



EMPLOYEE MANAGEMENT APPLICATION

INSTALLATION AND USER GUIDE

APRIL 2019

VERSION: 1.0.0

TEAM 10

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1. INTRODUCTION

The aim of the mobile application is to be able to manage Saggezza employees by being able to view all of the employees in the Saggezza database, search employees in the database, amend and view their information and view and organise teams.

USER TYPE RESTRICTIONS

The employee data is kept secure and private using different user types that have different accessibility and permissions. The user types are admin, manager and basic user.

The admin can edit any profile, add new profiles and delete them, change passwords, edit and delete any team, as well as add new ones and view all of the information on profiles.

The manager can only edit teams they are part of and can view all the information on profiles of users in their team. If a user is not in their team however, they can only see some additional information on their profile, such as email, full date of birth, address and next of kin. They can only edit their own profile.

A basic user can only edit their own profile and will only view the basic information of other profiles, such as name, role, skills, birth of date without the year and telephone number.

2. SOFTWARE AND HARDWARE REQUIREMENTS

SOFTWARE

- Android 6.0 and above.

HARDWARE

- 4GB RAM
- 9MB Memory Space

3. APPLICATION INSTALLATION

Download the APK onto your phone from the final submission zip file.

FOR ANDROID 8.0.0 AND ABOVE

Find the folder the Employee Management Application APK was downloaded to and tap on it. When a message appears asking if you would like to install select "Install".

FOR ANDROID 7.1.2 AND BELOW

Go to “Settings” in your mobile phone and select “Security”. Find “Allow installation of apps from unknown sources” and tick it by tapping on it. Agree to any messages that are displayed.

Next find the folder the Employee Management Application APK was downloaded to and tap on it. When a message appears asking if you would like to install select “Install”.

ALTERNATIVE DOWNLOAD SOURCE

Download can also be found at Saggezza Employment Management Application Website at <http://homepages.cs.ncl.ac.uk/201819/CSC2022/Team10/website/>.

Click on the download button based on your version of Android and wait for the application to download. Agree to any message that might be displayed.

*** FOR CSC2022 MODULE MARKERS: A FILE HAS BEEN INCLUDED IN THE SUBMISSIONS WITH THE LOGIN DETAILS FOR ALL TEST USERS IN THE DATABASE**

4. LOGIN IN

When the application is launched you will be presented with a log in screen which can be used to log into your employee account and access all the functions of the application. To log in you must complete all the fields presented.

The image shows the Saggezza login screen. At the top, there is a logo consisting of a stylized 'S' made of dots and the word 'SAGGEZZA' in bold capital letters. Below the logo, there are four input fields and a button, each highlighted with a red rectangular box and a corresponding label in brackets to its right. The first box is labeled '[1]' and contains the text 'Email' and an email icon. The second box is labeled '[2]' and contains the text 'Password' and a lock icon. The third box is labeled '[3]' and contains a checkbox and the text 'Remember me'. The fourth box is labeled '[4]' and contains a dark blue button with the text 'SIGN IN' in white capital letters. The background of the screen is a blue hexagonal pattern.

[1] The email field is where you must enter your email address registered with your Saggezza account.

[2] The password field is where you must enter the password of your Saggezza employee account.

[3] If you tick the “Remember Me” check box the email you enter will be saved and will be entered for you every time you launch the application again. Only your email will be saved, you will be required to enter your password each time you log in.

