



INFOB318: Projet individuel

'SuppléezMoi' User guide

Author:
Ulrich Touji Nana

Client:
Babette di Guardia

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Contents

1	Introduction	2
1.1	What is “SuppléezMoi”?	2
1.1.1	Objective	2
1.1.2	Functionality Highlights	2
1.1.3	Intended Users	2
1.1.4	User License (Open-Source License)	2
1.2	General Purpose of the Guide	2
2	Getting Started	2
2.1	Accessing the Application	2
2.2	Home Page Interface	3
3	Using the App as a Professor	3
3.1	Login	4
3.2	Reset your passord / password forgot	4
3.3	Create an account	6
3.4	Navigating the Home Page for Professors	6
3.4.1	Menu Options	7
3.5	Creating a New Request	9
4	Using the Application as an Administrator	11
4.1	Recent Actions	12
4.2	SUPPLEEZAPP Section	12
4.3	Side Bar Menu	13
4.4	Managing Courses	13
4.5	Managing Requests	14
4.6	Managing Users	17
4.7	Managing Data	17
4.7.1	Adding a Professor	17
4.7.2	Creating a Request	19
4.7.3	Adding a Course	21
4.8	Modifying Existing Entries	22
4.9	How to Modify Password and Profile	22
5	Troubleshooting / FAQ	24
5.1	Unable to Log In	24
5.2	Error Messages	24
5.3	Slow Performance	24
5.4	Data Sync Issues	24
5.5	Feature Not Working	25
6	Contact	25

1 Introduction

1.1 What is “SuppléezMoi”?

1.1.1 Objective

The application aims to optimize the submission process for substitute requests from University of Namur professors. It simplifies the procedure, ensuring efficient input of substitute requests data by lecturers.

1.1.2 Functionality Highlights

Professors have the capability to input information for the requests through a form provided within the application. Subsequently, the application conducts validation procedures to ensure the completeness of the entered data. The administrative personnel hold the authority to oversee and manage any deficient data, while also supervising the allocation of substitutes through the application.

1.1.3 Intended Users

The target audience includes people familiar with the academic and administrative processes of the Faculty of Informatics at the University of Namur, such as professors, researchers, and the administration.

1.1.4 User License (Open-Source License)

The software is distributed under an MIT open-source license, allowing users to view, modify, and redistribute the source code in accordance with specified terms. Refer to https://fr.wikipedia.org/wiki/Licence_MIT for detailed information on associated rights and restrictions.

1.2 General Purpose of the Guide

The aim of this guide is to provide clear and concise documentation to enable any user to delve into the web application easily. It should help the user quickly become familiar with the app.

2 Getting Started

2.1 Accessing the Application

This section provides detailed instructions on how to access the application, ensuring that you can navigate to and start using the app with ease.

Prerequisites Before accessing the application, ensure that you have a stable internet connection and a modern web browser such as Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge. The application is designed to work optimally in the latest versions of these browsers.

Access URL The application can be accessed by visiting the following URL: <https://suppleezmoi.unamurcs.be/>. Simply type this address into your browser's address bar and press Enter. This will take you directly to the homepage of the application.

2.2 Home Page Interface

Once you have navigated through the website, the interface that appears is the same as the one described in the figure below. If this is not the case, please refer to the troubleshooting section 5 .



Figure 1: Home

As shown in the figure 1 , on the home page you have the option to choose to use the application either as a professor or as an administrator, the latter being the administration of the university.

3 Using the App as a Professor

When you click on "professeur" present on the figure 1 in the section 2.2, you are redirected to the login page shown below in figure 2.



Figure 2: Login Professor

Once there, you have the option to log in, reset your password, or create an account.

3.1 Login

To log in, you need your username and a password. Normally, you should have received a username and a temporary password if you were in the university's database at the launch of the app. If this is not the case, you can either contact the university or create an account by clicking on "créer un compte?" on figure 2 in section 3. For more details on how to create an account, refer to the section 3.3.

3.2 Reset your password / password forgot

In the event that you have forgotten your password, simply click on the 'Mot de passe oublié?' link, as shown in figure 2 section 3. This action will redirect you to the page shown in the figure below



Figure 3: Password reset

When you reach the page, simply enter your Outlook address into the blank field labeled 'Courriel.' Afterward, you will receive an email containing a reset link, as demonstrated in figure 4 below.

