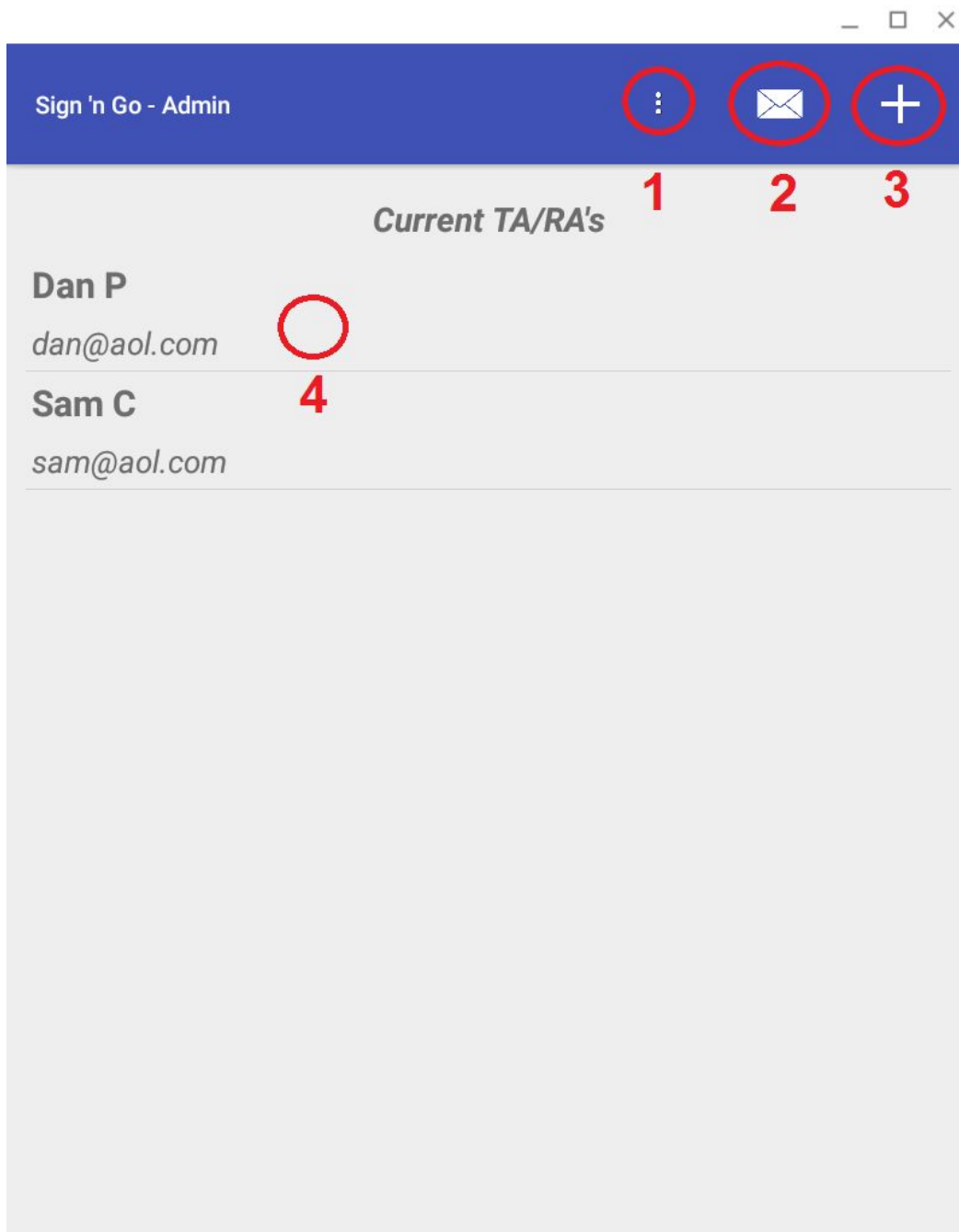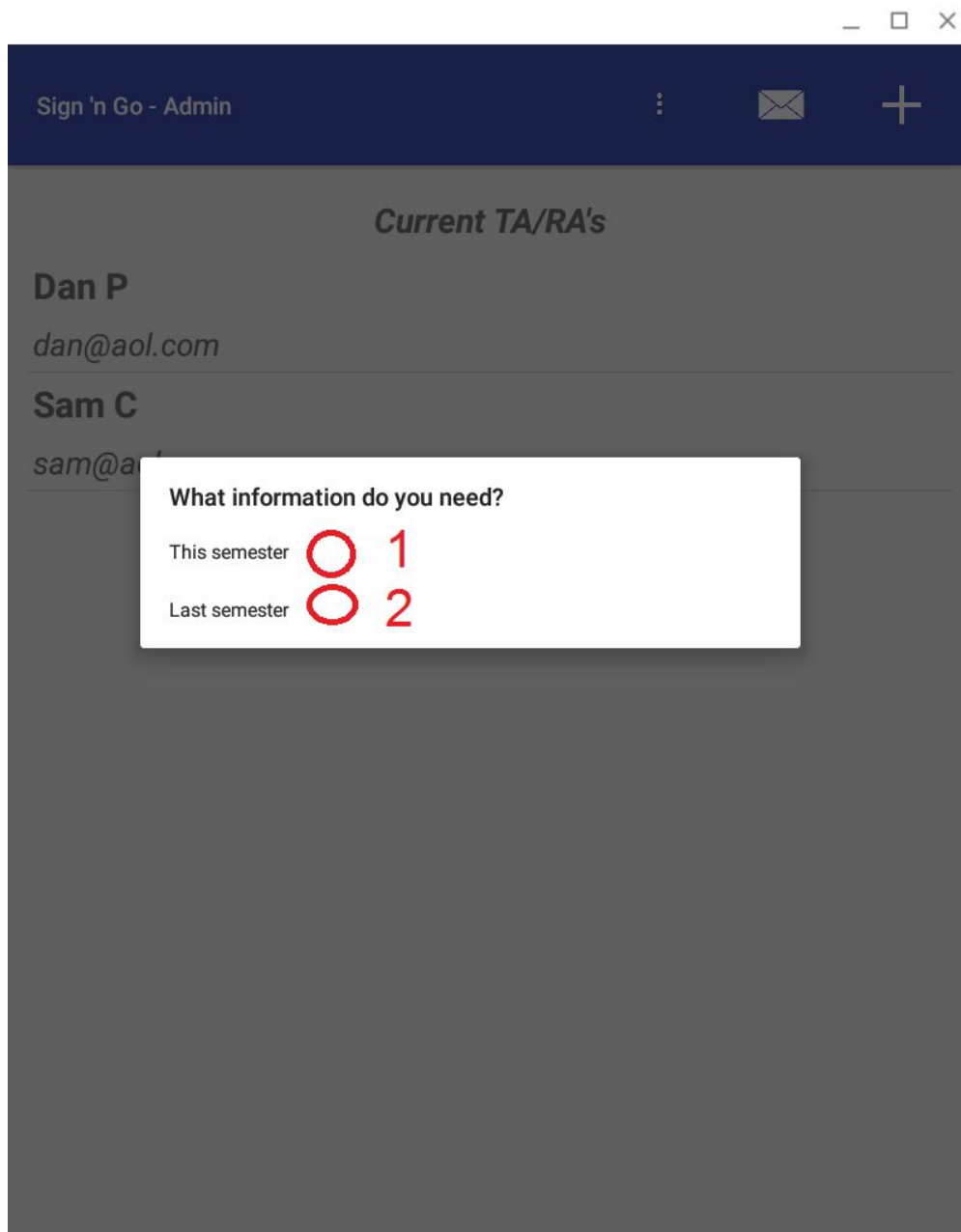This is the home screen of the Admin app. All employees from the current semester will be show here.


