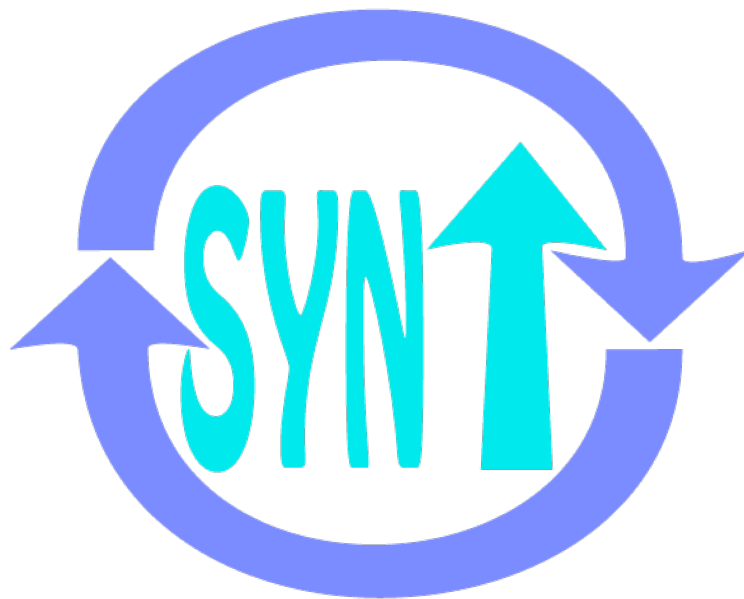


# SYNUP

## SOFTWARE DEVELOPMENT TASKS MANAGEMENT



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2<sup>nd</sup> DAM, M13 2015-2016



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# 1. INTRODUCTION

– (Definició de l'objectiu de l'aplicació)



## 2. USERS

(Identificació dels usuaris)

