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.

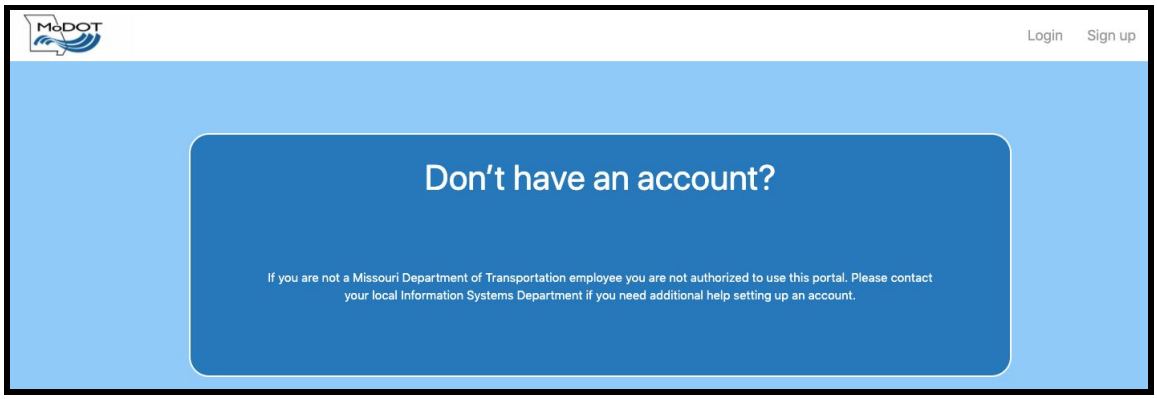
The following browsers are considered safe to use with this application:

a. Type this link into your search bar:
insert web link when obtained,
insert screen when it is available

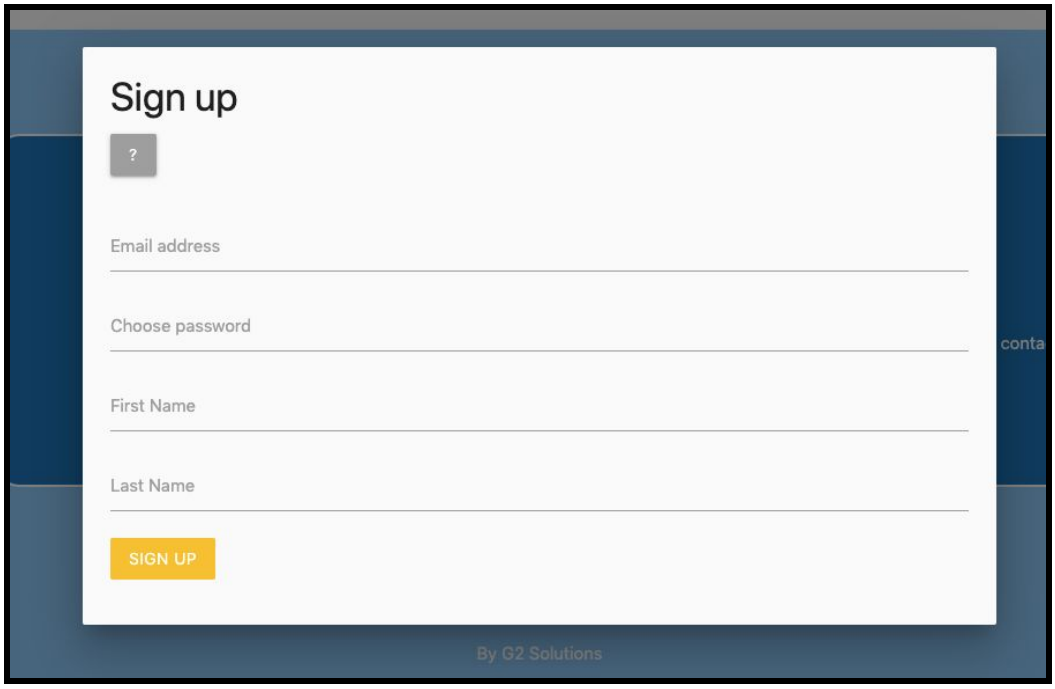
Sign Up:

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

a. Click Sign Up the upper right hand corner:

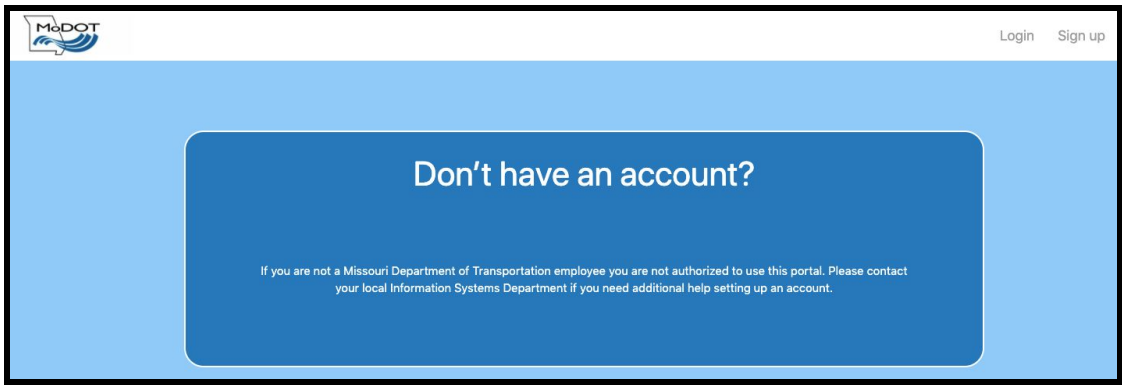


b. Type in your **MoDOT email address,** create a password, first, and last name and double check to make sure they are correct then click "Sign Up" button:

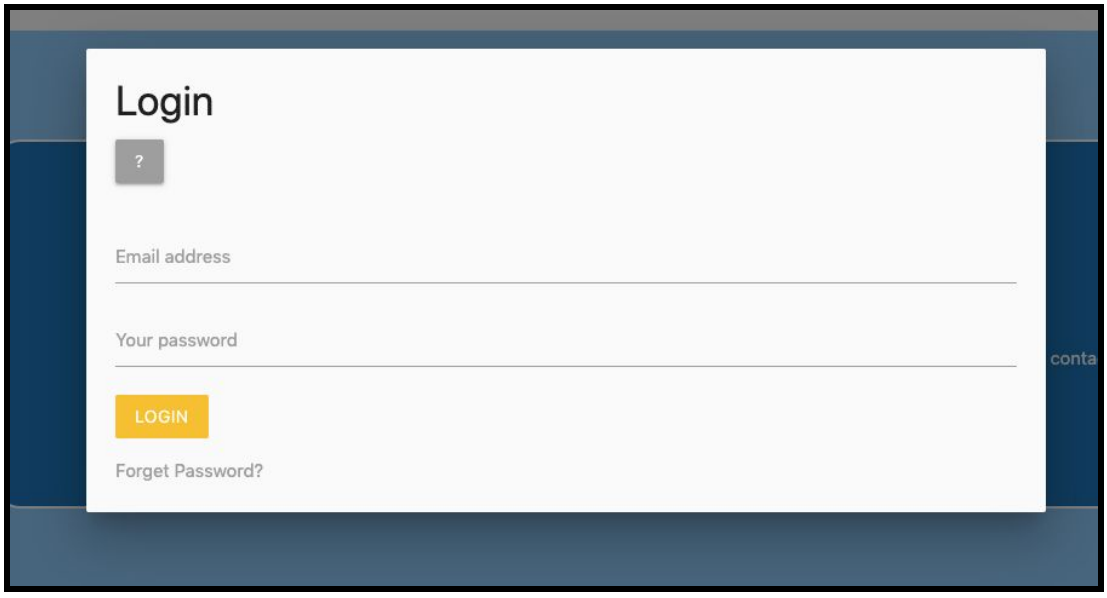


Login:

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

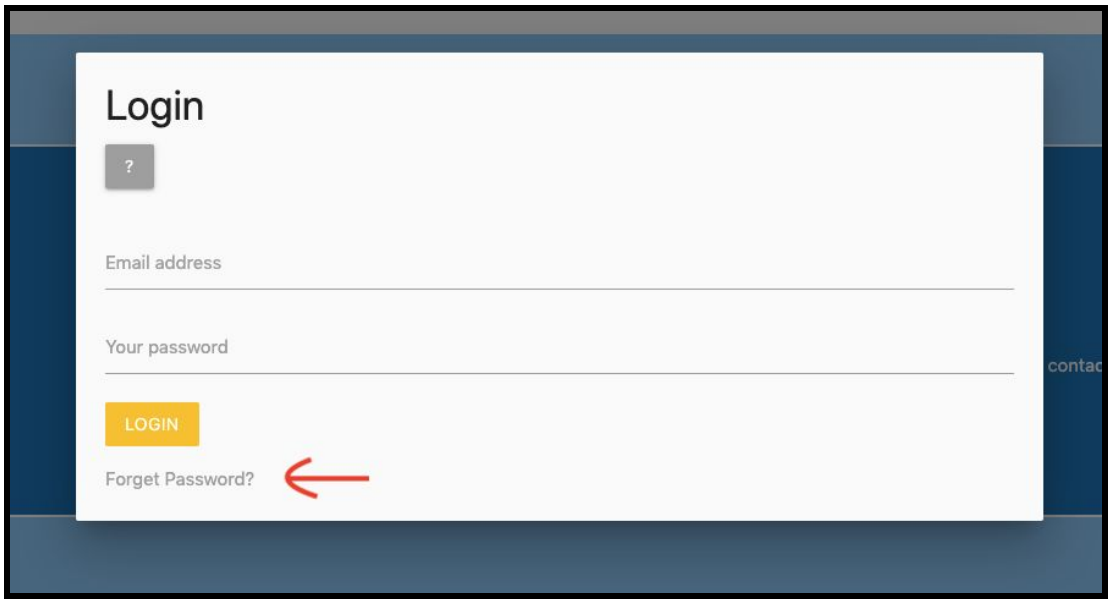


b. Login with your MoDOT email address, and password :

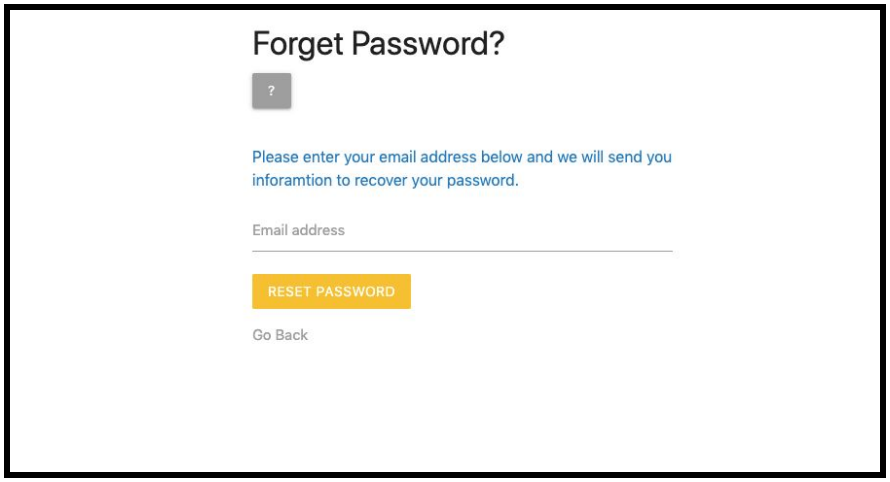


Forget Password?

