

Admin and User Technical Manual

Greymouse Timeclock System

February 2018

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1.0 General Information

A. General Information

1.1 System Overview

A web app that keeps track of employee in's and out's as well as information dissemination:

- A web app based on windows metro tiles.
- Graphical timeclock for daily employee login tracking and logging with memo dissemination.
- User timeclock
- System name or title: Greymouse Timeclock System
- System Category:
 - *Major application: performs clearly defined functions for which there is a readily identifiable security consideration and need.*
- Operational status:
 - Fully Operational

1.2 Project Reference

Reference that were used in this project in order of importance to the end user.

<http://getbootstrap.com/>

<http://materializecss.com/>

<https://gitlab.com/matabapatrik/gm-login-system>

<https://gitlab.com/matabapatrik/gm-login-system-admin>

<https://developer.accuweather.com/>

<https://unsplash.com/>

1.2 Authorized Use Permission

We provide you with access to a variety of resources on this web app (“web application”), including software, developer tools and sample code and sample code (collectively “software”), and Application Program Interface information (“API’s”). The users of the app are divided into two categories: admin and non-admin. Everyone can access the Admin side of the application. What differentiates the two is that Admins has special privileges in the admin page like creating memos, creating new users and removing users. Non-admins can access only a fraction of the totality of the admin page.

1.3 Points of Contact

1.3.1 Information

The points of organizational contact (POCs) that may be needed by the document user for informational and troubleshooting purposes are currently not available.

1.3.2 Coordination

The list of organizations that require coordination between the project and its specific support function (e.g., installation coordination, security, etc.) are currently not available.

1.3.3 Help Desk

Help desk information including responsible personnel phone numbers for emergency assistance is currently not available.

1.4 Organization of the Manual

User’s Manual v0.01.

1.5 Acronyms and Abbreviations

Provide a list of the acronyms and abbreviations used in this document and the meaning of each.

Web: Website

App: Application

API: Application Program Interface

2.0 System Summary

B. System Summary

2.1 System Configuration

GM Timeclock Admin features a new user interface, based upon google playstore's user interface which contains a sidebar (located on the left side) that is present in all other pages. The sidebar serves as the navigation of the system which contains the home button, Client, Record Keeper, Office memo, Employees, Tables, and Change Password respectively.

2.2 User Access Levels

The administrator is the only one allowed to modify employee information and employee status.

