



20/10/2020

#BIKES4ERP

Training Manual

Virtual Visionaries
GROUP 17

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1. Introduction

This training manual is split into the Sections depending on the Type of User using the #Bikes4ERP.

VERY IMPORTANT: Please note that even though point 3.2, 3.3 and 3.4 is under “Administrator”, the “Mechanic” and “School Administrator” need to understand it and know how to work with it as well.

2. Required Skills

Before the user can make use of the Virtual Visionaries System, they must ensure that these following prerequisites are met:

2.1. Access to the internet:

- A web browser that is html compatible (Google Chrome, Mozilla Firefox, Microsoft edge)
- A stable internet connection

2.2. User Requirements:

- Basic computer literacy skills
- Basic Internet skills
- The user must be a member of the ERP4Bikes project

3. Administrator Training

3.1 Introduction

The Administrator is arguably the biggest User of our System which means that we will begin with them. The Administrator has a large variety of functions which they need to perform which will be discussed in this section.

3.2 Registering for the VVS website

3.2.1 Description

This section will guide the user through the registration process of the VVS system

3.2.2 Expected learning outcomes

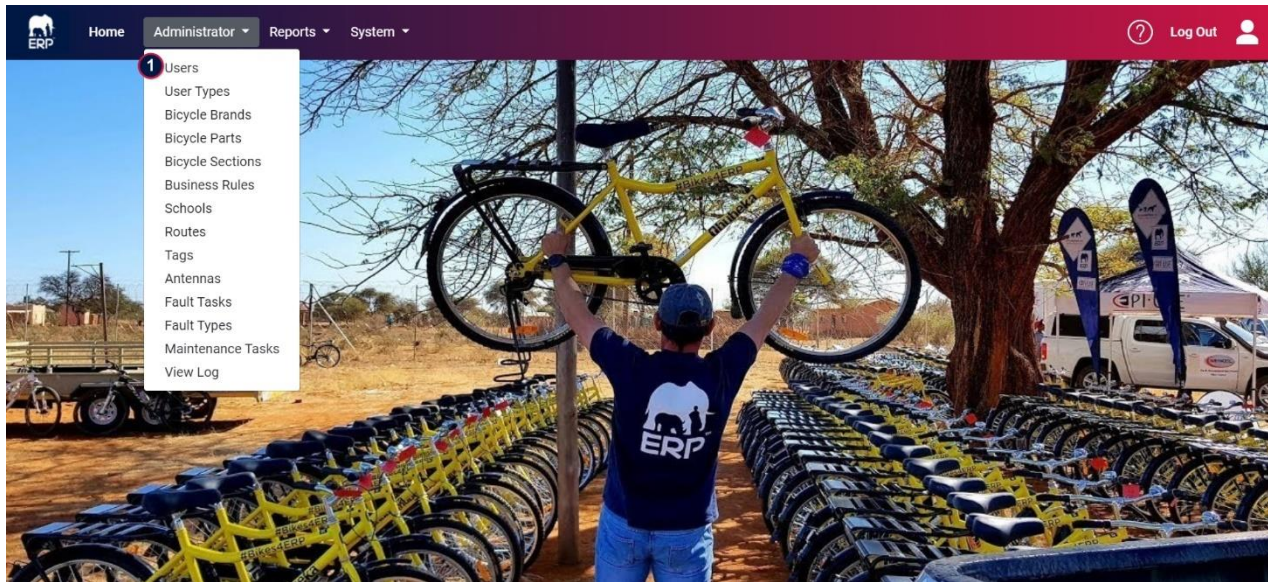
- Be able to register on the VVS system

3.2.3 Prerequisites

- Must not already be registered
- Is part of the ERP4Bikes project
- Must be done through a Super Administrator
- A Super Administrator must be logged in

3.3 Registration Process

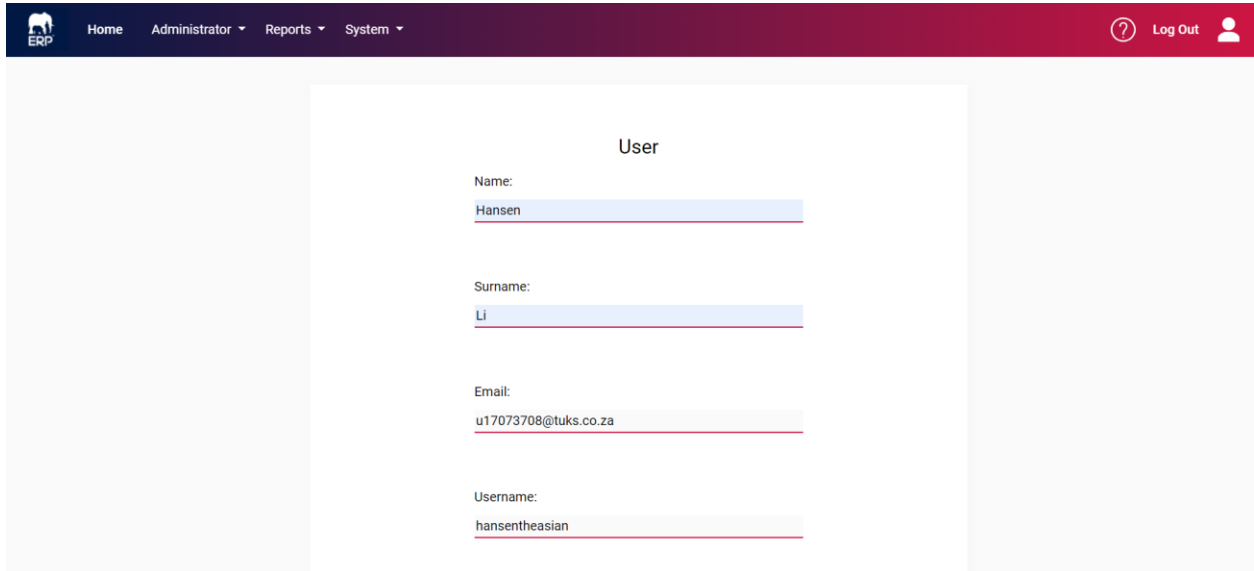
1. The Administrator needs to select the "Users (1)" option from the "Administrator" Drop down



2. The next step is to click the "+ (1)" symbol which will take you to the create user page

User		
1 + Search by Username		
Username	User Type	Action
ByronDonald	Mechanic	
Admin	Administrator	
ShanahJr	School Administrator	
Mechanic	Mechanic	
johnDoe	School Administrator	
jennyking	School Administrator	
hansentheasian	Administrator	
CammyWammy	Mechanic	

3. Input all the necessary details in their respective fields



The screenshot shows the 'User' creation form in the ERP system. The form is titled 'User' and contains four input fields: 'Name' with the value 'Hansen', 'Surname' with the value 'Li', 'Email' with the value 'u17073708@tuks.co.za', and 'Username' with the value 'hansentheasian'. The form is set against a light gray background with a dark blue header bar containing navigation links and a 'Log Out' button.

User

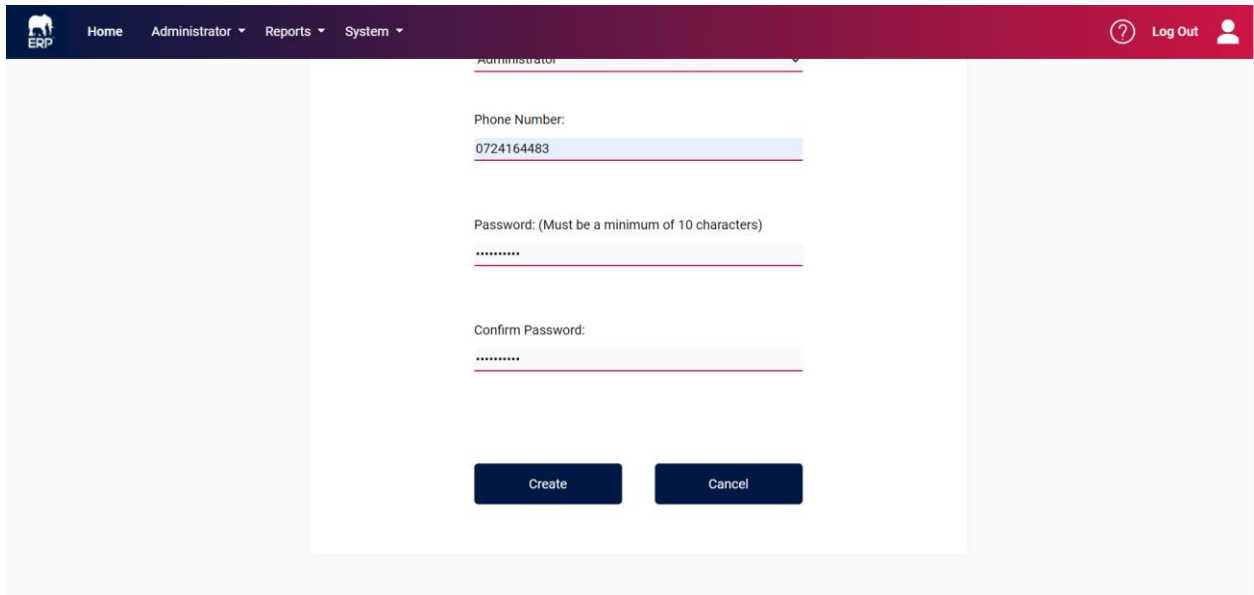
Name:
Hansen

Surname:
Li

Email:
u17073708@tuks.co.za

Username:
hansentheasian

4. Once all details are filled in, select the "Create Button"



The screenshot shows the 'User' creation form in the ERP system, now with additional fields. The 'Name' field is set to 'Administrator'. Below it are 'Phone Number' (0724164483), 'Password' (Must be a minimum of 10 characters, masked with dots), and 'Confirm Password' (masked with dots). At the bottom are 'Create' and 'Cancel' buttons. The form is set against a light gray background with a dark blue header bar containing navigation links and a 'Log Out' button.

Administrator

Phone Number:
0724164483

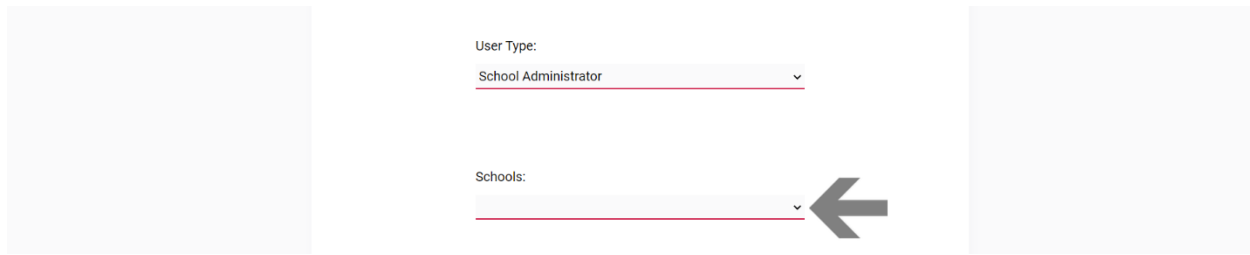
Password: (Must be a minimum of 10 characters)

Confirm Password:

Create Cancel

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- Please not, should you select a "School Administrator" or "Mechanic" User Type, a School dropdown will also appear as shown below:



The screenshot shows a form with two dropdown menus. The first is labeled 'User Type:' and has 'School Administrator' selected. The second is labeled 'Schools:' and is currently empty. A large grey arrow points to the 'Schools:' dropdown menu.

Simply select the School which the User belongs to and continue.

- To ensure that your User was created successfully, you can use our built-in search function (1) on the user page to check if that user was successfully added. As we can see here, our User was added and we were able to find them using our search (2).

User		
+ hansentheasian 1		
Username	User Type	Action
hansentheasian 2	Administrator	

3.2.4 Exercise Time

Create a User with the following Details:

Name	Hansen
Surname	Li
Email	<<input a valid email belonging to the user here>>
Username	hansentheasian
User Type	Administrator
Phone Number	0724164483
Password	1234567890

If the Above user was created successfully, they should now appear in the list of users as shown below:

 Home Administrator Reports System  Log Out  		
Mechanic	Mechanic	
johnDoe	School Administrator	
jennyking	School Administrator	
CammyWammy	Mechanic	
Tapiwa	Mechanic	
garethP	Administrator	
JohnSnow	Mechanic	
iamruffy	That guy	
Admin	School Administrator	
HansenMechanic	Mechanic	
hansentheasian	Administrator	

3.3 Logging in and out of VVS

3.3.1 Description

This section will guide the user through the logging in and out of the VVS system

3.3.2 Expected learning outcomes

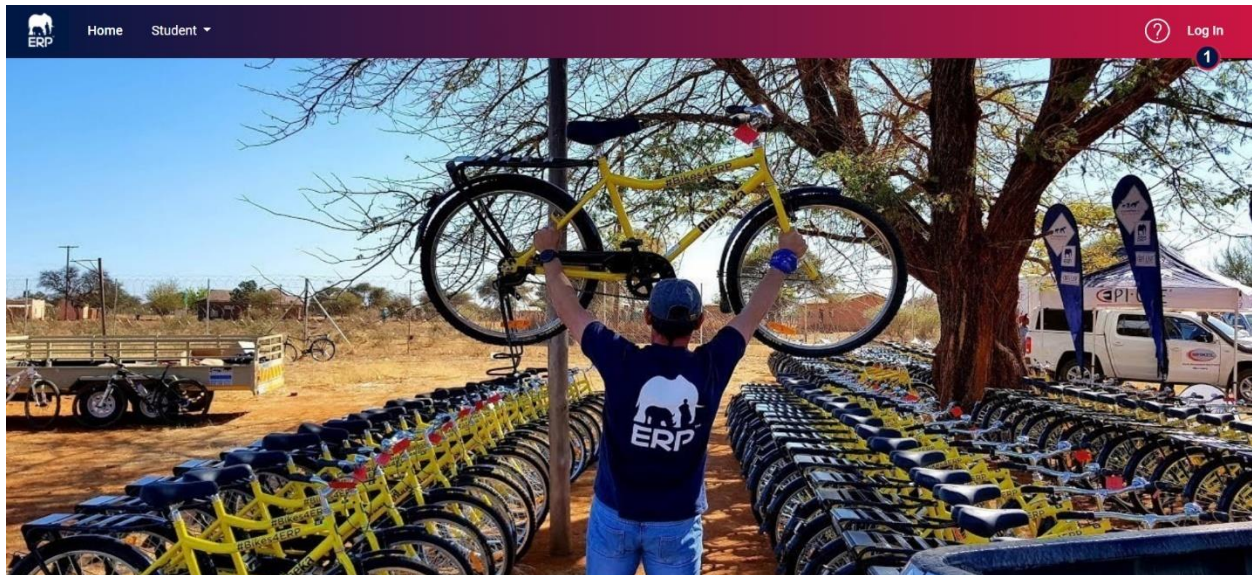
- Be able to login and logout of the VVS system

3.3.3 Prerequisites

- User must be registered
- Is part of the ERP4Bikes project
- Remembers their credentials

3.3.4 Login Process

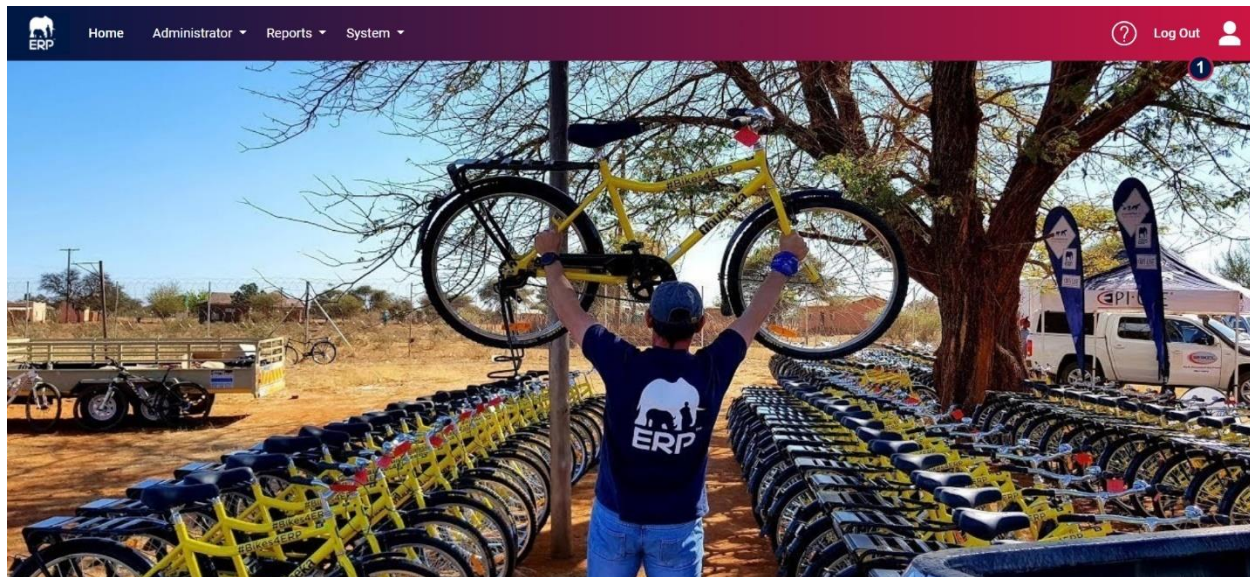
1. To begin this process, the User must navigate to the “Log In (1)” option in the right of the taskbar.



2. The next step is to ensure that the User fills in their Username (1) and Password (2), once the fields are filled in the Login button will become enabled (3).

A screenshot of the login page titled 'Welcome Back!'. It prompts the user to 'Please log into your account'. There are two input fields: 'Username:' and 'Password:'. The 'Username' field is marked with a red circle containing the number '1'. The 'Password' field is marked with a red circle containing the number '2'. Below these fields is a 'Login' button, which is highlighted with a red circle containing the number '3'. At the bottom of the form is a 'Forgot Password?' link.

3. Once the User has logged in, notice how the task bar has changed because the user is now logged in. The "Log in" option (1) has also been changed to "Log out" now which will allow the user to log out.



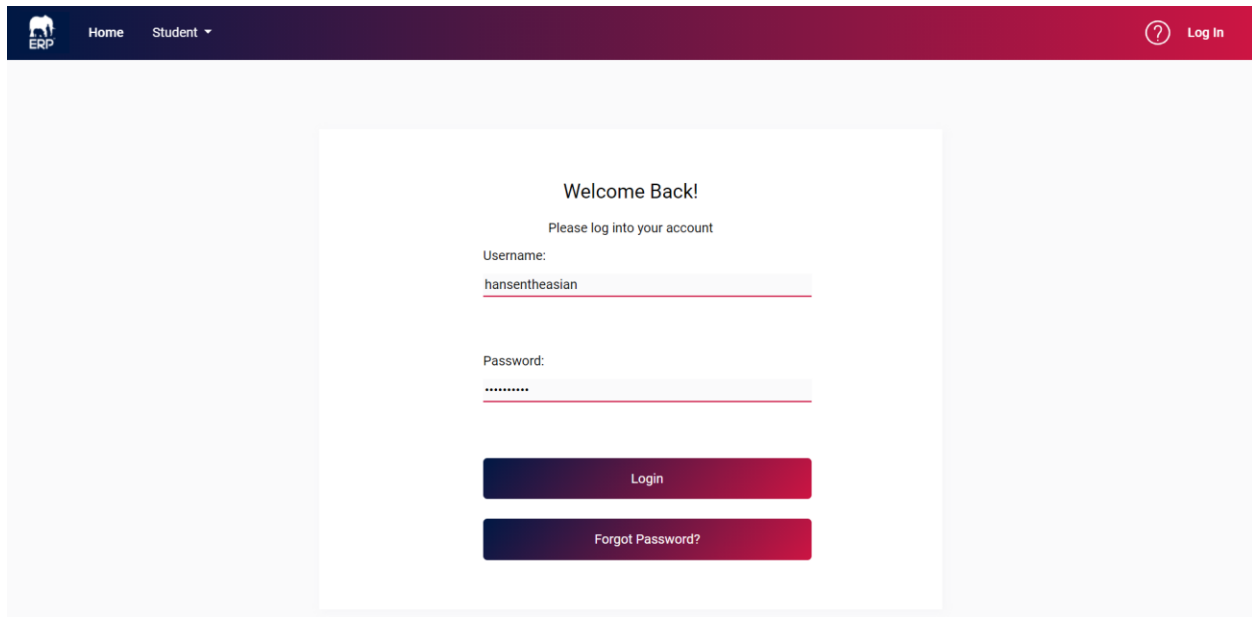
4. In order to log out simply click on the “Log Out” option on the right of the task bar and the system will log you out (you will see the taskbar change once you have logged out).



3.3.5 Exercise Time

This simple exercise requires the User Login with the details of the User which they created previously. Input the Following Details into the login form:

Username	Hansentheasian
Password	1234567890



The screenshot shows the ERP login interface. At the top, there is a navigation bar with the ERP logo, 'Home', 'Student' with a dropdown arrow, and a 'Log In' button with a question mark icon. The main content area displays a 'Welcome Back!' message, followed by 'Please log into your account'. Below this, there are input fields for 'Username:' (containing 'hansentheasian') and 'Password:' (containing '*****'). At the bottom of the form, there are two buttons: 'Login' and 'Forgot Password?'.

- If details are entered correctly then the User should be able to log in as specified previously.
- The last task is just to press the "Logout" Button and check the navbar to see if the User can log out.

3.4 Forgetting and Resetting Password

3.4.1 Description

This section will guide the user through the resetting of their password in the VVS system.

