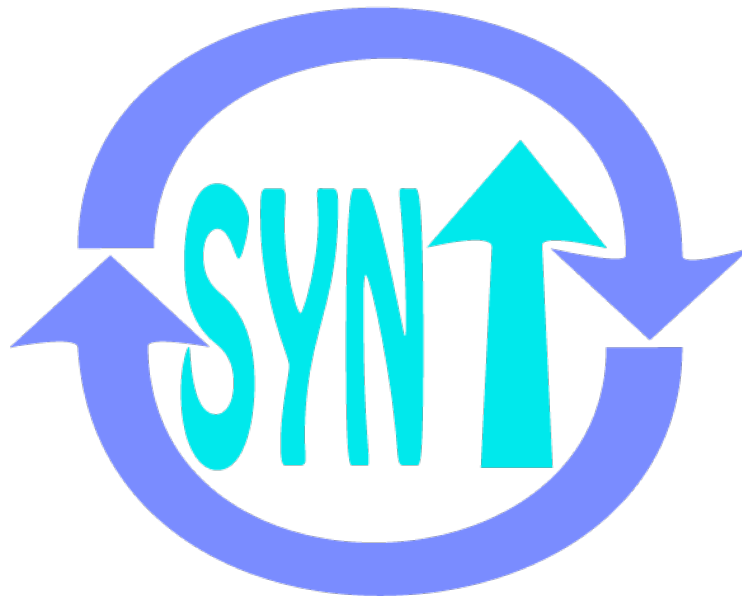


# SYNUP

## SOFTWARE DEVELOPMENT TASKS MANAGEMENT

### DESKTOPS USER GUIDE



Delivery Date: 27/05/2016

Group 4: Jesús Atalaya, Pablo Ardèvol, Adrià Pulido, Cristina Caballero  
2<sup>nd</sup> DAM, M13 2015-2016



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# 1. INTRODUCTION

Synup is a software able to manage the distinct production phases of a development department. Consists in two parts, the desktop application, designed to create, modify, delete and view the tasks, employees and teams of a company, and the mobile app, used by the employees to log in the system, take the tasks assigned to his teams. Then the employee can view the task detail, finish or abandon it.

**General Use:** The program is divided in three different main views (Employees, Teams and Tasks) and every view has its respective Management view where the Create, Update or Delete can be performed. By selecting any entity in the list view, the create option will be disabled (since an entity is already selected and therefore created) and its values will be loaded in the management view, being possible to update or to delete that selected entity. To deselect an entity, you must click outside the list but inside the window, that way the Create option will be available in the management view.

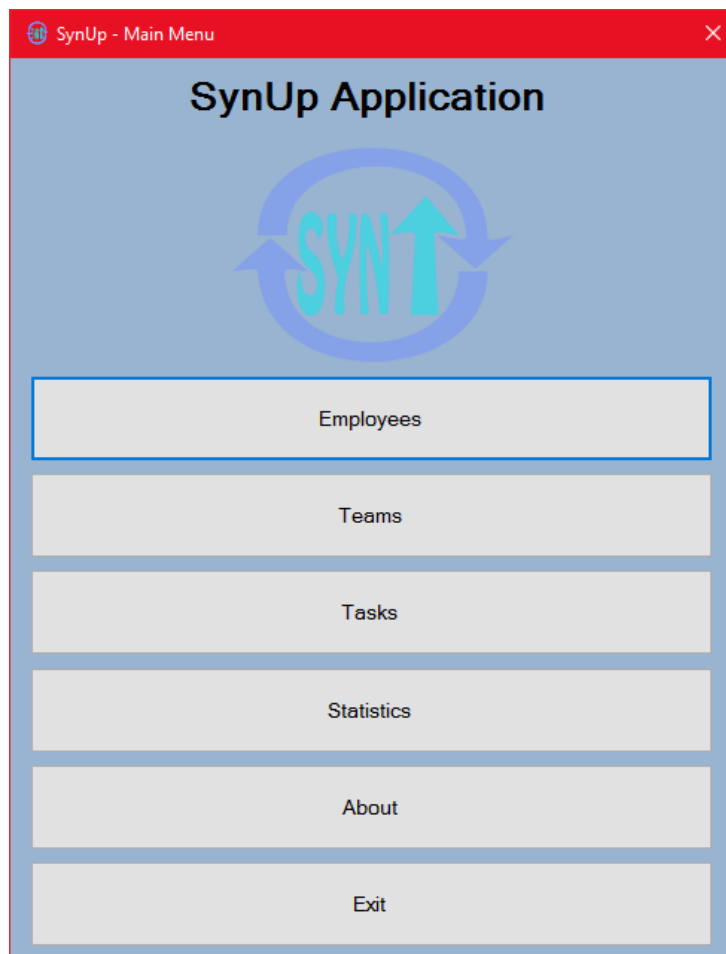
## 2. USERS

The only user that will use this environment will be the administrator, which will have the power of administrate all the tasks, employees and teams.

## 3. USE GUIDE

### 3.1. MAIN MENU

The first view that will appear once executed SynUp will be the Main Menu. The Main menu offers different buttons that will lead to the different sections of the program.



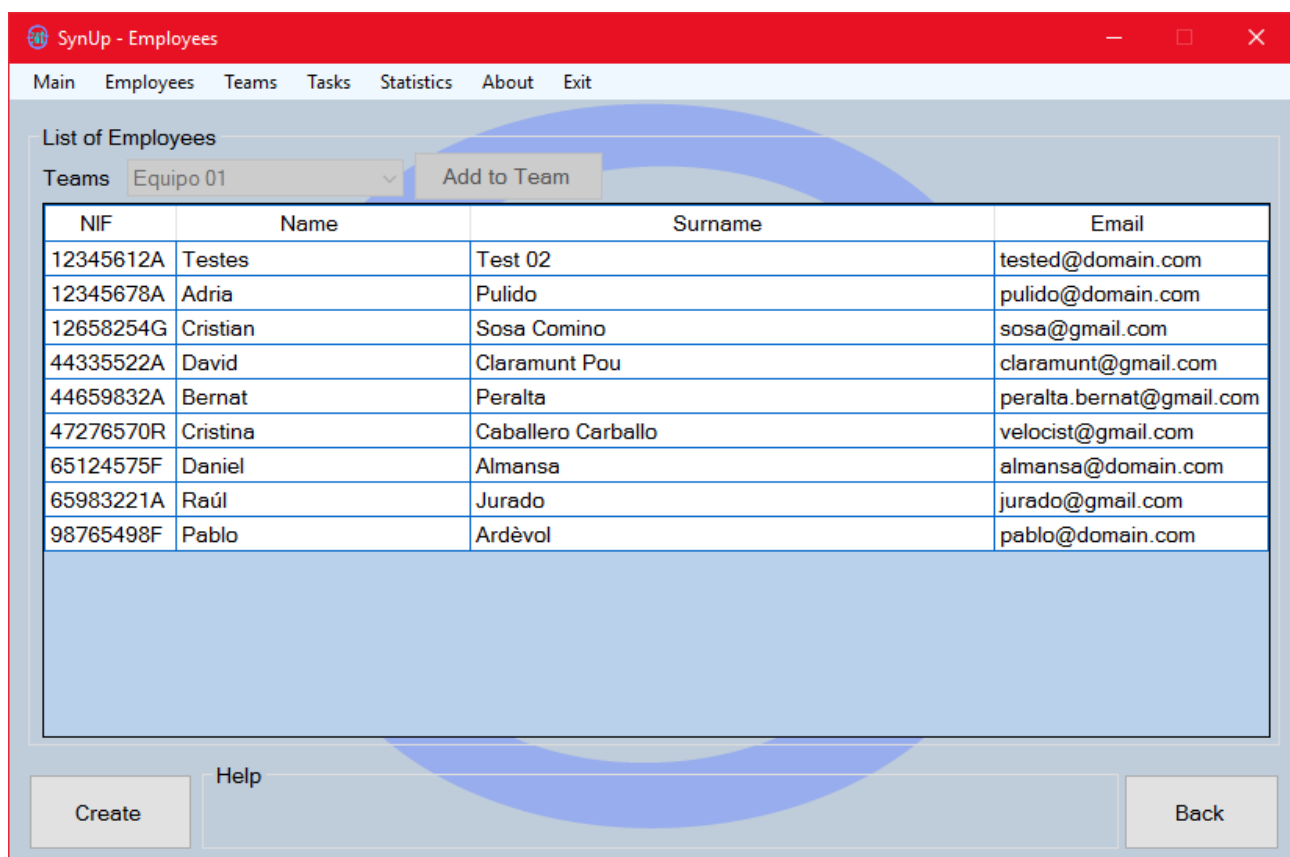
MAIN MENU OPTIONS	
OPTION	DESCRIPTION
Employees	Access to the list of all the employees registered in the database.
Teams	Access to the list of all the team registered in the database.
Tasks	Access to the list of tasks that haven't been cancelled registered in the database.
Statistics	Access the statistics of the program.
About	Access the about section of the project. Description about the applications and the developers.
Exit	Quits the application.

To access any of the views just click on the button and a new window will open.

## 3.2. EMPLOYEES

### 3.2.1. EMPLOYEE LIST

Once the window opens a list with all the employees that figure in the SynUp database will appear.



SynUp - Employees

Main Employees Teams Tasks Statistics About Exit

List of Employees

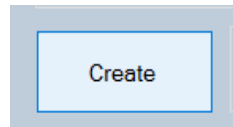
Teams: Equipo 01 Add to Team

NIF	Name	Surname	Email
12345612A	Testes	Test 02	tested@domain.com
12345678A	Adria	Pulido	pulido@domain.com
12658254G	Cristian	Sosa Comino	sosa@gmail.com
44335522A	David	Claramunt Pou	claramunt@gmail.com
44659832A	Bernat	Peralta	peralta.bernat@gmail.com
47276570R	Cristina	Caballero Carballo	velocist@gmail.com
65124575F	Daniel	Almansa	almansa@domain.com
65983221A	Raúl	Jurado	jurado@gmail.com
98765498F	Pablo	Ardèvol	pablo@domain.com

Create Help Back

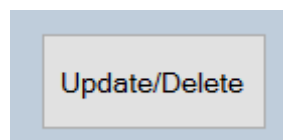
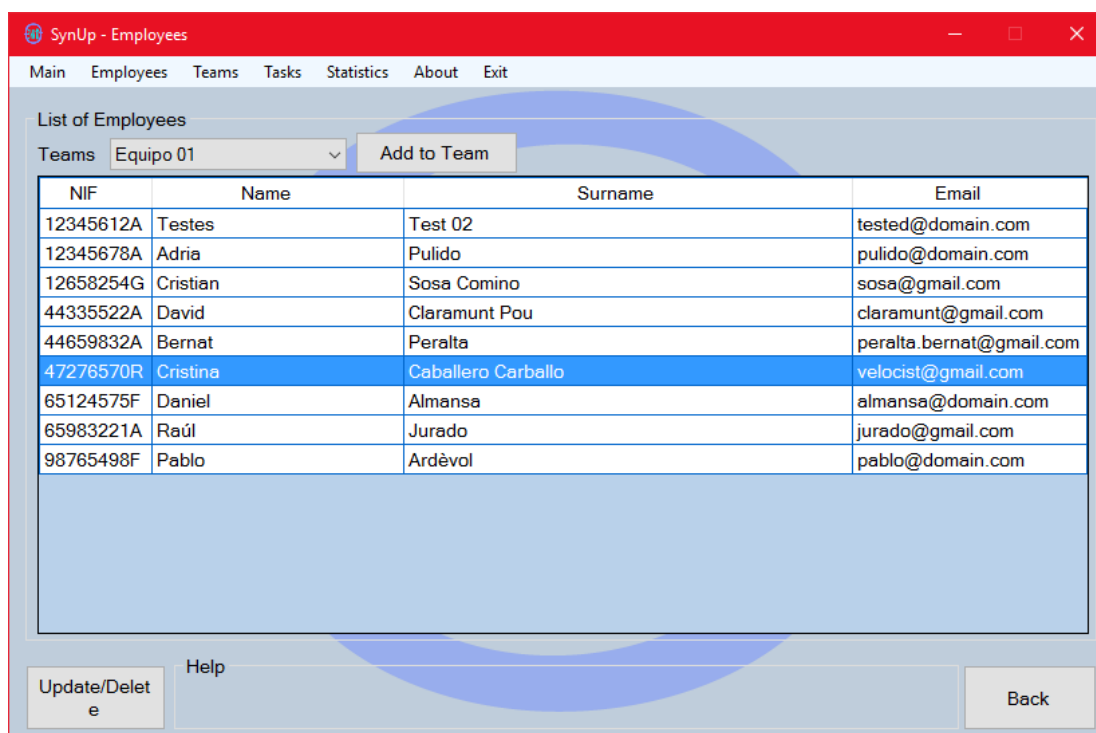
### 3.2.1.1 Create a new employee.