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

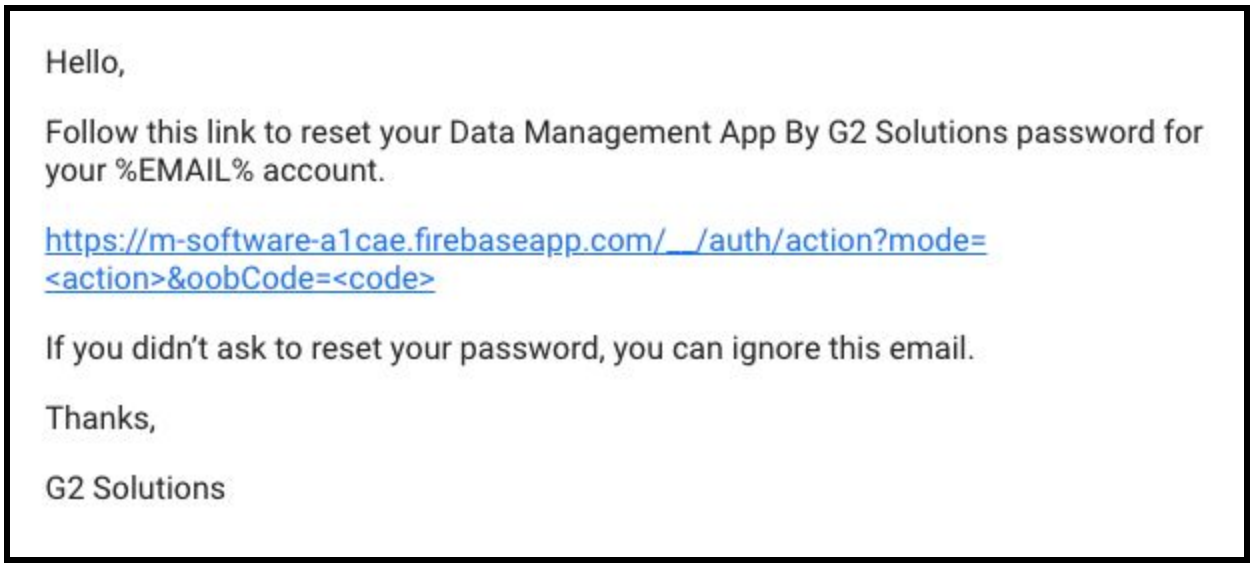


b. Once you click **"Forgot Password"** it will take you to the Reset Password page :



c. Enter your MoDOT email address and click **"Reset Password"**. You will get an reset email by entering your account email on this page

d. Once you get the 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.firebaseapp.com/__/auth/action?mode=<action>&oobCode=<code>

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

Thanks,

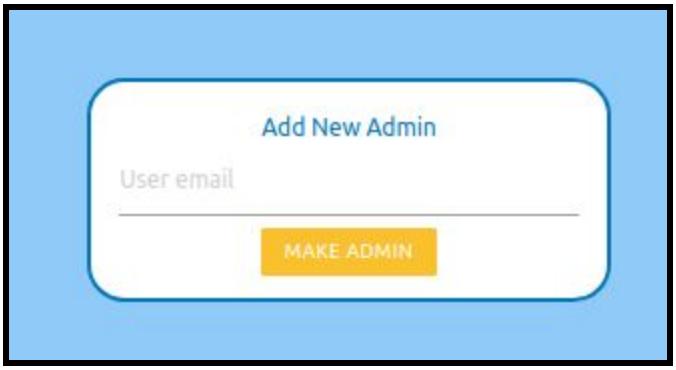
G2 Solutions

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

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:

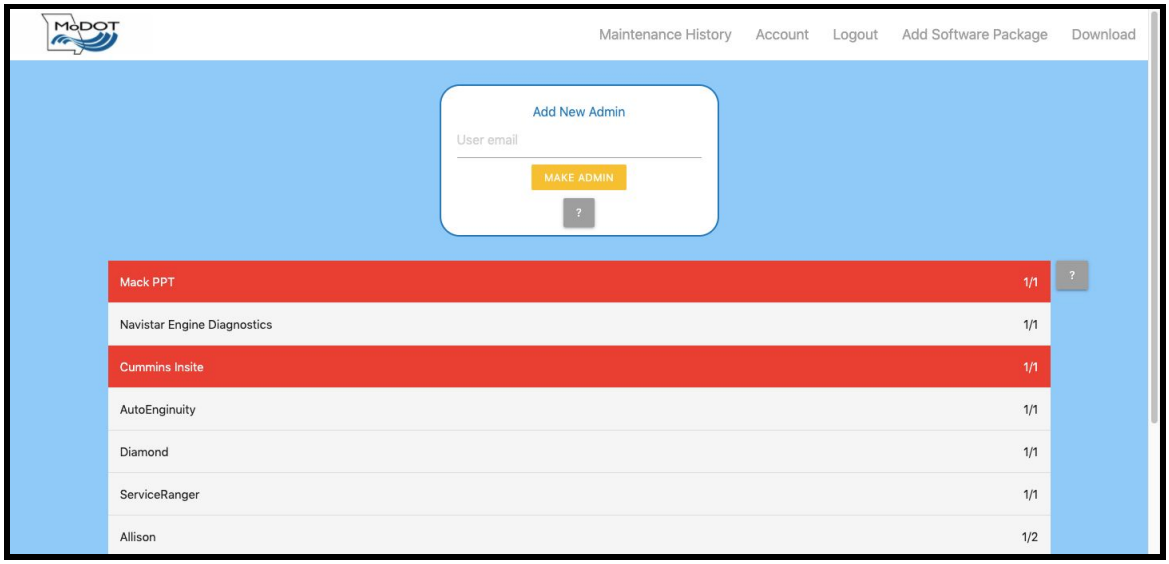
- Users who already have admin rights will have the ability to grant admin rights once they are logged in:
    - For the user requesting admin rights, you will need to type in their MoDOT email address they used to sign up, and click ***"make admin"***.



