QHSE CheckList Webapp maintenance and user manual

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Frameworks and development tools

Back – end (server – side) development

1. Visual Studio 2017 (community edition – get latest version, preferred: Enterprise edition).
2. SQL server 2016 (preferred) ; SQL server 2008
3. SQL server management studio
4. .net core 2.0 sdk installer (.exe) file

Launching application – First time set up only

1. Install the appropriate software, as listed above.
2. Go to checklist0508, checklist, and launch Checklist.sln (Microsoft visual studio file).
3. In Visual Studio 2017, under solution explorer (to the right), under Checklist.WebApi, click on appsettings.json.
4. Change the connection strings to an appropriate value.
5. Change the BaseUrls, under WebAllowCors, to the appropriate url, used for the front – end client. Click file, save changes.
6. Right click on solution ‘checklist’, click on rebuild solution.
7. Click build solution.
8. Click on InitialMigration.txt, under Checklist.Data.
9. Copy the codes in line 3 ...’dotnet ef database update…’.
10. Under file explorer go to ‘checklist.data’.
11. Under the file navigation url, enter cmd and click enter. (to go to project root)
12. Paste the codes copied in paragraph 9. Press Enter.
13. You should see a message, database updated.
14. Perform steps 8 -13, when launching application for the first time only. If application crashes and steps performed again, skip steps 8-13.
15. In visual studio 2017, ensure that Checklist.WebApi is selected as startup projects.
16. Click on IIS express to launch application.

Front – end (client – side) development

1. Visual studio code
2. Node.js version - node-v8.10.0
3. Git for windows

1. Install the appropriate software, as shown above.
2. Under file explorer, go to checklist.webclient.
3. Delete folder ‘node_modules’.
4. Delete file ‘package-lock’.
5. Under file explorer url, type cmd. (to go to project root)
6. Type in the following codes: npm install – g @angular/cli
7. Once loading of project files is complete, type npm install.

8. Repeat step 7 until all you receive the message, ‘all packages updated’.
9. Type ng serve and wait for message ‘webpack successfully compiled’.

Common troubleshooting problems

1. Ng is not a recognizable or executable command
a. Delete node.js.
b. Reinstall node.js
c. In cmd of root (see steps 5 of front – end development), type the following commands:
    a. npm uninstall -g @angular/cli
    b. npm cache clean
    c. npm install -g @angular/cli
d. run ng serve

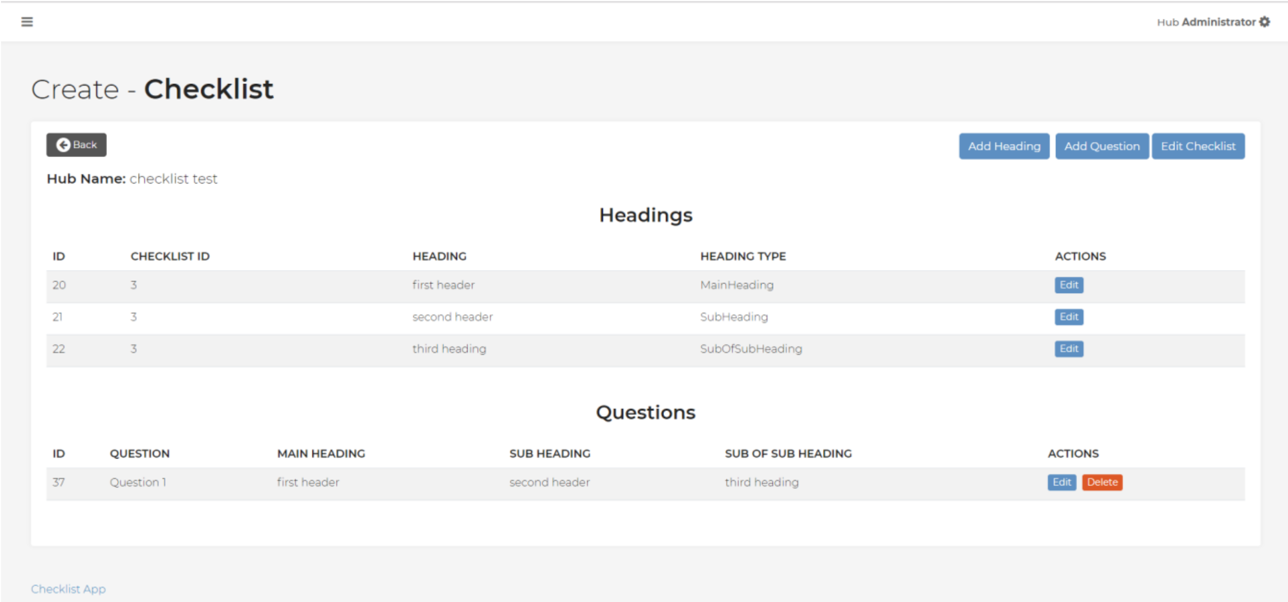
2. Due to a recent security incident, all user tokens have been invalidated. Please see https://status.npmjs.org/incidents/dn7c1fgrr7ng for more details. To generate a new token, visit https://www.npmjs.com/settings/~/tokens or run "npm login"
    a. Enter npm login
    b. Username: e0227472
    c. Password: bolLOGchklst2018
    d. Public email: e0227472@u.nus.edu
    e. Go to https://www.npmjs.com/settings/~/tokens to generate new token. Click generate new token.
    f. Run npm install
    g. Run ng serve.

