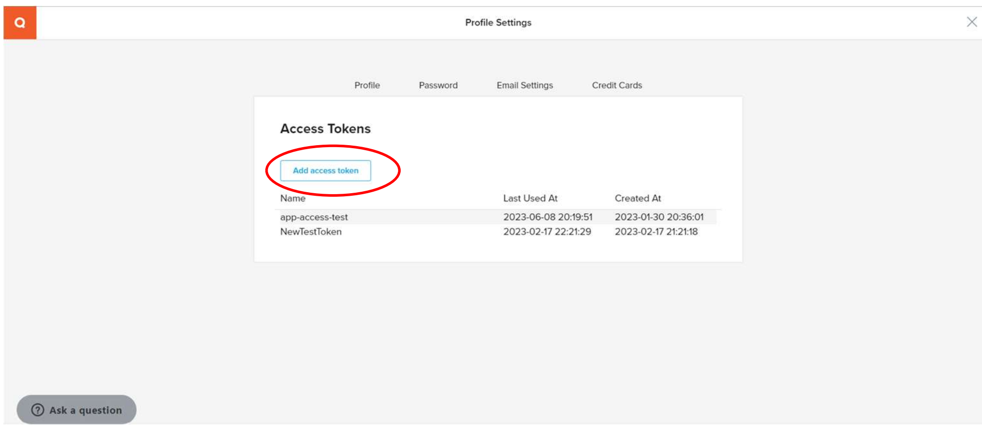


First Time Setup

After first installing EagleTracks, there will be a few steps necessary to link EagleTracks to your Quartzy account and begin the editing and checkout process. First, you'll need to get three things from Quartzy: an Access Token, your lab's Lab ID, and the name of the location you plan on managing.

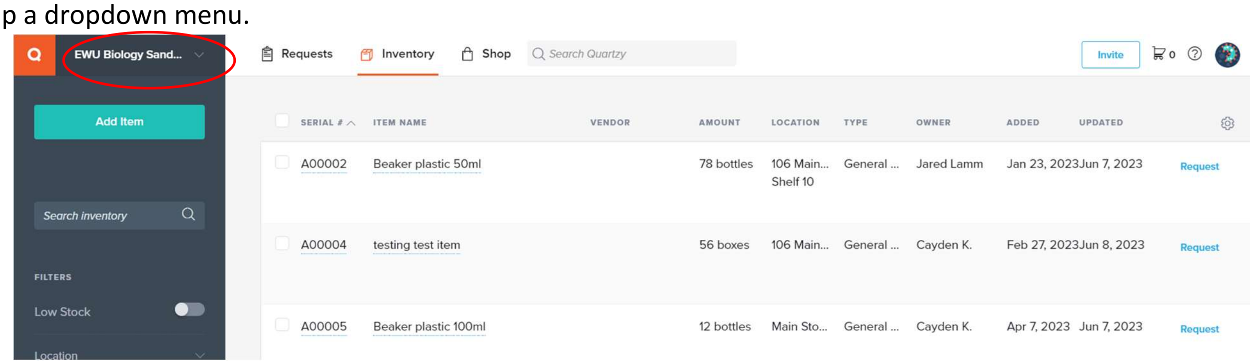
Access Token

To create an access token you will need to be logged into Quartzy. When logged into Quartzy, follow these steps:

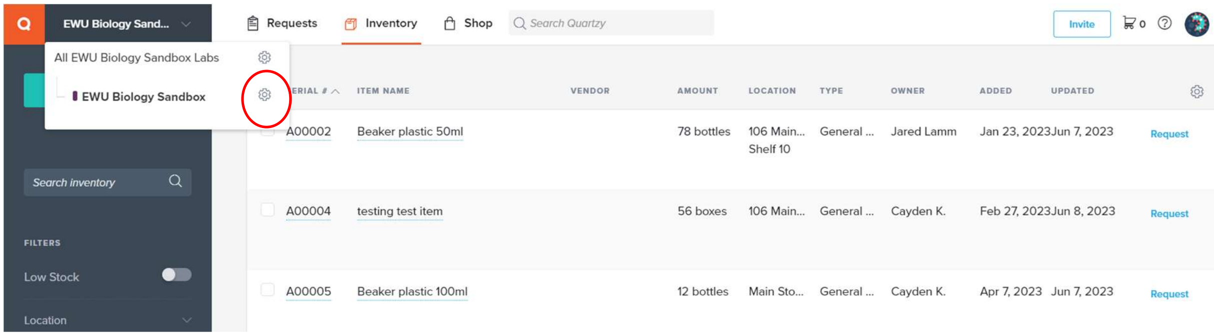
1. Navigate to https://app.quartzy.com/profile/access-tokens
2. On the Access Token page, click the "Add access token" button (circled in red) to generate an access token.
    a. 

