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 >= 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 commited changes.
Step 6: Click Start Button to initiate the item detection.
Step 7: Click to proceed to Help Document.

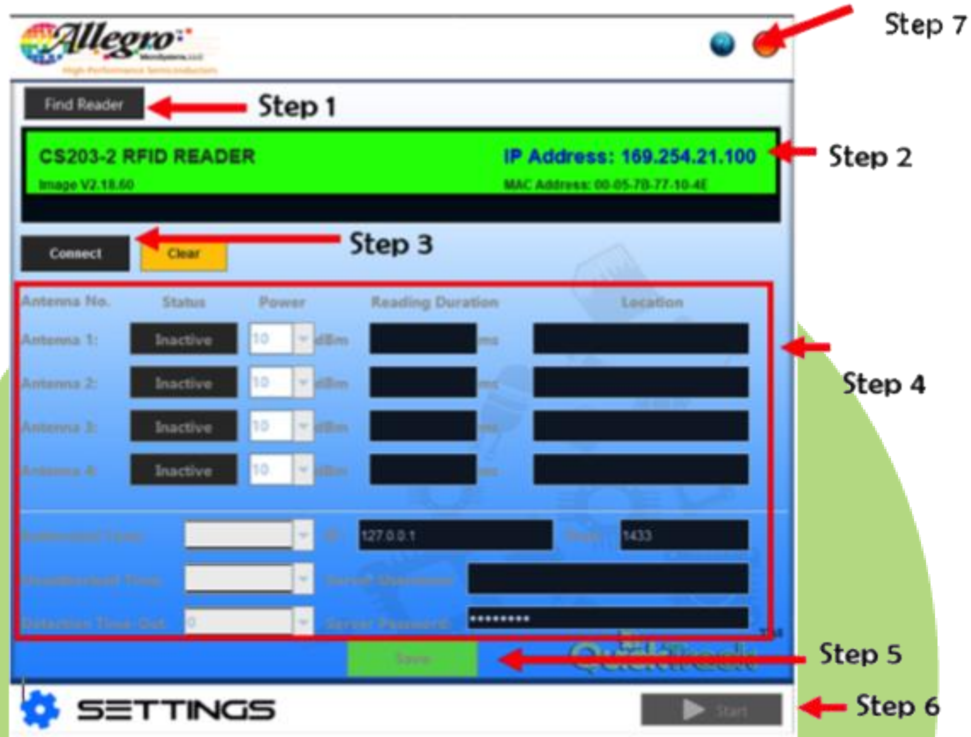


Figure 3.0 Settings Module

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 over write 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.

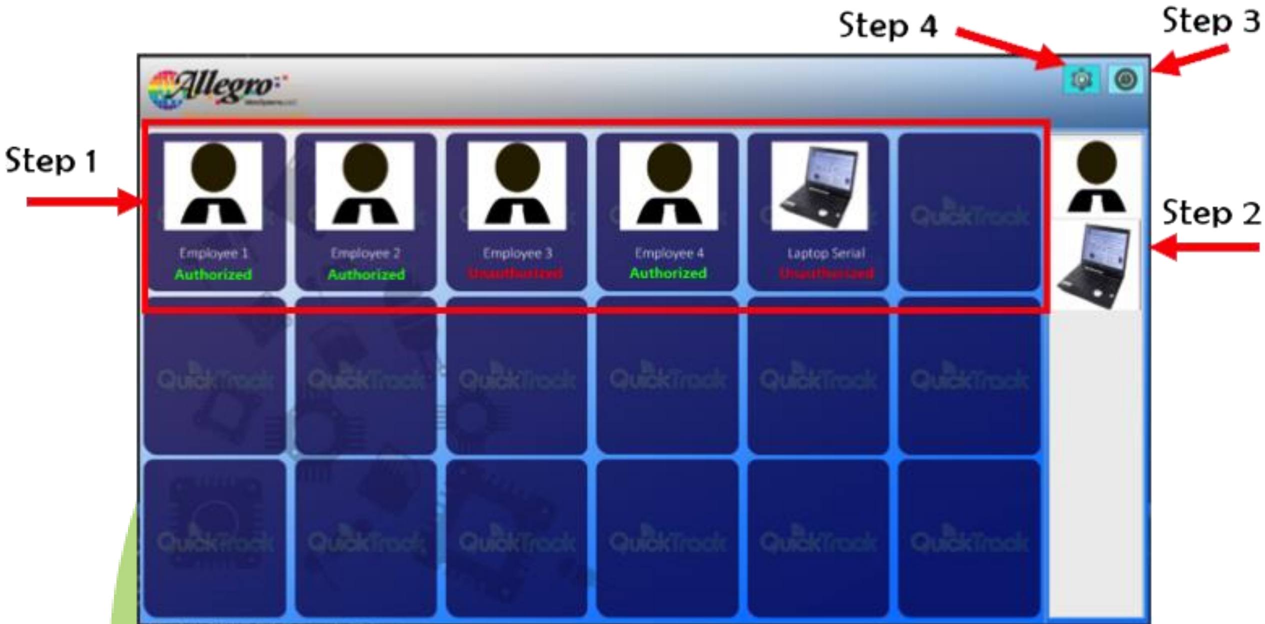


Figure 4.0 Detection/ Monitoring Module

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.

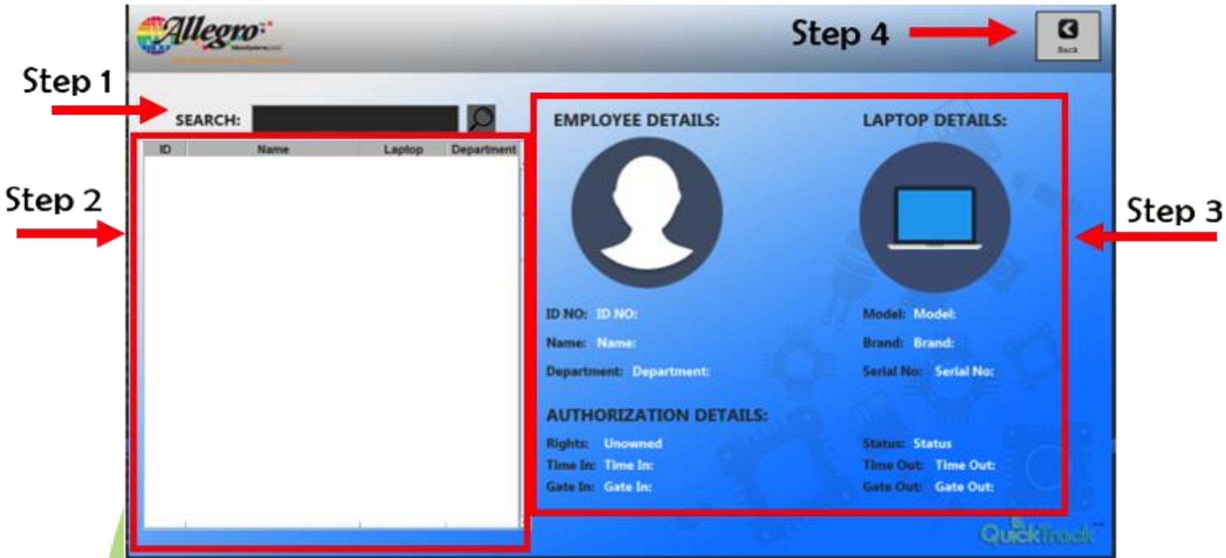


Figure 5.0 History Module

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

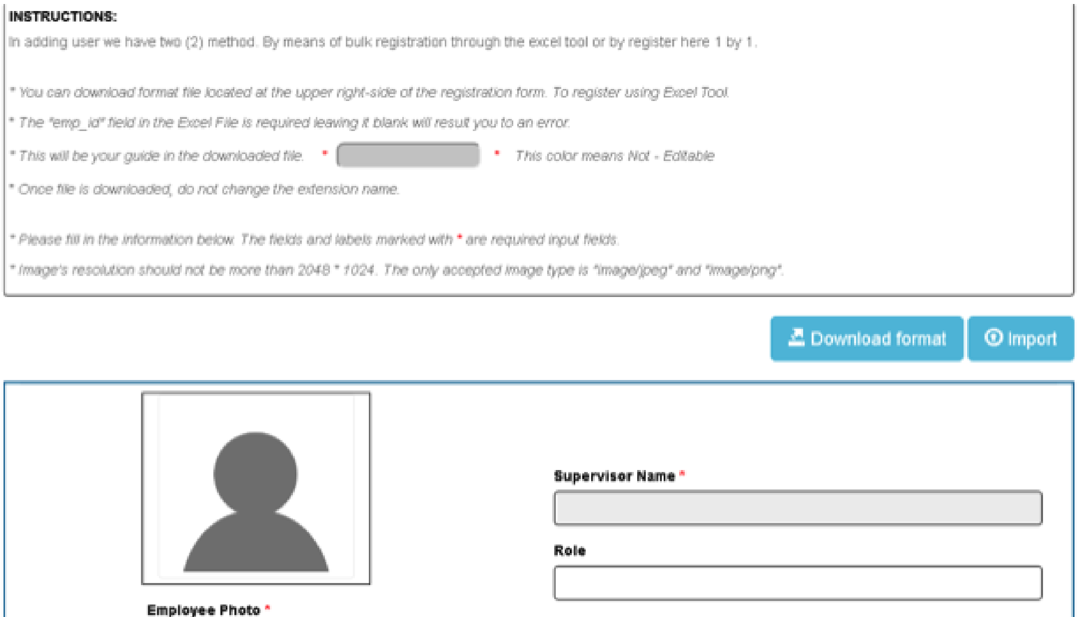
Users with the User Admin Role can add another user such as "admin" or "standard users".

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

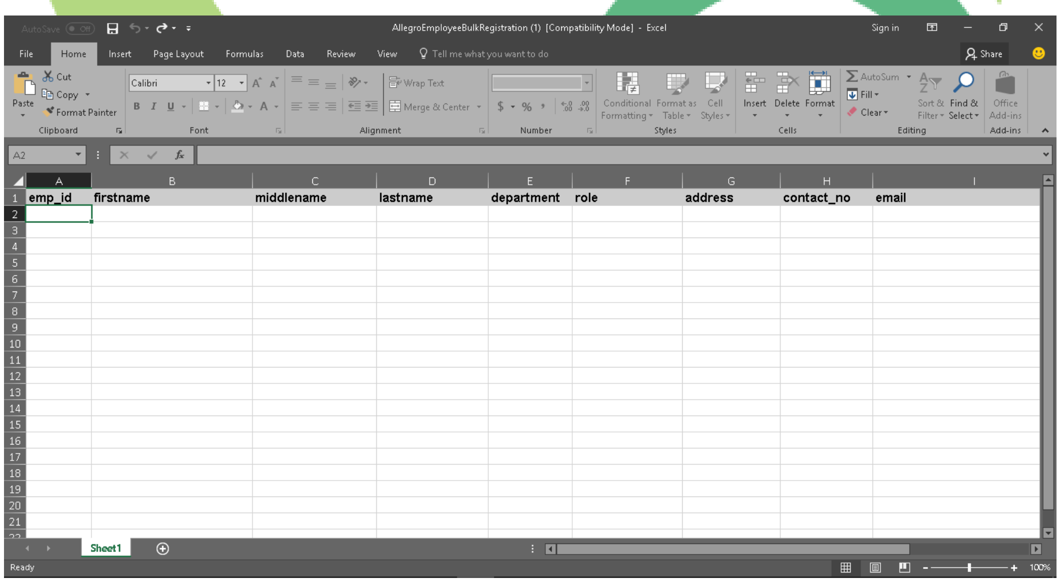
Instead registering users one by one, Admin can register many users by using XLS Format. Admin can achieve uploading bulk user by following these steps:

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

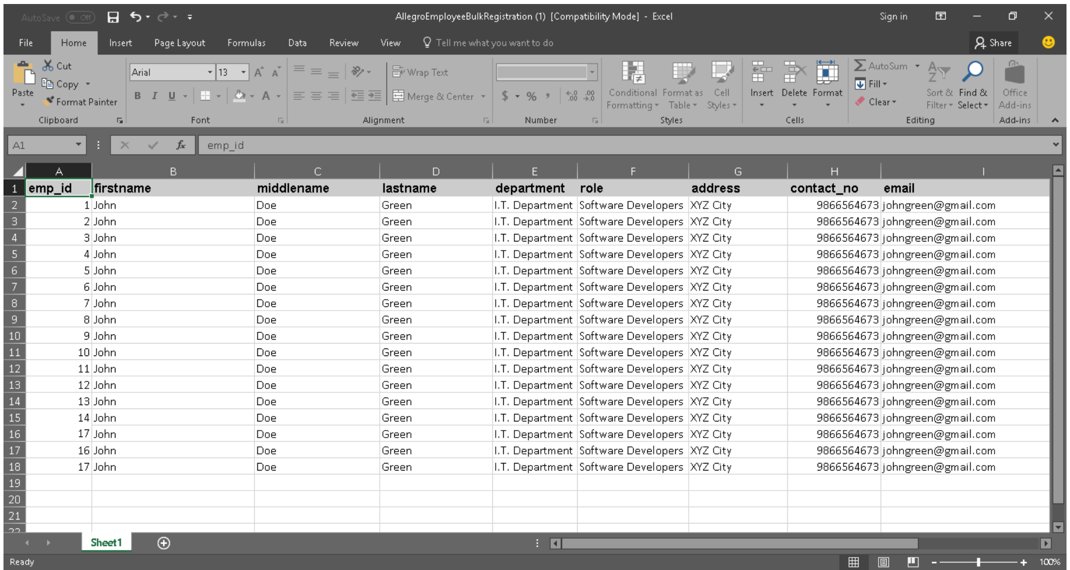


2. Click Download Format button

3. Open the downloaded file.



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



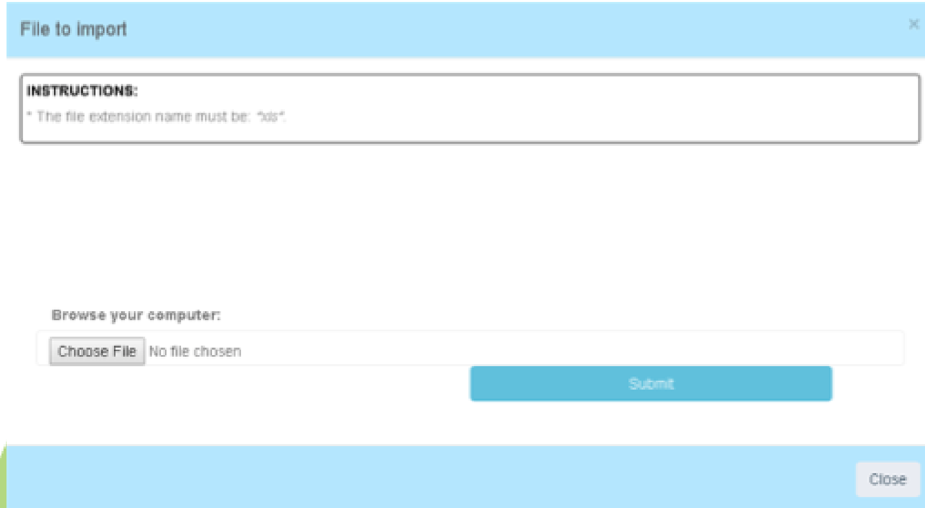
emp_id	firstname	middlename	lastname	department	role	address	contact_no	email
1	John	Doe	Green	I.T. Department	Software Developers	XYZ City	9866564673	johngreen@gmail.com
2	John	Doe	Green	I.T. Department	Software Developers	XYZ City	9866564673	johngreen@gmail.com
3	John	Doe	Green	I.T. Department	Software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

