



AMP System

Manual

1 — Last update: 2015/05/04

dowd.jess

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How to request a project.

In a nutshell:

The potential customer may request a project via the android application, via the DLM Construction website or even by phone or e-mail.

The potential new customer indicates his/her company name, company place of business, company registration number, company contact person name, company contact person email address and company contact person telephone number. The potential new customer also indicates the potential project's start and end dates and a description of the potential project. On completion the potential customer's completed request is sent to the DLM Construction (Pty) Ltd manager.

Things to remember before sending a request:

- The potential customer has the serious intent to request a project.
- You do not need to be signed in or have an account to request a project.
- The customer knows that DLM Constructions only operates within the borders of South Africa.

Things to remember after the request has been received by the manager:

- The potential customer request does not guarantee that DLM Construction (Pty) Ltd will provide the required service and requires approval from management.
- The manager will finalize the project requirements such as assets to be leased, operational managers, deliveries, location information, etc. via telephone or email.

How to send a project request on the DLM Construction Website:

Visit our website at:

<http://www.icarussystems.co.za/Default.aspx>

Request a Project

STEP 1 OF 2:
*The email address provided is not valid.

Company Name:

Contact Person Name:

Contact Person Surname:

Contact Person Email:

Contact Person Cell Number:

Next

At Step 1 of 2; Type in your Company Name, Contact Person Name, Contact Person Surname, Contact Person Email and Contact Person Cell Number and then click next.

Request a Project

Click Button Submit

- Validate that all the project information has been provided.
- Send the provided company, contact person and project information via Email to a DLM Construction Manager.

Project Information input fields

- Allow Project Start Date input.
- Allow Project End Date input.
- Allow Project Description input.

Date Input fields on select

- Display date calendar extender.

Error label

- If validate project information fails the error label is displayed.

Success label

- On successful submit the success label is displayed.

Form Fields:

STEP 2 OF 2:

Estimated Project Start Date:

Estimated Project End Date:

Brief Project Description:

Send Request

Error Message:

*Please ensure that all fields are completed.

Calendar:

July, 2013

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2	3
4	5	6	7	8	9	10

Today: July 16, 2013

Success Message:

Thank you for your Request. A DLM Construction representative will contact you shortly!

At Step 2 of 2; Type in Estimated Project Start Date, Estimated Project End Date and Brief Project Description and then click on Send Request.

How to send a project request on the DLM Construction Android application:



If you do not have the application on your phone, download it by scanning this barcode shown above.

Company Information input fields

- Allow Company Name input.
- Allow Contact Person Name input.
- Allow Contact Person Surname input.
- Allow Contact Person Email input.
- Allow Contact Person Cell Number input.

Click Button Next

- Validate that all the company and contact person has been provided.
- Display the Project Request Step 2 page.

Main menu click button Return Home

- Display the AMP Mobile Start form.

amp mobile project tracking

Step 1 of 2

Request a Project

Company Name: Sasol

Contact Person Name: Johan

Contact Person Surname: Pretorius

Contact Person Email: jan@sasol.com

Contact Person Cell: 0988765678

Next

Return Home

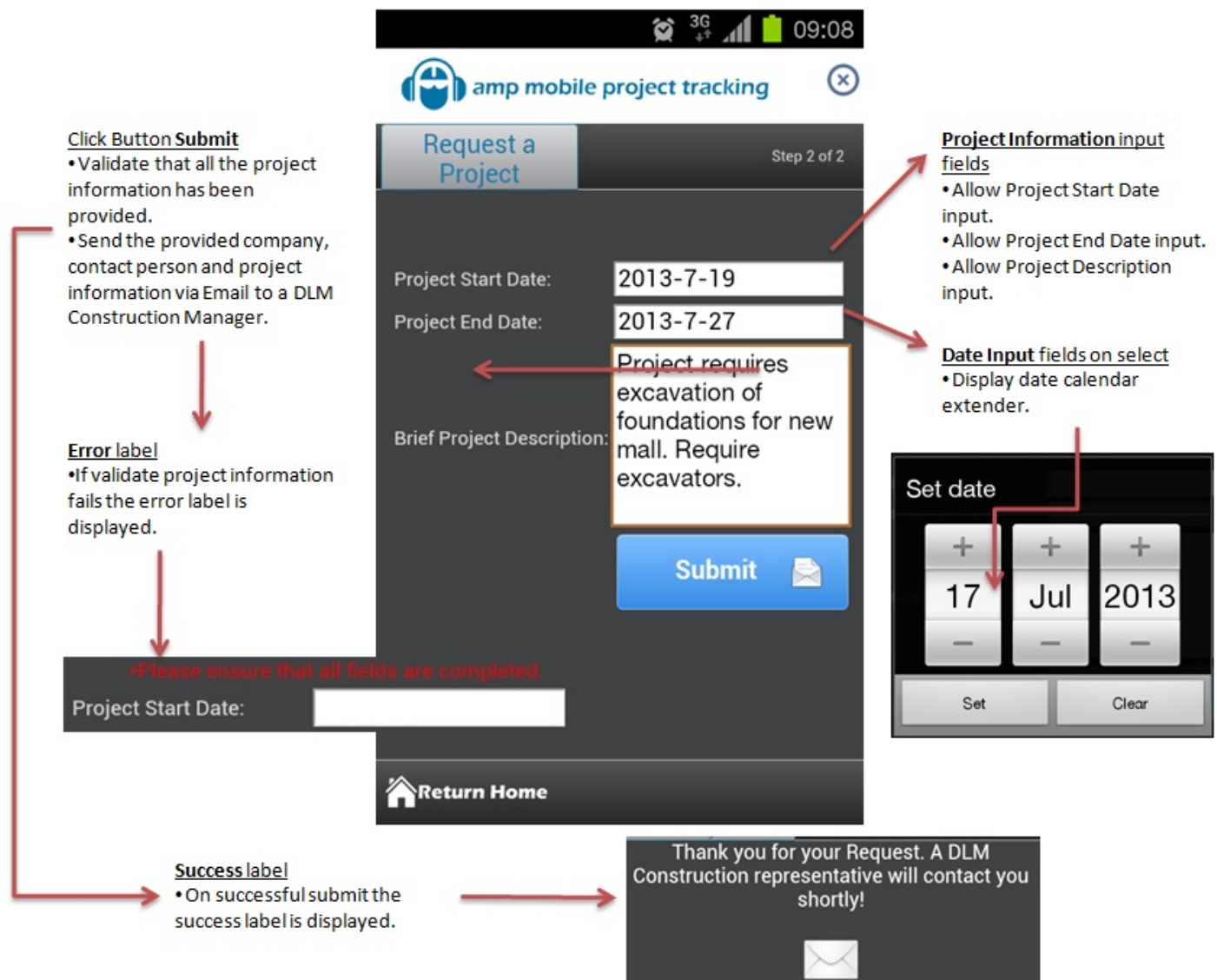
Error label

- If validate customer information fails the error label is displayed.

Please ensure that all fields are completed

Company Name: error

At Step 1 of 2; Type in your Company Name, Contact Person Name, Contact Person Surname, Contact Person Email and Contact Person Cell Number and then click next.

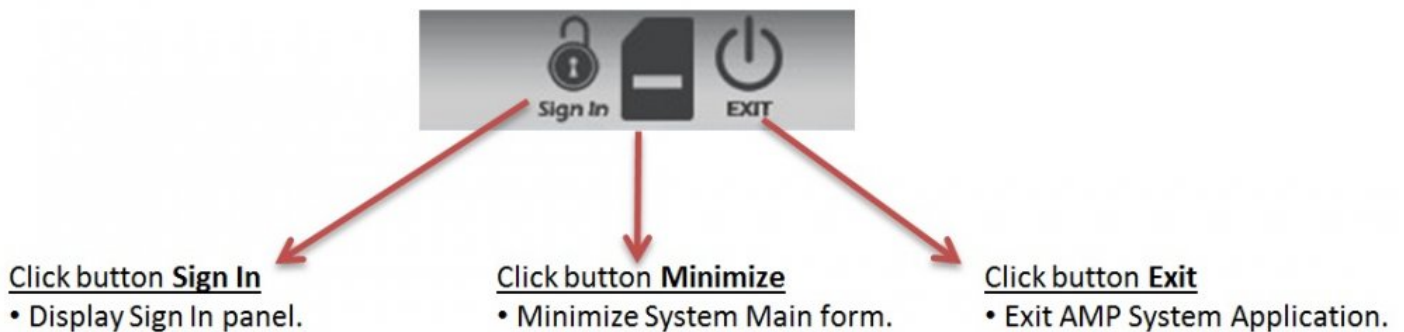


At Step 2 of 2; Type in Estimated Project Start Date, Estimated Project End Date and Brief Project Description and then click on Submit.

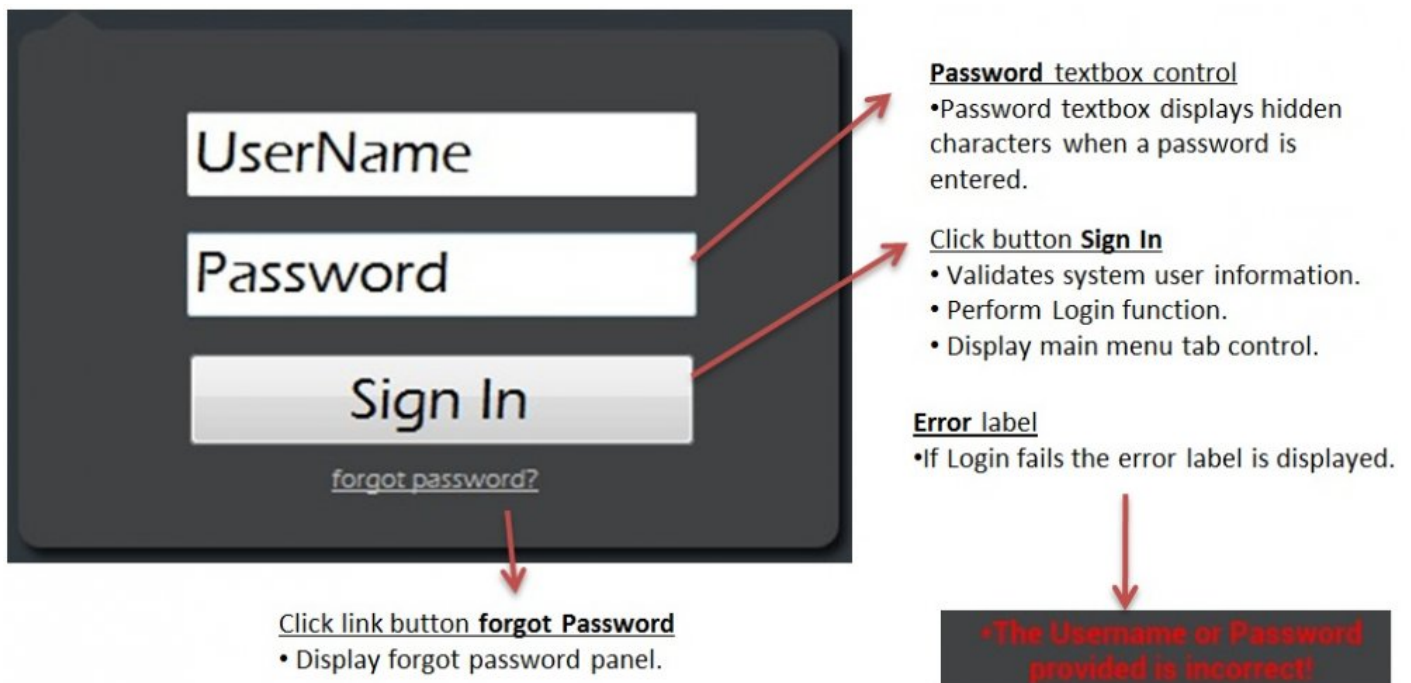
How to log in and out of the system.