<u>User – Manual</u>

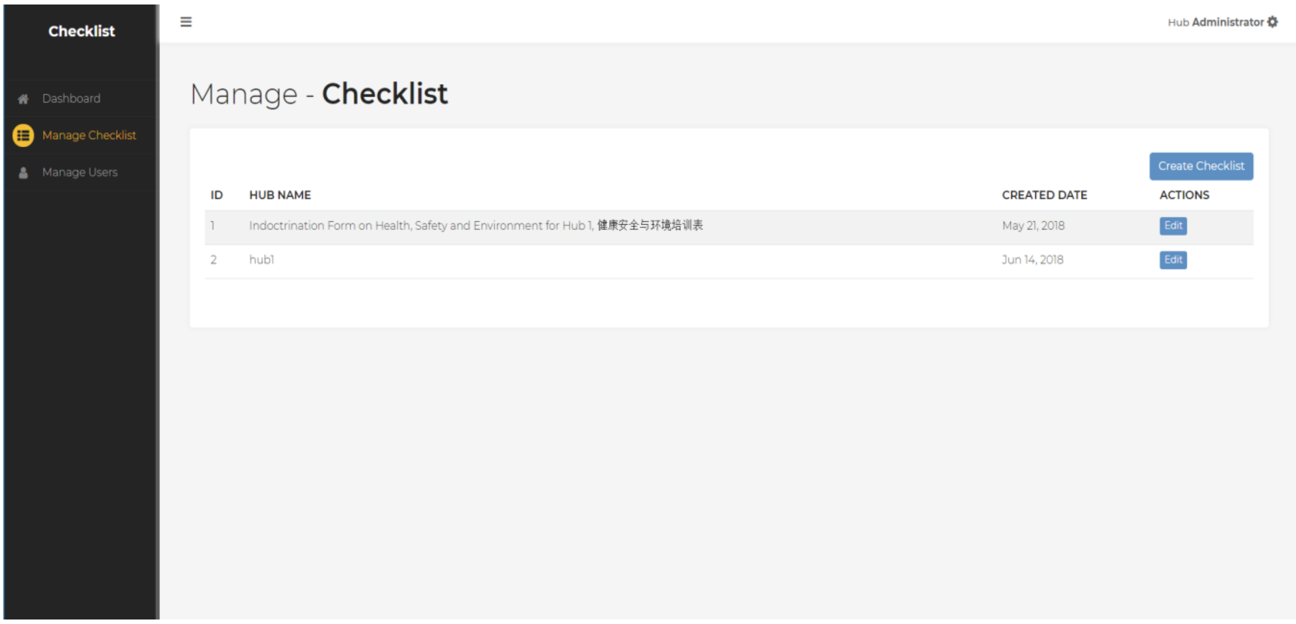
1. <u>Administrator</u>

1.1. <u>Manage CheckList</u>

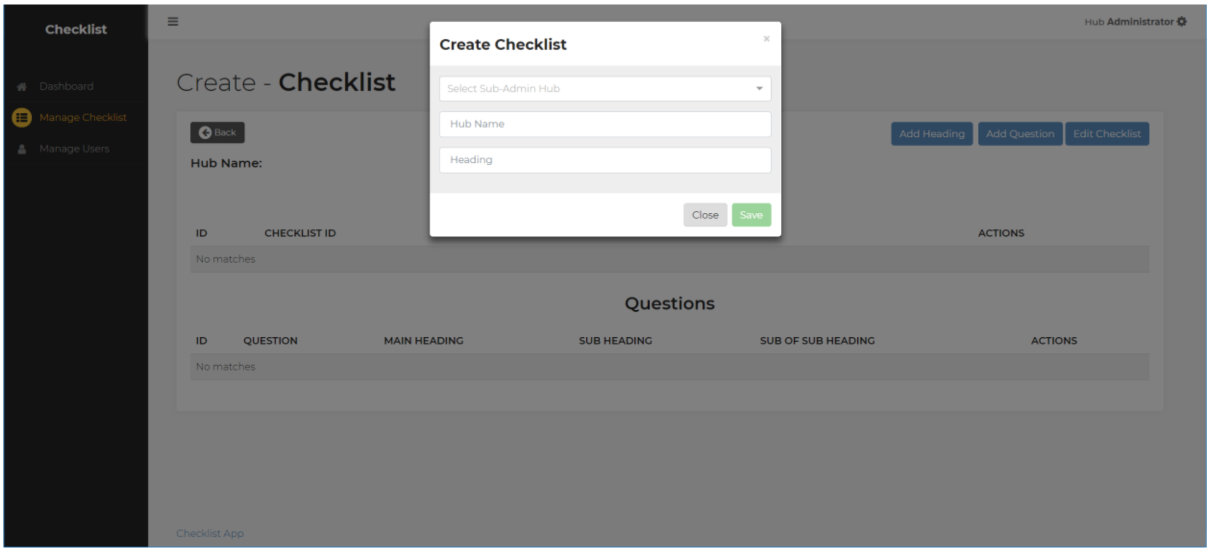
1.1.1. <u>Create CheckList</u>



1.1.1.1. <u>Create new checklist name</u>

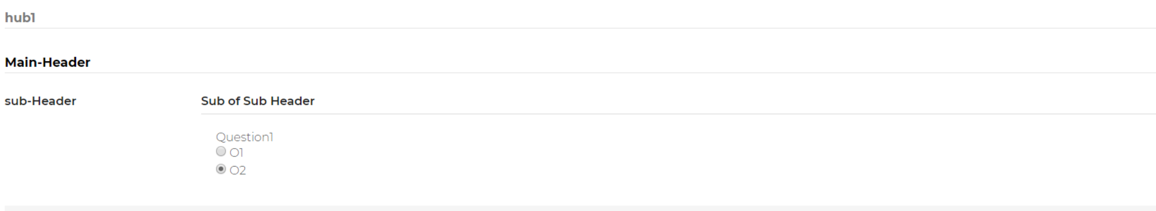


