Badge Request System

User manual

Abstract

The system will allow for an employee or manager to login to the web application and create a new badge request, this request will require the requestee to enter specified information before submitting the document. All users will be able to create requests, save unfinished requests, or view any pending requests. A manager will be able to approve or deny a request, while an HR entity can update employee information.

This document contains the manual of how to use the Badge Request System. The rest of the document is ordered as follows: Chapter 1 explains some basics of the website and its usability. Chapter 2 goes into depth of how an employee interacts with the system and the actions a user can perform. Chapter 3 describes the functions of a manager and explains the actions the user could take in regard to those underneath them. Chapter 4 shows how HR can interact directly with the employee database and the privileges involved.

This document describes functionality of our Badge Request System.

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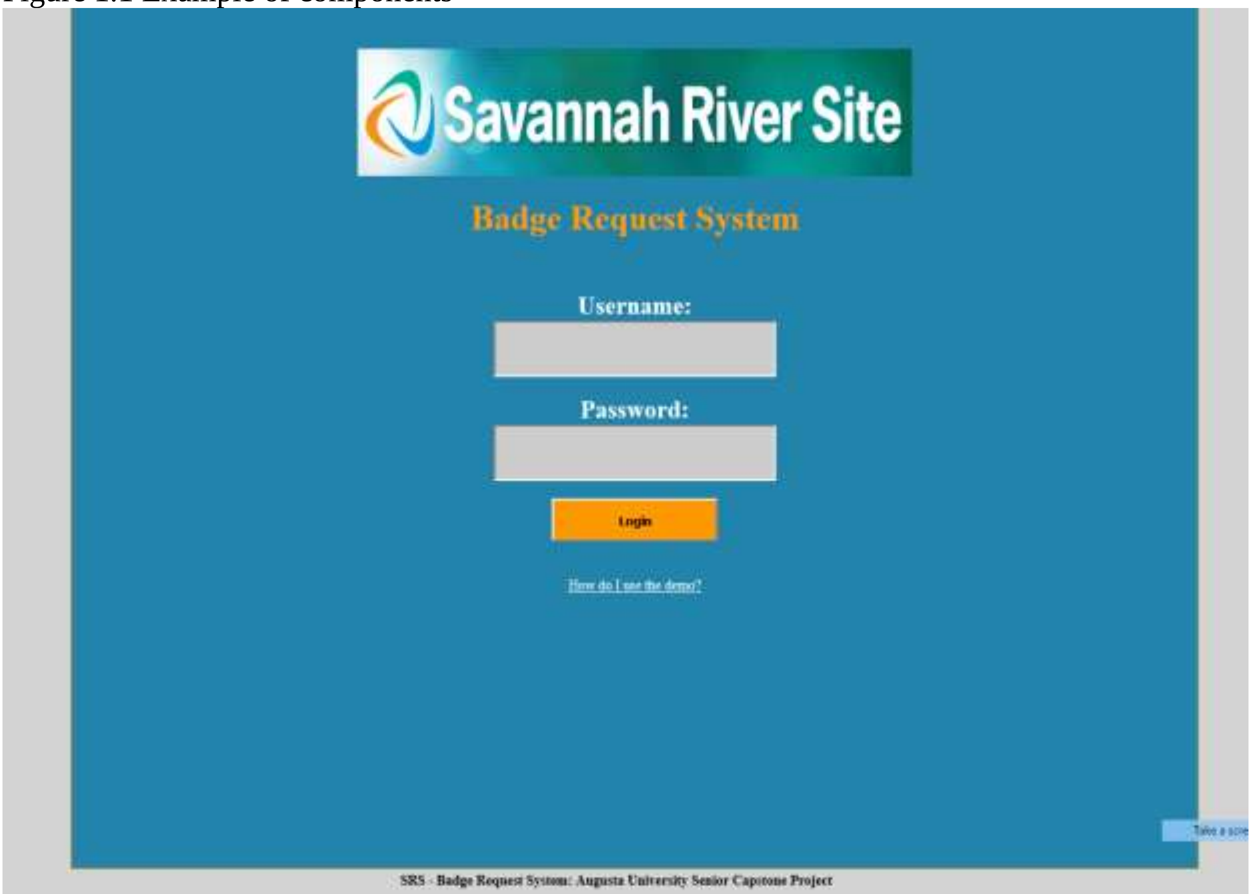
1 NAVIGATION

1.1 COMPONENTS USED

Our Badge Request System has text fields, drop down lists, list boxes, and buttons for a user to be able to navigate the website. Figure 1.1.

Figure 1.1 Example of components



1.2 SYSTEM REQUIREMENTS

Our Badge Request System is written in C# ASP.NET and HTML5. Users must have a modern web browser in order to use our website.

