

CPSC 471 PROJECT FINAL REPORT

Group 2

USER MANUAL

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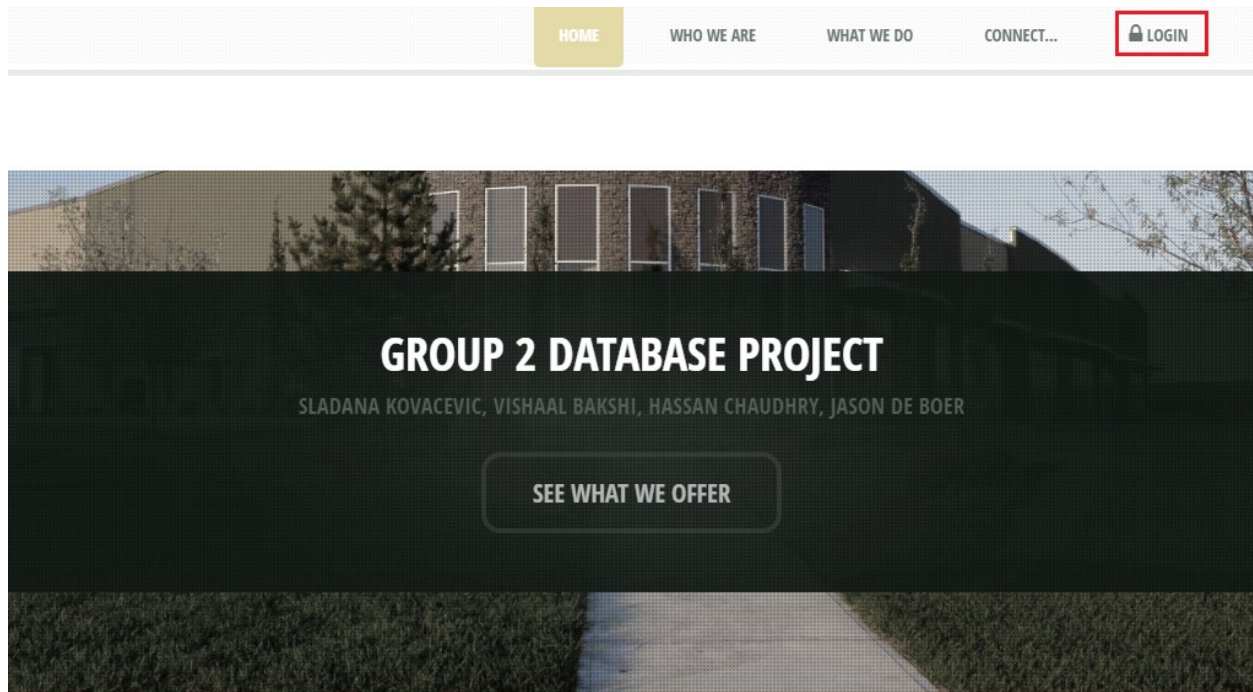
1. Overview and Access

This user manual provides instructions and details on how to navigate through the GROUP 2 DATABASE PROJECT website. The process functionalities are grouped under the Employee Menu and Admin Menu. The Employee menu consists of the following sections: Employee Time, Sales, Engineering and Purchasing. The above listed sections are broken down in several subcategories and explained in detail from Sections 2. through Section 5.

The Admin Menu is used for administering user credentials and access rights. Section 6 explain processes related to the users and group administration.

a. Database access

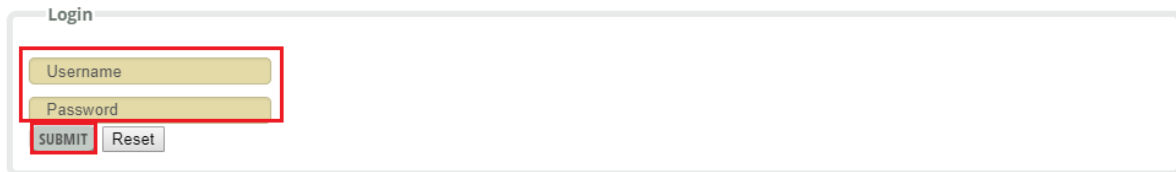
1. In order to access the database, employee needs to log in on the main web-page, by clicking the **LOGIN** button (Picture 1.):



(Picture 1.)

2. On the “Login” screen enter the Username and Password and click on **SUBMIT** button (Picture 2.):

LOGIN



The image shows a login form titled "Login". It contains two input fields: "Username" and "Password". Below these fields are two buttons: "SUBMIT" and "Reset". The "SUBMIT" button is highlighted with a red box, and the "Password" field is also highlighted with a red box.

(Picture 2.)


b. Employee Menu Categories

“EMPLOYEE MENU” contains the following sections (Picture 3.):


1. **Employee Time** – contains Timelog section where employee records time worked on different projects.
2. **Sales** – consists of different sections related to the sales: Fixtures, Sales Order, Quotes and Customers.
3. **Engineering** – consists of two sections: Components and Projects.
4. **Purchasing** – consists of Purchase Order, Shippers and Vendors.


EMPLOYEE MENU


Employee Time


 TIMELOG

Sales


 FIXTURES


 SALES ORDER

 QUOTES


 CUSTOMERS


Engineering


 COMPONENTS

 PROJECTS

Purchasing

 PURCHASE ORDER

 SHIPPERS

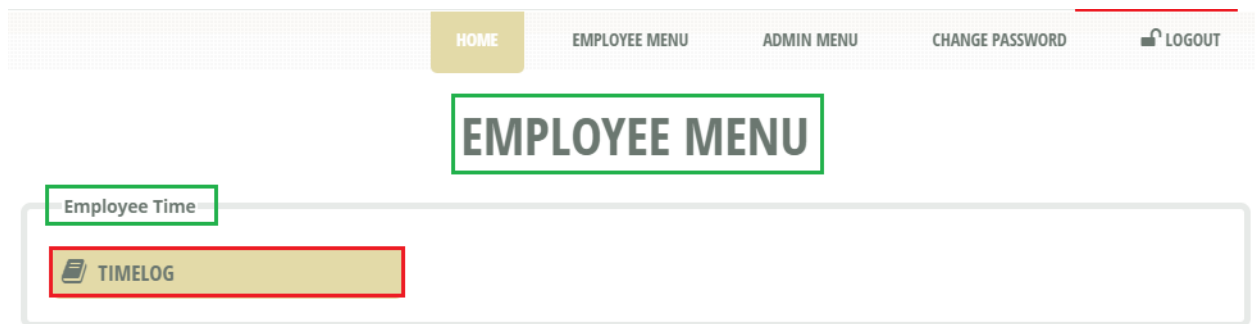
 VENDORS

(Picture 3.)

2. Timelog

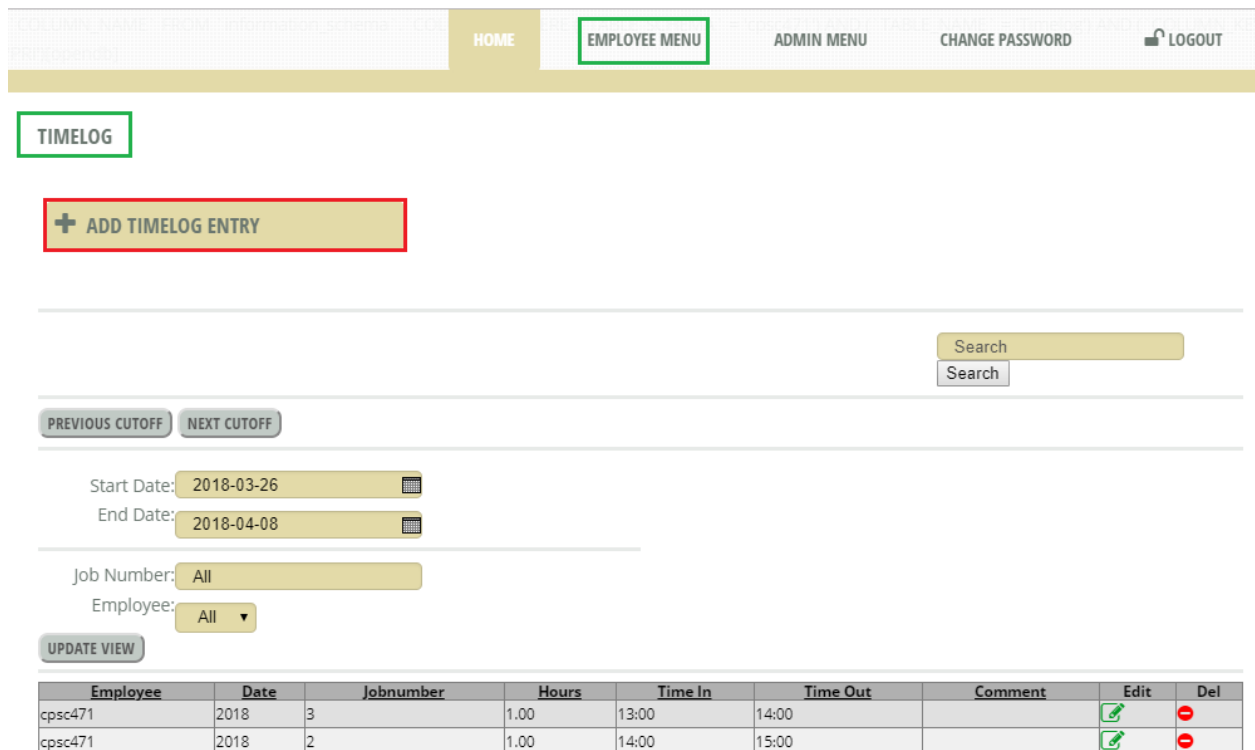
a. Time recording

By clicking on the **TIMELOG** button on the **EMPLOYEE MENU** screen, under the Employee Time section (Picture 4.), the **TIMELOG** screen opens, where the employee records time worked on different projects (Pictures 5. and 6.).



(Picture 5.)

1. In order to add time spent working on a project, click on **ADD TIMELOG ENTRY** (Picture 6.)



(Picture 6.)

2. On the **TIMELOG ENTRY** screen, you can go back to the Timelog summary screen by clicking on the **VIEW TIMELOG** button, or record work time (Picture 7.):
 - a. Employee ID: this field is automatically populated with the number of the employee logged into the website
 - b. Job: choose the project for which you are recording time worked on

The screenshot shows the 'TIMELOG ENTRY' screen. At the top, there is a navigation bar with buttons: HOME, EMPLOYEE MENU, ADMIN MENU, CHANGE PASSWORD, and LOGOUT. Below this, the 'TIMELOG ENTRY' title is highlighted. A 'VIEW TIMELOG' button with a back arrow is also visible. The main form area has 'SUBMIT' and 'CANCEL' buttons at the top. Below them is a 'Details' section containing the following fields:

- Employee ID: 48 (highlighted with a green box)
- Job: 3 - Eagle outside MRDS fixture (highlighted with a red box)
- Date: 3 - Eagle outside MRDS fixture (highlighted with a blue box)
- Time In: 2 - Controller High Efficiency (highlighted with a red box)

(Picture 7.)

- c. Choose date and time-in and time-out to record the time worked on the particular job (Picture 8.)

The screenshot shows a web application interface for time entry. At the top, there are navigation links: "HOME" and "EMPLOYEE M". Below this, there are "SUBMIT" and "CANCEL" buttons. The main section is titled "Details" and contains the following fields:

- Employee ID: 48
- Job: 3 - Eagle outside MRDS fixture
- Date: 2018-04-04
- Time In: 8:00 pm
- Time Out: (dropdown menu is open, showing times from 02 am to 07 pm, with 09 am highlighted in blue and 12 am highlighted in red)
- Comment: (empty text area)

At the bottom of the form, there are "Now" and "Done" buttons.

(Picture 8.)

- d. Add Comment if necessary for the particular time entry and click on **SUBMIT** button to save recorded time (Picture 9.)

The screenshot shows the same web application interface, but now the "SUBMIT" button is highlighted with a red box. The "Details" section shows the following fields:

- Employee ID: 48
- Job: 3 - Eagle outside MRDS fixture
- Date: 2018-04-04
- Time In: 09:00 am
- Time Out: 11:00 am
- Comment: Additional 15 hours will be required...

The "SUBMIT" button is highlighted with a red box, and the "Comment" field is also highlighted with a red box.

(Picture 9.)

- e. Recorded time is added on the summary Timelog screen (Picture 10.)

HOME

EMPLOYEE MENU

ADMIN MENU

CHANGE PASSWORD

LOGOUT

TIMELOG

+ ADD TIMELOG ENTRY

Search

Search

PREVIOUS CUTOFF

NEXT CUTOFF

Start Date: 2018-03-26

End Date: 2018-04-08

Job Number: All

Employee: All

UPDATE VIEW

Employee	Date	Jobnumber	Hours	Time In	Time Out	Comment	Edit	Del
cpssc471	2018	2	1.00	14:00	15:00			
cpssc471	2018	3	1.00	13:00	14:00			
cpssc471	2018	3	2.00	09:00	11:00	Additional 15 hours will be required...		

(Picture 10.)

- f. In order to Preview a specific job, or all entries recorded by the certain employee, enter the job number and/or select the employee number and click on **UPDATE VIEW** button. Only job 3 entries recorded by the employee number 48 (cpssc471) are shown (Picture 11.):

Start Date: 2018-03-12

End Date: 2018-03-25

Job Number: 3

Employee: 48

UPDATE VIEW

Employee	Date	Jobnumber	Hours	Time In	Time Out	Comment	Edit	Del
cpssc471	2018	3	1.00	13:00	14:00			
cpssc471	2018	3	2.00	09:00	11:00	Additional 15 hours will be required...		

(Picture 11.)

b. Search, edit and delete functions

Besides the above preview function, the TIMELOG sheet can be searched using Search function, or edited and deleted using Edit and Delete functions (Picture 12.):

TIMELOG

+ ADD TIMELOG ENTRY

Search

Search

PREVIOUS CUTOFF

NEXT CUTOFF

Start Date: 2018-03-26

End Date: 2018-04-08

Job Number: All

Employee: All ▼

UPDATE VIEW

Employee	Date	Jobnumber	Hours	Time In	Time Out	Comment	Edit	Del
cpsc471	2018	3	1.00	13:00	14:00			
cpsc471	2018	3	2.00	09:00	11:00	Additional 15 hours will be required...		
cpsc471	2018	2	1.00	14:00	15:00			

(Picture 12.)

Search

1. To Search for a particular time entry, enter the search criterial in the Search field and click on the Search button (Picture 12.):

TIMELOG

+ ADD TIMELOG ENTRY

addit

Search

(Picture 12.)

2. The row containing the search criteria is displayed (Picture 13.):

TIMELOG

+ ADD TIMELOG ENTRY

addit

Search

PREVIOUS CUTOFF

NEXT CUTOFF

Start Date: 2018-03-26

End Date: 2018-04-08

Job Number: All

Employee: All

UPDATE VIEW

Employee	Date	Jobnumber	Hours	Time In	Time Out	Comment	Edit	Del
cpssc471	2018	3	2.00	09:00	11:00	Additional 5 hours will be required...		

(Picture 13.)

Edit:

1. In order to edit an existing entry, click on the Edit icon (Picture 14.)

+ ADD TIMELOG ENTRY

Search

Search

PREVIOUS CUTOFF

NEXT CUTOFF

Start Date: 2018-03-26

End Date: 2018-04-08

Job Number: All

Employee: All

UPDATE VIEW

Employee	Date	Jobnumber	Hours	Time In	Time Out	Comment	Edit	Del
cpssc471	2018	3	1.00	13:00	14:00			
cpssc471	2018	3	2.00	09:00	11:00	Additional 15 hours will be required...		
cpssc471	2018	2	1.00	14:00	15:00			

(Picture 14.)

2. On the **TIMELOG ENTRY** screen, edit necessary information (i.e. Time Out), and click on **Submit** button to save completed changes (Pictures 15. and 16.):

TIMELOG ENTRY


The screenshot shows a 'TIMELOG ENTRY' form. At the top is a yellow button labeled 'VIEW TIMELOG'. Below it are 'SUBMIT' and 'CANCEL' buttons. The 'Details' section contains fields for 'Employee ID' (48), 'Job' (2 - Controller H), 'Date' (2018), 'Time In' (14:00:00), 'Time Out' (15:00:00), and 'Comments'. A dropdown menu is open for 'Time Out', showing a list of times from 12 am to 12 am. The '04 pm' option is highlighted in blue. A red box highlights the 'Time Out' field and the dropdown menu.

(Picture 15.)

Employee	Date	Jobnumber	Hours	Time In	Time Out	Comment	Edit	Del
cpssc471	2018	3	1.00	13:00	14:00			
cpssc471	2018	3	2.00	09:00	11:00	Additional 15 hours will be required...		
cpssc471	2018	2	2.00	14:00	16:00			

(Picture 16.)

