



Eternity Services

The User Manual

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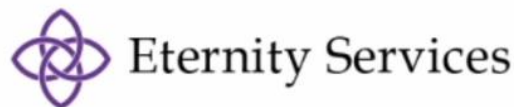
Contents

Intro	2
1. Login	2
1.1. Forgot password	2
2. Using the dash Board	3
2.1. The Navigational side panel	3
2.1.1. Home Button	3
2.1.2. Upload Button	3
2.1.3. Help / User Manual Button	4
2.1.4. Log Out button.....	4
2.2. Dashboard contents	4
2.2.1. Dropbox.....	4
2.2.2. Upload.....	4
2.2.3. Search.....	4
2.2.4. Add User.....	5
3. Dropbox	5
4. Uploading documents	6
3.2. Drawings	6
3.3. Contract docs	6
3.4. Project manuals.....	7
3.5. Construction docs.....	7
3.6. Submittals	8
5. Search	8
6. Add user.....	9
7. The website.....	10
Intro.....	10
7.1. About	10
7.2. Portfolio	11
7.3. Contact.....	11
7.4. Login	12
End	12

Intro

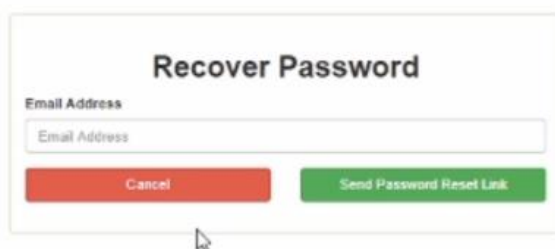
The user manual is designed to be used with the Ordo system, for the purpose of making the system easier to use. The Ordo system user manual provides an overview of all the functions and features that a user will need to know in order to use the system efficiently. The user manual will go through a step 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 the "Admin Login" form. It has a title "Admin Login" in green. Below it are two input fields: "Email" and "Password". The "Email" field has a cursor and a tooltip that says "Please fill in this field." Below the "Password" field is a checkbox labeled "Remember Me". At the bottom is a blue "LOG IN" button and a link "Forgot Password?" in green.

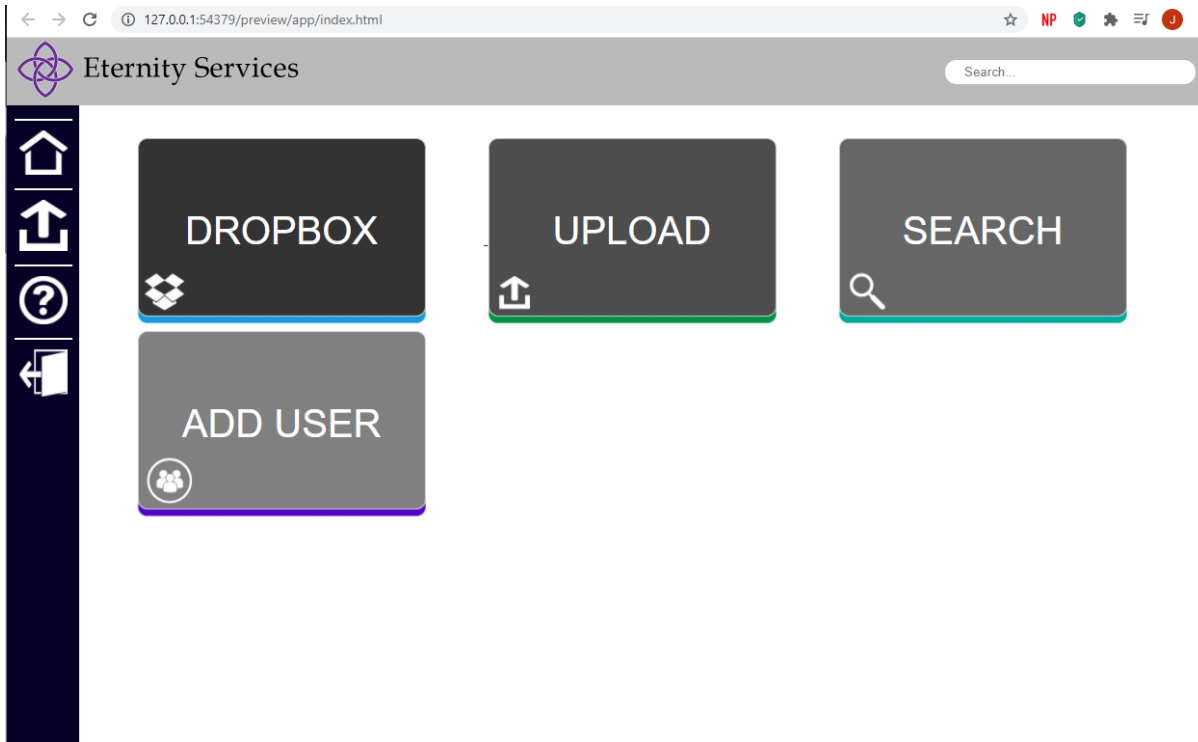
Login takes place from the webpage, the administrator, as in the user of the system, will then enter their details into the system. Only authorised users will be able to access this part of the system. There is also an option for the user to click the "Remember Me" check box; this will allow the users details to be cached onto their web browser. The system, if the user that is trying to log on to the system does not remember there password, they can click on the link provided, "Forgot Password?"

