<u>USER MANUAL</u>

Manual for User

SIGNING IN

Step 1: Select Sign In

Step 2: Enter e-mail and password

NOTE: You can select the 'Remember Me' check button field so that the application remembers you next time.

Step 3: Select the Sign In button

NOTE: If credentials are entered in correctly, a confirmation message should appear displaying your sign in details.

If you are the administrator, you must select 'Sign in as Administrator' or your credentials will not be recognised.

If you have not received login credentials, please ask the administrator to add you.

SIGNING OUT

Step 1: Select the Sign Out which appears on the top right of every page

NOTE: The application will timeout if left unattended. Any changes not submitted on forms will not be saved.

PROJECTS

SEE ALL PROJECTS

Step 1: Select 'Projects'

A list of all projects should appear

Step 2: To view desired project, select 'Show' beside the project you want to view. This will take you to the project page

Step 3: To view the Project Details, Summary, Analyses and Equipment for a project, select the respective tab

CREATE A NEW PROJECT

Step 1: Select 'Projects'

A new screen appears displaying a list of ongoing projects

Below the list of project is the New project link

Step 2: Click on New project

Step 3: Enter in details of project on the following fields: Name, Client, Location, Email and Description

Step 4: Select the project deadline using the drop down menu

Step 5: Select Create Project

NOTE: A confirmation message should appear with project name and Project details.

EDIT PROJECT DETAILS

Step 1: Select 'Projects'

Step 2: Select Edit beside required project

Step 3: Make desired changes to the project details such as Name, Location etc

Step 4: Select Update Project to save with new details

NOTE: A confirmation message should appear with the new project details

DELETE A PROJECT

Step 1: Select Projects

Step 2: Select Destroy beside project you want to delete

NOTE: A pop-up box appears for verification

Step 3: To delete, select OK, otherwise select Cancel

IMPORTANT: When a project has been deleted, it cannot be recovered.

ADDING ANALYSES TO A PROJECT

Step 1: Select Projects

Step 2: Select Show

Step 3: Select Analyses tab

NOTE: Look for the drop-down menu for Analysis

Step 4: Select Analysis on the drop-down menu

Step 5: Select Update Project

NOTE: A confirmation message appears that the project has been successfully updated

ADDING A TEST TO A PROJECT

Step 1: Select Projects

Step 2: Select Show beside required project

Step 3: Select the Analyses tab

NOTE: A list of analyses and their respective tests should appear. If there are no analyses, select one before continuing.

NOTE: Look for the analysis you would like to add a test to

Step 4: Select Add Test under the required analysis

NOTE: A drop down menu appears

Step 5: Select required test from the list in the drop down menu

Step 6: Select Update Project

REMOVING A TEST

Step 1: Go to Analyses Tab

Step 2: Locate Test.

Step 3: Select 'Delete' next to the test.

NOTE: Deleting a Test will not delete associated procedures.

REMOVING AN ANALYSIS

Step 1: Go to Analyses Tab
Step 2: Locate Analysis.
Step 3: Select 'Delete' next to the analysis.
NOTE: Deleting a Test will not delete associated tests or procedures.

ADDING A COMMENT TO A PROJECT

Step 1: Select Projects
Step 2: Select Show
Step 3: Select 'Project Details'
Step 4: Fill in the subject and comment field as required
Step 5: Select Create Comment

DESTROYING A COMMENT

Step 1: Select Projects
Step 2: Select Show
Step 3: Select 'Project Details'
Step 3: Select Destroy Comment
NOTE: A pop-up box appears for verification
Step 4: To go ahead with deleting select OK, otherwise select Cancel

ADDING A PROCEDURE

A Procedure is not added until equipment for that procedure have been added. A procedure is automatically added if equipment for that procedure have been added.

ADDING EQUIPMENT TO BASKET

Step 1: Select 'Analyses' Tab
Step 2: Select the test you wish to add equipment for
Step 3: Select a procedure
Step 4: For each of the Ingredients, a list of suitable products will appear. For each of them, you are required to choose a product by clicking on the bullet on the right of the product listing and input the quantity of that product you wish to add.
Step 5: Select 'Update Equipment' at the bottom of the page.
NOTE: You will be redirected to the 'Equipment' tab

EDITING EQUIPMENT TO BASKET

Step 1: Browse to the 'Equipment' tab
Step 2: Find the equipment you wish to edit
Step 3: Select the procedure the equipment belongs to. You will be sent to the 'select equipment' page for that procedure.
Step 4: Make any changes you wish to.
Step 5: Select 'Update Equipment' at the bottom of the page.

