



# USER MANUAL

Your New Car Fleet Management

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This is a company fleet system. A web application designed to allow employees to rent company cars. The application runs on a company server and every employee must be added to the database by their superiors. There are three different types of accounts. A regular employee who may only request for a car, a Fleet Manager who can approve of an employee's request or request a car for himself. A Fleet manager may add cars. A department manager may also add employees to his department but cannot alter other departments or change the department he is assigned to. Only root or CEO can assign fleet managers to departments and or create and delete departments.

## Logging in.

When you go to the URL that was provided to you, you will be presented with this login screen. Use your login credentials. These should either be provided to you by your administrator or you should use the default login and press the login button.

COMPANY FLEET SYSTEM > LOGIN

 Email

 Password

Login

## Regular Employee

If you are a regular employee who needs to make a request for a car, these guidelines are for you. If you are not a regular employee in this system and your account has privileges, please refer to the table of contents. Once you successfully login as an employee, you will be presented with this screen.

COMPANY FLEET SYSTEM

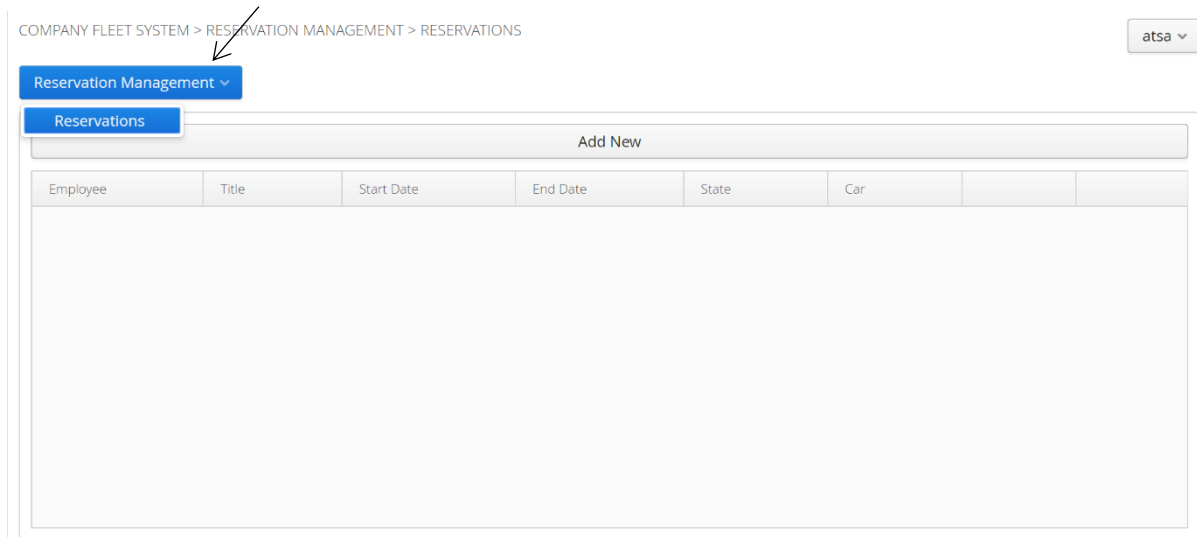
This is your profile → atsa v

Reservation Management v

## Requesting a Car

To see your car reservations, click on “Reservation Management” and select “Reservations”.

