

# Rental Monitoring

User's Guide

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## **Glossary of Terms**

The Rental Monitoring system was made to make managing the Rental inventory more convenient and to centralize the Rental database for easier access and reference. It was also made to make and keep track of Deliveries to Clients.

### **Objectives of the system:**

- Make managing the Rental inventory easier
- Centralize the Rental inventory for everyone's reference
- Manage and keep track of Deliveries to Clients

### **Terms**

**Rental Monitoring system:** The application used to manage the inventory of Rental Units.

**Rental Units:** The Computers and their accessories that are rented to clients.

**Computers:** Desktop computers, laptops, or workstations.

**Clients:** The customers who wishes to avail of a Rental Unit.

**Parts:** The electronic components of a Computer that are necessary to make them operational.

**Accessories:** The peripheral devices that contribute to the convenience of using Computers.

**Deliveries:** A formal request made by a Client to rent certain Rental Units for a period of time.

**Rental Requirement form:** A form stating the list of Rental Units that are to be delivered to a Client, at a given place, on a given date, overseen by a given Account Manager.

**Pull-out form:** A form stating the list of Rental Units that are to be returned by a Client to the inventory of Rental Units. Similar to the Rental Requirement form in appearance.

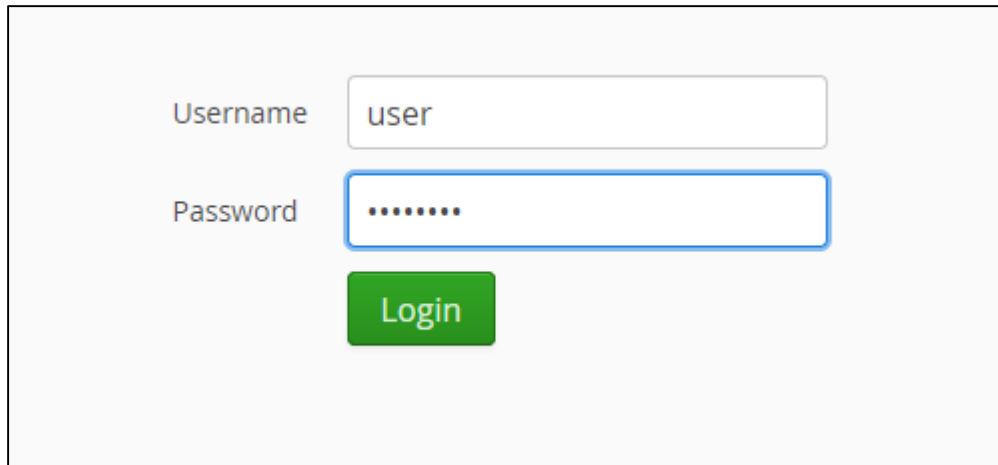
**User:** A person using the Rental Monitoring system.

**Role:** A set of privileges given to a certain User regarding the management of the inventory through the Rental Monitoring system.

## Logging into the Rental Monitoring system

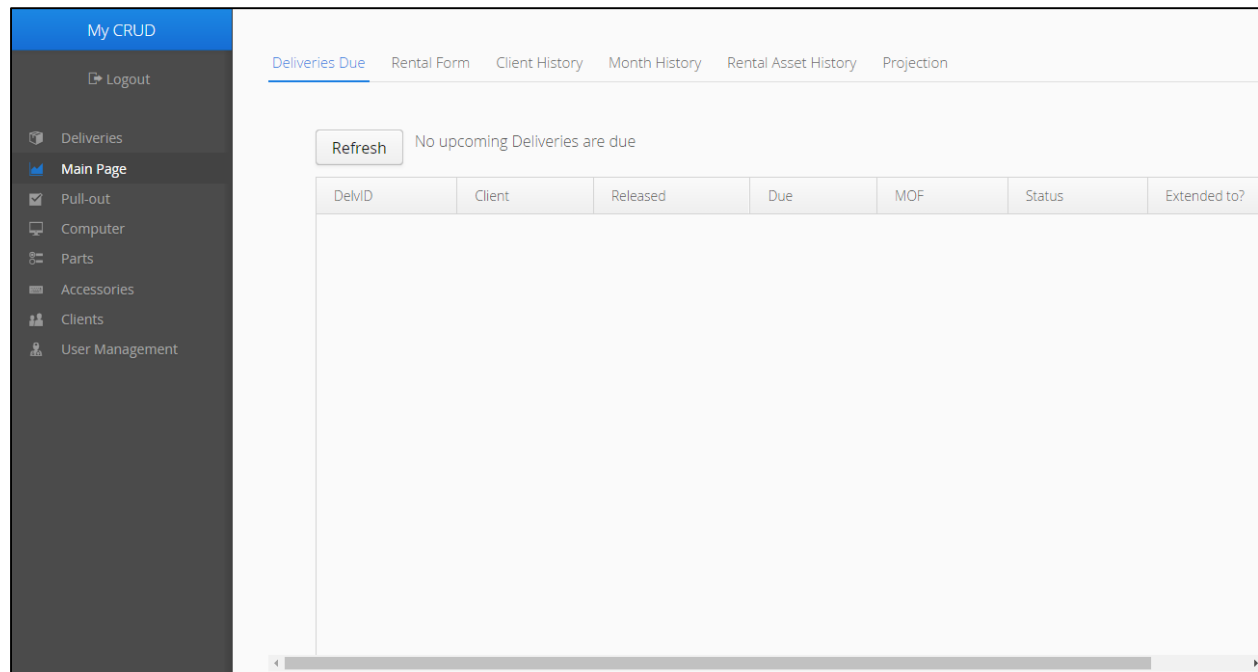
**Step 1:** Navigate to the website

**Step 2:** Enter your login credentials here and press the Login button. In case your login attempt fails even though your login credentials are correct, simply try again.



A login form with a light gray background. It contains two input fields: 'Username' with the text 'user' and 'Password' with masked characters '.....'. Below the password field is a green 'Login' button.

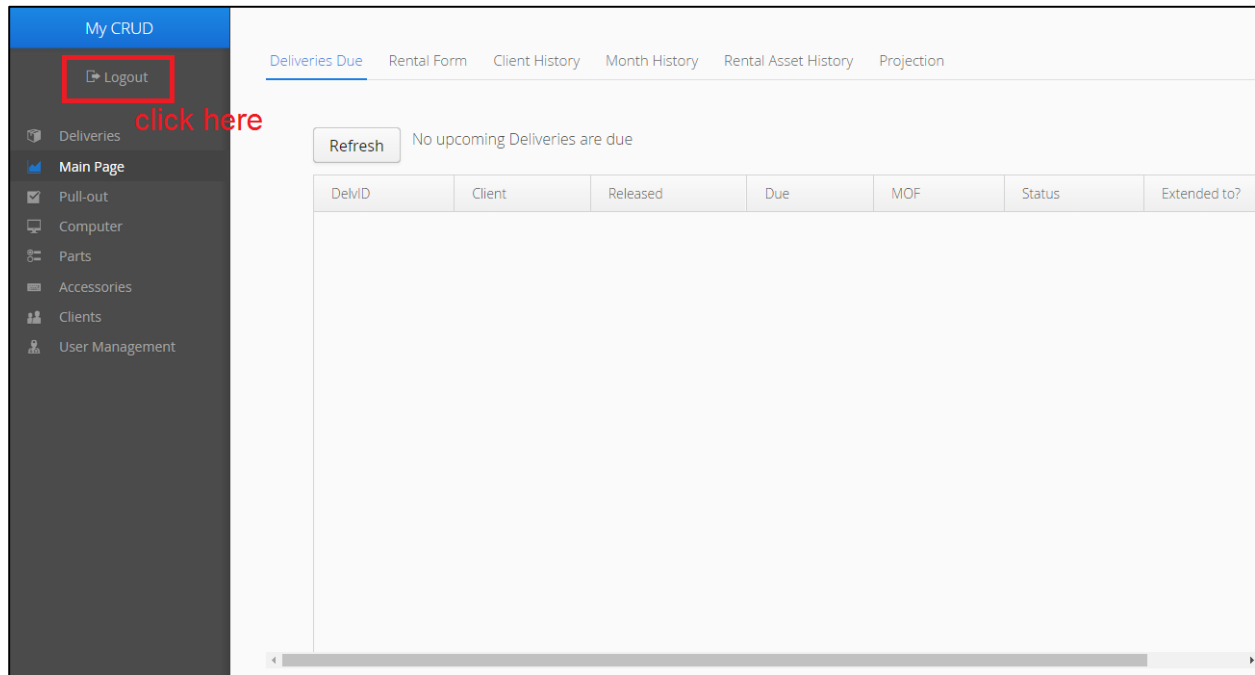
The Main Page screen should appear in your browser. Content will vary according to your Role in the system.



The Main Page interface features a dark sidebar on the left with a 'My CRUD' header and a 'Logout' button. The sidebar menu includes: Deliveries, Main Page (highlighted), Pull-out, Computer, Parts, Accessories, Clients, and User Management. The main content area has a top navigation bar with tabs: Deliveries Due (active), Rental Form, Client History, Month History, Rental Asset History, and Projection. Below the tabs, there is a 'Refresh' button and the text 'No upcoming Deliveries are due'. A table with the following columns is displayed: DelvID, Client, Released, Due, MOF, Status, and Extended to?.

## Logging out of the Rental Monitoring system

**Step 1:** From any page in the system, press the Logout button in the Menu bar



If the logout is successful, your browser should display the Login screen.

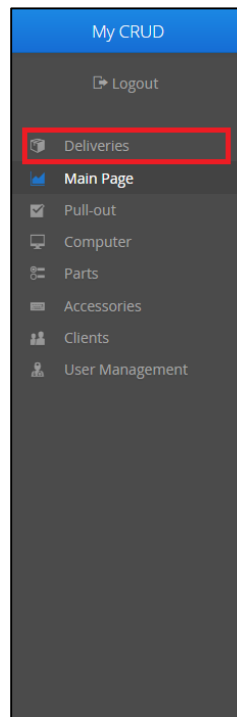
The screenshot shows the Login screen with a light gray background. It contains two input fields: "Username" and "Password". Below the "Password" field is a green "Login" button.

## Deliveries

### View the list of all Deliveries

A Delivery is placed by a Client for the rental of Computers and other devices.

**Step 1:** Click on the Deliveries tab in the Menu bar



**Step 2:** The list of Deliveries should already be filled. If you want to refresh the list, click on the View Deliveries button.

My CRUD

Logout

Deliveries

Main Page

Filter by DeliveryID

ViewDeliveries

Add New Delivery

View Extended Only

View Active Only

View Expiring Ren

DelvID	Client	Released	Due	MOF	Status	Extended to?	Total Price
1	Test Company 1	2018-06-15	2018-11-30	Monthly	Active	0	0.0

**Step 2a:** If you want to filter Deliveries based on Delivery ID, fill in the search bar, and the list will automatically adjust to your search query as you type.

<div>My CRUD</div> <div>Logout</div> <div>Deliveries</div> <div>Main Page</div>	<div>Filter by DeliveryID</div> <div>ViewDeliveries</div> <div>Add New Delivery</div> <div>View Extended Only</div> <div>View Active Only</div> <div>View Expiring Rentals</div>							
	DelvID	Client	Released	Due	MOF	Status	Extended to?	Total Price
	1	Test Company 1	2018-06-15	2018-11-30	Monthly	Active	0	0.0

**Step 2b:** If you want to filter Deliveries based on their availability, or find any Deliveries that are about to terminate in a week, click the View Active Only or the View Expiring Rentals buttons, respectively.

<div>My CRUD</div> <div>Logout</div> <div>Deliveries</div> <div>Main Page</div>	<div>Filter by DeliveryID</div> <div>ViewDeliveries</div> <div>Add New Delivery</div> <div>View Extended Only</div> <div>View Active Only</div> <div>View Expiring Rentals</div>							
	DelvID	Client	Released	Due	MOF	Status	Extended to?	Total Price
	1	Test Company 1	2018-06-15	2018-11-30	Monthly	Active	0	0.0

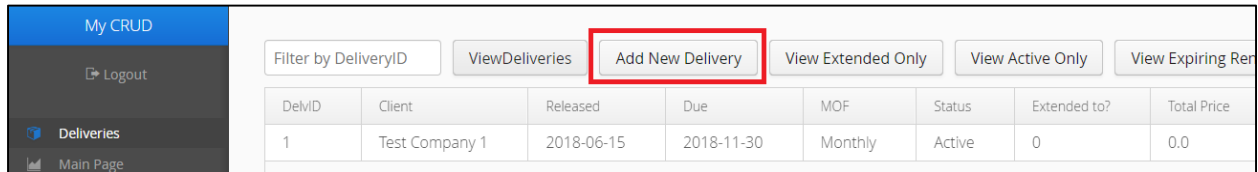
**Step 2c:** If you want to filter only extended Deliveries, click the View Extended Only button.

<div>My CRUD</div> <div>Logout</div> <div>Deliveries</div> <div>Main Page</div>	<div>Filter by DeliveryID</div> <div>ViewDeliveries</div> <div>Add New Delivery</div> <div>View Extended Only</div> <div>View Active Only</div> <div>View Expiring Rentals</div>							
	DelvID	Client	Released	Due	MOF	Status	Extended to?	Total Price
	1	Test Company 1	2018-06-15	2018-11-30	Monthly	Active	0	0.0

## Encoding and Editing Deliveries

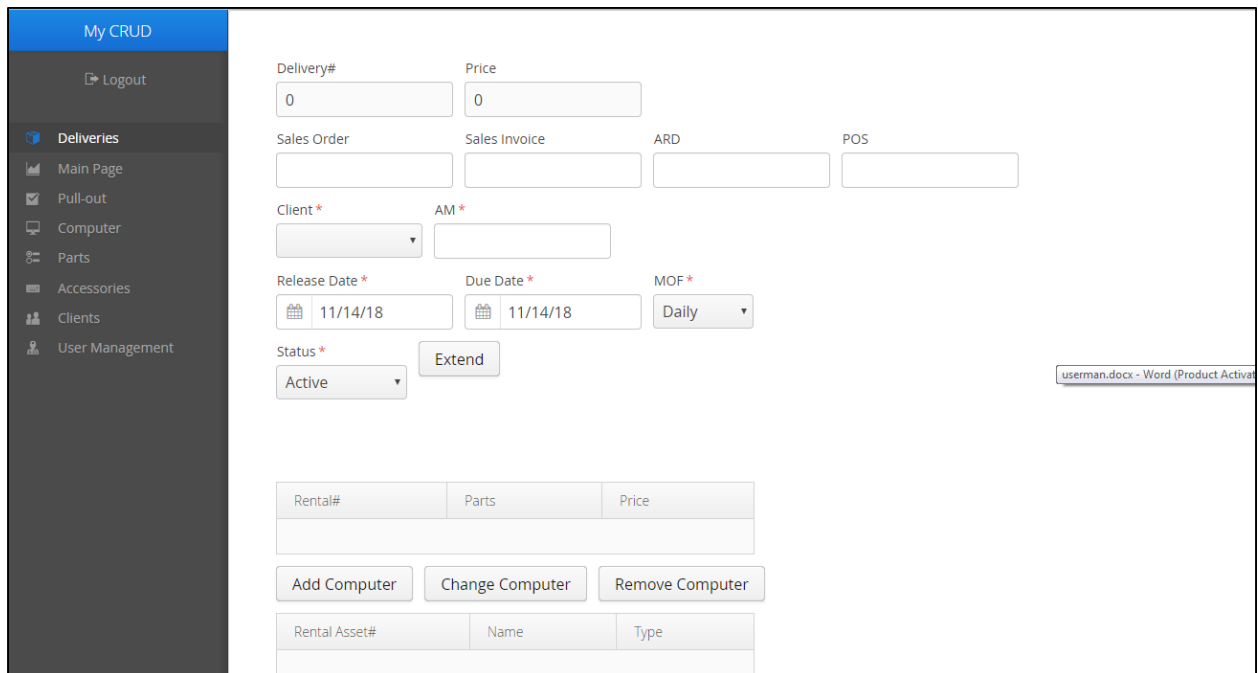
In order to encode and edit Deliveries, you must have the Reports role or higher.

**Step 1:** To create a Delivery, click the Add New Delivery button. Your browser should show an empty form.



The screenshot shows the 'My CRUD' interface. On the left is a sidebar with 'Logout', 'Deliveries', and 'Main Page'. The main area has a top bar with buttons: 'Filter by DeliveryID', 'ViewDeliveries', 'Add New Delivery' (highlighted with a red box), 'View Extended Only', 'View Active Only', and 'View Expiring Ren'. Below this is a table with columns: DelvID, Client, Released, Due, MOF, Status, Extended to?, and Total Price. The first row shows: 1, Test Company 1, 2018-06-15, 2018-11-30, Monthly, Active, 0, 0.0.

**Step 2:** Fill in the fields where necessary. If you cannot fill in the fields with red asterisks, the form cannot be saved to the server.



The screenshot shows the 'My CRUD' interface with the 'Add New Delivery' form. The sidebar on the left includes 'Logout', 'Deliveries', 'Main Page', 'Pull-out', 'Computer', 'Parts', 'Accessories', 'Clients', and 'User Management'. The main area contains the following form fields:

- Delivery#** and **Price**: Text input fields, both containing '0'.
- Sales Order**, **Sales Invoice**, **ARD**, and **POS**: Text input fields.
- Client \***: A dropdown menu.
- AM \***: A text input field.
- Release Date \***: A date picker showing '11/14/18'.
- Due Date \***: A date picker showing '11/14/18'.
- MOF \***: A dropdown menu showing 'Daily'.
- Status \***: A dropdown menu showing 'Active'.
- Extend**: A button.

Below the main form, there is a table with columns: Rental#, Parts, and Price. Below the table are three buttons: 'Add Computer', 'Change Computer', and 'Remove Computer'. At the bottom, there is another table with columns: Rental Asset#, Name, and Type.



**Step 2a:** When selecting Rental Units in Adding or Editing (Rental) Units/Accessories, you can filter them according to the Rental Unit number.

The screenshot shows the 'My CRUD' interface with a sidebar menu on the left containing 'Deliveries', 'Main Page', 'Pull-out', 'Computer', 'Parts', 'Accessories', 'Clients', and 'User Management'. The main area has a top section with date pickers (11/14/18), a 'Daily' dropdown, a 'Status' dropdown set to 'Active', and an 'Extend' button. Below this are two tables. The first table has columns 'Rental#', 'Parts', and 'Price'. The second table has columns 'Rental Asset#', 'Name', and 'Type'. Below the second table are buttons for 'Add Accessory', 'Edit Accessory', and 'Delete Accessory'. To the right of these tables is a search box labeled 'Filter by Asset#' which is highlighted with a red rectangle. Below the search box is a table with columns 'Rental Asset#', 'Parts', and 'Price', containing one row with 'ABC-012346' and '0.0'. At the bottom right are 'Select' and 'Cancel' buttons.

