

User Manual for Reformed Rabbits Requisitions

Routine

Client: Retro Rabbit

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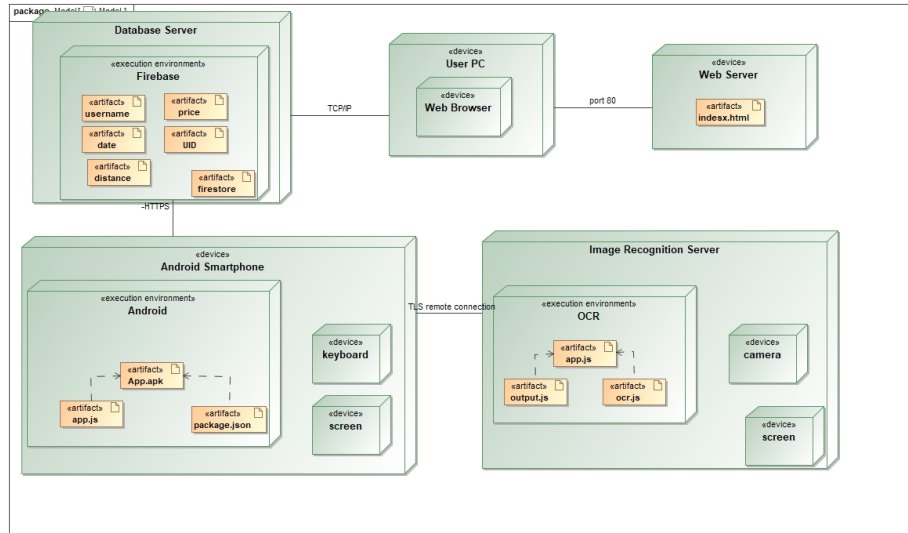
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1 System Overview

Retro Rabbit Requisition Routine is essentially a digitalized return claim system. The current claim process at retro rabbit has the employees holding on to all their receipts for the month and only on the first Friday of the month can they gather them all together to submit return claims. The current process has proven to be a bit frantic and tedious on all the people involved and if an employee loses a receipt they will not be able to put in a return claim.

The purpose of this the Reformed Rabbit Requisition Routine is to ease the process of submitting for company claims by making use of a cellular application.

The application allows the employee to take a picture of their receipt or the odometer of their car. The relevant information is extracted and a claim form is then generated and can be sent through to the administrator who processes the claims.



2 System Configuration

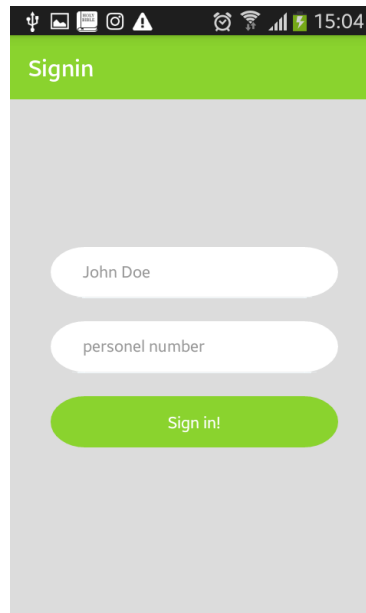
A cellular device that uses, at least, Android 6.0 can be used to run the application. The device will need to have a camera for a receipt or odometer to be scanned.

3 Installation

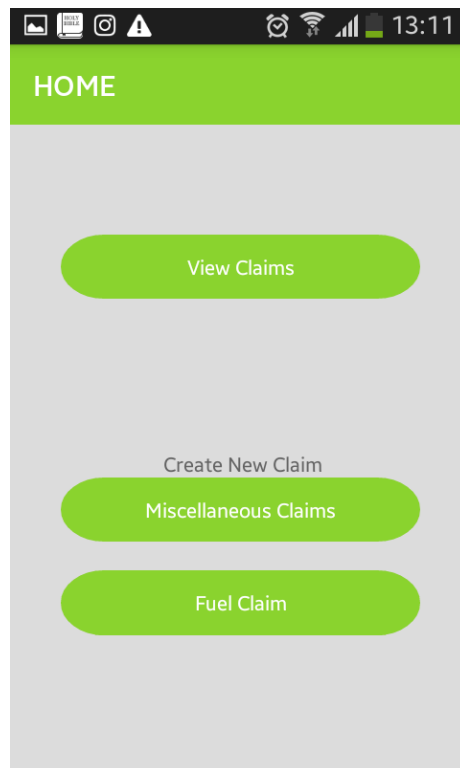
The application is still in development so it is not yet readily available but upon completion it will be made available on the Google Play store for Employees to be able to download.

4 Getting Started

Upon starting the application the user is presented with a Signin page.



The user will fill in their username and their personell number and press the Sign in button. The user is then signed in until they explicitly sign-out.