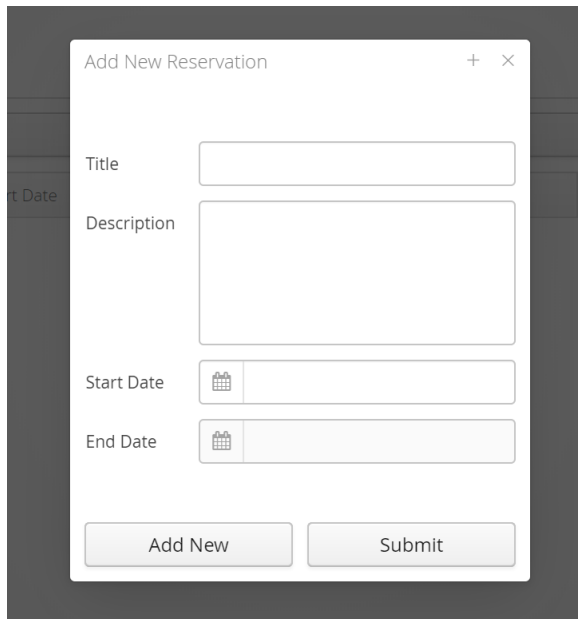
Click on reservation Management



The screenshot shows a web application interface for managing reservations. At the top, a breadcrumb trail reads "COMPANY FLEET SYSTEM > RESERVATION MANAGEMENT > RESERVATIONS". To the right of the breadcrumb is a dropdown menu labeled "atsa". Below the breadcrumb, there is a blue button labeled "Reservation Management" with a downward arrow. Below this button is a sub-menu with a blue button labeled "Reservations". To the right of the "Reservations" button is a button labeled "Add New". Below these buttons is a table with the following columns: "Employee", "Title", "Start Date", "End Date", "State", "Car", and an empty column. The table is currently empty, indicating no reservations are present.

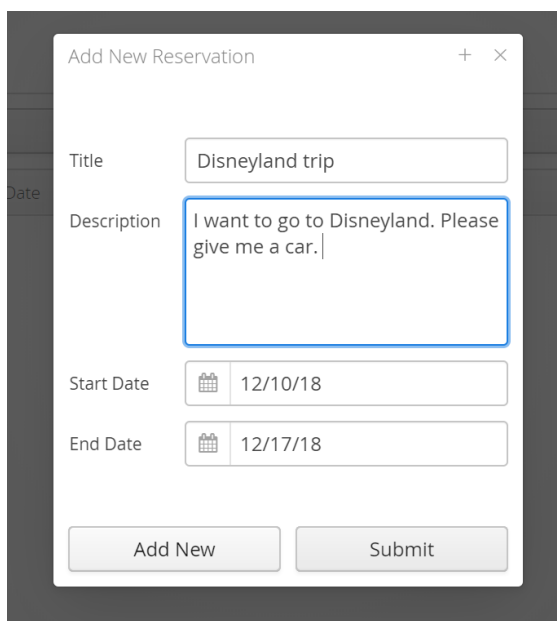
As you can see there are no reservations at this moment.

This employee has no reservations. To make a car reservation press on “Add New”. You will be presented with this screen.

A screenshot of a web application window titled "Add New Reservation". The window has a close button (X) in the top right corner. It contains four input fields: "Title" (a single-line text box), "Description" (a multi-line text area), "Start Date" (a date picker with a calendar icon), and "End Date" (a date picker with a calendar icon). At the bottom of the form are two buttons: "Add New" and "Submit".

Fill the mandatory “Title” field and add a description if there is a need. Then select a start and end date, as in from when you will need the car and until which day you will be using the car.

Like so:

A screenshot of the same "Add New Reservation" form, but now it is filled with data. The "Title" field contains "Disneyland trip". The "Description" field contains "I want to go to Disneyland. Please give me a car." and is highlighted with a blue border. The "Start Date" field shows a calendar icon and the date "12/10/18". The "End Date" field shows a calendar icon and the date "12/17/18". The "Add New" and "Submit" buttons are still at the bottom.

And press “Submit”.

Pressing “Add New” will store a template which will not be visible by your Fleet Manager and cannot be confirmed. It is just for you to comeback to this reservation later and edit it.

Now a new request has been submitted. You can see that under the field “State” the record says “NEW”. Once your superior has accepted the reservation request, an updated status will be displayed. If you have many reservations and would like to sort them then it is possible to click either one of the title columns to sort in whichever way you like.

