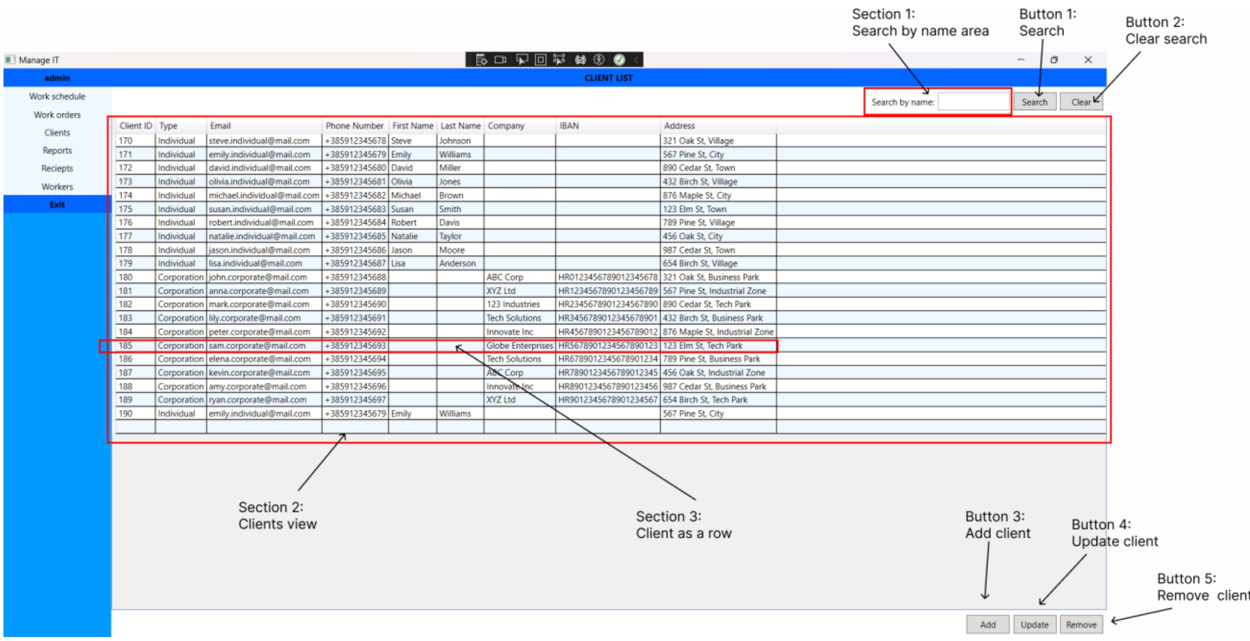
User manual for software Manage IT

Creators: Matej Desanić, Darijo Bračić, Ivan Juras

Clients



Segment clients shows you data grid with all important client details. Inside of it you have multiple choices:

1. Searching for a specific client
2. Adding a new client
3. Selecting a client
4. Updating a client
5. Removing a client

Searching for a specific client

To search for a specific client, you need to click on the *"Section 1: Search by name"*, which is a text field, and it requires you to type in the name of a client you are searching for. After you have typed the name in, you need to press the *"Button 1: Search"* for that to apply. You should see all the clients matching your input inside of the Section 1.

To refresh the view, you need to press "*Button 2: Clear search"*.

Adding a new client

To add a new client, you need to press "*Button 3: Add client"*. It opens a new window. The usage of the window is explained down below.

Selecting a client

To select a client, you need to press *"Section 3: Client as a row"* inside the "*Section 2: Clients view"*. When you press any part of the Section 3, that row should become blue.

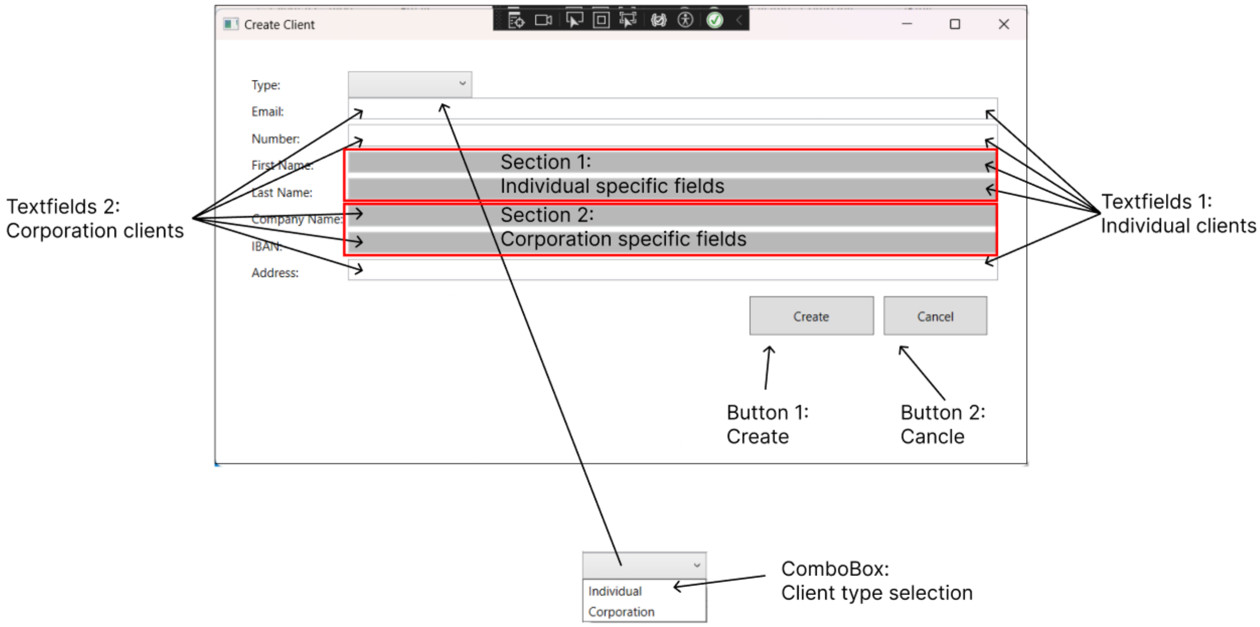
Updating a client

To update a client, you must first *Select a client* which is explained right above. When you select a client, press "*Button 4: Update client"* which opens a new window. The usage of the window is explained down below.

Deleting a client

To update a client, you must first *Select a client* which is explained right above. When you select a client, press "*Button 5: Delete client"*. After you have deleted a client, *Section 2* should be updated without that deleted client.

Adding clients



Segment adding clients shows you multiple components for entering data about the new client. As you can see, *"Section 1: Individual specific fields"* and *"Section 2: Corporation specific fields",* are greyed and unavailable at first. To edit those sections, you must first declare the "*Type"* of a user, by pressing the "*ComboBox: Client type selection"*.

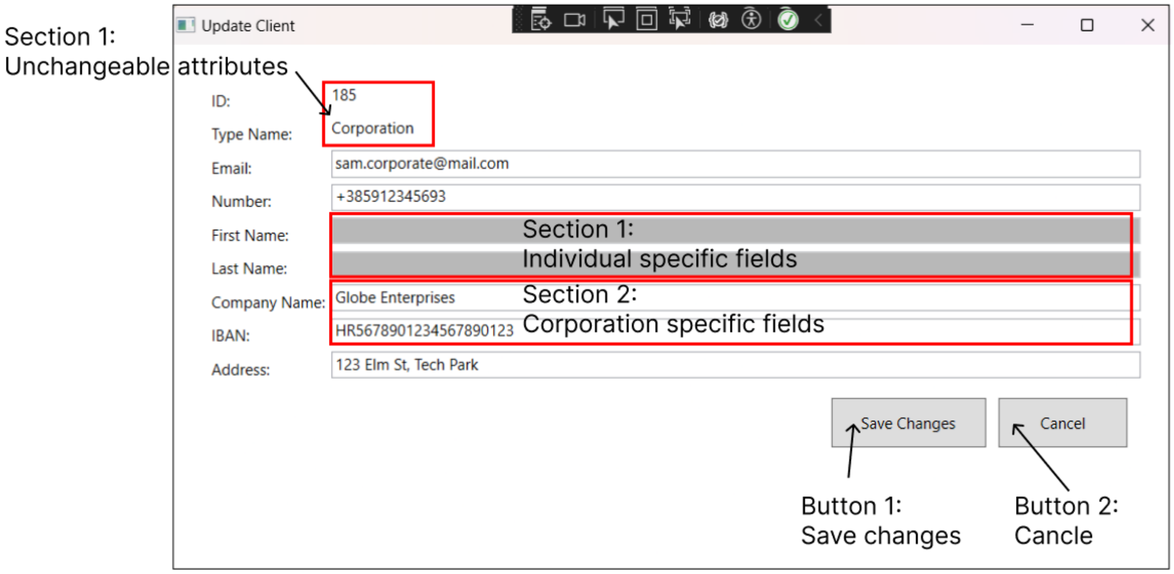
When you select "*Individual", Section 1* will become available to use, and you will know it because it will change it's background to white. For creating a new client of type "*Individual"*, you need to fill all the textfields inside "*Textfields 1: Individual clients"*.

When you select "*Corporation," Section 2* will become available to use, and you will know it because it will change it's background to white. For creating a new client of type "*Corporation,"* you need to fill all the textfields inside "*Textfields 2: Corporation clients"*.

To save a new client, you must enter all the fields of the client, then press *"Button 1: Create*". If you do not enter all the fields, you will recieve an error message. If everything went successfully, this window closes, and the Client list is updated.

If you want to cancle the addition of a new client, you need to press "*Button 2: Cancle"*. The window closes, and you are back to the Clients view.

