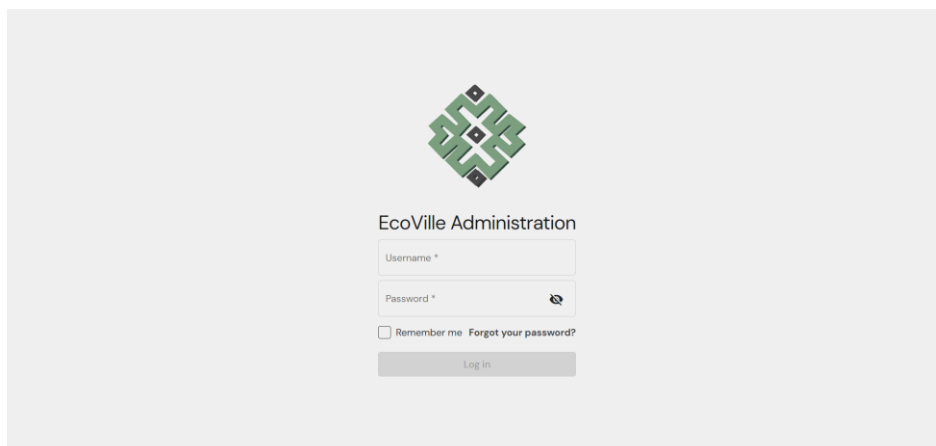


EcoVille User Manual

1. User Management Module

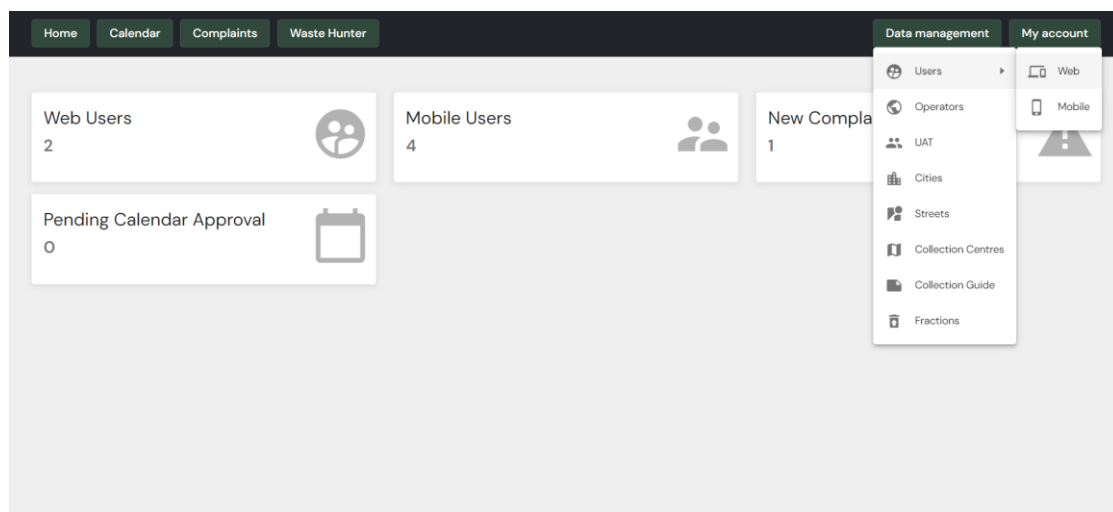
a. Login to the app

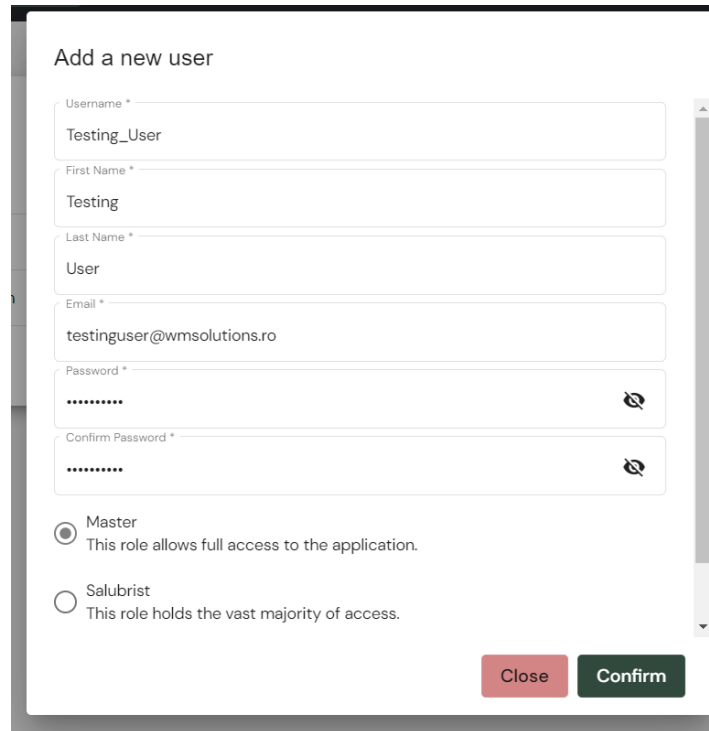
To authenticate, please access the link: <https://demo.eco-ville.com/>



b. Creating new users

After logging in to the application to add a user and a role related to it, go to the section: **Data Management -> Users -> Web -> Add user**





Required fields for creating a user are marked with * and the role of the user must be marked Master, Salubrist or Operator;
Depending on the role assigned to the user the rights to view in the application will be different.

