Final Year Project User Guide

Full Unit – User Guide

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Warehouse Tracker ©

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A user guide submitted in part fulfilment of the degree of

BSc (Hons) in Computer Science

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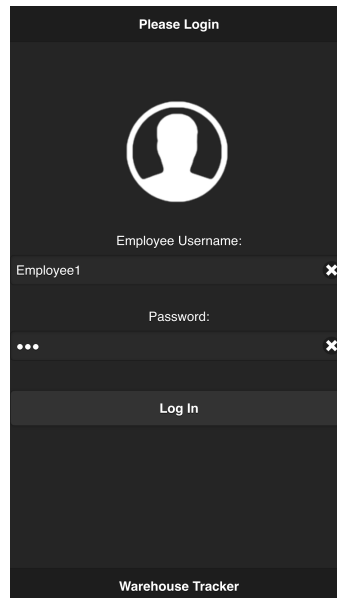
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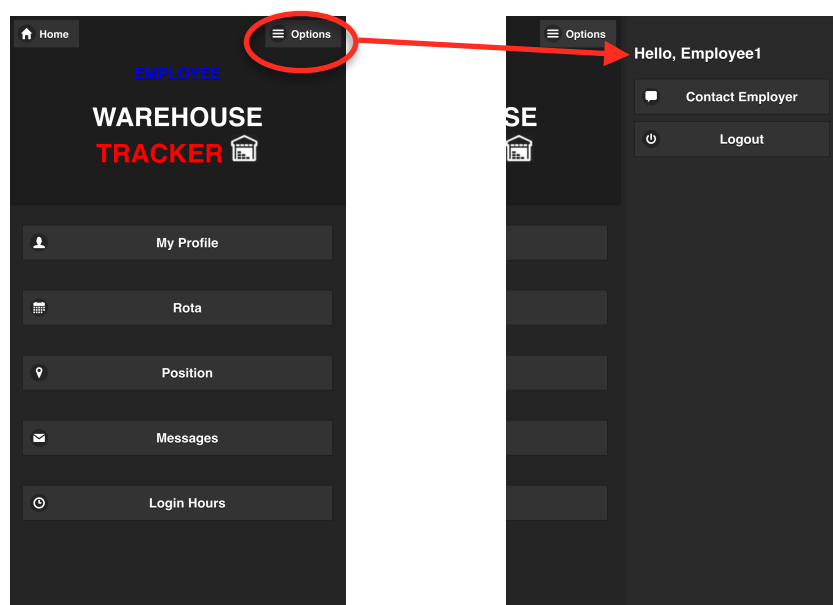
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2. User Guide

2.1 Employee

2.1.1 Login: Enter your username and password; click login to access the application.

2.1.2 Main Menu: This is the main menu and side panel. You can access the main sub menus from here.

2.1.3 Profile: *This is the profile page. All the personal information the company has present in the database is displayed here. Employees are advised to contact their employers if any of the information is out-dated, especially the phone number.*
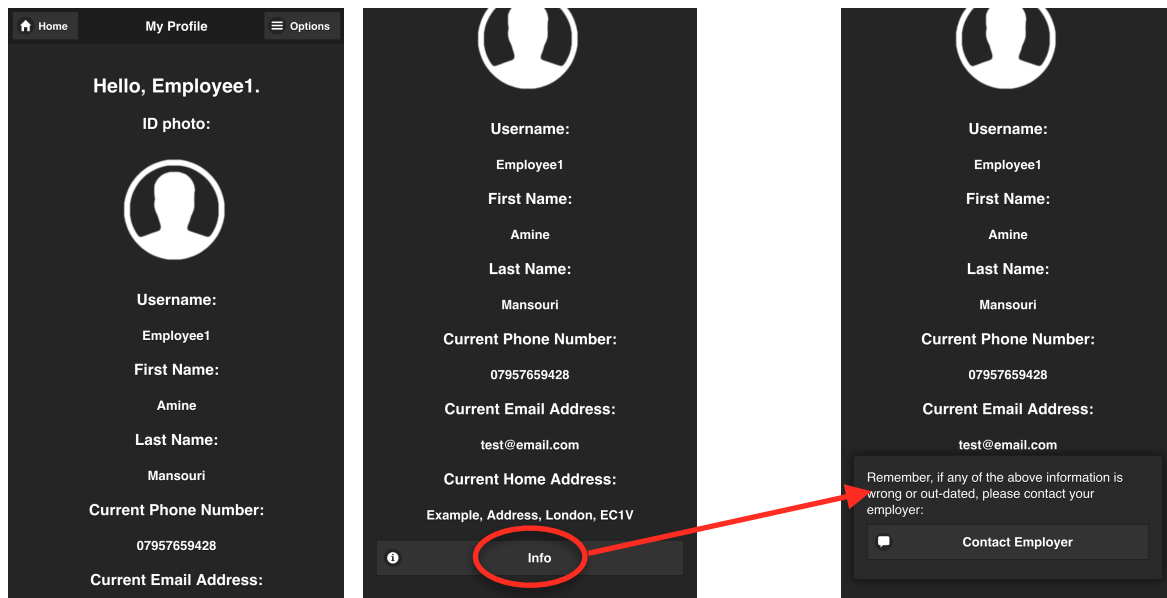

