User Manual

Esuite

Introduction **3**

Installation and Setup **4**

Login **5**

- User Login 5
- Guest Login 5

Navigation **7**

Manage Equipment **8**

- View Equipment 8
- Create Equipment 8
- Batch Create Equipment 9
- Update Equipment 9
- Delete Equipment 9
- Verify Equipment 9

Run Reports **10**

- Preview Report 10
- Download Report 10

Manage Users **11**
View Users 11
Create User 12
Update User 12
Delete User 12
Enable Guest Login 13
Set Guest Access Level 13
Manage Database **14**
Backup Database 14
Restore Database 14
Set Auto Backups for Database 14

Introduction

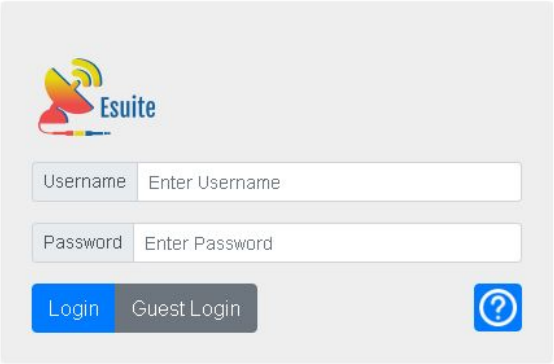
The **Esuite** Asset Management Tool was designed to aid in tracking Equipment deployed on emergency response incidents. Application features are divided into two groups, Manage Equipment and Run Reports are available to all users, while Manage Users and Manage Database are restricted to admin users.

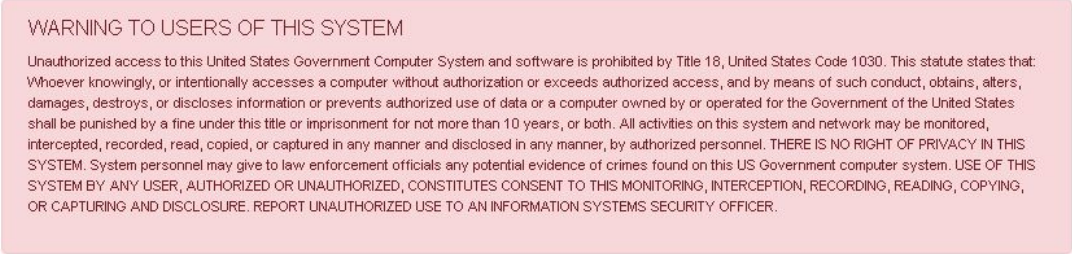
Installation and Setup

(installer screenshot)

Login

Access to the system is controlled by User Login and Guest Login. Guest Login can be configured by an Admin user from the Manage Users tab. The Guest Login button will be hidden, unless enabled in the Manage User tab. Login is available to desktop and mobile devices. When logging in, Regular users are taken to the Manage Equipment tab, while Admin users are taken to the Manage Users tab.





User Login

System User accounts are created by Admin Users. Please contact an Admin User or System Administrator for access to this system. Enter Username and Password, then click the Login button.

Guest Login

Guest Login allows users to access the system, without needing a Username and Password. If Enabled, the Guest Login button will appear next to the Login button. Username and Password are not entered when using Guest Login.

Navigation

Navigation is designed to provide access to the four main functions of the app, Manage Equipment, Run Reports, Manage Users, and Manage Database. This navigation is implemented through the main navigation bar at the top of the screen. The Manage Equipment and Run Reports tabs are visible to all users, while the Manage Users and Manage Database tabs are visible to Admin users only. In addition, the name of the current user is displayed next to the Help and Logout buttons on the right on the nav bar.