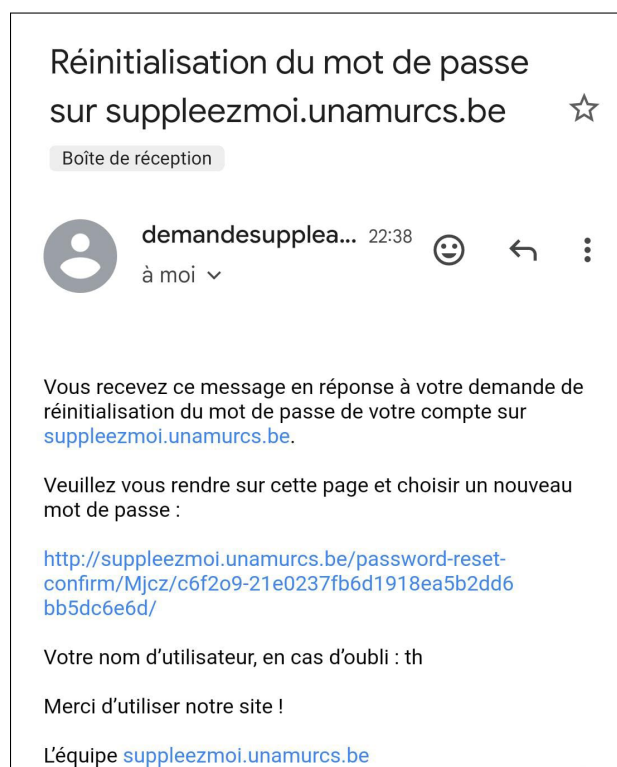


Figure 4: Password reset

Clicking on this link will lead you to the page illustrated in Figure 5. From there, you can proceed to reset your password by following the instructions and clicking on 'modifier mon mot de passe'.

DEMANDE
de suppléance

Saisissez deux fois votre nouveau mot de passe afin de vérifier qu'il est correctement saisi.

Nouveau mot de passe

Confirmation du nouveau mot de passe

MODIFIER MON MOT DE PASSE

Figure 5: Password reset

3.3 Create an account

To create an account, simply click on the question "créer un compte?" as indicated in figure 2 section 3. This action will prompt the appearance of the following page:

Figure 6: Create an account

Next, proceed to fill in your information. For the username, you can utilize your eid. If you don't have one, feel free to choose any desired username. Once done, save your information, and you will be automatically redirected to the login page.

3.4 Navigating the Home Page for Professors

After logging in, you will be directed to the home page for professors, as depicted in figure 7. On smaller screens, such as phones, the menu will appear differently, as shown in Figure 8, with a highlighted green row. Clicking on this row will expand the menu to display all available options, similar to what is visible in figure 7.



Figure 7: Home page for professor



Figure 8: Home Page Mini screen

3.4.1 Menu Options

”**Accueil Professeur**”: This option returns you to the home page for professors.

”**Mes Demandes de Cours en Traitement**”: Use this button to view all requests you have submitted that are awaiting processing by the administration. Refer to figure 9 for the layout of the redirected page.

Demande suppléance							Sign out
Accueil professeur Mes demandes en cours de traitement Créer une nouvelle demande Encoder mon cours Mes Archives							
Liste de vos demandes soumises et leurs statuts							
#	statut de la demande	Code du cours	Proposition suppléant	Motif de demande	Imputation de salaire	(N° CPO si mission scientifique)	Accord suppléant
1	En cours de traitement	INFOB238 Technologies Web	ugulgsf	maladie	A déterminer par l'administration	None	Oui

Figure 9: List Request

”Créer une Nouvelle Demande”: Clicking here allows you to initiate a new request, redirecting you to a form where you can input the necessary information (see figure 10).

Figure 10: form for request

”Encoder Mon Cours”: Select this option if your subject is not automatically listed when creating a new request. You’ll need to manually input your subject details in the form provided before proceeding with the request creation (see figure 11).

Figure 11: Encode a course

”Archives Demandes”: Access all requests that have been processed by the university here. Requests may have statuses such as **”Approuvé”** (Approved), **”Refusé”** (Rejected), or **”Était en Cours de Traitement”** (Was Being Processed). If your request status is **”Était en Cours de Traitement,”** it means your request was deleted by the administration before processing, and you should contact them for further assistance (refer to Figure 12).

Demande suppléance						
<p>Cette archive reprends toutes vos demandes qui ont été traitées ou supprimées par l'administration avant traitement</p> <p>NB : Si une demande a un statut "Était en cours de traitement" dans cet archive, cela signifie qu'elle a été supprimée par l'administration avant d'être traitée. Et donc son traitement n'a pas été effectuée. Veuillez contacter l'administration pour plus d'explications.</p>						
#	statut de la demande	Code du cours	Proposition suppléant	Motif de demande	Imputation de salaire	(N° CPO si mission scientifique) Accord suppléant
#	Approuvé	INFOB238 Technologies Web	ugufgsl	maladie	A déterminer par l'administration	None
						Oui

Figure 12: Archive

3.5 Creating a New Request

To initiate a new request, follow the steps explained in the previous sections to navigate to the home page for professors and click on "Créer une Nouvelle Demande." This action will display the form illustrated in figure 10 section 3.4.1.

- For the "Cours" field, input the first letter or code of the course; a list of suggestions will appear, as shown in figure 13.

Cours *

system

- INFOM421 Gestion stratégique des **systemes** d'information
- INFOM421 Gestion stratégique des **systemes** d'information
- INFOM421 Gestion stratégique des **systemes** d'information
- INFOM218 Evolution de **systemes** logiciels
- IBAGM301 Introduction aux **systemes** d'information
- INFOB133 Introduction aux **systemes** socio-techniques
- INFOM231 **Systemes** autonomes bio-inspirés
- INFOM231 **Systemes** autonomes bio-inspirés

Figure 13: Subjects

- In the "Cours Optionnel" field, choose between "Oui" (Yes) or "Non" (No) to indicate if the subject is optional (see Figure 14).

