Line Up Contractors' Website
User Manual

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Home Page

This page serves as the default welcome page for all users. From here users will be able to navigate through the various page options available. The page includes links to the 'About', 'Request a quote', 'Customer Sign Up', and 'Login' links for
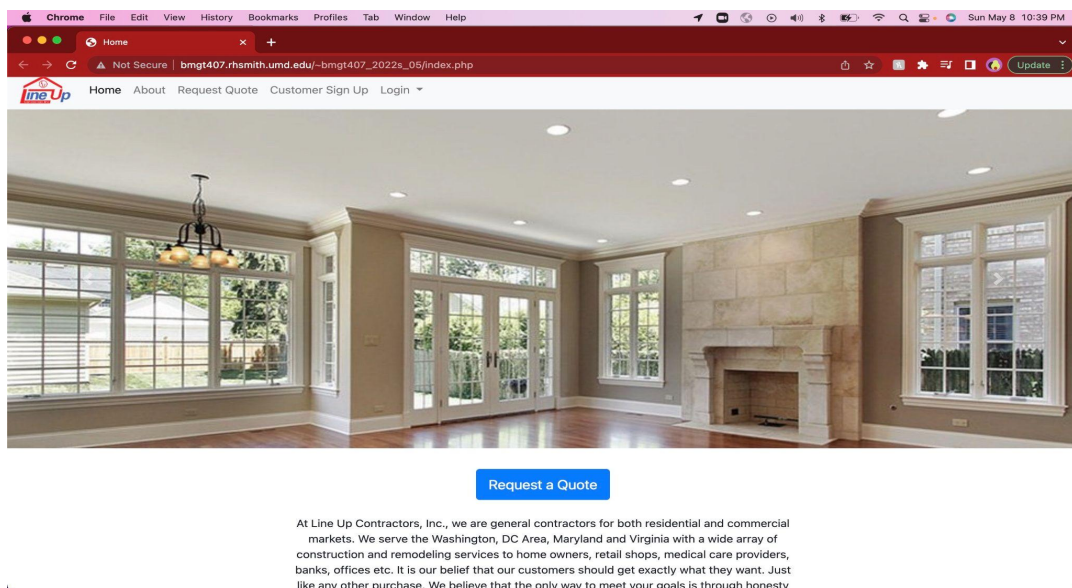
Employee Links Include:

- Employee Sign In

Customer/Visitor Links Include:

- About
- Request Quote
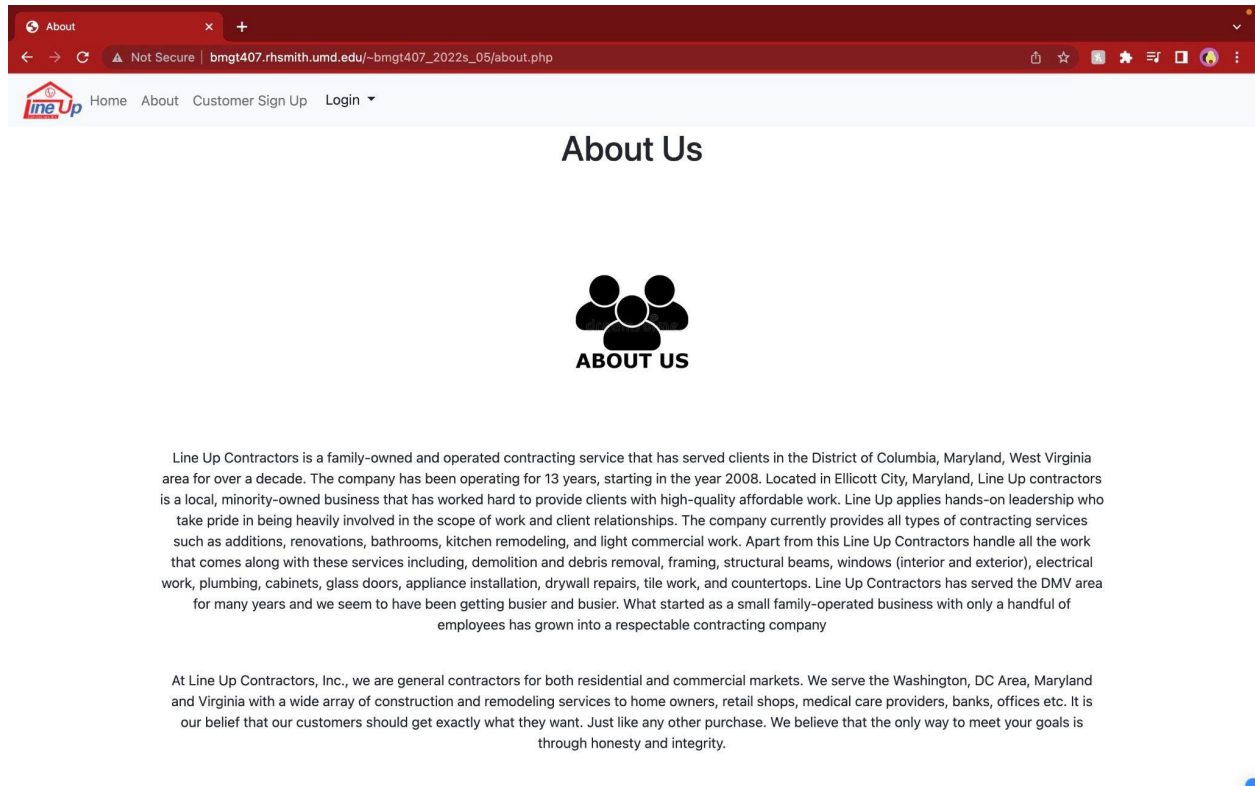- Customer Sign up
- Customer Login