From the Employees view, we can access the management form of the employee by clicking the button “Create”. That view will be explained in the section 3.2.2 of the guide.



### 3.2.1.2 Update/Delete the employee.

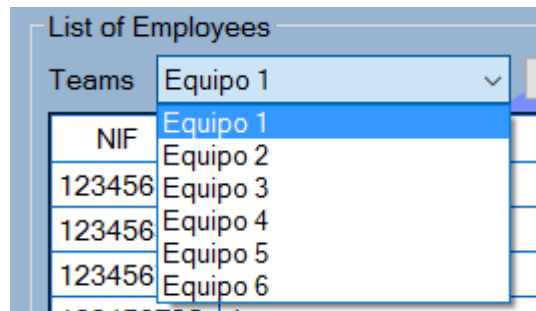
To update or to delete an employee that appears in the Employees list view, firstly the employee that wants to be deleted or updated must be selected. Once it is selected the button “Update/Delete” will be available and by clicking on it the Management view will appear.



### 3.2.1.3 Add an employee to a work team.

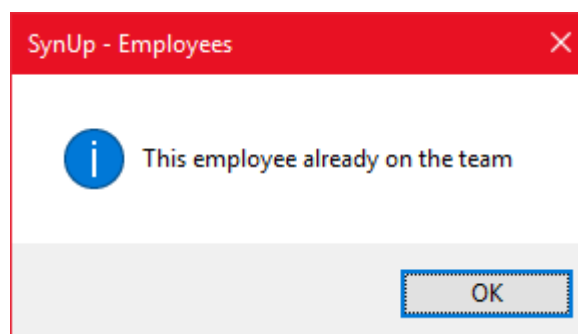
The employee can be assigned through the team management view (section 3.3.2) or from this same view. To add an employee to a work team an employee must be selected first from the employees list. Then, in the top-left corner of the view, next to the teams label, a combobox will become available and from there we can select the team we want to add the employee to just by clicking the button next to it "Add to team".

This combobox will be at first disable so the employee must be selected in order to activate it.



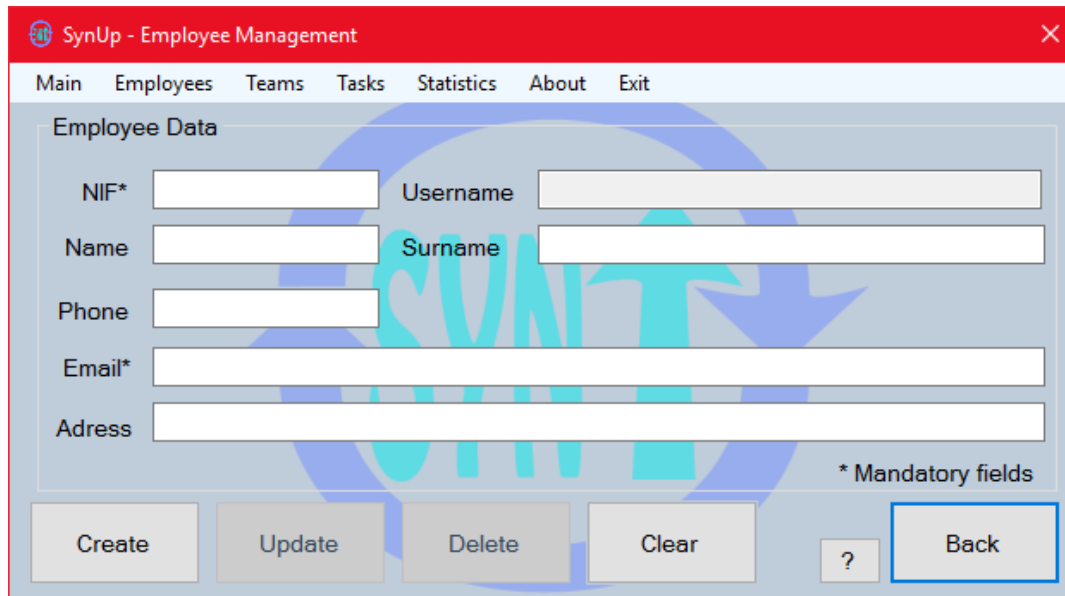
Once the button is clicked, a window will appear with the information of the outcome of the operation.

If the employee is already on a team, a message will appear notifying it.



### 3.2.2. EMPLOYEE MANAGEMENT

Once accessed the employee management window to create a new employee, it will appear a form with all the fields referred to the employee.

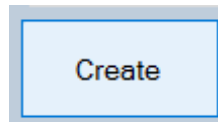


EMPLOYEE MANAGEMENT COMPONENTS	
COMPONENT	DESCRIPTION
Nif of the employee.	It must be a valid value (Formatted as an alphanumeric value of 8 numbers and a letter [00000000A]) And it <b>can't be null</b> . It will be the entity value of the employee.
Username	Username won't be editable and it will be the nif of the employee. This field is used to access the mobile application.
Name	Name of the employee.
Surnames	Surnames of the employee.
Phone	Contact phone of the employee.
Email	Email address of the employee. It must have a correct format [ <a href="mailto:user@domini.com">user@domini.com</a> ] and it <b>can't be null</b> .
Address	Address of the employee.
Create	This button creates the employee always that the values are valid.
Update	This button updates the employee always that the values are valid.
Delete	This button deletes the employee.
Clear	Thus button clears the values of the form.
Back	Closes the view and goes to the previous window.



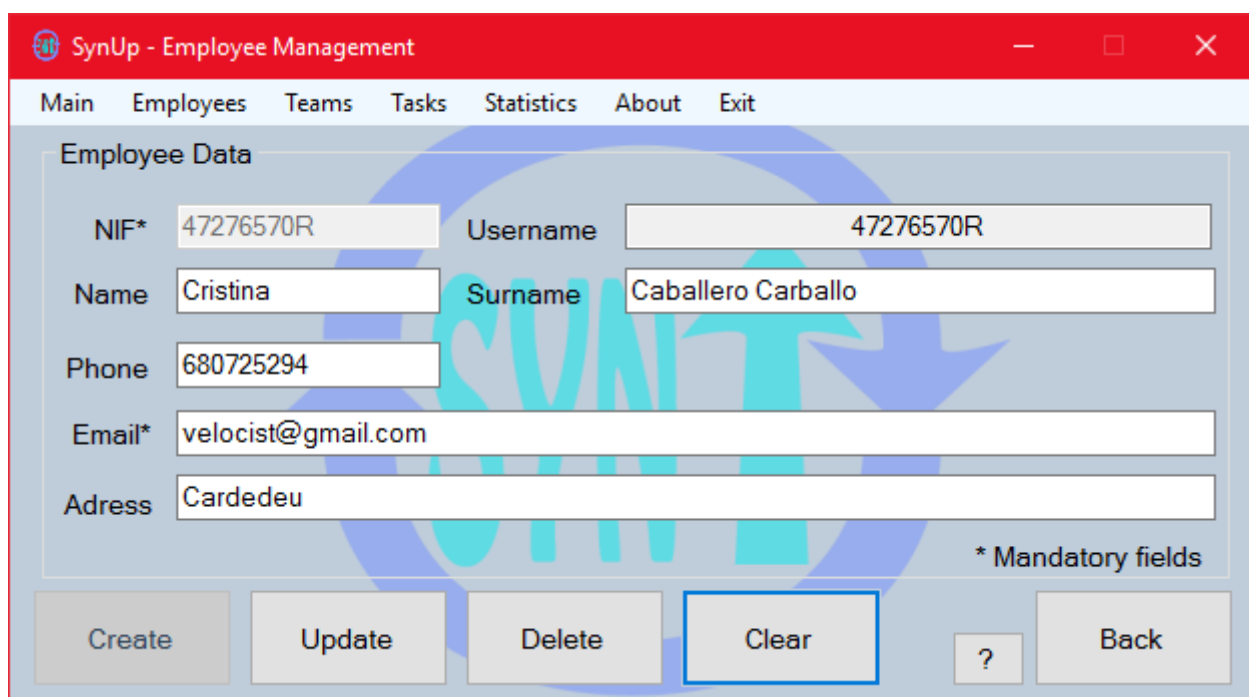
### 3.2.2.1. How to create a new Employee

To create a new employee from the Employees management view, we must insert the correct values for every field, taking into account that the NIF and the email can't be null and must have a determined format. Once the fields are filled, it must be pressed the "Create" button, and a message will appear informing us of the outcome of the operation.

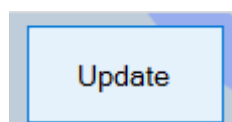


### 3.2.2.2. How to update an employee

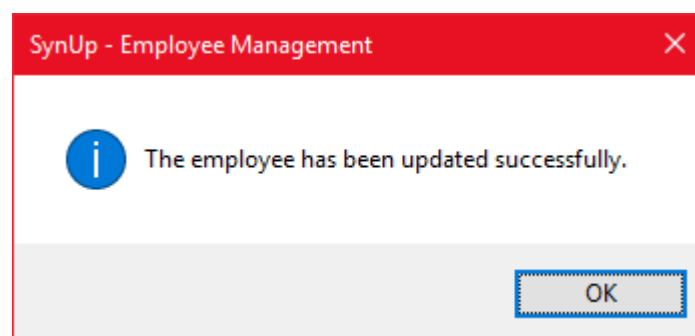
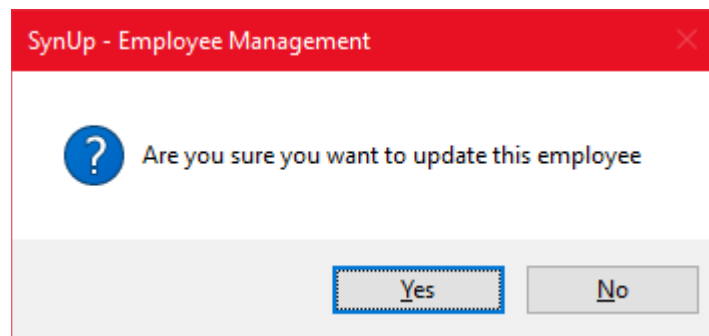
By clicking on the update/delete button from the Employees view, the management window will load the values of the previously selected employee and will enable the update and delete buttons.

A screenshot of the "SynUp - Employee Management" application window. The window has a red title bar and a menu bar with options: Main, Employees, Teams, Tasks, Statistics, About, and Exit. The main content area is titled "Employee Data" and contains several input fields: NIF\* (47276570R), Username (47276570R), Name (Cristina), Surname (Caballero Carballo), Phone (680725294), Email\* (velocist@gmail.com), and Address (Cardedeu). A legend indicates that fields with an asterisk are mandatory. At the bottom, there are buttons for Create, Update, Delete, Clear, a help icon (?), and Back. The "Update" button is highlighted with a blue border.

