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| Nanyang Polytechnic   Centre for IT Innovation  User Guide  For  Sea Transportation E Portal Services (STEPS)  Android and iPhone  (Administrator)  Version 0.1 |

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# Purpose

This document provides step by step instructions on the features provided by Sea Transportation E Portal Services (STEPS) – Android and iPhone, for the Administrator.

# Getting Started

To start using STEPS – Android and iPhone:

* Download the STEPS.apk from <https://callyng.github.io/Push/index.html>.
* For Android:
  + Enable Chrome to install apps from external sources in settings.
  + Install the STEPS app through the apk file.
  + Click “INSTALL ANYWAY” when it is blocked by play protect.
  + Click “OPEN” when app is installed successfully.

# User Role

For the mobile app, there will be 5 user roles, but this guide will only be for the Administrator.

## Administrator

Administrator is the key user of this mobile app. He/she has the “super user” access to STEPS. Administrator can access the following functions:

* Login
* Forgot Password
* 2 Factor Authentication
* Manage Account
* Manage Pending Requests
* Manage Bookings

# FUNCTIONAL GUIDE

## Login

Step 1: In the ***Username*** or ***Email*** textbox (Figure 4.1.1), enter your username or email.

Step 2: In the ***Password*** textbox, enter your password.

Step 3: Click on the ***Login*** button.

Step 4: After Logging in, they will be directed to the ***Home Page*** (Figure 4.1.2) or the ***OTP Page*** that will require you to login via 2 factor authentication (4.3).

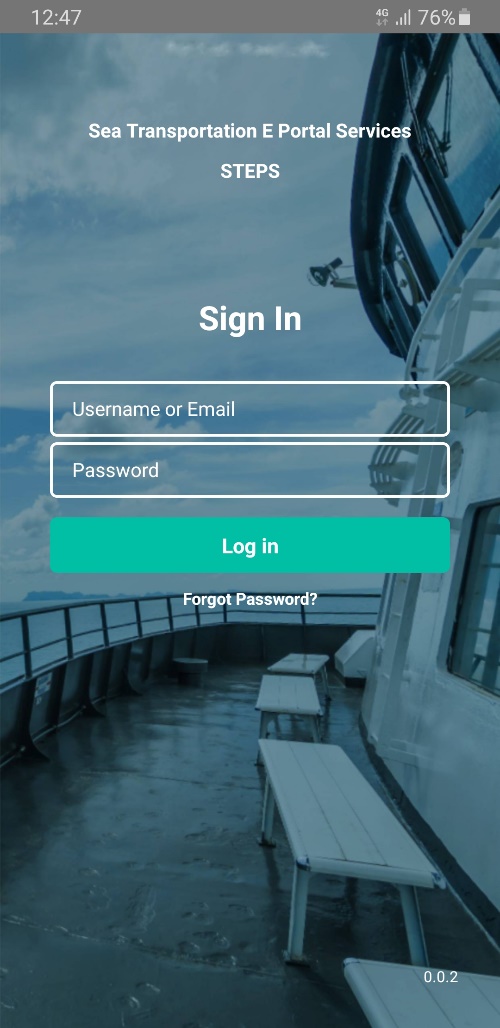
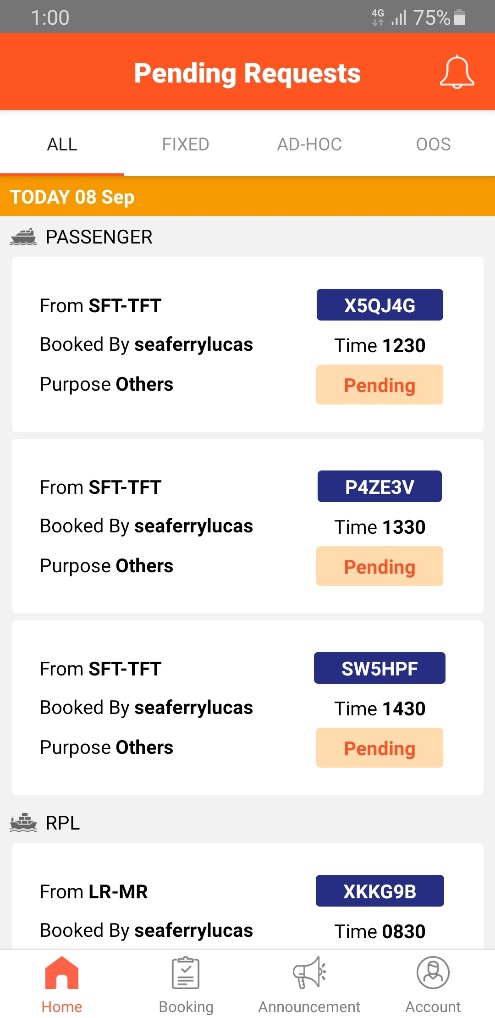


Figure 4.1.2: Home Page

Figure 4.1.1: Login Page

## Forgot Password

Step 1: On the ***Login*** page (Figure 4.1.1), click on ***Forget Password*** button.

Step 2: The ***Forgot Password Page*** will then appear (Figure 4.2.1).

Step 3: In the ***Username or Email*** textbox, enter your username or email address.

Step 4: Click on the ***Send Verification Code to Email*** button (Figure 4.2.1).

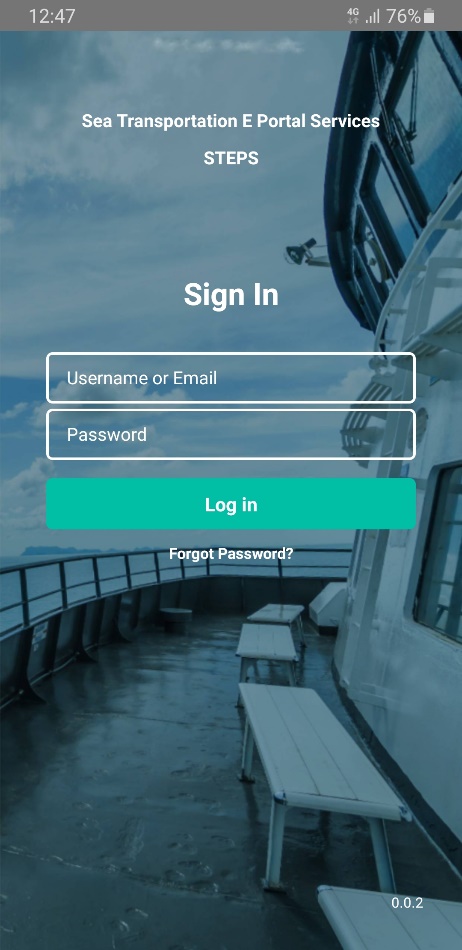
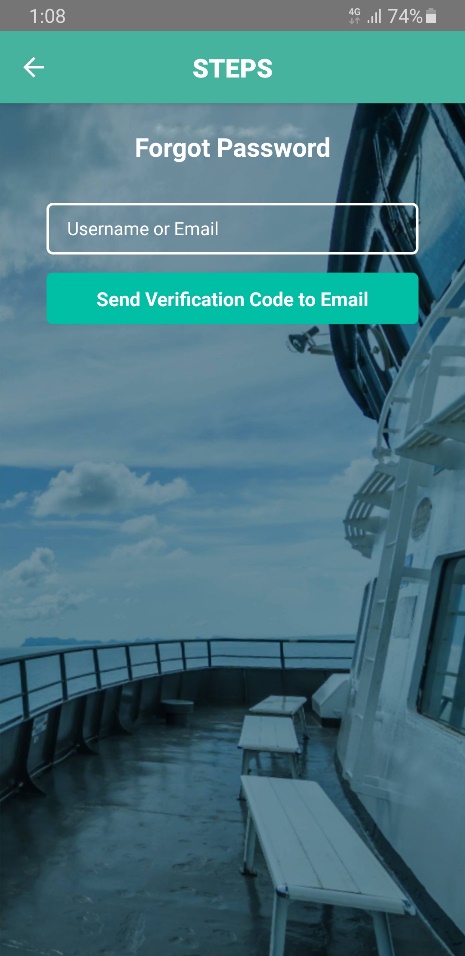


Figure 4.2.1: Forgot Password Page

Figure 4.1.1: Login Page

## 2 Factor Authentication

Step 1: After logging in, the ***OTP Page*** will be displayed (Figure 4.3.1). You will then receive an email with the required 6 digits code you will need to enter to verify your identity.

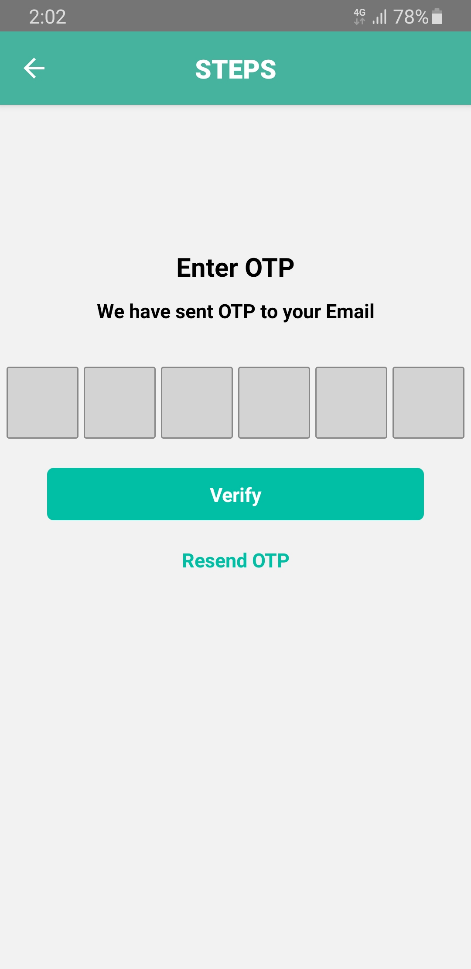
Step 2: After entering the required 6 digits code (Figure 4.3.2), click on the ***Verify*** button to finish the login process or the ***Resend OTP*** button to resend the 6 digits code if you did not receive it in your email.

Figure 4.3.1: OTP Page

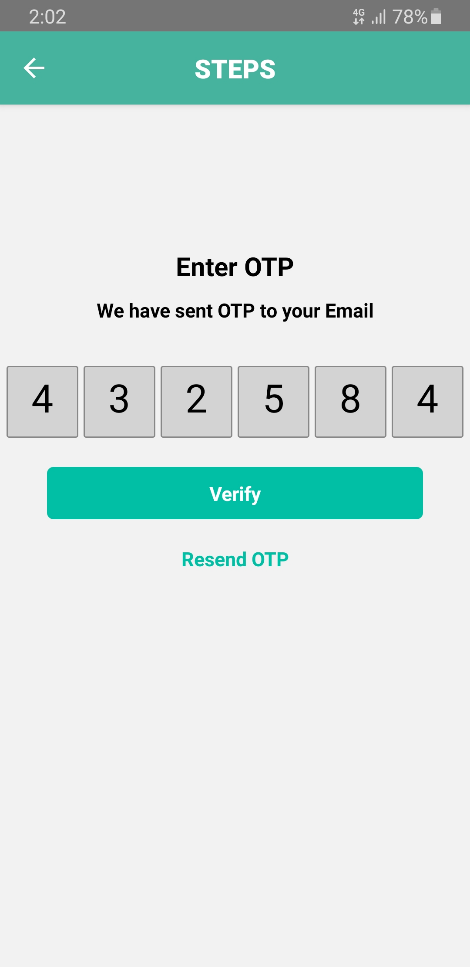


Figure 4.3.2: OTP Page With OTP

## Manage Account

Account contains information such as your **Name**, **Username** and **Email**.

