



User Manual

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Overview:

This document will include instructions on how to navigate the application. The application will help users who have full administrative rights, as well as those with a read-only account. This manual will give the proper way to use the functionalities of this application.

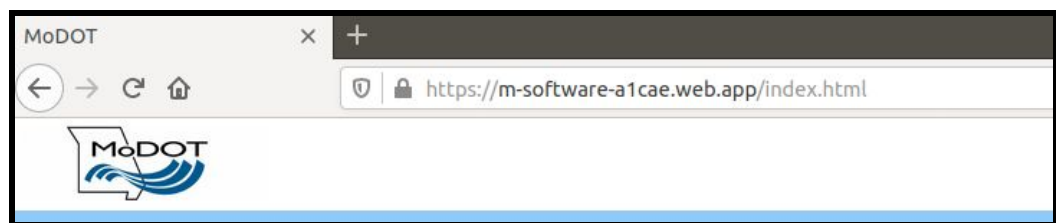
Disclaimer: If you are not a Missouri Department of Transportation employee you are not authorized to use this portal. Please contact your local Information Systems Department if you need additional help setting up an account.

The following browsers are considered safe to use with this application:



a. Type this link into your search bar:

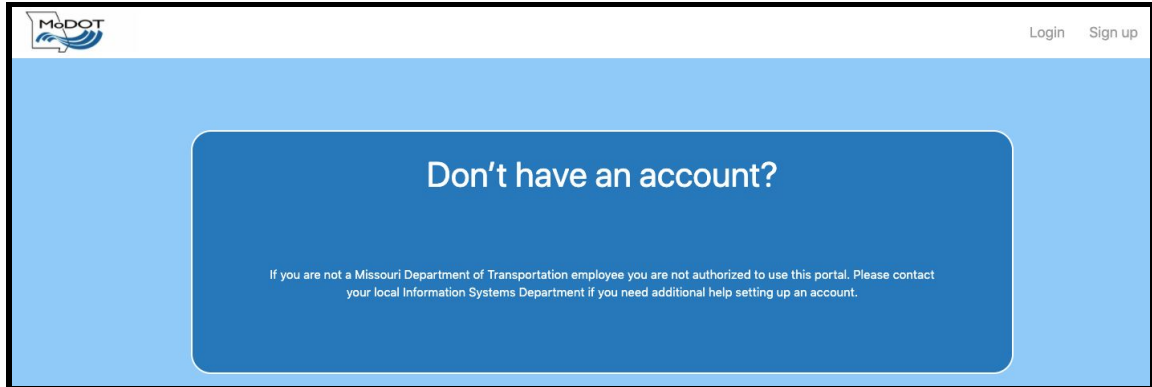
<https://m-software-a1cae.web.app/>



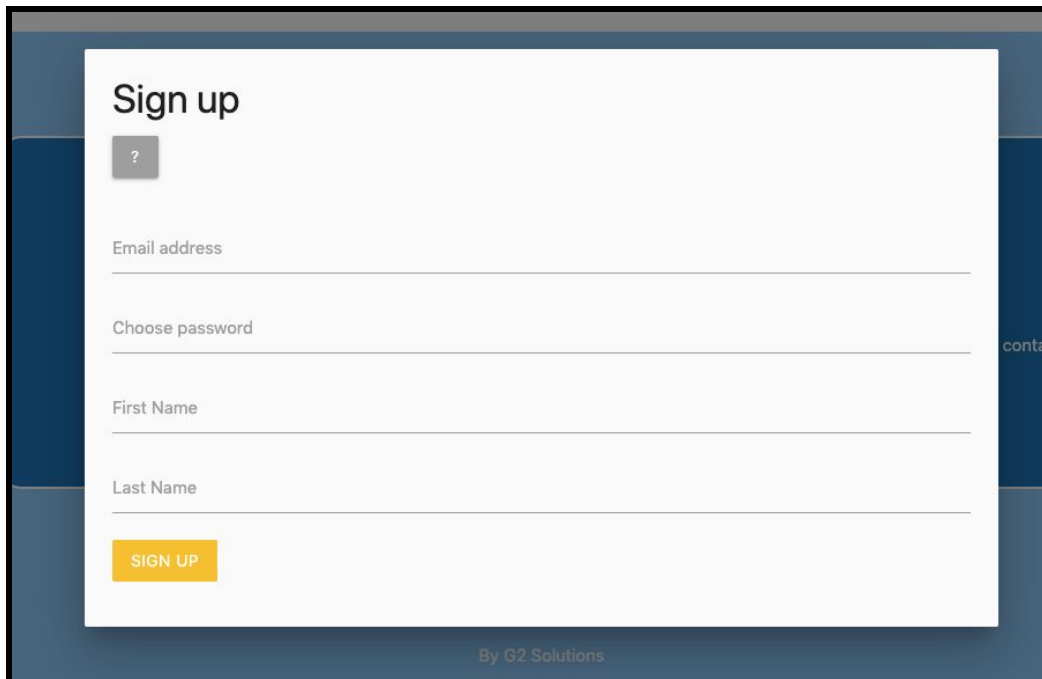
Sign Up:

All users who sign up will only have Read-Only accounts:

- a. Click Sign Up the upper right hand corner:

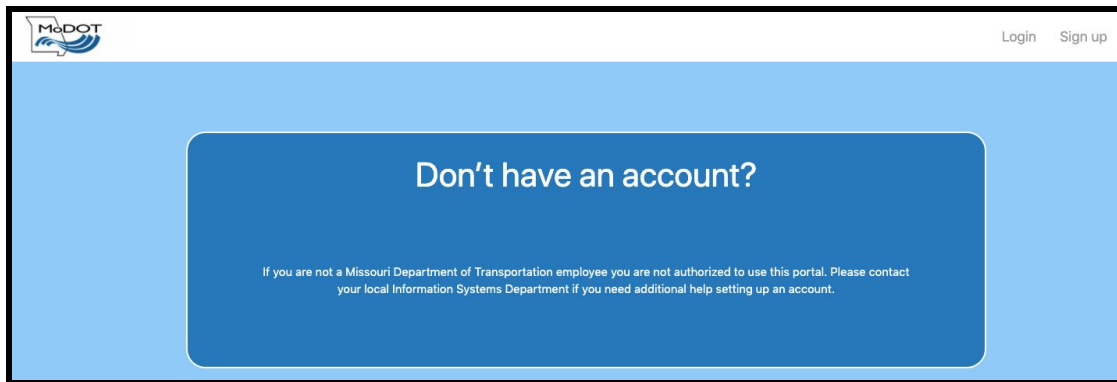


- b. Type in your **MoDOT email address**, create a password, first and last name, and double check to make sure they are correct then click “Sign Up” button:

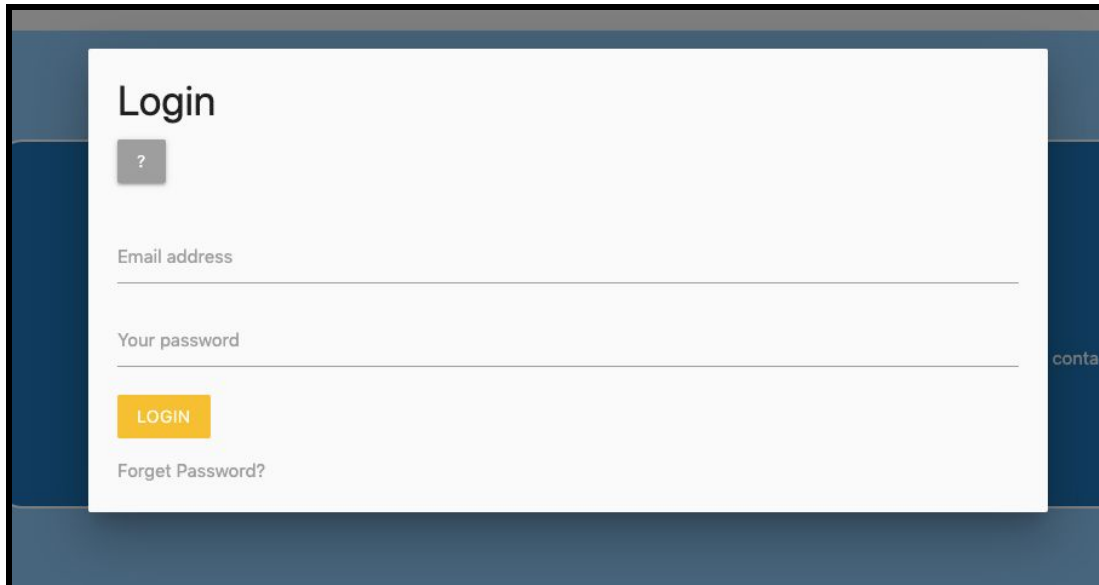
A screenshot of the MoDOT 'Sign up' form. The form is titled 'Sign up' and includes a help icon (a question mark in a square). Below the title are four input fields: 'Email address', 'Choose password', 'First Name', and 'Last Name'. At the bottom of the form is a yellow 'SIGN UP' button. The form is set against a dark blue background with a lighter blue sidebar on the left. The text 'By G2 Solutions' is visible at the bottom right of the page.

Login:

a. If you have an account already, click the Login button at the upper right hand corner:

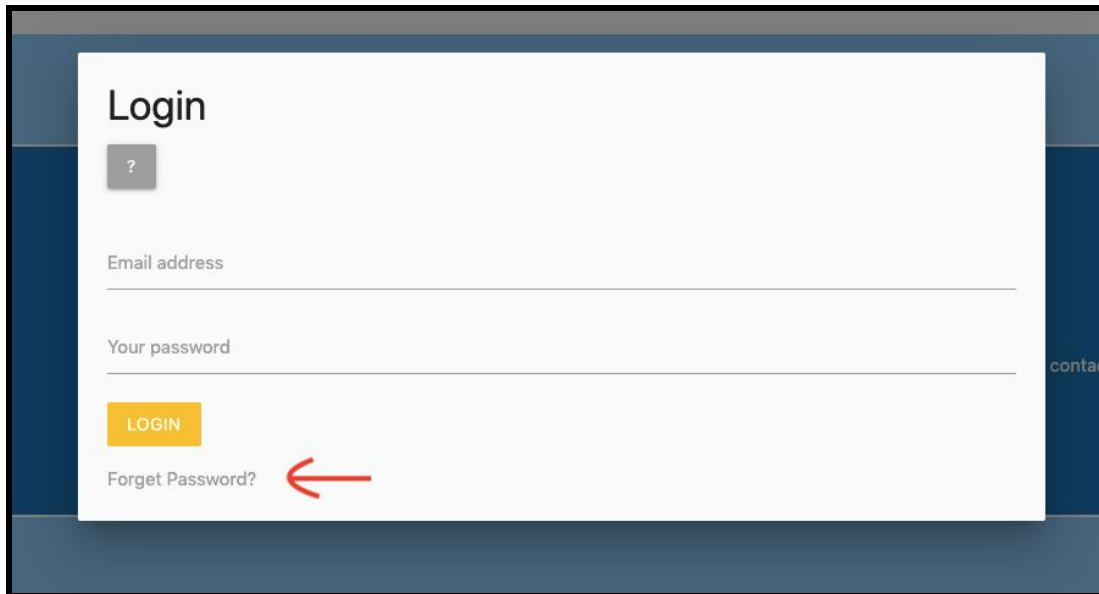


b. Login with your MoDOT email address and password :

A screenshot of the MoDOT login form. The form is titled 'Login' and is set against a dark blue background. It includes a small grey square with a question mark icon. Below this are two input fields: 'Email address' and 'Your password'. A yellow 'LOGIN' button is positioned below the password field. At the bottom of the form, there is a link that says 'Forget Password?'. On the right side of the form, the word 'conta' is partially visible.