2 ROLE OF AN EMPLOYEE

2.1 CREATING A NEW REQUEST

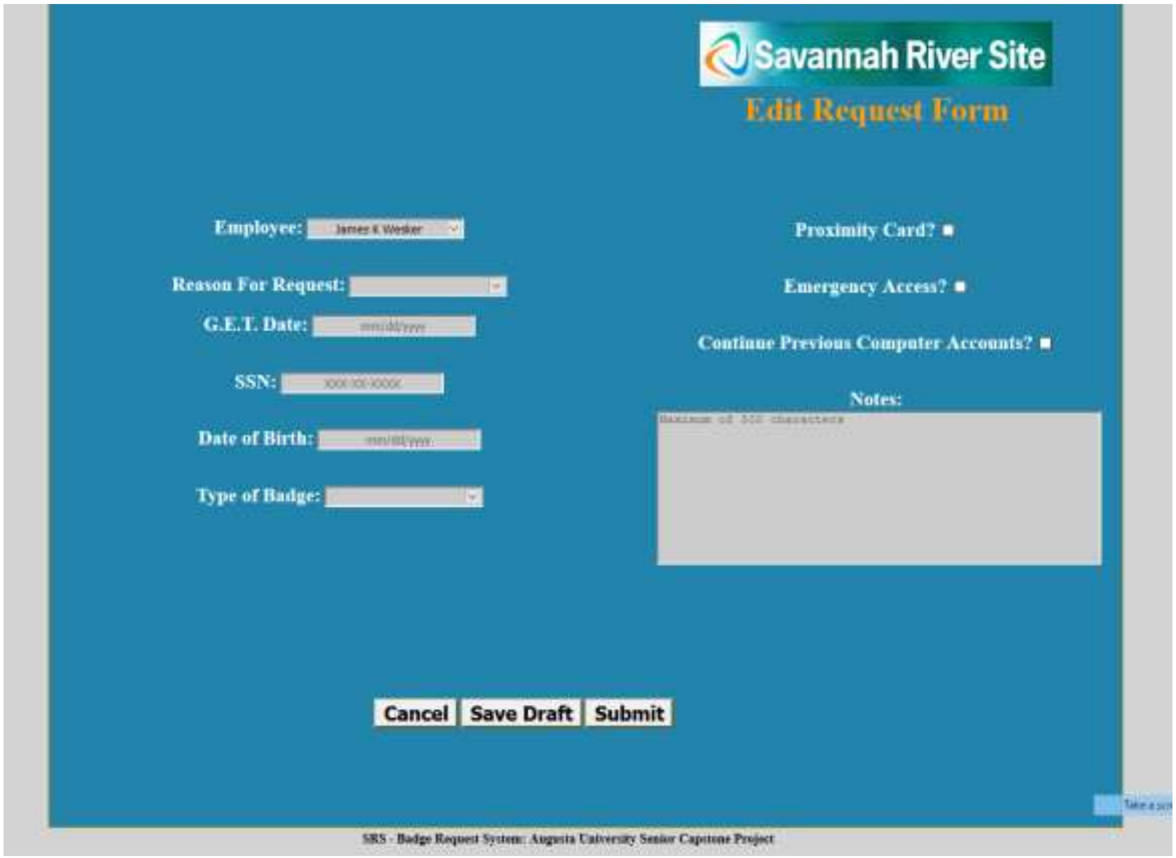
A user logged in as an employee who wants to create a new badge request must click the 'New Request' button located on the Main Menu.

Figure 2.1 The interface a user will see once logged in.

2.1.1 INPUTTING VALID AND RELEVANT INFORMATION

An employee will want to make sure the information being entered is correct, and our website makes this easier by restricting drop box selections for the user.