3.0a Getting Started

Admin

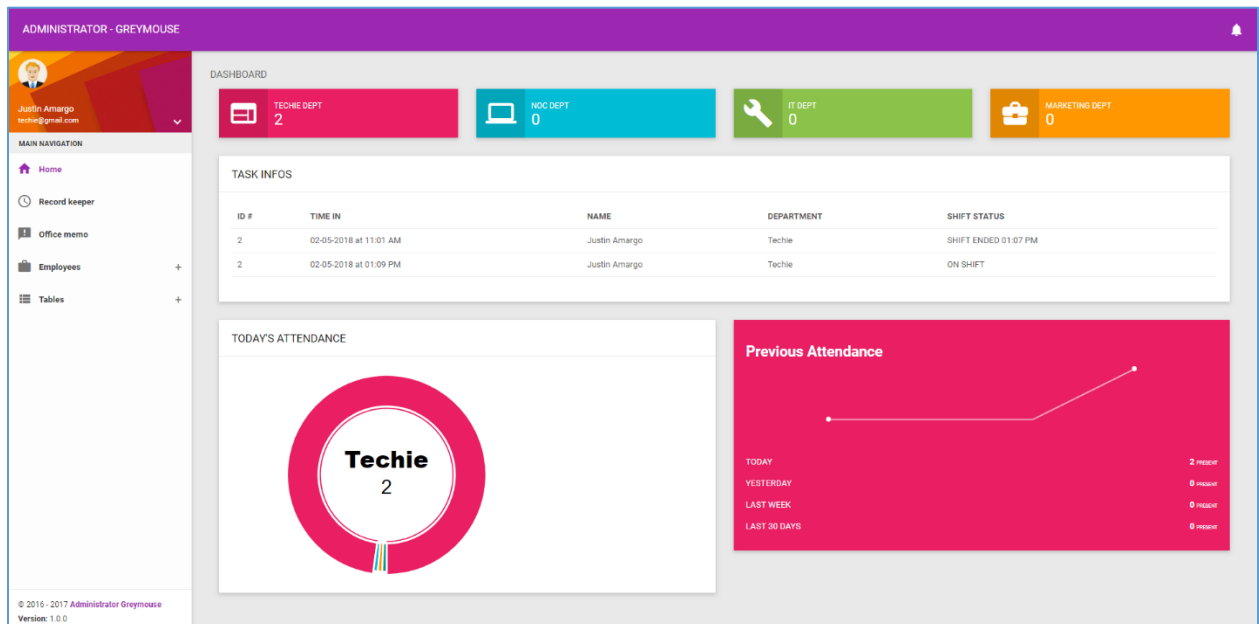
C. Getting Started

3.1 Logging On

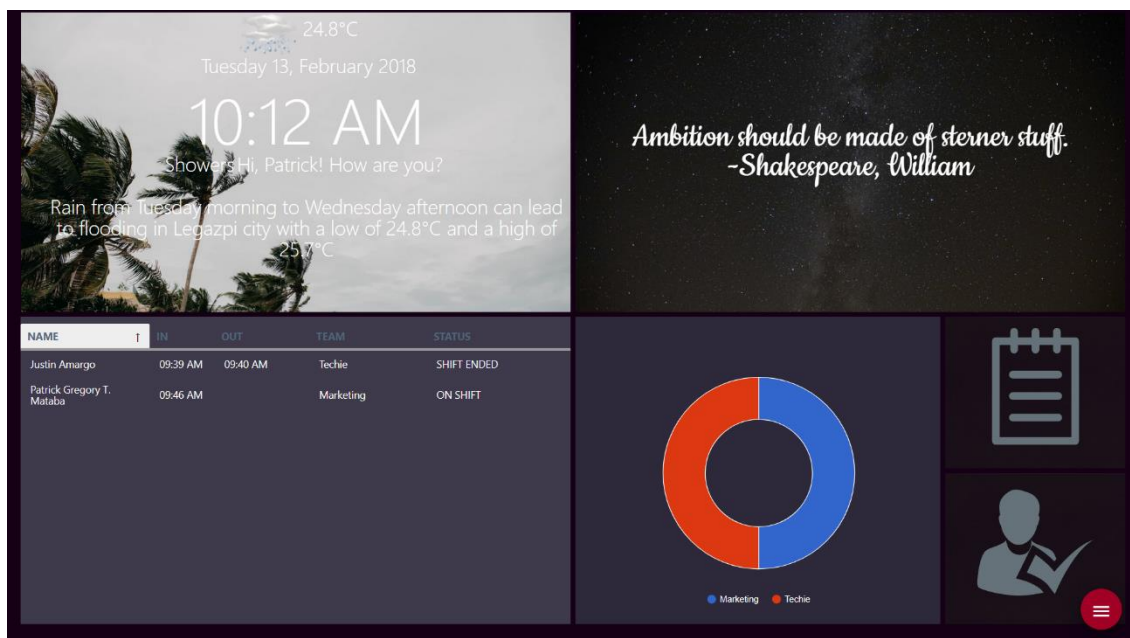
A username and password is required to log onto the web interface.

3.2 System Menu

The home or the “Dashboard” is made up of a table, and two chart. The table (Task Infos) contains the ID number, Time In, Name, Department, and Shift Status respectively. One of the two chart is a donut chart (Today’s Attendance) which shows the attendance of the day and the other chart which is a line chart (Previous Attendance) shows the attendance within the last 30 days.

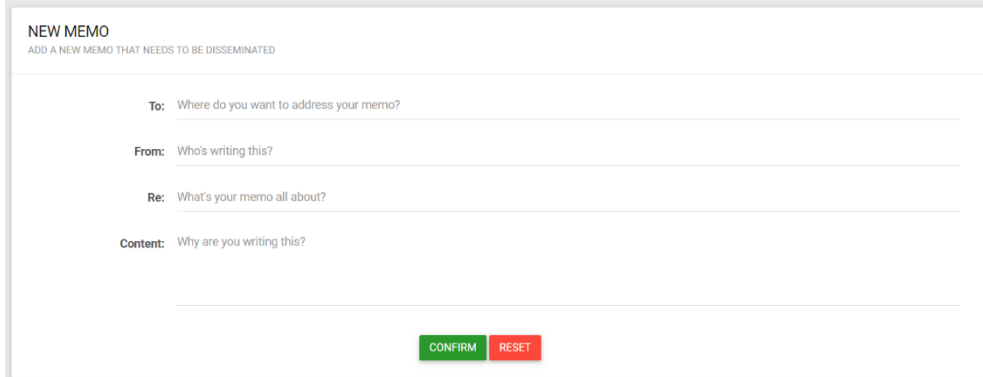


The Client is where employees login to record the time they started work or arrived at work.



