User Manual of Women in Australia

SWEN90014 Masters Software Engineering Project

Women in Australia

Team Quoll

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1. Account Management

1.1 Account registration for public user

First, a new user enters the home page, clicks "Sign up" on the "Sign in" page or clicks "Sign up" in the navigation bar to enter the "Sign up" page.

Then, when skipping into the "Sign up" page, the user need to follow the instructions on this page to fill all the items.

Next, when finishing inputting all the items, click "I have read the privacy policy statement in this link, and agree with it by selecting this check box.". After finishing reading, click "Finish reading" the button. Then tick the box on the left side of "I have read the privacy policy statement in this link, and agree with it by selecting this check box.".

Finally, click "Submit" button, waiting for processing. When there is a prompt for "success", click "ok" button. Hence, a new user can register an account successfully.

Sign up navigation page:

Sign up page:

Privacy Policy Statement Page:

Successful registration page:

1.2 Sign In

Firstly, input the valid "email" and "password" in the "Sign in" page. Then, click "Sign in" button. If the account is not approved by managers, users cannot sign in. Only an account approved by managers can sign in successfully.

Failed sign in page:

Successful sign in page:


1.3 Managers approve an account

Firstly, managers sign in with their account. Then, click "Accounts" in the navigation bar to see the "Account list". In the "Account list", it shows different roles for different accounts. If the role of an account is "Unverified", click "View" button in "verify" list. Next, "choose a role" in the "Assign a role to this applicant" part to assign a role to a user. Finally, click "Approve" button to give the authority to a user. Moreover, click "Reject" button can reject an account application.
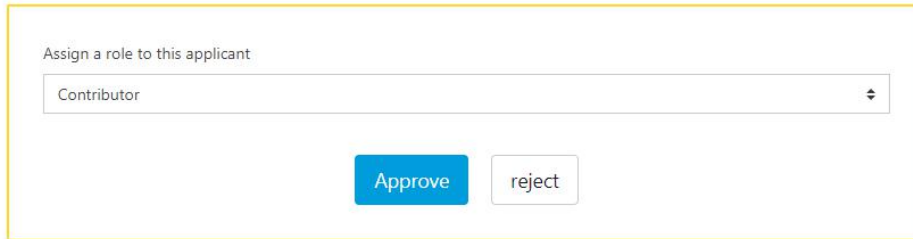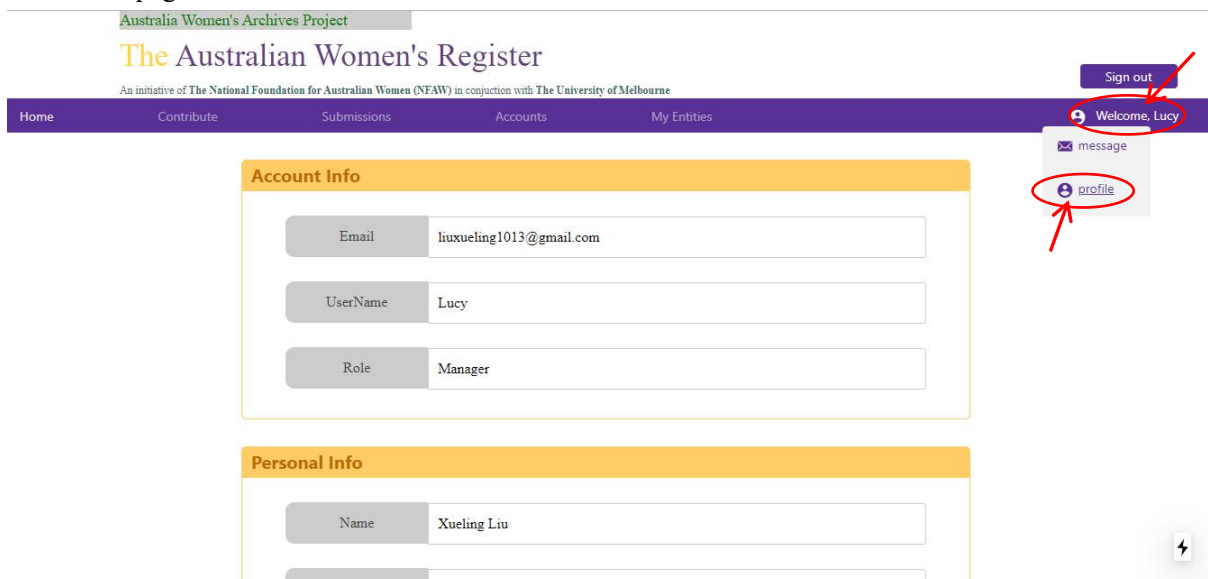
Account list page:
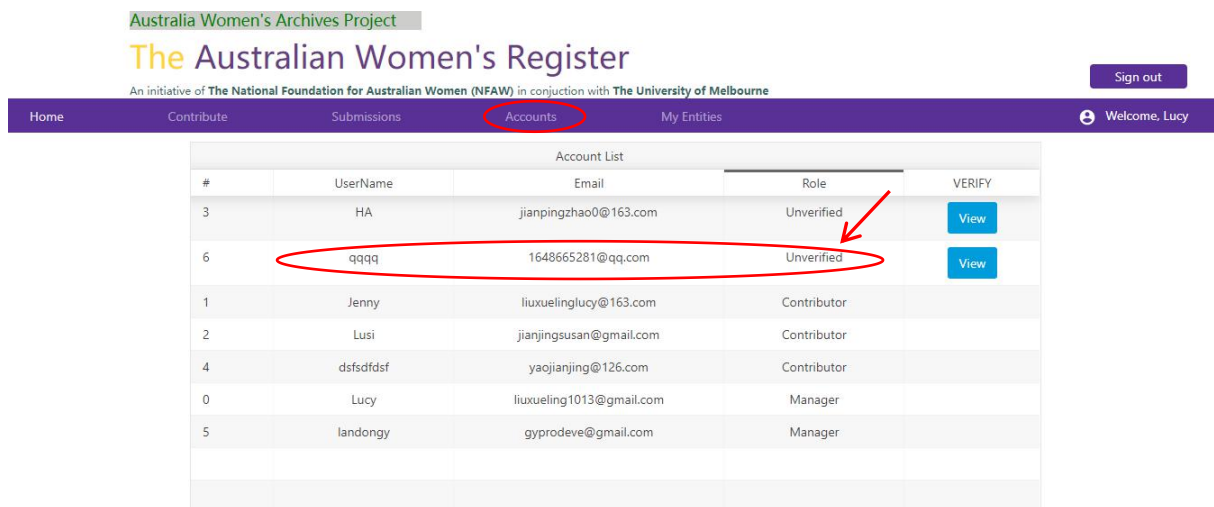
Assign a role page:
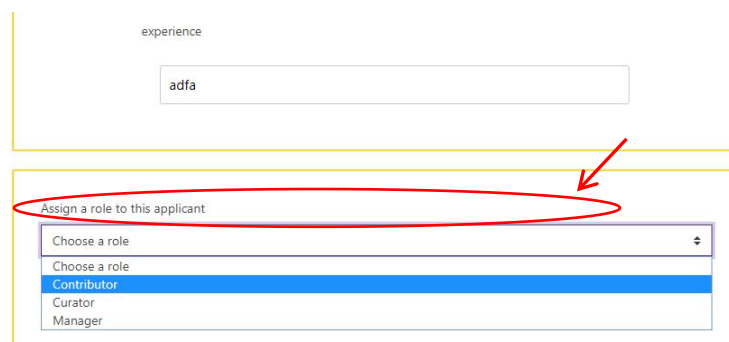
Approve or Reject an account page:

1.4 View user profile

Click the user name at the left side of the navigation bar. Then, click "profile" can see the information filled in at the time of registration.
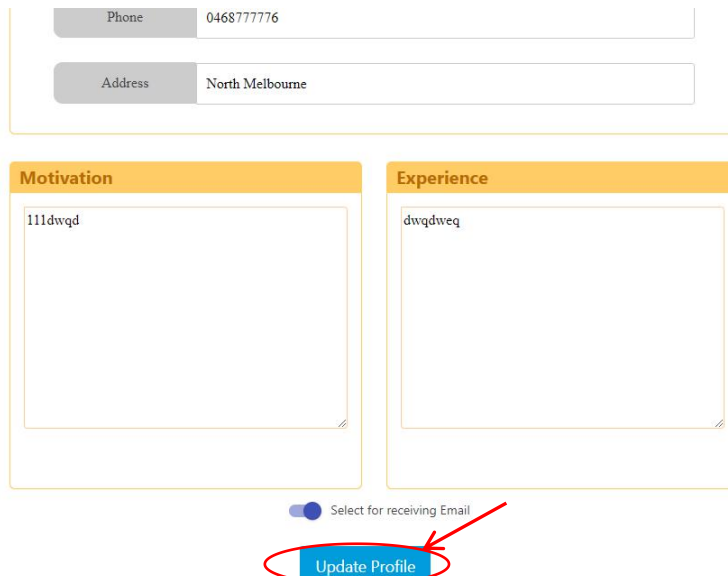
User Profile page:

