Sky University User Manual

Table of Contents

How to Login

1. When the Sky University page loads, login page appears
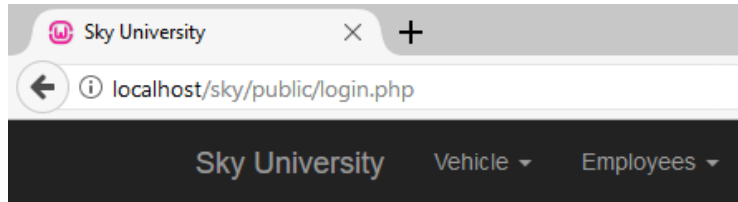
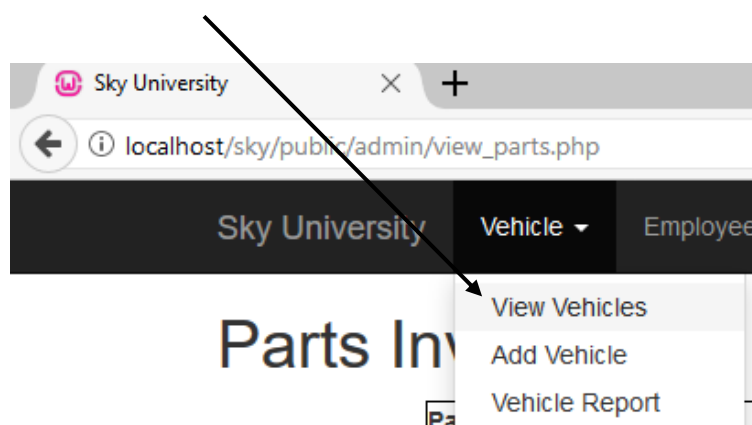2. The user will need to enter its username and password and click on Submit.
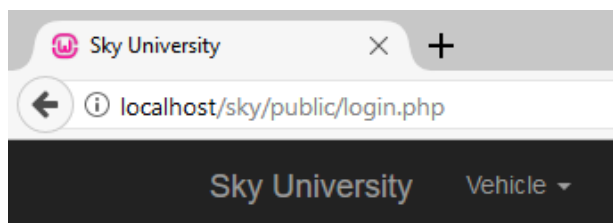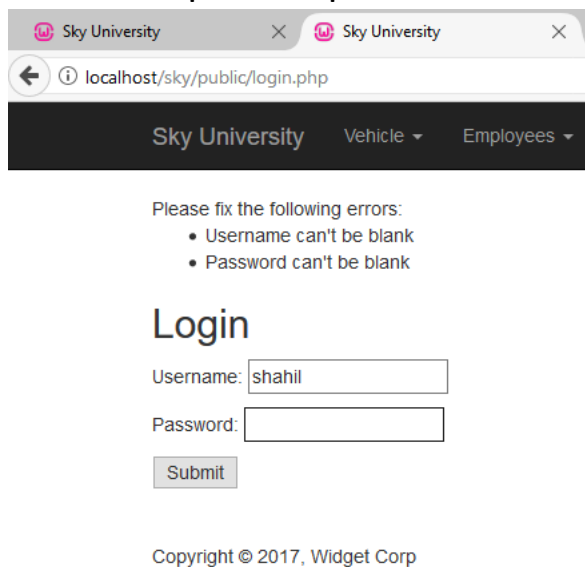
3. If the user enters fails to enter both the username and password, a validation message appears. The user will then need to repeat steps 1 and 2.
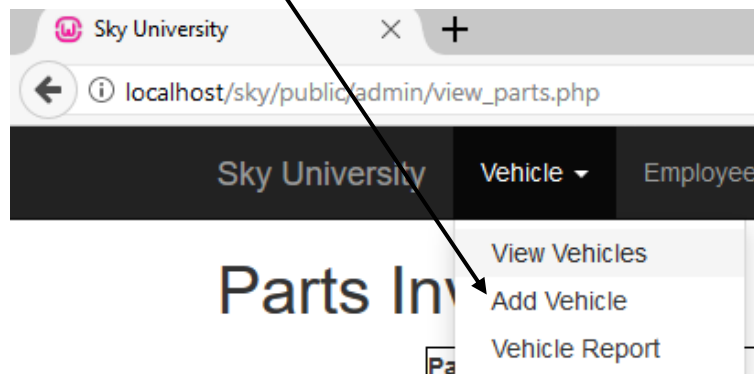

