

# USER MANUAL FOR THE CMCS SYSTEM

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# Registering an Account

When you first launch the application, you will be taken to the Register Page, where you can create a new account. Follow these steps:

## **Name:**

- Enter your full name in the Name field.
- This field is required, and you cannot proceed without entering a name.

## **Email:**

- Enter a valid email address in the Email field.(e.g., example@domain.com)
- The system will use this email address to identify your account as it will be used in the identity process.

## **Select Role:**

- Choose your role from the Select Role dropdown, the options include:
  - Lecturer: Select this option if you are a lecturer.
  - PM: Select this option if you are a Project Manager/Academic Manger (PM).
- You must select a role to continue.

## **Password:**

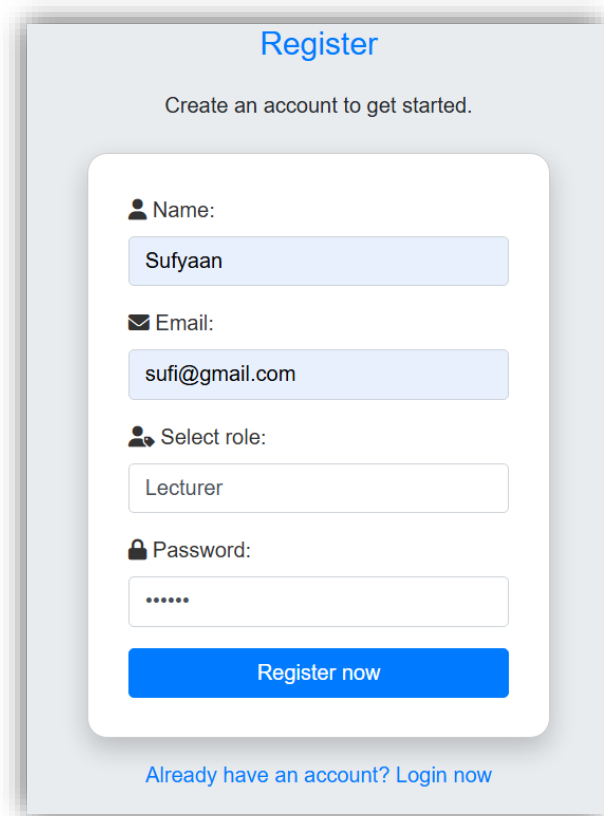
- Enter a secure password in the Password field.(must be at least 6 characters long)
- The password must meet the system's security requirements to ensure your account is safe.

## **Submit:**

- Once all the fields are filled out correctly, click the Register now button.
- If there are any issues (e.g., missing information or invalid email format), you will see error messages under the corresponding fields.

## **Login:**

- If you already have an account, you can click the Login now link at the bottom of the form to go to the login page

A registration form titled "Register" in blue. Below the title is the instruction "Create an account to get started." The form contains four input fields: "Name:" with the value "Sufyaan", "Email:" with the value "sufi@gmail.com", "Select role:" with the value "Lecturer", and "Password:" with masked characters "\*\*\*\*\*". A blue "Register now" button is at the bottom of the form. Below the form is a link: "Already have an account? Login now".

**Register**

Create an account to get started.

**Name:**  
Sufyaan

**Email:**  
sufi@gmail.com

**Select role:**  
Lecturer

**Password:**  
\*\*\*\*\*

**Register now**

[Already have an account? Login now](#)

## Logging Into Your Account

After registering, you can log into your account using the Login Page. Follow these steps to access your account:

### Email:

- Enter the email address associated with your account in the Email field.
- This field is required, and you will not be able to proceed without a valid email.

### Select Role:

- Choose your role from the Select Role dropdown menu.
  - Lecturer: Select this if you are a lecturer.
  - PM: Select this if you are a project manager (PM).
- It is mandatory to select a role before you can log in.