NOTE: You will be redirected to the 'Equipment' tab

REMOVING EQUIPMENT FROM BASKET

Step 1: Browse to the 'Equipment' tab

Step 2: Find the equipment you wish to remove

Step 3: Select 'Remove'

NOTE: Equipment can also be removed by selecting the 'remove from basket' checkbox on the 'Select Equipment' page.

NOTE: When you have removed an item from the basket, if you browse to the procedure's 'Select Equipment' page, a red bar will indicate which ingredients have been removed from the basket.

Manual for Administrator

An administrator has the same capabilities as a user, but they also have access to add analyses, tests, procedures and equipment.

LOGGING IN

Step 1: Select 'Sign In as Administrator'

Step 2: Fill in Email and Password details in the respective fields

Step 3: Select 'Sign In'

NOTE: if details have been input correctly, a screen appears informing the user that sign in has been successful displaying the credentials of the user.

USERS

A user's login credentials are created here. Note that a user cannot change their own login details or change their password. The first admin has been added by the developer. We recommend that most users should be created as 'users' rather than 'admins'.

ADDING A USER

NOTE: User needs to be logged in to carry out following tasks

Step 1: Select Administration

Step 2: Select 'Users' on the left had side

Step 3: Select 'Add New'

Step 4: Fill in the following text fields; Email, Password and Password Confirmation

Step 5: Select Save

NOTE: If you desire to add more Users, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'

VIEWING A USER

Step 1: Select Administration

Step 2: Select Users on the Navigation bar by the left of the new screen.

Step 3: Click on the 'i' sign to show details of the User you want to see.

EDITING USERS

Step 1: Select Administration

Step 2: Select Users on the Navigation bar by the left of the new screen

Step 3: Click on the 'pencil sign' by the User you need to edit

Step 4: Make required changes on the fields.

Step 5: Select 'Save'

NOTE: If you desire to add more Users, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'

DELETE A USER

Step 1: Select Administration

Step 2: Select Users

The list of all users should appear

Step 3: Select the 'X' image beside the required user

A prompt appears asking for confirmation to delete user

Step 4: To go ahead with deleting user, select 'Yes I'm sure', otherwise select 'Cancel'

NOTE: The initial page reappears with updated list of users and message informing you that a user has been deleted.

ADD A NEW ADMINISTRATOR

Step 1: Select Administration

Step 2: Select 'Admins'

Step 3: Select Add New

Step 4: Fill in the E-mail, Password and Password Confirmation fields

Step 5: Select Save

NOTE: If you desire to add more Users, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'

VIEW ADMINISTRATOR

Step 1: Select Admins on the Navigation bar by the left of the new screen.

Step 2: Click on the 'i' sign to show details of the Admin you want to see.

EDITING ADMIN

Step 1: Select Admin on the Navigation bar by the left of the new screen.

Step 2: Click on the 'Pencil image' by the Admin you need to edit

Step 3: Make required changes on the fields.

Step 4: Select 'Save'

NOTE: If you desire to add more Administrators, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'.

PROJECTS

All current projects are viewable in the administration section, but we recommend using the user interface to add and edit them.

VIEWING A PROJECT

Step 1: Select Administration

Step 2: Select Projects on the Navigation bar by the left of the new screen.

Step 3: Click on the 'i' sign to show details of the Project you want to see.

EDITING PROJECT

Step 1: Select Administration

Step 2: Select Project on the Navigation bar by the left of the new screen.

Step 3: Click on the 'Pencil image' by the Project you need to edit

Step 4: Make required changes on the fields.

Step 5: Select 'Save'

ANALYSES, TESTS AND PROCEDURES

Analyses are at the highest level, such as 'Baking'. A test is the next layer down such as 'Cakes'. A Procedure is a particular method of a test such as 'Victoria Sponge'.

ADD AN ANALYSIS

Step 1: Select Administration

Step 2: Select the 'Analysis' tab

Step 3: Select 'Add new'

Step 4: Fill in the fields correctly

Step 5: If you wish to, you can select the project to which you want to add analysis to. Use the pointers to move it to the next box.
We recommend using the user interface instead.

NOTE: You can either move all project by selecting 'Choose all' or individually select each project one

Step 6: Select 'Save'

VIEW AN ANALYSIS

Step 1: Select Administration

Step 2: Select Analysis on the Navigation bar by the left of the new screen.

Step 3: Click on the 'i' sign to show details of the analysis you want to see

EDITING AN ANALYSIS

Step 1: Select Administration

Step 2: Select Analysis on the Navigation bar by the left of the new screen.

