LFCS History Project User Manual

Features

Here is a short description of the features of the LFCS History Project web app.

The web app is connected to a database which stores all the information about the members of the LFCS. This database is searchable, instructions are given on the home page of the app. When people search and see mistakes, they can suggest edits, that can then be verified and approved by authorised staff.

The database is backed up every day before midnight, and the backups are kept to a reasonable size automatically.

All staff that are marked as LFCS will have all dates ending in the current year automatically incremented when going into a new year.

Updating a person

To edit the information for a person, press the yellow EDIT button. This will take you to the editing process.

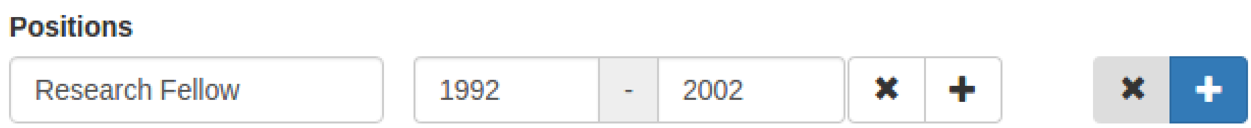
Recurring standard forms

There are a number of forms that are very similar used throughout the editing process. This is a list of them, and how to use them.

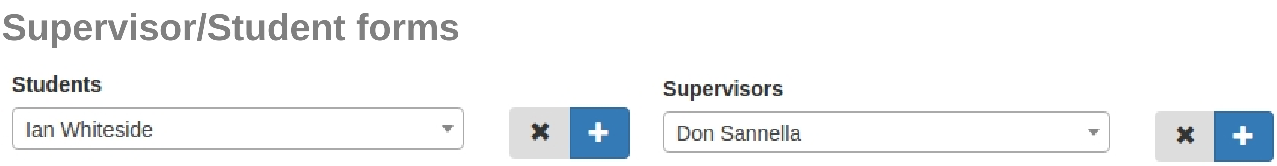
Date forms

Each date form has a start and an end date. If multiple dates are required, because these dates were relevant for multiple time periods, they can be added and removed with the blue plus and grey cross, respectively.