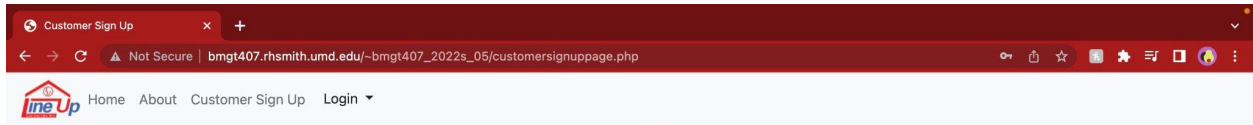**Manager Links Include:**

- Manager Login

About

The about page includes background information about Line Up Contractors and a brief description of what the company is about and what they do.


Customer Sign Up

The purpose of this page is to allow customers to create an account in order to submit a quote. With their unique login, they will be able to access their submitted quotes and view the approval status. The required fields to create an account include a unique username, email address, and password.

Home About Customer Sign Up Login ▾

Customer Sign Up

Username

UserName

Email

Email

Password

Password

Re-enter Password

Re-Enter Password

Continue

Employee Login

The purpose of this page is to allow employees to access exclusive pages only available to them. By logging in they become authorized users to view and input data on certain employee exclusive pages. The employee will have to input their username and password.
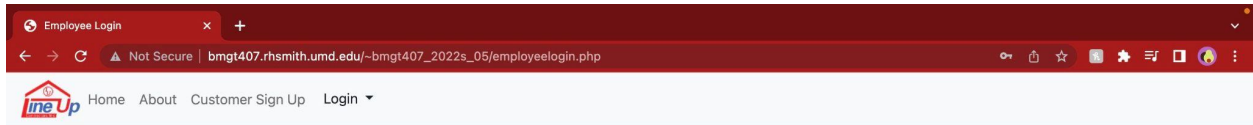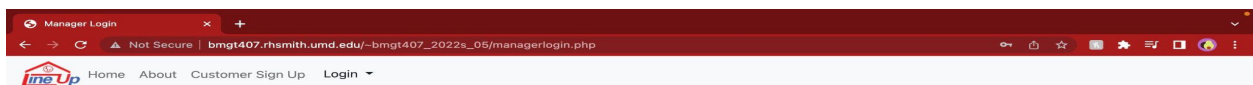
Manager Login

