RLCS User Guide

Prepared for CST8334

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Welcome to the Real Life Corruption Scenario application user guide. This application is used to share real stories from people who have faced or are facing corruption and would like to share their resolution or look for answers from similar cases.

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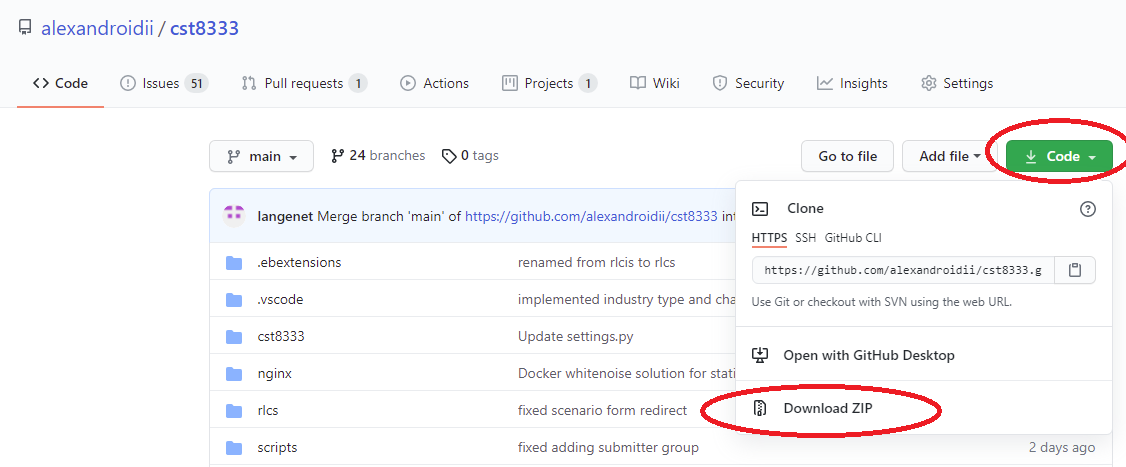
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# Installation

## Downloading The Image

1. To first run the application, you will need to install Docker at the following location:

<https://docs.docker.com/get-docker/>

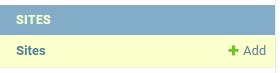
1. You can either download the entire RLCS repository from Github by following these instructions, or skip to step 3:
   1. Go to <https://github.com/alexandroidii/cst8333>
   2. Click on the  button and then on to download the entire application.  
        
      
   3. Extract the contents of the folder on your local file system **(example c:\rlcs)**
2. If you did not download the entire application (not needed to run only to develop) go to the following file in the Github repository and copy the file to your local system:
   1. <https://github.com/alexandroidii/cst8333/blob/main/docker-compose.yml>
   2. On your local file system, create a file called “docker-compose.yml”. For example, in the folder **c:\rlcs\docker-compose.yml**
   3. Copy the contents from the docker-compose.yml file in the link in step 3.a into the file you created in step 3.b
   4. Go to the following <https://github.com/alexandroidii/cst8333/blob/main/.env.dev> link
   5. Copy the contents of the .env.dev file into a file on your local file system called “.env.dev”. For example, in the folder **c:\rlcs\.env.dev**
   6. Update the .env.dev file with your own domain information as well as email SMTP info.