3.4.2 Expected learning outcomes

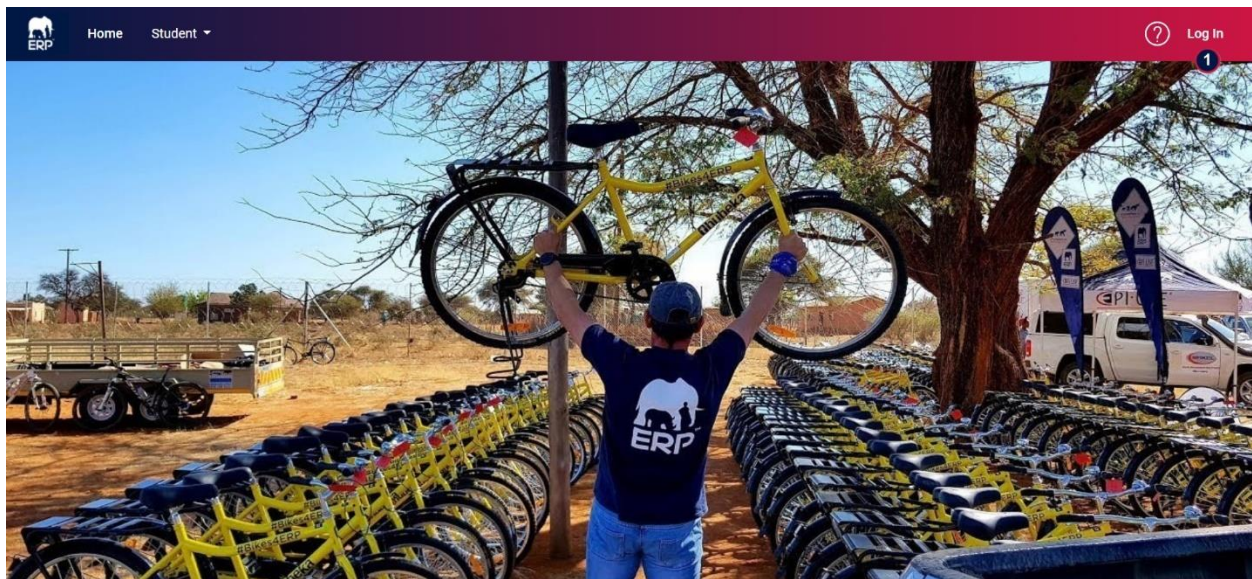
- Be able to reset their own passwords

3.4.3 Prerequisites

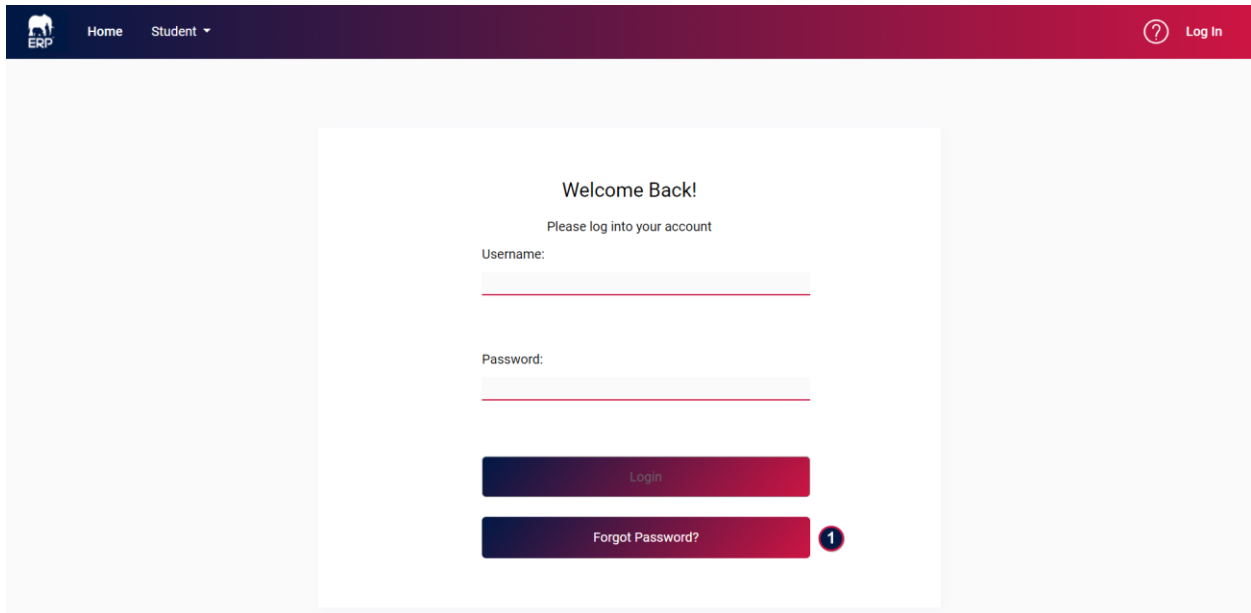
- User must be registered
- Is part of the ERP4Bikes project
- Has a valid email linked to their profile

3.4.4 Reset Password Process

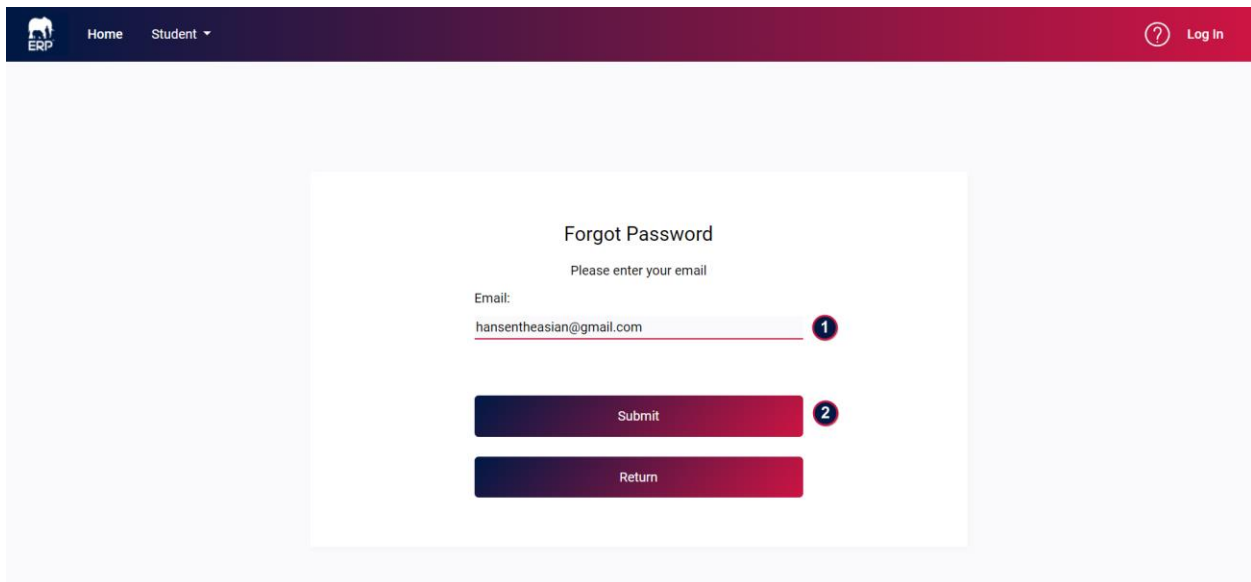
1. To begin this process, the User must navigate to the “Log In (1)” option in the right of the taskbar.



- The next step is to click the "Forgot Password (1)" button.



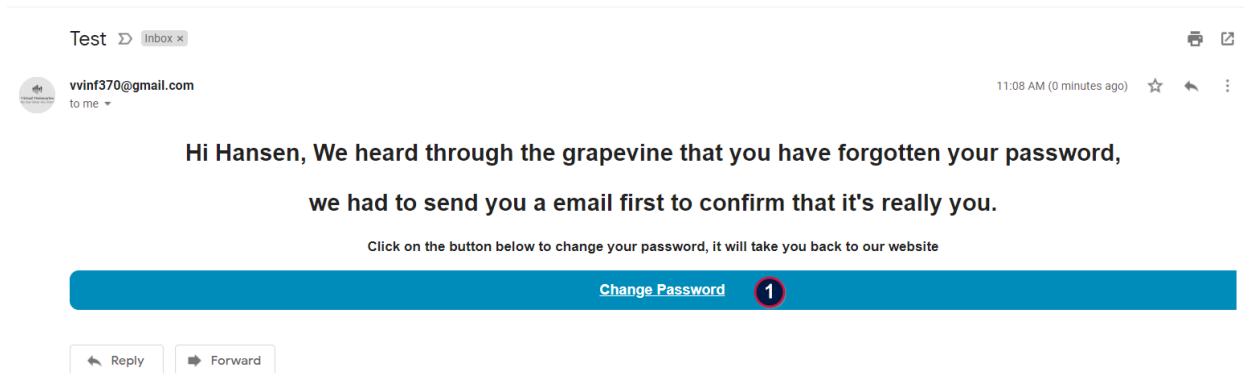
- Make sure to enter in the correct email in the "Email (1)" field, once that is done you can click on the "Submit (2)" button to proceed.



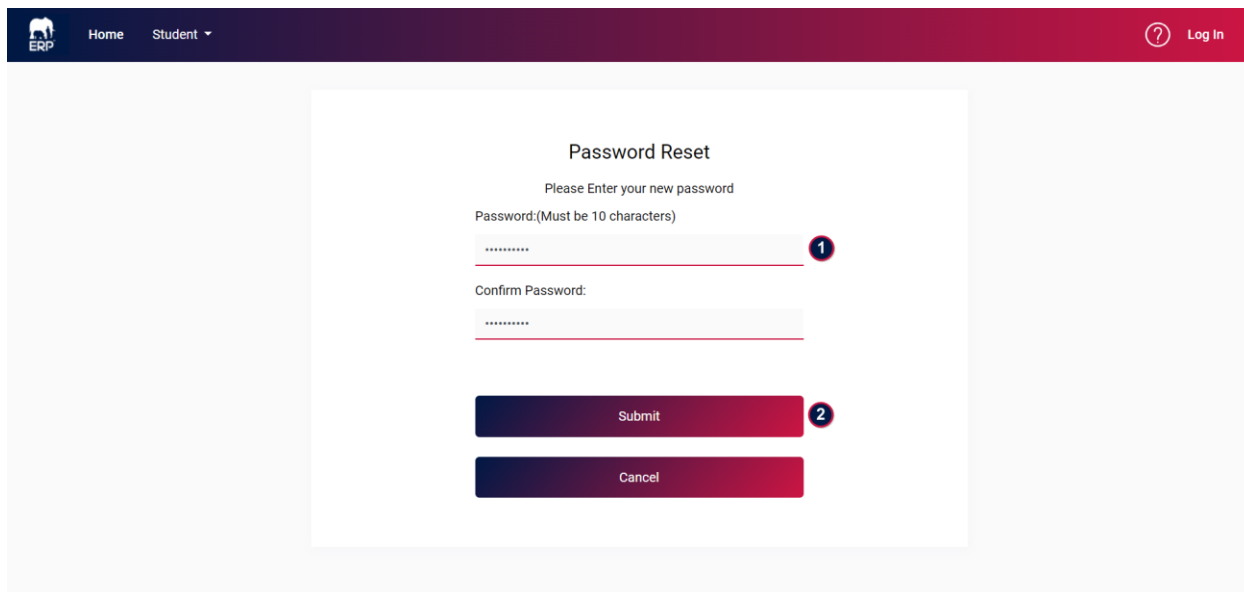
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4. Inside your email you will receive an email that looks like the following, click on the "Change Password (1)" Link to go reset your password.



5. Enter in your new password (1) and once you are happy with it click the submit button (2) to reset your password

A screenshot of a web application's password reset form. The form is titled 'Password Reset' and has a subtitle 'Please Enter your new password'. It contains two input fields: 'Password:(Must be 10 characters)' and 'Confirm Password:'. The first input field has a red circle and the number '1' next to it. Below the input fields are two buttons: 'Submit' and 'Cancel'. The 'Submit' button has a red circle and the number '2' next to it. The form is set against a light gray background with a dark blue header bar at the top containing 'Home' and 'Student' links.

3.4.5 Exercise Time

We are going to be resetting the password of the User that we created in the previous exercise. Change their password to: 0987654321

If your password reset was successful you will now be able to login with the following credentials:

Username	hansentheasian
Password	0987654321

3.5 Deleting and Updating profiles

3.5.1 Description

This section will guide the user through how to update and delete their profiles

3.5.2 Expected learning outcomes

- Be able to update and delete user profiles

3.5.3 Prerequisites

- User must be registered
- Is part of the ERP4Bikes project
- Remembers their credentials
- Must be done through a Super administrator
- Super Administrator must be logged in

3.5.4 Delete and Update Process

1. In order to Update or Delete a Profile, the Administrator must click on the "Edit" button.

User			⊕ Search by Username
Username	User Type	Action	
ByronDonald	Mechanic		
Admin	Administrator		
ShanahJr	School Administrator		
Mechanic	Mechanic		➔
johnDoe	School Administrator		
jennyking	School Administrator		
CammyWammy	Mechanic		
Tapiwa	Mechanic		
garethP	Administrator		

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2. After clicking that button, the following form should appear with the details of the User that you selected:

User

Name:

Surname:

Email:

Username:

User Type:

Phone Number:

1
Update

2
Delete

3. Should the User wish to Update the profile, simply edit the details they wish to change and click on the "Update (1)" button, confirm changes and the profile will be Updated.
4. Should the User wish to Delete the profile, click on the "Delete (2)" button and once the delete is confirmed, the User will be removed from VVS

3.5.5 Exercise Time

Working with the “hansentheasian” User we created in the first example, we are going to update the user first and then delete it.

Change their Details to the following:

User

Name:

Hanny

Surname:

Wanny

Email:

hansenlioofficial@gmail.com

Username:

hansenli

User Type:

Administrator

Phone Number:

0124465788

Update

Delete

Press the “Update” Button

If the Update was successful, then when we click on the “Edit” button for this user we should see their updated details now.

User

Name:

Hanny

Surname:

Wanny

Email:

hansenlioofficial@gmail.com

Username:

hansenli

User Type:

Administrator

Phone Number:

0124465788

The next step is deleting the User, to check if this was successful simply perform the delete process and if the User was deleted successfully

Confirmation
Are you sure you want to Delete this User?
Yes No

Click Yes to confirm this delete

ERP Home Administrator Reports System ? Log Out

User

Username	User Type	Action
----------	-----------	--------

We can see that no User with the username "hansenli" is found.

3.6 User Type management

3.6.1 Description

This section will guide the user through how to manage the User Types of the system

3.6.2 Expected learning outcomes

- Be able to Create, Update and Delete User Types

3.6.3 Prerequisites

- Super Administrator must be logged in

3.6.4 Create Process

1. We will start with the Creating User Type first. To begin click the "+ (1)" symbol on the form



Home

Administrator

Reports

System

?

Log Out



User Type

1

+

Search by User Type

Type	Permissions	Action
Administrator	High	
Mechanic	Low	
School Administrator	Moderate	
That guy	Moderate	

3.6.5 Exercise Time

2. Create a User Type of "Guest" and set their permissions to "Low"

User Type

Type:

Guest

Permissions:

Low

Create
Cancel

3. Finish this step by pressing the "Create" button.
4. Confirm the Create

Confirmation

Are you sure you want to create a new User Type?

Yes
No

5. If the Create was successful, "Guest" Should now appear as a User Type with a permission of "Low".

User Type			
Type	Permissions	Action	
Administrator	High		
Mechanic	Low		
School Administrator	Moderate		
That guy	Moderate		
Guest	Low		

3.6.6 Update Process

4. To start on Updating the User Type, Select the “Edit” Button for the User Type you want to edit

User Type		
Type	Permissions	Action
Administrator	High	
Mechanic	Low	
School Administrator	Moderate	
That guy	Moderate	
Guest	Low	

3.6.7 Exercise Time

We are going to be updating our “Guest” User Type which we just created. Change the “Permissions” to “Moderate” and the “Type” to “Friend” like below:


[Home](#)
[Administrator](#)
[Reports](#)
[System](#)


[Log Out](#)


Type:

Friend

Permissions:

Moderate

Update

Delete

- 4 Update the User Type Details by pressing the “Update” button
- 5 As we can see here, Our User Type’s Details have been updated

User Type		
Type	Permissions	Action
Administrator	High	
Mechanic	Low	
School Administrator	Moderate	
That guy	Moderate	
Friend	Moderate	

3.6.8 Delete Process

1. To start on Deleting the User Type, Select the “Edit” Button for the User Type you want to Delete.

User Type			
Type	Permissions	Action	
Administrator	High		
Mechanic	Low		
School Administrator	Moderate		
That guy	Moderate		
Guest	Low		

3.6.9 Exercise Time

We are going to Delete our latest User Type now:

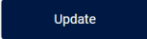
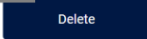
2. Simply Click on the “Delete” button

	Home	Administrator ▾	Reports ▾	System ▾	 Log Out 
--	------	-----------------	-----------	----------	---

User Type

Type:

Permissions:

3. Confirm the Delete

Confirmation

Are you sure you want to Delete this User Type?

Yes

No

4. As we can see below, our User Type ("Friend") has been deleted.

 Home Administrator Reports System  Log Out 			
User Type  Search by User Type			
Type	Permissions	Action	
Administrator	High		
Mechanic	Low		
School Administrator	Moderate		
That guy	Moderate		

3.7 Bicycle Brands management

3.7.1 Description

This section will guide the user through how to manage the Brands of the system

3.7.2 Expected learning outcomes

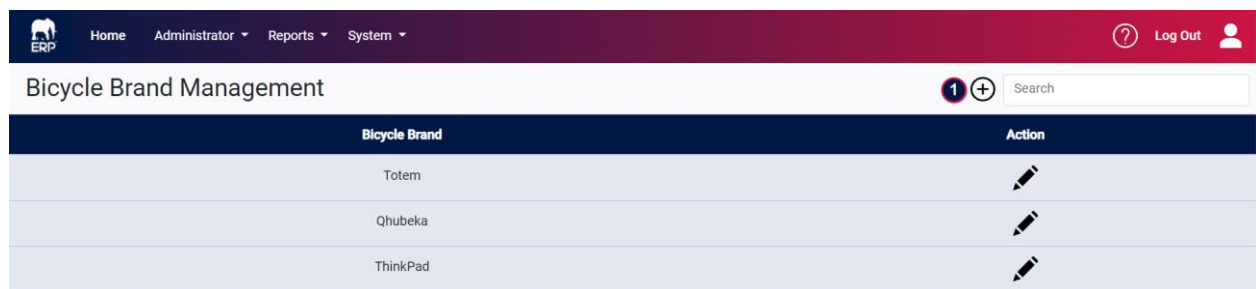
- Be able to Create, Update and Delete Bicycle Brands

3.7.3 Prerequisites

- Super Administrator must be logged in

3.7.4 Create Process

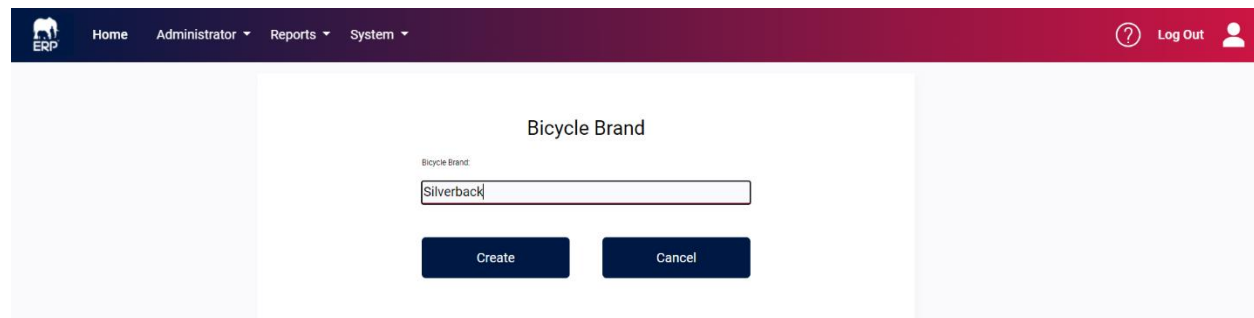
1. We will start with the Creating Bicycle Brands first. To begin click the “+ (1)” symbol on the form



Bicycle Brand	Action
Totem	
Qhubeka	
ThinkPad	

3.7.5 Exercise Time

Create a Bicycle Brand of “Silverback”



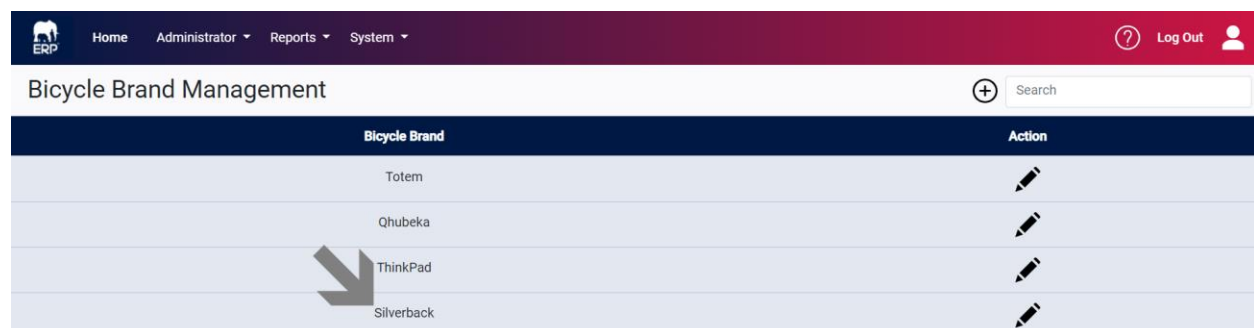
Bicycle Brand

Bicycle Brand:

Silverback

Create Cancel

2. Finish this step by pressing the “Create” button.
3. If the Create was successful, “Silverback” Should now appear as a Bicycle Brand



Bicycle Brand	Action
Totem	
Qhubeka	
ThinkPad	
Silverback	

3.7.6 Update Process

1. To start on Updating the Bicycle Brand, Select the “Edit” Button for the Bicycle Brand you want to edit

Bicycle Brand Management	
Bicycle Brand	Action
Totem	
Qhubeka	
ThinkPad	
Silverback	

3.7.7 Exercise Time

We are going to be updating our “Silverback” Bicycle Brand which we just created. Change the Bicycle Brand to “Sunshine Bikes” like below:

Bicycle Brand Bicycle Brand Sunshine bikes Update Delete
--

2. Update the Bicycle Brand Details by pressing the “Update” button
3. As we can see here, Our Bicycle Brand’s Details have been updated

Bicycle Brand Management	
Bicycle Brand	Action
Totem	
Qhubeka	
ThinkPad	
Sunshine bikes	

3.7.8 Delete Process

1. To start on Deleting the Bicycle Brand, Select the “Edit” Button for the Bicycle Brand you want to Delete.

Bicycle Brand Management	
Bicycle Brand	Action
Totem	
Qhubeka	
ThinkPad	
Silverback	

3.7.9 Exercise Time

We are going to Delete our latest Bicycle Brand now:

2. Simply Click on the “Delete” button


Home
Administrator
Reports
System

?
Log Out

Bicycle Brand

Bicycle Brand

Sunshine bikes

Update

Delete

3. As we can see below, our Bicycle Brand (“Sunshine bikes”) has been deleted.

Bicycle Brand Management	
Bicycle Brand	Action
Totem	
Qhubeka	
ThinkPad	

3.8 Bicycle Parts management

3.8.1 Description

This section will guide the user through how to manage the Bicycle Parts of the system

3.8.2 Expected learning outcomes

- Be able to Create, Update and Delete Bicycle Parts

3.8.3 Prerequisites

- Super Administrator must be logged in

3.8.4 Create Process

1. We will start with the Creating Bicycle Parts first. To begin click the “+ (1)” symbol on the form

Bicycle Part Management				
Part Name	Description	Section	Part Type	Action
Back Rim	The Rim of the bike	Back Wheel	Heinrich	
Gear switch lever	Change speed modes	Gears	Heinrich	
Brake Disk/Pad	Used with the calipers or rubber	Back Wheel	Heinrich	
Seat	Stability	Body	Heinrich	
Front Tube	The real air	Front Wheel	Heinrich	
Handle grips	Firm hold	Handle bar	Heinrich	
Chain	For the motions	Gears	Heinrich	
Back Frame	The back frame part	Body	Heinrich	

3.8.5 Exercise Time

Create a Bicycle Part with the following Details:

Bicycle Part



Please Select a Bicycle Part Image

download.jpg

Part Name:

Bell

Part Description:

Rings

Bicycle Section:

Body

Part Type:

Heinrich

2. Finish this step by pressing the "Create" button.

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- If the Create was successful, "Bell" Should now appear as a Bicycle Part with a description of "Rings".

