USER MANUAL for SOFTWARE DEVELOPMENT PROJECT

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**REVISION SHEET**

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| --- | --- | --- |
| **Release No.** | **Date** | **Revision Description** |
| Rev. 2 | 5/02/19 | User’s Manual Template and Checklist |
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# GENERAL INFORMATION

## System Overview

The scope of this project is mainly help with the users with web application while they are doing the maintenance of buildings. User needs this application to follow the forms and control probable issues with the buildings easily. Basically, Technician will check the buildings and keep a record, Manager and Administrator will be able to view and edit those records. Also, whenever needed the Administrator will be able to create a new type of the form. All the information related users, buildings and forms will be submitted in the database and whenever user wants to retrieve data all the information can be reached over database with making a selection through the website. Each functionality defined based on user status.

## Project References

SRS Document and Software Design Document used as a reference to create Software Design User’s Manual document in addition to the database and the web application.

## Authorized Use Permission

All the rights to use the system and data belongs to the Administrator of the application and employees authorized by Administrator to reach the system and use the system.

## Points of Contact

### Information

The following is the list of contact in the case there is any bug encountered in the application:

Gonul Kilic: [Gonul.Kilic001@umb.edu](mailto:Gonul.Kilic001@umb.edu)

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### Coordination

Technicians and Managers are be able to use the system if and only if the Administrator created the users in the system.

Every user has one of the three levels of privilege to do tasks. Technician can only submit a form. Manager can edit the form submitted by technician and add new Technician. Administrator can create a new type of the form and add new user.

# SYSTEM SUMMARY

## System Configuration



## Data Flows



## 

## User Access Level

**Administrator:** An administer can control all functionalities and the DB directly. The functionalities are as follows:

* Login to the system.
* Define a new user (technician and manager).
* Update user information
* Define a new form type.
* Update the form structure.
* Define a new building.
* Update the building information.
* Fill the form.
* Update an existing form.
* Delete the existing form.
* Retrieve the data from database.
* Access directly to database and server.
* Search for the specific building and retrieve that buildings information from the database.

**Manager:** The manager is in charge of the maintenance of the buildings and checking the forms. The functionalities those Manager can do are as below;

* Login to the system.
* Define a new user (just a technician).
* Update an existing form.
* Retrieve the data from the database.

**Technician:** The technician is responsible for the maintenance of the building and keeps a record for each building that the Manager needs to follow up. The functionalities of a technician are as follows:

* Login to the system.
* Fill the form for the building assigned to the each user.
* Retrieve the data from the database.

## Contingencies and Alternate Modes of Operations

Each form will be recorded with the name of the users and its value within the time. So that, if there are any changes about the values of the form can be followed with comparison of each records easily.

# GETTING STARTED

## Login

* User should have username and password for login to the system.
* Manager and technician can be able to login to the system if only if the Administrator defines the users into the database.
* After entering username and password user should click on Submit button to login to the system.
* For all users login screen will be shown as below:

**A screenshot of a cell phone

Description automatically generated**

## System Menu

### System Menu for Administrator

The home page for Administrator is shown below:

A black and silver text on a screen

Description automatically generated

* Home: This link will direct the user to the main page, which is the above screen.
* Form: This link will direct user to the Form List page.
* Employee: This link will direct user to the Employee List page.
* Logout: This link will help with user to logout from the system.
* Building Search: This feature will help with user to search for the selected building.
* Building Table: Table shows list of the building with Select and Delete options.

### System Menu for Manager

The home page for Manager is shown below:

A flat screen television

Description automatically generated

* Home: This link will direct user to the main page shown above screen.
* Logout: This link will help with user to logout from the system.
* Building Table: Table shows list of the building with Select option.
* Building Search: This feature will help with user to search for the selected building.

### System Menu for Technician

The home page for Technician is shown below:

A screenshot of a flat screen television

Description automatically generated

* Home: This link will direct user to the main page shown in the above screen.
* Logout: This link will help with user to logout from the system.
* Building Table: Table shows list of the building with Select option.
* Building Search: This feature will help with user to search for the selected building.

