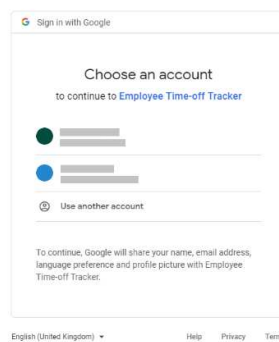
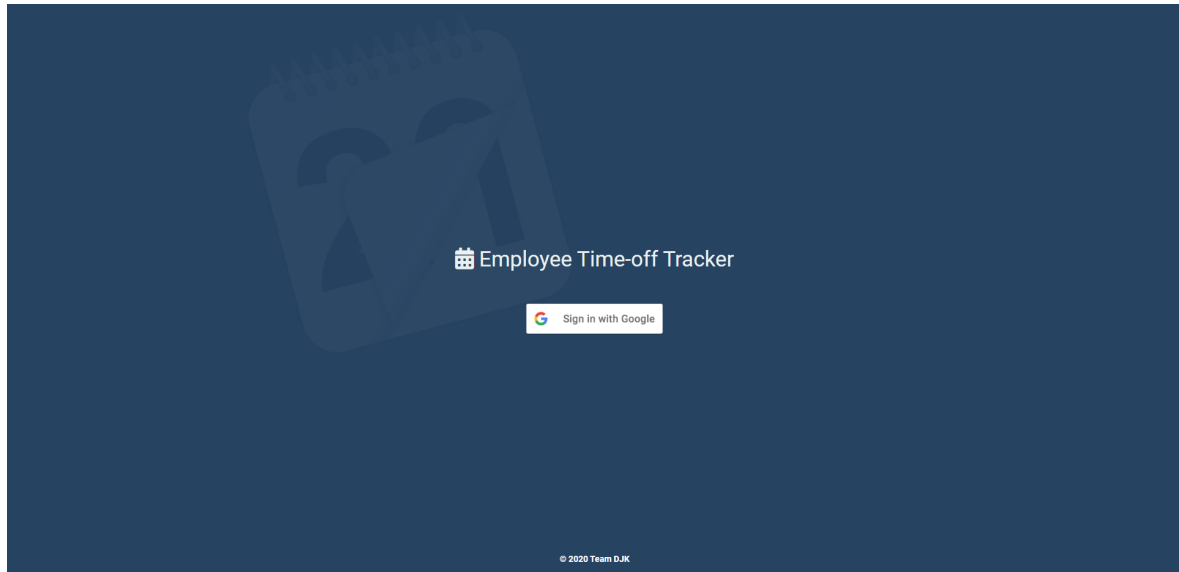


Help System & User Documentation

- Click sign in with Google



- Register User
 - All fields are required
 - Calendar ID: unique and valid Google Calendar ID
 - Submit: User created and go to Individual Dashboard
 - Cancel: User object still exists in database with all fields empty except for user's name and email

Please Fill Out Registration Form Below

SIGN UP

Role
-

Job
-

Date Hired
yyyy-mm-dd

Phone
000-000-0000

Calendar ID ☐ Go to google calendar
Your Public Google Calendar ID

SUBMIT

CANCEL

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- Request Time-off
 - Click on a date: First click sets the start date and second click sets the end date
 - Set Time pop-up: When start date & end date are set, it shows up
 - For half-day (5 hours) requests, leave All day checkbox unchecked and click the same date twice for start and end date

ETT HOME ABOUT GROUP ADMIN LOGOUT

Dongha Kang
Project Manager
clearth@gmail.com
Since May 28, 2010

Department Head
5195055699

VACATION 2020

Vacation
0 / 14

April 2020

Set Time
Start Date: 2020-04-16 End Date: 2020-04-16
8:00 a.m. 1:00 p.m.
☐ All day SET TIME

RESET

CHOOSE A CATEGORY
WORK FROM HOME VACATION PERSONAL BIRTHDAY

REQUEST

REWORK

- For one-day requests, leave All day checkbox checked and click the same date twice for start and end date

The screenshot shows the ETT Vacation Request interface. On the left, a user profile for Dongha Kang (Project Manager, Department Head) is displayed. The main area features a large orange donut chart showing '0 / 14' vacation days. To the right, a calendar for April 2020 is visible. The 'Set Time' modal is open, showing 'Start Date: 2020-04-16' and 'End Date: 2020-04-16'. The 'All day' checkbox is checked. Below the calendar, there are buttons for 'VACATION', 'PERSONAL', and 'SICKDAY', and a 'REQUEST' button.

