

**Mitrais Carrot (Staff)
User Manual
Version 0.1**

REVISION HISTORY

Date	Version	Description	Author
17 October 2018	0.1	Initial	Mitrais Carrot Tester

1. Introduction

1.1 Purpose

There is an initiative to appreciate staffs who has reach the goals on their project or who are having a birthday. Manager can share their carrots to staffs as a gift and staffs can share carrots to each others. They also can use the carrots to buy something they wanted on bazaar.

1.1.1 Context

Staff is the main role in Mitrais Carrot application. Staff can share a birthday carrot to other staff through this role. Also staffs can exchange their carrots with something that is available in bazaar. Staff can see how much they earned the carrots, how much they shared their carrots and how much they exchanged their carrots through the carrot history

1.1.2 Modules

Below are the modules that are covered in Staff Role:

- Home (Bazaar)
- Staff's Birthday
- Notifications

2. Login as a Staff

2.1 Overview

To access the Mitrais Carrot, the Staff need to login to the system. Username and password are needed for Staff to successfully login to the system.

2.2 Form

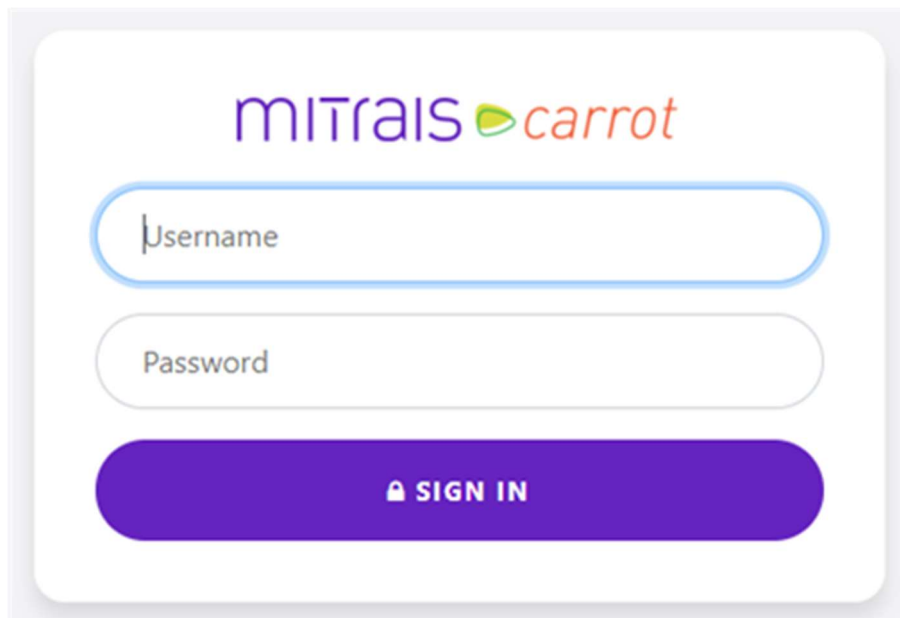
The image shows a login form for the Mitrais Carrot application. At the top, the logo "mitrais" is in purple and "carrot" is in orange, separated by a green carrot icon. Below the logo are two input fields: "Username" and "Password". The "Username" field has a blue border and a cursor. The "Password" field has a grey border. At the bottom is a large purple button with the text "SIGN IN" and a small white lock icon to its left.

Figure 2.2.1 Staff - Login Form

2.3 Purpose

The purpose of login function is to make Staff can access the whole function as Staff role.

2.4 Displaying the form

Staff needs to access the Mitrais Carrot URL, and to login to the system Staff need to fill in the Username and Password.

2.5 Screen description

The Login page is the landing page when Staff accessing the Mitrais Carrot URL. There are two fields, Username and Password. Username and Password that used is the same with the Mitrais Login credential. Sign In button needs to click to continue to the next step.

2.6 How to Login to the Mitrais Carrot

To Login to the Mitrais Carrot, please access this URL:

<https://carrot.mitrais.com/>

Fill the Username and Password, showed an image below:



Figure 2.6.1 Staff - Login Form, Fill the Username and Password

After filling the Username and Password, please click the 'Sign In' button.

If Staff correctly fill the Username and Password, it will go to the Mitrais Carrot homepage.

3. Home (Bazaar)

3.1 Overview

The Home Page (Bazaar) is the first page that users will encounter when they log in to the application using Staff credential. In this page, Staff can exchange their carrots with some products. Also they can see the history of their carrots.

3.2 Form

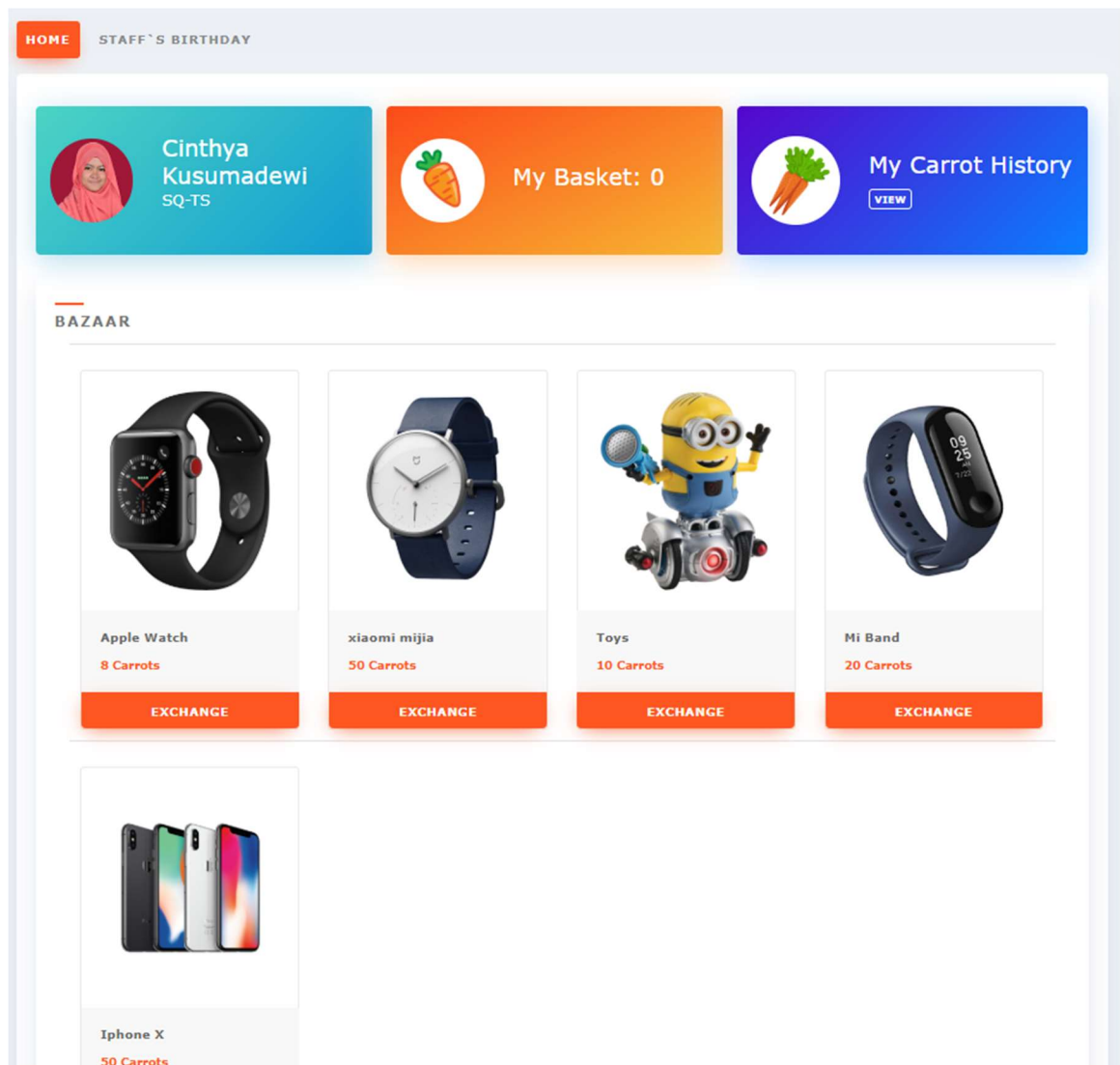


Figure 3.2.1 Home Page (Bazaar)

3.3 Purpose

To exchange carrots with a product and maintain the carrot history

3.4 Displaying the form

Login to the application using Staff credential.

