Yoyo Wallet Web Solution
Staff User Guide

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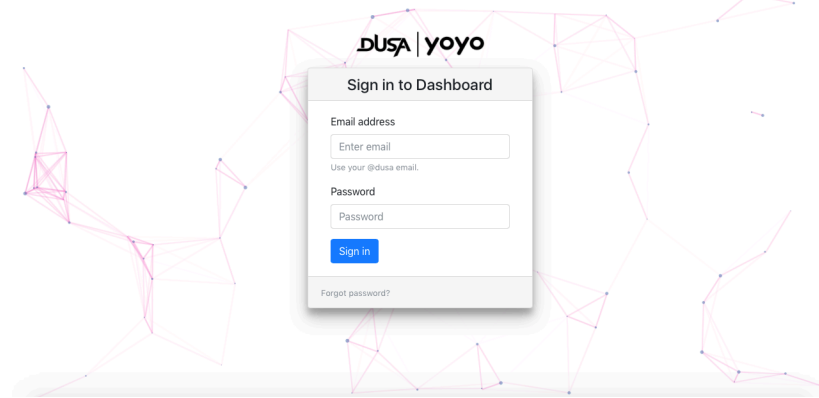
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1. Staff User login

1.1. Logging in

Type the following into your Internet browser:

https://zeno.computing.dundee.ac.uk/2017-projects/team2/eval/
l   o   g   i   n   .   p   h   p

NOTE: It is recommended to use the Google Chrome or Mozilla Firefox browser to ensure the intended results.

The login page will ask for an email and password. Your email is your DUSA email, for example: test@dusa.co.uk. When your account is made, your admin/manager will ask you to set up a password. The default password is "password", without parentheses.

Press the "Sign in" button once you have entered your details.

NOTE: All passwords are saved as salted SHA-256 encrypted text, so nobody will be able to read your password from the system. Should you forget your password, please contact the head office and they will reset the account password for you.

Different users can have different permissions. Some pages might therefore not be available for specific users.

- Admin and Managers have access the Manage Team for adding staff accounts.

- Regular staff will only have access to reports

1.1.1. All User Login Details

1.2. Logging out
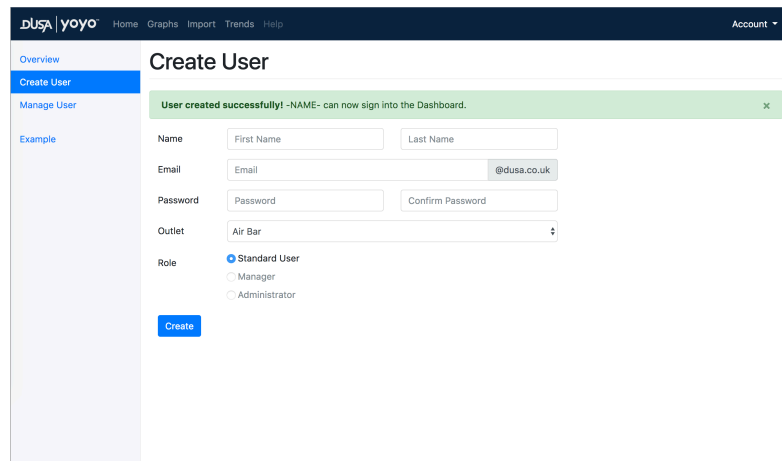
NOTE: Please log out whenever you leave your workstation! Personal information can be accessed by using your account.

To log out, press the arrow icon next "Account" in the top right of the screen. A drop down menu will appear and select sign out.
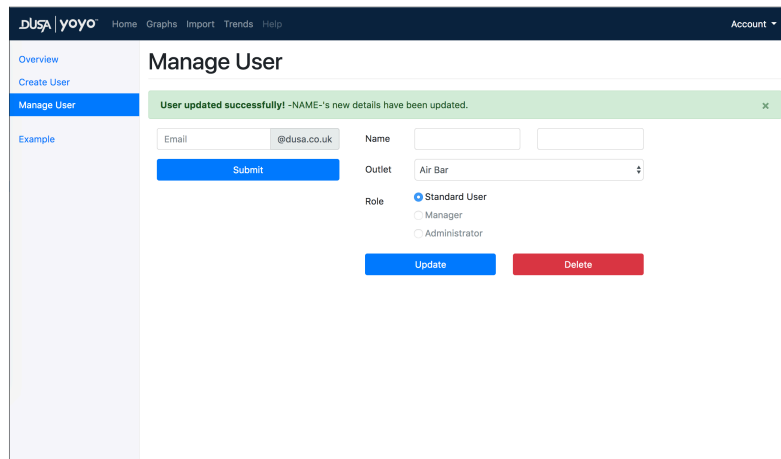
1.3. Add a New Staff Member

NOTE: Administrators can add new managers and new regular staff accounts. Managers can add new regular staff accounts but regular staff cannot add any new staff member accounts.

