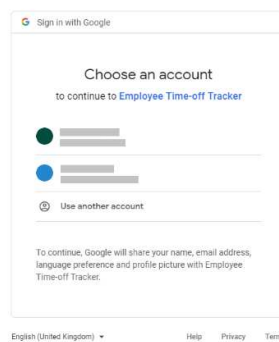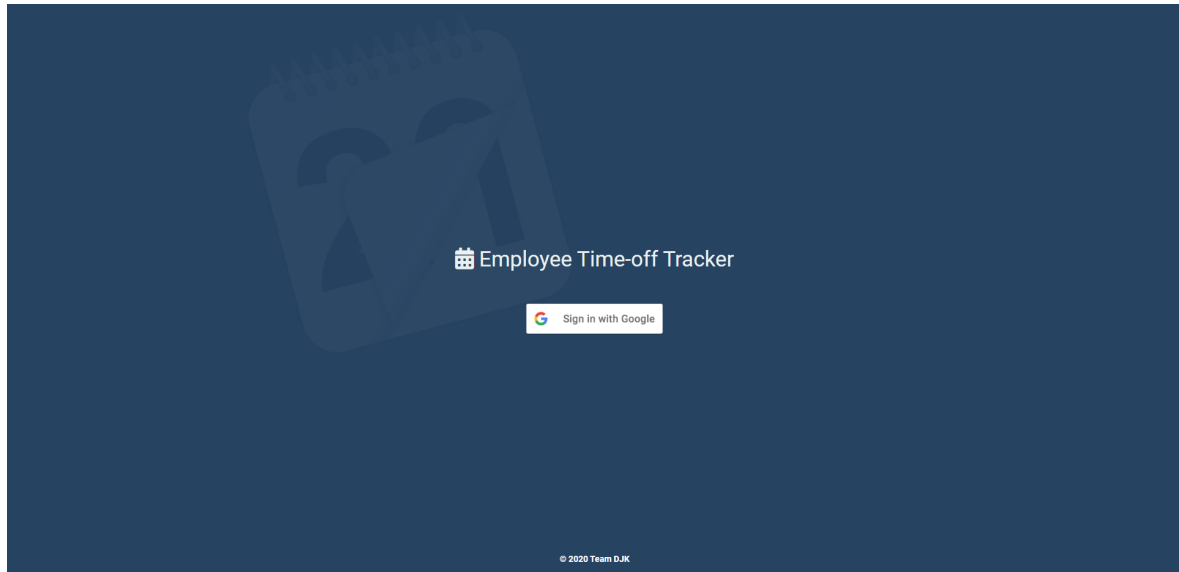# Help System & User Documentation

