*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:**

**I.** **Student Manual:**

A. 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.

B. 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.

C. 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.

D. Applying to Project

1. Log in to the VIP website (see IA).

2. To access a project application, you may…

a) Click on the “Apply For a Project” button

b) Use the header navigation. An application link can be found under “Prospective Students” >> “Apply”

c) 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.

E. 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.

**II.** **Faculty Manual:**

A. 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.

B. 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.

C. Proposing Project

1. Log in to the VIP website (see IIA).

2. To propose a project, you may…

a) Click on the “Propose a Project” button

b) 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.

D. 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.

E. Applying to Project:

1. Log in to the VIP website (see IIA).

2. To join a project, you may…

a) Click on the “Apply For a Project” button

b) 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.

F. 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.

**III.** **Pi/CoPi Manual:**

A. 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.

B. 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”.

C. 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.)

D. 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.)

E. 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.

3. Select the requisite tab to access a different section of the admin panel:

4. Admin Maintenance:

1. Set the administrator email that will receive the notifications of the VIP Website by entering the desired email into the input box and selecting the ‘Add New’ button. Then select the newly created email and select the ‘change’ button.
2. Set the email signature for the administrator email by modifying the email signature input box and selecting the ‘change’ button.

5. Users Maintenance:

1. Toggle display of user’s information from partial to full using the ‘simple display’ and complex display’ buttons
2. Filtering users can be achieved by either using one of the selection boxes (i.e. select a semester in the Semester selection box and only users in that semester will appear) and/or using the input boxes below the column headers that will correspond to filtering based on that column
3. Filters can be quickly removed using the ‘Refresh Filters’ button
4. Select the title for a given column to sort the users in ascending or descending order by that property.
5. Add a user by selecting the ‘add user’ button (depicted with a user and plus icon), fill in the required information into the prompted modal and select the ‘Add User’ button. The new user will now be present in the User Panel
6. Edit a user by selecting the ‘edit user’ button next to the user you wish to modify (depicted with a pencil icon), modify the information in the prompted modal and select the ‘Save Changes’ button. The user will now be updated in the User Panel.
7. Impersonate a user by selecting the ‘impersonate user’ button next to the user you wish to impersonate (depicted with an eye icon), you will now be redirected to the home page as the impersonated user. Select the ‘logout’ button in the upper right corner to stop impersonating the user.
8. Remove a user by selecting the remove user’ button next to the user you wish to remove (depicted with a red X icon), select the ‘Yes’ button to confirm the removal. The user will then be removed from the system.
9. Approve/Unapprove a user by selecting the approve/unapprove user’ button next to the user you wish to Approve/Unapprove (depicted with either a blue thumbs up icon or red thumbs-down icon).The user will then be updated to be approved/unapproved.

6. Projects Maintenance:

1. Toggle display of project’s information from partial to full using the ‘simple display’ and complex display’ buttons
2. Filtering projects can be achieved by either using one of the selection boxes (i.e. select a semester in the Semester selection box and only projects in that semester will appear) and/or using the input boxes below the column headers that will correspond to filtering based on that column
3. Filters can be quickly removed using the ‘Refresh Filters’ button
4. Select the title for a given column to sort the projects in ascending or descending order by that property.
5. Edit a project’s properties by selecting the ‘edit project’ button next to the project you wish to modify (depicted with a pencil icon), modify the information in the prompted modal and select the ‘Save Changes’ button. The project will now be updated in the Projects Panel.
6. Edit a project’s members (students, faculty, and mentors) by selecting the ‘add/remove project users’ button next to the project you wish to modify (depicted with a user icon), to add a user, select that user in the selection box and selecting the ‘add user’ button (blue user with plus icon). To remove a user, select the ‘remove user’ button (red user with X icon). Then select the ‘Save Changes’ button. The project should now be updated in the Projects Panel.
7. Remove a project by selecting the remove project’ button next to the project you wish to remove (depicted with a red X icon), select the ‘Yes’ button to confirm the removal. The project will then be removed from the system.

7. Semesters Maintenance:

1. Filtering Semesters can be achieved by using the filters for Name/Start Date/End Date.
2. Selecting any of the Column TItles will sort based on the column in both ascending or descending order(click multiple times to switch between)
3. Before any rows of semesters you are given an Add Semester Button that will bring up a modal to create a new semester, with information that must be provided.
4. Each Semester will have 3 buttons on the left, Set Default, Edit, and Delete.
5. If a semester is open for project proposals, there will be a button active next to the checkmark icon for Project Proposals.
6. If a Semester is Applicable, than the Apply button will be visible for students, otherwise it will be hidden.
7. If a Semester is Proposable, then those semesters will be visible in the Semester dropdown for Faculty/Staff in the Project Proposal Form.

8. Courses Maintenance:

1. Filtering courses can be achieved by either using one of the selection boxes (i.e. select a semester in the Semester selection box and only courses in that semester will appear) and/or using the input boxes below the column headers that will correspond to filtering based on that column
2. Filters can be quickly removed using the ‘Refresh Filters’ button
3. Select the title for a given column to sort the courses in ascending or descending order by that property.
4. Add a course by selecting the ‘add course’ button (depicted with a blue plus icon), fill in the required information into the prompted modal and select the ‘Add Course’ button. The new course will now be present in the Courses Panel
5. Edit a course by selecting the ‘edit course’ button next to the course you wish to modify (depicted with a blue pencil icon), modify the information in the prompted modal and select the ‘Save Changes’ button. The course will now be updated in the Courses Panel.
6. Remove a course by selecting the remove user’ button next to the user you wish to remove (depicted with a red X icon). The user will then be removed from the system.
7. Synchronize the users database with course data from panthersoft by selecting the ‘Upload Course Data’ button. To add a file to the list of courses, follow these steps:
   1. Select the ‘Choose file’ button under the File column. Select a .xls file from the file dialog.
   2. If the file name refers to a course present in the system, just select the ‘add course file’ button and the file will either be accepted or rejected depending on the validity of the file’s formatting.
   3. If the file refers to a course not present in the system, the modal will prompt you to add a new course, after selecting the ‘add course’ button, select the ‘add course file’ button and the file will either be accepted or rejected depending on the validity of the file’s formatting.

To submit the list of process files to be uploaded to the system, select the ‘Sync Database’ button. The users database will be updated accordingly.

Alternatively, to clear the list of course files in one go, select the ‘Clear List’ button. To get a template for the required format of the file, select the ‘Download Template’ button.