Cours optionnel *

Sélectionnez une option

Sélectionnez une option

Oui

Non

Figure 14: option

- If you choose "Oui" (Yes), an alert will prompt, informing you that the course will only proceed if at least one person selects it (refer to Figure 15). Click "OK" to proceed.

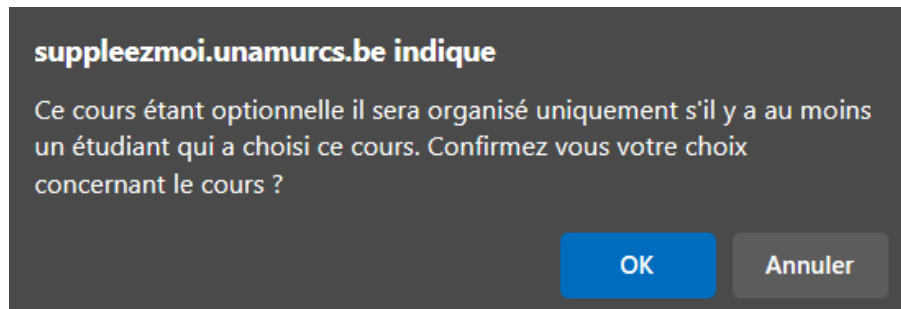


Figure 15: Alert

- Enter a substitute's name in the "Proposition de Suppléant" field and provide a reason for the request in the "Motif de la Demande" field.
- Select an option for "Imputation de Salaire" (see Figure 16). If you choose "Mission Scientifique," you'll need to fill in the "N°CPO" field (Figure 17); otherwise, it will be hidden.

The image shows a web form with three main sections. The first section is "Proposition de suppléant *" with a text input field. The second section is "Motif de la demande *" with a larger text area and a small blue checkmark icon at the bottom right. The third section is "Imputation de salaire *" with a dropdown menu. The dropdown is open, showing several options: "A titre gracieux", "Mission scientifique", "A déterminer par l'administration", "Maladie de longue durée", and "Montée en charge nouvel académique".

Figure 16: form

- Indicate if the substitute is willing to substitute by selecting "Oui" (Yes), triggering a pop-up prompting you to send an email of agreement to the administration (see Figures 17 and 18).

The image shows the bottom part of the form. It has two input fields: "N° CPO *" and "Accord du suppléant (Obligatoire Pour soumission au CA) *". Below the second field is a dropdown menu with the text "Sélectionnez une option". At the bottom, there are two blue buttons: "Soumettre et enregistrer" and "Contactez l'administration".

Figure 17: rest of the form

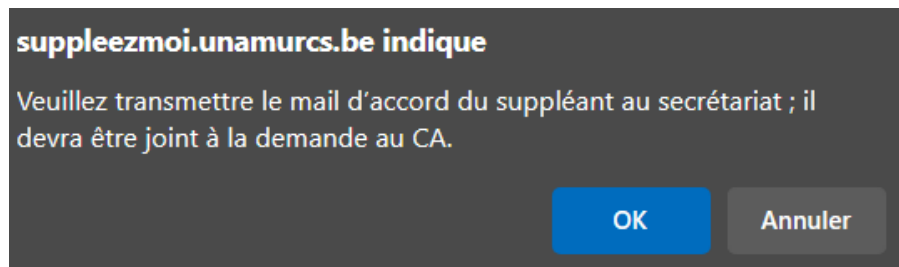


Figure 18: Pop-up for the email

- Once all fields are filled, click on "Soumettre et Enregistrer" to submit the request. To contact the administration, click on "Contacter l'Administration," as shown in Figure 17.

4 Using the Application as an Administrator

When you click on the "Administrateur" button (figure 1 section 2.2), you will be redirected to the administrator login page, as depicted below:



Figure 19: Administrator Login Page

To access the admin area, fill in the login credentials and click on the "Connexion" button. Once logged in, you will be directed to the Admin Home Page, shown below:

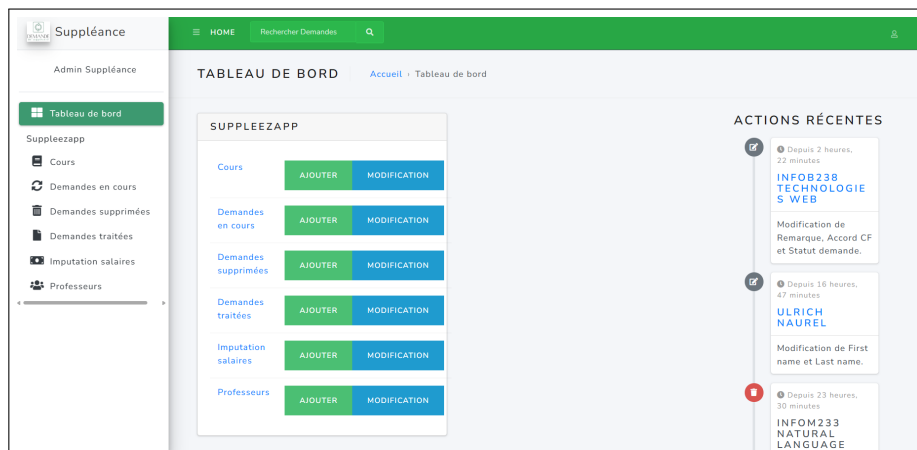


Figure 20: Admin Home Page

4.1 Recent Actions

The "Actions Récentes" section displays a history of recent actions performed in the admin interface, including deletions, modifications, or insertions, along with a summary of each action:



Figure 21: Recent Actions

4.2 SUPPLEEZAPP Section

Under the "SUPPLEEZAPP" section (Figure 22), you'll find a summary of all available tables within the app. You can quickly add a new entry to any table by clicking on the "Ajouter" button next to the table name. Similarly, you can edit an existing entry by selecting "Modification."