- 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

- 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

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

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

○ Once date and time are set, choose a category

○ 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

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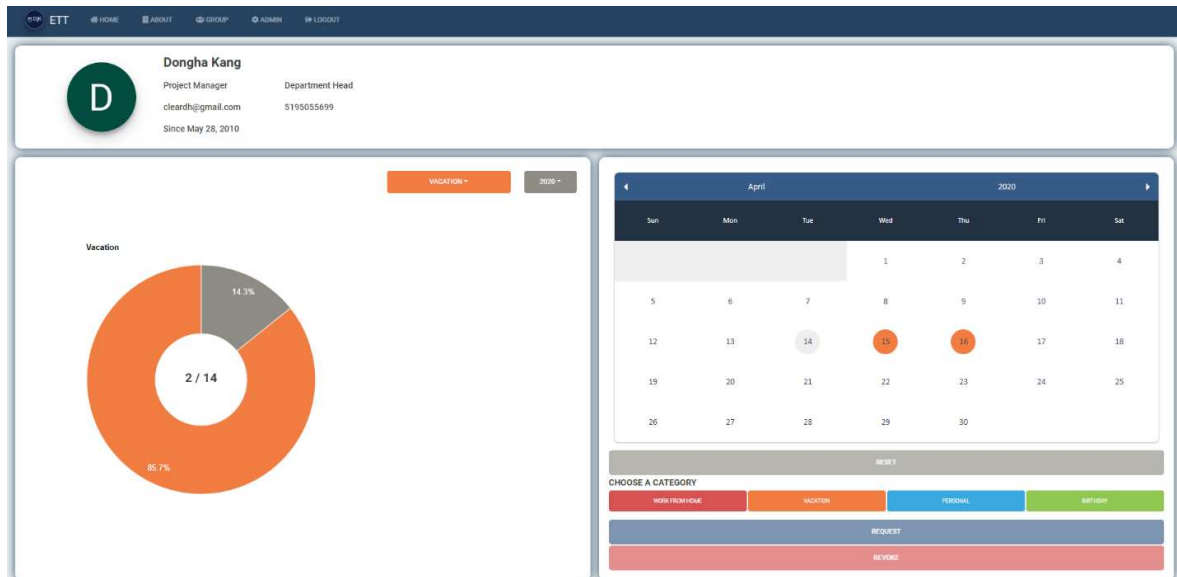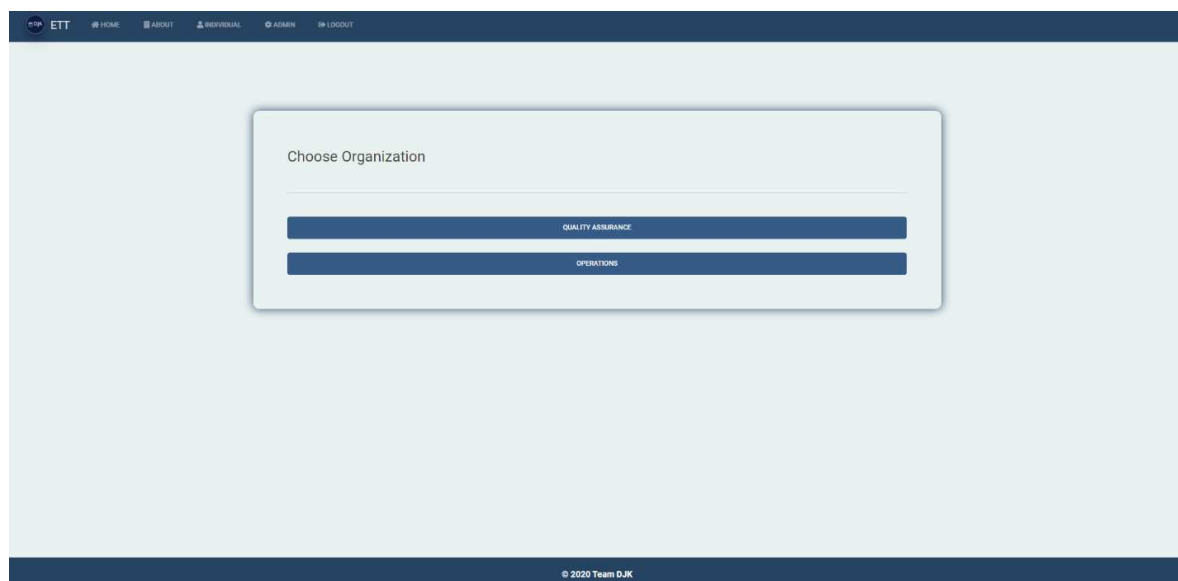

