User Manual

Placement Tracking System

Last updated: 29/3/2023

Group 14

UNIVERSITY OF LEICESTER

2

Contents

1. Student form – Placement Authorisation Request Form

Introduction

This feature has been created in order to allow students to enter details about the placement industry they wish to join as part of their study by completing the Placement Authorisation Request Form.

The Placement Authorisation Request Form has the same style throughout, and split up into sections to contain certain focuses within a page then move on to the next section.

The form has the same consistent design as shown below:

Figure 1

Figure 2

Students can enter their details in the input boxes shown, by entering the detail the form asks for right above it, or by clicking on the box for some questions, where a drop down menu will be shown, so the student can select possible answers. You can see if it is a drop down question by the arrow shown on the right of the box, as shown in the above screenshots in questions g, i and j.

To move onto the next section of the form, the blue submit box shown in the above screenshot is a button that should be pressed when the form fields have been completed.

If students do not correctly fill out the necessary fields, or omit them, errors will be shown in a red font (shown below) and stop the student from being able to proceed to the next section unless they enter what the form is asking for.

Figure 3

When the student has filled out the forms correctly, they can navigate to the next section by the blue submit button, where the next section will be shown:
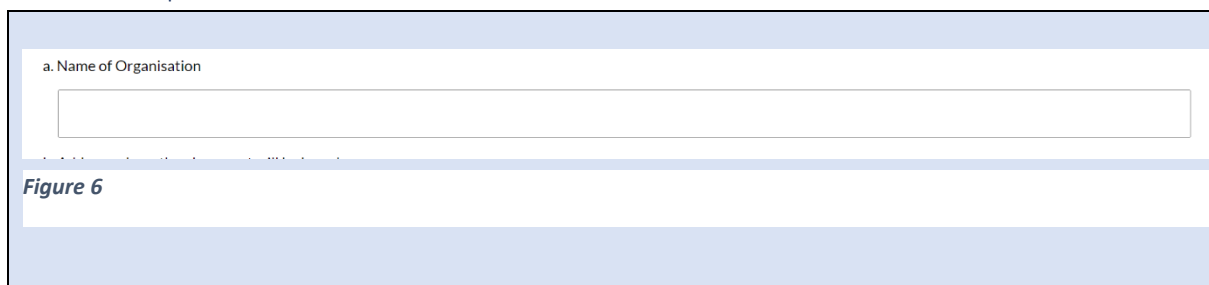
Figure 4

This pattern and style is followed until the end of the form, which is shown with a Thank You page:

Figure 5

Input types

Basic Text Input Field

Figure 6
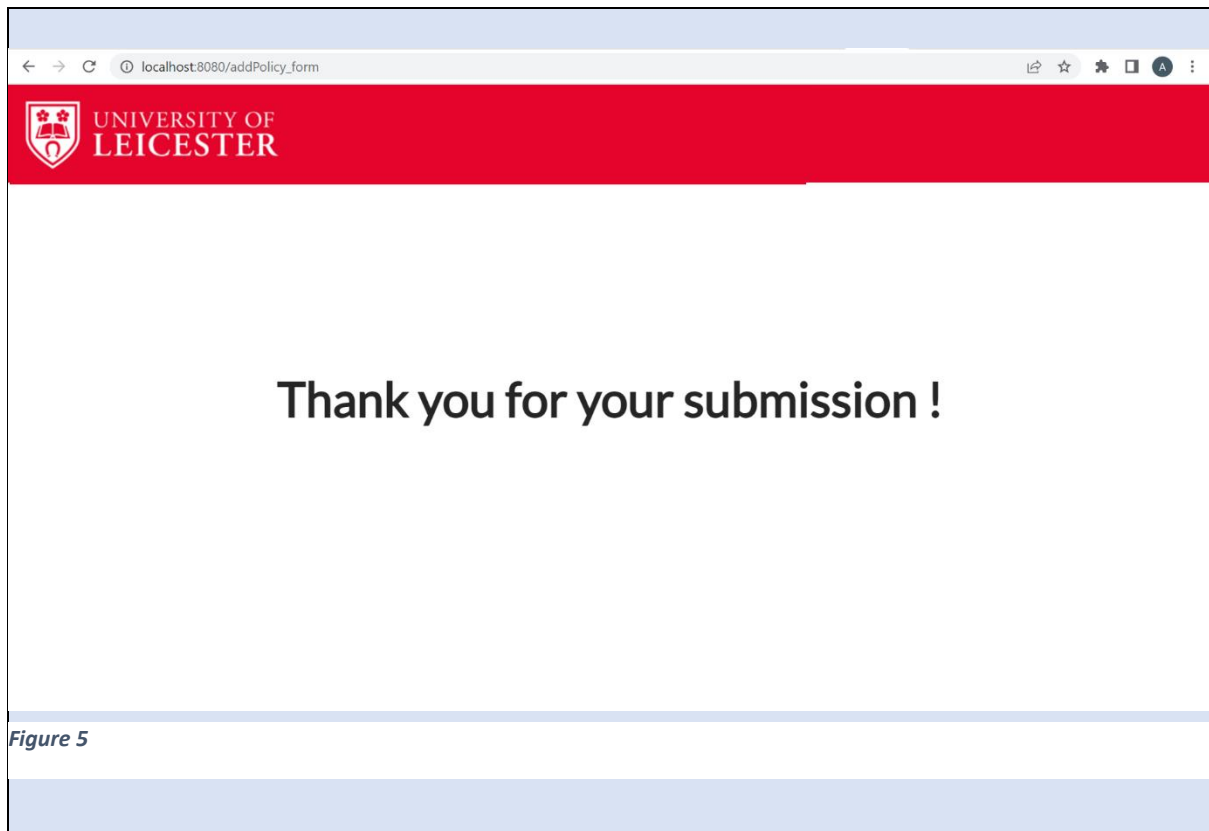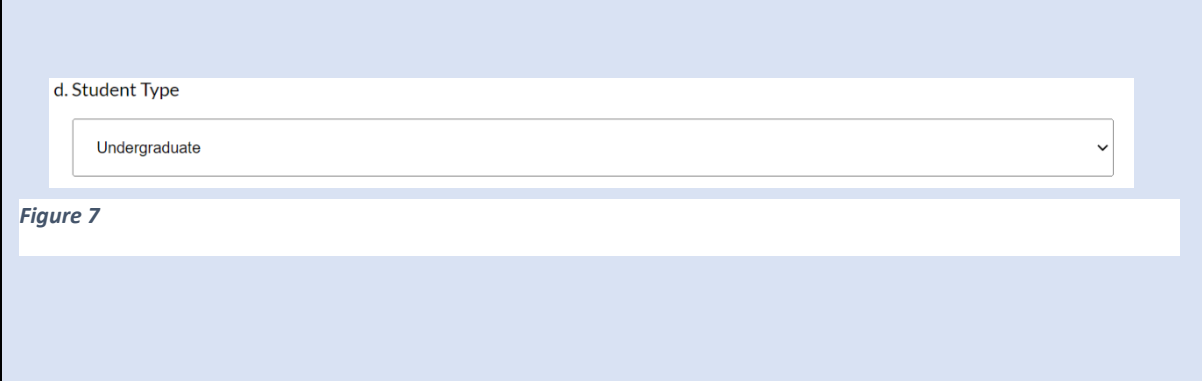
In Figure 6, you can see what the form is asking for "Name of organisation", and that there is an empty white box below, with no icons on it. This is a simple input box, where you click on the box and type in the details.

Drop down selection list

Figure 7

In the above screenshot, you can see that this white box has a downwards pointing arrow on the right side of the box. This signifies that the field is a drop down selection list. The user needs to click on the box where the rest of the options are shown like so:

Figure 8

Then the user can select the option they wish as their answer.

Date answer field

Figure 9

This type of question shows that we have to enter a specific input that is a Date. There are 2 ways a user could enter their answer. They could click directly on the numbers and enter their answer by using their keyboard to type the values in:

ii. This information can be updated nearer the time when you have an exact date   09/**12**/2002 ▢

Figure 10

Or they could click on the Calendar icon on the right of the box and select their date from the calendar grid format shown:

09/12/2002 ▢

December 2002 ▾					↑	↓
Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear   Today
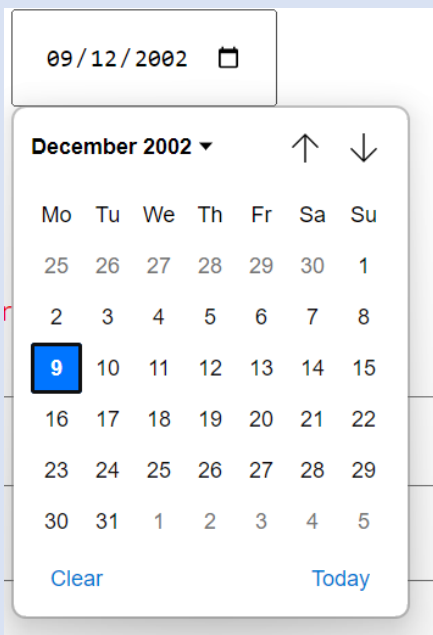
Figure 11

Number Selector:

Another type of user input is a number selector:

d. Working hours per week 0

Figure 12

If the user hovers their mouse cursor over the field you can see some arrow selectors appear:

d. Working hours per week 0

Figure 13

The user can provide their answer in 2 ways.

One is by clicking on the number and entering their value on their keyboard. Another is by using the arrow selector to increment/decrement the value (please note giving a negative answer where not appropriate, will raise an error that stops you from proceeding).

Different Types of Form Sections

There are 9 main sections of the Placement Authorisation Request Form. They are:

Student Details, Placement Provider Details, Placement Role Details, Work Factors, Transport and Travel Factors, Location and Regional Factors, Health and Environmental Factors, Personal Factors and Policies and Insurance (Overseas Placement).

Students need to fill them out so that the details are received by the Placement Team who will proceed with the process of carrying out a risk assessment of the placement provider, and provide the student with an acceptation or a rejection.

By Maryam and Abdulqader
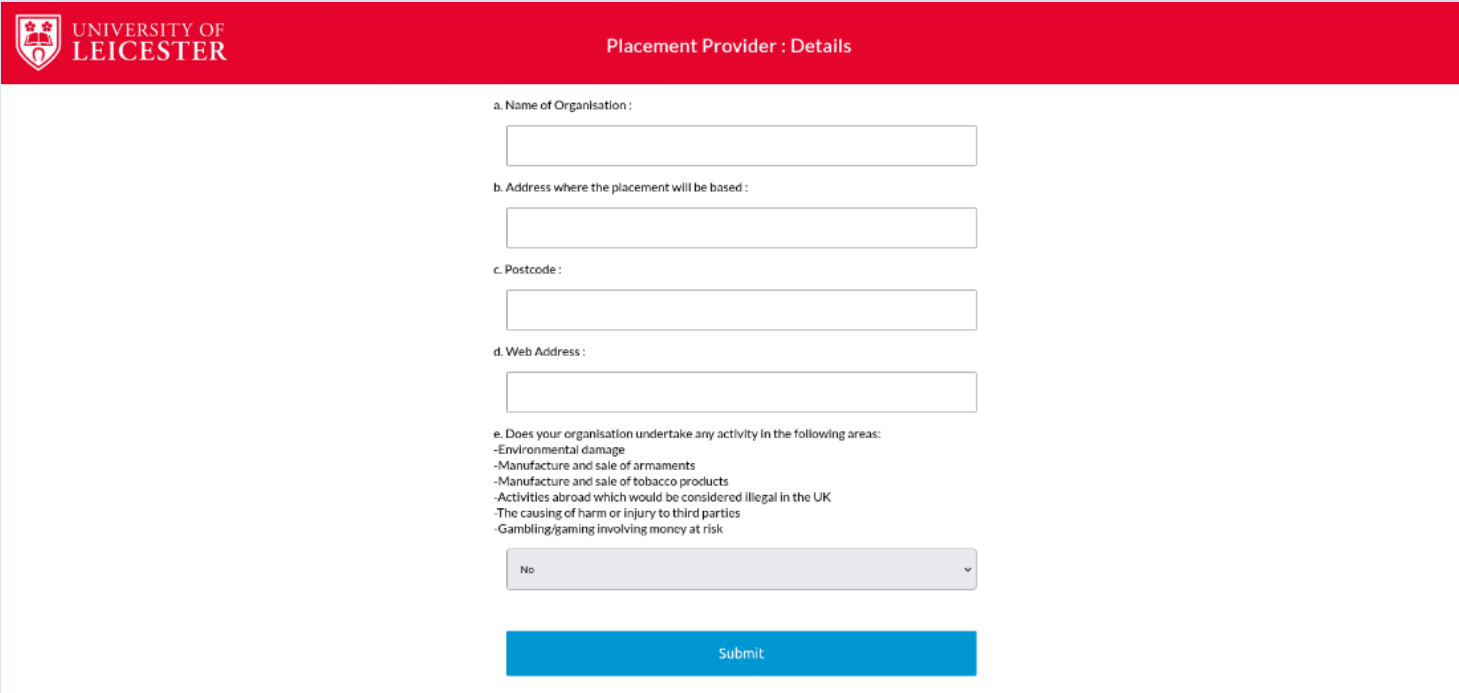
2. Company form – Placement Provider Form

Introduction

This feature has been created to allow companies to enter details about the student application they have received as requested by the university. The Placement Provider Form.

The Placement Provider Form has the same style throughout, and split up into sections to contain certain focuses within a page then move on to the next section.

The form has the same consistent design as shown below:

Figure 14

Placement Providers can enter their details in the input boxes shown, by entering the detail the form asks for right above it, or by clicking on the box for some questions, where a drop down menu will be shown, so the placement provider can select possible answers. You can see if it is a drop down question

by the arrow shown on the right of the box, as shown in the above screenshots in question "e"

To move onto the next section of the form, the blue submit box shown in the above screenshot is a button that should be pressed when the form fields have been completed.

If placement providers do not correctly fill out the necessary fields, or omit them, errors will be shown in a red font (shown below) and stop the placement providers from being able to proceed to the next section unless they enter what the form is asking for.

Figure 15

When the Placement Provider has filled out the forms correctly, they can navigate to the next section by the blue submit button, where the next section will be shown:

Figure 16

This pattern and style is followed until the end of the form, which is shown with a Thank You page:

Figure 17
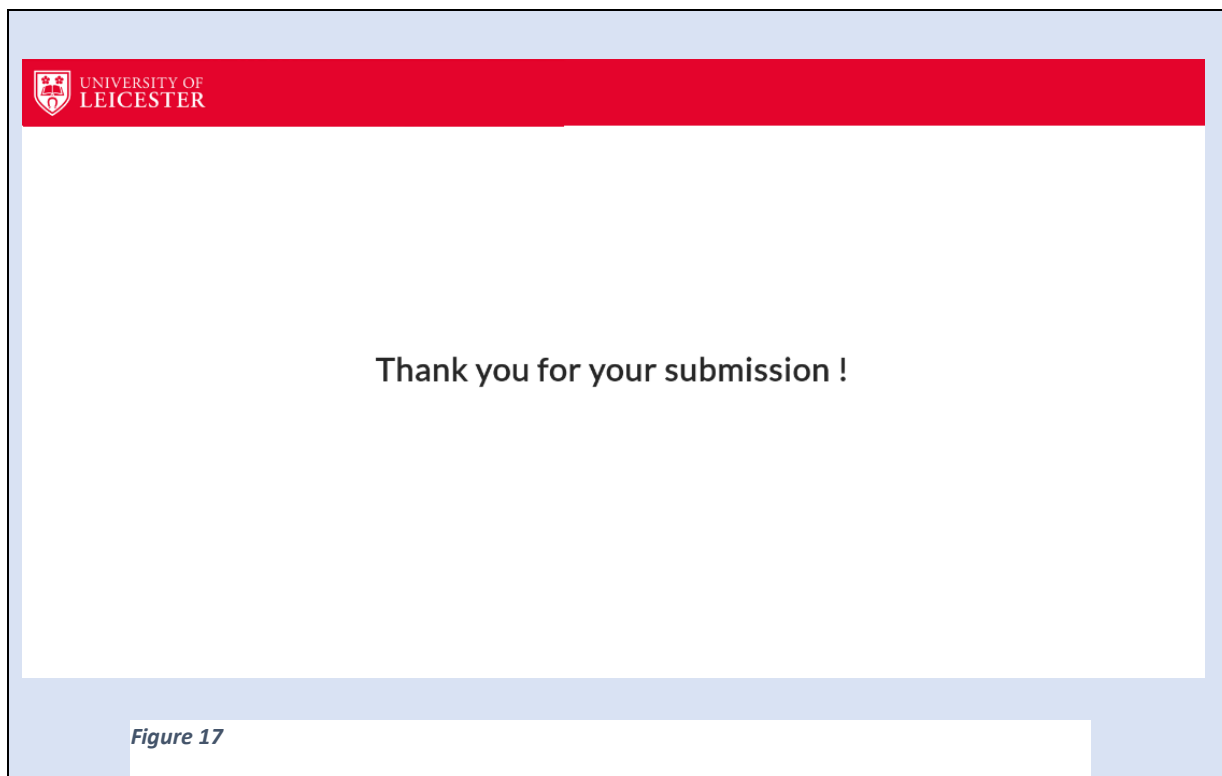
Input types

Basic Text Input Field
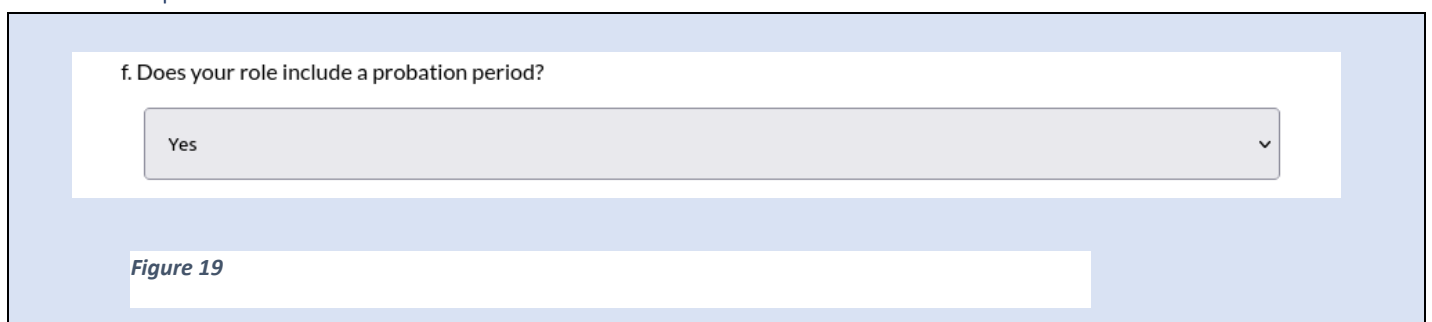
Figure 18

In the above screenshot, you can see what the form is asking for "Name of organisation", and that there is an empty white box below, with no icons on it. This is a simple input box, where you click on the box and type in the details.