1. Click Manage CheckList in navigation menu
2. Click on Create CheckList

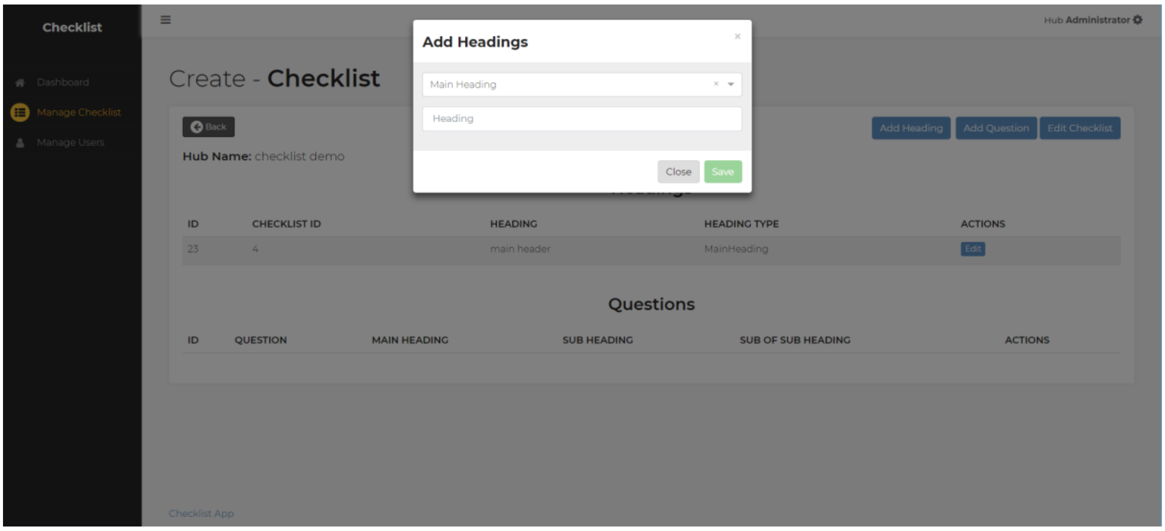


3. Select Sub-Admin (for e.g., for ‘hub1’, select ‘sub-admin 1’)
4. Enter name of checklist under ‘hub name’ field
5. Enter the first header of the checklist under ‘heading’ field then click save.

