

Highlander Industries Tracker Application Manual

Employee & Contract Tracker Manual

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1.0 GENERAL INFORMATION

This software's purpose is to track and document employee data and contract data of Highlander Contracting LLC [™]. This Database software will define employee details and work specifications.

1.1 SYSTEM OVERVIEW

Highlander Industries Tracker Application allows the collection of information from employees and company contracts. The application provides a web version of form used in collecting information. This application saves data collected to a database. Its operational status is under development. The Highlander Industries Tracker Application operates on a cross platform-based availability, on mobile and regular windows operating systems.

1.2 ACCEPTABLE USE – COMPUTERS AND APPLICATION

- Internet Access is needed for Application Use. Usage of Application is directly limited to official company business use.
- In addition to access from staff queries and contract management. The Company Database may be used for research and data collection purposes.
- If any user has any question with what constitutes as acceptable, they should check with their supervisor for additional guidance. Management or supervisory personnel shall consult with the Information Management Services Manager for further assistance.
- Employee search will be displayed in a table of Trademark ID Manual information, allocated within the company Database.

1.3 INAPPROPRIATE USE - COMPUTERS AND APPLICATION

- Software access and application may not be of illegal usage. Examples of this are: Data fraud, Misinformation, giving another user a program intended to damage the system, and otherwise any other unlawful materials
- Use of company database and software or any other data management system shall be used for the conduct
- All database information shall not be accessed for private, recreational, or any non-company policy.
- User shall not attempt to circumvent or subvert authority and access to admin and manager accounts.
- Company users shall not make use of illegal program copies and modification.

2.0 MANUAL ORGANIZATION

This User Manual consists of an extension and an added five different sections. General Information, System Summary, Getting Started, Definitions, System Use, Assumptions & Dependencies, Product Functions and Reporting, Constraints.

General Information section explains in general terms the system and the purpose for what it is intended.

System Summary section provides an overview of the system function. The summary outlines the uses of the systems' hardware and software requirements, system configuration, user access levels and systems behavior in case of any system malfunctions.

Getting Started section will explain how the application will work and its functions. User hierarchy will be implied, explaining all user views.

Definitions section will define key definitions regarding the user manual and application use.

System Use Features section determines all users and their capabilities regarding application and view modifications.

Assumptions & Dependencies section outlines user needs and dependencies to run application.

User Characteristics section allows the description of all capabilities within each user case. (User, Admin, Manager) This will also describe functionality.

Constraints section analyzes application constraints and database limits (local).

2.1 GETTING STARTED

The software that is created will be an employee and contract management system for the administrative department, management department, and regular user of the company. There are three users in our system. The admin, manager and user are assigned separate capabilities that will essentially work together to meet a common end goal. Admins in this case can create, delete, edit, view, and offer various contracts, as well as check on users. These processes help to ensure students are doing well and that the necessary contracts are being offered. Managers can edit, view, and remove contracts from their specific type. Our system's design will solidify that whatever action that needs to be done during the contract registration process will be done correctly and with a quick turnaround time.

2.1.1 DEFINITIONS

Abbreviation	Definition
SRS	Software Requirements Specification
HTML	Hypertext Markup Language
SQL Database	Structured Query Language – Database tables which store specific sets of structured data
ID	Identity Document

2.2 SYSTEM USE FEATURES

ADMIN

- Login / Logout of the system
- Access Admin System Management
- Create User Account (Required: First Name, Last Name, Password, Re-Enter Password, Username, Phone Number, and User Type (Manager, Member))
- To create an Admin Account, database must be modified
- Access Manager View (Add New Contract, Contract Update, Contract Delete, Paid List, and Unpaid List)
- To Add Contract (Order ID is automatically made), (Contact, Type, Price, Payment needs to be specified)
- Contract Update access will be available as admin
- Contract Delete to remove unwanted contracts
- Paid list to display all contract paid lists
- Unpaid list to display all contract unpaid lists
- Access View Contracts View (Access given to admin to view all contracts and modify all its contents)
- Access User List View displays all users in the system, available for modification.
- Admin will not have access to user passwords stored in database

MANAGER

- Login / Logout of the system
- Access Manager System Management
- To create a Manager Account, database must be modified
- Access Manager View (Add New Contract, Contract Update, Contract Delete, Paid List, and Unpaid List)
- To Add Contract (Order ID is automatically made), (Contact, Type, Price, Payment needs to be specified)
- Contract Update access will be available as manager
- Contract Delete to remove unwanted contracts
- Paid list to display all contract paid lists
- Unpaid list to display all contract unpaid lists
- All manager views will have an option to export data as a pdf list for ease of access.

USER

- Login / Logout of the system
- Access User Management
- Has a contracts view lookup (contracts of that specific user)
- Has Contract Lookup, and contract type
- Can fill up contract details (ID, Contract, Type, Material Source, Price, Crew Amount, and Annual Crew Quantity)
- User can add made contract to cart and checkout.

2.3 ASSUMPTIONS & DEPENDENCIES

It is assumed that the login and user data from the current software will be made available during the closing of phase two veering towards project completion. Test data will be used until data is given and passed, along with the presentation and project report. It is assumed that the user is familiar with an internet browsers' interface, and the ability to access the web. Since the application requires the user to access a browser, there is a need for computer knowledge regarding operating a keyboard & mouse or a phone/tablet interface. It is assumed that the user will have an internet connection.

2.4 USER CHARACTERISTICS

- The regular user should be able to view and sign up for contracts if they meet and input proper contract requirements.
- The admin should be able to edit contracts, view contract status (paid or not paid), use contract status to delete, view the list of currently ongoing contracts, offer contracts at regular and custom intervals, manually add users to database, check a contract's status, determine material status, create a user (manager or regular), and delete/modify contracts and members.
- The manager should be able to edit their contracts, view the list of users for that contract, and lastly determine contract details and constraints.

2.4.1 CONSTRAINTS

Each user class has limited actions and operations they can exercise depending on role.

Must be mindful of product data load limitations due to system local services.

Software system strain cannot exceed Database and server hardware performance threshold.

Any webpages associated with the program mean security must be constantly considered to avoid security incidents.

Program service dependent on local service availability (until given proper database structure and server).

Database repository size limitations can split but will stall speed.