

USER MANUAL FOR ADMINISTRATOR

Program Advisory Committee
(PAC) Management

Last Update: March 2023

USER MANUAL
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1.0 General Information

1.1 System Overview

This application has been designed for the Faculty of Niagara college to Manage and Create Members in different Committees or program, and at the same time communicate with them easily on one single platform.

Application has total 7 Pages and those are (Home, Members, Meetings, Announcements, Committees, Action Items and Staff).

This Manuel will discuss the functionality and description of each page.

1.2 Authorized Use Permission

This application will be publicly available on the Internet but can only be used by those who has Login credential in the System, and only Admin, Supervisor or Staff could create new Login credential by creating new Members.

2.0 SYSTEM FEATURES

The application has 4 versions for four different types of user (Admin, Supervisor, Staff and Members). Each user has some limitations to the usage of the application which will be discussed in their respective User Manual.

Admin has all the control over the application and can remove or add a supervisor or a staff member. The only limitation admin has is that he cannot remove himself for obvious reason.

2.1 *Login*

To log in into the system you firstly need an account, there are some demo accounts provided to Project managers including the admin account's credential. Once you have the Username and Password. The Steps to Log in are as follows:

1. Click on 'Login' at the right side of navigation bar
2. Type the Email and Password and hit Enter

Log in
Use a local account to log in.

Email
Password
 Remember me?

Log in

[Forgot your password?](#)
[Resend email confirmation](#)

2.1.1 Successful Login

If entered credential were correct you will be logged in and directed to home screen.

2.1.2 Invalid Login

If it says ‘Invalid login attempt’ it means either Email or Password is wrong. This version of application does not have feature to lock account if user types too many wrong password.

A screenshot of a login interface. At the top, a red error message reads: “• Invalid login attempt.” Below it is a “Email” input field containing “admin@outlook.com”. Underneath is a “Password” input field. To the left of the “Log in” button is a “Remember me?” checkbox. Below the “Log in” button are two links: “Forgot your password?” and “Resend email confirmation”.

2.2 Forgot your Password.

In case a user forgets the password of their account they have the option for reset their password. Just under the password field is ‘Forgot your password’, Click on it and enter the email. System will send a mail guiding further steps to follow.

A screenshot of a login interface. It shows a “Password” input field and a “Remember me?” checkbox. Below these is a large blue “Log in” button. Directly beneath the “Log in” button is a link “Forgot your password?”, which is highlighted with a red rectangular box. Further down the page, there is another “Email” input field containing “admin@outlook.com” and a blue “Reset Password” button.

