

Fusion Systems

A system to accelerate and enhance all work-related functions.



Table of Contents

❖ Staff Users - Common Operations

1. Managing Users
 - 1.1 Add Users to to System
 - 1.2 Delete Users from System
 - 1.3 Update Users Information
2. Admittance
 - 2.1 View Check in Patron & Guest
3. Rental Information
 - 3.1 Equipment Search

❖ Supervisor Users - Common Operations

4. Staff Information
 - 4.1 Add Staff User
 - 4.2 Delete Staff User
 - 4.3 Update Staff Information
 - 4.4 View/Search for Staff
 - 4.5 View Department Information

❖ Staff Users - Common Operations

This information is intended to assist regular staff users on the most popular functions for the Fusion System.

1. Managing Users

1.1 Add Users to to System

1) After logging in with credentials, the User Information table automatically appears on the screen as seen in Figure 1 below.



Users Information

First Name Last Name

ID

DOB

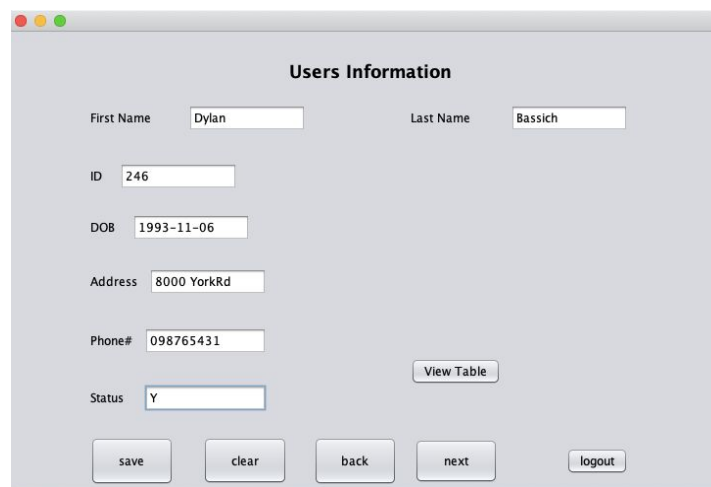
Address

Phone#

Status

(Figure 1)

2) To add users, just enter the respective information and hit the “**Save**” button. This is exemplified in Figure 2.



Users Information

First Name Last Name

ID

DOB

Address

Phone#

Status

(Figure 2)

3) After hitting save, a message should appear saying **“Insertion Successful”**. For safety measures, you can click the **“View Table”** button to see the update. You can view these examples in Figures 3 and 4 below.

The screenshot shows a web form titled "Users Information". The form contains the following fields: First Name (Dylan), Last Name (Bassich), ID (246), DOB (1993-11-06), Address (8000 YorkRd), Phone# (098765431), and Status (Y). There are buttons for "save", "clear", "back", "next", and "logout". A "View Table" button is also present. A small "Message" dialog box is overlaid on the form, displaying an information icon and the text "insertion sucessful" (note the typo) with an "OK" button.

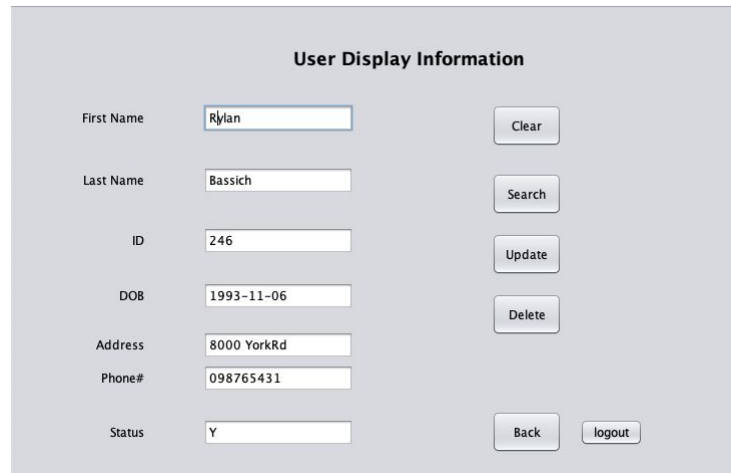
(Figure 3)

