

# Software User Manual



Unsafe Observations  
Reporting and  
Analyzing System

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## **Abstract**

This document is the Software User Manual (SUM) for GSK Company. The Software User Manual instructs how to use the software. This is a part of the Software development group projects.

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# **1. Introduction**

## **1.1 Intended readership**

This document covers the use for the following users of the system:

- The System Administrator
- The Responsible Parties
- The Reporters

## **1.2 Applicability**

This Software User Manual (SUM) applies to the provided version of this system.

## **1.3 Purpose**

The purpose of the SUM is to assist the user in using this software.

## **1.4 How to use this document**

- Chapter 2 gives an overview of the software.
- Chapter 3 gives references for common tasks that enable users to get started quickly and work with the software.
- Chapter 4 gives an analysis about the software.

## **2. Overview**

In this Unsafe Observation Reporting and Analyzing System, if there is an unsafe area in the company, system users can inform to relevant responsible parties via this the system. System Administrator is the authorized officer regarding all the activities of the system. Administrator can get all observation reports through the system (daily/weekly) and manually send to the main branch in India. After entering the data to the system, MAP GENERATOR will generate the observations places on the map.

After receiving the notification, Responsible party can enter the action that should be taken to resolve the problem & step by step precise actions and update the action status. After closing all the action status that belongs to particular observation, ZAP (Zero Accidents Promotion) status will automatically closed by the system.

### **3. Reference**

#### **3.1 Add new user**

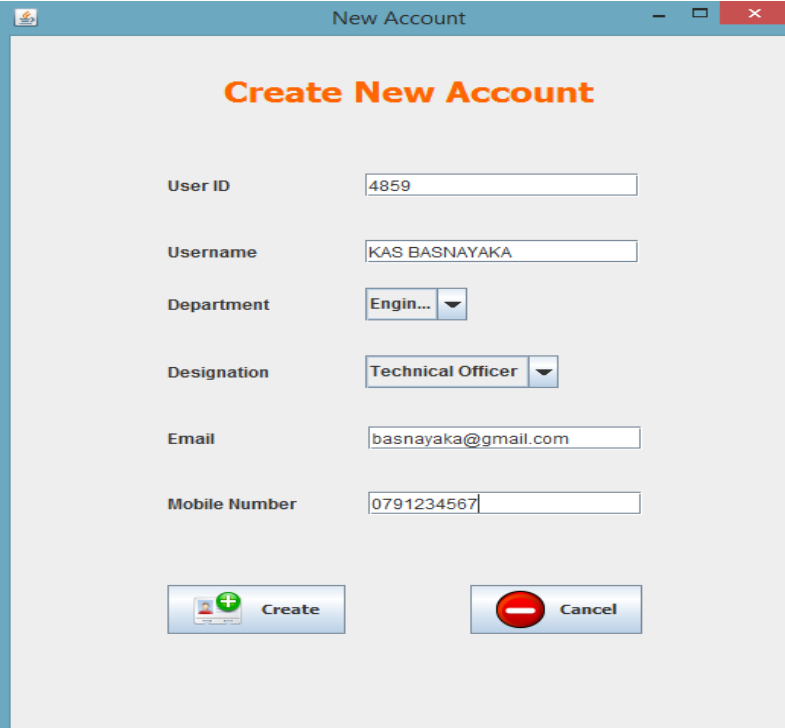
**Functional Description:** This operation adds an new user to the Unsafe Observations Reporting and Analyzing system, and only admin can operate this.

**Formal Description:**

Parameters:

- <User ID>: This parameter is the new user Identity number of GSK
- <Username>: This parameter is the name of the new user.
- <Department>: This parameter is the department name of the new user. You can select department using dropdown list.
- <Designation>: This parameter is the designation of the new user. You can select designation using dropdown list.
- <Email>: This parameter is the email address of the new user.
- <Mobile Number>: This parameter is the mobile number of the new user, and it should be exactly ten digits.

**Example:**



The screenshot shows a window titled "New Account" with a light blue border. Inside, the title "Create New Account" is displayed in orange. Below the title, there are six input fields arranged vertically, each with a label to its left: "User ID" (containing "4859"), "Username" (containing "KAS BASNAYAKA"), "Department" (a dropdown menu showing "Engin..."), "Designation" (a dropdown menu showing "Technical Officer"), "Email" (containing "basnayaka@gmail.com"), and "Mobile Number" (containing "0791234567"). At the bottom of the form, there are two buttons: a "Create" button with a green plus icon and a "Cancel" button with a red minus icon.

