University of Twente

Design Project

Department of Computer Science

User's Manual

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Chapter 1

GENERAL INFORMATION

1.1 System Overview

The developed system called "BOZ Planner" is designed to support the procedure of finding secretaries to take minutes during meetings of programme committees at the University of Twente. The system is a web-based application which enables employees of the department of education affairs (BOZ) to schedule meetings, add users and organizations. It also enables students to subscribe for a meeting to take minutes and to upload them. The users of the system can access the system via the internet and the aesthetic designed interface serves as the usability of the system.

The authors of this User's Manual are the responsible party for the system as it is handed over after the Design Project and the system is a major application, meaning that it performs clearly defined functions that are not meant to support other systems. The system is coded in the language Python and utilizes the Django Framework. The status of the system is operational and hosted by servers of the university for which the Library, ICT-Services & Archive (LISA) department is responsible. Noteworthy is the utilization of the log-in credentials of the UT in order to use the system.

1.2 Authorized Use Permission

Due to the ability of the users to download minutes possibly containing sensitive data, users should be aware of potential harm for others when sharing it in unrestrained ways.

1.3 Points of Contact

1.3.1 Information & Help Desk

For informational and troubleshooting purposes please contact the development team under:

Contact name: BOZ Planner
Department: Faculty of EWI
e-mail address: bozplanner@pieterbos.me

In case of emergency, please also contact the development team.

1.3.2 Coordination

After the development of the system, the system is hosted at the servers of the university. Therefore, LISA is responsible for the hosting. In order to host the provided service, the following activities need to be done:

- LISA needs to receive information on the architectural structure of the system, in order to configure the servers.
- The responsibilities of hosting the services are handed over to LISA.

1.4 Organization of the Manual

The remainder of this manual discusses the system in general in Chapter 2. In order to work with the system, it is needed to understand what the system does and how it can be used.

In Chapter 3, preliminary information on how to get started with the system is provided as how to logging on to the system and how the system menu is positioned in the interface.

Finally in Chapter 4, a detailed description of the system from accessing the system until exiting it. This chapter explains the characteristics of the required user input and the reactive output from the system.

1.5 Acronyms and Abbreviations

In the list below the important acronyms and abbreviations needed to understand the manual are posed:

- ***OLC:*** programme committee
- ***BOZ:*** department of educational affairs
- ***LISA:*** department of Library, ICT-Services & Archive
- ***BMS:*** faculty of Behavioural, Management & Social Sciences

Chapter 2

SYSTEM SUMMARY

Introduction

In this chapter, an overview of the system is provided and explained. The demanded system configuration is stated, the data flows within the system are identified, the access levels for all different user groups are posed and finally, the contingencies and alternate modes of operation when accidents occur are discussed.

2.1 System Configuration

The system supports at least the three most common web browsers known, these are Internet Explorer (IE), Google Chrome and Mozilla Firefox. It is preferred that one of the latest versions of these web browsers is installed to be sure that the system runs on your set up. Check the settings of your preferred browser to know which version you are using. The system provides web based services, meaning that an active internet connection is required over Wi-Fi or by an Ethernet cable.

The system requires the user to fill in a variety of fields when creating a meeting, for example. Therefore, a keyboard is needed as input to the system. Moreover, it is required to have a mouse or touch-pad, in order to be able to navigate through the system.

2.2 Data Flows

The system contains a database in which the users are saved as well as the scheduled meetings, taken minutes and organizations. The system is designed to support you as the user in saving data and consulting the database for needed data. The system is also designed to provide the users with an overview of all scheduled meetings which provides the users with all the necessary data. When users try to schedule a meeting the system pops up a form that needs to be filled in to schedule the meeting in the database, the same procedure is needed to add users and organizations.

2.3 Users & User Access Levels

The system defines four different user groups, these are 1) administrators, 2) planners, 3) user managers and 4) secretaries. These users all have their own set of permissions in the system, these permissions restrict their level of system uses. In the following subsections, the users are identified and the pages they may access are indicated.

2.3.1 Administrator

An administrator is a user who has the permission to access all levels within the system, they are also permitted to add new users, organizations and meetings, they may change these entries and they are also allowed to delete them. In the next chapter, the functionalities of each page accessible for the administrator are explained.

2.3.2 Planner

A planner is a user who has the permission to schedule a meeting, to edit and (un)subscribe secretaries for a meeting and, to access the list of users in order to e-mail them. In the next chapter, the functionalities of each page accessible for the planner are explained.

2.3.3 User Manager

A user manager is a user who has the permission to manage the list of users and organization, that is to say, add them, edit them and deactivate them. In the next chapter, the functionalities of each page accessible for the user manager are explained.

2.3.4 Secretary

A secretary is a user who has the permission to subscribe to meetings and to unsubscribe from them (provided that the deadline has not passed) and they can manage their taken minutes. In the next chapter, the functionalities of each page accessible for the secretary are explained.

2.3.5 Other User Access Levels

Moreover, all groups of users are permitted to access the following pages:

- Help page, which helps users when issues or questions arise

- Preferences page, which enables users to adjust the settings of the system to adapt to their needs (exporting the schedule meetings to a personal agenda, enable notifications and changing the size of the content of the pages).

2.4 Contingencies and Alternate Modes of Operation

The system provides as mentioned web based services, meaning that the system is hosted on a server. The servers may suffer from outages or attacks (e.g. DDOS-attacks) from hackers, leading to a decline in performance. The system can become remarkable slow or even not accessible. The users then have to resort on the procedures as currently known by sending e-mails to each other. Due to the functionality of exporting the meetings to your own personal agenda, users can stay updated of their own meetings.

The system is designed to improve the procedure of finding secretaries for an OLC meeting by providing an overview, intuitively the system should not have to be continuously checked. Therefore, having less performance for a short period of time should not be very burdensome.

Chapter 3

GETTING STARTED

Introduction

In this chapter, the system menu is explained from accessing the system until exiting the system. The menus that are accessible for the different users are posed and discussed for each of these users separately.

3.1 Logging In

The system utilizes the UT credentials for users to log on, meaning that employee numbers and student numbers are used in combination with the password users have to log on to other systems, such as Osiris. However, in order to log on you need to be added to the system by an administrator or user planner of the system. These administrators or user planners are employees of BOZ of your own faculty, these employees can be contacted by e-mailing the associated department.

The log on screen should be familiar to the students and employees, because this screen is the same as for other systems of the UT.

Figure 3.1: The log on screen for users of the system

3.2 System Menu

The system redirects users to the meetings page after they successfully logged on to the system. Important to understand is that system contains multiple unique user groups - please refer to Subsection 2.3 for these user groups. The displayed functionalities and pages in the system adapt to the permissions the active user has, meaning that the different users see different pages when using the system.

The system is able to translate its pages according to the preferred language of the user's browser, the pages can be shown in either Dutch or English. Note that you need to change the settings of your browser to change the language of the system.

