

User manual

Group 12



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# 1 Introduction

The purpose of this document is to provide details on instructions and different scenarios that users may need during the operation of the system. The document will be divided into sections based on the different users that can log in to the application, and will provide instructions to each of the respective user types. The four different types of users that will be covered in this document will be the system administrator user, the Graduate Committee (GC) members, the nominating professors, and the nominated students.

# 2 System Administrator

The system administrator will be responsible for setting up sessions, as well as adding the GC members, and nominator logins that will be associated with a specific session. After opening the application, the system administrator will enter the username, and password, in order to log on. The system administrator will then see a screen that allows him or her to add a faculty member to a specific session. The system administrator can then fill in the faculty members name, create a login and password for that faculty member, and enter the email address that belongs to that faculty member. The system administrator can then select whether the faculty member is a GC chair, a GC member, or a professor. The system administrator can then select the semester and year for the session that this faculty member will belong to.

At the top right corner, the “New Session” button will appear for the system administrator in the case that he or she would like to create a new session for nominations. After clicking this button, the system administrator will be taken to a screen where he or she is prompted to fill in the necessary data to create a new session. The system administrator will be able to select a semester and year for the session. The system administrator can then enter the deadline for the nominations to be made, the deadline for the nominee to respond to a nomination, and the deadline for the nominee’s response to be verified.

# 3 Nominator

After opening the application the nominator will be prompted to login using his or her username and password. After logging in, the nominator will find a form to be completed in order to submit the nomination of a student. The nominator will enter his or her name, and email address. The nominator should then enter the nominees name, ranking, pid, and email. The ranking will be a number that ranks the candidate among the other candidates that have been nominated by this nominator. The nominator can then select whether the student is currently a PhD Computer Science student or not, as well as whether is the student is a newly admitted PhD student or not. After clicking submit, an email will be sent to the nominee to complete their form.

After the nominee completes their form, and submits, an email will be sent back to the nominator. This email will notify the nominator that the nominee has completed his or her form, and the nominator will then verify the nominee’s information in order to complete the process. After the nominator verifies the nominee’s information, the process will be complete, and the nominee will be reviewed by the GC members and chair.

# 4 Nominee

The nominee will be brought into the nomination process after a nominator has nominated the student. After this has occurred, an email is sent to the nominee to complete a form. The nominee will receive the notification that he or she has been nominated, and he or she should follow a link in order to move through the process. After clicking on the link, the nominee will be presented with a page in which he or she should complete the necessary data. The nominee will enter his or her name, pid, email, and phone number. The nominee will then select whether they are currently a PhD Computer Science student, and will enter the number of semesters they have spent as a graduate student. The nominee will the select whether they have passed the SPEAK test, and the number of semesters they have spent as a GTA. The nominee will then enter a list of graduate level courses they have completed, and the score they have received. The next field will be the GPA, the student received in the courses he or she has just listed, followed by the list of publications and the corresponding citation. The nominee will then enter the nominator name, their current PhD advisor, and the name and time period of previous PhD advisors.

# 5 Graduate Committee