2.4 Project Tracking – Pages

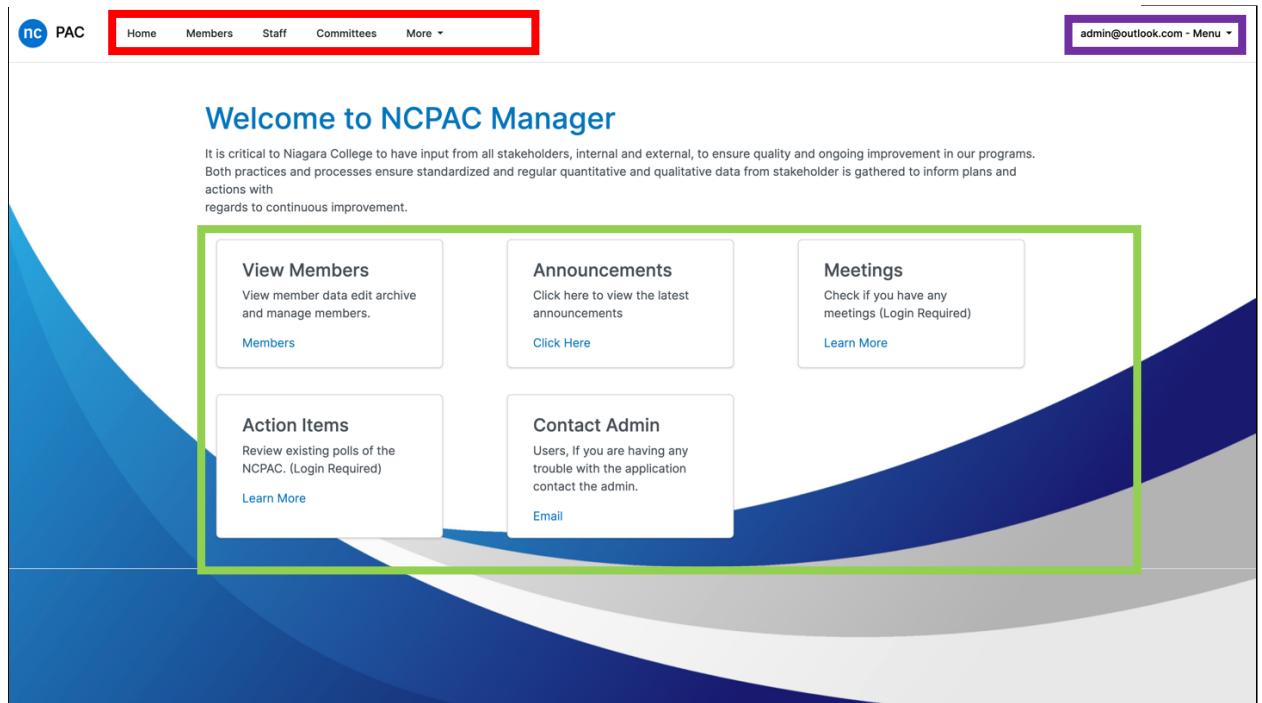
2.4.1. Home Screen

The Home screen Welcomes the User into NCPAC manager and explain a bit about the application goal.

The **Green** box contains the Navigation to the different parts of the Website those are Members, Announcements, Meeting, Action items and a user can directly send an email to Admin with a single click.

At the Top **Red** box is the Navigation bar which helps the user go to different pages of the application easy and quick.

On the Right Hand **Purple** box is the option to manage our account where user can reset their password, Add Two-Factor authentication or edit their personal detail.

