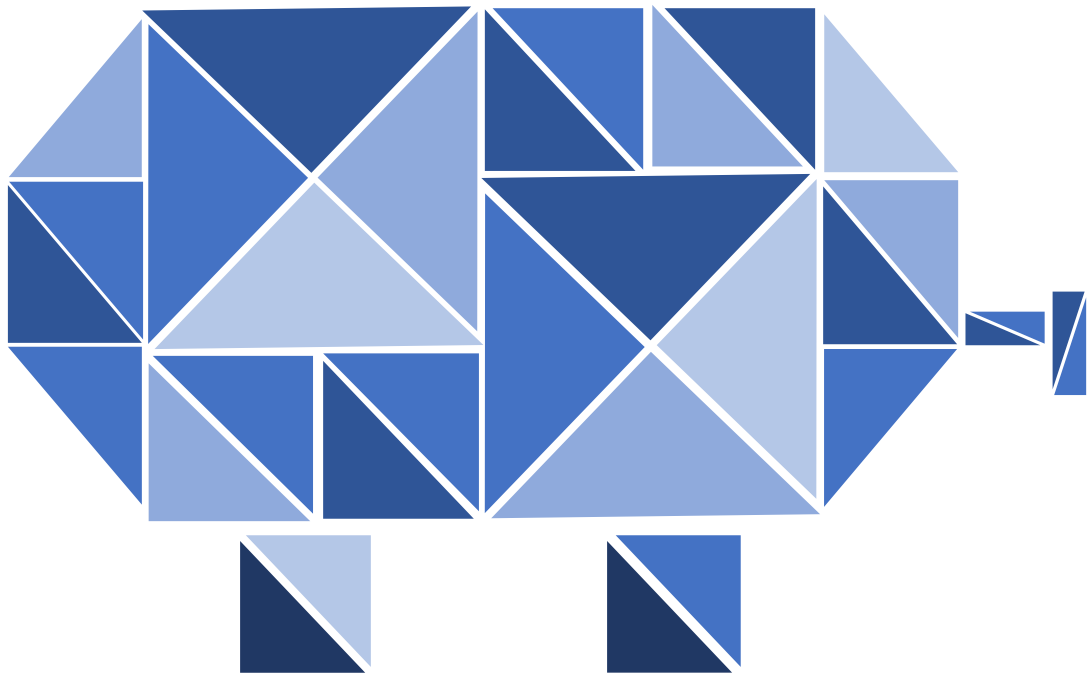# Water Capitol Manual

A comprehensive guide

MAINTENANCE 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.
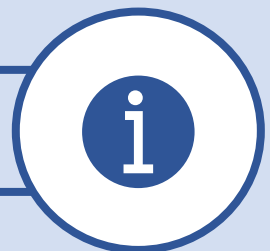
Together we are Water Capitol.

Manual Contents

Frequently Asked

What is a maintenance user?

A maintenance user, is any non-council member assigned to repair, deliver or perform actions on a bowser. Maintenance users are commonly employed by the council and assign tasks to themselves that either the public or the council have raised. The maintenance user platform has all the necessary tools needed to perform these actions and to then inform the council that a task is complete.

How do I activate an account?

To activate and account click the 'Get Started' button on the welcome email. This will then open a page where the account password can be set.
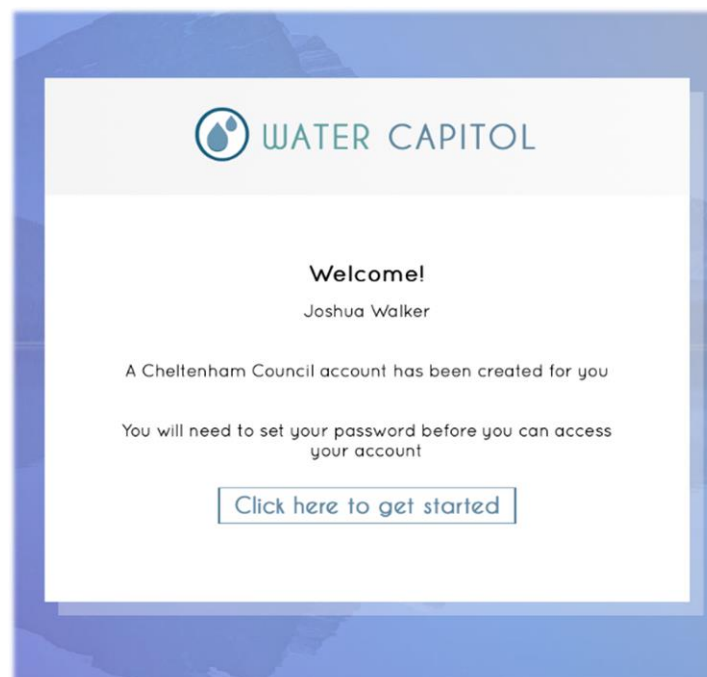
How do I reset my account password?

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

Task List (Side A)

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.

Task List (Side B)

How do I assign a task to myself?