The office memo is the tab where the admin can create a memo to disseminate to the employees easily. The structure of the memo is as follows:

The Employees tab contains 4 sub tabs which are New Employees, Employees' Notes,



Employees' Breaks, Inactive Employees.

- New Employees is where the admin creates new accounts for new employees.
- Employees' Notes is where the admin can see the notes the employees have made whether on login or logout.
- Employees' Breaks is where the admin can see how long and at what time did the employee take a break.
- Inactive employees as the name suggests is the tab where the admin can see the inactive accounts of employees on leave or on vacation.

The tables tab contains three sub tabs; Administrators, Employees, and Memorandums.

- The administrators tab contains the name, the id number, the department, and the office of the administrators.
- The employees tab contains the name, the id number, the department, the office, and the actions that can be taken on the employee. The actions are as follows:
 - Modify employee: here the admin can modify or update the information of the employee. The information consists of the Name, Email, Department, and Office which can be considered as basic information.
 - Grant administrator access: the current admin can grant administrator access to the non-admin employees. Only administrators can access most of the admin page.
 - Remove Employees: is the one responsible for making employees inactive.
 - Reset user password: as the name suggests, resets the password of the user. The default password is "password"

3.3 Changing Password

Sign in to the web interface.

Click the Change password tab.

Fill in the required fields.

Click on Change password.

3.4 Exit System

Go to the Client tab

Once in the client, proceed to the action button and then click the black button at the very top of the action list to logout.

