

## **“A Brush Up” Internal Management System**

### **User Manual**



**Github Link:** <https://github.com/anthonyexe/Software-Engineering-Project.git>

**Video Tutorial:** [https://www.youtube.com/watch?v=9bvl1CnsfXI&ab\\_channel=DesiBeast](https://www.youtube.com/watch?v=9bvl1CnsfXI&ab_channel=DesiBeast)

## Table of Contents

1	Introduction.....	3
1.1	Background.....	3
1.2	About your system.....	3
2	Registration and Logging in.....	3
2.1	Registration.....	3
2.2	Logging In.....	4
3	Homepage.....	5
3.1	View Profile.....	5
3.2	Edit Profile.....	5
3.3	View Account Information.....	6
3.4	Create Job Reports.....	7
3.5	View All Job Reports.....	8
3.6	Search Job Reports.....	8
3.7	Create Invoice.....	9
3.8	View All invoices.....	10
3.9	Search Invoices.....	10
4	Admin.....	11
4.1	Homepage.....	11
4.2	Performance Reports.....	12
4.3	View Employee Information.....	13
4.4	Edit Employee Information.....	13

## **1 Introduction**

### **1.1 Background**

This user manual is to help you maintain, update, and use your new management system easily and quickly. This manual explains the many ways in which to use the system in order to get the most out of our vast resource. You'll find detailed screenshots, explanations and instructions on how to manage your new system.

After you've tried it a couple of times, you'll find it's easy to use and you may not need this guide any longer, but it is here as a reference.

### **1.2 About Your System**

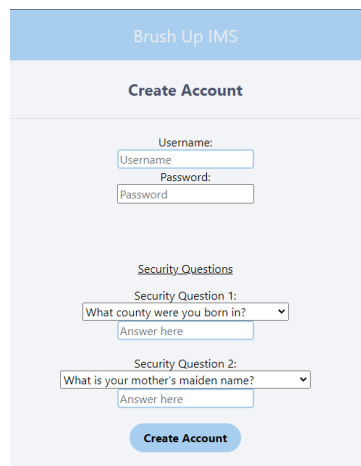
Your internal management system is built to assist managers, employees, and users at “A Brush Up,” a small family-run painting business. The system is specifically designed to replace information storage by hand and initiate new ways to store data virtually, in order to get rid of antiquated corporate practices while boosting productivity and protection generally. Like most current technology, this system aims to introduce new methods that are simply unmatched in terms of effectiveness, dependability, and confidentiality.

## **2 Registration and logging in**

### **2.1 Registration**

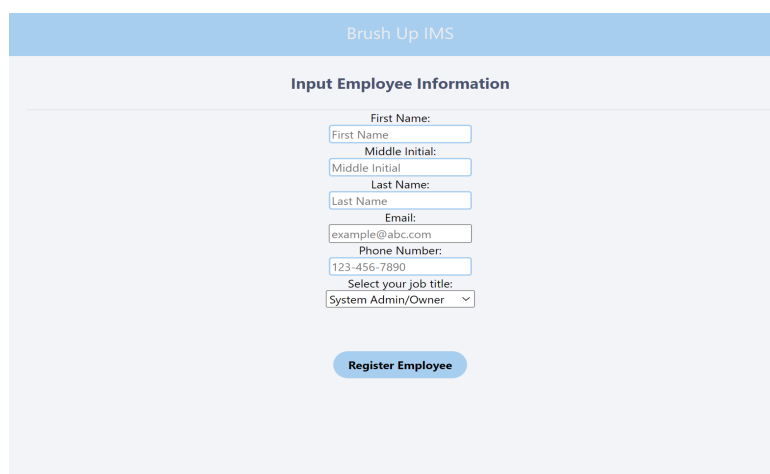
Upon clicking “register” on the homepage, the system will bring you to a registration page. The user needs to input all of the information to create an account that can be signed in to access the

system. It's important to fill out all of the fields accurately and the user should remember the answers to their security questions.



The screenshot shows the 'Create Account' form within the 'Brush Up IMS' header. The form is titled 'Create Account' and contains the following fields: 'Username:' with a text input field, 'Password:' with a text input field, 'Security Questions' section with two dropdown menus. The first dropdown is labeled 'Security Question 1:' and has the text 'What county were you born in?'. The second dropdown is labeled 'Security Question 2:' and has the text 'What is your mother's maiden name?'. Below each dropdown is a text input field labeled 'Answer here'. At the bottom of the form is a blue button labeled 'Create Account'.