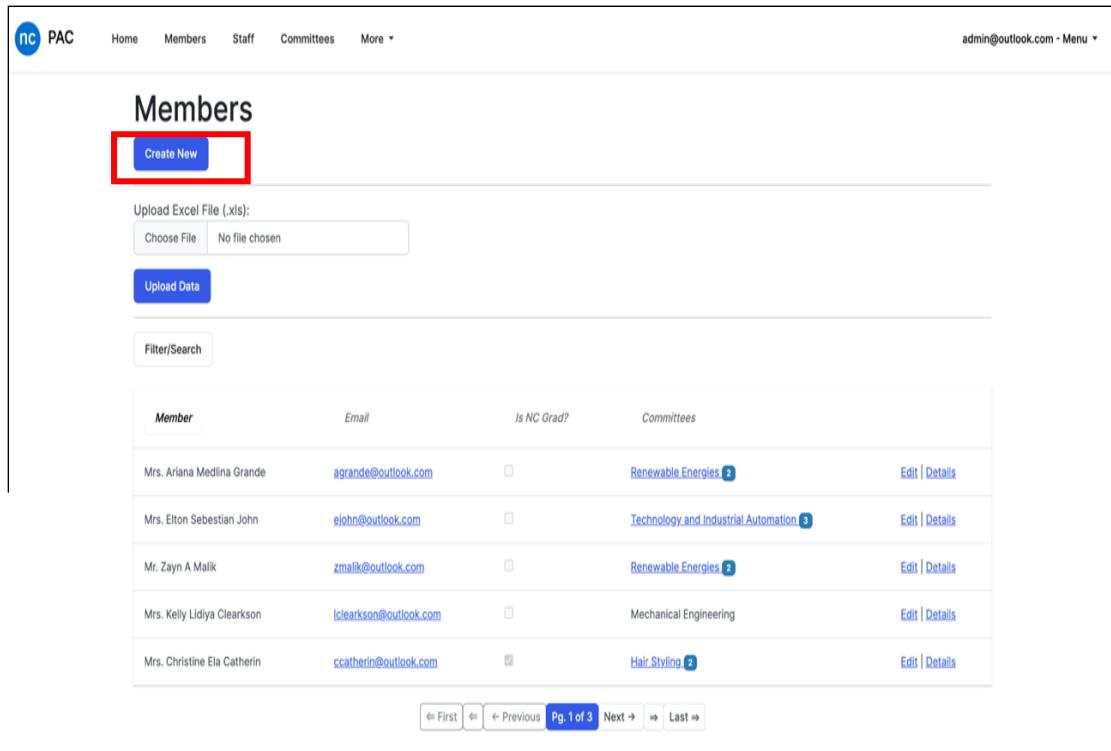


2.4.2 Members Page

The Member's page is where Admin can create a New Member, Search an Existing member, or filter through it.

To **Create** a New Member Steps are follows:

1. First Make sure you logged in as Admin.
2. Click on 'Create New'



The screenshot shows the 'Members' page of a web application. At the top, there is a navigation bar with links for Home, Members, Staff, Committees, and More. On the right side of the top bar, it says 'admin@outlook.com - Menu'. Below the navigation, the word 'Members' is displayed in a large, bold font. Underneath this, there is a blue button labeled 'Create New' which has a red rectangular box drawn around it. Below the button, there is a section for uploading an Excel file (.xls) with a 'Choose File' button and a message 'No file chosen'. There is also a blue button labeled 'Upload Data'. Further down, there is a 'Filter/Search' input field. The main area contains a table with columns: Member, Email, Is NC Grad?, and Committees. The table lists five members with their respective details and edit/delete buttons. At the bottom of the page, there are navigation links for First, Previous, Pg. 1 of 3, Next, and Last.

Member	Email	Is NC Grad?	Committees	Action
Mrs. Ariana Medina Grande	agrande@outlook.com	<input type="checkbox"/>	Renewable Energies <small>2</small>	Edit Details
Mrs. Elton Sebastian John	ejohn@outlook.com	<input type="checkbox"/>	Technology and Industrial Automation <small>1</small>	Edit Details
Mr. Zayn A Malik	zmalik@outlook.com	<input type="checkbox"/>	Renewable Energies <small>2</small>	Edit Details
Mrs. Kelly Lidya Clearkson	lclearkson@outlook.com	<input type="checkbox"/>	Mechanical Engineering	Edit Details
Mrs. Christine Ela Catherin	ccatherin@outlook.com	<input type="checkbox"/>	Hair Styling <small>2</small>	Edit Details

3. The application will ask for some Basic details in order to Create a new member such as First and Last name along with the Member's Email and Phone number.

Note: - Field with '*' are required to be filled.

4. Go to second page, and Select the Committee, then Select if the Member is a Niagara College Graduate or not, and if Is Active or not.

Required info

First Name *

Middle Name

Last Name *

Personal Email *

Personal Phone *

Create

Committees and Basic Info

Committees

Committees Selected - Choose Committees +

Computer Programming

Carpentry and Renovation
Computer, Electrical & Electronics Eng
Game Developement
Graphic Design
Hair Styling
Mechanical Engineering
Mechanical Techniques
Motive Power
Public Relations
Renewable Energies
Social Media Management

Is a Niagara College Graduate :

Is Active :

Create

1 — 2 — 3 — 4

« »

5. Once done, go to Third page and Fill the Other Personal Information.

Other Personal Info

Salutation
Mr.

Street Address
100 Niagara College

City
Welland

Province
Ontario

Postal Code
L3C7L3

Educational Summary

Date Joined
2023-03-26

Work Info

Work Street Address
100 Niagara College

Work City
Welland

Work Province
Ontario

Work Postal Code
L3C7L3

WorkPhone

Work Email
eg: example@example.com

Preferred Email
Personal Email

6. Fourth page contains the Work Info fields. Once every required Field has Been filled or checked. Click 'Create' and application will send an Invitation email to the Member's personal Email as shown below.