- To revoke confirmed or unconfirmed requests, click the request date (any date between start and end date for multiple-date requests)
- And clicking revoke button – clicking trash icon in the pop-up will remove the event
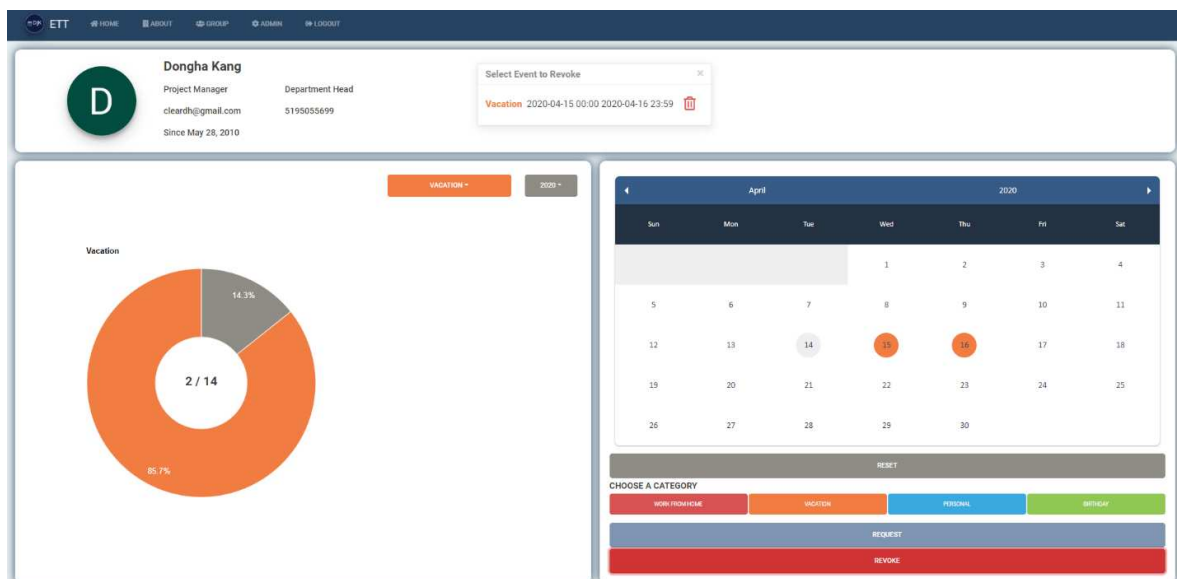
