

# User Manual

Topicus Team 1

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# Guardian

## The Role

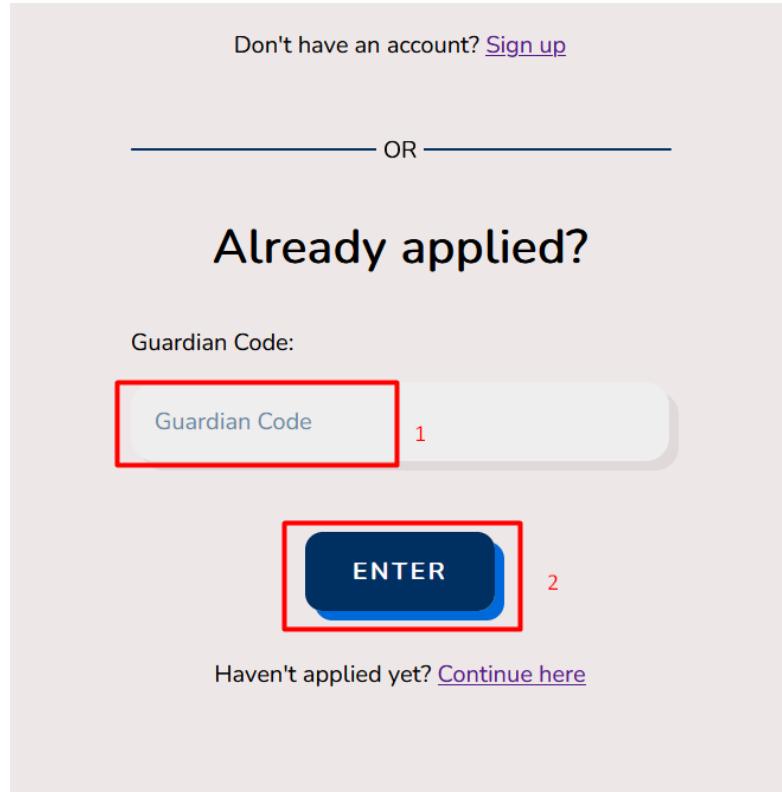
The Guardian role refers to all guardians and parents who use the web application to send applications for registration to their preferred schools who have opted in for using the platform.

## Account – Login/Sign up/'Session with Guardian Code'/None

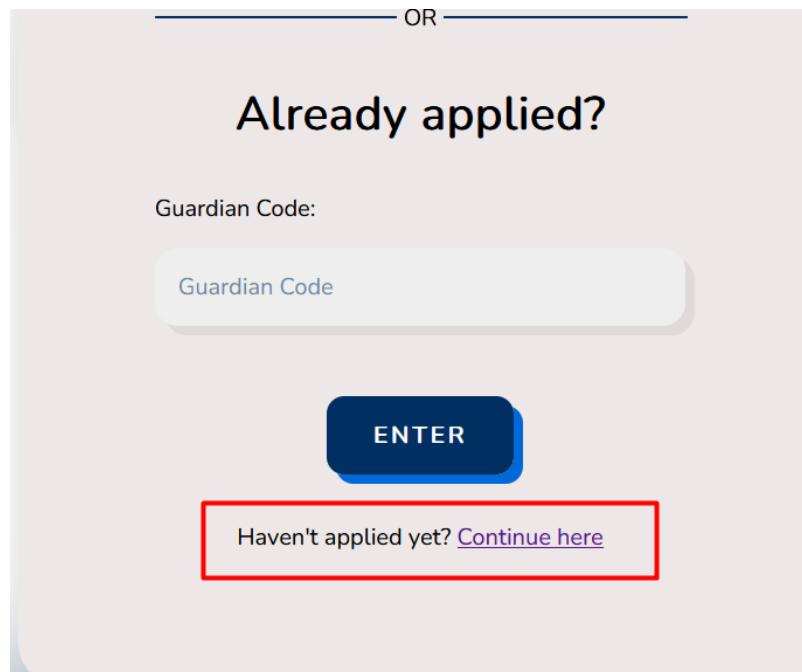
The screenshot shows a web application interface for logging in or signing up. At the top, there is a blue navigation bar with four items: 'Home' (disabled), 'Dashboard', 'Apply for Registration', and 'Login'. The 'Login' button is highlighted with a red box. Below the navigation bar, the main content area has a blue header with the same four items. The 'Login' button here is also highlighted with a red box. The main body of the page features a message 'Good to see you again' and three input fields: 'Username', 'Email', and 'Password', each with a placeholder text ('Username', 'Email', 'Password') and a corresponding text input field. Below these fields is a large blue 'LOGIN' button. At the bottom of the page, there is a link 'Don't have an account? [Sign up](#)' which is also highlighted with a red box.

1. A Guardian can sign up by navigating to the Login button of the navigation and then scrolling down to the sentence just below Login, containing the link to the Sign up page. This can happen in two ways:
  - 1.1 If they access the web application for the first time, a Guardian can sign up with email, username, and password. If the signup has been successful, they will be redirected to the Login page where they have to use their newly created credentials.
  - 1.2 If a Guardian has applied before (refer to 4. None), they will have to sign up by creating the credentials mentioned in 1.1, but they will also have to input their already created Guardian Code which they have received after their first application for registration. In this way, their account will be linked to their stored data which consists of 'Address Details', 'Guardian Details', and 'Child/Children Details'.

2. A Guardian can log in to the web application with their credentials created upon sign-up which are username, email, and password. After a successful login, they will receive an alert from their browser informing them about that and they will be redirected to two pages depending on which sign-up action they have performed as explained in 1.
  - 2.1 If the Guardian logs in for the first time without having linked any Guardian Code to their account, then they will be redirected to a page with a form where they will have to input their personal data, consisting of 'Address Details' and 'Guardian Details'. The Guardian will not be allowed to leave this page until they have completed this step successfully. After successful completion, they will be redirected to the first page of the 'Apply for Registration' process, which the button 'Apply for Registration' redirects to. The next steps will be illustrated in the section *Apply for Registration*.
  - 2.2 (Please, note that a Guardian can log in with an account that is not linked to any Guardian Code multiple times if they close the website without filling in their 'Details' mentioned in 2.1. A Guardian cannot bypass this step, they have to complete it no matter if they keep on leaving the platform). On the occasion of a Guardian logging in just after signing up or logging in not for the first time, they will be redirected to the first page of the 'Apply for Registration' process.
3. A Guardian can have a 'Session with Guardian Code' (if they have saved or remembered the Guardian Code that they have received after successfully completing the process of 'Apply for Registration' without an account). Hence, by navigating to the Login of the navigation and scrolling down to its second section, they will be able to perform a partial login with Guardian Code, called 'Session with Guardian Code' which will redirect them to the first page of 'Apply for Registration'.

