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| EduCycle Database  Application  [Spr 2020] |  |
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# 1 Introduction of the EduCycle Database Search System

## 1.1 Who Should Use This Application

Towson University’s Office of Technology Services has created the EduCycle Program to reuse and recondition out-of-life cycle university computers. Since 2014, this program has been running strong and...

This application will provide the facility, staff, and student employees of OTS with a concrete database to hold current data on reconditioned computers and reconditioning sessions that were received by Baltimore Public Schools.

## 1.2 Who Should Use This Application

This guide is intended for the faculty and staff at the Office of Technology Services who has control over the EduCycle Program and the students they have under them.

* Admin User: Administrative users can learn how to log in to their accounts and manage all of the information that EduCycle receives

# 2 Key Features

## 2.1 Features for Administrative Users

The following are key system functions available to users who are administrators in the program:

* View computers that have been reconditioned and which have not
* Show the location of all of the Equipment
* View students who have volunteered
* Show the reconditioning sessions
* Add and remove Equipment from the database
* Show the number of hours that a faculty and student have worked
* Can track the breadcrumbs of where a computer has been
* View Service Request ticket information of
  + Departmental Staff at Towson University
  + Baltimore Public Schools information
* View which Baltimore Public Schools have been a part of EduCycle

# 3 Admin User