

# UserManual



**IS104 Group 4**

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## **1. Introduction**

How to use this manual? In the first part of the instructions are scenarios sketched that you might encounter during work. Things like: what should I do if there is a customer who has lost a suitcase. In the second part of the instructions we show you the screens with all the buttons and their functions. For example, you can see button functions if you don't know which button is which.

## **2. How to work with the ITopia system**

### **Starting**

The program can be started by double clicking the application icon. This will start the login screen.

### **Logging in**

Users can log in by typing the correct username + password and then click on login

### **Shutting down**

The program can be shut down by clicking on the red cross in the top right corner.

### **3. Functions of the system**

#### **Adding users (only for applicationmanagers)**

- User logs on
- Goes to applicationmanagement
- Clicks on “Add new: Manager” or on “Add new: User”
- Fills in the needed information
- And then clicks on Save

#### **Deleting a user (only for applicationmanagers)**

- Application manager logs on
- Select the specified user in the table
- Hits the "delete" button

#### **Add luggage (only for users and applicationmanagers)**

- User logs on
- Clicks on “Add new: Luggage”
- Then fills in the needed information
- And then clicks on Save

#### **Add passenger (only for users and applicationmanagers)**

- User logs on
- Clicks on “Add new: Passenger”
- Then fills in the needed information
- And then clicks on Save

#### **Resolving luggage**

- User logs on
- Searches on labelnumber
- Clicks on the right case
- Then fills in the needed information and puts the status on “Resolved”
- And then clicks on Save

#### **User wants to edit his password**

- User logs on
- Goes to settings
- Fills his old password in
- Then fills his new password in twice

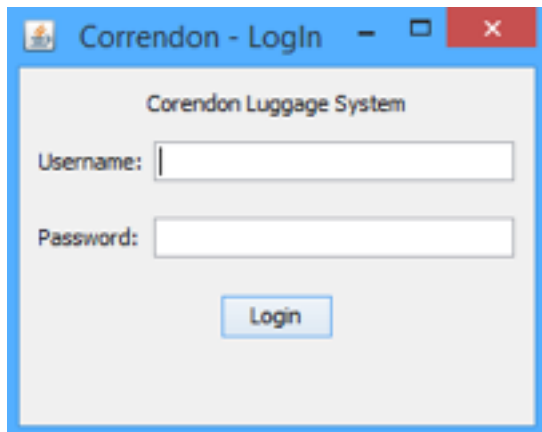
#### **Applicationmanager wants to change a password of an user**

- Application manager logs on
- Goes to applicationmanagement
- Selects to person he wants to change the password from
- Fills in the new password



