

USER'S MANUAL

Time Tracking and Geofencing Web Application

Cooper Health

December 2021

Revision Sheet

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Rev. 0	12/12/21	User's Manual

USER'S MANUAL

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1.0 GENERAL INFORMATION

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1.1 System Overview

This is a web-based application under the domain name *praelab.com*. It is a timecard management system that controls clocking-in and clocking-out for users within a certain radius of a business location.

1.2 Points of Contact

Sponsor	John Masterson	masterson-john@cooperhealth.edu
Project Master	Julia Bowes	bowesj46@students.rowan.edu
Scrum Master	Rachel Dietz	dietzr56@students.rowan.edu
Development Team	Kevin Connelly	connel67@students.rowan.edu
	Bruce Reece	reeceb72@students.rowan.edu
	Chen Zayden	zayden93@students.rowan.edu
	Bhawana Garg	gargbh62@students.rowan.edu

1.3 Definitions

- 1.3.1 Administrator - A user that manages the business account.
- 1.3.2 Manager - A user that oversees employees that work for a business.
- 1.3.3 Employee - A user that works for a business and logs their time at work using the web-application.
- 1.3.4 User - Any person that uses the web application.

2.0 SYSTEM SUMMARY

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2.1 System Configuration

The web application is located at *praelab.com*.

2.2 Maintaining Data

All data is managed through the website.

2.3 User Access Levels

2.3.1 Administrator

Administrators have top-level user access. They create and manage the business account, set the location of the business, and set the max distance a user can clock-in and clock-out from the business location. They can add, edit, and remove users that exist within the created business. An administrator cannot clock-in or clock-out.

2.3.2 Manager

Managers have mid-level user access. A Manager can clock-in and clock-out. They can add, edit, and remove users that exist within the business.

2.3.3 Employee

Employees have bottom-level user access. They have no higher privileges beyond clocking-in and clocking-out.

2.4 Alternate Modes of Operation

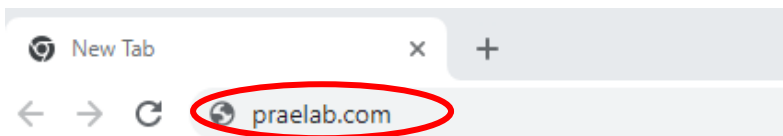
If the web application is down, there is no alternate mode of operation. Users must wait until the application is running again. Contact John Masterson for further assistance.

3.0 CREATE A BUSINESS ACCOUNT

3.0 CREATE A BUSINESS ACCOUNT

3.1 Accessing Web Application

- 3.1.1** In a web browser, type in *praelab.com* and push enter to go to the web application's login page.



3.2 Create Business Account Form

- 3.2.1** Click the “Create Business Account” link.

A screenshot of a login page with a blue background. The page has a white box containing the title 'Login'. Below the title are two input fields: 'Username:' and 'Password:'. Below these fields is a blue 'Submit' button. Below the 'Submit' button is a link that says 'Create Business Account', which is circled in red. A red arrow points from the right side of the image towards the 'Create Business Account' link.

- 3.2.2** The link takes you to a new page where you will see the Create Business Account form.

A screenshot of the 'Create Business Account' form. The form has a light blue background with a white box containing the title 'Create Business Account'. Below the title is a 'Company Name' input field. Below that is the section 'Administrator Information' which includes several input fields: 'First Name', 'Last Name', 'Email', 'Username', 'Password', 'Confirm Password', 'Enter Location Coordinates (xx.xxxx, xx.xxxx)', 'Enter maximum distance from work site in meters', and 'Enter location site name (optional)'. At the bottom of the form is a 'Create Company Account' button.