Regular User Navbar

Admin User Navbar

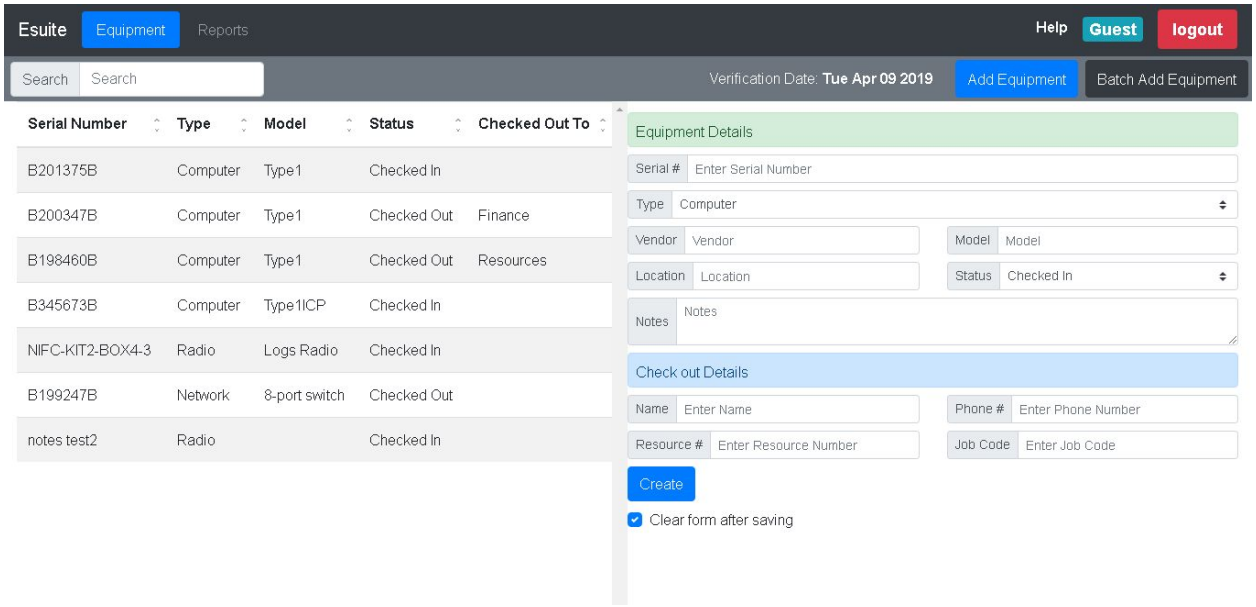
Manage Equipment

The Manage Equipment tab is available to all users. It provides features including View, Create, Batch Create, Update, Delete, and Verify Equipment. The control bar at the top of the Manage Equipment view controls Create, Batch Create, and Verify Equipment functions. Manage Equipment is available to desktop and mobile devices.

(manage equipment screenshot)

View Equipment

The left hand side of the screen will display a table of all Equipment in the database. A search bar is available to search all columns shown in the table, and all columns can be sorted alphabetically. Selecting a record in the table will put the form in Edit (Update) mode.



Create Equipment

Creating Equipment will add a new record to the Equipment table. The Serial # field is required to contain information. Saving the equipment Status to ‘Checked In’ will clear all Check Out Details.

(create screenshot)

Batch Create Equipment

This feature is designed to create multiple pieces of Equipment having the same base serial number. In the case of Radio equipment, the serial number of a radio includes the kit serial number, with the radio number appended to the end.

(batch create screenshot)

Update Equipment

This button will update changes to the currently selected Equipment. The Serial Number of the Equipment cannot be changed. Saving the equipment Status to ‘Checked In’ will clear all Check Out Details.
(update screenshot)

Delete Equipment

This button will delete the currently selected Equipment.

WARNING! This operation can not be un-done.

Verify Equipment

This button is designed to display the date of the last manual equipment inventory check. Clicking the button will set the verification to the current days date.

Run Reports

The Run Reports tab provides functionality to allow all users to preview and export Equipment reports from the system. These reports are displayed by selecting a report type from control bar, and downloaded by using the Download Report button. Run Reports is not available for mobile devices.