1.1. Forgot password

A screenshot of the "Recover Password" form. It has a title "Recover Password" in bold. Below it is a label "Email Address" and an input field with the placeholder "Email Address". At the bottom are two buttons: a red "Cancel" button and a green "Send Password Reset Link" button. A mouse cursor is pointing at the bottom of the form.

From the log in page, if the user forgets their password and they click on the 'forgot password' link, the user will be taken to the recover password page. Here the user will need to type in same email address that they used to register with the system. Once the user has entered the email address and clicked on the "Send password Reset Link," an email will be sent with the user for them to reset there password.

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. Bellow each option will be discussed:

2.1.1. 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.

2.1.2. Upload Button



The up laod buton will take the user to, the page, where all the different up load options are availbe.these uplaod option are for uplaoding dirrent document types:

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

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

2.1.3. Help / User Manual Button



The help icon is, as the 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.

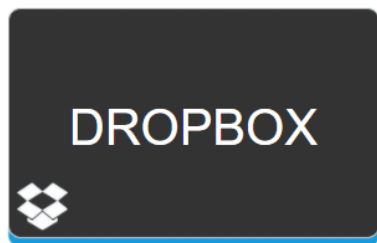
2.1.4. Log Out button



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, they will be taken to “home” page.

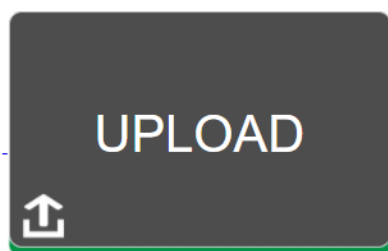
2.2. Dashboard contents

2.2.1. Dropbox



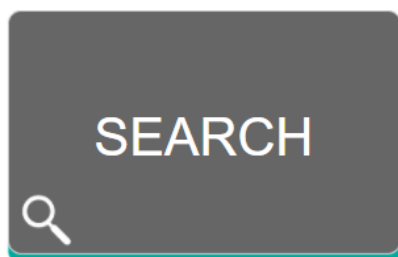
The drop box icon is used as a way for you, as the user of the system, to view all projects and files that are on the drop box system, the drop box icon is a drop box API that allows for the user to access all the drop box files from the Ordo system.

2.2.2. Upload



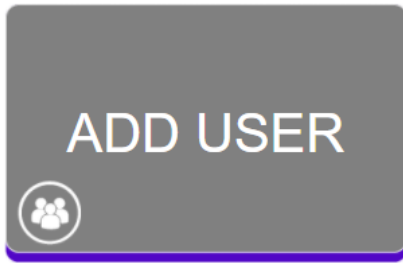
The upload button is the same as the upload button on the side navigation panel and will take the user of the system to the different upload options. Again the upload options will be discussed in depth when the Upload section is reached.

