



# Transport Services

## User Guide Documentation

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# Transport Services

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## Description

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Glasgow University Transport Services Journey Entry & Analytics is a project which aims to allow users to switch from paper-based analytics to software-based analytics, from input entries data provided by customers who rented different types of vehicles.

### Developed by:

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## GitHub repository & Deployment Site

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A GitLab account will be required to access the repository, please make sure an account is made to gain access to this private repository.

<https://stgit.dcs.gla.ac.uk/team-project-h/2021/cs14/cs14-main.git> <http://gu-transport-services.herokuapp.com/>

## Software usage & Deployment Access

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The following project is only made available to The University of Glasgow Transport Services Department, please contact the department in regards to User privacies and software usage rights.

The following details are for accessing the Gmail and Heroku, where the Web App is currently deployed and hosted on.

Login: [gutransportservices@gmail.com](mailto:gutransportservices@gmail.com)

Password: CS14Transport1!

## About User Guide

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This User Guide will provide you with the necessary steps required on how to find or solve issues that have been made and allow the User to familiarise themselves on the usage of the provided software.

## Programming Languages and Software Used

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HTML

CSS

Python

Javascript

Docker

Heroku

Django

Git

## Getting Started

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### User Types

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**Superuser:** A user account that allows control over the web app, like creating a new user account, modifying rights, modifying submission details, adding new vehicles and adding new purposes for journeys.

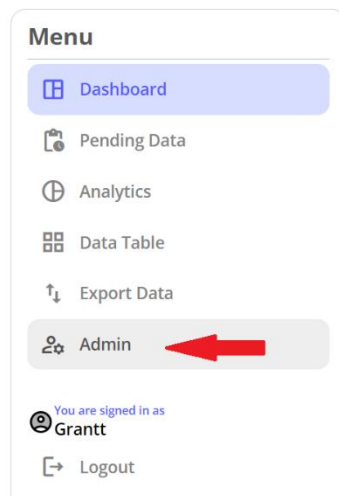
**User:** A user account that allows user to access the data that has been submitted, and the analytical tools in the web app.

**Drivers:** Do not require a user account, only allowed access into **[Submit Journey Details Page](#)**.

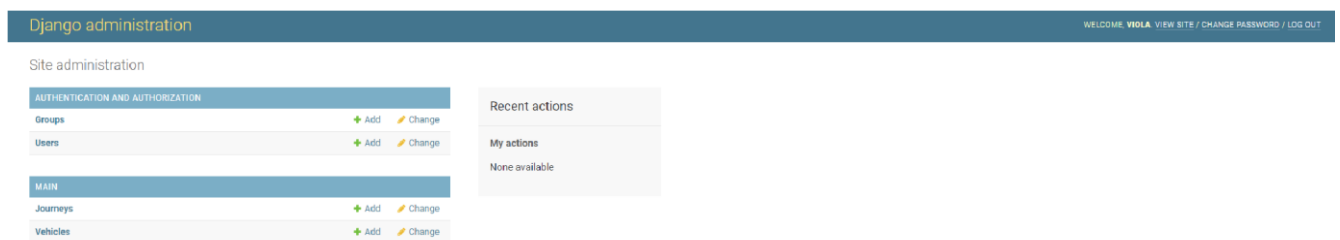
## Adding and Modifying Superuser & Admin rights:

Superusers are given access to modifying the journeys submitted through Journey Details, and the addition of new Users and Vehicles.

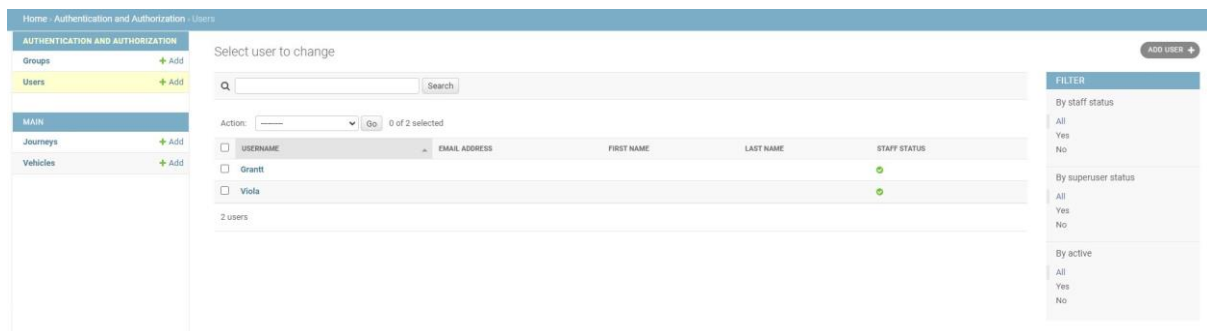
To access these features, login through the admin analytics page (<https://gu-transport-services.herokuapp.com/main/admin-login/>). In the sidebar menu select Admin and login to your superuser account. Viola's account has been set to have superuser privileges but for the other users trying to access this page they can use the username 'Admin' and password 'A0w8eX'. Or you can access the admin page here - <https://gu-transport-services.herokuapp.com/admin/>.