3.3 System Navigation

In this section, the navigation options within the system for the different users are posed considering the accessibility of the different pages. The users permitted to access the pages are also stated. Refer to Appendix A (section 5.1) for an overview

3.3.1 Meetings Page

The meetings page is accessible for the ***administrator, planner and secretary***

The meetings page can be accessed in two ways. Firstly, the minutes page can be accessed by clicking on the meetings tab, located in the top-left corner of the interface, depicted in Figure 3.2.

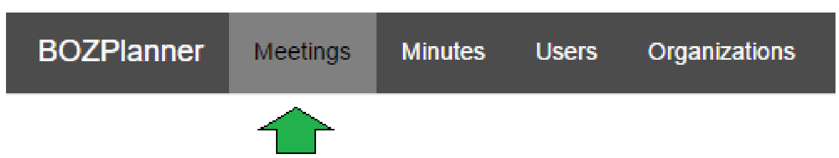

Figure 3.2: The meetings tab which redirects to the meetings page

Secondly, the meetings page is accessible by clicking on the BOZPlanner header, located in the top-left corner of the interface, as depicted in Figure 3.3.

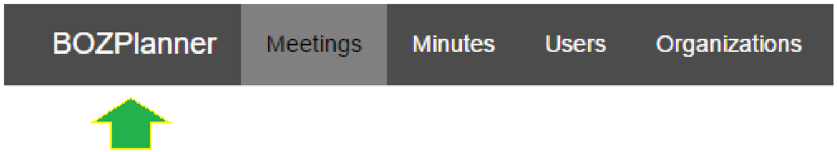

Figure 3.3: The header tab which redirects to the meetings page

3.3.2 Minutes Page

The minutes page is accessible for the ***administrator, planner and secretary***

The minutes page is accessible by clicking on the minutes tab, located at the left side in the top bar of the interface, as depicted in Figure 3.4.

Figure 3.4: The minutes tab which redirects to the minutes page

3.3.3 Users Page

The users page is accessible for the ***administrator, planner and user manager***

The users page is accessible by clicking on the users tab, located at the right of the minutes tab in the top bar of the interface, as depicted in Figure, 3.5.

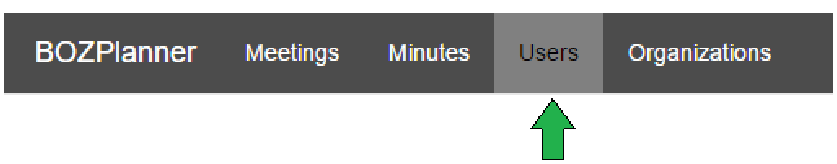

Figure 3.5: The users tab which redirects to the users page

3.3.4 Organizations Page

The organizations page is accessible for the ***administrator and user manager***

The organizations page is accessible by clicking on the organizations tab, located besides the users tab in the top bar of the interface, as depicted in Figure 3.6.

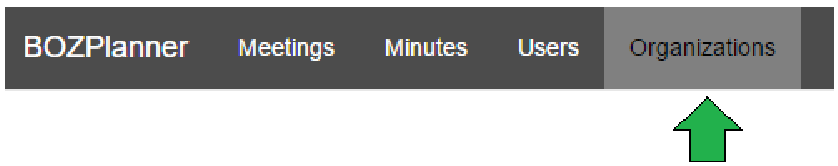

Figure 3.6: The organizations tab which redirects to the organizations page

3.3.5 Help & Preferences Pages

The help & preferences pages are accessible for ***all users***

The help page is accessible by clicking on the help tab, located in the top-right corner of the interface, as depicted in Figure 3.7.

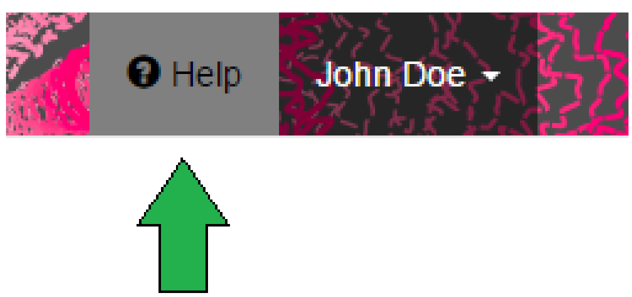

Figure 3.7: The help tab which redirects to the help page

The preferences page is accessible by firstly clicking on the dropdown menu named with your username, located next to the help tab in the top bar of the interface, as depicted in Figure 3.8.

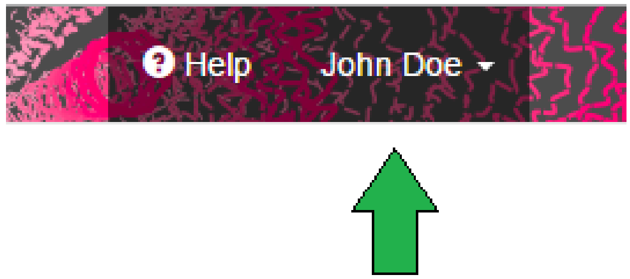

Figure 3.8: The dropdown menu tab which contains the link to the preferences page

Secondly, the preferences tab in the dropdown menu has to be clicked to be redirected to the preferences page. The preferences tab is depicted in Figure 3.9.

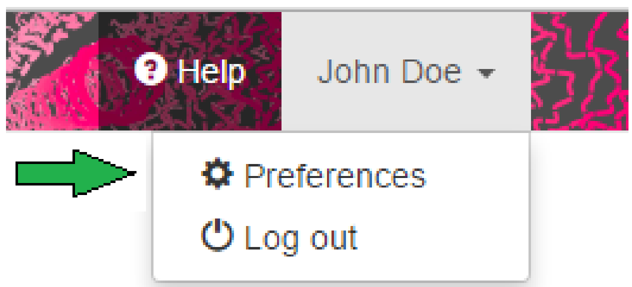

Figure 3.9: The preferences tab which redirects to the preferences page

3.4 Changing User ID and Password

As mentioned previously in this section, the system utilizes the log on system already existing for UT applications. Therefore, changing a user's password still proceeds via the LISA website of the university. This website is found under the following link:

`www.utwente.nl/icts/studenten/wachtwoordwijzigen`

3.5 Exit System

The system can be exited by navigating to the log out button on the top-right corner of the website. The user can log out by opening the user dropdown menu and than click on the log out button. In Figure 3.10 and 3.11. this process is depicted.

