

DUBLIN PARTY HIRE WEBSITE



User Documentation

Url: https://stu33001.scss.tcd.ie/group_3/

The following documentation includes details to help staff (general and admin) navigate Dublin Party Hire's website.

The following logins can be used to navigate the website on staff and admin pages:

Staff:

Staff id: 101

Password: Duncan1D

Admin:

Staff id: 106

Password: f12TsD

General Staff

Logging In

Please login in by selecting “staff” at the top of the website. You will need your staff id and password to login.

Clocking In

Once you have logged in you will reach your home page, where your upcoming shifts will be displayed.

Home	Working History	Broken Returns	Log Out
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You are logged in as Duncan D'Oghnots

Shift Schedule

Date	Start	End	Clock in
2021-03-10	12:30:00	14:00:00	Clock In
2021-03-11	13:30:00	16:00:00	
2021-03-11	15:00:00	20:00:00	
2021-03-16	10:00:00	12:30:00	
2021-03-16	15:00:00	18:00:00	
2021-03-25	13:00:00	15:30:00	
2021-05-01	18:00:00	23:45:00	

To clock-in for a shift, please click “clock-in”.

- This is only an option when the shift occurs 'today'.
- The page will refresh and you will be presented with your shift schedule

[Home](#) [Working History](#) [Broken Returns](#) [Log Out](#)

You are logged in as Ronald McDonald

Shift Schedule

Goods For Delivery

Event Name	Location	Van Assigned	Drop Off / Pick Up	Required Arrival Time	Track Completion
Wedding Reception	Upper Flat, 20 Cadets Walk, East Cowes, Dublin	124KY6725	Drop-Off	15:00:00	Begin Loading
Wedding Reception	Upper Flat, 20 Cadets Walk, East Cowes, Dublin	124KY6725	Pick-Up	18:00:00	

Equipment Requirements

[Drop Off Requirements](#) || [Pick Up List](#)

ALL DONE?

Clock Out Below

[Clock Out](#)

Your 'clocked-in' Page will look like above:

- All events for Delivery (drop-offs / pick-up off-site) will be displayed
- All events for Collection (departures / returns on-site) will also be displayed
- 'Equipment Requirements' provides two link which will list off all equipment rented for each event on your current shift
- For deliveries, you will be required to track the completion of the order
By selecting the 'Begin Loading' button, you will register, for the customer, that the order is being processed.

Drop Off / Pick Up	Required Arrival Time	Track Completion	Required Arrival Time	Track Completion
Drop-Off	15:00:00	Loading Complete <input type="button" value="Vans Enroute"/>	15:00:00	Goods In-Transit
Pick-Up	18:00:00		18:00:00	

ALL DONE?

Clock Out Below

- If you have selected 'Begin Loading', the page will refresh and you can then choose the button 'Vans Enroute' to display that you have departed and are on the way
- If 'Vans Enroute' is selected the table will display 'Goods In-Transit', as a confirmation to you that your tracking has been successfully input
- To Finish your shift press the 'Clock Out' button at the bottom of the page

Working History

To view your working history, click "working history" at the top of the webpage.

Home	Working History	Broken Returns	Log Out
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You are logged in as Duncan D'Oghnots

Completed Shifts

Date	Total Hours Worked
2021-03-09	19.44
2021-03-05	15.83
2021-03-04	7.50
Total Hours:	42.77

Event History

Date	Drop Offs	Pick Ups	Clock In Time	Clock Out Time
2021-03-09	2	2	14:00:00	21:00:00
2021-03-05	1	1	09:30:00	15:00:00
2021-03-04	1	1	20:30:00	23:00:00

This page will display to you the shifts you have completed. You can view the total hours you have worked, by day and also as an overall total.

You can also see for each shift the clock in and clock out times, as well as the number of equipment drop-offs and pick-ups for events that you were assigned to.

Broken Returns

When you collect equipment from an event, it is the staff's responsibility to log any items that were broken or displaced by the customer. Any broken returns will be verified later on by an admin staff. Click "broken returns" at the top of the webpage.



Log Broken Equipment

Please input any equipment that was not returned or was broken

A form with a label "Select Event:" followed by a dropdown menu showing "Wedding Reception". To the right of the dropdown is a button labeled "Selected Option". Below the dropdown is a "Submit" button and a blue button labeled "Wedding Reception".

