

User Manual

Placement Tracking System

Last updated: 29/3/2023

Group 14

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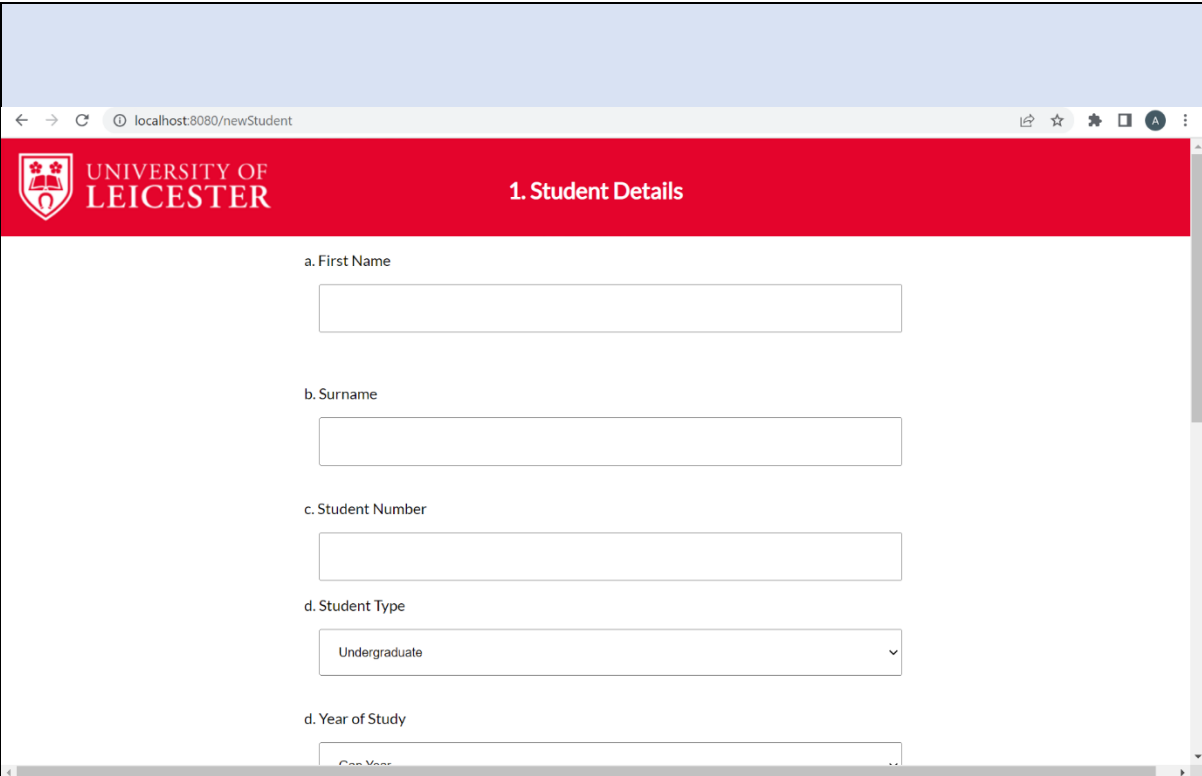
1. Student form – Placement Authorisation Request Form

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.

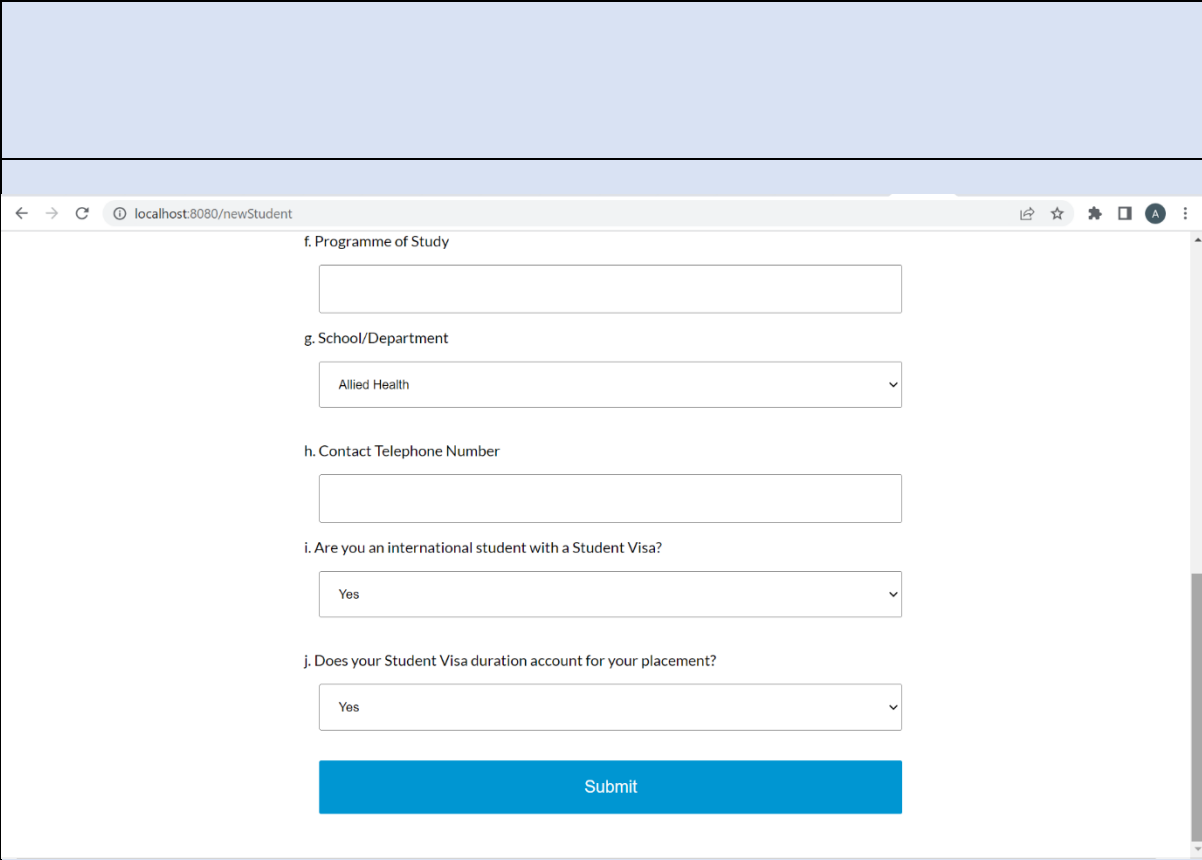
The form has the same consistent design as shown below:



The screenshot shows a web browser window with the URL `localhost:8080/newStudent`. The page features a red header bar with the University of Leicester logo on the left and the title "1. Student Details" on the right. Below the header, the form contains the following fields:

- a. First Name: A text input field.
- b. Surname: A text input field.
- c. Student Number: A text input field.
- d. Student Type: A dropdown menu with "Undergraduate" selected.
- d. Year of Study: A text input field with "Gap Year" visible.

At the bottom left of the browser window, the text "Figure 1" is displayed.



The screenshot shows a web browser window with the address bar displaying 'localhost:8080/newStudent'. The form contains the following fields:

- f. Programme of Study: A text input field.
- g. School/Department: A dropdown menu with 'Allied Health' selected.
- h. Contact Telephone Number: A text input field.
- i. Are you an international student with a Student Visa?: A dropdown menu with 'Yes' selected.
- j. Does your Student Visa duration account for your placement?: A dropdown menu with 'Yes' selected.

A blue 'Submit' button is located at the bottom of the form.

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.

UNIVERSITY OF LEICESTER 1. Student Details

a. First Name

You need to enter your First Name

b. Surname

You need to enter your Last Name

c. Student Number

You need to enter your student number

d. Student Type

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:

UNIVERSITY OF LEICESTER 2a. Placement Provider Details Section

a. Name of Organisation

b. Address where the placement will be based

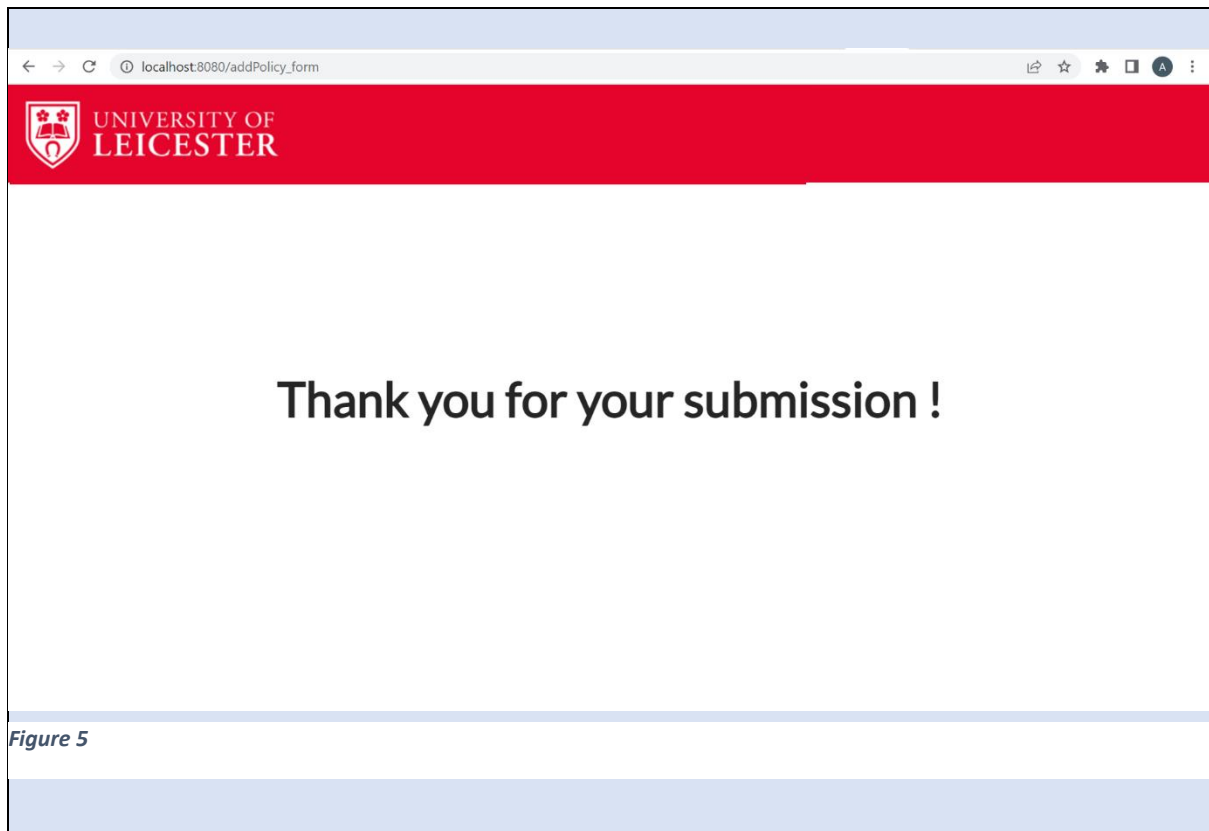
c. Postcode

d. Web Address

Submit

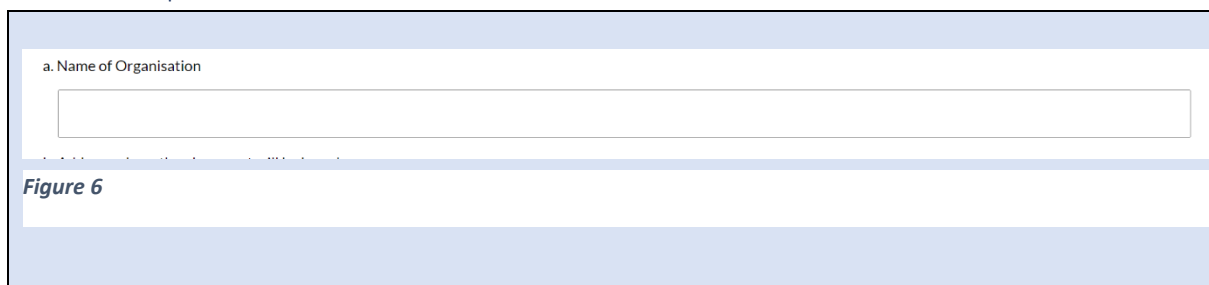
Figure 4

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



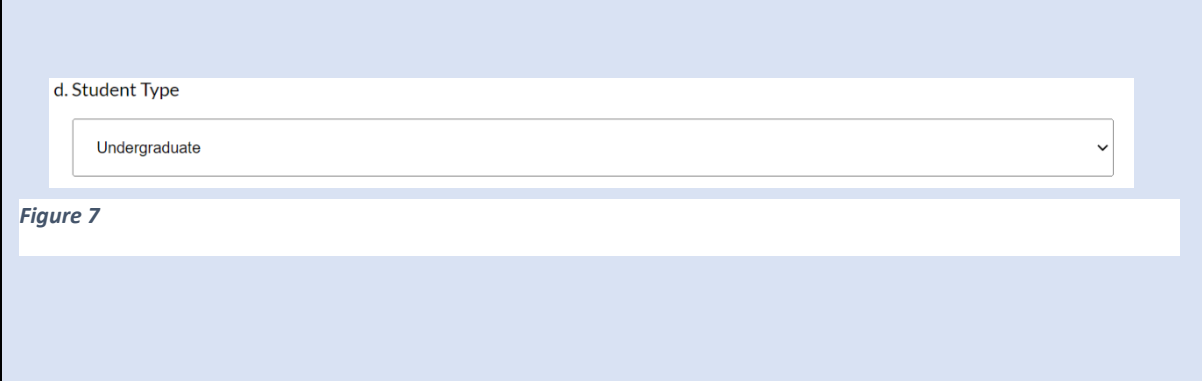
Input types

Basic Text Input Field

A screenshot of a web form. The form has a light blue header. Below the header, there is a label 'a. Name of Organisation' followed by a large, empty white text input field. The form is displayed within a browser window.

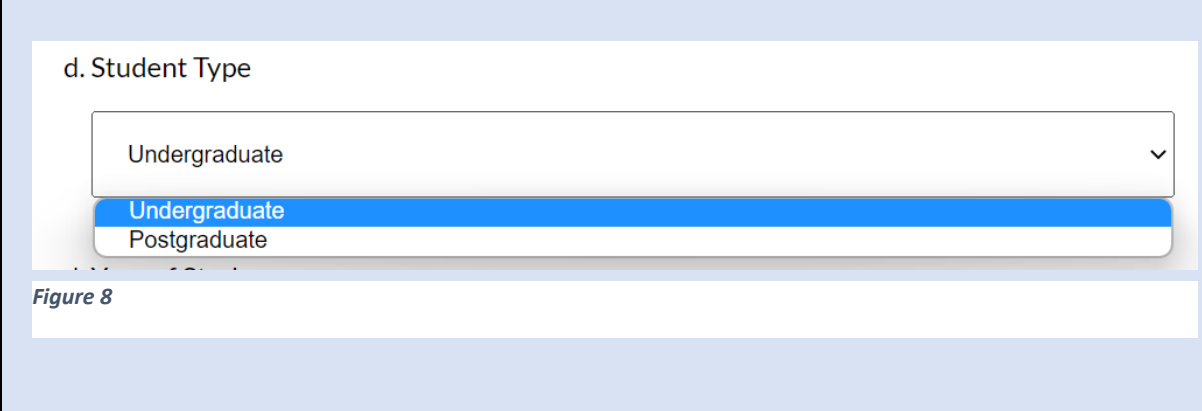
In Figure 6, you can see what the form is asking for “Name of organisation”, and that there is an empty white box below, with no icons on it. This is a simple input box, where you click on the box and type in the details.

Drop down selection list



A screenshot of a form with a light blue background. It features a label 'd. Student Type' above a white rectangular drop-down menu. The menu currently displays 'Undergraduate' and has a small downward-pointing arrow on its right side. Below the form, the text 'Figure 7' is visible.

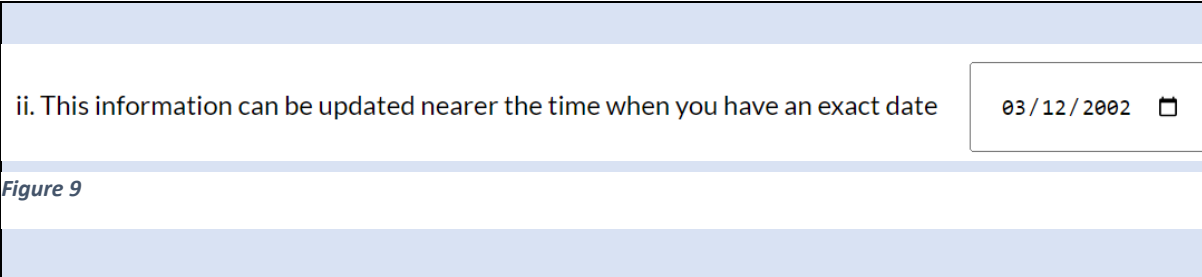
In the above screenshot, you can see that this white box has a downwards pointing arrow on the right side of the box. This signifies that the field is a drop down selection list. The user needs to click on the box where the rest of the options are shown like so:



A screenshot of the same form as Figure 7, but the drop-down menu is open. It shows two options: 'Undergraduate' and 'Postgraduate'. The 'Undergraduate' option is highlighted with a blue background. Below the form, the text 'Figure 8' is visible.

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

Date answer field



A screenshot of a form with a light blue background. It shows a question 'ii. This information can be updated nearer the time when you have an exact date'. To the right of the question is a date input field containing '03/12/2002' and a calendar icon. Below the form, the text 'Figure 9' is visible.

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:

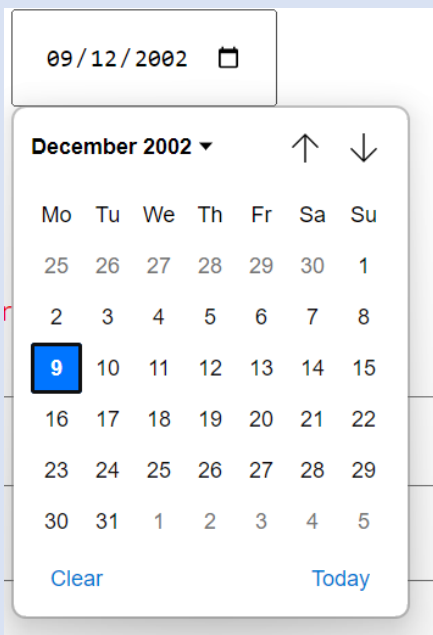


Figure 11


Number Selector:

Another type of user input is a number selector:

d. Working hours per week

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 acceptance or a rejection.