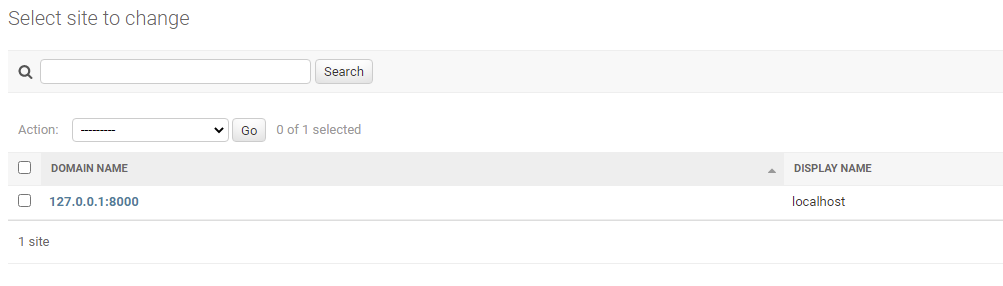
## Running the Image

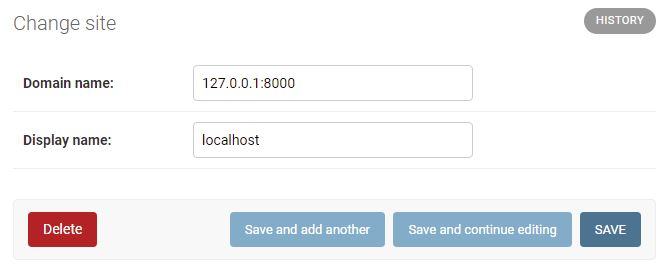
1. From a command line, run the following commands:
   1. docker images
      1. Note: If this command does not work, docker did not install correctly so you will need to return to step one to finish installing it
   2. cd c:\rlcs
      1. Note: If you gave your local folder a different name at step 2.c or 3.b then use that folder name instead
   3. docker login
      1. Note: Not sure if you need to login for this to work as it’s a public image.
   4. docker-compose up
      1. Note: you might be prompted by Docker to access local files. You can click yes or accept on that prompt.
2. You should be able to access the site now by going to <http://127.0.0.1:8000>

## Updating Your Site Domain

You will need to log into the application with the default Admin credential ‘admin@admin.com’ and ‘12345678’ as a password, click on the “Sites” link and modify the site address to represent your own.



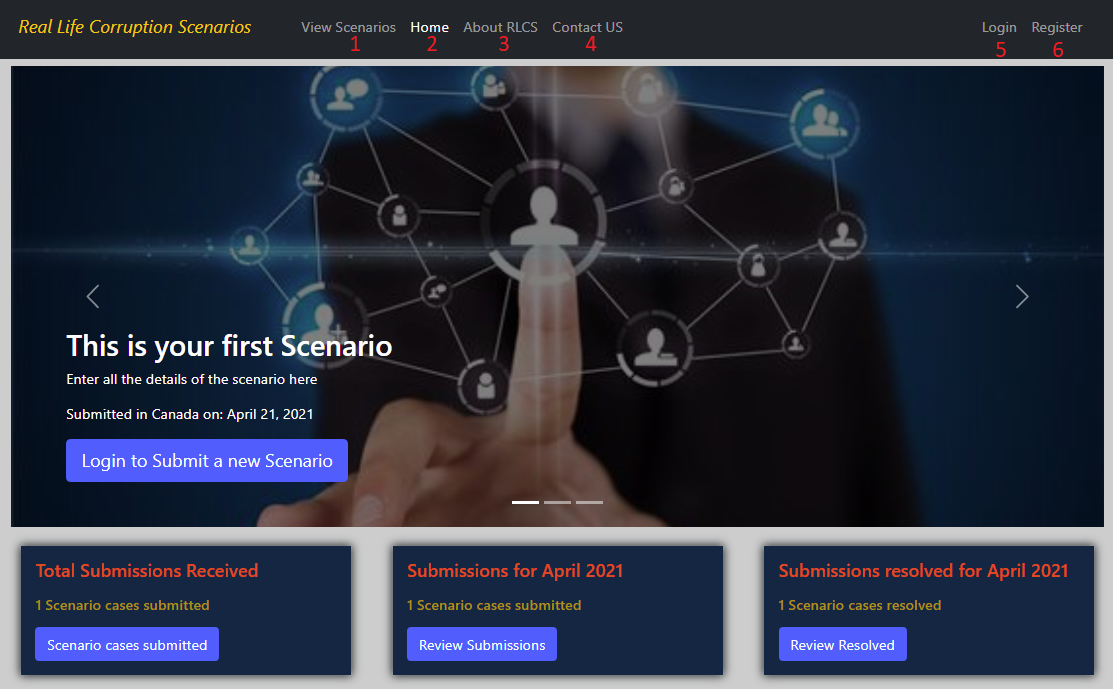




# Using the application

## Home Page

When you access the application for the first time, there are a few defaults that have been created to start you off.



You are greeted on the home page with some metrics and the latest 3 scenarios that have been submitted.

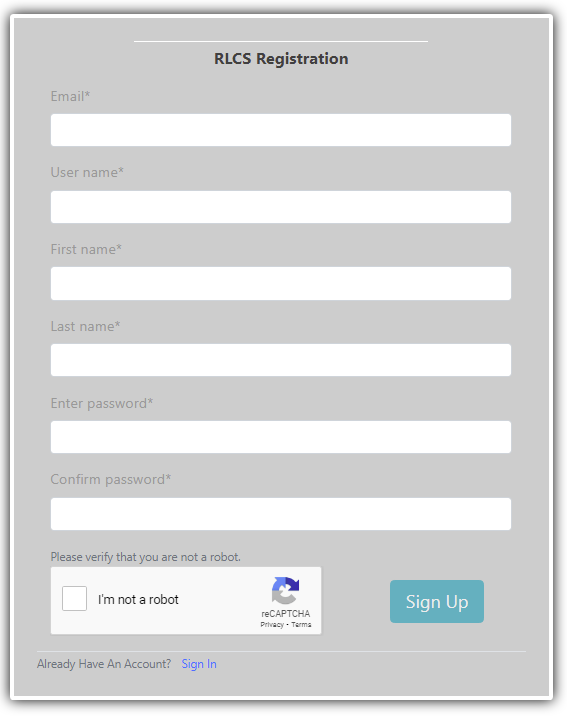
From here you can:

1. **View Scenarios:** A list of all the reviewed scenarios. If you are logged in, you will also see a list of scenarios you’ve submitted that have not been published publicly yet, and if you are a reviewer or admin, you will see all scenarios submitted, even if they are not published.
2. **Home:** return to the home page
3. **About RLCS:** a page that describes the purpose of RLCS
4. **Contact Us:** redirect to the CCEAC contact us page
5. **Login:** login to RLCS if you already have an account
6. **Register:** if you don’t have an account, you can register for one here.

# Account Management

## Account registration

Account registration requires the following information:



Once you’ve signed up, you will receive an email with a verification link. Click on that link to activate your account before you can login for the first time.

## Roles

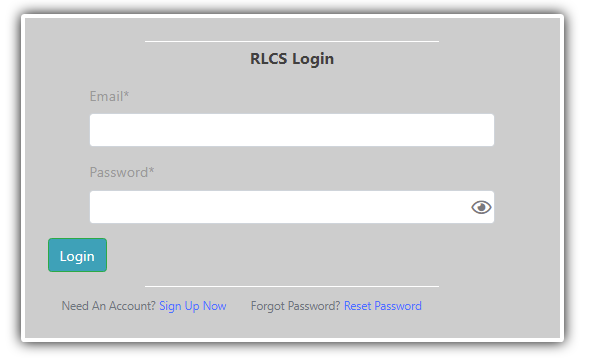
**Submitter:** By default, all accounts created this way will have the **Submitter** role, which gives them access to submit new scenarios and edit their own scenarios. When a new scenario is submitted, it is not public yet until a user with the Reviewer role publishes it.

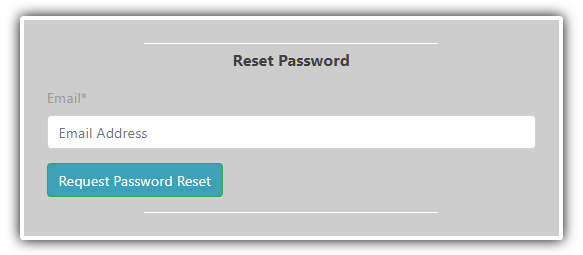
**Reviewer:** This role has the ability to review scenarios before **Publishing** them.

**Admin:** This is a Super User who can access the Admin Console and modify dropdown values, create new users, and assign roles.

## Login and Reset Password

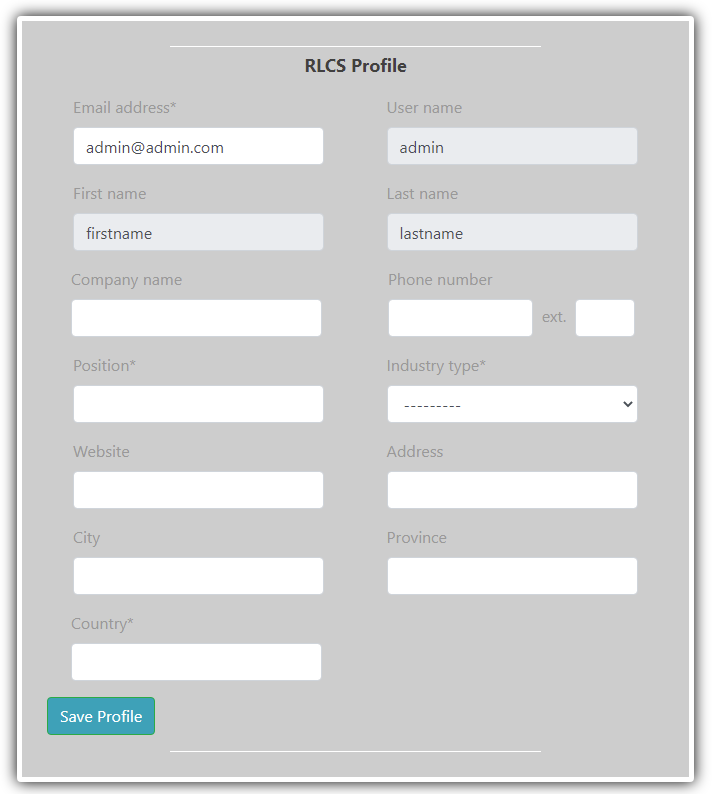
The login and reset password process is straight forward. Enter your credentials and click **Login**, or click on the **Reset Password** link.





An email will be sent with instructions on how to reset your password once you enter your email and click on **Request Password Reset**

Once you login, you will be presented with a profile page to complete additional details.



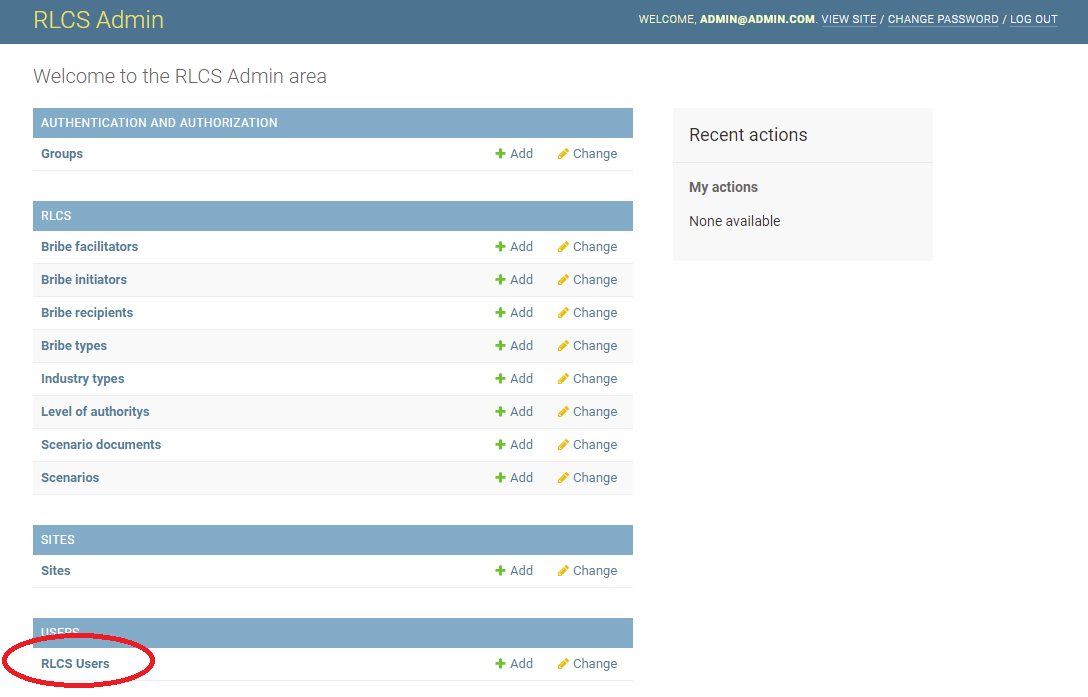
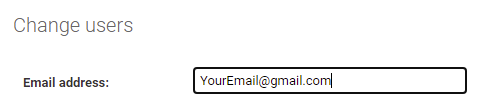
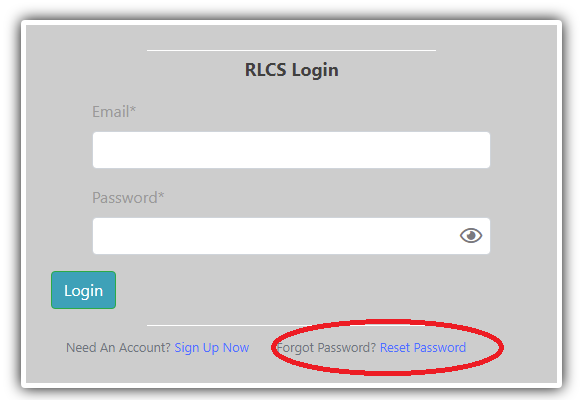
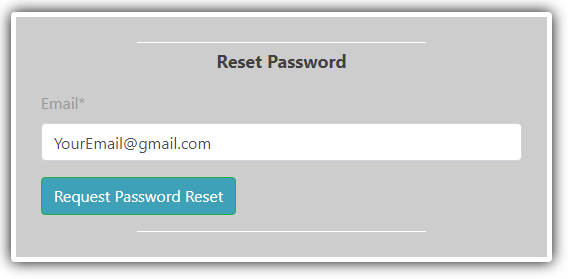
## Default Admin Account

By default, an admin account has been created to be able to login for the first time, access the admin console, and create new reviewers and administrators.

Default email: [admin@admin.com](mailto:admin@admin.com)  
Default password: 12345678

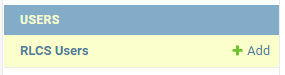
This is not secure and should be changed immediately upon running the application for the first time.

## Reset Default Admin Password

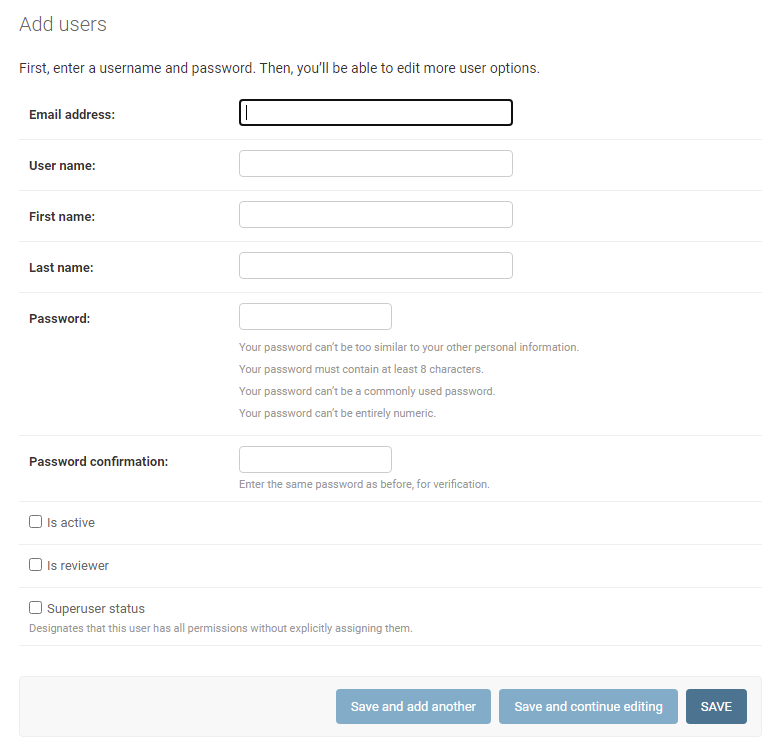
1. Login to RLCS with the default admin account from above
2. Click on the  icon to access the admin console.
   1. Note: Only those with superuser access can access the admin console.
3. On the **RLCS Admin page**, click on **RLCS Users**
4. Click on the [admin@admin.com](mailto:admin@admin.com) account
5. Change the email address to your own email address and then click  at the bottom of the page  
   
6. Click on **VIEW SITE** at the top of the page to return to the RLCS app.  
   
7. Click on  at the top right corner of the page
8. Click on  at the tope right corner of the page
9. Click on **Reset Password** at the bottom of the login form  
   
10. Enter your email address that you just changed in the Admin Console and click **Request Password Reset**  
    
11. Follow the instructions in the email to reset the password.

## Creating New Reviewers and Admins

To create a new Reviewer or Admin, you can either have someone register through the RLCS interface, or through the Admin console by clicking the  button in the **USERS** section.



Fill in the required fields and can assign the **Is reviewer** role or the **Superuser status** at the same time.



**IMPORTANT! Make sure you add the checkmark for Is active or else the user will not be able to login.**

# **Scenario Workflow**

## Submitting a Scenario

Once you’ve logged in with a **Submitter** account, you can go to the **View Scenarios** section and click on 

Fill in as much details on the form that you can provide as this will help others searching through the scenarios.

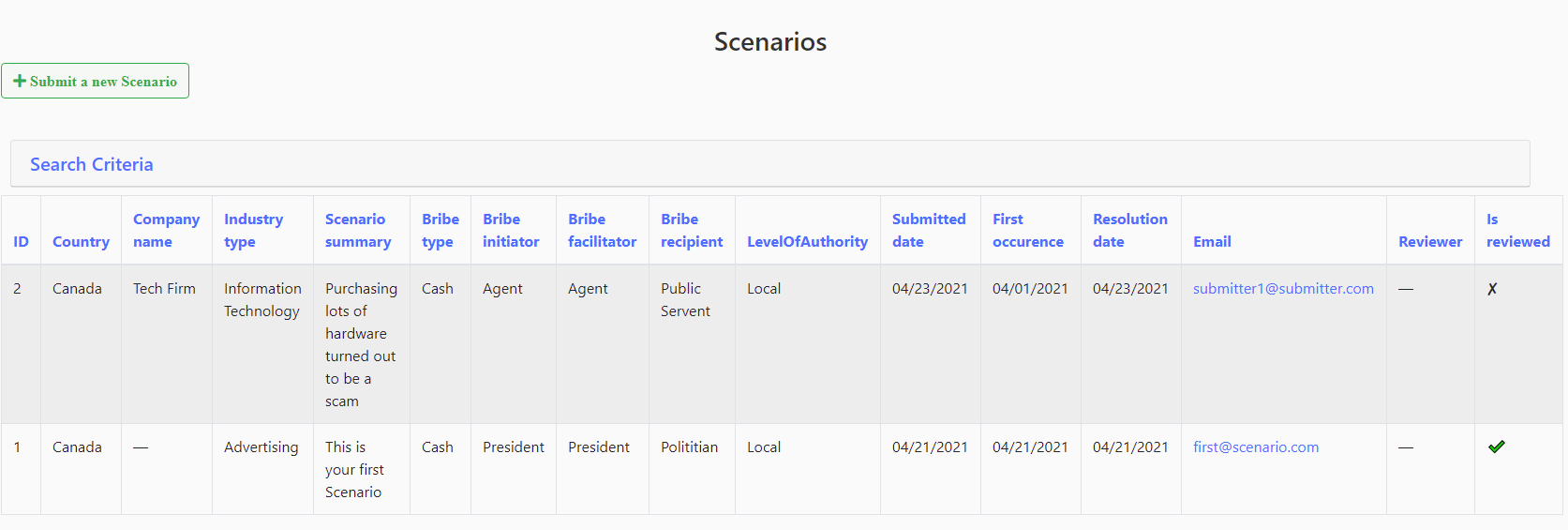
**Note:** You have the option to hide your Company name, Region, Location and Public Email from the public but it will be visible to the submitter who submitted the scenario, and all Reviewers and Admins of the RLCS system, by checking the following box:

****

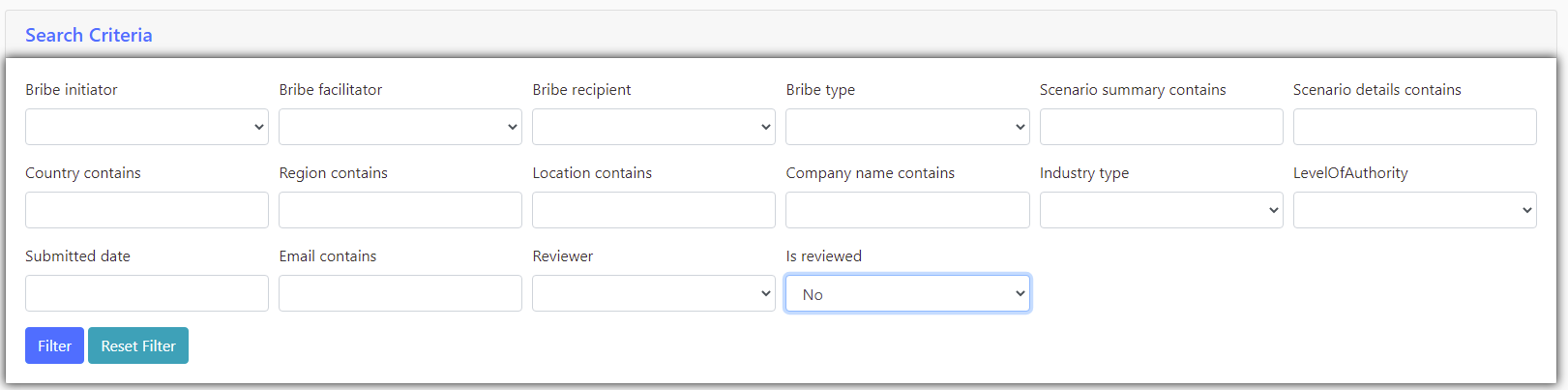
Once you are done, use the  button to send your scenario for Review.

## Reviewing a Scenario

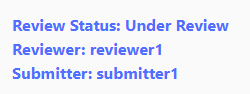
1. Login to the RLCS application with a user that has the **Reviewer** role and click on **View Scenarios**



1. You can see in the **Is Reviewed** column either an or . Look for scenarios with the  indication to start reviewing it.  
     
   You can also use the **Search Criteria** section to filter through the scenarios for those that are not reviewed yet.



You can see who is currently reviewing the scenario, who submitted it, and the current status of the scenario at the top right portion of the scenario page.



1. Click on the button to assign the scenario to yourself as well as make changes to the scenario.
2. Once the Reviewer is satisfied with the scenario, they can publish it publicly by clicking on the  button.

## Editing a scenario

Only the original submitter, Reviewers and Admins can modify a scenario. Once it has been modified, it will lose it’s Reviewed status and need to be reviewed again before it is displayed publicly.