**Possible Errors:** Error occurred while inserting  
Username already exists, enter another username  
Error occurred while checking username

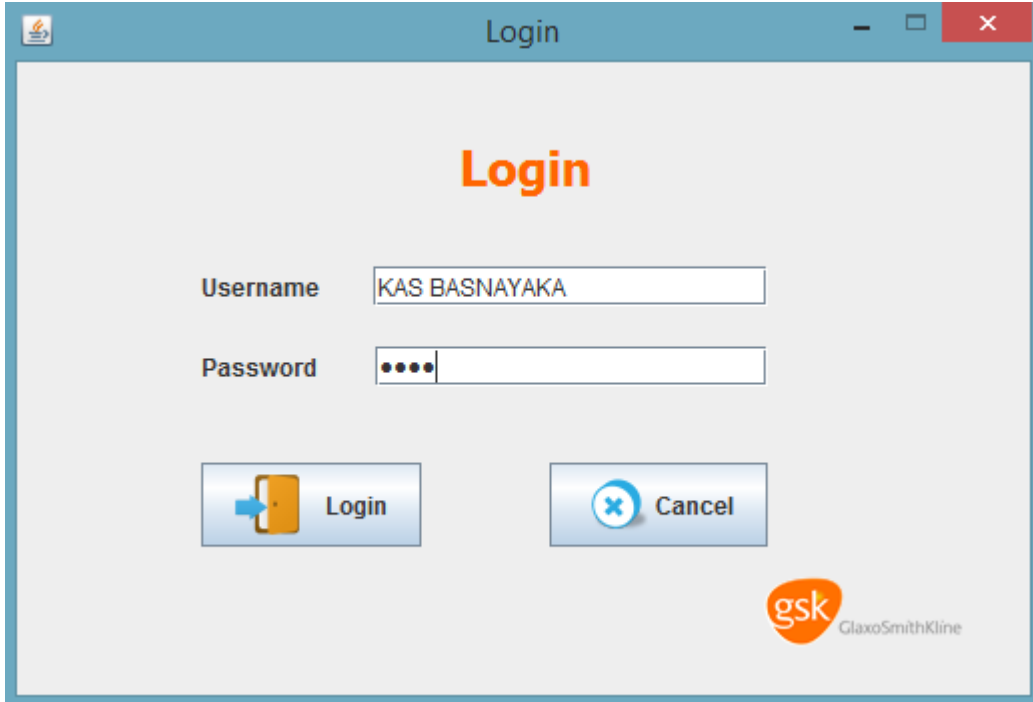
### **3.2 Login to Account**

**Functional Description:** This operation use for login to the Unsafe Observations Reporting and Analyzing system.

**Formal Description:**

- Parameters :
  - <Username>: This parameter is the username of the login account.
  - <Password>: This parameter is the password of the login account.

**Example:**



The screenshot shows a 'Login' dialog box. The title bar contains the text 'Login' and standard window control icons. The main content area has a large orange 'Login' heading. Below the heading are two input fields: 'Username' containing 'KAS BASNAYAKA' and 'Password' containing masked characters '.....'. At the bottom of the dialog are two buttons: 'Login' with a blue arrow icon and 'Cancel' with a blue 'X' icon. The GSK GlaxoSmithKline logo is located in the bottom right corner of the dialog.



