

# Manual



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# Config.

### First time running the application

Step 1: Open an SQL Host for hosting the application's database.

Note: localhost is preferred

Step 2: Locate in the folder: Data, CreateDB.sgl and run it.

Step 3: If your localhost user name and password is: root. Go to step: **6** 

Step 4: If root is not your localhost user name and password than:
Locate in the MainApp.java file in the following path:
/app/LostLuggage/src/main/java/is103/lostluggage

Step 5: Change the database constructor parameters.

1<sup>st</sup> string: DB Name (configured when running CreateDB.sql)

2<sup>nd</sup> string: DB User name 3<sup>th</sup> string: DB User password



Step 6: The application is all set.

Now you can build and run the application.

Note: This way of configuring the application is not preferred, but will work.



# Accounts

# For logging into the application

Account permission	User name	Password
Service Employee	BJ1	asd
Manager	DO1	ppok
Administrator	AK1	asd

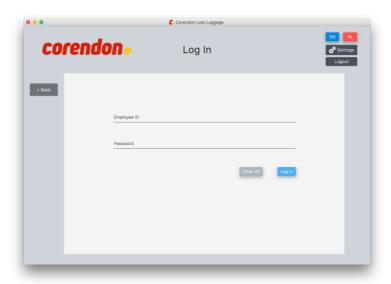
Note: after logging in into an administrator account you can add users.



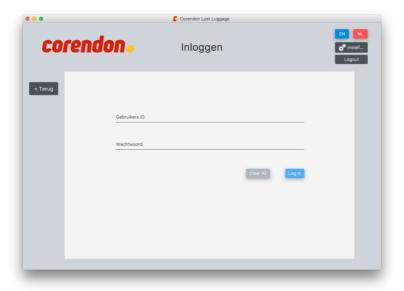
# General

## Change Language

Step 1: Locate the two language buttons in the top-right corner.



Step 2: Select preferred language (English or Dutch) by pressing the button



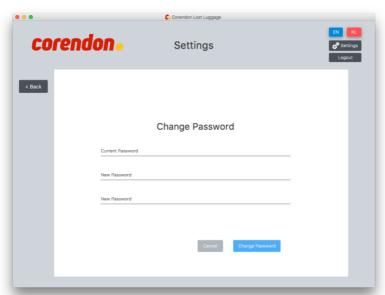


### Change Password

Prerequisites: User is logged in.

Step 1: Press the Settings buttons located in the top-right corner.

Step 2: Enter your current password, enter your new password and confirm your new password.



Step 3: Press the Change Password button to change your current password to the new password. You should see a confirmation that your password has been changed.





# Log out

Prerequisites: User need to be logged in.

Step 1: Press the Log out button in the top-right corner. The system will open the Log in page.

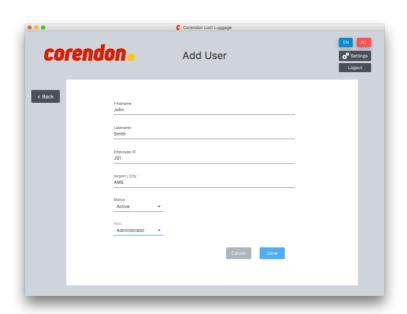


# Administrator

#### Add New User

Step 1: Press the Add User button in the Home page or Select the Add User button in the Overview User page.

Step 2: Fill in all the text fields with the information about the new user. The system will automatically generate a new Employee ID. This id will also be the username to login to the system.



Step 3: Press the Done button when all the fields are correct. The password will be the same as the location.

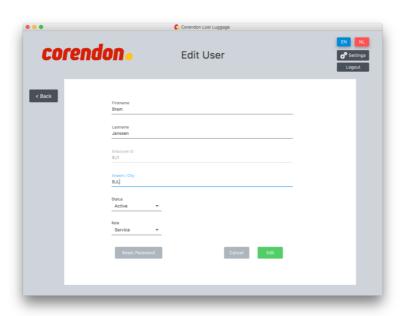


### **Edit User**

Step 1: Select the user you want to edit by clicking on the row in the Overview User page.



Step 2: Change the fields that needs to be changed.



Step 3: Press the Edit button. The system will open the Overview User page.



### Search Users

Step 1: Type in the employee ID, first name, last name, location, status, or role in the search text field. For example: 'Smith'





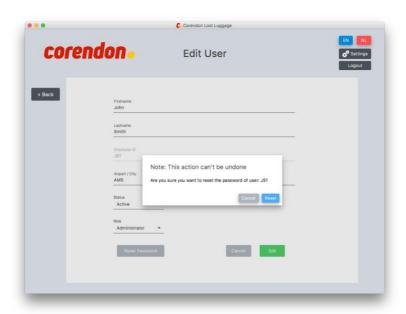
#### Reset Password

Step 1: Select the user you want to reset the password from by clicking on the row in the Overview User page.



