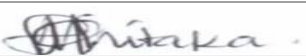


UNIT STANDARD TITLE				SAQA US ID
Apply principles of creating computer software by developing a complete programme to meet given business specifications				115392
Date	Learner Name	Learner Signature	Assessor Name	Assessor Signature
28/01/2015	Junior Chitaka		Kokhoni Ramaphosa	

USER'S MANUAL

TSC Technologies

Asset Booking and Management

January, 2015

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	28/01/2015	Document creation
Rev. 1		

User's Manual Authorization Memorandum

I have carefully assessed the User's Manual for the Asset Booking and Management System. This document has been completed in accordance with the requirements of the System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

NAME
Project Leader

DATE

NAME
Operations Division Director

DATE

TABLE OF CONTENTS

Page #

1.0	GENERAL INFORMATION	1
1.1	System Overview	1
1.2	Project References.....	1-2
1.3	Authorized Use Permission.....	2
1.4	Points of Contact	2
1.4.1	Information	2
1.4.2	Coordination	3
1.4.3	Help Desk	3
1.5	Organization of the Manual	3-4
1.6	Acronyms and Abbreviations.....	4
2.0	SYSTEM SUMMARY	4
2.1	System Configuration.....	5
2.2	Data Flows.....	6-7
2.3	User Access Levels	7
2.4	Contingencies and Alternate Modes of Operation	8
3.0	GETTING STARTED	8
3.1	Logging On.....	8-9
3.2	System Menu.....	9
3.2.1	[Employee subsystem view].....	9-10
3.2.2	[Booking Subsystem View].....	11
3.2.3	[Asset subsystem view].....	12
3.3	Changing User ID and Password.....	9-10
3.4	Exit System	12-13
4.0	<i>USING THE SYSTEM (ONLINE)</i>	14
4.1	[System Function Name].....	14
4.2	[System Sub-Function Name]	14
4.2	Special Instructions for Error Correction.....	14
5.0	QUERYING	15
5.1	Query Capabilities.....	15-16
6.0	REPORTING	16-17
6.1	Report Capabilities.....	16-17
7.0	TESTING REPORT.....	17-18
8.0	INDEX.....	18-24

1.0 GENERAL INFORMATION

This document is a User Manual for Asset Booking and Management project and was made following the prescribed software standards in the TSC Technology Project Charter.

1.1 System Overview

Explain in general terms the system and the purpose for which it is intended. The description shall include:

- Major functions performed by the system

Describe the architecture of the system in non-technical terms, (e.g., client/server, Web-based, etc.) Responsible organization

- System name or title

Asset Booking and Management is a web based system that facilitates employees and jump starters to go online and make their bookings of the Assets which they requires to use. The bookings will then be authorized by the Administrator or any assigned Infrastructure member who is authorized to issue these assets. Users need to register to the system and if they are not registered they should do that through the system administrator. This process will create employee profiles then thereafter the user can now log in to the system and perform online bookings. Bookings are made through a form where the employee supply the efficient information needed for a booking and submit for approval. An email is sent to notify the user about the approval. As the booking is done the information will be stored to generate booking's report. At the same time the Administrator or Manager will be able to view assets and keep all assets in an electronic form and be able to tract the booked items.

1.2 Project References

Provide a list of the references that were used in preparation of this document in order of importance to the end user. The following documents are on online help in case of any reference to be made:

- Research document
- Technical Report

- Analysis documents
- Design document
- Implementation manual

1.3 Authorized Use Permission

Provide a warning regarding unauthorized usage of the system and making unauthorized copies of data, software, reports, and documents, if applicable. If waiver use or copy permissions need to be obtained, describe the process.

Unlawful use of this software and its documentation will not be permitted without consultation and consent of TSC. For use of TSC products channels, software and related services provided to you from TSC website it is subject to the terms of a legal agreement between you and TSC Technologies (Pty) Ltd.

To contact TSC use the following contact details:

TSC Technologies

201 Misa Park

15 Catherine Street

Northcliff, 2010

1.4 Points of Contacts

Provided below are the people you may contact in case you need to communicate with TSC.

1.4.1 Information

Type	Name	Department	Number	Email
Help desk	Junior Chitaka	Jumpstart	073 3704834	Junio.chitaka@tsctech.com
Development	Livhuwani Madzivandila	Jumpstart	0765289109	Livhuwani.madzivandila@tsctech.com
Maintenance	John	Infrastructure	0612007335	john@tsctech.com
Operations	Corneil	Management	0735462241	corneil@tsctech.com

1.4.2 Coordination

Organisation Name	Location	Contact	E-mail address	Dates&Time
TSC Northcliff	Johannesburg	Ian		
Standard Bank	Johannesburg	Edgar		
T-Systems	Midrand	Corneil		
TSC Clairemont	Capetown	Graham		
Woolworths	Capetown	Sindi		

1.4.3 Help Desk

Service Description	Name	Department	Number	Email
Help desk	Junior Chitaka	Jumpstart	0733707834	Junior.chitaka@tsctech.com

1.5 Organization of the Manual

This manual document contains the system overview which speaks of the system and its features and what it needs to achieve. The project references are also part of this document to make it easier for the users to know whom to contact for specific help in case the system is encountering some problems. This includes the information, coordination and help desk. It contains the contact of the key people and their area of specialty. It also highlight the architectural diagram and data model to give the user a knowhow of what is involved and the data flows to show the flow of data in the system and the user oriented methods involved.

User access control is also discussed to let users know that the system has got restrictions to who sees what and who is restricted to what access. This helps the users to know the privileges they have over the system.

Pictures of forms are also provided to familiarize the users with what they will expect to see in their system and not to get surprised.

Provision of the web link and special instruction for error correction is also part of the provisions for this manual.

Included also is the getting started which speaks of the login , system main menu and sub functions performed by the system, and how the users exit the system

Provide a list of the major sections of the User's Manual (1.0, 2.0, 3.0, etc.) and a brief description of what is contained in each section.