**Possible Errors:** Invalid Username, Password

Error occurred while login

### **3.3 Update user**

**Functional Description:** This operation updates the details of selected user, and only admin can operate this.

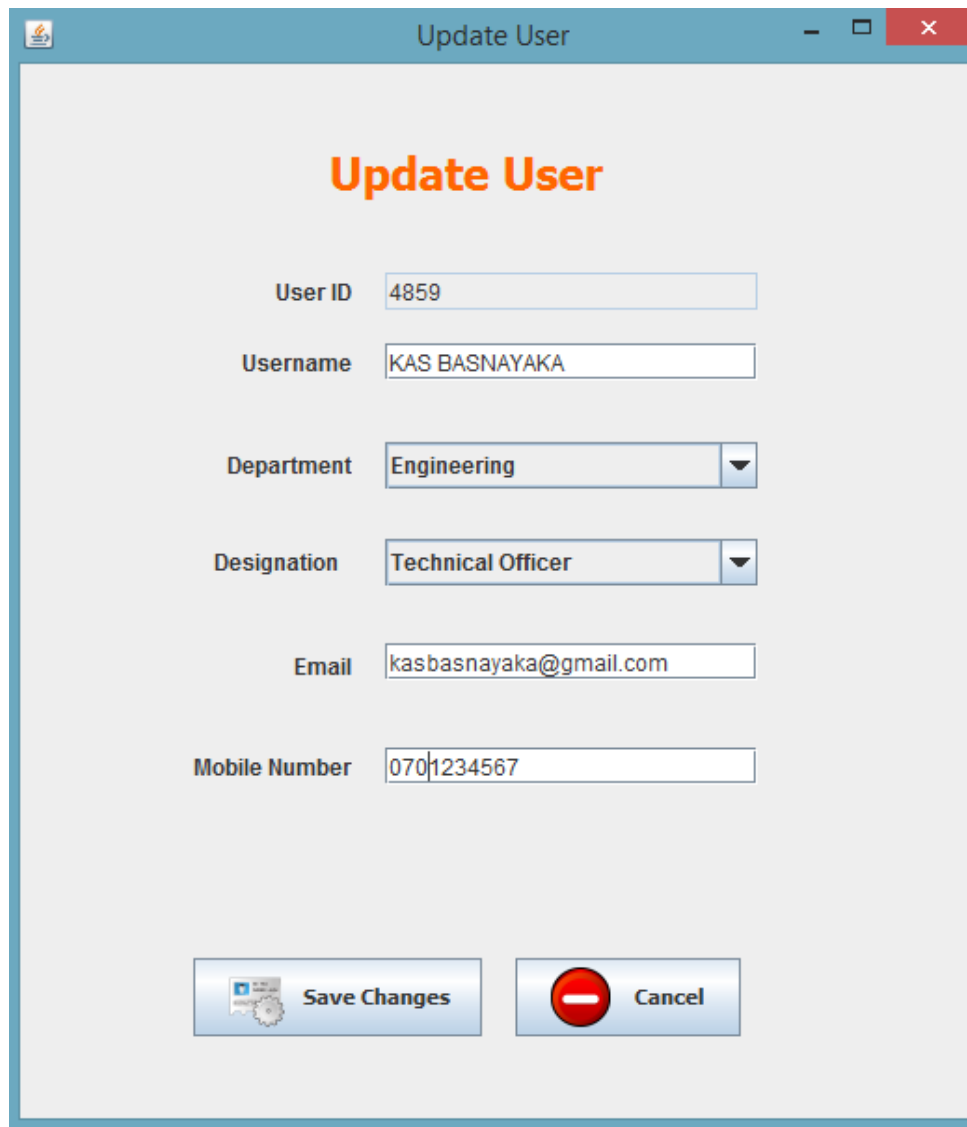
**Formal Description:**

Parameters :

The details of the selected user, already set to relevant Parameter.

- <Username>: This parameter is the new username of the selected user.
- <Department>: This parameter is the new department name of the selected user. You can select department using dropdown list.
- <Designation>: This parameter is the new designation of the selected user. You can select designation using dropdown list.
- <Email>: This parameter is the new email address of the selected user.
- <Mobile Number>: This parameter is the new mobile number of the selected user, and it should be exactly ten digits.

**Example:**



**Update User**

User ID



Username

Department

Designation

Email

Mobile Number

 **Save Changes**  **Cancel**

**Possible Errors:** Error while Updating

### **3.4 Delete user**

**Functional Description:** This operation deletes the details of selected user, and only admin can operate this.

**Formal Description:**

- Parameters :No Parameters

### **3.5 Reset Password**

**Functional Description:** This operation reset the password of selected user, and only admin can operate this. After the reset password current password equals to relevant user ID.

**Formal Description:**

- Parameters :No Parameters

### **3.6 View Profile**

**Functional Description:** This operation show profile details of current user, and any user can operate this.

**Formal Description:**

- Parameters: No parameters.

**Related Operations:** Edit Profile

Change Password

### **3.7 Edit Profile**

**Functional Description:** This operation edits profile details of current user, and any user can operate this.

**Formal Description:**

- Parameters :

The details of the current user, already set to relevant Parameter.