FNAME	LNAME	ID	DOB	ADD...	PHONE	STAT...
test	test	01	199...	111	111...	f
tan	duong	02	199...	1111	1111	t
user	name	03	199...	2222	2222	e
chi	duong	04	199...	1234	12345	3
test	test	1	199...	111	111	1
tan	d	123	199...	222	2222	f
ee	ee	22	199...	234	333...	r
Dylan	Bassich	246	199...	800...	098...	Y

(Figure 4)

1.2 Delete Users from System

- 1) To delete users from the system, hit the **“Delete”** button as depicted in Figure

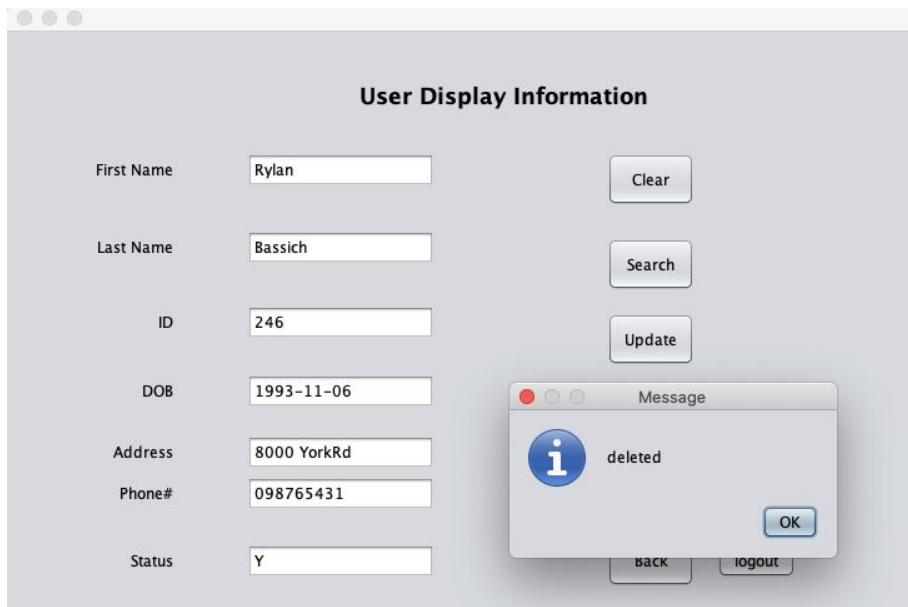


The form is titled "User Display Information". It contains the following fields and buttons:

Field	Value	Action
First Name	Rylan	Clear
Last Name	Bassich	Search
ID	246	Update
DOB	1993-11-06	Delete
Address	8000 YorkRd	
Phone#	098765431	
Status	Y	Back, Logout

(Figure 5)

- 2) After hitting the **“Delete”** button, a message should be displayed saying “deleted”. This can be exemplified in Figure 6.



The form is titled "User Display Information". It contains the following fields and buttons:

Field	Value	Action
First Name	Rylan	Clear
Last Name	Bassich	Search
ID	246	Update
DOB	1993-11-06	Delete
Address	8000 YorkRd	
Phone#	098765431	
Status	Y	Back, Logout