3. Name your access token whatever you want (ex: EagleTracks Access) and click save.
4. Once the Access Token is generated, it will appear under the "Add access token" button.
5. Copy it and put it somewhere safe.

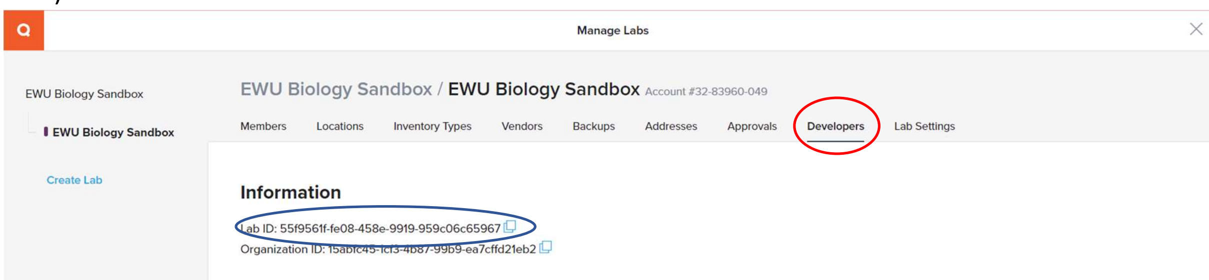
Lab ID

1. From the inventory screen, click the name of your lab in the upper right corner (circled red) to bring up a dropdown menu.
    a. 

2. Click on the gear icon next to your lab's name to pull up the lab setting page.

a. 

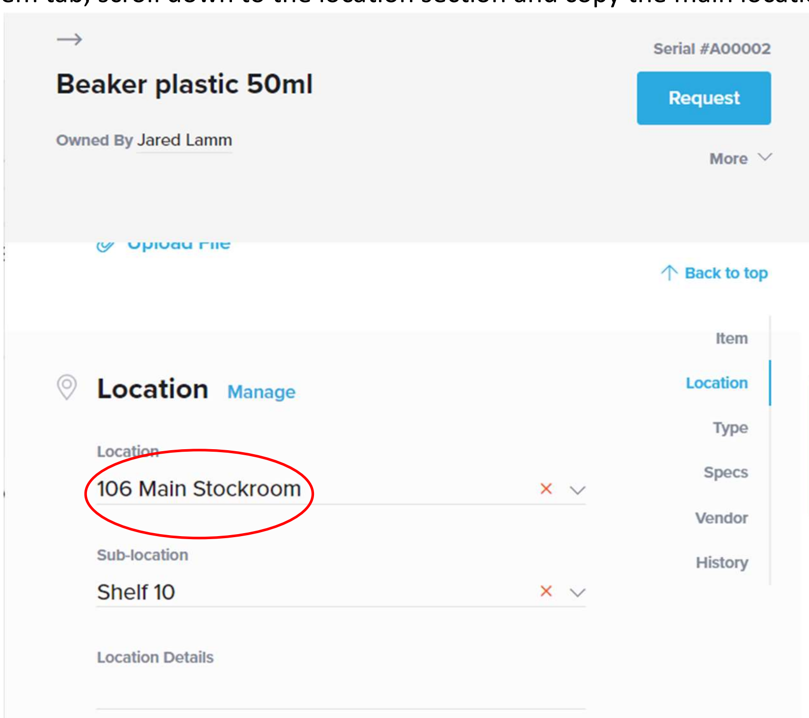
3. In the lab management page, click on the "developers" tab (circled red) and copy the Lab ID (circled blue)

   a. 

Location Name

To get the Location Name from Quartzy, Navigate to your lab's inventory.

1. Click on any item in the lab that has its location set to be the storeroom to pull up the item tab.
2. In the item tab, scroll down to the location section and copy the main location (circled red).

   a. 

Finalizing Setup

1. Navigate to the Change Credentials page.
2. Enter your Access Token, Lab ID and Location into the page.
3. Press “Submit”
4. Return to the Home Screen
5. Navigate to the Update Item List
6. Click “Update List”
7. Return to the Home Screen
8. The App is setup and ready for use.