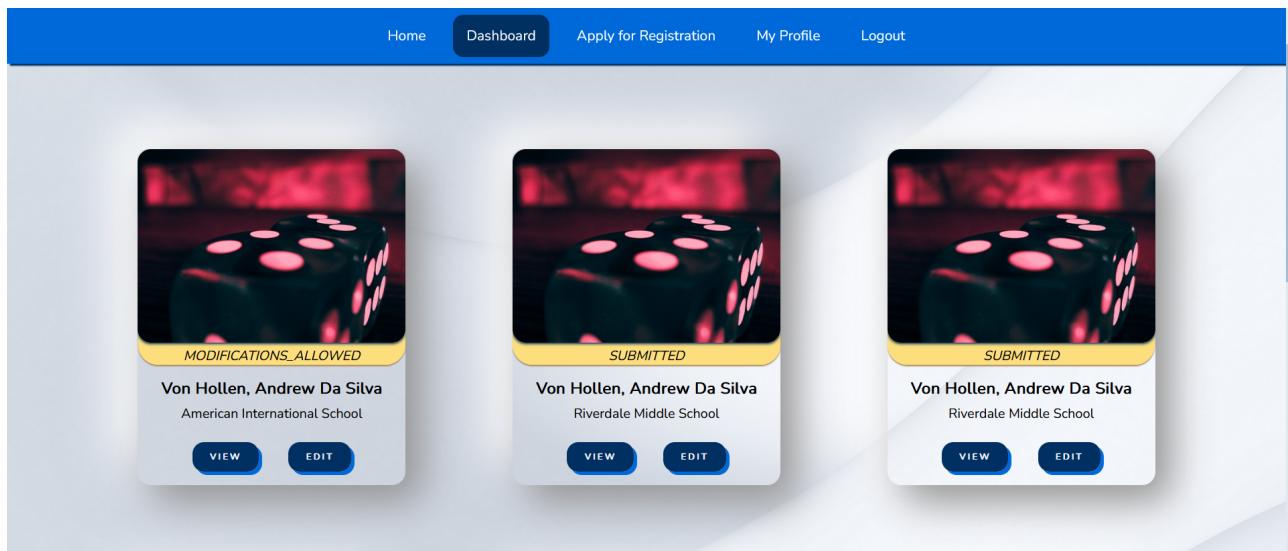


4. A Guardian can also send an application for registration with none of the above. They can either click 'Continue here' in Login or 'Apply for Registration' in the navigation (shown in *Apply for Registration*). This option (connected with 3.) is provided if they do not want to create an account. As explained in 3., when they complete 'Apply for Registration', the Guardian will receive a Guardian Code that they have to save in some way or remember. Due to security reasons, the code is pretty long, therefore we advise guardians and parents to save it somewhere, as it is hard to remember.



5. The differences between using the platform with or without an account will be discussed in *Dashboard*, *Apply for Registration*, and *My Profile*.

## Dashboard



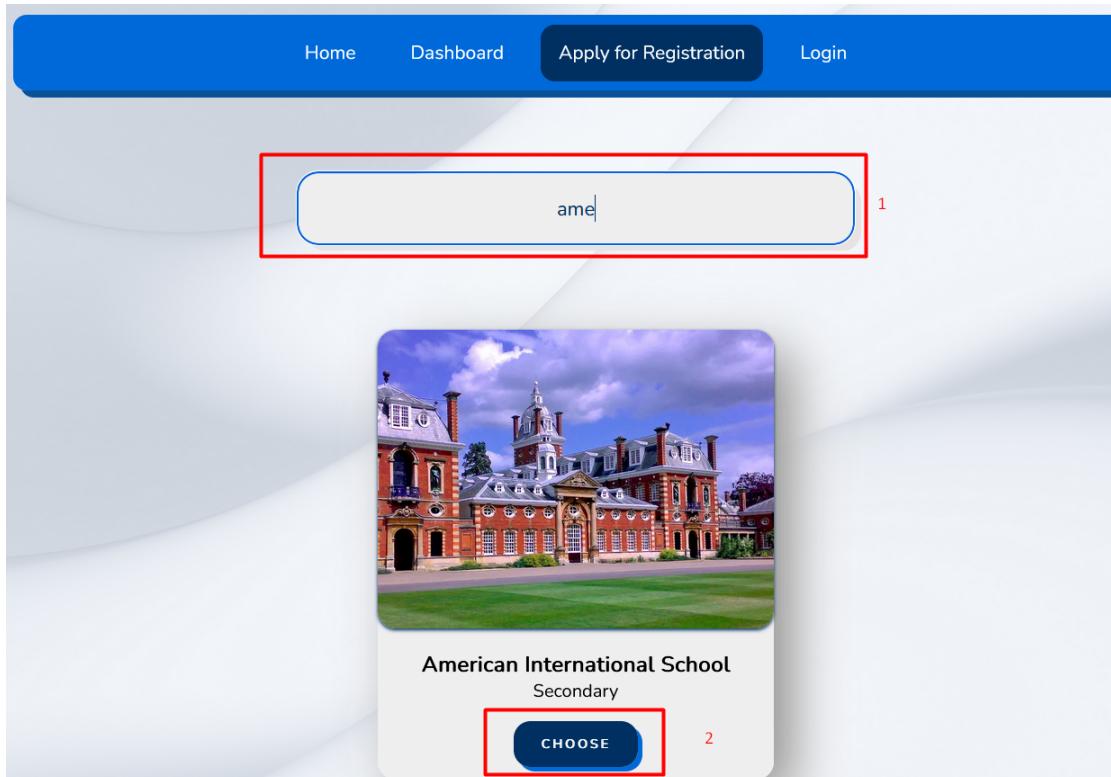
Note that a not logged-in Guardian will still see the Dashboard in the navigation bar, but that it will be inaccessible. The Dashboard is available for both Guardians with accounts or with 'Sessions with Guardian Code'. On this page, a Guardian can view every application they have ever sent. When a Guardian presses the View button of any registration, they will not only see the details of it but also the options of editing or deleting (only if these operations are allowed by an admin!). They can also download the registration.