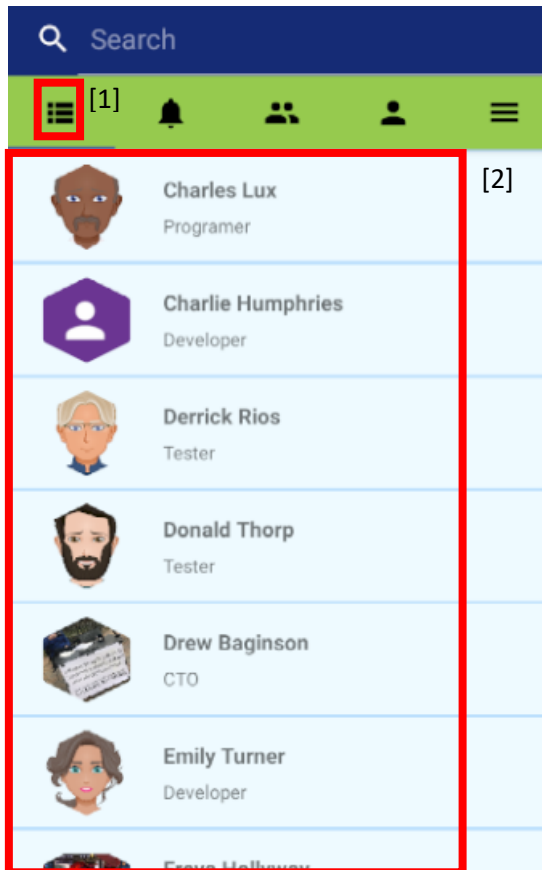
[4] You can sign in into your account by tapping the Sign In button at the bottom of the screen.

If your log in is successful a message will be displayed that you have logged in successfully and you will be redirected to another screen.

If your log in is not successful, a message will be displayed that the details you have entered are incorrect and you will be requested to try again.

5. EMPLOYEE LIST

When you log into the application the first screen presented will be the “Employee List”. Here you can find all the employees registered at Saggezza see their profiles and use the search bar to search employees.



[1] You can navigate to the “Employee List” by tapping the list icon in the tool bar at the top.

[2] To scroll through the employees simply drag the list up or down to scroll the list.

You can tap on any of the employees listed to bring up their profile. The amount of personal information you will see displayed will vary depending on your user type. Please see Introduction for more details

5.1 ADDING A NEW EMPLOYEE

A new employee can be added by an admin only in the “Employee List” tab.



To add a new employee navigate to the “Employee List” using the tool bar at the top.

[1] Then tap the add new employee icon at the right bottom corner.

This will open a new page in which all the information can be entered in the respective fields.

Multiple skills and languages can be entered at a time if separated by a comma.

[2] A profile image can also be uploaded by tapping on the sample profile image at the top. If one is not selected the sample profile image will be used until a new image is uploaded.

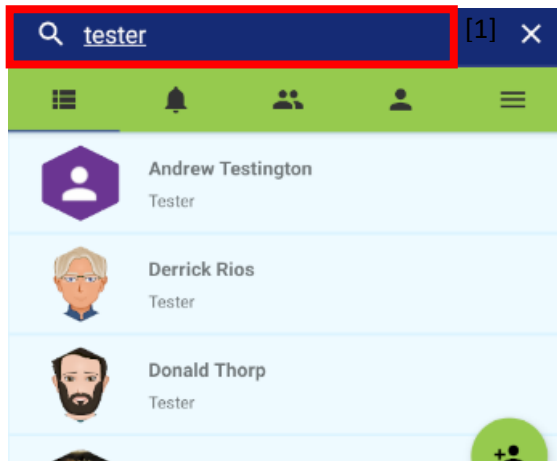
[3] Once all the information is entered a new user can be added by tapping the “Add User” button at the bottom. If the button is not visible make sure you have scrolled all the way down the page.

Please note you must reloginto see the changes.

[4] You can cancel new user addition by tapping the “Cancel” button at the bottom of the page. If the button is not visible make sure you have scrolled all the way down the page. Or press the back button on your mobile phone.

5.2 SMART SEARCH

The Smart Search is an advanced feature which allows the user to search for any employee in the data base by their name as well as their role or skills, allowing employees to be found quickly.

