

Laptop Monitoring with RFID Powered by QuickTrack

User Guide



1. PREREQUISITES

The list below are the requirements needed before the installation of the system:

1.1 Target Environment

1. Php Version $\geq 5.6.4$
2. Download Composer, it will run if the php version is met.
3. SQL Server 2012 Standard Edition or later.
4. Java SE Runtime Environment 8
5. Static IPs (1. Hosting Server Computer, 2. Client PC 3. RFID Reader)

1.2 Server Configurations

The table below shows the minimum requirements for server

Standalone Software Installation		Web Based Software Installation	
Minimum Requirements		Minimum Requirements	
Ram	CPU	Ram	CPU
4 GB	Dual Core CPU i3 or up	4 GB App Server	Quad Core CPU i5 or up
		4 GB DB Server	Quad Core CPU i5 or up

Table 1.0 Server Requirements

2. SETTING UP DEVICES AND NETWORKS

2.1 Activation Module (Figure 1.0)

Step 1: Enter the Provided License Key

Step 2: Click Activate. A message box will appear if the activation is successful or not.

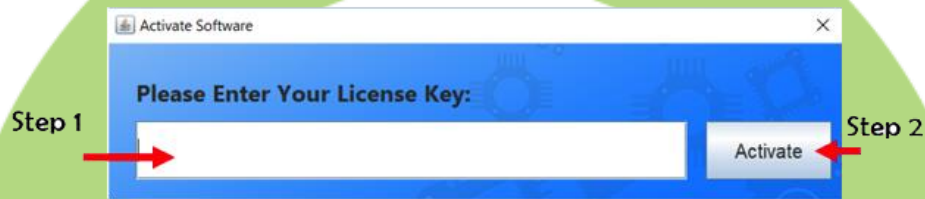


Figure 1.0 Activation Module

2.2 Login Module (Figure 2.0)

Step 1: Enter an admin level username

Step 2: Enter the corresponding password

Step 3: Click the Login Button. Login Will Proceed if the provided account details are correct.



Figure 2.0 Login Module

2.3 Settings Module (Figure 3.0)

Step 1: Click the Find Reader Button to search for available rfid readers in the network.

Step 2: Click the available reader to be used.

Step 3: Click the Connect Button to proceed.

Step 4: Once connected, the system will load the default/saved settings.

- a. **Antenna No.** – List of available antennas.
- b. **Status** – Defines if the antenna is active or inactive. Click to change the status.
- c. **Power** – Defines the reading power/ reading range of the antenna. Can select from 10dBm (decibels – milliwatt) up to 300 dBm.
- d. **Reading Duration** – Determines the allowed time the antenna stays active.
- e. **Location** – Defines the location of the antenna. This will determine where the tag has been detected.
- f. **Authorized Tone** – Dedicated tone for detected authorized item.
- g. **Unauthorized Tone** – Dedicated tone for detected unauthorized item.
- h. **IP** – IP address of the hosting server (for DB connection).
- i. **Port** – Designated Port for the DB server.
- j. **Server Username** – Username for the DB server.
- k. **Server Password** – Corresponding Password for the DB server.

Step 5: Click Save Button to apply the committed changes.

Step 6: Click Start Button to initiate the item detection.

Step 7: Click to proceed to Help Document.

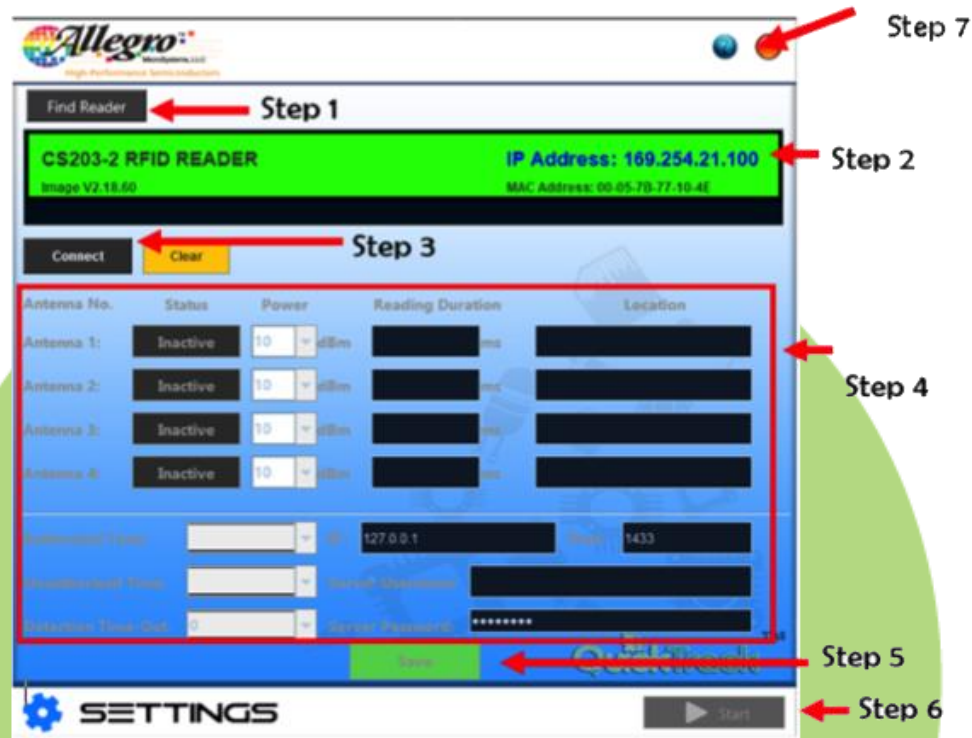


Figure 3.0 Settings Module

2.4 Detection/Monitoring Module (Figure 4.0)

Step 1: Display panels – Show the detected items. Display the laptop's image/ accountable employee's image, laptop serial number/ accountable employee's name, and authorization status. Can display up to 18 concurrent detected items. Once 18 panels are maxed out, will overwrite the first panel and so on.

Step 2: Navigator Bar – Shows the list of unauthorized detected items. Once clicked, will show more details of the selected item.

Step 3: History Button – Click to go to History Module.

Step 4: Settings Button – Click to go to Settings Module. Will ask for admin credentials to proceed.

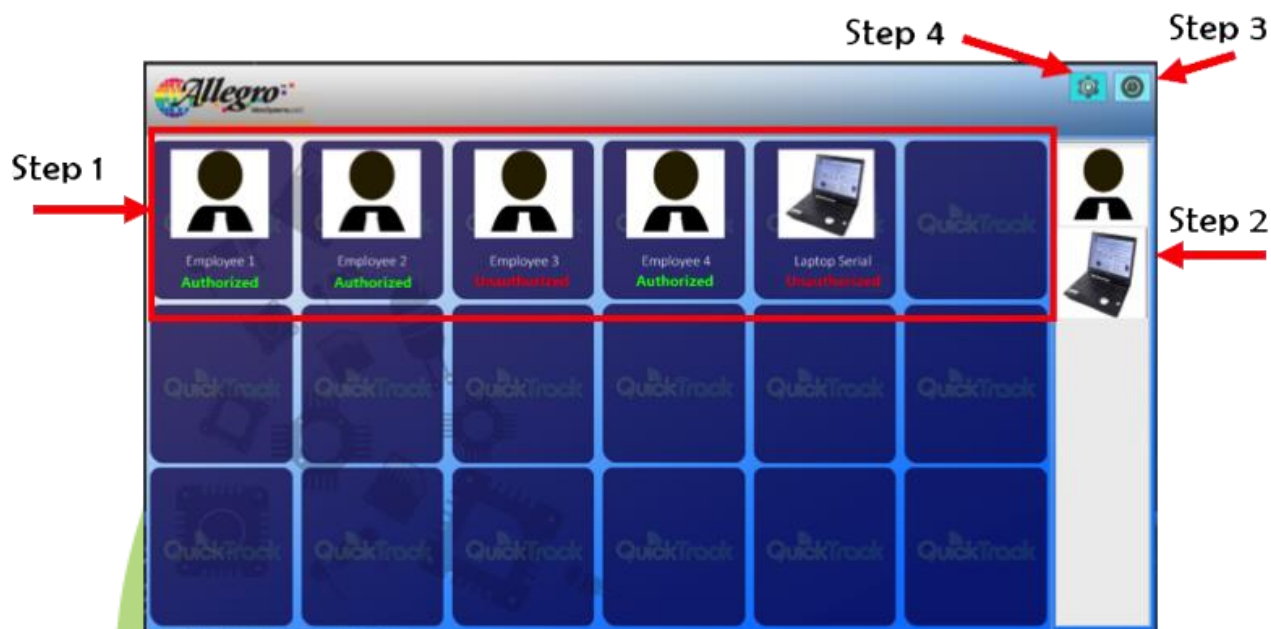


Figure 4.0 Detection/ Monitoring Module

2.5 History Module (Figure 5.0)

Step 1: Search – Type the item to be searched for then click the search button.

Step 2: Result Table – Displays the history logs or the searched item

Step 3: Displays the in-depth information of the selected row in the Result Table.

Step 4: Click to go back to the Monitoring Module.

The screenshot shows the Allegro QuickTrack History Module interface. It features a search bar at the top left, a table with columns for ID, Name, Laptop, and Department, and two detail panels on the right: EMPLOYEE DETAILS and LAPTOP DETAILS. The interface is annotated with four numbered steps: Step 1 points to the search bar, Step 2 points to the table, Step 3 points to the detail panels, and Step 4 points to a 'Back' button in the top right corner.

Step 1 → SEARCH:

Step 2 →

ID	Name	Laptop	Department

Step 3 →

EMPLOYEE DETAILS:

ID NO: ID NO:
 Name: Name:
 Department: Department:

LAPTOP DETAILS:

Model: Model:
 Brand: Brand:
 Serial No: Serial No:

AUTHORIZATION DETAILS:

Rights: Unowned
 Time In: Time In:
 Gate In: Gate In:

Status: Status
 Time Out: Time Out:
 Gate Out: Gate Out:

Step 4 → **Back**

Figure 5.0 History Module

3. USER AND ROLE MANAGEMENT OF ADMIN

3.1 Introduction to User and Role Management (Admin)

QuickTrack Laptop Monitoring System lets admin add up to 500 users. Each user can be granted roles and privileges, giving them the set of abilities. Roles define what actions the users can take.

Whenever a user is added or deleted, users logs in and out, the event will be added in to the audit trail provided by the software.

3.2 Adding a User

Users with the User Admin Role can add another user such as “admin” or “standard users”.

1. Select Register in the side bar.
 - The registration of the employee form will be displayed.
2. Fill-out all the required fields.
3. Click Add User button.
 - New User is created

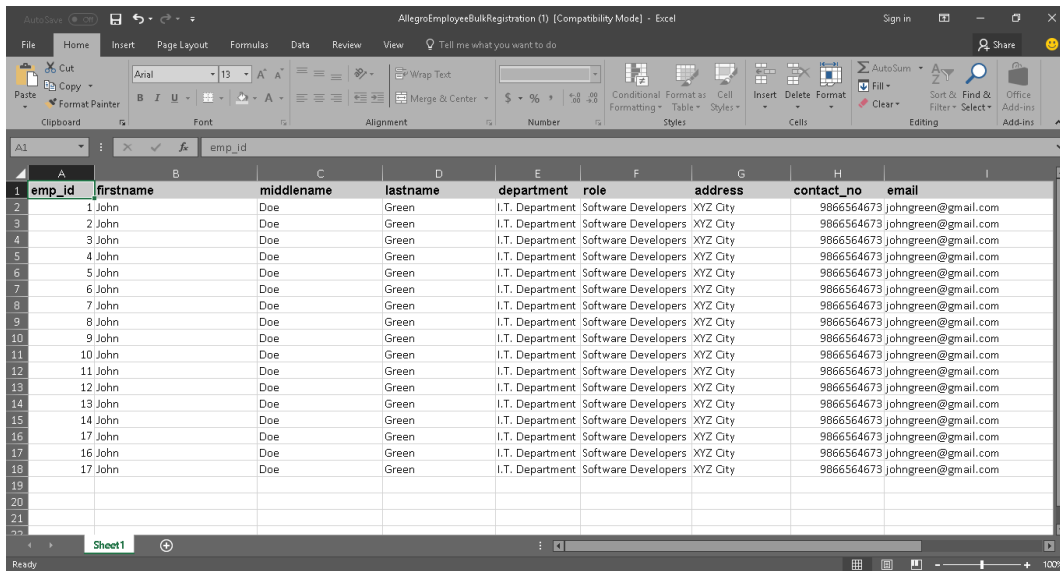
3.3 Adding Bulk Users

Instead registering users one by one, Admin can register many users by using XLS Format. Admin can achieve uploading bulk user by following these steps:

1. Select Register in the side bar.
 - The registration of the employee form will be displayed.

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4. Enter all the employee information provided on the excel sheet



emp_id	firstname	middlename	lastname	department	role	address	contact_no	email
1	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
2	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
3	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
4	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
5	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
6	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
7	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
8	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
9	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
10	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
11	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
12	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
13	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
14	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
15	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
16	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com
17	John	Doe	Green	I.T. Department	Software Developers	XYZ Qty	9866564673	john.green@gmail.com

5. Click Save

6. Go to the Registration Page

7. Click Import button



➤ Modal Form will appear.



File to import

INSTRUCTIONS:
* The file extension name must be: ".xls".

Browse your computer:

Choose File No file chosen

Submit

9. Click Choose File button. Select the downloaded file (XLS Format)

10. Click Submit button

➤ Validation message will appear.

11. Choose Yes button if the Admin wishes to proceed of uploading the file and Cancel button if the Admin wishes to cancel of uploading the file.

Note: After uploading bulk information of employee details, Admin must proceed to Employee List to add the image of each users.

3.4 Viewing User Role Details

Admin can view the details or information of the specific user

1. Select Employee List in the navigation pane.

➤ The employee list page will appear

ALLEGROMICROSYSTEM Help Welcome, Admin

registered the laptop successfully and still no changes, please ask for assistance.

Laptop List Legend:
■ Owned Laptop ■ Unowned Laptop

Dashboard

Register

Employee & Laptop List

Reports

Surrender Laptop Request

Pending Request

History

Employee List

Laptop List

Search...

Show 10 entries

	Photo	Employee ID	Name	Department	Trainer	Supervisor
1		000-111-222	Sadocus, Bea Trixia Casuncad	I.T Department	No	Antonio Bravo
2		000-999	Gorgonia, Carl Joseph Nierva	I.T Department	No	Antonio Bravo
3		1234567	Aquino, Genesis Ivan	I.T Department	Yes	Antonio Bravo

Showing 1 to 3 of 3 entries

Previous 1 Next

2. Point cursor at any row

➤ Tip will appear


Click for more details!

3. Click the row to view more details for available laptops

➤ Modal Form will appear

Employee Information

TAKE NOTE:
Only the Employee Image and Department are editable.