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.

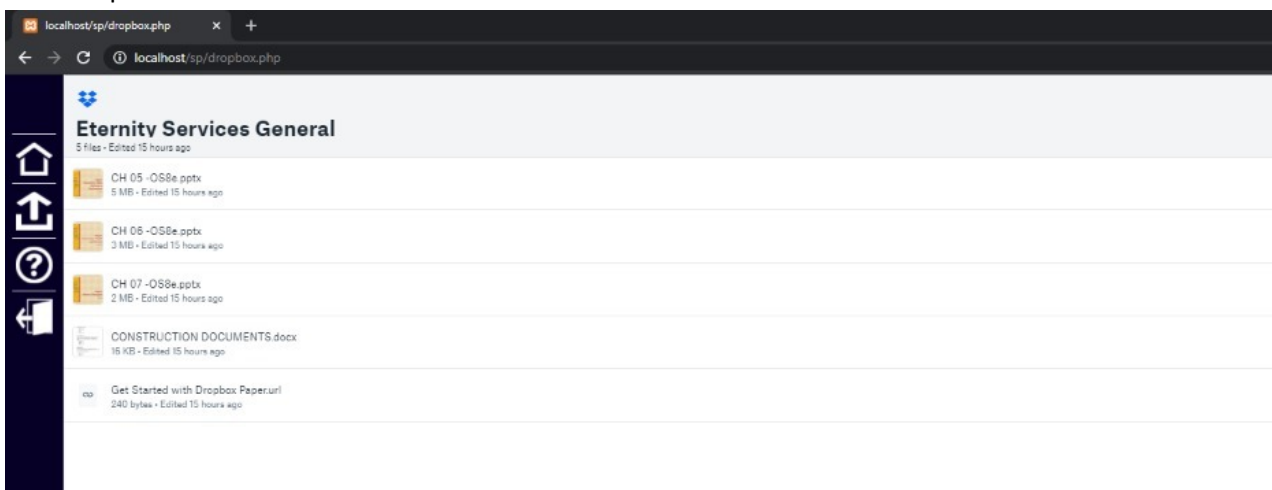
2.2.4. Add User



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.

3. 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.



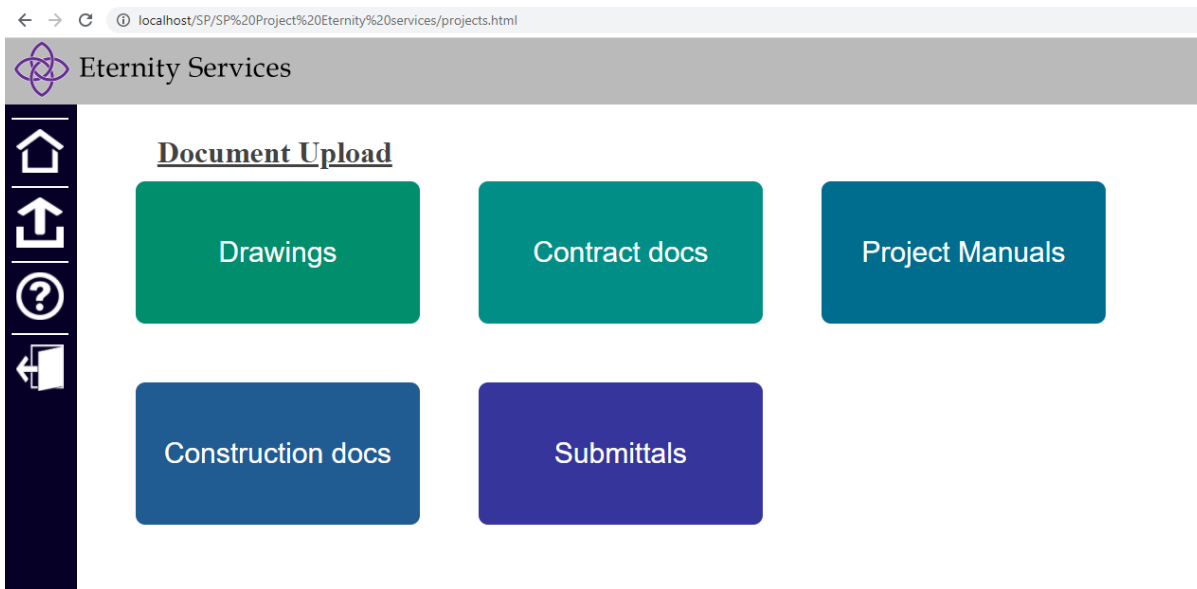
The users Dropbox is integrated into the website through the use of an API, this means that all the functionality of Dropbox is now available to the user of the Ordo system without having to leave the ordo system to view files and documents.