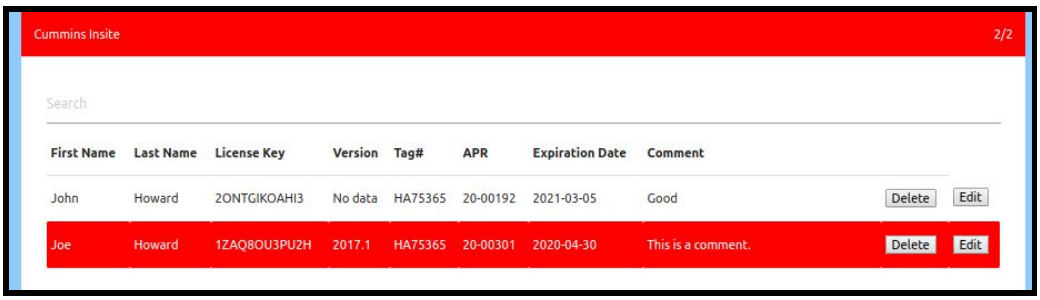
Software Homepage:

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.
            - ***Edit*** allows you to assign or unassign software packages to person, or change the license key.

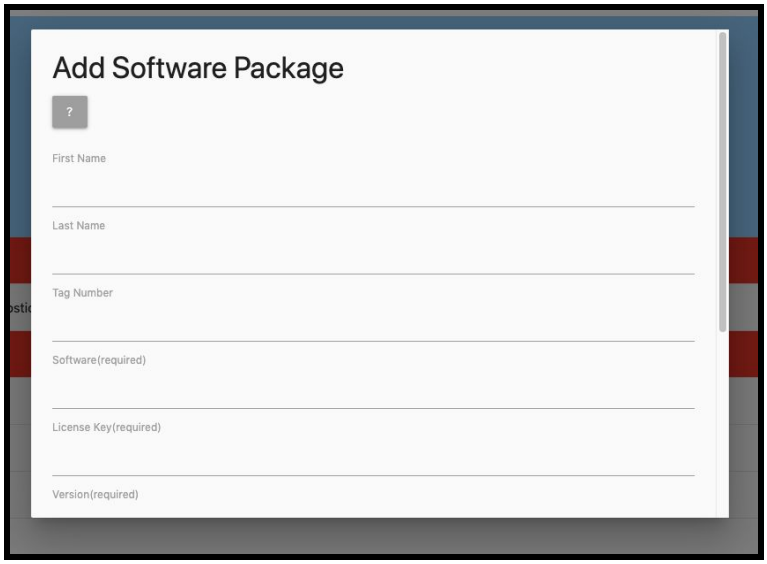


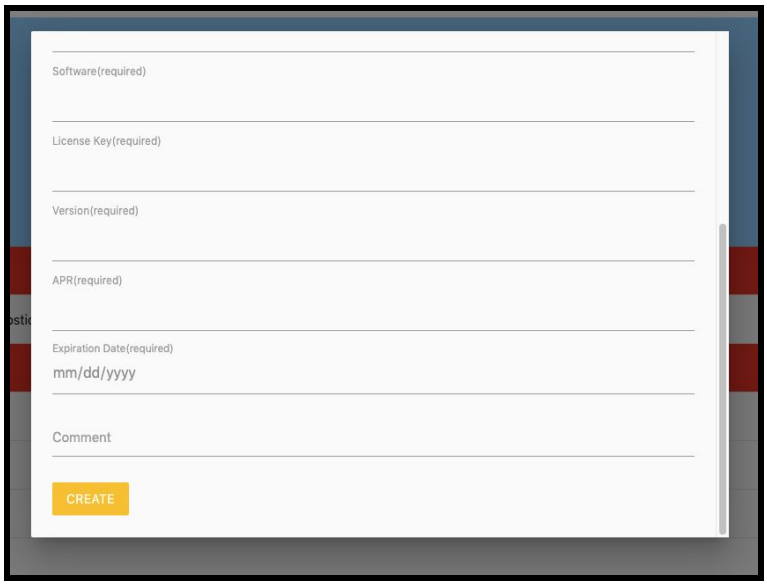
Add Software Package:

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:***



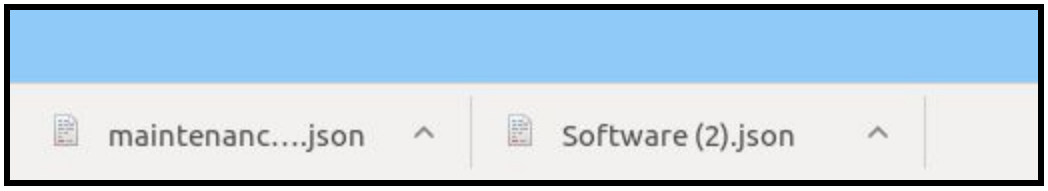


- After entering the following fields, click ***"create"***.