3.3 Setting Administrator Information

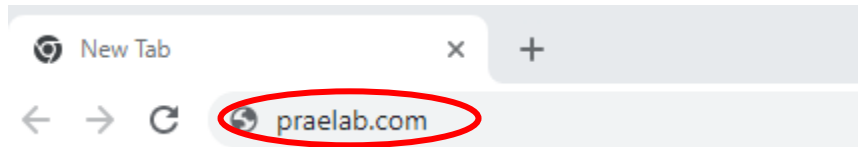
- 3.3.1** Enter the legal business entity name.
- 3.3.2** Enter the first name of the administrator.
- 3.3.3** Enter the last name of the administrator.
- 3.3.4** Enter the email address of the administrator.
- 3.3.5** Enter a username for the account. This cannot be changed once it is set and will be used to login to the system.
- 3.3.6** Enter a password for the account. This can be changed as needed and will be used to login to the system. The password must be more than 8 characters long.
- 3.3.7** Enter the same password entered for 3.3.6 in the Confirm Password field.
- 3.3.8** Find the GPS latitude and longitude coordinates for the business location. Enter the coordinates with the format XX.XXXX for latitude, followed by a comma, and then XX.XXXX for longitude.
- 3.3.9** Enter the maximum distance in meters that a user can clock-in and clock-out from the location entered in 3.3.8.
- 3.4.0** Click “Create Company Account”. The administrator can now login using the username and password entered for 3.3.5 and 3.3.6.

4.0 SPECIFICATIONS AND INSTRUCTIONS

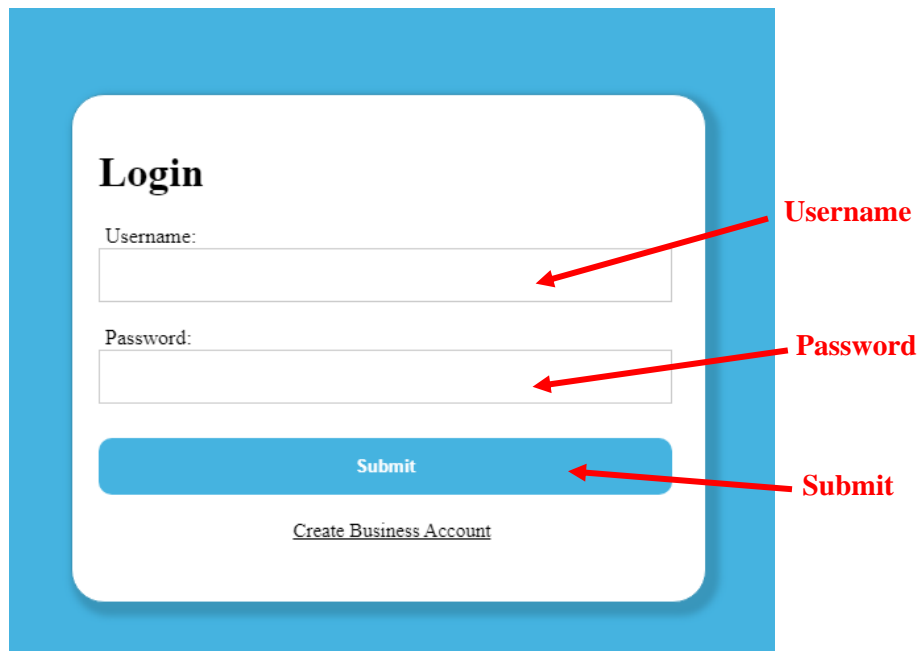
4.0 SPECIFICATIONS AND INSTRUCTIONS

4.1 Logging on

- 4.1.1** In a web browser, type in *praelab.com* and push enter to go to the web application's login page.

