Application manual

STUDY : PROTO

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1. Log in

How to log in :

A. You can log in with Username & password.
B. You can hide and show password in the app.

Special account :

A. This account will allow you to use every form in the program.(Manage employee, depot worker, and sales representative)

Normal account :

A. When you log in with your account, the program will find which department you belong to, and will show the related form.

2. Manage Employee form

Manage employee tab :

A. Adding Employee :
   a. click add employee button.
   b. write general info and login info except RFID number.
   c. choose desired working days.
   d. add employee.

B. Search Employee :
   a. write ID or name of employee.
   b. use the ‘search’ button.

C. View All Employees :
   a. use the ‘view all employees’ button.

D. Change Employee Data
   a. click the employee in the spreadsheet.
   b. use the ‘change data’ button.
   c. In the opened form, you can change department, phone number, address, working fte, and working days.

E. Deactivate Employee
   a. click the employee in the spreadsheet.
   b. use the ‘Deactivate Employee’ button.

Schedule employee tab :

A. Assign schedule :
   a. write ID or name of employee.
   b. use the ‘search’ button to find the employee.
   c. choose the date that you want to assign on the calendar.
   d. choose the shift that you want to assign.
   e. use the ‘Assign Schedule’ button.

B. Remove schedule :
   a. When you choose the date on the calendar, you will be able to see the assigned schedule on that day.
   b. In the schedule, you can choose employees that you want to choose for removing the schedule.
   c. use the ‘Remove from schedule’ button.

C. Show schedule :
    a. When you want to check the schedule for the entire week, you can choose one date in that week.
    b. use the ‘Show Schedule By selected date’ button.
    c. In the schedule overview, you can select the department to view the overall schedule.
    d. In the schedule overview, you can see when it is available for the employee, if it is not available, the date will show N/A.
    e. In the schedule overview, if an employee has overscheduled than contract, the employee name will have red color.

Mark Attendance tab :

A. Open RFID scanner :
    a. Use the ‘Open RFID Scanner’ button.

B. Close RFID scanner :
    a. Use the ‘Close RFID Scanner’ button.

C. Overview attendance :
    a. In the box, you can see when the employee comes to the store today.

Manage department tab :

A. Add a department :
    a. Write the department name in the empty box.
    b. Use the ‘Add department’ button.

B. Set FTE for department :
    a. Choose the department in the list.
    b. write the FTE(number) that you want to assign.
    c. Use the ‘Add required FTE’ button.

C. Check FTE for department :
    a. Choose the department in the list.
    b. Use the ‘Check’ button.
    c. Message box will show up

Assign RFID tab :

A. Upload serial number :
    a. Attach a RFID card to the scanner.
    b. Serial number of RFID card will be in the empty box

c. Use the ‘Upload serial number’ button

B. Assign RFID :
  a. Choose the employee that you want to assign.
  b. Attach a RFID card to the scanner.
  c. Serial number of RFID card will be in the empty box.
  d. Use the ‘Assign RFID’ button.

C. In case of you want to assign used RFID card to other employee :
  a. Upload a random serial number which does not exist.
     (for example, if 10 is not existed in the spreadsheet, upload 10)
  b. Then, assign this random serial number to the employee who has the RFID you want to use.
  c. Now, you won’t get the message “This RFID is already assigned”.
  d. Finally, You can assign RFID.

Late check tab :

A. Check how much minutes the employee is late in this month :
  a. Choose the employee that you want to check.
  b. There will be a description.

3. Sales representative form

Ticket system :

A. Make a ticket :
   a. Choose a barcode of product.
   b. Set quantity.
   c. Use the ‘Submit’ button to make a ticket.
   d. The ticket will be sent to the depot worker.

B. State :
   a. ‘Pending’ means that a ticket is just created and sent to the depot worker.
   b. ‘Accepted’ means that the depot worker accepts the ticket, and sends the product to the sales.
   c. ‘Reject’ has two possible cases.
      i. Depot worker rejects the ticket. In this case, the product is not sent to the sales.
      ii. Sales representative rejects the ticket. In this case, the product is already in the sales, but it will return to the depot.
   d. ‘Confirm’ means that the sales representative received the product, so he/she wants to finalize the delivery.

C. View past tickets
   a. Use the ‘refresh’ button to see all past tickets.

4. Depot worker form

Ticket system :

A. Reject ticket :
   a. Depot worker rejects the ticket, products will not be delivered.

B. Accept ticket :
   a. Depot worker accepts the ticket, and products will be delivered.

Product system :

A. Inspect product :
   a. Use the ‘Inspect’ button.
   b. New form will show details of the product.

B. Add product :
   a. Choose ID
   b. Write all details
   c. Choose aisle
   d. Choose category
   e. Write product name
   f. Write barcode
   g. Choose employee to assign the product
   h. Choose shipment date
   i. Use the ‘Create’ button

C. Change product detail :
   a. Choose the product that you want to change.
   b. Change details
   c. Use the ‘Modify’ button

D. Remove product :
   a. Choose the product that you want to remove.
   b. Use the ‘Remove’ button

E. Deactivate product :
   a. Choose the product that you want to deactivate.
   b. Use the ‘Deactivate’ button

F. Sort :
   a. You can choose type of sorting
      i. ID
      ii. Name
      iii. Quantity in the depot
      iv. Quantity in the shelf
   b. Use the ‘Sort’ button