1.5.1 Introduction and purpose

The main purpose of this document is to aid the system users to be able to make reference in case they need some instructions on how to use the system and to get an overview of how the Asset Booking and Maintenance works.

1.6 Acronyms and Abbreviations

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

User ID- user identification that ascertains if the system user is known by the system.

1.0 SYSTEM SUMMARY

Asset Booking and Management system development was initiated to develop an automated platform of capturing and sharing data on a secure platform. Users initiate contact with the system through their desktop web browsers using the Internet or the TSC Intranet. The network connection (Internet or Intranet) connects the user with the TSC web site. New users need to do registration to obtain a User ID. Once a User ID is issued, the user can login and access systems with the set of privileges assigned at registration by the Systems Administrator.

Links to the systems for which a user has access rights are displayed under Systems.

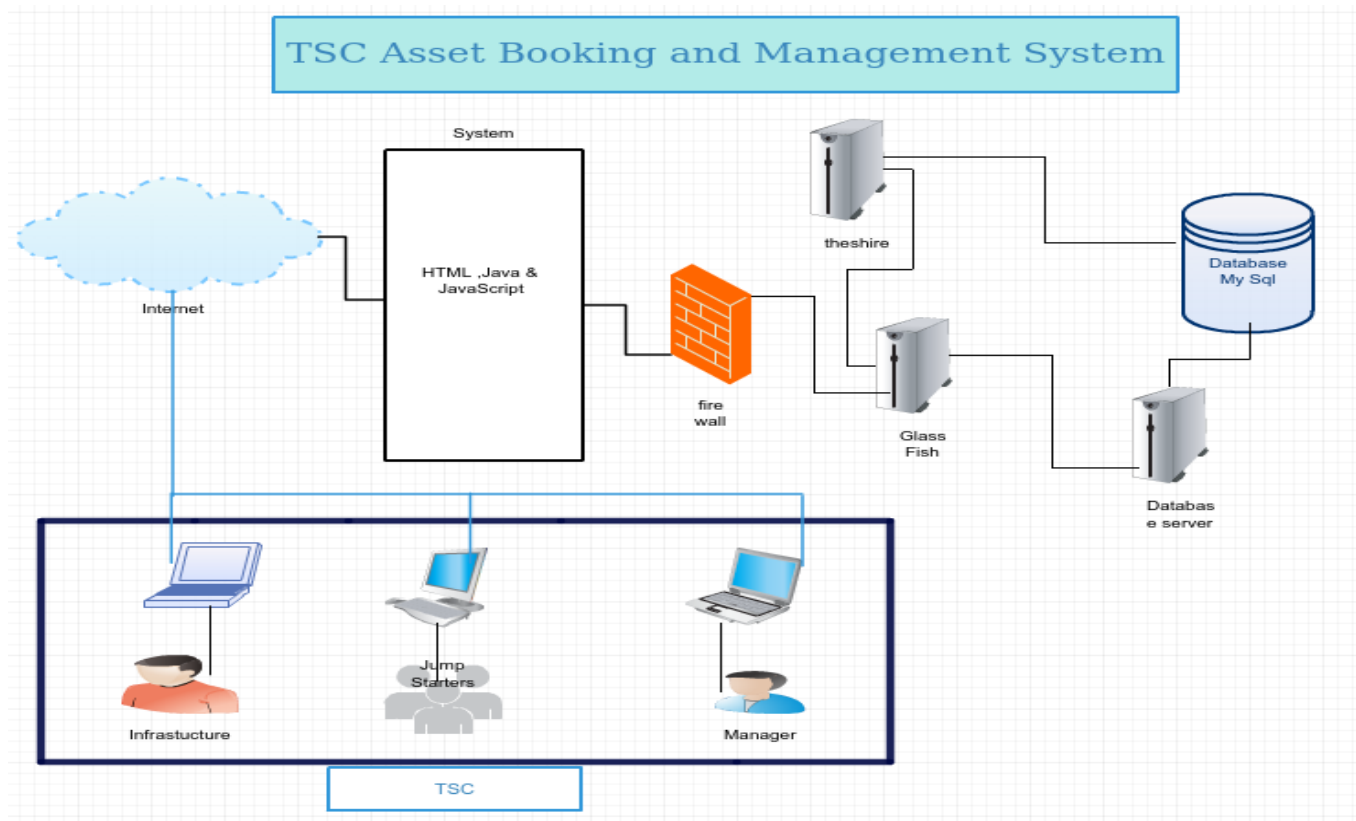
It is the responsibility of System Administrators to perform system administration functions that establish system access for their users. Before a System Administrator can set access and privilege rights for any users, The System Administrators must first establish himself or herself as the System Administrator. This is accomplished through User Maintenance - Maintain User Profile, in which the System Administrator selects the desired system to be accessed and grant the privileges accordingly.

The system has two views which is the administration view and the employees view where the admin can add an employee and give privileges and the employee can book assets online.