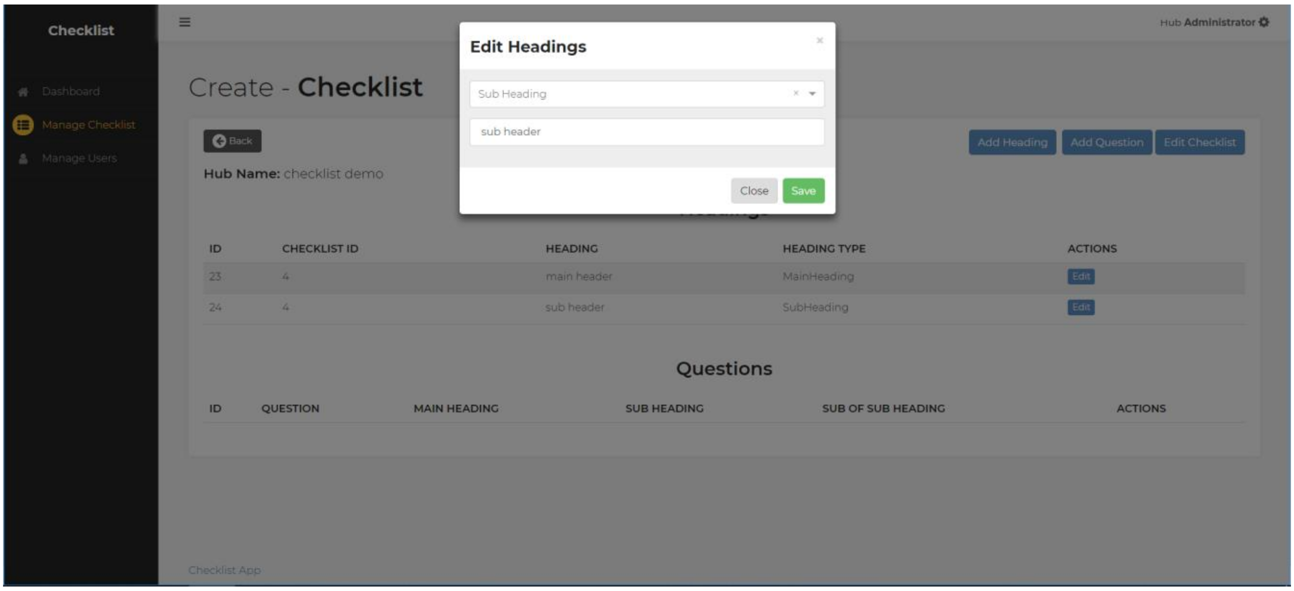
1.1.1.2. <u>Add new headers</u>



6. To add new headings, click on ‘Add Heading’ button.

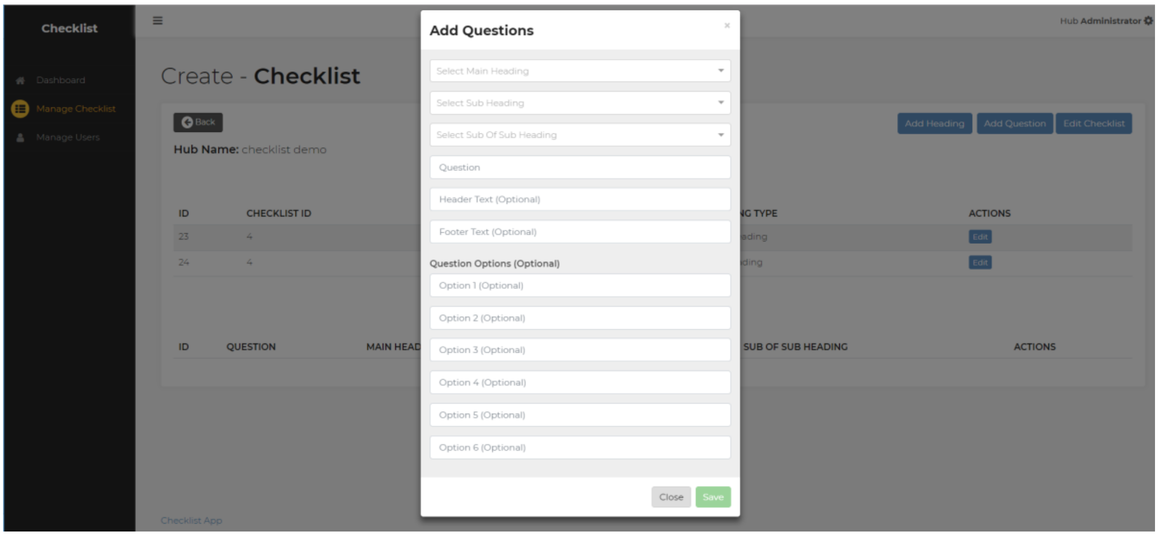


7. Select Heading type.
8. Enter name for header.
9. Click save.

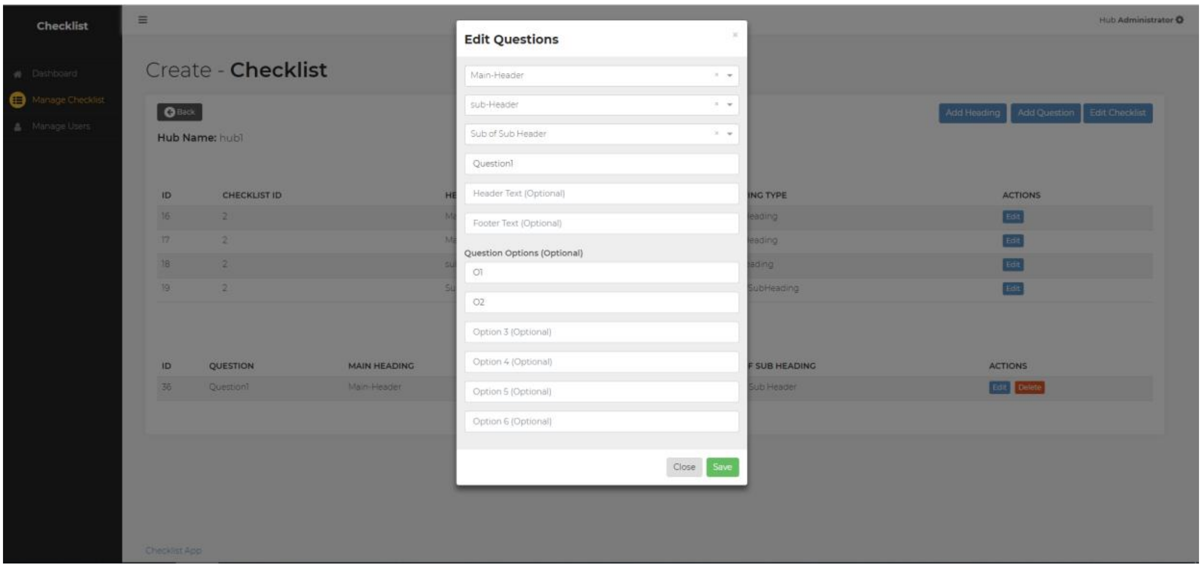


10. To edit headers, click edit button beside the header to modify (under actions column).
11. Change the header type and name and click save.

1.1.1.3. Add new questions

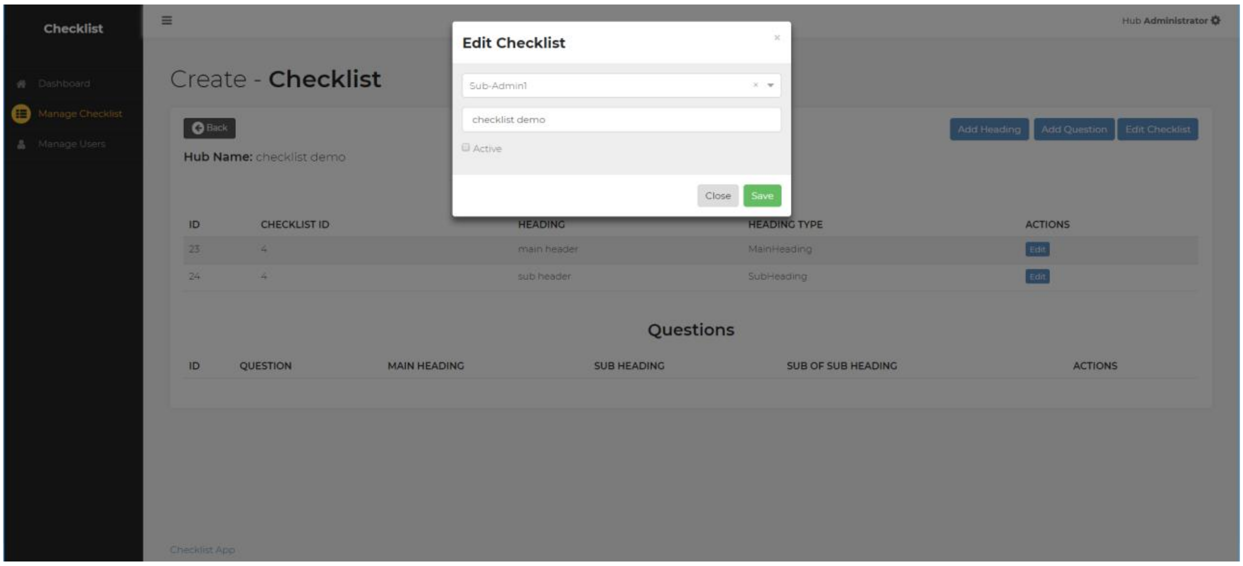


12. To add new questions, click ‘Add Question’ button.
13. Select the header under which question should appear.
14. Select the sub-header, if any, under which question should appear.
15. Select the sub of sub-header, if any, under which question should appear.
16. Enter the question in Question field
17. Add a header text, if any.
18. Add a footer text, if any.
19. Add the options for the questions (maximum only 6 options can be added).
20. Click on save



21. To edit questions, click on edit button beside the question.
22. Enter the new fields in the form.
23. Click on save.