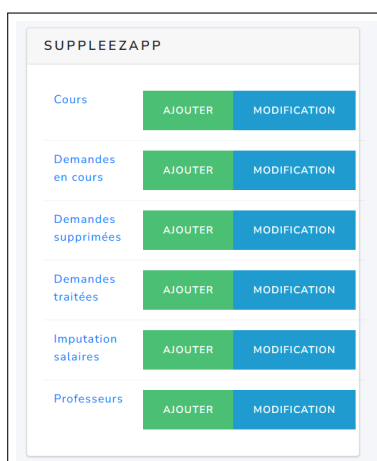


Figure 22: SUPPLEEZAPP Overview

4.3 Side Bar Menu

The side bar menu enables navigation to different sections and pages of the app. Clicking on "Tableau de Bord" will redirect you to the home page:

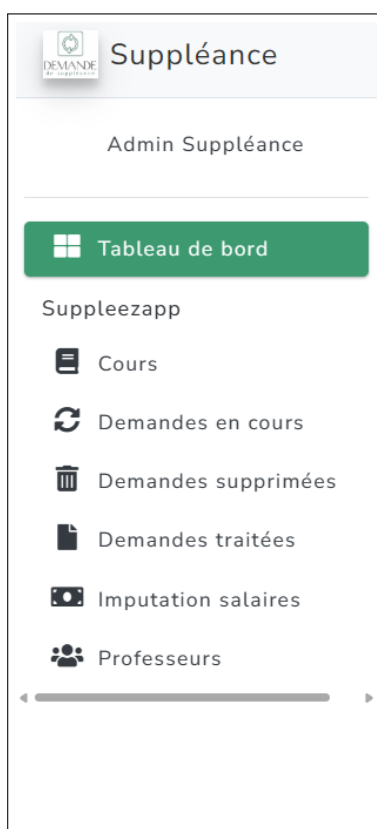


Figure 23: Side Bar Menu

4.4 Managing Courses

Clicking on "Cours" redirects you to the page shown below:

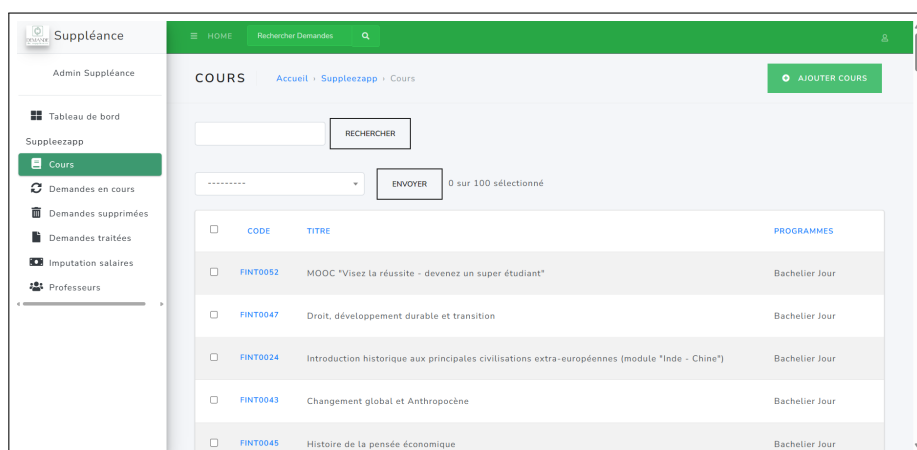


Figure 24: Courses Page

Here, you can view a list of all available courses. You can even find a specific course by using the "rechercher" button after entering a keyword. To add a new course, click on "ajouter cours" at the top corner. For more details on adding a new course, refer to the section 4.7.3 on adding a course as administrator. To delete one or more selected courses, select "supprimer les cours sélectionnés" and then click on the "Envoyer" button:

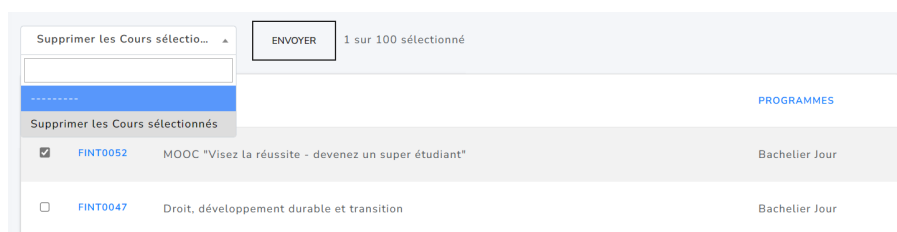


Figure 25: Deleting a Course

For confirmation, you will be prompted to either confirm or cancel the action. Confirm by clicking on "oui je suis sûr":