2.1.4 Rota: *Your employer will update your rota every two weeks and will be displayed here in the 'rota' sub-menu - you are not required to sign for the rota anymore.*

2.1.5 Position: *Your current position in the warehouse can also be checked from the application. Please note: this section will be frequently changed and updated; as you may have noticed there is a lot of re-positioning in the workplace. For urgent role changes you will be notified; however, you are* **all** *required to check this page at each* **break time** *and act upon the changes.*
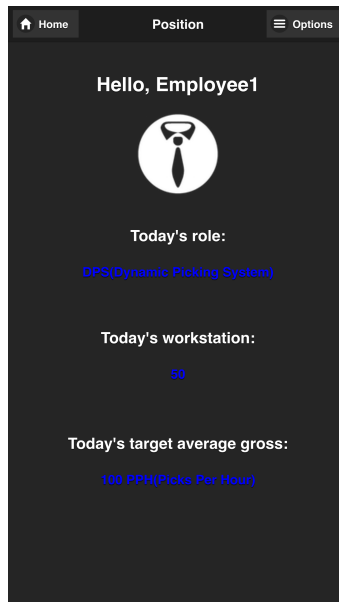

2.1.6 Messages: *This is the messages page. You can view all messages sent to you and send a new message from this page. Employees are required select the notifier's username in case your manager does not have cellular access - send your confidential message to your manager but notify another manager is the subject is urgent; simply choose your platform for sending the notification and send the SMS letting the receiver know of the new message.*