1.1.2. Delete CheckList

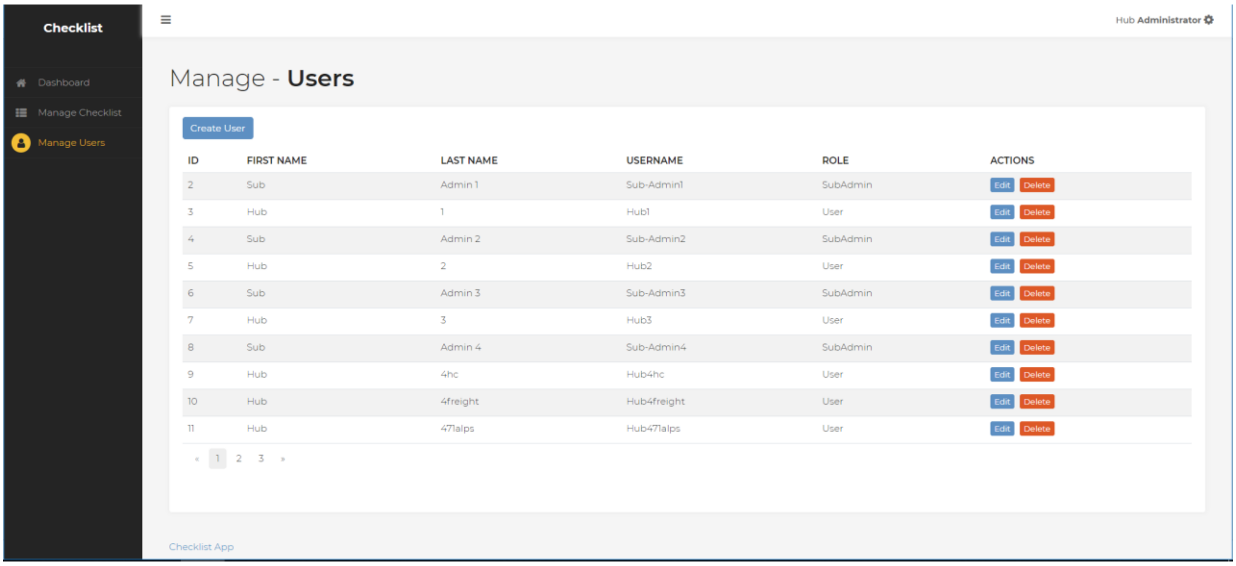


24. Click on ‘Edit-checklist’ button.
25. Select the checklist.
26. To delete checklist, click on active checkbox (remove tick).
27. Click save.

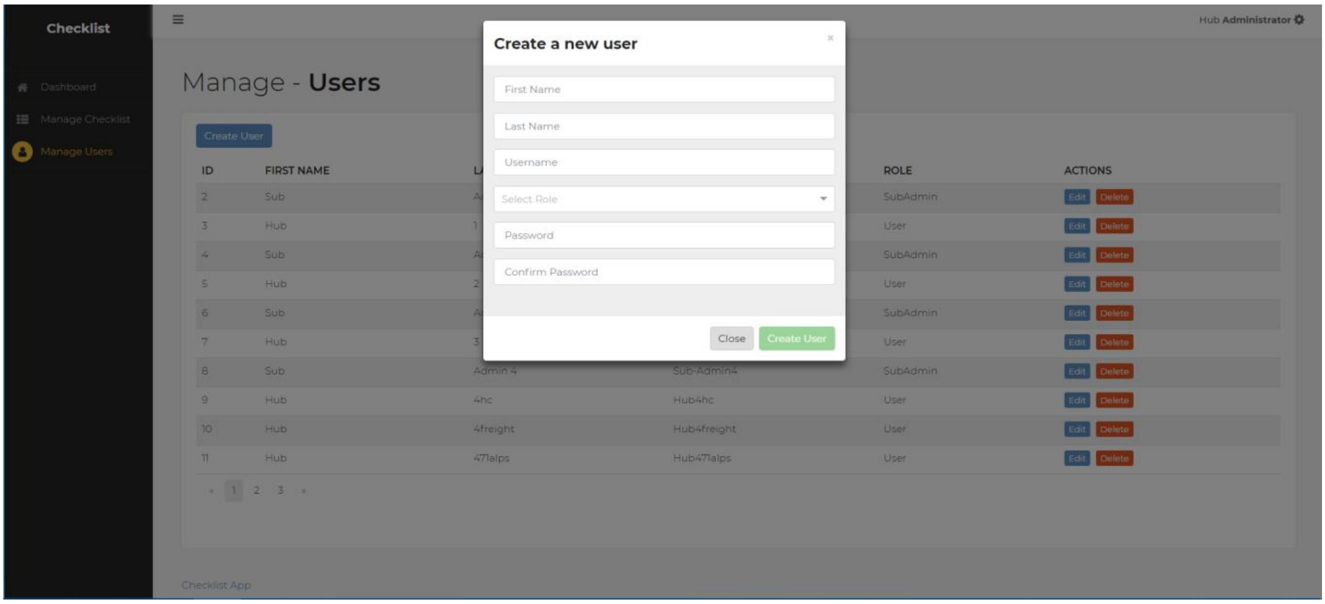
Note: **Deleting of checklist is only allowed if there are no users who have taken the checklist. If users have already taken the checklist, do not delete the checklist. This will create an error in the system.**