- For multiple-day requests, All day checkbox is automatically checked

The screenshot shows the ETT Vacation Request interface for a multiple-day request. The 'Set Time' modal is open, showing 'Start Date: 2020-04-16' and 'End Date: 2020-04-18'. The 'All day' checkbox is checked. Below the calendar, there are buttons for 'VACATION', 'PERSONAL', and 'SICKDAY', and a 'REQUEST' button.

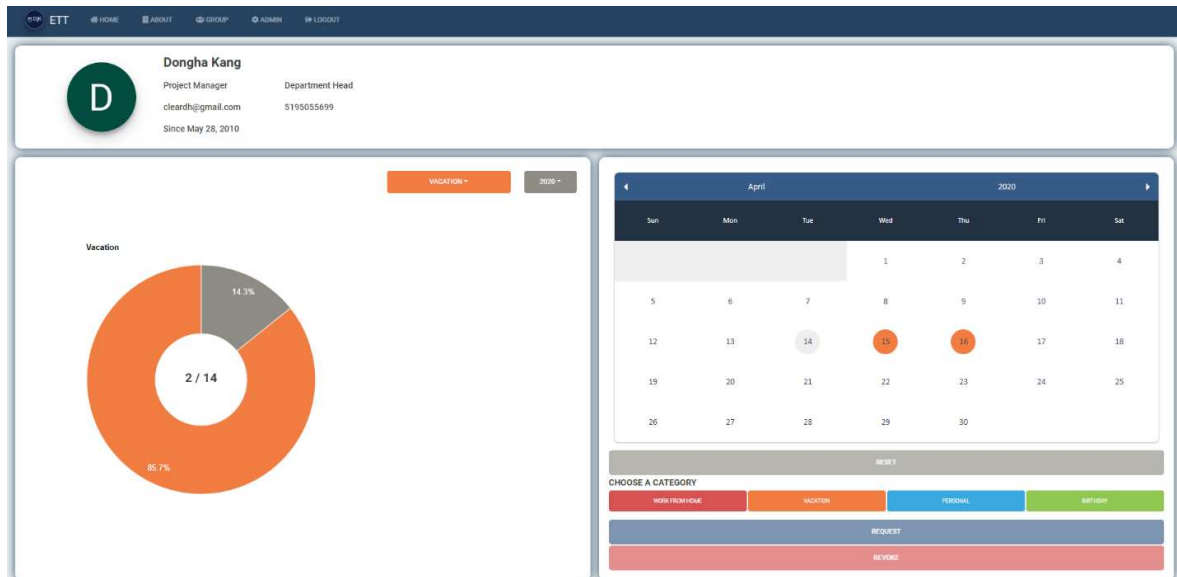
- Once date and time are set, choose a category

The screenshot shows the ETT dashboard for Dongha Kang, a Project Manager. On the left, a donut chart indicates 0 out of 14 vacation days used. On the right, a calendar for April 2020 shows the 14th as the selected date. Below the calendar, a 'VACATION' category is selected, and the 'REQUEST' button is visible.