2. Nomenclature Module

Nomenclators can be defined as follows:

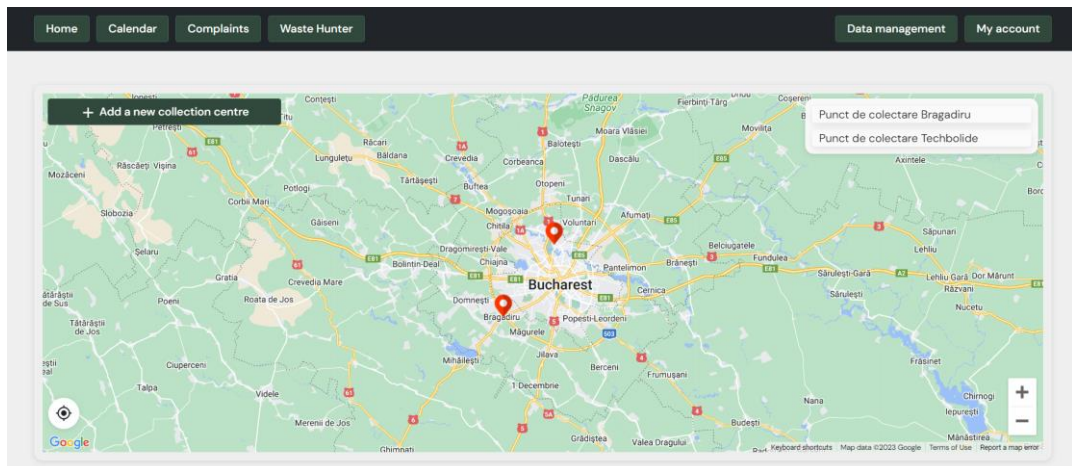
- Collection centres
- Collection guide
- Fractions
- Cities
- Operating Zones
- Operators
- Zones

a. Nomenclature of collection points

Select as follows: **Data Management -> Collection Centres**

Depending on the location of the user, the collection points around the location are displayed;





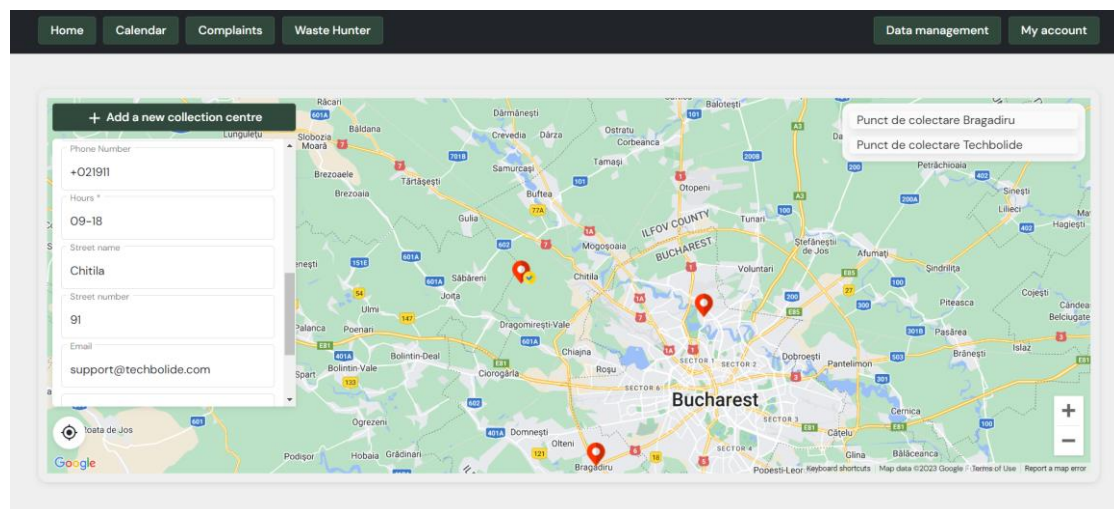
Inserting a collection point

To add a collection point click on the button in the top left corner of the map: **Add a new collection centre**.

The marker of the added point can be dragged to edit its geographical coordinates.

To insert a new collection centre, fill in the following fields:

- o Geographical coordinates (editable text)
- o Name of the centre
- o Description of the centre
- o Working hours
- o Address
- o Telephone number
- o Email
- o Website
- o Fractions that can be stored there



Edit a collection point

To edit a collection centre's information, proceed as follows:

- Select the marker on the map for the desired collection point.
- Fill in/modify the desired information.
- Save the information by clicking on the **Confirm** button.

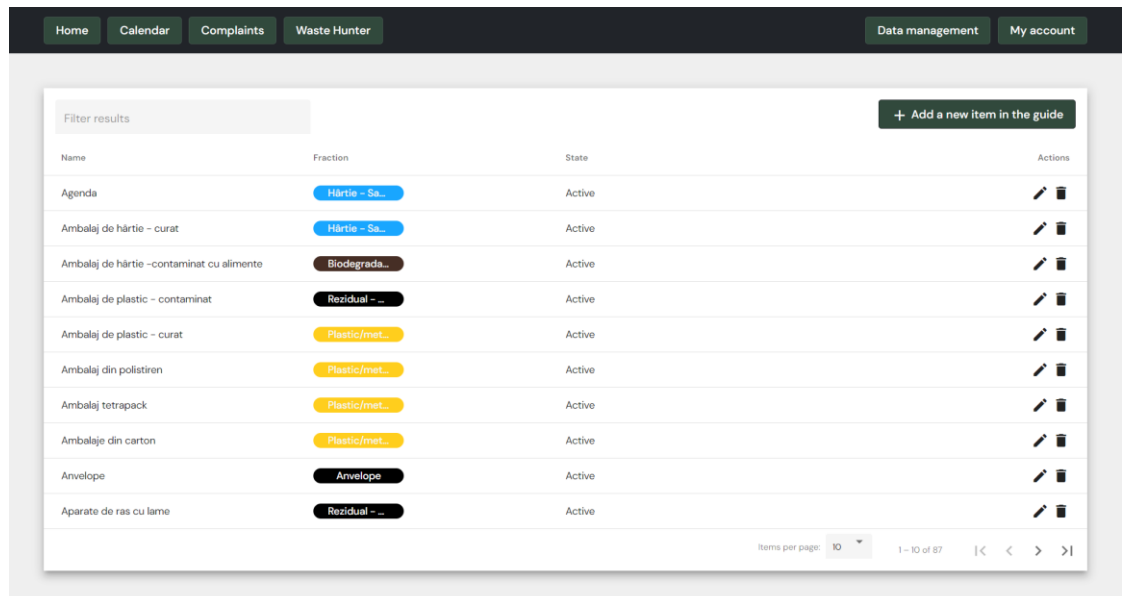
Delete a collection point





















To delete a collection centre from the map, proceed as follows:

- Select the marker on the map for the desired collection point.
- Click on the red button with the icon at the bottom of the list to delete the collection point from the map.

b. Collection Guide Nomenclature

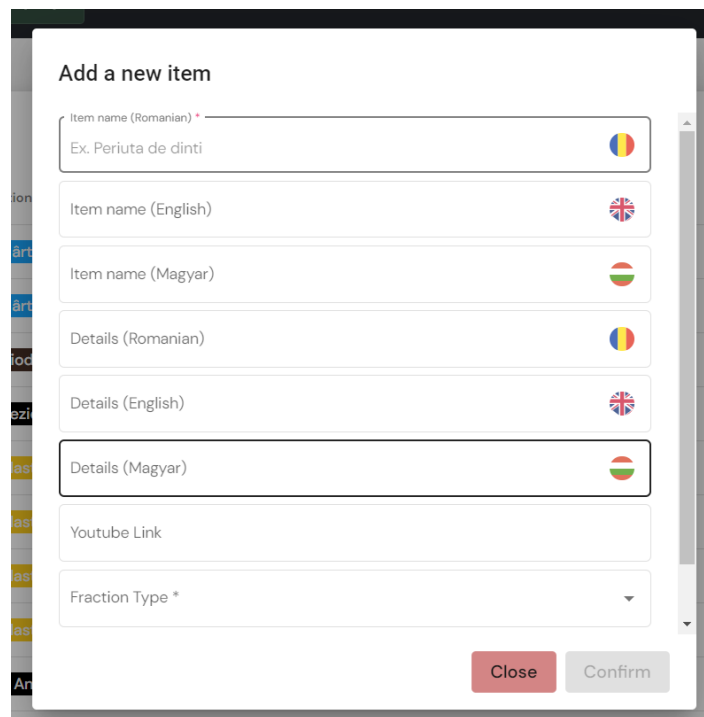
Select as follows: **Data Management -> Collection Guide**



| Name | Fraction | State | Actions |
|--|----------------|--------|---|
| Agenda | Hârtie - Sa... | Active |   |
| Ambalaj de hârtie - curat | Hârtie - Sa... | Active |   |
| Ambalaj de hârtie - contaminat cu alimente | Biodegrada... | Active |   |
| Ambalaj de plastic - contaminat | Rezidual - ... | Active |   |
| Ambalaj de plastic - curat | Plastic/met... | Active |   |
| Ambalaj din polistiren | Plastic/met... | Active |   |
| Ambalaj tetrapack | Plastic/met... | Active |   |
| Ambalaje din carton | Plastic/met... | Active |   |
| Anvelope | Anvelope | Active |   |
| Aparate de ras cu lame | Rezidual - ... | Active |   |

Inserting an object in the collection guide

To add a new object to the collection guide, click on the **Add a new item in the guide** button.



The screenshot shows a web form titled "Add a new item". It contains several input fields and a dropdown menu. The fields are: "Item name (Romanian) *" with a text input containing "Ex. Periuta de dinti" and a Romanian flag icon; "Item name (English)" with an English flag icon; "Item name (Magyar)" with a Hungarian flag icon; "Details (Romanian)" with a Romanian flag icon; "Details (English)" with an English flag icon; "Details (Magyar)" with a Hungarian flag icon; "Youtube Link" with a text input; and "Fraction Type *" with a dropdown menu. At the bottom right, there are two buttons: "Close" (red) and "Confirm" (grey).

Editing an object in the collection guide

To edit a new object in the collection guide, go to the edit icon in the table and edit the fields later by pressing the **Confirm** button.

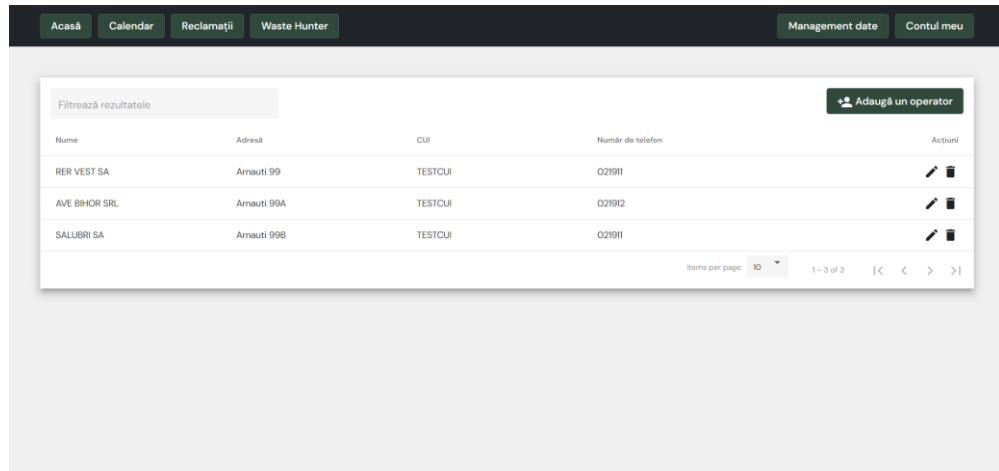
Deleting an object from the collection guide

To delete a new object from the collection guide, click the delete icon in the table.



c. Nomenclature of Operators

Select as follows: **Data Management -> Operators**



Add an operator

To add a new operator click on the **Add a new operator** button.

