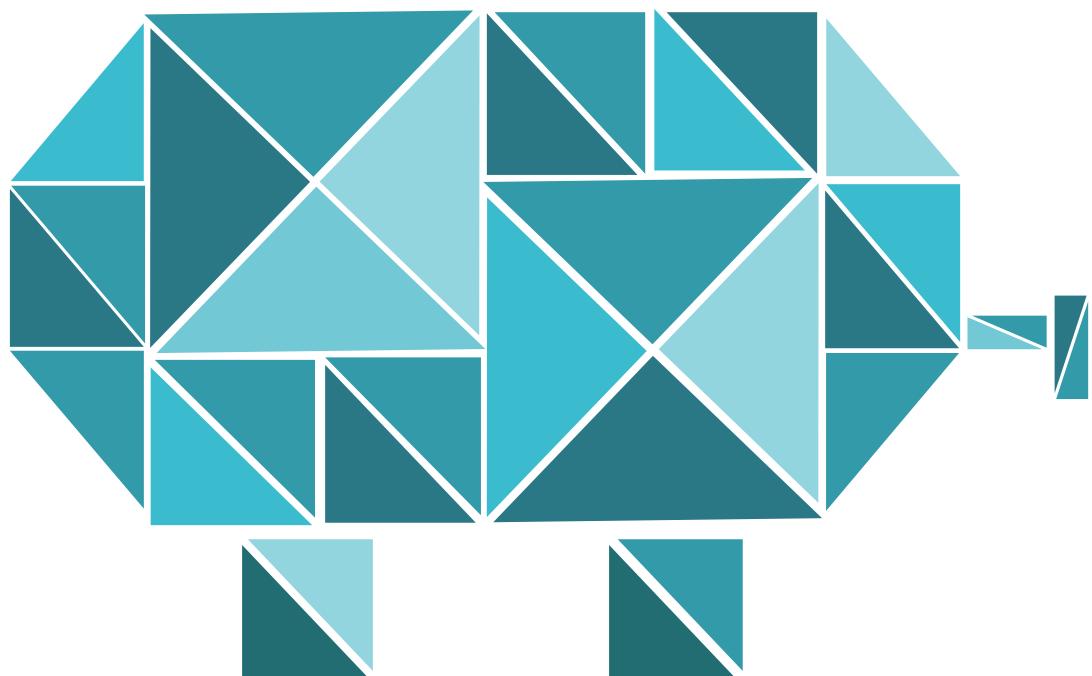


Water Capitol Manual

A comprehensive guide



COUNCIL EMPLOYEE MANUAL

Your Fr-Agile Solution



A short message from our Team at Fr-Agile

There was an idea, to bring together a group of remarkable programmers and designers, to see if by using an Agile Team structure they could become something more than the sum of their parts.

Water Capitol was created on this team promise, that no one developer, programmer or designer would stand alone or burdened with no one to turn too. This platform was not created by one man or woman, neither was it created by an isolated team, it was instead created to serve the community by having those said Users build this platform with us.

Together we are Agile.

Together we are Water Capitol.

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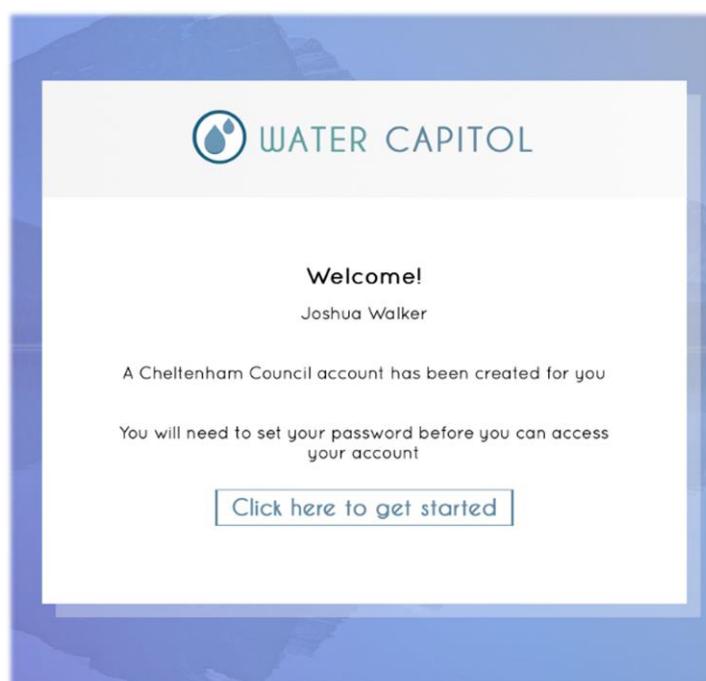
Frequently Asked

What is a council user?

