My Requester

User Manual

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# 01.Introduction

There should be good communication between students and lecturers. Students need to request various things from lecturers. Some of them are very urgent. Therefore, having paper works for this task is very inefficient. With the hope of overcoming that situation, we developed the “My Requester” web application where students can send their requests easily and lecturers can respond to them accordingly.

# 02.Log In Page



Figure 01

Anyone who has a registered email and password can log in by entering relevant details. After that selecting Login will take you to your account.

If a user forgot his or her password, he or she has to select “Forgot password?”

# 03.Forgot password?

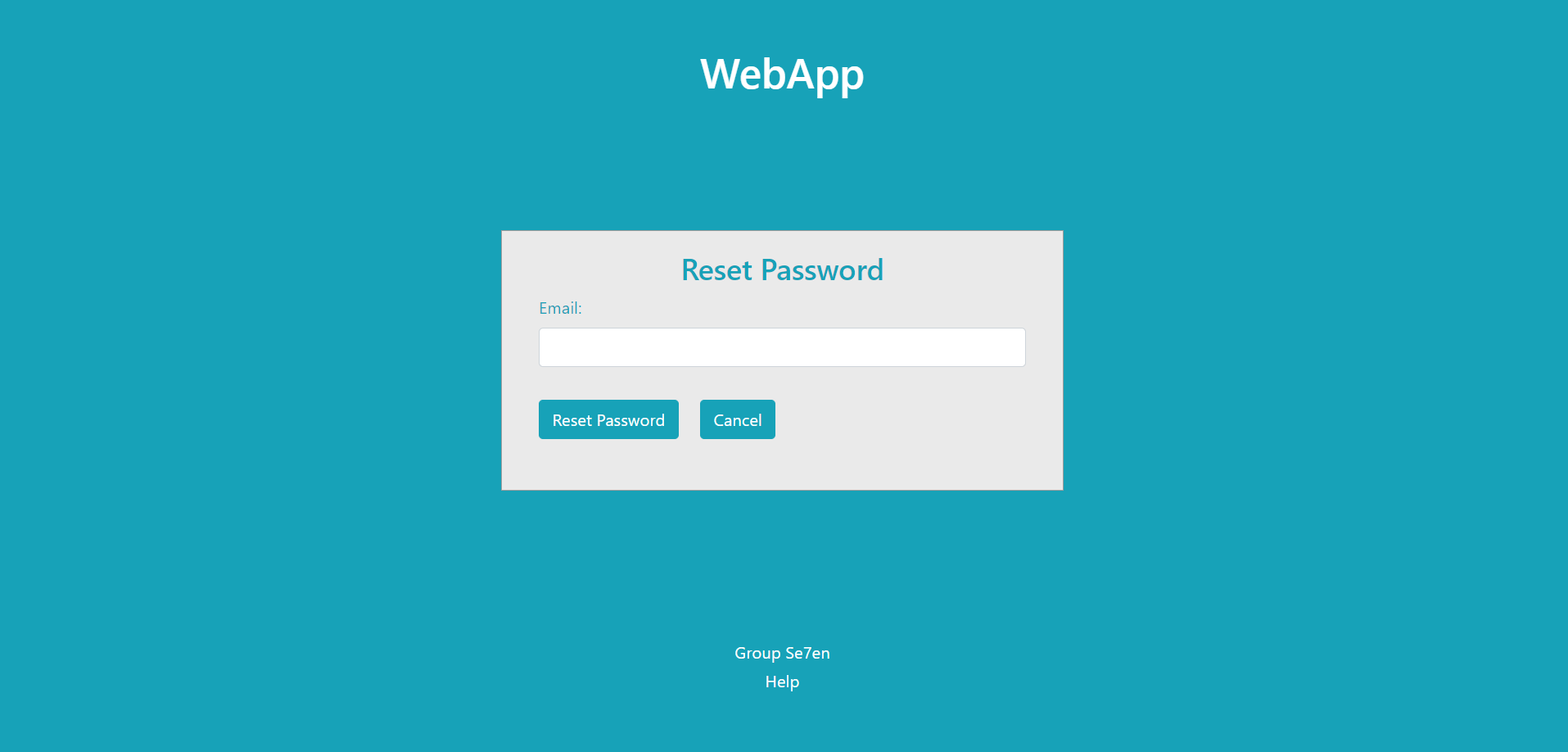


Figure 02

Users have to enter a valid Email and select Reset Password. Then you will receive an email with instructions to reset your password.

If a user accidently press “Forgot password?” he can go back selecting “Cancel”.



Figure 03

# 04.Student Account

## i) Student Home Page

Once a student is logged in, the student is taken to this page. In the middle, there are all the requests the user made along with the responses he got. Students can filter their requests by selecting Filter requests. Students can send a new request by selecting “New Request”. The student can view and update his profile if needed. Students can logout after finishing work by selecting “Log Out”.

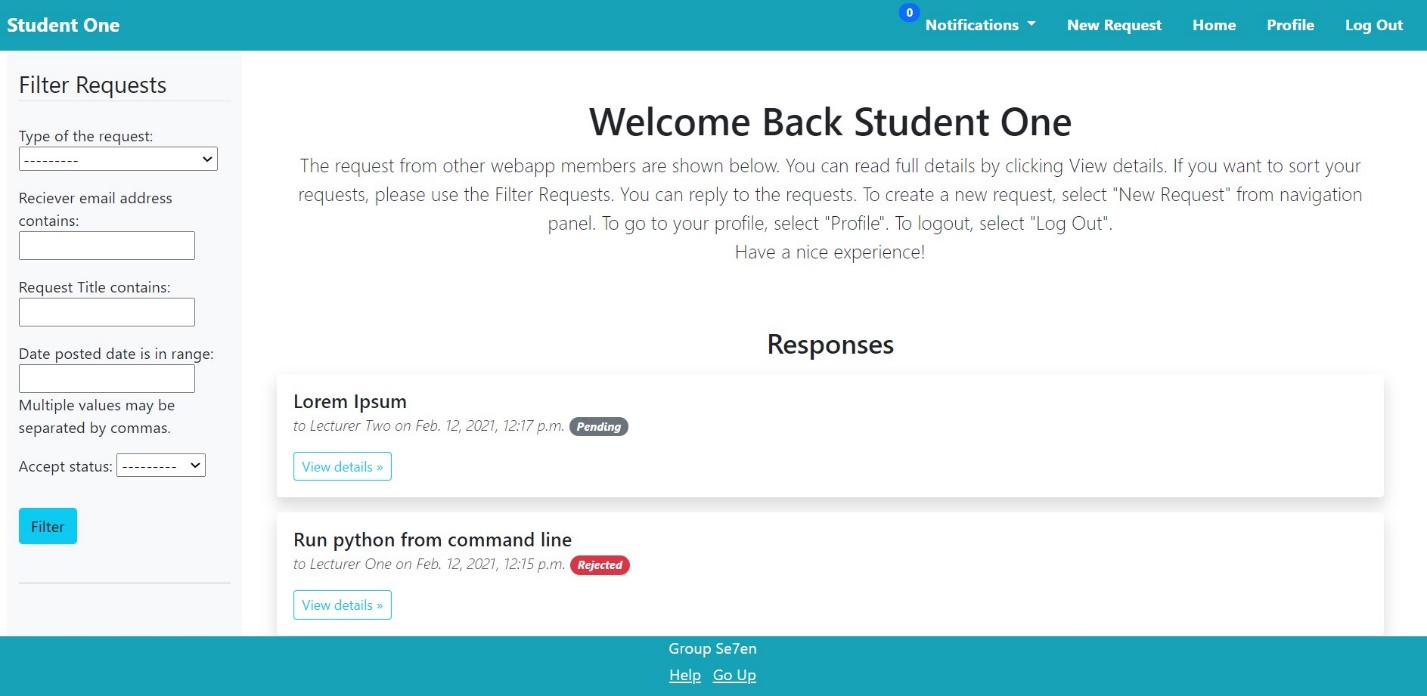


Figure 04

## ii) Student Filter Requests



Students can fill these fields accordingly and filter. Then the student will be able to see the filtered requests on the home page.