### View Profile

Step 1: Click on the ***Account*** button on the bottom navigation bar to access the ***Account Page*** (Figure 4.4.1.1).

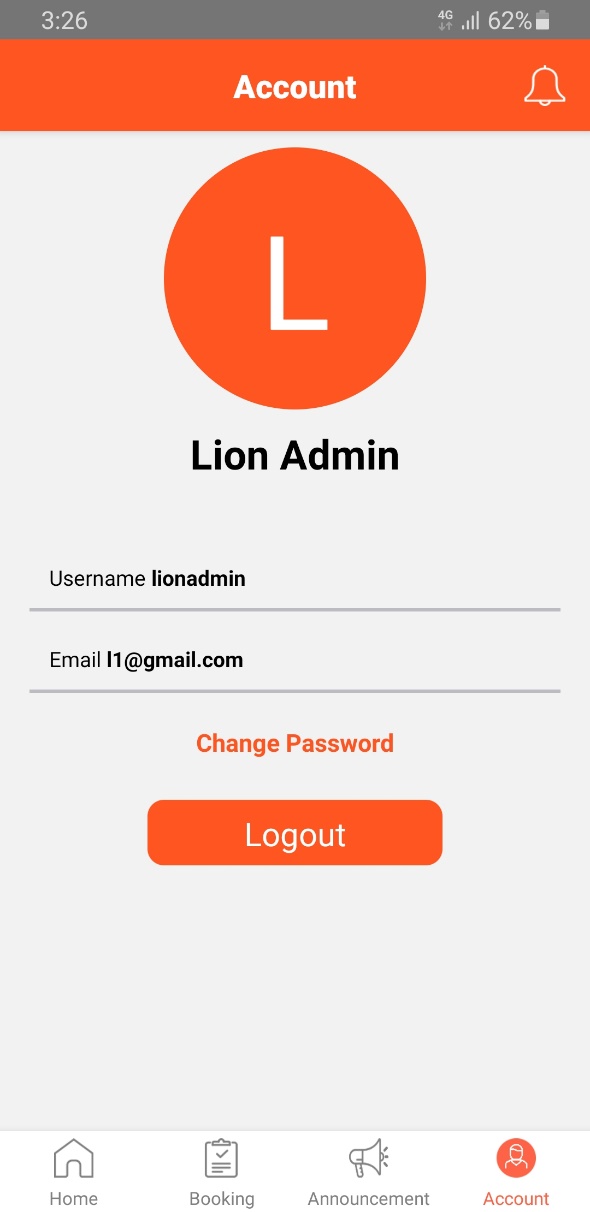


Figure 4.4.1.1: Account Page

### Change Password

Step 1: In the ***Account Page*** (Figure 4.4.1.1), click on ***Change Password*** button.

Step 2: The ***Change Password page*** will then appear (Figure 4.4.2.1).

Step 3: In the 3 textboxes of the ***Change Password Page***, enter in your ***Current Password***, ***New Password*** and ***Confirm New Password***.

**Note**: Password needs to contain at least 1 uppercase, 1 lowercase, and at least 8 characters.)

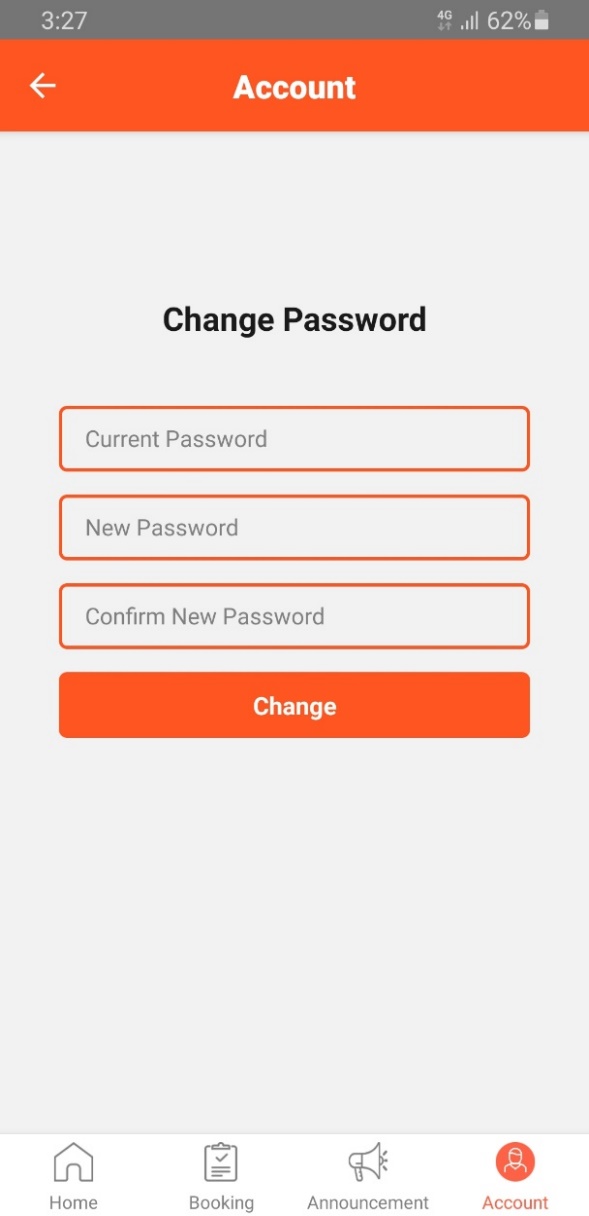
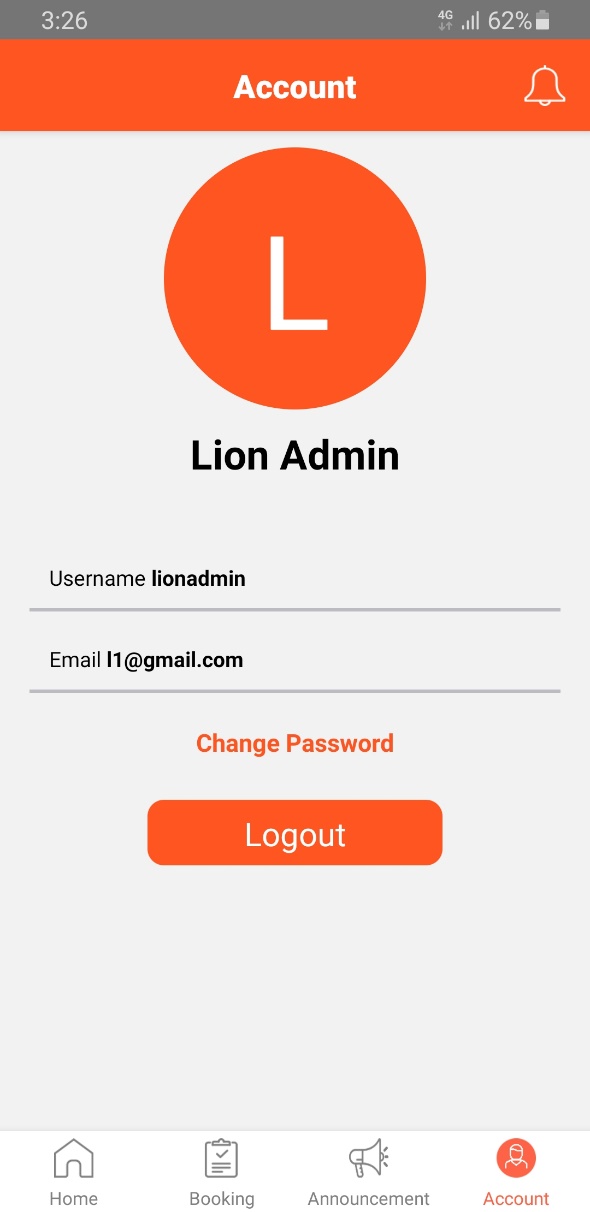
Step 4: Next, click on the ***Change*** button to finish changing to your new password.

Figure 4.4.1.1: Account Page

Figure 4.4.2.1: Change Password Page



### Logout

On the ***Account Page***, click on ***Logout*** to logout of the system (Figure 4.4.1.1).

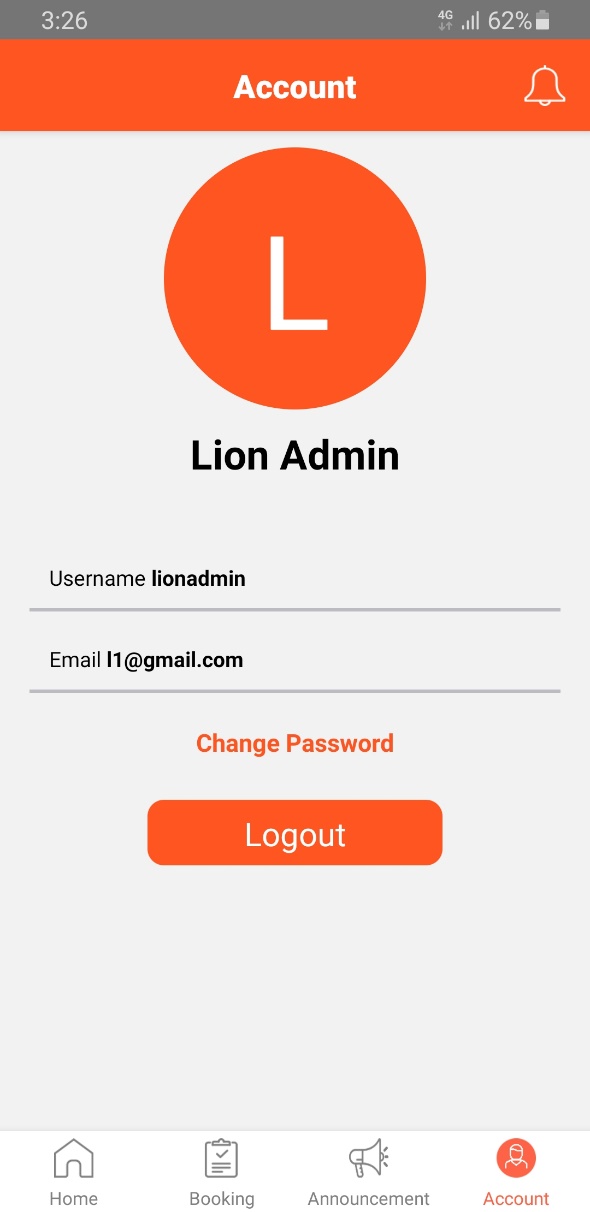


Figure 4.4.1.1: Account Page

## Manage Pending Requests

For each of the booking requests, it displays the from-to destination, time, purpose, booking code, SAF unit.

