

User Manual for Reformed Rabbits Requisitions
Routine
Client: Retro Rabbit

Oluwatosin Botti

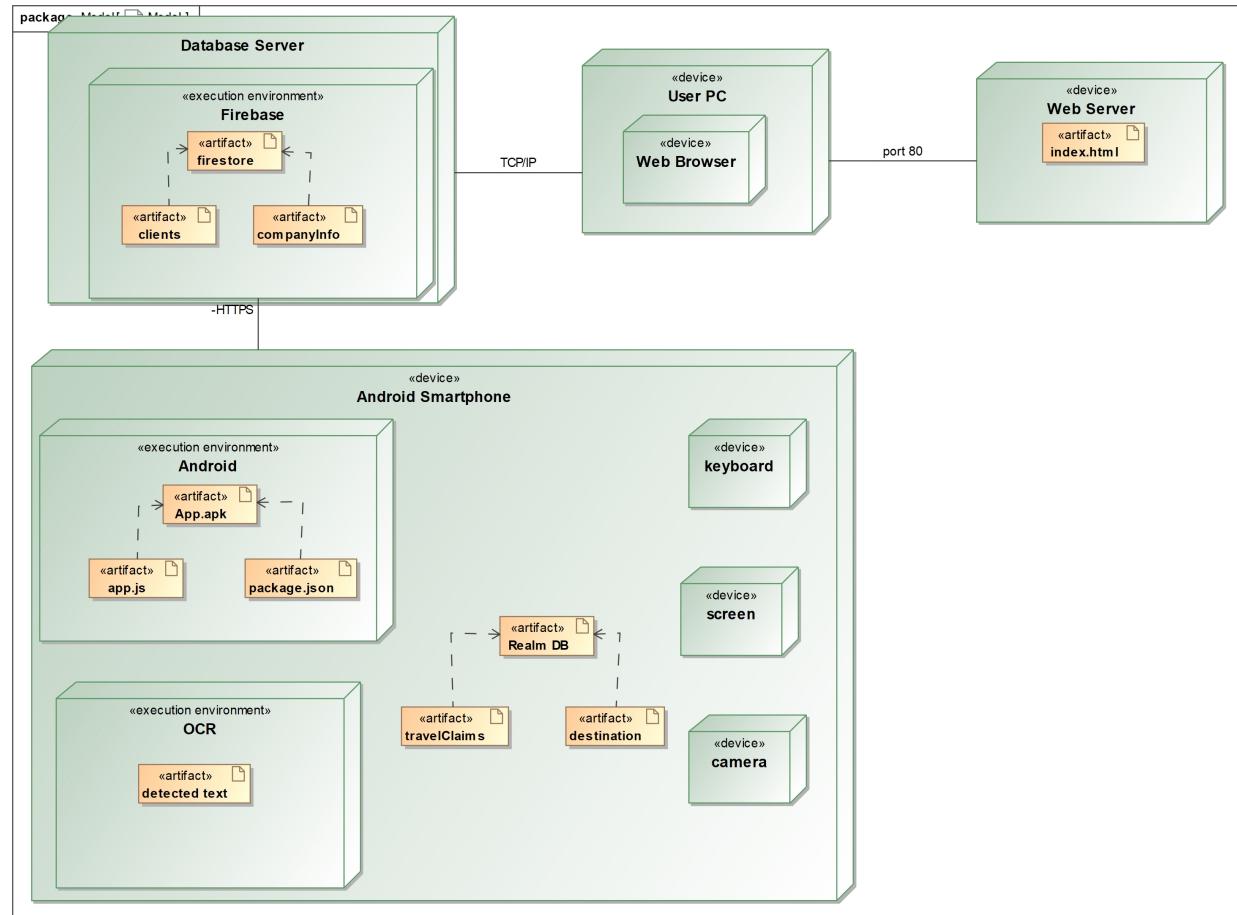
October 2019

1 System Overview

Retro Rabbit Requisition Routine is essentially a digitalized return claims system. Retro Rabbits current claims process is slow and tedious. The aim of this project is to improve the fuel claims process by creating an android application that will be used to scan odometer readings for fuel claims.

The image scanner extracts the relevant information from the scanned image, does the necessary calculations and stores this information. Then the employee will simply send all their stored claims to a database in the cloud from where the information can be prepared for submitting fuel claims to Retro Rabbit.

In addition to the android application there is a web based application where the user can also create fuel and miscellaneous claims, manage the claims in cloud database, perform bulk imports of a CSV file and generate a claims form.