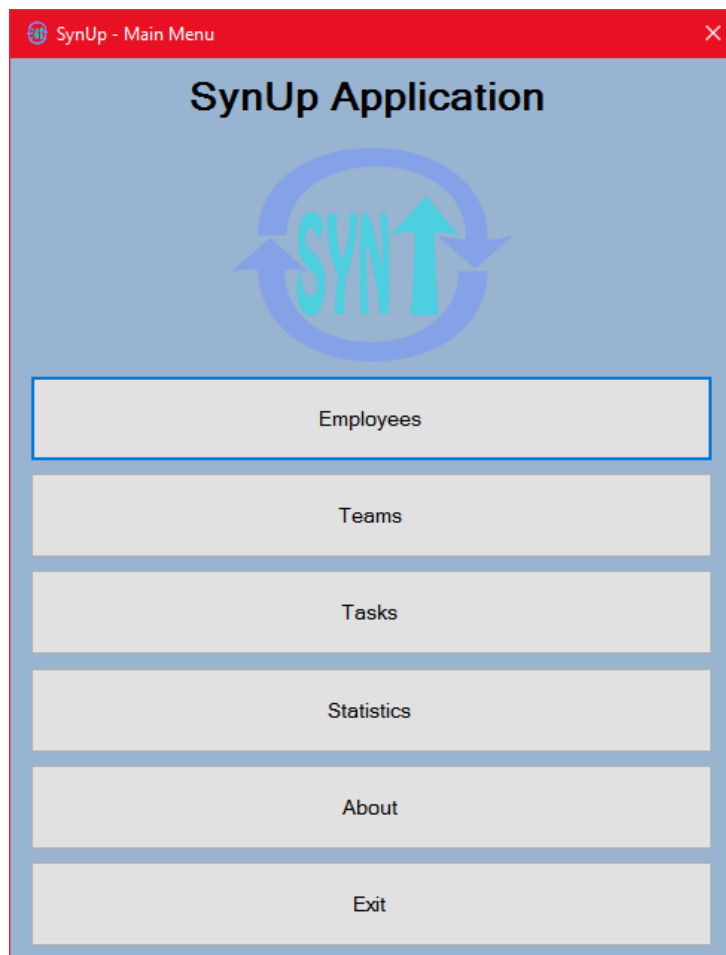


### 3. USE GUIDE

**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.

#### 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.



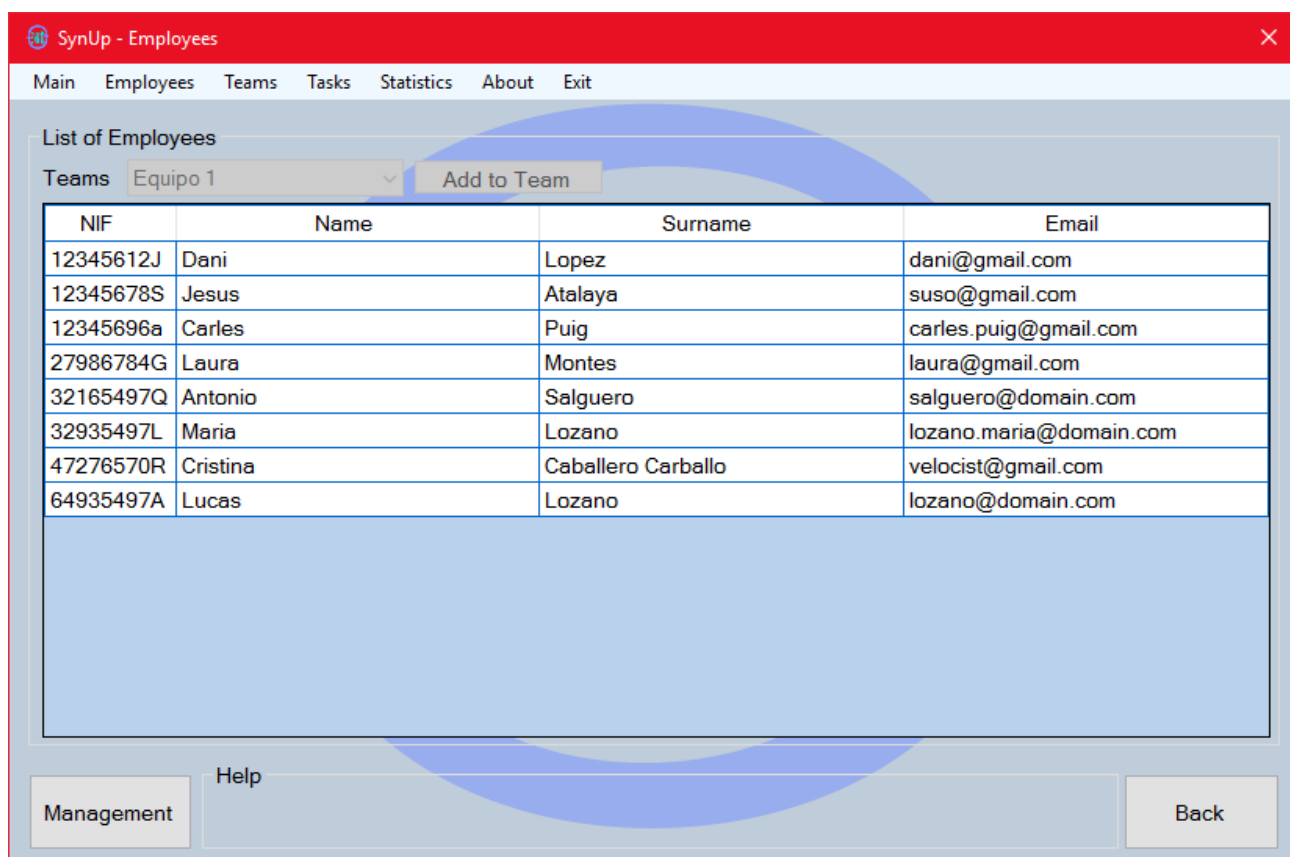
MAIN MENU OPTIONS	
OPTION	DESCRIPTION
Employees	Access to the list of all the employees registered in the database.
Teams	Access to the list of all the team registered in the database.
Tasks	Access to the list of tasks that haven't been cancelled registered in the database.
Statistics	Access the statistics 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.



The screenshot shows a window titled "SynUp - Employees" with a red header bar. Below the header is a menu bar with options: Main, Employees, Teams, Tasks, Statistics, About, and Exit. The main content area is titled "List of Employees" and features a "Teams" dropdown menu set to "Equipo 1" and an "Add to Team" button. Below this is a table with four columns: NIF, Name, Surname, and Email. The table contains eight rows of employee data. At the bottom of the window, there is a "Management" button on the left, a "Help" label in the center, and a "Back" button on the right.

