
JOWBANA

Personalfragebogen 2.0

User's Manual

Version 0.9

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1. Webpage flow

Two roles are identified for using the application. The Client will have the opportunity to have an account and administrate the information of his/her employees, it is also possible to fill out the information himself/herself. The Employee has a more limited access to the platform through the use of a token, which will control the access to the Personnel Questionnaire.

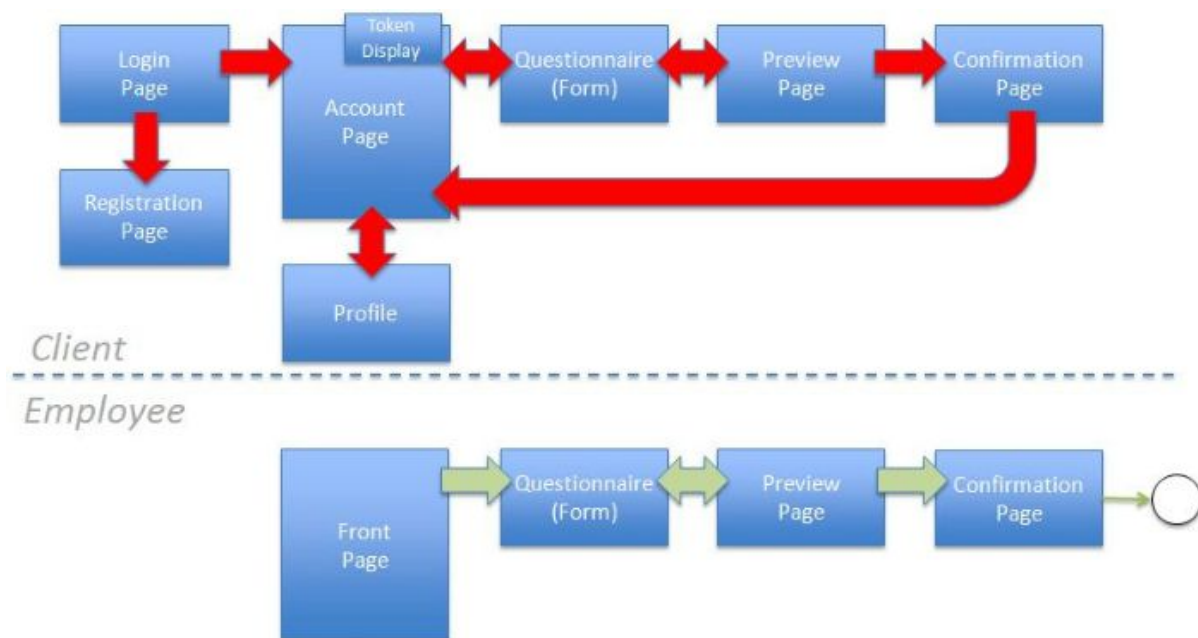
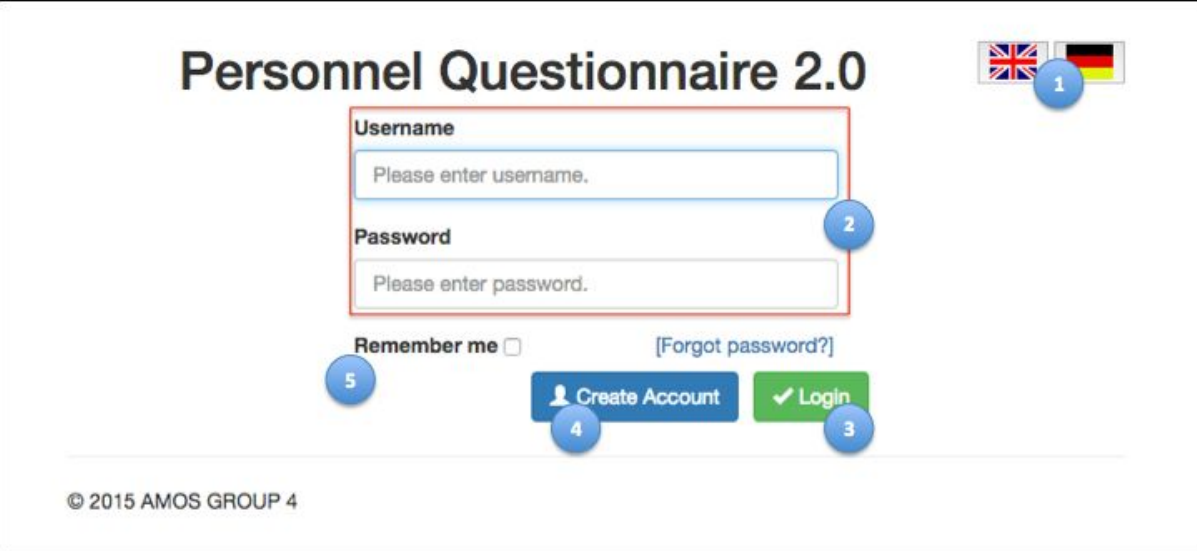


Figure 1 - Webpage Flow

1.1 Login Page

It is the main page for the user, both registering for the website as well as logging in the application are possible through this page.