Add a new operator

Close
Confirm

Edit an operator

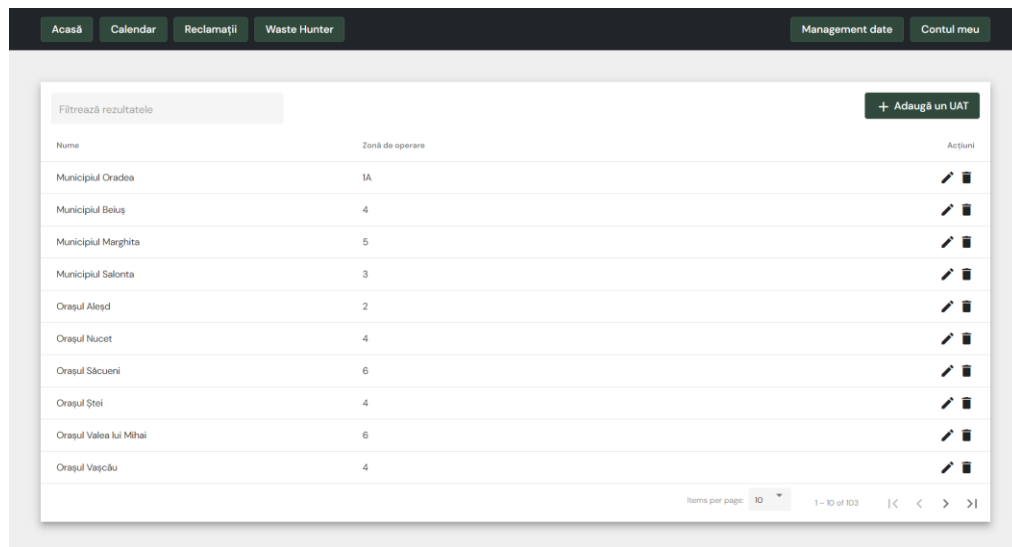
To edit an operator, go to the edit icon in the table, modify the fields and save by pressing the **Confirm** button.





















Delete an operator

To delete an operator, click on the delete icon.

d. Nomenclature of Operation Zones

Select as follows: **Data Management -> Operation Zone**



| Nume | Zonă de operare | Acțiuni |
|------------------------|-----------------|---|
| Municipiul Oradea | 1A |   |
| Municipiul Beiuș | 4 |   |
| Municipiul Marghita | 5 |   |
| Municipiul Salonta | 3 |   |
| Orașul Aleșd | 2 |   |
| Orașul Nucet | 4 |   |
| Orașul Săcueni | 6 |   |
| Orașul Ștei | 4 |   |
| Orașul Valca lui Mihai | 6 |   |
| Orașul Vascău | 4 |   |

Add an Operation Zone

To add an Operation Zone click on the **Add a new Operation Zone** button.

Add a new operation zone

Name *

Operation Zone *

Operator *

Close

Confirm

Edit an Operation Zone

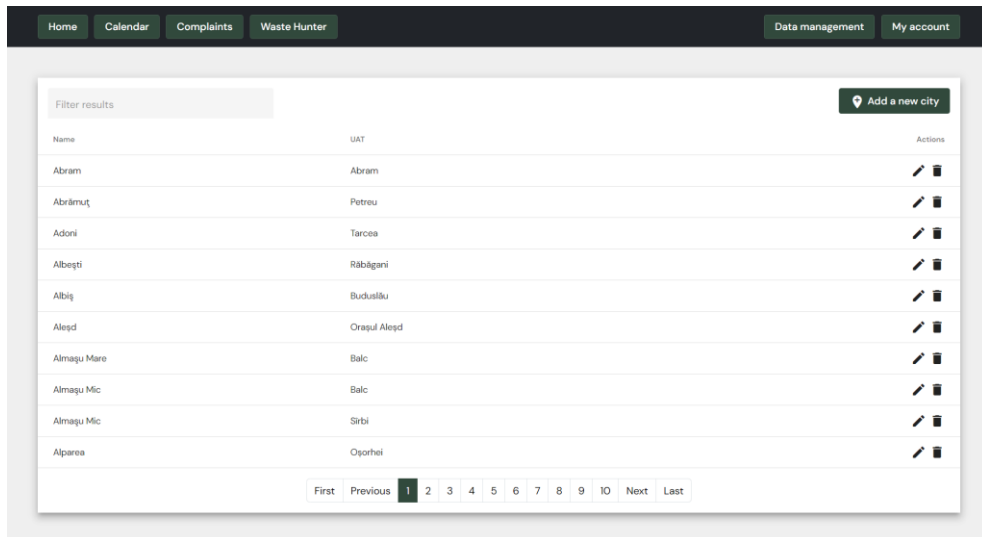
To edit an Operation Zone, click on the edit icon in the table and modify the fields, then click on the **Confirm** button.





















Delete an Operation Zone

To delete an UAT click on the delete icon in the table.

e. Nomenclature of cities

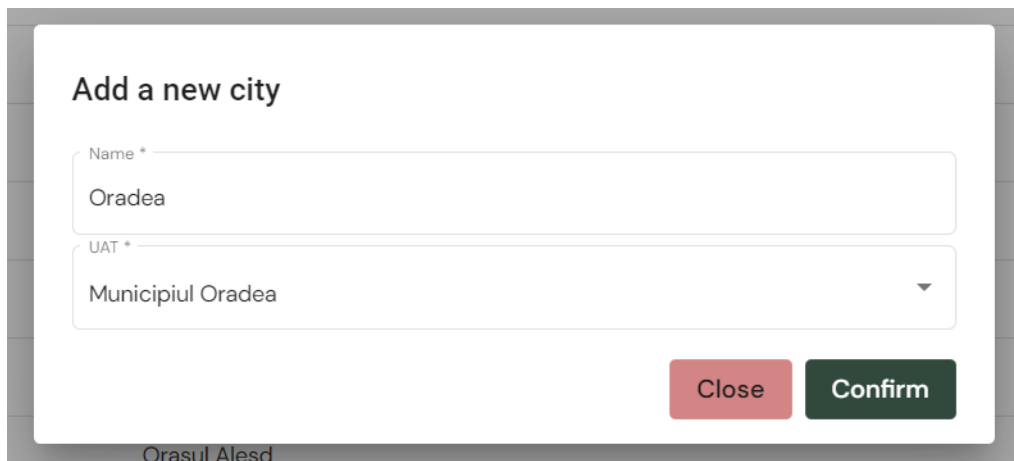
Select as follows: **Data Management -> Cities**