## **4. Functions of the buttons per screen**

### **The login screen**



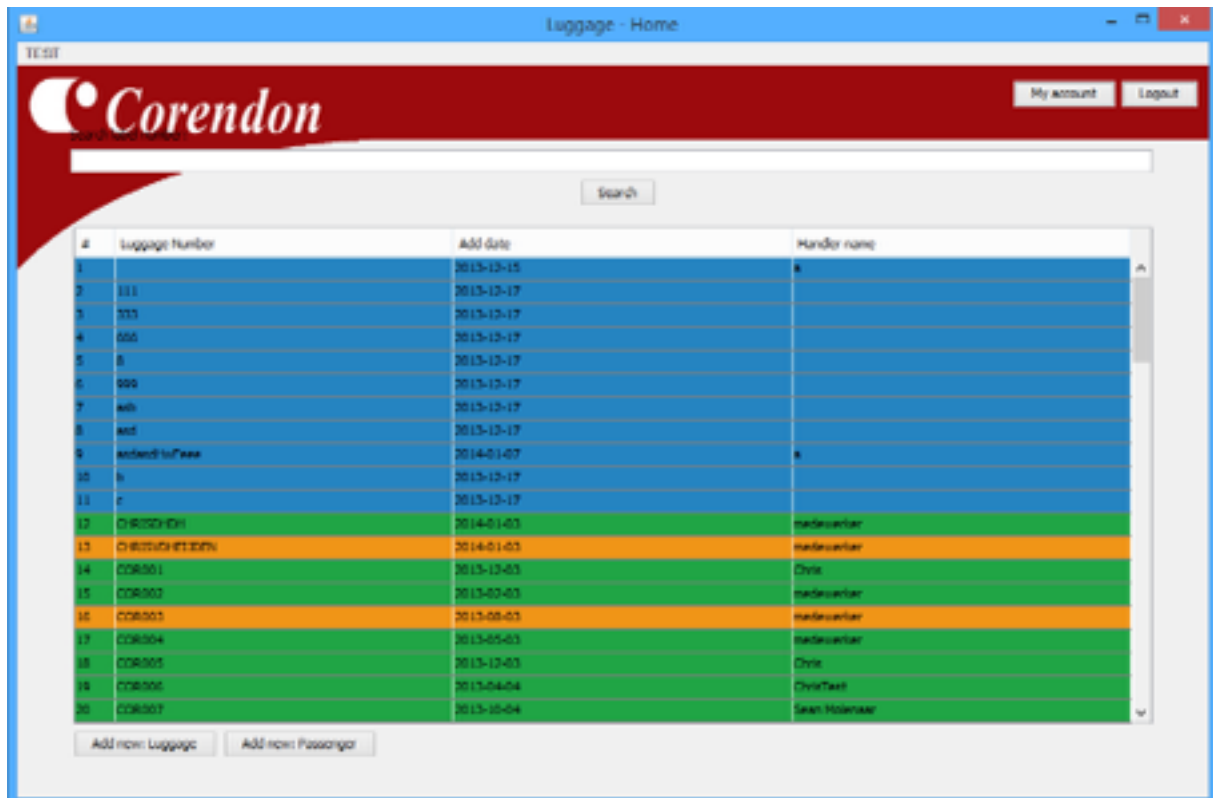
#### **The loginscreen:**

On the login screen you can login to the application by filling in your username + password

#### **Button Login:**

Checks if the username and the password match with the information in the database.

## User beginscreen



### User beginscreen:

This is the screen where normal users are directed to after they have log on.