The screenshot shows the login page for 'Personnel Questionnaire 2.0'. At the top right, there are two language selection buttons: a UK flag (labeled 1) and a German flag. Below these are two input fields: 'Username' (labeled 2) and 'Password' (labeled 2), both with placeholder text 'Please enter username.' and 'Please enter password.' respectively. Below the password field is a 'Remember me' checkbox (labeled 5) and a '[Forgot password?]' link. At the bottom, there are two buttons: 'Create Account' (labeled 4) and 'Login' (labeled 3). The footer contains the copyright notice '© 2015 AMOS GROUP 4'.

Figure 2 - Login Page

1. German and english flag buttons to switch between the two languages.
2. Fields to enter username and password in order to access the Account Page for users with account already created.
3. Login button to submit login data (username and password).
4. Create Account button to create a new user account. User will be redirected to Registration Page where he or she is required to fill in personal and company related information.
5. Remember me option enables users to save the login data for the next login session.

1.2 Registration Page

As it is necessary for new users to create an account, the Registration Page allows the user to quickly input his/her data to complete the registration step and get the confirmation email.

Personnel Questionnaire 2.0

Registration Form

MAIN DATA

Title
select

First name

Last name

...

LOGIN DATA

E-mail

Password

Confirm Password

Register

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Figure 3 - Registration Page

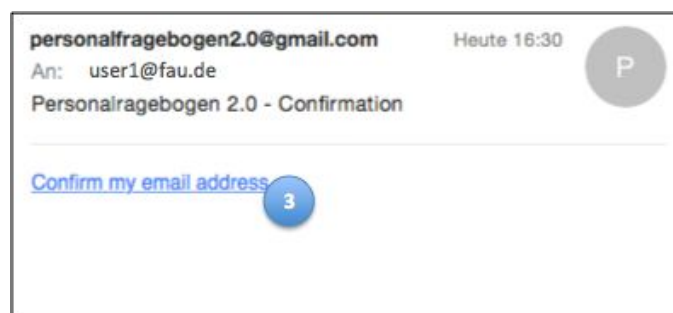


Figure 4 - Account Confirmation Email

1. Personal and company related data fields. Users are required to fill in the empty fields during the registration process.
2. Register button to submit the data entered and process with the registration process.
3. After registration data is submitted, a confirmation email will be sent to the registered email and user is required to click the link provided to confirm and finish registration process.

1.3 Account Page

The purpose of the Account Page is for the user, in this specific case for the Client, to have an overview of all the employee entries under his/her domain. Additionally, it allows to administrate the entries (Create, Edit, Delete) as well as generate the export files and send them through the incorporated email functionality.



Figure 5 - Account Page.

The functionalities in the Account Page are described as follows:

1. **Language Selection flags:** When clicked, the language of the titles, labels, links and buttons will toggle between English and German language.
2. **Profile Edit link:** When clicked, it will lead the user to the Profile Page (see section 1.7 of this document)
3. **New Employee link:** It allows the user to create new entries in the Employees table when clicked.
4. **Edit link:** Once a new entry has been created, the edit link allows to access the Questionnaire to edit the data of the employee (see section 1.4 of this document), for the selected entry.
5. **Delete link:** When clicked and after confirmation, it deletes the selected entry from the employee table.
6. **Download link:** Once the information in the Questionnaire is complete and the Client wants to gather the data from the application, the download link allows the used to

get a compressed file with both a LODAS/LuG text file and a PDF file which contains a printable version of the information.