**Step 2b:** To remove a Rental Unit, select it in the list of Rental Units, then click the Delete Unit/Accessory button.

The screenshot shows the 'My CRUD' interface with a sidebar menu on the left. The main area has a top section with a 'Client' dropdown, an 'AM' dropdown, 'Release Date' (11/14/18), 'Due Date' (11/14/18), a 'Daily' dropdown, a 'Status' dropdown set to 'Active', and an 'Extend' button. Below this are two tables. The first table has columns 'Rental#', 'Parts', and 'Price', with a row for 'ABC-012346' and '0.0' highlighted in blue. Below this table are buttons for 'Add Computer', 'Change Computer', and 'Remove Computer', with the 'Remove Computer' button highlighted by a red rectangle. The second table has columns 'Rental Asset#', 'Name', and 'Type'. Below the second table are buttons for 'Add Accessory', 'Edit Accessory', and 'Delete Accessory'. At the bottom are 'Save' and 'Cancel' buttons.

Note that this will not actually remove it from the inventory, only from the Delivery. This is NOT the same as Pulling the Unit out, please refer to the Pull-out manual for the proper process of Pulling Units out.

**Step 3:** When you are finished with the Delivery form, click on the Save button at the bottom of the form. Click on Cancel if you would like to discard the form instead.

The screenshot shows the 'My CRUD' interface for managing deliveries. The left sidebar contains navigation links: Logout, Deliveries, Main Page, Pull-out, Computer, Parts, Accessories, Clients, and User Management. The main form area includes the following elements:

- Client \* (dropdown menu)
- AM \* (text input)
- Release Date \* (calendar icon, date: 11/14/18)
- Due Date \* (calendar icon, date: 11/14/18)
- MOF \* (dropdown menu: Daily)
- Status \* (dropdown menu: Active)
- Extend button
- Table for Computers:
 

Rental#	Parts	Price

 Buttons: Add Computer, Change Computer, Remove Computer
- Table for Accessories:
 

Rental Asset#	Name	Type

 Buttons: Add Accessory, Edit Accessory, Delete Accessory
- At the bottom, the 'Save' and 'Cancel' buttons are highlighted with red boxes.

The process of editing Deliveries is the same.

**Step 1:** From the list of Deliveries, click on the Delivery you would like to edit. The form that will appear should be filled out with the chosen Delivery's data.

The screenshot shows the 'My CRUD' interface for viewing a list of deliveries. The top navigation bar includes: Filter by DeliveryID, ViewDeliveries, Add New Delivery, View Extended Only, View Active Only, and View Expiring Rentals. The table below lists the deliveries:

DelvID	Client	Released	Due	MOF	Status	Extended to?	Total Price
1	Test Company 1	2018-06-15	2018-11-30	Monthly	Active	0	0.0

The row containing the delivery data is highlighted with a red box.

**Step 2:** Follow the instructions for creating a new Delivery from step 2.

My CRUD

Logout

Deliveries

Main Page

Pull-out

Computer

Parts

Accessories

Clients

User Management

Delivery#

1

Price

0.0

Sales Order

None

Sales Invoice

None

ARD

None

POS

None

Client \*

Test Company 1

AM \*

ABC

Release Date \*

6/15/18

Due Date \*

11/30/18

MOF \*

Monthly

Status \*

Active

Extend

Rental#	Parts	Price
ABC-012345	1 - Test Part 1, HDD 4 - Test Part 4, Memory 7 - Test Part 7, Processor 10 - Test Part 10, Motherboard	0.0

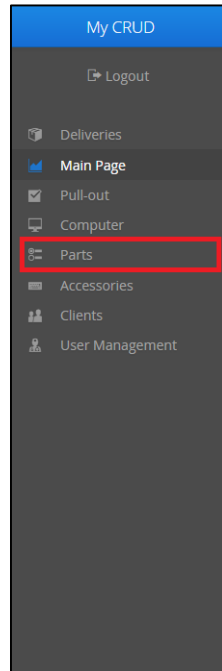
Add ComputerChange ComputerRemove Computer

## Parts

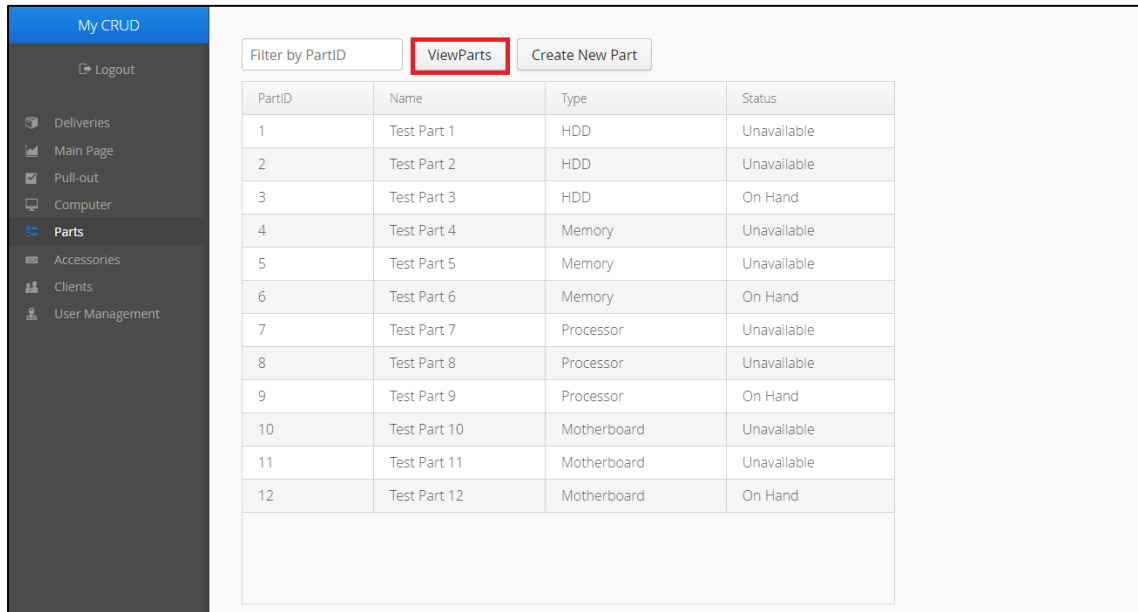
### View the list of all Parts

These are Computer Parts that make up a Computer.

**Step 1:** Click on the Parts tab in the Menu bar.



**Step 2:** The List of Parts should already be filled out. If you would like to refresh the list, click the View Parts button.



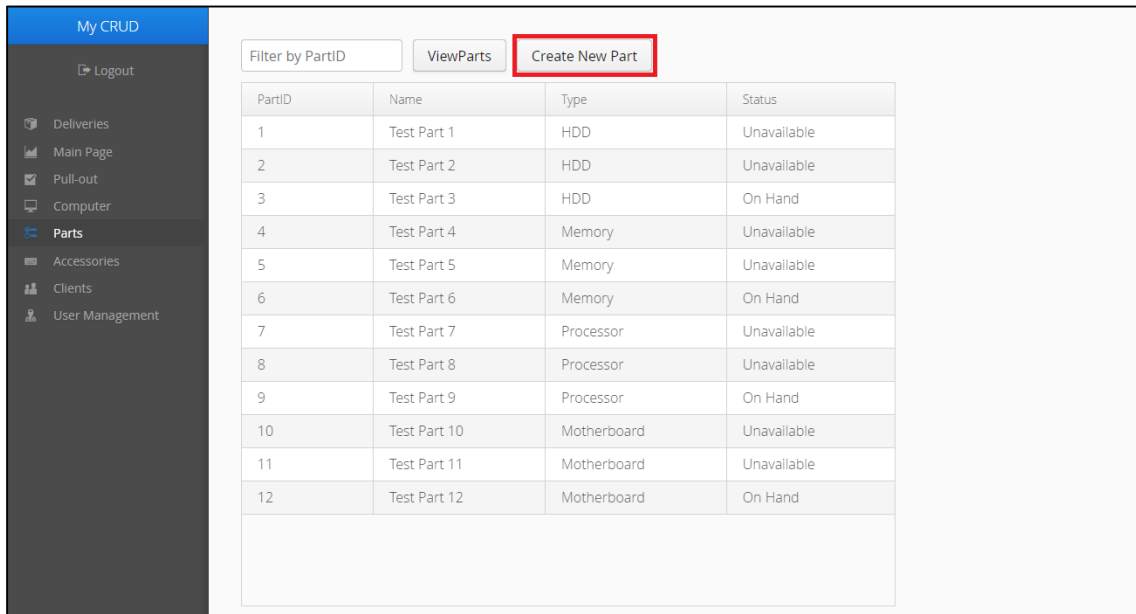
The screenshot displays a web application interface. On the left is a dark sidebar with a blue header 'My CRUD'. Below the header are links: 'Logout', 'Deliveries', 'Main Page', 'Pull-out', 'Computer', 'Parts' (highlighted in blue), 'Accessories', 'Clients', and 'User Management'. The main content area has a light gray background. At the top of this area are three buttons: 'Filter by PartID', 'ViewParts' (highlighted with a red box), and 'Create New Part'. Below these buttons is a table with four columns: 'PartID', 'Name', 'Type', and 'Status'. The table contains 12 rows of data. Below the table is an empty rectangular box.

PartID	Name	Type	Status
1	Test Part 1	HDD	Unavailable
2	Test Part 2	HDD	Unavailable
3	Test Part 3	HDD	On Hand
4	Test Part 4	Memory	Unavailable
5	Test Part 5	Memory	Unavailable
6	Test Part 6	Memory	On Hand
7	Test Part 7	Processor	Unavailable
8	Test Part 8	Processor	Unavailable
9	Test Part 9	Processor	On Hand
10	Test Part 10	Motherboard	Unavailable
11	Test Part 11	Motherboard	Unavailable
12	Test Part 12	Motherboard	On Hand

## Encoding and Editing Parts

You must be an Admin or higher in order to encode and edit Parts.

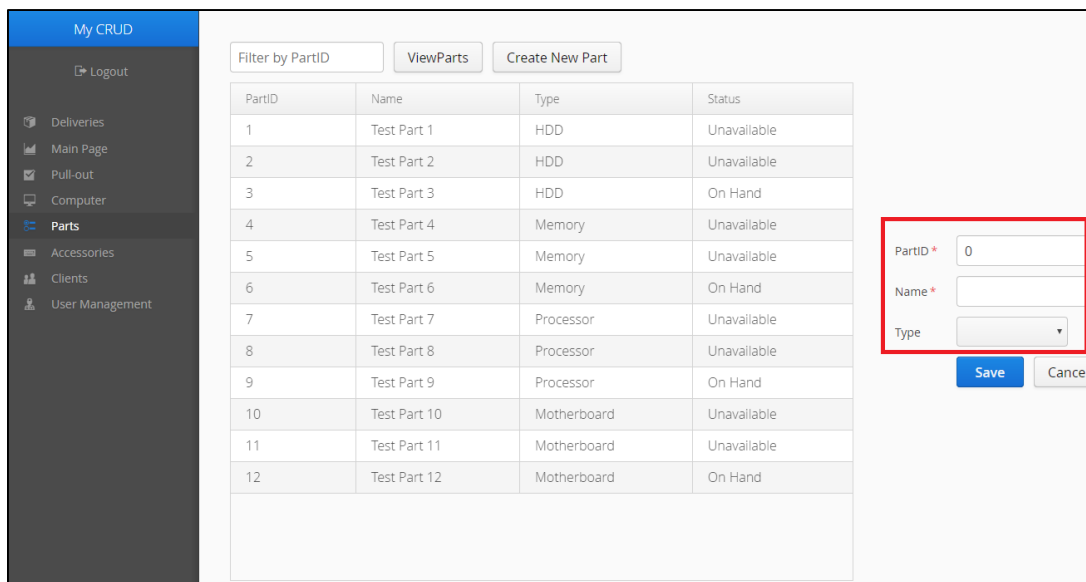
**Step 1:** To create a Part, click on the Add New Part button. An empty form should appear on the right-hand side of the screen.



The screenshot shows the 'My CRUD' interface. On the left is a sidebar with navigation links: Logout, Deliveries, Main Page, Pull-out, Computer, **Parts**, Accessories, Clients, and User Management. The main area has a header with 'Filter by PartID', 'ViewParts', and 'Create New Part' (highlighted with a red box). Below the header is a table with 4 columns: PartID, Name, Type, and Status. The table contains 12 rows of test data.

PartID	Name	Type	Status
1	Test Part 1	HDD	Unavailable
2	Test Part 2	HDD	Unavailable
3	Test Part 3	HDD	On Hand
4	Test Part 4	Memory	Unavailable
5	Test Part 5	Memory	Unavailable
6	Test Part 6	Memory	On Hand
7	Test Part 7	Processor	Unavailable
8	Test Part 8	Processor	Unavailable
9	Test Part 9	Processor	On Hand
10	Test Part 10	Motherboard	Unavailable
11	Test Part 11	Motherboard	Unavailable
12	Test Part 12	Motherboard	On Hand

**Step 2:** Fill in the fields where necessary. If you cannot fill in the fields with red asterisks, the form cannot be saved to the server. If the form appears to exceed your screen, you can use the scroll bar at the bottom of the page to view more of the form.



The screenshot shows the 'My CRUD' interface with the 'Create New Part' form open on the right. The form has three input fields: 'PartID \*' (containing '0'), 'Name \*', and 'Type' (a dropdown menu). Below the fields are 'Save' and 'Cancel' buttons. The 'PartID' field is highlighted with a red box.

PartID	Name	Type	Status
1	Test Part 1	HDD	Unavailable
2	Test Part 2	HDD	Unavailable
3	Test Part 3	HDD	On Hand
4	Test Part 4	Memory	Unavailable
5	Test Part 5	Memory	Unavailable
6	Test Part 6	Memory	On Hand
7	Test Part 7	Processor	Unavailable
8	Test Part 8	Processor	Unavailable
9	Test Part 9	Processor	On Hand
10	Test Part 10	Motherboard	Unavailable
11	Test Part 11	Motherboard	Unavailable
12	Test Part 12	Motherboard	On Hand

**Step 3:** Click the Save button when you are finished. Click Cancel if you would like to discard the form instead.

The screenshot shows the 'My CRUD' application interface. On the left is a sidebar with a 'Logout' button and a list of menu items: Deliveries, Main Page, Pull-out, Computer, **Parts**, Accessories, Clients, and User Management. The main content area features a 'Filter by PartID' input, 'ViewParts' and 'Create New Part' buttons, and a table of parts. The table has columns for PartID, Name, Type, and Status. The right side of the interface contains a form with fields for PartID (containing '0'), Name, and Type (a dropdown menu). Below these fields are 'Save' and 'Cancel' buttons, both of which are highlighted with red rectangular boxes.

PartID	Name	Type	Status
1	Test Part 1	HDD	Unavailable
2	Test Part 2	HDD	Unavailable
3	Test Part 3	HDD	On Hand
4	Test Part 4	Memory	Unavailable
5	Test Part 5	Memory	Unavailable
6	Test Part 6	Memory	On Hand
7	Test Part 7	Processor	Unavailable
8	Test Part 8	Processor	Unavailable
9	Test Part 9	Processor	On Hand
10	Test Part 10	Motherboard	Unavailable
11	Test Part 11	Motherboard	Unavailable
12	Test Part 12	Motherboard	On Hand

The process of editing Parts is the same.

**Step 1:** From the list of Parts, click on the Part you would like to edit. The form that will appear should be filled out with the chosen Part's data.

This screenshot shows the same 'My CRUD' application interface as the previous one. In this view, the first row of the parts table, which contains 'Test Part 1' (HDD, Unavailable), is highlighted with a red rectangular box. This indicates that this specific part has been selected for editing. The rest of the interface, including the sidebar and the form on the right, remains the same.

PartID	Name	Type	Status
1	Test Part 1	HDD	Unavailable
2	Test Part 2	HDD	Unavailable
3	Test Part 3	HDD	On Hand
4	Test Part 4	Memory	Unavailable
5	Test Part 5	Memory	Unavailable
6	Test Part 6	Memory	On Hand
7	Test Part 7	Processor	Unavailable
8	Test Part 8	Processor	Unavailable
9	Test Part 9	Processor	On Hand
10	Test Part 10	Motherboard	Unavailable
11	Test Part 11	Motherboard	Unavailable
12	Test Part 12	Motherboard	On Hand

**Step 2:** Follow the instructions above from step 2.

My CRUD

Logout

Deliveries

Main Page

Pull-out

Computer

**Parts**

Accessories

Clients

User Management

Filter by PartID

ViewParts

Create New Part

PartID	Name	Type	Status
1	Test Part 1	HDD	Unavailable
2	Test Part 2	HDD	Unavailable
3	Test Part 3	HDD	On Hand
4	Test Part 4	Memory	Unavailable
5	Test Part 5	Memory	Unavailable
6	Test Part 6	Memory	On Hand
7	Test Part 7	Processor	Unavailable
8	Test Part 8	Processor	Unavailable
9	Test Part 9	Processor	On Hand
10	Test Part 10	Motherboard	Unavailable
11	Test Part 11	Motherboard	Unavailable
12	Test Part 12	Motherboard	On Hand

PartID \*

1

Name \*

Test Part 1

Type

HDD

Save

Cancel

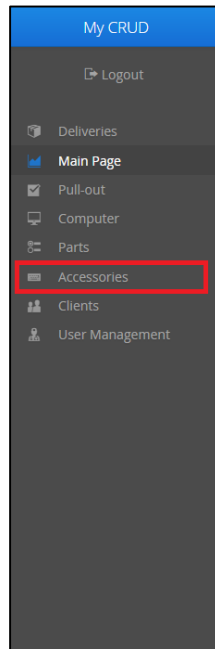


## Accessories

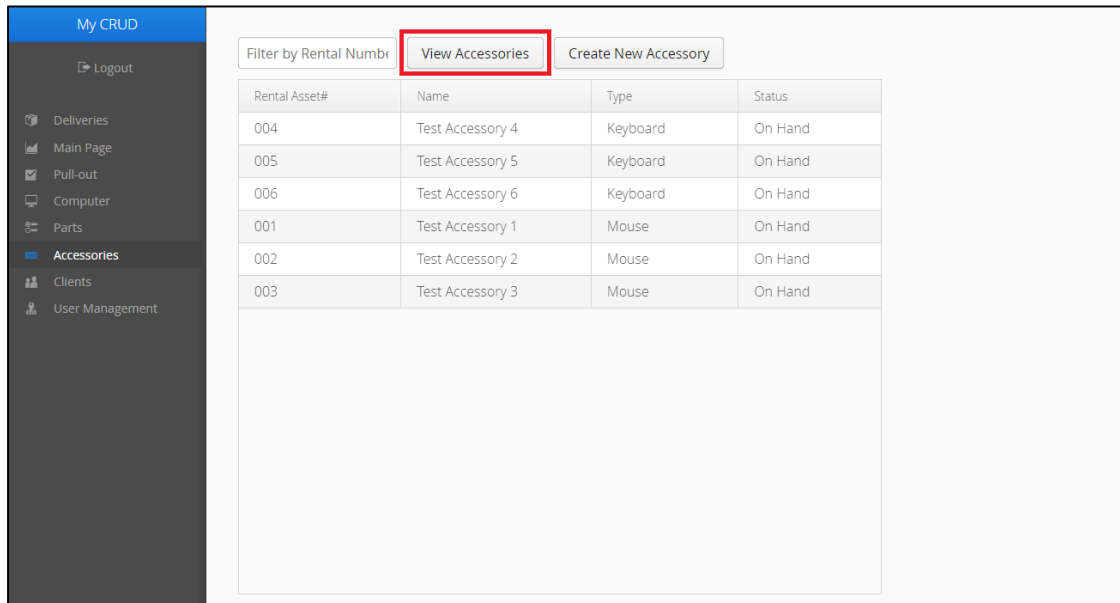
### View the list of all Accessories

Accessories are the miscellaneous devices used with Rental Units. Accessories are also Rental Units as well, and have their own Rental Unit number.

