



OFFICE ON THE GO

Manual

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Table of contents

Introduction.....	2
A general description of the system.....	2
Users	2
Use cases	2
Use case diagram.....	3
System information content.....	4
Conceptual Diagram	4
Objects.....	4
Bill	4
Group	4
Images.....	5
Logging.....	5
Membership	5
Owner	5
Place	5
Task.....	5
Time	6
User.....	6
Relational database diagram	6
System structure.....	7
UI and system components	8
Installation instructions	9
Demo website.....	9

Introduction

The goal of this software is to help organizing office that is not tied to any certain location. It shall allow user easily track spent time. Organize tasks that can be sorted by various factors that are unique to the organization. This allows creation of invoices later on with accurate work hours to provide statistics that can be used later on to improve work processes.

Main goals include

- Reduce paper usage
- Increase efficiency by reducing time spent on management

The demo machine it's primarily made to work includes Apache web server, backend is programmed in PHP and for UI Bootstrap CSS-framework and JQuery JS-frameworks are utilized. First MySQL is used as database but other systems might be added.

A general description of the system

Users

Management

Is a user who has been granted admin status. He or she has ability to create all different objects and also ability to remove them. Primarily is in charge of creating tasks and overseeing them getting done.

Team leader

He or she is the head of a group that is given tasks to fulfil. Has ability to submit done hours and insert pictures and invoices. Can set task done after so has happened.

Member

Has a user but is not using the software as is, just an actor for who the Team leader can set hours that are done.

HR

Can see done hours and create users. Application doesn't provide any extra functionality as is, excluding setting the user as admin to gain access to required functions.

Use cases

Management use cases

Manage users

Admin can create and edit user.

Manage groups

Admin can create and edit groups, set team leaders and deactivate them.

Manage places

Admin can create and edit places.

Manage Tasks

Admin can create and edit tasks.

Manage Bills

Admin can create and edit Bills.

Manage Owners

Admin can create and edit Owners.

Manage pictures

Admin can create and remove pictures

Team leader use cases

Add hours

Team leader can submit his or her groups done hours on task.

Deactivate task

Team leader can deactivate task that has been done.