5.Click Save

6. Go to the Registration Page

7. Click Import button

- **Modal Form will appear.**



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

- **Validation message will appear.**

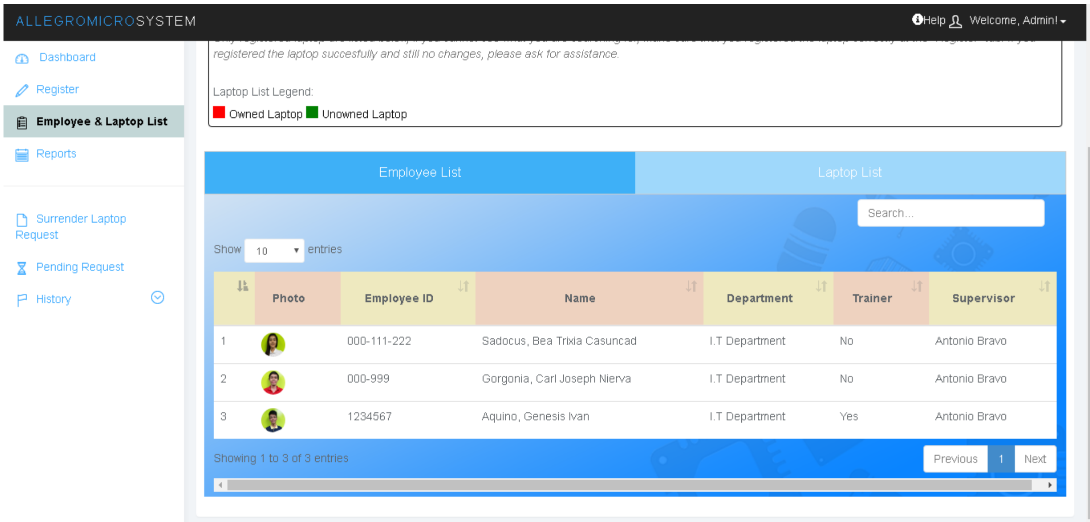
11. Choose Yes button if the Admin wishes to proceed of uploading the file and Cancel button if the Admin wishes to cancel of uploading the file.

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

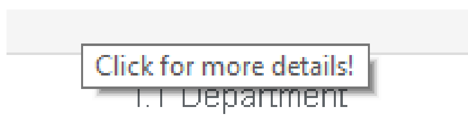
Admin can view the details or information of the specific user
1.Select Employee List in the navigation pane.

- **The employee list page will appear**



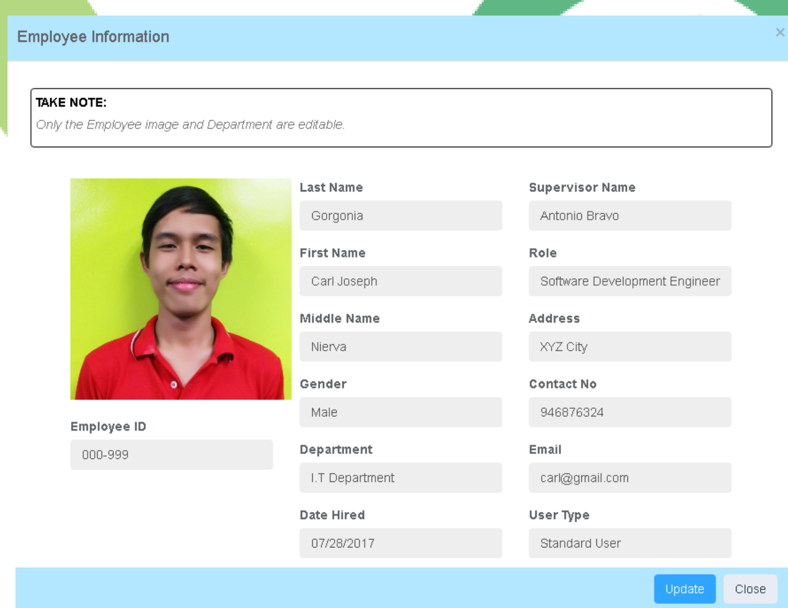
2. Point cursor at any row

➢ **Tip will appear**



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

➢ **Modal Form will appear**

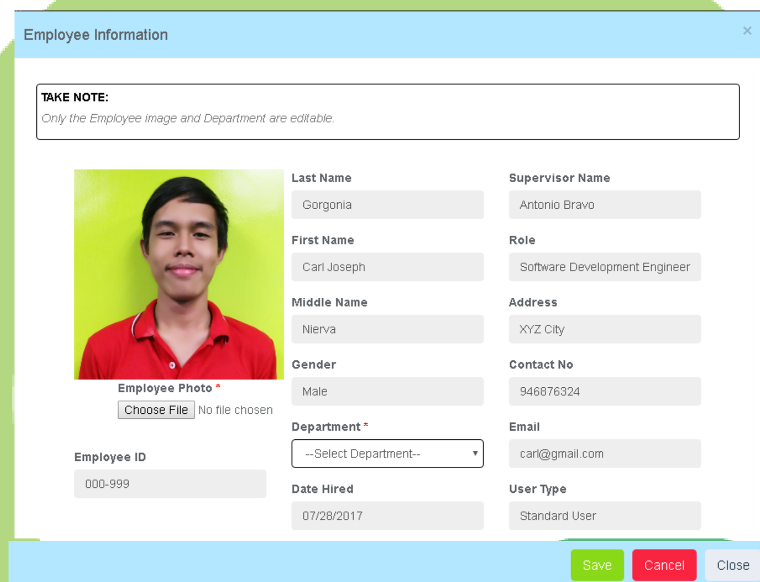


3.5 Update Employee Information

Admin can update employee information only the images and department field

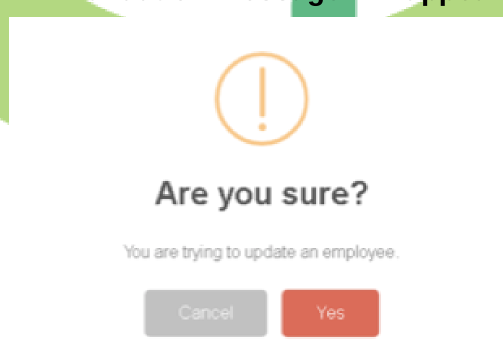
1. Click Update button

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



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

- **Validation message will appear**

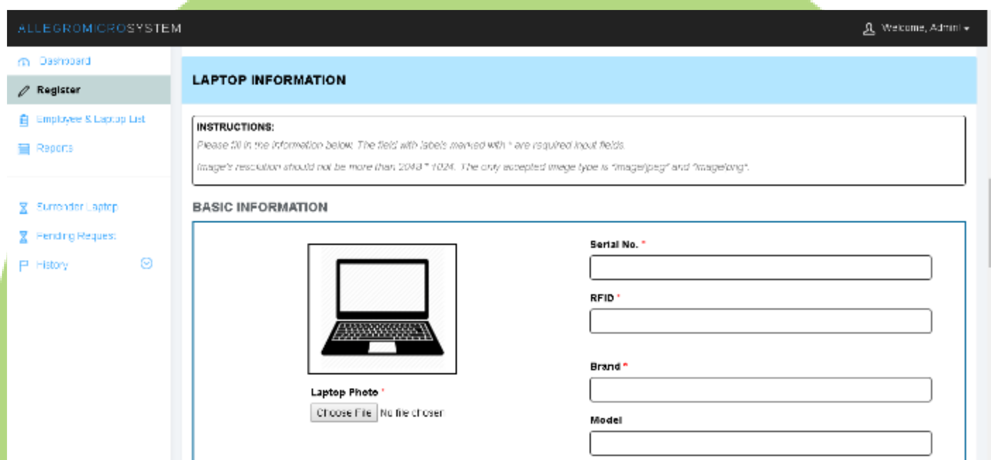


3. If the admin chose the Save button, Click Cancel button to return to the modal form and Yes button to proceed.

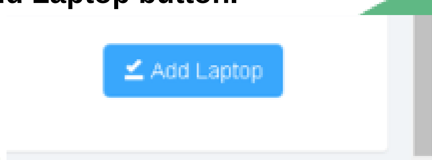
3.6 Adding a Laptop

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.**



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



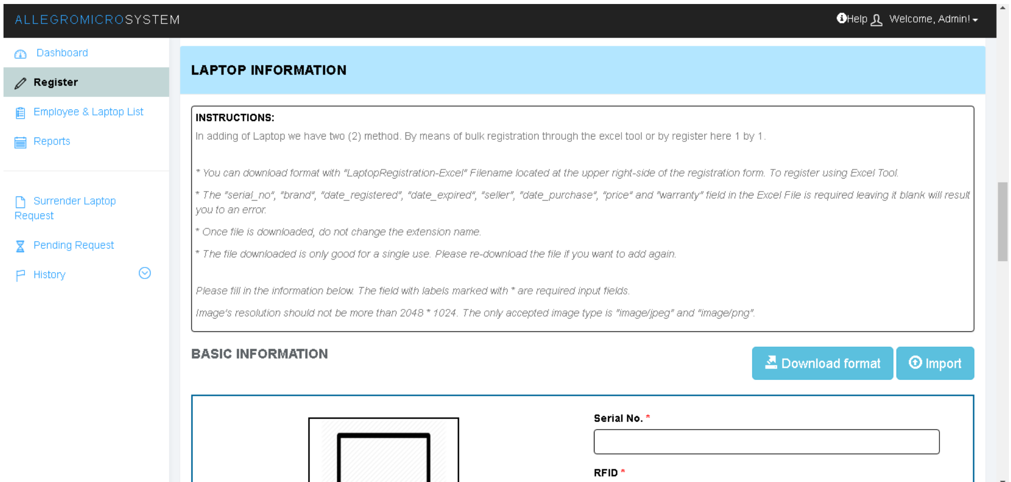
   - ➢ **New Laptop is registered to the system**

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:

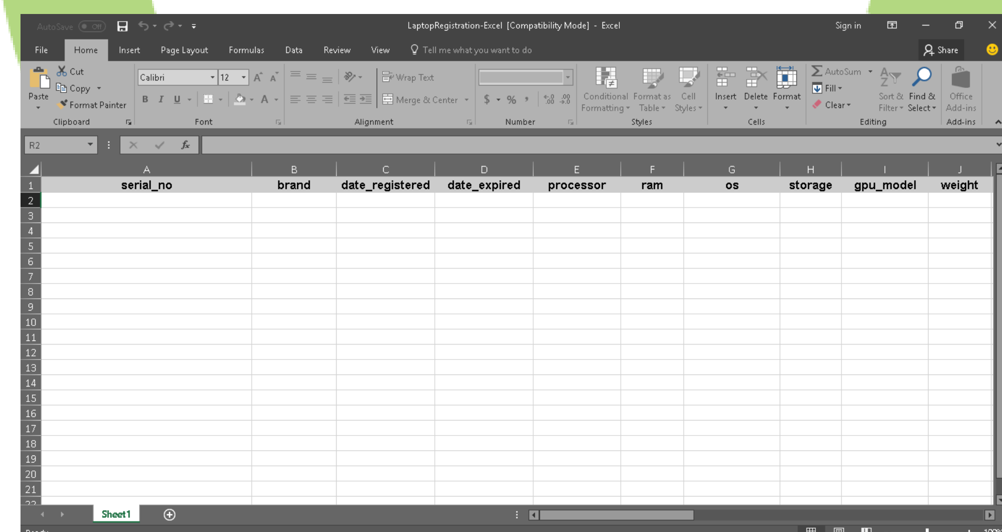
1. Select Register in the side bar.