**Step 1:** Click on the Accessories tab in the Menu bar.



**Step 2:** The List of Accessories should already be filled out. If you would like to refresh the list, click the View Accessories button.



The screenshot displays the 'My CRUD' web application interface. On the left is a dark sidebar with a menu containing 'Logout', 'Deliveries', 'Main Page', 'Pull-out', 'Computer', 'Parts', 'Accessories' (highlighted with a blue bar), 'Clients', and 'User Management'. The main content area has a light gray background. At the top of this area, there is a 'Filter by Rental Number' input field, a 'View Accessories' button (highlighted with a red border), and a 'Create New Accessory' button. Below these controls is a table with four columns: 'Rental Asset#', 'Name', 'Type', and 'Status'. The table contains six rows of data, all with a status of 'On Hand'. Below the table is a large, empty rectangular box.

Rental Asset#	Name	Type	Status
004	Test Accessory 4	Keyboard	On Hand
005	Test Accessory 5	Keyboard	On Hand
006	Test Accessory 6	Keyboard	On Hand
001	Test Accessory 1	Mouse	On Hand
002	Test Accessory 2	Mouse	On Hand
003	Test Accessory 3	Mouse	On Hand

## Encoding and Editing Accessories

You must be an Admin or higher in order to encode and edit Accessories.

**Step 1:** To create an Accessory, click on the Create New Accessory button. An empty form should appear on the right-hand side of the screen.

The screenshot shows the 'My CRUD' interface. On the left is a sidebar with navigation links: Logout, Deliveries, Main Page, Pull-out, Computer, Parts, Accessories (highlighted), Clients, and User Management. The main content area has three buttons: 'Filter by Rental Numbr', 'View Accessories', and 'Create New Accessory' (highlighted with a red box). Below these buttons is a table with the following data:

Rental Asset#	Name	Type	Status
004	Test Accessory 4	Keyboard	On Hand
005	Test Accessory 5	Keyboard	On Hand
006	Test Accessory 6	Keyboard	On Hand
001	Test Accessory 1	Mouse	On Hand
002	Test Accessory 2	Mouse	On Hand
003	Test Accessory 3	Mouse	On Hand

**Step 2:** Fill in the fields where necessary. If you cannot fill in the fields with red asterisks, the form cannot be saved to the server. If the form appears to exceed your screen, you can use the scroll bar at the bottom of the page to view more of the form.

The screenshot shows the 'My CRUD' interface with the 'Create New Accessory' form open. The form has three input fields: 'Rental Asset# \*', 'Name \*', and 'Type \*'. Each field has a red asterisk indicating it is required. Below the input fields is a blue 'Save' button. The table from the previous screenshot is still visible in the background.

**Step 3:** Click the Save button when you are finished. Click Cancel if you would like to discard the form instead.

The process of editing Accessories is the same.

**Step 1:** From the list of Accessories, click on the Accessory you would like to edit. The form that will appear should be filled out with the chosen Accessory's data.

The screenshot shows the 'My CRUD' interface with a sidebar menu on the left containing 'Deliveries', 'Main Page', 'Pull-out', 'Computer', 'Parts', 'Accessories' (selected), 'Clients', and 'User Management'. The main area has a header with 'Filter by Rental Number', 'View Accessories', and 'Create New Accessory' buttons. Below is a table of accessories:

Rental Asset#	Name	Type	Status
004	Test Accessory 4	Keyboard	On Hand
005	Test Accessory 5	Keyboard	On Hand
006	Test Accessory 6	Keyboard	On Hand
001	Test Accessory 1	Mouse	On Hand
002	Test Accessory 2	Mouse	On Hand
003	Test Accessory 3	Mouse	On Hand

The row for 'Test Accessory 4' is highlighted with a red box.

**Step 2:** Follow the instructions for creating a new Accessory from step 2.

The screenshot shows the 'My CRUD' interface with the 'Accessories' table. The row for 'Test Accessory 4' is highlighted in blue. To the right of the table, a form is displayed with the following fields and buttons:

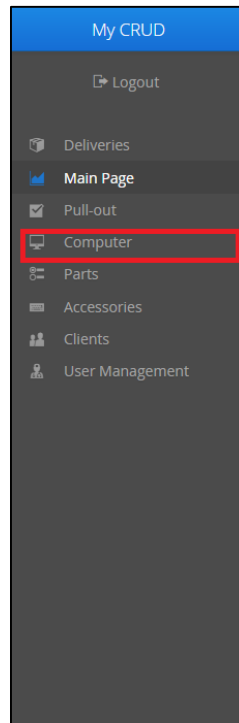
- Rental Asset# \*: 004
- Name \*: Test Accessory 4
- Type \*: Keyboard
- Save button
- Delete button

The form is highlighted with a red box.

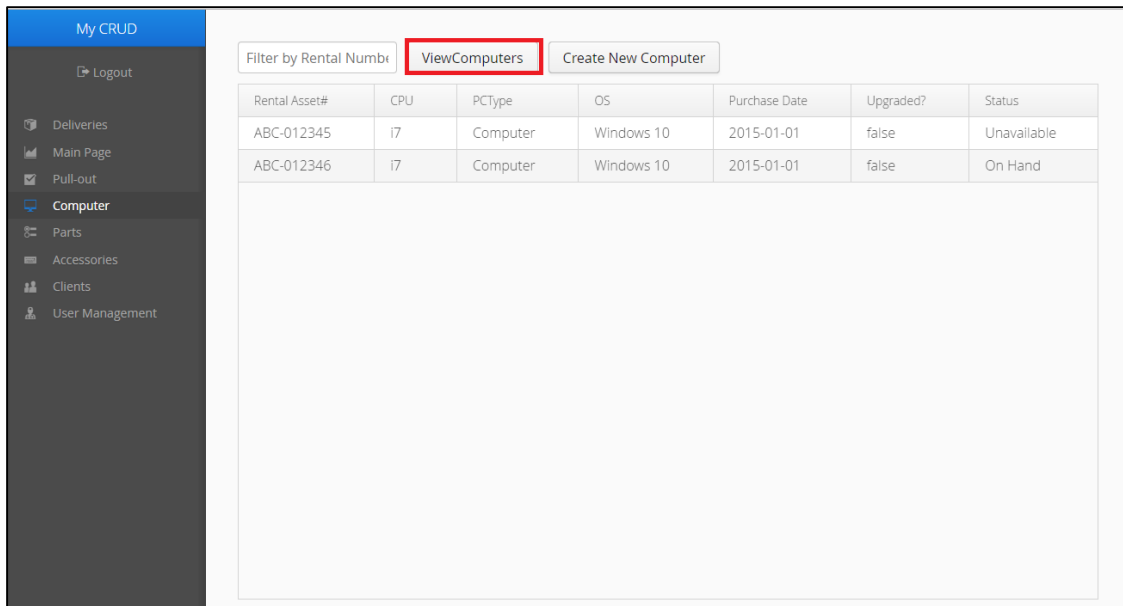
## Computers

### View the list of all Computers

**Step 1:** Click on the Computer tab in the Menu bar.



**Step 2:** The list of Computers should already be filled. If you want to refresh the list, click the View Computers button.



The screenshot shows a web application interface for managing computers. On the left is a dark sidebar with a menu. The top of the sidebar is labeled "My CRUD" in a blue bar. Below it is a "Logout" button. The menu items are: Deliveries, Main Page, Pull-out, **Computer** (highlighted with a blue bar), Parts, Accessories, Clients, and User Management. The main content area has a light gray background. At the top, there is a "Filter by Rental Number" input field, a "ViewComputers" button (highlighted with a red border), and a "Create New Computer" button. Below these is a table with the following data:

Rental Asset#	CPU	PCType	OS	Purchase Date	Upgraded?	Status
ABC-012345	i7	Computer	Windows 10	2015-01-01	false	Unavailable
ABC-012346	i7	Computer	Windows 10	2015-01-01	false	On Hand

## Encoding and Editing Computers

To encode and edit Computers, your role must be Admin or higher.

**Step 1:** Click the Create New Computer button. An empty form should appear.

The screenshot shows the 'My CRUD' interface. On the left is a sidebar with a 'Logout' button and a list of menu items: Deliveries, Main Page, Pull-out, Computer (highlighted), Parts, Accessories, Clients, and User Management. The main content area has a header with 'Filter by Rental Number', 'View Computers', and 'Create New Computer' (highlighted with a red box). Below the header is a table with the following data:

Rental Asset#	CPU	PCType	OS	Purchase Date	Upgraded?	Status
ABC-012345	i7	Computer	Windows 10	2015-01-01	false	Unavailable
ABC-012346	i7	Computer	Windows 10	2015-01-01	false	On Hand

**Step 2:** Fill in the necessary fields. The form will not be saved to the server if the fields with red asterisks are not filled.

The screenshot shows the 'Create New Computer' form. The left sidebar is the same as in the previous screenshot. The main content area has a header with 'My CRUD' and 'Logout'. The form fields are:

- Rental Asset# \* (text input)
- CPU \* (text input)
- PCType \* (text input)
- OS \* (text input)
- Purchase Date \* (date picker, showing 11/14/18)
- Status (dropdown menu, showing 'On Hand')
- Description (text area)

Below the form fields is a table for parts:

Part ID	Name	Part Type	Status

Below the table are three buttons: 'Add Part', 'Change Part', and 'Delete Part'. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Reset Parts to Original'.

**Step 2a:** When Adding or Changing Parts for the Computer, you can filter Parts by their Part ID using the filter highlighted below.

**My CRUD**

Logout

- Deliveries
- Main Page
- Pull-out
- Computer**
- Parts
- Accessories
- Clients
- User Management

Rental Asset# \*  Status

CPU \*

PCType \*

OS \*

Purchase Date \*

**Filter by PartID**

Part ID	Name	Part Type
3	Test Part 3	HDD
6	Test Part 6	Memory
9	Test Part 9	Processor
12	Test Part ...	Motherboa

Select this Part Cancel

Part ID	Name	Part Type	Status

**Step 2b:** To remove a Part from the Computer, click on it in the list, then click the Delete Part button. This will not remove it from the inventory, only from the Computer.

**My CRUD**

Logout

- Deliveries
- Main Page
- Pull-out
- Computer**
- Parts
- Accessories
- Clients
- User Management

Rental Asset# \*  Status

CPU \*

PCType \*

OS \*

Purchase Date \*

Description

Part ID	Name	Part Type	Status
3	Test Part 3	HDD	On Hand

Add Part Change Part **Delete Part**

Save Cancel Reset Parts to Original



**Step 3:** Click the Save button at the bottom of the form if you are finished. Click the Cancel button if you would like to discard the form instead.

**My CRUD**

Logout

- Deliveries
- Main Page
- Pull-out
- Computer**
- Parts
- Accessories
- Clients
- User Management

Rental Asset# \*  Status

CPU \*

PCType \*

OS \*

Purchase Date \*

Part ID	Name	Part Type	Status

Description

Editing Computers follow a similar procedure.

**Step 1:** From the list of Computers, click on the Computer you would like to edit. A form filled out with that Computer's information should appear.

**My CRUD**

Logout

- Deliveries
- Main Page
- Pull-out
- Computer**
- Parts
- Accessories
- Clients
- User Management

Filter by Rental Number

Rental Asset#	CPU	PCType	OS	Purchase Date	Upgraded?	Status
ABC-012345	i7	Computer	Windows 10	2015-01-01	false	Unavailable
ABC-012346	i7	Computer	Windows 10	2015-01-01	false	On Hand

**Step 2:** Follow the instructions from creating a new Computer from Step 2.

My CRUD

Logout

Deliveries

Main Page

Pull-out

**Computer**

Parts

Accessories

Clients

User Management

Rental Asset# \*Status

CPU \*

PCType \*

OS \*

Purchase Date \*

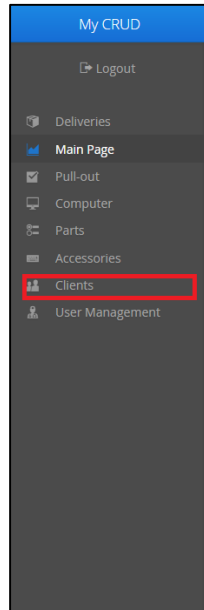
Part ID	Name	Part Type	Status
1	Test Part 1	HDD	Unavailable
4	Test Part 4	Memory	Unavailable
7	Test Part 7	Processor	Unavailable
10	Test Part 10	Motherboard	Unavailable

Description

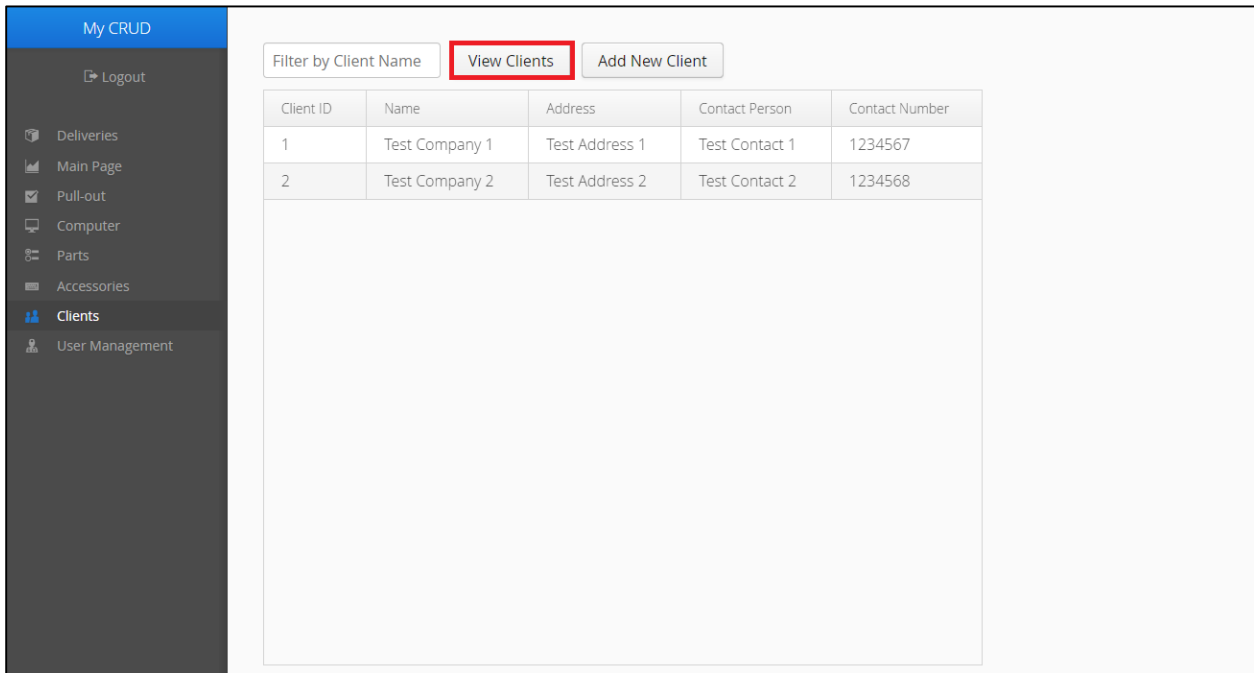
## Clients

### View the list of all Clients

**Step 1:** Click on the Clients tab in the Menu bar.



**Step 2:** The list of Clients should already be filled. If you would to refresh the list, click on the View Clients button.



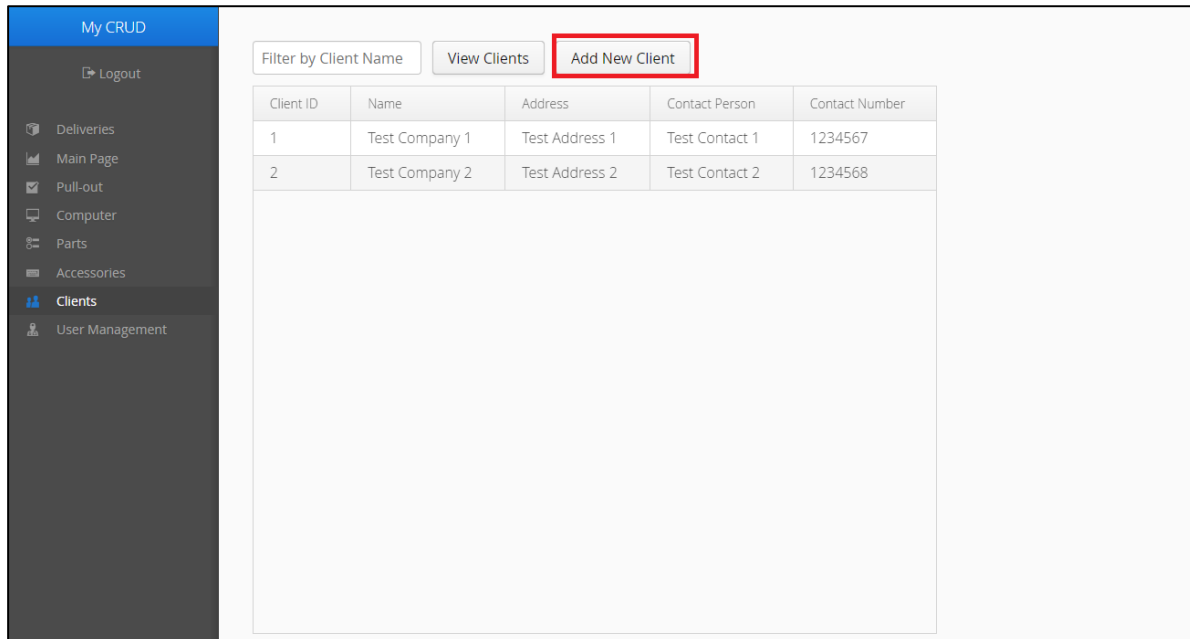
The screenshot displays a web application interface. On the left is a dark sidebar menu with the title "My CRUD" at the top. Below the title are several menu items: "Logout", "Deliveries", "Main Page", "Pull-out", "Computer", "Parts", "Accessories", "Clients" (highlighted with a blue bar), and "User Management". The main content area on the right has a light gray background. At the top of this area are three buttons: "Filter by Client Name", "View Clients" (which is highlighted with a red border), and "Add New Client". Below these buttons is a table with five columns: "Client ID", "Name", "Address", "Contact Person", and "Contact Number". The table contains two rows of data. Below the table is a large, empty rectangular box.

