

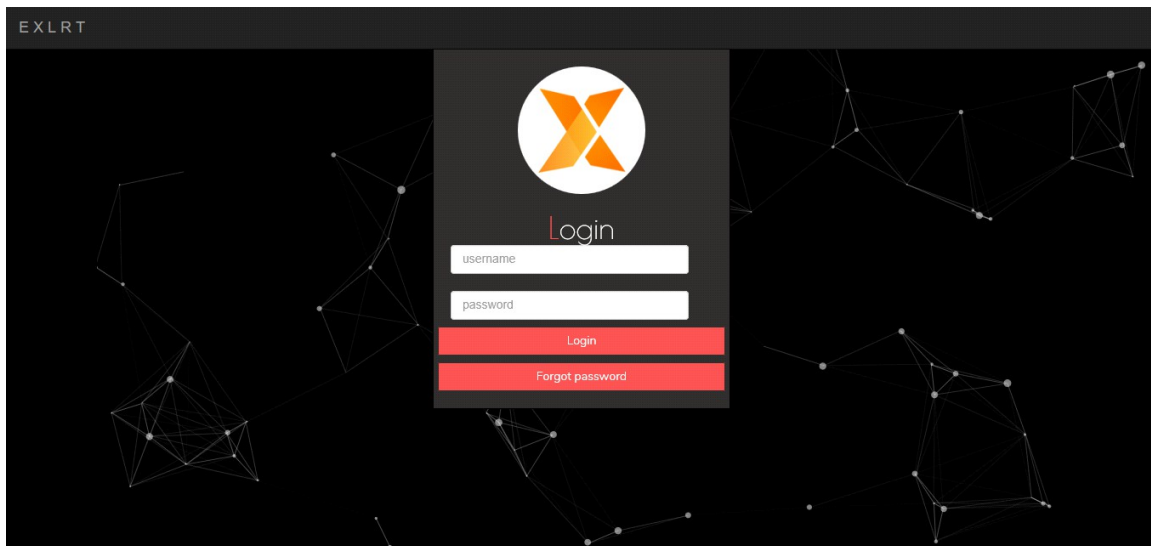
User manual

INTRODUCTION

Vacation Project is a web application used for scheduling vacations of employees in one company. Under the term of web application, it is assumed that we interact with the application through networks such as internet. Web applications are popular due to ubiquity of web browsers. The ability of updating and maintaining web applications without the need of distribution and installing software on thousands of potential client computers is a key reason for their popularity.

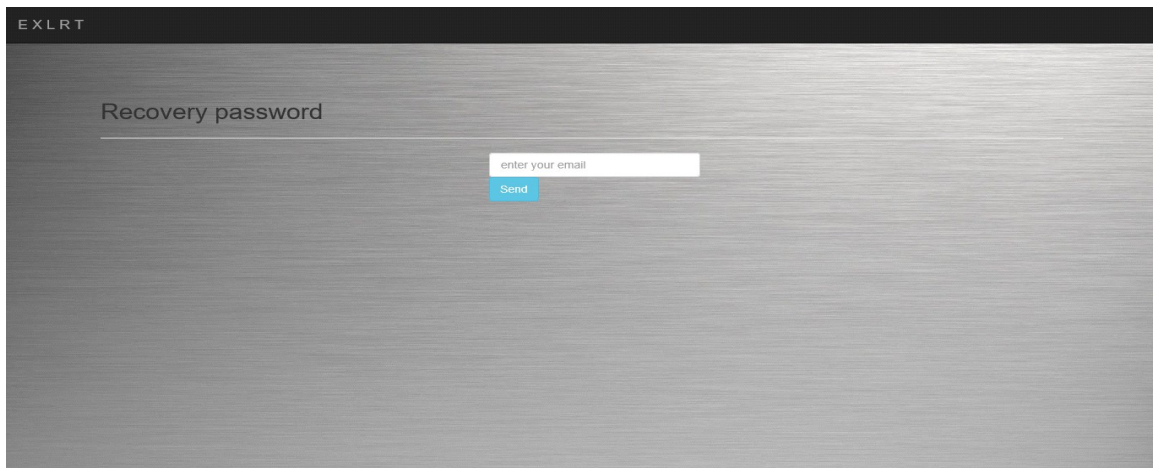
APPLICATION CONTENT AND DESCRIPTION

Vacation Project is an application for scheduling vacations of employees inside one company. When the application is started, the first page that You see is login page. To log in, it is necessary to fill in login form displayed in the picture under. Data required to log in are username and password of one account. Data for log in are received from the administrator of application. Username and password entry is necessary in fields displayed in picture below.



After username and password are entered properly, clicking on button **Login** You will be logged into application and redirected to corresponding page. Depending on whether You are an administrator or regular user, You will have different rights of access. This will be discussed later.

At login page, under login form and there is also an option **Forgot password** that enables resetting password if You somehow forgot it. Button press **Forgot password** opens new form for entering e-mail address linked to particular account.

A screenshot of a web application interface for password recovery. At the top, there is a dark header with the text 'EXLRT'. Below the header, the title 'Recovery password' is displayed. Underneath the title is a horizontal line. To the right of the line is a text input field with the placeholder text 'enter your email'. Below the input field is a blue button with the text 'Send'.

After entering proper e-mail address and clicking the **Send** button, an e-mail is sent to that address containing link for resetting the password linked to that particular e-mail address. An example of e-mail for resetting password and link is displayed in picture below.

Activation of account
Example

exlRtinternship@gmail.com
To: sidluka@yahoo.com

Please verify your account

Your username is: sicko

Please set your password on: <http://localhost:56054/Account/DefinePassword/20>

After clicking on appropriate link, form for resetting password containing fields for entering new password and repeating new password is displayed. Repeat password field is a way to reduce errors in entering new password.

A screenshot of a web application interface for setting a new password. The title 'Set password' is displayed at the top. Below the title is a horizontal line. Underneath the line are two text input fields. The first field is labeled 'Password' and the second field is labeled 'Repeat password'. Below the second field is a blue button with the text 'Set password'.

If passwords do not match, a message will be displayed explaining that passwords do not match and that You need to reenter passwords. Clicking on button **Set password** Your password will be reset, and You will be redirected to the login page, which appearance could have been seen in previously described content.

List of requests waiting to be processed

If you are logged in as manager, front page looks like this. On left side, as You can see, there is a section with navigation, where You can easily and quickly approach all possible options implemented for processing vacation requests as well as for managing employees. First thing shown is a list of pending vacation requests that You can either **Approve** or **Reject** clicking on corresponding button.

First Name	Last Name	Begin date	End date	Approve	Reject
Goran	Milic	6/6/2017 12:00:00 AM	6/13/2017 12:00:00 AM	Approve	Reject
Rata	Nadal	6/3/2017 12:00:00 AM	6/5/2017 12:00:00 AM	Approve	Reject
Rata	Nadal	6/8/2017 12:00:00 AM	6/14/2017 12:00:00 AM	Approve	Reject
Rata	Nadal	6/3/2017 12:00:00 AM	6/4/2017 12:00:00 AM	Approve	Reject
Goran	Milic	6/7/2017 12:00:00 AM	6/15/2017 12:00:00 AM	Approve	Reject
Goran	Milic	6/22/2017 12:00:00 AM	6/27/2017 12:00:00 AM	Approve	Reject

On the same page submitter's **First Name** and **Last Name** are shown, as well as **Begin date** i **End date** of vacation.

INSIGHT INTO PERSONAL REQUESTS

Application enables managers to also send vacation requests. Clicking on **My requests**, a list of all requests submitted by currently logged in manager is displayed.

Begin date	End date	Status
6/13/2017 12:00:00 AM	7/5/2017 12:00:00 AM	Approved
6/6/2017 12:00:00 AM	2/14/2017 12:00:00 AM	Approved
6/6/2017 12:00:00 AM	6/13/2017 12:00:00 AM	Pending
6/21/2017 12:00:00 AM	6/22/2017 12:00:00 AM	Pending
6/1/2017 12:00:00 AM	6/3/2017 12:00:00 AM	Reject
6/1/2017 12:00:00 AM	6/10/2017 12:00:00 AM	Reject
6/1/2017 12:00:00 AM	6/10/2017 12:00:00 AM	Pending

On the same page You can see begin and end date of each individual request and also request status that can be **Approved** (if this request is approved), **Reject** (if this request is rejected) and **Pending** (if this request is still unprocessed). Status **Pending** means that one or more managers addressed in particular request haven't processed Your request. In **My request** page, available number of free work days are also presented.

CREATING NEW VACATION REQUEST

If You want to send new vacation request, in navigation bar find **Create new request** option.

EXLRT

→ My request

→ **Create new request**

→ List of request on pending

→ List of users

→ Add new user

Create vacation request

Begin date: mm/dd/yyyy

End date: mm/dd/yyyy

Approvers:

Username	First name	Last name	
admin	Goran	Milic	<input checked="" type="checkbox"/>
Milan	Goran	Divovic	<input type="checkbox"/>
daniel	Daniel	Jovanovic	<input type="checkbox"/>
admin2	Tamas	Tural	<input type="checkbox"/>
admin1	Emina	Tepavac	<input type="checkbox"/>
ipce	Ipce	Ahmedovski	<input type="checkbox"/>
Rafa	Rafa	Nadal	<input type="checkbox"/>
marko	aasda	asadasd	<input type="checkbox"/>

Create

As shown in a picture above, **Begin date** field indicating begin date of vacation and **End date** field indicating end date of vacation are displayed. In the begin date field, entering past date is disabled. Also end date longer than 30 days from begin date is forbidden. After picking date for Your vacation, it is necessary to pick one or more managers that are provided. Selection of those is enabled through check boxes. Clicking on button **Create**, vacation request will be sent.

LIST OF ACTIVE USERS, ADDING DAYS AND DELETING USERS

If You are logged in as manager, You have insight in list of all employed workers, or to be exact, potential workers that can send vacation requests.

EXLRT

→ My request
→ Create new request
→ List of request on pending
→ List of users
→ Add new user

List Of Users

Username ▼	Email ▼	First Name ▼	Last Name ▼	Details
admin	nedovic.djordje@gmail.com	Goran	Milic	Details of user
tamara	nedovic.djordje@gmail.com	Luka	Sicar	Details of user
Milan	danieljovanovic87@gmail.com	Goran	Divovic	Details of user
admin2	gogirafa@gmail.com	Tamas	Turai	Details of user
admin1	nedovic.djordje@gmail.com	Emina	Tepavac	Details of user
marko	marko.milic@exlrt.com	aasda	asadasd	Details of user
sicko	sicluka@yahoo.com	Luka	Murray	Details of user

Table of users consists of column **Username** showing username of employee, column **Email** for displaying e-mail of employee, and **First Name** and **Last Name** columns. Clicking on **Details of user** button, You can see user details.

EXLRT

→ My request
→ Create new request
→ List of request on pending
→ List of users
→ Add new user

User administration

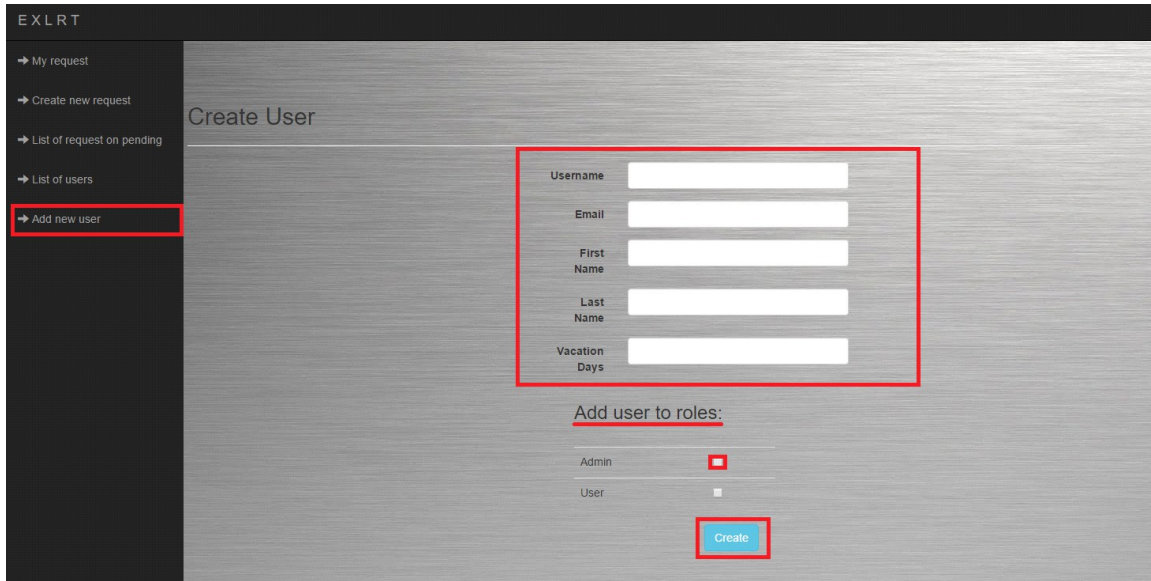
Username	admin
Email	nedovic.djordje@gmail.com
First Name	Goran
Last Name	Milic
Create Date	5/25/2017 12:13:59 PM
Vacation Days	25

Add vacation days
Disable user

At user details page, beside basic user data, information about creation date of user account, and number of unused vacation days is displayed. Clicking on button **Disable user** particular user will be deactivated. That option is used when company employee leaves the company or gets fired. Also clicking on button **Add vacation days**, You can provide additional number of work days to that user.

CREATING NEW USER

Another available option as system manager is adding new employees in system. For that is necessary to choose **Add new user** in navigation bar.

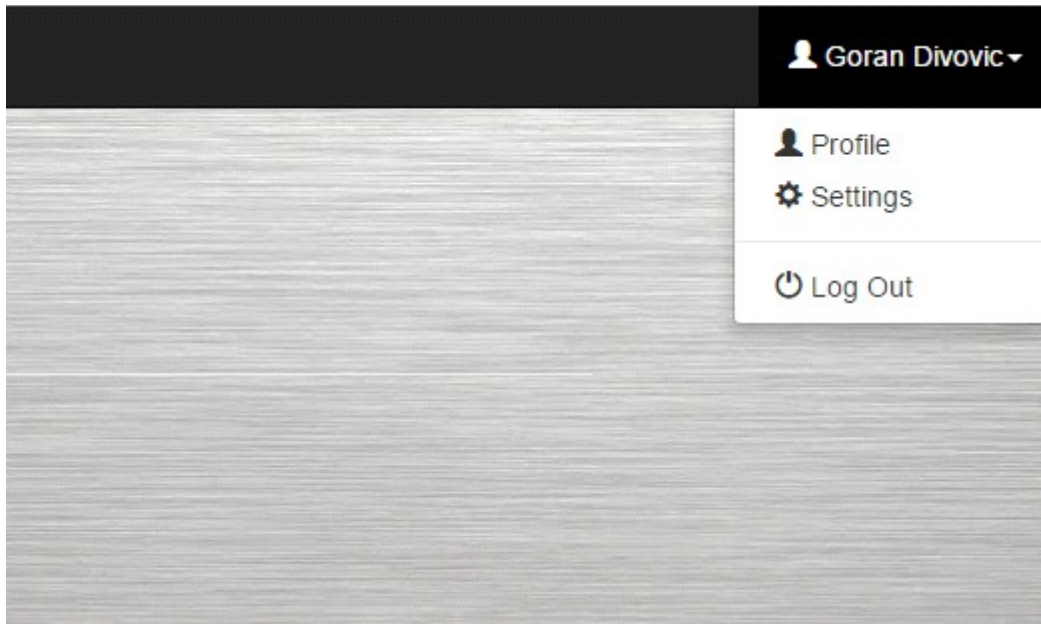


The screenshot shows the 'EXLRT' application interface. On the left is a dark navigation bar with a list of menu items: 'My request', 'Create new request', 'List of request on pending', 'List of users', and 'Add new user'. The 'Add new user' item is highlighted with a red rectangle. The main content area has a light gray background and is titled 'Create User'. It contains a form with the following fields: 'Username', 'Email', 'First Name', 'Last Name', and 'Vacation Days'. These fields are grouped together and highlighted with a red rectangle. Below the form, there is a section titled 'Add user to roles:' with two rows: 'Admin' with a checked checkbox and 'User' with an unchecked checkbox. At the bottom right of this section is a blue 'Create' button, which is also highlighted with a red rectangle.

After clicking on 'add new user', new page containing form for creating new user is displayed. This form consists of username, e-mail, first name, last name, number of work days to spend, as well as his roles. Available roles are **Admin** and **User** selected via check box. Clicking on button **Create** new user will be created, and he will receive an e-mail consisting of his username and a link to set his password.

CHANGE OF PERSONAL INFORMATION AND LOGOUT

If You want to change Your personal information and password, or log out of application, those options are available in upper right corner in navigation bar.



Clicking on **Profile** opens new dialog in which change of personal information such as first and last name, and e-mail is possible. Changing number of vacation days to spend is not possible from regular user. Adding or subtracting those days can be exclusively made by a manager of company. After changes are made, clicking on button **Save** those changes will be preserved. Clickin on **Home** button, You will be redirected to home page.

A screenshot of the 'Edit Profile' form. The form contains several input fields: 'Username' (admin), 'Email' (gdivovic@gmail.com), 'First Name' (Goran), 'Last Name' (Divovic), and 'Vacation Days' (25). There are two buttons at the bottom: 'Save' and 'Home'.

Beside change of personal information, change of password is also enabled. Change of password is enabled through **Settings** option. In newly-opened display, in **Old Password** field is necessary to enter Your old password, and in fields **Password** and **Confirm password** You set Your password like explained in section reset password. After changes

are made, clicking on button **Save**, changes will apply.

A screenshot of a web form titled "ChangePassword" on a dark gray background. The form contains three white input fields stacked vertically. To the left of the first field is the label "Old Password", to the left of the second is "Password", and to the left of the third is "Confirm password". Below the input fields is a blue button with the text "Save" in white.

ChangePassword

Old Password

Password

Confirm password

Save

After You are done with all the work, it is desirable that You log out from the application. This will be done clicking on na **Log Out** button.