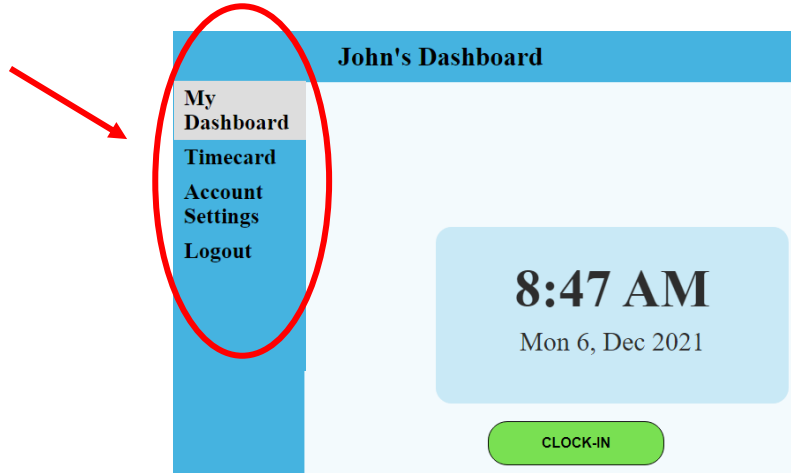


- 4.1.2** Enter your username in the Username text field. Your username is provided by an Administrator or a Manager.
- 4.1.3** Enter your password in the Password text field. Your initial password is provided by an Administrator or a Manager.
- 4.1.4** Click “Submit”.

A screenshot of a login page with a blue background. The page features a white rounded rectangle containing the title 'Login' in bold. Below the title are two text input fields: 'Username:' and 'Password:'. A blue 'Submit' button is positioned below these fields. At the bottom of the white rectangle is a link that says 'Create Business Account'. Three red arrows point from the right side of the image to the 'Username' field, the 'Password' field, and the 'Submit' button, with labels 'Username', 'Password', and 'Submit' respectively.

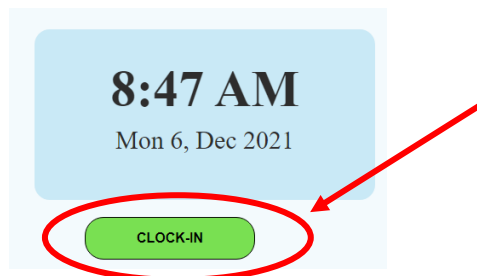
4.2 Navigation Menu

Use the sidebar to navigate the website. Click a tab to go to that page. The tab you are currently on is highlighted gray.

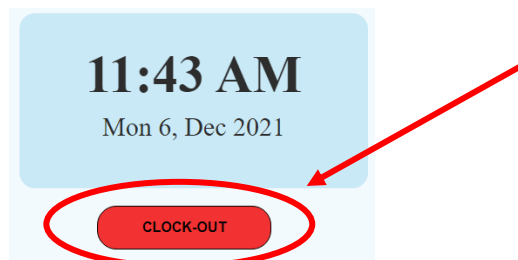


4.2.1 My Dashboard

4.2.1.1 To clock-in, click the green “CLOCK-IN” button.



4.2.1.2 To clock-out, click the red “CLOCK-OUT” button.



4.2.2 Timecard

4.2.2.1 Click on “Timecard” to go to the Timecard page.



4.2.2.2 Click the left “<” button to view the timecard for the previous week.

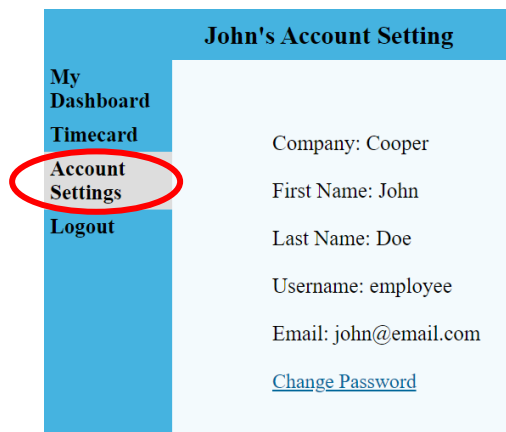
4.2.2.3 Click the right “>” button to view the timecard for the week forward.