Delete:

1. In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted  (Picture 18.)

TIMELOG

+ ADD TIMELOG ENTRY

Search

Search

PREVIOUS CUTOFF

NEXT CUTOFF

Start Date: 2018-03-26

End Date: 2018-04-08

Job Number: All

Employee: All

UPDATE VIEW

Employee	Date	Jobnumber	Hours	Time In	Time Out	Comment	Edit	Del
cpssc471	2018	3	1.00	13:00	14:00			
cpssc471	2018	3	2.00	09:00	11:00	Additional 15 hours will be required...		
cpssc471	2018	2	2.00	14:00	16:00			
cpssc471	2018	2	1.00	21:00	22:00	TO BE DELETED		

(Picture 18.)

- Confirm deletion by clicking on **OK** in the question window (Picture 19.):

From teamdeboer.myasustor.com:8800

Confirm Delete?

OK

Cancel

(Picture 19.)

- The time-entry for the employee cpssc471, for the job number 2 from 21:00-22:00 is deleted from the table (Picture 20.):

HOME

EMPLOYEE MENU

ADMIN MENU

CHANGE PASSWORD

LOGOUT

TIMELOG

+ ADD TIMELOG ENTRY

Search

Search

PREVIOUS CUTOFF

NEXT CUTOFF

Start Date: 2018-03-26

End Date: 2018-04-08

Job Number: All

Employee: All

UPDATE VIEW

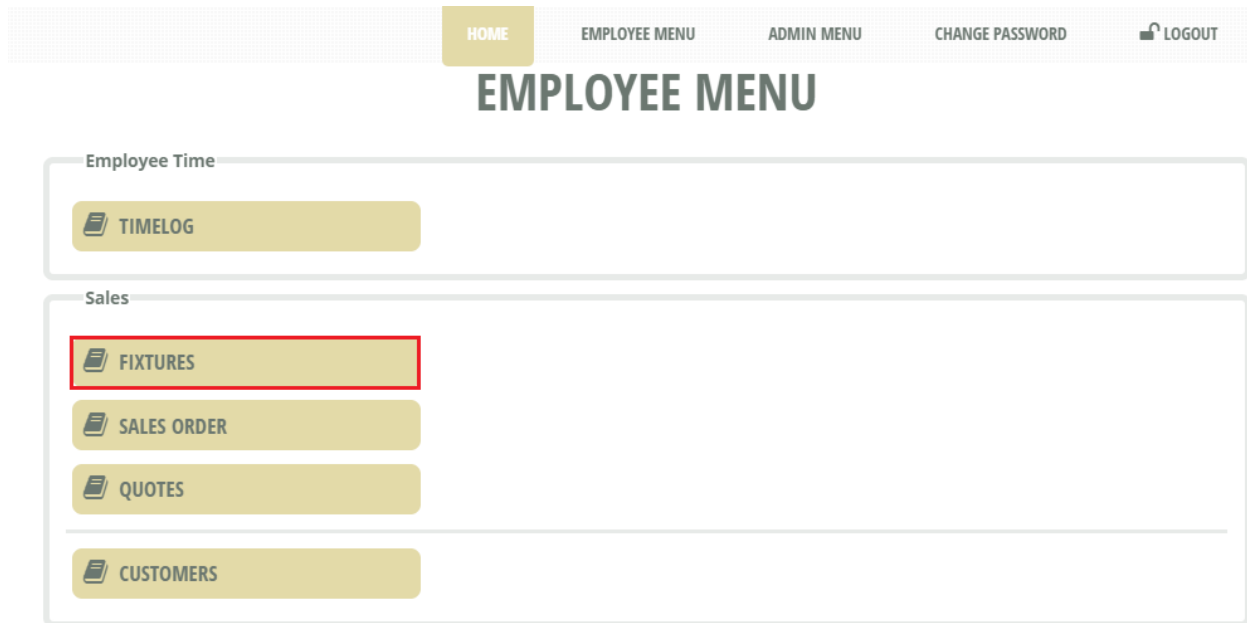
Employee	Date	Jobnumber	Hours	Time In	Time Out	Comment	Edit	Del
cpssc471	2018	3	1.00	13:00	14:00			
cpssc471	2018	3	2.00	09:00	11:00	Additional 15 hours will be required...		
cpssc471	2018	2	2.00	14:00	16:00			

(Picture 20.)

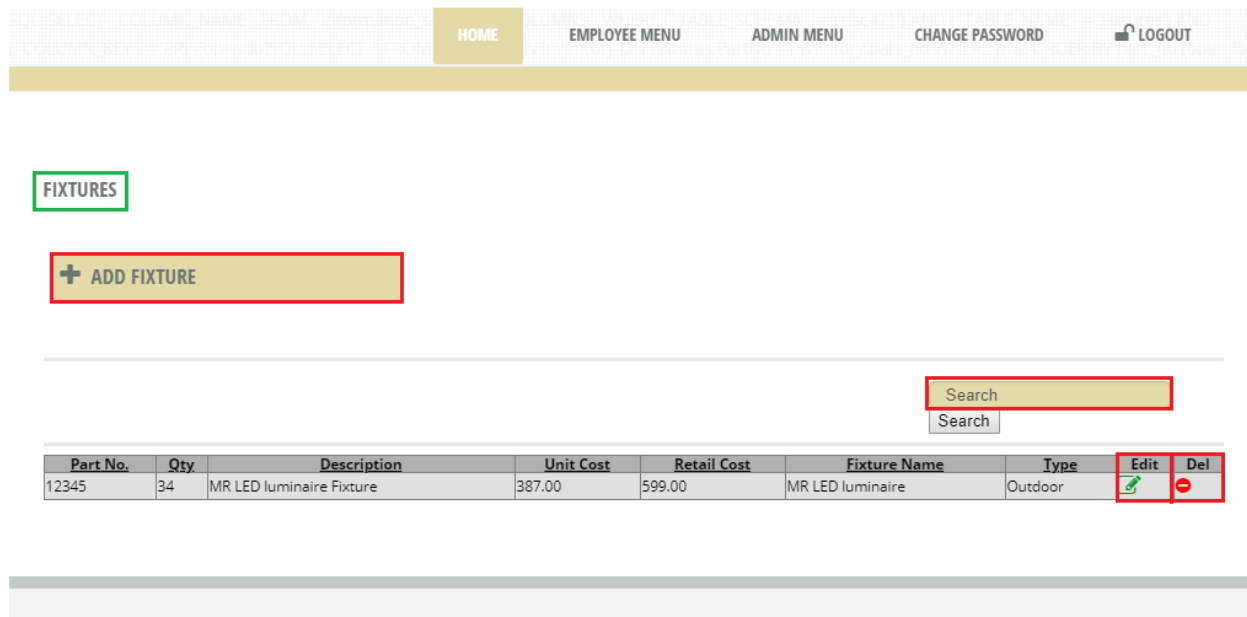
3. Sales

a. Fixtures

By clicking on the Fixtures button on the **EMPLOYEE MENU** screen, the **FIXTURE** screen opens, where the fixtures table is displayed. The following functions are available for maintaining the fixtures data: Add, Delete, Edit and Search (Pictures 21. and 22.):



(Picture 21.)



(Picture 22.)

Add:

1. In order to add a new fixture, click on **ADD FIXTURE** button on the **FIXTURE** screen (Picture 22.).
2. On the “**FIXTURES DATA**” screen, you can go back to the fixtures table, by clicking the “**VIEW FIXTURES**” button, or you can add a new fixture by entering the necessary information (Picture 23.):

FIXTURES DATA

VIEW FIXTURES

SUBMIT CANCEL

Information

Part Number:

Quantity:

Unit Cost:

Retail Cost:

(Picture 23.)

3. After entering and submitting fixture information and details (Picture 24.):

HOME EMPLOYEE MENU ADMIN MENU CHANGE PASSWORD LOGOUT

FIXTURES DATA

VIEW FIXTURES

SUBMIT CANCEL

Information

Part Number:

Quantity:

Unit Cost:

Retail Cost:

Details

Description:

Fixture Name:

Type:

Indoor

Light Panel

Outdoor

Controller

(Picture 24.)

4. The new fixture is added to the **FIXTURES** table (Picture 25.):

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

FIXTURES

+ ADD FIXTURE

Search

Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Fixture Name	Type	Edit	Del
12345	34	MR LED luminaire Fixture	453.00	629.00	MR LED luminaire	Outdoor		
12346	63	75-250 Watt HID fixture	337.00	529.00	75-250 Watt HID	Outdoor		
12347	25	Multi-functional LED luminaire fixture	528.00	799.00	MF LED luminaire	Light Panel		

(Picture 25.)

Search

1. To Search for a particular fixture, enter the search criteria in the Search field and click on the **Search** button (Picture 26.):

FIXTURES

+ ADD FIXTURE

LED

Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Fixture Name	Type	Edit	Del
12345	34	MR LED luminaire Fixture	453.00	629.00	MR LED luminaire	Outdoor		
12346	63	75-250 Watt HID fixture	337.00	529.00	75-250 Watt HID	Outdoor		
12347	25	Multi-functional LED luminaire fixture	528.00	799.00	MF LED luminaire	Light Panel		

(Picture 26.)





2. The rows containing the search criteria are displayed (Picture 27.):

FIXTURES

+ ADD FIXTURE


LED

Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Fixture Name	Type	Edit	Del
12345	34	MR LED luminaire Fixture	453.00	629.00	MR LED luminaire	Outdoor		
12347	25	Multi-functional LED luminaire fixture	528.00	799.00	MF LED luminaire	Light Panel		

(Picture 27.)

Edit:







- In order to edit an existing entry, click on the Edit icon  (Picture 28.)

FIXTURES

+ ADD FIXTURE

Search

Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Fixture Name	Type	Edit	Del
12345	34	MR LED luminaire Fixture	453.00	629.00	MR LED luminaire	Outdoor		
12346	63	75-250 Watt HID fixture	337.00	529.00	75-250 Watt HID	Outdoor		
12347	25	Multi-functional LED luminaire fixture	528.00	799.00	MF LED luminaire	Light Panel		

(Picture 28.)

- On the **Fixtures data** screen, edit necessary information (i.e. Unit cost and Retail cost), and click on **Submit** button to save completed changes (Pictures 29. and 30.):

FIXTURES DATA

VIEW FIXTURES

SUBMIT

CANCEL

Information

Part Number:

12345

Quantity:

34

Unit Cost:

528

Retail Cost:

739

Details

Description:

MR LED luminaire Fixture

Fixture Name:

MR LED luminaire

Type:

Outdoor

(Picture 29.)



FIXTURES

+ ADD FIXTURE

Search

Search

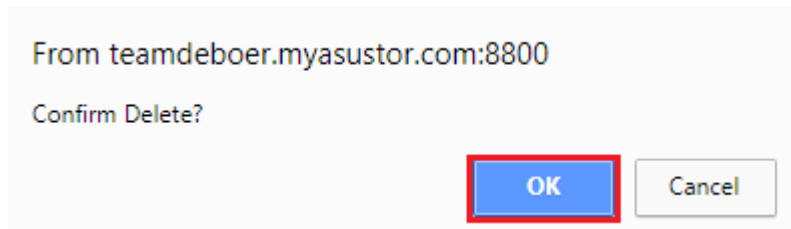
Part No.	Qty	Description	Unit Cost	Retail Cost	Fixture Name	Type	Edit	Del
12345	34	MR LED luminaire Fixture	528.00	739.00	MR LED luminaire	Outdoor		
12346	63	75-250 Watt HID fixture	337.00	529.00	75-250 Watt HID	Outdoor		
12347	25	Multi-functional LED luminaire fixture	528.00	799.00	MF LED luminaire	Light Panel		

(Picture 30.)

Delete:

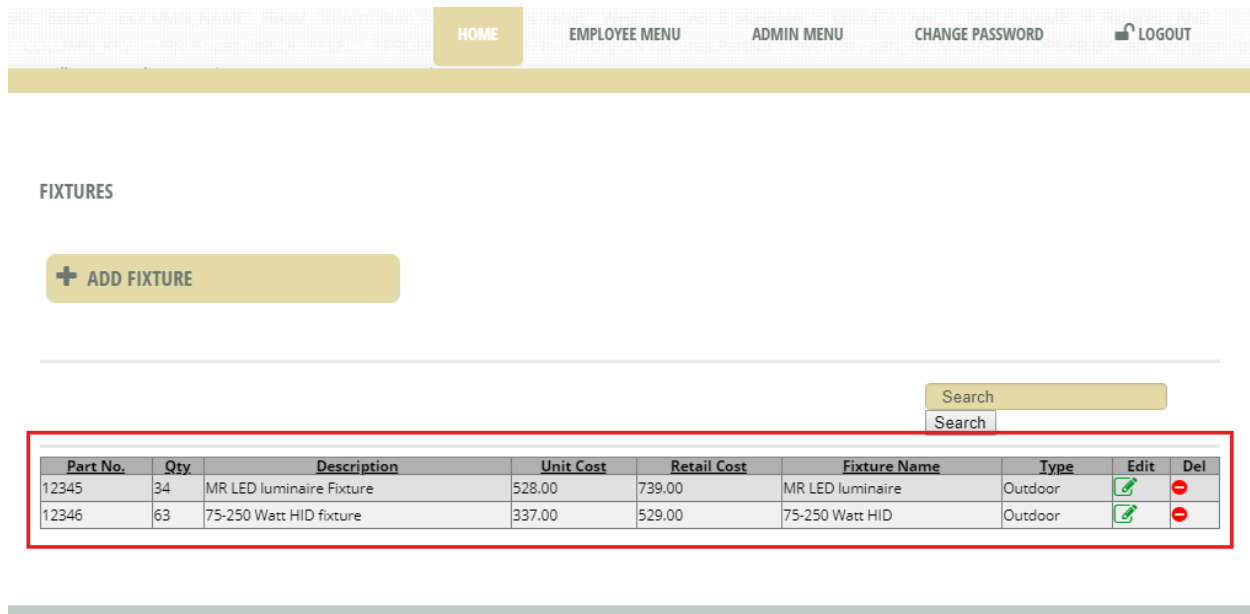
- In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted

5. Confirm deletion by clicking on **OK** in the question window (Picture 31.):



(Picture 31.)

6. The fixture number 12347 is deleted from the table (Picture 32.):



(Picture 32.)

c. Sales Order

By clicking on **SALES ORDER** button on the main employee screen, the **SALES ORDERS** screen opens, containing the orders table (Picture 33.). The following functions are available for maintaining the information on orders: Add, Delete, Edit and Search (Picture 34.).

HOME

EMPLOYEE MENU

ADMIN MENU

CHANGE PASSWORD

LOGOUT

SALES ORDERS

+ ADD ORDER

Search

Search

Order No	Quote	Status	Shipper	Recvd	Amt	Freight	sShip Date	Track #	Edit	Del
43248	1	On Order	Fed Ex	2018-04-02	357.00	97.00	2018-04-02	2147483647		

Add:

1. In order to add a new order, click on “**ADD ORDER**” button on the **SALES ORDERS** screen (Picture 34.).
2. On the “**ORDER DATA**” screen, you can go back to the order table, by clicking the “**VIEW SALES ORDERS**” button, or you can add a new order by entering the following information (Picture 35.):
 - a. *Order No*: enter the order number.

- b. Status: when entering the new order, choose “On Order” if the requested products are available or “Back Ordered” if the requested products are yet to be manufactured/ordered. (Please note that other statuses will be consequently used for monitoring the order status).

The screenshot displays a web application interface for entering order data. At the top, there is a navigation bar with links: HOME, EMPLOYEE MENU, ADMIN MENU, CHANGE PASSWORD, and LOGOUT. Below this, a green box highlights the 'ORDER DATA' section. A yellow button labeled 'VIEW SALES ORDERS' is visible. The form itself has two main sections: 'Information' and 'Details'. In the 'Information' section, the 'Order No.' field is highlighted with a red box. Below it, the 'Status' dropdown menu is open, showing options: On Order, Back Ordered, Shipped, Received, Paid, and Complete. A red arrow points to the 'On Order' option. The 'Details' section contains fields for 'QuoteNo.' and 'Created On'.

(Picture 35.)

- c. QuoteNo: choose the quote number, order is related to (Picture 36.):

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

ORDER DATA

VIEW SALES ORDERS

SUBMITCANCEL

Information

Order No:

Status:

Details

QuoteNo:

Created On:

Amount:

Freight:

(Picture 36.)

- d. Created On: choose the date when order is being recorded in the system (Picture 37.):

VIEW SALES ORDERSHOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

SUBMITCANCEL

Information

Order No:

Status:

Details

QuoteNo:

Created On:

Amount:

Freight:

Shipping Data

Shipper:

Tracking #:

Est. Ship:

(Picture 37.)

