



Eternity Services

ORDO

The User Manual

SP300

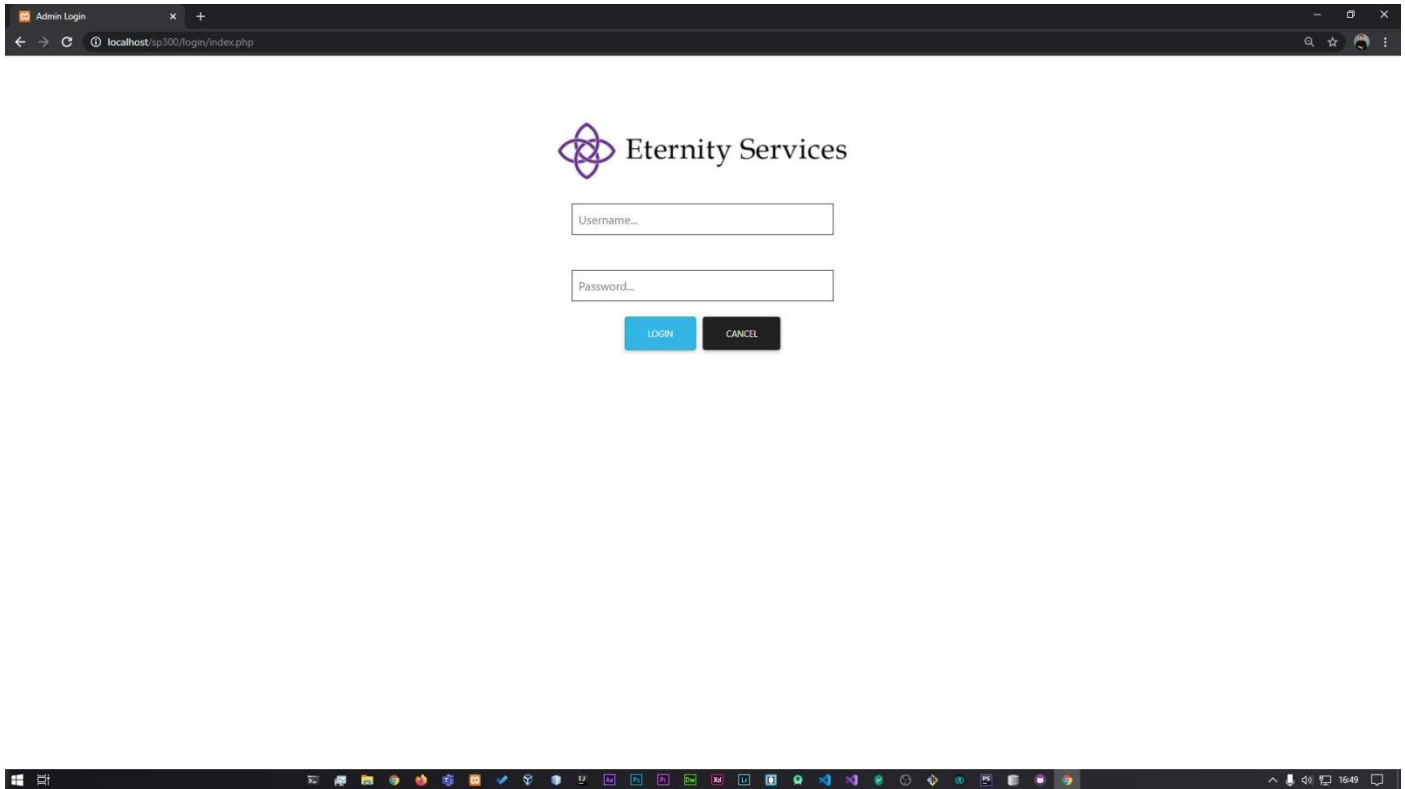
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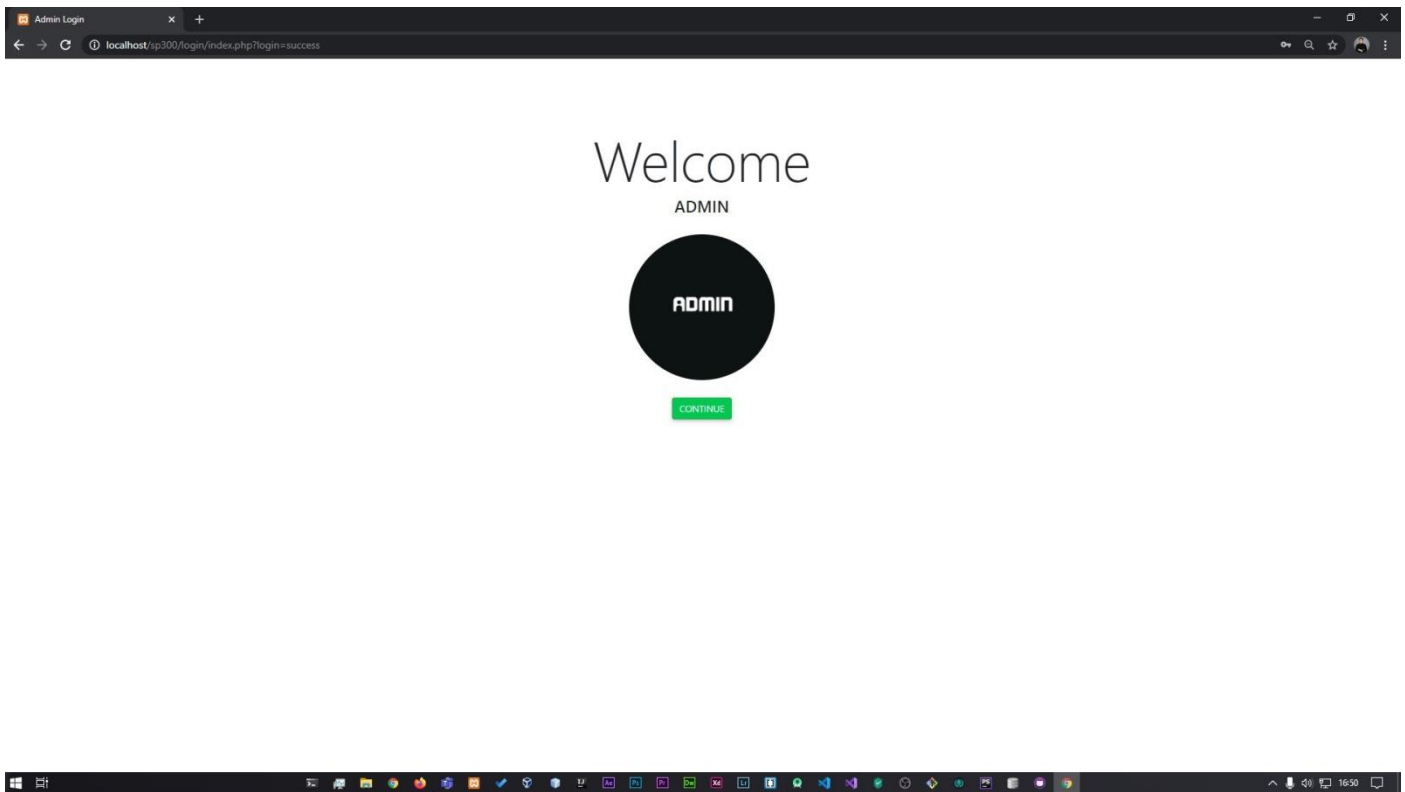
Intro

The user manual is designed to be used with the Ordo system, for the purpose of making the system easier to use. The Ordo system user manual provides an overview of all the functions and features that a user will need to know in order to use the system efficiently. The user manual will go through a step by step process of how to use the system from start to finish. Starting with the login page and learning how to navigate to each part of the system from the dashboard.