Updating client



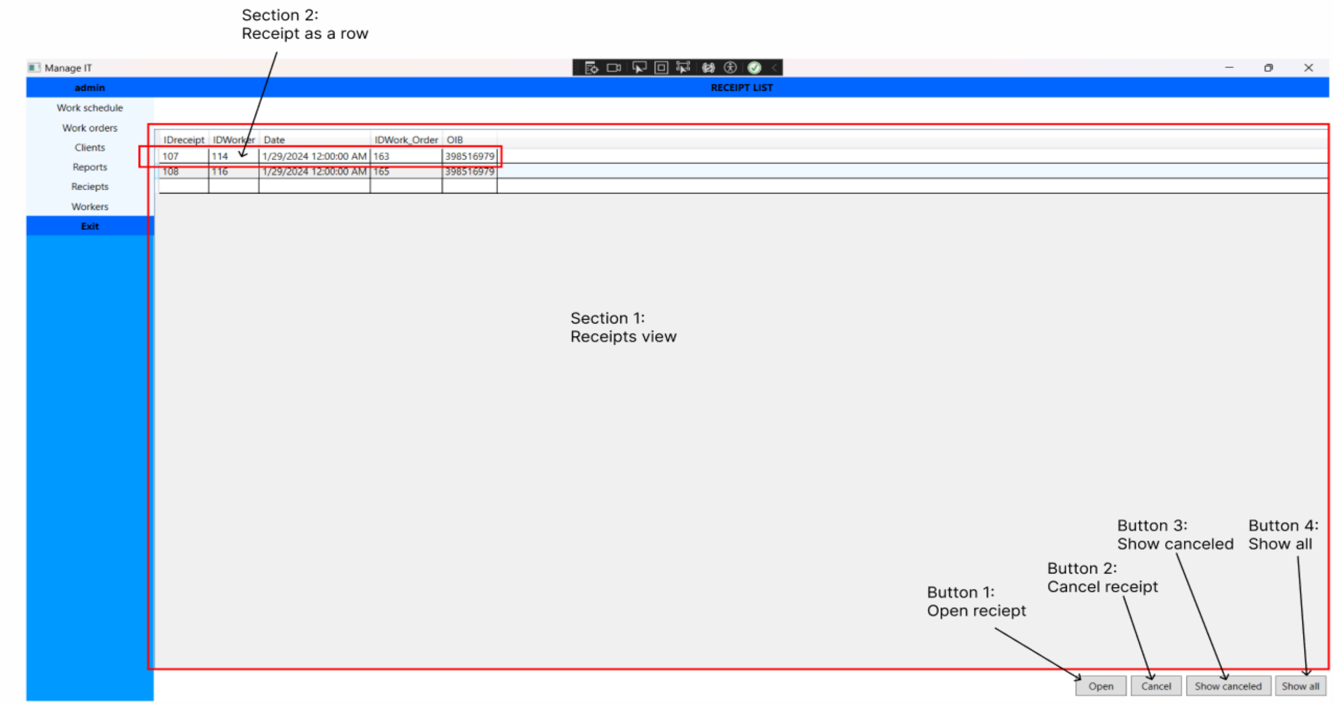
Segment updating client shows you multiple components for entering updated data for the client. As you can see, *"Section 1: Individual specific fields"* is greyed if the Type of the selected user is Corporation. It would also work on *"Section 2: Corporation specific fields",* it would be greyed and unavailable.

Under "*Section 1: Unchangeable attributes*" you can see the data of the client which is unchangeable.

By pressing "*Button 1: Save changes*", the application check the validity of all the fields, and accordingly updates the user, or shows you an error.

By pressing "*Button 2: Cancle",* you can exit this window.

Receipt view



Segment Receipts shows you data grid with all important receipt details, and it should be a list of uncanceled receipts. Inside of it you have multiple choices:

1. Selecting a receipt
2. Opening a receipt
3. Canceling the receipt
4. Show canceled receipts
5. Show all receipts

Selecting a receipt

To select a receipt, you need to press *"Section 2: Receipt as a row"* inside the "*Section 1: Receipt view"*. When you press any part of the Section 2, that row should become blue.

Opening a receipt

To open a receipt, you first need to *Select a receipt*. After you have selected it, you need to press "*Button 1: Open receipt"*, which opens the .pdf file corresponding to the selected receipt.

Canceling the receipt

To open a receipt, you first need to *Select a receipt*. After you have selected it, you need to press "*Button 2: Cancle receipt"*, which canceles the selected receipt.

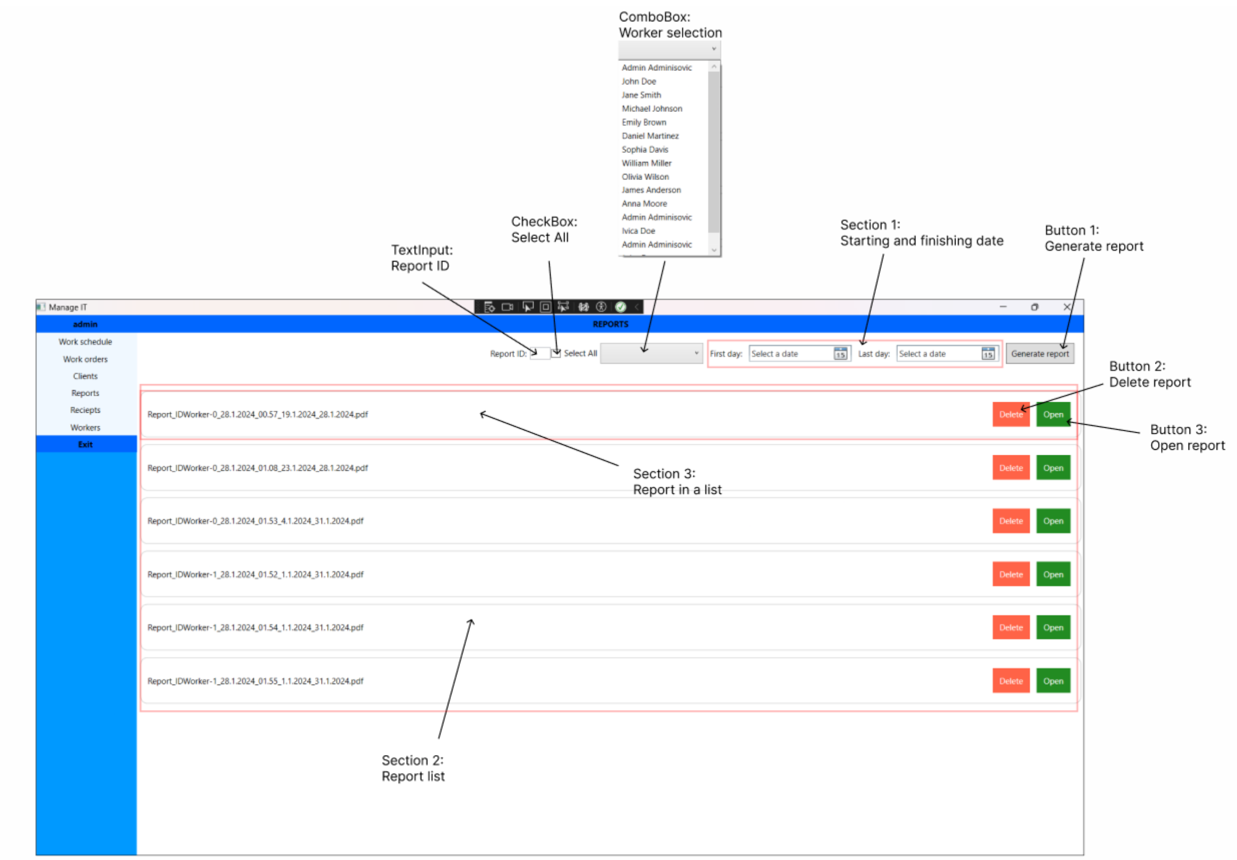
Show canceled receipts

To show all canceled receipts, you need to press "*Button 3: Show canceled"*. *Section 1* should be updated with only the canceled receipts.

Show all receipts

To show all uncanceled receipts, you need to press "*Button 4: Show all"*. *Section 1* should be updated with only the uncanceled receipts.

Receipt view



Segment Reports shows you list of all generated reports. The list represents list od .pdf files of reports *(“Section 2: Report list)*. Inside of it, for every report, there exist 2 buttons, *“Button 2: Delete report” and “Button 3: Open report”*. Every set of buttons coresponds with the report in that section (“*Section 3: Report in a list”*). Inside of the view you have multiple choices

1. Fill the data for the report
2. Select the interval of the report to be generated
3. Open a report
4. Delete a report
5. Generate a basic report
6. Generate report for a worker

Fill the data for the report

To fill the data for the report, you must fill “*TextInput: Report ID”* and all the data inside “*Section 1: Starting and finishing date”*. To fill data inside *Section 1*, you can write the dates manually, or press on the small calendar icon in that field to access the calendar.

Select the interval of the report to be generated

To select the time interval of the report to be generated, you need to access *Section 1*. *Y*ou can write the dates manually, or press on the small calendar icon in that field to access the calendar.

Open a report

To open a report, you need to press "*Button 3: Open report"* in the same row of the report you want to see. After you have pressed it, your default .pdf viewer will open the selected report.

Delete a report

To delete a report, you need to press "*Button 2: Delete report"* in the same row of the report you want to delete. After you have pressed it, the view should update and show the report list without the deleted report. That report is gone forever.

