

Oxford Construction Co.

Building a better future since 1986

WEBSITE USER MANUAL

APRIL 30, 2018
GUIN SOFTWARE LLC.

Table of Contents

Table of Contents.....	1
Revision History	1
1. Introduction.....	2
1.1 Getting Started.....	2
1.1 Understanding the Material.....	2
2. Owners	3
2.1 Adding an Employee Record	4
2.2 Editing an Employee Record.....	5-6
2.3 Deleting an Employee Record	6
2.4 Adding Materials	7
2.5 Editing Materials	8
2.6 Adding Jobs	9
2.7 Editing Jobs.....	10
2.8 Deleting Jobs	11
2.9 Adding New Customers.....	12
2.10 Editing a Customer Record.....	13
2.11 Logging Hours.....	14
2.12 Approving Hours.....	15
2.13 Viewing Pre-Tax Wages	16
2.14 Preparing a Job Report	17
2.15 Preparing a Supplies Report	18
2.16 Preparing a Payroll Report.....	19
2.17 Preparing a Monthly Report.....	20
2.18 Preparing a Yearly Report.....	21
2.19 Using the Android App	22
3. Foremen	23
3.1 Logging Hours.....	24
3.2 Viewing Pre-Tax Wages	25
3.3 Approving Hours.....	26
3.4 Adding Materials	27
3.5 Editing Materials	28
4. Secretaries	29
4.1 Logging Hours.....	30
4.2 Viewing Pre-Tax Wages	31
4.3 Preparing a Job Report	32
4.4 Preparing a Supplies Report	33
4.5 Preparing a Payroll Report.....	34
4.6 Preparing a Monthly Report.....	35
4.7 Preparing a Yearly Report.....	36
5. Employees	37
5.1 Logging Hours.....	38
5.2 Viewing Pre-Tax Wages	39
6. Accountants.....	40
6.1 Accountant Overview	41

Revision History

Name	Date	Reason for Changes	Version

1. Introduction

The world of construction poses a plethora of issues for its inhabitants each day. One such issue is how those who work in construction are constantly worrying about keeping up with the number of hours they've worked. Similarly, the managers of these workers are constantly burdened by keeping up with expenses. Managing all the moving parts of a construction business by hand can be a headache, but fortunately there is an easier solution!

The official Oxford Construction Company website offers simple solutions to many of the problems a construction business faces daily. If used properly, this website can make the lives of all its users a great deal easier. This manual was created with the sole intention of teaching each user class how to properly perform the tasks associated with their positions. This document is organized so that each user class can look to their own section's examples for guidance in performing certain tasks.

1.1 Getting Started.


Before you begin using the website, there are a few steps you need to take in order to achieve the optimal user experience.

1. Make sure you have an up to date web browser
2. Make sure that your browser allows cookies
3. Make sure that you have installed software capable of viewing PDFs

Once you've completed all these steps, that's it! You're ready to begin using the website.

1.2 Understanding the Material.

We attempted to construct the examples in this manual in a format that is easy to understand, but we feel that the following two symbols need further explanation:

First Name:  **Highlighted** textboxes indicate a required feild



Red circles indicate a link to be clicked

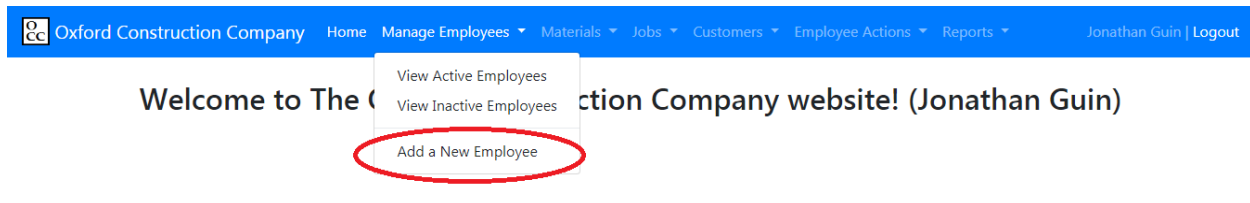
It's also important to note that if a page has only one textbox, that textbox is a required field. We consider this to be common sense, so we did not highlight textboxes that fit this category.

Section 2

Owners

2.1 Adding an Employee Record.

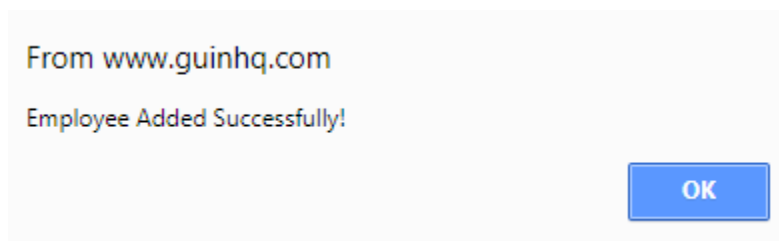
Step 1. After logging into the website, you can add a new employee by selecting “Add a New Employee” from the dropdown menu under “Manage Employees.”



Step 2. After clicking the link in Step 1, you can then enter the employee’s information in the following form and click either “Submit” to add the employee, or “Reset” to reset the form.

 A screenshot of the 'Please Enter the Employees Information' form. The form is titled 'Please Enter the Employees Information' in bold. It contains several input fields: 'First Name:', 'Last Name:', 'Date of Birth: YYYY-MM-DD', 'Phone Number:', 'Email Address:', 'Employees Password:', 'Date Hired: YYYY-MM-DD', 'Date Fired: YYYY-MM-DD', 'Hourly Pay Rate:', 'Employees access level: Owner', and 'Are they an active Employee?: Yes No'. At the bottom of the form are 'Reset' and 'Submit' buttons.

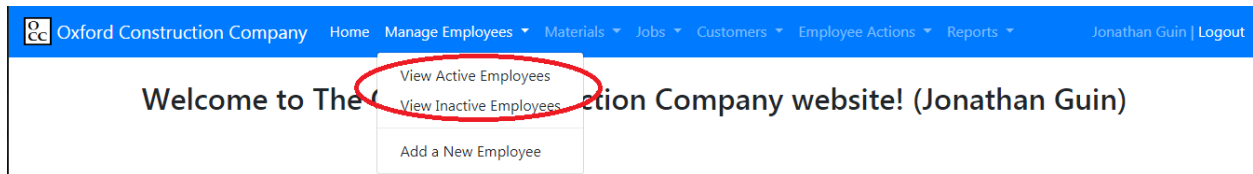
Step 3. After clicking “Submit” you should see the following alert:



Clicking “OK” will redirect you back to the form, where you can add another employee if you so choose.

2.2. Editing an Employee Record.

Step 1. You can edit employee records by first selecting either “View Active Employees” or “View Inactive Employees” from the dropdown menu under “Manage Employees.”



Step 2. After clicking the link in step 1, you can click the pencil icon to the left of the record you would like to edit, to alter its information.

The screenshot shows the 'Active Employee Roster' page. At the top, there is a search bar and a 'Show' dropdown set to '10 entries'. Below the search bar is a table with 11 columns: Employee ID, First Name, Last Name, Date of Birth, Phone, Email, Hire Date, Access Level, and Hourly Pay Rate. The table contains 7 entries. The pencil icon for the record with Employee ID 19 is circled in red.

Employee ID	First Name	Last Name	Date of Birth	Phone	Email	Hire Date	Access Level	Hourly Pay Rate
1	Jonathan	Guin	1995-11-05	6623334444	na@gmail.com	2009-01-01	owner	30.00
2	James	Hendricks	1988-04-19	6623334444	JH@gmail.com	2009-01-01	employee	19.00
12	Greg	Henderson	2000-12-03	6623214545	hender1@gmail.com	2010-01-04	foreman	22.50
14	George	Washington	1996-07-04	1234445555	freedom@Merica.com	2018-03-01	employee	17.76
15	Lacy	Franks	1996-04-09	6627534815	lacy@gmail.com	2015-06-08	secretary	15.00
16	Alfred	Greyson	1985-04-02	6624201963	acg@gmail.com	2018-04-14	accountant	40.00
19	Hammerfist	hambos	2018-04-09	1234445555	hambone@gmail.com	2018-04-02	owner	23.00

Showing 1 to 7 of 7 entries

Step 3. After clicking the pencil icon, you will be sent to a pre-populated form where you can alter the information. Clicking “Submit” will save the changes, and clicking “Cancel” will discard the changes; both of these buttons will return you to the table, after being clicked.

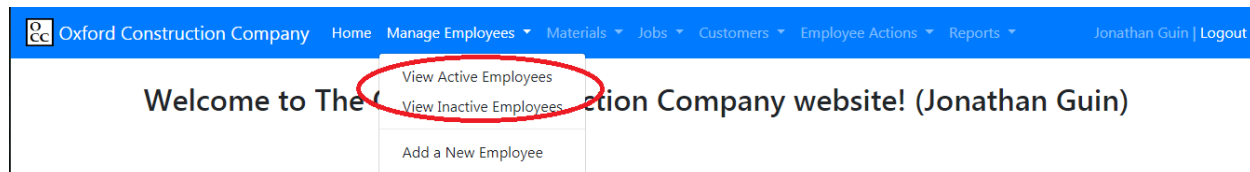
Oxford Construction Company Home Manage Employees Materials Jobs Customers Employee Actions Reports Jonathan Guin | Logout

Please update the employees information



First Name:
 Last Name:
 Date of Birth:
 Phone Number:
 Email Address:
 Date Hired:
 Date Fired:
 Hourly Pay Rate:
 Employees access level:
 Are they an active Employee?: ☒ Yes ☐ No

2.3. Deleting an Employee Record.

Step 1. You can delete employee records by first selecting either “View Active Employees” or “View Inactive Employees” from the dropdown menu under “Manage Employees.”



Step 2. After clicking the link in step 1, you can click the trashcan icon to the left of the record you would like to delete, to permanently remove it.

		19	lawrence	hambos	2018-04-09	1234445555	hambone@gmail.com	2018-04-02	employee	23.00
---	---	----	----------	--------	------------	------------	-------------------	------------	----------	-------

Step 3. After clicking the icon in step 2, you will be asked to confirm that you would really like to delete this employee. Clicking “Submit” permanently deletes the record, and clicking “Cancel” will cancel the operation.