1. Login

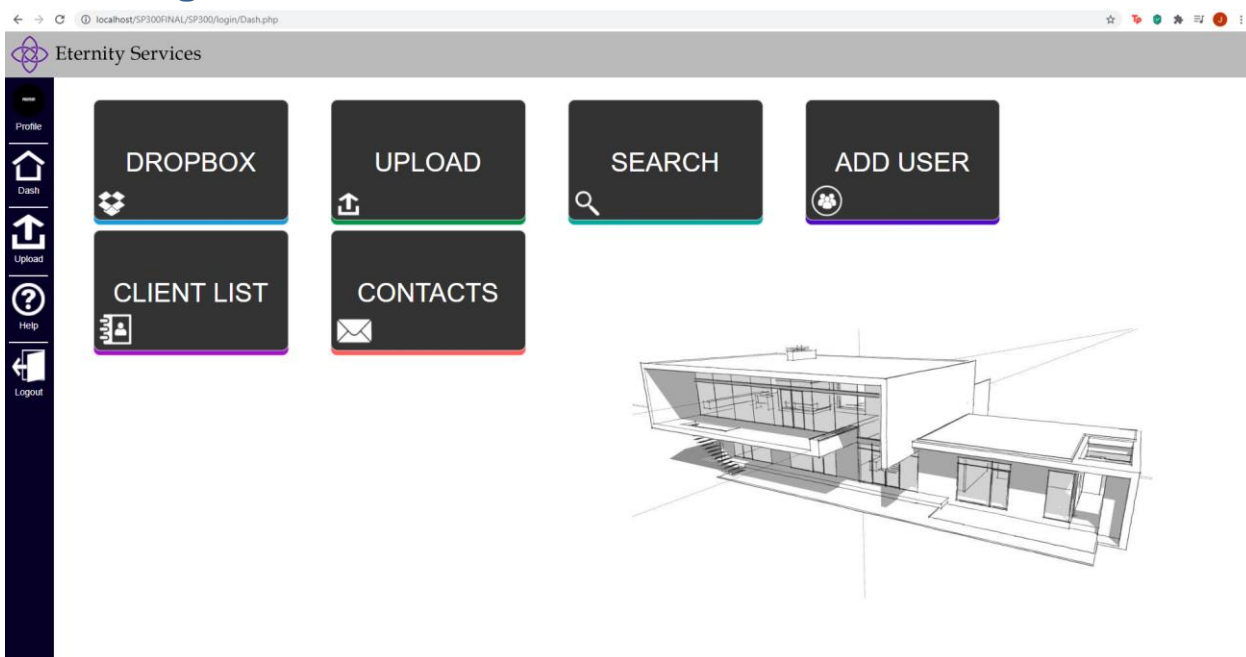
A screenshot of a web browser window displaying the 'Admin Login' page for 'Eternity Services'. The browser's address bar shows 'localhost/sp300/login/index.php'. The page features the 'Eternity Services' logo at the top center, which consists of a purple geometric icon and the text 'Eternity Services'. Below the logo are two input fields: 'Username...' and 'Password...'. At the bottom of the form are two buttons: a blue 'LOGIN' button and a black 'CANCEL' button. The browser's taskbar at the bottom shows various application icons and the system clock indicating 16:49.

Login takes place from the webpage, the administrator, as in the user of the system, will then enter their details into the system. Only authorised users will be able to access this part of the system. If the person is not an authorised user and stumbles across the login page, the person can click on the cancel button; this will redirect the user back to the home page on the website.



Once the user is logged in, a welcome message will be displayed notifying the users of the system that they have been logged in. From here the system users can navigate to the Dashboard of the Ordo System.

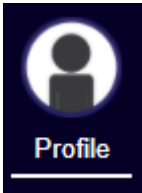
2. Using the dash Board



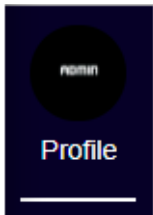
2.1. The Navigational side panel

On the right hand side of the screen, there is a navigation panel that contains a few different options. The navigation panel will be present on all pages so that the user is able to navigate through the system. Below each option will be discussed:

2.1.1. Profile



The profile button is available to the user of the system, to show who is logged on at any given time. The user must click the button/icon in order to navigate from the dashboard, or any other part of the system that permits profile access, to view their profile. If the user decides to change their profile picture, they can do so with the edit function on the user profile. Once edited the user profile picture will be visible throughout the system.



2.1.2. Home Button



The home button is the button to press if you as the user would like to get back to the dashboard to select different options that are available on the dashboard. The home button takes you to our dashboard which is the central place for all your Ordo system functions.

2.1.3. Upload Button

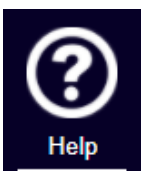


The upload button will take the user to the page, where all the different upload options are available. These upload options are for uploading different document types:

- Drawings
- Contract documents
- Project Manuals
- Construction docs, and
- Submittals

More about the different upload methods will be discussed later in the user manual.

2.1.4. Help / User Manual Button



The help icon is, as they symbol suggests, the icon that will take you to the User manual where, the user, will be able to learn how to use the Ordo system better than they did before.

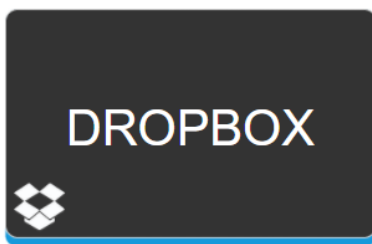
2.1.5. Log Out button



The log out button is used when the user no longer wishes to be in the system and therefore will log out. That way the contents of the system stay safe and does not allow for unauthorised access. When the user logs out of the Ordo system, the will be taken to “home” page.