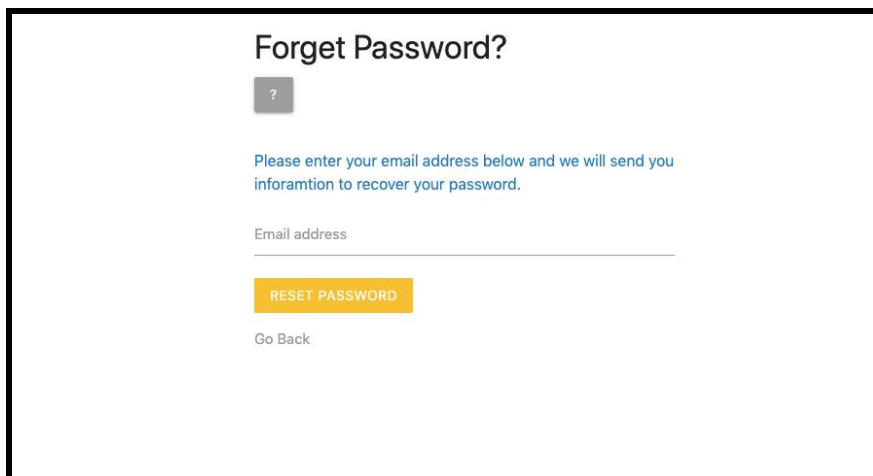
Forgot Password?

a. Forget Password Button to help you to reset your password:



The screenshot shows a login form with the title "Login". Below the title is a small grey square with a question mark. The form has two input fields: "Email address" and "Your password". Below the "Your password" field is a yellow "LOGIN" button. At the bottom of the form is a link labeled "Forgot Password?" with a red arrow pointing to it from the right. The form is set against a dark blue background with a "contact" link visible on the right side.

b. Once you click “**Forgot Password**” it will take you to the Reset Password page :



The screenshot shows the "Forgot Password?" page. It has a title "Forgot Password?" and a small grey square with a question mark. Below this is a blue instruction: "Please enter your email address below and we will send you information to recover your password." There is an "Email address" input field. Below the input field is a yellow "RESET PASSWORD" button. At the bottom is a "Go Back" link.

c. Enter your MoDOT email address and click “**Reset Password**”. You will get a reset email by entering your MoDOT email address on this page.

d. Once you get an email, you can reset your password by clicking the URL:

Hello,

Follow this link to reset your Data Management App By G2 Solutions password for your %EMAIL% account.

https://m-software-a1cae.firebaseio.com/__/auth/action?mode=<action>&oobCode=<code>

If you didn't ask to reset your password, you can ignore this email.

Thanks,

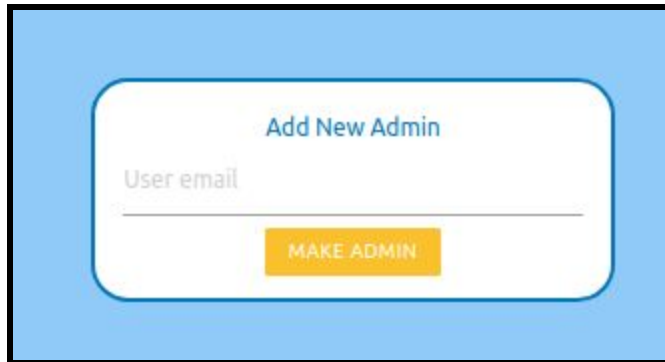
G2 Solutions

- If you have trouble with getting a reset password email, please contact G2 Solutions.

Add New Admin Account:

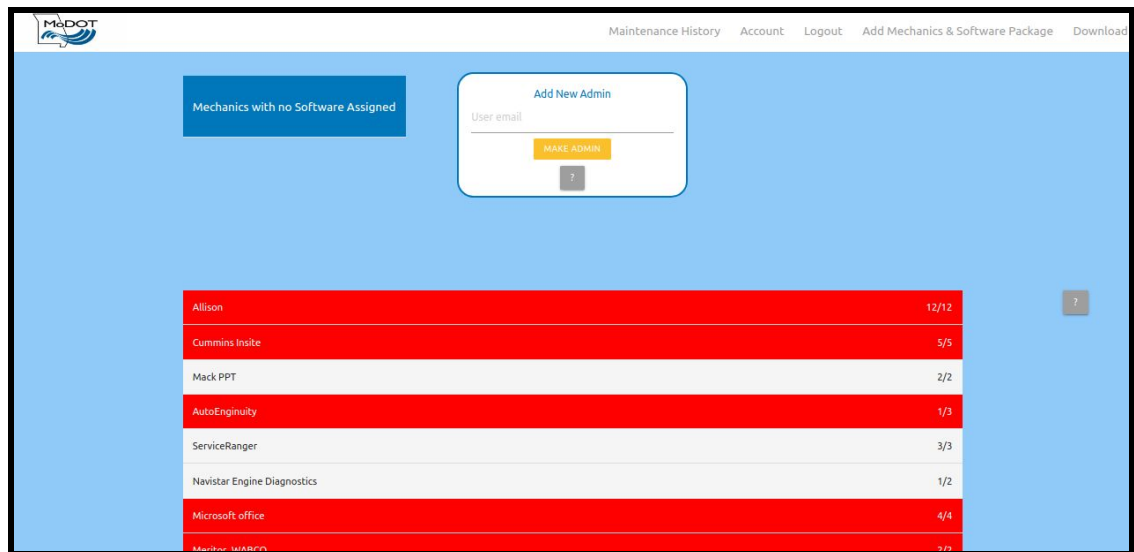
a. All users who sign up will have Read-Only accounts. If you would like to have administrative rights you will need to contact your local Information Systems department to be granted permissions:

- Users who already have admin rights will have the ability to grant admin rights once they are logged in:
 - For the user requesting admin rights, you will need to type in their MoDOT email address they used to sign up, and click *“make admin”*.