Details

Invitation email sent to Akash Slatch at akashslatch@gmail.com

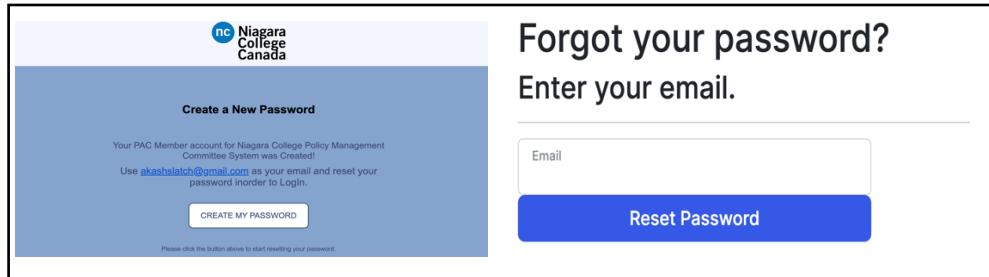
Member

Full Name Akash Slatch
Home Address ON
Personal Phone * (647) 514-9999
Personal Email * akashslatch@gmail.com

Work Information

Work Address ON
WorkPhone
Work Email
Occupational Summary

This is how the email will look like. It will ask the user to '**Create a Password**'. Once user click on it, they need to enter their Email again and the



Another Way to Create Multiple Members

There is one more way to create multiple members at once, the way it works is that admin or supervisor must Upload an Excel sheet that has all the necessary information required to create a member.

Such as Salutation, First and Last name, Personal Email and Work Email, if user is a Niagara College Graduate or not, DOB, Street Address, City, Province, and Postal Code. A Sample Excel has been provided along with the project folder. This is how the Member's information should be framed inside the Excel Sheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Mr.	John Kency	kjohn@gmail.com	johnk@gmail.com	Home	Yes	1999-09-09	87 King Street	Niagara	ON	Q2E7U5	
2	Mr.	Bank Dany	pdany@gamil.com	dbank@gmail.com	Work	No	1998-02-05	85 Queen Ave	Welland	ON	P819Y2	
3	Mrs.	Issabell b Connor	jcornor@gmail.com	cissabell@gmail.com	Home	Yes	1995-06-08	98 Rose Ave	Niagara	ON	W3R8T4	
4	Mrs.	Skyler Kohinoor	kskyler@gmail.com	skohl@gmail.com	Work	Yes	1997-08-07	77 Bron Street	Welland	ON	O8T8H1	
5	Mr.	Dylan s Camaran	dcamaran@gmail.com	camdyklan@gmail.com	Home	No	1995-04-03	21 Jury Ave	Niagara	ON	X3R8B4	
6												
7												
8												

At Last to Upload Excel Sheet Data: -

1. Click on 'Choose File' and browse the Excel Sheet that contains the members data.

Upload Excel File (.xls):
Choose File No file chosen
Upload Data

2. After selecting the Excel file, click 'Upload Data'.
3. And the Members Data will be added into the system.

Editing or Deleting an Existing Member

1. Click 'Edit' to edit the details of a Member, Once done with the editing press 'Save'.
2. If you want to Delete a member, you need to Uncheck 'Is Active' field on the second Page and hit Save.
3. The Member will be achieved and will not be shown in the list of Existing Members.
4. To look back on the achieved Members, go back to home page of Members and click 'Filter' and check 'Show Archived Members'.

Is Active :
Save

Show Archived Members: Filter Clear

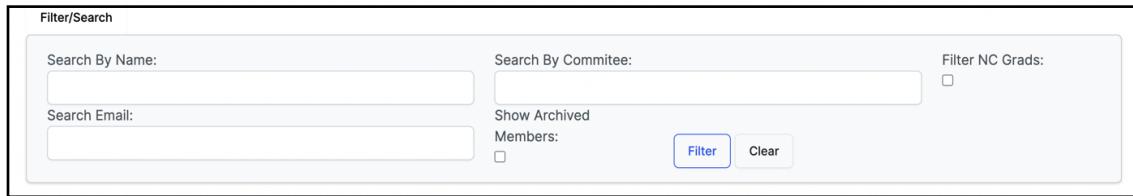
Filter/Search through the Existing Members