Drop down selection list

Figure 19

In the above screenshot, you can see that this white box has a downwards pointing arrow on the right side of the box. This signifies that the field is a drop down selection list. The user needs to click on the box where the rest of the options will be shown, like so:
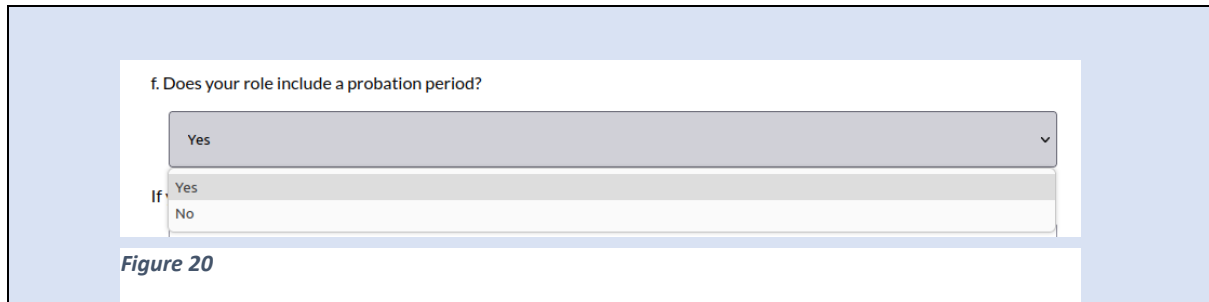
f. Does your role include a probation period?

Yes

If

Yes

No

Figure 20

Then the user can select the option they wish as their answer.

Date answer field

ii. This information can be updated nearer the time when you have an exact date

03/12/2002

Figure 21

This type of question shows that we have to enter a specific input that is a Date. There are 2 ways a user could enter their answer. They could click directly on the numbers and enter their answer by using their keyboard to type the values in:

ii. This information can be updated nearer the time when you have an exact date   09/12/2002 📅

Figure 22

Or they could click on the Calendar icon on the right of the box and select their date from the calendar grid format shown:

09/12/2002 📅

December 2002 ▾   ↑ ↓

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear   Today
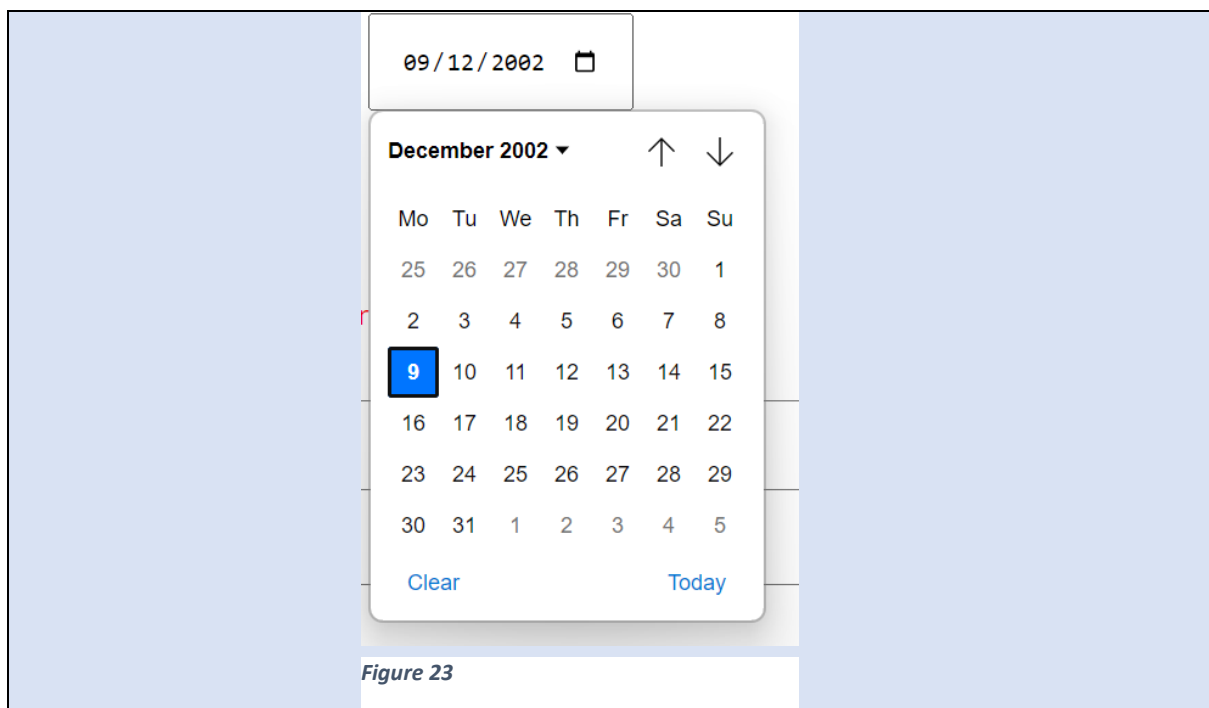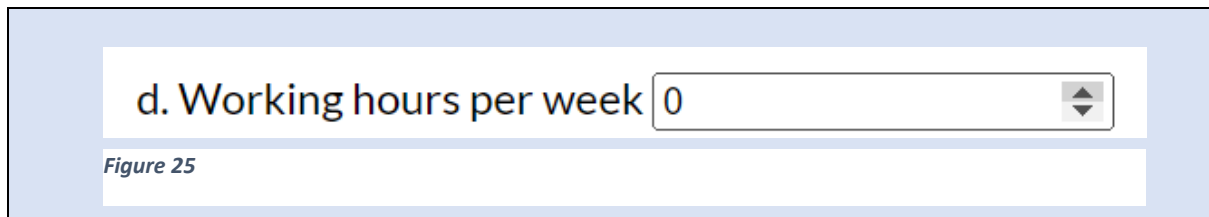
Figure 23

Number Selector

Another type of user input is a number selector:

d. Working hours per week 0

Figure 24

If the user hovers their mouse cursor over the field you can see some arrow selectors appear on the right side of the field box:

Figure 25

The user can provide their answer in 2 ways.
One is by clicking on the number and entering their value on their keyboard.
Another is by using the arrow selector to increment/decrement the value
(please note giving a negative answer where not appropriate will raise an error
that stops you from proceeding).

Different Types of Form Sections

There are 11 main sections of the Placement Provider Form. They are:
Placement Provider Details, Placement Role Details, Placement Provider
Named Contact, Placement Provider Work Factors, Placement Provider Other
Factors, Placement Provider Policies and Insurance UK, Placement Provider
Policies and Insurance Overseas, Placement Provider Health & Safety,
Placement Provider University Access, Placement Provider Declaration.
Placement Providers need to fill them out so that the details are received by
the Placement Team who will proceed with the process of carrying out a risk
assessment of the placement provider, and provide the student with an
acceptation or a rejection.

By Chia and Ervin
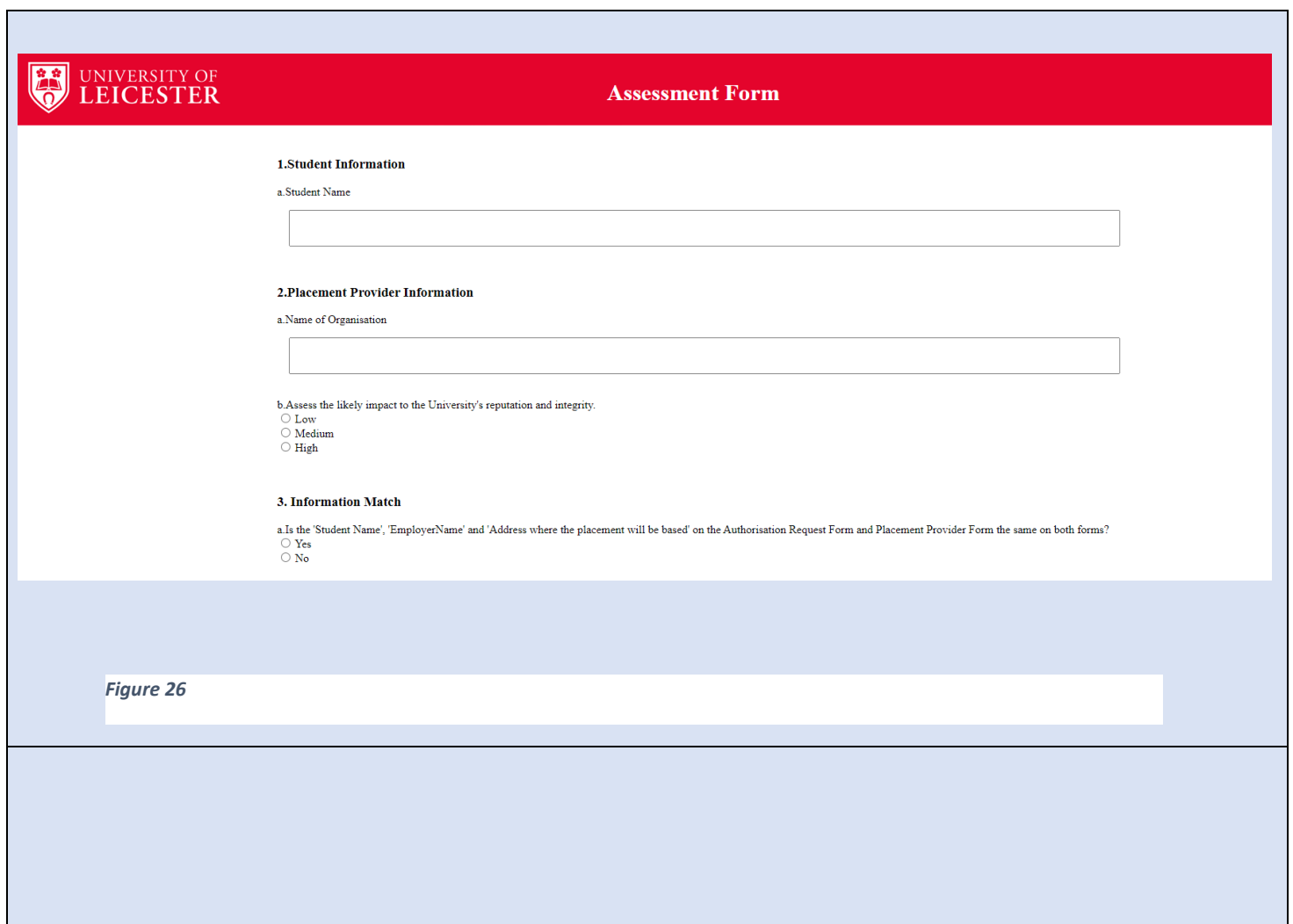
3. Risk Assessment Form

Introduction

This feature has been created in order to allow tutors to enter details about the risks the placement industry has for the student who has received an offer and wishes to join as part of their study by completing the placement year. By filling the form the tutor will be able to assess if this placement is safe for the student or not.

The form is submitted as a whole and has not been split up into sections.

This is what the form looks like in general.

Figure 26

13.Overseas Placements Only

College Director of Operations Sign Off(or delegated authority)

College Director of Operations Signature

Date: dd/mm/yyyy 📅

Please review the students Travel Risk Assessment prior to approval. Details of concern are details on the Overseas Travel Page

Please share the outcome of this decision with your Programme Administration Team,to inform the student and other teams of the outcome

Submit

Figure 27

The form is mostly made up of radio buttons that allow the tutor to rate the risk as low, medium, or high; some questions are yes or no.

There are other details like the student name and the company the student is going to work for, the tutor's signature, the date of filling out the form, and other details related to the company supervisor who is going to supervise the student while working.

If the fields are not filled appropriately, the program shows an error and suggest the user what should be done before they can submit the form.

1.Student Information

a.Student Name

Enter a name

2.Placement Provider Information

a.Name of Organisation

Please enter an organisation

b.Assess the likely impact to the University's reputation and integrity.
○ Low
○ Medium
○ High
Please select an option

3. Information Match

a.Is the 'Student Name', 'EmployerName' and 'Address where the placement
○ Yes
○ No
Please select an option

Figure 28
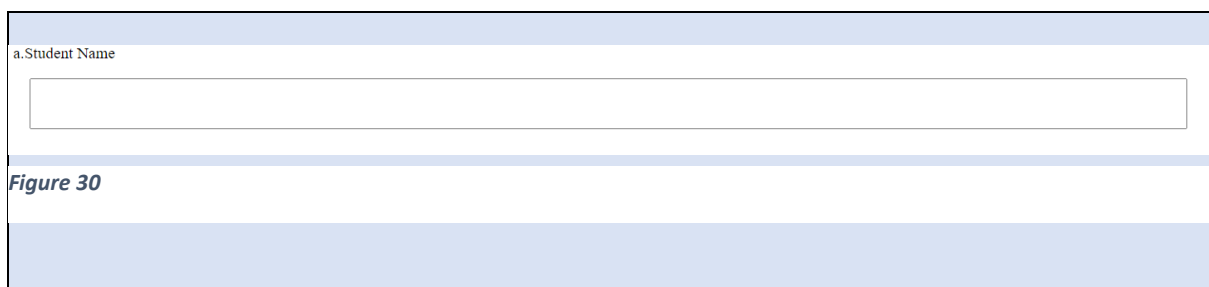
Once the tutor is done filling out the form, they can click onto the submit button which will lead them to the thank you page.

Figure 29
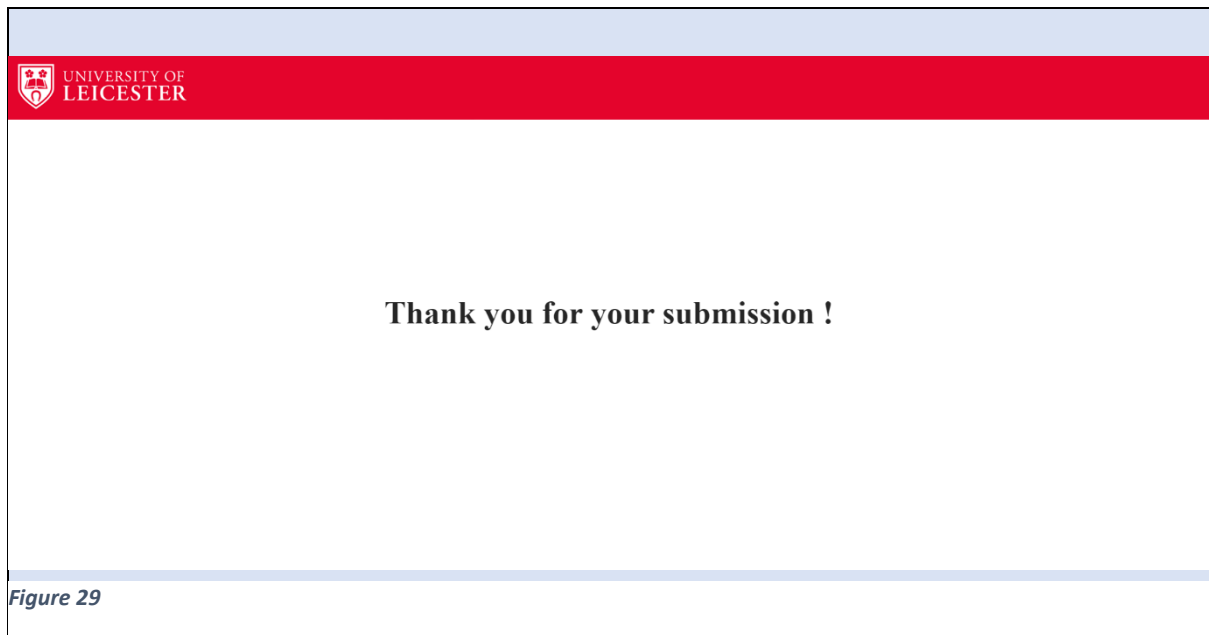
This form is a valuable tool for tutors, allowing them to quickly and easily assess the risk factors associated with any particular placement.
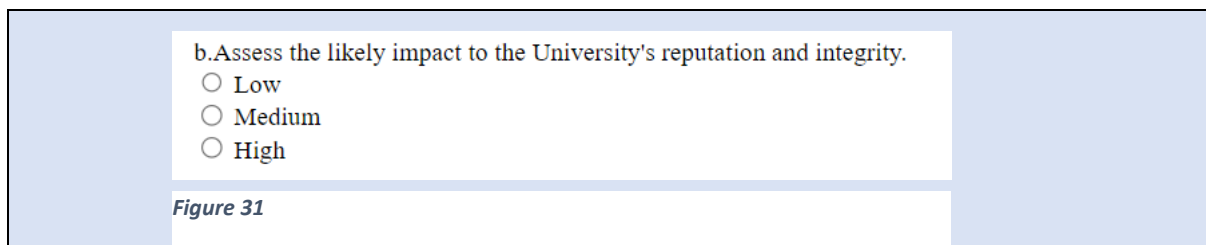
Input types:

Basic Text Input:

Figure 30

In the form the user will be able to see an empty box where they will need to enter the details for the question that is asked.