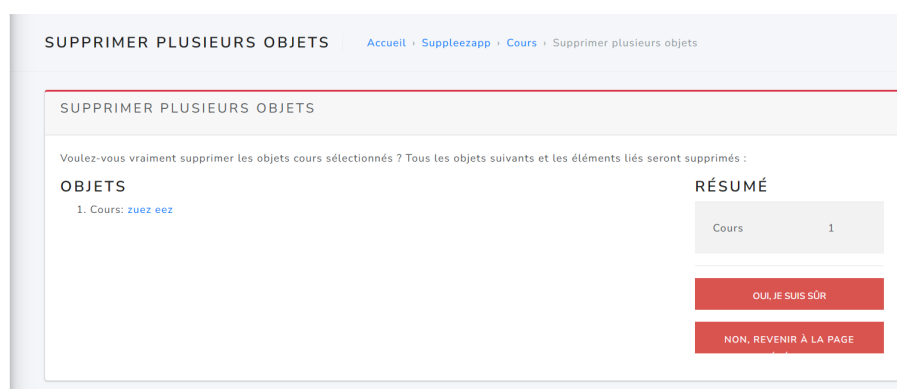


Figure 26: Confirmation for Deletion

4.5 Managing Requests

Selecting "Demandes en Cours" displays a list of requests submitted by professors:

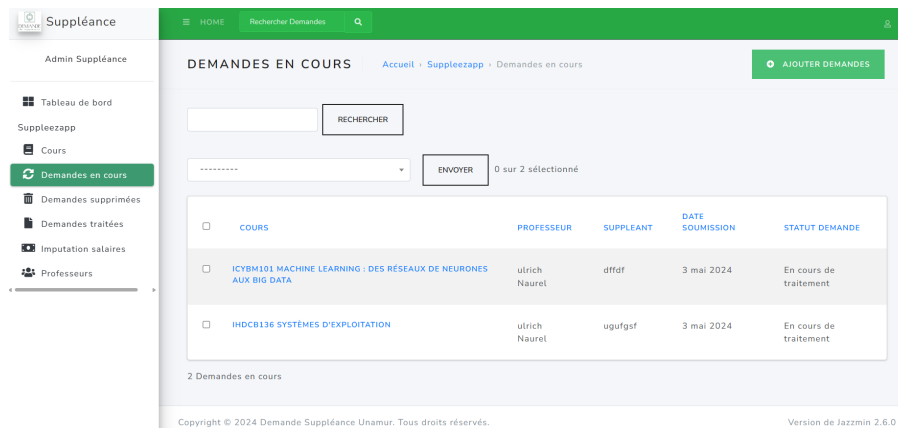


Figure 27: Requests

To add a new request, click on "Ajouter Demande" in the top right corner. For extra details on creating a new request, refer to the section 4.7.2 on creating requests in the admin session. You can also delete requests and download all submitted requests in an Excel file. You just have to first select your request, then select an action between the deleting or downloading and then click on "Envoyer". illustration:

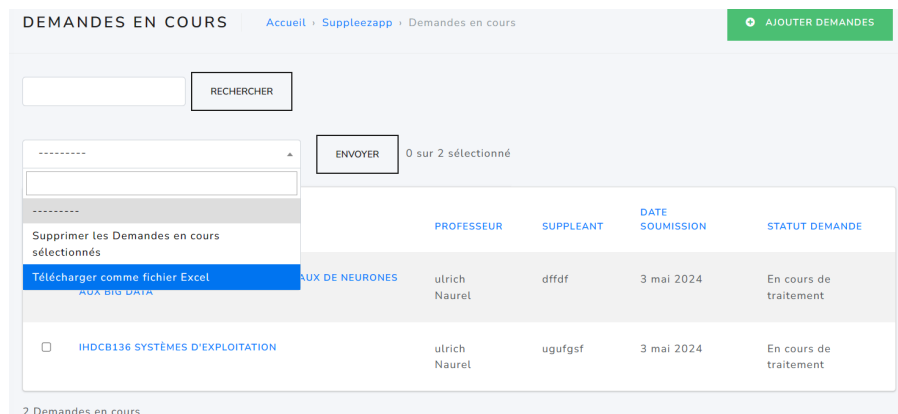


Figure 28: Delete or Download request as Excel File

When you click on "Demandes supprimées" you will see a list of all the requests that have been deleted. From there, you can choose to either delete them permanently or download them, as explained before.

Similarly, when you click on "Demandes traitées" you will find a list of requests that have already been handled. The process for using the button is the same as explained in the section for the "Demandes en cours" button.