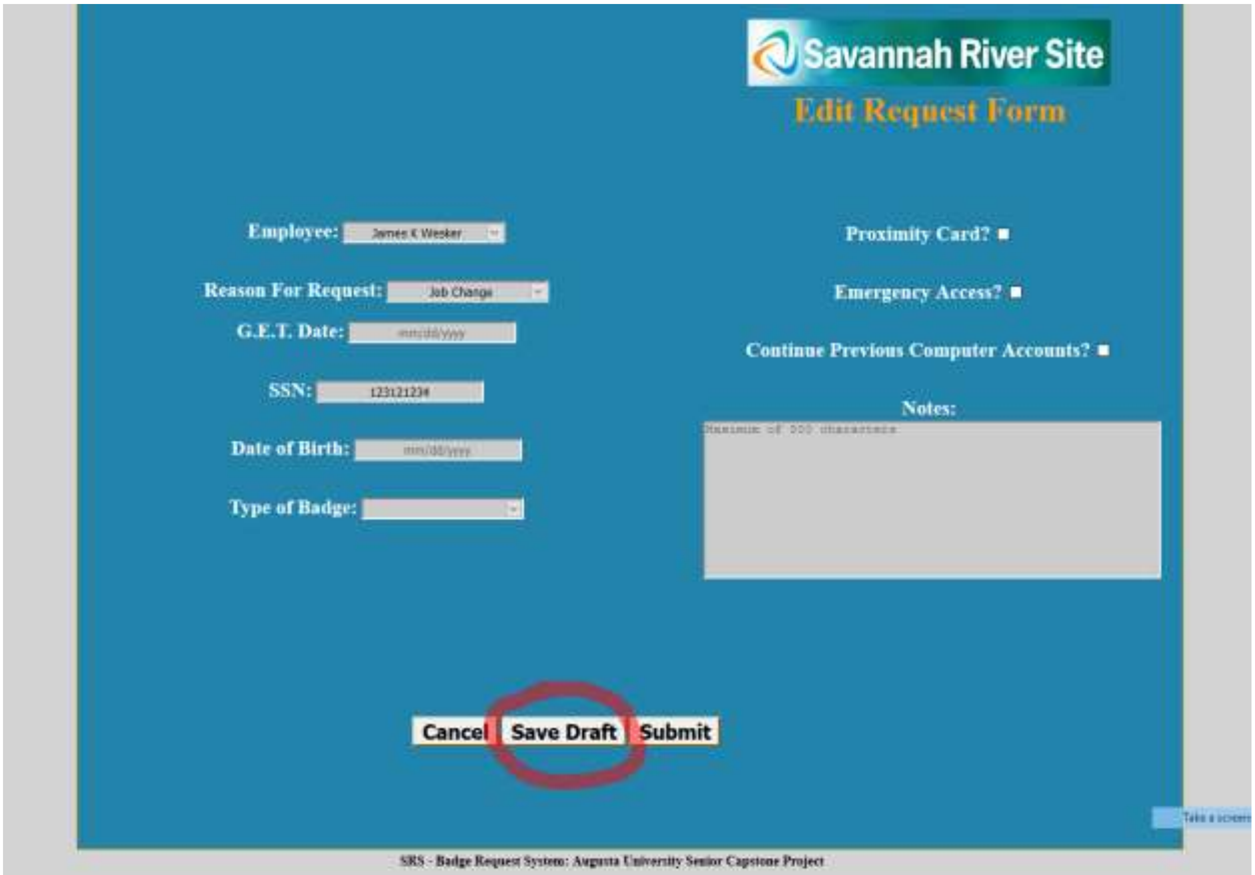
Figure 2.2 Employee can only select themselves in the 'Employee' drop down.



2.1.2 SAVING AN UNFINISHED REQUEST

Our website allows for a user to save an unfinished request by clicking the 'Save Draft' button on the Request Form page.

Figure 2.3 Save Draft button circled below


Savannah River Site
Edit Request Form
Employee:
James K Wesker
Reason For Request:
Job Change
G.E.T. Date:
mm/dd/yyyy
SSN:
123121234
Date of Birth:
mm/dd/yyyy
Type of Badge:
Proximity Card?
Emergency Access?
Continue Previous Computer Accounts?
Notes:
Cancel
Save Draft
Submit
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2.1.3 ACCESSING A SAVED REQUEST

Once an employee has the required information to complete a badge request, they can view their saved requests to complete them.

By clicking the View Drafts button on the main menu, a user will be taken to the Saved Requests page where they double click on a saved draft. This will open up the request form and fill in any previously saved information.