NIF	Name	Surname	Email
12345612J	Dani	Lopez	dani@gmail.com
12345678S	Jesus	Atalaya	suso@gmail.com
12345696a	Carles	Puig	carles.puig@gmail.com
27986784G	Laura	Montes	laura@gmail.com
32165497Q	Antonio	Salguero	salguero@domain.com
32935497L	Maria	Lozano	lozano.maria@domain.com
47276570R	Cristina	Caballero Carballo	velocist@gmail.com
64935497A	Lucas	Lozano	lozano@domain.com

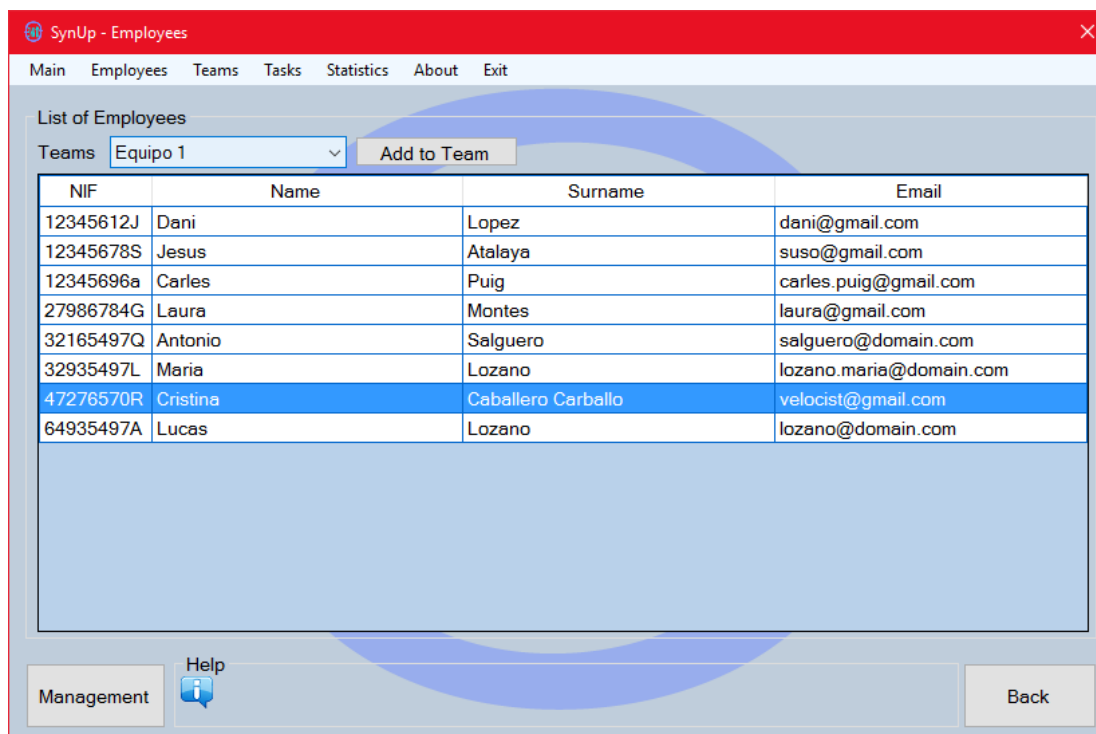
### 3.2.1.1 Create a new employee.

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.

Management

### 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.

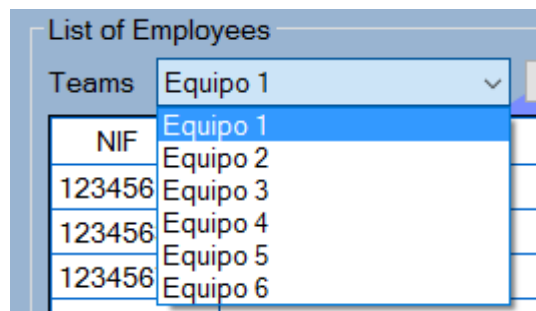


Management

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

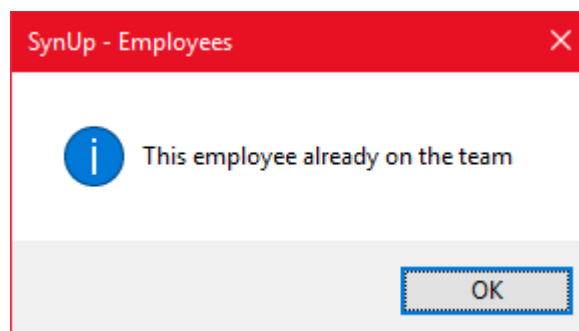
The employee can be assigned through the team management view (section ## of the user guide) or from this same view. To add an employee to a work team an employee must be selected first from the employees list. Then, in the top-left corner of the view, next to the teams label, a combobox will become 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.