Last Name
Gorgonia

First Name
Carl Joseph

Middle Name
Nierva

Gender
Male

Department
I.T Department

Date Hired
07/28/2017

Supervisor Name
Antonio Bravo

Role
Software Development Engineer

Address
XYZ City

Contact No
946876324

Email
carl@gmail.com

User Type
Standard User

Employee ID
000-999

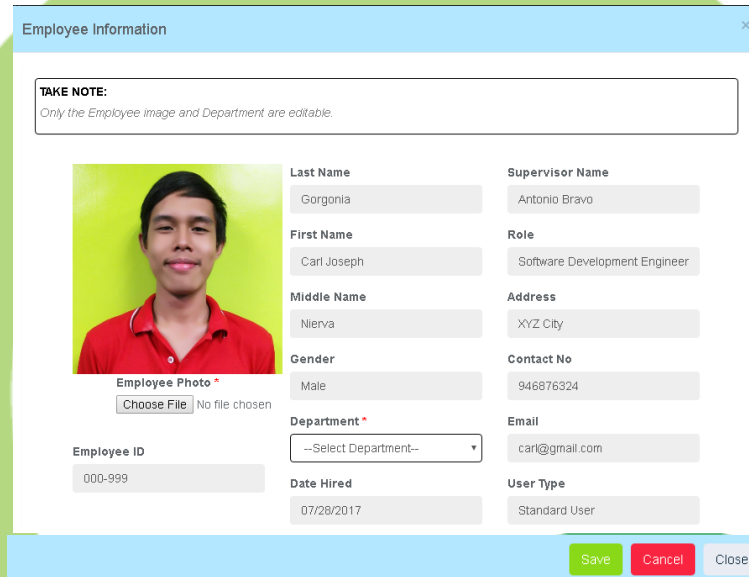
Update Close

3.5 Update Employee Information

Admin can update employee information only the images and department field


1. Click Update button

- **Modal Form will appear with 3 buttons**



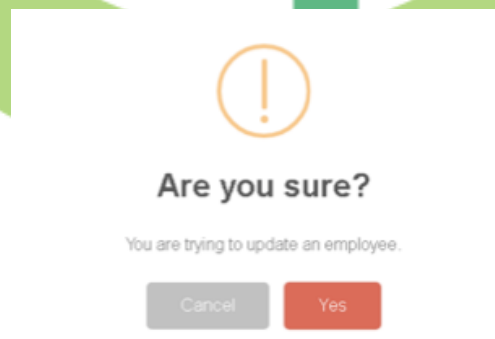
Employee Information

TAKE NOTE:
Only the Employee image and Department are editable.

 Employee Photo * <input type="button" value="Choose File"/> No file chosen	Last Name <input type="text" value="Gorgonia"/>	Supervisor Name <input type="text" value="Antonio Bravo"/>
	First Name <input type="text" value="Carl Joseph"/>	Role <input type="text" value="Software Development Engineer"/>
	Middle Name <input type="text" value="Nierva"/>	Address <input type="text" value="XYZ City"/>
	Gender <input type="text" value="Male"/>	Contact No <input type="text" value="946876324"/>
	Department * <input type="text" value="--Select Department--"/>	Email <input type="text" value="carl@gmail.com"/>
Employee ID <input type="text" value="000-999"/>	Date Hired <input type="text" value="07/28/2017"/>	User Type <input type="text" value="Standard User"/>

2. Click Save button to update the information, Cancel button to discontinue, and Close button to redirect to employee list

- **Validation message will appear**



Are you sure?

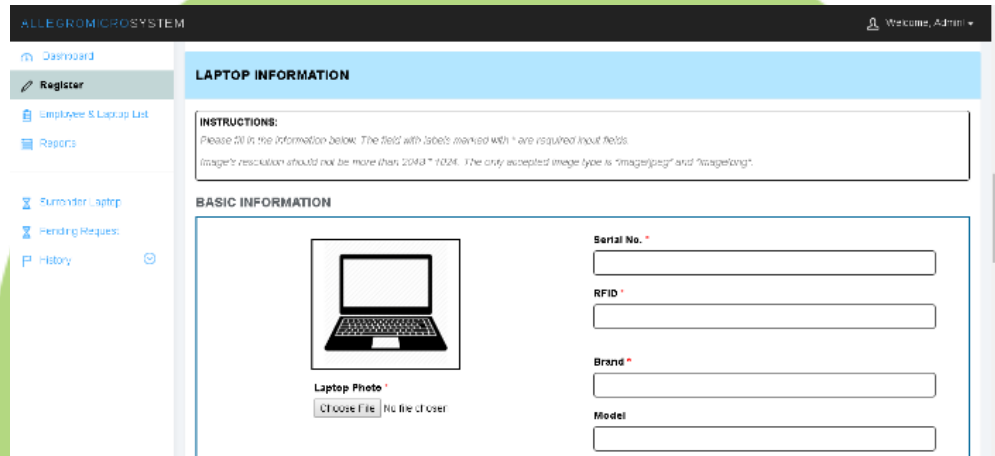
You are trying to update an employee.

3. If the admin chose the Save button, Click Cancel button to return to the modal form and Yes button to proceed.

3.6 Adding a Laptop

Admin User can register a laptop for the standard user to borrow and for security purposes.

1. **Select Register in the side bar.**
2. **Scroll down for registering a laptop.**
 - The registration of the laptop form will be displayed.



ALLEGROMICROSYSTEM Welcome, Admin

LAPTOP INFORMATION

INSTRUCTIONS:
Please fill in the information below. The field with labels marked with * are required input fields.
Image's resolution should not be more than 2048 * 1024. The only accepted image type is "image/jpeg" and "image/png".

BASIC INFORMATION

Laptop Photo *
Choose File No file chosen

Serial No. *

RFID *

Brand *

Model

3. **Fill-out all the required fields.**
4. **Click Add Laptop button.**

Add Laptop

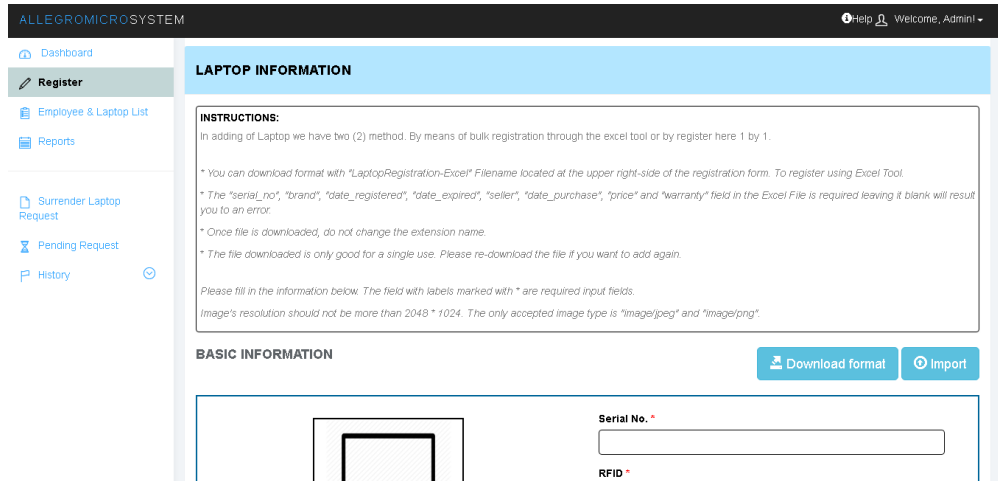
- **New Laptop is registered to the system**

3.7 Adding Bulk Laptops

Instead registering users one by one, Admin can register many laptops by using XLS Format. Admin can achieve uploading bulk laptops by following these steps:

1. **Select Register in the side bar.**

2. Scroll down to registration page of a laptop.



ALLEGROMICROSYSTEM Help Welcome, Admin


LAPTOP INFORMATION

INSTRUCTIONS:
In adding of Laptop we have two (2) method. By means of bulk registration through the excel tool or by register here 1 by 1.

- * You can download format with "LaptopRegistration-Excel" Filename located at the upper right-side of the registration form. To register using Excel Tool.
- * The "serial_no", "brand", "date_registered", "date_expired", "seller", "date_purchase", "price" and "warranty" field in the Excel File is required leaving it blank will result you to an error.
- * Once file is downloaded, do not change the extension name.
- * The file downloaded is only good for a single use. Please re-download the file if you want to add again.

Please fill in the information below. The field with labels marked with * are required input fields.
Image's resolution should not be more than 2048 * 1024. The only accepted image type is "image/jpeg" and "image/png".

BASIC INFORMATION Download format Import

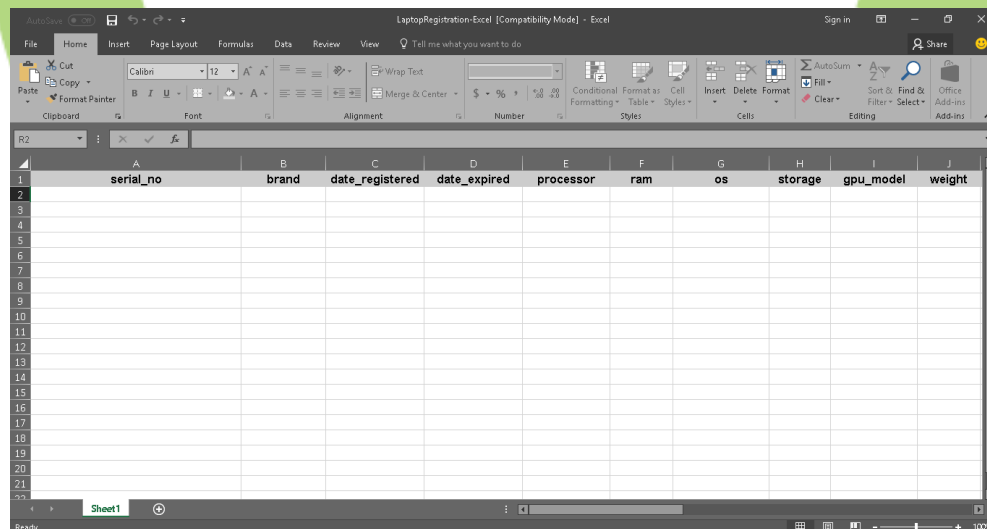
 Serial No. *

RFID *

3. Click Download Format button

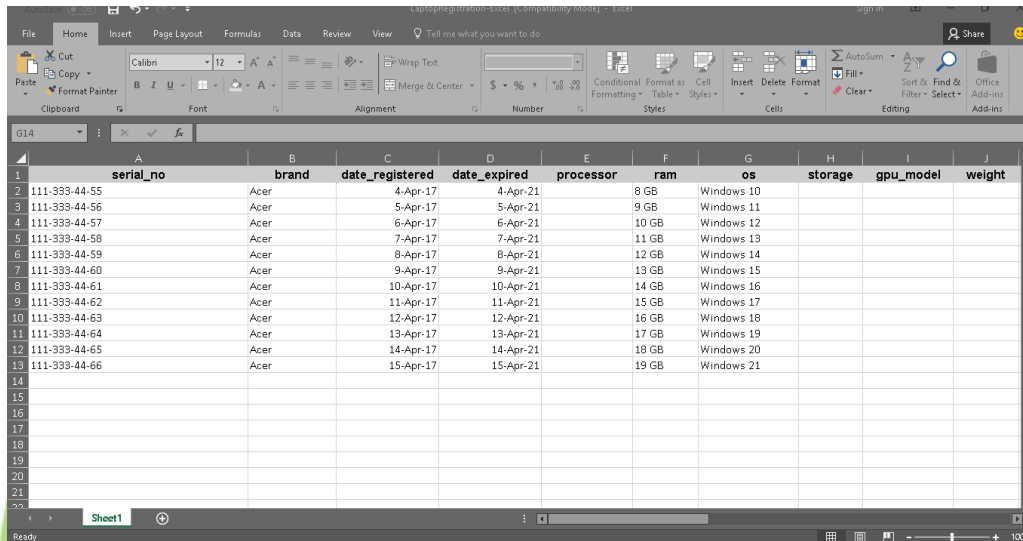


4. Open the downloaded file.



	A	B	C	D	E	F	G	H	I	J
1	serial_no	brand	date_registered	date_expired	processor	ram	os	storage	gpu_model	weight
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										

5. Enter all the laptop information provided on the excel sheet



	A	B	C	D	E	F	G	H	I	J
	serial_no	brand	date_registered	date_expired	processor	ram	os	storage	gpu_model	weight
1	111-333-44-55	Acer	4-Apr-17	4-Apr-21		8 GB	Windows 10			
2	111-333-44-56	Acer	5-Apr-17	5-Apr-21		9 GB	Windows 11			
3	111-333-44-57	Acer	6-Apr-17	6-Apr-21		10 GB	Windows 12			
4	111-333-44-58	Acer	7-Apr-17	7-Apr-21		11 GB	Windows 13			
5	111-333-44-59	Acer	8-Apr-17	8-Apr-21		12 GB	Windows 14			
6	111-333-44-60	Acer	9-Apr-17	9-Apr-21		13 GB	Windows 15			
7	111-333-44-61	Acer	10-Apr-17	10-Apr-21		14 GB	Windows 16			
8	111-333-44-62	Acer	11-Apr-17	11-Apr-21		15 GB	Windows 17			
9	111-333-44-63	Acer	12-Apr-17	12-Apr-21		16 GB	Windows 18			
10	111-333-44-64	Acer	13-Apr-17	13-Apr-21		17 GB	Windows 19			
11	111-333-44-65	Acer	14-Apr-17	14-Apr-21		18 GB	Windows 20			
12	111-333-44-66	Acer	15-Apr-17	15-Apr-21		19 GB	Windows 21			
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										

6. Click Save

7. Go to the Registration Page

8. Click Import button

Import

➤ Modal Form will appear.

Laptop Registration - Excel

INSTRUCTIONS:
* Please double check your excel file if all the required field was filled.
* The file name must be: "LaptopRegistration-Excel".
* The file extension name must be: ".xls"

Browse your computer:

Choose File
No file chosen

Submit

Close

9. Click Choose File button. Select the downloaded file (XLS Format)

10. Click Submit button

➤ Validation message will appear.

11. Choose Yes button if the Admin wishes to proceed of uploading the file and Cancel button if the Admin wishes to cancel of uploading the file.

Note: After uploading bulk information of laptop details, Admin must proceed to Laptop List to add the image of each Laptops.