Log in is shown as Sign In.
Log out is shown as Sign Off.

On the Windows application:



Once the program has loaded, click on the Sign in button on the top right hand side of the main screen.



The system-user will provide his/her username and password to gain access to the system. Click Sign In to sign in to the system.

Only authorized system users with existing system user accounts can log in to the system. To sign off, click on the Sign Off button.

Click button **Get Security Question**

- Validates system user name information.
- Retrieve associated stakeholder email address.
- Retrieve associated system user password.
- Send a email containing the system user password to the retrieved email address.

•The username provided could not be found!

Error label

- If Send Password fails the error label is displayed.

***Your password was sent to your emial address!**

Success label

- If the password notification is successfully sent the success label is displayed.

If the system-user has forgotten his/her password and follows the forgotten password link. The system displays the forgot password panel. The user provides his/her user name in the user name textbox and clicks the get security question button. The system performs a SQL select query based on the user name provided, to retrieve the users security question and answer. The system updates the security question label to display the users security question. The user types his/her answer into the answer textbox and proceeds to click the sign in button. The system compares the provided security answer with the retrieved security answer. If the security answer provided matches the answer retrieved from the system user table, the system displays the main menu .

On the Android application:



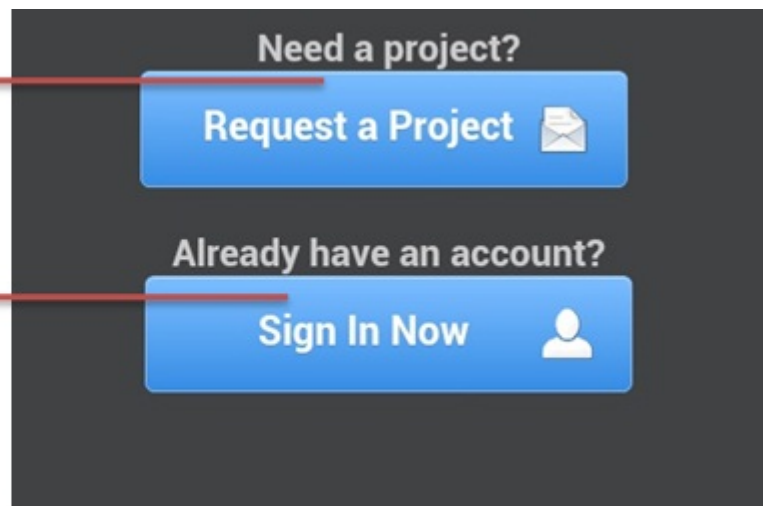
If you do not have the application on your phone, download it by scanning this barcode shown above.

Click Button **Request a Project**

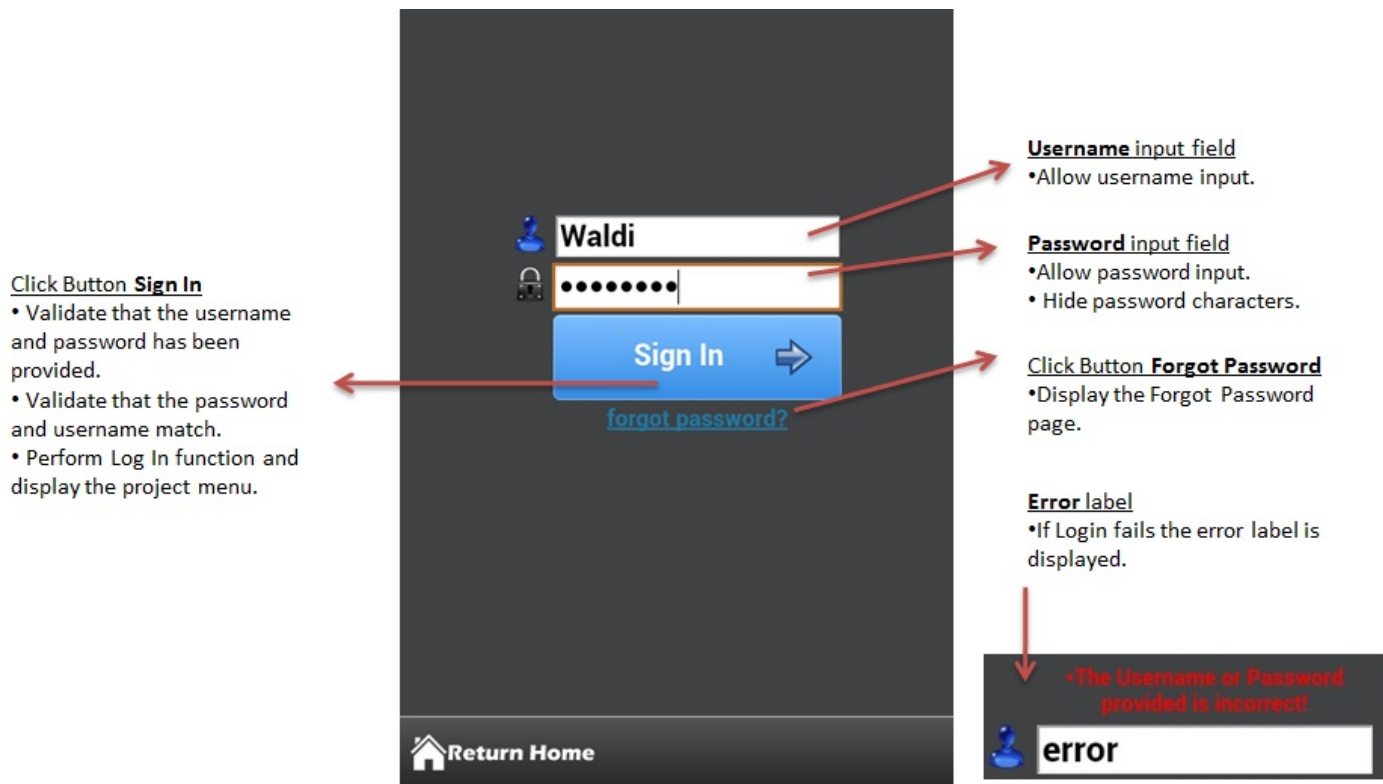
- Display the AMP Mobile project request form.

Click button **Sign In Now**

- Display the AMP Mobile Sign In form.

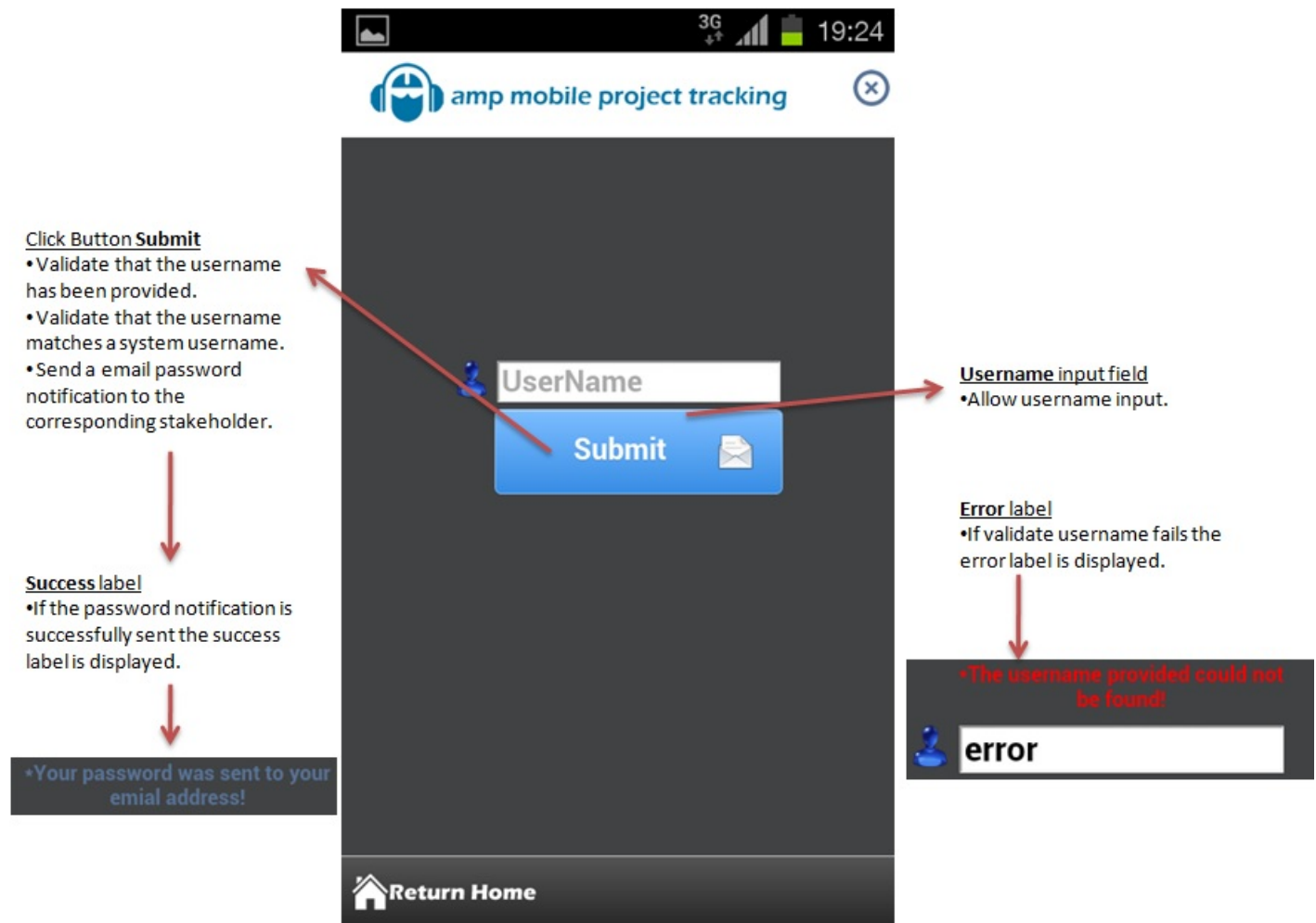


On the main screen of the android application, click on "Sign in Now"



A project manager (Project Stakeholder) logs-in to the DLM Construction mobile application. In this instance the project manager will provide his/her username and password to gain access to the mobile system.