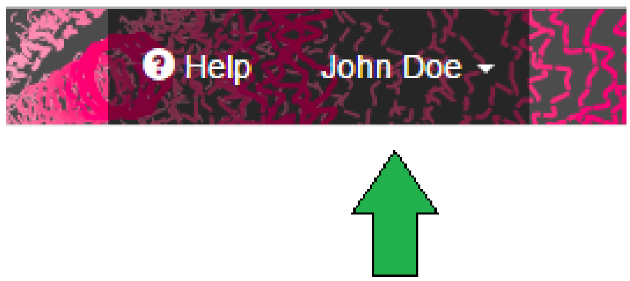

Figure 3.10: The user dropdown menu button

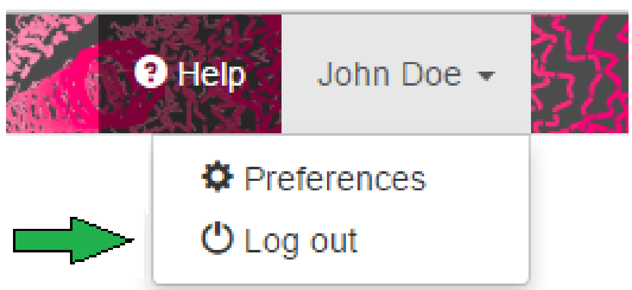

Figure 3.11: The log out button

Chapter 4

USING THE SYSTEM (ONLINE)

Introduction

In this chapter, the system functionalities are discussed according to the system menu as stated in the previous chapter. The explanation of each functionality is separated in the following sections. Please refer to Appendix A (Section 5.1) for the users permitted to see and use a system functionality.

4.1 Meetings Overview

The meetings overview can be found on the meetings page, refer to Subsection 3.3.1. This overview provides a list of all scheduled meetings that have not taken place yet. Not all functionalities are available for all users whom can access the page - please refer to Section 5.1 in the Appendix. In the following subsections, the functionalities are identified and their procedures of use are depicted in the various figures. A summary of the functionalities of the meetings overview is depicted in Figure 4.1 below.

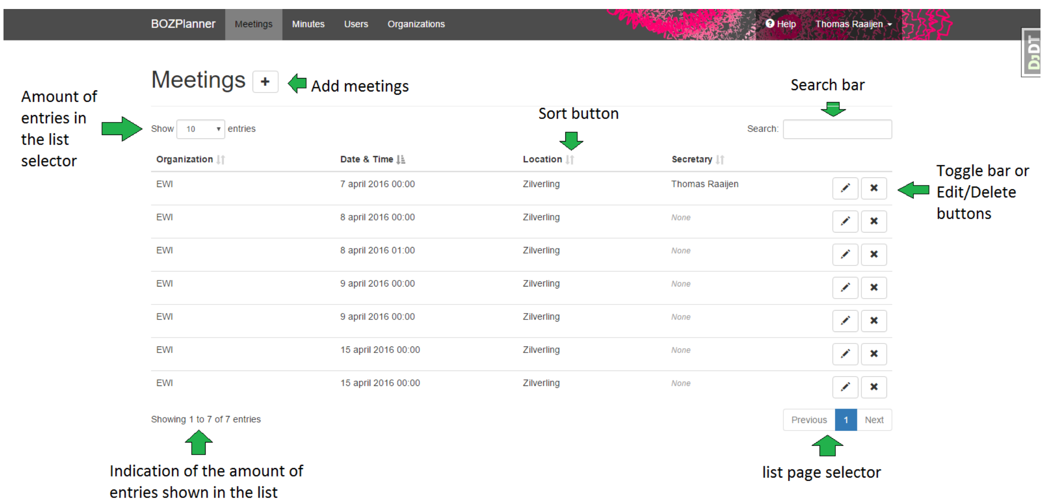

Figure 4.1: The meetings overview page

4.1.1 Add Meetings

The functionality can be used by the ***administrator and planner***

Administrators and planners are permitted to add meetings in the database. Meetings can be added by following the steps below:

1. Navigate to the add button next to the Meetings header in order to add meetings, depicted in Figure 4.2.

Figure 4.2: the add button in order to add meetings

2. A form is shown which should be filled in, this form is depicted in Figure 4.3. The form contains a date & time selector which serves to fill in the date and time of the to be planned meeting. In paragraph 4.1.1.1, the date & time selector is explained.

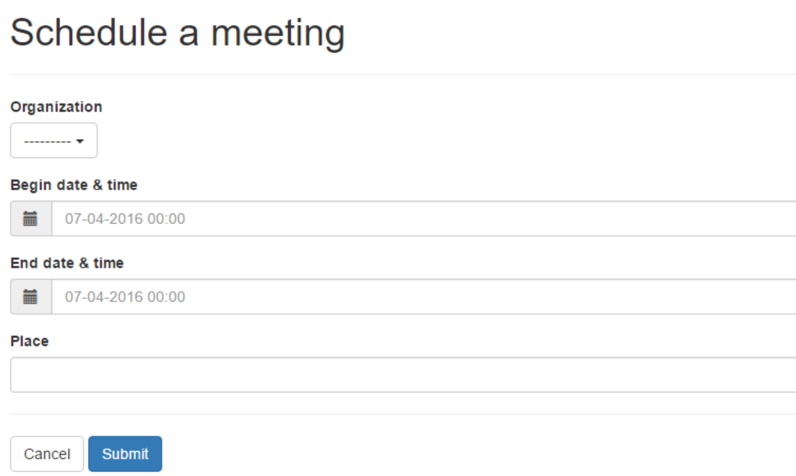

Figure 4.3: The form which is shown to add meetings

3. The meeting can be added by clicking on the submit button, located on the left lower corner of the page, or the procedure can be cancelled by clicking on the cancel button.

4.1.1.1 The Date & Time selector

The functionality can be used by the ***administrator and planner***

The date & time selector helps the user to pick the time and date for a meeting by intuitively filling in the date and time via a few clicks in a calendar and a digital clock. The user should fill in the begin date & time and the end date & time. The end date & time field adapts to the date the user fills in the begin date & time field. The date & time selector is depicted in Figure 4.4.

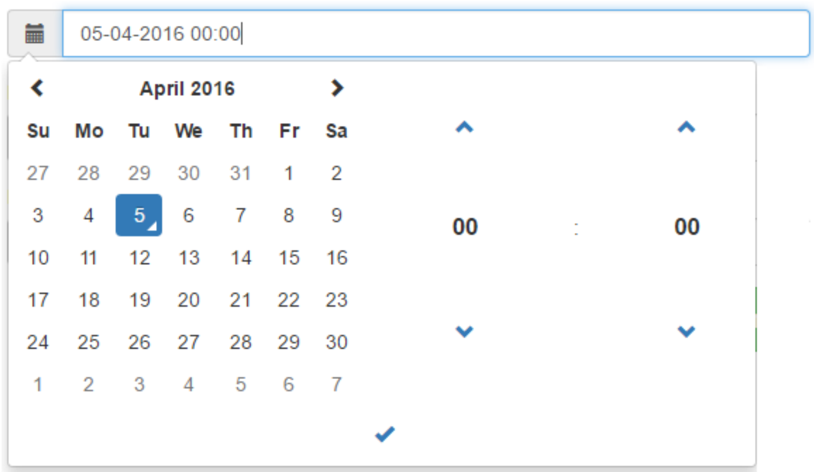

Figure 4.4: The date & time selector with the calendar and digital clock

4.1.2 Search Meetings

The functionality can be used by the ***administrator, planner and secretary***

You as the user of the system can search for meetings in the list by filling in a search bar located above of the meetings list. The search bar can cope with any input given to it. The best results will be shown when filling in the organization, date & time, locations or secretaries, meaning that it will only find results based on entries of these table columns. The search bar is depicted in Figure 4.5.