(NOTE: We highly suggest that former employees be marked inactive, rather than deleted.)

Oxford Construction Company Home Manage Employees Materials Jobs Customers Employee Actions Reports Jonathan Guin | Logout

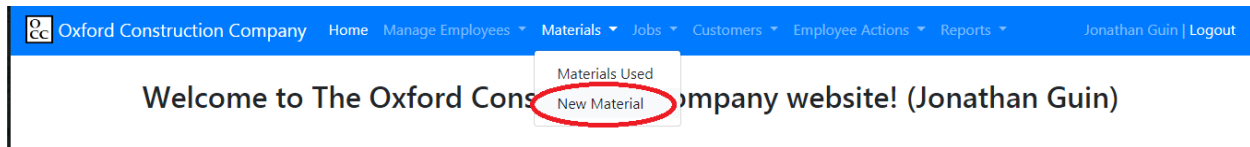
Are you sure you want to permanently delete this employee?

(Note: It's recommended that you mark former employees inactive)

Employee to delete: lawrence hambos

2.4. Adding a Material

Step 1. You can add a new material by selecting “New Material” from the dropdown menu under “Materials.”



Step 2. From there you can enter the material’s information in the form and click “Submit” to save the changes or “Reset” to reset the form.

 A screenshot of the 'Please Enter the Material Information' form. The form contains the following fields: 'Purchase Date' (YYYY-MM-DD), 'Cost', 'Description', 'Vendor', and 'Material Purchased For' (a dropdown menu showing 'UM Baseball Counter'). At the bottom of the form are 'Reset' and 'Submit' buttons.

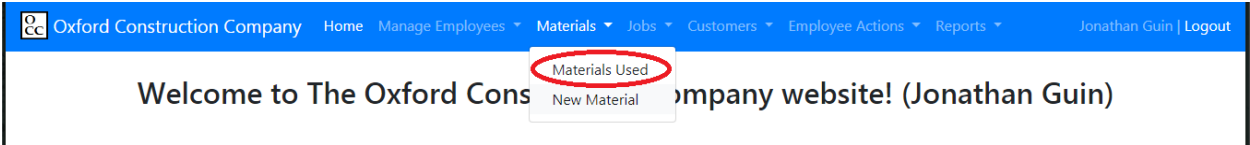
Step 3. After successfully adding the new material you will be redirected to the materials data table (pictured below) to visually confirm that the information was added correctly.

 A screenshot of the 'Material Purchases Log' table. The table has a header row with columns: Entry Number, Purchase Date, Material Cost, Description, Vendor, Job, and Purchaser. There are four data rows. To the left of the table is a sidebar with a plus icon and a 'Show 10 entries' dropdown. To the right is a search bar.


	Entry Number	Purchase Date	Material Cost	Description	Vendor	Job	Purchaser
	1	2018-03-13	24.00	2 pound box of deck screws	Lowe's	The Smith's Deck	James Hendricks
	2	2018-03-13	12.00	2 posts	Lowe's	The Smith's Deck	James Hendricks
	3	2018-03-25	200.00	20: 8 ft, 2x6 boards	Franks lumber yard	The Smith's Deck	Greg Henderson
	4	2018-03-09	10.52	3ft metal beam	Lowe's	Sonic drive-in workbench	Jonathan Guin

2.5 Editing a Material

Step 1. You can edit material records by first selecting “Materials Used” from the dropdown menu under “Materials.”



Step 2. After you have completed step 1, you will be directed to the materials data table. From there you can then click the pencil icon to the left of the material record you would like to edit.

	8	2018-04-09	20.00	varnish	Lowes	Display Shelves	Jonathan Guin
---	---	------------	-------	---------	-------	-----------------	---------------

Step 3. After clicking this Icon, you will be sent to a pre-populated form where you can alter the record to your discretion. Clicking “Submit” will save the changes, and clicking “Cancel” will cancel the operation. Both buttons will return you to the table to visually inspect the records, and any changes that might have been made.

Oxford Construction Company

HomeManage EmployeesMaterialsJobsCustomersEmployee ActionsReports

Jonathan Guin | Logout

Please update the material information

Purchase Date:2018-04-09

Cost:20.00

Description:varnish

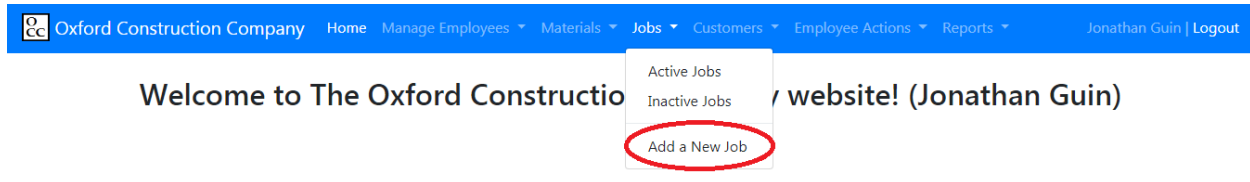
Vendor:Home Depot

Material Purchased For:The Smith's Deck

CancelSubmit

2.6 Adding a new Job

Step 1. You can add a new job by first selecting “Add a New Job” from the dropdown menu under “Jobs.”



Step 2. After clicking the link in step 1, you will be directed to a page where you can fill a form with the information regarding the new job. (Note: If the job was ordered by a new customer, you should add the customer’s information first.)

 A screenshot of the 'Please Enter the Job Information' form. The form includes fields for Job Name, Start Date, and End Date, each with a yellow input box. Below these is a radio button group for 'Is this an active Job?' with 'Yes' selected. A dropdown menu for 'Customer' is set to 'Ole Miss: Bob Stuart'. At the bottom are 'Reset' and 'Submit' buttons.

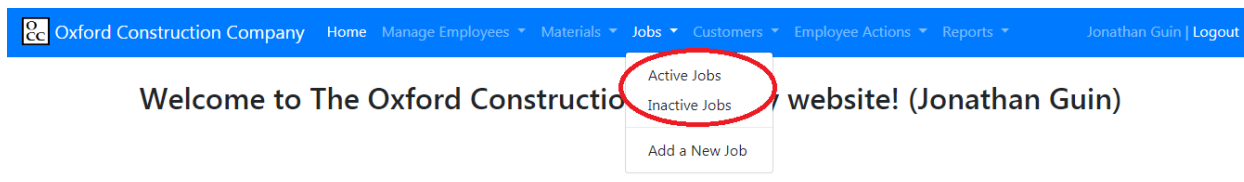
Step 3. After filling in the form, you can either click “Submit” to save the changes, or “Reset” clear the form. After clicking “Submit,” you will be directed to the appropriate job table where you can visually confirm that the correct information was added.

 A screenshot of the 'Active Jobs' table. The table has columns for Job ID, Job Name, Start Date, End Date, and Customer Name. It displays six rows of job data. Above the table is a search bar and a 'Show 10 entries' dropdown. Below the table is a pagination bar showing 'Previous 1 Next' and 'Showing 1 to 6 of 6 entries'.

Job ID	Job Name	Start Date	End Date	Customer Name
3	The Smith's Deck	2018-03-01	0000-00-00	John Smith
5	Display Shelves	2018-03-24	0000-00-00	Henry Wooldridge
6	Jones Remodel	2018-04-02	0000-00-00	Bob Jones
7	Secretary Work	2018-04-14	0000-00-00	Jonathan Guin
8	Accounting	2018-04-14	0000-00-00	Jonathan Guin
10	UM Bathroom Renovation	2018-04-20	0000-00-00	Bob Stuart

2.7 Editing a Job

Step 1. You can edit a job by first selecting either “View Active Jobs” or “View Inactive Jobs” from the dropdown menu under “Jobs.”



Step 2. After you have completed step 1, you will be directed to the jobs data table. From there you can then click the pencil icon to the left of the job record you would like to edit.

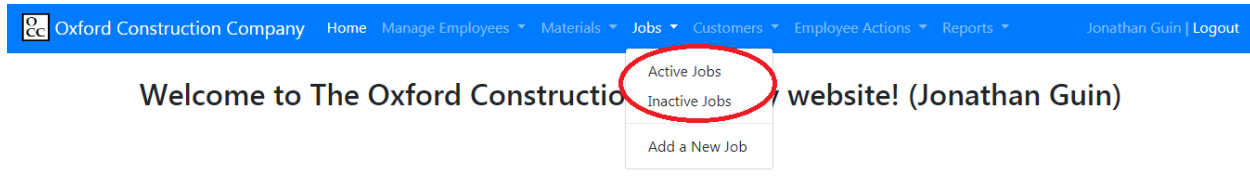
	10	UM Bathroom Renovation	2018-04-20	0000-00-00	Bob Stuart
---	----	------------------------	------------	------------	------------

Step 3. After clicking the pencil icon you will be sent to a pre-populated form where you can alter the job’s details to your discretion. Clicking either “Submit,” or “Cancel” will direct you back to the data table; however, the submit button will cause the changes to be saved, while the cancel button will not.

 A screenshot of a web form titled 'Please update the employees information'. The form contains the following fields: 'Job Name' (UM Bathroom f), 'Start Date' (2018-04-20), 'End Date' (0000-00-00), 'Is this an active Job?' (radio buttons for Yes and No, with Yes selected), 'Customer' (Ole Miss: Bob Stuart), and 'Cancel' and 'Submit' buttons.

2.8 Deleting a Job

Step 1. You can delete a job by first selecting either “View Active Jobs” or “View Inactive Jobs” from the dropdown menu under “Jobs.”