Client ID	Name	Address	Contact Person	Contact Number
1	Test Company 1	Test Address 1	Test Contact 1	1234567
2	Test Company 2	Test Address 2	Test Contact 2	1234568

## Encoding and Editing Clients

You must be an Admin or higher in order to encode and edit Clients.

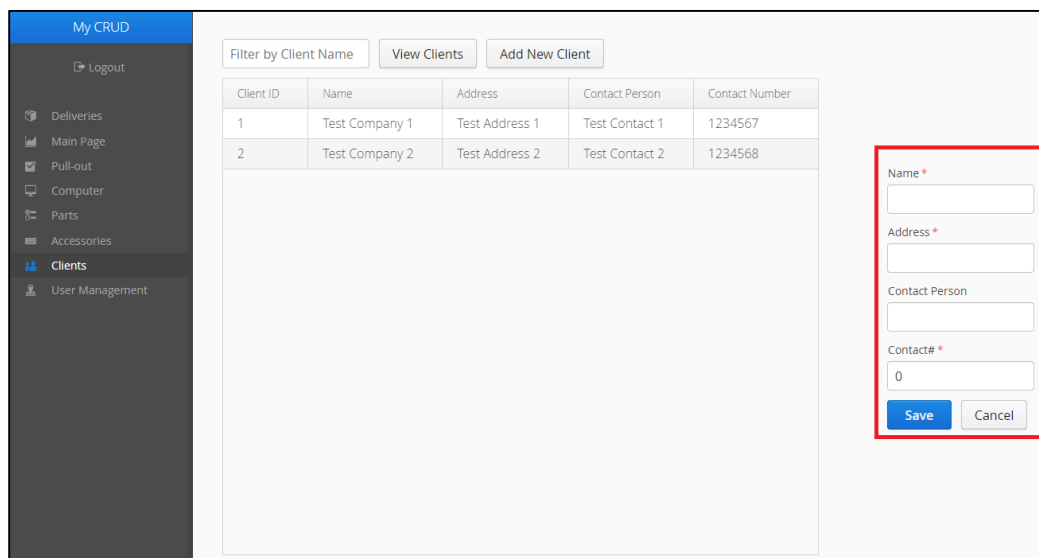
**Step 1:** To create a Client, click on the Add New Client button. An empty form should appear on the right-hand side of the screen.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar has a 'My CRUD' header and a 'Logout' button. Below these are several menu items: Deliveries, Main Page, Pull-out, Computer, Parts, Accessories, Clients (highlighted with a blue bar), and User Management. The main content area has a header with three buttons: 'Filter by Client Name', 'View Clients', and 'Add New Client' (highlighted with a red box). Below the buttons is a table with the following data:

Client ID	Name	Address	Contact Person	Contact Number
1	Test Company 1	Test Address 1	Test Contact 1	1234567
2	Test Company 2	Test Address 2	Test Contact 2	1234568

**Step 2:** Fill in the fields where necessary. If you cannot fill in the fields with red asterisks, the form cannot be saved to the server.



The screenshot shows the same web application interface as before, but now the 'Add New Client' button has been clicked, and a form is visible on the right side of the main content area. The form has the following fields:

- Name \*
- Address \*
- Contact Person
- Contact# \*

At the bottom of the form are two buttons: 'Save' (highlighted with a blue box) and 'Cancel'.

**Step 3:** Click the Save button when you are finished. Click Cancel if you would like to discard the form instead.

The process of editing Clients is the same.

**Step 1:** From the list of Clients, click on the Client you would like to edit. The form that will appear should be filled out with the chosen Client's data.

The screenshot shows the 'My CRUD' interface with a sidebar on the left containing a 'Logout' button and a list of menu items: Deliveries, Main Page, Pull-out, Computer, Parts, Accessories, Clients (highlighted), and User Management. The main content area has three buttons: 'Filter by Client Name', 'View Clients', and 'Add New Client' (highlighted with a red box). Below these buttons is a table with the following data:

Client ID	Name	Address	Contact Person	Contact Number
1	Test Company 1	Test Address 1	Test Contact 1	1234567
2	Test Company 2	Test Address 2	Test Contact 2	1234568

**Step 2:** Follow the instructions for creating Clients from step 2.

The screenshot shows the 'My CRUD' interface with the 'Add New Client' button highlighted with a red box. The form for creating a new client is visible on the right, with the following fields and values:

Client ID	Name	Address	Contact Person	Contact Number
1	Test Company 1	Test Address 1	Test Contact 1	1234567
2	Test Company 2	Test Address 2	Test Contact 2	1234568

The form fields on the right are:

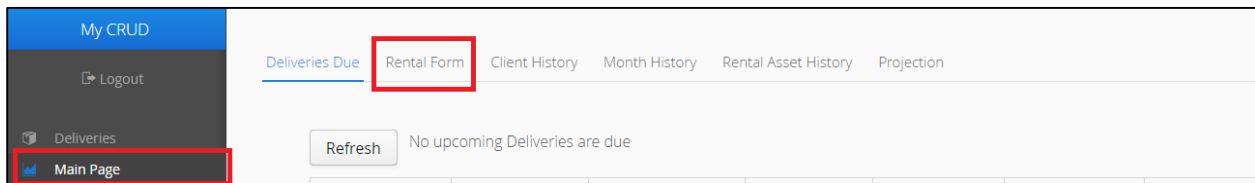
- Name \* (Test Company 1)
- Address \* (Test Address 1)
- Contact Person (Test Contact 1)
- Contact# \* (1234567)

Buttons: Save, Cancel, Delete.

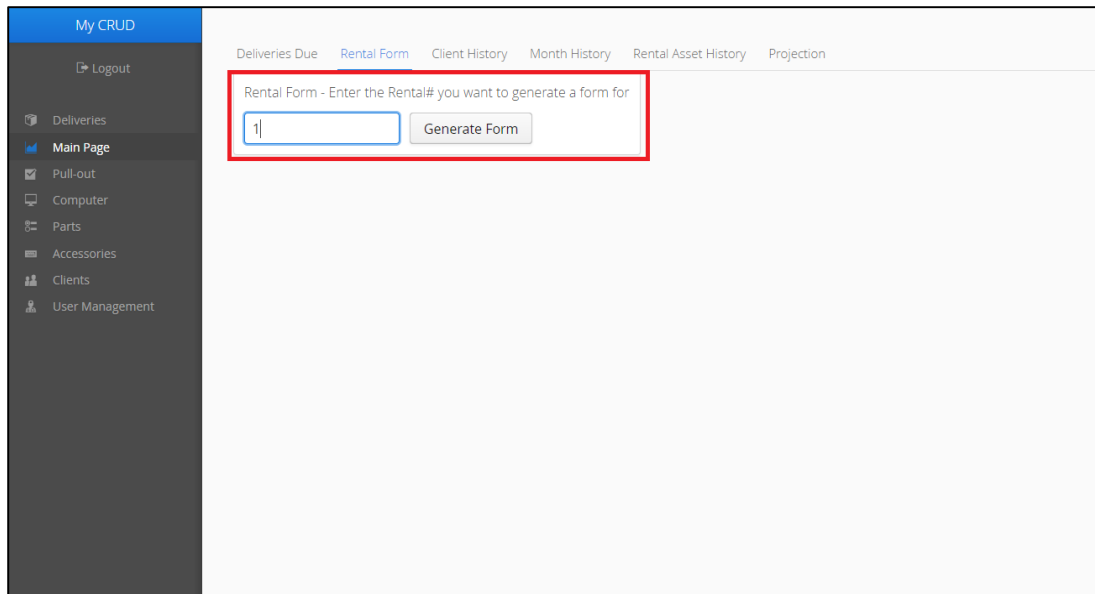
## Generate Rental Forms

Before the delivery of Rental Units to a Client, these forms are needed to finalize the rental order the Client has placed.

**Step 1:** Click on the Main Page tab in the Menu bar, then click on the Rental Form tab in the Main Page.



**Step 2:** Enter the Delivery ID you would like to generate a form for, then click the Generate Form button.



**Step 3:** Click the Print this form button. A separate window should appear.

My CRUD

Logout

Deliveries

Main Page

Pull-out

Computer

Parts

Accessories

Clients

User Management

Deliveries Due

Rental Form

Client History

Month History

Rental Asset History

Projection

Rental Form - Enter the Rental# you want to generate a form for

1

Generate Form

Print this form

Rental Form

Client: Test Company 1

Contact: Test Contact 1

SO# None

Delv. Date: 2018-06-15

ARD# None

AM: ABC

Due Date: 2018-11-30

Rental Units

ABC-012345

1 - Test Part 1, HDD

4 - Test Part 4, Memory

7 - Test Part 7, Processor

10 - Test Part 10, Motherboard

**Step 4:** In the new window, press CTRL and the P key to print the Rental form. A Print dialog should appear where you can adjust print settings and print the document. Be sure to select the Rental Requirement Form Window before pressing CTRL + P.

Rental Requirement Form - Google Chrome

localhost:8080/rmonitor/form.html?delivery\_id=1

Rental Form

CLIENT	Test Company 1	SO#	None
DEL. DATE	2018-06-15	ARD#	None
ACCOUNT MANAGER	ABC	Due Date	2018-11-30

Rental Units

ABC-012345

HDD: Test Part 1

Memory: Test Part 4

Processor: Test Part 7

Motherboard: Test Part 10

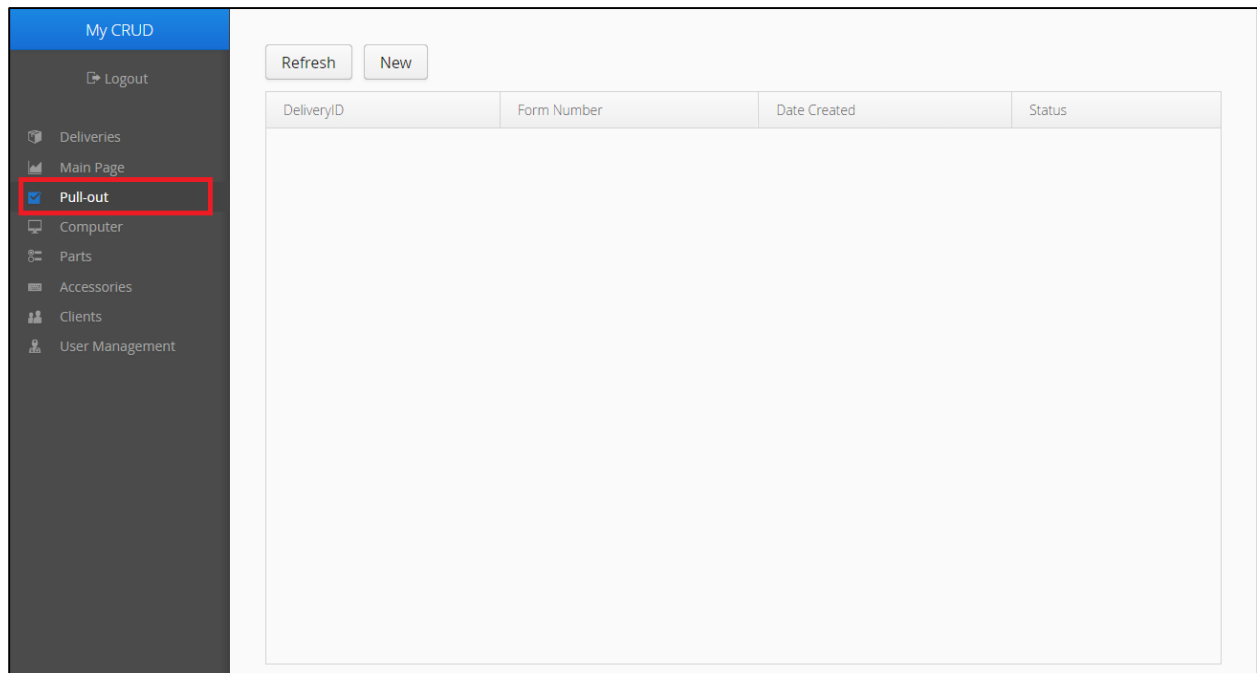
Accessories



## Pull-outs

Pull-outs should be generated when Client deliveries expire and have to be returned to the inventory of Computers.

To view the List of Pull-outs, simply click on the Pull-out tab in the Menu bar.

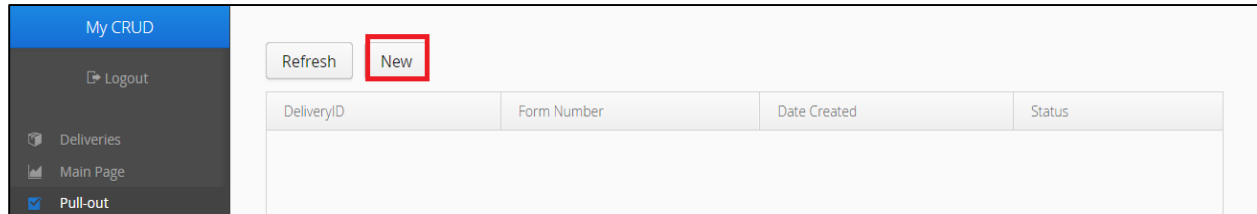


The list of Pull-outs will already be filled if there are any existing Pull-outs in the database. If you want to refresh the list, click the Refresh button above.

## Creating new Pull-outs

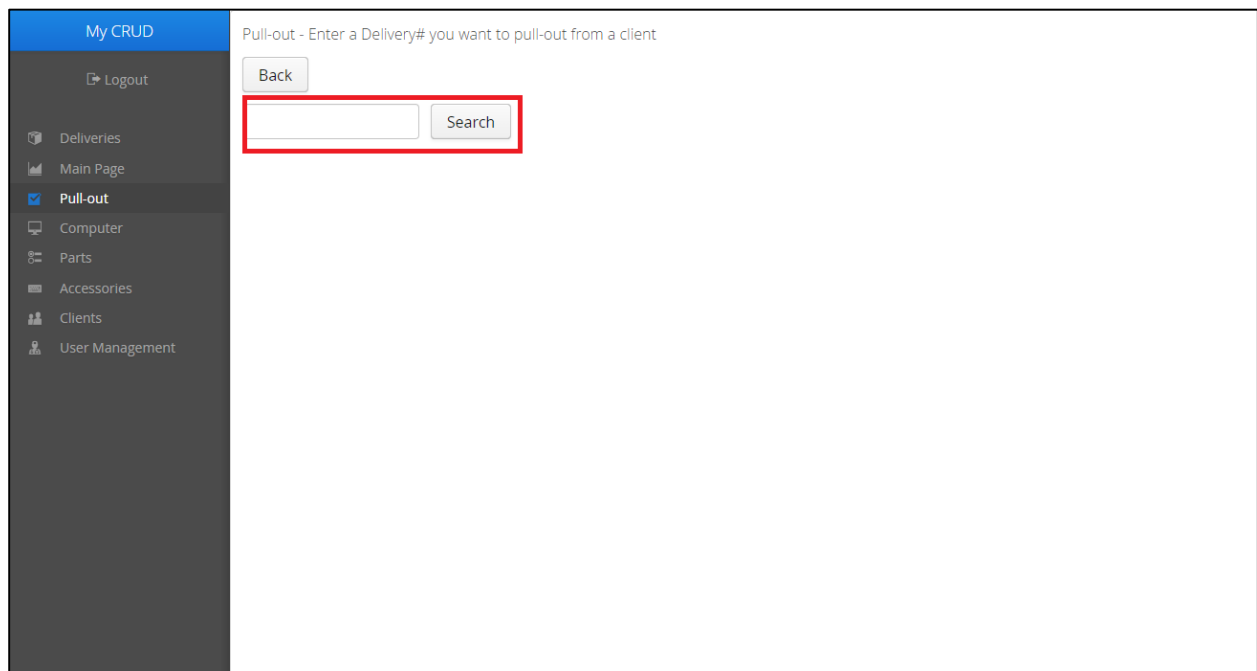
You must have a role of Reports or above to Pull-out Deliveries.

**Step 1:** From the Pull-out page, click the New button. You will be taken to a new page.



The screenshot shows a web application interface. On the left is a dark sidebar with a 'My CRUD' header and a 'Logout' button. Below these are menu items: 'Deliveries', 'Main Page', and 'Pull-out' (which is selected and highlighted with a blue checkmark). The main content area has a light gray background. At the top of this area are two buttons: 'Refresh' and 'New'. The 'New' button is highlighted with a red rectangular box. Below the buttons is a table with four columns: 'DeliveryID', 'Form Number', 'Date Created', and 'Status'. The table is currently empty.

**Step 2:** Enter the Delivery number for the Delivery you would like to Pull-out, then click the Search button.



The screenshot shows the same web application interface as before, but the 'Pull-out' menu item is now selected. The main content area has a title 'Pull-out - Enter a Delivery# you want to pull-out from a client'. Below the title are two buttons: 'Back' and 'Search'. Below the 'Back' button is a text input field, which is highlighted with a red rectangular box. To the right of the input field is the 'Search' button.

**Step 2a:** If the Delivery exists, you will then need to enter a Pull-out number for your new Pull-out. When you are finished, click the Create New Pull-out button.

My CRUD

Logout

Deliveries

Main Page

**Pull-out**

Computer

Parts

Accessories

Clients

User Management

Pull-out - Enter a Delivery# you want to pull-out from a client

Back

1 Search

Create New Pull-out

At this point, the Pull-out has been created. You can perform various tasks with a Pull-out, which will be covered below.

