

USER DOCUMENTATION

‘INFORMAL DOMESTIC TRADE REGISTRATION SYSTEM’

March, 2019

VERSION: ‘NM.R1.0.0@2019’

INTRODUCTION

Documentations are a must in almost all projects (i.e. Software Development Projects, Construction Projects, Digitization Projects, etc. These documentations incorporate and are not limited to Process Documentations, Product Documentations, End-user Documentations, and so forth.

1. Processes documentation: These reports record the process of development and support. Process documents include – Plans documents, Schedules documents, Process Quality documents, and Organizational and Project standards documents.
2. Product documentation: Product documentation basically describe the product that is being developed. The description of the product from the point of view of the engineers developing and maintaining the system is referred to as System documentation.
3. User documentation: This provides a product description that is oriented towards system users. It basically helps users - experts or non-experts to have a brief understanding of the system as well as help with the navigation and general system use.

Process documentation is produced so that the development of the system can be managed and is an essential component of plan-driven approaches to software engineering. An important goal of agile approaches is to minimize the amount of process documentation produced as this adds overhead without contributing to the functionality of the system being developed.

Product documentation is used after the system is operational but is also essential for management of the system development. The creation of a document, such as a system specification, may represent an important milestone in the software development process.

For this project – ‘Informal Domestic Trade Registration System’, we will focus on the **‘User Documentation’**. The end-user documentation is designed to assist end users to use the product

or service and is often referred to as user assistance. The user documentation is a part of the overall product delivered to the customer after project completion.

User documentation

Users of a system are not all the same. The producer of the documentation must structure it to cater for different user tasks and different levels of expertise and experience.

User documentation is important because it provides an avenue for users to learn:

1. how to use your software
2. features of your software
3. tips and tricks of your software
4. how to resolve common problems with your software

Without user documentation, a user may not know how to do the above things.

Users expect the user documentation to include:

- FAQs
- Video tutorials
- Embedded assistance (for example, tool tips and dynamic page content)
- Support Portals
- Etc.

The ‘Informal Domestic Trade Registration System’ referred to as the **‘MoF – Vendor Business’** in this document offers web based registrations of all informal sector business units. It is also coupled with a massive database to be able to capture the entire population of Zambia with scalability capabilities. The rationale of this system is to facilitate for the capture of detailed information (i.e. number of informal business units, number of business units in each category, informal sector employment levels, etc.) on the informal sector by the Ministry of Finance for fiscal policy matters. This also helps the Ministry of Finance to be able to determine the informal sector’s contribution to the national economy.

Target Audience

- Members of the general public
- Employees both formal and informal
- Directors and Chief Executive Officers
- Policy makers

Key Features

- Easy to use (user friendly)
- Can be accessed from any computing system-desktop computers, laptops, mobile, etc. as long as such devices have internet connectivity
- Easy to create user accounts
- Easy to add any informal business units – street vending, regular and occasional markets, homestead stalls, etc.
- Massive storage capacity
- Can be accessed 24/7 throughout the year

