

Laptop Monitoring with RFID For Powered by **QuickTrack** User Guide



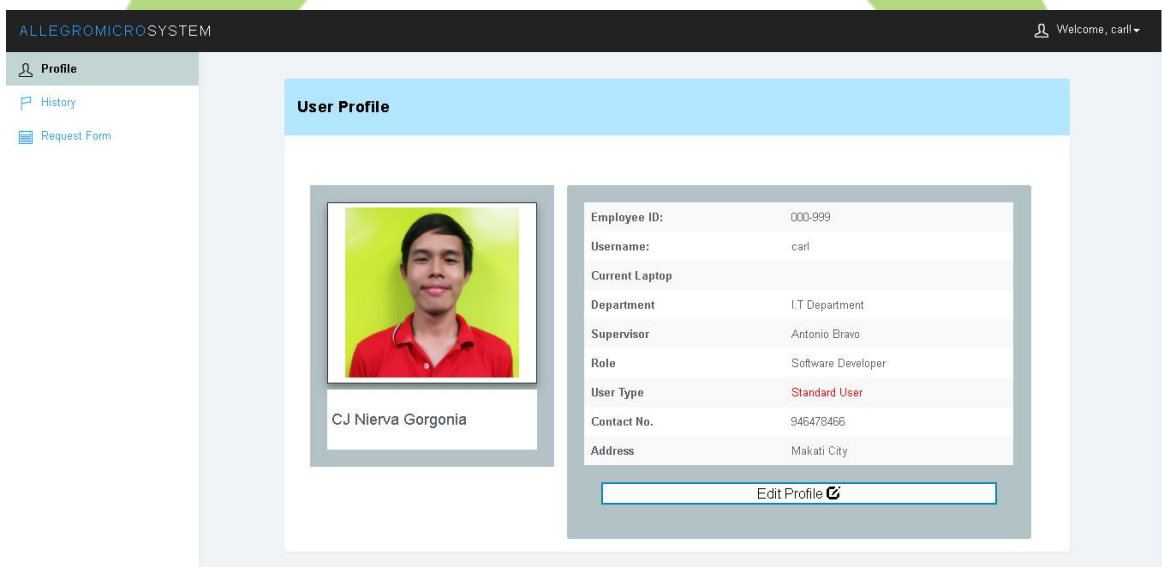
1. USER AND ROLE MANAGEMENT OF STANDARD USER

1.1 Introduction to User and Role Management (Standard User)

The QuickTrack Laptop Monitoring System lets the standard user view the history of their transaction as well as requesting for laptop.

1.2 Viewing Profile User Roles

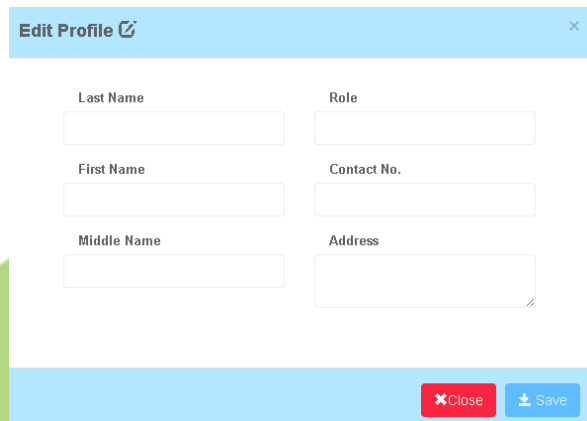
The main page of the standard users is the view of their profile. Down below, is an example of Standard users profile the will be shown after the standard users logs in.



Standard User can edit your profile by the provided Edit Profile button

1. Click the Edit Profile button

➤ Modal form will appear.



2. Fill-out new data on the provided field.
3. Click Save button to save the new information and Close button to cancel.

1.3 Viewing the history

Standard Users can view the previous history of their transactions regarding to their requests on borrowing laptops and gate passes.

1. Select History in the navigation pane.

- A page will appear with 2 sub-categories of history, Choose the following as listed below:

1.3.1 Viewing the History of Requests

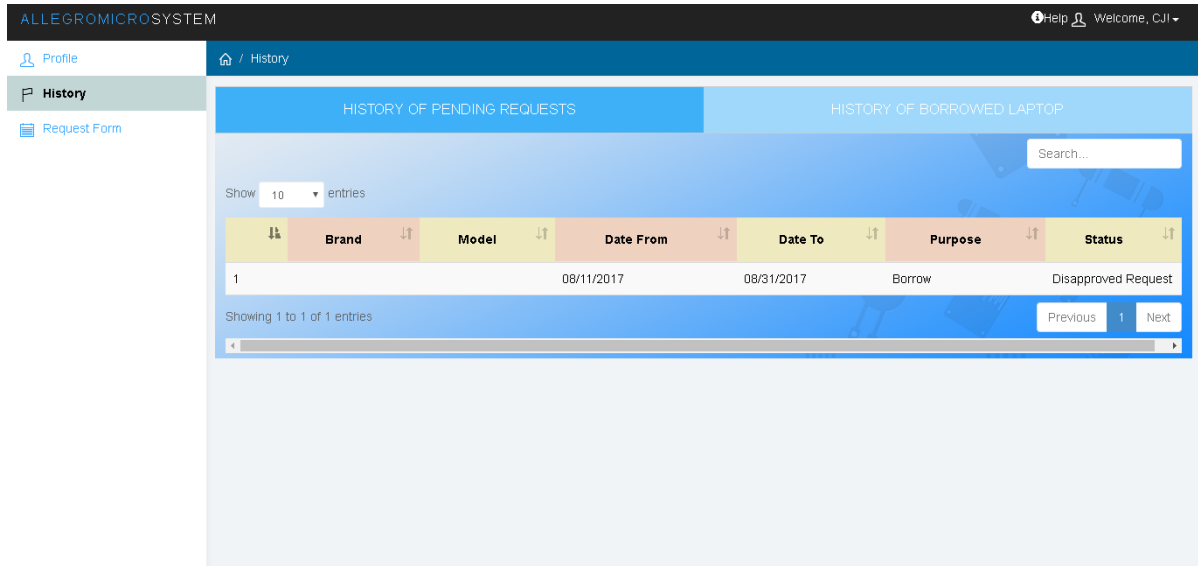
Standard Users can view the previous history of requested laptops. They can also view the status whether it is approved or denied.

1. Select History in the navigation pane.

- The page will appear

2. Click the tab History of Pending Requests

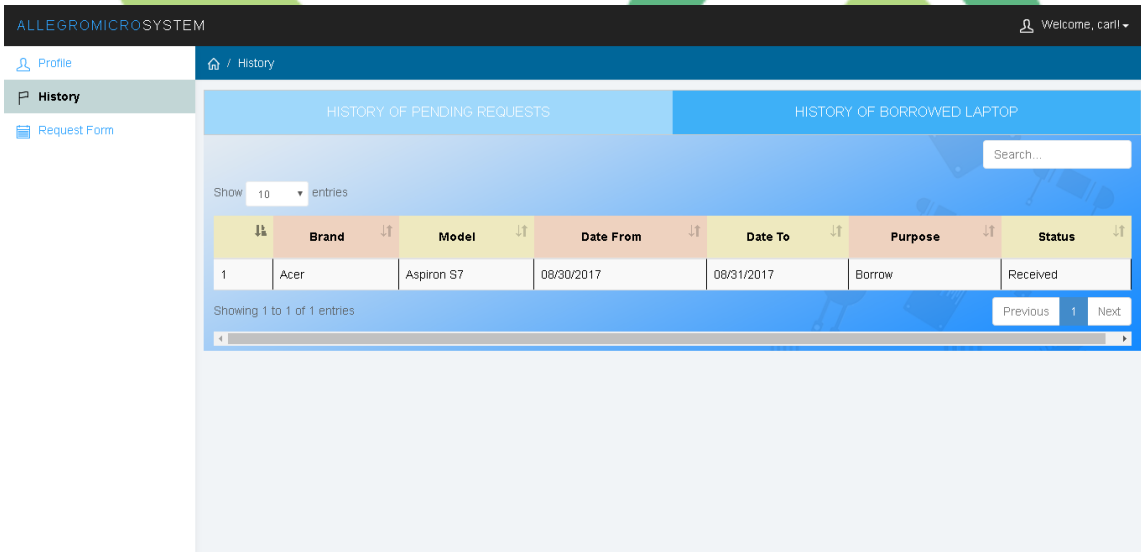
- Previous list of borrowed laptops will appear.



1.3.2 Viewing the History of Borrowed Laptops

Standard Users can view the previous history of Borrowing Laptop Requests. These will make the users see how many times they'd requested for a laptop from the admin.

1. Select History in the navigation pane.
 - A page will appear.
2. Click the tab History of Borrowed Laptop
 - Previous lists of borrowing laptop requests will appear.