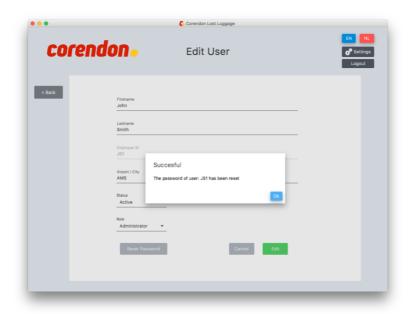
Step 2: Press the reset password button.

Step 3: The system will show a Pop Up asking you to if you are sure you want to reset the password. (Note: This action can't be undone)





Step 4: Press reset to permanently reset the password to the location from the selected user. The user can change their password when they log in. You will see a new Pop Up with the confirmation that the password has been reset.





# Manager

## Manager home page

- Step 1: This is the first screen that u will see when logging in, into an service employee account.
- Step 2: From here you can navigate through all the different views and functionality.

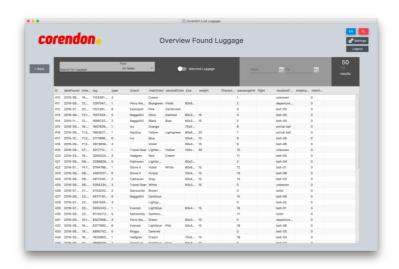




### Manager Overview found & lost luggage

Step 1: To come at the overviews you will have to click the buttons 'overview .... luggage' on the manager home screen.

Than will u see the following screen:



All the steps are the same as a service employee, but the main difference is the count in the top right. Count/total luggage results. This will change depending on the search and filters.

### Search for a specific luggage

Searching on the found luggage view works the same way as on the lost luggage overview. So please go to: *Overview Lost > Search for a specific luggage* 

### Show only matched luggage

Showing only matched found luggage works the same way as on the lost luggage overview. So please go to: *Overview Lost > Show only matched luggage* 

### Get specific details of a luggage in the overview.

Getting specific details works the same way as on the lost luggage overview. (double click row) So please go to: Overview Lost > Get specific details of a luggage in the overview

#### Filter on date.

Step 1: select a date in the date picker and the luggages are filtered.



### Retrieved luggage

Step 1: The purpose of this screen is to see what luggage has been retrieved, can be seen on the left side of the screen. This screen also has a few functionalities.

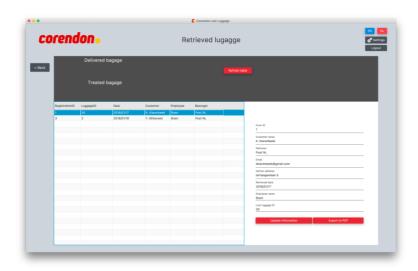
Step 2: By selecting a row from the table row, the user will be able to see more details of that specific retrieved luggage.

Step 3: The details can be changed by left clicking the text field and typing something.

Step 4: When the user has written some content in the text field, the user will be able to update the values of that retrieved luggage by left clicking on the "update information" button.

Step 5: If the user wishes to update the table view., the user must press the "Refresh table" button. This will refresh the content of the table.

Step 6: When the user want to download a PDF of the retrieved luggage details, the user must again select a row. After that the the user presses the "Exporteer naar PDF". This will then open a windows screen for selecting your location. after the user has selected a file location, the user can write the name of the pdf. The name does not have to contain .pdf, the exporter will do this automatically. Press Save. The PDF can be found at the saved location. The PDF exporter, exports the content of the textfields, so if the user changes the texfields, these values will be stored in the export.





### Reports

Step 1: This is the reports screen, this screen contains information about lost, retrieved and found luggage in a period.

Step 2: By pressing on the years the line chart will draw a line that contains the months at the bottom side and the amount on the left side.

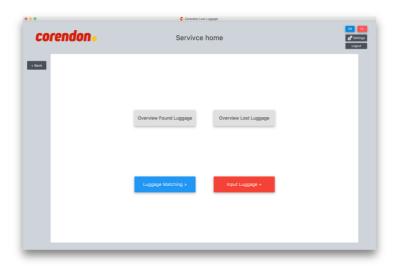




# Service

## Service home page

- Step 1: This is the first screen that u will see when logging in, into an service employee account.
- Step 2: From here you can navigate through all the different views and functionality.