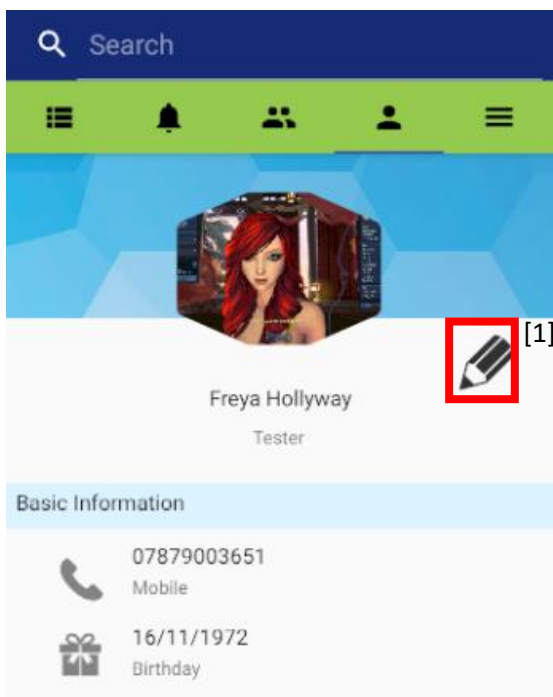


[1] It can be accessed by tapping the search bar at the top.

This will allow you to type in a key word you wish to search by, and the employee list will automatically be filtered for you with results of your search in alphabetical order.

5.3 EDITING EMPLOYEE PROFILES

This functionality is only available to moderators (who can only edit their own team's profiles) and admins (who can edit anyone's profile).



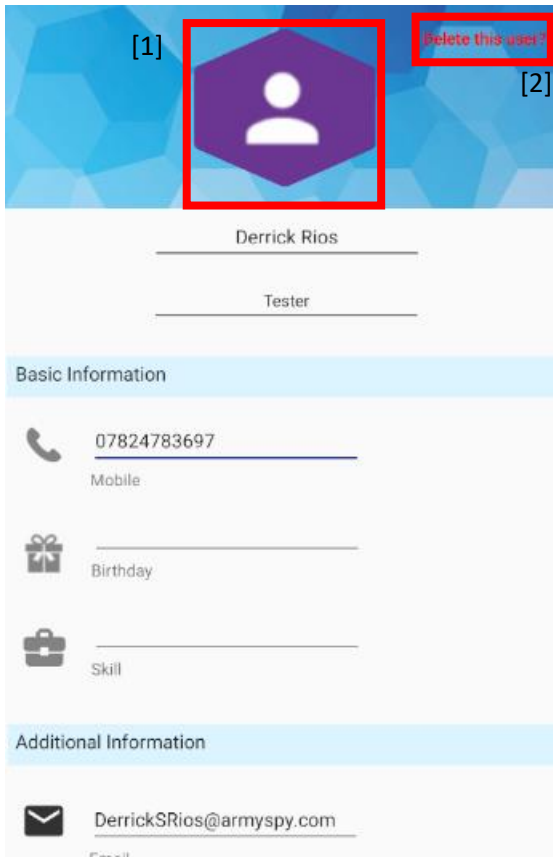
To edit an employee profile, select an employee from the "Employee List" or from your teams in the "Teams" tab by tapping on them.

[1] This will direct you to their profile, there you can edit any of the information visible to you by tapping the pencil icon.

To see detailed instructions on profile editing please refer to section 6 Profile Edit Page.

6. PROFILE EDIT PAGE

The profile edit page will show up when ever a pencil icon has been pressed on an employee profile. The pencil icon will always show up on user's own profile and for every profile for admins.



[1] [2]

Delete this user?

Derrick Rios

Tester

Basic Information

07824783697
Mobile

Birthday

Skill

Additional Information

DerrickSRios@armyspy.com
Email

Any of the information can be edited by tapping on the field which will enable you to enter information.