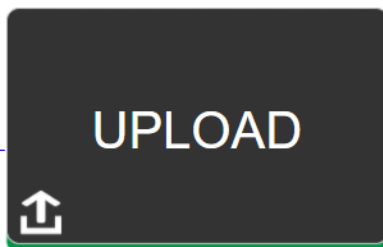
2.2. Dashboard contents

2.2.1. Dropbox



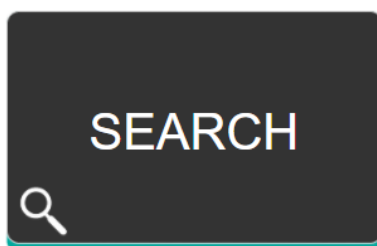
The drop box icon is used as a way for you, as the user of the system, to view all projects and files that are on the drop box system, the drop box icon is a drop box API that allows for the user to access all the drop box files from the Ordo system.

2.2.2. Upload



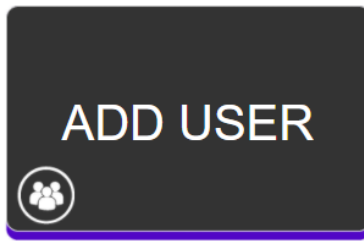
The upload button is the same as the upload button on the side navigation panel and will take the user of the system the different upload options. Again the upload options will be discussed in depth when the Upload section is reached.

2.2.3. Search



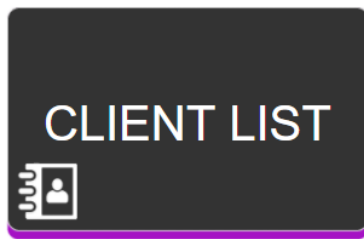
When you click on the search button, the user will be directed to page where the user will be able to perform a search of the database to find documents that have already been added to the database.

2.2.4. Add User



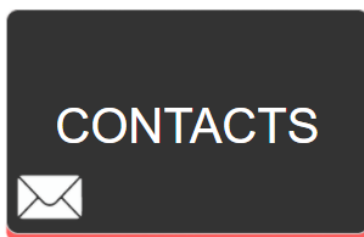
Once in the admin side of the Ordo system, there is an option for the user to add a new user to the system. In the event that the business expands and requires more people to access the system, the users of the system will be able to permit new users if need be.

2.2.5. Client list



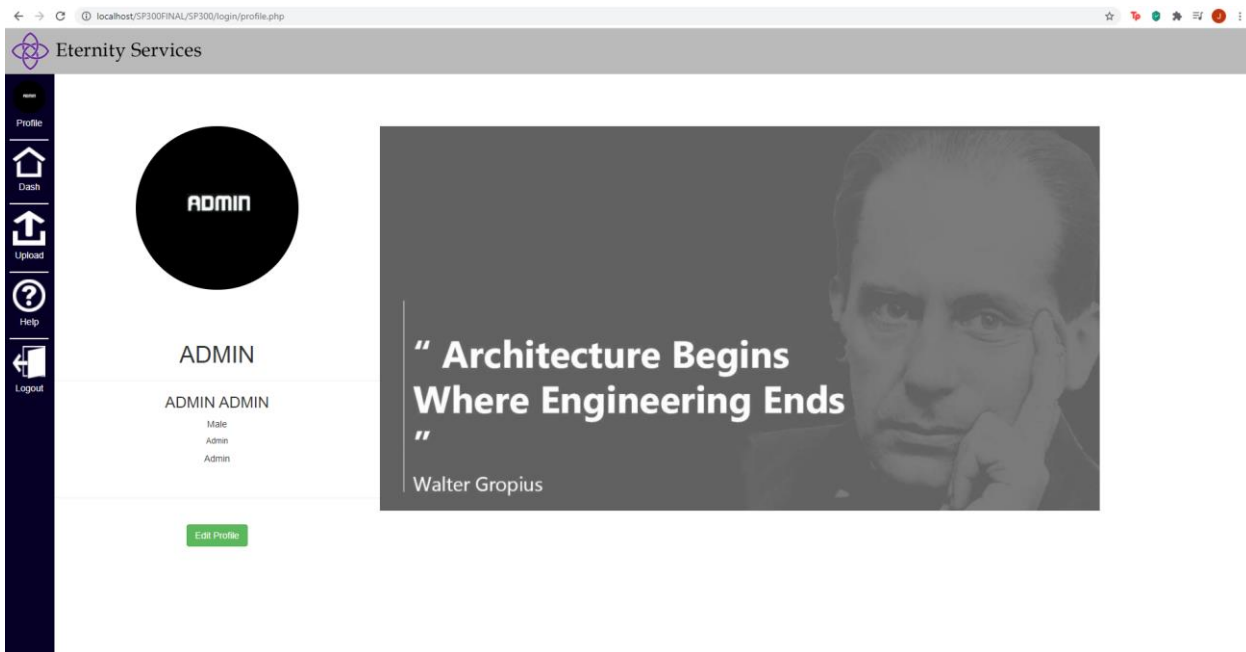
The client list button on the dashboard gives users the ability to add and view their past clients in order to view the clients' details. The button takes the user to an interface of all the contacts that a the business has had interactions with in the past.

2.2.6. Contacts

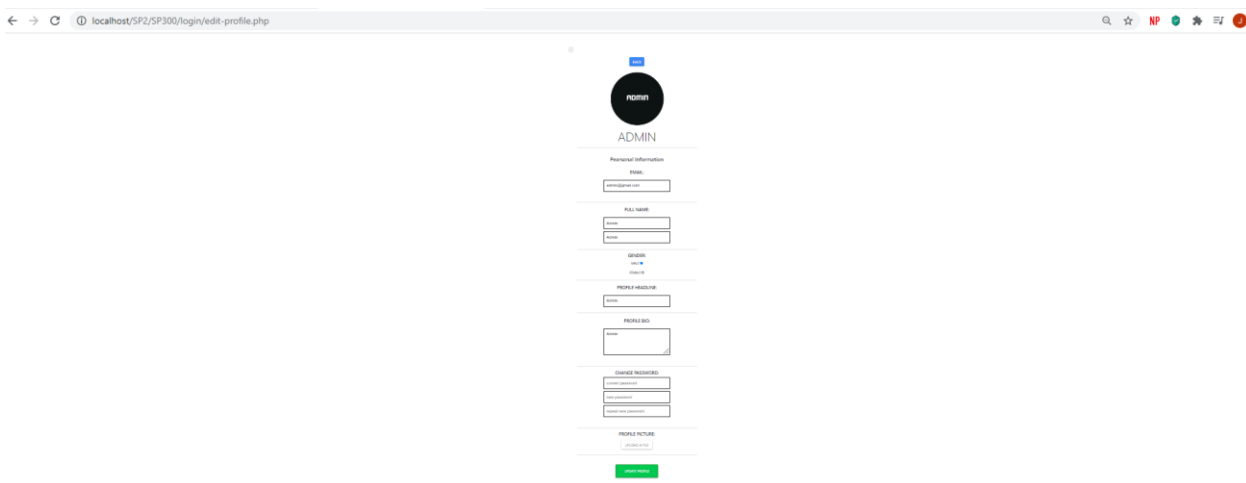


This icon/ button provide the users of the Ordo system the ability to view users of the website who have reached out suing the contact form. In other words, the system administrator can see details of the person and the message sent to the business.