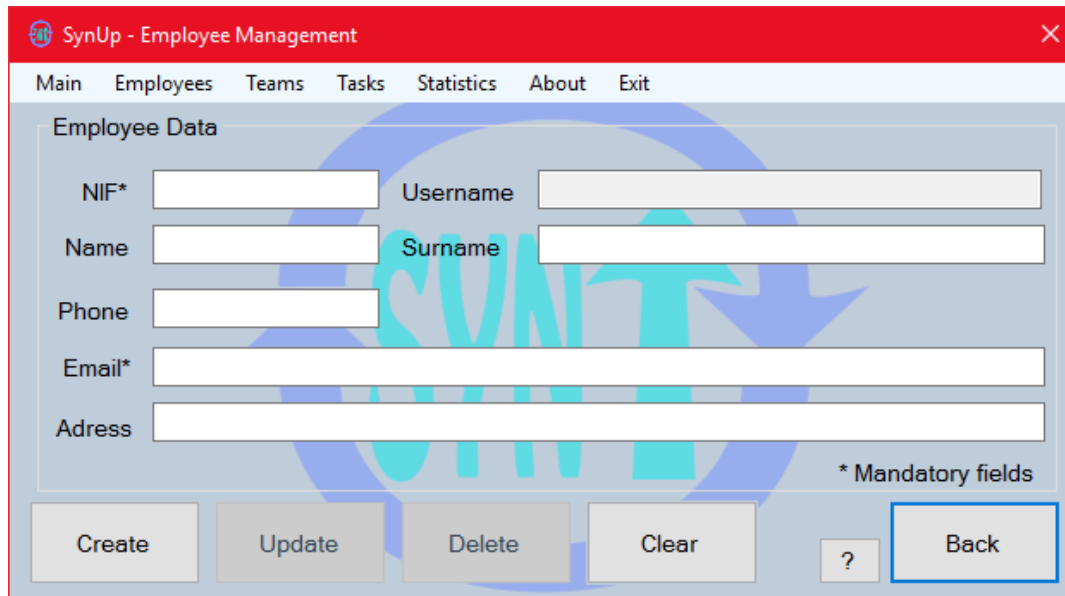
If the employee is already on a team, a message will appear notifying it.





### 3.2.2. EMPLOYEE MANAGEMENT

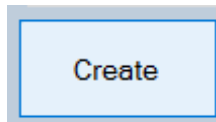
Once accessed the employee management window to create a new employee, it will appear a form with all the fields referred to the employee.



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 email 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 adress of the employee. It must have a correct format [ <a href="#">user@domini.com</a> ] and it <b>can't be null</b> .
Adress	Adress 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.

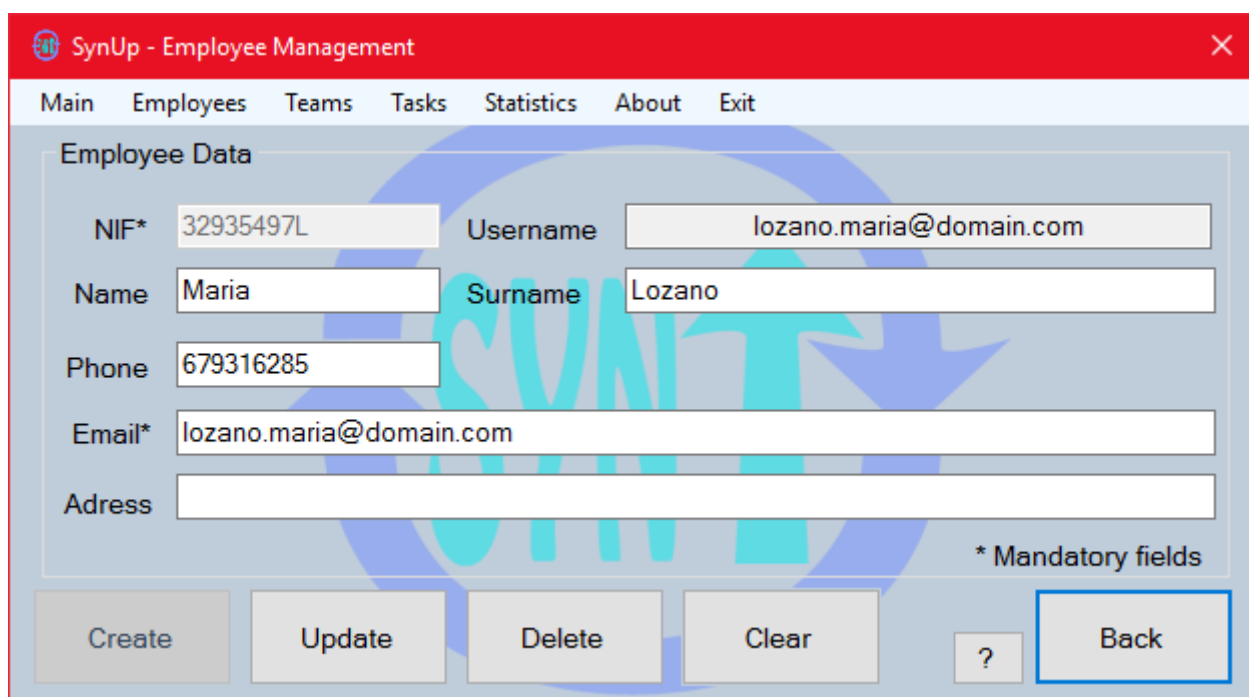
### 3.2.2.1. How to create a new Employee