Download Software data in Json(Admin only):

a. Click "Download" in the upper right hand corner:

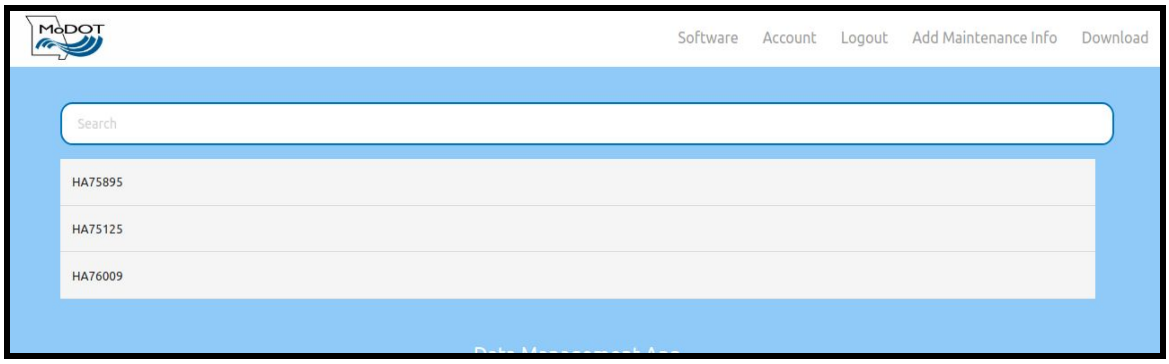
- The download feature allows user to have a method of backup if the applications fails at any point
- A .json will be downloaded to the administrator's local hard drive and readily available to read.
- **Note:** if the .json file will not open, try right-clicking the file then selecting **Open with**>**Notepad**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