○ Charts are shown depending on both category and year (5 years)
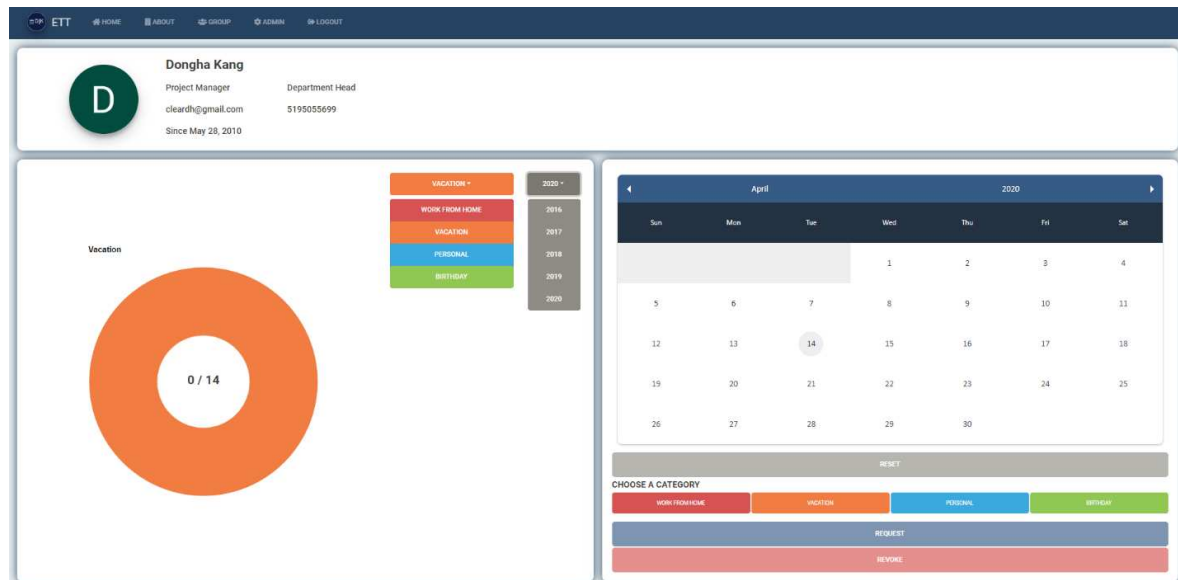
● Group Dashboard
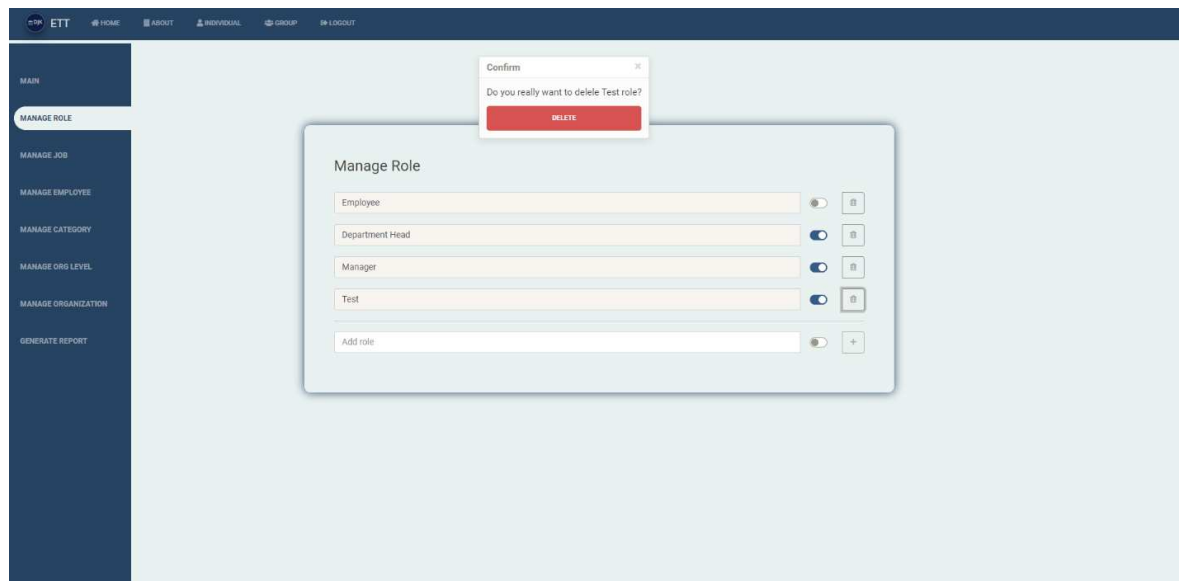 ○ Select an organization among the organizations you belong to

