Labman System

-- A Complete Guide For Lab Manager

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1. Request Management

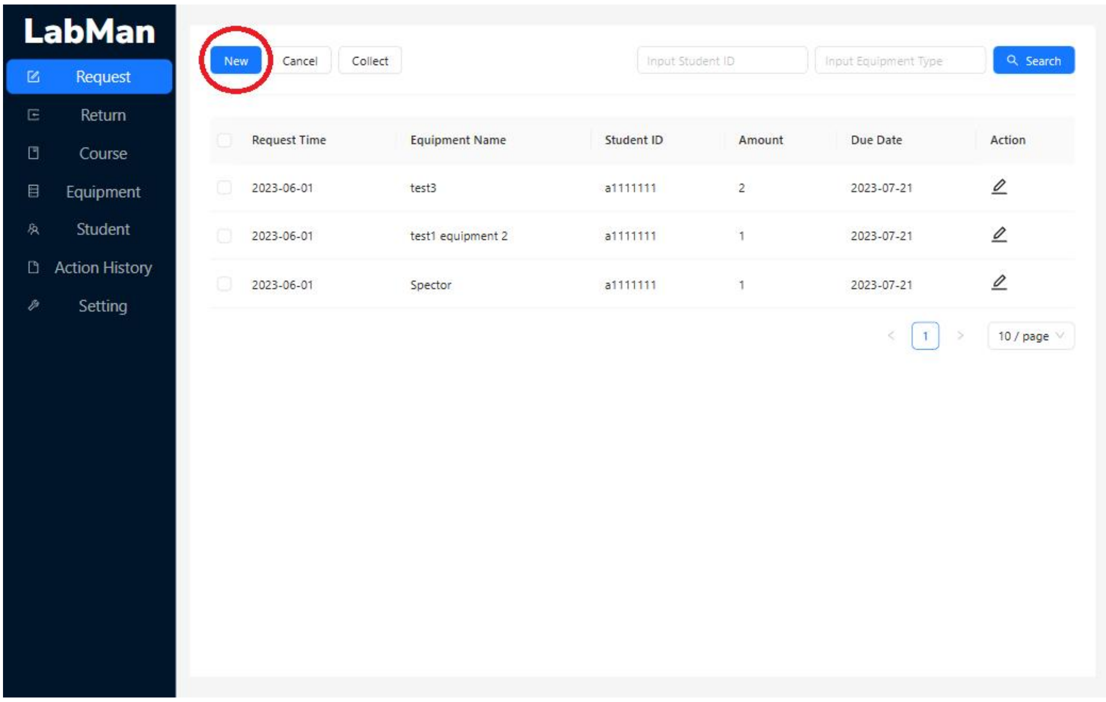
1.1 Introduction

The Request page serves as a crucial hub for overseeing student borrowing requests. Here, administrators have the ability to generate, modify, and cancel requests, as well as navigate through them with the integrated search function.

1.2 Make Request

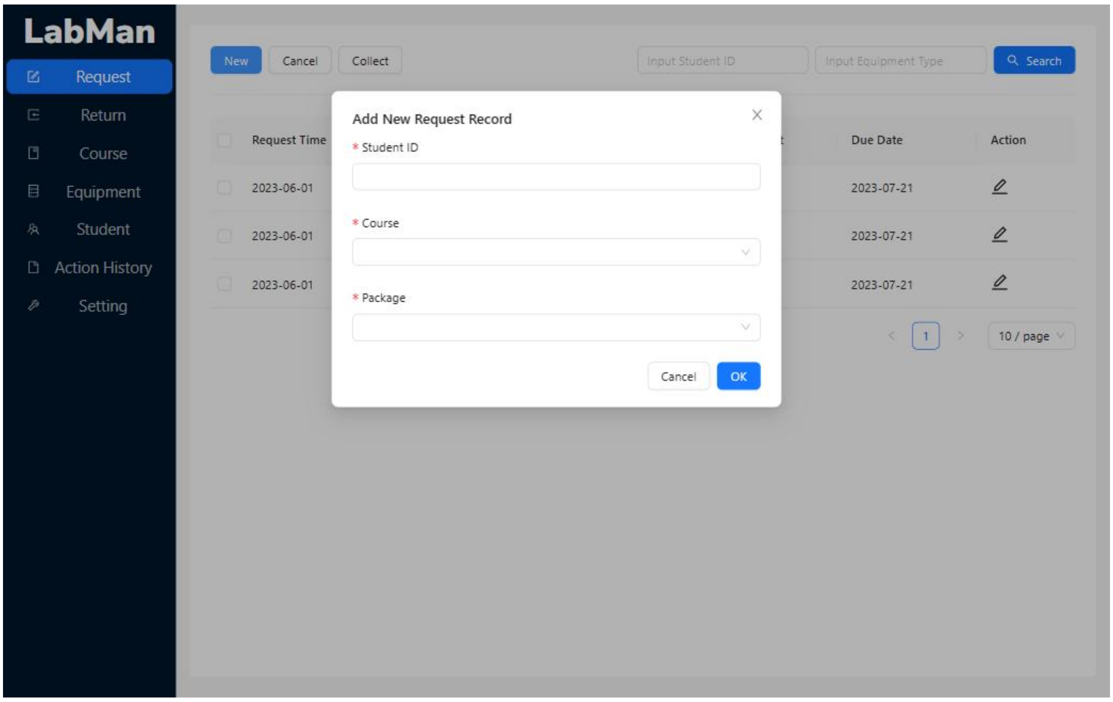
To initiate a new request:

Step 1: Click the 'New' button, as depicted in Picture 1.2.1.



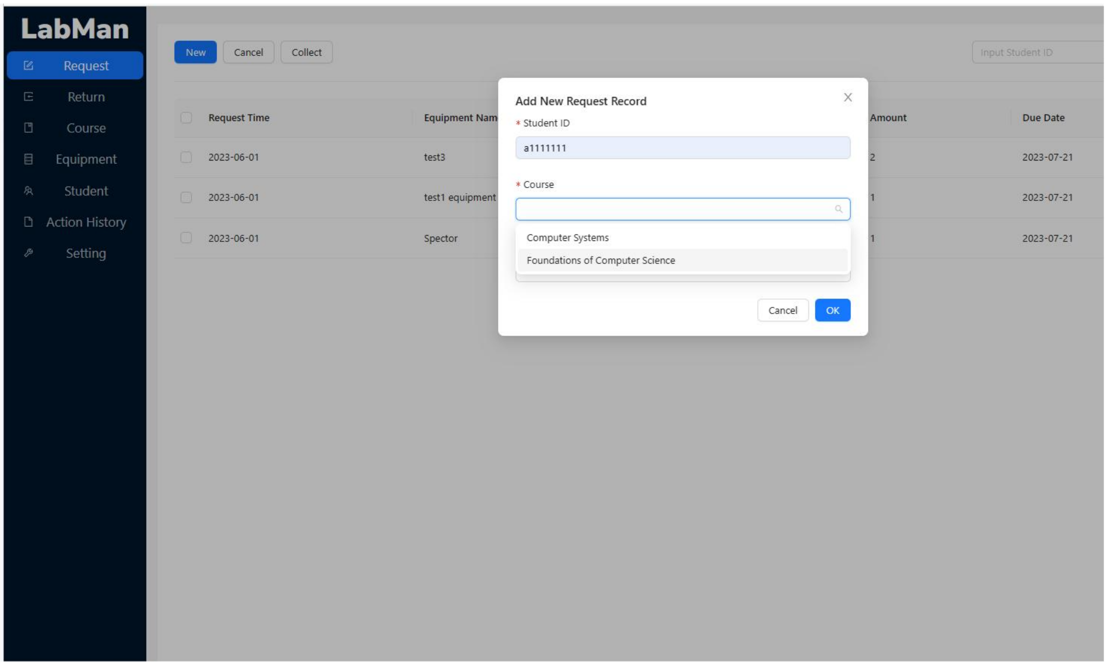
Picture 1.2.1

Step 2: In the emerging window (refer to Picture 1.2.2), begin by entering the student's ID.



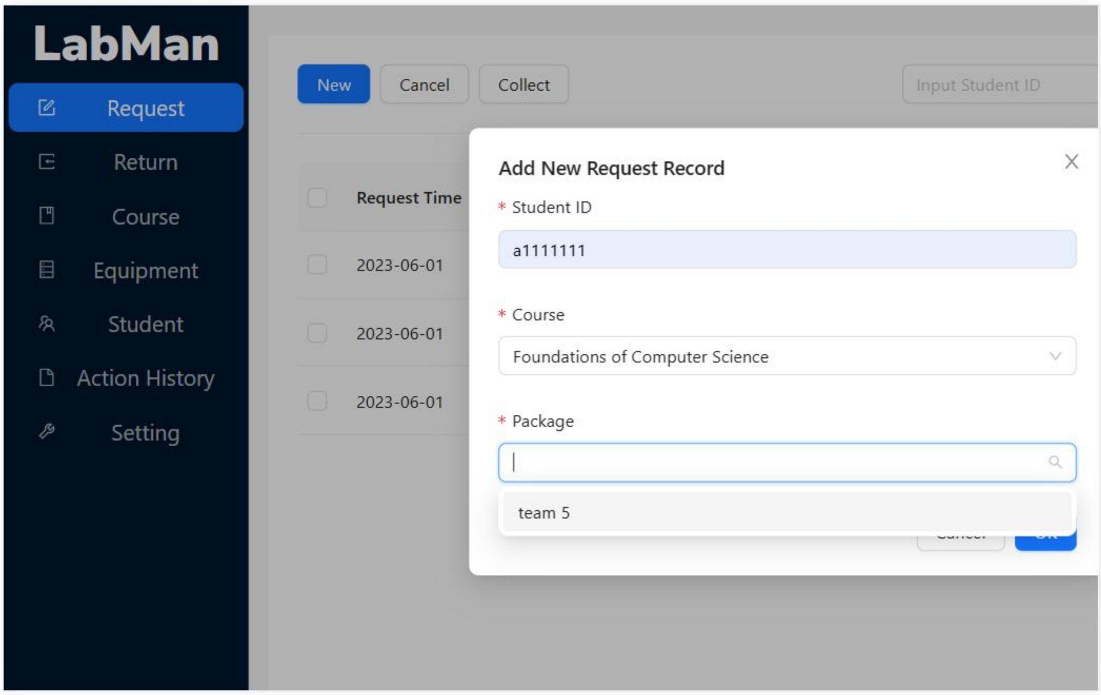
Picture 1.2.2

Step 3: Select the appropriate course from the drop-down menu (Picture 1.2.3).



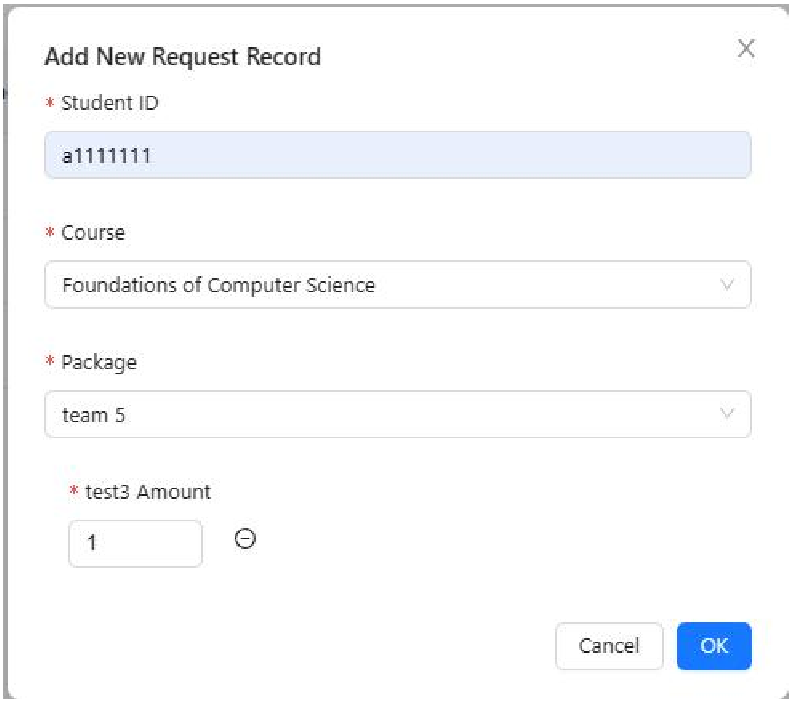
Picture 1.2.3

Step 4:Choose the applicable package, as presented in Picture 1.2.4.



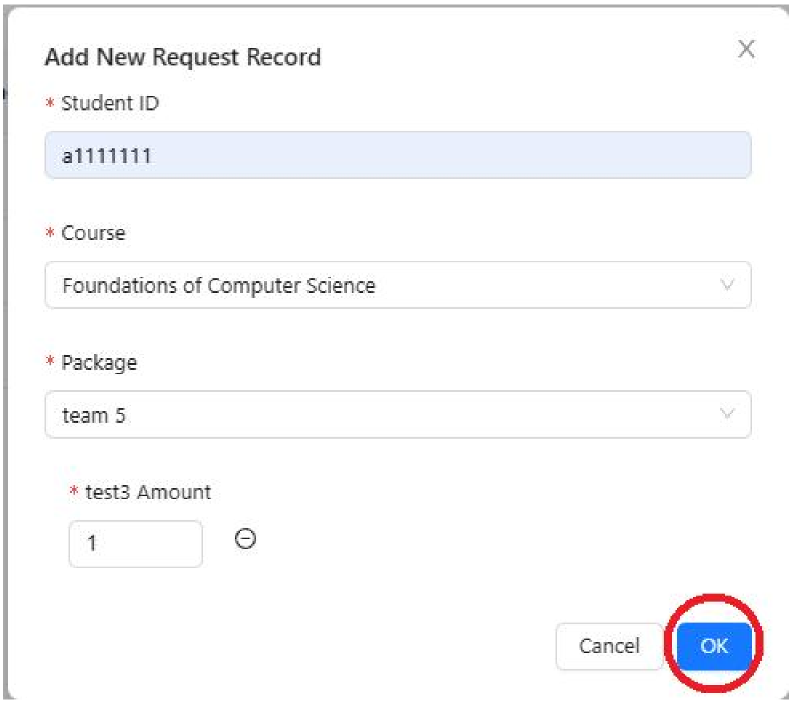
Picture 1.2.4

Step 5: Enter the quantity for each piece of borrowed equipment.



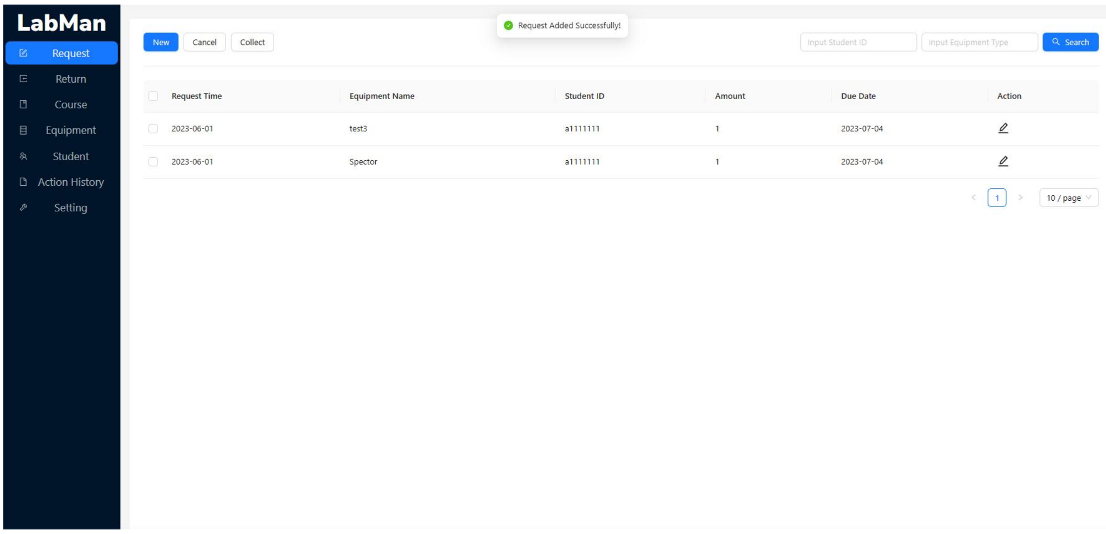
Picture 1.2.5

Step 6: Click 'OK', as marked in Picture 1-6, to finalize your submission.



Picture 1.2.6

Upon successful submission, the new request will materialize in the request table, as seen in Picture 1.2. 7.



LabMan
Request
Return
Course
Equipment
Student
Action History
Setting
Request Added Successfully!
New
Cancel
Collect
Input Student ID
Input Equipment Type
Search
Request Time
Equipment Name
Student ID
Amount
Due Date
Action
2023-06-01
test3
a1111111
1
2023-07-04
2023-06-01
Spector
a1111111
1
2023-07-04
1
10 / page

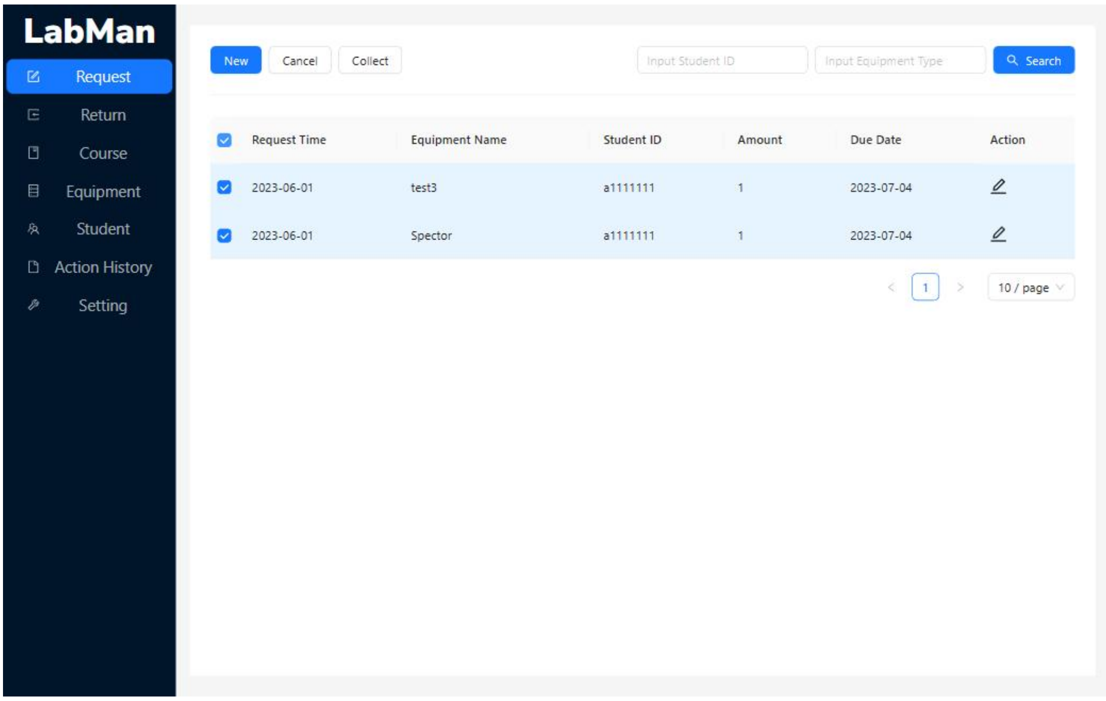
Picture 1.2.7

1.3 Cancel Request

Labman permits administrators to revoke submitted requests. Please note, however, that this action is irreversible, although it will be documented in the Action History page for reference.

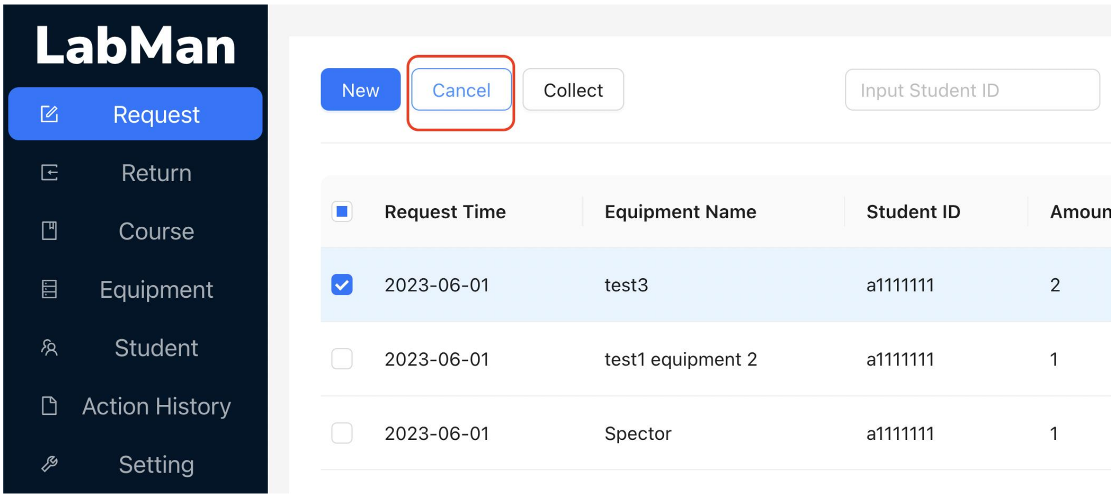
To cancel a request:

Step 1: Begin by selecting the request you wish to revoke, as indicated in Picture 1.3.1.



Picture 1.3.1

Step 2: Click the 'Cancel' button, represented in Picture 1.3.2.



Picture 1.3.2

Step 3: In the ensuing pop-up window (Picture 1.3.3), provide a reason for cancellation.

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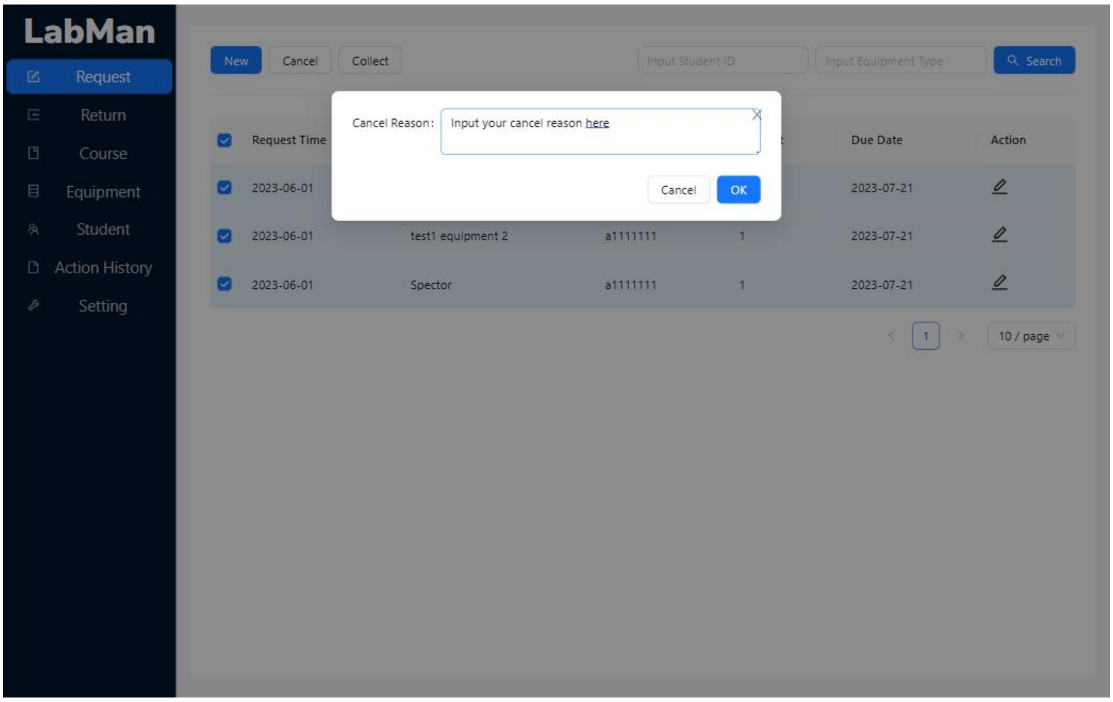
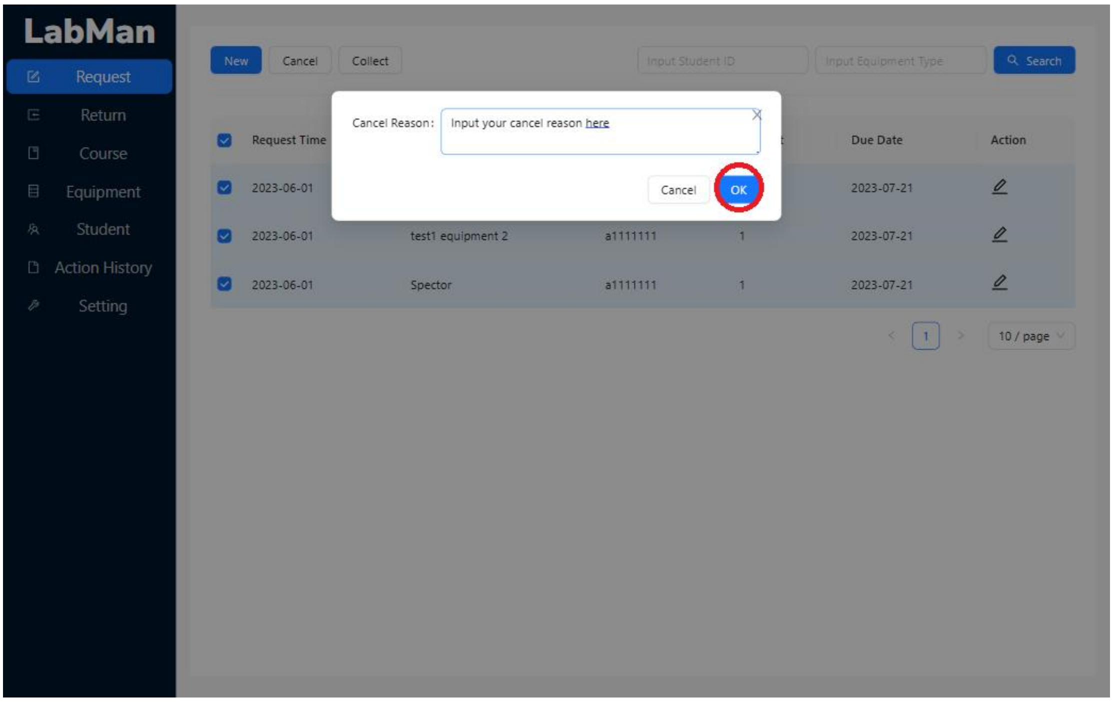


Picture 1.3.3

Step 4: Click 'OK', as displayed in Picture 1.3.4, to complete the cancellation process.