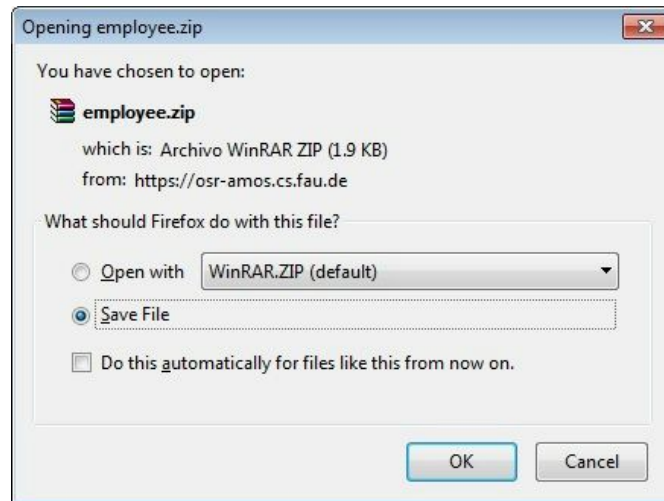


Figure 6 - Export File Download

7. *Send eMail button*: It displays a small window asking the user to input an email address. Once the email is confirmed, it sends an email to the recipient with the exported files as an attachment.

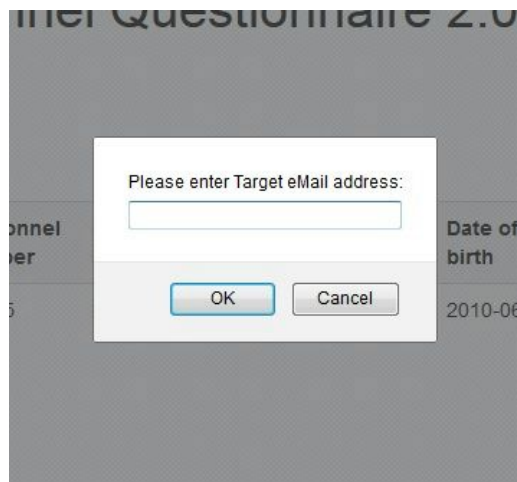


Figure 7 - Email Input Window

8. *View Token button*: Once clicked, a small window will display a token of six characters. This code will then be entered by the Employee in the Front Page (see section 1.8 of this document) to continue the process.

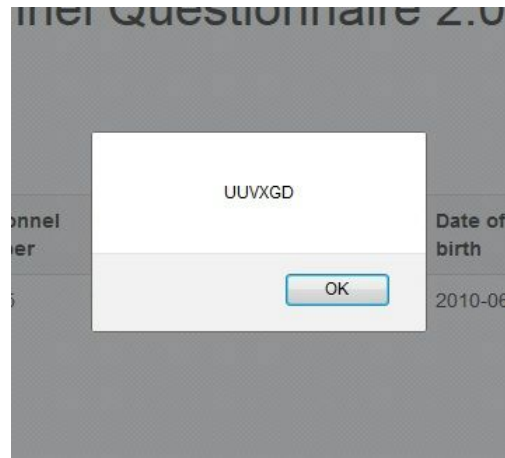


Figure 8 - Token Display Window

9. *Log Out button*: Allows the user to log out from the application in a safe way. No information will be lost.

1.4 Questionnaire

The questionnaire is the main feature of Personalfragebogen 2.0 where both Client (Employer) and Employee can fill in the personal information related for employment purposes.

The screenshot shows the 'Personnel Questionnaire 2.0' interface. At the top left, there is a 'Log out' button with a blue circle containing the number 3. The main title 'Personnel Questionnaire 2.0' is centered. Below the title, the form is divided into sections. The 'General' section contains a 'Personnel number' field with the value '0'. The 'Personal data' section contains fields for 'First name', 'Maiden name', 'Family name', 'Date of birth', 'Place of birth', 'Country of birth', 'Street', and 'Postcode'. The 'Details of previous periods of taxable employment during current calendar year' section contains two identical blocks, each with 'from', 'to', 'Type of employment', and 'Number of employment days' fields. A blue button labeled 'QEdit' with a blue circle containing the number 2 is located at the bottom. A red line with a blue circle containing the number 1 connects the 'General' and 'Personal data' sections to the 'Details of previous periods of taxable employment during current calendar year' section.

Figure 9 - Questionnaire Form

1. Field sections of the employment questionnaire. There are 8 sections in total.
2. The edit button to preview the questionnaire already filled in with employee's personal information.
3. Log out button to log out from the Client's account.

1.5 Preview Page

The previe page allows users to go through the questionnaire once again before finally submitting the data.