Only authorized project managers with existing system user accounts can log in to the system.

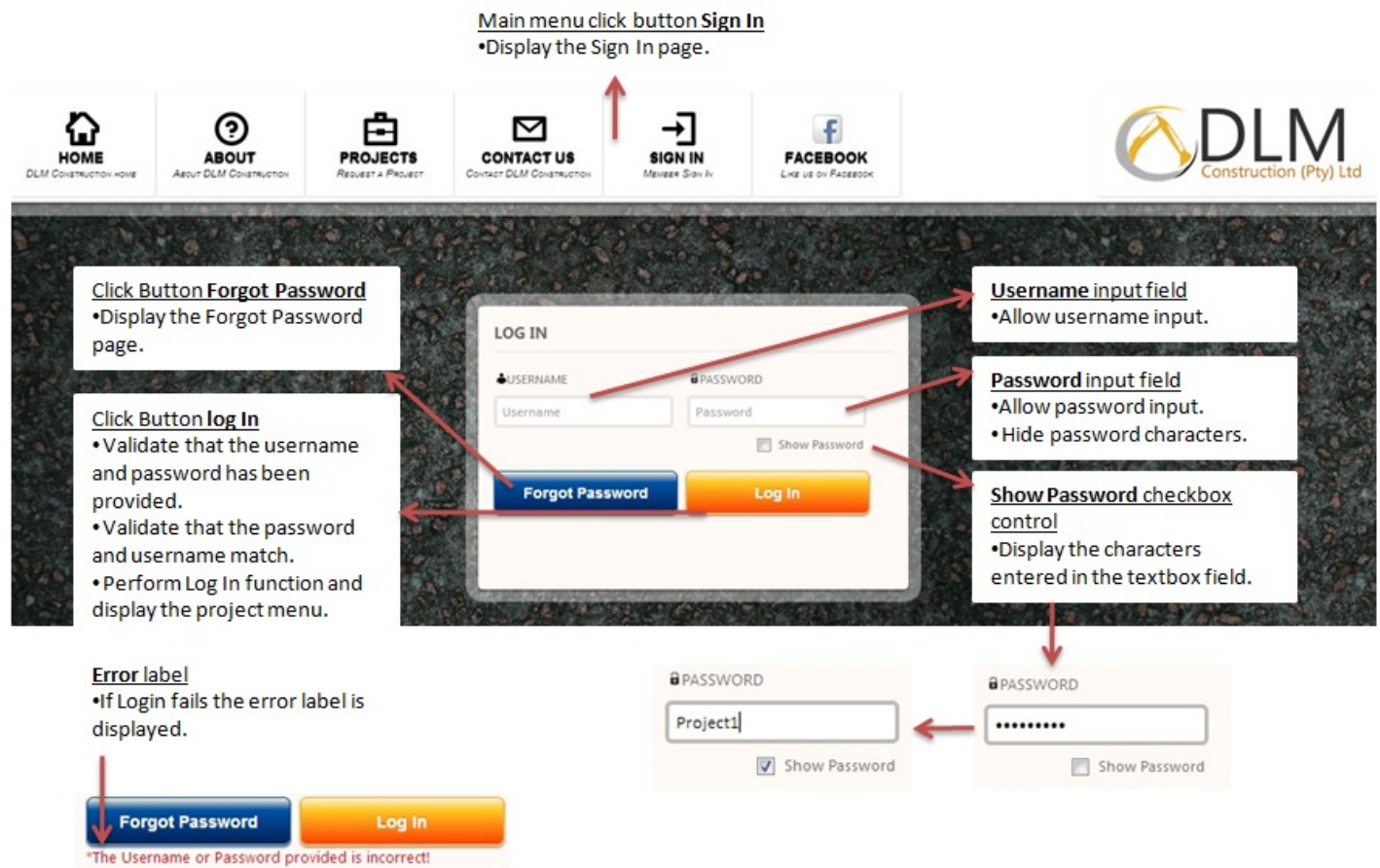


If the project manager has forgotten his/her password and follows the forgotten password link. The system displays the forgot password android form. The project manager provides his/her user name in the user name input and clicks the Request Password button (Submit). The system performs a web service call to the DLM Construction web service to execute a SQL select query based on the user name provided, to retrieve the users password. The system performs a SQL Select query on the System User and Stakeholder tables to retrieved the project manager email address. The system sends the project manager password to his/her email address using Gmail SMTP server.

On the website:

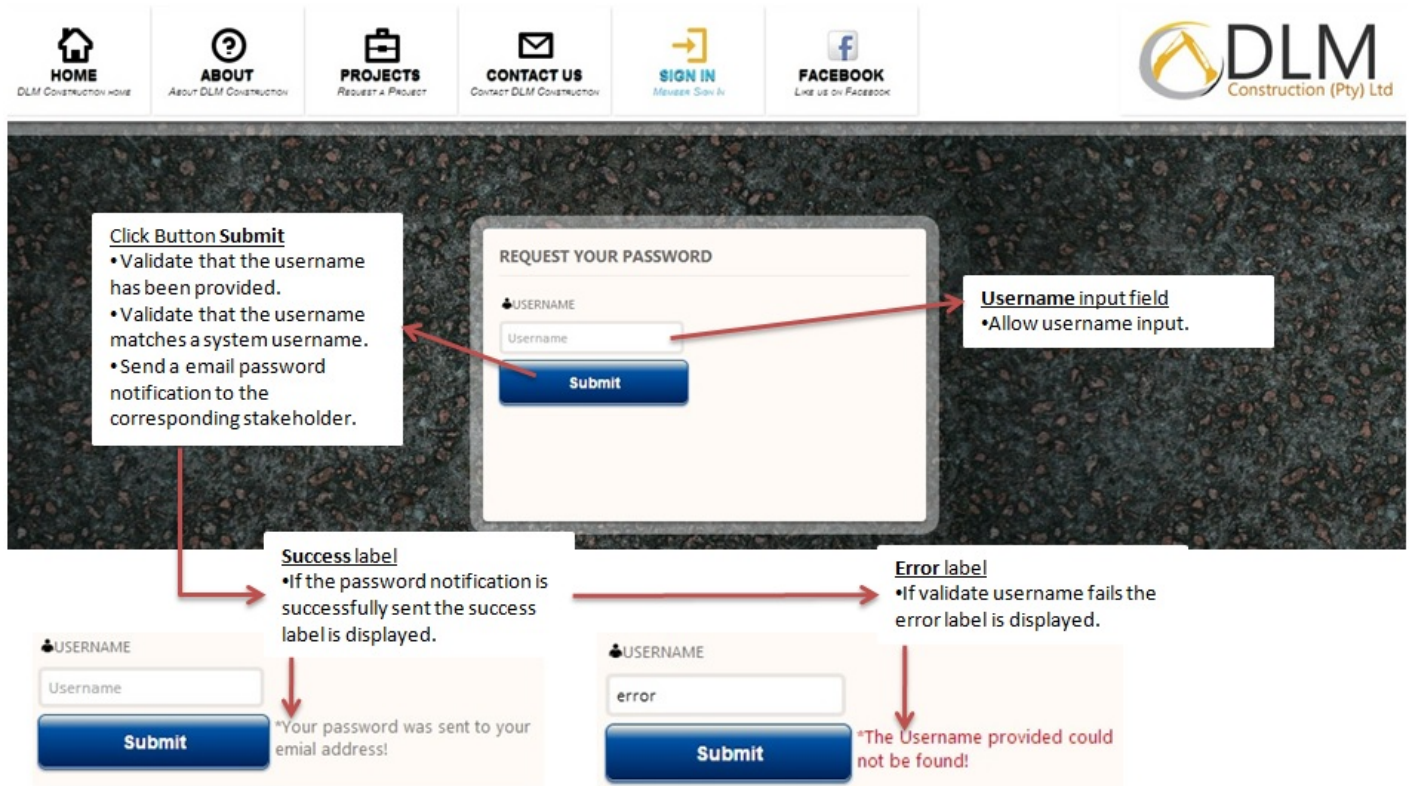
Visit our website at:

<http://www.icarussystems.co.za/Default.aspx>



A project manager (Project Stakeholder) logs-in to the DLM Construction website. In this instance the project manager will provide his/her username and password to gain access to the system.

Only authorized project managers with existing system user accounts can log in to the system. To sign off, click on the Sign Off button.



Forgotten password:

If the project manager has forgotten his/her password and follows the forgotten password link. The system displays the forgot password panel. The project manager provides his/her user name in the user name textbox and clicks the Request Password button (Submit). The system performs a SQL select query based on the user name provided, to retrieve the users password. The system performs a SQL Select query on the System User and Stakeholder tables to retrieved the project manager email address. The system sends the project manager password to his/her email address using Gmail SMTP server.

How to log hours and update the log.

In a nutshell:

Hours can be logged on the windows application, android application as well as the website.