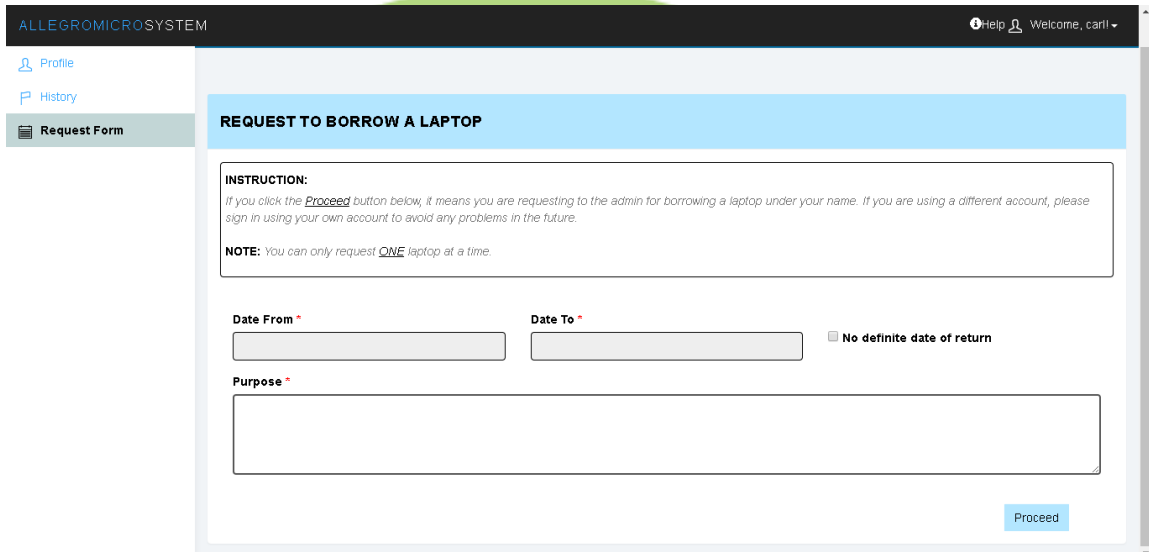


1.4 Request From

Standard User can borrow and surrender the borrowed laptops by the provided request form

1. Click Request Form on the side bar.

➤ Request Form will appear

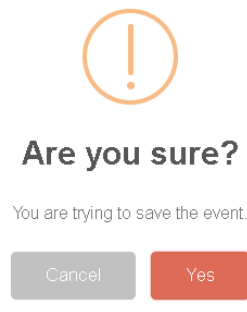


The screenshot shows a web application interface for 'ALLEGROMICROSYSTEM'. On the left is a sidebar with 'Profile', 'History', and 'Request Form' (selected). The main content area is titled 'REQUEST TO BORROW A LAPTOP'. It contains an 'INSTRUCTION' box with text: 'If you click the **Proceed** button below, it means you are requesting to the admin for borrowing a laptop under your name. If you are using a different account, please sign in using your own account to avoid any problems in the future.' Below this is a 'NOTE': 'You can only request **ONE** laptop at a time.' The form has two date input fields: 'Date From' and 'Date To', with a checkbox 'No definite date of return'. There is a 'Purpose' text area and a 'Proceed' button at the bottom right.

2. Fill-out all required field.

3. Click Proceed button

➤ Validation message will appear.



4. Click Yes button to send the request to the admin and Cancel button to terminate the request.

- After Sending the request to the admin, a new form will be displayed on the screen

The screenshot shows the 'PENDING REQUEST' form. The header includes 'ALLEGROMICROSYSTEM' and 'Welcome, carl'. The left sidebar has 'Profile', 'History', and 'Request Form'. The main content area has a blue header 'PENDING REQUEST'. Below it are two date input fields: 'Date From' (08/31/2017) and 'Date To' (10/21/2017). A 'Purpose' field contains the text 'Borrow'. A 'Cancel Request' button is located at the bottom right.

Note: Standard User can cancel the request by clicking the Cancel Request button if the admin hasn't seen or approved the request. Otherwise, if approved Surrender form will appear. After the request is approved a notification will be displayed at the upper left of the screen regarding to the due date of borrowed laptop.

The screenshot shows the 'SURRENDER BORROWED LAPTOP' form. The header includes 'ALLEGROMICROSYSTEM' and 'Welcome, carl'. The left sidebar has 'Profile', 'History', and 'Request Form'. The main content area has a blue header 'SURRENDER BORROWED LAPTOP'. Below it is an 'INSTRUCTION' box with text: 'If you click the Submit button below, it means you are surrendering the laptop to the admin. If you are using a different account, please sign in using your own account to avoid any problems in the future.' Below the instruction are two date input fields: 'Date From' (08/31/2017) and 'Date To' (10/21/2017). There are three input fields for 'Laptop RFID' (ee324j22543b), 'Brand' (Acer), and 'Model' (Aspire S7). A 'Purpose' field is empty. A 'Surrender' button is located at the bottom right.