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.

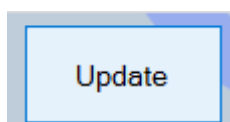


### 3.2.2.2. How to update an employee

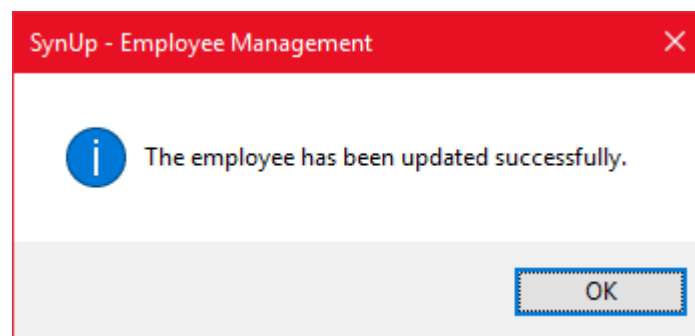
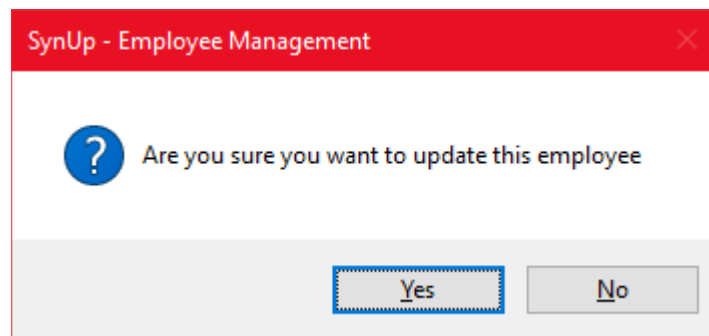
By clicking on the update/delete button from the Employees view, the management window will load the values of the previously selected employee and will enable the update and delete buttons.

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\* (32935497L), Username (lozano.maria@domain.com), Name (Maria), Surname (Lozano), Phone (679316285), Email\* (lozano.maria@domain.com), and Address (empty). 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 "Back" button is highlighted with a blue border.