3.0b Getting Started

User

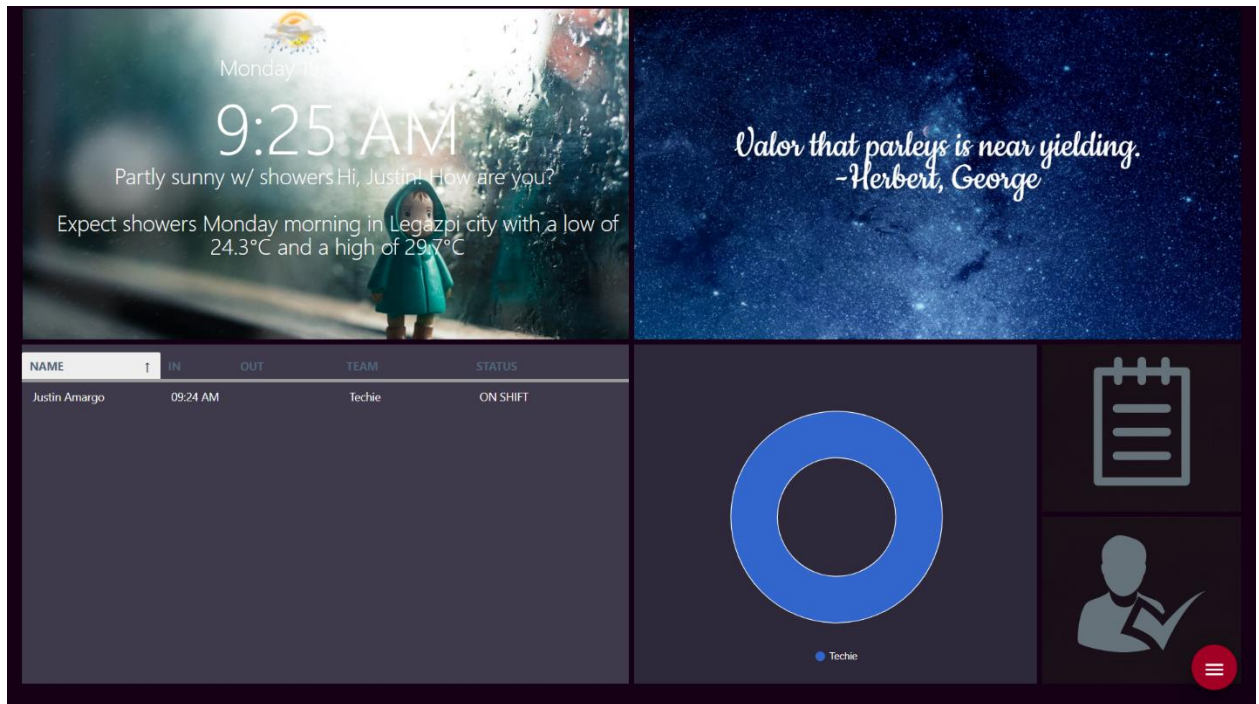
D. Getting Started

3.1b Logging on

A username and password is required to log onto the web interface.

3.2b System Interface

The user interface is made up of "Tiles". Some Tiles are links to parts of the system like the Memo's or the timesheet. Some are just plain tiles with information about the weather, the employee's in's and out's, or the total number of employee's present per department. Tiles are dynamic and update in real time - for example, the tile for an the employee in's and out's automatically updates without having the need to refresh the page one of the tiles could display a live update of the weather.



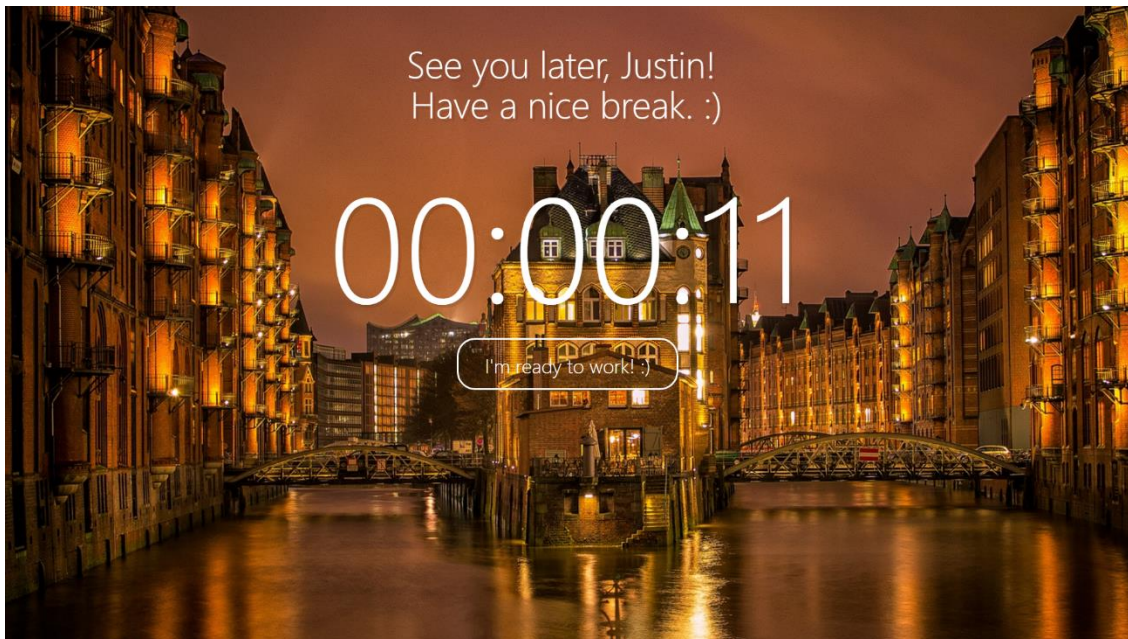
(From left to right top to bottom) Weather forecast, Quotes, Employee in's and out's, Employee donut chart that shows the total number of employees who logged in that day per department, Memos, timesheet, and the action button.

The image displays three identical screenshots of a presentation slide, stacked vertically. Each slide features the Greymouse logo on the left, which consists of a large, stylized purple 'G' with a grey mouse head integrated into its lower right curve. To the right of the logo, the word 'Greymouse' is written in a large, bold, black sans-serif font. Below this, the tagline 'your virtual workforce' is written in a smaller, purple, lowercase sans-serif font. At the bottom of the slide, there is a line of text in a small, grey, sans-serif font, followed by three dots on the right. The top slide's text reads 'Memo #17 from Foo Bar Jr. to IT DEPARTMENT'. The middle slide's text reads 'Memo #18 from patrick to techie'. The bottom slide's text is partially visible and reads 'Memo #19 from ' to the team'. The entire presentation is set against a solid purple background.