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>

4. 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.

3.2. Drawings

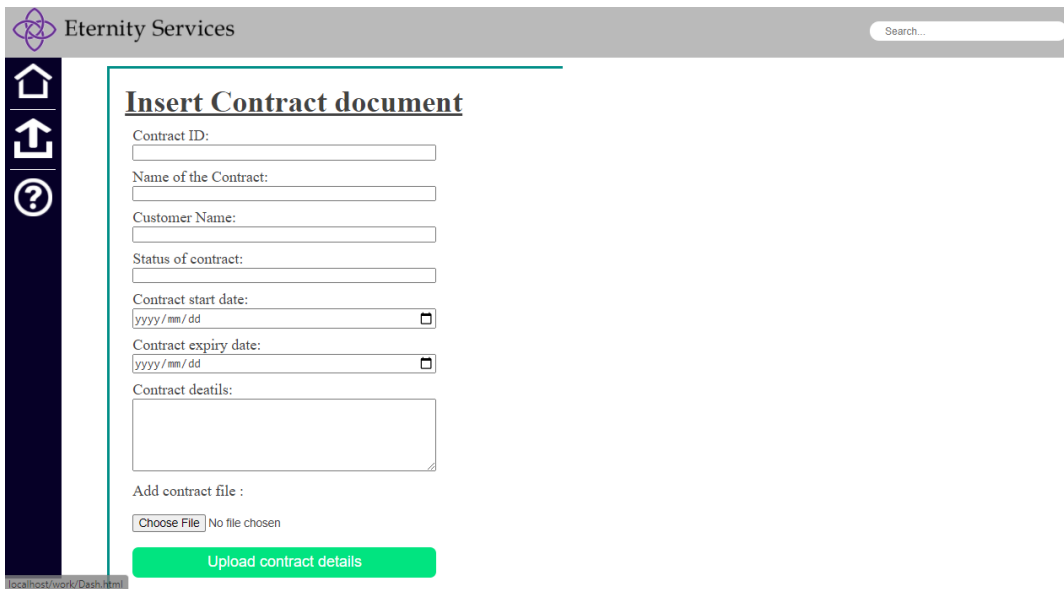
When the “Drawings” button is clicked, the user of the system will be taken to an area where they user can input the necessary fields in order to upload the document to the database.

A screenshot of the "Insert Drawing document" form within the "Eternity Services" application. The form contains several input fields: "Drawing ID", "Name of Drawing", "Type of Drawing:", "Type of Property:", "Property Size:", "Area:", "Number of bedrooms:", "Number of bathrooms:", and "Number of garages:". Below these is a section for "Add drawing file :" with a "Choose File" button and the text "No file chosen". At the bottom of the form is a green "Upload drawing details" button. The sidebar and header are consistent with the previous screenshot.

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 user can input the necessary fields in order to upload the document to the database.