Step 3: Click on the 'pencil sign' by the analysis you need to edit

Step 4: Make required changes on the fields.

Step 5: Select 'Save'

NOTE: If you desire to add more Analyses, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'

DELETING AN ANALYSIS

Step 1: Select 'Administration'

Step 2: Select the 'Analysis' tab

Step 3: Select the 'X' image beside the required analysis
A prompt appears asking for confirmation to delete analysis

Step 4: To go ahead with deleting analysis, select 'Yes I'm sure', otherwise select 'Cancel'

NOTE: The initial page reappears with updated list of users and message informing you that an analysis has been deleted.

ADDING A TEST

Step 1: Select Administration

Step 2: Select 'Test'

Step 3: Select 'Add new'

Step 4: Fill in the test name in the box provided

Step 5: Select the analysis by choosing from the list of analysis on the drop down menu

Step 6: If you wish to, you can select the project to which you want to add a test to.
Use the pointers to move it to the next box.
We recommend using the user interface instead.

Step 7: Select 'Save'

NOTE: If you desire to add more tests, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'

VIEWING A TEST

Step 1: Select Administration

Step 2: Select Tests on the Navigation bar by the left of the new screen.

Step 3: Click on the 'i' sign to show details of the test you want to see.

EDITING A TEST

Step 1: Select Administration

Step 2: Select Tests on the Navigation bar by the left of the new screen.

Step 3: Click on the 'pencil sign' by the test you need to edit

Step 4: Make required changes on the fields.

Step 5: Select 'Save'

NOTE: If you desire to add more Tests, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'

DELETING A TEST

Step 1: Select Administration

Step 2: Select Test

Step 3: Select the 'X' image beside the required test
A prompt appears asking for confirmation to delete the test

Step 4: To go ahead with deleting the test, select 'Yes I'm sure', otherwise select 'Cancel'

NOTE: The initial page reappears with updated list of test and message informing you that a test has been deleted.

ADDING A PROCEDURE

Step 1: Select Administration

Step 2: Select ‘Procedure’
Step 3: Select ‘Add new’
Step 4: Fill in the procedure name, ASTM/IP, subtype and description in the boxes provided
Step 5: Select the test this procedure belongs to by choosing from the list of test on the drop down menu
Step 6: Select ‘Save’
NOTE: If you desire to add more tests, select ‘Save and add another’. You can save for further editing by selecting ‘Save and Edit’

VIEWING A PROCEDURE
Step 1: Select Administration
Step 2: Select Procedures on the Navigation bar by the left of the new screen.
Step 3: Click on the ‘i’ sign to show details of the procedure you want to see.

EDITING A PROCEDURE
Step 1: Select Administration
Step 2: Select Procedures on the Navigation bar by the left of the new screen.
Step 3: Click on the ‘pencil sign’ by the procedure you need to edit
Step 4: Make required changes on the fields.
Step 5: Select ‘Save’
NOTE: If you desire to add more Procedures, select ‘Save and add another’. You can save for further editing by selecting ‘Save and Edit’

DELETING A PROCEDURE
Step 1: Select Administration
Step 2: Select Procedure
Step 3: Select the ‘X’ image beside the required procedure
A prompt appears asking for confirmation to delete the procedure
Step 4: To go ahead with deleting the procedure, select ‘Yes I’m sure’, otherwise select ‘Cancel’
NOTE: The initial page reappears with updated list of procedure and message informing you that a procedure has been deleted.

EQUIPMENT

Every procedure needs equipment. In order to add equipment to a procedure, you should first create/ensure there is a suitable equipment category for all the equipment. For instance, in a Victoria Sponge procedure, there should be 'Flour', 'Eggs', 'Sugar', 'Mixing Bowl', 'Oven' etc. equipment categories. Once you have done this, create 'Ingredients' for the procedure. An ingredient is like a line in a recipe '500 grams of Soft dark brown sugar'. Equipment are particular instances of the category made by a specific manufacturer at a certain price and size. For instance, a kenwood hand mixer price £19.99.

ADDING EQUIPMENT

Step 1: Select Administration

Step 2: Select ‘Equipment’

Step 3: Select ‘Add new’

Step 4: Fill in equipment name, availability, height in mm, width in mm, depth in mm, price in pounds, external link, picture link, description and alert in the boxes provided.