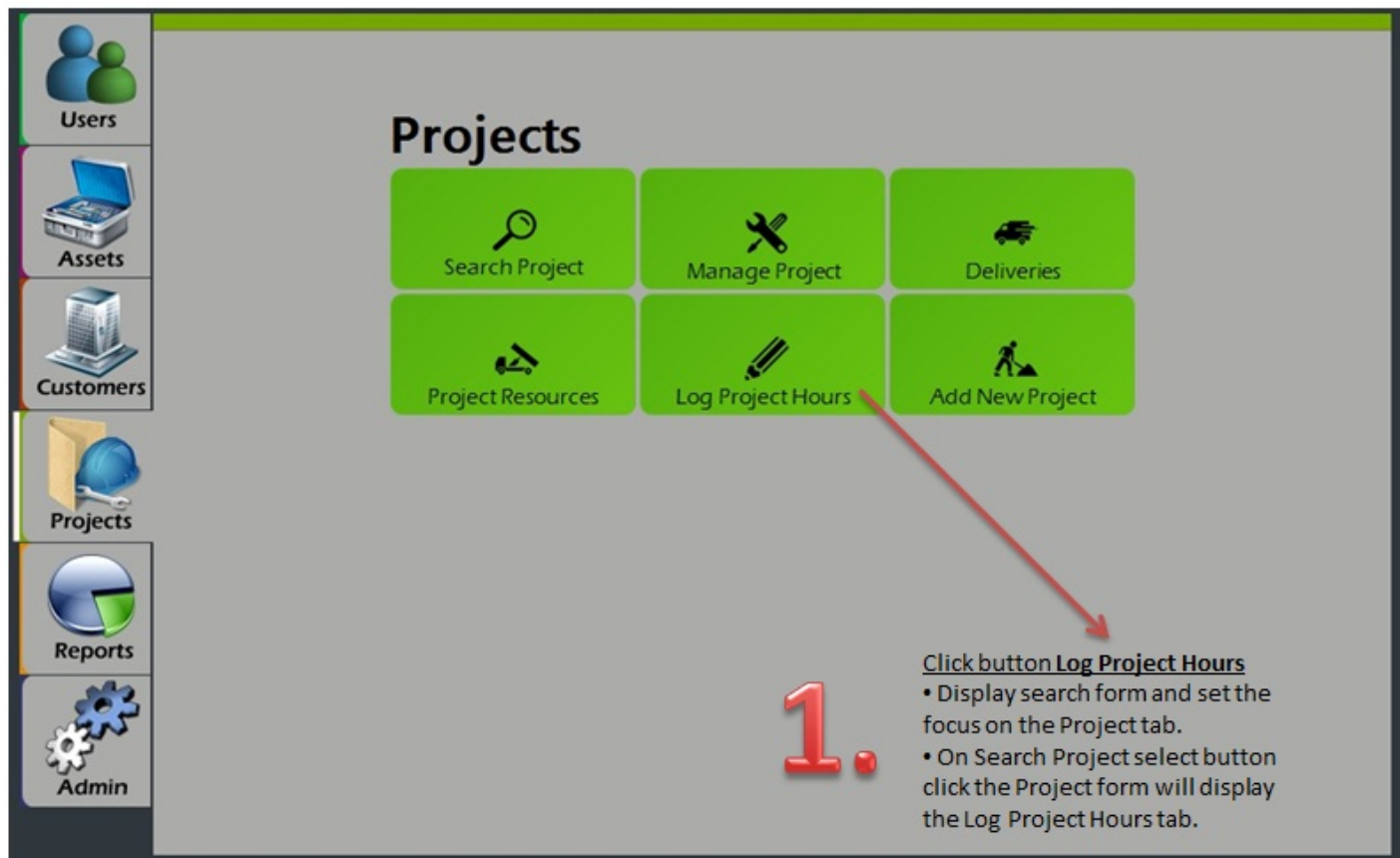
An asset operator assigned to the project asset logs the operational hours of project assets. The system updates the asset log as well as the operator log for the operator associated with the specified asset with the operational hours provided. On completion the operator and asset logs are updated with the operational hours for the project. The operator initiates the log project hours request by providing the manager with his/her working hours time sheet.

The asset log hours table is updated with the operational hours for the specified date(s) and the operator log hours table is updated with the operational hours of the asset to which the operator is associated.

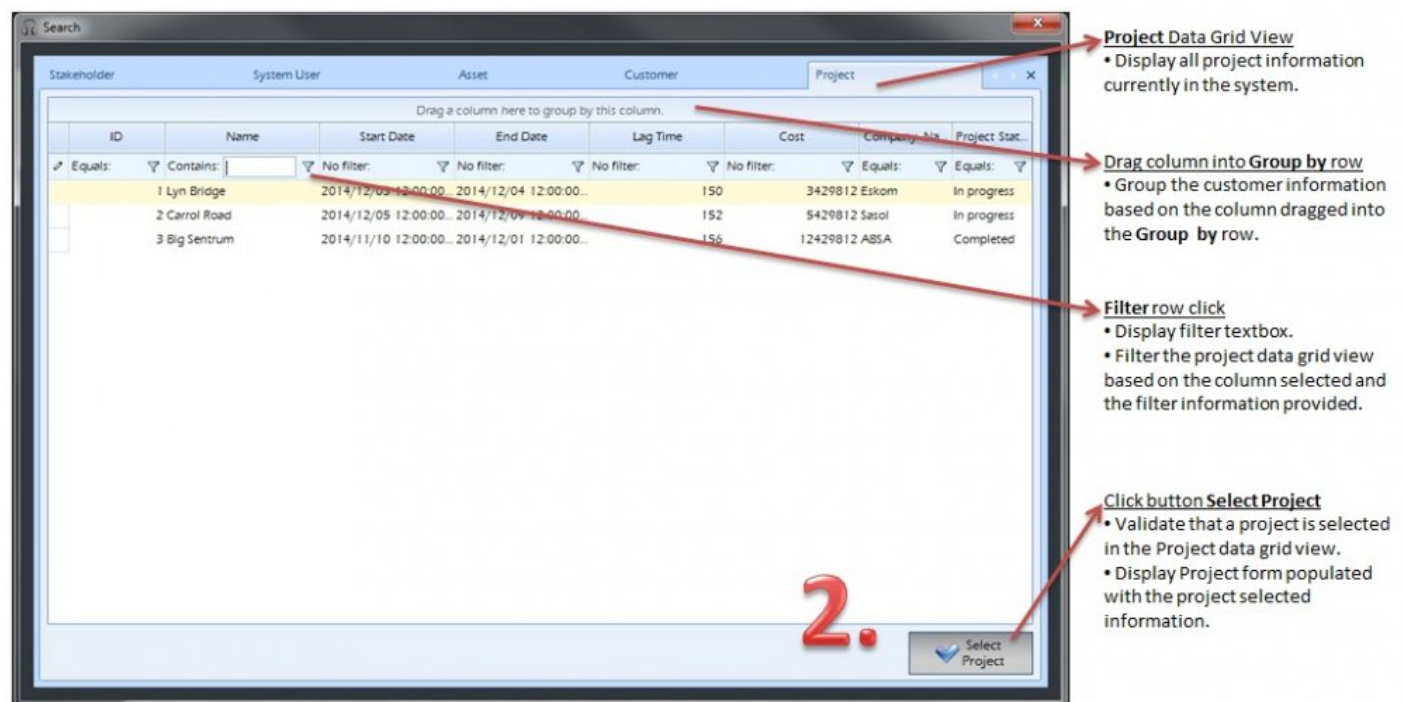
Remember:

- *You need to be signed in to be able to log project hours and have the necessary access to do so.
- *The project must be in progress.
- *The project must have resources or assets assigned.
- *Operational hours can only be logged for assets of type equipment or plant.

On the Windows application:



Step 1: Click on the projects tab and then proceed to click on the Log Project Hours button. (tile)



Step 2: The Log Project Hours button (tile), will bring you to the search screen to select the desired project you wish to log hours for. Click on the “Select Project” Button to continue.

3. Click tab **Log Hours**

- Set the focus on the Log Hours tab displaying the project asset, asset log and asset information.

4. **Asset Log data grid view**

- Populated with the current project asset's asset log information.

Asset Information textbox controls

- Populated with the current asset's information.

Click button Log Hours

- Validate that the required asset log information has been provided.
- Validate that the provided asset log date provided falls within the selected asset's Used From Date and Used To Date.
- Prompt the user the asset log information.
- If the user confirms the asset log information the Log Asset Hours function is performed.
- Refresh the Asset Log data grid view.

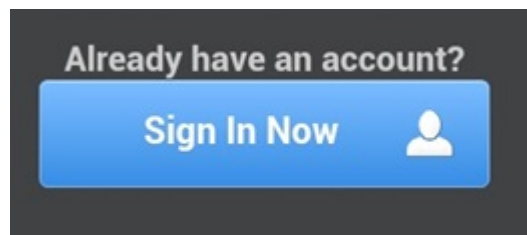
Step 3: The system displays the project form setting the focus on the Log Hours tab.

Step 4: The manager selects the asset for which he/she wishes to log operational hours by selecting the asset in the Project Assets data grid view. The manager enters the hours log date and the number of operational hours in the Asset Log Date date-time picker and the Asset Log Hours text box. The manager is then ready to click the Log hours button.

On the Android application:



If you do not have the application on your phone, download it by scanning this barcode shown above.



Step 1: The customer initiates the log project hours request by signing in on the DLM Construction mobile application.

My Projects Page on page load

- Populate the projects table with current user's associated projects.

Welcome label

- Display the current user's username.

Projects Table

- Populated with the current user's associated projects.

Project Name	Status
<u>Lynnwood Bridge</u>	In Progress
<u>N1 South</u>	In Progress

Project Name on click

- Display the Project Asset Page Populated with the selected project's assets.

Return Home

Step 2: The system displays the project android form.

Step 3: The customer selects the project for which he/she wishes to log project hours by clicking on the project in the project table.

Project Assets Page on page load

- Populate the assets table with current project's associated assets.

Asset Model on click

- Display the Log Hours Page Populated with the selected asset's log information.

Main menu click button My Projects

- Return to the AMP Mobile my projects form.



Project Assets		Project: Lynnwood Bridge
Asset Model	Asset Make	Asset Type
<u>8014 Compact</u>	JCB	Plant
<u>416F Backhoe</u>	CAT	Plant

Current Project label

- Display the currently selected project.

Assets Table

- Populated with the current project's associated assets.

 Return Home  My Projects

Step 4: The system displays the project assets android form.

Step 5: The customer selects the asset for which he/she wishes to log operational hours by clicking on the asset in the asset table.

Log Hours Asset: 416F Backhoe

Model: 416F Backhoe
 Used From: 2013-07-11
 Used To: 2013-07-21
 Date: 2013-7-19
 Hours: 6

Log Hours

My Assets **View Log**

Error label
 • If validate log information fails the error label is displayed.
 *Invalid Entry!

Success label
 • If the asset log hours is successful the success label is displayed.
 *Log Updated!

Log Hours on click
 • Validate that the log date falls within the asset used from and used to dates.
 • Validate that the log hours has not previously been provided.
 • Perform the Log Hours function.
 • Update the Asset Log Table.

Current Asset information labels
 • Display the currently selected asset information.
 • Display Asset Model.
 • Display Asset Used From Date.
 • Display Asset Used To Date.

Date Input fields on select
 • Display date calendar extender.

Set date
 17 Jul 2013
 Set Clear

Main menu click button View Log
 • Display the current asset log information form.

Step 6: The system displays the log project hours android form.

Step 7: The customer enters the hours log date and the number of operational hours in the Asset Log Date input and the Asset Log Hours input. The customer proceeds to click the Log hours button.