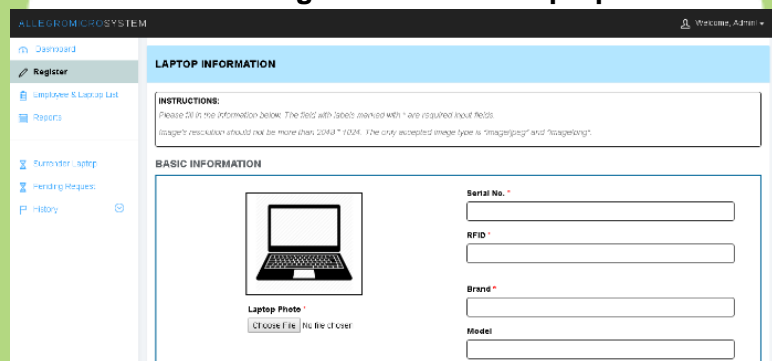
3.8 Assigning a Laptop Owner

During the registration of the laptops, the admin can choose an user to have its full accountability of the laptop by following these steps:

1. Select Register in the side bar.

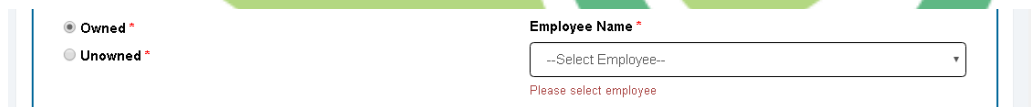
2. Scroll down for registering a laptop.

➤ The registration of the laptop form will be displayed.



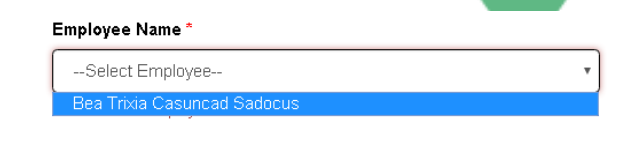
3. Choose Owned radio button

➤ 'Employee Name' field will appear.



4. Select Employee in 'Employee Name' field

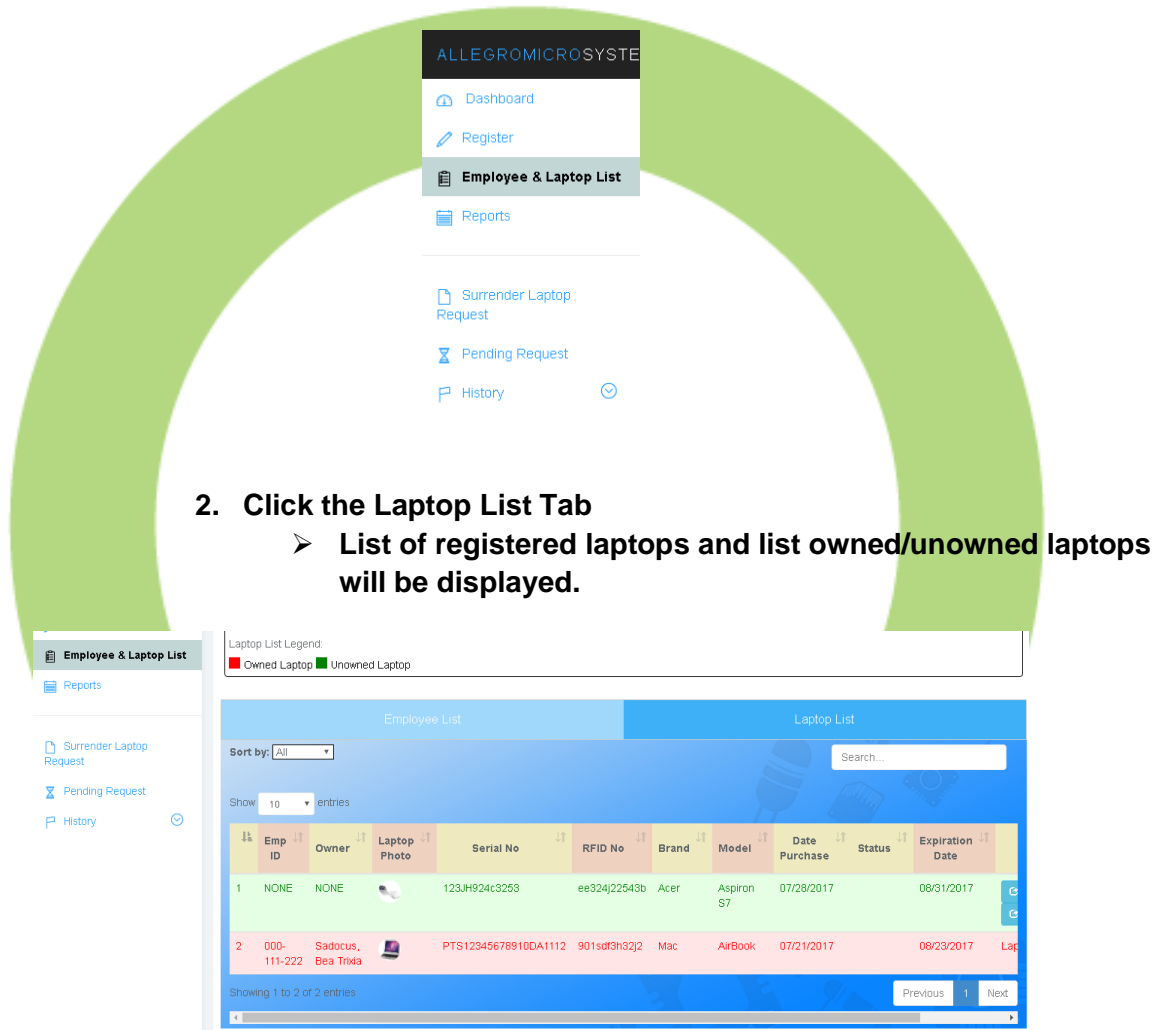
➤ List of registered employees will appear.



3.9 View Unowned Laptop Details

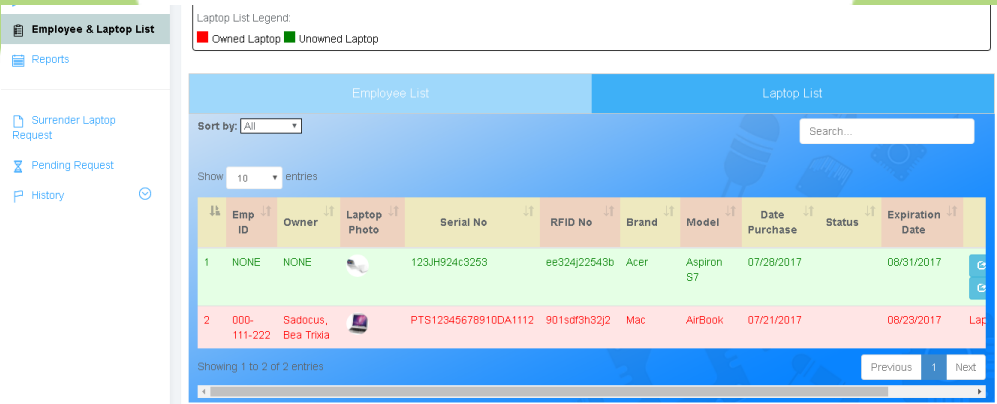
Admin can view the details or information of the laptop.

1. Select Employee and Laptop List in the side bar.



2. Click the Laptop List Tab

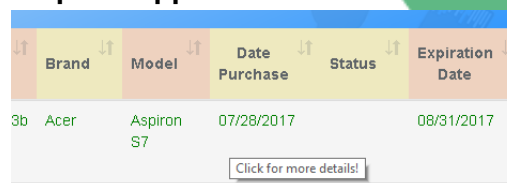
- List of registered laptops and list owned/unowned laptops will be displayed.



Emp ID	Owner	Laptop Photo	Serial No	RFID No	Brand	Model	Date Purchase	Status	Expiration Date
1	NONE	NONE	123JH924c3253	ee324j22543b	Acer	Aspire S7	07/28/2017		08/31/2017
2	000-111-222	Sadocus, Bea Trixia	PTS12345678910DA1112	901sdf3h32j2	Mac	AirBook	07/21/2017		08/23/2017

3. Point the cursor at any row

Tip will appear



Brand	Model	Date Purchase	Status	Expiration Date
Acer	Aspire S7	07/28/2017		08/31/2017


Click for more details!

4. Click the row to view more details for available laptops

- Modal form of available laptop will be displayed.

Laptop-Owner/Borrower Information

Laptop Information
Owner/Borrower Information



Serial No.
123JH924c3253

RFID
ee324j22543b

Brand
Acer

Model
Aspire S7

Date Registered
07/28/2017

Date Expired
08/31/2017

Processor

Storage

RAM


GPU Model

OS
07/28/2017

Dimension

Weight

More Information



Receipt

Seller
ABC Company Inc.

Date Purchased
07/28/2017

Price
50000

Warranty
2 Years

Description

Status

Battery Cell

Battery Serial No.

Charger Model

Close

- Click Close button to return to the laptop list

3.10 View Owned Laptop Details

Admin can view the details or information of the laptop as well as the owners

- Select Employee and Laptop List in the side bar.

ALLEGROMICROSYSTEM

Dashboard

Register

Employee & Laptop List

Reports

Surrender Laptop Request

Pending Request

History

2. Click the Laptop List Tab

- List of registered laptops and list owned/unowned laptops will be displayed.

The screenshot shows the 'Employee & Laptop List' interface. On the left is a sidebar with navigation links: 'Employee & Laptop List', 'Reports', 'Surrender Laptop Request', 'Pending Request', and 'History'. The main area is divided into two tabs: 'Employee List' and 'Laptop List'. The 'Laptop List' tab is active, displaying a table of registered laptops. Above the table is a 'Sort by' dropdown set to 'All' and a search bar. Below the table, it says 'Showing 1 to 2 of 2 entries' with 'Previous' and 'Next' buttons. A legend at the top indicates 'Owned Laptop' (red square) and 'Unowned Laptop' (green square).

Emp ID	Owner	Laptop Photo	Serial No	RFID No	Brand	Model	Date Purchase	Status	Expiration Date
1	NONE	NONE	123JH924c3253	ee324j22543b	Acer	Aspire S7	07/28/2017		08/31/2017
2	000-111-222	Sadocus, Bea Trivia	PTS12345678910DA1112	901sdf3h32j2	Mac	AirBook	07/21/2017		08/23/2017

3. Point the cursor at any row

- Tip will appear

This image is a close-up of a row from the table shown in the previous screenshot. The row is highlighted in light green. A tooltip box appears over the row with the text 'Click for more details!'.


ac	AirBook	07/21/2017
----	---------	------------

4. Click the row to view more details for available laptops

- **Modal form of owned laptop and Employee Information will be displayed.**

Laptop-Owner/Borrower Information

Laptop Information
Owner/Borrower Information



Serial No.

PTS12345678910DA1112

RFID

901sdf3h32j2

Brand

Mac

Model

AirBook

Date Registered

08/11/2017

Date Expired

08/23/2017

Processor

Storage

RAM

GPU Model


OS

08/11/2017

Dimension

Weight

More Information



Receipt

Seller

ABC Company Inc.

Date Purchased

07/21/2017

Price

30000

Warranty

4 Years

Description

Status

Battery Cell

Battery Serial No.


Charger Model

Close

Laptop-Owner/Borrower Information ×

Laptop Information

Owner/Borrower Information



Employee ID <input type="text" value="000-111-222"/> Last Name <input type="text" value="Sadocus"/> First Name <input type="text" value="Bea Trixia"/> Middle Name <input type="text" value="Casuncad"/> Gender <input type="text" value="Female"/> Department <input type="text" value="I.T Department"/> Date Hired <input type="text" value="07/28/2017"/>	Supervisor Name <input type="text" value="Antonio Bravo"/> Role <input type="text" value="Software Development Engineer"/> Address <input type="text" value="ABC City"/> Contact No <input type="text" value="946478466"/> Email <input type="text" value="bea@gmail.com"/> User Type <input type="text" value="Admin"/> Date Hired <input type="text" value="07/28/2017"/>
---	---

5. Click Close button to return to the laptop list

Note: Admin can select records of laptop entries up to 100 per page, search specific laptop on the provided search engine, and sort all owned or unowned laptops.

3.11 Assigning User through the Laptop List

Admin can assign employees or let the trainer borrow laptop through the laptop list.

1. Select Employee and Laptop List in the side bar.

2. Click the Laptop List Tab

- List of registered laptops and list owned/unowned laptops will be displayed.

Employee & Laptop List

Reports

Surrender Laptop Request

Pending Request

History

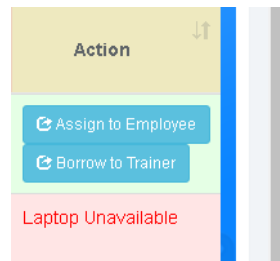
Laptop List Legend:
■ Owned Laptop ■ Unowned Laptop

Employee List					Laptop List				
Sort by: [All] Search...									
Show 10 entries									
Emp ID	Owner	Laptop Photo	Serial No	RFID No	Brand	Model	Date Purchase	Status	Expiration Date
1	NONE	NONE	123JH924c3253	ee324j22543b	Acer	Aspire S7	07/29/2017		08/31/2017
2	000-111-222	Sadocus, Bea Trinxia	PTS12345678910DA1112	901sdf3h32j2	Mac	AirBook	07/21/2017		08/23/2017

Showing 1 to 2 of 2 entries

Previous 1 Next

3. Click Assign to Employee button



➤ **Modal Form will appear.**



Assign to Employee ×

TAKE NOTE:
Employees who already own a laptop are not included in the list.

Search Employee

Employee Name

Employee No.

Department

Role

Close


4. Select Employee the admin wished to assign the laptop in 'Search Employee' field.

➤ **Information of employee will be displayed.**

Assign to Employee

TAKE NOTE:
Employees who already own a laptop are not included in the list.

Search Employee
Carl Joseph Gorgonia 2

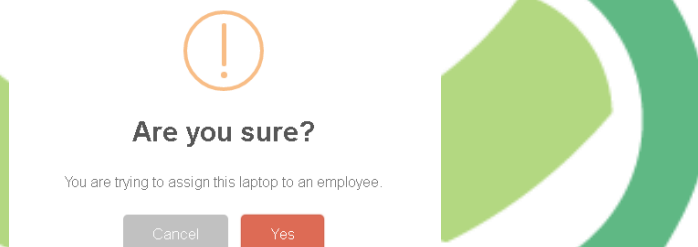


Employee Name: Carl Joseph
Employee No.: 000-999
Department: I.T Department
Role: Software Development Engineer

Close Assign

5. Click Assign button

➤ Validation message will appear.



6. Click Yes button to assign user to the unowned laptop and Cancel button to close the validation message.

Note: After assigning the employee to the laptop, it means that the employee is accountable and the owner of the laptop.

3.12 Assign/Borrow Laptops to trainers

Admin can assign employees or let the trainer borrow laptop through the laptop list.

1. Select Employee and Laptop List in the side bar.

2. Click the Laptop List Tab

➤ List of registered laptops and list owned/unowned laptops will be displayed.

Employee & Laptop List

Reports

Surrender Laptop Request

Pending Request

History

Laptop List Legend.

Owned Laptop

Unowned Laptop


Employee List

Laptop List

Sort by: All

Search...