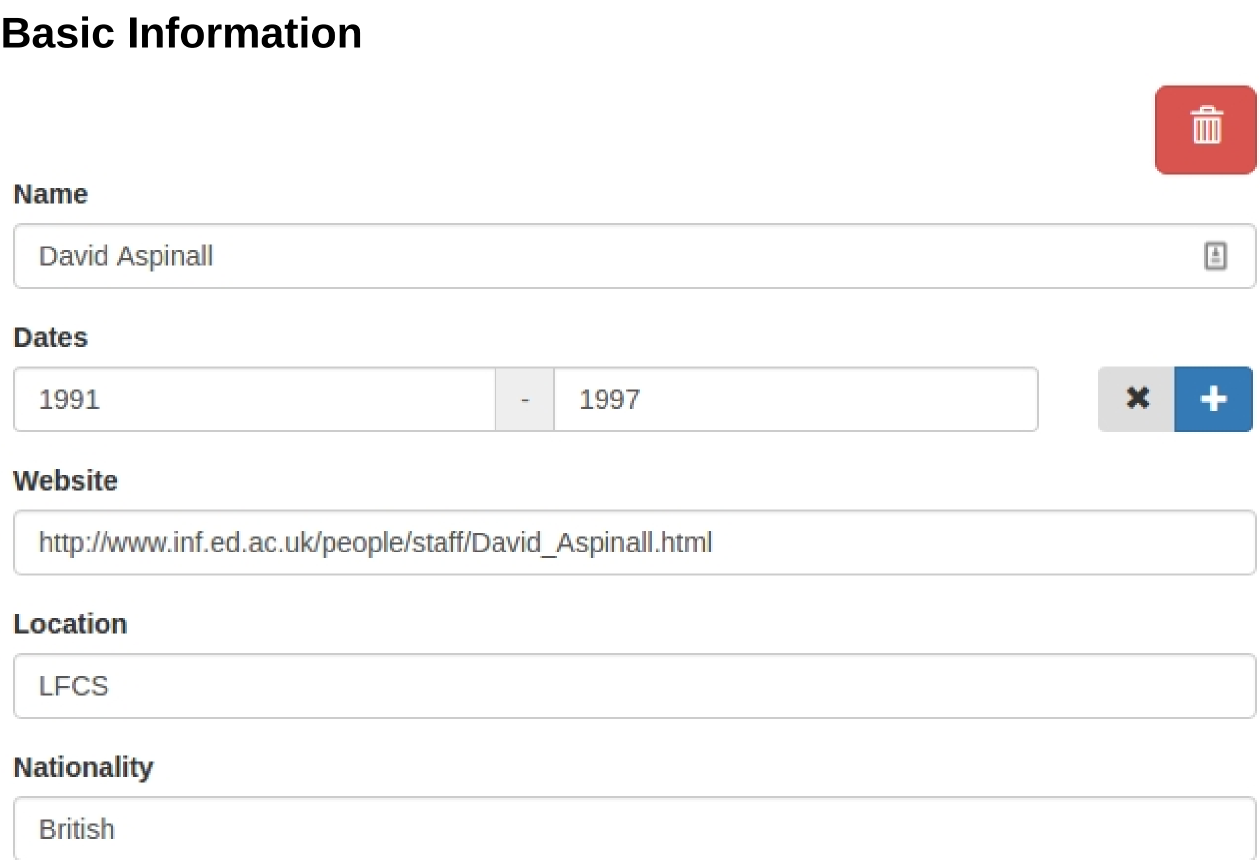
Position forms



Each position has a field for the title, and a start and end date, representing when that person occupied this position. If a person occupied the same position at two different times, they can be added with the cross and plus button next to the date field of each position. This creates a form such as the one shown below



These forms are used to add supervisor/student relationships for PhD students and PostDocs. To add a supervisor or student, click the field. A list of possible supervisors or students, depending on the field, will appear, and can then be filtered by typing in the name of the required person.

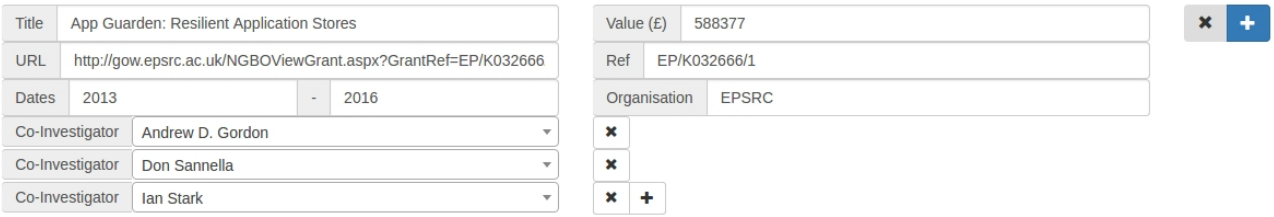


For each field, enter the new information. If multiple dates are requires, the blue plus and grey cross next to the date field is for adding and removing dates.

Updating specific category information

Grant form

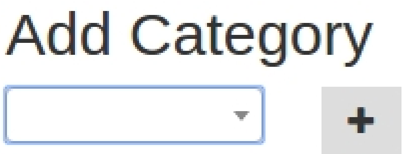
Staff have one specific form, the grant form. This is used to add or update information about grants that each staff member currently has, has had, or was recently granted.



Adding Co-Investigators is done through a similar link form than the one for students/supervisors. Adding and removing grants is done through the blue plus and grey cross.

Grants can only be added and modified through their principal investigator.

Adding categories

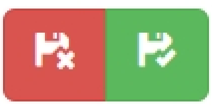


Adding categories is done at the bottom of the page. Any information currently entered in the sheet will be saved, and the form will be reloaded with the category added. To add a category, simply chose the desired category from the dropdown, which will display all categories not currently added to the person.

Removing categories

To remove a category, click on the red cross next to the category you wish to delete. The category will be removed. This cannot be undone, except by restoring a backup.

Accepting edit



To accept, or disregard the changes that are in the form, press the green or red floppy disk, respectively.

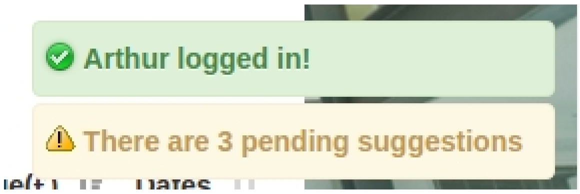
Adding a person

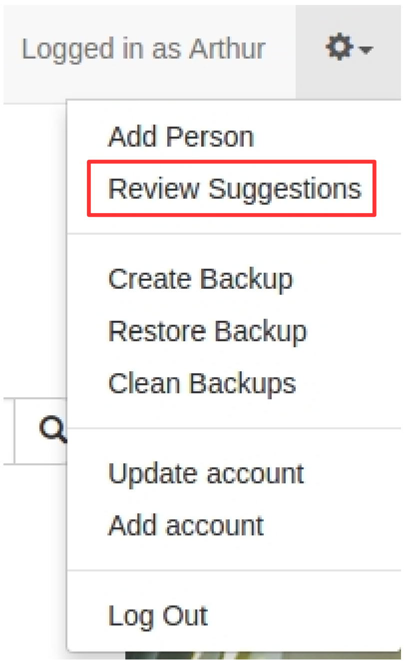
One can add a person through the “Add person” option of the Login-exclusive dropdown menu.

This leads to the same form used to edit a person, but it will be completely empty, ready to be filled in with relevant information.

Reviewing user-submitted suggestions

People viewing the website have the possibility to suggest edits, to be reviewed by someone with the authorisation to edit the database. Upon login, a notification will appear in the bottom right corner displaying the number of pending suggestions.