Figure 05

## iii) Student navigations



Figure 06

Notifications - This is a dropdown list. It will show notifications when a lecturer comment, reply, accept or reject your request. The blue icon will display the count of notifications at that moment (ex: now zero notification available).

New Request – Selecting this will allow the student to send a new request. More details are available below.

Home – This will take the student to Figure 04. If the student is already on the Home Page, selecting this will only refresh the page.

Profile – This will take the student to his or her profile. More details are available below.

Log Out – This will allow the student to log out.

## iv) Student New Request

Once a student selects “New Request” in figure 06. He or she will be directed to Figure 07.

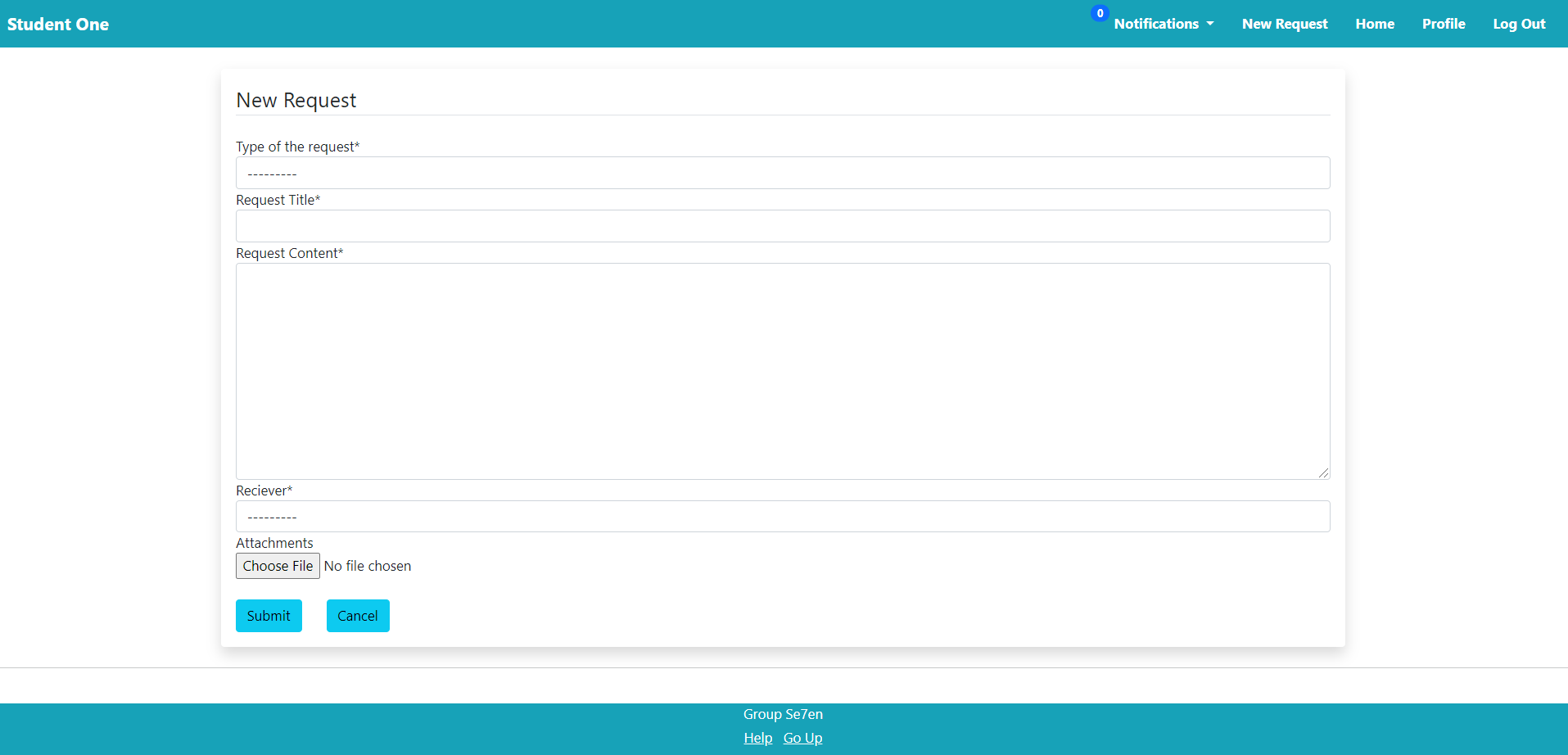


Figure 07

Type of the request – student can select any of the following from the drop-down list,

* Extending Deadline
* Leave Request
* Rescheduling of a Lecture
* Miscellaneous Request

Request Title – student can enter the request title

Request Content – user can enter request contents here

Receiver – student can select the lecturer he wants to send the request from the dropdown list

Attachments – User can upload files that he wishes to send

Submit – student can send the request after filling in all details

Cancel – In case a student wants to cancel a request he can use this button.