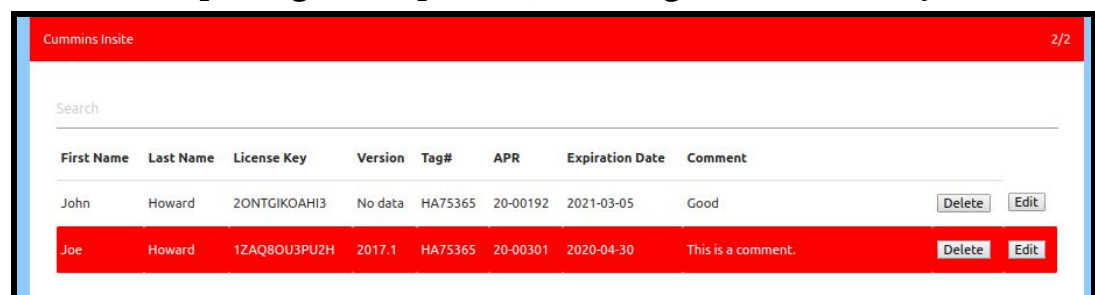
A screenshot of a web form titled "Add New Admin" in blue text. Below the title is a text input field with the placeholder "User email". At the bottom of the form is a yellow button with the text "MAKE ADMIN" in black capital letters. The entire form is enclosed in a light blue rounded rectangle with a black border.

Software Homepage:

- a. Displayed on the Software Homepage are all the software packages:
- The software listed in **RED** are packages that will expire in the next 90 days.

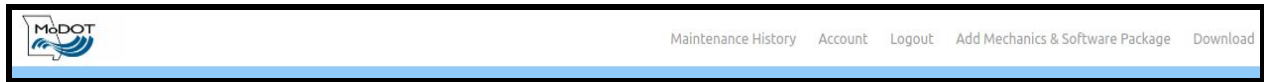


- Click on each software package; this shows you all users that have software assigned to them:
 - Software package information is organized by: *First Name, Last Name, License Key, Version of Software assigned to User, Asset Tag #, APR used, and Expiration Date. Additionally, there is a Comment Box, Edit, and Delete Button*
 - You have the ability to search for a person under that particular software.
 - You have the ability to Edit or Delete a software package.
 - **Edit** allows you to assign or unassign software packages to a person, or change the license key.



Add Mechanic & Software Package:

a. Click “Add Mechanics & Software Package” at the upper right hand corner



b. This displays the ability to add a software package:

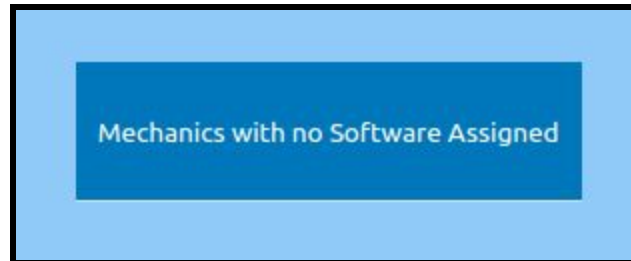
- List shows: *First Name, Last Name, Asset Tag Number, Software, License Key, Version of Software, APR (Asset Purchase Request) Used, Expiration Date, and Comment:*
- This list is split into two different categories: “Add New Mechanics or Existing Mechanics” & “Add New Software or Existing Software” you are not required to enter all the fields.

A screenshot of the "Add Mechanics & Software Package" form. The title "Add Mechanics & Software Package" is at the top. Below it is a blue bar with the text "Add New Mechanics or Existing Mechanics". The form contains three input fields: "First Name", "Last Name", and "Tag Number".A screenshot of the "Add New Software or Existing Software" section of the form. The title "Add New Software or Existing Software" is at the top. The form contains several input fields: "Software" (with a dropdown arrow), "License Key", "Version", "APR", "Expiration Date" (with a date format "mm/dd/yyyy"), and "Comment". At the bottom is a yellow "CREATE" button.

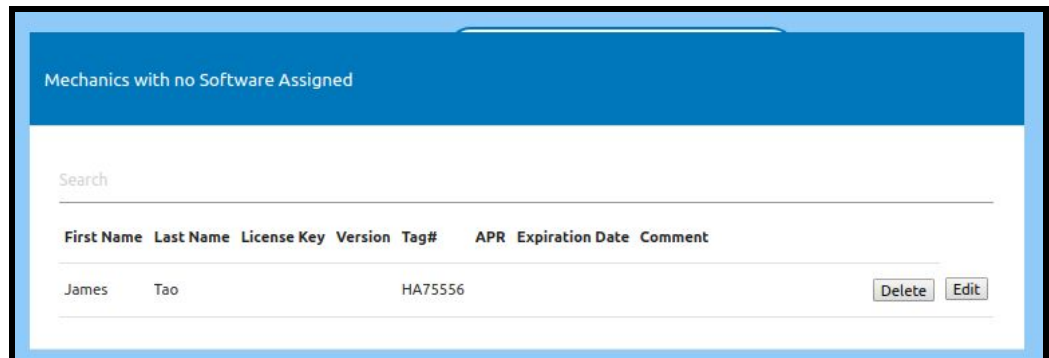
- After entering the following fields that apply, click “**CREATE**”.

Mechanics with no Software Assigned:

- a. Also on this page as an Admin or Read Only account you are able to identify Mechanics in the application that have not been assigned to Software Package:
- These may be *existing employees that have new asset tag numbers, new hires, or retirees*
 - Click “Mechanics with no Software Assigned”



- Once you click on “Mechanics with no Software Assigned” the window below will appear.



First Name	Last Name	License Key	Version	Tag#	APR	Expiration Date	Comment
James	Tao			HA75556			

- This displays the fields: *First Name, Last Name, License Key, Version of Software assigned to User, Asset Tag #, APR used, and Expiration Date, Comment Box, Edit, and Delete Button*
- *License Key, Version of Software assigned to User, License Key, Version of Software assigned to User, and Expiration Date* are all left as blank fields until a Software Package is assigned to the user.
- Admins will still have the ability to *Edit or Delete* a person.