### Button Add new: Luggage

Starts the add new: Luggage screen

### Button add new: Passenger

Starts the add new: Passenger screen

### Button More:

Expands the table, showing more results

### Button my account

Starts the myaccount screen

### Button Search

Searches the words that was filled in by the user in the searchbar

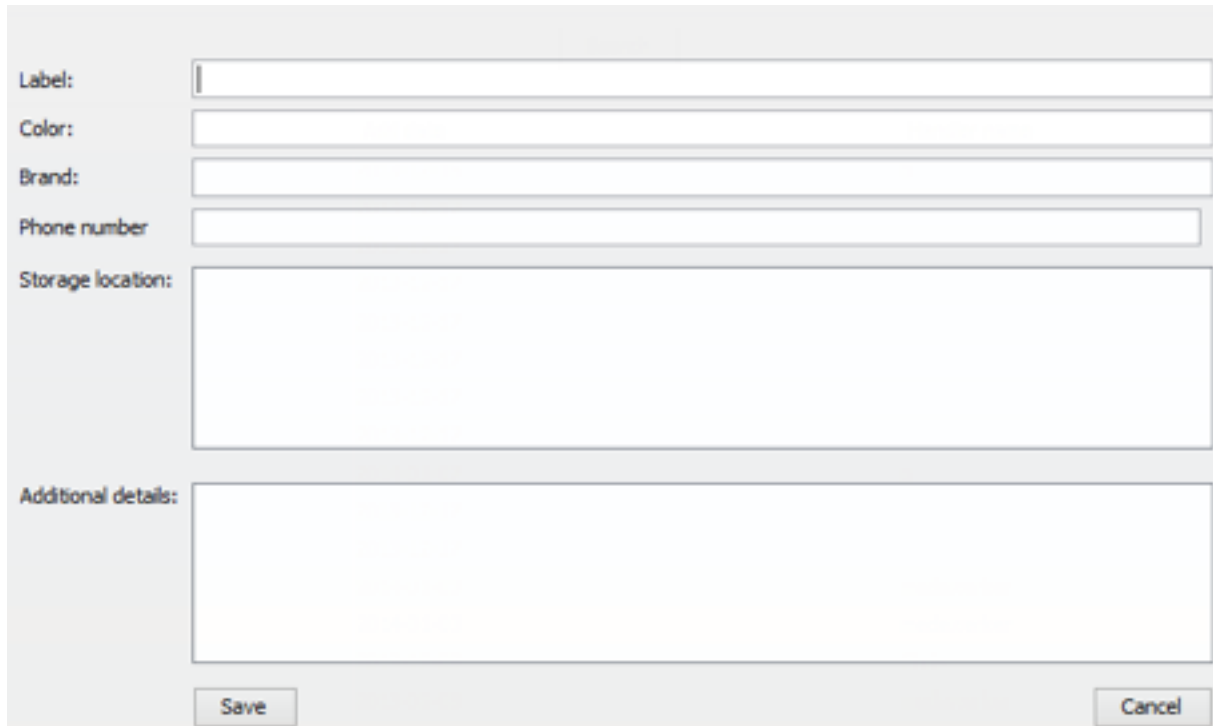
### Click in the table

Gives the information of that specific case

**Button log out:**

Goes back to the login screen

### Add new: Luggage

A screenshot of a web form titled "Add new: Luggage". The form has a light gray background and contains several input fields. On the left side, there are labels for "Label:", "Color:", "Brand:", "Phone number", "Storage location:", and "Additional details:". To the right of each label is a corresponding input field. The "Label:", "Color:", "Brand:", and "Phone number" fields are single-line text boxes. The "Storage location:" field is a larger, multi-line text box. The "Additional details:" field is also a multi-line text box. At the bottom of the form, there are two buttons: "Save" on the left and "Cancel" on the right.

### Add new: Luggage

In this screen the employee can add new missing luggage

#### Button Save:

Saves the information that is filled in.

#### Button cancel:

Closes the screen without saving



## Add new: Passenger

Luggage label	<input type="text"/>		
Color	<input type="text"/>		
Brand	<input type="text"/>		
Name	<input type="text"/>	Surname	<input type="text"/>
Phone number	<input type="text"/>		
Email Address	<input type="text"/>		
Home Address			
Address	<input type="text"/>		
Postal code	<input type="text"/>	City	<input type="text"/>
Resident Address			
Address	<input type="text"/>		
Postal code	<input type="text"/>	City	<input type="text"/>
Additional Details	<input type="text"/>		
<div>PrintPDFSaveCancel</div>			

### Add new: Passenger:

In this screen the employee can add a person who has lost his luggage.

#### Button Print:

Starts the printscreen

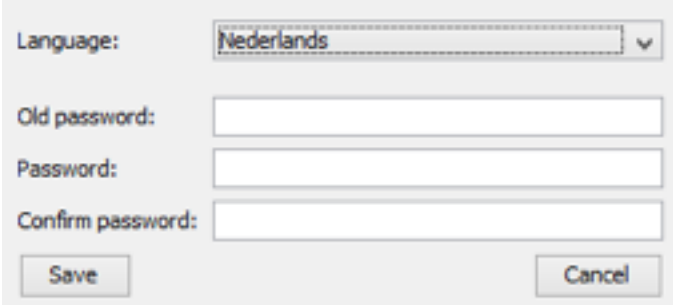
#### Button Save:

Saves the information that is filled in.

#### Button cancel:

Closes the screen without saving

## **My account screen**

A screenshot of a web form titled "My account screen". It contains four input fields: a dropdown menu for "Language:" with "Nederlands" selected, and three text boxes for "Old password:", "Password:", and "Confirm password:". At the bottom are two buttons: "Save" and "Cancel".

Language:	Nederlands
Old password:	
Password:	
Confirm password:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

### **My account screen:**

In this screen the user can edit his password of language.

### **Button Save:**

Saves the information that is filled in.

### **Button cancel:**

Closes the screen without saving

## Table information screen

Luggage label	<input type="text" value="COR001"/>	Status	<input type="text" value="Resolved"/>
Color	<input type="text" value="Black"/>		
Brand	<input type="text" value="Round"/>		
Name	<input type="text"/>	Lastname	<input type="text"/>
Phonenumber	<input type="text"/>		
Email Adress	<input type="text"/>		
Home adress			
Adress	<input type="text"/>		
Postalcode	<input type="text"/>	City	<input type="text"/>
Residence adress			
Address	<input type="text"/>		
Postalcode	<input type="text"/>	City	<input type="text"/>
Storage location	<input type="text" value="A001"/>		
Additional details	<input type="text" value="Zip is broken"/>		
<input type="button" value="Print"/>		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

## Table information screen

When you click in the table this screen pops up with all the information of the customer. Also the information can be edited here