In order to add a new staff member account, click on "Account" at the top right of the screen. A drop down menu will appear and click "Manage Team". Finally, click on the "Create User" from the side bar on the left side on the screen. You can then enter the new staff member's details and click the "Create" button to add their details to the system. From now on, the new staff member will be able to login and view the yoyo data relevant to them.

1.4. Manage User

In order to update a user's account, click on "Account" at the top right of the screen. A drop down menu will appear and click "Manage Team". On the side panel at the left of the screen, click "Manage User". You can then enter the details to be updated. Once done, click on the "Update" button. If an account is to be deleted, click on the "Delete button".

2. Home Page

NOTE: If a manager is logged in, the name of the outlet that they are responsible for will be displayed in each widget.

2.1. Dashboard Overview
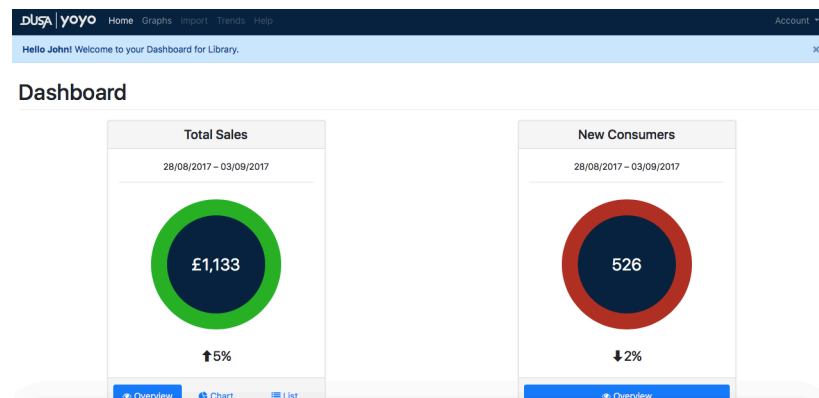
Once logged in, there are two widgets to display "Total Sales" and "New Consumers". Both Widgets contain data from the previous week. The widgets indicate whether the previous has incurred an increase or data from it's previous week and will be green if there has been an increase and red if there has been a decrease. In addition of the colour, there is also arrow with the percentage of increase or decrease.

2.2. Dashboard Chart View
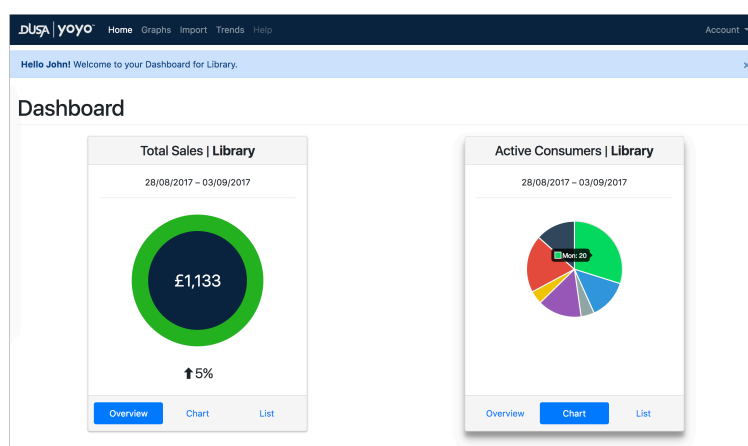
The data in the widgets on the dashboard can also viewed as a chart which can be accessed be clicking "Chart" in the bar across each widget. The data will then change to a pie chart which can be seen from the right widget in the above figure