Maintenance History Homepage:

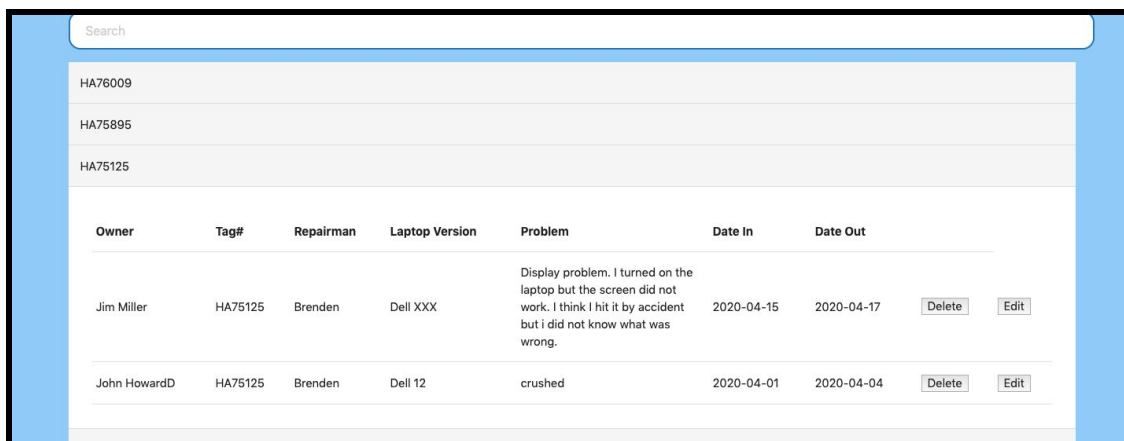
- a. Click “Maintenance History” at the upper right hand corner:



- b. This displays the homepage of the “Maintenance History” page:
- Displayed is a search bar, that allows you to search for Assets by the Asset Tag Number:



- Click on each asset:
 - List shows: **Owners, Tag Numbers, Repairman, Laptop version, Problem with machine, Date IN, Date OUT, as well as options to Delete and/or Edit the information**
 - You have the ability to search for Tag Number in the search bar.
 - You have the ability to Delete Maintenance History that is no longer valid, as well as Edit Maintenance History



Add Maintenance History Information:

a. Click “Add Maintenance Info” in the upper right hand corner:



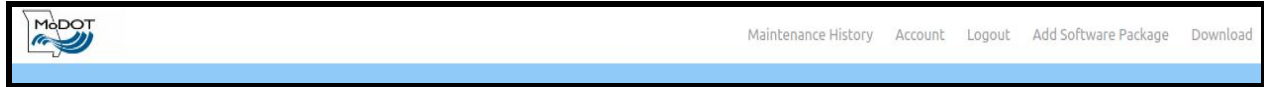
b. This displays the ability to add Maintenance History performed on machines:

- The list shows: Asset Tag Number, Owner of Machine, Laptop Version, Problem with Machine, Repairman, Date In, Date Out.

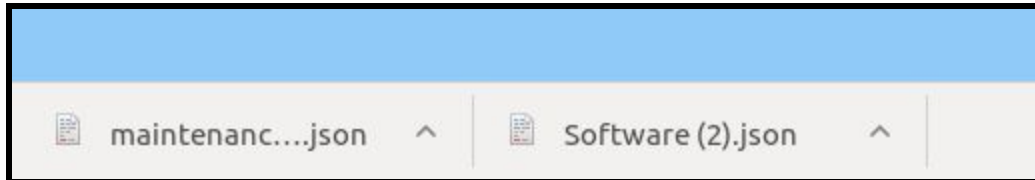
- After entering the following fields, click “create”.

Download Maintenance History in Json(Admin only):

a. Click “Download” in the upper right hand corner:



- The download feature allows user to have a method of backup if the applications fails at any point
- A .json will be downloaded to the administrator's local hard drive and readily available to read.
- **Note:** if the .json file will not open, try right-clicking the file then selecting **Open with>Notepad** (or a similar application)
- This is available for Software and Maintenance History Page

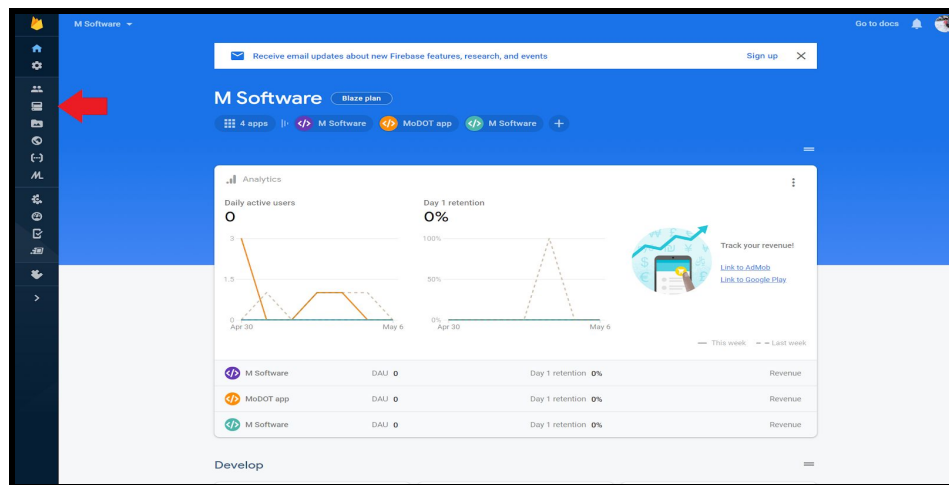


Disaster Recovery Procedure:

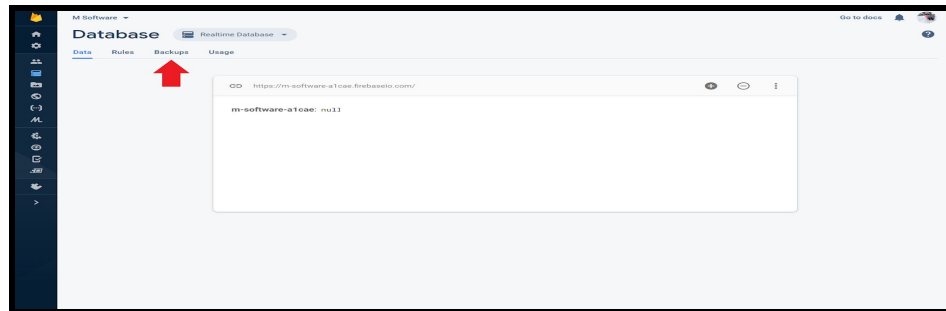
- a. If for some reason the application crashes and the administrator cannot access the mechanic information, maintenance history, or the license key data, this part of the user manual will direct you how to recover the information.
- This application is hosted on Firebase, all Admin users will access the backup services that already exist.
- Firebase offers a self-service feature that enables daily backups of your database application data and rules in JSON format to a Google Cloud Storage bucket.

