*Florida International University*

*School of Computing and Information Sciences*

User Manual

Note this is also part of the “User manual Document” appendix in the Final Document

Note that a video of this process is also available on youtube in the project playlist.

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**User Manuals:**

1. **Student Manual:** 
   1. Logging In
      1. Click on the “Log In” button on the right top corner of this website.
      2. Students do not need to make an account and may login through google using their FIU email account. Click the red “G” button and follow the prompts.
      3. If the user has cookies enabled, he / she will stay logged into the site on subsequent visits.
   2. Editing Profile / Opt-out from Notifications
      1. Log in to the VIP website (see IA).
      2. Click on the user icon found on the page header. (Icon can be found directly left of the “Log Out” button).
      3. Use the form and follow instructions to update profile information.
      4. To disable e mail notifications, uncheck the “Allow Notifications” box found near the bottom of the form.
      5. Press the “Update” button to commit changes.
   3. Viewing Projects
      1. Click on the “Projects” link on the header navigation.
      2. To view more detail, click on the project’s name. This will allow you to see a project’s team members, as well as any associated videos and / or links.
   4. Applying to Project
      1. Log in to the VIP website (see IA).
      2. To access a project application, you may…
         1. Click on the “Apply For a Project” button
         2. Use the header navigation. An application link can be found under “Prospective Students” >> “Apply”
         3. Click the “Apply” button located on the right hand side while viewing a project detail page (IC).
      3. Fill out the application form with the instructions provided.
      4. Upon submitting the form, your application will be sent out for approval. Your application will be reviewed by staff. If accepted, you will be added to the project roster.
   5. Leaving Project
      1. Log in to the VIP website (see IA).
      2. Go to the project’s detail page (IC).
      3. Click the “Leave” button located on the right side of the projects detail page.
      4. To finish, dismiss the dialog message by selecting the “I’m sure” button.

1. **Faculty Manual:** 
   1. Account Creation / Logging In
      1. Click on the “Log In” button on the right top corner of this website.
      2. To create an account, click on the “Create an account” link under the “Non-Student Login” section. Note that all faculty accounts MUST be associated with an fiu e-mail address.
      3. On the “Log In” page, enter your email and password in the forms under the “Non-Student Login” section. Press the blue “Log in” button to submit.
      4. If the user has cookies enabled, he / she will stay logged into the site on subsequent visits.
   2. Editing Profile / Opt-out from Notifications
      1. Log in to the VIP website (see IIA).
      2. Click on the user icon found on the page header. (Icon can be found directly left of the “Log Out” button).
      3. Use the form and follow instructions to update profile information.
      4. To disable e mail notifications, uncheck the “Allow Notifications” box found near the bottom of the form.
      5. Press the “Update” button to commit changes.
   3. Proposing Project
      1. Log in to the VIP website (see IIA).
      2. To propose a project, you may…
         1. Click on the “Propose a Project” button
         2. Use the header navigation. A project proposal application link can be found under “Faculty” >> “Propose Project”
      3. Fill out the project proposal form with the instructions provided.
      4. Upon submitting the form, your project proposal will be sent out for approval. If accepted, the project will added to the website.
   4. Editing Project
      1. Log in to the VIP website (see IIA).
      2. Click “Projects” on the navigation bar. Go to the projects details page by clicking the name of the project that you wish to edit.
      3. On the projects detail page, click on the “Edit” button on the right hand side.
      4. Fill out the project edit form. This process is identical to proposing a project (see IIC).
      5. Upon submitting the form, your edits will be sent to admin for approval. The unedited project will still be available for viewing on the Projects page.

* 1. Applying to Project:
     1. Log in to the VIP website (see IIA).
     2. To join a project, you may…
        1. Click on the “Apply For a Project” button
        2. Click the “Join” button located on the right hand side while viewing a project detail page (IC).
     3. Fill out the application form with the instructions provided. Form in similar to the one that students fill out when applying to join a project.
     4. Upon submitting the form, your application will be sent out for approval. Your application will be reviewed by staff. If accepted, you will be added to the project roster.

* 1. Leaving Project
     1. Log in to the VIP website (see IIA).
     2. Go to the project’s detail page (IC).
     3. Click the “Leave” button located on the right side of the projects detail page.
     4. To finish, dismiss the dialog message by selecting the “I’m sure” button.

1. **Pi/CoPi Manual:** 
   1. Account Creation/ Logging in
      1. Click on the “Log In” button on the right top corner of this website.
      2. To create an account, click on the “Create an account” link under the “Non-Student Login” section.
      3. On the “Log In” page, enter your email and password in the forms under the “Non-Student Login” section. Press the blue “Log in” button to submit.
      4. If the user has cookies enabled, he / she will stay logged into the site on subsequent visits.
   2. Project Proposal Review
      1. Log in to the VIP website (see IIIA)
      2. Access the review projects proposal page by going to “Faculty” >> “Review Project Proposals” on the header navigation menu.
      3. Projects may be accepted by pushing the green “Yes” button, or rejected by pushing the red “No” button.
      4. If you wish to put an accepted / rejected project back into review, find the appropriate project under “Review Project Proposal History” and press “Undo”.
   3. Faculty Registration Review
      1. Log in to the VIP website (see IIIA)
      2. Access the user registration review page by going to “Prospective Students” >> “Review Faculty Registrations” on the header navigation menu.
      3. Faculty account registration requests can be accepted by pushing the green “Yes” button, or rejected by pushing the red “No” button.
      4. If you wish to move a faculty account back into review, locate it under “Review Faculty Application History” and press “Undo”. (\*Note, this only works for previously-accepted users. To review a rejected account, please ask that user to attempt signing up again.)
   4. Student Application Review
      1. Log in to the VIP website (see IIIA)
      2. Access the student application review page by going to “Prospective Students” >> “Review Student Applications” on the header navigation menu.
      3. Student application requests can be accepted by pushing the green “Yes” button, or rejected by pushing the red “No” button.
      4. If you wish to move a student application back into review, locate it under “Review Student Application History” and press “Undo”. (\*Note, this only works for previously-accepted students. To review a rejected application, please ask the user to submit a new application.)
   5. Admin Panel
      1. Log in to the VIP website (see IIIA)
      2. Access the admin panel by clicking the wrench icon on the top-right corner of the page header.