



CORPORATE LOGISTICS

Mobile Application User Guide

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INTRODUCTION:

The Corporate Logistics App is a company and employee management app which allows its users to create a company as an admin, create subsequent managers and employees for the company. Based on the type of users (Admin/manager/employee), you will be able to do different things and will have different dashboards.

As an admin of the company:

- Create a company, managers for the company and employees for the company
- Provide login credentials to managers or employees to login to the app as the part of the company
- Remove the manager or employee from the company
- Delete the company
- Create projects and assign projects to specific employees
- Create announcements for both managers and employees to see

As a manager of the company:

- Create the login credentials for the employees of the company
- Create projects and assign projects to specific employees
- Create announcements for employees to view
- Add more employees to the company
- Remove the employees' account/Fire employees

As the employee of the company:

- Clock In/Out from the work
- Keep track of weekly worked hours
- View and complete the projects assigned by the manager
- View the announcements made by the admin or the manager

Additionally, all the users will be able to change their email address, password, and username.

COMPATIBILITY:

CoLo app is compatible with all android devices above android version 4.4- KitKat.

It is not ios compatible.

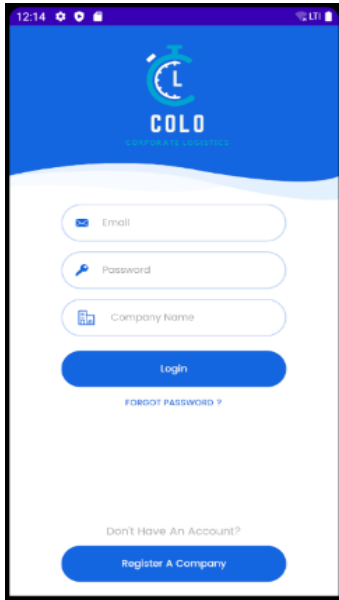
Installation:

The app is available on the following GitHub link:

<https://github.com/adj2k/CoLo>

The APK can be produced on android studio using the code from the GitHub link. Then, the APK can be installed on android devices.

Login Page:



This is the first page the user will see after installing the app and running it.

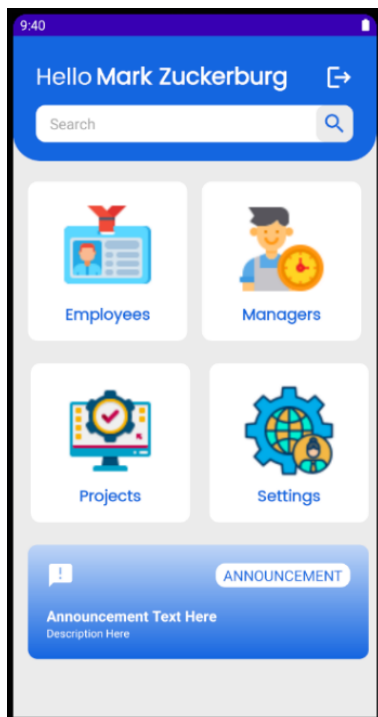
If you are new to the app, then you must register your company. To do that, you can find the button “Register A Company” which will take you to the page where you can register your company.

Register A Company:

This is the page where you can register your company as an admin. You can enter the company’s name, your name as an admin of the company, your email to make your account.

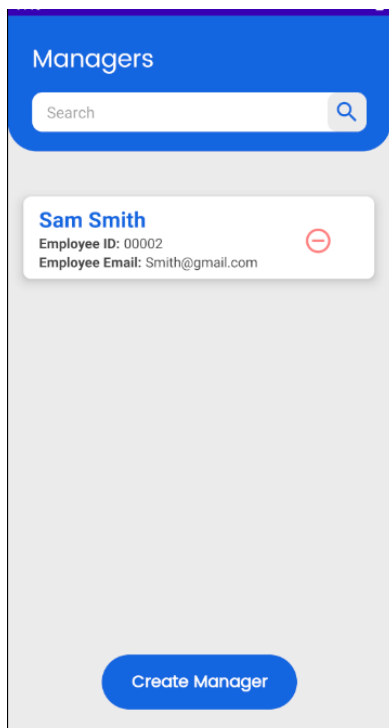
After creating your account, you will be redirected to the login screen where you can input your email, password, and your company’s name to login as the admin of the company.