1.2. Manager – Users

1.2.1. Create User



28. Click ‘Manage Users’ in the navigation menu.
29. Click ‘Create-User’ button.

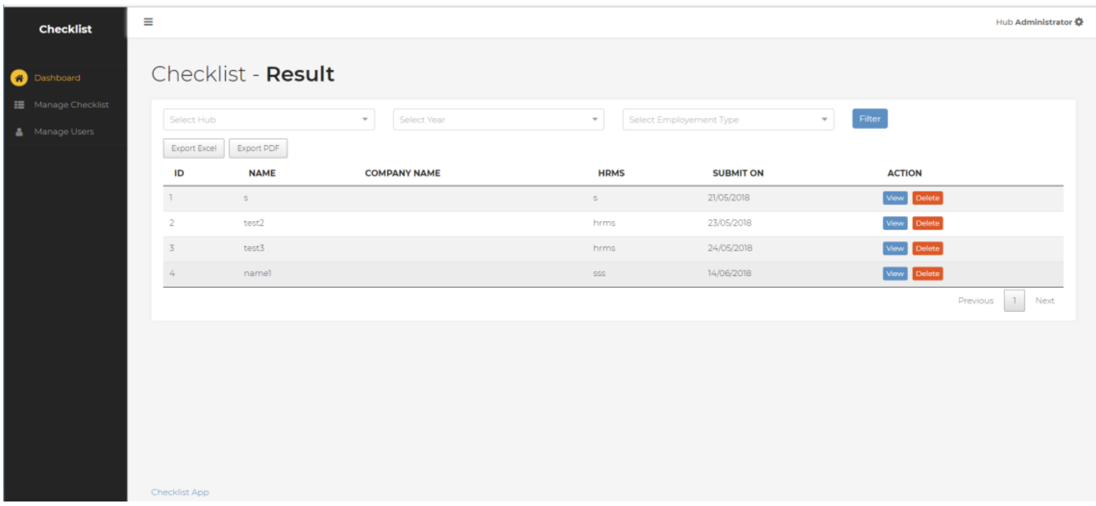


30. Enter the details.
31. If a user role is created, enter the name of the sub - admin, the user should belong to.
32. Click on ‘Create User’.
33. To change password, click on edit button, beside the user (under actions column).
34. Enter the new password.
35. To delete user, click delete.

Note: **Do not delete admin / sub-admin / user, once created. This is because if there are checklist created under that account, it will cause an error in the system when the checklist has been created. If there are no checklist created under the account, the account can be deleted.**