Only events for which you have had pick ups in the past will be displayed. You can search for events if you wish. Once you have selected an event, press Submit and you can begin inputting broken items

A form titled "Log Broken Equipment" with the instruction "Please input any equipment that was not returned or was broken". It contains a label "Select a Product ordered for Wedding Reception" above a dropdown menu showing "✓ Pint Glass; 2". Below this is a label "Number Broken / Not Returned" above a "Quantity:" input field and an "Order" button. At the bottom is a link "View your order".

Inserting Broken Items

- Above is the form for inputting broken items.
- Having selected an event, you can then select a product
The drop-down list will show each unique product that was ordered as well as the quantity ordered for reference
Input the quantity and click order
If you try to input a quantity that exceeds the quantity ordered you will receive an error message explaining the issue

Note: If you enter 2 separate inputs for the same product, the two inputs will be added together

Lost Inventory

The following equipment was damaged or not returned
It has been sent to Admin to be confirmed, you can make changes below

Name	Category	Quantity Broken / Not Returned
Pint Glass	Glassware	2

Not happy?

[Add more broken items](#)

[Edit your input](#)

Review Your Input

- By clicking 'View your order' on the Insert Page you will be brought to a page which displays the above table
- This will show all inputs that you have made and is what will be presented to the admin for verification
- Should you wish to change anything, you can click 'Add more broken items' to return to the Insert Page or 'Edit your input' to delete any inputs
- If you are satisfied with the input you can log equipment for a new event by clicking the 'Create new broken returns event' link at the top left of the page

Edit Inputs

Remove items below

Note: **all quantities** of item will be removed

✓ Pint Glass x 2 Remove Item

[Add more Equipment](#)

[View your order](#)

Edit Inputs

- You can delete inputs on this page by clicking the drop-down and selecting the input you would like to delete.
- By clicking remove item you will enact the deletion

Logging out

To logout, press logout at the top of the webpage. You will be sent back to the website's homepage, until next we meet!

Admin Staff

Logging In

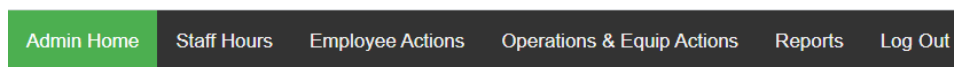
Please login in by selecting “staff” at the top of the website. You will need your staff id and password to login. This is the same login page as general staff, but you will be sent to the admin homepage.

Logging out

To logout, press logout at the top of the webpage. You will be sent back to the website's homepage, until next we meet!

Homepage

Once you have logged in successfully, you are sent to your admin homepage. You should see the following;



Employee Actions :

Select this Button to See the Tasks Related to Employees and Scheduling:

Go to Employee Actions

Operations Actions

Select this Button to See the Tasks Related to Operations and Equipment:

Go to Operations & Equip Actions

Reports

Select this Button to See Reports:

Reports

Employee Actions

The homepage displays an option for “employee actions”. This is used for all tasks relating to employee shifts and scheduling.

Clicking into this will display all the current employee details, as well as several options, some of which are outlines below:

Employee Actions

Link	Details
View Employee Details	View employee id, name, position and phone number
Add New Employee	Form to add new employees
Change Employee Details	Change an employee's details
Change Passwords	Click here to change passwords for all DPH employees
Remove Employee	Form to delete an employee
Assign Driver	Form to assign drivers to shifts
View Staff Hours and Activities	View employees working hours, their incomplete shifts and verify broken items

The above table contains a set of links and a description of what these links do. Select the button that corresponds to your desired task.

Employee Details and Changing Passwords

View Employee Details will bring you to a report which shows the employee id, full name and their position. For security reasons, their password is not shown. To change a driver's password, the admin needs to have their own password ready which adds an additional level of authentication. Once this is correctly input, the user is then redirected to a form which they can use to change the current password for any employee that is a driver. Please note that a new password must be created and the same one as before cannot be used.