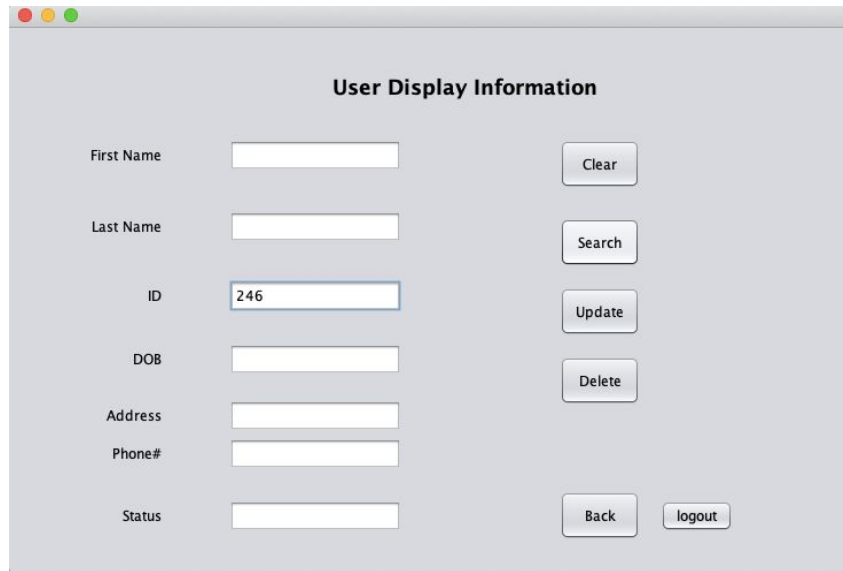
A message dialog box is overlaid on the form, displaying the text "deleted" and an "OK" button.

(Figure 6)

- 3) You can check for this in the updated system but clicking **“View Table”** as you did in Step 3 under Adding User to System.

1.3 Update Users Information

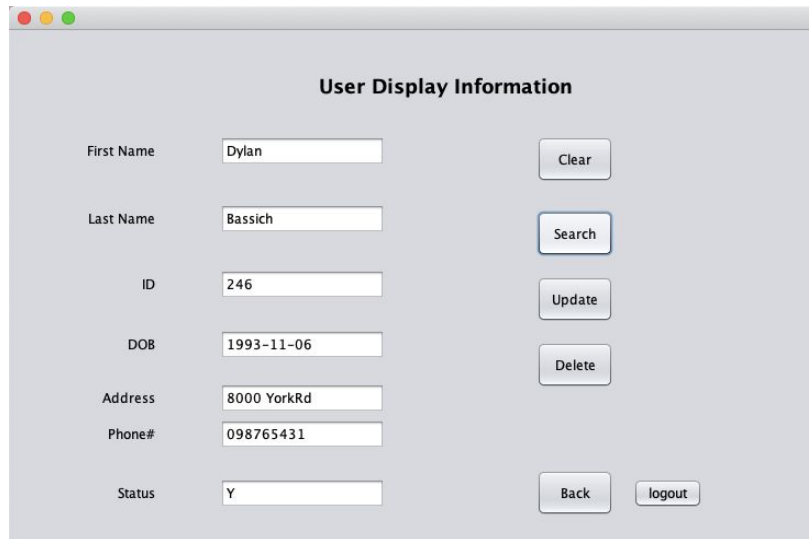
- 1) To update information, first search for user information by typing in the ID number. After the system pulls up the corresponding information, make your update and hit save. After saving, a message will appear that says “Updated”. If you want to be sure that it was fixed, you can go back to “**View Table**”. This operation can be shown in Figures 7-9.



The image shows a web application window titled "User Display Information". It contains several input fields for user data: First Name, Last Name, ID, DOB, Address, Phone#, and Status. The ID field is currently filled with the number "246". To the right of the input fields are four buttons: "Clear", "Search", "Update", and "Delete". At the bottom right, there are two more buttons: "Back" and "logout".

Field	Value
First Name	
Last Name	
ID	246
DOB	
Address	
Phone#	
Status	

(Figure 7)



The image shows the same "User Display Information" web application window, but now all the input fields are populated with data. The ID field still contains "246". The other fields contain: First Name: "Dylan", Last Name: "Bassich", DOB: "1993-11-06", Address: "8000 YorkRd", Phone#: "098765431", and Status: "Y". The buttons "Clear", "Search", "Update", "Delete", "Back", and "logout" are still present in their original positions.