By Maryam and Abdulqader

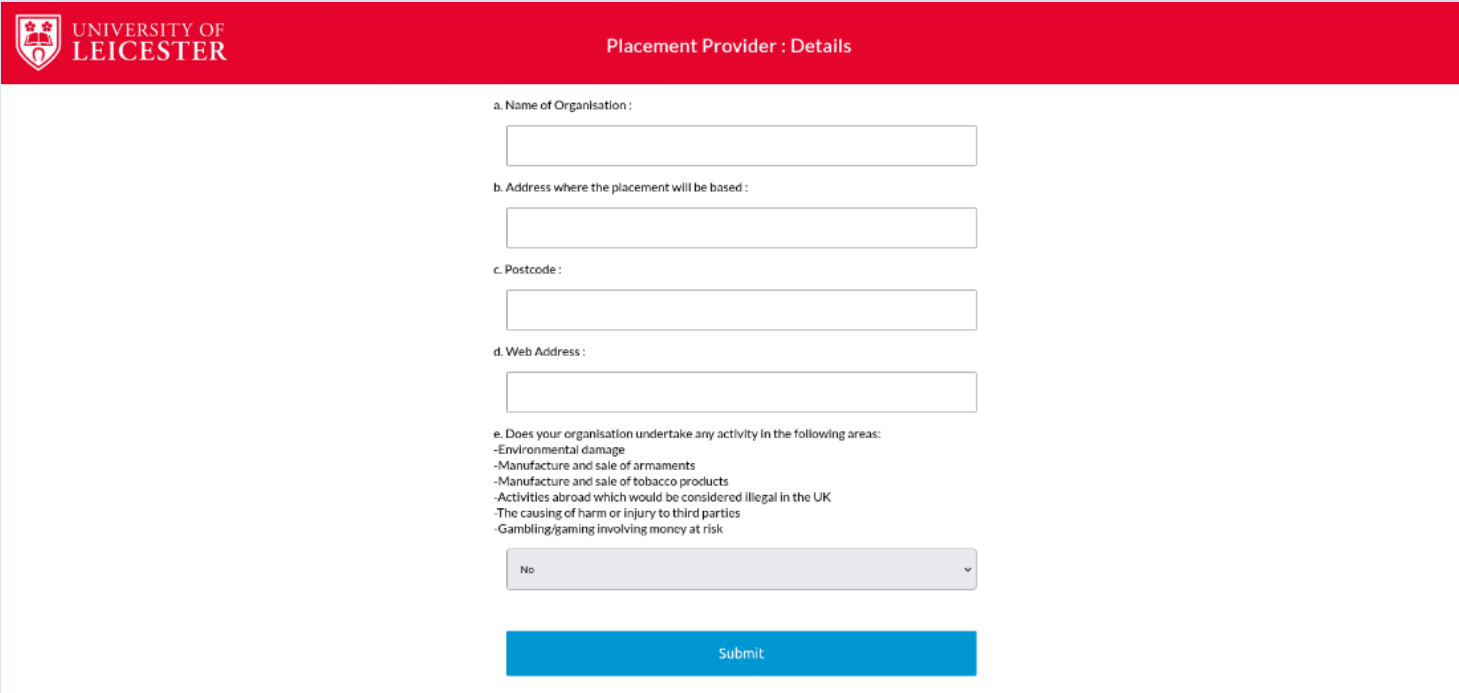
2. Company form – Placement Provider Form

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:



The screenshot shows a web form titled "Placement Provider : Details" with the University of Leicester logo. The form contains the following fields and sections:

- a. Name of Organisation :
- b. Address where the placement will be based :
- c. Postcode :
- d. Web Address :
- e. Does your organisation undertake any activity in the following areas:
 - Environmental damage
 - Manufacture and sale of armaments
 - Manufacture and sale of tobacco products
 - Activities abroad which would be considered illegal in the UK
 - The causing of harm or injury to third parties
 - Gambling/gaming involving money at risk

Below the list is a dropdown menu currently showing "No". At the bottom is a blue "Submit" button.

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.

Placement Provider : Details

a. Name of Organisation : Invalid Organisation Name

b. Address where the placement will be based : Invalid Placement Address

c. Postcode : Invalid Postcode

d. Web Address : Invalid Web Address

e. Does your organisation undertake any activity in the following areas:
 -Environmental damage
 -Manufacture and sale of armaments
 -Manufacture and sale of tobacco products
 -Activities abroad which would be considered illegal in the UK
 -The causing of harm or injury to third parties
 -Gambling/gaming involving money at risk

No

Submit

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:

3. Placement Role Details

3. Placement Role Details

a. The University of Leicester student's name

b. Role Title

c. Role Start date

i. Indicate the proposed start date or month of your placement

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

25 / 07 / 2022

d. Role End date (expected month if unknown)

30 / 08 / 2025

e. Working hours per week

0.0

f. Does your role include a probation period?

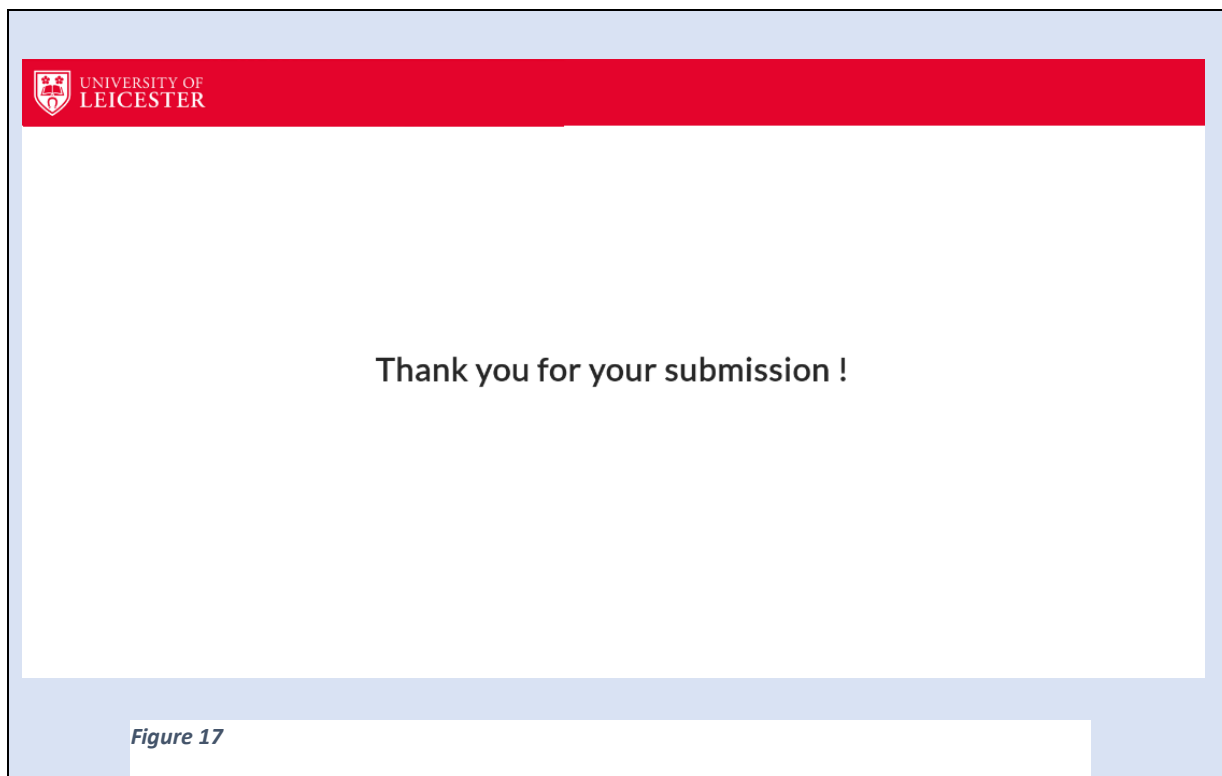
No

If yes, please provide information on how the probation period will be assessed:

Submit

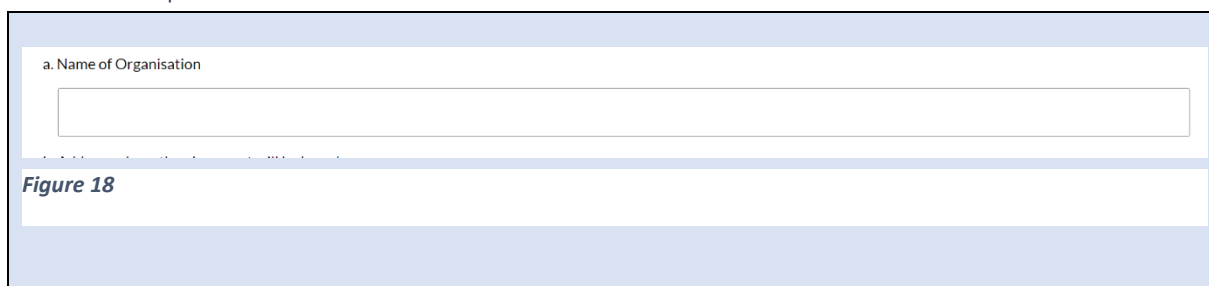
Figure 16

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



Input types

Basic Text Input Field

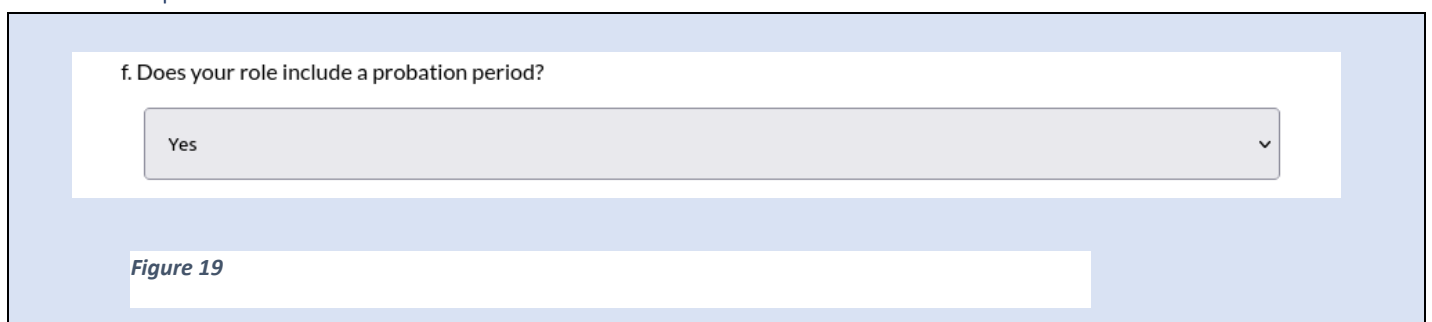
A screenshot of a form section. It has a light blue header. Below it, the text "a. Name of Organisation" is followed by a long, empty white text input box. The entire form is within a light blue container. A caption "Figure 18" is at the bottom left.

a. Name of Organisation

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

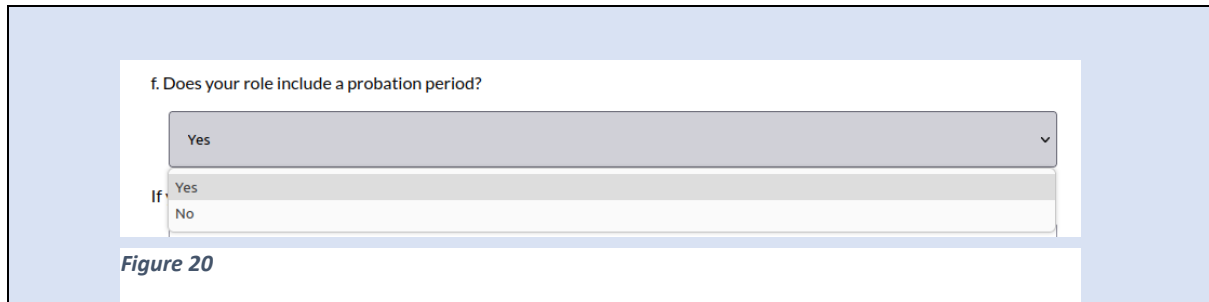
A screenshot of a form section. It has a light blue header. Below it, the text "f. Does your role include a probation period?" is followed by a grey drop-down menu. The menu currently shows "Yes" and has a small downward arrow icon on the right. The entire form is within a light blue container. A caption "Figure 19" is at the bottom left.

f. Does your role include a probation period?

Yes

Figure 19

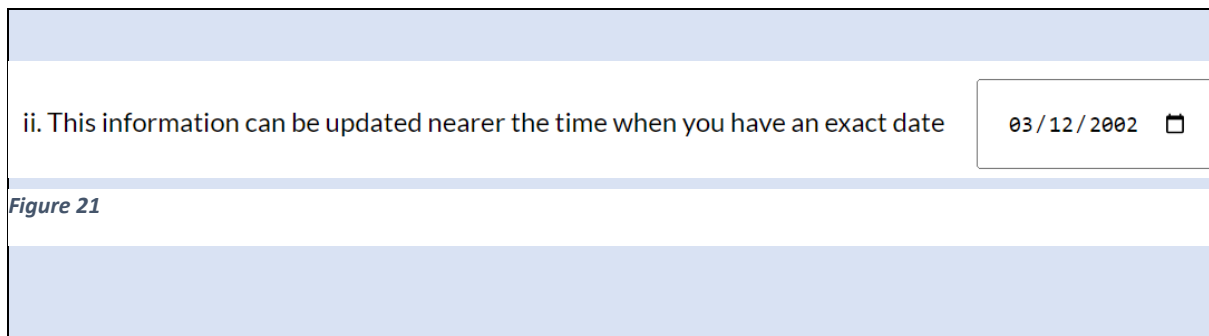
In the above screenshot, you can see that this white box has a downwards pointing arrow on the right side of the box. This signifies that the field is a drop down selection list. The user needs to click on the box where the rest of the options will be shown, like so:



The screenshot shows a form with a question: "f. Does your role include a probation period?". Below the question is a dropdown menu with "Yes" selected. The dropdown is open, showing two options: "Yes" and "No". The label "If" is visible to the left of the options. The caption "Figure 20" is at the bottom left of the image.

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

Date answer field



The screenshot shows a form with a question: "ii. This information can be updated nearer the time when you have an exact date". To the right of the question is a date input field with the text "03/12/2002" and a calendar icon. The caption "Figure 21" is at the bottom left of the image.

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:

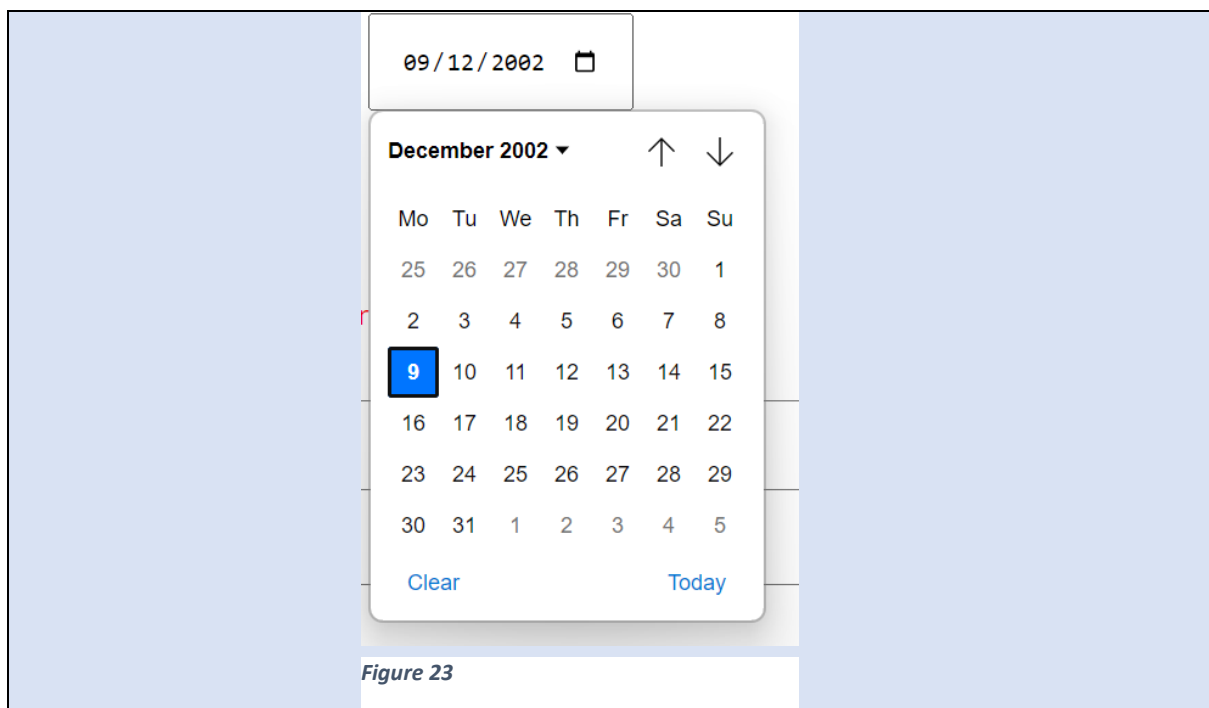


Figure 23

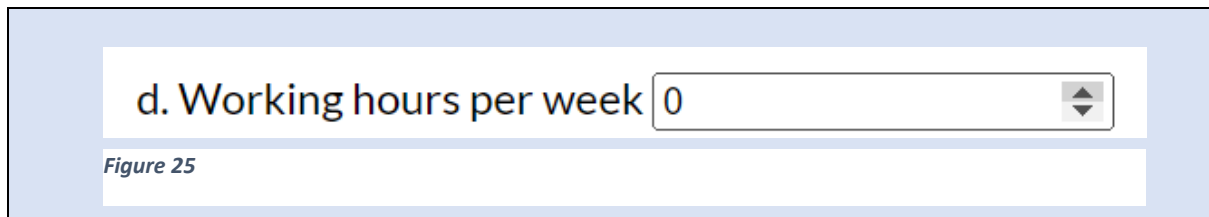
Number Selector

Another type of user input is a number selector:

d. Working hours per week

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:



The image shows a screenshot of a web form. It features a light blue header bar. Below the header, there is a white rectangular area containing the text 'd. Working hours per week' followed by a text input field with the number '0' and a small arrow selector (up and down arrows) to its right. Below this input field, the text 'Figure 25' is visible in a smaller font.

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 acceptance or a rejection.

By Chia and Ervin

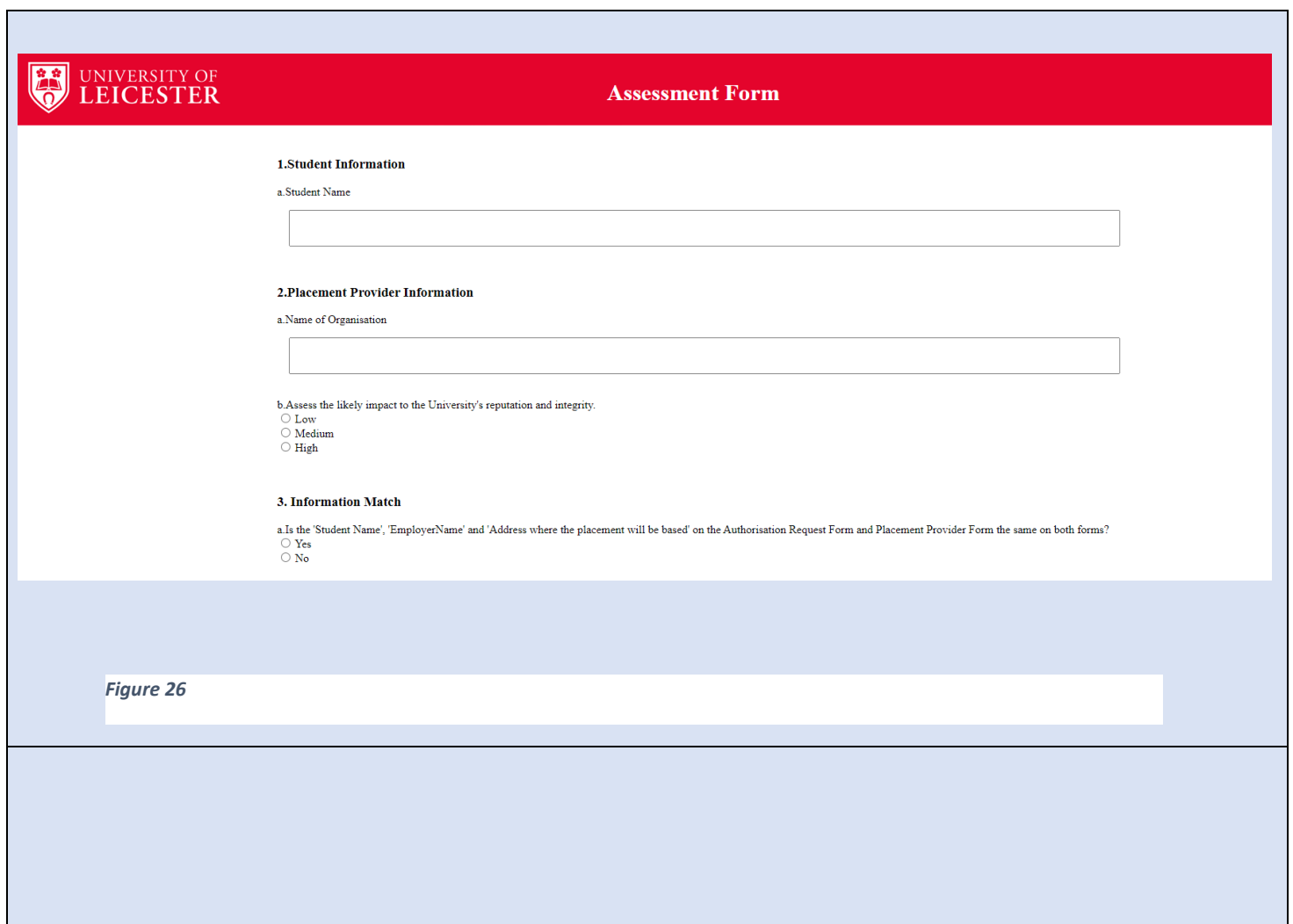
3. Risk Assessment Form

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.