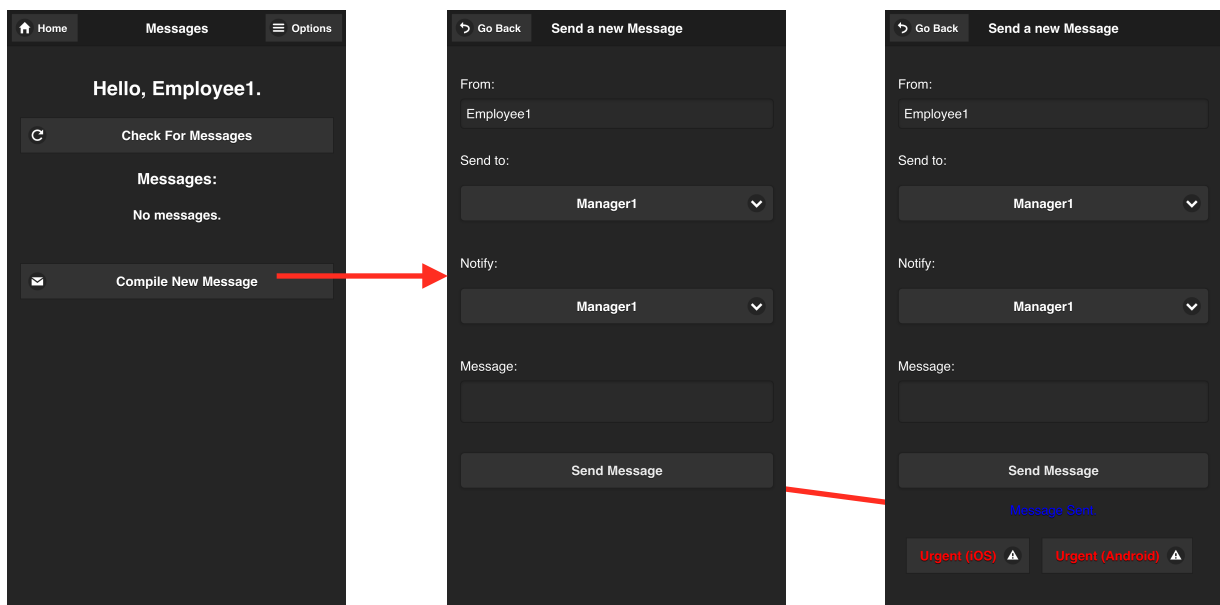
2.1.7 Login Hours: *Similar to the position page, your login hours display your shift time and your break times and will be changed frequently. Like your current positions, you are required to* **check** *your login hours for any changes during your break time and act accordingly. Whether it is urgent or not will be decided by the managers and you will be notified.*
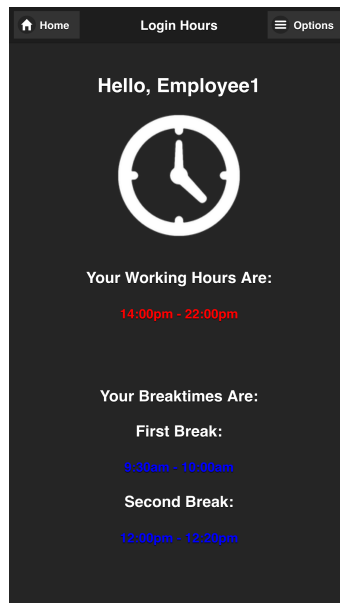

2.1.8 Contact: *This page is very similar to the messages section except the communication is with your employer. Your sent messages are previewed at the bottom of the screen in a collapsible; confirmation of a sent message is previewed after you submit the form; urgent buttons will appear after sending a message - choose your platform accordingly.*
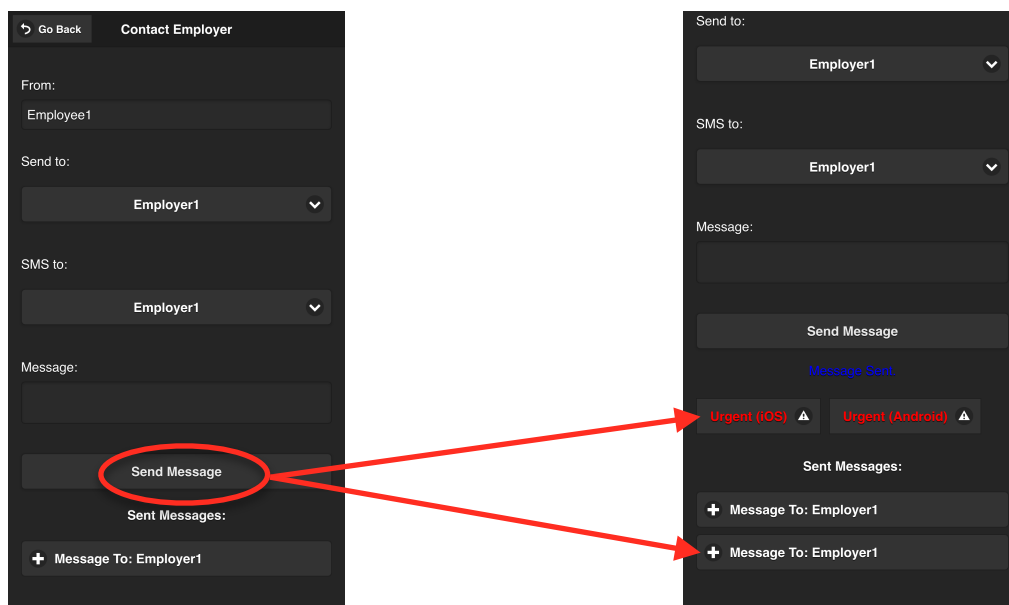
2.2 Manager