2.1 System Configuration

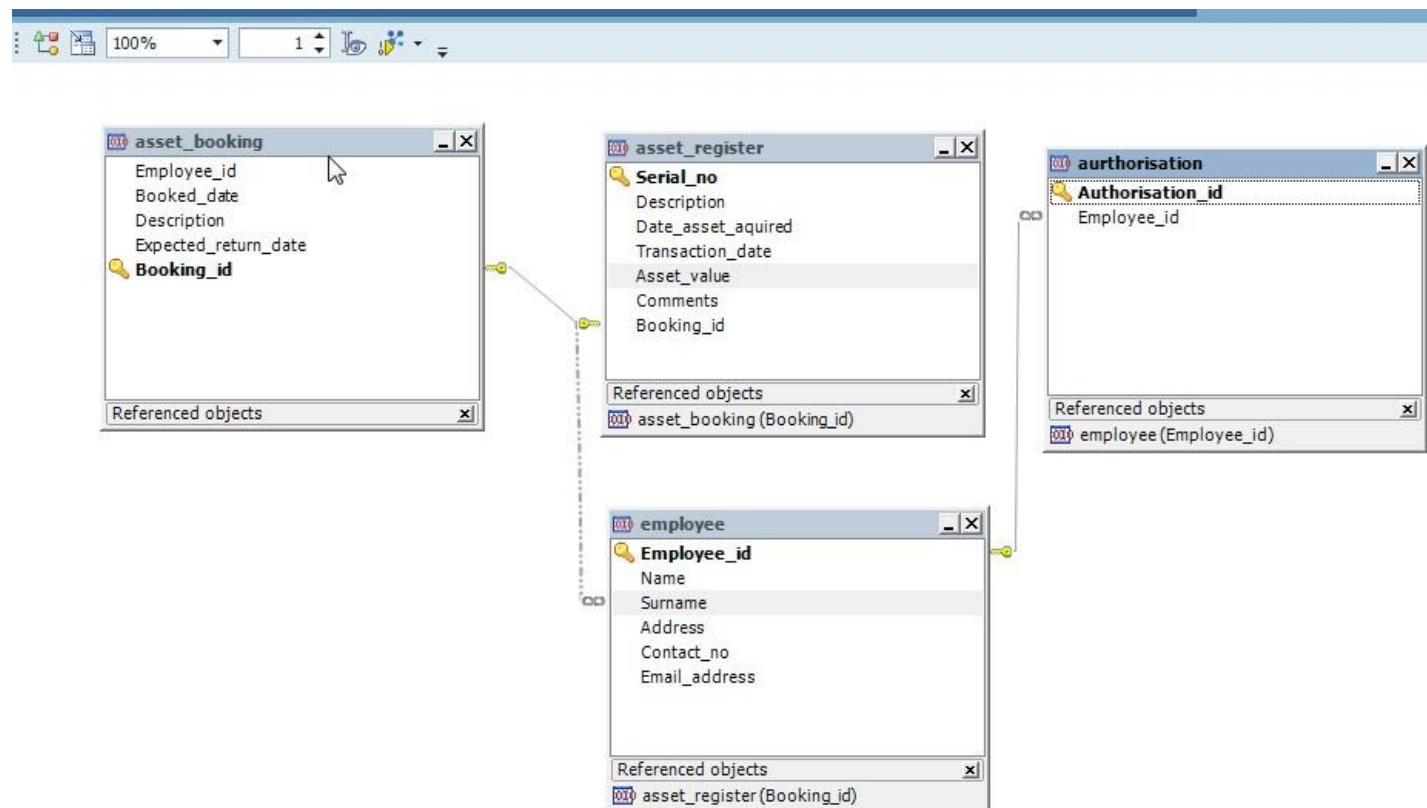
Briefly describe and depict graphically the equipment, communications, and networks used by the system. Include the type of computer input and output devices. Attach the architectural diagram.

For the system to be well configured it needs to be run as a web application network under the internet environment and developed using Html, java, JSP and there is a firewall and three servers: The shire, Glassfish and the database server connected to My SQL database



2.2 Data Flows

Briefly describe or depict graphically, the overall flow of data in the system. Include a user-oriented description of the method used to store and maintain data. Attach the database diagram.



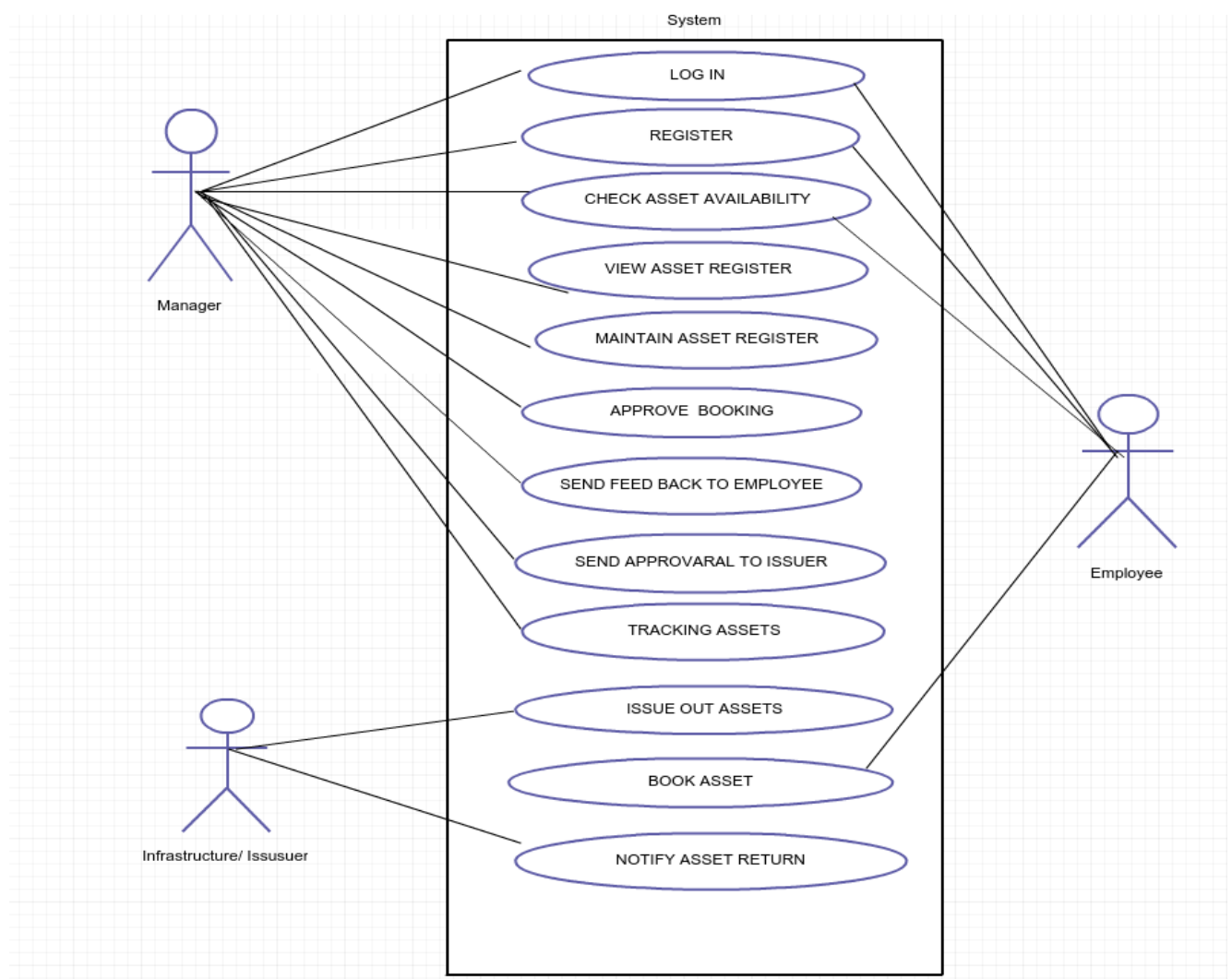
Asset register table collect the information of an asset and the date that asset was bought into the company. As well as the date it was recorded in the database the transaction dates. The asset Id field will uniquely identify an asset and the description will state what the asset is like Laptop, camera, projector etc. The status will be used provide weather as asset is booked or available or under service to make the users be able to go ahead with their booking after getting the employee id table collects the particulars of the employees with the employee id as the primary key to uniquely identify the employee. The address points to where the employee is staying to be able to locate where the asset is at any given time.