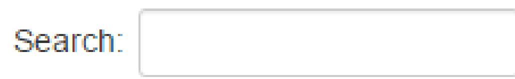

Figure 4.5: The search bar which searches through the overview lists

4.1.3 Sort Meetings

The functionality can be used by the ***administrator, planner and secretary***

The list of meetings can be sorted by using the sorting button besides the column name, the list will be sorted alphabetically or chronologically. These sorting buttons are depicted in Figure 4.6.

Figure 4.6: Example of the sorting button to sort on the columns of the list

4.1.4 Shown Meetings

The functionality can be used by the ***administrator, planner and secretary***

Users of the system can change the amount of shown meetings in the list. The lists can contain multiple pages when the amount of scheduled meetings surpass the amount of shown meetings in the list. To adjust the amount of meetings and navigate through the various possible pages the following steps can be taken:

1. Navigate to the adjuster, located at the left side of the meetings page above the list of meetings and click on the selection button. This button is depicted in Figure 4.7.

Figure 4.7: The adjuster selection button

2. Once you have clicked on the selection button, you can decide to show 10, 25, 50 or 100 entries in the list. This selection is depicted in Figure 4.8.

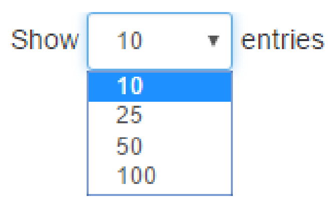

Figure 4.8: The selection of how many entries should be listed

3. When the amount of scheduled meetings surpass the amount shown in the list, you can navigate to the other pages of the list by selecting the page you want to display. This selection, located below the list on the right side, is depicted in Figure 4.9.

Figure 4.9: The list selection buttons

4. You can also see which entries you are displaying in the list at the moment, this can be seen below the list on the left side. This notion is depicted in Figure 4.10.

Figure 4.10: The notion about which page you are showing

4.1.5 Subscribe to Meetings

The toggles can be used by the ***secretary***

Secretaries can subscribe to meetings by sliding a toggle button, located on the right side of every entry in the list of meetings. Secretaries can subscribe to a meeting when the deadline has not passed yet, this deadline is ten days before the meeting takes place. The secretary is subscribed when the toggle is showing green, as depicted in Figure 4.11. Whenever you are not subscribed for a meeting but it is still open for subscription, the toggle shows red as depicted in Figure 4.12.

Figure 4.11: The toggle button when you are subscribed as secretary

Figure 4.12: The toggle button when you are not subscribed as secretary

When the deadline for subscription has passed, the toggle will show that it is disabled by slightly fading out. The administrator and planner of the system can still add a secretary or change the subscription by changing the secretary in the edit menu, refer to Subsection 4.1.6 for the edit menu. The disabled toggle is depicted in Figure 4.13.

Figure 4.13: The disabled toggle button

4.1.6 Edit Meetings

The functionality can be used by the ***administrator and planner***

The organization, secretary, the begin date & time, the end date & time and location of a meeting can be changed by the users of the system when these entries are incorrect. As previously mentioned in Subsection 4.1.5, the subscription of a secretary can be cancelled via the edit menu. The procedure of editing meetings is as followed:

1. Navigate to and click the edit button of a meeting in the meetings list. This edit button is depicted in Figure 4.14.

Figure 4.14: The edit button to edit meetings

2. A form pops up on your screen to change the meeting. This form also contains a date & time selector as explained in paragraph 4.1.1.1. The pop up form is depicted in Figure 4.15

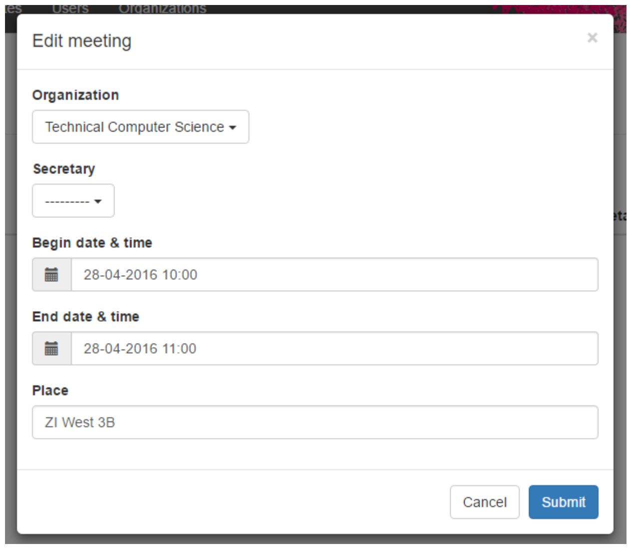

Figure 4.15: The form to edit meetings

4.1.7 Delete Meetings

The functionality can be used by the ***administrator and planner***

Meetings can also be deleted when they are cancelled by the OLC for example. The system will always ask users if they are sure that they want to delete the meeting. The deletion of a meeting proceeds by the following steps:

1. Navigate to and click the delete button of a meeting in the meetings list. This edit button is depicted in Figure 4.16.

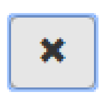

Figure 4.16: The delete button to delete a meeting

2. A warning pops up on your screen, on top of the view page, to ask users if they are sure to delete the meeting.This pop up warning is depicted in Figure 4.17

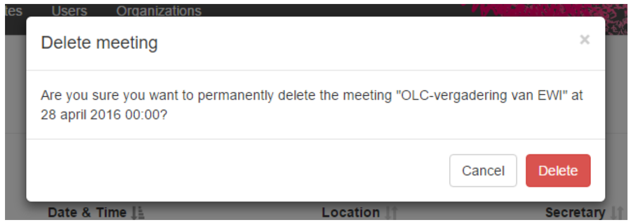

Figure 4.17: The warning which pops up to ask whether users are sure to delete a meeting

4.2 Minutes Overview

The minutes overview can be found in the menu, refer to Subsection 3.3.2. This overview provides a list of all meetings in the past for which secretaries can upload minutes and for which minutes can be downloaded. Not all functionalities are available for all users whom can access the page - please refer to Section 5.1 in the Appendix. In the following subsections, the functionalities are identified and their procedures of use are depicted in the various figures. A summary of the functionalities of the minutes overview is depicted in Figure 4.18 below.