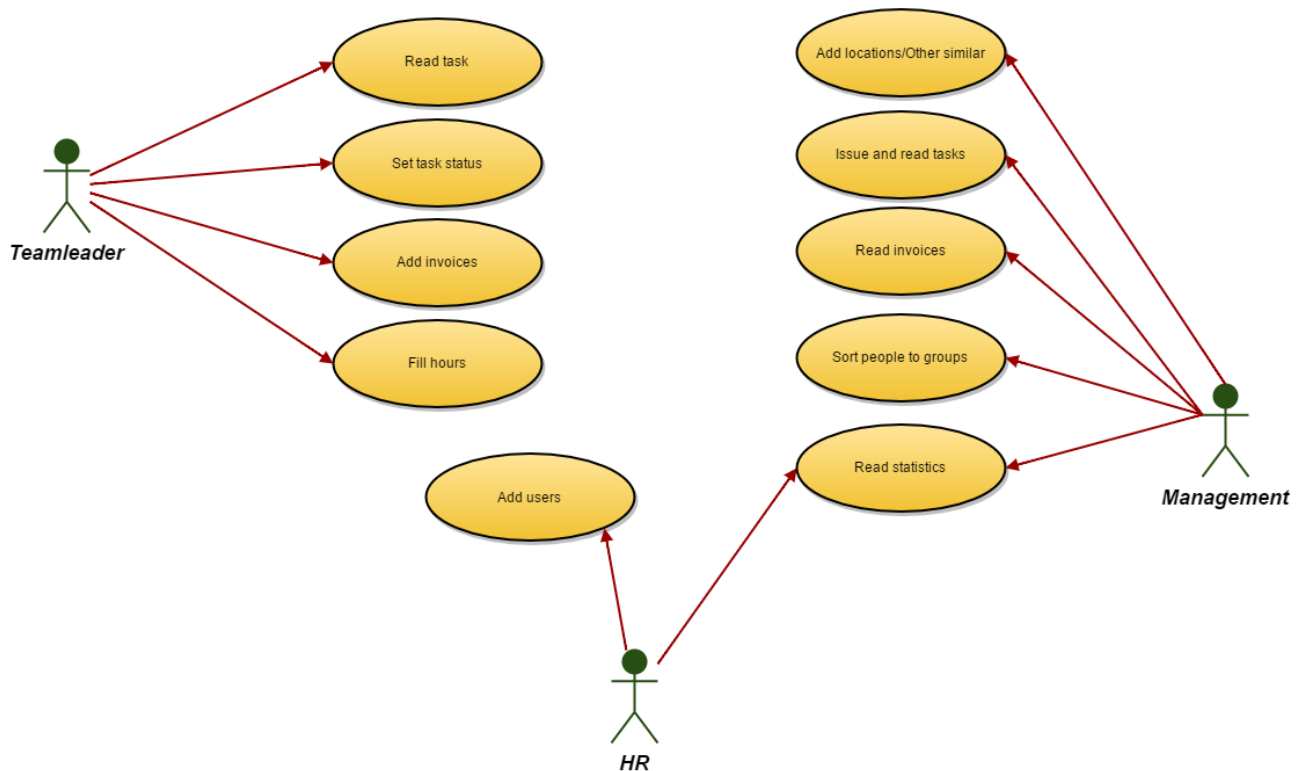
Add pictures

Team leader can add pictures

Add bills

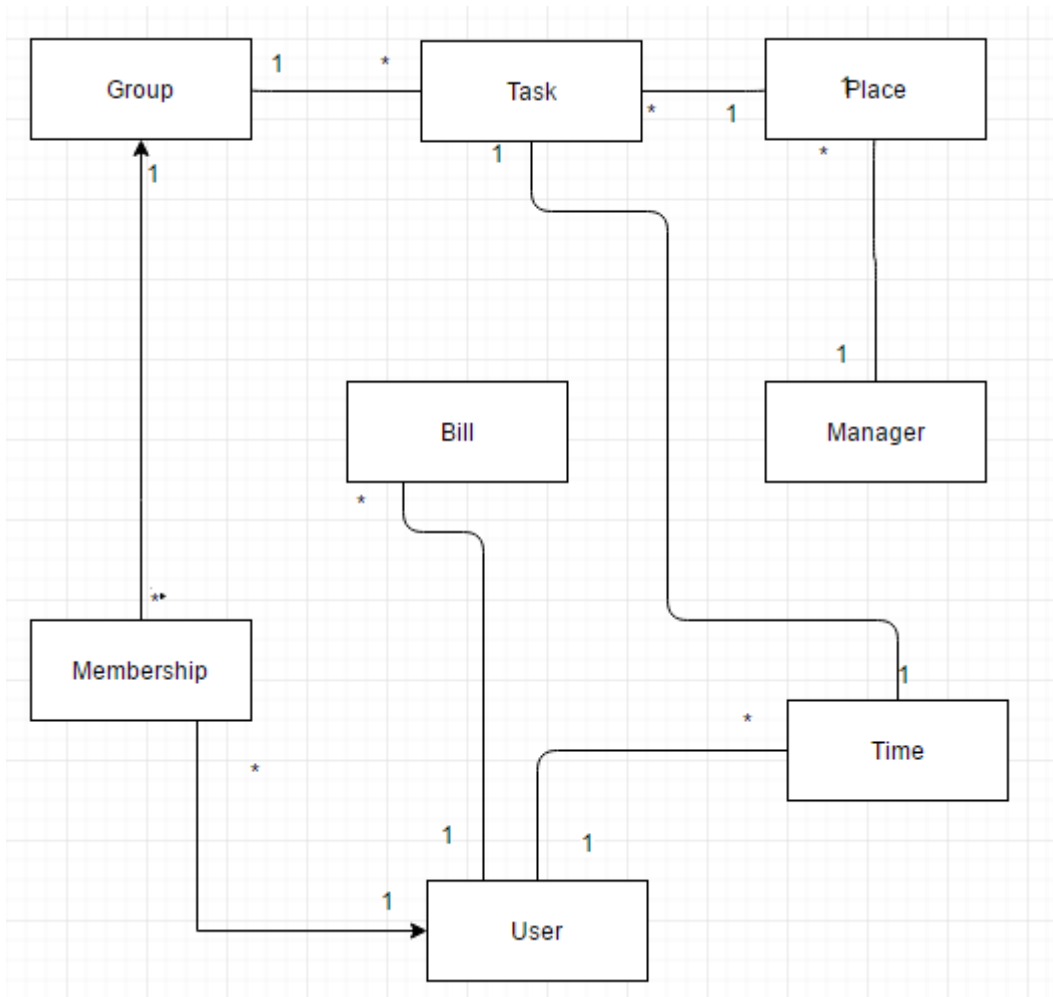
Team leader can add invoices.