### View All Requests Pending Approval

There are 2 types of requests (Ad-Hoc and Out-Of-Scheduled) that is displayed in the ***Home Page*** of the mobile application (Figure 4.1.2).

This page shows all the Pending Requests on the app to the administrator and they are grouped by date so that he/she can approve or reject the requests.

Step 1: By clicking on a ***Request***, it shows the ***Request Information*** (Figure 4.5.1.1).

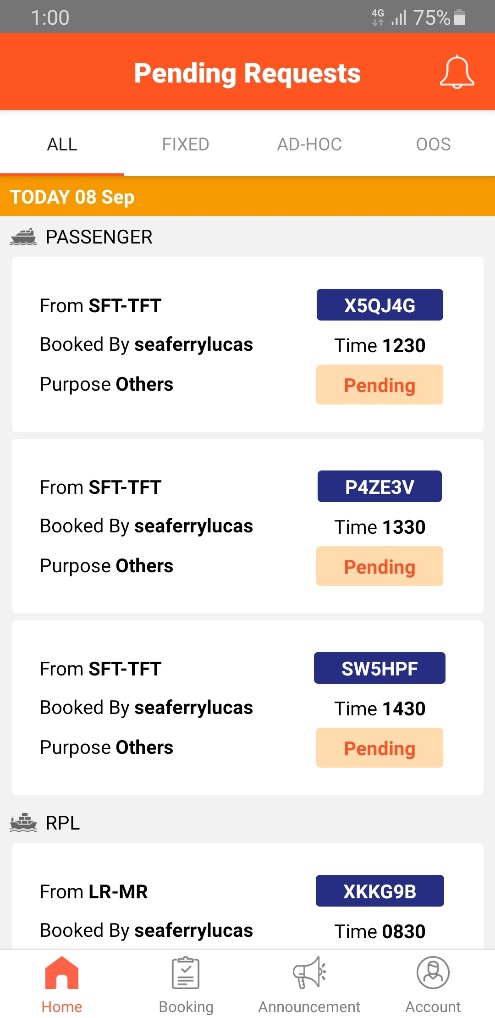
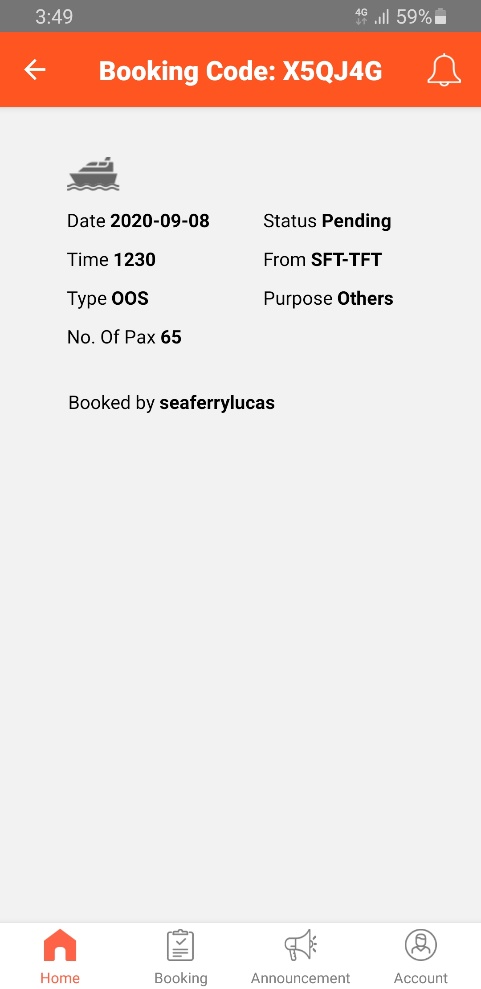


Figure 4.5.1.1: Request Info

Figure 4.1.2: Home Page

### View Ad-Hoc Requests Pending Approval

By clicking on the ***AD-HOC*** text on the top of the page, it shows all the Ad-Hoc pending requests grouped by date (Figure 4.5.2.1).

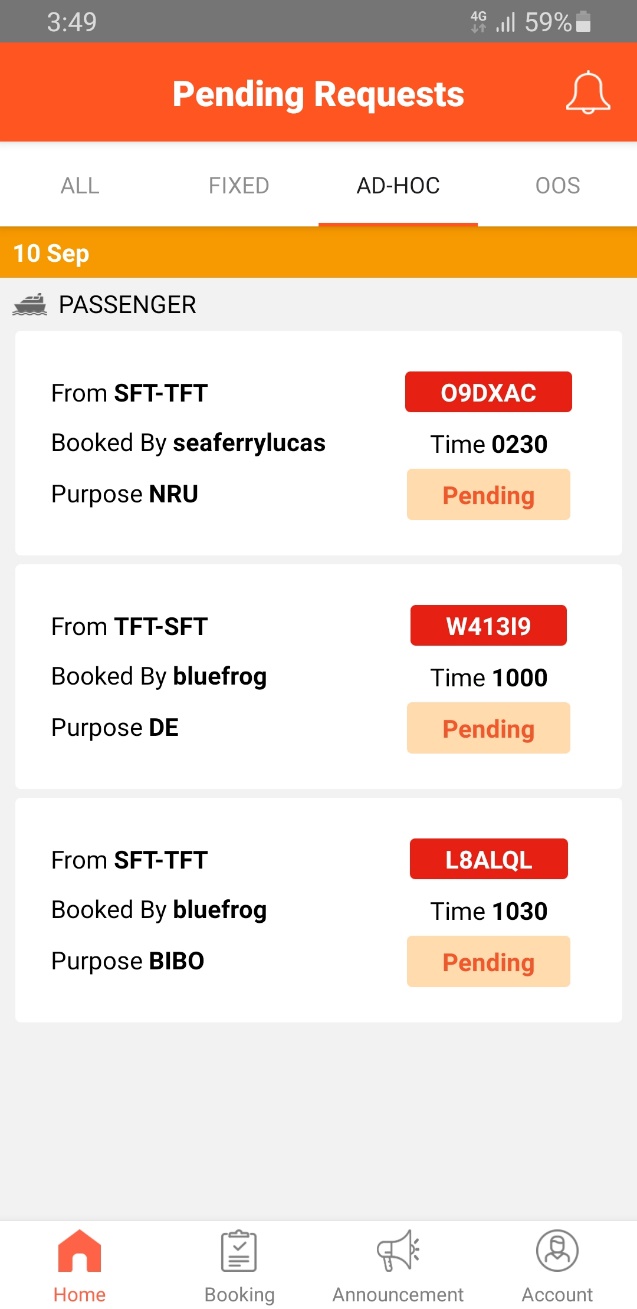


Figure 4.5.2.1: Ad-Hoc Request

### View Out-Of-Schedule Requests Pending Approval

By clicking on the ***OOS*** text on the top of the page, it shows all the Out-Of-Scheduled (OOS) pending requests grouped by date (Figure 4.5.3.1).

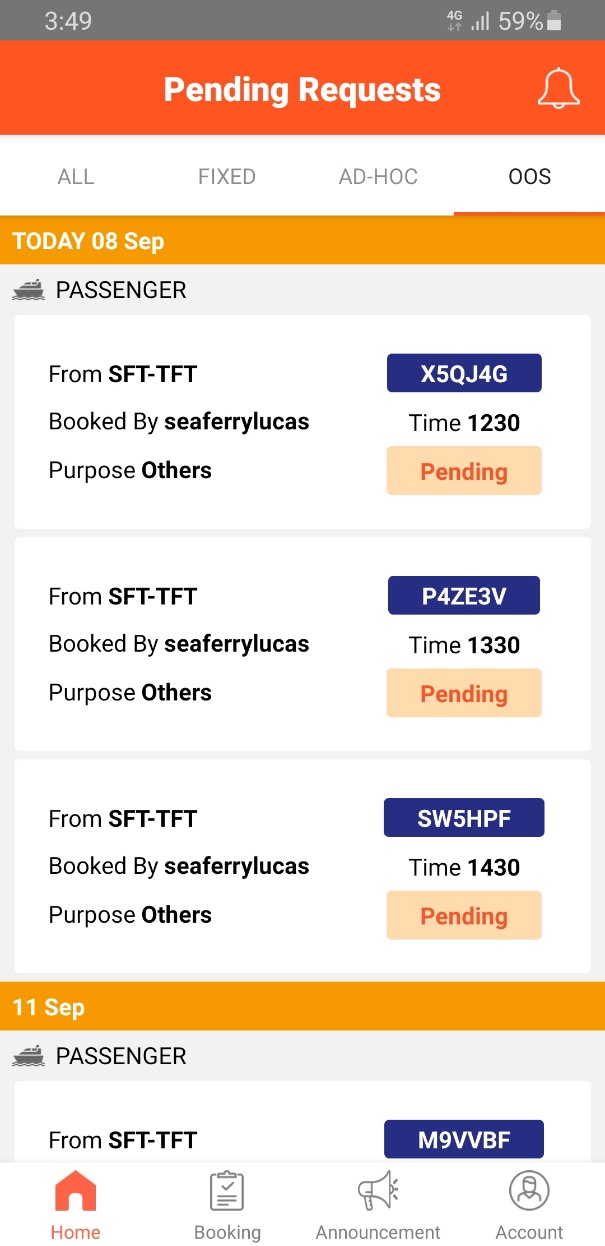


Figure 4.5.3.1: OOS Request

### Approve Request

Administrator can approve the pending requests so that a push notification can be sent to the unit notifying them of the approval.

Step 1: Swap left on the ***Pending Request*** (Figure 4.1.2) to show a select button (Figure 4.4.4.1).

Step 2: Click on the approve button (***Green Tick***) to approve the request (Figure 4.5.4.1).