- 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
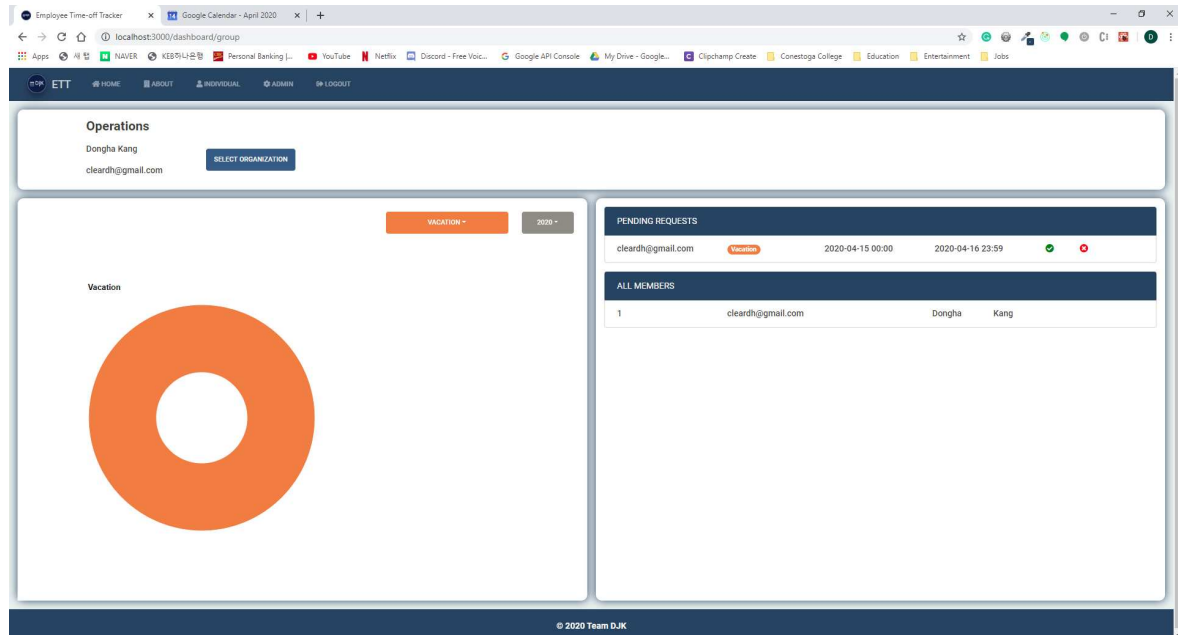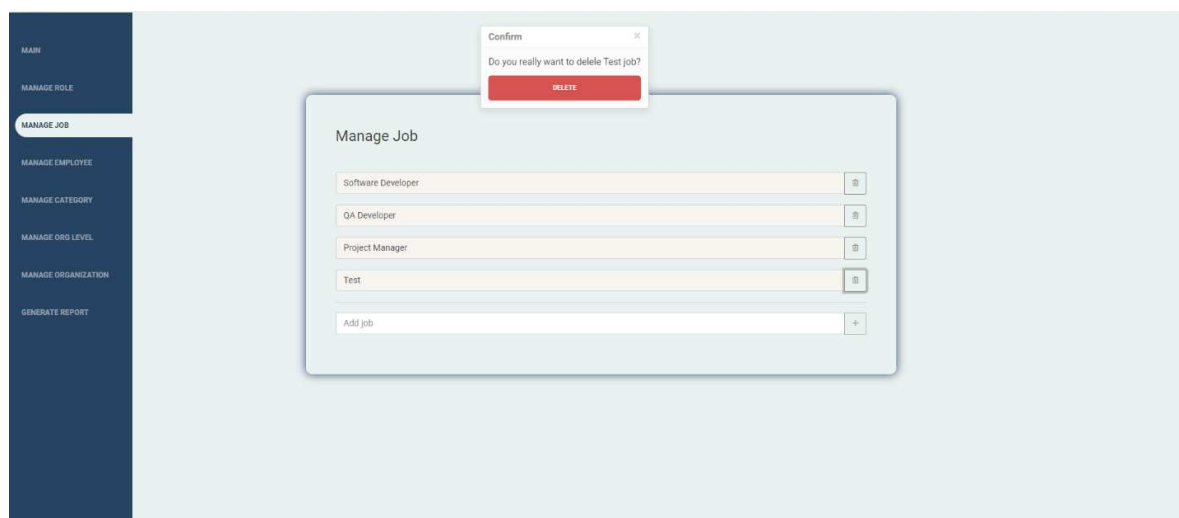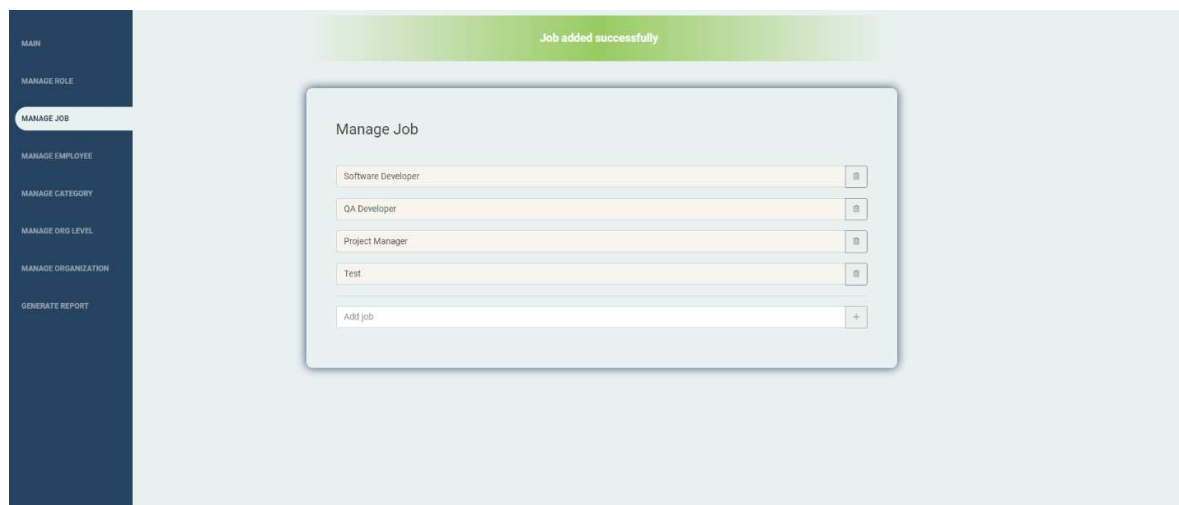