My CRUD

Logout

Deliveries

Main Page

**Pull-out**

Computer

Parts

Accessories

Clients

User Management

Pull-out - Enter a Delivery# you want to pull-out from a client

Back

1 Search

PO-001 Create New Pull-out

Generate Full Form Generate Form Pull-out Delivery Delete Pull-out

Active Units

	Rental Asset#	Parts
<input type="checkbox"/>	ABC-012345	1 - Test Part 1, HDD 4 - Test Part 4, Memory 7 - Test Part 7, Processor 10 - Test Part 10, Motherboard

Units to be Pulled-out

	Rental Asset#	Parts
--	---------------	-------

Active Units Units to be Pulled-out

## Printing a Pull-out form

There are two forms that you can print out. The first one is the full Pull-out form, which includes all the Rental Units in the Delivery. This form can be printed by clicking the Generate Full Form button.

In the new window, press CTRL and the P key to print the Pull-out form. A Print dialog should appear where you can adjust print settings and print the document. Be sure to select the Pull-out Form window before pressing CTRL + P.

CLIENT	Test Company 1	SO#	None
DEL. DATE	2018-06-15	ARD#	None
ACCOUNT MANAGER	ABC	Due Date	2018-11-30

**Rental Units**

ABC-012345  
HDD: Test Part 1  
Memory: Test Part 4  
Processor: Test Part 7  
Motherboard: Test Part 10

**Accessories**

The second form that you can print is the partial Pull-out form. This form will only include Rental Units that are in the list of Units to be Pulled-out. This form can be printed by clicking the Generate Form button.

In the new window, press CTRL and the P key to print the Pull-out form. A Print dialog should appear where you can adjust print settings and print the document. Be sure to select the Pull-out Form window before pressing CTRL + P.

Pull-out Form			
CLIENT	Test Company 1	SO#	None
DEL. DATE	2018-06-15	ARD#	None
ACCOUNT MANAGER	ABC	Due Date	2018-11-30

**Rental Units**

**Accessories**

Units to be Pulled-out

Rental Asset#	Parts
---------------	-------

## Mark Units to be Pulled-out

**Step 1:** In the Pull-out form, select from the list of Active Units or Active Accessories the Units you would like to Pull-out. Click the box at the header of the list to select all the Units, or click the boxes of each Unit you would like to Pull-out.

The screenshot shows the 'My CRUD' interface with the 'Pull-out' form. The 'Active Units' table has a checkbox selected for the first row (Rental Asset# ABC-012345). The 'Units to be Pulled-out' table is empty. The 'Active Accessories' and 'Accessories to be Pulled-out' tables are also empty. Arrows indicate the flow of selection from Active Units to Units to be Pulled-out.

Active Units	Units to be Pulled-out
<input checked="" type="checkbox"/> Rental Asset# Parts ABC-012345 1 - Test Part 1, HDD 4 - Test Part 4, Memory 7 - Test Part 7, Processor 10 - Test Part 10, Motherboard	<input type="checkbox"/> Rental Asset# Parts

Active Accessories	Accessories to be Pulled-out
<input type="checkbox"/> Rental Asset# Name Type	<input type="checkbox"/> Rental Asset# Name

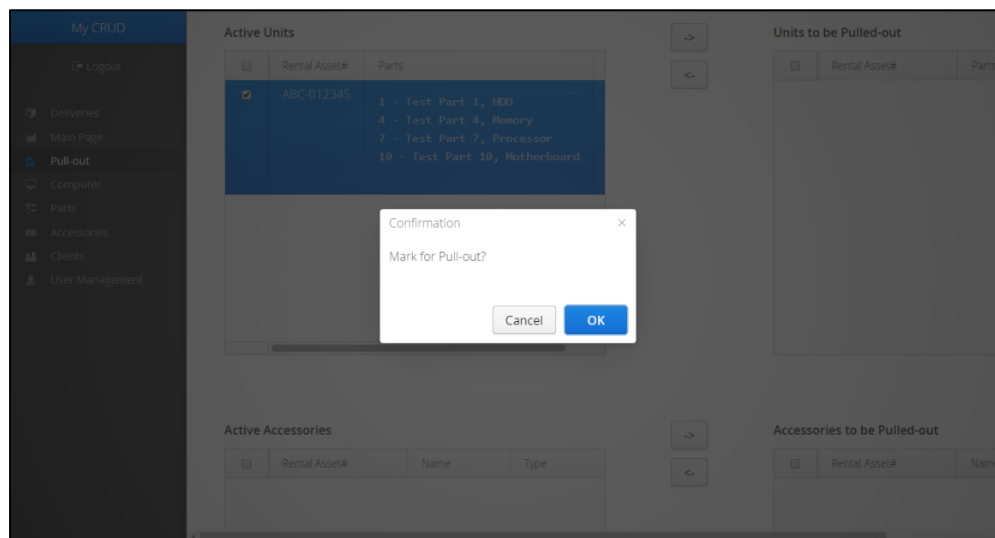
**Step 2:** With your Units selected, click the Left Arrow button on the corresponding row. You can only transfer between the Units row or the Accessories row in any given attempt, as your Units or Accessories will deselect after every operation.

The screenshot shows the 'My CRUD' interface with the 'Pull-out' form. Red arrows indicate the transfer process. Red arrows point from the 'Active Units' table to the right arrow button, and from the 'Units to be Pulled-out' table to the left arrow button. Another set of red arrows points from the 'Active Accessories' table to the right arrow button, and from the 'Accessories to be Pulled-out' table to the left arrow button.

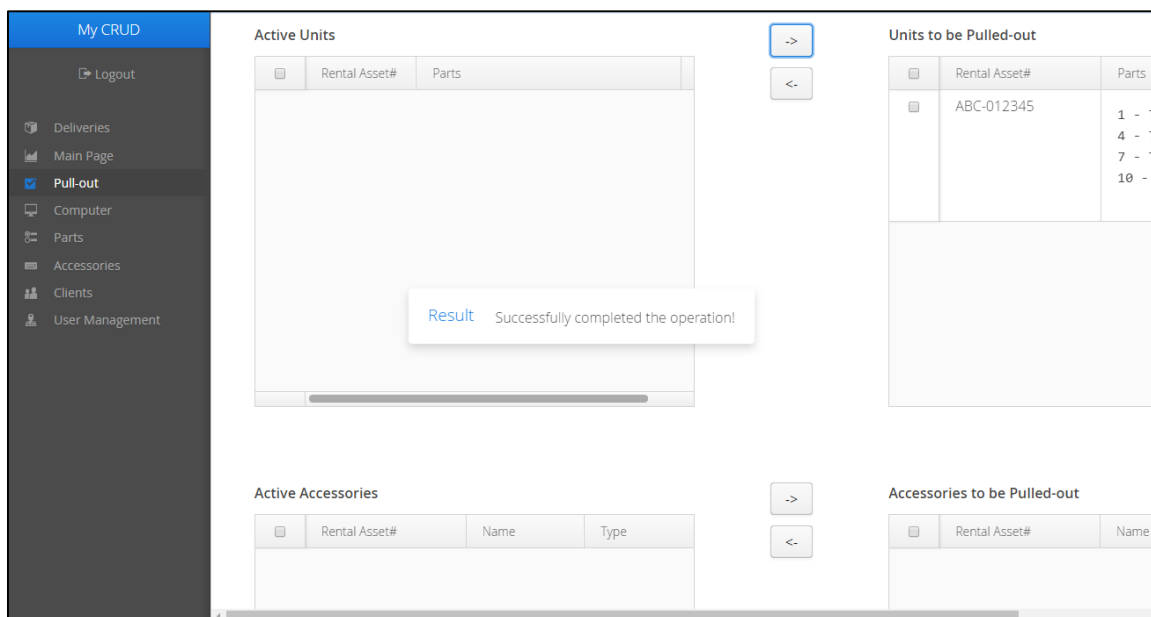
Active Units	Units to be Pulled-out
<input type="checkbox"/> Rental Asset# Parts <input checked="" type="checkbox"/> ABC-012345 1 - Test Part 1, HDD 4 - Test Part 4, Memory 7 - Test Part 7, Processor 10 - Test Part 10, Motherboard	<input type="checkbox"/> Rental Asset# Parts

Active Accessories	Accessories to be Pulled-out
<input type="checkbox"/> Rental Asset# Name Type	<input type="checkbox"/> Rental Asset# Name

**Step 3:** A confirmation dialog will appear. Click the OK button to proceed.



A notification should appear to inform you of the success (or failure) of the operation. If successful, the page will reflect the changes to the status of your Units, as seen on the right-hand side of the picture below.



You may also repeat this process in reverse to transfer the Units to be pulled out back into Active status. Select the Units to be Pulled-out, then click the Right Arrow button and confirm your choice.

## Return Units

If the Units to be Pulled-out are ready to be returned to the inventory, click on the Pull-out Delivery button.

The screenshot shows the 'Pull-out' form in the 'My CRUD' application. The left sidebar contains a menu with 'Logout', 'Deliveries', 'Main Page', 'Pull-out' (selected), 'Computer', 'Parts', 'Accessories', 'Clients', and 'User Management'. The main content area is titled 'Pull-out - Enter a Delivery# you want to pull-out from a client'. It includes a 'Back' button, a search input with '1', a 'Search' button, a 'PO-001' input, a 'Create New Pull-out' button, and four action buttons: 'Generate Full Form', 'Generate Form', 'Pull-out Delivery' (highlighted with a red box), and 'Delete Pull-out'. Below these buttons are two tables: 'Active Units' and 'Units to be Pulled-out'. The 'Units to be Pulled-out' table has columns 'Rental Asset#' and 'Parts' and contains one row with 'ABC-012345' and a list of parts.

A confirmation dialog will appear. Click the OK button to confirm your choice.

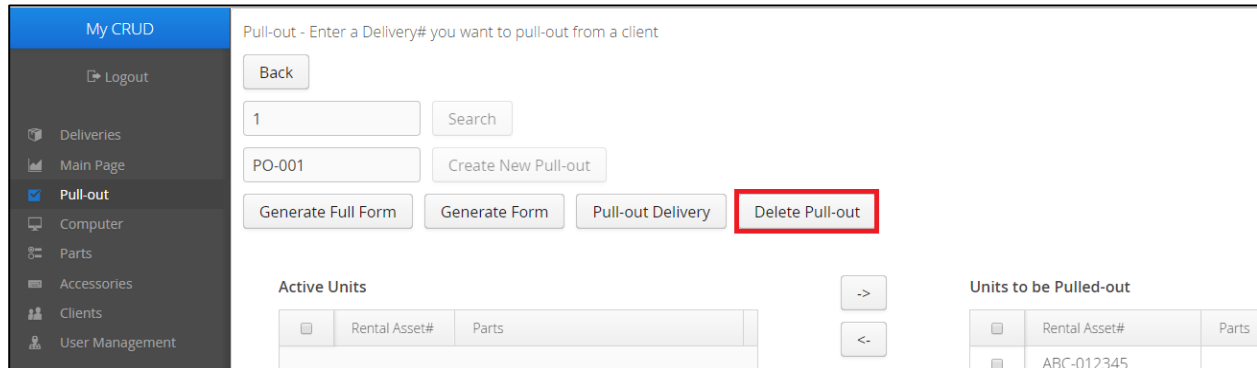
The screenshot shows the same 'Pull-out' form as before, but with a confirmation dialog box overlaid. The dialog box is titled 'Confirmation' and contains the text 'Mark this Pull-out as Returned?'. It has two buttons: 'No' and 'Yes'. The background of the form is dimmed.

A notification should appear to inform you of the success (or failure) of the operation. If successful, you will be returned to the main Pull-out page.



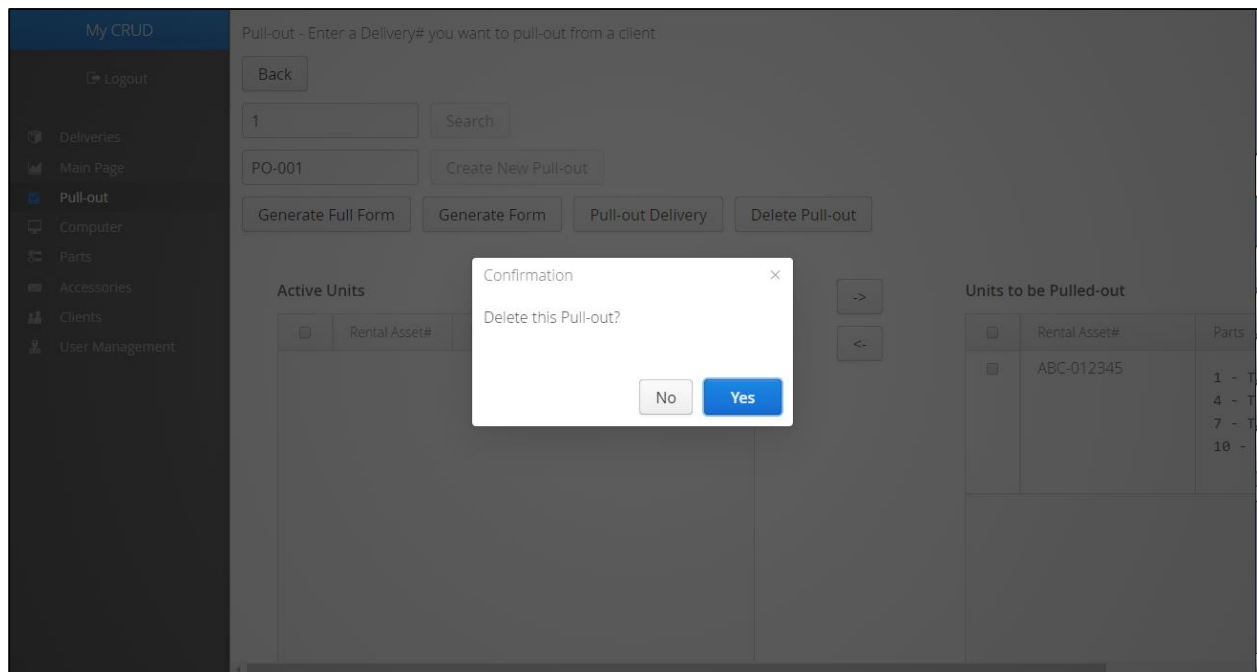
## Deleting a Pull-out form

In case you need to delete a Pull-out form, simply click the Delete Pull-out button on the Form you wish to delete.



The screenshot shows the 'Pull-out' form interface. On the left is a sidebar with navigation links: My CRUD, Logout, Deliveries, Main Page, Pull-out (selected), Computer, Parts, Accessories, Clients, and User Management. The main area has a title 'Pull-out - Enter a Delivery# you want to pull-out from a client'. Below the title are input fields for '1' and 'PO-001', a 'Search' button, and a 'Create New Pull-out' button. There are four action buttons: 'Generate Full Form', 'Generate Form', 'Pull-out Delivery', and 'Delete Pull-out' (highlighted with a red box). Below these buttons are two tables: 'Active Units' and 'Units to be Pulled-out'. The 'Active Units' table has columns 'Rental Asset#' and 'Parts'. The 'Units to be Pulled-out' table has columns 'Rental Asset#' and 'Parts', with one row showing 'ABC-012345'.

A confirmation dialog will appear. Click the OK button to confirm your choice.



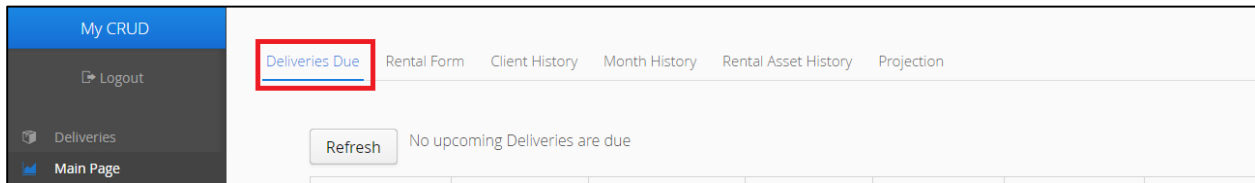
The screenshot shows the same 'Pull-out' form interface as before, but with a confirmation dialog box overlaid in the center. The dialog box has a title 'Confirmation' and a close button 'X'. The text inside the dialog box says 'Delete this Pull-out?'. At the bottom of the dialog box are two buttons: 'No' and 'Yes' (highlighted in blue). The background of the form is dimmed.

A notification should appear to inform you of the success (or failure) of the operation. If successful, you will be returned to the main Pull-out page.

## View various summaries about the inventory

### Deliveries Due

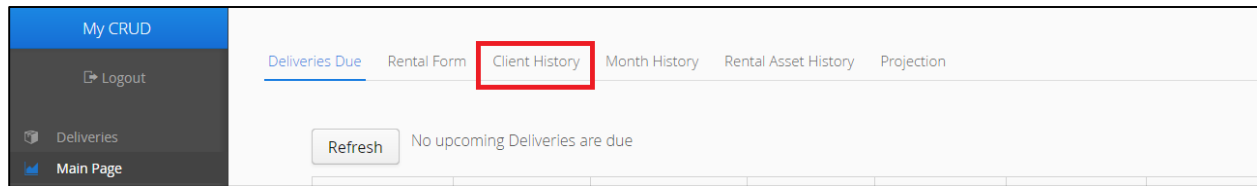
**Step 1:** From the Main Page, click on the Deliveries Due tab. The list should already be filled, if there are Deliveries about to expire in a week.



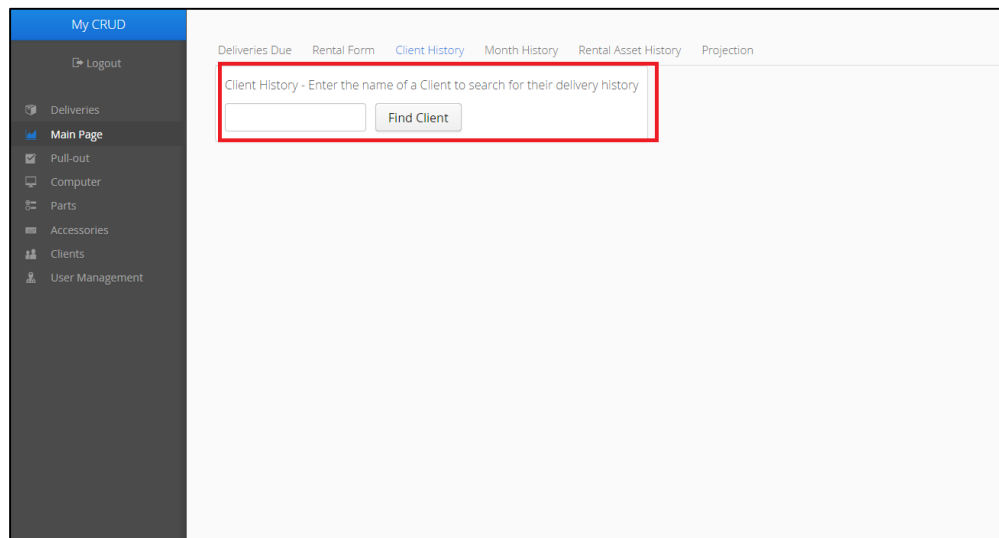
Click the Refresh button shown above to refresh the list.