## v) Student Profile

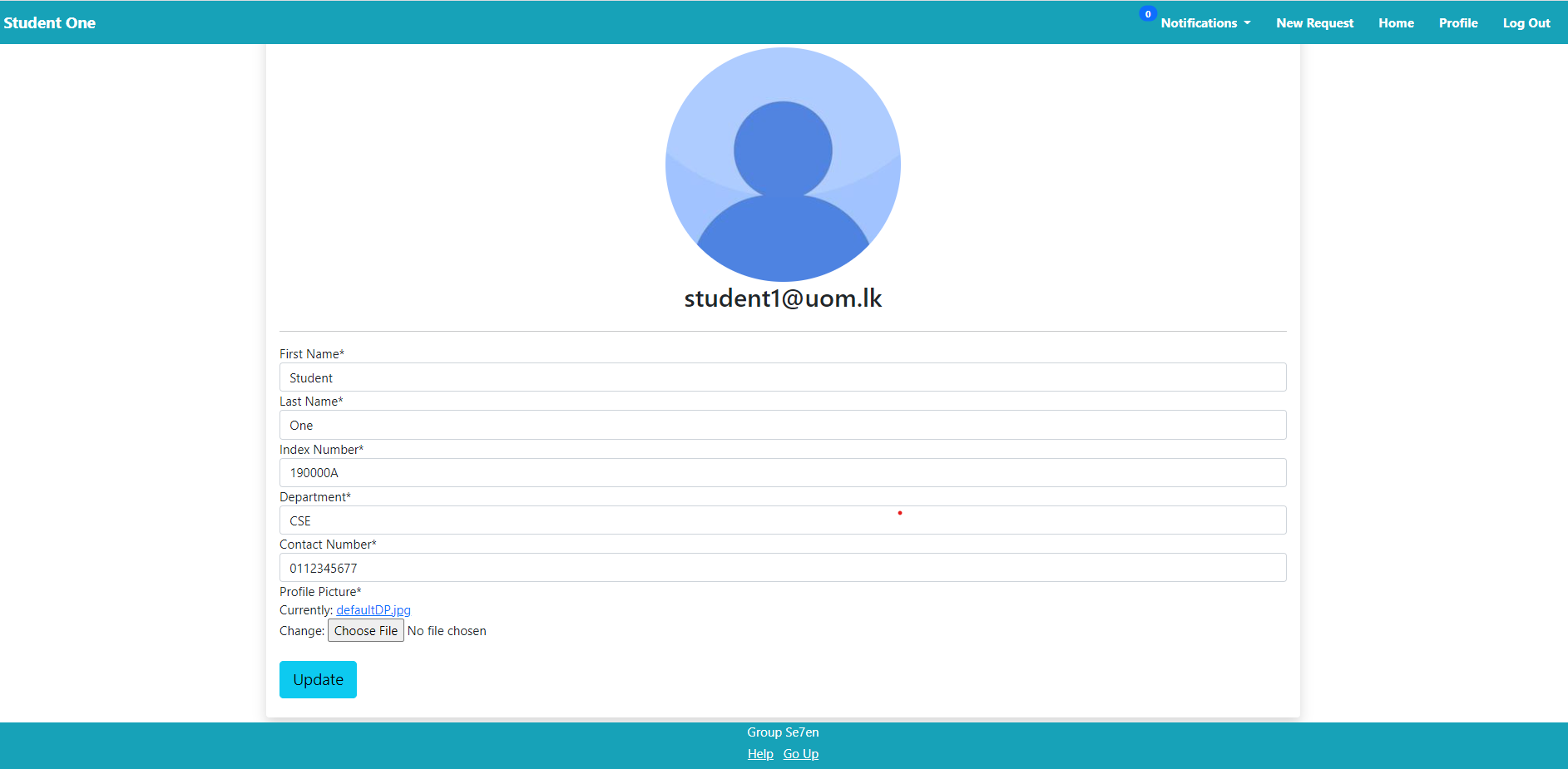


Figure 08

Here is a dummy account. Once a student selects “Profile” in figure 06. The student will be directed to a similar page in figure 08 with particular student details. A student can change profile details as he or she prefers. If a student doesn't upload a profile picture, “defaultDP.jpg” will be the student's profile picture as in figure 08. Here if a student uploads a profile picture of high resolution, the application will reduce the resolution and saves it to save the memory.

In the beginning, the students’ accounts are created by the admin of the app according to the details collected by students manually. Only then a student can log in and update profile details.

## vi) Student Responses

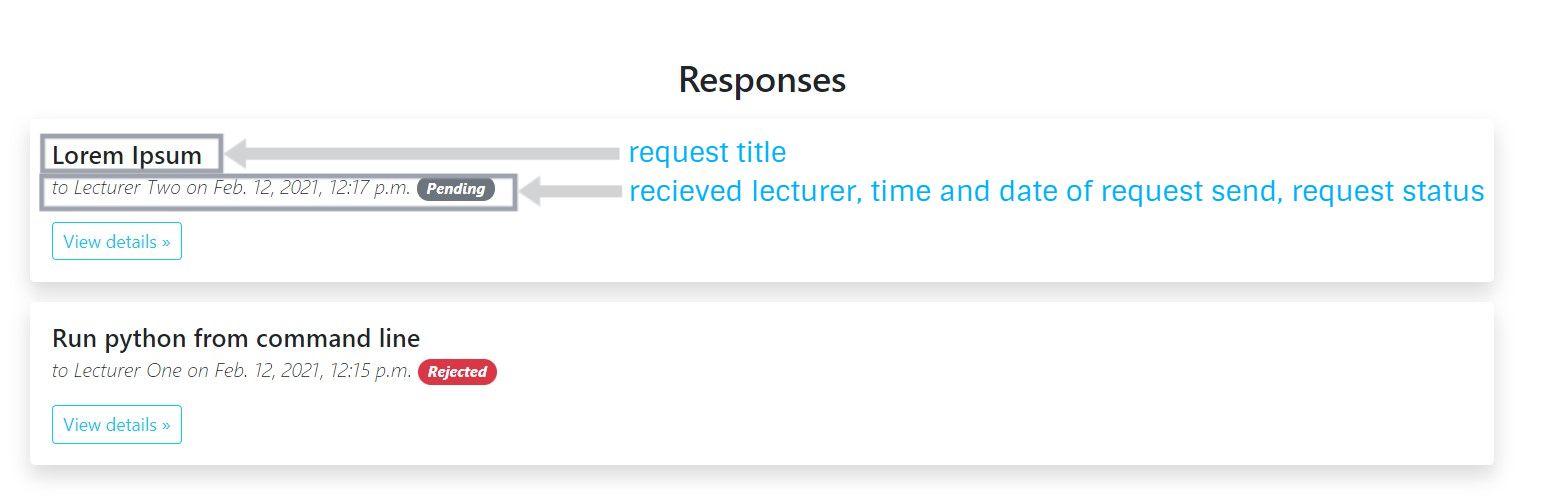


Figure 09

All responses a student made will be listed under “Responses”. The “View Details” button will allow the user to view more details by directing to Figure 10.

