

Technical Documentation

1. Overview

1.1 Introduce

The project is proposed based on the actual needs of the company. The process of registration procedures are now done manually, take a lot of time and asynchronous. All the current application forms are stored manually, not conducive to the management, storage and security. So company need a solution to solve this problem to save time, improve management, information storage. With this project, the user can shorten the time to implement an application for leave to sign, reducing the risks encountered

1.2 Hardware Requirement

To display and use full of all the features of the site without fault occurred, the system requirements and software:

- OS : Windows 8, Window 7 or Windows XP.
- Software : Web browser: Chrome (Newest Version), Mozilla Firefox, Internet Explorer...
- Network : Connect network (or Wireless) in local network.

1.3 Site Address

Site address:

2. Manual

2.1 Main functions in website (Employee):

- Login
- Create New Account
- Change Password (Login Form)
- Change Password (Main Form)
- Account Management
- Edit Account
- Hardware Requirement
- Device Registration
- Sign

2.2 Main functions in website (Admin):

- Workflow management
- Sign management
- Site function management
- Query Account
- User group management.

2.2 Manual

* Log in:



The screenshot shows a login interface for Far Eastern Apparel. At the top, it says "Welcome to Far Eastern Apparel!". Below this is the company logo and name in both Vietnamese and English. A prompt asks the user to enter their ID and password. There are two input fields: "Employee ID" and "Password". The "Password" field has a "Change Password" link next to it. A "Login" button with a right arrow is positioned to the right of the password field. Below the login fields, there is a link for "Create account" for users who don't have an account yet. At the bottom, there are flags for the United Kingdom and Vietnam, and a copyright notice for 2014.

Employee ID: Your Employee ID (The ID when you registration). Only number was accepted.

Ex: 08567 (Employee ID)

Password: Your password. Password must contain no less than 6 characters.

Ex: fareasternvietnam

Click "Create account" to create an account and "Change Password" to change your password.

Note: If your password was expired, you must change the password before counting login.

* **Create New Account:** This function use to create an account in FEA ITS Website

Welcome to Far Eastern Apparel!

Sign Up

Enter your personal details below:

☐ Female ☐ Male

--Select a Department--

--Select a Position--

Enter your account details below:

☐ Delegate

NOTE! Select this option & enter delegated email address if u don't have email

⏪ Back

Create account ➔

2014 © Far Eastern Apparel.

Employee ID: Your ID (displayed in your card), Ex: 05789 (Employee ID)

Employee Name: Your name.

English Name: Your English name.

Password: Your password, must contain no less than 6 characters.

Address: Your address.

Sex: Your gender.

Department: Select your Department.

Position: Your position.

Email: Your Email, must be end with "@feavn.com.vn".

Ex: jason@feavn.com.vn

Phone: your number phone (ext), ex: 1283.

Start date: Selecting the exact date to start working.

After filling accurate and complete information, click "Create" button to create an account.

* **Change Password (Login Form):** The function allows you to change the account password. During use, the default password is only valid for 3 months and you are required to change their password to use. This is to ensure the security of the system.



Employee ID: your employee ID.

Current Password: your password.

New Password: New password, must contain no less than 6 characters.

Confirm Password: confirm your new password.

After filling accurate and complete information, click "Change Password" button to change your new password.

* **Account Management:** This functional management of personal information of the user, where the user can view personal information. Update information and password.

To access the Account Management function:

Click on your name in the corner on the home page after logging in.