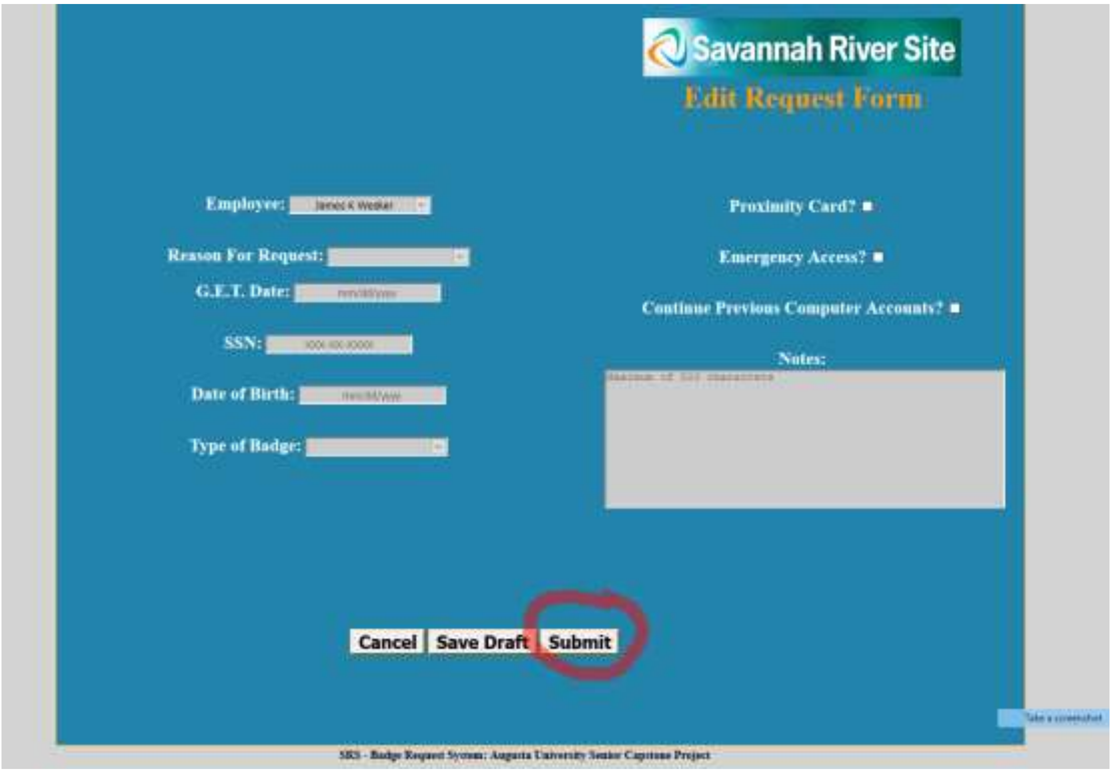
Figure 2.4 View Drafts button on main menu.

Figure 2.5 Selecting the saved draft.

2.1.4 SUBMITTING A REQUEST

Once an employee finishes filling out the Request Form with the proper information, they click the submit button. They will then be taken back to the Main Menu page. The Employee should expect to receive an email notification informing them that their request was properly accepted by the system. The employee's manager will receive an email notification informing them that the employee has submitted a request that needs their attention.

Figure 2.6 Submitting a draft



2.1.5 VIEWING REQUESTS THAT ARE PENDING, APPROVED, AND DENIED

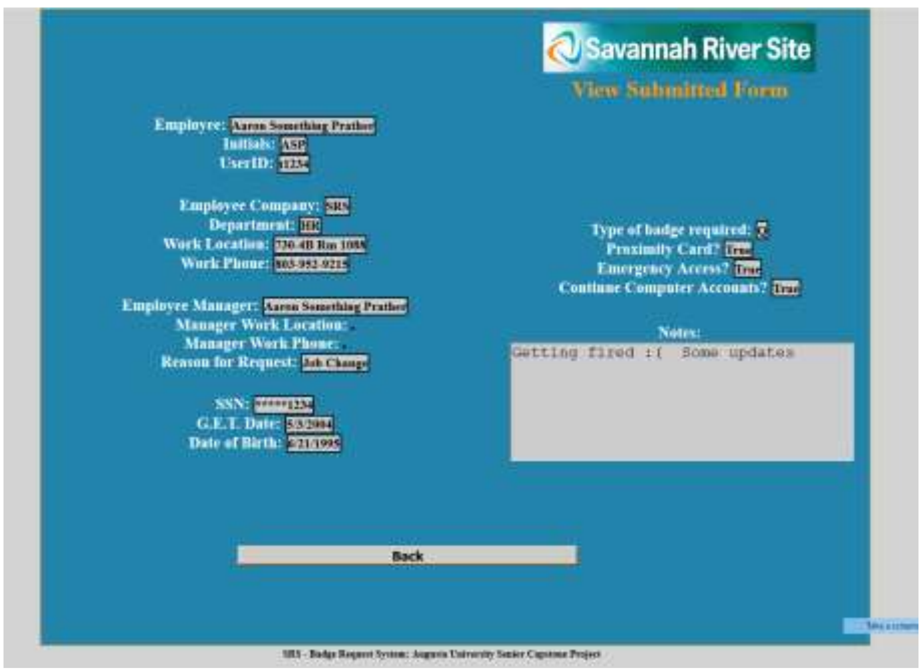
A user who wishes to view a request that has already been submitted begins by clicking the View Submitted Requests button on the main menu. The user will then be presented with three buttons labeled: Pending, Approved, and Denied. Clicking any of the three will bring the user to a list of their requests that are currently in the selected state (That is, selecting Approved will show a list of all approved requests, while Denied and Pending will show denied and pending requests respectively). Double clicking on any of these requests will bring the user to a form displaying the information relevant to the request.