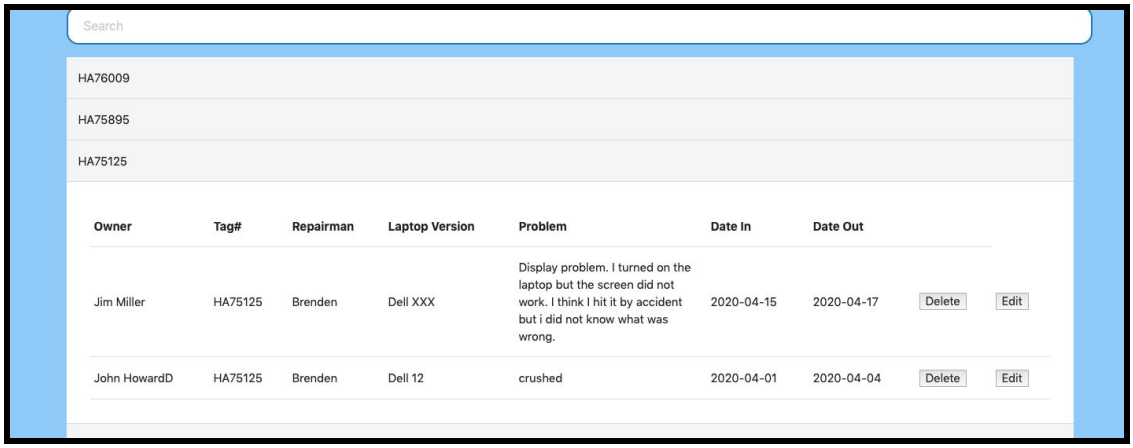
Maintenance History Homepage:

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

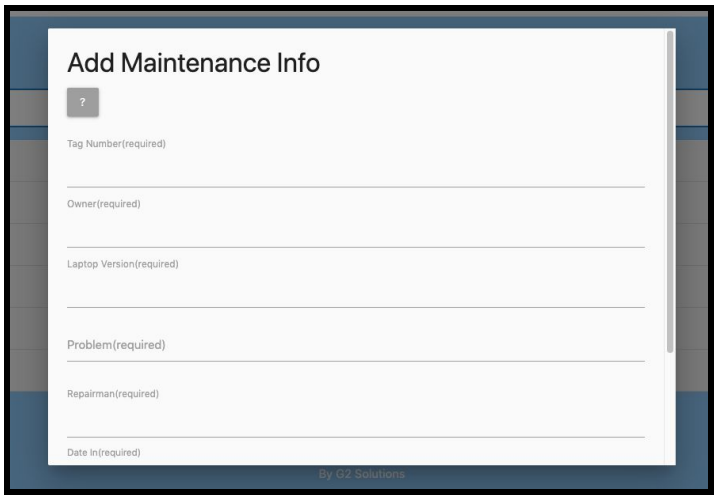


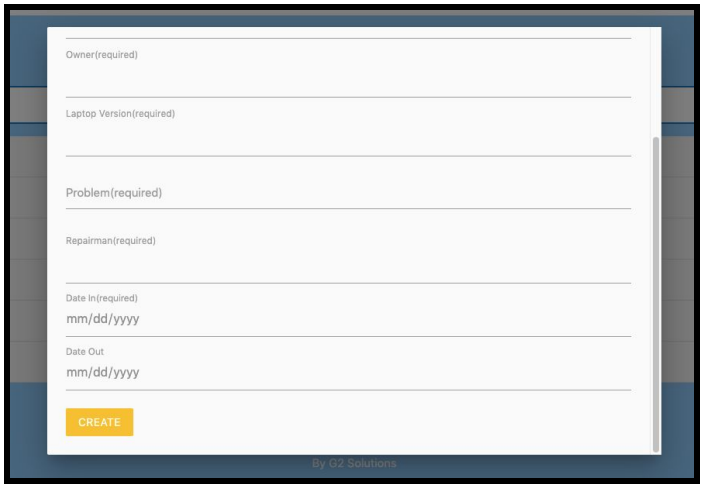
Add Maintenance History Information:

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.





- After entering the following fields, click ***"create"***.

Download Maintenance History in Json(Admin only):

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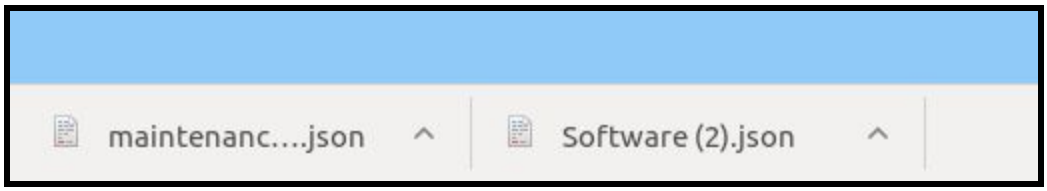
- **Note:** if the .json file will not open, try right-clicking the file then selecting **Open with**>**Notepad** (or a similar application)
- This is available for Software and Maintenance History Page



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