Navigate to a selected un-assigned task's 'Detail' window, then press the 'Acquire' button, the task will now automatically be assigned to your account until completed or unassigned.

How do I unassign a task?

Navigate to a selected assigned task's 'Detail' window and click the 'Un-Assign' button.

How do I state a task is completed?

Navigate to a selected assigned task's 'Detail' window and click the 'Finished' button.

Discussions page (Side A)

What is the discussions page?

The discussions page is a web 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.
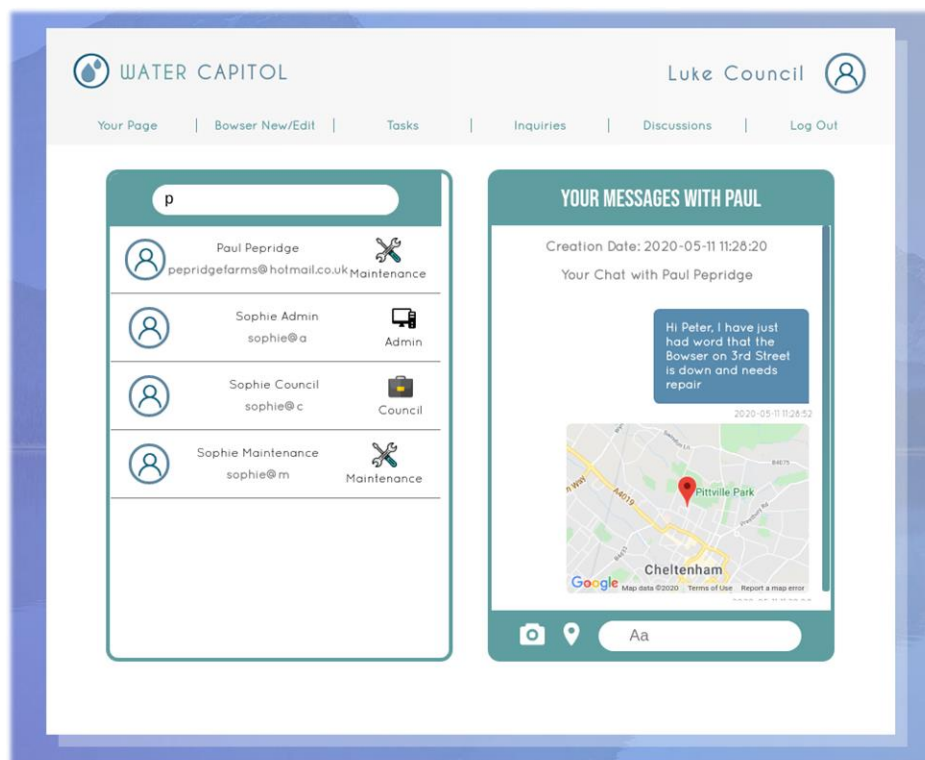
Discussions page (Side B)

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.
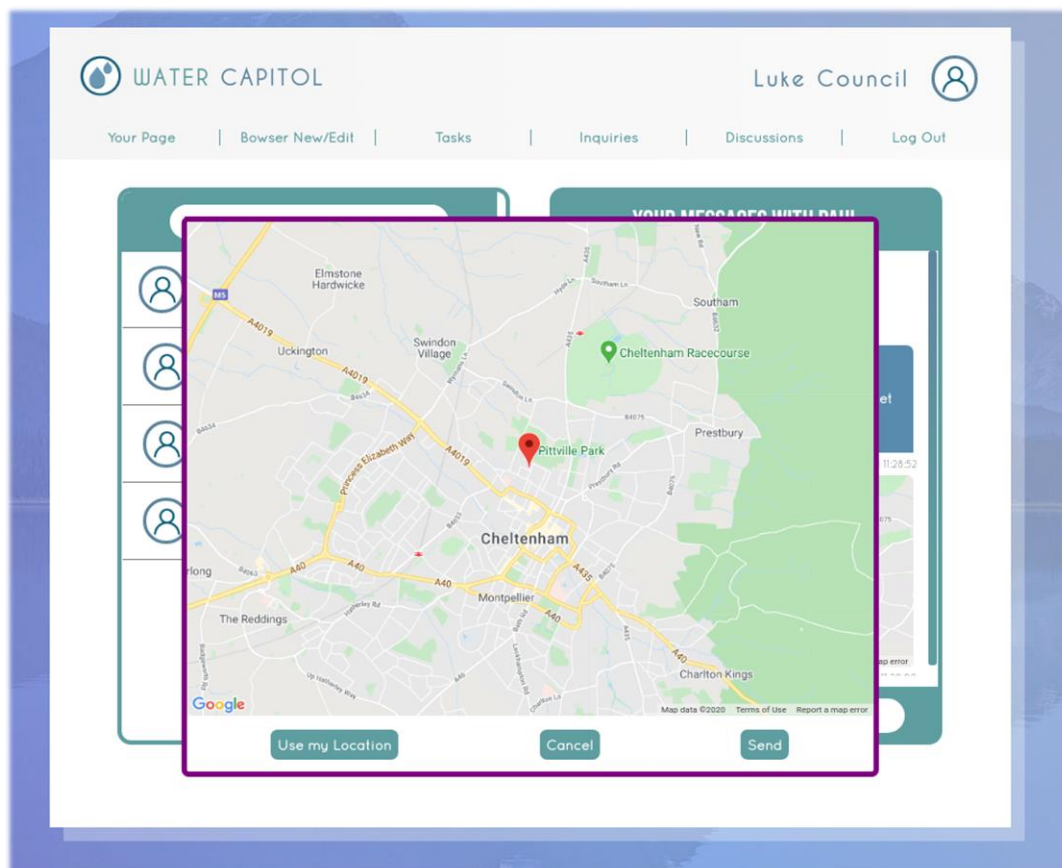
Additional Information (Side A)