- e. Amount: enter the total order amount.
- f. Freight: enter the freight cost.
- g. Shipper: choose the shipper from the drop-down menu (Picture 38.).

The screenshot shows a web form with three main sections: Information, Details, and Shipping Details. At the top left are 'SUBMIT' and 'CANCEL' buttons. The 'Information' section contains 'Order No:' and 'Status:' (set to 'On Order'). The 'Details' section contains 'QuoteNo:' (set to '2'), 'Created On:' (set to '2018-04-02'), 'Amount:' (set to '870'), and 'Freight:' (set to '120'). The 'Shipping Details' section contains 'Shipper:' (a dropdown menu with 'Fed Ex' and 'Delay and Loss' options), 'Tracking #:', 'Est. Ship:' (set to '2018-04-02'), and 'Date Recv'd:' (set to '2018-04-02').

(Picture 38.)

- h. Est. Ship: enter the estimate shipment date (Picture 39.)
- i. Date Recv'd: date received will be appropriately updated later, when the information on delivery is received (Picture 39.).

The screenshot shows the same web form as in Picture 38, but with the 'Shipper' dropdown menu set to 'Fed Ex'. The 'Tracking #', 'Est. Ship', and 'Date Recv'd' fields are highlighted with red boxes. The 'Tracking #' field contains the value '74439247329847032'. The 'Est. Ship' field is set to '2018-04-17'. The 'Date Recv'd' field is set to '2018-04-17'. At the top of the form, there is a navigation bar with links: 'HOME', 'EMPLOYEE MENU', 'ADMIN MENU', 'CHANGE PASSWORD', and 'LOGOUT'.

(Picture 39.)

3. When all necessary information is entered, click on the **SUBMIT** button to save recorded sales order (Pictures 40. and 41.).

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

SUBMITCANCEL

Information

Order No:38276

Status:On Order

Details

QuoteNo:2

Created On:2018-04-02

Amount:870

Freight:120

Shipping Details

Shipper:Fed Ex

Tracking #:74439247329847032

Est. Ship:2018-04-17

Date Recv'd:2018-04-17

(Picture 40.)

SELECT COLUMN NAME FROM INFORMATION COLUMN AND OPEN INFORMATION SELECT VALUE

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

SALES ORDERS

+ ADD ORDER

Search

Search

Order No	Quote	Status	Shipper	Recv'd	Amt	Freight	sShip Date	Track #	Edit	Del
38276	2	On Order	Fed Ex	2018-04-17	870.00	120.00	2018-04-17	2147483647		
43248	1	On Order	Fed Ex	2018-04-02	357.00	97.00	2018-04-02	2147483647		

(Picture 41.)

Search

1. To Search for a particular sales order, enter the search criteria in the Search field and click on the **Search** button (Picture 42.):

COLLAPSE MENU

HOME

EMPLOYEE MENU

ADMIN MENU

CHANGE PASSWORD





LOGOUT

SALES ORDERS

+ ADD ORDER

38276

Search

Order No	Quote	Status	Shipper	Recvd	Amt	Freight	sShip Date	Track #	Edit	Del
38276	2	On Order	Fed Ex	2018-04-17	870.00	120.00	2018-04-17	2147483647		
43248	1	On Order	Fed Ex	2018-04-02	357.00	97.00	2018-04-02	2147483647		

(Picture 42.)


2. The row containing the search criteria is displayed (Picture 43.):

SALES ORDERS

+ ADD ORDER


38276

Search

Order No	Quote	Status	Shipper	Recvd	Amt	Freight	sShip Date	Track #	Edit	Del
38276	2	On Order	Fed Ex	2018-04-17	870.00	120.00	2018-04-17	2147483647		

(Picture 43.)

Edit:





5. In order to edit an existing entry, click on the Edit icon  (Picture 44.)

SALES ORDERS

+ ADD ORDER

Search

Search

Order No	Quote	Status	Shipper	Recvd	Amt	Freight	sShip Date	Track #	Edit	Del
38276	2	On Order	Fed Ex	2018-04-17	870.00	120.00	2018-04-17	2147483647		
43248	1	On Order	Fed Ex	2018-04-02	357.00	97.00	2018-04-02	2147483647		

(Picture 44.)

- On the **ORDER DATA** screen, edit necessary information (i.e. order status), and click on **Submit** button to save completed changes (Pictures 45. and 46.):

ORDER DATA

VIEW SALES ORDERS

SUBMIT **CANCEL**

Information

Order No:

43248

Status:

On Order

On Order

Back Ordered

Shipped

Received

Paid

Complete

Details

QuoteNo:

Created On:

ORDER DATA

VIEW SALES ORDERS

SUBMIT **CANCEL**

Information

Order No:

43248

Status:

Shipped

Details

QuoteNo:

1

Created On:

2018-03-21





(Picture 45.)

SALES ORDERS

+ ADD ORDER


Search

Search


Order No	Quote	Status	Shipper	Recvd	Amt	Freight	sShip Date	Track #	Edit	Del
38276	2	On Order	Fed Ex	2018-04-17	870.00	120.00	2018-04-17	2147483647		
43248	1	Shipped	Fed Ex	2018-04-02	357.00	97.00	2018-04-02	2147483647		

(Picture 46.)

Delete:







7. In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted  (Picture 47.)

SALES ORDERS

 ADD ORDER

Search

Search

Order No	Quote	Status	Shipper	Recvd	Amt	Freight	sShip Date	Track #	Edit	Del
38276	2	Shipped	Fed Ex	2018-04-17	870.00	120.00	2018-04-17	2147483647		
43248	1	On Order	Fed Ex	2018-04-02	357.00	97.00	2018-04-02	2147483647		
456746	4	Back Ordered	Delay and Loss	2018-04-03	100.00	33.00	2018-04-03	434234		

(Picture 47.)

8. Confirm deletion by clicking on **OK** in the question window (Picture 48.):

From teamdeboer.myasustor.com:8800

Confirm Delete?

OK

Cancel

(Picture 48.)





9. The order number 456746 is deleted from the table (Picture 49.):

SALES ORDERS

 ADD ORDER

Search

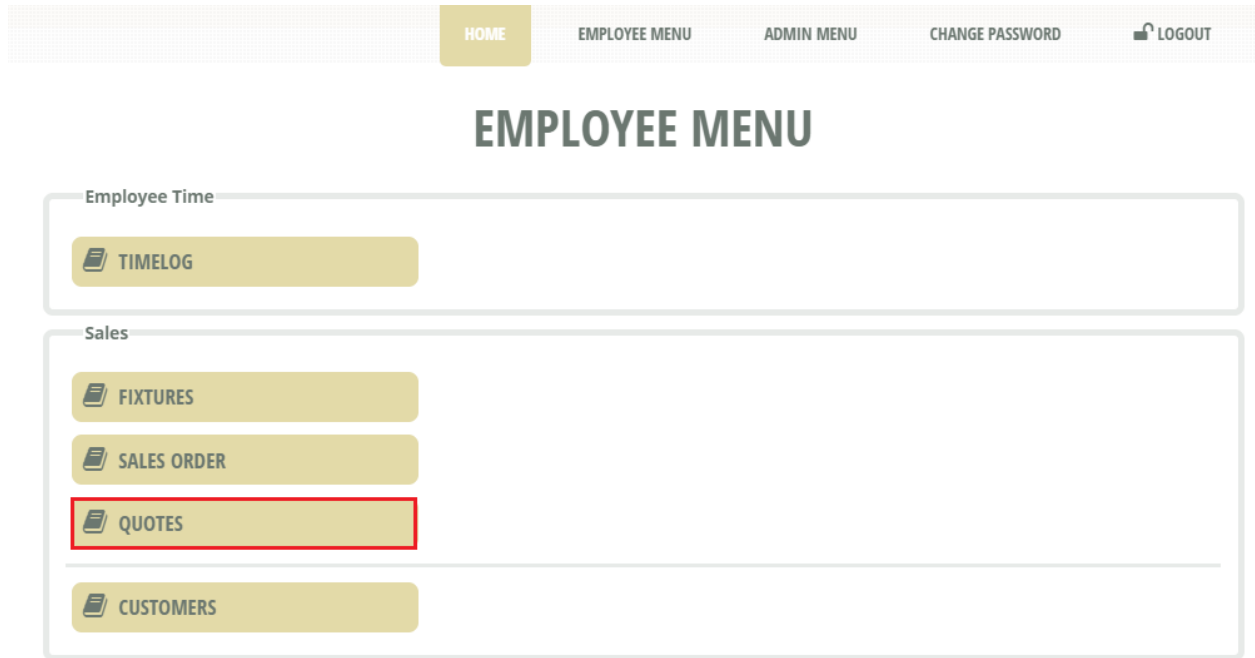
Search

Order No	Quote	Status	Shipper	Recvd	Amt	Freight	sShip Date	Track #	Edit	Del
38276	2	Shipped	Fed Ex	2018-04-17	870.00	120.00	2018-04-17	2147483647		
43248	1	On Order	Fed Ex	2018-04-02	357.00	97.00	2018-04-02	2147483647		

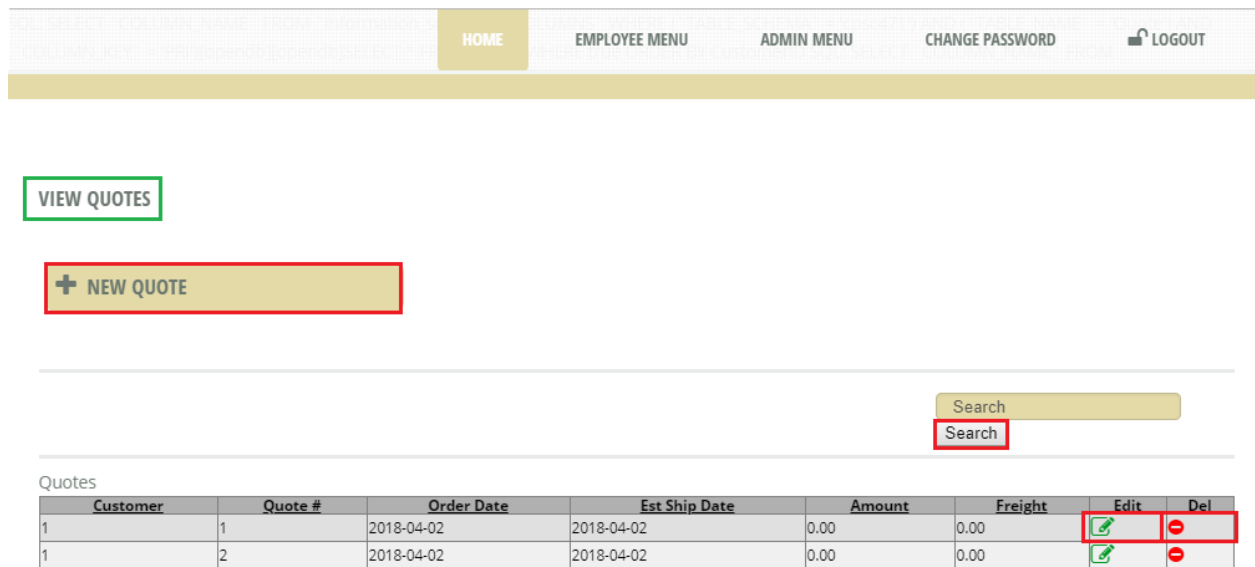
(Picture 49.)

d. Quotes

By clicking on **QUOTES** button on the main employee screen (Picture 50.), the **VIEW QUOTES** window opens, containing the quotes table. The following functions are available for maintaining information on quotes: Add, Delete, Edit and Search (Picture 51.).



(Picture 50.)



(Picture 51.)

Add:

4. In order to add a new quote, click on **NEW QUOTE** button on the VIEW QUOTES screen (Picture 51.).
5. On the **QUOTE ENTRY** screen, you can go back to the quotes table, by clicking the **VIEW QUOTES** button, or you can add a new quote by entering the following information (Picture 52.):
 - a. Quote #: it is automatically generated; no entry is necessary.
 - b. Customer: from the available drop-down list, choose the customer who requested the particular quote.



QUOTE ENTRY

VIEW QUOTES

SUBMIT CANCEL

Details

Quote #

Customer:

Description:

Date Ordered:

Est Ship Date:

Amount:

(Picture 52.)

- c. Description: enter the brief descriptions of the requested items (Picture 53.)
- d. Date Ordered: choose the date customer requested the order (**not** the date you are recording the quote in the system) (Picture 53.)

HOME EMPLOYEE MENU ADMIN MENU CHANGE PASSWORD LOGOUT

SUBMIT CANCEL

Details

Quote #: Quote #

Customer: Red Deer Casino

Description: Outside fixtures - needed for parking lot

Date Ordered: 2018-04-02

Est Ship Date: Mar 2018

Amount:

Shipping Date: 1 2 3

Terms: 4 5 6 7 8 9 10

Sold By: 11 12 13 14 15 16 17

Receiving Date: 18 19 20 21 22 23 24

Notes: 25 26 27 28 29 30 31

Today Done

(Picture 53.)

- e. Est Ship Date: based on the requested product availability, choose the estimated shipment date (Picture 54.)

HOME EMPLOYEE MENU ADMIN MENU CHANGE PASSWORD LOGOUT

SUBMIT CANCEL

Details

Quote #: Quote #

Customer: Red Deer Casino

Description: Outside fixtures - needed for parking lot

Date Ordered: 2018-03-29

Est Ship Date: 2018-04-02

Amount:

Shipping Date: Apr 2018

Terms: 1 2 3 4 5 6 7

Sold By: 8 9 10 11 12 13 14

Receiving Date: 15 16 17 18 19 20 21

Notes: 22 23 24 25 26 27 28

29 30

(Picture 54.)

- f. Amount: enter the total quote amount (Picture 55.)
- g. Terms: choose the appropriate selection from the drop down (Picture 55.)

HOME EMPLOYEE MENU ADMIN MENU CHANGE PASSWORD LOGOUT

Details

Quote #: Quote #

Customer: Red Deer Casino

Description: Outside fixtures - needed for parking lot

Date Ordered: 2018-03-29

Est Ship Date: 2018-04-29

Amount: 2500

Shipping Details

Terms:
 Sold By:
 TBD
 Account
 Cash
 Credit Card
 Net 15
 Net 30
 Net 45
 Net 60

Receiving Details

Notes:

(Picture 55.)

- h. Sold by: choose the salesperson who made the agreement (Picture 56.)
- i. Notes: Add all necessary information and details related to the particular quote (Picture 56.)

VIEW QUOTE HOME EMPLOYEE MENU ADMIN MENU CHANGE PASSWORD LOGOUT

SUBMIT CANCEL

Details

Quote #: Quote #

Customer: Red Deer Casino

Description: Outside fixtures - needed for parking lot

Date Ordered: 2018-03-29

Est Ship Date: 2018-04-29

Amount: 2500

Shipping Details

Terms: Account

Sold By: salesguy

Receiving Details

Notes:
Please note that

(Picture 56.)

- j. In the Items section, choose the parts number using the product list from the drop-down menu (Picture 57.)

Notes
Please note that

HOME EMPLOYEE MENU ADMIN MENU CHANGE PASSWORD LOGOUT

Items

Item 1

Part Number

Quantity: 0 -

Unit Price: 12345 - MR LED luminaire Fixture

12346 - 75-250 Watt HID fixture

12347 - Multi-functional LED luminaire fixture

43722 - Lightning Rod Pole

54387 - Controls

438678 - Ballast

ADD ANOTHER ITEM

SUBMIT

(Picture 57.)

- k. Quantity: enter the requested quantity
- l. Unit Price: enter the agreed unit price
6. After entering the above necessary data, you can save the quote by clicking on the **SUBMIT** button, or you can add additional items by clicking on the **ADD ANOTHER ITEM** button (Pictures 58. and 59.)

Items

Item 1

Part Number: 12347 - Multi-functional LED luminaire fixture ▼

Quantity: 25

Unit Price: 200

Item 2

Part Number: 43722 - Lightning Rod Pole ▼

Quantity: 2

Unit Price: 956

ADD ANOTHER ITEM

SUBMIT

(Picture 58.)

Items

Item 1

Part Number: 12347 - Multi-functional LED luminaire fixture ▼

Quantity: 25

Unit Price: 200

Item 2

Part Number: 43722 - Lightning Rod Pole ▼

Quantity: 2

Unit Price: 956

ADD ANOTHER ITEM

SUBMIT

(Picture 59.)