Show 10 entries

#	Emp ID	Owner	Laptop Photo	Serial No	RFID No	Brand	Model	Date Purchase	Status	Expiration Date
1	NONE	NONE		123JH924c3253	ee324j22543b	Acer	Aspire S7	07/28/2017		08/31/2017
2	000-111-222	Sadocus, Bea Trila		PTS12345678910DA1112	901sdfsh32j2	Mac	AirBook	07/21/2017		08/23/2017

Showing 1 to 2 of 2 entries

Previous

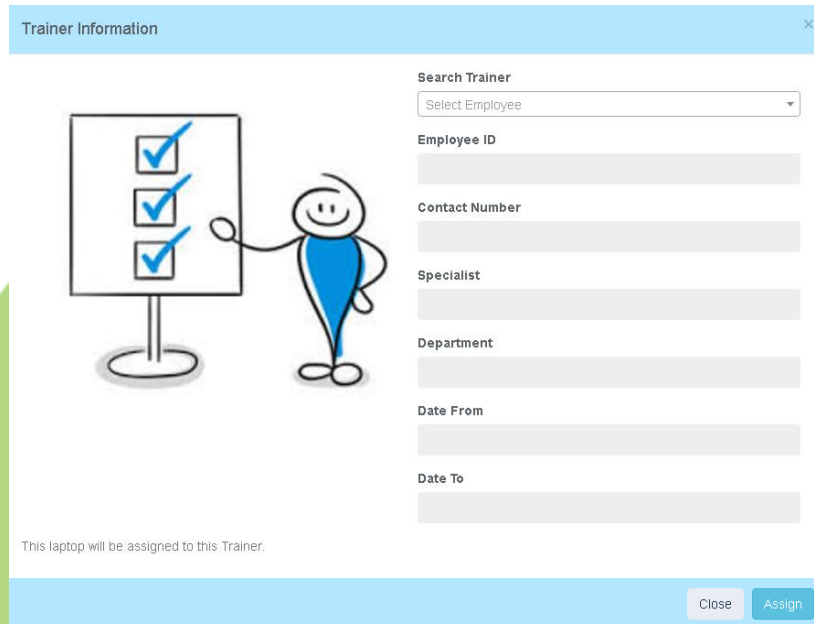
1

Next

3. Click Borrow to Trainer button

Action
Assign to Employee
Borrow to Trainer
Laptop Unavailable

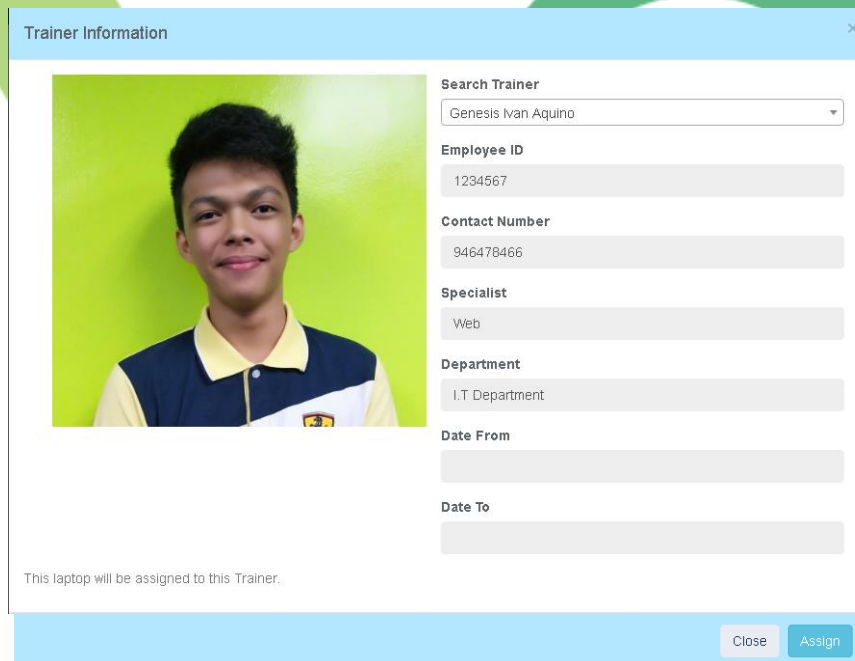
- **Modal Form will appear.**



The modal form titled "Trainer Information" contains a search bar labeled "Search Trainer" with a dropdown menu showing "Select Employee". Below the search bar are input fields for "Employee ID", "Contact Number", "Specialist", "Department", "Date From", and "Date To". To the left of these fields is an illustration of a stick figure pointing to a board with three checkmarks. At the bottom left, a message states "This laptop will be assigned to this Trainer." At the bottom right, there are "Close" and "Assign" buttons.

- 4. Select Trainer's name the admin wishes to assign the laptop in 'Search Trainer' field.**

- **Trainer Information will be displayed**



The modal form titled "Trainer Information" now displays a photo of a man in a blue and yellow polo shirt. The "Search Trainer" dropdown menu shows "Genesis Ivan Aquino". The input fields are now populated with the following data: "Employee ID" is 1234567, "Contact Number" is 946478466, "Specialist" is Web, and "Department" is I.T Department. The "Date From" and "Date To" fields remain empty. The message "This laptop will be assigned to this Trainer." and the "Close" and "Assign" buttons are still present at the bottom.

5. Click Assign button

- Validation message will appear.



Are you sure?

You are trying to assign this laptop to this trainer.

Cancel

Yes

6. Click Yes to assign trainer to the borrow a laptop and Cancel button to close the validation message.

Note: After assigning the trainer to the laptop, it means that the trainer is accountable and owned the laptop.

3.13 Reports

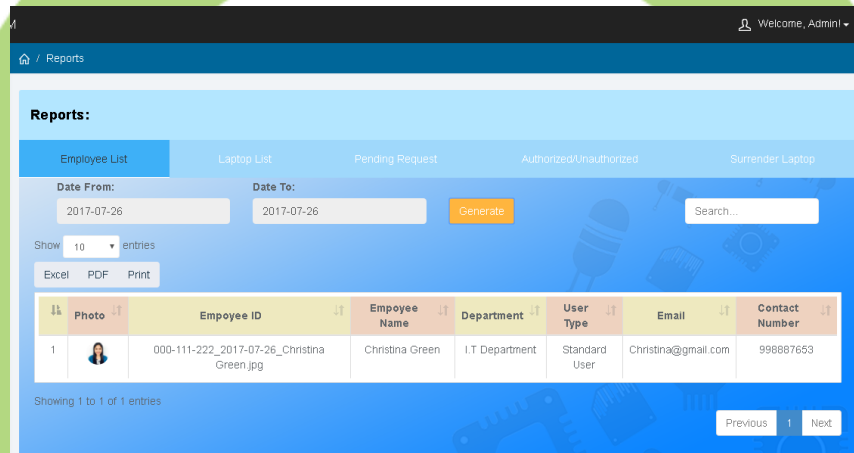
Admin can view and generate reports by default. On the provided date range, select a date you wish to see from a period of time.

The following table shown below is the types of report of RFID Laptop Monitoring:

Name	Description
Employee List Report	Information of all employees including the trainers, admin, and standard user
Laptop List Report	Contains all information of laptops including the registration and expiration date.
Pending Request Report	Contains all the information of requests of user regarding to borrow a laptop.
Authorized/Unauthorized Report	Contains all information of status authorized and unauthorized users and shows the date, time, and gate entry of which users enters and exits.

Surrender Laptop Report	Contains all the information of approved and disapproved regarding to surrendered laptop
--------------------------------	---

1. Select Reports in the navigation pane.
 - Report page will be displayed.
2. Click tab on the provided categories the admin wishes to generate reports.
3. Enter date in 'date to' and 'date from' field
4. Click "Generate" button



- Information of specific report will be displayed based on your provided date range.

Note: Admin can print, convert file to pdf, and export it to excel, search specific information on the provided search engine, and view up to 100 entries per page.

3.14 Surrender Laptop Request

Once the standard user requests to surrender the laptop, it will notify and display the number of surrender requests on to the dashboard. The admin has the authority to accept or reject the request.

1. Select Surrender Laptop Requests on the navigation pane.
 - Surrender Laptop Request page will be displayed.

Home / Surrender Laptops

SURRENDER LAPTOP

TAKE NOTE:
Only registered user are listed below, if you cannot see what you are searching for, make sure that you registered the employee correctly at the "Register" > "Employee". If you registered the employee successfully and still no changes, please ask for assistance.

Search...

Show 10 entries

	Employee ID	Name	Date	Department	Reason	Action
1	000-999	CJ Gorgonia	2017-07-26 17:45:03	I.T Department	Broken	<input checked="" type="button" value="Accept"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

2. Click Assign button

- Validation message will appear.



Are you sure?

You are about to accept the surrendered laptop.

Cancel

Yes

3. Click Yes if the admin wish to accept the surrender laptop and cancel if the admin wishes to reject the requests.

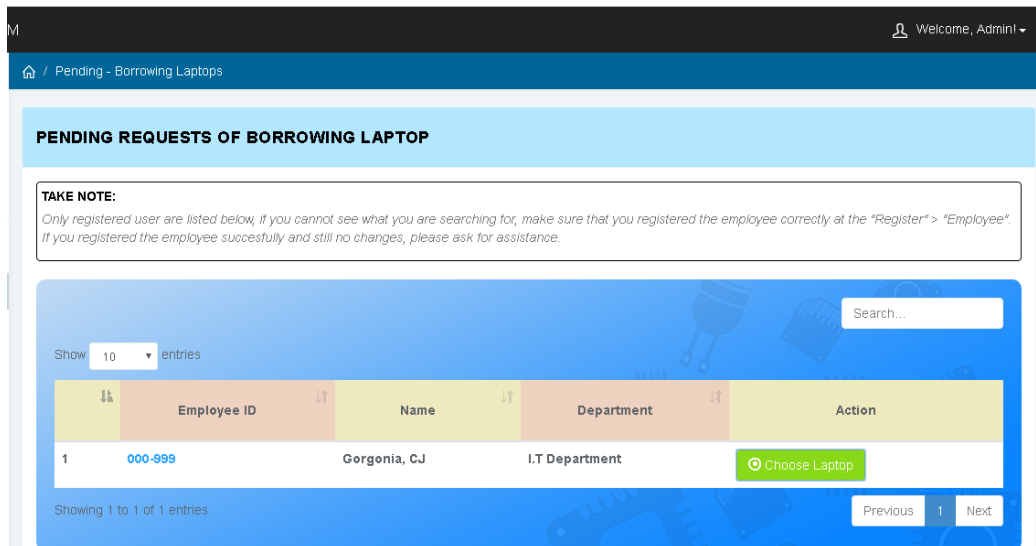
Note: After accepting the surrendered laptop the information will automatically transfer in to the report module.

3.15 Pending Requests

Once the standard user request to borrow a laptop, it will be display the number of requests the dashboard. The admin has the right to select a laptop for the user or deny if there are no available laptops.

1. Select Pending Request on the navigation bar

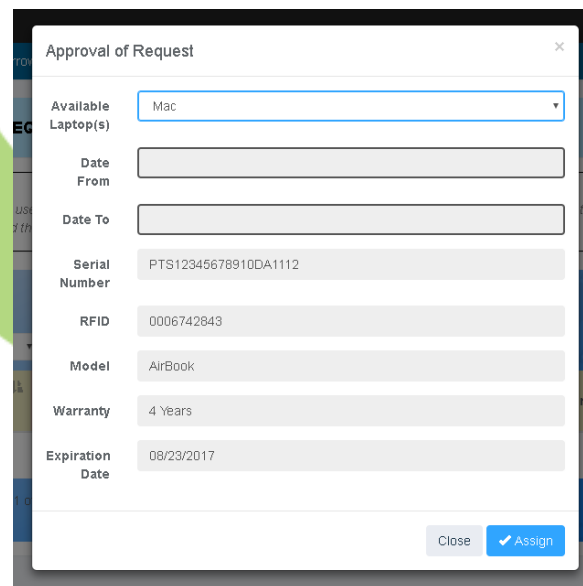
- Pending Request page will appear.



The screenshot shows the 'Pending - Borrowing Laptops' page. At the top, there's a header with 'Welcome, Admin!'. Below it, a blue banner reads 'PENDING REQUESTS OF BORROWING LAPTOP'. A 'TAKE NOTE:' box contains instructions about user registration. Below the note is a search bar and a 'Show 10 entries' dropdown. A table lists pending requests with columns: Employee ID, Name, Department, and Action. The first entry is for 'Gorgonia, CJ' in the 'I.T Department' with a 'Choose Laptop' button. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

2. Click Choose Laptop button.

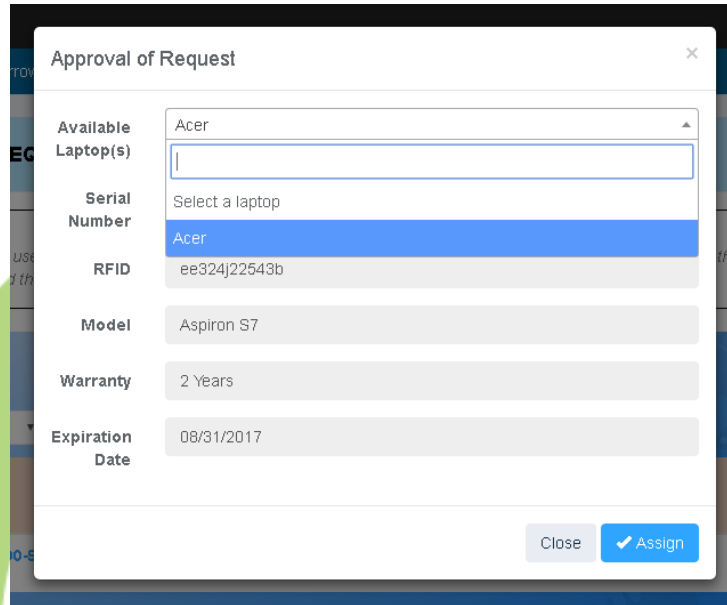
- Modal Form will appear.



The screenshot shows the 'Approval of Request' modal form. It has a close button (X) in the top right. The form contains several fields: 'Available Laptop(s)' (a dropdown menu showing 'Mac'), 'Date From' and 'Date To' (text input fields), 'Serial Number' (text input field showing 'PTS12345678910DA1112'), 'RFID' (text input field showing '0006742843'), 'Model' (text input field showing 'AirBook'), 'Warranty' (text input field showing '4 Years'), and 'Expiration Date' (text input field showing '08/23/2017'). At the bottom right, there are 'Close' and 'Assign' buttons.

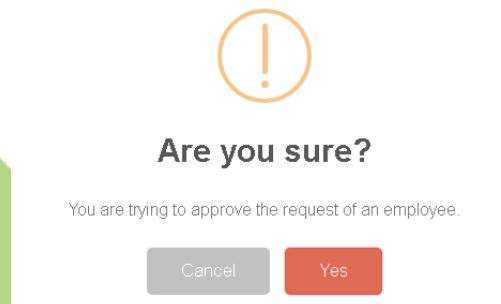
3. On the drop-down menu, Select Laptops on the provided 'Available Laptop(s)' field

- List of available laptops will be displayed.