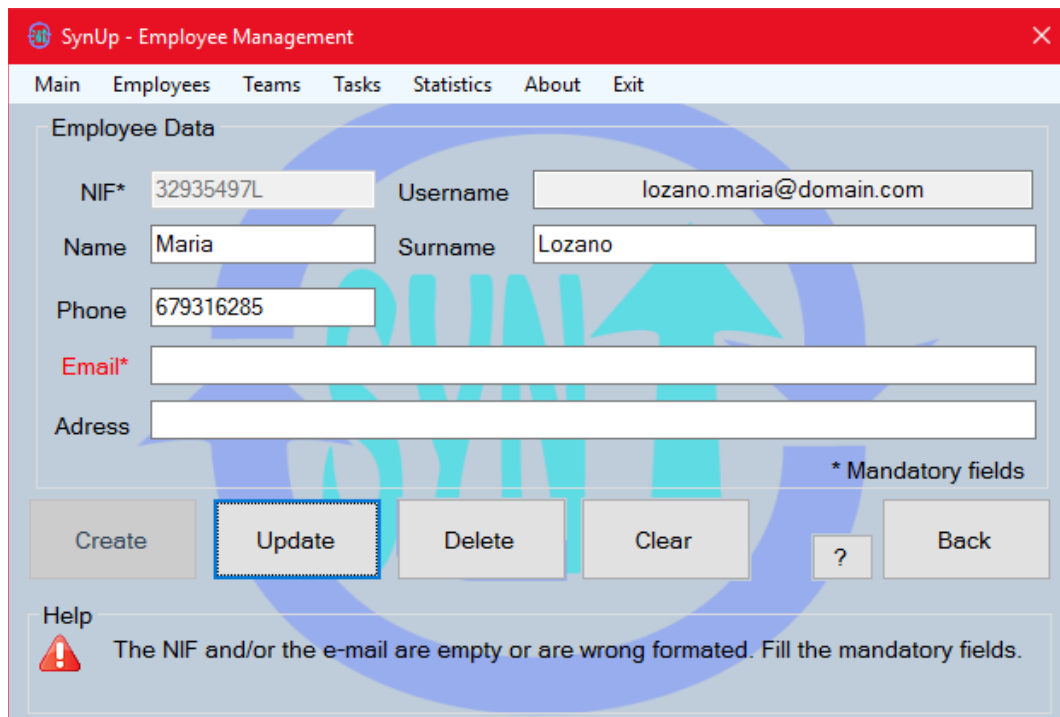
To update that employee, all the fields but the NIF and the Email are susceptible to change and once done, the "Update" button must be clicked.



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.



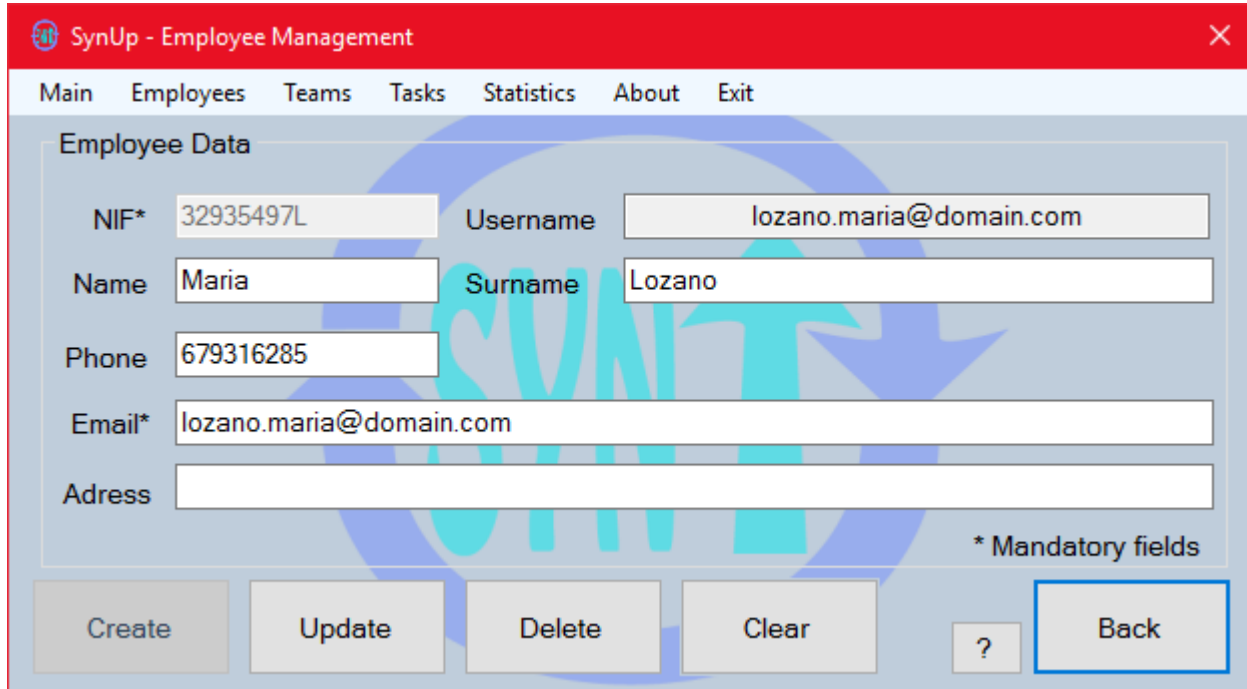
If the fields are wrong formatted or null, the help section will appear and notify what fields are incorrect.