## Apply for Registration

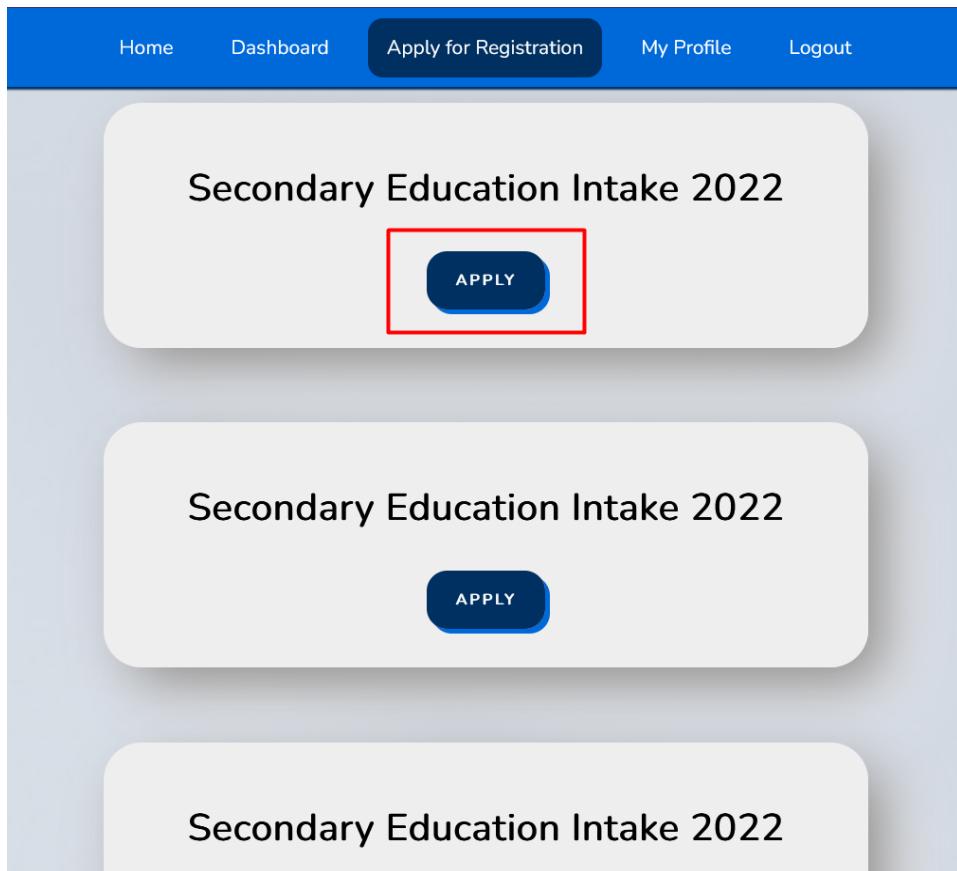


Legend: 'Personal Details' are called the fields related to 'Address Details' and 'Guardian Details' that are present in all school forms and are mandatory for each Guardian to fill out. They are linked to the Guardian Code upon successful completion. Hence, once having filled them out, a Guardian will not have to fill them out again when applying. They can edit them later, however, this is described in *My Profile* with its specific conditions. All other fields which a school can add to their form, called 'Other Personal Details', each Guardian has to fill out every time.

1. The first page of 'Apply for Registration' consists of a list of all schools that use the platform. There is a search bar in which a Guardian can start typing in the name of the preferred school and the list will be filtered. When they find the school they are looking for, the Guardian can click on the 'CHOOSE' button below it.



2. After choosing a school, a list of all active registrations of the particular school will appear. The Guardian has to pick one and proceed.



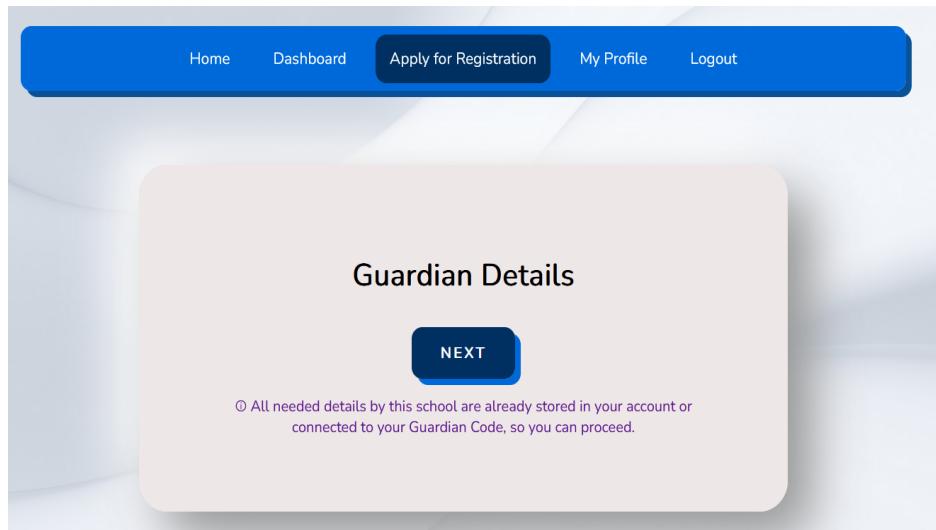
Filling out the Registration Form (either 3 or 4 is applicable):

3. This is applicable to the following: Apply for Registration after logging in or while in 'Session with Guardian Code'.
  - 3.1. The 'Personal Details' will be automatically omitted from Guardian Details. As the Legend states – 1) the 'Other Personal Details' will always be there unless 2) the school has not added any. In the latter case, there will be no input fields on the Guardian Details part of the Registration Form. An informative message will be displayed in both cases. Refer to the images below:

1)

The screenshot shows a user interface for entering guardian details. At the top, the title 'Guardian Details' is centered. Below it, there are three stacked input fields, each containing the placeholder text 'Updated Title'. Each input field is enclosed in a rounded rectangular box with a light gray gradient background. Below these fields is another input field containing 'Updated Title 2', followed by another containing 'Updated Title 3'. At the bottom center is a large blue button with the word 'NEXT' in white capital letters. A small note at the bottom left of the screen reads: '① Your account or Guardian Code contains all initially needed details, so you only have to input the ones particularly desired by this school.'

2)



- 3.2. When the Guardian clicks Next and there are no invalid inputs, the Child Details part will appear. The same case as for the Guardian applies here, but in a slightly different manner. Because the Guardian has sent application(s) before, this means that they have registered at least one child that has been connected to their account/Guardian Code. Hence, they will be able to see a dropdown with the names of all children they have applied for. If they choose a child from the dropdown, then again the Child Details that are mandatory for all schools to have will be omitted just as the 'Personal Details' of the Guardian Details. In the other case, they will have to select the default option "Add new child" and fill out all inputs. This will link a new child to their Guardian Code. Proceed to 5.

## Child Details

Registering a child again? Select here:

Add new child

Child Surname

Child Surname

Child Given Names

## Child Details

Registering a child again? Select here:

Add new child

Martin Demirev

Jane Oleary Doe

Add new child

Child Surname

Child Given Names

Child Given Names

4. Applying for the first time (without an account and 'Session with Guardian Code') - every Guardian is free to perform it this way if they do not want to create an account as explained in *Account*. However, they will have to input all types of details in one single form, as there would be no data that could be omitted.
5. On the second to last page the Guardian will find the rest of the input form which can vary widely between schools. It is possible that some of these fields are optional which each school will clarify. Here is an example of how this last part of the form might look like:

**Secondary Education Intake 2022**

**Previous Education**

Previous School Name

Previous School Name

**Sport Activities**

Favorite Sport

Favorite Sport

6. The last part of the form is the Preview. Here the Guardian can check all of their inputs for the last time and edit them if needed. For example:

The screenshot displays a web-based application interface for a "Secondary Education Intake 2022". At the top, a blue header bar contains navigation links: Home, Dashboard, Apply for Registration (which is highlighted in dark blue), My Profile, and Logout. Below the header, the word "Preview" is centered above the title "Secondary Education Intake 2022".