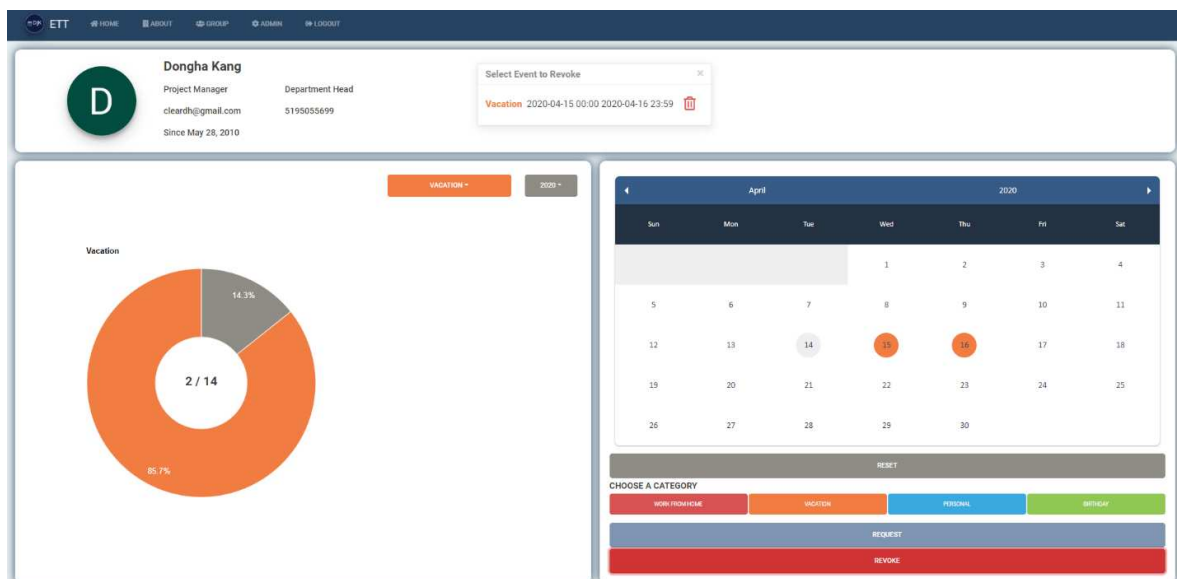
- Once category is selected, request button is activated.
- Click the request button to proceed
- Success Alert appears and selected dates are circled with the border color same as the color of the selected category

This screenshot shows the same ETT dashboard after a successful request. A green banner at the top reads 'Request placed successfully'. The 'VACATION' category remains selected. In the calendar, the 15th and 16th are now circled in orange, matching the selected category's color. The 'REQUEST' button is still present.

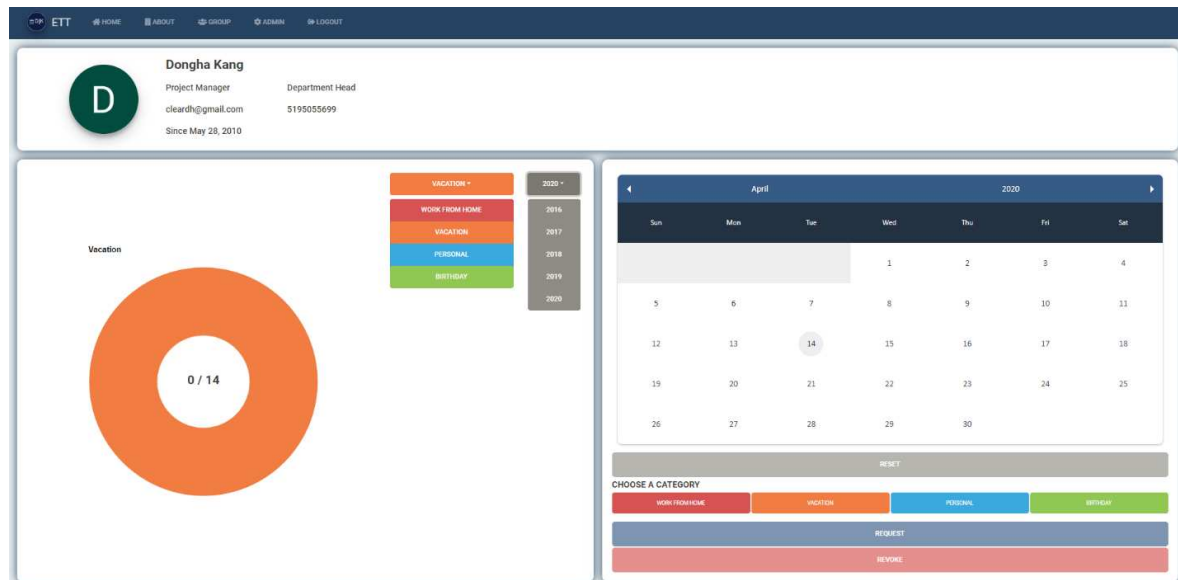
- Once confirmed, circles around selected dates will be filled with the same color
- And the confirmed requests are now applied to charts