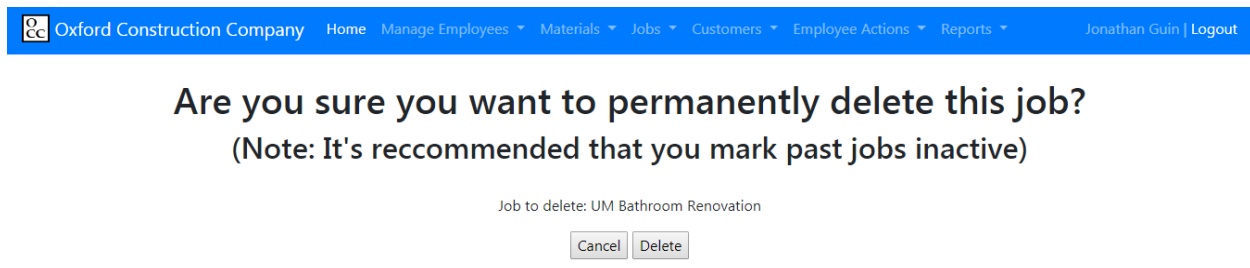


Step 2. After you have completed step 1, you will be directed to the jobs data table. From there you can then click the trashcan icon to the left of the job record you would like to delete.

			10	UM Bathroom Renovation	2018-04-20	0000-00-00	Bob Stuart
---	---	---	----	------------------------	------------	------------	------------

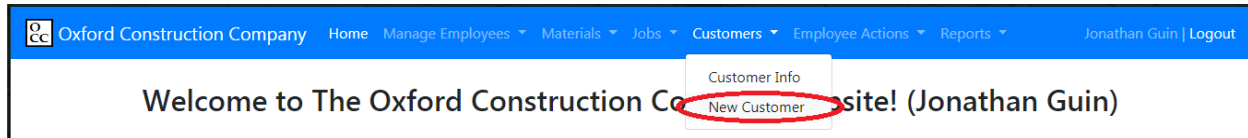
Step 3. After clicking the icon in step 2, you will be asked to confirm that you would really like to delete the job. Clicking “Delete” permanently deletes the record, and clicking “Cancel” will cancel the operation.

(NOTE: We highly suggest that completed jobs be marked inactive, rather than deleted.)



2.9 Adding a New Customer


Step 1. You can add a new customer by selecting “New Customer” from the dropdown menu under “Customers.”



Step 2. After clicking the link from step 1, you will be directed to a form where you can enter the information on the new customer. (Highlighted items are required.)

The screenshot shows a form titled 'Please Enter the Customer Information'. The form contains the following fields: Customer Organization, First Name, Last Name, Street Address, City, State, Phone Number, and Email. The 'First Name', 'Last Name', 'Street Address', 'City', 'State', 'Phone Number', and 'Email' fields are highlighted in yellow, indicating they are required. There are 'Reset' and 'Submit' buttons at the bottom of the form.

Step 3. After filling in the form, you can either click “Submit” to save the changes, or “Reset” clear the form. After clicking “Submit,” you will be directed to the customer data table, pictured below, where you can visually confirm that the correct information was added.

Oxford Construction Company

Home

Manage Employees

Materials

Jobs

Customers

Employee Actions

Reports

Jonathan Guin | Logout





Customer Information

Show

10

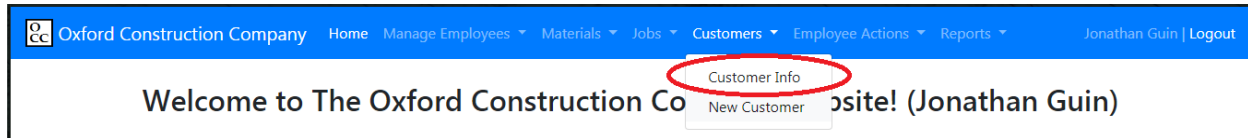
entries

Search:


		Organization	First Name	Last Name	Street Address	City	State	Phone Number	Email
	111	Ole Miss	Bob	Stuart	130 Rebel Drive	Oxford	Mississippi	6311112222	bsman100@gmail.com
	222	Sonic	Frank	Lewis	139 industrial RD	Southaven	Mississippi	1112223333	fl@sonic.com
	223	Smith Family	John	Smith	120 Smith Drive	Oxford	Mississippi	6311112222	smith@smith.com
	224	Mantachie Foods	Henry	Wooldridge	13 Pine Bluff Drive	Mantachie	Mississippi	6627013443	HW@Mfoods.net

2.10 Editing a Customer Record

Step 1. You can edit a customer record by selecting “Customer info” from the dropdown menu under “Customers.”



Step 2. After clicking the link from the previous step, you will be sent to the customer table. From there you can simply select the pencil icon to the left of the record which you would like to edit.

	225		Bob	Jones	112 Beaver Road	Mooreville	MS	6621345609	bob@gmail.com
---	-----	--	-----	-------	-----------------	------------	----	------------	---------------

Step 3. You will then be sent to a page where you can alter the information in the pre-populated form to your discretion, and click “Submit” to save the changes or “Cancel” to cancel the operation. After either button is pressed, you will be redirected back to the data table to visually confirm that the operation was processed correctly.

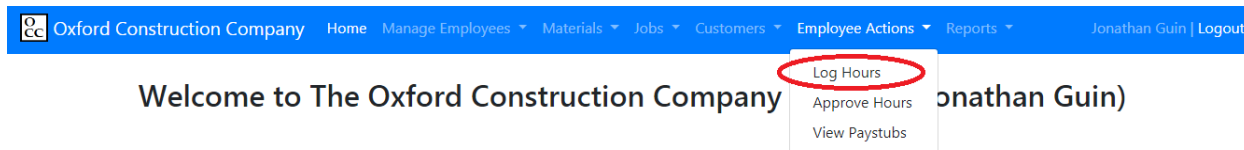
The screenshot shows a form titled 'Please update the customer information'. The form contains the following fields and values:

- Organization: (empty)
- First Name: Bob
- Last Name: Jones
- Street Address: 112 Beaver lake Road
- City: Mooreville
- State: MS
- Phone Number: 6621345609
- Email: bob@gmail.com

At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

2.11 Logging Hours

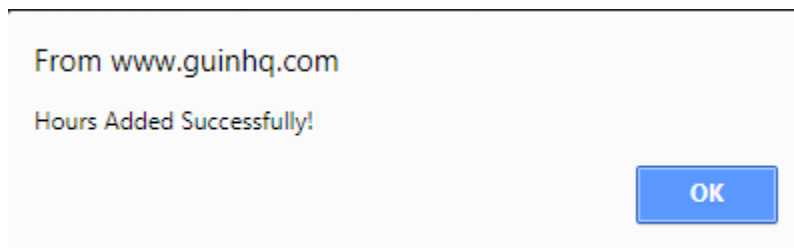
Step 1. To log your hours you must first select “Log Hours” from the dropdown menu under “Employee Actions.”



Step 2. After clicking the link from step 1, you will be directed to a form where you can enter the information on the hours that you worked. After you have filled in the form, you can click “Submit” to submit your hours for approval, or you can click “Reset” to reset the form.

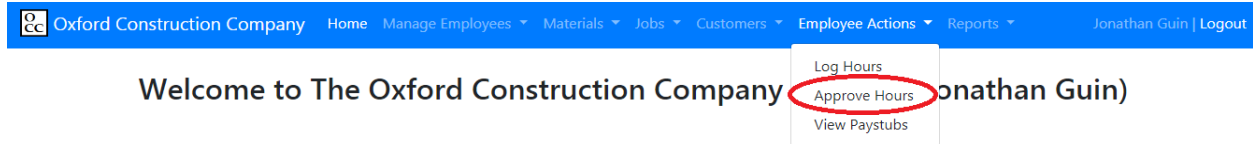
 A screenshot of the 'Please enter your hours' form. The form is centered on a white background. It has a title 'Please enter your hours' and a subtitle 'Please enter your hours'. Below the subtitle, there are three input fields: 'Date:' with the value '2018-04-25', 'Job:' with a dropdown menu showing 'The Smith's Deck', and 'Hours Worked:' with an empty text input field. At the bottom of the form, there are two buttons: 'Reset' and 'Submit'.

Step 3. After your hours are successfully submitted, you should see the following alert at the top of the page. Clicking “OK” will send you back to the log hours page.



2.12 Approving Hours

Step 1. To approve hours you must first select “Approve Hours” from the dropdown menu under “Employee Actions.”



Step 2. After clicking the link in step 1, you will be directed to a data table which contains all the unapproved hours for the company’s employees. You can select the pencil icon to the left of an entry to approve of it’s hours.

	Employee	Job	Week	Approved Hours	Unapproved Hours	Wages
	Jonathan Guin	The Smith's Deck	10	12.00	9.00	360.00

Step 3. Clicking the pencil icon, in step two, will sent you to a pre-populated form where you can alter the number of hours that the particular employee is credited for working during a particular week on a particular job. Clicking submit will save the information, and clicking cancel will discard the changes.

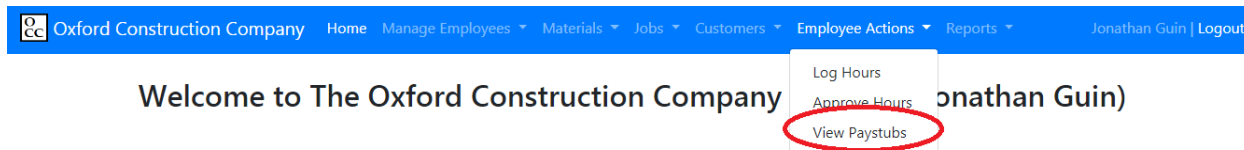
The screenshot shows a form titled 'Please Approve the appropriate amount of Hours'. The form contains the following fields and values:

- Employee: Jonathan Guin
- Job: The Smith's Deck
- Week Number: 10
- Approved Hours: 12.00
- Unapproved Hours: 9.00

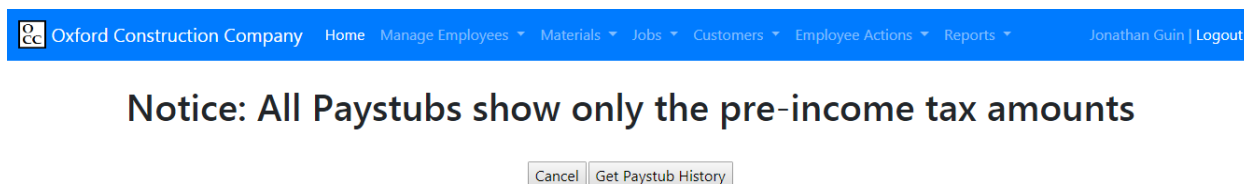
At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

2.13 Viewing Pre-Tax Wages

Step 1. You can view the amount of money you've earned for each week by selecting "View Paystubs" from the dropdown menu under "Employee Actions,"



Step 2. After clicking the link in step 1, you will be sent to the following disclaimer page.