Setup

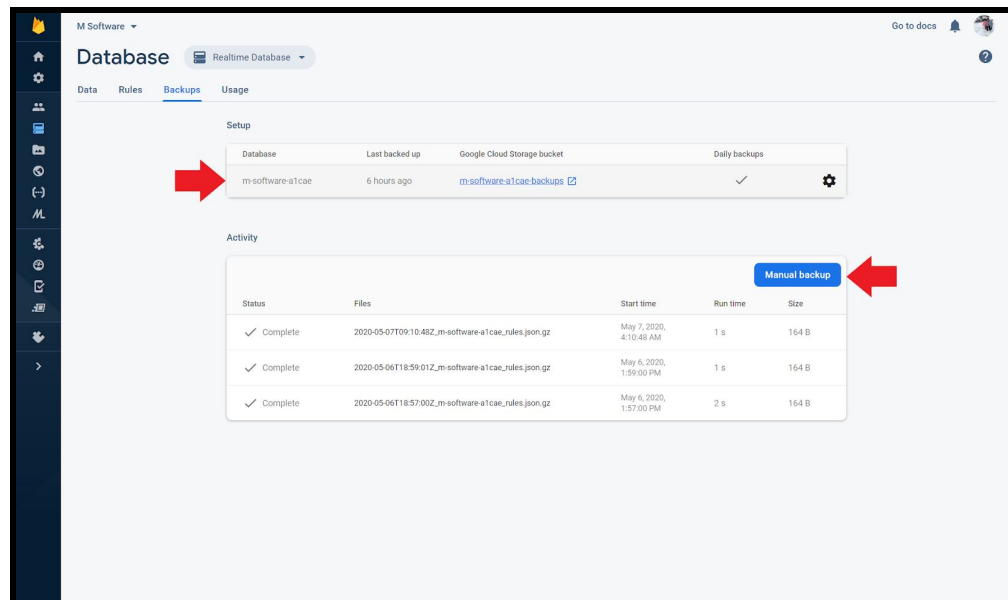
Step One: Once in the M Software Firebase console, use the navigation pane on the left side to find and click “Database”



Step Two: Once in the Database tab, click “Backups”



Step Three: Click in the section labeled “m-software-a1cae” to adjust settings for automated backups. If you choose to do so, you can also click the blue button labeled “Manual Backup” to manually make a backup.



Step Four: We have already taken the liberty of setting up daily automated backups for you, however if you wish to change any of these settings, click the section labeled “m-software-a1cae” to make these changes. Here you can enable or disable daily backups, compression, and the 30 day lifecycle. Once finished, click “Save.”

The screenshot shows the 'Database' management interface for 'M Software'. The 'Backups' tab is selected. A 'Setup' modal is open for the database 'm-software-a1cae'. The modal contains three settings:

- Daily backups:** Automatically backup database data and security rules daily. (Toggle is ON)
- Compression:** Compress your files using Gzip to save storage space and speed up file transfers. (Toggle is ON)
- Storage 30 day lifecycle:** Automatically delete backups in your backup bucket after 30 days to save storage space. (Toggle is OFF)

At the bottom right of the modal are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

Below the modal, the 'Activity' section shows a table of backup history:

Status	Files	Start time	Run time	Size
✓ Complete	2020-05-07T09:10:48Z_m-software-a1cae_rules.json.gz	May 7, 2020, 4:10:48 AM	1 s	164 B
✓ Complete	2020-05-06T18:59:01Z_m-software-a1cae_rules.json.gz	May 6, 2020	1 s	164 B

A 'Manual backup' button is located at the top right of the activity table.

Restoring from Backups

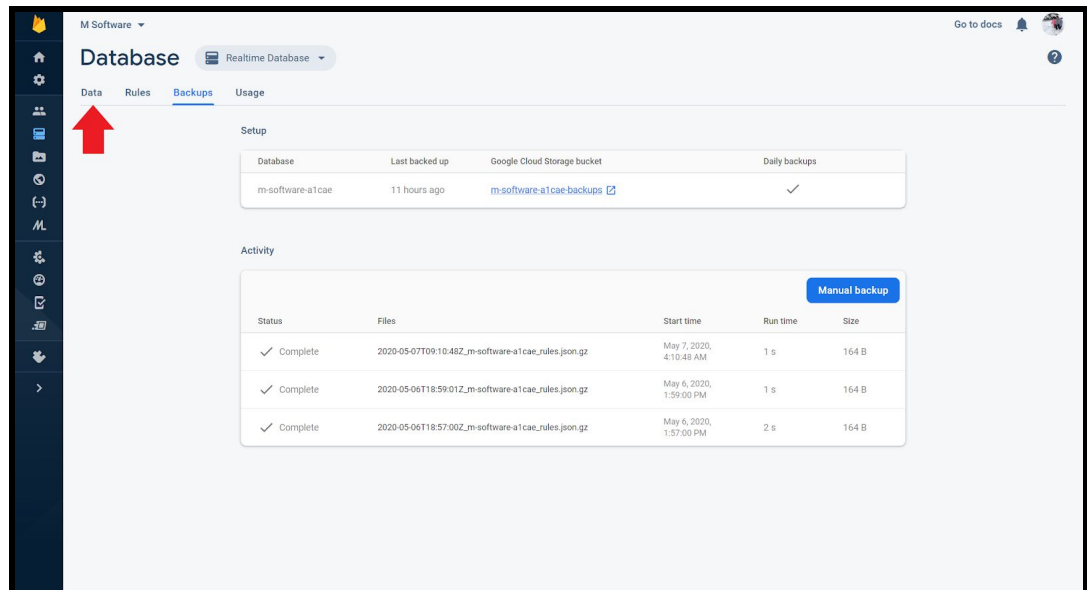
- **Method 1:** Importing a JSON file in your Database's Data section using Google Cloud Storage from Firebase