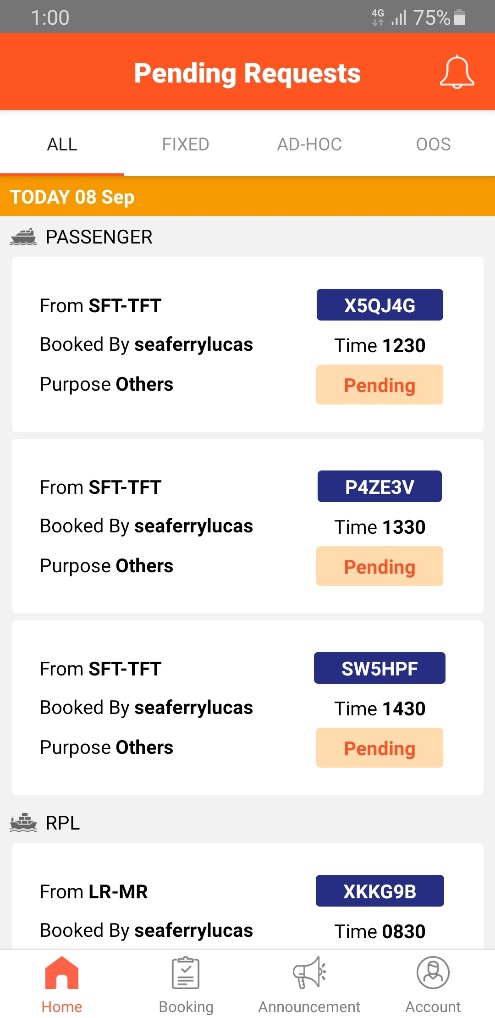
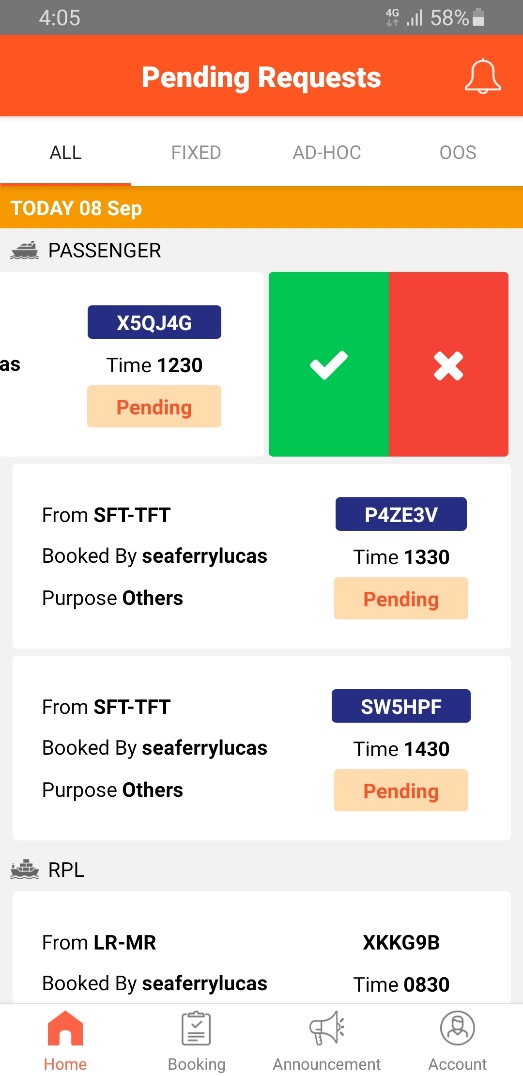


Figure 4.5.4.1: Approve/Reject Request

Figure 4.1.2: Home Page

### Approve Recurring Request

Follow the same steps in ***4.5.4***.

### Reject Request

Similarly, to approving requests (***4.5.4***), the administrator can reject the pending requests so that a push notification can be sent to the unit notifying them of the rejection with reason.

Step 1: Swap left on the ***Pending Request*** (Figure 4.1.2) to show a select button (Figure 4.5.4.1).

Step 2: Click on the reject button (***Red Cross***) to reject the request (Figure 4.5.4.1).

Step 3: After clicking on the reject button, the reason for rejection page will be displayed (Figure 4.5.5.1).

Step 4: Enter a valid reason in the ***Add Reason*** text field and then click on the ***Submit*** button to reject the request.

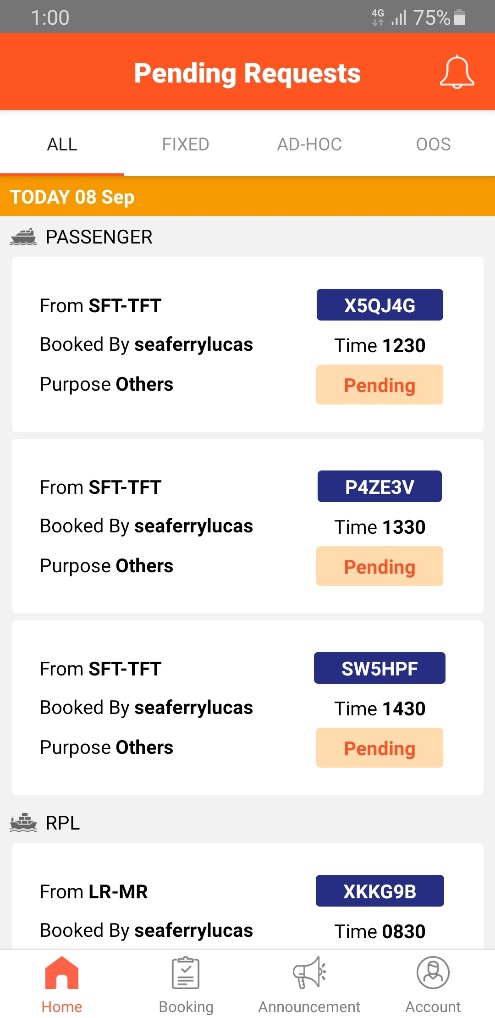
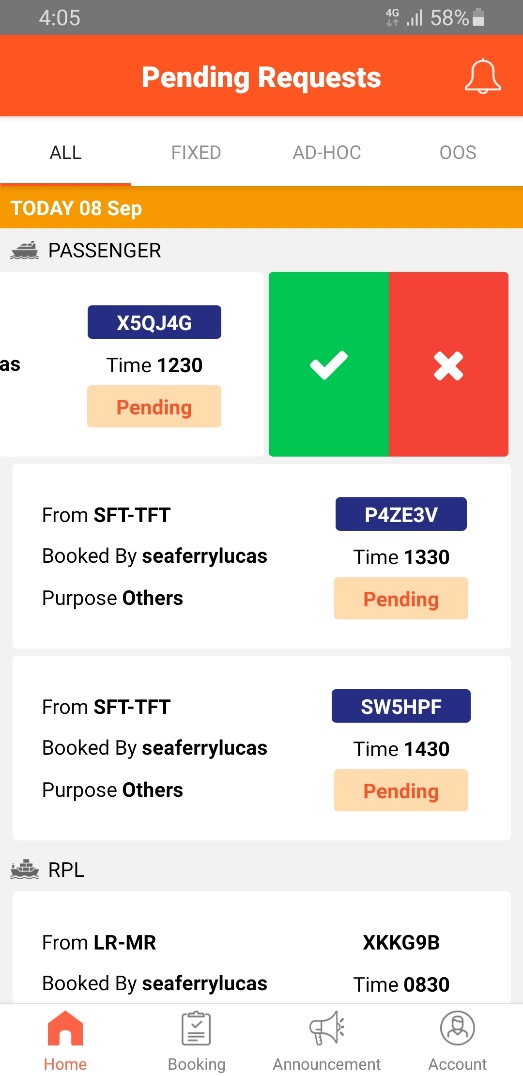


Figure 4.5.4.1: Approve/Reject Request

Figure 4.1.2: Home Page

Reason for rejection page displayed (Figure 4.5.6.1).

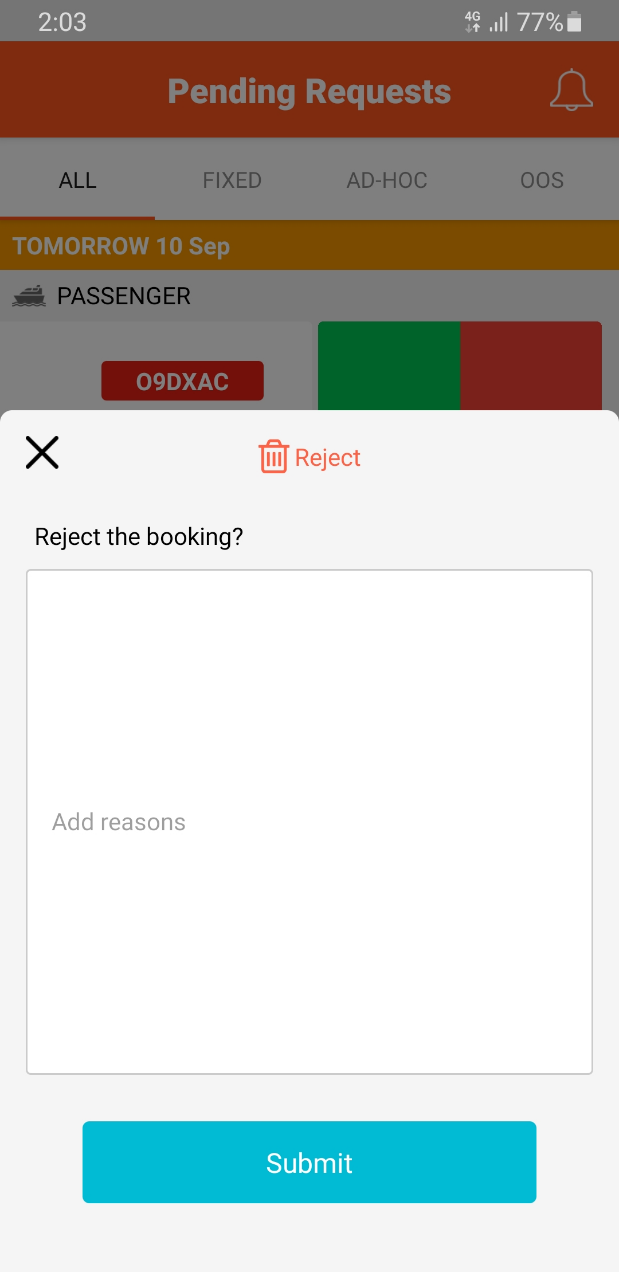


Figure 4.5.6.1: Reason for Rejection Page

### Reject Recurring Requests

Follow the same steps in step ***4.5.6***.

## Manage Bookings

### View Bookings

By clicking on the ***Booking*** page on the ***bottom navigation bar***, the ***Booking Page*** will be displayed (Figure 4.6.1.1). The ***Booking Page*** shows the list of bookings in calendar view so that the administrator can see the bookings they have each day.

Today’s date will be selected by default.

Step 1: Clicking on a ***Booking*** will show the ***booking information*** (Figure 4.6.1.2).