How to View Vehicles

1. Click on Vehicles
2. Click on View Vehicles

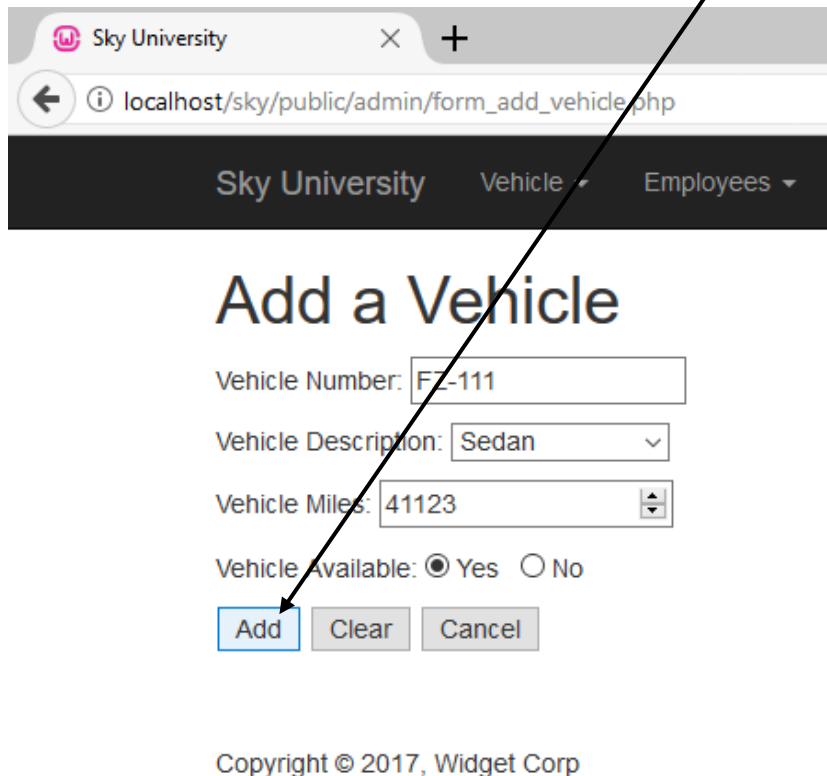## How to Add Vehicles

1. Click on Vehicles
2. Click on Add Vehicle

3. Add Vehicle form will appear as such.

4. Fill in the details in the form and click on Add button.

How to View Vehicle Report
1. Click on Vehicles
2. Click on Vehicle Report
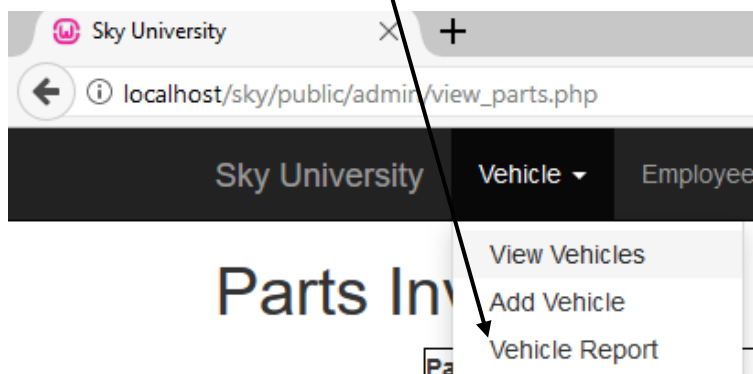
3. The Vehicle Report would appear as follows.