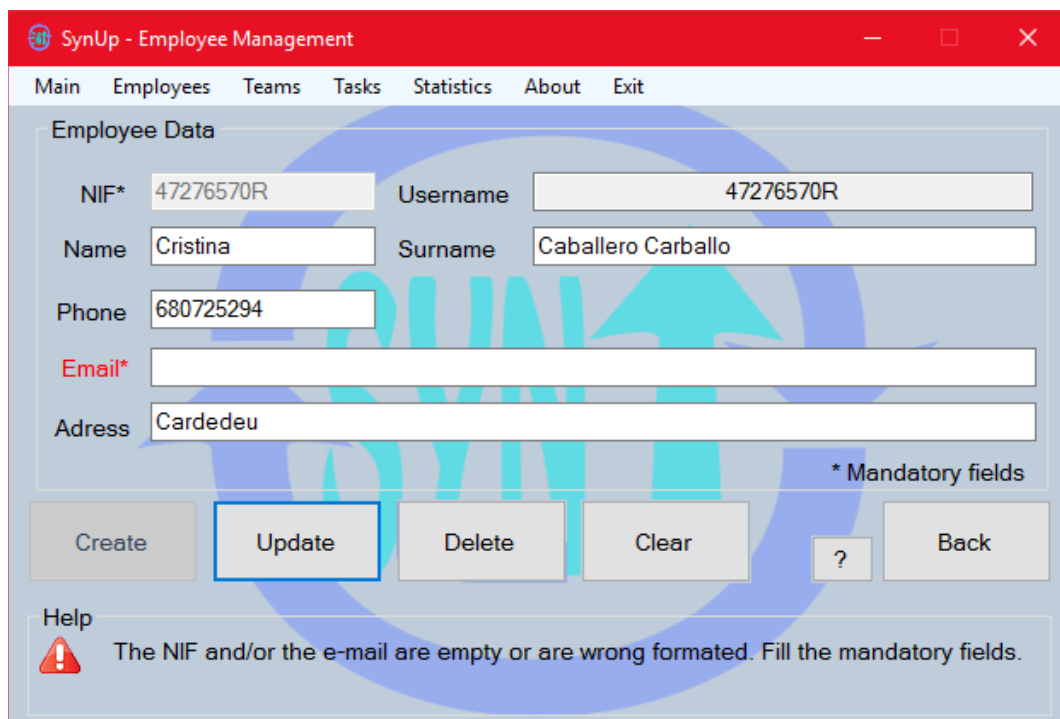
To update that employee, all the fields but the NIF and the Email are susceptible to change and once done, the "Update" button must be clicked.



Once clicked it will appear a confirmation window and finally a message notifying us if the operation has been completed succesfully and the changes have been saved in the database.

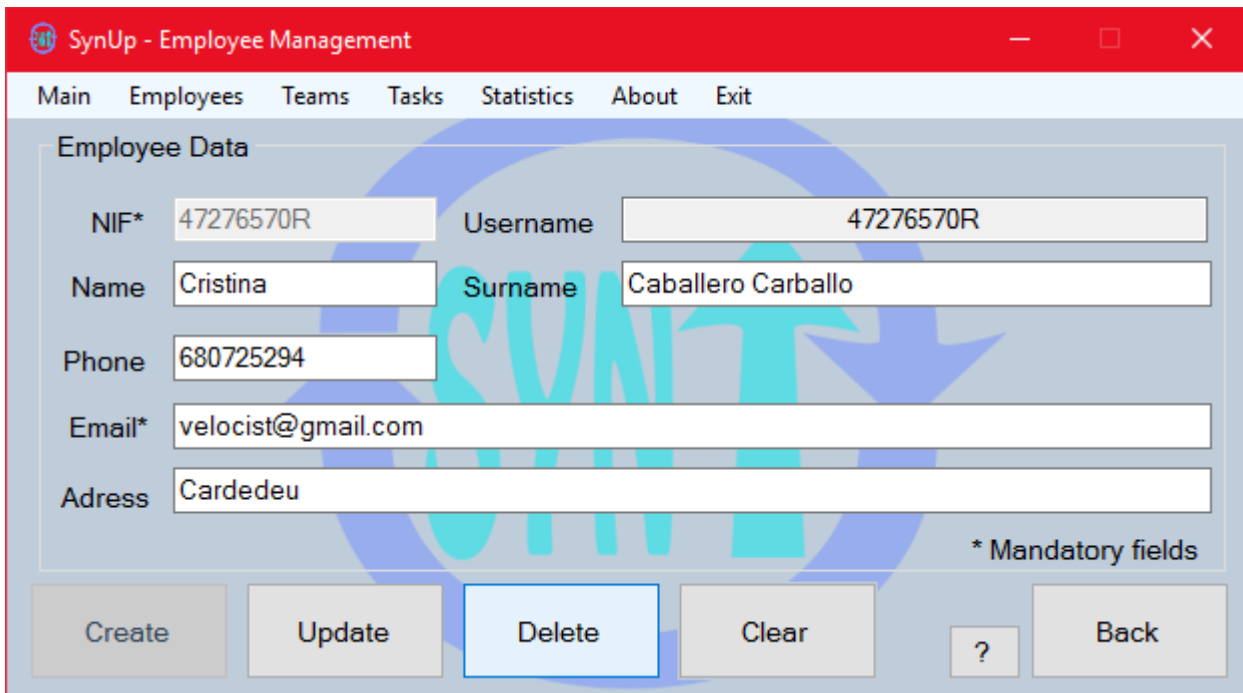


If the fields are wrong formatted or null, the help section will appear and notify what fields are incorrect.

The main application window titled "SynUp - Employee Management" with a red header bar. It features a menu bar with "Main", "Employees", "Teams", "Tasks", "Statistics", "About", and "Exit". The "Employee Data" section contains several input fields: "NIF\*" (47276570R), "Username" (47276570R), "Name" (Cristina), "Surname" (Caballero Carballo), "Phone" (680725294), "Email\*" (empty), and "Adress" (Cardedeu). A note indicates "\* Mandatory fields". Below the fields are buttons for "Create", "Update" (highlighted with a blue border), "Delete", "Clear", a help icon (?), and "Back". A "Help" section at the bottom shows a warning icon and the message: "The NIF and/or the e-mail are empty or are wrong formatted. Fill the mandatory fields."

### 3.2.2.3. How to delete the employee

Just as mentioned in the section 3.2.2.2 Update – Once selected an employee in the employee list view, their information will be loaded in the fields and it will be available to update or delete.



SynUp - Employee Management

Main Employees Teams Tasks Statistics About Exit

Employee Data

NIF\* 47276570R Username 47276570R

Name Cristina Surname Caballero Carballo

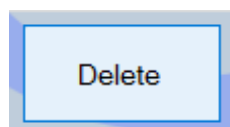
Phone 680725294

Email\* velocist@gmail.com

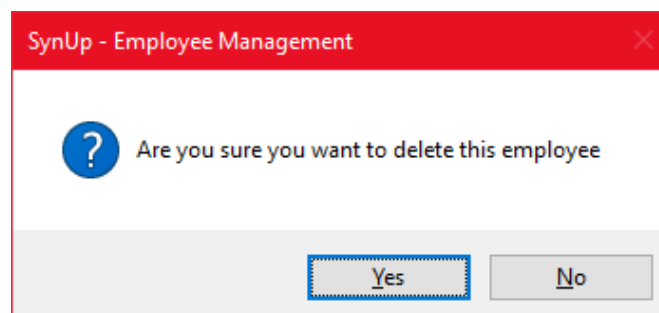
Address Cardedeu

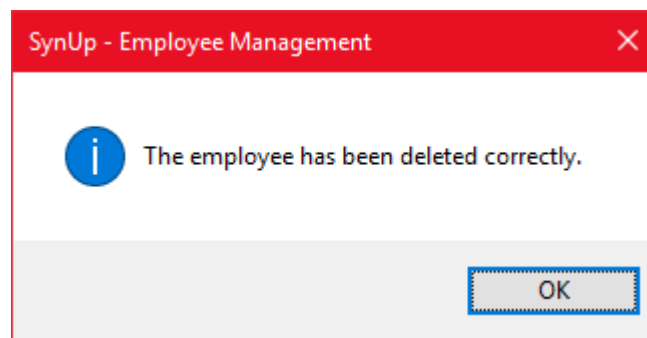
\* Mandatory fields

Create Update Delete Clear ? Back



To delete it, the button Delete must be pressed and after the confirmation box a message will appear whether the delete operation has been completed successfully or not.

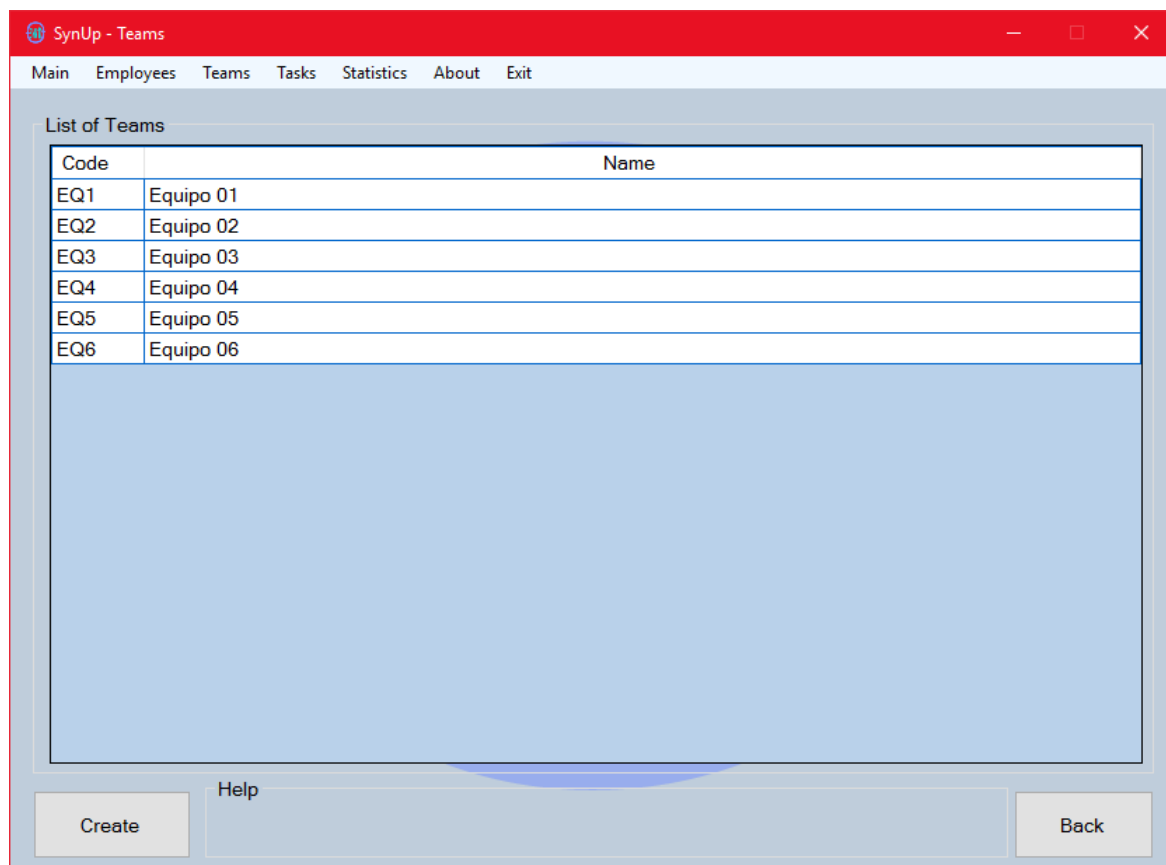




### 3.3. TEAMS

#### 3.3.1. TEAMS LIST

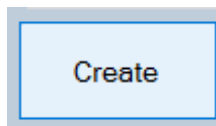
Once the window opens a list with all the available teams that figure in the SynUp database will appear.



From here, we can access to the teams management view by clicking on the button located on the bottom-left of the window.