Figure 2.7 View Submitted Requests

Figure 2.8 View Submitted Window

Figure 2.9 Example of an approved request.

Figure 2.10 Viewing the request information

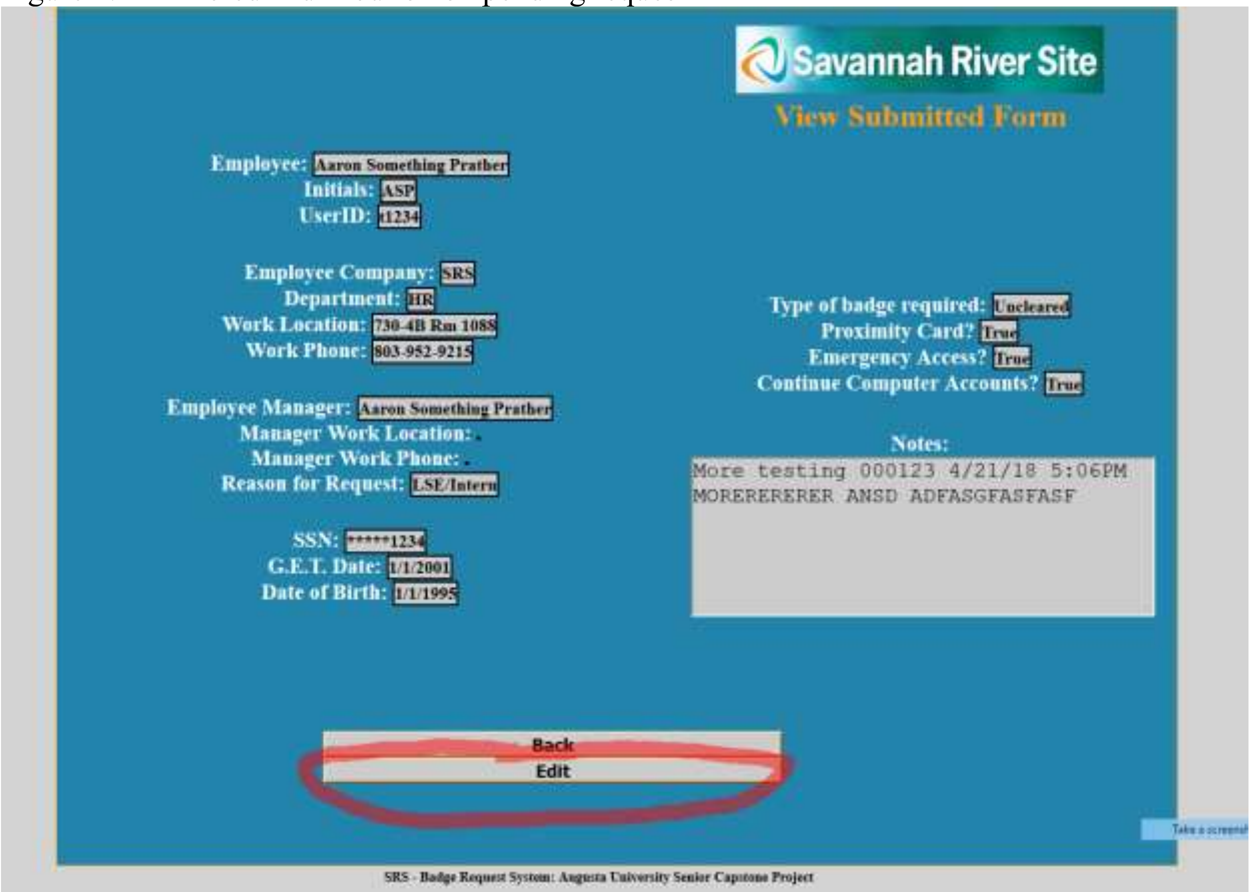


2.1.6 EDITING A PENDING REQUEST

Any edits to a pending request must first be allowed by the department Manager. Once the ability to edit requests is unlocked, an Edit button will become visible on the View Submitted

Request page of the pending request. Clicking this button will take the user to the Edit Request Form page and allow them to make any necessary changes before re-submitting.