### Button Print:

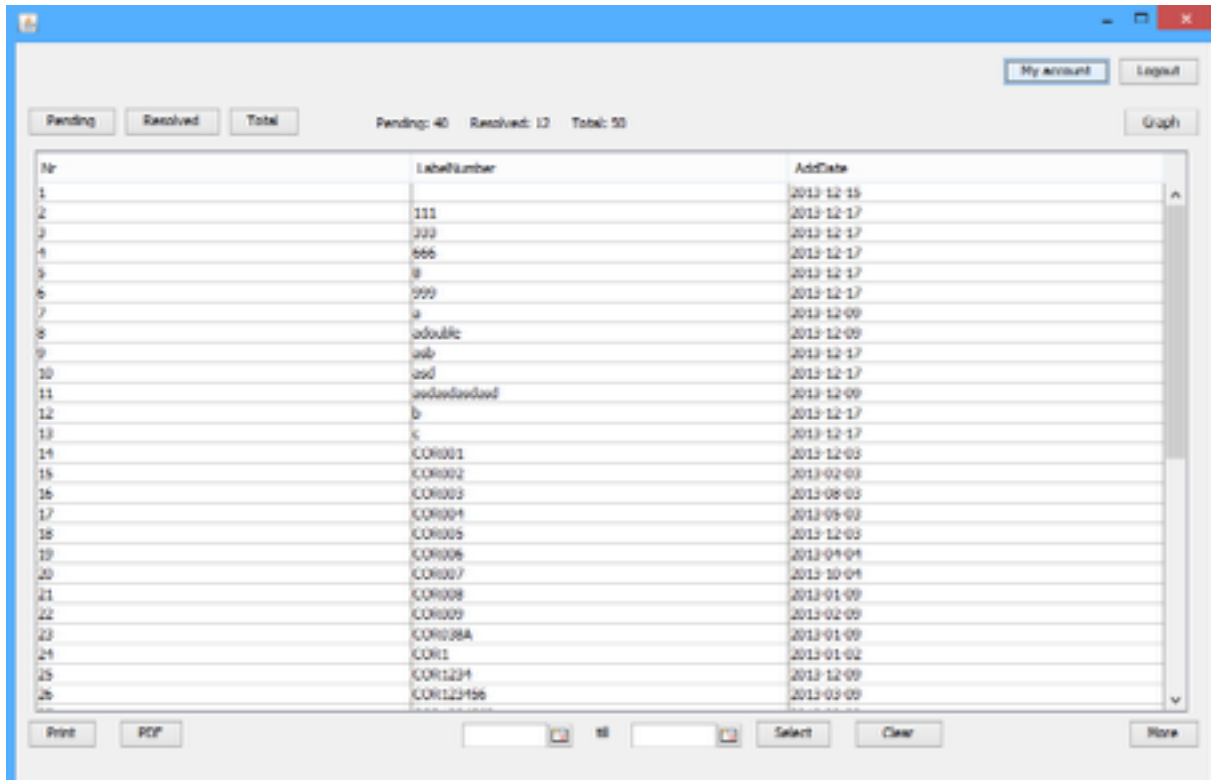
Starts the printscreen

### Button Save:

Saves the information that is filled in.

### Button cancel:

Closes the screen without saving



Nr	LabelNumber	AddDate
1		2013-12-15
2	111	2013-12-17
3	333	2013-12-17
4	666	2013-12-17
5	9	2013-12-17
6	999	2013-12-17
7	a	2013-12-09
8	adoulle	2013-12-09
9	usb	2013-12-17
10	asd	2013-12-17
11	asdasdasdasd	2013-12-09
12	b	2013-12-17
13	c	2013-12-17
14	COR001	2013-12-03
15	COR002	2013-02-03
16	COR003	2013-08-03
17	COR004	2013-09-03
18	COR005	2013-12-03
19	COR006	2013-09-04
20	COR007	2013-10-04
21	COR008	2013-01-09
22	COR009	2013-02-09
23	COR008A	2013-01-09
24	COR1	2013-01-02
25	COR1234	2013-12-09
26	COR123456	2013-03-09