Search

3. To Search for a particular quote, enter the search criteria in the Search field and click on the **Search** button (Picture 60.):

VIEW QUOTES

 NEW QUOTE

03-29

Search

Quotes

Customer	Quote #	Order Date	Est Ship Date	Amount	Freight	Edit	Del
1	1	2018-04-02	2018-04-02	0.00	0.00		
1	2	2018-04-02	2018-04-02	0.00	0.00		
2	3	2018-03-29	2018-04-29	0.00	0.00		
3	4	2018-04-02	2018-04-02	0.00	0.00		

(Picture 60.)

4. The row containing the search criteria is displayed (Picture 61.):



VIEW QUOTES

 NEW QUOTE

03-29


Search

Quotes

Customer	Quote #	Order Date	Est Ship Date	Amount	Freight	Edit	Del
2	3	2018-03-29	2018-04-29	0.00	0.00		

(Picture 61.)

Edit:

7. In order to edit an existing entry, click on the Edit icon  (Picture 62.)

VIEW QUOTES

[+ NEW QUOTE](#)

Search

Search

Quotes

Customer	Quote #	Order Date	Est Ship Date	Amount	Freight	Edit	Del
1	1	2018-04-02	2018-04-02	0.00	0.00		
1	2	2018-04-02	2018-04-02	0.00	0.00		
2	3	2018-03-29	2018-04-29	0.00	0.00		
3	4	2018-04-02	2018-04-02	0.00	0.00		

(Picture 62.)

- On the **VIEW QUOTES** screen, edit necessary information (i.e. estimated shipment date), and click on **Submit** button to save completed changes (Pictures 63. and 64.):

QUOTE ENTRY

HOME

EMPLOYEE MENU

ADMIN MENU

[← VIEW QUOTES](#)

SUBMIT

CANCEL

Details

Quote #:

1

Customer:

Star Eagle

Description:

none

Date Ordered:

2018-04-02

Est Ship Date:

2018-04-05

(Picture 63.)

VIEW QUOTES

[+ NEW QUOTE](#)

Search

Search

Quotes

Customer	Quote #	Order Date	Est Ship Date	Amount	Freight	Edit	Del
1	1	2018-04-02	2018-04-05	0.00	0.00		
1	2	2018-04-02	2018-04-02	0.00	0.00		
2	3	2018-03-29	2018-04-29	0.00	0.00		
3	4	2018-04-02	2018-04-02	0.00	0.00		

(Picture 64.)

Delete:

10. In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted (Picture 64.)

11. Confirm deletion by clicking on **OK** in the question window (Picture 65.):

From teamdeboer.myasustor.com:8800

Confirm Delete?

OK

Cancel

(Picture 65.)

12. The quote number 2 from the customer number 1 is deleted from the table (Picture 66.):

VIEW QUOTES

[+ NEW QUOTE](#)

Search

Search

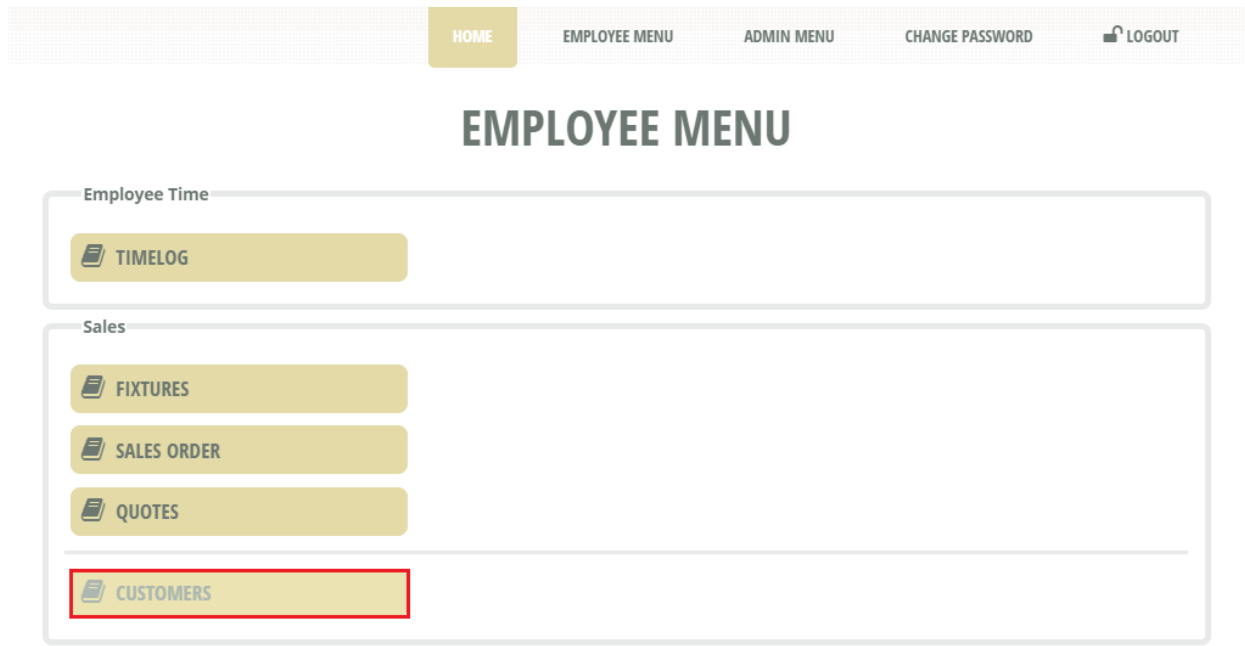
Quotes

Customer	Quote #	Order Date	Est Ship Date	Amount	Freight	Edit	Del
1	1	2018-04-02	2018-04-05	0.00	0.00		
2	3	2018-03-29	2018-04-29	0.00	0.00		
3	4	2018-04-02	2018-04-02	0.00	0.00		

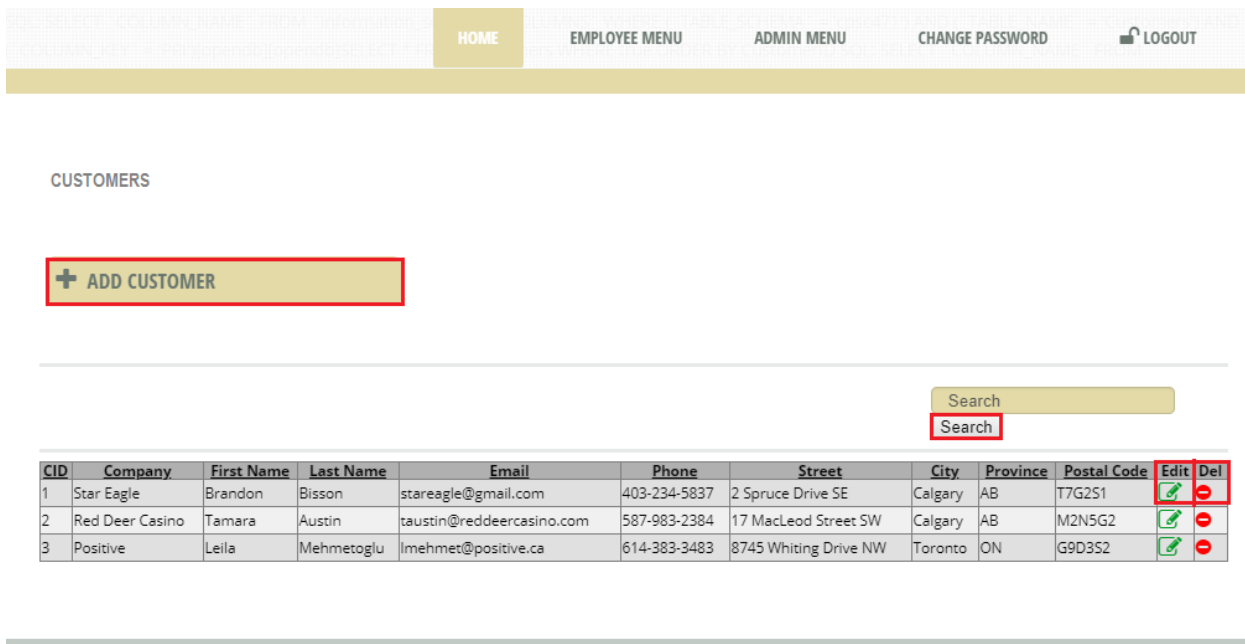
(Picture 66.)

e. Customers

By clicking on **CUSTOMERS** button on the main employee screen (Picture 67.), the **CUSTOMER DATA** window with the customer table opens, where the following functions are available for maintaining the customer data: Add, Delete, Edit and Search (Picture 68.):



(Picture 67.)



(Picture 68.)

Add:

1. In order to add a customer, click on **ADD CUSTOMER** button to open the **CUSTOMER DATA** screen (Picture 68.).
2. The **Customer ID** field is automatically populated. The rest of the customer information needs to be added by entering the following data: First Name, Last Name, Company, Email, Phone, Street, City, Province, Postal Code, Country (Picture 69.).

Note: customer identification data are mandatory fields.

CUSTOMER DATA



SUBMITCANCEL

Information

Customer ID:Customer ID

First Name:Ricky

Last Name:Bates

Company:Paradiso

Contact Details

Email:bates@paradiso.com

Phone:985-345-2342

Street:431 Southeastern Lane

City:Hammond

Province:LA

Postal Code:87632-4325

Country:United States

(Picture 69.)

Search

1. To Search for a particular customer, enter the search criterial in the Search field and click on the Search button (Picture 70.):

CUSTOMERS

+ ADD CUSTOMER

Calgary

Search

CID	Company	First Name	Last Name	Email	Phone	Street	City	Province	Postal Code	Edit	Del
1	Star Eagle	Brandon	Bisson	stareagle@gmail.com	403-234-5837	2 Spruce Drive SE	Calgary	AB	T7G2S1		
2	Red Deer Casino	Tamara	Austin	taustin@reddeercasino.com	587-983-2384	17 MacLeod Street SW	Calgary	AB	M2N5G2		
3	Positive	Leila	Mehmetoglu	lmehmet@positive.ca	614-383-3483	8745 Whiting Drive NW	Toronto	ON	G9D3S2		
4	Paradiso	Ricky	Bates	bates@paradiso.com	985-345-2342	431 Southeastern Lane	Hammond	LA	87632-4325		

(Picture 70.)

2. The rows containing the search criteria are listed (Picture 71.):

CUSTOMERS

+ ADD CUSTOMER

Calgary

Search

CID	Company	First Name	Last Name	Email	Phone	Street	City	Province	Postal Code	Edit	Del
1	Star Eagle	Brandon	Bisson	stareagle@gmail.com	403-234-5837	2 Spruce Drive SE	Calgary	AB	T7G2S1		
2	Red Deer Casino	Tamara	Austin	taustin@reddeercasino.com	587-983-2384	17 MacLeod Street SW	Calgary	AB	M2N5G2		

(Picture 71.)

Edit:

1. In order to edit an existing entry, click on the Edit icon (Picture 72.)

FIXTURES

+ ADD FIXTURE

Search

Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Fixture Name	Type	Edit	Del
12345	34	MR LED luminaire Fixture	453.00	629.00	MR LED luminaire	Outdoor		
12346	63	75-250 Watt HID fixture	337.00	529.00	75-250 Watt HID	Outdoor		
12347	25	Multi-functional LED luminaire fixture	528.00	799.00	MF LED luminaire	Light Panel		

(Picture 72.)

- On the **Customers data** screen, edit necessary information (i.e. Street), and click on **Submit** button to save performed changes (Pictures 73. and 74.):

SUBMITCANCEL

Information

Customer ID:1

First Name:Brandon

Last Name:Bisson

Company:Star Eagle

Contact Details

Email:stareagle@gmail.com

Phone:403-234-5837

Street:14 Avenue NW

City:Calgary

Province:AB

Postal Code:T7G2S1

Country:Canada

(Picture 73.)

CUSTOMERS

+ ADD CUSTOMER


Search

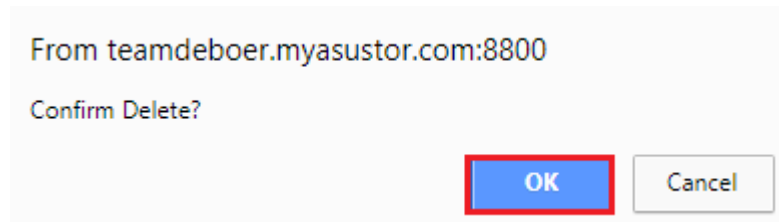
Search

CID	Company	First Name	Last Name	Email	Phone	Street	City	Province	Postal Code	Edit	Del
1	Star Eagle	Brandon	Bisson	stareagle@gmail.com	403-234-5837	14 Avenue NW	Calgary	AB	T7G2S1		
2	Red Deer Casino	Tamara	Austin	taustin@reddeercasino.com	587-983-2384	17 MacLeod Street SW	Calgary	AB	M2N5G2		
3	Positive	Leila	Mehmetoglu	lmehmet@positive.ca	614-383-3483	8745 Whiting Drive NW	Toronto	ON	G9D3S2		
4	Paradiso	Ricky	Bates	bates@paradiso.com	985-345-2342	431 Southeastern Lane	Hammond	LA	87632-4325		

(Picture 74.)

Delete:

1. In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted 
2. Confirm deletion by clicking on OK in the question window (Picture 75.):



(Picture 75.)


3. The Customer number 4 has been deleted (Picture 76.)

VIEW JOBS

 + ADD CUSTOMER

Search

Search

CID	Company	First Name	Last Name	Email	Phone	Street	City	Province	Postal Code	Edit	Del
1	Star Eagle	Brandon	Bisson	stareagle@gmail.com	403-234-5837	14 Avenue NW	Calgary	AB	T7G2S1		
2	Red Deer Casino	Tamara	Austin	taustin@reddeercasino.com	587-983-2384	17 MacLeod Street SW	Calgary	AB	M2N5G2		
3	Positive	Leila	Mehmetoglu	lmehmet@positive.ca	614-383-3483	8745 Whiting Drive NW	Toronto	ON	G9D3S2		

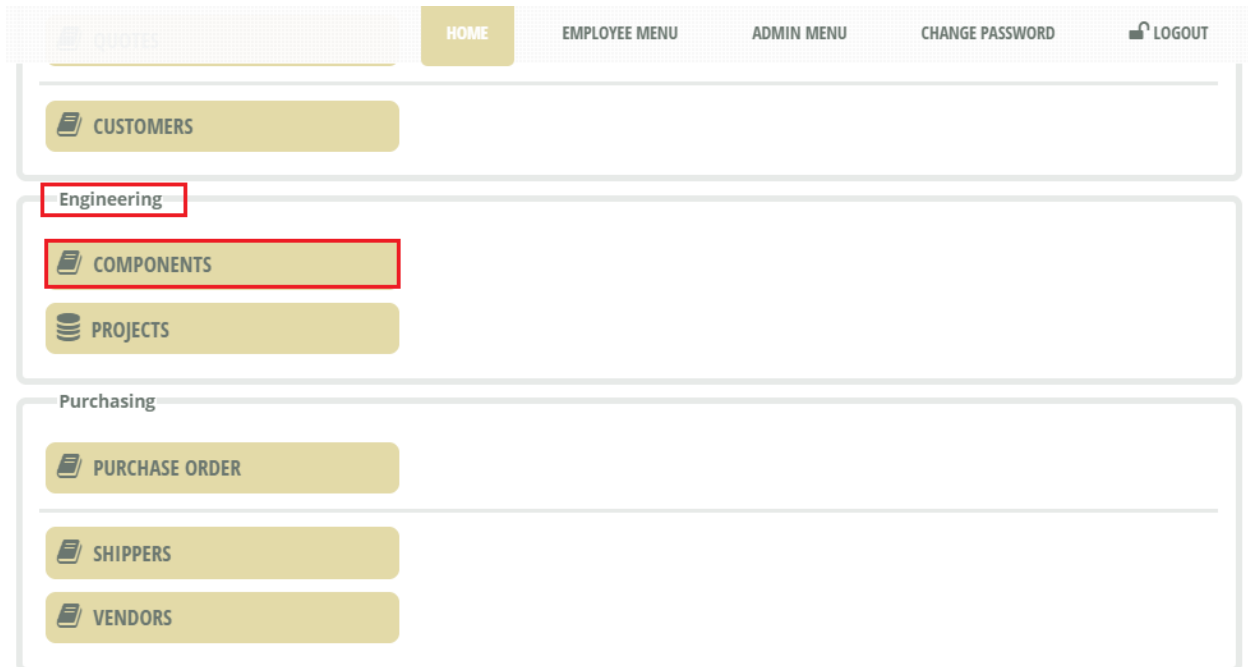
(Picture 75.)