2 System Configuration

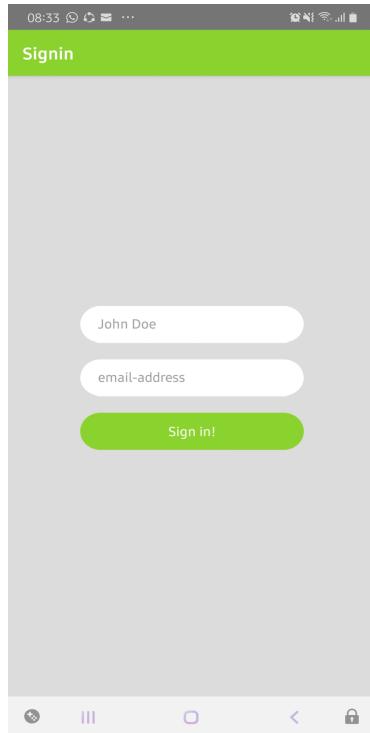
A cellular device that uses, at least, Android 6.0 can be used to run the application. The device will need to have a camera for pictures of an odometer to be taken.

3 Installation

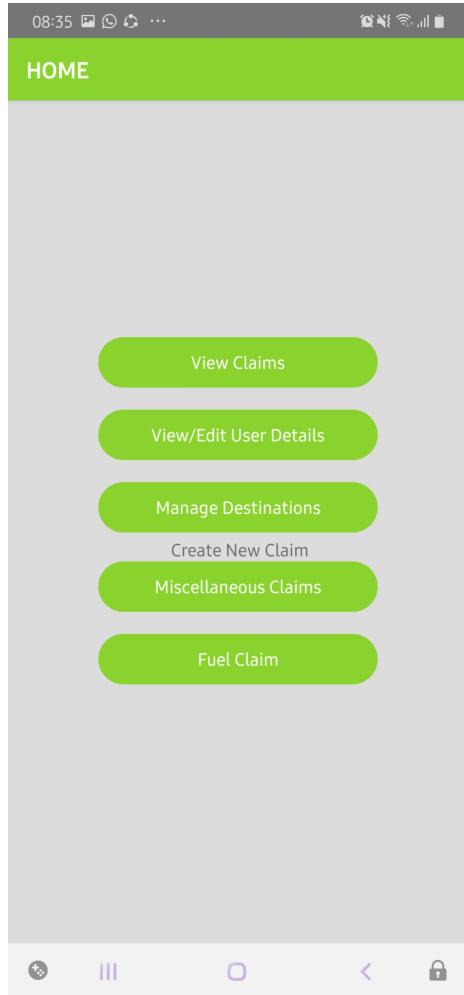
The application is still in development so it is not yet readily available but upon completion it will be made available on the Google Play store for Employees to be able to download.

4 Getting Started

Upon starting the application you will be presented with a Sign In page.



On the sign-in page you can fill in your username and your email address and press the Sign in button. You will then be signed in until you explicitly sign-out.

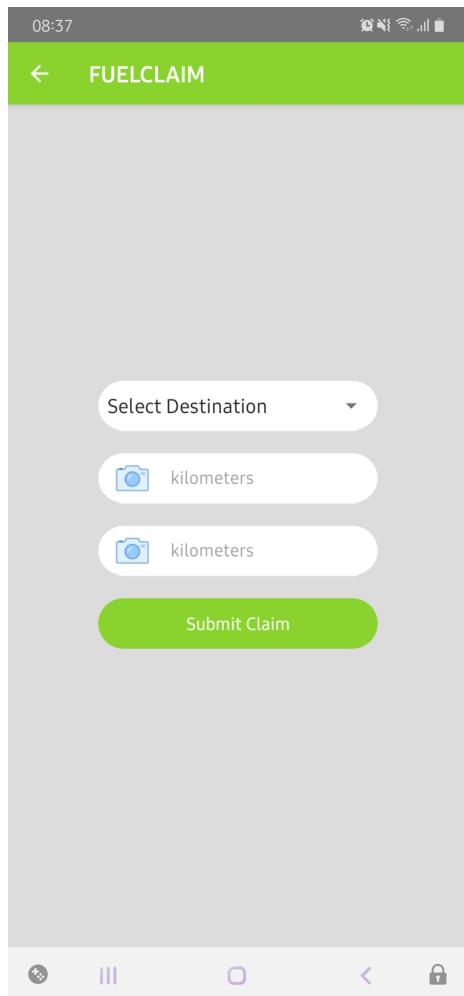


Upon Signing in the you will be presented with the Home Screen above which gives you the options to view all claims that have been created or to create a new claim, either a Fuel Claim or a Miscellaneous Claim