Generate a basic report

To generate a basic report, you need "*CheckBox: Select all"* to be checked. If the *CheckBox* is checked, after you have finished *Selecting the interval of the report to be generated* and *Filling the data for the report,* press "*Button 1: Generate report"*. The report list should be updated, the name of your report should be "*Report{ID_Report}-IDWorker_{ID_Worker}-{date}_{time}-Start-{startDate}_Finish-{finishDate}.pdf"* after that and you can access your report from there.

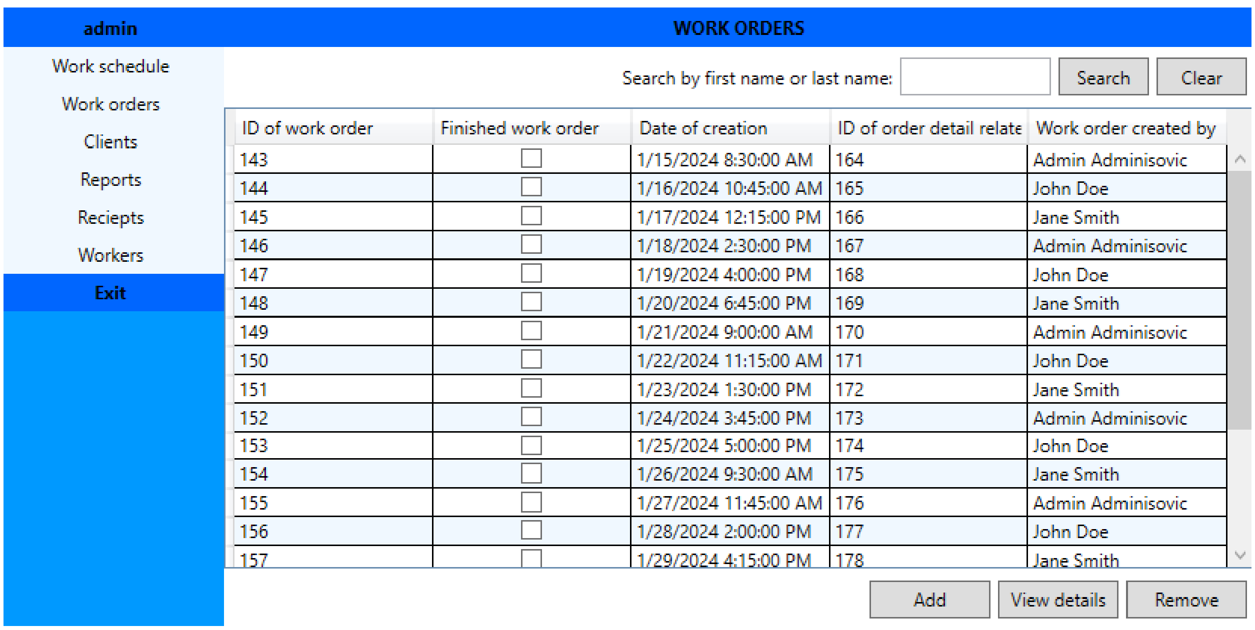
Generate a report for a worker

To generate a report for a worker, you need "*CheckBox: Select all"* to be unchecked. If the *CheckBox* is unchecked, you can select a worker from "*ComboBox: Worker selection." A*fter you have finished *Selecting the interval of the report to be generated* and *Filling the data for the report,* press "*Button 1: Generate report"*. The report list should be updated, the name of your report should be "*Report{ID_Report}-IDWorker_{ID_Worker}-{date}_{time}-Start-{startDate}_Finish-{finishDate}.pdf"* after that and you can access your report from there.

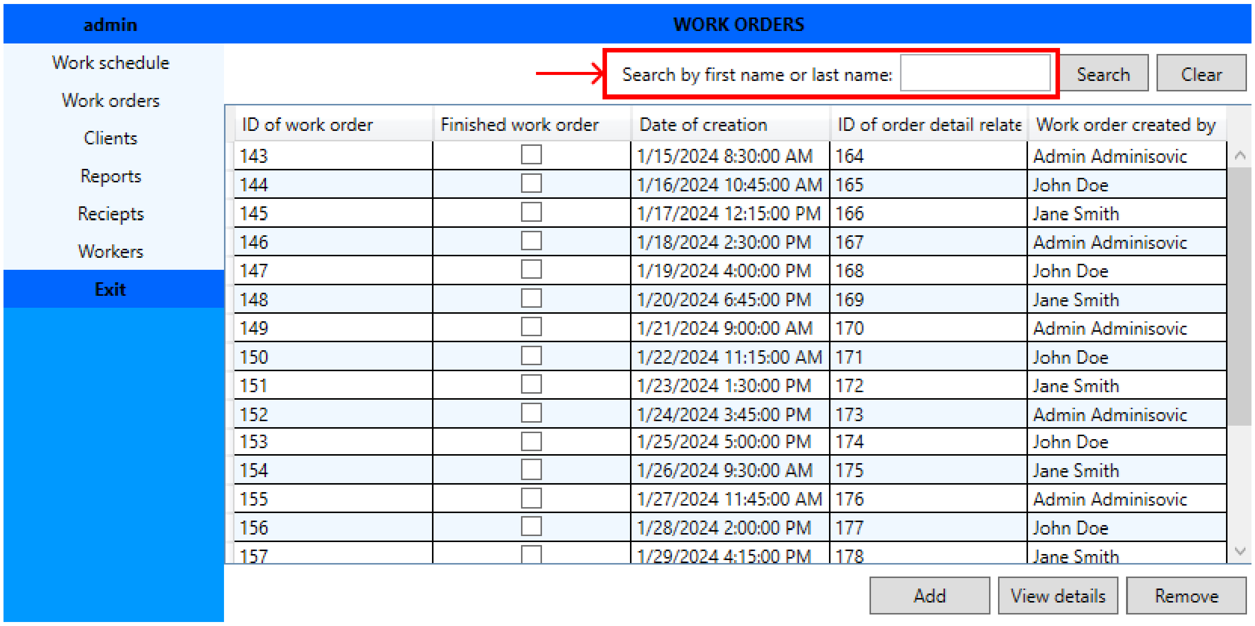
Work orders

When the user first comes to the screen of the work orders there will be displayed all created work orders. The display of the work orders is within the grid that has five columns. The first column “ID of work order” represents the ID of the created work order. The second column "Finished work order" represents if the work order is concluded or in other words finished. The third column "Date of creation" represents the date and time of the work order's creation. Fourth column "ID of order detail related to the work order” represents the order detail that is included in the work order. Fifth column "Work order created by” shows the first name and last name of the worker who made the work order.

In the grid user can filter the work orders by ID, the property is the work order finished, date of creation and by ID of order detail related to the work order ascending or descending.

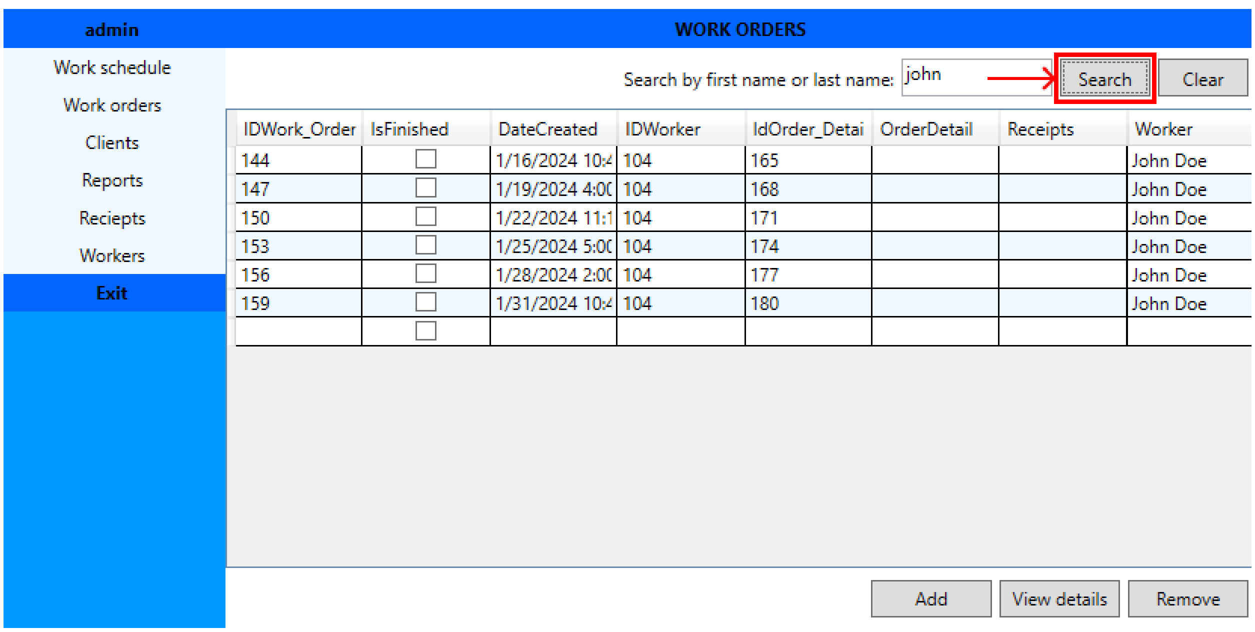


Users can search the work order by the first name or the last name of the worker who created the work order. First user types in the first name or the last name of the worker who created the work order.