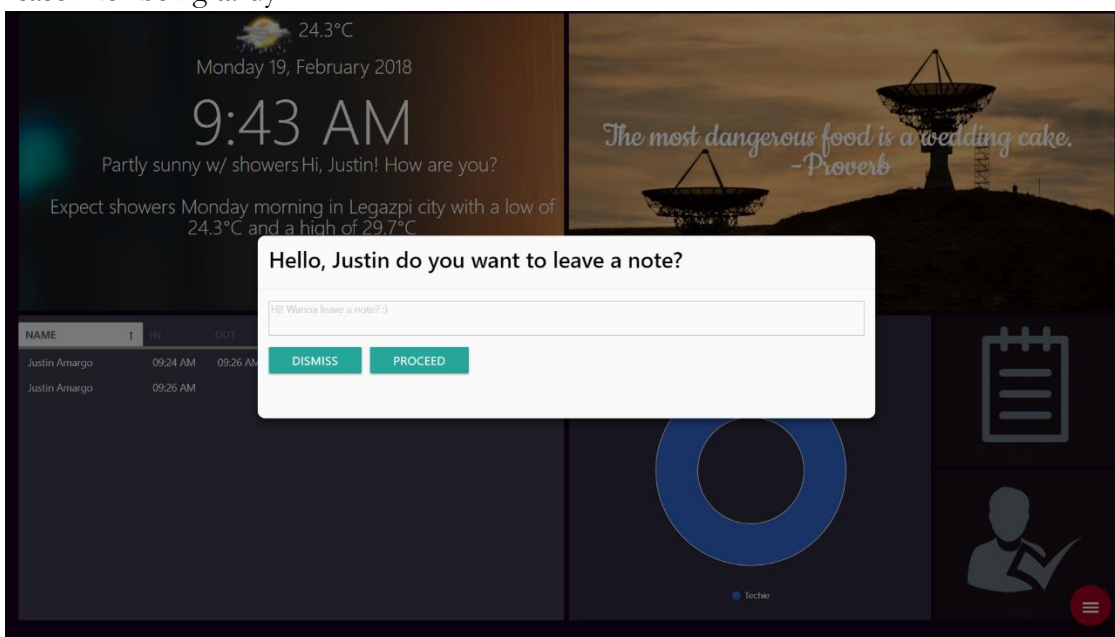
Home icon | TODAY | February 2018 | DAY WEEK MONTH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 1:19 Login time 1:47 Login time Show 1 more	29	30	31		1 8:20 Login time	2
4	5 2:34 Login time 3:38 Login time Show 3 more	6 12:22pm Login time 8:20 Login time 9:30 Login time	7		8 9:50 Login time 11:01 Login time	9
11	12 3:34 Login time 2:32 Login time Show 2 more	13	14 8:13 Login time	15	16	
18	19	20	21	22	23	
25	26	27	28	1	2	
4	5	6	7	8	9	

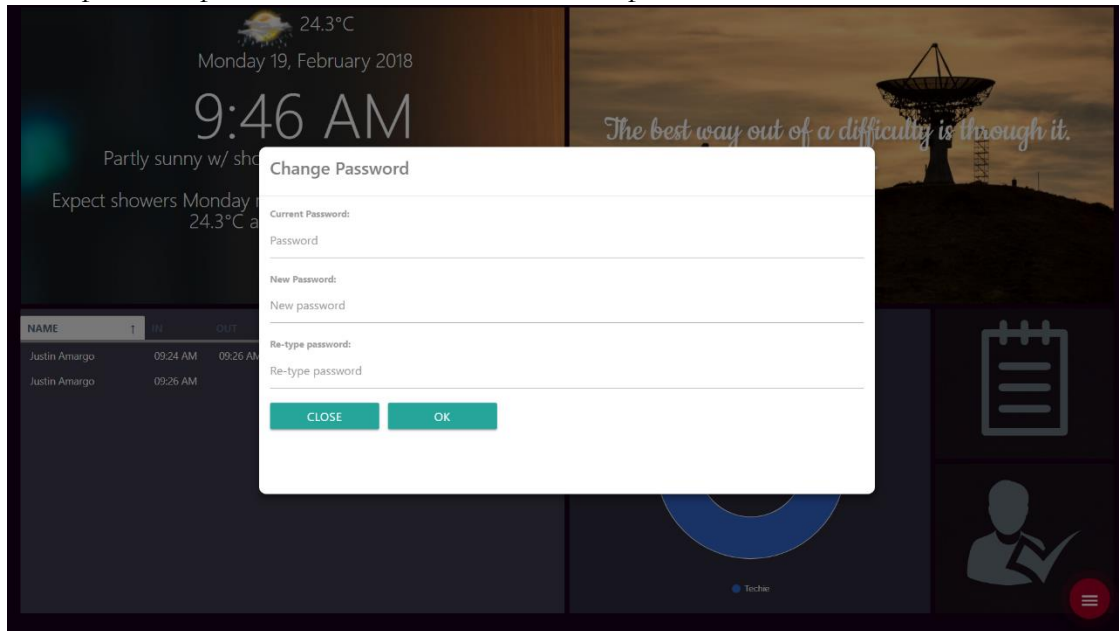
The break button can be used by one who wants to go on a break. It functions like a stop watch. The amount of time consumed during the break will then be recorded.