Field	Value
First Name	Dylan
Last Name	Bassich
ID	246
DOB	1993-11-06
Address	8000 YorkRd
Phone#	098765431
Status	Y

(Figure 8)

User Display Information

First Name	<input type="text" value="Rylan"/>	<input type="button" value="Clear"/>
Last Name	<input type="text" value="Bassich"/>	<input type="button" value="Search"/>
ID	<input type="text" value="246"/>	<input type="button" value="Update"/>
DOB	<input type="text" value="1993-11-06"/>	
Address	<input type="text" value="8000 YorkRd"/>	
Phone#	<input type="text" value="098765431"/>	
Status	<input type="text" value="Y"/>	

Message

Updated

(Figure 9)

2. Admittance

2.1 View Check in Patron & Guest

- 1) To view what time a Patron has accessed the facility, click on the **“Check-In”** button on the corner of the Equipment window. When the window opens, you can type in the ID of the Patron to see what time they checked-in. It will also pull up the ID’s of their guests (if any). Make sure you hit the **“Search”** button to run the system. This example can be viewed in Figures 10 and 11.

Checked-in Information

Checked-in ID	<input type="text"/>
Checked-in Time	<input type="text"/>
Guest ID 1	<input type="text"/>
Guest ID 2	<input type="text"/>
Guest ID 3	<input type="text"/>

(Figure 10)

Checked-in Information

Checked-in ID: 01

Checked-in Time: 2020-01-01 15:15:15

Guest ID 1: 123

Guest ID 2: 456

Guest ID 3: 789

Buttons: Search, Clear, Back, View Table, Log Out

(Figure 11)

3. Rental Information

3.1 Equipment Search

- 1) To view equipment rental information, start from the User Information form and click **“Back”** then **“Equipments”**. Once appearing to that screen you can enter the Equipment ID and hit search. This can be exemplified in Figures 12 & 13.

Equipments

ID: []

Name: []

UserID: []

Buttons: Search, Clear, Back, Users, check-in, View Table, logout

(Figure 12)

Equipments

ID: 1001

Name: Tennis Racket

UserID:

Buttons: Search, Clear, Back, Users, check-in, View Table, logout

(Figure 13)

- 2) If you want to view all the items checked in, you can click **“View Table”**. You can see in the image below.

EQNAME	EQID	USERIDEQ
Basketball	0001	987
Basketball	0002	
Tennis Racket	1001	
Tennis Racket	1002	
Lovk	2001	
Lock	2002	
Lock	2003	
Soccer Ball	3001	
Soccer Ball	3002	
Soccerball	4001	

(Figure 14)

❖ Supervisor Users - Common Operations

4. Staff Information

4.1 Add Staff User

- 1) To add a Staff member, select from Users and type in the corresponding information within the Staff Information table. Users can use **“View Table”** for reference. This can be shown in Figures 15 and 16.

Staff Information

[View Tables](#)

ID

Dept. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Wage

Start Date

Grad. Date

Work Hours

CPR Certificate ☐ Yes ☐ No

Departments:

1 - Facilities

2 - Fitness

3 - Aquatics

4 - Marketing

5 - Membership

6 - Outdoors

[Learn more about Dept.](#)

[Save](#)
[Clear](#)
[Next](#)
[Equipment](#)
[Users](#)
[logout](#)

(Figure 15)

Staff Information

[View Tables](#)

ID

Dept. ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Wage

Start Date

Grad. Date

Work Hours

CPR Certificate ☒ Yes ☐ No

Departments:

1 - Facilities

2 - Fitness

3 - Aquatics

4 - Marketing

5 - Membership

6 - Outdoors

[Learn more about Dept.](#)

[Save](#)
[Clear](#)
[Next](#)
[Equipment](#)
[Users](#)
[logout](#)

(Figure 16)

2) After a successful addition, you should see a message saying “Insertion successful” like shown in Figure 17.