- <Username>: This parameter is the new username of the current user.
- <Department>: This parameter is the new department name of the current user. You can select department using dropdown list.
- <Designation>: This parameter is the new designation of the selected user. You can select designation using dropdown list.
- <Email>: This parameter is the new email address of the selected user.
- <Mobile Number>: This parameter is the new mobile number of the selected user, and it should be exactly ten digits.

**Possible Errors:** Error while Updating

**Related Operations:** Change Password

### **3.8 Change Password**

**Functional Description:** This operation changes password of current user, and any user can operate this.

**Formal Description:**

- Parameters :
  - <Username>: This parameter is the username of the current user.
  - <Current Password>: This parameter is the password of the current user.
  - <New Password> This parameter is the new password of the current user.
  - <Confirm Password>: This parameter is equals to new password of the current user.

**Example:**

**Possible Errors:**

- Error occurred while inserting
- Re Enter your Password fields
- Invalid Username
- Error occurred while checking Username

### **3.9 Open a New Case**

**Functional Description:** This operation adds a new case to the Unsafe Observations Reporting and Analyzing system.

**Formal Description:**

- Parameters :
  - <Date>: This parameter is the current date. You can use calendar for choose date.
  - <Kind of Source>: This parameter is the kind of source for the case. You can use dropdown list for choose a source.
  - <Observation Type>: This parameter is the observation type of the case. You can use dropdown list for choose a observation type.
  - <Description>: This parameter is the description of the case.
  - <Department>: This parameter is the department of the unsafe observation location.
  - <Observer> . This parameter is the observer of the case. You can use dropdown list for choose a observer.
  - <Responsible Party>: This parameter is the responsible party of the case. You can use dropdown list for choose a responsible party.
  - <End Date>: This parameter is the end date for the case. You can use calendar for choose date.
  - <Target Date>: This parameter is the target date for the case. You can use calendar for choose date.
  - <ZAP State>: This parameter is the case state (“open/close”) it called ZAP state. You can use dropdown list for choose a state.

**Possible Errors:**

- Error occurred while inserting
- Re Enter your Password fields
- Invalid Username
- Error occurred while checking Username