3. Profile



The user profile can be navigated to from the left hand side navigation panel. Once on the user profile page, the User of the system can view their details and have the option of either, using the side navigation panel to move around the system or click on the green button on the bottom of the profile page in order to edit the profile.



Above is a zoomed out over view of how the edit profile looks like, below are close ups of the interface and the fields that you, as the user, can edit to make the profile more your own.

BACK

ADMIN

ADMIN

Pearsonal Information

EMAIL:

admin@gmail.com

FULL NAME:

Admin

Admin

GENDER:

MALE ☒

FEMALE ☐

PROFILE HEADLINE:

PROFILE HEADLINE:

Admin

PROFILE BIO:

Admin

CHANGE PASSWORD:

current password

new password

repeat new password

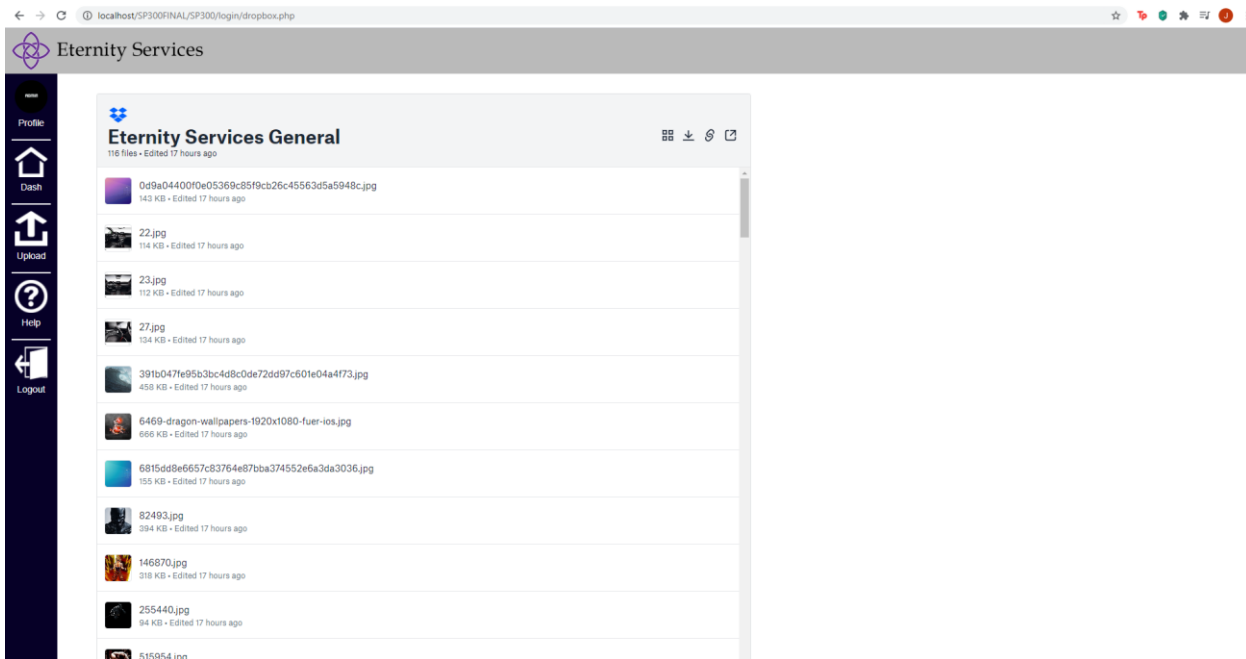
PROFILE PICTURE:

UPLOAD A FILE

UPDATE PROFILE

Once all the necessary fields have been updated, clicking the “UPDATE PROFILE” button will finalise all the changes to the profile.

4. Dropbox



When the Dropbox icon is clicked, the user is taken to a page where the user will be able to view, all the files within their drop box.

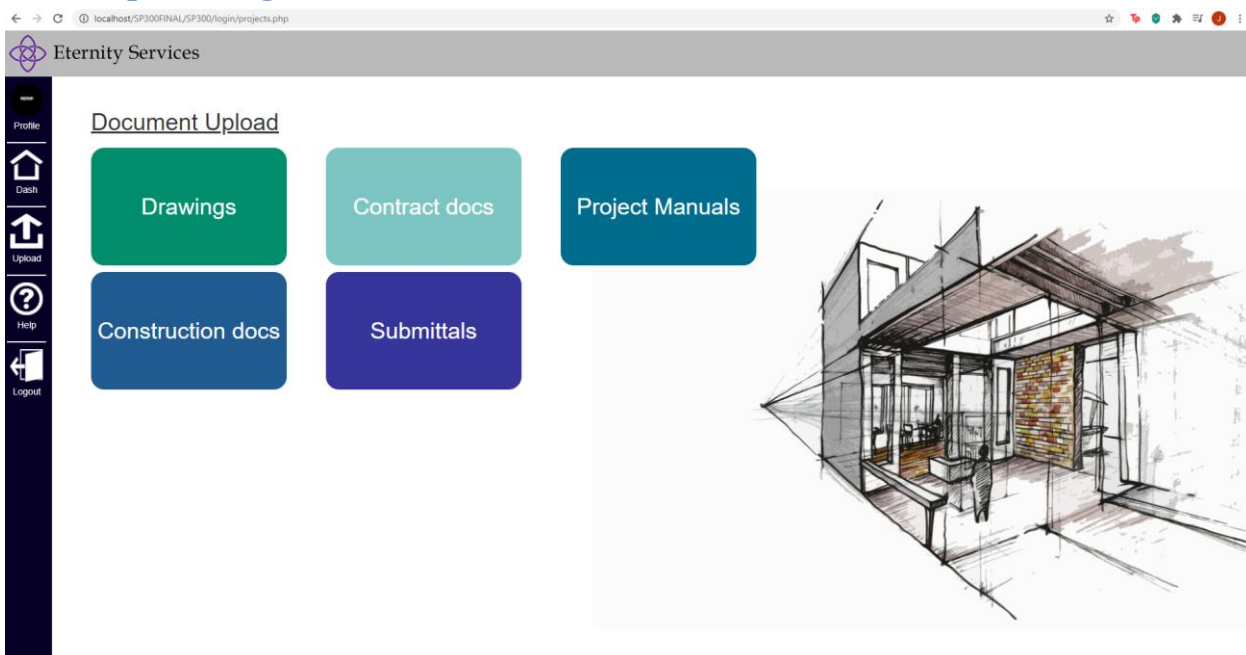
The users Dropbox is integrated into the website through the use of an API, this means that all the functionality of Dropbox is now available to the user of the Ordo system without having to leave the ordo system to view files and documents.

For more information on how to make use Drobox's functionality, please click on the link provided. This link explains how to get started and allow the user to operate the drobox system with a good level of proficiency.