COMPANY FLEET SYSTEM > RESERVATION MANAGEMENT > RESERVATIONS

atsa ▾

Reservation Management ▾

Add New

Employee	Title	Start Date	End Date	State	Car		
atsa	Disneyland trip	2018-12-10	2018-12-17	NEW		Details	Delete

## Account details

To see your profile, click on your username at the top right. You can also log out if you wish. Click on “Profile”.

COMPANY FLEET SYSTEM > RESERVATION MANAGEMENT > RESERVATIONS

atsa ▾

Reservation Management ▾

Profile  
Log out

Here you can see your profile details. You can see your credentials, the department you belong to and if you wish, you can change your password.

My Profile + ×

Name atsa

Surname nicesurname

Email atsa@gmail.com

Department Management

Managing

New Password Enter Password

New Password Re-Enter Password

Change Password

Enter a new password to change password

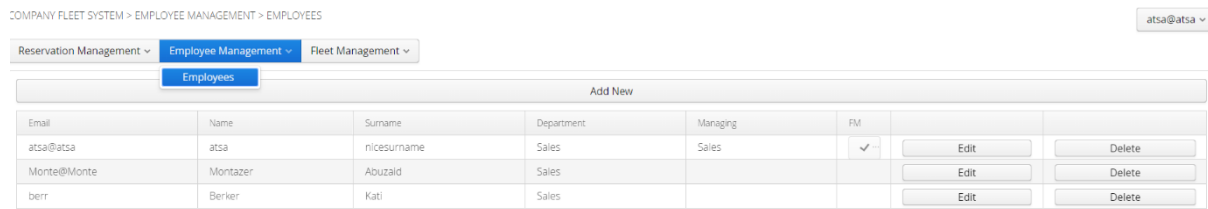
## Department Manager

If you are a department manager of a department you can add employees to your department. Once you log in you will be presented with these three tabs.



### Adding a New Employee Department Manager

If you wish to add an employee press on Employee Management and click Employees. Here you will see a list of all employees in your department.



To add a new employee press, Add New.

The screenshot shows the 'Add New Employee' form. It has a title bar with a close button. The form contains the following fields:

- Name:
- Surname:
- Email:
- Department:  (dropdown menu)
- Add Employee:

You will be presented with the following screen. Fill in the information about a new employee in appropriate fields. You cannot choose what department the employee is in, you can only see that you are indeed adding an employee to your own department which in this case happens to be "Sales".

## Fleet Manager

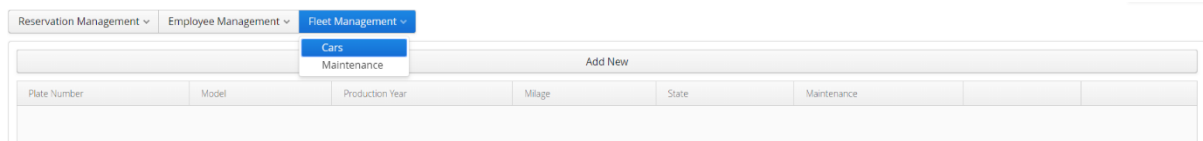
If you are a fleet manager of a department you can approve requests of employees in your department. Once you log in you will be presented with these three tabs.





## Adding a New Car Fleet Manager

To add a new car or see all cars click on Fleet Management and select Cars.



Right now, there are no cars, but we will add one. To add a new car press, Add New.

The screenshot shows a modal window titled 'Add New Car' with a close button. The form contains the following fields:
 

- Plate Number: A text input field.
- Model: A dropdown menu with the placeholder text 'Select a Model'.
- Production Year: A dropdown menu with the value '2018'.
- Purchase Date: A date picker showing '12/6/18'.
- Milage: A text input field.
- State: A dropdown menu with the value 'OKAY'.
- At the bottom is an 'Add Car' button.

You will be presented with the following screen where you must fill in information about the car you are about to add. There is an option state where you can change the state a car is in.

The screenshot shows a close-up of the 'State' dropdown menu. The dropdown is open, showing three options: 'OKAY' (highlighted in blue), 'NEEDY', and 'BROKEN'.