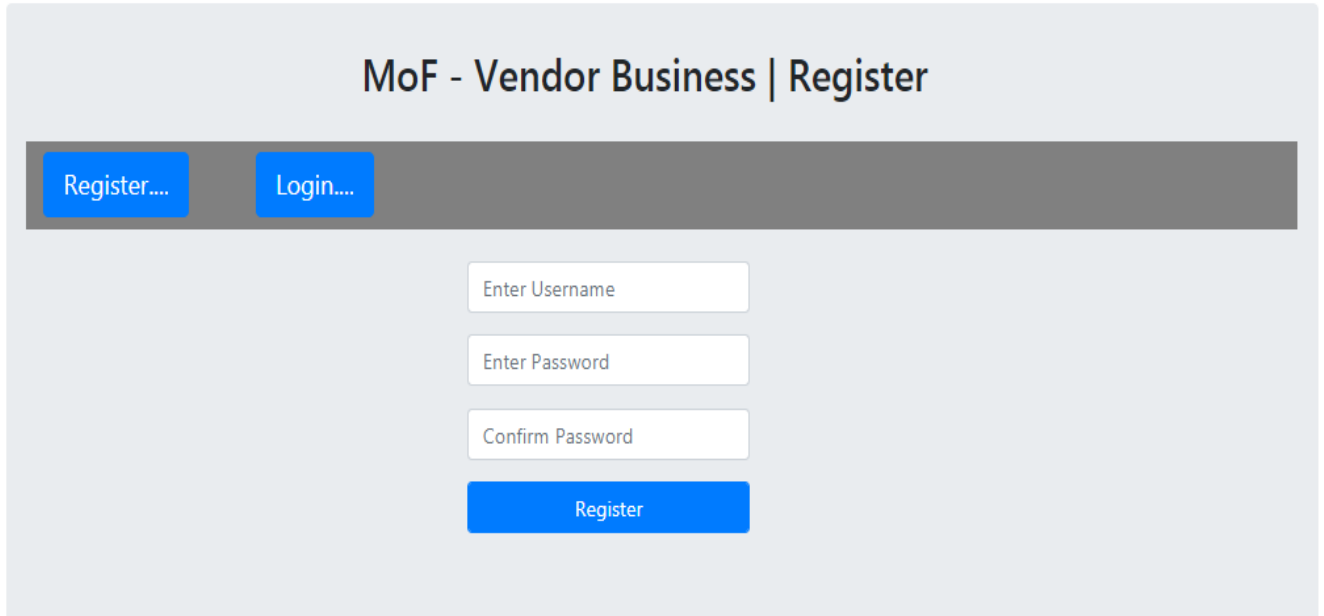
Supported Web browsers

- Microsoft IE7 or greater
- Mozilla Firefox
- Google Chrome
- Opera
- Microsoft Edge

GETTING STARTED

1) Account Creation:

- Navigate to the web portal - http://localhost/Vendor_Assignment/index.php (see screenshot below)



MoF - Vendor Business | Register

Register.... Login....

Enter Username

Enter Password

Confirm Password

Register

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Figure 1.0 Registration Page

- The above page enables a user to register/create an account using the register button. This allows any Zambian to create an account on the MoF-Vendor Business.

MoF - Vendor Business | Register

Register.... Login....

Muchelwa

.....

.....

Register

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Figure 1.1 User named Muchelwa Registering on the system

- Input name and password – see above
- Click on Register button
- Successful registration (fig. 1.2)
- Unsuccessful registration (fig. 1.3)

The screenshot shows a web page titled "MoF - Vendor Business | Register". At the top, there is a dark grey banner with two blue buttons labeled "Register...." and "Login....", and a yellow message that says "You are successfully registered". Below the banner, there are three input fields labeled "Enter Username", "Enter Password", and "Confirm Password", followed by a blue "Register" button.

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Figure 1.2 Successful Registration

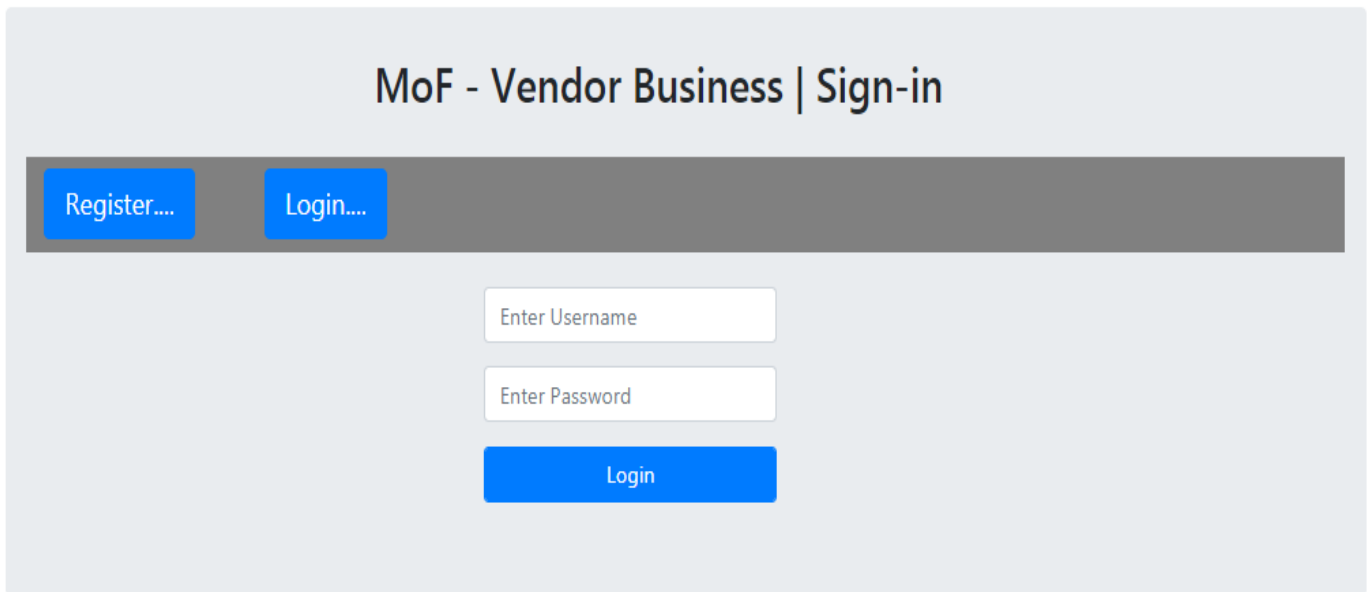
The screenshot shows a web page titled "MoF - Vendor Business | Register". At the top, there is a dark grey banner with two blue buttons labeled "Register...." and "Login....", and a yellow message that says "Someone is already registered with this Username". Below the banner, there are three input fields labeled "Enter Username", "Enter Password", and "Confirm Password", followed by a blue "Register" button.