The main application window titled "SynUp - Employee Management" shows a menu bar with "Main", "Employees", "Teams", "Tasks", "Statistics", "About", and "Exit". The "Employee Data" section contains several input fields: "NIF\*" (32935497L), "Username" (lozano.maria@domain.com), "Name" (Maria), "Surname" (Lozano), "Phone" (679316285), "Email\*" (empty), and "Adress" (empty). Below these fields are buttons for "Create", "Update" (highlighted), "Delete", "Clear", a help icon (?), and "Back". A "Help" section at the bottom displays a warning icon and the message: "The NIF and/or the e-mail are empty or are wrong formatted. Fill the mandatory fields." A note "\* Mandatory fields" is also present.

### 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.

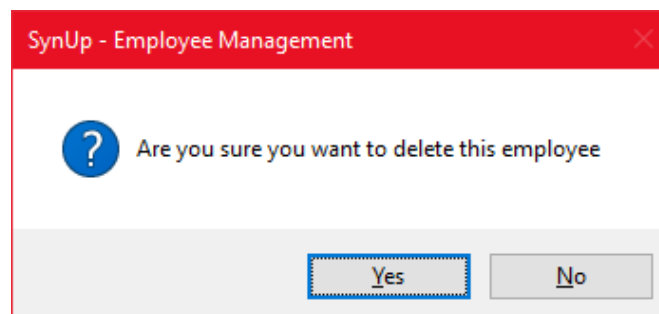
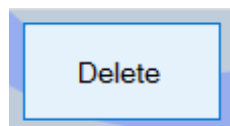


The screenshot shows the 'SynUp - Employee Management' application window. It has a menu bar with 'Main', 'Employees', 'Teams', 'Tasks', 'Statistics', 'About', and 'Exit'. The 'Employees' menu is selected. The 'Employee Data' form contains the following fields:

- NIF\*: 32935497L
- Username: lozano.maria@domain.com
- Name: Maria
- Surname: Lozano
- Phone: 679316285
- Email\*: lozano.maria@domain.com
- Address: (empty)

At the bottom right, there is a note: '\* Mandatory fields'. Below the form are five buttons: 'Create', 'Update', 'Delete', 'Clear', and 'Back'. The 'Back' button is highlighted with a blue border.

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.



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

### 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.

FOTO

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

FOTO LLSITA

##### 3.3.1.1. *Create a new team*

Dins d'aquesta finestra podrem accedir al formulari de gestió de dades per crear un nou equip de treball clicant el botó "Crear".

FOTO BOTO

##### 3.3.1.2. *Update or Delete the selected team*

En cas de voler actualitzar o eliminar un equip de treball, primer haurem de seleccionar un equip de la llista,

FOTO REGISTRE SELECCIONAT

i seguidament clicar el botó de "Actualitzar/Eliminar".

FOTO BOTO

#### 3.3.2. TEAM MANAGEMENT

##### 3.3.2.1. *Create a new team*

Un cop hem accedit a la gestió de les dades per crear un nou equip ens surtirà una finestra on haurem de inserir les dades de l'equip.

FOTO GESTIO EQUIPS

Dades del formulari de gestió d'equips de treball	
Dada	Explicació
Codi	Codi identificatiu de l'equip. Aquest un cop insertar ja no es podrà modificar.
Nom	Nom de l'equip.
Llista d'empleats a l'equip de treball	Llista amb els empleats que hi han a l'equip de treball.
Afegir empleat	Per afegir un empleat a l'equip.
Eliminar empleat	Per eliminar un empleat de l'equip.
Crear.	Per crear l'equip de treball.
Actualitzar	Per actualitzar les dades de l'equip de treball.
Eliminar	Per eliminar l'equip de treball.
Netejar	Per netejar les dades del formulari.
Tornar	Tornar a la llista d'equips.

### 3.3.2.2. How to update a team

Un cop hem seleccionat l'equip de treball a la llista i clicat al botó “Actualitzar/Eliminar”, se'ns mostrarà una finestra amb les dades d'aquell equip, com la llista dels treballadors que hi han actualment.

Foto formulari gestio equips

En cas de voler actualitzar les dades, només caldrà que escrivim aquelles dades que ens interessin modificar i seguidament clicar al botó “Actualitzar”.

Si les dades insertades no són correctes, ens sortirà un missatge d'ayuda a la part inferior de la finestra avisant-nos de les dades incorrectes.

Foto clickantl'actualitzar.

Ens demanarà confirmació per actualitzar.

En cas que acceptem i tot ha anat correctament, ens sortirà una finestra emergent avisant que l'equip s'ha registrat a la base de dades.