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.

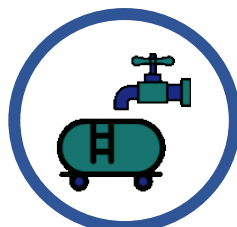The following images and their status are displayed below:

	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 is 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
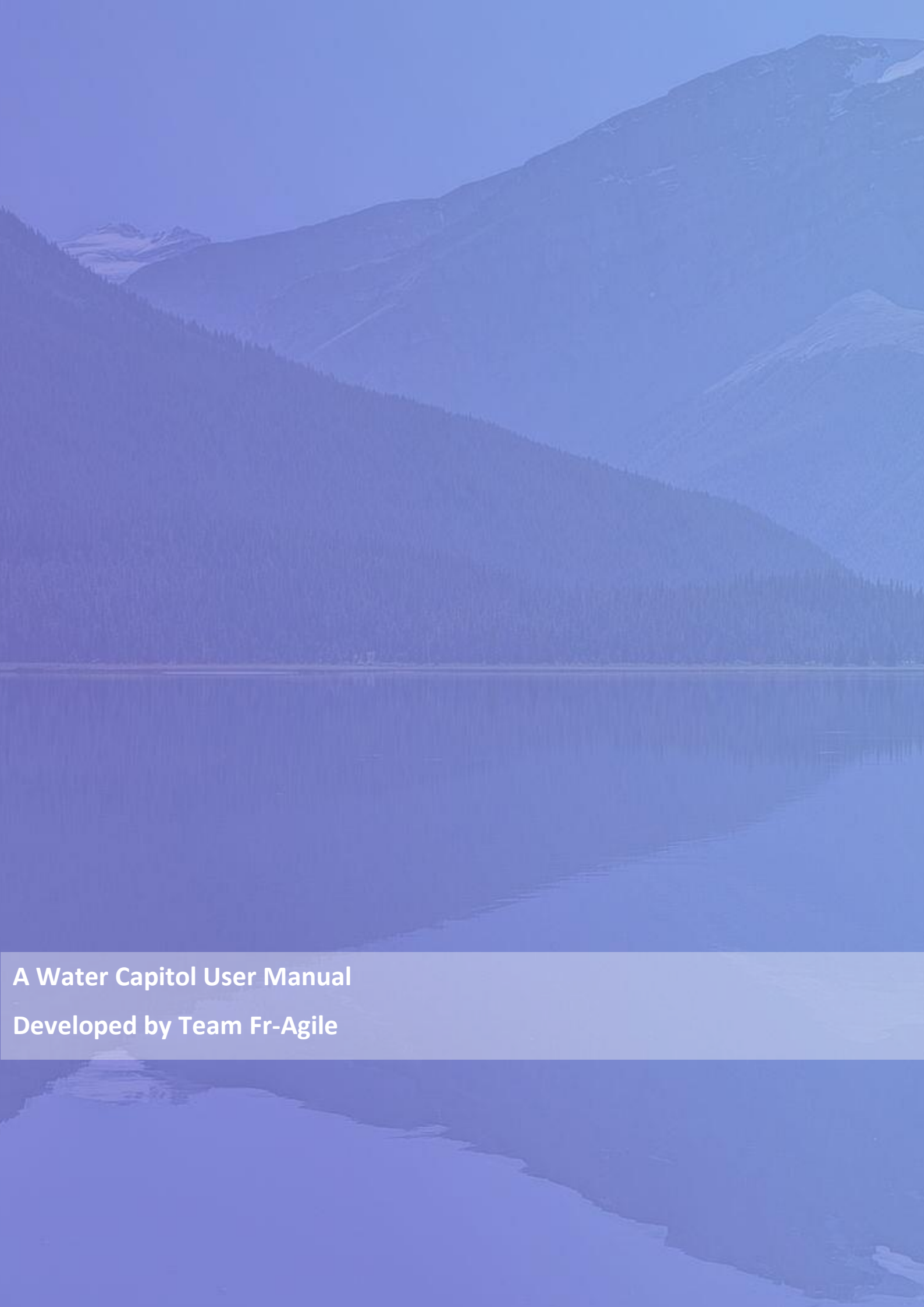
A Water Capitol User Manual

Developed by Team Fr-Agile