The screenshot displays the 'Assessment Form' for the University of Leicester. The form is set against a light blue background with a red header bar. The header bar contains the University of Leicester logo and name on the left, and the title 'Assessment Form' on the right. The form itself is a white rectangular area with a thin black border. It is organized into three main sections, each with a bold heading. Section 1, 'Student Information', includes a label 'a. Student Name' followed by a single-line text input field. Section 2, 'Placement Provider Information', includes a label 'a. Name of Organisation' followed by a single-line text input field, and a label 'b. Assess the likely impact to the University's reputation and integrity.' followed by three radio button options: 'Low', 'Medium', and 'High'. Section 3, 'Information Match', includes a label 'a. Is the 'Student Name', 'EmployerName' and 'Address where the placement will be based' on the Authorisation Request Form and Placement Provider Form the same on both forms?' followed by two radio button options: 'Yes' and 'No'.

UNIVERSITY OF LEICESTER

Assessment Form

1.Student Information

a.Student Name

2.Placement Provider Information

a.Name of Organisation

b.Assess the likely impact to the University's reputation and integrity.

☐ Low

☐ Medium

☐ High

3. Information Match

a.Is the 'Student Name', 'EmployerName' and 'Address where the placement will be based' on the Authorisation Request Form and Placement Provider Form the same on both forms?

☐ Yes

☐ No

Figure 26

13.Overseas Placements Only

College Director of Operations Sign Off(or delegated authority)

College Director of Operations Signature

Date:

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

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

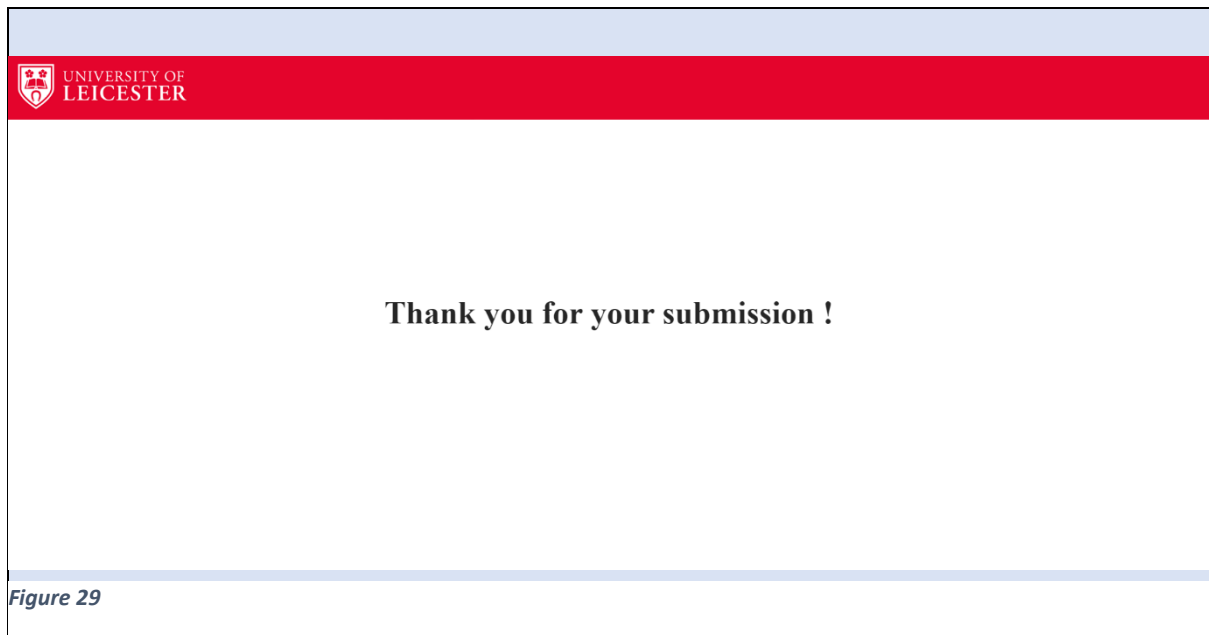
☐ Yes

☐ No

Please select an option

Figure 28

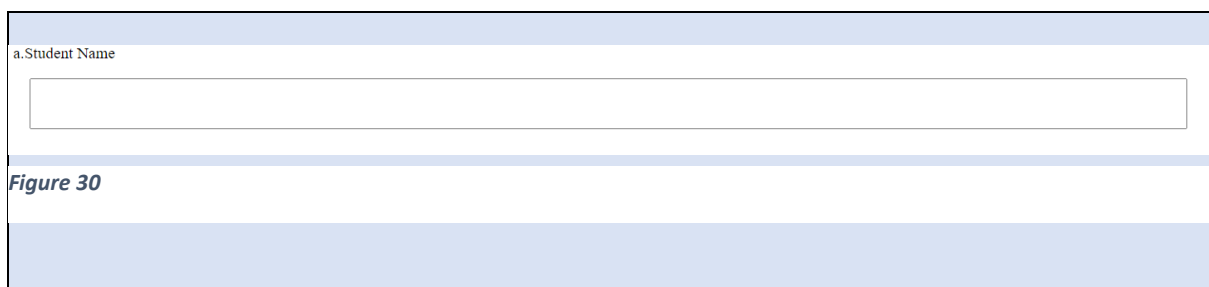
Once the tutor is done filling out the form, they can click onto the submit button which will lead them to the thank you page.



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

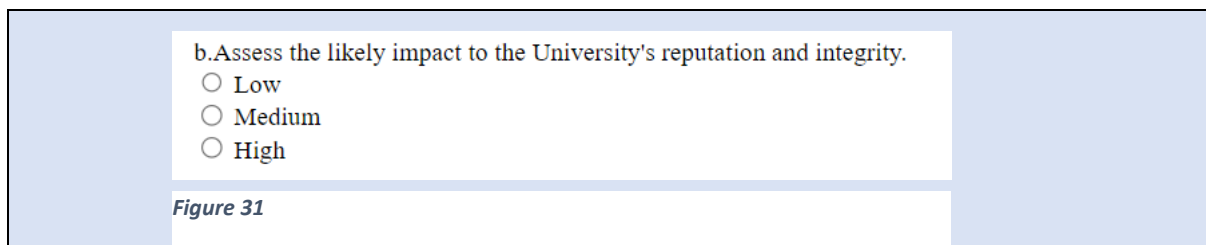
Input types:

Basic Text Input:

The image shows a web form with a light blue header bar. Below the header, the text "a. Student Name" is displayed. Underneath this text is a single-line text input field. The form is enclosed in a black border.

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

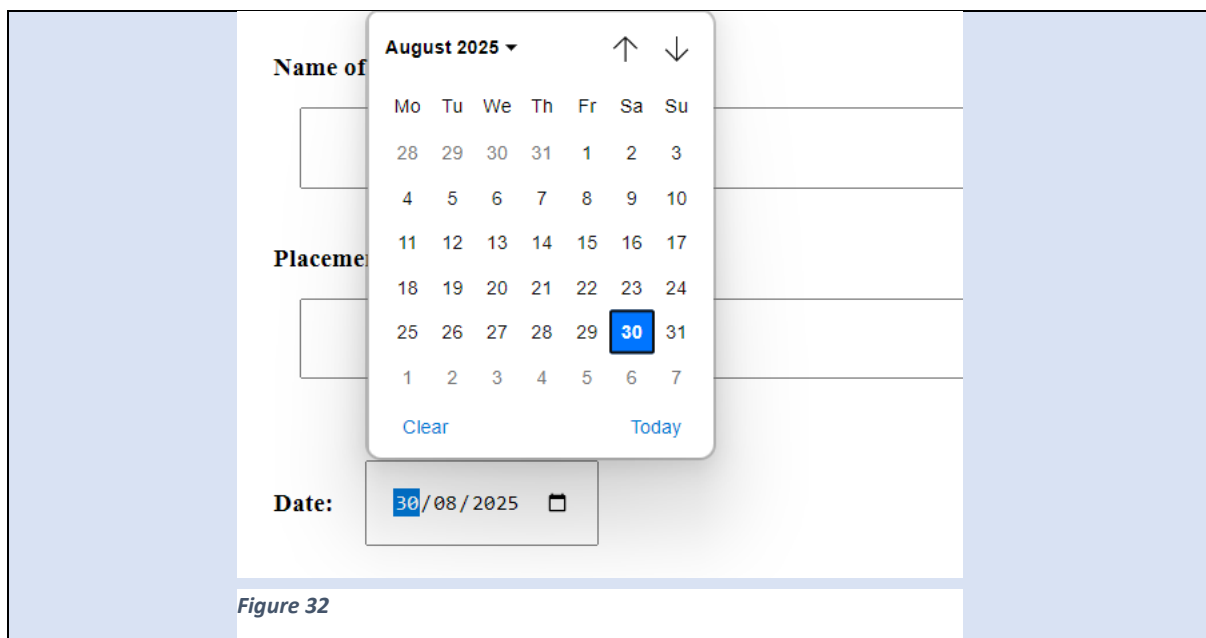
☐ Medium

☐ 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:



Name of

Placeme

Date:

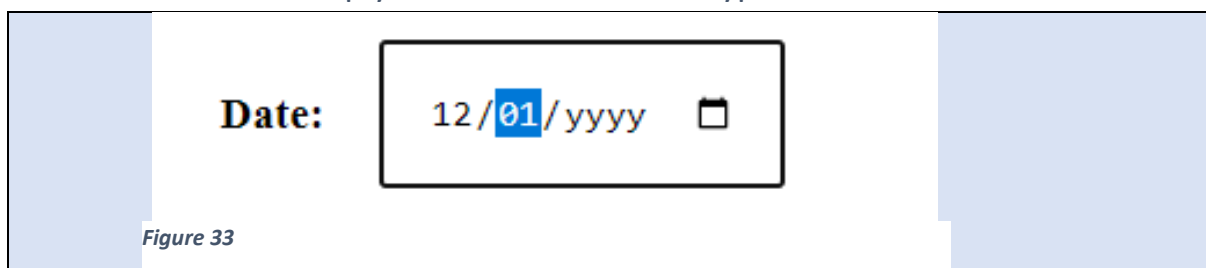
30/08/2025

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:



Date:

12/01/yyyy

Figure 33

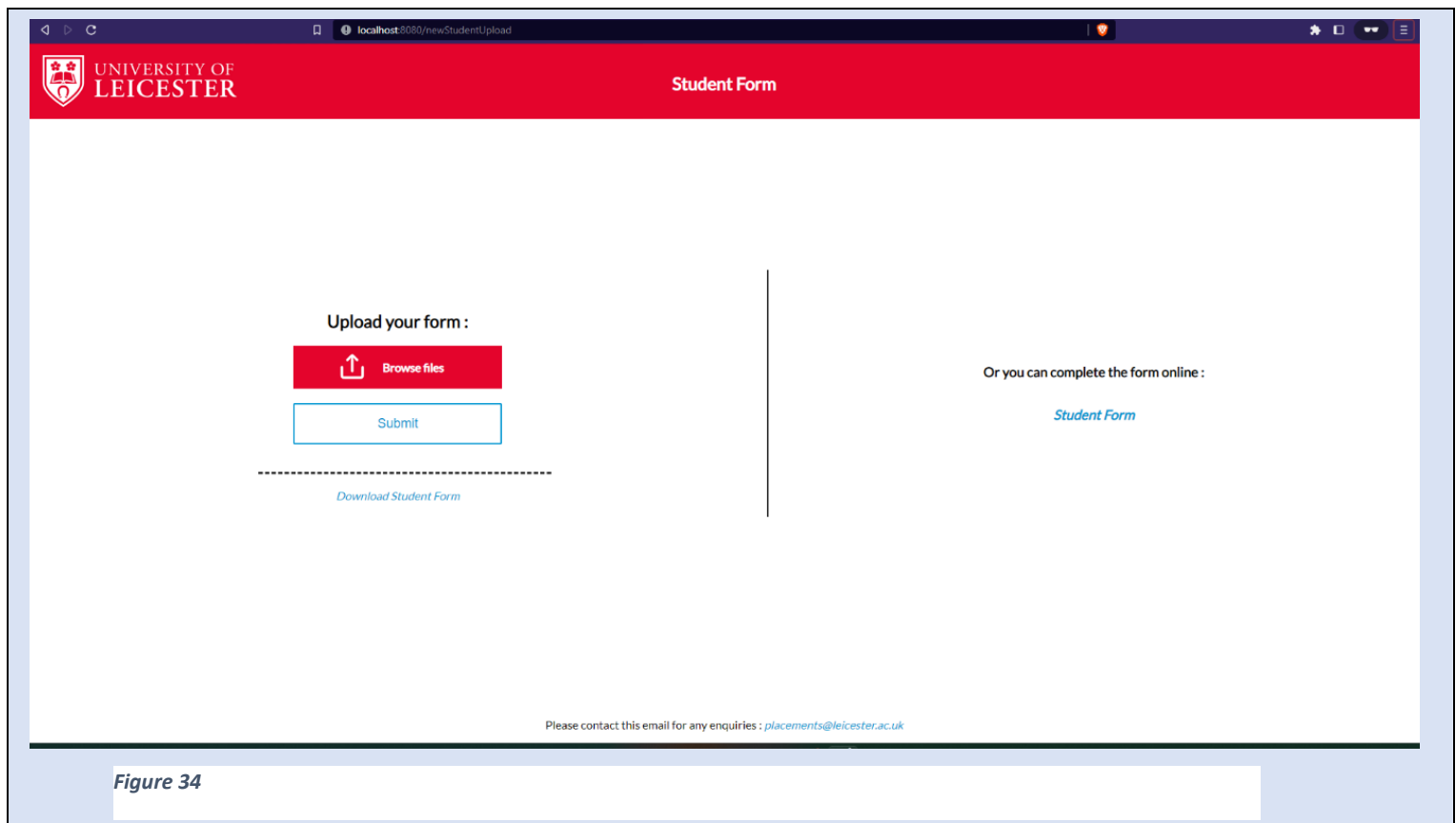
By Zaina and Moaz

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



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

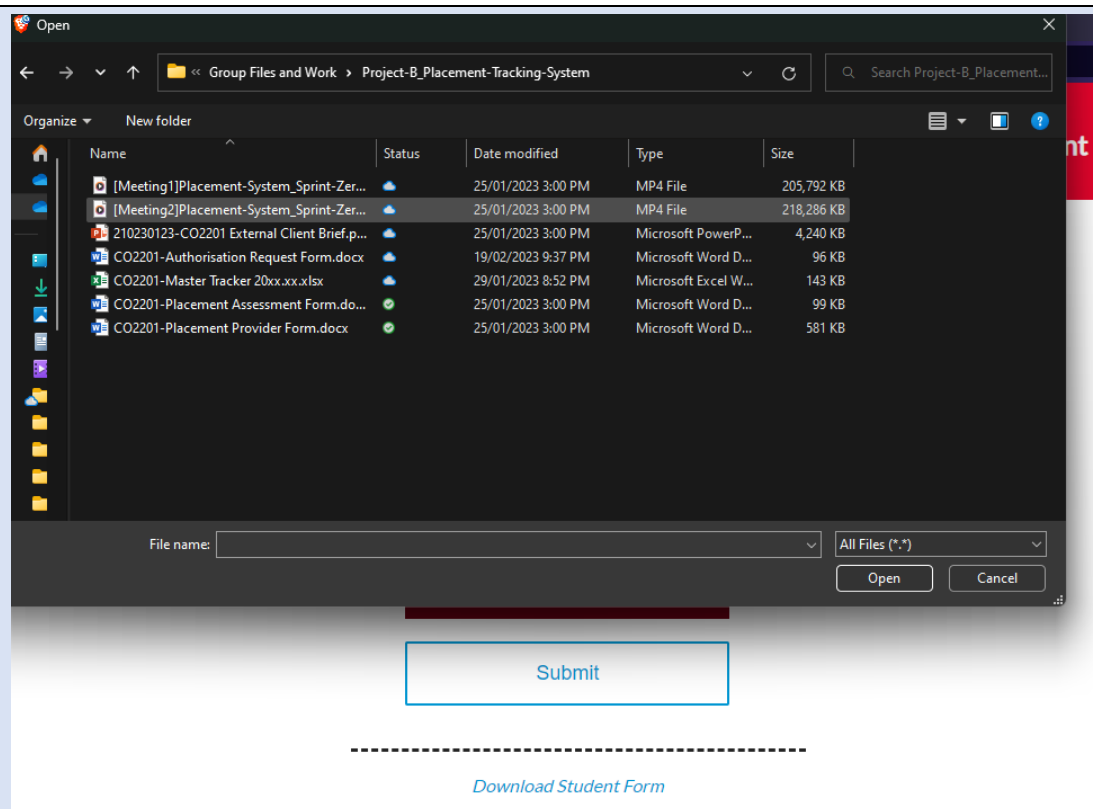


Figure 35

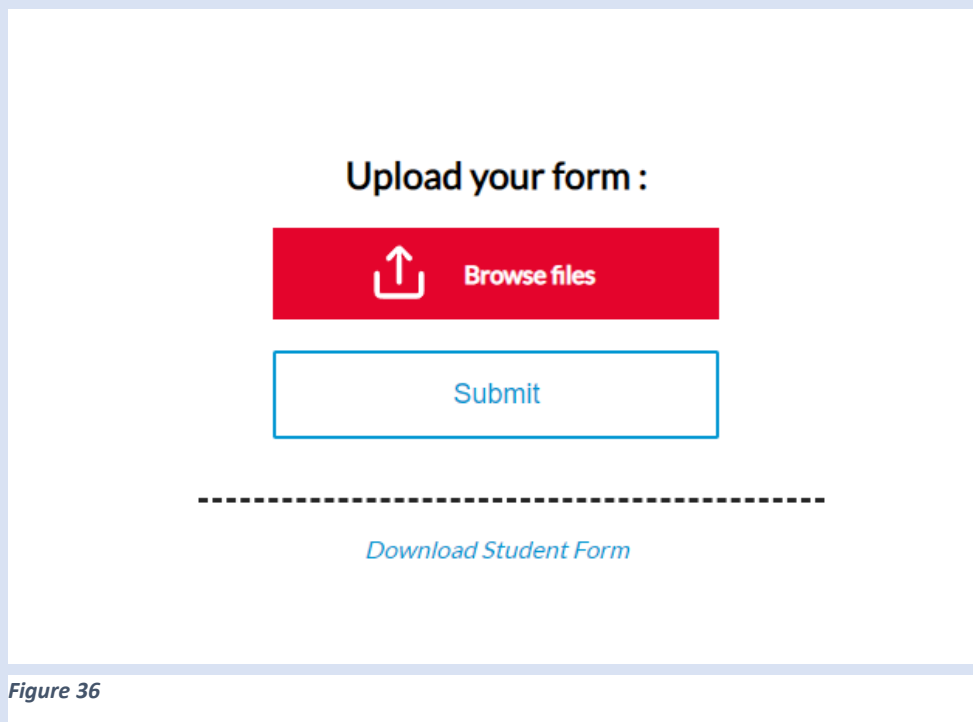
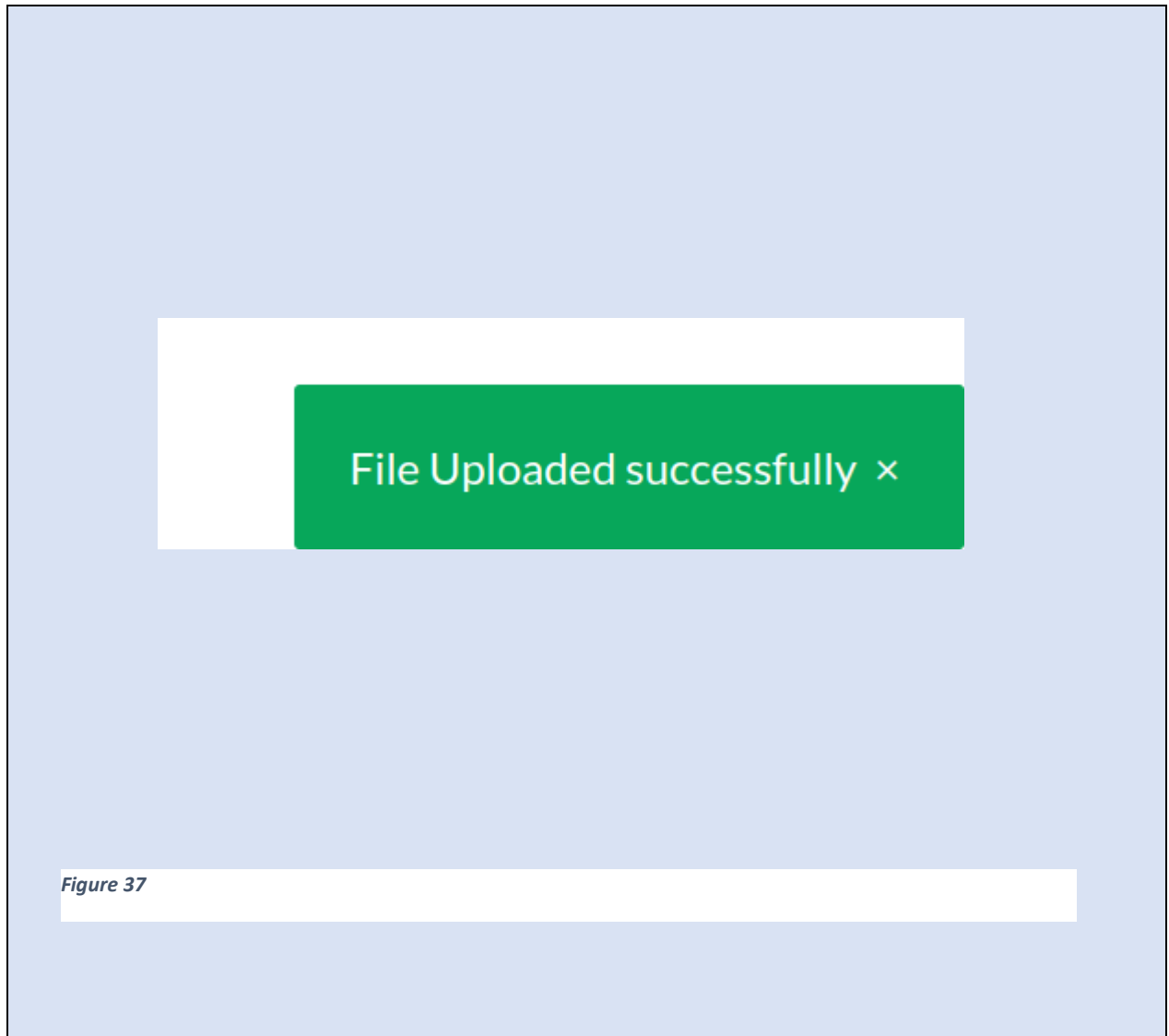
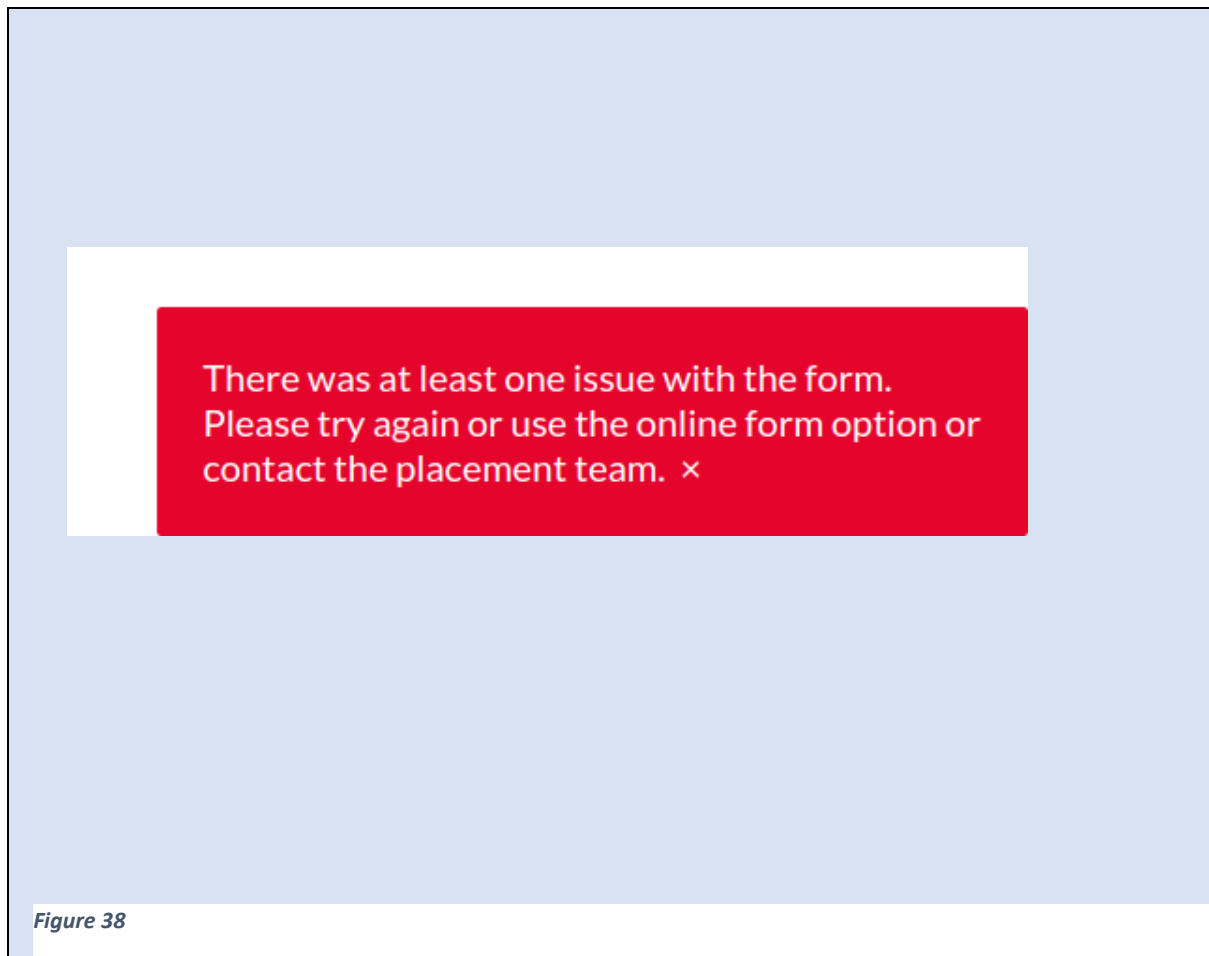


Figure 36

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





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):

The screenshot displays a web form titled "Contact Student" in a red header. The form is set against a light blue background. It includes three main input areas: "Email to" with a text box, "Subject" with a text box containing the placeholder "Additional data request - [The student's name]", and "Body" with a larger text box. The "Body" text box contains pre-filled text: "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:", followed by a signature line "Sincerely, [Your Name]". Below the text boxes, a note states: "*Pressing 'Submit' will open your default email client where you will be able to send the email". At the bottom of the form are two buttons: a blue "Submit" button and a red "Return back" button.

Contact Student

Email to

Subject

Additional data request - [The student's name]

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:

Sincerely,
[Your Name]

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

Submit

Return back

Figure 39

actCompany

Contact Placement Provider

Email to

Subject

Body

Hi, hope you are doing well. I am part of the Placement Team at the University of Leicester. I am handling the Placement Authorisation Request for [The student's name].
Could you please provide the following details:

Sincerely,
[Your Name]

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

Submit

Return back

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:

Student

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 41

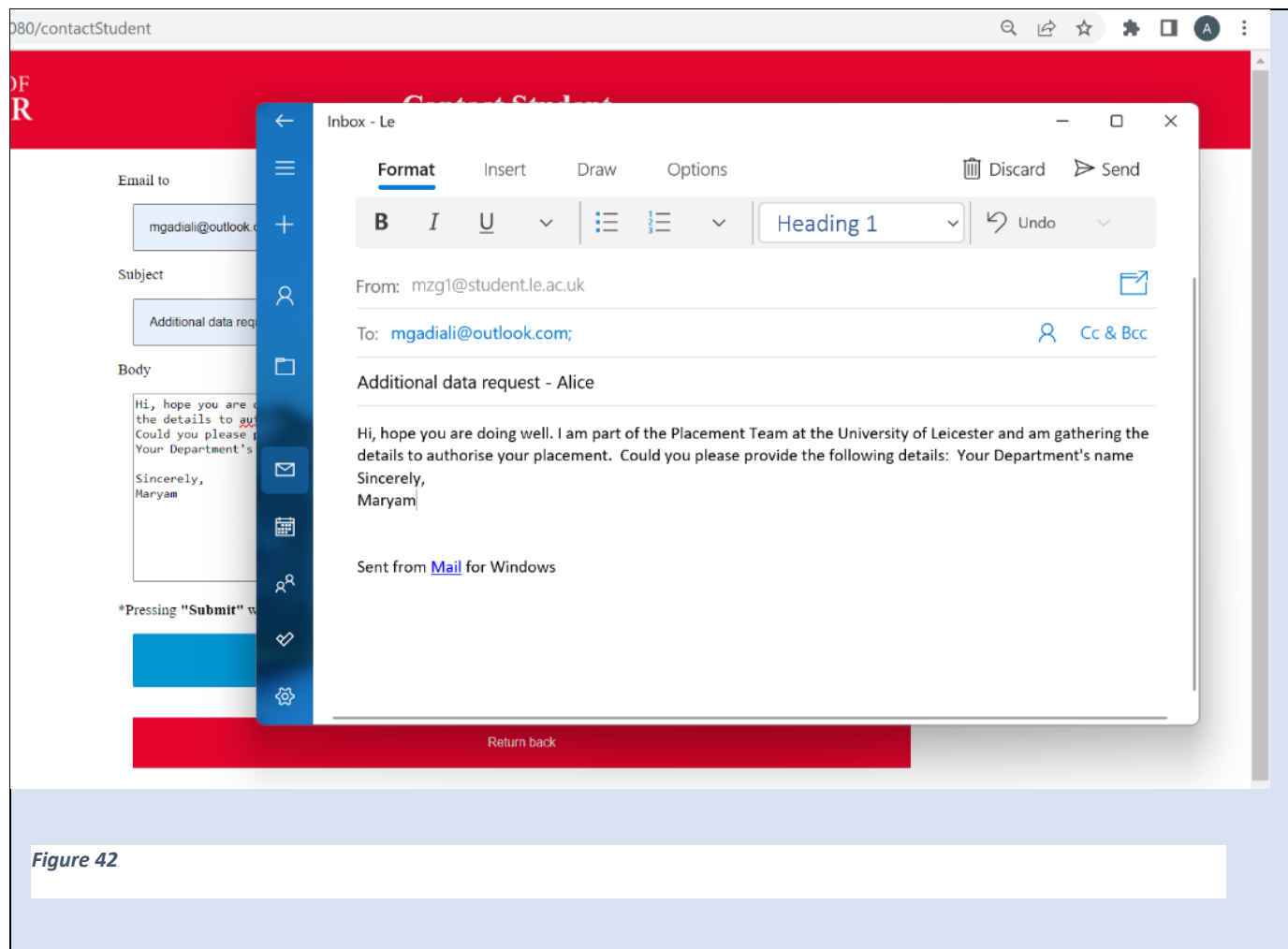


Figure 42

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

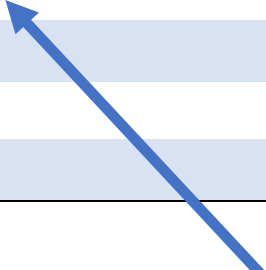


Figure 43

Redirect
button

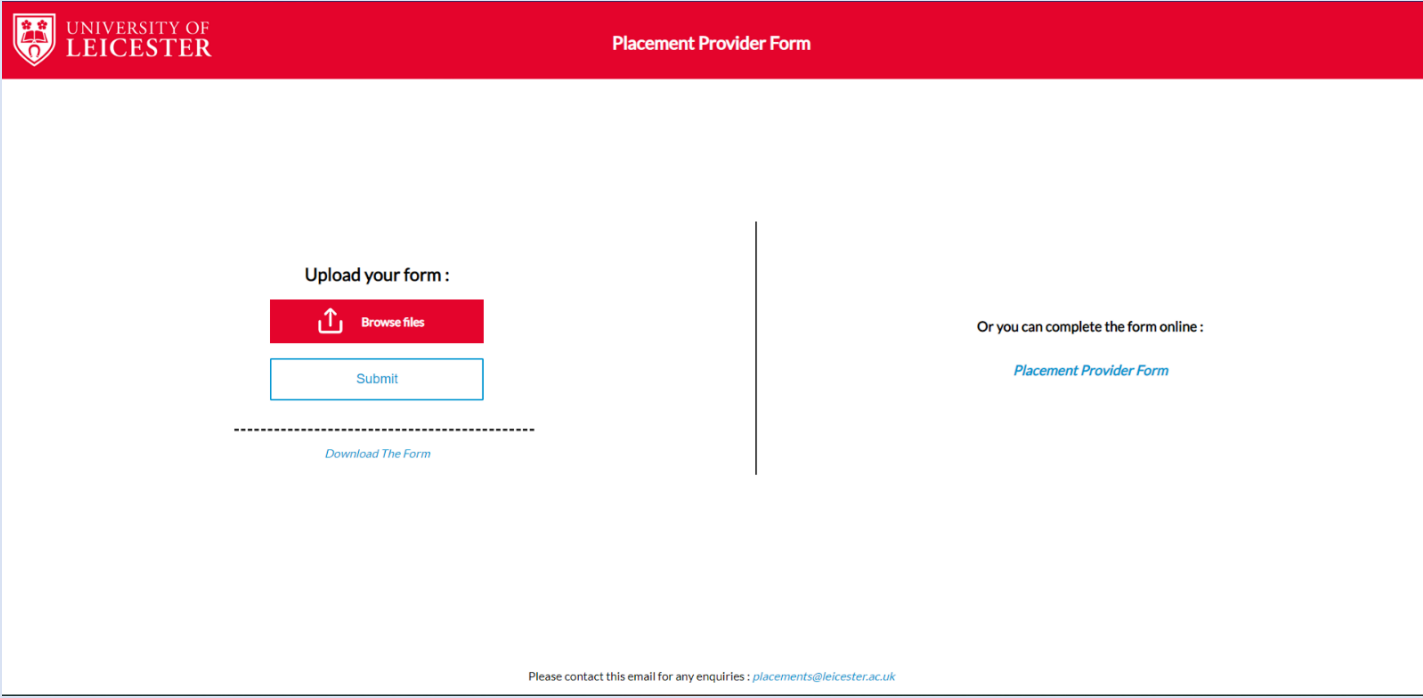
By Maryam

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



The screenshot shows the 'Placement Provider Form' upload page for the University of Leicester. The page has a red header with the university's logo and name on the left, and the title 'Placement Provider Form' on the right. The main content area is white and divided into two sections by a vertical line. On the left, under the heading 'Upload your form:', there is a red button with an upload icon and the text 'Browse files', followed by a light blue button with the text 'Submit'. Below these buttons is a dashed line and a link that says 'Download The Form'. On the right, under the heading 'Or you can complete the form online:', there is a link that says 'Placement Provider Form'. At the bottom of the page, there is a small text line: 'Please contact this email for any enquiries : placements@leicester.ac.uk'.

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

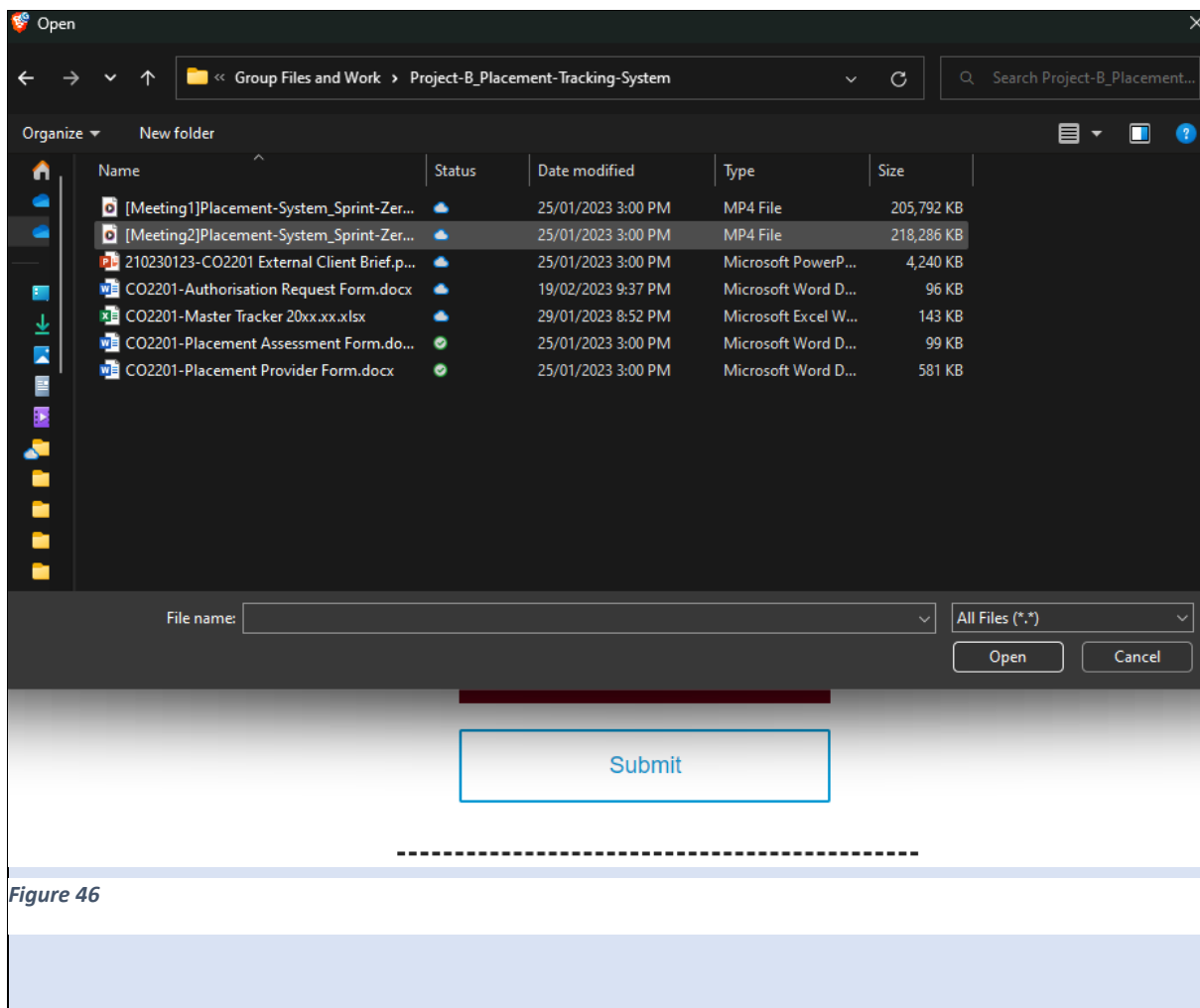
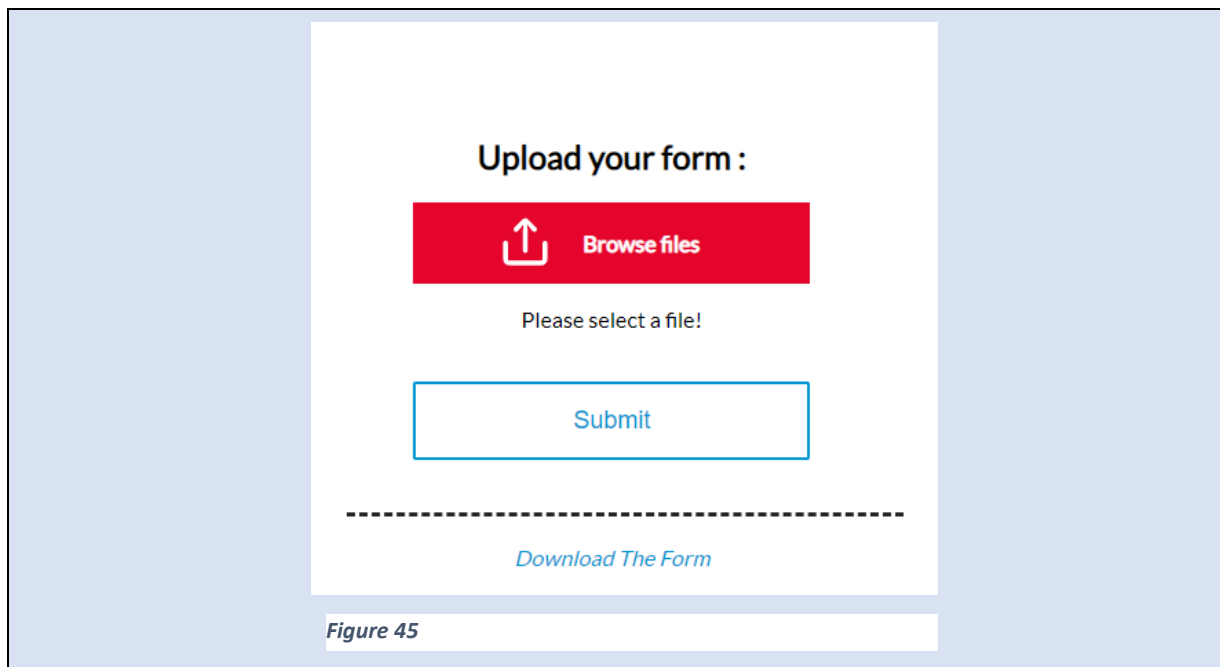