2. Scroll down to registration page of a laptop.

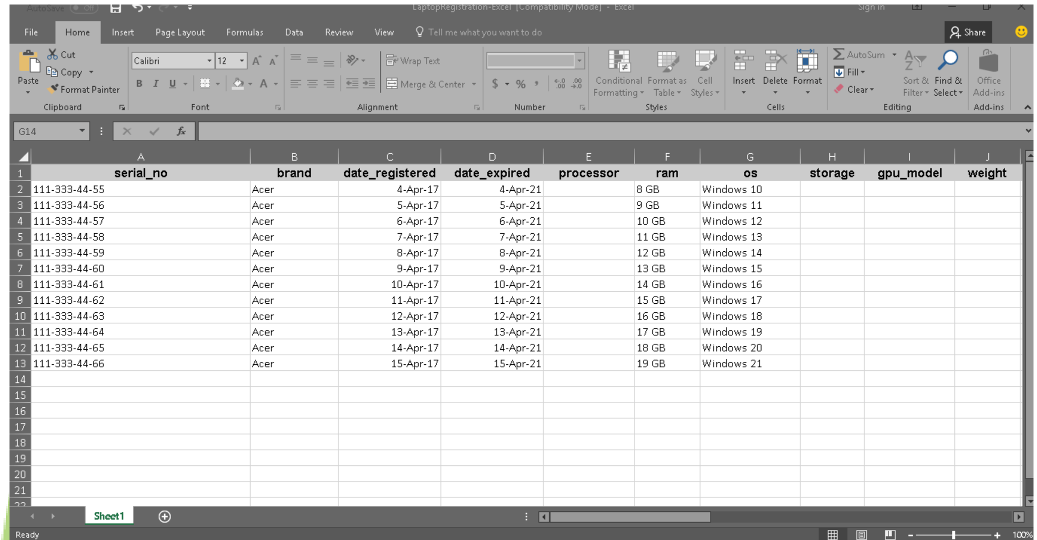


3. Click Download Format button

4. Open the downloaded file.



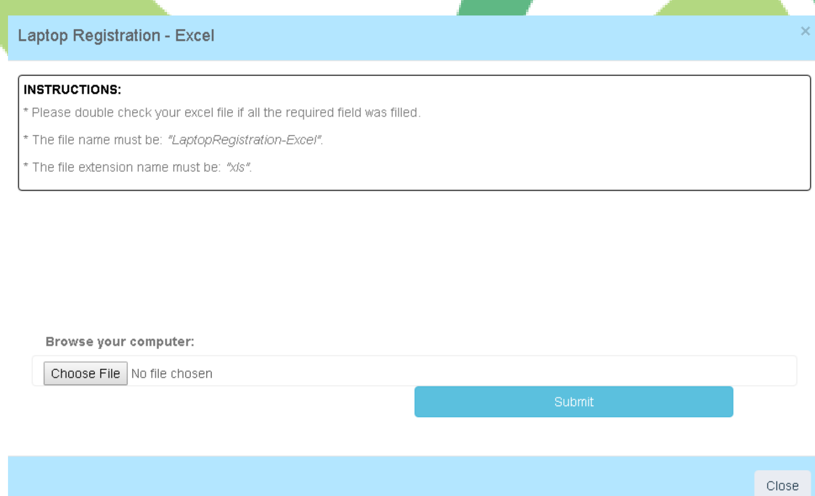
5. Enter all the laptop information provided on the excel sheet



serial_no	brand	date_registered	date_expired	processor	ram	os	storage	gpu_model	weight
111-333-44-55	Acer	4-Apr-17	4-Apr-21		8 GB	Windows 10			
111-333-44-56	Acer	5-Apr-17	5-Apr-21		9 GB	Windows 11			
111-333-44-57	Acer	6-Apr-17	6-Apr-21		10 GB	Windows 12			
111-333-44-58	Acer	7-Apr-17	7-Apr-21		11 GB	Windows 13			
111-333-44-59	Acer	8-Apr-17	8-Apr-21		12 GB	Windows 14			
111-333-44-60	Acer	9-Apr-17	9-Apr-21		13 GB	Windows 15			
111-333-44-61	Acer	10-Apr-17	10-Apr-21		14 GB	Windows 16			
111-333-44-62	Acer	11-Apr-17	11-Apr-21		15 GB	Windows 17			
111-333-44-63	Acer	12-Apr-17	12-Apr-21		16 GB	Windows 18			
111-333-44-64	Acer	13-Apr-17	13-Apr-21		17 GB	Windows 19			
111-333-44-65	Acer	14-Apr-17	14-Apr-21		18 GB	Windows 20			
111-333-44-66	Acer	15-Apr-17	15-Apr-21		19 GB	Windows 21			

6.Click Save
7. Go to the Registration Page
8. Click Import button

- **Modal Form will appear.**

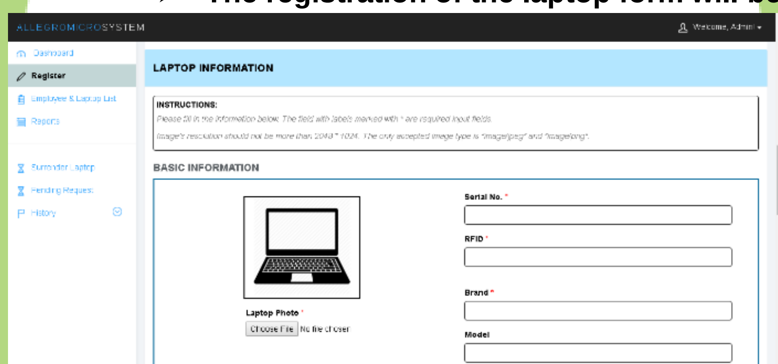


9. Click Choose File button. Select the downloaded file (XLS Format)
10. Click Submit button
➢ Validation message will appear.
11. Choose Yes button if the Admin wishes to proceed of uploading the file and Cancel button if the Admin wishes to cancel of uploading the file.

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

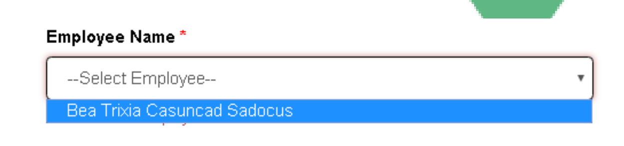
3.8 Assigning a Laptop Owner

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.

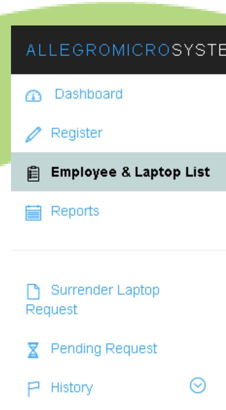
4. Select Employee in 'Employee Name' field
➢ List of registered employees will appear.



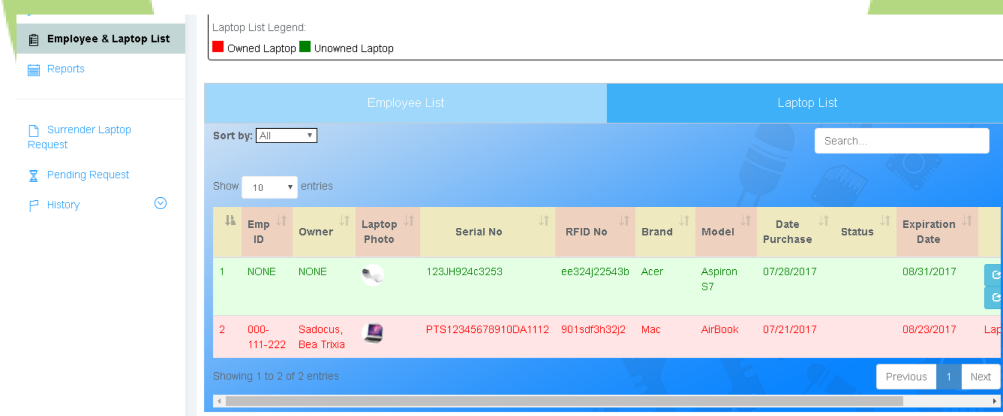
3.9 View Unowned Laptop Details

Admin can view the details or information of the laptop.

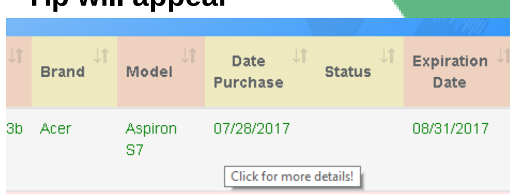
1. **Select Employee and Laptop List in the side bar.**



2. **Click the Laptop List Tab**
   - ➢ **List of registered laptops and list owned/unowned laptops will be displayed.**

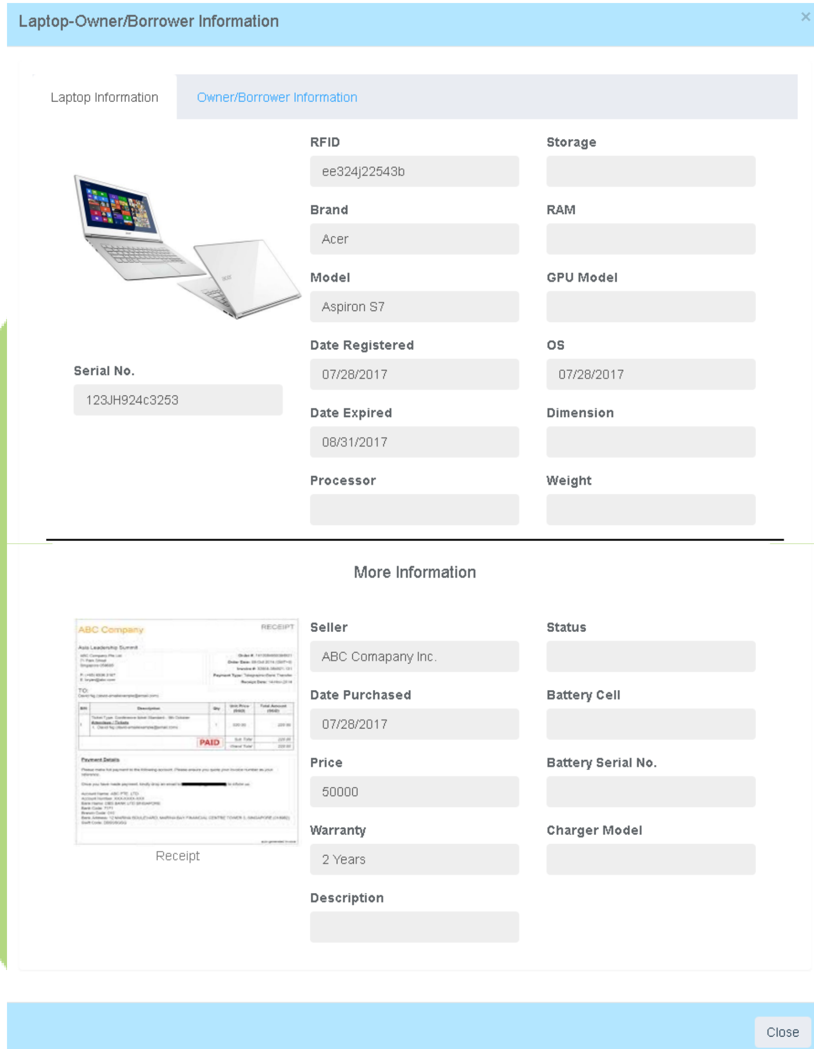


3. **Point the cursor at any row**
   - ➢ **Tip will appear**



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

- **Modal form of available laptop will be displayed.**

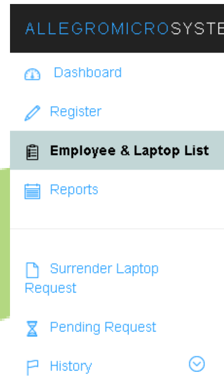


5. Click Close button to return to the laptop list

3.10 View Owned Laptop Details

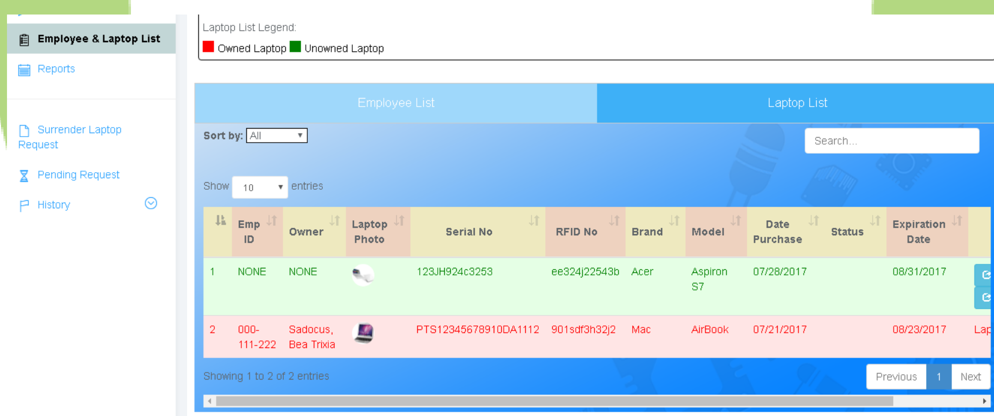
Admin can view the details or information of the laptop as well as the owners