The purpose of this page is similar to the employee login page. Here is where managers can log in to then be able to see and edit pages made available exclusively to them. The manager will have to input their username and password.
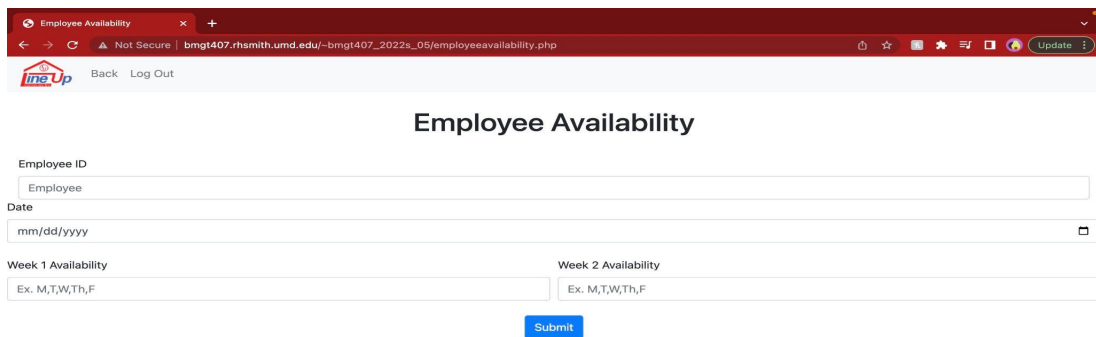
Employee Pages

Employee Availability

This page serves the purpose of allowing the employee to input their work availability to management. Once the fields are input the data is made available to view by management in order for them to schedule them accordingly.
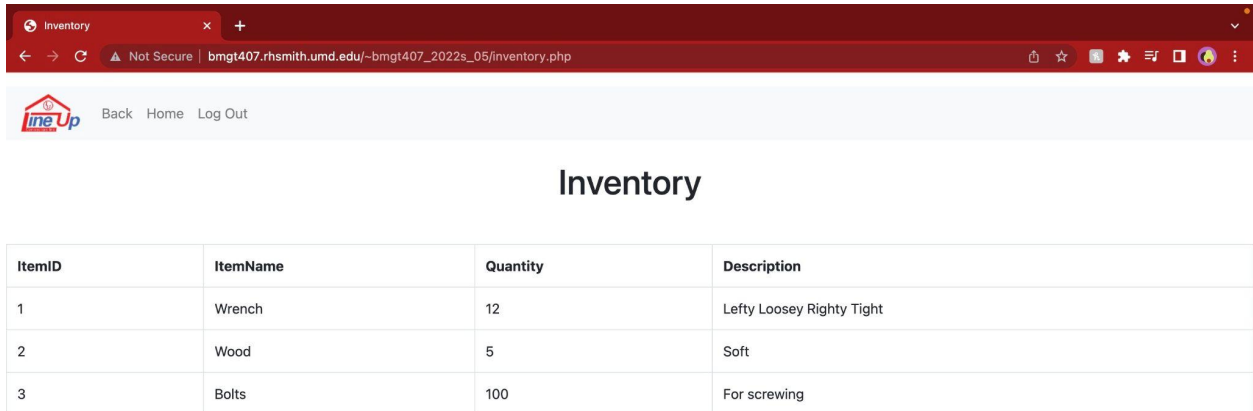
Required Inputs Include:

- Employee ID
- Date
- Week 1 Availability
- Week 2 Availability

View Inventory

The view inventory page is meant to allow employees to view the inventory status for Line Up. This allows the company to keep a record of what they have. Management is responsible for making edits and adjustments to the inventory data which will be reflected in the employee inventory page as soon as it is adjusted.

Job Status Update

The Job Status Update page allows employees to update the status of approved jobs. Here they will be able to input whether or not the job is completed or still in progress. This data will then be made available to management. In order to submit the status update the employee must select the specific job on the drop-down menu and then select whether the job is still in progress or if it has been completed. Additionally, the employee will have access to view the updated job status page linked in the job status page.

Job Status

Employee Name	Appr. JobID	#	First Name	Last Name	Email	Phone Number	Address 1	City	State	ZIP	Job Description
Kemal Mussa	57	84	chelsea	chelsea	chelsea@gmail.com	2147483647	12128 ARBIE RD	SILVER SPRING	MD	20904	need a new house please
Zain Abideen	58	85	John	Snow	John@gmail.com	2147483647	3214 Main Street	Silver Spring	MD	20905	New Roofing and New housing
Michael Appiah	59	86	John	Doe	user@gmail.com	2147483647	1234 Main St	College Park	MD	20905	fix kitchen

Approved Job ID
[Select Approved Job ID]

Job Status
[Update Job Status]

[Submit]

[View Updated Job Status]

Manager Pages

Job Requests

On the Job Requests page, managers will be able to approve or reject job requests that have been submitted by customers. Their decisions will then be made available for the customer to see. In order to make these decisions, the manager must select the specific customer ID number from the drop-down menu and then select whether or not the job is approved or not from the job decision drop-down menu found directly below the Customer ID menu.