After clicking “create account,” the system creates a unique ID for the user, which you will enter on the next page along with other information to register yourself. You must choose a job title, as this is what determines the privileges of the user. When all of the information is entered, you will click “register employee” at the bottom of the screen. If all the fields are entered properly the user will be directed to the sign in page and can now successfully sign in. If the register page is missing information the user will receive an error message.



The screenshot shows the 'Input Employee Information' form within the 'Brush Up IMS' header. The form is titled 'Input Employee Information' and contains the following fields: 'First Name:' with a text input field, 'Middle Initial:' with a text input field, 'Last Name:' with a text input field, 'Email:' with a text input field containing 'example@abc.com', 'Phone Number:' with a text input field containing '123-456-7890', and 'Select your job title:' with a dropdown menu showing 'System Admin/Owner'. At the bottom of the form is a blue button labeled 'Register Employee'.

## 2.2 Logging In

To log in, you are required to enter the username and password you have created.

**Login**

[Login](#) [Register](#)

[Login](#)

### 3 Homepage

#### 3.1 View Profile

On this page, you will be able to view your account information such as username, password, email, phone number, job title, and account ID. To prioritize privacy, a user can choose to hide their privacy by clicking on the “hide/show password” button.

**BRUSHUP**  
MANAGEMENT SYSTEM

[Home](#) [Profile](#) [Logout](#)

**Profile Page**

Your account details are below:

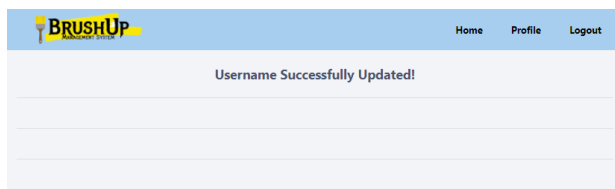
<b>First Name:</b>	John
<b>Middle Initial:</b>	J
<b>Last Name:</b>	Freeman
<b>Username:</b>	user5
<b>Password:</b>	user5
<b>Email:</b>	johnj@aol.com
<b>Phone Number:</b>	101-456-1010
<b>Job Title:</b>	Painter
<b>Account ID:</b>	10010

[Hide/Show Password](#) [Edit Profile](#) [View Sensitive Account Information](#)

#### 3.2 Edit Profile

You have the option to edit or change account information by clicking on “edit profile.” In order to change your username, simply click on “change username,” enter a new username and click

the update button. You will then be redirected to a message informing you that the username has been successfully updated.



To change a password, you will be required to enter your old one before saving the new one.

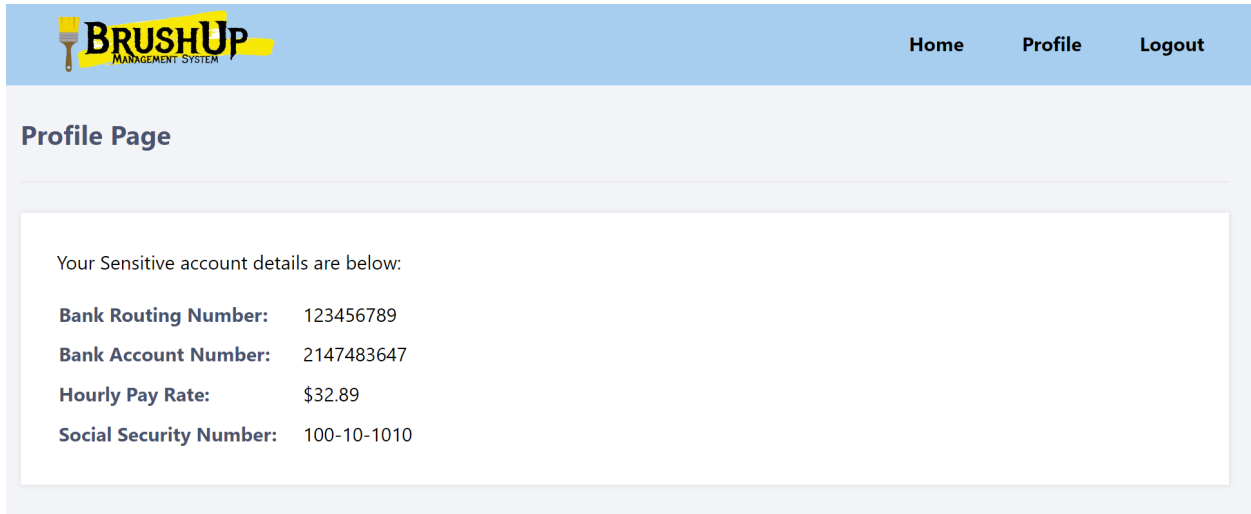
Likewise, users can also change their email address and phone number.