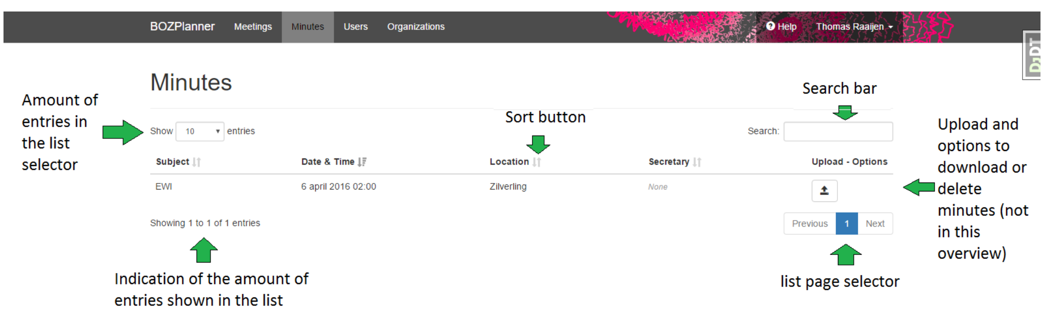

Figure 4.18: The minutes overview page

4.2.1 Search Minutes

The functionality can be used by the ***administrator, planner and secretary***

Searching through the list of minutes follows the same steps as searching through the list of meetings as explained and depicted in Subsection 4.1.2, meaning that the search functionalities searches on data input of the columns in the list. In this case, the columns are: subject, date & time, location and secretary. You can search for the subject "BMS", for example, and it will find all OLC meetings within the faculty of BMS.

4.2.2 Sort Minutes

The functionality can be used by the ***administrator, planner and secretary***

Sorting the list of minutes follows the same steps as sorting the list of meetings, as explained and depicted in Subsection 4.1.3, meaning that the sort functionality sorts the list based on a column in the list, these columns are; subject, date & time, location and secretary.

4.2.3 Shown Minutes

The functionality can be used by the ***administrator, planner and secretary***

Show lists of minutes follows the same steps as showing the lists of meetings as explained and depicted in Subsection 4.1.4.

4.2.4 Upload Minutes

The functionality can be used by the ***administrator, planner and secretary***

Minutes can be uploaded on the minutes page when you have attended the meeting and have taken the minutes or when you are administrator or planner. Minutes can be uploaded as followed:

1. Navigate to the upload button for the meeting you would like to upload minutes for and click on it. The upload button is depicted in Figure 4.19.

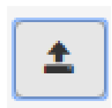

Figure 4.19: The upload button to upload minutes

2. Your system's directory will open as soon as you click on the upload button. Navigate to the file you would like to upload and click on 'open'. An example of the system's directory is depicted in Figure 4.20.

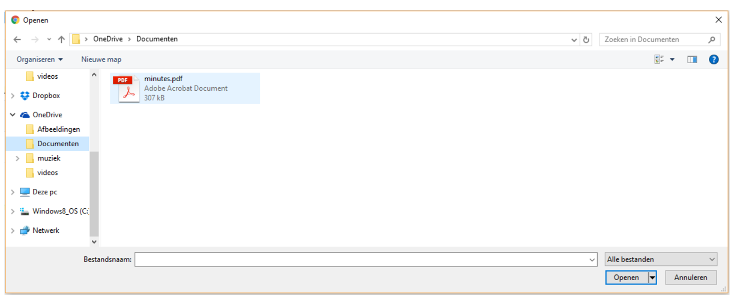

Figure 4.20: An example of a system's directory

4.2.5 Download Minutes

The functionality can be used by the ***administrator, planner and secretary***

Minutes can be downloaded on the minutes page when you as secretary have uploaded them or, you are an administrator or planner. Minutes can be downloaded as followed:

1. Navigate to the dropdown button which is named 'minutes', located in the column named "Upload - Options", for the meeting you would like to download the minutes for and click on it. The minutes dropdown button is depicted in Figure 4.21.

Figure 4.21: The dropdown button to download minutes

2. Once you have clicked on the dropdown button, you would see a pop up below the button listing all uploaded minutes for the meeting. You then have two options to download the minutes; or you click on the link of the minutes (the file name), or you click on the download button. This pop up is depicted in Figure 4.22.

Figure 4.22: The pop up which enables you to download and delete minutes

4.2.6 Delete Minutes

The functionality can be used by the ***administrator and planner***

Deleting minutes follows almost the same steps as downloading them, these steps are explained and depicted in Subsection 4.2.5:

1. Navigate to the minutes dropdown button, located in the column named "Upload - Options", for the meeting you would like to delete the minutes for and click on it. The minutes dropdown button is depicted in Figure 4.21.

2. Once you have clicked on the dropdown button, you will see a pop up screen appear below the dropdown button. You will see a red button with a cross in it located at the right side in the pop up screen which can be pressed to delete the minutes. This delete button is depicted in Figure 4.22.

3. Once you have clicked on the delete button, a screen pops up to ask you whether you are sure you want to delete the minutes. This pop up screen is depicted in Figure 4.23.

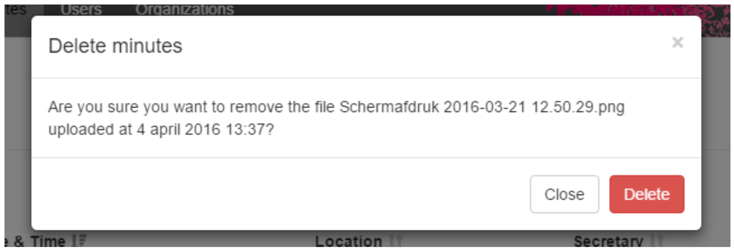

Figure 4.23: The pop up which asks whether you are sure to delete the minutes

4.3 Users Overview

The users overview can be found on the users page. This overview provides a list of all users of the system. Not all functionalities are available for all users whom can access the page - please refer to Section 5.1 in the Appendix. In the following subsections, the functionalities are identified and their procedures of use are depicted in the various figures. A summary of the functionalities of the users overview is depicted in Figure 4.24.

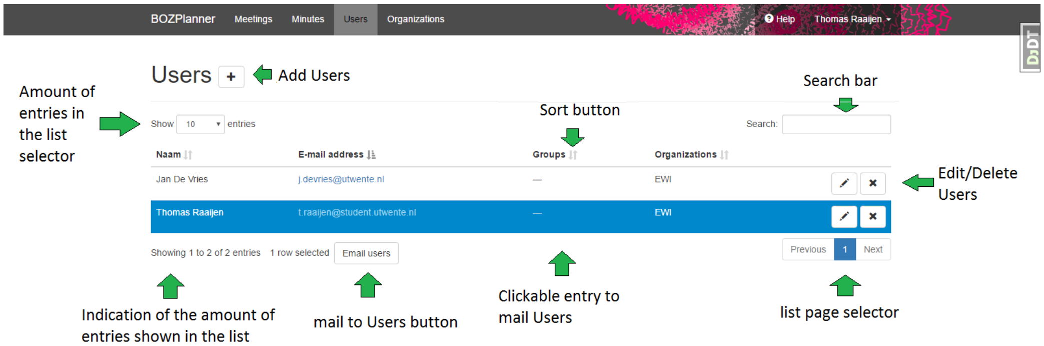

Figure 4.24: The users overview page

4.3.1 Add Users

The functionality can be used by the ***administrator and user manager***

Users can be added to the system by filling in their data in a form, to do this you will need to take the following steps:

1. Navigate to the add button, located next to the users header on the users page, and click on it. This add button is depicted in Figure 4.25.

