

TCC Automation

User's Manual



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1 Introduction to Automation

1.1 Introduction to Automation

Automation is the use of machines, control systems and information technologies to optimize productivity in the production of goods and delivery of services.

Office automation is intended to provide elements which make it possible to simplify, improve, and automate the organization of the activities of a company or a group of people.

We show our ingenuity everyday through our associates' high level of performance. We provide solutions to help our clients improve internal processes, save money and deliver results. That is "ingenuity at work".

Automation is all about using the computer to:

- Make your work less tedious.
- Trim hours off your workload.
- Reduce repetitive keyboard strokes or mouse-clicks.
- Make data entry easier with fewer tabs or mouse movements.
- Take any job you do longhand and make the computer do it for you.

The use of computer systems to execute a variety of office operations, such as word processing, accounting, and e-mail refers to what we call automation. Office automation almost always implies a network of computers with a variety of available programs. Automation helps in optimizing or automating existing office procedures.

2 Dependencies

NOTE :

- If you are installing through script, then there is no need to take care of dependencies. Script itself checks and install the dependencies.

2.1 List of dependencies

- mysql-server
- python2.7
- python-pip
- python-setuptools
- python-mysqldb
- python-imaging
- apache2
- libapache2-mod-wsgi
- django 1.4
- django-registration
- django-tagging

2.2 Installation of dependencies

- mysql-server
 \$sudo apt-get install mysql-server
- python2.7
 \$sudo apt-get install python2.7
- python-pip
 \$sudo apt-get install python-pip
- python-setuptools
 \$sudo apt-get install python-setuptools
- python-imaging
 \$sudo apt-get install python-imaging
- python-mysqldb
 \$sudo apt-get install pyhton-mysqldb

- apache2
\$sudo apt-get install apache2
- libapache2-mod-wsgi
\$sudo apt-get install libapache2-mod-wsgi
- django 1.4
\$wget http://www.djangoproject.com/m/releases/1.4/Django-1.4.2.tar.gz
\$tar xzvf Django-1.4.2.tar.gz
\$cd Django-1.4.2
\$sudo python setup.py install
- django-registration
\$sudo pip install django-registration
- django-tagging
\$sudo pip install django-tagging

3 Installation

3.1 Manual Installation

NOTE :

- For installing TCC Automation software, make sure that your computer have all dependencies installed, given in dependencies section.
- This application is tested for Django version 1.4.

Installation:

- Open the Automation folder and make the changes in the apache folder and settings.py file. In apache folder there is a “django.wsgi” file which contains `sys.path.append('mPath')`. Here replace mPath with the path at which the Automation folder is placed. Eg. in my case it was in ‘/home/tcc/’.
- Now create a database in your database engine like in my case MySQL.
- Now edit the file ‘Automation/settings.py’:

Replace db_name with or your database name, db_user with your MySQL username, db_password with your MySQL password.

Also change ‘HOST’:’to ‘HOST’: ‘localhost’, in the above database.

In the settings.py file change please Ensure the following things should be right

LOCAL_URL = ‘http://localhost/’

and

MEDIA_URL = ‘http://localhost/media/’

MEDIA_ROOT = ‘/usr/local/lib/python2.7/dist-packages/django/contrib/admin/media/’

Change the path of media folder to your own path that you follow instead of the path given.)

Give the path in TEMPLATE_DIRS = (“mPath”) in settings.py file of your templates of Automation project as:

Eg :

TEMPLATE_DIRS = (“/home/tcc/Automation/templates”)

- There are 2 methods by which you have tables in the software ;
 - a) Fresh install. i.e create new tables and make all new entries by yourself. This can be done using these commands :

```
$ cd Automation
$ python manage.py syncdb
```

b) You can use the demo.sql file already provided in 'other_files' folder, by the software and import it in the database created.

- Now you need to configure the software with apache configuration.
For this you need to make following changes :
There is a file named hhttp_cont in 'Automation/other_files'. Edit this file so that 'mPath' is replaced by your path. Then copy the content and paste it in the file as :

```
$sudo gedit /etc/apache2/httpd.conf  
and  
$sudo gedit /etc/apache2/sites-available/default
```

Then save this file and restart the apache using following command :

```
$sudo /etc/init.d/apache2 restart
```

- Now [click here](#) to use software.
- **If you have not used demo database, then you have to make atleast one entry in organisation and department table**

3.2 Installation using Script

- Use following commands to install software:
\$cd /path/to/Automation
\$sudo su
\$bash Install.sh
- Password is: 007700

4 Exploring Software

4.1 Menu

- Home

Home is a usual home page of any website, that wishes the user welcome and makes a brief about organisation. In this case, home contains a brief introduction about organisation and courses offered by this organisation. In addition to this, a link present on name of brochure and user can download brochure using this link.