**Child Details**

Child Health Insurance Expiry Date: 2025-10-10

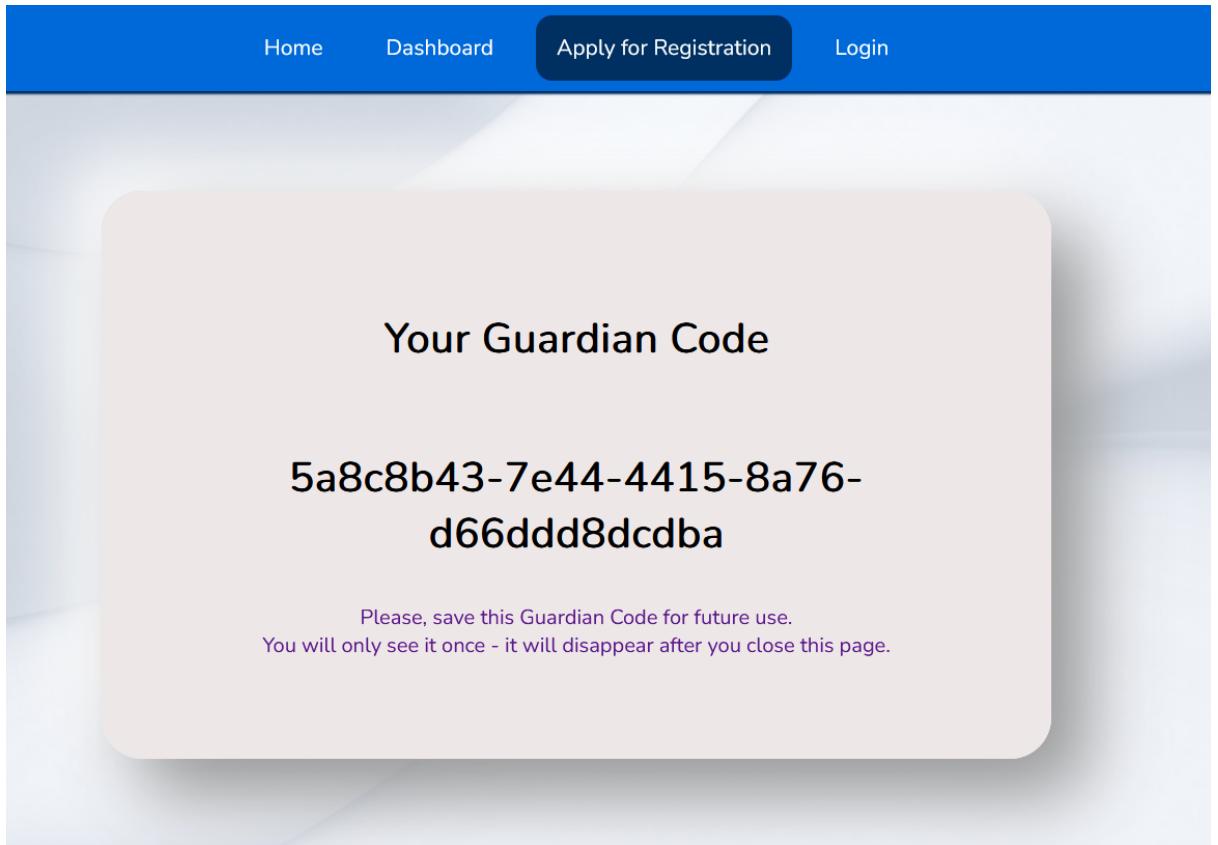
Child Health Insurance: 123456789

**Previous Education**

Previous School Name: High School

After successful completion, the logged-in (account or code) Guardian will be notified with a message accordingly. If the Guardian is not logged-in in any way, then they will receive their Guardian Code. Refer to 7 – only applicable for not logged-in Guardians.

7. This step is only relevant to not logged-in Guardians. This is how a Guardian Code would look like:



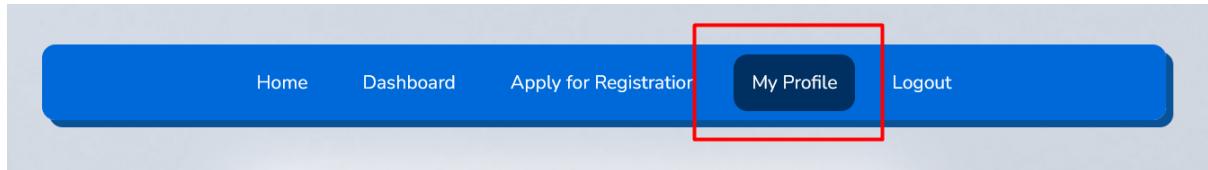
A Guardian has to make sure that they have **saved their Guardian Code**. Otherwise, they will not be able to view their registration or connect their possible future account with that code.

## My Profile

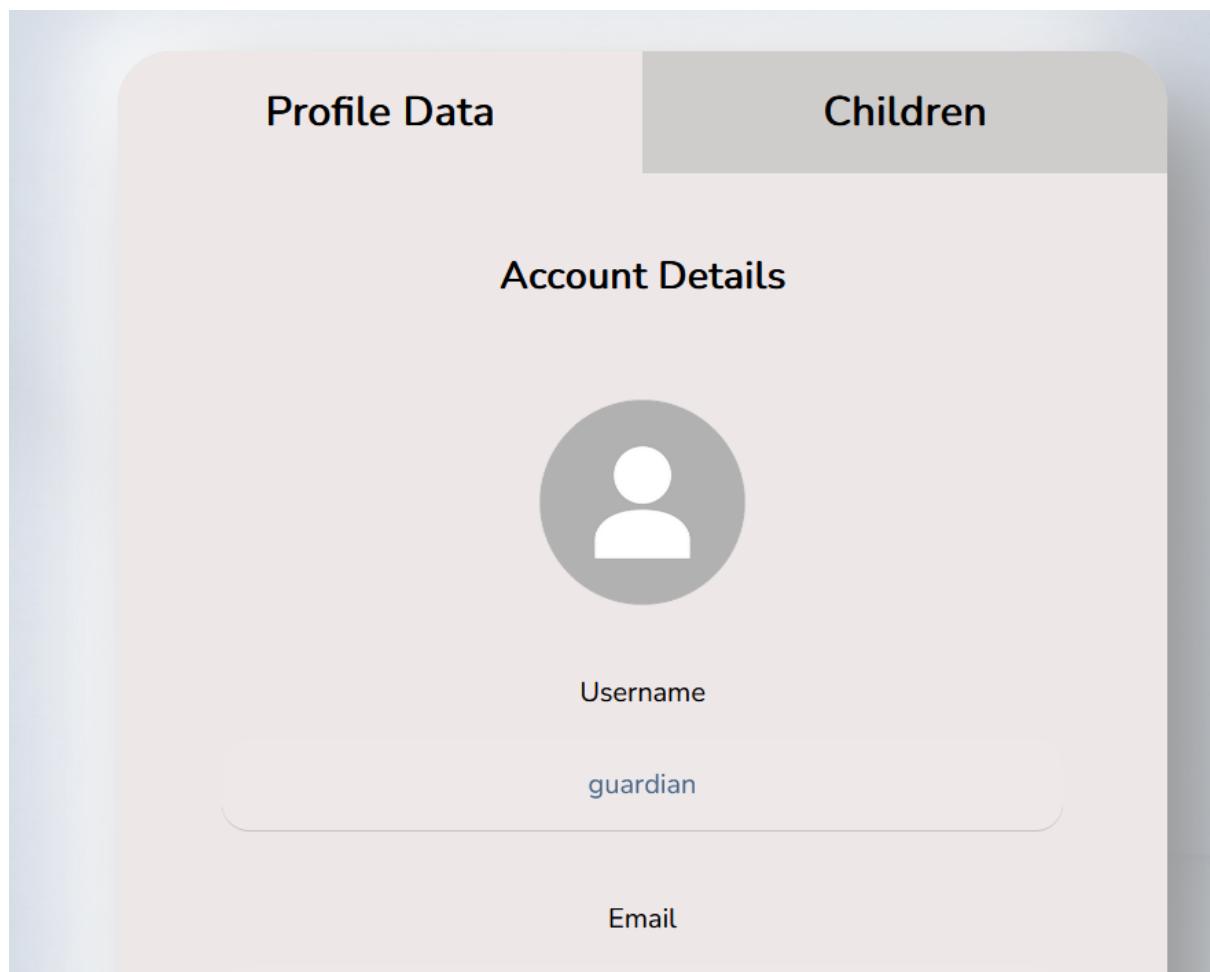
A not logged-in Guardian cannot access this page.