A screenshot of the 'Profile Page' in the BRUSHUP Management System. The page has a blue header bar with the BRUSHUP logo and navigation links for 'Home', 'Profile', and 'Logout'. Below the header, the title 'Profile Page' is displayed. The main content area shows 'Your account details are below:' followed by a list of account information. Each item has a corresponding 'Change' button. The details are: First Name: John (Change First Name), Middle Initial: J (Change Middle Initial), Last Name: Freeman (Change Last Name), Username: user5 (Change Username), Password: user5 (Change Password), Email: johnj@aol.com (Change Email), Phone Number: 101-456-1010 (Change Phone Number), Job Title: Painter, and Account ID: 10010. At the bottom of the details section is a blue button labeled 'Hide/Show Password'.

### 3.3 View Sensitive Account Information

As an employee, you have the ability to view your sensitive account information such as your routing number, banking information, hourly rate, and social security number. To access this information, simply click on the "View Sensitive Account Information" button on the profile page. This will allow the system to display a page with all of your sensitive account information. Please note that this page is for viewing purposes only and cannot be used to update or edit any information; only admins have the ability to set or change sensitive account information. If you

notice any discrepancies or errors in your information, please contact your HR representative immediately.

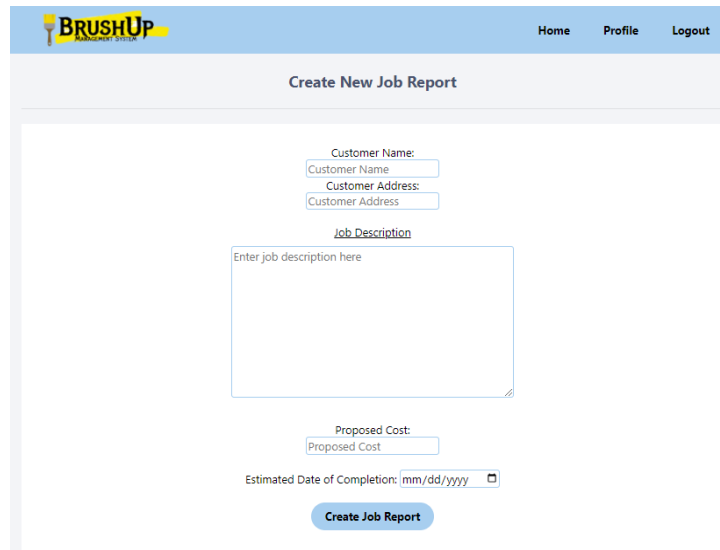


The screenshot shows the 'Profile Page' of the BRUSHUP Management System. The header includes the logo and navigation links for Home, Profile, and Logout. The main content area is titled 'Profile Page' and contains a section for sensitive account details. The details are as follows:

Your Sensitive account details are below:	
<b>Bank Routing Number:</b>	123456789
<b>Bank Account Number:</b>	2147483647
<b>Hourly Pay Rate:</b>	\$32.89
<b>Social Security Number:</b>	100-10-1010

### 3.4 Create Job Reports

To create a new job report, you must enter customer name, customer address, a brief description describing the report, proposed cost, and an estimated date of completion. Then, click the “create job report” button at the bottom of the page and the system will generate a unique job ID for the job report you have created.

