

UNF SoC Honors in Computing Hours Tracking Web Application User Manual

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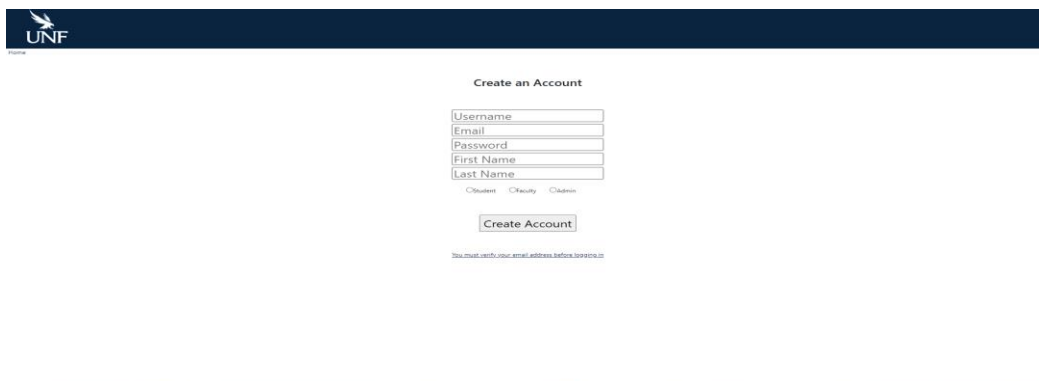
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Application Prerequisites for Production Use

- Server hosting the application must be running
- MySQL service must be running on the server hosting the application
- Application database must contain the tables described in the build_tables.sql file in the application db directory
- NGINX must be acting as a reverse proxy for port 3000
- Application must be running on port 3000
- If no other administrator accounts exist which can be used to approve new accounts, the very first administrator account created must be manually set to 'active' in the accounts table in the production database instead of the normal administrator account approval process
- Once the application is running, it can be reached at <https://honors-hour-tracking.ccec.unf.edu/>
- The site certificate is self-signed, and most modern browsers will warn about this the first time accessing the site

Account Creation

- Once the application is running and the root login page is reached, a link to the account_creation page will be found at the bottom of the login page.
- Username must be unique.
- Email address must be an accessible UNF n-number@unf.edu. Email aliases like a.employee@unf.edu will not work. This is important to limit the publicly accessible website to logins by active UNF faculty, staff, and students. Email addresses do not need to be unique. You may have more than one account per email address.
- Passwords have no requirements enforced.
- First and last names are required, but are not validated against any UNF database. Students should be expected to treat this website seriously, as they will be interacting with their instructors and school administrators with it.



UNF

Create an Account

Username
Email
Password
First Name
Last Name

☐ Student ☐ Faculty ☐ Admin

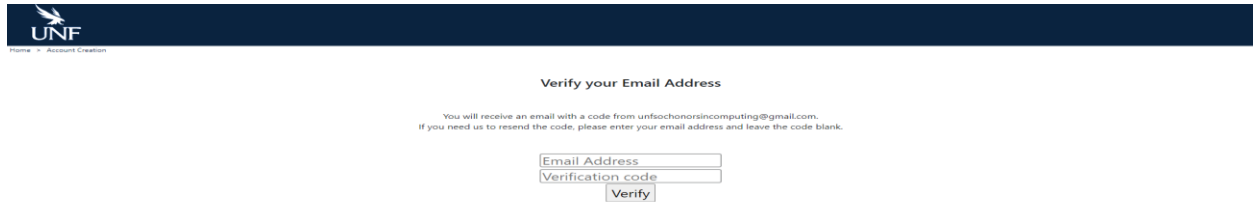
Create Account

You must verify your email address before logging in.