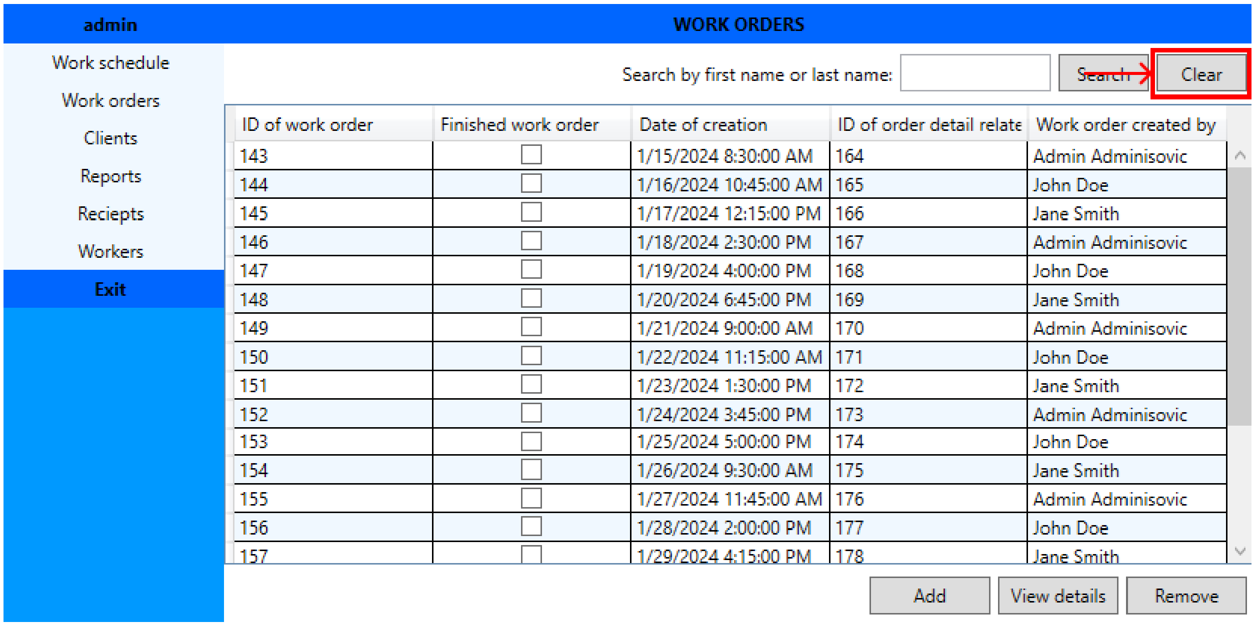
ID of work order	Finished work order	Date of creation	ID of order detail relate	Work order created by
143	☐	1/15/2024 8:30:00 AM	164	Admin Adminisovic
144	☐	1/16/2024 10:45:00 AM	165	John Doe
145	☐	1/17/2024 12:15:00 PM	166	Jane Smith
146	☐	1/18/2024 2:30:00 PM	167	Admin Adminisovic
147	☐	1/19/2024 4:00:00 PM	168	John Doe
148	☐	1/20/2024 6:45:00 PM	169	Jane Smith
149	☐	1/21/2024 9:00:00 AM	170	Admin Adminisovic
150	☐	1/22/2024 11:15:00 AM	171	John Doe
151	☐	1/23/2024 1:30:00 PM	172	Jane Smith
152	☐	1/24/2024 3:45:00 PM	173	Admin Adminisovic
153	☐	1/25/2024 5:00:00 PM	174	John Doe
154	☐	1/26/2024 9:30:00 AM	175	Jane Smith
155	☐	1/27/2024 11:45:00 AM	176	Admin Adminisovic
156	☐	1/28/2024 2:00:00 PM	177	John Doe
157	☐	1/29/2024 4:15:00 PM	178	Jane Smith

When the user presses the search button which then displays the work orders created by that worker.

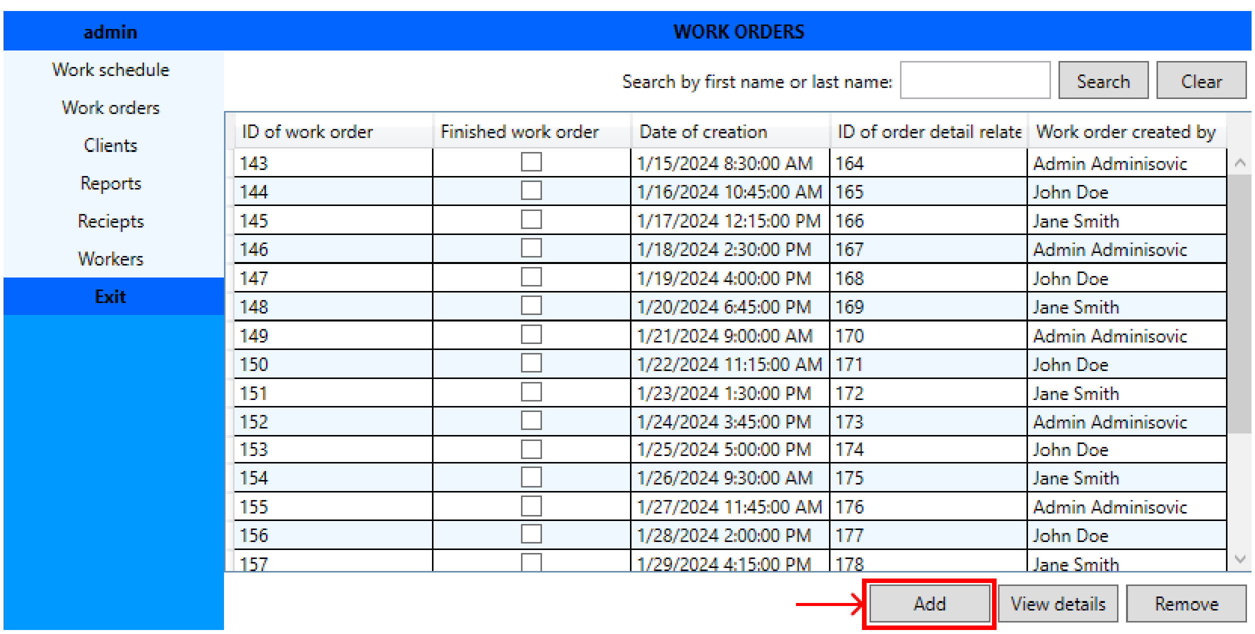


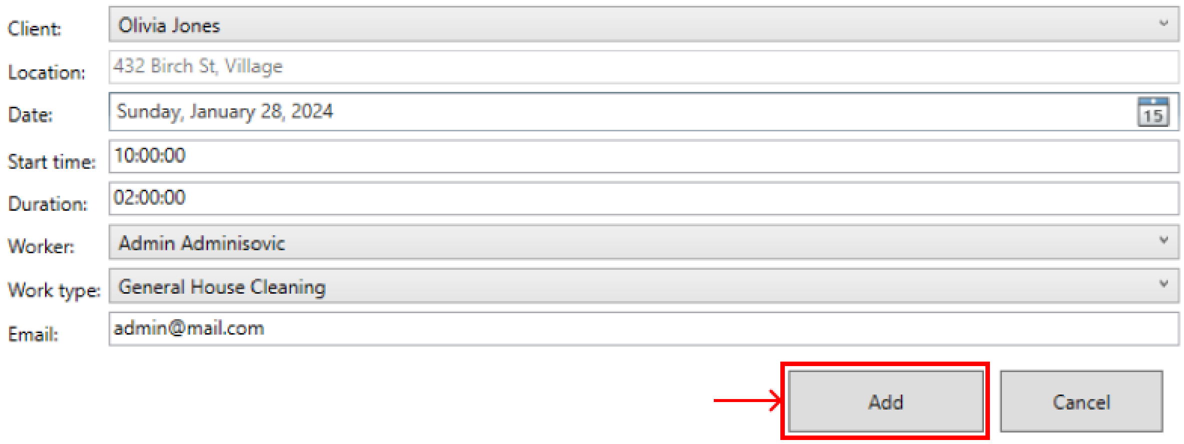
IDWork_Order	IsFinished	DateCreated	IDWorker	IdOrder_Detai	OrderDetail	Receipts	Worker
144	☐	1/16/2024 10:4	104	165			John Doe
147	☐	1/19/2024 4:0(	104	168			John Doe
150	☐	1/22/2024 11:1	104	171			John Doe
153	☐	1/25/2024 5:0(	104	174			John Doe
156	☐	1/28/2024 2:0(	104	177			John Doe
159	☐	1/31/2024 10:4	104	180			John Doe
	☐						

When the user presses the clear button then the text written in the textbox disappears and the grid displays all work orders.

