UserManual

ITopia

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
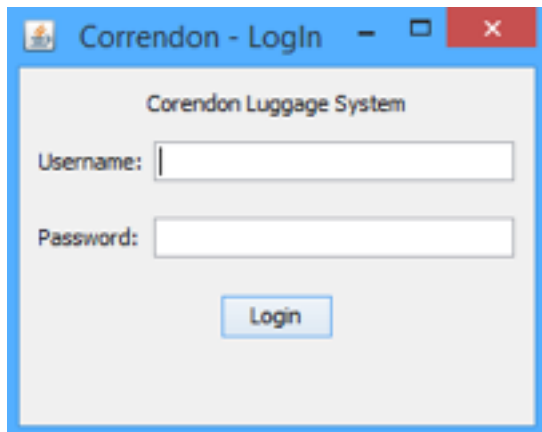- Fills his old password in
- Then fills his new password in twice

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

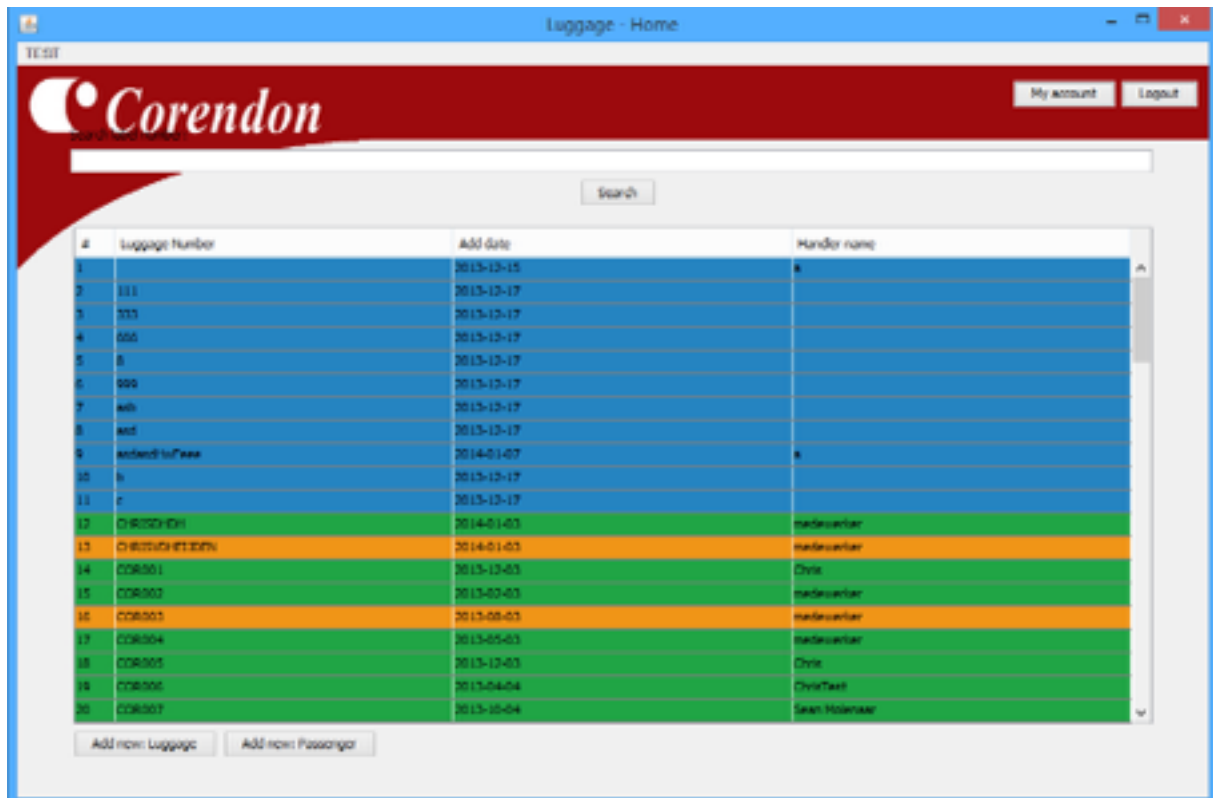**The loginscreen:**
On the login screen you can login to the application by filling in your username + password

