2017

Landfill E-Forms Instruction Manual: Web Application

Members:

Alfredo Aleman, Alvin Quach, Allen Huang, Chris Ow, Grant Kang

City of Los Angeles, Department of Sanitation

5/12/2017

User Manual for LEF

Landfill e-Forms

Created by the Senior Design group members at California State University Los Angeles

Advisors: Russell Abbott and Sue Lim

Contents

Introduction

Introduction

Welcome

Welcome to the Landfill e-Forms User manual. Thank you for giving the Senior Design students at California State University Los Angeles the opportunity to work with you on this exciting project. We hope you will be pleased with the results.

Purpose

The LEF is a combination of applications used to convert the City of Los Angeles Department of Sanitation's methane emissions auditing system to a paperless system to improve efficiency, reduce human error, and speed up report production. This LEF will consist of the team developing two applications: a mobile application and a web application for desktop use.

Web Application

The web application will be developed using Angular 4 on the front end and Java on the back end. The user will be able to upload/download data through a hardwired sync when connected to a mobile device running the developed Android application.

Getting Started

Getting Started

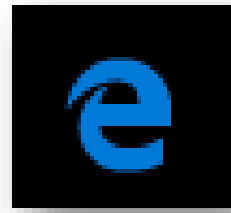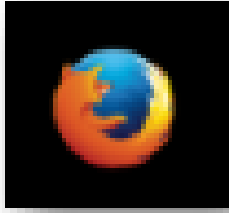This section will discuss how to set up the Web application.

Web Requirements

- An Internet connection.
- An Updated Web Browser (Tested on Google Chrome, Firefox, and Microsoft Edge (The new Windows Explorer)). We recommend using Google Chrome as your browser.

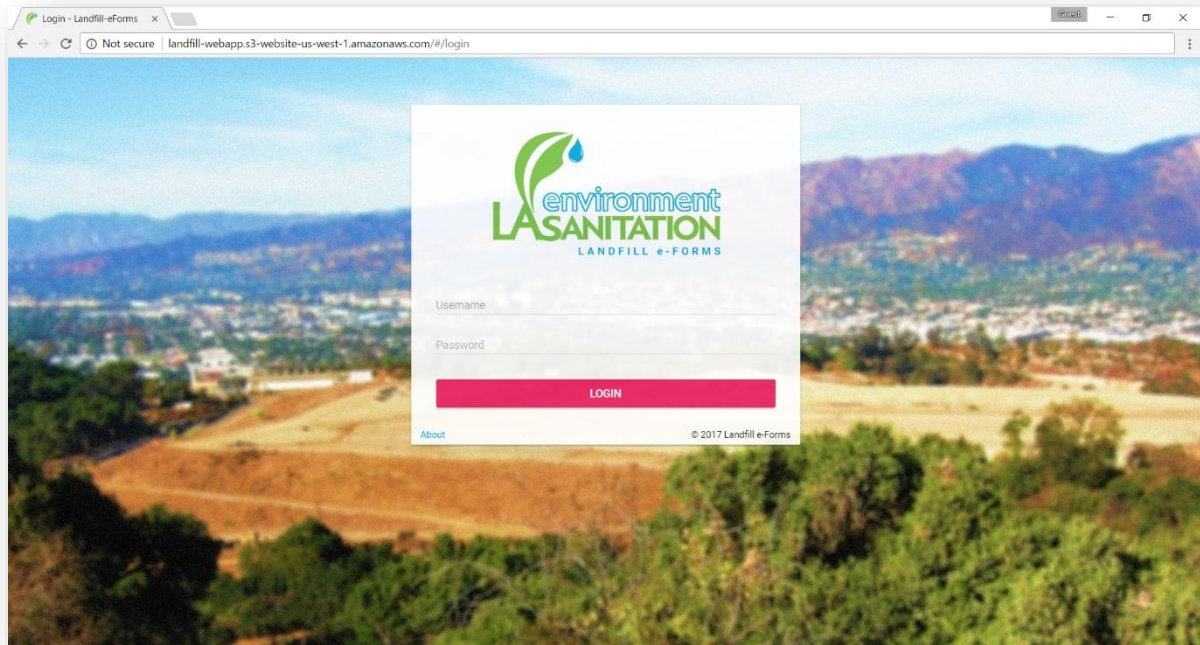# Web Application

Web Application Basics

Opening the Browser

- Please go to your desired Web browser to access the Web Application

- After typing the web address, you will be directed to the Landfill e-Forms Web Application

Logging In

To login, enter your username and password.

Upon successful login, you will be redirected to the Dashboard. Entering an invalid username and will prompt a message indicating that the user has entered an invalid username or password. This message will pop up at the bottom of the screen.

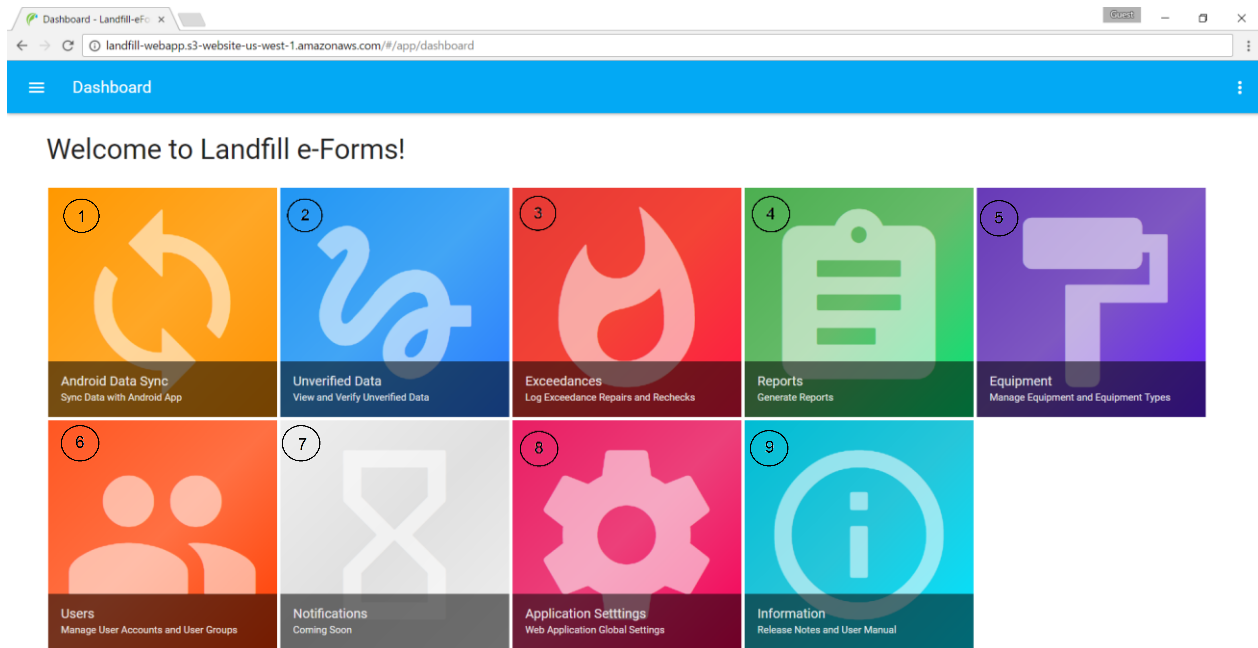In the case where you forget your password, you must contact the Administrator to reset the password, otherwise, you will not be able to access your account.