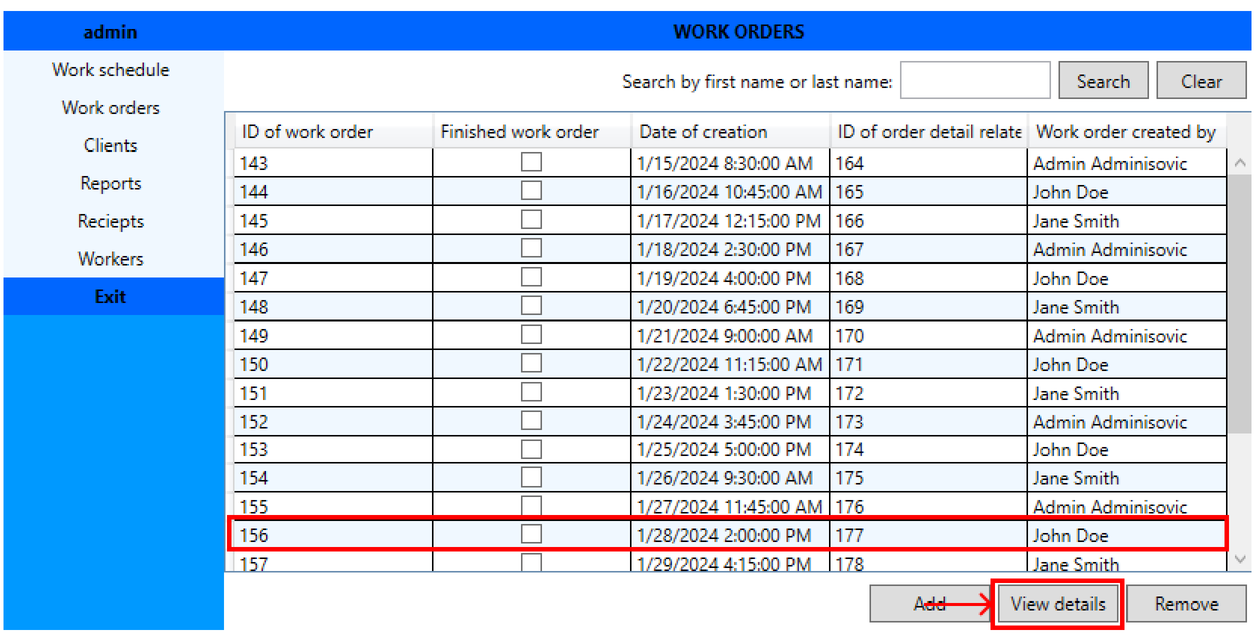


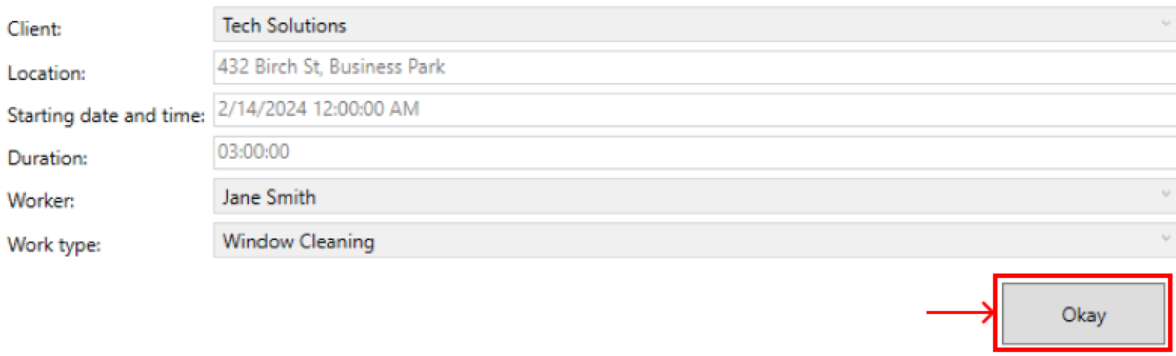
Users can add a new work order by pressing the add button which opens a new window in which a user must select a client, when the client is chosen then the location field fills automatically. Next the user has to choose a date for the work order, as well as the start time and the duration of the work and lastly user has to pick an assigned worker for the work order and work type, when a user chooses a worker then the email field fills automatically and when the user presses add button a new work order is created and the assigned worker gets an email with the work order details. When the user presses the cancel button, it closes the form.



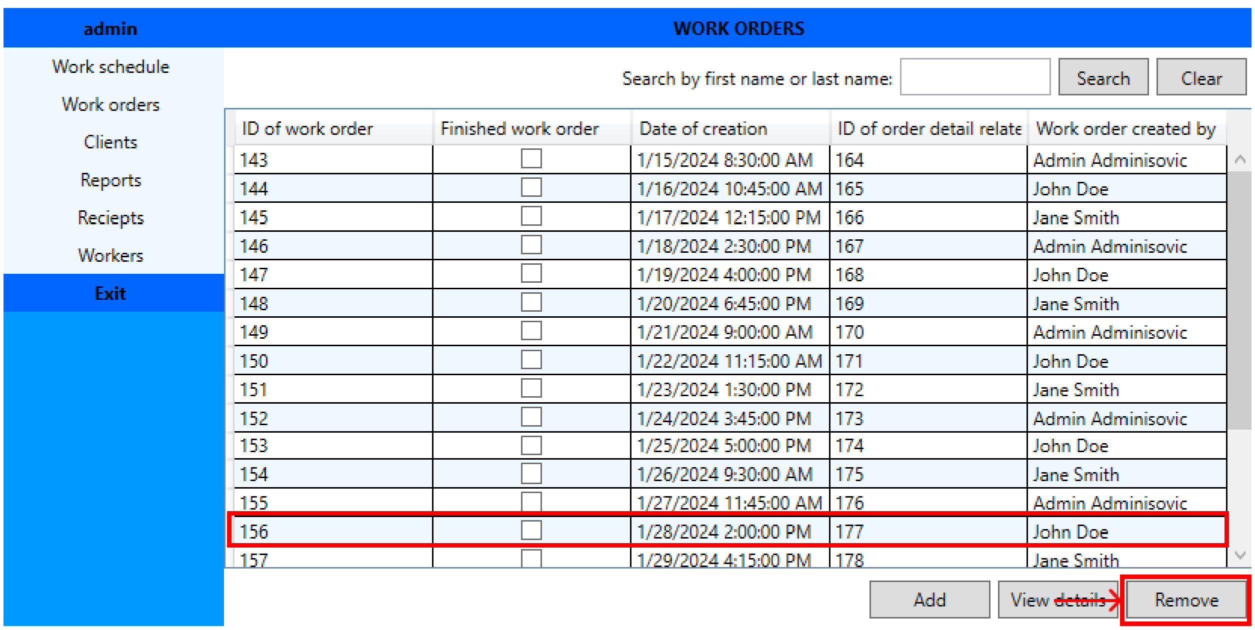


Users can view details of the work order by pressing the view details button. Firstly, user needs to choose a row in the grid and then press the view details button, when a user does that, it opens a new window that populates the fields of the client, location, starting date and time, duration, worker, and work type with the order details connected to the work order. When the user presses the okay button then the form closes.



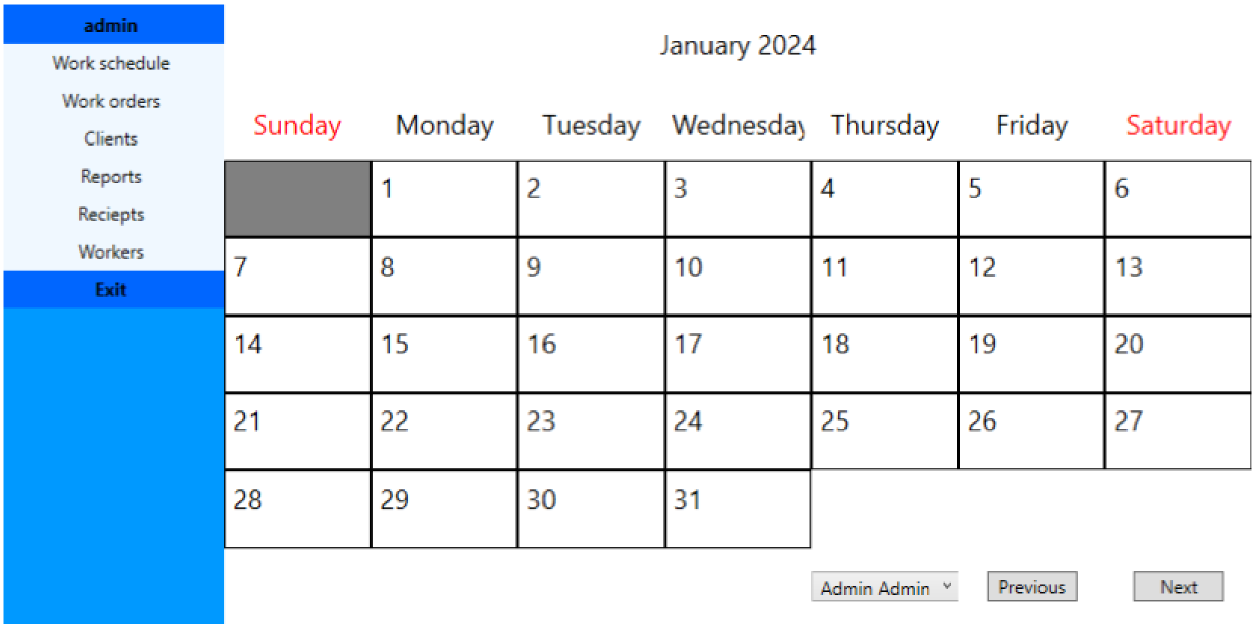


Users can delete the work order by pressing the remove button. Firstly, the user needs to choose a row in the grid and then press the remove button, when a user does that, it deletes the selected work order.