Admin Dashboard:



From the admin dashboard, you can view and create managers and employees. You can create announcements from the announcement tab and assign projects to the employees through projects option. You also have settings option.

Manager Option On Admin Dashboard:



This shows the list of managers that you have created for your company. You can also remove the manager's account by clicking on the red minus sign.

There is also a "Create Manager" button which will take you to manager creation page.

Create Manager:

You can enter the manager's credentials to create an account for the manager.

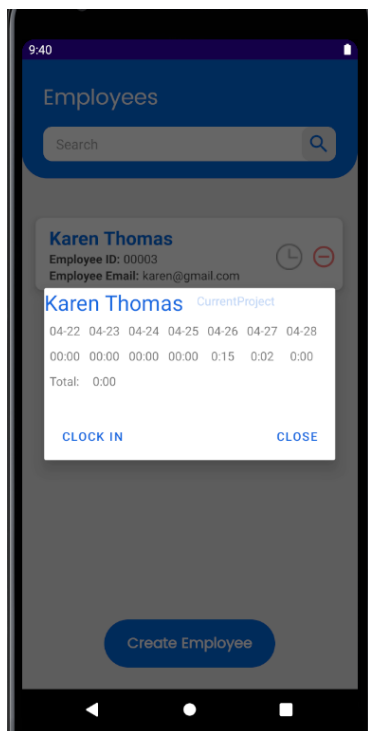
Then, the manager will use the login credentials provided by the admin to login to the app as the company's manager.

Employee Page as seen from Admin/Manager Dashboard:

This page shows the list of employees that you have created for your company as an admin or the manager. You can view the employee's worked hours for the week by clicking on the clock sign next to the employee's name. You can also remove the employees' account by clicking on the red minus sign.

There is also a "Create Employee" button which will take you to Employee creation page.

Employee Worked hours:



Clicking on the clock symbol next to the employee's name will bring up this window which shows you the worked hours of that employee for this week.

As an admin or a manager, you can clock in and out for the employee if they request to change their clock in/out times by clicking the CLOCK IN button.

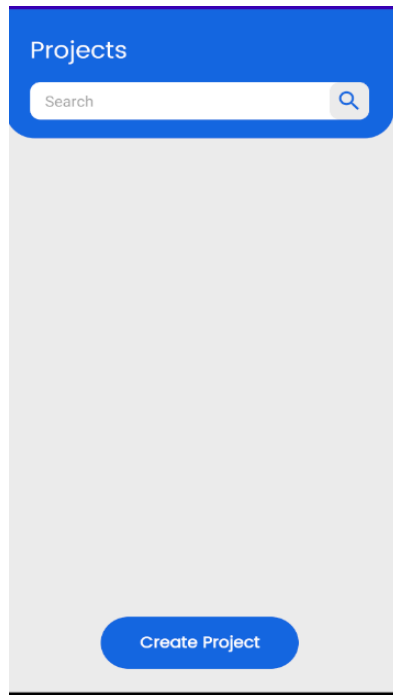
Create Employee page for admin/manager:

 The screenshot shows a 'Create an Employee' form. It has a blue header with the title 'Create an Employee'. Below the header are several input fields: 'Enter the employee's name', 'Enter the employee's email', 'Create a username', 'Create a password' (with an eye icon for visibility), 'Confirm the password' (with an eye icon for visibility), and 'Enter an Employee ID'. Below these fields is a 'Select Date of Birth' button with a 'Date' label. Underneath is a 'Select Gender' section with three radio buttons: 'Male', 'Female', and 'Prefer Not to Answer'. At the bottom is a large blue 'CREATE ACCOUNT' button.

As an admin or the manager, you can enter the employee's credentials to create an account for the employee.

Then, the employee will use the login credentials provided by the admin or the manager to login to the app as the company's employee.