2.2.1 Profile, Rota, Messages and Contact: *Please refer to employee guide.*

2.2.2 Manage: *This is the management menu. From here you can see a list of employees currently working ordered by their assigned workstation. Once you choose an employee for editing, a form will appear - simply fill in the changes required and click 'change now'. Confirmation will appear if the changes have been successful along with 'urgent' buttons for sending a notification to the employee.*
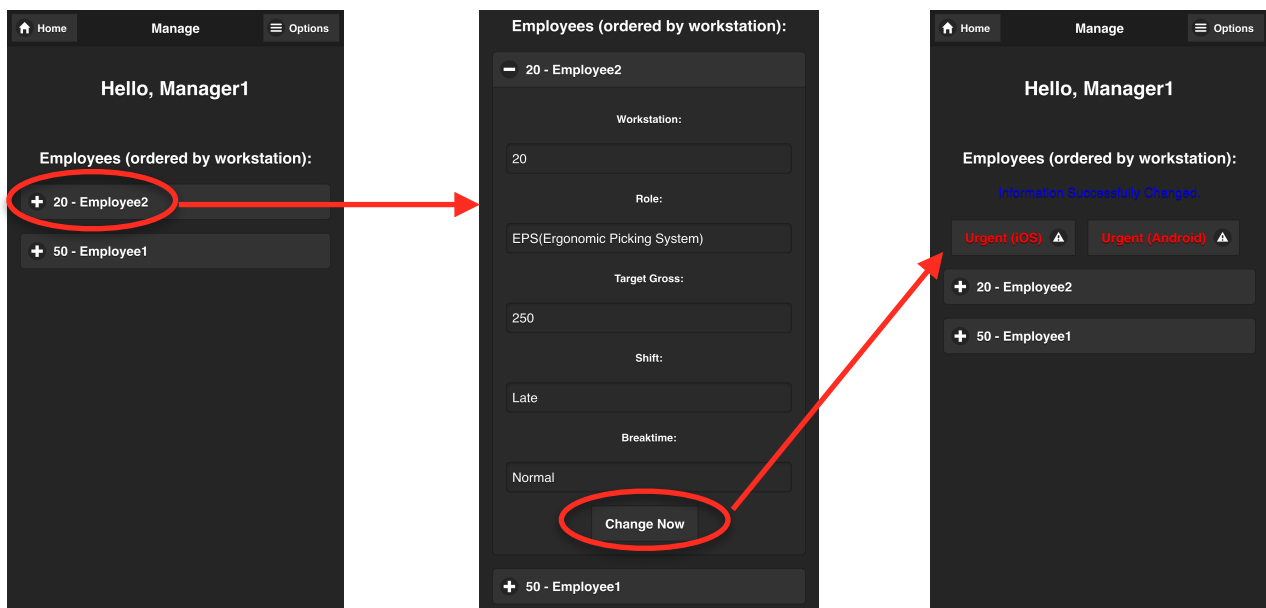
2.3 Employer

2.3.1 Profile: *Unlike the employees and managers, employers have the ability to change their own personal information seeing as they already have access to all company databases. The information is previewed in the same way however, if they wish to change certain data, they simply click on 'edit profile', fill in the form and click 'change now' to update the database.*

2.3.2 User Management: *Employers have the ability to change both employee and manager personal information. They are listed as shown by their user ID. Clicking on an ID will display a form, make the necessary changes, click on 'change now' and the company database will be updated with the new data.*

2.3.3 Adding a new user: *Employers also have the ability to add a new user into the company database. Choose whether the new user is an employee or manager. You will be shown a form to fill in and submit successfully adding the user from the application.*