**Related Operations:** Set Action

Map

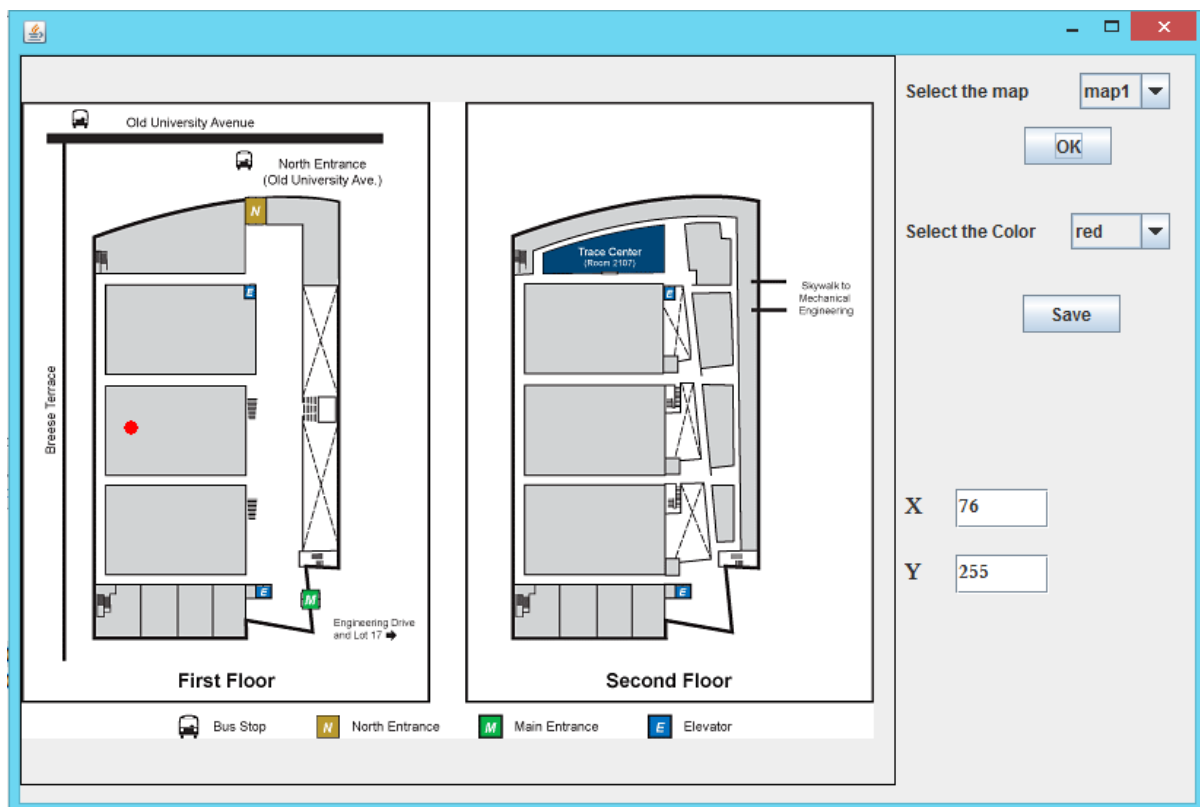
### 3.10 Map Function

#### Functional description

This function is used to indicate correctly where the unsafe observation occurred. Person who insert the observation can use this function.

#### Parameters

There is no any data to insert. User can select the all data



- **Select the map(Drop down list)**

- ☐ There are several maps which indicating several areas of company
- ☐ Select the map →Press OK
- ☐ Then it will show the particular map.

- **Select the colour (Drop down list)**

There are 3 colours. RED,ORANGE,YELLOW. Each colour has a meaning.

Red                    - Indicating First Aid

Orange                - LTI

Yellow                - Near miss

User Can select the color and CLICK ON THE MAP, WHERE THE ACCIDENT OR UNSAFE OBSERVATION OCCURRED. Then that place indicates a circle.

- **Save**

User can save the edited map. It will save particular location in the Hard disk.



- **X,Y**

This will display the x,y coordinates of the accident area

### **Possible Errors**

In here, We can guarantee that it will never occurred any problem

1. If someone didn't select the map and press ok

Then default map will be displayed

2. If someone didn't select the colour

Then default colour will be selected

3. How to erase the previous Drawing

Colour selecting drop box has the item named as eraser. Choose this item user can erase any object.

### **3.11 Notification Sending System**

It will automatically send notifications to the relevant parties

**1. When Insert ZAP case**

- Notifications will sent to – Administrator, Mentioned responsible party

**2. When admin edit particular ZAP case**

- Notifications will sent to – Employee who insert the ZAP Case, Mentioned responsible party

**3. When Insert Actions**

- Notifications will sent to – Employee who insert the ZAP Case, Admin

**4. When change the Action State**

- Notifications will sent to – Employee who insert the ZAP Case, Admin

### **3.12 Get Action**

Each and every ZAP case should have one or more Actions to resolve that case .So those actions can mention in two ways

1. When insert ZAP case, He can Inset Action.
2. Responsible party/Admin can also Insert Actions

### **3.13 Insert Action**

#### **Functional description**

This function is used to indicate correctly where the unsafe observation occurred. Person who insert the observation can used this function.



#### **Parameters**

There is no any data to insert in when selecting the no: of actions. User can select it. But when inserting actions you need to enter these manually, correct and as much as least words.

Whenever insert a ZAP case to the system you can insert action to the particular observation.

This also can be done by the administrator and the Responsible party.

First you can select the no of actions that you are going to insert in drop down menu. After that you can enter the actions and submit it. You can edit these actions only within next 30 minutes from your submission.

**Possible errors:** Entered actions less than to the selected number of actions.(maximum 10)

Close before submit the actions. Then your entered data will not anymore.

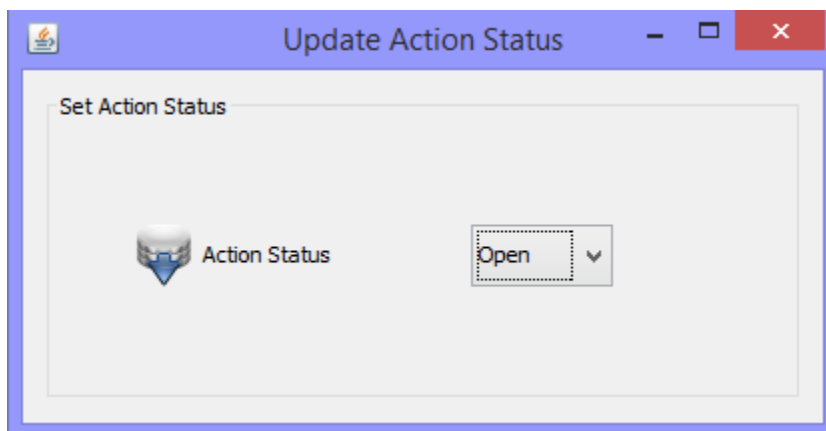
### **3.14 Update Acton Status**

#### **Functional description**

This function is used to indicate correctly whether the action status open or close. Only responsible party and the administrator can used this function.