(manage reports screenshot)

Preview Report

Download Report

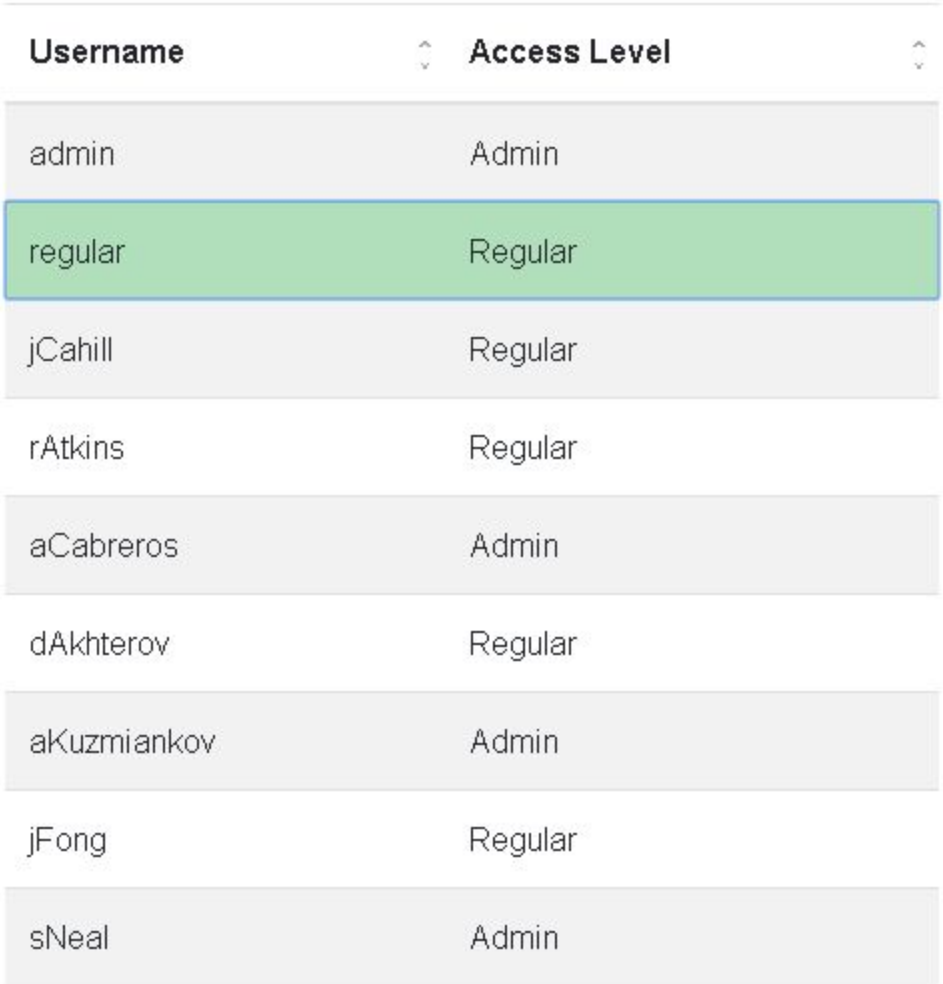
Reports are downloaded in a MS Excel compatible .csv file. These reports can then be further customized using Excel functionality.

Manage Users

The Manage Users tab is available only to Admin users. It provides features including View, Create, Update, and Delete Users. The control bar at the top of the Manage Users view controls Create, Guest Login, and Guest Access Level functions. Manage Users is available to desktop and mobile devices.