Figure 2.11 Enabled 'Edit' button on pending request



3 ROLE OF A MANAGER

3.1 REVIEWING REQUESTS

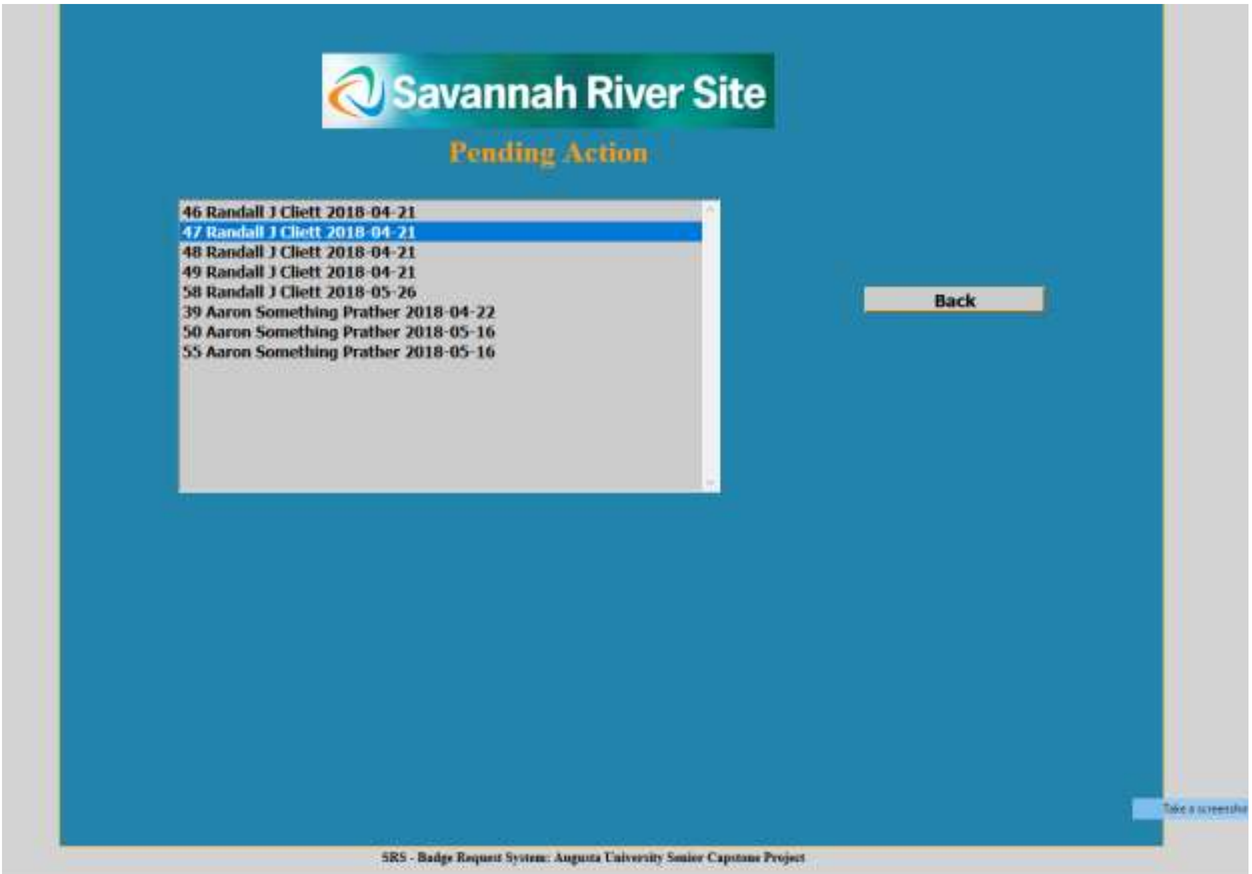
Reviewing employee requests is the main function of being a manager. A manager can approve or deny employees under them. To start reviewing, a user will click on the 'Review Requests' button on the main menu.

Figure 3.1 The 'Review Requests' button.

3.1.1 SELECTING THE BADGE REQUEST

Once a manager is on the Pending Action page, they will need to select an employees badge request by double clicking the selection.

Figure 3.2 Selecting the request.



3.1.2 APPROVING OR DENYING THE REQUEST

After selecting the badge request a manager wants to review, they will see all the relevant information (without being able to edit the request), regarding the request and may approve/deny the request.

If the Needs More Info button is clicked then the employee receives an email stating that more information is needed to complete the request. An edit button will appear on that request under the ‘Pending’ section of View Submitted Requests.

The approved or denied requests will lose the pending status and be visible from the ‘View Submitted Requests’ button on the main menu (as per their category i.e.: Approved or Denied) as in Figure 3.3.

Figure 3.2 Reviewing a request, Approve and Deny buttons visible.

Figure 3.3 View Submitted Requests

4 ROLE OF HR

4.1 UPDATING EMPLOYEES

As part of being HR, a user can update the employees by editing existing ones, creating new ones, or deleting them.