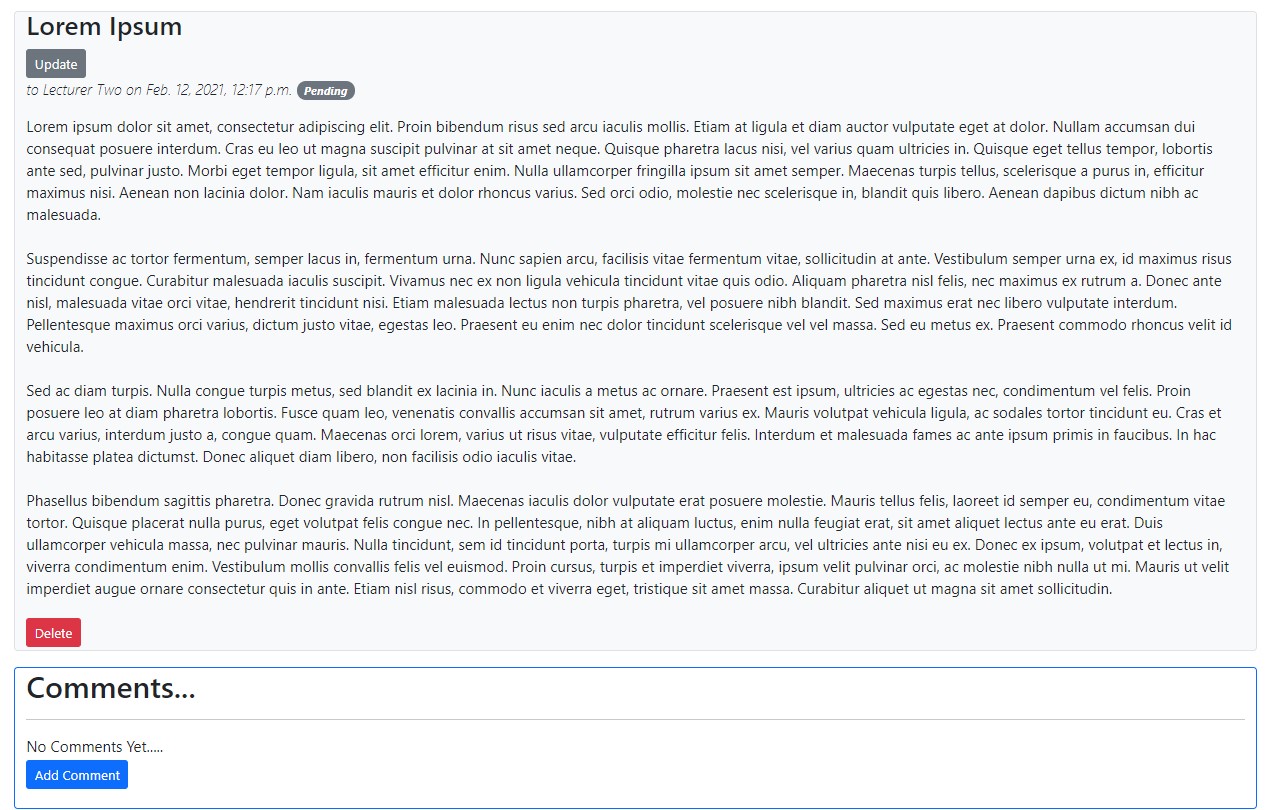


Figure 10

Other than the details in Figure 09. Here, a student can update, delete and add a comment to this requester.

* Update – the student will be directed to a similar page like Figure 11. This page is similar to Figure 07 with current request details init. Students can change the fields as necessary and submit the request again.

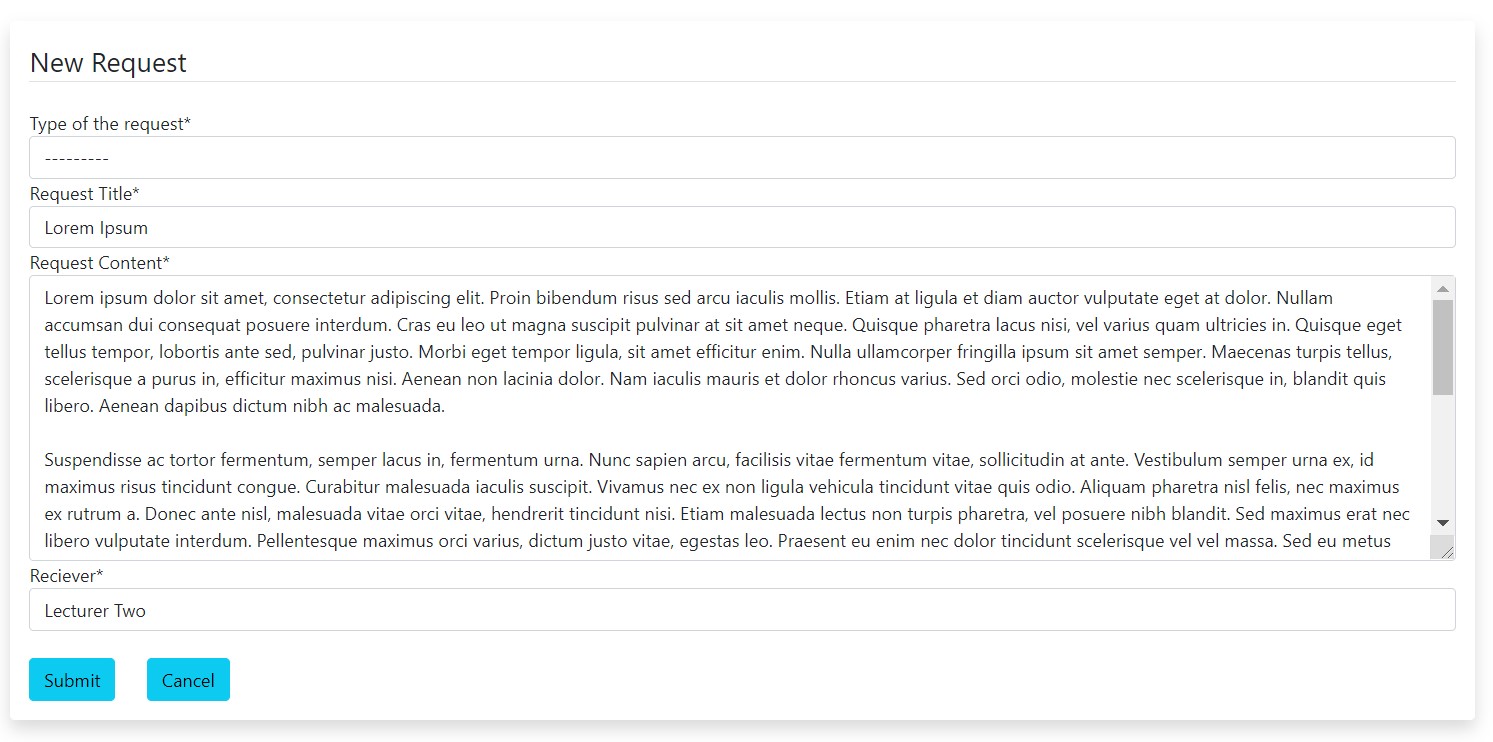


Figure 11

* Delete – This is an irreversible option because of that, after you select the “Delete” button, it will ask the student again whether he is sure about the choice(see Figure 12). If the student is sure, he can select “Delete” again on the page similar to Figure 12. If he wants to cancel, he can select “Cancel”.

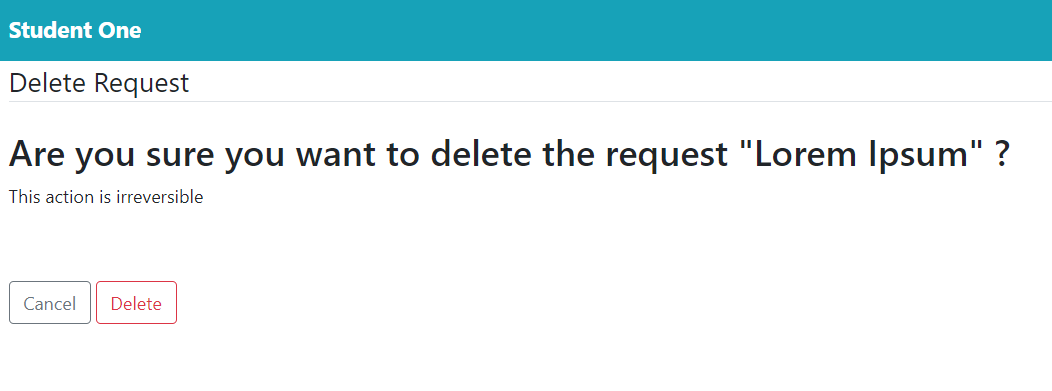


Figure 12

* Add Comment – Students can type a comment in the box in Figure 13 and submit it. Figure 14 shows the view after adding comments. Adding a comment will send the particular lecturer and notification. Then lecturer and student can reply regarding the comment. Figure 15 shows the reply window.

