

USER'S MANUAL

PEPPERMINT

USER'S MANUAL

TABLE OF CONTENTS

- 1.0 GENERAL INFORMATION
 - 1.1 SYSTEM OVERVIEW
 - 1.2 ORGANIZATION OF THE MANUAL
- 2.0 SYSTEM SUMMARY
 - 2.1 SYSTEM CONFIGURATION
 - 2.2 USER ACCESS LEVELS
- 3.0 GETTING STARTED
 - 3.1 ACCESSING THE WEBSITE
 - 3.2 LOGIN PAGE
 - 3.2.1 SIGN IN PAGE
 - 3.2.2 REGISTER PAGE
 - 3.3 MAIN PAGE
- 4.0 USING THE SYSTEM
 - 4.1 GENERAL NAVIGATION
 - 4.2 ADDING TO THE DATABASE
 - 4.3 DELETING FROM THE DATABASE
 - 4.4 EDITING THE DATABASE
 - 4.5 EMPLOYEE SPECIFIC
 - 4.5.1 USING EMPLOYEE ACCOUNT
 - 4.5.2 DASHBOARD
 - 4.5.3 PUNCH IN/PUNCH OUT
 - 4.6 ANNOUNCEMENTS
- 5.0 APPENDIX
 - 5.1 TABLE

1.0 GENERAL INFORMATION

1.0 General Information

General information section explains what the system is and the purposes for which it is intended.

1.1 Organization of the Manual

The manual has 4 sections, General Information, System Summary, Getting Started, and Using the System.

General information section explains what the system is and the purposes for which it is intended.

The System Summary section outlines the systems software and hardware requirements, and the user access levels.

Getting Started section explains how to access Peppermint, and presents the information pages.

Using the System section explains how to view and modify the database for the company.

Appendix section is a small example instance of a company.

2.0 SYSTEM SUMMARY

2.0 System Summary

The System Summary outlines the systems software and hardware requirements, and the user access levels.

2.1 System Configuration

Peppermint operates on personal computers, with any operating system that can run a browser. Peppermint requires an internet connection to save changes to the database.

2.2 User Access Levels

Anybody can use Peppermint, although only admins of a company can modify data, and output messages. Employees of a company will be able to view announcements and punch in and out.

3.0 GETTING STARTED

3.0 Getting Started

Getting Started section explains how to access Peppermint, and presents the information pages.

3.1 Accessing the Website

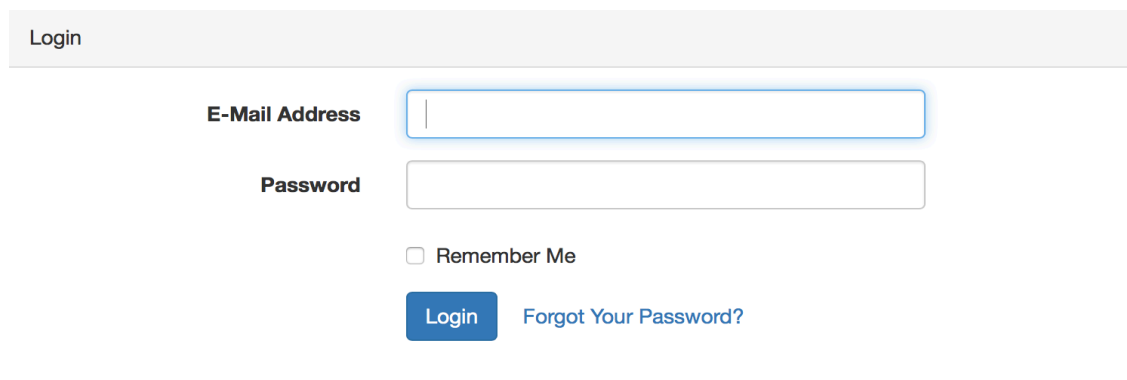
To access the website, use any Internet browser of your choice and input <http://zaries-development.com> in the address box.

3.2 Login Page

Once at the Peppermint website, the user will be at the login page. Here the user will be able to sign in to the user's company database or register their own company.