Radio-buttons:
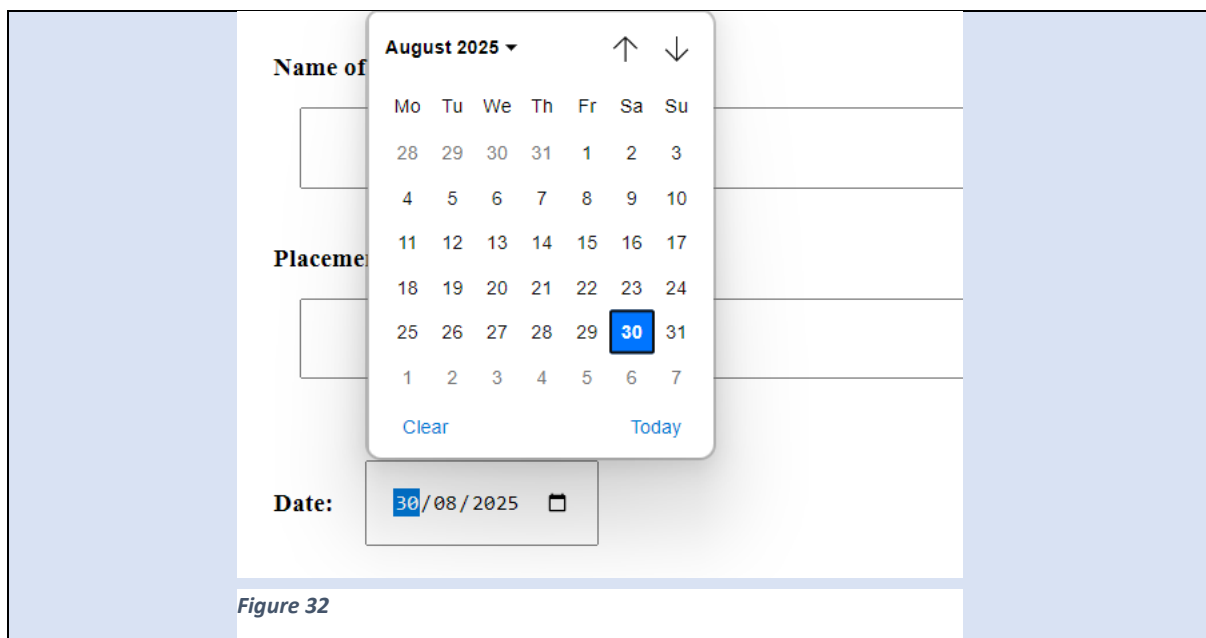
b.Assess the likely impact to the University's reputation and integrity.
○ Low
○ Medium
○ High

Figure 31

The above screenshot is an example of the radio-button input type. This allows the user to choose ONLY ONE option which is applicable to them. Most of the questions in the form consists of radio-buttons.

Date answer field:
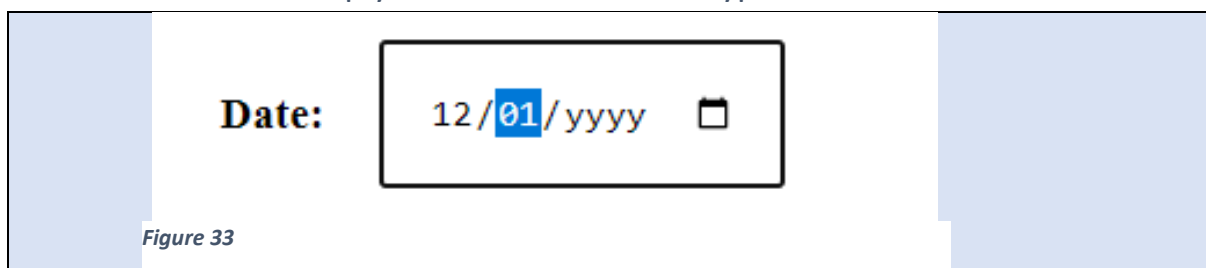
Figure 32

The user could enter the date in 2 ways.

They could either click on the calendar icon beside and calendar is shown to the user where they could either scroll up or down in order to select the date. OR The user could simply click on the box and type out the date:

Figure 33

By Zaina and Moaz

4. Student File Upload

Introduction

This is the student upload form user manual. On this page, students can upload their forms and receive messages if they are incorrect or in the wrong file format. Students can use the links on the page to either download a form or redirect them to the online form.

1. Accessing the page
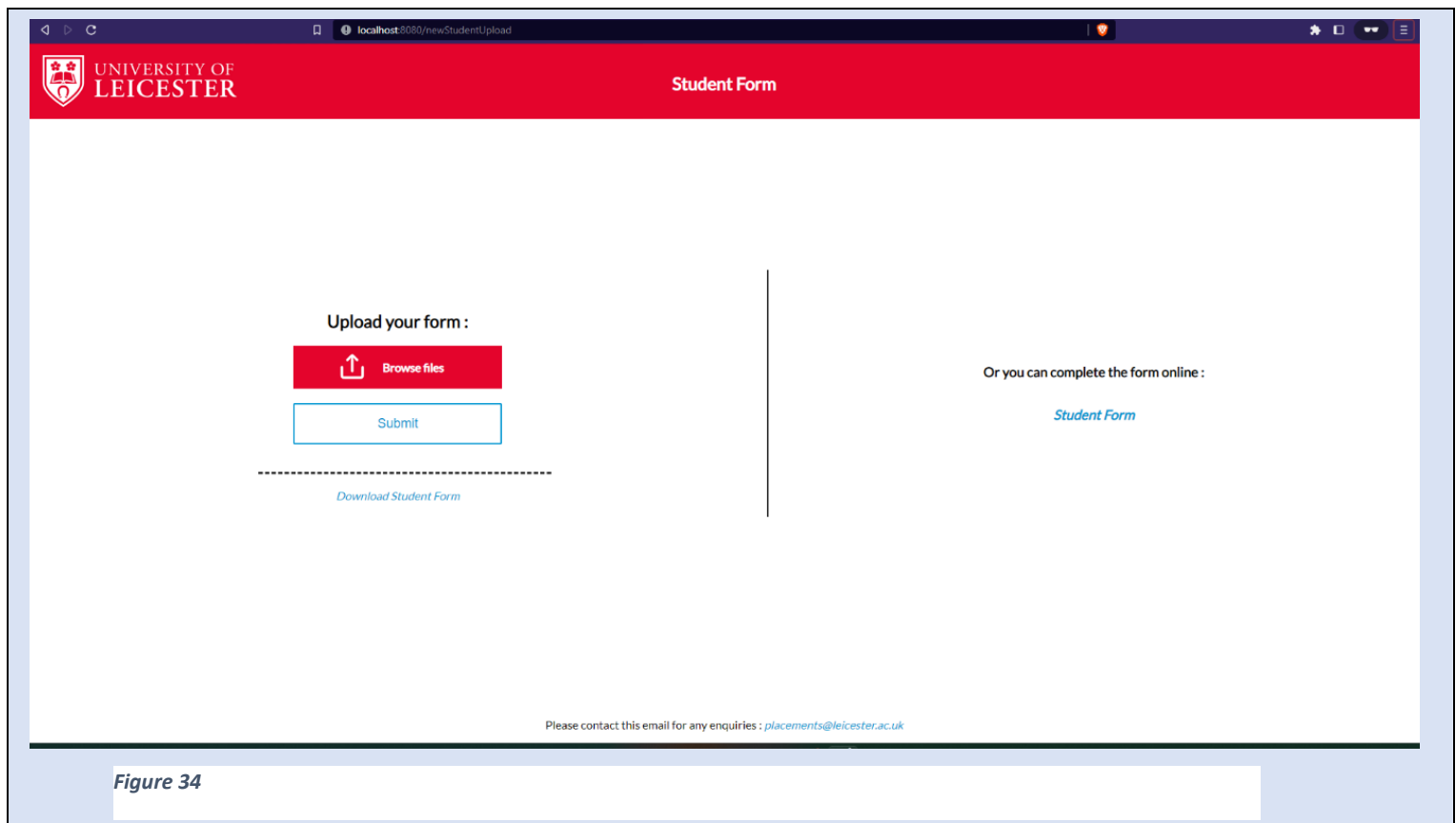
Figure 34

As shown in Figure 34, students can access the Student Form page by going to the page: domain_name/newStudentUpload . This page provides all features and necessary information for students to upload their forms.

2. Selecting and uploading a form
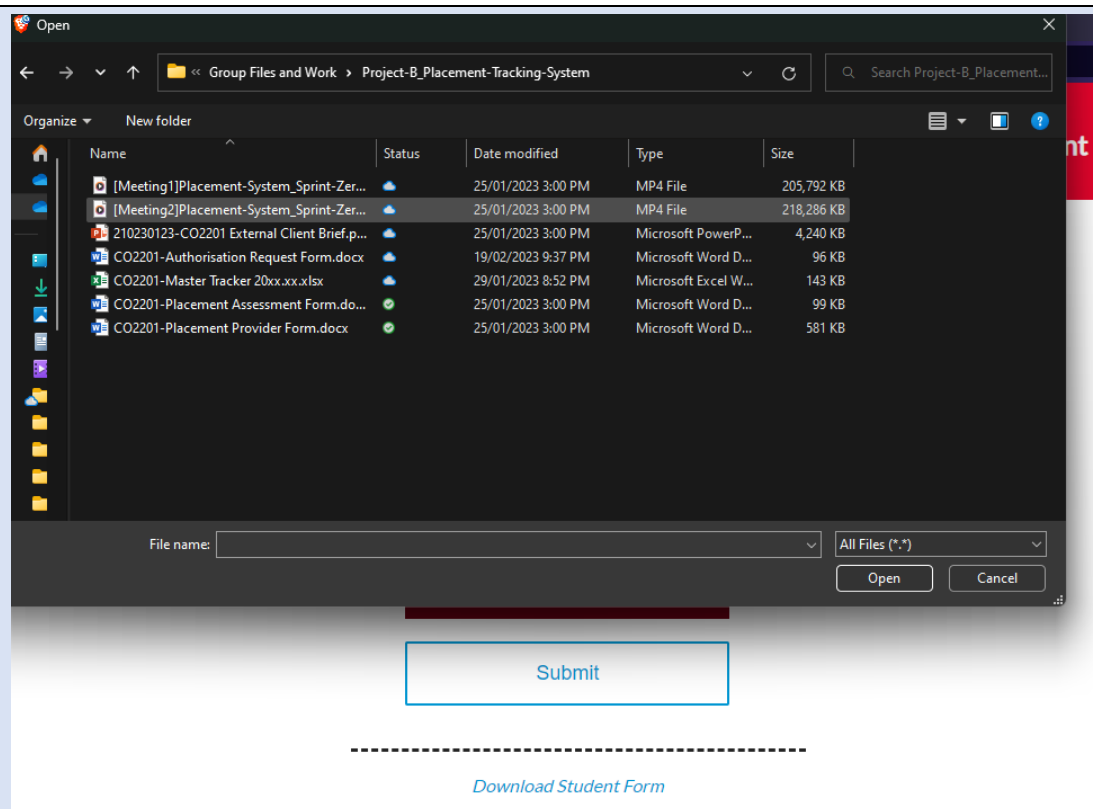
Figure 35
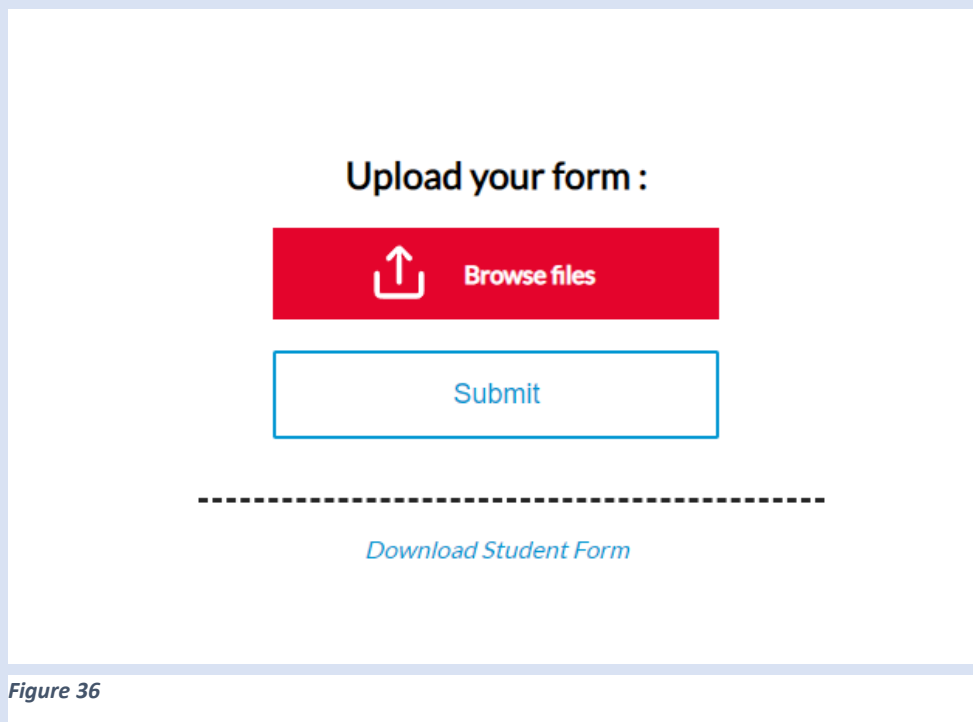
Figure 36

Figure 35 shows how students can browse and select files and Figure 36 shows the submit button where the form will be uploaded to the database when clicked.

3. Upload states and alters

Figure 37

There was at least one issue with the form. Please try again or use the online form option or contact the placement team. ×

Figure 38
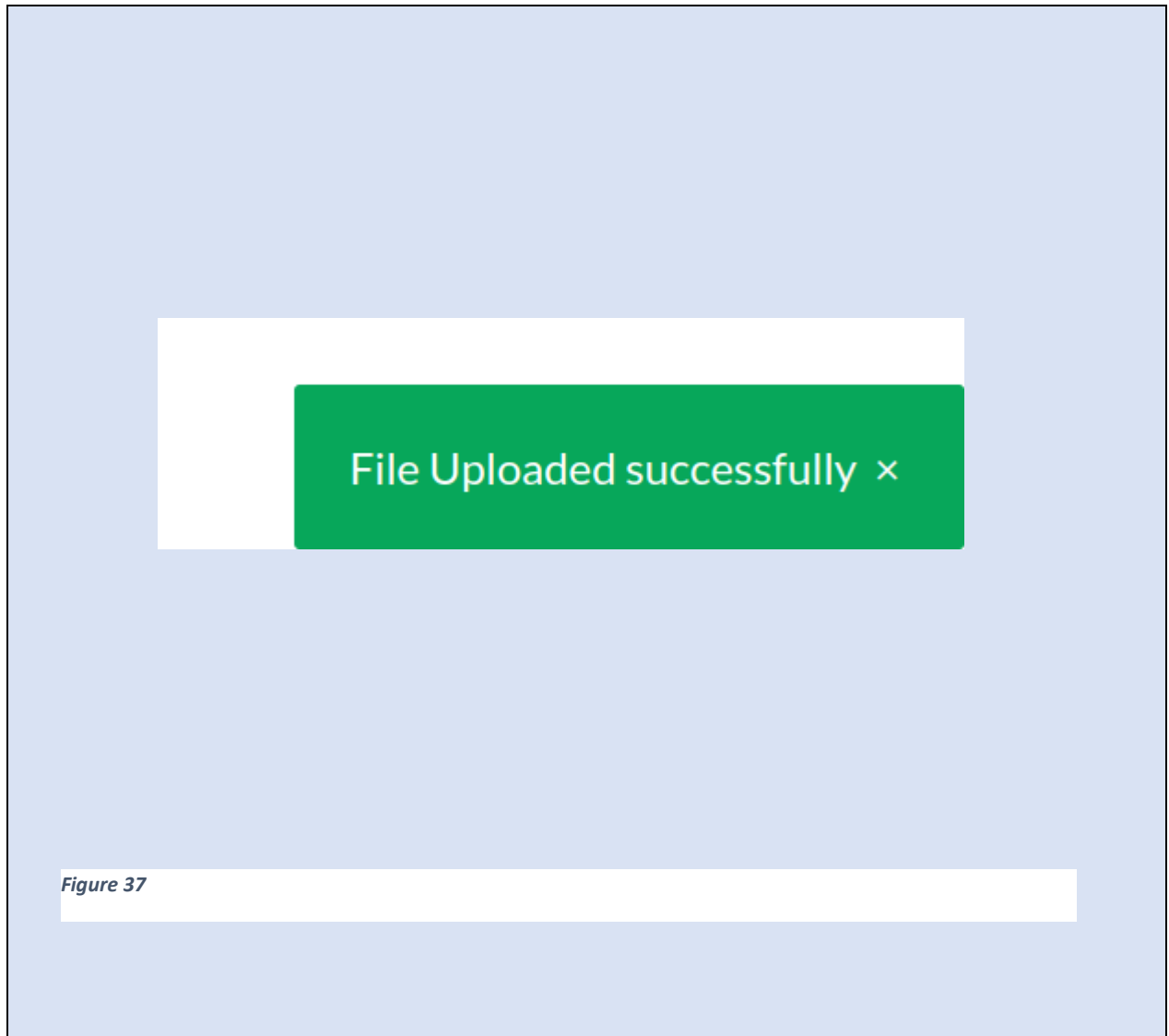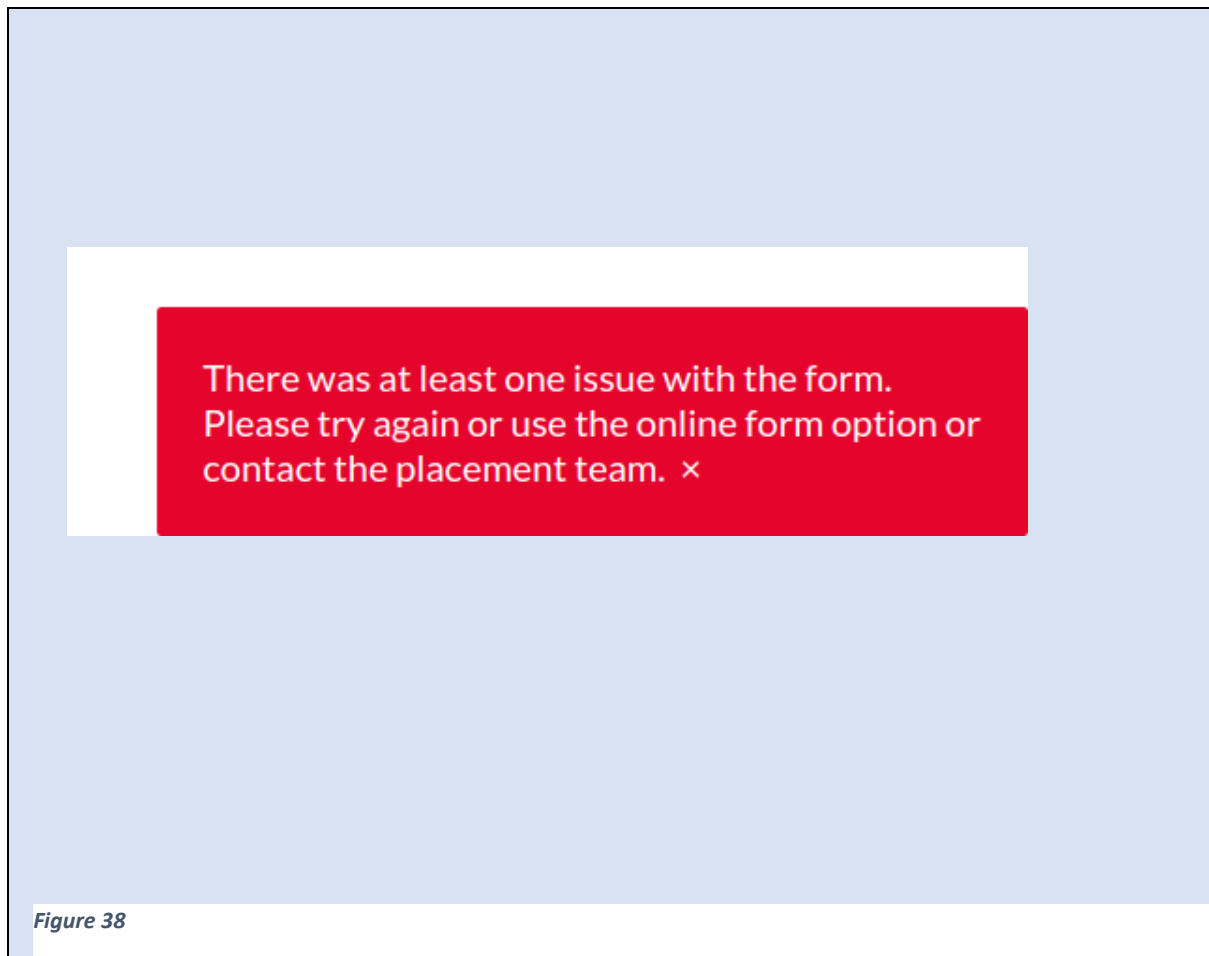
After students upload their form, a status message will appear on the bottom right of the page describing the status of the form (Accepted or rejected). Forms get accepted or rejected depending on their states. If the form does not have the student number, the form will not be saved and the rejection/alert message will appear. The message is general and it does not explain anything about the actual missing values. Forms get accepted if they are complete and have the correct file extension (docx).