Adding a New Employee:

Use the Form Below to Add a New Staff Member

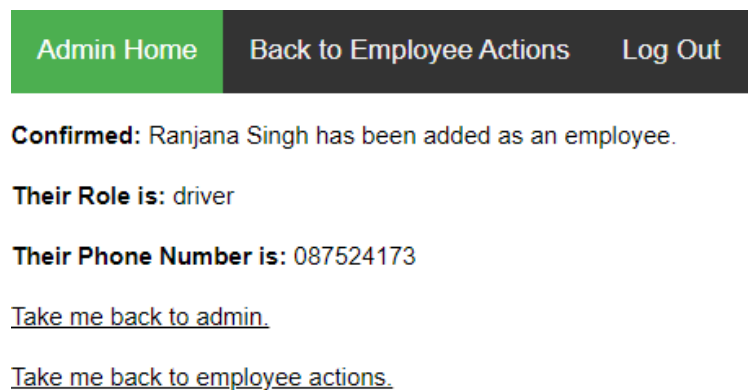
* required field

Full Name:	<input type="text"/>
	*
Phone Number:	<input type="text"/>
	*
Position:	<input type="text" value="driver"/>
	▼
Password:	<input type="password"/>
	*
Confirm Password:	<input type="password"/>
	*
<input type="submit" value="Submit"/>	

The above form will allow you to add a new staff member. Please insert their full name and note that only whitespaces, letters and apostrophes are allowed. The phone number must also be valid and be around 9 - 10 digits. At the moment, two staff positions are available; driver or manager- please select the appropriate option.

When the password field is clicked on, a box appears that describes the requirements of the password. It must be at least 8 characters, contain at least one uppercase and lowercase letter and also have at least one digit. As each criteria is met, the requirement turns from red to green. This same password must be inputted into the confirm password field. For security reasons, it is the admin who sets the drivers' passwords and can change them. Please also note that there are other conditions for each information field in the form and if these aren't met, error messages will be displayed.

E.g. 'There already exists an employee with this phone number'. In this system, it is assumed each employee has a unique phone number and id - this is to prevent employees being entered twice. These error messages will provide guidance on how to overcome them for a successful form submission.



Once the submission is successful, the above confirmation message will be displayed and the form will be cleared. You can then choose to go back to the employee actions section or to return to the admin home page by clicking on the above links.

Altering and Removing Employees:

Altering Employee details will bring up a similar form to the above. Only the employee phone number and position can be changed. For security reasons, their password is changed using a separate form that requires the admin to input their password once more. Leave the telephone field blank if you do not wish to alter their phone number. Additionally, the default value is 'driver' which does not need to be changed unless the employee is given a new position/promoted.

Removing an employee will bring the user to the relevant form:

Admin Home
Back to Employee Actions
Logout

Use the Form Below to Remove a Staff Member

Employee:

Delete Employee

From the dropdown list, select the employee you would like to delete, then press the button. This will result in an extra pop up confirmation message to prevent mistakes.

stu33001.scss.tcd.ie says

Are you sure you want to delete this employee?

OK

Cancel

Select ok to confirm and cancel to prevent the deletion. You will then be redirected to a confirmation page:

Admin Home
Back to Employee Actions
Logout

Deleted Employee

The following employee has been removed: Ranjana Singh

[Take me back to employee actions.](#)

[Remove another employee.](#)

The removal of an employee from the system will also remove their future shifts.

Assign Drivers

This Page allows you to assign drivers to shifts and then, if you wish, assign shifts to events/drivers. First you are presented with a date submission. You can select a date (only dates after 'today') or hit submit and 'tomorrow' will automatically be selected.

Select a Date or Press Submit

> [next](#)

Use the Form Below to Assign Workers to Events

Select Driver	Not Selected	
Set Clock In	--:--	⌚ +
Set Clock Out	--:--	⌚ +

OR

Select Existing Shift	Not Selected
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Submit

See and Delete Existing Shifts

Once a date is selected, you are presented with a form above and a table below.

The form allows you to create new shifts or select an existing shift to be edited.

Note: You cannot select neither nor can you select both

'See and Delete Existing Shifts' is a pop-up that shows existing shifts and allow you to delete

Events on **2021-03-11**

See Equipment Details

Table

Left side - All **Out-Going** Items ||| All **In-Coming** Items - Right Side

Goods Out - for Drop-Off					Goods In - for Pick-Up				
Event Name	Location	County	Out-Going	# Staff Assigned	Event Name	Location	County	In-Coming	# Staff Assigned
Deliveries									
5th Birthday Party	The Clarion Hotel	Carlow	17:30:00	2					
Collections									
Birthday Party	Halsworthy Barn, Ashburton, Dublin	dublin	15:00:00	1	Birthday Party	Halsworthy Barn, Ashburton, Dublin	dublin	18:00:00	0

This table is split by the 4 categories of transferring equipment

- Deliveries (ie Off-Site) for Drop-Off
- Deliveries (ie Off-Site) for Pick-Up
- Collections (ie On-Site) Outgoing (Drop-Off)
- Collections (ie On-Site) Returns (Pick-Up)

All outgoing events are displayed on the left side and all incoming events on the right

'See equipment details' is a pop-up page that shows the equipment requirement for a given event.