4. Engineering

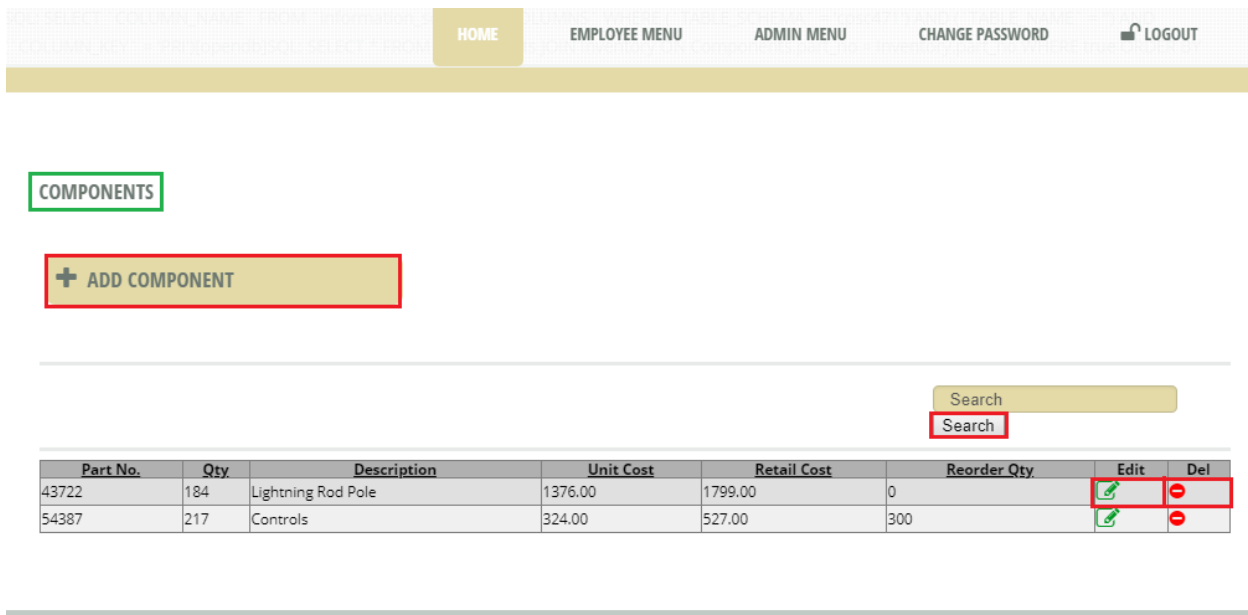
Engineering section consists of the Components and Projects segments (Picture 76.).

a. Components

By clicking on the Components button on the Engineering section of the **EMPLOYEE MENU** screen (Picture 76.), the **COMPONENTS** screen opens, where the components table is displayed. The following functions are available for maintaining the components data: Add, Delete, Edit and Search (Picture 77.):



(Picture 76.)



(Picture 77.)

Add:

1. In order to add a new component, click on **ADD COMPONENT** button on the COMPONENTS screen (Picture 77.).
2. On the **COMPONENTS DATA** screen, you can go back to the components table, by clicking the **VIEW COMPONENTS** button, or you can add a new fixture by entering the necessary information (Picture 78.).

3. After entering and submitting components information and details (Picture 79.):

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

COMPONENTS DATA

VIEW COMPONENTS

SUBMITCANCEL

Information

Part Number:438678

Quantity:945

Unit Cost:58

Retail Cost:99

Description:Ballast

Reorder Qty:2500

(Picture 79.)

4. The new component is added to the components table (Picture 80.)

SELECT COLUMN NAME FROM COMPONENTS
COLUMN KEY: Name, Description, Unit Cost, Retail Cost, Reorder Qty

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

COMPONENTS

ADD COMPONENT

Search

Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Reorder Qty	Edit	Del
43722	184	Lightning Rod Pole	1376.00	1799.00	0		
54387	217	Controls	324.00	527.00	300		
438678	945	Ballast	58.00	99.00	2500		

(Picture 80.)

Search

- To Search for a particular component, enter the search criterial in the Search field and click on the Search button (Picture 81.):

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

COMPONENTS

+ ADD COMPONENT

ball

Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Reorder Qty.	Edit	Del
1234	2	rod	14.50	24.50	2		
43722	184	Lightning Rod Pole	1376.00	1799.00	0		
54387	217	Controls	324.00	527.00	300		
438678	945	Ballast	58.00	99.00	2500		

(Picture 81.)

- The row containing the search criteria is listed (Picture 82.):

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

COMPONENTS

+ ADD COMPONENT


ball

Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Reorder Qty.	Edit	Del
438678	945	Ballast	58.00	99.00	2500		









(Picture 82.)

Edit:

3. In order to edit an existing entry, click on the Edit icon  (Picture 83.)

COMPONENTS

 ADD COMPONENT

Part No.	Qty	Description	Unit Cost	Retail Cost	Reorder Qty	Edit	Del
1234	2	rod	14.50	24.50	2		
43722	184	Lightning Rod Pole	1376.00	1799.00	0		
54387	217	Controls	324.00	527.00	300		
438678	945	Ballast	58.00	99.00	2500		

(Picture 83.)

4. On the **Components data** screen, edit necessary information (i.e. reorder qty), and click on **Submit** button to save performed changes (Pictures 84. and 85.):

COMPONENTS DATA

 VIEW COMPONENTS

Information

Part Number:

43722

Quantity:

184

Unit Cost:

1376

Retail Cost:

1799

Description:

Lightning Rod Pole

Reorder Qty.:

25









(Picture 84.)

COMPONENTS

+ ADD COMPONENT


Search

Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Reorder Qty	Edit	Del
1234	2	rod	14.50	24.50	2		
43722	184	Lightning Rod Pole	1376.00	1799.00	25		
54387	217	Controls	324.00	527.00	300		
438678	945	Ballast	58.00	99.00	2500		

(Picture 85.)

Delete:

- In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted  (Picture 85.)
- Confirm deletion by clicking on OK in the question window (Picture 86.):

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Confirm Delete?

OK

Cancel

(Picture 86.)







- The Component number 1234 has been deleted (Picture 87.)

COMPONENTS

+ ADD COMPONENT

Search

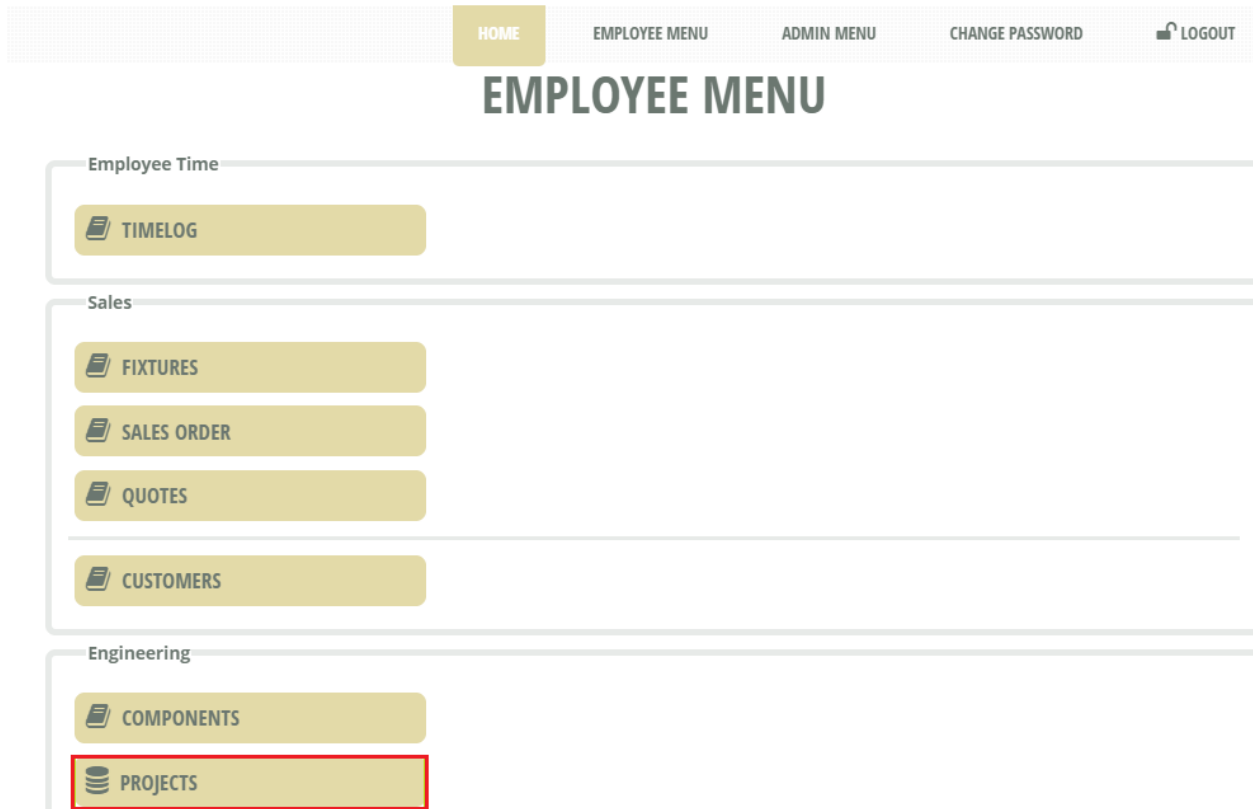
Search

Part No.	Qty	Description	Unit Cost	Retail Cost	Reorder Qty	Edit	Del
43722	184	Lightning Rod Pole	1376.00	1799.00	25		
54387	217	Controls	324.00	527.00	300		
438678	945	Ballast	58.00	99.00	2500		

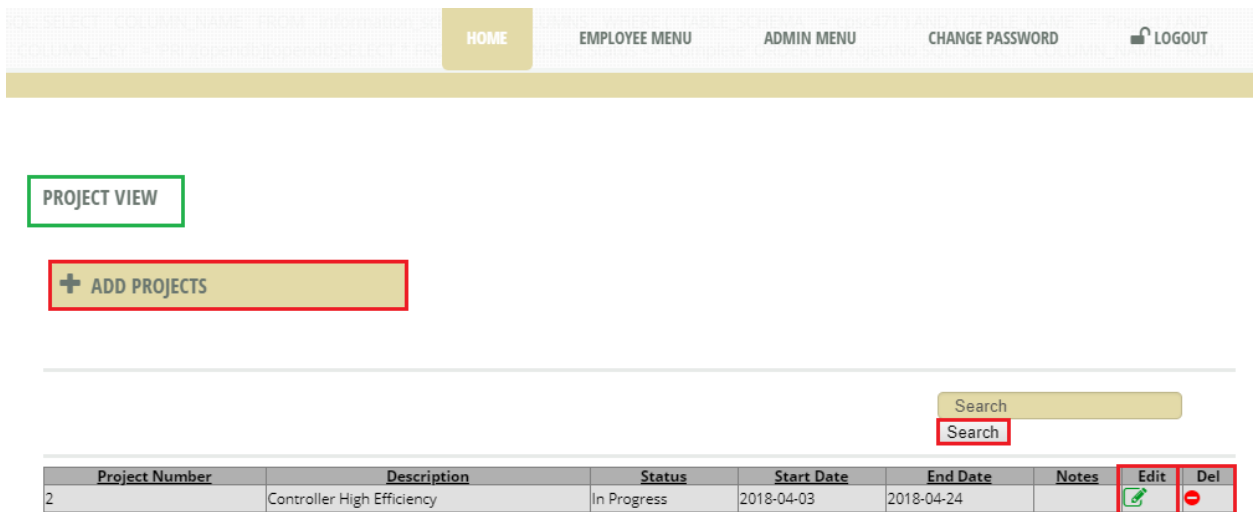
(Picture 87.)

f. Projects

By clicking on **PROJECTS** button on the main employee screen (Picture 88.), under the Engineering section, the **PROJECT VIEW** window with the projects table opens, where the following functions are available for maintaining the customer data: Add, Delete, Edit and Search (Picture 89.):



(Picture 88.)



(Picture 89.)

Add:

3. In order to add a new project, click on **ADD PROJECTS** button to open the **PROJECT VIEW** screen (Picture 89.).
4. On the “**PROJECT DATA**” screen, you can go back to the projects table, by clicking the “**VIEW PROJECT DATABASE**” button, or you can add a new project by entering the necessary information (Picture 90.).
 - a. Project Number: project number is automatically generated, no entry is necessary.
 - b. Description: add the brief project name/description.
 - c. Status: choose appropriate status of a project.
 - d. Start date: choose the date the work on project has started.
 - e. Comp date: choose estimated completion date.
 - f. Supervisor: choose the employee or department supervising the project.

HOME EMPLOYEE MENU ADMIN MENU CHANGE PASSWORD LOGOUT

PROJECT DATA

VIEW PROJECT DATABASE

SUBMIT CANCEL

Project Information

Project Number: Project Number

Description: Eagle outside MRDS fixture

Status: In Progress

Project Details

Start Date: 2018-03-08

Comp. Date: 2018-06-08

Supervisor: test1 salesguy root jdeboer cpssc471

Filepath:

Notes

(Picture 90.)

- g. Filepath: record the filepath where the project documentation and information is located
- h. Notes: enter all important related information that monitoring manager should be aware of (Picture 91.)

Project Details

Start Date: 2018-03-08

Comp. Date: 2018-06-08

Supervisor: cpsc471

Filepath: https:myasustor/ealgeoutsideproject

Notes

Notes:

The client requested the special....

(Picture 91.)

- After entering all necessary information, click on **SUBMIT** button to save the newly recorded project (Picture 92.)

PROJECT VIEW

+ ADD PROJECTS

Search

Search

Project Number	Description	Status	Start Date	End Date	Notes	Edit	Del
2	Controller High Efficiency	In Progress	2018-04-03	2018-04-24			
3	Eagle outside MRDS fixture	In Progress	2018-03-08	2018-06-08			

(Picture 92.)

Search

- To Search for a particular project, enter the search criteria in the Search field and click on the **Search** button (Picture 93.):

PROJECT VIEW

+ ADD PROJECTS

high eff

Search

Project Number	Description	Status	Start Date	End Date	Notes	Edit	Del
2	Controller High Efficiency	In Progress	2018-04-03	2018-04-24			
3	Eagle outside MRDS fixture	In Progress	2018-03-08	2018-06-08			

(Picture 93.)



6. The row containing the search criteria is displayed (Picture 94.):

PROJECT VIEW

+ ADD PROJECTS


high eff

Search

Project Number	Description	Status	Start Date	End Date	Notes	Edit	Del
2	Controller High Efficiency	In Progress	2018-04-03	2018-04-24			

(Picture 94.)

Edit:





9. In order to edit an existing entry, click on the Edit icon  (Picture 95.)

PROJECT VIEW

+ ADD PROJECTS

Search

Search

Project Number	Description	Status	Start Date	End Date	Notes	Edit	Del
2	Controller High Efficiency	In Progress	2018-04-03	2018-04-24			
3	Eagle outside MRDS fixture	In Progress	2018-03-08	2018-06-08			

(Picture 95.)

10. On the **PROJECT DATA** screen, edit necessary information (i.e. project status), and click on **Submit** button to save completed changes (Pictures 96. and 97.):

PROJECT DATA

 VIEW PROJECT DATABASE

SUBMIT

CANCEL

Project Information

Project Number:

2

Description:


Controller High Efficiency

Status:

On Hold





(Picture 96.)

PROJECT VIEW

 ADD PROJECTS


Search

Search

Project Number	Description	Status	Start Date	End Date	Notes	Edit	Del
2	Controller High Efficiency	On Hold	2018-04-03	2018-04-24			
3	Eagle outside MRDS fixture	In Progress	2018-03-08	2018-06-08			

(Picture 97.)

Delete:







13. In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted  (Picture 98.)

PROJECT VIEW

+ ADD PROJECTS

Search

Search

Project Number	Description	Status	Start Date	End Date	Notes	Edit	Del
2	Controller High Efficiency	On Hold	2018-04-03	2018-04-24			
3	Eagle outside MRDS fixture	In Progress	2018-03-08	2018-06-08			
4	to be deleted	Pending	2018-04-03	2018-04-03			

(Picture 98.)

14. Confirm deletion by clicking on **OK** in the question window (Picture 99.):

From teamdeboer.myasustor.com:8800

Confirm Delete?

OK

Cancel

(Picture 99.)





15. The project number 4 is deleted from the table (Picture 100.):

PROJECT VIEW

+ ADD PROJECTS

Search

Search

Project Number	Description	Status	Start Date	End Date	Notes	Edit	Del
2	Controller High Efficiency	On Hold	2018-04-03	2018-04-24			
3	Eagle outside MRDS fixture	In Progress	2018-03-08	2018-06-08			

(Picture 100.)