4. Placement team email

At the bottom of the page, as shown in Figure 34, there is a hyperlink for the placements team email so they can be contacted if the student has questions or difficulties using the system.

By Abdulqader

5. Contact Student and Company

Contacting Student and Companies to request additional data for the approval/rejection decision

Introduction

This feature has been created in order to allow the placement tutor to contact the student and/or the company through the use of 2 different forms a "Contact Student" form ("/contactStudent"), and a "Contact Company" form ("/contactCompany"). Both forms follow the same structure, but differ in the pre-set text given to help the user form the email.

Process instructions

The below image shows the "Contact Student" Form and the "Contact Company (Placement Provider)" form (They have been zoomed out so we can see all the features in one page):

Figure 39

Figure 40

There are 3 fields "Email to", "Subject and "Body". The user can click on the input boxes and start typing the respective details in the boxes.

The pre-set information shown in the form's fields helps to guide the placement tutor in forming the emails by providing email content for them, to help make the process quicker. In the text, where squared brackets are used, and where there is the gap in the body field, this means the user is suggested to enter specific details to personalise the email and make it more targeted in its communication purpose.

When the user is happy with the content in the fields (or the lack of field data is fine, as the user may want to go directly to the email client and fill out the content there), the user has 2 buttons to select: a submit button, and a redirect button. If the user clicks Submit, their default email client email will open, where they will be able to view the email in the email client:

Figure 41

Figure 42

As you can see, the information we entered in the form automatically fills in the fields in the email client when Submit is pressed. So the placement tutor can further modify the content in the email client if they wish, and then they click the Send button in the email client to send the email off.

When the user goes back to the page, they can see that there was also another button under the Submit button, which is a redirect feature to redirect the Placement tutor back to the table page showing students that are currently waiting for placement authorisation.

Contact Student

Email to

> mgadiali@outlook.com

Subject

> Additional data request - Alice

Body

```
Hi, hope you are doing well. I am part of the Placement Team at the University of Leicester and am gathering
the details to authorise your placement.
Could you please provide the following details:
Your Department's name

Sincerely,
Maryam
```

*Pressing **"Submit"** will open your default email client where you will be able to send the email

Submit

Return back
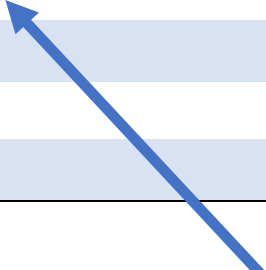
Figure 43

Redirect button
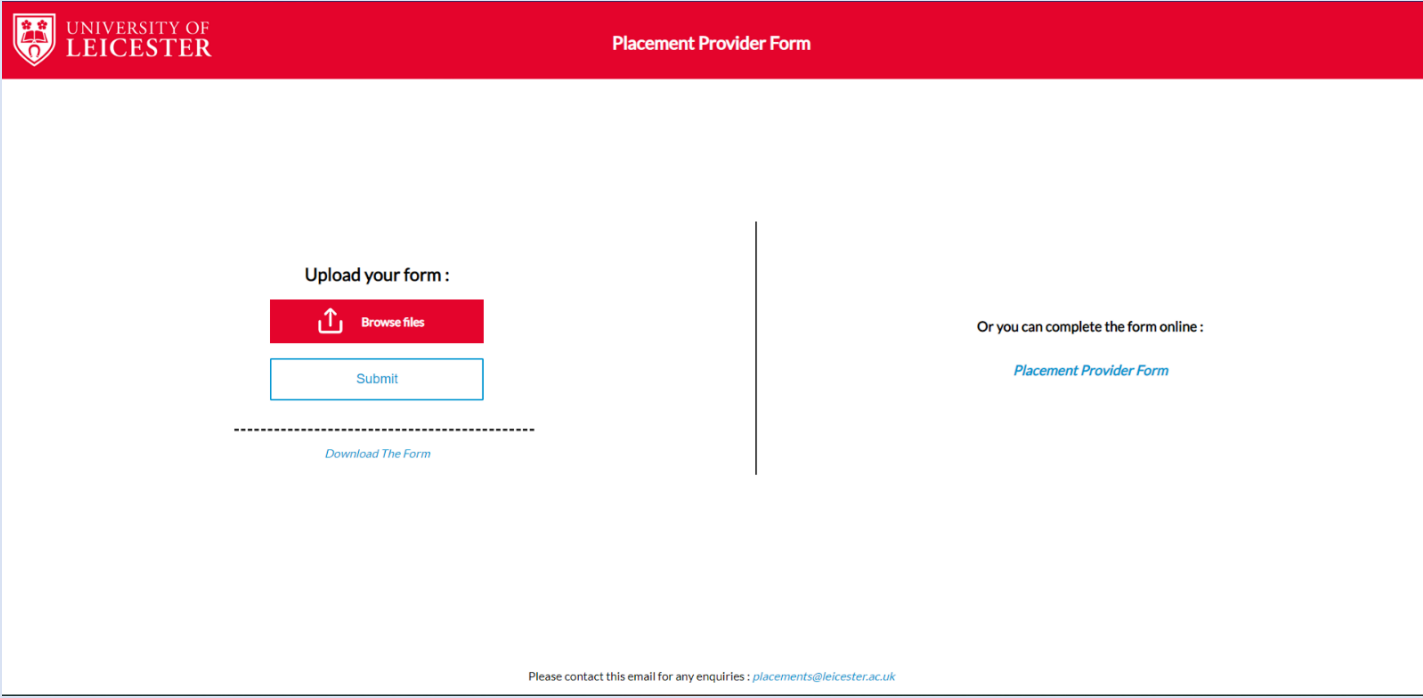
By Maryam

6. Company file upload – Placement Provider form upload

Introduction

This document is dedicated to the placement provider form upload page manual. By using this page, the placement provider may upload their completed form and receive feedback on the success or failure of the upload. Companies may use the links on the page to either download the form, if they don't have it, or redirect them to the online form to complete.

1. Accessing the page

Figure 44

As shown in Figure 44, companies may see this page by accessing the following link form: domain_name/newCompanyUpload. Note that this link may be changed in the future . This page provides all features and necessary information for placement providers to upload or download their forms or redirect to the online form.

2. Selecting and uploading a form
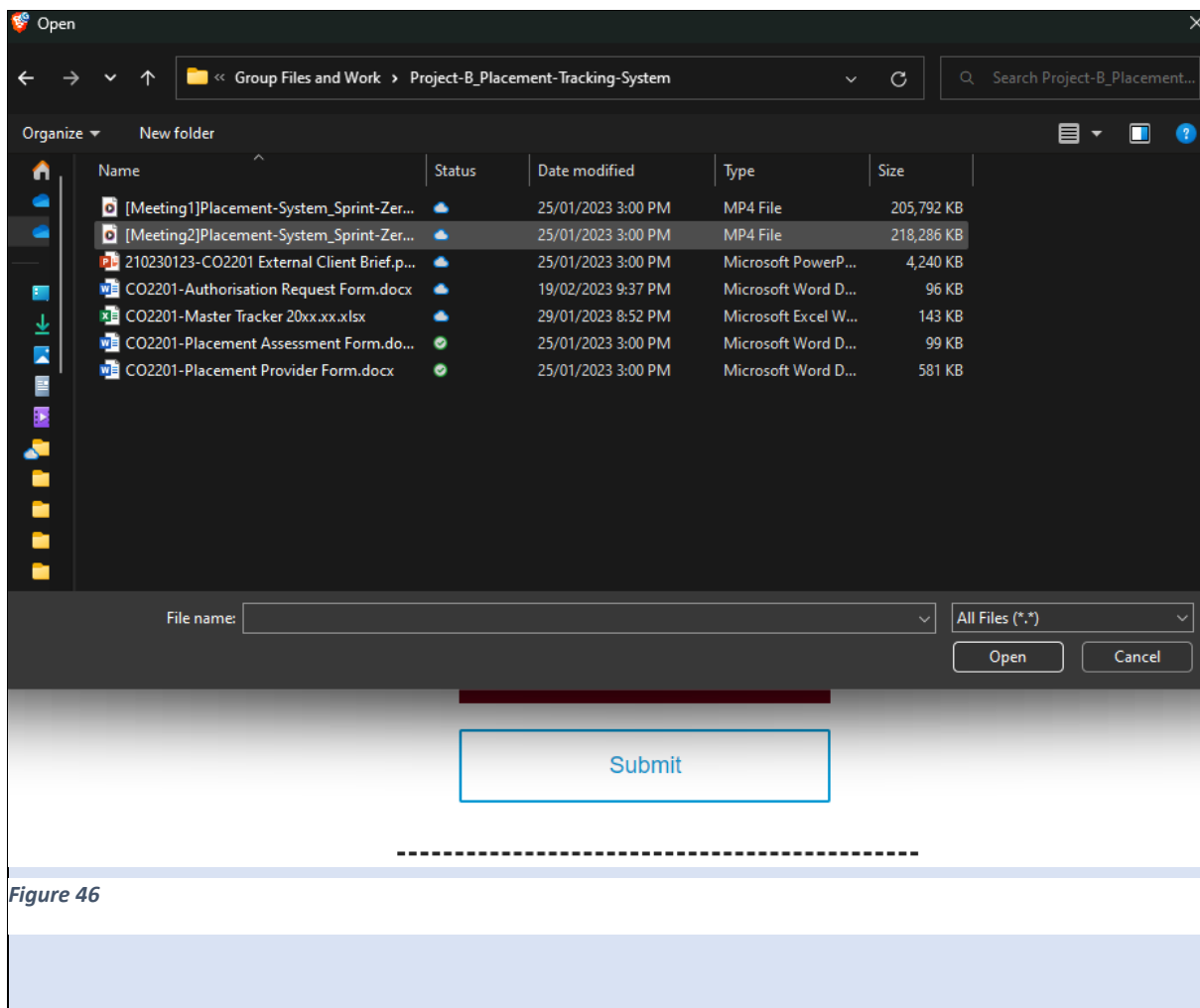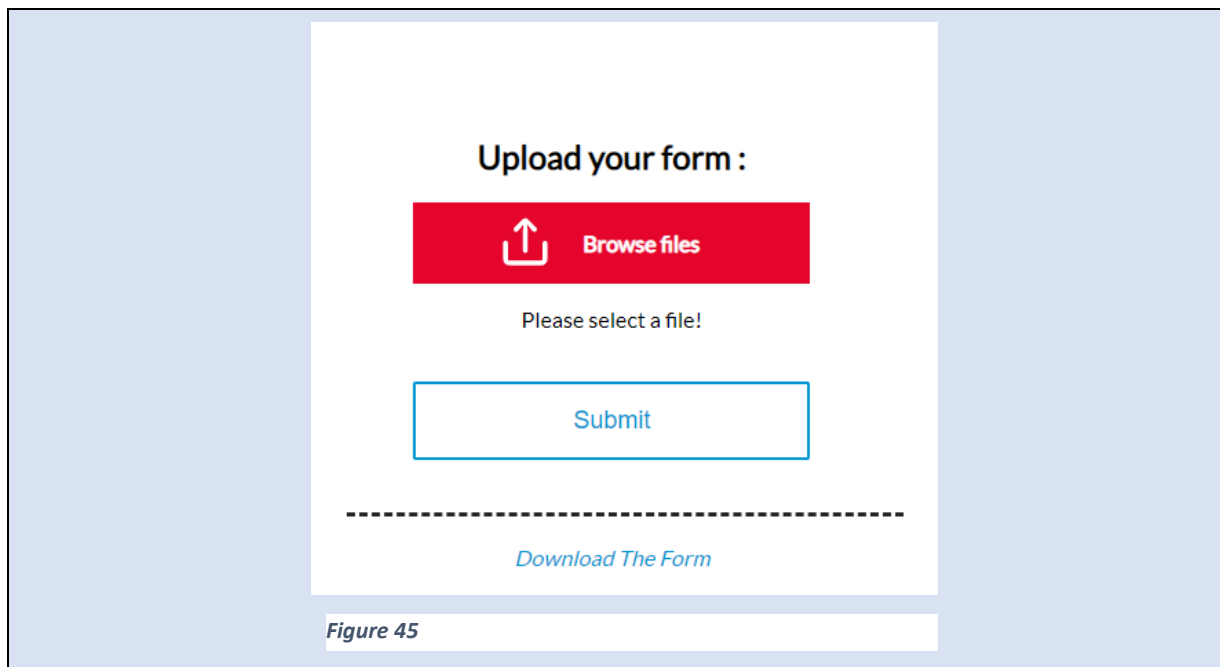
Figure 45

Figure 46

Figure 45 demonstrates the section where the company may upload or download their form. By clicking on the "Browse files" button a window (File explorer) will open as seen in Figure 46. This window will let the user to choose their form location. Once chosen the user may submit the file by pressing the submit button. By pressing the download a copy of the form to complete will automatically be downloaded on the user's computer.

3. Upload state message
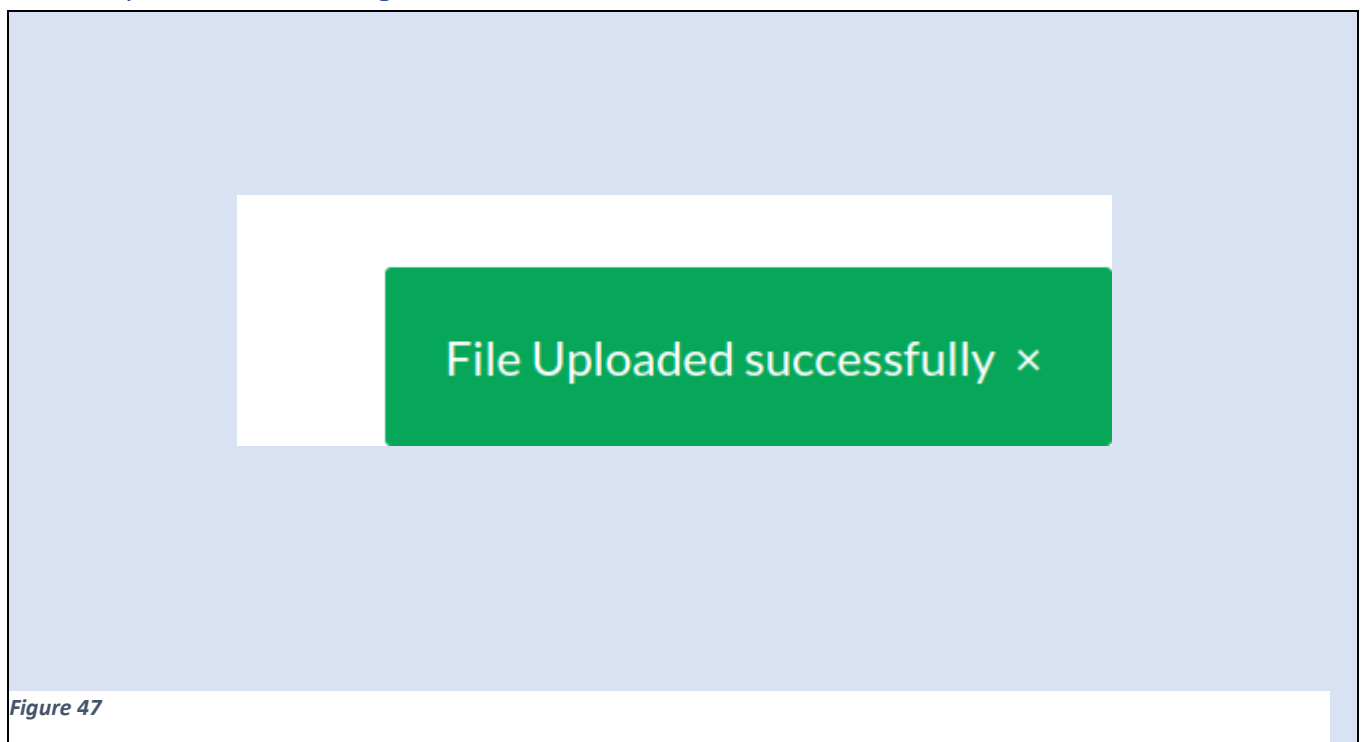
Figure 47
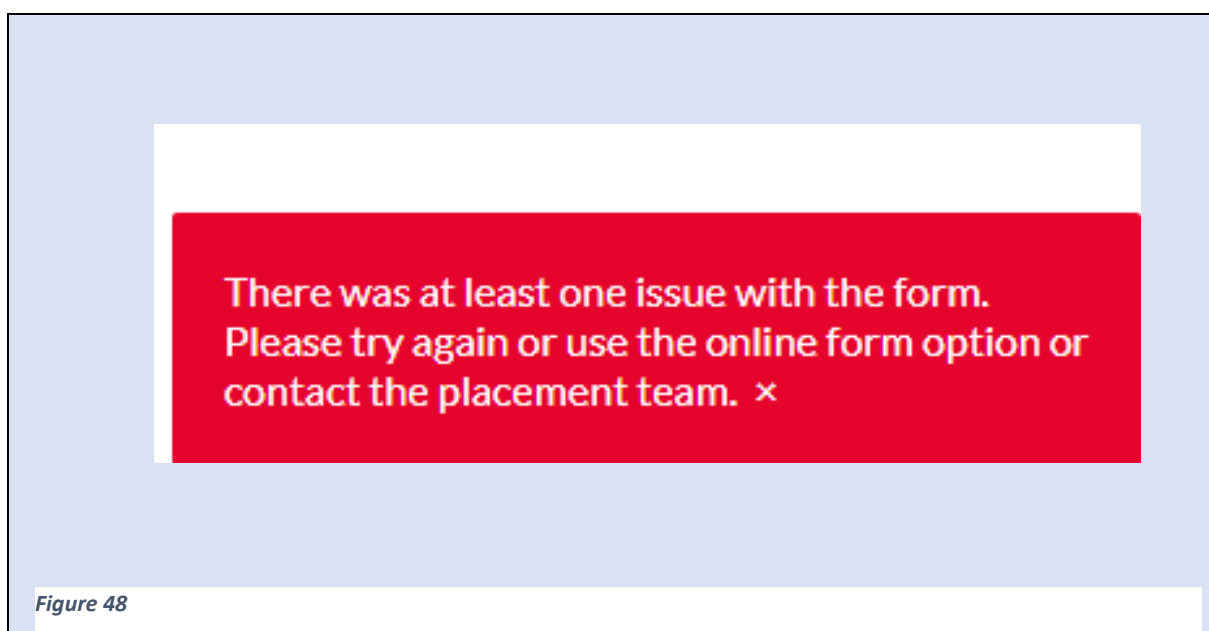
Figure 48

After the form is uploaded, a status message will appear on the bottom right of the page describing the status of the upload (successful *as seen on Figure 47* or failure *as seen on Figure48).* The colour of the message also indicates this state, Green for success and Red for failure. Because the verification is included in a different user story, momentarily the failure may happen only if the file is not of a good format. This message will only disappear when the user presses the "X" button. This ensures that the user has enough time to see it.