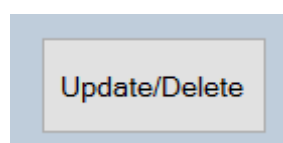
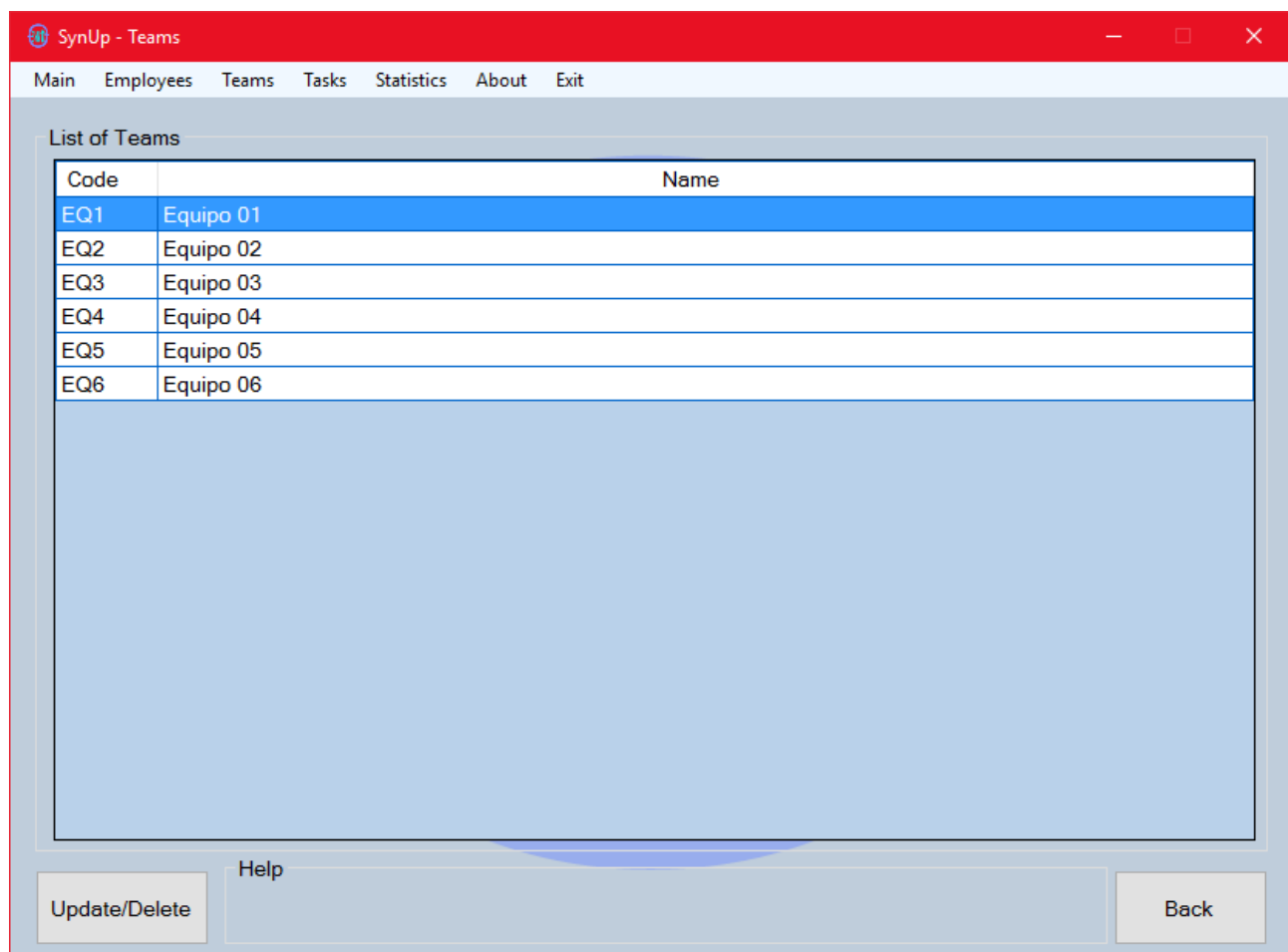
### 3.3.1.1. Create a new team

From the Teams view, we can access the management form of the team by clicking the button “Create”. That view will be explained in the section 3.3.2 of the guide.



### 3.3.1.2. Update or Delete the selected team

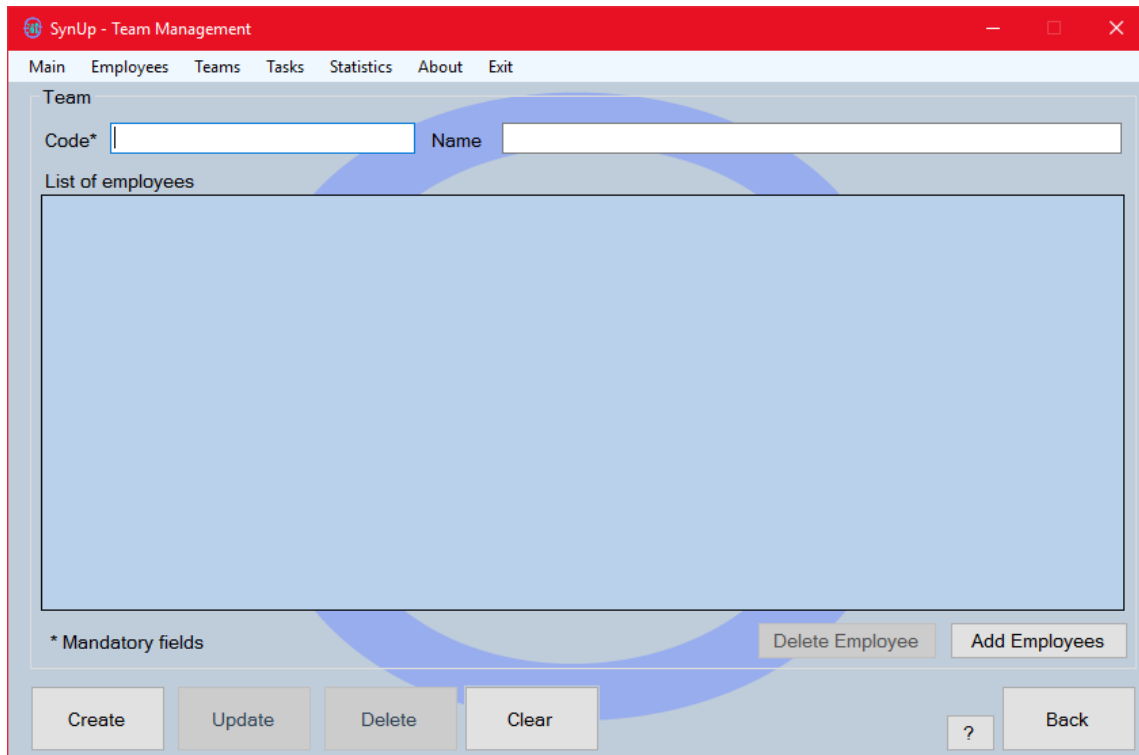
To update or to delete an team that appears in the Teams list view, firstly the team that wants to be deleted or updated must be selected. Once it is selected the button “Update/Delete” will be available and by clicking on it the Management view will appear.



### 3.3.2. TEAM MANAGEMENT

#### 3.3.2.1. How to create a new team

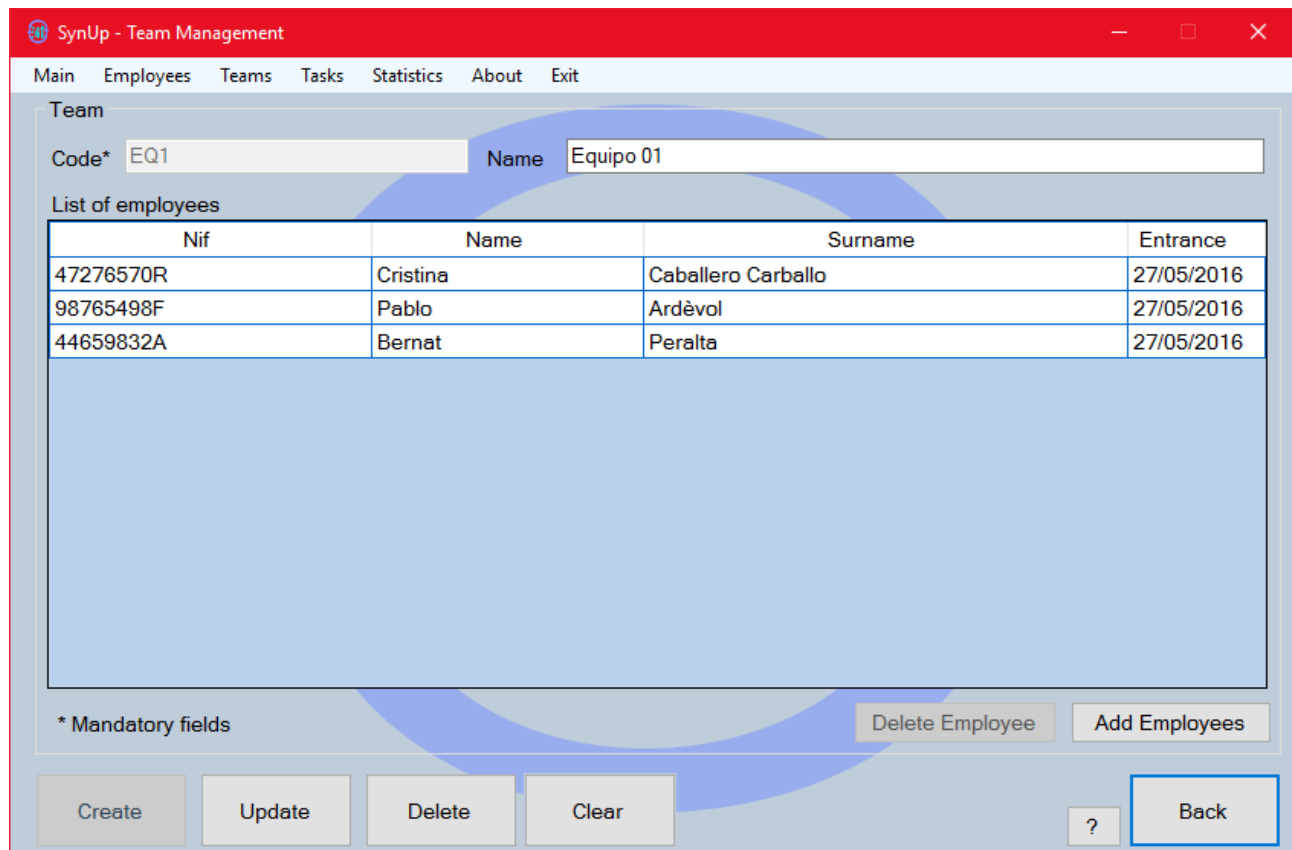
To create a new team from the Teams management view, we must insert the correct values for every field, taking into account that the Code and the Name can't be null and must have a determined format. Once the fields are filled, it must be pressed the "Create" button, and a message will appear informing us of the outcome of the operation.



TEAM	
DATA	DESCRIPTION
Code	Code identity of the team. There can't be two teams with the same code. It <b>can't be null or repeted</b> .
Name	Name of the team.
List of employees	List with all the employees that have been assigned.
Add employees	Click here to add employees to the selected team.
Delete employees	Click here to delete the selected employees from the team.
Create	Click here to create a new team with the correct values.
Update	Click here to update the selected team.
Delete	Click here to delete the selected team.
Clear	Click here to clear the values of the form.
Back	Goes back to the previous view and closes the window.

### 3.3.2.2. How to update a team

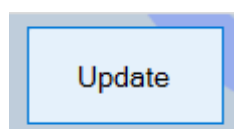
By clicking on the update/delete button from the team view, the management window will load the values of the previously selected team and will enable the update and delete buttons.