## Client History

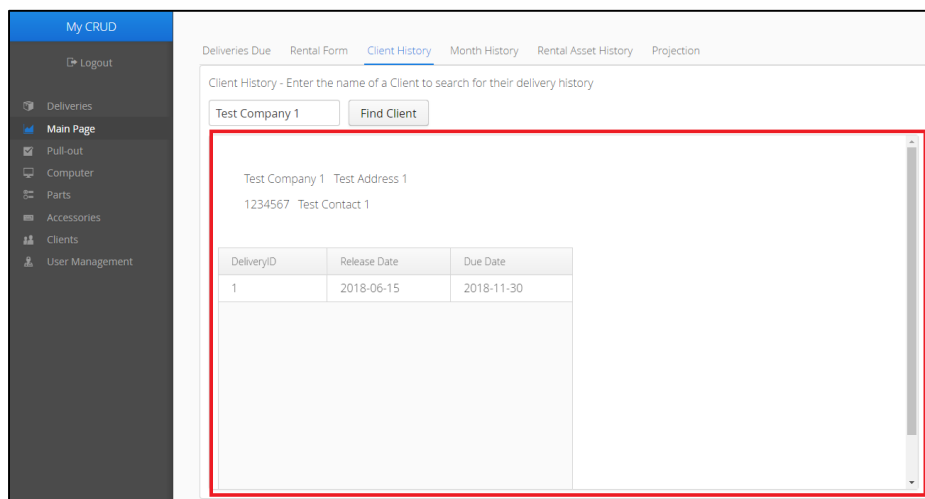
**Step 1:** From the Main Page, click on the Client History tab.



**Step 2:** Enter the exact name of a Client, then click the Find Client button.

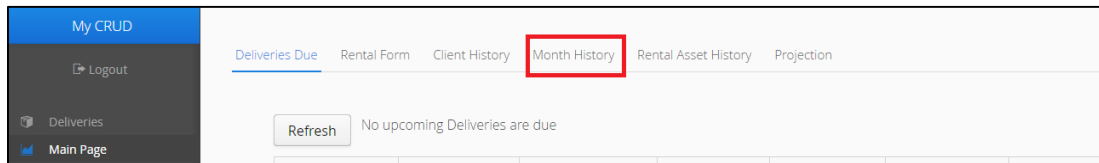


A list of Deliveries for this Client should appear below the search bar. You can click on the Delivery to show the Rental Form for it on the right-hand side of the list.

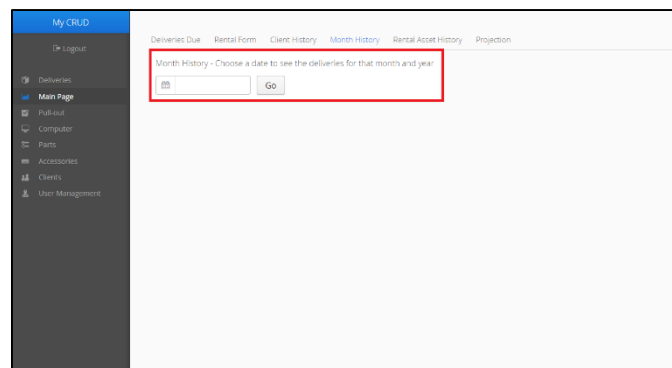


## Month History

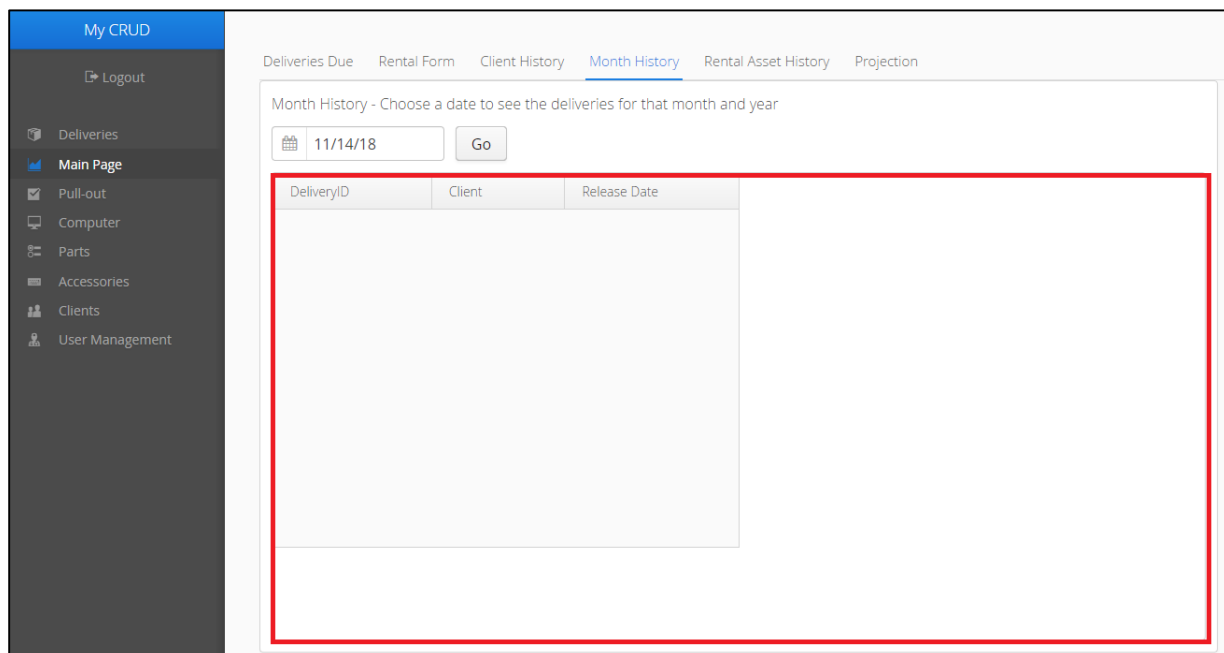
**Step 1:** From the Main Page, click the Month History tab.



**Step 2:** Choose a Date that matches the Month and the Year you would like to check, then press the Go button.

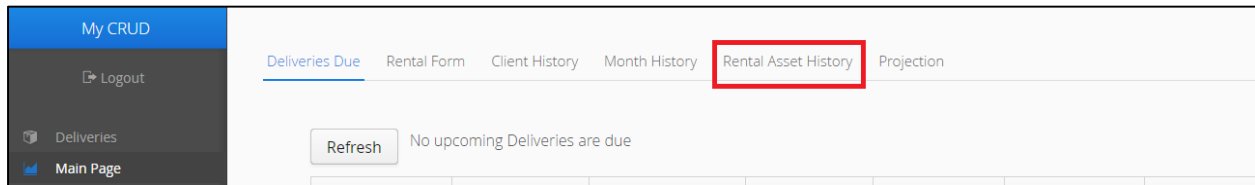


A list of Deliveries made within that Month of the Year should appear, if any Deliveries were made. You can click on the Delivery to show the Rental Form for it on the right-hand side of the list.

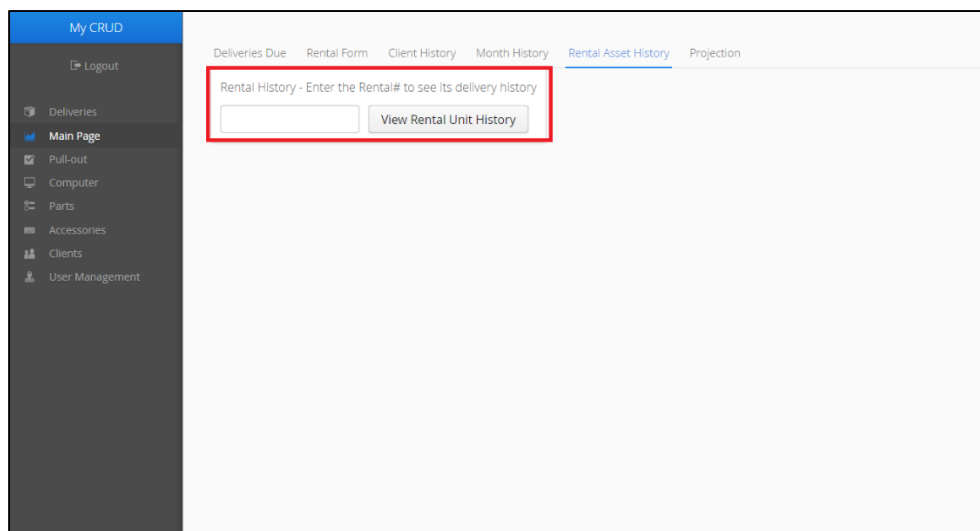


## Rental Asset History

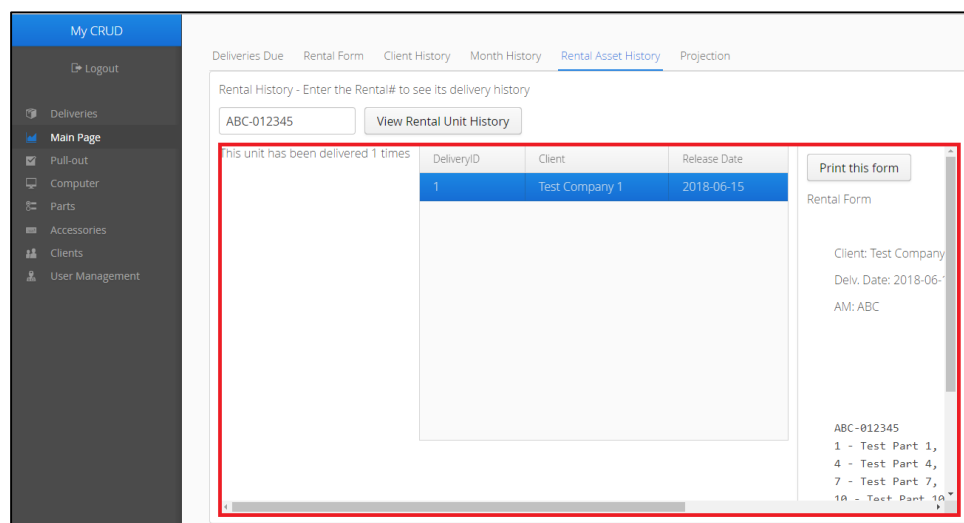
**Step 1:** From the Main Page, click the Rental Asset History tab.



**Step 2:** Enter the Rental number of a Computer or Accessory, then click the View Rental Unit History button.

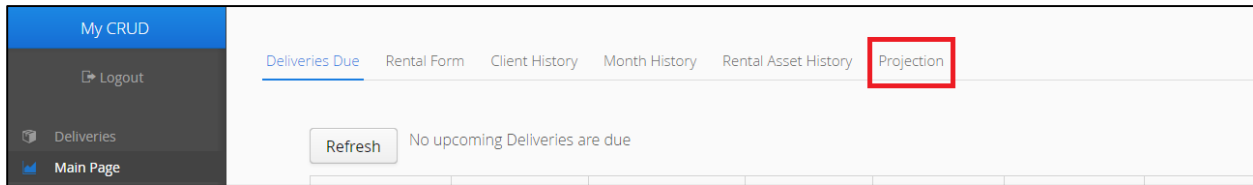


A list of Deliveries that the Rental Unit has been on should appear below the search bar. You can click on a Delivery to show the Rental Form for it on the right-hand side of the list.

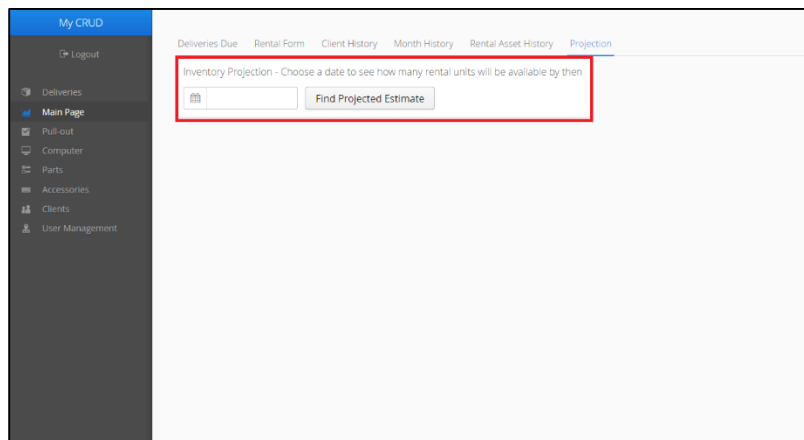


## Projection

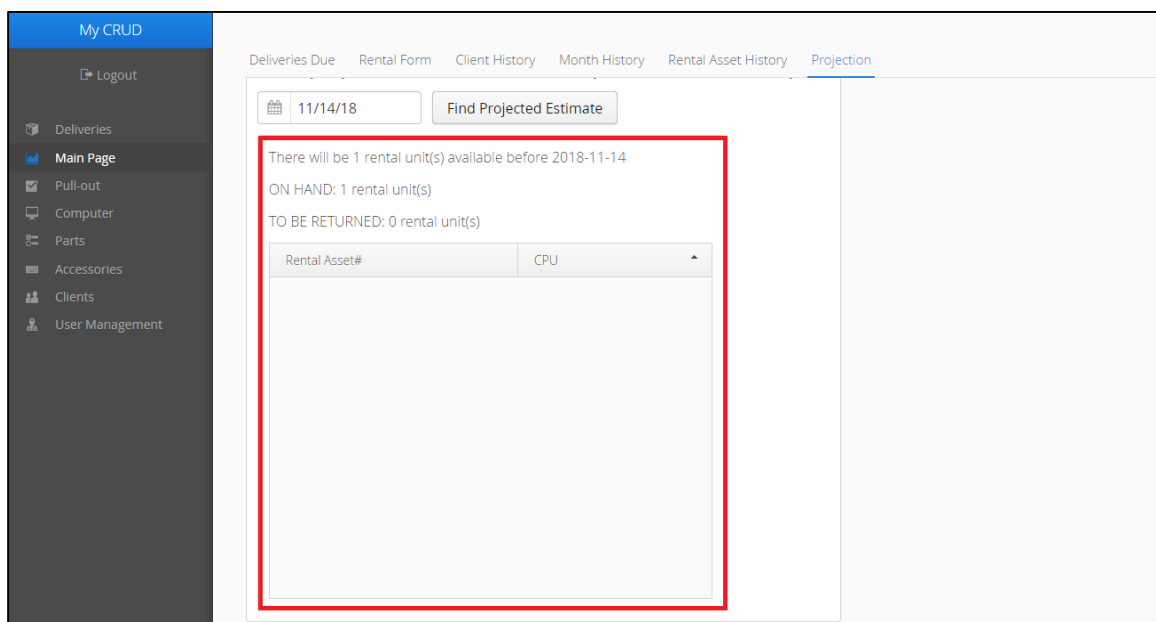
**Step 1:** From the Main Page, click on the Projection tab.



**Step 2:** Enter a Date in the field below, then click the Find Projected Estimate button.



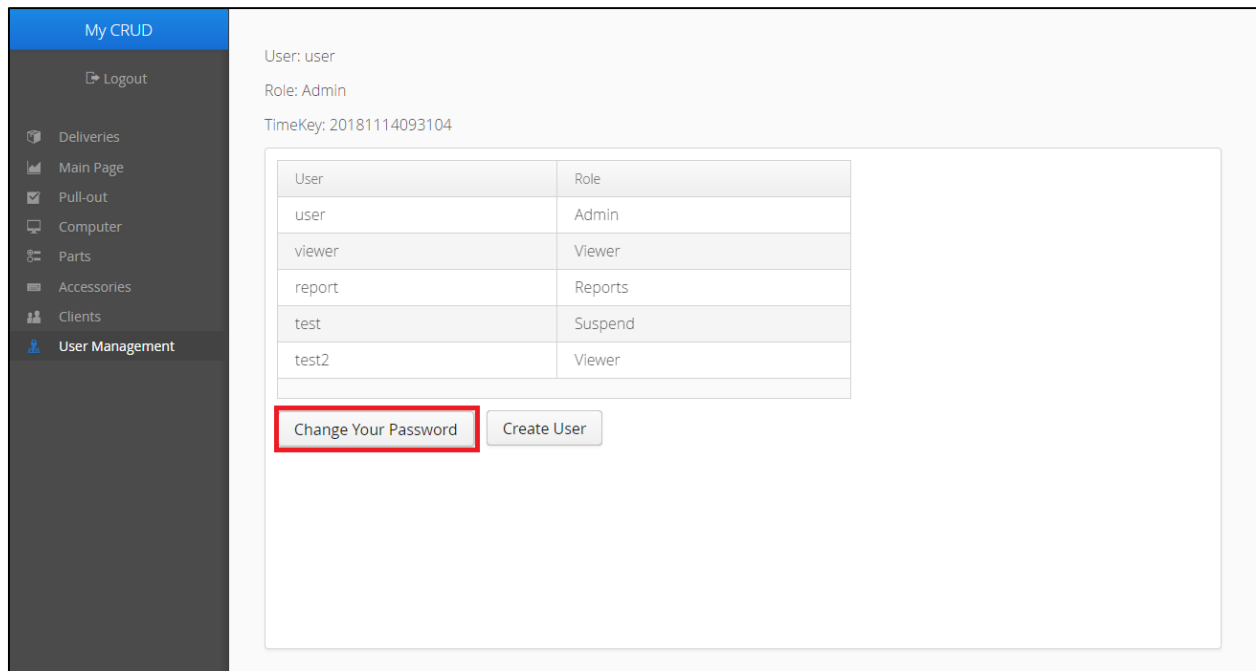
A list of Rental Units that will be available by the Date you entered should appear, as well as how many there will be.



