Version History

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4. Faculty/Staff Users
   1. 1.1 Login

On the EMU System home page, the system will ask you, the Faculty/Staff user, to input your username and password and click the “Login” button.

If your username and password are correct, you will then gain access to the system. If the username and password is incorrect, the system will tell you that it was incorrect and prompt you for your username and password again.

If you have forgotten your username/password, contact a system administrator to retrieve the username and password.

* 1. 1.2 Submit Your Request Form

On the main menu, there is an option called “Registration Form” that you can click. Clicking on it sends you to the registration form.

The system automatically fills in your first name, last name, address, city, state, zip code, and phone number fields. You then click on a radio button corresponding to the product type you wish to request. Lastly, enter the ID number of the product you wish to request. You can do this for other users.

Once the form is filled out, you can click the “Submit” button to submit the form into the system, digitally sign your name and print a hard copy of the form.

If you wish to discontinue filling out the form, click on the “Main Menu” button to return to the Welcome Screen.

* 1. 1.3 Search Equipment/Parts/Software/Networks/Users

On the main menu, there are multiple options that you can choose from, including searching equipment, parts, software, networks, and users..

By clicking the “Search Equipment” button, you can search any equipment information by entering the ID number and pressing “Find.” You can also enter new equipment onto the system by filling out all fields that need to be filled in.

By clicking the “Search Parts” button, you can search any part information by entering the ID number and pressing “Find.” You can also enter new parts onto the system by filling out all fields that need to be filled in.

By clicking the “Search Software” button, you can search any software information by entering the ID number and pressing “Find.” You can also enter new software onto the system by filling out all fields that need to be filled in.

By clicking the “Search Networks” button, you can search any network information by entering the ID number and pressing “Find.” You can also enter new networks onto the system by filling out all fields that need to be filled in.

By clicking the “Search Users” button, you can search any user information by entering the ID number and pressing “Find.” As a faculty/staff member, you cannot add new users.

* 1. 1.4 Log Off

If you are on another screen other than the Welcome Screen, click the “Main Menu” button to return to the main menu. Then click the “Log off” button to return to the login screen.

* 1. 1.5 Other Technical Difficulties

If you have any other technical difficulties relating to the EMU system, contact a system administrator.

1. Student Users
   1. 2.1 Login

On the EMU System home page, the system will ask you, the Student user, to input your username and password and click the “Login” button.

If your username and password are correct, you will then gain access to the system. If the username and password is incorrect, the system will tell you that it was incorrect and prompt you for your username and password again.

If you have forgotten your username/password, contact a system administrator to retrieve the username and password.

* 1. 2.2 Submit Your Request Form

On the main menu, there is an option called “Registration Form” that you can click. Clicking on it sends you to the registration form.

The system automatically fills in the first name, last name, address, city, state, zip code, and phone number fields. You then click on a radio button corresponding to the product type you wish to request. Lastly, enter the ID number of the product you wish to request.

Once the form is filled out, you can click the “Submit” button to submit the form into the system, digitally sign your name and print a hard copy of the form.

If you wish to discontinue filling out the form, click on the “Main Menu” button to return to the Welcome Screen.

* 1. 2.3 Search Equipment/Parts/Software/Networks

On the main menu, there are multiple options that you can choose from, including searching equipment, parts, software, and networks.

By clicking the “Search Equipment” button, you can search any equipment information by entering the ID number and pressing “Find.”

By clicking the “Search Parts” button, you can search any part information by entering the ID number and pressing “Find.”

By clicking the “Search Software” button, you can search any software information by entering the ID number and pressing “Find.”

By clicking the “Search Networks” button, you can search any network information by entering the ID number and pressing “Find.”

* 1. 2.4 Log Off

If you are on another screen other than the Welcome Screen, click the “Main Menu” button to return to the main menu. Then click the “Log off” button to return to the login screen.

* 1. 2.5 Other Technical Difficulties

If you have any other technical difficulties relating to the EMU system, contact a system administrator.

1. Administrator Users
   1. 3.1 Login

On the EMU System home page, the system will ask you, the Administrator user, to input your username and password and click the “Login” button.

If your username and password are correct, you will then gain access to the system. If the username and password is incorrect, the system will tell you that it was incorrect and prompt you for your username and password again.

If you have forgotten your username/password, contact a system administrator to retrieve the username and password.

* 1. 3.2 Submit Your Request Form

On the main menu, there is an option called “Registration Form” that you can click. Clicking on it sends you to the registration form.

The system automatically fills in the first name, last name, address, city, state, zip code, and phone number fields. You then click on a radio button corresponding to the product type you wish to request. Lastly, enter the ID number of the product you wish to request.

Once the form is filled out, you can click the “Submit” button to submit the form into the system, digitally sign your name and print a hard copy of the form.

If you wish to discontinue filling out the form, click on the “Main Menu” button to return to the Welcome Screen.

As an Administrator, you can fill out the form for any individual that wishes to request an equipment item, part, or software.

* 1. 3.3 Search Equipment/Parts/Software/Networks/Maintenance/Users

On the main menu, there are multiple options that you can choose from, including searching equipment, parts, software, networks, maintenance records, and users.

By clicking the “Search Equipment” button, you can search any equipment information by entering the ID number and pressing “Find.” You can also enter new equipment onto the system by filling out all fields that need to be filled in.

By clicking the “Search Parts” button, you can search any part information by entering the ID number and pressing “Find.” You can also enter new parts onto the system by filling out all fields that need to be filled in.

By clicking the “Search Software” button, you can search any software information by entering the ID number and pressing “Find.” You can also enter new software onto the system by filling out all fields that need to be filled in.

By clicking the “Search Networks” button, you can search any network information by entering the ID number and pressing “Find.” You can also enter new networks onto the system by filling out all fields that need to be filled in.

By clicking the “Search Maintenance” button, you can search any maintenance record information by entering the ID number and pressing “Find.” You can also enter new maintenance requests onto the system by filling out all fields that need to be filled in

By clicking the “Search Users” button, you can search any user information by entering the ID number and pressing “Find.” Also, you can enter new users into the system.

* 1. 3.4 Log Off

If you are on another screen other than the Welcome Screen, click the “Main Menu” button to return to the main menu. Then click the “Log off” button to return to the login screen.

* 1. 3.5 Other Technical Difficulties

If you have any other technical difficulties relating to the EMU system, contact another system administrator.