ERP				
Home	Administrator	Reports	System	Log Out
Back Rim	The Rim of the bike	Back Wheel	Heinrich	
Gear switch lever	Change speed modes	Gears	Heinrich	
Brake Disk/Pad	Used with the callipers or rubber	Back Wheel	Heinrich	
Seat	Stability	Body	Heinrich	
Front Tube	The real air	Front Wheel	Heinrich	
Handle grips	Firm hold	Handle bar	Heinrich	
Chain	For the motions	Gears	Heinrich	
Back Frame	The back frame part	Body	Heinrich	
Back Tube	the back tube of the tyre	Back Wheel	Heinrich	
TestPart	Used to test	TestSection	Heinrich	
Belt	fastens the user	Seat	Heinrich	
justapart	justice	Seat	Heinrich	
Yes	no	Seat	Heinrich	
Test	Taste	Seat	Heinrich	
Bell	Rings	Body	Heinrich	



3.8.6 Update Process

1. To start on Updating the Bicycle Part, Select the “Edit” Button for the Bicycle Part you want to edit

Back Rim	The Rim of the bike	Back Wheel	Heinrich	
Gear switch lever	Change speed modes	Gears	Heinrich	
Brake Disk/Pad	Used with the callipers or rubber	Back Wheel	Heinrich	
Seat	Stability	Body	Heinrich	
Front Tube	The real air	Front Wheel	Heinrich	
Handle grips	Firm hold	Handle bar	Heinrich	
Chain	For the motions	Gears	Heinrich	
Back Frame	The back frame part	Body	Heinrich	
Back Tube	the back tube of the tyre	Back Wheel	Heinrich	
TestPart	Used to test	TestSection	Heinrich	
Belt	fastens the user	Seat	Heinrich	
justapart	justice	Seat	Heinrich	
Yes	no	Seat	Heinrich	
Test	Taste	Seat	Heinrich	
Bell	Rings	Body	Heinrich	

3.8.7 Exercise Time

We are going to be updating our “Bell” Bicycle Part which we just created and change the Details to Below:

Bicycle Part



Choose a Bicycle Part Image to update

No file chosen

Part Name:

Part Description:

Bicycle Section:

Part Type:

2. Update the Bicycle Part Details by pressing the “Update” button

3. As we can see here, Our Bicycle Part's Details have been updated

 Home Administrator Reports System  Log Out 				
Back Rim	The Rim of the bike	Back Wheel	Heinrich	
Gear switch lever	Change speed modes	Gears	Heinrich	
Brake Disk/Pad	Used with the calipers or rubber	Back Wheel	Heinrich	
Seat	Stability	Body	Heinrich	
Front Tube	The real air	Front Wheel	Heinrich	
Handle grips	Firm hold	Handle bar	Heinrich	
Chain	For the motions	Gears	Heinrich	
Back Frame	The back frame part	Body	Heinrich	
Back Tube	the back tube of the tyre	Back Wheel	Heinrich	
TestPart	Used to test	TestSection	Heinrich	
Belt	fastens the user	Seat	Heinrich	
justapart	justice	Seat	Heinrich	
Yes	no	Seat	Heinrich	
Test	Taste	Seat	Heinrich	
New Bell	Rings really loud	Gears	Heinrich	



3.8.8 Delete Process

1. To start on Deleting the Bicycle Part, Select the "Edit" Button for the Bicycle Part you want to Delete.



Home

Administrator

Reports

System

7

Log Out



Back Rim	The Rim of the bike	Back Wheel	Heinrich	
Gear switch lever	Change speed modes	Gears	Heinrich	
Brake Disk/Pad	Used with the callipers or rubber	Back Wheel	Heinrich	
Seat	Stability	Body	Heinrich	
Front Tube	The real air	Front Wheel	Heinrich	
Handle grips	Firm hold	Handle bar	Heinrich	
Chain	For the motions	Gears	Heinrich	
Back Frame	The back frame part	Body	Heinrich	
Back Tube	the back tube of the tyre	Back Wheel	Heinrich	
TestPart	Used to test	TestSection	Heinrich	
Belt	fastens the user	Seat	Heinrich	
justapart	justice	Seat	Heinrich	
Yes	no	Seat	Heinrich	
Test	Taste	Seat	Heinrich	
Bell	Rings	Body	Heinrich	



3.8.9 Exercise Time

We are going to Delete our latest Bicycle Part now:

2. Simply Click on the "Delete" button

ERP	Home	Administrator	Reports	System	?	Log Out	
-----	------	---------------	---------	--------	---	---------	--

Bicycle Part



Choose a Bicycle Part Image to update

No file chosen

Part Name:

Part Description:

Bicycle Section:

Part Type:

3. Confirm the Delete

Confirmation

Are you sure you want to delete this Bicycle Part?

Yes

No

4. As we can see below, our Bicycle Part ("New Bell") has been deleted.

ERP Home Administrator Reports System ? Log Out				
Back Rim	The Rim of the bike	Back Wheel	Heinrich	
Gear switch lever	Change speed modes	Gears	Heinrich	
Brake Disk/Pad	Used with the calipers or rubber	Back Wheel	Heinrich	
Seat	Stability	Body	Heinrich	
Front Tube	The real air	Front Wheel	Heinrich	
Handle grips	Firm hold	Handle bar	Heinrich	
Chain	For the motions	Gears	Heinrich	
Back Frame	The back frame part	Body	Heinrich	
Back Tube	the back tube of the tyre	Back Wheel	Heinrich	
TestPart	Used to test	TestSection	Heinrich	
Belt	fastens the user	Seat	Heinrich	
justapart	justice	Seat	Heinrich	
Yes	no	Seat	Heinrich	
Test	Taste	Seat	Heinrich	

3.9 Bicycle Sections management

3.9.1 Description

This section will guide the user through how to manage the Bicycle Sections of the system

3.9.2 Expected learning outcomes

- Be able to Create, Update and Delete Bicycle Sections

3.9.3 Prerequisites

- Super Administrator must be logged in

3.9.4 Create Process

1. We will start with the Creating Bicycle Sections first. To begin click the “+ (1)” symbol on the form

Bicycle Section Management		
Section Name	Description	Action
Front Wheel	The Wheel at the front	
Back Wheel	The wheel at the Back	
Gears	Used to Change gears	
Body	Holds Sections together	
Handle bar	Handle the control	
Seat	Made For sitting	
Brakes	used to stop the bike	
TestSection	testing	

3.9.5 Exercise Time

Create a Bicycle Section with the following Details:

Bicycle Section



Please Select a Bicycle Section Image

Choose File

Brand-X-RD-01...k-2017-0.jpg

Section Name:

Main Frame

Section Description:

Holds the other frames

Create Section

Cancel

2. Finish this step by pressing the "Create" button.

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- If the Create was successful, "Main Frame" Should now appear as a Bicycle Section with a description of "Holds the other frames".

Bicycle Section Management		
Section Name	Description	Action
Front Wheel	The Wheel at the front	
Back Wheel	The wheel at the Back	
Gears	Used to Change gears	
Body	Holds Sections together	
Handle bar	Handle the control	
Seat	Made For sitting	
Brakes	used to stop the bike	
TestSection	testing	
Main Frame	Holds the other frames	



3.9.6 Update Process

1. To start on Updating the Bicycle Section, Select the “Edit” Button for the Bicycle Section you want to edit

Bicycle Section Management		
Section Name	Description	Action
Front Wheel	The Wheel at the front	
Back Wheel	The wheel at the Back	
Gears	Used to Change gears	
Body	Holds Sections together	
Handle bar	Handle the control	
Seat	Made For sitting	
Brakes	used to stop the bike	
TestSection	testing	
Main Frame	Holds the other frames	

3.9.7 Exercise Time

We are going to be updating our “Main Frame” Bicycle Section which we just created and change the Details to Below:

Bicycle Section



Choose a Bicycle Section Image to update

No file chosen

Section Name:

Section Description:

2. Update the Bicycle Section Details by pressing the “Update” button

3. As we can see here, Our Bicycle Section's Details have been updated

Bicycle Section Management		
Section Name	Description	Action
Front Wheel	The Wheel at the front	
Back Wheel	The wheel at the Back	
Gears	Used to Change gears	
Body	Holds Sections together	
Handle bar	Handle the control	
Seat	Made For sitting	
Brakes	used to stop the bike	
estSection	testing	
Side Frame	A side frame	



3.9.8 Delete Process

1. To start on Deleting the Bicycle Section, Select the "Edit" Button for the Bicycle Section you want to Delete.

Bicycle Section Management		
Section Name	Description	Action
Front Wheel	The Wheel at the front	
Back Wheel	The wheel at the Back	
Gears	Used to Change gears	
Body	Holds Sections together	
Handle bar	Handle the control	
Seat	Made For sitting	
Brakes	used to stop the bike	
TestSection	testing	
Main Frame	Holds the other frames	

3.9.9 Exercise Time

We are going to Delete our latest Bicycle Section now:

2. Simply Click on the "Delete" button

 Home Administrator Reports System ? Log Out 		
Bicycle Section  Choose a Bicycle Section Image to update Choose File No file chosen Section Name: Side Frame Section Description: A side frame Update Delete		

3. Confirm the Delete

Confirmation

Are you sure you want to delete this Bicycle Section?

Yes No

4. As we can see below, our Bicycle Part ("Side Frame") has been deleted.

Bicycle Section Management		
Section Name	Description	Action
Front Wheel	The Wheel at the front	
Back Wheel	The wheel at the Back	
Gears	Used to Change gears	
Body	Holds Sections together	
Handle bar	Handle the control	
Seat	Made For sitting	
Brakes	used to stop the bike	
TestSection	testing	

3.10 Business Rule management

3.10.1 Description

This section will guide the user through how to manage the Business Rules of the system

3.10.2 Expected learning outcomes

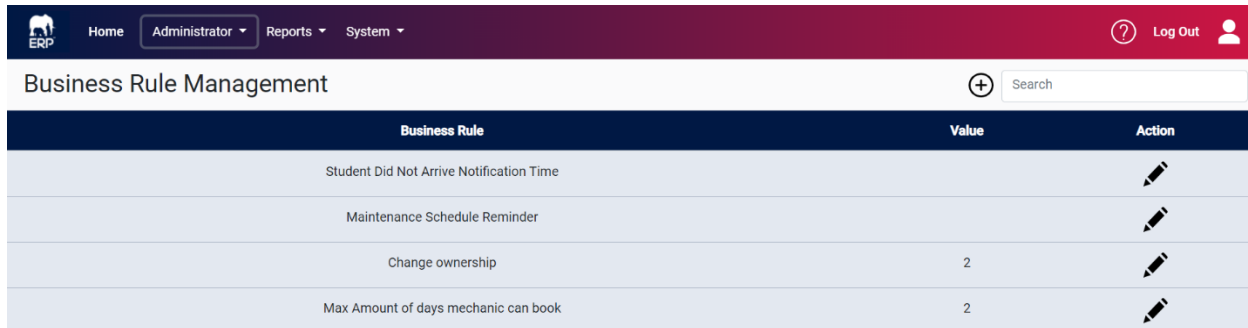
- Be able to Create, Update and Delete Business Rules

3.10.3 Prerequisites

- Super Administrator must be logged in

3.10.4 Create Process

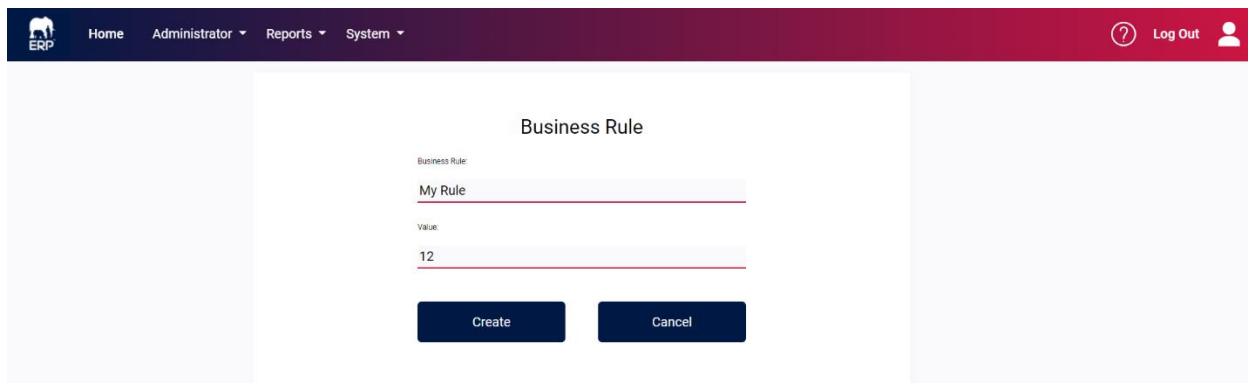
1. We will start with the Creating Business Rules first. To begin click the “+” symbol on the form



Business Rule	Value	Action
Student Did Not Arrive Notification Time		
Maintenance Schedule Reminder		
Change ownership	2	
Max Amount of days mechanic can book	2	

3.10.5 Exercise Time

2. Create a Business Rule of “My Rule” and set the value to “12”



Business Rule

Business Rule

My Rule

Value

12

Create Cancel

3. Finish this step by pressing the “Create” button.

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4. If the Create was successful, "My Rule" Should now appear as a Business Rule with a Value of "12".

Business Rule Management		
Business Rule	Value	Action
Student Did Not Arrive Notification Time		
Maintenance Schedule Reminder		
Change ownership	2	
Max Amount of days mechanic can book	2	
My Rule	12	

3.10.6 Update Process

1. To start on Updating the Business Rule, Select the “Edit” Button for the Business Rule you want to edit

Business Rule Management		
Business Rule	Value	Action
Student Did Not Arrive Notification Time		
Maintenance Schedule Reminder		
Change ownership	2	
Max Amount of days mechanic can book	2	
My Rule	12	

3.10.7 Exercise Time

We are going to be updating our “My Rule” Business Type which we just created. Change the “Value” to “4” and the “Business Rule” to “My New Rule” like below:

 Home Administrator Reports System ? Log Out 	Business Rule My New Rule Value 4 Update Delete
---	--

2. Update the Business Rule Details by pressing the “Update” button
3. As we can see here, Our Business Rules’s Details have been updated

Business Rule Management		
Business Rule	Value	Action
Student Did Not Arrive Notification Time		
Maintenance Schedule Reminder		
Change ownership	2	
Max Amount of days mechanic can book	2	
My New Rule	4	

3.10.8 Delete Process

1. To start on Deleting the Business Rule, Select the “Edit” Button for the Business Rule you want to Delete.

Business Rule Management		
Business Rule	Value	Action
Student Did Not Arrive Notification Time		
Maintenance Schedule Reminder		
Change ownership	2	
Max Amount of days mechanic can book	2	
My Rule	12	

3.10.9 Exercise Time

We are going to Delete our latest Business Rule now:

2. Simply Click on the “Delete” button

 Home Administrator Reports System  Log Out 	Business Rule Business Rule My New Rule Value 4 Update Delete
--	--

3. As we can see below, our Business Rule (“My New Rule”) has been deleted.

Business Rule Management		
Business Rule	Value	Action
Student Did Not Arrive Notification Time		
Maintenance Schedule Reminder		
Change ownership	2	
Max Amount of days mechanic can book	2	

3.11 Schools management

3.11.1 Description

This section will guide the user through how to manage the Schools of the system

3.11.2 Expected learning outcomes

- Be able to Create, Update and Delete Schools

3.11.3 Prerequisites

- Super Administrator must be logged in

3.11.4 Create Process

1. We will start with the Creating a School first. To begin click the “+ (1)” symbol on the form

School Management		
School Name	Village	Action
School of Smarties	Villy	
Test School	HomeyVillage	
JohnSchool	DangerousVillage	
JaneSchool	Villy	
Standard School	SafeVillage	
MoonshineSchool	HomeyVillage	
WinterSchool	HomeyVillage	
SunshineSchool	Villy	

- 3.11.5 Exercise Time
2. Create a School with the following details:

School

School Name:

School Email:

School Telephone:

Village:

Create SchoolCancel

3. Finish this step by pressing the "Create School" button.
4. Confirm the Create

Confirmation

Are you sure you want to create a new School?

Yes

No

5. If the Create was successful, "MySchool" Should now appear as a School

School Management		
School Name	Village	Action
School of Smarties	Villy	
Test School	HomeyVillage	
JohnSchool	DangerousVillage	
JaneSchool	Villy	
Standard School	SafeVillage	
MoonshineSchool	HomeyVillage	
WinterSchool	HomeyVillage	
SunshineSchool	Villy	
crudddd	Villy	
School of Hardnots	Villy	
crud	Villy	
MySchool	HomeyVillage	



3.11.6 Update Process

1. To start on Updating the School, Select the “Edit” Button for the School you want to edit

School Management		
School Name	Village	Action
School of Smarties	Villy	
Test School	HomeyVillage	
JohnSchool	DangerousVillage	
JaneSchool	Villy	
Standard School	SafeVillage	
MoonshineSchool	HomeyVillage	
WinterSchool	HomeyVillage	
SunshineSchool	Villy	
crudddy	Villy	
School of Hardnots	Villy	
crud	Villy	
MySchool	HomeyVillage	

3.11.7 Exercise Time

We are going to be updating our “MySchool” School which we just created. Change details to the following below:

 Home Administrator Reports System ? Log Out	School School Name: MyUpdatedSchool School Email: myupdateschool@gmail.com School Telephone: 0123345561 Village: SafeVillaoe Update Delete
---	--

- 4 Update the School Details by pressing the “Update” button

5 As we can see here, Our School's Details have been updated

School Management		
School Name	Village	Action
School of Smarties	Villy	
Test School	HomeyVillage	
JohnSchool	DangerousVillage	
JaneSchool	Villy	
Standard School	SafeVillage	
MoonshineSchool	HomeyVillage	
WinterSchool	HomeyVillage	
SunshineSchool	Villy	
crudddy	Villy	
School of Hardnots	Villy	
crud	Villy	
MyUpdatedSchool	SafeVillage	



3.11.8 Delete Process

1. To start on Deleting the School, Select the “Edit” Button for the School you want to Delete.

School Management		
School Name	Village	Action
School of Smarties	Villy	
Test School	HomeyVillage	
JohnSchool	DangerousVillage	
JaneSchool	Villy	
Standard School	SafeVillage	
MoonshineSchool	HomeyVillage	
WinterSchool	HomeyVillage	
SunshineSchool	Villy	
crudddy	Villy	
School of Hardnots	Villy	
crud	Villy	
MySchool	HomeyVillage	

3.11.9 Exercise Time

We are going to Delete our latest User Type now:

2. Simply Click on the “Delete” button

School

School Name:

MyUpdatedSchool

School Email:

myupdateschool@gmail.com

School Telephone:

0123345561

Village:

SafeVillage

Update

Delete

3. Confirm the Delete

Confirmation

Are you sure you want to Delete this School?

Yes

No

4. As we can see below, our School ("MyUpdatedSchool") has been deleted.

School Management		
School Name	Village	Action
School of Smarties	Villy	
Test School	HomeyVillage	
JohnSchool	DangerousVillage	
JaneSchool	Villy	
Standard School	SafeVillage	
MoonshineSchool	HomeyVillage	
WinterSchool	HomeyVillage	
SunshineSchool	Villy	
crudddy	Villy	
School of Hardnots	Villy	
crud	Villy	

3.12 Route management

3.12.1 Description

This section will guide the user through how to manage the Routes of the system

3.12.2 Expected learning outcomes

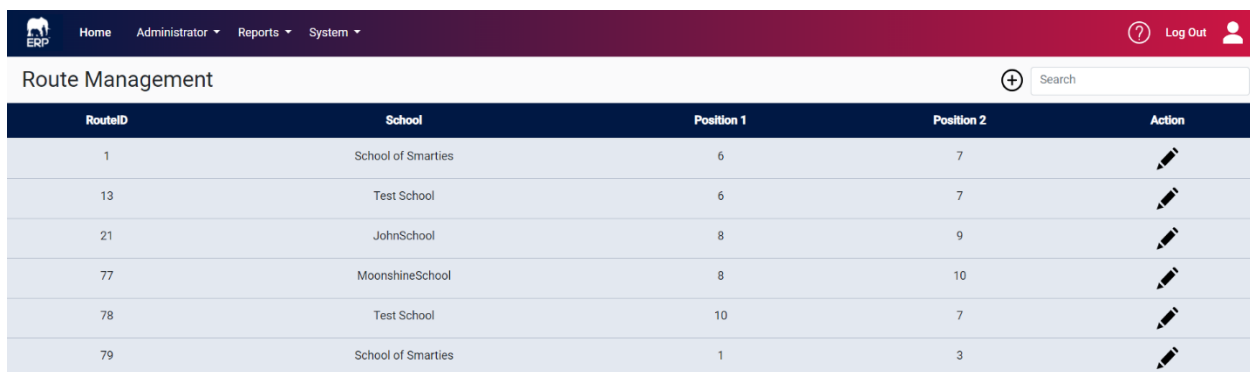
- Be able to Create, Update and Delete Routes

3.12.3 Prerequisites

- Super Administrator must be logged in

3.12.4 Create Process

1. We will start with the Creating Route first. To begin click the “+” symbol on the form



RouteID	School	Position 1	Position 2	Action
1	School of Smarties	6	7	
13	Test School	6	7	
21	JohnSchool	8	9	
77	MoonshineSchool	8	10	
78	Test School	10	7	
79	School of Smarties	1	3	

3.12.5 Exercise Time

2. Create a Route with the following Options:

Route

School:

Standard School ▼

Position 1 Antenna:

7 ▼

Position 2 Antenna:

6 ▼

Create Route

Cancel

3. Finish this step by pressing the “Create Route” button.

4. Confirm the Create

Confirmation

Are you sure you want to create a new Route?

Yes

No

5. If the Create was successful, "Standard School" Should now appear as a Route with its respective positions.

Route Management				
RouteID	School	Position 1	Position 2	Action
1	School of Smarties	6	7	
13	Test School	6	7	
21	JohnSchool	8	9	
77	MoonshineSchool	8	10	
78	Test School	10	7	
79	School of Smarties	1	3	
80	Standard School	7	6	



3.12.6 Update Process

1. To start on Updating the Route, Select the “Edit” Button for the Route you want to edit

Route Management				
RouteID	School	Position 1	Position 2	Action
1	School of Smarties	6	7	
13	Test School	6	7	
21	JohnSchool	8	9	
77	MoonshineSchool	8	10	
78	Test School	10	7	
79	School of Smarties	1	3	
80	Standard School	7	6	

3.12.7 Exercise Time

We are going to be updating our “Standard School” Route which we just created. Change the positions to below:

Route

School:

Standard School

Position 1:

1

position 2:

8

2. Update the Route Details by pressing the “Update” button

3. As we can see here, Our Route's Details have been updated

Route Management				
RouteID	School	Position 1	Position 2	Action
1	School of Smarties	6	7	
13	Test School	6	7	
21	JohnSchool	8	9	
77	MoonshineSchool	8	10	
78	Test School	10	7	
79	School of Smarties	1	3	
80	Standard School	7	6	

3.12.8 Delete Process

1. To start on Deleting the Route, Select the “Edit” Button for the Route you want to Delete.

Route Management				
RouteID	School	Position 1	Position 2	Action
1	School of Smarties	6	7	
13	Test School	6	7	
21	JohnSchool	8	9	
77	MoonshineSchool	8	10	
78	Test School	10	7	
79	School of Smarties	1	3	
80	Standard School	7	6	

3.12.9 Exercise Time

We are going to Delete our latest Route now:

2. Simply Click on the “Delete” button

ERP	Home	Administrator	Reports	System	?	Log Out	
-----	------	---------------	---------	--------	---	---------	--

Route

School:

Standard School

Position 1:

1

position 2:

1

Please ensure all fields are filled in and valid

Update Delete

3. Confirm the Delete

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4. As we can see below, our Route ("Standard School") has been deleted.

Route Management				
RouteID	School	Position 1	Position 2	Action
1	School of Smarties	6	7	
13	Test School	6	7	
21	JohnSchool	8	9	
77	MoonshineSchool	8	10	
78	Test School	10	7	
79	School of Smarties	1	3	

3.13 Tag management

3.13.1 Description

This section will guide the user through how to manage the Tags of the system

3.13.2 Expected learning outcomes

- Be able to Create, Update and Delete Tags

3.13.3 Prerequisites

- Super Administrator must be logged in

3.13.4 Create Process

1. We will start with the Creating Tags first. To begin click the “+” symbol on the form

Tag Management			
Tag Serial Number	Bicycle Code	Tag Status	Action
F9 B3 CF A2	404069	Assigned	
C9 EB A0 B2	250	Assigned	
C9 EB A0 B4	516146	Assigned	
F9 B3 CF A10	2500	Assigned	
F9 B3 CF A223		Assigned	

3.13.5 Exercise Time

2. Create a Tag with the following details:

Tag

Tag Serial Number:

TestTag123

Create

Cancel

3. Finish this step by pressing the “Create” button.

4. Confirm the Create

Confirmation

Are you sure you want to create a new Tag?

