Group 3

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user manual

Barroc-it

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# Login page

When your at the login page you can login with your departments account.

The departments name is the username for that department account and you have to insert that in the top column wich says username

Than you have to insert an password, this password is hashed in our database and you can find your department account password in the document we deliverd to your company.

Than you click submit and you are logged in.

If you still need help you can also use the help function on the website.

# Sales page

## Home sale

When you’re logged in with de department sales you are on the home of department sales, there you can add a custommer by clicking on add customer, or you can search a customer by clicking on search customer.

## Add customer

When you clicked add customer you will see a form where you have to fill in all the data of the customer, once you’ve done that you have to click on add customer and than the customer is added in the database.

## Search customer

When you clicked search customer you will see a search bar. That search bar search for every single letter in the database, so if you enter an **A** it wil look for an **A** in the whole datatbase table.

If it found something it will show it in the section below the search bar. There you can see i fit found your customer.

Then you can click on view to show the information of that customer

## Show detail page sales

When your at the detail page you can see the customer info and the projects.

Under the section customer you can see the information of that customer

Under the section customer you can see the information of project from that user

# Finance page

## Home page finance

On the home page of finance you can see all the active projects, you can click on view to see the detail page of that project with the info of the project and the info of the customer.

You also have an section open invoices. There you can see all the open invoices sorted by company name.

There is a button behind every invoice so you can set that particular invoice paid so you can later check if its paid

## Detail page

Under the section customer you can see the information of that customer

You can set the customers limit by insert an number under enter limit and than click on set limit and the limit is changed.

You can also click on set client inactive to set it inactive if the customer doesn’t pay his invoices.

Under the section customer you can see the information of project from that user.

You can click on set project inactive if the customer doesnt pay for that project.

Under the section invoices you can see the invoices of that project and there you can add an new invoice to that project.

To add a new invoice you put in the amount in the amount section an insert an description about that invoice.

# Development page

When you are logged in with the development account you can see all the active projects with the info and see if they are finished yes or no.

# Admin page

## Admin home

When you are logged in with the development account you can click on active clients.

## Inactivate clients

When you are on the admin panel you can see list of inactive clients who didnt pay for there invoices, they have been set inactive by finance. But when they are paying again they need to be set back to active. Sow to do that just simply click on the button that says “set active” to set the client back to active.