Figure 4.1. Update Employees button on the Main Menu

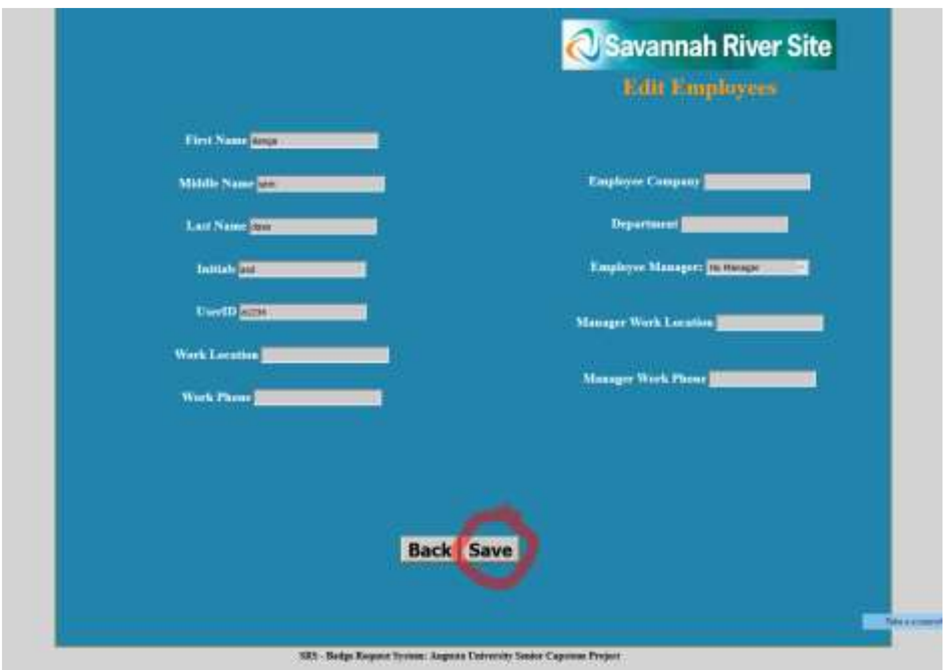
4.1.1 CREATING A NEW EMPLOYEE

HR can create a new employee by clicking the ‘New’ button on the Update Employees page as shown in Figure 4.2.

Once the ‘New’ button is clicked, HR can add information about the employee and save the employee as per Figure 4.3. The database of employees will update with the new entry.

