



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:



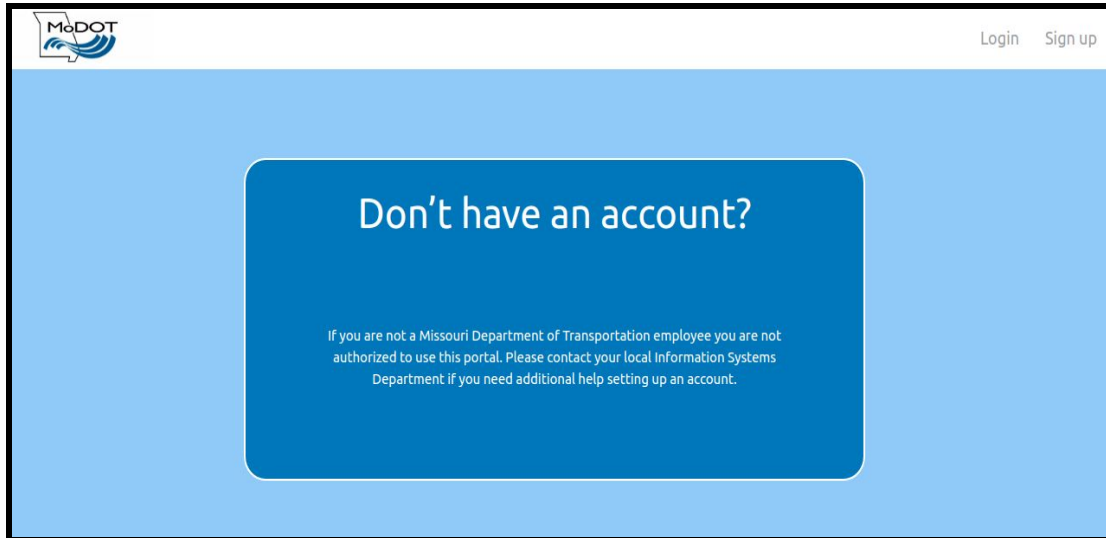
a. Type this link into your search bar:

***insert web link when obtained*,
*insert screen when it is available***

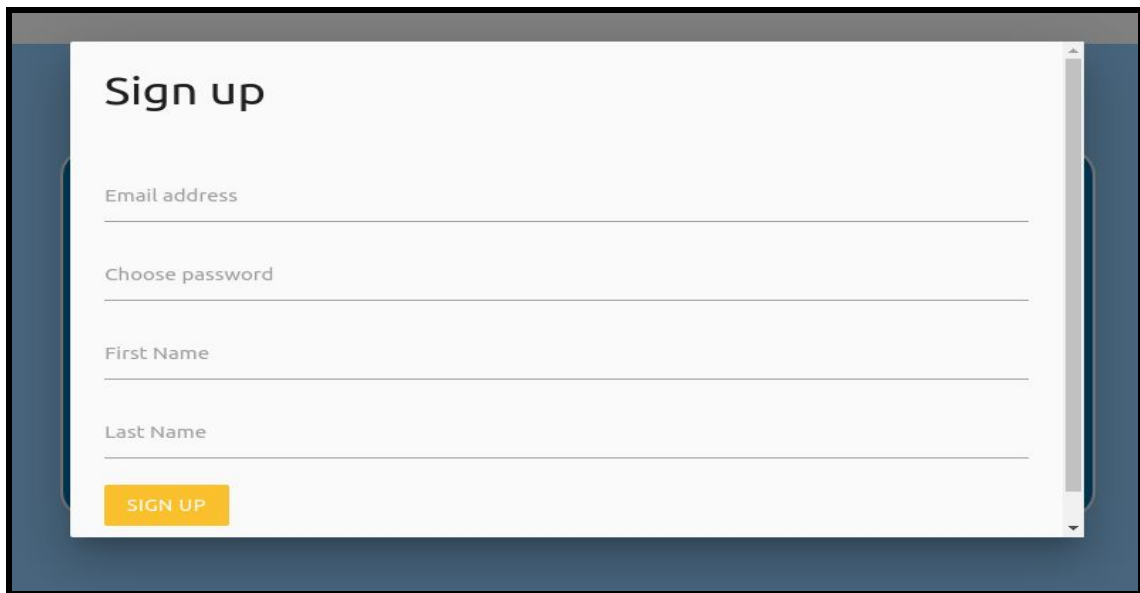
Sign Up:

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

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

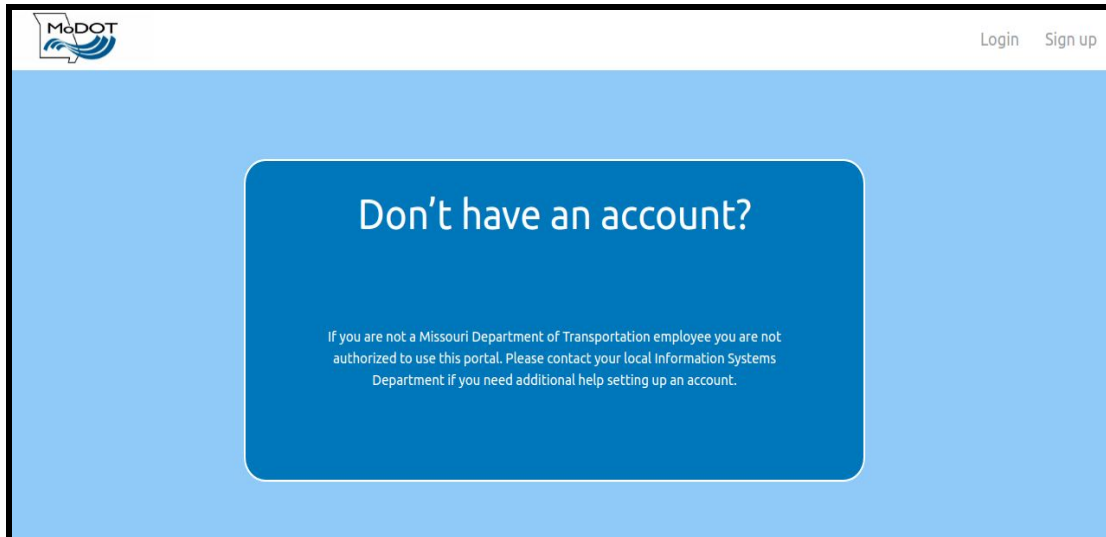


- b. Type in your MoDOT email address, create a password, first, and last name:

A screenshot of the MoDOT 'Sign up' form. The form is titled 'Sign up' and is set against a dark blue background. It contains four input fields: 'Email address', 'Choose password', 'First Name', and 'Last Name'. Below these fields is a yellow 'SIGN UP' button. A vertical scrollbar is visible on the right side of the form area.

Login:

a. Click Login the upper right hand corner:



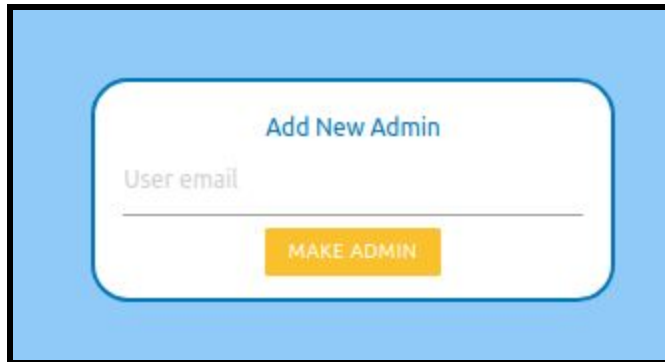
b. Login with your MoDOT email address, and password:

A screenshot of the MoDOT portal login form. The form is white with a dark blue border. At the top left of the form is the word "Login" in a large, bold, dark blue font. Below it are two input fields: "Email address" and "Your password", both with light gray placeholder text. Below the password field is a yellow button with the word "LOGIN" in black, uppercase letters.

Add New Admin Account:

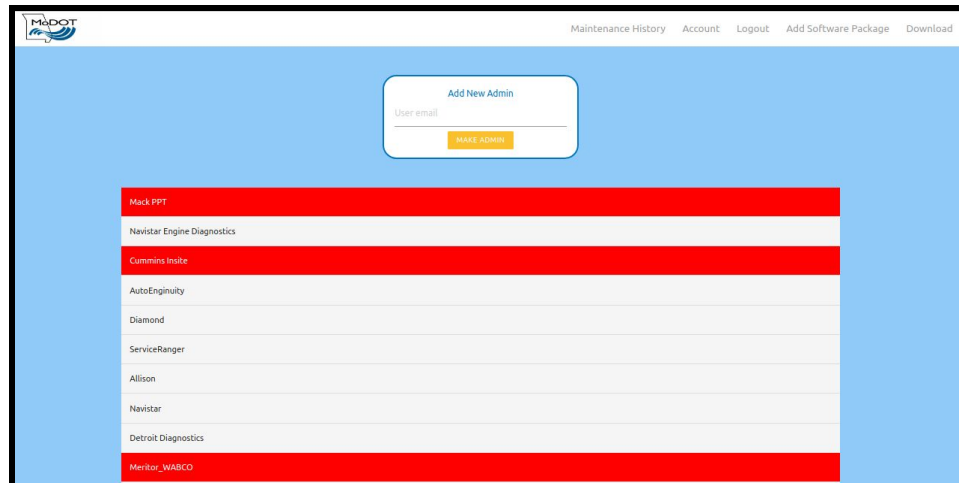
a. All users who sign up will only have Read-Only accounts. If you would like to have Administrative Rights you will need to contact your local Information Systems department to be granted access:

- 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”*.