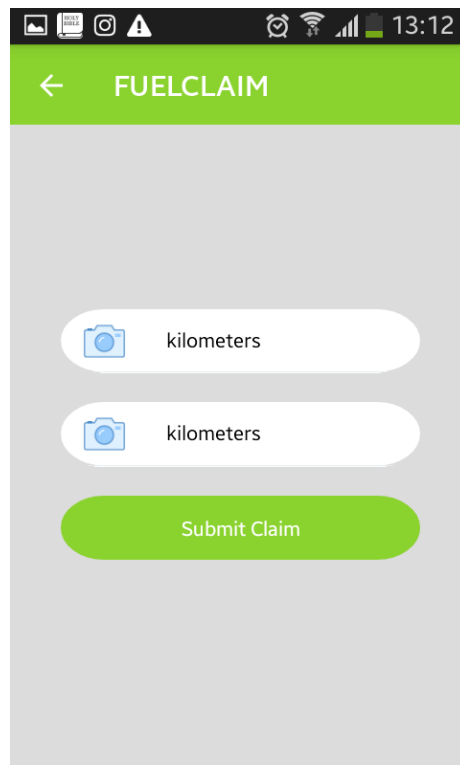
Upon Signing in the User is presented with the Home Screen above which gives them the options to view all claims that have been created or to create a new claim, either a Fuel Claim or a Miscellaneous Claim

5 Using the System

There are two main types of claims:

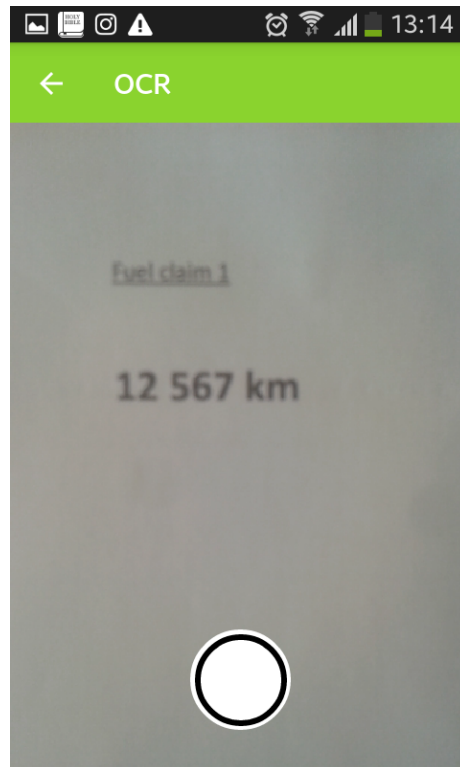
5.1 Fuel Claims

If the User wants to file a Fuel Claim and has selected it as a choice the user will be presented with the screen below.

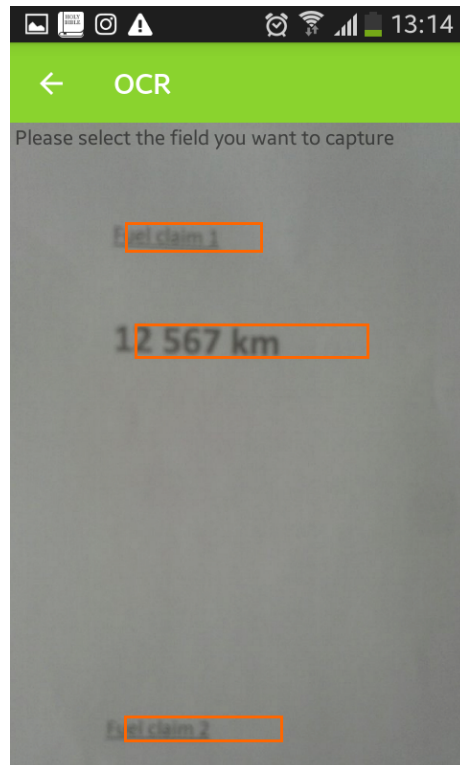


The screenshot shows a mobile application interface for filing a fuel claim. At the top, there is a black status bar with various icons and the time 13:12. Below this is a green header bar with a white back arrow icon and the text "FUELCLAIM". The main content area has a light gray background. It contains two identical white rounded rectangular input fields, each with a blue camera icon on the left and the text "kilometers" on the right. At the bottom of the input area is a green rounded rectangular button with the text "Submit Claim".

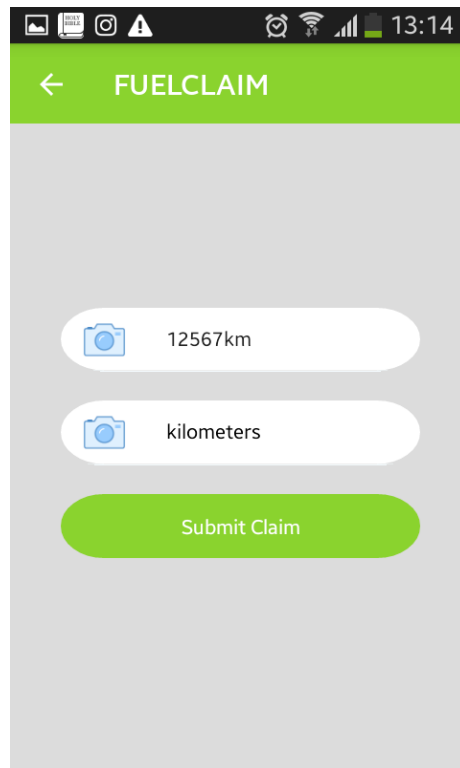
The user clicks on the camera icon in the textbox and the camera opens where the user will take a picture of their odometer before they start the trip.