Yes

No

5. If the Create was successful, "TestTag123" Should now appear as a Tag

Tag Management			
Tag Serial Number	Bicycle Code	Tag Status	Action
F9 B3 CF A2	404069	Assigned	
C9 EB A0 B2	250	Assigned	
C9 EB A0 B4	516146	Assigned	
F9 B3 CF A10	2500	Assigned	
F9 B3 CF A223		Assigned	
TestTag123		Available	

3.13.6 Update Process

1. To start on Updating the Tag, Select the “Edit” Button for the Tag you want to edit

Tag Management			
Tag Serial Number	Bicycle Code	Tag Status	Action
F9 B3 CF A2	404069	Assigned	
C9 EB A0 B2	250	Assigned	
C9 EB A0 B4	516146	Assigned	
F9 B3 CF A10	2500	Assigned	
F9 B3 CF A223		Assigned	
TestTag123		Available	

3.13.7 Exercise Time

We are going to be updating our “TestTag123” Tag which we just created. Change it to the following:

ERP

Home

Administrator

Reports

System

Log Out

Tag

Tag Serial Number:

TestTag123

Tag Status:

Assigned

Date Installed:

2020/10/08

Update

Delete

2. Update the Tag Details by pressing the “Update” button
3. As we can see here, Our Tag’s Details have been updated

Tag Management			
Tag Serial Number	Bicycle Code	Tag Status	Action
F9 B3 CF A2	404069	Assigned	
C9 EB A0 B2	250	Assigned	
C9 EB A0 B4	516146	Assigned	
F9 B3 CF A10	2500	Assigned	
F9 B3 CF A223		Assigned	
TestTag123		Assigned	

3.13.8 Delete Process

1. To start on Deleting the Tag, Select the "Edit" Button for the Tag you want to Delete, in this case, "TestTag123".

Tag Management			
Tag Serial Number	Bicycle Code	Tag Status	Action
F9 B3 CF A2	404069	Assigned	
C9 EB A0 B2	250	Assigned	
C9 EB A0 B4	516146	Assigned	
F9 B3 CF A10	2500	Assigned	
F9 B3 CF A223		Assigned	
TestTag123		Assigned	

3.13.9 Exercise Time

We are going to Delete our latest Tag now:

2. Simply Click on the "Delete" button

 Home Administrator Reports System  Log Out 	Tag Tag Serial Number: TestTag123 Tag Status: Assigned Date Installed: yyyy/mm/dd Update Delete
---	---

3. Confirm the Delete

Delete

Are you sure you want to delete this tag?

Yes

No

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4. As we can see below, our Tag ("TestTag123") has been deleted.

 Home Administrator Reports System  Log Out 				
Tag Management				
 Search by Tag Serial Number				
Tag Serial Number	Bicycle Code	Tag Status	Action	
F9 B3 CF A2	404069	Assigned		
C9 EB A0 B2	250	Assigned		
C9 EB A0 B4	516146	Assigned		
F9 B3 CF A10	2500	Assigned		
F9 B3 CF A223		Assigned		

3.14 Antenna management

3.14.1 Description

This section will guide the user through how to manage the Antenna of the system

3.14.2 Expected learning outcomes

- Be able to Create, Update and Delete Antennas

3.14.3 Prerequisites

- Super Administrator must be logged in

3.14.4 Create Process

1. We will start with the Creating Antenna first. To begin click the “+” symbol on the form

Antenna Management			
Antenna Address	Suburb	Antenna Status	Action
Sesame Street 123	Mamelodi	Operational	
Highmans Street 121	Hillcrest	Operational	
Island lane 819	Hillcrest	Non-operational	
JellyBean route 188	Hatfield	Operational	
Lily Lane 312	Hatfield	Operational	
SpiderStreet 88	Hatfield	Non-operational	
Oreo Road 331	Mamelodi	Operational	

3.14.5 Exercise Time

2. Create an Antenna with the following details:

Antenna

Antenna Address
213 Dairy Lane

Antenna Status
Non-operational

Co-ordinates
23 East 45 South

Suburb:
Hillcrest

Date Installed
2020/10/06

Create Cancel

3. Finish this step by pressing the “Create” button.

4. Confirm the Create

Confirmation

Are you sure you want to add this Antenna?

Yes

No

5. If the Create was successful, "213 Dairy Lane" Should now appear as an Antenna.

Antenna Management			
Antenna Address	Suburb	Antenna Status	Action
Sesame Street 123	Mamelodi	Operational	
Highmans Street 121	Hillcrest	Operational	
Island lane 819	Hillcrest	Non-operational	
JellyBean route 188	Hatfield	Operational	
Lily Lane 312	Hatfield	Operational	
SpiderStreet 88	Hatfield	Non-operational	
Oreo Road 331	Mamelodi	Operational	
213 Dairy Lane	Hillcrest	Non-operational	

3.14.6 Update Process

1. To start on Updating the Antenna, Select the “Edit” Button for the Antenna you want to edit, in this case, “213 Dairy Lane”.

Antenna Management			
Antenna Address	Suburb	Antenna Status	Action
Sesame Street 123	Mamelodi	Operational	
Highmans Street 121	Hillcrest	Operational	
Island lane 819	Hillcrest	Non-operational	
JellyBean route 188	Hatfield	Operational	
Lily Lane 312	Hatfield	Operational	
SpiderStreet 88	Hatfield	Non-operational	
Oreo Road 331	Mamelodi	Operational	
213 Dairy Lane	Hillcrest	Non-operational	

3.14.7 Exercise Time

We are going to be updating our “213 Dairy Lane” Antenna with the following details:

Antenna

Antenna Address:

Co-ordinates:

Status:

Suburb:

Date Installed:

2. Update the Antenna Details by pressing the “Update” button

3. As we can see here, Our Antenna's Details have been updated

Antenna Management			
Antenna Address	Suburb	Antenna Status	Action
Sesame Street 123	Mamelodi	Operational	
Highmans Street 121	Hillcrest	Operational	
Island lane 819	Hillcrest	Non-operational	
JellyBean route 188	Hatfield	Operational	
Lily Lane 312	Hatfield	Operational	
SpiderStreet 88	Hatfield	Non-operational	
Oreo Road 331	Mamelodi	Operational	
23 Dairy Street	Hatfield	Operational	

3.14.8 Delete Process

1. To start on Deleting the Antenna, Select the "Edit" Button for the Antenna you want to Delete.

Antenna Management			
Antenna Address	Suburb	Antenna Status	Action
Sesame Street 123	Mamelodi	Operational	
Highmans Street 121	Hillcrest	Operational	
Island lane 819	Hillcrest	Non-operational	
JellyBean route 188	Hatfield	Operational	
Lily Lane 312	Hatfield	Operational	
SpiderStreet 88	Hatfield	Non-operational	
Oreo Road 331	Mamelodi	Operational	
23 Dairy Street	Hatfield	Operational	

3.14.9 Exercise Time

We are going to Delete our latest Antenna now:

2. Simply Click on the "Delete" button

Antenna

Antenna Address:

23 Dairy Street

Co-ordinates:

30 East 15 South

Status:

Operational

Suburb:

Hatfield

Date Installed:

2020/10/06

Update Delete

3. Confirm the Delete

Confirmation

Are you sure you want to delete this Antenna?

Yes

No

4. As we can see below, our Antenna ("23 Dairy Str") has been deleted.

Antenna Management			
Antenna Address	Suburb	Antenna Status	Action
Sesame Street 123	Mamelodi	Operational	
Highmans Street 121	Hillcrest	Operational	
Island lane 819	Hillcrest	Non-operational	
JellyBean route 188	Hatfield	Operational	
Lily Lane 312	Hatfield	Operational	
SpiderStreet 88	Hatfield	Non-operational	
Oreo Road 331	Mamelodi	Operational	

3.15 Fault Type management

3.15.1 Description

This section will guide the user through how to manage the Fault Types of the system

3.15.2 Expected learning outcomes

- Be able to Create, Update and Delete Fault Types

3.15.3 Prerequisites

- Super Administrator must be logged in

3.15.4 Create Process

1. We will start with the Creating Fault Types first. To begin click the “+” symbol on the form

Fault Type			
Fault Type	Part Needed	Action	
Bent Rim	Rim		
Punctured Tyre	Tyre		
Shattered frame	Bike Frame		
Shattered Rim	Rim		
Dent Rim	Rim		
Blown Tyre	Tyre		
Bent Frame	Bike Frame		
Gear Misaligned	Gear		
Chain dried up	Gear		
Gear disassembled	Gear		

3.15.5 Exercise Time

2. Create a Fault Type with the following values:

Fault Type

Fault Type:

Part Name:

3. Finish this step by pressing the “Create” button.

4. Confirm the Create

Confirmation

Are you sure you want to Create this Fault Type?

Yes

No

5. If the Create was successful, "MyFault" Should now appear as a Fault Type.

 Home Administrator Reports System ? Log Out 		
Chain dried up	Gear	
Gear disassembled	Gear	
Brakes Worn out	Brakes	
Brakes misaligned	Brakes	
Brakes Loose	Brakes	
Seat Loose	Seat	
Seat broken	Seat	
Punctured Tube	Tube	
Test	Chain	
Test	Seat	
Test	Chain	
MyFault	TestPart	

3.15.6 Update Process

1. To start on Updating the Fault Type, Select the “Edit” Button for the Fault Type you want to edit

 Home Administrator ▾ Reports ▾ System ▾  Log Out  		
Chain tied up	Gear	
Gear disassembled	Gear	
Brakes Worn out	Brakes	
Brakes misaligned	Brakes	
Brakes Loose	Brakes	
Seat Loose	Seat	
Seat broken	Seat	
Punctured Tube	Tube	
Test	Chain	
Test	Seat	
Test	Chain	
MyFault	TestPart	

3.15.7 Exercise Time

We are going to be updating our “MyFault” Fault Type

Fault Type

MyFault

Part Name

Back Rim

Update

Delete

2. Update the User Type Details by pressing the “Update” button
3. As we can see here, Our Fault’s Details have been updated

3.15.8 Delete Process

1. To start on Deleting the Fault Type, Select the “Edit” Button for the Fault Type you want to Delete.

 Home Administrator Reports System ? Log Out 		
Chain tied up	Gear	
Gear disassembled	Gear	
Brakes Worn out	Brakes	
Brakes misaligned	Brakes	
Brakes Loose	Brakes	
Seat Loose	Seat	
Seat broken	Seat	
Punctured Tube	Tube	
Test	Chain	
Test	Seat	
Test	Chain	
MyFault	TestPart	

3.15.9 Exercise Time

We are going to Delete our latest Fault Type now:

1. Simply Click on the “Delete” button

Fault Type

MyFault

Part Name

TestPart

Update

Delete

2. Confirm the Delete

Confirmation

Are you sure you want to Delete this Fault Task?

Yes

No

3. As we can see below, our Fault Type ("MyFault") has been deleted.

 Home Administrator Reports System ? Log Out 		
Gear Misaligned	Gear	
Chain dried up	Gear	
Gear disassembled	Gear	
Brakes Worn out	Brakes	
Brakes misaligned	Brakes	
Brakes Loose	Brakes	
Seat Loose	Seat	
Seat broken	Seat	
Punctured Tube	Tube	
Test	Chain	
Test	Seat	
Test	Chain	

3.16 Maintenance Tasks management

3.16.1 Description

This section will guide the user through how to manage the Maintenance Tasks of the system

3.16.2 Expected learning outcomes

- Be able to Create, Update and Delete Maintenance Tasks

3.16.3 Prerequisites

- Super Administrator must be logged in

3.16.4 Create Process

1. We will start with the Creating Maintenance Tasks first. To begin click the “+” symbol on the form

Maintenance Task			 Search by maintenance task	
Maintenance Task	Maintenance Type	Action		
Maintain brake disks	Monthly			
Replace brake disks	3 Monthly			
Oiling Chain	3 Monthly			
Rust removal	6 Monthly			
Repainting Back Frame	12 Monthly			
Check Tyre pressure	Monthly			
Seat clean	Monthly			

- 3.16.5 Exercise Time
2. Create a Maintenance Task with the following Details

Maintenace Task

Maintenance Task:

Test Task

Maintenance Task Description:

This is to demo with

Maintenance Type:

Monthly

Part

Handle grips

Create

Cancel

3. Finish this step by pressing the "Create" button.

4. Confirm the Create

Confirmation

Are you sure you want to Create this Maintenance Task?

Yes

No

5. If the Create was successful, "Test Task" Should now appear as a Maintenance Task.

Maintenance Task			 Home Administrator Reports System	 Log Out 
Maintenance Task	Maintenance Type	Action		
Maintain brake disks	Monthly			
Replace brake disks	3 Monthly			
Oiling Chain	3 Monthly			
Rust removal	6 Monthly			
Repainting Back Frame	12 Monthly			
Check Tyre pressure	Monthly			
Seat clean	Monthly			
Test Task	Monthly			

3.16.6 Update Process

1. To start on Updating the Maintenance Task, Select the “Edit” Button for the Maintenance Task you want to edit

Maintenance Task			Search by maintenance task
Maintenance Task	Maintenance Type	Action	
Maintain brake disks	Monthly		
Replace brake disks	3 Monthly		
Oiling Chain	3 Monthly		
Rust removal	6 Monthly		
Repainting Back Frame	12 Monthly		
Check Tyre pressure	Monthly		
Seat clean	Monthly		
Test Task	Monthly		

3.16.7 Exercise Time

We are going to be updating our “Test Task” Maintenance Task which we just created with the following details:

Maintenance Task

Maintenance Task:

Update Test Task

Maintenance Task Description:

This is to test the Update

Maintenance Type:

3 Monthly

Part:

iustapart

Update

Delete

2. Update the Maintenance Task Details by pressing the “Update” button

3. As we can see here, Our Maintenance Task's Details have been updated

Maintenance Task			Search by maintenance task
Maintenance Task	Maintenance Type	Action	
Maintain brake disks	Monthly		
Replace brake disks	3 Monthly		
Oiling Chain	3 Monthly		
Rust removal	6 Monthly		
Repainting Back Frame	12 Monthly		
Check Tyre pressure	Monthly		
Seat clean	Monthly		
Update Test Task	3 Monthly		

3.16.8 Delete Process

1. To start on Deleting the Maintenance Task, Select the “Edit” Button for the Maintenance Task you want to Delete.

Maintenance Task			Search by maintenance task
Maintenance Task	Maintenance Type	Action	
Maintain brake disks	Monthly		
Replace brake disks	3 Monthly		
Oiling Chain	3 Monthly		
Rust removal	6 Monthly		
Repainting Back Frame	12 Monthly		
Check Tyre pressure	Monthly		
Seat clean	Monthly		
Update Test Task	3 Monthly		

3.16.9 Exercise Time

We are going to Delete our latest Maintenance Task now:

1. Simply Click on the “Delete” button

Maintenance Task

Maintenance Task:

Update Test Task

Maintenance Task Description:

This is to test the Update

Maintenance Type:

3 Monthly

Part:

iustapart

Update

Delete

2. Confirm the Delete

Confirmation

Are you sure you want to Delete this User Type?

Yes

No

3. As we can see below, our Maintenance Task ("Update Test Task") has been deleted.

Maintenance Task			 Home Administrator Reports System	 Log Out 
Maintenance Task	Maintenance Type	Action		
Maintain brake disks	Monthly			
Replace brake disks	3 Monthly			
Oiling Chain	3 Monthly			
Rust removal	6 Monthly			
Repainting Back Frame	12 Monthly			
Check Tyre pressure	Monthly			
Seat clean	Monthly			

3.17 Part Type management

3.17.1 Description

This section will guide the user through how to manage the Part Types of the system

3.17.2 Expected learning outcomes

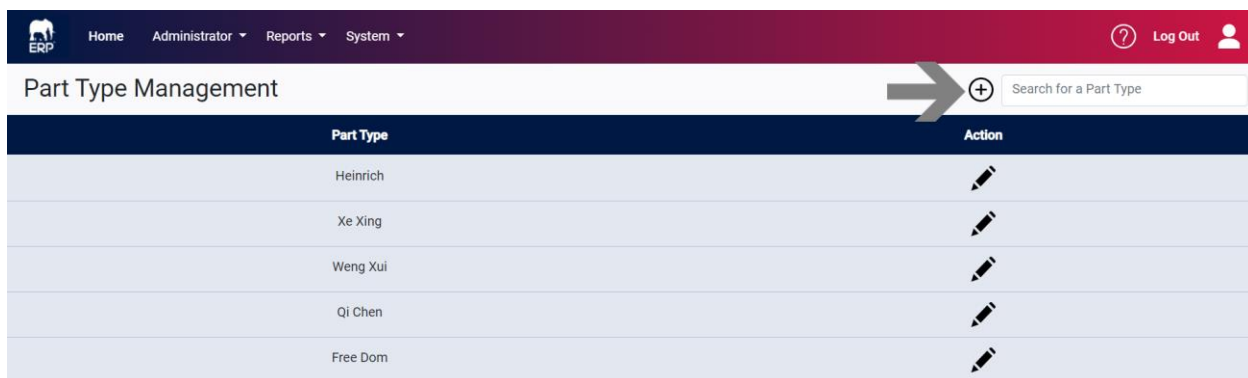
- Be able to Create, Update and Delete Part Types

3.17.3 Prerequisites

- Super Administrator must be logged in

3.17.4 Create Process

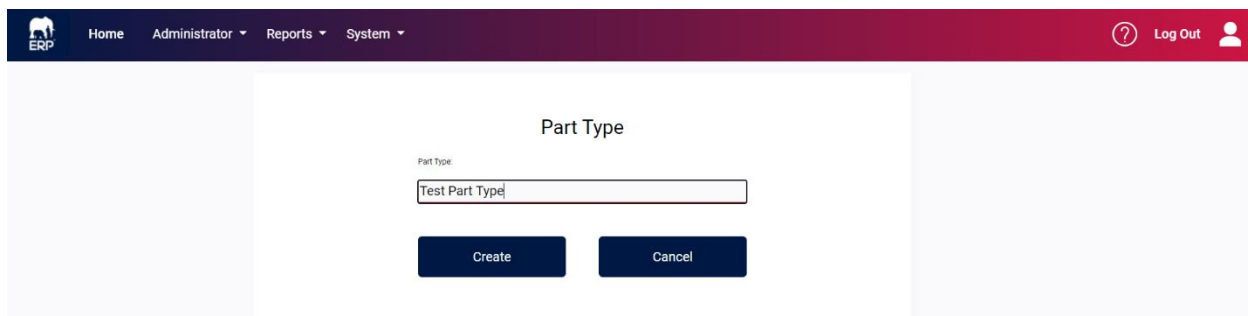
1. We will start with the Creating Part Type first. To begin click the “+” symbol on the form



Part Type	Action
Heinrich	
Xe Xing	
Weng Xui	
Qi Chen	
Free Dom	

3.17.5 Exercise Time

2. Create a Part Type of “Test Part Type”



Part Type

Part Type

Test Part Type

Create Cancel

3. Finish this step by pressing the “Create” button.

4. If the Create was successful, "Test Part Type" Should now appear as a Part Type

Part Type Management	
Part Type	Action
Heinrich	
Xe Xing	
Weng Xui	
Qi Chen	
Free Dom	
Test Part Type	



3.17.6 Update Process

1. To start on Updating the Part Type, Select the “Edit” Button for the Part Type you want to edit

Part Type Management	
Part Type	Action
Heinrich	
Xe Xing	
Weng Xui	
Qi Chen	
Free Dom	
Test Part Type	

3.17.7 Exercise Time

We are going to be updating our “Test Part Type” Part Type which we just created. Change the Part Type to “Updated Part Type”

Part Type

Part Type:

Update

Delete

2. Update the Part Type Details by pressing the “Update” button

3. As we can see here, Our Part Type's Details have been updated

Part Type Management		Search for a Part Type
Part Type	Action	
Heinrich		
Xe Xing		
Weng Xui		
Qi Chen		
Free Dom		
Updated Part Type		



3.17.8 Delete Process

1. To start on Deleting the Part Type, Select the “Edit” Button for the Part Type you want to Delete.

Part Type Management	
Part Type	Action
Heinrich	
Xe Xing	
Weng Xui	
Qi Chen	
Free Dom	
Test Part Type	

3.17.9 Exercise Time

We are going to Delete our latest Part Type now:

2. Simply Click on the “Delete” button

 Home Administrator Reports System ? Log Out 	Part Type Updated Part Type Update Delete
---	---

3. As we can see below, our Part Type (“Updated Part Type”) has been deleted.

Part Type Management	
Part Type	Action
Heinrich	
Xe Xing	
Weng Xui	
Qi Chen	
Free Dom	

3.18 View Log Entries

3.18.1 Description

This section will guide the user on how the View Log Entries component works

3.18.2 Expected learning outcomes

- Be able to make use of the view log entry component

3.18.3 Prerequisites

- Super Administrator must be logged in

3.18.4 Search Process

The whole point of this component is just so that the Administrator can view a specific Log entry which was created when a bike passed an antenna. To Begin the Search simply put in a section of a Serial Number and you will be able to find the corresponding entry as such:

Log Entry			Search by Tag serial number
Tag Serial Number	Student Name	Date Time	
F9 B3 CF A2	Gareth Philips	2020-08-25 19:26	
C9 EB A0 B2	Cameron King	2020-08-25 19:27	
C9 EB A0 B2	Cameron King	2020-08-25 19:27	
F9 B3 CF A2	Gareth Philips	2020-08-25 19:28	
F9 B3 CF A2	Gareth Philips	2020-08-25 19:28	
C9 EB A0 B2	Cameron King	2020-08-25 19:29	
F9 B3 CF A2	Gareth Philips	2020-08-27 09:25	
F9 B3 CF A2	Gareth Philips	2020-08-27 09:25	
F9 B3 CF A2	Gareth Philips	2020-08-27 09:25	
F9 B3 CF A2	Gareth Philips	2020-08-27 09:31	
F9 B3 CF A2	Gareth Philips	2020-08-27 09:54	
F9 B3 CF A2	Gareth Philips	2020-08-27 09:57	

After inputting a parameter into the Search box:

Log Entry			C9
Tag Serial Number	Student Name	Date Time	
C9 EB A0 B2	Cameron King	2020-08-25 19:27	
C9 EB A0 B2	Cameron King	2020-08-25 19:27	
C9 EB A0 B2	Cameron King	2020-08-25 19:29	
C9 EB A0 B2	Cameron King	2020-08-27 09:57	

As we can see, only entries involving a tag with the Serial Number "C9" can be found.

