

MOVERS>

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User Guide

This user guide will provide a thorough understanding of using the Movers' Cleaning system to assist you in your daily tasks. It will cover a variety of features, including booking cleaning jobs, monitoring stock, and managing staff.

Contact

In the event of any difficulties, please contact the helpline below:

Contact Email: matthew@semicolonunexpected.dev

Help Line: +442839482716

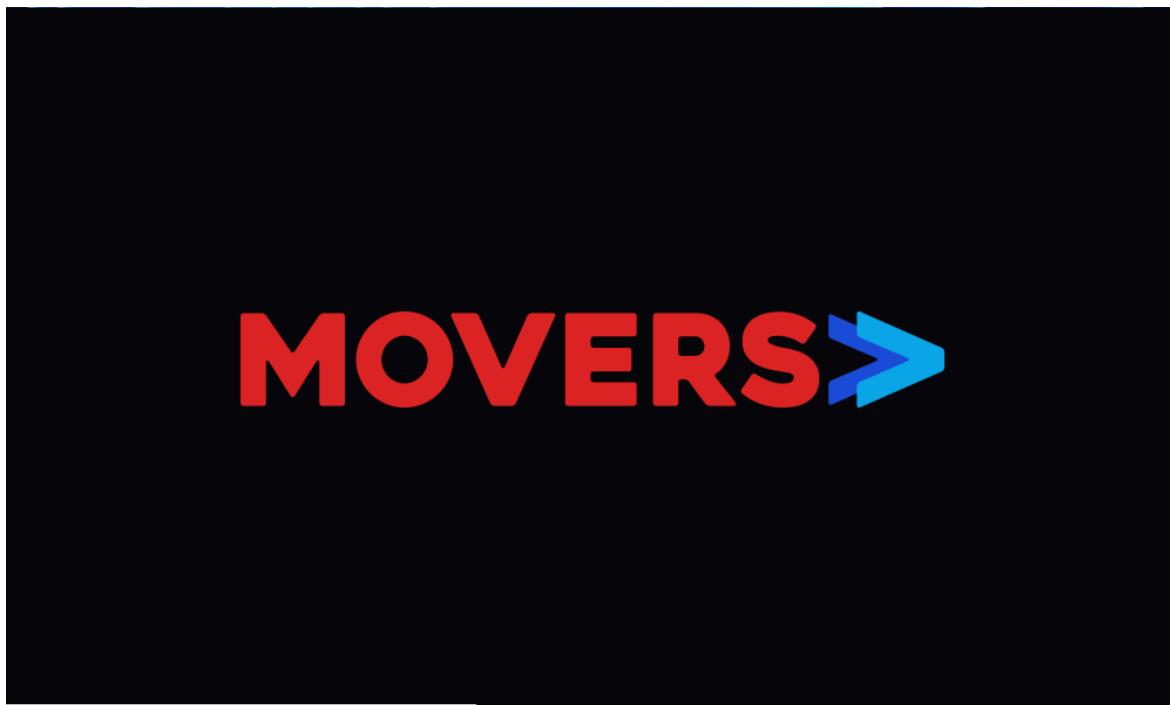
Website: semicolonunexpected.dev

Installation

To install the application on your system, follow the instructions below:

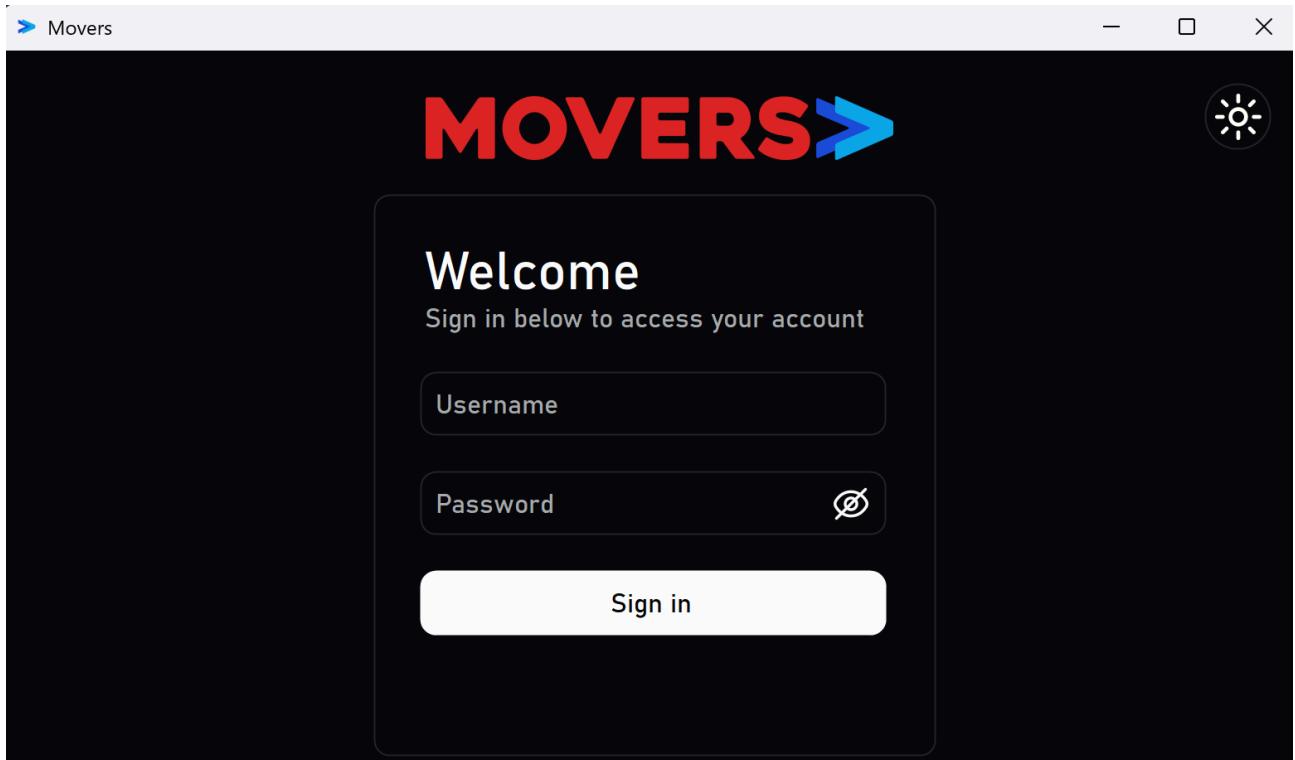
1. Ensure the newest version of the Microsoft SQL Server is installed.
2. Download the zipped folder.
3. Unzip the folder in File Explorer.
4. Install the required NuGet packages.
5. Open the file in Visual Studio.
6. Click **Start**.

The Movers' Cleaning System application will now appear on the screen and begin to load.



Signing In

Enter your username and password to access your account, then click submit. If you do not have an account, contact the system administrator to create one.



You can change the appearance theme on the sign-in page by clicking the button on the top right. You can also toggle your password visibility by clicking the eye icon on the password box.

Account Privilege Levels

The application has role-based access control. This means that accounts have different associated privilege levels, determining which parts of the application you can access. For example, if you have a cleaning staff account, you cannot place a booking. The different privilege levels provide access to the following parts of the application.

Office Staff

Office staff accounts can manage bookings, cleaning job options, and customers. They can also approve orders from the cleaning manager and generate reports for cleaning jobs.

Cleaning Manager

The cleaning manager can manage stock, order stock, and receive deliveries. They can also report current stock levels and see any quantity changes to the stock level to help track stock usage.

Cleaner

The cleaner can view upcoming cleaning jobs and generate cleaning job reports, which can be used on cleaning jobs.

Manager

The manager can access most parts of the application. This account can manage bookings, cleaning job options, customers, stock, and the cleaning manager's approval and rejection of orders. In addition, it can generate reports for current staff, stock, and cleaning jobs.

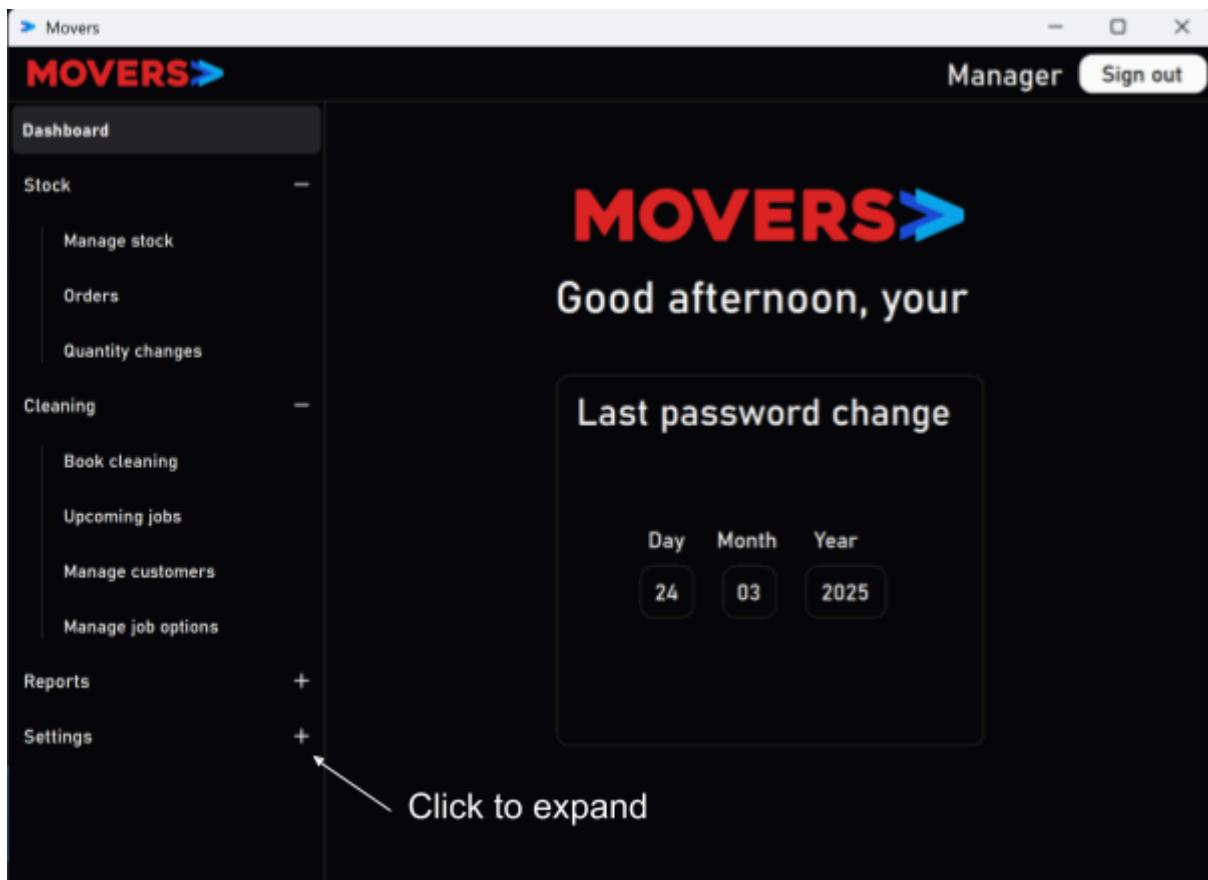
Administrator

The administrator account can manage staff, change staff account passwords and generate reports of current staff. Moreover, administrators can view login attempts to help review any suspicious activity.

Navigation

The Main Menu

To navigate the application, use the side menu. It consists of drop-down tabs dividing the menu into subcategories. To open a tab, click the menu button beside the plus icon. To sign out, click the button on the top right corner.



Adding

When adding an item, navigation is achieved through four main buttons. The “Next” and “Previous” buttons allow navigation through the different steps of adding an item. These are found at the bottom right. Only the “Next” button will be visible on the first page. Only the “Done” and “Previous” buttons will be visible on the final page. In addition to this, to exit the add menu, click the “Back” button located at the top right of the page.

The screenshot shows a list of staff members for a cleaning job. The interface includes a sidebar with 'Book cleaning' selected, and a main area titled 'Cleaning Staff' with a search bar and a table of staff details. A large rectangular callout box highlights the 'Done button' at the bottom right of the main content area.

ID	Name	Email	Phone Number
6	John Brown	jbrown@example.com	1112223333
7	Mary Jones	mjones@example.com	2223334444
8	David Smith	dsmith@example.com	3334445555
9	Sarah Wilson	swilson@example.com	07895428292
10	Thomas Miller	tmillier@example.com	5556667777
11	Benjamin Williams	bwilliams@example.com	6667778888
12	Carl Jones	c.jones@movers.com	07788899966

The screenshot shows a date and time configuration screen. The sidebar has 'Book cleaning' selected. The main area includes a 'Date' section with day, month, and year inputs, and a 'Start Time (24h)' / 'End Time (24h)' section with hour and minute inputs. Navigation buttons are highlighted with callout boxes: 'Back button' (top left), 'Next button' (bottom right), and 'Previous button' (bottom right).

Date

Day	Month	Year
25	04	2025

Start Time (24h) End Time (24h)

09 : 00	10 : 00
---------	---------

Editing

When editing, the menu bar at the top can be used to navigate between each information page. The currently selected item will be shown in bold and underlined. If any changes occur while editing, you must save them with the “Save” button at the bottom. If you are unhappy with your changes, reset them using the “Cancel” button. These buttons will only be visible at the bottom if any changes occur.

The interface consists of a sidebar with various management options like Dashboard, Stock, Orders, Cleaning, Reports, and Settings. The main area is titled "Stock Details" and contains fields for Stock name, SKU, and Stock description (optional). At the bottom right are "Save" and "Cancel" buttons. In the second screenshot, the "Save" button is highlighted with a box and an arrow points from it to the "Manager" button in the top right corner.

Viewing

When viewing, navigation will be identical to when editing. However, you will not be able to save any changes.

Archiving vs Deleting

Within the Movers microsystem, archiving is preferred over deleting. This helps maintain an audit history and allows for items which have been archived to be restored. In addition, archiving an item can change how it is available for use within the application; for example, an archived staff account can not be used to sign in, and archived cleaning job options can't be used within a cleaning job. Within management tables (tables which manage a particular group of data), archived items can be viewed by clicking the view archived button on the top right (cardboard box icon).

The only exceptions to the archiving rule are cleaning jobs and drafted orders. When a cleaning job or drafted order is deleted, it can not be recovered. In addition, when cleaning job options are archived, they will be removed from all future jobs. Customers with future cleaning bookings can not be archived.

The screenshot shows the 'Customers' table in the Movers software. The table has columns for ID, Name, Phone Number, Email, and Archived status. A button labeled 'Archive/restore' is visible above the table, and a link labeled 'Show archived' is highlighted with a box and an arrow pointing to the 'Archived' column header. The 'Archived' column contains the value 'No' for most rows, except for the first row which is highlighted with a box and an arrow pointing to the 'Show archived' link.

ID	Name	Phone Number	Email	Archived
2	Jane Smith	+447912654321	janesmith@e...	No
3	Alice Johnson	+447913987654	alice.johnson@...	No
4	Bob Williams	+447914567890	bob.williams@exam...	No
5	Charlie Brown	+447915678901	charlie.brown@exa...	No
6	Emily Davis	+447916789012	emily.davis@exampl...	No
7	Michael Miller	+447917890123	michael.miller@exa...	No
8	Olivia Wilson	+447918901234	olivia.wilson@exam...	No
9	Daniel Moore	+447919012345	daniel.moore@exam...	No
10	Sophia Taylor	+447920123456	sophia.taylor@exam...	No
11	Liam O'Connor	+353851234567	liam.oconnor@exam...	No
12	Sophia Nguyen	+447811223344	sophia.nguyen@exa...	No
13	Ethan Martinez	+12125551234	ethan.martinez@exa...	No
15	Noah Garcia	+34678901234	noah.garcia@exam...	No

Searching And Sorting

Within each table, there is a search and sort functionality. To sort columns in ascending order, right-click the column header. To sort the columns in descending order, left-click. This functionality can be assumed to be visible when a search bar and column headers are used. The fields by which the search can order are specified within each corresponding view within this user guide. Searching can work with minor spelling errors (fuzzy finding).

The screenshot shows the MOVERS software interface. On the left is a sidebar with navigation links: Dashboard, Cleaning (selected), Book cleaning, Upcoming jobs (highlighted), Manage customers, Manage job options, Stock (+), Reports (+), Settings (-), Personal information, Contact details, Emergency contact, Account security, and Appearance. The main area is titled "Upcoming Cleaning Jobs". It features a search bar with a placeholder "Type to search" and a magnifying glass icon. Below the search bar is a table with the following data:

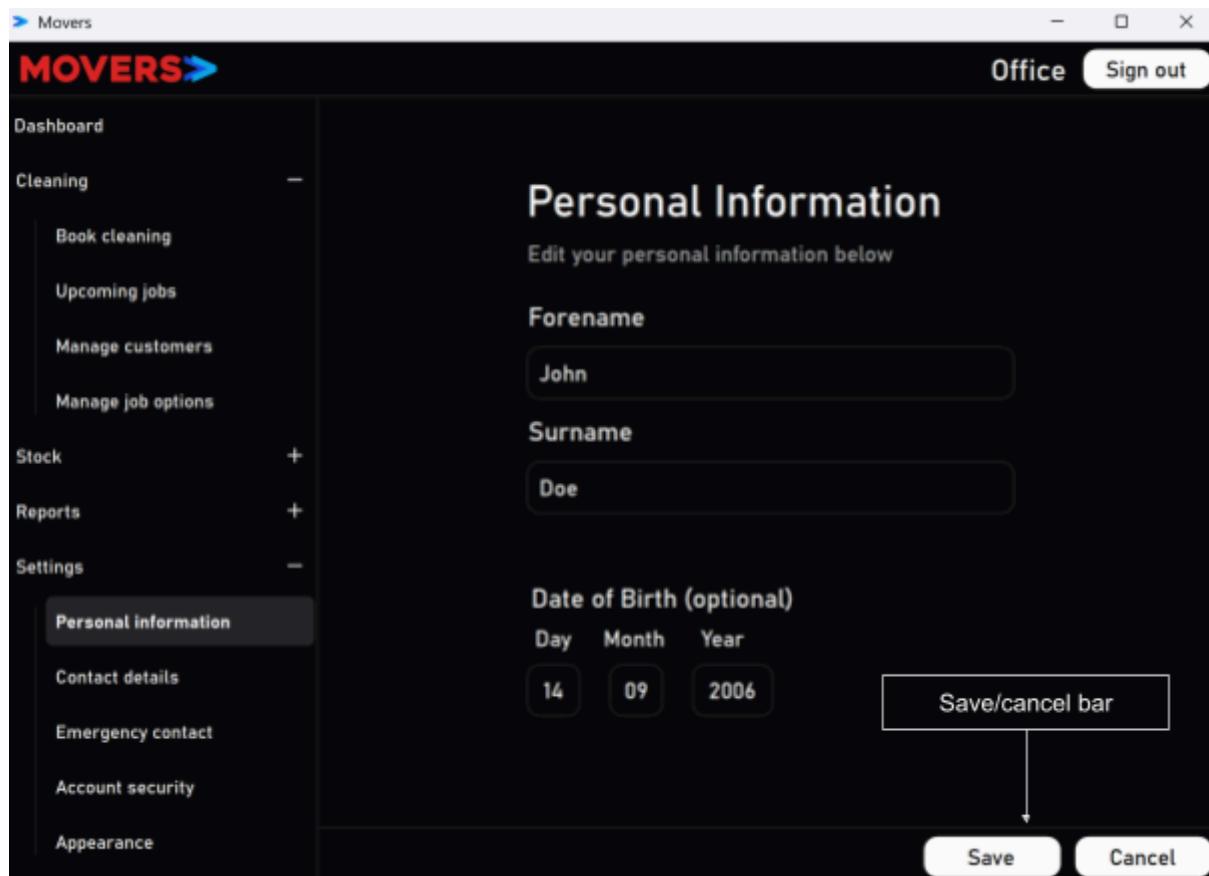
ID	Date	Times	Address
18	05/04/2025	09:00 - 10:00	23 Malone Road Belfast
19	14/04/2025	09:00 - 12:00	1 Park Lane, Hillsborough
20	21/04/2025	09:00 - 13:00	1 Oak Street Lisburn
21	14/04/2025	09:00 - 11:00	1 Park Lane Hillsborough
22	16/04/2025	09:00 - 11:00	4 Hill Close Belfast
23	16/04/2025	11:00 - 12:00	53 Forest Road Castlewellan
26	22/04/2025	09:00 - 10:00	15 Coast Road Portrush

A callout box points to the "Times" column header with the text: "Right click to sort ascending" and "Left click to sort descending".