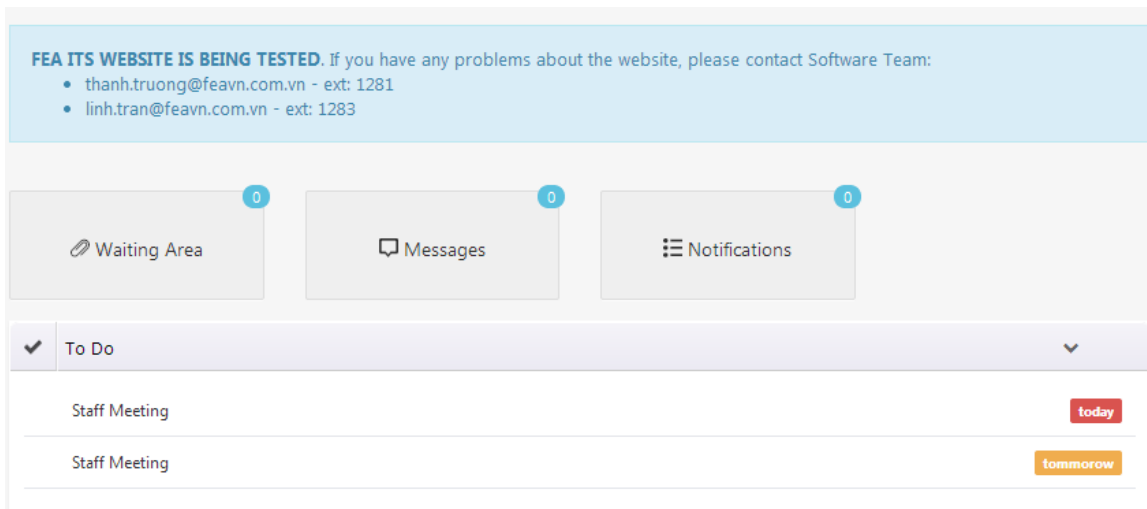


Account Management interface:

Overview	Edit Account	Change Password
Contact Information		
Employee ID	15036	
Employee Name	<input type="text"/>	
English Name	Jason Tran	
Gender:	Male	
General information		
Department	công nghệ thông tin IT	
Position	Administrator	
Email	linh.tran@feavn.com.vn	
Phone	1285	
Additional information		
Start Date	2014-06-05	
Expired Password Date	2014-09-20	

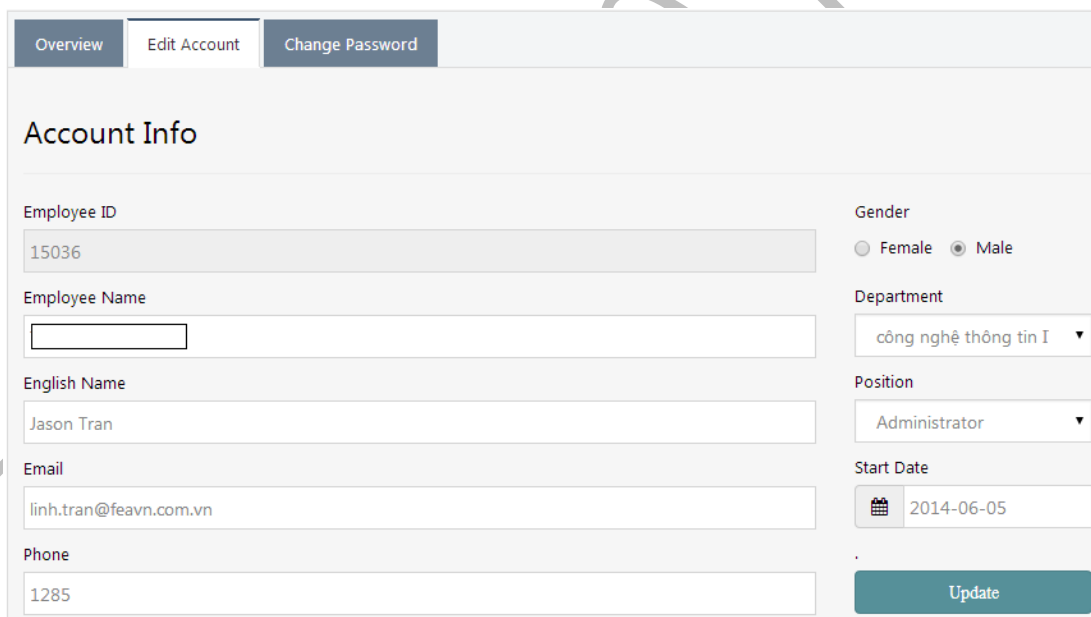
* Here you can view information detail. You can also edit your profile by clicking "Edit Account" tab and update your information.