View Users

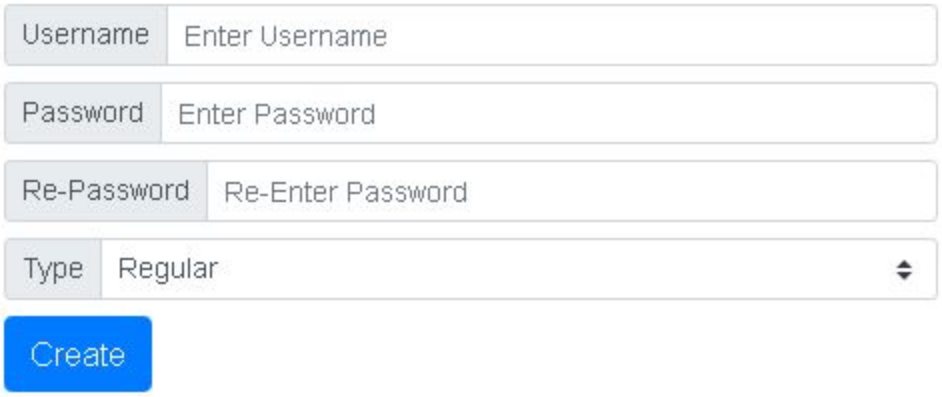
The left hand side of the screen will display a table of all Users in the database. A search bar is available to search all columns shown in the table, and all columns can be sorted alphabetically. Selecting a record in the table will put the form in Edit (Update) mode.



Username	Access Level
admin	Admin
regular	Regular
jCahill	Regular
rAtkins	Regular
aCabreros	Admin
dAkhterov	Regular
aKuzmiankov	Admin
jFong	Regular
sNeal	Admin

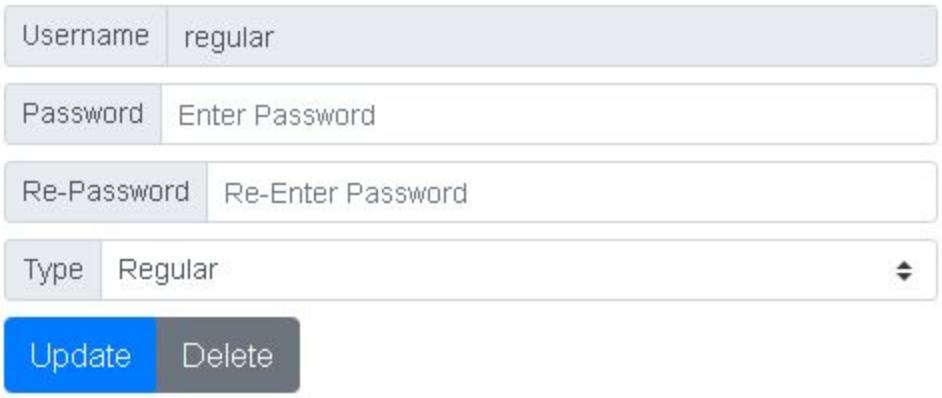
Create User

Creating a User will add a new record to the User table. The Username, Password, and Retype-Password fields are required to contain information. The Username field must contain at least 5 characters, and consist of only letters and numbers. The Password fields must be 12 characters long, and include one Uppercase, LowerCase, Number, and Special Character.



Update User

This button will update changes to the currently selected User. The Username of the User cannot be changed. A user can not modify their own user account.



Delete User

This button will delete the currently selected User. A user can not delete their own user account.

WARNING! This operation can not be un-done.

Enable Guest Login

This button will toggle whether Guest Login to the system is allowed.

(nav bar screenshot)

Set Guest Access Level

This button will toggle the Guest Access Level between Regular and Admin access levels.

Manage Database

The Manage Database tab is available only to Admin users. It provides features including Backup, Restore, and Set Auto Database Backups. Manage Database is not available for mobile devices.

(manage database screenshot)

Backup Database

The Backup Database feature will download a copy of the database in its current state as a .db file to the users browser. This file can be used later to recover the database, or move it to another installation of the application.

Restore Database

The Restore Database feature will overwrite the current database, including all data and users, from the .db file provided by the user.

WARNING! All existing data will be lost. Ensure to make a backup before restoring database from file in the event a rollback is required. Ensure you have valid user credentials to database being restored.

Set Auto Backups for Database

The Auto Backups feature will periodically backup a copy of the current database to the server machine to the location and at the interval specified by the user. A copy of the database will also be saved in the application data directory.