Settings

Personal Details

Your personal details can be edited through the “Personal information” section within the “Settings” tab. You must fill in a forename and surname. If there are any changes, the save cancel bar will appear at the bottom. This will save any changes (save button) or reset the data to the original. The date of birth can be left blank or filled in with a date of birth before today but after 01/01/1900.



Contact Details

Your contact details can be edited through the “Contact details” button in the “Settings” section of the menu. You must provide a valid email and UK phone number. Your phone number may be used to contact you in an emergency. Optionally, you can give an address. The save cancel bar will appear at the bottom if any changes occur.

The screenshot shows the MOVERS app interface. At the top, there's a navigation bar with a back arrow pointing to 'Movers', the 'MOVERS' logo, and buttons for 'Office' and 'Sign out'. On the left is a sidebar with sections like 'Dashboard', 'Cleaning' (with sub-options 'Book cleaning', 'Upcoming jobs', 'Manage customers', 'Manage job options'), 'Stock', 'Reports', 'Settings' (with sub-options 'Personal information', 'Contact details' - which is highlighted in a dark grey box, 'Emergency contact', 'Account security', 'Appearance'), and a save/cancel bar at the bottom right.

Contact Information

Edit your contact information below

E-mail

office@movers.com

Phone Number

07895428292

Address (optional)

4 The Fort
Hillsborough
BT32 6RH

34 / 255

Save Cancel

Emergency Contact

Your emergency contact details can be edited through the “Emergency contact” button in the “Settings” section of the menu. You can optionally provide an emergency contact forename, surname, and UK phone number. The save cancel bar will appear at the bottom if there are any changes.

The screenshot shows the MOVERS software interface. At the top, there's a navigation bar with a back arrow pointing to 'Movers', the 'MOVERS' logo, and buttons for 'Office' and 'Sign out'. On the left, a sidebar menu is open under the 'Settings' section. The 'Emergency contact' option is highlighted with a dark grey background. Other visible options in the sidebar include 'Dashboard', 'Cleaning' (with sub-options 'Book cleaning', 'Upcoming jobs', 'Manage customers', 'Manage job options'), 'Stock', 'Reports', and 'Appearance'. The main content area is titled 'Emergency Contact' and contains instructions: 'Edit your emergency contact information below'. It has three input fields: 'Emergency Contact Forename (optional)' containing 'James', 'Emergency Contact Surname (optional)' containing 'Doe', and 'Emergency Contact Phone Number (optional)' containing '09895423296'. At the bottom right are 'Save' and 'Cancel' buttons.

Account Security

Your security settings can be edited through the “Account security” button in the “Settings” section of the menu. You can view your username and privilege level. To change these, contact an administrator. To change your password, input your current password and your new password. The password requirements are indicated within the box below the new password input. The requirement will change from a cross to a tick when met. Your new password is then confirmed in the confirm new password text box. You cannot view your confirmed password; however, you can view your new and current password by clicking the eye icon. When updating your password, you can't provide the same password you previously used. A scroll bar will appear on the right when this page is viewed with a smaller screen.

The screenshot shows the MOVERS software interface with a dark theme. On the left is a sidebar with navigation links: Dashboard, Cleaning (Book cleaning, Upcoming jobs, Manage customers, Manage job options), Stock, Reports, Settings (Personal information, Contact details, Emergency contact), Account security (selected), and Appearance. At the top right are "Office" and "Sign out" buttons. The main area is titled "Security" with the sub-instruction "Edit your security settings below". It contains fields for "Username" (set to "Office") and "Privilege Level" (set to "Office"). A large central box is titled "Change Password" and contains fields for "Current Password" and "New Password", each with an "eye" icon. Below these fields is a list of password requirements: "X Eight characters long", "X Uppercase and lowercase characters", "X A number", and "X A special character". At the bottom of this box is a field for "Confirm New Password". A "Change password" button is located at the bottom right of the main content area.

Appearance

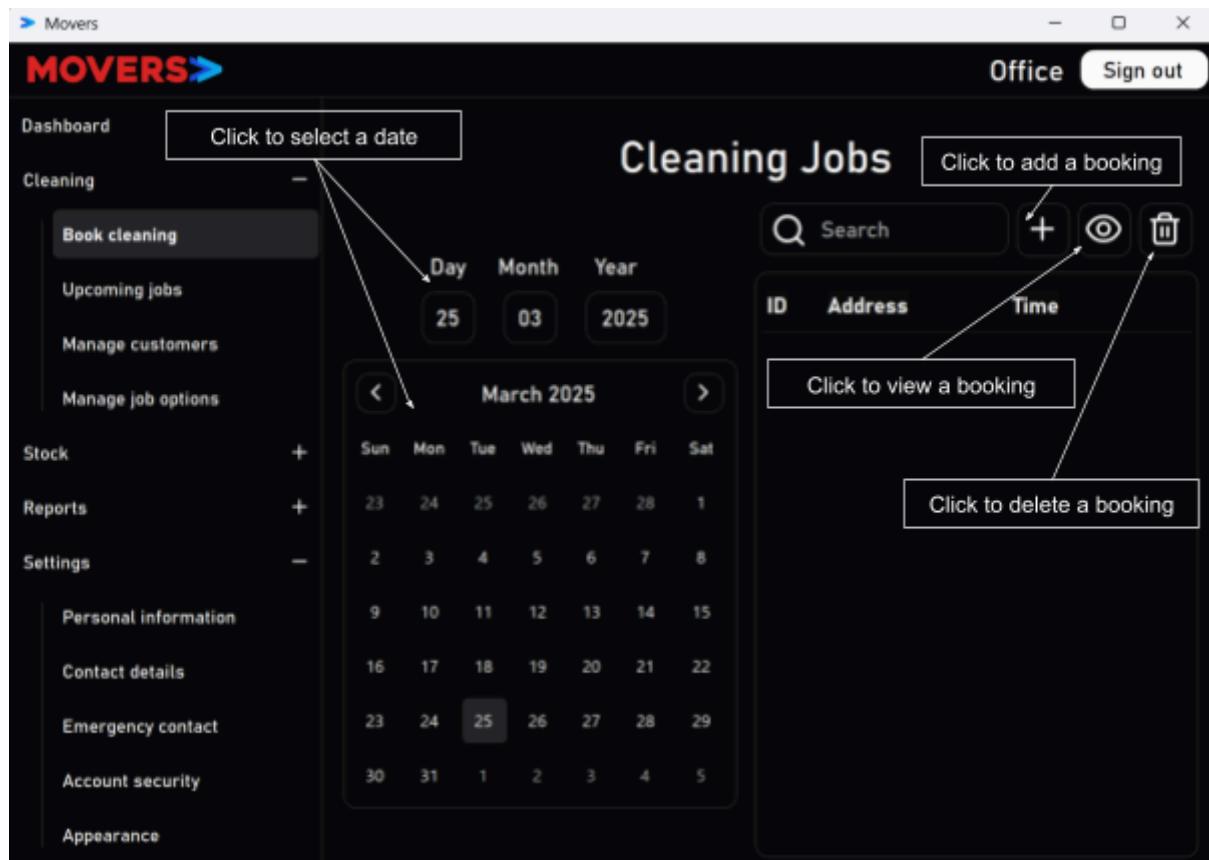
Your security settings can be edited through the “Account security” button in the “Settings” section of the menu. You can update your appearance settings by choosing between a light and dark mode. Additionally, you can turn tool tips on or off and select one of three fonts. Your changes will be applied when you click save. The save cancel bar will appear at the bottom if any changes occur.

The screenshot shows the MOVERS application interface. At the top, there's a navigation bar with a back arrow, the word "Movers", and tabs for "Office" and "Sign out". On the left, a sidebar menu includes "Cleaning" (with "Book cleaning", "Upcoming jobs", "Manage customers", and "Manage job options"), "Stock" (with a plus sign), "Reports" (with a plus sign), and "Settings" (with a minus sign). Under "Settings", there are "Personal information", "Contact details", "Emergency contact", "Account security", and a highlighted "Appearance" button. The main content area is titled "Appearance" and contains instructions to "Edit your appearance settings below". It features three sections: "Dark Mode" (described as enabling dark mode for the application), "Tool Tips" (described as enabling tool tips for some controls), and "Font" (with three font options: "Bahnschrift (default)" selected, "Century", and "Comic Sans (dyslexia friendly)").

Cleaning Job Bookings

Managing Bookings

To manage bookings, click the book cleaning section of the side menu. This will bring up the booking view.



To add a booking, click the date and select the plus button. This will bring up a page allowing the booking information to be inputted. Bookings must be made at least 2 weeks in advance and cannot be made retrospectively. Upcoming bookings within the 2-week period can still be edited by clicking the edit icon (the pencil) that will appear in place of the eye icon. In addition to this, double-clicking a preexisting booking within the booking list (below the search bar) will open it for editing or viewing. Finally, upcoming bookings can be permanently deleted. However, previous bookings cannot be, so the cleaning job history is preserved.

> Movers

MOVERS>

Office Sign out

Dashboard

Cleaning

- Book cleaning
- Upcoming jobs
- Manage customers
- Manage job options

Stock +

Reports +

Settings -

- Personal information
- Contact details
- Emergency contact
- Account security
- Appearance

Cleaning Jobs

Click to edit

Search

+ Edit Delete

Day Month Year
16 04 2025

ID	Address	Time
22	4 Hill Close Belfast	09:00 - 11:00
23	53 Forest Road Cas...	11:00 - 12:00

Double Click to open

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Upcoming Bookings

To view upcoming bookings, click “Upcoming jobs” in the side menu under the “Cleaning” heading. You can edit upcoming cleaning jobs as an office staff or manager account, but viewing is only available as a cleaner account. When there are too many bookings to display in the table, a scroll bar will appear on the right. In addition to this, it may also be helpful to view the application on a full screen to allow more data to be displayed. Double-click a booking or click the “Edit” button (pencil icon beside the search bar) to open an upcoming cleaning job.

The screenshot shows the MOVERS software interface. At the top, there's a header with 'Movers' and the MOVERS logo. On the right, there are 'Office' and 'Sign out' buttons. Below the header, the main title 'Upcoming Cleaning Jobs' is centered above a table. To the left of the table is a sidebar with a tree-like navigation menu. The 'Upcoming jobs' option is selected and highlighted in grey. Other options in the 'Cleaning' category include 'Manage customers', 'Manage job options', 'Stock', 'Reports', 'Settings', 'Personal information', 'Contact details', 'Emergency contact', 'Account security', and 'Appearance'. The table has columns for 'ID', 'Date', 'Times', and 'Address'. It lists several entries: ID 18 (Date 05/04/2025, Times 09:00 - 10:00, Address 23 Malone Road Belfast), ID 19 (Date 14/04/2025, Times 09:00 - 12:00, Address 1 Park Lane, Hillsborough), ID 20 (Date 21/04/2025, Times 09:00 - 13:00, Address 1 Oak Street Lisburn), ID 21 (Date 14/04/2025, Times 09:00 - 11:00, Address 1 Park Lane Hillsborough), ID 22 (Date 16/04/2025, Times 09:00 - 11:00, Address 4 Hill Close Belfast), ID 23 (Date 16/04/2025, Times 11:00 - 12:00, Address 53 Forest Road Castlewellan), and ID 26 (Date 22/04/2025, Times 09:00 - 10:00, Address 15 Coast Road Portrush). A callout box with an arrow points to the first row of the table, containing the text 'Double click to open'.

ID	Date	Times	Address
18	05/04/2025	09:00 - 10:00	23 Malone Road Belfast
19	14/04/2025	09:00 - 12:00	1 Park Lane, Hillsborough
20	21/04/2025	09:00 - 13:00	1 Oak Street Lisburn
21	14/04/2025	09:00 - 11:00	1 Park Lane Hillsborough
22	16/04/2025	09:00 - 11:00	4 Hill Close Belfast
23	16/04/2025	11:00 - 12:00	53 Forest Road Castlewellan
26	22/04/2025	09:00 - 10:00	15 Coast Road Portrush

Add A Cleaning Job

Select A Customer

Click the “Book Cleaning Job” menu under the “Cleaning” tab, select a date, and then click the button with a plus icon to add a cleaning job. You will be presented with the following page:

The screenshot shows the MOVERS application interface. On the left, there is a sidebar with the following navigation options:

- Movers
- MOVERS >**
- Dashboard
- Cleaning
 - Book cleaning** (selected)
 - Upcoming jobs
 - Manage customers
- Manage job options
- Stock
- Reports
- Settings
 - Personal information
 - Contact details
 - Emergency contact
 - Account security
- Appearance

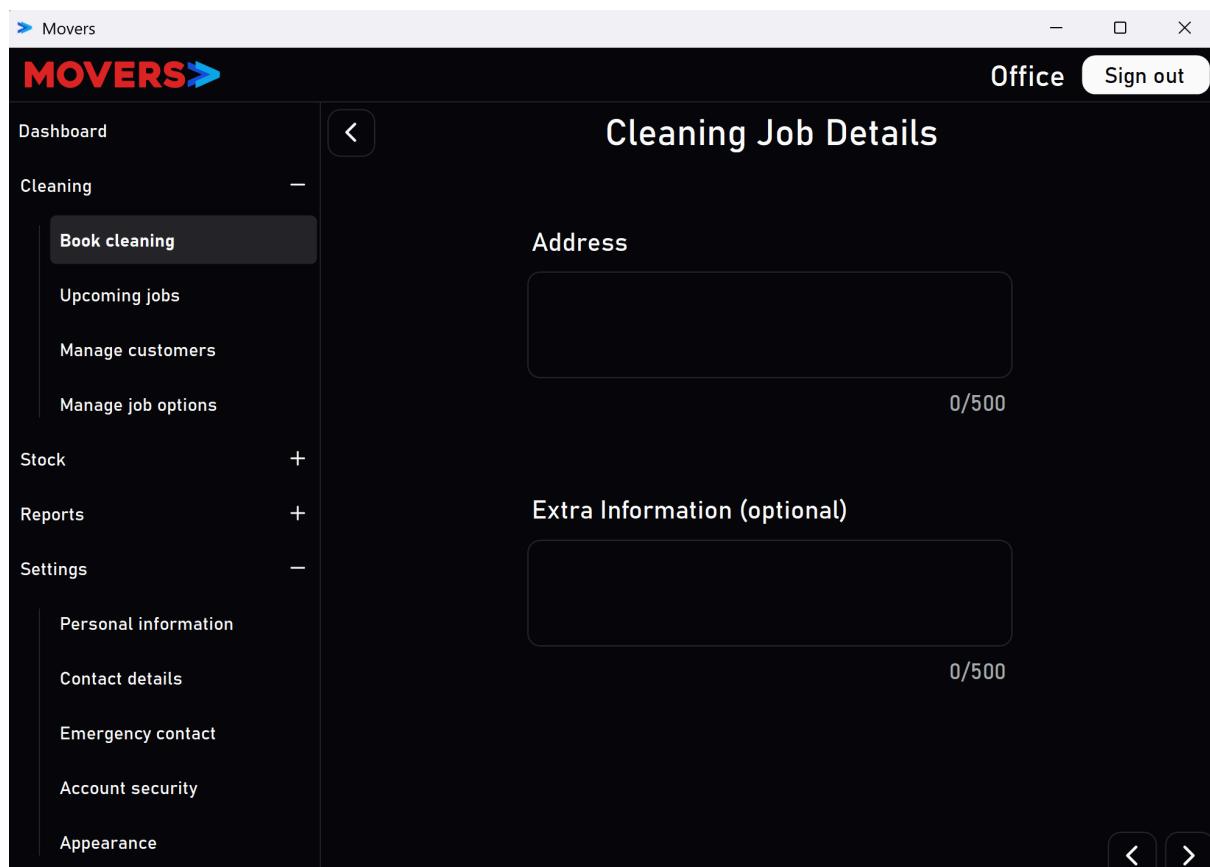
The main content area is titled "Customer" and contains the instruction "Select the customer for the job below". Below this is a section titled "Selected Customer" with a search bar labeled "Search". A table lists ten customer entries:

ID	Name	Email	Phone Number
2	Jane Smith	janesmith@example.com	+447912654321
3	Alice Johnson	alice.johnson@example.com	+447913987654
4	Bob Williams	bob.williams@example.com	+447914567890
5	Charlie Brown	charlie.brown@example.com	+447915678901
6	Emily Davis	emily.davis@example.com	+447916789012
7	Michael Miller	michael.miller@example.com	+447917890123
8	Olivia Wilson	olivia.wilson@example.com	+447918901234
9	Daniel Moore	daniel.moore@example.com	+447919012345
10	Sophia Taylor	sophia.taylor@example.com	+447920123456

Select the customer for the cleaning job. If the customer does not exist, they must be added through the customer management page. Once you have selected a customer, you can click the Next button at the bottom of the page to proceed to the next stage of creating a cleaning job. Customers can be filtered through the search bar by name and email or by clicking any column header.

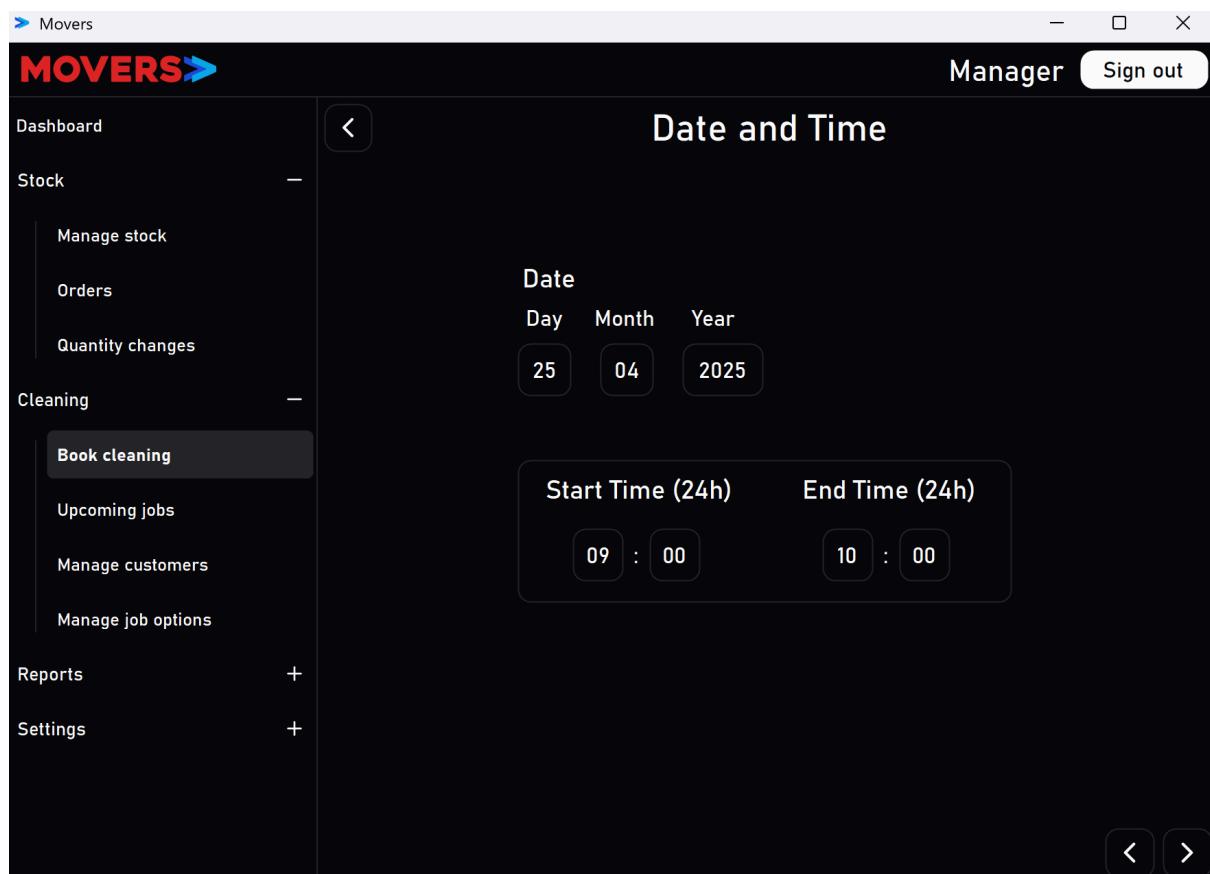
Cleaning Job Details

The next page will be the cleaning job details page. Here, you must set the address for the cleaning job and can optionally provide extra information for the cleaning staff e.g., the customer might request their gate to be closed if they own a dog. Once you have finished click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.