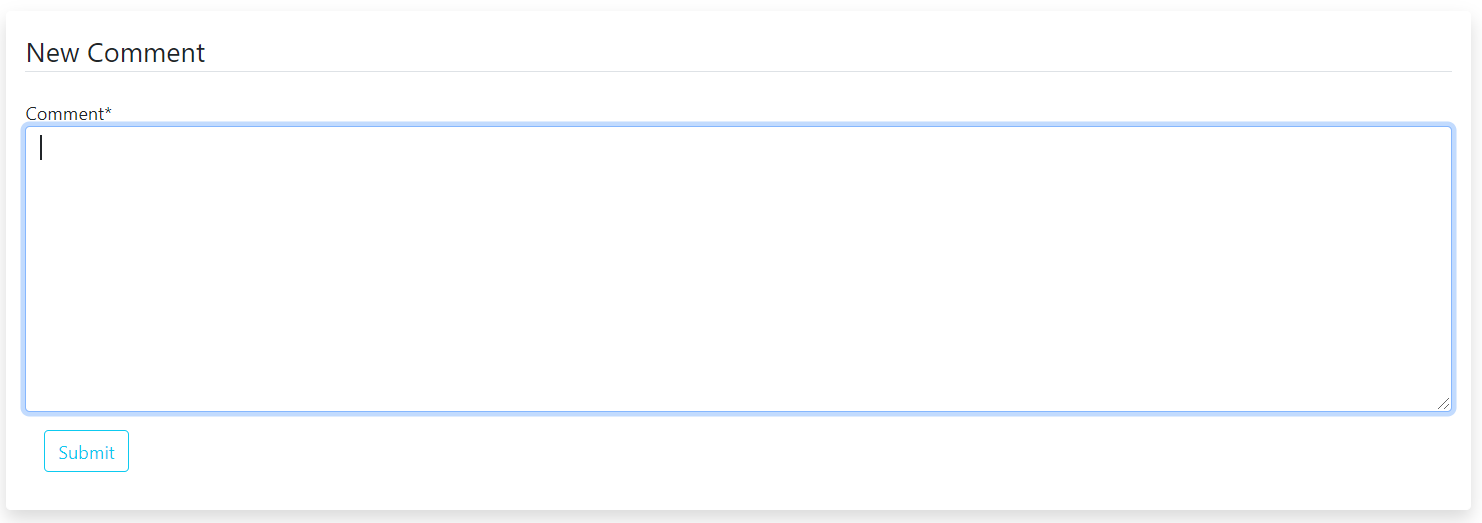


Figure 13

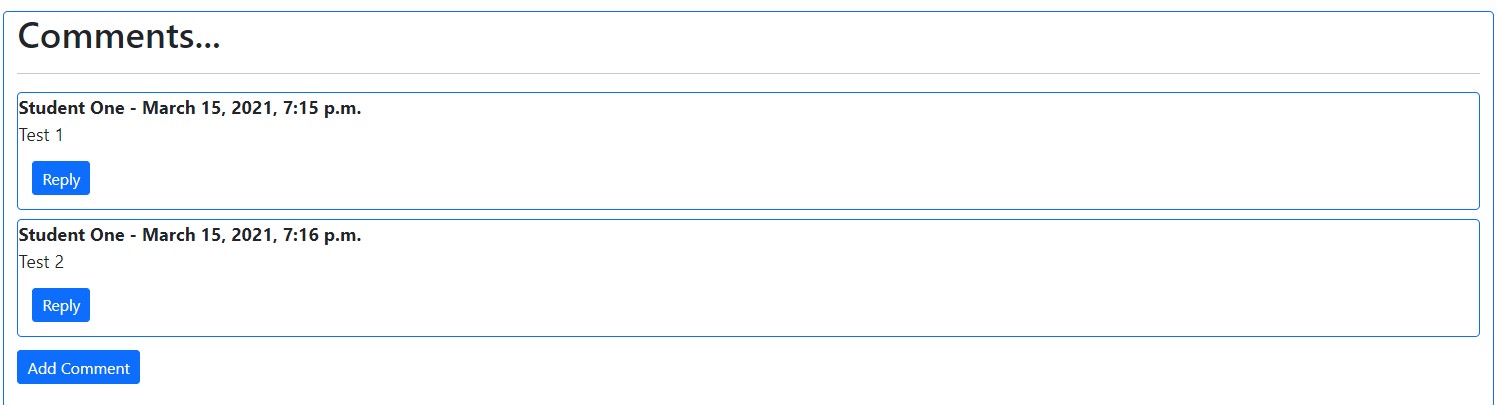


Figure 14

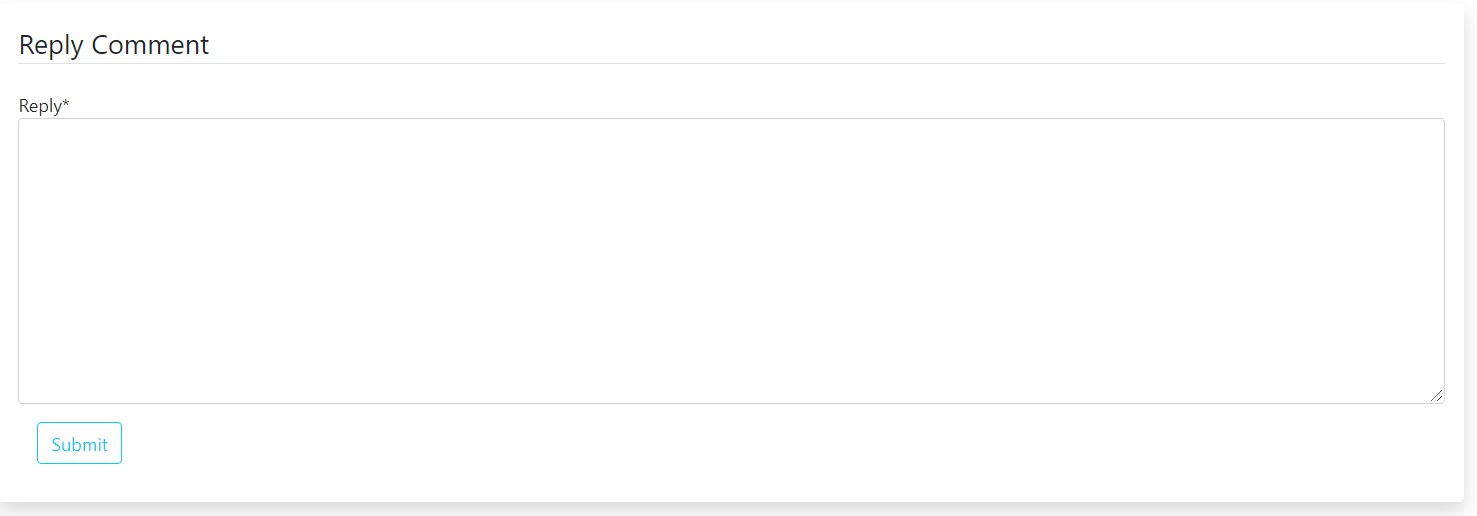


Figure 15

# 05. Lecturer Account

## i) Lecturer Home Page

Once a lecturer logs into the application, he or she will be directed to the below page. This page is very much similar to the student home page.