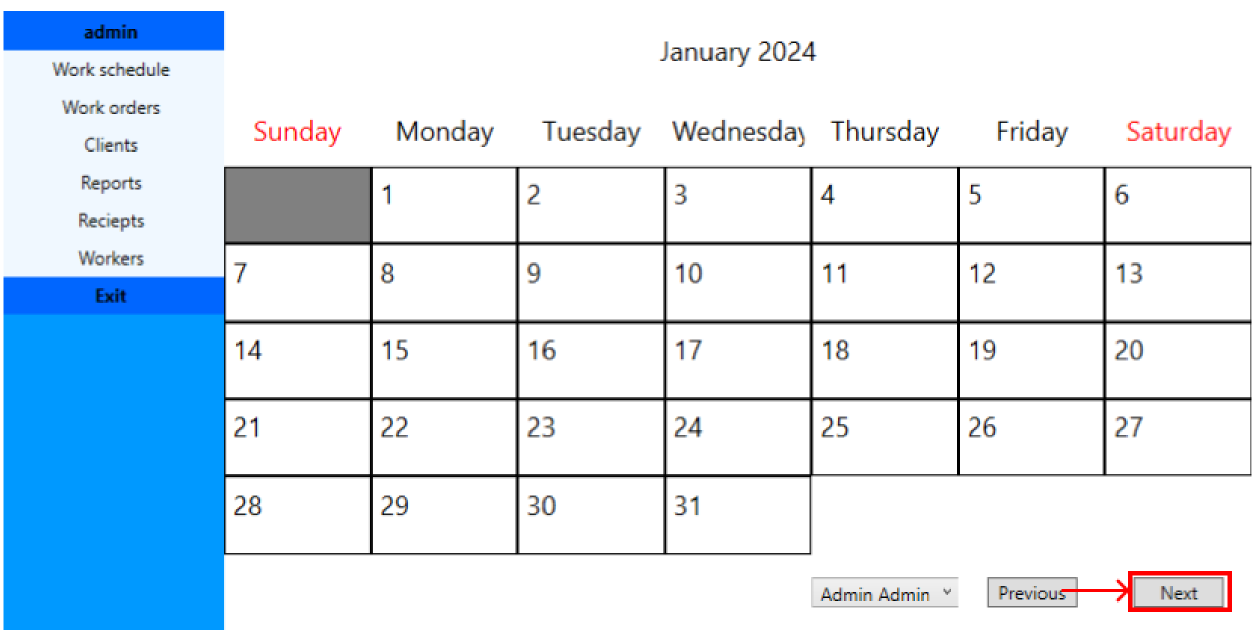


Work schedule

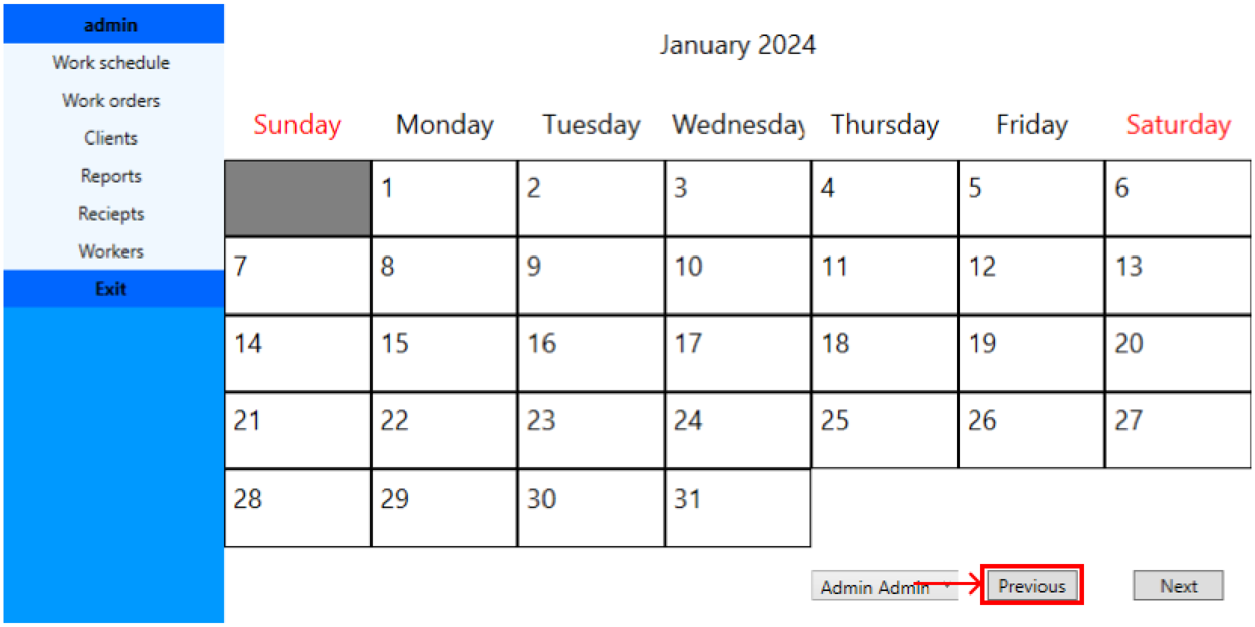
When the user first comes to the screen of the schedule there will be displayed days in the current month where gray rectangles represent the days of the previous month and on top of the schedule there will be label representing the month and the year.



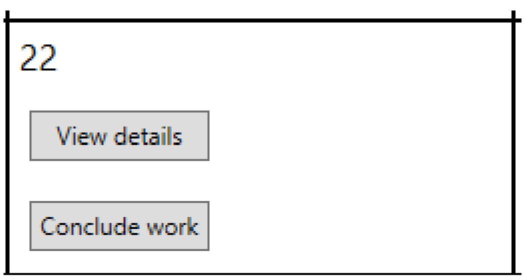
Users can go to the next month by pressing the next button. Then the user gets displayed the days for the next month and the label representing the month or the year changes.



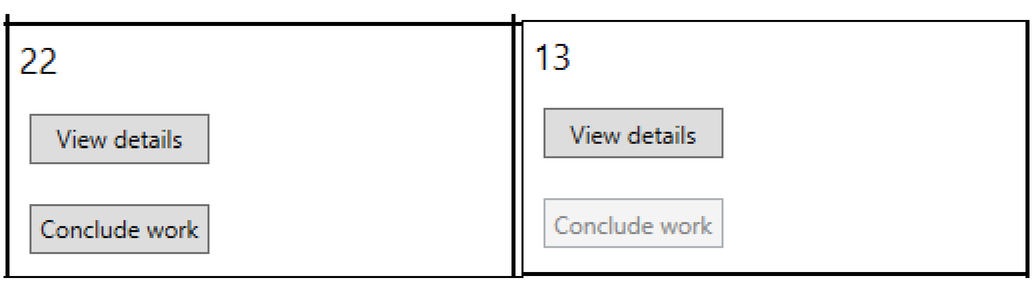
Users can go to the previous month by pressing the previous button. Then the user gets displayed the days for the previous month and the label representing the month or the year changes.



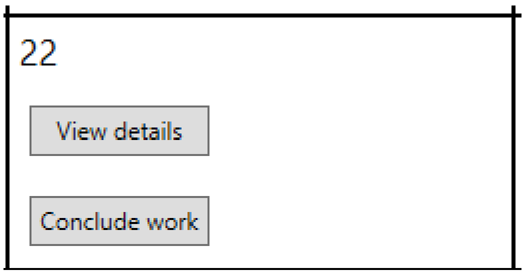
In the rectangles that represent days depending on assigned work orders workers will be displayed two buttons if there is any work that they must do on that day.



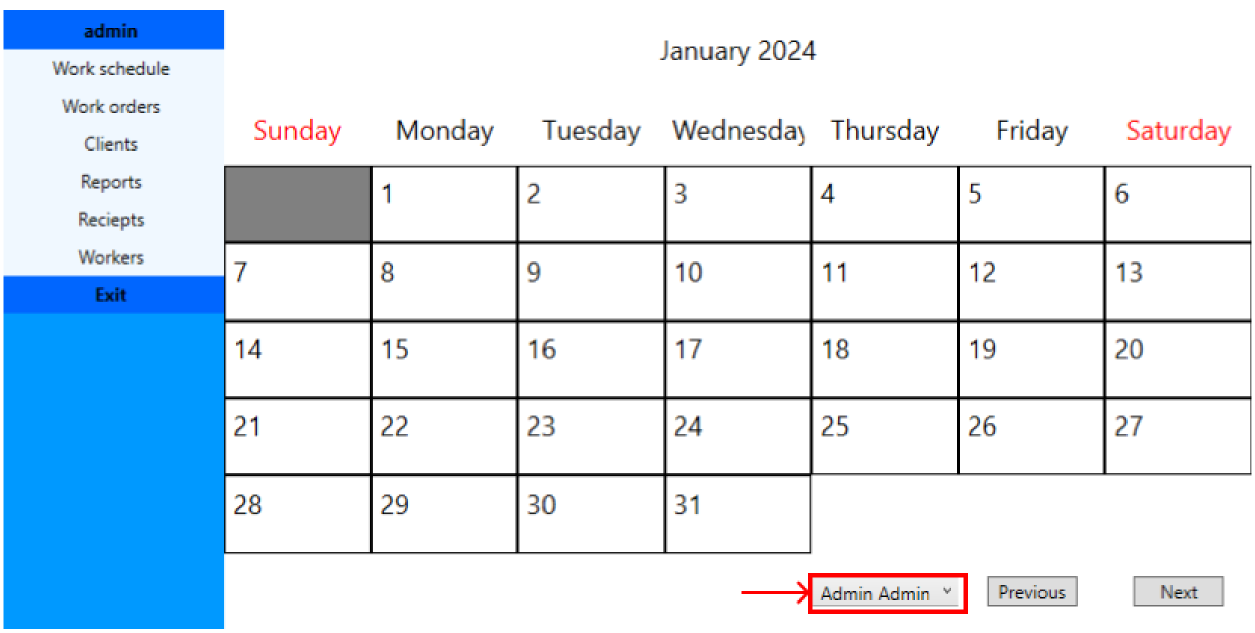
Conclude work button will be gray and disabled if today's date is before the date of the work that must be done. When today's date is after the date of the work that must be done then the button will be enabled and when the user presses the conclude work button then the work orders state will change to finished.



User can view details of the work order by pressing view details button, when a user does that, it opens a new window that populates the fields of the client, location, starting date and time, duration, worker, and work type with the order details connected to the work order. When the user presses the okay button then the form closes.