Date and Time

Once you have clicked next, you will be presented with the date and time section. You can edit the date here if you want to change it. Additionally, you can set a start time and an end time. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.



Cleaning Job Options

Once you click next, you will be presented with the section of the cleaning job options page. You can select the required options from the table. Selected options will be highlighted. You can drag to select a range or hold control to select multiple. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.

The screenshot shows the MOVERS application interface. The top navigation bar includes a back arrow, the text 'Movers', and icons for minimize, maximize, and close. On the right, there are 'Manager' and 'Sign out' buttons. The left sidebar has a dark background with white text and icons. It includes sections for 'Dashboard', 'Stock' (with 'Manage stock' and 'Orders'), 'Quantity changes', 'Cleaning' (with 'Book cleaning' highlighted in a grey box, 'Upcoming jobs', 'Manage customers', and 'Manage job options'), 'Reports', and 'Settings'. The main content area is titled 'Cleaning Job Options' and contains a sub-instruction 'Select the required job options below (hold CTRL to select multiple)'. Below this is a search bar with a magnifying glass icon and the placeholder 'Search'. A table lists 12 cleaning job options with columns for 'ID', 'Name', and 'Unit Cost'. Rows 2, 9, and 10 are highlighted with a dark grey background, indicating they are selected. At the bottom right of the table are navigation arrows for 'Previous' and 'Next'.

ID	Name	Unit Cost
1	Standard Cleaning	51.00
2	Deep Cleaning	120.00
3	Carpet Cleaning	80.00
5	Upholstery Cleaning	90.00
6	Move-In/Move-Out Cleaning	150.00
7	Post-Construction Cleaning	200.00
8	Office Cleaning	100.00
9	Kitchen Cleaning	70.00
10	Bathroom Cleaning	60.00
11	Floor Polishing	110.00
12	Pressure Washing	130.00

Cleaning Job Option Quantities

Once you click next, you will be presented with the cleaning job option quantity section. You can select the required options from the table and assign them a quantity using the numeric up-down control (you can type in an amount, use the plus and minus buttons, or use the up and down arrow keys). Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.

The screenshot shows the MOVERS software interface. The left sidebar has a 'Cleaning' section with 'Book cleaning' selected. The main area is titled 'Cleaning Job Option Quantities'. It displays a table of cleaning options:

ID	Name	Unit Cost
9	Kitchen Cleaning	70.00
2	Deep Cleaning	120.00

A callout box labeled 'Edit the quantity' points to a numeric input field containing '1'. To the right of the input are '+' and '-' buttons. Below the input, there are fields for 'Subtotal: £70.00' and 'Total: £190.00'. The 'Name' and 'Description' of the selected item ('Kitchen Cleaning') are also displayed.

Cleaning Staff Selection

Once you click Next, you will be presented with the cleaning staff selection page. You can select the required cleaning staff from the available cleaning staff in the table (you must select at least one cleaning staff). Only cleaning staff not currently on a job will be available for selection. Selected cleaners will be highlighted. You can drag to select a range or hold control to select multiple. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button. Once you are finished, select the Done (tick icon) button at the bottom right to create the cleaning job.

The screenshot shows the MOVERS software interface. On the left is a sidebar with the following menu items:

- Dashboard
- Stock
 - Manage stock
 - Orders
 - Quantity changes
- Cleaning
 - Book cleaning** (highlighted)
 - Upcoming jobs
 - Manage customers
 - Manage job options
- Reports
- Settings

The main content area is titled "Cleaning Staff" and contains the following instructions: "Select an appropriate number of staff for the job (hold CTRL to select multiple)". Below this is a search bar with a magnifying glass icon and the placeholder "Search". A table lists 12 staff members with columns for ID, Name, Email, and Phone Number. The table rows are as follows:

ID	Name	Email	Phone Number
6	John Brown	jbrown@example.com	1112223333
7	Mary Jones	mjones@example.com	2223334444
8	David Smith	dsmith@example.com	3334445555
9	Sarah Wilson	swilson@example.com	07895428292
10	Thomas Miller	tmiller@example.com	5556667777
11	Benjamin Williams	bwilliams@example.com	6667778888
12	Carl Jones	c.jones@movers.com	07788899966

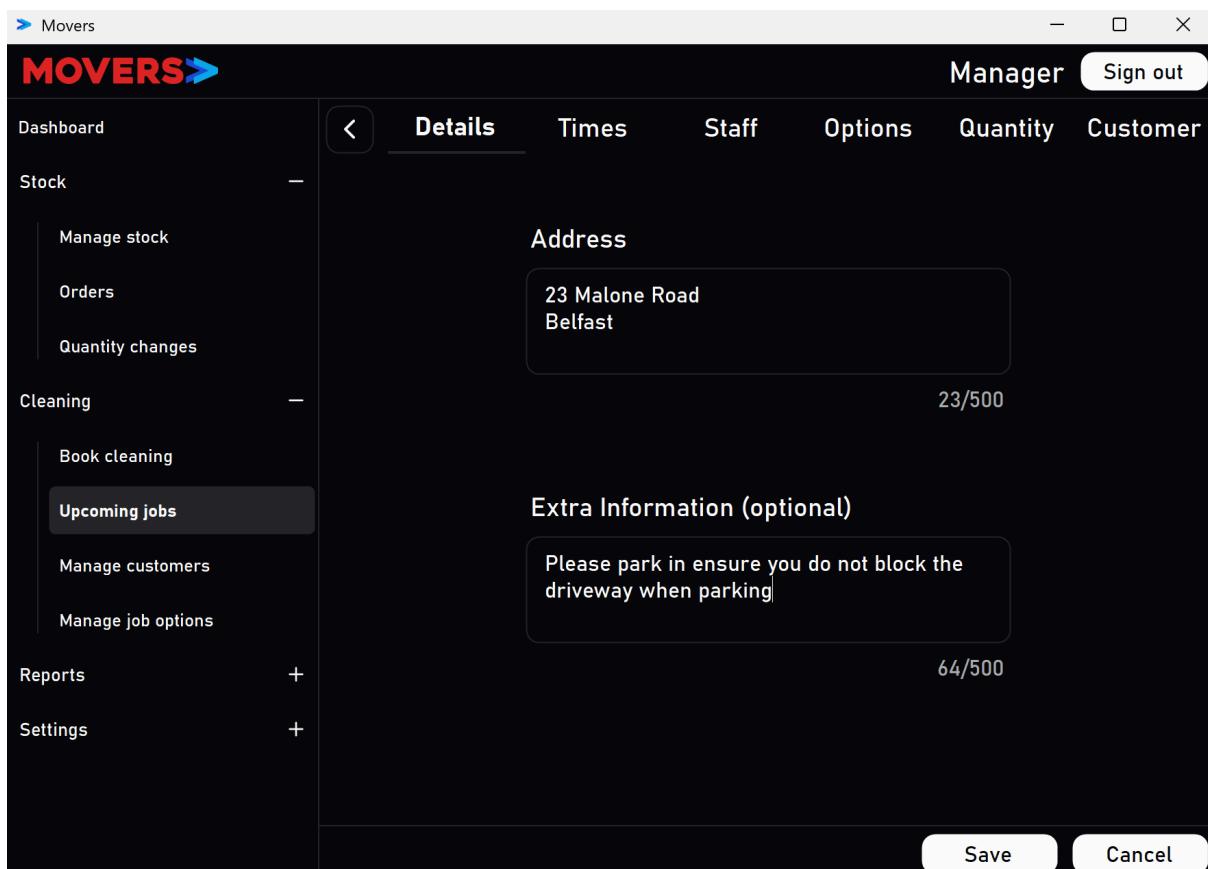
At the bottom right of the main area are two buttons: a back arrow and a checkmark icon.

Editing A Booking

Bookings can be edited until completion, at which point they become view only. Select a future booking from within the “Upcoming bookings” section within the “Cleaning Jobs” tab to edit a booking. Alternatively, you can navigate to a specific (future) date within the “Book cleaning” tab and edit the cleaning jobs by double-clicking or selecting one and pressing the edit button. Navigation within the edit pages is described in the navigation section of the user guide.

Cleaning Job Details

To access this page, click the “Details” section in the top menu. You must provide the address for the cleaning job and can optionally provide extra information for the cleaning staff, e.g., the customer might request their gate to be closed if they own a dog. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.



Cleaning Job Times

You can edit the date here if you want to change it. Additionally, you can set a start time and an end time.

The screenshot shows the MOVERS application interface. At the top, there is a navigation bar with a back arrow, the text "Movers", and tabs for "Manager" and "Sign out". Below the navigation bar is a header with the MOVERS logo and a menu bar with tabs: "Details", "Times" (which is currently selected), "Staff", "Options", "Quantity", and "Customer".

On the left side, there is a sidebar with the following categories and sub-options:

- Stock**: "Manage stock", "Orders", "Quantity changes"
- Cleaning**: "Book cleaning", **Upcoming jobs** (which is highlighted with a dark grey background), "Manage customers", "Manage job options"
- Reports**
- Settings**

The main content area is titled "Date" and shows a date selector with three fields: "Day" (05), "Month" (04), and "Year" (2025). Below the date selector is a section titled "Start Time (24h)" and "End Time (24h)", each with a time selector showing "09 : 00" and "11 : 00" respectively.

At the bottom right of the main content area are two buttons: "Save" and "Cancel".

Cleaning Job Options

To edit the cleaning job options, click the item “Options” at the top menu. You can select the required options from the table. Selected options will be highlighted. You can drag to select a range or hold control to select multiple.

The screenshot shows the MOVERS software interface. The left sidebar has a 'Movers' breadcrumb, a logo, and a 'Manager' sign-out button. The main area has tabs: Details, Times, Staff, Options (which is selected), Quantity, and Customer. A sub-header says 'Select the required job options below (hold CTRL to select multiple)'. A search bar is present. A table lists cleaning jobs with columns for ID, Name, and Unit Cost. Rows 5, 6, 7, 10, and 11 are highlighted in dark grey, indicating they are selected. The table data is as follows:

ID	Name	Unit Cost
1	Standard Cleaning	51.00
2	Deep Cleaning	120.00
3	Carpet Cleaning	80.00
5	Upholstery Cleaning	90.00
6	Move-In/Move-Out Cleaning	150.00
7	Post-Construction Cleaning	200.00
8	Office Cleaning	100.00
9	Kitchen Cleaning	70.00
10	Bathroom Cleaning	60.00
11	Floor Polishing	110.00
12	Pressure Washing	130.00

Cleaning Job Options Quantity

Click the item labelled “Quantity” in the top menu. You can select the required options from the table. Selected options will be highlighted. You can drag to select a range or hold control to select multiple.

The screenshot shows the MOVERS software interface. The top navigation bar includes a back arrow, the word "Movers", a minimize button, a maximize button, a close button, the word "Manager", and a "Sign out" link. Below the navigation is a header with tabs: "Details", "Times", "Staff", "Options", "Quantity" (which is underlined, indicating it is active), and "Customer". To the left is a sidebar with sections: "Dashboard", "Stock" (with "Manage stock", "Orders", and "Quantity changes" listed), "Cleaning" (with "Book cleaning", "Upcoming jobs" (which is highlighted with a dark grey background), "Manage customers", and "Manage job options"), "Reports", and "Settings". The main content area has a search bar with a magnifying glass icon and the placeholder "Search". Below the search bar is a table with columns: "ID", "Name", and "Unit Cost". The table contains three rows: row 5 (highlighted with a dark grey background) has "Upholstery Cleaning" and "90.00"; row 7 has "Post-Construction Cl..." and "200.00"; and row 10 has "Bathroom Cleaning" and "60.00". To the right of the table is a panel with fields: "Name" (set to "Upholstery Cleaning"), "Description" (set to "Cleaning for sofas, chairs, and other upholstery"), "Quantity" (set to "1" with a plus and minus button), "Subtotal" (set to "£90.00"), and "Total" (set to "£350.00").

ID	Name	Unit Cost
5	Upholstery Cleaning	90.00
7	Post-Construction Cl...	200.00
10	Bathroom Cleaning	60.00

Cleaning Job Customer

Click the item “Customer” in the top menu. If the customer does not exist, they must be added through the customer management page. Once you have selected a customer, you can click the Next button at the bottom of the page to proceed to the next stage of creating a cleaning job. Customers can be filtered through the search bar by name and email or by clicking any column header.

The screenshot shows the MOVERS software interface. The top navigation bar includes a back arrow, the text "Movers", and tabs for "Manager" and "Sign out". Below the navigation is a sidebar with sections: "Dashboard", "Stock" (with "Manage stock", "Orders", and "Quantity changes"), "Cleaning" (with "Book cleaning", "Upcoming jobs" which is highlighted in a dark grey box, "Manage customers", and "Manage job options"), "Reports", and "Settings". The main content area has tabs for "Details", "Times", "Staff", "Options", "Quantity", and "Customer". A sub-header says "Select the customer for the job below". Below this is a "Selected Customer" field containing "Jane Smith" and a search bar with a magnifying glass icon. A table lists 10 customers with columns for ID, Name, Email, and Phone Number. The first customer, Jane Smith, is selected, as indicated by a dark grey background and white text. The table data is as follows:

ID	Name	Email	Phone Number
2	Jane Smith	janesmith@example.com	+447912654321
3	Alice Johnson	alice.johnson@example.com	+447913987654
4	Bob Williams	bob.williams@example.com	+447914567890
5	Charlie Brown	charlie.brown@example.com	+447915678901
6	Emily Davis	emily.davis@example.com	+447916789012
7	Michael Miller	michael.miller@example.com	+447917890123
8	Olivia Wilson	olivia.wilson@example.com	+447918901234
9	Daniel Moore	daniel.moore@example.com	+447919012345
10	Sophia Taylor	sophia.taylor@example.com	+447920123456

Customers

Customers can be managed through the “Manage customers” section of the “Cleaning” tab within the menu.

Managing Customers

Customers can be edited by double-clicking on them or clicking the edit button. The currently selected customer can be archived or restored by clicking the archive button. Archived customers can be viewed by clicking the show archived button. The rows can be ordered by clicking the column header or by searching with the search bar by name or email.

The screenshot shows the MOVERS software interface. The left sidebar has a 'Cleaning' section with 'Manage customers' highlighted. The main area is titled 'Customers' and contains a table with columns: ID, Name, Phone Number, Email, and Archived. A 'Search' bar is at the top. A toolbar with icons for add, edit, delete, and archive is also present. A callout box points to the 'Show archived' button in the toolbar. The table data is as follows:

ID	Name	Phone Number	Email	Archived
2	Jane Smith	+447912654321	janesmith@e...	No
3	Alice Johnson	+447913987654	alice.johnson...	No
4	Bob Williams	+447914567890	bob.williams@exam...	No
5	Charlie Brown	+447915678901	charlie.brown@exa...	No
6	Emily Davis	+447916789012	emily.davis@exampl...	No
7	Michael Miller	+447917890123	michael.miller@exa...	No
8	Olivia Wilson	+447918901234	olivia.wilson@exam...	No
9	Daniel Moore	+447919012345	daniel.moore@exam...	No
10	Sophia Taylor	+447920123456	sophia.taylor@exam...	No
11	Liam O'Connor	+353851234567	liam.oconnor@exam...	No
12	Sophia Nguyen	+447811223344	sophia.nguyen@exa...	No
13	Ethan Martinez	+12125551234	ethan.martinez@exa...	No
15	Noah Garcia	+34678901234	noah.garcia@examp...	No

Adding a Customer

To add a customer, click the add button (plus icon) on the customer management page.

Customer Personal Details

This is the first page of adding a customer. You must input a valid forename and surname. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.

The screenshot shows the MOVERS software interface. At the top, there's a navigation bar with 'Movers' and a back arrow. On the right, it says 'Manager' and 'Sign out'. The main area has a sidebar with 'Orders', 'Quantity changes', 'Cleaning' (expanded to show 'Book cleaning' and 'Upcoming jobs'), 'Manage customers' (highlighted in grey), 'Manage job options', 'Reports', and 'Settings' (expanded to show 'Personal information', 'Contact details', 'Emergency contact', 'Account security', and 'Appearance'). The main content area is titled 'Personal Details' and contains fields for 'Forename' (with 'James' typed in) and 'Surname' (with 'Doe' typed in). There are back and forward arrows at the bottom right of the content area.

Customer Contact Details

This is the final page required to add a customer. You must specify a valid email and phone number. You can optionally provide a home address (this can be used for marketing). Once you have finished, click the Done button to add the customer. If you need to return to the previous page, click the back arrow beside the next button.

The screenshot shows the MOVERS application interface. At the top, there's a navigation bar with a back arrow, the text 'Movers', and a search icon. To the right are 'Manager' and 'Sign out' buttons. The main area has a dark background with white text. On the left is a sidebar with categories: 'Stock' (with 'Manage stock', 'Orders', and 'Quantity changes'), 'Cleaning' (with 'Book cleaning', 'Upcoming jobs', and 'Manage customers' which is highlighted in grey), and 'Reports' and 'Settings'. The main content area is titled 'Contact Details'. It contains fields for 'E-mail' (jamesdoe@example.com), 'Phone Number' (09176543234), and an optional 'Address' field (6 Downshire Park South Hillsborough). A character counter '36/255' is shown next to the address field. At the bottom right are 'Back' and 'Next' buttons, with the 'Next' button being checked.