1.5 Edit user profile

In the "user profile" page, click "Update Profile" can edit the user profile. Moreover, except that the content of "Account Info" is fixed and cannot be modified, other parts can be modified.
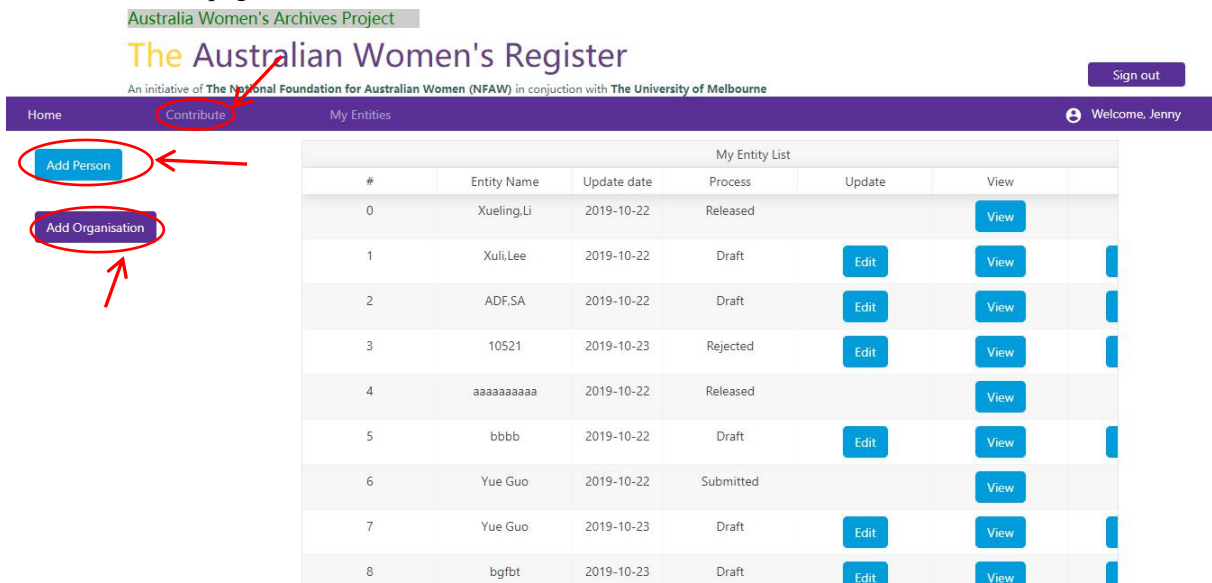
Edit user profile page:

2. Contribute an Entity

Sign in the system, then click "Contribute" in navigation bar to contribute an entity. On the left side of the "Contribute" page, click "Add Person" button or "Add Organisation" button to skip into contribute an entity page.

Click "Add" button in "contribute an entity" page can add more "Related entities", "Publish resources", "Digital resources".
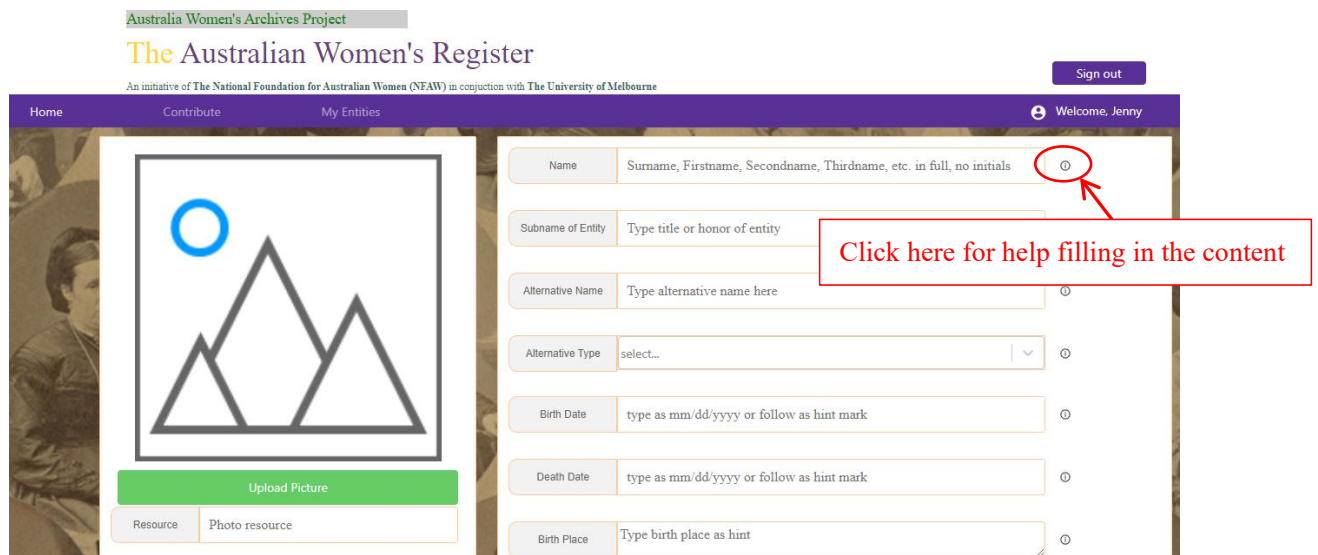
When click "save entity", the content of "Name" must be filled. When click "Submit entity", all contents must be filled in according to the requirements. Click " ⓘ " to help you understand how to fill an item.