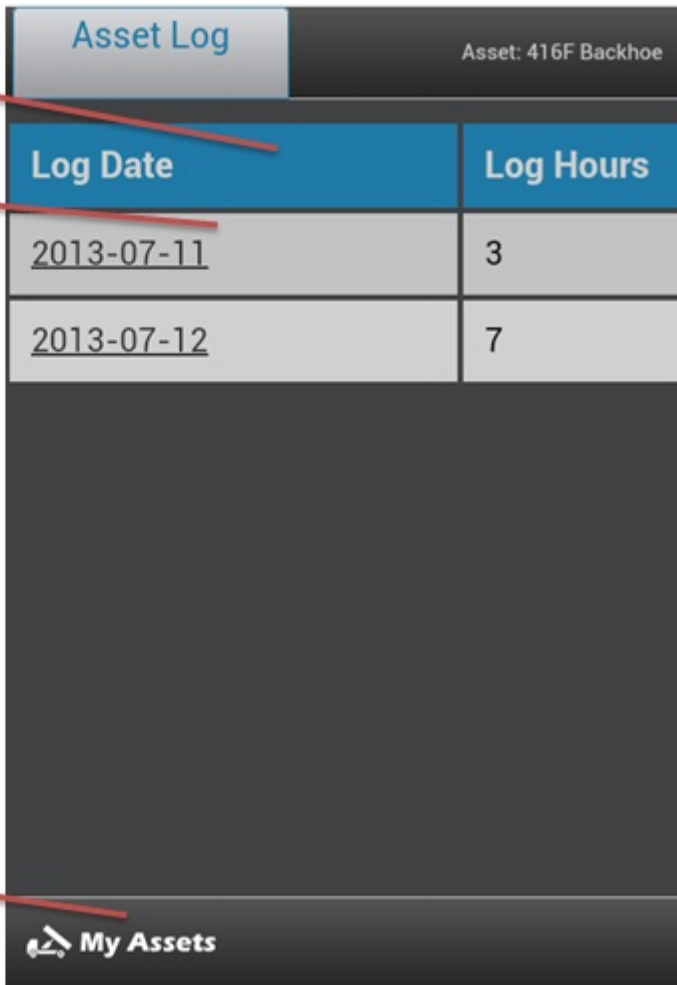
Updating the Log Hours:

Asset Log Table

- Populated with the current asset's log information.

Asset Log Table on Log Date click

- Validate that the current user is a admin user.
- Display the update log form.



Asset Log		Asset: 416F Backhoe	
Log Date		Log Hours	
2013-07-11		3	
2013-07-12		7	

Main menu click button My Assets

- Display the current asset project assets in the project assets form.

- If the manager wishes to update logged project hours, the manager selects the view log button. The system displays the asset log android form.

Error label

- If validate log information fails the error label is displayed.

Success label

- If the updated log hours is successful the success label is displayed.

Update on click

- Validate that the log hours has been provided.
- Perform the Update Hours function.
- Update the Asset Log Table.

Main menu click button My Assets

- Display the current asset project assets in the project assets form.

Current Asset information labels

- Display the currently selected asset information.
- Display Asset Model.
- Display Asset Used From Date.
- Display Asset Used To Date.

Date Input field

- Set to read only and populated with the current log information.

Hour Input field

- Populated with the current log information.

Main menu click button View Log

- Display the current asset log information form.

Update Hours

Asset: 416F Backhoe

Model: 416F Backhoe

Used From: 2013-07-11

Used To: 2013-07-21

Date: 2013-7-19

Hours: 7

Update

My Assets **View Log**

- The manager selects the log entry by clicking on the log date in the Current Log Information table. The system displays the update form.
- The system displays the Update button. The manager provides the updated log hours information in the log hours input control and proceeds to click the update button.

On the Website:

Visit our website at:

<http://www.icarusystems.co.za/Default.aspx>

<http://www.icarusystems.co.za/Default.aspx>

Things to remember:

- The customer must have the appropriate system access level assigned.
- The customer must have a system user account assigned.
- The project must be in progress.

Main menu click button **Sign In**
 •Display the Sign In page.

HOME
DLM Construction HOME

ABOUT
About DLM Construction

PROJECTS
Request a Project

CONTACT US
Contact DLM Construction

SIGN IN
Member Sign In

FACEBOOK
Like us on Facebook

DLM
Construction (Pty) Ltd

LOG IN

USERNAME
Username

PASSWORD
Password

Show Password

Forgot Password Log In

Step 1: The project customer initiates the log project hours request by signing in on the DLM Construction website.

HOME
DLM Construction HOME

ABOUT
About DLM Construction

PROJECTS
Request a Project

CONTACT US
Contact DLM Construction

SIGN IN
Member Sign In

FACEBOOK
Like us on Facebook

DLM
Construction (Pty) Ltd

Welcome: Waldi

My Projects

Project Name	Project Start Date	Project End Date	Status
Lynnwood Bridge	2013-07-22	2013-08-22	In Progress
N1 South	2013-07-12	2013-08-02	In Progress
Big Sentrum	2013-07-19	2013-08-07	In Progress

My Projects Page on page load
 • Populate the projects table with current user's associated projects.

Project Name on click
 • Display the Project Asset Page Populated with the selected project's assets.

Projects Table
 • Populated with the current user's associated projects.

Step 2: The system displays the My Projects web form.

Step 3: The project customer selects the project for which he/she wishes to log project hours by clicking on the select project name in the project table.

Project Assets Page on page load

- Populate the assets table with current project's associated assets.

Asset Model on click

- Display the Log Hours Page Populated with the selected asset's log information.

Assets Table

- Populated with the current project's associated assets.

Current Project label

- Display the currently selected project.

Asset Model	Asset Make	Asset Type	Hours Logged
8014 Compact	JCB	Plant	0
416F Backhoe	CAT	Plant	21
3CX4 Loader & Bucket	JCB	Plant	0

Step 4: The system displays the project assets web form.

Step 5: The customer selects the asset for which he/she wishes to log operational hours by selecting the asset in the Asset table by clicking on the asset model column.

Log Hours Page on page load

- Populate the asset log table with current asset's log information.

Log Hours on click

- Validate that the log date falls within the asset used from and used to dates.
- Validate that the log hours has not previously been provided.
- Perform the Log Hours function.
- Update the Asset Log Table.

Current Asset information labels

- Display the currently selected asset information.
- Display Asset Model.
- Display Asset Used From Date.
- Display Asset Used To Date.

Date Input fields on select

- Display date calendar extender.

Asset Log Table

- Populated with the current asset's log information.

Log Date	Log Hours
2013-07-22	6
2013-07-23	9
2013-07-24	5

Step 6: The system displays the log hours web form.

Step 7: The customer enters the hours log date and the number of operational hours in the Log Date input and the Log Hours input. The customer proceeds to click the Log hours button.

Updating the Log Hours:

HOME
DLM Construction HOME

ABOUT
About DLM Construction

PROJECTS
Request a Project

CONTACT US
Contact DLM Construction

SIGN IN
Manager Sign In

FACEBOOK
Like us on Facebook

Log Hours

Selected Asset: 8014 Compact
Asset Used From Date: 2013-07-22
Asset Used To Date: 2013-07-28
Log Date:
Log Hours:

Log Hours

Date Input fields on select
• Display date calendar extender.

Current Log Information

Log Date	Log Hours
2013-07-22	6
2013-07-23	9
2013-07-24	5

Asset Log Table
• Populated with the current asset's log information.

Selected Asset: 8014 Compact
Asset Used From Date: 2013-07-22
Asset Used To Date: 2013-07-28
Log Date:
Log Hours:

Return Link on click
• Display the Log Hours button.
• Hide the Return link.
• Clear the log date input field.
• Clear the log hours input field.

Asset Log Table on Log Date click
• Validate that the current user is an admin user.
• Populate log date input field with the selected log date.
• Populate log hours input field with selected log hours.
• Display the Updated button.
• Display the Return link.

Log Date:
Log Hours:

Update

[> Log New Entry](#)

If the manager wishes to update logged project hours. The manager selects the log entry by clicking on the log date in the Current Log Information table. The system populates the Log Date and Log Hours input controls with the selected log entry information. The system displays the Update button. The manager provides the updated log hours information in the log hours input control and proceeds to click the update button.

How to use the search function.

There is search screens for the following entities: Stakeholder, System User, Asset, Customer and Project.

Searches is used throughout the system to help you select the right database record you want to manage or work with and to save you time by auto filling the information in the subsequent screens.

All the search screens works the same way. Below is a screenshot of the system user search screen:

The screenshot shows the 'System User' search interface. At the top, there are tabs for 'Stakeholder', 'System User', 'Asset', 'Customer', and 'Project'. Below the tabs is a table with columns: ID, User Name, Password, Security Question, Security Answer, Access Level, and ID Number. The table contains four rows of data. Annotations with red arrows point to various features:

- System User Data Grid View**: Points to the table header.
 - Display all system user information currently in the system.
- Drag column into Group by row**: Points to the 'Security Question' column header.
 - Group the system user information based on the column dragged into the Group by row.
- Filter row click**: Points to the 'Contains' filter dropdown for the 'Security Question' column.
 - Display filter textbox.
 - Filter the System User data grid view based on the column selected and the filter information provided.
- Click button Select**: Points to the 'Select' button at the bottom right.
 - Validate that a system user is selected in the System User data grid view.
 - Display System User form populated with the system user selected information.