Step 5: In the Equipment field, select and Equipment category from the drop down menu

NOTE: Each equipment must have an equipment category. If an equipment does not have an equipment category, select ‘Add a new equipment category’ to create a new one

Step 6: Select ‘Save’

NOTE: If you desire to add more equipment, select ‘Save and add another’. You can save for further editing by selecting ‘Save and Edit’

ADDING AN IMAGE TO EQUIPMENT

A picture link can be found by finding the image on the internet and

IN GOOGLE CHROME

Right Click on the image and select 'copy image url'

IN MOZILLA FIREFOX

Right Click on the image and select 'copy image location'

IN INTERNET EXPLORER

Right Click on the image and select 'Properties'. Copy the 'Address: (URL)'

Paste the image web address into the 'picture' field on the Equipment Edit page.

NOTE: If the image has access constraints, the image may not be viewable. If you wish to host your own images, choose a picture hosting site such as 'Flickr', upload your pictures and use the image URLs as above.

VIEWING A PIECE OF EQUIPMENT

Step 1: Select Administration

Step 2: Select Equipments on the Navigation bar by the left of the new screen.

Step 3: Click on the ‘i’ sign to show details of the Equipment you want to see.

EDITING EQUIPMENT

Step 1: Select Administration

Step 2: Select Equipment on the Navigation bar by the left of the new screen.

Step 3: Click on the ‘pencil sign’ by the equipment you need to edit

Step 4: Make required changes on the fields

Step 5: Select ‘Save’

NOTE: If you desire to add more Equipment, select ‘Save and add another’. You can save for further editing by selecting ‘Save and Edit’

DELETING EQUIPMENT

Step 1: Select Administration

Step 2: Select Equipment
Step 3: Select the ‘X’ image beside the required equipment
A prompt appears asking for confirmation to delete the equipment
Step 4: To go ahead with deleting the equipment, select ‘Yes I’m sure’, otherwise select ‘Cancel’
NOTE: The initial page reappears with updated list of equipment and message informing you that a equipment has been deleted.

ADDING AN EQUIPMENT CATEGORY
Step 1: Select Administration
Step 2: Select ‘Equipment Category’
Step 3: Select ‘Add new’
Step 4: Fill in equipment category name in the box provided
Step 5: Select ‘Save’
NOTE: If you desire to add more equipment, select ‘Save and add another’. You can save for further
editing by selecting ‘Save and Edit’

DELETING AN EQUIPMENT CATEGORY
NOTE: Deleting equipment categories will cause associated equipment to not be displayed in the user interface. Please ensure equipment and ingredients are reallocated if deleting equipment categories.
Step 1: Select Administration
Step 2: Select Equipment Category
Step 3: Select the ‘X’ image beside the required equipment category
A prompt appears asking for confirmation to delete the equipment category
Step 4: To go ahead with deleting the equipment category, select ‘Yes I’m sure’, otherwise select ‘Cancel’
NOTE: The initial page reappears with updated list of equipment categories and message informing you that an equipment category has been deleted.

VIEWING AN EQUIPMENT CATEGORY
Step 1: Select Administration
Step 2: Select Equipment Categories on the Navigation bar by the left of the new screen.
Step 3: Click on the ‘i’ sign to show details of the Equipment Category you want to see.

EDITING AN EQUIPMENT CATEGORY
Step 1: Select Administration
Step 2: Select Equipment Categories on the Navigation bar by the left of the new screen.
Step 3: Click on the ‘pencil sign’ by the equipment category you need to edit
Step 4: Make required changes on the fields
Step 5: Select ‘Save’

NOTE: If you desire to add more Equipment Categories, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'

ADDING AN INGREDIENT

Step 1: Select Administration

Step 2: Select 'Ingredients'

Step 3: Select 'Add new'

Step 4: Fill in equipment category name in the box provided

Step 5: Select 'Save'

NOTE: If you desire to add more equipment, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'

DELETING AN INGREDIENT.

Step 1: Select Administration

Step 2: Select Ingredients

Step 3: Select the 'X' image beside the required equipment category

A prompt appears asking for confirmation to delete the ingredient

Step 4: To go ahead with deleting the equipment category, select 'Yes I'm sure', otherwise select 'Cancel'

NOTE: The initial page reappears with updated list of ingredients and message informing you that an ingredient has been deleted.

VIEWING AN INGREDIENT

Step 1: Select Administration

Step 2: Select Ingredients on the Navigation bar by the left of the new screen.

Step 3: Click on the 'i' sign to show details of the Ingredient you want to see.

EDITING AN INGREDIENT

Step 1: Select Administration

Step 2: Select Ingredients on the Navigation bar by the left of the new screen.

Step 3: Click on the 'pencil sign' by the equipment category you need to edit

Step 4: Make required changes on the fields

Step 5: Select 'Save'

NOTE: If you desire to add more Ingredients, select 'Save and add another'. You can save for further editing by selecting 'Save and Edit'