The link to the drop box how to:

<https://help.dropbox.com/guide/individual/how-to-use-dropbox#welcome-to-dropbox>

5. Uploading documents



When uploading a PDF or any other type of document, the user will need to determine what type of document they wish to upload and determine, from the provided upload types, which category it will fall under. Once the user has been taken to the area they can upload, the user is able to navigate back to the upload page by clicking the back button.

3.2. Drawings

When the “Drawings” button is clicked, the user of the system will be taken to an area where they can input the necessary fields in order to upload the document to the database.

← → localhost/SP300FINAL/SP300/login/drawing_documents.php

Eternity Services

back

Insert Drawing document

Drawing ID:

Name of Drawing:

Type of Drawing:

Type of Property:

Property Size(m²):

Area:

Number of bedrooms:

Number of bathrooms:

Number of garages:

Add drawing file:

No file chosen

This upload option allows for users to upload files that contain drawings and are not part of the other four categories.

3.3. Contract docs

When the “Contract docs” button is clicked, the user of the system will be taken to an area where they can input the necessary fields in order to upload the document to the database.

← → localhost/SP300FINAL/SP300/login/contract_documents.php

Eternity Services

back

Insert Contract document

Contract ID:

Name of the Contract:

Customer Name:

Status of contract:

Contract start date:

Contract expiry date:

Contract details:

Add contract file:

No file chosen

Contract documents can range from clients of large organisations to individual clients, As long as the desired fields in this particular upload function are inputted correctly then any type of client contract document can be uploaded.

3.4. Project manuals

When the “Project manuals” button is clicked, the user of the system will be taken to an area where they user can input the necessary fields in order to upload the document to the database.

The screenshot shows a web browser window with the URL `localhost/SP300FINAL/SP300/login/project_manuals.php`. The page header is "Eternity Services". On the left is a vertical sidebar with icons for Profile, Dash, Upload, Help, and Logout. The main content area is titled "Insert Project Manual" and includes a "back" button. The form fields are: "Project ID:" (text input), "Name of the Project Manual:" (text input), "Project Start Date:" (date picker), "Project end date:" (date picker), "Project Location:" (dropdown menu with "Eastern Cape" selected), and "Add project manual file:" (file upload button labeled "Choose File" with "No file chosen" text). A green "Upload Project manual details" button is at the bottom. To the right of the form is a hand-drawn architectural sketch of a building structure with labels like "Lobby", "Entrance", and "Staircase".

Project manuals are the specifications of the projects, this includes samples, description of the project and other fields that are necessary in providing architectures and builders with information about the current/ past/present projects.

3.5. Construction docs

When the “Construction docs” button is clicked, the user of the system will be taken to an area where they user can input the necessary fields in order to upload the document to the database.

The screenshot shows a web browser window with the URL `localhost/SP300FINAL/SP300/login/construction_documents.php`. The page header is "Eternity Services". On the left is a vertical sidebar with icons for Profile, Dash, Upload, Help, and Logout. The main content area is titled "Insert Construction Documents" and includes a "back" button. The form fields are: "Construction Plan ID:" (text input), "Construction start date:" (date picker), "Construction completion date:" (date picker), and "Add construction document file:" (file upload button labeled "Choose File" with "No file chosen" text). A green "Upload Construction Document Details" button is at the bottom. To the right of the form is a 3D wireframe architectural rendering of a building complex.

The Construction docs upload function of the system, are all documents for upload that pertain to the site of construction the legality of the construction area.

3.6. Submittals

When the “Submittals” button is clicked, the user of the system will be taken to an area where they user can input the necessary fields in order to upload the document to the database.

The screenshot shows a web browser window with the URL `localhost/SP300FINAL/SP300/login/submittal_documents.php`. The page header is "Eternity Services". On the left is a vertical sidebar with icons for Profile, Dash, Upload, Help, and Logout. The main content area has a "back" button and the title "Insert Submittal Documents". Below the title are input fields for "Submittal ID:", "Submittal Name:", "Submittal start date:", and "Submittal completion date:". There is also a section for "Add submittal document file:" with a "Choose File" button and the text "No file chosen". At the bottom is a green "Upload Submittal Document Details" button. To the right of the form is a large architectural sketch of a classical building facade.

Submittals is intended as a way to project management, used to document material data, samples, and product data. Submittals are intended primarily for that of the architect and corresponding engineers to ensure that the correct materials will be used when the project starts. It submittals are done ate the begging of the project in order to identify all of the desired outcomes and engineering constraints.

6. Client list

The screenshot shows a web browser window with the URL `localhost/SP300FINAL/SP300/login/ClientList.php`. The page header is "Eternity Services". On the left is a vertical sidebar with icons for Profile, Dash, Upload, Help, and Logout. The main content area has the title "Add a Client to the database". Below the title are input fields for "Name", "Surname", "Phone", "Email", and "Industry". There is an "Add Client" button. Below the input fields is a "Filter by:" section with buttons for "Name", "Surname", "Email", "Cell", and "Industry". Below the filter section is a "Client list" table. The table has columns for "Key", "Name", "Surname", "Phone", "Email", and "Industry". There are two rows of data. Each row has "Update" and "Delete" buttons. To the right of the table is a large architectural sketch of a classical building facade.

Key	Name	Surname	Phone	Email	Industry		
120	Gin	vodka	0251478963	man@nine.com	Motorsport	Update	Delete
121	max	tax	0713332433	hyf@grip.com	Raidink	Update	Delete

On the client list, users are able to add new clients to the system vie the boxes at the top of the screen. If there are missing fields, the system will let the user know that there are missing fields and will not upload to the database until all the fields have been uploaded.

Below is the list of all the clients that the business has had business with. Next to the filter button are a few buttons, from which the user can choose how to view the clients. The filters include: Name, Surname, Email, Cell and Industry. The list will be sorted into the ascending order with the field being chosen as the defining category.

If the user of the Ordo wishes to remove client, they can do so by clicking the delete button on the far right hand side. If they wish to update a client, the user simply needs to edit the existing row with the new information and then click update. Doing so will update the information in the database, the user will then be able to see the new information being presented.

7. Contacts

People who have gotten in touch with Eternity services through the contact form

Filter by : Name Surname Email Cell

Contact list

Name	Surname	Email	Cell	Message
tata	brava	brava@potat.com	0214569871	potato man

Delete

When the user clicks on the contact button on the dash board, the user will be taken to the interface as displayed above. The interface displays a list of all the people and their messages of what they would like to know or discuss with the Eternity Services. Again the user of the Ordo system can filter messages through the use of the buttons provide. Once a message has been addressed the system user can delete the messages.