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



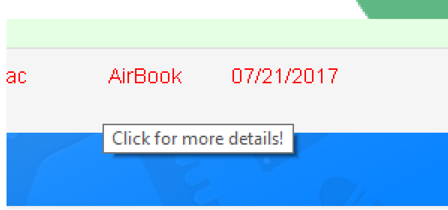
2. Click the Laptop List Tab

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



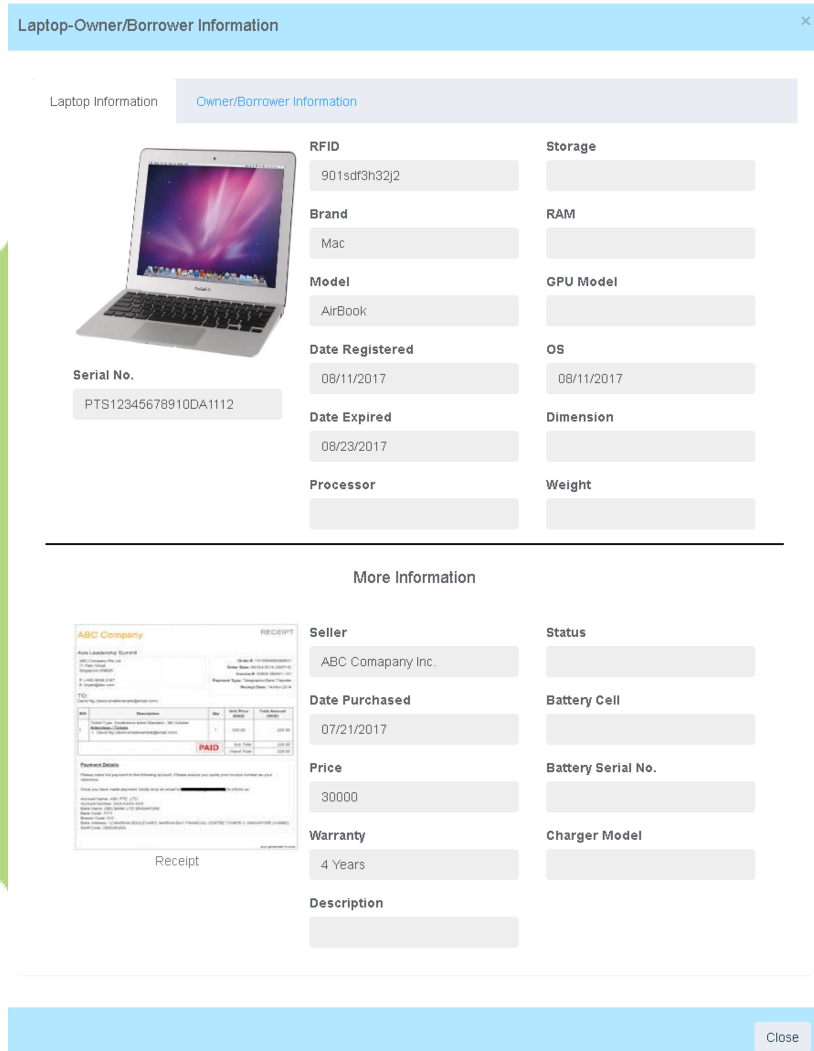
3. Point the cursor at any row

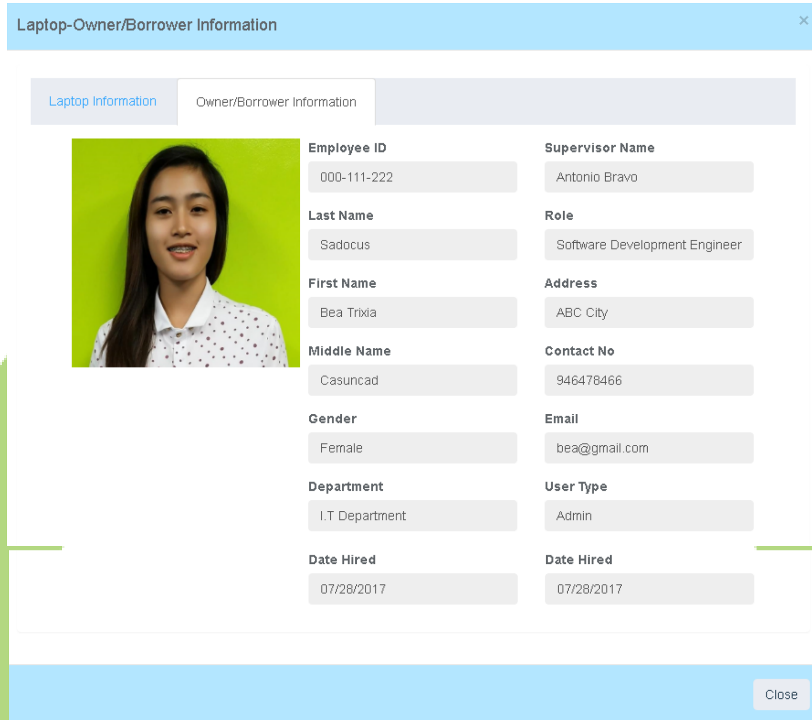
- ➢ **Tip will appear**



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

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





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.

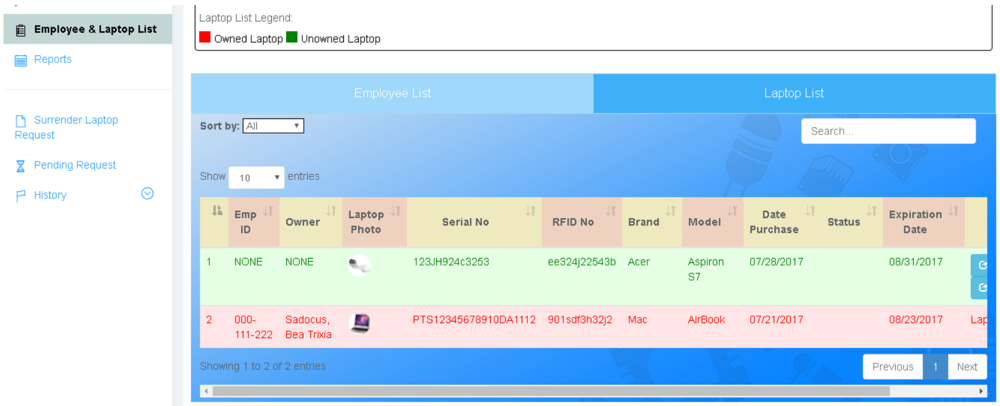
3.11 Assigning User through the Laptop List

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

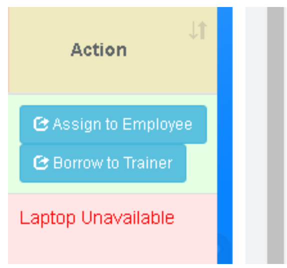
1. Select Employee and Laptop List in the side bar.

2. Click the Laptop List Tab

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



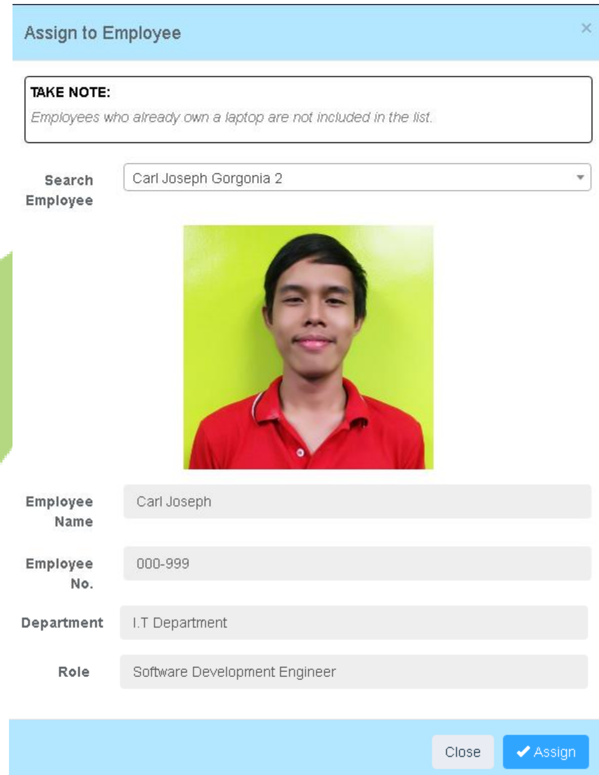
3. Click Assign to Employee button



- ➢ **Modal Form will appear.**

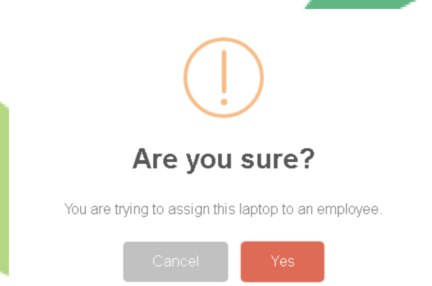
4. Select Employee the admin wished to assign the laptop in 'Search Employee' field.

- ➢ **Information of employee will be displayed.**



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

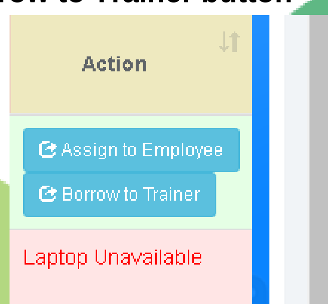
Admin can assign employees or let the trainer borrow laptop through the laptop list.

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

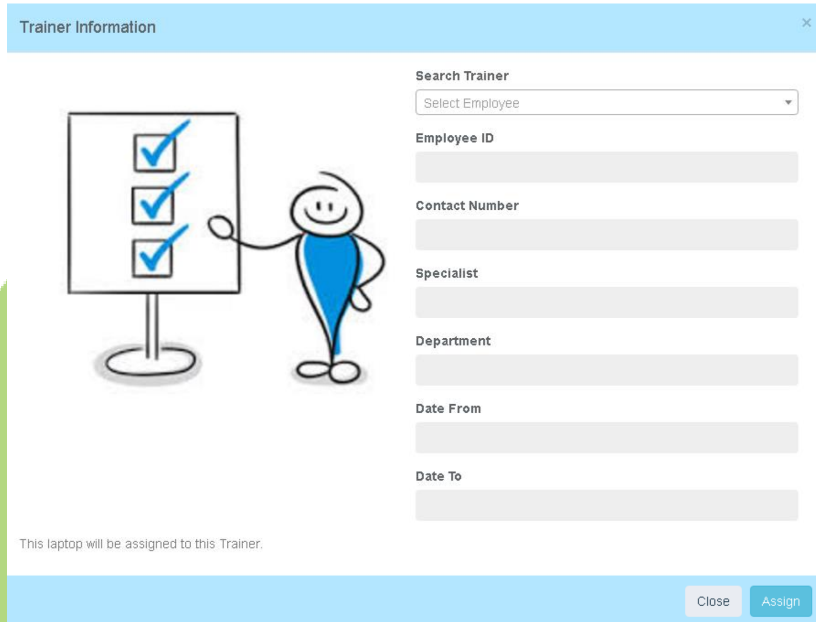
2. Click the Laptop List Tab

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

3. Click Borrow to Trainer button

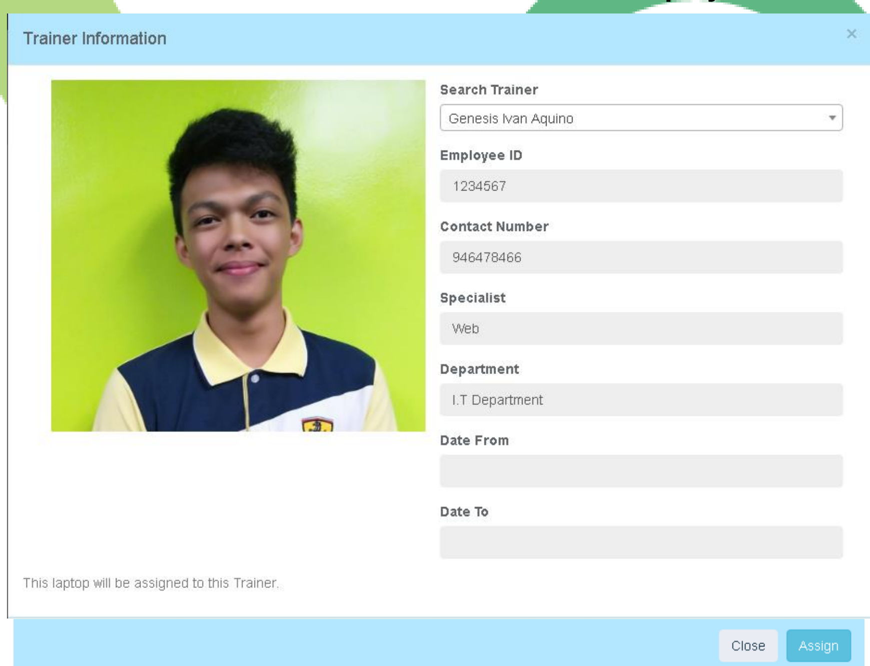


➢ **Modal Form will appear.**



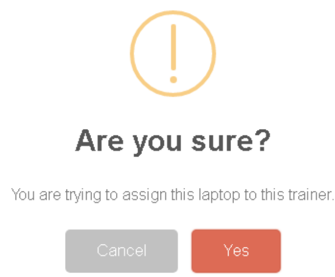
4. Select Trainer's name the admin wishes to assign the laptop in 'Search Trainer' field.

➢ **Trainer Information will be displayed**



5. Click Assign button

- ➢ Validation message will appear.



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

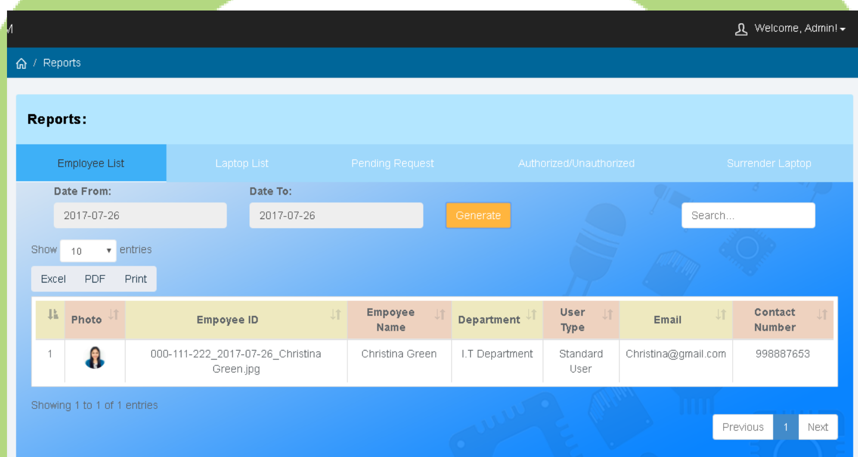
1. Select Reports in the navigation pane.