3.5 Screen description

This page will become the landing page when Staff login to the application. This page will display all the products that is available for exchange and show the user profile, available carrots and carrot history. The playable interaction with user are View button on the Carrot History section to show the staff's carrot history. Also exchange button below each product to perform

exchanging carrots with the product.

3.6 How to Exchange Carrots with a Product

From the list of products in Bazaar page, click **Exchange** button on a product that staff want to exchange. It will redirect to **Reward Detail** page

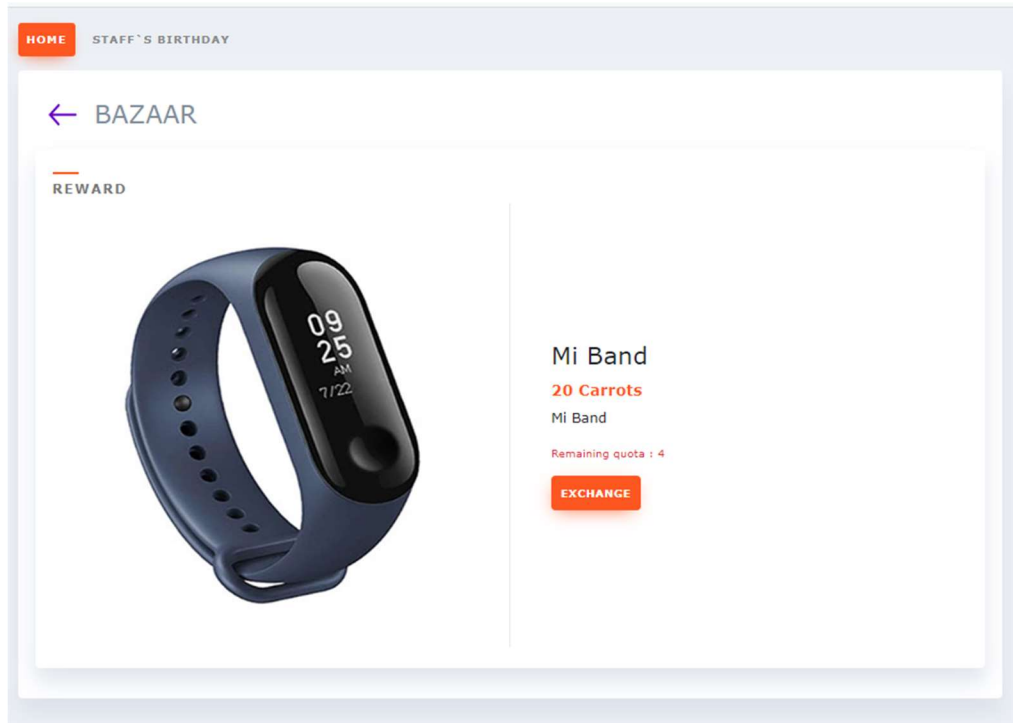


Figure 3.6.1 Reward Detail page

Click on **Exchange** button, confirmation pop up will be appeared.

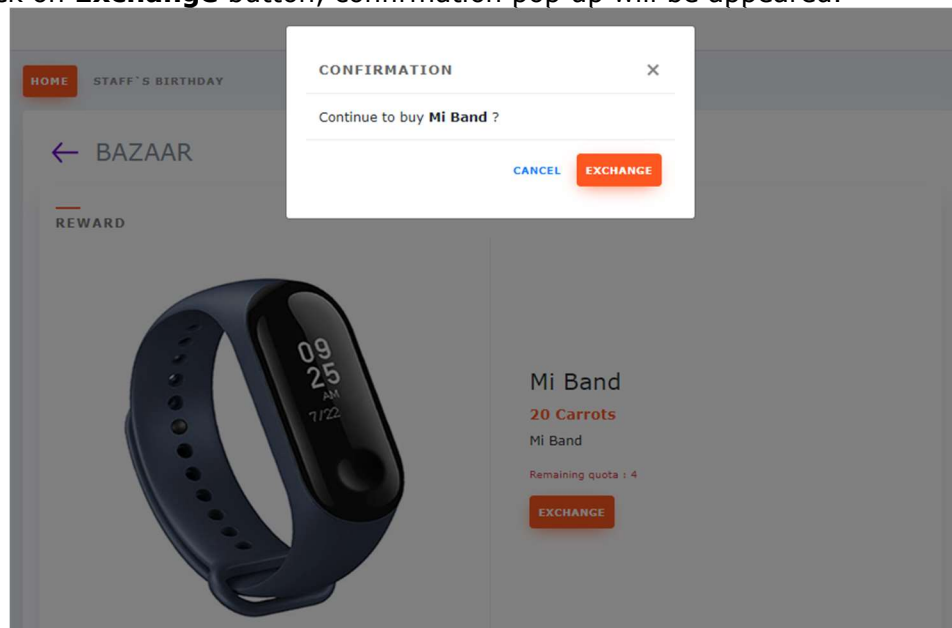


Figure 3.6.2 Confirmation Pop-Up

Click **Exchange** button in the confirmation pop-up. If the exchanging process is success, there will be a successful message and the product will be deliver to the Staff.