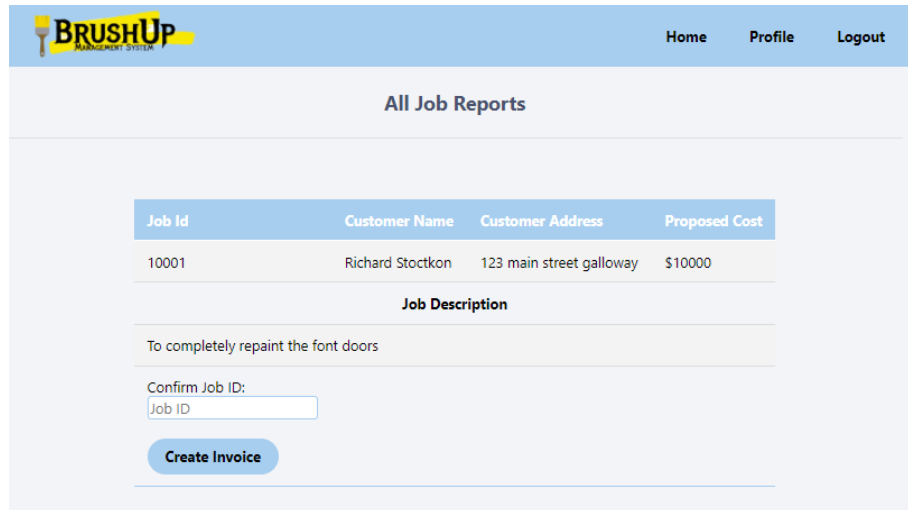


The screenshot shows the 'Create New Job Report' form in the BRUSHUP Management System. The form includes the following fields and a button:

- Customer Name:** A text input field.
- Customer Address:** A text input field.
- Job Description:** A large text area with the placeholder text 'Enter job description here'.
- Proposed Cost:** A text input field.
- Estimated Date of Completion:** A date picker field with the format 'mm/dd/yyyy'.
- Create Job Report:** A blue button at the bottom of the form.

### 3.5 View All Job Reports

To view all of the job reports that you have created, click on “view all job reports” on the homepage. This will bring you to a page with a list of every job report.



The screenshot shows the 'All Job Reports' page. At the top is the BRUSHUP logo and navigation links: Home, Profile, Logout. The main heading is 'All Job Reports'. Below it is a table with the following data:

Job Id	Customer Name	Customer Address	Proposed Cost
10001	Richard Stockton	123 main street galloway	\$10000

Below the table is the 'Job Description' section:

**Job Description**

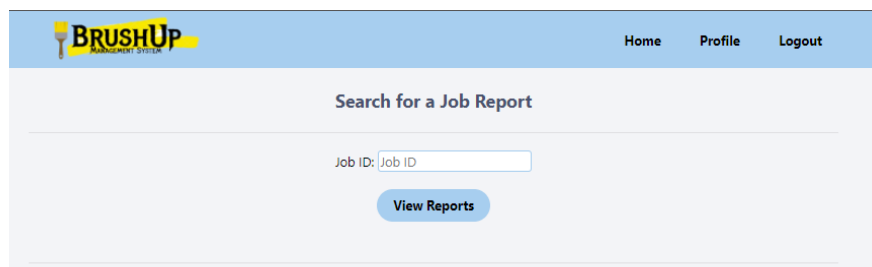
To completely repaint the front doors

Confirm Job ID:

[Create Invoice](#)

### 3.6 Search Job Reports

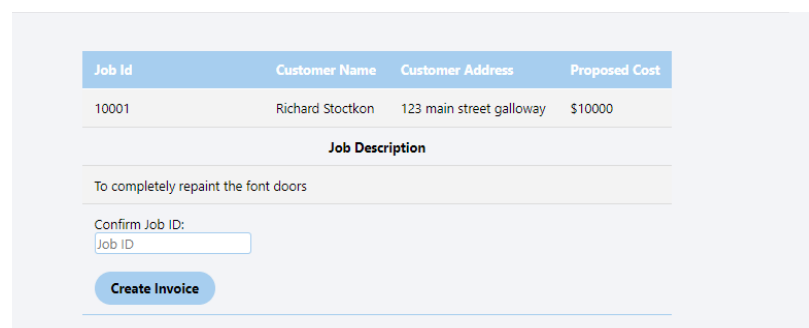
If you would like to retrieve previous job reports, click on “search job reports” and enter the unique job ID for the specific report you are looking for. After clicking on “view reports,” this will allow the system to display the job report upon the user’s request.