4. Click Assign button.

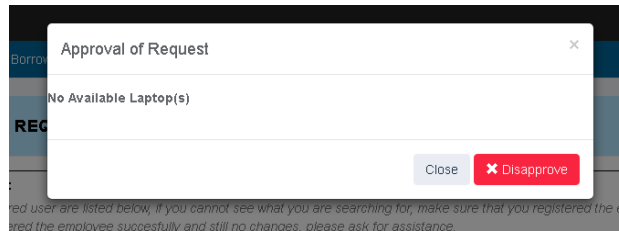
- Validation message will appear.



5. Click Yes button if the admin wishes to assign the laptop to the requestor and Cancel button if the admin wishes to change the type of laptop.

Note: Once the requests is sent to the account of admin, The date can be adjusted by the admin regarding in borrowing a laptop from a period of time.

If no laptops are available, a different modal form will appear. Click *Close* button to return to pending request page or Click *Disapprove* button to deny a user to borrow a laptop. The account of standard user will be notified if the request has been approved or disapproved.



3.16 History

Admin can view the previous transactions of the standard user regarding to borrowing requests and Time-in and Time-out.

1. Select History in the navigation bar

- On the Drop-down menu, Select the following as listed below:

3.16.1 Borrowing Requests

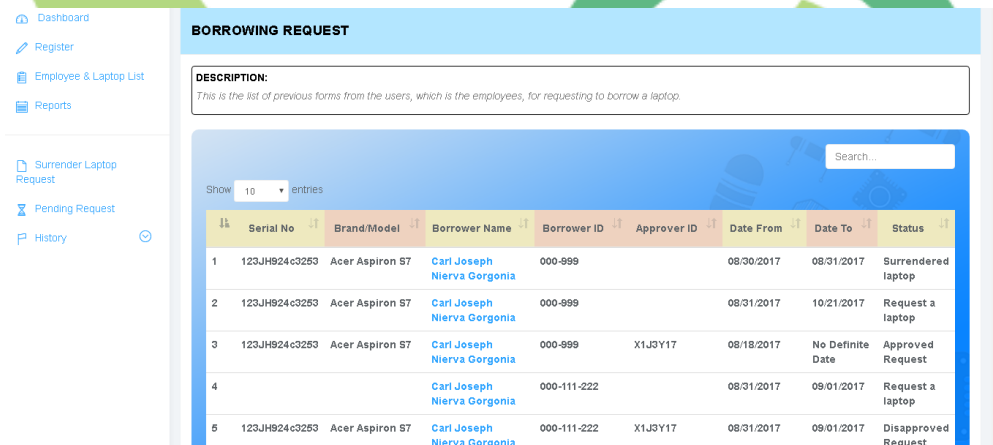
Admin can view the previous request lists of standard users regarding to the laptop.

1. Select History in the navigation bar.

- Drop-down menu will appear.

2. Choose Borrowing Request.

- Borrowing Request page will appear.



BORROWING REQUEST

DESCRIPTION:
This is the list of previous forms from the users, which is the employees, for requesting to borrow a laptop.

Search...

Show 10 entries

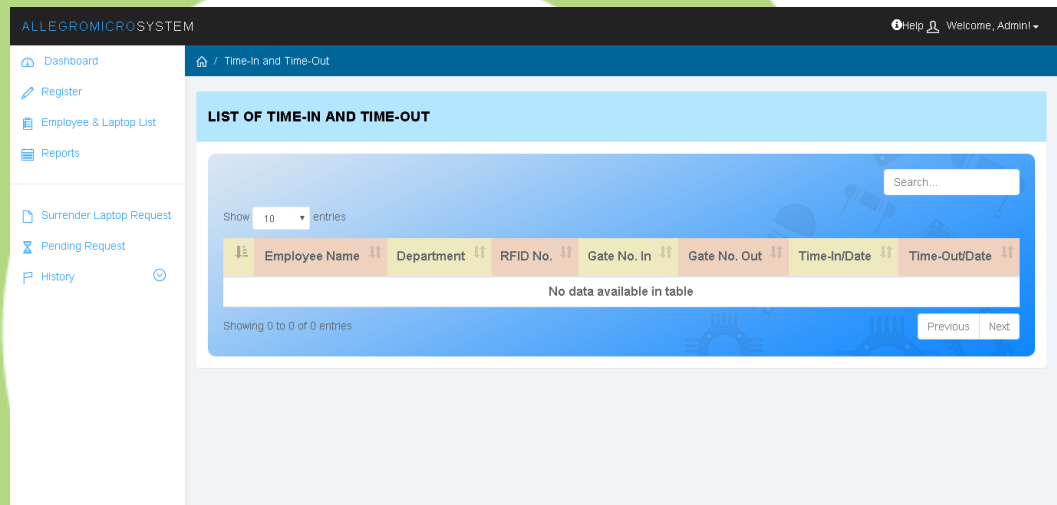
Sl	Serial No	Brand/Model	Borrower Name	Borrower ID	Approver ID	Date From	Date To	Status
1	123JH924c3253	Acer Aspire 57	Carl Joseph Nierva Gorgonia	000-999		08/30/2017	08/31/2017	Surrendered laptop
2	123JH924c3253	Acer Aspire 57	Carl Joseph Nierva Gorgonia	000-999		08/31/2017	10/21/2017	Request a laptop
3	123JH924c3253	Acer Aspire 57	Carl Joseph Nierva Gorgonia	000-999	X1J3Y17	08/18/2017	No Definite Date	Approved Request
4			Carl Joseph Nierva Gorgonia	000-111-222		08/31/2017	09/01/2017	Request a laptop
5	123JH924c3253	Acer Aspire 57	Carl Joseph Nierva Gorgonia	000-111-222	X1J3Y17	08/31/2017	09/01/2017	Disapproved Request

Note: Admin can select records of laptop up to 100 per page and Search specific information through the search engine

3.16.2 Time-in and Time-out

Admin can view the time-in and time-out of every employees with the borrowed a laptop in a period of time.

1. Select History in the navigation pane.
 - Drop-down menu will appear.
2. Choose Time-in and Time-out.
 - Lists of employees regarding to their time in and out records will be displayed.



3. View the most recent time-in and time-out of employees. Entries are stored in the format <Employee Name> <Department> <RFID No.> <Gate No. In> <Gate No. Out> <Time-In/Date> <Time-Out/Date>

Note: Admin can select records of laptop up to 100 per page and Search specific information through the search engine

3.17 Settings

Admin can update the Account settings and Content Management Settings as well as viewing the activities of all users of the system.

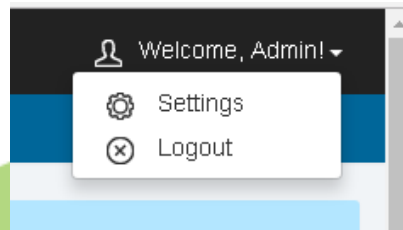
3.17.1 Account Settings

Admin can change or updates its password as well as the email.

3.17.1.1 Update Password

1. Click the navigation bar at the upper right of the screen

- Drop-down menu will appear.



2. Choose Settings

- Settings Page will appear.

3. Click Account Settings Tab

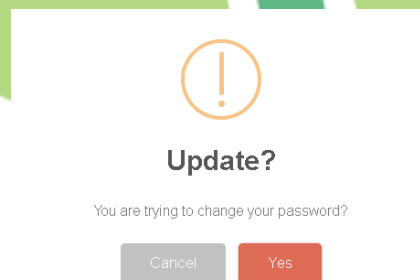
- Settings Page will appear.

A screenshot of the 'Settings' page. The 'Account Settings' tab is selected. The page has a blue header with a home icon and the text '/ Settings'. Below the header, there are three tabs: 'Account Settings', 'Content Management Setting', and 'Audit Trail'. The 'Account Settings' tab is active. The main content area has a blue background with a gear icon. It contains two sections: 'CHANGE PASSWORD' and 'CHANGE E-MAIL'. The 'CHANGE PASSWORD' section has three input fields: 'Old Password:', 'New Password:', and 'Confirm new password:'. Below these fields is a button labeled 'Update Password'. The 'CHANGE E-MAIL' section has one input field labeled 'E-mail:' with the value 'jhamiaokia@gmail.com'. Below this field is a button labeled 'Update E-mail'.

4. Fill-out the required field.

5. Click Update Password button

- Validation Message will appear.



- 6. Click Yes if the admin wishes to redirect to the login page to test the new password and No Stay button if the admin wishes to remain on the same page.**



Success!

Password has been changed, Logout to test your password?

No, Stay

Yes

Note: After changing the password, a generated e-mail will be sent to the account to notify the admin.

3.17.1.2 Update E-mail

1. Click Update Email button

➤ Modal Form will appear.

2. Enter the current password

Confirm Account

Please enter your password:

Cancel

OK

3. Click OK button if the admin wishes to proceed to change the e-mail or click the Cancel button if the admin wishes to keep the email.

4. Enter the new email.

Change E-mail

Please enter your new E-mail:

admin@gmail.com

Cancel

OK

5. Click OK button to change the email and Cancel button to prevent from changing the email.

Note: Once the admin clicked the OK button, a success message will appear.



Nice!

Your new E-mail is: admin@gmail.com

OK

3.17.2 Content Management Settings

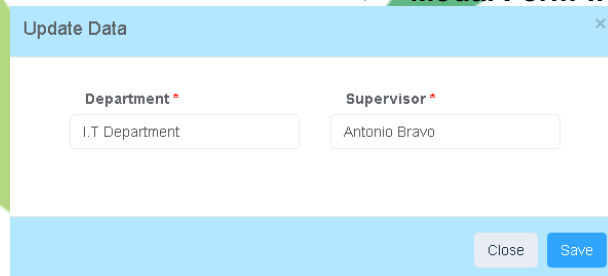
In Content Management Settings, Admin can add a department and supervisor as well as updating the information for both department and supervisor.

3.17.2.1 Add Department and Supervisor

1. In Settings page, Click Content Management Settings Tab
2. Enter input for both 'department' and 'supervisor' field
3. Click Add button

3.17.2.2 Update Department and Supervisor

1. Click Update button
➤ Modal Form will appear.



Update Data	
Department *	Supervisor *
I.T Department	Antonio Bravo
<div>Close Save</div>	

2. Enter new input on the 'supervisor' field.

Update Data ×

Department *

I.T Department

Supervisor *

John Doe

Close

Save

3. Click Save button to update the new supervisor. ➤ Validation Message will appear.



Update?

You are trying to save the datas?

Cancel

Yes

4. Click Yes button if the admin wishes to update department and supervisor Cancel button if the admin wishes to terminate the information.

3.17.3 View the Audit Trail

All the activities of Admin and User will be displayed on the audit trail.

1. Click the Audit Trail Tab

➤ Audit Trail Page will appear

Show 10 entries

ID	User ID	Name of Employee	User Type	Date / Time	Operation
1	X1J3Y17		Super Admin	2017-07-26 18:54:56	Logged-in
2	X1J3Y17		Super Admin	2017-07-26 19:06:52	Logged-out
3	X1J3Y17		Super Admin	2017-07-26 10:56:06	Logged-in
4	X1J3Y17		Super Admin	2017-07-26 14:11:29	Logged-in
5	X1J3Y17		Super Admin	2017-07-26 14:35:25	Logged-in
6	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:52:16	Logged-in
7	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:52:46	Profile Updated
8	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:53:12	Profile Updated
9	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:54:21	Profile Updated
10	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 17:44:02	Request a laptop

Showing 1 to 10 of 30 entries

Previous 1 2 3 Next

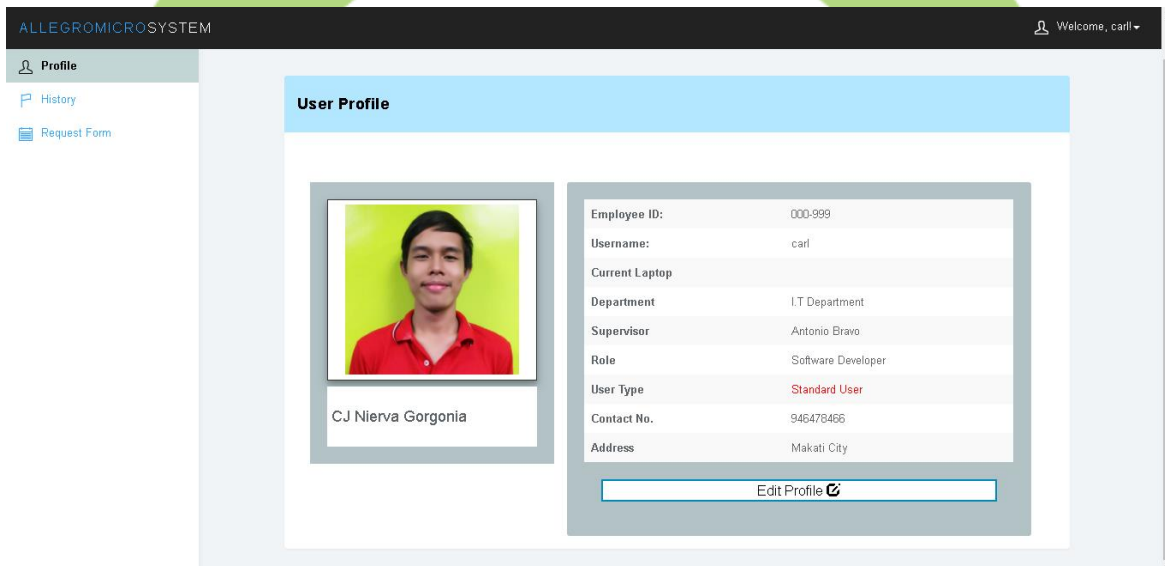
4. USER AND ROLE MANAGEMENT OF STANDARD USER

4.1 Introduction to User and Role Management (Standard User)

The QuickTrack Laptop Monitoring System lets the standard user view the history of their transaction as well as requesting for laptop.

4.2 Viewing Profile User Roles

The main page of the standard users is the view of their profile. Down below, is an example of Standard users profile the will be shown after the standard users logs in.



The screenshot shows the 'User Profile' page in the QuickTrack system. The page has a sidebar with 'Profile', 'History', and 'Request Form' options. The main content area displays the user's profile information, including a photo of CJ Nierva Gorgonia and a table of personal and work details. At the bottom of the profile section is an 'Edit Profile' button with a pencil icon.

Employee ID:	000-999
Username:	carl
Current Laptop	
Department	I.T Department
Supervisor	Antonio Bravo
Role	Software Developer
User Type	Standard User
Contact No.	946478466
Address	Makati City

Standard User can edit your profile by the provided Edit Profile button

1. Click the Edit Profile button

➤ Modal form will appear.

Edit Profile

Last Name

First Name

Middle Name

Role

Contact No.

Address

Close
Save

2. Fill-out new data on the provided field.

3. Click Save button to save the new information and Close button to cancel.

4.3 Viewing the history

Standard Users can view the previous history of their transactions regarding to their requests on borrowing laptops and gate passes.