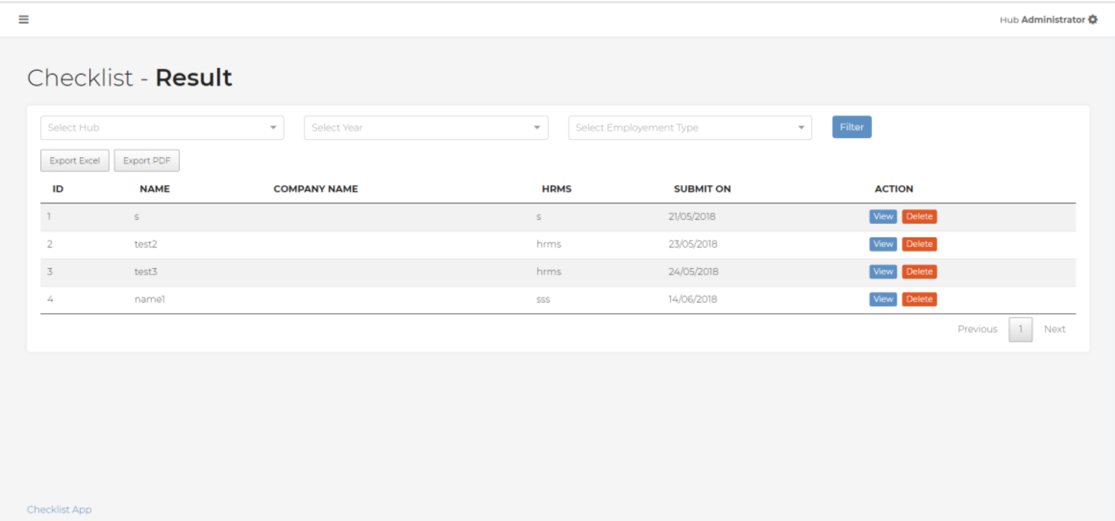
1.3. <u>Dashboard</u>

1.3.1. <u>View results for selected checklist</u>



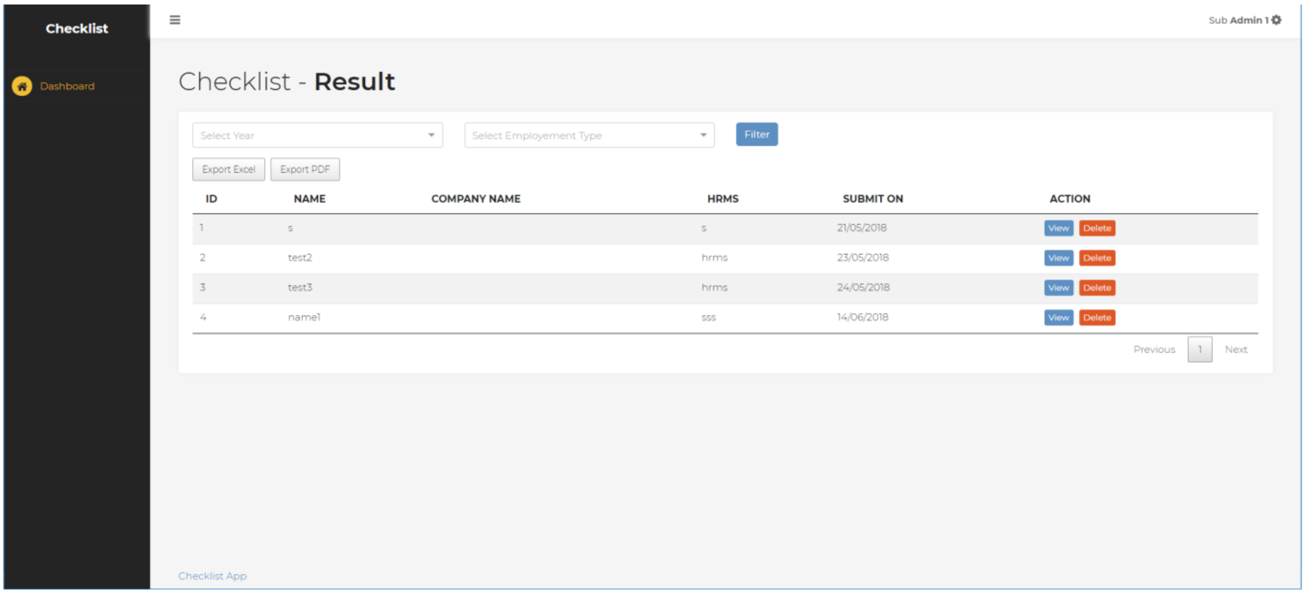
36. Select Checklist name under ‘Select Hub’.
37. Select Year when checklist was created (if needed).
38. Select Employment type (if needed).
39. Click on filter button to search for selected users.
40. To view a particular user’s results, click on view.
41. To print the results, right click page. Click on print.
42. Select Microsoft print to pdf.

1.3.2. <u>Export to PDF/Excel</u>



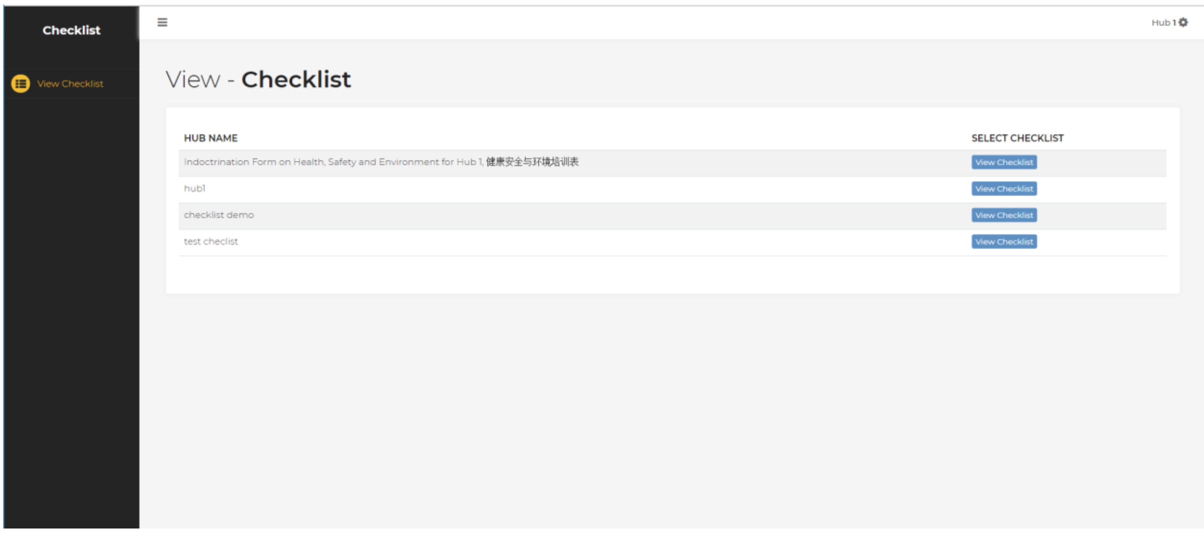
43. After selecting the list of users to display, click on ‘Export Excel’ and ‘Export PDF’.

2. <u>Sub-Admin</u>



44. Sub-Admin will be able to check user’s results and export results to pdf or excel.

3. <u>User (Hub)</u>



45. Select the checklist by clicking on 'View Checklist'.
46. Fill – up the checklist.
47. Click on 'Save Changes'.