The screenshot shows the 'Search for a Job Report' page. At the top is the BRUSHUP logo and navigation links: Home, Profile, Logout. The main heading is 'Search for a Job Report'. Below it is a search form:

Job ID:

[View Reports](#)



This screenshot shows the details of a job report, identical to the one in the 'All Job Reports' page. It includes the BRUSHUP logo, navigation links, the table with job details, the job description, a confirmation field, and a 'Create Invoice' button.

Job Id	Customer Name	Customer Address	Proposed Cost
10001	Richard Stockton	123 main street galloway	\$10000

**Job Description**

To completely repaint the front doors

Confirm Job ID:

[Create Invoice](#)



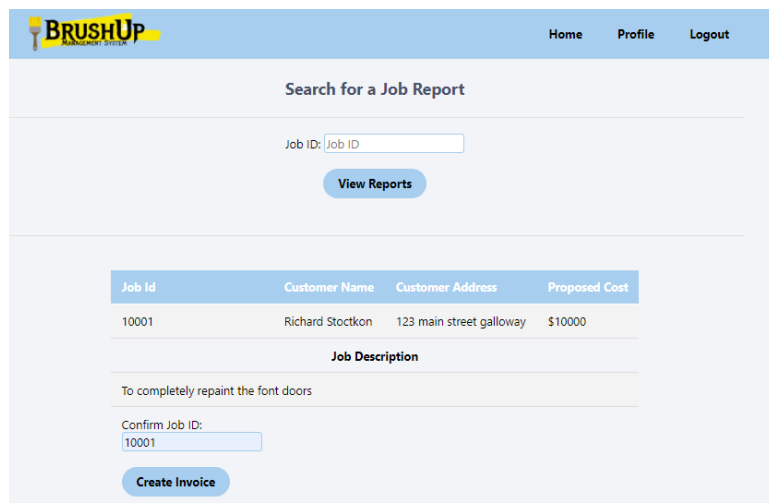
If the user enters a job ID that does not match any job report, the system will display an error message, “job report does not exist!”



The screenshot shows the BRUSHUP web application interface. At the top, there is a navigation bar with the BRUSHUP logo and links for Home, Profile, and Logout. Below the navigation bar, the main heading is "Search for a Job Report". There is a text input field labeled "Job ID:" with the placeholder text "Job ID". Below the input field is a blue button labeled "View Reports". At the bottom of the page, a message states "Job Report Does not Exist!"

### 3.7 Create Invoice

After finding the requested job report on the “search job reports” page, the user can create an invoice for the job by confirming the job ID and clicking “create invoice.”



The screenshot shows the BRUSHUP web application interface. At the top, there is a navigation bar with the BRUSHUP logo and links for Home, Profile, and Logout. Below the navigation bar, the main heading is "Search for a Job Report". There is a text input field labeled "Job ID:" with the placeholder text "Job ID". Below the input field is a blue button labeled "View Reports". Below the "View Reports" button, there is a table with the following data:

Job Id	Customer Name	Customer Address	Proposed Cost
10001	Richard Stockton	123 main street gallowsay	\$10000

Below the table, there is a section titled "Job Description" with the text "To completely repaint the font doors". Below the job description, there is a text input field labeled "Confirm Job ID:" with the value "10001". Below the input field is a blue button labeled "Create Invoice".

You must enter the job ID that corresponds to the job report that you are creating an invoice for, which will bring you to a “create new invoice” page. Here, the user must enter the services completed, cost of materials and cost of labor, then click “create invoice.”

BRUSHUP  
MANAGEMENT SYSTEM

Home Profile Logout

Create New Invoice

Services Completed:

Enter Services Completed Here

Cost of Materials:

Cost of Materials

Cost of Labor:

Cost of Labor

Create Invoice

The system will display a message that the invoice was successfully created.

BRUSHUP  
MANAGEMENT SYSTEM

Home Profile Logout

Invoice Was Successfully created

Return to Homepage

### 3.8 View All Invoices

You can view all of the invoices that have been created. Additionally, the system automatically displays the total cost of each invoice, combining the cost of materials and labor.