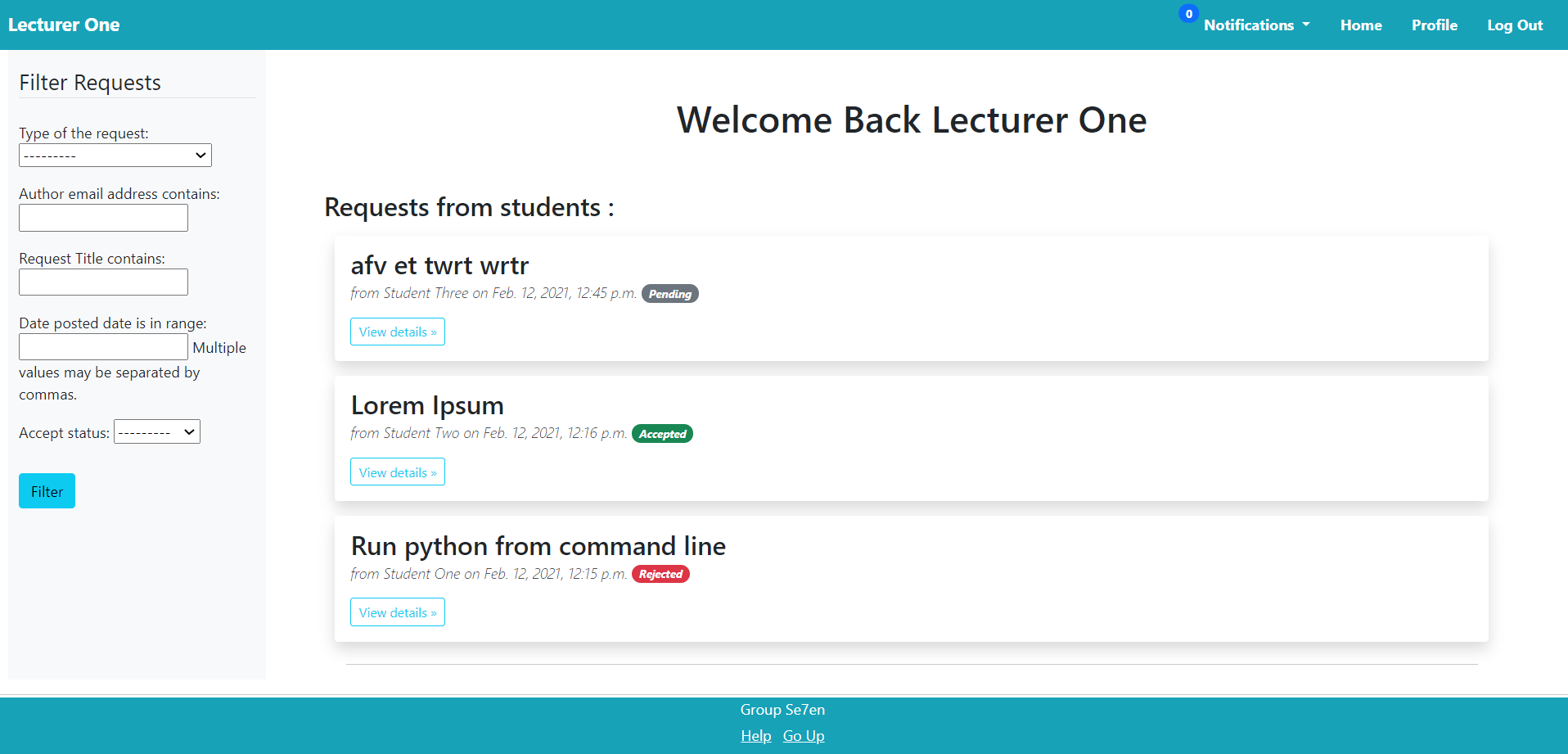


Figure 16

## ii) Lecturer Filter Requests

This is very much similar to the student filter requests in Figure 05. Here, the only difference is the second checkbox uses the receiver email address while student filter requests take the author email address.

Figure 17

## iii) Lecturer Navigations

Lecturers’ navigations are very much similar to student’s one.

Figure 18

* Notifications – this displays when a student comment or reply to a request
* Home – this will take the lecturer to a similar page like Figure 16 if he is on some other page. If he is already on that page, selecting this will refresh the page.
* Profile – Here lecturer’s details are included. More details are given below.
* Log Out – Lecturer can log out here.

## iv) Lecturer Profile

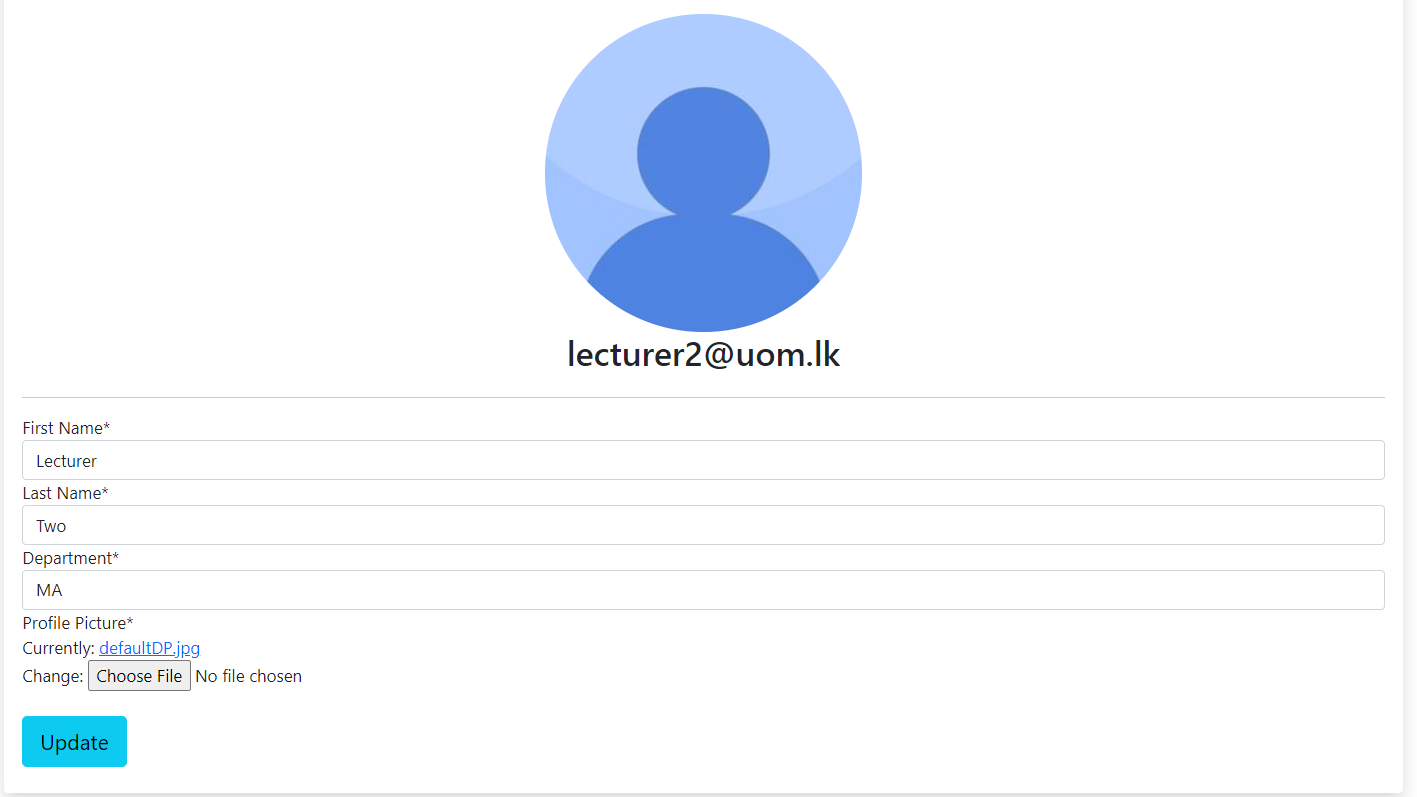


Figure 19

Figure 19 shows a dummy lecturer account. At first, these accounts are created by admins and then a lecturer can log in and update any details as they prefer. A lecturer can upload a profile picture by using the “Choose File” button. Otherwise “defaultDP.jpg” will be the profile picture.