Projects Option on Admin/Manager Dashboard:

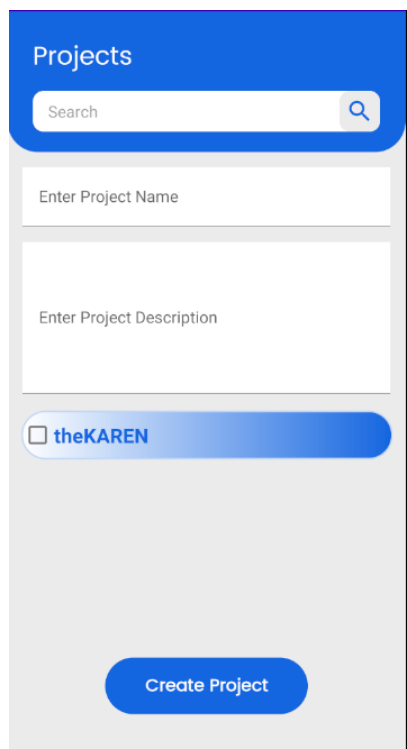


The screenshot shows a mobile application interface for the 'Projects' section. At the top, there is a blue header with the word 'Projects' in white. Below the header is a white search bar with the placeholder text 'Search' and a magnifying glass icon. The main content area is a light gray rectangle. At the bottom of this area is a blue button with the text 'Create Project' in white.

The Projects page will list all the projects that the manager or admin assigns to employees of the company.

There is a “Create Project” button which will take you to the project creation page for the employees.

Create Project:

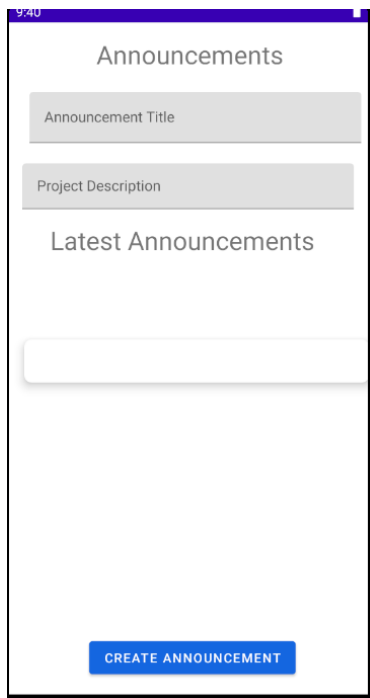


The screenshot shows the 'Create Project' form in the mobile application. It has a blue header with 'Projects' in white. Below the header is a white search bar with 'Search' and a magnifying glass icon. The form consists of two text input fields: 'Enter Project Name' and 'Enter Project Description'. Below these fields is a blue button with a white checkbox and the text 'theKAREN'. At the bottom of the form is a blue button with the text 'Create Project' in white.

As an admin or the manager, you can enter the Project name and Project detail and select which employee you want the project to be assigned.

After entering the information about the project and selecting the employee, you can create the project which will show on the Projects page shown above.

Announcement Tab on Admin/Manager Dashboard:



Announcements

Announcement Title

Project Description

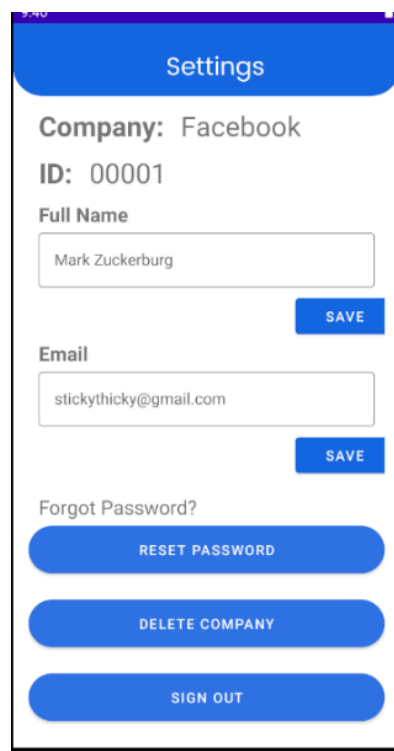
Latest Announcements

CREATE ANNOUNCEMENT

The announcement tab on the admin/manager dashboard will provide the admin and the manager with 2 functions- view all the announcements and post an announcement for the employees.

To do that, enter the Announcement title and description and click on CREATE ANNOUNCEMENT to send the announcement to the other users.