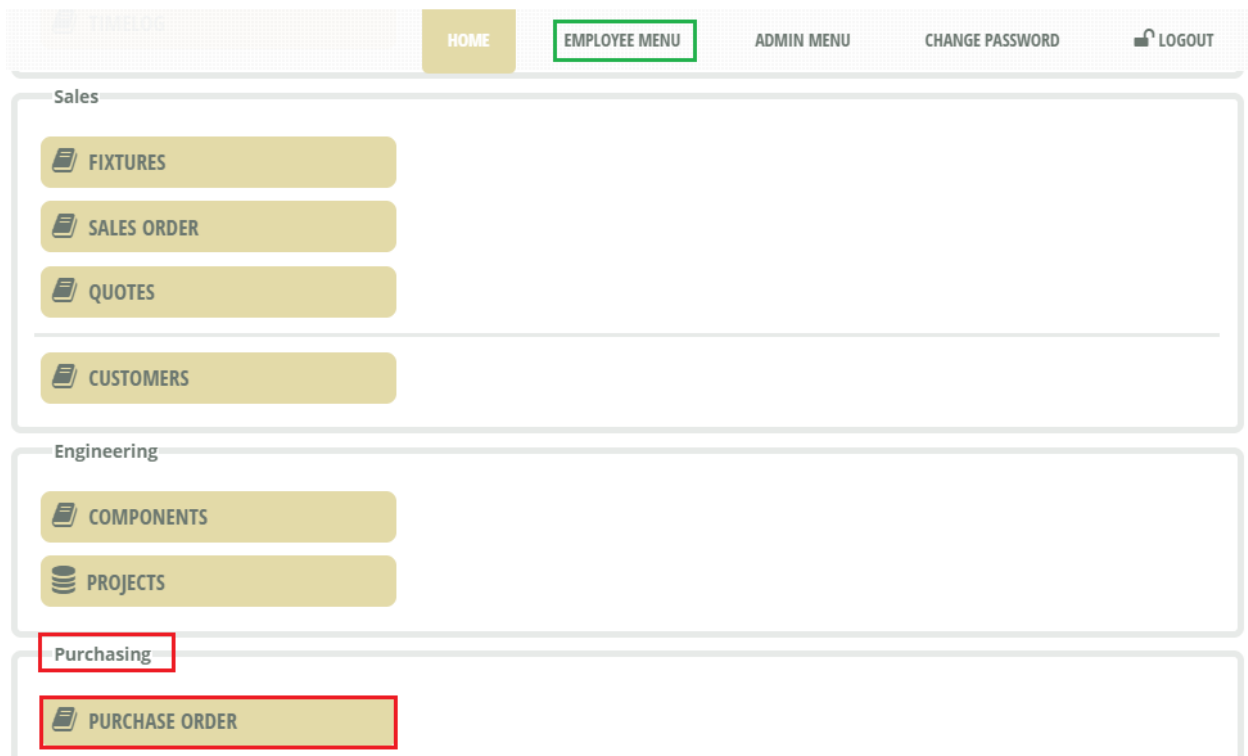
5. Purchasing

The last section under the **EMPLOYEE MENU** is Purchasing section, consisting of:

1. Purchase Order
2. Shippers
3. Vendors

a. Purchase Order

By clicking on the **PURCHASE ORDER** button on the Purchasing section of the **EMPLOYEE MENU** screen (Picture 101.), the **VIEW PURCHASE ORDERS** screen opens, where the purchase orders table is displayed. The following functions are available for maintaining the components data: Add, Delete, Edit and Search (Picture 102.):



(Picture 101.)

7. In order to add a new purchase order, click on **ADD PO** button on the **VIEW PURCHASE ORDERS** screen (Picture 102.).
8. On the **PURCHASE ORDER ENTRY** screen, you can go back to the purchase orders table, by clicking the **VIEW PURCHASE ORDERS** button, or you can add a new purchase order by entering the following information (Picture 103.):
 - a. PO #: it is automatically generated, no entry is necessary.
 - b. Vendor: from the available drop-down list, choose the vendor .

PURCHASE ORDER ENTRY

VIEW PURCHASE ORDERS

SUBMIT CANCEL

Details

PO #: PO #

Vendor:

▼

Status:

VendorVendor
Favorite Vendor
2nd Best

Date Ordered:

2018-04-04

Est Ship Date:

2018-04-04

Amount:

Amount

(Picture 103.)

- Status: choose appropriate status of the purchase order. If the order have not been placed at the time of entry, leave the Status field blank, and change the status accordingly when the order is placed (Picture 104.).

PURCHASE ORDER ENTRY

VIEW PURCHASE ORDERS

SUBMIT CANCEL

Details

PO #: PO #

Vendor: 2nd Best ▼

Status:

Ordered ▼

Date Ordered:

Ordered
Shipped

(Picture 104.)

- d. Enter Order date, estimated shipment date and the total amount of purchase order (Picture 105.):

PURCHASE ORDER ENTRY

➔ VIEW PURCHASE ORDERS

SUBMIT CANCEL

Details

PO #: PO #

Vendor: 2nd Best ▼

Status: Ordered ▼

Date Ordered: 2018-04-02

Est Ship Date: 2018-04-06

Amount: 4500

(Picture 105.)

- e. Shipping Details: choose the method of payment and shipper from the **Terms** and **Shipper** drop-down menus and enter the received Tracking number (Pictures 106.).

Shipping Details

Terms: TBD ▼

Shipper: Account ▼

Tracking #:

Receiving Det:

Acknowledged:

Shipping Details

Terms: Credit Card ▼

Shipper: Fed Ex ▼

Tracking #:

Receiving Det:

Shipping Details

Terms: Credit Card ▼

Shipper: DHL ▼

Tracking #: 4343728940234792

(Picture 106.)

- f. Receiving Details: check the appropriate check-box related to acknowledgement or quality control requirement of the purchase order (Picture 107.)
- g. Notes: Add all necessary information and details related to the particular PO (Picture 107.)

Receiving Details

Acknowledged: ☐

QC required: ☒

Notes

Notes:

(Picture 107.)

- h. In the Items section, choose the part number using the product list from the drop-down menu and enter the needed quantity and unit cost (Picture 108.)

Items

Item 1

Part Number: 99889 - 120 Watt, Screw In Bulb ▼

Qty: 1500

Unit Cost: 25

ADD ANOTHER ITEM

SUBMIT

(Picture 108.)

- 9. After entering the above necessary data, you can save the quote by clicking on the **SUBMIT** button, or you can add additional items by clicking on the **ADD ANOTHER ITEM** button (Picture 109. and 110.)

Items

Item 1

Part Number:

99889 - 120 Watt, Screw In Bulb

Qty:

1500

Unit Cost:

25

Item 2

Part Number:

43722 - Lightning Rod Pole

Qty:

1

Unit Cost:

856

ADD ANOTHER ITEM

SUBMIT

[HOME](#)
[EMPLOYEE MENU](#)
[ADMIN MENU](#)
[CHANGE PASSWORD](#)
[LOGOUT](#)

[+ ADD PO](#)

Purchase Orders									
PO Number	Status	Order Date	Est Ship Date	Amount	Ack	Req QC	Vendor	Edit	Del
23	Ordered	2018-04-02	2018-04-06	4500.00	No	Yes	2nd Best		
22		2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
21		2018-04-04	2018-04-04	200.00	No	No	Favorite Vendor		
20	Shipped	2018-04-04	2018-04-04	200.00	No	No	Favorite Vendor		
19	Ordered	2018-04-04	2018-04-04	20.00	No	No	Favorite Vendor		
18	Ordered	2018-04-04	2018-04-04	20.00	No	No	Favorite Vendor		

(Picture 110.)

Search

- To Search for a particular purchase order, enter the search criteria in the Search field and click on the **Search** button (Picture 111.):

SEARCH: SELECT COLUMN NAME FROM TABLE
TABLE SEARCH: SELECT COLUMN NAME FROM TABLE

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

VIEW PURCHASE ORDERS

+ ADD PO

2nd best

Search

Purchase Orders

PO Number	Status	Order Date	Est Ship Date	Amount	Ack	Req QC	Vendor	Edit	Del
23	Ordered	2018-04-02	2018-04-06	4500.00	No	Yes	2nd Best		
22		2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
21		2018-04-04	2018-04-04	200.00	No	No	Favorite Vendor		

(Picture 111.)

- The row containing the search criteria is displayed (Picture 112.):

SEARCH: SELECT COLUMN NAME FROM TABLE
TABLE SEARCH: SELECT COLUMN NAME FROM TABLE

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

VIEW PURCHASE ORDERS

+ ADD PO

2nd best


Search

Purchase Orders


PO Number	Status	Order Date	Est Ship Date	Amount	Ack	Req QC	Vendor	Edit	Del
23	Ordered	2018-04-02	2018-04-06	4500.00	No	Yes	2nd Best		
13	Ordered	2018-04-04	2018-04-04	20.00	No	No	2nd Best		

(Picture 112.)

Edit:

11. In order to edit an existing entry, click on the Edit icon  (Picture 113.)











VIEW PURCHASE ORDERS



Search

Search


Purchase Orders

PO Number	Status	Order Date	Est Ship Date	Amount	Ack	Req.QC	Vendor	Edit	Del
12	Complete	2018-04-04	2018-04-04	500.00	No	No	Favorite Vendor		
13	Ordered	2018-04-04	2018-04-04	20.00	No	No	2nd Best		
14	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
15	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
16	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		

(Picture 113.)

12. On the **PURCHASE ORDER ENTRY** screen, edit necessary information (i.e. status of the order), and click on **Submit** button to save completed changes (Picture 114. and 115.):

PURCHASE ORDER ENTRY

 VIEW PURCHASE ORDERS

SUBMIT

CANCEL

Details

PO #:

13

Vendor:

2nd Best

Status:

Ordered

Date Ordered:

Ordered

Est Ship Date:

Shipped

Amount:

Received

Paid

(Picture 114.)

VIEW PURCHASE ORDERS

[+ ADD PO](#)

Search

Search

Purchase Orders

PO Number	Status	Order Date	Est Ship Date	Amount	Ack	Req QC	Vendor	Edit	Del
12	Complete	2018-04-04	2018-04-04	500.00	No	No	Favorite Vendor		
13	Shipped	2018-04-04	2018-04-04	20.00	No	No	2nd Best		
14	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
15	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
16	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		

(Picture 115.)

Delete:

16. In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted (Picture 116.)

VIEW PURCHASE ORDERS

[+ ADD PO](#)

Search

Search

Purchase Orders

PO Number	Status	Order Date	Est Ship Date	Amount	Ack	Req QC	Vendor	Edit	Del
12	Complete	2018-04-04	2018-04-04	500.00	No	No	Favorite Vendor		
13	Shipped	2018-04-04	2018-04-04	20.00	No	No	2nd Best		
14	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
15	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
16	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
17	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		

(Picture 116.)

17. Confirm deletion by clicking on **OK** in the question window (Picture 117.):

From teamdeboer.myasustor.com:8800

Confirm Delete?

OK

Cancel

(Picture 117.)

18. The PO number 16 is deleted from the table (Picture 118.):














VIEW PURCHASE ORDERS

+ ADD PO

Search

Search

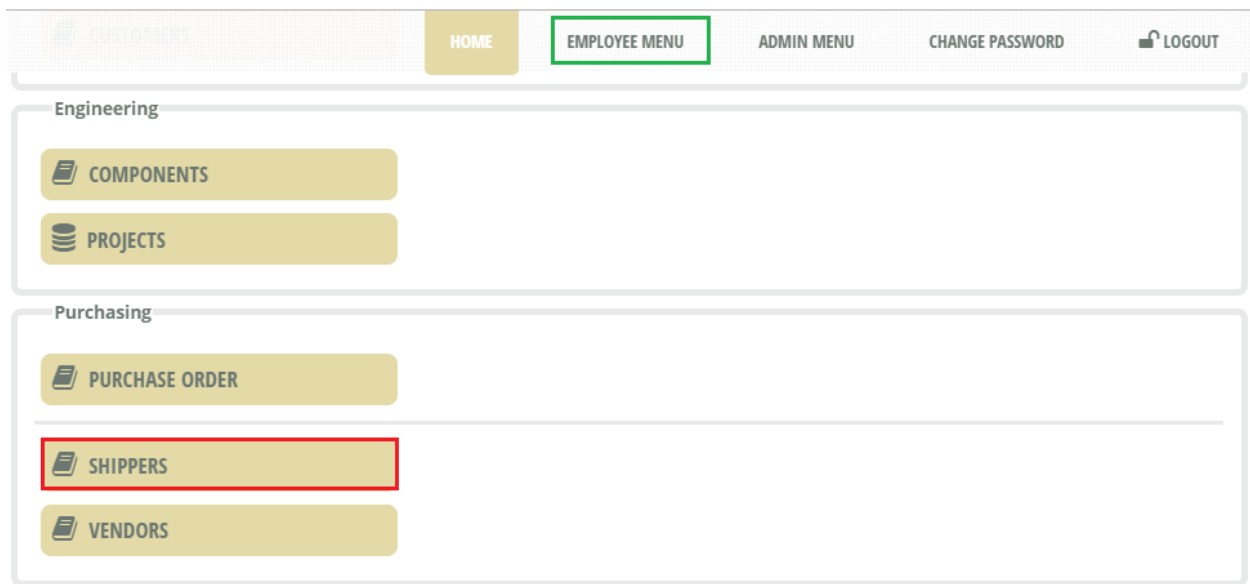
Purchase Orders

PO Number	Status	Order Date	Est Ship Date	Amount	Ack	Req QC	Vendor	Edit	Del
12	Complete	2018-04-04	2018-04-04	500.00	No	No	Favorite Vendor		
13	Shipped	2018-04-04	2018-04-04	20.00	No	No	2nd Best		
14	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
15	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
17	Ordered	2018-04-04	2018-04-04	40.00	No	No	Favorite Vendor		
18	Ordered	2018-04-04	2018-04-04	20.00	No	No	Favorite Vendor		
19	Ordered	2018-04-04	2018-04-04	20.00	No	No	Favorite Vendor		

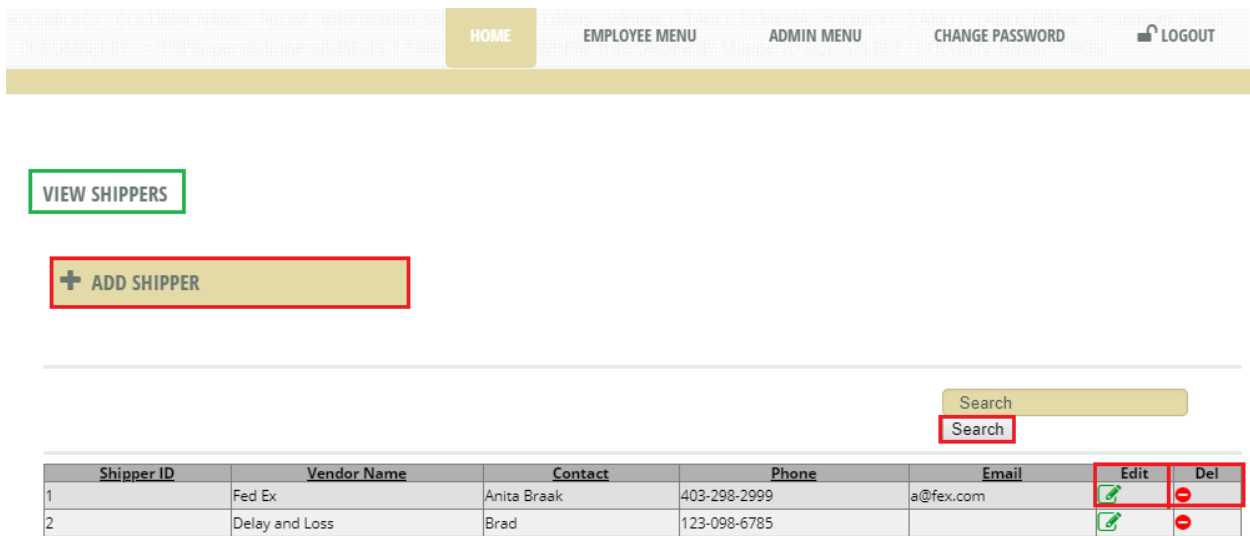
(Picture 118.)

g. [Shippers](#)

By clicking on the **SHIPPERS** button on the Purchasing section of the **EMPLOYEE MENU** screen (Picture 119.), the **VIEW SHIPPERS** screen opens, where the shippers table is displayed. The following functions are available for maintaining the components data: Add, Delete, Edit and Search (Picture 120.):



(Picture 119.)



(Picture 120.)

