



CLOCKWORK

Run instructions

Iteration 1

By Team Alpha

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Version 1.0

Website link: <https://3048dev.u24s1049.iedev.org/auth/login>

Login details - Administrator Account:

Login Account: nliveadmin@gmail.com

Password: l8XfETEkHeH

Login details - Manager Account:

Login Account: clockworkmanager@gmail.com

Password: bWts6RmD1

Login details - Employee Account:

Login Account: clockworkemployee@gmail.com

Password: q6T71otA0

Instructions to run the system:

1) Clocking in and out (managers and employees):

- Managers and employees are able to clock in and out from their shifts by clicking the 'clock in' and 'clock out' button on the top right of the home page.

2) Task management (managers and employees):

Adding tasks: Managers can add tasks directly in the 'Rosters and shift' from the menu bar.

Editing and deletion: Once a task is added, it appears in the task list table at the bottom of shift management page, where it can be edited or deleted

Tasks view: Managers can access a detailed view of all tasks by selecting the 'Tasks' from the menu bar. Here, tasks can be edited, and their importance is indicated through colour coding - green for normal and red for critical tasks

Notifications: Updates to tasks are prominently displayed on the notifications card of the relevant role's homepage.

3) Leave request (employees and managers)

- Employees can submit leave requests by navigating to the 'Leave request' tab and submitting a form that consists of the start date, end date and reason for the leave.
- Managers can navigate to the 'Manage Leave request' tab to see the leave requests from employees. They have the ability to approve or deny leaves

4) Password reset (employees and managers)

- Employees and managers can reset password by navigating to the 'Profile' tab on the left and click on 'Security and Privacy' and click on 'Forgot Password'.
- This will bring the users to the page where they can enter their email address where a link will be sent to their email to reset their password.