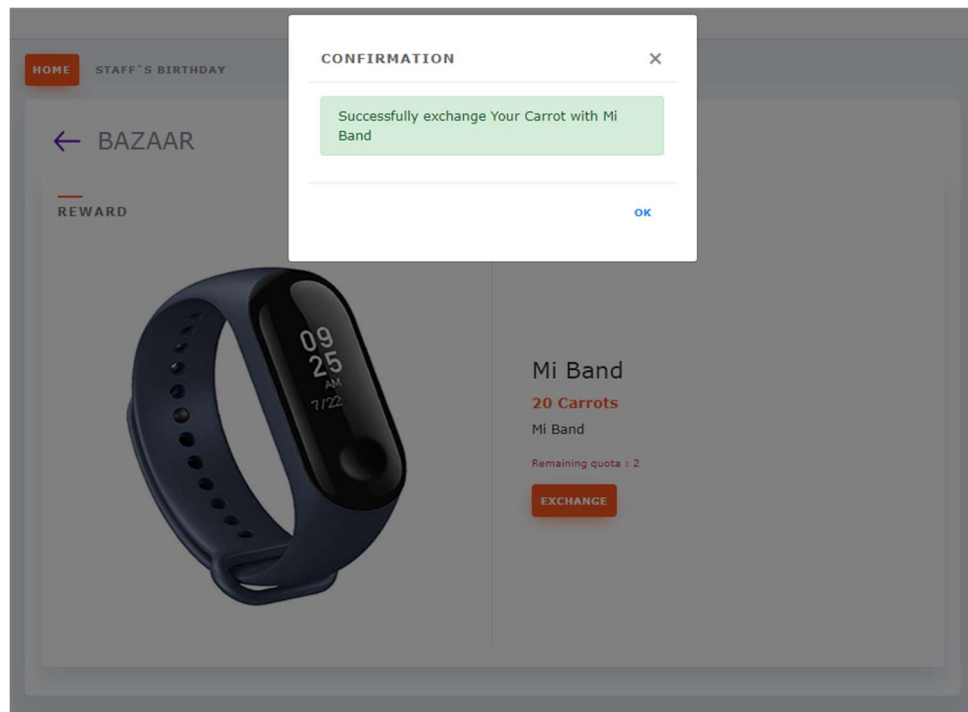


Figure 3.6.3 Successfully exchange carrot

4. My Carrot History

4.1 Overview

My Carrot History page is a page where staff can see the history of earned carrots, shared carrots and bazaar exchange.

4.2 Form

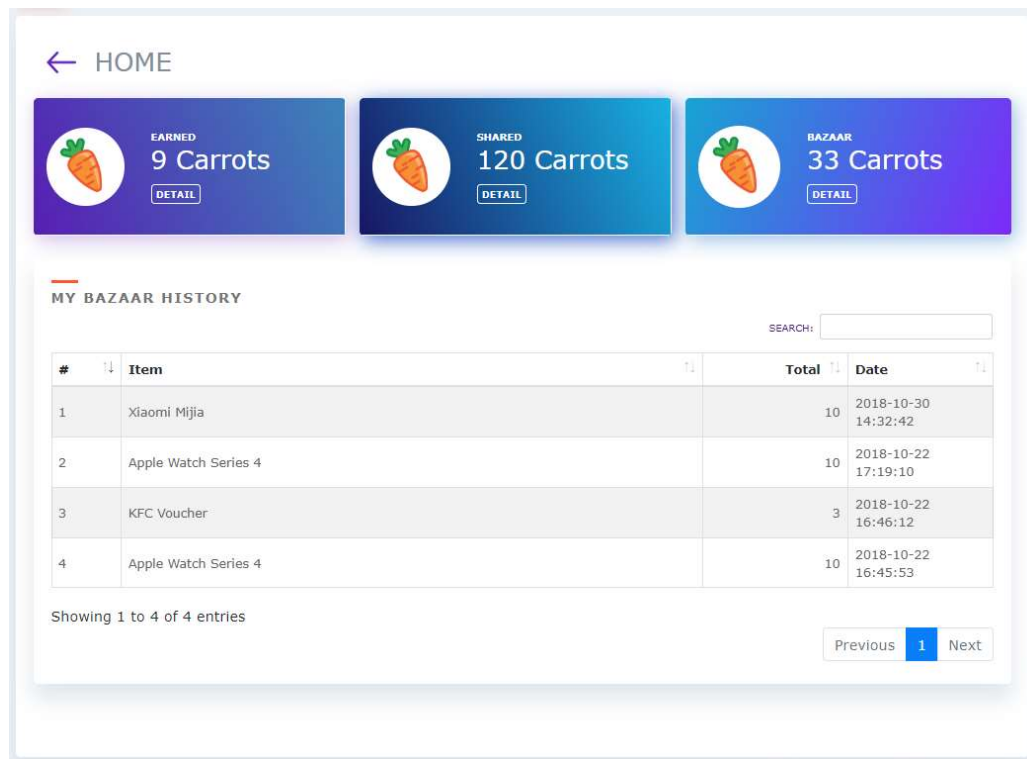


Figure 4.2.1 My Carrot History page

4.3 Purpose

Staff can see their carrot history that include how much they earned carrots, how much they shared their carrots to other staff and their bazaar exchange history.

4.4 Displaying the form

Login to Mitrais Carrot app using Staff credentials and Click **View** button on **My Carrot History** section

4.5 Screen description

There will be 3 Section on the page as in Figure 4.2.1, Earned, Shared and Bazaar. Earned section will show history of carrots which staff earned. Shared Section will show the history of carrots which staff shared to other staff. And Bazaar will show history of the Bazaar item that staff has exchanged.

4.6 How to Show History of Earned Carrot

After Clicking View button on the My Carrot History section in the Home page, Click **Detail** button on Earned Section

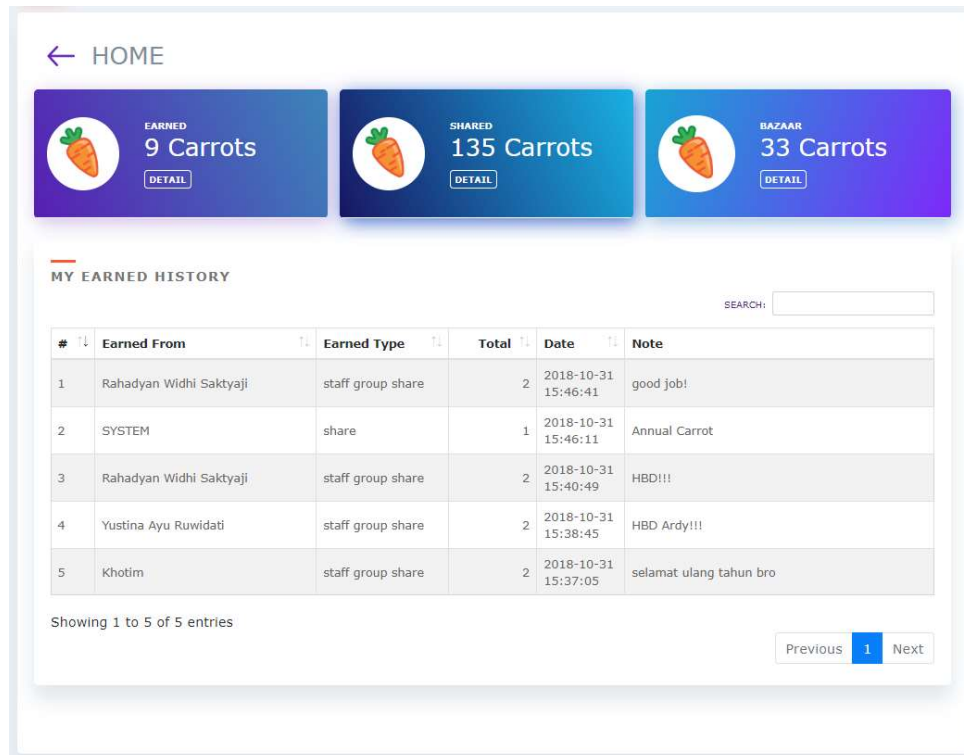


Figure 4.6.1 Earned Carrot History

4.7 How to Show History of Shared Carrot

After Clicking View button on the My Carrot History section in the Home page, Click **Detail** button on Shared Section