Notifications Interface: when you have the document need to sign or message(s), they will be shown here:



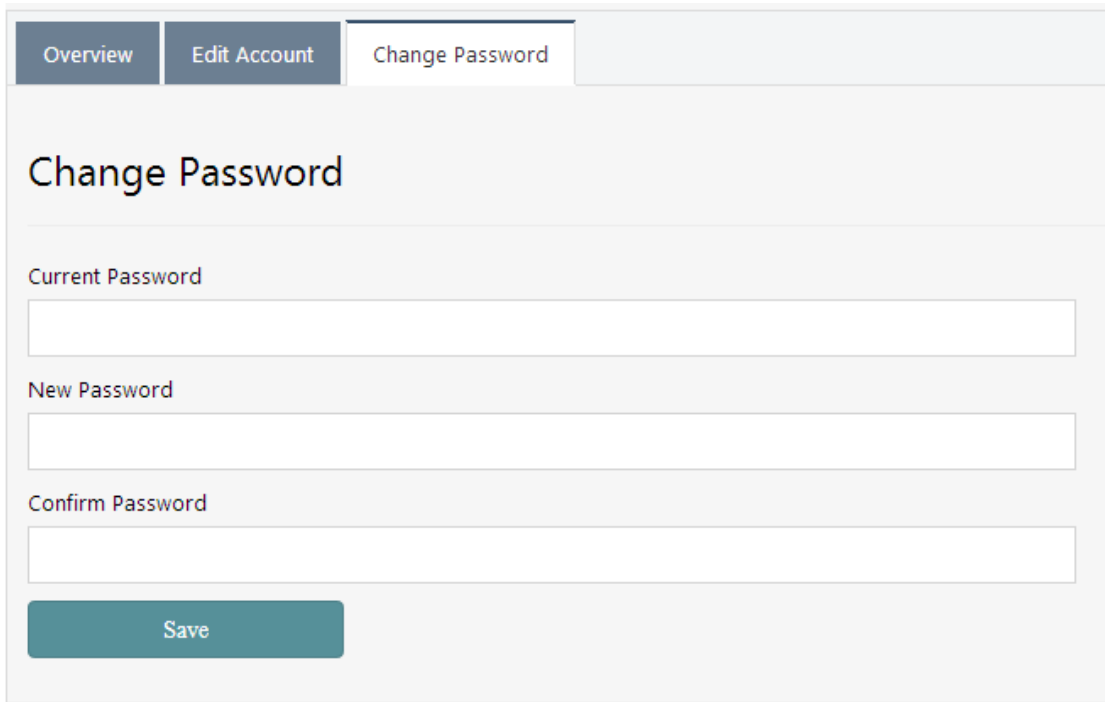
The screenshot shows a user interface for notifications. At the top, a light blue banner contains the text: "FEA ITS WEBSITE IS BEING TESTED. If you have any problems about the website, please contact Software Team:" followed by two bullet points: "• thanh.truong@feavn.com.vn - ext: 1281" and "• linh.tran@feavn.com.vn - ext: 1283". Below the banner, there are three grey rectangular buttons with icons and labels: "Waiting Area" (with a clock icon), "Messages" (with a speech bubble icon), and "Notifications" (with a list icon). Each button has a small blue circle with the number "0" in the top right corner. Below these buttons is a "To Do" section with a dropdown arrow. It lists two items: "Staff Meeting" with a red "today" tag, and another "Staff Meeting" with an orange "tomorrow" tag.

Edit Account: To update your information, click "Edit Account" tab. Fill accurate and complete information and click "Update" button to update your information.



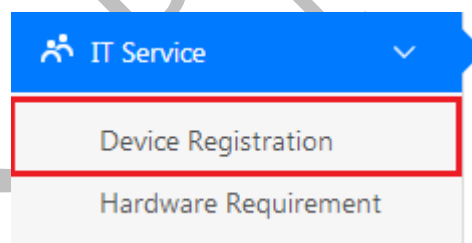
The screenshot shows the "Edit Account" form. At the top, there are three tabs: "Overview", "Edit Account" (which is active), and "Change Password". The form is titled "Account Info". It contains several input fields and dropdown menus. On the left side, there are fields for "Employee ID" (containing "15036"), "Employee Name" (empty), "English Name" (containing "Jason Tran"), "Email" (containing "linh.tran@feavn.com.vn"), and "Phone" (containing "1285"). On the right side, there are fields for "Gender" (with radio buttons for "Female" and "Male", where "Male" is selected), "Department" (a dropdown menu showing "công nghệ thông tin I"), "Position" (a dropdown menu showing "Administrator"), and "Start Date" (a date picker showing "2014-06-05"). At the bottom right, there is a blue "Update" button.