- ➢ **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.**

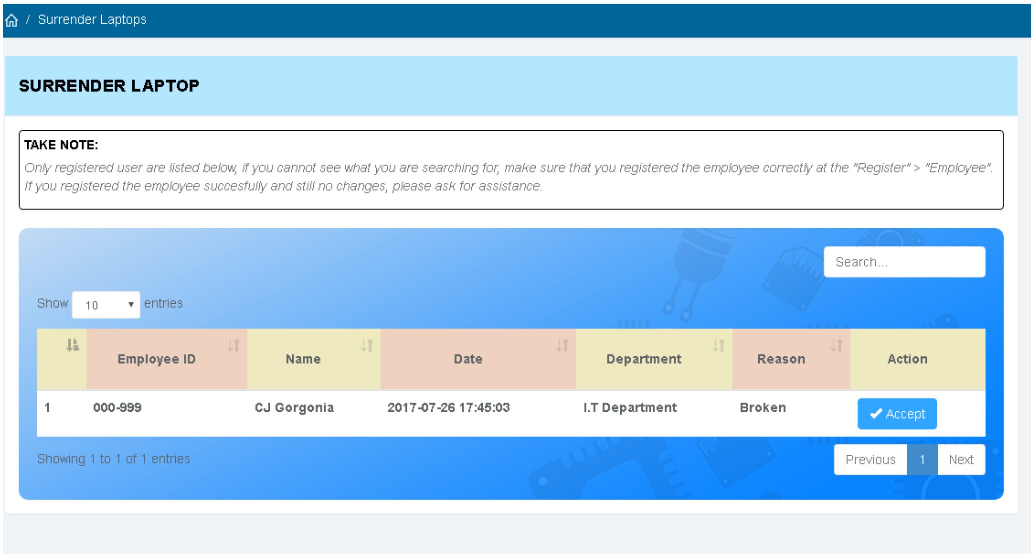
Note: Admin can print, convert file to pdf, and export it to excel, search specific information on the provided search engine, and view up to 100 entries per page.

3.14 Surrender Laptop Request

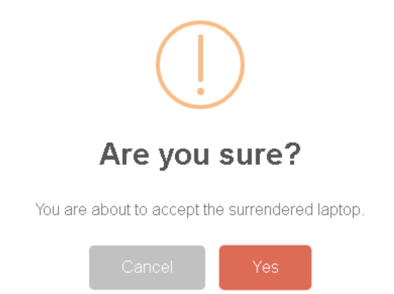
Once the standard user requests to surrender the laptop, it will notify and display the number of surrender requests on to the dashboard. The admin has the authority to accept or reject the request.

1. Select Surrender Laptop Requests on the navigation pane.

- ➢ **Surrender Laptop Request page will be displayed.**



2. Click Assign button
   - Validation message will appear.



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

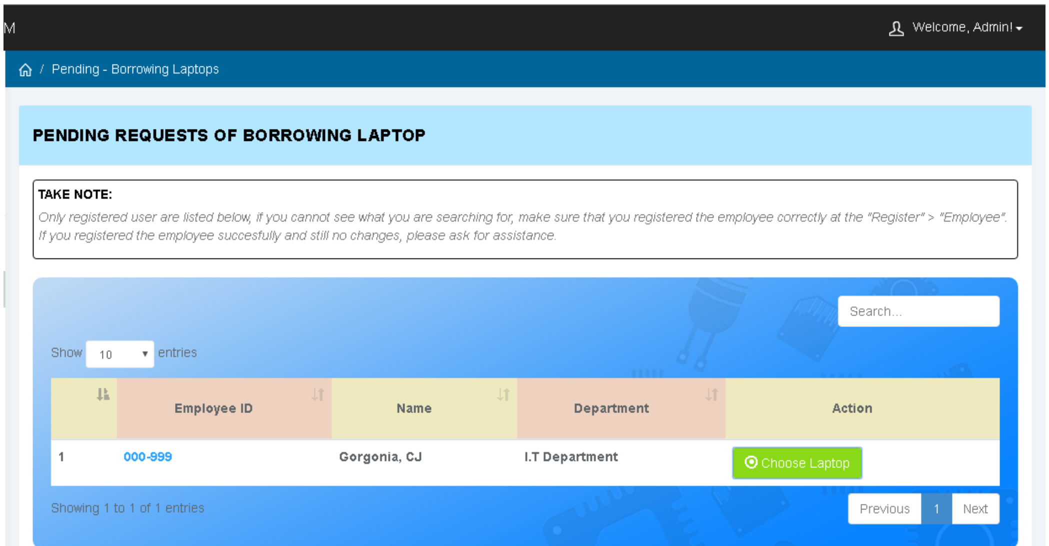
Note: After accepting the surrendered laptop the information will automatically transfer in to the report module.

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.

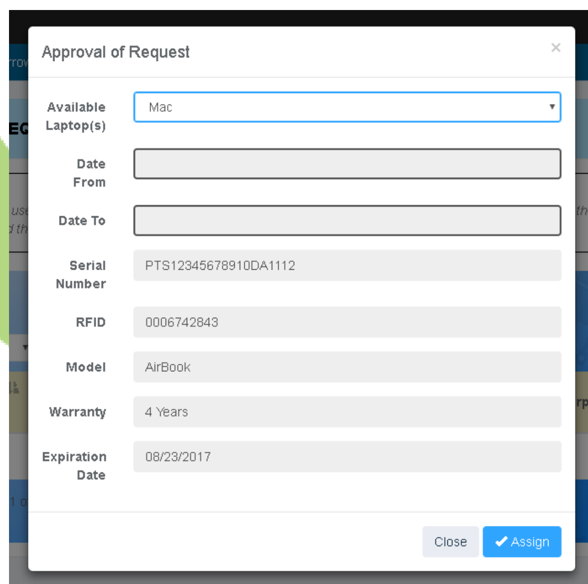
1. Select Pending Request on the navigation bar

- ➢ **Pending Request page will appear.**



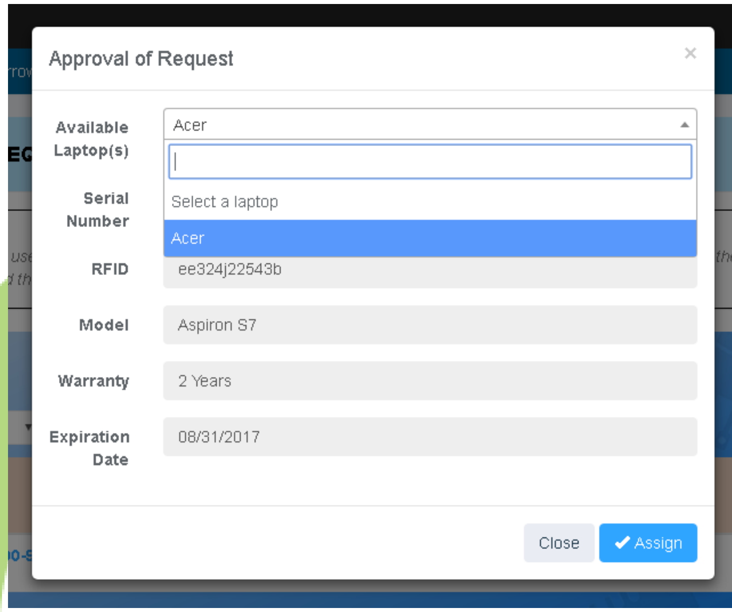
2. Click Choose Laptop button.

- ➢ **Modal Form will appear.**



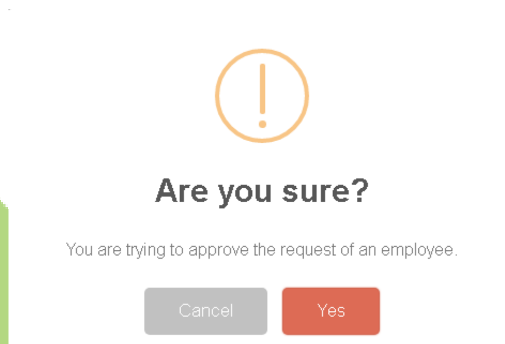
3.On the drop-down menu, Select Laptops on the provided 'Available Laptop(s)' field

- ➢ **List of available laptops will be displayed.**



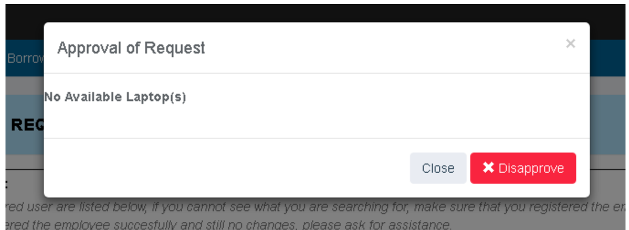
4. Click Assign button.

- **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

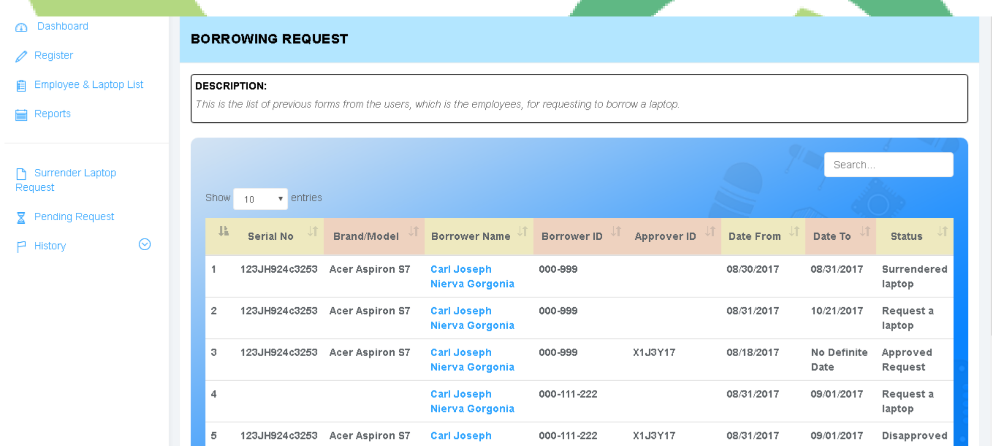
Admin can view the previous request lists of standard users regarding to the laptop.

1. Select History in the navigation bar.

- **Drop-down menu will appear.**

2. Choose Borrowing Request.

- **Borrowing Request page will appear.**

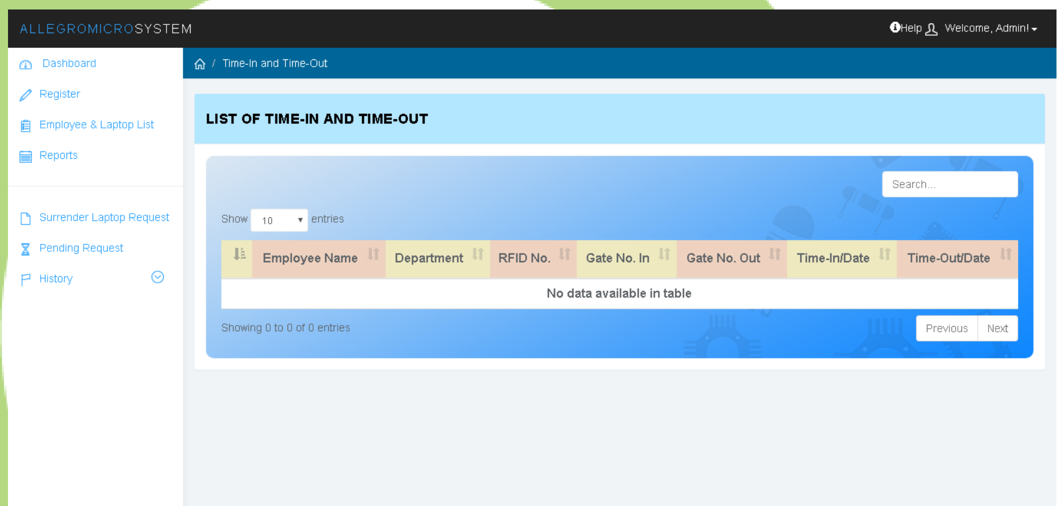


Note: Admin can select records of laptop up to 100 per page an Search specific information through the search engine

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 an 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.

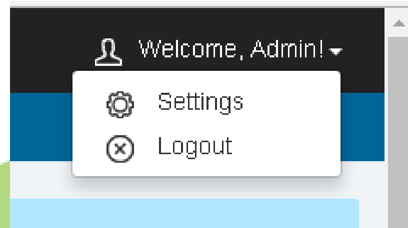
3.17.1 Account Settings

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.**

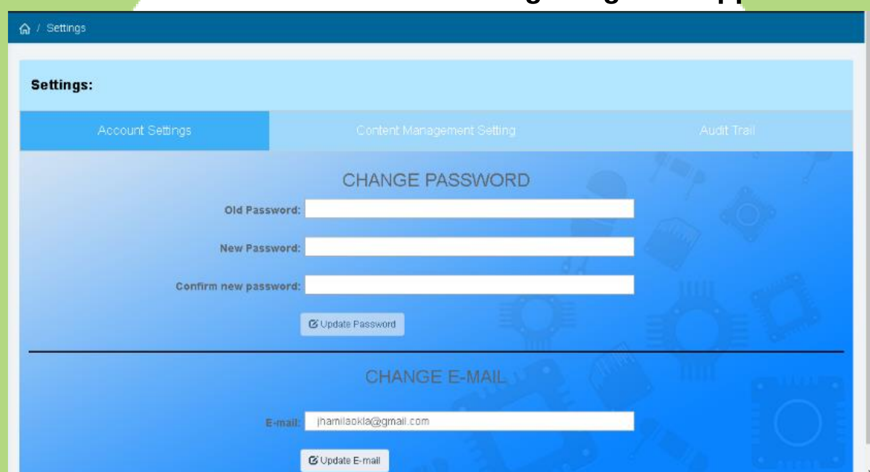


2. Choose Settings

➢ **Settings Page will appear.**

3. Click Account Settings Tab

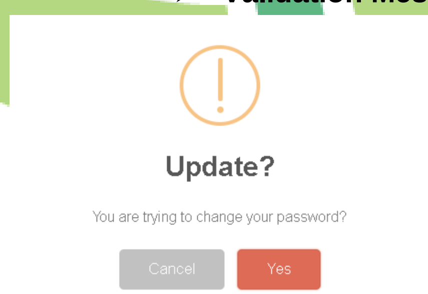
➢ **Settings Page will appear.**



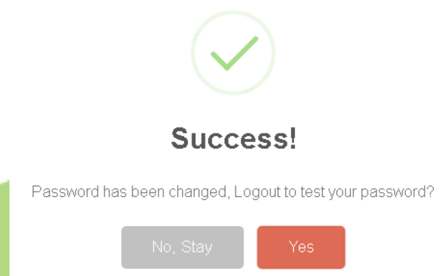
4. Fill-out the required field.

