Administrator Manual

MINT Team — MaaS Project

Information about the document

Version	1.0.0
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Description

This document is meant to guide the user's (Administrator or Owner of a Company) first approach to the MaaS system, developed by MINT. It is also intended as a document for the Administrators and Owner of a Company, that being such describes actions that only the two roles can perform, and should be read alongside the *User Manual* in order to entirely understand its content.

Changelog

Version	Date	Collaborators	Description
1.0.0	02-08-2016	Michael Ogbuachi (Person in charge)	document approval.
0.1.1	31-07-2016	Fabiano Tavallini (Verifier)	images upload.
0.1.0	01-08-2016	Fabiano Tavallini (Verifier)	document verification.
0.0.2	29-07-2016	Enrico Canova (Administrator)	Chapter 2 - draft.
0.0.1	26-07-2016	Enrico Canova (Administrator)	Chapter 1 - draft.

Contents

List of Figures

1   Introduction

1.1   Aim of the document

This document is intended for the user who has to learn how to properly interact with the MaaS system. For this reason it shows how the main operations have to be done, displaying all the procedures based on the UI of the service.

There are no knowledge prerequisites the user should meet to start using MaaS, as the interaction shall be performed through a web *Browser$_G$*, just as it is done with any other website. In addition to that, the technical aspects of the usage shall be thoroughly explained where necessary.

1.2   Aim of the project

The purpose of this project is the development of a system usable through the web called MaaS, aimed at at the so-called *Business-men$_G$*, namely people having a key-role in a company but lacking advanced technological knowledge, to help them making administrative and commercial decisions by providing a platform to visualize data stored in an easy to use *Database$_G$*, which is at the same time equipped with great capabilities.

1.3   Prerequisites

The user must have an internet connection and a web browser (Google Chrome v.51 or higher and Mozilla Firefox v.47 or higher are recommended). The system itself, being a service, shall take care of all its intrinsic necessities.

The user should also subscribe an account on the system to make an effective use of its functionalities.

1.4   Issues reporting

In the case of errors or malfunctions refer to the *Webmaster$_G$*, namely the Super-Administrator. The message containing the error report must include the following information:

- An effectual contact of the person encountering the problem;

- Date and approximate time in which the problem occurred;

- Error code if displayed;

- Actions and pages involved with the problem;

- Eventual notes that may help the comprehension of the issue.

A reply shall be sent within the shortest time possible.

2   Role-specific management

This section aims to explain some of the operations that can be performed exclusively by users having administrative privileges or above.

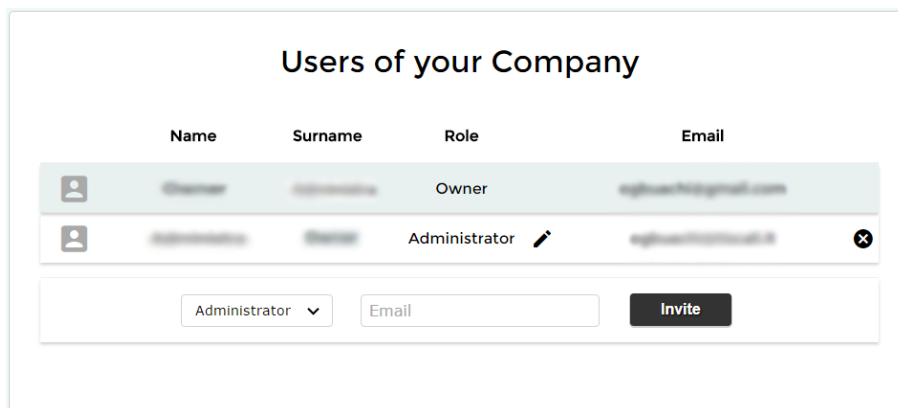## 2.1   Company and User management

Figura 1: View in which the members of the Company are shown

After the log in, the Administrator or Owner can view a set of information regarding the Company to which he/she belongs, by clicking on the name of the company on the top bar of the system. Clicking on the *"People"* link on the left sidebar, a page showing a table which contains the list of all the users of the Company shall be displayed. Each row represents a user, and for each of them two buttons can be found:

- A button in the *"Role"* column allows to modify the role of the corresponding user, giving him/her more or less privileges and capabilities;

- A button in the rightmost side of the table allows to delete the corresponding user from the database of the Company.

Beneath this table a little form is also displayed. This is the user invitation form, which requires the mail of the user that the Administrator or Owner intends to invite as a member of the Company.
This form also contains a drop-down menu, from which a role for the new user has to be selected. If all the data is set correctly, clicking the *"Invite"* button will send a join request to the specified email address. In this message a link can be found. Clicking on it the invited user will be directed to a particular sign up page in which he/she will choose his/her password to complete the subscription to the Company in the system.
Please note that a new Owner, having yet no member subscribed to is/her Company, won't see any user list. Instead a brief explanation on the invitation process shall be displayed.
It is also important to notice that the Owner cannot be canceled, neither can his role be changed.

The last option in the sidebar gives the user the possibility of deleting the entire Company from the MaaS system, it is available only to the Owner.
This process is not reversible and will also have as consequences:

- The deletion of all the users registered to the Company;

- The deletion of all the external data sources saved in the database of the Company;

- The deletion of all the DSL_G instruction sets belonging to the Company.

2.2   Database management

Figura 2: Main view of the database management page

Users having administrative privileges (or higher) can also manage the databases registered in the Company account.
The image above shows the main view of the database management page which displays, provided the Company has at least one external database registered in its account, the list of external data sources that can be used to query information through the DSL instruction sets.
The central column of the table, *"Status"*, shows if the corresponding database is connected (green icon) or not (red icon). To change this state the user should just click on the button showing two arrows that can be found on the right column. The other button, next to it, allows the user to delete the relative database.
On the top of the page there are three other elements:

- A search bar to filter the results in the table through a specific name, useful when the number of external databases gets big;

- A button to add a new database to the system (see the *User Manual* for further information about this topic);

- A multi-delete button, that deletes all the databases selected in the table (through the checkboxes on the left side).

Another type of filtering can be performed using the sidebar, which allows the users to see

- All the databases;
- Only the connected databases;
- Only the disconnected databases.
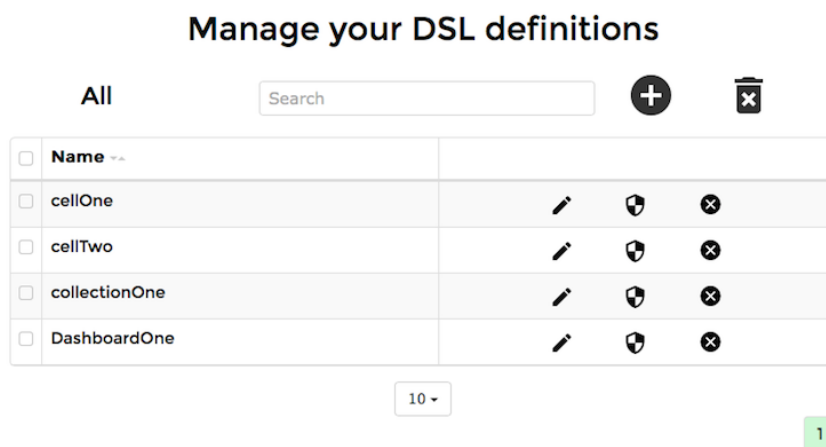
2.3   DSL management

Figura 3: View in which the DSL instruction sets are shown

The structure of the DSL management page is very similar to the previous one. On the center the user will find a table containing the list of the DSL instruction sets (henceforth described as DSLIS, DSLIS's for the plural). The left column shows the name of each DSLIS, while the right column contains three buttons for each row:

- An edit button to modify the corresponding DSLIS using the text editor provided by the system;
- An execution button to run the corresponding DSLIS and see the results it displays;
- A delete button to delete the corresponding DSLIS from the main database of the Company.

As before, on the top there are some other useful tools:

- A search bar to filter the results in the table through a specific name, useful when the number of DSLIS gets big;
- A button to add a new DSLIS to the main database of the Company (see the *User Manual* for further information about this topic);
- A multi-delete button, that deletes all the DSLIS's selected in the table (through the checkboxes on the left side).

Another type of filtering can also be performed using the sidebar, which allows the users to see

- All the DSLIS's;

- Only the DSLIS's that build $Dashboard_G$;

- Only the DSLIS's that build $Collection_G$;

- Only the DSLIS's that build $Document_G$;

- Only the DSLIS's that build $Cell_G$.

Glossary

Browser Also called Web browser. Digital Technology. a software program that allows the user to find and read encoded documents in a form suitable for display, especially such a program for use on the World Wide Web. 3

Business-men People regularly employed in business, especially white-collar workers, executives, or company owners. 3

Cell With regard to the MaaS project, the term identifies a system element whose function is to display a single value, which may be of type String, Numeric, Link, or Image Data. It can take as input the result of a query or any arbitrary value. In the first case, if the result is a set of values, then the one shown is the first (the results can be ranked according to an attribute field). 7

Collection With regard to the MaaS project, the term refers to one of the elements of the system, which has the task of showing a list of documents extracted from a DSL program in tabular format. A Collection is identified by a name and a label, and allows you to define which subsets of documents you want to display. 7

Dashboard Relatively to the MaaS project, this term identifies a layout grid defined by said row sub-elements, which correspond to the rows of the structure. The number of columns in each row is implicitly defined by the number of elements it contains. 7

Database A comprehensive collection of related data organized for convenient access, generally in a computer. 3

Document With regard to the MaaS project, the term indicates an element that specifies how to display a single document in a Collection. It can however be stated independently of other entities. 7

DSL *Domain specific Language*, in software development and domain engineering it indicates a programming language (or a specification language) dedicated to the particular problems of a domain, to a particular technique of representation and/or in a particular technical solution. MaaS The project incorporates a DSL built for structuring queries for viewing data contained in a company registered in the system database. 5

Webmaster A webmaster (from web and master), also called a web architect, web developer, site author, website administrator, website coordinator, or website publisher is a person responsible for maintaining one or many websites. The duties of the webmaster may include: ensuring that the web servers, hardware and software are operating correctly, designing the website, generating and revising web pages, A/B testing, replying to user comments, and examining traffic through the site. As a general rule, professional webmasters "must also be well-versed in Web transaction software, payment-processing software, and security software". 3