Picture 1.3.4

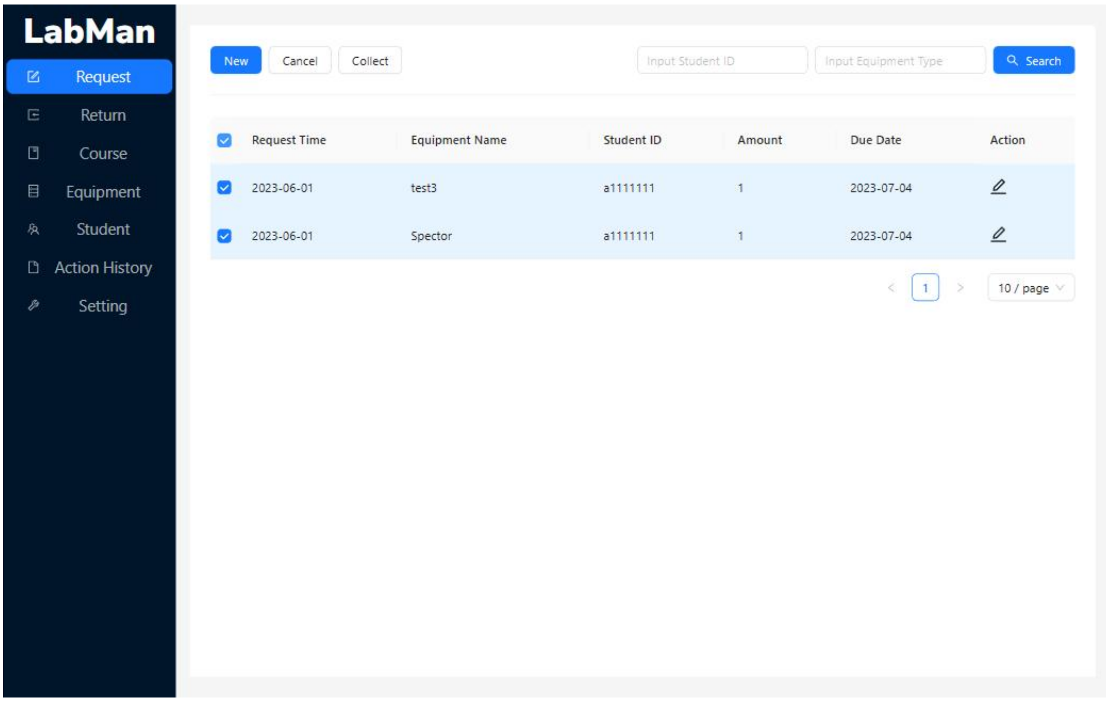
Once the success message displays, the request will be removed from the Request Table.

1.4 Collect Equipment

The Collect function signifies that requested equipment has been obtained by the student. Following this action, the corresponding borrowing record can be located on the Return page.

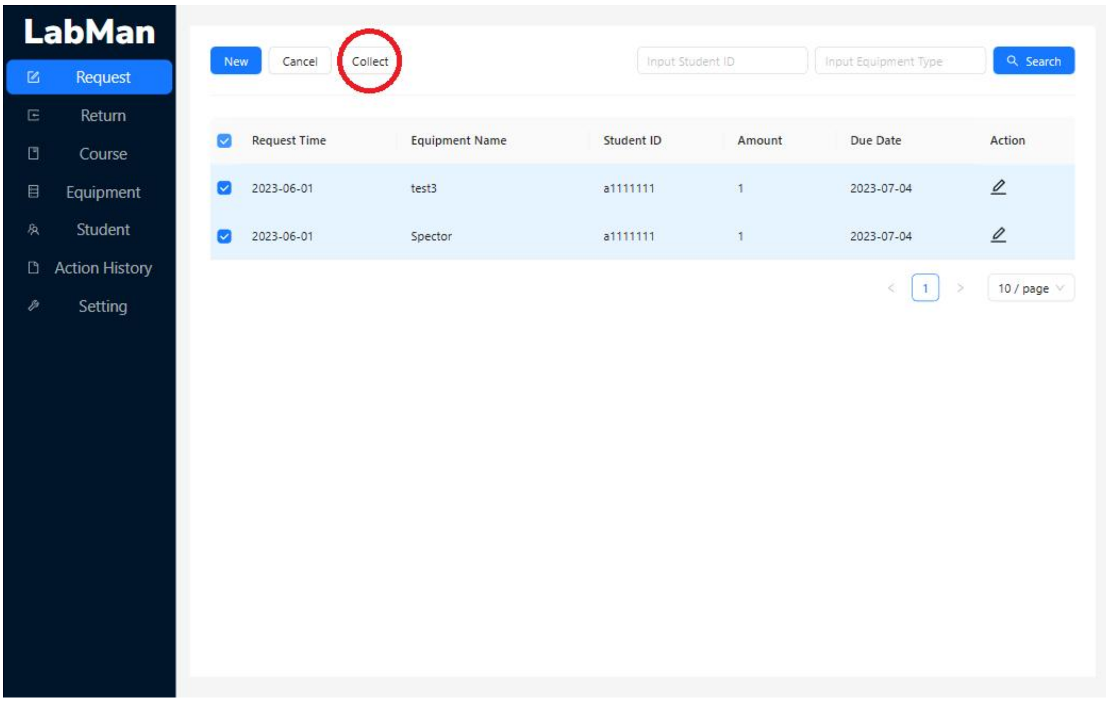
To mark equipment as collected:

Step1: Start by selecting the relevant rows in the table, as shown in Picture 1.4.1.



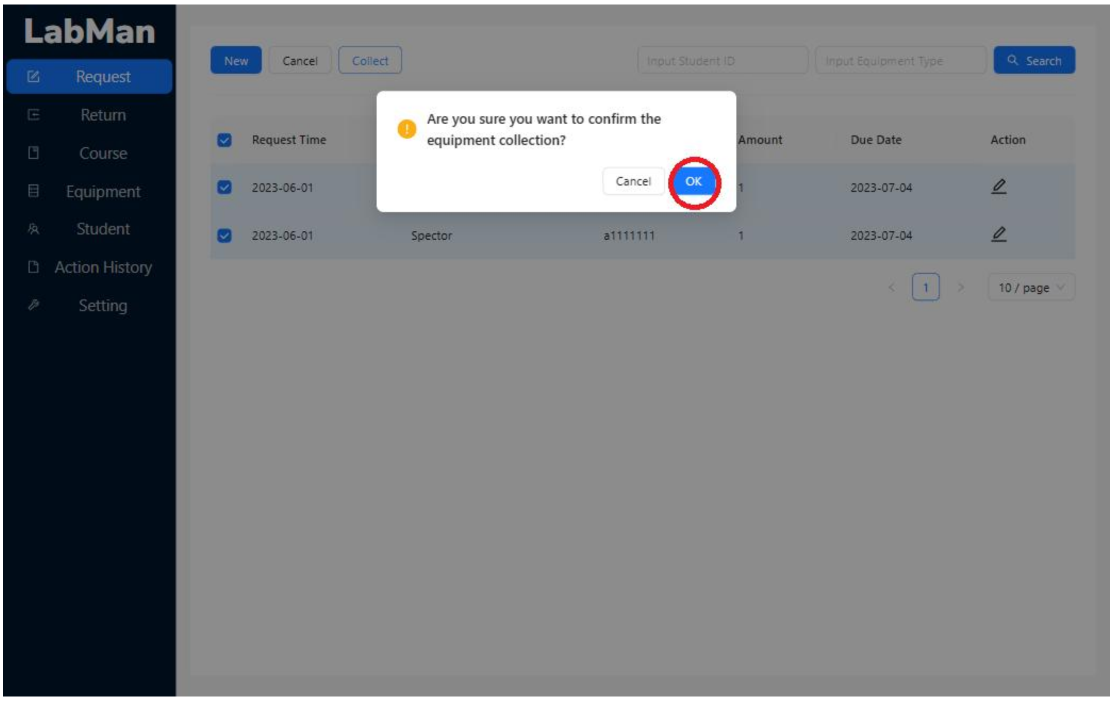
Picture 1.4.1

Step 2: Click the 'Collect' button, as marked in Picture 1.4.2.



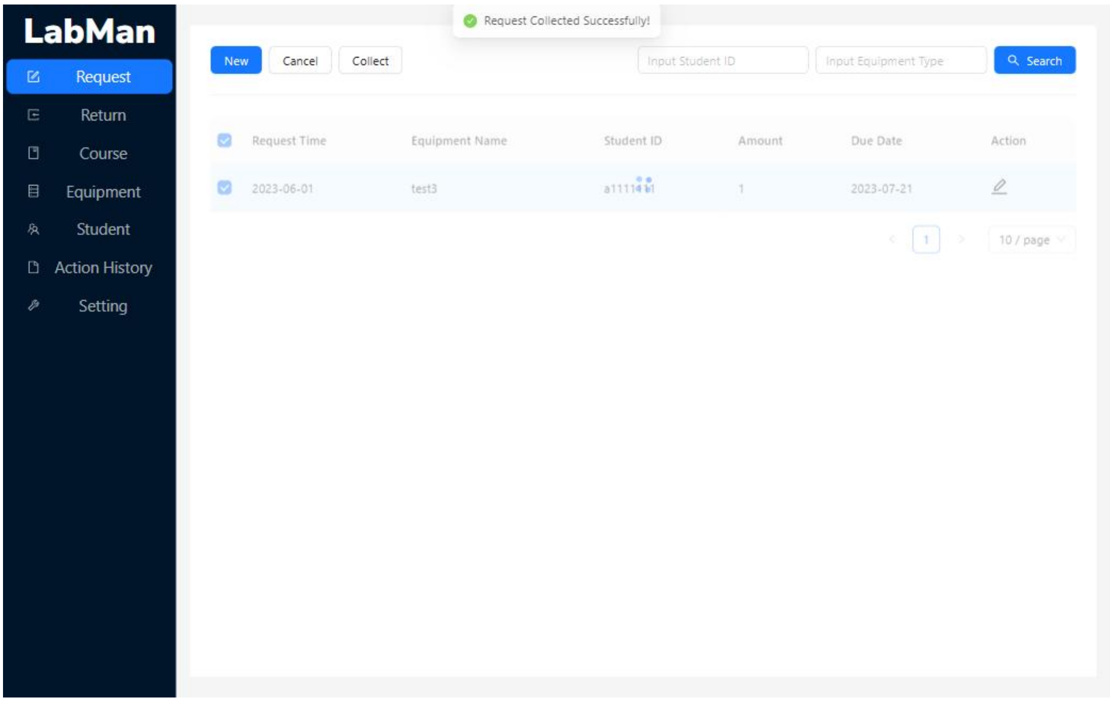
Picture 1.4.2

Step 3: Click 'OK' on the subsequent pop-up window (Picture 1.4.3).



Picture 1.4.3

After receiving a success message (Picture 1.4.4), the request record will be removed. The corresponding borrowing record can now be viewed on the Return page. Please note that once equipment is marked as collected, this action cannot be undone.

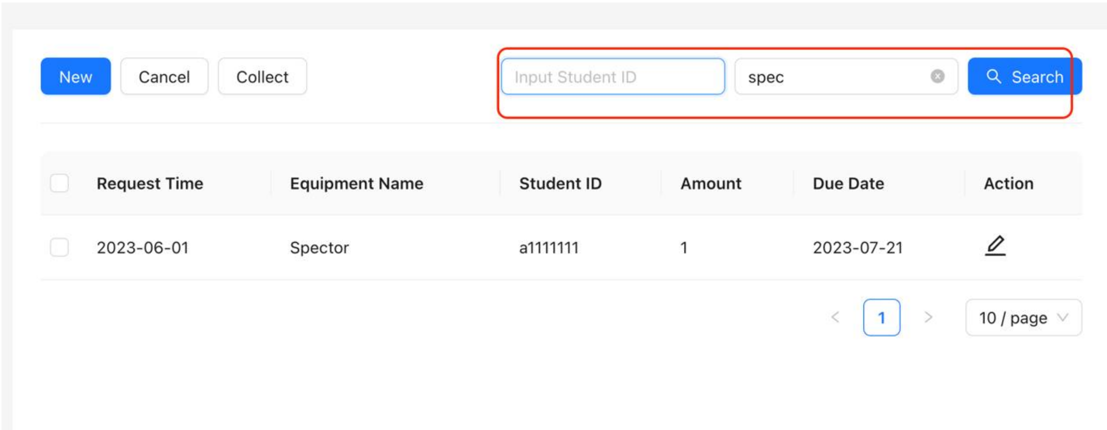


Picture 1.4.4

1.5 Searching for a Request

The search function, located at the upper-right corner of the page, allows you to conduct a fuzzy search using student IDs or equipment names as keywords. Here's how you can use this feature:

Step 1: Input your keyword(s) into the search box.
Step 2: Click on the 'Search' button to initiate the search.
The matching results will be displayed in the list below



If you wish to revert back to the full list, you can remove the keywords from the search box by clicking on the discard icon. This will clear the search field and restore the original list of requests.

2. Return Management

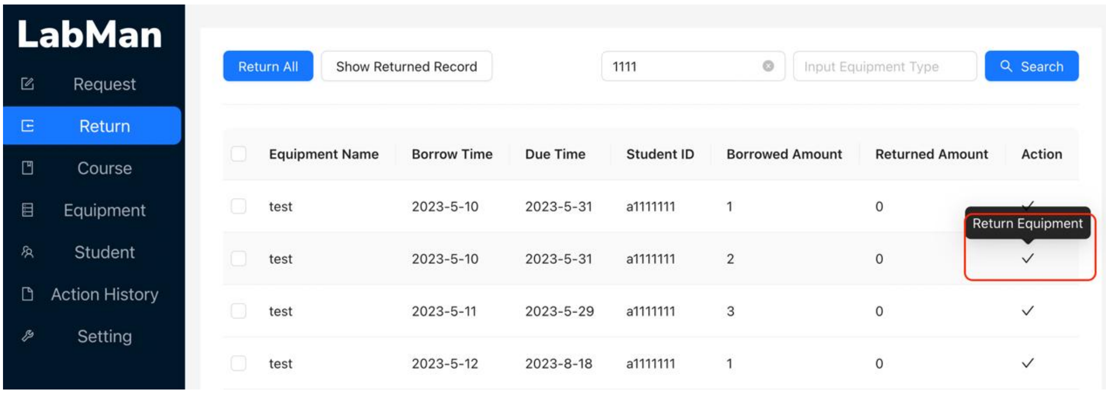
2.1 Marking Equipment as Returned

Labman allows you to keep track of returned equipment by marking them as either partially or completely returned.

2.1.1 Partial Equipment Return

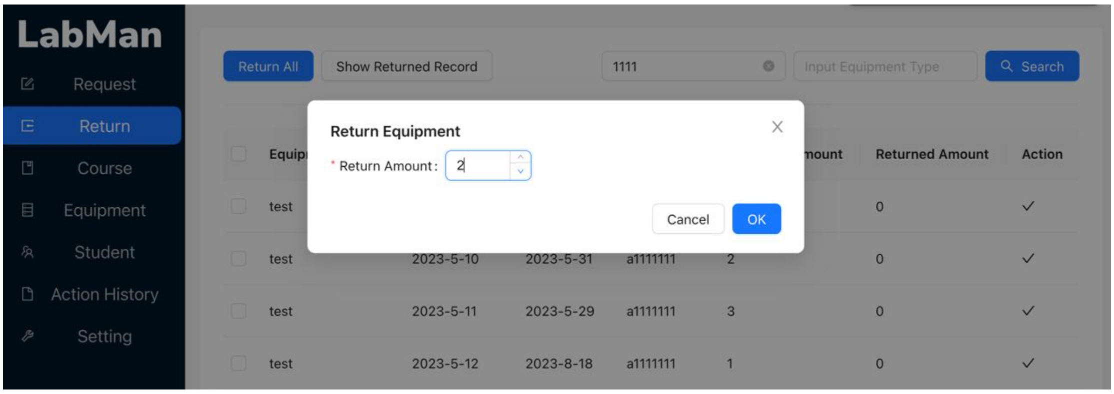
To mark equipment as partially returned, follow these steps:

Step 1: Locate the equipment to be returned.
Step 2: Click on the 'Return Equipment' button found at the far-right column of the corresponding row (see Picture 2.1.1).



Picture 2.1.1

Step 3: In the emerging window, input the quantity of returned equipment. This number should be between 1 and the total quantity of borrowed equipment (see Picture 2.1.2 for reference).



Picture 2.1.2

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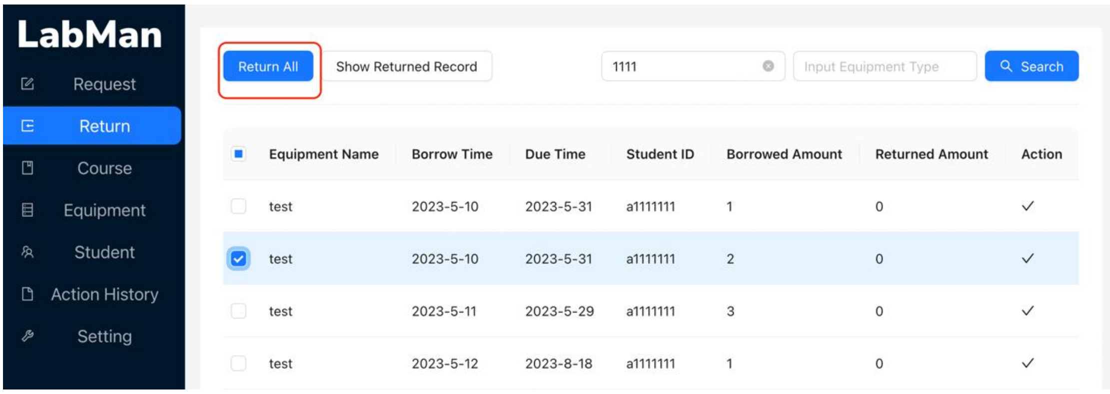
2.1.2 Full Equipment Return

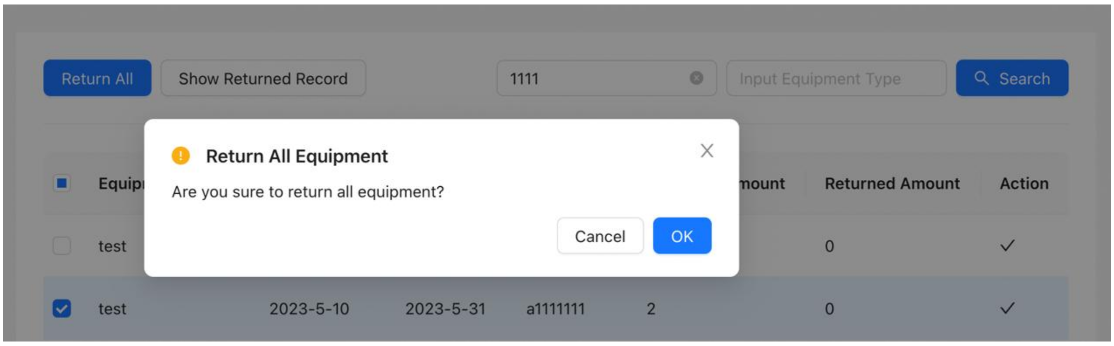
To mark all borrowed equipment as returned:

Step 1: Select the borrowing record you wish to mark as returned.
Step 2: Click on the 'Return All' button situated at the top of the page (as shown in Picture 2.1.3).



Picture 2.1.3

Step 3: Confirm your action by clicking 'OK' in the pop-up window (as shown in Picture 2.1.4).



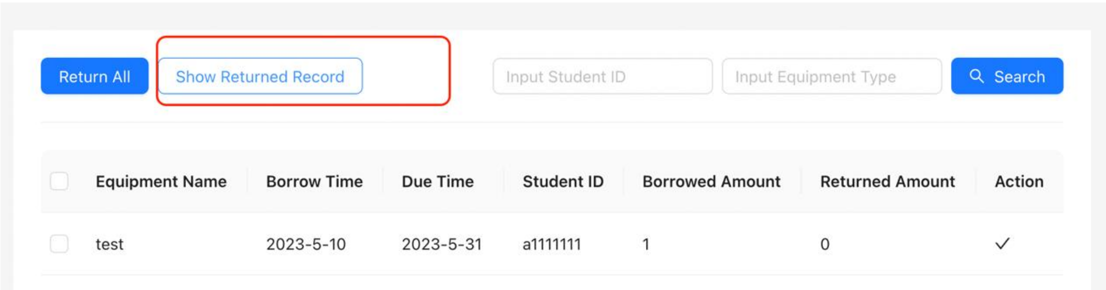
Picture 2.1.4

Upon successful completion of either of these actions, the system will automatically update the borrowing record to reflect the return.

2.2 Reversing a Return Marking

Labman's flexibility allows you to undo a return marking if needed. You can reverse either a partial return or a complete return as follows:

Firstly, switch to the 'Returned Record' view by clicking on 'Show Returned Record' (Picture 2.2.1).



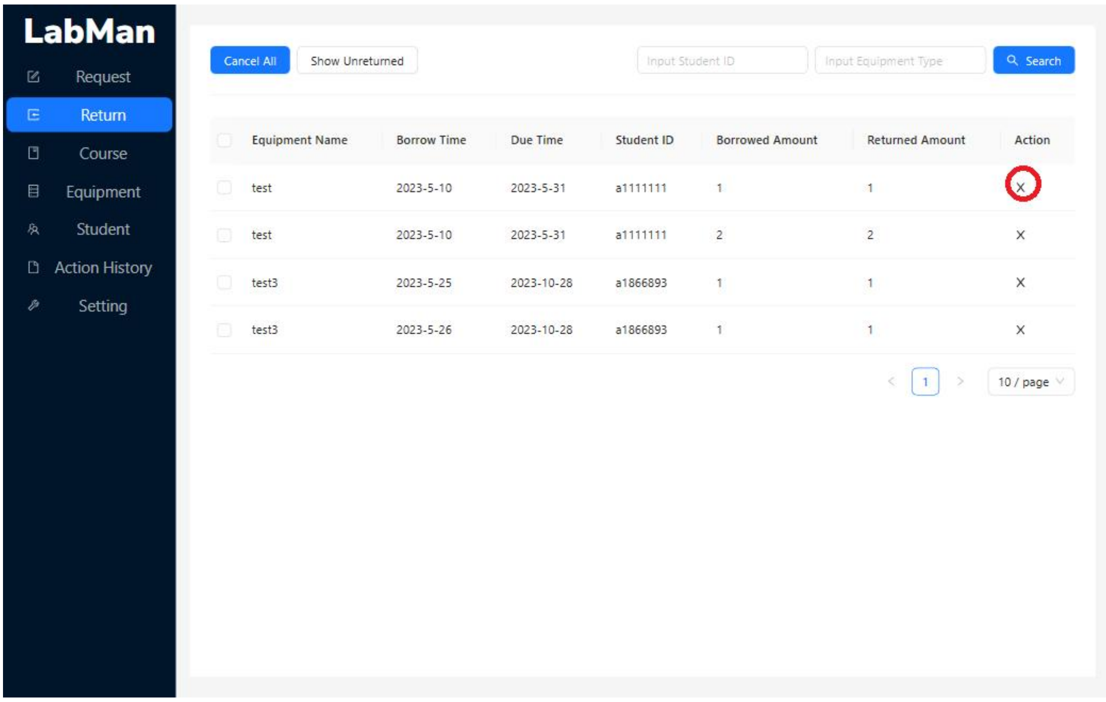
Picture 2.2.1

2.2.1 Partial Return Reversal

To partially reverse a return:

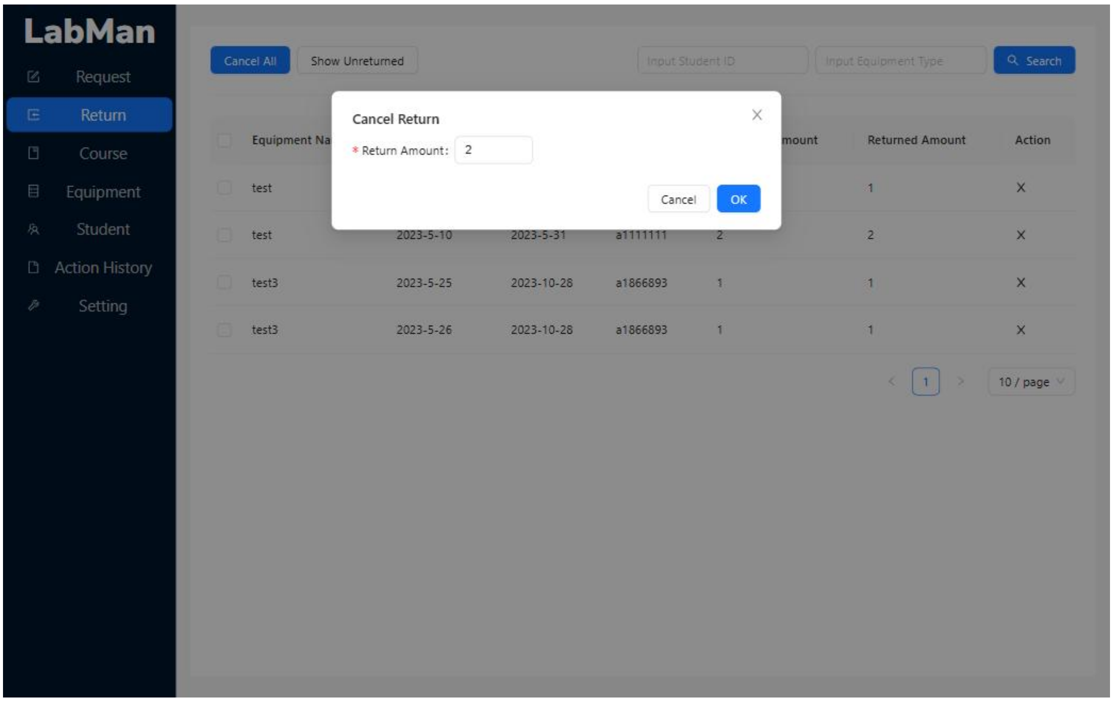
Step 1: Identify the returned record you wish to alter.