The authorization table keeps information for individual who will authorize asset bookings and it is linked to the asset booking table.

The Asset Booking table has a relationship with the Employee table as the employees will make their bookings but they have to be recorded in the employee table for them to make a booking.

2.3 User Access Levels

The system has two user access levels that is the Admin view and the Employee/jump starter view depending on their level of access as described by the Administrator. Attach the use cases.



2.4 Contingencies and Alternate Modes of Operation

The system will make use of distributed data bases through the use of database cluster technology. As a contingency plan. We will also make use of incremental database backup strategy.

Will also make use of cloud storage and have a controlled access to the server room.

On a high level, explain the continuity of operations in the event of emergency, disaster, or accident. Explain what the effect of degraded performance will have on the user.

2.0 GETTING STARTED

Step by step information of how to use the system from the log in and log out is provided here to help the user to follow given steps to follow in order to use the system.

3.1 Logging On

Following the link <http://localhost:Tsc Asset/faces/employee/list/html> web page will that the user to the login page where the user is supposed to enter the details as shown below:



Asset Booking and Management System

LOGIN

Username

Password

LOGIN

On this screen please

1. Click on the field that is named Username, in the white box under type in your username.

Click again or tab to go to the

2. Field for password.
3. Type in your user password
4. Click on login to be able to use the system.

Describe the procedures necessary to access the system, including how to get a user ID and log on. Describe the function in detail and depict graphically. Include screen captures and descriptive narrative.

3.2 System Menu

After the correct login the system will take you to the Main Menu which has got the following sections:

After logging in successfully the system will take you to the main menu with

- Employee view
- Asset register view
- Booking view

Here click in the desired tab.



3.2.1 [Create Employee view]

After the selection of this sub menu the system takes the manager to the function of the form employee where he or she is triggered to enter the details of the employee correctly .Provide a system function name and identifier here for reference in the remainder of the subsection. Describe the function and pathway of the menu item.

The Manager can add new employee, view employee details and delete employees as well as update thie information

localhost:34860/TSC_Assets/faces/employee/Create.xhtml

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PAGES

Employee was successfully created.

Employeeid: LM77777

Name: Livuwani

Surname: Madzivandila

Address: House No 97 Forest Hill

Contactno: 0835197321

Emailaddress: elemadzi@gmail.com

Options

[Go back](#)

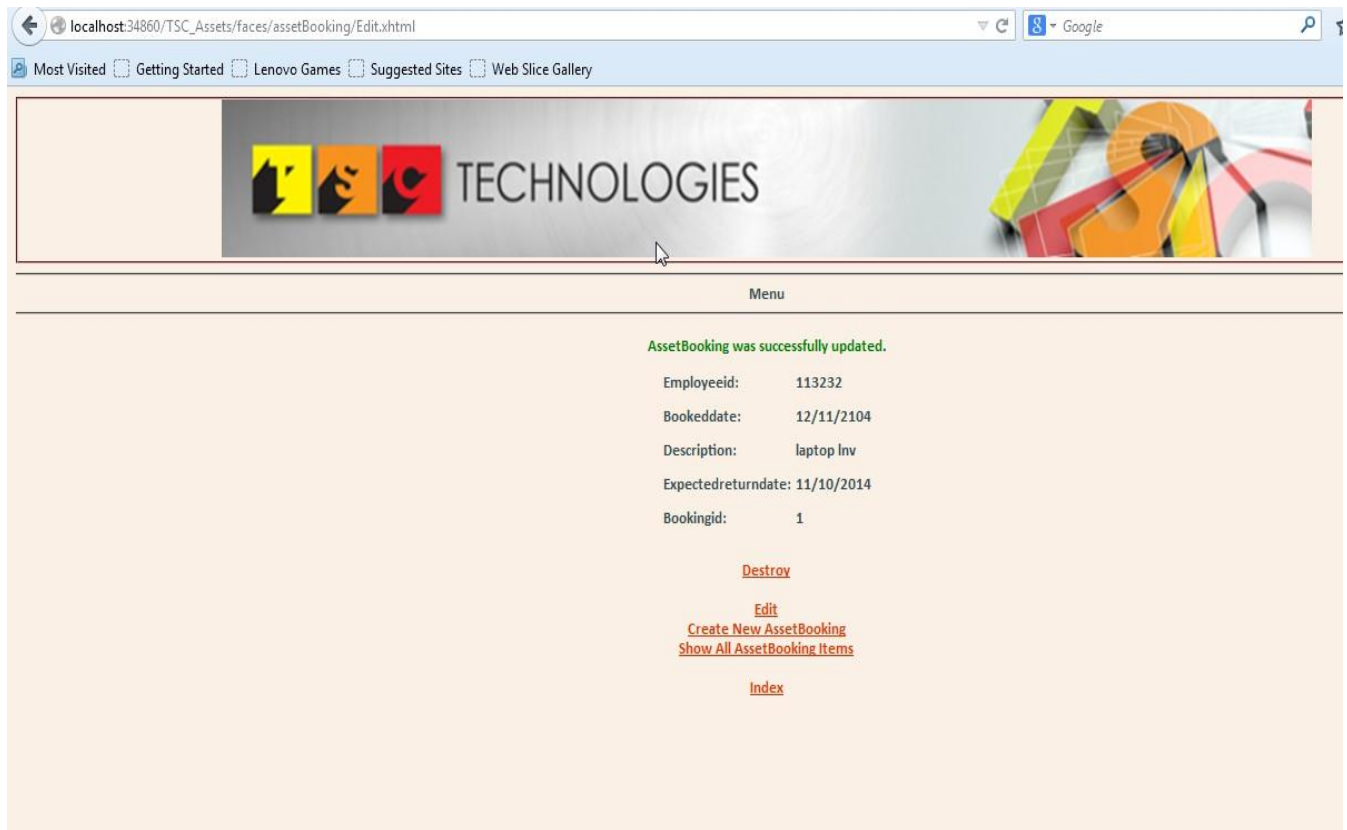
3.2.2 [Book Asset View]