Settings On the Admin Dashboard:



Settings

Company: Facebook

ID: 00001

Full Name

Mark Zuckerberg

SAVE

Email

stickythicky@gmail.com

SAVE

Forgot Password?

RESET PASSWORD

DELETE COMPANY

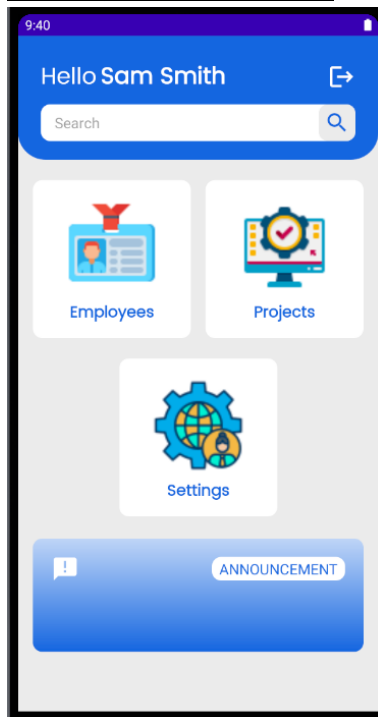
SIGN OUT

The Settings page shows your company name and your id. You can change your username, password, and email from settings.

As an admin, you also have an option to delete the company.

You can click on SIGN OUT button to log out from the app.

Manager Dashboard:

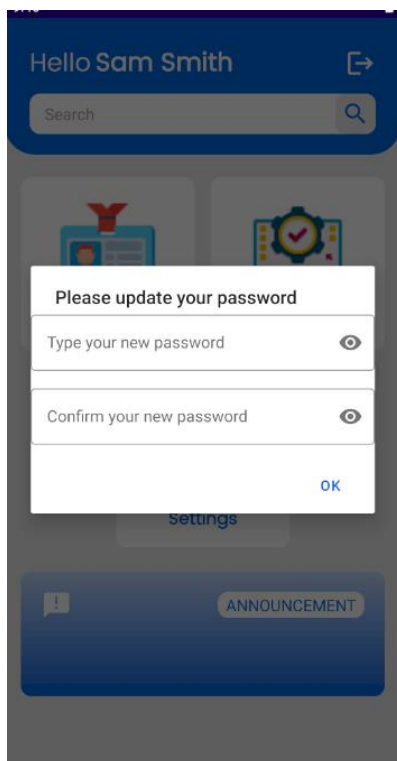


After getting the login credentials from the admin of the company, a manager can log on to the app to get to the manager dashboard.

As a manager, you can view and create employees. You can create announcements from the announcement tab and assign projects to the employees through projects option. You also have settings option.

The projects and employees button works the same as in the admin dashboard. The functionalities of these buttons are described above in page__

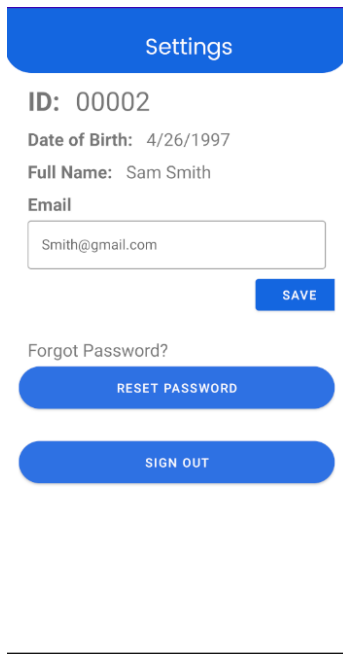
One time password:



Before using the functionalities of both manager and employee's dashboard, you will be prompted with a screen to create your new password so that you don't have to use the password provided by the admin.

You can type in your new password, confirm it, and press OK to change your password when you login to either manager or employee dashboard for the first time.