4. Enquiry team email

At the bottom of the page, as shown in Figure 44, there is a link for the placements team's email if the user has any enquiries about the form or the system.
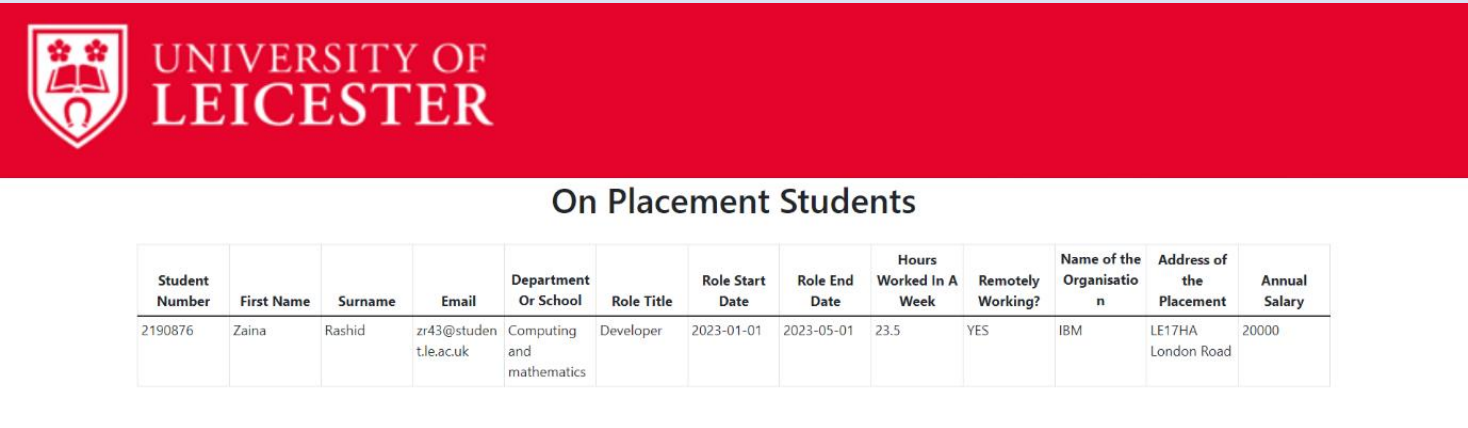
By Ervin and Chia

7. Tracking students on placement

Introduction
This user manual is for the placement team to be able to check all the important information about the students who are in a placement currently. Placement team members should have the ability to view all the necessary details about the students who are currently in their placement programme.

Explanation of view details

UNIVERSITY OF LEICESTER

On Placement Students

Student Number	First Name	Surname	Email	Department Or School	Role Title	Role Start Date	Role End Date	Hours Worked In A Week	Remotely Working?	Name of the Organisation	Address of the Placement	Annual Salary
2190876	Zaina	Rashid	zr43@student.le.ac.uk	Computing and mathematics	Developer	2023-01-01	2023-05-01	23.5	YES	IBM	LE17HA London Road	20000

Figure 49

As shown in the image, this table will only display students who are currently in a placement from the database of all students. This feature will allow placement team members to easily view students who are currently enrolled in their program without having to comb through an extensive database of students.

The following details are included for each of the placement students:

The student number, their first name, their last name, their student email address, their department/school of study, their placement role title, their role start date, their role end date, the number of hours they work in a week, whether they are remotely working, the name of the placement provider, the address of the placement, and their annual salary.
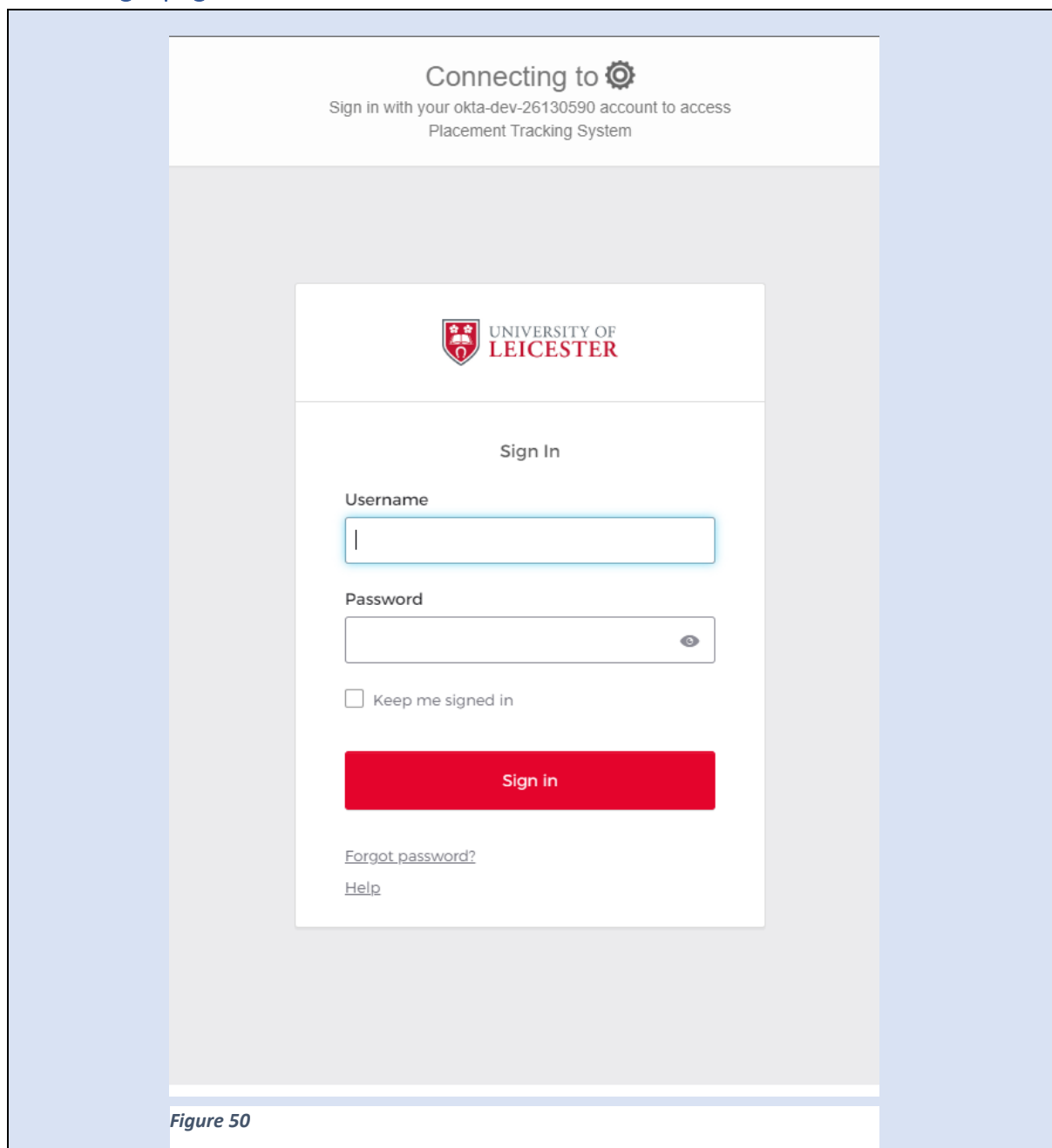
By Moaz and Zaina

8. Login System

Introduction

This is the login system user manual. On this page placement tutors can use their credentials to access confidential information in the system. This system also allows non-authorised users to access public links with input-only functionality.

1. Login page

Figure 50

In order to access resources in the system, placement tutors can enter any page and they will be redirected to a login page as shown in Figure 50. They will have to enter their university email address and password. If the user entered the wrong username or password they will be presented with an error message as shown in Figure 51.

Figure 51

2. Logging out

Figure 52

Placement Tutors can log out of the system by clicking the "Logout" button on the main page in the top right corner. Placement Tutors will then be redirected to the login page as shown in Figure 50.

By Abdulqader
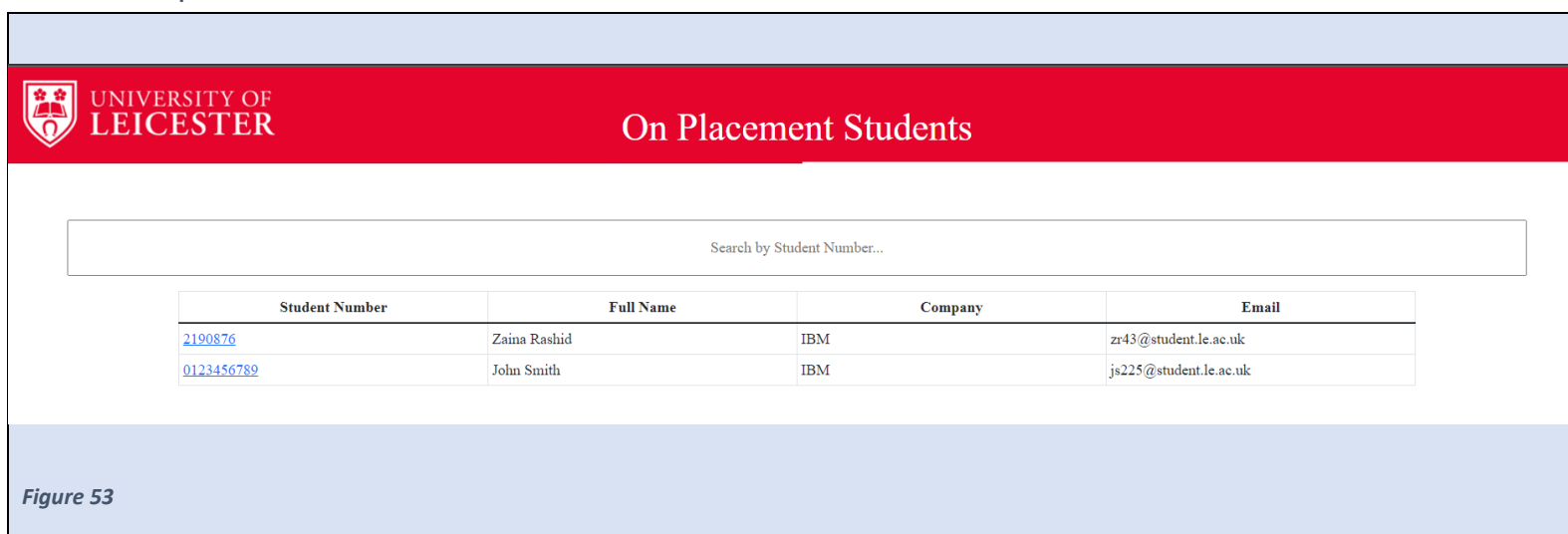
9. Search bar for students on placement

Introduction

This user manual is for the placement team to be able to check the students who are currently on placement by typing out their Student Number into the search box.

Explanation of view details and search function

The placement team member can then view the necessary details of that particular student.
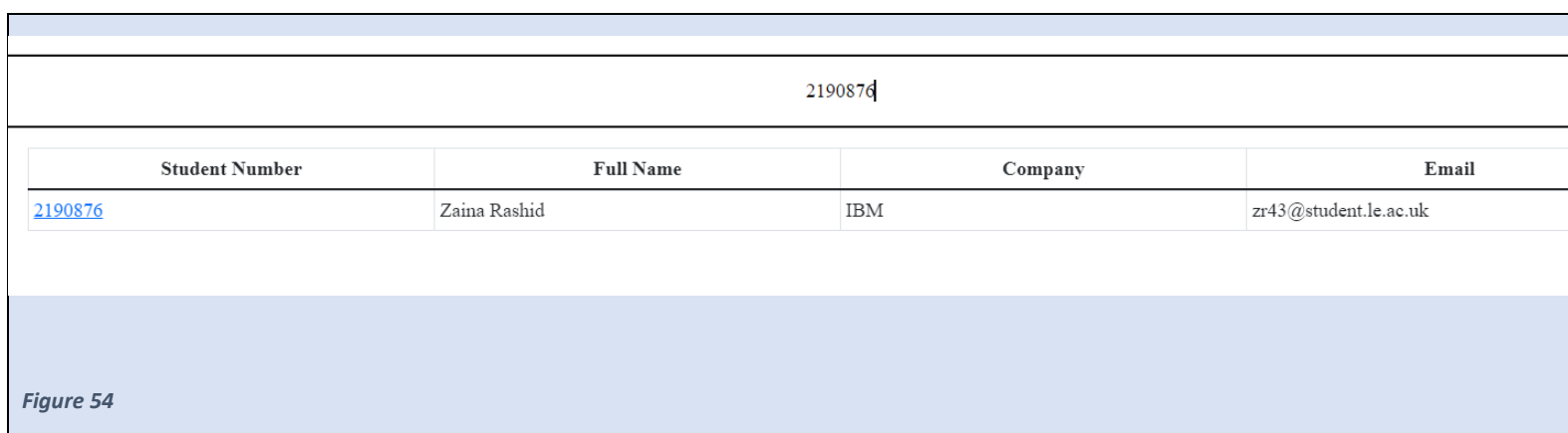
Figure 53

As seen in Figure 53, the search bar is present at the top of the table. The placeholder text in there makes it clear for the tutor as to how they can check if the student is present or not.
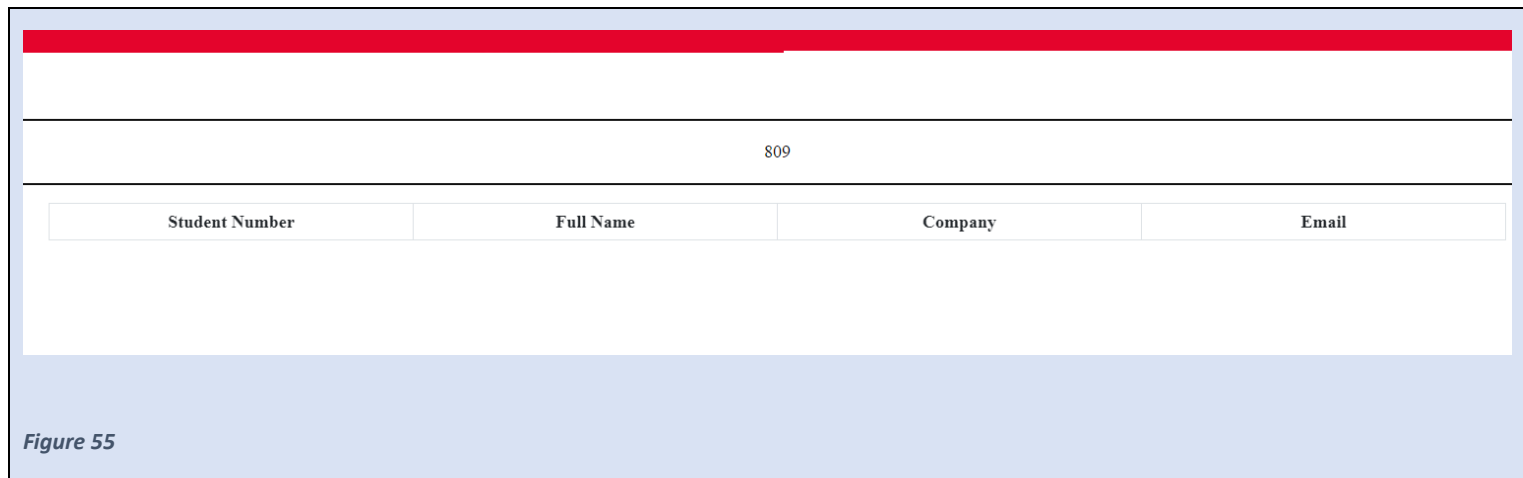
Figure 54

If the student with the student number that the placement member types in is present, ONLY their information is displayed onto the table (Figure 54).

809

Student Number	Full Name	Company	Email

Figure 55

However, if the student with their student number is not on placement, the table displays nothing (Figure 55).

By Zaina and Moaz

10. Navigation bar

Introduction

The purpose of the navigation bar is to allow the placement team to easily navigate through the features of the Placement Tracking System.

Figure 56

Figure 57

The navigation bar is presented as seen on figure 56, with the logo of the university on the right and the name of the person connected in the centre (Figure 56) and all the useful navigation links on the left (Figure 57).