3.2.1 Sign In Page

The user will automatically be at the sign in page when arriving to the website. Here the user will find a two boxes labeled "E-Mail Address" and Password", there is also an additional checkbox labeled "Remember Me" which keeps the user logged in to the website, so the user doesn't have to input login information when they return. There is also an option labeled "Forgot Your Password" that allows the user to send a password reset link to their email.

A screenshot of a web login page. At the top, there is a light gray header bar with the word "Login" in a small, dark font. Below the header, the page has a white background. On the left side, the labels "E-Mail Address" and "Password" are displayed in a dark font. To the right of "E-Mail Address" is a text input field with a blue border. To the right of "Password" is a text input field with a gray border. Below these fields, there is a checkbox with the label "Remember Me". At the bottom, there is a blue button with the word "Login" in white text, and to its right, a blue hyperlink that says "Forgot Your Password?".

Login

E-Mail Address

Password

☐ Remember Me

[Forgot Your Password?](#)

3.2.2 Register Page

On the top right of the login page, the user can find the “Register” link. This page registers the user’s company into the database and allows the user to access the website’s features. On the register page the user is prompted with your name, e-mail address, company name, and account details. Once completed, just press the register button to complete registration.

Peppermint

Login Register

Login

E-Mail Address

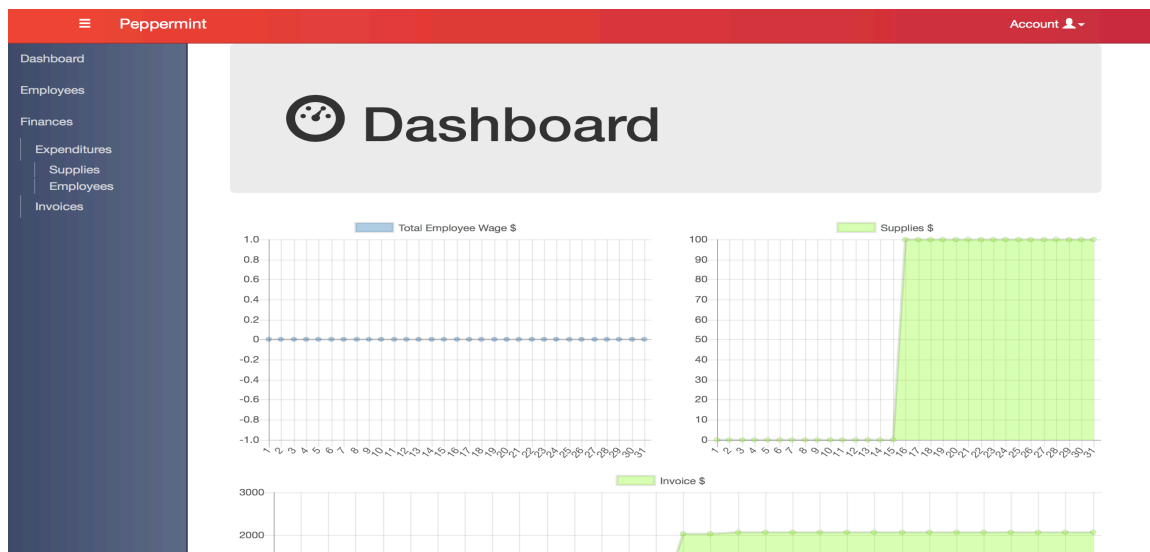
Password

☐ Remember Me

Login Forgot Your Password?

3.3 Main Page

Once logged in from the Sign In Page, the user will be at the dashboard. At the dashboard, you can view company announcements. On the left the user will be able to access their company’s database of employees and finances.