A Guardian who has a 'Session with Guardian Code' will see its button in the navigation bar, however, if they try to access it, they will be redirected to Login.

All logged-in Guardians can access this page through:



There are two tabs – Profile Data and Children.



The Profile Data displays the Account Details and the Guardian Details (only the so-called 'Personal Details' in this document, as 'Other Personal Details' are not stored).

**EDIT**

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## Personal Details

Postal Code

8474AD

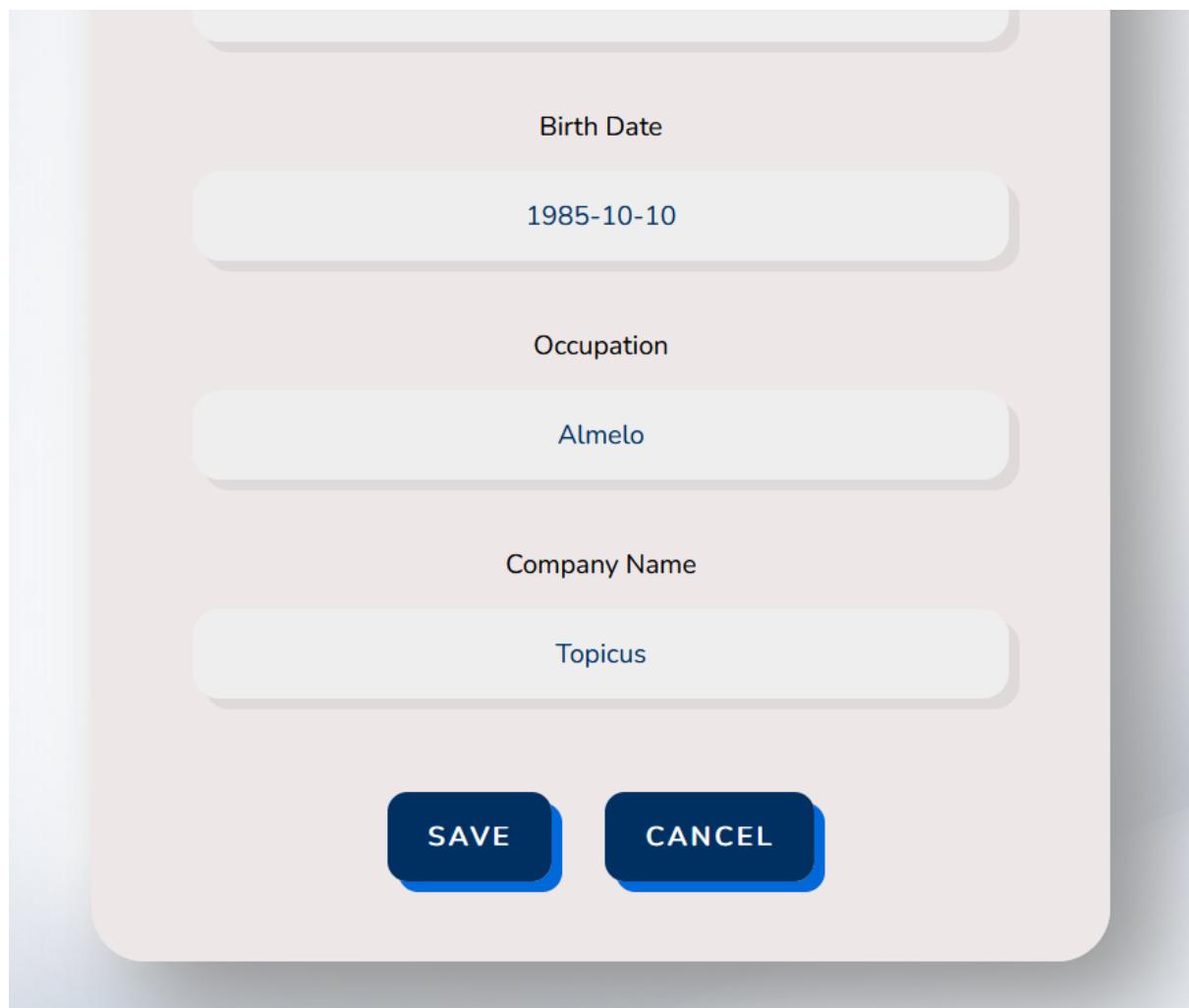
Street Name

Street

Street Number

213

After clicking the Edit button, it will make the relevant fields to it editable. Otherwise, they are in read-only mode.



The Guardian can edit anything and then press Save. They can also cancel the changes by clicking Cancel.

- 1) On the second tab 'Children Details' a Guardian can view all of their children, edit them, or add new children.
- 2) Note that if the Guardian signs up and then logs in for the first time, and they have filled out their Personal Details (described in *Guardian Account 2.1*), they can go to My Profile first and add their Children Details first.

Note also that if a Guardian wants to delete a record of one of their children, they will have to contact the Topicus Admin to avoid a conflict of interest.

1)

The screenshot shows a mobile application interface. At the top, there are two tabs: "Profile Data" on the left and "Children" on the right. The "Profile Data" tab is currently selected, indicated by a grey background. Below the tabs, the title "Children Details" is centered. Underneath this title, the text "Select a child:" is displayed. A dropdown menu is open, showing two options: "Jane Oleary Doe" (which is highlighted in blue) and "Martin Demirev". Below the dropdown, there are three input fields with rounded corners. The first field contains the text "Doe". The second field contains the text "Given Names" and below it, the name "Jane Oleary". The third field contains the text "Preferred Name".

Profile Data Children

Children Details

Select a child:

Jane Oleary Doe ▾

Martin Demirev

Jane Oleary Doe

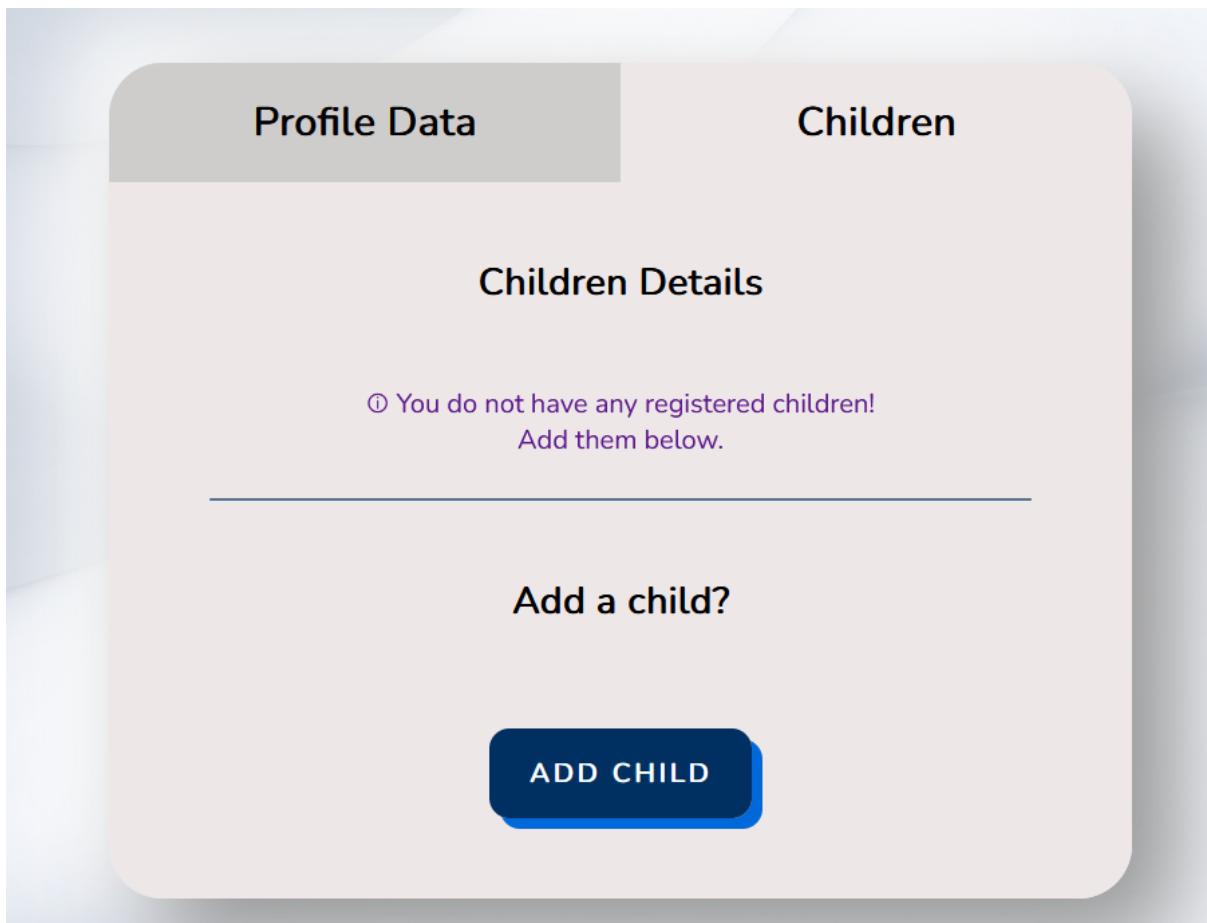
Doe

Given Names

Jane Oleary

Preferred Name

2)



The image shows a placeholder for a child addition form. It features four input fields with rounded corners and shadows. Above each field is a label: 'Surname' (in bold), 'Given Names' (in bold), 'Preferred Name' (in bold), and 'Birth Date' (in bold). The background is light gray, and there is a vertical dark gray bar on the right side.

**Surname**

**Given Names**

**Preferred Name**

**Birth Date**

## School Administrator

### Login

To access the School Admin account, the admin must enter their username, email, and password on the login screen accessed through the navigation bar. The user can then logout of their account with the button present in the navigation bar. The login details must be provided by the Topicus administrator as they are the users who create the school admin accounts. The login functionality might take some time.

## Dashboard

After logging in, you will enter the dashboard of the School Administrator. On the dashboard, there are various registration forms visible that show some of the registration details to the user.

The following functionalities are present:

- Filtering the forms – In the dashboard, there are three different types of filtering options that are located at the bottom of the page. From left to right, they sort by status, type and year respectively.

Registration ID	Child ID	Child Name	Guardian Name	Registration Status
ac28175-1cd9-419e-bd8c-2cf920c3fa19	a705b01d-b1b3-41ee-b5d4-46e2f8e17e60	Westell, Winifield	O'Dooahaine, Guilbert	SUBMITTED
f4d5f77-b2fb-476d-b11e-88dad5e6c802	eaed1f28-92b8-4b8d-885c-4af104bb5d6c	Greek, Greek	Smithsummer, John, Trevoros	SUBMITTED
0d6fcdead-715e-4ad7-8cb5-4d2de2a8f6	a705b01d-b1b3-41ee-b5d4-46e2f8e17e60	Westell, Winifield	O'Dooahaine, Guilbert	SUBMITTED
f3059ab6-7b29-4249-88bd-0adbddc8c2e8	9fd679fc-f86d-4d44-9647-4f8d267b89d8	NONE	Von Hollen, Andrew Da Silva	NONE
d75cb20e-64a0-4352-a9e2-4d7f5abe3987		NONE		NONE
32211c30-dee6-4a26-833d-4860141355ba	b72dbb93-c95c-453d-89e2-cde2f0035beb			

- Viewing the forms – Also in the dashboard, under each form there is a 'View Form' button that allows the user to view all the details in the form given by the guardian.

Current Status: MODIFICATIONS\_ALLOWED

Guardian Details

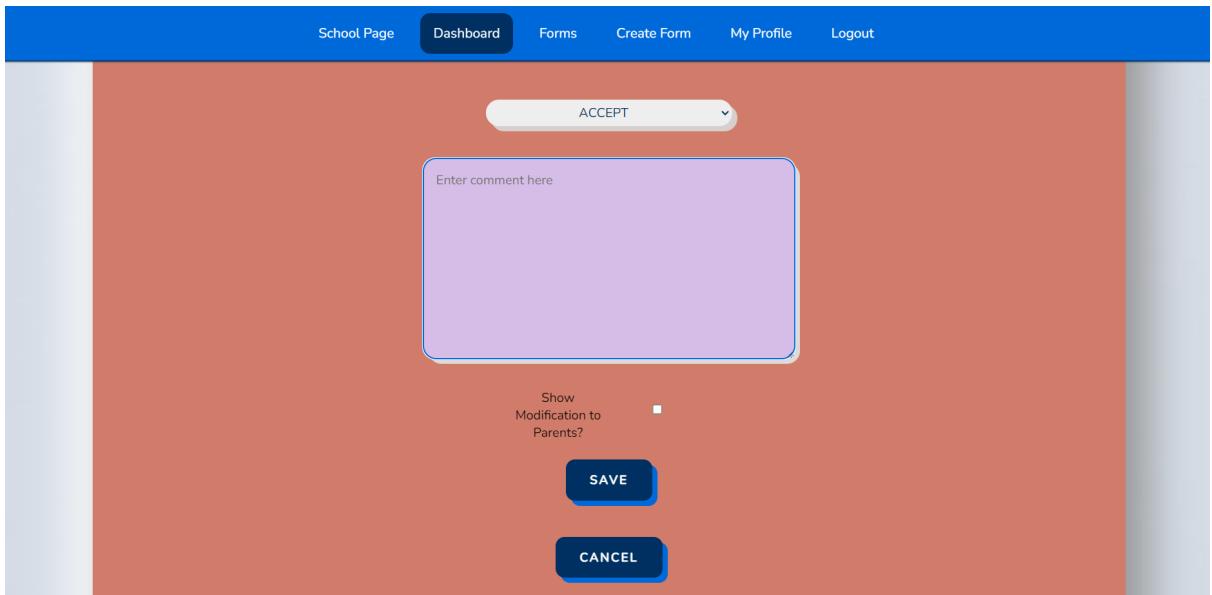
Guardian Surname:  
[Optional, Input Style: Text Field]