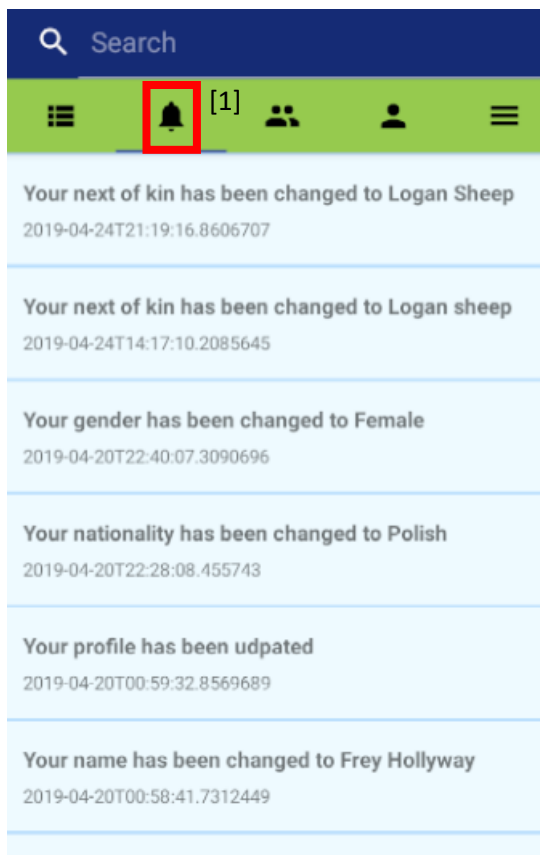
Multiple skills or languages can be added if separated by a comma.

[1] The profile image can also be updated by tapping on it which will allow you to upload a new image from your phone. The maximum profile image size that you can upload is 1000kb.

[2] From this screen an admin can delete the user by tapping the "Delete this user?" text, only if the profile is not their own.

Please note you must relogin to see the changes.

7. NOTIFICATIONS



In the notification tab you can view any recent changes which have been applied to your profile or your team such as your personal details being updated, or a new member being added to your team.

[1] To navigate to the notifications tab tap on the “Notifications” icon on the tool bar at the top.

8. YOUR TEAMS

In the “Teams” tab you can view all the teams you are part of, how many members the team has, view the members of those teams as well as look at their profiles. If you are a moderator and are part of the team or if you are an admin, you can edit the teams and add team members as well.

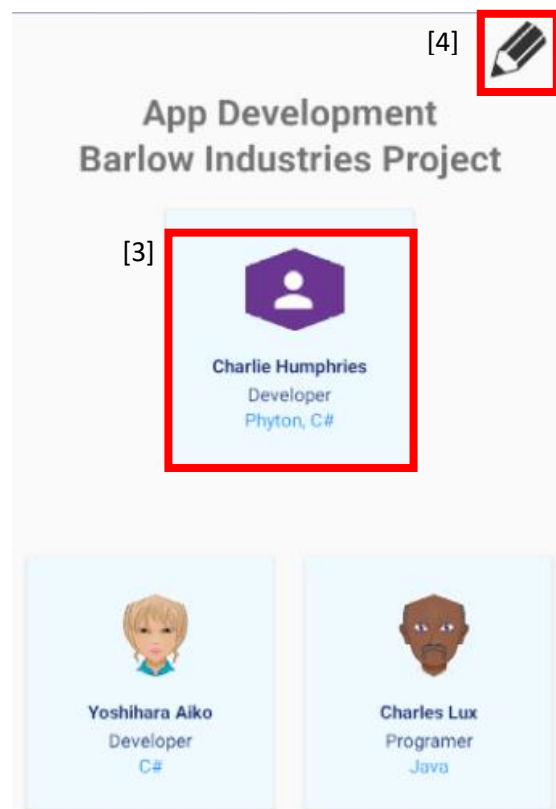


[1] To navigate to the “Teams” tab select the “Teams” icon from the tool bar at the top.

[2] To view team members, tap on a team card. This will direct you to that team’s page.

[3] In the team page you can tap on member to view their profiles.

[4] If you are an admin or a moderator that’s part of the team you can edit the team by tapping the pencil icon at the top.



8.1 EDITING TEAMS

You can edit a team if you are an admin or a moderator who is part of the that team.