5. Click Update Password button

➢ **Validation Message will appear.**



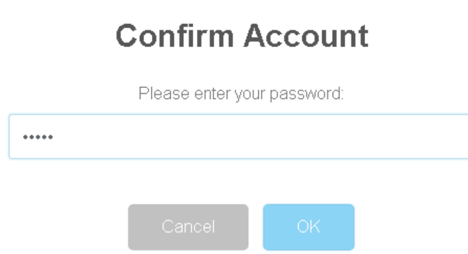
6. Click Yes if the admin wishes to redirect to the login page to test the new password and No Stay button if the admin wishes to remain on the same page.



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

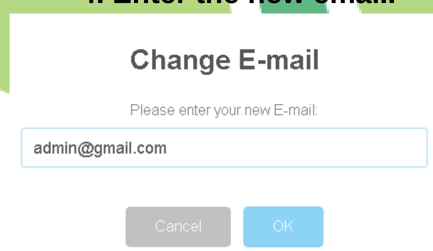
3.17.1.2 Update E-mail

1. **Click Update Email button**
   - ➢ **Modal Form will appear.**
2. **Enter the current password**



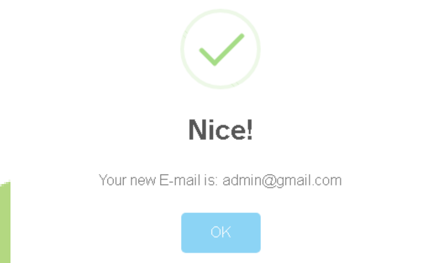
3. **Click OK button if the admin wishes to proceed to change the e-mail or click the Cancel button if the admin wishes to keep the email.**

4. **Enter the new email.**



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.



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

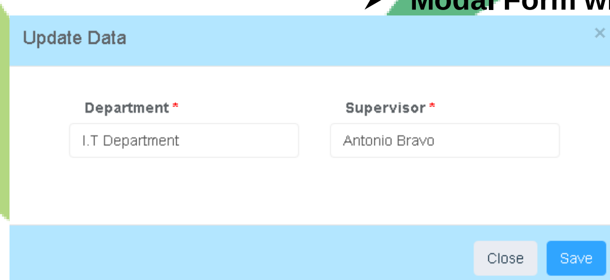
2. Enter input for both ‘department’ and ‘supervisor’ field

3. Click Add button

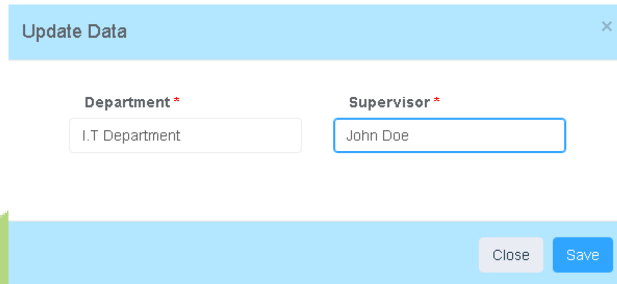
3.17.2.2 Update Department and Supervisor

1. Click Update button

- **Modal Form will appear.**

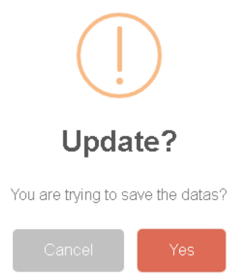


2. Enter new input on the ‘supervisor’ field.



3. Click Save button to update the new supervisor.

- ➢ Validation Message will appear.



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

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

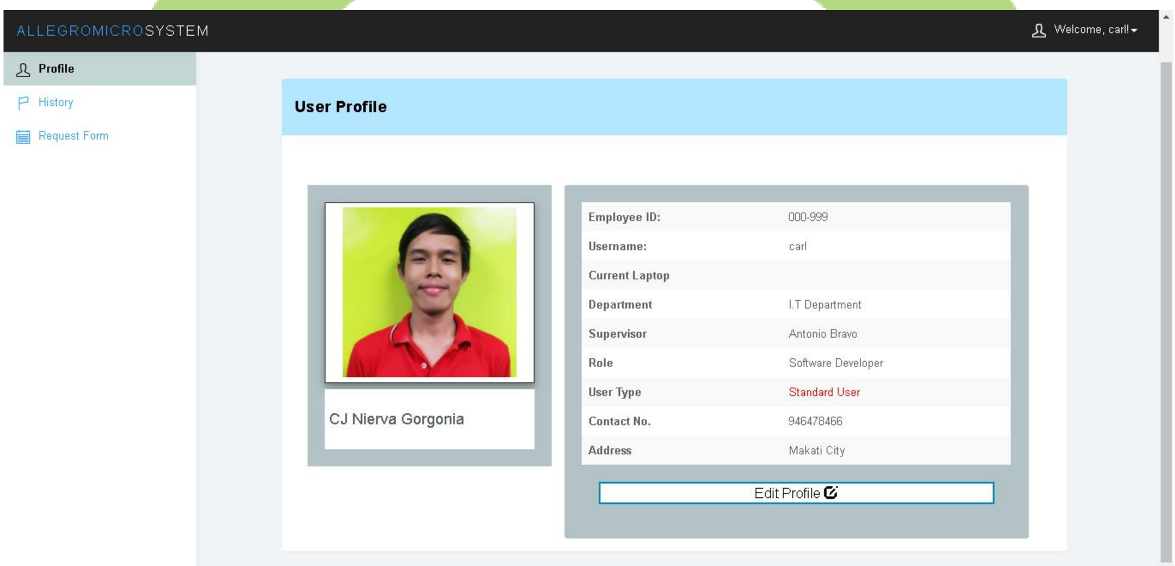
4. USER AND ROLE MANAGEMENT OF STANDARD USER

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

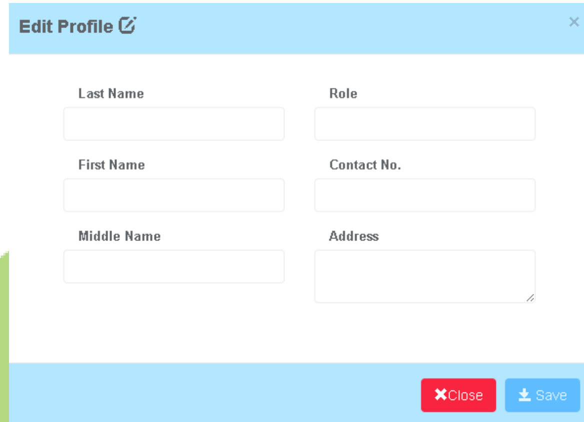
The main page of the standard users is the view of their profile. Down below, is an example of Standard users profile the will be shown after the standard users logs in.



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

1. Click the Edit Profile button

- **Modal form will appear.**



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

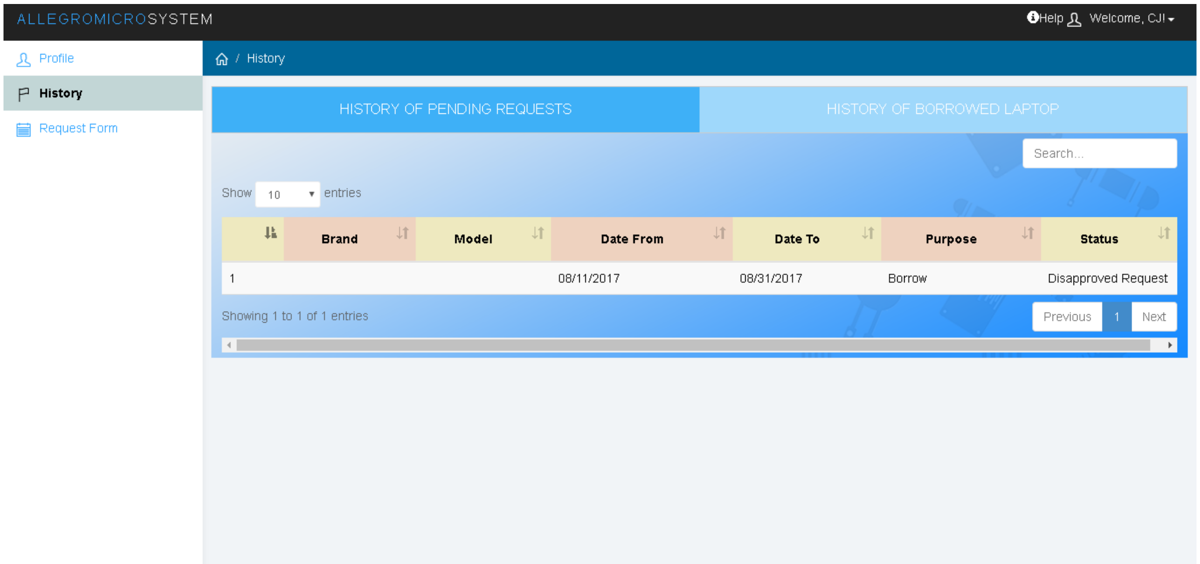
Standard Users can view the previous history of their transactions regarding to their requests on borrowing laptops and gate passes.

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.



4.3.2 Viewing the History of Borrowed Laptops

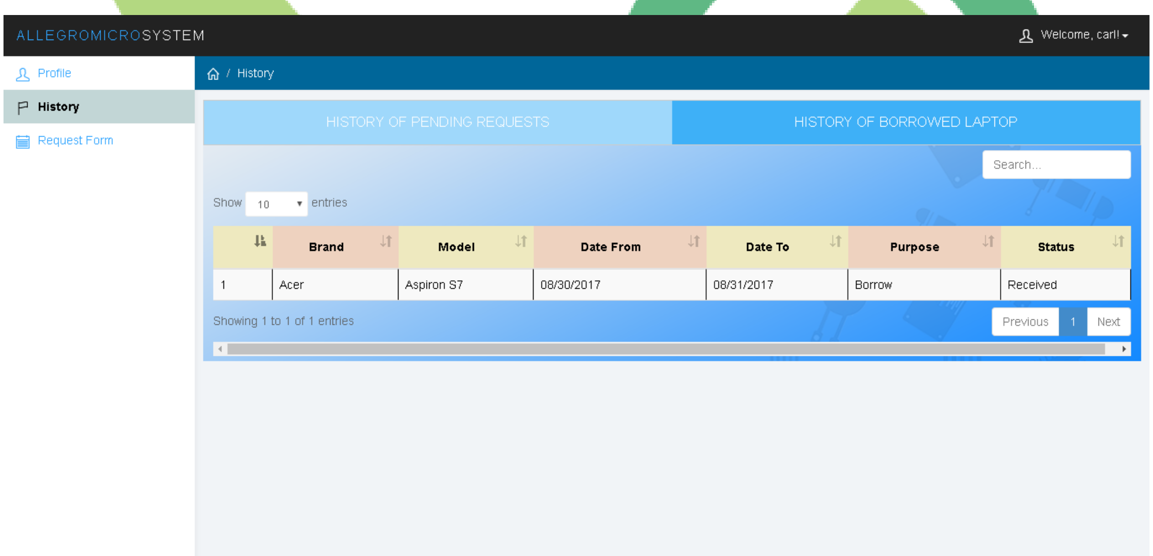
Standard Users can view the previous history of Borrowing Laptop Requests. These will make the users see how many times they'd requested for a laptop from the admin.

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.**

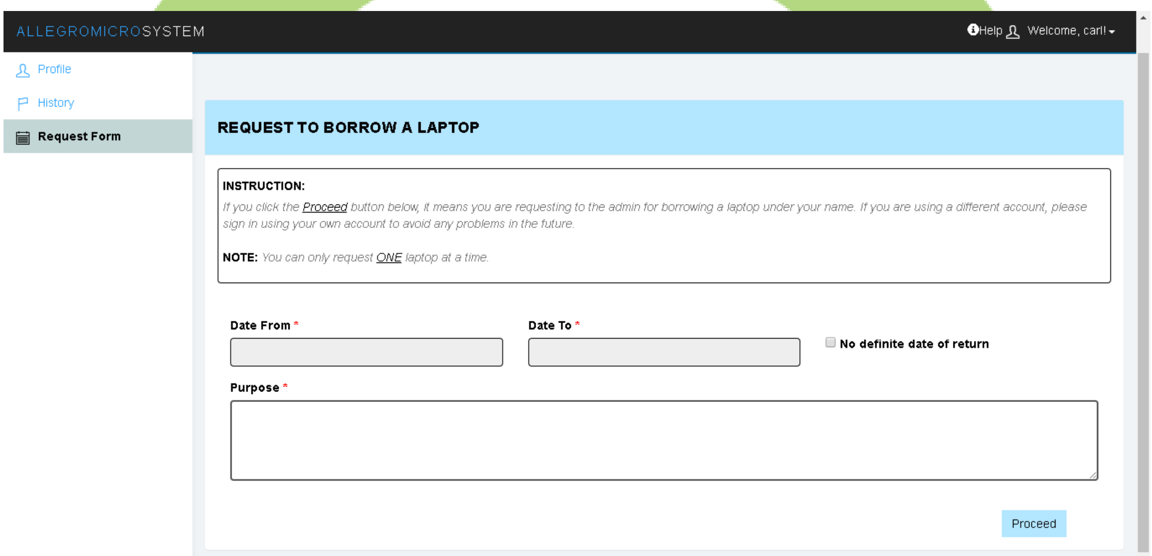


3. View the most recent borrowing laptop requests. Entries are stored in the format <Laptop ID> <Brand> <Model> <Date From> <Date To> <Purpose> <Status>