To review these submissions, simply click the corresponding option in the dropdown menu.

This will lead to a form similar to the one for editing a person, however the save and discard button apply to this particular suggestion. If the suggestion is accepted, the information will be saved into the database. If discarded, it will simply be deleted and ignored.

Backups

Backups are created automatically every day. Backups are also purged automatically according to the following logic: every backup for the current day is kept, then one backup per day for the last week, and one backup per month for anything older.

Creating a backup

If you wish to create a backup, in addition to the automatic ones, simply pick the relevant option in the dropdown menu. You will be prompted for a name, the backup will then be called the specified name, followed by the time at which it was created.

Restoring a backup

If you wish to restore a previous version of the database, select the “Manage backups” option from the dropdown menu.

Filter:

Backup Name	Restore	Delete
all-is-well_29-7-2016-0h33m52s.dump		
automatic-backup_27-7-2016-20h39m45s.dump		
automatic-backup_28-7-2016-23h59m0s.dump		

This will lead to a table containing all the backups that are available. If you are looking for a backup from a specific date, you can use the filter box to search for that date, following the dd-m-yyyy convention. Here you can restore any version of the database, or delete any backups that are no longer necessary.

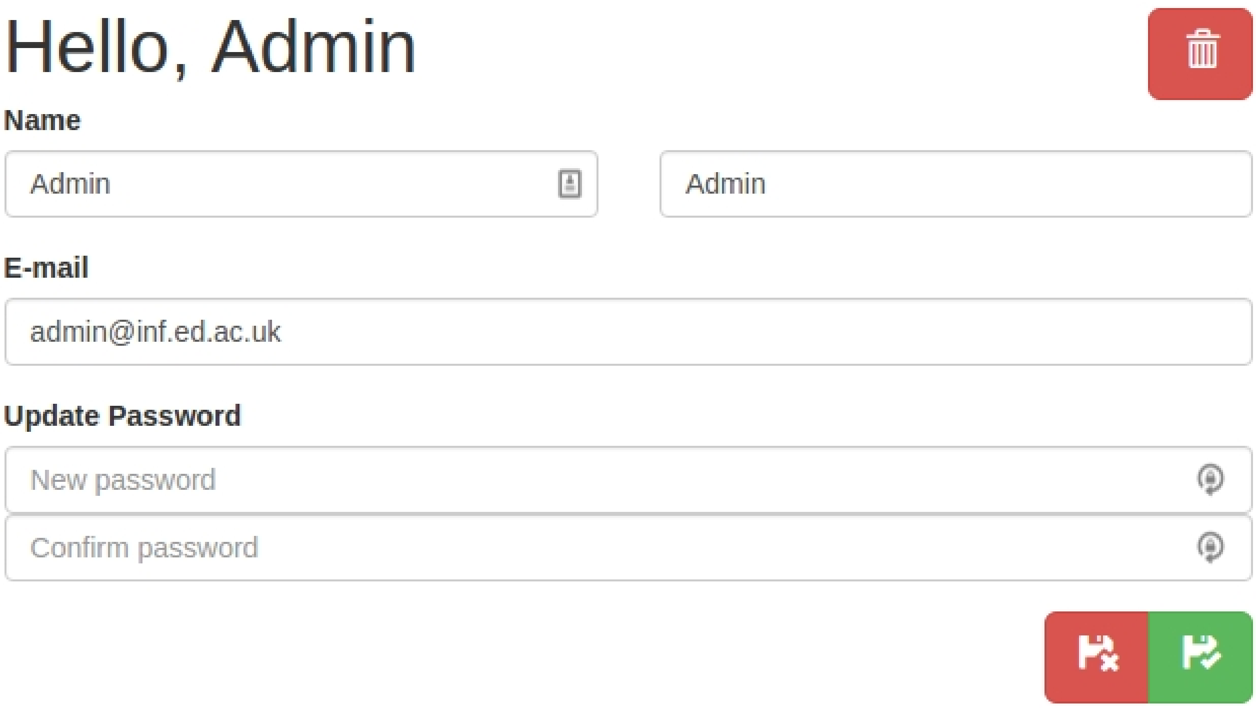
Cleaning backups

Backups should be cleaned automatically, as specified above. However, if this does not happen, you can clean the backups manually selecting the relevant option from the dropdown menu.

Managing user accounts

Updating information

Updating your user account can be done by selection “Update account” from the dropdown menu. This will lead you to the following form.



Fill in the relevant fields to update any information that you wish. If the specified email is already in use by someone else, it will warn you and reset the form.

Adding accounts

Adding a user account can be done through the relevant field in the dropdown menu. You will then be presented by a similar form to the editing one, with which you can create a new account.

Deleting accounts

Deleting a user account can only be done by the user himself, or through direct access to the database via command line. In order to delete an account that is currently logged in, select “Update account” and click the red DELETE button, with a bin on it.