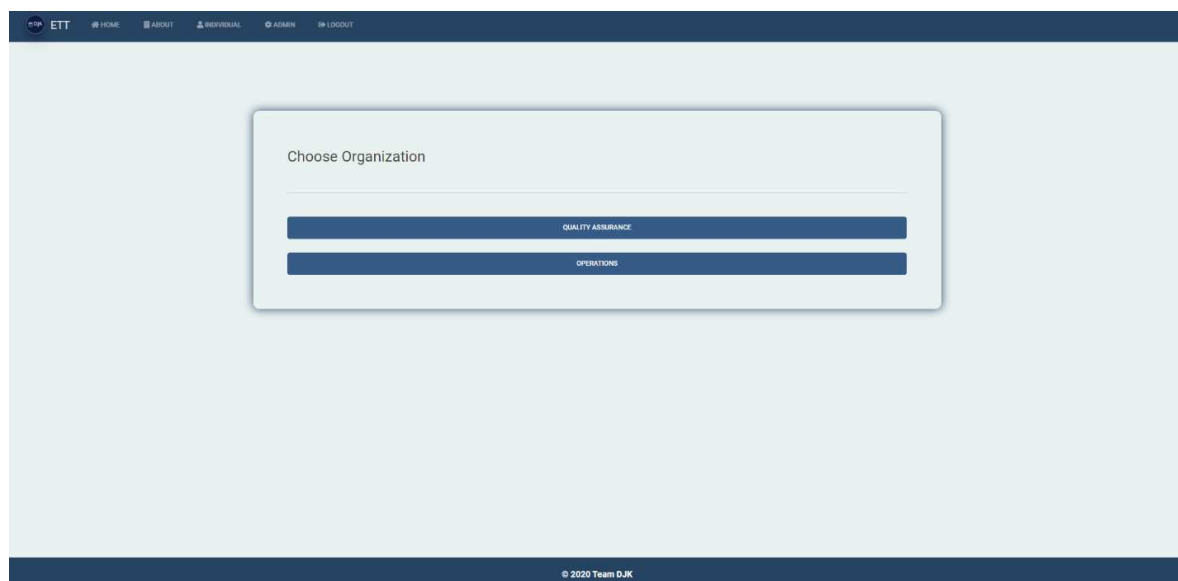
- To revoke confirmed or unconfirmed requests, click the request date (any date between start and end date for multiple-date requests)
- And clicking revoke button – clicking trash icon in the pop-up will remove the event



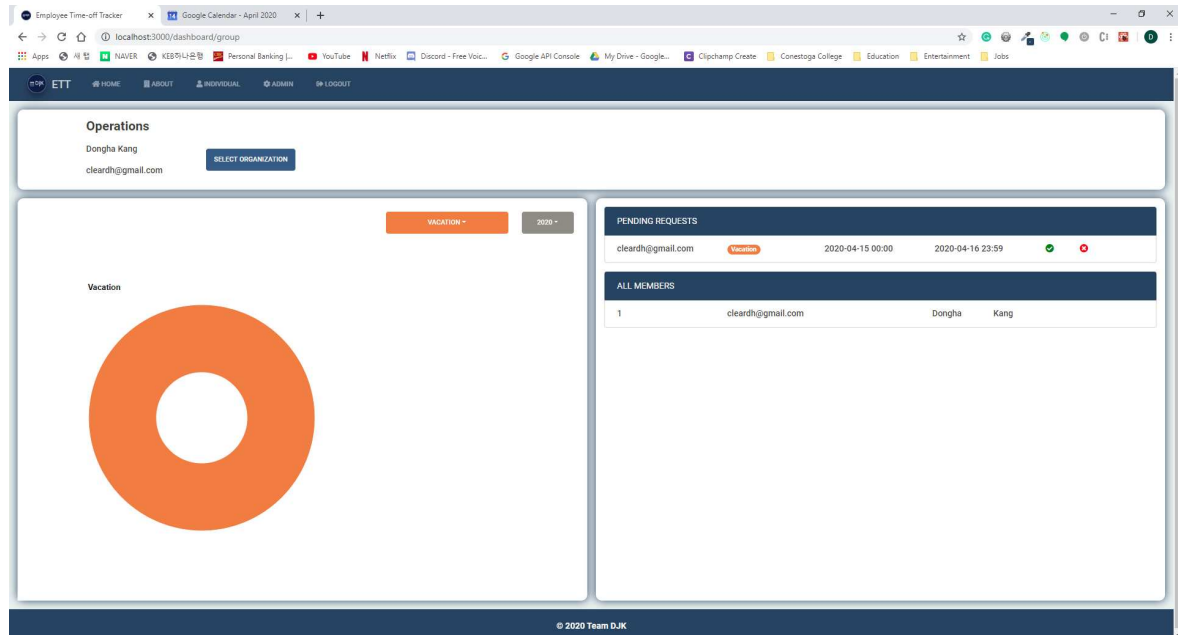
- Charts are shown depending on both category and year (5 years)