This is particularly useful when you want to update a cars status. To update a car's status, select the car in view of all cars like shown previously and press edit. The same window will appear where you can change all the details.

## Viewing Maintenance Fleet Manager

To view all active car maintenance or maintenance history click on Fleet Management and select Maintenance.

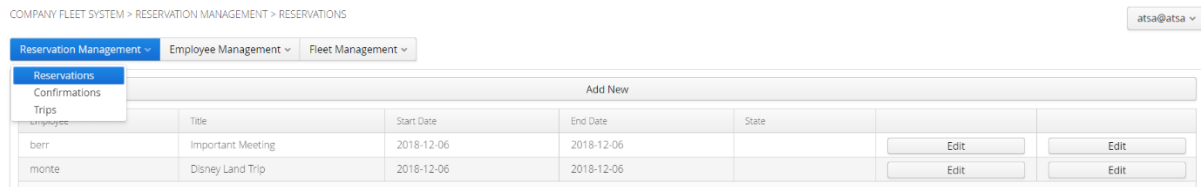
The screenshot shows a table with two tabs: 'Active Maintenance' and 'Maintenance History'. The 'Maintenance History' tab is selected. The table has the following columns: 'Car', 'Start Date', 'End Date', and an empty column for details.

Car	Start Date	End Date	

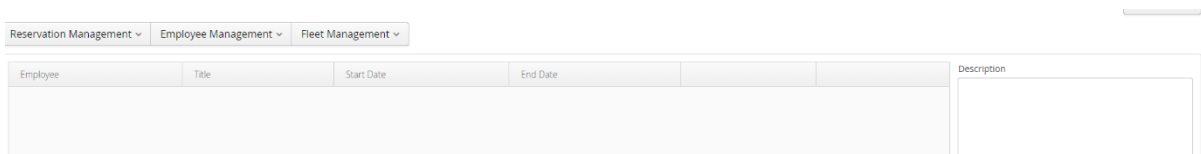
You will be presented with a table of cars under active maintenance. To view history simply press "Maintenance History" and to go back press "Active Maintenance".

## Reservation Management Fleet Manager

To see all reservations, click on Reservation Management and select Reservations. Here you can see all the reservation requests made by employees. You can see their state and whether they have been accepted. You also have the option to accept a reservation or edit it. To accept a reservation simply press “Accept”



Once you have accepted a reservation it will appear in confirmations. To see all confirmations and their descriptions simply select “Confirmations” in Reservation Management drop down menu.



You will be presented with this list and to see a description for a given confirmation you simply must click on the confirmation you want. The description is on the right of the screen.

If you want to see all active trips or trip history, then select “Trips” from the Reservation Management drop down menu.



You will be presented with this list of active trips. If you wish to see trip history, then press on “Trip History”. To go back press on “Active Trips”.

A fleet manager may also make a reservation just like a regular employee. To see how to make a reservation please follow the guidelines for a regular employee. You can refer to the table of contents.

## CEO

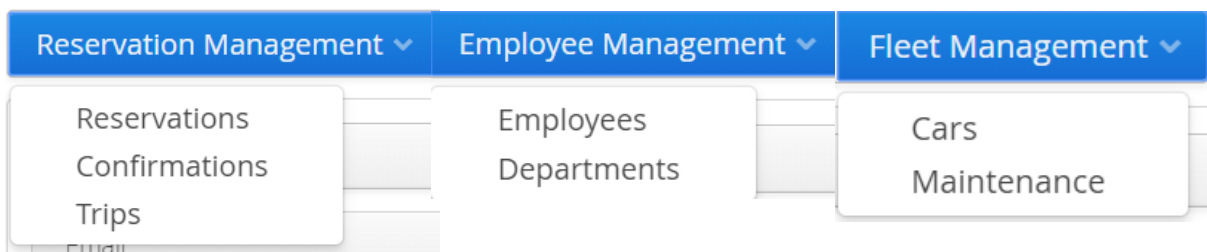
If you are a CEO then you must log in as root. Default username and password is “root”. Please be sure to change that as soon as you log in.