3.18.5 Exercise time

For your exercise simply try the Search function and look for an entry with a Tag Serial Number of: F9 B3 CF A2

Your Results should look like below:

Tag Serial Number	Student Name	Date Time
F9 B3 CF A2	Gareth Phillips	2020-08-25 19:26
F9 B3 CF A2	Gareth Phillips	2020-08-25 19:28
F9 B3 CF A2	Gareth Phillips	2020-08-25 19:28
F9 B3 CF A2	Gareth Phillips	2020-08-27 09:25
F9 B3 CF A2	Gareth Phillips	2020-08-27 09:25
F9 B3 CF A2	Gareth Phillips	2020-08-27 09:25
F9 B3 CF A2	Gareth Phillips	2020-08-27 09:31
F9 B3 CF A2	Gareth Phillips	2020-08-27 09:54
F9 B3 CF A2	Gareth Phillips	2020-08-27 09:57
F9 B3 CF A2	Gareth Phillips	2020-08-27 09:57
F9 B3 CF A2	Gareth Phillips	2020-09-07 14:30
F9 B3 CF A2	Gareth Phillips	2020-09-07 15:36
F9 B3 CF A2	Gareth Phillips	2020-09-07 16:15
F9 B3 CF A2	Gareth Phillips	2020-09-07 16:16
F9 B3 CF A2	Gareth Phillips	2020-09-07 16:29
F9 B3 CF A2	Gareth Phillips	2020-09-17 09:59
F9 B3 CF A2	Gareth Phillips	2020-09-17 10:17
F9 B3 CF A2	Gareth Phillips	2020-09-17 10:18

3.19 Mechanic Schedule Report

3.19.1 Description

This section will guide the user on how to use and generate Mechanic Schedule Reports

3.19.2 Expected learning outcomes

- Be able to make use of the Mechanic Schedule Report component

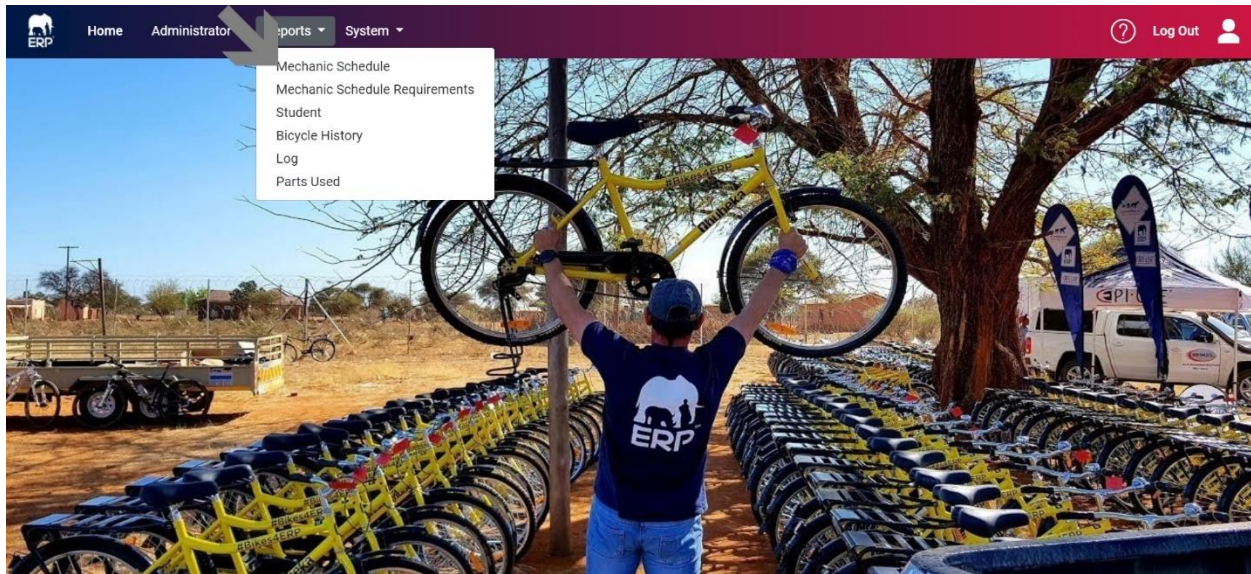
3.19.3 Prerequisites

- Super Administrator must be logged in

3.19.4 Generating a Report Process

The whole point of Generating this Mechanic Schedule report is so that the Mechanic can see what jobs he has to perform on certain days.

1. Before we get started with any reports navigate to the “Reports” tab. From here select the “Mechanic Schedule” Option



2. The buttons to generate the report is disabled until the Administrator selects Dates

3.19.5 Exercise Time

To Demonstrate how the Report works, enter in the following values and download the report afterwards as both a Excel Document and PDF: (hint: you can use the little calendar icon to select a date)

Start Date (1)	2020/01/03
End Date (2)	2020/12/30

If done correctly you should have a report similar to the following:

Note: Notice how the buttons (3) became enabled once you inputted a start and end date.

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- After Generating the Report, you can either download it as a PDF (2) or an Excel document (1) as shown below:

Mechanic Schedule Report

Download in Excel Download in PDF Generate Report

Start Date: 2020/01/03 End Date: 2020/12/31

Job Code	Bicycle Code	Student Name	Job Type	Student Contact	Guardian Contact	Date Scheduled
6	1	Cameron King	Repair	0724164483	0265987	09-09-2020
8	1	Cameron King	Repair	0724164483	0265987	09-09-2020
7	1	Cameron King	Repair	0724164483	0265987	09-09-2020
6	1	Cameron King	Repair	0724164483	0265987	25-08-2020
6	1	Cameron King	Repair	0724164483	0265987	17-09-2020

MechanicSchedule...xlsx MechanicSchedule...pdf

PDF:

Mechanic Schedule Report

					Start Date : 2020-01-03	End Date : 2020-12-31
Job Code	Bicycle Code	Student Name	Job Type	Student Contact	Guardian Contact	Date Scheduled
6	1	Cameron King	Repair	0724164483	0265987	09-09-2020
8	1	Cameron King	Repair	0724164483	0265987	09-09-2020
7	1	Cameron King	Repair	0724164483	0265987	09-09-2020
6	1	Cameron King	Repair	0724164483	0265987	25-08-2020
6	1	Cameron King	Repair	0724164483	0265987	17-09-2020
13	4	Gareth Philips	Repair	0670414551	5699888	10-09-2020
9	4	Gareth Philips	Maintenance	0670414551	5699888	10-08-2020
10	4	Gareth Philips	Maintenance	0670414551	5699888	10-09-2020
11	5	Hansen Li	Maintenance	0724164483	0836495003	25-08-2020
12	1	Cameron King	Maintenance	0724164483	0265987	28-08-2020
10	4	Gareth Philips	Maintenance	0670414551	5699888	25-08-2020

					Start Date : 2020-01-03	End Date : 2020-12-31
Job Code	Bicycle Code	Student Name	Job Type	Student Contact	Guardian Contact	Date Scheduled
9	4	Gareth Philips	Maintenance	0670414551	5699888	07-12-2020
10	4	Gareth Philips	Maintenance	0670414551	5699888	07-11-2020
11	4	Gareth Philips	Maintenance	0670414551	5699888	08-11-2020
12	4	Gareth Philips	Maintenance	0670414551	5699888	09-12-2020
10	4	Gareth Philips	Maintenance	0670414551	5699888	09-11-2020
9	4	Gareth Philips	Maintenance	0670414551	5699888	09-10-2020
75	4	Gareth Philips	Maintenance	0670414551	5699888	29-10-2020
115	4	Gareth Philips	Maintenance	0670414551	5699888	03-11-2020
118	4	Gareth Philips	Maintenance	0670414551	5699888	05-11-2020
					Total Jobs : 20	

Excel:

A1								
	A	B	C	D	E	F	G	H
1						#####	#####	
2	Job Code	Bicycle Co	Student N	Job Type	Student C	Guardian	Date Scheduled	
3	6	1	Cameron I	Repair	7,24E+08	265987	#####	
4	8	1	Cameron I	Repair	7,24E+08	265987	#####	
5	7	1	Cameron I	Repair	7,24E+08	265987	#####	
6	6	1	Cameron I	Repair	7,24E+08	265987	25-08-2020	
7	6	1	Cameron I	Repair	7,24E+08	265987	17-09-2020	
8	13	4	Gareth Ph	Repair	6,7E+08	5699888	#####	
9	9	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
10	10	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
11	11	5	Hansen Li	Maintenai	7,24E+08	8,36E+08	25-08-2020	
12	12	1	Cameron I	Maintenai	7,24E+08	265987	28-08-2020	
13	10	4	Gareth Ph	Maintenai	6,7E+08	5699888	25-08-2020	
14	9	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
15	10	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
16	11	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
17	12	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
18	10	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
19	9	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
20	75	4	Gareth Ph	Maintenai	6,7E+08	5699888	29-10-2020	
21	115	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
22	118	4	Gareth Ph	Maintenai	6,7E+08	5699888	#####	
23							Total Jobs : 20	
24								

3.19 Mechanic Schedule Requirements Report

3.19.1 Description

This section will guide the user on how to use and generate Mechanic Schedule Requirements Reports

3.19.2 Expected learning outcomes

- Be able to make use of the Mechanic Schedule Requirements Report component

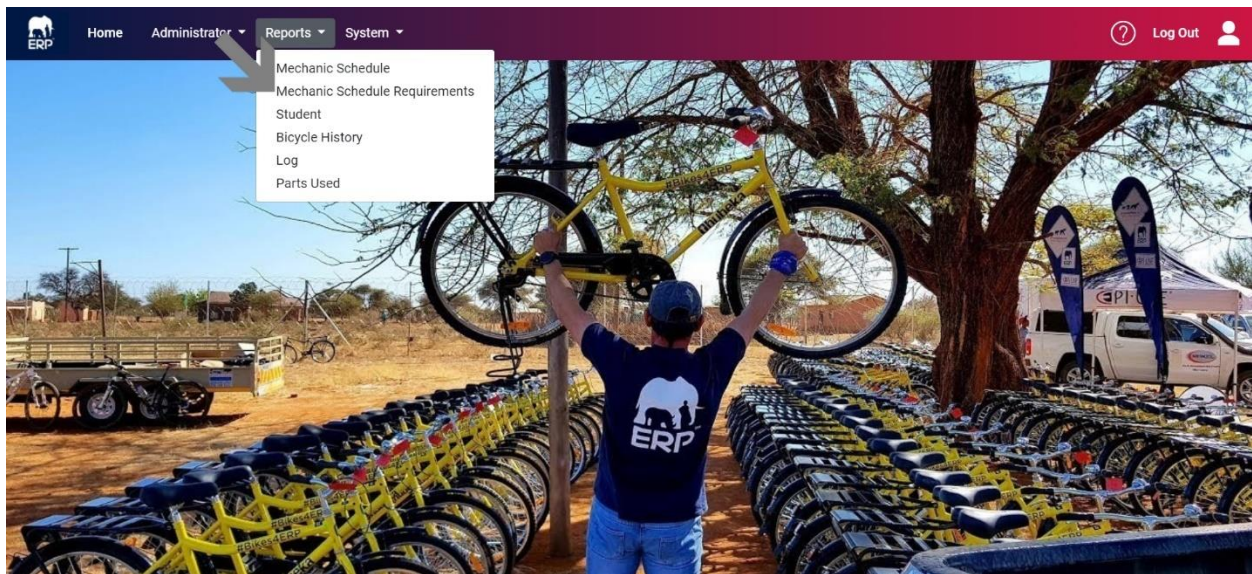
3.19.3 Prerequisites

- Super Administrator must be logged in

3.19.4 Generating a Report Process

The whole point of Generating this Mechanic Schedule Requirements report is so that the Mechanic can see what requirements there are for his jobs.

1. Before we get started with any reports navigate to the “Reports” tab. From here select the “Mechanic Schedule Requirements” Option



2. The buttons to generate the report is disabled until the Administrator selects Dates

3.19.5 Exercise Time

To Demonstrate how the Report works, enter in the following values and download the report afterwards as an Excel Document: (hint: you can use the little calendar icon to select a date)

Start Date (1)	2020/01/03
End Date (2)	2020/12/30

If done correctly you should have a report similar to the following:

Note: Notice how the buttons (3) became enabled once you inputted a start and end date.

Mechanic Schedule Requirements Report

Download in Excel Generate Report 3

Start Date 1 2020/01/03 End Date 2 2020/12/31

Parts Needed	Quantity
Gear	2
Brakes	6
Rim	7

Start Date : 2020-01-03 End Date : 2020-12-31

Job Code	Bicycle Code	Student Name	Job Type	Date Scheduled
6	1	Cameron King	Repair	09-09-2020
8	1	Cameron King	Repair	09-09-2020
7	1	Cameron King	Repair	09-09-2020
6	1	Cameron King	Repair	25-08-2020
6	1	Cameron King	Repair	17-09-2020

#Bikes4ERP_VVS – GROUP 17

- After Generating the Report, you can download it as a Excel document (1) as shown below:


[Home](#)
[Administrator](#)
[Reports](#)
[System](#)
Log Out

Mechanic Schedule Requirements Report

[Download in Excel](#)
[Generate Report](#)

Start Date: 2020/01/03 End Date: 2020/12/31

Parts Needed	Quantity
Gear	2
Brakes	6
Rim	7

Job Code	Bicycle Code	Student Name	Job Type	Date Scheduled
6	1	Cameron King	Repair	09-09-2020
8	1	Cameron King	Repair	09-09-2020
7	1	Cameron King	Repair	09-09-2020
6	1	Cameron King	Repair	25-08-2020
6	1	Cameron King	Repair	17-09-2020

MechanicSchedule...xlsx [Show all](#)

Excel:

	A	B	C	D	E	F	G
1				#####	#####		
2	Job Code	Bicycle Co	Student N	Job Type	Date Scheduled		
3	6	1	Cameron I	Repair	#####		
4	8	1	Cameron I	Repair	#####		
5	7	1	Cameron I	Repair	#####		
6	6	1	Cameron I	Repair	25-08-2020		
7	6	1	Cameron I	Repair	17-09-2020		
8	13	4	Gareth Ph	Repair	#####		
9	9	4	Gareth Ph	Maintenai	#####		
10	10	4	Gareth Ph	Maintenai	#####		
11	11	5	Hansen Li	Maintenai	25-08-2020		
12	12	1	Cameron I	Maintenai	28-08-2020		
13	10	4	Gareth Ph	Maintenai	25-08-2020		
14	9	4	Gareth Ph	Maintenai	#####		
15	10	4	Gareth Ph	Maintenai	#####		
16	11	4	Gareth Ph	Maintenai	#####		
17	12	4	Gareth Ph	Maintenai	#####		
18	10	4	Gareth Ph	Maintenai	#####		
19	9	4	Gareth Ph	Maintenai	#####		
20	75	4	Gareth Ph	Maintenai	29-10-2020		
21	115	4	Gareth Ph	Maintenai	#####		
22	118	4	Gareth Ph	Maintenai	#####		
23				Total Jobs :	20		
24							
25							

3.20 Student Report

3.20.1 Description

This section will guide the user on how to use and generate Student Reports

3.20.2 Expected learning outcomes

- Be able to make use of the Mechanic Schedule Requirements Report component

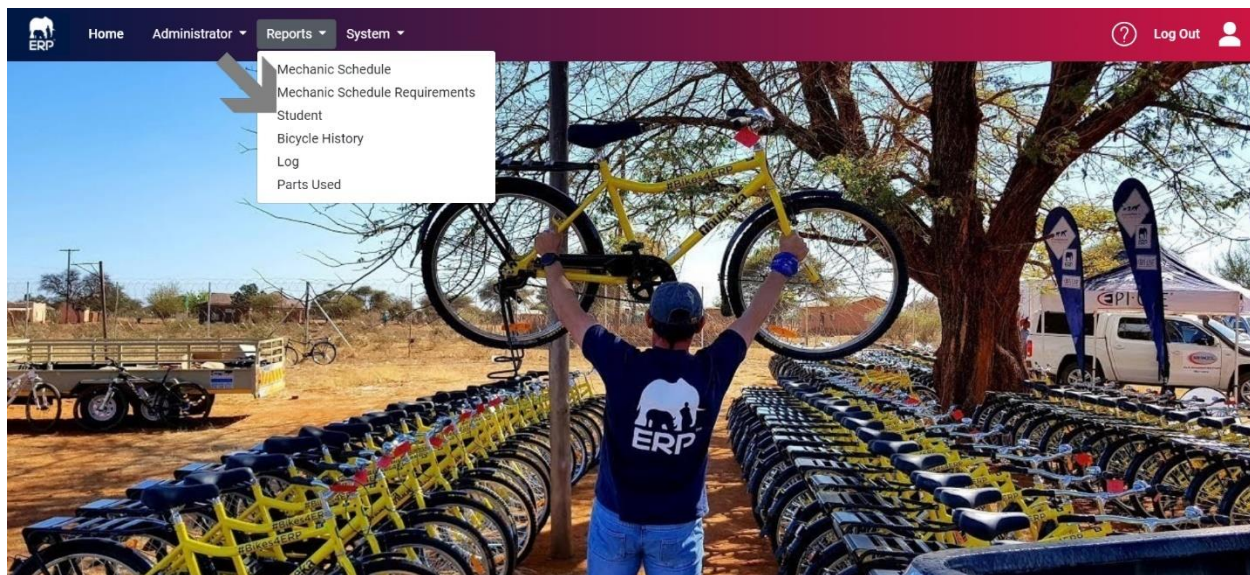
3.20.3 Prerequisites

- Super Administrator must be logged in

3.20.4 Generating a Report Process

The whole point of Generating this Student report is so that the Administrator can see what statistics of the students which they may need

1. Before we get started with any reports navigate to the “Reports” tab. From here select the “Student” Option



2. The buttons to generate the report is disabled until the Administrator selects Dates

3.20.5 Exercise Time

To Demonstrate how the Report works, enter in the following values and download the report afterwards as an Excel Document: (hint: you can use the little calendar icon to select a date)

Start Date (1)	2020/01/03
End Date (2)	2020/12/30

If done correctly you should have a report similar to the following:

Note: Notice how the buttons (3) became enabled once you inputted a start and end date.

Student Report

Download in Excel Generate Report (3)

Start Date: (1) 2020/01/03 End Date: (2) 2020/12/31

Student report per School

Pass Rate

100
90
80

- After Generating the Report, you can download it as an Excel document as shown below:

The screenshot shows the Bikes4ERP_VVS web application interface. At the top, there is a navigation bar with the ERP logo, Home, Administrator, Reports, and System menus. A 'Log Out' button is also present. Below the navigation bar, there is a bar chart showing a single data point for 'School of Smarties' with a value of approximately 10. Below the chart, the 'School Name: School of Smarties' is displayed. A table lists the students and their performance data:

Student Name	Bicycle Code	Age	Average Mark %
Gareth Philips	404069	18	68.84615384615384%
Cameron King	250	22	68.84615384615384%

At the bottom of the interface, there is a footer with links to 'Contact VVS Team', 'General Help', and 'Log Out'. A large arrow points to the 'Log Out' link. The footer also includes the 'EPI-USE' logo and the copyright notice '© Bikes4ERP. All rights reserved.'.

Excel:

	A	B	C	D	E
1					
2	Student N	Bicycle Co	Age	Average Mark %	
3	Gareth Ph	404069	18	0,688462	
4	Cameron I	250	22	0,688462	
5					

3.21 Bicycle History Report

3.21.1 Description

This section will guide the user on how to use and generate Bicycle History Reports

3.21.2 Expected learning outcomes

- Be able to make use of the Bicycle History Report component

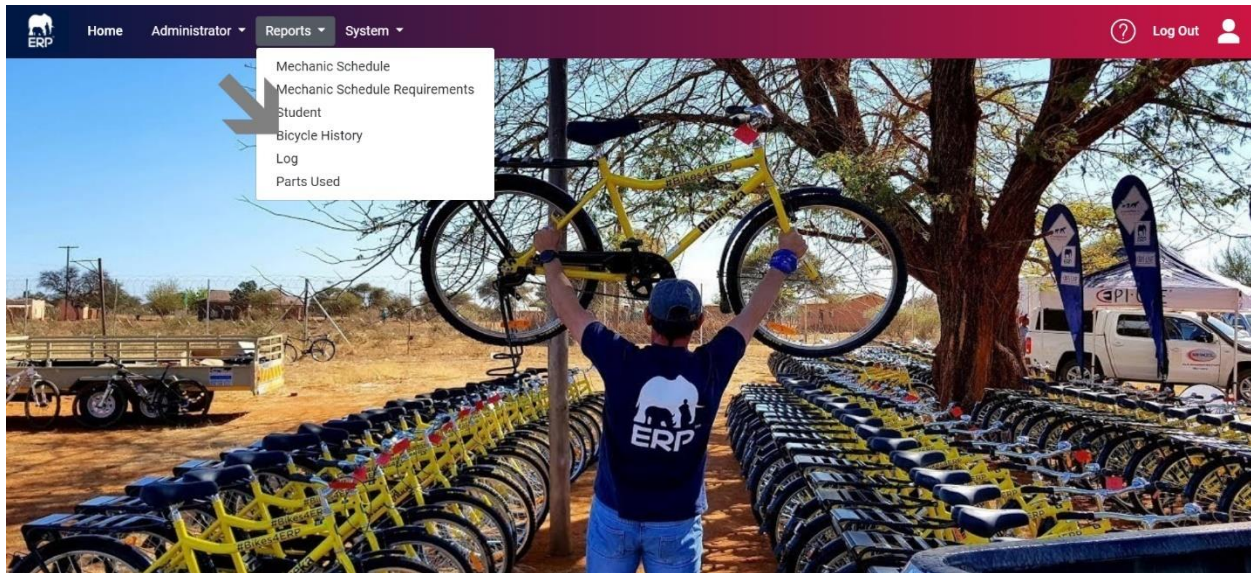
3.21.3 Prerequisites

- Super Administrator must be logged in

3.21.4 Generating a Report Process

The whole point of Generating this Bicycle History report is so that the Administrator can see the history of the bikes in the system

1. Before we get started with any reports navigate to the "Reports" tab. From here select the "Bicycle History" Option



2. The buttons to generate the report is disabled until the Administrator selects options

3.21.5 Exercise Time

To Demonstrate how the Report works, enter in the following values and download the report afterwards as an Excel Document:

Choose School (1)	School of Smarties
Choose Job Type (2)	Repair

If done correctly you should have a report similar to the following:

Note: Notice how the buttons (3) became enabled once you inputted a start and end date.


[Home](#)
[Administrator](#)
[Reports](#)
[System](#)
?
[Log Out](#)


Bicycle History Report

[Download in Excel](#)
[Generate Report](#)
3

Choose School:

School of Smarties 1

Choose Job Type:

Repair 2

Bicycle Code: 250 | Status: Assigned

Selected School : 4 | Selected Job Type : 1

Job Code	Specific Reported Job ID	Student Name	Date Completed
6	1	Cameron King	04-12-2016 00:00:00
8	2	Cameron King	24-08-2017 00:00:00
7	3	Cameron King	22-06-2017 00:00:00
6	11	Cameron King	04-12-2016 00:00:00
6	12	Cameron King	04-12-2016 00:00:00

#Bikes4ERP_VVS – GROUP 17

- After Generating the Report, you can download it as an Excel document as shown below:

Bicycle History Report

Download in Excel Generate Report

Choose School:
School of Smarties

Choose Job Type:
Repair

Bicycle Code: 250 | Status: Assigned Selected School : 4 | Selected Job Type : 1

Job Code	Specific Reported Job ID	Student Name	Date Completed
6	1	Cameron King	04-12-2016 00:00:00
8	2	Cameron King	24-08-2017 00:00:00
7	3	Cameron King	22-06-2017 00:00:00
6	11	Cameron King	04-12-2016 00:00:00

BicycleHistoryRep...xlsx Show all

Excel:

	A	B	C	D	E	F	G
1	Bicycle Code: 250 Status: Assigned	Selected School : 4 Selected Job Type : 1					
2	Job Code	Specific Reported Job ID	Student Name	Date Completed			
3	6	1	Cameron King	04-12-2016 00:00:00			
4	8	2	Cameron King	24-08-2017 00:00:00			
5	7	3	Cameron King	22-06-2017 00:00:00			
6	6	11	Cameron King	04-12-2016 00:00:00			
7	6	12	Cameron King	04-12-2016 00:00:00			
8	29	1034	Cameron King	Pending			
9	30	1035	Cameron King	Pending			
10	31	1036	Cameron King	Pending			
11	32	1037	Cameron King	Pending			
12	33	1038	Cameron King	Pending			
13	34	1039	Cameron King	Pending			
14	35	1040	Cameron King	Pending			
15	36	1041	Cameron King	Pending			
16	37	1042	Cameron King	Pending			
17	38	1043	Cameron King	Pending			
18	39	1044	Cameron King	Pending			
19	40	1045	Cameron King	Pending			
20	41	1046	Cameron King	Pending			
21	42	1047	Cameron King	Pending			
22	43	1048	Cameron King	Pending			
23	44	1049	Cameron King	Pending			
24	45	1050	Cameron King	Pending			
25	46	1051	Cameron King	Pending			
26	47	1052	Cameron King	Pending			
27	48	1053	Cameron King	Pending			

3.22 Log Report

3.22.1 Description

This section will guide the user on how to use and generate Log Reports

3.22.2 Expected learning outcomes

- Be able to make use of the Log Report component

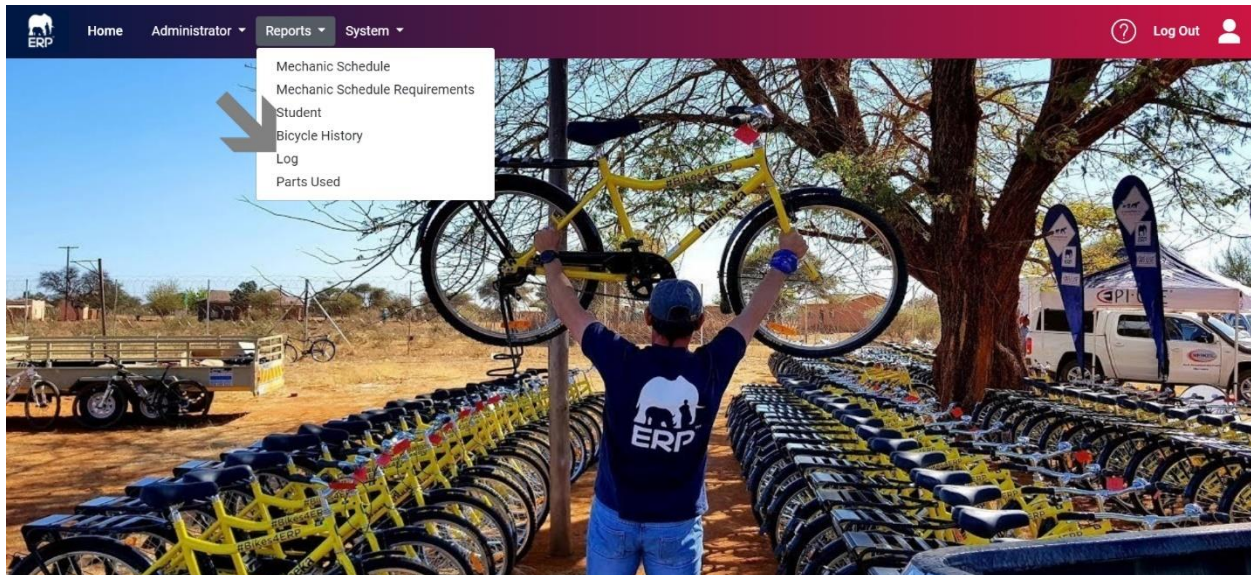
3.22.3 Prerequisites

- Super Administrator must be logged in

3.22.4 Generating a Report Process

The whole point of Generating this Log report is so that the Administrator can see the history of the Log in the system

1. Before we get started with any reports navigate to the “Reports” tab. From here select the “Log” Option



2. The buttons to generate the report is disabled until the Administrator selects options

3.22.5 Exercise Time

To Demonstrate how the Report works, enter in the following values and download the report afterwards as an Excel Document:

Start Date (1)	2020/01/03
End Date (2)	2020/12/30

If done correctly you should have a report similar to the following:

Note: Notice how the buttons (3) became enabled once you inputted a start and end date.