Figure 45 demonstrates the section where the company may upload or download their form. By clicking on the “Browse files” button a window (File explorer) will open as seen in Figure 46. This window will let the user to choose their form location. Once chosen the user may submit the file by pressing the 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

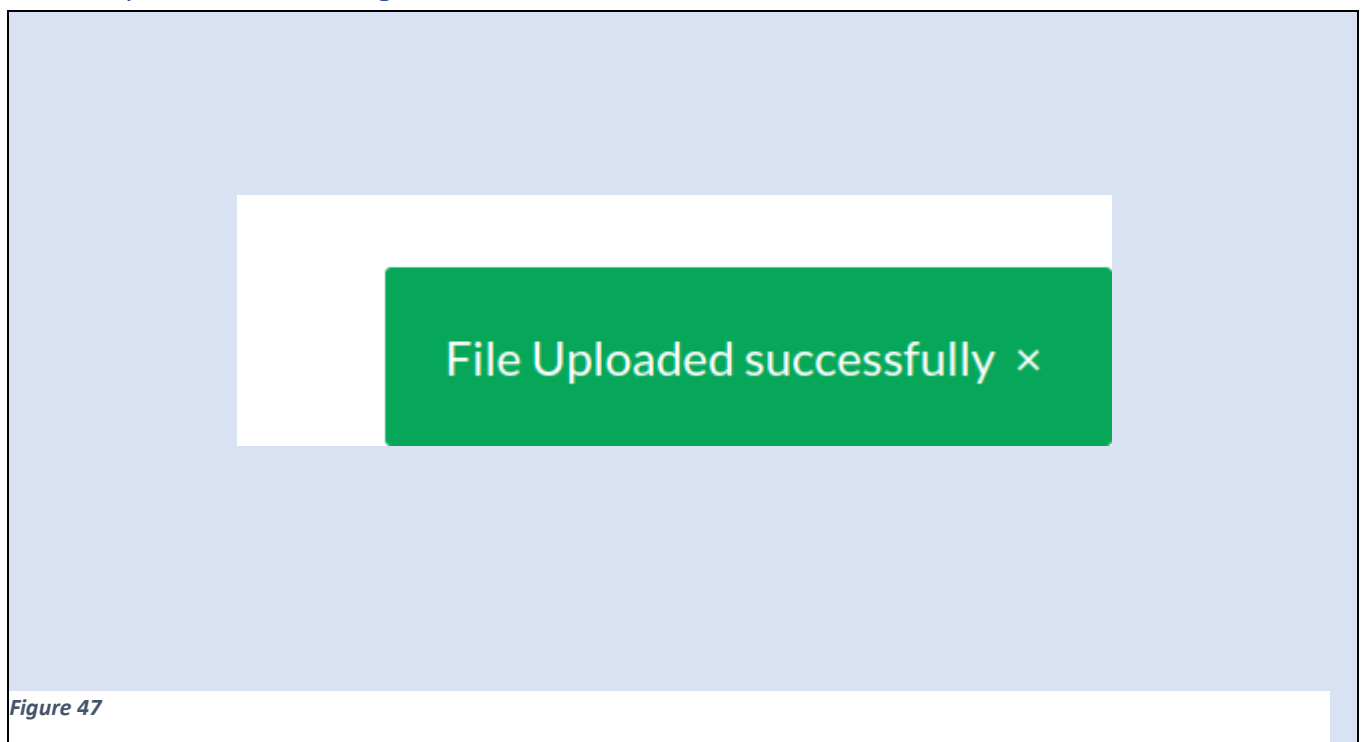


Figure 47

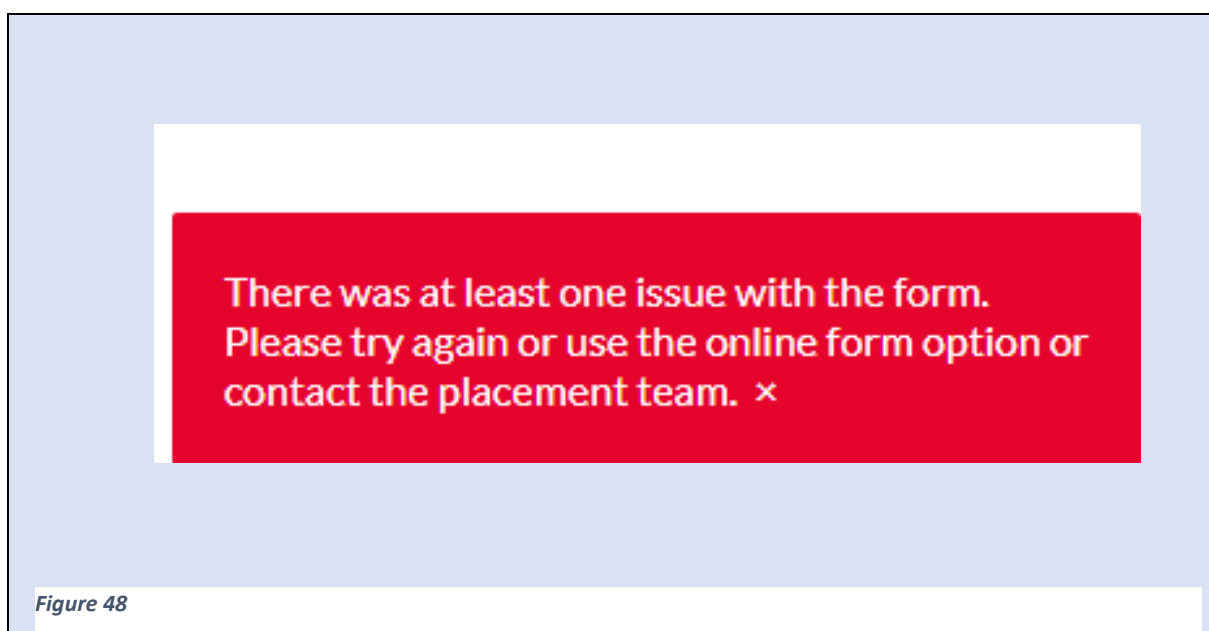


Figure 48

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.

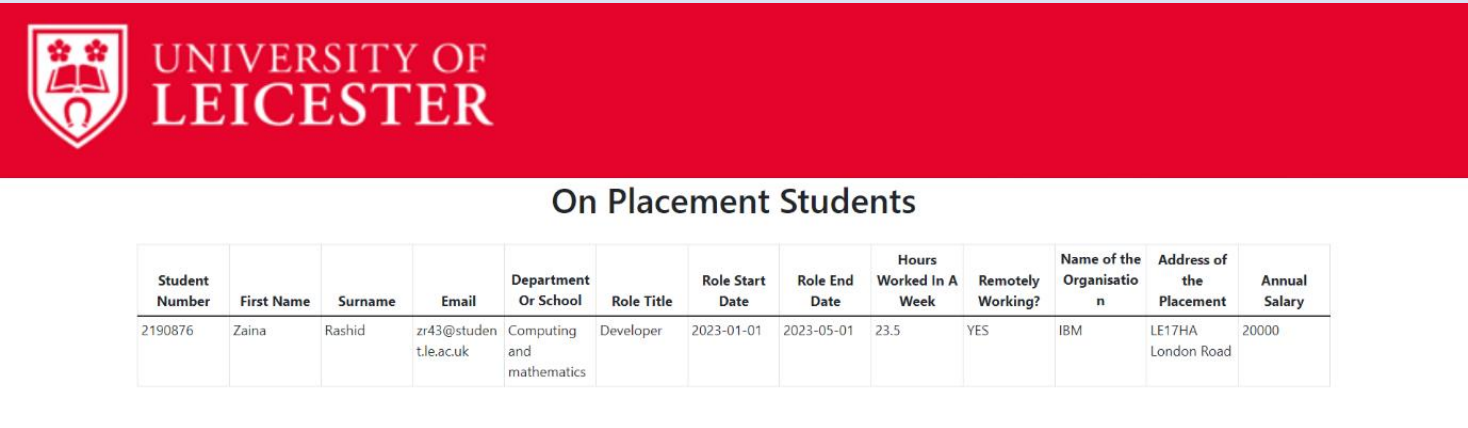
By Ervin and Chia

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



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.

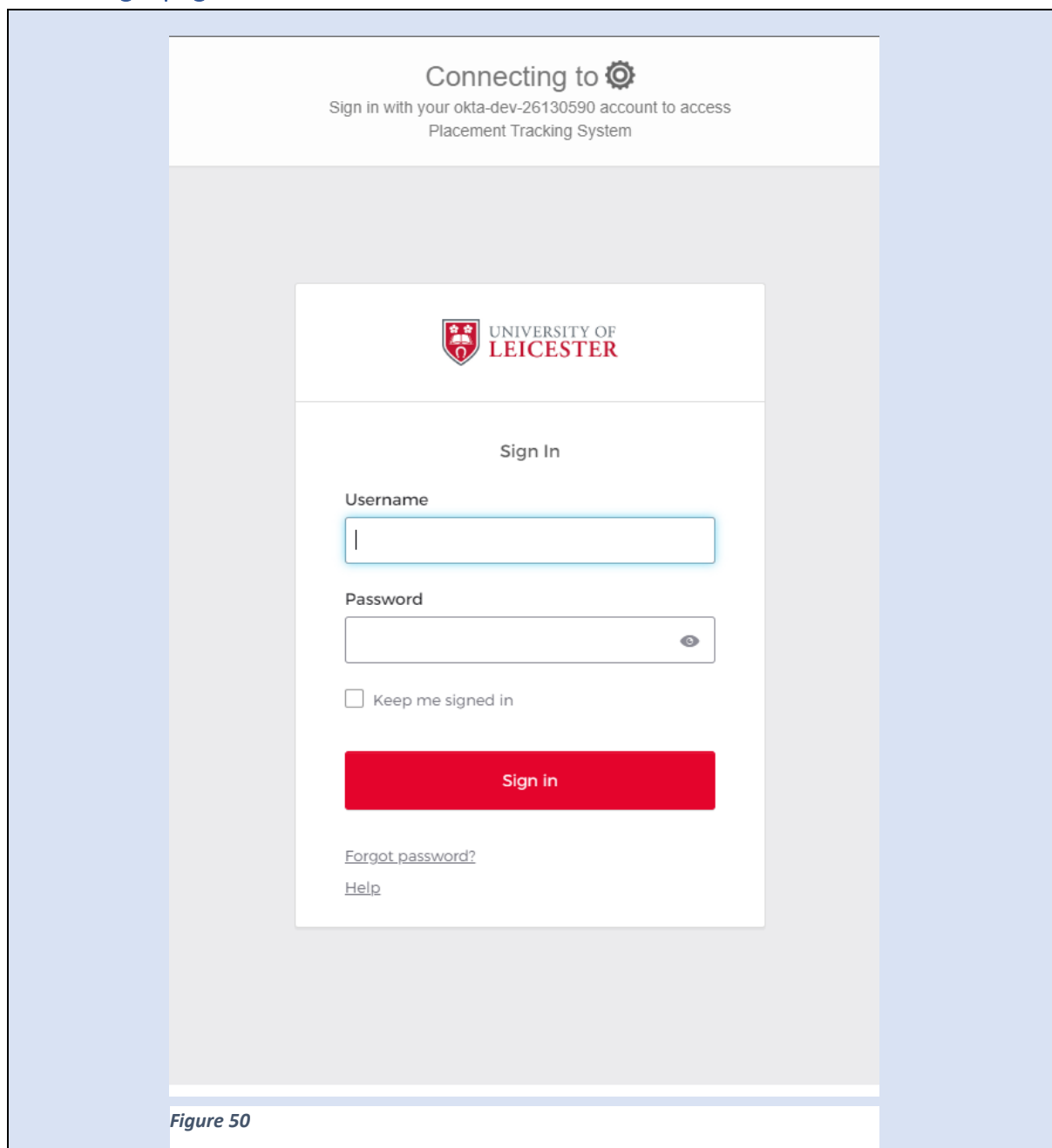
By Moaz and Zaina

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



The screenshot displays the login interface for the Placement Tracking System. At the top, a header section reads "Connecting to" followed by a gear icon, and below it, "Sign in with your okta-dev-26130590 account to access Placement Tracking System". The main content area features the University of Leicester crest and name. Below this is a "Sign In" section with a "Username" label and a text input field containing a single vertical bar. A "Password" label is followed by a password input field with a toggle icon on the right. A checkbox labeled "Keep me signed in" is positioned below the password field. A prominent red "Sign in" button is centered below the checkbox. At the bottom of the form, there are two links: "Forgot password?" and "Help".

Connecting to 

Sign in with your okta-dev-26130590 account to access
Placement Tracking System

 UNIVERSITY OF
LEICESTER

Sign In

Username

|

Password

☐ Keep me signed in

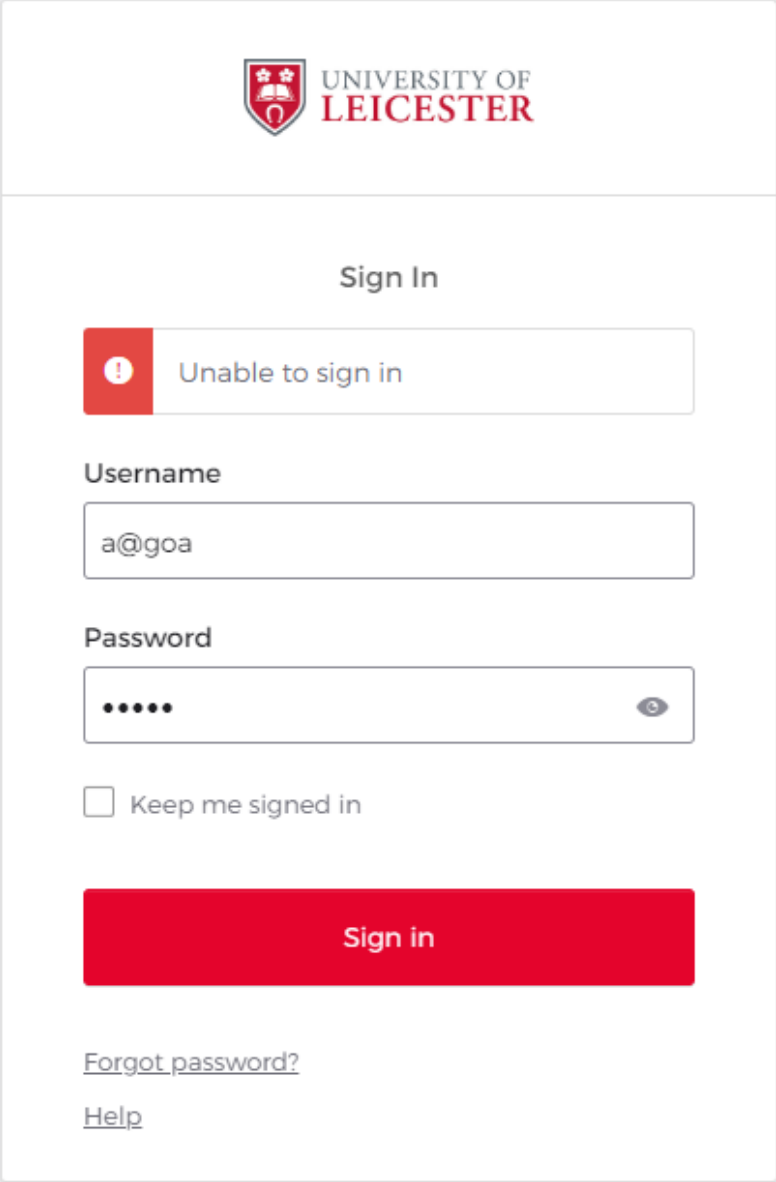
Sign in

[Forgot password?](#)

[Help](#)

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.



The image shows a web page for the University of Leicester. At the top, there is a logo consisting of a red shield with a white 'U' and three stars, followed by the text 'UNIVERSITY OF LEICESTER' in red. Below the logo, the heading 'Sign In' is centered. Underneath the heading, there is a red box with a white exclamation mark icon and the text 'Unable to sign in'. Below this, there are two input fields: 'Username' with the value 'a@goa' and 'Password' with five dots. To the right of the password field is an eye icon. Below the password field, there is a checkbox labeled 'Keep me signed in'. At the bottom, there is a large red button with the text 'Sign in'. Below the button, there are two links: 'Forgot password?' and 'Help'.

UNIVERSITY OF
LEICESTER

Sign In

Unable to sign in

Username

a@goa

Password

.....