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Figure 1.3 Unsuccessful Registration due already registered user

2) User Login

- Navigate to: http://localhost/Vendor_Assignment/login.php (See below snapshot)

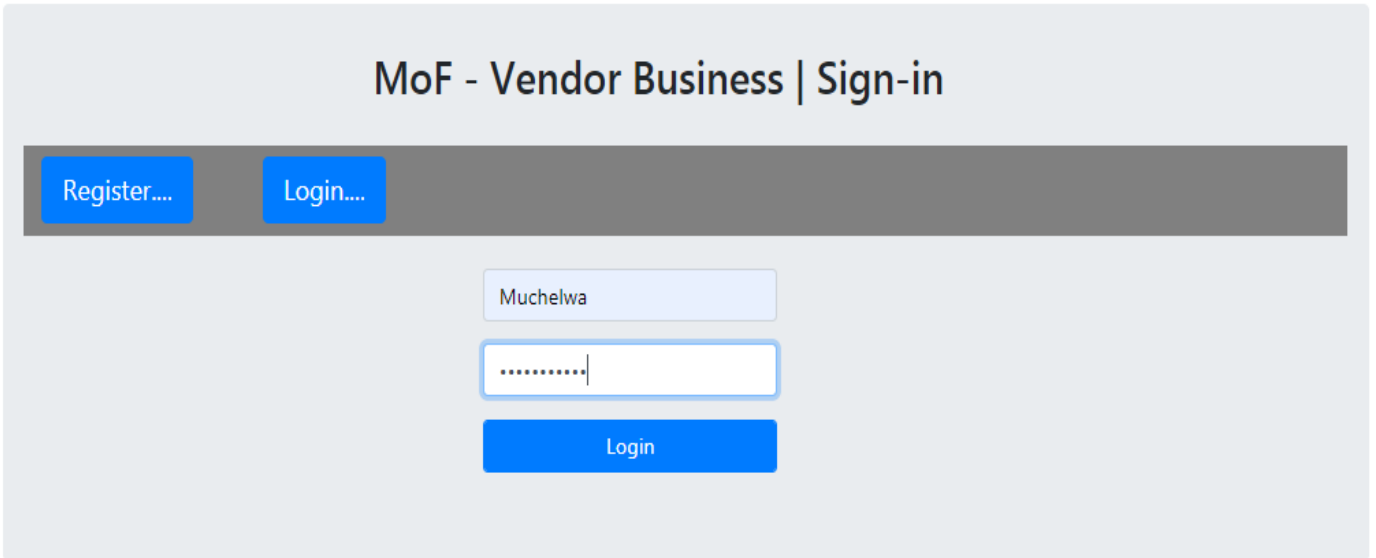
The image shows a web page titled "MoF - Vendor Business | Sign-in". At the top, there is a dark grey horizontal bar containing two blue buttons: "Register...." and "Login....". Below this bar, the page has a light grey background. In the center, there are three vertically stacked elements: a white input field with the placeholder text "Enter Username", another white input field with the placeholder text "Enter Password", and a solid blue button labeled "Login".