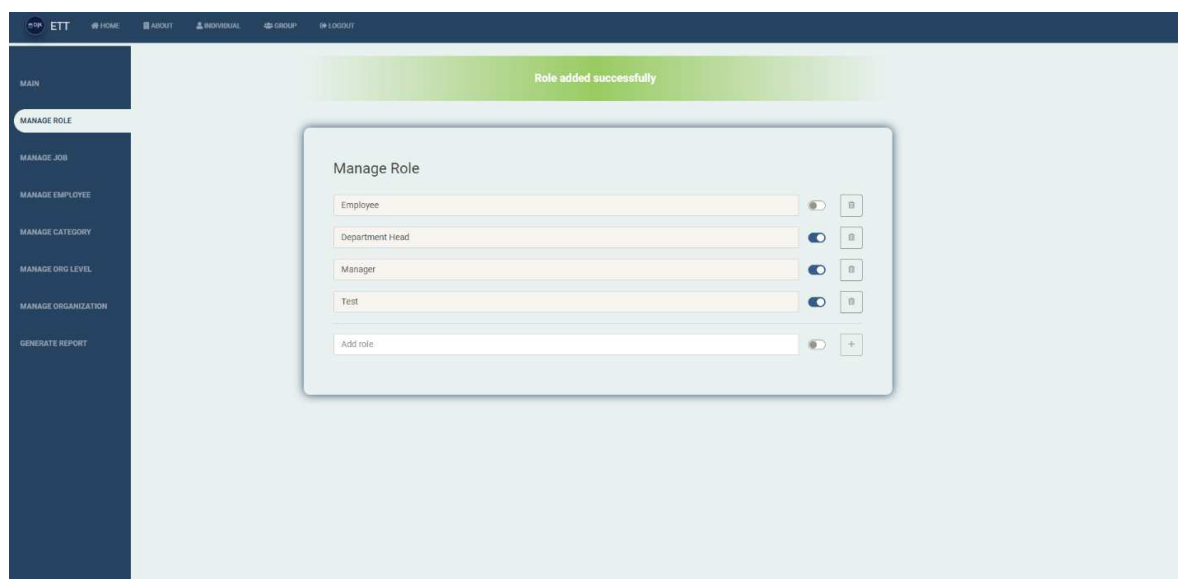
- Group Dashboard
 - Select an organization among the organizations you belong to