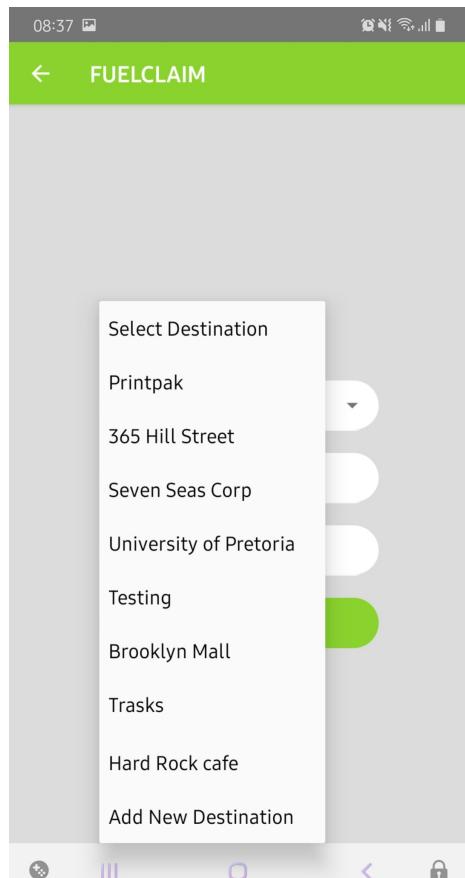
5 Using the System

5.1 Fuel Claims

For you to file a Fuel Claim you can select it as a choice and will be presented with the screen below.



You will able to select a destination from the drop down list or to enter a new destination.



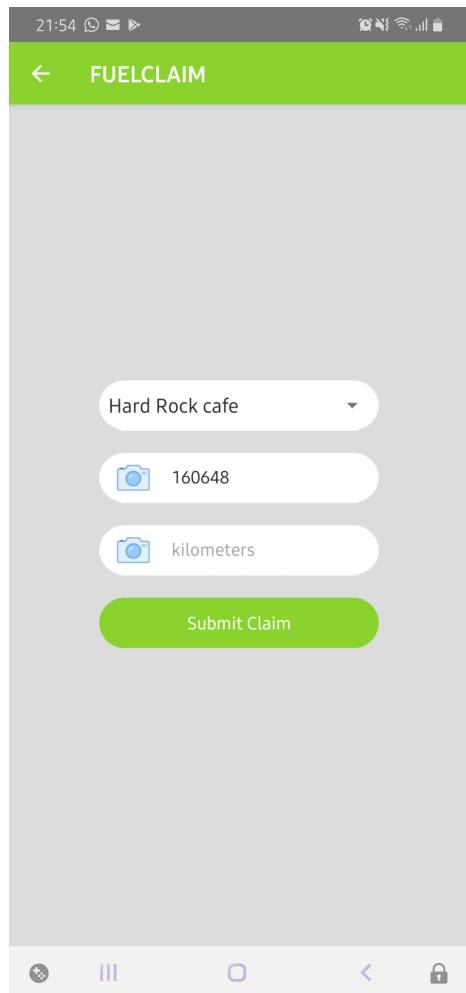
To enter the current mileage you click the camera icon in the text box and the camera opens where you can take a picture of your odometer before starting the trip.



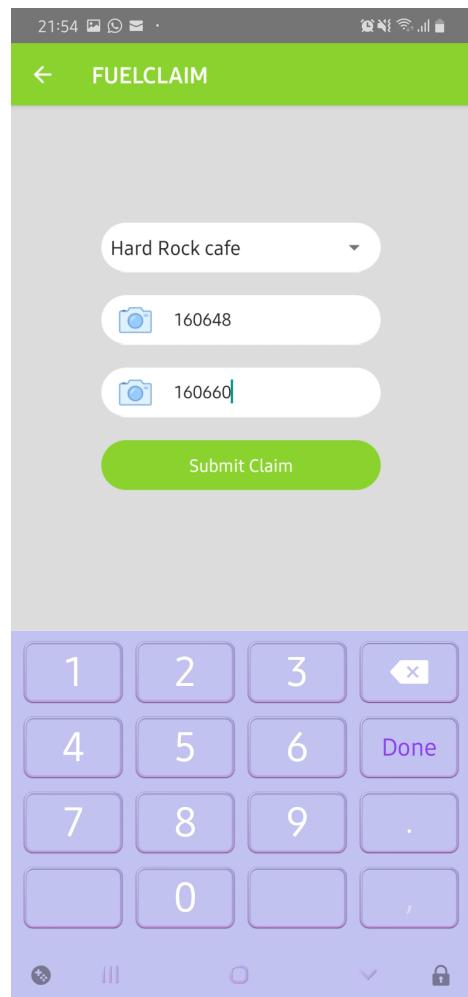
After taking the picture you can select the field you would like to capture so the current mileage can be saved.