1. Select History in the navigation pane.

- A page will appear with 2 sub-categories of history, Choose the following as listed below:

4.3.1 Viewing the History of Requests

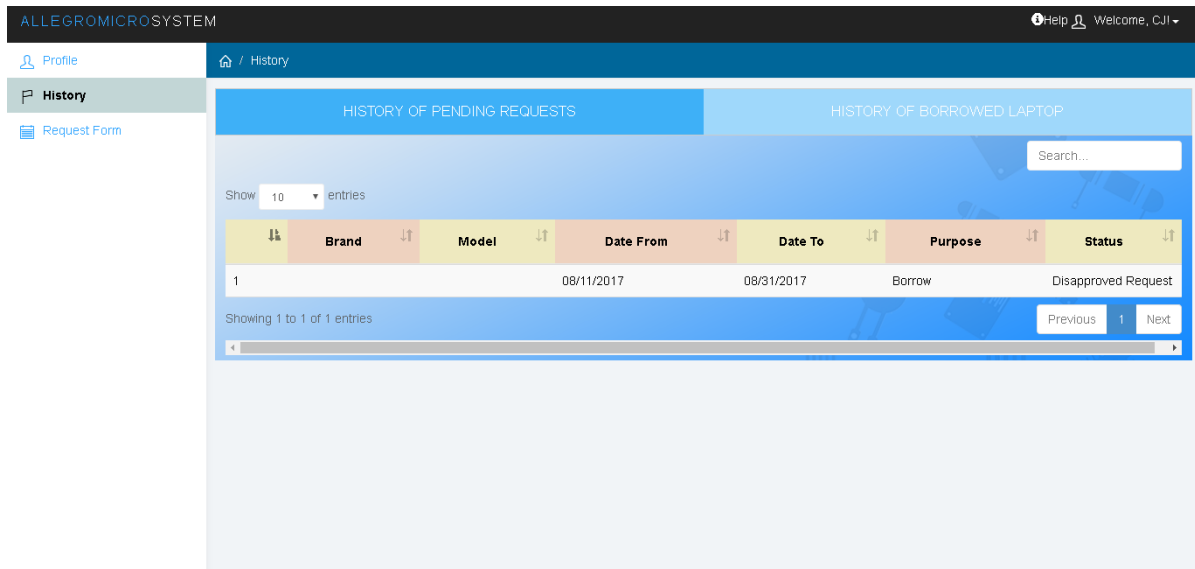
Standard Users can view the previous history of requested laptops. They can also view the status whether it is approved or denied.

1. Select History in the navigation pane.

- The page will appear

2. Click the tab History of Pending Requests

- Previous list of borrowed laptops will appear.



The screenshot shows the ALLEGROMICROSYSTEM interface. The top navigation bar includes 'Profile' and 'History'. The left sidebar has 'History' and 'Request Form'. The main content area is titled 'HISTORY OF PENDING REQUESTS' and 'HISTORY OF BORROWED LAPTOP'. A search bar is present. Below the search bar, there is a table with columns: Brand, Model, Date From, Date To, Purpose, and Status. The table shows one entry with the status 'Disapproved Request'.

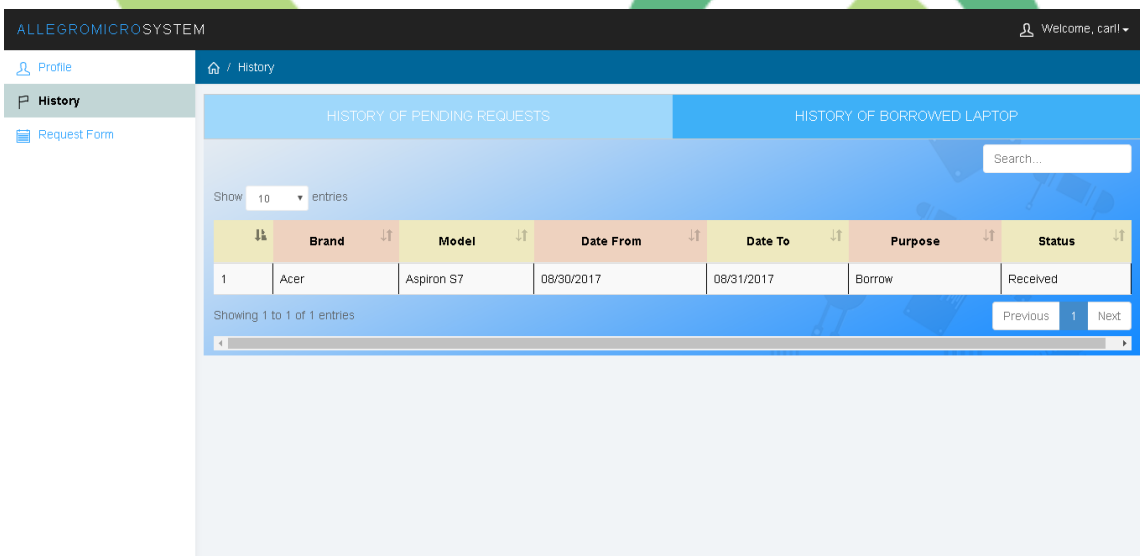
Brand	Model	Date From	Date To	Purpose	Status
		08/11/2017	08/31/2017	Borrow	Disapproved Request

Showing 1 to 1 of 1 entries

4.3.2 Viewing the History of Borrowed Laptops

Standard Users can view the previous history of Borrowing Laptop Requests. These will make the users see how many times they'd requested for a laptop from the admin.

1. Select History in the navigation pane.
 - A page will appear.
2. Click the tab History of Borrowed Laptop
 - Previous lists of borrowing laptop requests will appear.



The screenshot shows the ALLEGROMICROSYSTEM interface. The top navigation bar includes 'Profile' and 'History'. The left sidebar has 'History' and 'Request Form'. The main content area is titled 'HISTORY OF PENDING REQUESTS' and 'HISTORY OF BORROWED LAPTOP'. A search bar is present. Below the search bar, there is a table with columns: Brand, Model, Date From, Date To, Purpose, and Status. The table shows one entry with the status 'Received'.

Brand	Model	Date From	Date To	Purpose	Status
Acer	Aspire S7	08/30/2017	08/31/2017	Borrow	Received

Showing 1 to 1 of 1 entries

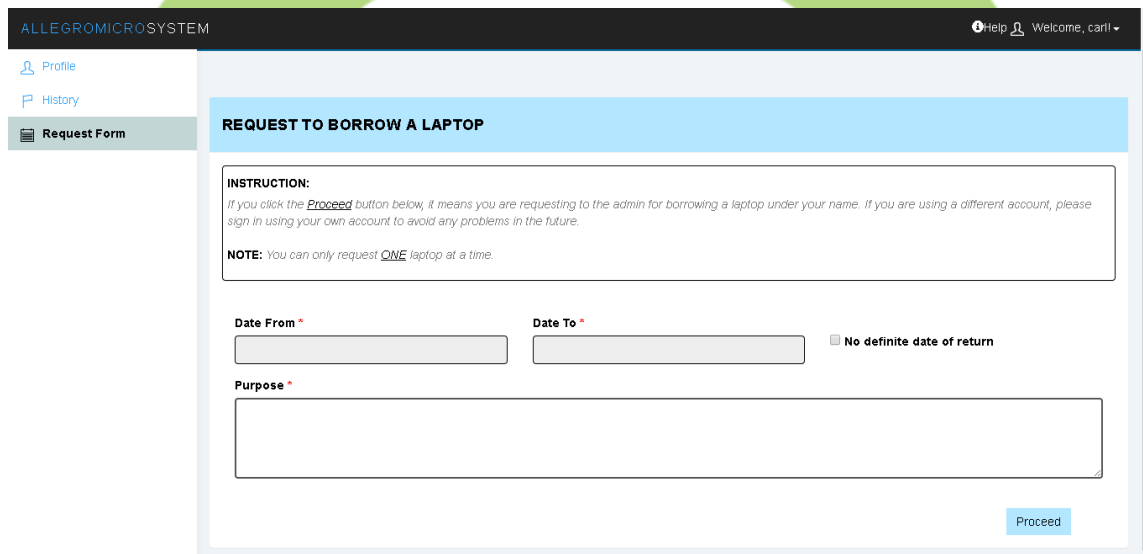
3. View the most recent borrowing laptop requests. Entries are stored in the format <Laptop ID> <Brand> <Model> <Date From> <Date To> <Purpose> <Status>

4.4 Request Form

Standard User can borrow and surrender the borrowed laptops by the provided request form

1. Click Request Form on the side bar.

➤ Request Form will appear



ALLEGROMICROSYSTEM Help Welcome, carl

[Profile](#)
[History](#)
Request Form

REQUEST TO BORROW A LAPTOP

INSTRUCTION:
If you click the **Proceed** button below, it means you are requesting to the admin for borrowing a laptop under your name. If you are using a different account, please sign in using your own account to avoid any problems in the future.

NOTE: You can only request **ONE** laptop at a time.

Date From * Date To * ☐ No definite date of return

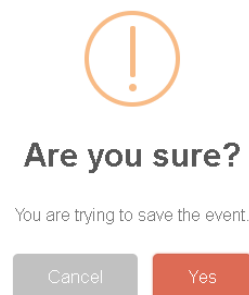
Purpose *

Proceed

2. Fill-out all required field.

3. Click Proceed button

➤ Validation message will appear.

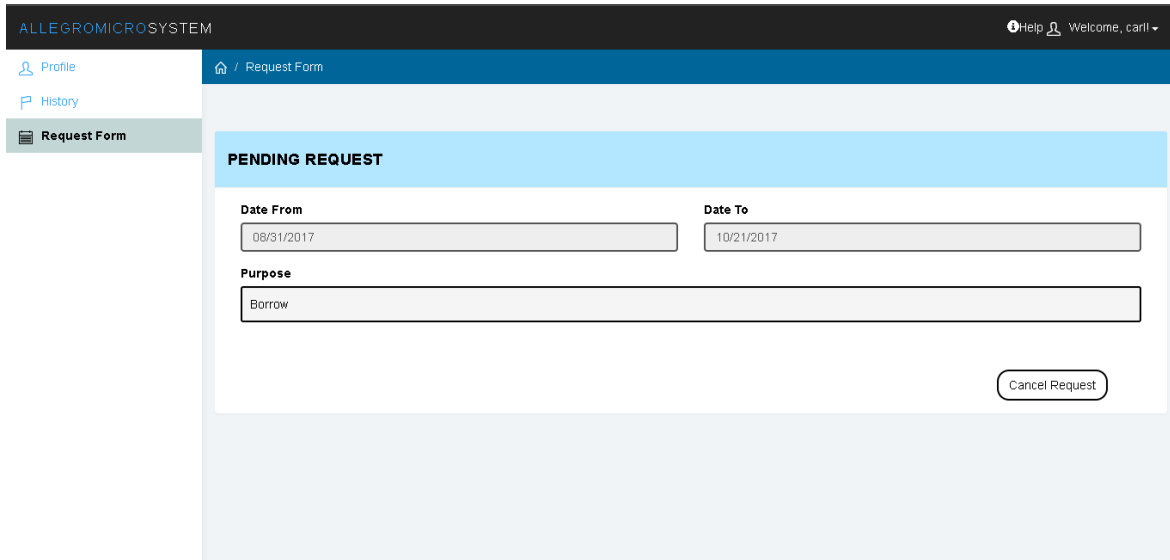


Are you sure?

You are trying to save the event.

4. Click Yes button to send the request to the admin and Cancel button to terminate the request.

- After Sending the request to the admin, a new form will be displayed on the screen

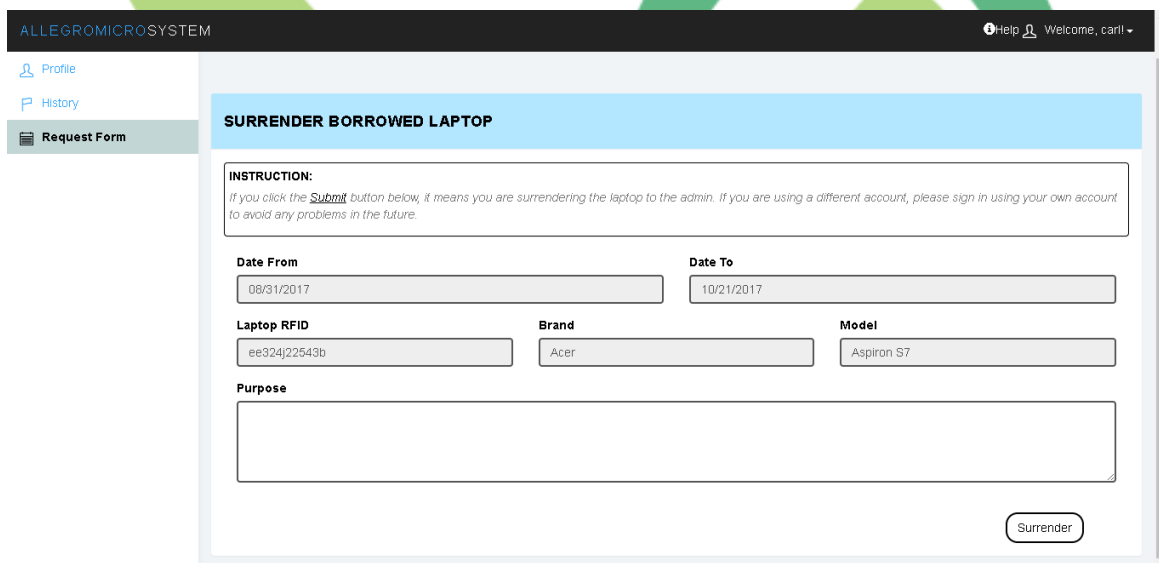


The screenshot shows the 'PENDING REQUEST' form in the ALLEGROMICROSYSTEM interface. The form is titled 'PENDING REQUEST' and contains the following fields:

- Date From:** 08/31/2017
- Date To:** 10/21/2017
- Purpose:** Borrow

There is a 'Cancel Request' button at the bottom right of the form.

Note: Standard User can cancel the request by clicking the Cancel Request button if the admin hasn't seen or approved the request. Otherwise, if approved Surrender form will appear. After the request is approved a notification will be displayed at the upper left of the screen regarding to the due date of borrowed laptop.