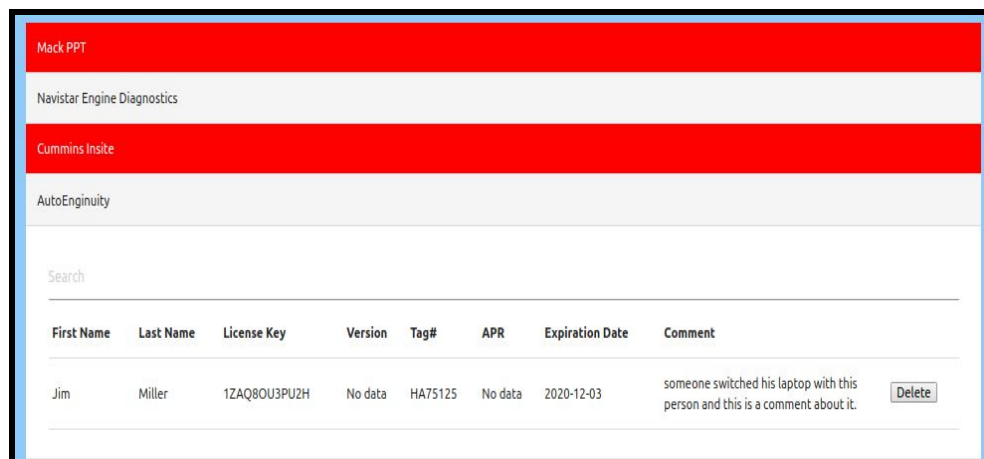
A screenshot of a web form titled "Add New Admin" in blue text. Below the title is a text input field with the placeholder text "User email" in grey. Below the input field is a yellow button with the text "MAKE ADMIN" in black. The entire form is enclosed in a light blue rounded rectangle with a black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

Software Homepage:

- a. Displayed on the 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 that 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. *update screenshot when app finished with the fields *



Add Software Package:

a. Click “Add 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:***

A screenshot of a web form titled 'Add Data'. The form contains several input fields with labels: 'First Name', 'Last Name', 'Tag Number', 'Software', 'License Key', 'Version', 'APR', 'Expiration Date' (with a date format hint 'mm/dd/yyyy'), and 'Comment'. At the bottom left of the form is a yellow button labeled 'CREATE'.

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

Maintenance History Homepage:

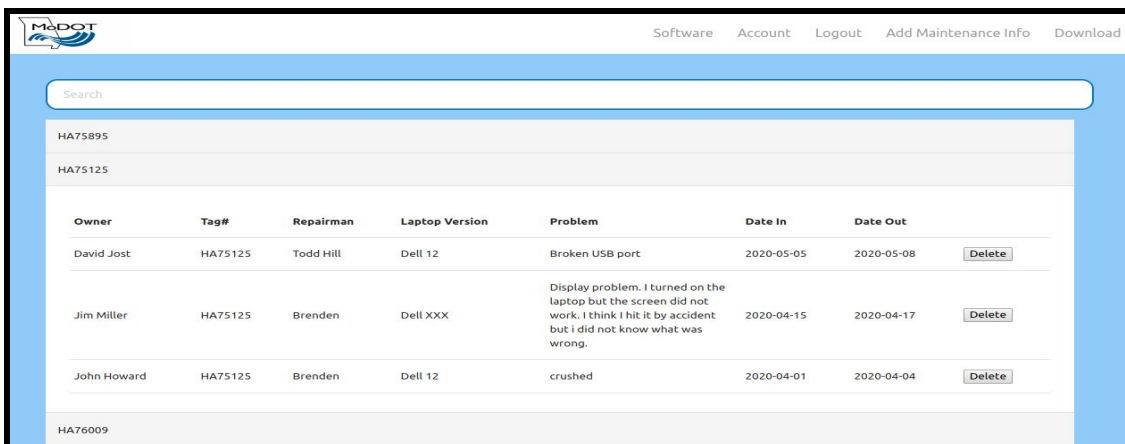
- a. Click “Maintenance History” at the upper right hand corner:



- 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 done on machines:

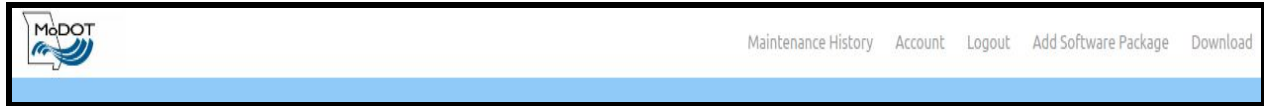
- List Shows: Asset Tag Number, Owner of Machine, Laptop Version, Problem with Machine, Repairman, Date In, Date Out.

A screenshot of the "Add History" form. The form has a title "Add History" at the top. Below the title are several input fields: "Tag Number", "Owner", "Laptop Version", "Problem", "Repairman", "Date In" (with a placeholder "mm/dd/yyyy"), and "Date Out" (with a placeholder "mm/dd/yyyy"). At the bottom left of the form is a yellow button labeled "CREATE". The form is enclosed in a dark blue border.

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

Download:

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