1.4.1 Surrender the borrowed Laptop

After the admin approved the requests, the standard users can surrender the laptop before the due date

1. Select Request Form in the Side bar.

➤ A Surrender Request Form will appear

SURRENDER BORROWED LAPTOP

INSTRUCTION:
If you click the **Surrender** button below, it means you are surrendering the laptop to the admin. If you are using a different account, please sign in using your own account to avoid any problems in the future.

Date From **Date To**

Laptop RFID **Brand** **Model**

Purpose

2. Fill-out the 'purpose' field.

3. Click Surrender button

➤ After sending a surrender request to the admin, this message will appear

ALLEGROMICROSYSTEM | Help | Welcome, cartl

Profile | History | **Request Form**

Your current surrendered laptop has not been approved by the admin.

Note: The admin has not approved the request yet. If approved, then the standard users can request for another laptop in the Request Form page.

1.5 Settings

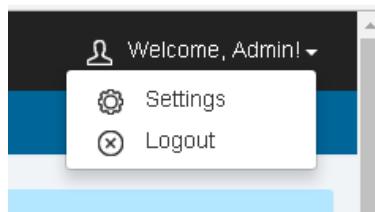
Standard User can borrow and surrender the borrowed laptops by the provided request form

1.5.1 Account Settings

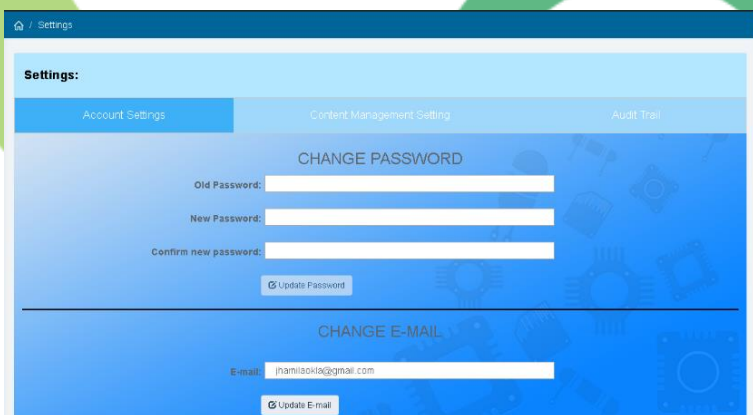
Standard User can change or update its password as well as the email.

1.5.1.1 Update Password

1. Click the navigation bar at the upper right of the screen
 - Drop-down menu will appear.



2. Choose Settings
 - Settings Page will appear
3. Click Account Settings Tab
 - Settings Page will appear.



4. Fill-out the required field.
5. Click Update Password button
 - Validation Message will appear.



Update?

You are trying to change your password?

Cancel

Yes

6. Click Yes if the admin wishes to redirect to the login page to test the new password and No Stay button if the admin wishes to remain on the same page.



Success!

Password has been changed, Logout to test your password?

No, Stay

Yes

Note: After changing the password, it will be recorded in the audit trail for both standard user and Admin.

1.5.1.2 Update E-mail

1. Click Update Email button
 - Modal Form will appear.
2. Enter the current password

Confirm Account

Please enter your password:

.....

Cancel

OK

3. Click OK button if the admin wishes to proceed to change the e-mail or click the Cancel button if the admin wishes to keep the email
4. Enter the new email.

Change E-mail

Please enter your new E-mail:

5. Click OK button to change the email and Cancel button to prevent from changing the email.

Note: Once the admin clicked the OK button, a success message will appear. Changing e-mail will be recorded in the audit trail for both the account of standard user and Admin.



Nice!

Your new E-mail is: admin@gmail.com

1.5.1.3 View the Audit Trail

All the activities of Standard User will be displayed on the audit trail.

1. Click the Audit Trail Tab

- **Audit Trail Page will appear.**

Search...

Show 10 entries

ID	User ID	Name of Employee	User Type	Date / Time	Operation
1	XIJ3Y17	.	Super Admin	2017-07-25 18:54:56	Logged-in
2	XIJ3Y17	.	Super Admin	2017-07-25 19:06:52	Logged-out
3	XIJ3Y17	.	Super Admin	2017-07-26 10:56:06	Logged-in
4	XIJ3Y17	.	Super Admin	2017-07-26 14:11:29	Logged-in
5	XIJ3Y17	.	Super Admin	2017-07-26 14:35:25	Logged-in
6	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:52:16	Logged-in
7	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:52:46	Profile Updated
8	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:53:12	Profile Updated
9	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 15:54:21	Profile Updated
10	000-999	Gorgonia, CJ Nierva	Standard User	2017-07-26 17:44:02	Request a laptop

Showing 1 to 10 of 30 entries

Previous 1 2 3 Next