The screenshot shows the 'Staff Information' form with the following details: ID: 01, Dept: 2 (selected), Wage: 30000, Start Date: 2020-12-01, Grad. Date: 2021-06-01, Work Hours: 8, CPR Certificate: Yes. A 'Message' dialog box is displayed with the text 'insertion sucessful' and an 'OK' button. The background shows a desktop with various files and folders.

(Figure 17)

4.2 Delete Staff User

- 1) To delete a staff member, hit the “Next” button on the staff information table. Type in Staff ID number and hit the “Delete” button. A message should be displayed “Deleted”.

4.3 Update Staff Information

- 1) To update staff information, hit the “Next” button on the staff information table. Once at that page, select the update button like in Figure 18.

The screenshot shows the 'Staff Display Information' form with the following details: ID: 987, Dept: 4, Wage: 5000.0, Start Date: 1999-01-01, Grad. Date: 1999-01-01, Work Hours: 10, CPR Certificate: Yes. The 'Update' button is highlighted in blue. Other buttons include Clear, Search, Delete, Back, and logout.

(Figure 18)

- 2) Once updated the correct information, a message “Updated” should show on the screen. This can be exemplified in Figure 19)

Staff Display Information

ID: 987 Clear

Dept.: 4 Search

Wage: 5000 Update

Start Date: 1999-01-01

Grad. Date: 1999-01-01

Work Hours: 10

CPR Certificate: Yes logout

Message
Updated
OK

(Figure 19)

4.4 View/Search for Staff

- 1) To view staff information, hit the **“Next”** button on the Staff Information table. It will bring you to a Staff Display Information table. This can be viewed in Figure 20.

Staff Display Information

ID: Clear

Dept.: Search

Wage: Update

Start Date: Delete

Grad. Date: Back

Work Hours: logout

CPR Certificate:

(Figure 20)

- 2) Type in staff ID to view information on the staff member.

Staff Display Information

ID	<input type="text" value="987"/>	<input type="button" value="Clear"/>
Dept.	<input type="text" value="4"/>	<input type="button" value="Search"/>
Wage	<input type="text" value="5000.0"/>	<input type="button" value="Update"/>
Start Date	<input type="text" value="1999-01-01"/>	<input type="button" value="Delete"/>
Grad. Date	<input type="text" value="1999-01-01"/>	
Work Hours	<input type="text" value="8"/>	<input type="button" value="Back"/>
CPR Certificate	<input type="text" value="Yes"/>	<input type="button" value="logout"/>

(Figure 21)

4.5 View Department Information

- 1) To view department information, click on the **“Learn more about Dept”** button on the Staff Information table.

Staff Information

ID	<input type="text"/>	
Dept.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	
Wage	<input type="text"/>	
Start Date	<input type="text"/>	
Grad. Date	<input type="text"/>	
Work Hours	<input type="text" value="4"/>	
CPR Certificate	<input type="radio"/> Yes <input type="radio"/> No	

Departments:
 1 - Facilities
 2 - Fitness
 3 - Aquatics
 4 - Marketing
 5 - Membership
 6 - Outdoors

(Figure 22)

The screenshot shows a web form titled "Departments Information". It contains three input fields: "Dept. Number", "Dept. Name", and "Supervisor". To the right of the "Supervisor" field is a "View Table" button. At the bottom of the form are four buttons: "Search", "Clear", "Back", and "logout".

(Figure 23)

- 2) You can view information about each department by entering Department Number and hitting “**Search**”. This is exemplified in Figure 24.

This screenshot shows the same "Departments Information" form as Figure 23, but with data entered into the fields. The "Dept. Number" field contains the value "3", the "Dept. Name" field contains "Aquatics", and the "Supervisor" field contains "987". The "View Table" button is still present to the right of the supervisor field. The "Search", "Clear", "Back", and "logout" buttons remain at the bottom.

(Figure 24)