A council user, commonly the member of a constituency's council, can govern certain actions within a single constituency. Each council member is created and assigned to a constituency by an administrator, this is so that members of the public cannot create their own council member account. Council users on the platform, govern bowsers across a single constituency, with the ability to create, delete, edit and view bowser details. Council members can also review public inquiries and tasks set to maintenance users.

How do I activate an account?

To activate an account click the 'Get Started' button on the welcome email. This will then open a page where the account password can be set.



How do I reset my account password?

Contact an administrative platform user to reset an account's password. The account holder will then receive an email that will link them to a Water Capitol reset password page.

Council Home Page



How do I see an overview of all bowser data?

An overview of the bowser data can be seen at the top of the Council Home page where users can read the number of active and in-active bowsers and the areas covered.

Where can I see the bowsers on a map?

A view of all the bowsers in the constituency is shown under the Map Coverage tab on the pages sliding tab section. Each bowser has a unique icon that represents the bowsers current status, and a purple radius that represents the size and coverage of the bowser. By hovering on a bowser, the user can read the bowser's ID and address. In addition to this, by clicking on a bowser icon, the bowser statistics console will move onto the screen to show more details.

Where can I see individual bowser details?

By clicking on the 'Bowser Statistics' tab on the sliding tab section, will move a new console onto the screen showing all bowser details. For more information on this bowser click the 'More Info' button or go to the bottom of the page in the 'Live Bowsers' table.

The screenshot shows the 'My Page' section of the 'WATER CAPITOL' application. At the top right, there is a user profile for 'Luke Council'. Below the header, there are three main sections: 'Map Coverage', 'Bowser Statistics', and 'Live Bowers'.

Map Coverage: A map of Cheltenham and surrounding areas showing the locations of various bowser units. Each unit is represented by a purple circle with a bowser icon inside. The size of the circles varies, indicating the coverage area of each bowser.

Bowser Statistics: A summary table with the following data:

Number of Live Bowers	5
Total Areas Covered	11
Total Bowers Under Repair	6

Live Bowers: A table listing the details of the active bowser units:

Date	ID	Status	Location	Size
28-02-2020	1	Active	56 Folly Ln, Cheltenham GL50 4BY, UK	500
26-02-2020	2	Deploying	Tudor Lodge, 17 The Park, Cheltenham GL50 2SL, UK	5000

Create/Edit Bowser Page (Side A)



How do I create a bowser?

Once a council member is logged in, they can navigate to the ‘Bowser Edit’ page by clicking the ‘Bowser New/Edit’ heading link. The page loads to create a new bowser automatically. Once edits have been made, move to the ‘Bowser Information’ panel and click ‘Save Data’.

How do I edit an existing bowser?

There are two ways to edit an already existing bowser, either navigate to the ‘Bowser Edit’ page and type the bowser’s unique ID into the ‘Search for existing Bowsers’ box. Or, from the council members home page, select a bowser in the ‘Map Coverage’ tab and in the new window click the ‘More Info’ button.

How do I change a bowser’s position/address?

Navigate to the map on the page and ensure that the ‘Click Move’ button is ticked. Now select anywhere on the map with your cursor and the address will update automatically.

Edit Bowser

Search for existing Bowsers (ID)

Create a New Bowser

ID: 1
Address: 56 Folly Ln, Cheltenham GL50 4BY, UK
Status: Active
 Show all
 Click Move

Bowser Information

Bowser ID: 1
Size (Litres): 500
Address: 56 Folly Ln, Cheltenham GL50 4BY, UK

Save Data

Maintenance Job Form

Worker ID: Choose Worker
Report Ref: N/A
Priority: Urgency
Job Type: Job Type

Create/Edit Bowser Page (Side B)



How do I edit a bowser's size?

Navigate to the page's 'Bowser Information' tab and move to the 'Size (Litres)' row and either type the new size or press the plus and minus buttons. Once the mouse moves off the section the bowser's radius on the map is automatically updated.

How do I request a maintenance job?

Navigate to the 'Maintenance Job Form', fill in the information and click 'Save Data'. If the information has been filled correctly a custom alert box will show a successful message.

How do I assign additional information/notes about a bowser?

Navigate to the 'Additional Notes' section, edit or type a new message and click 'Save Data'.