Depending on the user's role there are two views on the schedule. If the logged in user is an ordinary worker, then they will only see their schedule. If the logged in user is an admin, then there will be shown a combo box in which admin can choose to see schedules of all worker's depending on the worker selected.



Login

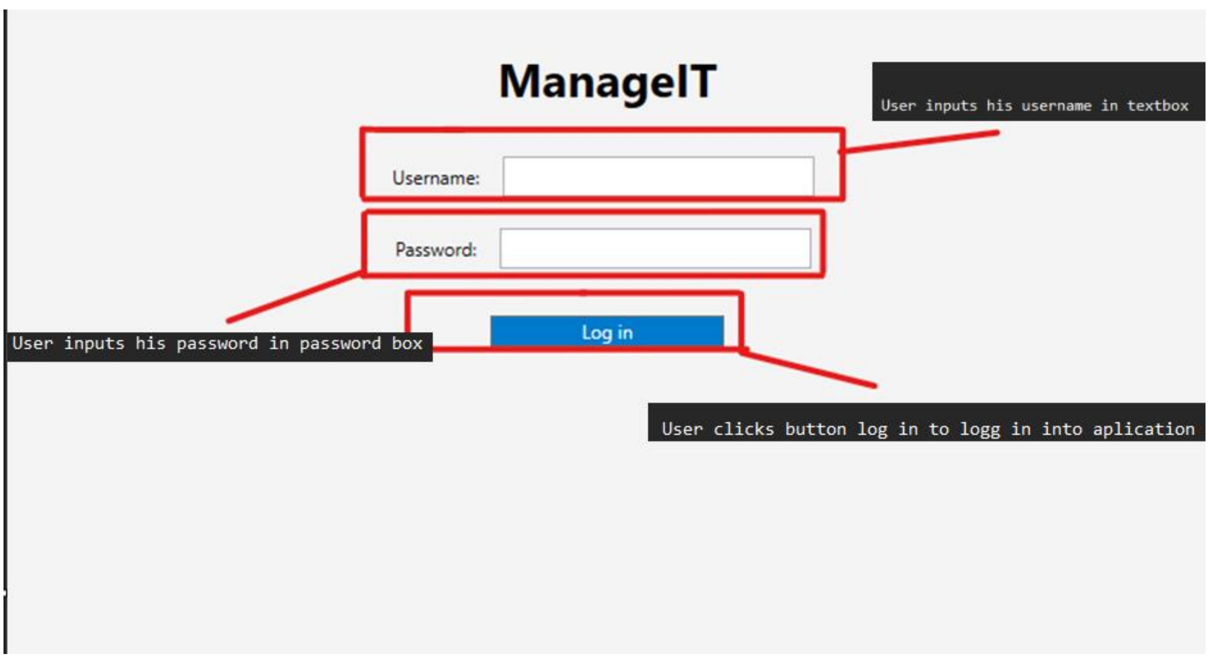
The login functionality is a crucial part of an application that allows users to access the system by providing valid credentials.

Regular users got credientals from admin, and regular users does not have same navigation like admins.

After the user logs in he can start using the application. Application steps to logged in is to input valid username and password.

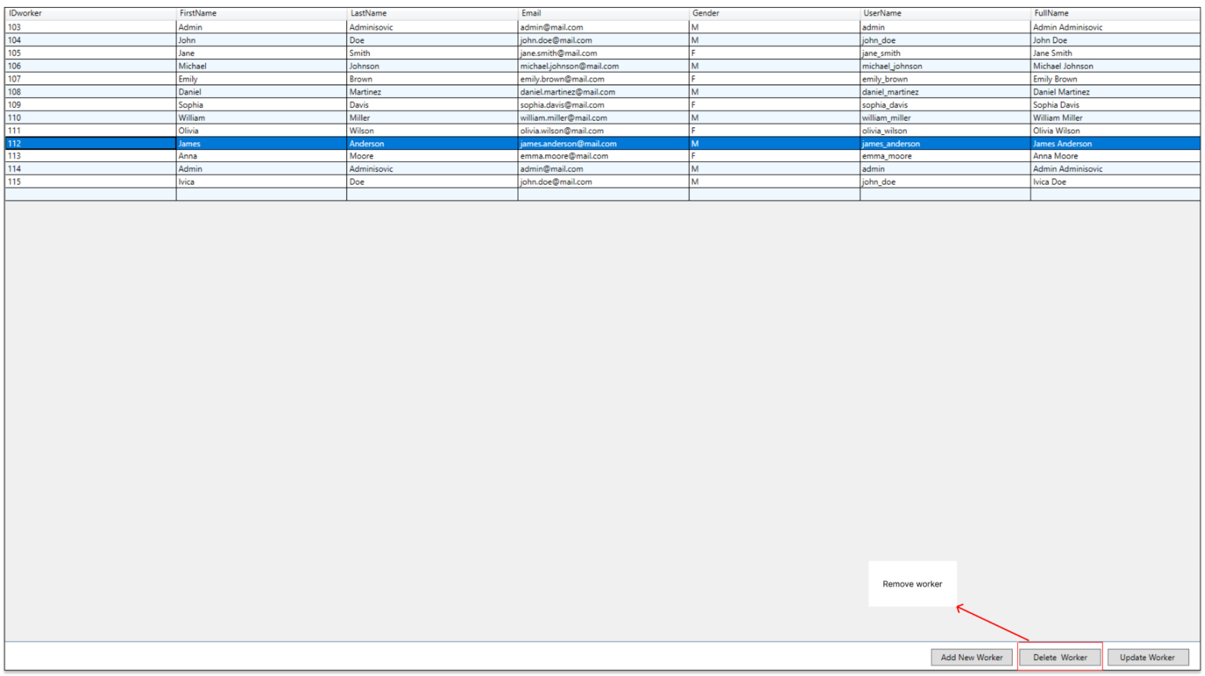
In textbox username user inputs his username, and in textbox password user inputs his password

On the buttton „Log in“ if user's credentials are valid he can procceed to application.