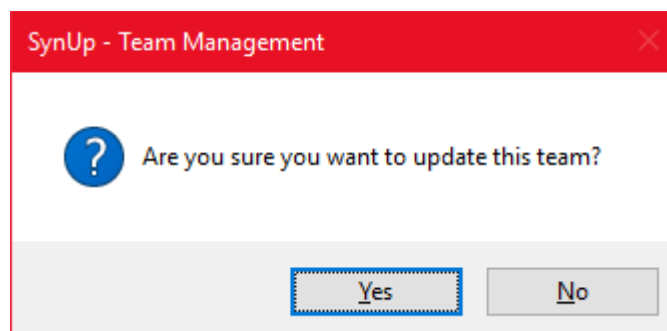
The screenshot shows the 'SynUp - Team Management' application window. The 'Teams' tab is selected. The 'Team' section displays 'Code\*' as 'EQ1' and 'Name' as 'Equipo 01'. Below this is a 'List of employees' table with the following data:

Nif	Name	Surname	Entrance
47276570R	Cristina	Caballero Carballo	27/05/2016
98765498F	Pablo	Ardèvol	27/05/2016
44659832A	Bernat	Peralta	27/05/2016

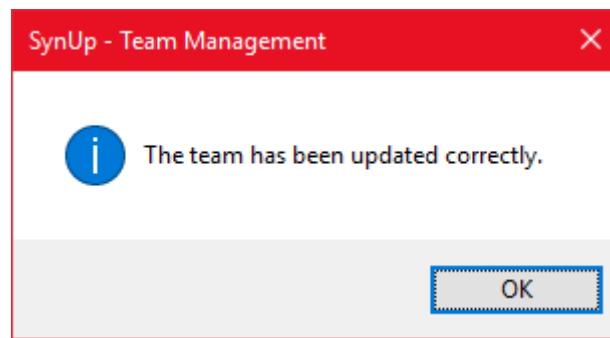
At the bottom of the window, there are several buttons: 'Create', 'Update', 'Delete', 'Clear', 'Delete Employee', 'Add Employees', and a 'Back' button. The 'Update' button is highlighted with a blue border.



Once clicked it will appear a confirmation window and finally a message notifying us if the operation has been completed successfully and the changes have been saved in the database.

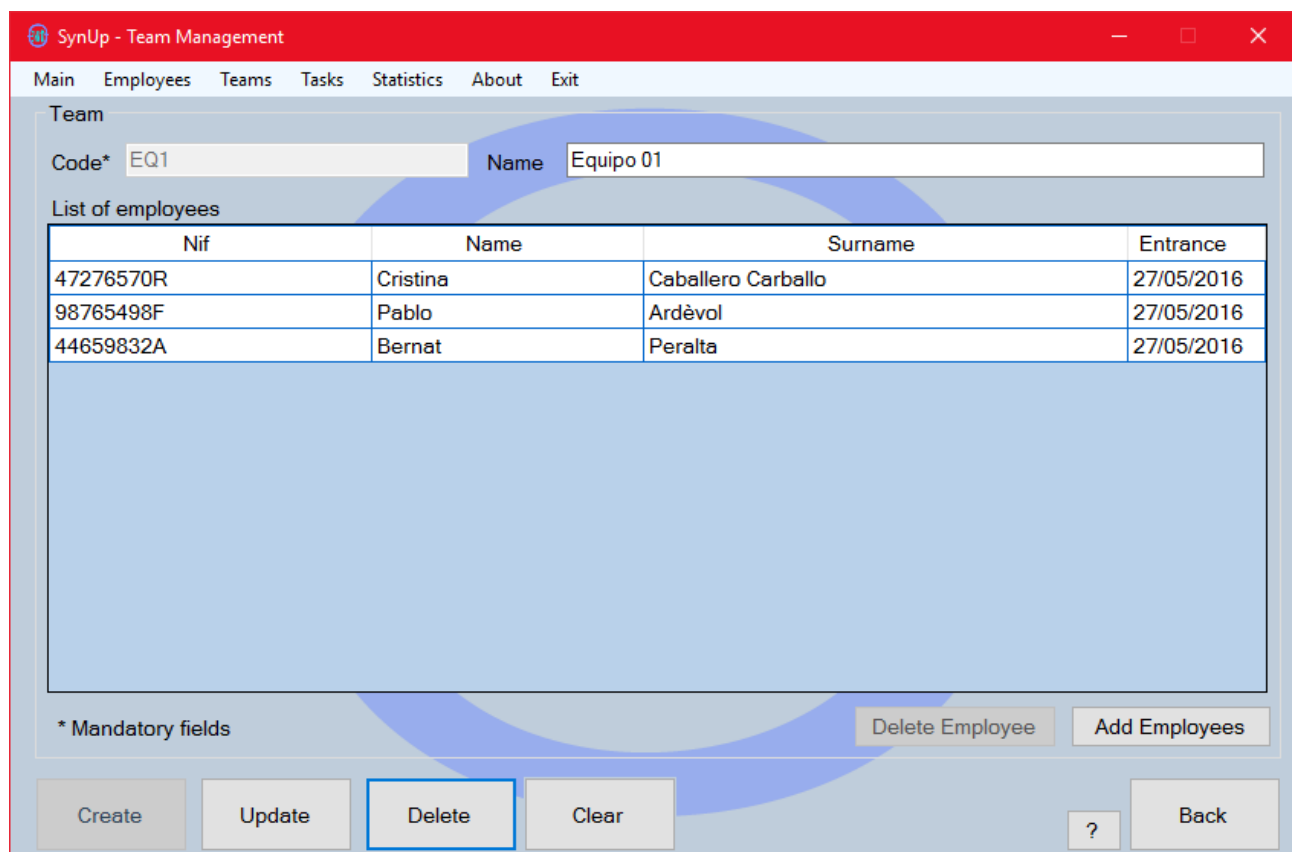


The screenshot shows a confirmation dialog box titled 'SynUp - Team Management'. It contains a question mark icon and the text 'Are you sure you want to update this team?'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a blue border.



### 3.3.2.3. How to delete the team

Just as mentioned in the section 3.3.2.2 Update – Once selected an team in the employee list view, their information will be loaded in the fields and it will be available to update or delete.



**SynUp - Team Management**

Main Employees Teams Tasks Statistics About Exit

**Team**

Code\* EQ1 Name Equipo 01

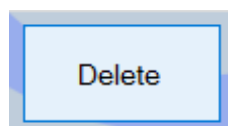
**List of employees**

Nif	Name	Surname	Entrance
47276570R	Cristina	Caballero Carballo	27/05/2016
98765498F	Pablo	Ardèvol	27/05/2016
44659832A	Bernat	Peralta	27/05/2016

\* Mandatory fields

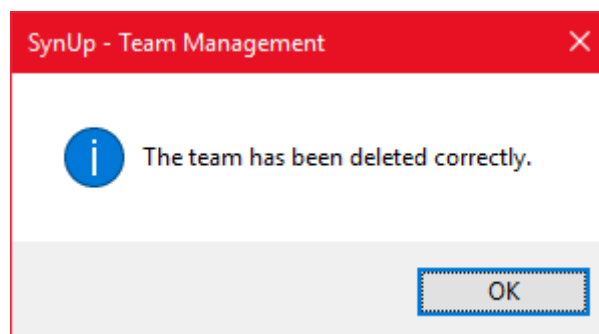
Create Update **Delete** Clear ? Back

Delete Employee Add Employees



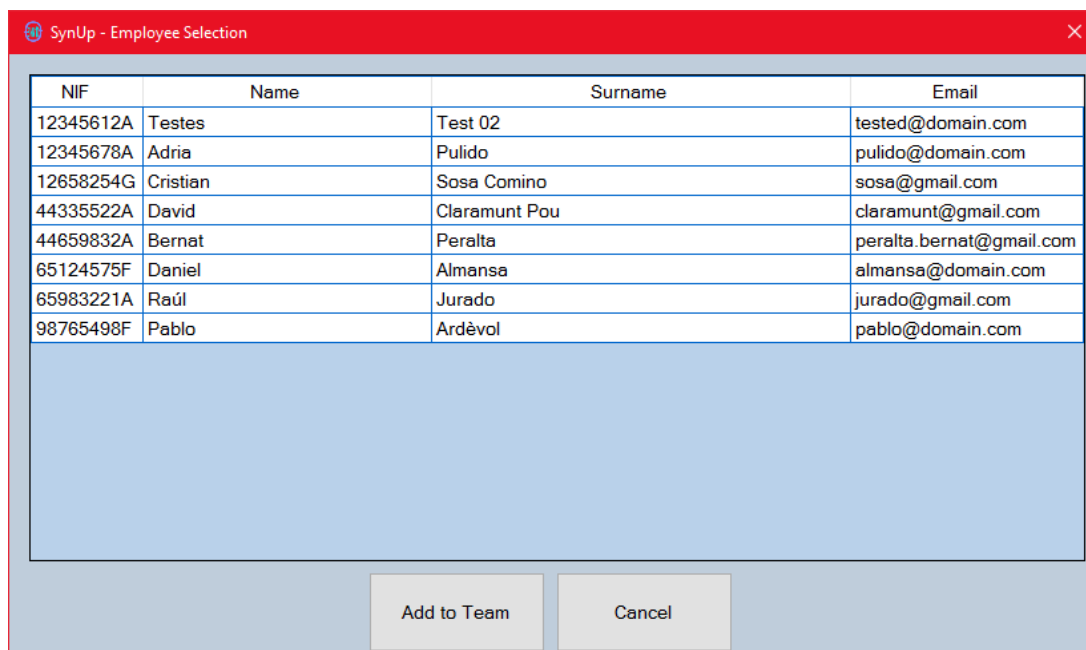


To delete it, the button Delete must be pressed and after the confirmation box a message will appear whether the delete operation has been completed successfully or not.



### 3.3.2.4. Add an employee to a team

To add employee to a team, the button “Add employees” must be pressed and a new view will appear with a list of all the available employees in the database.



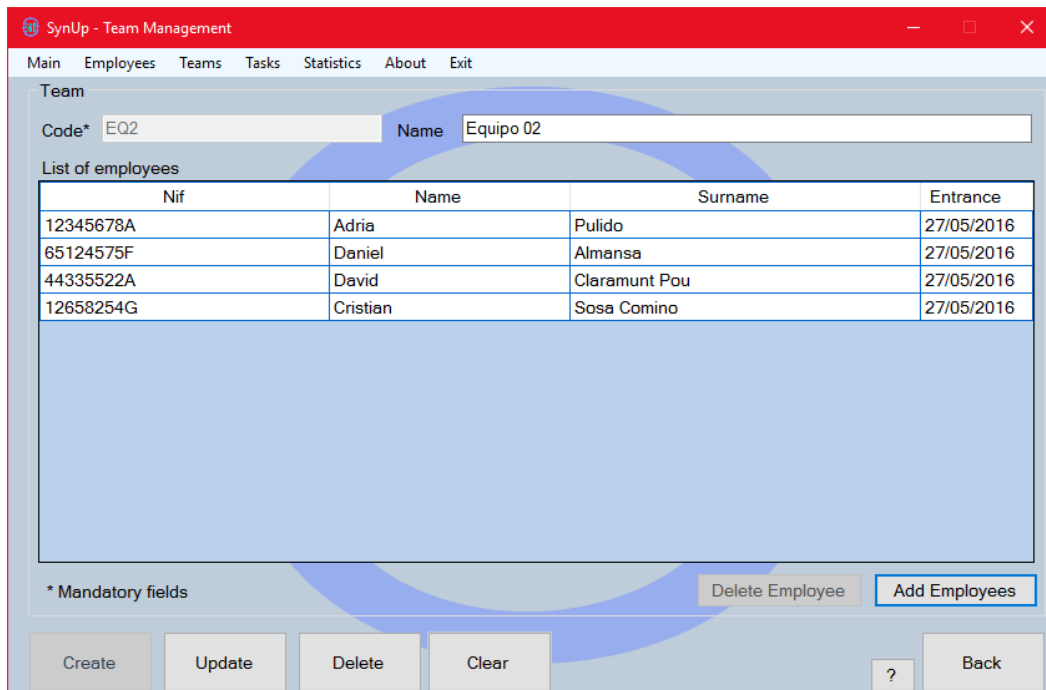


SynUp - Employee Selection

NIF	Name	Surname	Email
12345612A	Testes	Test 02	tested@domain.com
12345678A	Adria	Pulido	pulido@domain.com
12658254G	Cristian	Sosa Comino	sosa@gmail.com
44335522A	David	Claramunt Pou	claramunt@gmail.com
44659832A	Bernat	Peralta	peralta.bernmat@gmail.com
65124575F	Daniel	Almansa	almansa@domain.com
65983221A	Raúl	Jurado	jurado@gmail.com
98765498F	Pablo	Ardèvol	pablo@domain.com

Add to Team Cancel

Once selected from one to many employees in this view, we will press the 'Add to team' button and a message will show whether the employees have been successfully inserted in the team or not.