### Password:

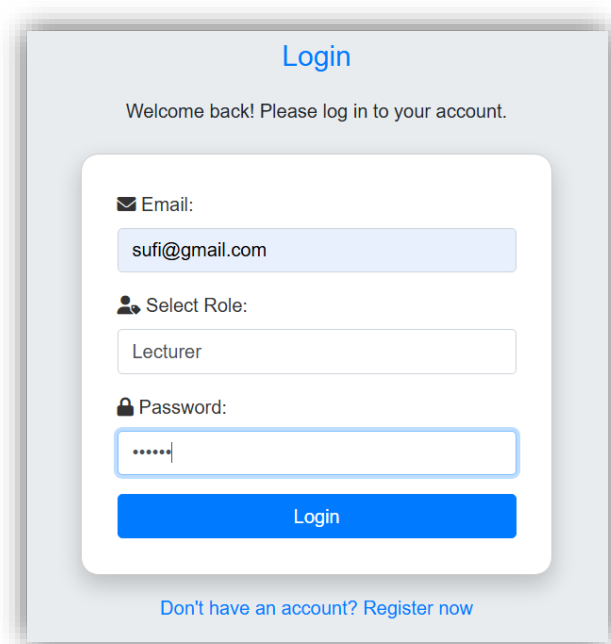
- Enter your password in the Password field.
- Make sure you enter the correct password that you used during registration. This field is also required.

### Submit:

- After filling in all the fields correctly, click the Login button to submit your credentials.
- If your email and password match the records in the system, you will be granted access to your account.
- If there are any errors (e.g., incorrect email/password or missing information), you will see error messages below the relevant fields.

### Register:

- If you do not have an account, click on the Register now link at the bottom of the page to create a new account.

A login form titled "Login" in blue text. Below the title is a welcome message: "Welcome back! Please log in to your account." The form contains three input fields: "Email:" with the value "sufi@gmail.com", "Select Role:" with the value "Lecturer", and "Password:" with masked characters "\*\*\*\*\*". A blue "Login" button is positioned below the password field. At the bottom of the form, there is a link: "Don't have an account? Register now".

Login

Welcome back! Please log in to your account.

Email:  
sufi@gmail.com

Select Role:  
Lecturer

Password:  
\*\*\*\*\*

Login

Don't have an account? Register now

## Lecturer Dashboard

Upon logging in, lecturers are directed to the Dashboard Page, designed to provide easy access to essential functions. Here's how to navigate and use the dashboard effectively:

### Welcome Message:

- The top of the page greets you with a welcome message, confirming your successful login.

### Navigation Options:

- The dashboard provides two primary functionalities based on the user's role:
  - **View Submitted Claims:** This button allows lecturers to view the claims they have submitted. Click the View Submitted Claims button to access this feature.

### Submitting a Claim:

- The dashboard includes a form for submitting new claims. Fill out the following fields to submit a claim:
  - **Module Name:** Enter the name of the module for which you are submitting a claim.
  - **Hours Worked:** Input the total hours you worked on this module.
  - **Hours per Rate on Modules:** Specify the rate per hour for the work done.
  - **Description:** Provide a brief description of the work performed.
  - **Upload File (Optional):** You can upload relevant documents (PDF, DOCX, JPG, PNG) to support your claim.
- After filling in the required information, click the Submit Claim button to process your claim.

### Logout Option

- At the bottom of the dashboard, there is a Logout button. Clicking this button will log you out of your account securely.

The screenshot shows a web dashboard titled "Welcome to the Dashboard" in blue text. Below the title is a blue button labeled "View Submitted Claims". The main content area is a white form with the following fields: "Module Name" (text input with "Programming"), "Hours Worked" (text input with "49"), "Hours per Rate on Modules" (text input with "75"), "Description" (text area with "please respond asap"), and "Upload File [Optional]" (file upload button labeled "Choose File" next to the filename "commit\_his1.PNG"). At the bottom of the form is a large blue button labeled "Submit Claim". Below the form, at the bottom of the dashboard, is a red button labeled "Logout".

# View Claims Page

The View Claims page allows lecturers to review their submitted claims conveniently. Here's a breakdown of the features available on this page:

## Page Title

- The top of the page prominently displays the title "View Claims" to indicate the current function.

## Back to Dashboard Button

- A Back to Dashboard button is provided for easy navigation. Clicking this button will take the lecturer back to their dashboard, allowing for a seamless user experience.

## Claims Table

The main content of the page is a table that presents all the submitted claims in a structured format. The table consists of the following columns:

- **Module:** The name of the module associated with the claim.
- **Hours Worked:** The number of hours the lecturer worked for that module.
- **Hourly Rate:** The rate charged per hour for the work done, displayed in South African Rand (R).
- **Note:** Any additional notes provided during the claim submission.
- **Total Amount:** The total amount for the claim, calculated based on the hours worked and the hourly rate.
- **Document:** A link to any uploaded document associated with the claim. If no document was submitted, a message stating "No document submitted" will be shown.
- **Status:** The current status of the claim (e.g., Pending, Approved, or Rejected).