Use case diagram



System information content

Conceptual Diagram



Objects

Bill

Attribute	Values	Description
company	String, max 255 chars	Name of the company
sum	double	Sum of the invoice
info	String, max 16777215 chars	Optional information
dateofpurchase	date	date of posted bill
task	int	Foreign key to task it's assigned

Group

Attribute	Values	Description
name	String, max 255 chars	Name of the group
info	String max 16777215 chars	Optional information
active	1 / 0	Is the group active

Images

Attribute	Values	Description
o_id	int	Id of object
type	int	The table it is related to
image_path	String, max 255 chars	Path to file
comment	String, max 16777215 chars	Comment

Logging

Attribute	Values	Description
user_id	int	Foreign key to user, or 1
ip	String, max 16 chars	IP address
date	date	Date
time	time	Time
action	String, max 255 chars	Action that triggered the log entry

Membership

Attribute	Value	Description
g_id	integer	Group id
u_id	integer	User id

Owner

Attribute	Value	Description
Name	String, max 255 chars	Name of the manager
Phone	String, max 255 chars	Phone number
Email	String, max 255 chars	Email address

Place

Attribute	Value	Description
Address	String, max 255 chars	Address in the form of Address 1
City	String, max 255 chars	Name of city
Maintenance	String, max 255 chars	Name of maintenance company
Billingcode	String, max 255 chars	Special code for the location
longitude	String, max 10 chars	Coordinate
latitude	String, max 10 chars	Coordinate

Task

Attribute	Value	Description
Name	String, max 255 chars	Name of the task
Info	String max 16777215 chars	Optional information
Active	1/0	If the task is still active