## Adding & Modifying



Once inside the admin page Select Add in the Users row to add new user, make sure to choose a username and password, or Select Change to modify existing users.



Three permissions are given as shown below:

Permissions
<input checked="" type="checkbox"/> Active Designates whether this user should be treated as active. Unselect this instead of deleting accounts.
<input type="checkbox"/> Staff status Designates whether the user can log into this admin site.
<input type="checkbox"/> Superuser status Designates that this user has all permissions without explicitly assigning them.

**Active:** If selected, the user can login to the site and view analytical tools and data. If unselected, this disables accounts temporarily until selected again, without needing to delete accounts.

**Staff Status:** Allows the user to access the admin site however does not grant that they will be able to add/modify existing data.

**Superuser Status:** Gives the account full rights to add, remove and modify any data on the app.

## Add Vehicle

When new vehicles are acquired, these vehicles need to be added into the database which will match these vehicles to journeys based on the registration number the driver entered.

To access these features, login to the analytics page. In the menu select Admin and login to your superuser account.

In the Vehicle row select add or modify to allow you to type in the vehicle type and registration plate to add new vehicle or change the details of the vehicle. Adding a new vehicle will update any previous journeys with this registration number to match to this new vehicle.

Django administration	
Home · Main · Vehicles · test	
AUTHENTICATION AND AUTHORIZATION	Change vehicle
Groups <a href="#">+ Add</a>	test
Users <a href="#">+ Add</a>	
MAIN	
Journeys <a href="#">+ Add</a>	Vehicle type: <input type="text" value="test"/>
Vehicles <a href="#">+ Add</a>	Plate number: <input type="text" value="test"/>
	<a href="#">Delete</a>

## Adding and Modifying Submitted Journey Details:

Should a mistake be made during approving or rejecting the pending data, the data can be removed or added when logged into the [Admin page](#).

### Modifying

In the [Admin](#) page select [Journeys](#) to view all journeys submitted by users. Click on the journey which data you wish to change from the list displayed.

Authentication and Authorization

Groups

Users

Main

Journeys

Purposes

Vehicles

Select journey to change

Action:

0 of 19 selected

<input type="checkbox"/>	Start Date	End Date	Driver	Plate Number	Start Location	Destination1	Destination2	Destination3	Purpose	No of Pass	Start Time	End Time	Mileage Start	Mil
<input checked="" type="checkbox"/>	March 9, 2022	March 9, 2022	Jason	AB700HD	Tesco	Shops	-	-	Supplies	4	noon	12:45 p.m.	100400	100
<input type="checkbox"/>	March 9, 2022	March 9, 2022	Danny	AB700HD	Vet School	Somewhere	Here	There	Supplies	1	8 p.m.	9 p.m.	16070	160
<input type="checkbox"/>	March 9, 2022	March 9, 2022	Joe	AB700HD	Uni	Shops	City centre	-	Travel People	0	10:15 a.m.	11 a.m.	12004	120
<input type="checkbox"/>	March 9, 2022	March 9, 2022	Chris	AB700HD	Vet School	Somewhere	-	-	Supplies	2	1:01 a.m.	2:10 a.m.	12000	120
<input type="checkbox"/>	March 1, 2022	March 2, 2022	Jason	AB700HD	Tesco	Shops	-	-	Supplies	4	noon	12:45 p.m.	100400	100

Filter

By driver:

All

Bobby

Chris

Danny

Jason

Joe

Orange bob

Once the journey is selected, you can modify or delete the details of any journey.

## Approving and Rejecting Customer Journey Entries:

After customers have completed their journey, they will be required to fill in the journey details forms. Details submitted into the form will be recorded down and placed into the pending data section of the analytics page.

To access this data, [login](#) to the [Analytics page](#).

Select [Pending Data](#) from the menu, and you will be presented with cards each containing every customer detail that has been submitted.

Transport Services Analytics

### Pending Data

**Bobby**

Approve

Reject

Jan. 23, 2022 - Jan. 23, 2022

noon - 12:45 p.m.

4

False

minivan

2

Somewhere

Supplies

**Orange**

Approve

Reject

Jan. 23, 2022 - Jan. 23, 2022

noon - 12:45 p.m.

4

False

minivan

2

Somewhere

Supplies

The details can be approved or rejected on each top right corner of the details card. Rejected journeys will be removed from the database and are unable to be recovered.

## Exporting Data Table as Excel Format:

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The details provided in the data table are all approved journeys and can be exported as a .csv file.

To access this feature, [login](#) to the [admin analytics page](#)

Select [Export Data](#) from the menu, and you will be presented a large blue button to export the data table into an Excel file.