The screenshot shows the 'SURRENDER BORROWED LAPTOP' form in the ALLEGROMICROSYSTEM interface. The form is titled 'SURRENDER BORROWED LAPTOP' and contains the following fields:

- INSTRUCTION:** If you click the Submit button below, it means you are surrendering the laptop to the admin. If you are using a different account, please sign in using your own account to avoid any problems in the future.
- Date From:** 08/31/2017
- Date To:** 10/21/2017
- Laptop RFID:** ee324j22543b
- Brand:** Acer
- Model:** Aspire S7
- Purpose:** (Empty text area)

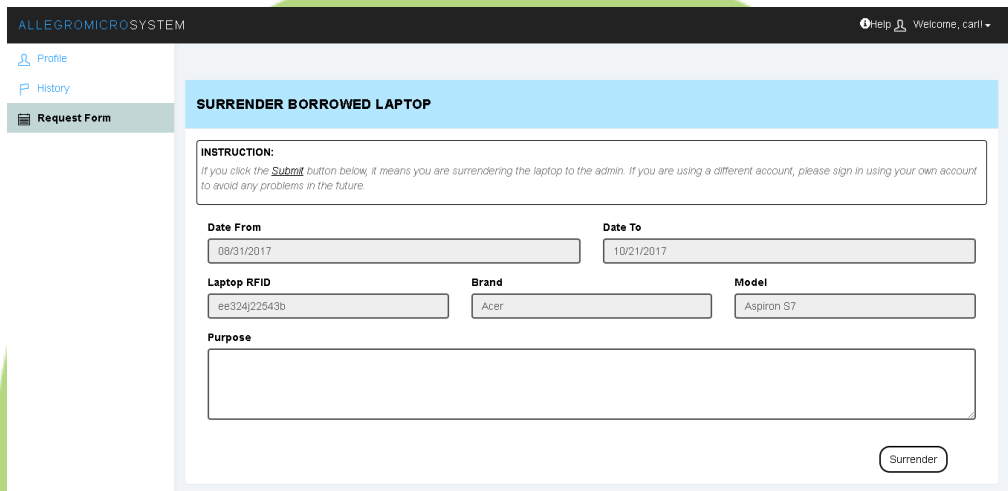
There is a 'Surrender' button at the bottom right of the form.

4.4.1 Surrender the borrowed Laptop

After the admin approved the requests, the standard users can surrender the laptop before the due date

1. Select Request Form in the Side bar.

➤ A Surrender Request Form will appear

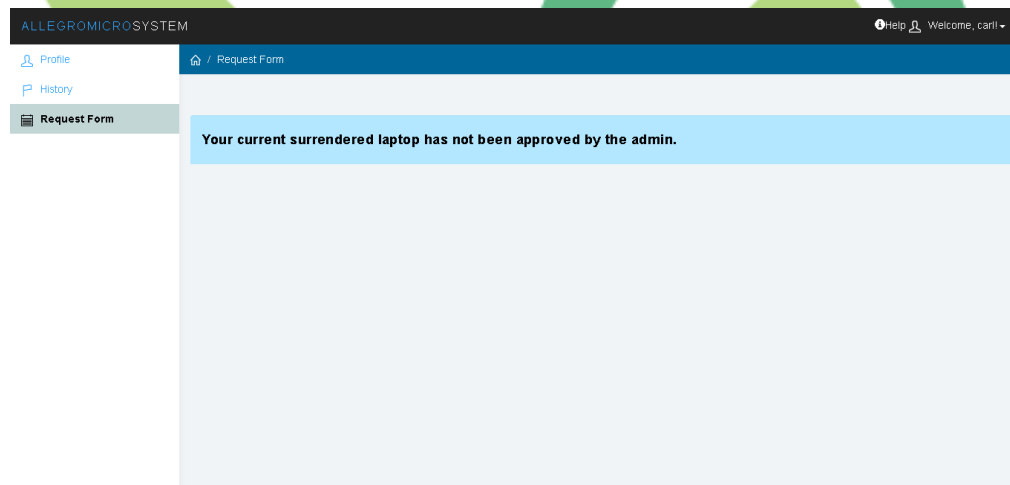


The screenshot shows the 'SURRENDER BORROWED LAPTOP' form. The left sidebar has 'Request Form' selected. The form title is 'SURRENDER BORROWED LAPTOP'. Below the title is an instruction box: 'INSTRUCTION: If you click the **Submit** button below, it means you are surrendering the laptop to the admin. If you are using a different account, please sign in using your own account to avoid any problems in the future.' The form contains several input fields: 'Date From' (08/31/2017), 'Date To' (10/21/2017), 'Laptop RFID' (ee324/22543b), 'Brand' (Acer), and 'Model' (Aspire S7). There is a large 'Purpose' text area at the bottom. A 'Surrender' button is located at the bottom right of the form.

2. Fill-out the 'purpose' field.

3. Click Surrender button

➤ After sending a surrender request to the admin, this message will appear



The screenshot shows the 'Request Form' page after a surrender request. The left sidebar has 'Request Form' selected. The main content area has a blue header bar with the text 'Request Form'. Below the header bar is a light blue message box that says: 'Your current surrendered laptop has not been approved by the admin.' The rest of the page is empty.

Note: The admin has not approved the request yet. If approved, then the standard users can request for another laptop in the Request Form page.

4.5 Settings

Standard User can borrow and surrender the borrowed laptops by the provided request form

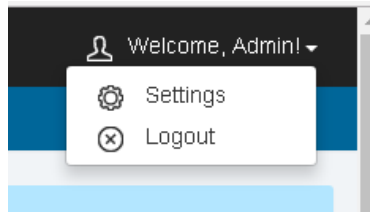
4.5.1 Account Settings

Standard User can change or update its password as well as the email.

4.5.1.1 Update Password

1. Click the navigation bar at the upper right of the screen

➤ Drop-down menu will appear.

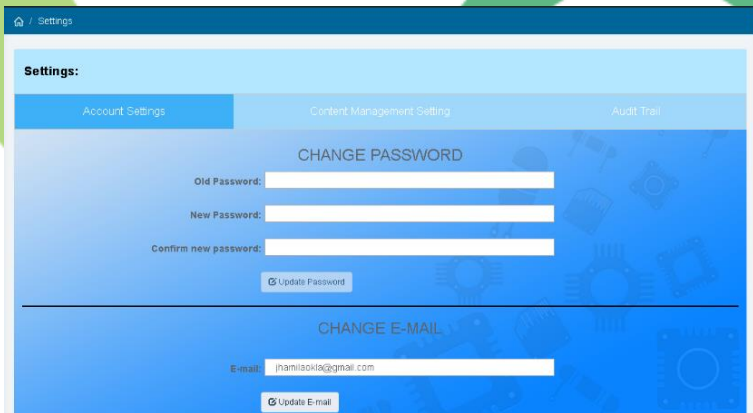


2. Choose Settings

➤ Settings Page will appear

3. Click Account Settings Tab

➤ Settings Page will appear.



4. Fill-out the required field.

5. Click Update Password button

➤ Validation Message will appear.



Update?

You are trying to change your password?

Cancel

Yes

6. Click Yes if the admin wishes to redirect to the login page to test the new password and No Stay button if the admin wishes to remain on the same page.



Success!

Password has been changed, Logout to test your password?

No, Stay

Yes

Note: After changing the password, it will be recorded in the audit trail for both standard user and Admin.

4.5.1.2 Update E-mail

1. Click Update Email button

➤ **Modal Form will appear.**

2. Enter the current password

Confirm Account

Please enter your password:

.....

Cancel

OK

3. Click OK button if the admin wishes to proceed to change the e-mail or click the Cancel button if the admin wishes to keep the email

4. Enter the new email.

Change E-mail

Please enter your new E-mail:

admin@gmail.com

Cancel

OK

5. Click OK button to change the email and Cancel button to prevent from changing the email.

Note: Once the admin clicked the OK button, a success message will appear. Changing e-mail will be recorded in the audit trail for both the account of standard user and Admin.



Nice!

Your new E-mail is: admin@gmail.com

OK

4.5.1.3 View the Audit Trail

All the activities of Standard User will be displayed on the audit trail.

1. Click the Audit Trail Tab

➤ Audit Trail Page will appear.

Search...

Show 10 entries

ID	User ID	Name of Employee	User Type	Date / Time	Operation
1	X1J3Y17	,	Super Admin	2017-07-25 18:54:56	Logged-in
2	X1J3Y17	,	Super Admin	2017-07-25 19:06:52	Logged-out
3	X1J3Y17	,	Super Admin	2017-07-26 10:56:06	Logged-in
4	X1J3Y17	,	Super Admin	2017-07-26 14:11:29	Logged-in
5	X1J3Y17	,	Super Admin	2017-07-26 14:35:25	Logged-in
6	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:52:16	Logged-in
7	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:52:46	Profile Updated
8	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:53:12	Profile Updated
9	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:54:21	Profile Updated
10	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 17:44:02	Request a laptop

Showing 1 to 10 of 30 entries

Previous

1

2

3

Next

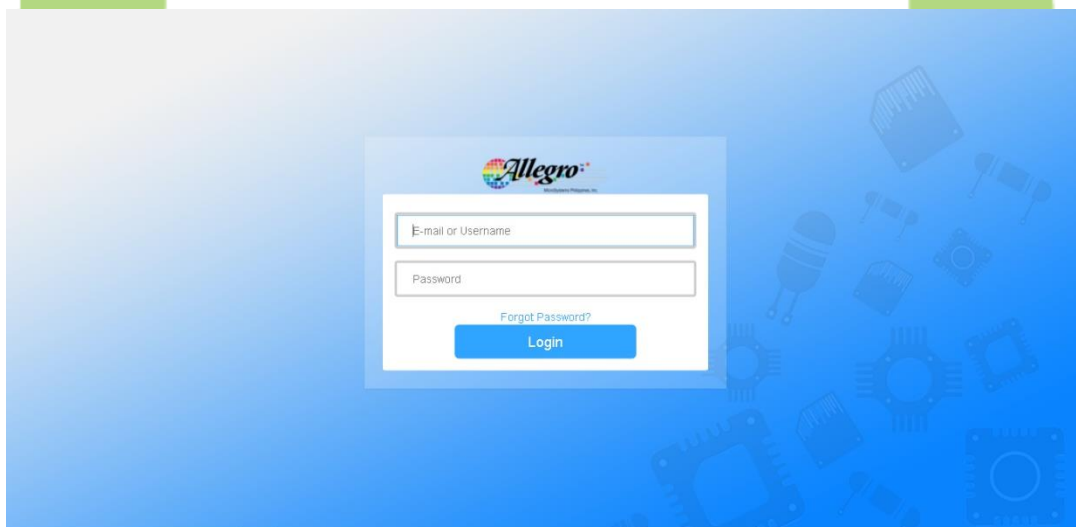
5. APPLICATION OVERVIEW

QuickTrack Laptop Monitoring System is used for tracking, detecting, and monitoring laptops as well as the employees whether they are authorized or unauthorized users.

In general, QuickTrack Laptop Monitoring System tracks laptops with a passive RFID sticker that must be registered on the provided software. On the provided software, there are two types of users and modules: The Admin user/module and The Standard user/module

5.1 Logging in to the System

A User must be authorized in order to log on to main page of the system. The Laptop Monitoring System supports two login users: The Admin and Standard User.



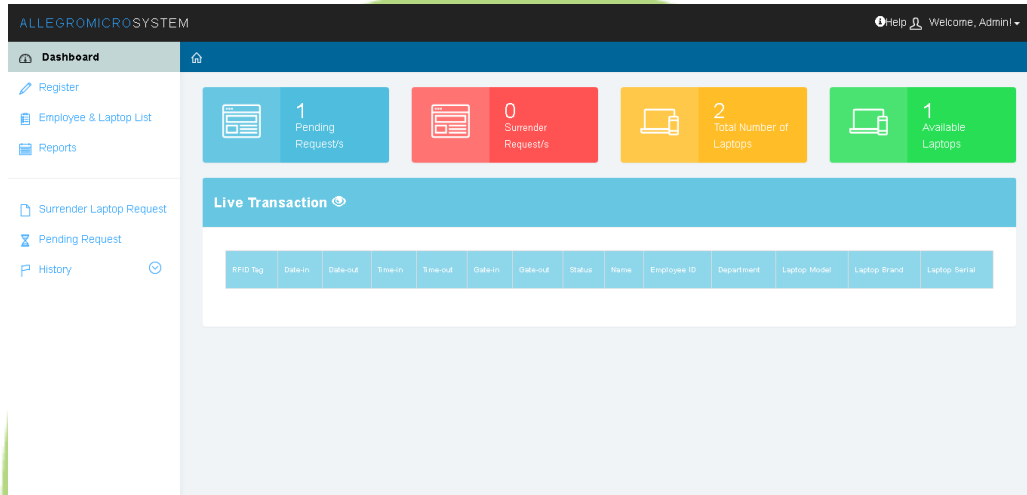
5.2 Main Module (Admin)

The main page of the admin is labeled below and are described in detailed on the following pages:

- Dashboard
- Admin Side Bar
- Settings
- Help

5.2.1 Dashboard

Dashboard is the Main Page after an Admin logs in. It is used to show real-time information regarding to the employee and laptops. It includes the following:



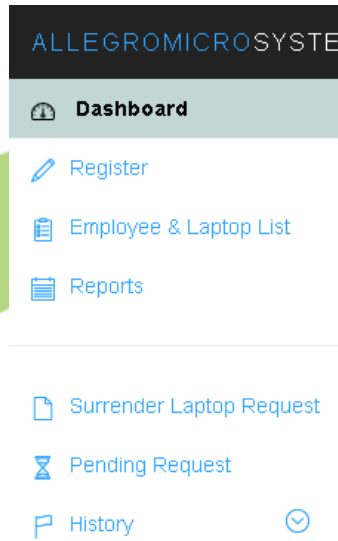
- **Live Transactions** – Shows real-time transactions of time-in and time-out with gate entry.
- **Widgets** – Counts all the number of requests and laptops.
 - **Pending Requests** – Counts all the requests regarding to borrow a laptop. If the requests are approved then the counts of request will be decreased
 - **Surrender Request/s** – Counts of all the surrendered laptops requests. If the requests are approved then the counts of request will be decreased
 - **Total Number of Laptops** – Counts all the number of registered laptop whether it may be owned or unowned.
 - **Available Laptops** – Counts all the number of available registered laptops.
- **Admin Side Bar**
 - **Register** – Registration of laptops and employees.
 - **Employee and Laptop List** – List of registered laptops and employees.
 - **Employee List** – Lists of registered employees
 - **Laptop List** - Lists of registered laptops
 - **Reports** – Generate different kinds of reports such as:
 - **Employee List** – All employee list from newest to oldest
 - **Laptop List** – All laptop list from newest to oldest

- Pending Request – All request of borrowed laptops whether it is approved or disapproved.
- Authorized/Unauthorized – All status of employees with issued laptop
- Surrender Laptop – All surrendered laptops of employees whether it is approved or disapproved.
- Surrender Laptop Request – All requests of surrendered laptop will be directed to the surrender laptop request page.
- Pending Request – All request regarding to borrow a laptop will be directed to Pending request page
- History – All borrowing requests and time-in and time-out transactions will be directed to the history page
 - Borrowing Request - All requests of standard user are recorded to the borrowing request history page.
 - Time-in and Time-out – All time-in and time-out of employees are recorded to the time-in and time-out history page.

5.2.2 Admin Side Bar

On the left side of the dashboard, it shows the Side bar that includes:

- Register
- Employee and Laptop List
- Reports
- Surrender Laptop Request
- Pending Requests
- History



5.2.2.1 Register

Admin can register laptops and employees. Click “Register” then a form will appear in order to add user or to add a laptop.