## Changing User Id and Password

If there is any case that user needs new username or password Administrator should change delete last employee record related to the user and define user to the system again with the steps defined in the section 4.3 Define Users to the System.

## Exit System

Every user can logout anytime by clicking on the Logout button placed on the upper right corner of the screen.

# USING the SYSTEM

## Add Building

Administrator can add new building to the database with clicking on Add Building button.

A black and silver text on a screen

Description automatically generated

The screen will be as shown in next page after a user clicked on Add Building button. User should type user name and Manager and Technician name of the building before click on Create Building button.

A screenshot of a cell phone

Description automatically generated

User will see a below notification after click on Create Building button:

A screenshot of a cell phone

Description automatically generated

Added building will be seen on the Building List table which user can reach from the Home page:

A black and silver text on a screen

Description automatically generated

* 1. **Delete Building**

Administrator can delete the building from database with clicking on Delete button from the Building Table.

A black and silver text on a screen

Description automatically generated

## Add User to the Building

### Add User for Administrator

Administrator can add new user to the database with clicking on Add User button.

A close up of a screen

Description automatically generated

User will see the below screen after click on Add User button. User should type Manager and Technician ID of the building to add this user into that building:

A picture containing monitor

Description automatically generated

A close up of a screen

Description automatically generated

User will see Success notification after clicked on Add User button:

A picture containing monitor

Description automatically generated

New user will be added on the user table as below:

A close up of a screen

Description automatically generated

### Add User for Manager

Manager can add new user to the database with clicking on Add User button.

**A close up of a screen

Description automatically generated**

User should type Manager and Technician ID of the building to add this user into that building:

A screenshot of a computer screen

Description automatically generated

A picture containing monitor

Description automatically generated

The user will be notified after adding the Technician into the Building:

A screenshot of a computer screen

Description automatically generated

New record will be added on the user list table as below:

**A black sign with white text

Description automatically generated**

### 

### Add User for Technician

Technician doesn’t have an authorization to add a new user.

## Define a New User to the Website

Administrator is the only user who can define a new user in the system. Administrator clicks on Employee button from the home page.

A screen shot of a computer

Description automatically generated

After this Administrator should click on Add New User button from the list of user page.

A screenshot of a cell phone screen with text

Description automatically generated

Then Administrator should type the username, password with confirming password, first Name, Last Name, Email, Phone Number information. Also Administrator should choose a user title from the option list.

A screenshot of a cell phone

Description automatically generated

A screenshot of a cell phone

Description automatically generated

After user clicked on Add User button website will notify about the succession:

A screenshot of a cell phone

Description automatically generated

We can see the new user from the User List:

A screen shot of a monitor

Description automatically generated

## 

## Delete User

Administrator is the only one who has an access to delete user from the system database:

A screenshot of a video game

Description automatically generated

A screenshot of a cell phone

Description automatically generated

A screen shot of a smart phone

Description automatically generated

## Add Form

Administrator first should choose a Building to add a new form type into the selected building:

A black and silver text on a screen

Description automatically generated

Administrator should click on Form Actions button:

A close up of a black screen with text

Description automatically generated

Administrator should click on New Form button:

A black sign with white text

Description automatically generated

Administrator should type form name and submit button is shown below:

A screen shot of a computer

Description automatically generated

User is notified as shown below:

A screenshot of a cell phone

Description automatically generated

Administrator should click on Add Question button to add a new question on the form:

A black sign with white text

Description automatically generated

Administrator will see a list of question page and should click on Add Question button to add a new question on the form:

A black sign with white text

Description automatically generated

Administrator should type the Question and make a selection of Option:

A screen shot of a social media post

Description automatically generated

If user chose Plain Text the new question with the plain text will be added on the Question List table:

A screenshot of a cell phone

Description automatically generated

A black sign with white text

Description automatically generated

A black sign with white text

Description automatically generated

User can see options with clicking on View Options button:

A black sign with white text

Description automatically generatedUser can be able to delete any defined option by clicking on Delete Option button:

A black sign with white text

Description automatically generated

A screenshot of a cell phone

Description automatically generated

A black sign with white text

Description automatically generated

User adds a Question with Radio button by selecting the Radio Button option. After creating a question user should add radio buttons as much as he/she wants to add. User can finish adding with click on End Adding button. Steps are shown as below:

A screen shot of a person

Description automatically generated

A screenshot of a cell phone

Description automatically generated

A screen shot of a person

Description automatically generated

User can View Option if he/she click on View Options button:

A black sign with white text

Description automatically generated

User can delete an option with clicking on Delete Option button:

A black sign with white text on screen

Description automatically generated

A black sign with white text

Description automatically generated

User can Add Question with Check Box button with selection Check Box Button option. After creating a question user should add radio buttons as much as he/she wants to add. User can finish adding with click on End Adding button. Steps are shown as below:

A picture containing road, monitor

Description automatically generated

A picture containing monitor

Description automatically generated

A black sign with white text

Description automatically generated

User can delete an option by clicking on Delete Option button:

A black sign with white text

Description automatically generated

A screenshot of a cell phone

Description automatically generated

A black sign with white text

Description automatically generated

## Delete Form

Administrator can delete form from the table. First user should list the forms with clicking on Form link from home page:

A black and silver text on a screen

Description automatically generated

The list of Form page will be as follow:

A black sign with white text on screen

Description automatically generated

User can delete the Form by clicking on Delete Form button:

A black sign with white text on screen

Description automatically generated

## Fill the Form

All users can fill the all types of from through website. Once the user fill the form the new record will be created in the record table of database. Technician is able to fill the forms that are assigned to him/her.

### Fill the Form for Administrator

First Administrator should select a building to see the related forms for that building:

A black and silver text on a screen

Description automatically generated

Then Administrator should click on Choose Form button:

A screen shot of a monitor

Description automatically generated

User can preview the form by click on Preview button:

A screenshot of a cell phone

Description automatically generated

A screen shot of a smart phone

Description automatically generated

User can choose and click on Submit Question button:

A screen shot of a social media post

Description automatically generated

After clicking on Submit Question button the result list will be shown as below:

A picture containing monitor

Description automatically generated

When the user clicked on View Submitted Forms button, user will see below Result page:

A screenshot of a cell phone

Description automatically generated

### 

### Fill the Form for Manager

Manager should select building.

A black and silver text on a screen

Description automatically generated

A close up of a screen

Description automatically generated

Manager should click on SELECT button to fill the form. After fill the form Manager should click on Submit Question button. Then website will redirect user to the submitted form list.

A black sign with white text

Description automatically generatedA screen shot of a social media post

Description automatically generatedA black sign with white text on screen

Description automatically generated

* + 1. **Fill the Form for Technician**

Technician should select the building:

A screen shot of a monitor

Description automatically generated

Technician should choose a form:

A black sign with white text on screen

Description automatically generated

Technician should click on Submit Form button from the form List page:

A screenshot of a video game

Description automatically generated

Technician should make a choice and click on Submit Question button:

A picture containing black, monitor, road

Description automatically generated

After submitting a form the result page will appear with the id of the user who edited the submitted form.

Technician can View the form if he/she click on View Submitted Form button:

A screenshot of a cell phone

Description automatically generated

A black sign with white text

Description automatically generated

## 

## Edit the Form

### Edit Form for Administrator

User should click on Choose Form button:

A black sign with white text on screen

Description automatically generated

User should click on Preview button to see question:

A black sign with white text on screen

Description automatically generated

User can fill the form and submit question as shown below:

A picture containing black, monitor, road

Description automatically generated

User can click on View Submitted Form button and can see all the answers which has been submitted so far for that particular form:

A black sign with white text on screen

Description automatically generated

A screenshot of a computer screen

Description automatically generated

### Edit form Information for Manager

Edit Form feature for the Manager will be the same as explained under the Fill the Form for Manager section in this user manual.

### Edit Form Information for Technician

Edit Form feature for Technician will be the same as explained under the Fill the Form for Technician section in this user manual.