Step 3. If you confirm by clicking "Get Paystub History," you will be sent to a page that generates a report stating the number of approved hours you worked and the amount of money you earned before taxes.

(Note: Blank rows indicate that you have unapproved hours, but no approved hours for that week.)

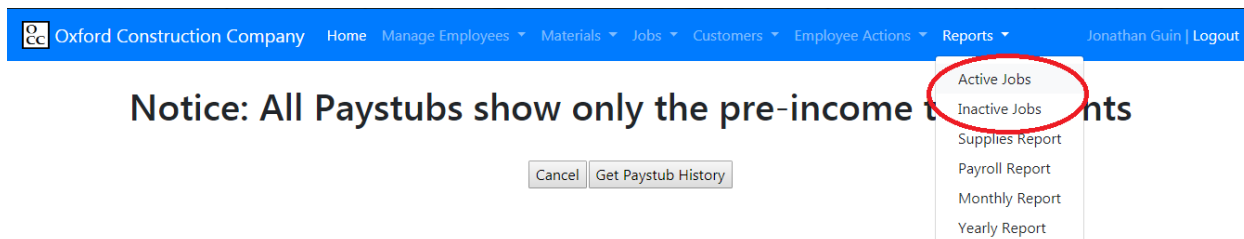
The screenshot shows a "Payment Report" for Jonathan Guin. The report includes a table with columns for Week, Hours, and Pretax Wages. The data is as follows:

Week	Hours	Pretax Wages
9	10.00	300.00
10	12.00	360.00
11	7.50	225.00
13	1.00	30.00
14	4.00	120.00
15	1.00	30.00
Totals	35.5	1065

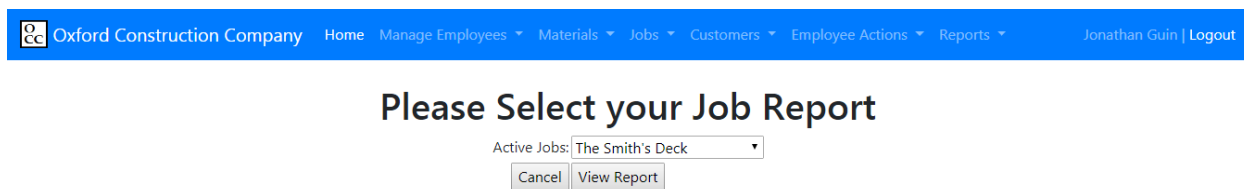
Below the table, it states: "You've currently made 1065 dollars this year!"

2.14 Preparing a Job Report

Step 1. You can prepare a job report by first selecting either “Active Jobs” or “Inactive Jobs” from the dropdown menu under “Reports.”



Step 2. After clicking either of the two links in step 1, you can easily select a job report by selecting a job and clicking “View Report.”



Result:

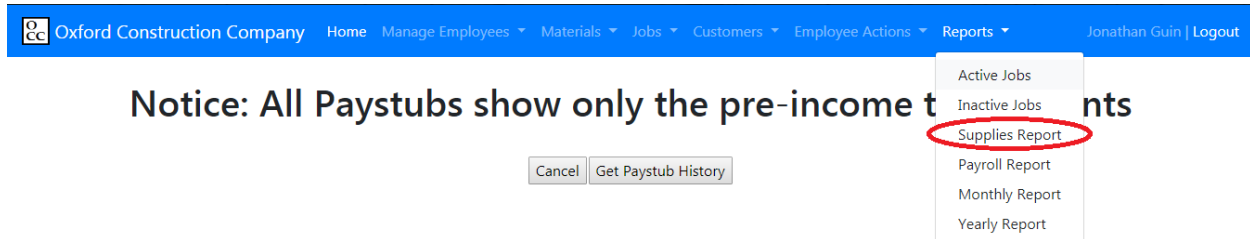
The screenshot shows a PDF report titled 'Job Statement: 2018/04/25' for Jonathan Guin. The report is generated for 'The Smith's Deck' and shows a total cost of 998.32 dollars. The report includes a table with the following data:

Job	Hours	Wage Cost	Mat Cost	Total Cost
The Smith's Deck	27.50	739.32	259.00	998.32

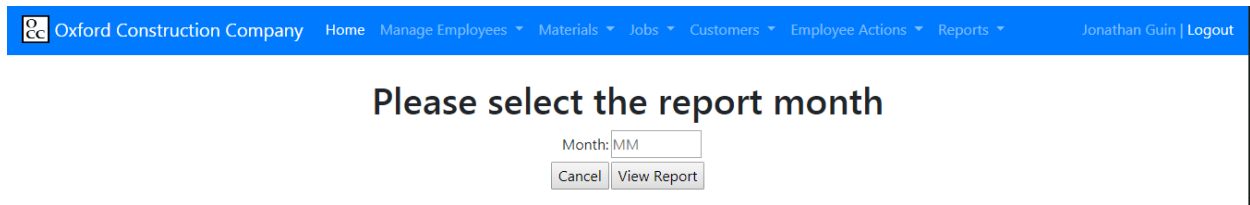
Current Expenses for The Smith's Deck are 998.32 dollars.

2.15 Preparing a Supplies Report

Step 1. You can prepare a supplies report by first selecting “Supplies Report” from the dropdown menu under “Reports.”



Step 2. After clicking the link in step 1, you can select the month you would like a report for simply selecting any date in the desired month from the date picker. You can then click “View Report” to see the amount owed to suppliers for that month.



Result:

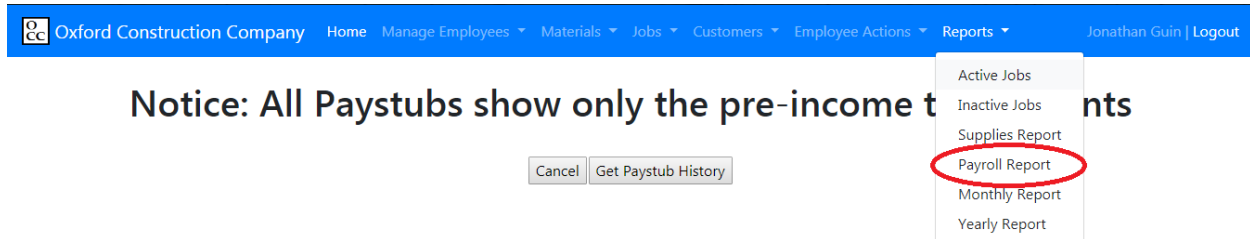
The screenshot shows a PDF report titled 'Oxford Construction Co.' with the tagline 'Building a better future since 1986'. The report is a 'Monthly Expense Report' for the month of 'April', generated for Jonathan Guin. It contains a table with supplier names and amounts owed, and a total amount of 41 dollars.

Supplier Name	Amount Owed
Dollar General	10.00
Staples	20.00
Tupelo Hardware	11.00
Totals	41

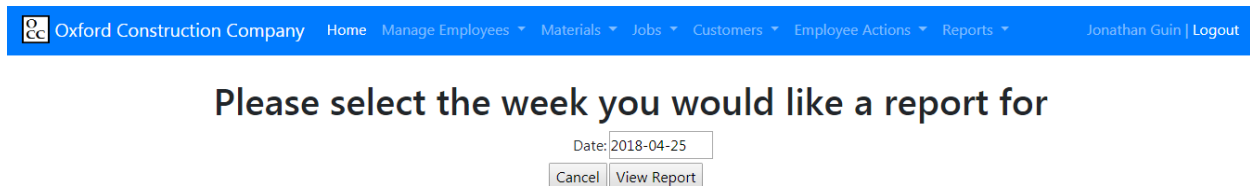
Total amount owed to suppliers for April is 41 dollars.

2.16 Preparing a Payroll Report

Step 1. You can prepare a payroll report by first selecting “Payroll Report” from the dropdown menu under “Reports.”



Step 2. After clicking the link in step 1, you can select the week you would like a report for by simply selecting any date in the desired week from the date picker. You can then click “View Report” to see the amount owed to employees before taxes, for that week.



Result:

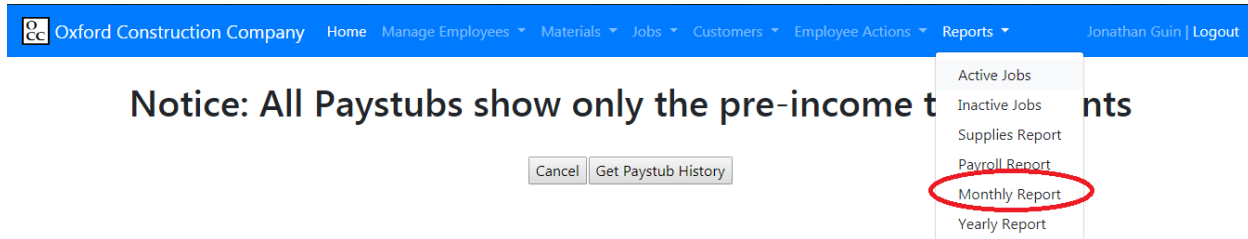
The screenshot shows the payroll report generated for Jonathan Guin. The report is titled 'Oxford Construction Co.' and 'Payroll Report: 2018-04-02'. It states 'Report Generated for: Jonathan Guin'. Below this is a table with three columns: Employee Name, Hours, and Wages. The table lists the following data:

Employee Name	Hours	Wages
Jonathan Guin	4.00	120.00
Greg Henderson	1.00	22.50
George Washington	9.00	159.84
Lacy Franks	6.00	90.00
Alfred Greyson	2.00	80.00
Totals (Before Taxes)	22	472.34

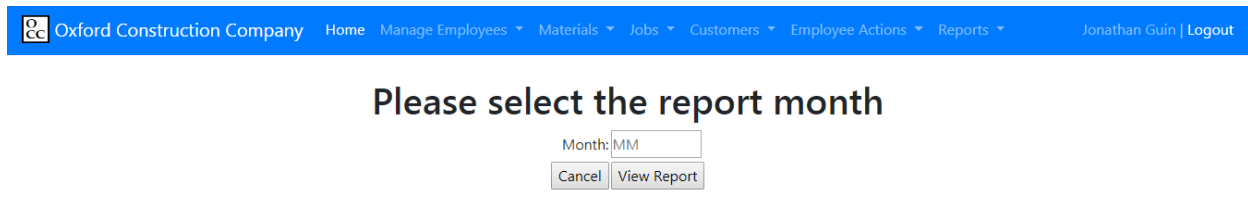
Below the table, it states: 'Total amount owed to employees in week 14 (2018-04-02) is 472.34 dollars.'

2.17 Preparing a Monthly Report

Step 1. You can prepare a monthly report by first selecting “Monthly Report” from the dropdown menu under “Reports.”



Step 2 After clicking the link in step 1, you can select the month you would like a report for simply selecting any date in the desired month from the date picker. You can then click “View Report” to see the cost of each job during that month.



Result:

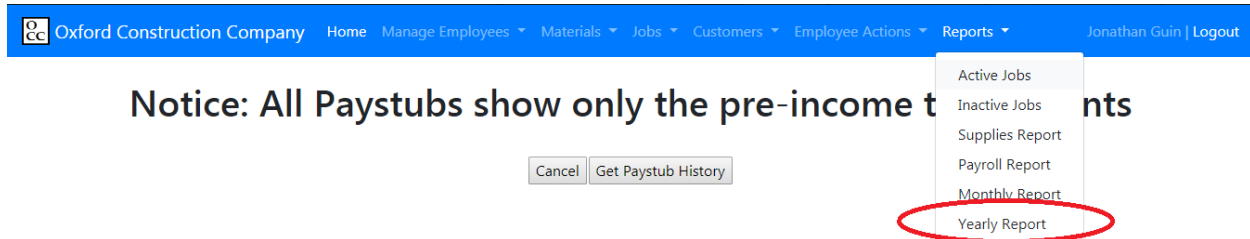
The screenshot shows a PDF document titled 'Oxford Construction Co.' with the tagline 'Building a better future since 1986'. The report is titled 'Monthly Expense Report: April' and was generated for Jonathan Guin. It contains a table with the following data:

Job Name	Hours	Wage Cost	Mat Cost	Total Cost
The Smith's Deck	8.00	154.32	11.00	165.32
Display Shelves	7.00	165.78	20.00	185.78
Jones Remodel	2.00	60.00	10.00	70
Secretary Work	6.00	90.00	20.00	110
Accounting	2.00	80.00		80
Totals	25	550.1	61	611.1

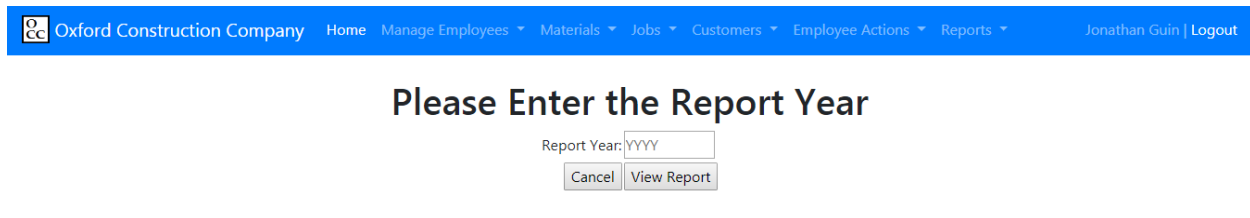
Total Expenditures for April is 611.1 dollars.

2.18 Preparing a yearly Report

Step 1. You can prepare a yearly report by first selecting “Yearly Report” from the dropdown menu under “Reports.”



Step 2. After clicking the link in step 1, you can enter the year you would like a report for and click “View Report” to see the cost of each job during the year.



Result:

Yearly_Report.php 1 / 1

Oxford Construction Co.

Building a better future since 1986

Yearly Report:

2018

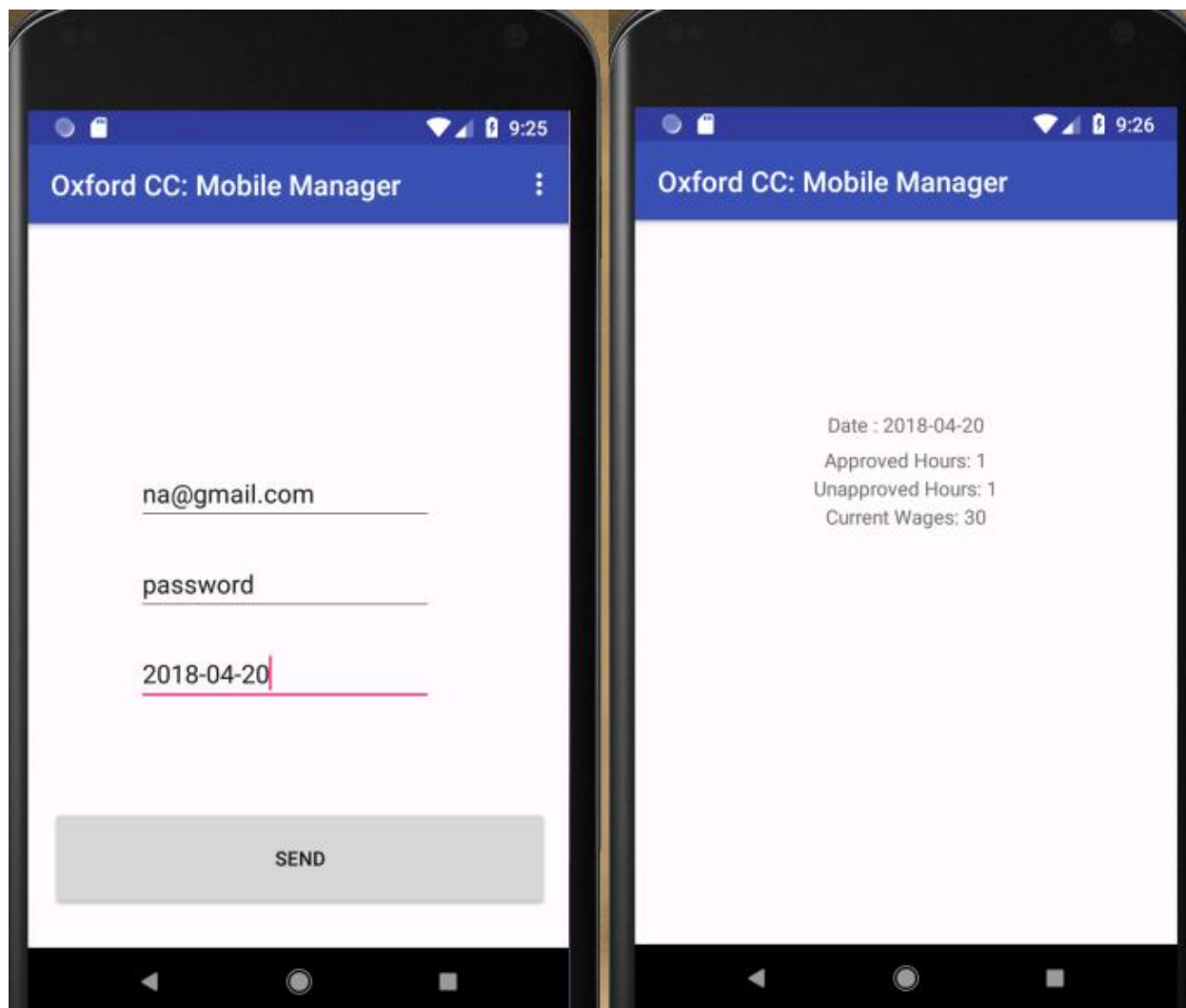
Report Generated for: Jonathan Guin

Job Name	Hours	Wage Cost	Mat Cost	Total Cost
Sonic drive-in workbe	10.00	300.00	10.52	310.52
The Smith's Deck	27.50	739.32	259.00	998.32
Display Shelves	11.00	225.78	45.00	270.78
Jones Remodel	2.00	60.00	10.00	70
Secretary Work	6.00	90.00	20.00	110
Accounting	2.00	80.00		80
Totals	58.5	1495.1	344.52	1839.62

Total Expenditures for 2018 is 1839.62 dollars.

2.19 Using the Android App

Step 1. Upon opening the Oxford CC: Mobile Manager™, and entering valid information, you should see a screen that looks similar to the one on the left, pictured below.



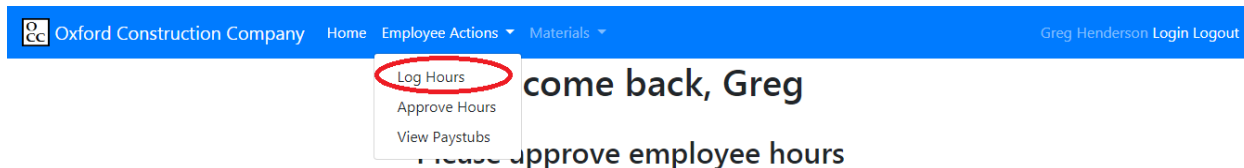
Step 2. When you enter your email address, password, and a valid date you can click the send button. After clicking this button, you should be directed to a second screen that initially says "Lookup Pending." Once data has been retrieved, the second screen will display the total approved hours, unapproved hours, and wages for the date that was submitted.

Section 3

Foremen

3.1 Logging Hours

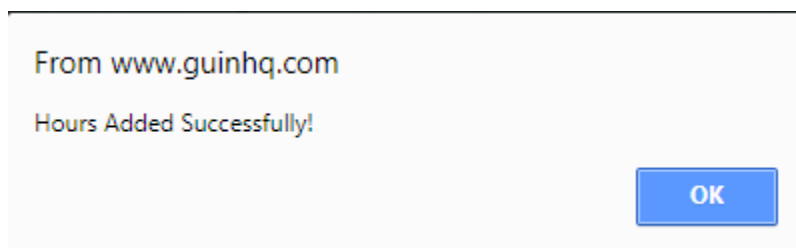
Step 1. To log your hours you must first select “Log Hours” from the dropdown menu under “Employee Actions.”



Step 2. After clicking the link from step 1, you will be directed to a form where you can enter the information on the hours that you worked. After you have filled in the form, you can click “Submit” to submit your hours for approval, or you can click “Reset” to reset the form.

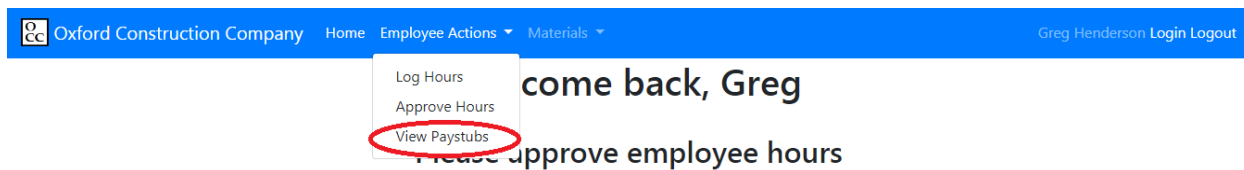
A screenshot of the 'Please enter your hours' form in the Oxford Construction Company web application. The form is centered on the page and has a white background. It contains the following fields: 'Date:' with a value of '2018-04-26', 'Job:' with a dropdown menu showing 'The Smith's Deck', and 'Hours Worked:' with a text input field. Below these fields are two buttons: 'Reset' and 'Submit'.

Step 3. After your hours are successfully submitted, you should see the following alert at the top of the page. Clicking “OK” will send you back to the log hours page.

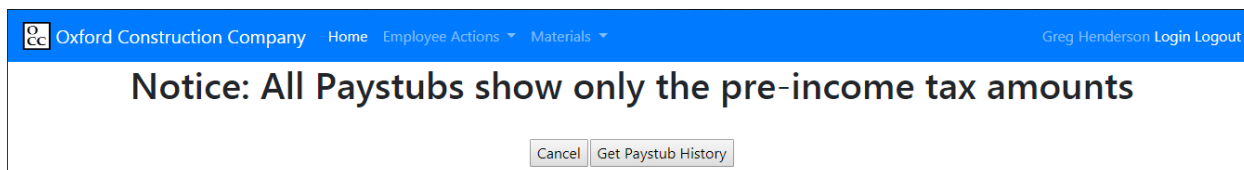


3.2 Viewing Pre-Tax Wages

Step 1. You can view the amount of money you've earned each week by selecting "View Paystubs" from the dropdown menu under "Employee Actions,"



Step 2. After clicking the link in step 1, you will be sent to a disclaimer page.



Step 3. If you confirm by clicking "Get Paystub History," you will be sent to a page that generates a report stating the number of approved hours you worked and the amount of money you earned before taxes.

(Note: Blank rows indicate that you have unapproved hours, but no approved hours for that week.)

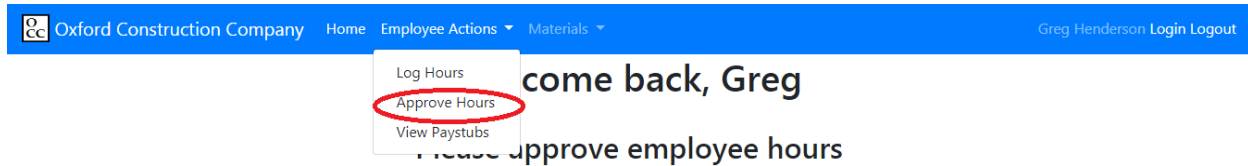
 A screenshot of a web browser showing a PDF report titled 'Oxford Construction Co. Payment Report'. The report is for Greg Henderson. It contains a table with columns for Week, Hours, and Pretax Wages. The table shows data for weeks 14 and 15, and a Totals row. Below the table, it says 'You've currently made 22.5 dollars this year!'.

Week	Hours	Pretax Wages
14	1.00	22.50
15		
Totals	1	22.5

You've currently made 22.5 dollars this year!

3.3 Approving Hours

Step 1. To approve hours you must first select “Approve Hours” from the dropdown menu under “Employee Actions.”



Step 2. After clicking the link in step 1, you will be directed to a data table which contains all the unapproved hours for the company’s employees. You can select the pencil icon to the left of an entry to enter the amount of hours you would like to approve of.

	Employee	Job	Week	Approved Hours	Unapproved Hours	Wages
	Jonathan Guin	The Smith's Deck	10	12.00	9.00	360.00

Step 3. Clicking the pencil icon, in step two, will sent you to a pre-populated form where you can alter the number of hours that the particular employee is credited for working during a particular week on a particular job. Clicking submit will save the information, and clicking cancel will disregard the changes. Clicking either of these buttons will redirect you back to the approve hours table, where you can see the changes.

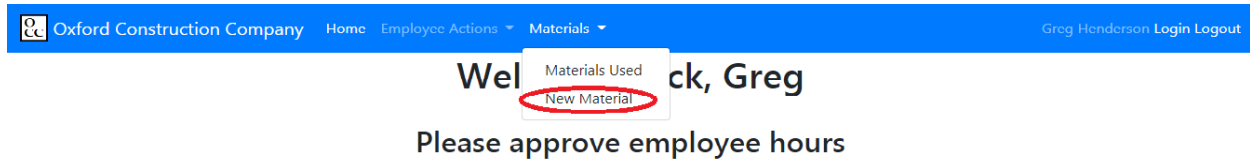
The screenshot shows a form titled 'Please Approve the appropriate amount of Hours'. The form is pre-populated with the following data:

- Employee: Jonathan Guin
- Job: The Smith's Deck
- Week Number: 10
- Approved Hours: 12.00
- Unapproved Hours: 9.00

At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

3.4 Adding Materials

Step 1. You can add a new material by selecting “New Material” from the dropdown menu under “Materials.”



Step 2. From there you can enter the material’s information to the form and click “Submit” to save the changes or “Reset” to reset the form.

The screenshot shows the 'Please Enter the Employees Information' form. The form includes fields for Purchase Date (YYYY-MM-DD), Cost, Description, Vendor, and Material Purchased For (UM Baseball Counter). There are 'Reset' and 'Submit' buttons at the bottom.

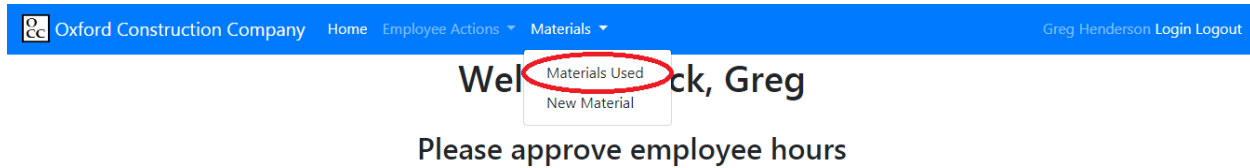
Step 3. After adding the new material, you will be redirected to the materials data table (pictured below) to visually confirm that the information was added correctly.

The screenshot shows the 'Material Purchases Log' table. The table has columns for Entry Number, Purchase Date, Material Cost, Description, Vendor, Job, and Purchaser. There are 4 entries listed.


Entry Number	Purchase Date	Material Cost	Description	Vendor	Job	Purchaser
1	2018-03-13	24.00	2 pound box of deck screws	Lowe's	The Smith's Deck	James Hendricks
2	2018-03-13	12.00	2 posts	Lowe's	The Smith's Deck	James Hendricks
3	2018-03-25	200.00	20: 8 ft, 2x6 boards	Franks lumber yard	The Smith's Deck	Greg Henderson
4	2018-03-09	10.52	3ft metal beam	Lowe's	Sonic drive-in workbench	Jonathan Guin

3.5 Editing Materials

Step 1. You can edit material records by first selecting “Materials Used” from the dropdown menu under “Materials.”



Step 2. After you have completed step 1, you will be directed to the materials data table. From there you can then click the pencil icon to the left of the material record you would like to edit.

	8	2018-04-09	20.00	varnish	Lowes	Display Shelves	Jonathan Guin
---	---	------------	-------	---------	-------	-----------------	---------------

Step 3. After clicking this icon, you will be sent to a pre-populated form where you can alter the record to your discretion. Clicking “Submit” will save the changes, and clicking “Cancel” will cancel the operation. Both buttons will return you to the table to visually inspect the records, and any changes that might have been made.

The screenshot shows a form titled 'Please update the material information'. The form contains the following fields and values:

- Purchase Date: 2018-03-12
- Cost: 12.00
- Description: deck stain
- Vendor: Home Depot
- Material Purchased For: Display Shelves (dropdown menu)

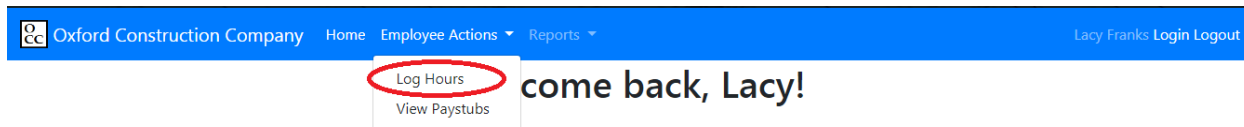
At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

Section 4

Secretaries

4.1 Logging Hours

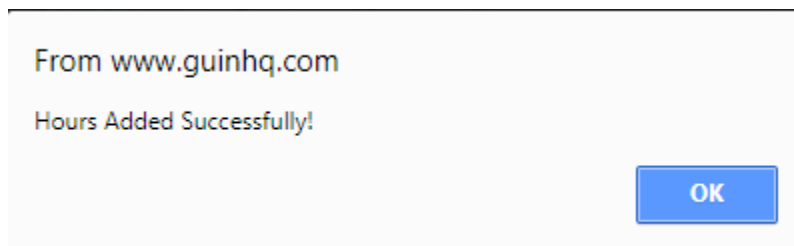
Step 1. To log your hours you must first select “Log Hours” from the dropdown menu under “Employee Actions.”



Step 2. After clicking the link from step 1, you will be directed to a form where you can enter the information on the hours that you worked. After you have filled in the form, you can click “Submit” to submit your hours for approval, or you can click “Reset” to reset the form.

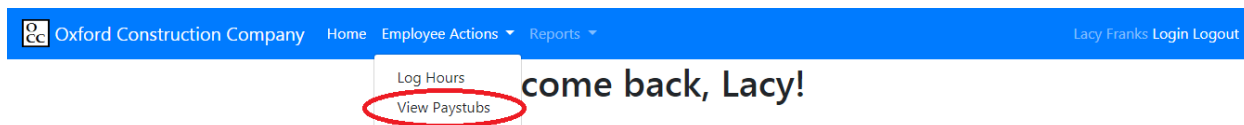
A screenshot of the 'Please enter your hours' form in the Oxford Construction Company web application. The form is centered on a white background. It has a title 'Please enter your hours' and a subtitle 'Please enter your hours'. Below the subtitle, there are three input fields: 'Date:' with the value '2018-04-26', 'Job:' with a dropdown menu showing 'The Smith's Deck', and 'Hours Worked:' with a text input field. At the bottom of the form, there are two buttons: 'Reset' and 'Submit'.

Step 3. After your hours are successfully submitted, you should see the following alert at the top of the page. Clicking “OK” will send you back to the log hours page.



4.2 Viewing Pre-Tax Wages

Step 1. To log your hours you must first select “View Paystubs” from the dropdown menu under “Employee Actions.”



Step 2. After clicking the link in step 1, you will be sent to a disclaimer page.



Step 3. If you confirm by clicking “Get Paystub History,” you will be sent to a page that generates a report stating the number of approved hours you worked and the amount of money you earned before taxes.

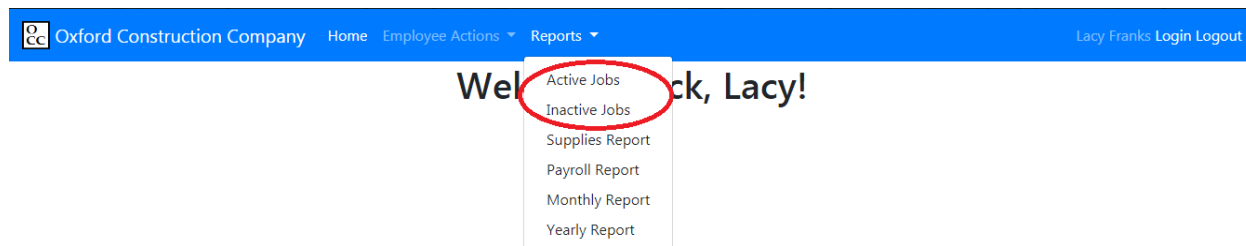
(Note: Blank rows indicate that you have unapproved hours, but no approved hours for that week.)

 A screenshot of a web browser displaying a 'Payment Report' for Lacy Franks. The browser's address bar shows 'A.Jpdf.php' and the page number '1 / 1'. The report is titled 'Oxford Construction Co.' with the tagline 'Building a better future since 1986'. Below the title is the section 'Payment Report'. The report is generated for 'Lacy Franks'. It contains a table with three columns: 'Week', 'Hours', and 'Pretax Wages'. The table has three rows: '14' with 6.00 hours and 90.00 pretax wages, '15' with blank cells, and a 'Totals' row with 6 hours and 90 pretax wages. Below the table, it says 'You've currently made 90 dollars this year!'.

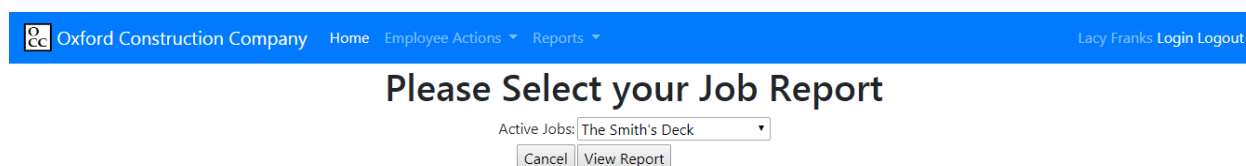
Week	Hours	Pretax Wages
14	6.00	90.00
15		
Totals	6	90

4.3 Preparing a Job Report

Step 1. You can prepare a job report by first selecting either “Active Jobs” or “Inactive Jobs” from the dropdown menu under “Reports.”



Step 2. After clicking either of the two links in step 1, you can easily select a job report by selecting a job and clicking “View Report.”



Result:

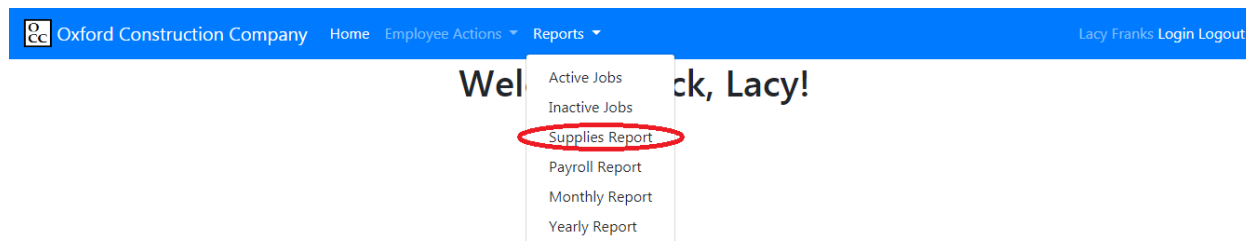
The screenshot shows a PDF report titled 'Oxford Construction Co. Building a better future since 1986'. The report is a 'Job Statement' dated 2018/04/26, generated for Lacy Franks. It contains a table with the following data:

Job	Hours	Wage Cost	Mat Cost	Total Cost
The Smith's Deck	27.50	739.32	259.00	998.32

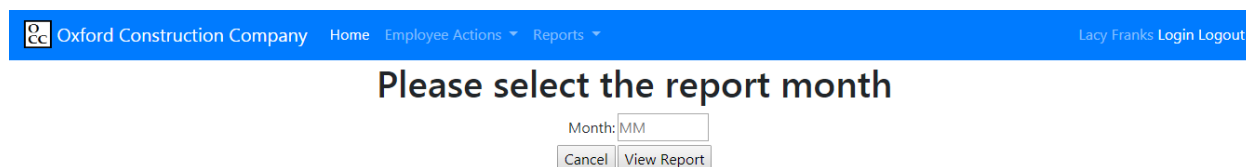
Below the table, it states: 'Current Expenses for The Smith's Deck are 998.32 dollars.'

4.4 Preparing a Supplies Report

Step 1. You can prepare a supplies report by first selecting “Supplies Report” from the dropdown menu under “Reports.”



Step 2. After clicking the link in step 1, you can select the month you would like a report for by simply selecting any date in the desired month from the date picker. You can then click “View Report” to see the amount owed to suppliers for that month.



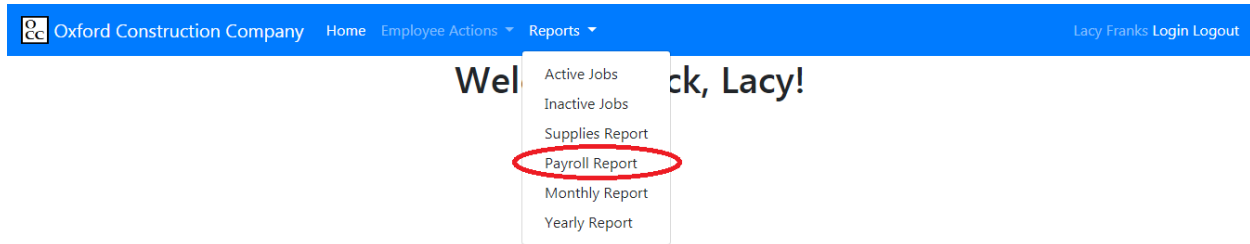
Result:

 A screenshot of a web browser displaying a PDF report titled 'Monthly Expense Report: March'. The report is generated for 'Lacy Franks'. It features a table with two columns: 'Supplier Name' and 'Amount Owed'. The table lists three suppliers: 'Franks lumber yard' (200.00), 'Home Depot' (12.00), and 'Lowe's' (91.52). A yellow-highlighted row at the bottom shows 'Totals' with an amount of 303.52. Below the table, a text line states: 'Total amount owed to suppliers for March is 303.52 dollars.' The browser's address bar shows 'supplierpdf.php' and the page number '1 / 1'.

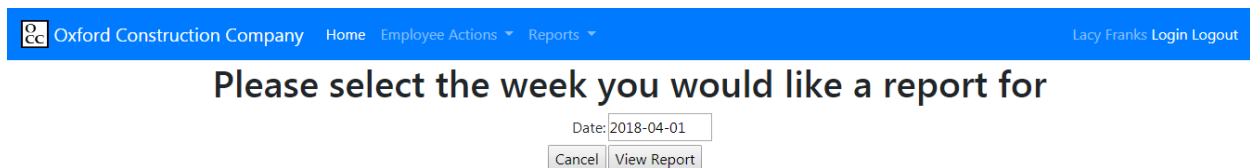
Supplier Name	Amount Owed
Franks lumber yard	200.00
Home Depot	12.00
Lowe's	91.52
Totals	303.52

4.5 Preparing a Payroll Report

Step 1. You can prepare a payroll report by first selecting “Payroll Report” from the dropdown menu under “Reports.”



Step 2. After clicking the link in step 1, you can select the week you would like a report for by selecting any date in that week from the date picker. You can then click “View Report” to see the amount owed to employees before taxes, for that week.



Result:

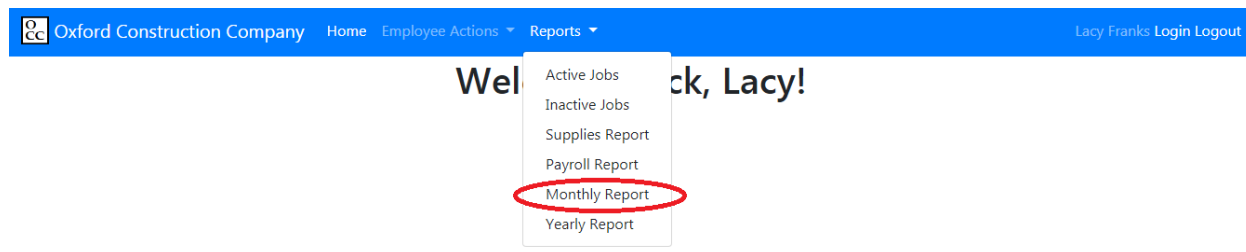
 A screenshot of a PDF document titled 'payrollpdf.php'. The document is for 'Oxford Construction Co.' and is a 'Payroll Report' for the date '2018-04-01'. It states 'Report Generated for: Lacy Franks'. Below this is a table with three columns: 'Employee Name', 'Hours', and 'Wages'. The table contains one row for 'Jonathan Guin' with 1.00 hours and 30.00 wages, and a 'Totals (Before Taxes)' row with 1 hour and 30 wages. Below the table, it states 'Total amount owed to employees in week 13 (2018-04-01) is 30 dollars.'

Employee Name	Hours	Wages
Jonathan Guin	1.00	30.00
Totals (Before Taxes)	1	30

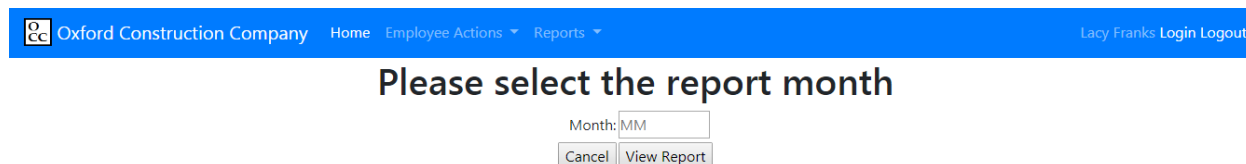
Total amount owed to employees in week 13 (2018-04-01) is 30 dollars.

4.6 Preparing a Monthly Report

Step 1. You can prepare a monthly report by first selecting “Monthly Report” from the dropdown menu under “Reports.”



Step 2. After clicking the link in step 1, you can select the month you would like a report for by simply selecting any date in the desired month from the date picker. You can then click “View Report” to see the cost of each job during that month.



Result:

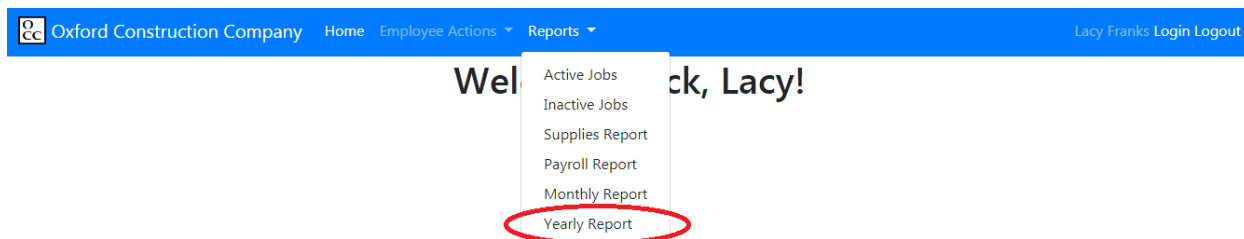
 A screenshot of the 'Monthly Expense Report' for March. The report is generated for Lacy Franks. It includes a table with columns for Job Name, Hours, Wage Cost, Mat Cost, and Total Cost. The table lists three jobs: Sonic drive-in wor, The Smith's Deck, and Display Shelves, followed by a Totals row. Below the table, it states 'Total Expenditures for March is 1228.52 dollars.'

Job Name	Hours	Wage Cost	Mat Cost	Total Cost
Sonic drive-in wor	10.00	300.00	10.52	310.52
The Smith's Deck	19.50	585.00	248.00	833
Display Shelves	4.00	60.00	25.00	85
Totals	33.5	945	283.52	1228.52

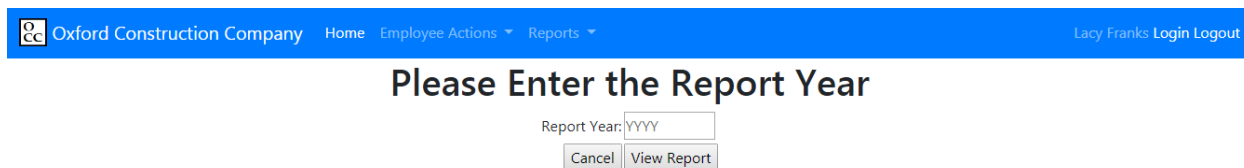
Total Expenditures for March is 1228.52 dollars.

4.7 Preparing a yearly Report

Step 1. You can prepare a yearly report by first selecting “Yearly Report” from the dropdown menu under “Reports.”



Step 2. After clicking the link in step 1, you can select the year you would like a report for and click “View Report” to see the cost of each job during the year.



Result:

Yearly_Report.php 1 / 1

Oxford Construction Co.				
<small>Building a better future since 1986</small>				
Yearly Report:				
2018				
Report Generated for: Lacy Franks				
Job Name	Hours	Wage Cost	Mat Cost	Total Cost
Sonic drive-in workbe	10.00	300.00	10.52	310.52
The Smith's Deck	27.50	739.32	259.00	998.32
Display Shelves	11.00	225.78	45.00	270.78
Jones Remodel	2.00	60.00	10.00	70
Secretary Work	6.00	90.00	20.00	110
Accounting	2.00	80.00		80
Totals	58.5	1495.1	344.52	1839.62

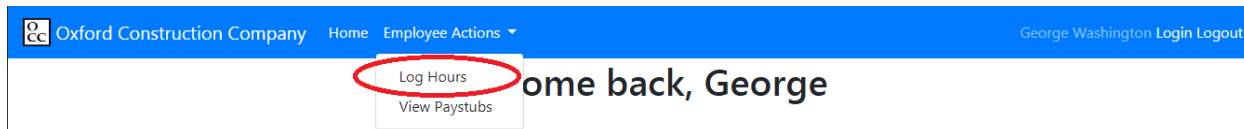
Total Expenditures for 2018 is 1839.62 dollars.

Section 5

Employees

3.1 Logging Hours

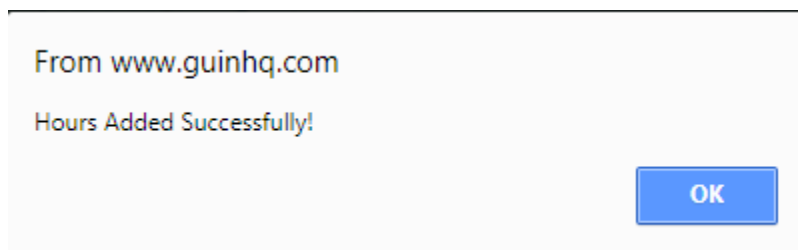
Step 1. To log your hours you must first select “Log Hours” from the dropdown menu under “Employee Actions.”



Step 2. After clicking the link from step 1, you will be directed to a form where you can enter the information on the hours that you worked. After you have filled in the form, you can click “Submit” to submit your hours for approval, or you can click “Reset” to reset the form.

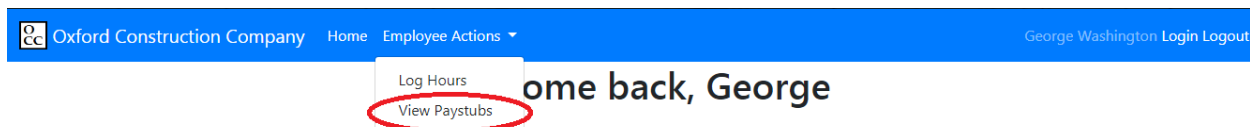
A screenshot of the 'Please enter your hours' form. The form is centered on the page with the heading 'Welcome back, George' above it. The form fields include: 'Date:' with a value of '2018-04-26', 'Job:' with a dropdown menu showing 'The Smith's Deck', and 'Hours Worked:' with an empty input field. At the bottom of the form are two buttons: 'Reset' and 'Submit'.

Step 3. After your hours are successfully submitted, you should see the following alert at the top of the page. Clicking “OK” will send you back to the log hours page.



3.2 Viewing Pre-Tax Wages

Step 1. You can view the amount of money you've earned each week by selecting "View Paystubs" from the dropdown menu under "Employee Actions,"



Step 2. After clicking the link in step 1, you will be sent to a disclaimer page.



Step 3. If you confirm by clicking "Get Paystub History," you will be sent to a page that generates a report stating the number of hours you worked and the amount of money you earned before taxes.

(Note: Blank rows indicate that you have unapproved hours, but no approved hours for that week.)

 A screenshot of a web browser displaying a PDF report titled 'Payment Report' from Oxford Construction Co. The report is generated for George Washington. It contains a table with three columns: 'Week', 'Hours', and 'Pretax Wages'. The table shows data for weeks 14, 15, and 16, with a total of 10 hours and 177.6 dollars in pretax wages. The report is displayed in a browser window with the address bar showing 'A.Jpdf.php' and the page number '1 / 1'.

Week	Hours	Pretax Wages
14	9.00	159.84
15	1.00	17.76
16		
Totals	10	177.6

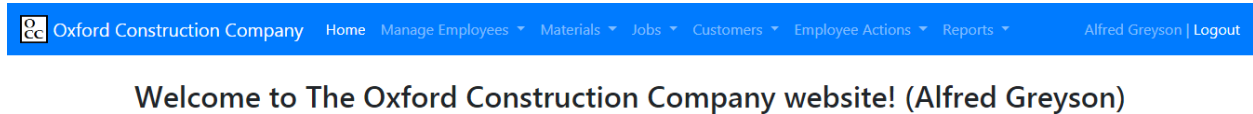
You've currently made 177.6 dollars this year!

Section 6

Accountants

6.1 Accountant Overview

Users who have an accountant's level of privilege have the same website layout as the owner; however, accountants cannot edit, or add any information. Pictured below is how the welcome screen looks for accountants:



Notice how the navbar is identical to that of the owner's. Since accountants and owners share the same layout, and can view the same pages, we have decided to refer accountants to the Owner's section (page 2).

Although accountants lack the right to edit or add information on jobs, employees, materials...etc. they still have the ability to log their hours and prepare any report that the owner can. Therefore, accountants should be sure to become especially familiar with pages 14, and 16-21.