ID	User Name	Password	Security Question	Security Answer	Access Level	ID Number
1	ALASTOR		I Like bunnies	True	Admin	11111111111111
2	Ruan		I Like bunnies	No	Admin	22222222222222
3	Waldi		I Like bunnies	They must die	Normal User	33333333333333
4	Jessica		I Like bunnies	No	Restricted User	2365895421546

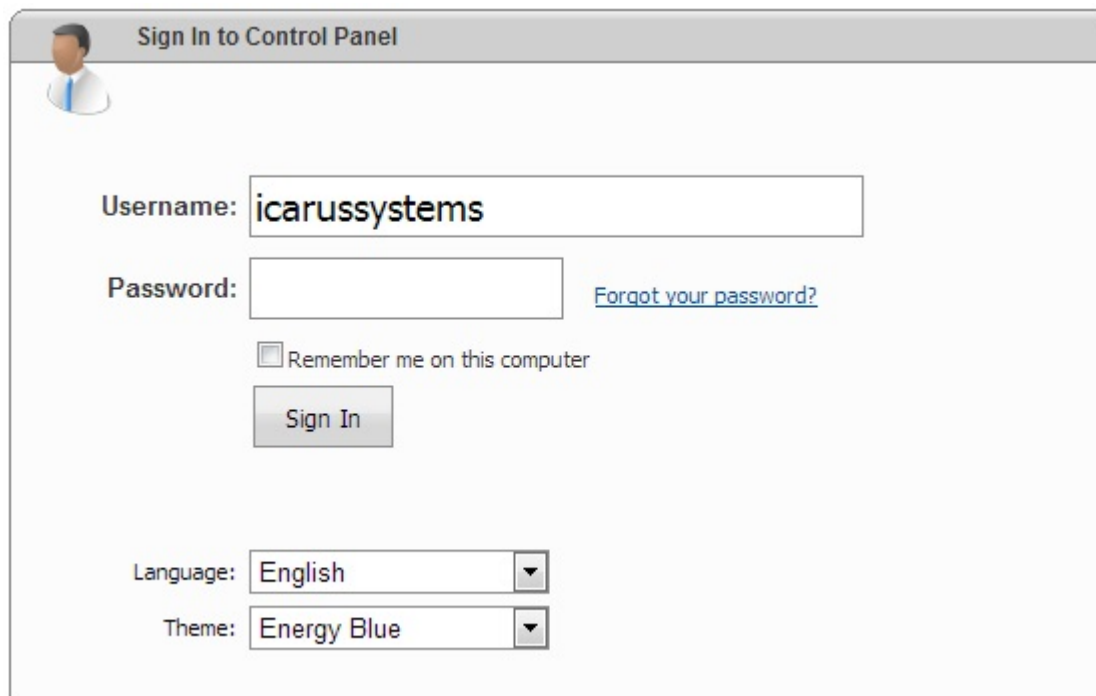
Every column has this contains text field whereby the search is narrowed down or filtered to what you type in.

After clicking on 'Select ...' button, the selected record's info is sent to the subsequent screens.

How to create a backup or restore a backup of the database.

In order to prevent any data loss it is recommended that database backups be created regularly. It is also recommended that the database backups be stored on safe external media. The following is the procedure to be followed in order to create database backups and to restore previously backed up database versions.

HOW TO CREATE:



Sign In to Control Panel

Username:

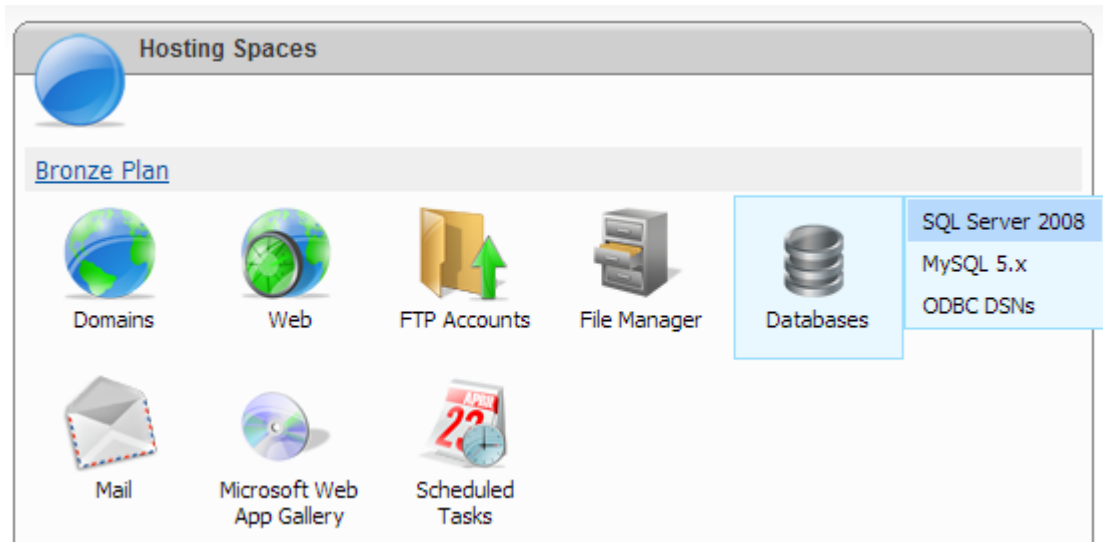
Password: [Forgot your password?](#)

☐ Remember me on this computer

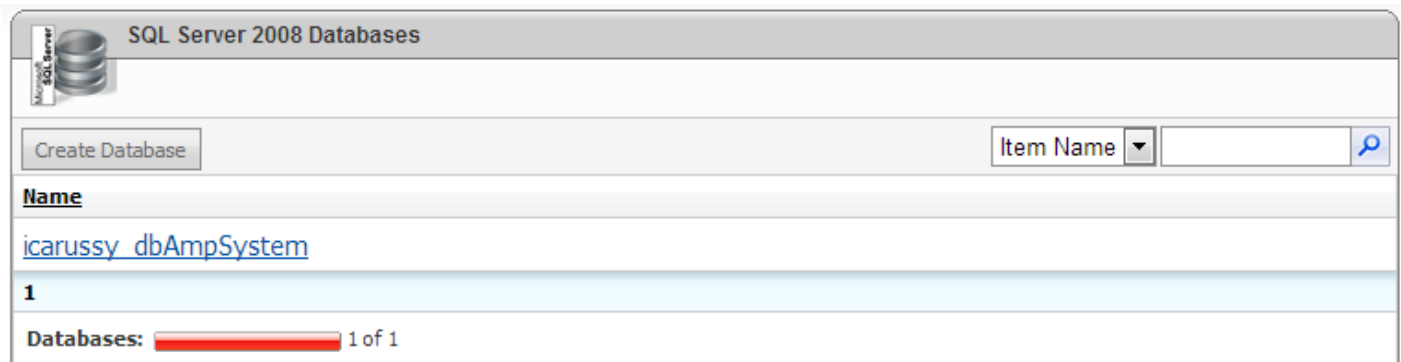
Language: ▼

Theme: ▼

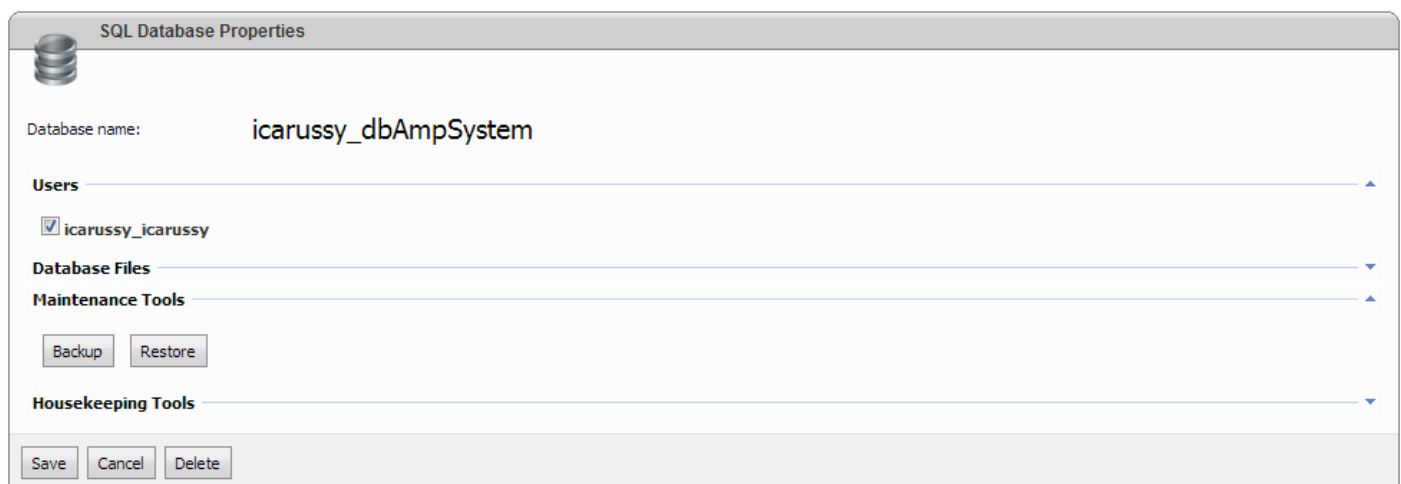
Step 1: Sign in to the online hosting service with your provided username and password.



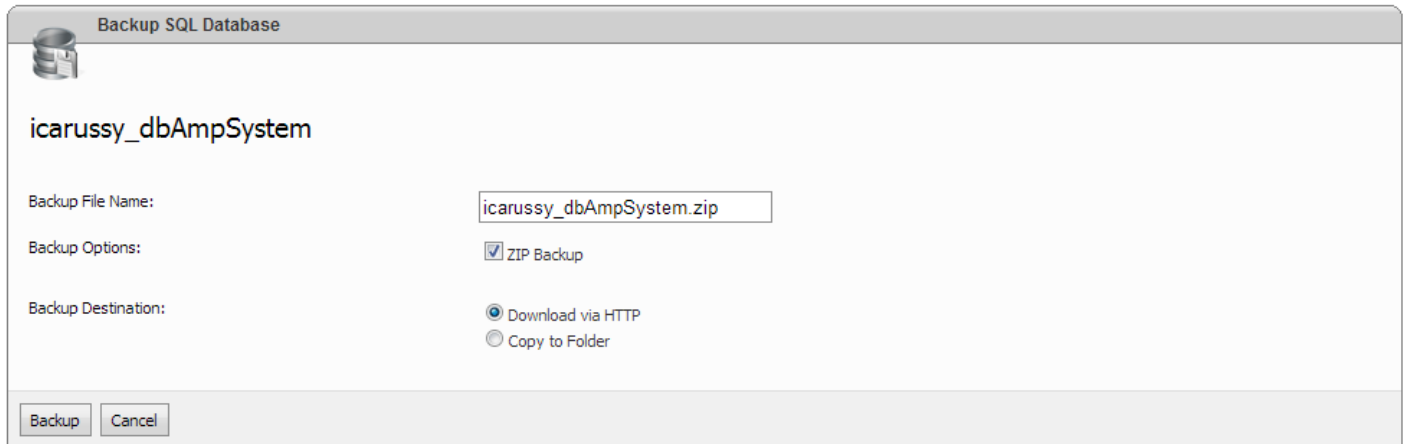
Step 2: Select the databases link and then the SQL Server 2008 link.



Step 3: Proceed to click on the database name link.



Step 4: Select the Maintenance Tools link and proceed to click the Backup button.