FOTO

En cas contrari, en avisarà que no s'ha registrat correctament.

FOTO

### **3.3.2.3. How to delete the team**

Un cop hem seleccionat l'empleat a la llista i clickat al botó “Actualitzar/Eliminar”, se'ns mostrarà una finestra amb les dades d'aquell equip de treball.

FOTO formulari gestio empleats

En cas de voler eliminar l'equip de treball, només caldrà que cliquem el botó “Eliminar”.

Ens demanarà confirmació de si volem relament eliminar-lo.

Foto confirmació elimanar

Si acceptem i tot ha anat correctament, ens sortirà una missatge avisant que l'equip de treball s'ha eliminat correctament.

FOTO

Si cliquem que no volem eliminar-lo definitivament, ens sortirà un missatge avisant que l'equip de treball no s'ha eliminat correctement..

### **3.3.2.4. Add an employee to a team**

Si volem afegir un empleat a l'equip de treball, haurém de clicar el boto “Add employees”.

FOTO BOTO ADD EMPLOYEES  
(FALTA EXPLICACION)

### **3.3.2.5. Delete an employee from the team**

Si volem eliminar un empleat de l'equip de treball, seleccionem un empleat de la llista i seguidament cliquem al botó “Eliminar”.

### 3.4. TASKS

#### 3.4.1. TASK LIST

Un cop hem accedit a l'opció "Tasques" ens surtirà una finestra on se'ns mostrarà la llista de tasques que hi han enregistrats a la base de dades.

FOTO LLSITA

##### 3.4.1.1. Create a new task

Dins d'aquest finestra podrem accedir al formulari de gestió de dades per crear una nova tasca clicant el botó "Crear".

FOTO BOTO

##### 3.4.1.2. Update or Delete a task

En cas de voler actualitzar o eliminar una tasca, primer haurem de seleccionar la tasca a la llista,

FOTO REGISTRE SELECCIONAT

i seguidament clicar el botó de "Actualitzar/Eliminar".

FOTO BOTO

#### 3.4.2. TASK MANAGEMENT

##### 3.4.2.1. How to create a new task

Un cop hem accedit a la gestió de les dades per crear una nova tasca ens surtirà una finestra on haurem de inserir les dades de la tasca.

FOTO GESTIO EQUIPS

Dades del formulari de gestió de tasques	
Dada	Explicació





Crear.	Per crear l'empleat clicar al botó.
Actualitzar	Per actualitzar les dades de l'empleat.
Cancel·lar	Per eliminar l'empleat.
Netejar	Per netejar les dades del formulari.
Tornar	Tornar a la llista d'empleats.

### 3.4.2.2. How to update a task

Un cop hem seleccionat la tasca a la llista i clickat al botó “Actualitzar/Eliminar”, se'ns mostrarà una finestra amb les dades d'aquella tasca seleccionada.

Foto formulari gestio tasques

En cas de voler actualitzar les dades, només caldrà que escrivim aquelles dades que ens interessin modificar i seguidament clicar al botó “Actualitzar”.

Foto clickantl'actualitzar.

Ens demanarà confirmació per modificar la tasca.

Si clicquem que si, i tot ha anat correctament, ens sortirà una finestra emergent avisant que la tasca s'ha registrat a la base de dades.

FOTO

Si les dades no són correctes, ens sortirà un missatge d'ayuda a la part inferior de la finestra avisant-nos de les dades incorrectes.

FOTO

### 3.4.2.3. How to delete a task

Un cop hem seleccionat la tasca a la llista i clickat al botó gestió, se'ns mostrarà una finestra amb les dades d'aquella tasca seleccionada.

FOTO formulari gestio tasques

En cas de voler eliminar tasca, només caldrà qque clickem el botó “Eliminar”.



Ens demanarà confirmació de si volem relament eliminar la tasca.

Foto confirmació eliminar

Si cliquem que no volem cancel·lar-la definitivament, ens avisarà mostrant un missatge emergent.

### **3.5 STATISTICS**

- 1.1 Actives en un període de temps
- 1.2 Tasques per equips
- 1.3 Tasques per empleats
- 1.4 Tasques per estat
- 1.5 Rànkings

#### **3.5.1 Active tasks in a period of time**

#### **3.5.2 Assigned tasks to a team**

#### **3.5.3 Assigned tasks to an employee**

#### **3.5.4 Tasks by state**

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

## **4. PROBLEMS**

## **5. FREQUENTLY ASKED QUESTIONS**