## Table Design

- The table is designed using Bootstrap, featuring a clean and responsive layout:
- Each row corresponds to a different claim submitted by the lecturer.

## Document Links

For claims with associated documents, a clickable link labelled "**View Document**" appears, allowing lecturers to open the document in a new tab. If no document is provided, a simple message stating "**No document submitted**" is displayed. A PDF icon is shown next to the link for easy identification.

View Claims						
<a href="#">← Back to Dashboard</a>						
Module	Hours Worked	Hourly Rate	Note	Total Amount	Document	Status
Programming	49	R 75	please respond asap	R 3675	<a href="#">View Document</a>	rejected
OPSY	49	R 60	please respond asap	R 2940	<a href="#">View Document</a>	approved
Life Science	25	R 47	humans interaction	R 1175	<a href="#">View Document</a>	approved
IPMA	10	R 50	please review asap	R 500	<a href="#">View Document</a>	pending
WEDE	79	R 100	WEB APP	R 7900	No document submitted	pending

This is all the functionality of the lecturers and now we move onto the reviewers which are the Programme Manager and Academic Manger.

## PM/AM Functionality Overview

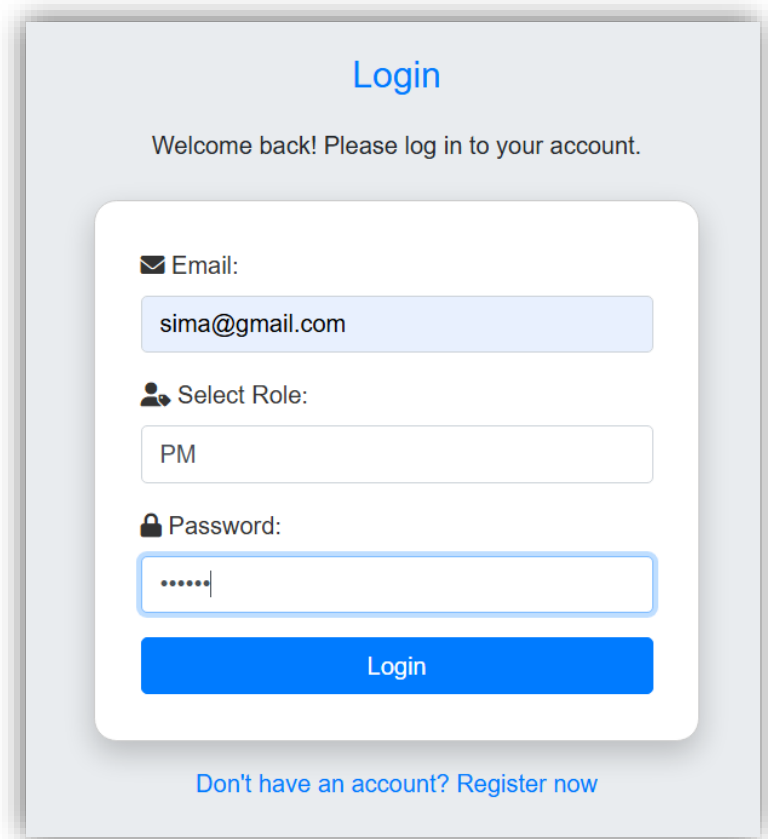
### Registration:

- Users can register similarly to lecturers but must select the **PM** role to gain the ability to review all lecturer claims.

### Login:

- Once registered, they can log in just like lecturers but will select the **PM** role during the login process.





The login form is centered on a light gray background. It features a blue 'Login' title at the top. Below the title is a welcome message: 'Welcome back! Please log in to your account.' The form itself is a white rounded rectangle containing three input fields: an email field with the value 'sima@gmail.com', a role selection dropdown currently showing 'PM', and a password field with masked characters '.....'. A prominent blue 'Login' button is positioned below the password field. At the bottom of the form area, there is a link that reads 'Don't have an account? Register now'.

Login

Welcome back! Please log in to your account.