[Home](#)
[Administrator](#)
[Reports](#)
[System](#)
?
[Log Out](#)


Log Report

[Download in Excel](#)
[Generate Report](#)
3

Start Date: 1
End Date: 2

Antenna Serial Number : 1 | Status - Operational
Start Date : 2020-01-03
End Date : 2020-12-31

Tag Serial Number	Bicycle Code	Student Name	School	Entry Date	Entry Time
F9 B3 CF A2	404069	Gareth Philips	School of Smarties	25-08-2020	19:26:33
C9 EB A0 B2	250	Cameron King	School of Smarties	25-08-2020	19:27:05
C9 EB A0 B2	250	Cameron King	School of Smarties	25-08-2020	19:27:59
F9 B3 CF A2	404069	Gareth Philips	School of Smarties	25-08-2020	19:28:20
F9 B3 CF A2	404069	Gareth Philips	School of Smarties	25-08-2020	19:28:30
C9 EB A0 B2	250	Cameron King	School of Smarties	25-08-2020	19:29:00
F9 B3 CF A2	404069	Gareth Philips	School of Smarties	07-09-2020	14:30:26
F9 B3 CF A2	404069	Gareth Philips	School of Smarties	07-09-2020	15:36:42

- After Generating the Report, you can download it as an Excel document as shown below:


[Home](#)
[Administrator](#)
[Reports](#)
[System](#)
Log Out

Log Report

[Download in Excel](#)
[Generate Report](#)

Start Date: End Date:

Antenna Serial Number : 1 Status - Operational				Start Date : 2020-01-03	End Date : 2020-12-31
Tag Serial Number	Bicycle Code	Student Name	School	Entry Date	Entry Time
F9 B3 CF A2	404069	Gareth Philips	School of Smarties	25-08-2020	19:26:33
C9 EB A0 B2	250	Cameron King	School of Smarties	25-08-2020	19:27:05
C9 EB A0 B2	250	Cameron King	School of Smarties	25-08-2020	19:27:59
F9 B3 CF A2	404069	Gareth Philips	School of Smarties	25-08-2020	19:28:20
F9 B3 CF A2	404069	Gareth Philips	School of Smarties	25-08-2020	19:28:30
C9 EB A0 B2	250	Cameron King	School of Smarties	25-08-2020	19:29:00
F9 B3 CF A2	404069	Gareth Philips	School of Smarties	07-09-2020	14:30:26

LogReport.xlsx Show all

Excel:

	A	B	C	D	E	F	G
1	Antenna Serial Num				#####	#####	
2	Tag Serial	Bicycle Co	Student N	School	Entry Date	Entry Time	
3	F9 B3 CF A	404069	Gareth Ph	School of	25-08-202	19:26:33	
4	C9 EB A0 E	250	Cameron	School of	25-08-202	19:27:05	
5	C9 EB A0 E	250	Cameron	School of	25-08-202	19:27:59	
6	F9 B3 CF A	404069	Gareth Ph	School of	25-08-202	19:28:20	
7	F9 B3 CF A	404069	Gareth Ph	School of	25-08-202	19:28:30	
8	C9 EB A0 E	250	Cameron	School of	25-08-202	19:29:00	
9	F9 B3 CF A	404069	Gareth Ph	School of	#####	14:30:26	
10	F9 B3 CF A	404069	Gareth Ph	School of	#####	15:36:42	
11	F9 B3 CF A	404069	Gareth Ph	School of	#####	16:15:45	
12	F9 B3 CF A	404069	Gareth Ph	School of	#####	16:16:13	
13	F9 B3 CF A	404069	Gareth Ph	School of	#####	16:29:36	
14	F9 B3 CF A	404069	Gareth Ph	School of	17-09-202	09:59:52	
15	F9 B3 CF A	404069	Gareth Ph	School of	17-09-202	10:17:39	
16	F9 B3 CF A	404069	Gareth Ph	School of	17-09-202	10:18:54	
17				Total Tags	Coordinates: -26°09'		
18	Antenna Serial Num				#####	#####	
19	Tag Serial	Bicycle Co	Student N	School	Entry Date	Entry Time	
20	F9 B3 CF A	404069	Gareth Ph	School of	27-08-202	09:25:27	
21	F9 B3 CF A	404069	Gareth Ph	School of	27-08-202	09:25:51	
22	F9 B3 CF A	404069	Gareth Ph	School of	27-08-202	09:25:19	
23	F9 B3 CF A	404069	Gareth Ph	School of	27-08-202	09:31:31	
24	F9 B3 CF A	404069	Gareth Ph	School of	27-08-202	09:54:49	
25	F9 B3 CF A	404069	Gareth Ph	School of	27-08-202	09:57:12	
26	F9 B3 CF A	404069	Gareth Ph	School of	27-08-202	09:57:33	
27	C9 EB A0 E	250	Cameron	School of	27-08-202	09:57:50	
28				Total Tags	Coordinates: -26°09'		
29							

3.23 Parts Used Report

3.23.1 Description

This section will guide the user on how to use and generate Parts Used Reports

3.23.2 Expected learning outcomes

- Be able to make use of the Parts Report component

3.23.3 Prerequisites

- Super Administrator must be logged in

3.23.4 Generating a Report Process

The whole point of Generating this Parts report is so that the Administrator can see the history of the Parts Used in the system

1. Before we get started with any reports navigate to the “Reports” tab. From here select the “Parts Used” Option



2. The buttons to generate the report is disabled until the Administrator selects options

3.23.5 Exercise Time

To Demonstrate how the Report works, enter in the following values and download the report afterwards as an Excel Document:

Start Date (1)	2020/08/07
End Date (2)	2020/10/07

If done correctly you should have a report similar to the following:

Note: Notice how the buttons (3) became enabled once you inputted a start and end date.


[Home](#)
[Administrator](#)
[Reports](#)
[System](#)
?
[Log Out](#)


Parts Used Report

[Download in Excel](#)
[Generate Report](#)
3

Start Date:
End Date:

1
2

Job	Bicycle Code	Student Name	Job Code	Date Completed	Time Completed
Repair	250	Cameron King	6	04-12-2016	00:00:00
Repair	250	Cameron King	8	24-08-2017	00:00:00
Repair	250	Cameron King	7	22-06-2017	00:00:00
Repair	250	Cameron King	6	04-12-2016	00:00:00
Repair	250	Cameron King	6	04-12-2016	00:00:00
Repair	404069	Gareth Philips	13	30-08-2020	14:55:05
Maintenance	404069	Gareth Philips	9	12-04-2017	00:00:00

- After Generating the Report, you can download it as an Excel document as shown below:


[Home](#)
[Administrator](#)
[Reports](#)
[System](#)
Log Out

Parts Used Report

[Download in Excel](#)
[Generate Report](#)

Start Date: End Date:

Job	Bicycle Code	Student Name	Job Code	Date Completed	Time Completed
Repair	250	Cameron King	6	04-12-2016	00:00:00
Repair	250	Cameron King	8	24-08-2017	00:00:00
Repair	250	Cameron King	7	22-06-2017	00:00:00
Repair	250	Cameron King	6	04-12-2016	00:00:00
Repair	250	Cameron King	6	04-12-2016	00:00:00
Repair	404069	Gareth Philips	13	30-08-2020	14:55:05
Maintenance	404069	Gareth Philips	9	12-04-2017	00:00:00

PartsUsedReport.xlsx Show all

Excel:

	A	B	C	D	E	F	G
1					#####	#####	
2	Job	Bicycle Co	Student N	Job Code	Date Com	Time Completed	
3	Repair	250	Cameron I	6	#####	00:00:00	
4	Repair	250	Cameron I	8	24-08-201	00:00:00	
5	Repair	250	Cameron I	7	22-06-201	00:00:00	
6	Repair	250	Cameron I	6	#####	00:00:00	
7	Repair	250	Cameron I	6	#####	00:00:00	
8	Repair	404069	Gareth Ph	13	30-08-202	14:55:05	
9	Maintenar	404069	Gareth Ph	9	#####	00:00:00	
10	Maintenar	404069	Gareth Ph	10	#####	00:00:00	
11	Maintenar	1234	Hansen Li	11	24-08-202	00:00:00	
12	Maintenar	250	Cameron I	12	28-08-202	00:00:00	
13	Maintenar	404069	Gareth Ph	10	#####	00:00:00	
14						Total Jobs : 11	
15							
16							

3.24 Audit Trail management

3.24.1 Description

This section will guide the user through how to use the Audit Trail component

3.24.2 Expected learning outcomes

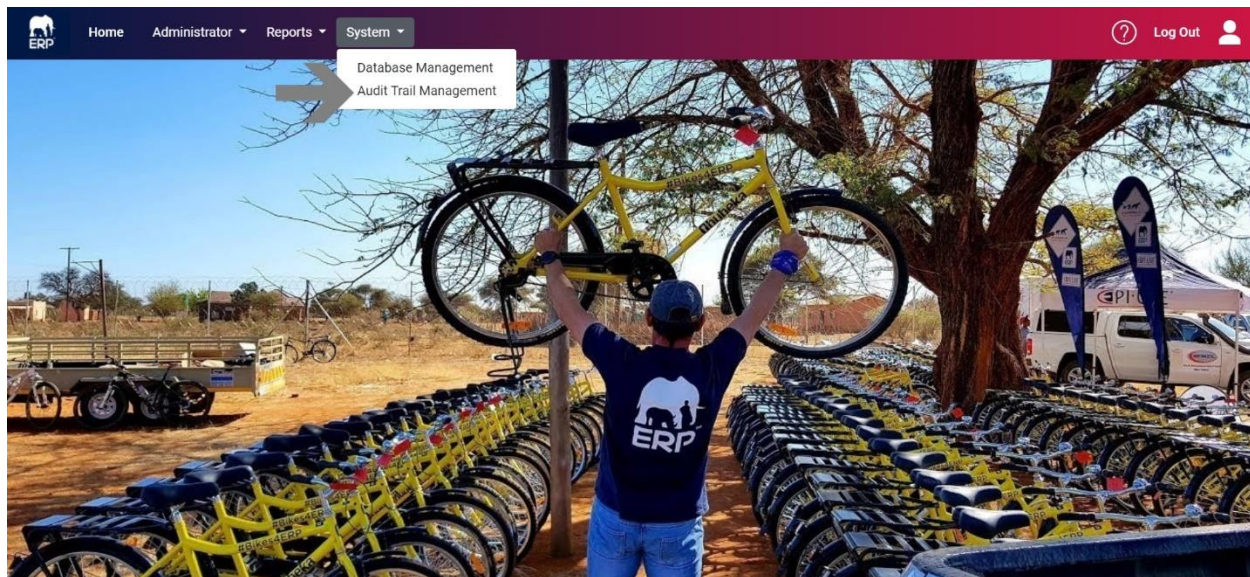
- Be able to use the Audit Trail component

3.24.3 Prerequisites

- Super Administrator must be logged in

3.24.4 Search Process

Before we Begin navigate to the "System" tab and select "Audit Trail Management"



Audit Trail entries are created whenever a change is made to the database of the database is accessed. The only thing the Administrator can do is enter in a detail of the Audit Trail and Search for it as below:

Audit Trail Management				
Audit Trail ID	User	Date Time	Transaction Type	Transaction Description
1049	Admin	2020-09-25 15:28	Delete	The following data: {"SchoolID":40,"Village":"HomeyVillage","VillageID":2,"SchoolTelephone":"0836495013","SchoolEmail":
1050	Admin	2020-09-26 16:07	Create	The following data {"UserID":0,"WorkDayID":"","SchoolID":"","WorkDay":"1","Pa
1051	Admin	2020-09-26 16:09	Create	The following data {"UserID":0,"WorkDayID":"","SchoolID":"","WorkDay":"3","Pa
1052	Admin	2020-09-26 16:12	Create	The following data {"UserID":51,"WorkDayID":"","SchoolID":"","WorkDay":"1","Pa
1053	Admin	2020-09-26 16:13	Create	The following data {"UserID":51,"WorkDayID":"","SchoolID":"","WorkDay":"2","Pa

3.24.5 Exercise Time

Search for any "Create" in the search box like below:

Audit Trail Management					
Audit Trail ID	User	Date Time	Transaction Type	Transaction Discription	
1050	Admin	2020-09-26 16:07	Create	The following data {"UserID":0,"WorkDayID":"","SchoolID":"","WorkDay":"1","PartID":"5"} was added to the User table.	
1051	Admin	2020-09-26 16:09	Create	The following data {"UserID":0,"WorkDayID":"","SchoolID":"","WorkDay":"","PartID":"8"} was added to the User table.	
1052	Admin	2020-09-26 16:12	Create	The following data {"UserID":51,"WorkDayID":"","SchoolID":"","WorkDay":"1","PartID":"4"} was added to the User table.	
1053	Admin	2020-09-26 16:13	Create	The following data {"UserID":51,"WorkDayID":"","SchoolID":"","WorkDay":"2","PartID":"5"} was added to the User table.	
1054	Admin	2020-09-26 16:15	Create	The following data {"MechanicSchoolID":0,"MechanicID":0,"SchoolID":"","WorkDayID":"","UserID":51,"WorkDay":"3","PartID":"5"} was added to the User table.	

3.25 Document management

3.25.1 Description

This section will guide the user through how to manage the Documents of the system

3.25.2 Expected learning outcomes

- Be able to Create, Update and Delete Documents

3.25.3 Prerequisites

- Super Administrator must be logged in

3.25.4 Create Process

1. We will start with the Creating Documents first. To begin click the “+” symbol on the form

Document Management			
Search for a document			
Document Name	Document Path	Edit Document	Download Document
Student Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\INF370 Complexity matrix-4102020031922.pdf		
Bikes4ERP Campaign	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Programme-07130043-4102020031753.pdf		
Mechanic Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Homemade Pierogi-4102020031902.pdf		
Rules And Regulations	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\chakalaka3-5102020164533.pdf		
Parts Used Report	D:\TUKS\3rd Year\INF370\VVS\vs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\PartsUsedReport-20201007140614.xlsx		

3.25.5 Exercise Time

2. Create a document by uploading any document of your choice

Document

Please Select the document file

Choose File PartsUsedReport.xlsx

Document Name:

Parts Used Report

Create

Cancel

3. Finish this step by pressing the “Create” button.

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- If the Create was successful, "Parts Used Report" Should now appear as a document.

Document Management			
Document Name	Document Path	Edit Document	Download Document
Student Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\INF370 Complexity matrix-4102020031922.pdf		
Bikes4ERP Campaign	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Programme-07130043-4102020031753.pdf		
Mechanic Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Homemade Pierogi-4102020031902.pdf		
Rules And Regulations	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\chakalaka3-5102020164533.pdf		
Parts Used Report	D:\TUKS\3rd Year\INF370\VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\PartsUsedReport-20201007140614.xlsx		

3.25.6 Update Process

1. To start on Updating the Documents, Select the “Edit” Button for the Document you want to edit

Document Management			
Document Name	Document Path	Edit Document	Download Document
Student Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\INF370 Complexity matrix-4102020031922.pdf		
Bikes4ERP Campaign	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Programme-07130043-4102020031753.pdf		
Mechanic Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Homemade Pierogi-4102020031902.pdf		
Rules And Regulations	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\chakalaka3-5102020164533.pdf		
Parts Used Report	D:\TUKS\3rd Year\INF370\VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\PartsUsedReport-20201007140614.xlsx		

3.25.7 Exercise Time

We are going to be updating our “Parts Used Report” document which we just created by uploading a new file to replace the existing one:

Document

Download File

Choose a Document to update

Choose File LogReport.xlsx

Document Name:

Log Report

Update

Delete

2. Update the Document Details by pressing the “Update” button

3. As we can see here, Our Document's Details have been updated

Document Management			
Document Name	Document Path	Edit Document	Download Document
Student Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\INF370 Complexity matrix-4102020031922.pdf		
Bikes4ERP Campaign	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Programme-07130043-4102020031753.pdf		
Mechanic Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Homemade Pierogi-4102020031902.pdf		
Rules And Regulations	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\chakalaka3-5102020164533.pdf		
Log Report	D:\TUKS\3rd Year\INF370\VVS\vvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\LogReport-20201007140902.xlsx		

3.25.8 Delete Process

1. To start on Deleting the Document, Select the “Edit” Button for the Document you want to Delete.

Document Management			
Document Name	Document Path	Edit Document	Download Document
Student Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\INF370 Complexity matrix-4102020031922.pdf		
Bikes4ERP Campaign	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Programme-07130043-4102020031753.pdf		
Mechanic Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Homemade Pierogi-4102020031902.pdf		
Rules And Regulations	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\chakalaka3-5102020164533.pdf		
Parts Used Report	D:\TUKS\3rd Year\INF370\VVS\vvvs-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\PartsUsedReport-20201007140614.xlsx		

3.25.9 Exercise Time

We are going to Delete our latest document now:

2. Simply Click on the “Delete” button

Document

Download File

Choose a Document to update

Choose File No file chosen

Document Name:

Rules And Regulations

UpdateDelete

3. As we can see below, our Document ("Log Report") has been deleted.

Document Management				
Document Name	Document Path	Edit Document	Download Document	
Student Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvv-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\INF370 Complexity matrix-4102020031922.pdf			
Bikes4ERP Campaign	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvv-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Programme-07130043-4102020031753.pdf			
Mechanic Contract	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvv-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\Homemade Pierogi-4102020031902.pdf			
Rules And Regulations	C:\Users\Nodoro\Desktop\INF370_Project_VVS\vvv-full-project\API\VVS_API_CF\VVS_API_CF\Resources\Documents\chakalaka3-5102020164533.pdf			

3.25.10 Downloading the Document

Should the Administrator wish to download the document, simply press the download icon for the document they want and the download will automatically begin:

4. School Administrator

4.1 Introduction

The School Administrator is the administrator assigned to a School. They perform certain tasks and functions that are related to a specific school which is why when we register them, you have to select which school they belong to as well.

4.2 Capturing Student Marks

4.2.1 Description

This section will guide the School Admin through the Capturing Marks process of the VVS system

4.2.2 Expected learning outcomes

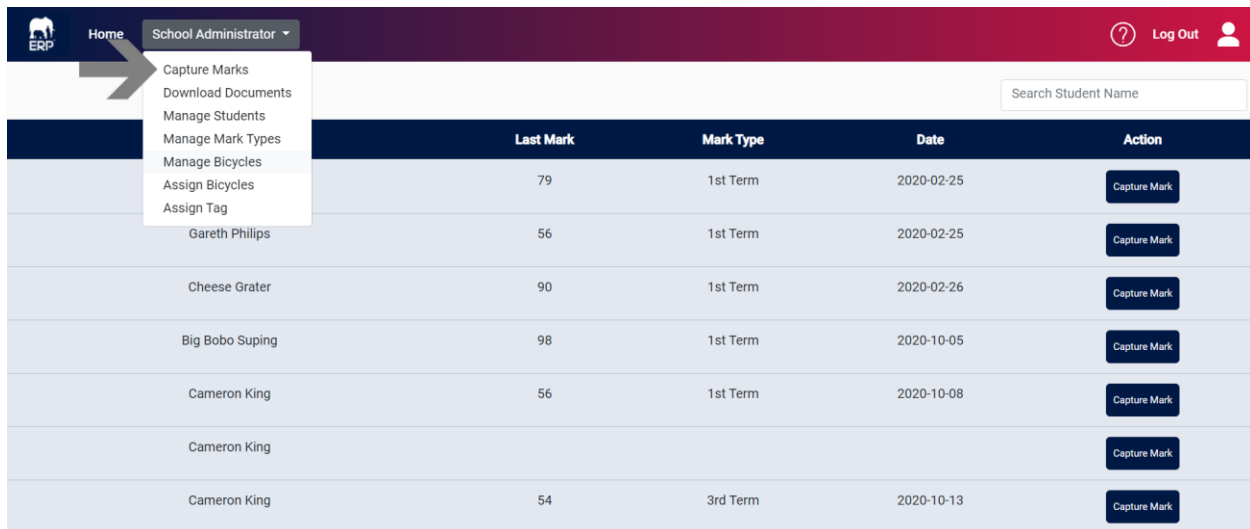
- Be able to Capture Marks on the VVS system

4.2.3 Prerequisites

- School Administrator must be logged in

4.2.4 Capturing Marks Process

1. To get started, navigate to the "School Administrator" Drop down and select "Capture Marks" like so:



The screenshot shows the VVS School Administrator interface. At the top, there is a navigation bar with a 'Home' button and a 'School Administrator' dropdown menu. The dropdown menu is open, showing options: 'Capture Marks', 'Download Documents', 'Manage Students', 'Manage Mark Types', 'Manage Bicycles', 'Assign Bicycles', and 'Assign Tag'. An arrow points to the 'Capture Marks' option. Below the navigation bar, there is a search bar labeled 'Search Student Name'. Below the search bar, there is a table with columns: 'Last Mark', 'Mark Type', 'Date', and 'Action'. The table contains several rows of student data, each with a 'Capture Mark' button in the 'Action' column.