Dashboard and Menu

The Dashboard displays different places you can navigate to. Depending on the user, some icons might not be shown. (Currently showing super admin.)

Pressing the hamburger button will expand the menu/hide. There are different activities you can choose from:

Android Data Sync

- o Pressing the Android Data Sync button will direct you to the Data Sync page. You can upload the data from the mobile application as well as download data to the web application here.

Unverified Data

- o Pressing the Unverified Data button will direct you to the Unverified Data page. You can confirm the data passed from the mobile application here.

Exceedances

- o Pressing the Exceedances button will direct you the exceedances page.
  - You can view current exceedances as well as conduct repairs.

Reports

- o Pressing the Reports button will direct you to the reports page. You can view different reports by adjusting parameters such as type, location, and date.

Equipment

- o Pressing the Equipment button will navigate you to the equipment list. You can manage equipment inventory as well as manage equipment types.

(6) Users
- o Pressing the Users button will direct you a page where you can manage users, as well as user groups. Here, you can add, edit, and delete users, as well as assign different user roles to the user.

(7) Notifications
- o Coming soon! (Next year)

(8) Application Settings
- o Pressing the Application Settings button will allow the administrator (and not other users) to define settings like expiration time for security tokens, adjusting user account information, as well as changing super administrator password (Only seen on the super administrators account).

(9) Information
- o Pressing the Information button will direct you to the Information page. This page will contain some information about the application, release notes, as well as the user manual (Coming next year).

Alternatively, you can press the [≡] button on the top left corner to access these pages.

Android Data Sync

By pressing on the Android Data, you will be directed to the Android Data Sync page.
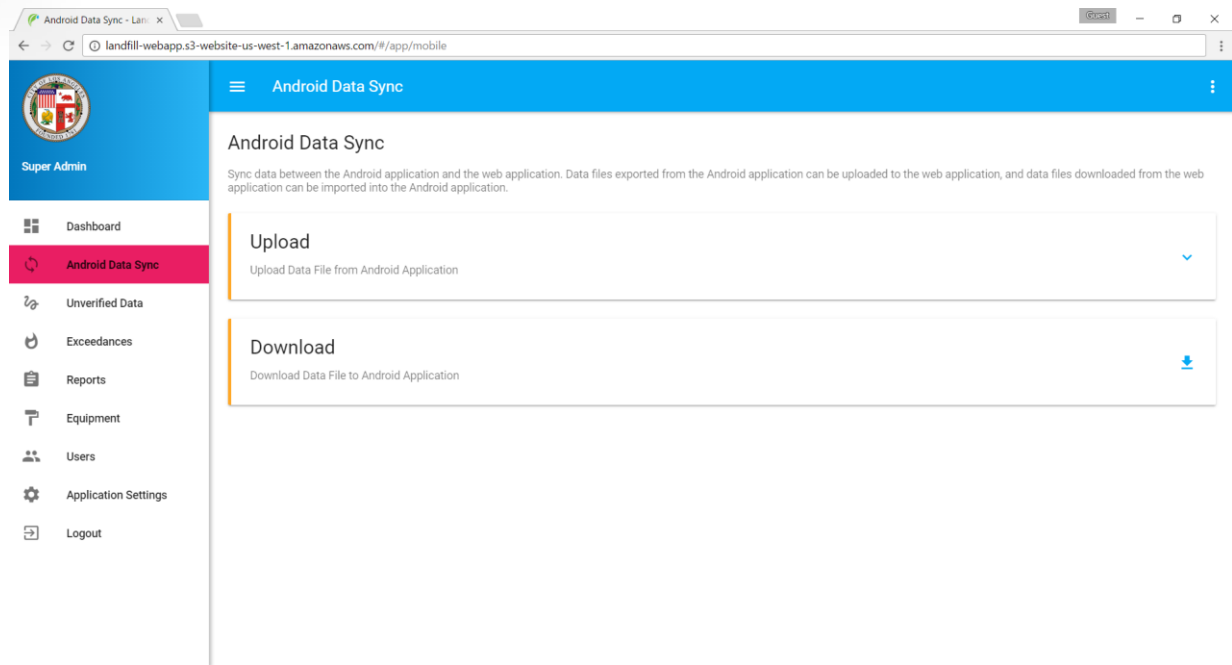
From here, you can either upload the data from the android application to the web application, or you can download the data from the web application to the mobile application.

Uploading the JSON file

Uploading the JSON file that was taken from the Android application is as simple as clicking a couple of buttons!
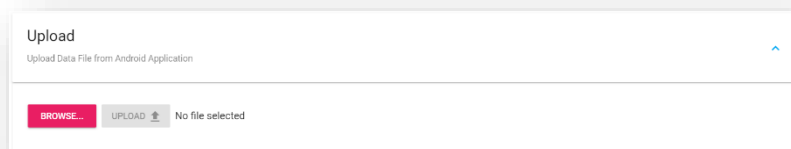
By pressing the upload button, you will can upload the JSON file that is taken from the mobile application. To upload the JSON file, click on the "Browse…" button. Navigate to the JSON file, open it. Make sure you haven't already uploaded the JSON file already

from a previous time. After you have done this, the upload button will change color, indicating that it is ready to upload. If you did not select a file, you will not be able to upload. After successful upload of the JSON file, you will then be directed to the unverified data page, where you can validate all fields.

Unverified Data

By pressing on the Unverified Data button or by uploading a JSON file generated by the android application, you will be directed to the Unverified Data page.

The Unverified Data Sets provides a way for users to essentially double check the data that is taken. You can evaluate the data and add parameters if they are missing. By clicking on a different row, you can see some details on the right-hand side of the screen.