The screenshot displays three tabs of a web application:

- Bowser Information**: Contains fields for Bowser ID (1), Size (Litres) (500), and Address (56 Folly Ln, Cheltenham GL50 4BY, UK). A "Save Data" button is present.
- Maintenance Job Form**: Contains fields for Worker ID (Choose Worker), Report Ref (N/A), Priority (Urgency), and Job Type (Job Type). A "Save Data" button is present. Below these fields is a "Job Notes" text area containing "Aa".
- Additional Notes**: Contains a text area with the placeholder "hello world" and a "Save Data" button.

Task List



How do I see which tasks are unassigned?

Navigate to the page's 'All Tasks' tab. In the left-hand side is a table containing all tasks, by using the key to navigate all unassigned tasks are clear, whilst assigned tasks are greyed out.

How do I see more details about a task?

Navigate to the page's 'All Tasks' tab and click the 'Details' button on the row you wish to expand. A new window will appear giving an overview of the task and its details. A contact button is also provided if the user wishes to contact a worker.

How do I see the tasks position/location?

Open an advanced detailed view of the task, a new map will load focusing on where the task needs to take place.

All Tasks

11:39

Details

11 May 2020

Map Satellite

Available Task Acquired Task

Priority	Distance	Size	Action	Details
2	0.2 Miles	500.0 L	Refill	Details
2	0.6 Miles	10.0 kL	Deploy	Details
2	1.2 Miles	1.0 kL	Refill	Details
2	1.3 Miles	5.0 kL	Deploy	Details
2	1.4 Miles	5.0 kL	Refill	Details
2	1.5 Miles	5.0 kL	Refill	Details
2	1.6 Miles	5.0 kL	Deploy	Details
-1	1.9 Miles	10.0 kL	Refill	Details
2	2.0 Miles	5.0 kL	Deploy	Details
2	2.4 Miles	2.0 kL	Observation	Details
2	2.6 Miles	2.0 kL	Deploy	Details

Map data ©2020 200 m Terms of Use Report a map error

Public Inquiries



How do I see an overview of all public inquiries?

Once the ‘Inquiries’ page loads, navigate and click on the ‘Reports’ tab. Once clicked a new window will appear showing an overview of all active inquiries including the browser, the address, the inquiry type and the option to convert the inquiry to a task or to close the inquiry.

How do I see a category of inquiries?

By navigating to the ‘Categories’ tab, a number of options will appear in which the user can filter inquiries by types like ‘Refill’, ‘Vandalism’ and ‘Observation’. By clicking on the ‘Show’ button on the requested row will open the report’s section with filtered results.

How do I close an inquiry?

In the ‘Reports’ tab, navigate to the report you wish to close. Now in the action column, click the ‘Close Inquiries’ button.

How do I convert an inquiry into a task?

In the ‘Reports’ tab, navigate to the report you wish to assign as a task for maintenance workers. Then in the action column, select click the ‘Create Task’ button.

Public Inquiries

Home / Public Inquiries

Access: Council Member

Categories		Reports	
Type	Count		
All	18	Show	
Refill	13	Show	
Flooded Area	3	Show	
Leaking	1	Show	
Vandalism	1	Show	
Observation	0	Show	

Discussions page (Side A)



What is the discussions page?

The discussions page is an interface developed for this platform. It allows all users to communicate and create message threads with one another. This was developed so that phone details did not have to be requested and so that all employees could contact one another through the Water Capitol website.

How do I create a message thread?

Creating a message thread is simple. Simply in the search bar type the users email address that you wish to message. Then select their account. On the right a button will appear saying 'Create Connection', click the button and a new message thread will be created.

How do I send a message?

To send a message, open a message thread, then in the right-hand console, type into the text box and press enter when finished, a message will then be sent with a delivery time and date.

The screenshot shows the Water Capitol software interface. At the top, there's a navigation bar with links for 'Your Page', 'Bowser New/Edit', 'Tasks', 'Inquiries', 'Discussions' (which is the active tab), and 'Log Out'. On the far left, there's a sidebar with user profiles: Paul Pepridge (pepridgefarms@hotmail.co.uk, Maintenance), Sophie Admin (sophie@a, Admin), Sophie Council (sophie@c, Council), and Sophie Maintenance (sophie@m, Maintenance). The main content area is titled 'YOUR MESSAGES WITH PAUL' and shows a message from Paul Pepridge: 'Hi Peter, I have just had word that the Bowser on 3rd Street is down and needs repair'. Below the message is a map of Cheltenham with Pittville Park marked. At the bottom of the main window, there are camera and location icons, and a font size selector ('Aa').