The screenshot shows a mobile app interface for editing a team. It is divided into two main sections: 'Team Information' and 'Team Members'. The 'Team Information' section contains three text input fields: 'Team Name' (callout [5]), 'Project Name' (callout [6]), and 'Leader Name' (callout [7]). The 'Team Members' section contains a text input field for 'Team Members' (callout [8]), a 'Delete this team?' checkbox (callout [9]), and two buttons at the bottom: a green 'UPDATE' button (callout [10]) and a grey 'CANCEL' button (callout [11]). All fields and buttons are highlighted with red rectangles.

[5] You can change the team name by entering a new one in the “Team Name” field

[6] To change the project name enter a new one in the “Project Field”

[7] You can change the team leader by entering the full name of the new leader in the “Team Leader” field

[8] New team members can be added by entering their full name in the “Team Member” field. If more than one member is being added their names must be separated by a comma.

[9] You can delete the team by typing the “Delete this team?” text field, By aware this action is non reversible. A message warning you of this will be displayed before the team is deleted. You can then confirm or cancel the deletion.

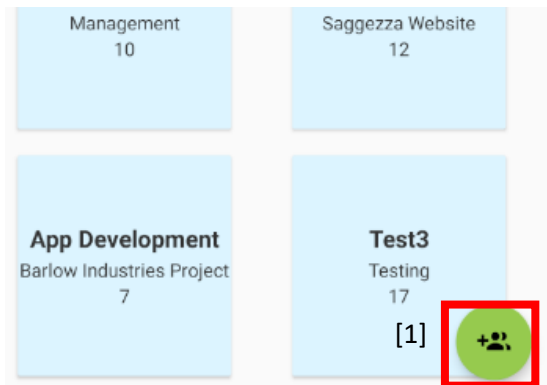
[10] To update the team details tap the “Update” button at the bottom.

[11] You can cancel the edit and go back to the “Teams” tab by tapping the “Cancel” button at the bottom.

Please note you have to relogin to see the changes.

8.2 CREATING A NEW TEAM

If you are an admin you can add a new team from the “Teams” tab.



[1] In the “Teams” tab tap on the circular add teams icon in the bottom right corner.

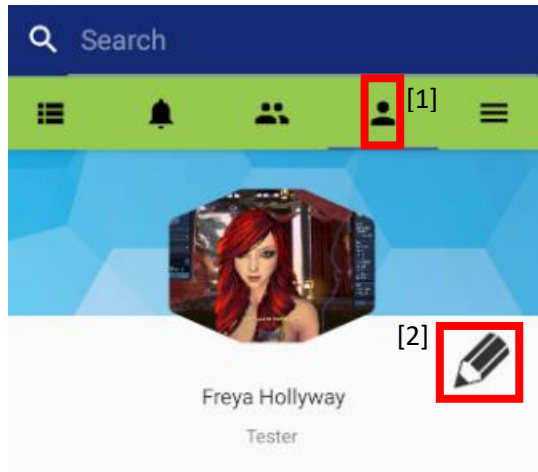
[2] This will navigate you to the add teams page where you can enter the team and project name as well as a team leader and team members. To add multiple team members, separate their full names by a comma.

[3] To add the team for which you have entered the details for tap the “Add Team” button on the bottom left. Please not you must relogin to see the new team.

[4] To cancel and return to the “Teams” tab tap the “Cancel” button on the bottom right.

9. YOUR PROFILE

In the “Profile” tab you can view your employee profile and all your personal information. You can edit your information and your profile image, upload documents to your account, and download or delete documents you have already uploaded.



[1] To navigate to the “Profile” tab tap the profile icon in the tool bar at the top.

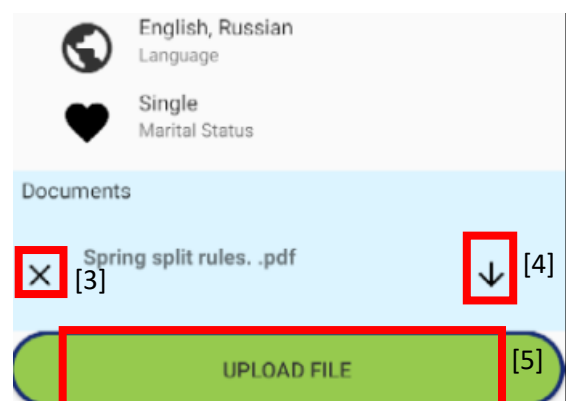
[2] To start editing your profile tap on the pencil icon at the top which will take you to an edit profile page.