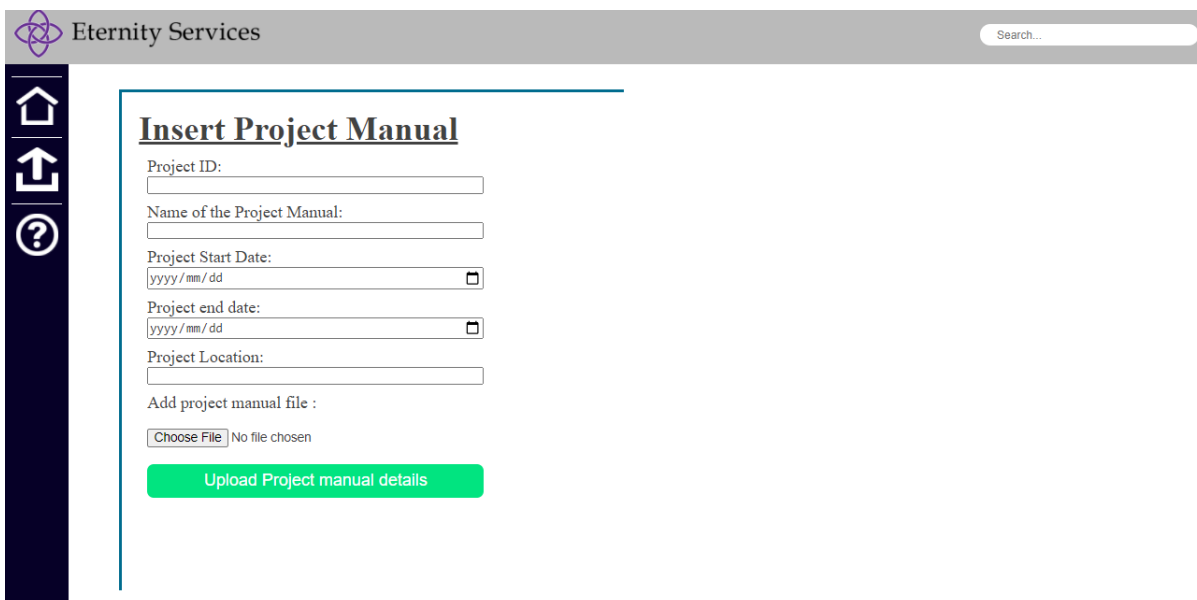


The screenshot shows the 'Insert Contract document' form. It includes a sidebar with navigation icons (home, upload, help) and a top header with the 'Eternity Services' logo and a search bar. The form fields are: Contract ID, Name of the Contract, Customer Name, Status of contract, Contract start date (with a date picker), Contract expiry date (with a date picker), and Contract details (a text area). Below these is a file upload section with a 'Choose File' button and a 'No file chosen' status. At the bottom is a green 'Upload contract details' button. The browser address bar shows 'localhost/work/Dash.html'.

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 the 'Insert Project Manual' form. It features the same sidebar and header as the previous form. The form fields are: Project ID, Name of the Project Manual, Project Start Date (with a date picker), Project end date (with a date picker), and Project Location. Below these is a file upload section with a 'Choose File' button and a 'No file chosen' status. At the bottom is a green 'Upload Project manual details' button.

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 the 'Insert Construction Documents' form within the Eternity Services application. The form is located on the right side of the page, with a dark blue sidebar on the left containing navigation icons (home, up, question mark). The top header is grey with the 'Eternity Services' logo and a search bar. The form itself has a white background with a blue border. It contains the following fields: 'Construction Plan ID' (text input), 'Construction start date' (date picker with 'yyyy/mm/dd' format), 'Construction completion date' (date picker with 'yyyy/mm/dd' format), and 'Add construction document file' (file upload button labeled 'Choose File' and 'No file chosen'). A green button labeled 'Upload Construction Document Details' is at the bottom of the form.

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 the 'Insert Submittal Documents' form within the Eternity Services application. The form is located on the right side of the page, with a dark blue sidebar on the left containing navigation icons (home, up, question mark). The top header is grey with the 'Eternity Services' logo and a search bar. The form itself has a white background with a blue border. It contains the following fields: 'Submittal ID' (text input), 'Submittal Name' (text input), 'Submittal start date' (text input), 'Submittal completion date' (text input), and 'Add submittal document file' (file upload button labeled 'Choose File' and 'No file chosen'). A green button labeled 'Upload Submittal Document Details' is at the bottom of the form.