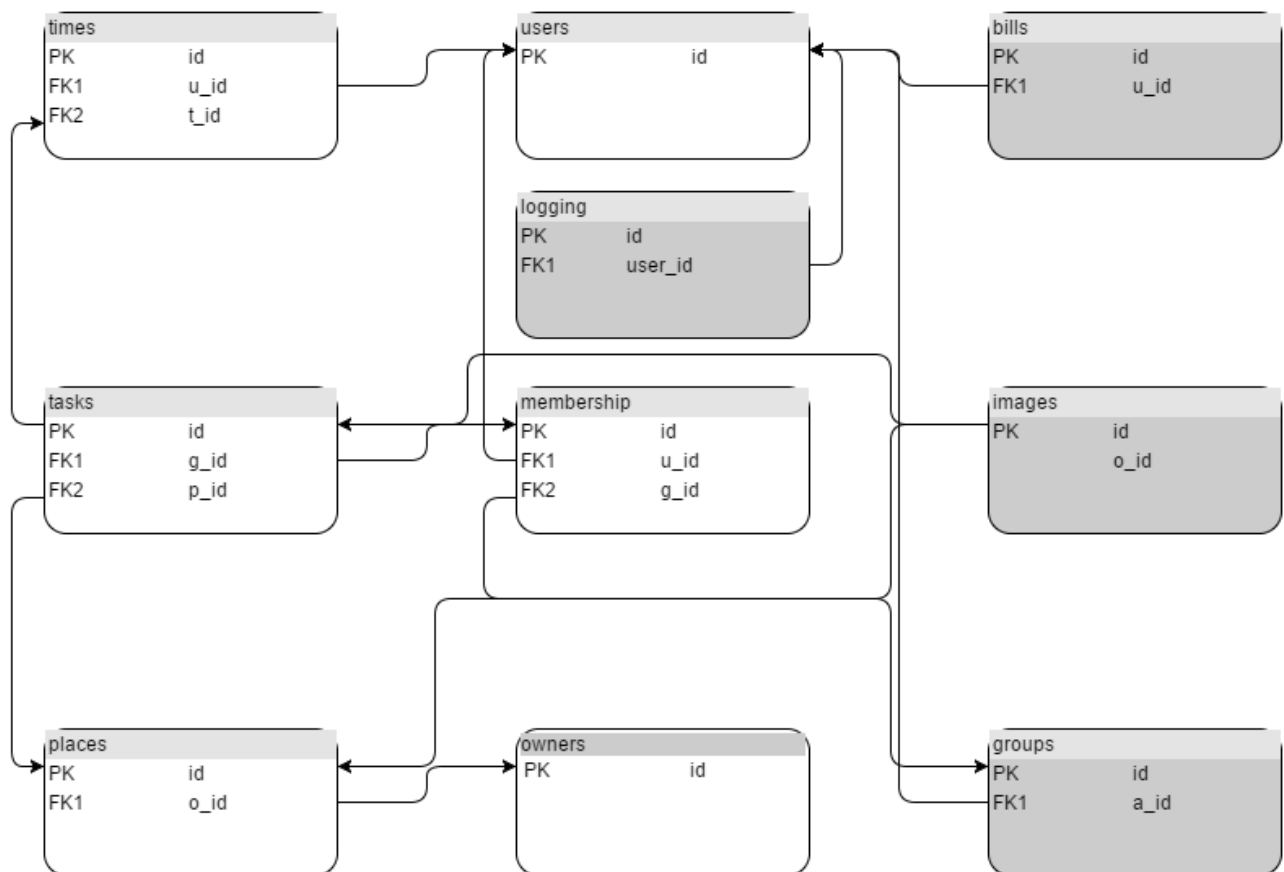
Time

Attribute	Value	Description
Date	Date	Date
Start time	time	Starting time of the task
End time	time	Ending time of the task

User

Attribute	Value	Description
Name	String, max 255 chars	Username
Password	String, max 255 chars	password
Adminlevel	integer	specifies the admin level of the user

Relational database diagram



All other information is found from tables above.

System structure

System is built around MVC-design pattern. Controllers, views and models are found from corresponding folders. Assets folder contains all fonts, images, stylesheets and custom JavaScript. Lib folder contains all necessary JS and PHP libraries. Utils folder has settings and routing table. Uploads folder will contain all user-uploaded material.

Most of the pages are available to all and only have admin features hidden and deactivated when user is not an admin.