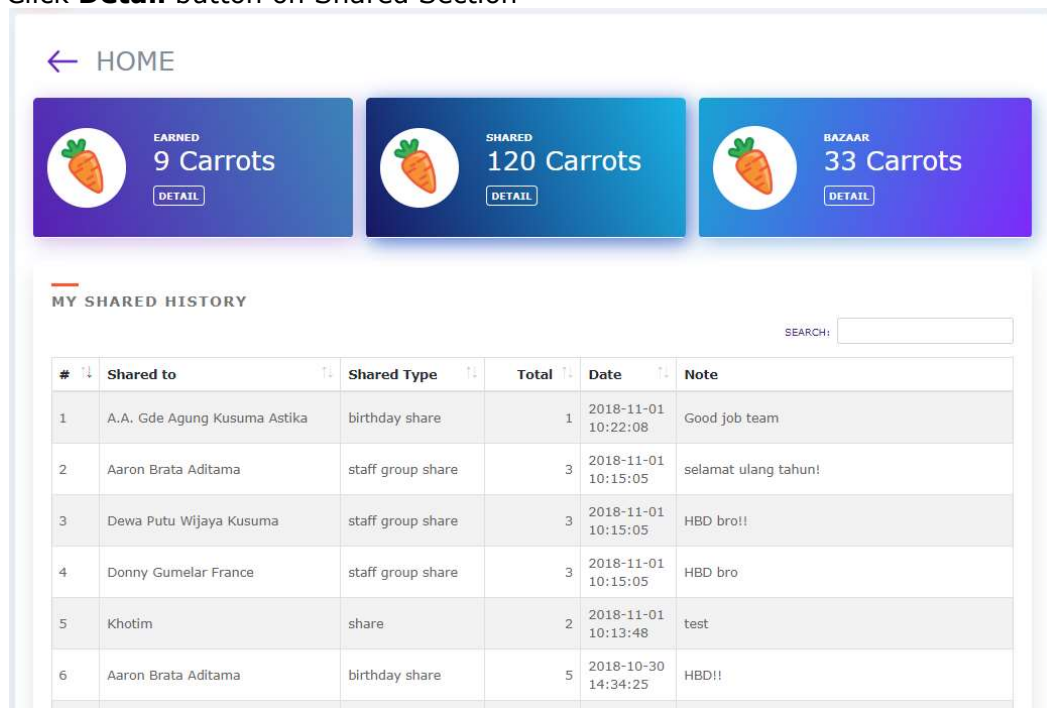


Figure 4.6.2 Shared Carrot History

4.8 How to Show History of Bazaar

After Clicking View button on the My Carrot History section in the Home page, Click **Detail** button on Bazaar Section

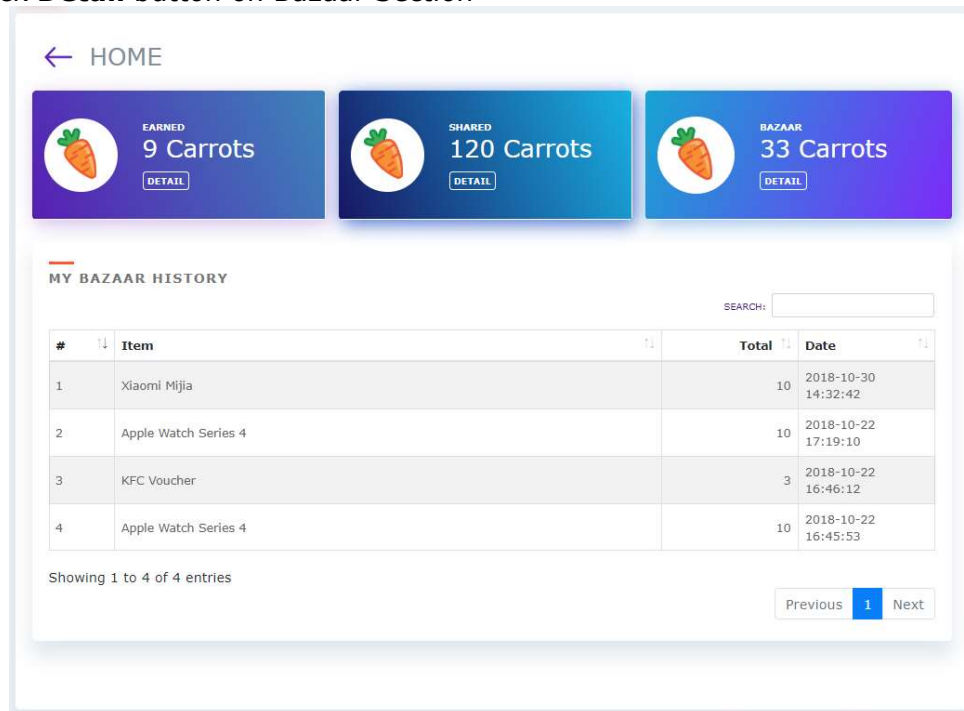


Figure 4.6.3 Bazaar History

5. Staff's Birthday

5.1 Overview

As a staff, a user can access this page to see other friend's or staff's birthday within that day, yesterday (the day before), and two days ago. Staff also be able to share their carrot with other staff as a birthday gift. So in Mitrais Carrot, it will be limited to '2 days ago' only. Staff will not be able to share the birthday carrot after two days.

5.2 Form

HOME **STAFF'S BIRTHDAY**

STAFF'S BIRTHDAY

2 DAYS AGO YESTERDAY TODAY

SEARCH:

#	Name	JF	Grade	Birthday	Action
1	Adrian Yulianto Kurniawan	SE	PG	2018-10-18	
2	Albertus Adityo Wahono	SE	PG	2018-10-18	
3	yudhistira	SE	PG	2018-10-18	

Showing 1 to 3 of 3 entries

Previous **1** Next

Figure 5.2.1 Staff - Staff's Birthday

5.3 Purpose

Staff were able to share their carrot with other staff as a birthday gift by clicking the send carrot button. Staff can share the birthday carrot only once per person, and the carrot amount is up to the staff (system might set the maximum carrot to share as a birthday gift).

5.4 Displaying the form

To open the Staff's birthday page, Staff needs to click the Staff's Birthday tab menu beside the Home tab menu. And the share carrot only working when a staff click the send carrot button to the intended staff.

5.5 Screen Description

The Staff's Birthday page will show a table that contains the list of staff that having a birthday 'today', 'yesterday', and also '2 days ago' by clicking each of the buttons. The send carrot button will be available or active if Staff never sent a carrot to that intended staff.

5.6 How to Share Carrot to Staff's Birthday

To share carrot, staff need to go to Staff's Birthday menu from Home, then choose whether 'today', 'yesterday', or '2 days ago' button.

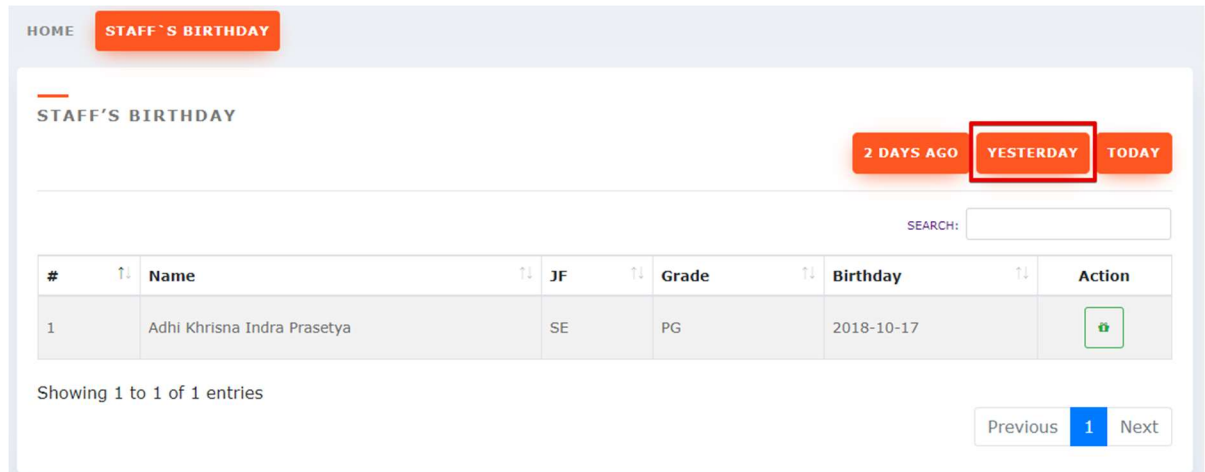


Figure 5.6.1 Staff - Staff's Birthday (Yesterday)