#### **Parameters**

There is no any data to insert. User can select the all data



You can easily set the action status whether it is open or close by this window under the related cases. This feature will allow only for responsible parties.

### **Possible errors**

In here, we can guarantee that there will be never occurred any errors. But if action is closed then need to set the action status to “close”. Otherwise it will remain as open.

## **4. Analysis**

### **Functional Description**

This function uses for analyze data and create reports. This will done by system Administrator (EEHS Manager). He can analyze data using various filters and create reports.

### **Parameters**

There are no any data to insert. User can select the all data using combo boxes. That filter options are below. There are some nested filters as well to manage data correctly.

### **Time vise Analysis**

- Weekly overall Analysis
  - Successfully performed accidents (count and names)
  - Accidents which are pending to get actions (count and names)
- Monthly overall Analysis
  - Successfully performed accidents (count and names)
  - Accidents which are pending to get actions (count and names)
- Yearly overall Analysis
  - Successfully performed accidents (count and names)
  - Accidents which are pending to get actions (count and names)

### **Accident vise Analysis**

- Most recent accidents Analysis
- Most occurred accident Analysis
- Most resolved accident Analysis
- Still open accidents

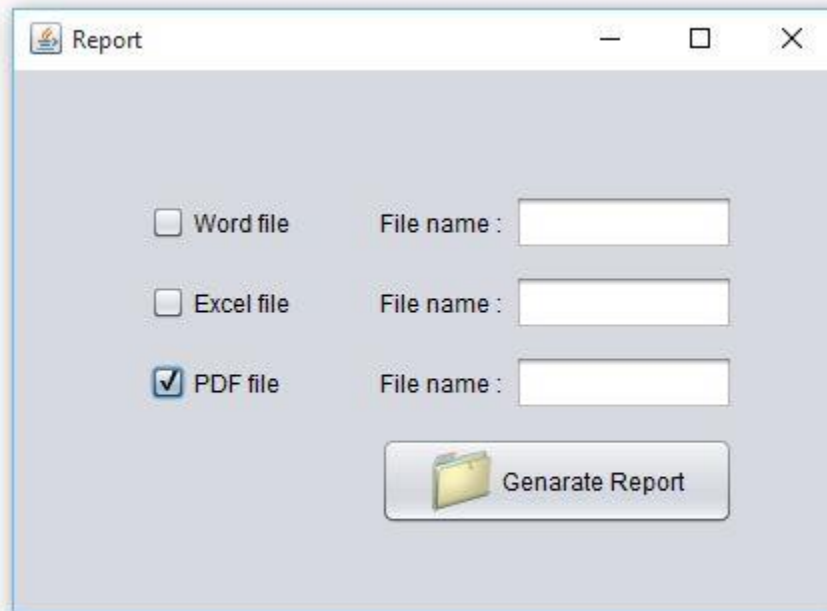
### **Department vise Analysis**

- Frequently(Maximum) accident reported departments
- Frequently(Maximum) reported departments as responsible parties
  - Successfully performed accidents (count and names)
  - Accidents which are pending to get actions (count and names)

## **Person wise Analysis**

- Frequently(Maximum) accidents reported persons
- Successfully prevent accidents count
- Pending accidents count

After filtering data, there are some graphs automatically generated. After above analyzing part, user can generate reports. Mainly he can create report as a word file, excel file or PDF file.



The screenshot shows a window titled "Report" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there are three rows of options for generating a report:

- ☐ Word file      File name :
- ☐ Excel file      File name :
- ☒ PDF file      File name :

Below these options is a button labeled "Generate Report" with a folder icon to its left.

## **Possible Errors**

1. If user won't use any of above filters, program add the default filter to it(It is no filter situation). But at least user should add the time period. If not there will display a error message.
2. If user won't select any of above word, excel or PDF file, then create default report as a PDF (No any error displayed).
3. If user won't enter a name to the file, there will be an error message displayed.
4. Report name already exists.