Contact Details

E-mail
jamesdoe@example.com

Phone Number
09176543234

Address (optional)
6 Downshire Park South
Hillsborough

36/255

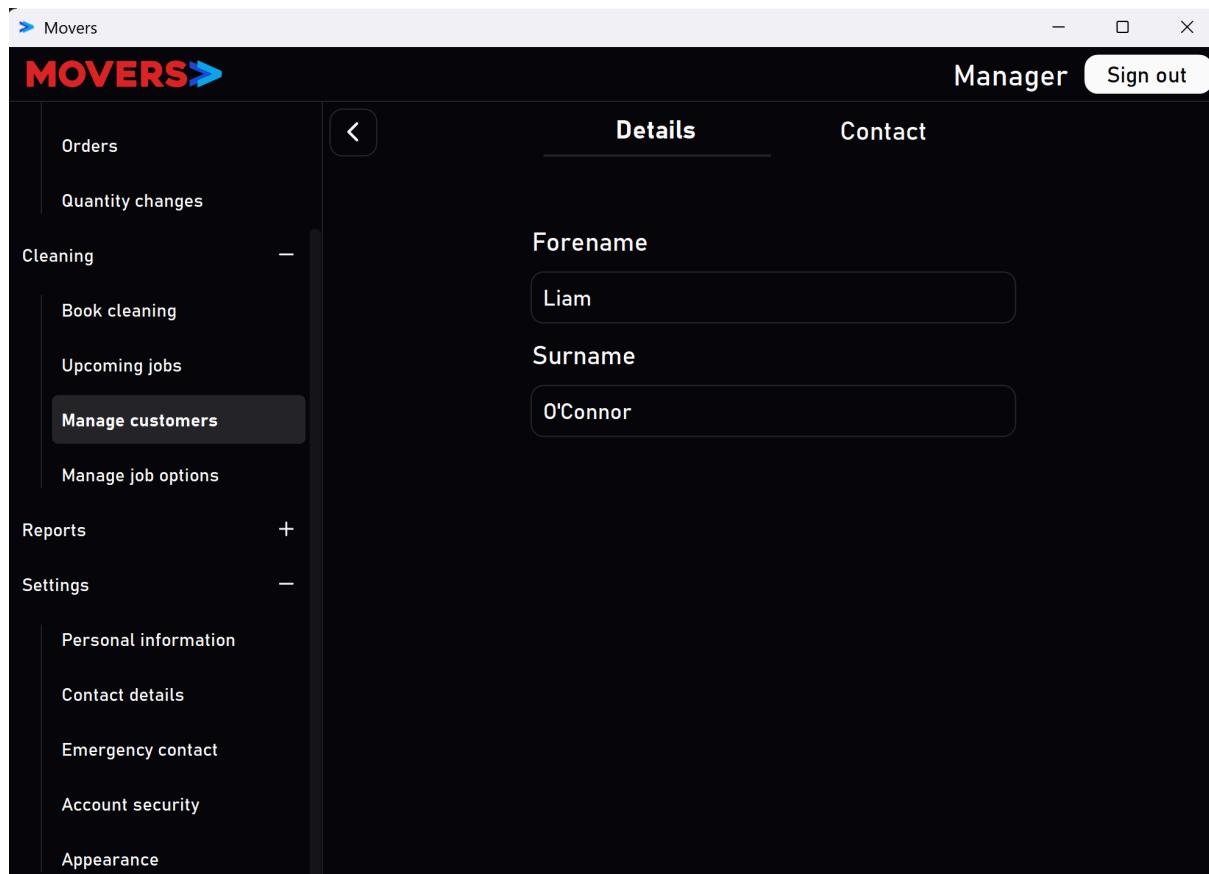
< ✓

Editing a Customer

To edit a customer, select the customer on the customer management page and click edit or double-click the customer you want to edit.

Customer Personal Details

Click the “Details” item within the top menu. You can edit the customer’s forename and surname. You must input a valid forename and surname.



Customer Contact Details

To edit the customer contact details, select the “Contact” item in the top menu. You must specify a valid email and phone number. You can optionally provide a home address (this can be used for marketing).

The screenshot shows the MOVERS app's Manager interface. The top navigation bar includes a back arrow, the word "Movers", and icons for minimize, maximize, and close. The title "MOVERS" is prominently displayed in red and blue. On the right, there are "Manager" and "Sign out" buttons. The main content area has two tabs: "Details" (selected) and "Contact". The "Details" tab contains fields for "E-mail" (liam.oconnor@example.ie) and "Phone Number" (+353851234567). The "Contact" tab contains an optional "Address" field with the value "12 Riverwalk, Galway, Ireland" and a character count of "29/255". A left sidebar lists various management options under sections like "Orders", "Cleaning", "Reports", and "Settings". The "Manage customers" option is highlighted with a dark gray background.

Section	Options
Orders	Quantity changes
Cleaning	Book cleaning Upcoming jobs Manage customers Manage job options
Reports	+ Reports
Settings	- Personal information Contact details Emergency contact Account security Appearance

Cleaning Job Options

Cleaning job options represent services that Movers' cleaning staff can complete for a customer on a cleaning job.

Manage Cleaning Job Options

To manage cleaning job options, select the “Manage job options” item in the side menu under the “Cleaning” tab.

The screenshot shows the MOVERS software interface. The top navigation bar includes a back arrow, the word "Movers", and tabs for "Manager" and "Sign out". The left sidebar has a "Dashboard" section and several collapsed sections: "Stock", "Orders", "Quantity changes", "Cleaning" (which is expanded, showing "Book cleaning", "Upcoming jobs", "Manage customers", and "Manage job options" which is highlighted with a dark grey background), "Reports", "Current Staff", "Stock", and "Cleaning job". The main content area is titled "Job Options". It features a search bar with a magnifying glass icon and a placeholder "Search". Below the search bar are four icons: a plus sign, a pencil, a clipboard, and a cube. A table lists 14 job options with columns for ID, Name, Unit Cost, and Archived status. The table rows are numbered 1 through 14. The "Archived" column contains the text "No" for all entries.

ID	Name	Unit Cost	Archived
1	Standard Cleaning	51.00	No
2	Deep Cleaning	120.00	No
3	Carpet Cleaning	80.00	No
5	Upholstery Cleaning	90.00	No
6	Move-In/Move-Out Cleaning	150.00	No
7	Post-Construction Cleaning	200.00	No
8	Office Cleaning	100.00	No
9	Kitchen Cleaning	70.00	No
10	Bathroom Cleaning	60.00	No
11	Floor Polishing	110.00	No
12	Pressure Washing	130.00	No
13	Gutter Cleaning	75.00	No
14	Disinfection Service	85.00	No

Add Cleaning Job Option

To add a cleaning job, click the add button (plus icon) on the cleaning job management page. The details page is the only page required to create a cleaning job. You must fill in a name. You can optionally provide a description. Finally, you can set the unit cost. The default is £0.00.

The screenshot shows the MOVERS software interface. The top navigation bar includes a 'Movers' link, a 'Manager' button, and a 'Sign out' button. The main content area is titled 'Details'. On the left, there's a sidebar with 'Stock' (Manage stock, Orders, Quantity changes), 'Cleaning' (Book cleaning, Upcoming jobs, Manage customers, Manage job options - highlighted in grey), 'Reports', and 'Settings'. The right side contains fields for 'Name' (Clean windows), 'Description (optional)' (Clean windows to make them extra shiny and remove any dirt. Mould will be removed with chemical spray. 0/256), and 'Unit Cost' (0.00). A checkmark icon is at the bottom right.

Dashboard < Details

Stock

- Manage stock
- Orders
- Quantity changes

Cleaning

- Book cleaning
- Upcoming jobs
- Manage customers
- Manage job options

Reports +

Settings +

Name

Clean windows

Description (optional)

Clean windows to make them extra shiny and remove any dirt. Mould will be removed with chemical spray.
0/256

Unit Cost 0.00

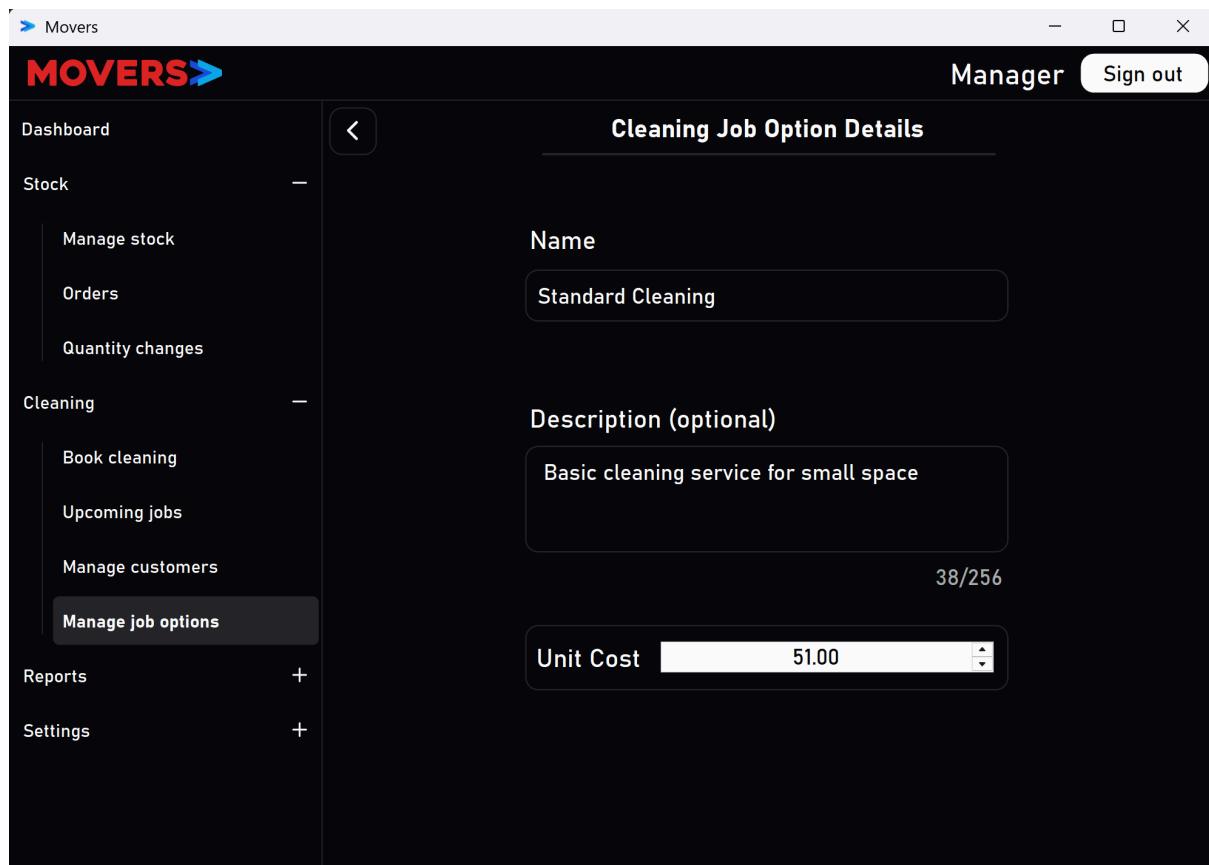
✓

Edit Cleaning Job Option

You can edit the cleaning job option details by double-clicking an item within the manage cleaning job page or by selecting it and clicking the “Edit” button (pencil icon).

Cleaning Job Option Details

You must fill in a name. You can optionally provide a description. Finally, you can set the unit cost. The default is £0.00.



Stock

Stock items stored within the application represent stock items that the cleaning manager keeps an inventory of.

Manage Stock

Click “Manage stock” under the “Stock” heading in the side menu to manage stock. This will bring up the following:

The screenshot shows the MOVERS Cleaning Manager application interface. The top navigation bar includes a back arrow, the word "Movers", and icons for minimize, maximize, and close. On the right, there are "Cleaning Manager" and "Sign out" buttons. The main header is "Stock". On the left, a sidebar menu has "Stock" expanded, showing "Manage stock" (which is highlighted), "Order stock", "Quantity changes", and "Upcoming deliveries". Below these are collapsed sections for "Reports" and "Settings". The main content area contains a search bar with a magnifying glass icon and the placeholder "Search". To the right of the search bar are four buttons: a plus sign, a pencil, a clipboard, and a cube. A table lists 26 stock items with columns for ID, Name, SKU, Quantity, Quantity Level (color-coded from Low to High), and Archived status (No or Yes). The table rows are numbered 1 through 26.

ID	Name	SKU	Quantity	Quantity Level	Archived
1	Bleach	BLE-001	9	Low	No
2	Glass Cleaner	GIC-002	3	Low	No
3	Floor Cleaner	FLC-003	8	Low	No
4	Sponges	SPO-004	2	Low	No
5	Microfiber Cloths	MIC-005	95	Medium	No
6	Disinfectant Wi...	DIW-006	12	Low	No
9	Mop	MOP-009	2	Low	No
11	Dustpan	DSP-011	8	Low	No
18	Vacuum Cleaner	VAC-018	95	High	No
23	Floor Mop	FLM-023	22	Medium	No
24	Dusting Spray	DTS-024	90	High	No
25	Bathroom Scrub	BSC-025	50	High	No
26	Lint Roller	LNT-026	60	High	No

Stock items are displayed with their quantities and quantity levels. Stock items can be searched by name and SKU (Stock Keeping Unit), a unique identifier. Stock items can be edited by double-clicking on the row or clicking the edit button. The currently selected stock item can be archived or restored by clicking the archive button. Archived stock items can be viewed by clicking the show archived button. The rows can be ordered by clicking the column.

Add Stock

You can add a stock item by clicking the “Add Stock” button on the stock management page.

Stock Details

This is the first page of adding a stock item. You must input a valid name and a unique SKU (Stock Keeping Unit). Optionally, provide a description and toggle the stock item's archived status. Once you have finished, click the next button to proceed.

The screenshot shows the 'Stock Details' form within the MOVERS Cleaning Manager application. The left sidebar has a 'Stock' section with 'Manage stock' selected. The main form fields are:

- Stock name:** Bleach
- SKU:** BLE-002
- Stock description (optional):** Disinfectant bleach for cleaning
- Archived:** An unchecked checkbox.

At the bottom right of the form is a large blue 'Next' button with a right-pointing arrow.

Stock Quantity

Once you click next, you can access the stock quantity page. Here, you can provide an initial quantity for the stock item. If you wish to add an amount to the quantity, provide the number within the add box, then click the “Add” button. If you want to remove an amount from the quantity, provide the number within the add box, then click the “Remove” button (quantities lower than zero cannot be stored). Please note that the quantity change will be linked to your account for auditing purposes. The description will be “Initial stock value” and cannot be edited. If you need to return to the previous page, click the back arrow beside the next button. Once you have finished, click the next button to proceed.

The screenshot shows the MOVERS Cleaning Manager interface. The top navigation bar includes a back arrow, the word "Movers", and the MOVERS logo. On the right are "Cleaning Manager" and "Sign out" buttons. The main content area has a dark background with white text and light gray input fields. A left sidebar menu lists "Dashboard", "Stock" (selected), "Reports", and "Settings". Under "Stock", there are links for "Manage stock", "Order stock", "Quantity changes", and "Upcoming deliveries". The main content area is titled "Stock Quantity". It features three sets of controls for "Current Quantity", "Add", and "Remove", each with a plus sign, a minus sign, and a central input field showing "0". To the right of the "Add" and "Remove" buttons are "Add" and "Remove" labels respectively. Below these controls is a section for "Reason for Quantity Change (optional)" with a text input field containing "Initial stock value." and a character count of "20/1000". Navigation arrows are located at the bottom right of the content area.

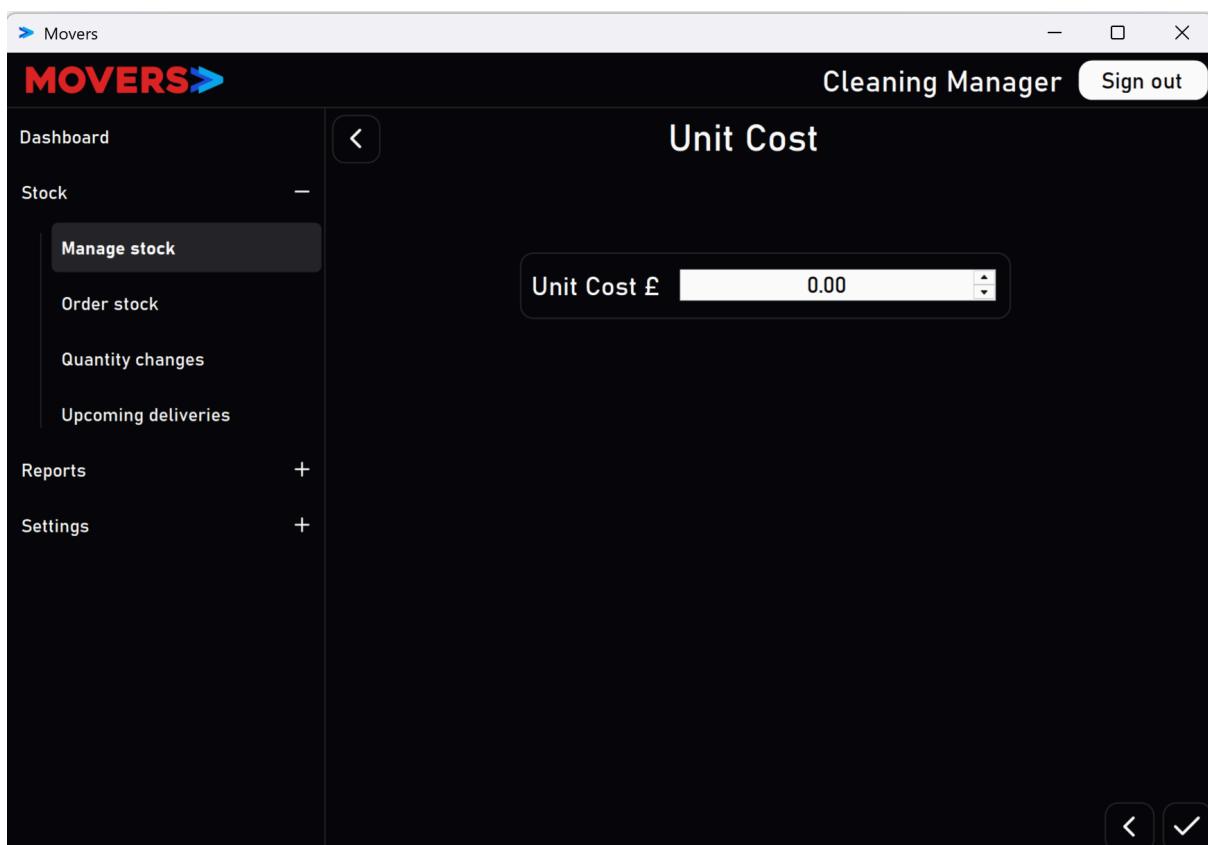
Stock Warning

The next page to add a stock item is the stock warning page. The low and high stock quantities affect how the quantity level appears on the stock management page. For example, if the low quantity is 10 and the high quantity is 13, quantity values of 11 and 12 will display “medium” in the “Quantity Level” section, values of 10 or less will display “Low”, and values of 13 or more will display “High”. If the values for high and low are equal, the high value will be displayed when the quantity equals that value. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.

The screenshot shows a dark-themed user interface for 'MOVERS Cleaning Manager'. At the top right are 'Sign out' and 'Cleaning Manager' buttons. On the left is a sidebar with 'Dashboard', 'Stock' (selected), 'Reports', and 'Settings' sections. Under 'Stock', 'Manage stock' is highlighted. The main content area is titled 'Stock Warning' and contains instructions: 'If the stock quantity is less than or equal to the low quantity level, "Low" will be displayed. If the stock quantity is greater than or equal to the high quantity level, "High" will be displayed. Otherwise, "Medium" will be displayed.' Below this are two input fields: 'Low Quantity Level' with a value of 0, and 'High Quantity Level' also with a value of 0. Navigation arrows are at the bottom right.

Stock Unit Cost

The final page required to complete the addition of a stock item is the unit cost page. Here, you can set a unit cost for the stock item. This will be used in future stock orders for cost calculations. You can use the up and down arrow buttons or the up and down arrow keys, type in a value, and press enter. Once you have completed the process, click the “Done” button to add the stock item. If you wish to return to the previous page, click the back arrow next to the next button.



Edit Stock

To edit a cleaning job, open the cleaning job management page (“Stock management” button under the “Stock” tab), select a stock item and click the edit button (pencil icon) or double-click the stock item.

Stock Details

To edit a stock item's details, click the “Stock Details” section of the top menu. You must input a valid name and a unique SKU (Stock Keeping Unit). Optionally, you can provide a description and toggle the stock item's archived status. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.

The screenshot shows the MOVERS Cleaning Manager interface. The left sidebar has sections for Dashboard, Stock (with Manage stock selected), Reports, and Settings. The main area is titled 'Stock Details' and contains fields for Stock name (Disinfectant Wipes), SKU (DIW-006), and Stock description (optional, containing 'Convenient disinfectant wipes for quick cleaning.' and a character count of 49/1000). There is also an Archived checkbox. At the bottom are Save and Cancel buttons.