| Name | UAT | Actions |
|-------------|--------------|---|
| Abram | Abram |   |
| Abramuz | Petreu |   |
| Adoni | Tarcea |   |
| Albesti | Răbăgari |   |
| Albiş | Budusalku |   |
| Aleşd | Oraşul Aleşd |   |
| Almaşu Mare | Balc |   |
| Almaşu Mic | Balc |   |
| Almaşu Mic | Sirbi |   |
| Alparoa | Oşorhei |   |

Add a new city

To add a new city click on the **Add a new city** button.



Add a new city

Name *

UAT *

Edit an existing city

To edit a city, click on the edit icon in the table and modify the fields, then click on the **Confirm** button.



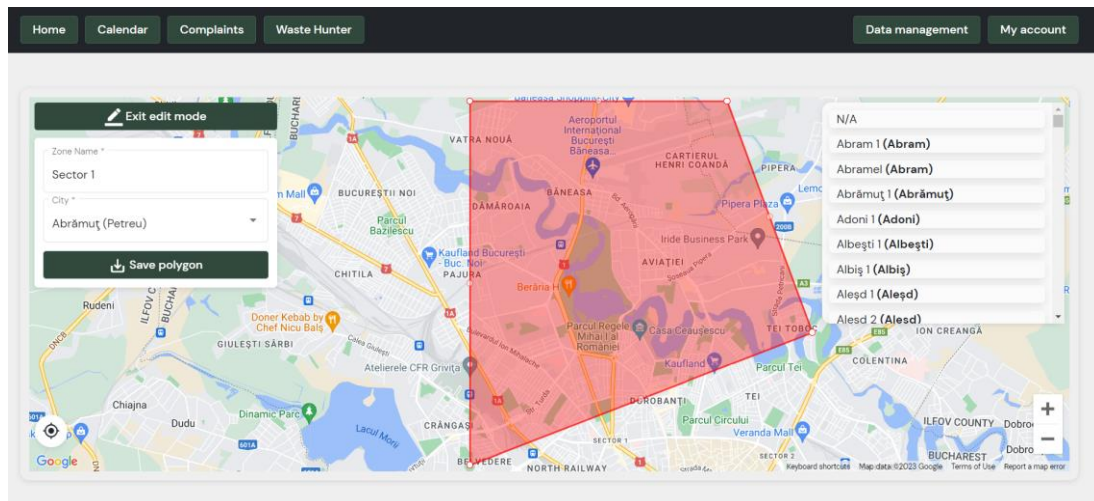
Delete a city

To delete a city from the database click on the delete icon.

f. Nomenclature of zones

Select as follows: **Data Management -> Zones**

A city is divided into several zones, each zone having a different calendar of collection. To create a zone, press **Enter edit mode** button and **CLICK** on the map where you want to apply the polygon. To move the polygon use the **MOUSE** to drag the corners. On the right is a list of all areas, and if this area has a polygon, clicking on it will move the camera to that polygon.

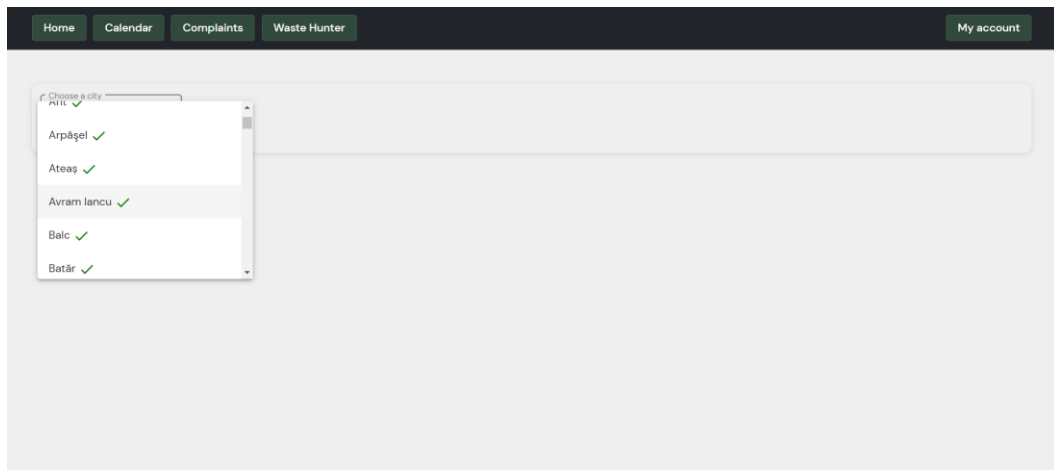


To edit click on **Enter edit mode** button and **CLICK** on one of the green polygons then update the information in the box on the left.

3. Calendar Module

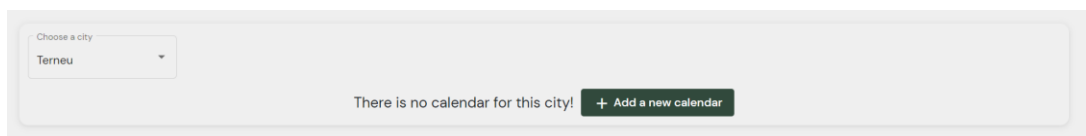
Select the **Calendar** button from the navigation bar. **Salubrist** accounts can add calendars and **Master** accounts approve them.

Salubrist accounts are associated with a sanitation operator.



Adding a calendar by a **Salubrist** account is done as follows:

Choose the locality for which you want to create a calendar and click on **Add a new calendar** button, if one does not exist for that area served by the sanitation account. The icons next to the zone names indicate the current status of the calendar.