- Admin
  - Manage Role
    - Enter title and isAdmin by toggle on / off
    - Add / Delete role by clicking plus / trash button
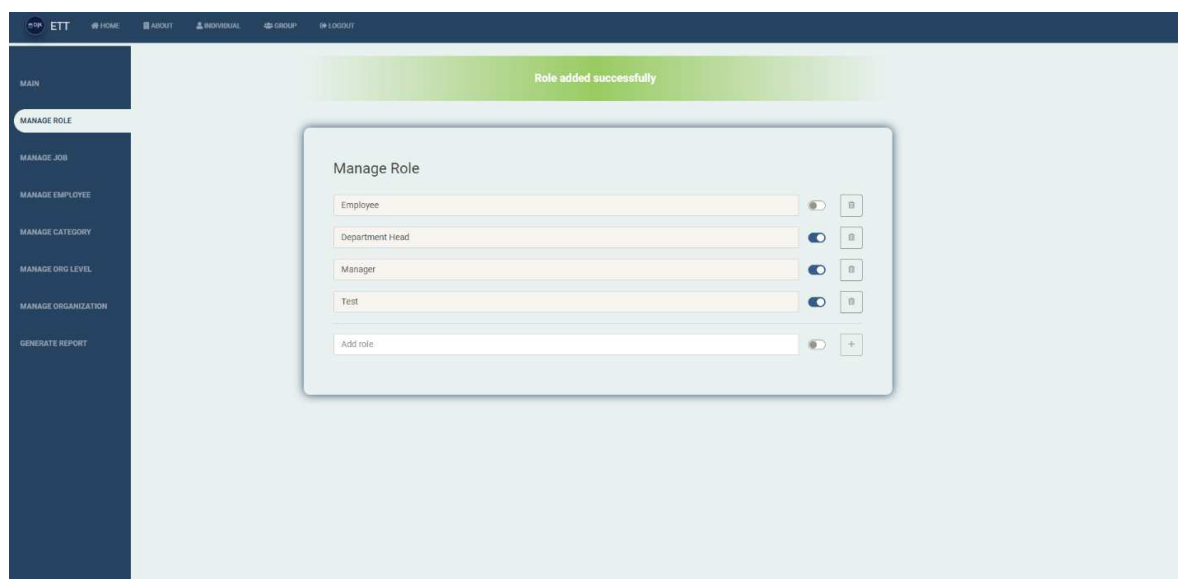
- ○ Manage Job
  - ■ Enter title
  - ■ Add / Delete job by clicking plus / trash button