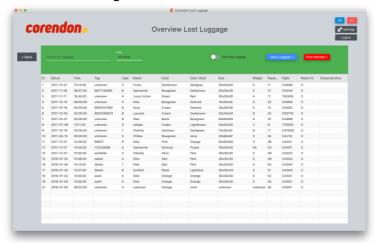




### Overview lost luggage

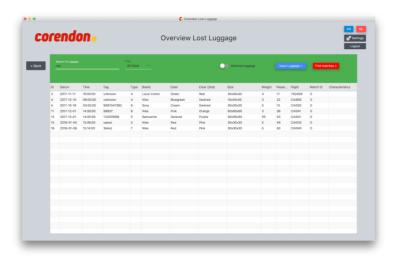
Step 1: To come at the lost luggage overview you will have to press the top right button called 'overview lost luggage' on the service home screen.

Than u will see the following screen:



#### Search for a specific luggage

Step 1: When u are at the overview page u can use the 'Search for luggage' box on the top left to search for a specific luggage.



Step 2: If you want to search on a specific field (/column) of the table, u have to select an option in the 'Filter Combo Box' next to the search input. (Standard = All Fields)

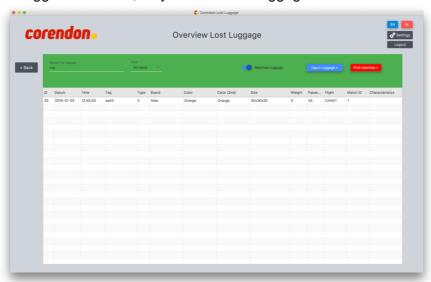
Now u will see the luggage's with columns that match your search and filter criteria.



#### Show only matched luggage

Step 1: When u are at the overview page u can use the 'show matched luggage' toggle button in the middle top.

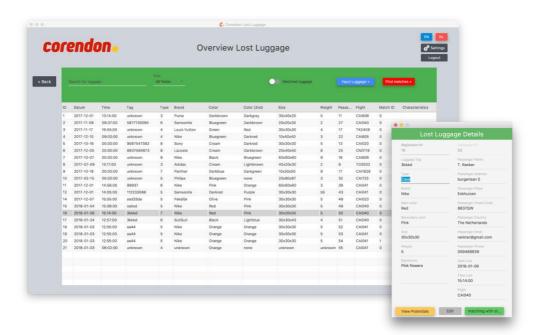
Step 2: When u toggle this button, only the matched luggage will be shown.



Get specific details of a luggage in the overview.

Step 1: When u want to get the specific details of a luggage, u will have to **double click** on the luggage it's row. A popup with all the details will show.

Step 2: From will u also have the options for matching, editing etc.

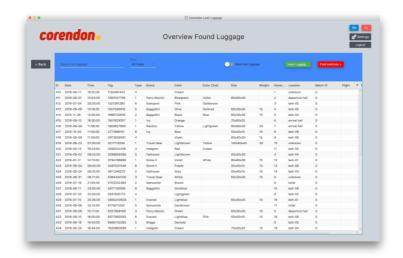




### Overview found luggage

Step 1: To come at the found luggage overview you will have to press the top left button 'overview found luggage' on the service home screen.

Than will u see the following screen:



#### Search for a specific luggage

Searching on the found luggage view works the same way as on the lost luggage overview. So please go to: *Overview Lost > Search for a specific luggage* 

### Show only matched luggage

Showing only matched found luggage works the same way as on the lost luggage overview. So please go to: *Overview Lost > Show only matched luggage* 

Get specific details of a luggage in the overview.

Getting specific details works the same way as on the lost luggage overview. (double click row) So please go to: Overview Lost > Get specific details of a luggage in the overview



### Edit luggage

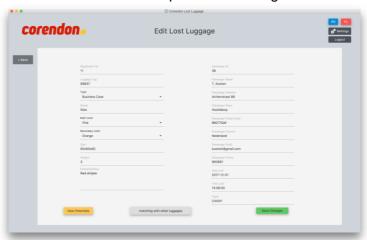
Step 1: To edit luggage you first have to open an detailed popup and click on 'edit'. (To open an pop up detailed view, just double click on an table row)



The 'edit' buttons are the buttons with the grey color.

### Change or Add luggage details

Step 1: To change (/edit) an luggage you can change all the fields when you are located on an edit view. U can also fill in the previous missing details of a luggage.

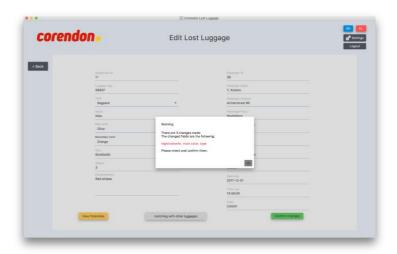


Step 2: When you're done editing a specific luggage you can press the green button on the bottom right on the screen called 'save changes'.