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Figure 2.0 Sign-in/Login page

The Sign-in/Login page allows already registered users to have access to the Ministry of Finance - vendor business portal for purposes of either querying the Db for information relating to informal domestic trading. It can also be used to register an informal domestic trade with the Ministry of Finance.

- Input username and password – see figure 2.1
- Click on login button



The image shows a web form titled "MoF - Vendor Business | Sign-in". At the top, there is a dark grey horizontal bar containing two blue buttons: "Register...." and "Login....". Below this bar, the form is centered on a light grey background. It consists of a light blue input field containing the text "Muchelwa", a white password input field with a blue border and a masked password ".....", and a blue "Login" button positioned below the password field.

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Figure 2.1 Signing/Logging in

- Once you click on the Login button, you will see the page below – figure 2.2 (if the credentials are correct)

Refresh

Logout

Ministry of Finance | Vendor Business

Enter Business Details

Query Business Details

Select Search Category ▼

Owner First Name

Owner Last Name

Business Name

Business Type

Assistant-First Name

Assistant-Last Name

Assistant ID

Assistant Phone

Business Location

Operating Hours:

From

Hrs

Min

To

Hrs

Min

Submit

Business Category Codes

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Figure 2.2 Successful Login

On this page an informal domestic trader can register their business by filling in the above form.

- Figure 2.3 shows response for incorrect password
- Figure 2.4 shows response for incorrect username

The image shows a web interface for 'MoF - Vendor Business | Sign-in'. At the top, there is a dark grey header bar containing two blue buttons: 'Register....' and 'Login....'. To the right of these buttons, the text 'Wrong Password' is displayed in yellow. Below the header, the main content area is light grey and contains a login form. The form consists of two white input fields: 'Enter Username' and 'Enter Password'. Below these fields is a blue 'Login' button.

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Figure 2.3 Unsuccessful Login due to wrong password

The image shows a web interface for 'MoF - Vendor Business | Sign-in'. At the top, there is a dark grey header bar containing two blue buttons: 'Register....' and 'Login....'. To the right of these buttons, the text 'Username does not exist' is displayed in yellow. Below the header, the main content area is light grey and contains a login form. The form consists of two white input fields: 'Enter Username' and 'Enter Password'. Below these fields is a blue 'Login' button.

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Figure 2.4 Username does not exist

- 3) Business Unit registration – Street Vending, Sale at regular and occasional markets e.g. Tuesday Market, and Homestead Stalls

- Input Business Category, Owner First name, Owner Last name, Business name, Business type, Assistant First name (optional), Assistant Last name (optional), Assistant ID, Assistant Phone no., Business location, and Operating Hours – see figure 3.0
- For Business Category, click Business Category Codes link

Refresh

Logout

Ministry of Finance | Vendor Business

Enter Business Details

Query Business Details

J	Michael	Moono	MM Web Solutions
ICT	Moses	Katwishi	MMW112
0977245001	Woodlands	Operating Hours:	From 08 00 To 17 00

Submit

Business Category Codes

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Figure 3.0 Registering a business on the vendor business portal

Refresh

Logout

Ministry of Finance | Vendor Business

Business Details Submitted

Enter Business Details

Query Business Details

Select Search Category ▼

Owner First Name

Owner Last Name

Business Name

Business Type

Assistant-First Name

Assistant-Last Name

Assistant ID

Assistant Phone

Business Location

Operating Hours:

From

Hrs

Min

To

Hrs

Min

Submit

Business Category Codes

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Figure 3.1 Successful Registration

Go Back Logout	
Ministry of Finance Vendor Business	
Business Category Codes	International Standard Industrial Classification
A. Agriculture, forestry and fishing B. Mining and quarrying C. Manufacturing D. Electricity, gas, steam and air conditioning supply E. Water supply; sewerage, waste management and remediation activities F. Construction G. Wholesale and retail trade; repair of motor vehicles and motorcycles H. Transportation and storage I. Accommodation and food service activities J. Information and communication K. Financial and insurance activities L. Real estate activities M. Professional, scientific and technical activities N. Administrative and support service activities O. Public administration and defence; compulsory social security P. Education Q. Human health and social work activities R. Arts, entertainment and recreation S. Other service activities T. Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use U. Activities of extraterritorial organizations and bodies	

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Figure 3.2 Business Category Codes-ISIC Rev.4