> Movers

MOVERS

Cleaning Manager Sign out

Dashboard

Stock

Manage stock

Order stock

Quantity changes

Upcoming deliveries

Reports

Settings

Stock Details

Quantity

Warnings

Unit Cost

Stock name

Disinfectant Wipes

SKU

DIW-006

Stock description (optional)

Convenient disinfectant wipes for quick cleaning.
49/1000

Archived

Save Cancel

Stock Quantity

To edit the stock quantity, click the “Quantity” item in the top menu. Here, you can provide an initial quantity for the stock item. If you wish to add an amount to the quantity, provide the number within the add box, then click the “Add” button. If you want to remove an amount from the quantity, provide the number within the add box, then click the “Remove” button (quantities lower than zero cannot be stored). Please note that the quantity change will be linked to your account for auditing purposes. You may wish to provide a reason for the stock quantity change to help in future reviews. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel (this will not reset the add and remove values).

The screenshot shows a software application window titled "MOVERS" with a "Cleaning Manager" tab selected. The main area is divided into sections: "Stock Details", "Quantity", "Warnings", and "Unit Cost". On the left, a sidebar has "Stock" expanded, showing "Manage stock" (selected), "Order stock", "Quantity changes", and "Upcoming deliveries". Below that are "Reports" and "Settings". The "Quantity" tab is active, displaying "Current Quantity" with a value of 12. There are three input fields: "Add" (value 0), "Remove" (value 0), and a "Reason for Quantity Change (optional)" text area containing "Extra stock used in a cleaning job than described in the report". A character count of 0/1000 is shown at the bottom right of the text area.

Stock Details	Quantity	Warnings	Unit Cost
Stock	Current Quantity 12 Add 0 Remove 0		
Reports			
Settings			

Reason for Quantity Change (optional)
Your staff account is linked to this quantity update

Extra stock used in a cleaning job than described in the report

0/1000

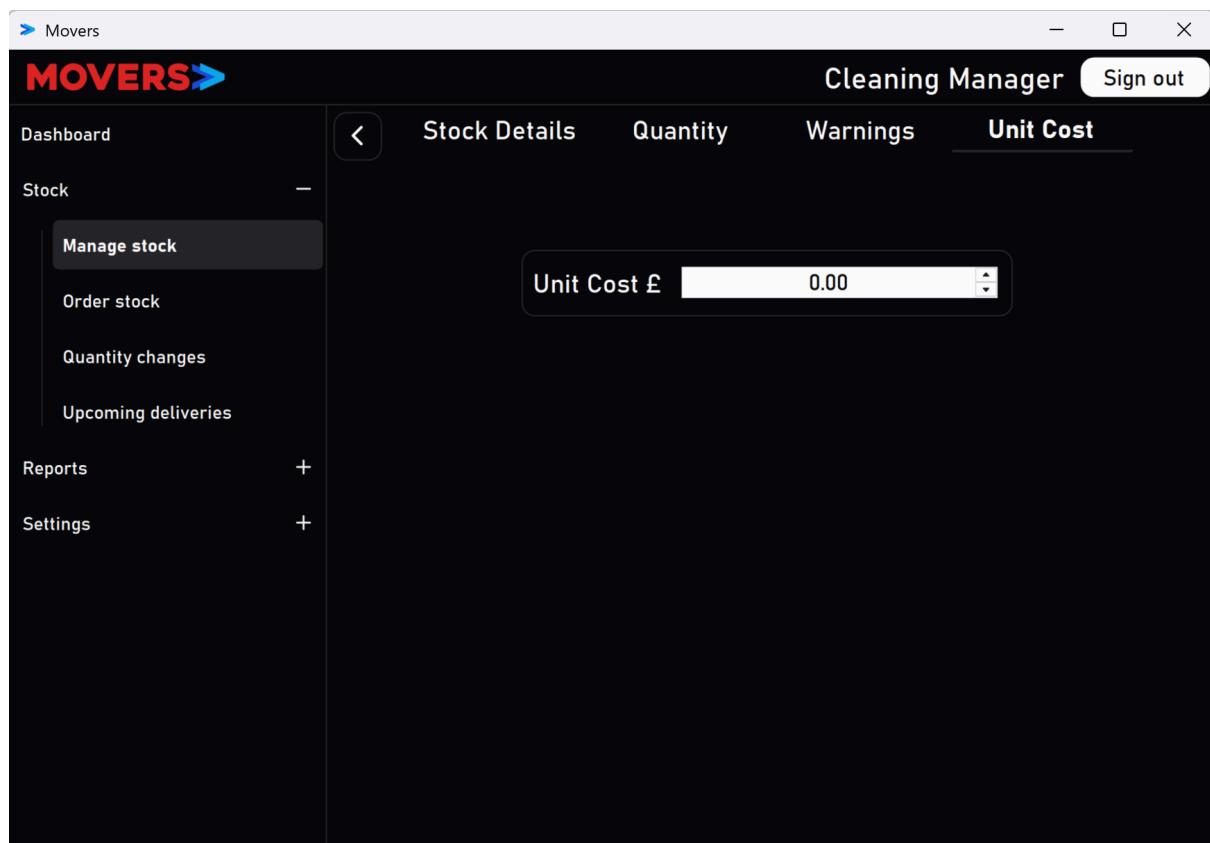
Stock Warning

To edit the quantities for which stock warnings are displayed, click the “Warnings” item in the top menu. The low and high stock quantities affect how the quantity level appears on the stock management page. For example, if the low quantity is 10 and the high quantity is 13, quantity values of 11 and 12 will display “medium” in the “Quantity Level” section, values of 10 or less will display “Low”, and values of 13 or more will display “High”. If the values for high and low are equal, the high value will be displayed when the quantity equals that value. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.

The screenshot shows the MOVERS Cleaning Manager application. The top navigation bar includes a back arrow, the text "Movers", and tabs for "Cleaning Manager" and "Sign out". On the left, a sidebar menu has "Stock" expanded, showing "Manage stock" (which is highlighted in grey), "Order stock", "Quantity changes", and "Upcoming deliveries". Below these are "Reports" and "Settings". The main content area has tabs for "Stock Details", "Quantity", "Warnings" (which is selected and underlined), and "Unit Cost". A descriptive text box explains the warning logic: "If the stock quantity is less than or equal to the low quantity level, 'Low' will be displayed. If the stock quantity is greater than or equal to the high quantity level, 'High' will be displayed. Otherwise, 'Medium' will be displayed." Below this are two input fields: "Low Quantity Level" set to 20, and "High Quantity Level" set to 80, each with plus and minus buttons for adjustment.

Stock Unit Cost

Click the “Unit Cost” item in the top menu to edit the stock unit cost. Here, you can set a unit cost for the stock item. This will be used in future stock orders for cost calculations. You can use the up and down arrow buttons or the up and down arrow keys, type in a value, and press enter. Once you have finished, click the “Done” button to add the stock item. If you need to return to the previous page, click the back arrow beside the next button. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.



Stock Quantity Changes

To view each stock quantity change, click the “Quantity Changes” button under the “Stock” tab.

View All Stock Quantity Changes

All quantity changes are displayed within this quantity changes management view. To view a quantity change in more detail, double-click or select the quantity change and click the “View” button (eye icon).

The screenshot shows the MOVERS application interface. The top navigation bar includes a back arrow pointing to 'Movers', a window control bar with minimize, maximize, and close buttons, and user information like 'Manager' and 'Sign out'. The main header 'MOVERS>' is prominently displayed. On the left, a sidebar menu is open, showing categories like 'Dashboard', 'Stock' (with 'Manage stock', 'Orders', and 'Quantity changes' listed, where 'Quantity changes' is highlighted), 'Cleaning', 'Reports', 'Current Staff', 'Stock', and 'Cleaning job'. Below these are 'Settings' and a plus sign indicating more options. The main content area is titled 'Stock Quantity Changes'. It features a search bar with a magnifying glass icon and placeholder text 'Search', along with two icons for filtering or viewing. A table lists 12 stock quantity changes. The columns are labeled: Username, Stock Name, SKU, Quantity, Date, and Archived. The data is as follows:

Username	Stock Name	SKU	Quantity	Date	Archived
Matthew	Sponges	SPO-004	182	17/02/2025	No
Matthew	Mop	MOP-009	42	16/02/2025	No
Jdoe	Disinfectant ...	DIW-006	80	10/02/2025	No
Jdoe	Mop	MOP-009	40	10/02/2025	No
Jdoe	Dustpan	DSP-011	70	10/02/2025	No
Jdoe	Vacuum Clea...	VAC-018	95	10/02/2025	No
Jdoe	Floor Mop	FLM-023	60	10/02/2025	No
Jdoe	Dusting Spray	DTS-024	90	10/02/2025	No
Jdoe	Bathroom Scr...	BSC-025	50	10/02/2025	No
Jdoe	Lint Roller	LNT-026	60	10/02/2025	No
Jdoe	Stain Remove...	STR-027	75	10/02/2025	No
Jdoe	Furniture Poli...	FUP-028	85	10/02/2025	No
Jdoe	Stovetop Clea...	STC-029	70	10/02/2025	No

View A Specific Quantity Change

When viewing a specific quantity change, you will be able to see the stock item name, date, the quantity after the change, who made the changes and any reasons for the change.

The screenshot shows the MOVERS application interface. The top navigation bar includes a back arrow, a search icon, and a sign-out button. The main header says "MOVERS" with a "Manager" role indicator. On the left, a sidebar menu lists "Dashboard", "Stock" (selected), "Orders", "Quantity changes" (highlighted in grey), "Cleaning", "Reports", "Current Staff", "Stock", "Cleaning job", and "Settings". The main content area displays form fields for a quantity change: "Stock Name" (Disinfectant Wipes), "Quantity" (12), "Username" (Matthew), and a "Date of Change" selector showing "26" Day, "03" Month, and "2025" Year. Below this, a section titled "Reason For Quantity Change" contains the text "Order 36 received."

Orders

Orders are stock requests. These are sent from the “Cleaning Manager” account to the office to be approved and ordered. Orders have several states:

1. **Draft**—This represents an order being drafted by the cleaning manager. It is not visible to the office.
2. **Submitted**—This represents an order sent for review within the office. It is visible for approval or rejection. Submitted orders are view-only.
3. **Rejected**—Rejected orders are orders that the office has not approved. These are view-only.
4. **Pending**—This represents an order approved and ordered by the office. The cleaning manager can receive pending orders, which are view-only.
5. **Delivered**—Delivered orders are orders that the cleaning manager has received. They are stored for auditing purposes and are view-only.

Manage Orders

Both “Cleaning Manager” accounts and staff who work in the office can manage orders. Below is the perspective of a “Cleaning Manager” (the perspective of staff who work in the office will be covered within the approving orders section. “Cleaing Manager” accounts can add orders (by clicking the “Add” button with the plus icon), delete drafts with the “Delete” button (trash can icon), and view or edit orders (depending if they are drafts).

The screenshot shows the MOVERS application interface. At the top, there is a navigation bar with a back arrow pointing to 'Movers', the MOVERS logo, and a 'Cleaning Manager' sign-in button. On the left, a sidebar menu includes 'Dashboard', 'Stock' (with 'Manage stock' and 'Order stock' options, where 'Order stock' is highlighted), 'Quantity changes', 'Upcoming deliveries', 'Reports', and 'Settings'. The main content area is titled 'Orders' and features a search bar with a magnifying glass icon and a placeholder 'Search'. Below the search bar is a table with columns 'ID', 'Staff', and 'Status'. The table contains 14 rows of order data:

ID	Staff	Status
40	Ben Gracey	Submitted
39	Ben Gracey	Draft
38	Ben Gracey	Draft
37	Daniel Thompson	Pending
36	Matthew Gracey	Delivered
35	Matthew Gracey	Delivered
34	Matthew Gracey	Delivered
31	Matthew Gracey	Delivered
30	Matthew Gracey	Delivered
29	Matthew Gracey	Rejected
28	Matthew Gracey	Delivered
27	Matthew Gracey	Delivered
17	Alice Smith	Delivered

At the bottom right of the table are three icons: a plus sign for adding new orders, a circular arrow for editing, and a trash can for deleting.

Place order

Cleaning managers can place orders through the order management page (click the “Add” button).

Select Stock

The first step in creating an order is selecting stock. You must select at least one stock item. You can select adjacent stock items by holding shift, and multiple stock items can be selected by holding the control key. Once you have finished, click the next button to proceed.

The screenshot shows the MOVERS Cleaning Manager software interface. The top navigation bar includes a back arrow, the text 'Movers', a minimize button, a maximize button, and a close button. On the right side of the top bar are 'Cleaning Manager' and 'Sign out' buttons. The main header 'Select Stock' is centered above a search bar with a magnifying glass icon and the placeholder 'Search'. Below the search bar is a table titled 'Select the required stock items below'. The table has columns for 'ID', 'Name', and 'Unit Cost (£)'. The data rows are:

ID	Name	Unit Cost (£)
1	Bleach	10.00
2	Glass Cleaner	10.00
3	Floor Cleaner	6.00
4	Sponges	2.75
5	Microfiber Cloths	1.50
6	Disinfectant Wipes	5.00
9	Mop	13.00
11	Dustpan	6.00
18	Vacuum Cleaner	100.00
23	Floor Mop	18.00
24	Dusting Spray	3.75

Stock Quantities

The second step to adding an order is to select the corresponding quantities for each stock item. You can order the column headers by clicking them and search the stock items by name. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.

The screenshot shows the 'MOVERS' Cleaning Manager application. The left sidebar has a 'Stock' section with 'Manage stock', 'Order stock' (which is selected), 'Quantity changes', and 'Upcoming deliveries'. Below these are 'Reports' and 'Settings'. The main area is titled 'Stock Quantities' and contains a table of stock items:

ID	Name	Unit Cost (£)
3	Floor Cleaner	6.00
18	Vacuum Cleaner	100.00
6	Disinfectant Wipes	5.00

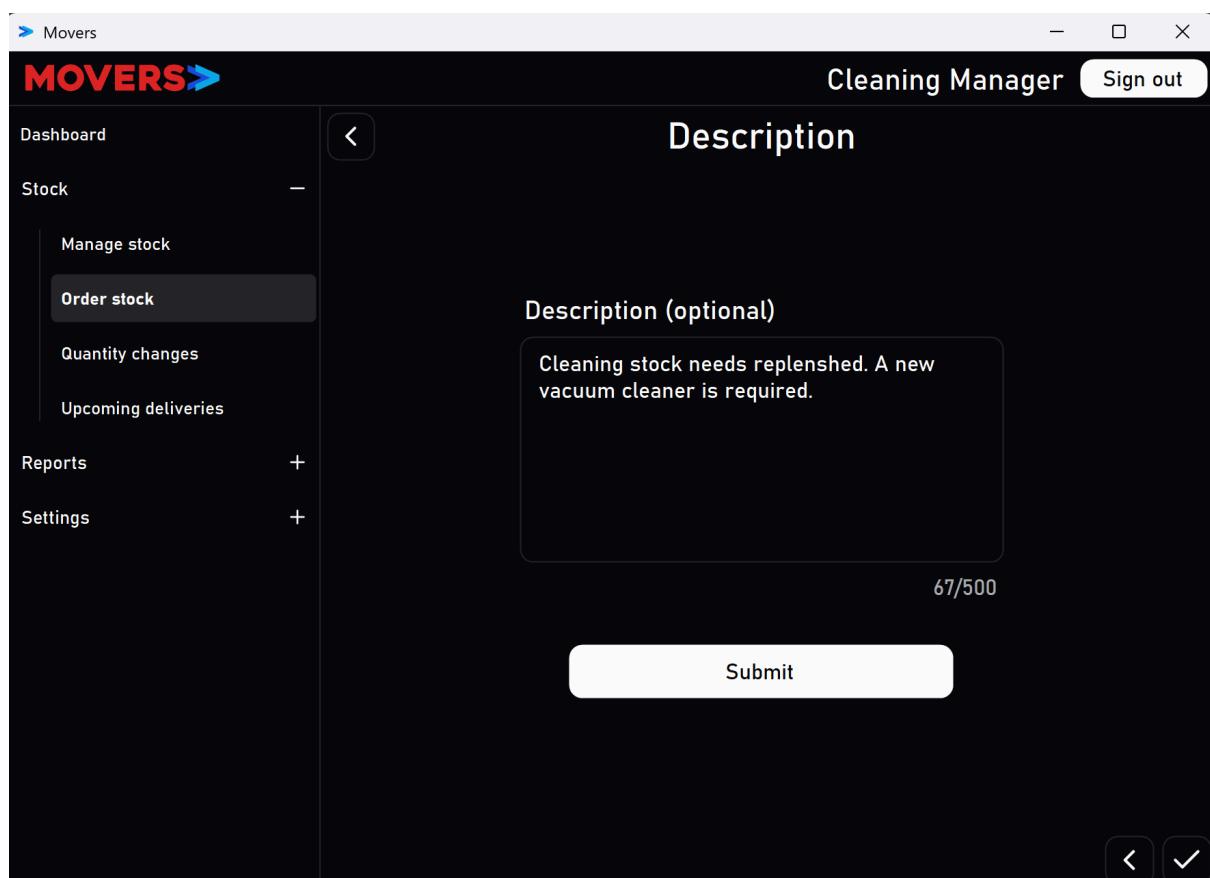
A search bar is above the table. To the right, a detailed view of the 'Floor Cleaner' item is shown in a card:

- Name:** Floor Cleaner
- Description:** Concentrated floor cleaning solution
- Quantity:** 1
- Subtotal:** £6.00
- Total:** £111.00

Navigation arrows are at the bottom right of the main content area.

Order Description and Submission

This is the final step required to add an order. You can optionally add a description for the reason for the order. Once finished, click the “Done” button to add the stock item. Alternatively, you can submit the order by clicking the submit button. If you need to return to the previous page, click the back arrow beside the next button.



Approve Order

With an “Office” or “Manager” account, you can view and approve or reject stock order requests from the cleaning manager.

The screenshot shows the MOVERS software interface. The left sidebar has sections for Dashboard, Stock (with Manage stock, Orders selected, and Quantity changes), Cleaning, Reports, and Settings. The main area is titled 'Orders' and contains a table with columns ID, Staff, and Status. The table data is as follows:

ID	Staff	Status
40	Ben Gracey	Submitted
37	Daniel Thompson	Pending
36	Matthew Gracey	Delivered
35	Matthew Gracey	Delivered
34	Matthew Gracey	Delivered
31	Matthew Gracey	Delivered
30	Matthew Gracey	Delivered
29	Matthew Gracey	Rejected
28	Matthew Gracey	Delivered
27	Matthew Gracey	Delivered
17	Alice Smith	Delivered
16	Joseph Doe	Rejected
15	Bob Johnson	Delivered

At the top right, there is a 'Manager' button and a 'Sign out' button. Below the table is a search bar with a magnifying glass icon and the word 'Search'. To the right of the search bar are three buttons: a checkmark, an X, and a refresh symbol. Two boxes with arrows point to these buttons: one labeled 'Approve button' points to the checkmark, and another labeled 'Reject button' points to the X.

Edit Order

Drafted orders can be edited by double-clicking them from within the order management page (as a cleaning manager).

Select Stock

Click the “Stock” item in the top menu. You can change the selected items for the order. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.

The screenshot shows the MOVERS Cleaning Manager application. The left sidebar has a 'Stock' section with 'Manage stock', 'Order stock' (which is selected), 'Quantity changes', and 'Upcoming deliveries'. Below these are 'Reports' and 'Settings'. The main area is titled 'Stock' with tabs for 'Stock', 'Quantity', and 'Submit'. It says 'Select the required stock items below' and has a search bar. A table lists items with columns for ID, Name, and Unit Cost (£). Items 9, 11, and 18 are highlighted in grey. At the bottom are 'Save' and 'Cancel' buttons.