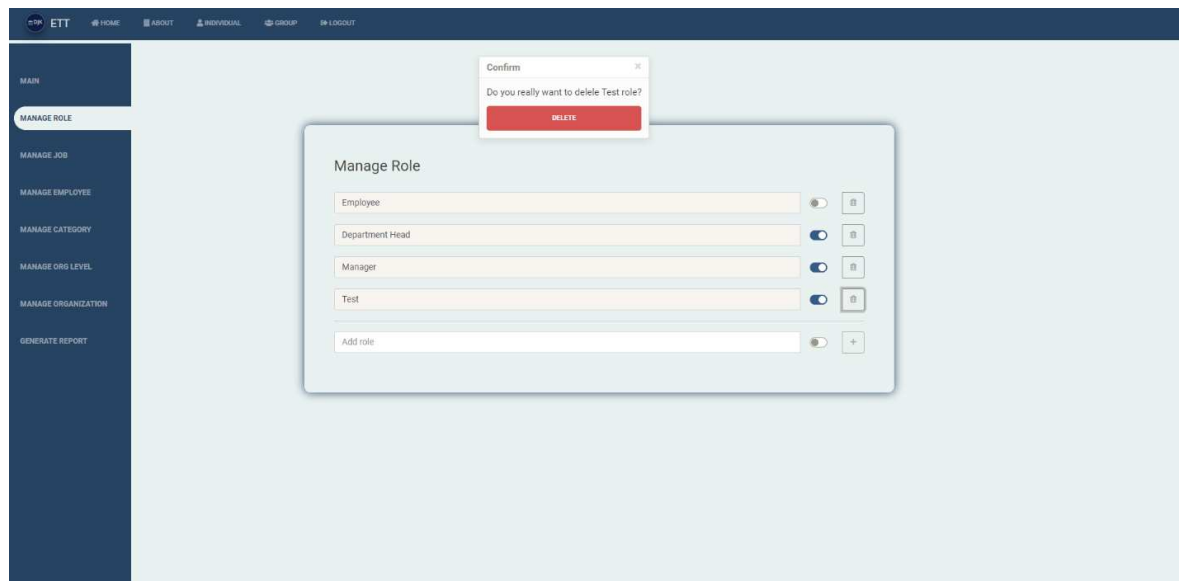


- Group Dashboard shows pending requests
- Group Dashboard charts reflect all members requests depending on category and year
- As the head of the organization, you can approve or decline requests of your organization members
- All members table shows all the members of the organization and each row is clickable to go to each member's individual dashboard

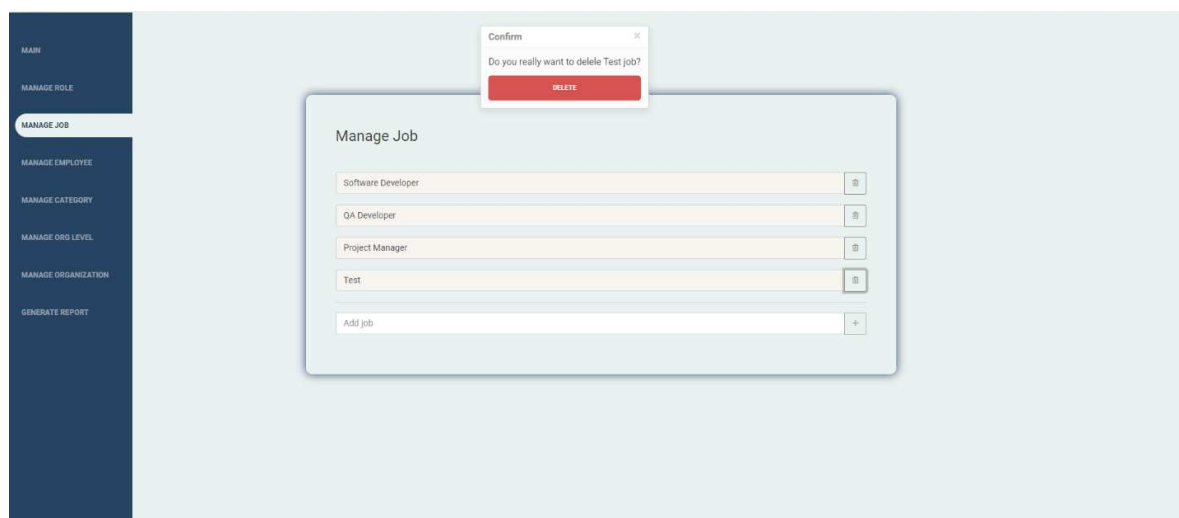
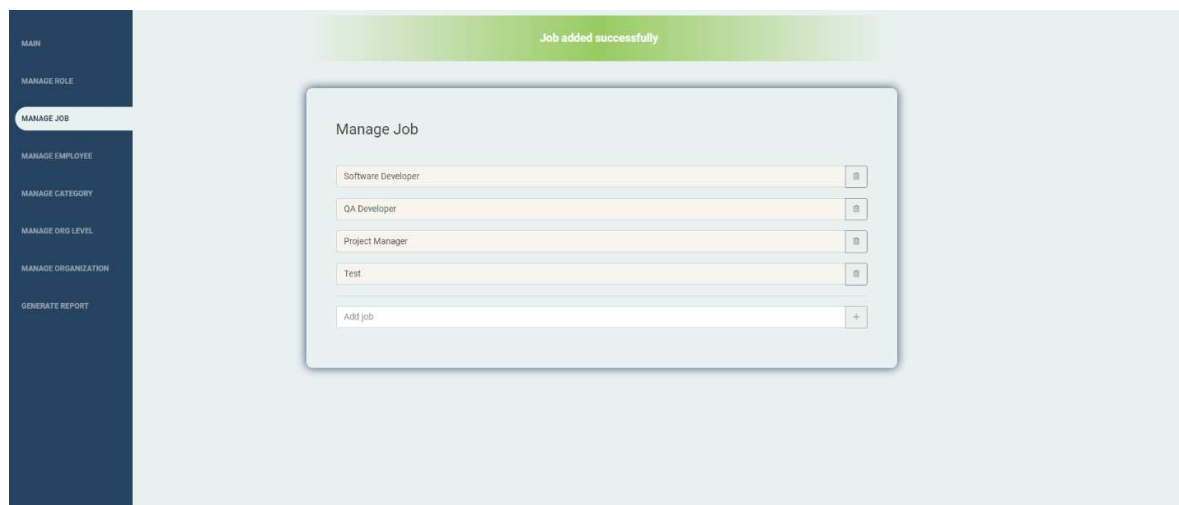