To restore your Firebase from a backup, first download the file from Google Cloud Storage to your local disk. This can be done by clicking the filename within the backup activity section or from the Google Cloud Storage bucket interface. If the file is Gzip compressed, first decompress the file.

The screenshot shows the Firebase Database console for 'M Software'. The 'Database' section is active, and the 'Backups' tab is selected. The 'Setup' section displays the backup configuration for the database 'm-software-a1cae', which was last backed up 17 hours ago to the Google Cloud Storage bucket 'm-software-a1cae-backups'. The 'Activity' section shows a list of backup activities. A red arrow points to the first activity row, which is a complete backup of the file '2020-05-07T09:10:48Z_m-software-a1cae_rules.json.gz'.

Status	Files	Start time	Run time	Size
✓ Complete	2020-05-07T09:10:48Z_m-software-a1cae_rules.json.gz	May 7, 2020, 4:10:48 AM	1 s	164 B
✓ Complete	2020-05-06T18:59:01Z_m-software-a1cae_rules.json.gz	May 6, 2020, 1:59:00 PM	1 s	164 B
✓ Complete	2020-05-06T18:57:00Z_m-software-a1cae_rules.json.gz	May 6, 2020, 1:57:00 PM	2 s	164 B

Step One: Once you download the desired JSON file, Click the “Data” tab.



The screenshot shows the M Software Database interface. The 'Data' tab is selected and highlighted with a red arrow. The interface includes a sidebar with navigation icons, a top navigation bar with 'Database' and 'Realtime Database' tabs, and a main content area with 'Setup' and 'Activity' sections.

Setup

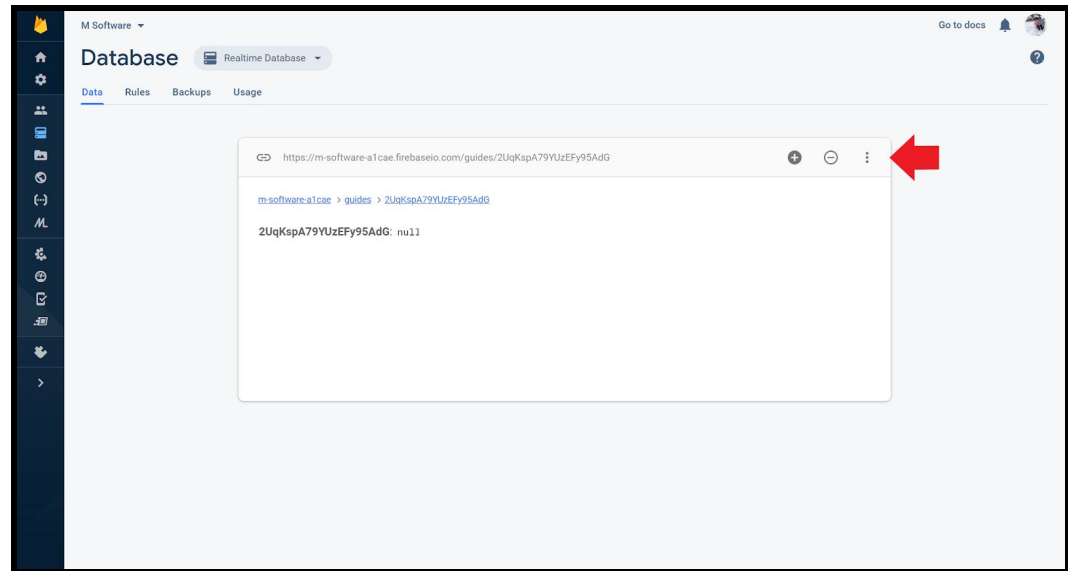
Database	Last backed up	Google Cloud Storage bucket	Daily backups
m-software-a1cae	11 hours ago	m-software-a1cae-backups	✓

Activity

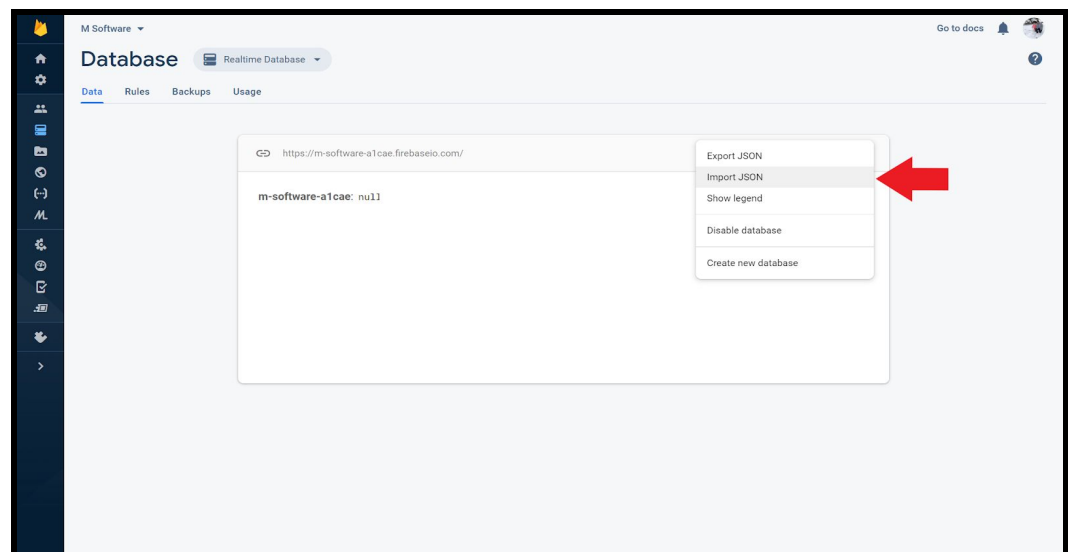
Status	Files	Start time	Run time	Size
✓ Complete	2020-05-07T09:10:48Z_m-software-a1cae_rules.json.gz	May 7, 2020, 4:10:48 AM	1 s	164 B
✓ Complete	2020-05-06T18:59:01Z_m-software-a1cae_rules.json.gz	May 6, 2020, 1:59:00 PM	1 s	164 B
✓ Complete	2020-05-06T18:57:00Z_m-software-a1cae_rules.json.gz	May 6, 2020, 1:57:00 PM	2 s	164 B