ID	Name	Unit Cost (£)
1	Bleach	10.00
2	Glass Cleaner	10.00
3	Floor Cleaner	6.00
4	Sponges	2.75
5	Microfiber Cloths	1.50
6	Disinfectant Wipes	5.00
9	Mop	13.00
11	Dustpan	6.00
18	Vacuum Cleaner	100.00
23	Floor Mop	18.00
24	Dusting Spray	3.75

Stock Quantities

To edit the stock quantities, click the “Quantity” item in the top menu. You can order the column headers by clicking them and search the stock items by name. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.

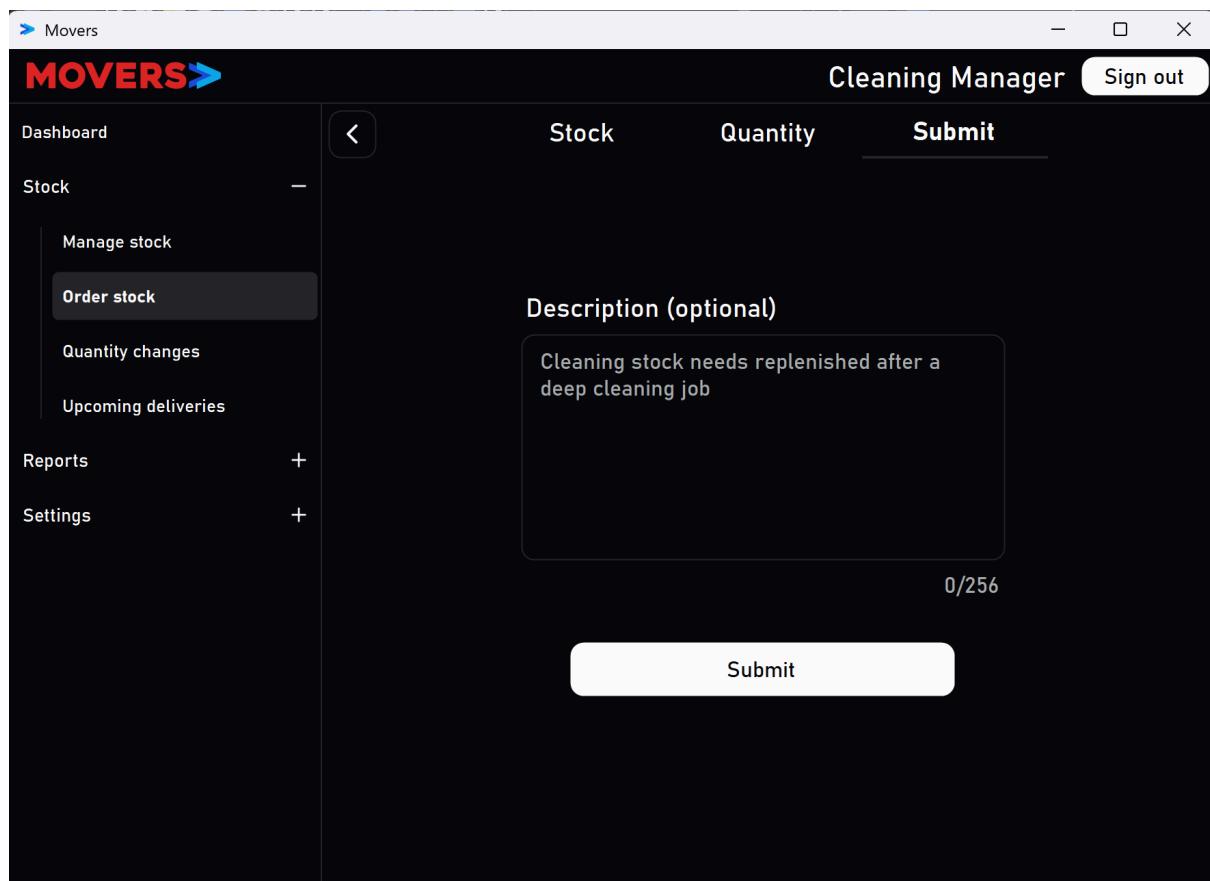
The screenshot shows the MOVERS Cleaning Manager application interface. The left sidebar has sections for Dashboard, Stock (with Order stock selected), Reports, and Settings. The main area has tabs for Stock and Quantity, with Quantity selected. A search bar is present. A table lists stock items: ID 2 Glass Cleaner (10.00), ID 9 Mop (13.00), and ID 11 Dustpan (6.00). On the right, details for Glass Cleaner are shown: Name (Glass Cleaner), Description (Streak-free glass cleaner.), and a Quantity input field set to 1. Subtotal and Total amounts are also displayed.

ID	Name	Unit Cost (£)
2	Glass Cleaner	10.00
9	Mop	13.00
11	Dustpan	6.00

Name: Glass Cleaner
Description: Streak-free glass cleaner.
Quantity: 1
Subtotal: £10.00
Total: £29.00

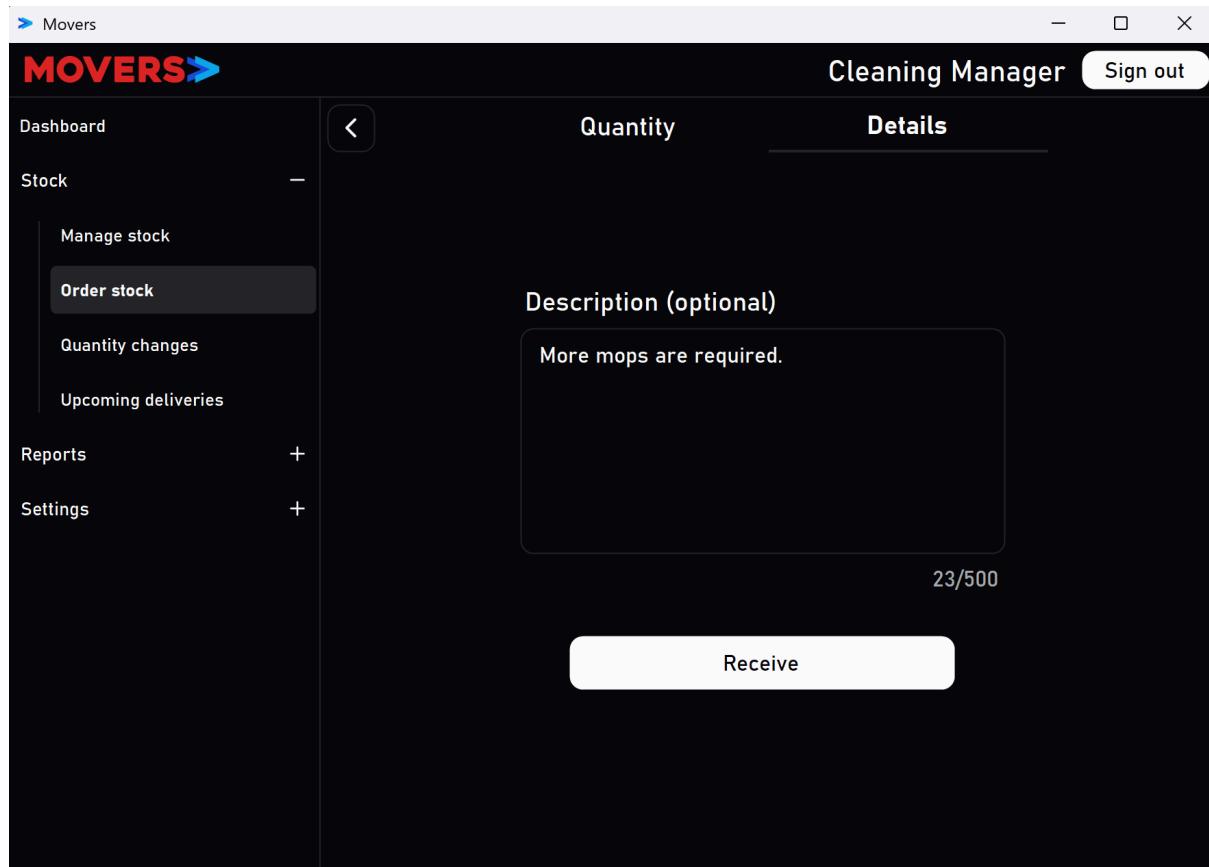
Order Description and Submission

To submit an order, click the “Submit” item in the top menu. You can optionally add a description for the reason for the order. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.



Receive Order

Pending orders can be received by the cleaning manager. To receive an order click the “Receive” button in the “Details” section while viewing a pending order. When an order is received, stock item quantities are automatically updated.



Received Stock Quantities

The first stage of receiving an order is confirm the quantities received are correct. This is done by selecting each stock item and ensuring the quantity matches. You can order the column headers by clicking them and search the stock items by name. Once you have finished, click the next button to proceed.

The screenshot shows the MOVERS Cleaning Manager application. The top navigation bar includes a back arrow, the text 'Movers', and window control buttons. On the right, it says 'Cleaning Manager' and 'Sign out'. The main menu on the left has sections for 'Dashboard', 'Stock' (selected), 'Reports', and 'Settings'. Under 'Stock', there are sub-options: 'Manage stock', 'Order stock' (which is highlighted in blue), 'Quantity changes', and 'Upcoming deliveries'. The central area is titled 'Stock Quantities' and contains a table with columns 'ID' and 'Name'. A single row is visible: ID 9 and Name Mop. To the right of the table is a detailed view of the 'Mop' item, showing its 'Name' (Mop), 'Description' (Durable mop suitable for all floor types), and 'Quantity' (set to 9). There are buttons for increasing (+) and decreasing (-) the quantity. A large 'Next >' button is located at the bottom right of the main content area.

ID	Name
9	Mop

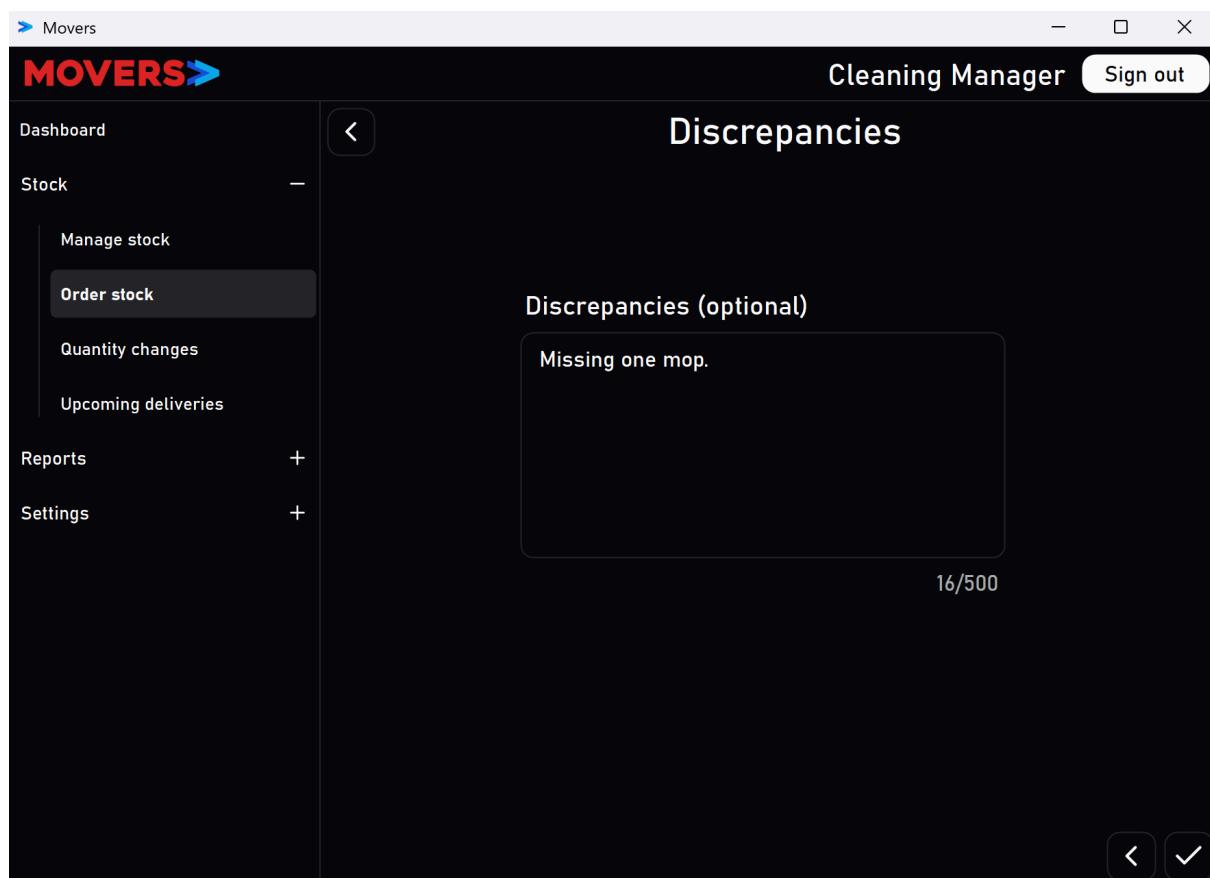
Name Mop

Description Durable mop suitable for all floor types

Quantity + 9 -

Discrepancies

This is the final page required to receive an order. You can optionally record any discrepancies within an order, e.g. damaged equipment or missing equipment. Once you have completed the process, click the “Done” button to add the stock item. If you wish to return to the previous page, click the back arrow next to the next button.



Upcoming Deliveries

Upcoming deliveries can be viewed from the “Upcoming deliveries” item in the side menu within the “Stock” tab when logged in as a cleaning manager. Pending orders will be displayed here and can be viewed.

The screenshot shows the MOVERS software interface. At the top, there is a navigation bar with a back arrow pointing to 'Movers', a window control bar with minimize, maximize, and close buttons, and a user session indicator showing 'Cleaning Manager' and a 'Sign out' link. Below the navigation bar is the MOVERS logo. On the left side, there is a vertical sidebar with the following menu items:

- Dashboard
- Stock
 - Manage stock
 - Order stock
 - Quantity changes
 - Upcoming deliveries** (this item is highlighted with a dark grey background)
- Reports
- Settings

The main content area has a title 'Upcoming Deliveries'. Below the title is a search bar with a magnifying glass icon and the placeholder text 'Search'. To the right of the search bar is a refresh/circular arrow icon. A table is displayed with the following data:

ID	Staff	Status
37	Daniel Thompson	Pending

Staff

Staff accounts represent staff at Movers. Staff accounts determine which parts of the application staff members can access.

Manage Staff

Only those with an “Administrator” account can manage staff. This includes adding, editing, deleting, and resetting staff accounts’ passwords.

Staff Management

To access the staff management page, click the “Manage Staff” section within the “Security” tab in the side menu. Staff can be added by clicking the “Add” button (plus icon), and the currently selected staff can be edited by clicking the “Edit” button (pencil icon). Editing can also be achieved by double-clicking the staff account you intend to edit. By default, only non-archived (active) staff accounts are shown. Archived staff account visibility can be toggled by clicking the cardboard box icon. Archived staff accounts can not be signed into, so archiving serves as a way to “retire” staff. Staff accounts can be searched by name, username and email.

The screenshot shows the Movers application interface. At the top, there is a navigation bar with the title "Movers" and a logo. On the right side of the navigation bar are "Admin" and "Sign out" buttons. Below the navigation bar is a sidebar with the following menu items:

- Dashboard
- Security
 - Manage staff
 - Login attempts
 - Change password
- Reports
- Settings

The main content area is titled "User". It features a search bar with a magnifying glass icon and a placeholder "Search". To the right of the search bar are four icons: a plus sign (+), a pencil (edit), a clipboard (copy), and a cube (archive). Below the search bar is a table with the following columns: ID, Username, Name, Email, Phone Number, and Archived. The table contains 22 rows of data, each representing a staff member. The "Archived" column shows values like "No" or "Yes" for each row.

ID	Username	Name	Email	Phone Number	Archived
1	Jdoe	Joseph Doe	joseph.doe@m... 07715234252		No
2	asmith	Alice Smith	alicesmith@exa... 2345678901		No
7	mjones	Mary Jones	mjones@exampl... 2223334444		No
8	dsmith	David Smith	dsmith@exampl... 3334445555		No
9	swilson	Sarah Wilson	swilson@examp... 07895428292		No
10	tmiller	Thomas Miller	tmiller@exampl... 5556667777		No
11	bwilliams	Benjamin Willia...	bwilliams@exa... 6667778888		No
12	Cleaner	Carl Jones	c.jones@movers... 07788899966		No
13	Cleaning Manager	Ben Gracey	ben.gracey@m... 07895428292		No
14	Office	Jamie Gracey	office@movers.c... 07895428292		No
15	Admin	Matthew Gracey	m.graceyl409@g... 07895428293		No
16	3	Cleaning Manager	cleaning.manage... 07714236010		No
22	Manager	Daniel Thompson	urma@uhmhelp... 07766887876		No

Change Staff Password

To change a staff member's password, click the "Change password" menu item in the security tab. You will be presented with the following:

The screenshot shows the MOVERS software interface. At the top, there is a navigation bar with a back arrow pointing to 'Movers', the title 'MOVERS', and user information 'Admin' and 'Sign out'. On the left, a sidebar menu includes 'Dashboard', 'Security' (which is expanded), 'Manage staff', 'Login attempts', and 'Change password' (which is selected and highlighted in grey). Other menu items like 'Reports' and 'Settings' are also present. The main content area is titled 'Change Password' with the sub-instruction 'Input a username, a new password and click "Change Password"'. It features two input fields: 'Username' and 'New Password'. Below the 'New Password' field is a list of validation requirements: 'X Eight characters long', 'X Uppercase and lowercase characters', 'X A number', and 'X A special character'. There is also a 'Confirm Password' input field and a large 'Change password' button at the bottom.

A valid staff username must be provided. You can then type in the staff member's new password and confirm it. Once you are done, click the "Change password" button. Note that, as an administrator, you can reset a staff member's password to the same as their previous password. You can also change the password of archived staff accounts.

Login attempts

The 100 most recent login attempts can be viewed by clicking the “Login attempts” section within the “Security” tab. This helps administrators monitor suspicious activity.

The screenshot shows the MOVERS software interface. At the top, there is a navigation bar with a back arrow pointing to 'Movers', a logo, and user information ('Admin' and 'Sign out'). On the left, a sidebar menu includes 'Dashboard', 'Security' (which is expanded, showing 'Manage staff', 'Login attempts' which is selected and highlighted in grey, and 'Change password'), 'Reports' (with a plus sign), and 'Settings' (with a plus sign). The main content area is titled 'Login Attempts'. It features a search bar with a magnifying glass icon and the placeholder 'Search'. Below the search bar is a table with three columns: 'Username', 'Attempt Time', and 'Successful'. The table lists several login attempts, with the first two rows being 'Admin' at 18:09 (both successful) and the subsequent rows being 'Cleaning Manager' at various times (mostly successful, except for one 'No' entry). An ellipsis (...) is at the bottom of the table.

Username	Attempt Time	Successful
Admin	27/03/2025 18:09	Yes
Admin	27/03/2025 18:09	No
Cleaning Manager	27/03/2025 17:59	Yes
Cleaning Manager	27/03/2025 17:46	Yes
Manager	27/03/2025 17:14	Yes
Manager	27/03/2025 17:13	No
Cleaning Manager	27/03/2025 12:33	Yes
Cleaning Manager	27/03/2025 12:19	Yes
Manager	27/03/2025 12:18	Yes
Cleaning Manager	27/03/2025 12:16	Yes
Cleaning Manager	27/03/2025 12:05	Yes
...		

Add Staff

Personal Details

This is the first page required to add a staff account. You must fill in a forename and surname and can provide a date of birth. Once you have finished, click the next button to proceed.