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.

5. Search

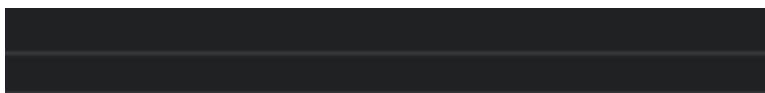
In the search function part of the system, the user will need to go through a process of entering a key word or search query and selecting a table form the database and then selecting the column that you wish to search. This will allow for a direct search through the system.

When the Search button is clicked, the system administrator will be taken to the search functionality of the system. Here the user of the system will first, select a table, the part of the database they intend to search, then select attribute of this particular part of the database, as in the names of the documents, and then input the key word.

Once the search button has been clicked, the search parameters will be loaded and the program will search through the database to find a database entry that matches the search parameters. Once the Search is completed, the results of the search will be displayed. If there are no records in the database that match the search parameters, a message will be displayed to let the user know that there is nothing in the database that matches the arch parameters.

6. 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 “Register New User” page of the system. The administrate will then need to input all the necessary fields in order for a new user to be added to the system. Once all the fields have been filled out, the button “REGISTER NOW” needs to be clicked in order to add the new user to the database. The email will be sent to the new user who will have to click on a conformation link; doing so will grant the new user access to the Ordo system. The new user will only be able to access the system once they have clicked the confirmation link.

7. The website

Intro

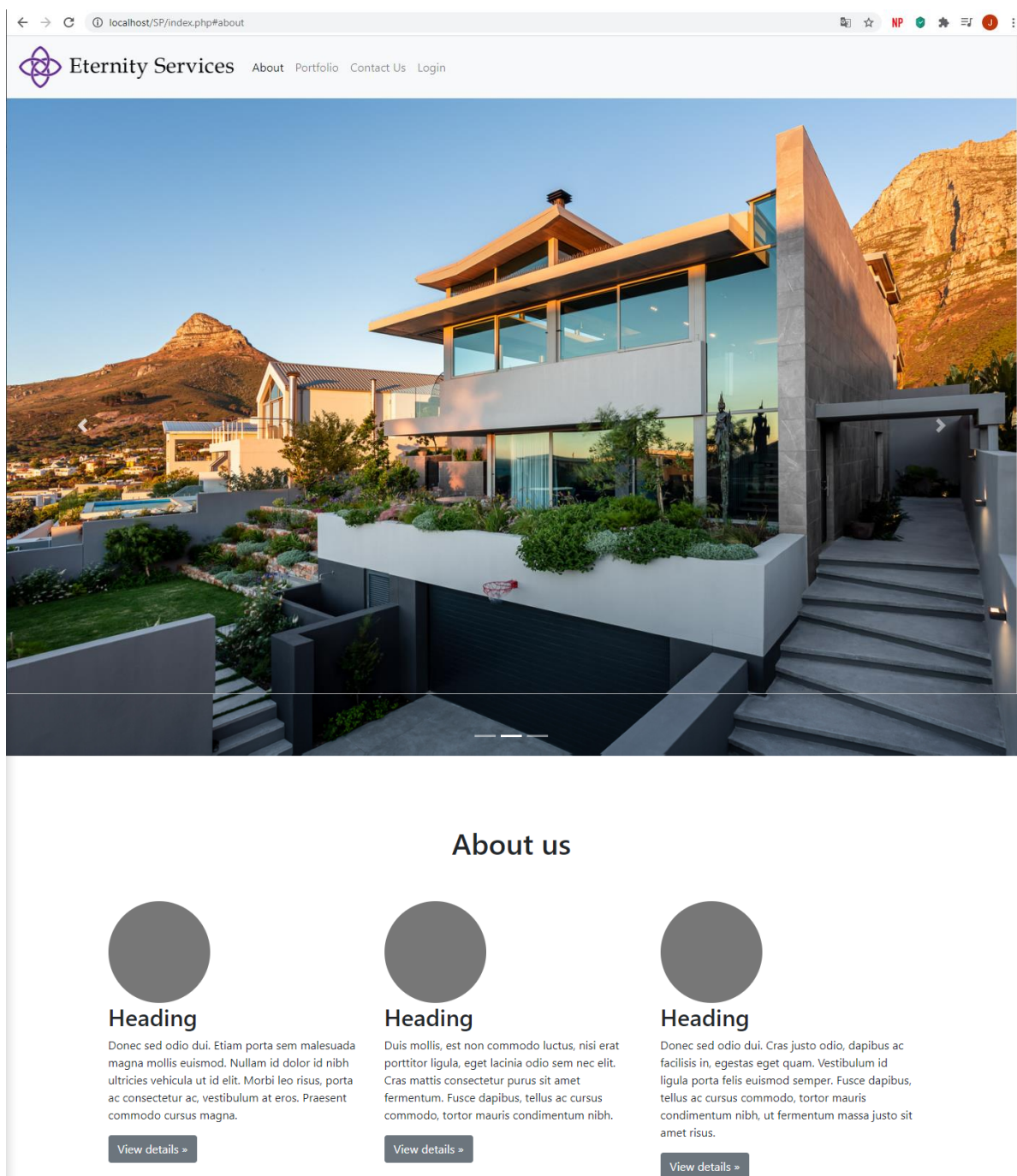
This section of the user manual is to give a brief over view of the webpage and the workings of it and how customers and potential clients should interact with, and contact Eternity Services with any and all quires, if they have them.