✉ Email:

sima@gmail.com

👤 Select Role:

PM

🔒 Password:

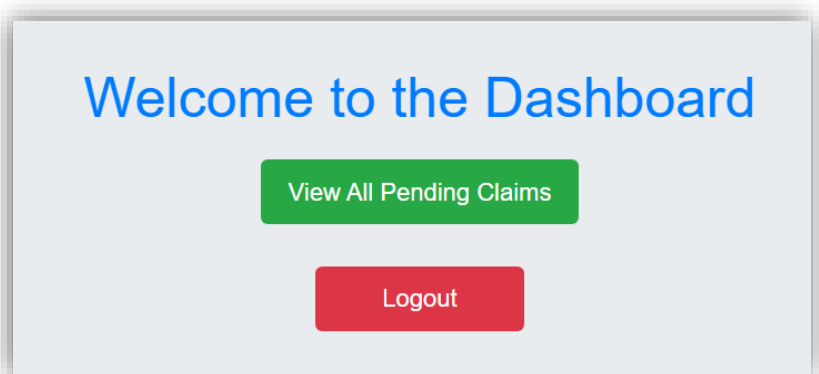
.....

Login

[Don't have an account? Register now](#)

#### Dashboard:

- After logging in, the PM is greeted with the dashboard page, where they have the following options:
  - **View All Pending Claims:** This allows the PM to review claims submitted by lecturers.
  - **Logout:** Provides a secure way to exit the application.



The dashboard is a light gray rectangular area. It features a large blue heading 'Welcome to the Dashboard' at the top. Below the heading are two buttons: a green button labeled 'View All Pending Claims' and a red button labeled 'Logout'.

Welcome to the Dashboard

View All Pending Claims

Logout

# PM Claim Review Functionality

## Overview:

The Review Claims page allows the PM to view all claims submitted by lecturers. This functionality includes options to approve or reject each claim, ensuring efficient management of submitted requests.

## Page Structure:

- **Title:** The page is titled "Review Claims" to indicate its purpose clearly.
- **Back Button:** A prominent button at the top of the page allows the PM to return to the dashboard easily.

## Claims Table:

- A table displays the details of each claim submitted by lecturers. The table includes the following columns:
  - **User Email:** The email address of the lecturer who submitted the claim.
  - **Module:** The module associated with the claim.
  - **Hours Worked:** The number of hours the lecturer worked.
  - **Hour Rate:** The rate charged per hour for the claim.
  - **Note:** Any additional notes provided by the lecturer.
  - **Total Amount:** The total amount calculated for the claim.
  - **Document:** A link to view any submitted documents. If no document is available, a message stating "No document submitted" is displayed.
  - **Status:** The current status of the claim (e.g., Pending, Approved, Rejected).
  - **Actions:** This section contains buttons to **Approve** or **Reject** the claim.

## Claim Actions:

- For each claim, the PM has the following options:
  - **Approve:** When the PM clicks the **Approve** button, a form submits the claim ID to the ApproveClaim action in the Home controller, processing the approval.
  - **Reject:** Similarly, clicking the **Reject** button submits the claim ID to the RejectClaim action, processing the rejection.

## Review Claims

[← Back to Dashboard](#)

User Email	Module	Hours Worked	Hour Rate	Note	Total Amount	Document	Status	Actions	
sufi@gmail.com	Programming	49	75	please respond asap	3675	<a href="#">View Document</a>	rejected	<a href="#">Approve</a>	<a href="#">Reject</a>
sufi@gmail.com	OPSY	49	60	please respond asap	2940	<a href="#">View Document</a>	approved	<a href="#">Approve</a>	<a href="#">Reject</a>
momo@gmail.com	Database	45	40	coding	1800	<a href="#">View Document</a>	approved	<a href="#">Approve</a>	<a href="#">Reject</a>
momo@gmail.com	HCIN	34	80	i need an approve	2720	<a href="#">View Document</a>	rejected	<a href="#">Approve</a>	<a href="#">Reject</a>
musa@gmail.com	Accounting	37	29	please assist	1073	<a href="#">View Document</a>	rejected	<a href="#">Approve</a>	<a href="#">Reject</a>
sufi@gmail.com	Life Science	25	47	humans interaction	1175	<a href="#">View Document</a>	approved	<a href="#">Approve</a>	<a href="#">Reject</a>
sufi@gmail.com	IPMA	10	50	please review asap	500	<a href="#">View Document</a>	pending	<a href="#">Approve</a>	<a href="#">Reject</a>
sufi@gmail.com	WEDE	79	100	WEB APP	7900	No document submitted	pending	<a href="#">Approve</a>	<a href="#">Reject</a>

That concludes the overview of the functionalities for both lecturers and the Programme Manager.