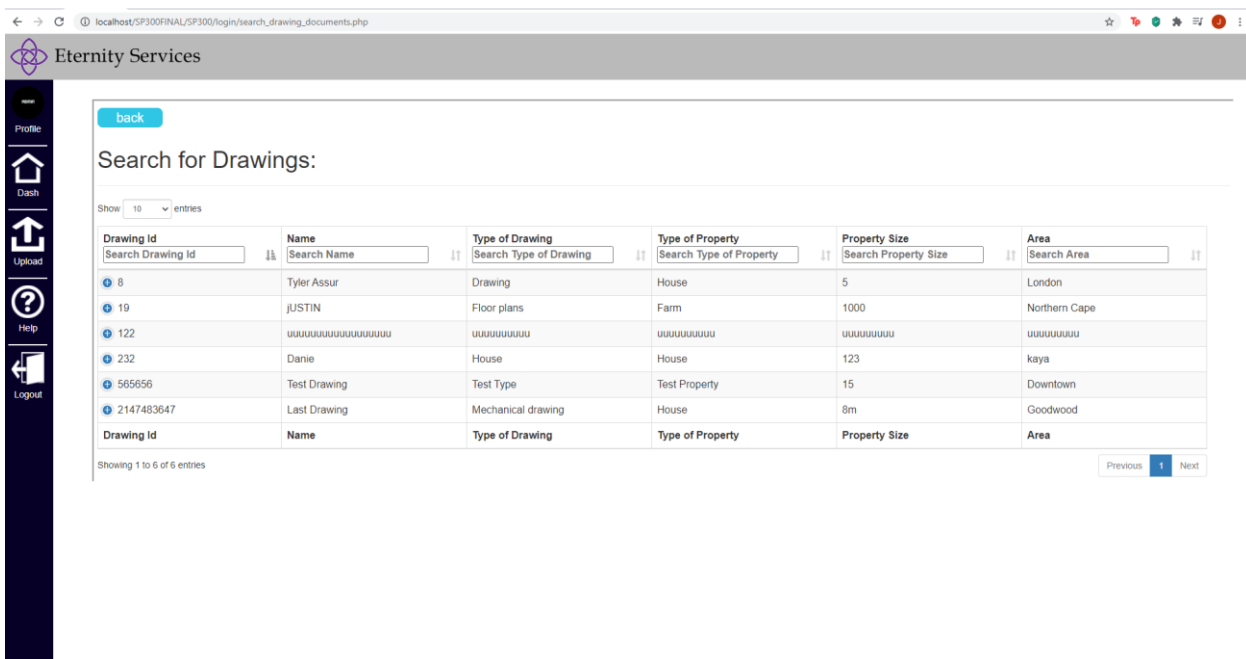
This part of the system is in addition to receiving an actual email form the contact form.

8. Search

In the search function part of the system, the user will need to go through a process of entering a key word or search query and selecting a table form the database and then selecting the column that you wish to search. This will allow for a direct search through the system.



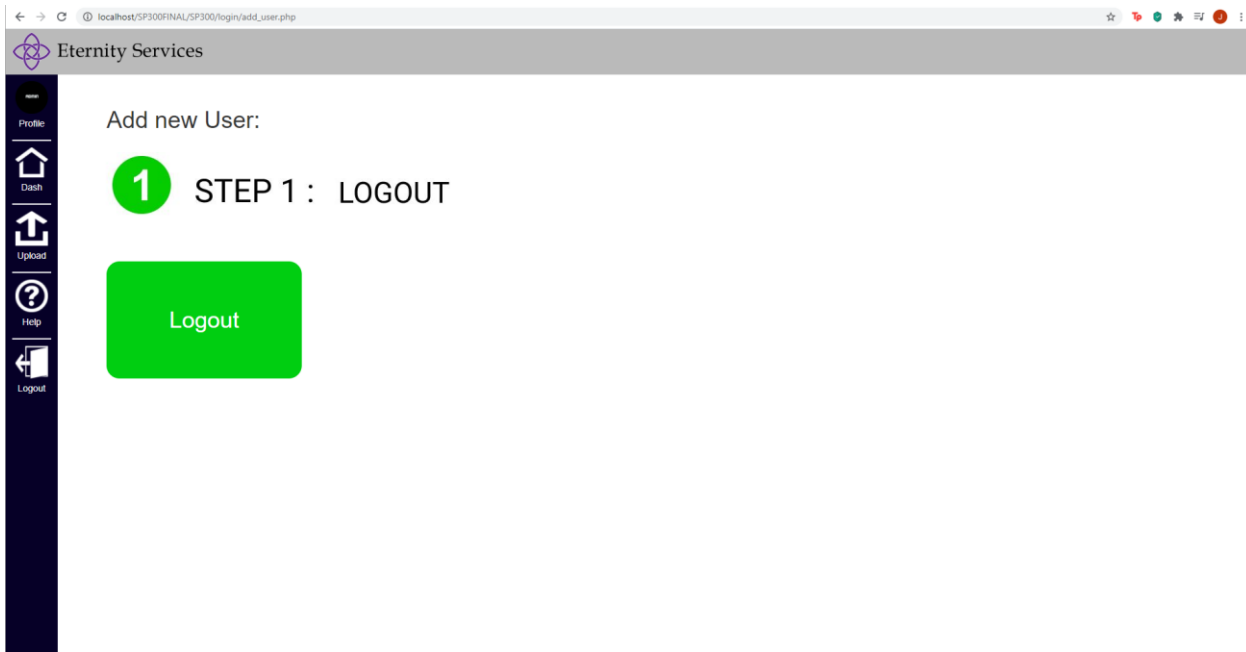
When the Search button is clicked, the system administrator will be taken to the search part of the system. Here the user of the system will first, select a table, the part of the database they intend to search. Once the selected area is chosen, the user will be directed to an area where they can input a word or a string of letters to search through the database to find the desired item that the system administrator is looking for.



Each of the interfaces for searching each of the database look similar to the one above, the one above is searching for through the 'Construction Docs'. The User is able to enter as many of the search fields as need be in order to refine the search. If the user wishes to go back to the search options page, they can do so by clicking on the blue back button.

9. Add user

If the administrator of the system wishes to add a new user to the system, they will need to click on the “add user” icon. Doing so will take the system administrator to the add user art of the system.



Once on the user is at the “Register New User” page of the system. The administrate will then need to follow all the necessary steps to fully add a new user to the system.

A screenshot of a web browser showing the 'Enter Details' page in the 'Eternity Services' system. The browser's address bar shows 'localhost/SP2/SP300/login/signup.php'. The page has a heading 'Enter Details:' followed by a green circle with the number '2' and the text 'STEP 2 : ENTER DETAILS'. Below this is a section titled 'Signup' with four input fields: 'Username', 'email', 'password', and 'repeat password'. Below the 'Signup' section is a section titled 'Add a Profile Picture:' with two 'UPLOAD A FILE' buttons. Below that is a section titled 'Select Gender:' with two radio buttons: 'MALE' (selected) and 'FEMALE'. Below that is a section titled 'Additional Information (Optional):' with four input fields: 'First Name', 'Last Name', 'Your Profile Headline', and 'What you want to tell people about yourself'. At the bottom of the form are two buttons: 'ADD USER TO SYSTEM' (green) and 'CANCEL REGISTRATION' (red).