Week previous Week forward

< 12/5-12/11 >	Paycode	Clock-In	Clock-Out	Schedule	Location
Sunday					
Monday					

4.2.3 Account Settings

4.2.3.1 Click on “Account Settings” to go to the Account Settings page.



4.3 Changing Password

- 4.3.1 Click on “Account Settings” in the sidebar menu as shown in 4.2.3.
- 4.3.2 Click on “Change Password”.

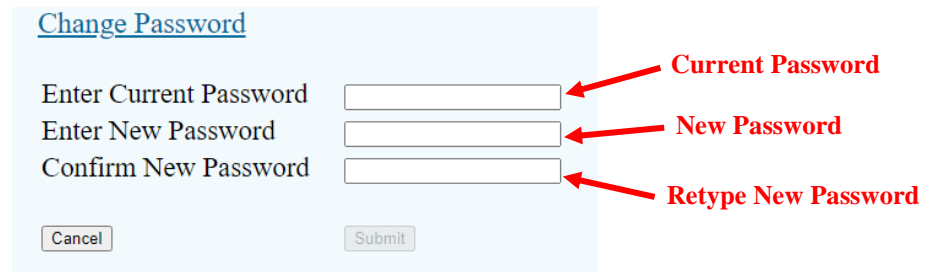


John's Account Setting

My Dashboard
Timecard
Account Settings
Logout

Company: Cooper
First Name: John
Last Name: Doe
Username: employee
Email: john@email.com
[Change Password](#)

- 4.3.3 Enter your current password.
- 4.3.4 Enter your new password. It must be more than 8 characters long.
- 4.3.5 Enter the password typed in 4.3.4 in the Confirm New Password field.



[Change Password](#)

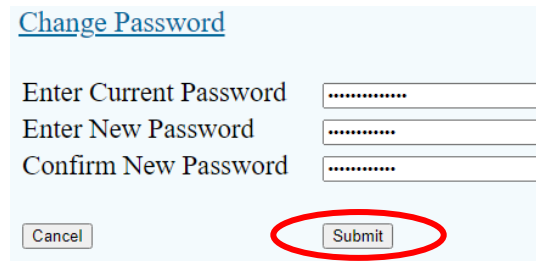
Enter Current Password

Enter New Password

Confirm New Password

Current Password
New Password
Retype New Password

- 4.3.6 Click the “Submit” button to change the password.



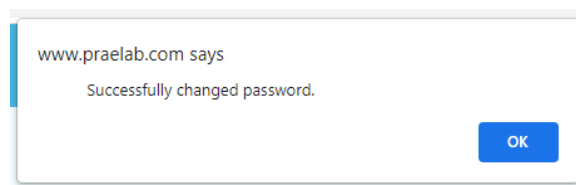
[Change Password](#)

Enter Current Password

Enter New Password

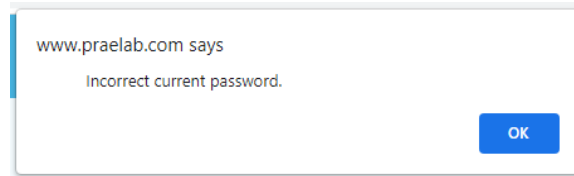
Confirm New Password

- 4.3.7 If the password was successfully changed, you will receive the alert shown below.



www.praelab.com says
Successfully changed password.

- 4.3.8** If an incorrect current password is entered, you will receive the alert shown below. Press OK and try again.



- 4.3.9** If the password entered in 4.3.4 and 4.3.5 do not match, an error message is displayed in red. They must be the same to enable the submit button.