Change Password (Main Form): Click “Change Password” tab to change your password.



The image shows a web form titled "Change Password". At the top, there are three tabs: "Overview", "Edit Account", and "Change Password", with the latter being the active tab. Below the tabs, the form has three input fields labeled "Current Password", "New Password", and "Confirm Password". At the bottom of the form is a teal "Save" button.

Device Registration: Registration function allows the device requires the use of IT communication. To use the function, click **Device Registration** menu on the menu.



Reason is required!
Approver is required!

Base information

Document Code: Employee ID: Employee Name:

Department: Create date: Last Update Date:

Reason:

Description:

Detail information

Item Type: Detail: Description:

#	Item Type	Detail	Description
Delete	Mạng điện tử	Không giới hạn	

Sequence

Next Approver:

Comment:

Document Code	Sender	Approver	Comment	Check date	Status
No data to display					

The System will automatically get your information.

Base Information:

Employee ID: Your employee ID.

Employee Name: Your name.

Department: Your department.

Position: Your position.

Phone: Your phone.

Star Date: Date to start working.

Reason to use: Requite.

Description: Requite.

Detail Information:

Content Requirements:

- + Item type: Select requirements to use.
- + Detail: Content of item.
- + Description:

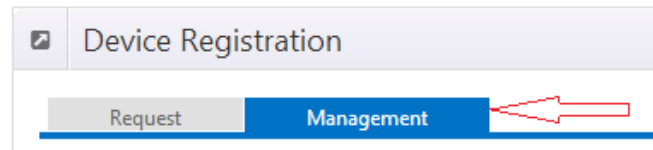
After filling accurate and complete information, click button.

Sequence:

Next Approve: Select next approver.

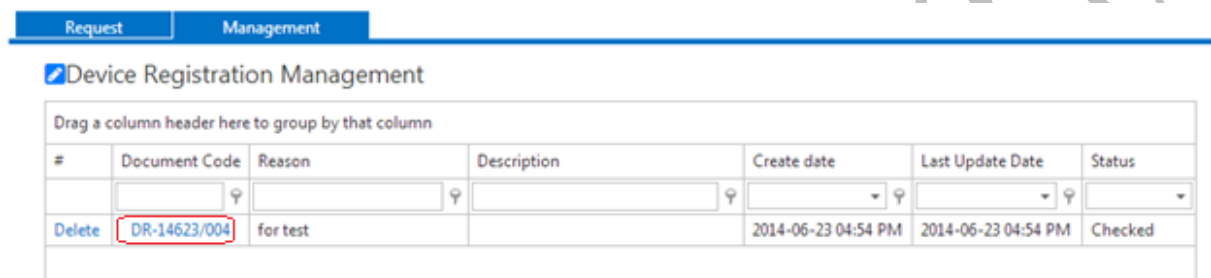
If you want to send document to approver, please click "Save and Send" button, in another cases, please click "Save Draft" if you want to update or delete this document.

Edit Device REG: this function allow user editing the information of Device Registration. To use, Click menu Edit Device REG.



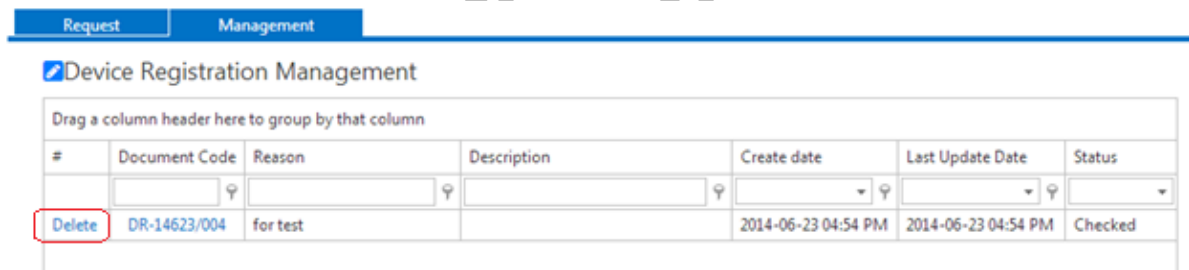
Your requirements: if you want to edit a Document, select a row that you want to update.