Personnel Questionnaire 2.0

General

Personnel number
44455

Personal data

First name
Sampe

Maiden name
Please enter maiden name

Family name
Sampleman

Date of birth
18/08/1980

Place of birth
Only if without insurance number

Country of birth
United States

Street
Bahnhofstrasse

Postcode
90411

House number
8

City
Karlsruhe

⋮

Details of previous periods of taxable employment during current calendar year

from
Please use format (DD/MM/YYYY)

to
Please use format (DD/MM/YYYY)

Type of employment
Please enter type of employment

Number of employment days
0

from
Please use format (DD/MM/YYYY)

to
Please use format (DD/MM/YYYY)

Type of employment
Please enter type of employment

Number of employment days
0

2 Back 3 Send

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Figure 10 - Preview Page

1. Field sections of the employment questionnaire. The fields are shown as preview only and no longer editable.
2. The back button to return to edit mode.
3. The send button to submit the questionnaire.

1.6 Confirmation Page

The confirmation page informs the users that the questionnaire has been successfully submitted to the Client.

A screenshot of a confirmation page. It features a light gray background with a thin black border. The text "Data submitted successfully" is displayed in a dark gray font. Below it, "Employee id:10" is shown in a lighter gray font. A horizontal line separates this from the footer, which reads "© 2015 AMOS GROUP 4" in a dark gray font.

Data submitted successfully

Employee id:10

© 2015 AMOS GROUP 4

Figure 11 - Confirmation Page

1.7 Profile Page

The profile page displays the Client's personal and company related data.



Figure 12 - Profile Page (View)

1. German and english flag buttons to switch between the two languages.
2. Preview of user's personal data.
3. Edit button to modify user's personal data.
4. Log out button to log out from the Client's account.

Profile Page (edit mode)

The edit mode allows users (Client) to edit their current personal and company related information.

The screenshot shows a web form titled "Edit profile". At the top left is a "Log out" button with a blue circle containing the number 5. Below the title, the user's ID is shown as "ID: 1". A red box highlights a radio button group with a blue circle containing the number 1; the options are "LODAS" (selected) and "LuG". Below this is the section "LOGIN AND SECURITY". The "E-mail" field contains "adidas@example.com". A red box highlights three password fields with a blue circle containing the number 2: "New password" (placeholder: "Please enter new password."), "Confirm password" (placeholder: "Please re-enter password."), and "Old password" (placeholder: "Please enter old password."). Below these is a "Zipfile password" field with a blue circle containing the number 3 (placeholder: "Please enter password for zip encoding."). A vertical ellipsis indicates more fields. The "Address" field has a placeholder "Please enter street and house number." and the "PLZ" field has a placeholder "Please enter postcode.". A blue "Submit" button with a checkmark and a blue circle containing the number 4 is at the bottom. The footer shows "© 2015 AMOS GROUP 4".

Figure 13 - Profile Page (Edit)

1. Radio button to select the type of export file (LODAS or Lohn und Gehalt [LuG]).
2. Fields to change current account password.
3. Field to set or change the password for the zip file.
4. Submit button to save the user profile.
5. Log out button to log out from the Client's account.

1.8 Front Page

Through this webpage it is possible for the Employee to access the website and then edit his/her personal data, that is done using a six-digit token.

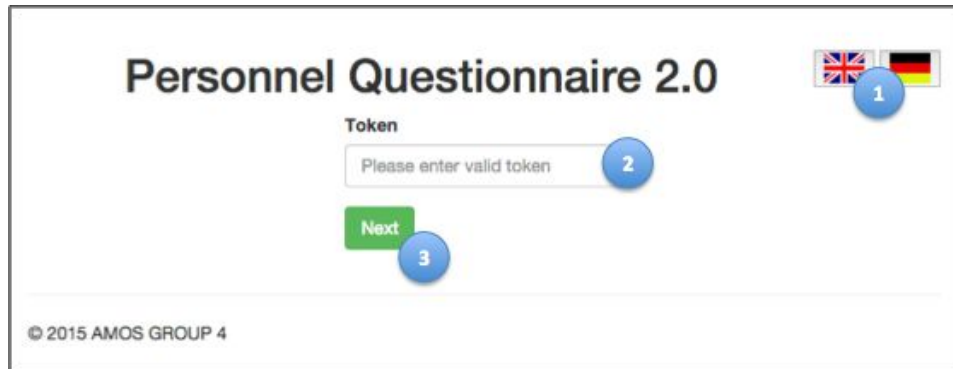


Figure 14 - Front Page

1. German and english flag buttons to switch between the two languages.
2. Field to input the token assigned by Client (Employer).
3. Next button to access the Questionnaire Page.

2. Error Messages

3. Troubleshooting