User Manual for Reformed Rabbits Requisitions Routine

Client: Retro Rabbit

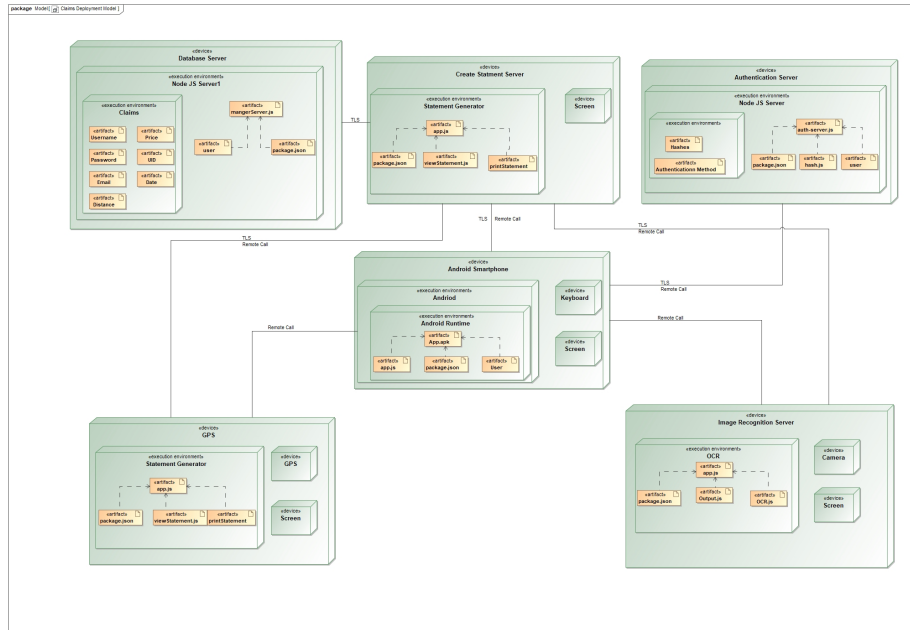Oluwatosin Botti   Ryan Hartley   Tlou Lebelo

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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.
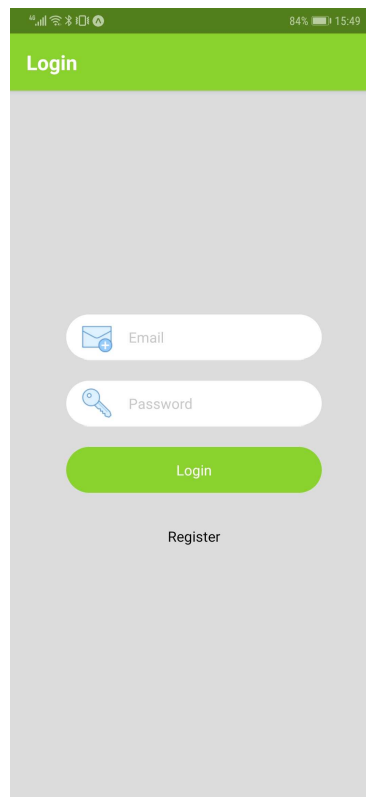
2 System Configuration

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.
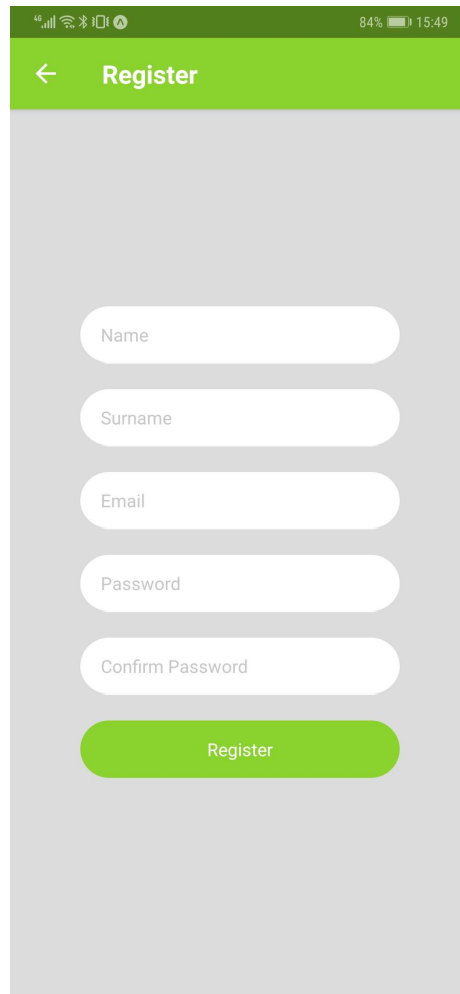
3 Installation

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

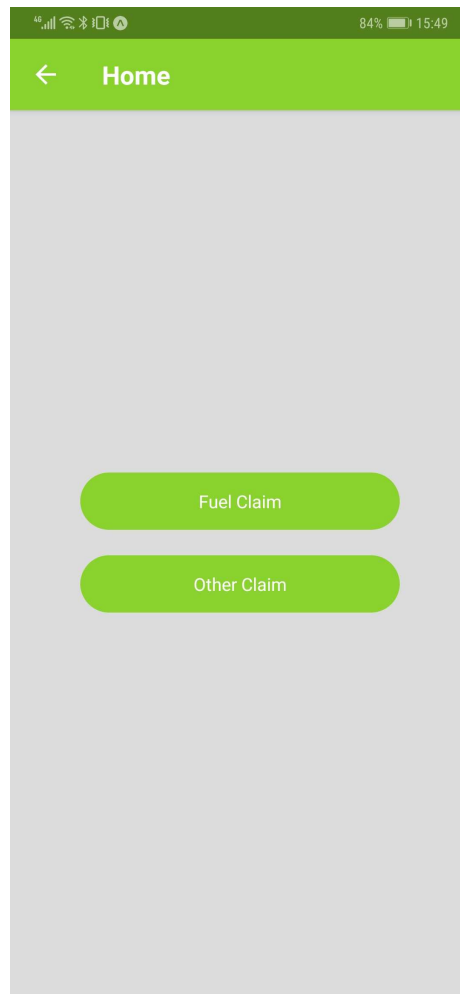Upon starting the application the user is presented with a Login page.

If it is the User's first time on the app and the user does not yet have login credentials the user can click the link to register as a new user and will be presented with the Register page.

Upon registering the User will be redirected to the original log in page where the user can now put in his/her login credentials. After signing in the user will be presented with a choice to choose the type of claim they are filing, between Fuel Claims or any Other Claims

5   Using the System

There are two main types of claims: 1) Fuel Claims If the User wants to file a Fuel Claim and has selected it as a choice the user enters the destination and the camera on the device will open for the user to scan/take a picture of the odometer. The system uses image recognition to extract the relevant information from the picture of the odometer, this includes the current mileage before the trip. Once that is done the user can then start the trip. The GPS will ping the user's current location to verify the route of the user. Upon reaching their destination the user will be reminded to take a picture of their odometer reading again.

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 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.