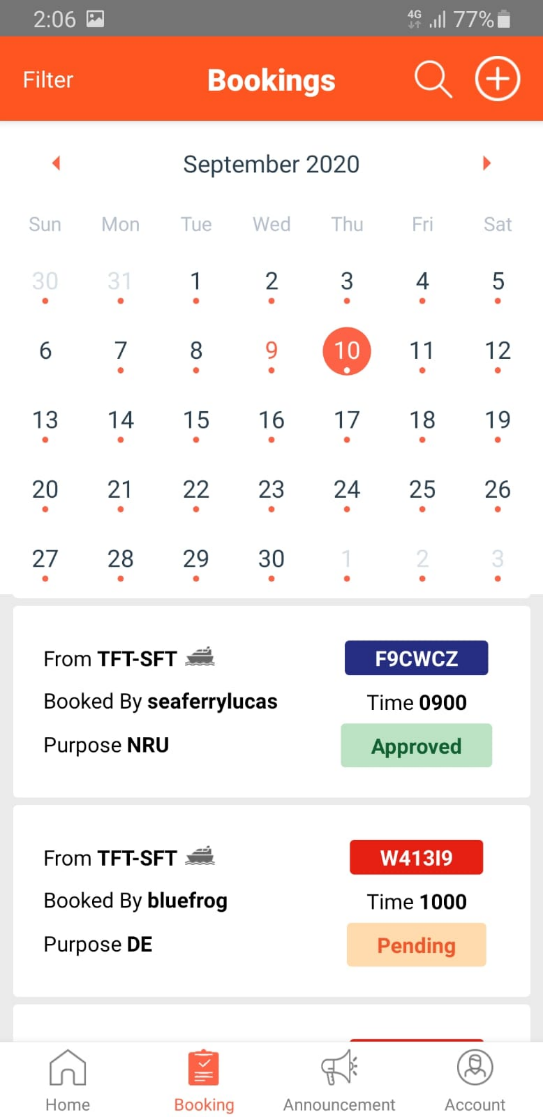
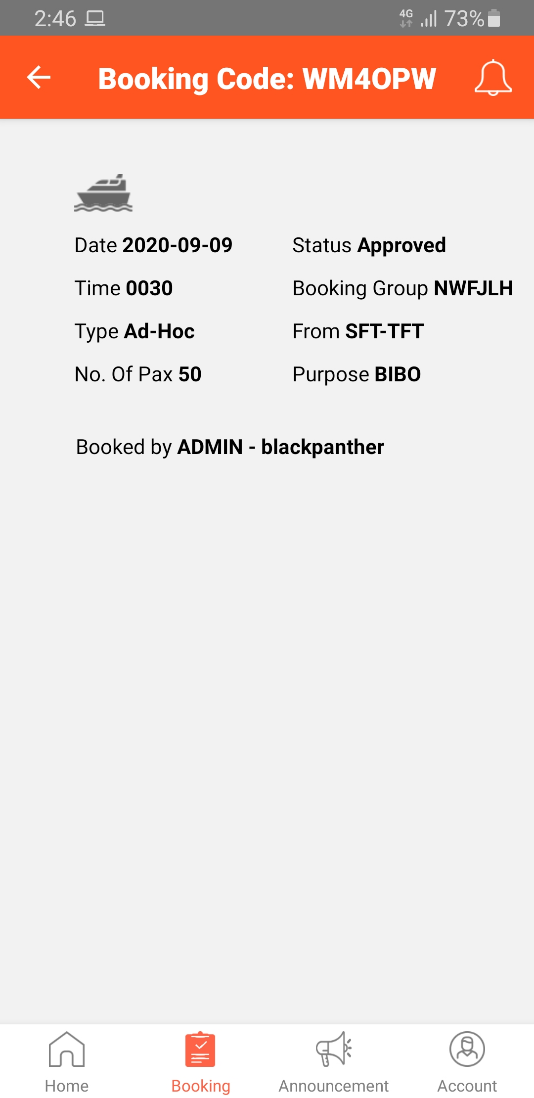


Figure 4.6.1.2.: Booking Information

Figure 4.6.1.1: Booking Page

### Search Bookings

Step 1: Click on the ***magnifying glass icon*** on the top of the booking page (Figure 4.6.1.1) to display the ***Search Page*** (Figure 4.6.2.1).

Step 2: Search for the booking you want to search in the ***search bar*** by entering the booking code or group.

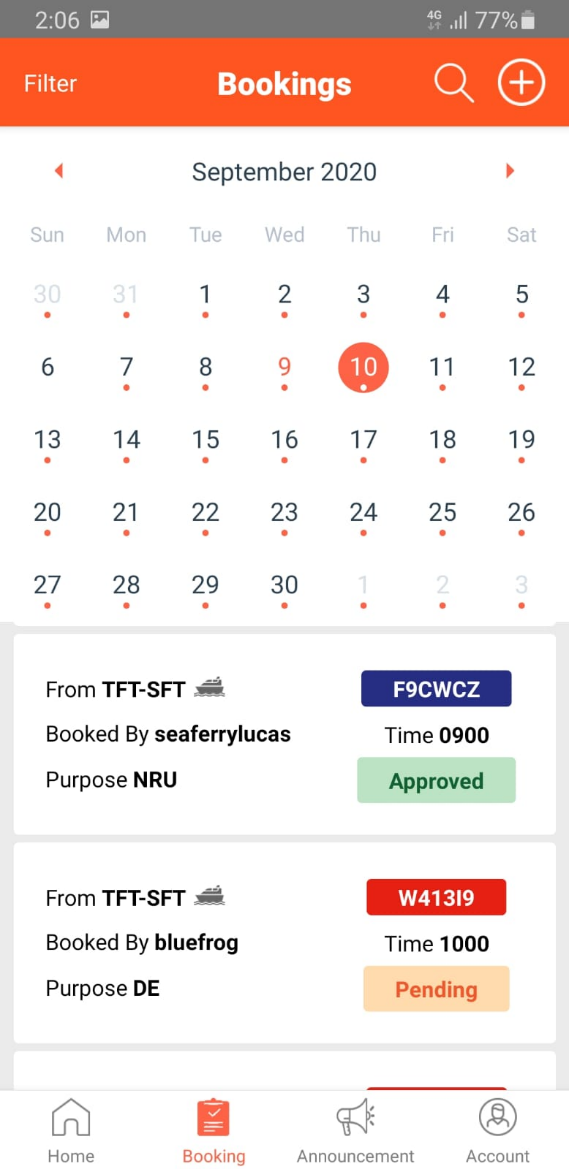
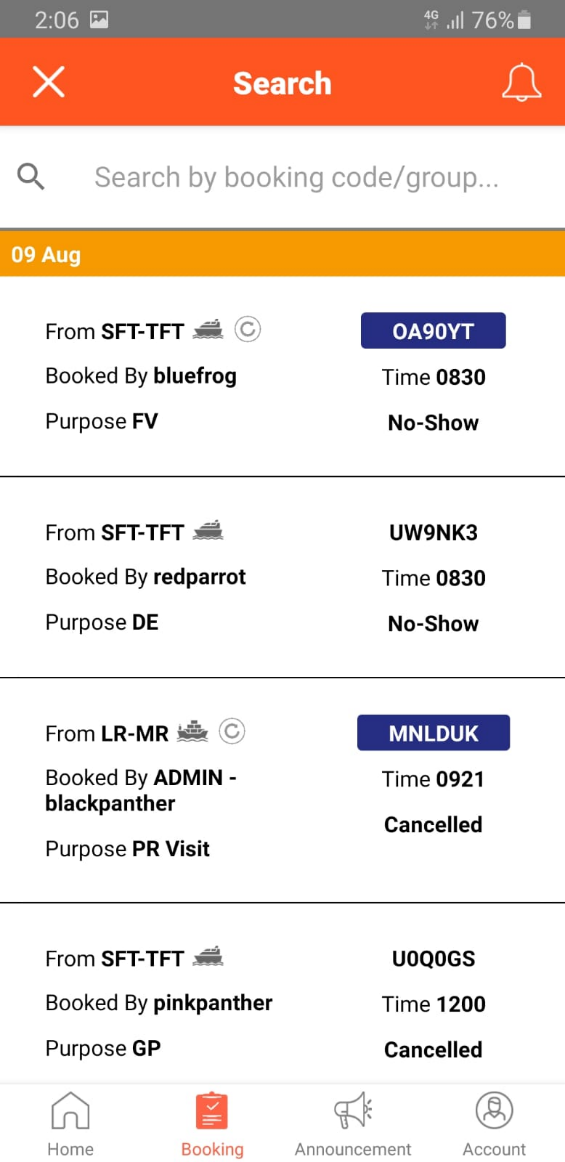


Figure 4.6.2.1: Search Page

Figure 4.6.1.1: Booking Page

Step 3: The booking list will show the relevant bookings based on the search text (Figure 4.6.2.2).