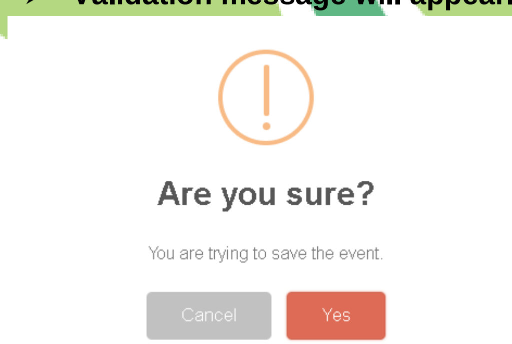
4.4 Request From

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

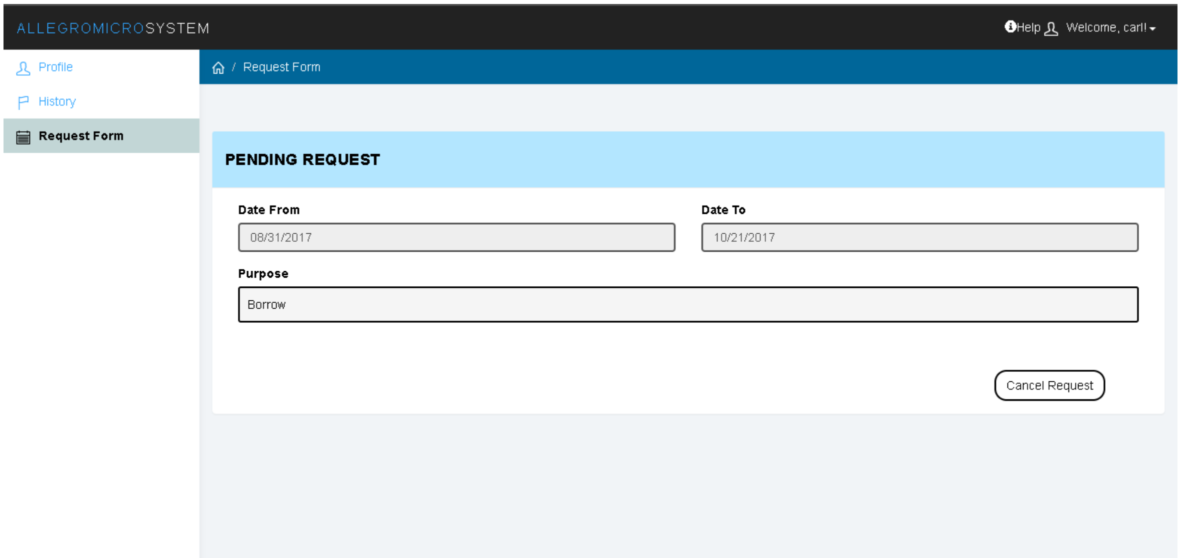


2. Fill-out all required field.
3. Click Proceed button
   - ➢ Validation message will appear.

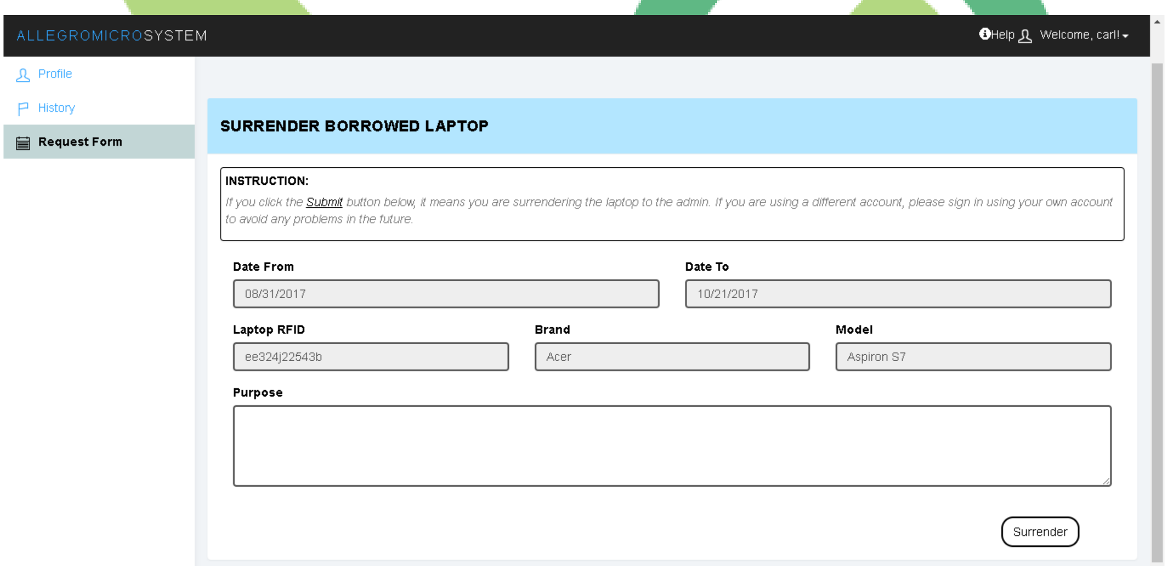


4. Click Yes button to send the request to the admin and Cancel button to terminate the request.

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



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.

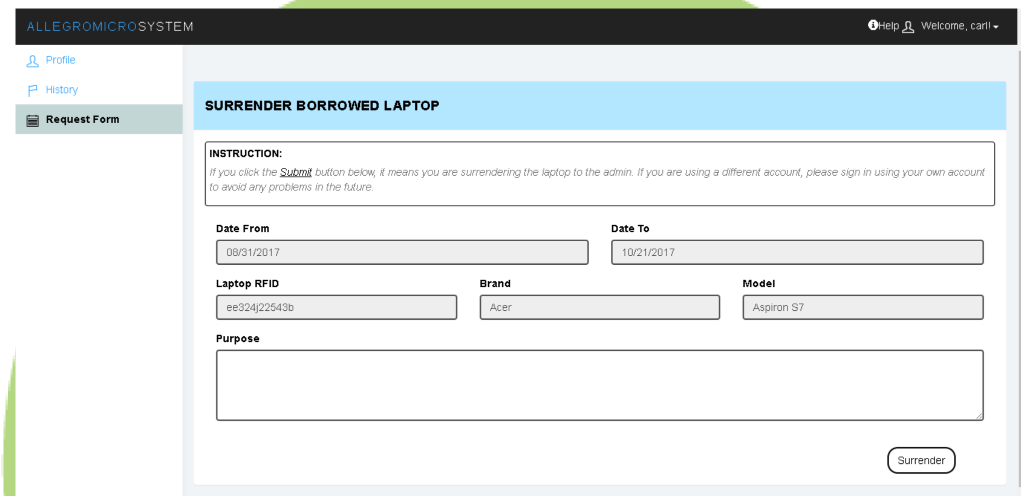


4.4.1 Surrender the borrowed Laptop

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.

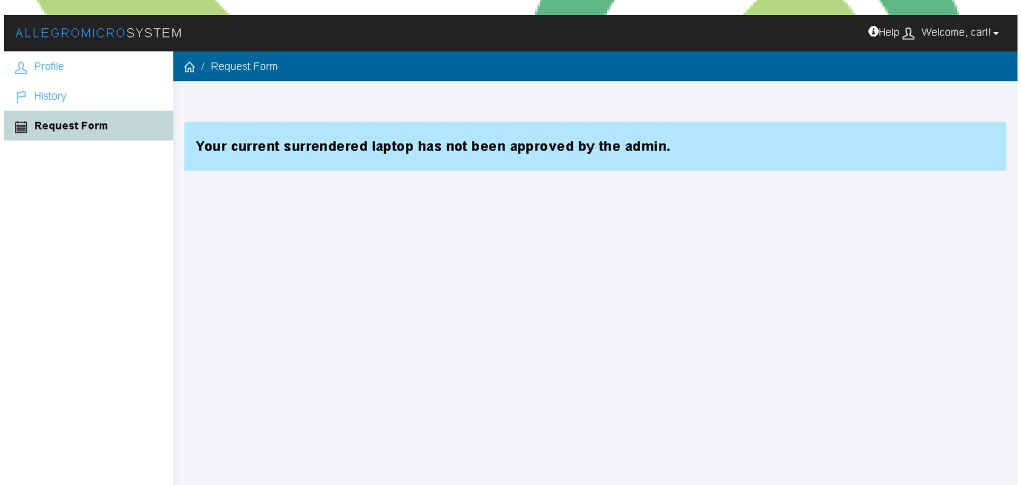
- **A Surrender Request Form will appear**



2. Fill-out the 'purpose' field.

3. Click Surrender button

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



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

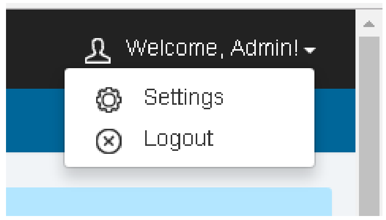
4.5.1 Account Settings

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.**

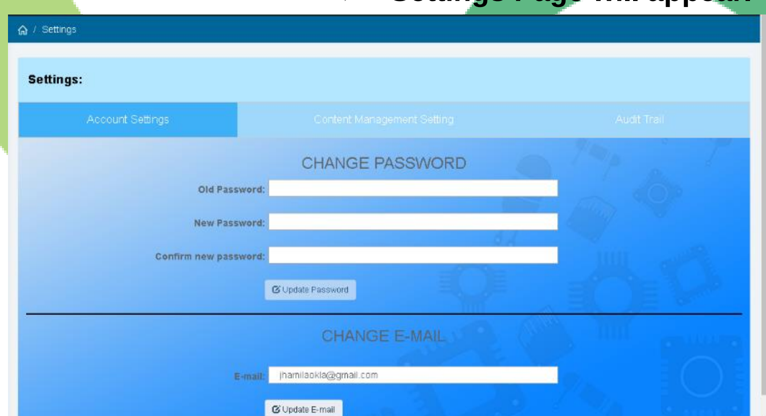


2. Choose Settings

- **Settings Page will appear**

3. Click Account Settings Tab

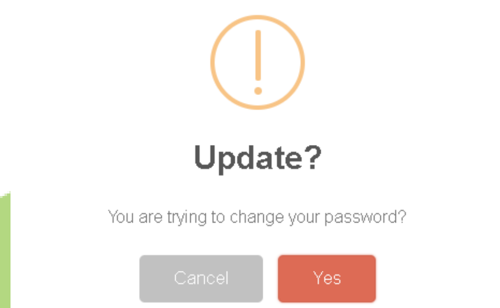
- **Settings Page will appear.**



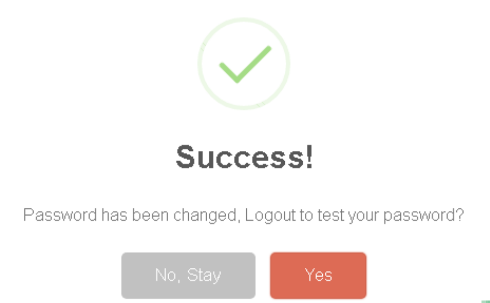
4. Fill-out the required field.

5. Click Update Password button

- **Validation Message will appear.**



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.



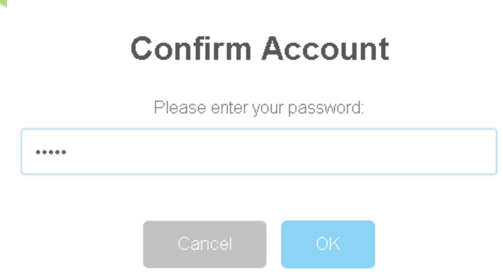
Note: After changing the password, it will be recorded in the audit trail for both standard user and Admin.

4.5.1.2 Update E-mail

1. Click Update Email button

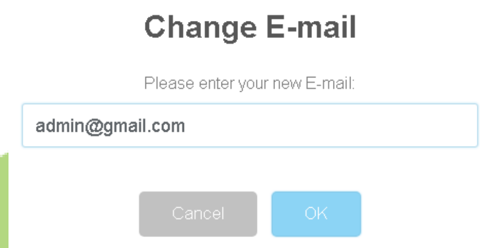
- **Modal Form will appear.**

2. Enter the current password



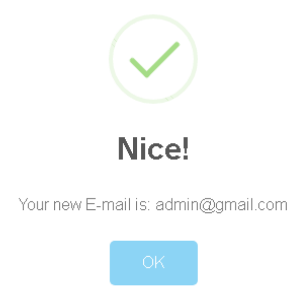
3. Click OK button if the admin wishes to proceed to change the e-mail or click the Cancel button if the admin wishes to keep the email

4. Enter the new email.



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.



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

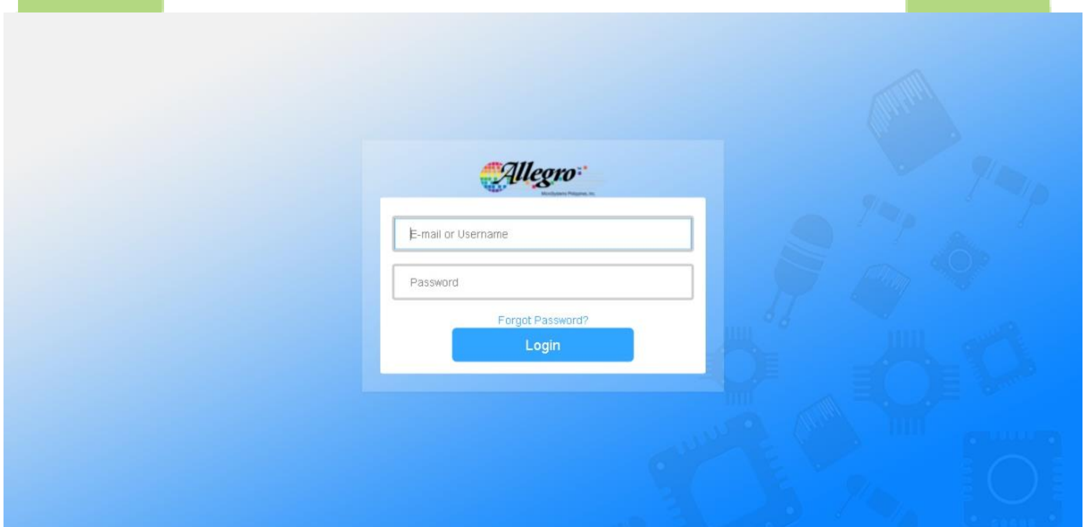
5. APPLICATION OVERVIEW

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 to 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.