Step 2: Click the 'Cancel' button found at the far-right column of the corresponding row (Picture 2.2.2).



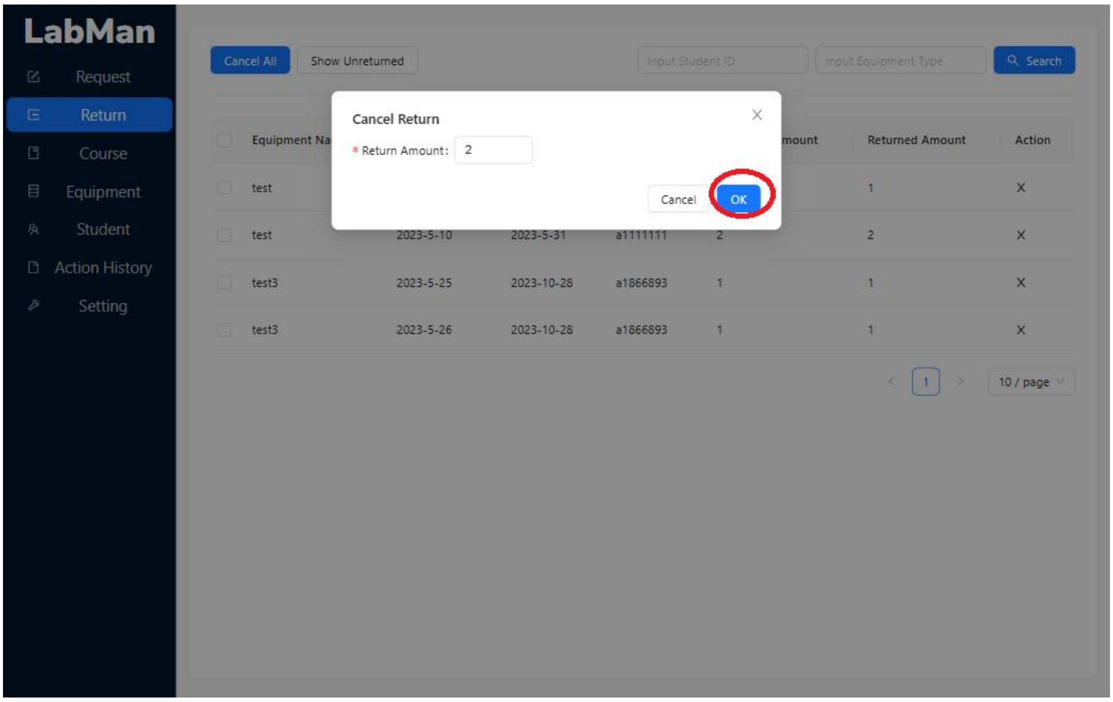
Picture 2.2.2

Step 3:In the ensuing window, input the number of items you wish to mark as unreturned (Picture 2.2.3).



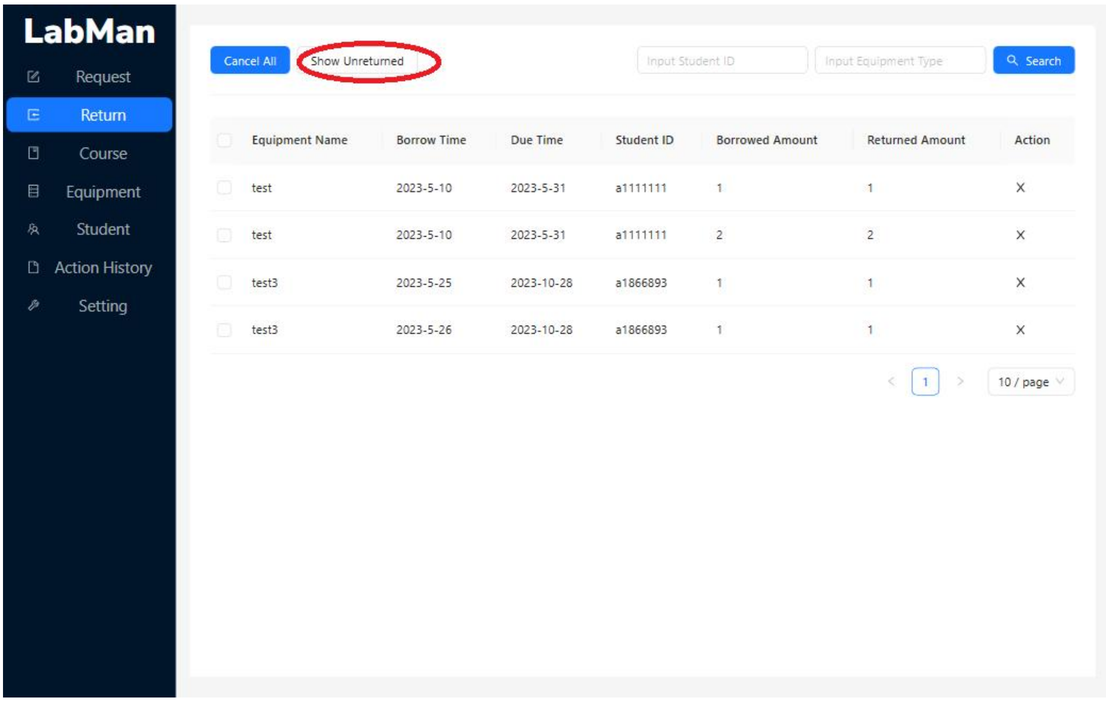
Picture 2.2.3

Step 4: Confirm your action by clicking the 'OK' button on the pop-up window (Picture 2.2.4).



Picture 2.2.4

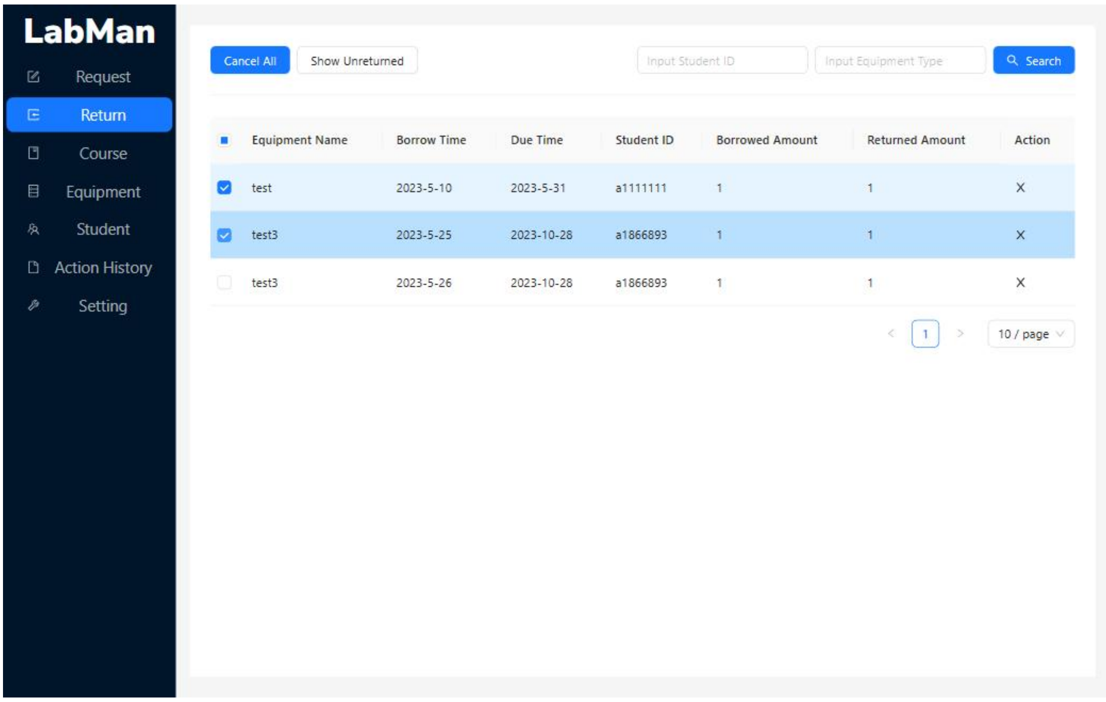
Upon successful completion, the selected records will revert to unreturned status. You can view these changes on the Return page or by clicking the 'Show Unreturned Record' button (Picture 2.2.5).


LabMan
Request
Return
Course
Equipment
Student
Action History
Setting
Cancel All
Show Unreturned
Input Student ID
Input Equipment Type
Search
Equipment Name
Borrow Time
Due Time
Student ID
Borrowed Amount
Returned Amount
Action
test
2023-5-10
2023-5-31
a1111111
1
1
test
2023-5-10
2023-5-31
a1111111
2
2
test3
2023-5-25
2023-10-28
a1866893
1
1
test3
2023-5-26
2023-10-28
a1866893
1
1
10 / page

Picture 2.2.5

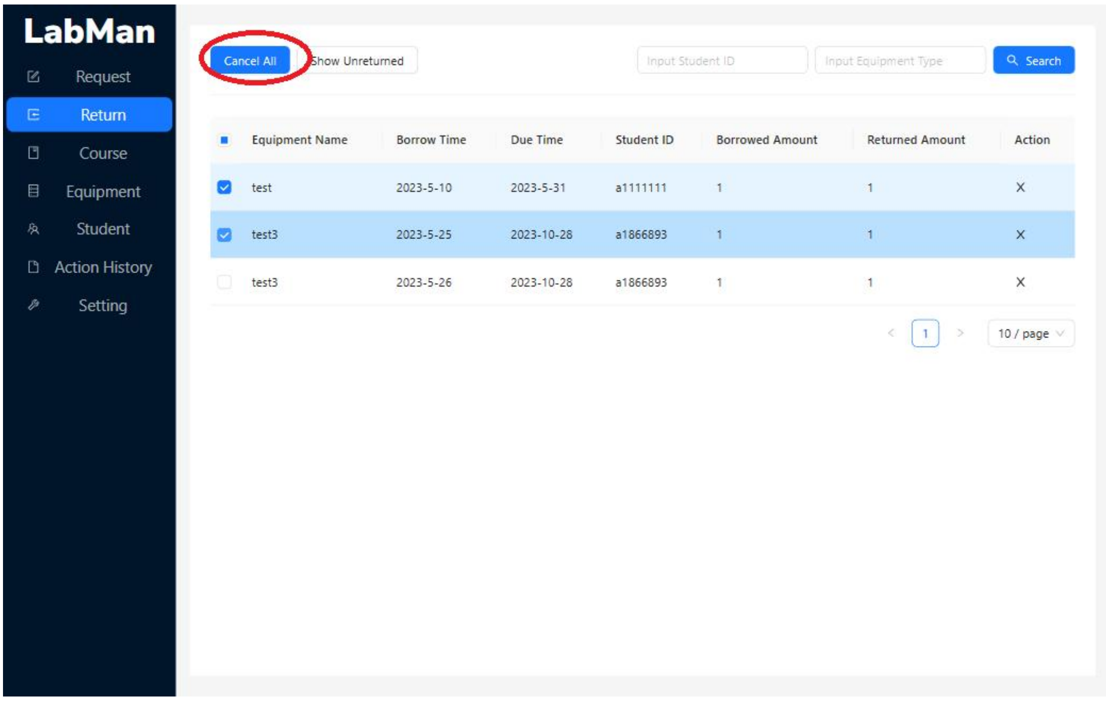
2.2.2 Complete Reverse Return

Step 1: Select the records you want to mark as unreturned (Picture 2.2.6).



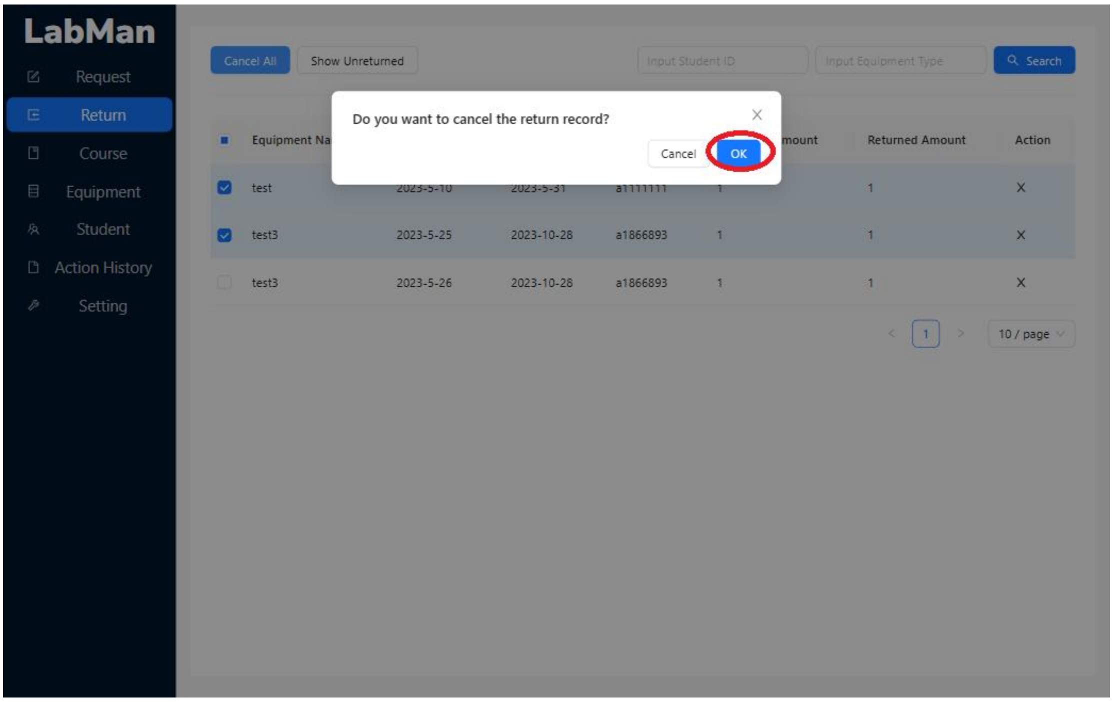
Picture 2.2.6

Step 2: Click the 'Cancel All' button situated at the top-left corner of the page (Picture 2.2.7).



Picture 2.2.7

Step 3: Click the 'OK' button in the pop-up window to confirm the operation (Picture 2.2.8).



Picture 2.2.8

After a successful message appears, all selected records will be marked as unreturned. You can locate these records on the Return page or by selecting the 'Show Unreturned Record' button (Picture 2.2.5).

3. Equipment Management

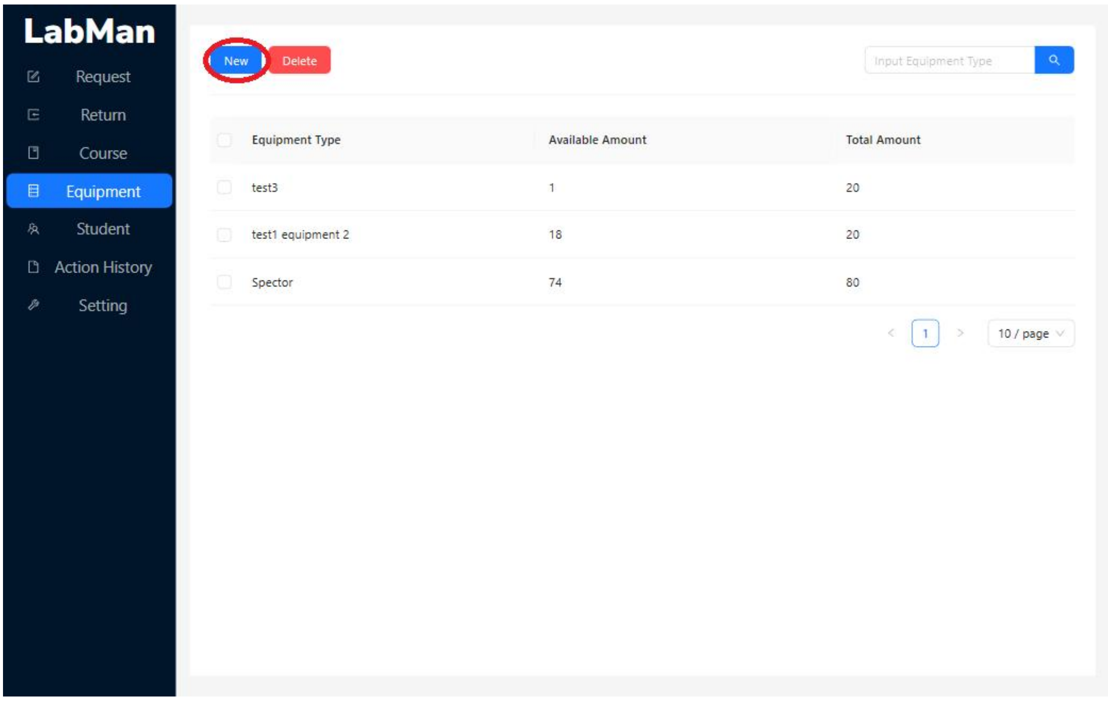
3.1 Introduction

The Equipment page in Labman serves as the command center for the entire equipment inventory. Here, administrators can add, remove, search for, and modify equipment information as needed.

3.2 Adding new equipment

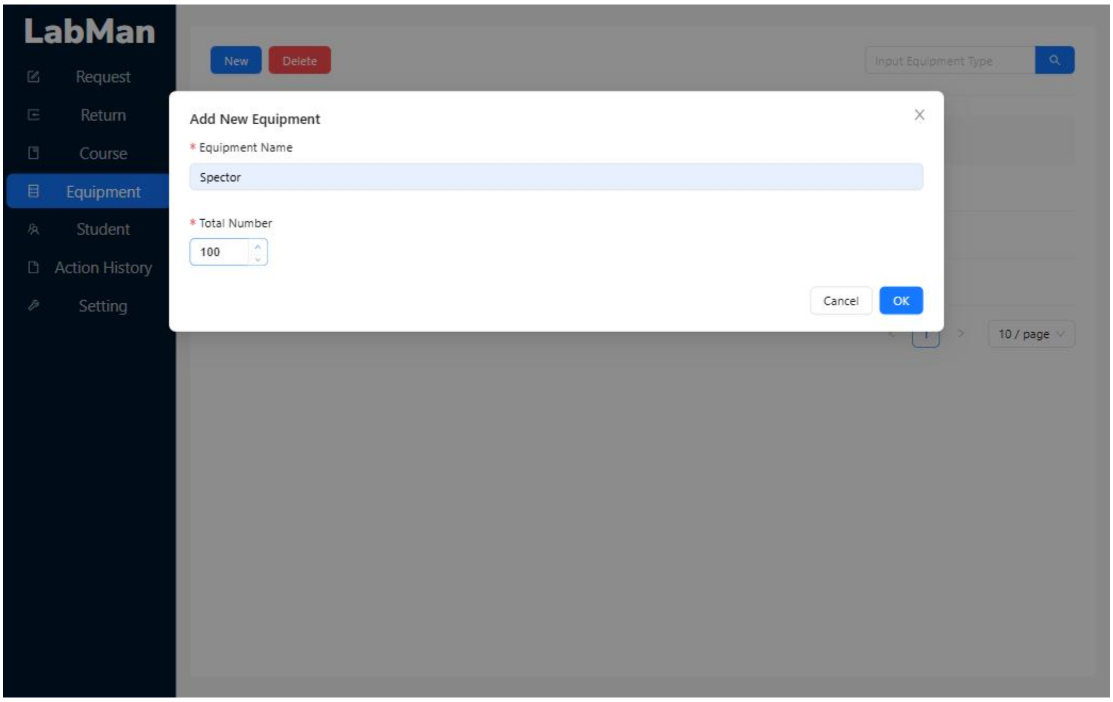
To add a new piece of equipment:

Step1: Click the 'New' button located at the top left of the Equipment page, as shown in Picture 3.2.1.



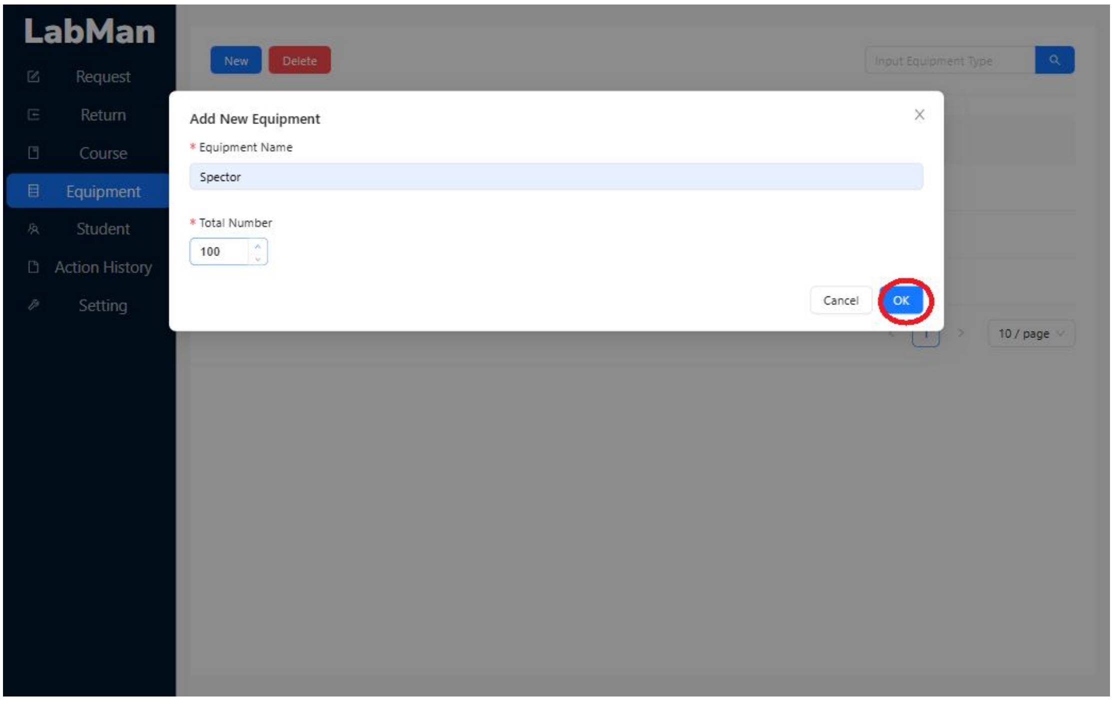
Picture 3.2.1

Step 2: In the new window that appears, enter the equipment's name and the total quantity available for this type of equipment, as depicted in Picture 3.2.2.



Picture 3.2.2

Step 3: Confirm your details by clicking the 'OK' button, as illustrated in Picture 3.2.3.



Picture 3.2.3

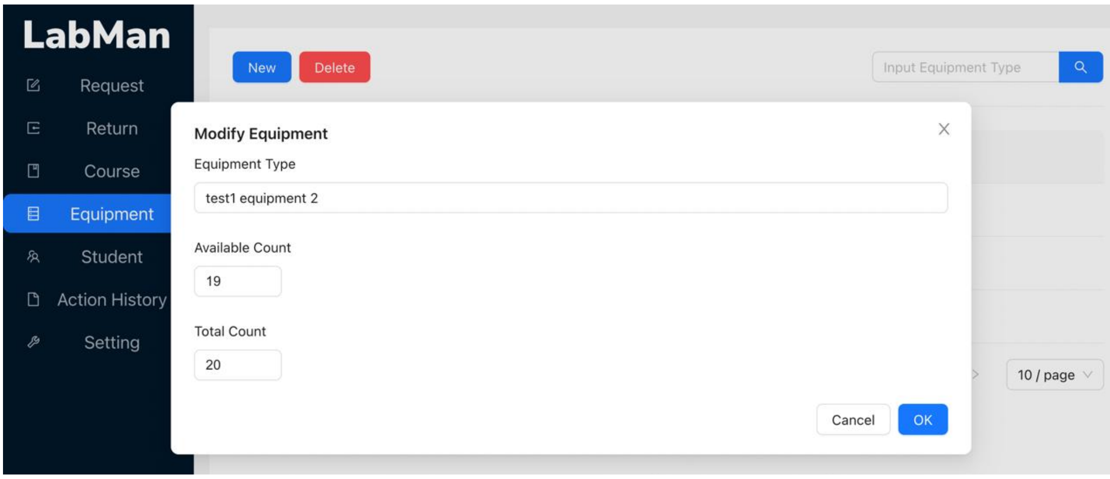
Once you see a successful confirmation message, the newly added equipment will be displayed in the Equipment table.