Figure 4.25: The add button to add users to the system

2. Once you have clicked on the button, a form is shown in which the username, first name, surname, e-mail address, user group, for example "secretary", and the associated organization should be filled in. Note that the student number or employee number needs to be used as the username, in order to grant the user access to the system via the UT sign-on portal. This form is depicted in Figure 4.26

Figure 4.26: The form that is shown to add a user

4.3.2 Search Users

The functionality can be used by the ***administrator, planner and user manager***

Searching through the list of users follows the same steps as searching through the list of meetings as explained and depicted in Subsection 4.1.2, meaning that the search functionalities searches on data input of the columns in the list. In this case, the columns are; name, e-mail address, groups and organizations. You can search for the group "secretary", for example, and it will find all users belonging to the group of secretaries.

4.3.3 Sort Users

The functionality can be used by the ***administrator, planner and user manager***

Sorting the list of users follows the same steps as sorting the list of meetings, as explained and depicted in Subsection 4.1.3, meaning that the sort functionality sorts the list based on a column in the list, these columns are; name, e-mail address, groups and organizations.

4.3.4 Shown Users

The functionality can be used by the ***administrator, planner and user manager***

Show lists of users follows the same steps as showing the lists of meetings as explained and depicted in Subsection 4.1.4.

4.3.5 Mail to Users

The functionality can be used by the ***administrator, planner and user manager***

Users whom are listed in the users overview can also be mailed if selected by you as the user. By sorting the list or searching through the list, it is very easy to mail all users of the same group or organization because then the users are grouped together. Selected user entries will turn blue when selected and when at least one user is selected, a mail to button is shown below the list of users. Once you click on this button, you can copy all e-mail addresses and copy it into your own mail-client, such as Google Mail and Microsoft Outlook. The following steps should therefore be taken:

1. Select users you want to send mail, users can be selected by clicking on them in the list. Note that you can group users in the list by searching for them or sorting the list based on the important column. The selection of a user is depicted in Figure 4.27.

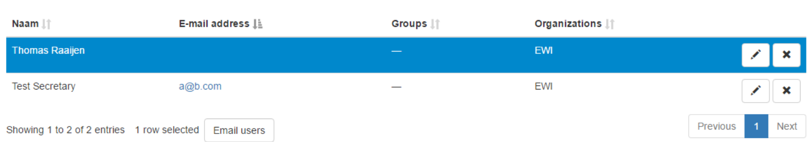

Figure 4.27: The selecting of users in the users list

2. Once the users are selected whom you want to sent a mail to, you should click on the button below the list of users named "Email users". This button is depicted in Figure 4.28.

Figure 4.28: The button to pop up the list of e-mail addresses

3. A list of e-mail addresses then pops up which can be copied by clicking on the copy button on the right side of the pop up. This pop up is depicted in Figure 4.29

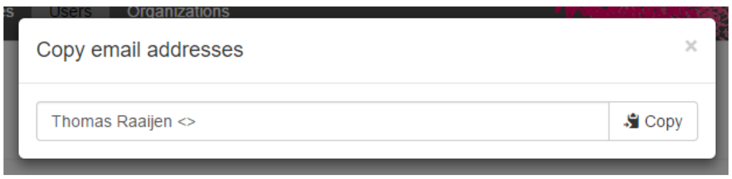

Figure 4.29: The pop up in which a list of e-mail addresses is generated which can be copied

4.3.6 Edit Users

The functionality can be used by the ***administrator and user manager***

Editing users in the users overview follows the same procedure as editing meetings in the meetings overview, refer to Subsection 4.1.6 for the procedure of editing meetings. The username, first name, surname, e-mail address, groups and the associated with organizations can be changed in the pop up form for editing users.

4.3.7 Deactivate Users

The functionality can be used by the ***administrator and user manager***

Deactivating users in the system follows the same procedure as deleting meetings in the meetings overview, refer to Subsection 4.1.7 for the procedure of deleting meetings. However, there is a slight difference in the underlying processes, which are not visible to the user. The difference is that users cannot actually be deleted from the system due to their dependencies within the system, secretaries are for example associated with their attended meetings and uploaded minutes. This implies that users can only be deactivated in the system, this deactivation makes the user invisible in the system. The users then cannot be added to the system any more, the administrator should then manually access the database and set the user as active back in the system.

4.4 Organizations Overview

The organizations overview can be found on the organizations page. This overview provides a list of all organizations in the system, such as the faculty of BMS. Not all functionalities are available for all users whom can access the page - please refer to Section 5.1 in the Appendix. In the following subsections, the functionalities are identified and their procedures of use are depicted in the various figures. A summary of the functionalities of the organizations overview is depicted in Figure 4.30 below.

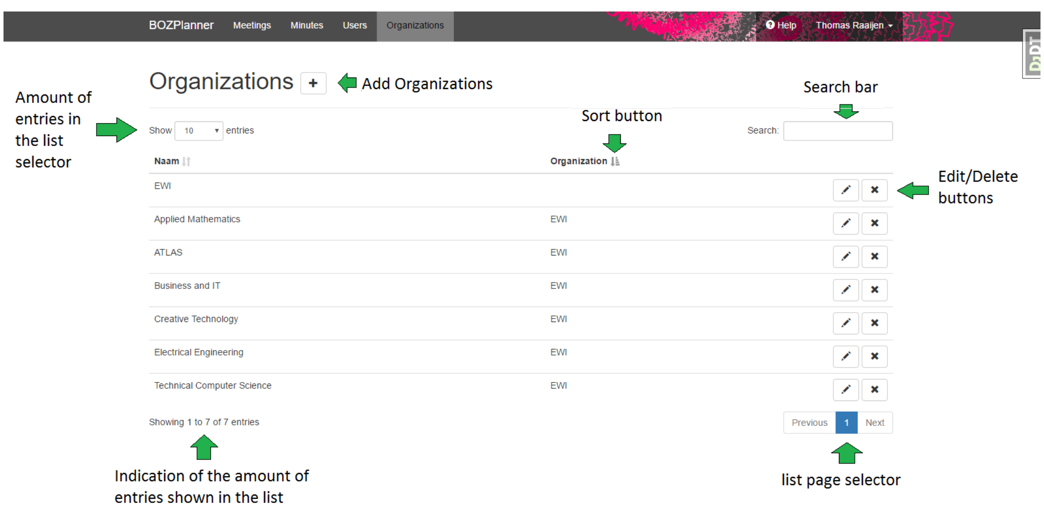

Figure 4.30: The organizations overview page

4.4.1 Add Organizations

The functionality can be used by the ***administrator and user manager***

Organizations can be added to the system by filling in their name and their parent organization, to do this you will need to take the following steps:

1. Navigate to the add button, located next to the organizations header on the organizations page, and click on it. This add button is depicted in Figure 4.31.