## User Management

### Change Password

**Step 1:** In the Menu bar, click the User Management tab, then click the Change Your Password button.



The screenshot displays a web application interface for User Management. On the left is a dark sidebar menu with the following items: 'My CRUD' (highlighted in blue), 'Logout', 'Deliveries', 'Main Page', 'Pull-out', 'Computer', 'Parts', 'Accessories', 'Clients', and 'User Management' (highlighted in blue). The main content area has a light gray background. At the top, it shows user details: 'User: user', 'Role: Admin', and 'TimeKey: 20181114093104'. Below this is a table with two columns, 'User' and 'Role', containing the following data:

User	Role
user	Admin
viewer	Viewer
report	Reports
test	Suspend
test2	Viewer

Below the table are two buttons: 'Change Your Password' (which is highlighted with a red rectangular border) and 'Create User'.

**Step 2:** Fill in the fields below, then click the Go button.

My CRUD

Logout

Deliveries

Main Page

Pull-out

Computer

Parts

Accessories

Clients

User Management

User: user

Role: Admin

TimeKey: 20181114093104

report	report
test	Suspend
test2	Viewer

Change Your Password

Create User

Please enter your current password

Enter your new password

Confirm your new password

Go

**Step 3:** Click the Yes button in the confirmation dialog window that will appear.

My CRUD

Logout

Deliveries

Main Page

Pull-out

Computer

Parts

Accessories

Clients

User Management

User: user

Role: Admin

TimeKey: 20181114093104

report	report
test	Suspend
test2	Viewer

Change Your Password

Please enter your current password

Enter your new password

Confirm your new password

Go

Confirmation

Are you sure?

Cancel

Yes

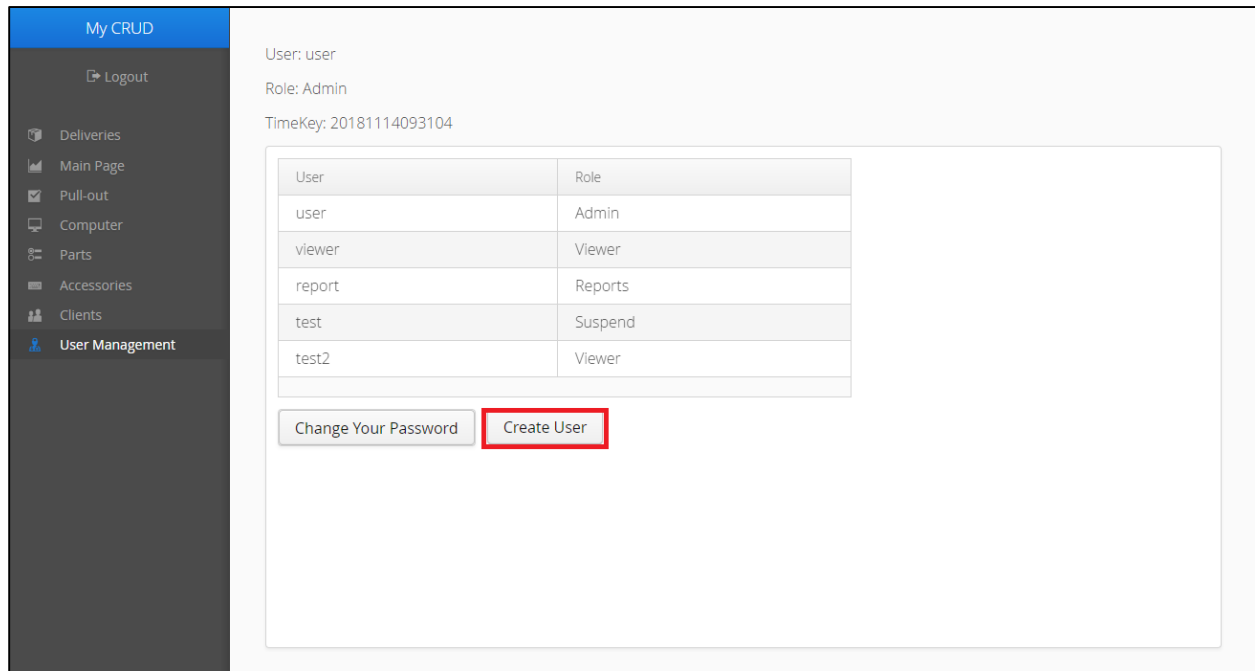
A message displaying the success (or failure) of the operation should appear afterward.



## Create User

Your role must be Admin or higher to do this.

**Step 1:** In the Menu bar, click the User Management tab, then click the Create User button.

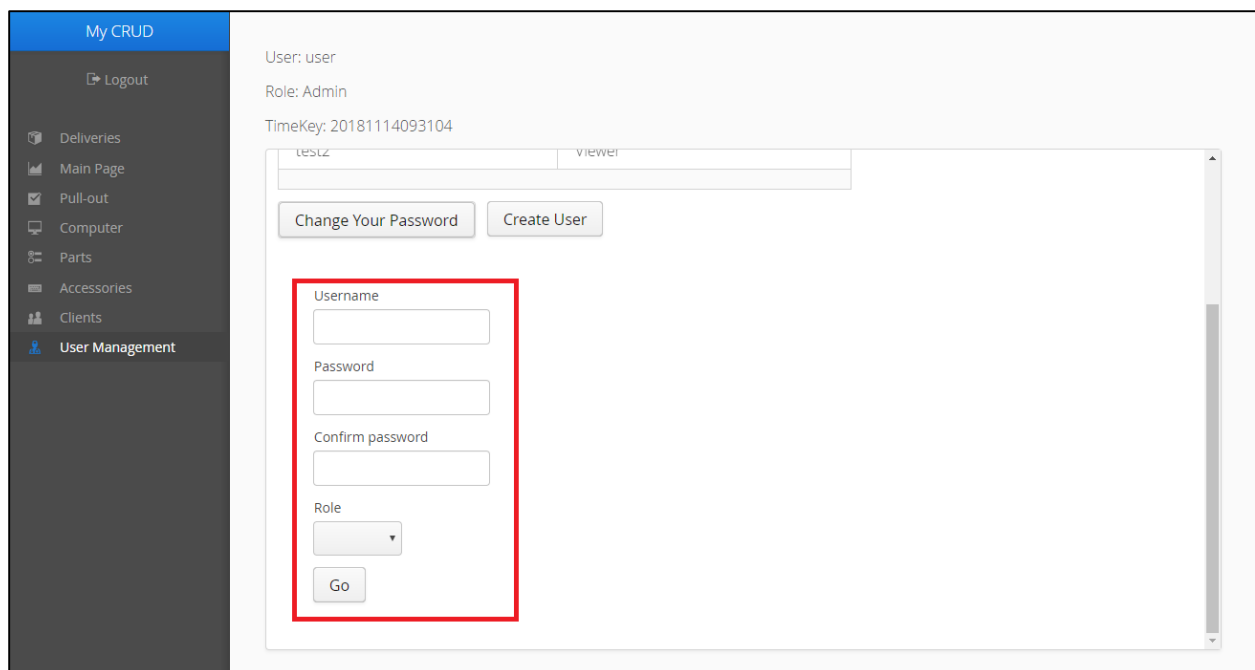


The screenshot shows the 'My CRUD' interface with the 'User Management' tab selected in the left sidebar. The main content area displays user information: 'User: user', 'Role: Admin', and 'TimeKey: 20181114093104'. Below this is a table listing existing users:

User	Role
user	Admin
viewer	Viewer
report	Reports
test	Suspend
test2	Viewer

At the bottom of the main content area, there are two buttons: 'Change Your Password' and 'Create User'. The 'Create User' button is highlighted with a red rectangle.

**Step 2:** Fill in all the fields below, then click the Go button.

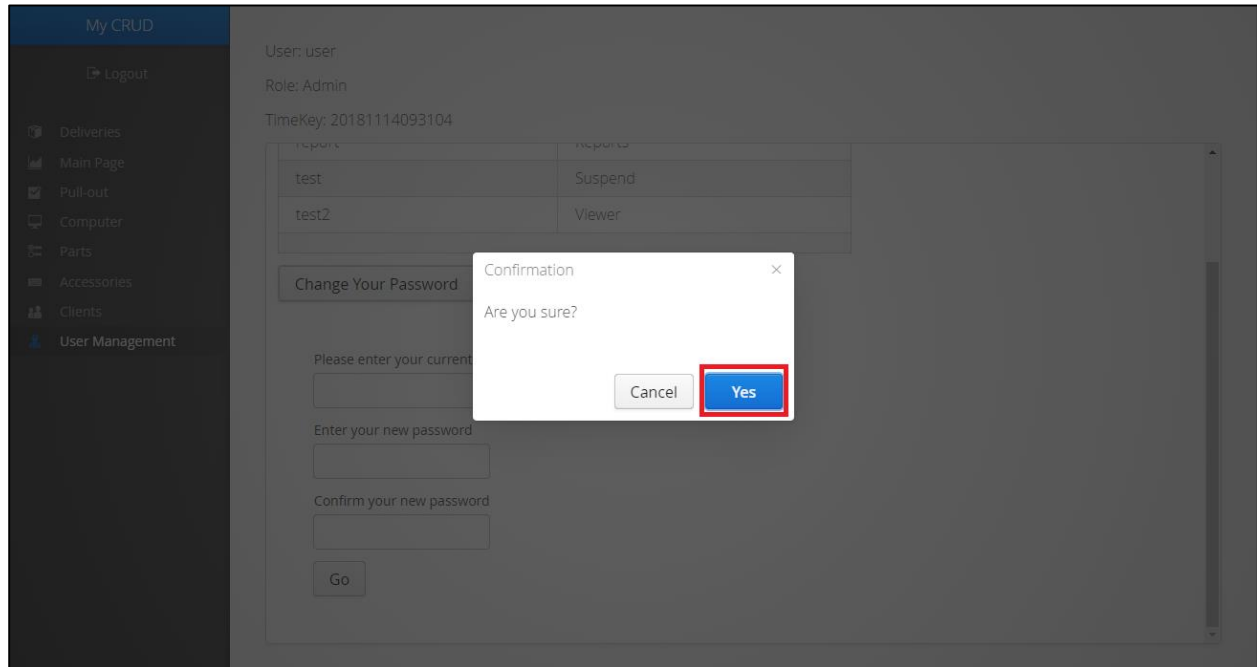


The screenshot shows the 'My CRUD' interface with the 'User Management' tab selected. The main content area displays the 'Create User' form. The form fields are highlighted with a red rectangle:

- Username
- Password
- Confirm password
- Role (dropdown menu)
- Go button

At the top of the form, there are two input fields for 'test2' and 'viewer'. Below these fields are two buttons: 'Change Your Password' and 'Create User'.

**Step 3:** Click the Yes button in the confirmation dialog window that will appear.

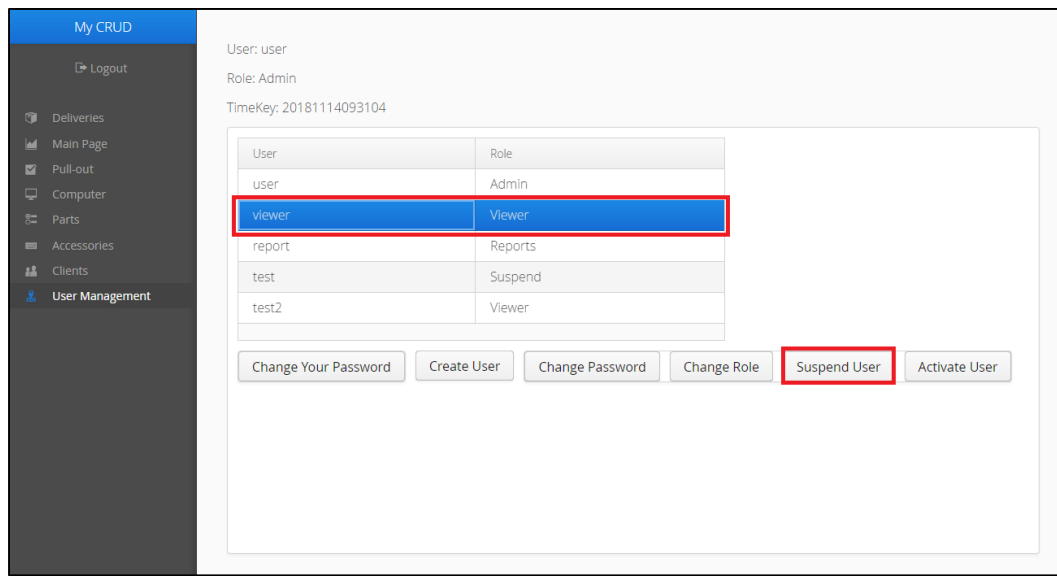


A message displaying the success (or failure) of the operation should appear afterward.

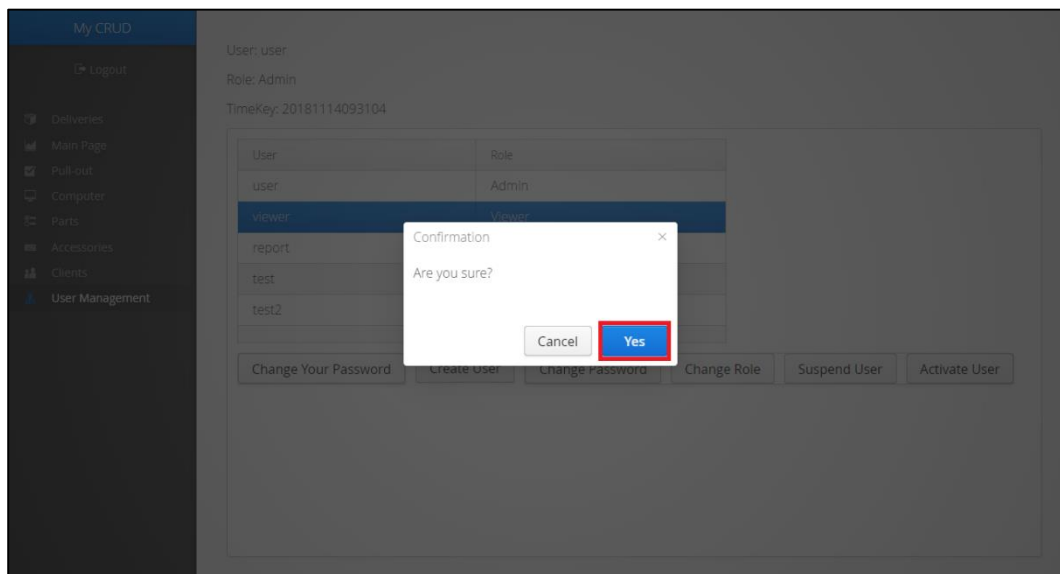
## Suspend User

Your role must be Admin or higher to do this.

**Step 1:** In the Menu bar, click the User Management tab. In the list of Users, click the User who you want to suspend, then click the Suspend User button that will appear below.



**Step 2:** Click the Yes button in the confirmation dialog window that will appear.

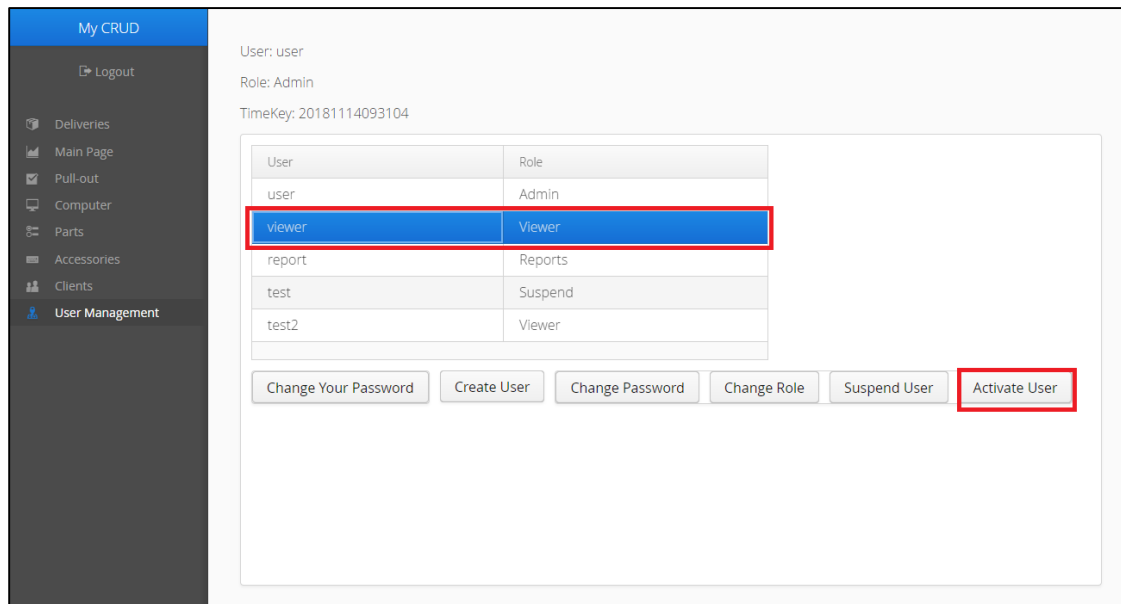


A message displaying the success (or failure) of the operation should appear afterward.

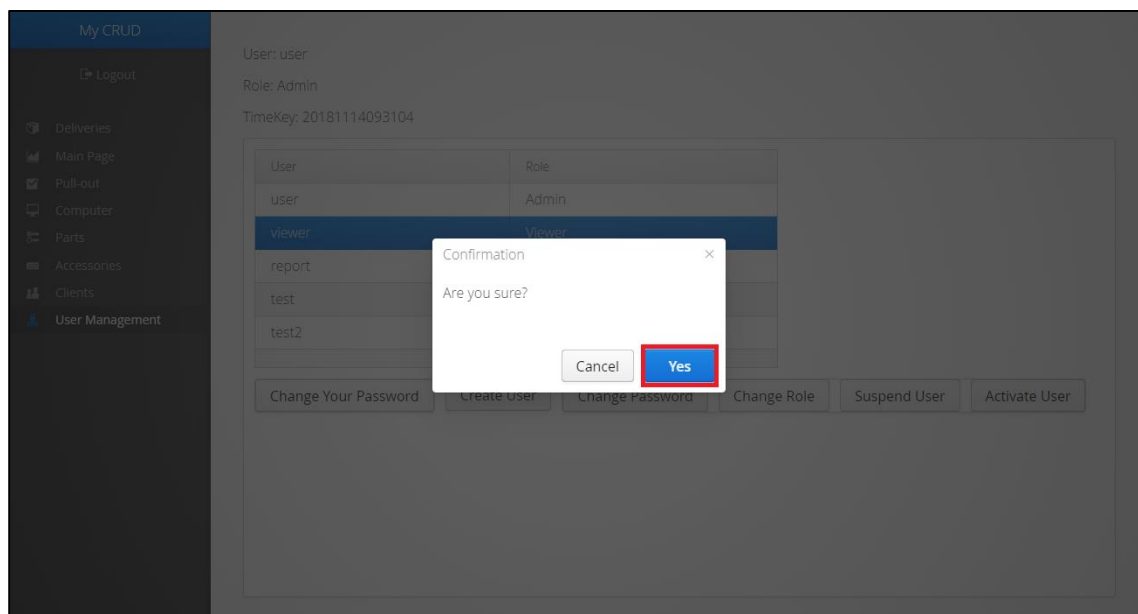
## Activate User

Your role must be Admin or higher to do this.