Different Navigation Views

Depending on the dimensions of the user's screen, they may get different views. If they have a more wider screen, they would receive a view like in Figure 57. If they have a less wider screen, they would receive a navigation bar design like in Figure 58, where it is a clickable hamburger menu which opens up the navigation as seen in Figure 59.
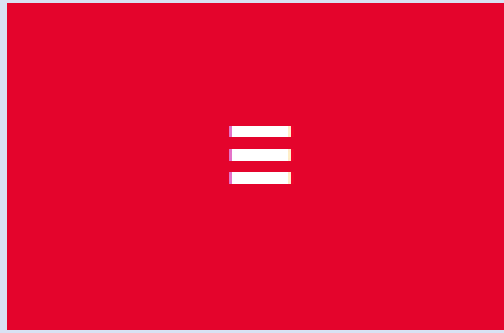
Figure 58

Figure 59

Different Navigation Sections

When the "Access Placements" is clicked, a dropdown menu will open with links to view related pages for placement details (Figure 60)
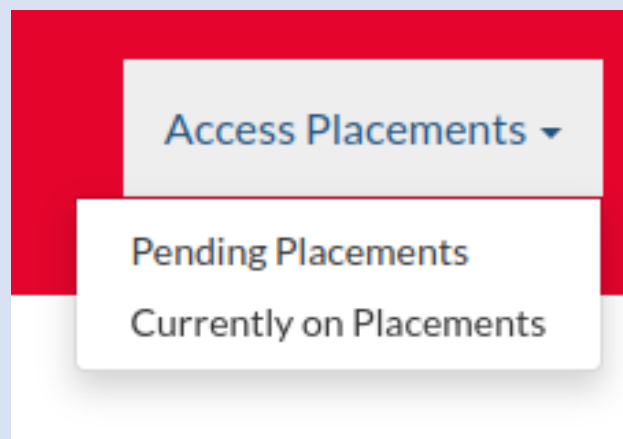
Figure 60

When the "Report" link is clicked, the user will be redirected to the statistical data page (Figure 61).

Figure 61

When the "Access Forms" selection is clicked, a dropdown menu will open with links to the pages related to forms that are filled out by the student, placement provider, and placement team (Figure 62).
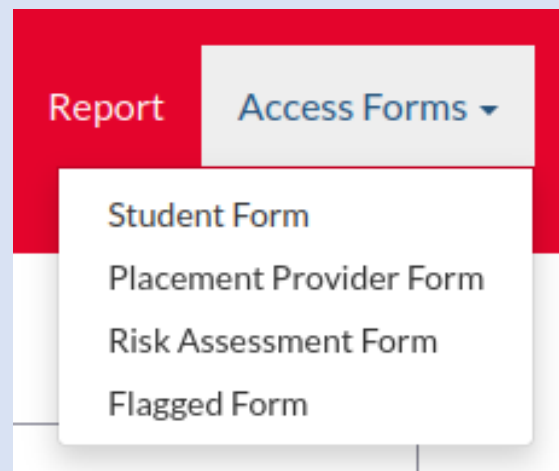
Figure 62

And as such, if the user presses the flagged form link it is redirected to a page containing all the flagged forms,
when they press the Student or Placement Provider form, they are sent to upload pages,
when they select the Risk assessment form, they are redirected towards that matching page.

When the user presses the "LogOut" button, a pop-up message (Figure 63) appears so that the user needs to confirm that they intend to log out. Thus avoiding any miss clicks.
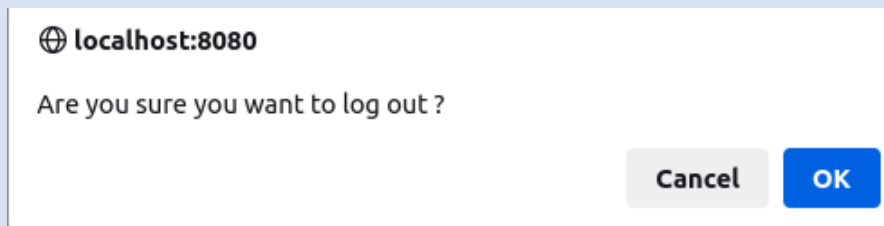
Figure 63

The user can also access the help page by pressing the "Question sign" bubble at the bottom left corner of the page (Figure 64).

Figure 64

By Ervin

11. Application Status for students

Introduction

This is the application status user manual. This feature allows a student to check on the status of the placement authorisation request application without logging in, but using a unique ID they receive at the completion of that form as a sort of "tracking key".

The following information will explain how students can get a unique ID and where to use it in order to get update on the status of their application.

1. Obtaining an unique ID.

After completing the online student upload form (by uploading a document) or the student online form (by answering the form questions through the system) students will be redirected to a thank you page with the unique ID displayed in the page as shown in Figure 65.

Thank you for your submission !

Your unique ID is 15.
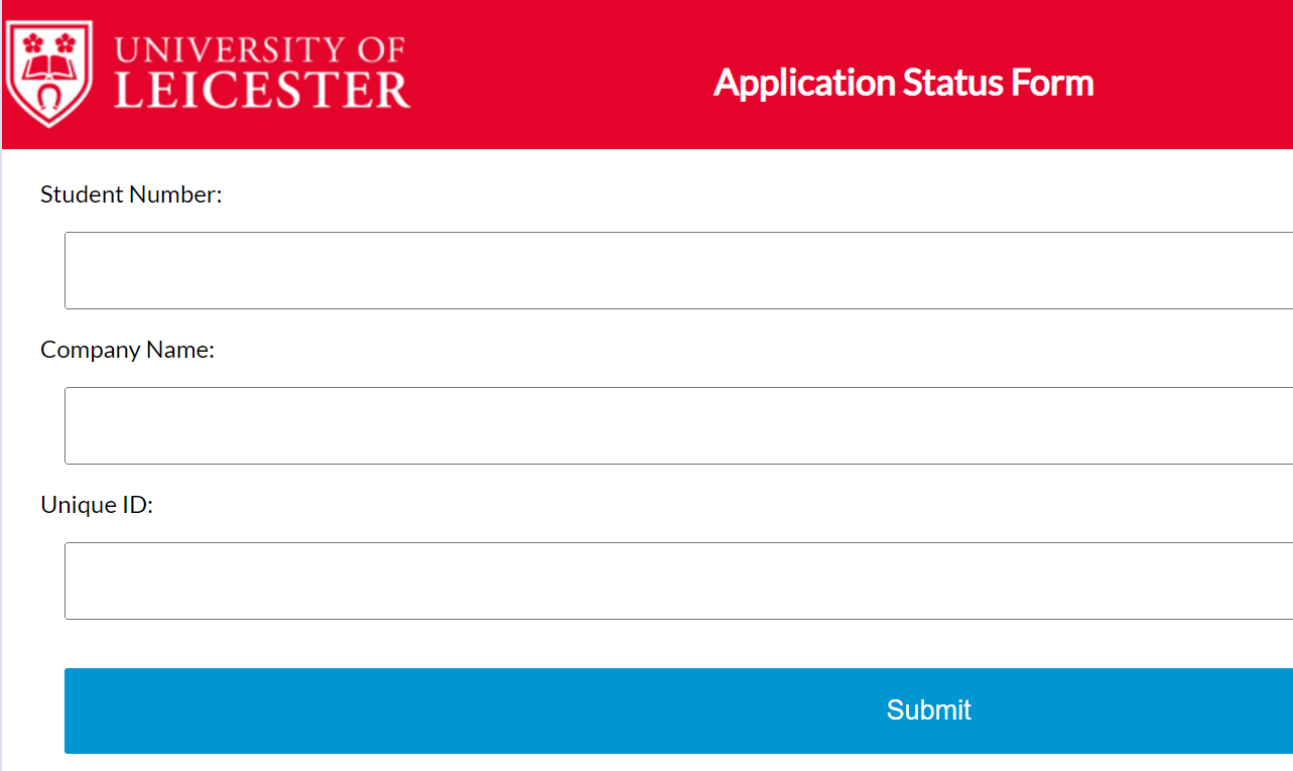
To check the application status go to http://localhost:8080/public/ApplicationStatusForm and use your unique ID.

Figure 65

2. Checking the status of the application.

As shown in Figure 65, the Thank you page also includes a link to the application status form (Figure 66) where students can enter their student

number, company name and the unique id as shown in Figure 65. The available statuses are "Received", "Approved", "Waiting Approval" and "Rejected". An example of a status message received is shown in Figure 67.

Figure 66

Figure 67

Other error messages will appear such as Figure 68 , if there is an error or incorrect details entered in the form inputs.

Application Status

There is no relation between the company, the student and the placement.

Figure 68
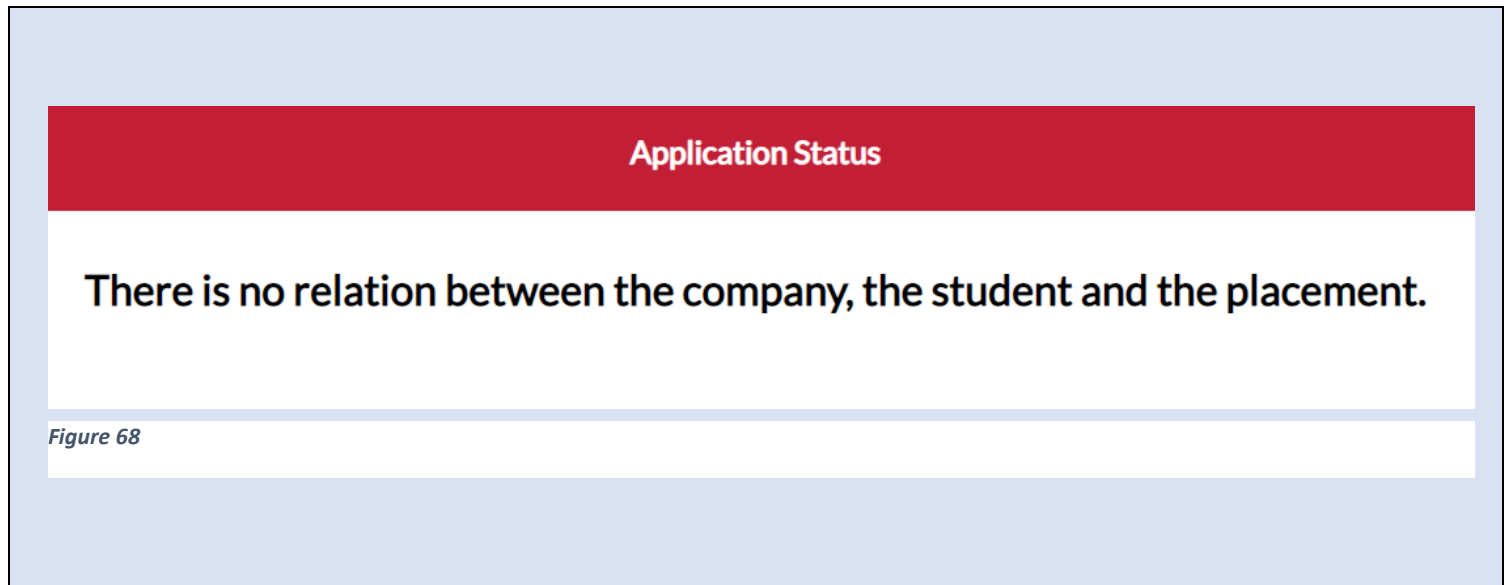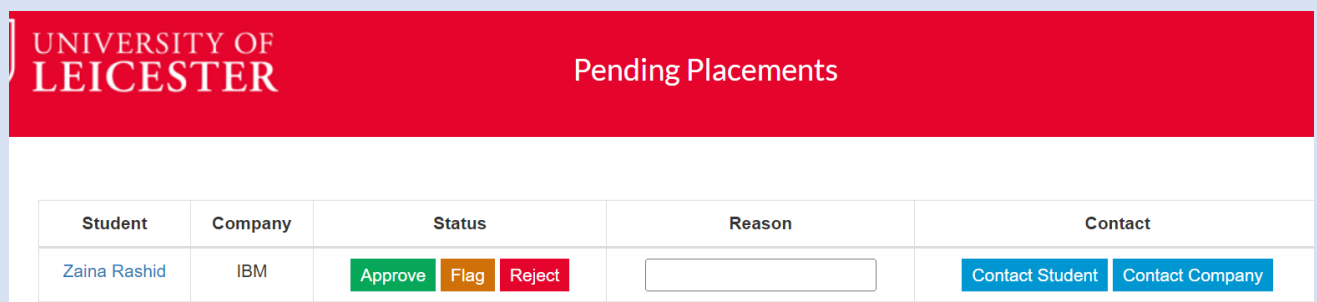
Done by Abdulqader Dhafer

12. Flagged Forms

Introduction

This user manual is for the placement tutor/team to view a list of students whose forms have been flagged along with their reasoning.
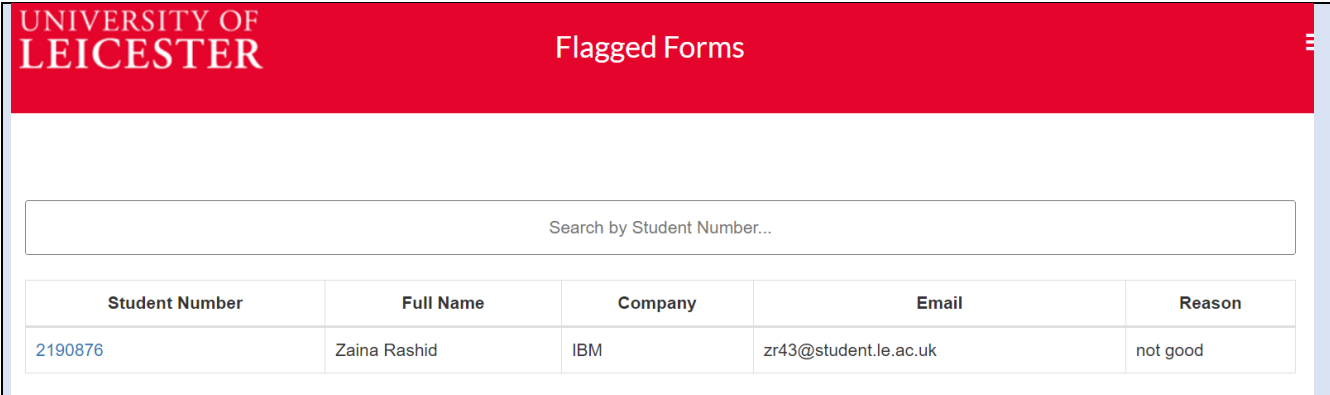
Once the placement tutor flags a form when previewing a list of pending placements (Figure 69), these flagged form details appear on a different page (Figure 70) as well so that the tutor can look at it later on and see where the problem is.

Figure 69

52

Flagged Forms Table View Details Explanation

Figure 70

As you can see in Figure 70, a table is shown where the Student Number, Full Name, Name of the company, the student's email address and the reason for the form being flagged is shown.

This makes it easy for the tutor to see all the forms that still need to be approved in a single table rather than going through a bunch of submitted forms and trying to look for the flagged ones.

By Zaina and Moaz

13. Student Information Preview

Introduction
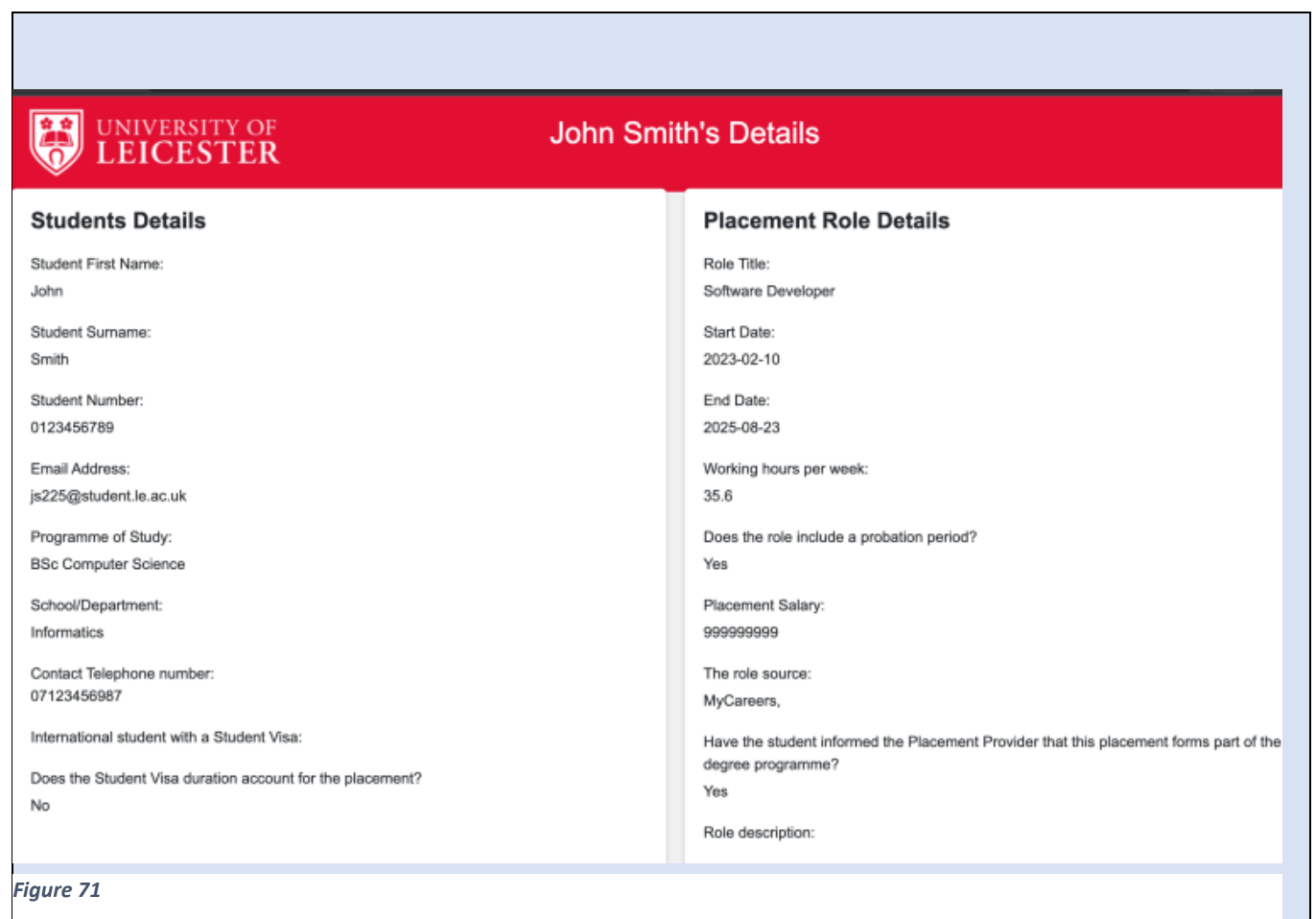
This user manual is for the placement tutor/team to view further details about a student once their student number has been clicked.

As seen in Figures 69 and 70, the student number is a blue link which when clicked onto displays all the details about the student that makes it easy for the placement tutor to have a better understanding about the details of the student.

This basically shows all the details about the student that they filled for the 'Student Form'.