SynUp - Team Management

Main Employees Teams Tasks Statistics About Exit

Team

Code\* EQ2 Name Equipo 02

List of employees

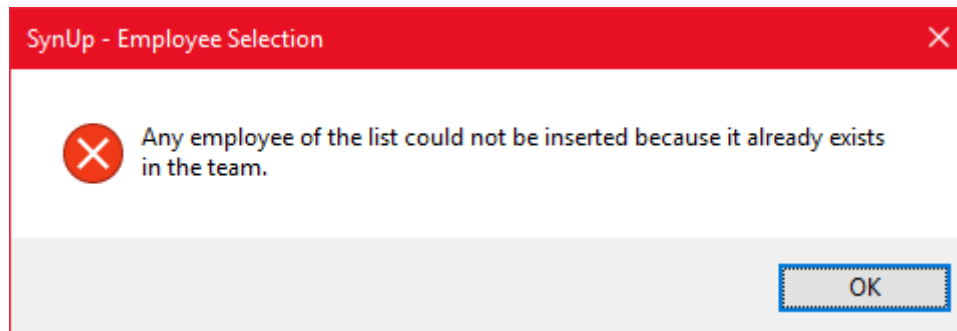
Nif	Name	Surname	Entrance
12345678A	Adria	Pulido	27/05/2016
65124575F	Daniel	Almansa	27/05/2016
44335522A	David	Claramunt Pou	27/05/2016
12658254G	Cristian	Sosa Comino	27/05/2016

\* Mandatory fields

Delete Employee Add Employees

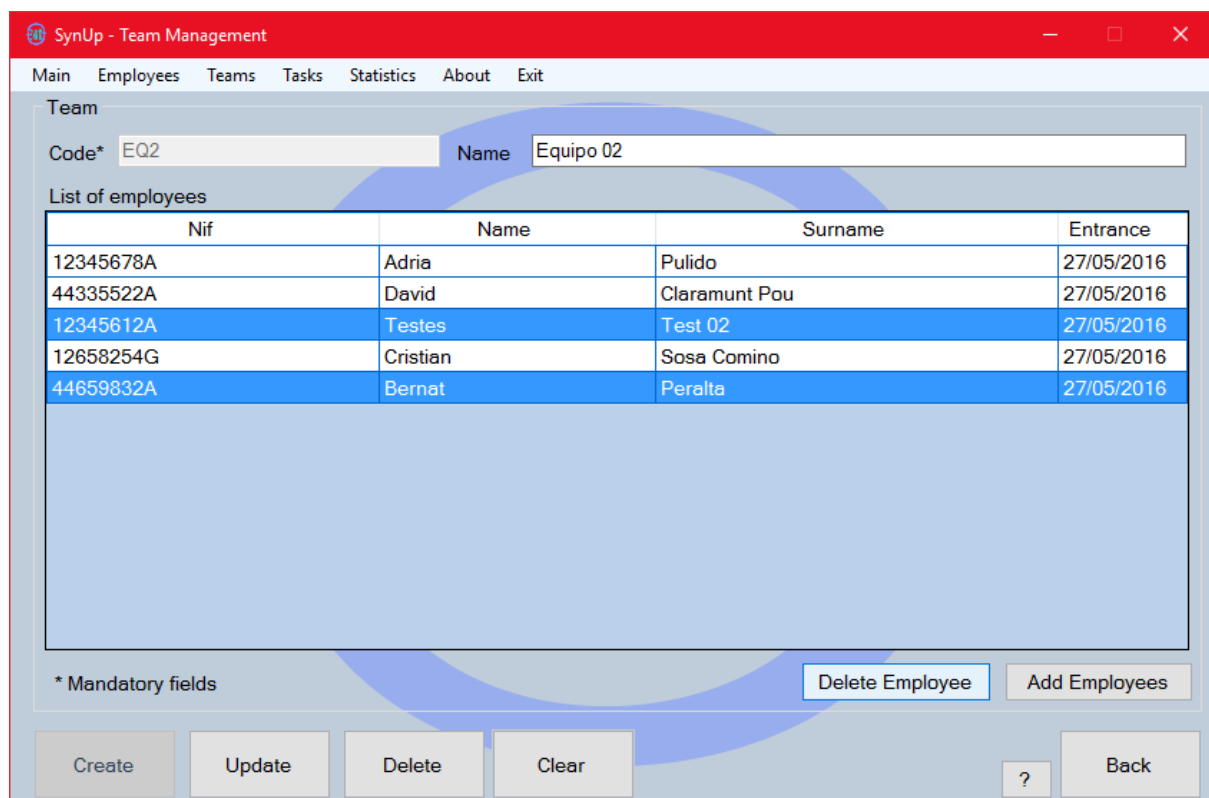
Create Update Delete Clear ? Back

If any employee is not inserted, a message will appear.



### 3.3.2.5. Delete an employee from the team

To delete employees from a team, select one or many employees in the employee list in the team management view. Once selected, the "Delete employees" button will be available and it must be pressed.





SynUp - Team Management

MainEmployeesTeamsTasksStatisticsAboutExit

Team

Code\*EQ2NameEquipo 02

List of employees

Nif	Name	Surname	Entrance
12345678A	Adria	Pulido	27/05/2016
44335522A	David	Claramunt Pou	27/05/2016
12658254G	Cristian	Sosa Comino	27/05/2016

\* Mandatory fields

Delete EmployeeAdd Employees

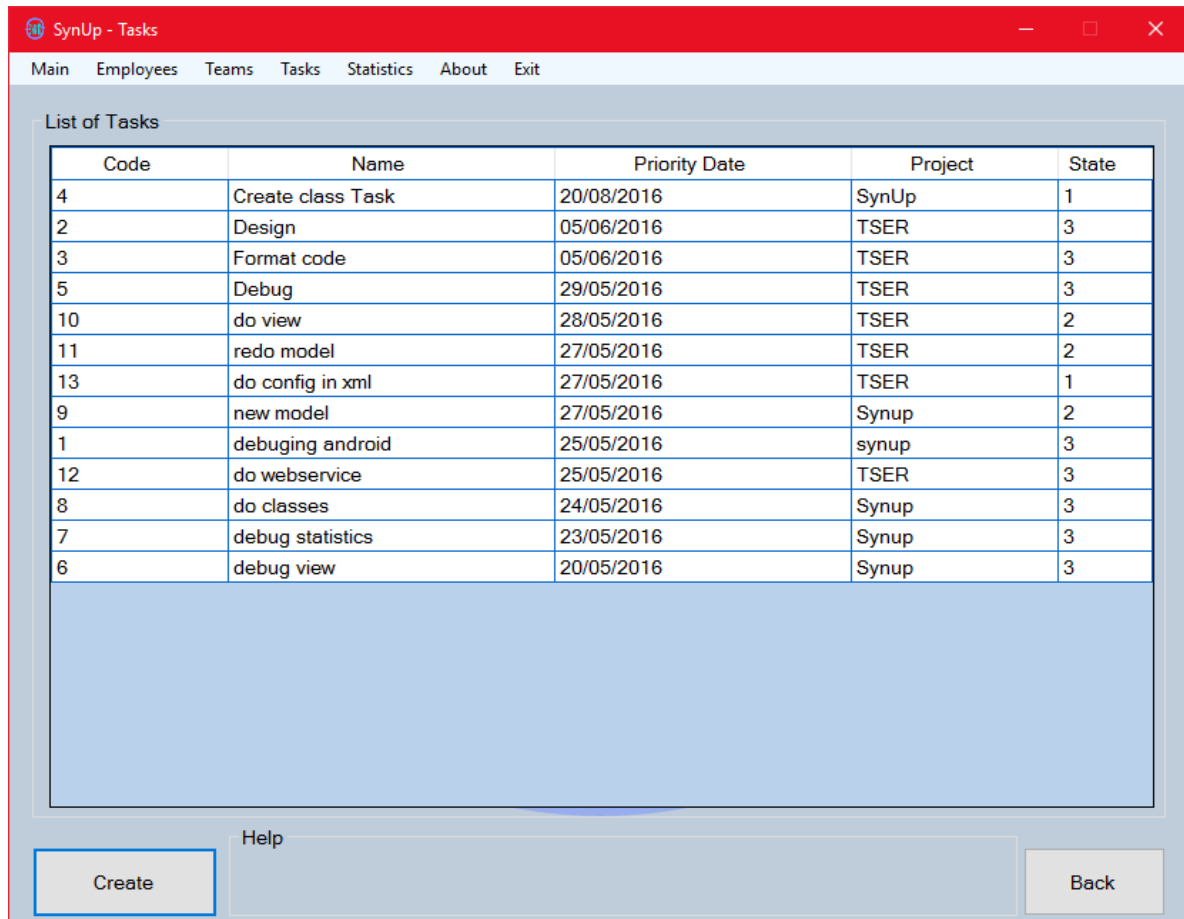
CreateUpdateDeleteClear

?Back

## 3.4. TASKS

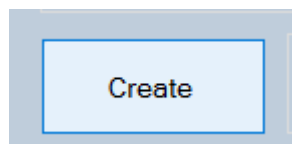
### 3.4.1. TASK LIST

Once the window opens a list with all the tasks that figure in the SynUp database will appear.



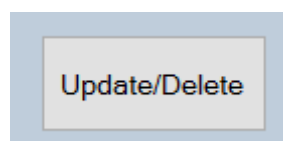
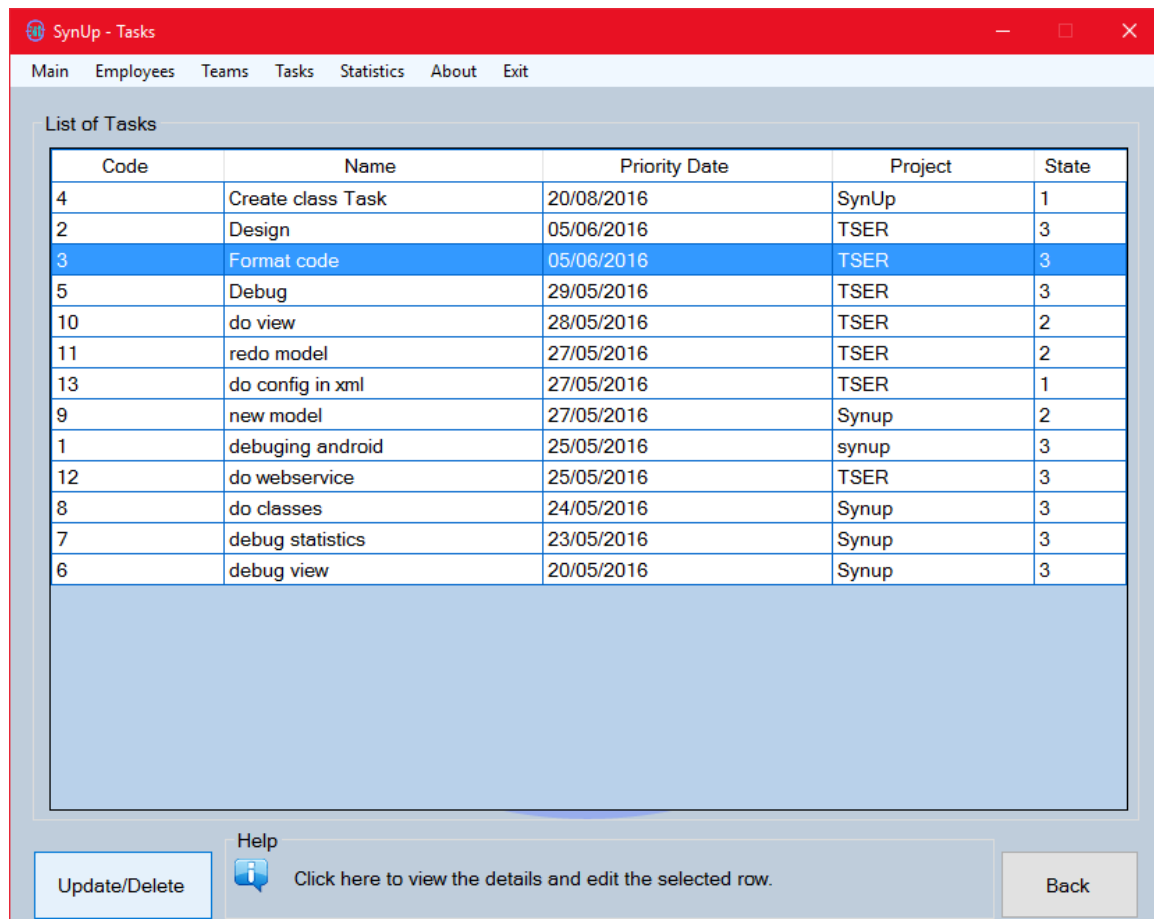
#### 3.4.1.1. Create a new task

From the Employees view, we can access the management form of the employee by clicking the button "Create". That view will be explained in the section 3.4.2 of the guide.