- 4) Querying Existing Businesses (Select Query Criteria) – See Figure 4.0. You can query and retrieve information from the database using any of the following criteria:
- Query All and click Query button
 - Business Category e.g. A and click Query button
 - Business Name e.g. Gampe and click Query button

- Business Type e.g. Agriculture and click Query button
- Owner first name e.g. Gabriel and click Query button, and
- Owner last name e.g. Kapumpe and click Query button – for all above queries, refer to Figure 4.1 for sample results

The screenshot displays a web interface for the Ministry of Finance | Vendor Business. At the top right, there are two green buttons: 'Refresh' and 'Logout'. Below these, the header 'Ministry of Finance | Vendor Business' is centered. A horizontal line separates the header from the main content area. On the left, the text 'Query Business Details' is displayed. On the right, there is a blue link 'Enter Business Details'. Below this, a form is enclosed in a green border. The form contains a dropdown menu labeled 'Select Search Category' with a downward arrow, a text input field, and a grey button labeled 'Query'. Below the form, there is a blue link 'Business Category Codes'.

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Figure 4.0 Querying Business Details from the Db

Business Details

Business Category	Owner First Name	Owner Last Name	Business Name	Business Type	Assistant First Name	Assistant Last Name	Assistant ID	Assistant Phone	Business Hours	Location	Date of Registration
D	Nathan	Moono	QuadP;ex	ICT	Oscar	Musonda	OC-4499	2147483647	08:30.Hrs to 17:30.Hrs	Northmead	March, 14 2019 16:14
R	Gabriel	Kapumpe	GAMPE	ICT	Nkhibby	Nkonjera	10	950004236	08:00.Hrs to 17:00.Hrs	Kamwala	March, 14 2019 17:14
L	Muchelwa	Moono	MuMine	Mining	Michelo	Sikabonga	11	965222100	07:30.Hrs to 18:00.Hrs	Chilenje	March, 14 2019 20:09
K	Henry	Kabwe	HK-Academy	Education	Moses	Okero	253	975866201	08:00.Hrs to 17:00.Hrs	Kabulonga	March, 16 2019 03:16
A	Augustine	Simukonde	Simukonde Farms	Agriculture	Vivian	Mulwe	1002	955632101	08:00.Hrs to 17:00.Hrs	Woodlands	March, 19 2019 10:58
A	Moffat	Banda	Banda & sons ltd	Agriculture	Joseph	Banda	BS102	978223104	08:00.Hrs to 17:00.Hrs	Chipata	March, 19 2019 11:01
J	Michael	Moono	MM Web Solutions	ICT	Moses	Katwishi	MMW112	977245001	08:00.Hrs to 17:00.Hrs	Woodlands	March, 23 2019 05:23
B	George	Iswamo	MM Web Solutions	ICT	Nathan	Moono	MMW112	965724245	08:00.Hrs to 17:00.Hrs	Woodlands	March, 23 2019 05:32
A	Nathan	Moono	MM Web Solutions	ICT	Nathan	Moono	MMW112	965724245	08:00.Hrs to 17:00.Hrs	Woodlands	March, 23 2019 05:32
A	Nathan	Moono	MM Web Solutions	ICT	Nathan	Moono	MMW112	965724245	08:00.Hrs to 17:00.Hrs	Woodlands	March, 23 2019 05:33

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Figure 4.1 Sample registered businesses

Querying the Db using owner last name: You can query information relating to part or the whole last name of the owner (see figure below).