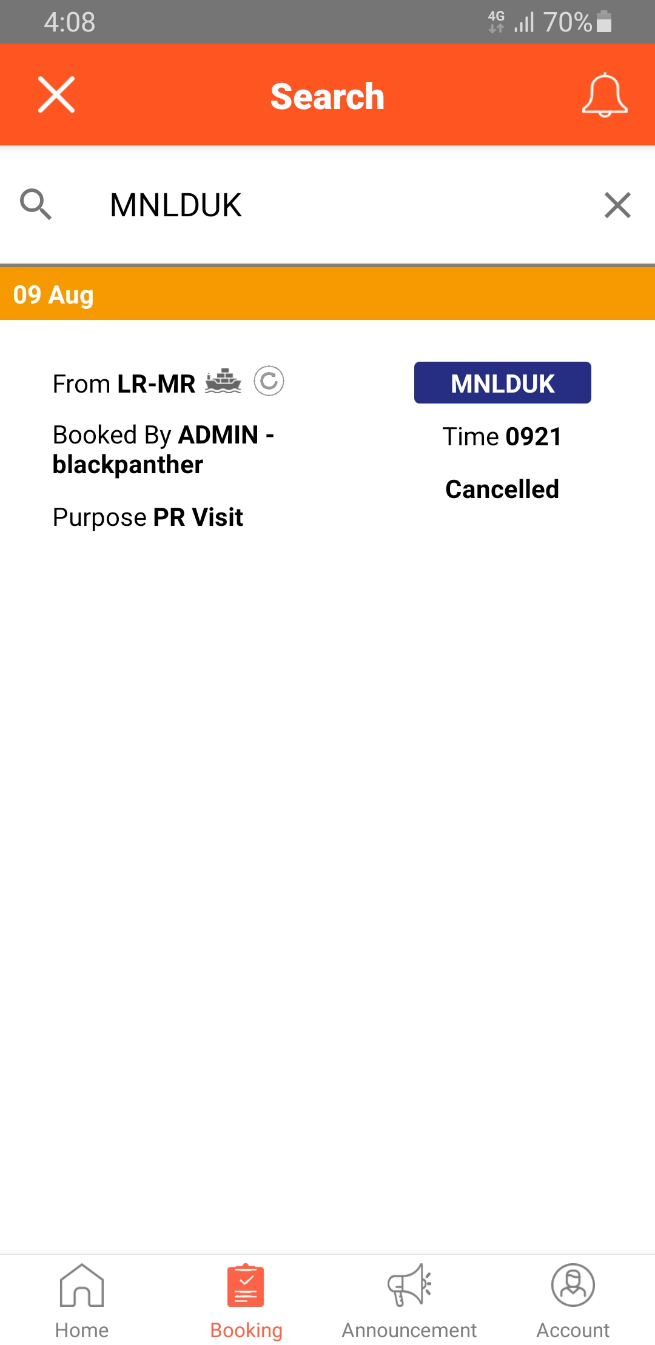


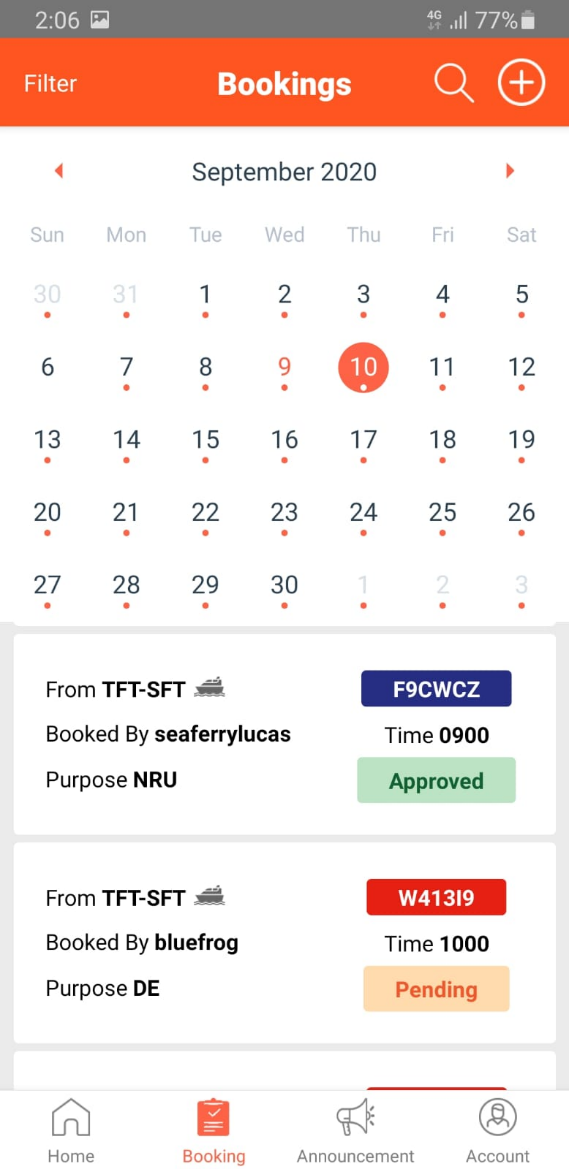
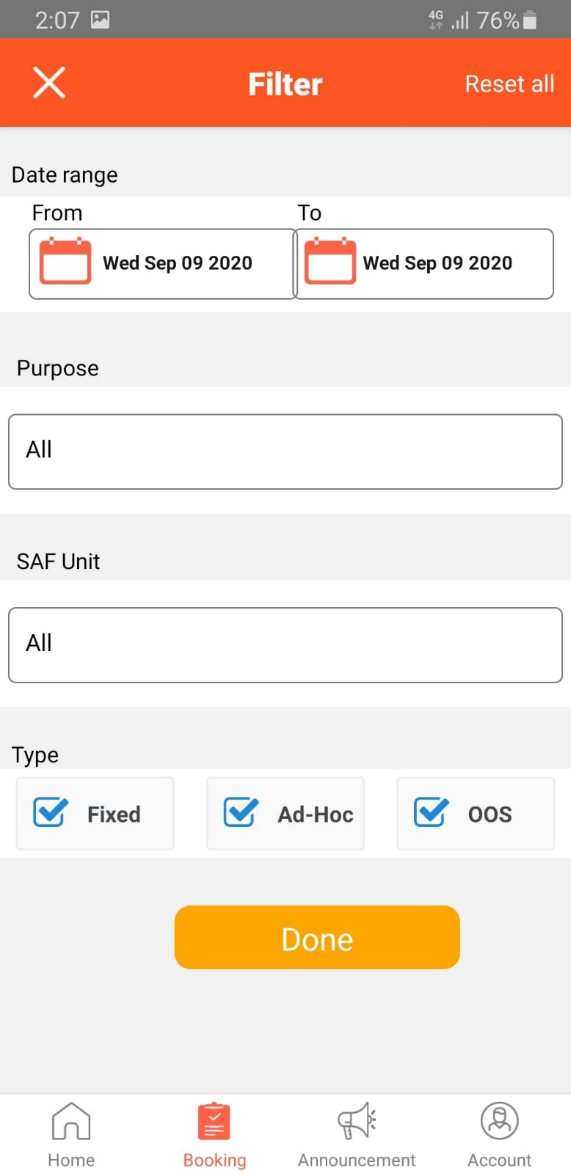
Figure 4.6.2.2: Search Page 2

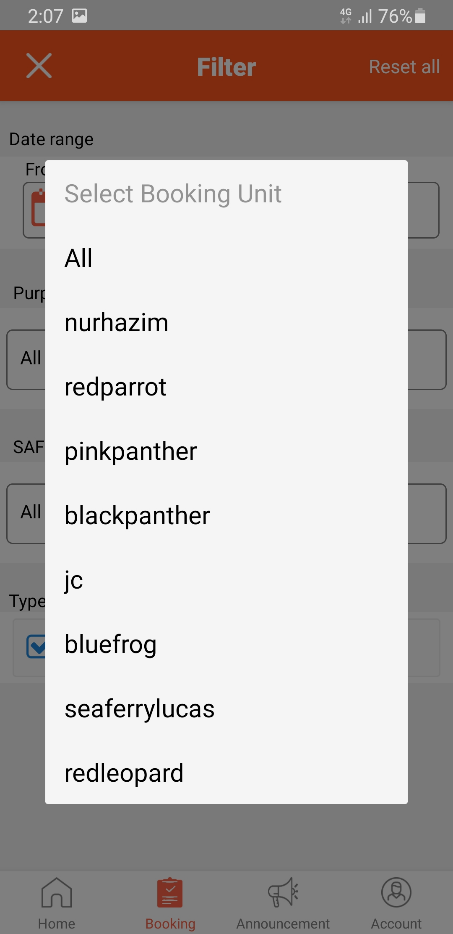
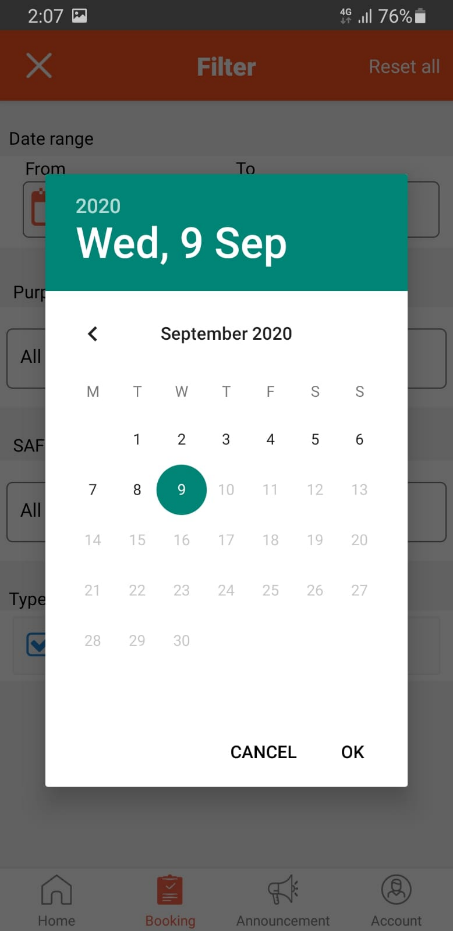
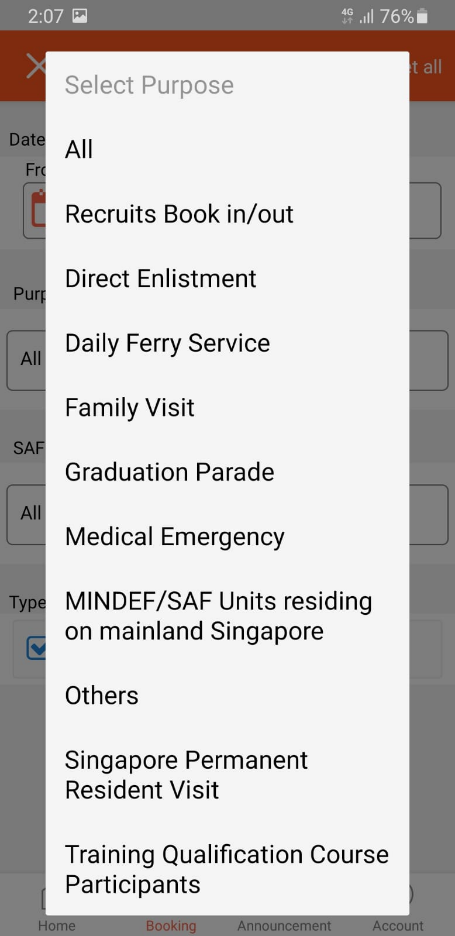
### View Bookings in Calendar Mode

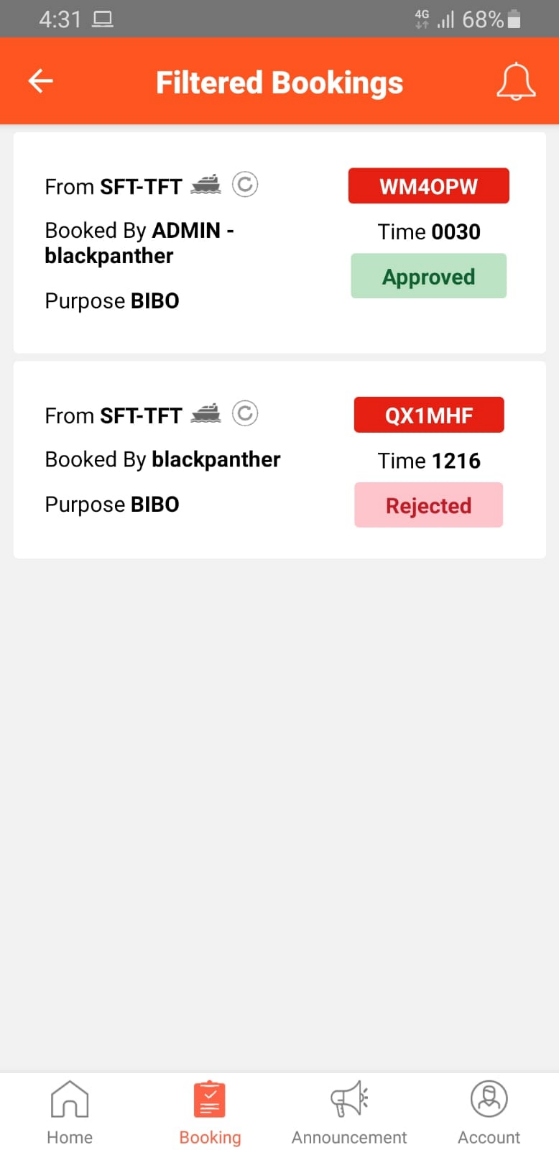
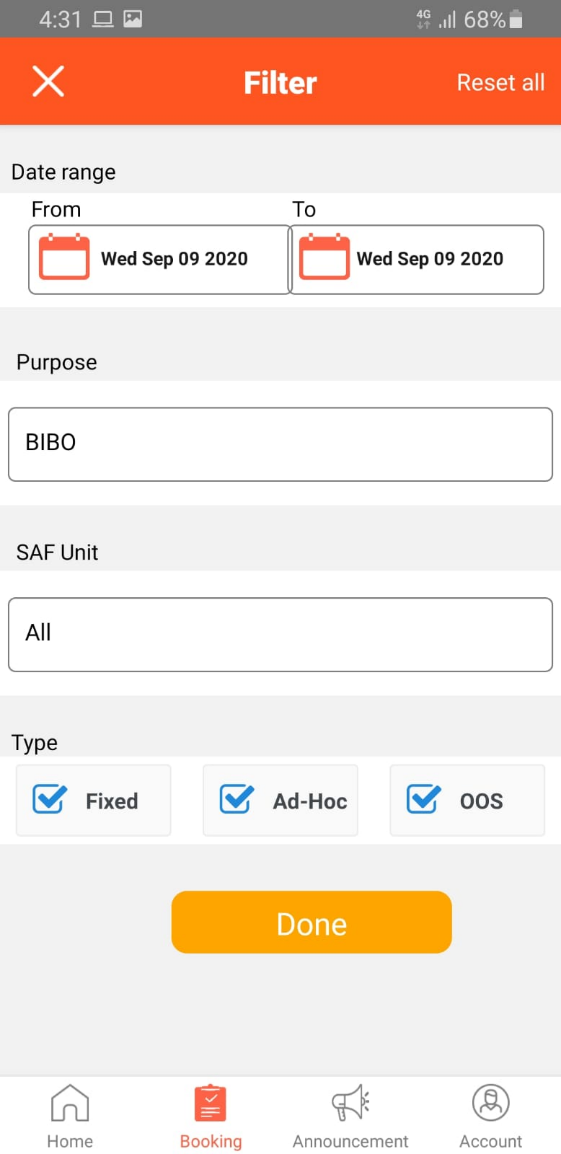
Test