Backup SQL Database

icarussy_dbAmpSystem

Backup File Name: icarussy_dbAmpSystem.zip

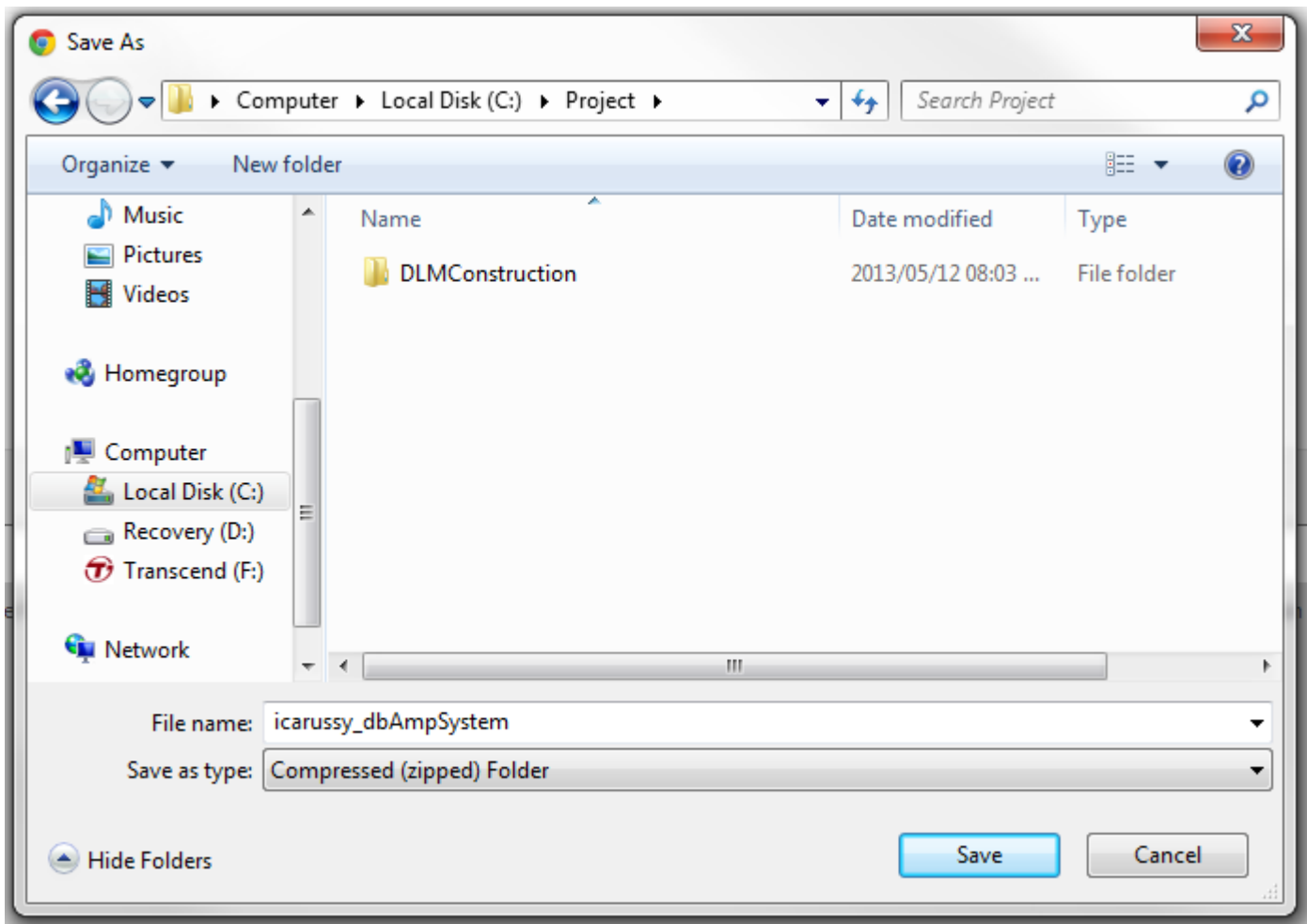
Backup Options: ☒ ZIP Backup

Backup Destination: ☒ Download via HTTP ☐ Copy to Folder

Backup Cancel

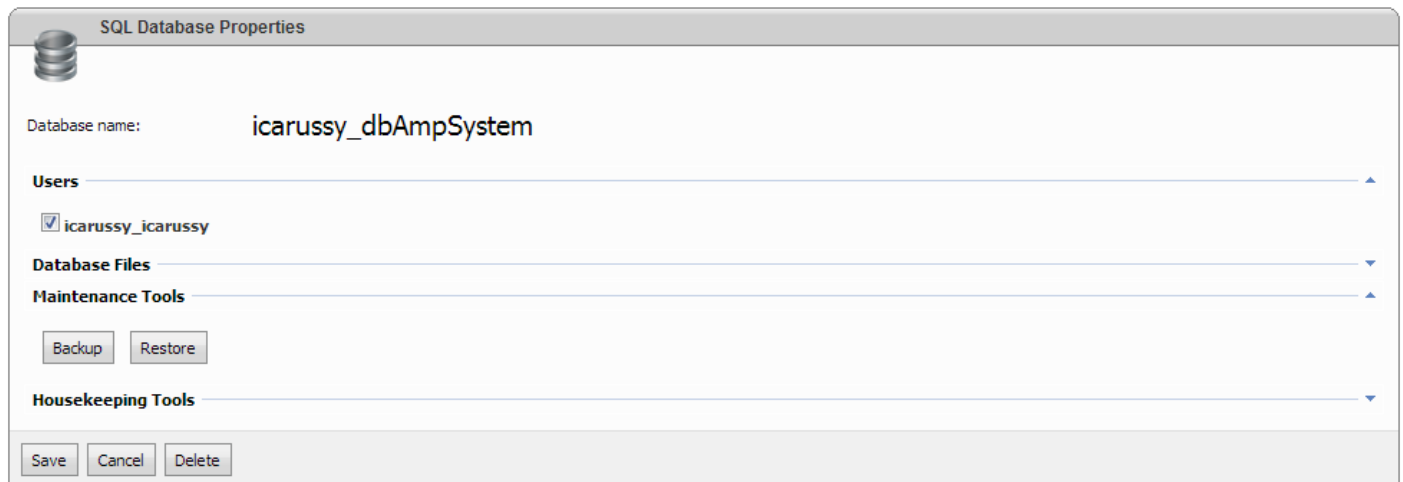
Step 5: Provide a descriptive database backup name in the Backup File Name textbox. Proceed to click the Backup button.

If the Zip Backup checkbox is checked the database backup will be created as a .zip file. The Download via HTTP option allows the backup to be stored locally. The Copy to Folder creates the database on the hosting service.



Step 6: Once the backup button is clicked the a dialog box will open. Select the location where the backup should be saved and proceed to select the Save button. The backup will now successfully be created.

HOW TO RESTORE:



The screenshot shows the 'SQL Database Properties' dialog box. At the top, there is a database icon and the title 'SQL Database Properties'. Below this, the 'Database name:' field contains 'icarussy_dbAmpSystem'. There are four expandable sections: 'Users', 'Database Files', 'Maintenance Tools', and 'Housekeeping Tools'. The 'Users' section is expanded, showing a checkbox for 'icarussy_icarussy' which is checked. The 'Maintenance Tools' section contains 'Backup' and 'Restore' buttons. The 'Housekeeping Tools' section is collapsed. At the bottom, there are 'Save', 'Cancel', and 'Delete' buttons.

Step 1: To restore a previously backed up version of the database click the restore button on the online hosting service.



The screenshot shows the 'Restore SQL Database' dialog box. At the top, there is a database icon and the title 'Restore SQL Database'. Below this, the database name 'icarussy_dbAmpSystem' is displayed. The 'Restore From:' section has two radio buttons: 'Uploaded File' (selected) and 'Hosting Space File'. Below these is a 'Choose File' button and the text 'No file chosen'. A note states '.ZIP, .BAK and .SQL files are allowed'. At the bottom, there are 'Restore' and 'Cancel' buttons.

Step 2: Once the restore button is clicked the restore options are displayed. Select the database file to restore by clicking the Choose File button. Once a previous backup file is selected click the Restore button to restore the database to a previous version.

The Upload File option allows a previous backup to be uploaded from a local storage file location. The Hosting Space File allows a previous backup hosting service.

How to assign or remove resources or assets to a project.

A manager assigns resources required by a customer to his/her project. The project state is validated as in progress and the required resources are validated as available. Once the project and resources are validated the manager assigns the required resources to the project.

- *Assets to be assigned must be available for the project duration.
- *The project must not be completed.
- *Plant must have operators assigned.
- *Vehicles must not be scheduled to perform deliveries during the project.
- *Available assets may not be scheduled for maintenance during the project start and end dates.

Step 1: Click on the project resources tile and select a project from the search. It will open on the Resources tab on the project screen.

Step 2: The add asset button will take you to the resources screen where you can add assets to the project. On successfully adding an asset, the allocated asset information table will show your newly added asset to the project along with others previously added and saved to the project. The remove asset button will remove the selected asset shown in the allocated asset information table.

If you want to add stakeholders as well:

Step 3: The add stakeholder button will take you to the resources screen where you can add stakeholders to the project. On successfully adding a stakeholder, the allocated stakeholder information table will show your newly added stakeholder to the project along with others previously added and saved to the project. The remove stakeholder button will remove the selected stakeholder shown in the allocated stakeholder information table.

How to add, maintain and delete an entity.

Oxford dictionary definition of an entity: noun (plural entities) a thing with distinct and independent existence.

Entities you can add to the system are: Access Level, Asset, Customer, Project, Province, Rate Type, Stakeholder, Stakeholder Position, System User. (Arranged alphabetically below.)

Adding, maintaining and deleting an Access Level:

Things to remember before adding a new access level:

- The manager and Admin clerk must have administrative privileges to add the different Access Levels.
- The Admin clerk is logged into the system and has the required permission to add a project.

STEPS:

Step 1: Selecting manage Access Level tile on the admin screen will take you to the Access Levels tab on the Admin Screen.

Step 2: Navigate at the numbers which is the id of the access level and the description will then be shown for that id and all the dependent information will be shown on the tables below. Use the arrows to move the functions you want the selected access level to have from the all functions table to the selected functions table.

Step 3: The add new button will automatically add a new entry to the access levels, where you just have to add a description and select functions then click the save button to save this new access level. The save button also saves any changes you made to existing access levels. The delete button deletes the selected access level if it has no dependencies.

Adding, maintaining and deleting an Asset:

Things to remember before adding a new asset:

- A Vehicle must have a valid licence in order to be allocated to a project.
- A Plant must have a valid licence in order to be allocated to a project.
- A Plant must have a valid construction permit to be used in a specific province.
- A Plant must be assigned an operator in order to be allocated to a project.
- A Vehicle must be assigned an operator in order to be allocated to a project or a delivery.
- An Asset can either be available, or on a project, or in for maintenance, or on delivery, or without an operator, or broken. (Asset States)
- The Maintenance Manager wants to add a new asset, is logged into the system and has the required permission to add an asset.