Email Verification

- Once accounts have been created in the system, the associated email address will need to be verified. You should be automatically redirected to the email_verification page, but if you are not redirected automatically or you find yourself needing to verify your email at another time, a link exists at the bottom of the account_creation page to get there manually.
- An email is automatically sent to the email address used to create your account. Due to a combination of UNF email policies and the email service chosen for the application, this email will always go to your junk folder. If you don't receive it, verify your email rules are not preventing you from receiving an email from unfsonhonorsincomputing@gmail.com, and resend it using the instructions on the email_verification page.
- Once submitting your email address and the code you received in the email_verification form, your account should proceed through the email verification process. Student accounts only require email verification. Faculty and Administrator accounts are subject to additional approval.

- Faculty and Administrator accounts will now show up in the account_requests Administrator page. An administrator with existing access will need to approve these accounts for them to move to the active status. The accounts are deleted on administrator denial with no notification to the requestor of the account.



UNF
Home » Account Creation

Verify your Email Address

You will receive an email with a code from unfsochonorsincomputing@gmail.com.
If you need us to resend the code, please enter your email address and leave the code blank.

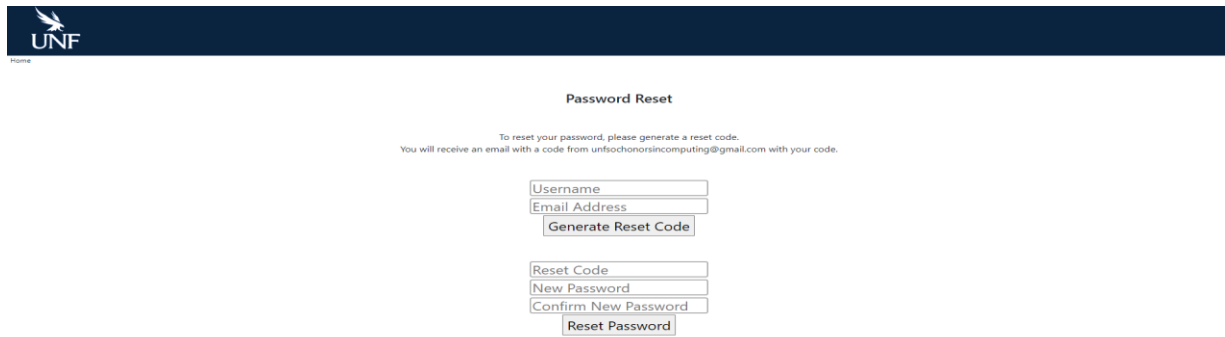
Email Address
Verification code
Verify

Username Recovery

- If you cannot remember your login username, you may recover it by using the appropriate link on the root login page and entering your email address associated with the account in the form provided.
- All account usernames associated with that email address will be emailed to you.

Password Reset

- If you cannot remember your login password, you may reset it by using the appropriate link on the root login page and entering your email address and username in the form at the top of the page.
- If the credentials match, a code to reset the password for that account will be sent to your email address. Submit the code you received along with the new password you'd like to use from now on. If done successfully, your password will be reset. You do not need to hold on to that code you were sent.



The screenshot shows a web page titled "Password Reset". At the top left is the UNF logo with a small "Home" link below it. The main heading is "Password Reset". Below this, a message states: "To reset your password, please generate a reset code. You will receive an email with a code from unfsochonorsincomputing@gmail.com with your code." The form consists of two sections. The first section has input fields for "Username" and "Email Address", followed by a "Generate Reset Code" button. The second section has input fields for "Reset Code", "New Password", and "Confirm New Password", followed by a "Reset Password" button.

UNF Home

Password Reset

To reset your password, please generate a reset code.
You will receive an email with a code from unfsochonorsincomputing@gmail.com with your code.

Username
Email Address
Generate Reset Code

Reset Code
New Password
Confirm New Password
Reset Password

Login

- Simply enter your username and password once your account has been created and is active. If you do not know how to activate your account, please contact an administrator.
- Once login is successful, a cookie will be stored in your browser readable only to the application over an https connection. It stores your username and your role. This is used to keep track of who you are as you use the website. Login will automatically redirect you to your homepage. The logout button will delete the cookie, and you will be taken back to the login page.