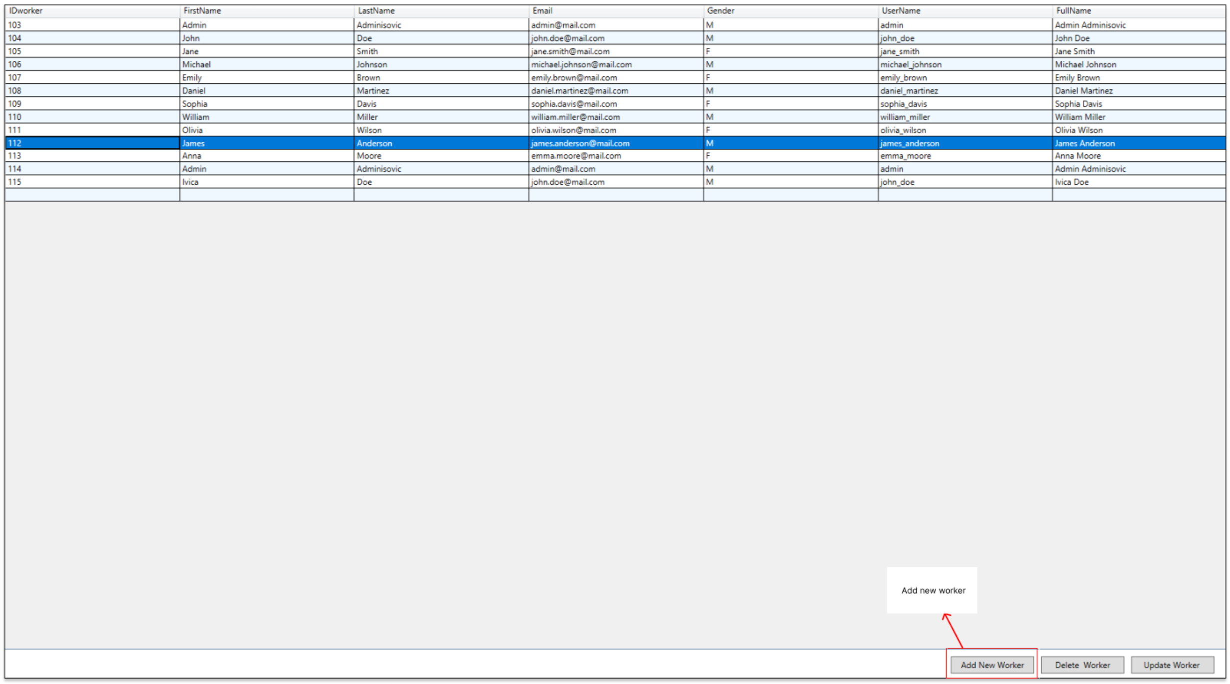


Workers

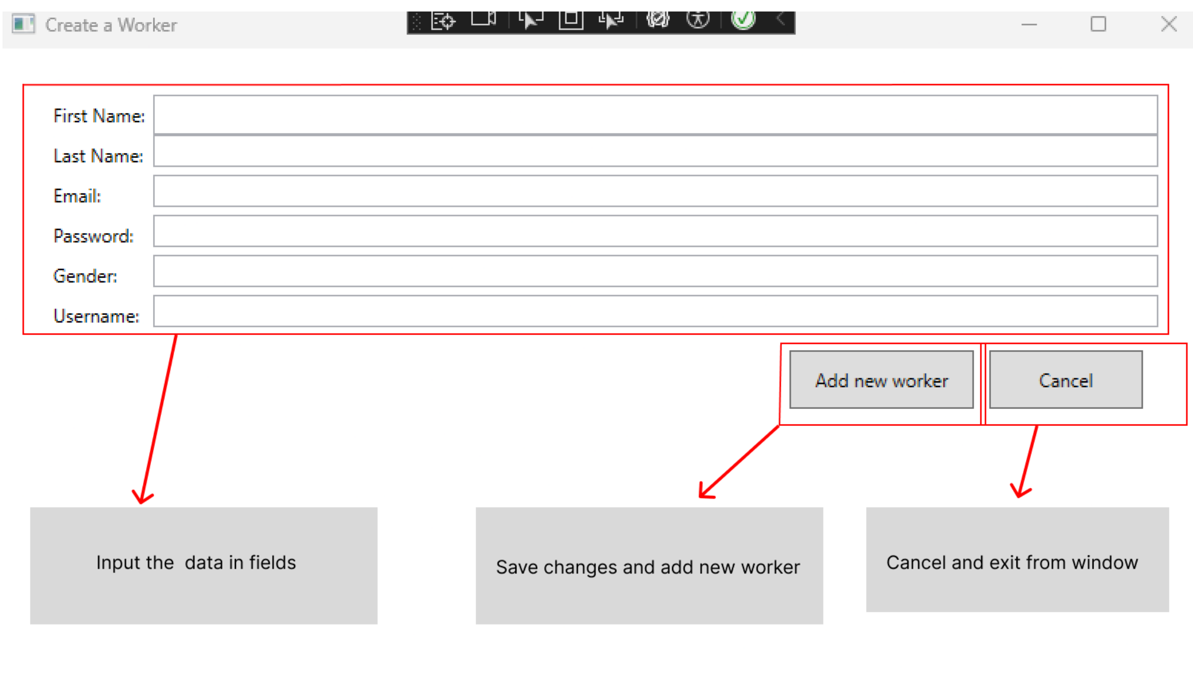
In workers tab only admin can access to workers window, in workers window admin can see all his workers. Workers are displayed in table, in table admin can see workers data such as a first and last name, username of worker, id of worker, email and gender. In bottom of window you can see 3 buttons, Add New Worker,Delete Worker and Update Worker. If you want to delete some worker, you must first select row of worker you want to delete and press button Delete Worker. The table wont refresh at moment, and you need to click again in navigation Workers and table will be refreshed.



Except removing worker admin can add new worker and update worker, if you want to add new worker first you need to click on button add new worker and then will pop up a screen to add new worker.



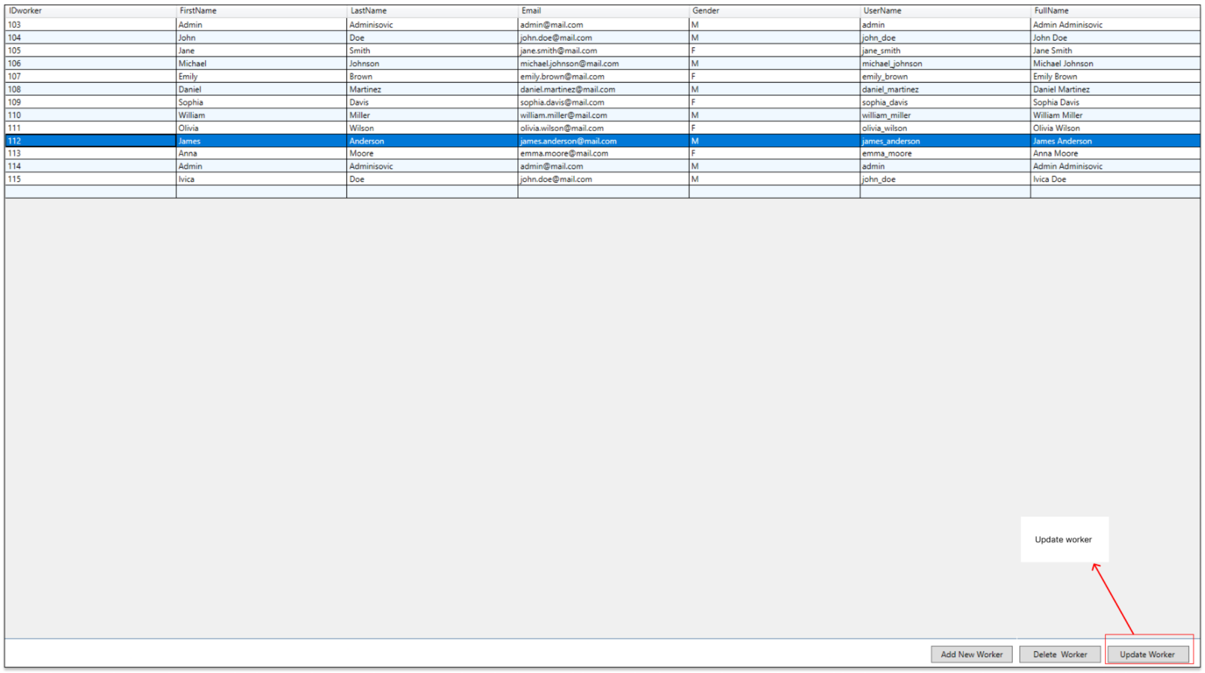
After clicking on button add new worker, window will appear like this



So you need to input data in fields and if you want to save changes and exit you need to click Add new worker, and if you dont want to add new worker and you want to exit and go back to workers window you can click Cancel button and you will be back on workers window.

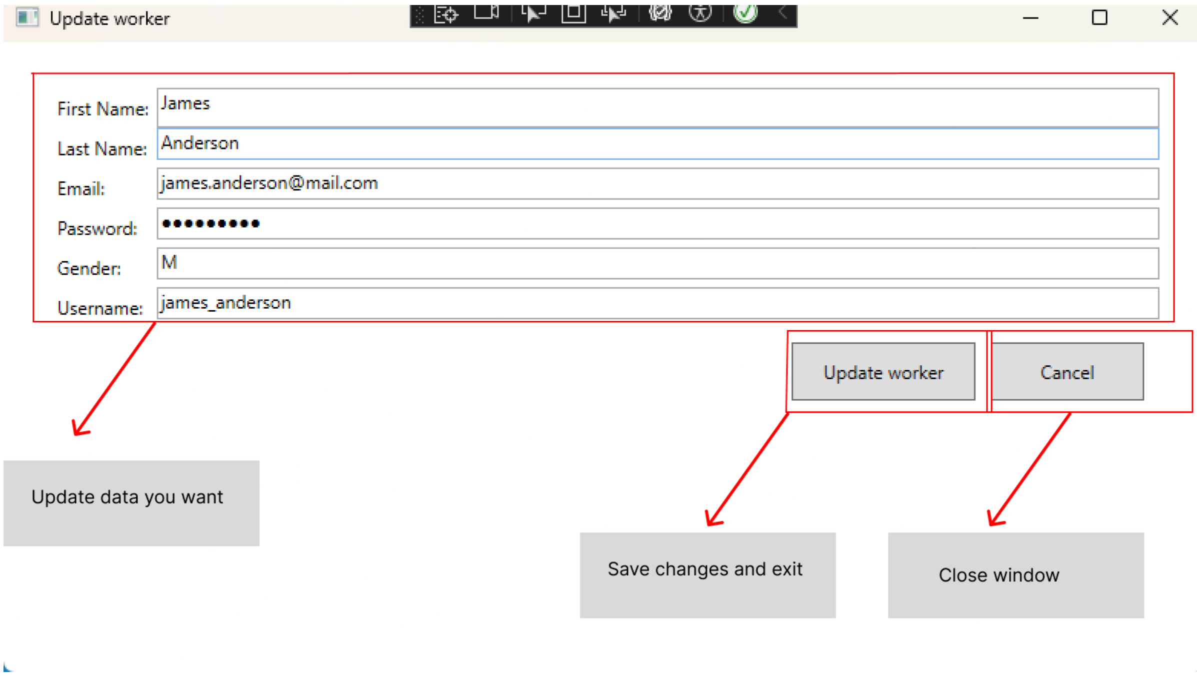
Update button

If admin want to update a worker, like in delete admin first need to select worker that he wants to update data,and than he needs to click on Update button, like this



IDworker	FirstName	LastName	Email	Gender	UserName	FullName
103	Admin	Adminisovic	admin@mail.com	M	admin	Admin Adminisovic
104	John	Doe	john.doe@mail.com	M	john_doe	John Doe
105	Jane	Smith	jane.smith@mail.com	F	jane_smith	Jane Smith
106	Michael	Johnson	michael.johnson@mail.com	M	michael_johnson	Michael Johnson
107	Emily	Brown	emily.brown@mail.com	F	emily_brown	Emily Brown
108	Daniel	Martinez	daniel.martinez@mail.com	M	daniel_martinez	Daniel Martinez
109	Sophia	Davis	sophia.davis@mail.com	F	sophia_davis	Sophia Davis
110	William	Miller	william.miller@mail.com	M	william_miller	William Miller
111	Olivia	Wilson	olivia.wilson@mail.com	F	olivia_wilson	Olivia Wilson
112	James	Anderson	james.anderson@mail.com	M	james_anderson	James Anderson
113	Anna	Moore	emma.moore@mail.com	F	emma_moore	Anna Moore
114	Admin	Adminisovic	admin@mail.com	M	admin	Admin Adminisovic
115	Ivica	Doe	john.doe@mail.com	M	john_doe	Ivica Doe

And after clicking on button update, new screen will pop up. New window has already written down current data for worker, and if admin wants he can change(update) data he wants, new window looks like this:



Update worker
First Name:
James
Last Name:
Anderson
Email:
james.anderson@mail.com
Password:
Gender:
M
Username:
james_anderson
Update worker
Cancel
Update data you want
Save changes and exit
Close window