### Advanced Filter Booking

Test

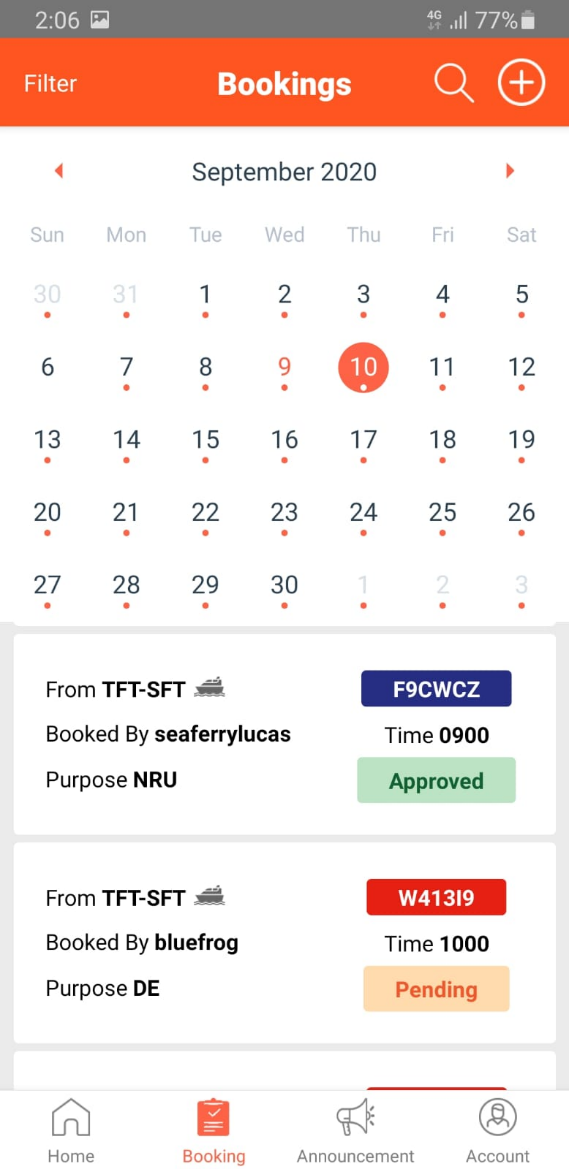
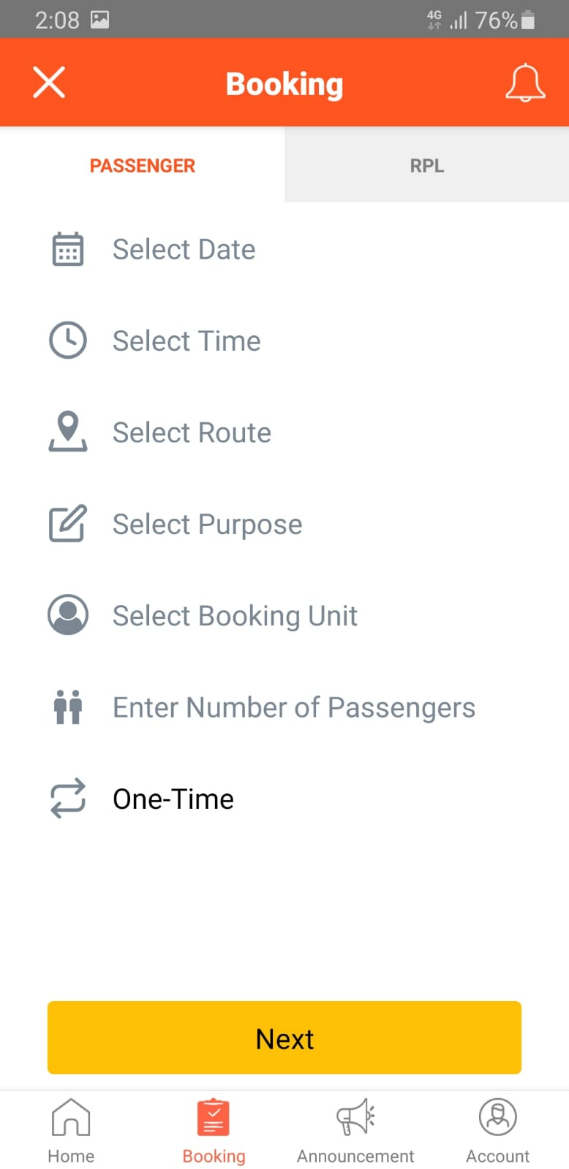


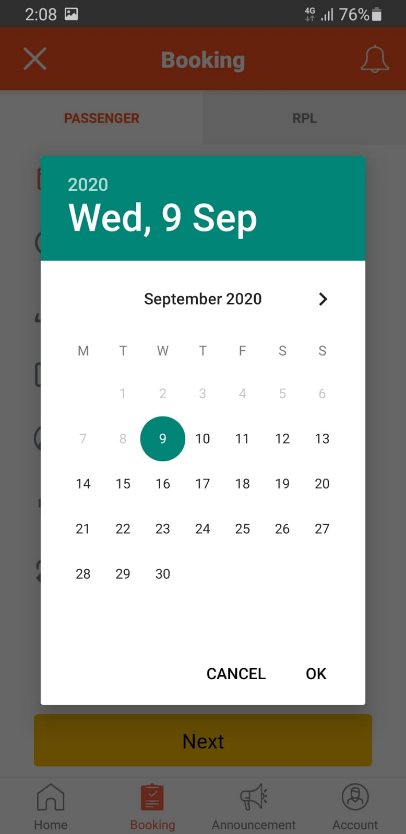
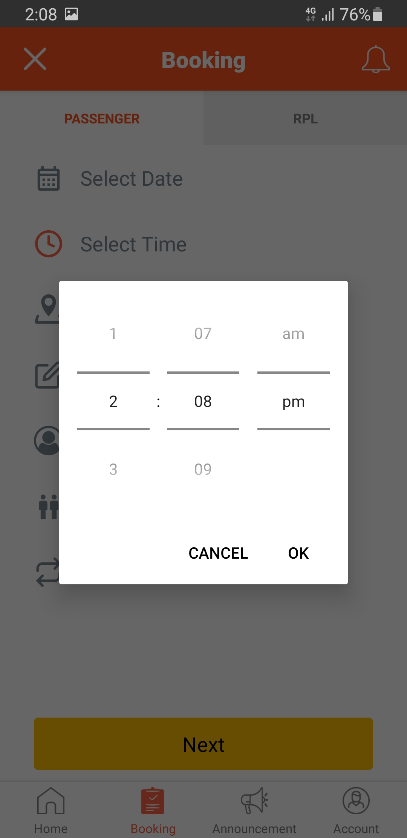
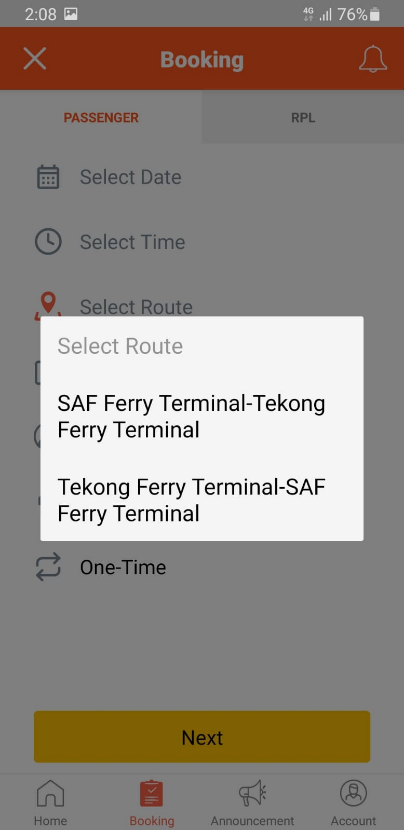
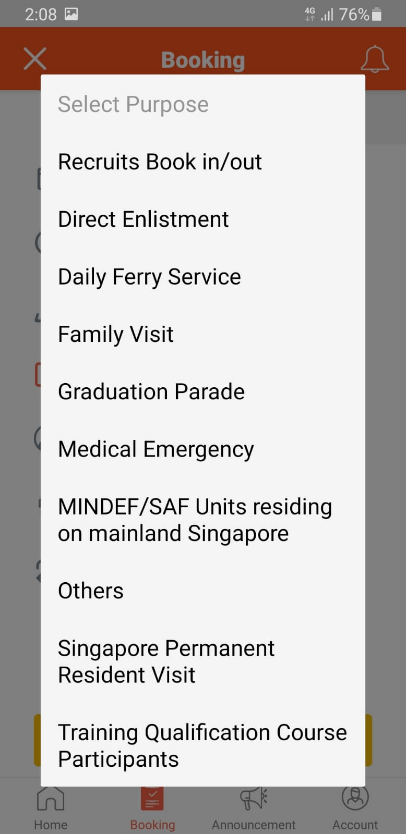
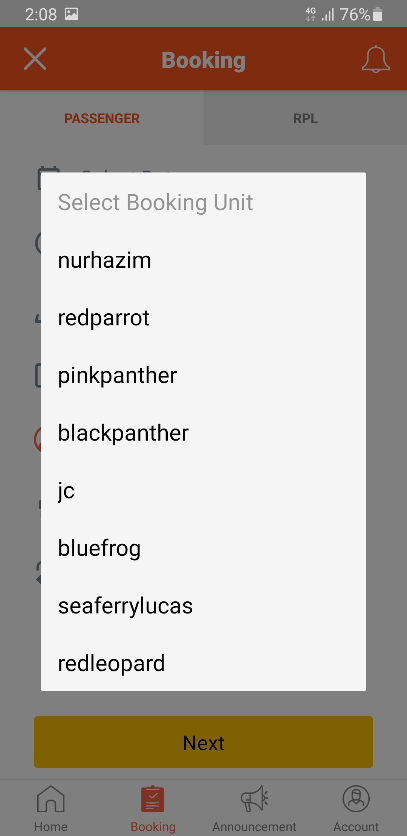
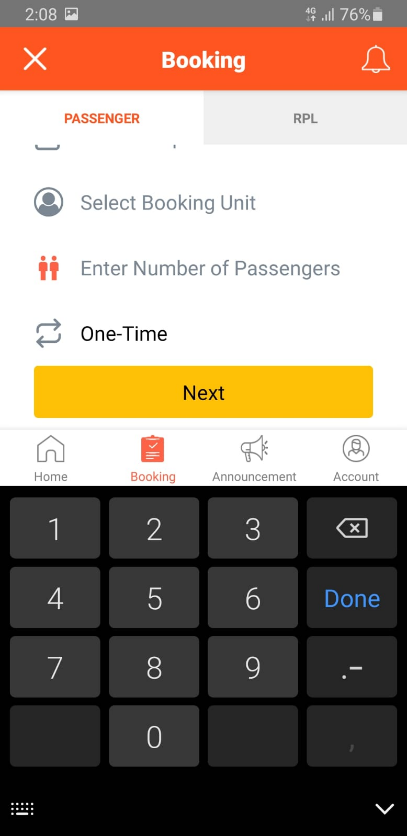