Once you successfully login you will be presented with this screen.



At the top left of your screen you are presented with three tabs.

Here

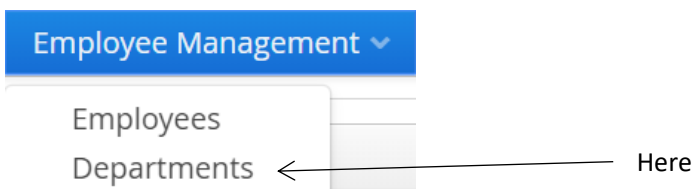


You can click on either one of these tabs to reveal additional options. Here you can choose what you would like presented to you. Clicking on reservations will present all current reservations and their statuses. Clicking on confirmations will present all the confirmations and their appropriate descriptions. These confirmations can be made either by root or Fleet Manager. Clicking on trips lets you see either all past trips or all active trips. Click on “Trip History” for history of all past trips or click on “Active Trips” to see all currently active trips.

As root you possess the ability to create departments and assign fleet managers for the departments.

### Adding a new department

If you wish to add a department, then you must navigate to “Employee Management” tab and press on “Departments”.



Then on the right of the screen you are given an option to add a new department.

COMPANY FLEET SYSTEM > EMPLOYEE MANAGEMENT > DEPARTMENTS

Reservation Management Employee Management Fleet Management

Department	Manager	Employee Count
Management	root	1

Add New Department

Name:

Manager:

Add New

Delete

Here

Fill in the name and you may add a manager. However, we are yet to add an employee, so we will leave the manager as empty for the time being. Press “Add New”.

COMPANY FLEET SYSTEM > EMPLOYEE MANAGEMENT > DEPARTMENTS

Reservation Management Employee Management Fleet Management

Department	Manager	Employee Count
Management	root	1
Sales		0

Now as you can see there is an extra field called “Sales” that I have just added. If you wish to edit a department then press on any department that you would like to update.

Reservation Management Employee Management Fleet Management

Department	Manager	Employee Count
Management	root	1
Sales		1

Edit Sales Department

Name: Sales

Manager:

Update

Delete

Here I wish to update the Sales department that I just added.

Reservation Management Employee Management Fleet Management

Department	Manager	Employee Count
Management	root	1
Sales		1

Edit Sales Department  
Name:   
Manager:

You can edit the name of the department and assign a new manager. Once you have made the changes you want simply press “Update”. If you no longer need this department want to delete it you can do so by pressing “Delete”.

### Adding a new Employee

If you wish to add a new employee navigate to the “Employee Management” tab and press on “Employees”.

Employee Management

Employees  
Departments

Here

Press on “Add New”

COMPANY FLEET SYSTEM > EMPLOYEE MANAGEMENT > EMPLOYEES

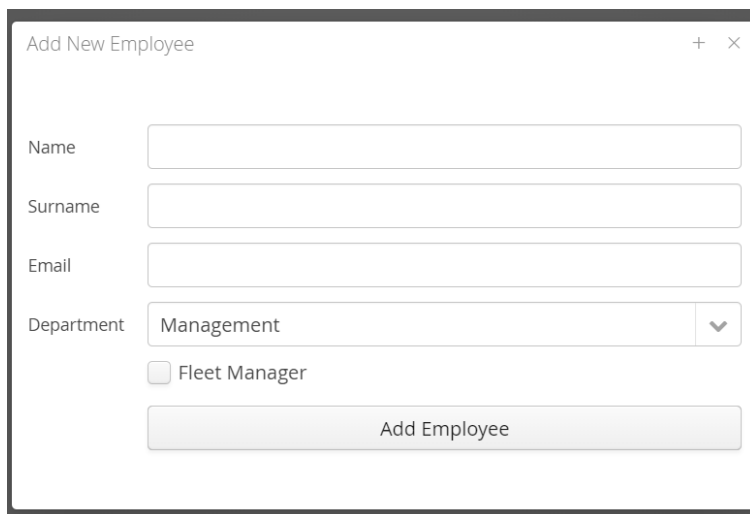
Reservation Management Employee Management Fleet Management

Add New

Email	Name	Surname	Department	Manager	PM	
root	root	root	Management	Management	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Here

You will be presented with the following screen.