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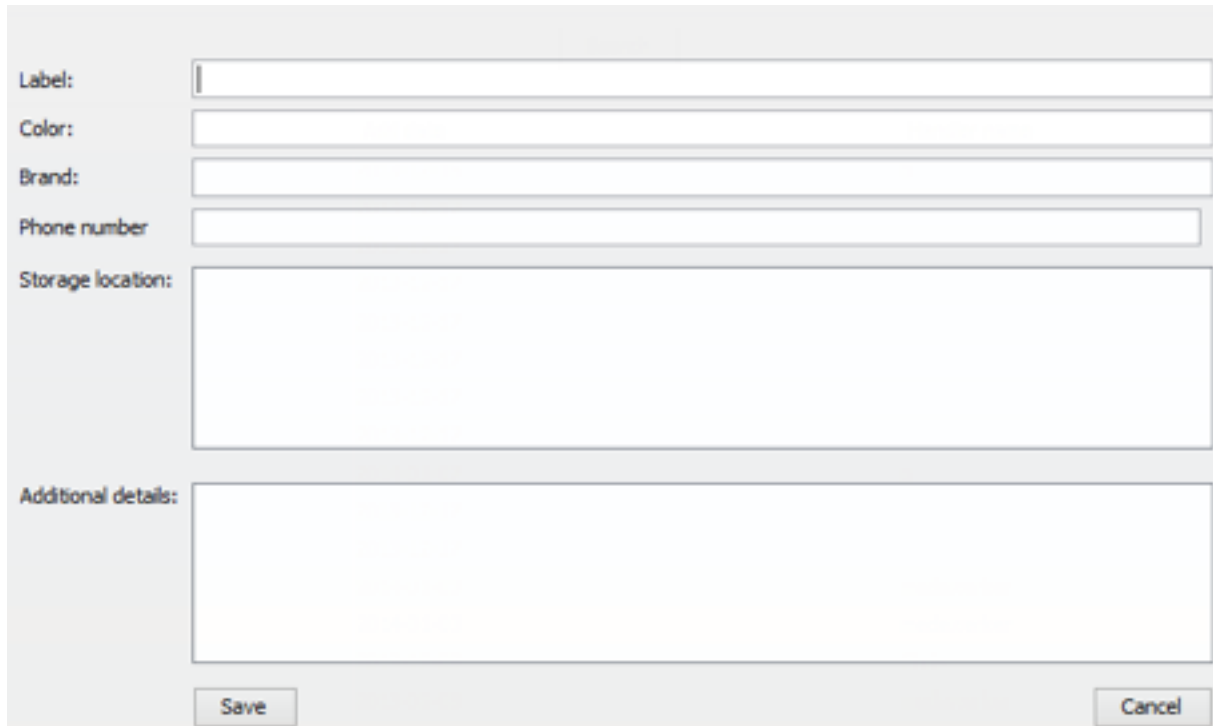Searches the words that was filled in by the user in the searchbar

Click in the table
Gives the information of that specific case

Button log out:

Goes back to the login screen

Add new: Luggage

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

Add new: Passenger:
In this screen the employee can add a person who has lost his luggage.

Button Print:
Starts the printscreen

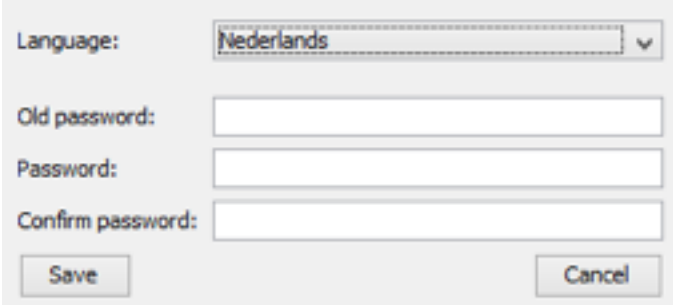**Button Save:**
Saves the information that is filled in.