How to View Employees

1. Click on Employees
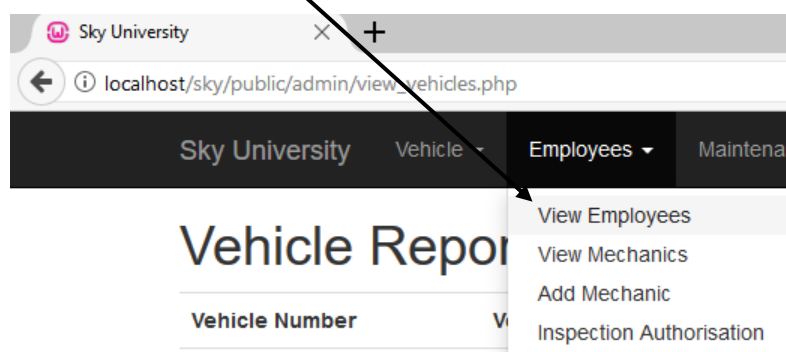2. Click on View Employees

3. The employees list would appear as below.

How to View Mechanics

1. Click on Employees
2. Click on View Mechanics

3. The mechanics list would appear as follows.

How to Add a Mechanic

1. Click on Employees
2. Click on Add Mechanic
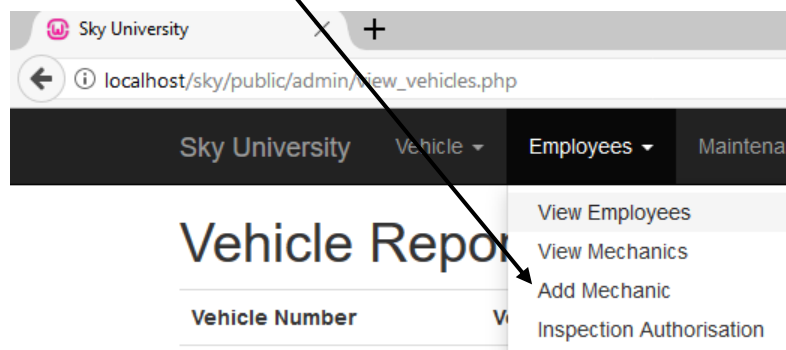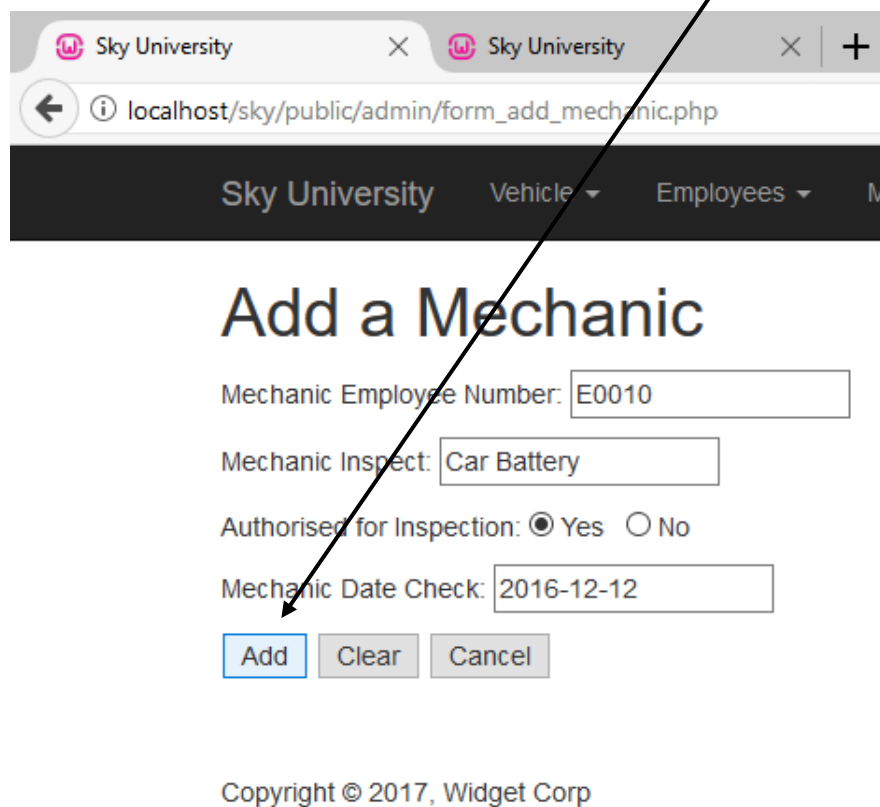
3. Add mechanic form would appear as such.