☐ Keep me signed in

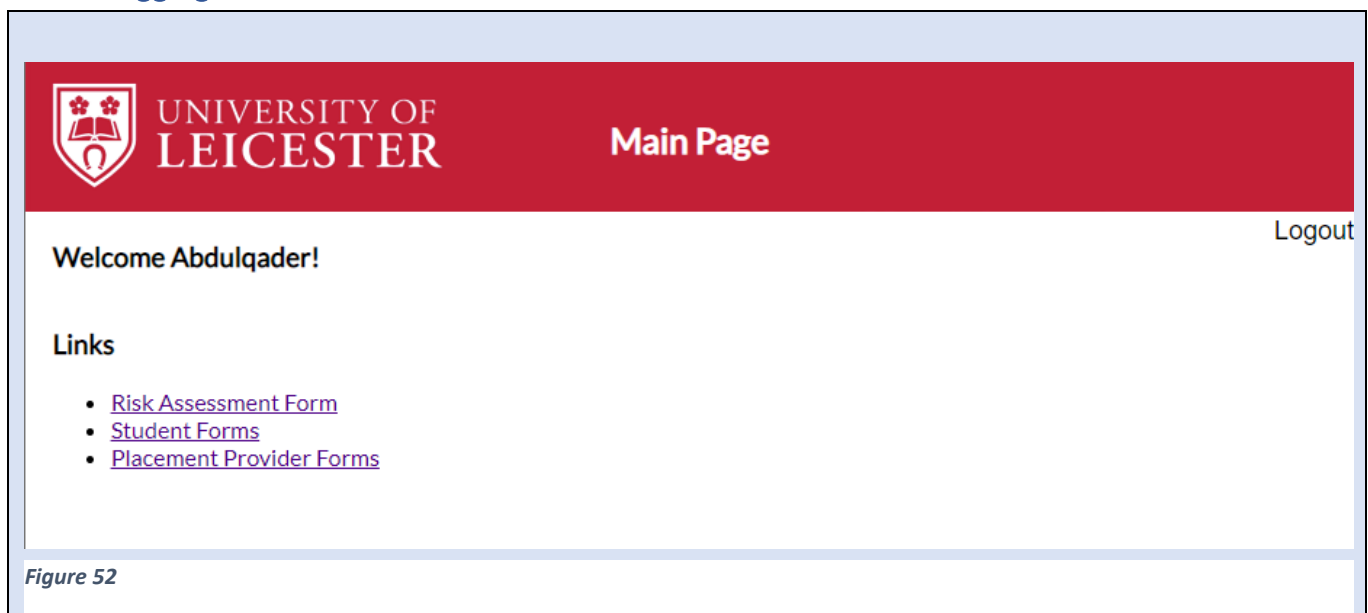
Sign in

[Forgot password?](#)

[Help](#)

Figure 51

2. Logging out



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

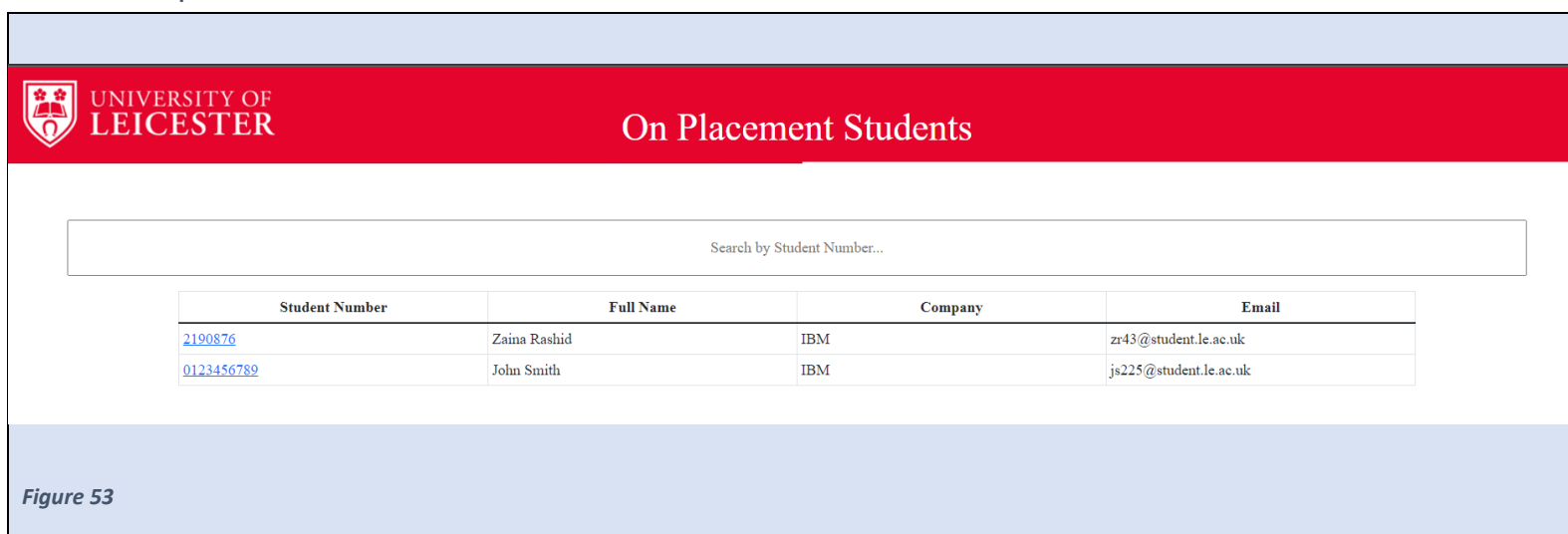
9. Search bar for students on placement

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.

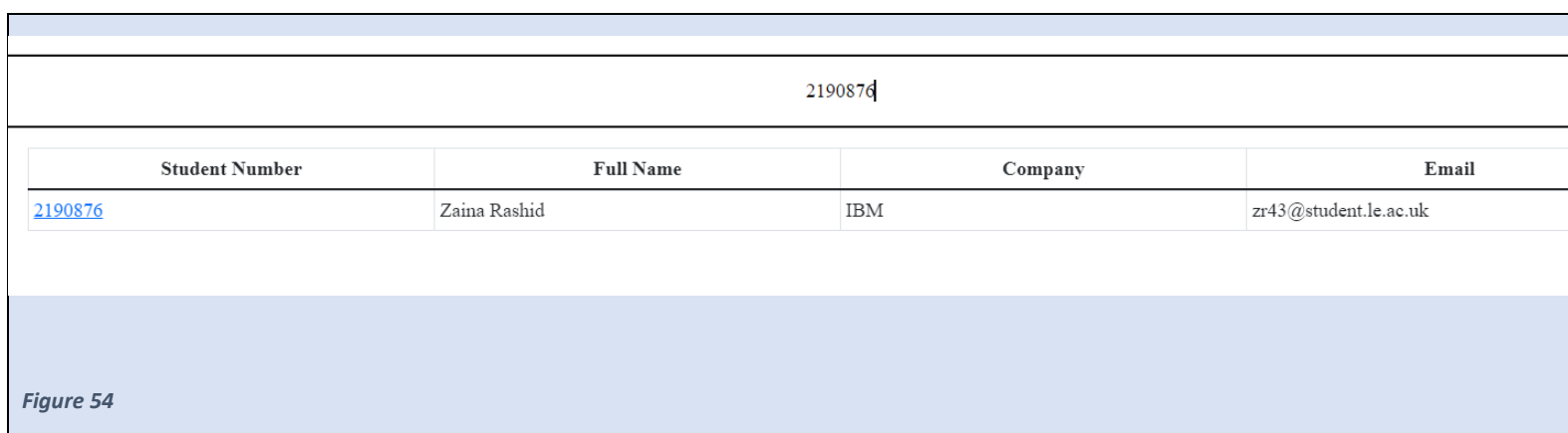


The screenshot shows the 'On Placement Students' interface. At the top left is the University of Leicester logo. To its right is the title 'On Placement Students'. Below the title is a search bar with the placeholder text 'Search by Student Number...'. Below the search bar is a table with four columns: 'Student Number', 'Full Name', 'Company', and 'Email'. The table contains two rows of data.

Student Number	Full Name	Company	Email
2190876	Zaina Rashid	IBM	zr43@student.le.ac.uk
0123456789	John Smith	IBM	js225@student.le.ac.uk

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.

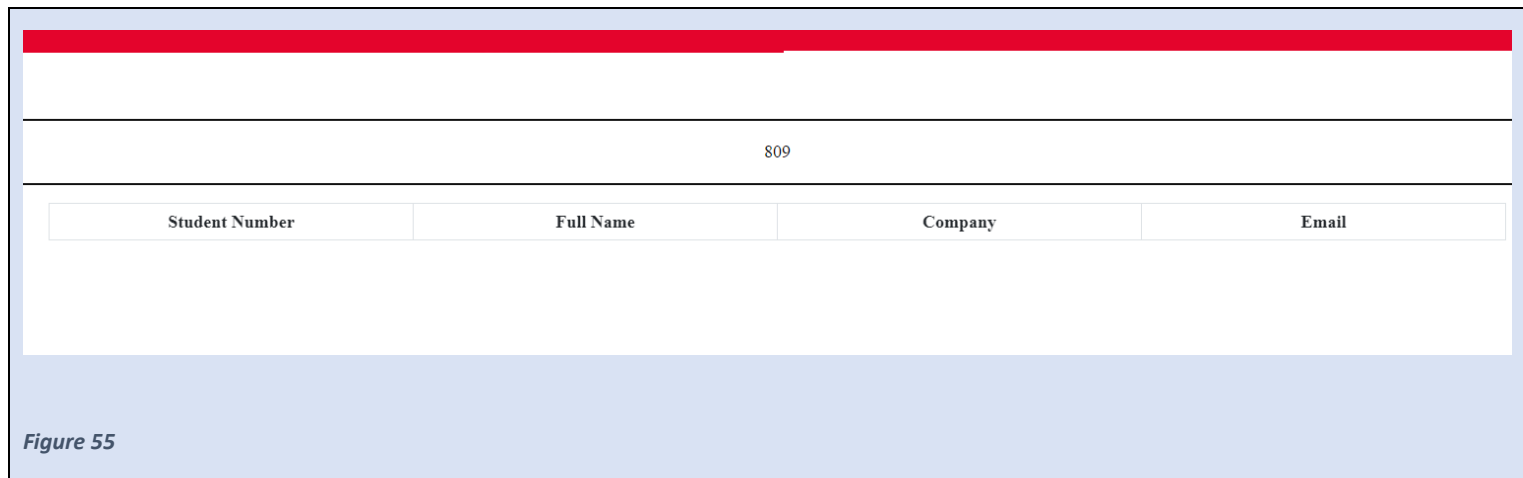


The screenshot shows the 'On Placement Students' interface with the search bar containing the value '2190876'. The table below shows the details for the student with that number.

Student Number	Full Name	Company	Email
2190876	Zaina Rashid	IBM	zr43@student.le.ac.uk

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.



Welcome Ervin!

Figure 56

Access Placements ▾

Report

Access Forms ▾

LogOut

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.

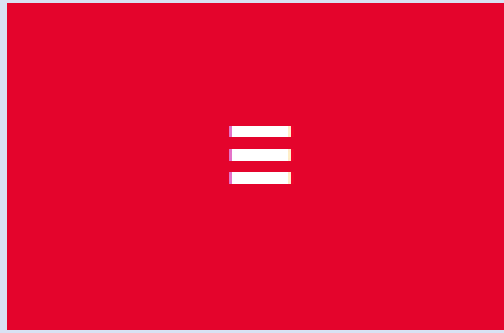


Figure 58

Welcome Maryam!

Access Placements

Report

Access Forms

 LogOut

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)

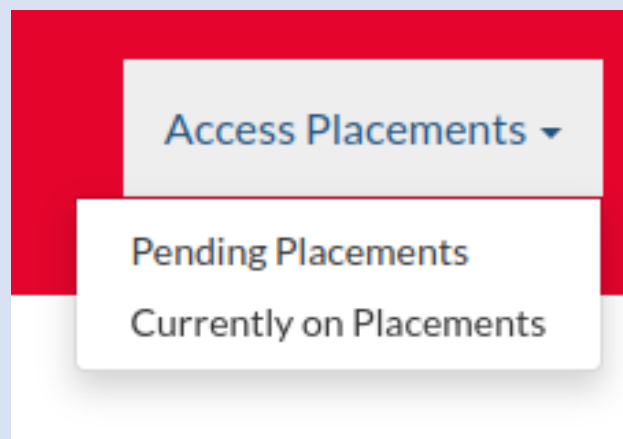


Figure 60

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).

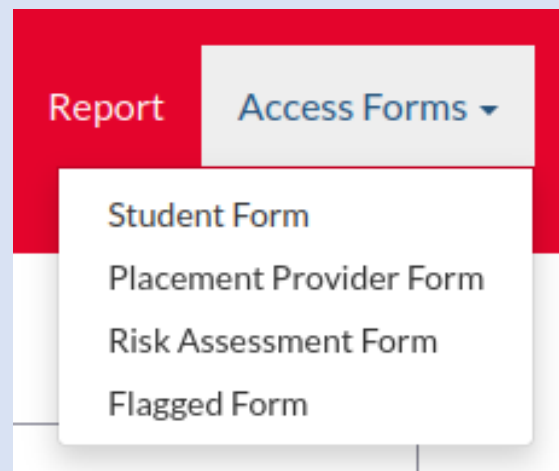
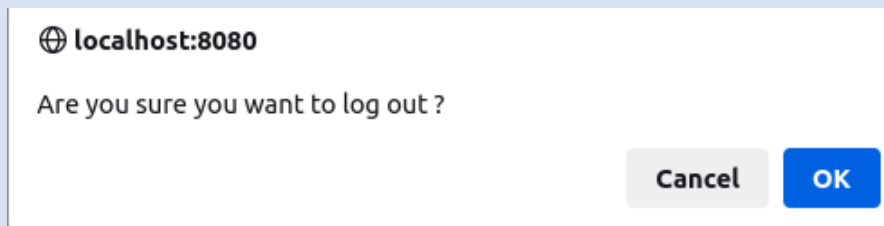


Figure 62

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.

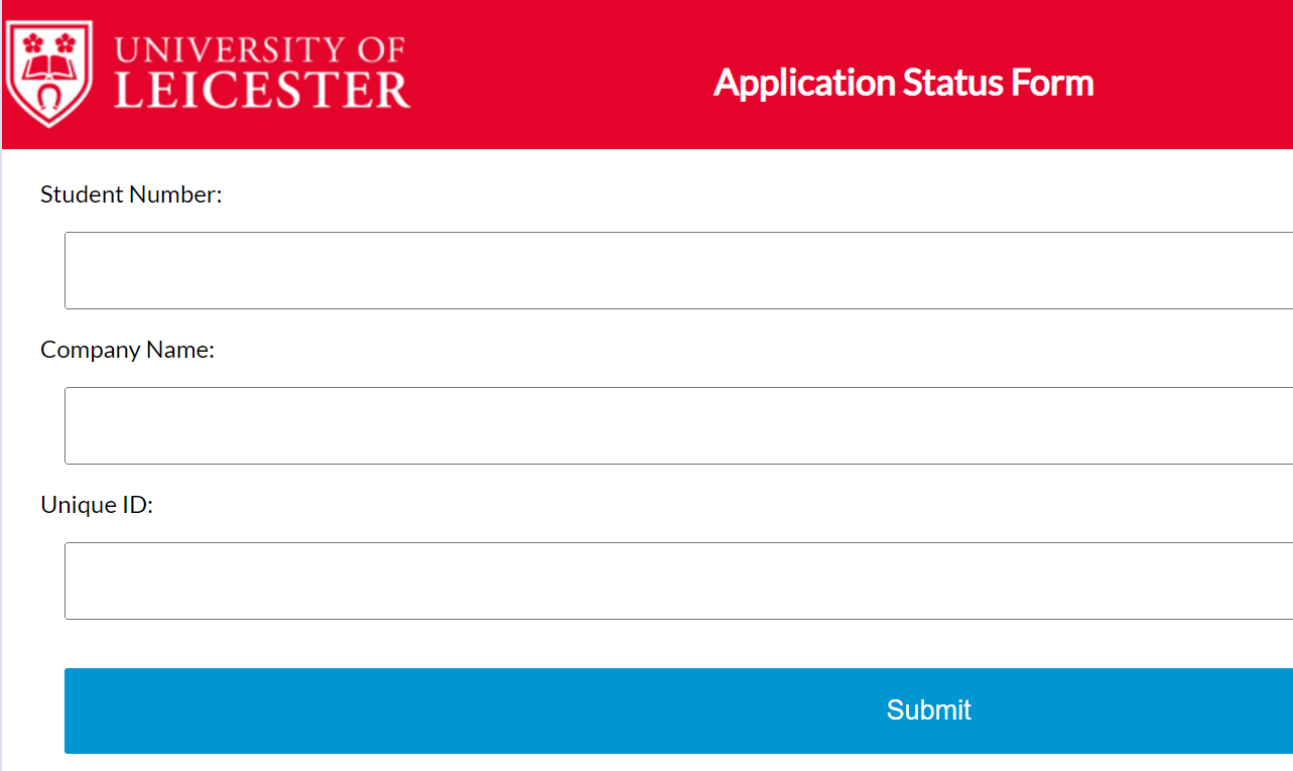
To check the application status go to <http://localhost:8080/public/ApplicationStatusForm> and use your unique ID.

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.



The form is titled "Application Status Form" and features the University of Leicester logo. It contains three input fields for "Student Number", "Company Name", and "Unique ID". A blue "Submit" button is located at the bottom right of the form area.

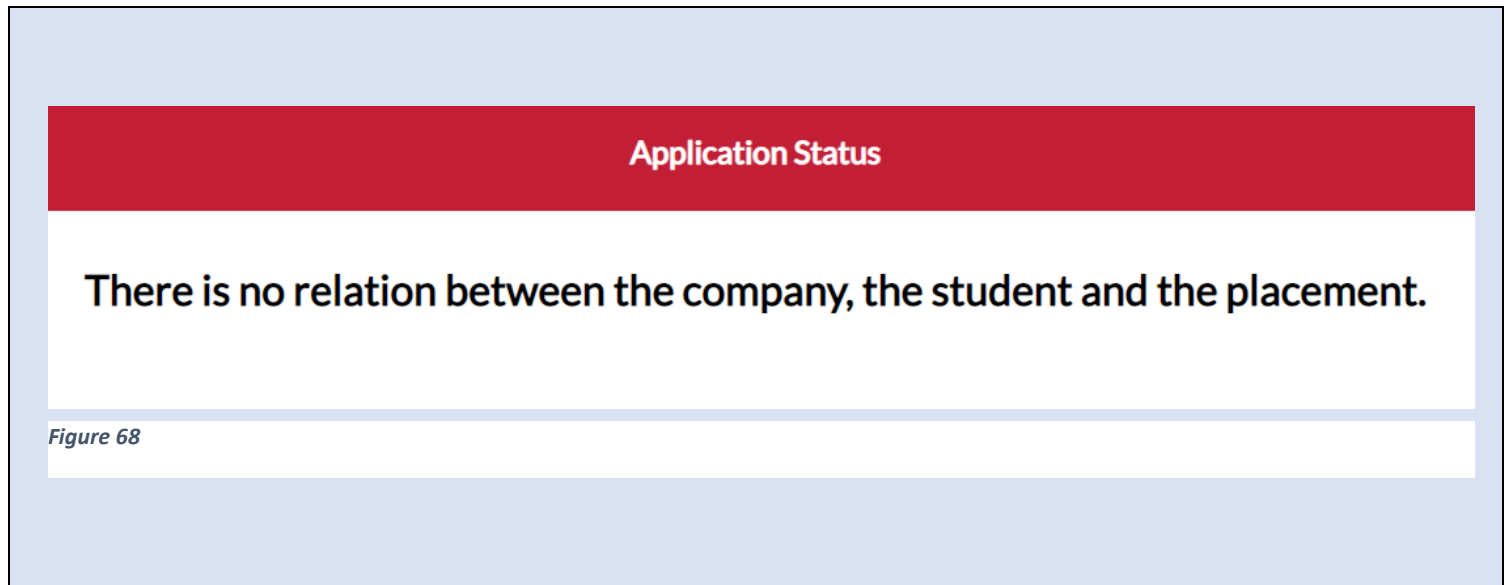
UNIVERSITY OF LEICESTER		Application Status Form
Student Number:	<input type="text"/>	
Company Name:	<input type="text"/>	
Unique ID:	<input type="text"/>	
		<input type="submit" value="Submit"/>

Figure 66

Application with ID 15 was Received.