Figure 4.31: The add button to add organizations to the system

2. Once you have clicked on the button, a form is shown in which the name of the organization, for example "International Business Administration", and its parent organization, for example "BMS", should be filled in. This form is depicted in Figure 4.32

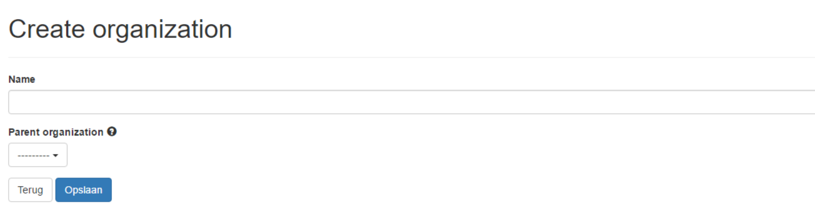

Figure 4.32: The form that pops up to add an organization

4.4.2 Search Organizations

The functionality can be used by the ***administrator and user manager***

Searching through the list of organizations follows the same steps as searching through the list of meetings as explained and depicted in Subsection 4.1.2. In this case, the columns in which can be searched are; name of the organization and the name of the parent organization it belongs to. For example, you can search for the organization "International Business Administration".

4.4.3 Sort Organizations

The functionality can be used by the ***administrator and user manager***

Sorting the list of organizations follows the same steps as sorting the list of meetings, as explained and depicted in Subsection 4.1.3, meaning that the sort functionality sorts the list based on a column in the list.

4.4.4 Shown Organizations

The functionality can be used by the ***administrator and user manager***

Show lists of organizations follows the same steps as showing the lists of meetings as explained and depicted in Subsection 4.1.4.

4.4.5 Edit Organizations

The functionality can be used by the ***administrator and user manager***

Editing organizations in the organizations overview follows the same procedure as editing meetings in the meetings overview, refer to Subsection 4.1.6 for the procedure of editing meetings. The organization itself and its parent organizations can be changed in the pop up form for editing organizations.

4.4.6 Delete Organizations

The functionality can be used by the ***administrator and user manager***

Deleting organizations in the organizations overview follows the same procedure as deleting meetings in the meetings overview, refer to Subsection 4.1.7 for the procedure of deleting meetings.

4.5 Help Overview

The help overview can be found on the help page. This overview provides a list of all pages of the system for which a small user guide is included. Not all guides are available for all users because they may not have the permission to access certain pages, meaning that they do not have to get help regarding these pages - please refer to Section 5.1 in the Appendix in order to know which pages are not accessible for you. In the following subsection, a short overview is provided about the help page and procedures of use are depicted in various figures. A summary of the functionalities of the help overview is depicted in Figure 4.33 below.

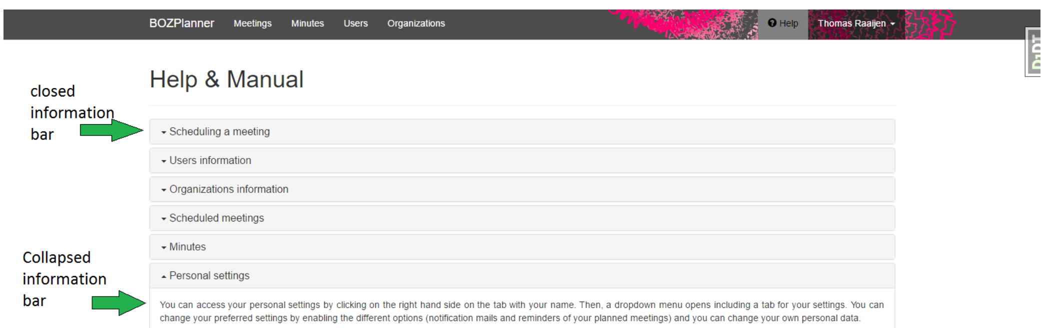

Figure 4.33: The help overview page

4.5.1 User Guides

The functionality can be used by ***all users***

The help overview consists of explanations about the different pages of the system. The information and explanations are collapsed in different bars entitled with the name of the page about which it provides more information and guides. Note that not every page is accessible for the different users of the system. The following steps need to be taken to receive more information:

1. Navigate to the bar for which you want more information and click on it. Navigate, for example, to the bar named "Personal settings" to receive information about the preferences page. This bar is depicted in Figure 4.34.

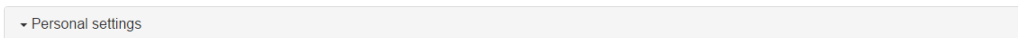

Figure 4.34: An information bar on the help page

2. Once you click on the bar, the information about the chosen system page collapses and is displayed. An example of a collapsed information bar is depicted in Figure 4.35.

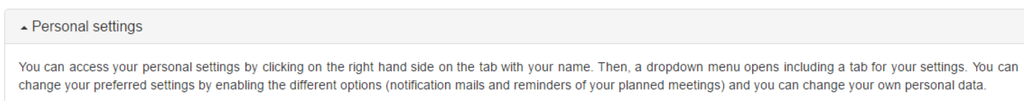

Figure 4.35: A collapsed information bar

4.6 Preferences Overview

The preferences overview can be found on the preferences page. This page provides a overview of all functionalities which can be used to adapt the system to your personal preferences. In the following subsections, the functionalities are identified and their procedures of use are depicted in the various figures. A summary of the functionalities of the preferences overview is depicted in Figure 4.36.