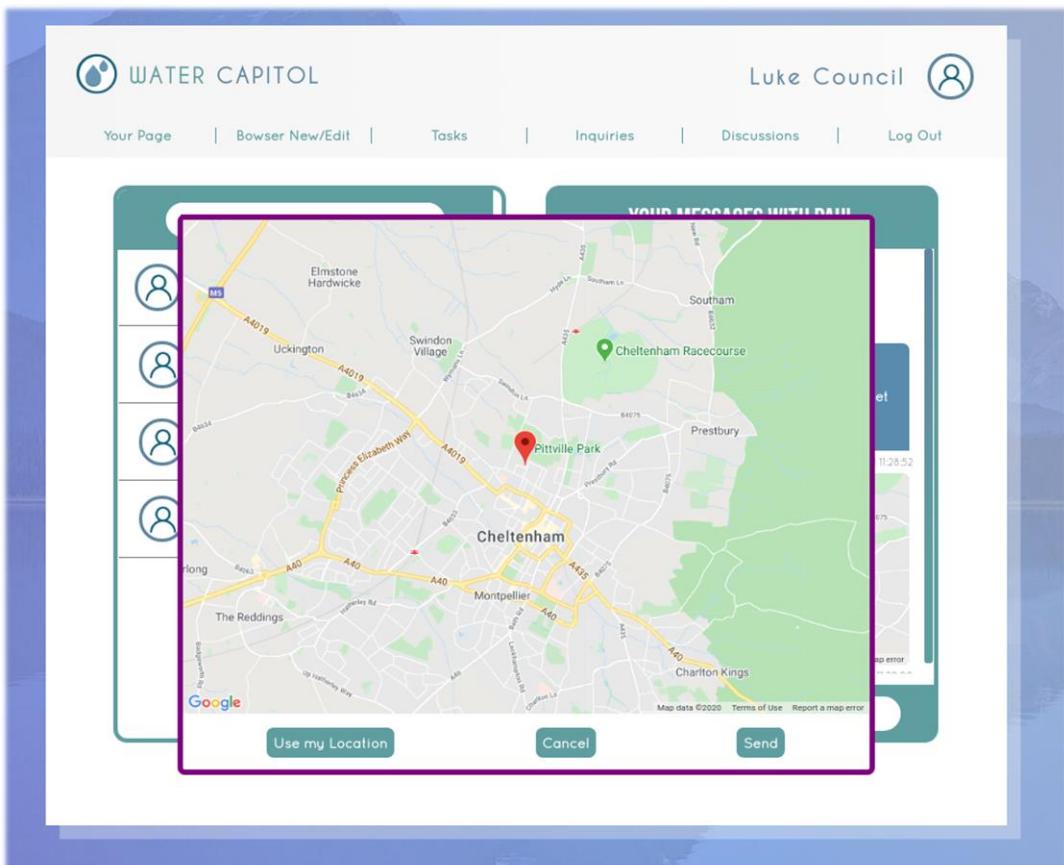
Discussions page (Side B)

How do I send a map message?

To send a user a Google Map message click the ‘Google Map Pin’ icon in the right console after opening a message thread. A new window will appear, allowing the user to click anywhere on the map to send new co-ordinates. Users can also use their current location to position the pin on the map (This will be especially useful for maintenance users). By clicking the ‘Send’ button on the Google Maps window, will send the requested pin location/map to the other user in the message thread.

How do I send an image message?

To send a user an image message, navigate to the right console and click the camera icon. This will open a dialogue box where you can select or take a picture depending on the system you are using. Once selected the image will be sent onto the message thread.



Additional Information (Side A)

What do the bowser icons on maps mean?

Each bowser status has a unique icon that is displayed on many of the platform's maps. This is so that users have an easier interface to view the position and status of all bowsers in one console.

The following images and their status are displayed below:



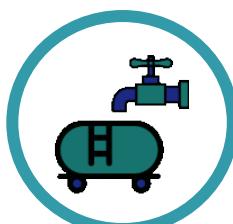
Active Bowser

The bowser is active and ready for public use.



Bowser Under Repair

The bowser is currently needing repair.



Bowser being Refilled

The bowser is currently needing/being refilled.



Bowser being Deployed

The bowser is currently needing/being delivered.



New Bowser being created

The bowser is being created on the server.