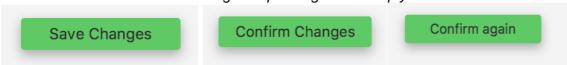
Step 3: After u pressed 'save changes' the following alert message will pop up.

In this message you will see the fields that u changed and is asked to check them.



- Step 4: Once you checked the fields that are changed (with the blue underlining). You can press the confirm changes button (that had the text 'save changes')
- Step 5: Now You can press the button for the final time to actually change the luggage.

The button changes depending on the step you are.



**Note:** if you changed another field after the second click on the button 'confirm changes' The validation (with the alert message) repeats, until there aren't any changes again, and you pressed the button at least 3 times. *This is for preventing wrong edits.* 

### The functionality of the buttons on the edit view.

There are three buttons on the edit view, the 'save changes' button is explained in the previous steps.

The 'View potential' button is for seeing all the potential matches of the luggage you are editing. See potential matching, for more information.

The 'matching with other luggage's' is for adding the current luggage to the manual matching tab and make it possible to confirm an match with an other luggage.

See manual matching, for more information.

Note: the view will change and you're editing's won't be saved.



### Matching

Step 1: To come at the matching view you will have to press the bottom left button 'luggage matching > ' on the service home screen.

Than will u see the following screen:



On this view you will be able to find and confirm matches on a easy way. For explaining all the functionality on this view we will break the view apart in 5 sections.

- Lost luggage table overview
- Found luggage table overview
- Automatic matching
- Manual matching (confirming)
- Potential matches

### Matching Lost & Found luggage table overview

The lost and found table's are for getting a quick overview of all the data. There is for both a button called 'see full overview >' for going to the main luggage

overviews. With all the search functionality.



But in those two table's you are also able to get the full details of a luggage by **double clicking** on a row (luggage).

For more info. go to: Overview Lost > Get specific details of a luggage in the overview



#### Automatic matching

The automatic matching table is for comparing all the luggage's automatically and is found on the first index of the matching tabs at the top of the screen.

Here you will be able to find the id's, tags, type's, brand's, colour's etc. of both luggage's that are compared (one in each row). You are also able to see the match percentage.



#### Manual matching

The manual matching is for comparing for the final time all the luggage's details before confirming and is found on the second index of the matching tabs at the top of the screen.

When you haven't added a luggage to the manual matching the fields will be empty (only a quick reference). See, add a luggage to manual matching, for more details.



#### Potential matches

The potential matches table is for seeing all the potential matches a luggage has. This is all done automatically and is found on the third index of the matching tabs at the top of the screen.

Here you will be able to find the id's, tags, type's, brand's, colour's etc. of the luggage were you wanted to see the potential matches. You are also able to see the match percentage.

**Note**: on the first time opening the potential matches the following message will show up: No potential matches found

This is because you must search for potential matches by pressing the 'potential matches' button on the detailed views or there aren't any potential matches.





#### Get the full details of a automatic (or potential) match.

Step 1: find a match where you want to see the full details.

Step 2: double click on the row of that (automatic) match to get the full match details.



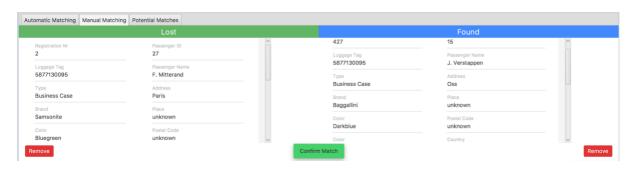
#### Confirm a potential match by manual matching it.

To confirm a match you have to add both luggage's to the manual matching.

Step 1: add two luggage's to the manual matching (1 found and 1 lost luggage)

**Note:** This can be done by pressing the '< manual matching >' button on a detailed match pop up. As seen on the previous page.

Or u add two luggage's separate from each other by pressing 'manual match' on the (single) detailed luggage pop up.



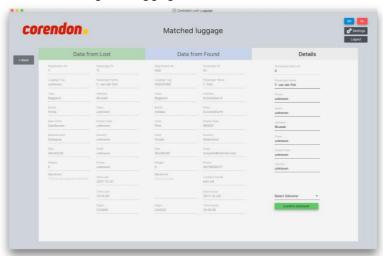


Step 2: double check both luggage by scrolling through the fields and check the equivalency.



Step 3: press 'confirm match' to confirm the match.

Step 4: the match is confirmed, now you have to **contact the passenger** and select and confirm a deliverer that will bring the luggage to the customer.



### Get the potential matches of a luggage.

Step 1: press 'potential matches' on an single luggage detailed view (pop up)

Step 2: the potential matches of that luggage's are shown in the potential matching tab.

Note: No potential matches found Means that there aren't any potential matches!



### Sort on (match percentage) a column.

Step 1: click on the name of the colomn/ field of a table to sort on that row.