The system administrator will then input all the necessary fields. Once all the fields have been filled out, the button ‘ADD USER TO SYSTEM’ needs to be clicked in order to add the new user to the database. The user is will then be taken back to the login screen, from here, either the system administer or the new user can log in.

If the system administrator wishes to cancel the new user registration, all they need to do is click the 'CANCEL REGISTRATION' button. Clicking the button, the system administrator will be taken to the login screen again; this is because in the first step of the registration process, the administrator needed to log out.

10. The website

Intro

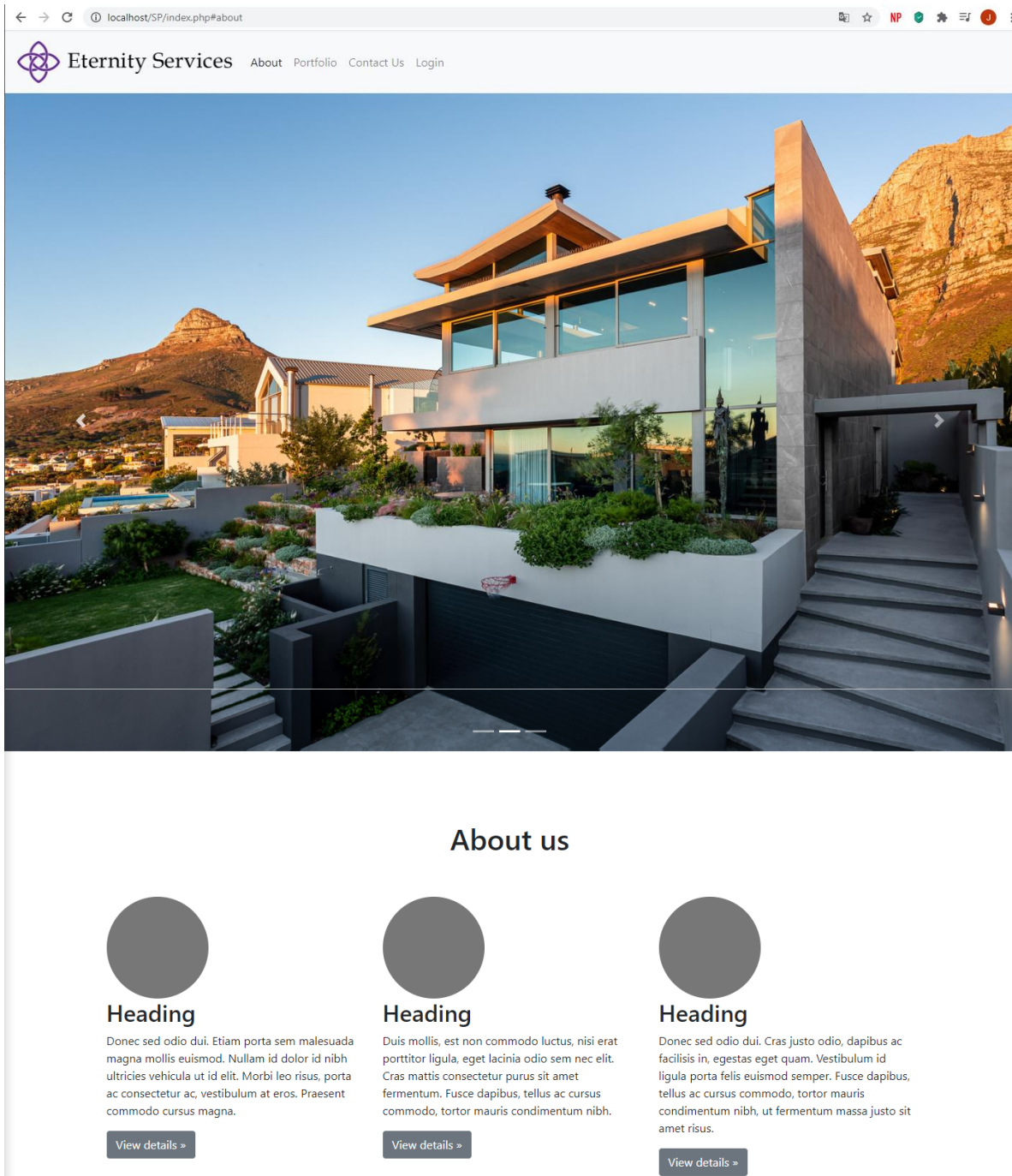
This section of the user manual is to give a brief overview of the webpage and the workings of it and how customers and potential clients should interact with, and contact Eternity Services with any and all queries, if they have them.

The secondary part to why this is part of the user manual, is to allow for System administrators, if need be, would be to provide information to customers if they have queries about the website.

At the top of every page is a navigation bar that will help users to navigate through the website with as much ease as possible.