After changing the necessary information, the lecturer can save those details by selecting the “Update” button.

## v) Student Requests

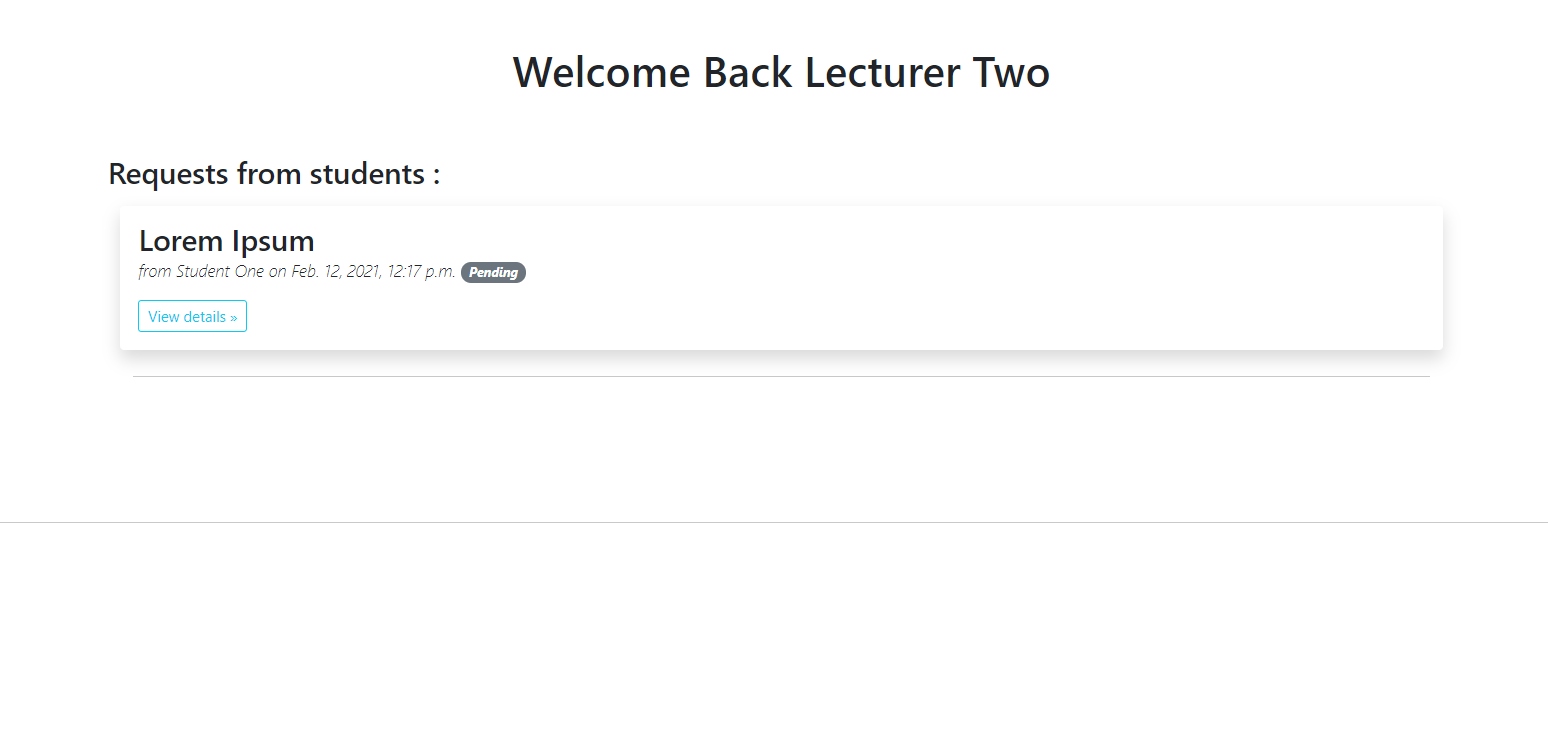
The lecturer can see the requests sent by students after logged in. Students’ requests appear as in Figure 20 on the home page.

Figure 20

Under “requests from students:” all requests will appear one after the other. Here, requests appear with the request title, requested student, requested date and time along with the response of the lecturer. The lecturer can view more details by selecting “View details”. It will direct the lecturer to a similar page in Figure 21.

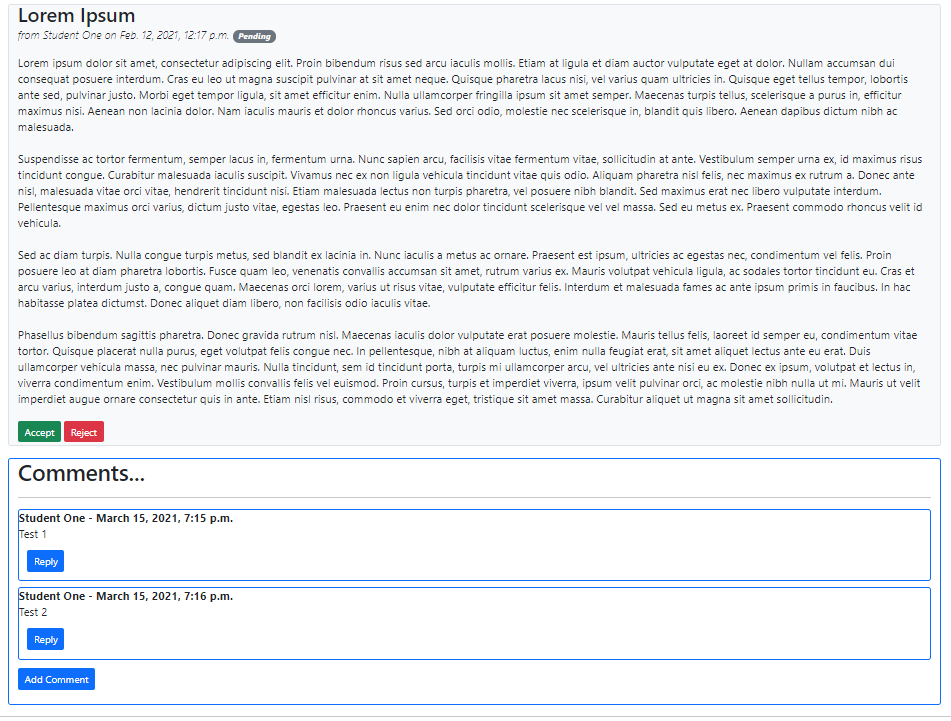


Figure 21

Other than the request details displayed on the home page. Here lecturer can see the full content of the request. Therefore, lecturer can examine the request carefully and decide by selecting “Accept” or “Reject”. If a lecturer needs to ask for more detail or to reply to a student’s comment, that is also possible in the “Comments…” section.