Test

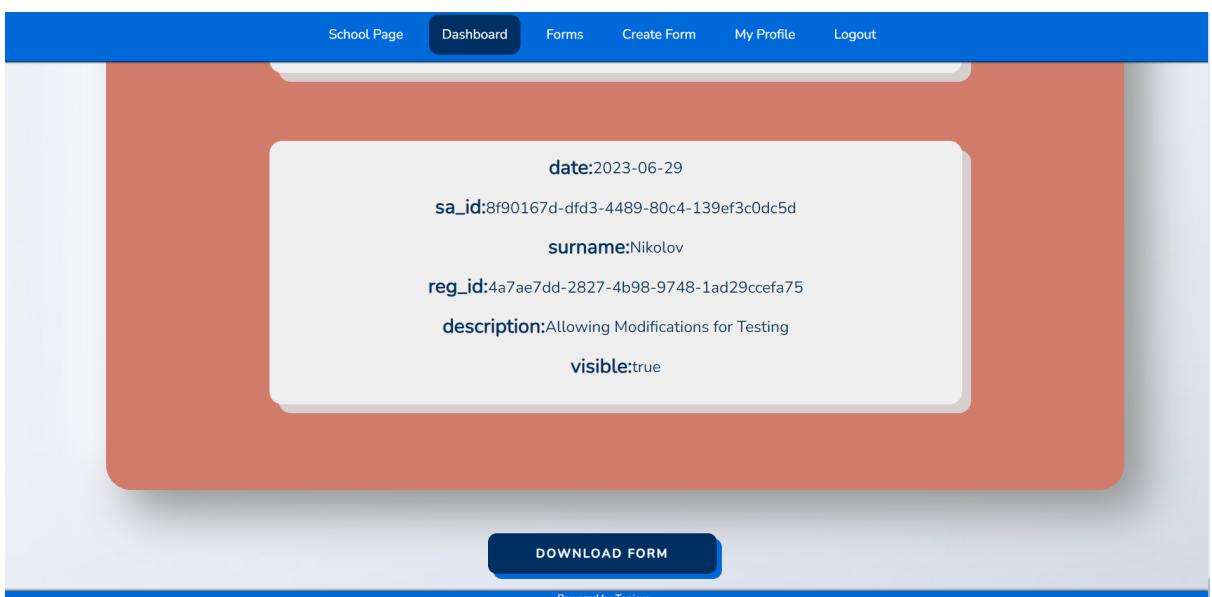
Guardian Nationality:  
[Optional, Input Style: Text Field]

Testing

- After entering 'View Form', the School administrator can also set the status of the form using options like accepted, rejected, under review etc using the drop down functionality. They can also add comments informing the user the reasons for their actions or alerting the user to make the necessary changes to the form. There is also a button present that when clicked, allows the modifications to be made public.



- At the bottom of the form, the user has the ability to download their registration (as pdf) using the 'Download Form' button located at the bottom of the form. Above the download button a list of modifications/updates along with their details made by the school admins are visible



- The user can also enter the forms section of the navigation bar where they can view all the different types of forms created for their school. The details of the forms are visible using the view button. After clicking on the view button there is an 'Export Registrations' option present that allows the registrations to be exported.

School Page   Dashboard   **Forms**   Create Form   My Profile   Logout

**SECONDARY EDUCATION INTAKE 2022**  
FORM  
2022  
**VIEW**   **EDIT**

**TEODOR'S SCHOOL**  
A SCHOOL FOR TEODOR  
2023  
**VIEW**   **EDIT**

**SECONDARY EDUCATION INTAKE 2022**  
FORM  
2022  
**VIEW**   **EDIT**

**SECONDARY**   **SECONDARY**   **SECONDARY**

School Page   Dashboard   **Forms**   Create Form   My Profile   Logout

**TEODOR'S SCHOOL**

Guardian Details

Age

Favourite Food

**BACK**

**EDIT**

Export Registrations

Powered by Topicus

- The structure of the forms can be edited by adding or deleting fields. This can be done using the 'Edit' button. After that the user will be sent to the page in the 'Create Form' section of the navigation bar where the form can be altered or created. Sections and components of that section can be added or deleted using

the buttons 'Add Section', 'Add Component' and 'Delete Section', 'Delete Component' respectively. The datatype of the component can be set using the drop-down field next to it and can be made mandatory by ticking the box next to the 'Mandatory' section.

The screenshot shows a web-based form builder interface. At the top, there's a blue header bar with navigation links: School Page, Dashboard, Forms, Create Form (which is highlighted), My Profile, and Logout. Below the header, a message says: "Please use the button below to insert sections into the form, setting all the fields as required." There are three main sections defined:

- Section 1: Guardian Details** (Section Title: Guardian Details). It contains a component labeled "Age" with a dropdown menu showing "Data Type: Text" and a "Mandatory? ". A "DELETE COMPONENT" button is also present.
- Section 2: Favourite Food** (Section Title: Favourite Food). It contains a component labeled "Age" with a dropdown menu showing "Data Type: Text" and a "Mandatory? ". A "DELETE COMPONENT" button is also present.
- Section 3: General** (Section Title: General). This section is currently empty.

At the bottom of the page, there are buttons for "SHOW PREVIEW" and "SUBMIT FORM".

At the bottom of the form, the color of the section header, component input space and the background can be altered using drop downs. A unique logo for the form can be uploaded using the 'Choose file' option. Following this, 'Show Preview' shows the user the form in its current altered state. To finally submit the form the user can use 'Submit Form'.

The screenshot shows the same web-based form builder interface as the previous one, but with different styling options displayed. The styling options include:

- Section Header Color: A green color swatch.
- Component Input Space Color: A red color swatch.
- Background Color: A black color swatch.
- School Logo: A placeholder area with a "Choose file" button and the message "No file chosen".

Below the styling options, there are two main buttons at the bottom:

- A large blue button labeled "SHOW PREVIEW".
- A smaller blue button labeled "SUBMIT FORM".