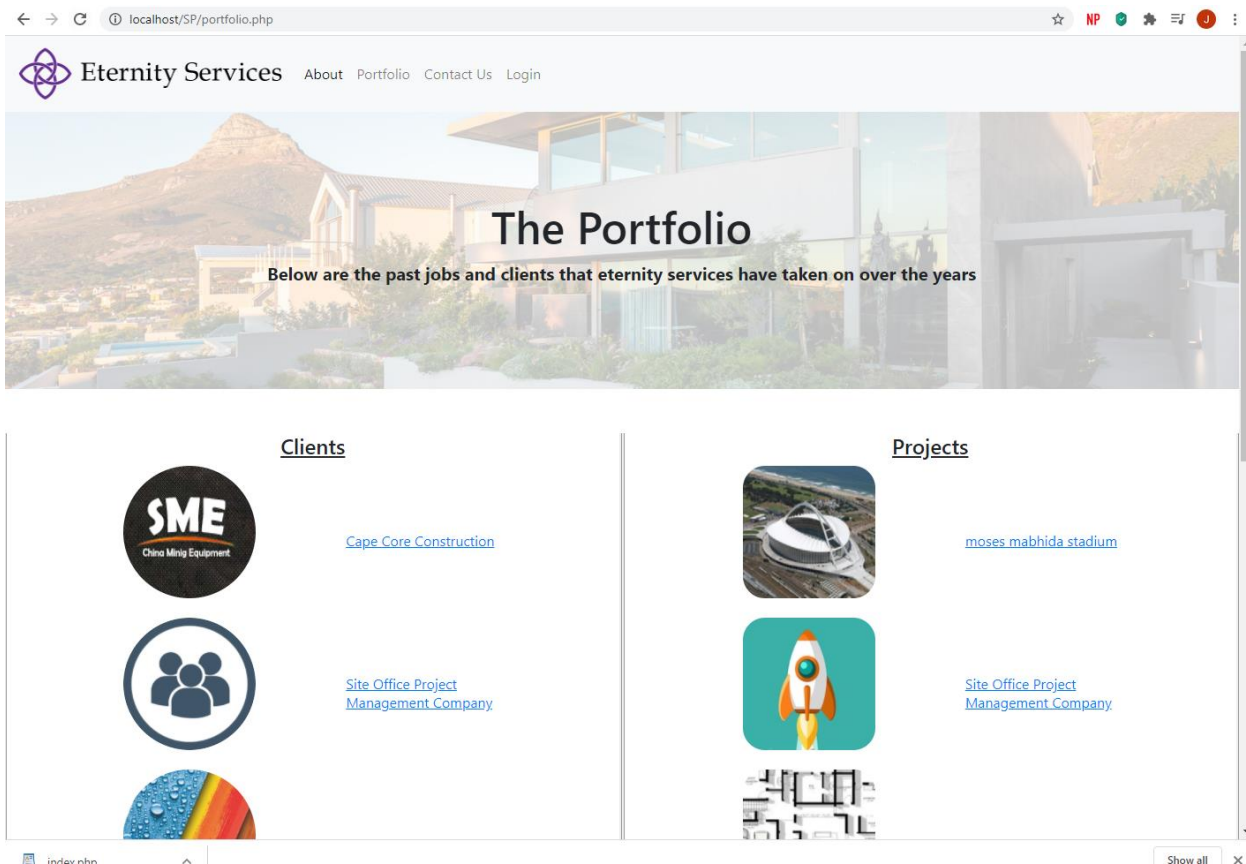
10.1. About

The "about" page, is the home page, and is the first page that users and potential client will arrive on when they enter the website. The about page contains information about who Eternity Services is and how the company came about. There is also additional information on the about page that users can read through if they would like to.



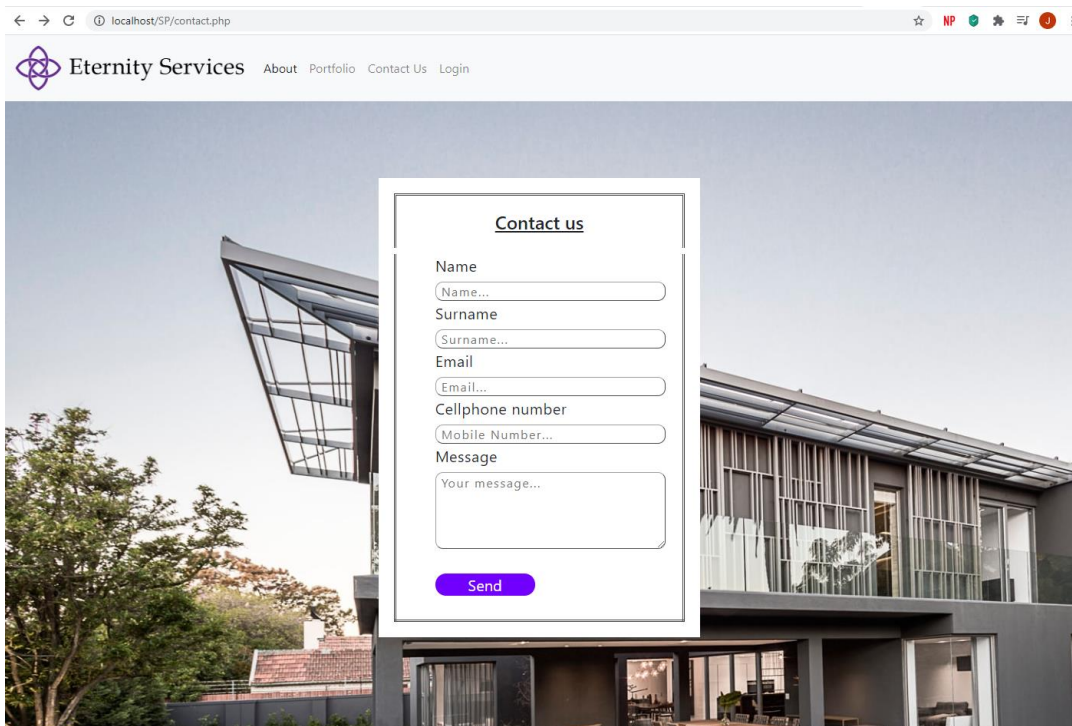
10.2. Portfolio

This page, when a user clicks on the navigation bar at the top, takes the user to Eternity Services portfolio. The portfolio contains a list of their past clients and projects. The projects and clients can all be clicked on if the user wishes to take a look at who Eternity services has interacted with and on what projects the have collaborated on.



10.3. Contact

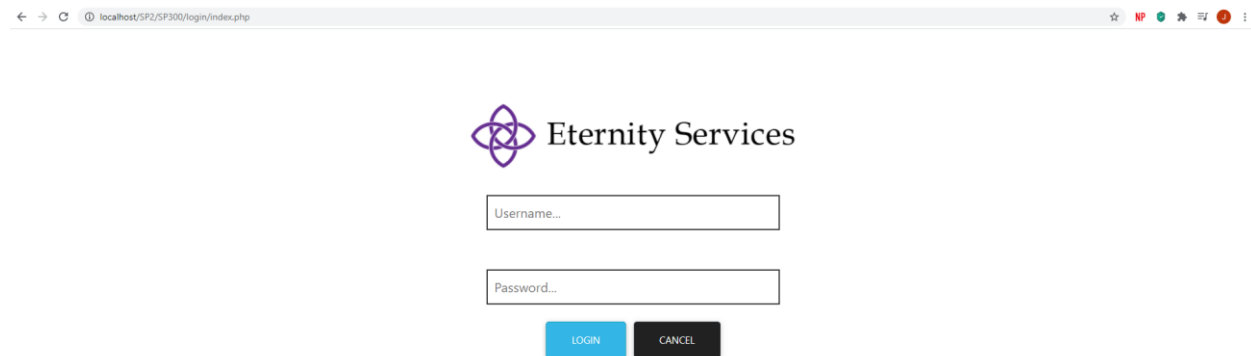
The contact page is the only way that people can get in touch with Eternity services. On the contact page, there are various required fields that need to be filled in. Once the required fields have been filled in, then only can the user click on the send button.




When the send button has been clicked, an email is sent to Eternity Services with the details of the email and a secondary email will be sent to the client notifying them that eternity services has received the email and will get back to them as soon as possible.

10.4. Login

Login is a reserved feature for system administrators and users of the Ordo system. That means that only people who have credentials to input into the login fields, will be admitted to the Ordo system. “Regular” user of the system, as in people who are not registered with Eternity Services will not be able to login. This allows for the safe keeping of files and documents.



← → ↻ ⓘ localhost/SP2/SP300/login/index.php ☆ NP 🔍 ⚙️ 🔴

 Eternity Services

Username...

Password...

LOGIN CANCEL

End

This is the end of the user manual. The user manual is intended to be used as an aid, to help the user of the system ,better understand how to operate the then Ordo system.