Refresh
Logout

Ministry of Finance | Vendor Business

Query Business Details
Enter Business Details

Owner Last Name ▼

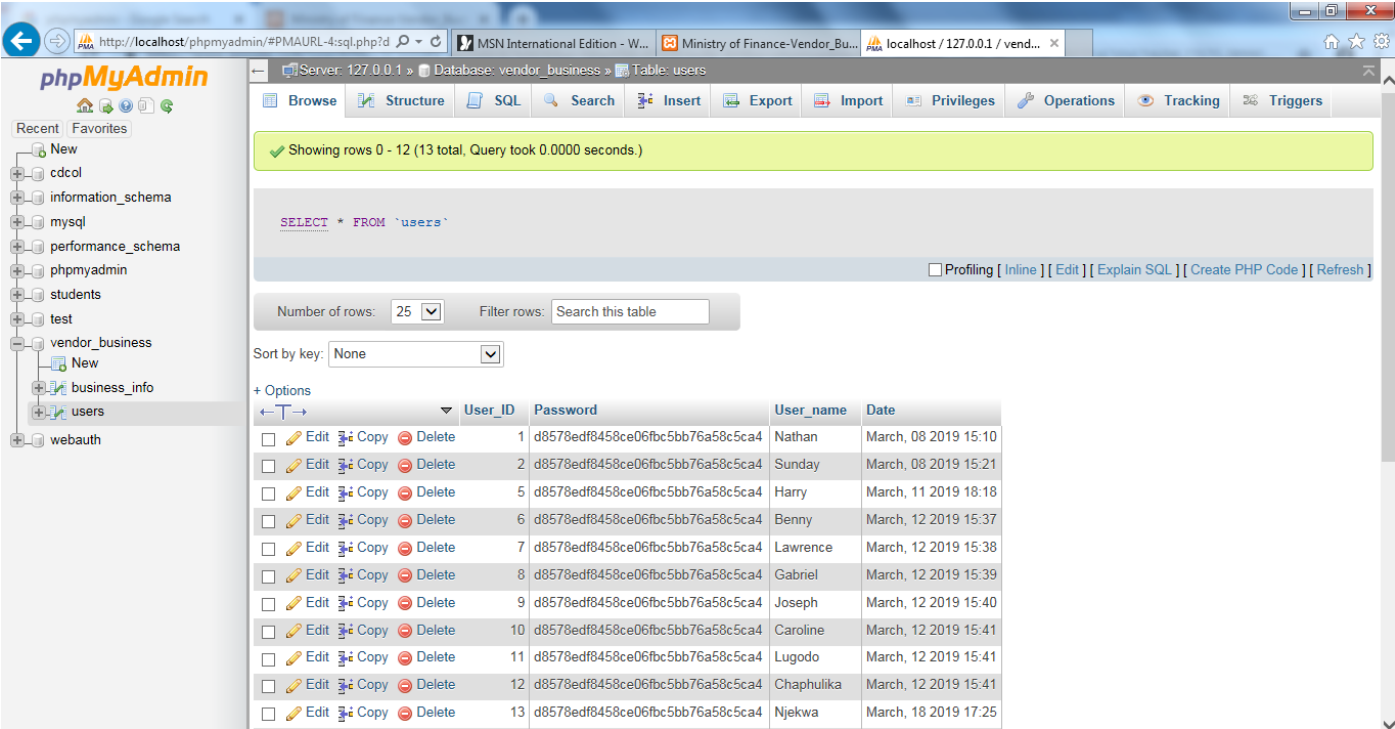
Mod

Query

Business Category Codes

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Figure 4.2 Querying using full/part of owner name



Showing rows 0 - 12 (13 total. Query took 0.0000 seconds.)

```
SELECT * FROM `users`
```

Number of rows: 25 Filter rows: Search this table

Sort by key: None

	User_ID	Password	User_name	Date
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	1	d8578edf8458ce06fbc5bb76a58c5ca4	Nathan	March, 08 2019 15:10
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	2	d8578edf8458ce06fbc5bb76a58c5ca4	Sunday	March, 08 2019 15:21
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	5	d8578edf8458ce06fbc5bb76a58c5ca4	Harry	March, 11 2019 18:18
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	6	d8578edf8458ce06fbc5bb76a58c5ca4	Benny	March, 12 2019 15:37
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	7	d8578edf8458ce06fbc5bb76a58c5ca4	Lawrence	March, 12 2019 15:38
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	8	d8578edf8458ce06fbc5bb76a58c5ca4	Gabriel	March, 12 2019 15:39
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	9	d8578edf8458ce06fbc5bb76a58c5ca4	Joseph	March, 12 2019 15:40
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	10	d8578edf8458ce06fbc5bb76a58c5ca4	Caroline	March, 12 2019 15:41
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	11	d8578edf8458ce06fbc5bb76a58c5ca4	Lugodo	March, 12 2019 15:41
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	12	d8578edf8458ce06fbc5bb76a58c5ca4	Chaphulika	March, 12 2019 15:41
<input type="checkbox"/> Edit <input type="button" value="Copy"/> <input type="button" value="Delete"/>	13	d8578edf8458ce06fbc5bb76a58c5ca4	Njekwa	March, 18 2019 17:25

Figure 3.4 Registered users