## Profile

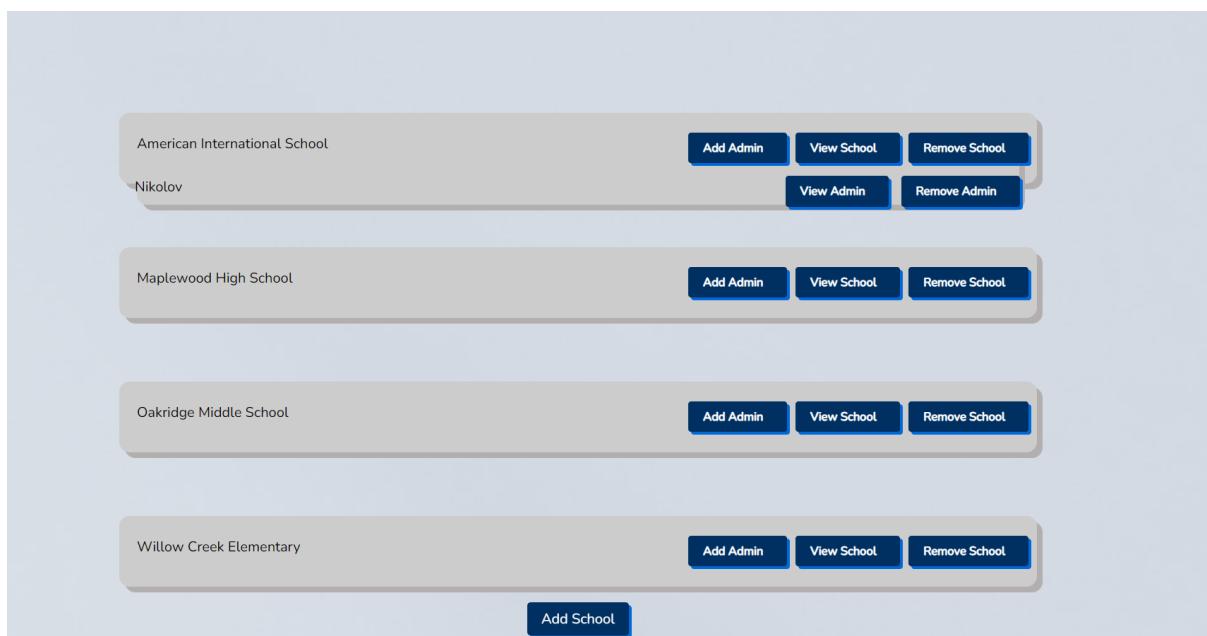
In the 'Profile' section of the navigation bar, the account details and the personal details of the administrator are present. They can edit their credentials. One can refer to the Guardian Profile section for more extensive details.

## Topicus Administrator

### Login

To access the Topicus Admin account, the admin must enter their username, email and password on the login screen accessed through the navigation bar. The user can then log out of their account with the button present in the navigation bar. The login functionality might take some time.

### Dashboard



After logging in, you will enter the dashboard of the Topicus Administrator. On this page, all the schools that are stored in our database will be loaded for you to access them. Underneath each school are the school administrators that are responsible for that school. The following features are available for the components presented above:

## School Management

- Adding School – There is an ‘Add School’ button that appears on the bottom center of the screen. Following that, you will be directed to a form where you can fill it in with the address of the school and other details like name, phone number etc. Once the details are filled in, the ‘Add School’ button will submit the form and will redirect you to the dashboard where you can now see the newly created school.

The screenshot shows a user interface for adding a new school. At the top, there is a blue header bar with white text containing the following navigation links: 'School Management' (which is highlighted), 'Dashboard', 'School Administrators', 'My Profile', and 'Logout'. Below the header, the main content area has a title 'Add School' centered at the top. A large, light-colored input field is labeled 'School's Address'. Inside this field, there are four smaller input boxes stacked vertically, each with a placeholder text: 'School's Postal Code:', 'School's Street Name:', 'School's Street Number:', and 'School's City:'. The entire 'Add School' form is set against a background that features a faint, stylized graphic of a building or document.

- Viewing School and School Admin details – Both these functionalities can be accessed by clicking the ‘View School’ and ‘View Admin’ buttons respectively within every school box. The ‘View School’ button is located to the right of the school while the ‘View Admin’ button is located to the right of every administrator that belongs to the particular school. When pressed, it will open a new page where you can see the details of the selected school/admin.

School Management    Dashboard    School Administrators    My Profile    Logout

## View School

**School Details**

School Name: Maplewood High School

School Type: vocational

Phone Number: 555-2468

Email: cplumptre0@instagram.com

## Administrator Management

School Management    Dashboard    **School Administrators**    My Profile    Logout

## View School Administrator

**School Administrator Details**

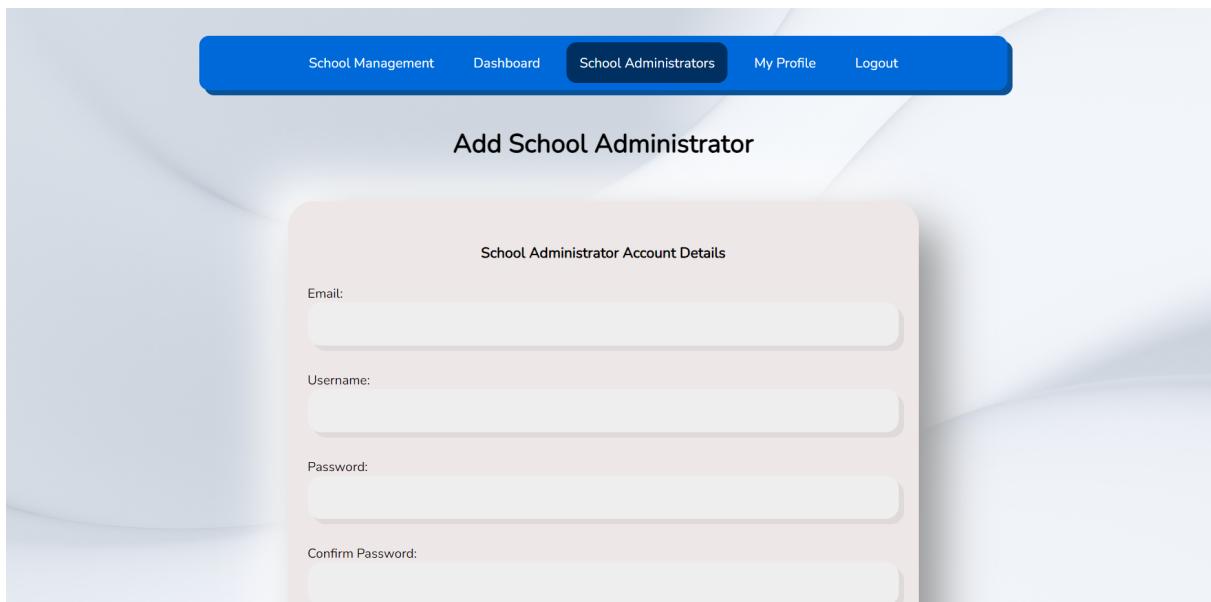
First Name/Names: Andrey

Surname: Nikolov

Email: finalS@gmail.com

Phone Number: 5678

- Adding School Administrator – There is an ‘Add School Admin’ button that is associated to a school and can be found on the right side along with ‘View School’ and ‘Remove School’ which directs to a form where the general account details such as email, username and password needs to be filled in along with the personal details of the school admin. Once the Add School Admin button is clicked under the form, you are redirected to the dashboard where the admin will be visible under the school that you chose. There is a ‘School Administrators’ section in the navigation bar but admins can only be added via the dashboard for a particular school not going directly to the nav bar.



- Removing School – There is a 'Remove School' button that is located on the right side along with the buttons mentioned above. Its purpose is to delete the school from the database but in order to safely delete a school you need to firstly delete all the admins linked to it. You can do this by pressing the button presented below.
- Removing School Administrator – The 'Remove Admin' button is located to the right of every administrator along with 'View Admin' and its purpose is to delete the admin and his account. When clicked, the page will be reloaded and the deleted school administrator will not be visible anymore.  
With these features at your disposal, you can effortlessly manage schools, school administrators, and their respective details within the Topicus Administrator dashboard.

## Profile

A Topicus Admin has access to the database, however, one can still decide to edit through My Profile which is possible.