### 3.4.1.2. Update or Delete a task

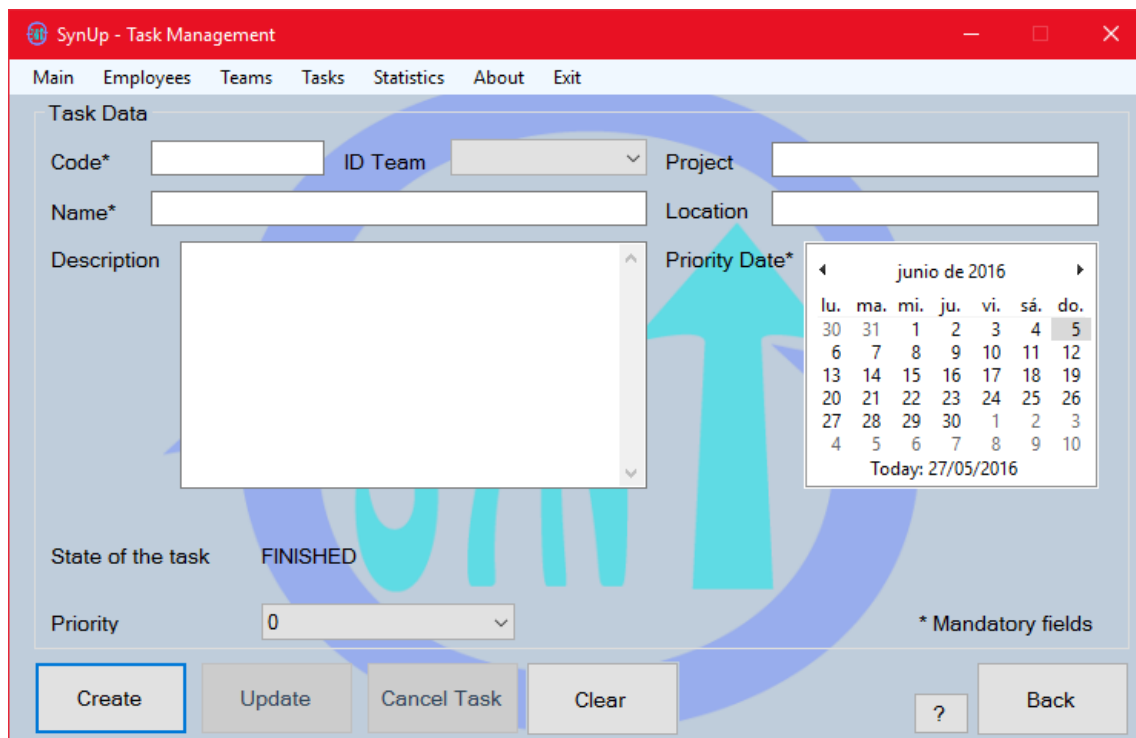
To update or to delete a task that appears in the Tasks list view, firstly the task that wants to be deleted or updated must be selected. Once it is selected the button “Update/Delete” will be available and by clicking on it the Management view will appear.



## 3.4.2. TASK MANAGEMENT

### 3.4.2.1. How to create a new task

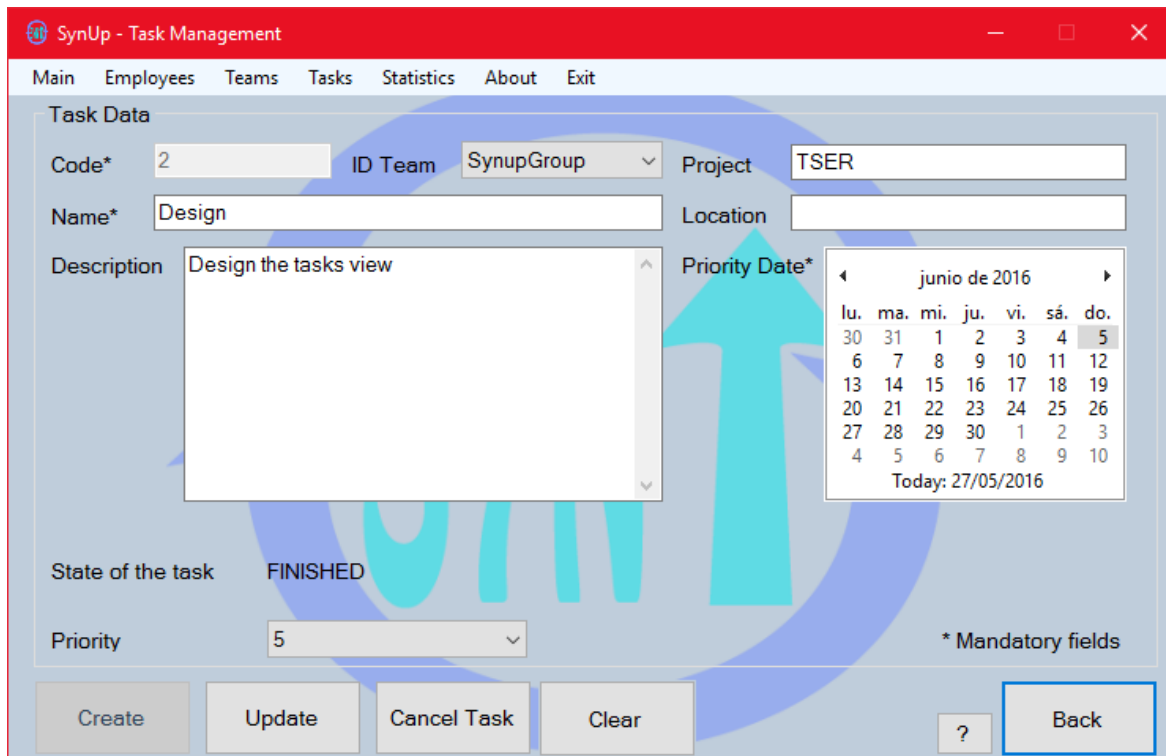
Once accessed the task management window to create a new task, it will appear a form with all the fields referred to the task.



TASKS	
DATA	DESCRIPTION
Code	The code of task
Name	The name of task
Team	The team that will assign task
Project	The name of project
Location	The location
Description	The description of task
Priority Date	The date to be doing task
State of the task	The state of the task
Priority	The level priority
Create	This button creates the task always that the values are valid
Update	This button updates the task always that the values are valid
Cancel Task	This button deletes the task.
Clear	Thus button clears the values of the form.
Back	Closes the view and goes to the previous window

### 3.4.2.2. How to update a task

To create a new task from the Tasks management view, we must insert the correct values for every field. Once the fields are filled, it must be pressed the “Create” button, and a message will appear informing us of the outcome of the operation.

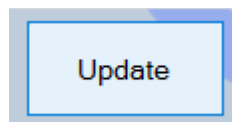


The screenshot shows the 'SynUp - Task Management' application window. The 'Task Data' form is visible with the following fields and values:

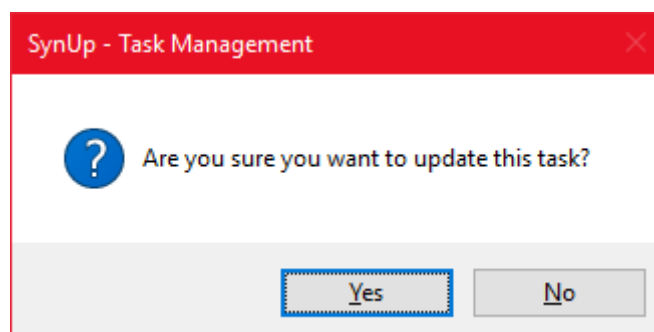
- Code\***: 2
- ID Team**: SynupGroup
- Project**: TSER
- Name\***: Design
- Location**: (empty)
- Description**: Design the tasks view
- Priority Date\***: (calendar widget showing June 2016, with the 5th selected)
- State of the task**: FINISHED
- Priority**: 5

At the bottom of the form, there are buttons: Create, Update, Cancel Task, Clear, and a Back button. A note indicates that fields with an asterisk (\*) are mandatory.

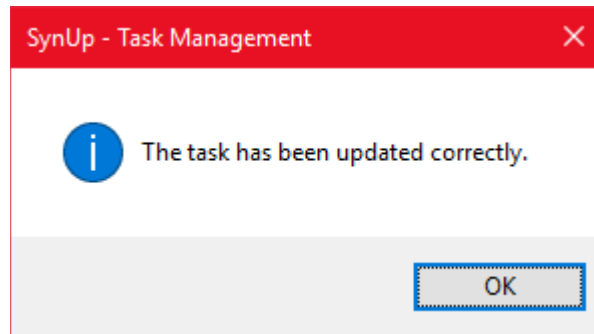
To update that task the “Update” button must be clicked.



Once clicked it will appear a confirmation window and finally a message notifying us if the operation has been completed successfully and the changes have been saved in the database.

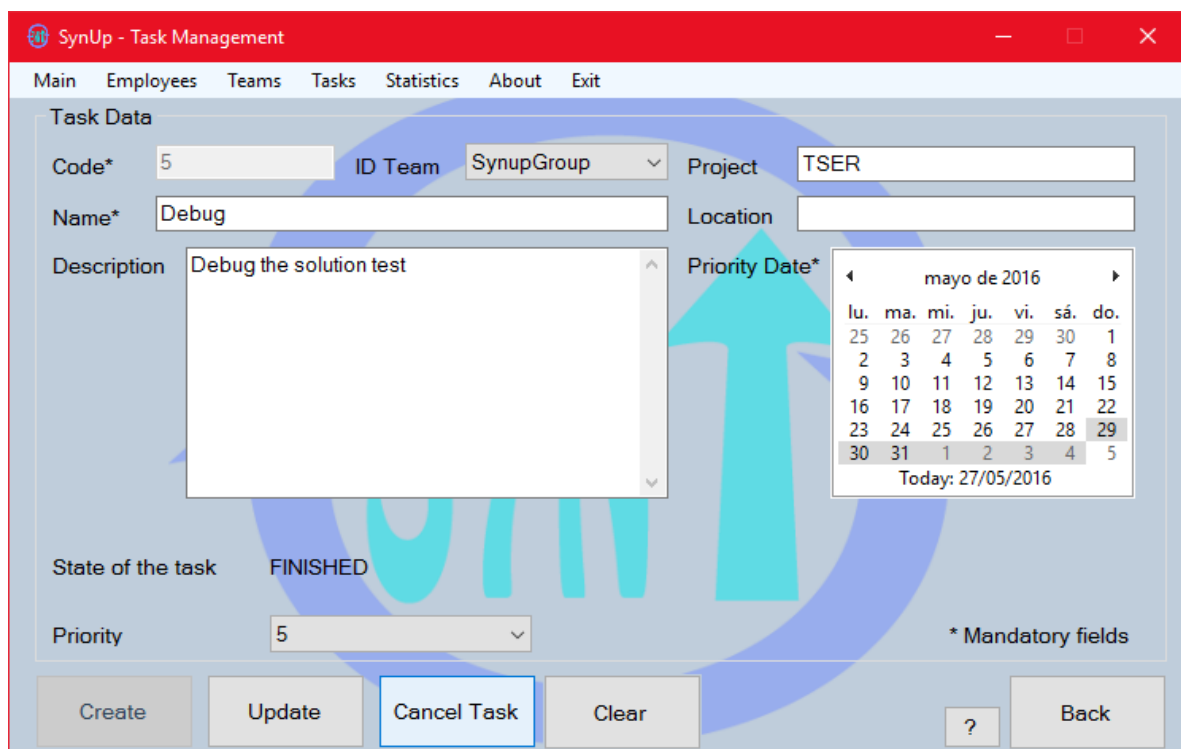






### 3.4.2.3. How to cancel a task

Just as mentioned in the section 3.4.2.2 Update – Once selected a task in the tasks list view, their information will be loaded in the fields and it will be available to update or delete.