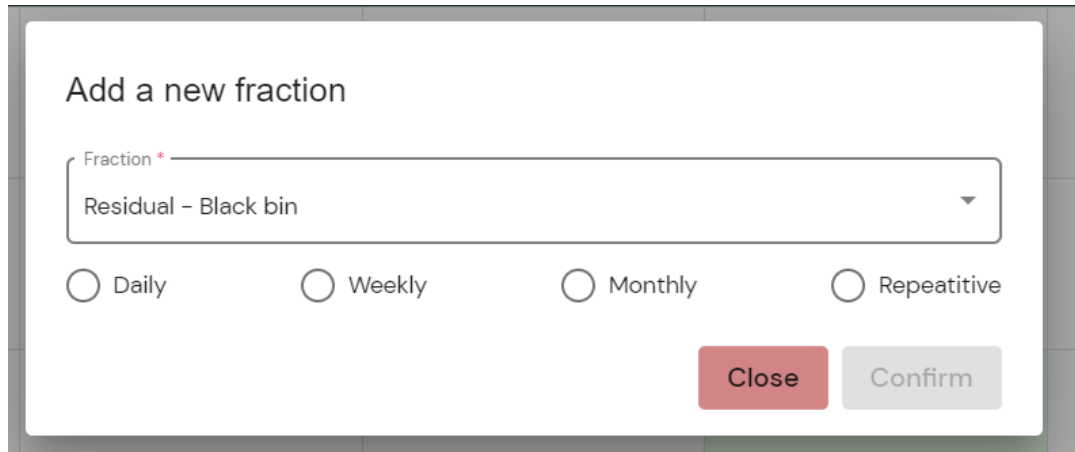


Once the calendar has been initialized, more information about the calendar in the respective area is present in the interface:

- Its status (Under Construction, Pending, Accepted).
- Creation date.
- Add a fraction button.
- Send for approval button.
- Edit calendar button.
- Reason for calendar rejection by Master.

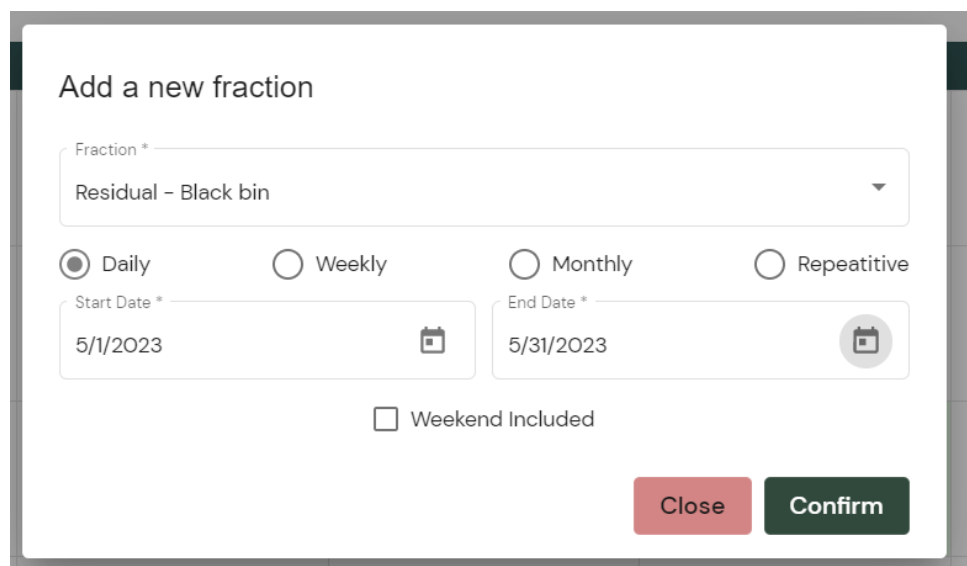
To add a fraction, choose the type of fraction and the period in which you want to display the fraction.

This period can be: **daily, weekly, monthly and repetitive.**



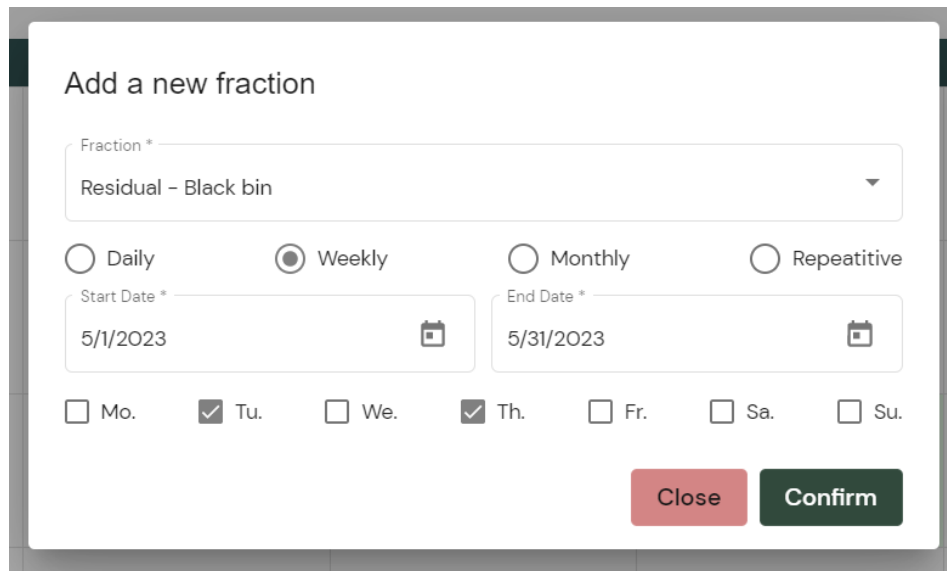
Daily fraction:

- The fraction will be added every working day of the week in the period chosen by the user.
- If the user wants the fraction to be displayed on weekends as well, he/she must tick the checkbox at the bottom of the list.