## Manager begin screen

### Manager begin screen:

This is the begin screen of the manager

### Button Pending:

Filters all the cases that are pending in the table

### Button Resolved:

Filters all the cases that are Resolves in the table

### Button Total

Filters all the cases in the table

### Button my account

Starts the myaccount screen

### Button Graph

Generates the Graph and then it pops up

### Button Print:

Starts the printscreen

**Button Select**

Shows are the results in the selected time period

**Button Clear**

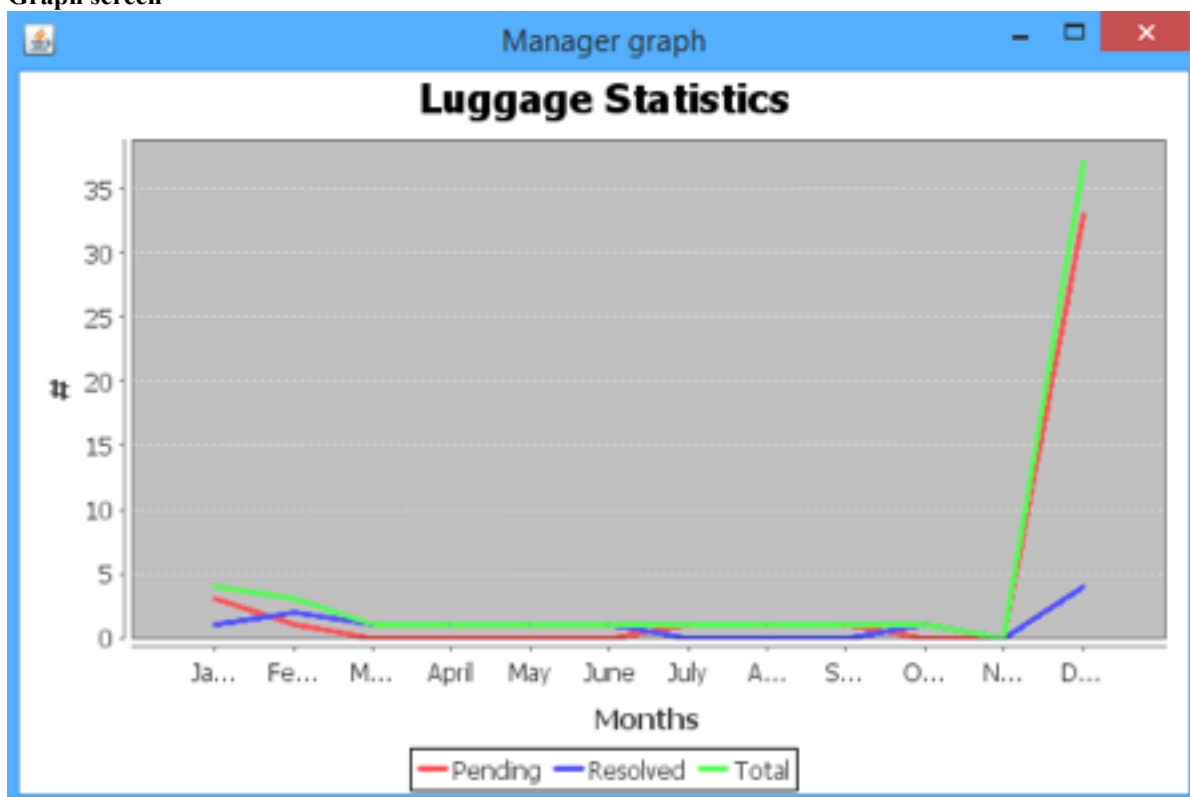
Resets the time period, thus showing all the results

