Moon Eyes: Preliminary User Manual

The deployed website is accessible at:

http://ec2-18-222-185-254.us-east-2.compute.amazonaws.com/login/login-form.php

The project is hosted on an Amazon EC2 Instance with an Amazon RDS MariaDB. To log in, use the test username 'Admin' and password '123'.

Instructions

Upon logging in you will be redirected to the user dashboard. The home dashboard displays all of the current users' open cases in a table. Under this will display the recently modified cases, clients, and subjects. Clicking any ID will redirect you to the "View Details" page.

View

This will display all the most recent details about the selected ID. There will also be a print/pdf button which opens a formatted print option and then an edit button.

Edit

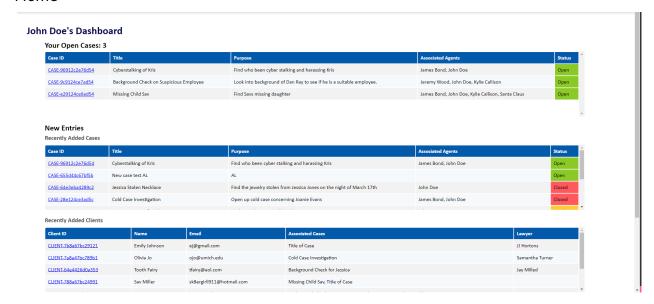
Here you can edit the entry for the selected ID. You can change any of the editable fields and also delete and add new files to the entry. To delete files check the box next to the file you wish to be removed along with any other edits and hit 'Submit Changes'. Selecting 'Delete Entity' will permanently delete the entry from the database.

Going back to the homepage...,

Navigation Bar

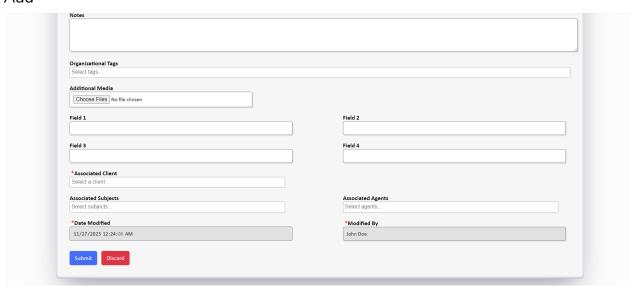
The top of the page hosts a navigation bar, which is present on all pages. I will explain the choices one by one. Left to right.

Home



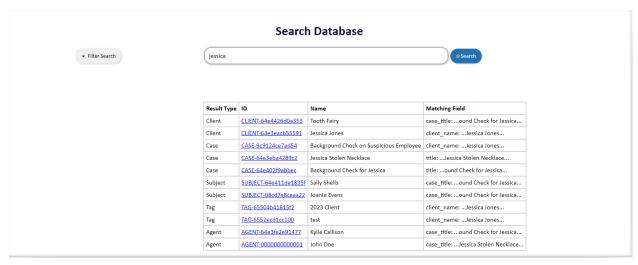
Redirects the user to the user's main dashboard/home page.

Add



Hovering will open a dropdown and allow the user to add a new Client, Case, Subject or Tag. Here you can write specific details and upload files about the entity as well as link entry together with the 'Associated' fields. These are Select 2 dropdowns that allow the user to dynamically search the database for existing entries. You can select multiple associations and delete them by clicking on the x. Hitting "Submit" will submit the entry to the database and "Discard" will redirect the user without saving any fields.

Search

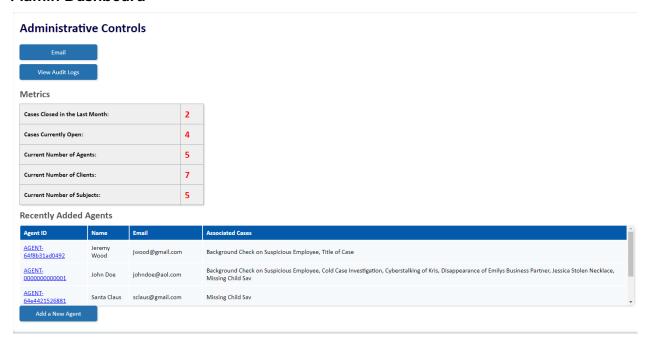


Redirects you to the search page. In the large search bar search any term that would appear in any field, results will populate the table below which has the type of entity, entity ID (which links to it's View Details Page) the Name (name of client, subject, tag and title of case) as well as the matching field, whichever field contains the search term. There is also a filter option on the left. Clicking this will open a sidebar. To use this—select whichever fields you wish to narrow your search by and search any term in the smaller textbox. The search results will appear in the same table as the normal searches.

Log out

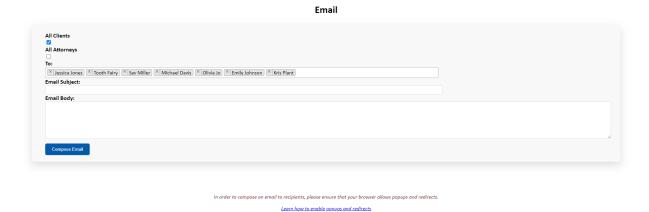
Redirects users to the login page upon confirmation

Admin Dashboard



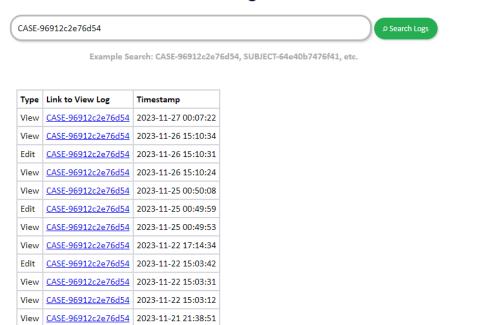
Because the test user has admin capabilities, you will also have access to the admin controls. Here you have the Email button and Audit Logs button. Under this is some metrics about the database, under this is the newly added agents with an Add Agents button.

Email



Here is how you can compose an email to any clients or attorneys in the database. You can select all for either category and then add and delete recipients as you see fit. You can also search for a couple names and select them that way. You can also create a subject and body for the email here or you can compose right away. Clicking the compose button will create a mailto: link which will give a popup warning, so you will need to allow redirects in your browser. In your email application, recipients will be blind carbon copied for privacy purposes and the message will be populated with whatever was.

Audit Logs



Clicking the audit logs button will open a search bar. Here you can only search by the entity ID of a case, client or subject. Searching will populate a table of any actions taken in relation to the ID such as add, edit or view. The table will show the type of action, a link to the log, and the time the action was taken. Clicking a link will reveal the ID, the action type, the agent who committed the action and the content of the form at the time of the action. (for edit and add) This way you can see what details have been changed and who did them.

CASE-96912c2e76d54 2023-11-21 18:59:35