To search among the existing members

1. Click on Filer/Search

Upload Excel File (.xls):
Choose File No file chosen
Upload Data
Filter/Search

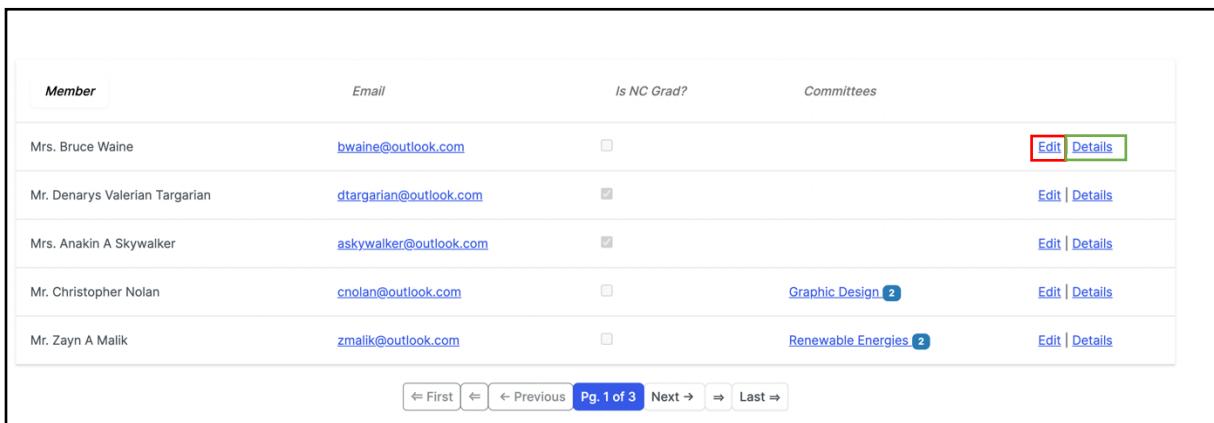
2. There are 4 options to filter through the Members those are by Name, Email, Committee and if the member is NC Grade or not. Apart from filtering through the existing member, you can also look at the Archived Members with 'Show Archived Members' option.



The image shows a 'Filter/Search' interface with four input fields: 'Search By Name:' (with placeholder 'Search Email:'), 'Search By Committee:' (with placeholder 'Show Archived Members:'), and 'Filter NC Grads:' (with an unchecked checkbox). Below these are 'Filter' and 'Clear' buttons.

3. At the Bottom is where Members are displayed along with their details.

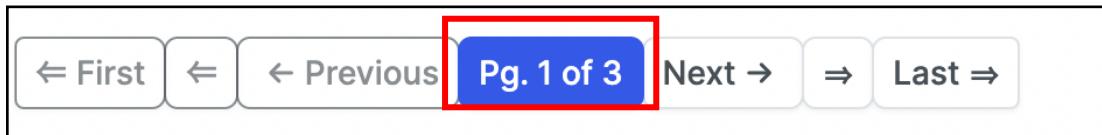
To Edit a Member, click '**Edit**' or to click on '**Details**' to look at the detail view of a Member



Member	Email	Is NC Grad?	Committees
Mrs. Bruce Waine	bwaine@outlook.com	<input type="checkbox"/>	Edit Details
Mr. Denarys Valerian Targarian	dtargarian@outlook.com	<input checked="" type="checkbox"/>	Edit Details
Mrs. Anakin A Skywalker	askywalker@outlook.com	<input checked="" type="checkbox"/>	Edit Details
Mr. Christopher Nolan	cnolan@outlook.com	<input type="checkbox"/>	Graphic Design <small>2</small> Edit Details
Mr. Zayn A Malik	zmalik@outlook.com	<input type="checkbox"/>	Renewable Energies <small>2</small> Edit Details

At the bottom of the table, there are navigation buttons: 'First', 'Previous', 'Pg. 1 of 3' (highlighted with a red box), 'Next', and 'Last'.

4. To Go to the next page Click 'Next' or let's suppose to have 10 members info on the same page, click on **Page number** and set Page size to '10'.



The image shows a row of navigation buttons: 'First', 'Previous', 'Pg. 1 of 3' (highlighted with a red box), 'Next', and 'Last'.