### Lecturer adds a comment.

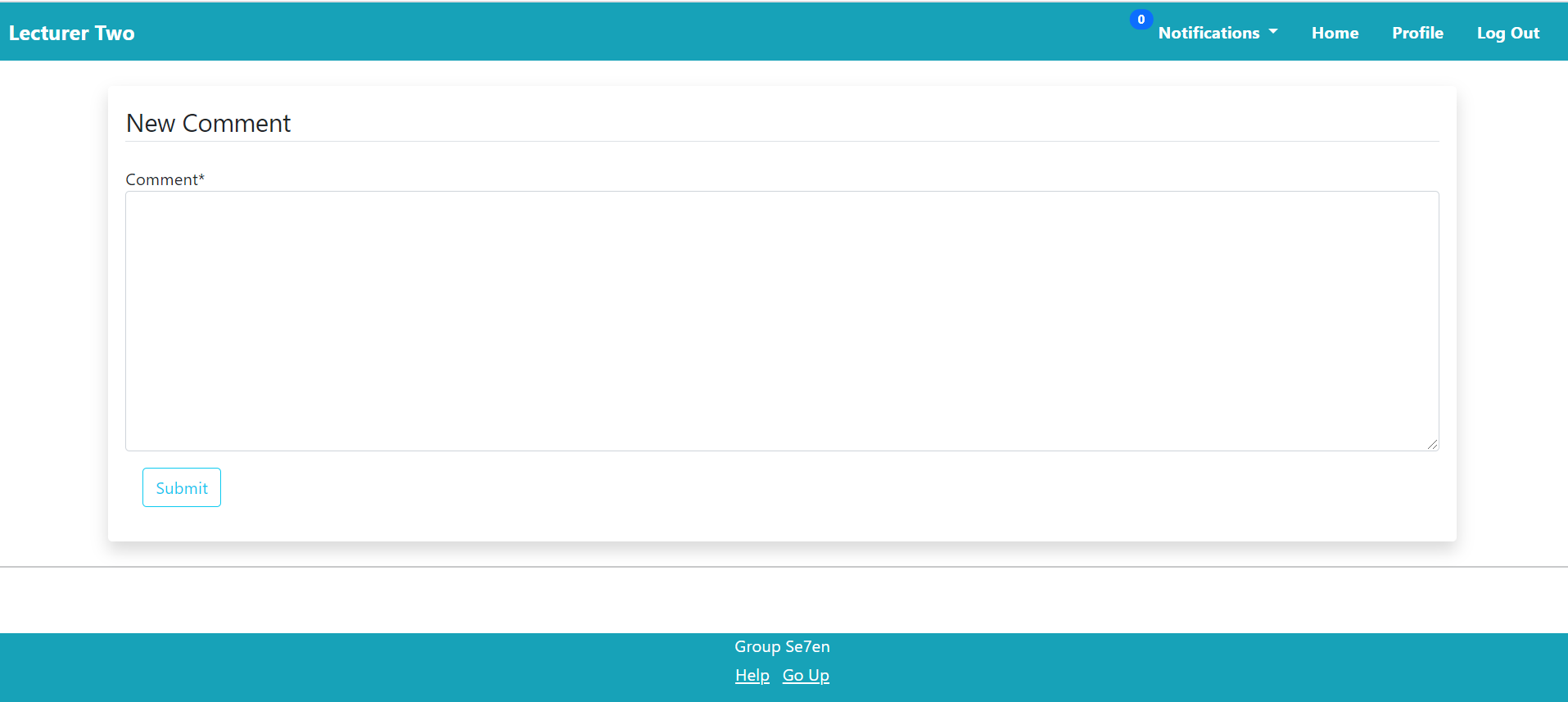


Figure 22

Once the lecturer goes to enter a comment, he or she will be taken to a similar page in Figure 22. There, the lecturer can type the comment and submit it.

### Lecturer replies a comment

A lecturer can also send a reply to a comment. The lecturer will be directed to a similar page like Figure 23 and there, the lecturer can enter the reply.

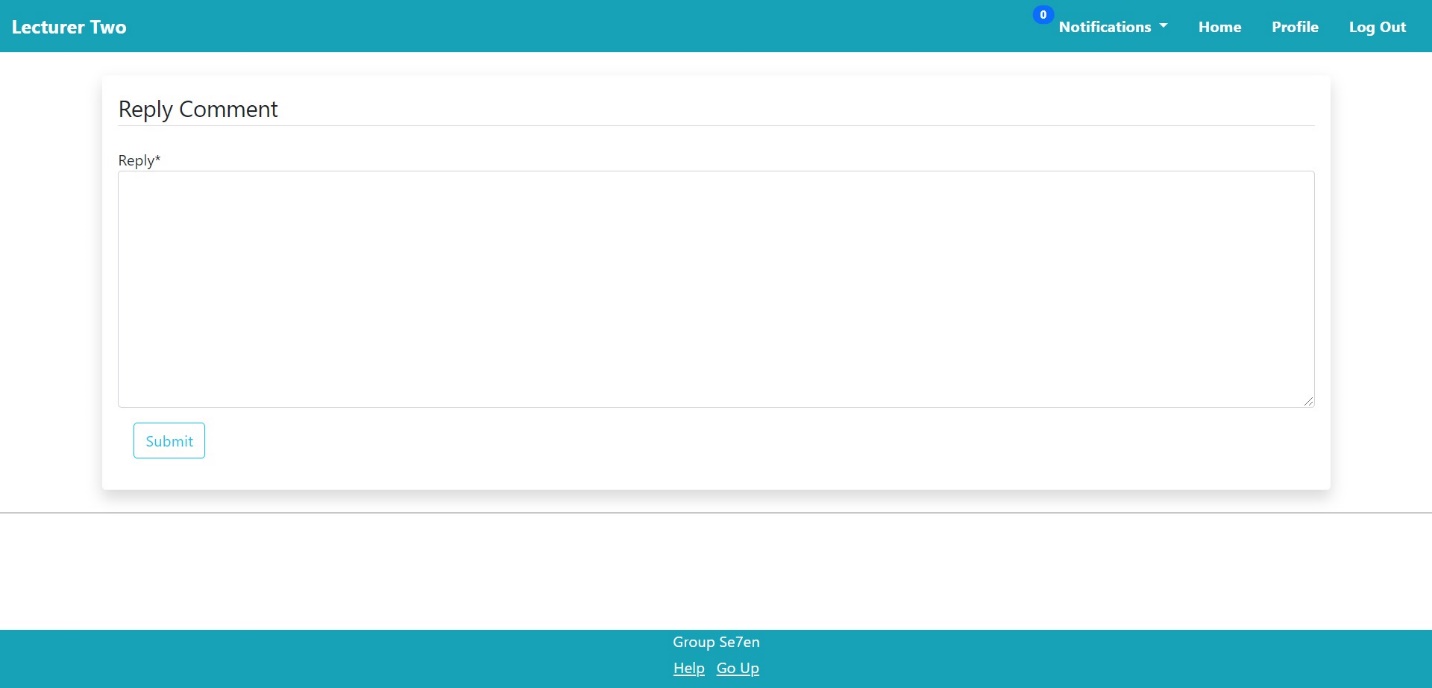


Figure 23

# 06. Log Out

After a user logged in, the user can see the “Log Out” option on every page. Therefore, a user can simply log out by clicking on that option.