Button cancel:
Closes the screen without saving

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My account screen

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

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
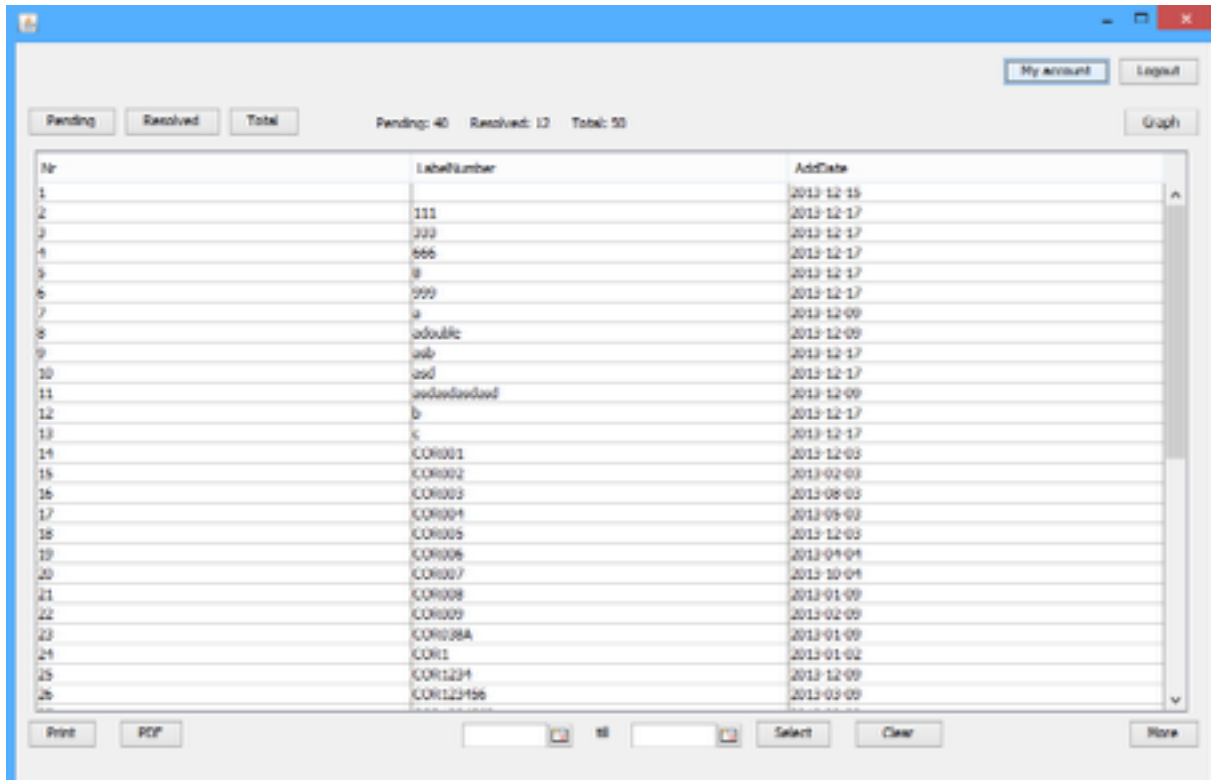
Button Print:

Starts the printscreen

Button Save:

Saves the information that is filled in.