Once that is done the value is saved and you can start the trip. You can leave the application opened or you can close the application during the course of the journey as the system stores the starting value till an ending value is captured.



At the end of the trip you can navigate to the camera icon again to capture the end value on the odometer. After capturing the image and selecting the field to capture you will be taken back to the screen that will display both the start and ending values captured and you are given the opportunity to edit them, in case the values were not captured correctly, before submitting.



You will be taken to the screen where a preview of the claim to be submitted is shown, complete with the distance covered, username, date and type of claim. You can either go back and edit the claim, discard the claim all together or click 'Submit' which will save the claim and take you back to the main menu.



```
-----  
Date:2019-10-21  
Claim Type:Fuel  
Start:15600  
End:15720  
Distance:120  
User:Oluwatosin Botti
```

[Edit Claim](#) [Discard Claim](#) [Save Claim](#)



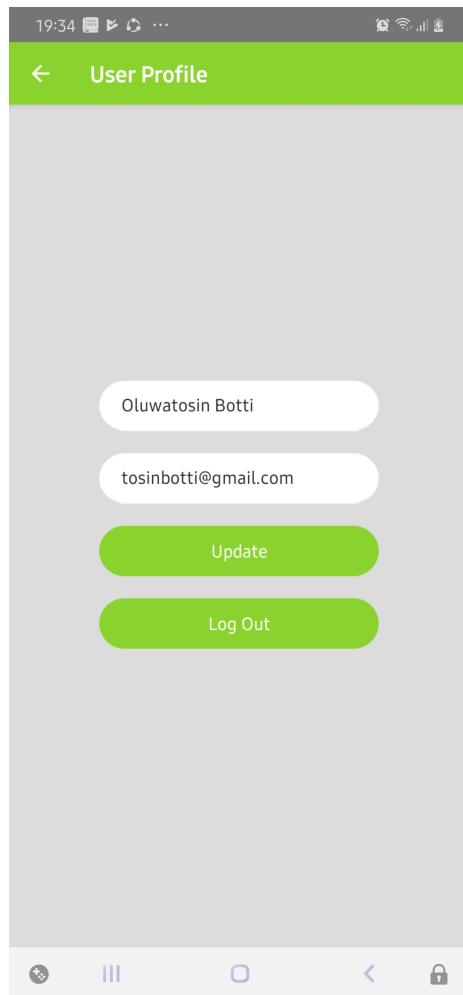
5.2 View Claims

Selecting view claims on the home page will lead you to a page where you can view all your claims, select them to delete or to submit. Each claim shows the date the claim was made, the distance travelled, the destination and an indication of whether the claim has been submitted to the main database in the cloud or not.



5.3 View/Edit User Details

These are the details that were entered when you signed-in. Selecting this option on the home page allows you to edit the details entered or log out of the application.



5.4 Web-App

The web App enables you to create, view, edit and delete your claims in the cloud database

The screenshot shows a web-based application titled "Claims". At the top, there are three buttons: "Add Claim" (highlighted in blue), "Upload CSV", and "Create Report". Below these buttons is a form with fields for "Select Claim Type" (set to "Miscellaneous"), "mm/dd/yyyy" (date input field), "Shop/Place" (text input field), "Total Amount" (text input field), and "Jane Doe" (text input field). An "Add Claim" button is located to the right of the "Shop/Place" field. Below the form, two claim entries are listed in a table:

Date	Type	Amount	User	Action
2019-03-27	Fuel	R83.72	Oluwatosin Botti	X
2019-05-30	Fuel	R43.68	Oluwatosin Botti	X

Each row contains the date, type, amount, user, and an "X" button for deletion.

It also supports bulk imports which enables you to upload claims within CSV files. The CSV data should be entered in the following order: destination, distance, date, type and user for fuel claims

Claims

Add Claim Upload CSV Create Report

Choose File No file chosen

2019-03-27	Type: Fuel Amount: R83.72 User: Oluwatosin Botti	X
2019-05-30	Type: Fuel Amount: R43.68 User: Oluwatosin Botti	X
2019-07-26	Type: Miscellaneous	X