[Manual backup](#)

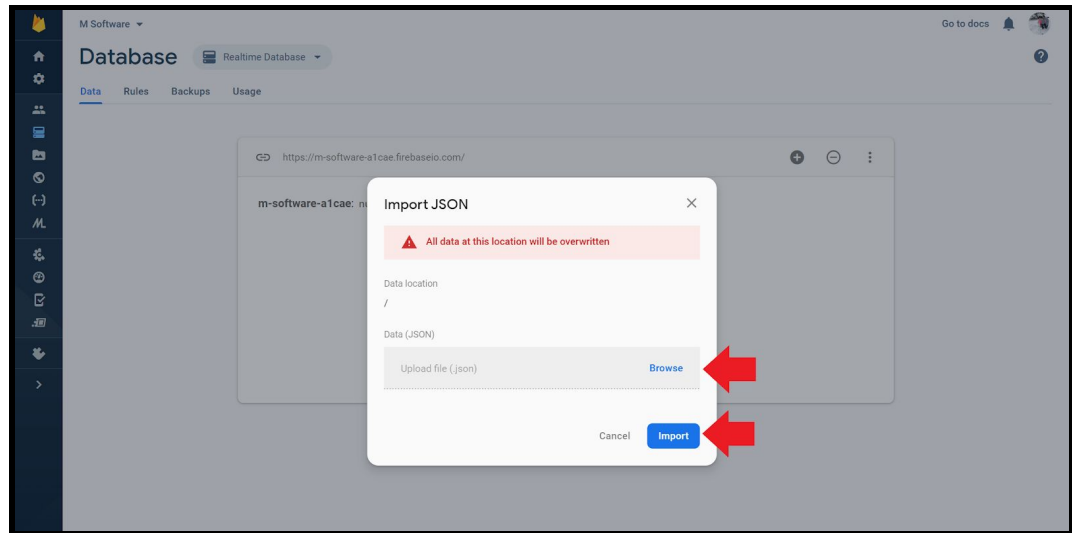
Step Two: Click the “Options” button represented by three vertical dots.



Step Three: Choose the “Import JSON” option.

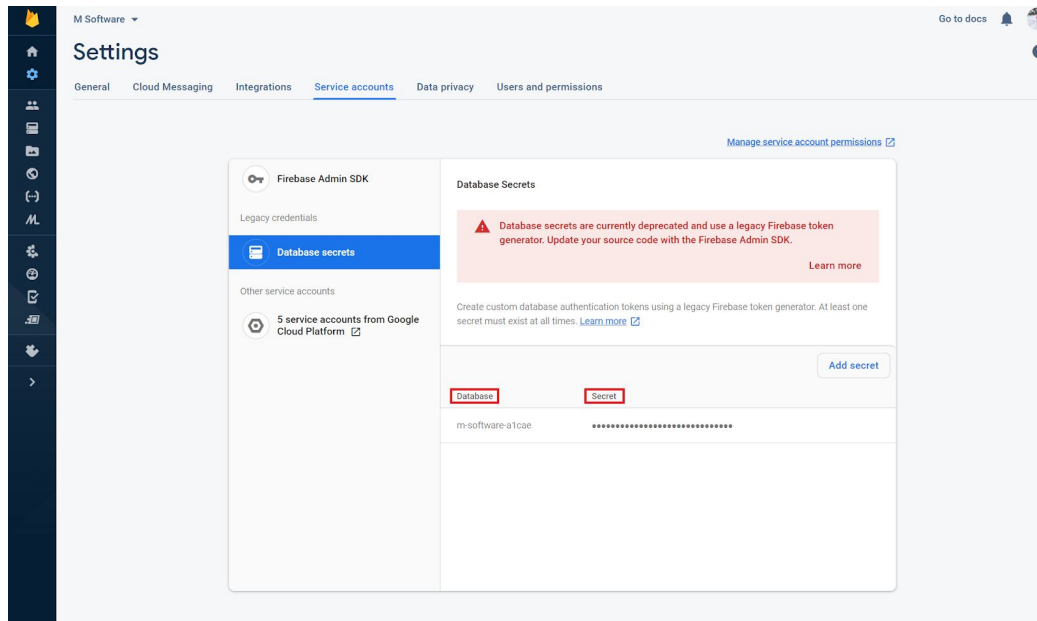


Step Four: Click “Browse” to navigate to where your downloaded JSON file was stored and select it, then click “Import.”



➤ **Method 2:** Importing a JSON file by issuing a CURL command from command line

Step One: Locate the name of your Database and the Secret. You can do this by clicking Settings > Project Settings > Service Accounts > Database secrets.



Step Two: Open up a command line interface and type in the following command replacing `<DATABASE_NAME>` and `<SECRET>` with the values from step one.

```
Command Prompt
Microsoft Windows [Version 10.0.18362.778]
(c) 2019 Microsoft Corporation. All rights reserved.

C:\Users\beanz>curl "https://<DATABASE_NAME>.firebaseio.com/.json?auth=<SECRET>&print=silent"
```

Contact Info:

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