Manager Settings:

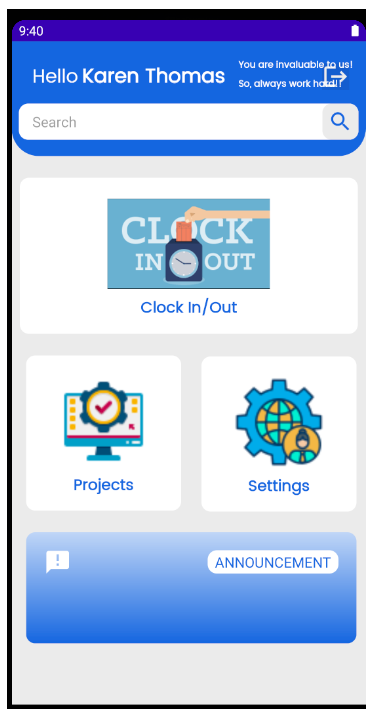


The screenshot shows the 'Settings' page for a manager. At the top, there's a blue header with the word 'Settings'. Below it, the user's ID is '00002'. The 'Date of Birth' is '4/26/1997' and the 'Full Name' is 'Sam Smith'. There's an 'Email' field containing 'Smith@gmail.com' and a blue 'SAVE' button to its right. Below the email field, there's a 'Forgot Password?' link, a blue 'RESET PASSWORD' button, and a blue 'SIGN OUT' button.

In the Settings page on the manager dashboard, you have the option to change your email and reset your password.

You can click on SIGN OUT to log off from the app.

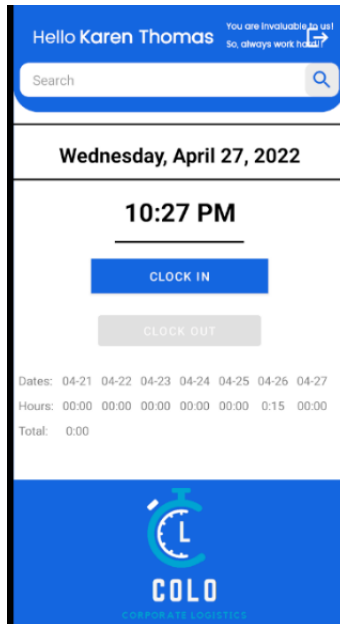
Employee Dashboard:



After getting the login credentials from either the admin of the company or your manager, an employee can log on to the app to get to the employee dashboard.

As an employee, you can clock in and clock out and keep track of your worked hours for the week. You can view announcements sent by admin or the manager and also view projects assigned to you to get started on it. You also have settings option.

Clock In/Out:



Clock In/Out is a feature only designed for the employees of the company. The employee can clock in at the start of their shift and clock out at the end of it. The app then records their clock in time and clock out time, calculates the difference, then store and display the worked hours each day.

This page also shows the worked hours history for the week and calculates the total hours worked for the week.

Projects on Employee Dashboard:



The Projects page on the employee dashboard displays the list of projects an employee is assigned to. An employee can be assigned to multiple projects either by the admin or the manager.

There will be a green tick sign alongside every project, and the employee can click on the tick sign to indicate the completion of the project to the manager.

The completed project then gets removed from the list of ongoing projects.

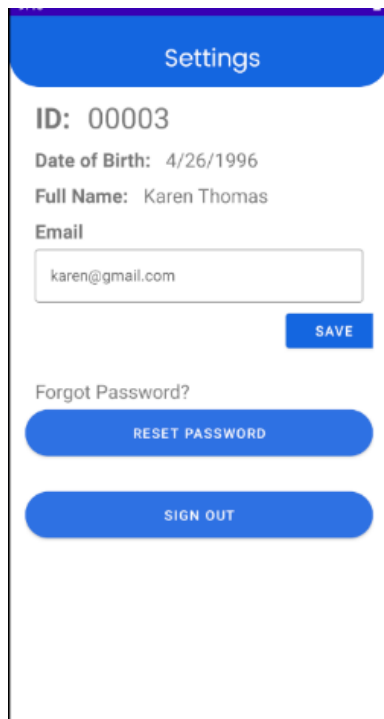
Announcements on Employee Dashboard:



Unlike admin and the manager, employees can only view the announcements.

An announcement can only be posted by the admin or the manager.

Settings on Employee Dashboard:



In the Settings page on the employee dashboard, you have the option to change your email and reset your password.

You can click on SIGN OUT to log off from the app.