2.3. Dashboard List View
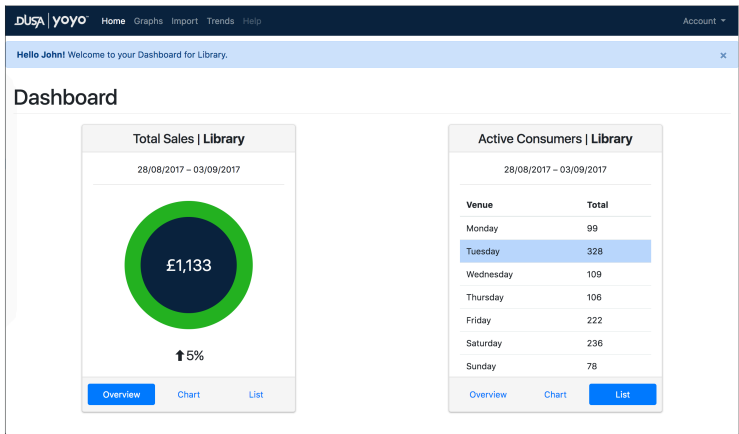
A list view of the data from the widgets can be accessed by clicking on the "List" button at the button of each widget. Each outlet is displayed in a list along with the value of sales or amount of new users.
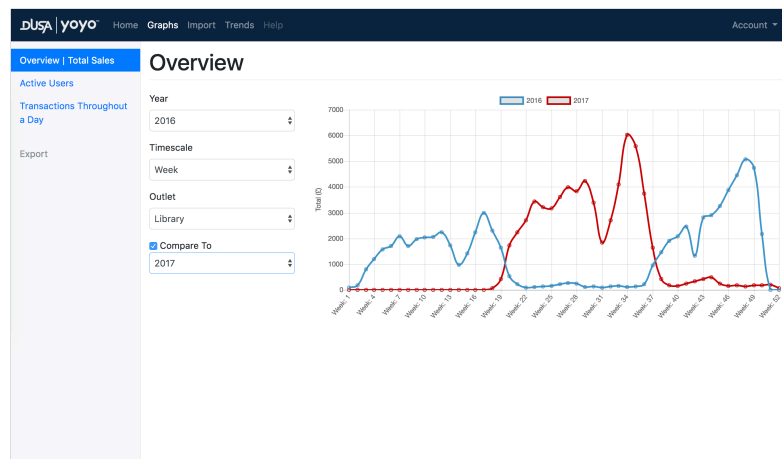
3. Graphs

3.1. Total Sales

To compare total sales, navigate to Overview | Total Sales from the Graphs link at the top left of the screen. The graph can be manipulated to view sales from either 2015, 2016, 2017 or all years. The timescale can be chosen which can either be, by week, four week or quarterly. An outlet can be selected and note that any manager or administrator can view any outlet. The outlet selection is not restricted to the one the account holder is responsible for. The selections can then be compared to previous years which will create another line on the graph as shown below.
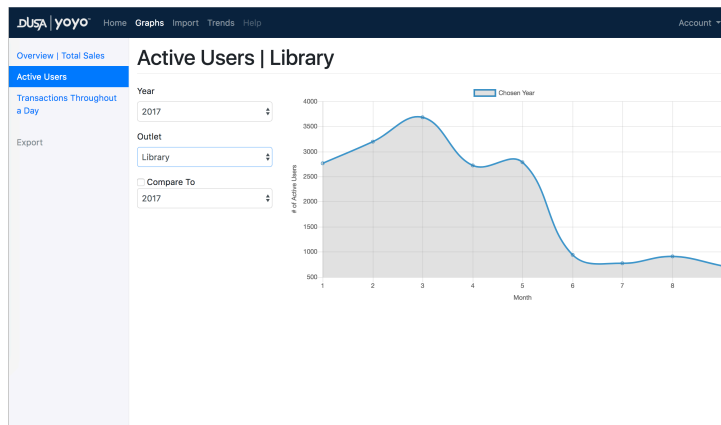
3.2. Active Users

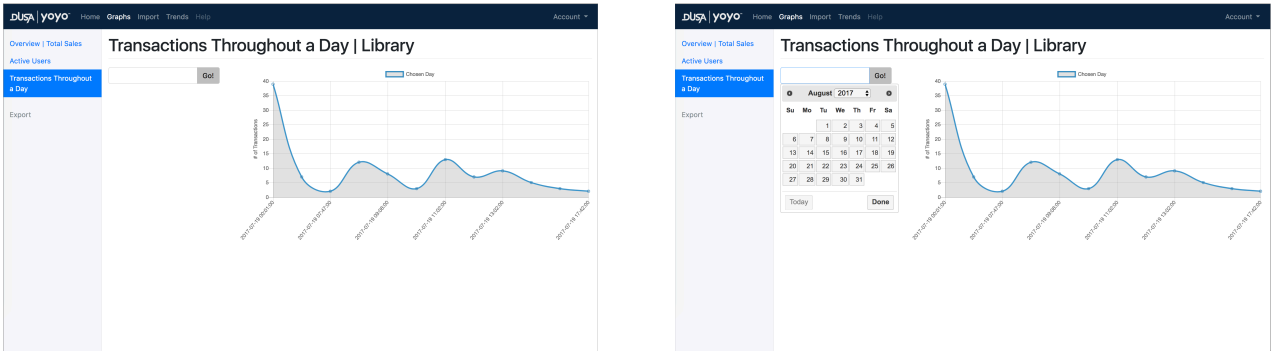In Graphs, the amount of active users over a period of time for a particular Outlet can be viewed. The user can pick the year and the outlet and compare this to another year.