Contribute's home page:

Contribute an entity page:

Save an entity successfully page:

Submit an entity successfully page:
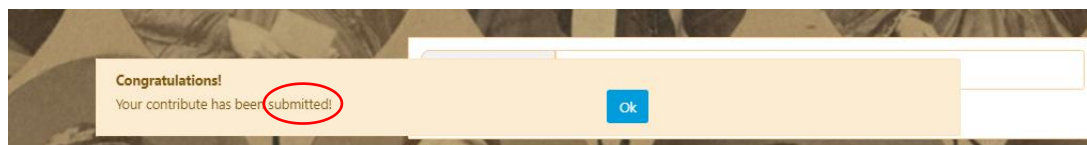
3. Edit an Entity

Only entities in "Draft" and "Rejected" states can be edited or deleted.

Edit an entity page:

Click "Edit" button and skip into edit an entity page. Then refer to part 2 "Contribute an entity".

4. Delete an Entity

Only entities in "Draft" and "Rejected" states can be edited or deleted. Click "Delete" button and then click "ok" button. Then can delete an entity successfully.

Delete an entity page:

5. Managers and Curators Verify an Entity

Click "Submissions" in navigation bar can view all submissions. In the "Status" column can see all the status of entities. The status of entities can be "Submitted", "Curator Approved" and "Released".
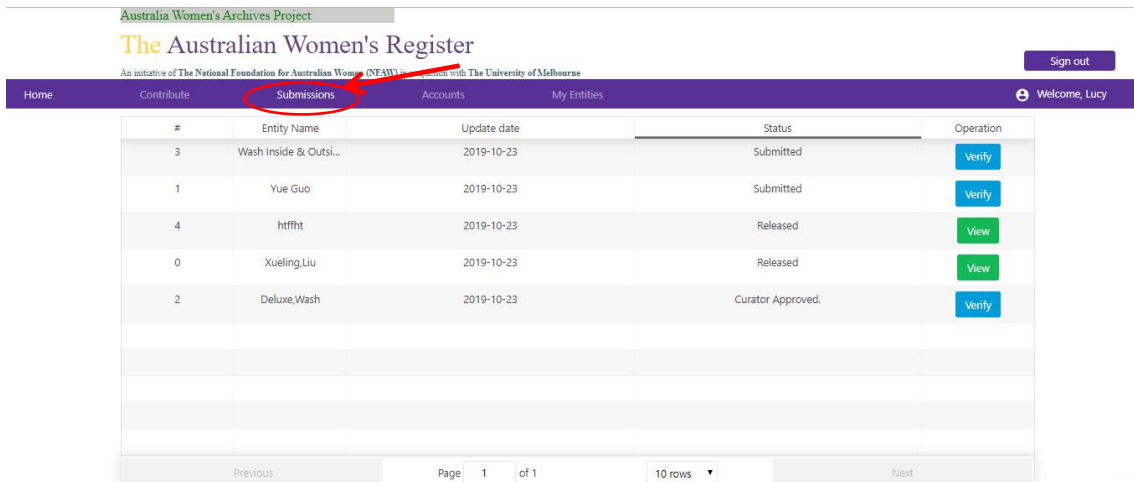If an entity has been released, this entity cannot be verified. Click "view" button can view a released entity.
If the status of an entity is "Submitted" or "Curator Approved", click the "verify" button and skip into verify page. Choose "tick" or "cross" button to verify an entity. Only if all the contents are ticked, click "Approve