2.4.3 Staff

Only an Admin can create a new Staff member or has the ability to edit an existing one. Besides that there is also an option to Download Staff Reports.

Staff Members				
EMPLOYEE	PHONE	ROLES	ACTIVE	
Kait Ulisse Email: admin@outlook.com	(647) 857-4343	Admin	<input checked="" type="checkbox"/>	Edit
Patricia Beu Email: supervisor@outlook.com	(647) 857-4344	Supervisor	<input checked="" type="checkbox"/>	Edit
Banuka Ambegoda Email: banu@outlook.com	(647) 857-4345	Staff	<input checked="" type="checkbox"/>	Edit

1. To Create a new Staff Member, Click 'Create New'.
2. Enter the First name, Last Name, Phone Number and Email along with that Assign the Role to the New Staff Member.

Note:- All the Fields are required.	Phone
	<input type="text"/>
	The Phone field is required.

Create Employee	
First Name	Email
<input type="text"/>	<input type="text"/>
Last Name	Roles
<input type="text"/>	<input type="checkbox"/> Admin <input type="checkbox"/> Supervisor <input type="checkbox"/> Staff
Phone	
<input type="text"/>	
Create	
Back to Employee List	

3. Once done, A password reset link will be sent to the Email.



4. Click 'Edit' to edit a staff member.

5. Here are the details of 'Admin'. **Please note an Admin cannot change his own Role. But could change the roles of any other user.**

6. To Make a user Inactive. Uncheck 'Active' and the user login credentials will be deleted from the system. If you make them Active again, they will receive a new Password reset link on their email where they have set a new password.

Account Details for Kait Ulisse (admin@outlook.com)

First Name Kait	Email admin@outlook.com
Last Name Ulisse	Note: Changing Email will reset the password for the new Login and the user will need to use Forgot Password with the new Email.
Phone 6478574343	<input checked="" type="checkbox"/> Active Warning! If you make this user inactive, their login to the system will also be removed. If you ever want to allow them to login again, make them Active and let them know they must use Forgot Password to set a new one for this email address.
Roles <input checked="" type="checkbox"/> Admin <input type="checkbox"/> Supervisor <input type="checkbox"/> Staff	

Save

[Back to Employee Account List](#)

2.4.4 Committees

This is where to Manage, Create and filter through existing Committees. There is an option to Download Full Member Committee Report too which shows all the Existing Committees and their Divisions in an Excel Sheet.

Committees

[Create New](#)
[Download Full Member Committee Report](#)

Filter/Search

[Filter](#)

[Clear](#)

Committee	Division	
Welding Skills	Trades, Media & Technology	Edit Details
Technology and Industrial Automation	Trades, Media & Technology	Edit Details
Social Media Management	Trades, Media & Technology	Edit Details
Renewable Energies	Trades, Media & Technology	Edit Details
Public Relations	Trades, Media & Technology	Edit Details

[First](#)
[Previous](#)
Pg. 1 of 3
[Next](#)
[Last](#)

To Create, Edit or Delete a committee

1. Click 'Create New' to Create a new Committees.

Create

Committee

Committee Name

Division

[Create](#)

[Back to List](#)

2. Enter the Committee Name and its Division. Click ‘Create’ and it will be created in the System.
3. If you wish to Edit an Existing one, click ‘Edit’ and you can Change the Name of Committee or its Division.
4. ‘Details’ of a Committee will Show all the current Members in that Committee.

Details

Committee

Committee Name	Welding Skills
Division	Trades, Media & Technology
Members	Mrs. Samuel R Johnson 2 Mr. Randal Tarley

[Edit](#) | [Back to List](#)

5. There is also a feature to **Sort** Committees or Division Fields. Simple **Click** on either of it and it will be arranged themselves Alphabetically.



Committee	Division
Carpentry and Rennovation	Trades, Media & Technology
Computer Programming	Trades, Media & Technology
Computer, Electrical & Electronics Engineering	Trades, Media & Technology
Electrical Technician	Trades, Media & Technology
Game Developement	Trades, Media & Technology

2.4.5. Announcements

All the Announcements create by either Admin, Supervisor or any Staff Member will be Shown here to All the Users active on the Application.