4. Fill in the details in the form and click on Add button.

How to Access Inspection Authorisation

1. Click on Employees
2. Click on Inspection Authorisation.
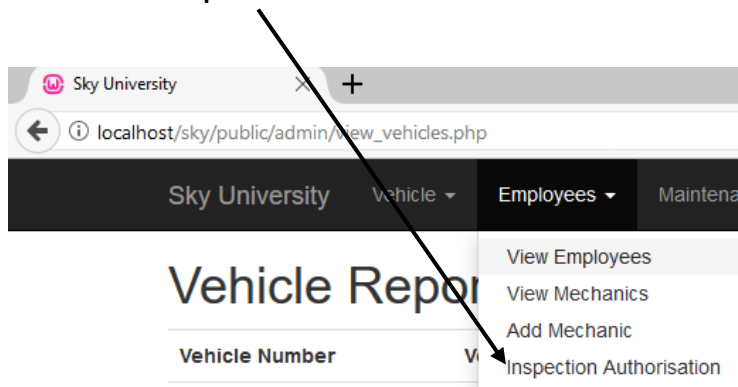
3. You should be able to see all the inspection authorisation.

How to View Maintenance Logs

1. Click on Maintenance
2. Click on View Maintenance Logs

3. The maintenance logs would appear as such.

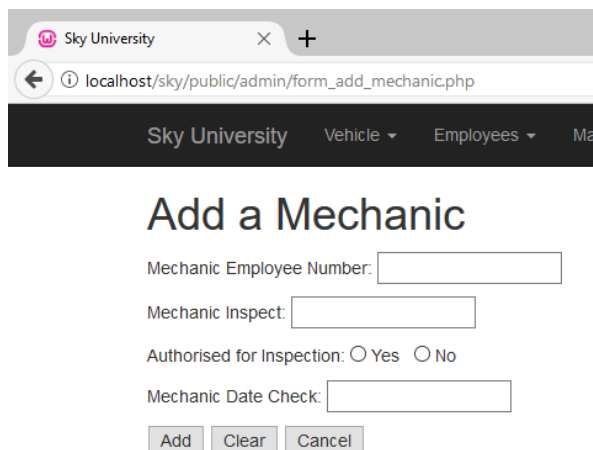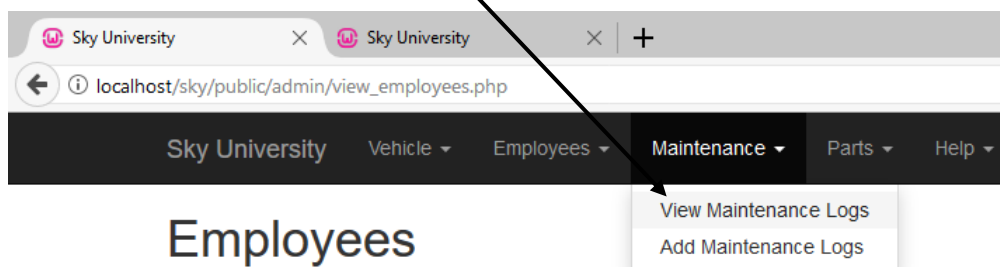| Log Number	Vehicle Number	Log Date	Log Complaint	Edit	Delete
LG00012	IC-999	2016-08-11	Car battery is malfunctioned	Edit Maintenance Log	Delete Maintenance Log
LG00198	FZ-987	2016-11-03	Seat cover is torn	Edit Maintenance Log	Delete Maintenance Log
LG00221	IY-786	2016-11-12	Seat cover is torn	Edit Maintenance Log	Delete Maintenance Log
LG00334	IA-113	2016-12-12	Engine oil needs replacement	Edit Maintenance Log	Delete Maintenance Log
LG00534	IJ-555	2017-01-21	Brake oil needs replacement	Edit Maintenance Log	Delete Maintenance Log
LG00795	HI-224	2017-02-02	Vehicle is dirty	Edit Maintenance Log	Delete Maintenance Log
LG00938	IM-123	2017-05-25	Engine oil needs replacement	Edit Maintenance Log	Delete Maintenance Log
LG01023	JD-396	2017-06-23	Wiper is not working	Edit Maintenance Log	Delete Maintenance Log
LG01136	JB-745	2017-07-28	Vehicle is dirty	Edit Maintenance Log	Delete Maintenance Log