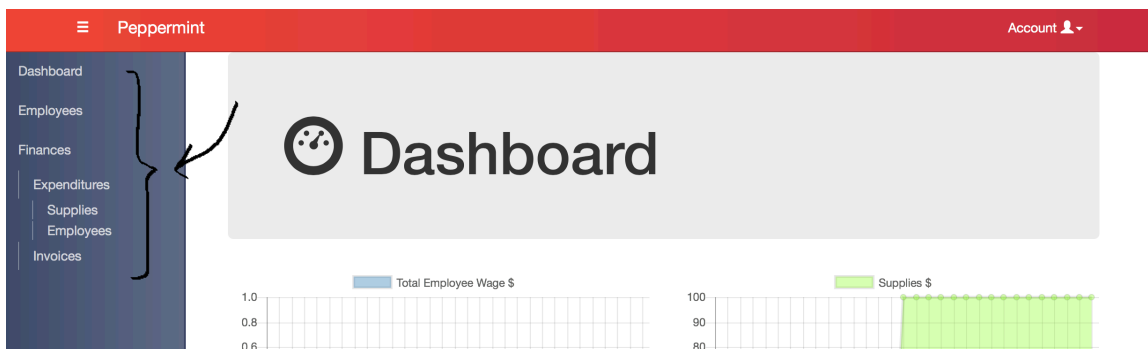
4.0 USING THE SYSTEM

4.0 Using the System

Using the System section explains how to view and modify the database for the company.

4.1 General Navigation

To navigate through the company's database, several tabs can be found on the left side of the website which lets the user access the Employee, Finances, etc. information. Also is general information for the company.



4.2 Adding to the Database

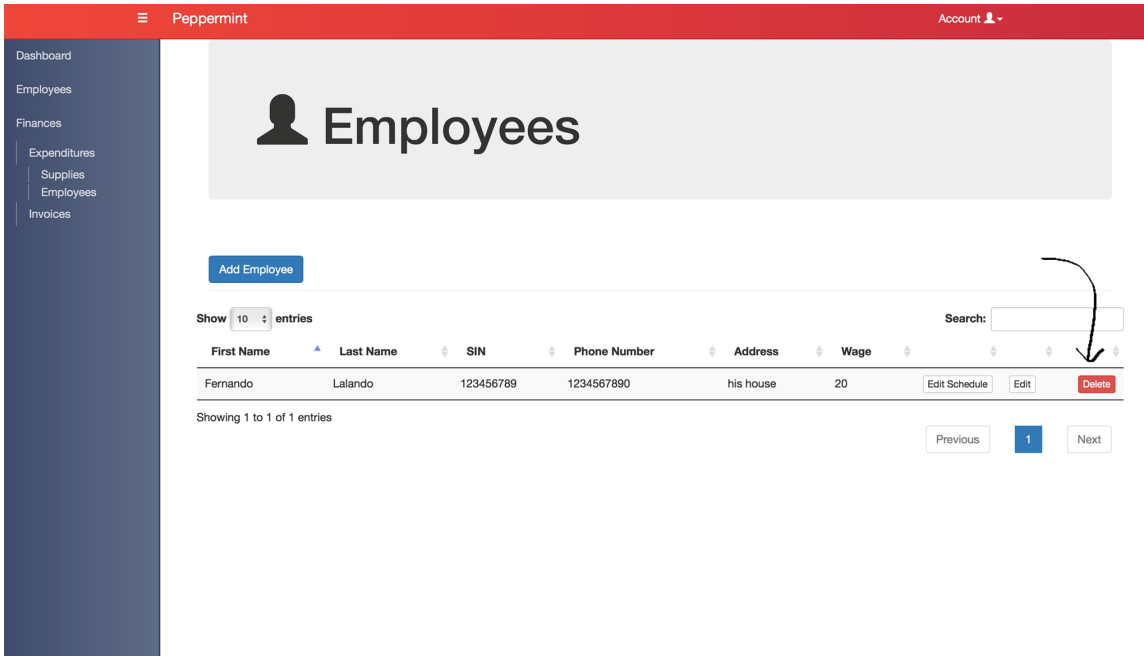
In each tab, there is a button that says “Add *information*” which then brings you to screen which prompts the user to fill out the information's respective attributes.

The screenshot shows the Peppermint Employees page. It has a red header with the Peppermint logo and an 'Account' dropdown. The left sidebar is the same as the dashboard. The main content area has a grey box with a person icon and the word 'Employees'. Below this is a blue 'Add Employee' button with an arrow pointing to it. Under the button is a search bar and a table of employees. The table has columns: First Name, Last Name, SIN, Phone Number, Address, and Wage. There are also buttons for 'Edit Schedule', 'Edit', and 'Delete' for each row. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons.