To hide the details, simple click on the ˃ button.
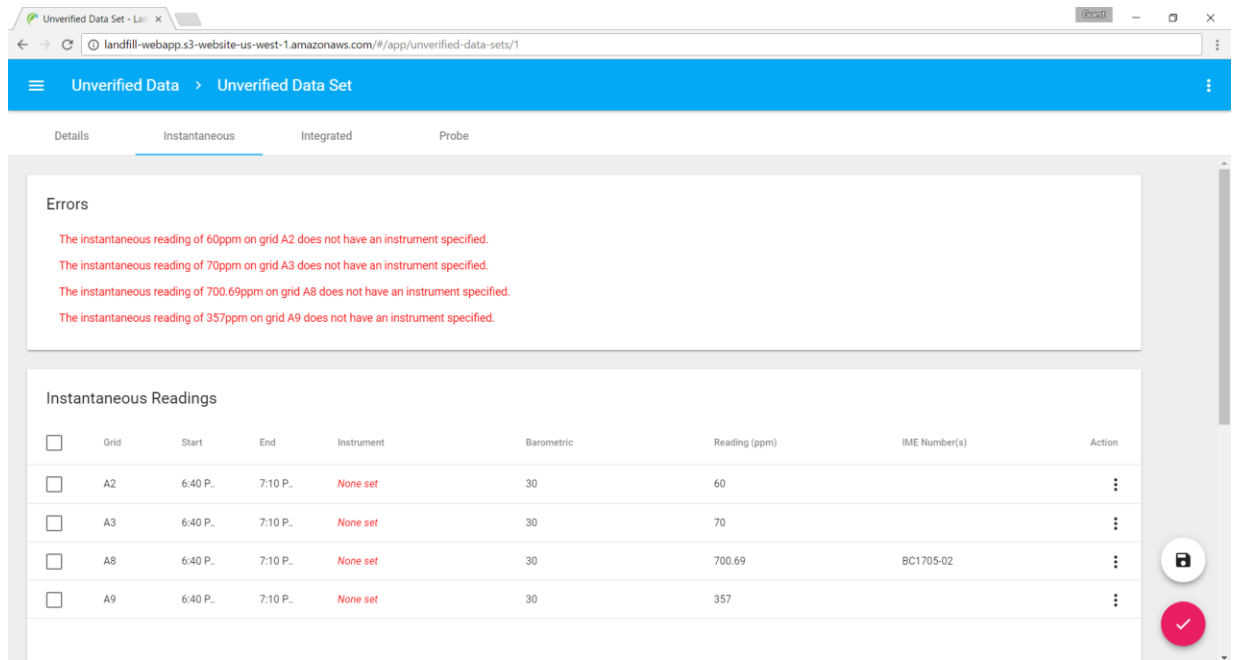
Filtering Unverified Data

You can filter the unverified data by clicking the ═ button. You can use this to find your desired unverified data. By clicking that button, you can toggle on and off the filter bar.

Editing, Saving, and Committing Unverified Data

To edit the desired unverified data, click on the ✏ button. This will direct you to the verify data page.

From here, you can change things such as the barometric pressure and instruments. As a precaution, you can see what kind of errors there are in the error table. You can double-click the entry to change the fields.

If there is nothing else missing in the data, you will not get any errors, but you can still edit the values if you need to.

Errors
No errors found.

After you are done, you can press the [button], button, and it will save any changes you made. If you are ready to commit the changes, and are sure the information is correct, you can press the [button] button. Once pressing commit, the now verified data will become permanent and **cannot** be changed. You will be able to see this data on the Reports page.

Exceedances

By pressing on the Exceedances button, you will be directed to the exceedance page, where you can look and repair exceedances.
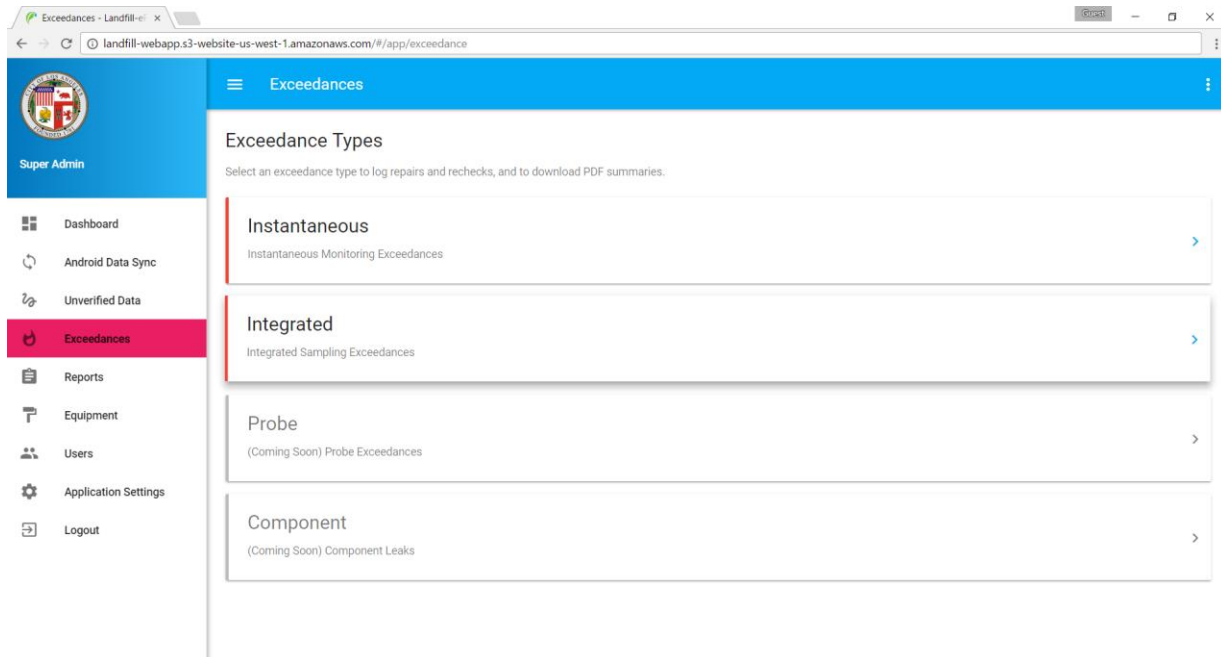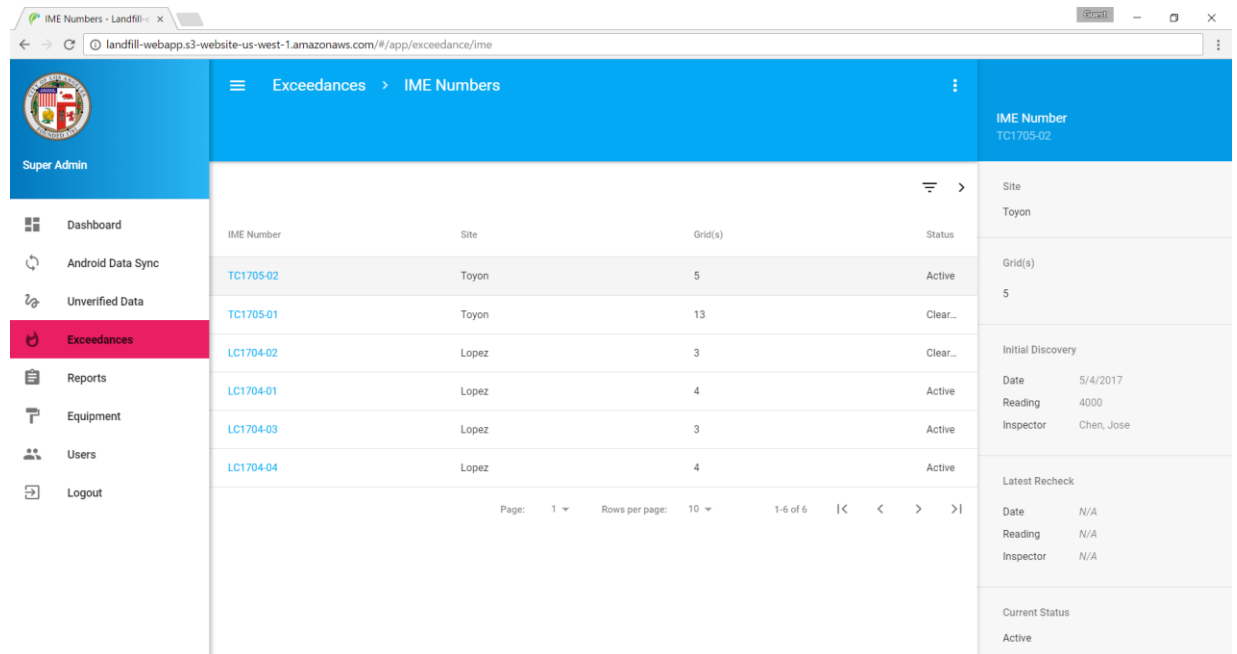
Currently, there are only 2 types of exceedances that you can monitor:

- Instantaneous
- Integrated
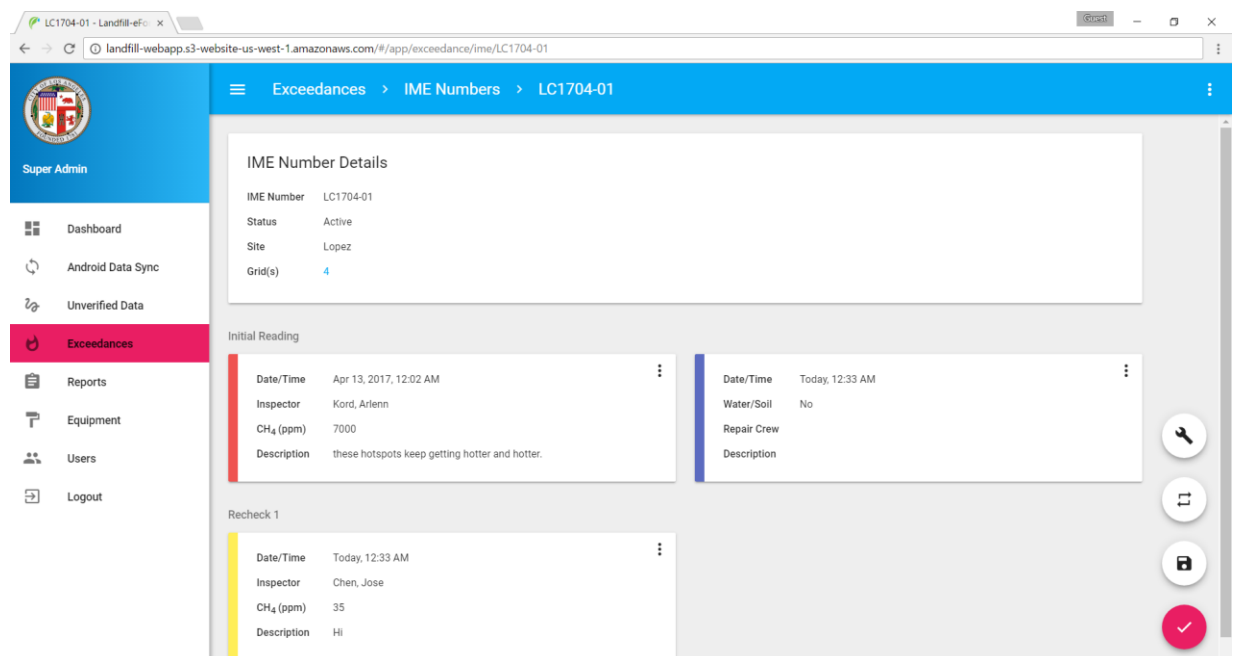
Viewing Exceedance Info

You first start out by choosing an exceedance type, and from there you will be directed to a list of exceedances for that type.

From here, you can click once on an exceedance entry to look at the information, and double click the exceedance entry if you want to perform rechecks or repairs.
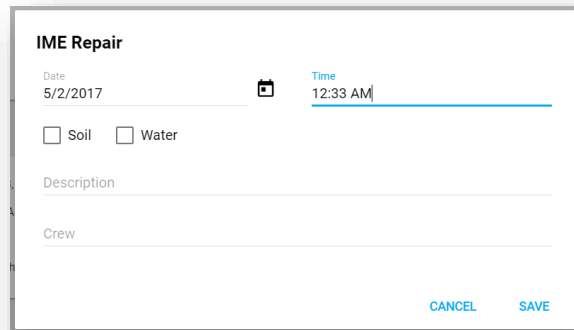
Red stands for initial reading, blue stands for repair, yellow stands for rechecks, green stands for final recheck. The recheck will only turn green if you mark it as clear.

Adding Repair/Recheck data on an Exceedance

After clicking on the desired exceedance, you can click on the ⋮ button or the 🔧 to add repairs.
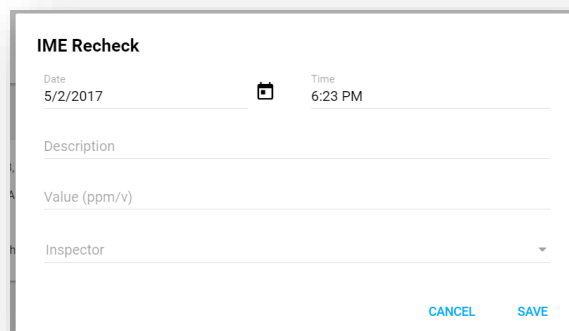
*Note: You can only add repair/recheck data for exceedances that are active.

Once you fill out the data, press "Save". The repair data will be temporarily added to the entry.

You can also add recheck data by pressing the ⟳ button.

Once you have filled out the data, press "Save". The recheck data will be temporarily added to the entry.

Saving Exceedances

Once you are done adding the rechecks and repairs, press the 💾 button to save the rechecks and repairs that are made.

Clearing Exceedances

If the exceedance is no longer an exceedance, then you can clear the exceedance. When clearing the exceedance, you will be prompted with some dialog confirming that you want to clear the exceedance. This will make the exceedance no longer editable.

Confirm

Cleared IME numbers cannot be edited. Please make sure all the entries and grids are correct before clearing. Would you like to clear this IME?

NO   YES
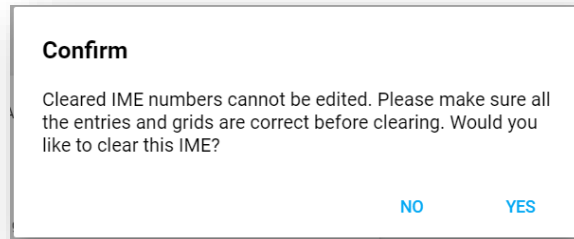
The exceedance **will** still be on the exceedance list, even though it is cleared, but will no longer be editable. The status for that exceedance will turn to "Cleared".