STEPS

Adding a new asset:

Step 1: Click on the Add Asset Tile. The Vehicle tab on the New Asset Screen will show. You can also click on the tabs right below it to switch to add equipment or add plant.

Step 2: The asset information that you can add in the fields provided, such as the asset make and model. The asset rate will be different depending on which type of asset you selected in the left side tabs. Fill out the Vehicle information before saving the new asset. The fields shown will also depend on which type of asset was selected from the tabs.

Step 3: Clicking on the Save Asset button will save the new asset you have filled out information for.

Maintaining asset:

Step 1: Manage Asset after selecting an asset from the search asset screen. Manage Asset tab on the Asset Screen will show.

Step 2: After clicking on the Save button, the System User information which is edited will be saved. After clicking the Delete button, the database record of the System User will be deleted, but the stakeholder information will not be deleted.

Adding, maintaining and deleting a Customer:

Things to remember before adding a new customer:

- A customer requests to be added on the system. In this instance the admin clerk will specify the new customer's personal information.
- The customer gives his/her consent to receive system generated emails.
- A company can have many operational managers.
- The company intends to start projects within the borders of South Africa.
- DLM constructions defines all customers under a specific company.
- Only operational managers and admin can access DLM constructions web based system.

STEPS**Adding a new customer:**

Step 1: Adding a New Customer after clicking on the Add New Customer Tile. Add Customer tab on the New Customer Screen will show.

Step 2: The customer information that you can add in the fields provided. Fill all the fields out before saving the new customer.

Step 3: The Save Customer button will save the new customer you have filled out information for.

Maintaining a customer:

Step 1: After clicking on the manage customer tile and selecting a customer from the customer search, the Manage Customer tab on the Customer Screen will show.

Step 2: The customer information you can edit in the fields provided. The fields is auto filled by the customer information you selected in the search. The project information table shows projects connected to the selected customer.

Step 3: The Add Project button takes you to the new project screen. Once a new project has been created for the selected customer, it will show in the project information table.

Step 4: The Add Stakeholder button takes you to the new Stakeholder screen. Once a new Stakeholder has been created for the selected customer, it will show in the customer Stakeholder information table.

Step 5: The save button saves all the information you edited about the customer. The delete button deletes the selected customer.

Adding, maintaining and deleting a Project:

Things to remember before adding a new project:

- The project's location must be within the legal boundaries of DLM Construction since project assets can have multiple locations.
- Resources must be assigned immediately after creation of a project since the manager uses this information to determine possible future projects.
- The manager has received an email with a customer's request for a project to lease an asset/s for a specific period of time.
- The Admin clerk is logged into the system and has the required permission to add a project.

Adding, maintaining and deleting a Province:

Things to remember before adding a new province:

- The manager and Admin clerk must have administrative privileges to add the different Province.
- The Admin clerk is logged into the system and has the required permission to add a project.

Adding, maintaining and deleting a Rate Type:

Things to remember before adding a new rate type:

- The manager and Admin clerk must have administrative privileges to add the different Rate Types.
- The Admin clerk is logged into the system and has the required permission to add a project.

Adding, maintaining and deleting a Stakeholder:

Things to remember before adding a new stakeholder:

- A stakeholder is any person that has an influence on , or is influenced by DLM constructions.
- The manager wants to add a new stakeholder on the system.
- An admin clerk is logged into the system and has the required permission to add a stakeholder.

Adding, maintaining and deleting a Stakeholder Position:

Things to remember before adding a new stakeholder position:

- The manager and Admin clerk must have administrative privileges to add the different Stakeholder Positions.
- The Admin clerk is logged into the system and has the required permission to add a project.

Adding, maintaining and deleting a System User:

Things to remember before adding a new system user:

- The system-user gives his/her consent to receive system generated emails.
- The manager wants to add a new stakeholder on the system.
- An admin clerk is logged into the system and has the required permission to add a stakeholder.
- System-user must be registered as a stakeholder on the system.
- System-user must have a valid email to receive system generated notifications.

How to schedule an asset delivery.

In a nutshell:

The event where a customer wishes to schedule the delivery of assets to a project location. The system displays projects which require deliveries. The admin clerk assigns delivery assets and delivery asset operators to the project. The system sends a delivery notice to the delivery asset operator and the customer company stakeholder receiving the delivery. On completion delivery notifications are sent to operators and company stakeholders and an audit log entry is recorded.

Things to remember:

- The assets to be assigned must be available.
- The project location must be documented in the system.
- The customer company is billed a per kilometer rate base on the distance travelled to the project location.
- Assets of the type plant require the appropriate permits to be transported outside provincial borders.
- The default delivery location is the same as the project location.

STEPS:

Step 1: Selecting Deliveries tile and selecting a project from the search. Deliveries tab will show on the Project Screen.

Deliveries already scheduled for the selected project from the project search will be shown in the scheduled deliveries table.

Delivery information for the selected delivery, cannot be edited. Auto filled by selecting a delivery.

Step 2: Select a delivery from the table of scheduled deliveries or add a new one by clicking on add delivery. Add Delivery takes you to new project delivery screen where you need to enter a location or select a location from the map and select a delivery vehicle and add it to the delivery assets from the project assets table. The Update Delivery button will take you to the same screen as add delivery, but you have to select a delivery first before you are able to update. An asset delivery has now been scheduled or updated. The delete button deletes the selected delivery.

Extra Step (Can also do this step separately if you just want to calculate distance traveled for a delivery). **Step 3:** The calculate distance button will take you to a location screen where you can select a to and from location to calculate the distance. Delivery vehicle information for the selected delivery, cannot be edited, but it is auto filled by clicking on calculate distance on that screen that will calculate the distance between the to and from locations taking a route through the highways and roads to make It more accurate and the answer will be displayed in the total kilometers field.

How to mark a project as completed.

Things to remember:

- The project to be marked completed must be in progress.
- The system user must have the appropriate system access level assigned.

STEPS:

Step 1: Click on the manage project tile and select the project you wish to mark as complete from the search.

Step 2: You don't need to change or edit any of the fields on the screen. Clicking on the Complete Project button changes the selected project's project status to "complete". The project is now marked as completed.

The current selected project is marked as completed and all the associated project assets are released for use by other projects. On completion a project status is marked as completed, the project assets are marked as available and the system records an audit log entry.

How to calculate project cost.

The system calculates the project cost based on the project asset's logged operational hours, the asset's hourly rate and the deliveries made to the project. On completion the project is updated with the project cost and a customer account invoice is sent to the financial clerk.

The project cost can only be calculated for completed projects and can only be calculated once.
The financial clerk reviews the customer invoice before it is sent to the customer (Beyond the system boundaries).

Things to remember before calculating project cost:

- The project must have assets assigned.
- The project assets operational hours must be logged.
- The project must be completed.
- The system user must have the appropriate system access level assigned.

STEPS:

Tip: You will not be able to edit anything on this screen.

Step 1: Select Calculate Project Cost tile and select a project from the search. Calculate Cost tab will open on the Project Screen. Project Vehicle information for the selected project from the project search will show in table format. Selected Delivery Vehicle information for the selected project from the project search will also show in table format.

Step 2: Clicking on the calculate cost button will work out the project cost after end kilometers have been logged previously. The result will show in the Project Cost field. Clicking on the Send Cost button will email the cost to the admin.

How to calculate wage.

- Wages are calculated in one month periods, from the 26th of the previous month to the 25th of the current month.
- Stakeholder salaries are hourly rates.
- Rate type multiplication is the amount of hours per month (this can be modified within the system). When an employee gets paid for operational hours worked, the multiplication will be one and replaced by the accumulated hours per time period.

STEPS

For a single(one) employee:

Step 1: After clicking on the Calculate Wage tile and selecting a stakeholder from the search, the Calculate Wage tab will show on the Stakeholder Screen. The screen will also show read only stakeholder information auto filled from the stakeholder selected from the search.

Step 2: Before clicking on the Calculate button, you need to select the dates. Date information for the calculation of the wage. The To date must be later than the from date.

Step 3: Now you are ready to click on the calculate button to calculate the wage of a single employee. The Calculate button calculates the selected employee's wage based on their hours worked in the date selected and the rate type assigned to them.

Extra step; Step 4: The result of the calculation will be displayed next to the Send Wage button and may be sent by email to the admin by clicking on the Send Wage button.

For all employees:

Step 1: Before clicking on the Calculate button, you need to select the dates. Date information for the calculation of the wage. The To date must be later than the from date.

Step 2: Now you are ready to click on the calculate button to calculate the wage of all employees. The Calculate button calculates the selected employee's wage based on their hours worked in the date selected and the rate type assigned to them.

Extra step; Step 3: The result of the calculation will be displayed next to the Send Wage button at the all employees field and may be sent by email to the admin by clicking on the Send Wage button.

How to generate a report.

Available reports to generate:

Single Employee Report.

Single Employee Operating Hours Report is a report that is generated about the employee, and shows all of the hours that the employee worked during the time period; this is a good report to judge the performance of a specific employee.

Total Employees Report.

Total Employee Report gives you an overview of how much each employee worked on a specific project during the time period that you selected, it can be used to see if an employee is being used efficiently or not.

Single Machine Report.

Single Machine Report is a report that is generated about a specific asset and how much that asset has been used in the time period that you selected, this can be used to spot irregularities in the times that as asset was used, it can also be used to decide on maintenance.

Total Machine Report.

Total Machine Report is a report about all of the assets that were used during the selected time period on the project, this can be used to see what equipment are used most on a specific site and if you could recommend other assets to the company as well.

Maintenance Report.

Maintenance History Report can be used to see the history of a asset, this can be used to make decisions on replacing the piece of equipment and when to do so.

Project Cost Report.

Project Cost Report is a Report about a Project which shows the cost of all of the assets used on a project.

Total Project Report.

Total Projects Report is a report about all the customers that has done business with you. This report can be used to see who the customers that bring in most revenue are; it can also be useful when giving discount to companies, as you would want to retain the most profitable companies.

Audit Log Report.

Audit Log Report, this report is a report that shows all of the activities by users and when it was performed, ordered by user and then by date.

STEPS

On selecting any report tile on the report screen:

Step 1: Enter the dates you want the information to be shown in. The report's to and from dates may be any dates, but the to date must be later than the from date.

Step 2: Click on the Generate Report button and wait for the report to load. The generate report button will then generate your chosen report you selected by clicking a tile on the report screen or another one of the report tabs.

Contact us.

Please do not hesitate to contact us for help: Contact details are as follows:

- Email us at: icarussystemsamp@gmail.com
- Message us on Facebook: <https://www.facebook.com/upicarussystems>