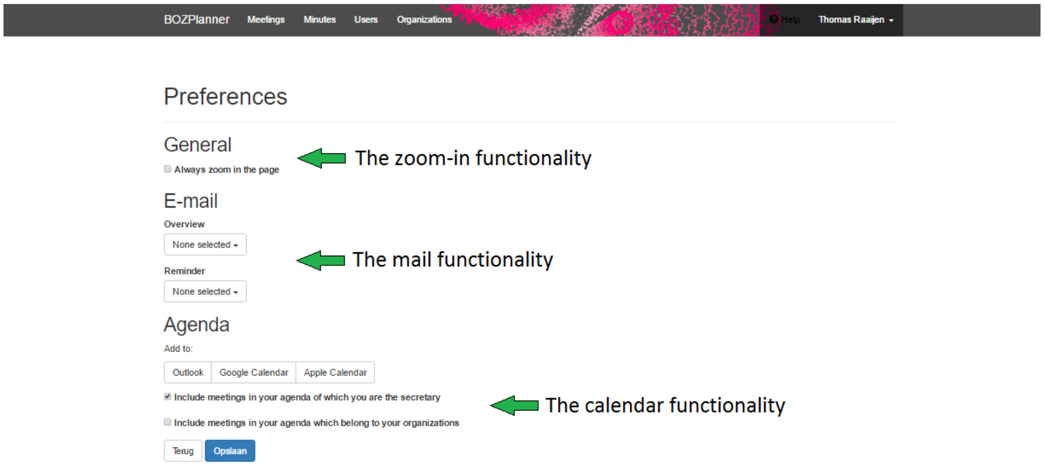

Figure 4.36: The preferences overview page

4.6.1 System Zoom-in

The functionality can be used by ***all users***

As user, you can chose to zoom-in the pages of the system. In the preferences page you can select a check-box to zoom-in the system for 110%. This can be used to enlarge the lists of meetings, minutes, users and organizations and all other functionalities. This zoom-in functionality serves to improve the readability of the system. The following steps need to be taken to activate the zoom-in functionality:

1. Navigate to the section named "General" on the preferences page and check the check-box labelled "Always zoom in the page". This check-box is depicted in Figure 4.37.

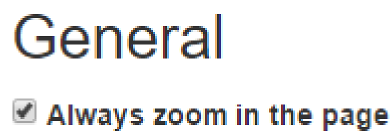

Figure 4.37: The check-box to activate the zoom-in functionality

2. Save your preferences by clicking on the save button, located at the bottom of the preferences page. This save button is depicted in Figure 4.38.

Figure 4.38: The save button to save changes to your preferences

4.6.2 E-mail overview

The functionality can be used by ***all users***

There are two e-mail overviews; the first one is an overall e-mail overview and the other is specifically for secretaries in the system. You can choose to receive overview mails about the scheduled meetings and you can choose to receive reminder mails about the scheduled meetings. Reminder mails are sent when a meeting has no secretary and if the meeting is in the near future (within 10 days). Secretaries can choose to receive overview mails designed to notify them about newly scheduled meetings and they can choose to receive confirmation mails by checking a check-box. The following preferences can be set in the system:

General e-mail functionalities

1. You can choose to receive overview mails about scheduled meetings for a specific organization. This functionality is depicted in Figure 4.39.

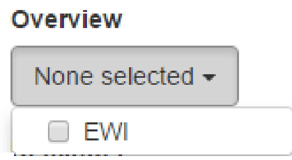

Figure 4.39: The selection to receive overview mails

2. You can choose to receive reminder mails about scheduled meetings for a specific organization. This functionality is depicted in Figure 4.40.

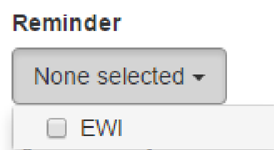

Figure 4.40: The selection to receive reminder mails

3. Note that you need to save your changes by clicking on the save button depicted in Figure 4.38.

Secretary e-mail functionalities

1. As a secretary you can choose to receive overview mails about scheduled meetings specific to your organization and which meetings are still available. This functionality is depicted in Figure 4.41.

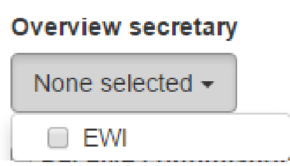

Figure 4.41: The selection to receive overview mails

2. As a secretary you can choose to receive confirmation mails confirming that you subscribed to a meeting by selecting the check-box below the dropdown menu named "Overview secretary". This functionality is depicted in Figure 4.42.

Figure 4.42: The check-box to receive confirmation mails

3. Note that you need to save your changes by clicking on the save button depicted in Figure 4.38.

4.6.3 Calendar

The functionality can be used by ***all users***

You can choose to export scheduled meetings to your own personal Google Calendar, Microsoft Outlook or Apple Calendar. The following steps need to be taken to export your scheduled meetings:

1. Check the options you want to include in your calendar, these are; including meetings for which you are secretary and including meetings which belong to your organization. These options are depicted in Figure 4.43.

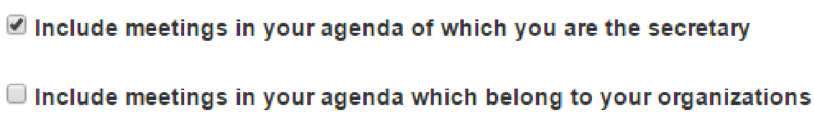

Figure 4.43: The options which can be included in your calendar exports

2. Select your preferred calendar in the selection bar, as depicted in Figure 4.44.

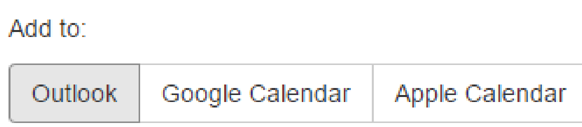

Figure 4.44: The selection of your own preferred calendar

4.7 Special Instructions for Error Correction

The errors that emerge in the system describe what went wrong in the system. Errors may occur when required fields in a form have not been filled in. The system will then show an error message indicating what is missing or wrong. An example of an error message is depicted in Figure 4.45.

Figure 4.45: An example of an error message thrown by the system

These error messages can be resolved by filling in the empty field and submitting the form by clicking on the submit button depicted in Figure 4.38.

Chapter 5

APPENDICES

5.1 A: User Permissions

Pages	Functionalities	Administrator	Planner	User Manager	Secretary
Meetings Page		X	X		X
	Add Meetings	X	X		
	Search Meetings	X	X		X
	Sort Meetings	X	X		X
	Subscribe to Meetings				X
	Edit Meetings	X	X		
	Delete Meetings	X	X		
Minutes Page		X	X		X
	Search Minutes	X	X		X
	Sort Minutes	X	X		X
	Upload Minutes	X	X		X
	Download Minutes	X	X		X
	Delete Minutes	X	X		
Users Page		X	X	X	
	Add Users	X		X	
	Search Users	X	X	X	
	Sort Users	X	X	X	
	Mail to Users	X	X	X	
	Edit Users	X		X	
	Deactivate Users	X		X	
Organizations Page		X		X	

Pages	Functionalities	Administrator	Planner	User Manager	Secretary
	Add Organizations	X		X	
	Search Organizations	X		X	
	Sort Organizations	X		X	
	Edit Organizations	X		X	
	Delete Organizations	X		X	
Help Page		X	X	X	X
	Instructions	X	X	X	X
Preferences Page		X	X	X	X
	System Zoom-in	X	X	X	X
	E-mail Overview	X	X	X	X
	Calendar	X	X	X	X

Table A: User permissions