UNF School of Computing
Honors in Computing Hours Tracking

Log in

[Forgot username?](#) [Forgot Password?](#) [Create an account](#)

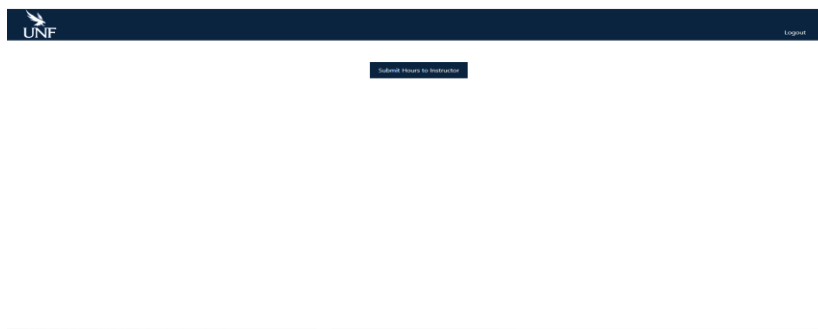
School of Computing: Honors Tracking System

Student Homepage

Prerequisites for Production use of the system: The user must make an account and verify their account as a student. This way, the user will be redirected to the Student Homepage, once signing into their account.

Student Homepage:

- Once being redirected to the Student Homepage, the user can click the “Submit Honors” button.
 - Now the user is redirected to the student submitting form page.
 - When 1+ form has been submitted, the user is redirected to the student homepage and a table will be created with 1+ forms, showing the approved or denied information, about each form.



Student Submit Form Page:

- Once being redirected to the Student Homepage, the user can click the **“Submit Honors”** button.
 - Now the user is redirected to the student submitting form page.
 - On this page, the user can enter information and submit their form to a faculty member. The information needed on this page is the Events name, number of hours, the date of the event, the faculty member's names, and any comments the student has.

Submit

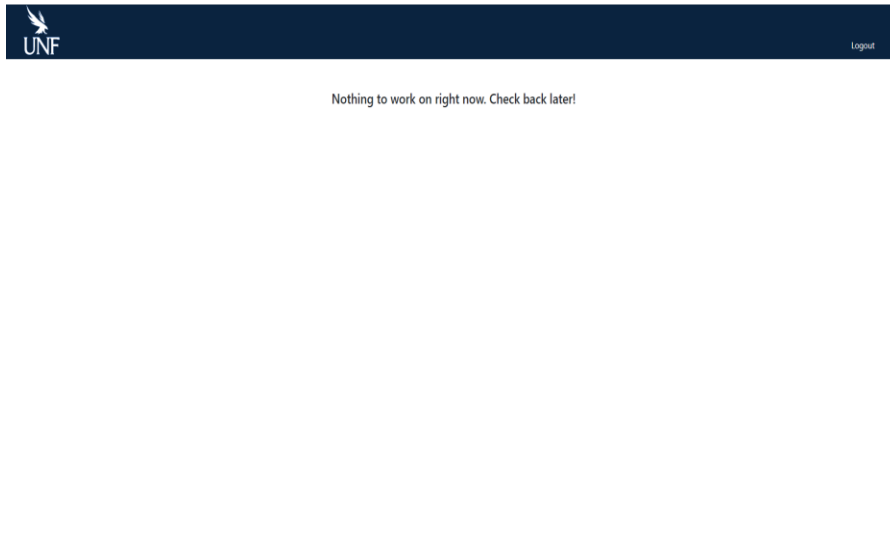
School of Computing: Honors Tracking System

Faculty Homepage

Prerequisites for Production use of the system: The faculty member must make an account and verify their account as a faculty. This way, the user will be redirected to the Faculty Homepage, once signing into their account.

Faculty Homepage:

- **Once being redirected to the Faculty Homepage, the faculty member can approve or deny submitted forms.**
 - Once the faculty member clicks approve or deny they are prompted to add a comment and confirm their decision.
 - The decision of the form and the comment will appear on the students account where they can view the reasoning.