Current Shifts Assigned

1. 5th Birthday Party for Drop-Off

Assign Events to Shifts Below

Duplicate Input

Select Event : 5th Birthday Party for Drop-Off ▼

Select Drop-Off / Pick-Up as Chosen above: Drop Off ▼

Next

**Please Submit Shift Below when you are
Finished**

Finish Shift Inputs

This is what is displayed once you have submitted a shift (above existing shift has been selected). First, shifts assigned will be displayed (new shifts will display nothing to start). To assign events you select an option from the first drop down menu. The second drop down selection must match the first, 'for x'. If an input already exists, 'duplicate input' will appear. Press next to continue.

Select Van for shift : 124KY6725 ▼

Next

Next you have to store a van to be used for the shift. Select an option from the drop down and click next. If you had to choose a van, you may have to resubmit the first form, but this is precautionary and means you will not have to reselect a van for the chosen shift.

**Please Submit Shift Below when you are
Finished**

Finish Shift Inputs

When you are finished assigning events, you must remember to select 'Finish Shift Inputs' before exiting. This submits your input and allows the staff member to see it.

Operations Actions

The homepage displays an option for “Operations actions”. This is used for all tasks relating to equipment, rates and prices.

Clicking into this will display several options which are shown below.

Link	Details
View Equipment	Click here to view the equipment catalogue
New Equipment	Use this form to add new equipment to the catalogue
Update Equipment Quantity	Use this form to update the quantity on hand of an item
Delete Equipment	Use this form to delete a specific piece of equipment
Update Rental Price	Use this form to change the rental price of a product
Update Setup Price	Use this form to change the setup price of a product
Update Charges	Use this form to update either the VAT, flat delivery charge and delivery charge/km rate
View Vans	Click here to view the Van's owned by DPH

New Equipment

Fill in all the relevant details. If new equipment does not need setup, please enter price as 0. You will receive a confirmation upon submitting new equipment.

Use the Form Below to Add New Equipment

* required field

Product Name:

Category:

Rental Price excl VAT:

Setup Price excl VAT (please leave as 0 if set up is not an option):

Quantity:

or

Update Equipment Quantity

Enter a category, press “select a category”, enter a product, press “select this product” enter a quantity and press “update quantity”.
Once you have selected a product, the quantity currently on hand will be displayed.
You will receive a confirmation the quantity has been updated.

Use this form to change the quantity on hand for a specific product:

Select your category and press submit

Furniture

▼

Select this Category

Select your product and press submit

Banquet Dining Chair

▼

Please select a product

Select this Product

Quantity

Current Quantity on Hand: units

1300

↕

Please enter a quantity value

Update Quantity

Reset

Delete Equipment

Enter in details for equipment you wish to delete.
You will have to confirm deletion. You will then receive a confirmation message.

Use the Form Below to Remove Equipment

Select your category and press submit

Furniture

▼

Select this Category

Select your product

DELETE ME

▼

Please select a product

Delete Equipment

Update Rental Price and Update Setup Price

Enter in details for equipment you wish to update rental/setup price for.
Once you have selected a product, it's current rental/setup price will be displayed. When submitted, you will then receive a confirmation message.

Use this form to change the rental price for a specific product:

Select your category and press submit

Cutlery Set

Select this Category

Select your product and press submit

Fine

Select this Product

New Price

Current Price: 2.50 euro

2.60

Please enter a valid price value

Update Price

Reset

Update Charges

Select a charge to update. For each charge, you will have to confirm the amount, and you will receive a confirmation message. VAT should be inputted as a decimal eg: 0.21.

All Dublin deliveries are charged the flat delivery. Every other county is charged the flat delivery rate, plus the delivery rate per km multiplied by the distance from Dublin.

Eg: If the flat rate is 75 euro, and the rate per km is 0.75 cents per km, Galway's is 207km from Dublin so it's rate is 230.25 euro.