entity" button first, then click "ok" button. Therefore an entity can be approved successfully. Otherwise, you can only click "Reject entity" button. After click "Reject entity" button, then click "ok" button, then an entity can be rejected successfully.
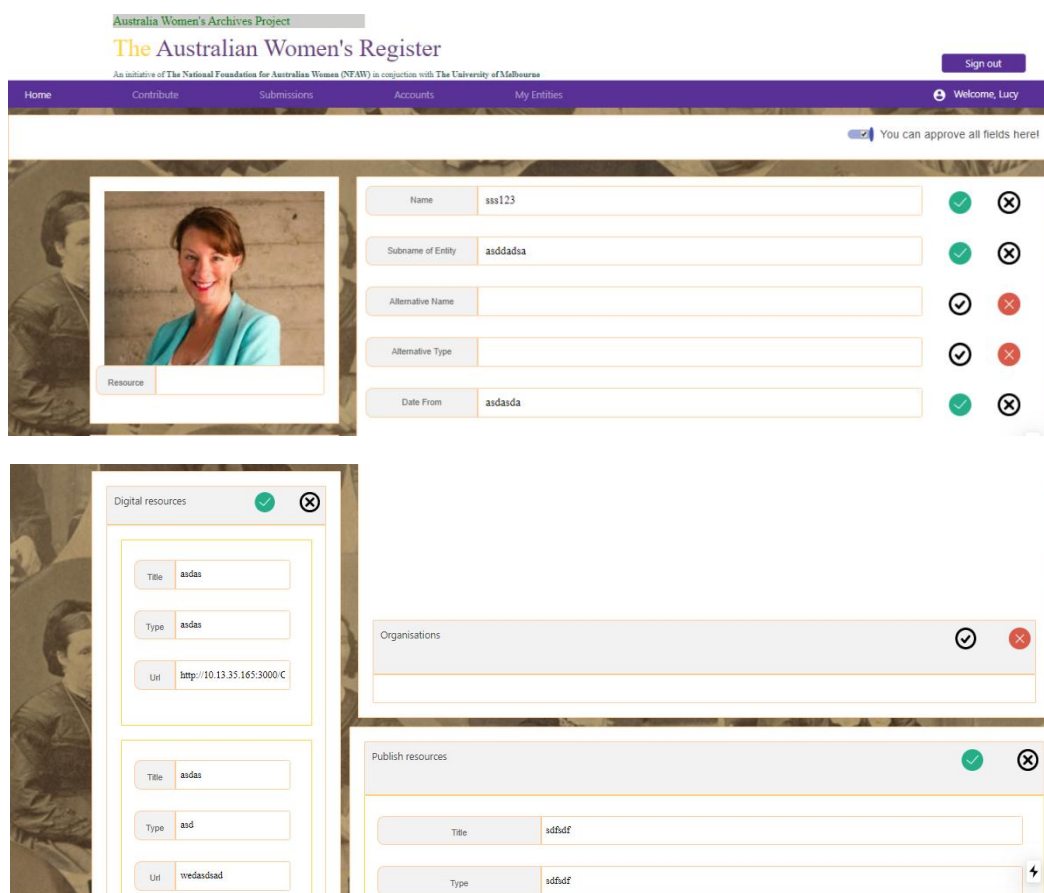
Fill in the "Feedback" to give the feedback to an entity.

Submission page:

Verify an entity page:

Reject an entity successfully page:

Approve an entity successfully page:

6. View an entity and the feedback

Click "view" button in "My Entity List", then skip into "view an entity and its feedback" page.
In the page of viewing an entity and its feedback, you can see which part it correct and which part is wrong.
Moreover, you can see the comments in the "Feedback" part.

View an entity page:

View the feedback page:

7. Send Messages

In the feedback part, click "Ask" button and skip into "send message" page. Input the message in the "Send Message" part, next click "submit" button. Then the message can be submitted successfully.

Send Message page:

Send message successfully page:

8. View Messages

Click the user name at the left side of the navigation bar. Then, click "message" to skip into the "view messages" page. In the "view messages" page can see the detailed information of all the messages.

Skip into view messages page:

View messages page: