

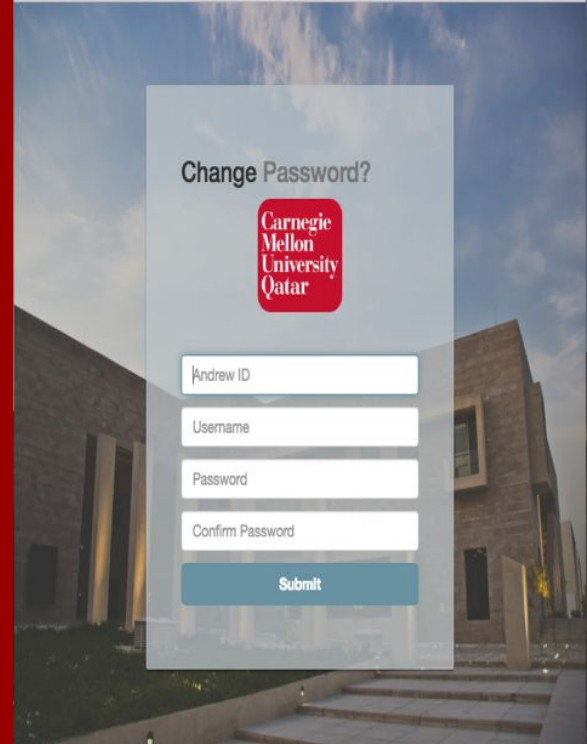
Ooredoo Bill Management System

User Manual

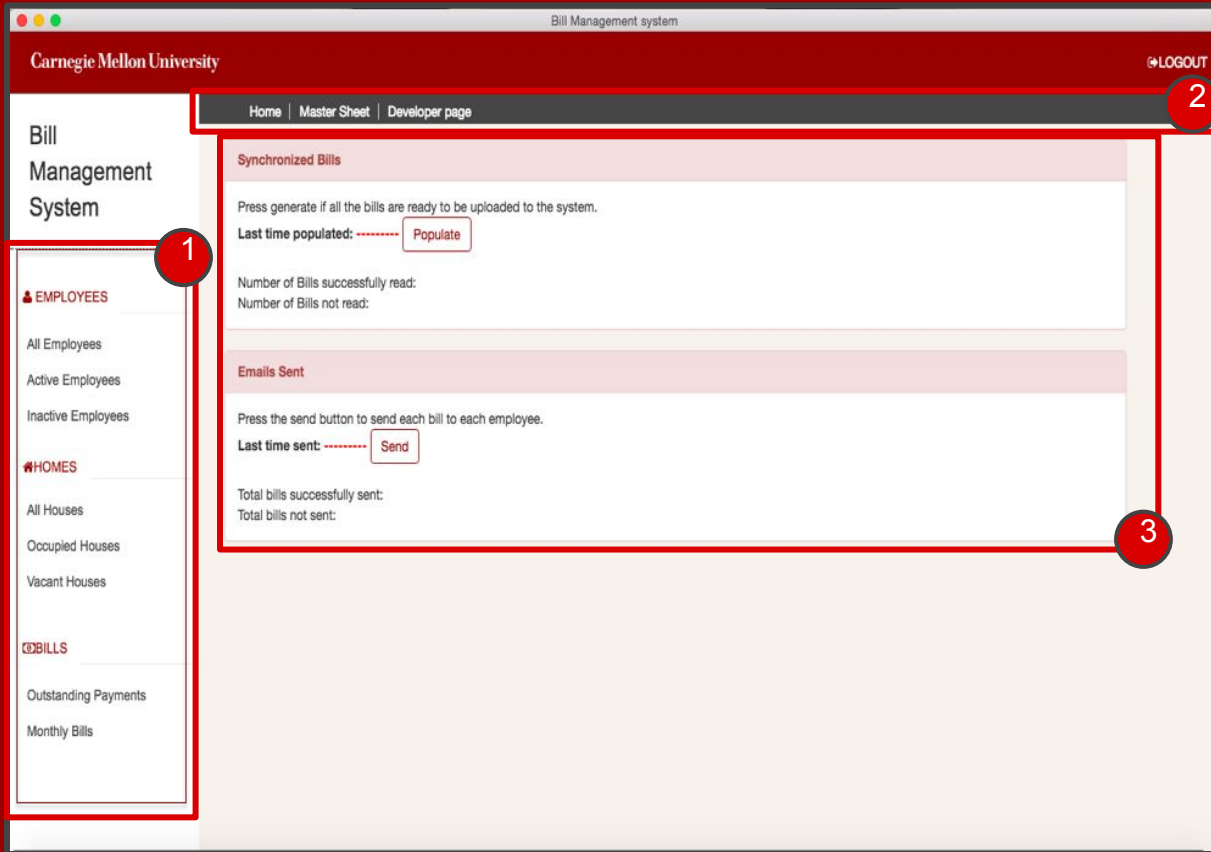
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Software Development Project (67-373)

Change Password



Navigation and DashBoard



1 Side navigation Bar:

- Employees: You can view and edit employees.
- Houses: You can view and edit houses and assignments.
- Bills: You can view all bills and outstanding payments.

2 Top navigation bar:

- Home: Takes you to the dashboard.
- Master Sheet: Takes you to the Master sheet that have the current status of the landlines.
- Developer Page: Takes to a page that introduces the team and their contact information.

3 **Dashboard**: You can upload/send bills by pressing populate/send and it will notify the time when they were sent/populated and summary regarding the actions made.

All Employees

Navigate through

The screenshot shows the 'All Employees' page in the Carnegie Mellon University Bill Management System. The sidebar on the left contains navigation links for EMPLOYEES, HOMES, and BILLS. The main content area displays a table of employees with columns for First Name, Last Name, Email Address, AndrewID, Contract Type, Edit, Bills, and Assignments. Red circles and boxes highlight the following elements:

- 1. The 'All Employees' link in the sidebar.
- 2. The 'Last Name' column header in the table.
- 3. The 'Edit' column header in the table.
- 4. The 'Bills' column header in the table.
- 5. The 'Assignments' column header in the table.

First Name	Last Name	Email Address	AndrewID	Contract Type	Edit	Bills	Assignments
Abbas	Abbas	alabbas@andrew.cmu.edu	alabbas	Short Term			
Abdul	Wasay	awasay@andrew.cmu.edu	awasay	Short Term			
Abdulaziz	Al-Haddad	yasirk@andrew.cmu.edu	aahaddad	Long Term Extended			
Abdulla	Darwish	yasirk@andrew.cmu.edu	abdawis	Long Term			
Aldana	Al-Mohannadi	yasir@andrew.cmu.edu	aldanam	Long Term Extended			
Amna	Al-Ansari	abansari@andrew.cmu.edu	abansari	Long Term			
Anis	Charfi	yasir@andrew.cmu.edu	acharfi	Long Term			
Batoul	Hasnah	bmhasnah@andrew.cmu.edu	bmhasnah	Short Term			

Showing 1 to 9 of 20 rows 9 rows per page

- 1 **All Employees:** Press to go to all Employees.
- 2 **Sorting:** Press to sort all sort of Information.
- 3 **Edit:** Press to edit a specific employee.
- 4 **Bills:** Press to view and send bills for an employee.
- 5 **Assignment:** Press to check current assignment and past assignments of an employee.

All Employees

Viewing each employee bills

The screenshot shows the Carnegie Mellon University Bill Management System interface. A modal window displays a table of bills. The table has columns for Bill Number, Bill Period, Total Amount Due, PDF, and Send Bill. The first row shows a bill for 1704R-00192266 with a total amount due of 349.17. The PDF and Send Bill buttons for this bill are highlighted with red boxes and numbered 1 and 2 respectively. The PDF button has a document icon, and the Send Bill button has an envelope icon. The modal also includes a search bar, a close button, and a status bar indicating 'Showing 1 to 1 of 1 rows'.

Bill Number	Bill Period	Total Amount Due	PDF	Send Bill
1704R-00192266	12 Mar 2017 - 11 Apr 2017	349.17		

Showing 1 to 1 of 1 rows

Close

1

PDF: Press to open the bill in pdf form.

2

Send Bill: Press to send a bill to employee.

Active Employees

The screenshot shows the Carnegie Mellon University Bill Management System interface. The left sidebar contains a menu with categories: EMPLOYEES, HOMES, and BILLS. Under EMPLOYEES, 'Active Employees' is highlighted with a red circle and the number 1. The main content area is titled 'All Active Employees' and contains a table with the following data:

First Name	Last Name	Email Address	AndrewID	Contract Type	Landline
Jinsol	Kim	jinsolk@andrew.cmu.edu	jinsolk	Short Term	44118252
Yasir	Khan	yasirk@andrew.cmu.edu	yasir	Long Term	44509983
Preetha	Gopinath	yasirk@andrew.cmu.edu	preethag	Long Term	44582695
Selma	Limam	yasirk@andrew.cmu.edu	selmal	Long Term Extended	44935318

The 'Landline' column is highlighted with a red box and the number 2. The table shows 4 rows of data. At the bottom, it says 'Showing 1 to 4 of 4 rows'.

- 1 Active Employees:** Press to go to all employees that are assigned to a landline number.
- 2 Landline:** shows the Landline the employee is associated with.

All Houses

Carnegie Mellon University

Bill Management System

EMPLOYEES

- All Employees
- Active Employees
- Inactive Employees

HOMES

- All Houses
- Occupied Houses
- Vacant Houses

BILLS

- Outstanding Payments
- Monthly Bills

Bill Management System

Home | Master Sheet | Developer page

Logout

All Houses

Delete New House

	Unit Number	Landline Number	Compound Name	Edit	Bills	Assignments
<input type="checkbox"/>	407	44113191	Al Jazi			
<input type="checkbox"/>	411	44118250	Al Jazi			
<input type="checkbox"/>	311	44118251	Al Jazi			
<input type="checkbox"/>	A-502	44118252	The Pearl			
<input type="checkbox"/>	A-503	44509367	The Pearl			
<input type="checkbox"/>	B-312	44509983	The Pearl			
<input type="checkbox"/>	37	44582695	Les Roses			
<input type="checkbox"/>	41	44672156	Les Roses			
<input type="checkbox"/>	55	44880798	Les Roses			
<input type="checkbox"/>	24	44935318	Les Roses			

Showing 1 to 10 of 10 rows

- 1 All Houses:** Press to go to all Houses.
- 2 Edit:** Press to edit a specific house.
- 3 Bills:** Press to view bills for a House.
- 4 Assignments:** Press to check current assignment and past assignments of a House.

Occupied Houses

Carnegie Mellon University

Home | Master Sheet | Devs

Bill Management System

EMPLOYEES

- All Employees
- Active Employees
- Inactive Employees

HOMES

- All Houses
- Occupied Houses**
- Vacant Houses

BILLS

- Outstanding Payments
- Monthly Bills

Bill Management system

Carnegie Mellon University

Home | Master Sheet | Developer page

LOGOUT

Occupied Houses

2

3

4

<input type="checkbox"/>	Housing Unit	Landline	Compound Name	Start Date	End Date	Employee	End	Edit
<input type="checkbox"/>	A-502	44118252	The Pearl	September 15, 2016	June 30, 2017	Jinsol Kim	✕	✎
<input type="checkbox"/>	B-312	44509983	The Pearl	December 25, 2016	November 10, 2017	Yasir Khan	✕	✎
<input type="checkbox"/>	37	44582695	Les Roses	November 11, 2015	-	Preetha Gopinath	✕	✎
<input type="checkbox"/>	24	44935318	Les Roses	March 15, 2017	-	Selma Limam	✕	✎

Showing 1 to 4 of 4 rows

- 1 Occupied Houses:** Press to go to occupied Houses.
- 2 assignment:** has information of the assignment.
- 3 End:** Press to end an assignment by choosing and end date.
- 4 Edit:** Press to edit house and assignment information.

Vacant Houses

The screenshot displays the Carnegie Mellon University Bill Management System. The sidebar on the left contains navigation links for EMPLOYEES, HOMES, and BILLS. The 'Vacant Houses' link under the HOMES section is highlighted with a red circle and the number 1. The main content area shows a table titled 'Vacant Houses' with columns for Unit Number, Landline Number, and Compound Name. The table contains five rows of data. To the right of the table, there are two columns of buttons: 'Edit' and 'Assign'. The 'Edit' buttons are marked with a red circle and the number 2, and the 'Assign' buttons are marked with a red circle and the number 3. The table shows the following data:

Unit Number	Landline Number	Compound Name
411	44118250	Al Jazi
311	44118251	Al Jazi
A-503	44509367	The Pearl
41	44672156	Les Roses
55	44880798	Les Roses

- 1 Vacant Houses:** Press to go to vacant Houses.
- 2 Edit:** Press to edit house information.
- 3 Assign:** Press to assign a selected house to an inactive employee.

Outstanding Payments

Carnegie Mellon University

Home | Master Sheet | Developer page

Bill Management System

EMPLOYEES

- All Employees
- Active Employees
- Inactive Employees

HOMES

- All Houses
- Occupied Houses
- Vacant Houses

BILLS

- Outstanding Payments
- Monthly Bills

All Outstanding Payments

Search

<input type="checkbox"/>	AndrewID	total Amount Due	Landline	Bill Due	Remind
<input type="checkbox"/>	uqazi	1400	44118251	12 Apr 2017	<input type="checkbox"/>
<input type="checkbox"/>	yasir	1756.49	44509983	12 Apr 2017	<input type="checkbox"/>

Showing 1 to 2 of 2 rows

1 Outstanding: Press to go to all outstanding bills that has a total amount >1000.

2 Remind: Press to send a reminder email to an employee if occupied or to the finance department if vacant or in short term contract.

All & Monthly Bills

Carnegie Mellon University

Home | Master Sheet | Dev

Bill Management System

EMPLOYEES

- All Employees
- Active Employees
- Inactive Employees

HOMES

- All Houses
- Occupied Houses
- Vacant Houses

BILLS

- Outstanding Payments
- Monthly Bills

Carnegie Mellon University

Home | Master Sheet | Developer page

Bill Management System

LOGOUT

All Bills

Date: show show all

Landline	Employee	Contract	Bill No.	Total Amount Due	Bill Date	PDF
44113191	Abbas Abbas	Short Term	1608R-00159231	1010.53	12 Aug 2016	
44509983	Yasir Khan	Long Term	1704R-00191503	1756.49	12 Apr 2017	
44118252	Jinsol Kim	Short Term	1704R-00191955	350	12 Apr 2017	
44509367	-	-	1704R-00192107	2137.15	12 Apr 2017	
44118251	Umar Qazi	Short Term	1704R-00192110	1400	12 Apr 2017	
44118250	Abdul Wasay	Short Term	1704R-00192113	250	12 Apr 2017	
44672156	Batoul Hasnah	Short Term	1704R-00192266	349.17	12 Apr 2017	
44582695	Preetha Gopinath	Long Term	1704R-00194350	250	12 Apr 2017	
44935318	Selma Limam	Long Term Extended	1704R-00194353	250	12 Apr 2017	

Showing 1 to 9 of 10 rows 9 rows per page

- 1-Monthly bills:** Press to view to all and monthly bills.
- Date:** You can view certain month bills by choosing a month and a year and press show to apply.
- Show All:** Press 'show all' to list all the bills issued so far. By default, the page is set to show all bills.
- PDF:** Press to open the bill in pdf form