# User Manual

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## 1 Introduction

The Receipts system is a system that requires a lot of user interaction. The objective of the system is to make the administration of small businesses simpler by giving users the platform to capture, view, edit and delete receipts. It converts hard-copy receipts into soft-copy receipts.

Every action performed by the user, the system will respond and a process will take place that it triggers another action from the system. User accesses the system from the web, they sign up, login and then they are enabled access to navigate through the system.

## 2 Intended users

This web application is designed to help entrepreneurs of small businesses manage their administrations of receipts better. This application will help entrepreneurs track their receipts easier because hard-copy receipts get lost and/or faded.

## 3 How it works

- The user must first type the URL of the website into web browser in order to access the system.

- First time user's must sign up by inserting their name, email address, role and password. The system will then lead the user to a login page, where they must enter the details they used to sign up.

- If the user already has an account they must just login in.

- When a user wants to add a receipt, they will either click on "Manually add receipt" or on "Picture add receipt".

- If a user clicks on manual add, the system will redirect them to a page that allows them to add a receipt and save it on a list-box.

- If a user clicks on picture add, the system will redirect the user to a page where they will be able to upload a picture from their device and enter details about the picture. The user will be able to save on a list-box.

- The user can view lists of added items and/or users by clicking "View receipts" button or "View users" button.

- On all the pages, the user can always go back to the home page by clicking "back" button.

- The user can logout by clicking the "logout" button on the home page, the button will log them out and redirect them to the login page.

- If the user has a problem there are contact details they can use to get assistance.

# 4    Use cases

- **Sign up page**

  This is the first page the user has access to once they type URL of web application. On this page a user adds their name, email address, role (employer or administrator) and password. This is saved on a database. The application will not allow user to sign up if there is a field that is not filled in. The sign up button will then redirect the user to the login page once all fields are filled.

- **Login page** On this page the user enters the details they used on the sign up page. The user will not be able to login in if they have not filled in all the fields.

- **Home page** There are 5 buttons on this page. Manual add, this button redirects to a page where the user can manually add receipts, a further explanation is given under the heading "Manual add page". Picture add, this button redirects the user to a page the user can upload a picture, a further explanation is given under the heading "Picture add page". View users, this button shows the users manually added to the database. View receipts, shows receipts manually added to the database.

- **Manual add page** The user manually adds a receipt by adding the name of the store, items on the receipt, total price of those items and the date the items were purchased. The button Add on the page, adds the receipt to a list-box that is shown on the page.

- **Picture add page** The user uploads a picture of the receipt from their device, adds the name of the store, total price and date of purchase. The receipt is added to a list-box shown on the page.

- **View users page** This page shows users that were added to the database after signing up.

- **View receipts page** This page shows receipts added to the database.

# 5   Deployment picture



Deployment diagram
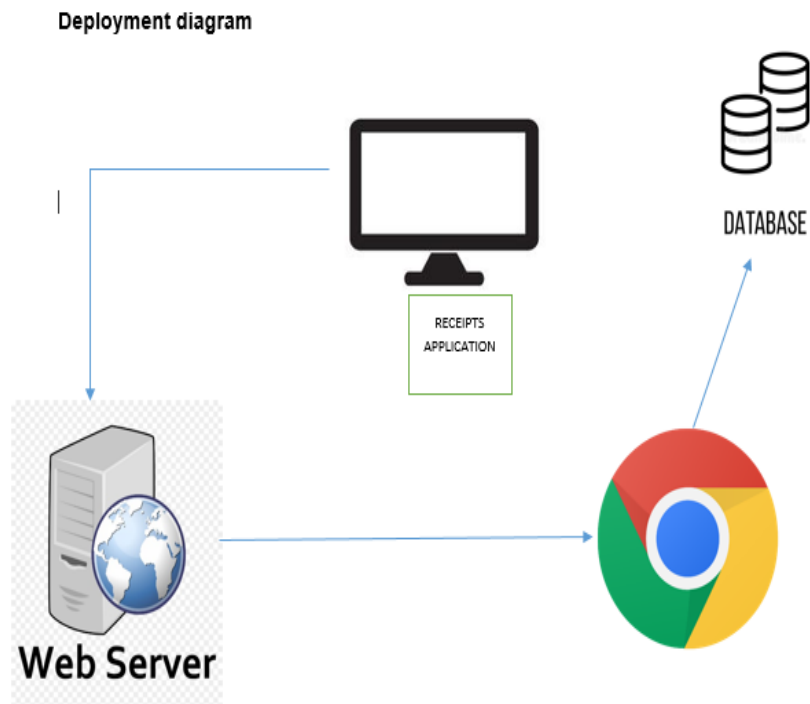
# 6   Help

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