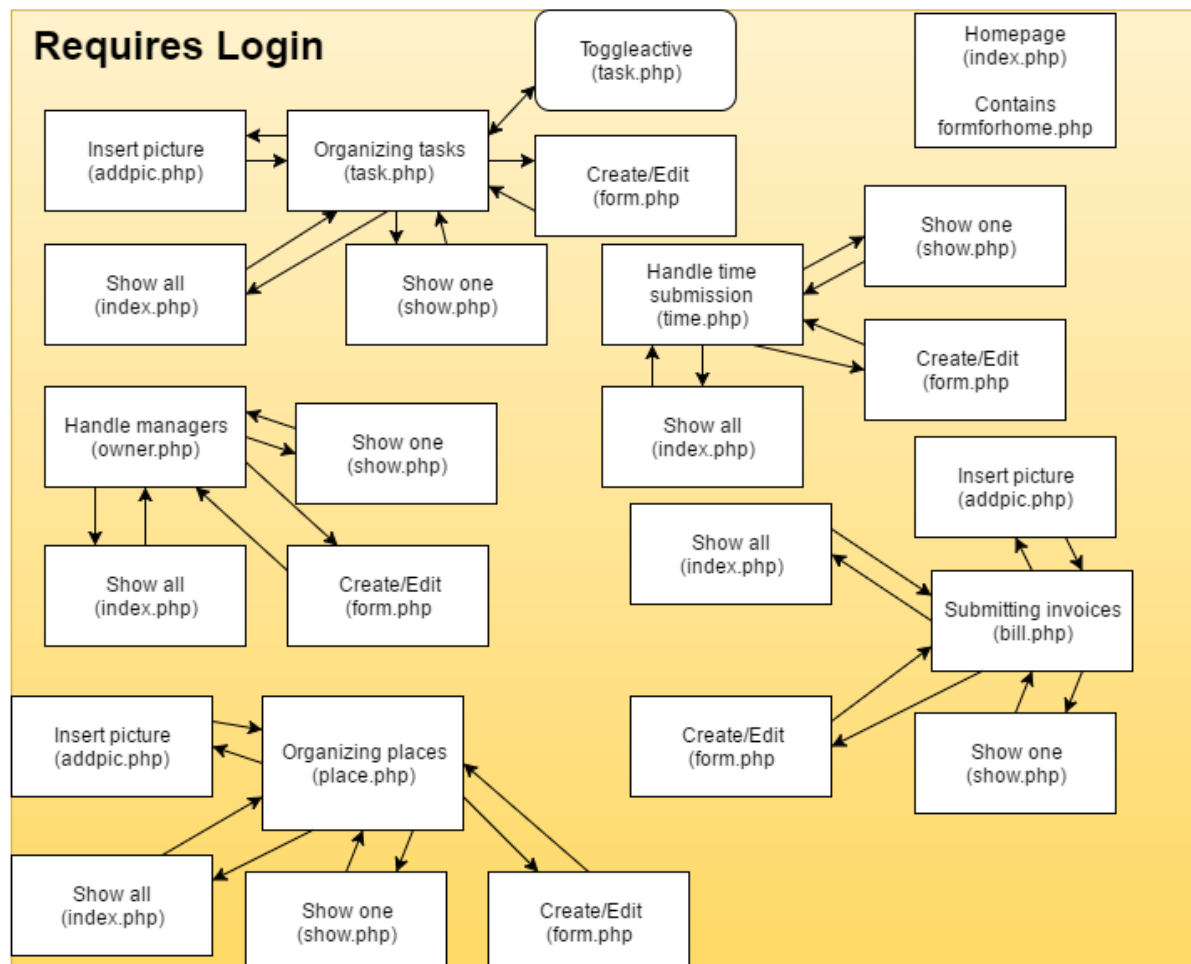
UI and system components

All main elements are reachable through the menu.

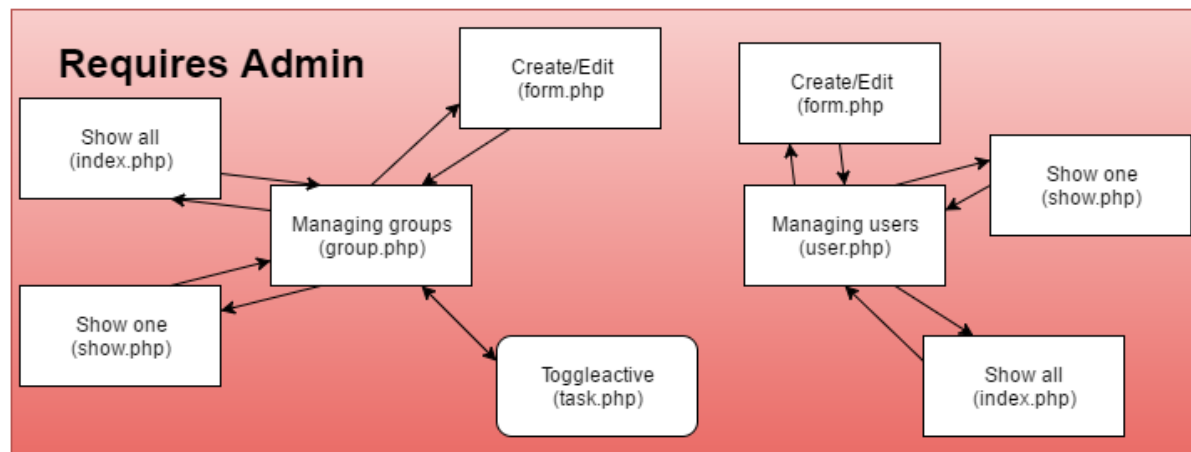
Public pages

Homepage
(index.php)
Contains login form

Requires Login



Requires Admin



Installation instructions

The software requires PHP 5.5<=, Mcrypt library enabled, and preferably Imagick library to allow resizing huge pictures.

To install the website, copy the files to a webserver. Insert data to the database from SQL files. Insert the SQL information to connection.php which is found in utils folder. After that website is usable. Default username is admin and password test.

Demo website

Demo is currently located at <https://office.kummitus.ovh>

Demo credentials include but are not limited to

Username: admin

Password: test

This user has admin access to the site, and has most options available for use.

Username: Henkilö 2

Password: test

This user is set to be a group leader and so has access to various tools available for him.

Regular users are not necessarily meant to be used as is but more like to act as actors to represent real life characters that are managed by admins/group leaders. Possible the software will function in the future in a way that will also allow individuals to do certain tasks.

All necessary pages are reachable via main navigation bar and the pages it contains.

Normally an admin user is created when the software is installed, then the users have to do necessary steps to insert basic information of tasks and locations and create groups. After that the use of software is quite straightforward and most actions are based on the home screen hour calculator and tasks page task viewer and adding relevant pictures with optional comments.