Weekly fraction:

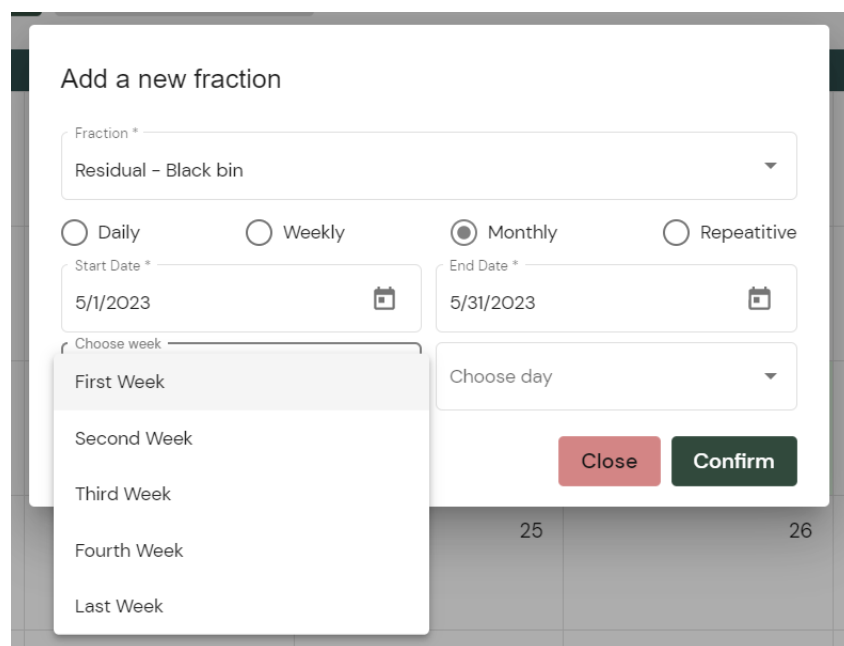
- The fraction will be added to each day of the week that the user has chosen in the selected period.



The screenshot shows a form titled "Add a new fraction". It includes a dropdown menu for "Fraction *" with the selected option "Residual - Black bin". Below this are four radio buttons for frequency: "Daily", "Weekly" (which is selected), "Monthly", and "Repetitive". There are two date input fields: "Start Date *" with the value "5/1/2023" and "End Date *" with the value "5/31/2023". Below the dates are seven checkboxes for days of the week: "Mo.", "Tu." (checked), "We.", "Th." (checked), "Fr.", "Sa.", and "Su.". At the bottom right are two buttons: "Close" and "Confirm".

Monthly fraction:

- The fraction will be added each month in the period chosen by the user.
- The user will be able to choose in which week of the month and on which day the fraction will be.

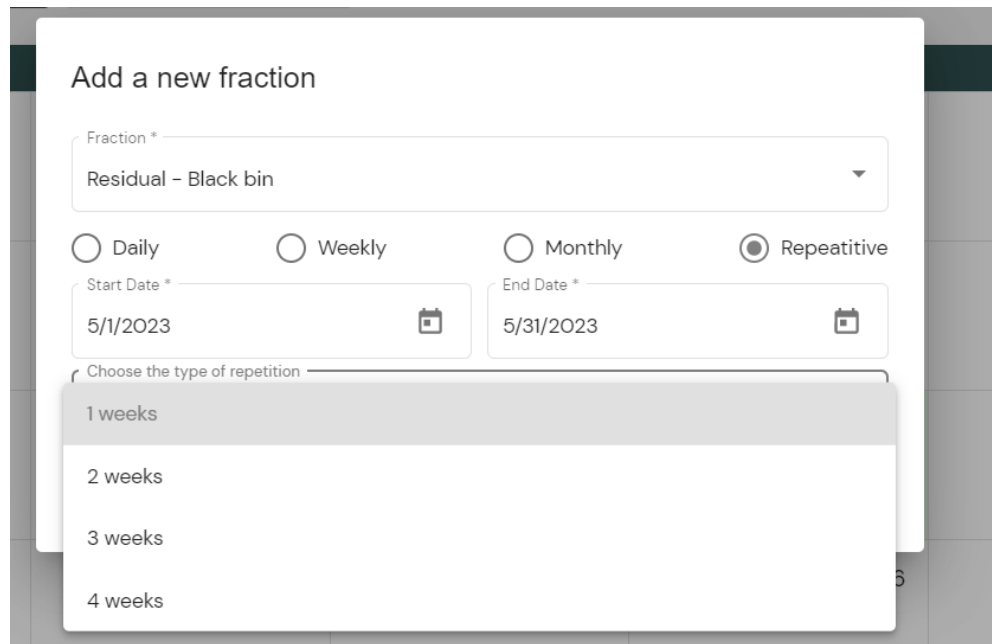


The screenshot shows the same "Add a new fraction" form, but with the "Monthly" radio button selected. A dropdown menu for "Choose week" is open, showing options: "First Week", "Second Week", "Third Week", "Fourth Week", and "Last Week". There is also a "Choose day" dropdown menu. The "Close" and "Confirm" buttons are visible at the bottom right. The page number "25" and "26" are visible at the bottom of the form area.