BRUSHUP  
MANAGEMENT SYSTEM

Home Profile Logout

View All Invoices

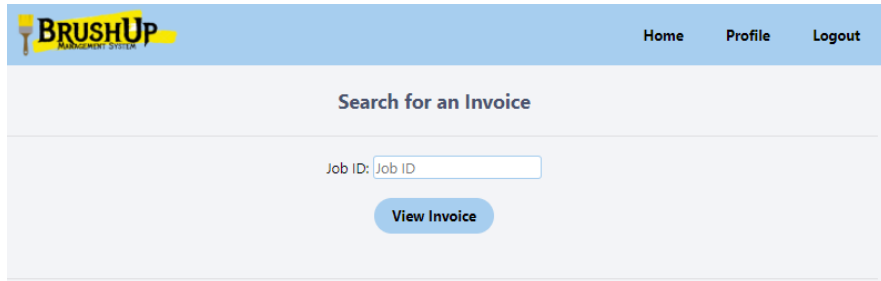
Job Id	Cost of Materials	Cost of Labor	Total Cost
10001	\$10000	\$1200	\$11200

Services

the job has been completed.

### 3.9 Search Invoices

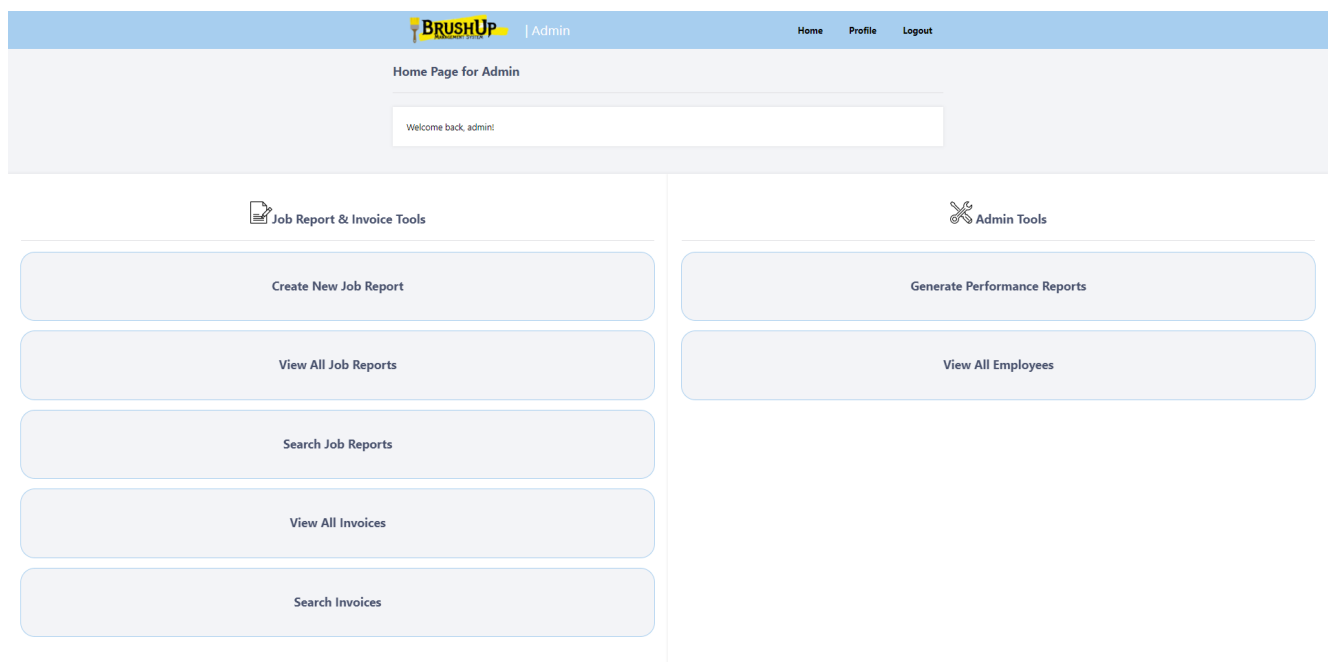
You are able to search for a specific invoice on this page by simply entering the job ID and clicking the “view invoice” button.