Figure 67

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



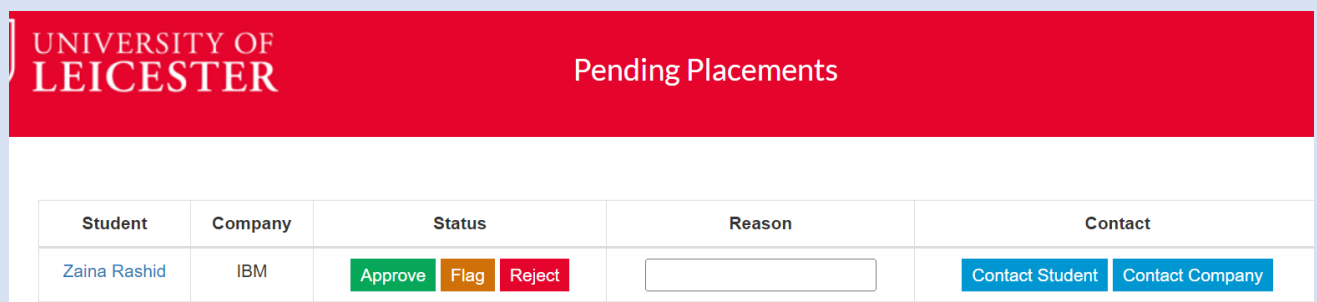
Done by Abdulqader Dhafer

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.

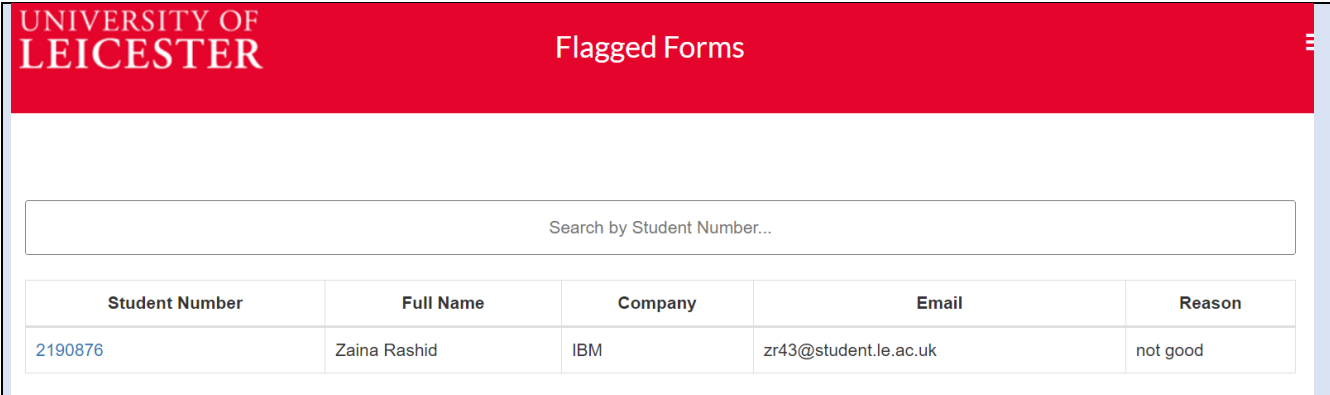
Once the placement tutor flags a form when previewing a list of pending placements (Figure 69), these flagged form details appear on a different page (Figure 70) as well so that the tutor can look at it later on and see where the problem is.



Student	Company	Status	Reason	Contact
Zaina Rashid	IBM	Approve Flag Reject	<input type="text"/>	Contact Student Contact Company

Figure 69

Flagged Forms Table View Details Explanation



UNIVERSITY OF LEICESTER				
Flagged Forms				
Search by Student Number...				
Student Number	Full Name	Company	Email	Reason
2190876	Zaina Rashid	IBM	zr43@student.le.ac.uk	not good

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

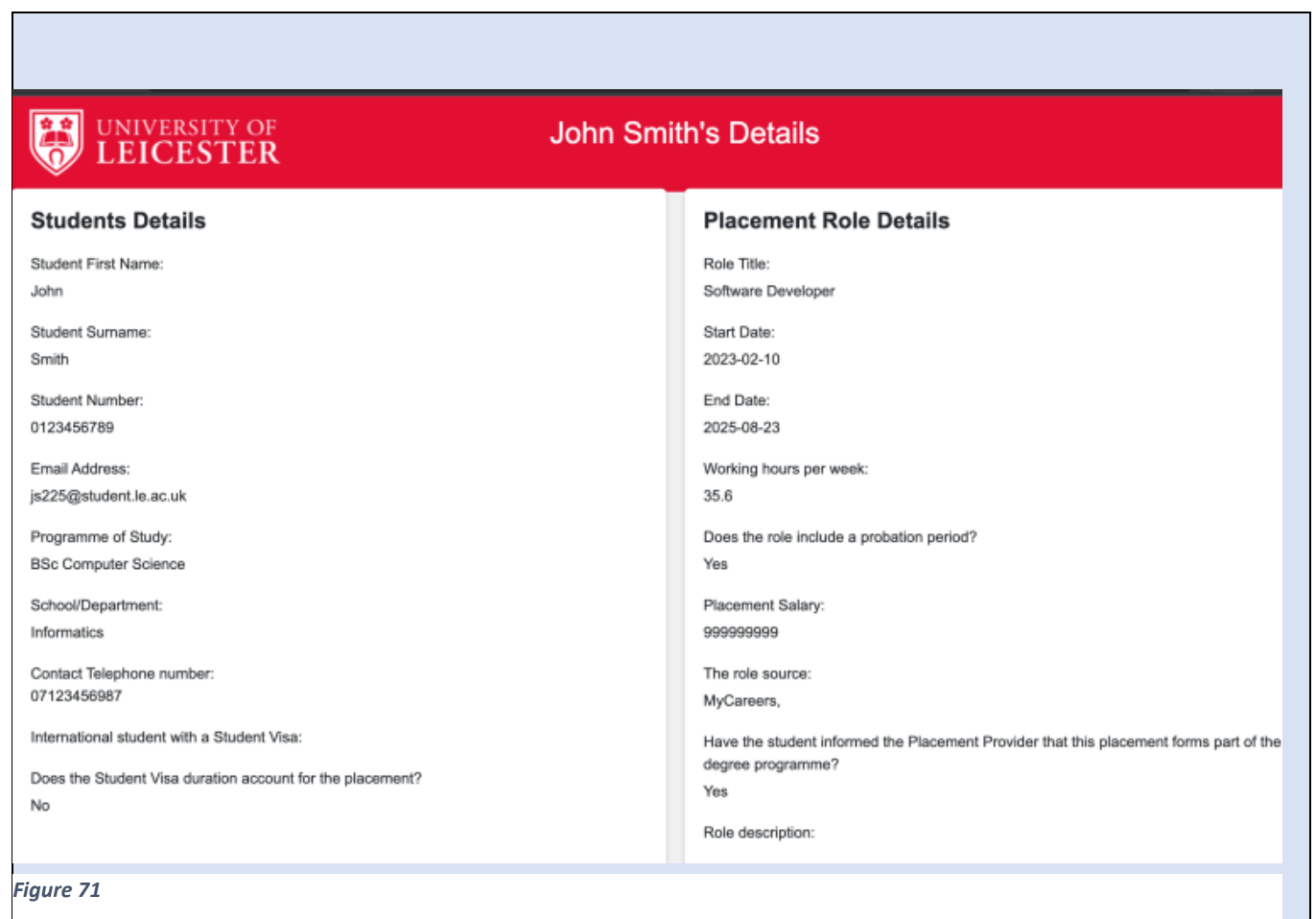
This user manual is for the placement tutor/team to view further details about a student once their student number has been clicked.

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



John Smith's Details	
Students Details Student First Name: John Student Surname: Smith Student Number: 0123456789 Email Address: js225@student.le.ac.uk Programme of Study: BSc Computer Science School/Department: Informatics Contact Telephone number: 07123456987 International student with a Student Visa: Does the Student Visa duration account for the placement? No	Placement Role Details Role Title: Software Developer Start Date: 2023-02-10 End Date: 2025-08-23 Working hours per week: 35.6 Does the role include a probation period? Yes Placement Salary: 999999999 The role source: MyCareers, Have the student informed the Placement Provider that this placement forms part of the degree programme? Yes Role description:

Figure 71

	<p>Role description:</p> <p>Address: 12 Birmingham Road, Birmingham</p>
<p>Placement Provider Details</p> <p>Name of Organisation: IBM</p> <p>Address where the placement will be based: 12 Birmingham Road, Birmingham</p> <p>Postcode: B64 44A</p> <p>Web Address: IBM.com</p> <p>Contact Name: Alex Johnson</p> <p>Contact Job Title: Software Engineering HR</p> <p>Contact Email: alexJogn@hr.ibm.com</p> <p>Contact Telephone Number: 03322114455</p>	<p>Work Factors</p> <p>Does this role involve working from home/remotely? No</p>

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

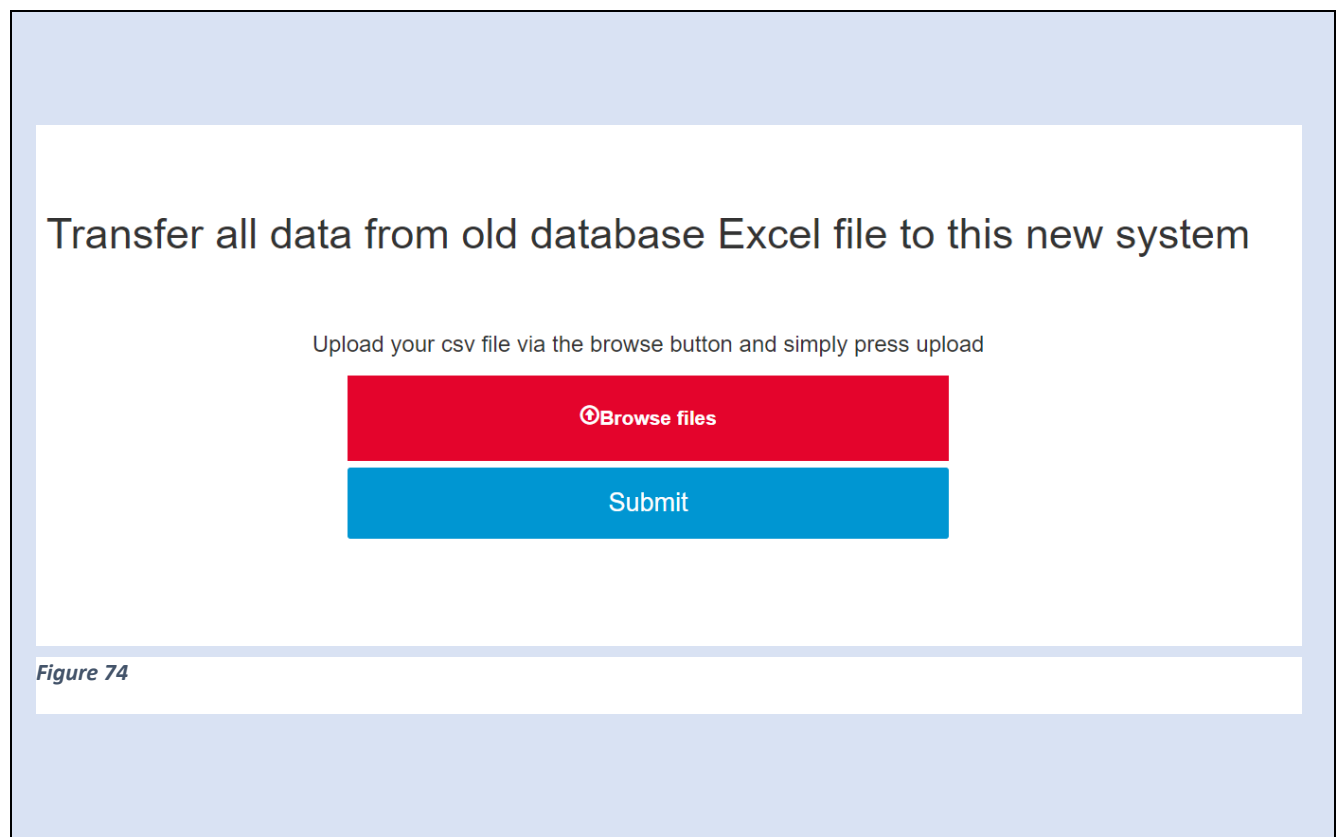
This feature has been created in order to allow the placement team to have access to easily transitioning between their old database system (which is the Excel Master Tracking document) to the new Placement Tracking System's database by uploading the Undergraduate and Postgraduate sheet details.

How to access the upload database page

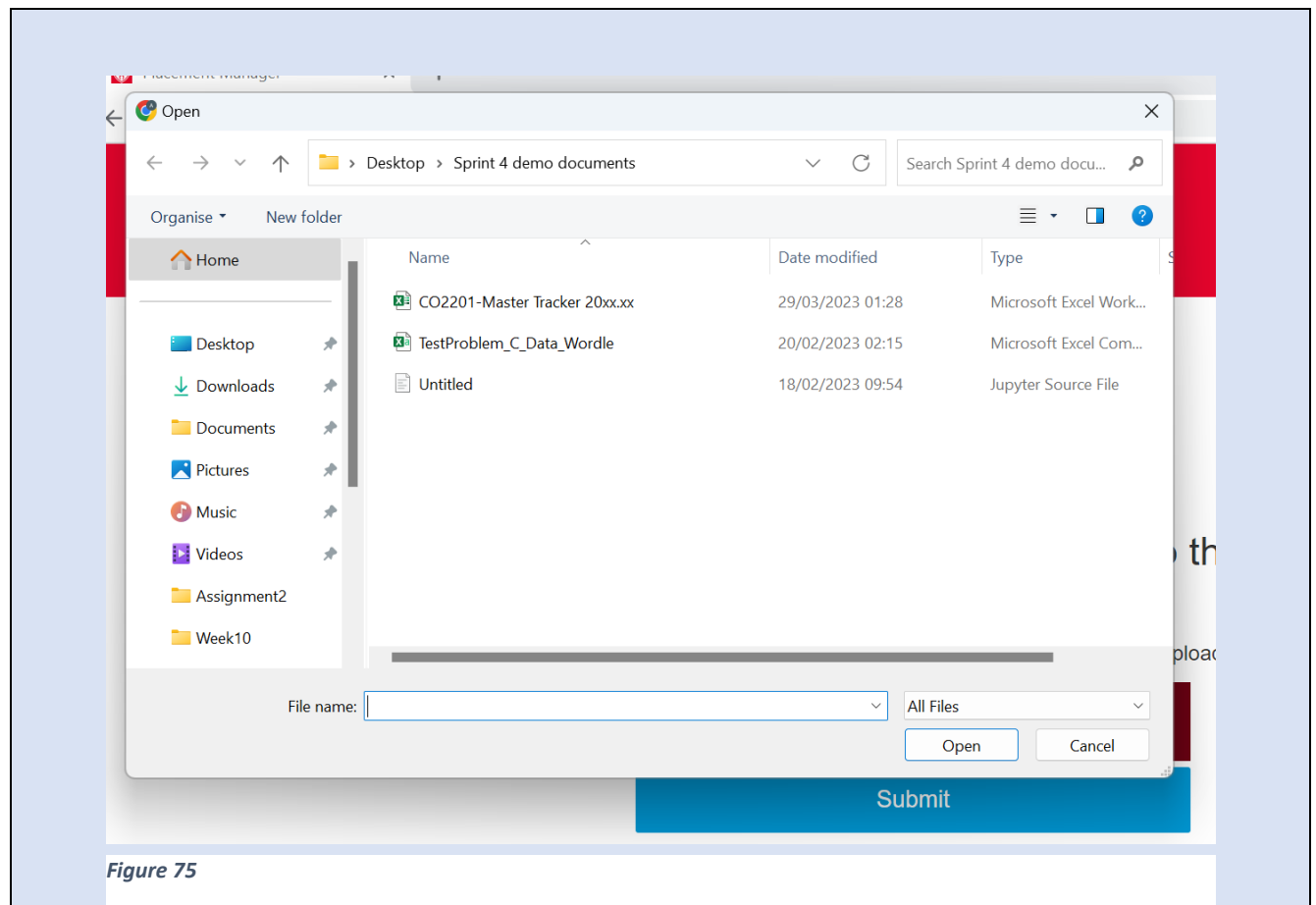
The only way to access this page is by typing “/uploadDatabase” after the domain name in the URL. It is not included in the navigation bar menu, as it's purpose is mainly to be a one time use feature (as there is only one excel database for all students).

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

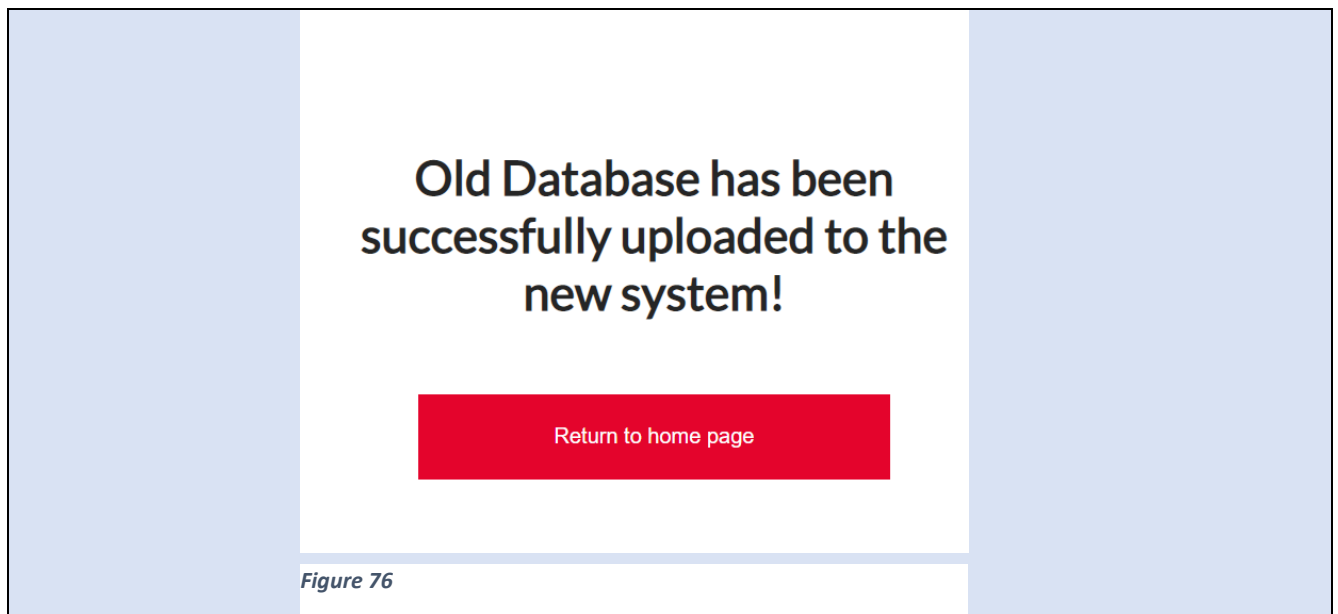
Process Instructions



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):



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):



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:

	A	B	C	D	E	F
1	Student					
	Student First Name	Student Surname	Student Number	Student UoL Email Address	Student Type (Picklist)	School/ Department (Picklist)
4						Computer Science (PS CO)
5						
6						
7						
8						
9						
10						