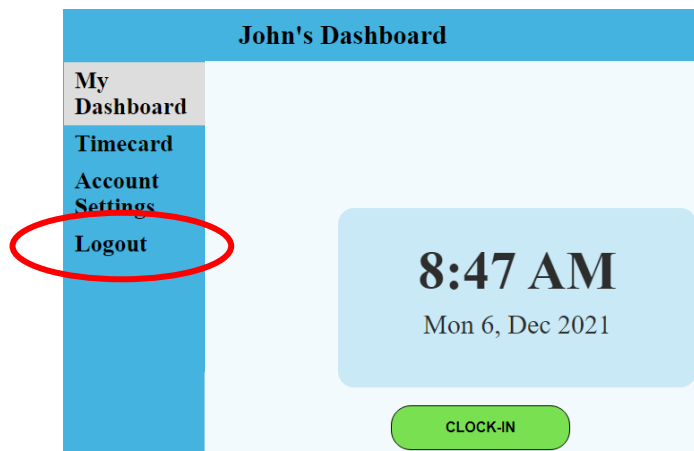
A form with three input fields labeled "Enter Current Password", "Enter New Password", and "Confirm New Password". Each field contains a series of dots representing masked text. Below the fields, the text "Passwords do not match!" is displayed in red. At the bottom, there are two buttons: "Cancel" and "Submit".

- 4.3.10** If the password entered in 4.3.4 and 4.3.5 are less than 8 characters long, an error message is displayed in red.

A form with three input fields labeled "Enter Current Password", "Enter New Password", and "Confirm New Password". Each field contains a few dots representing masked text. Below the fields, the text "Password must be at least 8 characters long!" is displayed in red.

4.4 Logout

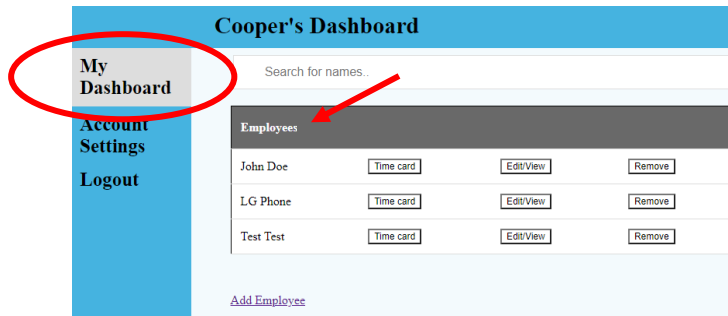
- 4.4.1** Click on "Logout" to exit the system.



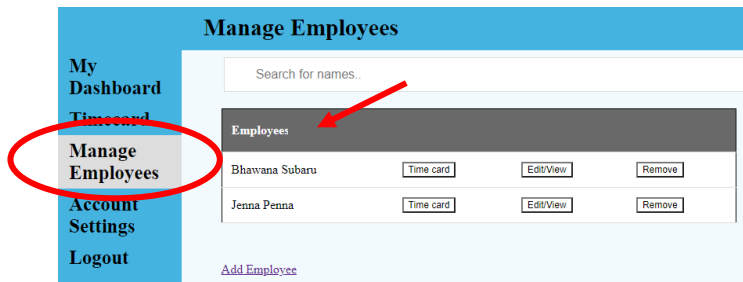
5.0 ADMINISTRATOR AND MANAGER PRIVILEGES

5.0 ADMINISTRATOR AND MANAGER PRIVILEGES

If you are using an Administrator account, go to the My Dashboard page to access the Employees table.

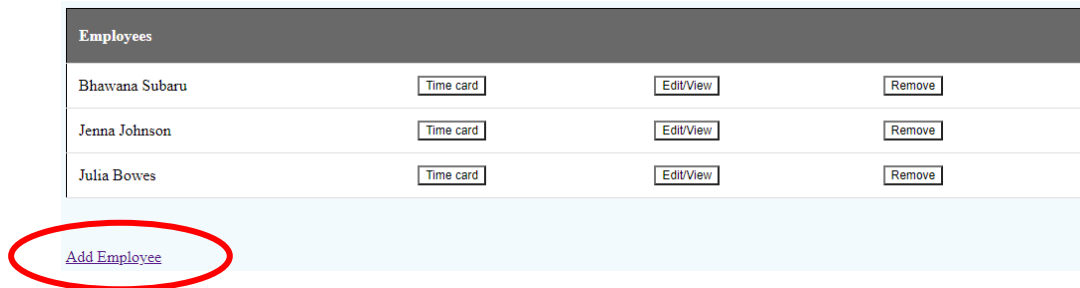


If you are using a Manager account, go to the Manage Employees page to access the Employees table.