Button cancel:

Closes the screen without saving

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

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Button Select
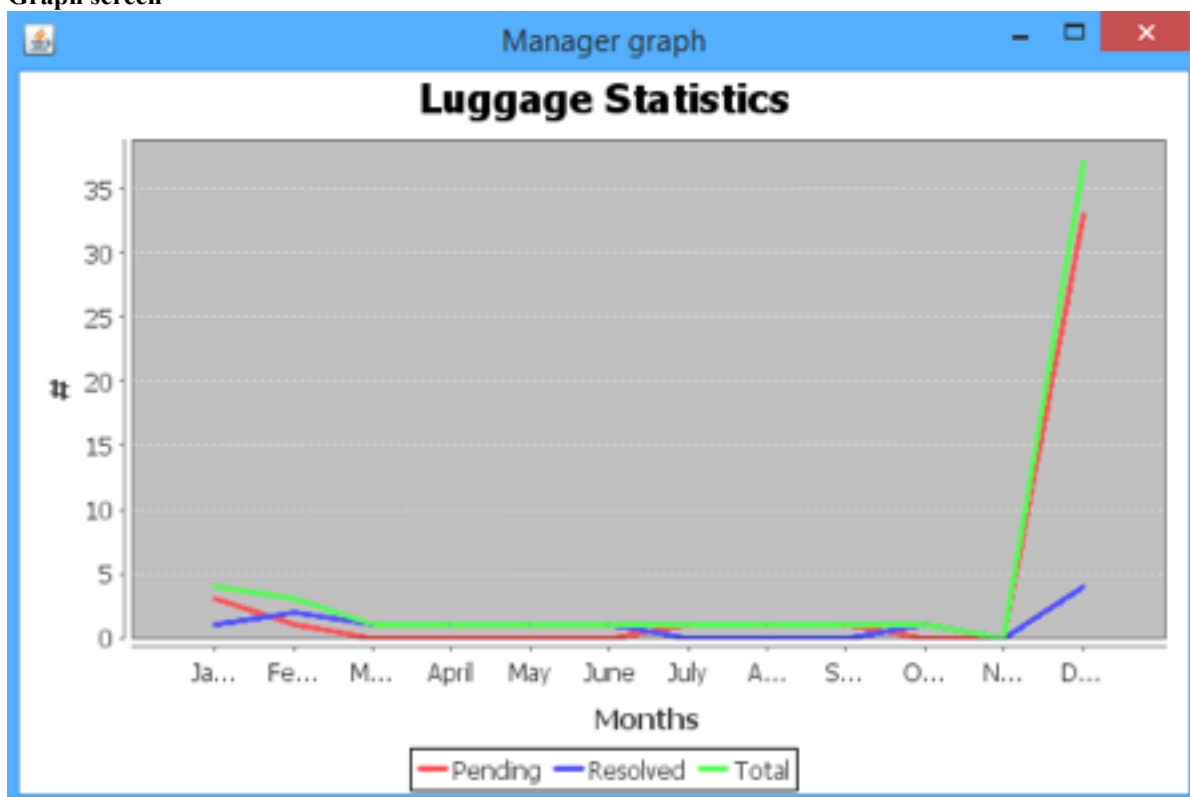Shows are the results in the selected time period