Click the send carrot button to share the birthday carrot to other staff

The pop-up windows will appear, and staff need to fill the mandatory field to share the carrot:

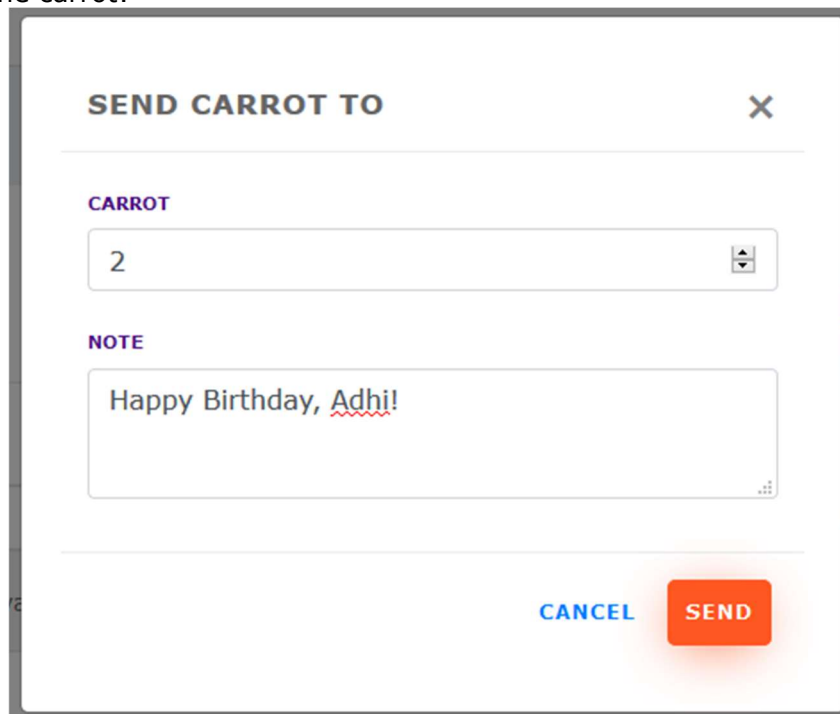


Figure 5.6.2 Staff - Pop-up Windows on Share Carrot

Click Send button to share the carrot with other staff. The success message below will be displayed if a staff successfully share the carrot.

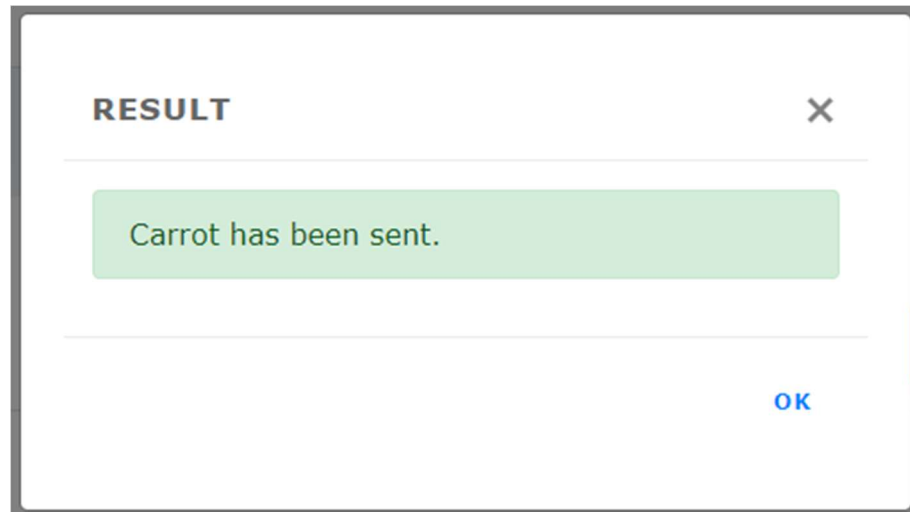


Figure 5.6.3 Staff - Share Carrot Success Message

The staff's carrot will be reduced automatically accordingly to the carrot that given to other staff.

As a note, staff will only be able to share once a year on the same person.

6. Notification

6.1 Overview

The notification is very important in Staff role. Staff can check the latest info of the new rewards added in bazaar, other Staff's birthday, and claimed rewards.