5.1 Add a Employee

5.1.1 Click “Add Employee”.



5.1.2 The link takes you to a new page where you will see the Add Employee form.

The screenshot shows the 'Add Employee' form. It contains input fields for First Name, Last Name, Username, Password, Confirm Password, and Email. Below the fields is a button labeled 'Add Employee'.

- 5.1.3** Enter the first name of the employee.
- 5.1.4** Enter the last name of the employee.
- 5.1.5** Enter a username for the account. This cannot be changed once it is set and will be used to login to the system.
- 5.1.6** Enter a password for the account. This can be changed as needed and will be used to login to the system. The password must be more than 8 characters long.
- 5.1.7** Enter the password typed in 5.1.6 in the Confirm Password field.
- 5.1.8** The “Add Employee” button is disabled if the password entered for 5.1.6 and 5.1.7 do not match.



The screenshot shows a web form titled "Add Employee" with a light blue background and a blue border. The form contains the following fields: First Name (John), Last Name (Doe), Username (johndoe01), Password (masked with dots), Confirm Password (masked with dots), and Email (johndoe@gmail.com). Below the fields is a disabled "Add Employee" button. Two red arrows point to the Password and Confirm Password fields, indicating that the passwords do not match, which is why the button is disabled.

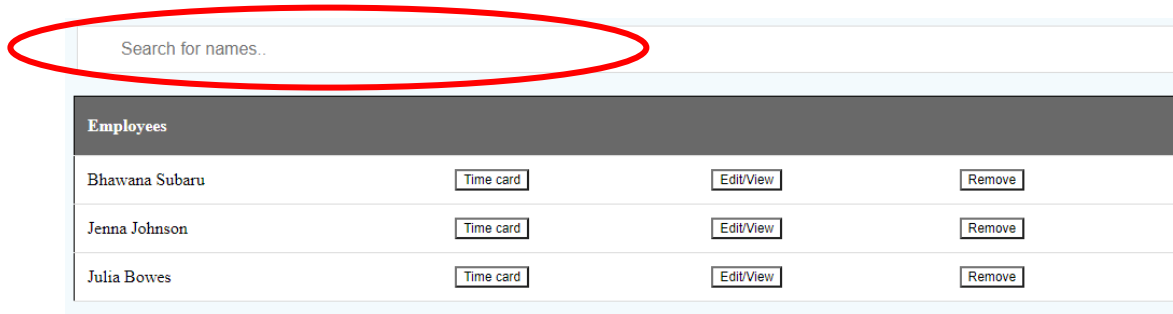
- 5.1.9** Click the “Add Employee” button. Afterwards, the employee will be able to login using the username and password entered in 5.1.5 and 5.1.6.



This screenshot shows the same "Add Employee" form as the previous one. In this state, the "Add Employee" button at the bottom is circled in red, indicating it is the target for the next step in the process.

5.2 Search for an Employee

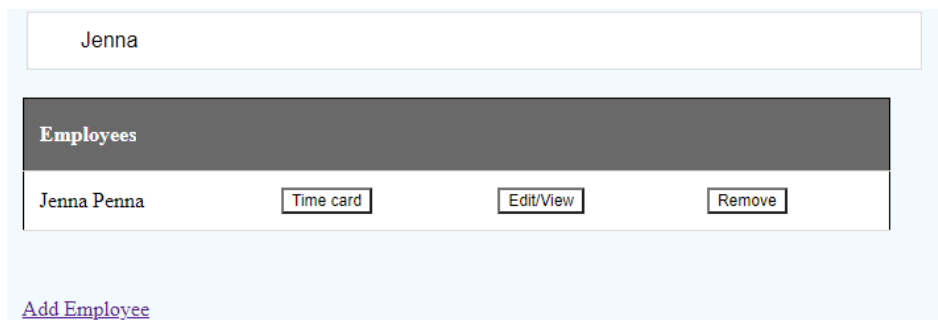
5.2.1 Locate the search bar above the Employees table.