Details included

There are many details included for the student which are grouped together in card format. Figure 71, 72 and 73 shows the general web design for viewing the details, where the page can be scrolled vertically

Figure 71

Role description:

Address:
12 Birmingham Road, Birmingham

Placement Provider Details

Name of Organisation:
IBM

Address where the placement will be based:
12 Birmingham Road, Birmingham

Postcode:
B64 44A

Web Address:
IBM.com

Contact Name:
Alex Johnson

Contact Job Title:
Software Engineering HR

Contact Email:
alexJogn@hr.ibm.com

Contact Telephone Number:
03322114455

Work Factors

Does this role involve working from home/remotely?
No

Figure 72

Transport and Travel Factors

How will the student travel to and from the placement and residence?
Own vehicle, Public transport (bus, taxi), Walking, Cycle, Other,

Does this role involve working at a location different to the Placement Provider's address that you have given in section 2?
Yes

Does the student placement require travel overseas?
No

Has the student read the overseas travel guidance?
No

Has the student considered how they will travel to their country of work and financing this?
No

Location and Regional Factors

What are the student's accommodation arrangements when on placement?
Live at Home

Have the student checked the Foreign, Commonwealth and Development Office for information on the country of your placement?
No

Is the student aware of any risks at the organisation's main location?
No

Health and Environmental Factors

Is the student aware of any precautionary measures you are required to undertake before, during, or after the placement?
No

Has the student downloaded the "SafeZone" app using your university credentials?
Yes

Has the student applied for Global Health Insurance Card?
No

Personal Factors

Has the student considered any adjustments with their employer that may be required for them to carry out the role relating to any disability or health condition?
N/A

Policies and Insurance (Overseas Placement)

Is the student aware that they must submit a Student Travel Application Form once the placement has been approved?
No

Is the student's country of work listed as one that require risk assessment escalation?
No

Figure 73

All the card detail title are as follows:
Student Details,
Placement Role Details,
Placement Provider Details,
Work Factors,
Transport and Travel Factors,
Location and Regional Factors,
Health and Environmental Factors,
Personal Factors,
Policies and Insurance (Overseas Placement)

As you may have noticed, these forms match the sections that the student filled out in their placement authorisation request form (student form)

By Zaina and Moaz

14. Uploading old Excel Database to new system database

Introduction

This feature has been created in order to allow the placement team to have access to easily transitioning between their old database system (which is the Excel Master Tracking document) to the new Placement Tracking System's database by uploading the Undergraduate and Postgraduate sheet details.

How to access the upload database page

The only way to access this page is by typing "/uploadDatabase" after the domain name in the URL. It is not included in the navigation bar menu, as it's purpose is mainly to be a one time use feature (as there is only one excel database for all students).

After the database has been successfully uploaded, users are provided a button to return back to the home page of the placement tracking system.

Process Instructions

Transfer all data from old database Excel file to this new system

Upload your csv file via the browse button and simply press upload

⊕Browse files

Submit
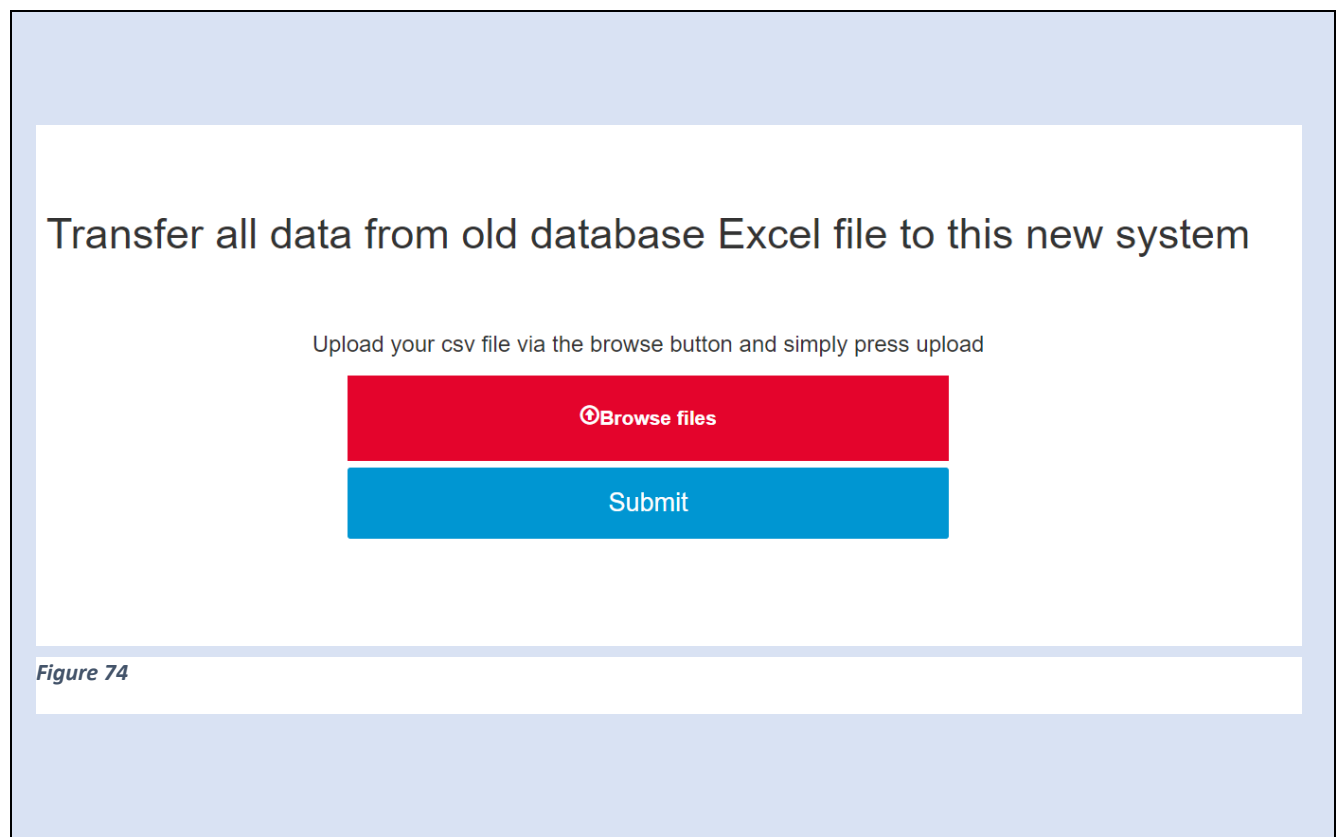
Figure 74

In Figure 74, this is the "/uploadDatabase" page, where the placement team can upload the old Excel database to transfer the data to the new system. There are 2 buttons, the red one is for uploading a file from the file explorer. When clicked, this is what appears (Figure 75):

Figure 75
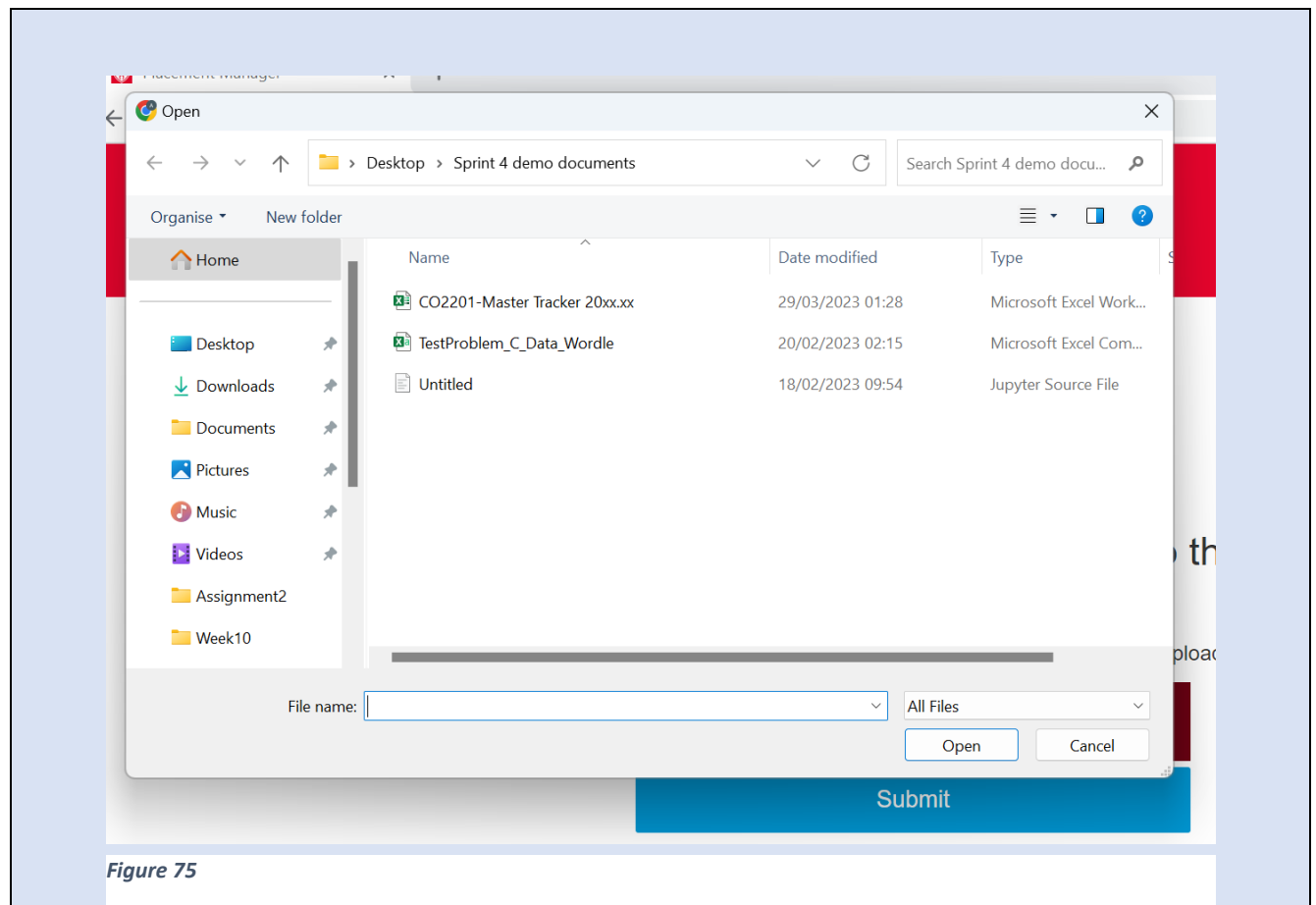
The computer's file system appears for the user to select a file. The Master tracker excel database file should be selected. When selected, and "Open" is clicked, or the file is double clicked in the file explorer, the blue "Submit" button should be clicked to begin the upload process.

After the upload has been completed, the user is redirected to a success confirmation page (Figure 76):

Figure 76
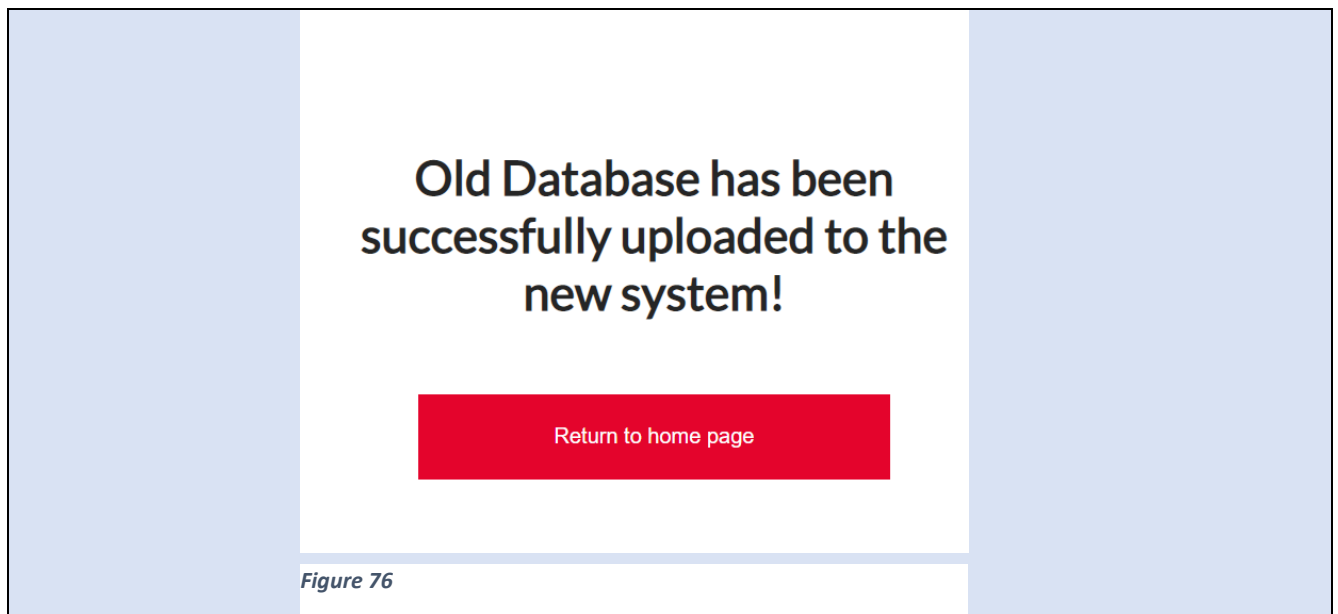
Here a button is presented to return the user back to the home page of the placement tracking system (URL is "/ ").

Excel database format

Below shows the general layout of the excel master tracker document:

As you can see, there are 5 sheets available, but the 2 key databases are the "Undergraduate" and "Postgraduate" sheets which is being read in this feature. The Postgraduate sheet has all the same cell details as the Undergraduate sheet, but has a few extra details to fill in at the end that do not appear in the Undergraduate sheet.

Possible errors encountered

Not uploading a file

If a user attempts to click the Submit button (shown in Figure 77) without uploading a file, they are led to this error page where they are told what the problem is and given a button to return back to the upload database page:

Figure 77
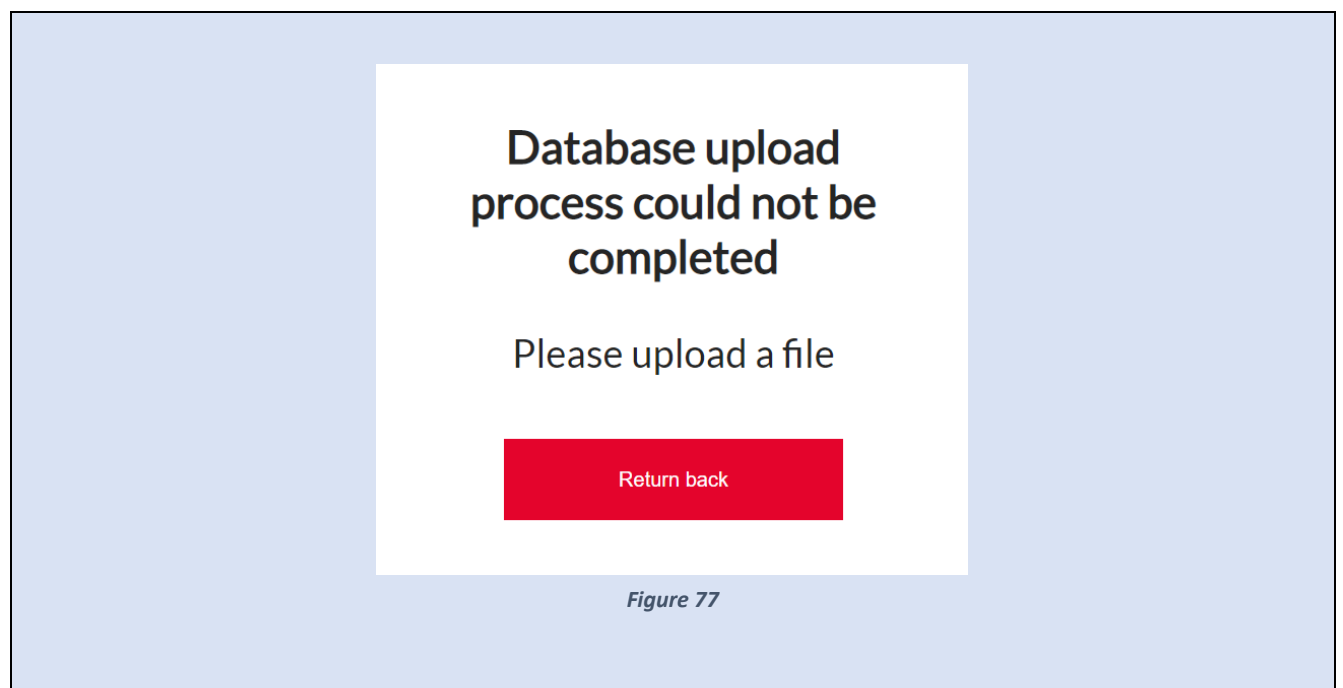
Incorrect file type/format

If a user uploads the wrong file type (not an Excel file) or the wrong file format (not the correct Excel format, which makes it unreadable for example if it does not follow the cells matching the Excel master tracker headers), then they are

shown this error page (Figure 78), and given a button to return back to the upload database page:

Figure 78

Incorrect data type filled in Excel sheet

Another error a user could encounter, is that if they have uploaded the correct excel master tracker database document, but if any of the cells that has been filled in is of the incorrect type.