3.3 Transactions Throughout a Day

The number of transactions throughout a can viewed in the Graphs section under "Transactions Throughout a Day". In order to choose a day, click on the input box and a datepicker will appear. Once a date has been chosen, click the "Go!" button where the graph will change to show the chosen date.

NOTE: The outlet for this graph is the outlet that the manager logged in is responsible for.

3.3. Export

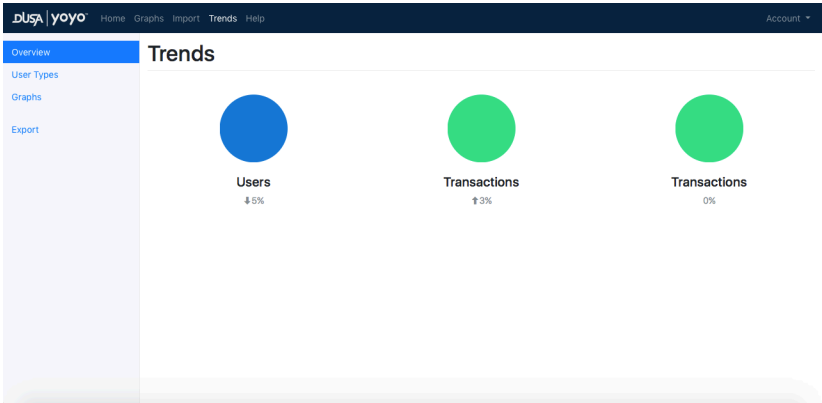An export function is available so that users can export data

4. Import

An admin can select file to add its contents to the database. If a file is has added that has already been imported, then the database will be unchanged

NOTE: Only administrators can import a file to the database.

5. Trends

5.1. Overview

An overview of the trends can be viewed that displays the change in the amount of users and transactions

5.2. User Types

5.3. Graphs

In the Trends page of the site, users can view graphs for various tribes, such a Coffee drinkers, Library readers and Event goes. To so this, navigate to the Graphs section of the Trends page. Select the start date from the datepicker, choose a User Tribe. The graph will then change according to the data and user tribe chosen. If more than one user tribe is chosen, the number of lines on the graph reflects this.
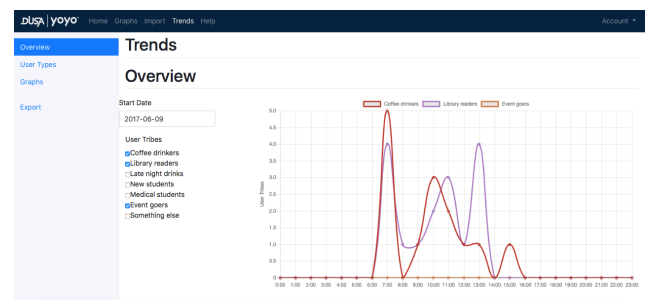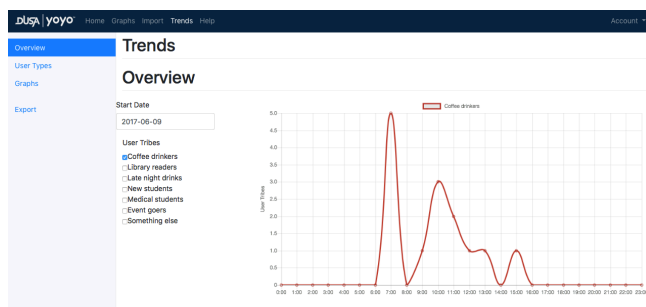
5.4. Export
An export function is available so that users can export data

6. Help

7. Technical & Legal Notice

The system is built around a MySQL relational database which stores all information. To connect to the main database, the following credentials should be used:

Hostname:Port	silva.computing.dundee.ac.uk:3306
Username	16ac3u16
Password	111aaa
Default Schema	Ip17team2db

All webpage-related files have been stored at the following network location:

https://zeno.computing.dundee.ac.uk/2017-projects/team2

The Yoyo Wallet Web-based solution for DUSA The Union has based some of its current structure on other work:

1. jQuery library for Javascript functionality
   https://jquery.com/
   Licence: MIT

2. Chart.js for the graph visualisations
   http://www.chartjs.org
   Licence: MIT