6.2 Form

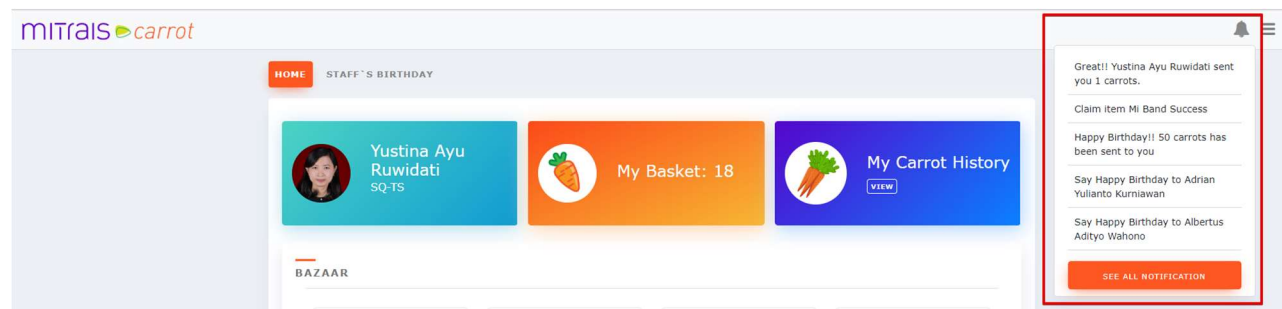


Figure 6.2.1 Staff - Notification Page in Home

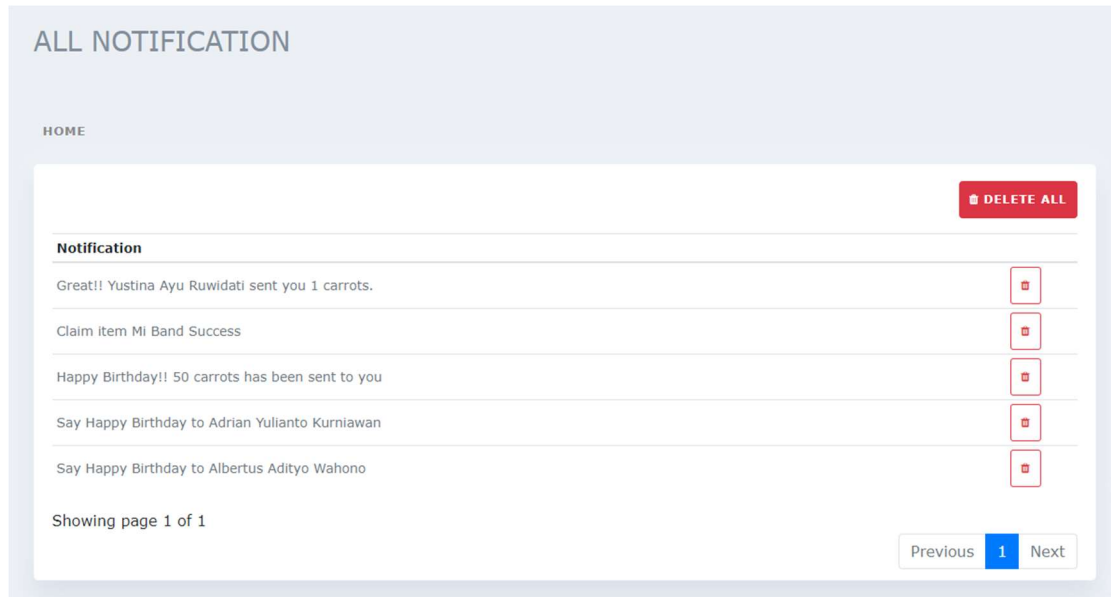



Figure 6.2.2 Staff - Notification Page (All Notification)

6.3 Purpose

The notification is used by the staff to give an alert when the new reward has arrived, someone having a birthday, and successfully claimed a reward. As a staff, they can also delete the notification if it's not used anymore.


6.4 Displaying the form

To display the notification, a staff need to click the notification bell , it will show the notification in staff homepage. If staff want to see all the notification, staff need to click the 'See All Notification' button in notification bell dropdown.

6.5 Screen Description

The notification bell will show the latest notification (new rewards, staff's birthday, claimed reward) from the notification bell. Staff also can see the all notification on see all notification page. On this page, there's a function to delete the notification as well.

6.6 How to See the Notification

To see the notification, click the notification bell button , the latest notification will be displayed in Figure 6.2.1.
To see all the notification, click the 'See all notification':

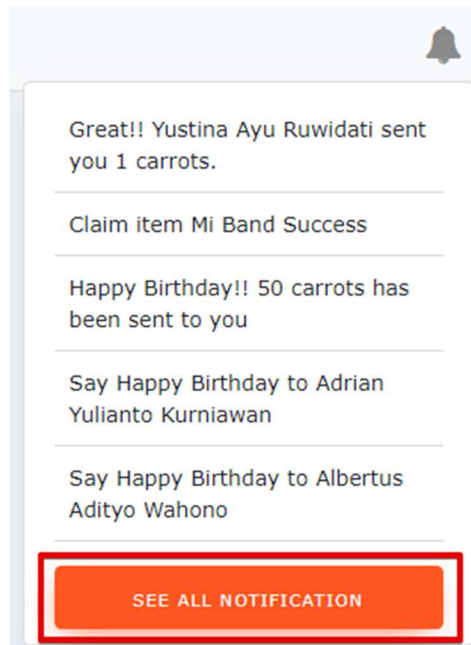


Figure 6.6.1 Staff - See All Notification in Notification Bell

Then the table on the Figure 6.2.2 will be displayed.

6.7 How to Delete the Notification

To delete the notification, staff need to go to All notification page.

Click one of the notifications on delete button



The confirmation page will be appear displayed in image below:

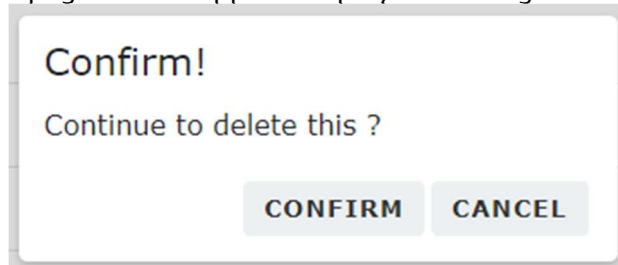


Figure 6.7.1 Staff - Delete Confirmation

Make sure to choose the Confirm button, to successfully delete the notification

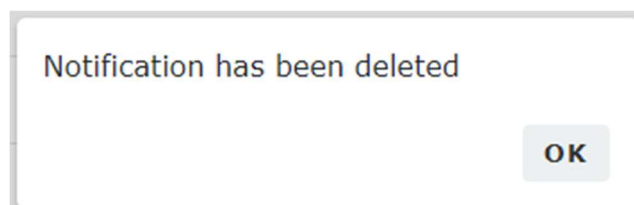


Figure 6.7.2 Staff - Successfully Delete the Notification

6.8 How to Delete All the Notification

To delete all the notification, staff need to go to All notification page.
Click the 'Delete All' button to delete all the notification

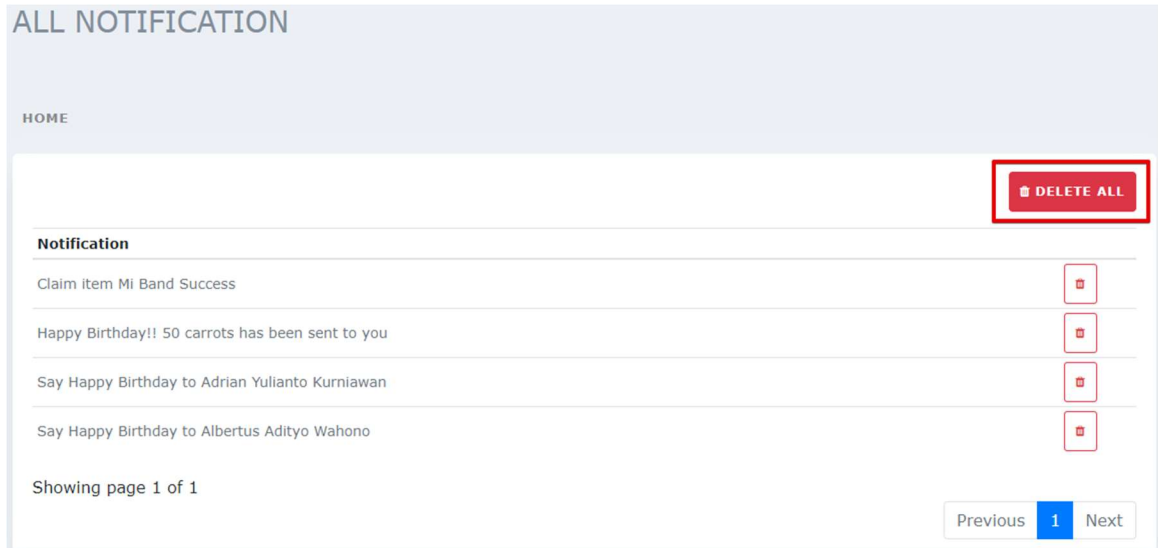


Figure 6.8.1 Staff - Delete All Notification

The confirmation page will be appear displayed in Figure 6.7.1
Make sure to choose the Confirm button, to successfully delete all the notification.
If delete all the notification is succeeded, the notification table will remain empty