3.3 Editing Equipment

To modify the details of equipment:

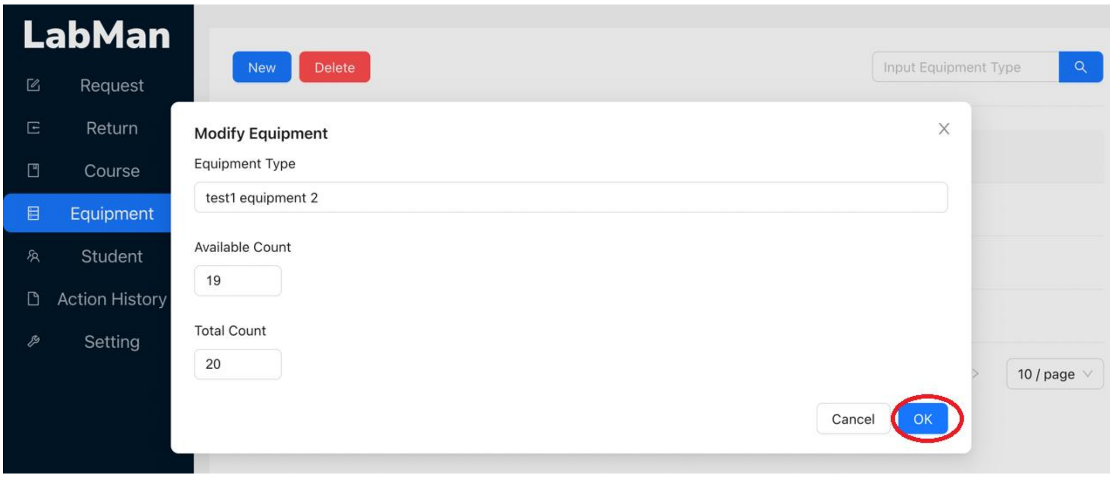
Step 1: Find the equipment you want to modify in the equipment table, and then click on the corresponding row.

Step 2: In the pop-up window that appears, input the new equipment name or modify the amount (Picture 3.3.1 illustrates this step).



Picture 3.3.1

Step 3: Click the 'OK' button to submit changes. This is shown in Picture 3.3.2.



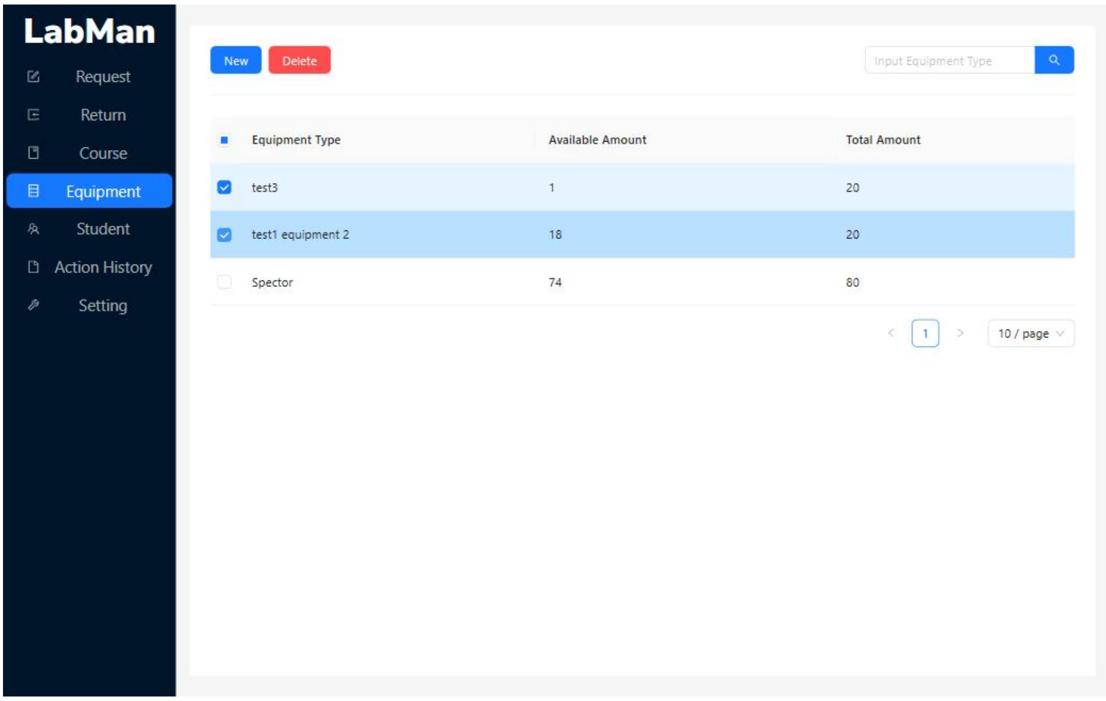
Picture 3.3.2

Upon receiving a successful confirmation message, the changes made will be reflected in the equipment table.

3.4 Deleting Equipment

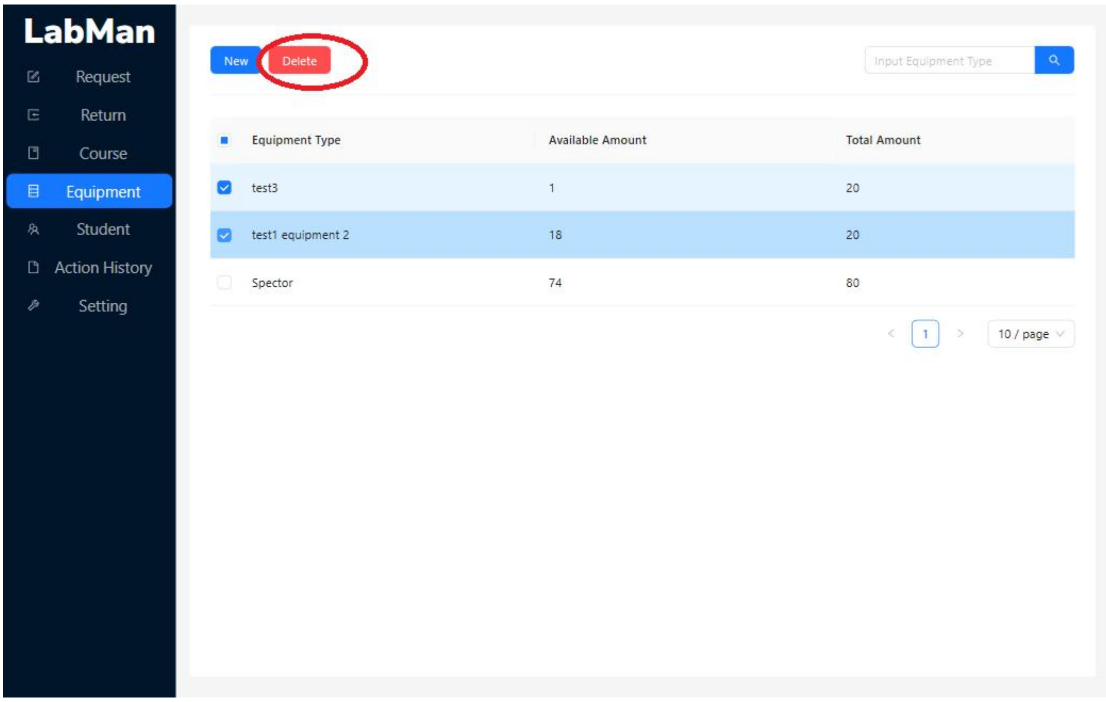
To remove equipment from the inventory:

Step 1: Select the equipment you wish to delete from the equipment list (as shown in Picture 3.4.1).



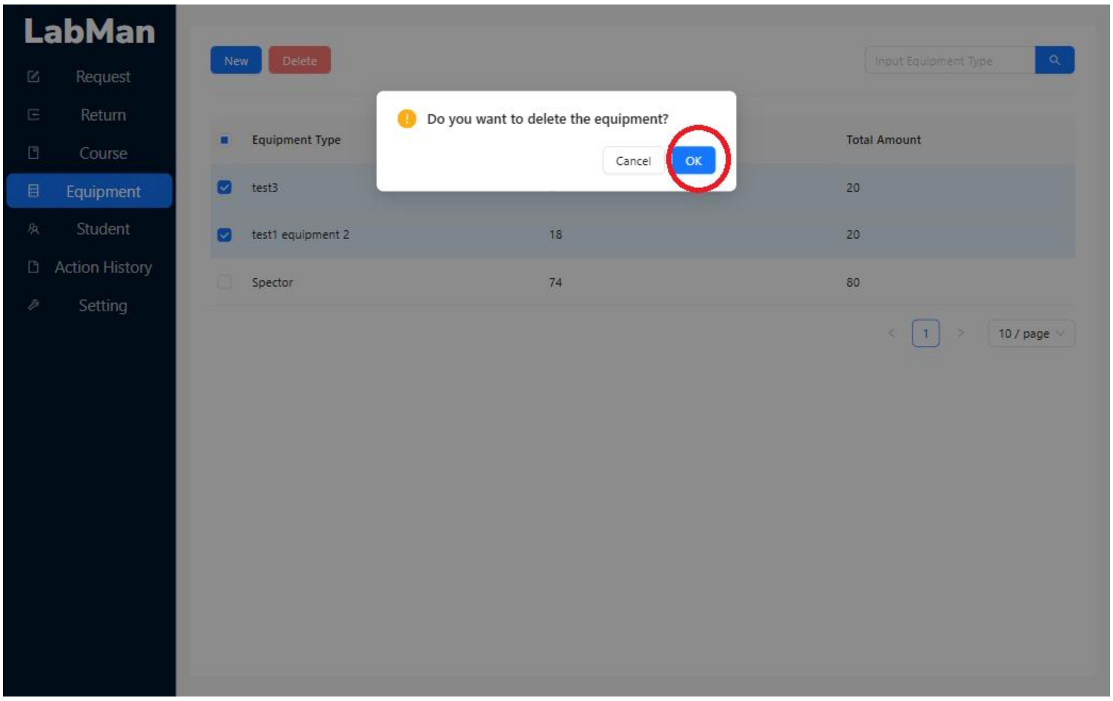
Picture 3.4.1

Step 2: Click the 'Delete' button located at the top left corner of the page. Picture 3.4.2 shows this step.



Picture 3.4.2

Step 3: Confirm your decision to delete by clicking the 'OK' button in the pop-up window. Picture 3.4.3 illustrates this action.



Picture 3.4.3

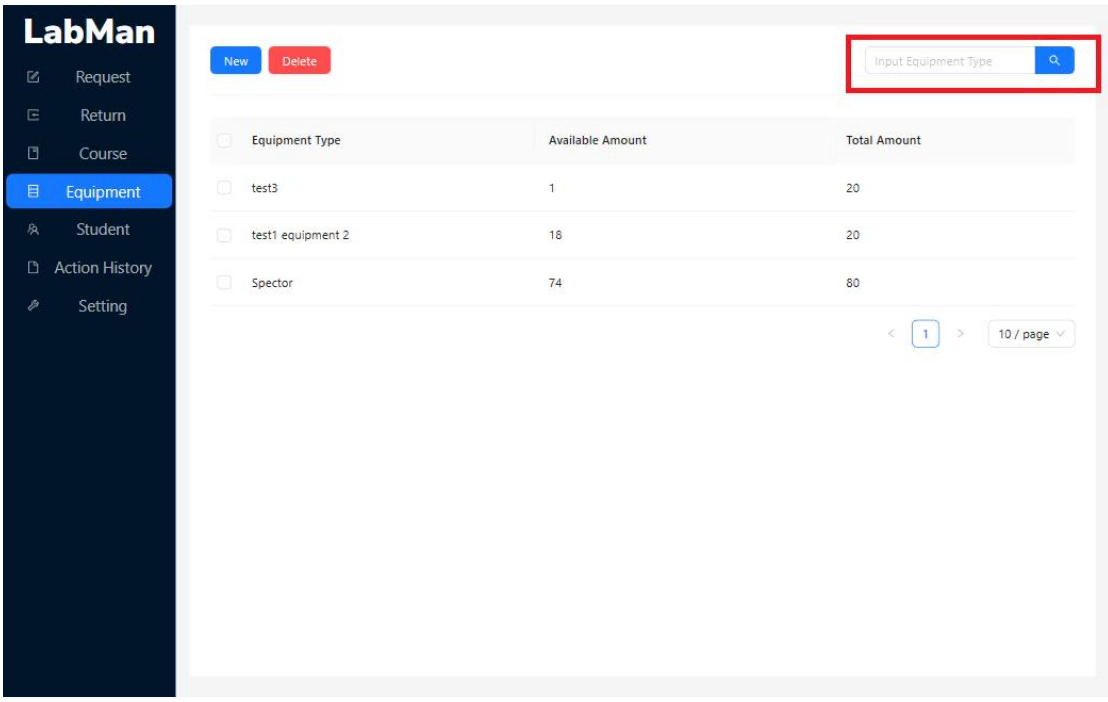
Once you receive a successful confirmation message, the equipment will be removed from the table. Remember, this action is irreversible. Also, if equipment is currently borrowed, it cannot be removed from the inventory.

3.5 Searching for Equipment

To find a specific piece of equipment:

Step 1: Input the name of the equipment you're searching for into the search bar. The search bar is located at the top right corner of the Equipment page, as shown in Picture 3.5.

Step 2: Initiate the search by either pressing the 'Enter' key or clicking on the 'Search' button. The search results will be displayed in the equipment table.



Picture 3.5

4. Student management

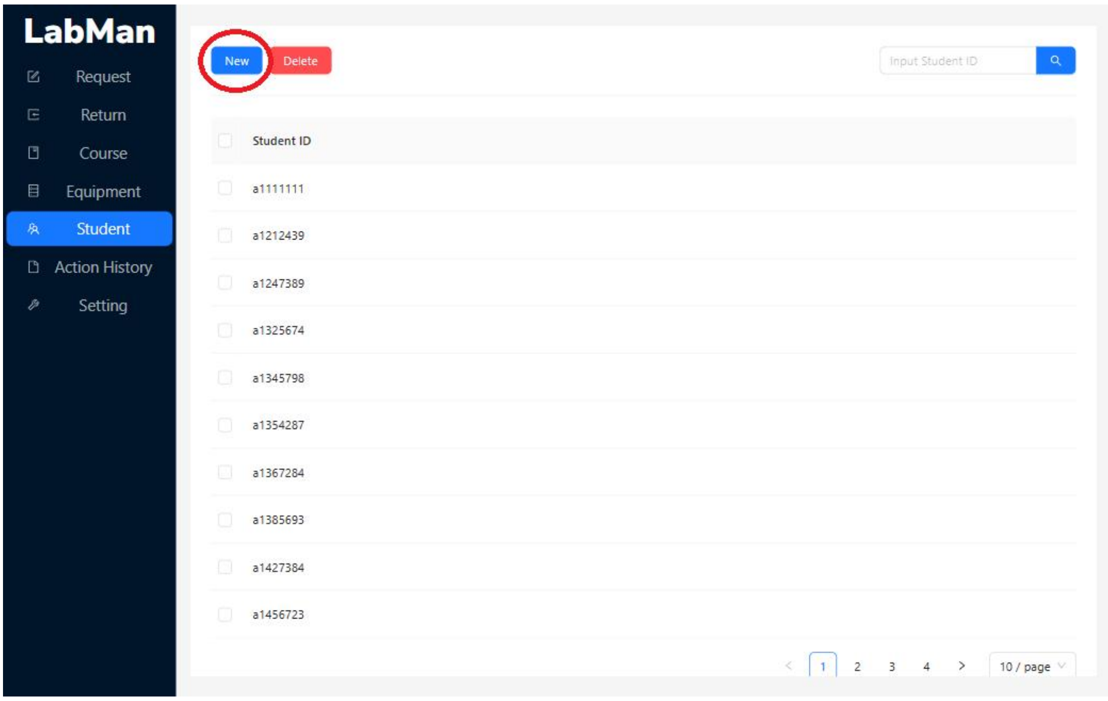
4.1 Introduction

Labman's Student page facilitates comprehensive student management. Administrators can add, delete, and search for students within this page.

4.2 Add new student

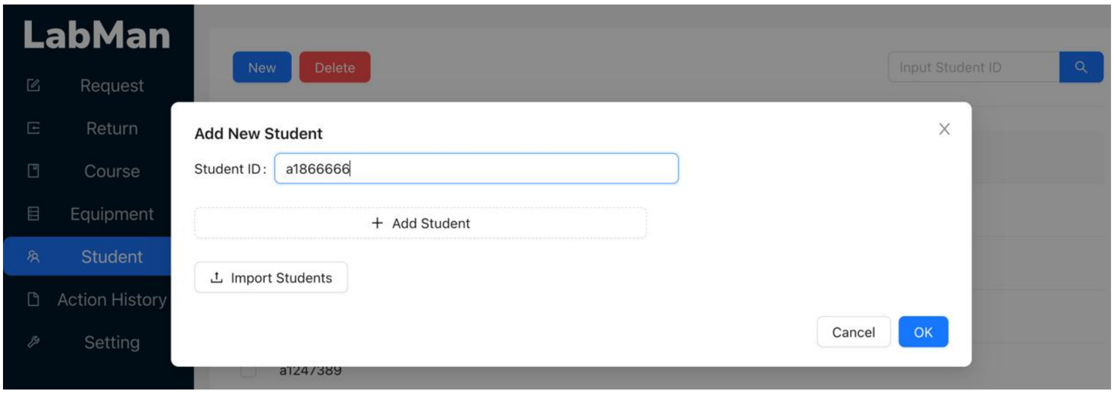
To add a student or multiple students:

Step 1: Click the 'New' button located at the top left of the Student page. This action is illustrated in Picture 4.2.1.



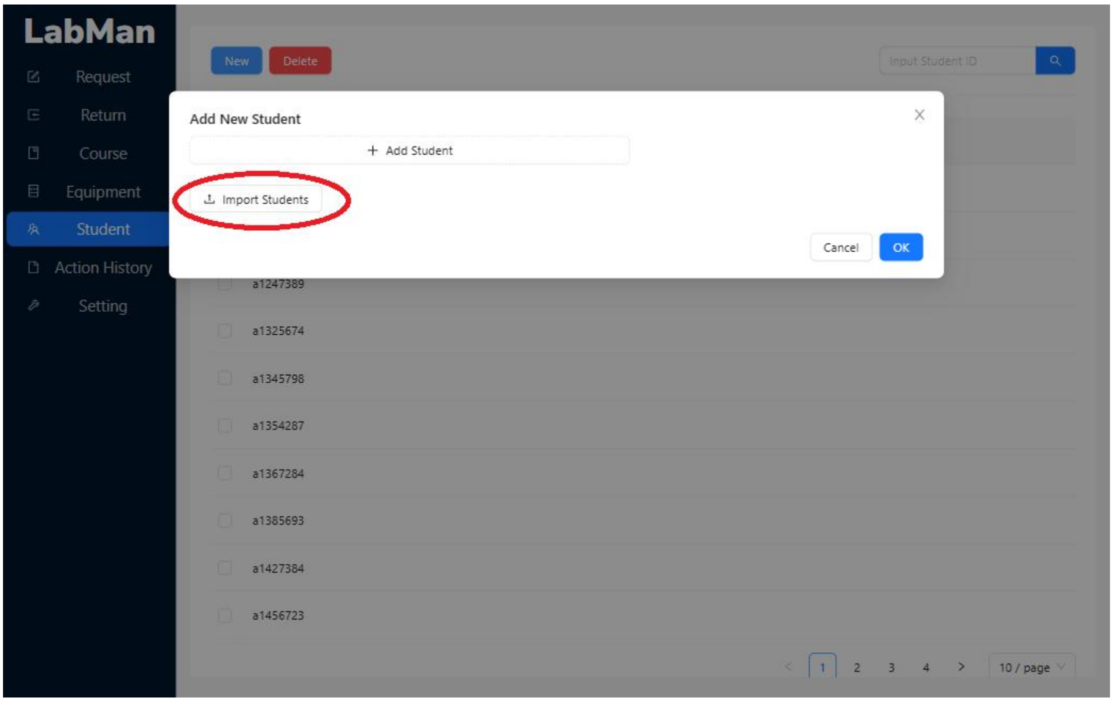
Picture 4.2.1

Step 2: In the pop-up window, enter the new student ID(s) as shown in Picture 4.2.2.



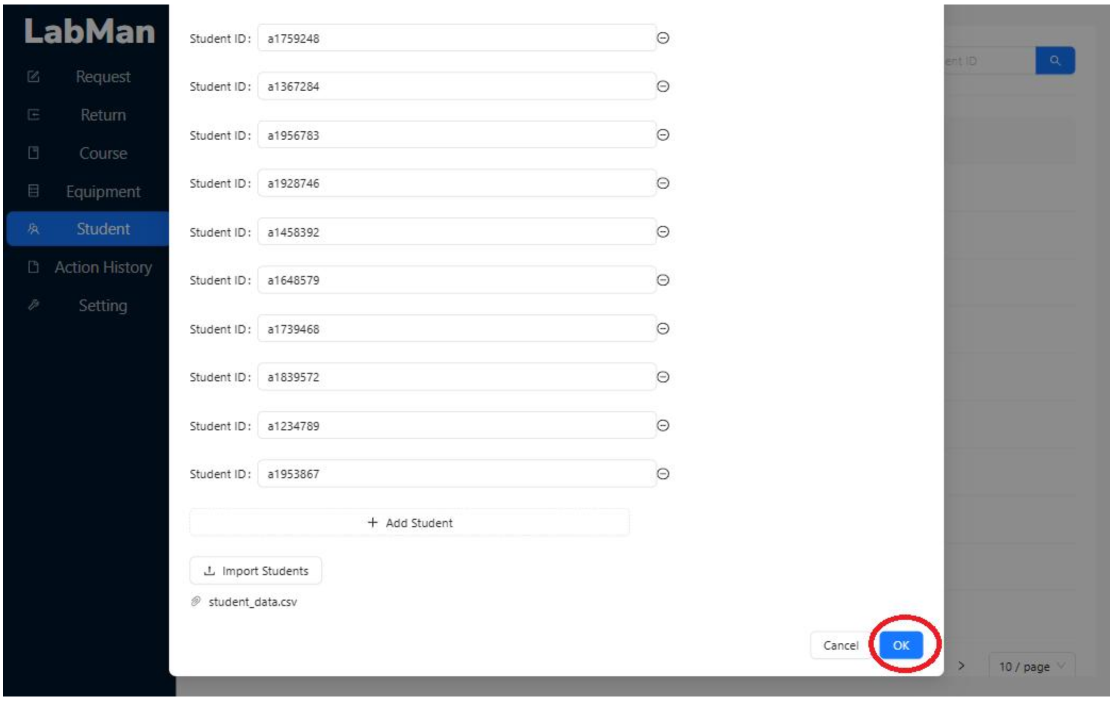
Picture 4.2.2

Alternatively, you can import a CSV file containing a list of student IDs. To do this, click the 'Import' button, as shown in Picture 4.2.3.



Picture 4.2.3

Step 3: Confirm your entries by clicking the 'OK' button, as shown in Picture 4.2.4.



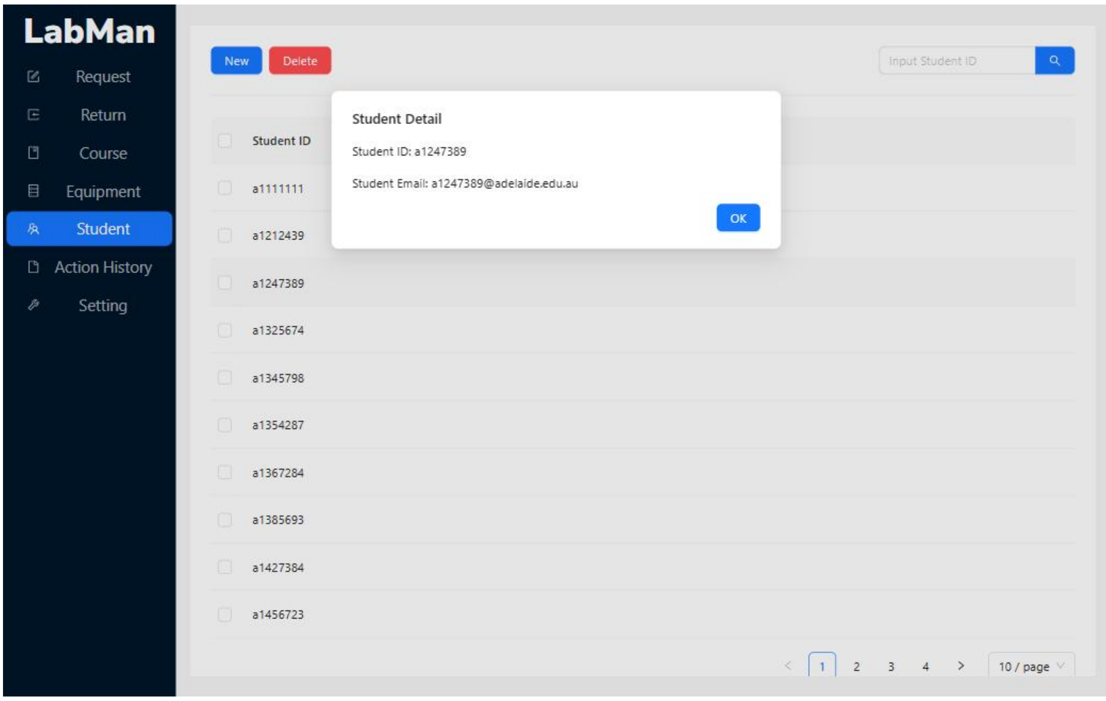
Picture 4.2.4

Once a successful confirmation message appears, the newly added students will be displayed in the table.