Use this form to change a specific charge:

Select the Charge you would like to change

☐ VAT

☒ Flat Delivery Rate

☐ Flat Delivery Rate/Km

New Charge

Update Charge

Reset

View Vans

Pressing this will bring you to the bottom of the page, which shows the details for DPH's vans

Staff Hours

Staff Hours is a place where you can see employee history and a breakdown of their shifts
From here you can **alter staff hours, amend incomplete shifts and verify broken items**

Admin Home	Staff Hours	Incomplete Shifts	Verify Broken Items	Log Out
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[Correct Incompleted Shifts](#)

Employee History

You Can Narrow Down Your Selections Below

Select Employee	Date Range	
ALL	dd/mm/yyyy	dd/mm/yyyy
Submit	Reset	

Name	Start Date	Number of Shifts	Total Hours
Chuck Fila	-	0	0
Clement Pekoe	-	0	0
Duncan D'Oghnots	2021-03-04	4	14.90
Jina	-	0	0
Ronald McDonald	2021-03-09	2	3.04
Tack Obel	2021-02-17	1	4.15

Above is the home page for staff hours - complete shifts

All employees are displayed and a breakdown of number of shifts and total hours is shown
Filters for the table include date and employee

You Can Narrow Down Your Selections Below

Select Employee	Date Range	
Duncan D'Oghnots	dd/mm/yyyy	dd/mm/yyyy
Submit	Reset	

Work History for Duncan D'Oghnots

Date	Dropoffs	Pickups	Clock In	Clock Out	More / Alter Hours
2021-03-10	0	0	15:33:12	15:38:36	18
2021-03-09	2	2	14:00:00	21:00:00	2
2021-03-05	1	1	09:30:00	15:00:00	3
2021-03-04	1	1	20:35:00	23:30:00	11

If an individual employee is selected then a further breakdown of their shifts is shown with the clock in and clock out and the number of events (dropoff/pickup) assigned

By clicking on one of the buttons on the 'More / Alter Hours' column a pop-up page with even more delta is shown

Shift Summary

Details for **Duncan D'Oghnotts**
Shift ID: 2 on 03/09/2021

	Date	Clock In	Clock Out
Hours Worked	2021-03-09	14:00:00	21:00:00
Scheduled Hours		14:00:00	21:00:00

[Alter Hours](#)

Events Serviced



Event Name	County	Collection / Delivery	Returns / Outgoing	Required Time of Arrival	Began Loading	Van Departed
Triton Work Party	dublin	For Collection	Out-Going	19:00:00	23:40:11	17:13:31
Anniversary Dinner	dublin	For Delivery	Pick-Up	18:00:00	Not Required	17:13:31
Food Exhibition	dublin	For Delivery	Pick-Up	19:00:00	Not Required	17:13:31
Tech Release Brunch	dublin	For Delivery	Drop-Off	12:00:00	09:09:45	17:13:31

Above, by select the number 2 button a new tab has opened and in it a breakdown of the shift by events serviced is shown

Also the hours scheduled vs hours worked is shown

The 'Alter Hours' button allows you to change the clock in / out of the employee

[Alter Hours](#)

Set Clock In 
Set Clock Out 

[Submit](#)

Hours Successfully Changed

	Date	Clock In	Clock Out
Hours Worked	2021-03-09	14:30:00	21:30:00
Scheduled Hours		14:00:00	21:00:00

Here, we change the hours for the chosen day and when we press submit the page refreshes the hours in the table are changed and a success message is displayed.

Incomplete Shifts

All shifts that have expired without employees either clocking in or clocking out are shown here. You can Alter the Hours in the same way as above or you can delete the shift if it was unfulfilled. While this is accessed through Staff Hours, if shifts outstanding exist it will be displayed prominently on the admin home page as an urgency message.

[Admin Home](#) [Staff Hours](#)

Welcome to the ar

Incomplete Shifts Exist
Number of Incompleted Shifts: 3
[Incomplete Shifts](#)

[> Next](#)

Number of Incompleted Shifts: 3

Incompleted Shifts

Please **Alter Shift** Clock in / Clock out Time

or

Delete shifts if Unfulfilled

	Name	Date	Clock In	Clock Out
Hours Worked	Duncan D'Oghnotts	2021-03-05	Unset	Unset
Scheduled Hours			09:30:00	14:45:00

[Alter Hours](#) || [Shift Unfulfilled](#)

The next / prev at the top left of the page allow you to scroll through the incomplete shifts without having to verify

The table displays the worker, date and scheduled hours

Shift Unfulfilled deletes the record of the shift

Verify Broken Items

Page to verify all broken items.