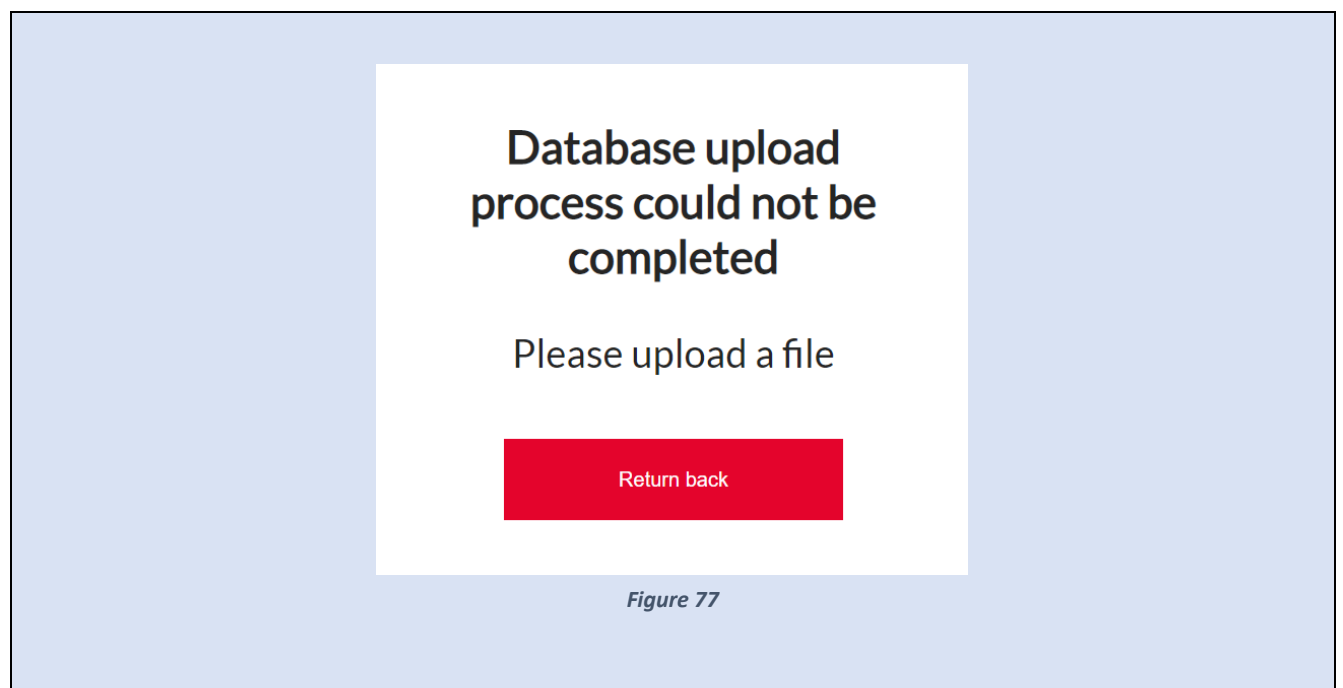
Input Guidance Spreadsheet Guidance Undergraduate Postgraduate Picklists +

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:



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:

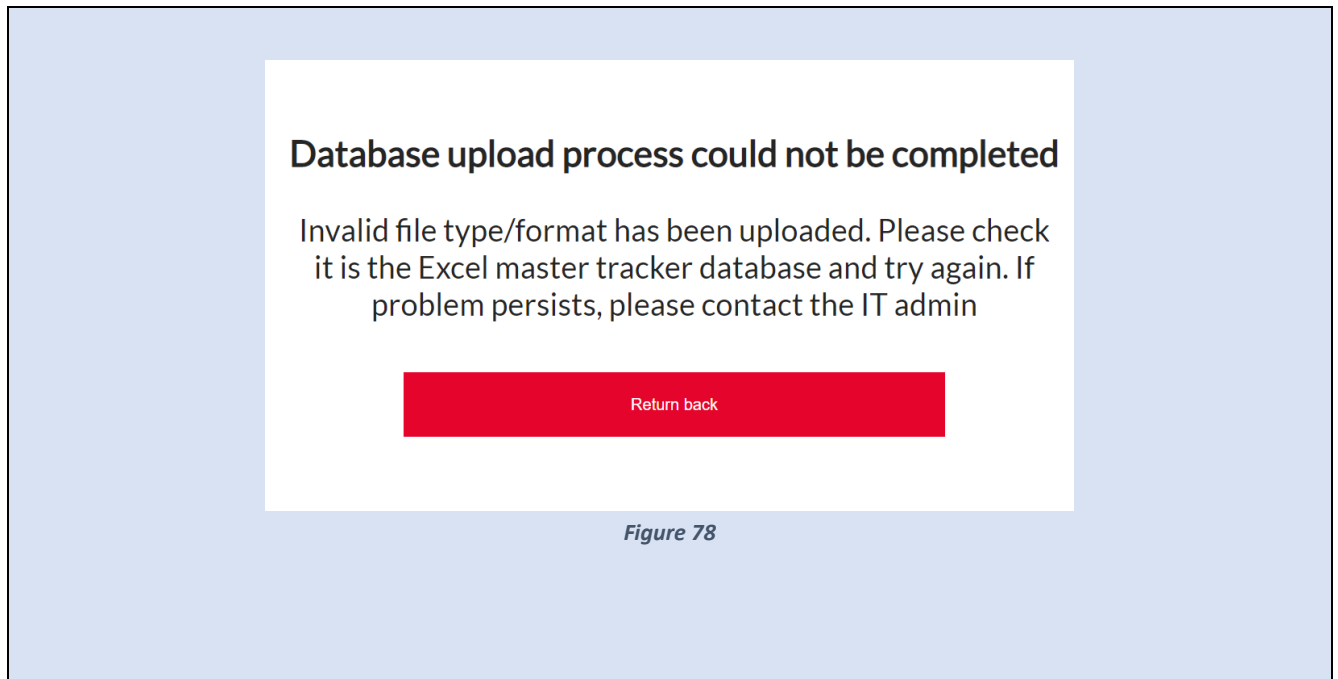


Figure 78

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):

	G	AH	AI	AJ	AK
1					
	Date of isation sent	Date of Placement Briefing Attended	Insurance Issued (picklist)	Date of Placement Provider Start Check	Date of Placement Student Start Check
4	2022	12/11/2022	Yes	asdasdasd	12-Dec-23
5					
6					

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

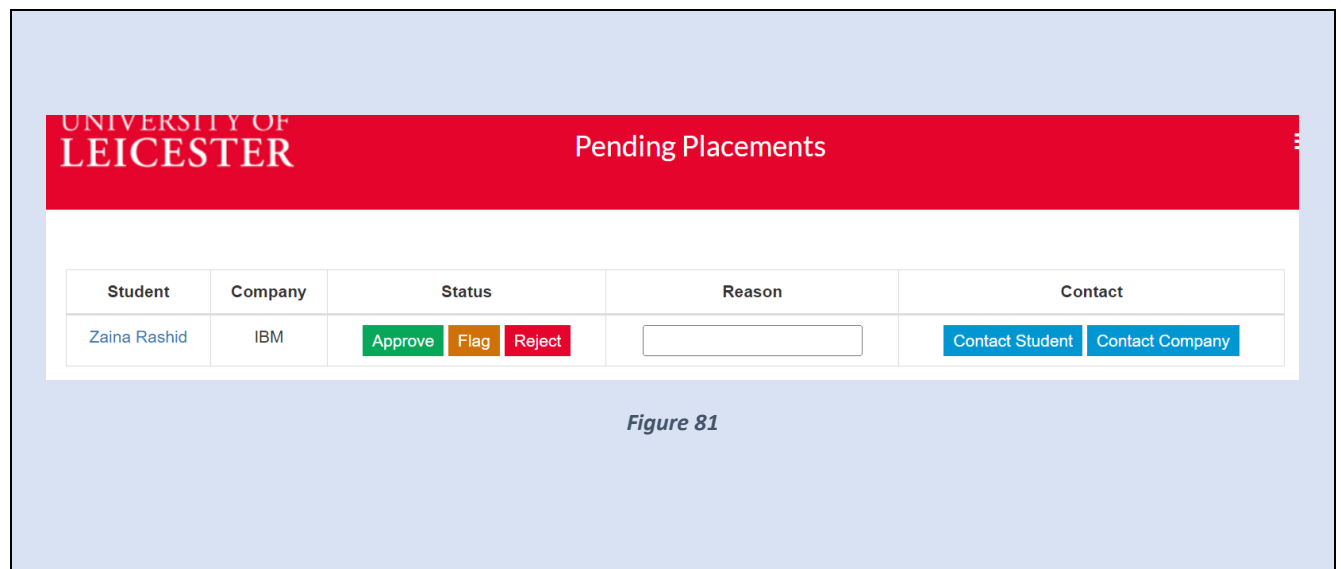


Figure 81

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.

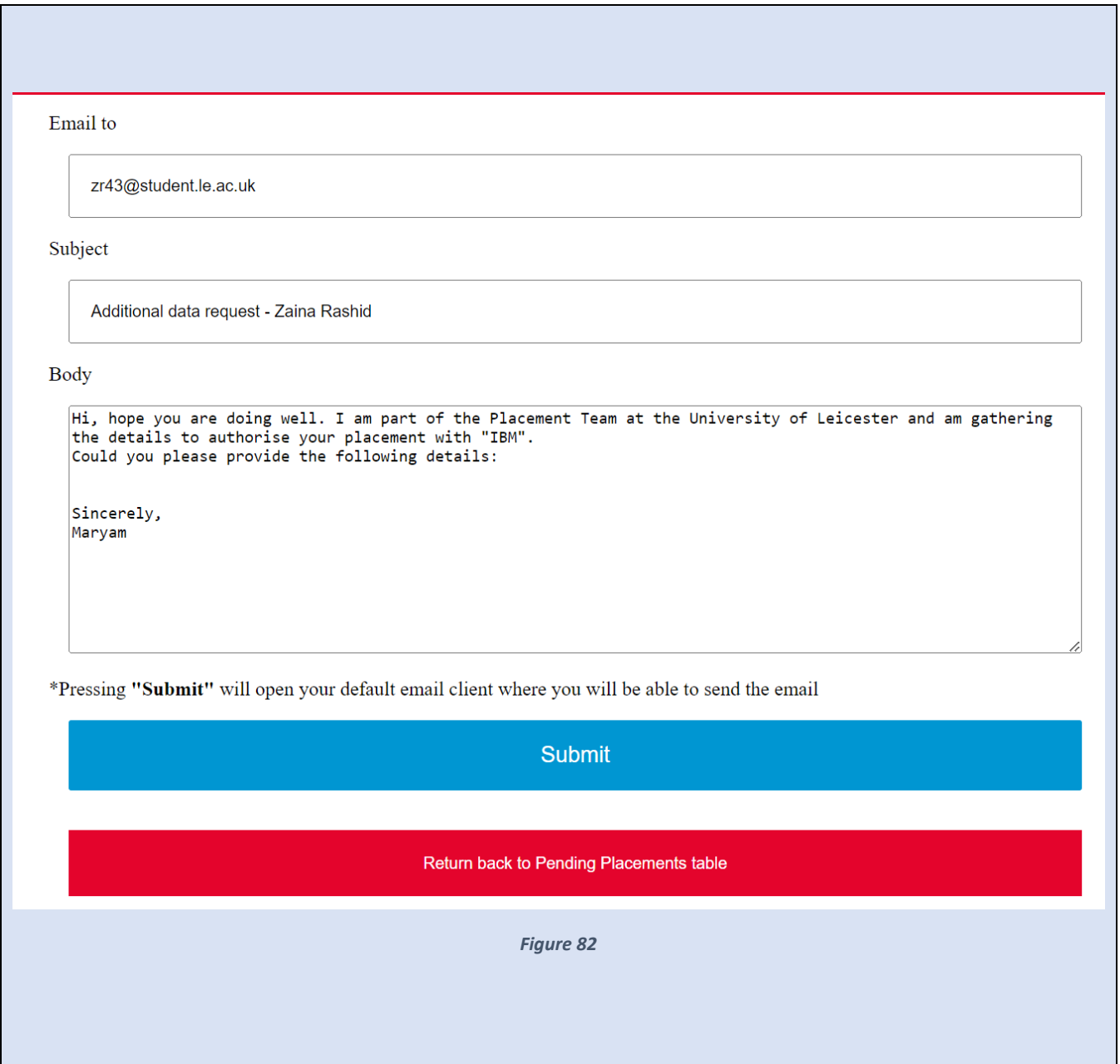
When clicking on the student’s name directs to another page. This is an extra feature that is not part of this user story (Talked about in section 13 – Student

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:



The screenshot shows a web form for contacting a student. It has a light blue header and footer. The form area is white with a light blue border. It contains three main sections: 'Email to', 'Subject', and 'Body'. The 'Email to' field contains 'zr43@student.le.ac.uk'. The 'Subject' field contains 'Additional data request - Zaina Rashid'. The 'Body' field contains a pre-written email template. Below the form, there is a note about the 'Submit' button and two large buttons: a blue 'Submit' button and a red 'Return back to Pending Placements table' button.

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

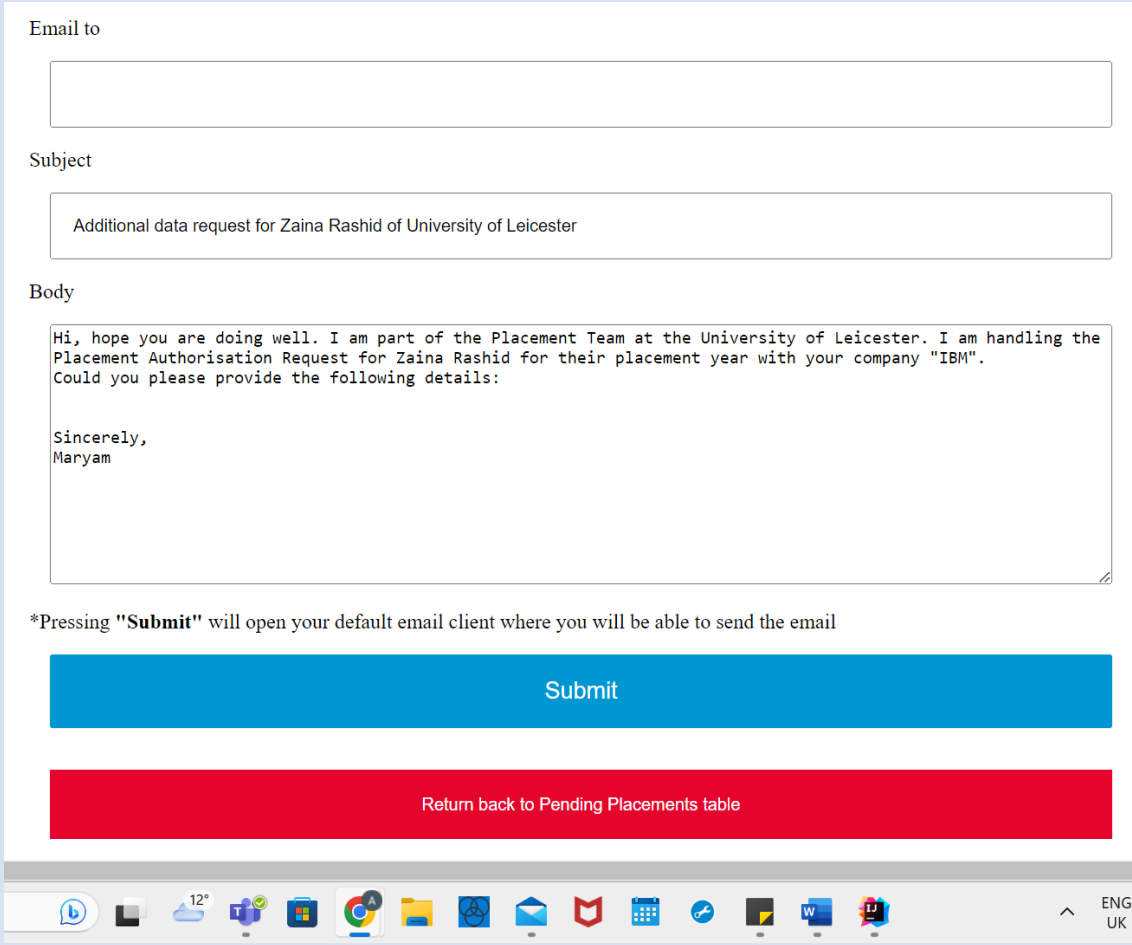
Submit

Return back to Pending Placements table

Figure 82

As you can see in 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:



The screenshot shows a web form with the following fields and content:

- Email to:** A text input field.
- Subject:** A text input field containing "Additional data request for Zaina Rashid of University of Leicester".
- Body:** A text area containing the following text:

Hi, hope you are doing well. I am part of the Placement Team at the University of Leicester. I am handling the Placement Authorisation Request for Zaina Rashid for their placement year with your company "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:** A large blue button.
- Return back to Pending Placements table:** A large red button.

The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray area displaying "12°", "ENG", and "UK".

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:

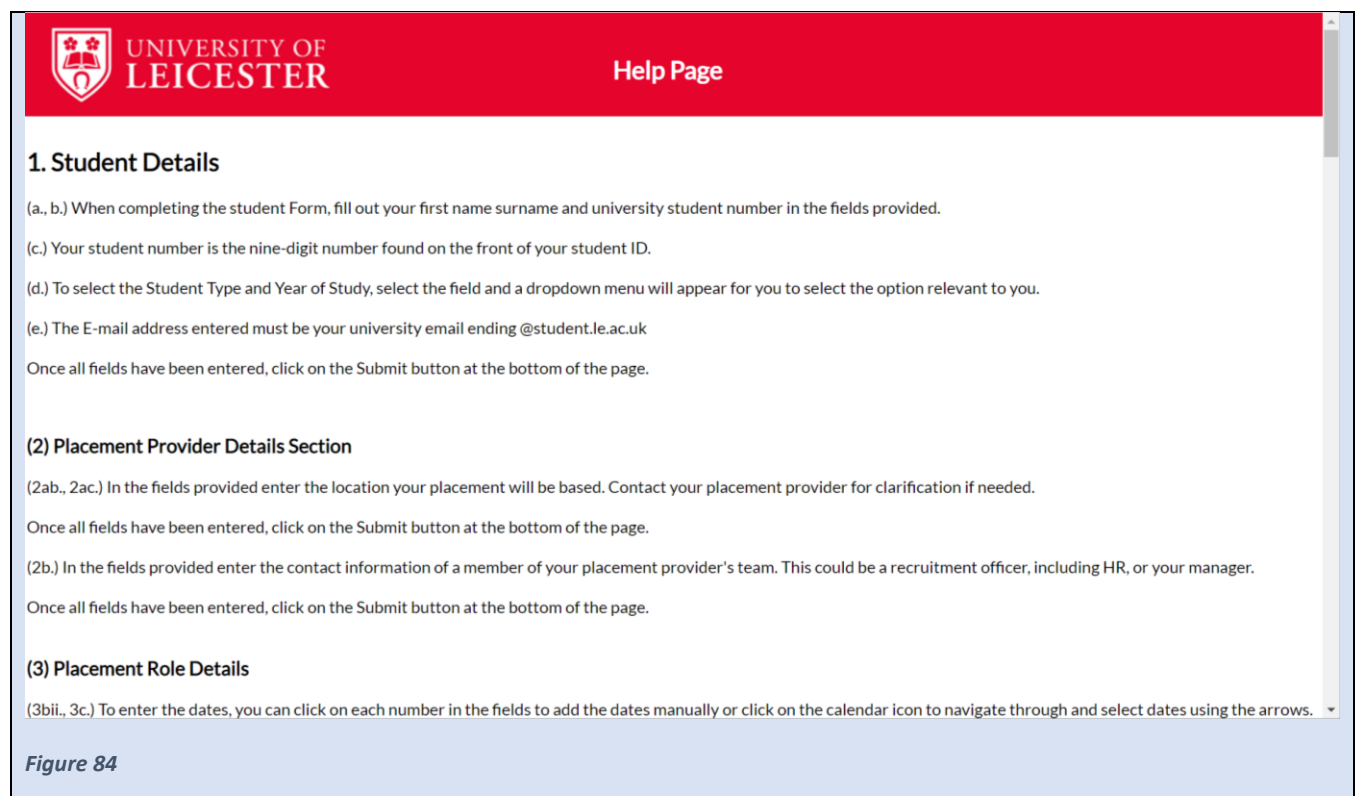


Figure 84 shows headers where it describes how to fill out details. This is here so it can be easily viewed by guests that use it (students and companies) who may be struggling with the forms.

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