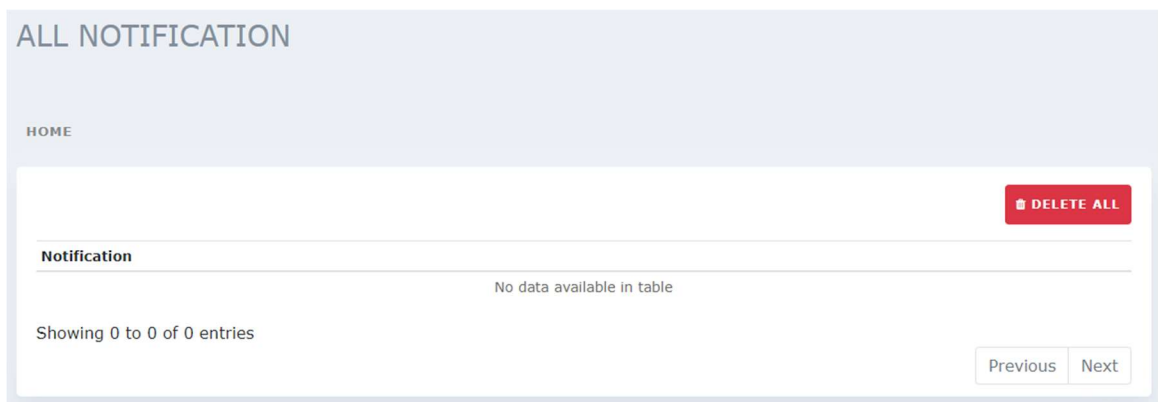


Figure 6.8.2 Staff - Empty Notification

7. Search

7.1 Overview

The search function on Staff is used to search list of earned carrot history, shared carrot history, bazaar history and Staff's Birthday

7.2 Form

Go to the Earned carrot history, Shared carrot history, Bazaar history or

Staff's Birthday to access the Search function.

MY CARROT HISTORY

SEARCH:

#	Sender Name	Status	Carrot	Date	Note
1	SYSTEM	share	100	2018-10-18 14:03:01	Annual Carrot
2	SYSTEM	share	1	2018-10-18 14:02:49	Annual Carrot

Showing 1 to 2 of 2 entries

Previous **1** Next

Figure 7.2.1 Search field on Earned Carrot page

7.3 Purpose

Its main function is to search keyword as Staff role which titled contain the search query.

7.4 Displaying the form

To display the search field form, Staff needs to go to Earned carrot history, Shared carrot history, Bazaar history or Staff's Birthday. Find the 'Search' field on the page. Then, Staff need to input the search query based on keyword.

7.5 Screen description

The search field text box will appear in Earned carrot history, Shared carrot history, Bazaar history only or Staff's Birthday

7.6 How to Use Search Function

After displaying the search field that exist in the middle of the page, Staff can type the search query which the Staff want. The Mitrais Carrot System will show the title of the search result which contains the inputted search query.

SHARE/CLAIM HISTORY

SEARCH:

#	Shared to	Exchange Type	Carrot	Date	Note
1	Adhi Khrisna Indra Prasetya	birthday share	10	2018-10-18 16:15:44	testing

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Previous **1** Next

Figure 7.6.1 Staff - Type the keyword on the search field

The staff doesn't need to hit the enter key on keyboard, the Mitrais Carrot system will automatically perform a search function on it.

The search result will be shown in the table below:

The screenshot shows the 'STAFF'S BIRTHDAY' page. At the top, there are three summary cards: 'EARNED 101 Carrots', 'SHARED 12 Carrots', and 'BAZAAR 40 Carrots'. Below these is the 'SHARE/CLAIM HISTORY' section. A search bar at the top right of this section contains the text 'indra'. Below the search bar is a table with the following data:

#	Shared to	Exchange Type	Carrot	Date	Note
1	Adhi Khrisna Indra Prasetya	birthday share	10	2018-10-18 16:15:44	testing

Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)'. At the bottom right of the table area, there are navigation buttons: 'Previous', '1' (highlighted), and 'Next'.

Figure 7.6.2 Staff - The Search Result on Shared Carrot page

8. Sort By

8.1 Overview

Sort by function on Staff used to sort the list ascending or descending. This function only available on Earned carrot history, Shared carrot history, Bazaar history or Staff's Birthday.

8.2 Form

The screenshot shows the 'STAFF'S BIRTHDAY' page. At the top, there's a 'HOME' button and a breadcrumb 'HOME'. Below this are three cards: 'EARNED 101 Carrots', 'SHARED 12 Carrots', and 'BAZAAR 40 Carrots', each with a 'DETAIL' button. Below the cards is a section titled 'MY CARROT HISTORY' with a search bar. It contains a table with columns: #, Sender Name, Status, Carrot, Date, and Note. Red boxes highlight the sort icons (up and down arrows) next to the first three columns. The table has two entries. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' buttons.

#	Sender Name	Status	Carrot	Date	Note
1	SYSTEM	share	100	2018-10-18 14:03:01	Annual Carrot
2	SYSTEM	share	1	2018-10-18 14:02:49	Annual Carrot

Figure 8.2.1 Staff - Sort by

8.3 Purpose

The purpose of the sort by function is to sort the list in the table based on descending or ascending.

8.4 Displaying the form

To display the sort by function, Staff needs to go to Earned carrot history, Shared carrot history, Bazaar history or Staff's Birthday. Find the 'Sort By' icon beside the field name on table.

8.5 Screen description

The sort by function will be displayed beside some column. Remember that not all column will have a sort function.

Staff need to click once to sort by ascending, and click twice to sort by descending.

8.6 How to Sort Table - Ascending

To order or sort the table based on ascending function, Staff needs to click


the  icon beside the column name.

Image below will show the table before Staff click the sort by icon

(ascending):

HOME STAFF'S BIRTHDAY

← HOME

EARNED 101 Carrots [DETAIL](#)

SHARED 12 Carrots [DETAIL](#)

BAZAAR 40 Carrots [DETAIL](#)

MY CARROT HISTORY

SEARCH:

#	Sender Name	Status	Carrot	Date	Note
1	SYSTEM	share	100	2018-10-18 14:03:01	Annual Carrot
2	SYSTEM	share	1	2018-10-18 14:02:49	Annual Carrot

Showing 1 to 2 of 2 entries

Previous **1** Next

Figure 8.6.1 Staff - Before Clicking the Sort by Icon

After clicking the Sort by icon, the Carrot column will be sorted by ascending, as shown by image below:

HOME STAFF'S BIRTHDAY

← HOME

EARNED 101 Carrots [DETAIL](#)

SHARED 12 Carrots [DETAIL](#)

BAZAAR 40 Carrots [DETAIL](#)

MY CARROT HISTORY

SEARCH:

#	Sender Name	Status	Carrot	Date	Note
1	SYSTEM	share	1	2018-10-18 14:02:49	Annual Carrot
2	SYSTEM	share	100	2018-10-18 14:03:01	Annual Carrot