Reports

By pressing on the Reports button, you will be directed to the reports page where you will be able to view reports based on the verified data.
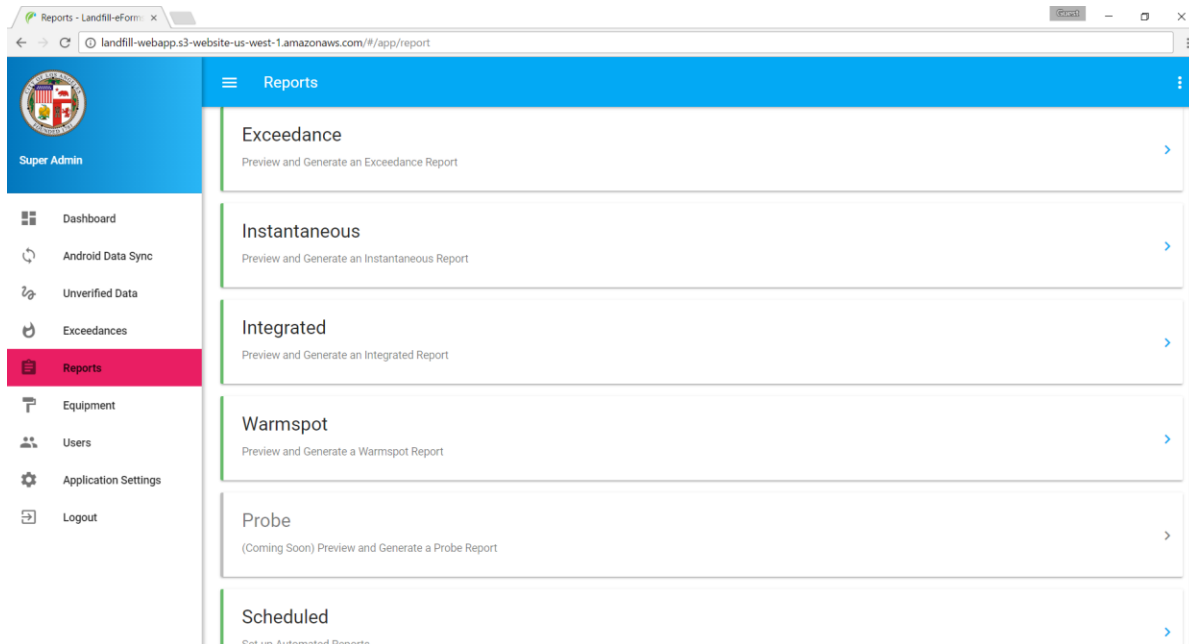
Currently, there are 5 reports:

- Exceedance
- Instantaneous
- Integrated
- Warmspot
- Scheduled
  - You can generate emails and send out reports at various intervals.

Viewing and Downloading a Report

The reports will have the same format for Exceedance, Instantaneous, and Integrated. To view a report, click on the type of report you want to view. You will be redirected to the Report page where you can query reports based upon site and date interval.

After filtering the site and date intervals and pressing "Run Query", the application will display a report based on the site and date intervals chosen.

If you scroll to the end, you will have the option to download this report as a PDF.

Scheduling a new Report

To schedule a report, click on the "Scheduled" button.
You will then be directed to the Scheduled Reports page.
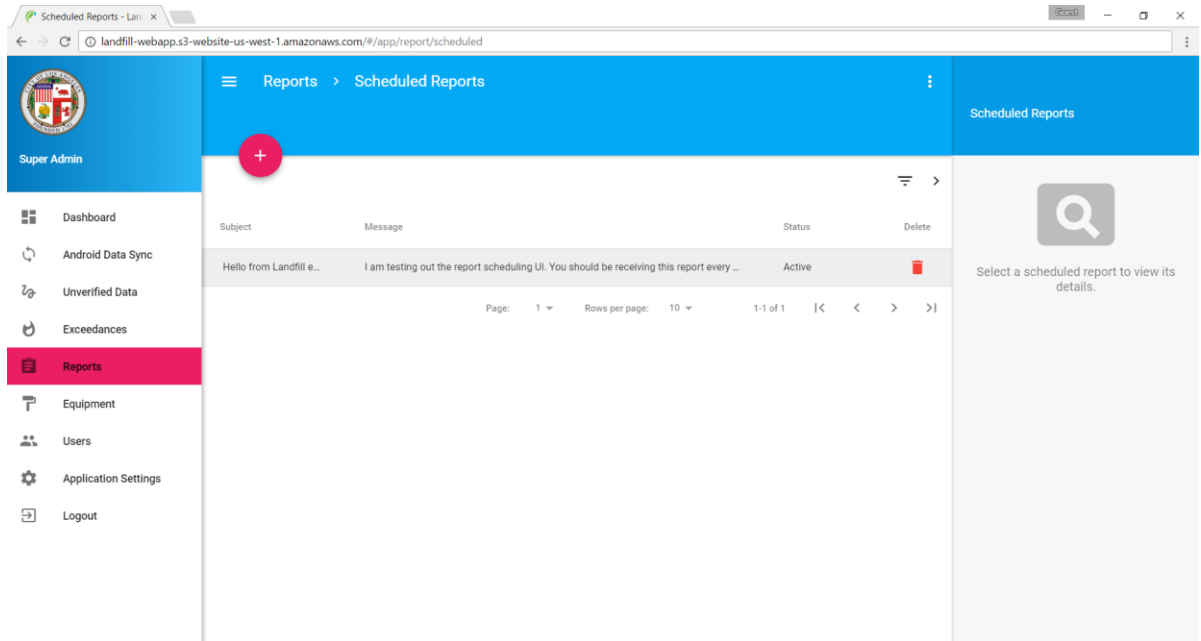
From here, you can select the report that you want to look at, and you can also look at the recipients of the scheduled report on the right-hand side of the screen.

Adding a new Scheduled Report

To create new scheduled report, click on the button. Then fill out the fields for Schedule, Recipients, and Query.

Fill out the Subject, Body of text, Date you want this schedule to start, Frequency, how often you this to occur, and whether it is active or not. Next,

select the user groups that you want to send this to. You can also add additional recipients. You will have to put the recipient's name and email address. After doing so, press the + button to add the recipient to the scheduled report.
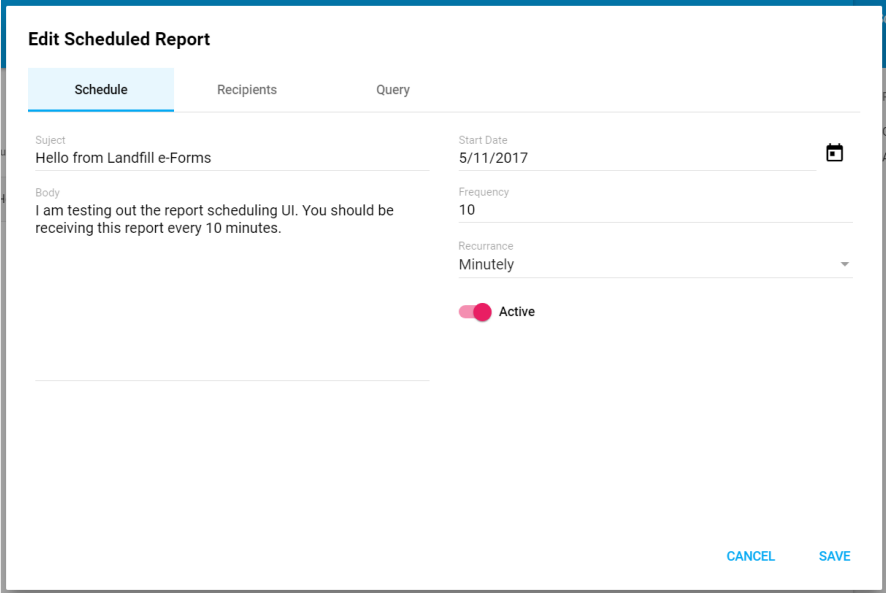
Finally, query the desired report you want to generate to the recipients, and press confirm.

Editing a Scheduled Report

To edit a scheduled report, double-click on the desired scheduled report. You will then be able to modify the fields there.

Edit Scheduled Report

| Schedule | Recipients | Query |

Suject
Hello from Landfill e-Forms

Body
I am testing out the report scheduling UI. You should be receiving this report every 10 minutes.

Start Date
5/11/2017

Frequency
10

Recurrance
Minutely

Active

CANCEL   SAVE

Equipment

By pressing on the Equipment button, you will be directed to the equipment page where you will be able to manage equipment.
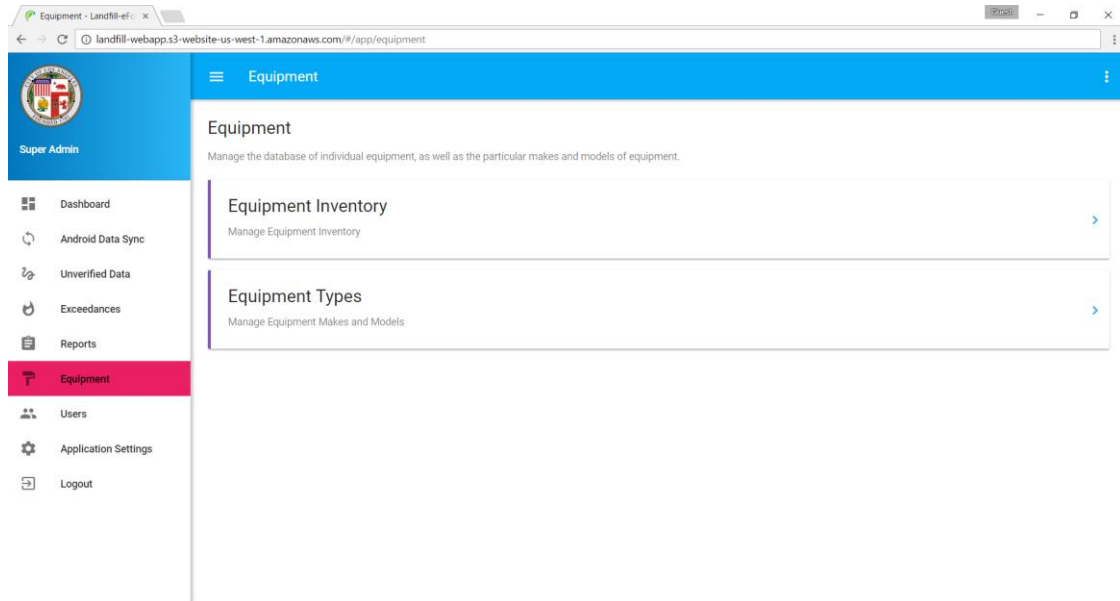
You can choose to manage the equipment inventory or equipment types.

Equipment Inventory

You can choose to manage equipment inventory by clicking on equipment types, you will be directed to the list of available equipment types.
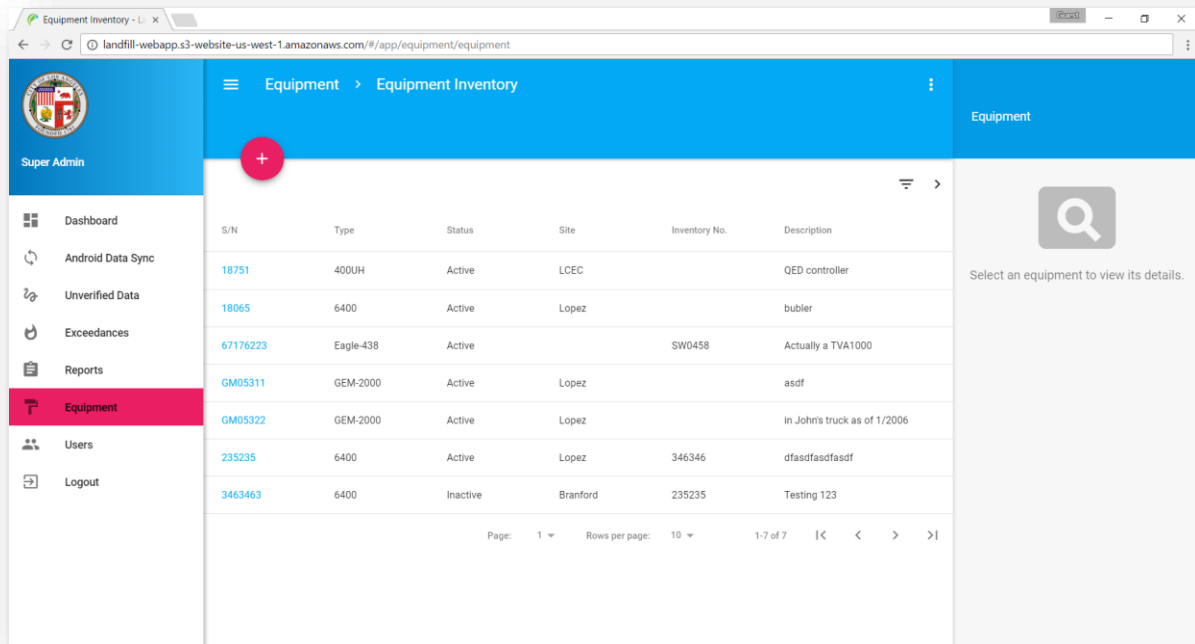
You can also look at some of the details of the equipment on the right-hand side of the screen.

Adding Equipment

To create new equipment, click on the button. Complete the fields such as Serial Number, Equipment Type, Description, City Inventory Number, Status, Assigned Site, as well as Service Dates.

Once you are done, press confirm. The equipment will be added to the list.

Editing Equipment

To edit existing equipment information, double-click on the desired equipment. You will then be able to edit the fields for the desired equipment.

Once you are done, you can press "Save" to save any changes made.

Equipment Types

You can choose to manage equipment types. By clicking on equipment types, you will be directed to the list of available equipment types.

Adding Equipment Type

To add an equipment type, click on the button. Complete the fields such as Type, Manufacturer, Description, as well as tests it is used for.
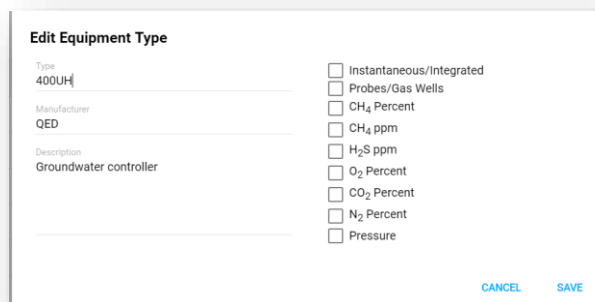
Once you are done, press confirm. The equipment type will be added to the list.

Editing Equipment Type

To edit existing equipment information, double-click on the desired equipment. You will then be able to edit the fields for the desired equipment.

Once you are done, you can press "Save" to save any changes made.
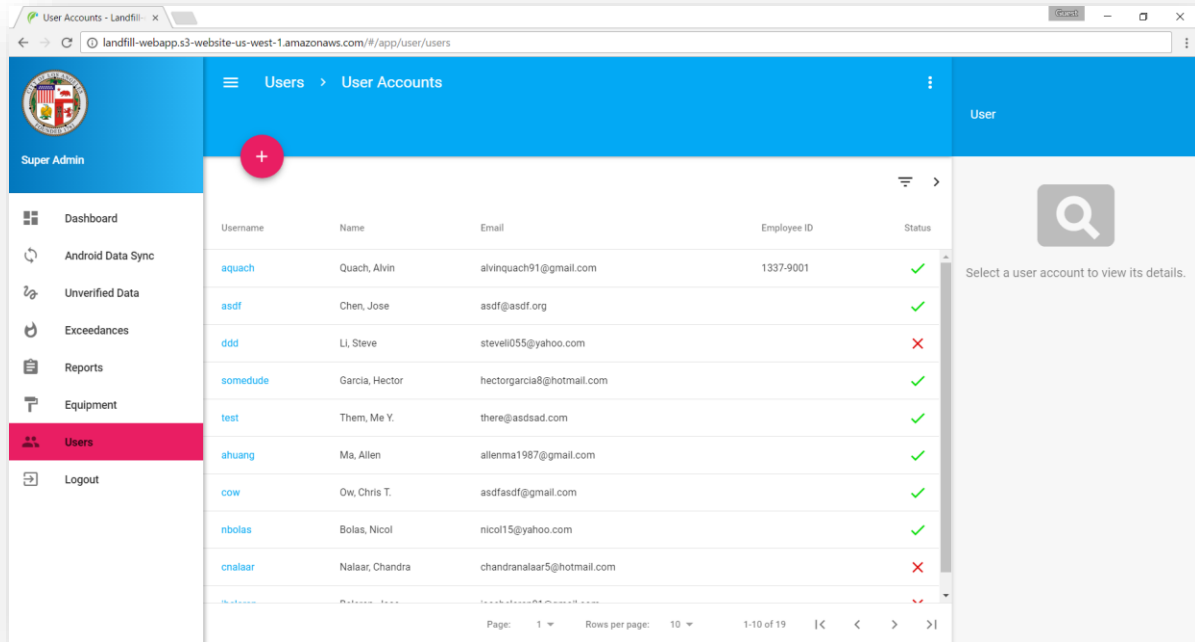
8 Users

By pressing on the Users button, you will be directed to the Users page where you will be able to manage user groups as well as different users.
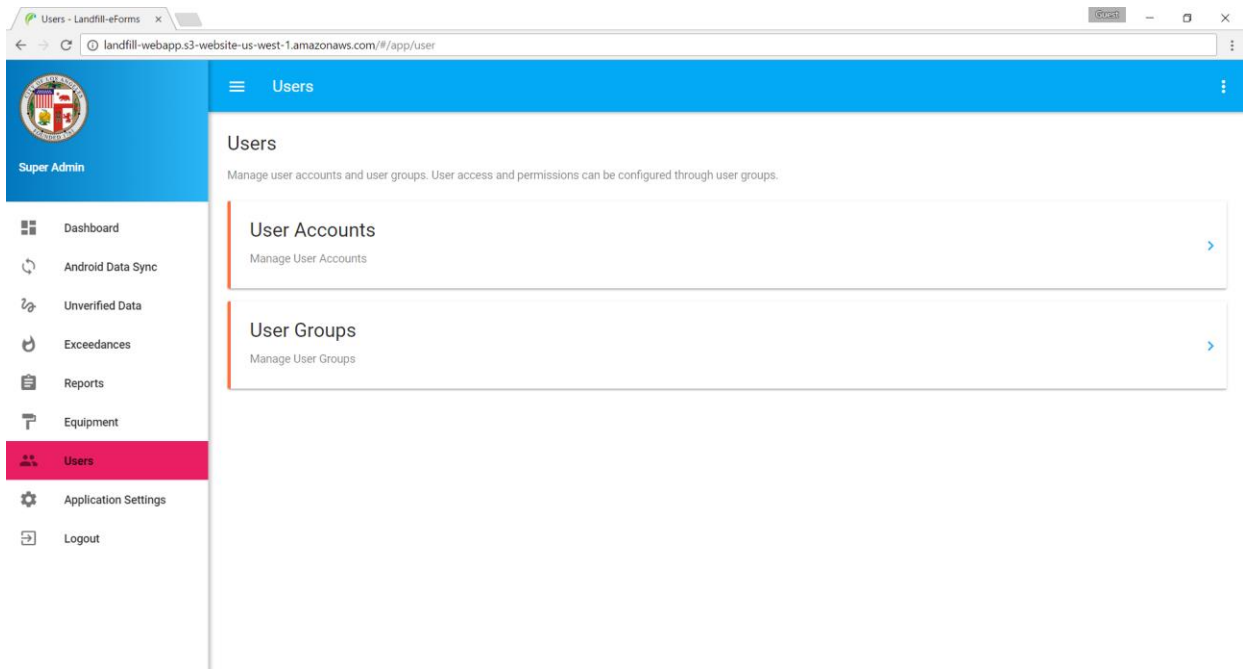
User Accounts

You can choose to manage users by clicking on User, you will be directed to the list of available users.
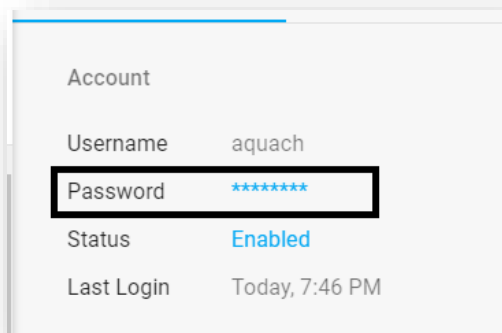
You can also look at some of the details of the users on the right-hand side of the screen.
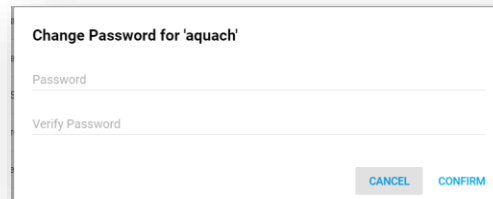
Changing the Password

To change the password, on the User Accounts page, click on the desired user. Then click on the ********.

You will then be prompted to change the password for a user.
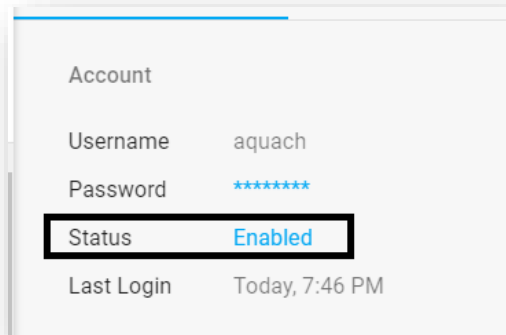
Once you are done, press confirm. The password will then be changed. This will not change the password for the android unless you download the data file into the android application and update it from there.

Changing the status

Status is used to determine if the user is commissioned or decommissioned.

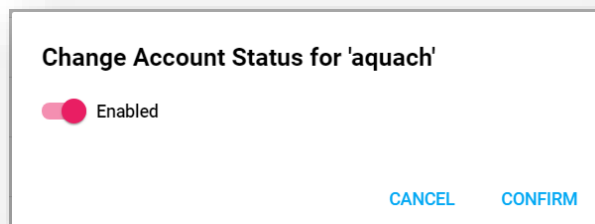To change the status, on the User Accounts page, click on the desired user. Then click on the Status.

You can then enable or disable the status of the user.
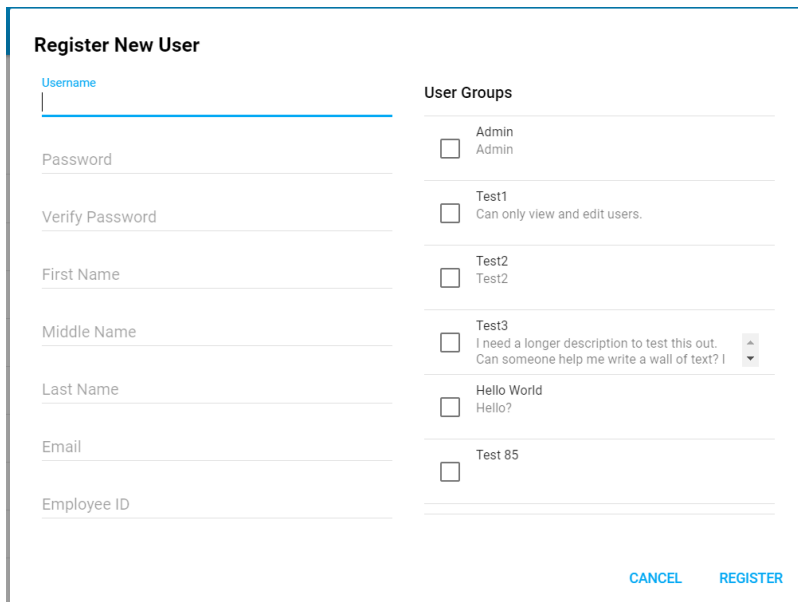
Once you are done, you can press "Save" to save any changes made.

Adding New Users

You can add new users by clicking on the [+] button. You can then fill out some fields such as the Username, Password, First Name, Last Name, Email, Employee ID, as well as User groups.
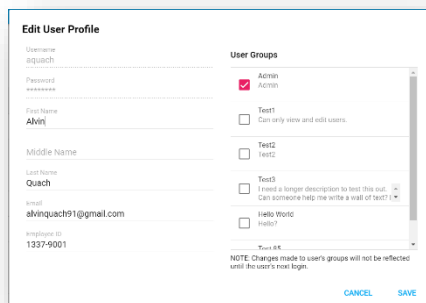
Register New User

Username

Password

Verify Password

First Name

Middle Name

Last Name

Email

Employee ID

User Groups

- Admin — Admin
- Test1 — Can only view and edit users.
- Test2 — Test2
- Test3 — I need a longer description to test this out. Can someone help me write a wall of text? I
- Hello World — Hello?
- Test 85

CANCEL   REGISTER

Once you are done, you can press "Register" to create a new user.

Editing Information for an Existing User

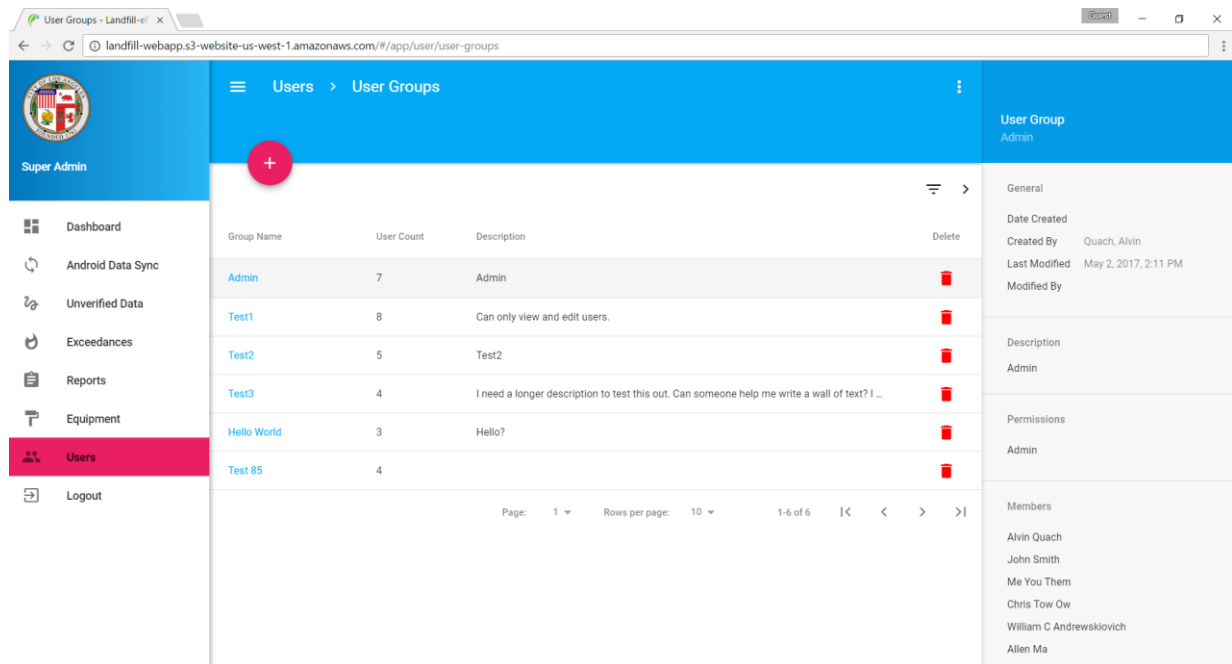To edit the information of an existing user by double-clicking the user.

Edit User Profile

Username
aquach

Password
****

First Name
Alvin

Middle Name

Last Name
Quach

Email
alvinquach91@gmail.com

Employee ID
1337-9001

User Groups

- Admin — Admin
- Test1 — Can only view and edit users.
- Test2 — Test2
- Test3 — I need a longer description to test this out. Can someone help me write a wall of text? I
- Hello World — Hello?
- Test 85

NOTE: Changes made to user's groups will not be reflected until the user's next login.

CANCEL   SAVE

Once you are done, press "Save". The changes to the user's profile will be saved.

User Groups

User groups are a way of bundling up privileges that you can assign to different users. You can choose to manage user groups by clicking on User Groups, you will then be directed to the list of user groups.

You can also look at some of the details of the user groups   on the right-hand side of the screen.

Deleting a User Group

To delete a user group, click on the   icon. When deleting the user group, the user count **must** be 0. Otherwise, you will be unable to delete the user group. To remove the user from the user group, you must go to the individual user and remove them from that group.

Adding a new User Group

You can add new user groups by clicking on the   button. You then add the group name, description, and the desired user permissions for that user group.

Editing a User Group

You can edit the user groups by double-clicking on the desired group. There, you can change the Group Name, Description, as well as User Permissions.

Once you are done, press "Confirm". Any changes to the user group will then be saved.

Application Settings

By pressing on the Application Settings button, you will be directed to the Application Settings page where you will be able to change parameters for things such as Security Tokens and User Accounts.

The Super Administrator section will only show when the super administrator is logged in.