The screenshot shows a web interface with a search bar at the top, highlighted by a red oval. Below the search bar is a table titled "Employees". The table has three rows of employee data, each with a "Time card" button, an "Edit/View" button, and a "Remove" button.

Employees			
Bhawana Subaru	Time card	Edit/View	Remove
Jenna Johnson	Time card	Edit/View	Remove
Julia Bowes	Time card	Edit/View	Remove

5.2.2 Type the name of the employee you want to find in the search bar. Enter the first name, last name, or both first name and last name. Order does not matter. The table will show the results for the searched name.



The screenshot shows the search bar with the text "Jenna" entered. Below the search bar, the "Employees" table is filtered to show only one row: "Jenna Penna". The table has buttons for "Time card", "Edit/View", and "Remove". Below the table is a link labeled "Add Employee".

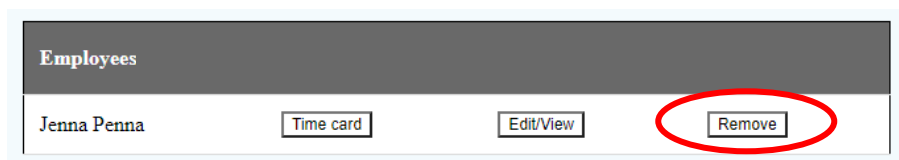
Employees			
Jenna Penna	Time card	Edit/View	Remove

[Add Employee](#)

5.3 Remove an Employee

5.3.1 Search for the employee as shown in 5.2.

5.3.2 Click the "Remove" button.



The screenshot shows the "Employees" table with the "Remove" button for "Jenna Penna" highlighted by a red oval.

Employees			
Jenna Penna	Time card	Edit/View	Remove

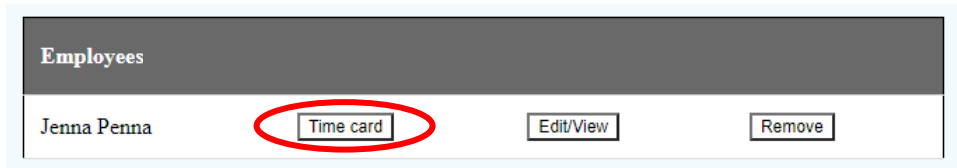
5.3.2 After clicking "Remove", the employee is deleted from the Employees table. The removed user is no longer able to login to the system.

5.4 View and Edit

5.4.1 Employee Timecard

5.4.1.1 Search for the employee as shown in 5.2.

5.4.1.2 Click the “Time card” button.



5.4.1.3 The employee’s timecard table appears as shown below.

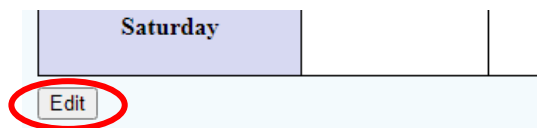
Jenna Penna Timecard

12/5-12/11	Paycode	Clock-In	Clock-Out	Schedule	Location
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

[Edit](#)

5.4.1.4 View the employee’s timecard as instructed in steps 4.2.2.1 - 4.2.2.3.

5.4.1.5 Click the “Edit” button to edit an employee’s timecard.



◀ 11/28-12/4 ▶	Paycode	Clock-In	Clock-Out	Schedule	Location
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5.4.1.6 To edit a “Paycode” field, click the drop-down menu and select the new Paycode (REG - Regular, OVT - Overtime, PTO - Paid Time Off).

5.4.1.7 To edit a “Clock-In” or “Clock-Out” field, click inside the cell’s text box and enter the military time with format HH:MM:SS.