	Last Mark	Mark Type	Date	Action
	79	1st Term	2020-02-25	Capture Mark
Gareth Philips	56	1st Term	2020-02-25	Capture Mark
Cheese Grater	90	1st Term	2020-02-26	Capture Mark
Big Bobo Suping	98	1st Term	2020-10-05	Capture Mark
Cameron King	56	1st Term	2020-10-08	Capture Mark
Cameron King				Capture Mark
Cameron King	54	3rd Term	2020-10-13	Capture Mark

2. The next Step is to select the "Capture Mark" button for the student which you want to capture a mark for:

4.2.5 Exercise Time

Capture the Mark of "Harry Potter" with the following details: (Hint: you can use the search function to quickly find Harry")

Note: If the Student "Harry Potter" does not exist you can use a Student of your own choice

Mark	87
Mark Type	1 st Term
Date	2020/10/07

If done correctly, the following should appear in the table now:

ERP Home School Administrator ? Log Out				
	Razzy Dazzy			Capture Mark
	Savanah Jenner			Capture Mark
	Shanah Suping			Capture Mark
	Big Cheese			Capture Mark
	Lara Craft			Capture Mark
	Kick Batowski			Capture Mark
➔	Harry Potter	87	1st Term	2020-10-07 Capture Mark
	Terry Henny			Capture Mark
	Ewen Beltran			Capture Mark
	Cameron King Cameron King			Capture Mark

4.3 Student Management

4.3.1 Description

This section will guide the School Admin on how to manage the Student management component of VVS

4.3.2 Expected learning outcomes

- Be able to Create, Update and Delete Students on the VVS system

4.3.3 Prerequisites

- School Administrator must be logged in

4.3.4 Creating Student Process

1. To start with this process, the School Admin must navigate to the "Manage Students Option"



2. The next step is to Select the "+" symbol next to the search bar

Student Management			
Name	Surname	Bicycle Code	Action
Cameron	King	250	
Gareth	Phillips	404069	
Cheese	Grater		
Big Bobo	Suping		
Cameron	King		
Cameron	King		
Cameron	King		
Cameron	King		
Hansen	Li	1234	

3. Next, Enter in the Details of the student

4.3.5 Exercise Time

Add Student with the following Details:

Name	John
Surname	Smith
Phone Number	0123456789
Date of Birth	2008/02/07
Village	Villy
School	School of Smarties
Guardian Details	
Guardian Name	Sam Smith
Email	ss@gmail.com
Phone Number	0819963345

4. Confirm the Create:

Confirmation

Are you sure you want to create a new Student?

Yes

No

If done correctly, the following student should now appear as shown:

ERP Home School Administrator ? Log Out		
Lara	Craft	
Kick	Batowski	
Harry	Potter	
Terry	Henny	
Ewen	Beltran	
Cameron King	Cameron King	
Oscar	Zoondo	
baeee	bay	
hanny	Cameron King	
Scary	Mary	
Frank	Tank	
John	Smith	



4.3.6 Update Process

1. To begin the update process simply click on the pen icon of the student that you want to update

ERP Home School Administrator ? Log Out		
Lara	Craft	
Kick	Batowski	
Harry	Potter	
Terry	Henny	
Ewen	Beltran	
Cameron King	Cameron King	
Oscar	Zoondo	
baeee	bay	
hanny	Cameron King	
Scary	Mary	
Frank	Tank	
John	Smith	

4.3.7 Exercise Time

For our Exercise we are going to update the student which we created with the following Details:

Name	Johnathan
Surname	Smith
Phone Number	0724156673
Date of Birth	2000/05/07
Village	Villy
School	School of Smarties
Guardian Details	
Guardian Name	Samantha Smith
Email	samsmith@gmail.com
Phone Number	0819963345

2020/10/20

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2. Enter in the new details and press the “Update” button

VIEW

School:

School of Smarties

Guardian Details

Guardian Name:

Sam Smith

Guardian Email:

ss@gmail.com

Guardian Phone Number:

0819963345

UpdateDelete

4.3.8 Delete Process

To Delete a Student, all the School Administrator has to do is select the “Delete” button instead of the “Update” button.

4.3.9 Exercise Time

Delete the Student which we just created

1. Click on the Delete button:
2. Confirm the Delete:

Confirmation

Are you sure you want to delete the Student?

Yes

No

3. Check in the Students list to make sure the student was deleted:

ERP			Home	School Administrator ▾	?	Log Out	👤
Big	Cheese						✎
Lara	Craft						✎
Kick	Batowski						✎
Harry	Potter						✎
Terry	Henny						✎
Ewen	Beltran						✎
Cameron Kling	Cameron Kling						✎
Oscar	Zoondo						✎
baeee	bay						✎
hanny	Cameron Kling						✎
Scary	Mary						✎
Frank	Tank						✎

4.4 Mark Type management

4.4.1 Description

This section will guide the School Administrator through how to manage the Mark Types of the system

4.4.2 Expected learning outcomes

- Be able to Create, Update and Delete Mark Types

4.4.3 Prerequisites

- Super Administrator must be logged in

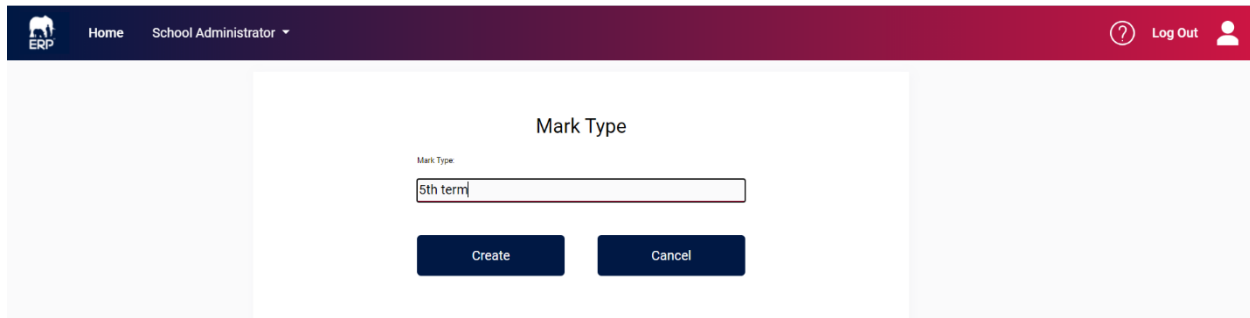
4.4.4 Create Process

1. We will start with the Creating the Mark Type first. To begin click the "+" symbol on the form

Mark Type Management		
Mark Type	Action	
1st Term		
2nd Term		
3rd Term		
4th Term		

4.4.5 Exercise Time

Create a Mark Type with the following Details:



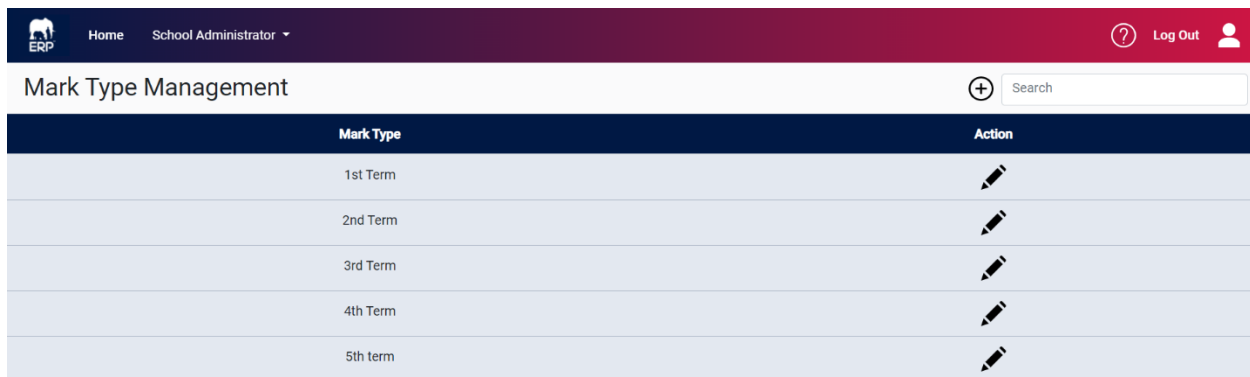
Mark Type

Mark Type

5th term

Create Cancel

2. Finish this step by pressing the “Create” button.
3. If the Create was successful, “5th Term” Should now appear as a Mark Type.



Mark Type Management

Search

Mark Type	Action
1st Term	
2nd Term	
3rd Term	
4th Term	
5th term	

4.4.6 Update Process

1. To start on Updating the Mark Type, Select the “Edit” Button for the Mark Type you want to edit

Mark Type Management	
Mark Type	Action
1st Term	
2nd Term	
3rd Term	
4th Term	
5th term	

4.4.7 Exercise Time

We are going to be updating our “5th Term” Mark Type which we just created and change the Details to Below:

Mark Type

Mark Type:

Update

Delete

2. Update the Mark Type Details by pressing the “Update” button

3. As we can see here, Our Mark Type's Details have been updated

Mark Type Management	
Mark Type	Action
1st Term	
2nd Term	
3rd Term	
4th Term	
6th term	

4.4.8 Delete Process

1. To start on Deleting the Mark Type, Select the "Edit" Button for the Mark Type you want to Delete.

Mark Type Management	
Mark Type	Action
1st Term	
2nd Term	
3rd Term	
4th Term	
6th term	

4.4.9 Exercise Time

We are going to Delete our latest Mark Type now:

2. Simply Click on the "Delete" button

Mark Type

Mark Type:

6th term

Update

Delete

3. As we can see below, our Mark Type ("6th Term") has been deleted.

Mark Type Management	
Mark Type	Action
1st Term	
2nd Term	
3rd Term	
4th Term	

4.5 Bicycles management

4.4.1 Description

This section will guide the School Administrator through how to manage the Bicycles of the system

4.4.2 Expected learning outcomes

- Be able to Create, Update and Delete Bicycles

4.4.3 Prerequisites

- Super Administrator must be logged in

4.4.4 Create Process

1. We will start with the Creating the Bicycles first. To begin click the “+” symbol on the form

Bicycle Management			
Bicycle Code	Bicycle Make	Bicycle Status	Action
250	Totem	Assigned	
404069	Totem	Assigned	
1234	Totem	Assigned	
980724	Totem	Assigned	
5654654	Totem	Assigned	
9898	Totem	Available	
9899	Qhubeka	Available	
6969	Totem	Available	
1345	Totem	Available	

4.4.5 Exercise Time

Create a Bicycle with the following Details:

Bicycle

Bicycle Code:

Bicycle Brand:

2. Finish this step by pressing the "Create" button.
3. An option will pop-up to Download a QR code, the School Administrator can do this and then print it out and stick it onto a bike

QR Code



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- If the Create was successful, "9981" Should now appear as a Bicycle.

 Home School Administrator ? Log Out 			
1888	Totem	Available	
18889	Totem	Available	
123856	Totem	Available	
785314	Totem	Available	
9875	Totem	Available	
1567	Totem	Available	
7859	Totem	Available	
11356	Totem	Available	
1778	Totem	Available	
67543	Totem	Available	
 343	Totem	Available	
9981	Totem	Available	

4.4.6 Update Process

1. To start on Updating the Bicycle, Select the "Edit" Button for the Bicycle you want to edit

ERP	Home	School Administrator	?	Log Out	
1888	Totem	Available			
18889	Totem	Available			
123856	Totem	Available			
785314	Totem	Available			
9875	Totem	Available			
1567	Totem	Available			
7859	Totem	Available			
11356	Totem	Available			
1778	Totem	Available			
67543	Totem	Available			
1343	Totem	Available			
9981	Totem	Available			

4.4.7 Exercise Time

We are going to be updating our "9981" Bicycle which we just created and change the Details to Below:

Bicycle

Bicycle Code:

9981233

Bicycle Brand:

Ohubeka

Bicycle Status:

Available

Date Added:

2020/10/07



[Download Image](#)

Update

Delete

2. Update the Bicycle Details by pressing the "Update" button

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3. As we can see here, Our Bicycle's Details have been updated

 Home School Administrator ? Log Out 			
18889	Totem	Available	
123856	Totem	Available	
785314	Totem	Available	
9875	Totem	Available	
1567	Totem	Available	
7859	Totem	Available	
11356	Totem	Available	
1778	Totem	Available	
67543	Totem	Available	
1343	Totem	Available	
9981233	Qhubeka	Available	

4.4.8 Delete Process

1. To start on Deleting the Bicycle, Select the “Edit” Button for the Bicycle you want to Delete.

ERP	Home	School Administrator	?	Log Out	
1888	Totem	Available			
18889	Totem	Available			
123856	Totem	Available			
785314	Totem	Available			
9875	Totem	Available			
1567	Totem	Available			
7859	Totem	Available			
11356	Totem	Available			
1778	Totem	Available			
67543	Totem	Available			
1343	Totem	Available			
9981	Totem	Available			

4.4.9 Exercise Time

We are going to Delete our latest Bicycle now:

2. Simply Click on the “Delete” button

Bicycle

Bicycle Code:

9981233

Bicycle Brand:

Ohubeka

Bicycle Status:

Available

Date Added:

2020/10/07



[Download Image](#)

Update

Delete

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3. As we can see below, our Bicycle ("9981233") has been deleted.

 Home School Administrator ? Log Out 				
18889	Totem	Available		
123856	Totem	Available		
785314	Totem	Available		
9875	Totem	Available		
1567	Totem	Available		
7859	Totem	Available		
11356	Totem	Available		
1778	Totem	Available		
67543	Totem	Available		
1343	Totem	Available		

4.5 Assign Bicycles

4.5.1 Description

This section will guide the School Administrator through how to Assign and Unassign the Bicycles of the system

4.5.2 Expected learning outcomes

- Be able to Assign and Unassign Bicycles

4.5.3 Prerequisites

- Super Administrator must be logged in

4.5.4 Assign Process

1. To begin assigning a bicycle, click on the "assign" button of a bicycle which has not been assigned yet:

Bicycle Assignment					
Bicycle Code	Student Name	Student Surname	Date Assigned	Bicycle Status	Action
250	Gareth	Philips	2020-09-10	Assigned	Unassign
404069	Cameron	King	2020-09-10	Assigned	Unassign
1234	Luka	Durham	2020-09-21	Assigned	Unassign
980724	Hansen	Li	2020-09-21	Assigned	Unassign
5654654	Derek	Works	2020-09-21	Assigned	Unassign
9898				Available	Assign
9899				Available	Assign
6969				Available	Assign
1345				Available	Assign

2. Next Step is to Assign a student to the Bicycle

4.5.5 Exercise Time

Assign any student to the bicycle of your choice and check to see if it becomes assigned:

Assign Bicycle to Student

Bicycle Code:

9898

Byron

Assign

Cancel

3. Check to see if the bike is assigned now:

Bicycle Assignment					
Bicycle Code	Student Name	Student Surname	Date Assigned	Bicycle Status	Action
250	Gareth	Phillips	2020-09-10	Assigned	Unassign
404069	Cameron	King	2020-09-10	Assigned	Unassign
1234	Luka	Durham	2020-09-21	Assigned	Unassign
980724	Hansen	Li	2020-09-21	Assigned	Unassign
5654654	Derek	Works	2020-09-21	Assigned	Unassign
9898	Byron	Donals	2020-10-07	Assigned	Unassign

4.5.6 Unassign Bicycle process:
Simply click on the Unassign button of a bicycle that's Assigned:

Bicycle Assignment					
Bicycle Code	Student Name	Student Surname	Date Assigned	Bicycle Status	Action
250	Gareth	Phillips	2020-09-10	Assigned	Unassign
404069	Cameron	King	2020-09-10	Assigned	Unassign
1234	Luka	Durham	2020-09-21	Assigned	Unassign
980724	Hansen	Li	2020-09-21	Assigned	Unassign
5654654	Derek	Works	2020-09-21	Assigned	Unassign
9898				Available	Assign

4.6 Assign Tags

4.6.1 Description

This section will guide the School Administrator through how to Assign and Unassign the Tags of the system

4.6.2 Expected learning outcomes

- Be able to Assign and Unassign Tags

4.6.3 Prerequisites

- Super Administrator must be logged in

4.6.4 Assign Process

1. To begin assigning a tag, click on the "assign" button of a tag which has not been assigned yet:

Tag Assignment			
Tag Serial Number	Bicycle Code	Tag Status	Action
F9 B3 CF A2	404069	Assigned	Unassign
C9 EB A0 B2	250	Assigned	Unassign
C9 EB A0 B4	516146	Assigned	Unassign
F9 B3 CF A10	2500	Assigned	Unassign
F9 B3 CF A223	0	Available	Assign

2. Next Step is to Assign a Tag to the Bicycle

4.6.5 Exercise Time

Assign any available Tag to the bicycle of your choice and check to see if it becomes assigned:

Assign Tag to Bicycle

Tag Serial Number:

F9 B3 CF A223

Select Bicycle to Assign:

2514

Assign Cancel

3. Check to see if the bike is assigned now:

Tag Assignment			
Tag Serial Number	Bicycle Code	Tag Status	Action
F9 B3 CF A2	404069	Assigned	Unassign
C9 EB A0 B2	250	Assigned	Unassign
C9 EB A0 B4	516146	Assigned	Unassign
F9 B3 CF A10	2500	Assigned	Unassign
F9 B3 CF A223	5654654	Assigned	Unassign

4.6.6 Unassign Bicycle process:

Simply click on the Unassign button of a bicycle that's Assigned:

Tag Assignment			
Tag Serial Number	Bicycle Code	Tag Status	Action
F9 B3 CF A2	404069	Assigned	Unassign
C9 EB A0 B2	250	Assigned	Unassign
C9 EB A0 B4	516146	Assigned	Unassign
F9 B3 CF A10	2500	Assigned	Unassign
F9 B3 CF A223	0	Available	Assign

4.7 Download Documents

4.7.1 Description

This section will guide the School Administrator through how to manage the download documents on the system

4.7.2 Expected learning outcomes

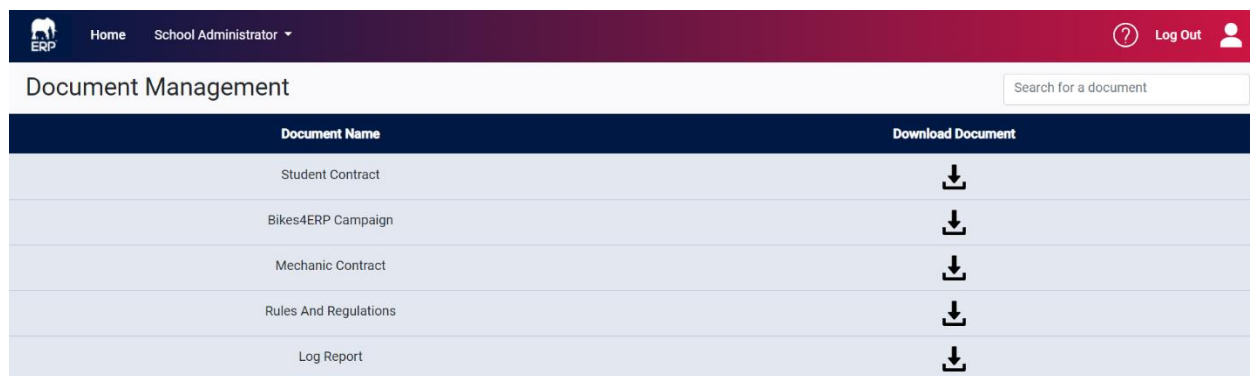
- Be able to download documents

4.7.3 Prerequisites

- Super Administrator must be logged in

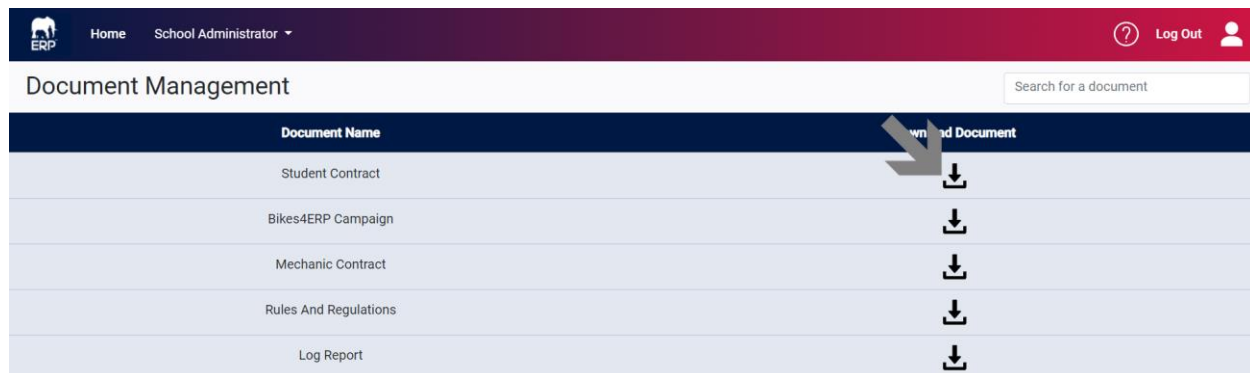
4.7.4 Download Process

1. Navigate to the download documents page as shown:



Document Management	
Document Name	Download Document
Student Contract	
Bikes4ERP Campaign	
Mechanic Contract	
Rules And Regulations	
Log Report	

2. Click the Download button in the "Download Document" Column



Document Management	
Document Name	Download Document
Student Contract	
Bikes4ERP Campaign	
Mechanic Contract	
Rules And Regulations	
Log Report	

5. Mechanic Training

5.1 Introduction

The Mechanic refers to the person that fixes and repairs the bikes at the school for the Bikes4ERP project. This means that the Mechanic mainly performs repairs and maintenances

5.2 Check-in Bike

5.2.1 Description

This section will guide the Mechanic through how to check in a bike in the VVS system