- **Faculty members can also search for submitted forms by searching student name or event name.**
 - Faculty member can search for student by first or last name.

UNF

Logout

Search Submitted Forms

Student Name	Event	Event Date	Hours	Comment	Action	
clark, chris	UNF Computing	Tue Apr 18 2023	4	Also did the extra paper work. I can send it to your work email.	Approve	Deny

UNF

Logout

Are you sure you want to Approve

Reason for Approve

Type the reason

ApproveCancel

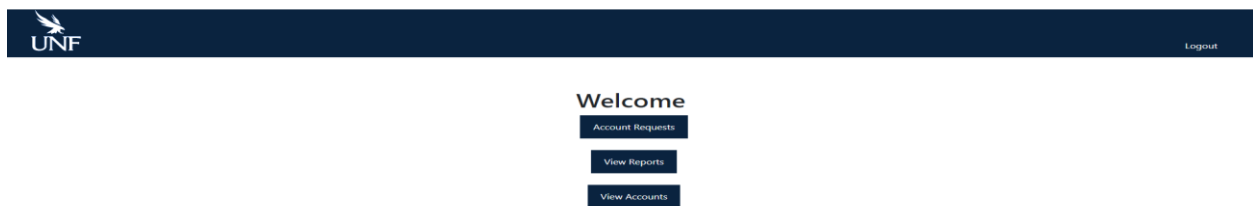
Student Name	Event	Event Date	Hours	Comment	Action	
student, student	oklasttime	Tue Feb 21 2023	00:00:09	last time	Approve	Deny
student, student	ok Last Time fr	Tue Feb 21 2023	00:00:10	ok	Approve	Deny
student, student	trying again	Tue Feb 21 2023	00:00:04	trying	Approve	Deny
student, student	help	Tue Feb 21 2023	00:00:10	help	Approve	Deny

Admin Homepage

Prerequisites for Production use of the system: The user must make an account and verify their account as a student. This way, the user will be redirected to the Admin Homepage, once signing into their account.

Admin Homepage:

- Once being redirected to the Admin Homepage, the user can click 3 different button links: “Account Requests,” “View Reports,” and “View Accounts.”



Account Requests

- After clicking on the Account Requests button, the user will be greeted with a table showing all accounts pending admin approval. If there are no available accounts, the table will be empty.
 - If there is an available account, the user will be able to either approve or deny said account.
 - Clicking approve will change the account status to approved, allowing access to the system.
 - Clicking deny will remove the account from the system.

Nothing to work on right now. Check back later!

View Reports

- After clicking on the View Reports button, the user will be greeted with a table showing all approved reports within the system. If there are no available reports, the table will be empty.
 - Here, the user may click on the headers to sort the table by the desired attribute. Ex. Clicking “Event Name” will sort the table by Event Name alphabetically.
 - The user may also manually search for reports by typing into the search bar.
 - The user may also click the Export button. This button will export all entries shown in the table. If there are no filters applied every single report will be exported.

UNF		Logout					
Home		Search					
		Export					
Account ID	Role	First Name	Last Name	UserName	Password	Email	Account Status
6	admin	Sam	Reeves	SamG	test	n01242344@unf.edu	active
5	faculty	rob	Gervin	BotG	test	n01242344@unf.edu	active
4	student	chris	clark	ctg3	test	n01242344@unf.edu	active
3	admin	Chance	Chance	King3	pass	N01242344@unf.edu	active
2	faculty	Max	Max	Rob5	ctg	N01242344@unf.edu	active
1	student	Bob	Bob	Bob123	test	N01242344@unf.edu	active

View Accounts

- After clicking on the View Accounts button, the user will be greeted with a table showing all accounts within the system. If there are no available accounts, the table will be empty.
 - Here, the user may click on the headers to sort the table by the desired attribute. Ex. Clicking “First Name” will sort the table by First Name alphabetically.
 - The user may also manually search for accounts by typing into the search bar.
 - The user may also click the Export button. This button will export all entries shown in the table. If there are no filters applied every single entry will be exported.