How to Add a Maintenance Log

1. Click on Maintenance
2. Click on Add Maintenance Logs
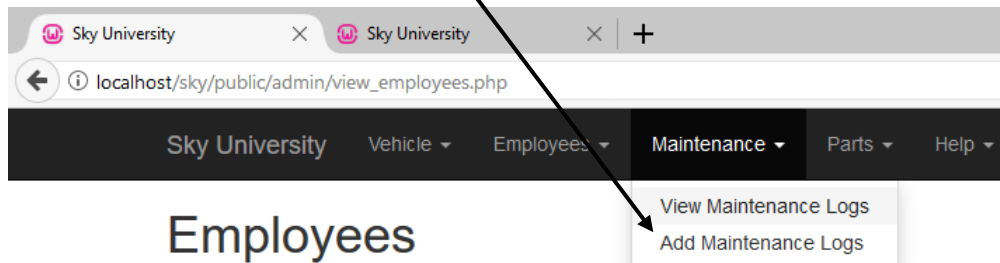
3. The maintenance log form would appear as such.

4. Fill in the details in the maintenance log form and click on Add to add maintenance log.

How to View Parts Inventory

1. Click on Parts
2. Click on View Parts Inventory

3. The parts inventory would appear as such.

How to View Signout Report

1. Click on Parts
2. Click on View Signout Report
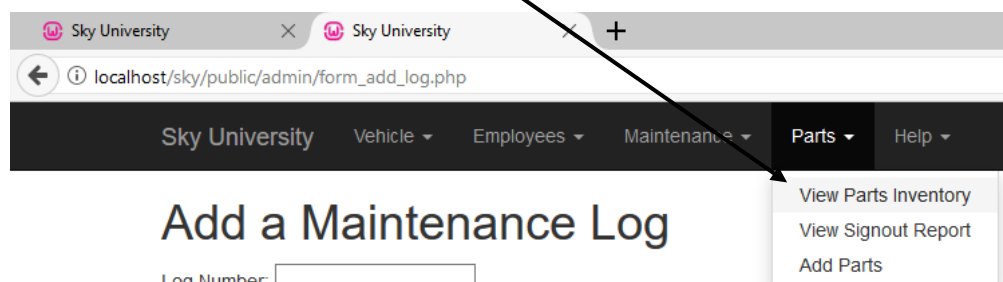
3. The signout report would appear as such.

Signout Report

Signout Number	Employee ID	Part Code	Signout Date	Signout Units
SG00002	E0001	PT00002	2017-01-12	3
SG00003	E0008	PT00003	2017-06-12	2
SG00004	E0003	PT00004	2017-02-26	1
SG00005	E0006	PT00005	2017-03-03	1
SG00006	E0004	PT00006	2017-06-12	1
SG00007	E0007	PT00007	2017-05-05	1
SG00008	E0000	PT00008	2017-01-13	1

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How to Add Parts

1. Click on Parts
2. Click on Add Parts
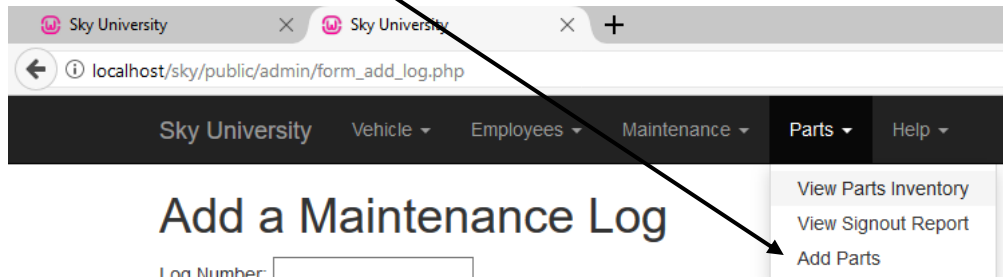
3. The Add Parts form would appear as such.

4. Fill in the details about part and click on Add.