This view as you select it from the menu it allows you to create a new booking by entering the booking details as specified in the booking form below.

1. Fill in the field of the booking form.
2. Go under and click on options
3. You will be given an option to save your booking
4. Click save or otherwise no booking will be saved
5. After clicking save a message is written at the top of the form that a booking was created successfully.

Exiting

Click on the option go back that will take you to the main menu or main index.



As the booking is saved it is then send to the authorizing people to authorize the booking and after the authorizations is done the email is sent to the person who has reserved an asset. The employee after getting the message of approval or authorization can go and collect the asset booked. The employee need to have a booking number that has to be assigned by the Administrative section.

3.2.3 [Asset Register view]

localhost:34860/TSC_Assets/faces/assetRegister/Create.xhtml

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TSC TECHNOLOGIES

Menu

Serialno: 23123-87896767

Description: laptop

Dateassetquired: 18/02/2014

Transactiondate: 19/02/2014

Assetvalue: 6800

Comments: excellent

Bookingid: Assetscollection.AssetBooking[bookingid=2]

[Save](#)

[Show All AssetRegister Items](#)

[Index](#)

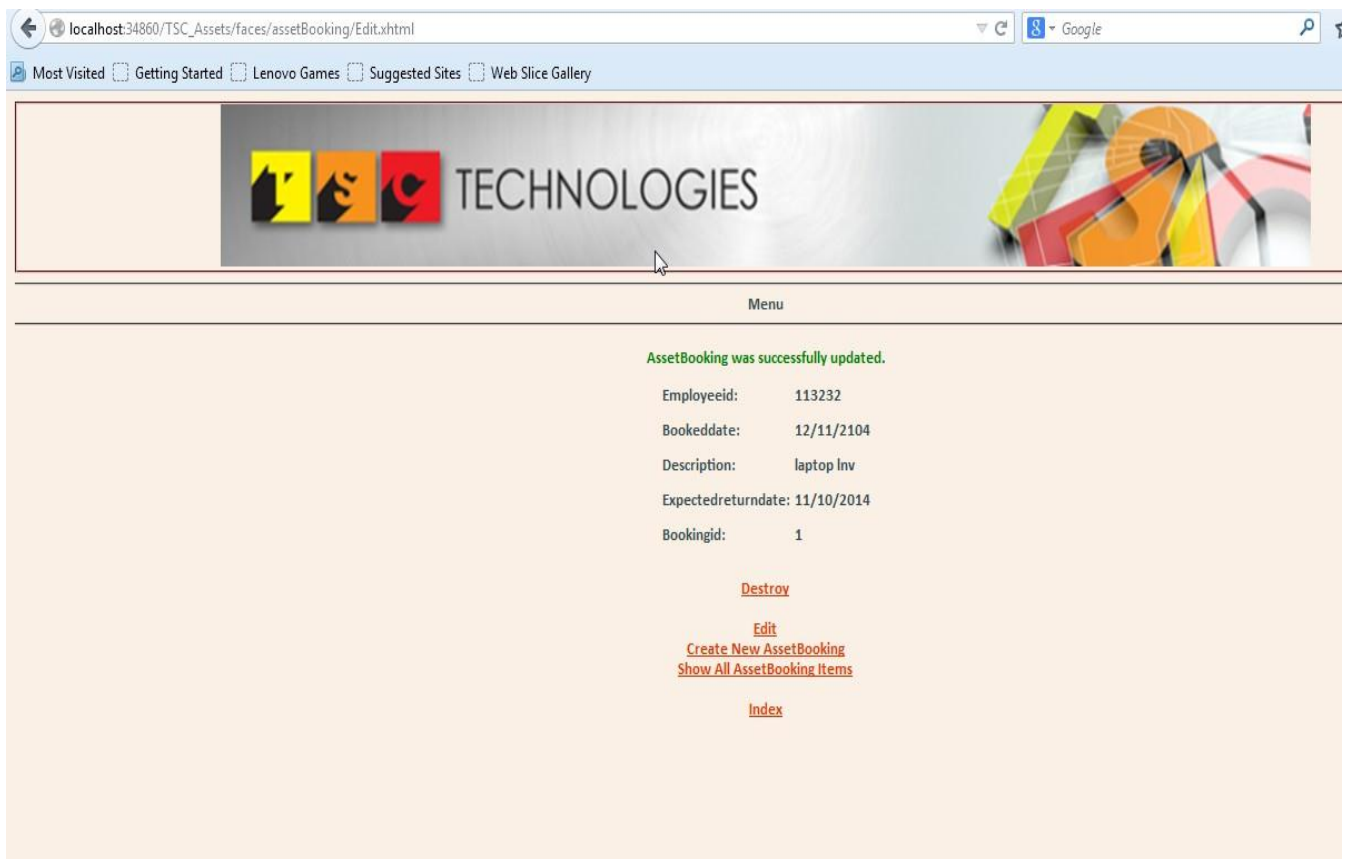
This is the admin view where the Manager at any time has the privileges of performing CRUD operations in every table. As for this table all assets has to be recorded and at any particular given time generates a report of all the assets the organization has. The key identifier of these assets will be the serial number as this is a unique key to identify assets