Scrolling function (right) exists on the top-left of the page and works in the same way as Incomplete Shifts

[> Next](#)

Number of Events to Verify: 2

Verify Broken Equipment for Event Triton Work Party

Please input any equipment that was not returned or was broken

Name	Category	Quantity Broken / Not Returned
Table Rectangular 2ft x 2ft	Furniture	1
Standard	Cutlery Set	12
White Linen Round 5ft	Linen	3
Plate 6 inch	Crockery	40

[Verify](#)

Not happy?

[Add more broken items](#)

[Edit your input](#)

This is the home page for Verifying broken items

The table lists off broken items input by employee

You can verify the input by clicking 'Verify'

This will reduce the quantity on hand of the equipment that was unreturned

You can edit the input by clicking the links below the table

Note: See Staff-side "Inserting Broken Items" and "Edit Inputs" for details on editing inputs

[Staff Hours](#)

[Verify Broken Items](#)

[Delete Items](#)

[Add Returns](#)

[Log Out](#)

The navigation bar is also an efficient way to move between deleting and adding items and checking the inputs. This is done through 'Verify Broken Items', 'Delete Items' and 'Add Returns'

Reports

The homepage displays an option for “Reports”. This is used for displaying sale and rental information.

Clicking into this will display several options which are shown below.

Reports :

Select the Relevant Link to View the Desired Report:

Link	Details
Rental Frequency	View how many times a specific product was ordered
Revenue by Product	View the revenue brought in by the purchase of each individual product
Total Sales	View total product sales and units sold
Best Customers	View DPH's best customers based on how much they spent

Rental Frequency

Select the Product for which you would like to view rental frequencies:

Furniture

Select this category

Select the Specific product in the category:

Table Rectangular 2ft x 2ft

Please select a product

Start Date: dd/mm/yyyy



End Date: dd/mm/yyyy



View

The above form will be displayed when the Rental Frequency button is pressed. First the category must be selected and then the product type. If you do not wish to see rental frequency within a date range, leave the start date blank. Otherwise select a valid start date and end date which will generate a table showing the product name and its rental frequency:

Product Details

When there is no start date, data from the beginning is shown

Product Name	Rental Frequency
Table Rectangular 2ft x 2ft	6

Revenue by Product

Choose a category and select using the button. Choose a product as well as the date range for which you would like to view revenue for. Details relating to sales revenue for that product within the specified date range are displayed.

Use the form below to select the product for which you would like to view sales:

Category

Marquees and Gazebos

Select this category

Product Name

Marquee 3 Metre Wide

Start Date: 01/01/2021

End Date: 12/12/2023

Submit

Product Details

Product Name	Quantity Sold	Rental Revenue	Set up Revenue	Total Before Discount	Total After Discount
Marquee 3 Metre Wide	5	625.00	200.00	825	825.00

Total Sales

When you first click into Total Sales, total sales over any time period are displayed. To display sales over a particular period, please enter the start and end dates and click submit. The units of equipment sold are displayed, as well as the revenue generated from renting items versus charging for setup. The totals before and after applying sales are also displayed. Sales are displayed without VAT.

Use the form below to select the dates for which you would like to view sales:

Start Date: 10/03/2021

End Date: 12/12/2021

Submit

Sale Details

Equipment Units Sold	Rental Revenue	Set up Revenue	Total Before Discount	Total After Discount
9592	58498.00	11220.00	69718	68904.00

Best Customers

You can select a date range for which to view best customers:

Start Date: *
End Date: *

[View](#)

Best Customers

Customer Name	Customer Email	Total Spent €
Rosie Connolly	connolr3@tcd.ie	897.45
Party Professionals	carl@partyprofessionals.ie	613.77
Laura Murphy	laura.murphy@gmail.com	343.88

The above table is an example of an output from the Best Customers report. The user can choose to have the results bound by a specific date range or not. If you do not wish to have the results date bound, leave the start date field in the form blank. Otherwise, fill in a valid start and end date and hit view. A table displaying the Customer Name, Customer Email and the Total Spent in € will be shown. (This total includes VAT)