The screenshot shows a dark-themed application window titled "MOVERS". In the top right corner, there are "Admin" and "Sign out" buttons. On the left, a sidebar menu includes "Dashboard", "Security" (with "Manage staff" highlighted), "Login attempts", "Change password", "Reports", and "Settings". The main content area is titled "Personal Details". It contains fields for "Forename" (set to "John") and "Surname" (set to "Doe"). Below these, there is a section for "Date of Birth (optional)" with three input fields labeled "Day", "Month", and "Year", each containing the value "12", "01", and "2003" respectively. A large "Next" button is located at the bottom right of the form.

> Movers

MOVERS >

Admin Sign out

Dashboard <

Security

Manage staff

Login attempts

Change password

Reports +

Settings +

Personal Details

Forename

John

Surname

Doe

Date of Birth (optional)

Day Month Year

12 01 2003

>

Credentials

This page is where you must provide a username for the staff member to sign in with. You must then select a privilege level for the staff account (the default is office). Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.

The screenshot shows a software application window titled "MOVERS". The top navigation bar includes a "Movers" link, a "Admin" button, and a "Sign out" button. The main content area is titled "Credentials". On the left, there's a sidebar with "Dashboard", "Security" (which is expanded, showing "Manage staff" which is selected, "Login attempts", and "Change password"), "Reports" (with a plus sign), and "Settings" (with a plus sign). The "Manage staff" section has a "Username" field containing "jdoe1" and a "Suggested username: jdoe" placeholder. Below it is a "Privilege Level" dropdown menu set to "Office". At the bottom right of the main area are back and forward navigation arrows.

> Movers

MOVERS >

Admin Sign out

Dashboard

Security

Manage staff

Login attempts

Change password

Reports

Settings

Credentials

Username
Suggested username: jdoe
jdoe1

Privilege Level
Office

< >

Contact Details

In the contact details page, you must supply an email and UK phone number for the staff member. You can optionally provide a home address. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.

The screenshot shows the 'Contact Details' page of the MOVERS software. The interface has a dark theme with white text and light-colored input fields. On the left is a sidebar with navigation links: Dashboard, Security (with Manage staff, Login attempts, Change password), Reports, and Settings. The main area is titled 'Contact Details'. It contains three input fields: 'E-mail' with the value 'johndoe@example.com', 'Phone Number' with the value '09176543212', and 'Address (optional)' with the value '3 Magheralave Road Lisburn'. A character counter at the bottom right of the address field shows '27/255'. Navigation arrows are located at the bottom right of the main content area.

> Movers

MOVERS >

Admin Sign out

Dashboard

Security

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Reports

Settings

Contact Details

E-mail

johndoe@example.com

Phone Number

09176543212

Address (optional)

3 Magheralave Road
Lisburn

27/255

Emergency Contact

Within this step of creating a staff account, you can optionally provide an emergency contact. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.

The screenshot shows a software application window titled "MOVERS". The top navigation bar includes a "Movers" link, a "Admin" user indicator, and a "Sign out" button. The main content area is titled "Emergency Contact". On the left, a sidebar menu lists "Dashboard", "Security" (with "Manage staff" highlighted), "Login attempts", "Change password", "Reports", and "Settings". The right side contains three input fields: "Emergency Contact Forename (optional)" with "Jane" entered, "Emergency Contact Surname (optional)" with "Doe" entered, and "Emergency Contact Phone Number (optional)" with "01234567892" entered. Navigation arrows are visible at the bottom right of the content area.

Emergency Contact

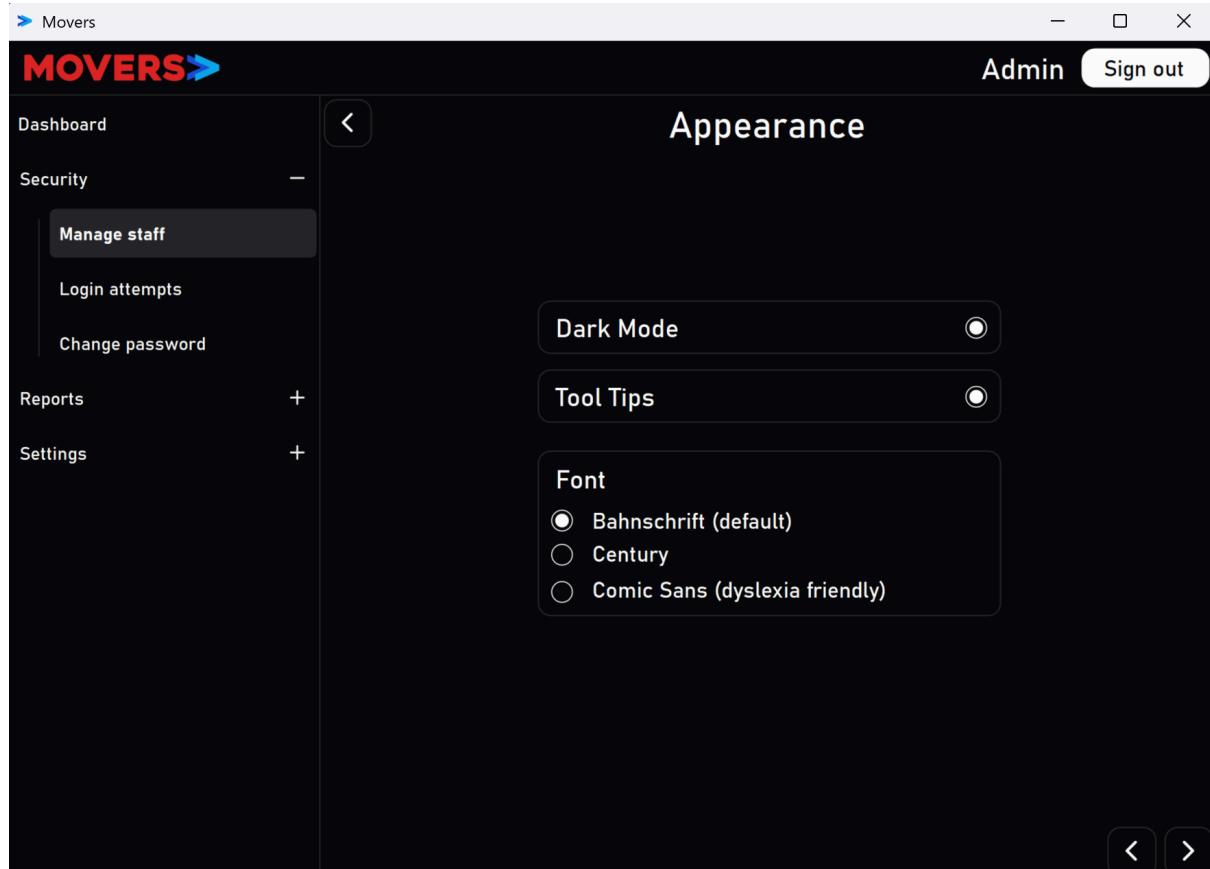
Emergency Contact Forename (optional)
Jane

Emergency Contact Surname (optional)
Doe

Emergency Contact Phone Number (optional)
01234567892

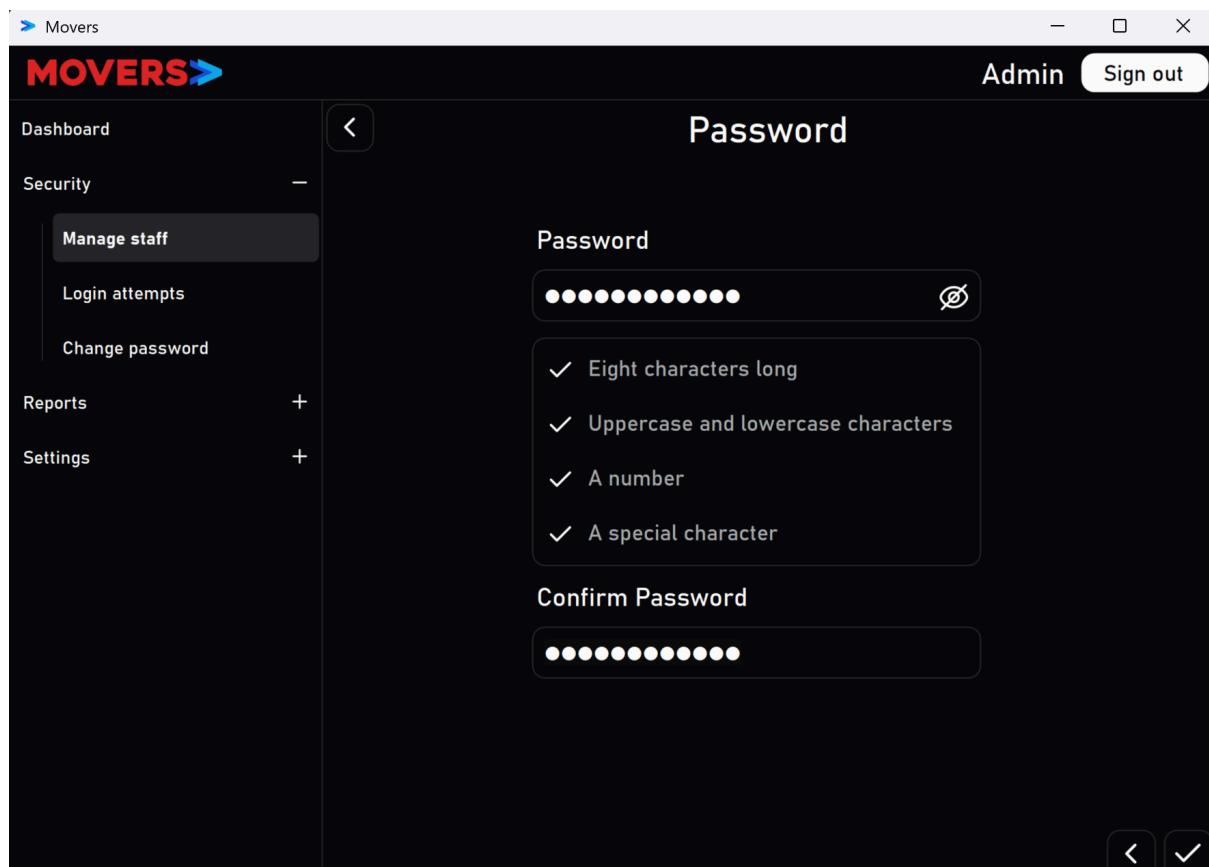
Appearance

Within this page, you can edit staff accounts appearance settings. Once you have finished, click the next button to proceed. If you need to return to the previous page, click the back arrow beside the next button.



Password

This is the final step in creating a staff account. You must supply a password that meets all the requirements, then confirm it. Once you have completed the process, click the “Done” button to add the stock item. If you wish to return to the previous page, click the back arrow next to the next button.

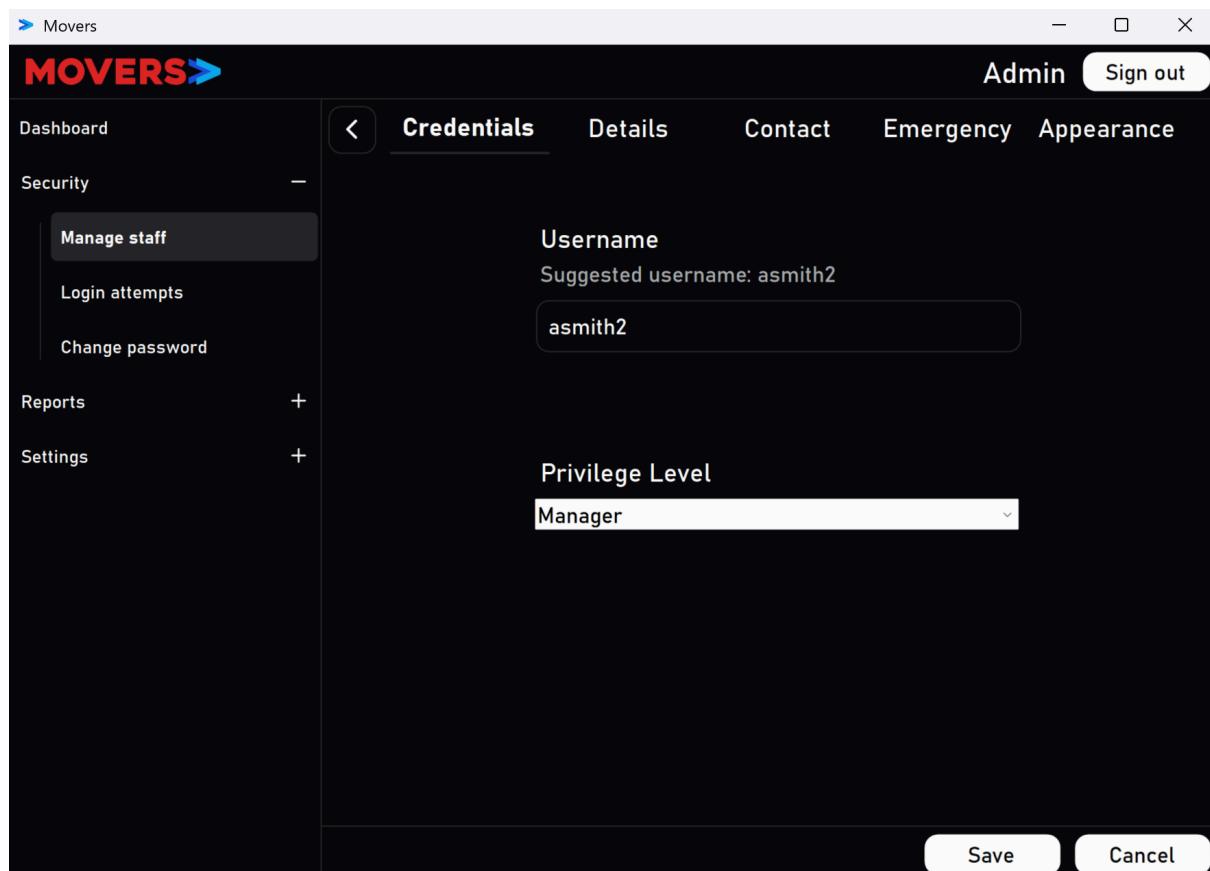


Edit Staff

To edit a staff account, select it in the manage staff view and click the “Edit” button (pencil icon) or double-click the account you wish to edit.

Credentials

To edit the staff accounts credentials, click the “Credentials” item in the top menu. You can edit the username, but it must be unique if you provide a new username. You can also change the account’s privilege level. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.



Details

To edit the staff account's personal details, select the "Details" item within the top menu. You must provide a forename and surname. The date of birth can be left blank. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.

The screenshot shows a software application window titled "MOVERS" with a dark theme. At the top right, it says "Admin" and "Sign out". The main navigation bar includes "Dashboard", "Credentials", "Details" (which is underlined, indicating it's selected), "Contact", "Emergency", and "Appearance". On the left, there's a sidebar with "Security" (expanded, showing "Manage staff", "Login attempts", and "Change password"), "Reports" (collapsed, indicated by a plus sign), and "Settings" (collapsed, indicated by a plus sign). The "Details" section contains fields for "Forename" (Alice) and "Surname" (Smith). Below that is a "Date of Birth (optional)" field with three dropdowns for Day (30), Month (04), and Year (2001). At the bottom right are "Save" and "Cancel" buttons.

> Movers

MOVERS

Admin Sign out

Dashboard Credentials Details Contact Emergency Appearance

Security

Manage staff

Login attempts

Change password

Reports

Settings

Forename
Alice

Surname
Smith

Date of Birth (optional)

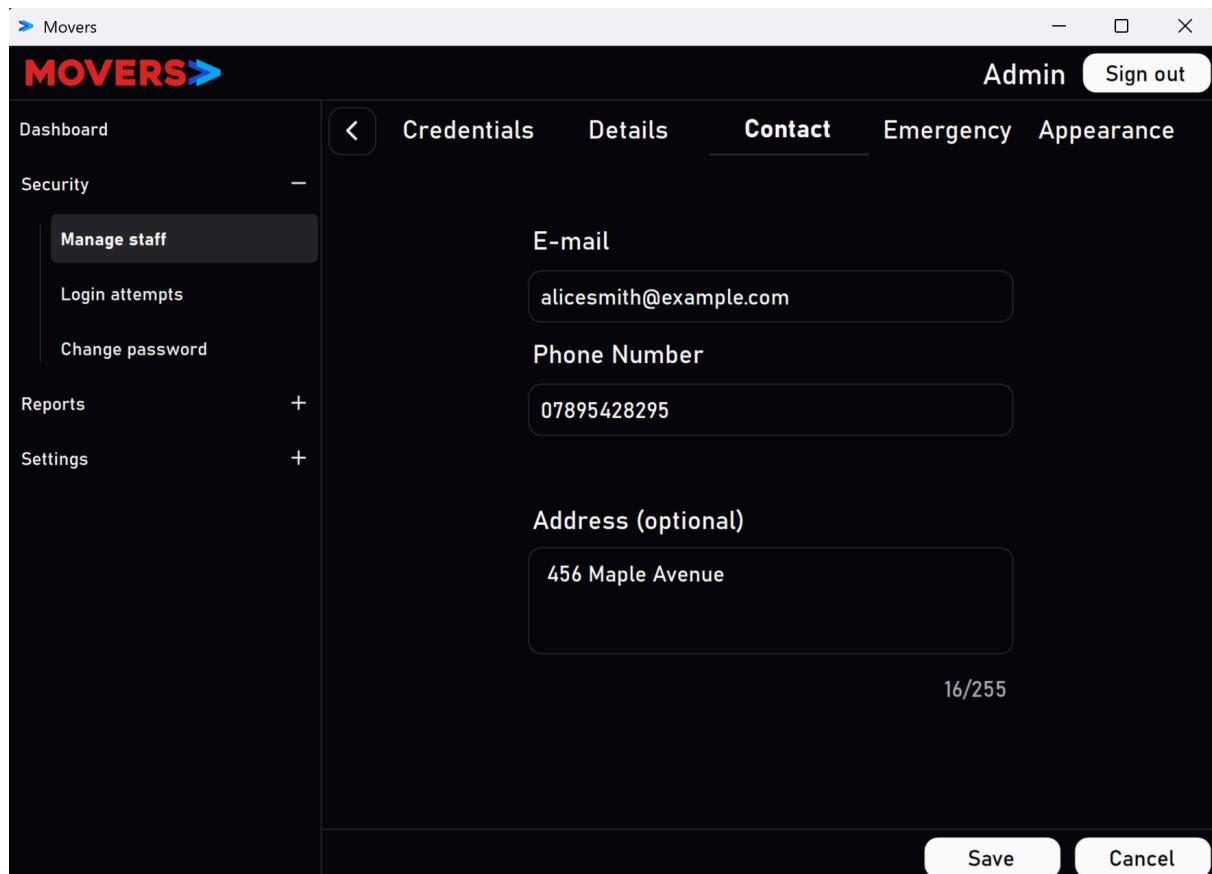
Day Month Year

30 04 2001

Save Cancel

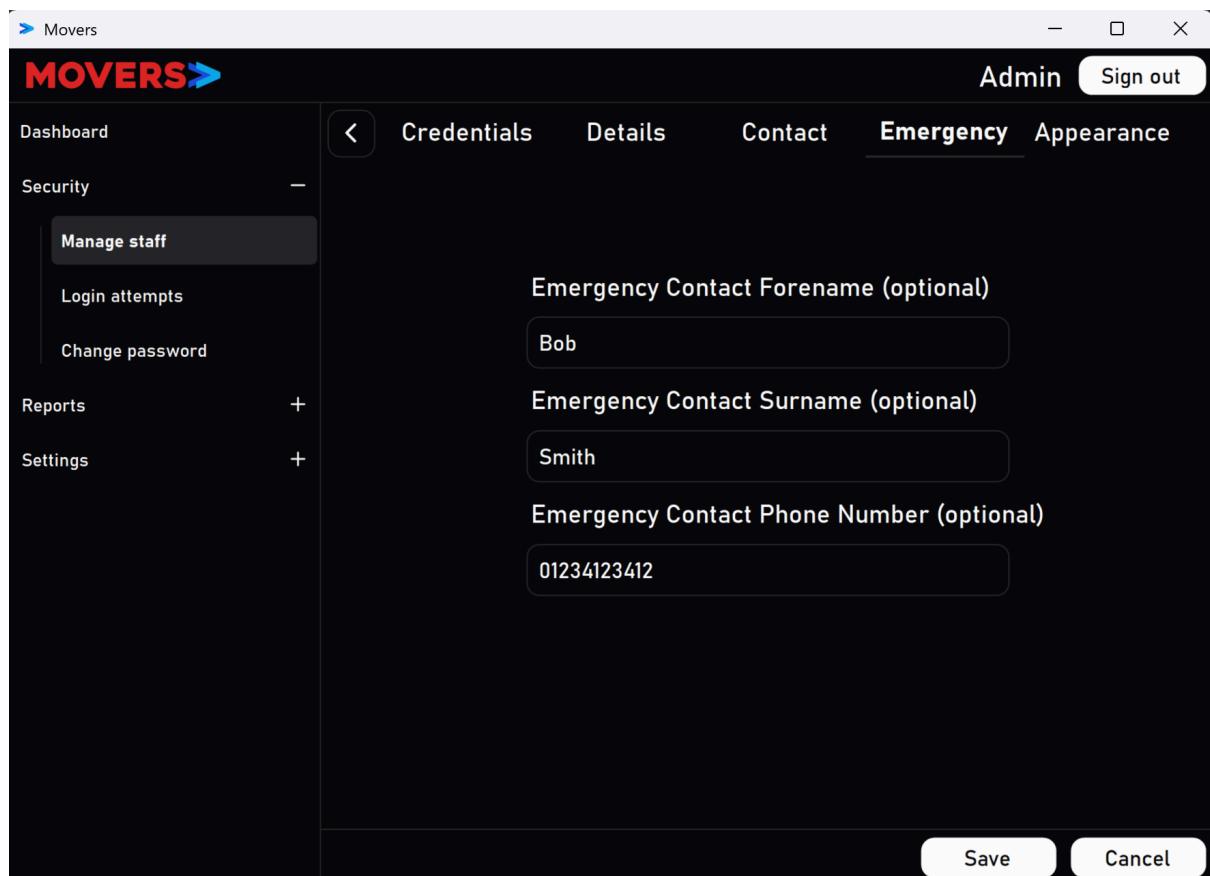
Contact

To edit the staff account's contact details, select the "Contact" tab in the top menu. You must provide a valid email and UK phone number. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.