Button Clear
Resets the time period, thus showing all the results

Button More:
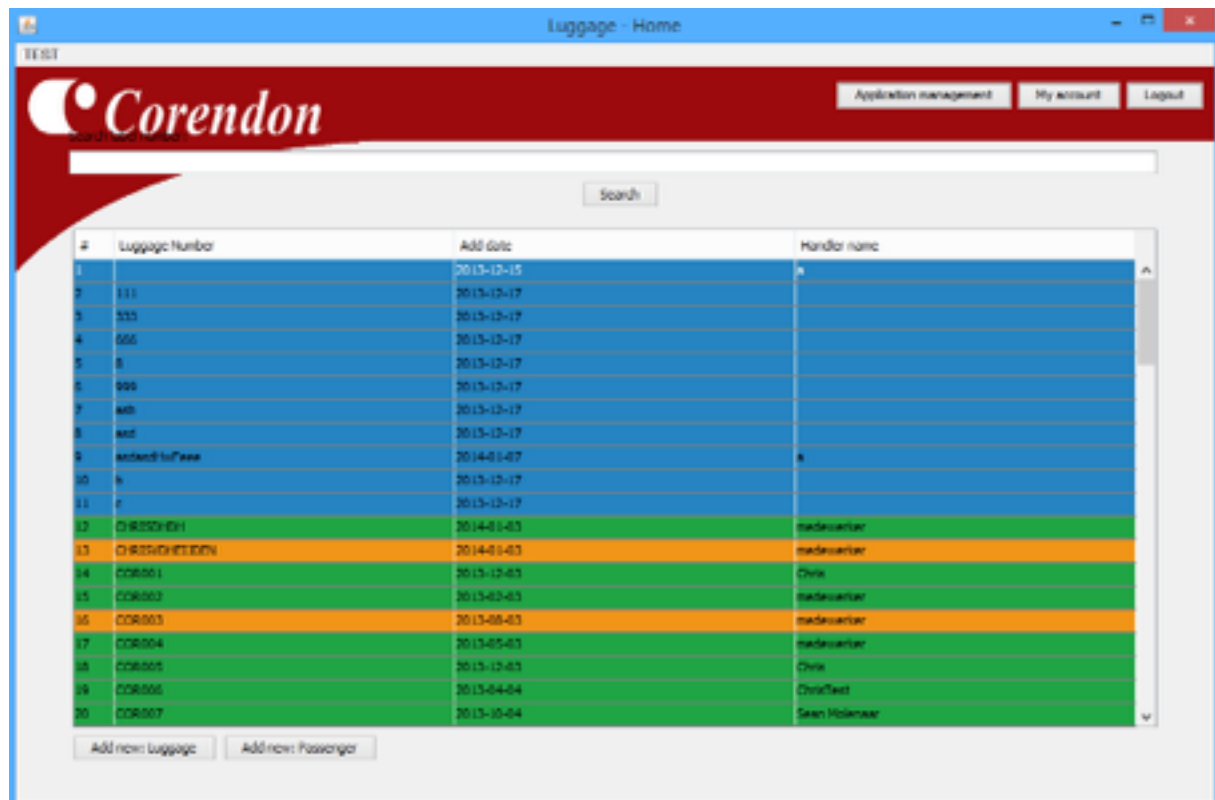
Expands the table, showing more results

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

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Application manager begin screen

This is the screen where applicationmanagers 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:
Expends 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:

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Goes back to the login screen

Button Applicationmanagement:

Goes to the applicationmanagament'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:
Expends the table, showing more results

