**Santa Clara University Waitlist User Manual**

**Administrative Assistants/Professors**

* **Accessing the website**

1. Navigate to the Web address as given by:
   1. Your Web administrator
   2. <http://students.engr.scu.edu/~adiaztos/php_test/student/student.php> (for purposes of the COEN 174 project)
2. Click the button that says “Admins” to be presented with the login prompt
3. Enter the correct username and password and submit

* **Viewing the waitlist**

1. After logging in, you will see an empty table with the headers for various fields of the waitlist table
2. Select the appropriate department and dropdowns for the desired class
3. The waitlist for that class will be automatically shown in the table below
   1. If the table is empty after selecting the class, then this means that there is nobody in the waitlist for that class yet

* **Downloading the waitlist**

1. After logging in, locate the button at the top of the page that says “Export All Waitlists”
2. A CSV file will be downloaded to your machine that can then be opened up with the spreadsheet application of your choice, such as Microsoft Excel.

* **Updating the Course list for the new quarter**

1. After logging in, click the button at the top of the page that says “Settings”
2. Enter in the appropriate term number following the guidelines given on the page
   1. If an invalid number is entered, the webpage will inform you of such
3. Click “Update Courses”
4. If, after updating, the course list appears empty or has the incorrect classes, double check that you entered the correct term. You may have entered in a term number for a previous quarter or for a quarter not yet in Courseavail.

* **Deleting the Old Waitlist**

1. After logging in, click the button at the top of the page that says “Settings”
2. Click the button that says “Clear Waitlist”
3. You will encounter a prompt to verify whether you actually want to delete the waitlist.
4. Click “Ok” to delete the waitlist

**Students**

* **Accessing the website**

1. Navigate to the Web address as given by:
   1. Your department administration
   2. <http://students.engr.scu.edu/~adiaztos/php_test/student/student.php> (for purposes of the COEN 174 project)

* **Registering for a Waitlist**

1. After accessing the website, enter your name, student ID, email address, and reason for needing the class into the appropriate fields.
2. Select the department that the class is in from the dropdown menu, and then select the class you wish to enroll in a waitlist from the next dropdown menu.
3. Fill out the captcha form, and hit submit.
4. If there is an error in your submission data, you will be alerted and instructed to enter in the proper information.
5. If your waitlist request is successful, you will be taken to a success screen. If your request is a duplicate of an earlier request, you will be taken to a screen that indicates this.