Note: The only document that has status as "Draft" or "Returned" can be edited



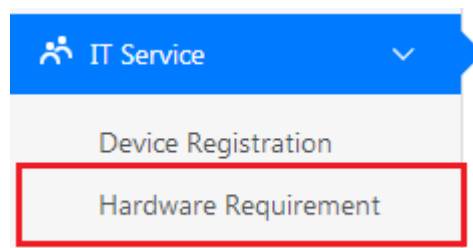
Delete Device REG: select a row that you want to delete

Note: The only document that has status as "Draft" or "Returned" can be deleted



*** Device Hardware Requirement:**

This function allow user registration to buy IT Hardware:



☒ Base information

Document Code:

Employee ID:

Employee Name:

Department:

Create date:

Currency:

Reason:

Urgent:
☐ Chấp nhận ☒ Từ chối

Estimated Amount:

Description:

☒ Detail information

Item Type:

Specs:

Delivery Date:

Unit:

Quantity:

Price:

Description:

#	Item Type	Specs	Unit	Quantity	Price	Amount	Delivery Date	Description
No data to display								

☒ Sequence

Next Approver

The System will automatically get your information.

Base Information:

Employee ID: Your employee ID.

Employee Name: Your name.

Department: Your department.

Create Date: Date to start working.

Reason to use: Requite.

Description: Requite.

Urgent: Yes or No.

Currency: currency of the document.

Estimated Amount: total amount.

Detail Information:

Content of Order:

- + Item type: select item to use.
- + Specs: specs of item.
- + Delivery date:
- + Unit: of Item
- + Quantity: quantity
- + Price: price of item

Note: All fields must be enter the value

After filling accurate and complete information, click button.

Sequence:

Next Approve: Select next approver.

If you want to send document to approver, please click "Save and Send" button, in another cases, please click "Save Draft" if you want to update or delete this document.

* **Edit Hardware Requirement:** this function allow user editing the information of Hardware Requirement. To use, Click Management menu.

Request

Management


Save Draff

Save And Send

Your requirements: if you want to edit a Document, select a row that you want to update.

Note: The only document that has status as "Draft" or "Returned" can be edited

Request
Management

 **Hardware Requirement Management**


Drag a column header here to group by that column

#	Document Code	Reason	Create date	Currency	Estiamted Amount	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Delete	PR1406269003	456	2014-06-26 05:30 PM	台幣 TWD	0.00	Draff

* **Delete Hardware Requirement:** select a row that you want to delete

Note: The only document that has status as "Draft" or "Returned" can be deleted

Request
Management

 **Hardware Requirement Management**

Drag a column header here to group by that column

#	Document Code	Reason	Create date	Currency	Estiamted Amount	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Delete	PR1406269003	456	2014-06-26 05:30 PM	台幣 TWD	0.00	Draff

* Sign: Select "Waiting Area" on menu



List approves the application should be listed, select a row that you want to sign

Refresh							
#	Document Code	Document Name	Sender	Approver	Creator	Create date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select	DR-14623/002	DEVICEREGISTRATION	Trương Công Thành	Trần Ngọc Duy Linh	Trần Ngọc Duy Linh	2014-06-23 01:22 PM	Waiting - Đợi duyệt

Approves page appear:

Sign		Reject	
Base information			
Document Code:	Employee ID:	Employee Name:	
DR-14623/002	15036	Trần Ngọc Duy Linh	
Department:	Create date:	Last Update Date:	
công nghệ thông tin IT	2014-06-23 01:22 PM	2014-06-23 01:22 PM	
Reason:			
test			
Description:			
for test			
Detail information			
#	Item Type	Detail	Description
Delete	Mạng điện tử	Không giới hạn	hehe
Sequence			
Next Approver:			
Comment:			

Click "Sign" if you want to sign:

Note: must be enter the Next Approver.

Click "Reject" if something makes you unhappy and this document will be return to creator.