Job Requests

	Customer ID	First Name	Last Name	Email	Phone Number	Address 1	Address 2	City	State	ZIP	Job Description
84	chelsea	chelsea	chelsea@gmail.com	2147483647	12128 ARBIE RD		SILVER SPRING	MD	20904	need a new house please
85	John	Snow	John@gmail.com	2147483647	3214 Main Street	3214 Main Street	Silver Spring	MD	20905	New Roofing and New housing
86	John	Doe	user@gmail.com	2147483647	1234 Main St		College Park	MD	20905	fix kitchen

Customer ID
[Select Customer ID]

Job Decision
[Select Job Decision]

[Submit]

View Employee Availability

The purpose of this page is to allow the manager to view the work availability of the employees in order to schedule according to their inputs. Here they will be able to see the days each employee is available to work.
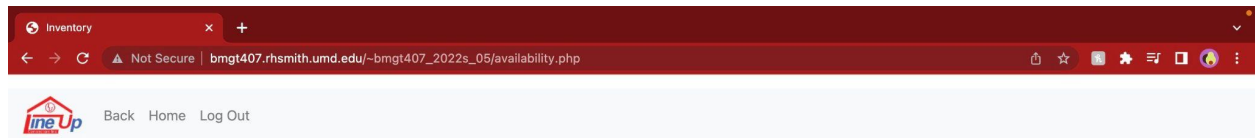
Assign Jobs to Employees

On this page, the manager will have the ability to assign a job to an employee. Here the manager will match up a job ID with the employee ID of the person they want on the job. In order to assign the jobs, the manager must select the specific job ID from the drop-down menu, next the manager must assign the specific worker he wants to assign the job to on the employee drop-down menu found directly below the job ID menu.

Job Assignments

Approved JobID	JobID	First Name	Last Name	Email	Phone Number	Address 1	Address 2	City	State	ZIP	Job Description
57	84	chelsea	chelsea	chelsea@gmail.com	2147483647	12128 ARBIE RD		SILVER SPRING	MD	20904	need a new house please
58	85	John	Snow	John@gmail.com	2147483647	3214 Main Street	3214 Main Street	Silver Spring	MD	20905	New Roofing and New housing
59	86	John	Doe	user@gmail.com	2147483647	1234 Main St		College Park	MD	20905	fix kitchen

Manage Inventory

On this page, the manager will have the ability to add, view, or edit the inventory for Line Up Contractors. This will be based on their own edits to this inventory which will be made available for managers to edit and employees to view. In order to add material to the inventory database, the manager must fill in the item name, specify the quantity, and provide a brief description. Then the manager must select the add inventory button to add it to the database. From this page, the manager will also have the ability to view the current inventory data by selecting view inventory. This is the same view of inventory data made available to employees through the employee portal. Finally, from this page, the manager will have the option to edit inventory by selecting the edit inventory button. Upon selecting to edit the manager will be directed to the page where they will have the ability to select which material they need to edit using the item ID drop-down menu and then using the counter button underneath it to specify the updated material count. After this is imputed the manager will have to select the submit button to finalize the count. From this page, the manager will again have access to the current inventory page to ensure an update has been made.

Back   Home   Log Out

Managing Inventory

Item Name	Quantity	Description
Item Name	Quantity	Description

Add Inventory   View Inventory   Edit Inventory

ine.Up   Back   Home   Log Out

Inventory

ItemID	ItemName	Quantity	Description
1	Wrench	12	Lefty Loosey Righty Tight
2	Wood	5	Soft
3	Bolts	100	For screwing