4.3 View Student details

To view the details of a student:

Locate the student you wish to view in the table and click on the corresponding row. A pop-up window will appear, displaying the student's ID and email, as illustrated in Picture 4.3.



Picture 4.3

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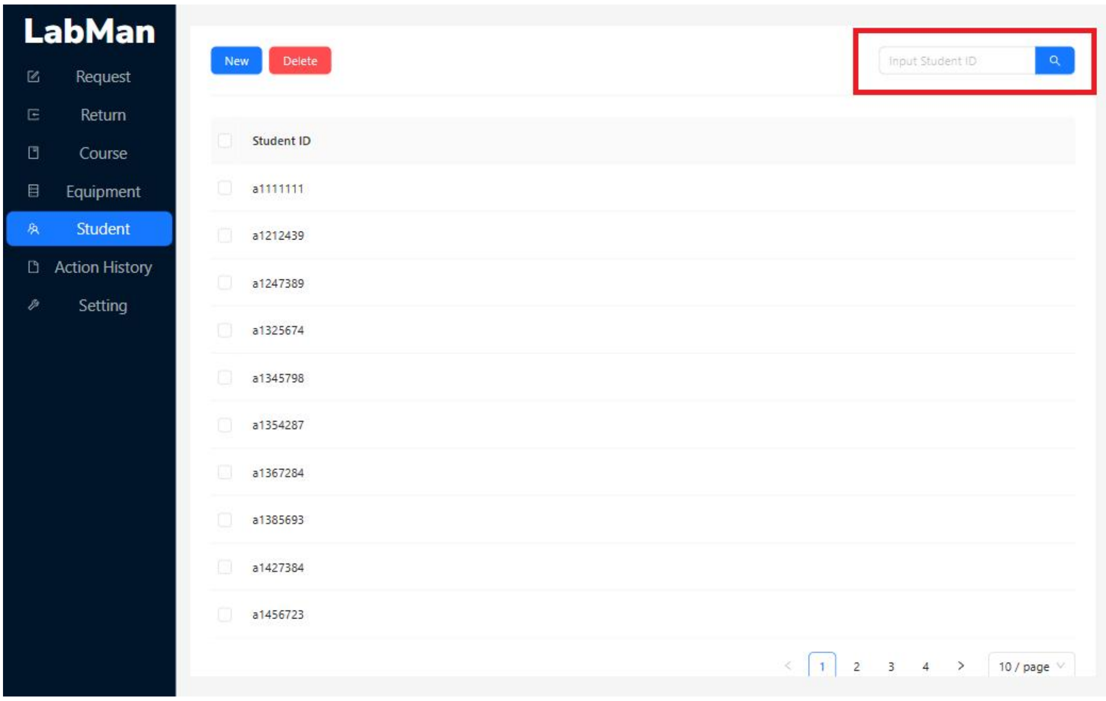
4.4 Search Students

To search for a specific student:

Input the student's ID into the search bar located at the top right corner of the Student page (as shown in Picture 4.4), and either click the 'Search' button or press the 'Enter' key.

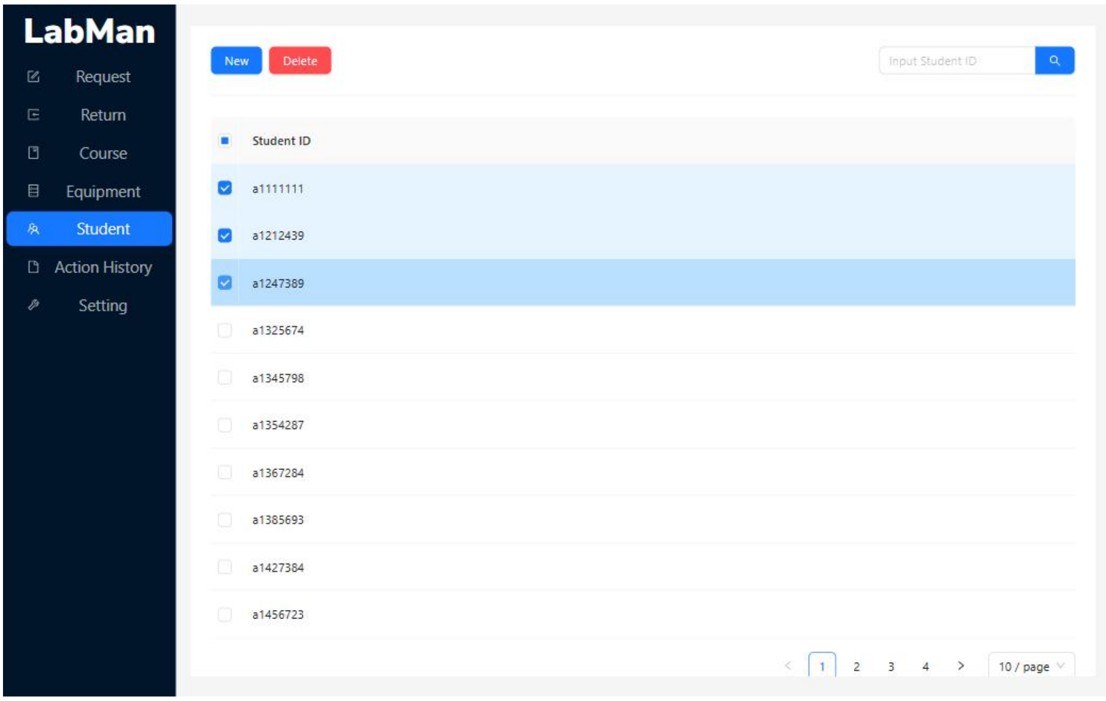


Picture 4.4

4.5 Delete students

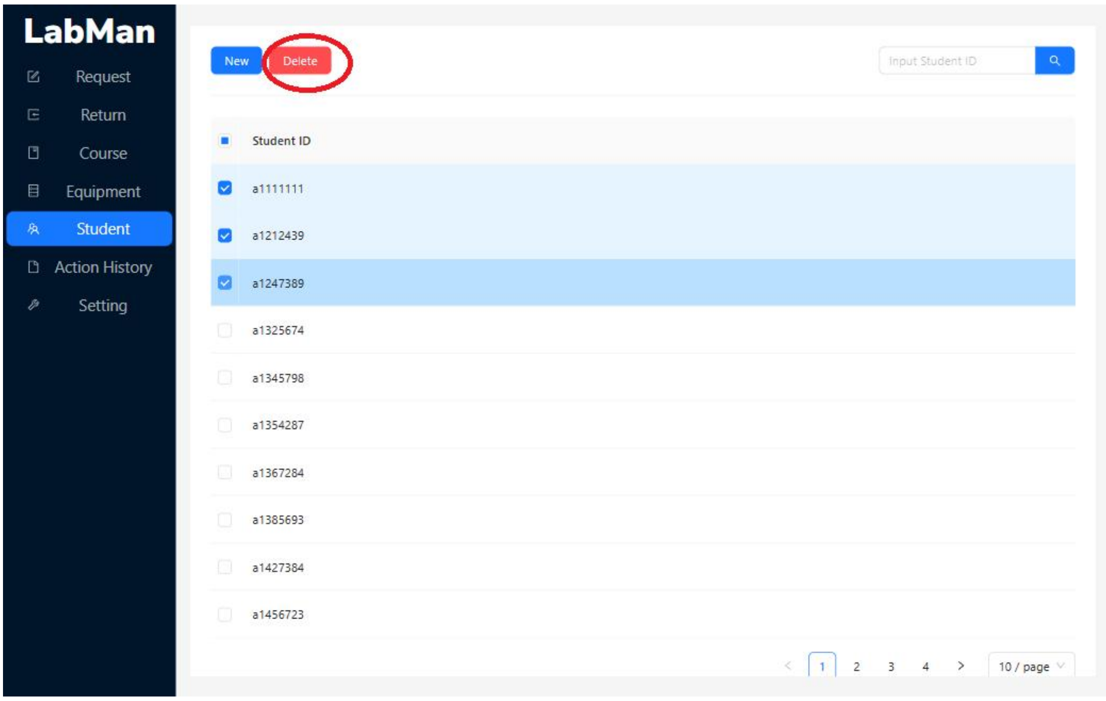
To delete students from the system:

Step 1: Select the students you want to delete from the list, as shown in Picture 4.5.1.



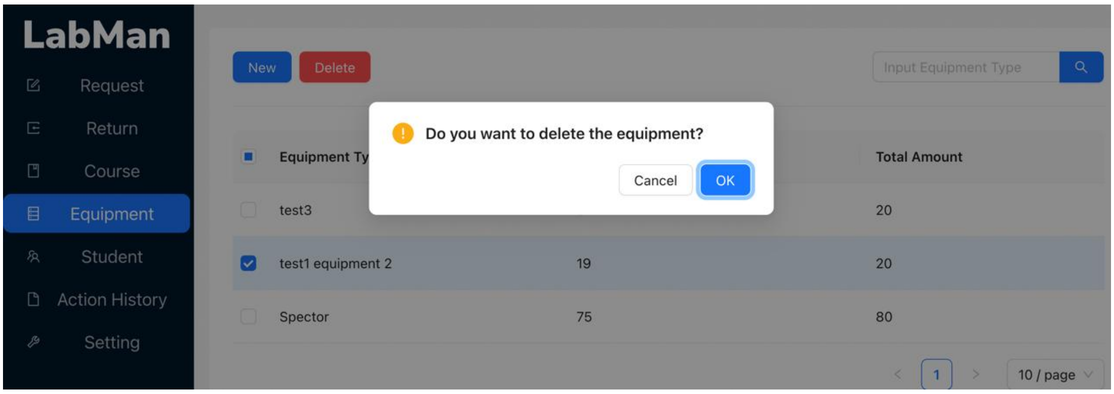
Picture 4.5.1

Step 2: Click the 'Delete' button located at the top left corner of the page, as shown in Picture 4.5.2.



Picture 4.5.2

Step 3: In the pop-up confirmation window, click the 'OK' button to confirm deletion, as shown in Picture 4.5.3.



Picture 4.5.3

Once a successful confirmation message appears, the selected students will be removed from the table. Please note that this action is irreversible

5. Course Management

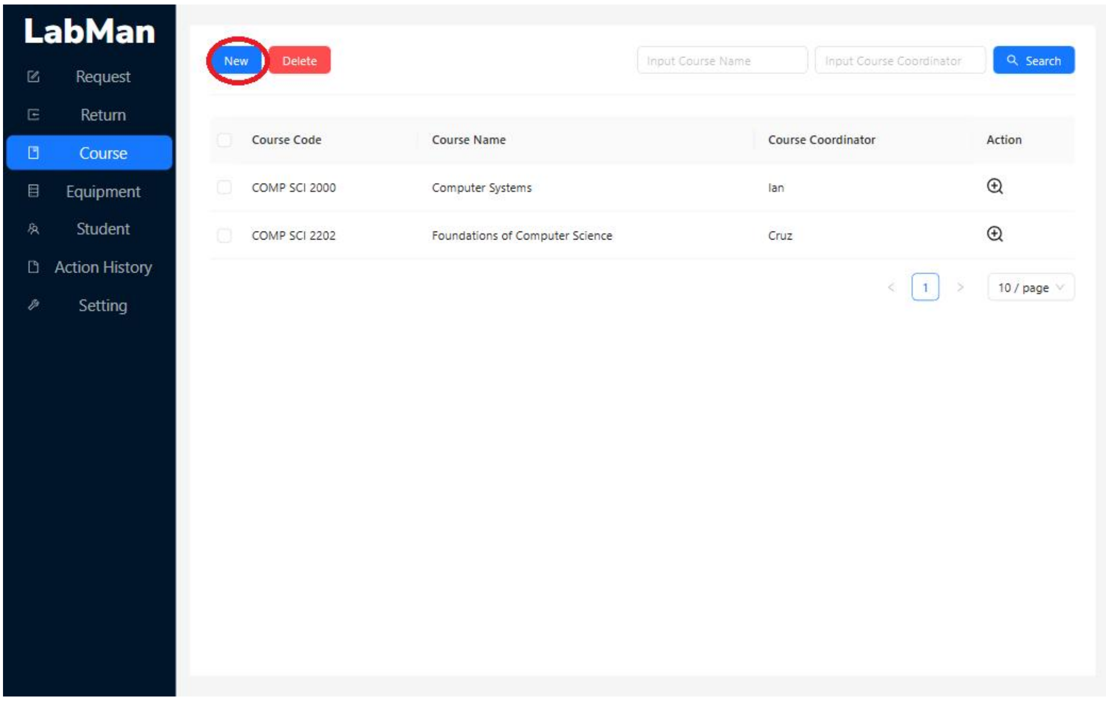
5.1 Introduction

The Course page in Labman system holds records for all courses. The administrator can add, edit, search, and delete courses from this section. It's important to note that the Course system is fundamental to the overall request/borrow/return system, as students can only borrow equipment for courses in which they are enrolled.

5.2 add new course

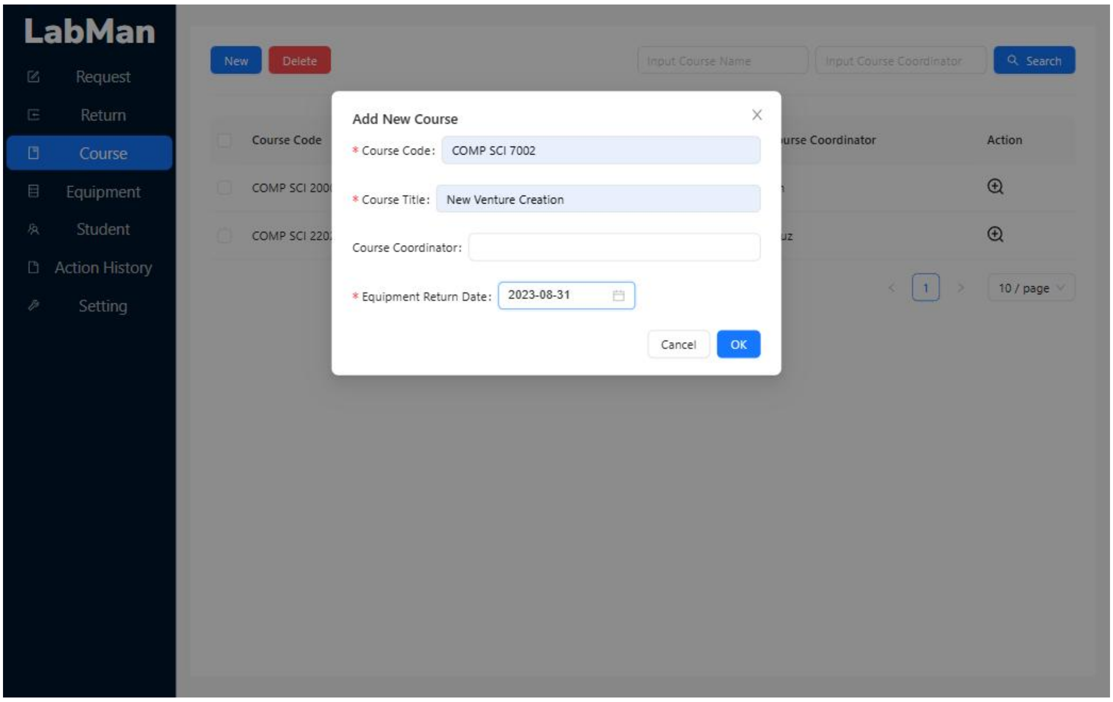
To add a new course:

Step 1: Click the 'New' button located at the top left corner of the Course page (as seen in Picture 5.2.1).



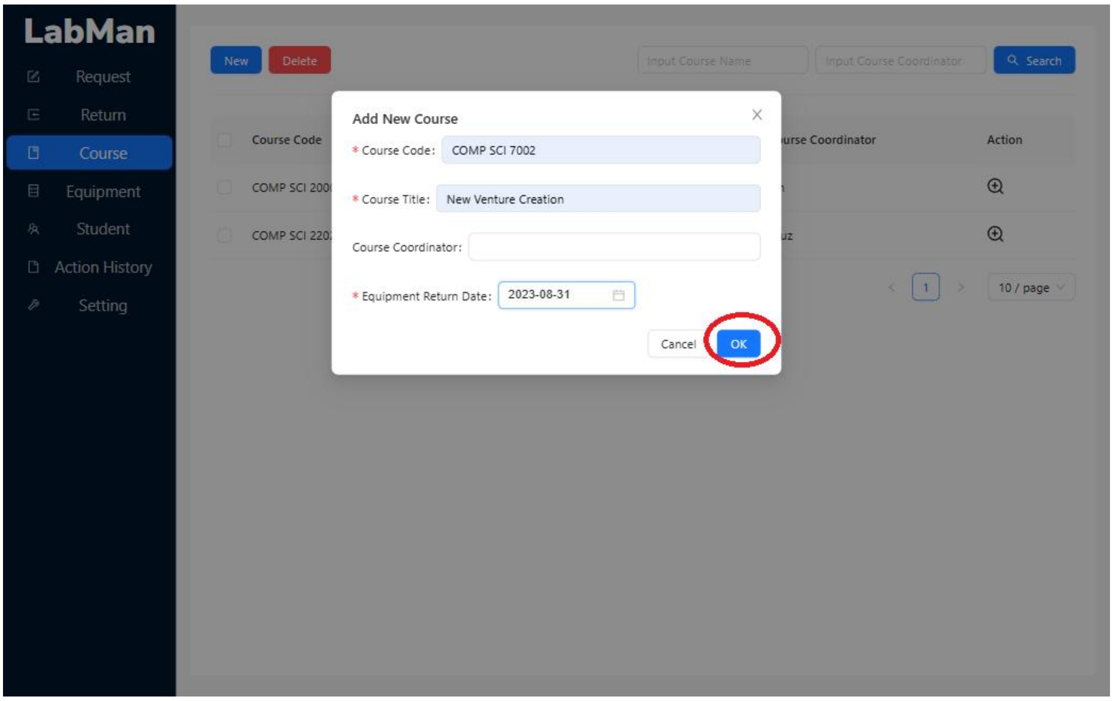
Picture 5.2.1

Step 2: In the pop-up window, fill in the required information as shown in Picture 5.2.2.



Picture 5.2.2

Step 3: Click the 'OK' button to submit the new course information as shown in Picture 5.2.3.

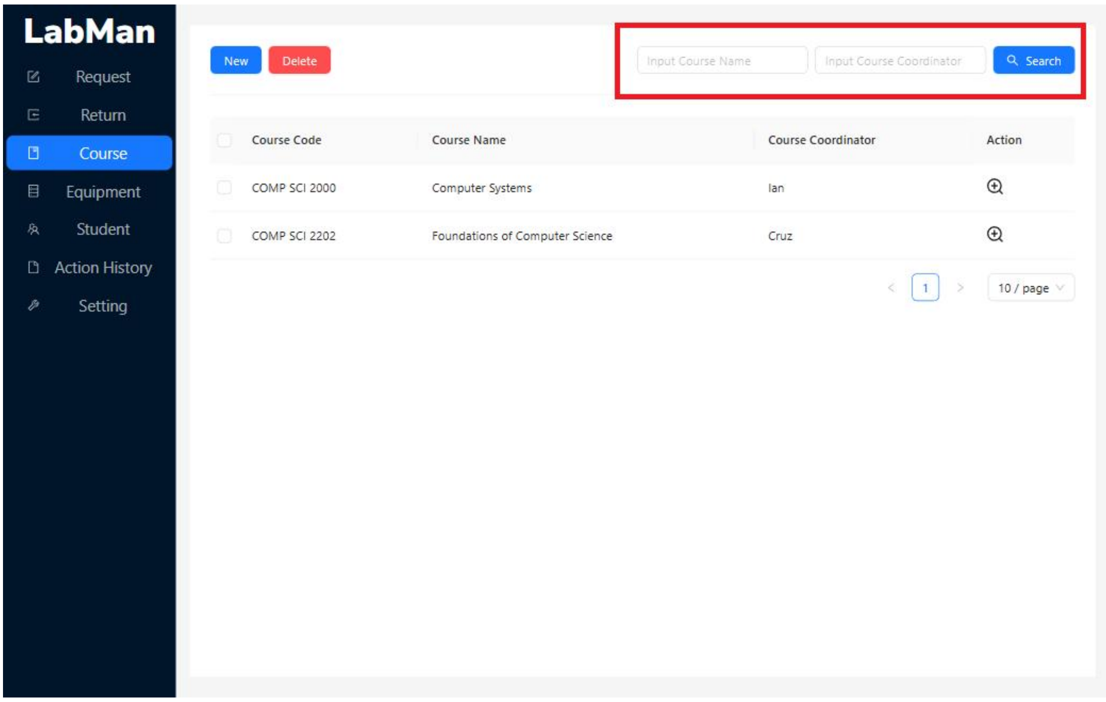


Picture 5.2.3

Upon receiving a successful message, the newly added course should appear in the Course table.

5.3 Search course

To find a specific course, enter the course coordinator's name or the course title into the search bar located at the top left corner of the Course page (as shown in Picture 5.3).

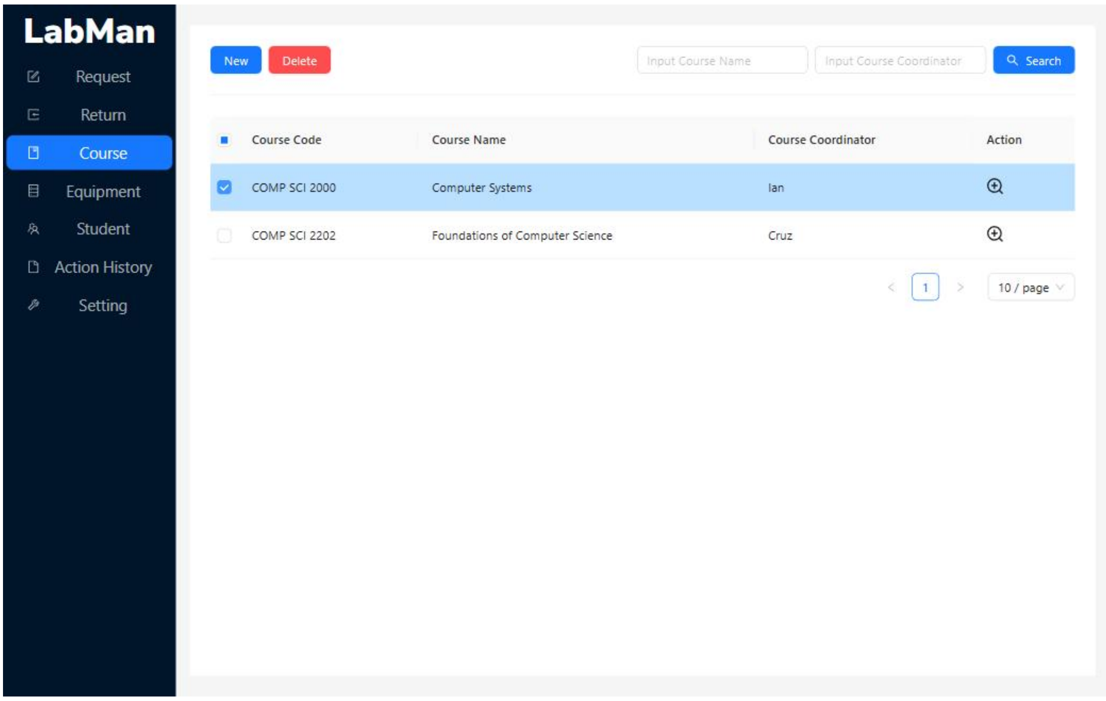


Picture 5.3

5.4 Delete course

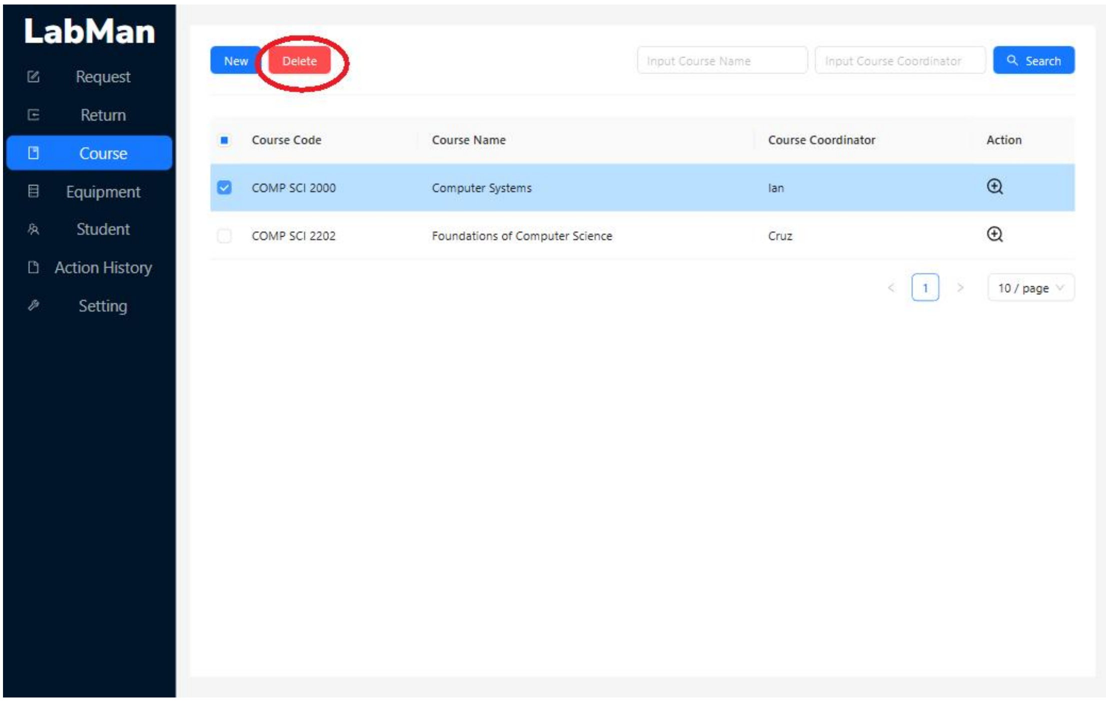
To delete courses:

Step 1: Select the courses you wish to delete (as shown in Picture 5.4.1).



