



**VeLog App**

**Desktop & Web**

**Training Documentation**

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14. **Overview**

The Vehicle Log Windows 10 application (or VeLog) has been developed as part of an initiative to reduce the time taken by the admin department to capture manual vehicle logs and the reporting and administration thereof.

1. **Default Desktop App View**

VeLog’s default view is in a maximised window. The log data is presented in a data grid with the Creation Date in Descending order, therefore the most recently captured data will be at the top of the data grid.

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| --- |
|  |
| *image 1* |

1. **Data Grid Capabilities**

Velog currently has 5 data grids, which can be sorted in Ascending/Descending order. Each data grid can be filtered by a column or multiple columns as well.

* Vehicle Log data grid
* Division data grid
* Campus data grid
* Course data grid
* Cars data grid
  1. **Sorting**

|  |  |
| --- | --- |
| Use this to sort | *image 2* |

|  |
| --- |
|  |
| *image 3* |

* 1. **Filtering**

|  |  |
| --- | --- |
| Use this to filter | *image 4* |

|  |
| --- |
|  |
| *image 5* |

1. **Single Column Basic Filtering**

Clicking on the filter the first time will always show all the records in the column.

|  |
| --- |
|  |
| *image 6* |

To select or deselect records, check or uncheck the checkboxes. Click OK to apply the filter selection.

|  |
| --- |
|  |
| *image 7* |

Image 8 below is the result of the following filter - all records from 14/05/2016 and 23/05/2016 (refer image 7).

|  |
| --- |
|  |
| *image 8* |

1. **Single Column Advanced Filtering**

Clicking on the filter the first time will always show all the records in the column.

|  |
| --- |
|  |
| *image 6* |

The advanced filter type depends on the column’s Data Type:

* Date Filter

|  |
| --- |
|  |
| *image 9* |

* Number Filter

|  |
| --- |
|  |
| *image 10* |

* Text Filter

|  |
| --- |
|  |
| *image 11* |

The following advanced filtering options are available for each Data Type:

|  |  |  |
| --- | --- | --- |
| **Date Filter** | **Number Filter** | **Text Filter** |
|  |  |  |

To access the filter options for each Data Type, click on the Data Type Filter, (Date Filters, Number Filters or Text Filters), and the options will dropdown/appear.

To select filtering criteria using advanced filtering options, use a combination of the dropdown arrows and radio buttons. To apply the selected filter, click OK.

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| --- |
|  |
| *image 12* |

Image 13 below is the result of the following filter option selection – records equal to 14/05/2016 OR before or equal to 15/05/2016 (refer image 12 above).

**Please note**: if you select AND instead of OR, the records from 15/05/2016 will **not** be included.

|  |
| --- |
|  |
| *image 13* |

1. **Multiple Column Filters**

Multiple columns can be filtered at the same time.

* First filter by date:

|  |
| --- |
|  |
| *image 14* |

Image 15 below is the result of the filter applied to image 14 above.

|  |
| --- |
|  |
| *image 15* |

* Second filter by division:

|  |
| --- |
|  |
| *image 16* |

Image 17 below is the result of the filter applied to image 14 (by date) and image 16 above (by division).

|  |
| --- |
|  |
| *image 17* |

* Third filter by course:

|  |
| --- |
|  |
| *image 18* |

Image 19 below is the final result of all three filters applied simultaneously, the filter applied to image 14 (by date), image 16 (by division) and image 18 above (by course).

|  |
| --- |
|  |
| *image 19* |

1. **Clearing Filters**

|  |  |
| --- | --- |
| When a column has a filter applied, it will have a line above the filter | *image 20* |

* 1. **Clearing Filters Individually**

Filters can be cleared individually, by clicking Clear Filter for each column.

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| --- |
|  |
| *image 21* |

* 1. **Clearing Multiple Filters**

Multiple filters can be cleared all at once by clicking the Clear All Filters Button.

|  |
| --- |
|  |
| *image 22* |

1. **Exporting to Excel**

Reports can be exported to an Excel spreadsheet by clicking the Export to Excel button.

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| --- |
|  |
| *image 23* |

A successful export message will appear as well as the file name and the path that the file has been saved to.

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| --- |
|  |
| *image 24* |

1. **Accessing your Excel File**

Copy the Excel file’s destination path from the app –

|  |
| --- |
|  |
| *image 25* |

– open File Explorer and paste what you have copied in the address bar, press the enter key on your keyboard, to open the folder where your file has been saved.

|  |
| --- |
|  |
| *image 26* |

To open the generated file, double click on the required file.

|  |
| --- |
|  |
| *image 26a* |

To open the generated file immediately after export, copy the Excel file’s destination path and file name from the app –

|  |
| --- |
|  |
| *image 25a* |

– open File Explorer and paste what you have copied in the address bar, press the enter key on your keyboard –

|  |
| --- |
|  |
| *image 26b* |

– the generated Excel file will open.

|  |
| --- |
|  |
| *image 27* |

1. **GL Codes Admin Page**

Click on the GL Codes Admin button to access the page.