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



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

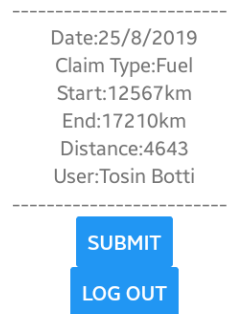
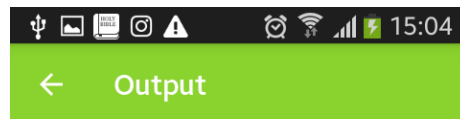


The screenshot shows the 'FUELCLAIM' mobile application interface. At the top, there is a black status bar with various icons and the time '13:14'. Below this is a green header bar with a white back arrow icon and the text 'FUELCLAIM'. The main content area has a light gray background. It features two white rounded rectangular input fields, each with a blue camera icon on the left. The first field contains the text '12567km' and the second field contains 'kilometers'. Below these fields is a green rounded rectangular button with the text 'Submit Claim' in white.

At the end of the trip the user can navigate to click the camera icon again to capture the end value on the odometer. After capturing the image and selecting the field to capture the user is taken back to the screen that will display both the start and ending values captured and the user is given the opportunity to edit them in case the values were not captured correctly. After editing the user can then submit the fuel claim.

The screenshot displays the 'FUELCLAIM' mobile application interface. At the top, a green header bar contains a back arrow and the title 'FUELCLAIM'. Below this, the app shows two input fields for odometer readings, each preceded by a camera icon. The first field contains the value '12567' and the second field contains '17210km'. A green 'Submit Claim' button is positioned below these fields. At the bottom of the screen, a numeric keypad is visible, featuring digits 1 through 9, 0, a backspace key (X), a 'Done' key, and a settings gear icon.

The user is then 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. The user can then click 'Submit' to save the claim made and can also log out if they are done.

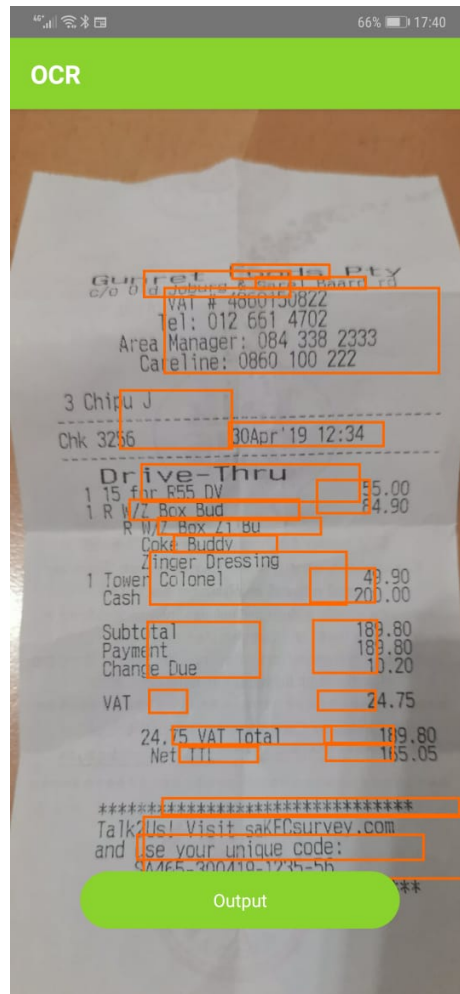


5.2 Other Claims

This involves any claims that have a receipt. The user will select Other Claims and the camera on the device will open for the user to take a picture of a receipt.



The system uses image recognition to extract the relevant information.



The relevant information will include the date, the item, the amount spent, and the Unique Identification Number of the Receipt.

The information extracted is saved as one of the user's unprocessed claims until the claim is submitted and processed.

← Output

Foods
GLI ref
C/o Id Joburg
are Baard
3 Chipu J
Chk 3256
55.00
84.90
VAI 4860 150822
Tel 012 661 4702
rea Manager 084 338 2333
Careline 0860 100 222
30Apr'19 1234
24.75 VAT Total
165.05
Drive- -Thruu
1 15 for R55 DV
1R W/Z Box Bud
RM/Z Box Zi Bu
189.80
Talk2Us! Visit sakFCsurvey .com
SA465-300419-1235-56
Coke Buddy
49.90
200.00
189.80
189.80
10.20
24.75
and use your unique code
Zinger Dressing
Tower Colonel
Cash
Subtotal
Payment
Change Due
VAT
Net TTL
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