Showing 1 to 2 of 2 entries

Previous **1** Next

Figure 8.6.2 Staff - After Clicking the Sort by Icon, Sorted by Ascending

8.7 How to Sort Table - Descending

To order or sort the table based on descending function, Staff need to click


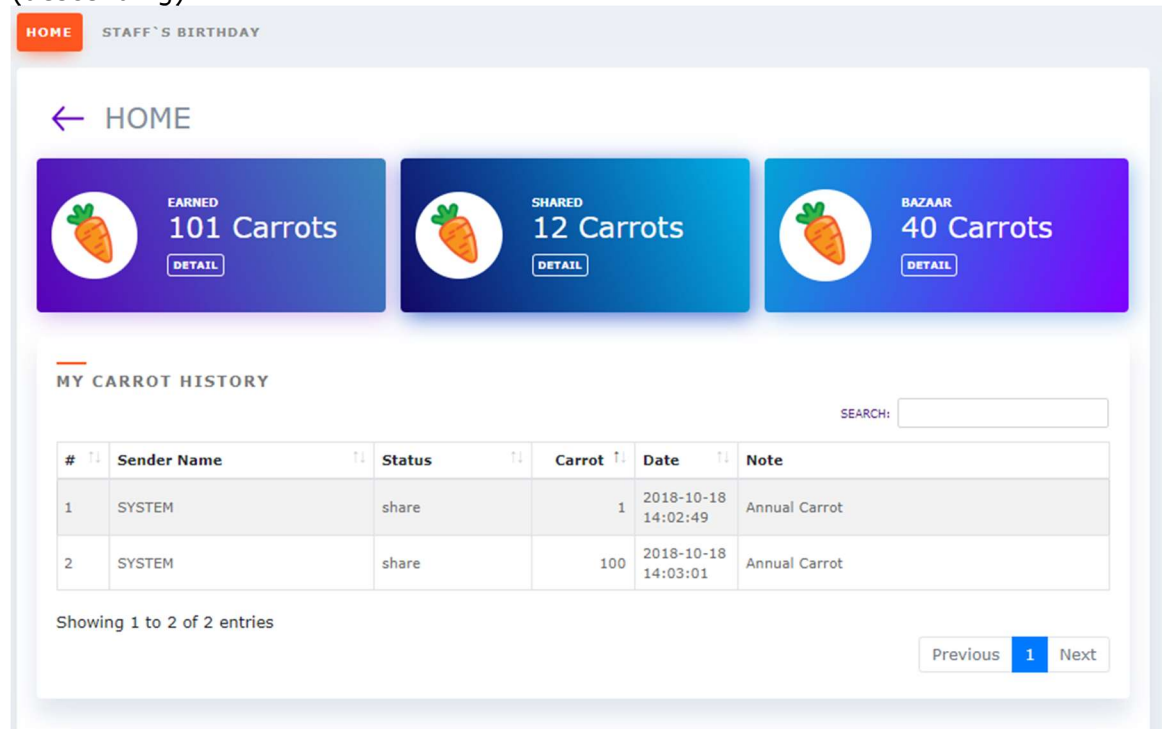
the  icon beside the column name.

Image below will show the table before Staff click the sort by icon (descending):




The screenshot shows the 'STAFF'S BIRTHDAY' page. At the top, there are three cards: 'EARNED 101 Carrots', 'SHARED 12 Carrots', and 'BAZAAR 40 Carrots'. Below these is the 'MY CARROT HISTORY' section, which includes a search bar and a table with 2 entries. The table columns are: #, Sender Name, Status, Carrot, Date, and Note. The first entry shows 1 carrot, and the second shows 100 carrots.

#	Sender Name	Status	Carrot	Date	Note
1	SYSTEM	share	1	2018-10-18 14:02:49	Annual Carrot
2	SYSTEM	share	100	2018-10-18 14:03:01	Annual Carrot

Showing 1 to 2 of 2 entries

Navigation: Previous 1 Next

Figure 8.7.1 Staff - Before Clicking the Sort by Icon

After clicking the Sort by icon twice (make sure the icon to be like this ) , the Carrot column will be sorted by descending, as shown by image below:

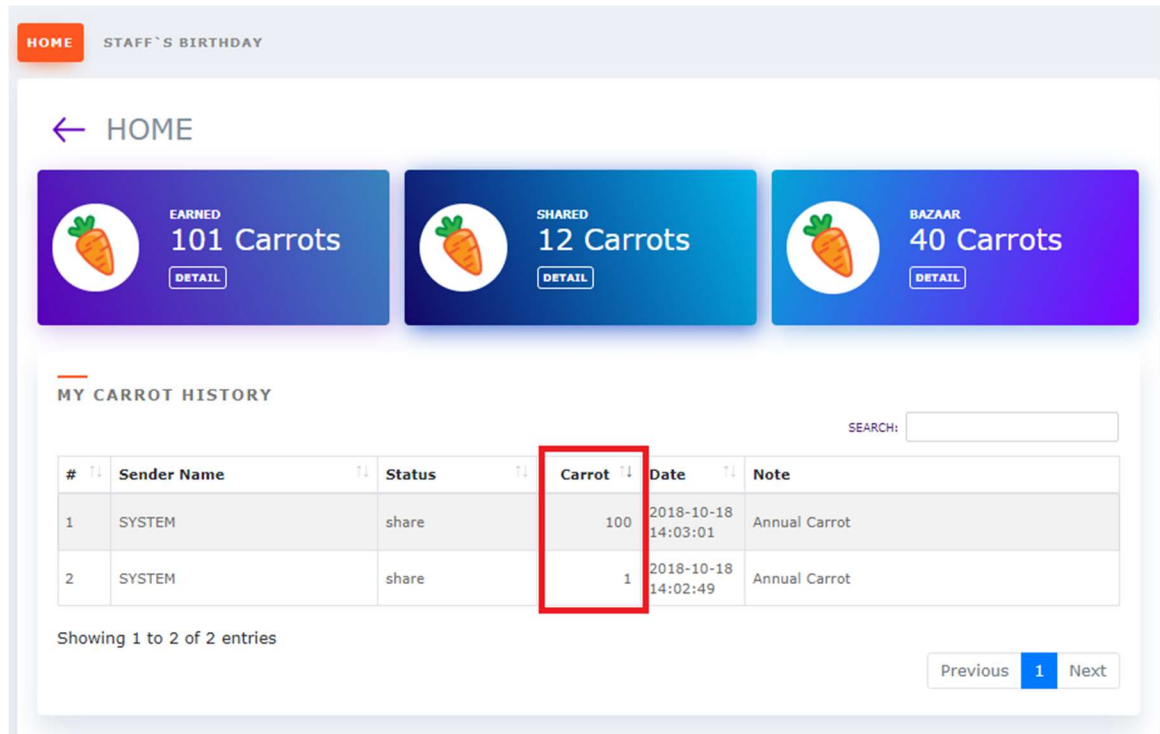


Figure 8.7.2 Staff - After Clicking the Sort by Icon, Sorted by Descending

9. Logout from Mitrais Carrot

9.1 Overview

Logout function in Mitrais Carrot system will be used to end all of the session.

9.2 Form

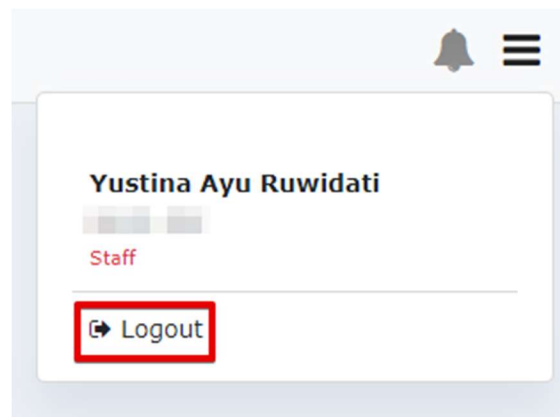


Figure 9.2.1 Staff - Logout

9.3 Purpose

To end all of the session, Staff needs to log out from the Mitrais Carrot system.

9.4 Displaying the form

The Logout function will be found when Staff clicks the Hamburger menu. It will appear in the very bottom of the drop down.

9.5 Screen description

The Logout contains only one label text, that is Logout. It will end all the session after it's clicked.

9.6 How to Logout from Mitrais Carrot

To log out from Mitrais Carrot system, Staff needs to click the Hamburger menu as shown in Figure 9.2.1.

Click the Logout button to end all of the session.