1. To Create a New Announcement, Simply click 'Create New'.
2. Write Announcement Subject and Announcement Description and hit Create.
3. To Delete an Announcement, Click Delete under that Announcement and it will be deleted from the system.

Announcements

[Create New](#)

Two factor authentication

Posted At: 2023-03-27 6:10:57 AM

All the members who have not yet enrolled with 2 factor authentication please do that now. Follow this link <https://its.niagaracollege.ca/studentmfa/> for futher steps in enrolling in mfa. Please follow these instructions and setup 2 factor authentication ASAP to ensure the safety of your account.

[Delete](#)

2.4.6 Meetings

Creating, Editing or Deleting a Meeting

1. Click 'Create New' to create a New Meeting.
2. Enter Meeting Title, Description and Committee for the meeting. Also, Meeting Date and Time along with its Duration. At Last is the option to Upload any necessary Document required for the Meeting.
Please Note: - 'Was Cancelled checkbox has no use while creating a New Meeting'. It Has its use After the Meeting Has been created.

The screenshot shows a 'Create Meeting' form. The title 'Create' is at the top. Below it, the section 'Meeting' is labeled. The form fields include:

- Meeting Title: Introduction to Application
- Description: User Manual
- Committees: Computer Programming
- Meeting Time: 2023-03-27, 11:30 AM
- Duration (Mins): 60
- A checkbox labeled 'Was Cancelled' is present but appears to be disabled.
- Upload Documents: A file input field showing 'Choose Files' and 'README.md'.
- Action buttons at the bottom: 'Create' (in blue) and 'Back to List'.

3. To Delete a Meeting, Simply Click 'Delete' and it will be Deleted for everyone.
4. Click 'Edit' to Edit an Existing Meeting and hit 'Save'.

Filtering and Meeting Reports.

You can Filter through the Meeting with their Titles and Committees, or can also look for the Canceled Meetings.

Filter/Search

Search By Title:

Select by Committee:

Show Canceled Meetings:

Filter **Clear**

To Download Meetings Report, Click on Download on the Right side of the Page and an Excel Report for the Meetings will be Generated.

Download Meetings Report

2.4.7 Action Items

This Page can be used to Assign any specific work to a Member. To Demonstrate it, let's create a new Action Item.

1. Click 'Add New'.
2. An Action Item has been created with title 'Organization plans for annual meetup' with a Description and Selected a meeting where the plans will be or was discussed, and also selected the Member who is responsible to get this done.
3. Select the Date Appointed and Due Date for the Work, upload any necessary document required and hit Create. The Action item will be created.

Create

ActionItem

Action Item Title
Organization plans for the annual meetup

Description

Meeting
Initial Discussion

Member
Mr. Jenny T Babbenburg

DateAppointed
2023-03-27, 12:25 AM

Deadline
2023-03-27, 11:30 AM

Upload Documents:
 No file chosen

[Back to List](#)

4. Once the assigned item has been done, go to the 'Edit' and slide 'Is Completed' and hit Save. The Action Items will be achieved and will go off from the screen.

2023-04-08, 08:04:04.372 AM

Is Completed

Current Documents:

Upload Additional Documents:

Choose Files No file chosen

Save

[Back to List](#)

5. To look back into the Achieved items, click 'Filter/Search' and check 'Show Completed Action Items'. Deleting an achieve Item will delete it permanently from the system.

ACTION ITEM TITLE	MEETING	Member	TimeUntil	IS COMPLETED	
Setup a forum to get feedback from members	Committee Discussion	Mrs. Elton Sebastian John	2023-04-08 8:04:04 AM	<input checked="" type="checkbox"/>	Details Edit Delete
Complete the committee report for the year	Initial Discussion	Mrs. Elton Sebastian John	2023-04-06 8:04:04 AM	<input checked="" type="checkbox"/>	Details Edit Delete
Arrange the pac member survey	PAC Discussion	Mr. Zayn A Malik	2023-04-03 8:04:04 AM	<input checked="" type="checkbox"/>	Details Edit Delete