5.4.1.8 To edit a Schedule or Location field, click inside the cell’s text box and enter the new information.

5.4.1.9 Click the “Submit” button to save changes made to the employee’s timecard.

Saturday					
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5.4.2 Employee Account Settings

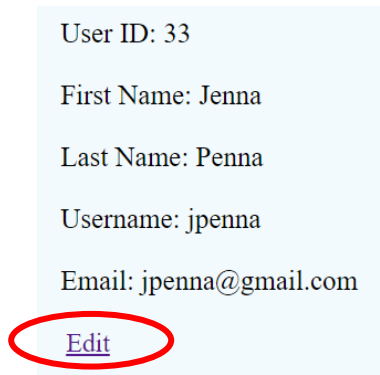
5.4.2.1 Search for the employee as shown in 5.2.

5.4.2.2 Click the “Edit/View” button.

Employees			
Jenna Penna	<input type="button" value="Time card"/>	<input type="button" value="Edit/View"/>	<input type="button" value="Remove"/>

5.4.2.3 The employee’s account settings are shown.

5.4.2.4 To edit an employee’s account settings, click the “Edit” button.



User ID: 33

First Name: Jenna

Last Name: Penna

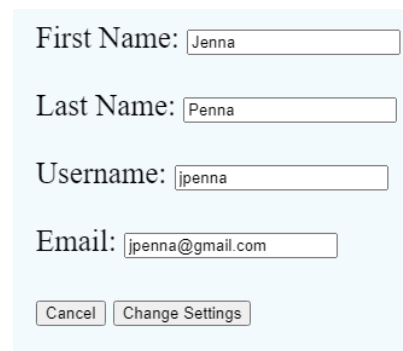
Username: jpenna

Email: jpenna@gmail.com

[Edit](#)

This is a light blue rectangular card displaying user information. At the bottom, the word 'Edit' is a blue hyperlink, which is circled in red.

5.4.2.5 Click inside the text field you want to edit and enter the new information.



First Name:

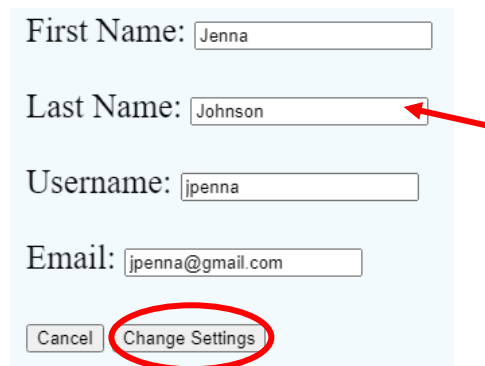
Last Name:

Username:

Email:

This is a light blue rectangular form for editing user details. It contains four text input fields for First Name, Last Name, Username, and Email, each with its current value. At the bottom are two buttons: 'Cancel' and 'Change Settings'.

5.4.2.6 Click the “Change Settings” button after all changes are made.



First Name:

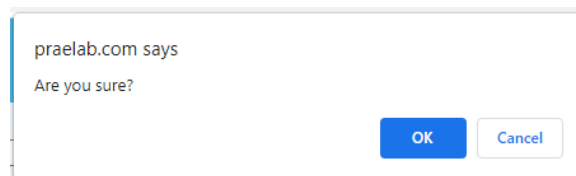
Last Name:

Username:

Email:

This is the same edit form as in 5.4.2.5, but the 'Last Name' field now contains 'Johnson'. A red arrow points to this field. The 'Change Settings' button at the bottom is circled in red.

5.4.2.7 An alert will appear to confirm changes to the account settings.



praelab.com says

Are you sure?

This is a small white dialog box with a blue border. It contains the text 'praelab.com says' and 'Are you sure?'. At the bottom right are two buttons: 'OK' (blue) and 'Cancel' (white).

5.4.2.8 Click “OK” to update the account settings.

5.4.2.9 Click “Cancel” to not submit the changes.