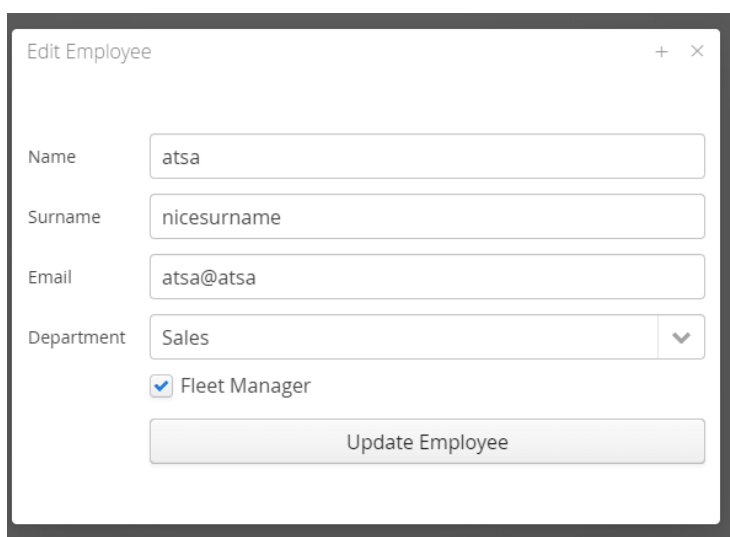


A screenshot of a web application window titled "Add New Employee". The window contains several input fields: "Name", "Surname", and "Email", each with a text input box. Below these is a "Department" dropdown menu currently set to "Management", and a checkbox labeled "Fleet Manager" which is currently unchecked. At the bottom of the form is a large button labeled "Add Employee".

Fill in the name, surname and email address. You can choose to which department an employee belongs to. You can also select if the employee will be a fleet manager of that department. Once you filled in the fields press on "Add Employee".

Reservation Management ▾ Employee Management ▾ Fleet Management ▾							
Add New							
Email	Name	Surname	Department	Managing	FM		
root	root	root	Management	Management	✓	Edit	Delete
atsa@atsa	atsa	nicesurname	Sales		✓	Edit	Delete

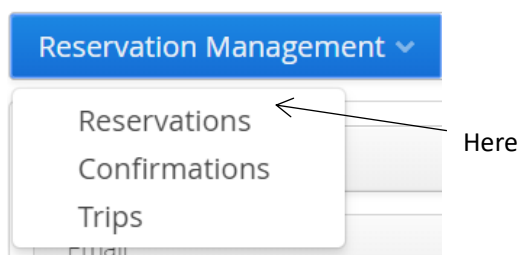
As you can see, a new field has been added. If you wish to delete an employee, press the "Delete" button for the correct field. If you made a mistake or wish to change any information about the employee, press the "Edit" button.



A screenshot of a web application window titled "Edit Employee". The window contains several input fields: "Name" (containing "atsa"), "Surname" (containing "nicesurname"), and "Email" (containing "atsa@atsa"). Below these is a "Department" dropdown menu currently set to "Sales", and a checked checkbox labeled "Fleet Manager". At the bottom of the form is a large button labeled "Update Employee".

You will be presented with this screen, here you can change the information you need and once you are done press "Update Employee".

## Reservation management



A CEO can also make and confirm reservations. The process is identical to that of a Fleet Manager confirm a reservation and to that of a regular employee to create a reservation. To see how to do either, you can follow the guidelines described for Fleet Manager and Employee. Please refer to the table of contents.

## Fleet management

A CEO can also manage the fleet. The process is identical to that of a Fleet Manager. To see how to manage the fleet of cars you can follow the guidelines described for Fleet Manager. Please refer to the table of contents.