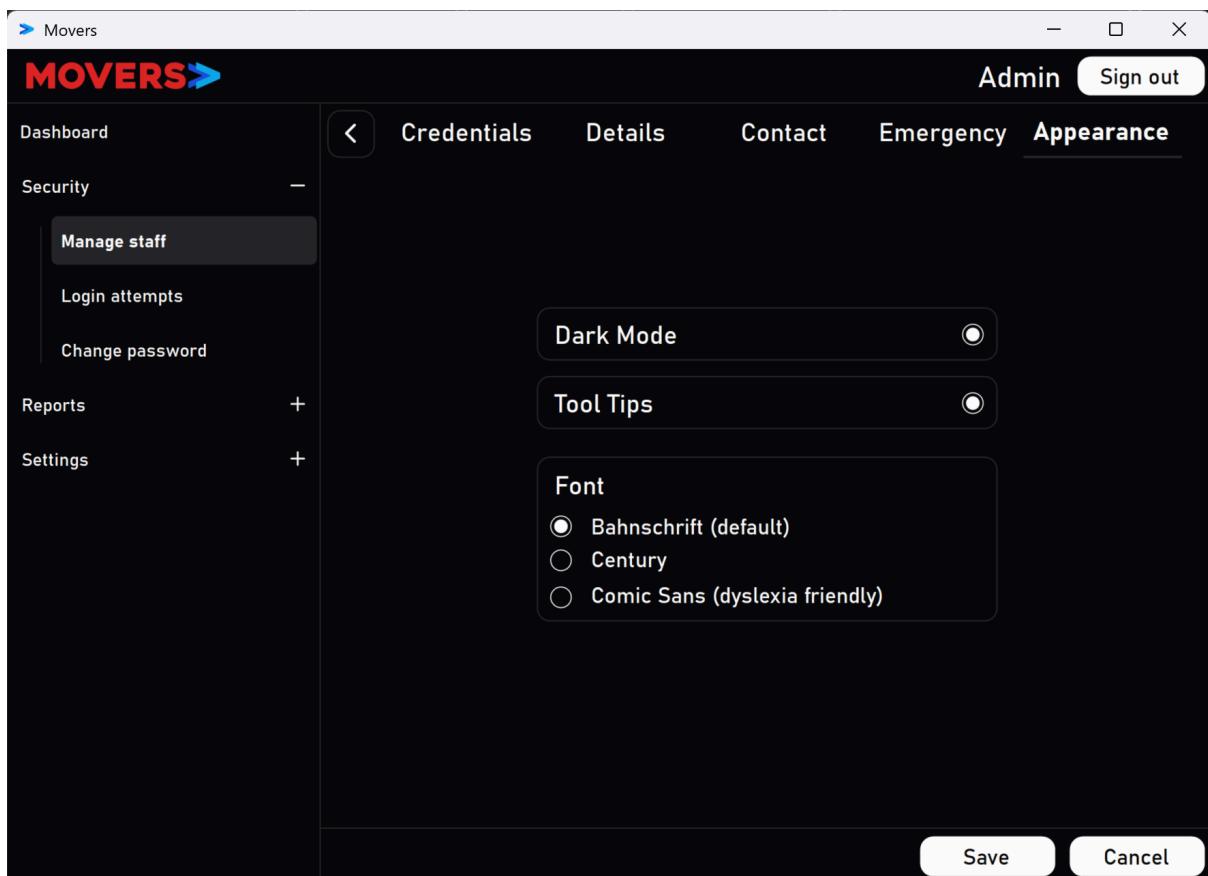
Emergency Contact

To edit a staff account's emergency contact, click the "Emergency" tab within the top menu. You can optionally provide a forename, surname and UK phone number. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.



Appearance

To edit the staff account's appearance settings, select the "Appearance" tab in the top menu. You can edit the appearance theme, tool tip settings and font selection. Once you are finished, click save. If you are unhappy with your changes, you can reset them by clicking cancel.



Reports

Reports are PDF files generated to provide an overview of the current state of the data within the Movers' Cleaning Microsystem Application. These files can be downloaded for auditing or printing purposes.

The image consists of two screenshots of the MOVERS application interface. Both screenshots show a sidebar menu on the left and a main content area on the right. The top screenshot shows a table titled 'Report Name: Staff Report' with columns: ID, Surname, Forename, Username, Privilege Level, and Last Password Change. A download button is highlighted in the bottom right corner of the report area. The bottom screenshot shows a 'Save PDF File' dialogue box with a 'Save report file dialogue' label. It includes fields for 'File name' (Current Staff Report - 26/03/2025 21:41) and 'Save as type' (PDF Files (*.pdf)). The background shows the same sidebar and staff report table as the top screenshot.

ID	Surname	Forename	Username	Privilege Level	Last Password Change
1	Doe	Joseph	jdoe	Cleaner	23 Mar 2025
2	Smith	Alice	smith	Manager	04 Feb 2025
3	Johnson	Bob	johnson	Administrator	04 Feb 2025
4	Gracey	Matthew	matthew	Manager	13 Feb 2025
5	Gowdall	Simon	simon	Office	23 Mar 2025
6	Brown	John	jbrown	Cleaner	23 Mar 2025
7	Jones	Mary	mjones	Cleaner	23 Mar 2025
8	Smith	David	dsmith	Cleaner	23 Mar 2025
9	Wilson	Sarah	sWilson	Cleaner	01 Mar 2025
10	Miller	Thomas	tmiller	Cleaner	23 Mar 2025
11	Williams	Benjamin	bwilliams	Cleaner	23 Mar 2025
12	Jones	Carl	cjones	Cleaner	24 Mar 2025
13	Gracey	Ben	bgracey	Cleaning Manager	24 Mar 2025
14	Gracey	Jamie	ojones	Office	24 Mar 2025
15	Gracey	Matthew	2	Administrator	23 Mar 2025
16	Manager	Cleaning	3	Manager	24 Mar 2025
17	a	a	4	Cleaning Manager	13 Feb 2025
18	a	a	5	Cleaner	13 Feb 2025
19	doe	james	jdoe2	Office	22 Mar 2025
20	smith	william	smithwill	Office	22 Mar 2025
21	Gracey	Julie	jgracey	Office	22 Mar 2025

Stock Report

The stock report displays the current stock levels. Each stock has a name, SKU, quantity and quantity level.

The screenshot shows the MOVERS application interface. The top navigation bar includes a back arrow pointing to 'Movers', the 'MOVERS>' logo, 'Manager' (highlighted in blue), and a 'Sign out' button. On the far right, there is a download icon. The left sidebar contains a 'Dashboard' section and several collapsed sections: 'Stock' (with 'Manage stock'), 'Orders', 'Quantity changes', 'Cleaning' (with 'Book cleaning', 'Upcoming jobs', 'Manage customers', and 'Manage job options'), and 'Reports' (with 'Current Staff' and 'Stock' which is highlighted in red). The main content area is titled 'Report Name: Stock Report' and 'Report Date: 26 Mar 2025 20:15'. It features a 'MOVERS>' logo at the top right. Below this is a table with columns: ID, Name, SKU, Quantity, and Quantity Level. The table lists 22 items, each with its ID, name, SKU, quantity (e.g., 9, 2, 80, etc.), and a color-coded quantity level (e.g., Low, Medium, High). A download icon is located on the right side of the table header.

ID	Name	SKU	Quantity	Quantity Level
1	Bleach	BLE-001	9	Low
2	Glass Cleaner	GIC-002	2	Low
3	Floor Cleaner	FLC-003	8	Low
4	Sponges	SPO-004	2	Low
5	Microfiber Cloths	MIC-005	95	Medium
6	Disinfectant Wipes	DIW-006	80	High
7	Bathroom Cleaner	BCL-007	60	High
8	Dish Soap	DSO-008	90	High
9	Mop	MOP-009	2	Low
10	Broom	BRM-010	50	High
11	Dustpan	DSP-011	8	Low
12	Hand Soap	HSP-012	110	High
13	Air Freshener	AFR-013	85	High
14	Garbage Bag	GGB-014	130	High
15	Paper Towels	PTW-015	140	High
16	Cleaning Gloves	CLG-016	100	High
17	Window Squeegee	WSS-017	55	High
18	Vacuum Cleaner	VAC-018	95	High
19	Carpet Cleaner	CRC-019	67	High
20	Stainless Steel Cleaner	SSC-020	75	High
21	Oven Cleaner	OVC-021	55	High
22	Kitchen Degreaser	KDG-022	85	High

Current Staff Report

The current staff report shows all staff with an active account at Movers (i.e. those who have an account that is not archived). Additionally, a pie chart showing the number of staff (and whether the accounts are archived) is displayed after the table.

The screenshot shows the Movers application interface. The top navigation bar includes a back button (> Movers), the Movers logo, a 'Manager' button, and a 'Sign out' button. The left sidebar has a 'Dashboard' section and categories for 'Stock', 'Orders', 'Quantity changes', 'Cleaning', and 'Reports'. Under 'Reports', the 'Current Staff' button is highlighted. The main content area displays a table titled 'Report Name: Staff Report' with a report date of '26 Mar 2025 20:14'. The table has columns for ID, Surname, Forename, Username, Privilege Level, and Last Password Change. The data shows 21 staff entries, including administrators, managers, and cleaners.

ID	Surname	Forename	Username	Privilege Level	Last Password Change
1	Doe	Joseph	Jdoe	Cleaner	23 Mar 2025
2	Smith	Alice	asmith	Manager	04 Feb 2025
3	Johnson	Bob	bjohnson	Administrator	04 Feb 2025
4	Gracey	Matthew	Matthew	Manager	13 Feb 2025
5	Cowell	Simon	Scowell	Office	23 Mar 2025
6	Brown	John	jbrown	Cleaner	05 Mar 2025
7	Jones	Mary	mjones	Cleaner	05 Mar 2025
8	Smith	David	dsmith	Cleaner	05 Mar 2025
9	Wilson	Sarah	swilson	Cleaner	05 Mar 2025
10	Miller	Thomas	tmiller	Cleaner	05 Mar 2025
11	Williams	Benjamin	bwilliams	Cleaner	05 Mar 2025
12	Jones	Carl	Cleaner	Cleaner	24 Mar 2025
13	Gracey	Ben	Cleaning Manager	Cleaning Manager	24 Mar 2025
14	Gracey	Jamie	Office	Office	24 Mar 2025
15	Gracey	Matthew	2	Administrator	23 Mar 2025
16	Manager	Cleaning	3	Manager	24 Mar 2025
17	a	a	4	Cleaning Manager	13 Feb 2025
18	a	a	5	Cleaner	13 Feb 2025
19	doe	james	jdoe2	Office	22 Mar 2025
20	ashkgd	sdfghj	aasdfasdf	Office	22 Mar 2025
21	Gracey	Julie	jgracey	Office	22 Mar 2025

> Movers

MOVERS>

Manager Sign out

Dashboard

Stock +

Cleaning +

Reports -

Current Staff

Stock

Cleaning job

Settings +

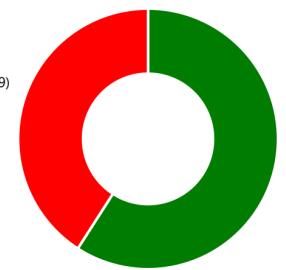
Report Name: Staff Report
Report Date: 28 Mar 2025 22:54

Active Staff Accounts

MOVERS>

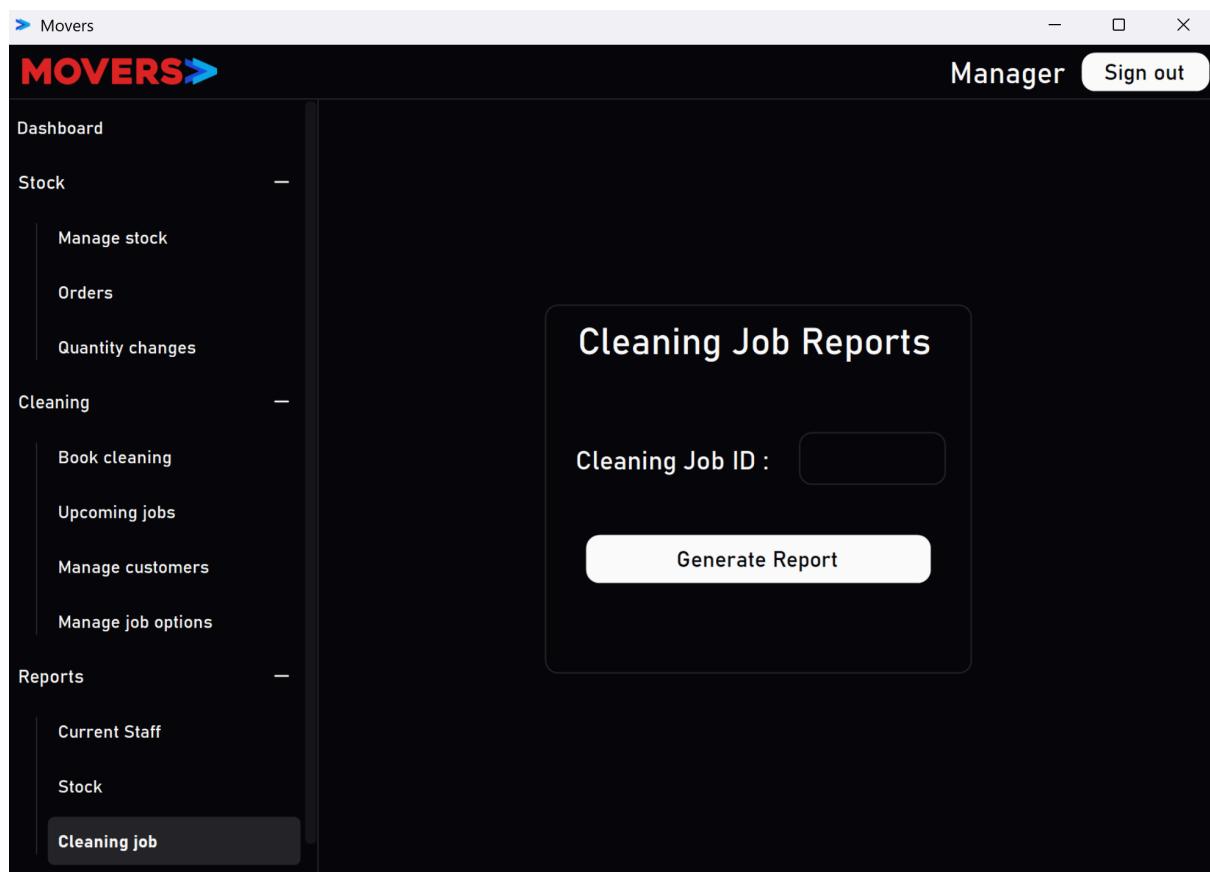
Inactive staff (9)

Active staff (13)



Cleaning Job Report

The cleaning job report provides an overview of a cleaning job in an invoice style. The report can also be used for cleaning staff on a cleaning job (they can access it through their menu) to provide a list of what they need to complete. In order to generate this report, you must type the cleaning job ID into the “ID” text box and click generate report. An example report has been included below.



> Movers

MOVERS>

Manager Sign out

Dashboard

Stock

- Manage stock

Orders

Quantity changes

Cleaning

- Book cleaning
- Upcoming jobs
- Manage customers
- Manage job options

Reports

- Current Staff
- Stock

Cleaning job

Report Name: Cleaning Job Report
Report Date: 26 Mar 2025 20:15

Cleaning Job Details

Cleaning Job ID: 23
Booked by: Jamie Gracey

Customer ID: 3
Customer Name: Alice Johnson
Customer Email: alice.johnson@example.com
Customer Phone Number: +447913987654

Date: 16/04/2025
Start Time: 11:00
End Time: 12:00

Address

53 Forest Road
Castlewelan

Extra Information

This screenshot shows the 'Manager' view of the MOVERS app. The sidebar on the left lists various sections: Dashboard, Stock, Orders, Quantity changes, Cleaning, Reports, and Settings. Under 'Cleaning', 'Book cleaning' is selected. Under 'Reports', 'Current Staff' is selected. The main content area displays a 'Cleaning Job Report' for job ID 23, booked by Jamie Gracey. It includes details like customer information (Alice Johnson), address (53 Forest Road, Castlewelan), and extra information. A download icon is visible in the top right corner.

> Movers

MOVERS>

Manager Sign out

Dashboard

Stock

Cleaning

Reports

- Current Staff
- Stock

Cleaning job

Settings

Report Name: Cleaning Job Report
Report Date: 27 Mar 2025 10:15

Cleaning Job Staff

ID	Name
9	Sarah Wilson

This screenshot shows the 'Manager' view of the MOVERS app. The sidebar on the left lists: Dashboard, Stock, Cleaning, Reports, Current Staff, Stock, and Cleaning job. Under 'Reports', 'Current Staff' is selected. The main content area displays a 'Cleaning Job Staff' report for job ID 27, dated 27 Mar 2025 10:15. It shows one staff member, Sarah Wilson, with ID 9. A download icon is visible in the top right corner.

> Movers

MOVERS>

Manager Sign out

Dashboard

Stock +

Cleaning +

Reports -

- Current Staff
- Stock
- Cleaning job**

Settings +

Report Name: Cleaning Job Report
Report Date: 27 Mar 2025 10:15

MOVERS>

Cleaning Job Options

Total Cost: £90.00

ID	Name	Unit Cost (£)	Quantity	Subtotal (£)
5	Upholstery Cleaning	90.00	1	90.00