**SynUp - Task Management**

Main Employees Teams Tasks Statistics About Exit

**Task Data**

Code\* 5 ID Team SynupGroup Project TSER

Name\* Debug Location

Description Debug the solution test

Priority Date\* 

mayo de 2016						
lu.	ma.	mi.	ju.	vi.	sá.	do.
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

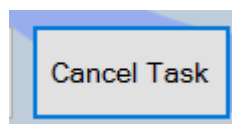
 Today: 27/05/2016

State of the task FINISHED

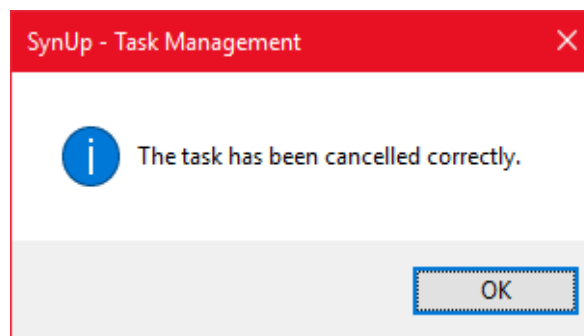
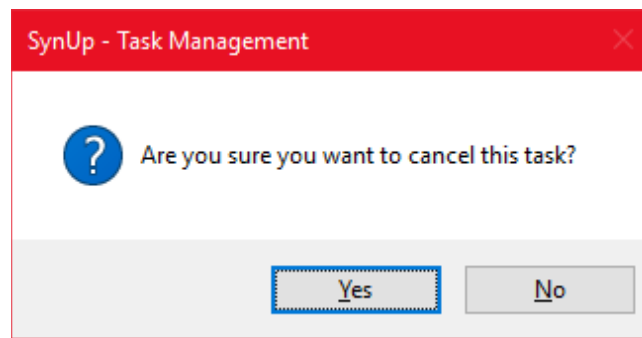
Priority 5

\* Mandatory fields

Create Update **Cancel Task** Clear ? Back

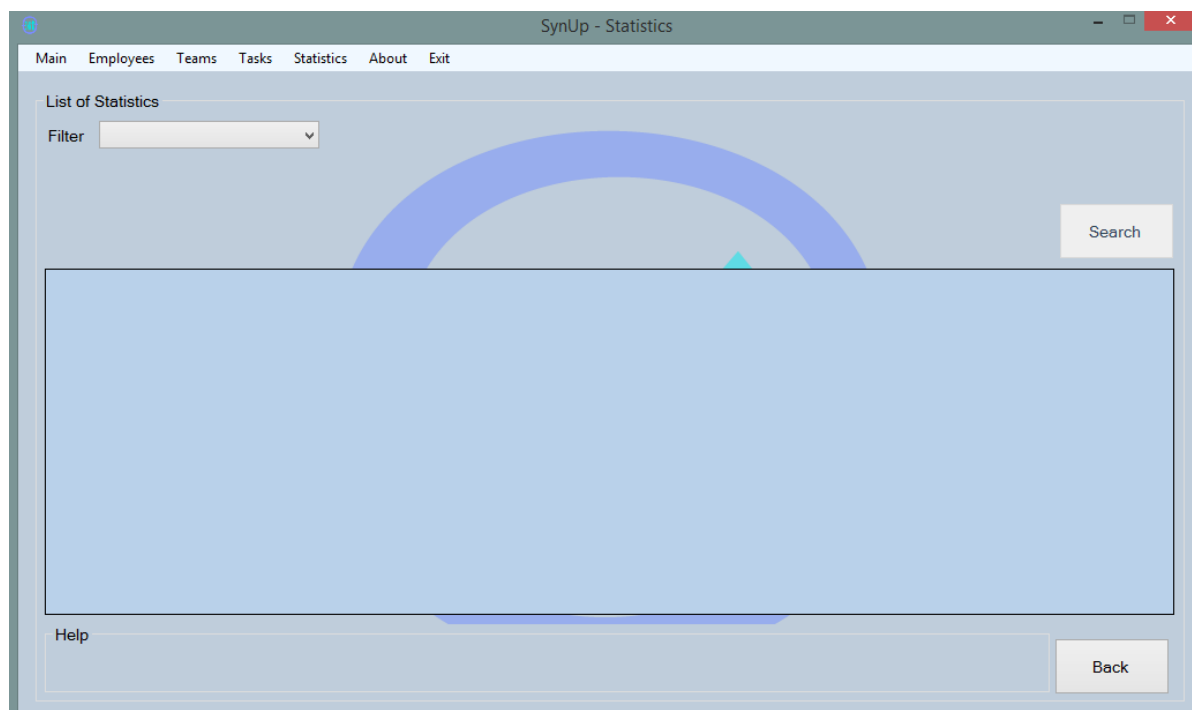


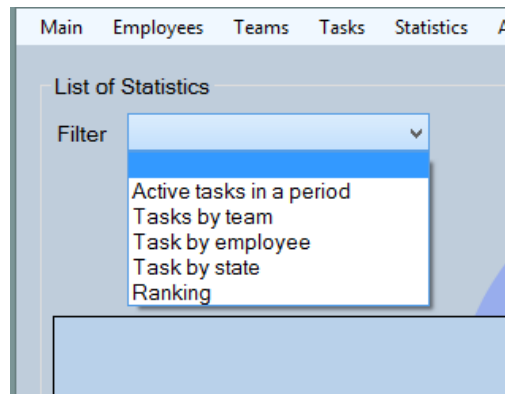
To delete it, the button Delete must be pressed and after the confirmation box a message will appear whether the delete operation has been completed successfully or not.



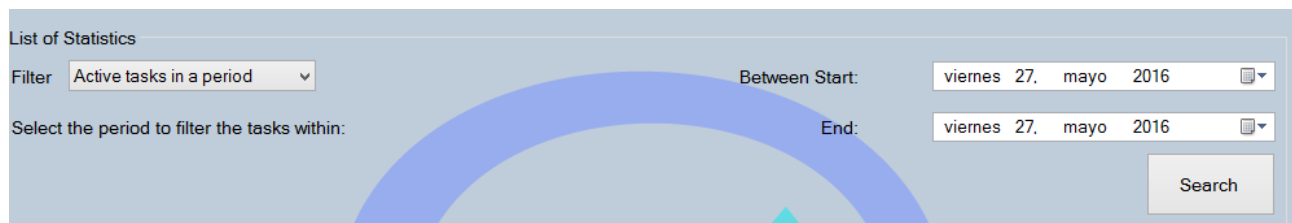
### 3.5 STATISTICS

In the statistics view all the statistics referring to the development of the tasks will appear. The different statistics are selected by choosing the desired filter that wants to be applied, and clicking over the "Search" button.



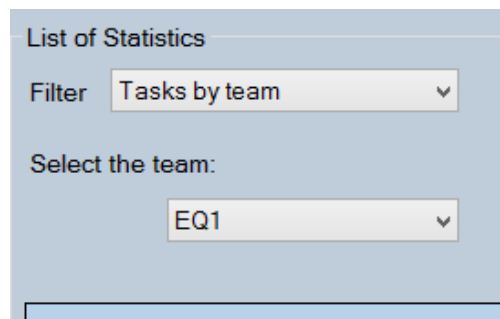


### 3.5.1 Active tasks in a period of time



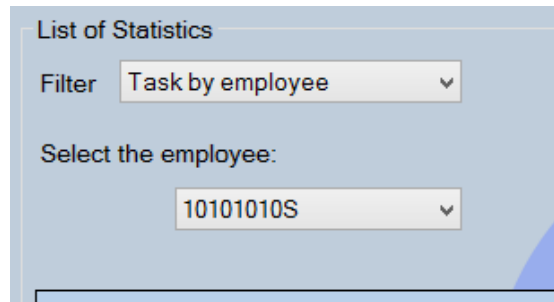
By clicking Search all the tasks that were available in the specified period of time.

### 3.5.2 Assigned tasks to a team



By selecting the Tasks by Team option in the filter options, all the tasks assigned to a team will appear. By clicking on the list, all the available teams and by clicking on the search button will appear all their tasks.

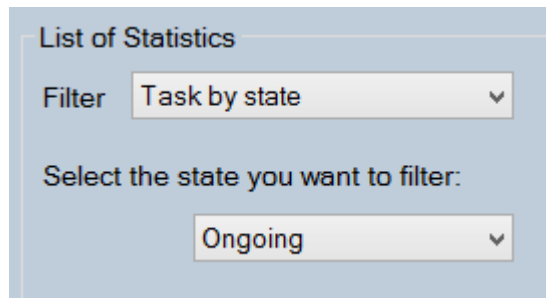
### 3.5.3 Assigned tasks to an employee



The screenshot shows a web interface titled "List of Statistics". It contains two dropdown menus. The first dropdown is labeled "Filter" and has the text "Task by employee" selected. The second dropdown is labeled "Select the employee:" and has the text "10101010S" selected. Below these dropdowns, there is a horizontal line, likely indicating the start of a data table.

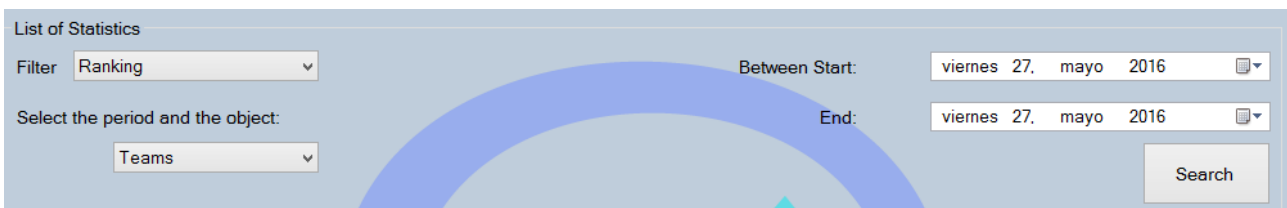
By selecting the Tasks by Employee option in the filter options, all the tasks assigned to an employee will appear. By clicking on the list, all the available teams and by clicking on the search button will appear all their tasks.

### 3.5.4 Tasks by state



By selecting Tasks by State as filter, we can select the state of the task we want to filter for. By clicking on Search all the tasks that are in that state of development will appear.

### 3.5.5 Ranking of most tasks taken, by team and by employee



The ranking filter will allow us to filter the amount of active tasks per employee or team in a period of time.



## 4. PROBLEMS

There should not be any problem, if you found some one please contact with the Synup team, [synup@synup.com](mailto:synup@synup.com).

## 5. FREQUENTLY ASKED QUESTIONS

Why my task dont is updated when I finish it?

You don't need internet connection to finish your task but to view you task have been finished throught another enviroment you will need connect to internet to update the server data.

Why is my letters red?

Because you have introduced wrong the field.