5.2.2.2 Employee List

After the Admin User registered another Admin User or Standard User successfully, you can view the list of employees at the “Employee List” Tab or simply search a record on the provided search bar by Employee ID, Employee Name, Department, or Supervisor for an easy checking.

5.2.2.3 Laptop List

After an Admin registered and issued a laptop successfully, the admin can view the details on the “Laptop List” Tab or simply search an information on the provided search bar.

5.2.2.4 Reports

All the transactions of the system will be directed to the reports. It can be printed, downloaded, and export file to excel.

5.2.2.5 Surrender Laptop Request

All surrender laptop requests from the standard users will be directed to Admins module under surrender laptop request page. The admin can accept or deny the requests.

5.2.2.6 Pending Requests

All requests regarding to borrowing a laptop for a certain or no definite date will be directed to the Admin module under pending request page. The admin can accept or deny the requests

5.2.2.7 History

History shows the previous list of users who borrowed a laptop and history of Time-in and Time-out of every employees. There are 2 types of history:

- Borrowing Request
- Time-in and Time-out

5.2.2.7.1 Borrowing Request

Borrowing Request history comes from the Standard User “Employees” which requested to borrow an issued laptop in a period of time. The admin can check the list of employees who borrowed a laptop and check the status as well.

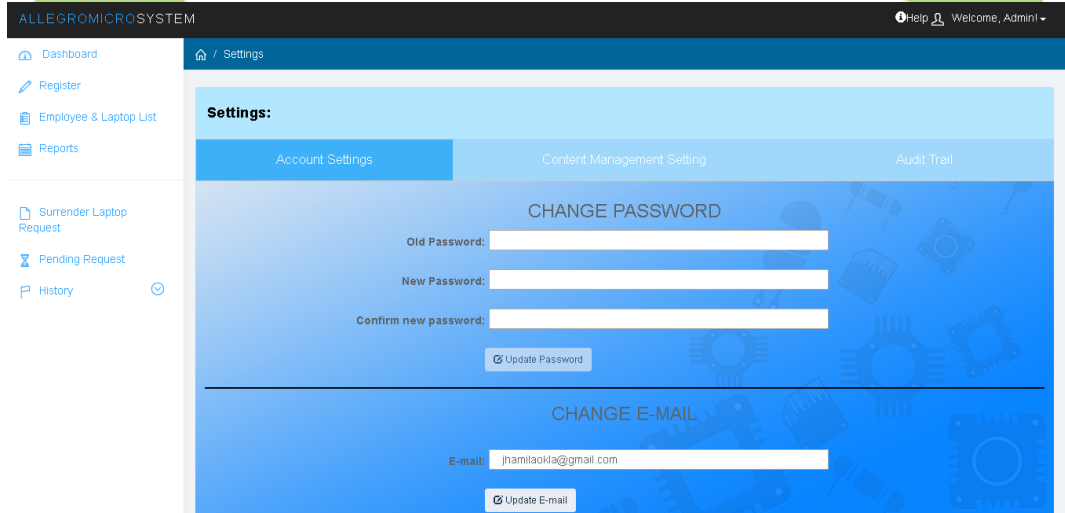
5.2.2.7.2 Time-in and Time-out

Time-in and Time-out history is list of all employees with an issued laptop who entered and leaves the company. It displays real and accurate time of users.

5.2.3 Settings

The settings is where the admin set up the needed information and let the admin change password and email as well as to view the audit trail. The settings page is divided into 3 sub-categories:

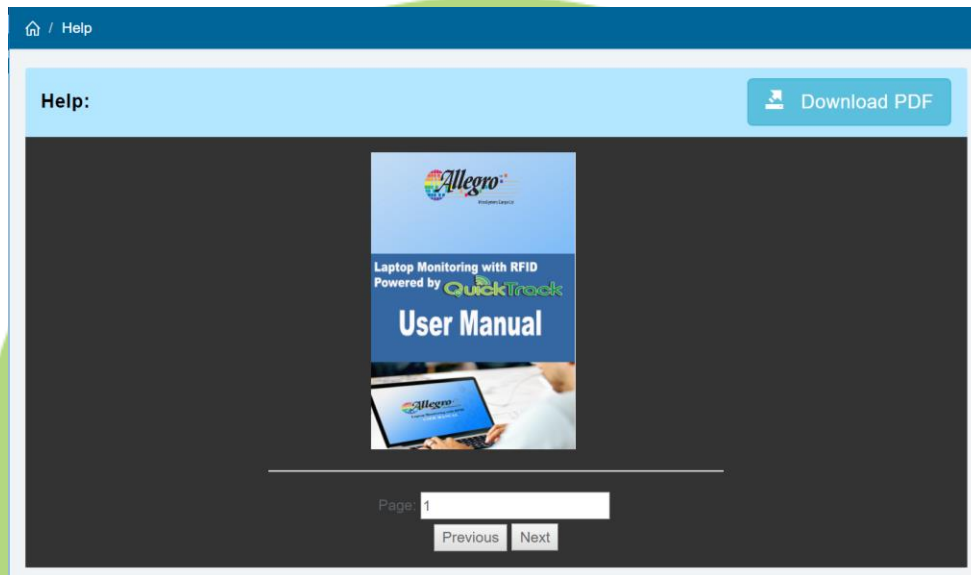
- **Account Settings** – Lets the admin change password and email
- **Content Management Settings** – Lets the admin add, update and remove department and supervisor.
- **Audit Trail** – All activities of standard user and admin can be viewed at the audit trail tab.



The screenshot shows the ALLEGROMICROSYSTEM interface. The top navigation bar includes 'Dashboard', 'Register', 'Employee & Laptop List', 'Reports', 'Surrender Laptop Request', 'Pending Request', and 'History'. The main content area is titled 'Settings' and has three tabs: 'Account Settings', 'Content Management Setting', and 'Audit Trail'. The 'Account Settings' tab is active, showing two sections: 'CHANGE PASSWORD' and 'CHANGE E-MAIL'. The 'CHANGE PASSWORD' section has fields for 'Old Password', 'New Password', and 'Confirm new password', with an 'Update Password' button. The 'CHANGE E-MAIL' section has an 'E-mail' field with the value 'jhamilaokia@gmail.com' and an 'Update E-mail' button.

5.2.4 Help

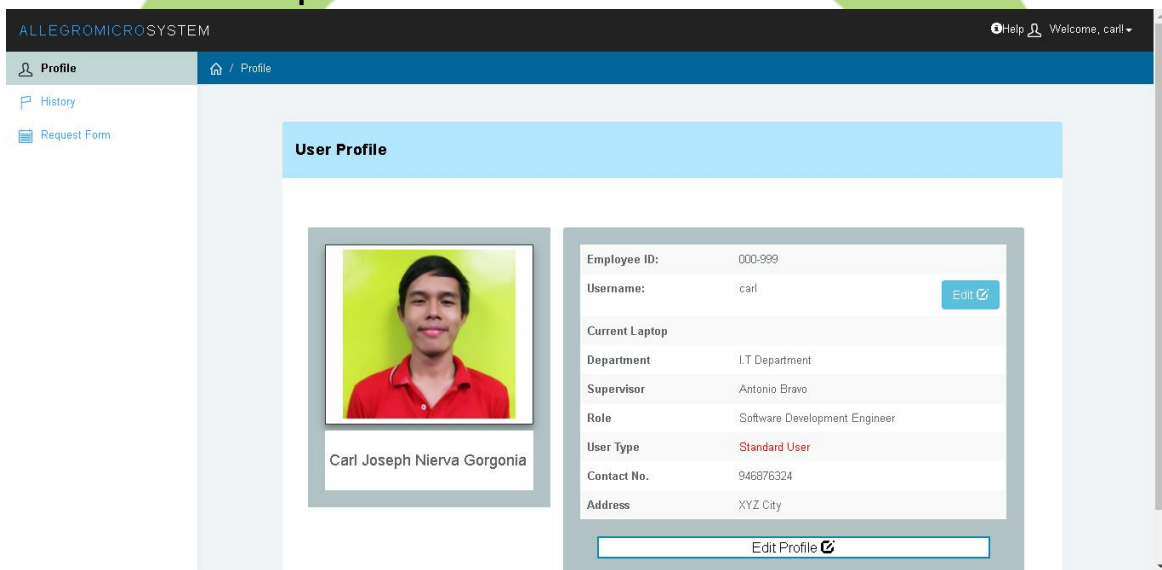
The help page is where the standard user can view the instructions or procedures to guide every user in operating the system.



5.3 Main Module (Standard User)

The main page of the standard user is labeled below and are described in detailed on the following pages:

- Profile
- History
- Request Form
- Settings
- Help



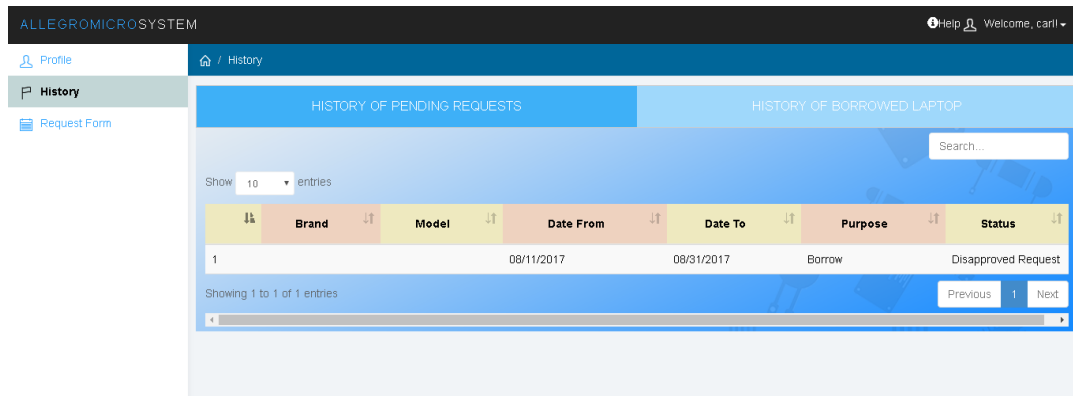
5.3.1. Standard User Profile

After the Standard User logs in, it will direct the user to the main page which is the profile of every individuals account. It displays the general information about the use and can update the profile of user.

5.3.2 History

The history lets the standard user view the previous transactions regarding to borrowed laptop, pending requests of laptops. There are 2 types of History:

- History of Request
- History of Borrowed Laptops



Brand	Model	Date From	Date To	Purpose	Status
		08/11/2017	08/31/2017	Borrow	Disapproved Request

5.3.2.1 History of Request

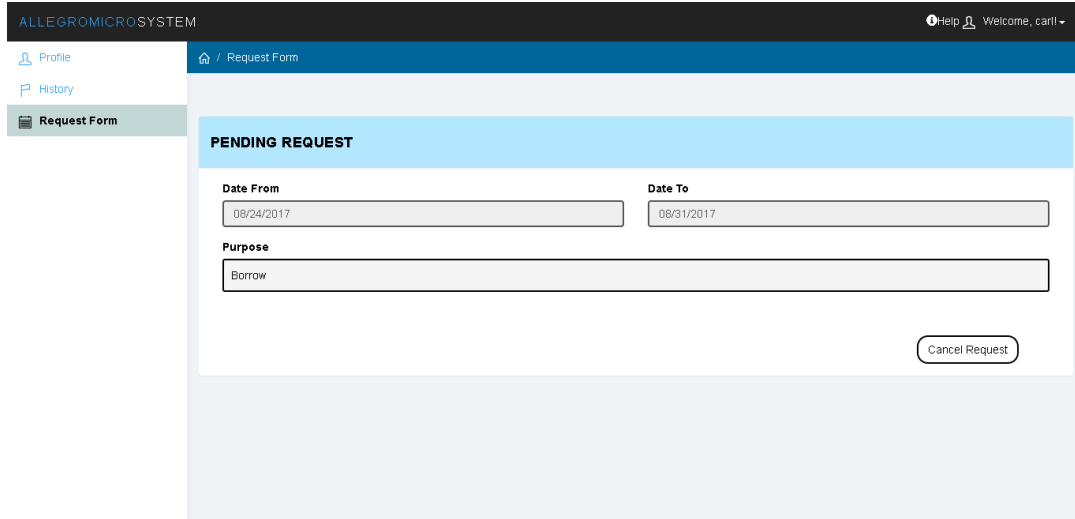
The page will display all the previous lists or history of borrowed laptops of the standard user including the status whether it approved or denied.

5.3.2.2 History of Borrowed Laptop

The page will display all the previous lists or history of borrowed laptops of the standard user including the status whether it request of surrender laptops or it is received by the admin.

5.3.3 Request Form

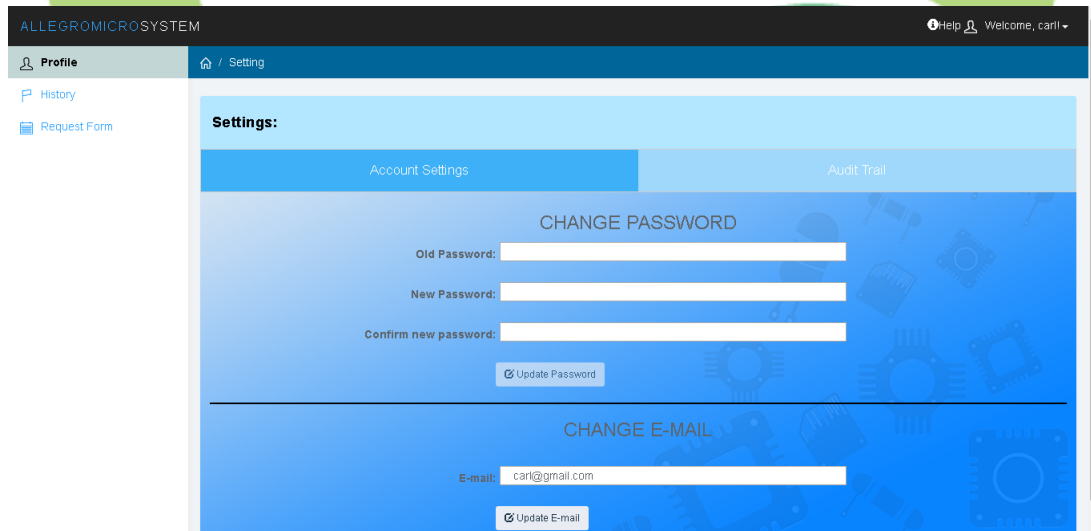
On the Request Form page, the standard user can request laptops. Cancel request, and surrender laptops before the due date.



5.3.4 Settings

Settings page lets the standard user to change email and password as well as viewing the audit trails. Settings page is divided into 2 sub-categories:

- Account Settings
- Audit Trails



5.3.4.1 Account Settings

Account Settings tab let the standard user update or change the password and email.

5.3.4.2 Audit Trails

Standard users can view of their previous activities that are recorded in the audit trail page.

5.3.5 Help

The help page is where the standard user can view the instructions or procedures to guide every users in operating the system.