## 4 Admin

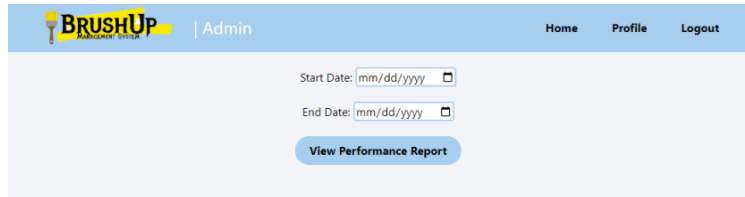
### 4.1 Home Page

As an Admin View user, you have the ability to generate performance reports and manage all employees within the company. You can also access the same tools as regular users, such as job reports and invoice management.



## 4.2 Performance Reports

On this page, you as an admin, will be able to generate performance reports from your employees. When you click on the start and end date fields, a drop down calendar will appear, allowing you to select the specific date. After the dates are selected, simply click “view performance report.”



The screenshot shows the 'View Performance Report' form in the BRUSHUP Admin interface. The form has a light blue header with the BRUSHUP logo and 'Admin' text. On the right, there are links for 'Home', 'Profile', and 'Logout'. The main form area is white and contains two date selection fields: 'Start Date: mm/dd/yyyy' and 'End Date: mm/dd/yyyy', each with a calendar icon. Below these fields is a blue button labeled 'View Performance Report'.

The system will display all job reports from the start date until the end date that you have selected.

Job Reports from 2023-04-01 to 2023-05-01						
Job Id	Customer Name	Customer Address	Proposed Cost	Materials Cost	Labor Cost	Estimated Date of Completion
10019	Bob	Bob Lane	\$500	\$125	\$225	2023-04-26
Job Description						
Paint						
Services Completed						
Paint						
Job Id	Customer Name	Customer Address	Proposed Cost	Materials Cost	Labor Cost	Estimated Date of Completion
10020	Luis	Liberty Ct	\$200	\$100	\$100	2023-05-01
Job Description						
Paint bedroom door						
Services Completed						
Painted bedroom door						

Additionally, the system generates an average and total materials cost along with an average and total labor cost at the bottom of the page.

Average Materials Cost	Total Materials Cost	Average Labor Cost	Total Labor Cost
\$112.5	\$225	\$162.5	\$325

### 4.3 View Employee Information

To view all employee information, click on the “View All Employees” button on the home page. This will allow the system to display a list of all current employees along with their user ID, email, phone number, and job title.

BRUSHUP | Admin Home Profile Logout

All Employees

John J. Freeman

Employee's User Id	Email	Phone Number	Job Title
10010	johnj@aol.com	101-456-1010	Painter

Confirm User ID:

Edit Employee

Confirm User ID:

Delete Employee

Sam M. Smith

Employee's User Id	Email	Phone Number	Job Title
10011	samsmith@live.com	123-456-7890	Painter

Confirm User ID:

Edit Employee

Confirm User ID:

Delete Employee

### 4.4 Edit Employee Information

To edit employee information, click on the “Edit Employees” button on the specific employee. This will allow the system to edit a specific employee’s sensitive information..

To edit an employee’s Routing Number, click on the “Routing Number” field. This will allow you to enter a new Routing Number for the employee, and click on the “Submit” button to confirm your input.

To edit an employee’s Account Number, click on the “Account Number” field. This will allow you to enter a new Account Number for the employee, and click on the “Submit” button to confirm your input.

To edit an employee’s Pay rate, click on the “Pay rate” field. This will allow you to enter a new Pay rate for the employee, and click on the “Submit” button to confirm your input.

To edit an employee's Social Security Number, click on the "Social Security Number" field. This will allow you to enter a new Social Security Number for the employee, and click on the "Submit" button to confirm your input.

The screenshot displays the 'Edit Employee Page' within the BRUSHUP Management System. The page has a light blue header with the BRUSHUP logo on the left and navigation links for 'Home', 'Profile', and 'Logout' on the right. Below the header, the page title 'Edit Employee Page' is centered. The main content area contains a form with the heading 'Employee details are below:'. The form includes four labeled input fields: 'Routing Number:', 'Account Number:', 'Pay Rate:', and 'Social Security Number:'. Each label is followed by a text input box. To the right of the 'Social Security Number' input box is a blue 'Submit' button.

Please note that only administrators have access to this feature, and all employee information is confidential and should be kept secure. If you encounter any issues or errors while accessing employee information, please contact your system administrator for assistance.