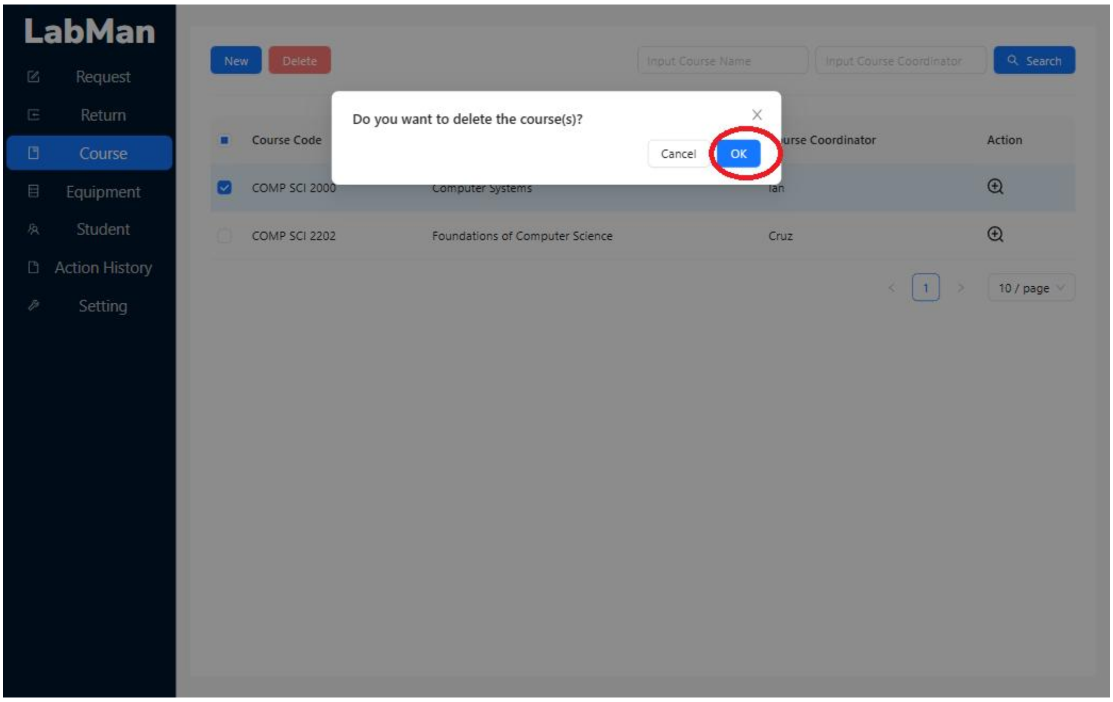
Picture 5.4.1

Step 2: Click the 'Delete' button located at the top left corner of the page (as shown in Picture 5.4.2).



Picture 5.4.2

Step 3: In the pop-up confirmation window, click the 'OK' button to confirm the deletion (as shown in Picture 5.4.3).



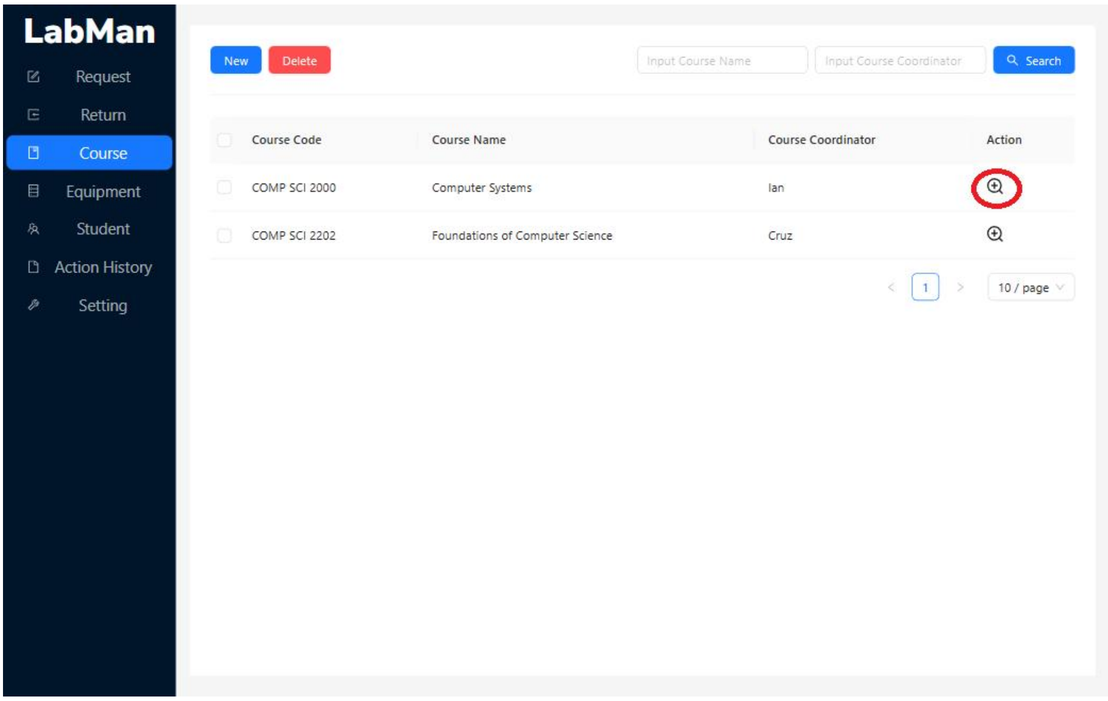
Picture 5.4.3

Once a successful confirmation message appears, the selected courses will be deleted from the system. Please note that this action is irreversible.

5.5 Edit course information

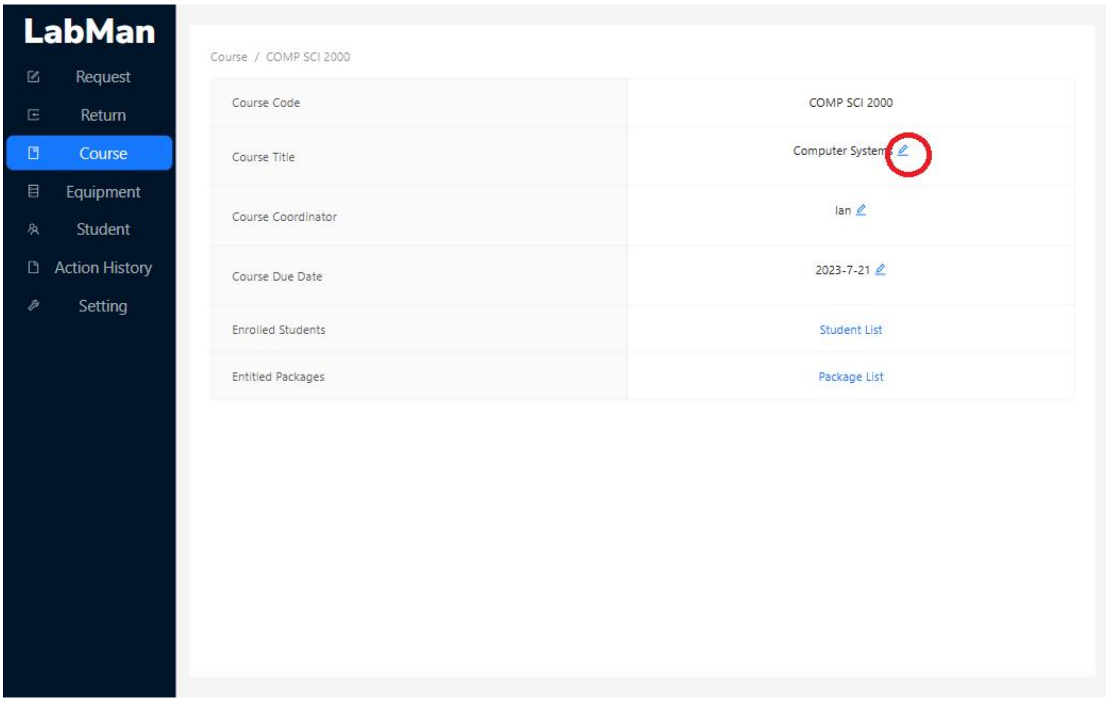
To edit course information:

Step 1: Find the course you wish to edit and click the 'Show Detail' button in the rightmost column, as shown in Picture 5.5.1.



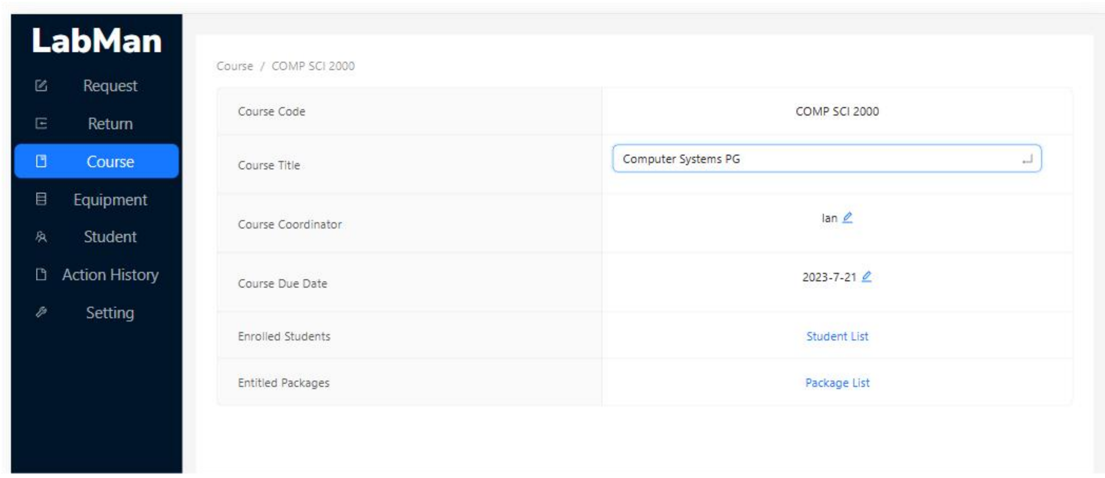
Picture 5.5.1

Step 2: The system will navigate you to the individual Course page. Click the pencil icon next to the information you wish to change, as shown in Picture 5.5.2.



Picture 5.5.2

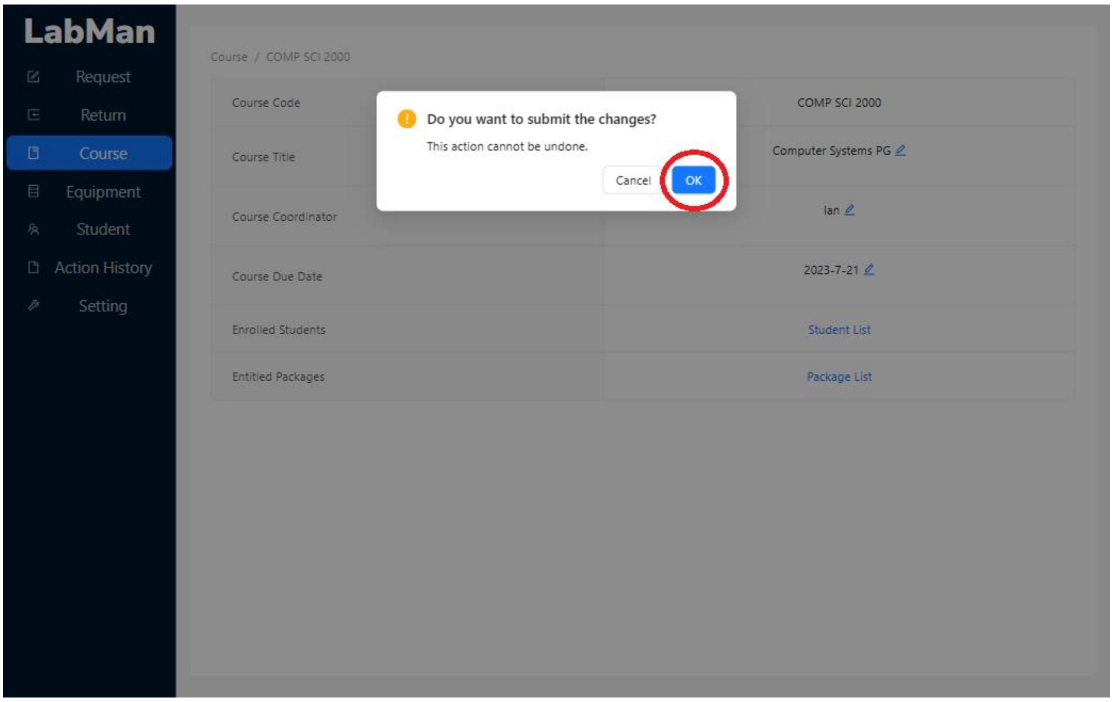
Step 3: Edit the information in the provided input area, as shown in Picture 5.5.3.



Picture 5.5.3

Step 4: Press the 'Enter' key or click outside the input area to finish editing.

Step 5: Click the 'OK' button to confirm the changes, as shown in Picture 5.5.4.



Picture 5.5.4

Upon receiving a successful message, the course information should be updated.

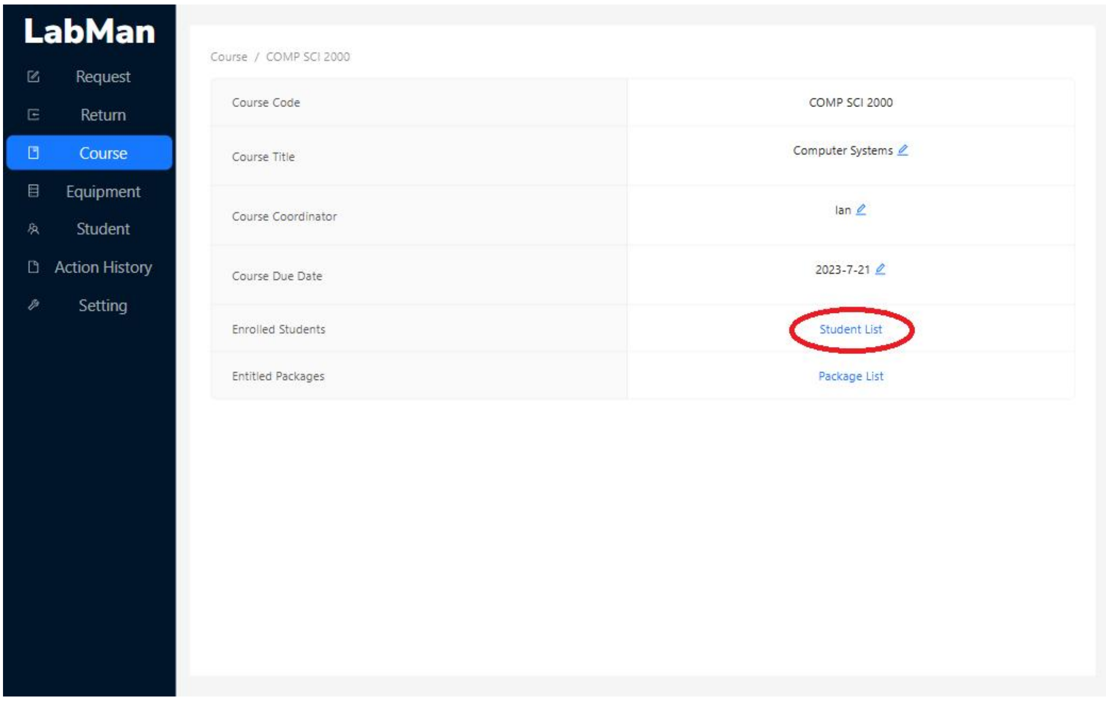
6. Student Enrollment Management

Student enrollment management is facilitated within each individual course page.

To manage the students enrolled in a specific course:

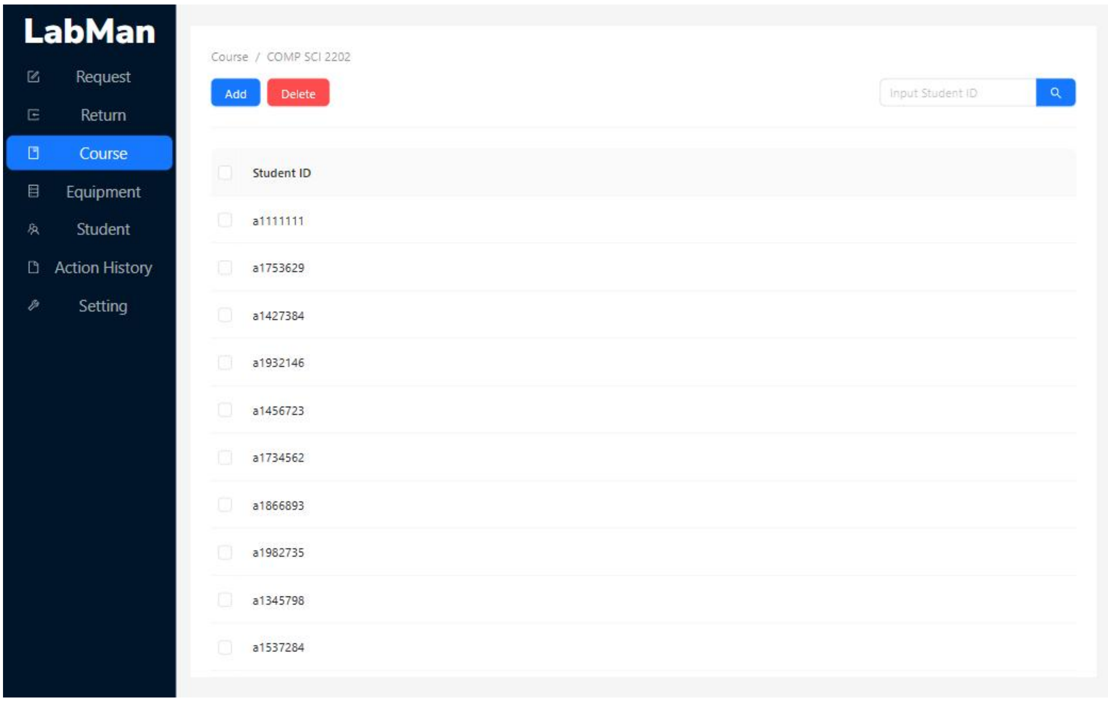
Step 1: Navigate to the specific Course page by clicking on the 'Show Course Detail' button (as explained in Section 5.5).

Step 2: In the Course page, click on the 'Student List' link (as shown in Picture 6.1).



Picture 6.1

You will then be directed to the Enrolled Students page specific to that course(see Picture 6.2). Here, you can add, delete, and search for students.



Picture 6.2

The operations for adding, deleting, and searching students within a course are the same as those described in Section 4 for the Student page.

Please note that all changes will only affect the student enrollment for the specific course, not the overall student records.

7. Course package management

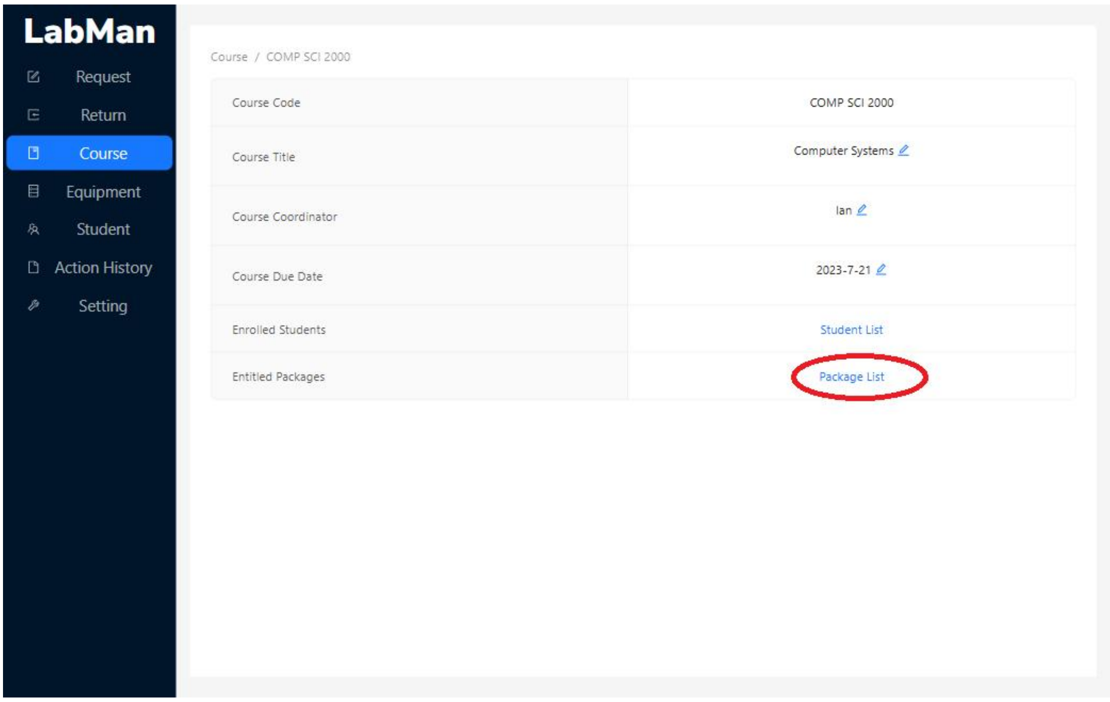
7.1 Introduction

A course package refers to a set of equipment that students enrolled in a specific course are allowed to borrow. Administrators can add, edit, and remove equipment packages for each course.

To manage the packages of a specific course:

Step 1: Click on the 'Show Course Detail' button (refer to Section 5.5) to navigate to the individual course page.

Step 2: Click on the 'Package List' link on that page (as shown in Picture 7.1.1).



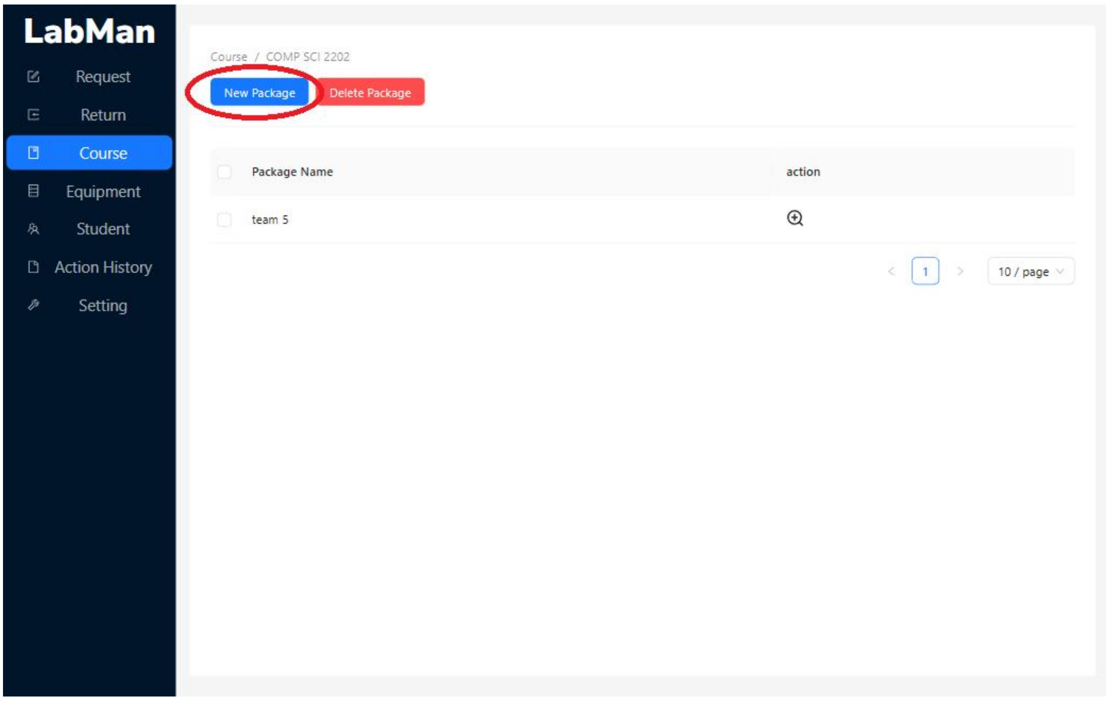
Picture 7.1.1

You will then be redirected to the Package page of that course.