**Button More:**

Expands the table, showing more results

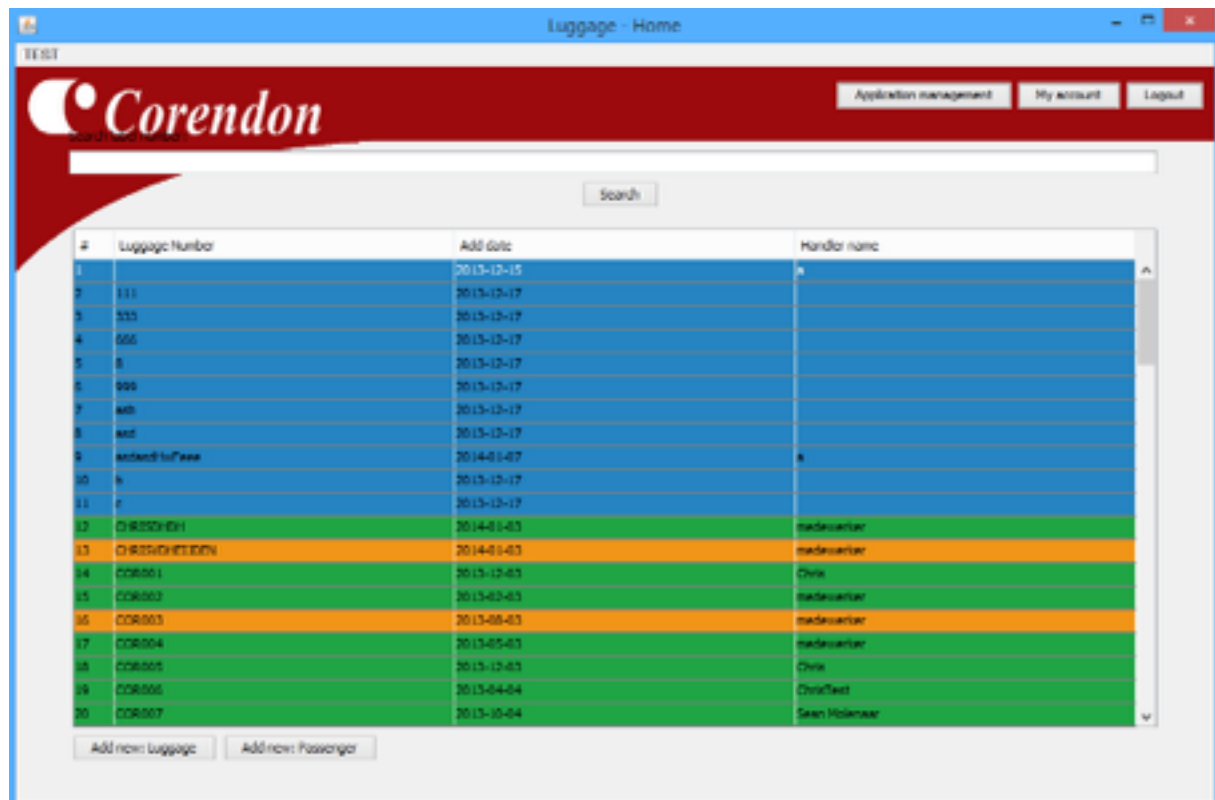
**Button log out:**

Goes back to the login screen

**Graph screen****Graph screen:**

The manager can generate and look at the graph here, with all the information over a time period

## Application manager begin screen



This is the screen where application managers are directed to after they have log on