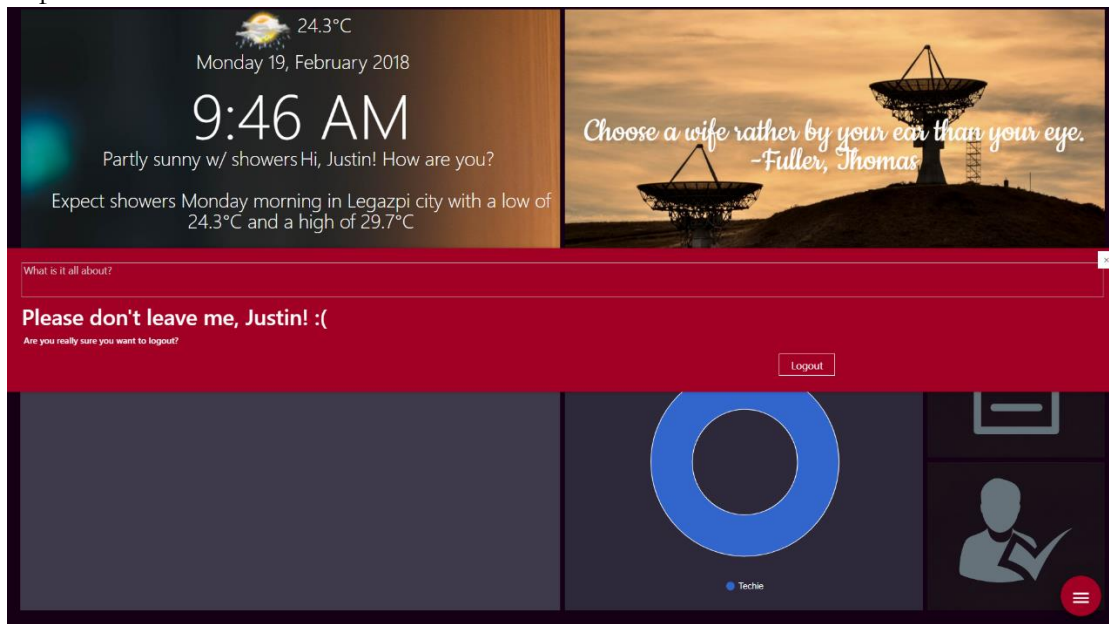
Next is the note button. Here one can add a note for whatever reason for example: when one is late one is expected to provide a reason, this is the perfect avenue to voice out one's reason for being tardy.



Next is the Change password for when one wants to replace once password or if one forgets ones password, one could request a password reset from one of the admins. From there, one can replace the password for a much more secure password.



Last is the logout button when ones shift has ended or one has accumulated the sufficient amount of time for the day. One can also leave a not if one wishes to when logging out. One can use this note function in the logout when one is going to go under time for some important reason this can be the venue for one such occasion.



3.3 Changing Password

Go to the action button

The change password button is located below the logout button.

Click the change password button and then proceed to fill-out the fields with the necessary information.

Then submit. This process is almost instantaneous and the effects are permanent.

3.4 Exit System

Go to the action button

The logout button is located at the top of the list

Click the logout button to logout