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 quires 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.

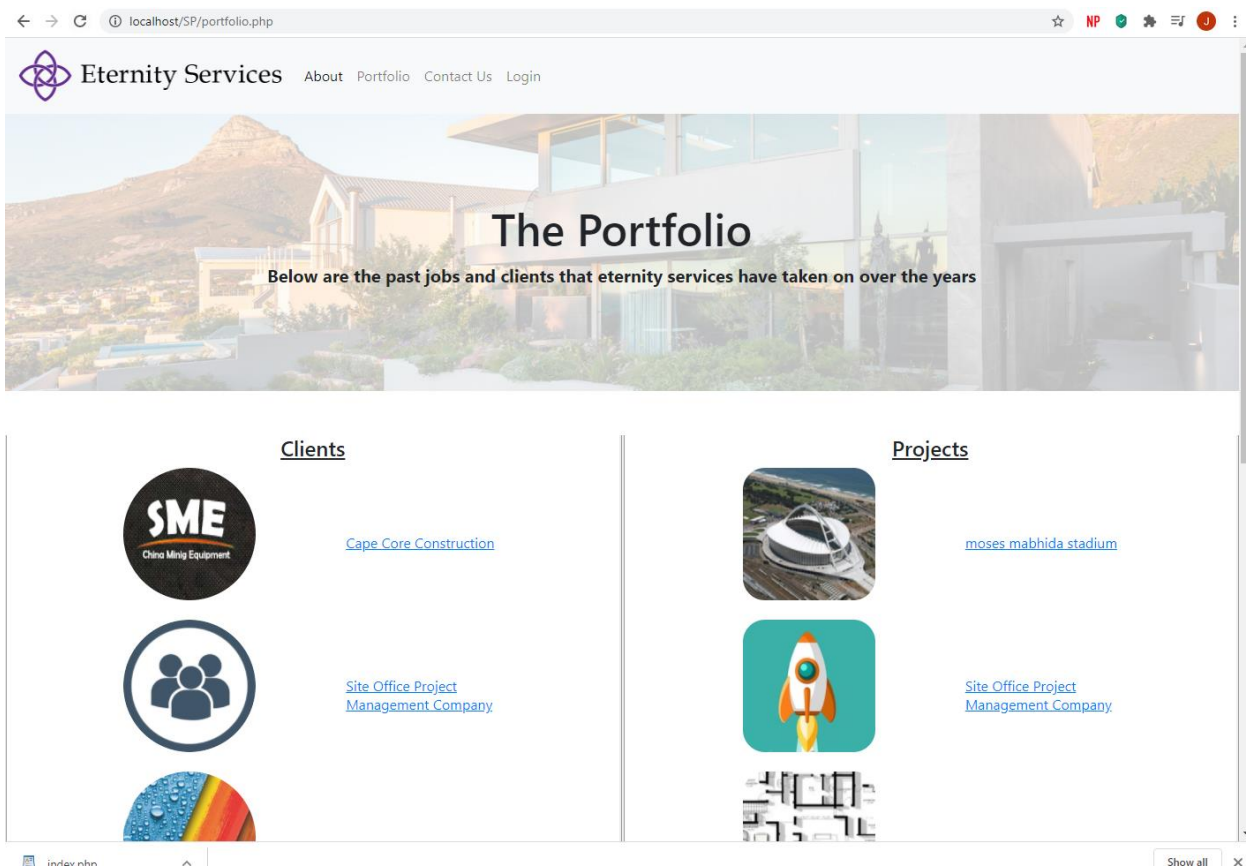
7.1. About

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.



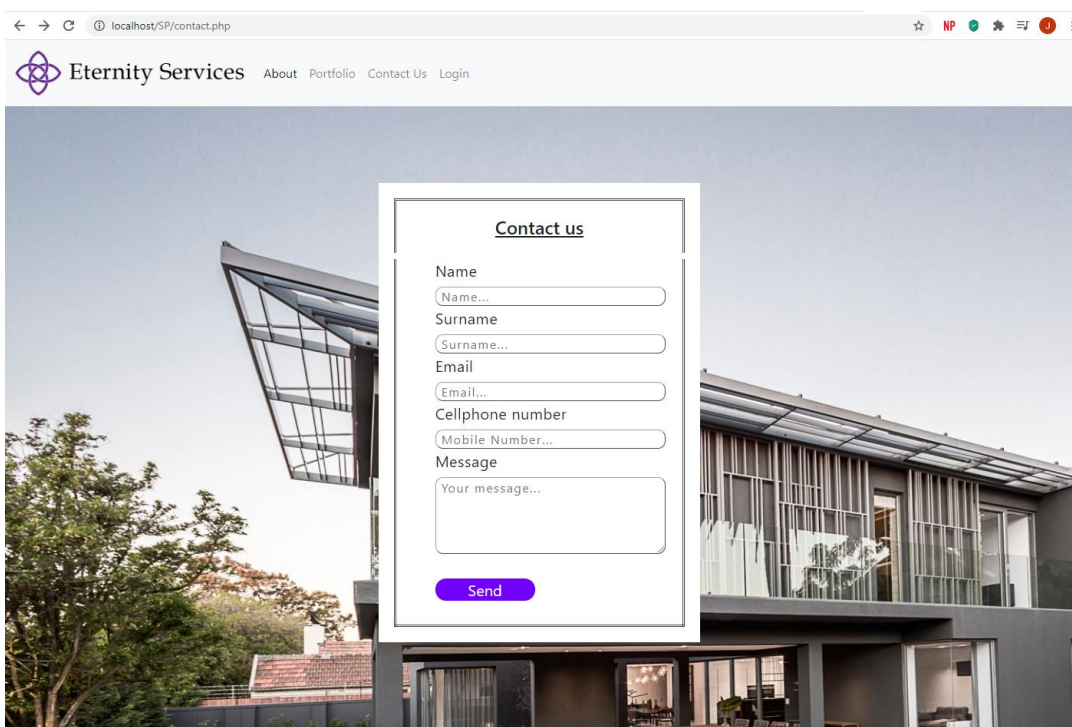
7.2. Portfolio

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.



7.3. 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.

7.4. 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.



End

This is the end of the user manual. This should provide an in-depth working of the entries system and the associated website.