Repeaitive fraction:

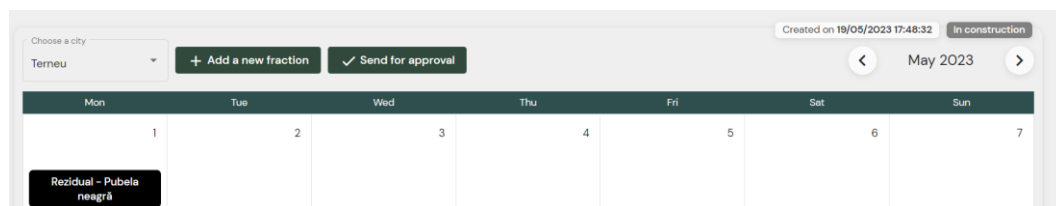
- The fraction will be added according to the type of repetition chosen by the user (1/2/3/4 week(s))



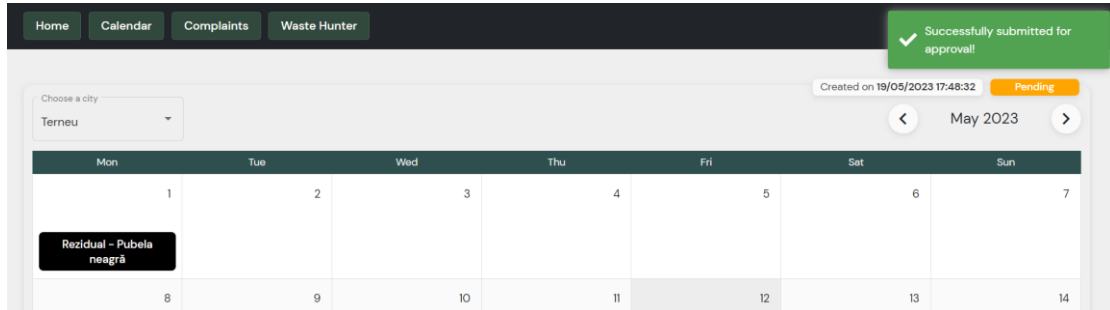
Sending the calendar for approval

- Once the calendar has been created the user will access the Submit for approval button.
- The calendar will enter "Pending" until it receives approval from a Master account.

Calendar under construction

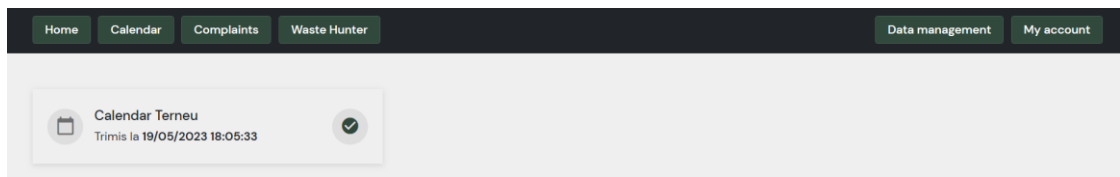


Calendar sent for approval

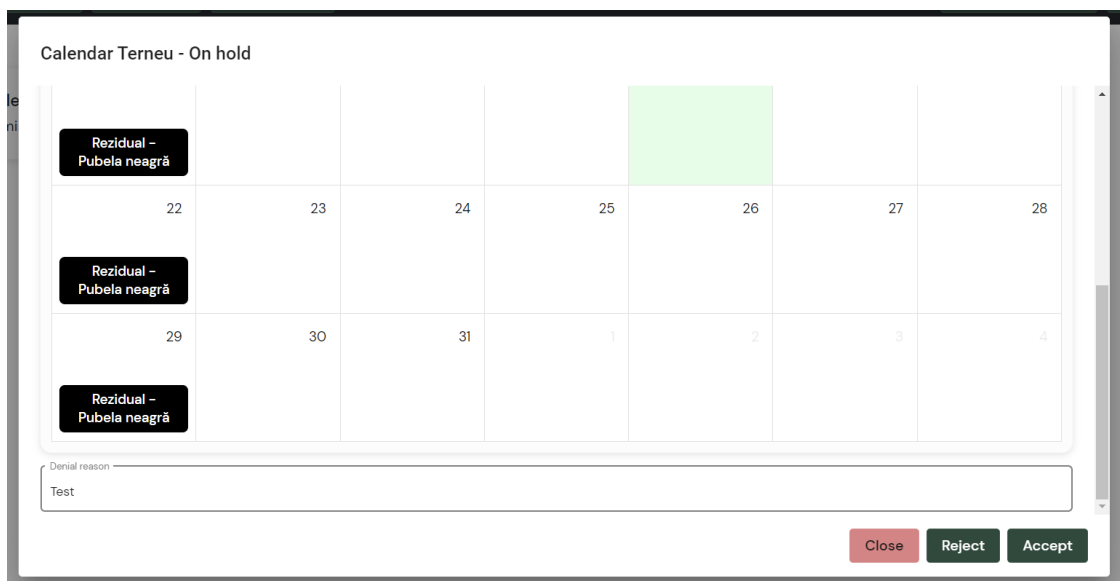


Approval of the collection calendar

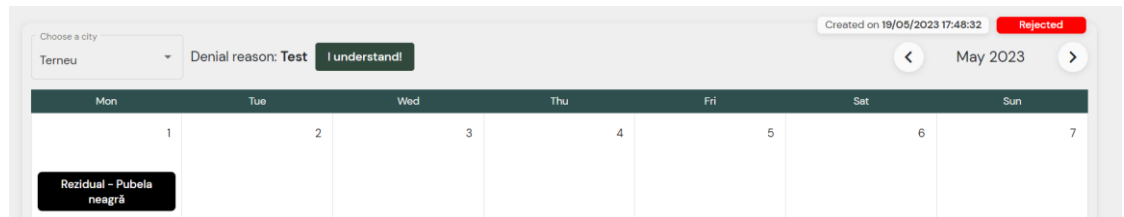
- The calendar can be approved by a **Master** account.
- In the Calendar section, the user with a **Master** account can access all calendars that have been submitted for approval.



- The **Master** account user has the option to approve or reject the calendar, with the option to add a message.



- If accepted the calendar becomes active and can also be viewed from the mobile app.
- If it is not accepted, the sanitation officer will see the message and will be able to restart the editing process and resubmit for approval.



Choose a city: Terneu

Denial reason: Test I understand!

Created on 19/05/2023 17:48:32 Rejected

May 2023

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-------------------------------|-----|-----|-----|-----|-----|-----|
| 1 Rezidual - Pubela neagră | 2 | 3 | 4 | 5 | 6 | 7 |