Add:

1. In order to add a new shipper, click on **ADD SHIPPER** button to open the **VIEW SHIPPER** screen (Picture 120.).
2. On the **SHIPPER DATA** screen, you can go back to the shippers table, by clicking the **VIEW SHIPPER DATABASE** button, or you can add a new shipper by entering the necessary information (Picture 121.):



SHIPPER DATA

← VIEW SHIPPER DATABASE

SUBMIT **CANCEL**

Shipper Information

Shipper ID:	Shipper ID
*Shipper Name:	Shipper Name
*Contact Name:	Contact Name
Phone:	Phone
Email:	Email

(Picture 121.)

5. Note that **Shipper ID** automatically generated, and Shipper Name and Contact Name are mandatory information. After entering and submitting shipper information and details (Picture 122.):

SHIPPER DATA

VIEW SHIPPER DATABASE

SUBMIT CANCEL

Shipper Information

Shipper ID: Shipper ID

*Shipper Name: DHL

*Contact Name: Aaron Scott

Phone: 985-438-2348

Email: ryan@dhl.ca

(Picture 122.)

6. The new vendor is added to the **SHIPPERS** table (Picture 123.):

COLLEGE KEY: [PH] [Appendix] Notice: Undefined variable: record in /var/www/html/employee_shipping.php on line 102

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

VIEW SHIPPERS

+ ADD SHIPPER

Search

Search

Shipper ID	Vendor Name	Contact	Phone	Email	Edit	Del
1	Fed Ex	Anita Braak	403-298-2999	a@fex.com		
2	Delay and Loss	Brad	123-098-6785			
3	DHL	Aaron Scott	985-438-2348	ryan@dhl.ca		

(Picture 123.)

Search

3. To Search for a particular shipper, enter the search criterial in the Search field and click on the Search button (Picture 124.):

The screenshot shows the 'VIEW SHIPPERS' page. At the top is a navigation bar with links: HOME, EMPLOYEE MENU, ADMIN MENU, CHANGE PASSWORD, and LOGOUT. Below the navigation bar is a section titled 'VIEW SHIPPERS' with a '+ ADD SHIPPER' button. A search bar is located on the right side of the page, containing the text 'DHL' and a 'Search' button. Below the search bar is a table with the following data:

Shipper ID	Vendor Name	Contact	Phone	Email	Edit	Del
1	Fed Ex	Anita Braak	403-298-2999	a@fex.com		
2	Delay and Loss	Brad	123-098-6785			
3	DHL	Aaron Scott	985-438-2348	ryan@dhl.ca		

(Picture 124.)


4. The row containing the search criteria is displayed (Picture 125.):

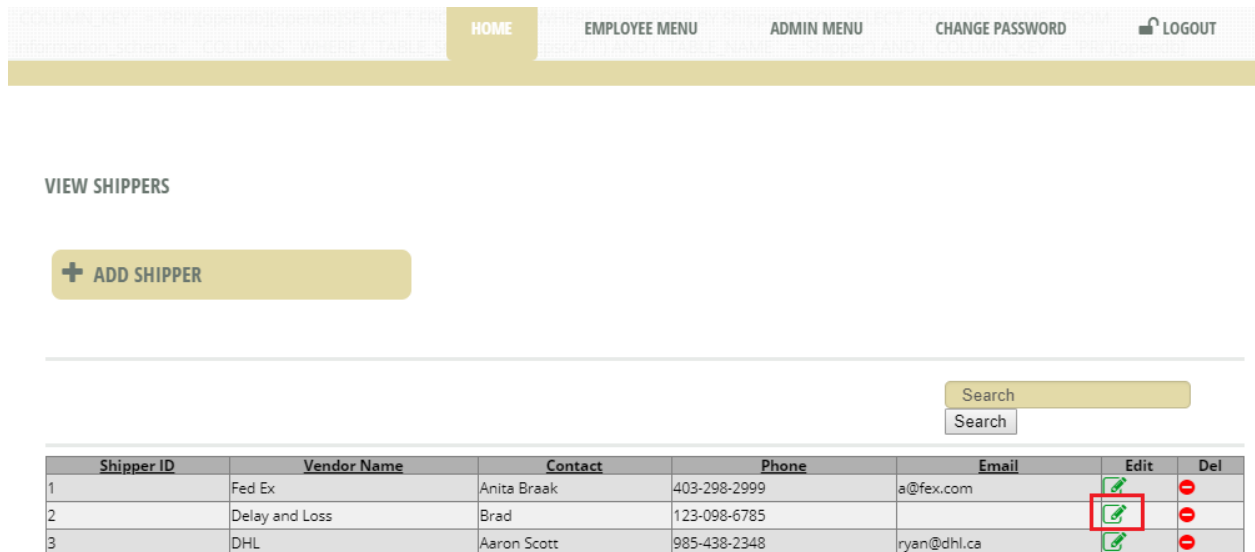
The screenshot shows the 'VIEW SHIPPERS' page after a search for 'DHL'. The search bar still contains 'DHL' and the 'Search' button. The table below shows the search results, with the row for 'DHL' highlighted. The table has the following data:







Shipper ID	Vendor Name	Contact	Phone	Email	Edit	Del
3	DHL	Aaron Scott	985-438-2348	ryan@dhl.ca		

(Picture 125.)

Edit:

13. In order to edit an existing entry, click on the Edit icon  (Picture 126.)

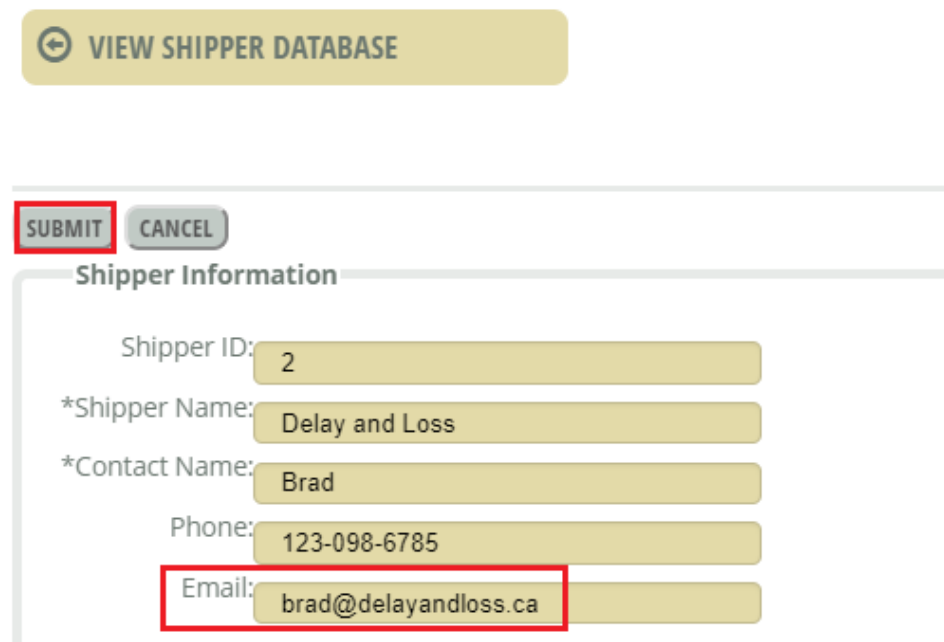


Shipper ID	Vendor Name	Contact	Phone	Email	Edit	Del
1	Fed Ex	Anita Braak	403-298-2999	a@fex.com		
2	Delay and Loss	Brad	123-098-6785			
3	DHL	Aaron Scott	985-438-2348	ryan@dhl.ca		

(Picture 126.)

14. On the **Shipper data** screen, edit necessary information (i.e. shipper email address), and click on **Submit** button to save completed changes (Picture 127. and 128.):

SHIPPER DATA



VIEW SHIPPER DATABASE

SUBMIT CANCEL

Shipper Information

Shipper ID: 2

*Shipper Name: Delay and Loss

*Contact Name: Brad

Phone: 123-098-6785

Email: brad@delayandloss.ca

(Picture 127.)

VIEW SHIPPERS

+ ADD SHIPPER

Search

Search

Shipper ID	Vendor Name	Contact	Phone	Email	Edit	Del
1	Fed Ex	Anita Braak	403-298-2999	a@fex.com		
2	Delay and Loss	Brad	123-098-6785	brad@delayandloss.ca		
3	DHL	Aaron Scott	985-438-2348	ryan@dhl.ca		

(Picture 128.)

Delete:

19. In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted (Picture 129.)

VIEW SHIPPERS

+ ADD SHIPPER

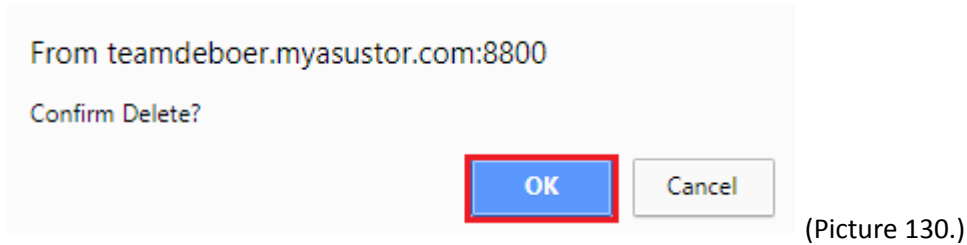
Search

Search

Shipper ID	Vendor Name	Contact	Phone	Email	Edit	Del
1	Fed Ex	Anita Braak	403-298-2999	a@fex.com		
2	Delay and Loss	Brad	123-098-6785	brad@delayandloss.ca		
3	DHL	Aaron Scott	985-438-2348	ryan@dhl.ca		
4	TO BE DELETED	CONTACT	PHONE	EMAIL@DELETED.CA		

(Picture 129.)

20. Confirm deletion by clicking on **OK** in the question window (Picture 130.):



21. The shipper number 4 is deleted from the table (Picture 131.):

A screenshot of a web application interface. At the top is a navigation bar with links: HOME, EMPLOYEE MENU, ADMIN MENU, CHANGE PASSWORD, and LOGOUT. Below the navigation bar is a section titled "VIEW SHIPPERS". Under this title is a yellow button with a plus icon and the text "ADD SHIPPER". Below this is a search bar with a yellow "Search" button and a "Search" input field. At the bottom is a table with 7 columns: Shipper ID, Vendor Name, Contact, Phone, Email, Edit, and Del. The table contains 3 rows of data.

VIEW SHIPPERS

+ ADD SHIPPER

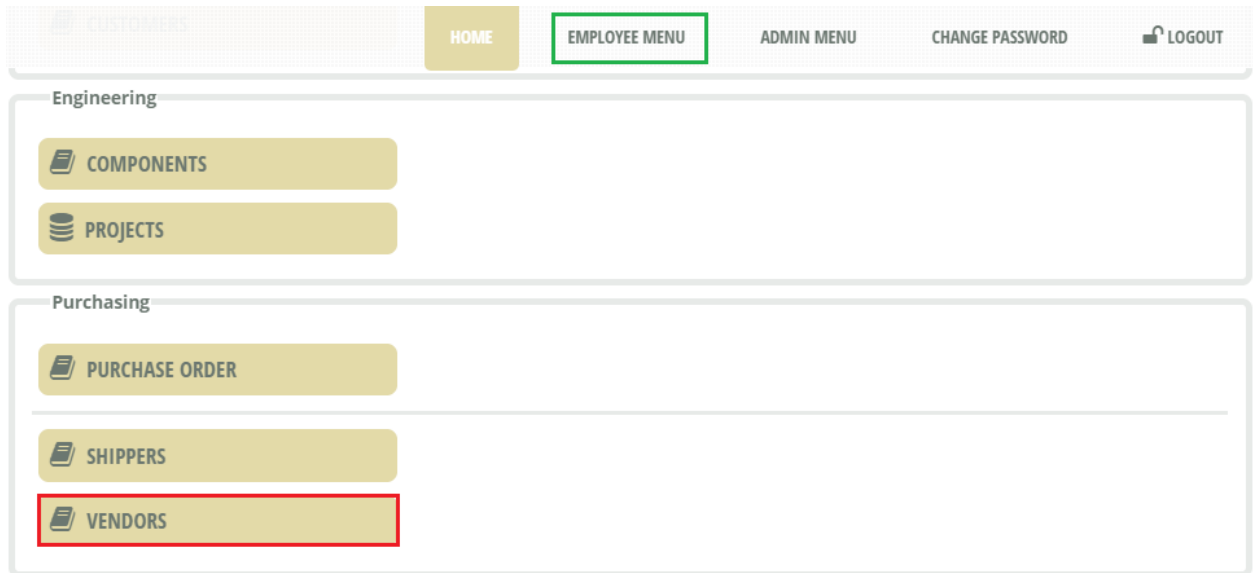
Search

Shipper ID	Vendor Name	Contact	Phone	Email	Edit	Del
1	Fed Ex	Anita Braak	403-298-2999	a@fex.com		
2	Delay and Loss	Brad	123-098-6785	brad@delayandloss.ca		
3	DHL	Aaron Scott	985-438-2348	ryan@dhl.ca		

(Picture 131.)

h. Vendors

By clicking on the **VENDORS** button on the Purchasing section of the **EMPLOYEE MENU** screen (Picture 132.), the **VENDORS** screen opens, where the vendors table is displayed. The following functions are available for maintaining the components data: Add, Delete, Edit and Search (Picture 133.):



(Picture 132.)



(Picture 133.)

Add:

3. In order to add a new vendor, click on **ADD VENDOR** button to open the **VENDOR DATA** screen (Picture 133.).
4. On the **VENDOR DATA** screen, you can go back to the vendor table, by clicking the “**VIEW VENDORS**” button, or you can add a new vendor by entering the necessary information (Picture 134.).

VENDOR DATA

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

VIEW VENDORS

SUBMITCANCEL

Information

Vendor ID:Vendor ID

Name:Name

Contact:Contact

Email:Email

Phone:Phone

Vendor Details

Street:Street

City:City

Province:Province

Postal Code:Postal Code

Notes

Notes:

(Picture 134.)

- Note that **Vendor ID** is automatically generated. Besides the identification and contact data, include all specific vendor notes in the Notes section. After entering and submitting vendor information and details (Picture 135.):

[HOME](#)
[EMPLOYEE MENU](#)
[ADMIN MENU](#)
[CHANGE PASSWORD](#)
[LOGOUT](#)

Information

Vendor ID:

Name:

Contact:

Email:

Phone:

Vendor Details

Street:

City:

Province:

Postal Code:

Notes

Notes:

(Picture 135.)

- The new vendor is added to the **VENDORS** table (Picture 136.):

[HOME](#)
[EMPLOYEE MENU](#)
[ADMIN MENU](#)
[CHANGE PASSWORD](#)
[LOGOUT](#)

VENDORS

Vendor ID	Name	City	Contact Name	Phone	Email	Edit	Del
1	Favorite Vendor	Calgary	Slick	333-444-5555	Fav@mail.com		
2	2nd Best	Edmonton	2	222-222-2222	2@2.com		
3	VendorVendor	Toronto	Ryan Austin	985-437-2765	raustin@vendor.com		

(Picture 136.)

Search

5. To Search for a particular vendor, enter the search criterial in the Search field and click on the Search button (Picture 137.):

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

VENDORS

+ ADD VENDOR

EdmontonSearch

Vendor ID	Name	City	Contact Name	Phone	Email	Edit	Del
1	Favorite Vendor	Calgary	Slick	333-444-5555	Fav@mail.com		
2	2nd Best	Edmonton	2	222-222-2222	2@2.com		
3	VendorVendor	Toronto	Ryan Austin	985-437-2765	raustin@vendor.com		

(Picture 137.)

6. The row containing the search criteria is displayed (Picture 138.):

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

VENDORS


+ ADD VENDOR

EdmontonSearch

Vendor ID	Name	City	Contact Name	Phone	Email	Edit	Del
2	2nd Best	Edmonton	2	222-222-2222	2@2.com		

(Picture 138.)

Edit:

15. In order to edit an existing entry, click on the Edit icon  (Picture 139.)

information_schema.COLUMNS WHERE TABLE = 'Vendor' AND COLUMN_NAME = 'password'







HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

VENDORS

+ ADD VENDOR

Search

Search

Vendor ID	Name	City	Contact Name	Phone	Email	Edit	Del
1	Favorite Vendor	Calgary	Slick	333-444-5555	Fav@mail.com		
2	2nd Best	Edmonton	2	222-222-2222	2@2.com		
3	VendorVendor	Toronto	Ryan Austin	985-437-2765	raustin@vendor.com		

(Picture 139.)

16. On the **Vendor data** screen, edit necessary information (i.e. contact name), and click on **Submit** button to save completed changes (Pictures 140. and 141.):

VENDOR DATA

➔ VIEW VENDORS

SUBMIT

CANCEL

Information

Vendor ID:

2

Name:

2nd Best

Contact:

Lindsay Hood

Email:

2@2.com

Phone:

222-222-2222

Vendor Details

Street:

455, 6 ave

City:

Edmonton

(Picture 140.)