### Button Add new: Luggage

Starts the add new: Luggage screen

### Button add new: Passenger

Starts the add new: Passenger screen

### Button More:

Expands the table, showing more results

### Button my account

Starts the myaccount screen

### Button Search

Searches the words that were filled in by the user in the searchbar

### Click in the table

Gives the information of that specific case

### Button log out:

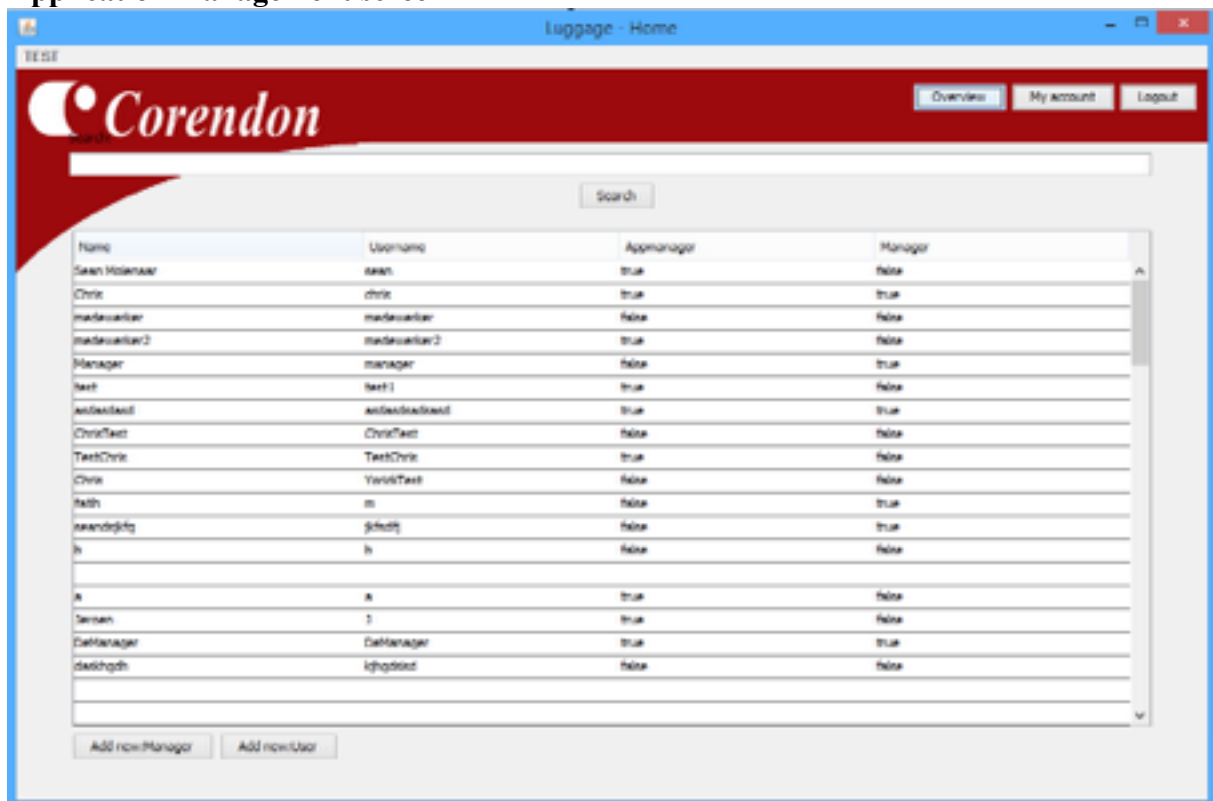
Goes back to the login screen



### Button Applicationmanagement:

Goes to the applicationmanagement's screen

### Application management screen



### Application management screen:

In this screen the applicationmanager can add/remove of edit users/managers.

### Button add new: User

Starts the add new: User screen

### Button add new: Manager

Starts the add new: Manager screen

### Button More:

Expands the table, showing more results

### Button my account

Starts the myaccount screen

**Button Search**

Searches the words that were filled in by the user in the searchbar

**Click in the table**

Gives the information of that specific case

**Button Overview**

Goes back to the application manager begin screen

**Button log out:**

Goes back to the login screen

**Add new: Manager screen**

Name

Username

Password

Confirm Password

☐ Applicatie beheerder

**Add new: Manager**

Here the application manager can add a new manager

**Button Save:**

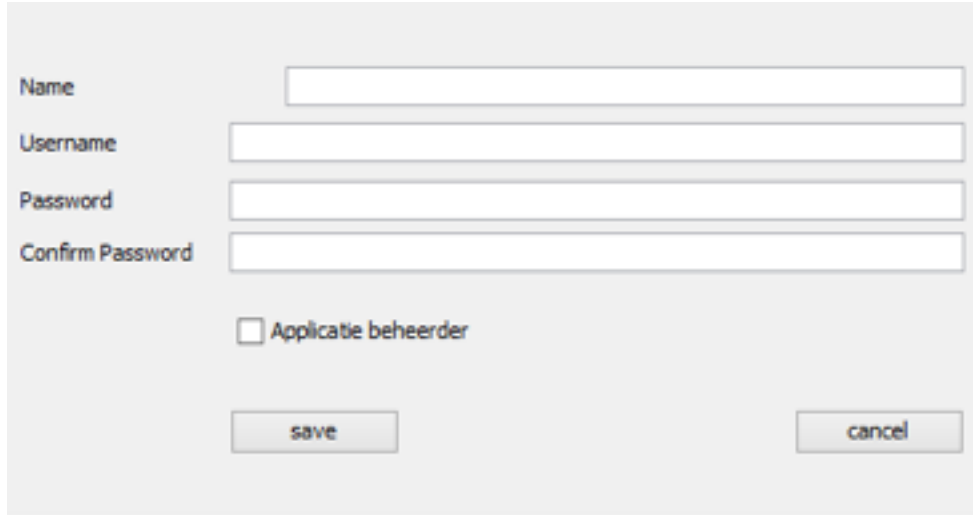
Saves the information that is filled in.

**Button cancel:**

Closes the screen without saving



### Add new: User



The form is titled "Add new: User" and is used to create a new user. It contains four text input fields: "Name", "Username", "Password", and "Confirm Password". Below these fields is a checkbox labeled "Applicatie beheerder". At the bottom of the form are two buttons: "save" and "cancel".

### Add new: User screen

Here the application manager can add a new user

### Button Save:

Saves the information that is filled in.

### Button cancel:

Closes the screen without saving