- Admin
 - Manage Role
 - Enter title and isAdmin by toggle on / off
 - Add / Delete role by clicking plus / trash button





- Manage Job
 - Enter title
 - Add / Delete job by clicking plus / trash button



- Manage Employee
 - First, enter employee email and click search button
 - For assigning employee to organization, select an organization and click plus button and click trash button to de-assign

Manage Employee

Email address

SEARCH

Role

Department Head

Job

Project Manager

Date Hired

Phone

Calendar ID

Organizations

Quality Assurance

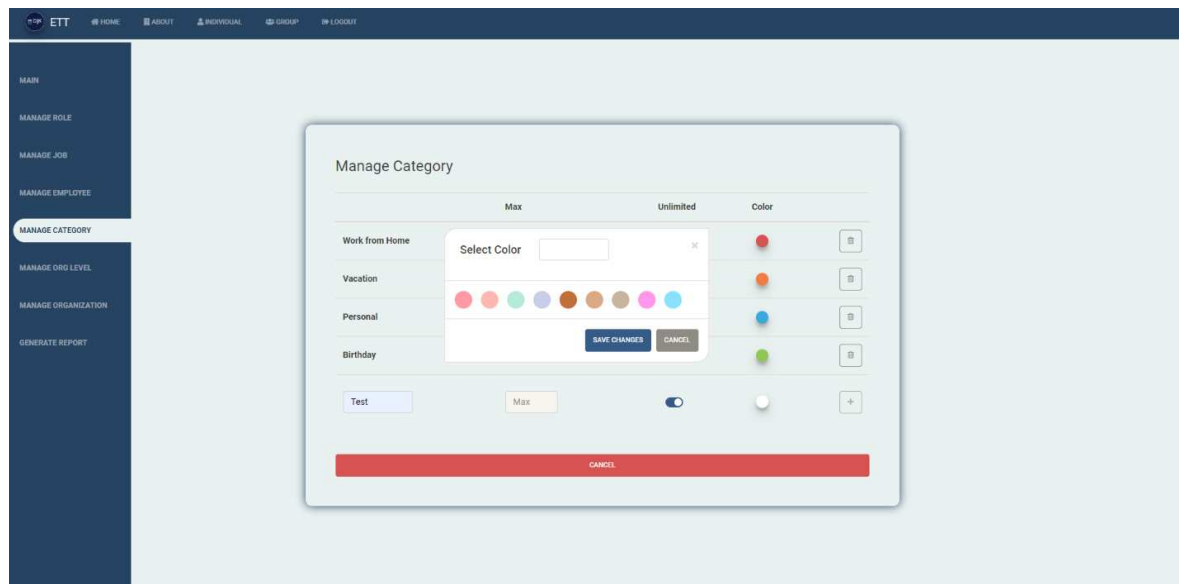
Operations

Operations

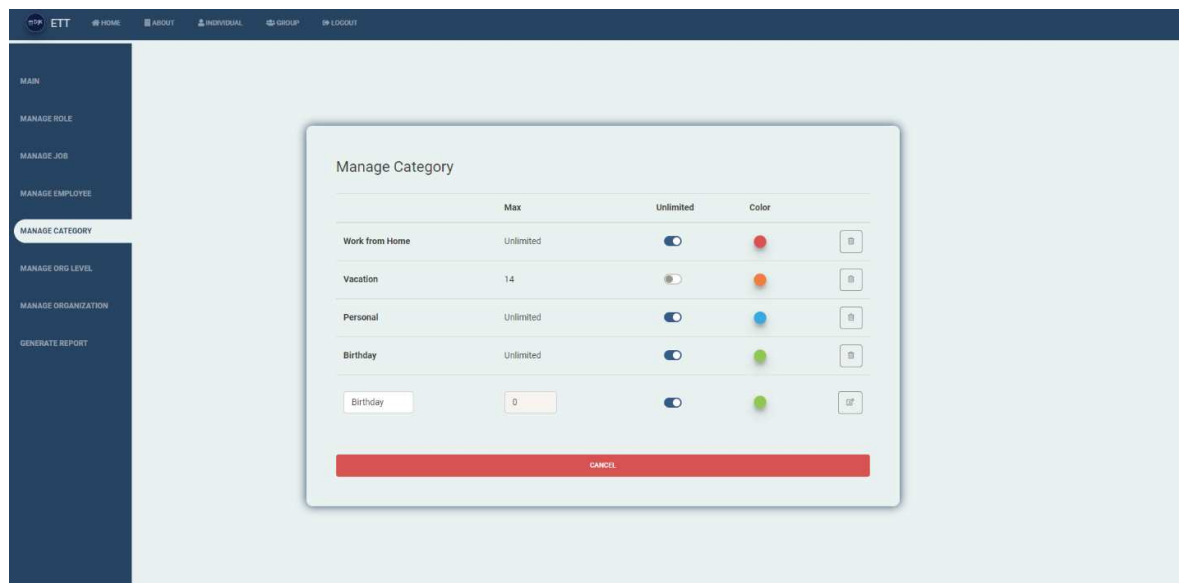
+

SAVE

- Manage Category
 - Enter title and limit or isUnlimited toggle
 - Clicking the color field will show a pop-up
 - You can select a color from the list or type in the hex color code



- To delete category, click the trash button
- (Warning: Deleting will remove all existing requests of the category)
- To update category, click the title of a category



- Manage Level
 - Enter title and click save button to add
 - Click trash button to delete

Level added successfully

Manage Level

Company	
Department	
Test	

Title
Enter title

SAVE

- Manage Organization
 - Enter title, head email, and select level to add
 - Click trash button to delete

Organization added successfully

Manage Organization

Quality Assurance	Department	
Operations	Department	
Test	Department	

Title
Enter title

Level