For detailed instruction about the edit profile refer to section 6. Editing Profile Page.

[3] To delete a file tap the cross icon on the right of the file name.

[4] You can download all the files you have uploaded to your account by tapping the downwards arrow icon next to the file name.

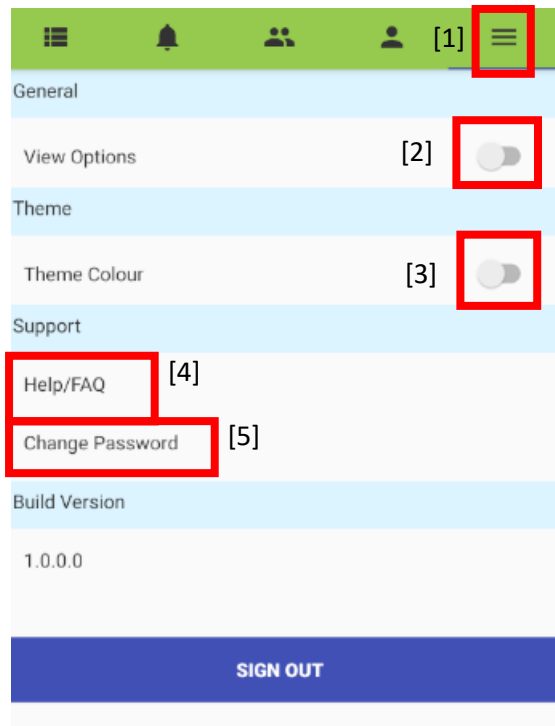
[5] To upload a document, scroll to the bottom of your profile and tap upload a file. This will direct you to a file manager where you can select your file and choose to upload it.



It might take a few minutes for your document to upload and you might have to relogin to see the changes.

10. SETTINGS

Here you can edit the display of the application, find additional help, report bugs, change your password and log out.



[1] You can navigate to the settings tab by tapping on the settings icon on the far right of the tool bar at the top.

[2] By tapping this switch button, you can switch the view of the “Employee List” tab between a list view and a card view

Every time you switch to a different view a message will be displayed which view you switched to.

[3] By tapping this switch button, you can switch between the light and dark application themes.

Every time you switch to a different theme a message will be displayed which theme you switched to.

[4] If you require further information or help you can tap the “Help/FAQ” field which will direct you to the Saggezza help page.

[5] To change your pass word you can tap on the “Change Password” field which will direct you to the password change request form.

10.1 CHANGING YOUR PASSWORD

[1] In the first field you must enter your email registered with Saggezza.

[2] In the middle field you must enter the current password you use for your account.

[3] In the last field you must enter the new password you wish to use to get log in to your account.

[4] To submit your password change request, tap the “Reset Your Password” button at the bottom. Your request will then be reviewed and carried out by an admin.

The screenshot shows a form with four distinct sections, each highlighted with a red border and a corresponding number in a blue box on the right. The first section is a light blue input field labeled 'Enter E-mail' with the number [1]. The second section is a light blue input field labeled 'Enter Current Password' with the number [2]. The third section is a light blue input field labeled 'Enter New Password' with the number [3]. The fourth section is a dark blue button labeled 'RESET YOUR PASSWORD' with the number [4].

10.2 SIGNING OUT

The screenshot shows a screen titled 'Change Password'. Below the title is a light blue bar with the text 'Build Version'. Underneath this bar, the version number '1.0.0.0' is displayed. At the bottom of the screen, there is a dark blue button with the text 'SIGN OUT' in white, which is highlighted with a red border and the number [1] in a blue box.

[1] To log out of your account tap the “Sign Out” button at the bottom of the screen, you might have to scroll down the settings if the button is not visible at first.

After you have been signed out a message will be displayed that you have done so and you will be redirected back to the login page.