First Name	Last Name	SIN	Phone Number	Address	Wage	
Fernando	Lalando	123456789	1234567890	his house	20	Edit Schedule Edit Delete

4.3 Deleting from the Database

In each tab, the delete button can be found on the right hand side of the tables. The delete button erases the tuple from the database.

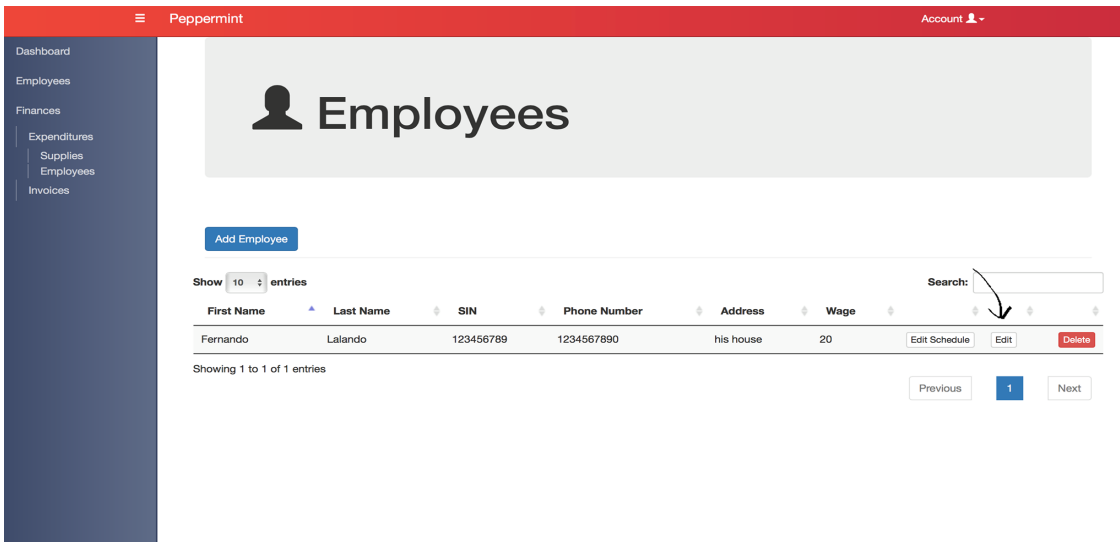


The screenshot shows the Peppermint application interface. The top navigation bar is red with the Peppermint logo and an account dropdown. The left sidebar is dark blue with a menu including Dashboard, Employees, Finances, Expenditures, Supplies, Employees, and Invoices. The main content area has a header with a person icon and the word "Employees". Below this is an "Add Employee" button. A table displays employee data with columns: First Name, Last Name, SIN, Phone Number, Address, Wage, Edit Schedule, Edit, and Delete. The table contains one entry for Fernando Laland. A search bar is located above the table. A curved arrow points from the search bar to the Delete button in the table row.

First Name	Last Name	SIN	Phone Number	Address	Wage	Edit Schedule	Edit	Delete
Fernando	Laland	123456789	1234567890	his house	20			

4.4 Editing the Database

Similar to the delete button, the edit button can be found on the right hand side of the tables. Once pressed the edit button brings the user to another page, which allows the user to change desired attribute information.



The screenshot shows the Peppermint application interface, similar to the previous one. The top navigation bar is red with the Peppermint logo and an account dropdown. The left sidebar is dark blue with a menu including Dashboard, Employees, Finances, Expenditures, Supplies, Employees, and Invoices. The main content area has a header with a person icon and the word "Employees". Below this is an "Add Employee" button. A table displays employee data with columns: First Name, Last Name, SIN, Phone Number, Address, Wage, Edit Schedule, Edit, and Delete. The table contains one entry for Fernando Laland. A search bar is located above the table. A curved arrow points from the search bar to the Edit button in the table row.

First Name	Last Name	SIN	Phone Number	Address	Wage	Edit Schedule	Edit	Delete
Fernando	Laland	123456789	1234567890	his house	20			

4.5 Employee Specific

4.5.1 Using Employee Account


When adding an employee to the database, an employee is made an account. In the login page, use the login information pertaining to the employee to log in as an employee.