**Step 1:** In the Menu bar, click the User Management tab. In the list of Users, click the User who you want to activate, then click the Activate User button that will appear below.



**Step 2:** Click the Yes button in the confirmation dialog window that will appear.

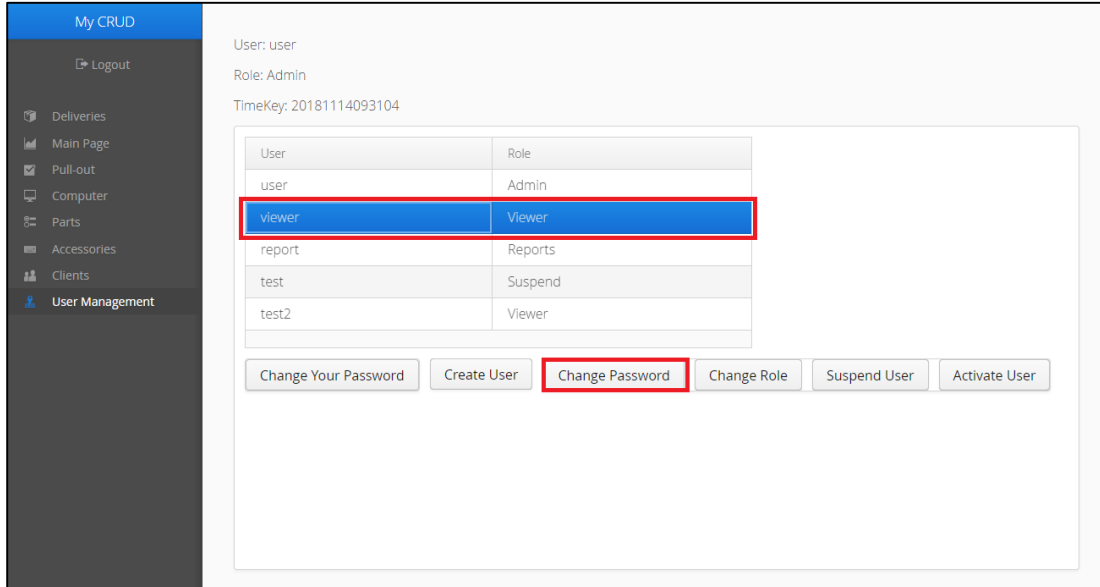


A message displaying the success (or failure) of the operation should appear afterward.

## Change a User's Password

Your role must be Admin or higher to do this.

**Step 1:** In the Menu bar, click the User Management tab. In the list of Users, click the User whose password you want to change, then click the Change Password button that will appear below.

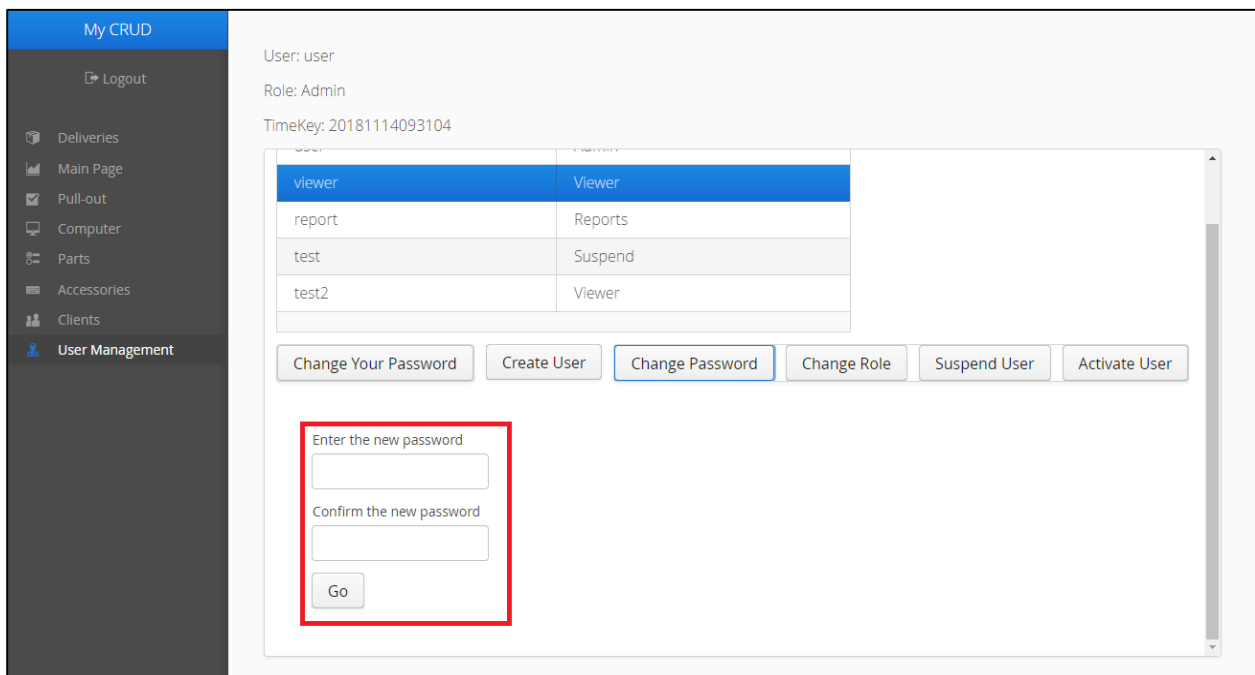


The screenshot shows the 'My CRUD' application interface. On the left is a dark sidebar with a menu including 'Logout', 'Deliveries', 'Main Page', 'Pull-out', 'Computer', 'Parts', 'Accessories', 'Clients', and 'User Management' (which is active). The main content area has a header with 'User: user', 'Role: Admin', and 'TimeKey: 20181114093104'. Below this is a table with two columns: 'User' and 'Role'. The table contains five rows: 'user' (Admin), 'viewer' (Viewer), 'report' (Reports), 'test' (Suspend), and 'test2' (Viewer). The 'viewer' row is highlighted with a blue background and a red border. Below the table is a row of buttons: 'Change Your Password', 'Create User', 'Change Password' (highlighted with a red border), 'Change Role', 'Suspend User', and 'Activate User'.

User	Role
user	Admin
viewer	Viewer
report	Reports
test	Suspend
test2	Viewer

Buttons: Change Your Password, Create User, Change Password, Change Role, Suspend User, Activate User

**Step 2:** Fill in all the fields below, then click the Go button.

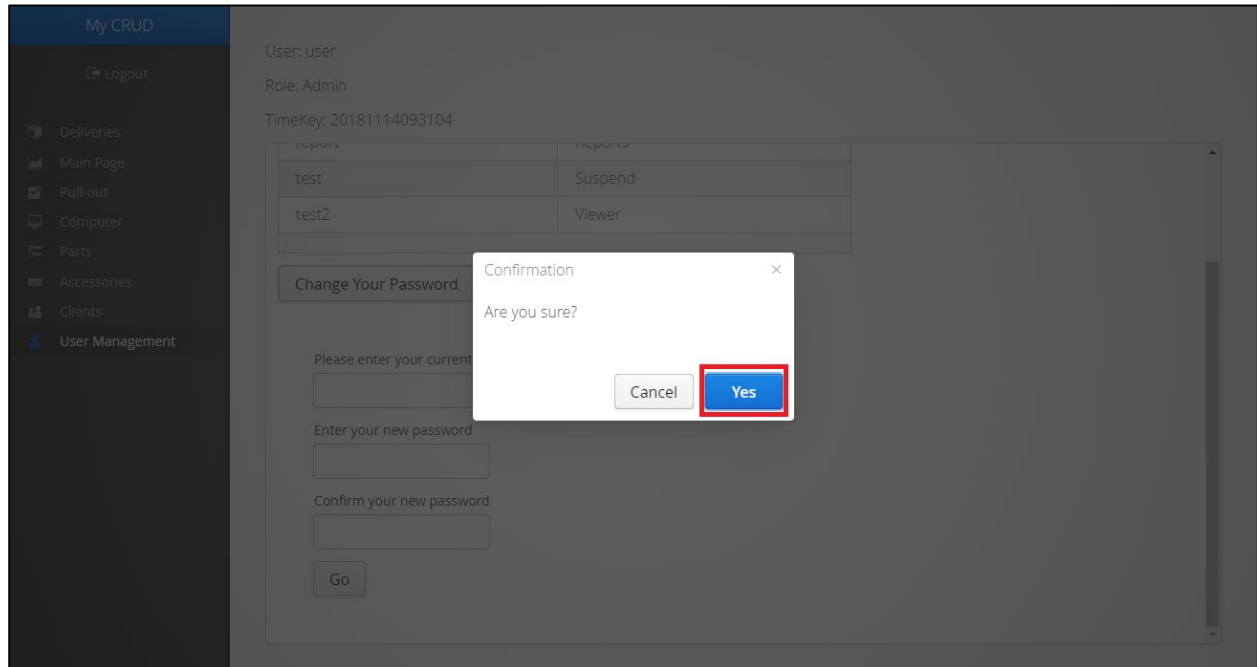


This screenshot shows the same 'My CRUD' interface as the previous one, but with the 'Change Password' button clicked. The 'viewer' row in the table remains highlighted. Below the buttons, a new form is displayed, enclosed in a red border. The form contains two text input fields: 'Enter the new password' and 'Confirm the new password'. Below these fields is a 'Go' button.

Form fields:

- Enter the new password
- Confirm the new password
- Go

**Step 3:** Click the Yes button in the confirmation dialog window that will appear.

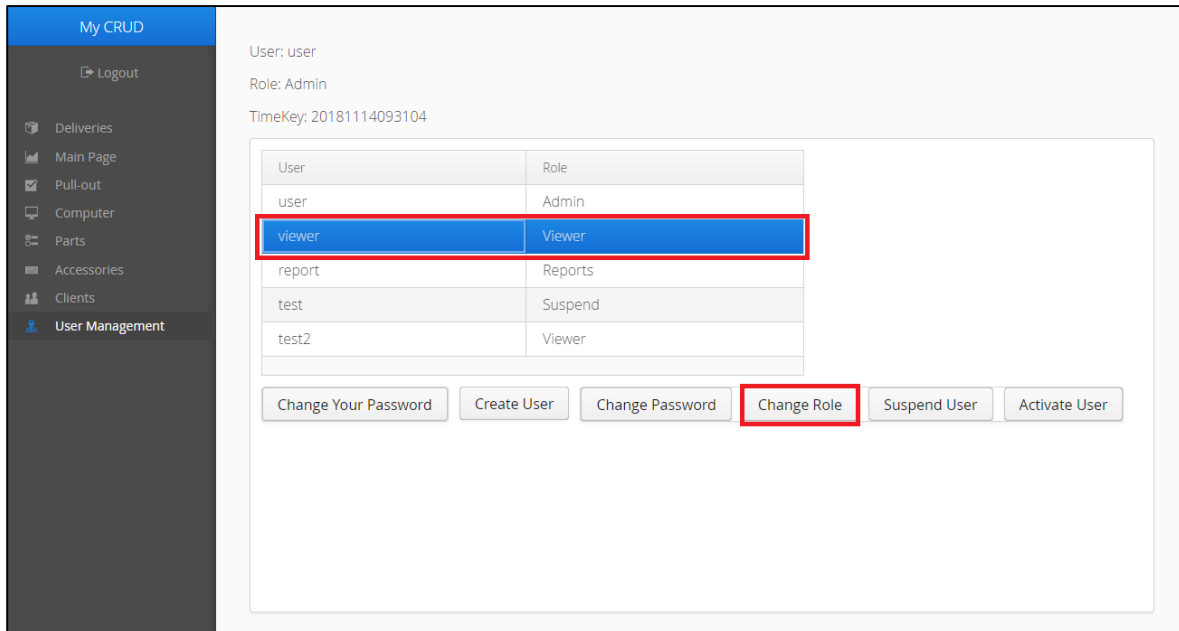


A message displaying the success (or failure) of the operation should appear afterward.

## Change a User's Role

Your role must be Admin or higher to do this.

**Step 1:** In the Menu bar, click the User Management tab. In the list of Users, click the User whose role you want to change, then click the Change Role button that will appear below.

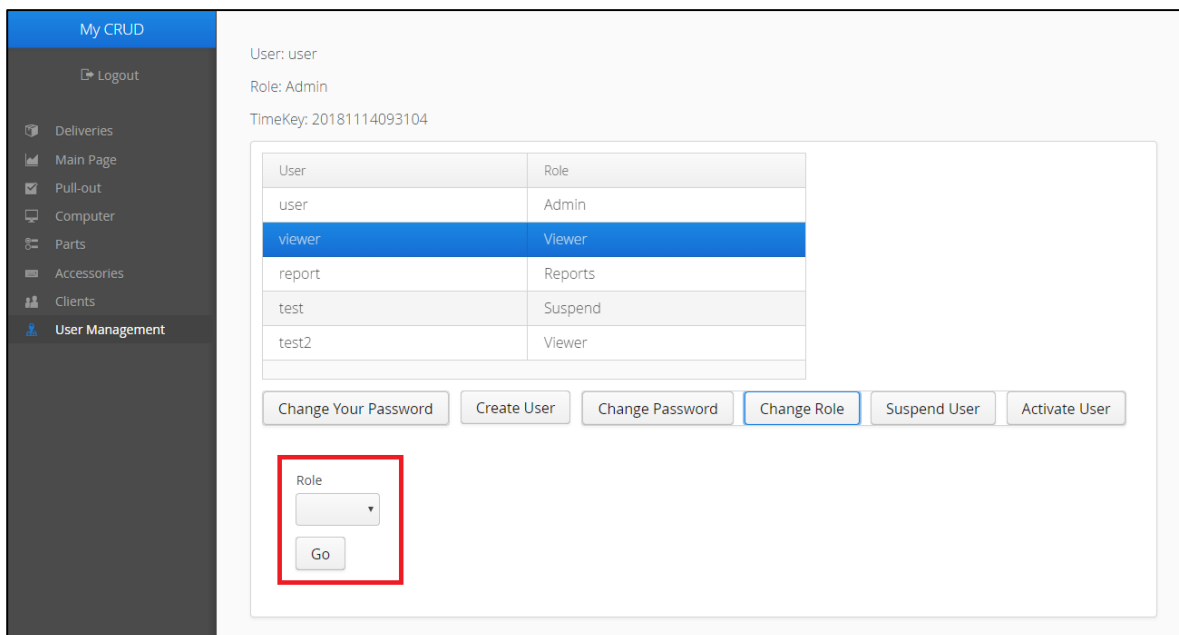


The screenshot shows the 'My CRUD' application interface. On the left is a dark sidebar menu with 'User Management' selected. The main content area displays user information for 'user' (Role: Admin, TimeKey: 20181114093104). Below this is a table of users:

User	Role
user	Admin
viewer	Viewer
report	Reports
test	Suspend
test2	Viewer

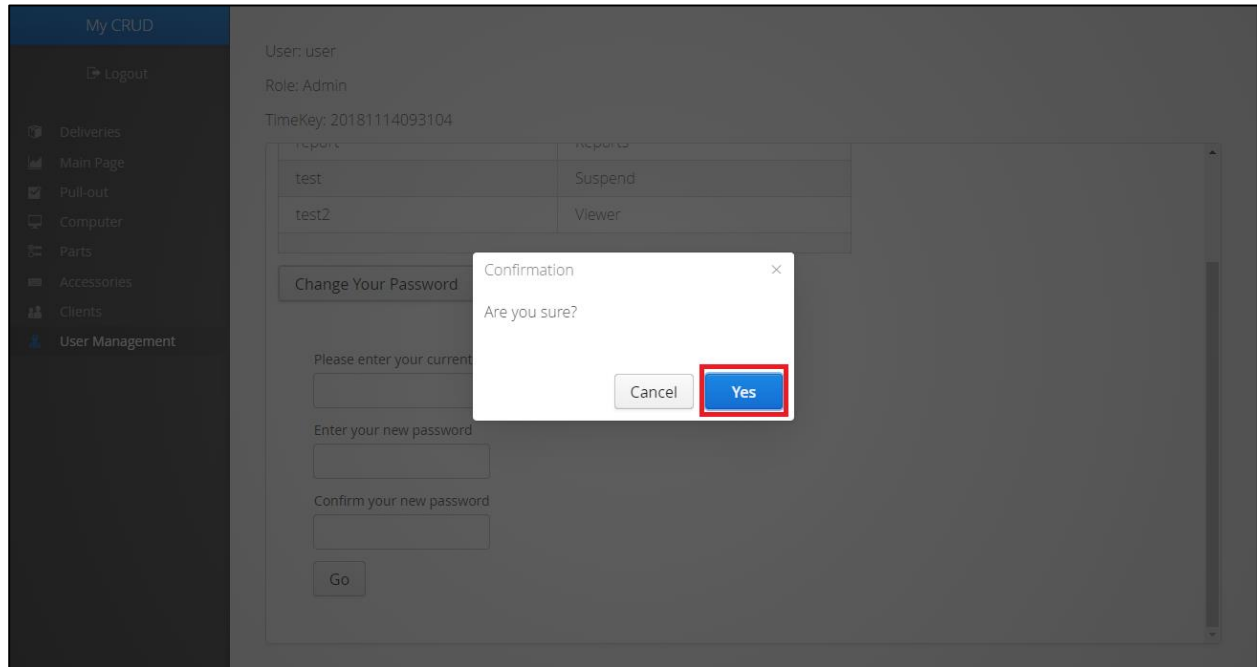
The 'viewer' row is highlighted in blue. Below the table is a row of buttons: 'Change Your Password', 'Create User', 'Change Password', 'Change Role' (highlighted with a red box), 'Suspend User', and 'Activate User'.

**Step 2:** Select the User's new role, then click the Go button.



This screenshot shows the same interface as the previous one, but with the 'Change Role' button now a dropdown menu. The dropdown is open, showing a list of roles: 'Admin', 'Viewer', 'Reports', 'Suspend', and 'Viewer'. The 'viewer' role is selected and highlighted in blue. Below the dropdown is a 'Go' button, which is highlighted with a red box.

**Step 3:** Click the Yes button in the confirmation dialog window that will appear.



A message displaying the success (or failure) of the operation should appear afterward.