- Login

A user can login into main system using this option.

- Register

Anyone can register on this software using this option.

- Catalog

Catalog consist of various lab works and field works, which can be carried out in the institution. In addition to list of labworks and fieldworks, user can also see the cost of various test by clicking on name of material.

Once you have logged into software, you can see various other option which will be helpful in working of office. These options are explained below

- Client

Client option have to sub options:

1. Register Client

A user can add new clients by using this option.

Using this option, tcc_userprofile table is updated with details of new clients.

2. Search Client: Search option make a search with details entered in search box, we can search any client using name or address.

We can add new job, perform a job and watch the history of client.

- Registers

Register option contains all registers to be used in office. There are various types registers, such as:

1. Client Report: This option helps us to find report of any job of client using job number. With report on client, we mean that receipt, bill, suspense report and voucher.
2. Monthly Report: Monthly report is a type of registers giving information about all the Jobs done in a particular month.
3. Daily Report: Daily report is a type of registers giving information about all the Jobs done in a particular day.

4. Suspence Clearance Register: Suspence Clearance register lists all the suspence Jobs whose work has been cleared.
 5. Suspence Register: Suspence register lists all the Suspence Jobs in a date range.
 6. Main Register: Main register lists the General report work.
 7. Lab Report: With the help of lab report we can check, which test is carried out in which lab.
 8. Cash Book: Cash Book is a register that maintains the transaction details of ammount.
 9. Performa Bill: Performa bill (estimate bill) generated on request of any client.
 10. Non-Payment Register: Non payment register lists the non payment jobs(jobs in which payments are not made).
 11. TDS Register: TDS Register lists all the jobs in which we have TDS amount.
 12. Client Register: Client register lists all the clients registered in particular interval of dates.
 13. Payment Register: Payment register lists the Jobs in which cash is received.
 14. Registered Register: Using this option, user can see all registered clients.
 15. Consultacy Funds: Using this option, user can see consultancy share of total income.
- Reports
This option helps us to find reports by using Job Id.
 - Others
In Others, you will find a option named as ‘confirm job’, with this option you can confirm any job.
 - Suspence Clearence
It consist of two fields:
 1. TA/DA Bill: TA stands for Transport Allowence and DA stands for Daily Allowence.
 2. Suspence Report: Here we can create a suspence report.
 3. Transport Bill: Transport bill for a particular job.

4.2 Some terms used

- General Report
General Report generally comprises of lab work, i.e; Testing.
- Suspence Report
Suspence Report generally deals with field work. As the actual amount to be paid by payee is suspence so it is named so. Suspence charges include transport charges and some other daily charges.

4.3 Admin Site

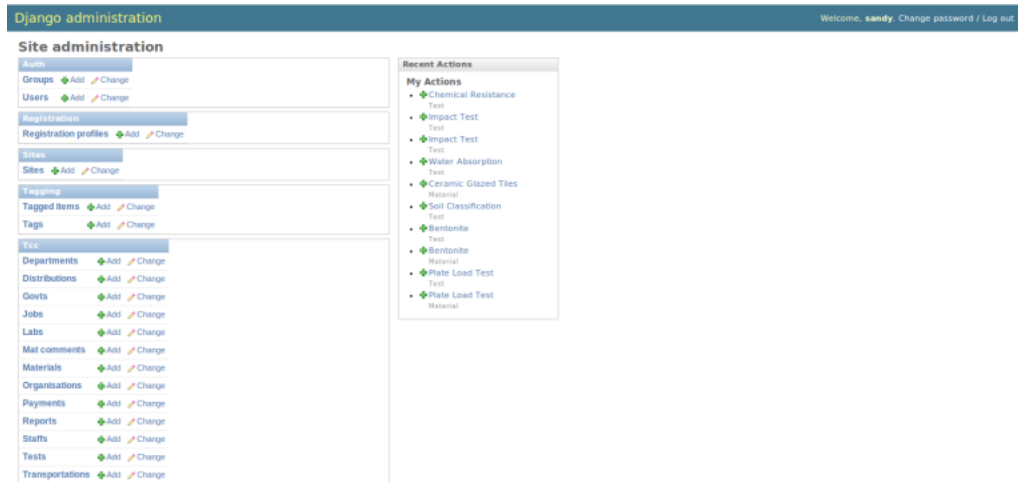


Figure 1:

As the name suggests, only admin have access to this site. Admin can enter new data into fiels using add option and delete previous data, using change option. The fiels of admin site depends on configuration of software, as in this case, I have used fiels like material, tests, labs etc.