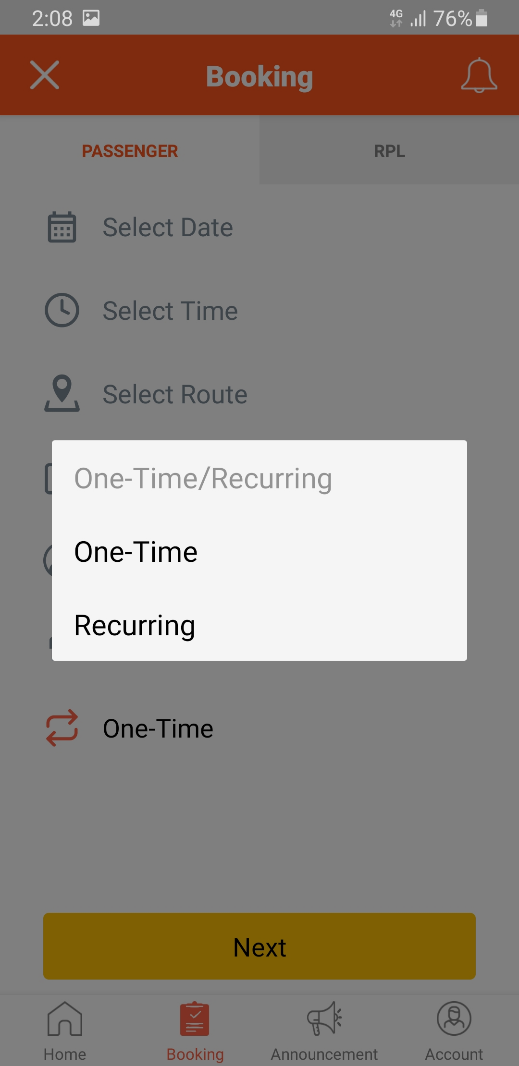


### Make Ad-Hoc Passenger Bookings

Test







### Make Ad-Hoc RPL Bookings

Test

### Cancel Approved Bookings (This booking only)

Step 1: Bookings can be cancelled by swing the booking to the left (Figure 4.6.1.1). The ***Cancel*** button will then be displayed next to the booking (Figure 4.6.7.1).

Step 2: Click on the ***Cancel*** button to display the page where the booking can be cancelled (Figure 4.6.7.2).

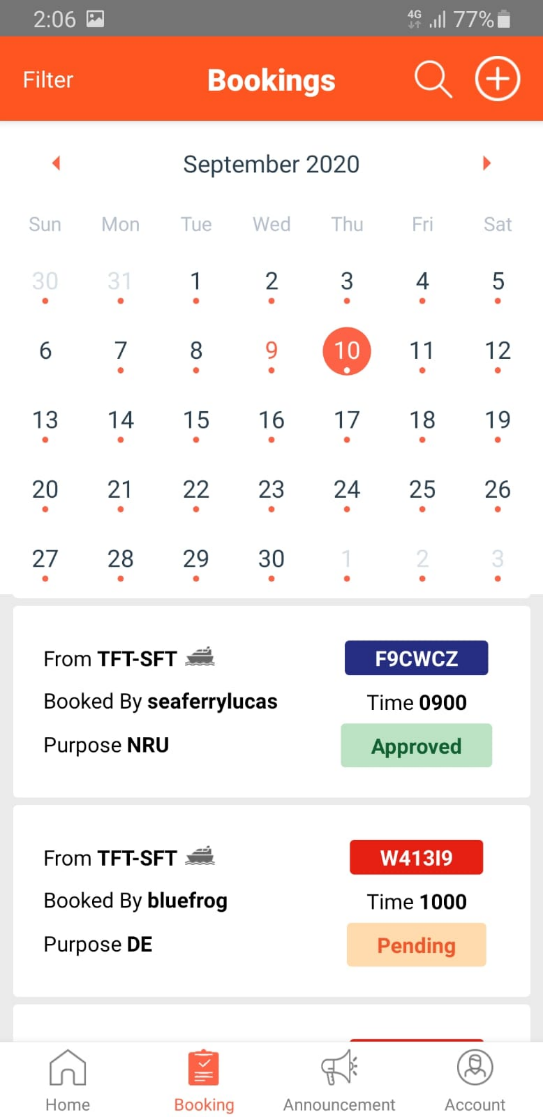


Figure 4.6.1.1: Booking Page

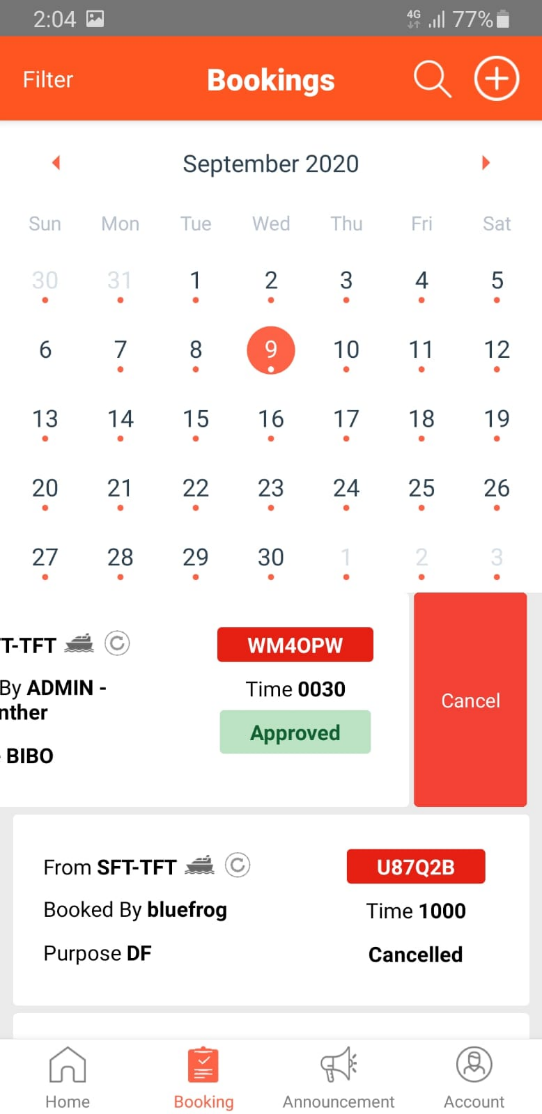


Figure 4.6.7.1: Cancel Approved Bookings

Step 3: Enter a valid reason in the ***Add reasons*** text field and check the ***This booking only*** checkbox (Figure 4.6.7.2).

Step 4: Click on the ***Submit*** button to cancel the booking.

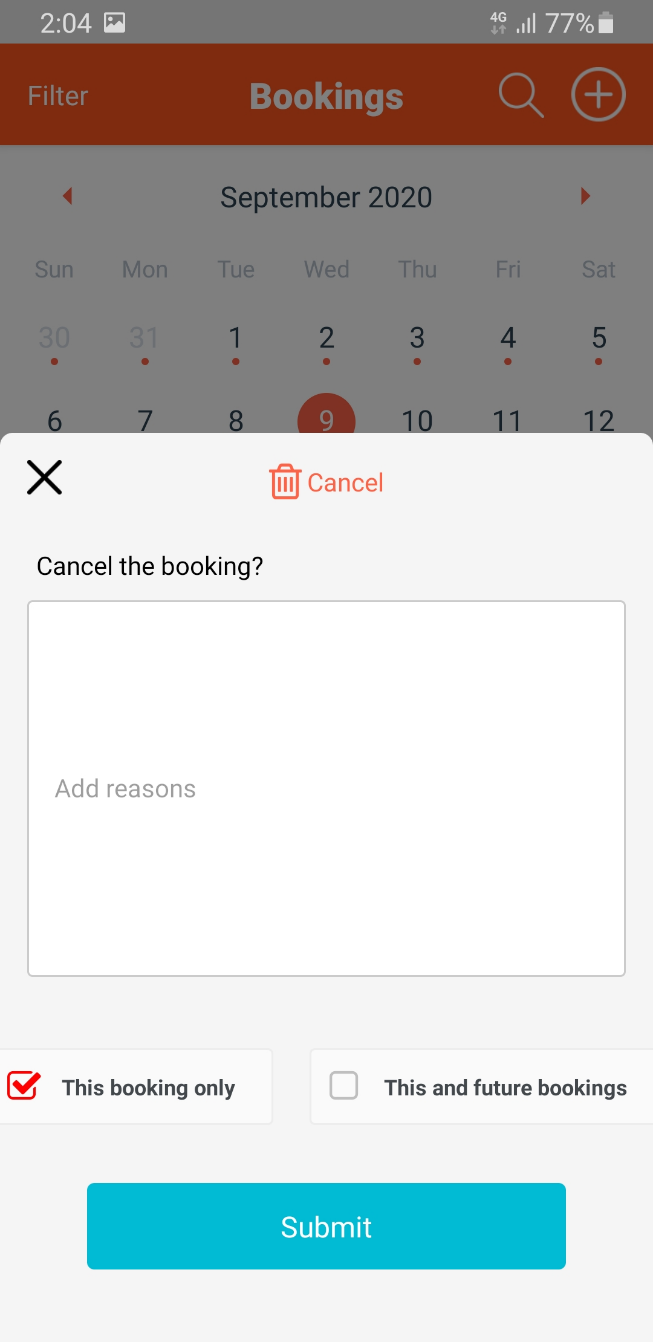


Figure 4.6.7.2: Reason for Cancelling Booking

### Cancel Approved Bookings (For future bookings)

Test

## Notifications

Test

### View Notifications

Test

### Filter Notifications

Test

## Announcements

Test

### View Announcements

Test

### Delete Announcements

Test

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