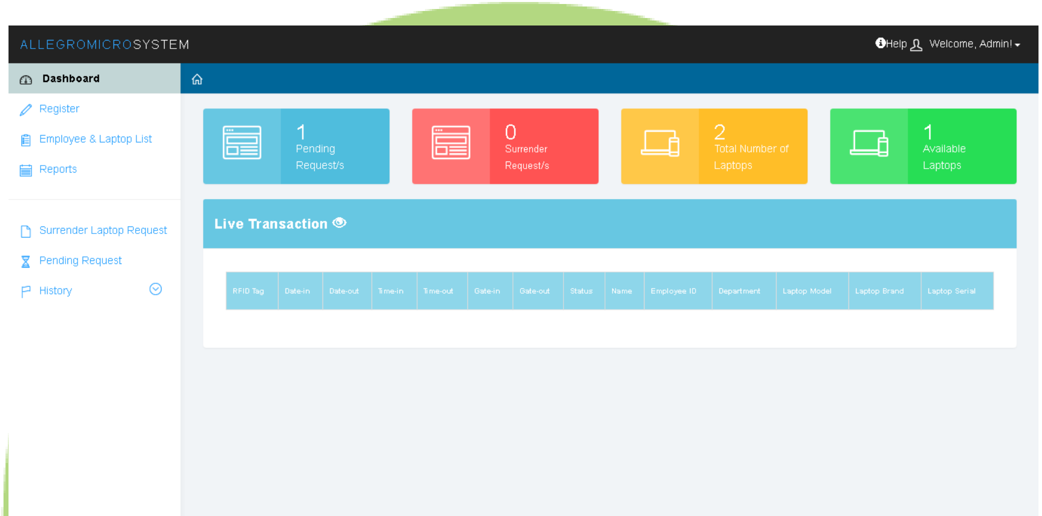
5.2 Main Module (Admin)

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:



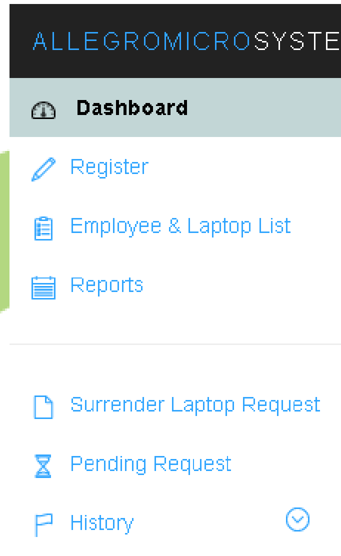
- **Live Transactions – Shows real-time transactions of time-in and time-out with gate entry.**
- **Widgets – Counts all the number of requests and laptops.**
  - **Pending Requests – Counts all the requests regarding to borrow a laptop. If the requests are approved then the counts of request will be 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.

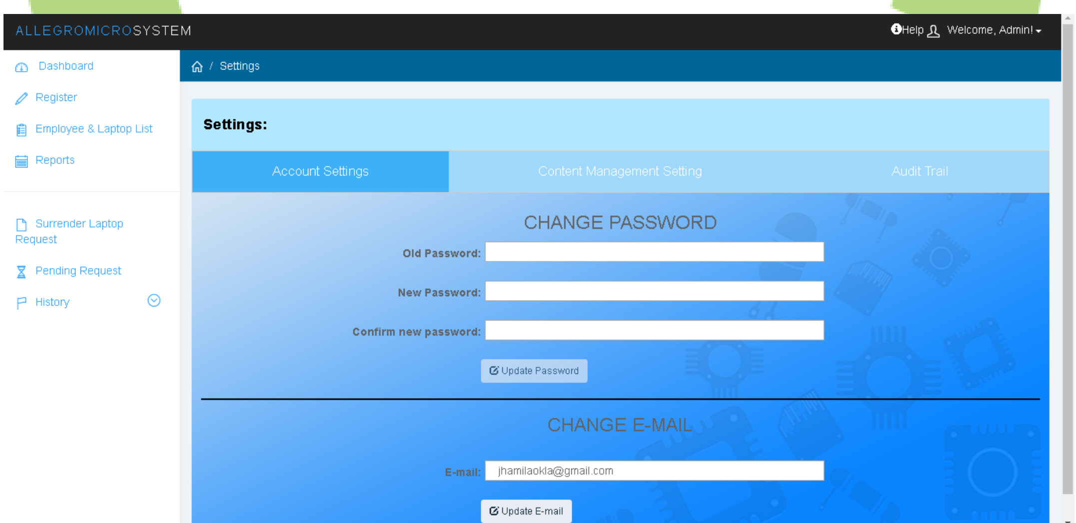
5.2.2.7.2 Time-in and Time-out

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

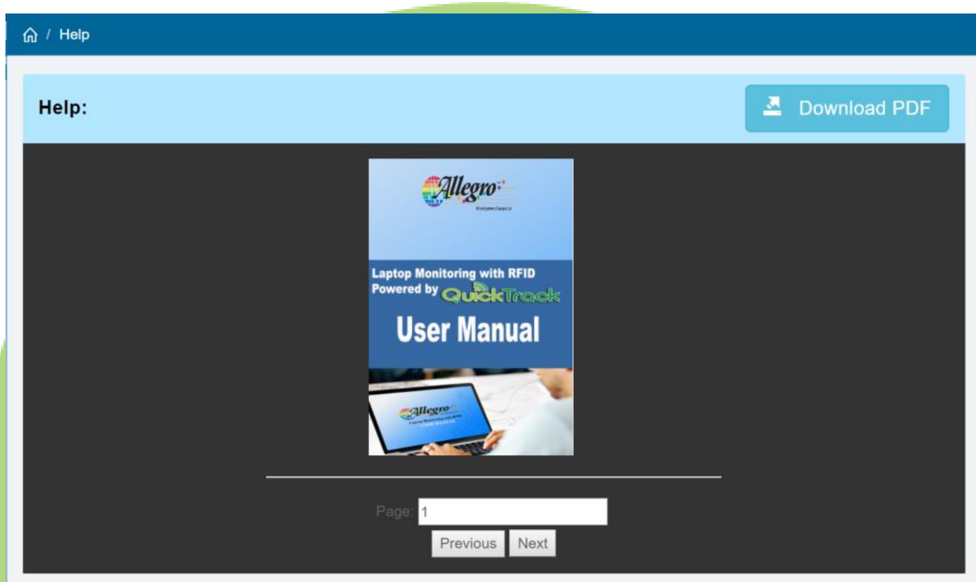
The settings is where the admin set up the needed information and let the admin change password and email as well as to view the audit trail. The settings page is divided into 3 sub-categories:

- **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.**



5.2.4 Help

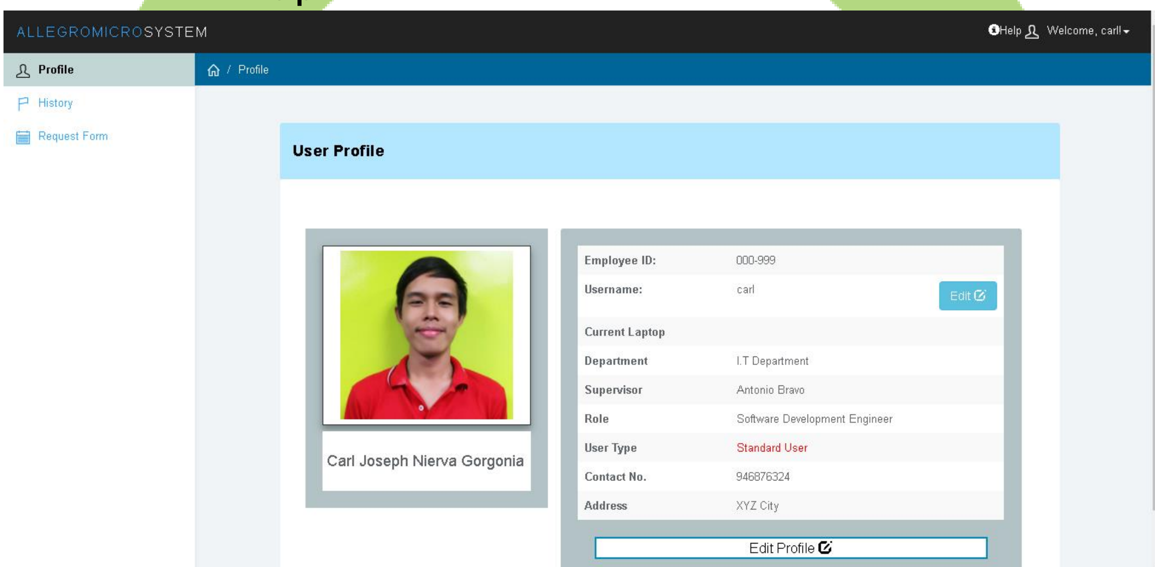
The help page is where the standard user can view the instructions or procedures to guide every user in operating the system.



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**



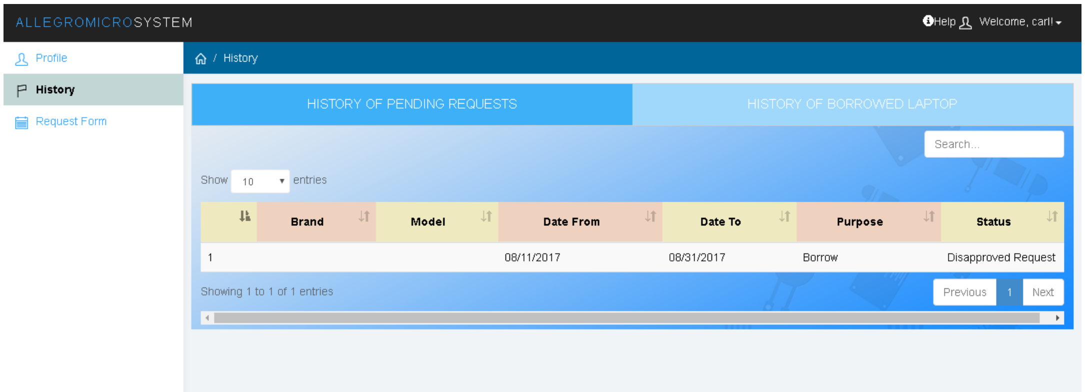
5.3.1. Standard User Profile

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**



5.3.2.1 History of Request

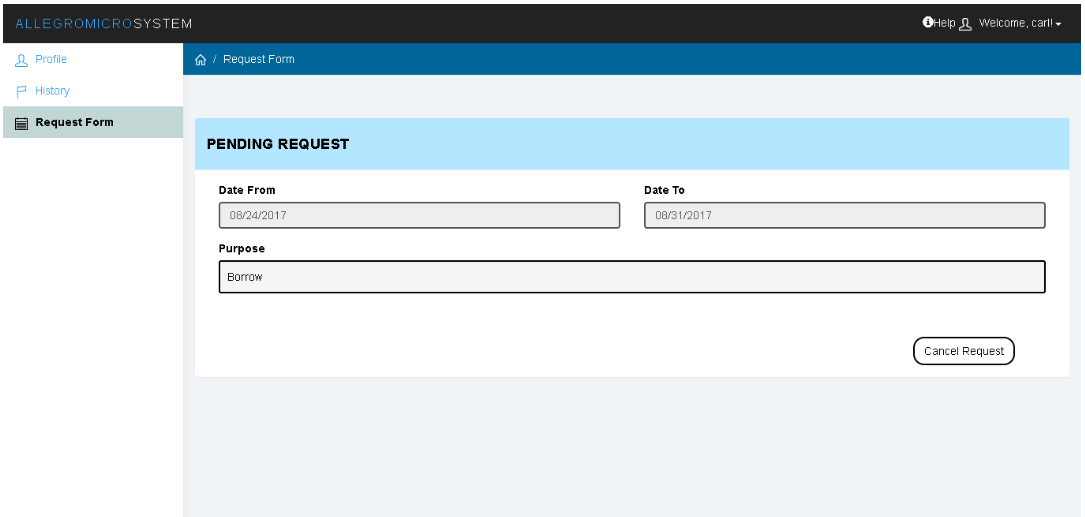
The page will display all the previous lists or history of borrowed laptops of the standard user including the status whether it approved or denied.

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

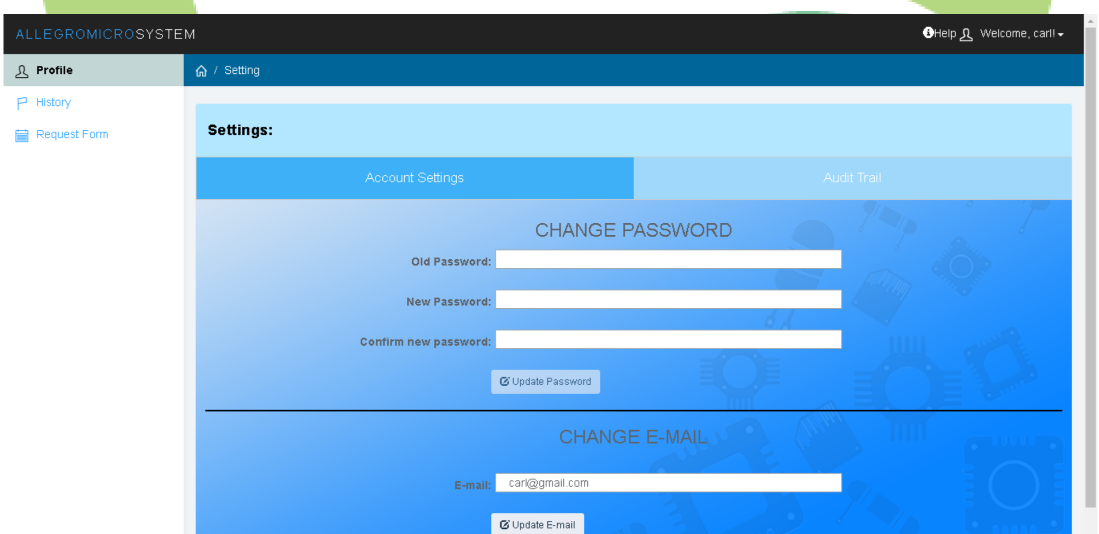
On the Request Form page, the standard user can request laptops. Cancel request, and surrender laptops before the due date.



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.