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|  |
| *image 28* |

There are three data grids on the GL Codes Admin page: Division, Campus and Course.

Each grid can be sorted and filtered.

Horizontal and Vertical scrollbars will appear as required.

Clicking the Clear all Filters button will clear all three data grids at the same time

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|  |
| *image 29* |

Records can be added, updated or deleted from each data grid and the same rules apply to all three grids.

The Id’s for each grid cannot be edited at all.

Maximum Character Lengths per Column

Division 100 characters

Campus 100 Characters

Course 100 Characters

* 1. **Adding Records **
* Click on an empty text box to start adding your record.
* Do not add an empty record, you will get an error message (e.g. Enter Division details).

|  |
| --- |
|  |
| *image 30* |

* Should there be a record in the text box already, deselect it first or you will get an error message (This record already exists).

|  |
| --- |
|  |
| *image 31* |

* The length of your entry may not be more than the assigned character lengths allocated to each column, including any spaces.
* Should your details exceed the maximum length you will get an error message (e.g. Check Division Length).

|  |
| --- |
|  |
| *image 32* |

* Successfully adding your record will update the data grid with the new record.

|  |
| --- |
|  |
| *image 33* |

* 1. **Deleting Records **
* Select a record to delete from the data grid, by clicking on it.
* Do not delete an empty record, you will get an error message (e.g. No record selected).

|  |
| --- |
|  |
| *image 34* |

* Successfully deleting your record will update the data grid without the deleted record.

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| --- |
|  |
| *image 35* |

* 1. **Updating Records **
* Select a record to update from the data grid, by clicking on it.
* Do not update an empty record, you will get an error message (e.g. No record selected).

|  |
| --- |
|  |
| *image 34* |

* Do not update a selected record with empty fields, you will get an error message (e.g. Enter Division details).

|  |
| --- |
|  |
| *image 30* |

* The length of your entry may not be more than the assigned character lengths allocated to each column, including any spaces.
* Should your details exceed the maximum length you will get an error message (e.g. Check Division Length).

|  |
| --- |
|  |
| *image 32* |

* Successfully updating your record will update the data grid with the changed record.

|  |
| --- |
|  |
| *image 36* |

* 1. **Deselecting Records **
* Should there be a record in the textboxes that you need to clear, click on the Deselect button.
* Do not deselect an empty record, you will get an error message (e.g. No record selected).

|  |
| --- |
|  |
| *image 34* |

1. **Car Admin Page**

Click on the Cars Admin button to access the page.

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|  |
| *image 37* |

The Cars Admin page has one data grid.

The grid can be sorted and filtered.

Horizontal and Vertical scrollbars will appear as required.

|  |
| --- |
|  |
| *image 38* |

Records can be added, updated or deleted from each data grid and the same rules apply to all three grids.

The Id’s for each grid cannot be edited at all.

Maximum Character Lengths per Column

Registration 100 characters

Make 100 Characters

Model 100 Characters

Colour 100 Characters

* 1. **Adding, Deleting, Updating and Deselecting Records**

The same adding, deleting, updating and deselecting rules and errors apply for the Cars Admin Page as per the GL Codes Admin Page.

1. **Critical Desktop App Errors**

Any error where a data grid is empty is critical and you should contact your IT department for assistance.

Below are a few examples of what these errors may look like and what they may say.

|  |
| --- |
|  |
| *image 40* |
|  |
| *image 40a* |

|  |
| --- |
|  |
| *image 40b* |

|  |
| --- |
|  |
| *image 41a* |

1. **Web App Training**

**The following information will change, it currently reflects the test application details**

Website URL: <http://velogdataentry.azurewebsites.net>

Login in with [user](mailto:visionvelog@hotmail.com), password user@123

|  |
| --- |
|  |
| *image 42a* |

**Single Trip** - complete the required fields -- > click SUBMIT (**do not** click on ADD ANOTHER TRIP)

|  |
| --- |
|  |
| *image 42b* |

**Multi Trip** - complete the required fields -- > ADD ANOTHER TRIP (continue clicking ADD ANOTHER TRIP for **each** trip until you have finished adding **all** the trips) -- > click SUBMIT

|  |
| --- |
|  |
| *image 42c* |

Do not leave empty fields, you will not be able to proceed and the fields will be highlighted in red.

|  |
| --- |
|  |
| *image 42d* |

Take care when entering Start and End Mileages, the End Mileage **may not** be greater than the Start Mileage

|  |
| --- |
|  |
| *image 42e* |