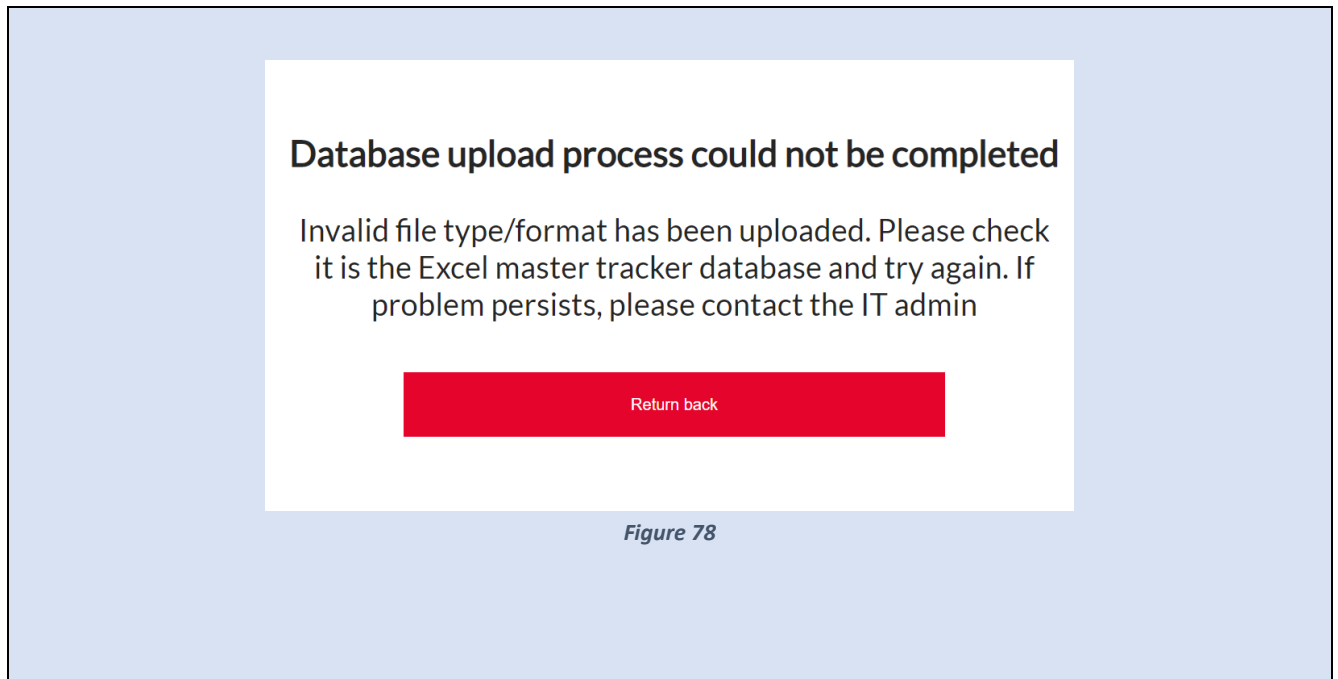Here is an example of a cell which expects a date type as asked for in the header, but is filled with a non date string value (Figure 79):

Figure 79

Then when the user uploads this file, and presses submit, they are shown this error page (Figure 80) which shows exactly which cell is giving the problem, so the user can go back and fix the error:

Database upload process could not be completed

A problem happened whilst reading cell AJ (Column 36) on Row 5 of the old Excel database, in the sheet for Undergraduate details. Please check and make sure the cell value is the correct data type and inputted correctly in the Excel database, and try again. If the problem persists, please contact the IT admin

Return back

Figure 80

This information given corresponds with figure 79 where the error happened in cell AJ of row 5 in the undergraduate database sheet. They are again given the button to return back to the upload database sheet.

Minimum requirements for a record in the Excel database

As a minimum, for each row in the 2 database sheets to count as a "record" of a student, a student number has to be provided for that cell, as it acts as the unique identification of a student. Empty cell values are acceptable in the excel document, as a student's details may be in a certain stage where all cells can't be filled in yet by the placement team, so this allows the record to still successfully be uploaded to the new system's database.

By Maryam

15. List of Pending Placements

Introduction

This user manual is for the placement tutor/team to view a list of placement applications that have not been reviewed and made a decision for yet, and use a button for each of the functions to "APPROVE", "FLAG" and "REJECT".
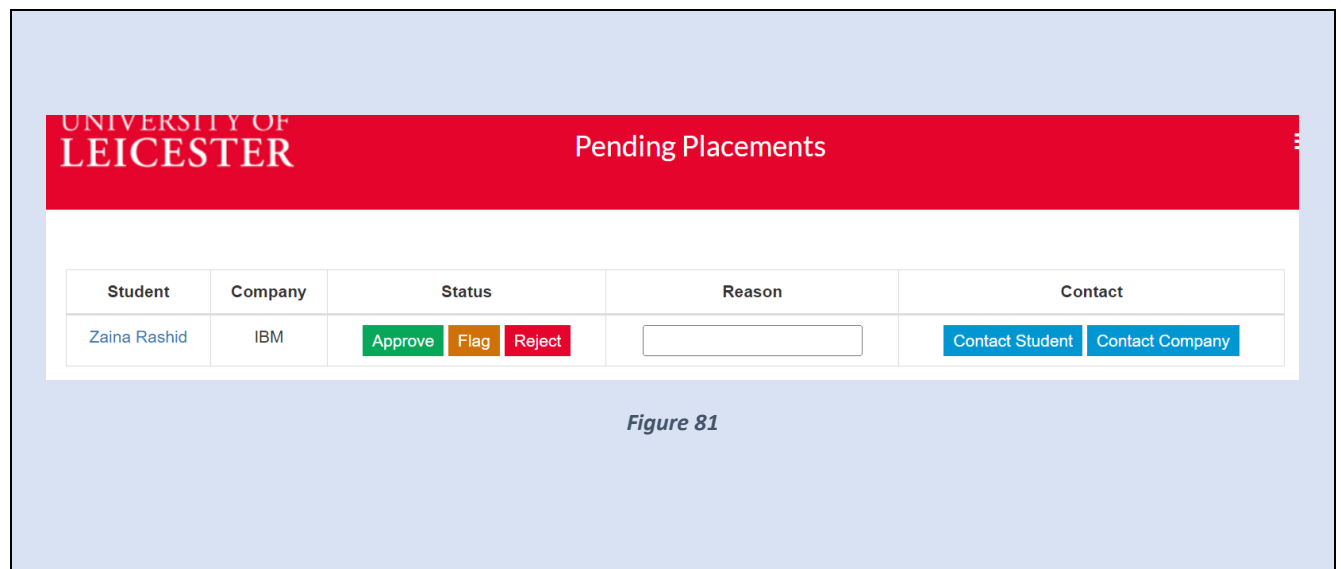
Explanation

Figure 81

Pending Placements Table View Details Explanation

In Figure 81, this table will list all the applications from students that are pending. For each of the placement application listed, the name of the students, the name of the organisation that they have applied to, and 3 buttons are displayed, as well as contact buttons. The button "Approve" allows the application to be approved. The "Reject" button allows the application to be rejected. The button "Flag" allows the placement tutor to flag that application in order to be reviewed further.

When a placement tutor "flags" or "rejects" a student's application, this selected application will have a red border around it. Alongside this, the tutor must provide a reason in the "Reason" box before they are able to "Flag" or "Reject" the application in order to ensure that these actions cannot occur without a reason being given.
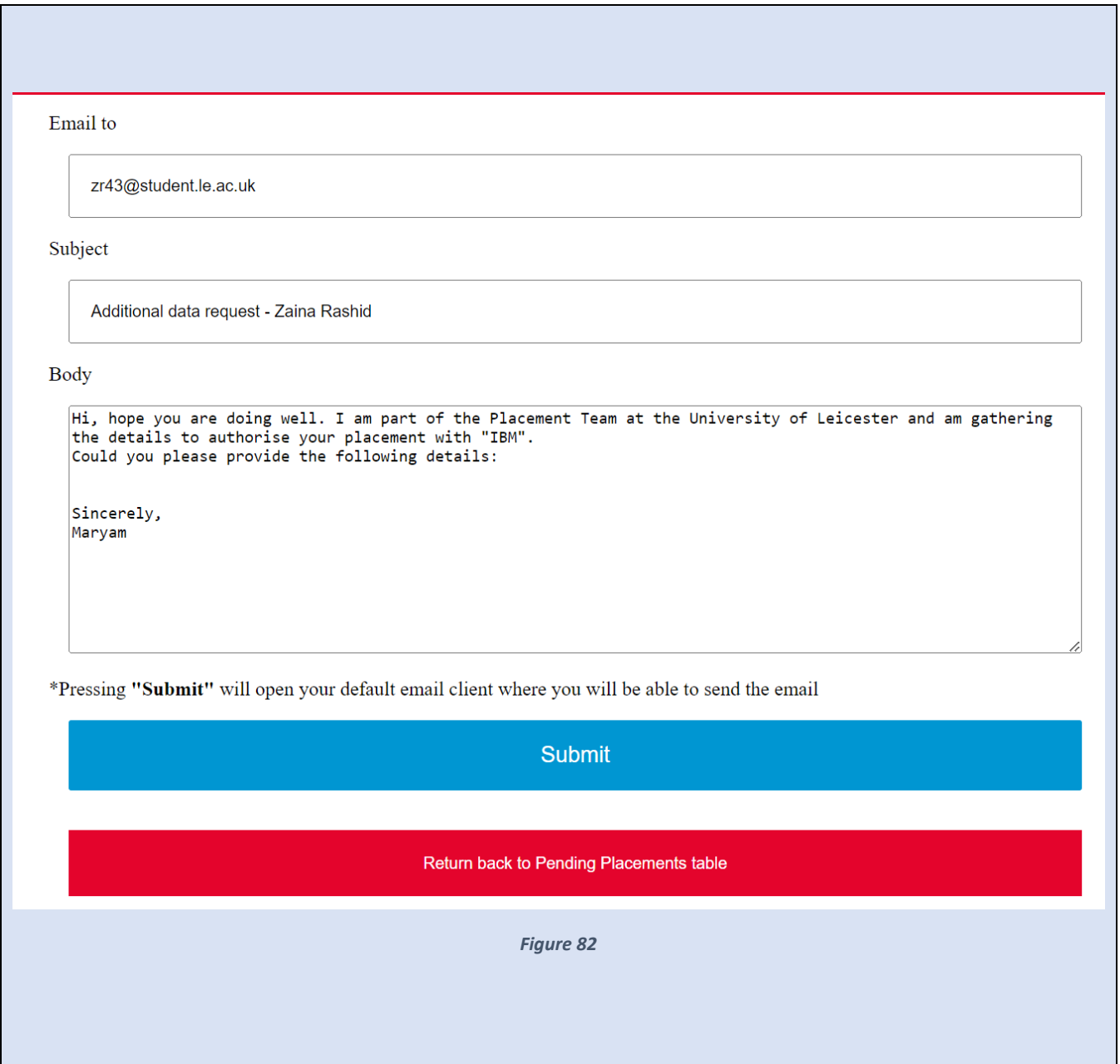
When clicking on the student's name directs to another page. This is an extra feature that is not part of this user story (Talked about in section 13 – Student

Information Preview) however it allows the placement tutor to view the details of the student.

Contact buttons in student and company
These are displayed in the last column of Figure 81. When they are clicked, they are personalised for each student, so will automatically include the student's name and company details in the details for the email to help the placement team formulate the email.
Here is an example of the contact student page when that button is clicked:

Email to

zr43@student.le.ac.uk

Subject

Additional data request - Zaina Rashid

Body

```
Hi, hope you are doing well. I am part of the Placement Team at the University of Leicester and am gathering
the details to authorise your placement with "IBM".
Could you please provide the following details:

Sincerely,
Maryam
```

*Pressing **"Submit"** will open your default email client where you will be able to send the email
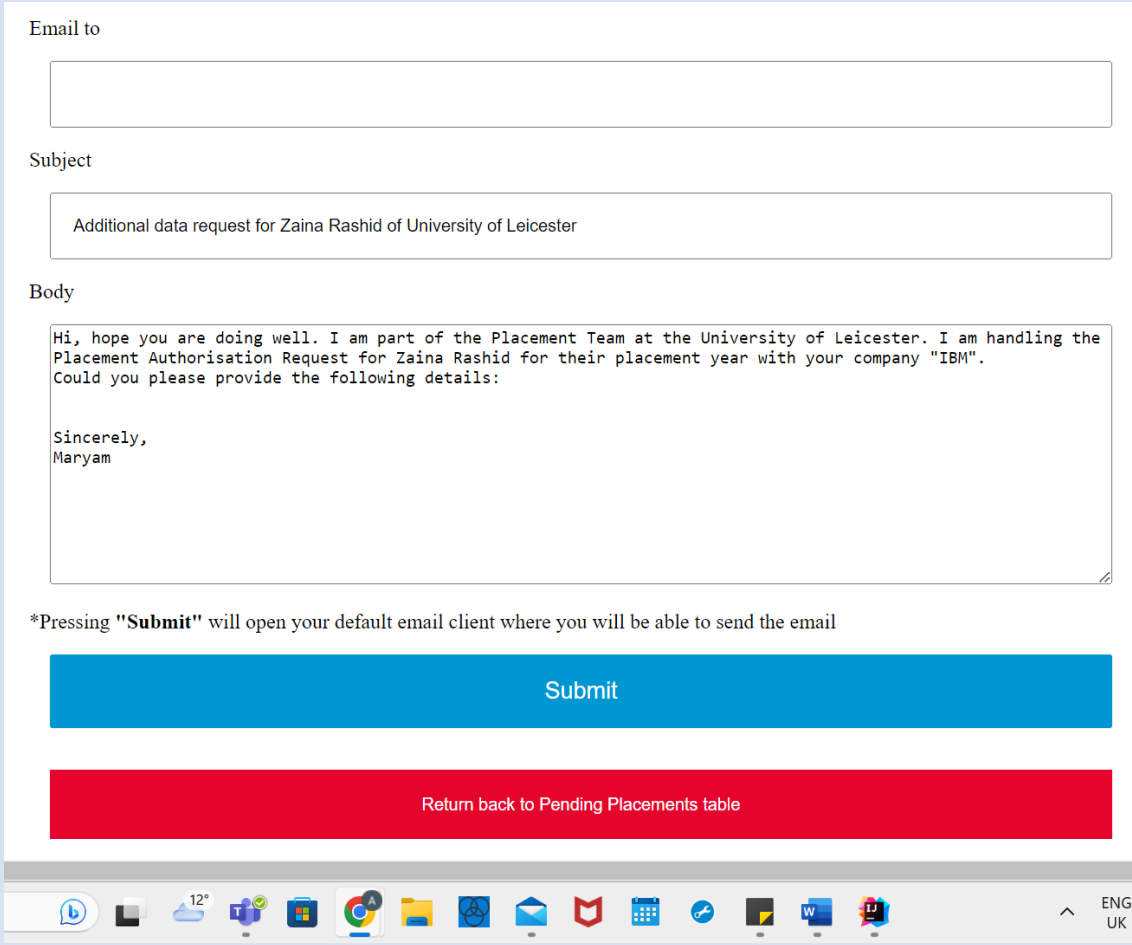
Submit

Return back to Pending Placements table

Figure 82

As you can see if Figure 82, details are already pre-populated such as the student's email, their name in the subject, the company name in the body, and the account user's name (the placement tutor accessing this) in the sign off area in the body.

A similar format is followed in Figure 83 for the contact company page:

Figure 83

If for example, some details are missing (so in Figure 83 the company contact details have not been supplied from the student), the area where the name would be, would be left blank.

By Bill, Abdulqader and Nina

16. Help page

Introduction

This is the help page for the user to get more information if they are struggling with any of the details of any of the features. It includes web based text help for understand student and company details, and a complete user manual of the entire system covering all the features and how to use them.

Contents

This is the general display of the help page:
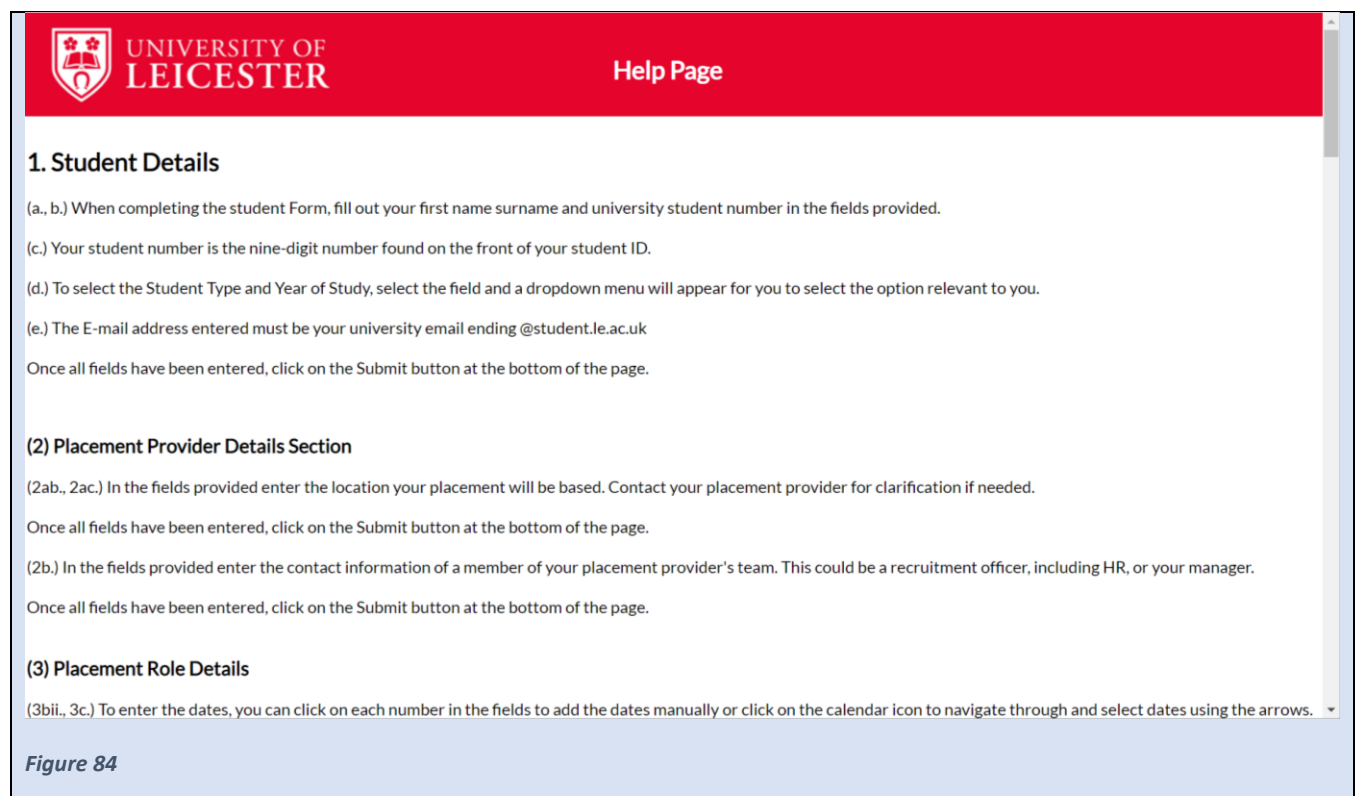

Figure 84

Figure 84 shows headers where it describes how to fill out details. This is here so it can be easily viewed by guests that use it (students and companies) who may be struggling with the forms.

At the bottom of the page, there is a section covering the complete documentation and other functionalities, in order to benefit the placement team:

Once all fields have been entered, click on the Submit button at the bottom of the page.

Return to Placement Provider Form

For a complete documentation and other functionalities use the pdf below:

Complete User Manual.pdf

Figure 85

Clicking downloads the user manual, which has a table of contents and details for the features.

Coded by Bill and Abdul, written by Maryam