3.3 Changing User ID and Password

At the moment the system is not include the provision of changing password and this will be reflected in case of this inclusion.

3.4 Exit System

Describe the actions necessary to properly exit the system. Describe the function in detail and depict graphically. Include screen captures and descriptive narrative.



On either window of the subsystem view for example above user can follow these instructions to exit:

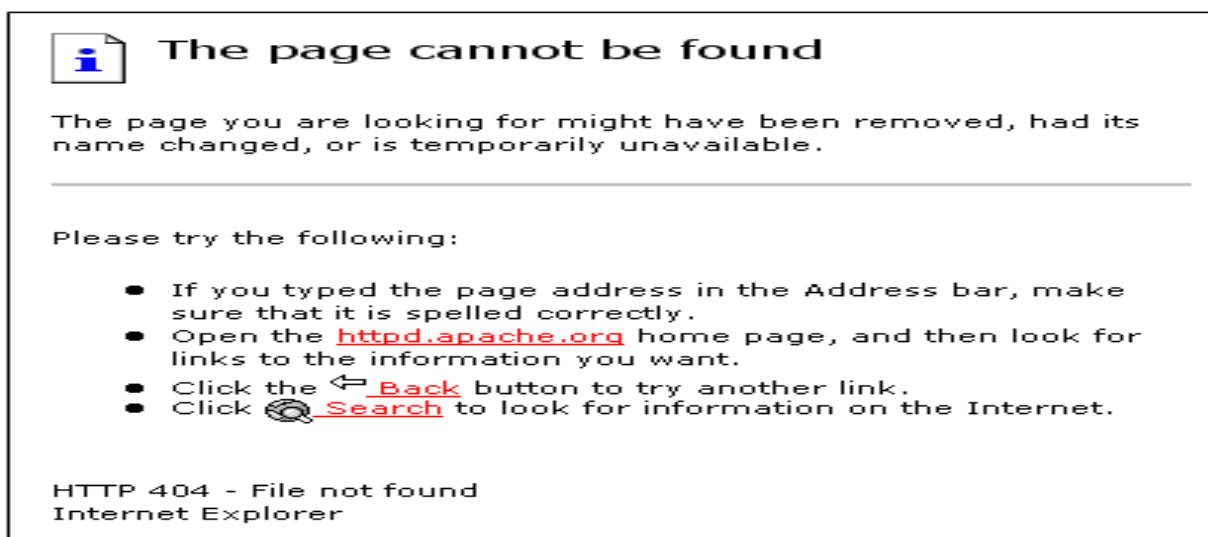
1. Click on index/ back
2. This will take you back to the main menu
3. Click on logout button to exit from the system
4. Follow the procedures of closing a main window the following window

4.0 USING THE SYSTEM (ONLINE)

- 4.1 After choosing to go back to the main menu the user can click on logout to exit the system. Note this is not the exit from the web application by it is exit from the Asset booking system and hence user still need to exit from the web site by clicking on the normal X for closing a window. 3 examples.***

Provide a system function name and identifier here for reference in the remainder of the subsection. Describe the function in detail and depict graphically. Include screen captures and descriptive narrative.

4.2 Special instructions for Error Correction



Error number 2 when the server is not running



4.2.1 Describe all recovery and error correction procedures, including error conditions that may be generated and corrective actions that may need to be taken. *Provide not less than 3 examples.*

4.2.2 Attach below the annotation of the program *****

4.2.3 Include below the layout of the program Error Correction code including indentation.

5.0 QUERYING

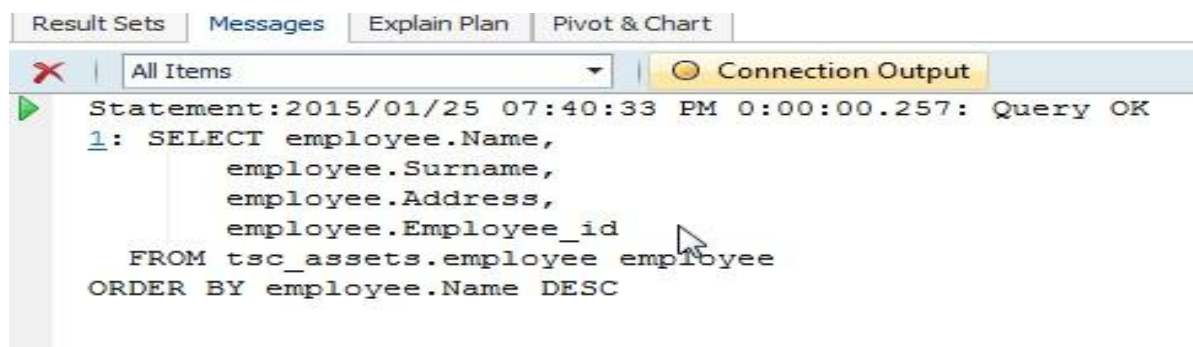
Querying is simply a data retrieval of desired output using a certain criteria. An action **query** can ask for additional operations on the data, such as insertion, updating, or deletion. Languages used to interact with **databases** are called **query** languages, of which the Structured **Query** Language (SQL) is the well-known standard.

The system can perform desired queries that are supported by the tables in the data base. In this case the system needs to show all bookings, all employees all assets and even inner join and outer join queries can be executed. Creating new employees can also be done but with limited privileges. Sorting can be done on desired output formats.

5.1 Query Capabilities

Attach below the database queries provided by the system. Include query name and code the user would invoke to execute the query. Include query parameters if applicable. *Provide not less than 3 examples.*

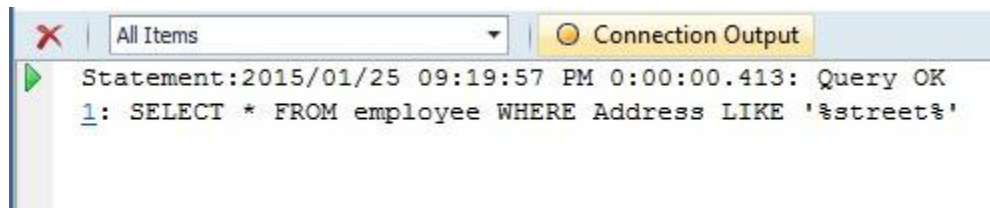
Select statement to pick records required



Out put of the above

Result Sets				
Set 1				
Name *	Surname *	Address *	Employee_id *	
Tatenda Mcdonald	Chitaka	No.1 Shelly Court Geranum Rosettenville	33333	
Tanyaradzwa	Chitaka	75b Haig Street 2190 Rorettenville	44444	
Oswell	Chitaka	97 regents park johannesburg	22222	
Junior	Chitaka	75 mabel street Rosettenville	11111	
hjk	fdjf	fd	5	

2.



Results

Result Sets

Messages

Explain Plan

Pivot & Chart

Set 1

Employee_id *	Name *	Surname *	Address *	Contact_no *	Email_address *
11111	Junior	Chitaka	75 mabel street Rosettenville	0	
44444	Tanyaradzwa	Chitaka	75b Haig Street 2190 Rorettenville	0	

3.

Viewer Table tsc_assets.asset_booking

Script Map

```
SELECT Employee_id, Booked_date, asset_booking.Description, Expected_return_date, asset_booking.Booking_id
FROM tsc_assets.asset_booking left join asset_register on asset_booking.Booking_id = asset_register.Booking_id;
```

Results

Result Sets	Messages	Explain Plan	Pivot & Chart	
Set 1	Set 2			
Employee_id *	Booked_date *	Description *	Expected_return_date *	Booking_id *
113232	2104/12/11 12:00:00 AM	laptop Inv	2014/11/10 12:00:00 AM	1
55555	2014/01/11 12:00:00 AM	camera	2013/12/10 12:00:00 AM	2
22222	2014/03/05 12:00:00 AM	camera	2015/11/25 12:00:00 AM	212121
33333	2014/08/22 12:00:00 AM	Laptop	2015/08/21 12:00:00 AM	313131
66666	2014/12/11 12:00:00 AM	laptop	2015/11/11 12:00:00 AM	616161
LM7777	2014/11/28 12:00:00 AM	camera	2014/12/28 12:00:00 AM	717171

3.0 REPORTING

These are the output report that the system is able to generate and in this care we can have the following

6.1 Report Capabilities

Describe all reports available to the end user. Include screen captures and descriptions. *Provide not less than 3 examples.*

Employee Report

1.6/6

Employeeid	Name	Surname	Address	Contactno	Emailaddress
11111	Junior	Chitaka	75 mabel street Rosettenville	0	
22222	Oswell	Chitaka	97 regents park johannesburg	0	
33333	Tatenda Mcdonald	Chitaka	No.1 Shelly Court Geranuim Rosettenville	0	
44444	Tanyaradzwa	Chitaka	75b Haig Street 2190 Rorettenville	0	
66666	Thabo	Mazibuko	No 50 Hillside View Cresta	711119111	tkmazibuko.mazibuko@gmail.com
LM7777	Livuwani	Madzivandila	House No 97 Forest Hill	835197321	elemadzi@gmail.com

Record showing the new added record livhuwani.

AssetRegister

1.6/6

Employeeid	Bookeddate	Description	Expectedreturndate	Bookingid
113232	12/11/2104	laptop	11/10/2014	1
55555	01/10/2014	camera	12/09/2013	2
22222	03/04/2014	camera	11/24/2015	212121
33333	08/21/2014	Laptop	08/20/2015	313131
66666	12/10/2014	laptop	11/10/2015	616161
LM7777	11/27/2014	camera	12/27/2014	717171

7.0 TESTING REPORT

TEST1

Notes Field 1

File Edit View Insert Format Table Help

Times New Roman 16

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TECHNOLOGIES

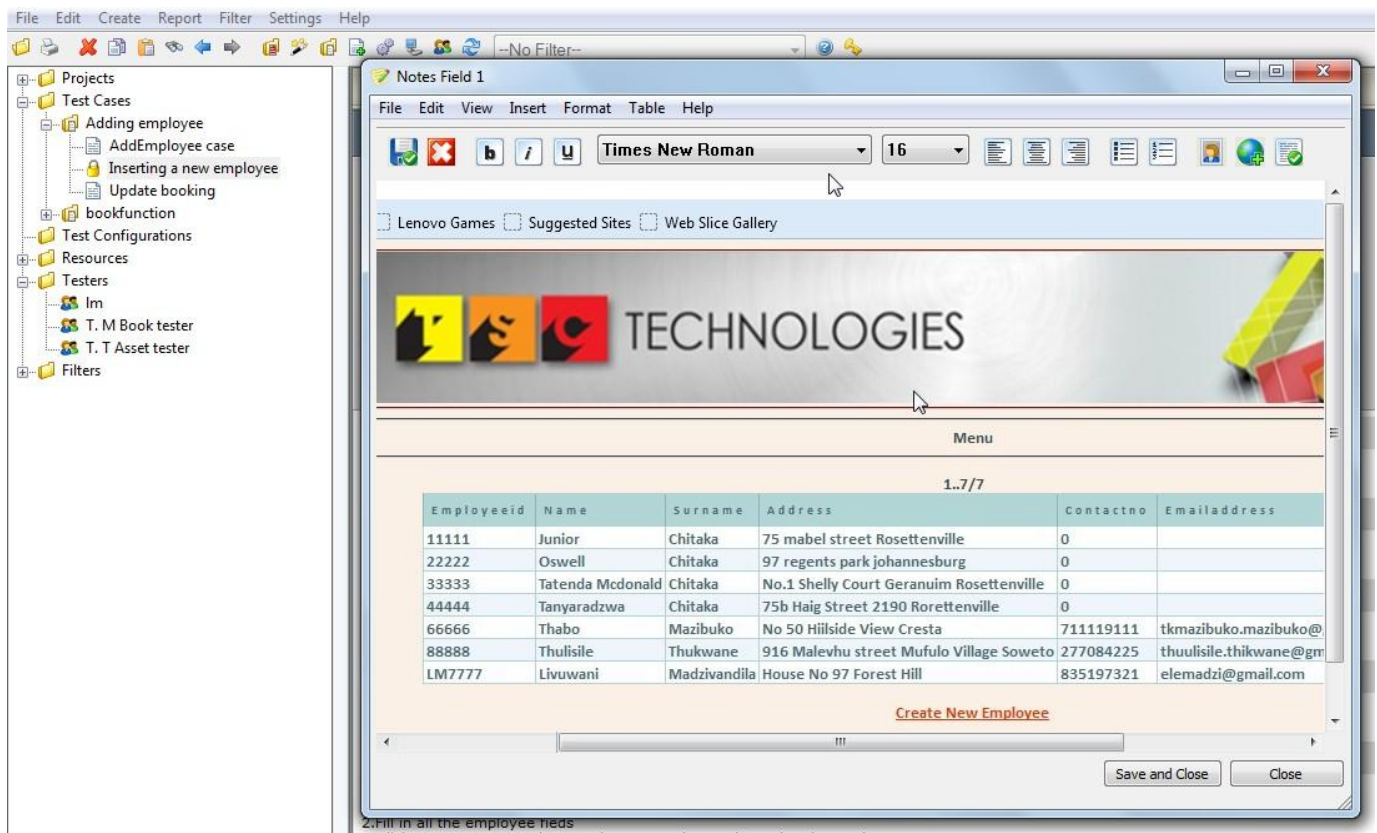
Menu

1.7/7

Employeeid	Name	Surname	Address	Contactno	Emailaddress
11111	Junior	Chitaka	75 mabel street Rosettenville	0	
22222	Oswell	Chitaka	97 regents park johannesburg	0	
33333	Tatenda Mcdonald	Chitaka	No.1 Shelly Court Geranuim Rosettenville	0	
44444	Tanyaradzwa	Chitaka	75b Haig Street 2190 Rorettenville	0	
66666	Thabo	Mazibuko	No 50 Hillside View Cresta	711119111	tkmazibuko.mazibuko@gmail.com
88888	Thulisile	Thukwane	916 Malevhu street Mufulo Village Soweto	277084225	thuulisile.thikwane@gmail.com
LM7777	Livuwani	Madzivandila	House No 97 Forest Hill	835197321	elemadzi@gmail.com

Create New Employee

Save and Close Close



Provide a system function name and identifier here for reference in the remainder of the subsection. Describe the function in detail and depict graphically. Include screen captures and descriptive narrative.

INDEX

Project References

This section lists, at a minimum, the Installation Manual, and other pertinent available systems documentation.

2.3 Acronyms and Abbreviations

This section lists all definitions or terms unique to this document or computer operation and subject to interpretation by the user of this document.

3.0 SYSTEM OVERVIEW

3.1 System Summary

This section provides a brief description of the system, including its purpose and uses.

3.2 System Configuration

This section describes the organization of the system by the use of a chart depicting components and their interrelationships.

3.3 Information Capabilities

This section provides information about data files, and the databases that are produced or referenced by the system.

3.3.1 Query Capabilities

This section lists all permanent files and databases that are referenced, created, or updated by the system.

3.3.2 Report Capabilities

This section lists all reports produced by the system, including each report name and the software that generates it.

3.7 Privacy Act Warning

If this system is covered by the Privacy Act, then this section provides the appropriate Privacy Act notice and warning.

4.0 SYSTEMS ADMINISTRATION

This section introduces the responsibilities of the System Administrator, as discussed in the subsequent sections.

4.1 User and Group Accounts

This section introduces topics related to system users.

4.1.1 Adding/Deleting Users

This section describes procedures to create/delete user logins and password accounts.

4.1.2 Setting User Permissions

This section describes procedures to give users/restrict access to certain files.

4.1.3 Adding/Deleting User Groups

This section contains procedures to create/delete user groups.

4.1.4 Setting User Roles/Responsibilities

This section describes the roles that are granted to each group or individual user(s).

4.2 Server Administration

This section describes procedures to setup servers, including naming conventions and standards.

This section discusses procedures for maintaining the file system.

4.6 Security Procedures

This section describes the process for obtaining identifications (IDs) and passwords. It includes information concerning network access and confidentiality requirements.

4.6.1 Issuing IDs and Passwords

This section describes procedures for issuing IDs and passwords for operating systems and applications.

4.6.2 License Agreements

This section describes licensing agreements and procedures for ensuring that all licenses are current.

4.8.1 Maintaining Hardware and Software Configurations