Company

Head
Enter email

SAVE

CANCEL

- Report

- Selecting start date only: On or after the start date
- Selecting end date only: On or before the end date
- Selecting both start date only: Between start and end date
- Selecting none: All requests history

The screenshot shows the ETT web application interface. At the top, there is a navigation bar with the ETT logo and links for HOME, ABOUT, INDIVIDUAL, GROUP, and LOGOUT. On the left, a sidebar menu lists various management options: MAIN, MANAGE ROLE, MANAGE JOB, MANAGE EMPLOYEE, MANAGE CATEGORY, MANAGE ORG LEVEL, MANAGE ORGANIZATION, and GENERATE REPORT (which is highlighted). The main content area features a green success message: "ett.csv has been generated successfully". Below this message is a "Generate Report" form with two input fields: "Start Date" and "End Date", both with placeholder text "yyyy-mm-dd". A dark blue button labeled "GENERATE REPORT" is positioned at the bottom of the form.

- If no request event's start date is between the dates set here in report menu, error message pops up

This screenshot shows the same ETT web application interface as the previous one, but with a red error message: "No record found". The "Generate Report" form is still visible, with the "Start Date" and "End Date" fields containing the placeholder text "yyyy-mm-dd". The "GENERATE REPORT" button remains at the bottom of the form. The sidebar menu and top navigation bar are identical to the previous screenshot.