7.2 Adding new package

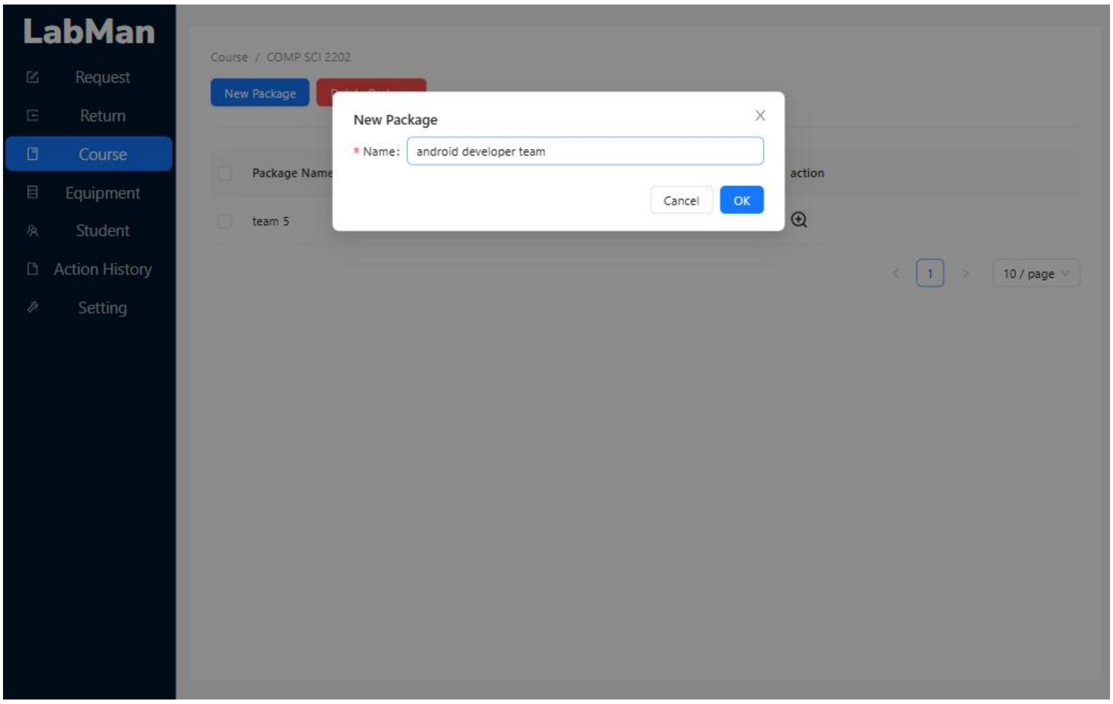
To add a new package:

Step 1: Click on the 'New' button located at the top left corner of the Package List page (as shown in Picture 7.2.1).



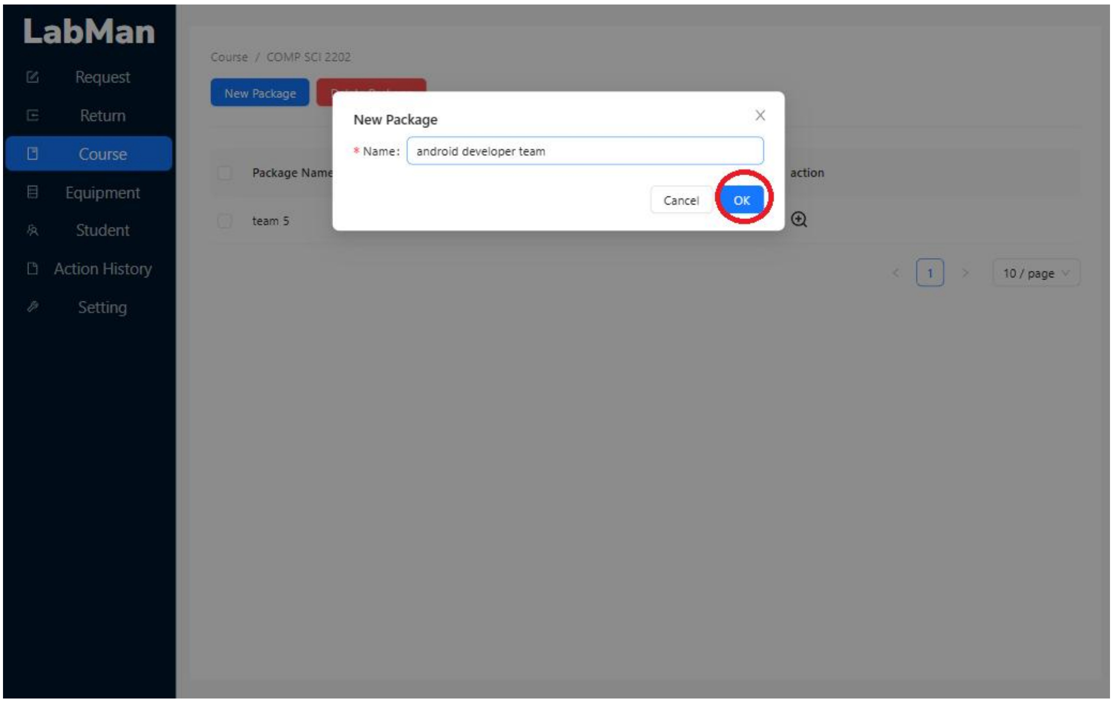
Picture 7.2.1

Step 2: Fill in the package name (Please note that package names cannot be repeated within the same course) as shown in Picture 7.2.2.



Picture 7.2.2

Step 3: Click on the 'OK' button as shown in Picture 7.2.3.



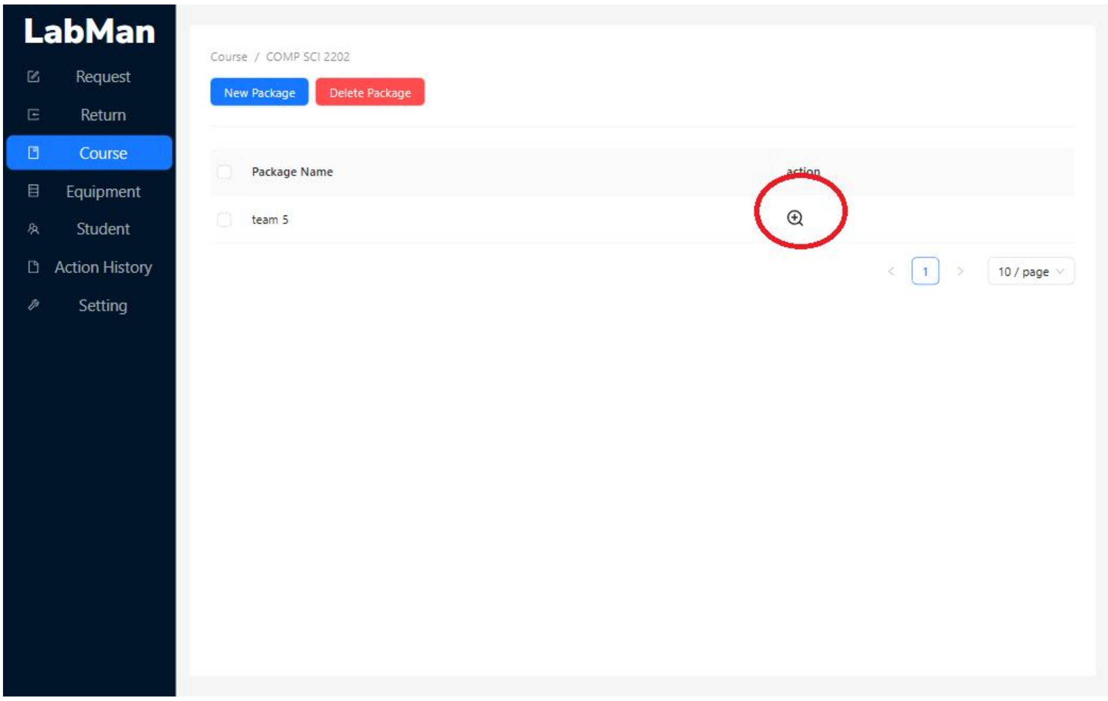
Picture 7.2.3

Upon successful completion, a message will appear and the new package will be added to the Package Table.

7.3 Editing package

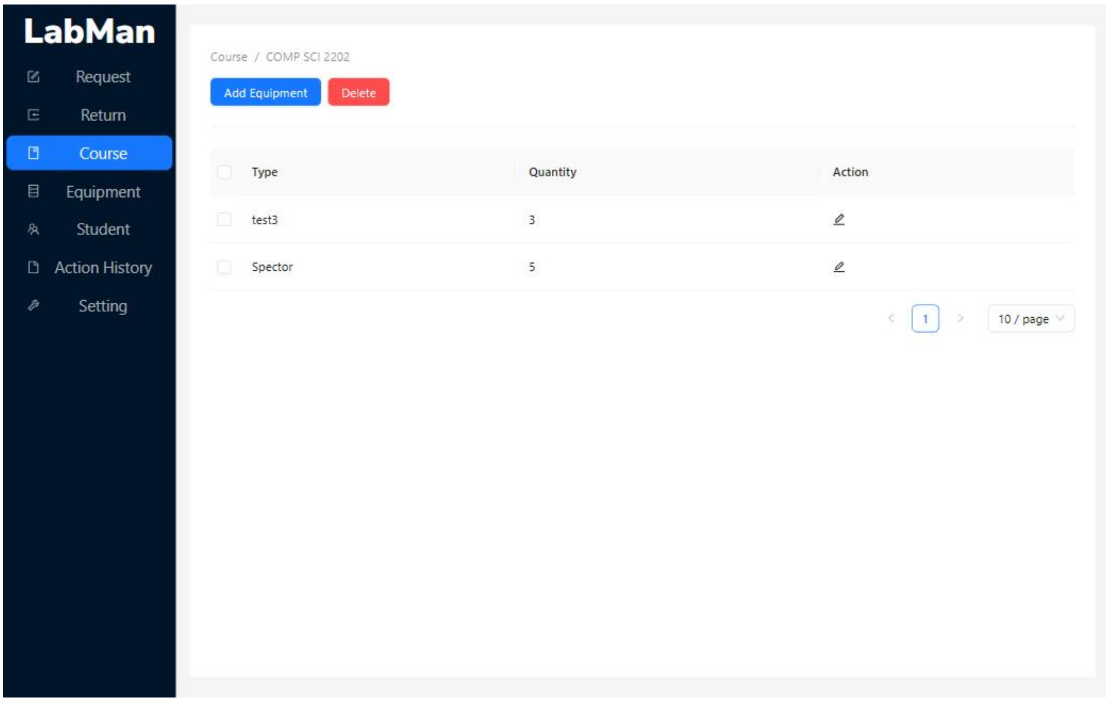
To edit the equipment included in the package:

Step 1: Locate the package you wish to edit and click the button on the right-most column of the package row (see Picture 7.3.1).



Picture 7.3.1

You will then be redirected to the Individual Package page (see picture 7.3.2). Here, you can add, edit and delete equipment in the package. These operations are identical to those in the Equipment page (refer to Section 3).



Picture 7.3.2

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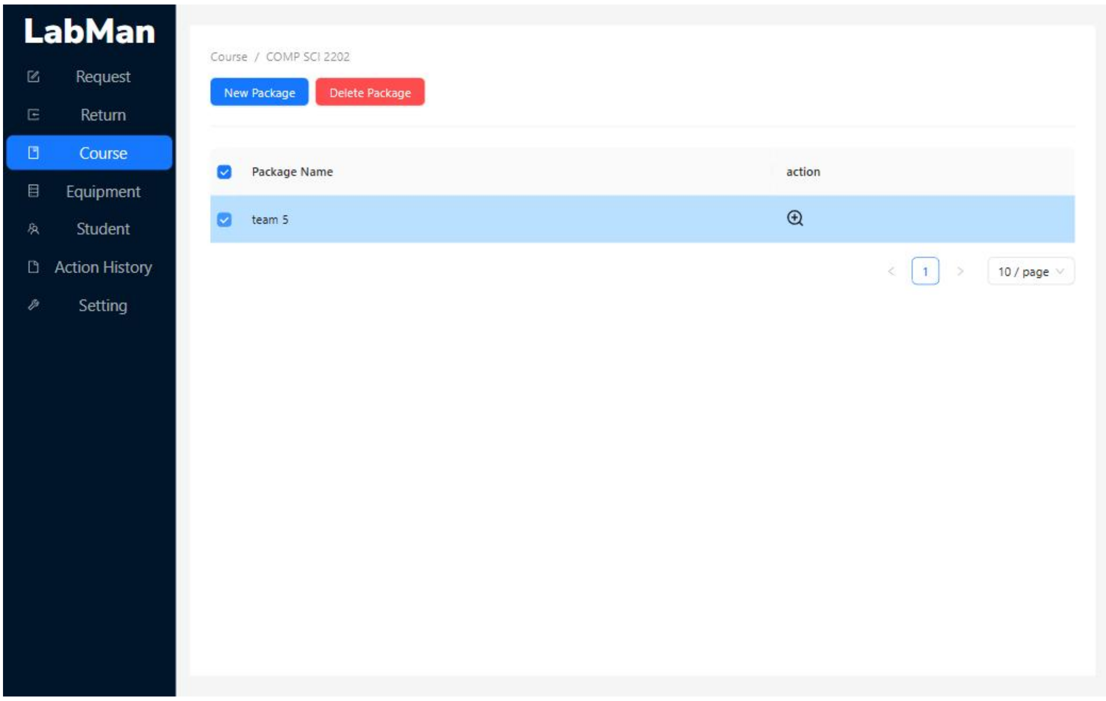
7.4 deleting package

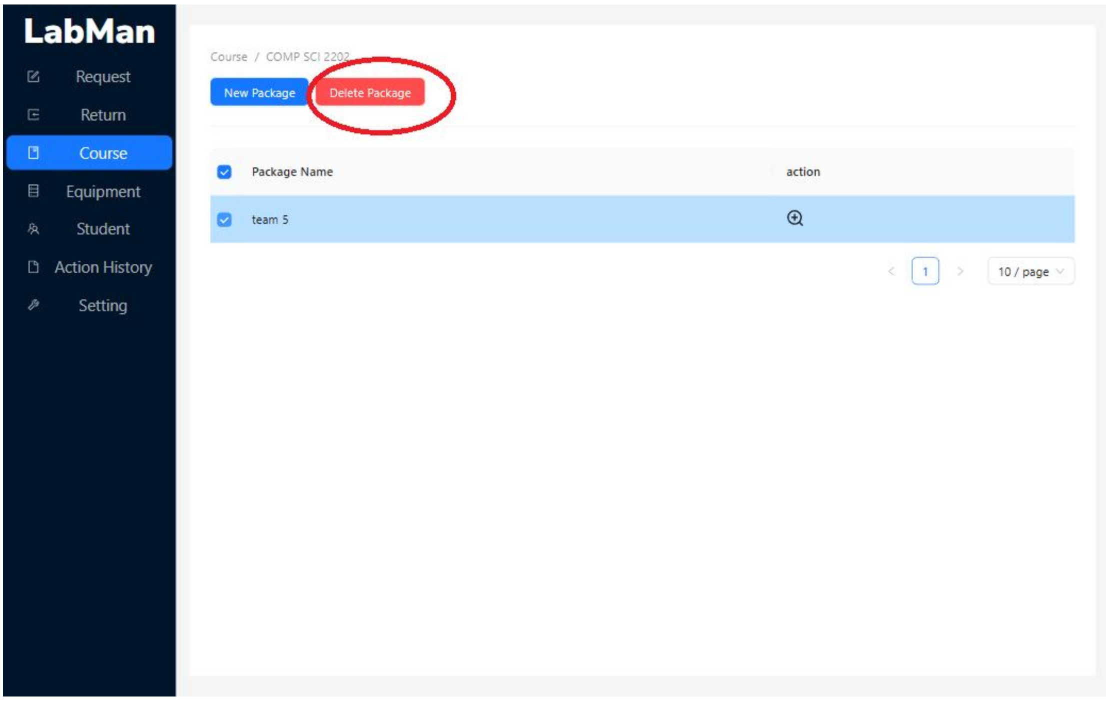
To delete a package:

Step 1: Select the package rows as shown in Picture 7.4.1.



Picture 7.4.1

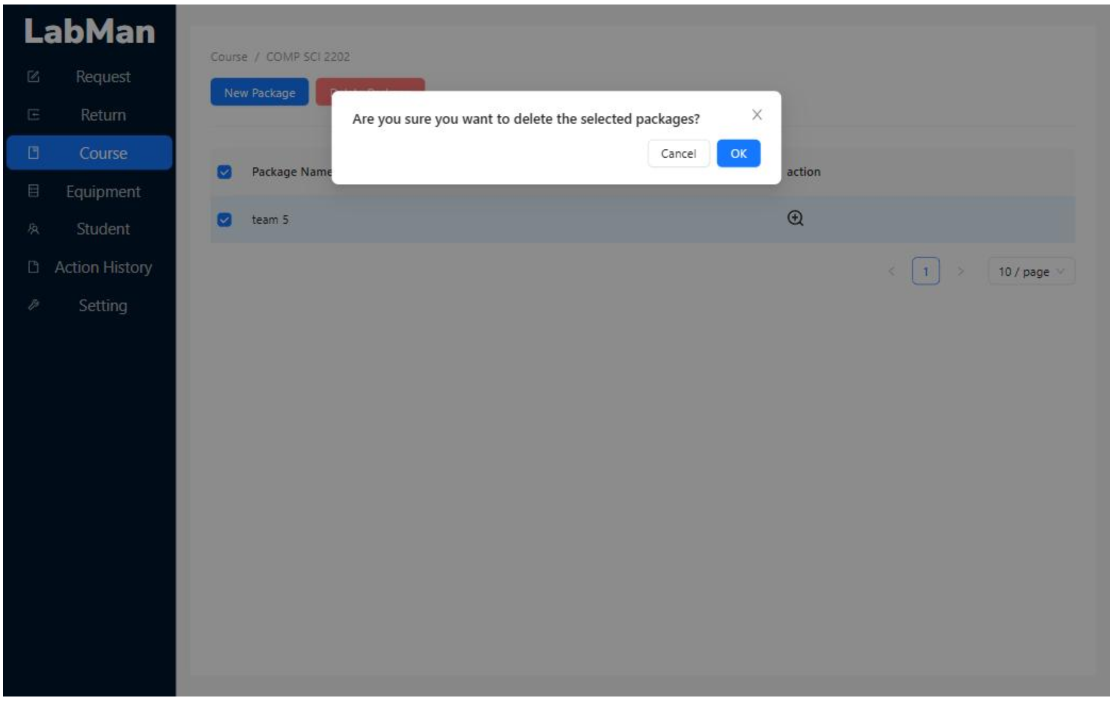
Step 2: Click on the 'Delete' button located at the top left corner of the Package List page (as shown in Picture 7.4.2).



Picture 7.4.2

Author： Wanxia Yang, Kaini Chang

Step 3: In the pop-up confirmation window, click on the 'OK' button (as shown in Picture 7.4.3).



Picture 7.4.3

Upon receiving a success message, the package will be deleted. Please note that this operation cannot be undone.

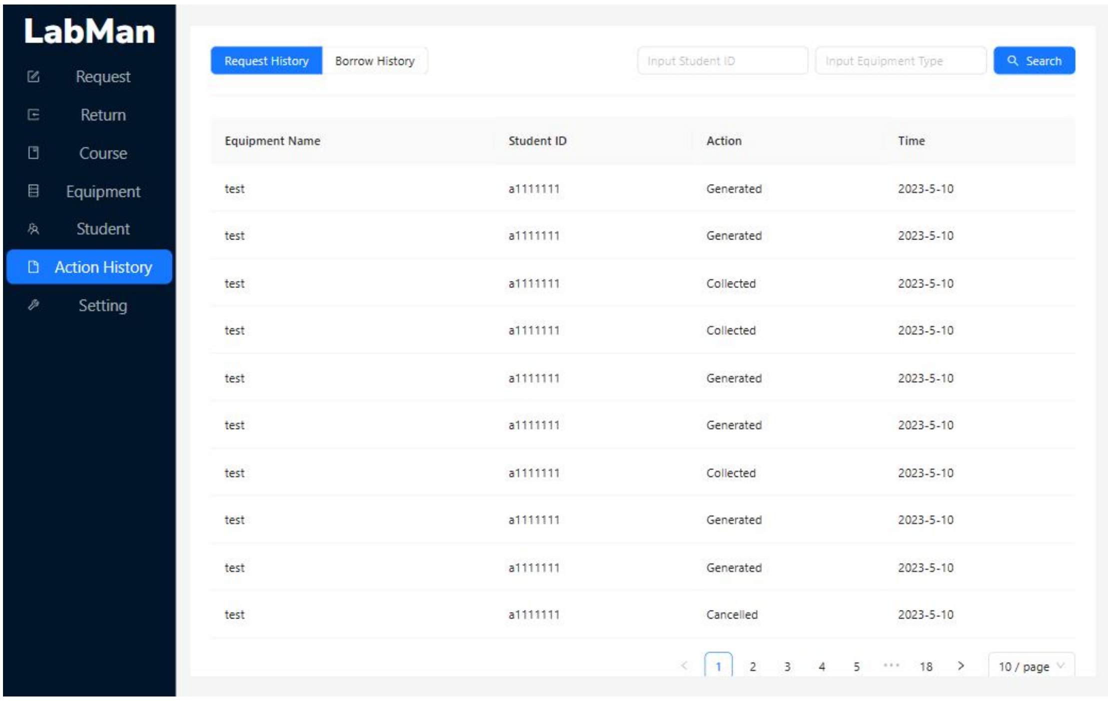
8. Action History

8.1 Introduction

The Action History page displays all request-related and borrow-related operations conducted by the admin. Here, admins can view the changes made to request and borrowing records.

8.2 Request History

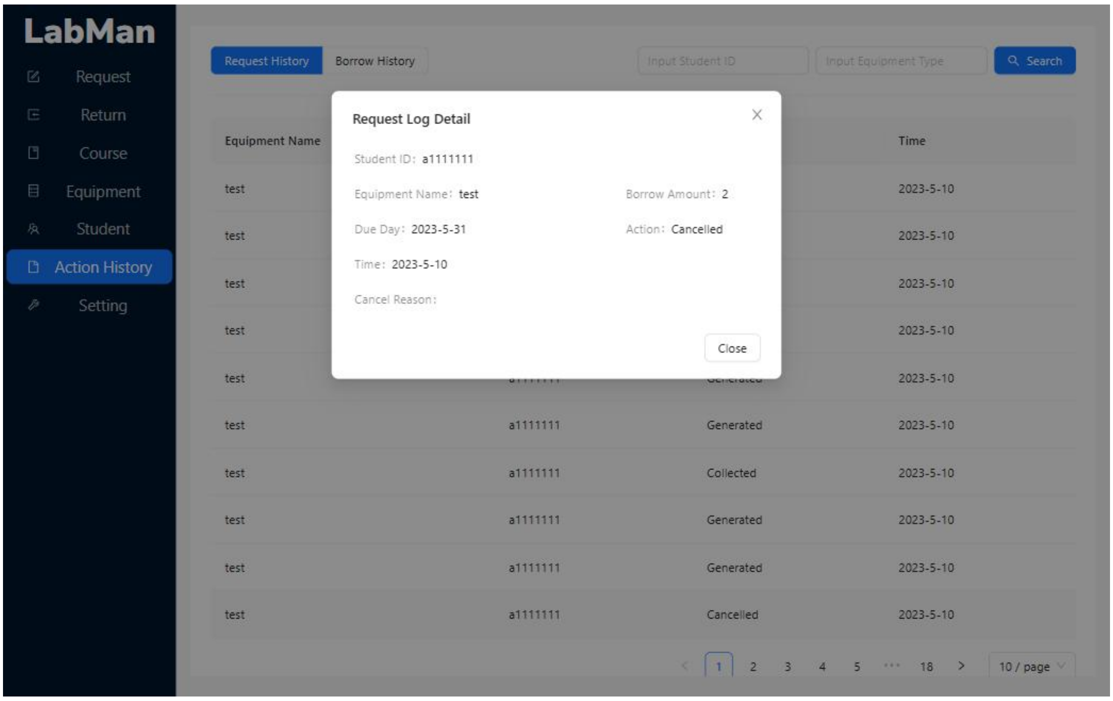
By default, the Action History page will display Request History (as shown in Picture 8.2.1)



Picture 8.2.1

To view detailed history information:

Step 1: Click on the corresponding row to display information in a pop-up window (as shown in Picture 8.2.2).