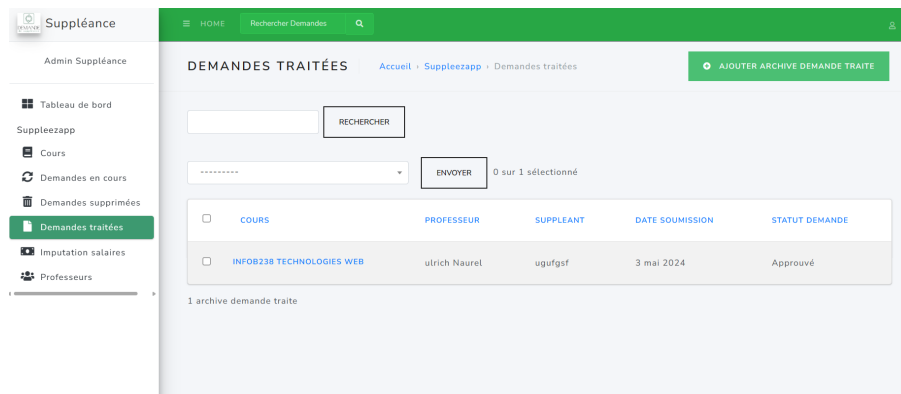


Figure 29: Processed Requests

When you click on "imputation de salaire" you have the table on the figure below.

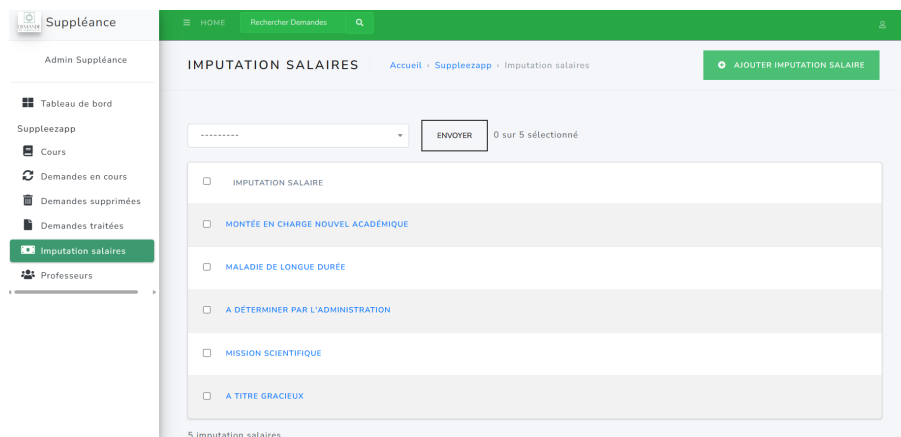


Figure 30: Enter Caption

Here you have the possibility to add more option for the imputation of salary by clicking on the corner at top at the right. you will be redirected to the page below where you just have to enter the new imputation and then click on "enregistrer" to save it.

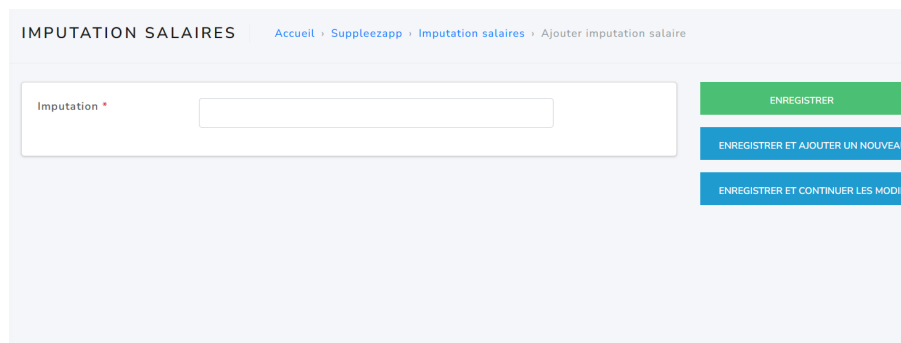


Figure 31: Enter Caption

4.6 Managing Users

Clicking on "Professeur" displays a list of all professors using the app. You can add a new professor by clicking on "Ajouter Professeur", for more details refer to the section 4.7.1. To delete or search for a specific user, follow similar steps as for deleting or finding a course.

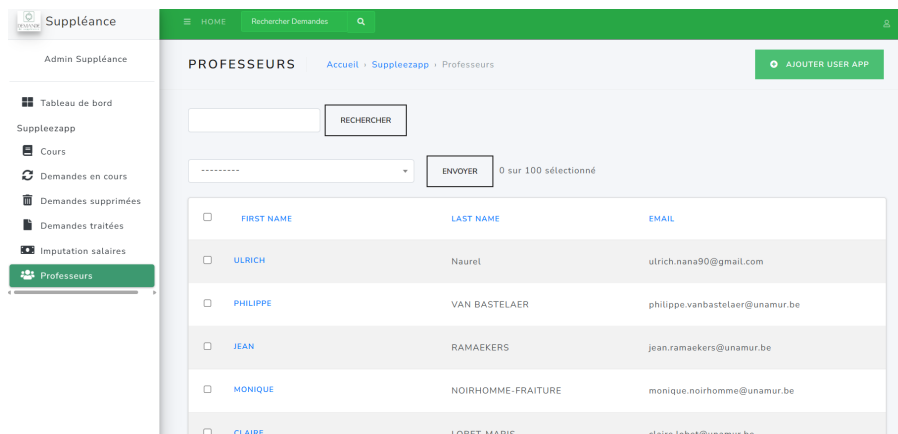


Figure 32: Managing Users

Additionally, you can select one or more users and send them an email containing their account information and a temporary password for initial login:

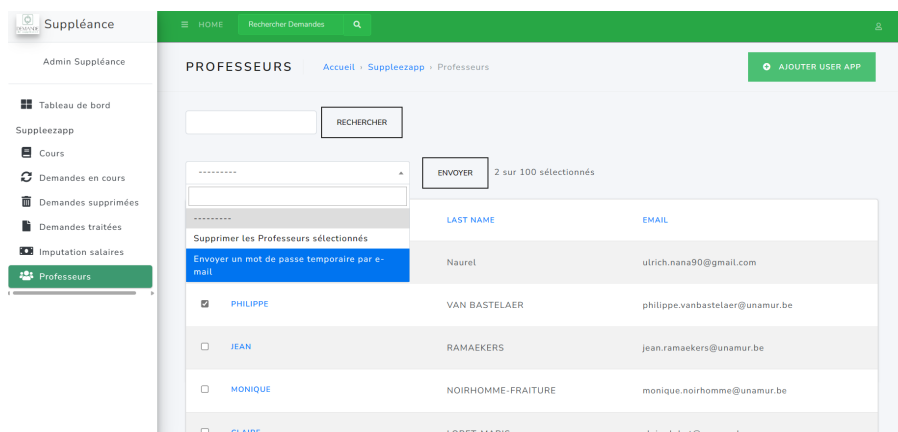


Figure 33: Sending Email to Users

For detailed instructions on adding a professor or creating a request, refer to the respective sections.

4.7 Managing Data

4.7.1 Adding a Professor

To add a professor, follow these steps:

1. Begin by navigating to the section for adding professors.

2. Fill in the necessary information for the professor, such as name, email, and any other required details.
3. Once all information is entered, click on the "Enregistrer" button located at the top right corner of the page.

PROFESSEURS Accueil · Suppleezapp · Professeurs · Ajouter user app

Mot de passe *

Dernière connexion Date :
 Aujourd'hui | 📅
 Heure :
 Maintenant | 🕒
 Note : l'heure du serveur précède votre heure de 2 heures.

Statut super-utilisateur ☐
 Précise que l'utilisateur possède toutes les permissions sans les assigner explicitement.

Groupes +
 Les groupes dont fait partie cet utilisateur. Celui-ci obtient tous les droits de tous les groupes auxquels il appartient. Maintenez appuyé « Ctrl », ou « Commande (touche pomme) » sur un Mac, pour en sélectionner plusieurs.

Permissions de l'utilisateur

Permissions spécifiques à cet utilisateur. Maintenez appuyé « Ctrl », ou « Commande (touche pomme) » sur un Mac, pour en sélectionner plusieurs.

ENREGISTRER
 ENREGISTRER ET AJOUTER UN NOUVEAU
 ENREGISTRER ET CONTINUER LES MODIFICATIONS

Figure 34: Adding a Professor - Step 1

Nom d'utilisateur *
 Requis. 150 caractères maximum. Uniquement des lettres, nombres et les caractères « @ », « . », « + », « - » et « _ ».

Statut équipe ☐
 Précise si l'utilisateur peut se connecter à ce site d'administration.

Actif ☒
 Précise si l'utilisateur doit être considéré comme actif. Décochez ceci plutôt que de supprimer le compte.

Date d'inscription * Date :
 Aujourd'hui | 📅
 Heure :
 Maintenant | 🕒
 Note : l'heure du serveur précède votre heure de 2 heures.

First name *

Last name *

Email *

ENREGISTRER
 ENREGISTRER ET AJOUTER UN NOUVEAU
 ENREGISTRER ET CONTINUER LES MODIFICATIONS

Figure 35: Adding a Professor - Step 2

Figure 36: Adding a Professor - Final Step




4.7.2 Creating a Request

To create a request, proceed as follows:

1. Begin by selecting the professor for whom you want to create the request.
2. Next, choose the course for which the request is being made.
3. Specify whether the course is optional or not.
4. Enter the reason for the request and select the salary allocation option.
5. If necessary, fill in additional fields such as the CPO number and supervisor agreement.
6. Choose the status of the request (e.g., "En cours de traitement," "Approuvé," or "refusé").
7. Finally, click on the "Save" button at the top of the page to submit the request.

Figure 37: Selecting Professor for Request

DEMANDES EN COURS [Accueil](#) [Suppleezapp](#) [Demandes en cours](#) [Ajouter demandes](#)

Professeur *   

Cours *

Cours optionnel *

Confirmation Pour cours optionnel *

Suppleant *

Motif *

DCYBM201 Aspects éthiques de l'informatique et de la sécurité informatique
INFOM121 Ethique : responsabilités en informatique
INFOM124 Vérification et validation logicielle
INFOM112 Ingénierie des architectures logicielles
INFOM113 Calculabilité et complexité
INFOM217 Mémoire et stage

ENREGISTRER
ENREGISTRER ET AJOUTER UN NOU
AJOUTER LES M




Figure 38: Choosing Course for Request

Cours optionnel *

Confirmation Pour cours optionnel *

Suppleant *

Motif *

Imputation *   

Cpo

Accord suppleant *

Remarque

A titre gracieux
Mission scientifique
A déterminer par l'administration
Maladie de longue durée
Montée en charge nouvel académique

Figure 39: Entering Request Details

Accord suppleant * Sélectionnez une o... ▼

Remarque

Num poste

Salaire 0

Accord CF * Sélectionnez une o... ▼

Date soumission * 03/05/2024
Aujourd'hui | 📅
Note : l'heure du serveur précède votre heure de 2 heures.