Select Item ID ▾

Quantity Amount

Submit

View Updated Inventory

ine.Up   Back   Home   Log Out
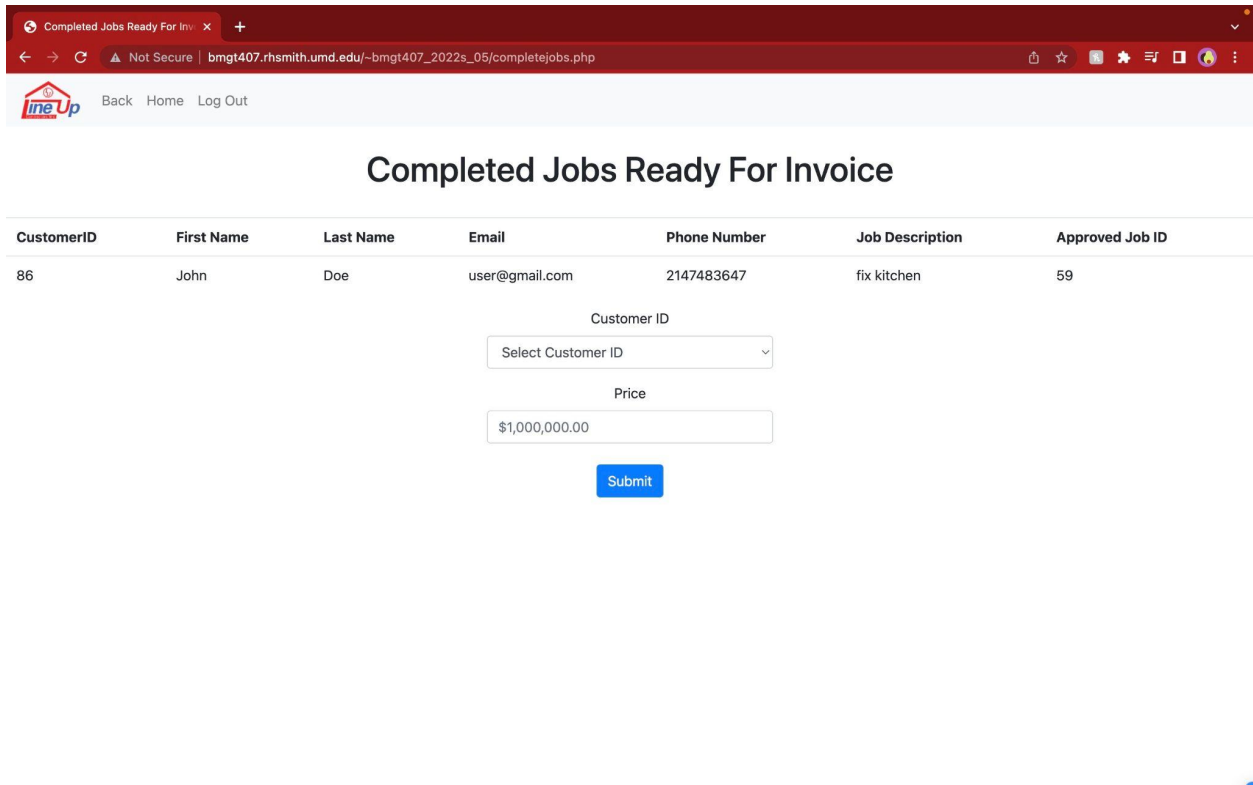
Inventory

ItemID	ItemName	Quantity	Description
1	Wrench	12	Lefty Loosey Righty Tight
2	Wood	5	Soft
3	Bolts	100	For screwing

Finished Jobs Ready for Invoice

This is the page where jobs would allow managers to view completed jobs in order to submit invoices to the customer. Once the invoice is sent, it will be made available to the customer to view once they are logged in. In order to do this, the manager must first select the specific customer ID using the customer drop-down menu, and then the manager must specify the amount in the box directly below the customer ID drop-down menu.

Customer Pages

Request a Quote

The request a quote page includes the page where customers are able to submit a quote request by inputting their personal information along with contact information and a brief description of the work they want to be done.

Required Inputs:

- First Name
- Last Name
- Email
- Phone Number
- Address 1
- City
- State
- Zip code
- Job Description

Job in Progress

Here the customer will have access to view their submitted requests. The page will also allow them to see whether the request has been approved or not.

Invoice

On the invoice page, the customer will be able to view the invoice for completed jobs submitted by management. From this page, the customer will also have the ability to make a payment for the job performed.

Back   Home   Log Out

Invoice

First Name	Last Name	Email	Address1	Address2	Phone Number	Job Description	Price

Payment