VENDORS

+ ADD VENDOR


Search

Search

Vendor ID	Name	City	Contact Name	Phone	Email	Edit	Del
1	Favorite Vendor	Calgary	Slick	333-444-5555	Fav@mail.com		
2	2nd Best	Edmonton	Lindsay Hood	222-222-2222	2@2.com		
3	Vendor/Vendor	Toronto	Ryan Austin	985-437-2765	raustin@vendor.com		

(Picture 141.)

Delete:



22. In order to delete an existing entry, click on the Delete icon next to the row that needs to be deleted  (Picture 142.)

[HOME](#)
[EMPLOYEE MENU](#)
[ADMIN MENU](#)
[CHANGE PASSWORD](#)
[LOGOUT](#)

VENDORS

[+ ADD VENDOR](#)

Search

Vendor ID	Name	City	Contact Name	Phone	Email	Edit	Del
1	Favorite Vendor	Calgary	Slick	333-444-5555	Fav@mail.com		
2	2nd Best	Edmonton	Lindsay Hood	222-222-2222	2@2.com		
3	Vendor/Vendor	Toronto	Ryan Austin	985-437-2765	raustin@vendor.com		
4	TO BE DELETED	TO BE DELETED	TO BE DELETED	876	TO BE DELETED		

(Picture 142.)

23. Confirm deletion by clicking on **OK** in the question window (Picture 143.):

From teamdeboer.myasustor.com:8800

Confirm Delete?







(Picture 143.)

24. The vendor number 4 is deleted from the table (Picture 144.):

VENDORS

+ ADD VENDOR

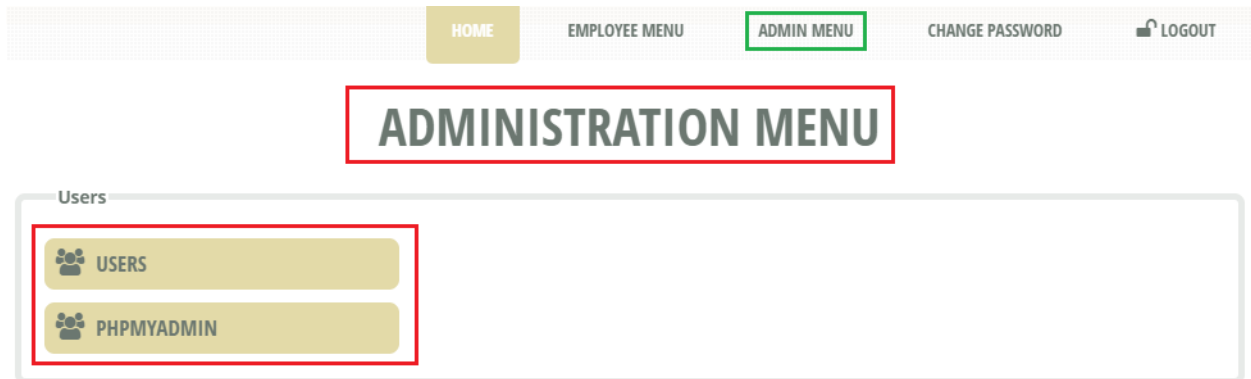
Search

Vendor ID	Name	City	Contact Name	Phone	Email	Edit	Del
1	Favorite Vendor	Calgary	Slick	333-444-5555	Fav@mail.com		
2	2nd Best	Edmonton	Lindsay Hood	222-222-2222	2@2.com		
3	VendorVendor	Toronto	Ryan Austin	985-437-2765	raustin@vendor.com		

(Picture 144.)

6. Administration Menu

ADMINISTRATION MENU consists of two sections: Users and PhpMyAdmin (Picture 145.)



(Picture 145.)

i. USERS

By clicking on the **USERS** button on the **ADMINISTRATION MENU** screen (Picture 145.), the **phpAuthentAdmin** screen opens, where the users and groups access rights and credentials are maintained (Pictures 146. and 147.).

phpAuthentAdmin

Overview

[Homepage](#) - [Logout](#) (cpsc471)

This is the overview page of your phpAuthent database.
This is the central point for users and groups management.

Users overview

[Add a new user](#)

ID	Username	Actions	Name	Email	Phone	Active
51		Edit - Delete				Active
50	471	Edit - Delete	salesperson	hello@ucalgary.ca		Active
48	cpsc471	Edit - Delete	cpsc471	cpsc471@email.com		Active
2	jdeboer	Edit - Delete	Jason De Boer	jason@testcompany.ca		Active
47	root	Edit - Delete	root	root@testcompany.com		Active
49	salesguy	Edit - Delete	salesguy	sales@company.com		Active
46	test1	Edit - Delete	test1	test@testing.com		Active

[Add a new user](#)

(Picture 146.)

Groups overview

ID	Name		Actions	Group description
3	accounting	(temp removed count members)	Edit - Delete	Payroll
1	admin	(temp removed count members)	Edit	
2	employee	(temp removed count members)	Edit - Delete	Employees
7	engineering	(temp removed count members)	Edit - Delete	engineering
6	operations	(temp removed count members)	Edit - Delete	operations
8	r_and_d	(temp removed count members)	Edit - Delete	r_and_d
9	sales	(temp removed count members)	Edit - Delete	sales
5	supervisor	(temp removed count members)	Edit - Delete	Supervisor

[Add a new group](#)

(Picture 147.)

Add a new User


1. To add a new user, click on **Add a new user** link located under the list of users (Picture 146.).
2. On the Add a new user screen, the following data must be entered for a new user (Picture 148.):
 - a. User name,
 - b. User login,
 - c. Password
 - d. Email address
3. After entering the above mentioned data, by clicking on the **Create** button, the new user profile is created. If necessary, other user data can also be entered (i.e. full/part time, position, department, etc.).
4. Ensure that the user profile Status field is set to Active (Picture 148.).

phpAuthentAdmin

Add a new user

[Overview](#) - [Homepage](#) - [Logout \(cpssc471\)](#)

Fill in the following form and click create.

Name	<input type="text" value="New User TEST"/>
Login	<input type="text" value="NewUserTEST"/>
Password	<input type="password" value="projectcpssc471"/>
Email	<input type="text" value="newusertest@project.ca"/>
<input type="button" value="Create"/>	
Status	<input type="button" value="Active"/>
Supervisor	<input type="text"/>
Start Date	<input type="text"/> 
Full Time/Part Time	<input type="button" value="Full Time"/>
Hourly/Salary	<input type="button" value="Hourly"/>
Compensation	<input type="text"/>
Position	<input type="text"/>
Division	<input type="text"/>

(Picture 148.)

5. In case that later changes are necessary, existing user profile can be modified by clicking on Edit link on the **Users Overview** screen (Picture 146.), modifying necessary data, and saving them by clicking on the **Apply changes** button (Pictures 149. and 150.).

phpAuthentAdmin

Edit user *NewUserTEST*

[Overview](#) - [Homepage](#) - [Logout \(cpssc471\)](#)

This is the user edition page.

User details

Name*	New User TEST	<input type="text" value="New User TEST Change"/>	<input type="button" value="Apply changes"/>
Login*	NewUserTEST	<input type="text"/>	<input type="button" value="Apply changes"/>
Password*	projectcpssc471	<input type="text"/>	<input type="button" value="Apply changes"/>
Email*	newusertest@project.ca <input type="text"/>		<input type="button" value="Apply changes"/>
<input type="button" value="Change Other Info"/>			
uid			
Status	Active ▼		
Supervisor	<input type="text"/>		
Start Date	0000-00-00 <input type="text"/>		
Full Time/Part Time	Full Time ▼		
Hourly/Salary	Hourly ▼		

(Picture 149.)

phpAuthentAdmin

Edit user *NewUserTEST*

[Overview](#) - [Homepage](#) - [Logout \(cpssc471\)](#)

This is the user edition page.

User details

New realname assigned successfully

Name*	New User TEST	<input type="text" value="Change"/>	<input type="text"/>
Login*	NewUserTEST	<input type="text"/>	<input type="text"/>
Password*	projectcpssc471	<input type="text"/>	<input type="text"/>
Email*	newusertest@project.ca <input type="text"/>		
<input type="button" value="Change Other Info"/>			
uid			
Status	Active ▼		
Supervisor	<input type="text"/>		
Start Date	0000-00-00 <input type="text"/>		
Full Time/Part Time	Full Time ▼		
Hourly/Salary	Hourly ▼		

(Picture 150.)

6. User profile can be deactivated, by choosing **Inactive** option under the Status field (Pictures 151. and 152.)

User details

New realname assigned successfully

Name*	New User TEST Change	<input type="text"/>
Login*	NewUserTEST	<input type="text"/>
Password*	projectcpsc471	<input type="text"/>
Email*	newusertest@project.ca	<input type="text"/>
<div>Change Other Info</div>		
uid		
Status	<div>Active ▼</div>	
Supervisor	<div>Active ▼</div>	
Start Date	<div>Inactive</div>	
Full Time/Part Time	<div>Full Time ▼</div>	

(Picture 151.)

phpAuthentAdmin

Overview

[Homepage](#) - [Logout \(cpsc471\)](#)

This is the overview page of your phpAuthent database.
This is the central point for users and groups management.

Users overview

[Add a new user](#)

ID	Username	Actions	Name	Email	Phone	Active
51		Edit - Delete				Active
50	471	Edit - Delete	salesperson	hello@ucalgary.ca		Active
48	cpsc471	Edit - Delete	cpsc471	cpsc471@email.com		Active
2	jdeboer	Edit - Delete	Jason De Boer	jason@testcompany.ca		Active
52	NewUserTEST	Edit - Delete	New User TEST Change	newusertest@project.ca		Inactive
47	root	Edit - Delete	root	root@testcompany.com		Active
49	salesguy	Edit - Delete	salesguy	sales@company.com		Active
46	test1	Edit - Delete	test1	test@testing.com		Active

[Add a new user](#)

(Picture 152.)

Add and employee to a Group

An employee can be a part of one of more groups: accounting, admin, engineering, etc. Each group has different access rights, based on the type of job they are performing.

1. To add an employee to a particular group, click on Edit link under the Actions column of the Groups overview table, next to the name of the group that employee is being added to (Picture 153.)

Groups overview

ID	Name		Actions	Group description
3	accounting	(temp removed count members)	Edit - Delete	Payroll
1	admin	(temp removed count members)	Edit	
2	employee	(temp removed count members)	Edit - Delete	Employees
7	engineering	(temp removed count members)	Edit - Delete	engineering
		(temp		

(Picture 153.)

7. On the **Edit group *groupname*** window, under the **Group details** highlight a user, in the Available user table, who needs to be added to a group, click on the Add button and on the Apply changes (Picture 154.). A chosen employee is added to a particular group (i.e. user NewUserTEST is added to the Accounting group (Picture 155.)).

phpAuthentAdmin

Edit group *accounting*

[Overview](#) - [Homepage](#) - [Logout \(cpssc471\)](#)

This is the group edition page. For the group you selected, you can change its details as well as managing users membership.

Group details

Name*	accounting	<input type="text"/>	<input type="button" value="Apply changes"/>
Description*	Payroll	<input type="text"/>	<input type="button" value="Apply changes"/>

Group memberships	Available users		Group members
	<div>471 administrator delete engineer1 root salesguy supervisor1 test1 NewUserTEST1</div>	<div><input type="button" value="Add >"/> <input type="button" value=" < Remove"/></div>	<div>cpssc471 jdeboer</div>
		<div><input type="button" value="Apply changes"/> <input type="button" value="Cancel"/></div>	

Database group ID 3

* Changes must be applied for each updated field separately
(Picture 154.)

phpAuthentAdmin

Edit group *accounting*

[Overview](#) - [Homepage](#) - [Logout \(cpssc471\)](#)

This is the group edition page. For the group you selected, you can change its details as well as managing users membership.

Group details

Name*	accounting	<input type="text"/>	<input type="button" value="Apply changes"/>
Description*	Payroll	<input type="text"/>	<input type="button" value="Apply changes"/>

Group memberships	Available users		Group members
	<div>471 administrator delete engineer1 root salesguy supervisor1 test1</div>	<div>Add > < Remove</div>	<div>cpssc471 jdeboer NewUserTEST</div>
		<div>Apply changes</div>	<div>Cancel</div>

Database group ID 3

* Changes must be applied for each updated field separately

(Picture 155.)

Group access

1. Accounting group - has the access to the Timelog, Sales and Purchasing sections and not to the Engineering sections (i.e. by logging in as the "NerUserTEST" (Picture 156.), who is a part of the accounting group only the Timelog, Sales and Purchasing sections are displayed (Picture 157.).

LOGIN

Login

NewUserTEST

.....

SUBMITReset

(Picture 156.)

HOMEEMPLOYEE MENUADMIN MENUCHANGE PASSWORDLOGOUT

EMPLOYEE MENU

Employee Time

TIMELOG

Sales

FIXTURES

SALES ORDER

QUOTES

CUSTOMERS

Purchasing

PURCHASE ORDER

SHIPPERS

VENDORS

(Picture 157.)

2. In addition, access to the ADMIN MENU is not granted to this user (Picture 158.)

LOGIN

Access denied. You do not have necessary authorizations

Login

Username

Password

SUBMIT Reset

(Picture 158.)

- Engineering group has access to the Timelog and Engineering section, but not to the Sales and Purchasing sections (i.e. by logging in as the "NerUserTEST", who is now a part of the engineering group (Picture 159.) only the Timelog and Engineering sections are displayed (Picture 160.).

phpAuthAdmin

Edit group **engineering**

[Overview](#) - [Homepage](#) - [Logout \(cpsec471\)](#)

This is the group edition page. For the group you selected, you can change its details as well as managing users membership.

Group memberships updated

Group details

Name*	engineering	<input type="text"/>	Apply changes
Description*	engineering	<input type="text"/>	Apply changes

Group memberships

Available users

administrator
cpsec471
delete
jdeboer
root
salesguy
supervisor1
test1

Add >

< Remove

Group members

471
engineer1
NewUserTEST

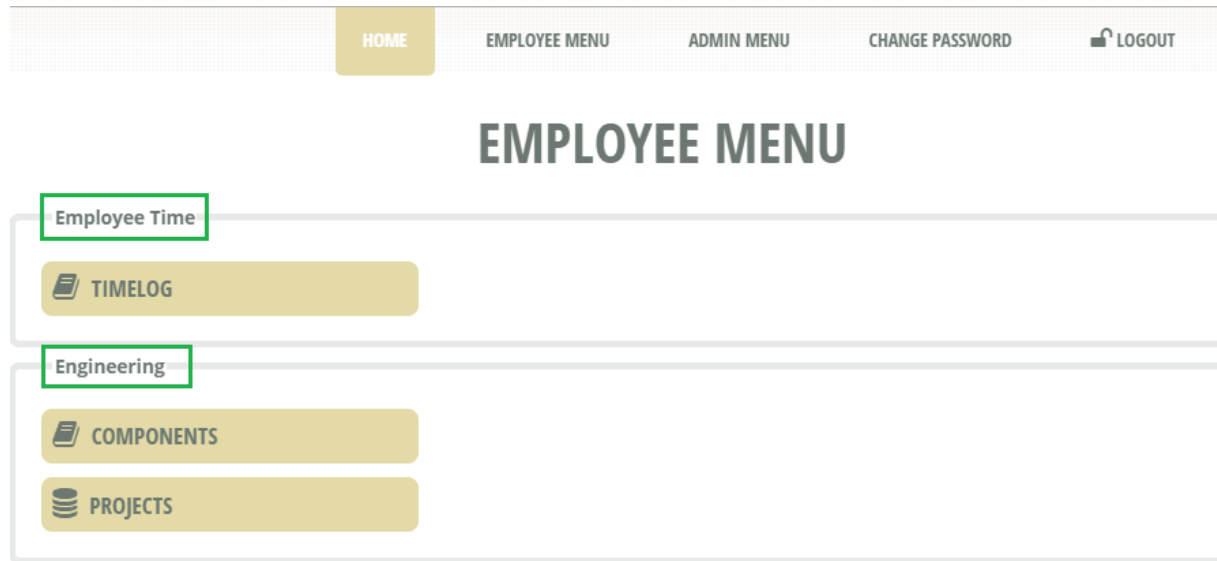
Apply changes

Cancel

Database group ID 7

* Changes must be applied for each updated field separately


(Picture 159.)



(Picture 160.)

j. [PHPMYADMIN](#)

PHPMYADMIN button on the **ADMINISTRATION MENU** screen (Picture 145.), is the access to the **phpAuthentAdmin** login page, which is the login page for the access to the database (Picture 161.).




phpMyAdmin

Welcome to phpMyAdmin

Language

English ▼

Log in 

Username:

Password:

Go

(Picture 161.)