Statut demande * En cours de traite... ▼

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Figure 40: Specifying Request Status

COURS | Accueil | Suppleezapp | Cours | Ajouter cours

Code * [input]

Titre * [input]

Programmes * [input]

ENREGISTRER

ENREGISTRER ET AJOUTER UN NOUVEAU

ENREGISTRER ET CONTINUER LES MODIFICATIONS

Figure 41: Saving the Request

4.7.3 Adding a Course

To add a new course, follow these steps:

1. Access the section for adding courses.
2. Fill in all the required information for the course, including its name, code, and any additional details.
3. Once all information is entered, click on the "Enregistrer" button to add the course to the system.

Figure 42: Adding a Course

4.8 Modifying Existing Entries

To modify any existing entry, whether it's a course, professor, request, or salary allocation, follow these general steps:

1. Navigate to the respective table or section containing the entry you wish to modify.
2. Click on the specific element within the table representing the entry you want to modify.
3. A page containing a form with the information of the selected element will appear.
4. Make the necessary modifications to the information.
5. Once you have made the desired changes, click on the "Enregistrer" button to save the modifications.

This process applies universally to modifying any type of entry within the application.

4.9 How to Modify Password and Profile

Clicking on the icon at the top right corner of the dashboard provides options to modify the password and view/edit the profile details.

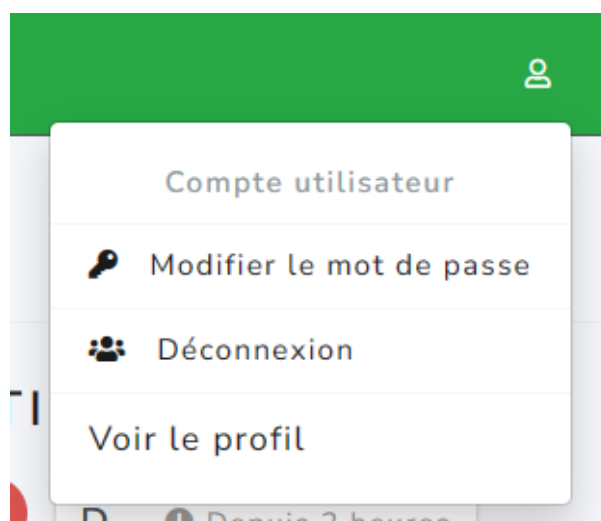


Figure 43: Modify Password and Profile

To modify the password, fill in the old password, new password, and click on "Modifier le Mot de Passe." Similarly, you can access and edit the profile details from the "Profile" option. illustrations below:

Figure 44: Modify Password Page

Figure 45: Profile Page

Finally, the "Déconnexion" button logs you out of the application and returns you to the site's home page.

5 Troubleshooting / FAQ

5.1 Unable to Log In

Problem: Users are unable to log in to the application.

Solution:

1. **Check Credentials:** Ensure that the username and password entered are correct. Pay attention to uppercase and lowercase letters.
2. **Reset Password:** If the password is forgotten, use the "Mot de passe oublié?" feature to reset it. Follow the instructions sent to the registered email address.
3. **Network Connection:** Verify that the device has a stable internet connection. Try connecting to a different network if possible.

5.2 Error Messages

Problem: Users encounter error messages while using the application.

Solution:

1. **Read Error Message:** Carefully read the error message displayed on the screen. It may provide information about the issue.
2. **Contact Support:** If the error persists or is unclear, contact the application support team for assistance. Provide detailed information about the error message and steps to reproduce the issue.

5.3 Slow Performance

Problem: The application is running slowly or experiencing delays.

Solution:

1. **Device Performance:** Close any unnecessary applications running in the background.
2. **Network Speed:** Verify the internet connection speed. A slow network connection can affect application performance. Consider switching to a faster network if available.
3. **Clear Cache:** Clear the application cache to remove temporary files that may be causing slowdowns. This option is usually found in the application settings.

5.4 Data Sync Issues

Problem: Data synchronization problems between devices or servers.

Solution:

1. **Refresh Data:** Try refreshing the application or reloading the page to force a synchronization attempt.
2. **Sync Settings:** Adjust settings as needed to resolve synchronization conflicts.

5.5 Feature Not Working

Problem: A specific feature of the application is not functioning as expected.

Solution:

1. **Check Updates:** Verify that the application is up to date. Updates may include bug fixes or enhancements to resolve issues with specific features.
2. **Restart Application:** Close and reopen the application to refresh its state. Sometimes, this simple action can resolve minor issues.
3. **Report Bug:** If the feature continues to malfunction, report the issue to the application developers or support team. Provide detailed information about the feature and steps to reproduce the problem for faster resolution.

6 Contact

For any inquiries or suggestions, please feel free to contact us via email at ulrich.toujinana@student.unamur.be or ulrich.nana90@gmail.com.