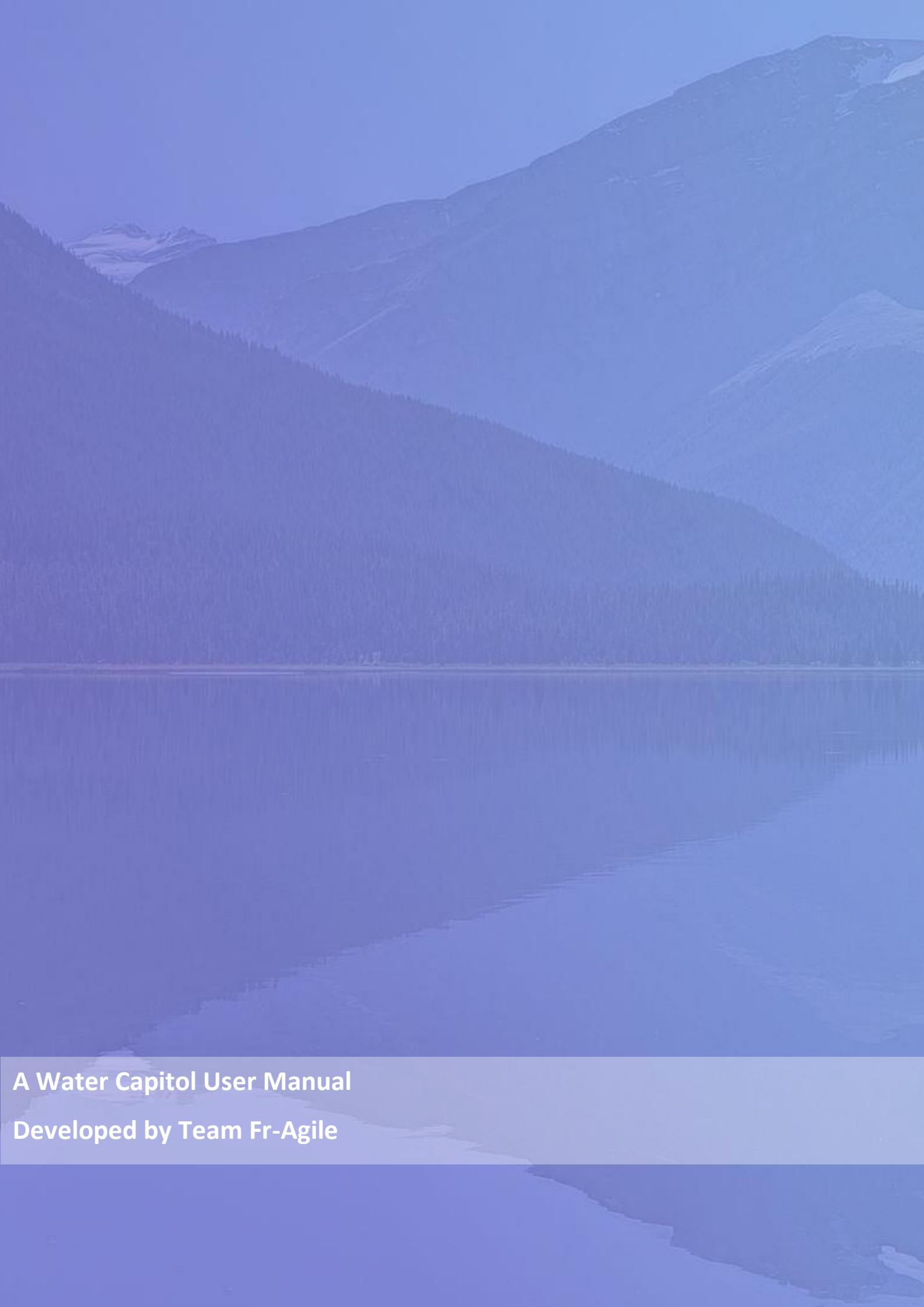
Additional Information (Side B)

What do the bowser statuses mean?

Each bowser status has a unique status which explains what actions can take place.

The following details explain what each Status means...

Creating:	This bowser is being created by a user
Active:	This bowser is ready for public use
Repair:	This bowser is offline and needs repairs
Refill:	This bowser needs additional water before further use
Deploy:	This bowser needs deployment
Minimal Repair:	This bowser is active but needs minor structural repairs
Aesthetic Repair:	This bowser is active but has been vandalized
Observation:	Reports have been made and an observation to this bowser must be taken before further action



A Water Capitol User Manual

Developed by Team Fr-Agile