1) Semester settings (page 4)
2) Force send email (page 2)
3) Add new employee (page 5)
4) Edit/Delete User (page 3)

Sign 'n Go - Admin

Current TA/RA's

Dan P

dan@aol.com

Sam C

sam@a

What information do you need?

This semester ⚪ 1

Last semester ⚪ 2

1) Selecting this option will send an email with a .CSV file (which can be opened in Excel) with the sign-in log for the current semester.

2) Selecting this option will send an email with a .CSV file (which can be opened in Excel) with the sign-in log for the previous semester.

NOTE If clicking on the option does not work, use the arrow keys on your keyboard to highlight your selection and press enter/return.
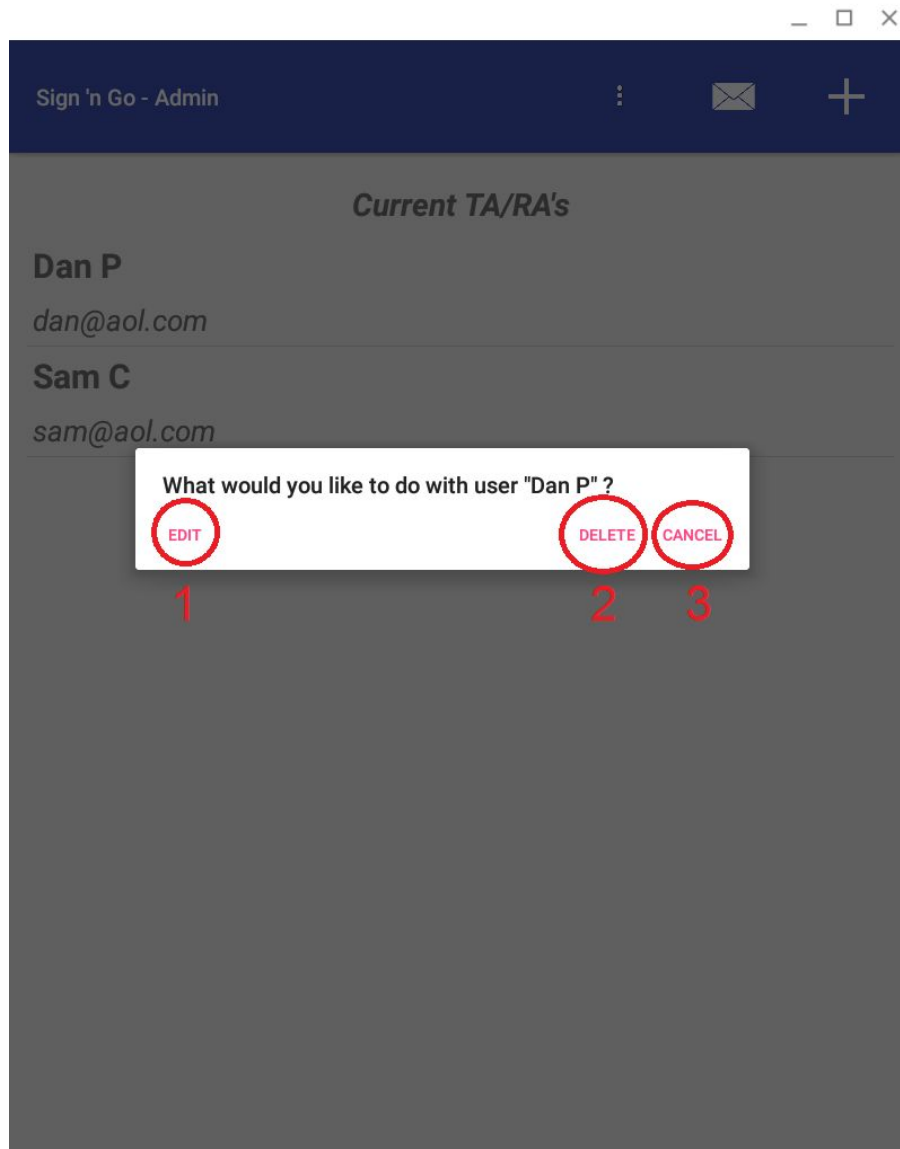
1) Edit the employee's information. (page)
2) Delete employee from database.
3) Do nothing.
NOTE If clicking on the option does not work, use the arrow keys on your keyboard to highlight your selection and press enter/return.

1) Select the month, date, and year of the semester's start date.
2) Select the month, date, and year of the semester's end date.
3) This button will update the current semester's start and end date to those selected above.
4) This button will create a new semester, using the start and end date selected above.
5) This is where you enter the email you would like to update the admin email to.
6) This button updates the admin email to the one entered above.

← Sign 'n Go - Admin

Name: ◯ 1   6

Email Address: ◯ 2

Position: ◯ TA ◯ RA ◯ 3

Faculty Advisor: ◯ 4

HR Account Code: ◯ 5

1) Enter the name of the employee here.
2) Enter the email address of the employee here.
3) Select whether the employee is a TA or RA.
4) Enter the faculty advisor of the employee here.
5) Enter the account code of the employee here.
6) When everything is filled out, this button will save the new employee.