
Basic User's Manual

Administrator Access

for

Comprehensive COVID-19 Website for CWRU Students, Release 1.0

Version 1.0 approved

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Group 3

December 04, 2020

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1. Student

1.1 Survey

CWRU COVID-19 Information Center Sign In

Survey Live Data News Information

Daily Health Monitoring

This health assessment survey is provided to help Case Western Reserve University students, faculty, and staff check for COVID-19 symptoms and risk factors as outlined by the Centers for Disease Control.

Based on your self-reported answers, the tool will provide additional guidance about reporting to work, going to class, or coming to campus. Regardless of the survey results, if you feel that you have symptoms of COVID-19, please contact a healthcare professional and stay home.

This survey is not a substitute for professional medical advice, diagnosis, treatment of disease or other conditions, including COVID-19.

Are you planning to visit campus today?
☐ Yes ☐ No

Have you had a fever (100.0F/37.8C or higher) in the past 24 hours, including the temperature that you took this morning?
☐ Yes ☐ No

Do you have any of the following symptoms?
☐ Yes ☐ No

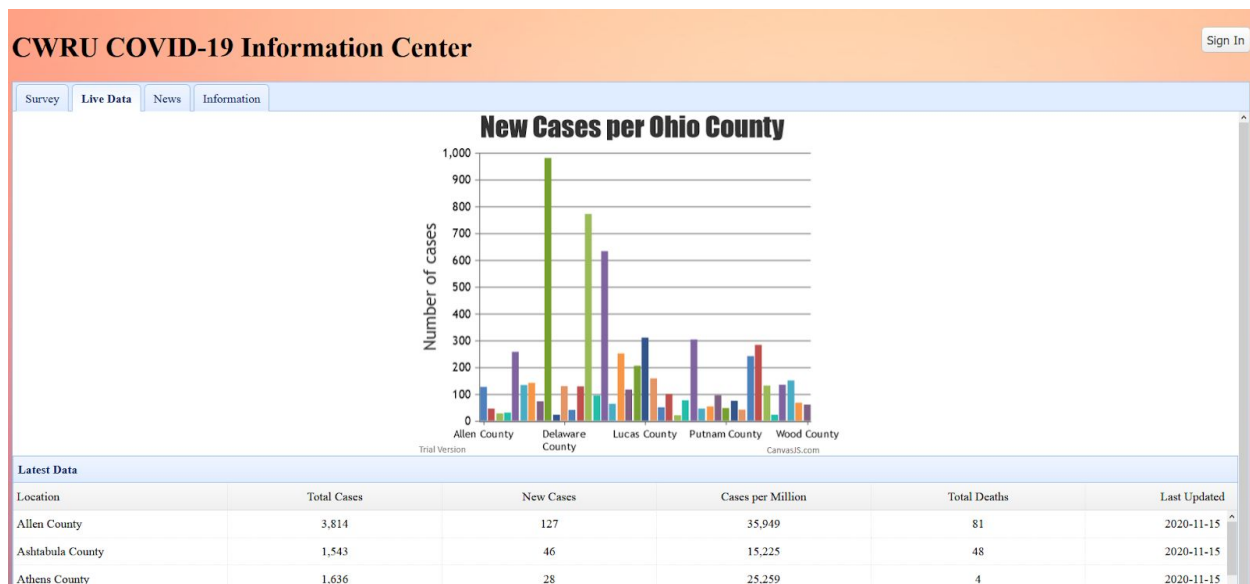
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Have you been in close contact (more than 15 minutes) in the past 14 days with someone with a confirmed diagnosis of COVID-19?
☐ Yes ☐ No

By pressing Submit, I attest that the above information is accurate to the best of my knowledge.

To complete the survey, go to the Survey tab, fill out all four answers, and click Submit.

1.2 Live Data



To view live data, go to the Live Data tab, and hover over each bar to see details. More detailed information is available in the table below.

1.3 News

CWRU COVID-19 Information Center Sign In

Survey Live Data **News** Information

Top News in Ohio

Title	Organization	Time	link
Coronavirus: Over 45,000 new cases, 1,700 new hospitalizations reported last week	Dayton Daily News	2020-11-16T10:18:39Z	https://news.google.com/articles/CBMijwFodHRwezovL3d3dy5kYXl0b25kYWlseV
Ohio's dramatic COVID-19 spike: Active cases up fivefold since start of October to near	cleveland.com	2020-11-16T12:19:42Z	https://news.google.com/articles/CAiEEKszPZlQI7xYGGJxIfFoMEqGQgEKKhAlA
Tool allows people to calculate COVID-19 risk of attending Thanksgiving	WJW FOX 8 News Cleveland	2020-11-15T00:38:06Z	https://news.google.com/articles/CAiEGj4LyaUCh0LbGIMdgGYCHEqGQgEKKhAlA
Ohio Department of Job and Family Services providing up to \$25M in grants to nonprof	News 5 Cleveland	2020-11-15T03:25:00Z	https://news.google.com/articles/CBMiuQFodHRwezovL3d3dy5uZXdzNWNsZXZl
New coronavirus cases top 7,700 in Ohio, 200 new hospitalizations reported Sunday	Springfield News Sun	2020-11-15T20:03:45Z	https://news.google.com/articles/CBMijAFodHRwezovL3d3dy5zcHJpbmdmaWVwZ
Ohio nurse on the frontlines has message for Ohioans as COVID-19 surges	ABC6OnYourSide.com	2020-11-15T23:54:00Z	https://news.google.com/articles/CBMiV2h0dHBzOi8vYWJjNm9ueW91enNpZGU
Where are COVID outbreaks the worst in Ohio?	The Cincinnati Enquirer	2020-11-15T16:28:32Z	https://news.google.com/articles/CAiEC68FDdIdlWwmm5SSrV1ha4qGQgEKKhAlA
Ohio at Miami football game canceled due to positive coronavirus tests on roster	WLWT Cincinnati	2020-11-15T22:39:00Z	https://news.google.com/articles/CAiEO966UVb2XwrBBxunXrFv4qGAGeK8IAI
Barley House downtown cited for third time by state for violating COVID-19 health ord	WJW FOX 8 News Cleveland	2020-11-15T19:42:08Z	https://news.google.com/articles/CAiELFDs_Ymcc5SUqkEiVccGLYqGQgEKKhAlA
How COVID-19 Hit Strongsville ZIP Codes: Weekly Review	Patch.com	2020-11-15T17:09:00Z	https://news.google.com/articles/CBMiWWh0dHBzOi8vcGF0Y2guY29ld29oaW8v
COVID-19: Ohio deaths up by 7.8% so far in 2020, coronavirus pandemic likely to blan	The Columbus Dispatch	2020-11-15T10:30:15Z	https://news.google.com/articles/CBMidGh0dHBzOi8vd3d3LmRpe3BhdGNolmNv
With Ohio's COVID-19 cases on the rise, health experts urge caution	NBC4 WCMH-TV	2020-11-14T23:06:00Z	https://news.google.com/articles/CBMidWh0dHBzOi8vd3d3Lm5iYzRlLnVbNvS9jb
Four Northeast Ohio bars cited for violating coronavirus-related health orders	cleveland.com	2020-11-14T16:23:14Z	https://news.google.com/articles/CAiEOu7wkoDGlMKMNHHEXNDEyOqGQgEK
Northeast Ohio businesses choose to shut down over recent rise in COVID-19 cases	WKYC.com	2020-11-15T03:35:00Z	https://news.google.com/articles/CBMimwFodHRwezovL3d3dy53a3ljLmNvS9hen
Restaurant, bar owners bracing for potential COVID-19 shutdown	NBC4 WCMH-TV	2020-11-14T04:07:00Z	https://news.google.com/articles/CBMicWh0dHBzOi8vd3d3Lm5iYzRlLnVbNvS9jb
Ohio's new health orders and how they may affect your holiday gatherings	WJW FOX 8 News Cleveland	2020-11-15T02:52:28Z	https://news.google.com/articles/CAiEFcL2MY_05Ke0R-uyU7MI7cqGQgEKKhAlA

To view the latest news surrounding COVID-19, go to the News tab. Follow any news link to be redirected to the related page.

Survey Live Data **News** Information

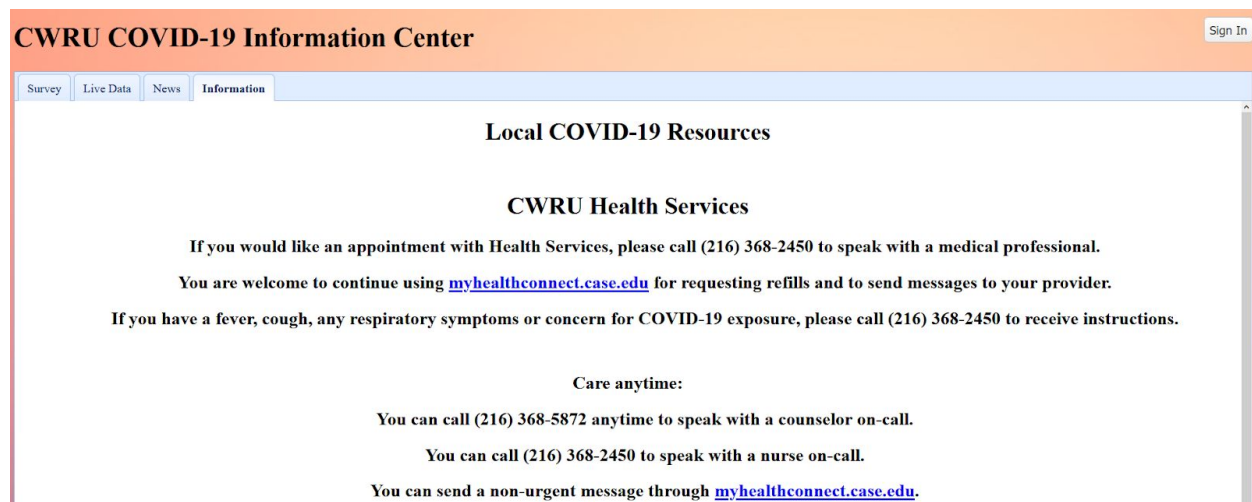
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organization: Dayton Daily News search searchallnews

To filter the news article by source, type the source's name below and select "search".
Alternatively, select "searchallnews" to receive news from all sources.

1.4 Information



To read helpful COVID-19 information for CWRU students, go to the Information page.

2. Faculty

2.1 Login

CWRU COVID-19 Information Center Sign In

Survey Live Data News Information

Daily Health Monitoring

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Are you planning to visit campus today?
☐ Yes ☐ No

Have you had a fever (100.0F/37.8C or higher) in the last 24 hours?
☐ Yes ☐ No

Do you have any of the following symptoms?
☐ Chills
☐ Cough
☐ Shortness of breath or difficulty breathing
☐ Fatigue
☐ Muscle or body aches
☐ Headache
☐ New loss of taste or smell
☐ Sore throat
☐ Congestion or runny nose
☐ Nausea or vomiting
☐ Diarrhea

Have you been in close contact (more than 15 minutes) in the past 14 days with someone with a confirmed diagnosis of COVID-19?
☐ Yes ☐ No

By pressing Submit, I attest that the above information is accurate to the best of my knowledge.

Login

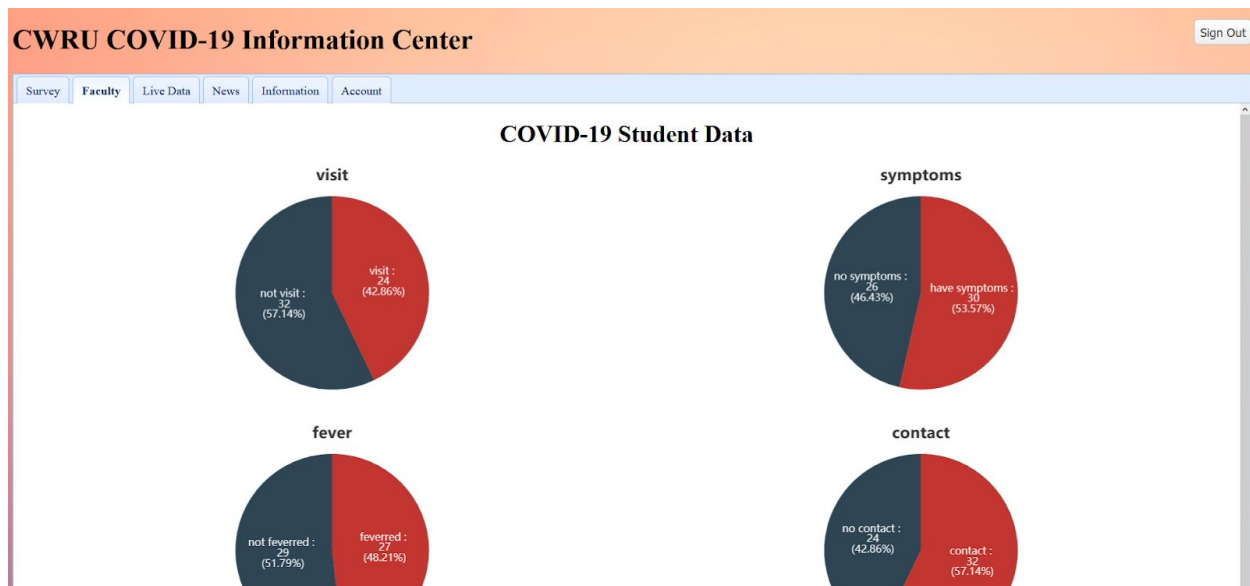
Username

Password

submit

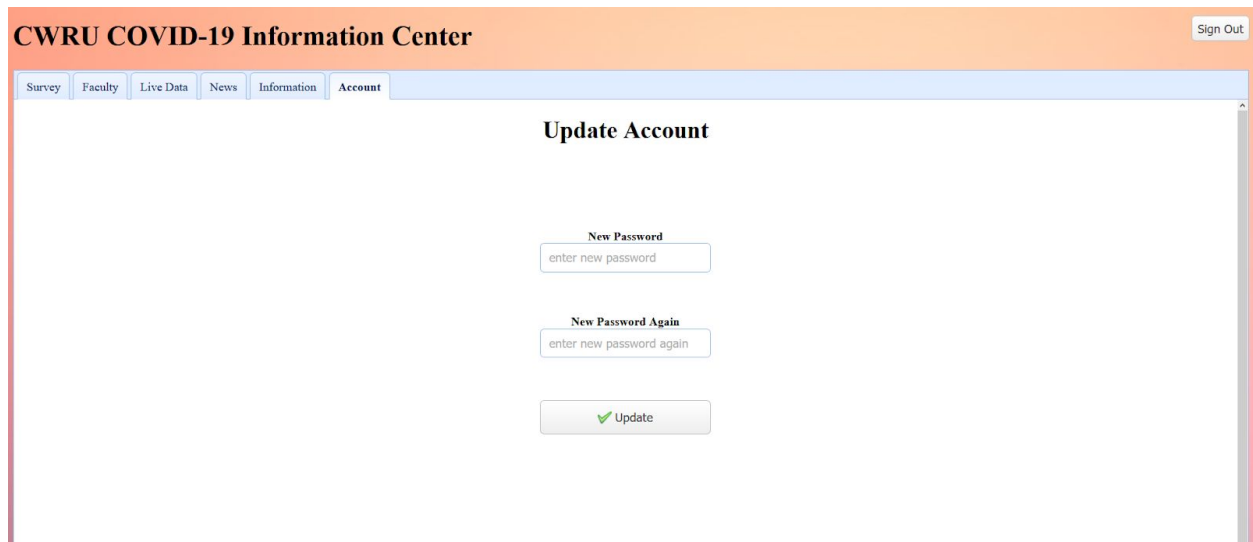
To sign in to the website, click the Sign In button in the upper right corner and fill in the username and password information.

2.2 Faculty



To view information exclusive to faculty members, click on the Faculty tab and hover over each pie segment to get magnified information.

2.3 Account



The screenshot displays the 'CWRU COVID-19 Information Center' website. At the top, there is an orange header bar with the site name on the left and a 'Sign Out' button on the right. Below the header is a light blue navigation bar containing tabs for 'Survey', 'Faculty', 'Live Data', 'News', 'Information', and 'Account'. The 'Account' tab is currently selected. The main content area is titled 'Update Account' and contains three input fields: 'New Password' with the placeholder text 'enter new password', 'New Password Again' with the placeholder text 'enter new password again', and a green checkmark icon followed by the text 'Update'.

To update your password, go to the Account tab and enter your new password twice, then click Update.

3. Administrator

3.1 Login

CWRU COVID-19 Information Center Sign In

Survey Live Data News Information

Daily Health Monitoring <<

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Are you planning to visit campus today?
☐ Yes ☐ No

Have you had a fever (100.0F/37.8C or higher) in the last 24 hours?
☐ Yes ☐ No

Do you have any of the following symptoms?

- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

☐ Yes ☐ No

Have you been in close contact (more than 15 minutes) in the past 14 days with someone with a confirmed diagnosis of COVID-19?
☐ Yes ☐ No

By pressing Submit, I attest that the above information is accurate to the best of my knowledge.

Login X

Username

Password

To sign in to the website, click the Sign In button in the upper right corner and fill in the username and password information.

3.2 Home

CWRU COVID-19 Information Center Sign Out

Home Survey Faculty Live Data News Information Users Account

Welcome, Admin!

Instructions:

Survey
 Fill out your Daily Health Monitoring survey. Available to all students, staff, and faculty.

Faculty
 Get information from the Daily Health Monitoring survey. Available to faculty and administrators.

News
 The latest COVID-19 related news. Administrators can update sources and delete stories.

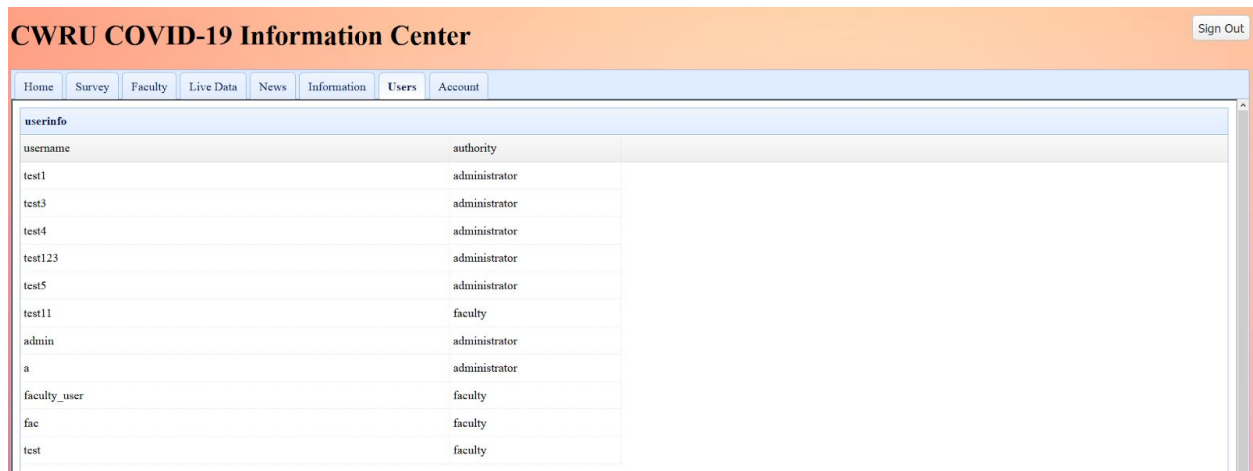
Information
 Information on local COVID-19 resources. Administrators can update this information.

Users
 Administrators can create and update user accounts for staff and other administrators.

Account
 Administrators and faculty can update account information.

By default, you will be directed to the home page. It will provide basic information for the rest of the website.

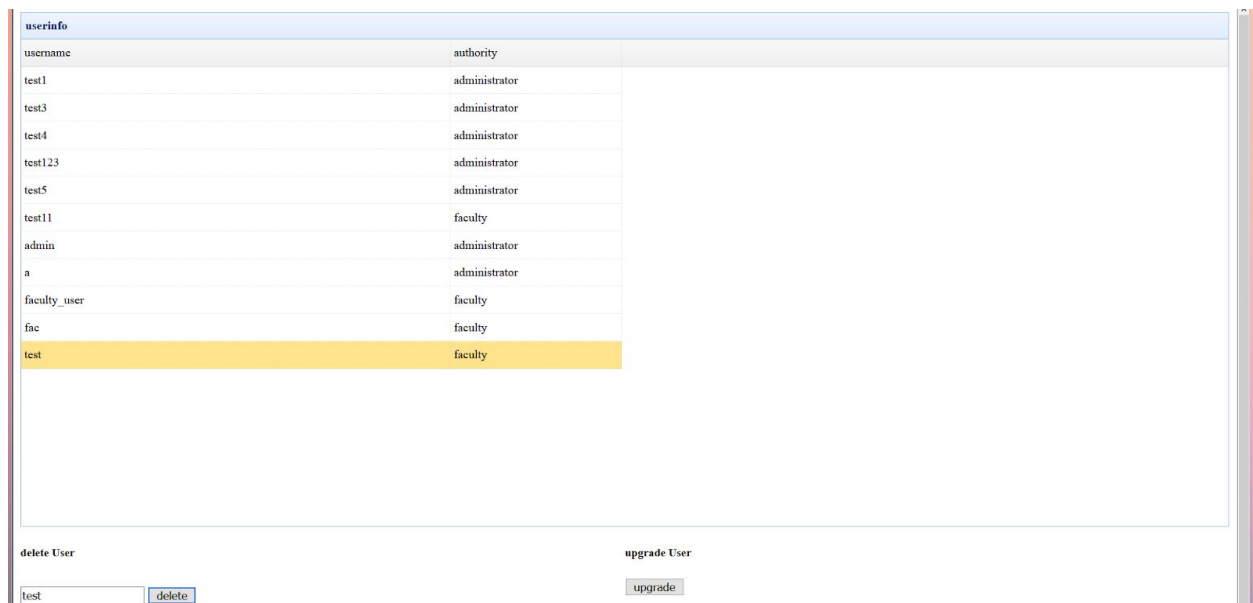
3.3 Users



The screenshot shows the 'CWRU COVID-19 Information Center' header with a 'Sign Out' button. Below the header is a navigation bar with tabs: Home, Survey, Faculty, Live Data, News, Information, Users, and Account. The 'Users' tab is selected, displaying a table titled 'userinfo'.

username	authority
test1	administrator
test3	administrator
test4	administrator
test123	administrator
test5	administrator
test11	faculty
admin	administrator
a	administrator
faculty_user	faculty
fac	faculty
test	faculty

To view all current users and their access levels, go to the Users tab.



This screenshot shows the same 'userinfo' table as the previous image, but with additional management options at the bottom. The 'test' row is highlighted in yellow. Below the table, there are two sections: 'delete User' and 'upgrade User'.

username	authority
test1	administrator
test3	administrator
test4	administrator
test123	administrator
test5	administrator
test11	faculty
admin	administrator
a	administrator
faculty_user	faculty
fac	faculty
test	faculty

delete User

test

upgrade User

To remove a user, click on their name and then click the “delete” button. Alternatively, click on a faculty user and then click “upgrade” to upgrade them to an administrator user.

3.4 Account

To create a new faculty user account, go to the Account page and fill out the username and password under the Create User section. Alternatively, modify the logged in user's password by entering a new password twice under the Update Account section.

fac2	faculty
admin	administrator
fac	faculty
test111	faculty

After creating a new user, return to the Users tab and click the Refresh button to see the new user displayed.