4.5.2 Dashboard

The employee dashboard consists of shift the employee has available, a punch in/punch out, and announcements from the admin.

4.5.3 Punch In/Punch Out

If a shift is available, a punch in/punch out button becomes available for the employee to inform the admin that an employee has come to/left work.

 **Dashboard**

2016-12-15 08:08:53
THIS IS AN ANNOUNCEMENT.

Punch In Below:

Punch In

Shift Available

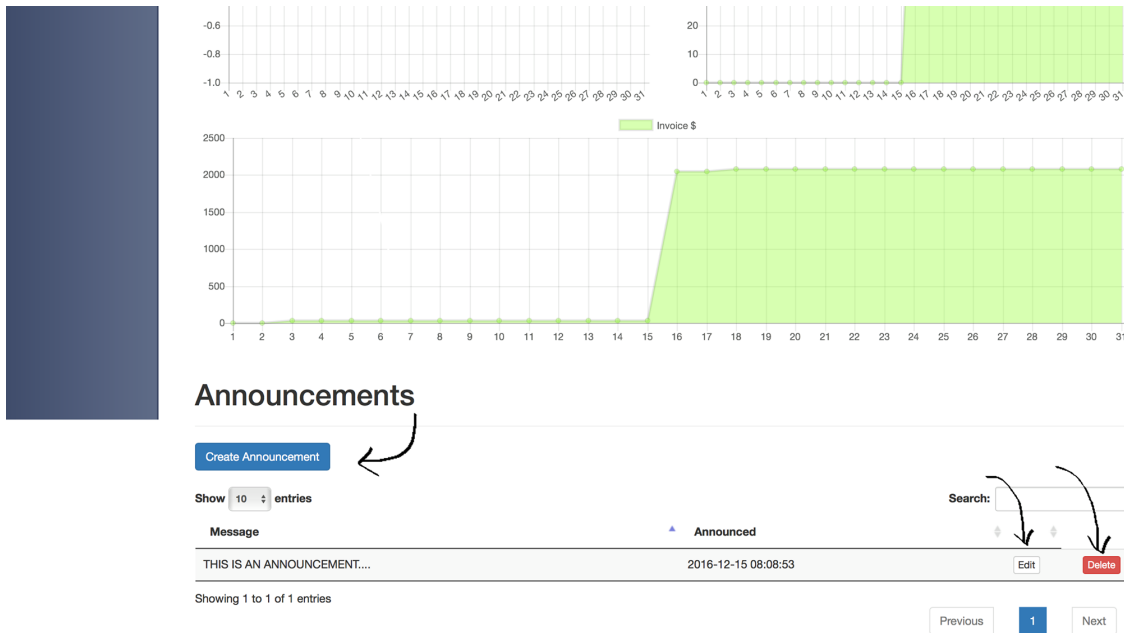
Start Time:2016-12-16 12:00:00

End Time:2016-12-16 15:00:00

Finances

4.6 Announcements

In the main dashboard on the bottom side of the page, admins have the ability to create announcements for employee. Adding/Deleting/Editing is similar to previous functionalities.



5.0 APPENDIX

5.0 Appendix

Appendix is a small example instance of a company.

5.1 Table of Instance

EMPLOYEE

First Name: Fernando
Last Name: Lalando
SIN: 123456789
Phone Number: 1234567890
Address: his house
Wage: 20

SCHEDULE

Scheduled Start: 2016-12-15 8:00:00
Scheduled End: 2016-12-16 12:00:00
Punched In: 2016-12-15 8:10:47
Punched Out: 2016-12-15 8:10:52

SUPPLIES

Type: Wood
Total Stock: 5
Cost: 20
In Stock: 1
Quantity Ordered: 20

INVOICES

Invoice No.: 7
Bill Total: 30
Received: 2016-12-01 5:00:00
Sent: 2016-12-01 5:00:00

ANNOUNCEMENTS

Message: THIS IS AN ANNOUNCEMENT
Announced: 2016-12-15 8:08:53