Button my account
Starts the myaccount screen

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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
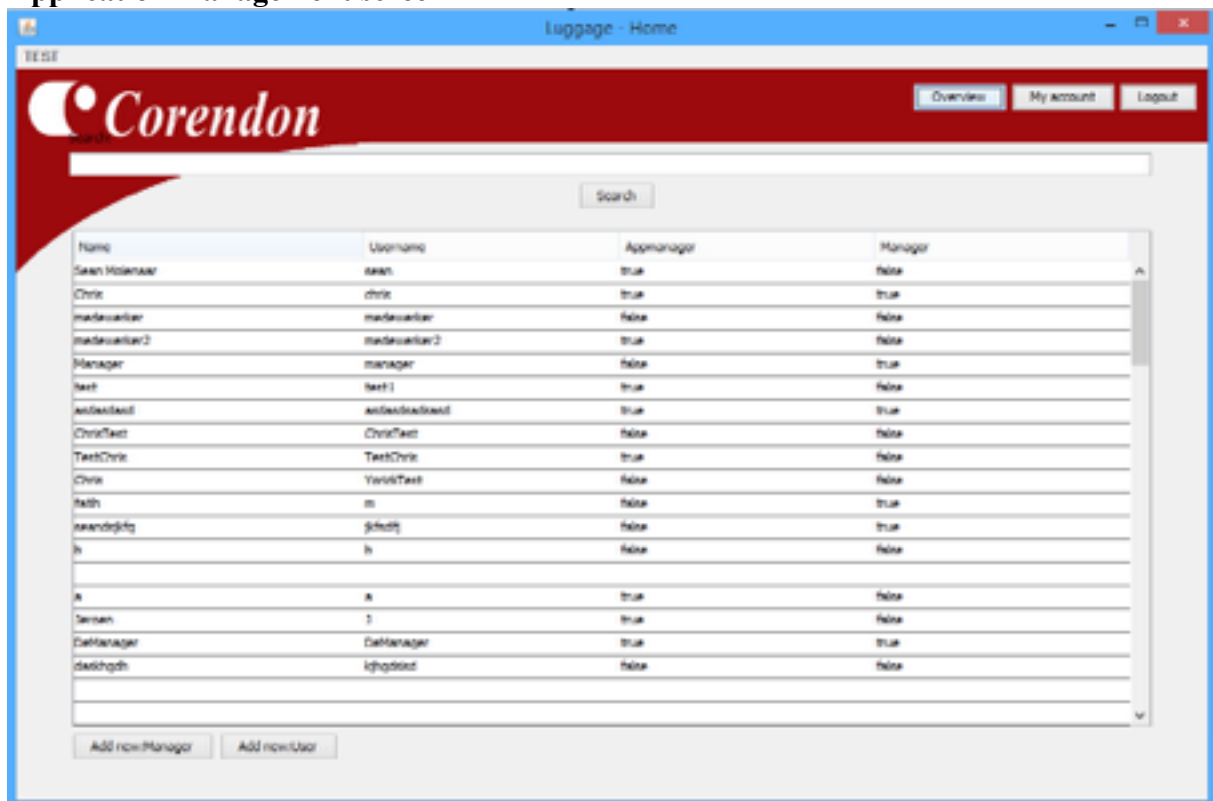Goes back to the application manager begin screen

Button log out:
Goes back to the login screen

Add new: Manager screen

Add new: Manager
Here the application manager can add a new manager

Button Save:
Saves the information that is filled in.
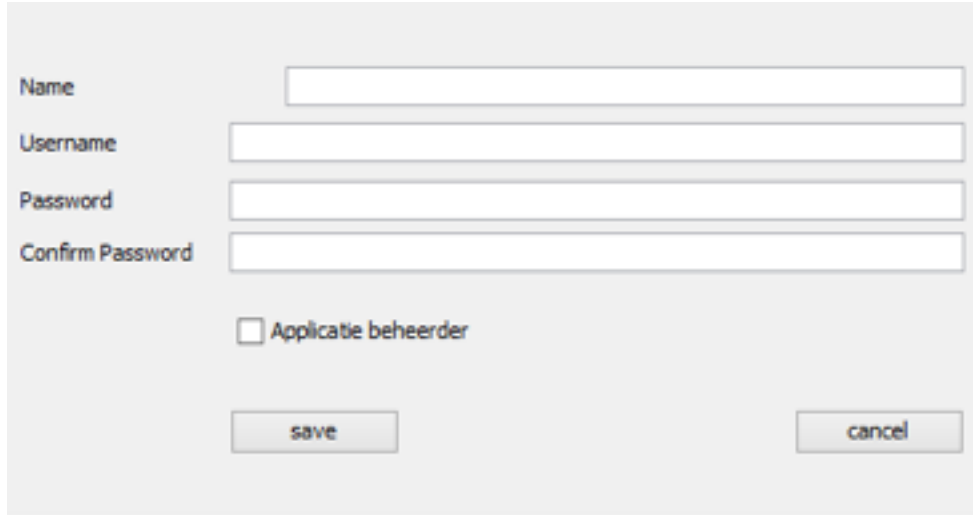
Button cancel:
Closes the screen without saving

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Add new: User

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