Figure 4.2 New button

Figure 4.3 Saving a new employee

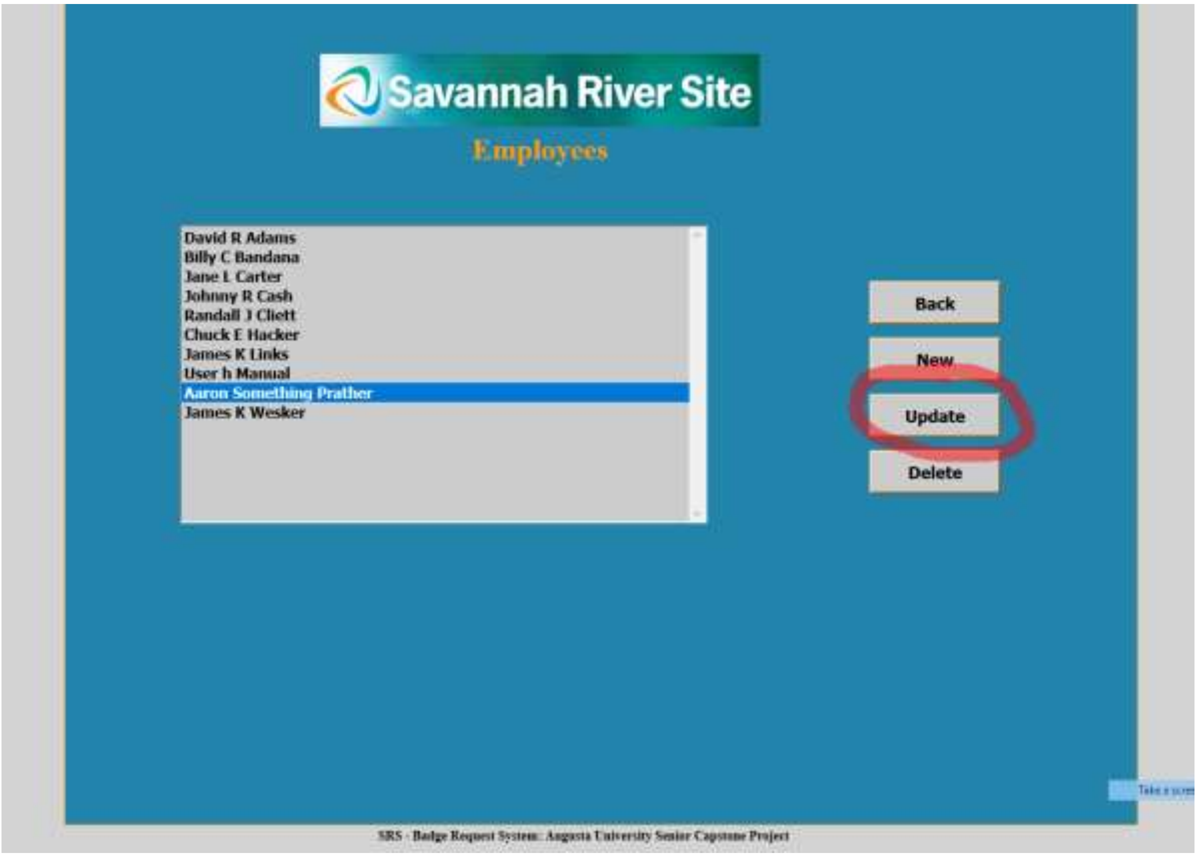


4.1.2 UPDATING EXISTING EMPLOYEE

If HR wants to make some changes to an existing employee, they can select the employee from the drop down list in Figure 4.4, and click the 'Update' button.

This will take you to the Edit Employee page where the HR user can make the desired changes.

Figure 4.4 Updating an employee



4.1.3 DELETING AN EMPLOYEE

If an employee is no longer employed at the work place, HR can delete the employee from the database by selecting the employee from the list and clicking the ‘Delete’ button as per Figure 4.5 and making sure to confirm the deletion via the pop-up in Figure 4.6.

Figure 4.5 Deleting an employee.

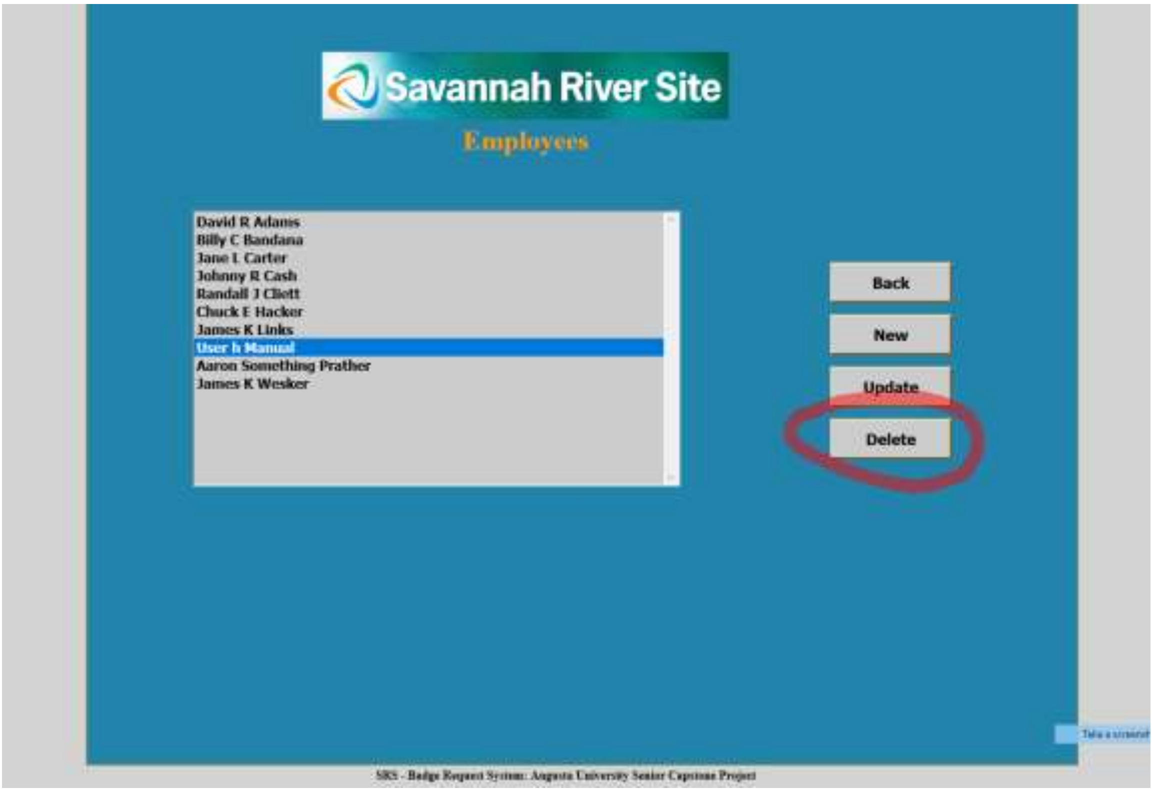


Figure 4.6 Deletion confirmation pop-up.