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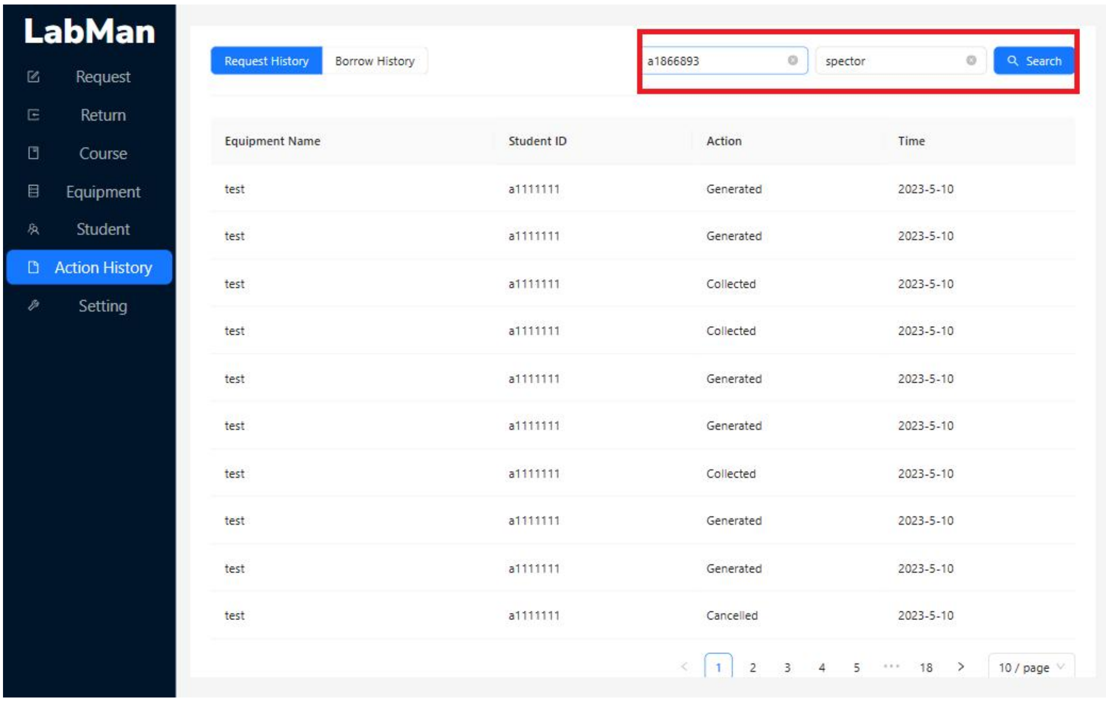
Picture 8.2.2

If you want to find a specific action history:

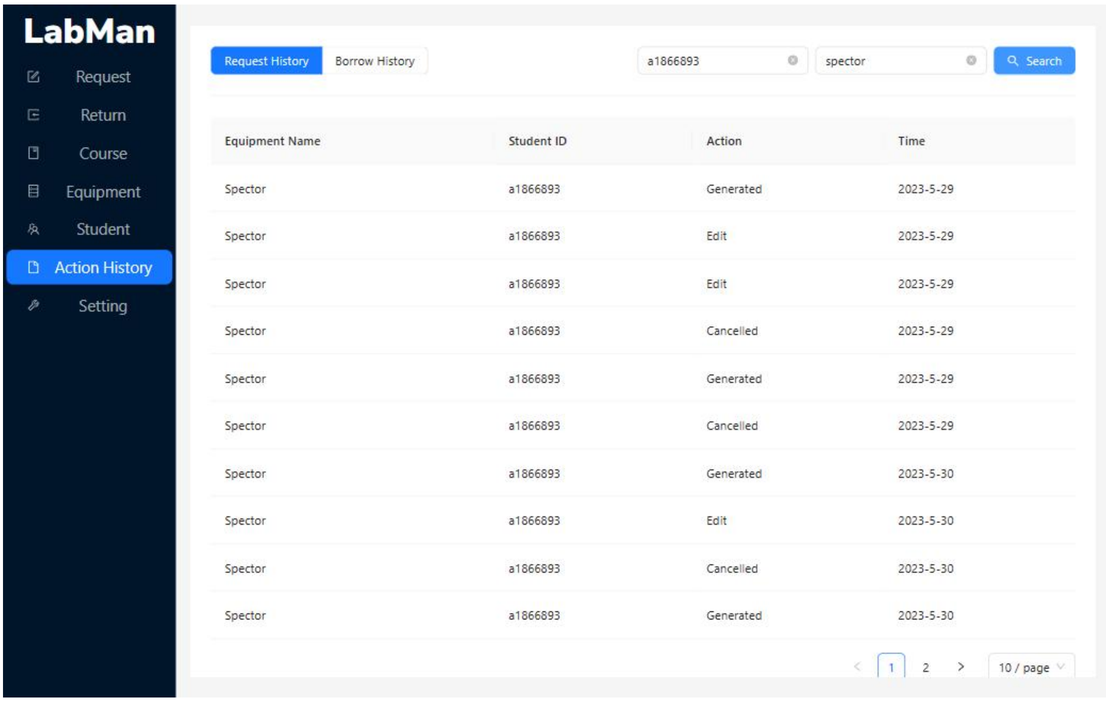
Step 1: Use the search bar at the top-right corner of the page (as shown in Picture 8.2.3).



Picture 8.2.3

Step 2: Input the student ID and device type name.

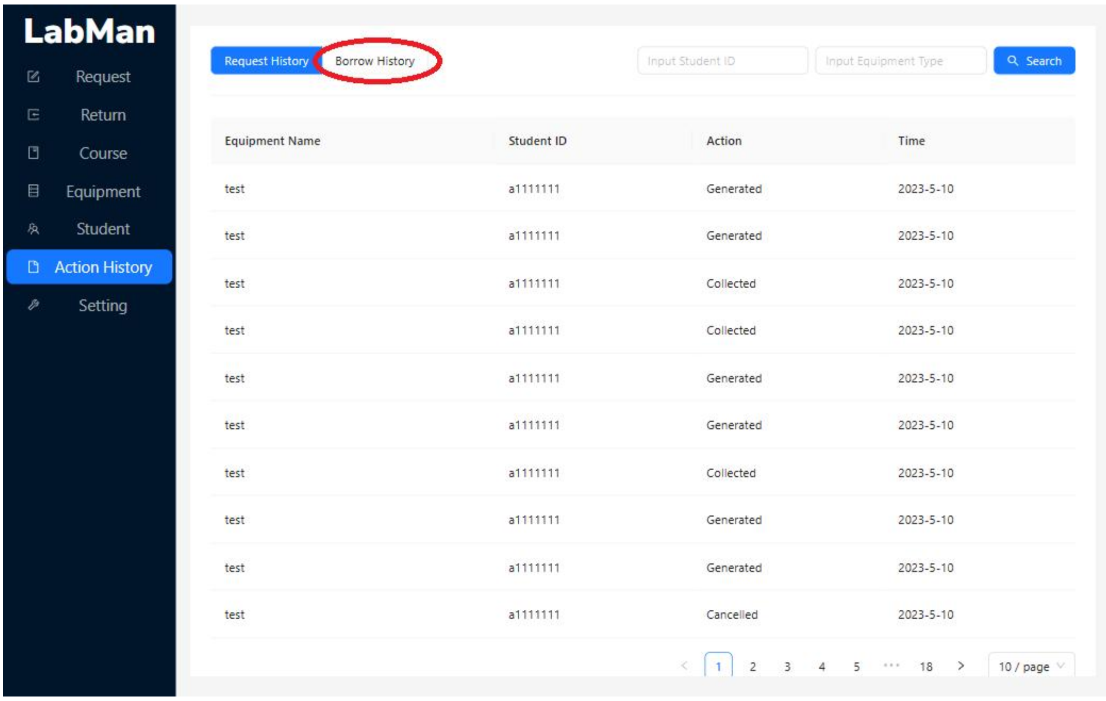
Step 3: Click on the 'Search' button. The table will display the corresponding records (as shown in Picture 8.2.4).


LabMan
Request
Return
Course
Equipment
Student
Action History
Setting
Request History
Borrow History
a1866893
spector
Search
Equipment Name
Student ID
Action
Time
Spector
a1866893
Generated
2023-5-29
Spector
a1866893
Edit
2023-5-29
Spector
a1866893
Edit
2023-5-29
Spector
a1866893
Cancelled
2023-5-29
Spector
a1866893
Generated
2023-5-29
Spector
a1866893
Cancelled
2023-5-29
Spector
a1866893
Generated
2023-5-30
Spector
a1866893
Edit
2023-5-30
Spector
a1866893
Cancelled
2023-5-30
Spector
a1866893
Generated
2023-5-30
1
2
10 / page
Picture 8.2.4

8.3 Borrow History

If you want to check borrow and return-related records,

Step 1: Click on the 'Borrow History' button at the top-left of the page (as shown in Picture 8.3.1).



Picture 8.3.1

The search and detailed view operations for Borrow History are identical to those for Request History.

9. General Setting

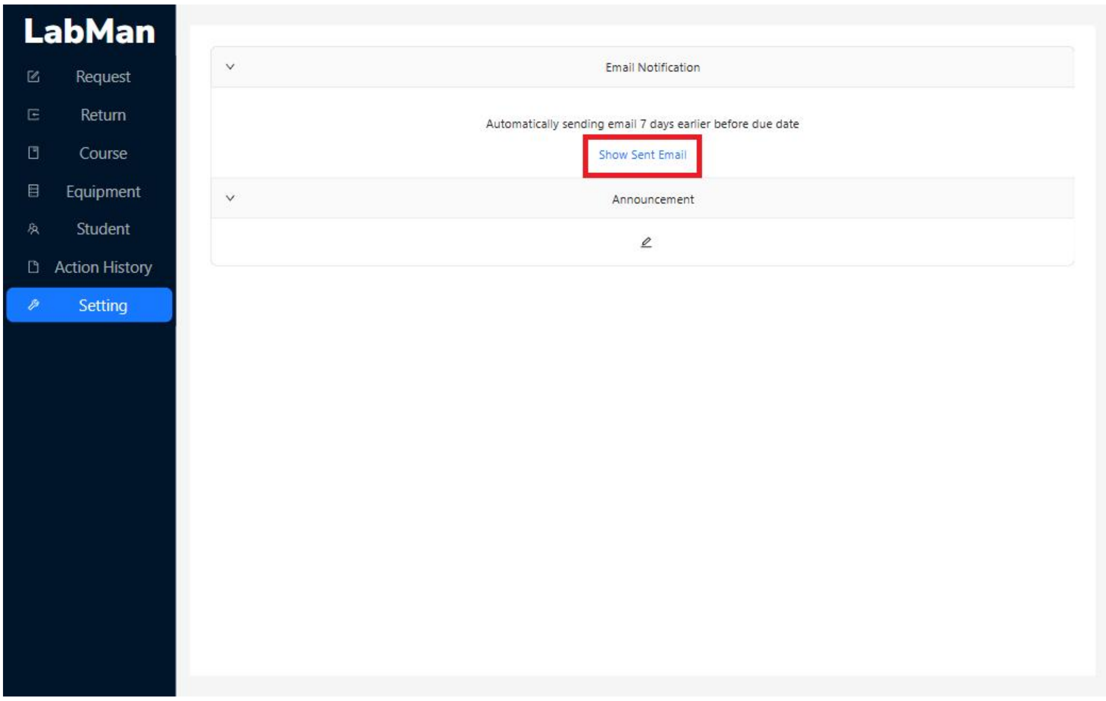
9.1 Introduction

The General Settings page allows admins to view reminder emails and publish announcements for students. Reminder emails are automatically sent by the server seven days before the equipment return due date. If students haven't returned the equipment after receiving this email, the reminder email will be sent on a daily basis.

9.2 View Sent Email

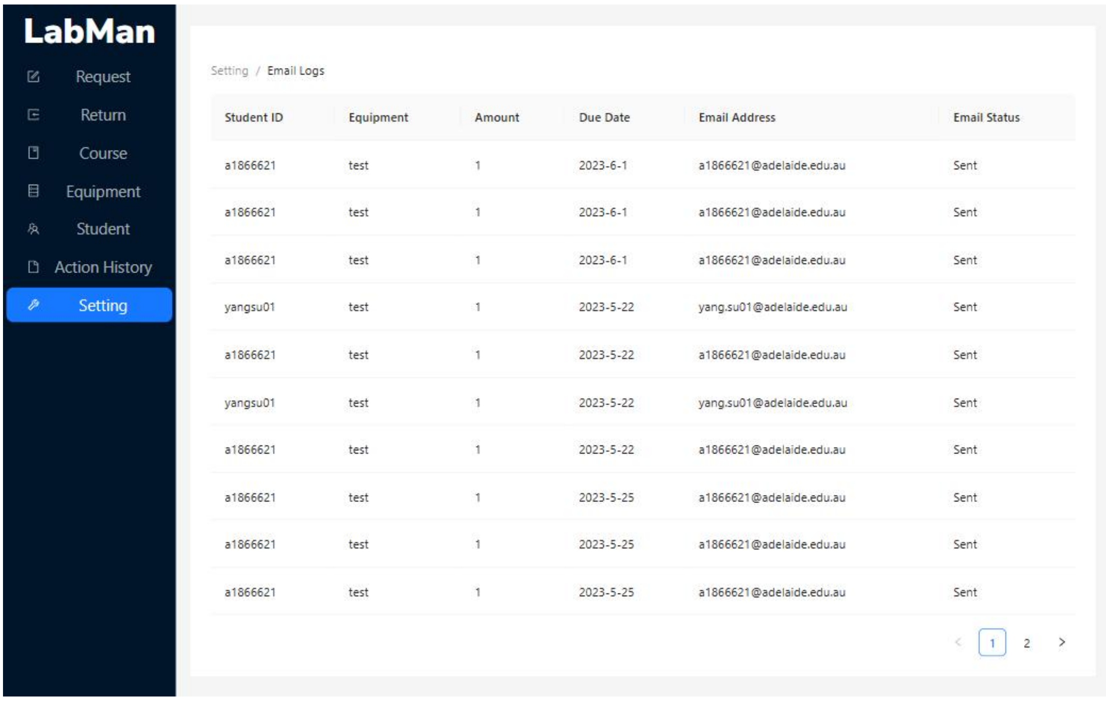
To check the email automatically sent by the server:

Step 1: Click on the 'View Sent Email' link in the General Settings page (as shown in Picture 9.2.1).



Picture 9.2.1

The system will then navigate to the Email Logs page (as shown in Picture 9.2.2).



Picture 9.2.2

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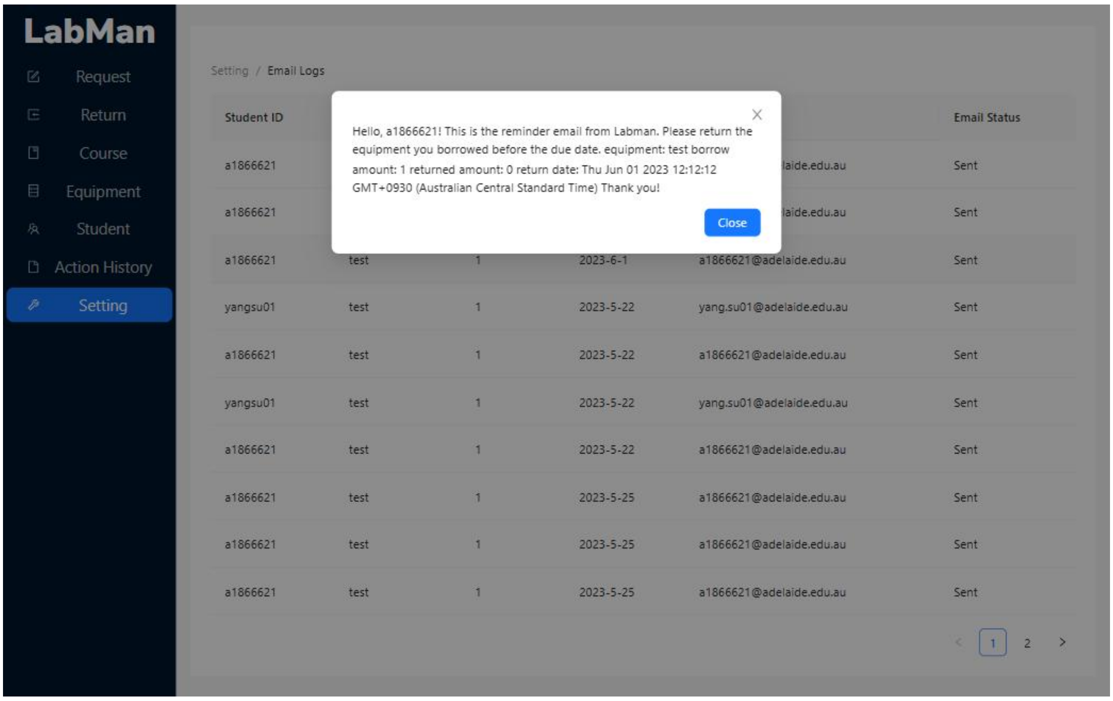
If you want to see the content of the email, click the corresponding row and it will show the email content as shown in Picture 9.2.3

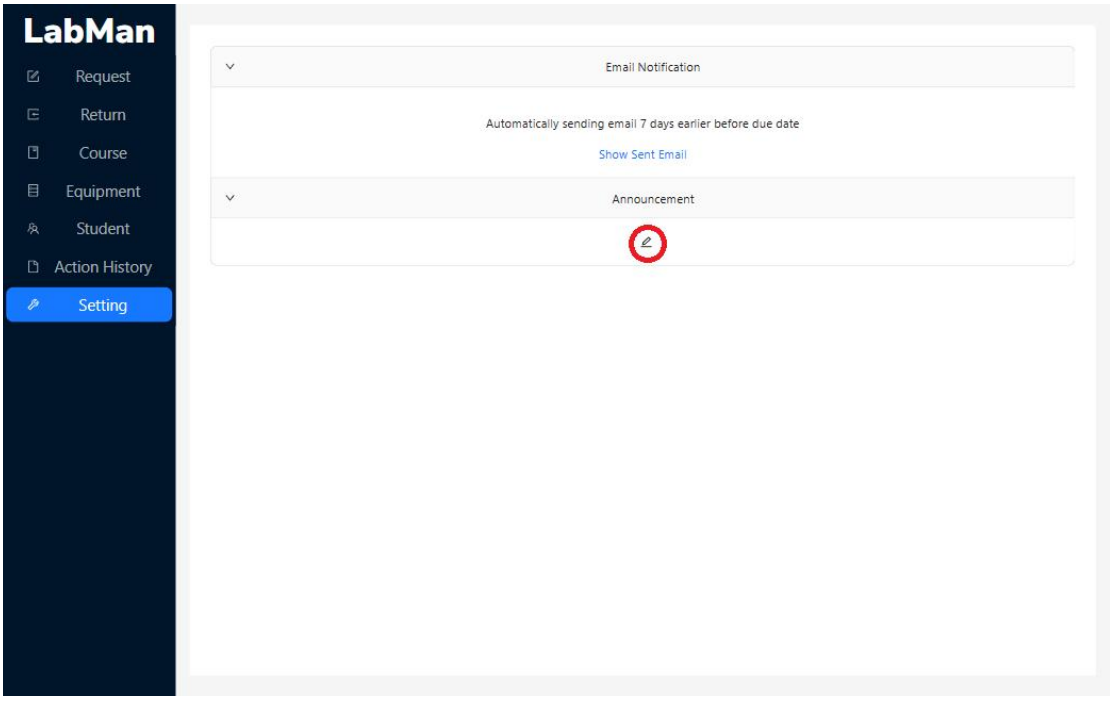


Picture 9.2.3

9.3 Publish Announcement

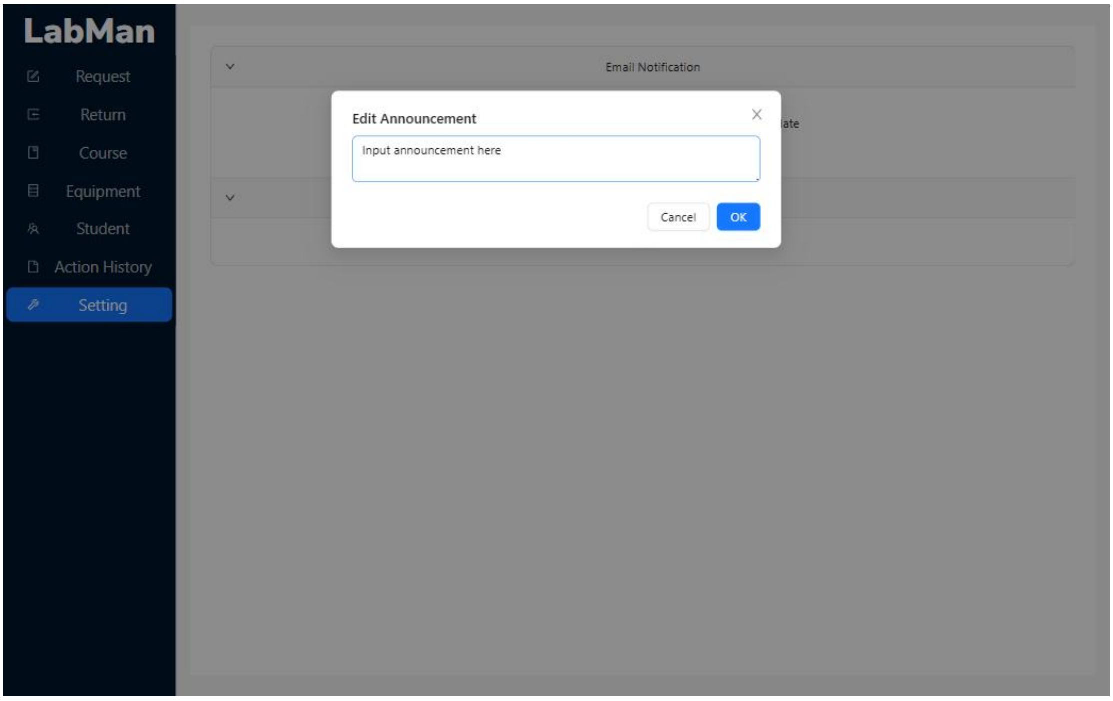
To publish an announcement:

Step 1: Click on the pencil icon in the Announcement card (as shown in Picture 9.3.1).



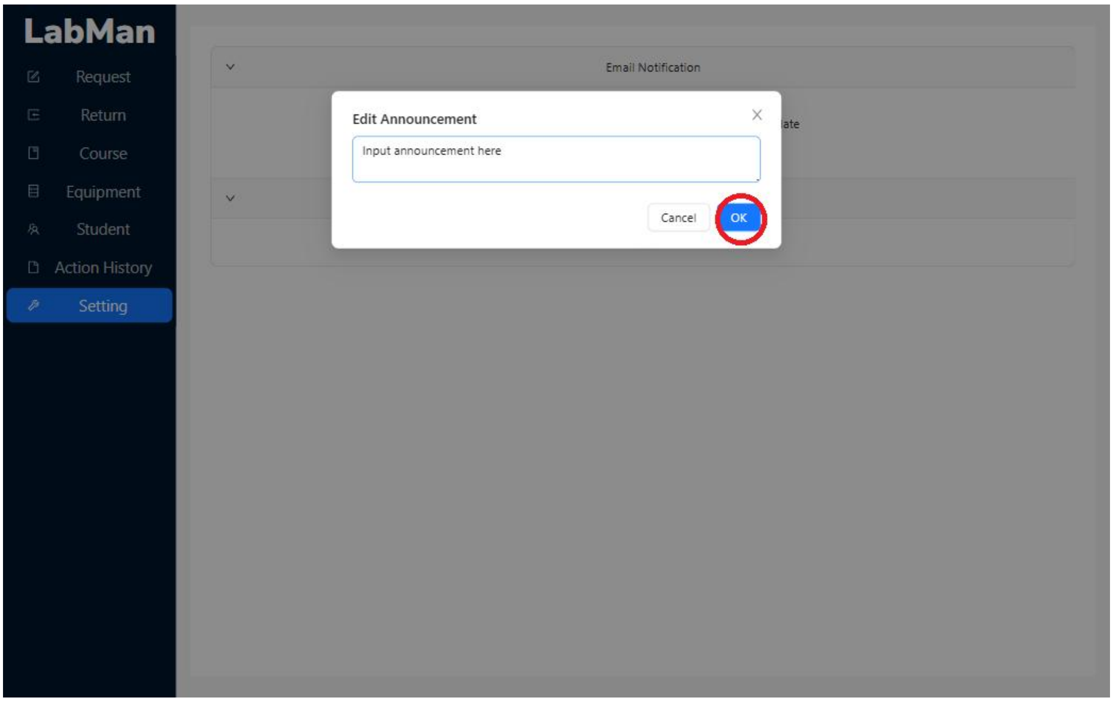
Picture 9.3.1

Step 2: In the pop-up window, input the announcement (as shown in Picture 9.3.2).



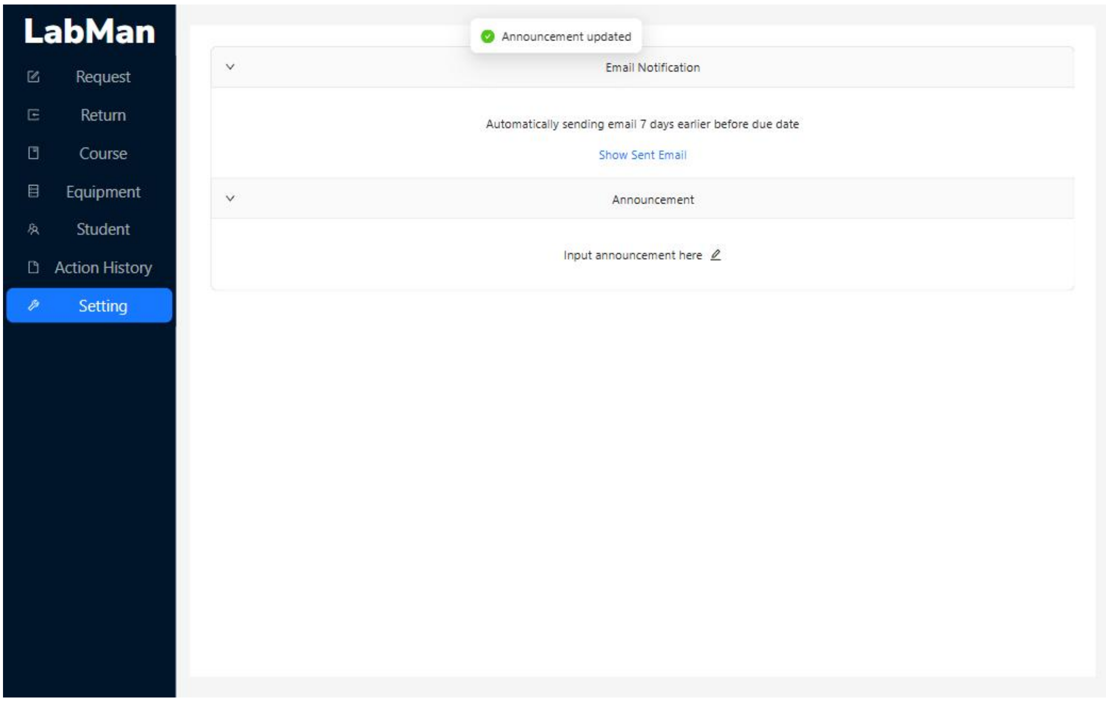
Picture 9.3.2

After finishing input, click the OK button as shown in Picture 9.3.3



Picture 9.3.3

After this, the announcement should be changed (as shown in Picture 9.3.4).



Picture 9.3.4

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