- 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

cleardh@gmail.com

SEARCH

Role

Department Head ▾

Job

Project Manager ▾

Date Hired

2010-05-28

Phone

5195055699

Calendar ID

ipm4724o9gh3st5vnbkq01bccg@group.calendar.google.com
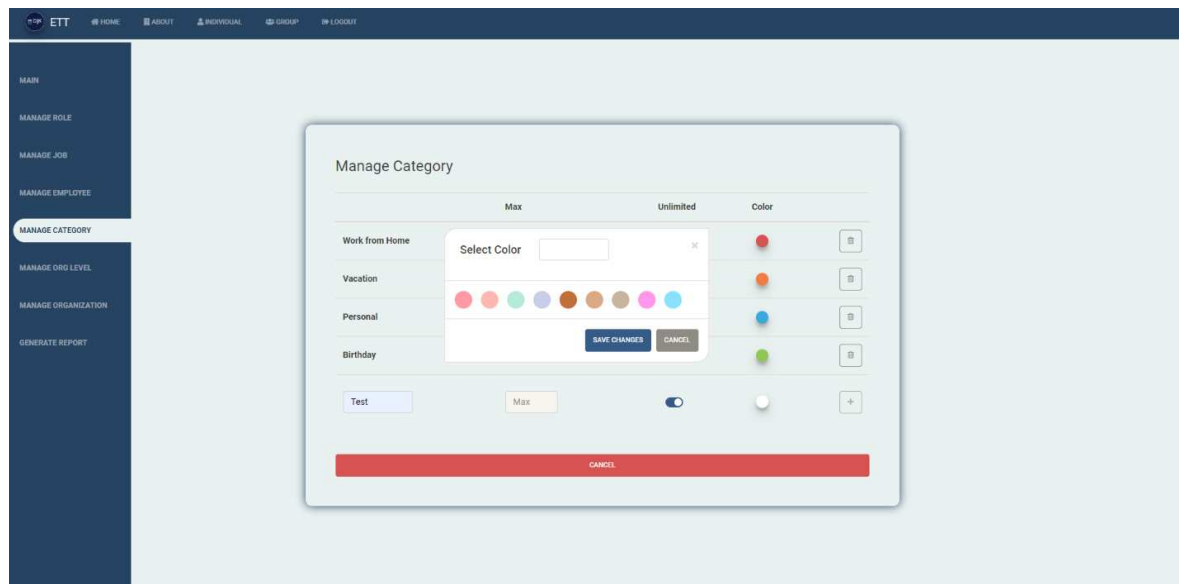
Organizations

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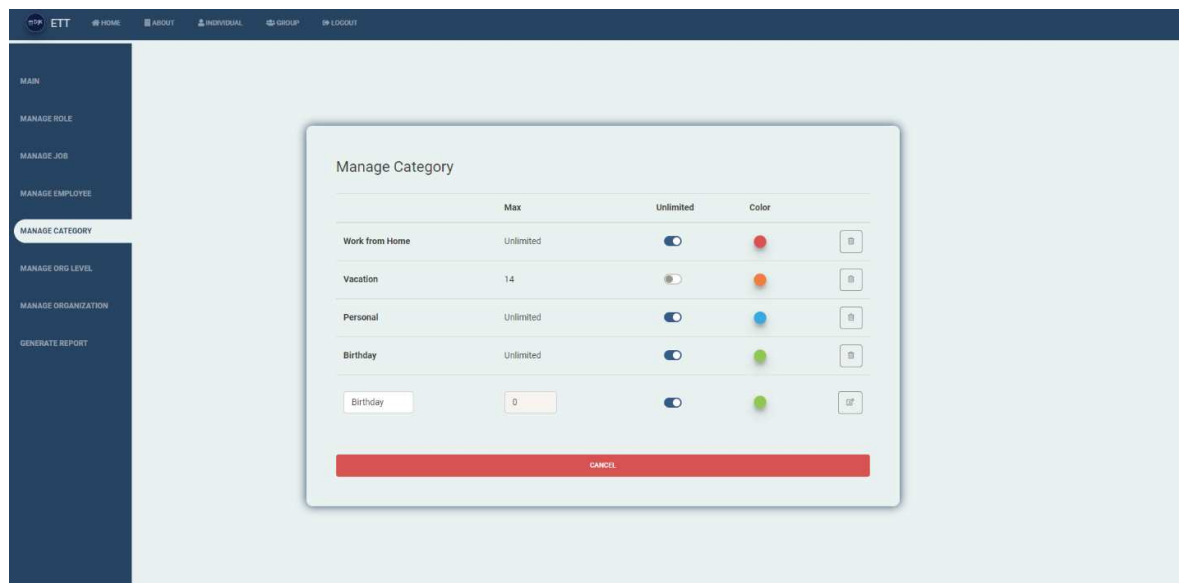
- ○ Manage Level
  - ■ Enter title and click save button to add
  - ■ Click trash button to delete

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

- 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

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