5.2.2 Expected learning outcomes

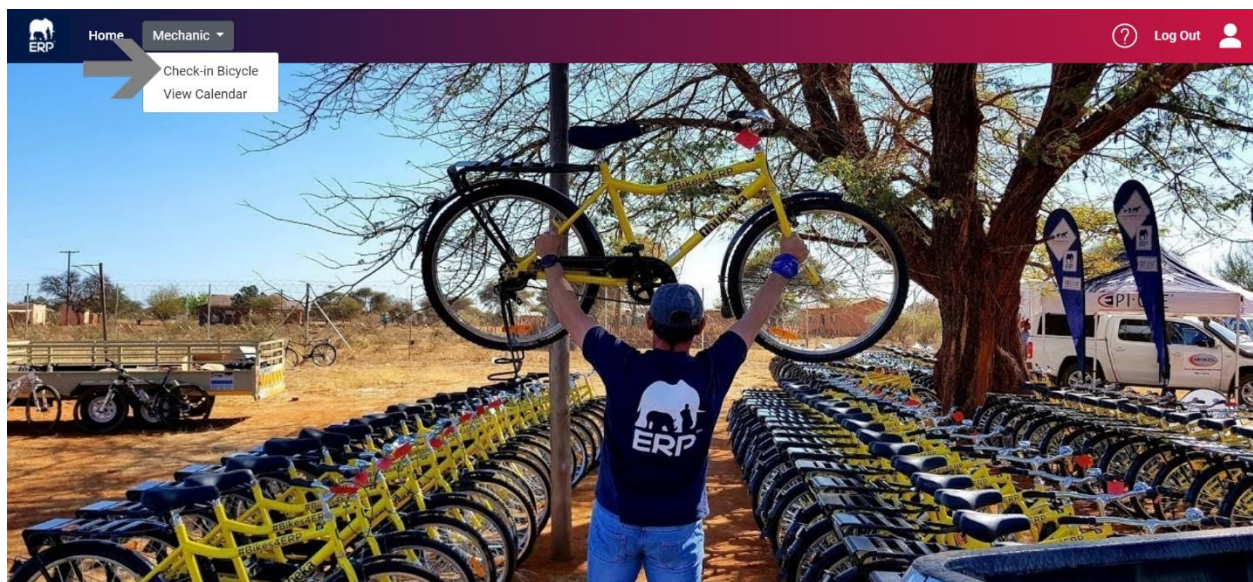
- Be able to check in a bike

5.2.3 Prerequisites

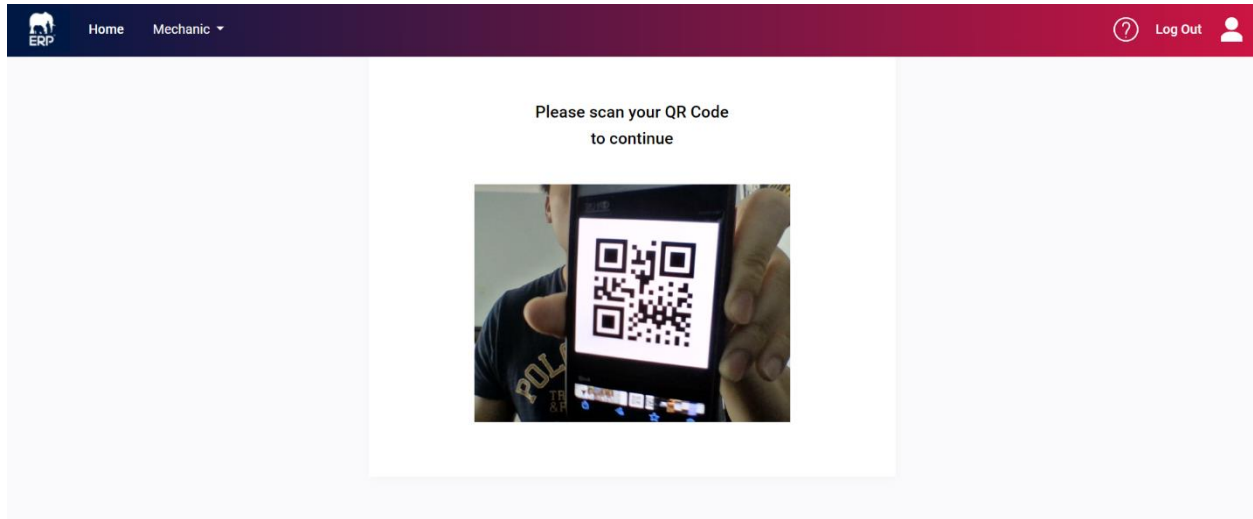
- The Mechanic must be logged in

5.2.4 Check-In Process

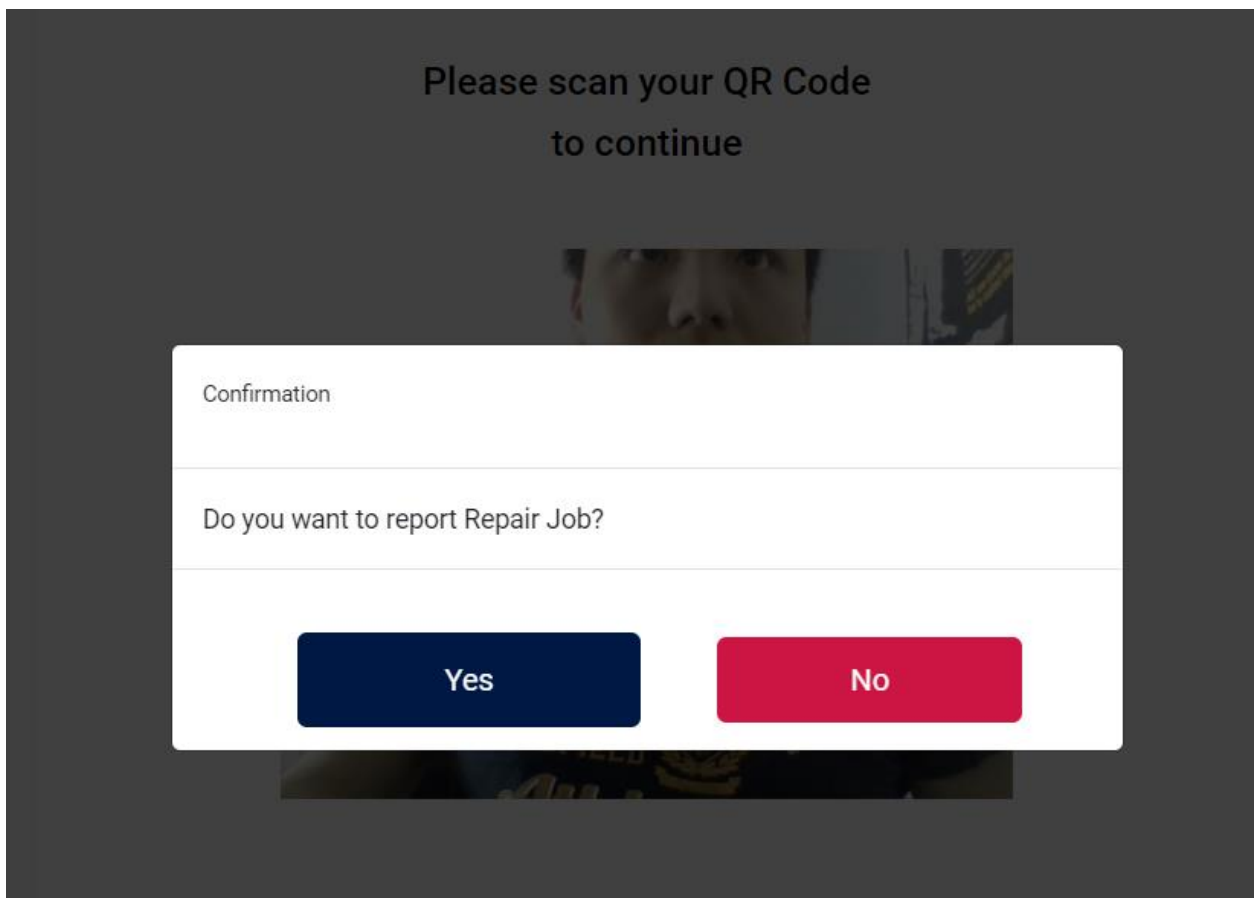
1. This procedure is fairly simply and all the Mechanic needs to do is navigate to the "Check-In" Option under Mechanic like so:



- The following screen will appear, and the mechanic must just simply scan the QR code of the bike they want to check in



- If done correctly, the bike should now be checked in. If the bike did not have a check-in scheduled, a message like below will be shown to ask if the Mechanic would like to report a job:



Note: Sometimes the QR scanner may take a little longer so please be patient and make sure that the image of the QR code being scanned in is clear.

5.2.5 Exercise Time

Try Scan the following QR code into the Scanner and see if the system is able to read it:



5.3 View Calendar

5.3.1 Description

This section will guide the Mechanic through how to make use of the “View Calendar” in the VVS system.

Note: The calendar will only show the jobs of the Mechanic that is logged in, this is done automatically so the mechanic does not need to do anything.

5.3.2 Expected learning outcomes

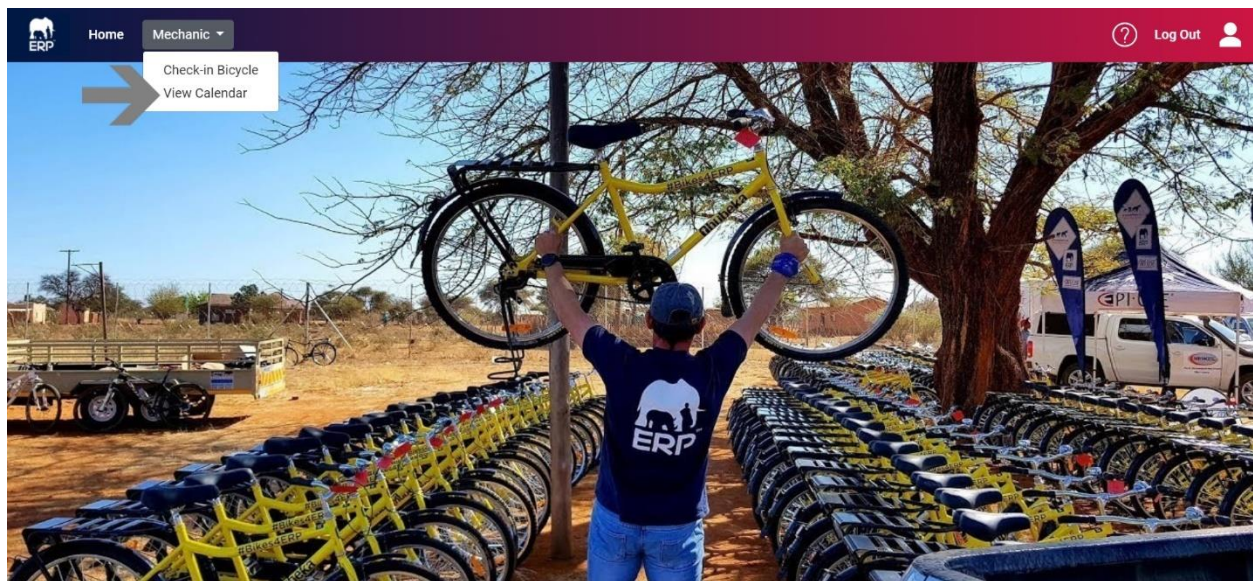
- Be able to understand and use the Calendar

5.3.3 Prerequisites

- The Mechanic must be logged in

5.3.4 View Calendar Process

1. To begin this process, navigate to the “View Calendar” option in the Mechanic Dropdown



2. After selecting the option, the following screen should appear for the mechanic

October 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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

3. The Mechanic must then select a day which they know there are jobs or select a day which he wants to see jobs for

5.3.5 Exercise Time:

Click on the date: 09th September 2020, the following should appear:



Home

Mechanic ▾

?

Log Out



2020/09/09

Check-In Bicycle

Fault Jobs

Bicycle Code	Repair Job Status ID	Date Reported	Date Scheduled	Assigned	
250	Complete	2020/05/06	2020/09/09	true	
250	Complete	2020/05/07	2020/09/09	true	
250	Complete	2020/05/08	2020/09/09	true	

Maintenance Jobs

ID	Bicycle ID	Job Status	Date Scheduled	Assigned
----	------------	------------	----------------	----------

Contact VVS Team

General Help

About



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4. Explanation time:

#Bikes4ERP_VVS – GROUP 17

As you can see here there are 2 tables, "Fault Jobs" and "Maintenance Jobs". Fault Jobs are jobs that are reported by the student and get added to the list whilst Maintenance Jobs are automatically scheduled.

5. The next step is to click on the pen icon of a specific job:

2020/09/09					
 Home Mechanic  Log Out 					
Check-In Bicycle					
Fault Jobs					
Bicycle Code	Repair Job Status ID	Date Reported	Date Scheduled	Assigned	
250	Complete	2020/05/06	2020/09/09	true	
250	Complete	2020/05/07	2020/09/09	true	
250	Complete	2020/05/08	2020/09/09	true	
Maintenance Jobs					
ID	Bicycle ID	Job Status	Date Scheduled	Assigned	

6. The following Screen should then appear:

 Home Mechanic  Log Out 					
Fault List Complete Job					
Part	Notes	Repair Job ID	Job Status	Action	
Brake Disk/Pad	testing 2	2	Incomplete	☐	
Gear switch lever	testing4	2	Complete	☒	
Brake Disk/Pad	thanks	2	Complete	☒	
Brake Disk/Pad	hie	2	Complete	☒	

7. As you can see a list of all the Faults relating to that task is displayed, once the mechanic finished a task, they must click on the checkbox in the "Actions" column so that all the tasks become complete.

Fault List

Complete Job

Part	Notes	Repair Job ID	Job Status	Action
Brake Disk/Pad	testing 2	2	Incomplete	☐
Gear switch lever	testing4	2	Complete	☒
Brake Disk/Pad	thanks	2	Complete	☒
Brake Disk/Pad	hie	2	Complete	☒

8. As you can see, Once the tasks are all complete the "Complete Job" button becomes enabled.

Fault List

Complete Job

Part	Notes	Repair Job ID	Job Status	Action
Brake Disk/Pad	testing 2	2	Complete	☒
Gear switch lever	testing4	2	Complete	☒
Brake Disk/Pad	thanks	2	Complete	☒
Brake Disk/Pad	hie	2	Complete	☒

9. Once you click the "Complete Job" button, the Fault Job's status is now completed as seen below:

2020/09/09

Check-In Bicycle

Fault Jobs

Bicycle Code	Repair Job Status ID	Date Reported	Date Scheduled	Assigned
250	Complete	2020/05/06	2020/09/09	true
250	Complete	2020/05/07	2020/09/09	true
250	Complete	2020/05/08	2020/09/09	true

5.3.6 Exercise Time

Follow the same steps for maintenance task, click on the following date: 2020/08/25 and the following entries should appear:

2020/08/25

Check-In Bicycle

Fault Jobs

Bicycle Code	Repair Job Status ID	Date Reported	Date Scheduled	Assigned	
250	Reported	2020/05/08	2020/08/25	true	

Maintenance Jobs

ID	Bicycle ID	Job Status	Date Scheduled	Assigned	
4	5	Due	2020/08/25	true	
12	4	Due	2020/08/25	true	

To complete a maintenance task, simply repeat the steps 5-9 for the maintenance task that you want to complete.

Note: Another maintenance task is scheduled automatically after one is completed so the Mechanic does not need to do anything.

6. Report Fault

6.1 Introduction

The reporting of a fault is done by the students involved in the Bikes4ERP project. When they have issues with their bikes, they can report it on the school computer.

Note: This task is the only function which the user does not need to Log in to perform

6.2 Report Fault

6.2.1 Description

This section will guide the student on how to report a fault should they need to on their bike

6.2.2 Expected learning outcomes

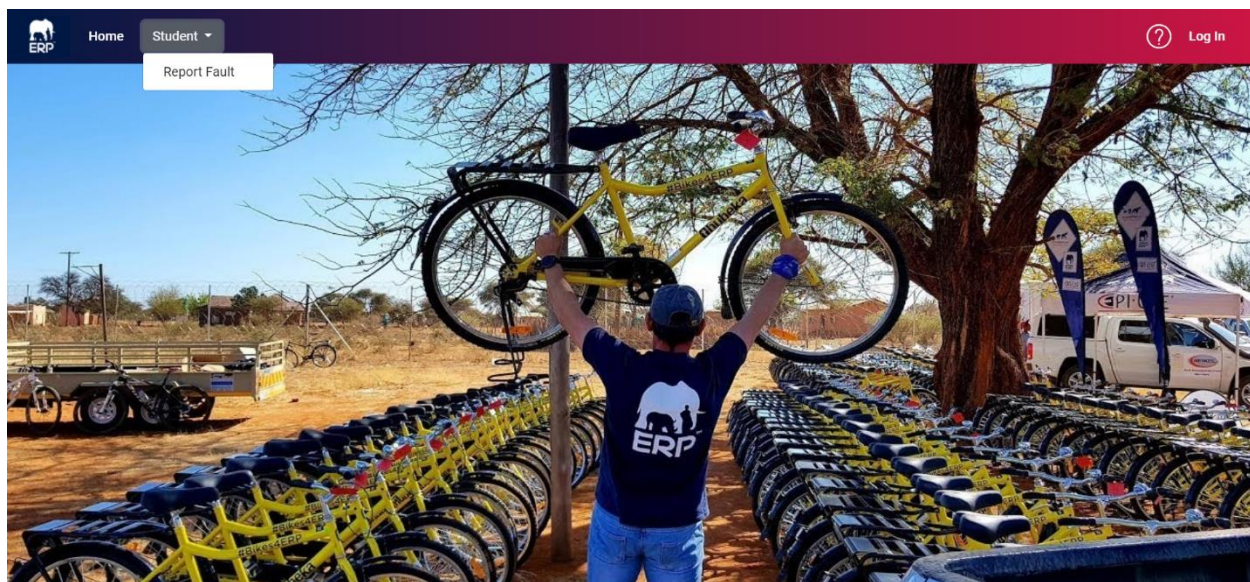
- Be able to report a fault

6.2.3 Prerequisites

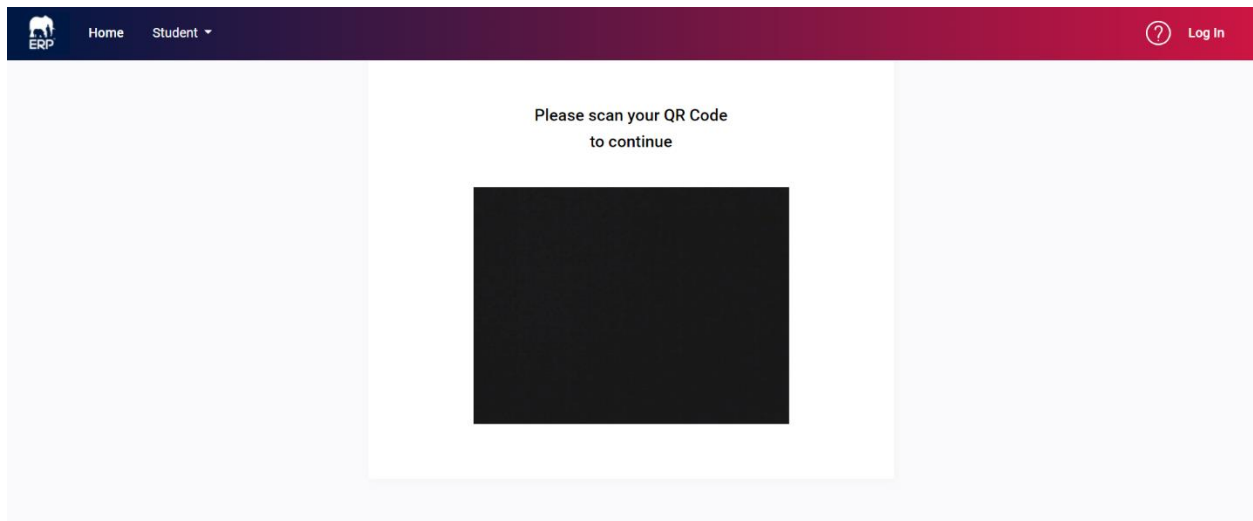
- The Student is assigned a bicycle
- The Student is registered on the system
- The Bicycle has a QR tag assigned to it

6.2.4 Report Fault Process

1. To start with the Reporting Fault Process, navigate to the “Report Fault” option in the Student dropdown:



2. After clicking on report fault the following should appear:



Note: Please enable your camera for this section

3. Scan the QR found on the bike

6.2.5 Exercise Time

Scan this following Dummy QR code to practice reporting a fault:



4. Confirm the reporting of the fault:

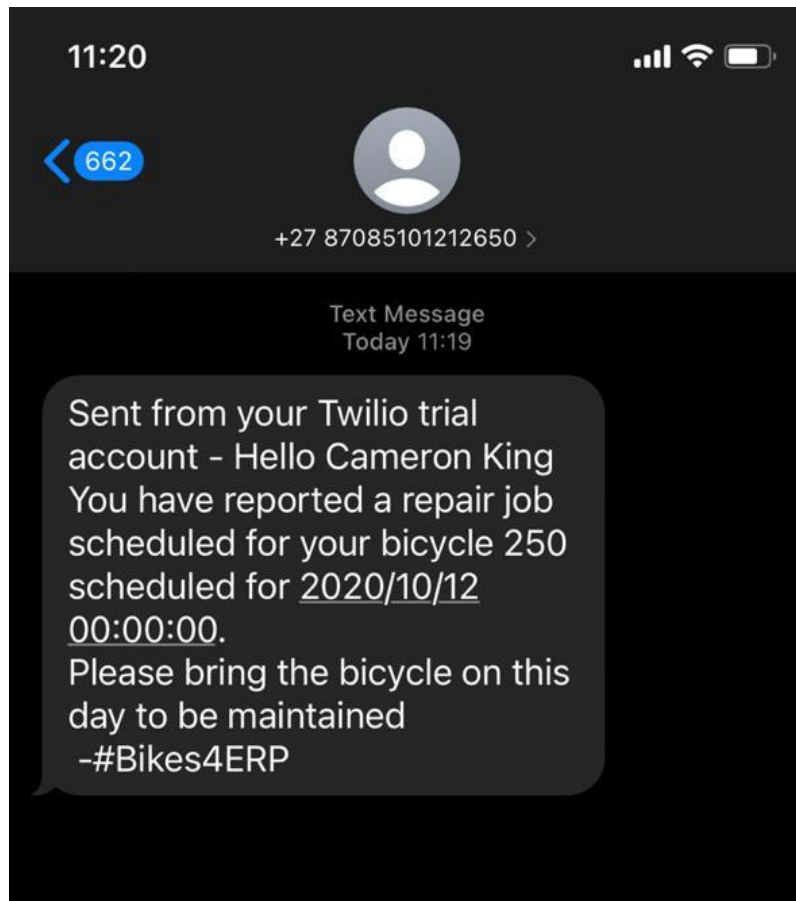
Confirmation

Do you want to report Repair Job?

Yes

No

5. The Student should be receiving an SMS similar to the following now:



6. Back to the system, the following screen should appear:

Please select the section of the bicycle
where your fault appears



Unknown

7. Click on the bicycle section which you see the fault Appears

6.2.6 Exercise Time

Click on the bike wheel and the following parts should appear:

8. Click on the action which will take you to the next page OR if you do not know what fault is on your bike, click on the “Unknown” button.

Please select the Part
where your fault appears

Name	Action
Back Rim	
Brake Disk/Pad	
Back Tube	

Unknown

9. Click on the “+” icon to add this fault

Please select the fault that appears
on the Rim

Name	Action
Brakes Worn out	

Unknown

10. As we can see we have now reported a Fault on a specific part for a job

Report Job - Fault List



Report Job

Section	Part	Fault Type	Action
Back Wheel	Brake Disk/Pad	Brakes Worn out	X

11. If we want to report another fault on the bike, simply click on the “+” icon, the following screen will appear again and you can restart the process.

Please select the section of the bicycle
where your fault appears



Unknown

7. Glossary of Functionality

Functionality	Details	Page Number
Adding/Registering a User	Allows the administrator to add or register a new User to the system	14
Antenna management	Allows the Administrator to perform CRUD actions on the Antenna table	75
Assign Bicycles	Allows the School Administrator to perform Assign/Unassign actions on the Bicycles table	153
Assign Tags	Allows the School Administrator to perform Assign/Unassign actions on the Tags table	156
Audit Trail management	Allows the Administrator to see the history of the Audit trails in the system	124
Bicycle Brands management	Allows the Administrator to perform CRUD actions on the Bicycle Brands Lookup table	34
Bicycle history report	Allows the Administrator to generate a report of the bicycle's histories	115
Bicycle Management	Allows the School Administrator to perform CRUD actions on the Bicycle table	145
Bicycle Parts management	Allows the Administrator to perform CRUD actions on the Bicycle Parts table	37
Bicycle Sections management	Allows the Administrator to perform CRUD actions on the Bicycle Sections table	45
Business Rule management	Allows the Administrator to modify flexible business rules of the system	51
Capturing Student Marks	Allows the School Administrator to capture and manage the marks of the students	133
Check-in Bike	Allows the Mechanic to check in a bike	160
Document Management	Allows the Administrator to manage documents in the VVS system	126
Download Documents	Allows the School Administrator to download Documents actions from the Documents table	158
Fault Type Management	Allows the Administrator to perform CRUD actions on the Fault Type Lookup table	83
Log Report	Allows the Administrator to generate a report of the logs that have been in the system	118
Logging in and out	Allows the user of the system to log in and out of VVS	18
Maintenance Task management	Allows the Administrator to perform CRUD actions on the Maintenance Task table	89

Managing User Profiles	Allows the Administrator to manage the profiles of users including updating and deleting	24
Mark Type Management	Allows the School Administrator to perform CRUD actions on the Mark Type Lookup table	140
Mechanic Schedule Report	Allows the Administrator to generate a report of Jobs he needs to perform	105
Mechanic Schedule Requirements Report	Allows the Administrator to generate a report of Scheduled jobs	109
Part Type management	Allows the Administrator to perform CRUD actions on the Part Type Lookup table	97
Parts Used Report	Allows the Administrator to generate a report of the parts that were used	121
Report Fault	Allows the student to report a fault	166
Resetting Password	Allows the User to reset their password if they have forgotten it	22
Route Management	Allows the Administrator to perform CRUD actions on the Route table	63
Schools management	Allows the Administrator to perform CRUD actions on the Schools table	55
Student Management	Allows the School Administrator to perform CRUD actions on the Student table	135
Student Report	Allows the Administrator to generate a report of the students	112
Tag management	Allows the Administrator to perform CRUD actions on the Tag table	70
User Type management	Allows the Administrator to perform CRUD actions on the User Type Lookup table	29
View Calendar	Allows the mechanic to view the calendar containing their jobs	162
View Log entries	Allows the Administrator to view a specific Log entry which was created when a bike passed an antenna	103

8. Conclusion

This concludes the #Bikes4ERP Training Manual, by working through the manual and completing all the relevant exercises the user will gain a thorough understanding of the system and its various functionalities.