User Manual - SIGIE

Comprehensive School Route Management System

1. Introduction to the System

1.1. What is SIGIE?

SIGIE is the web system developed specifically for the Italian Lyceum that allows the integral management of school schedules. The system optimizes the creation and distribution of schedules considering teacher availability, subjects, and ANEP regulations.

1.2. Compatible Browsers

- Google Chrome 90 or higher (Recommended)
- Mozilla Firefox 88 or higher
- Safari 14 or higher
- Microsoft Edge 90 or higher

1.3. Technical Characteristics

- Responsive interface (adapts to cell phones and tablets)
- Compatible with WCAG 2.1 AA (accessibility)
- Support for zoom up to 200%
- Complete keyboard navigation

2. Access and Security

2.1.   First Access to the

System System URL:

http://192.168.2.139 Detailed

Process:

1. Open your preferred web browser
2. Enter the address http://192.168.2.139 in the address bar
3. Complete the login form:
     - ID Field: Enter your ID with periods and hyphen (e.g.: `1.234.567-8`)
     - Password Field: Enter the assigned password
     - Role Selector: Choose your role from the available options

4. Press the "Login" button or the Enter key

2.2. Security Policies

- Session Time: 30 minutes of inactivity
- Preventive Alert: Warning after 25 minutes of inactivity
- Maximum Attempts: 5 failed attempts per minute per IP
- Automatic Closure: Session ended after 30 minutes of inactivity

2.3. Common Access Problems

- Credential Error: Verify ID and password format
- Incorrect Role: Confirm that you selected the appropriate role
- Session Expired: Log in again after 30 minutes

3. Interface and Navigation

3.1. Interface Structure

Upon entering the system, you will find:

Side Menu:

- Main navigation organized by sections
- Representative icons for each function
- Options vary depending on your user role

Top Bar:

- Information of the connected user
- Active role indicator
- Logout button
- Notifications indicator

Main Content Area:

- Space where information is displayed and managed
- Design adaptable to screen size

[IMAGEN: Vista completa del dashboard mostrando menú lateral y área principal]

3.2. Keyboard Navigation

- Tab Key: Navigate between interactive elements
- Enter Key: Activate selected buttons or links
- Escape Key: Cancel actions or close pop-up windows
- Directional Keys: Navigate in menus and lists

3.3. Navigation System (Breadcrumbs)

Example: Home > Schedules > My Schedule > Edition

- Each segment is clickable to go back in navigation
- Always visible at the top of the content
- Shows the complete path to the current location

4. Features for Teachers

4.1.   Complete Profile

Management Access: Lateral Menu □

"My Profile" Information to Complete:

- Full Name: Update your personal information
- Cell Phone: Uruguayan format (+598XXXXXXXX)
- Subjects: Multiple selection from predefined list
- Work in Other High Schools: Checkbox
- External Institutions: List of high schools where you work (if applicable)

Saving Process:

1. Complete all required fields
2. Verify the phone and ID formats
3. Click on "Save Changes"
4. Wait for confirmation of successful

saving [IMAGE: Teacher profile form showing all

fields]

4.2.   Hourly Availability System

Access: Lateral Menu □ "My

Availability" Calendar Interface:

- Weekly view from Monday to Friday
- Interactive time blocks
- Green Color: Selected available slots
- Gray Color: Unavailable slots
- Selection by individual click or multiple drag

Registration Process:

1. Select day of the week
2. Click on the available time blocks
3. For multiple selection: click and drag
4. Confirm the selection with "Save

Availability" Availability Observations:

- Drop-down list of predefined observations
- "Other" Option: Free text field (500 characters maximum)
- "Other High School" Option: Specify institution names
- Multiple observations can be selected

[IMAGE: Availability calendar with observations]

4.3. Schedule Visualization and Management

Access: Side Menu □ "My Schedule"

Display Format:

- Weekly table with columns for each day (M-F)
- Rows representing time blocks
- Cells showing subject, group, and classroom
- Arial 12pt font with 4.5:1 contrast

Color System for Conflicts:

- Red Background: Critical conflict (double-assigned teacher)
- Yellow Background: Warning (time load limit, proximity to ANEP limits)
- Blue Border: Subjects taught jointly with another group

Additional Information:

- Total Time Load: Sum in hours and minutes
- Margin Percentage: (Available hours / Assigned hours) * 100
- Informative Tooltips: Hover over conflicts for details

Export Functions:

- Print: Optimized format for A4 paper
- Compact View: Essential information only
- Detailed View: Includes observations and metadata

[IMAGE: Teacher schedule showing different types of conflicts]

5. Functionalities for Parents

5.1. Access to Student Schedules

Access: Side Menu □ "My Children's Schedules"

Student Selector:

- Dropdown list with all associated students
- Search by name or ID
- "Schedule Published" indicator next to each name
- Recent selections history

Schedule Visualization:

- Same tabular format as teachers
- Specific information of the selected student
- Only schedules officially published by the Directorate
- No editing or modification capabilities

Visualization Features:

- Subjects color-coded by type or area
- Indicators of evaluations or special activities
- Teacher contact information available
- Compatible with mobile devices

[IMAGEN: Schedule view for parents with student selector]

6. Common Tools

6.1. Search System

- Global Search: Accessible from any screen (Ctrl + K)
- Table Search: Real-time filtering with 300ms delay
- Advanced Search: Multiple combinable criteria

6.2. Table and List Management

- Filtering: By specific criteria (name, status, date)
- Sorting: Click on columns for ascending/descending order
- Pagination: Navigation through pages in long lists
- Export: Data in compatible formats

6.3. Notification System

- System Alerts: Changes in schedules, important reminders
- Status Notifications: Confirmation of actions performed
- Pop-up Messages: Contextual information and help

7. Problem Solving

7.1. Access Problems

"Incorrect Credentials"

- Verify the ID format (must include periods and hyphen)
- Confirm that the password is correct (case-sensitive)
- Verify that you selected the correct role

"Session Expired"

- Log in again with your credentials
- The session automatically closes after 30 minutes of inactivity

7.2. Availability Issues

"Availability Not Saved"

- Verify that you have at least 20 weekly hours registered
- Confirm that you do not exceed the limit of 40 weekly hours
- Check that the observations do not exceed 500 characters

"Error in Schedule Selection"

- Use drag selection mode for multiple blocks
- Verify that the calendar is in edit mode
- Reload the page if display problems persist

7.3. Display Problems

"Schedule Not Visible"

- Confirm that the schedules have been published by the Directorate
- Verify that you are in the correct academic period
- Contact the coordinator if the problem persists

"Schedule Conflicts"

- Conflicts in red indicate critical problems that require attention
- Conflicts in yellow are warnings that should be monitored
- Report the conflicts to the academic coordinator

8. Frequently Asked Questions (FAQ)

8.1. About Access

Can I access from my mobile phone?

Yes, the system is fully responsive and works on any device with a web browser.

What do I do if I forgot my password?
Contact the system administrator to reset your password.

8.2. About Availability

How many hours of availability should I register?
Minimum 20 hours per week to allow the generation of schedules.

Can I modify my availability during the period? Yes, but
changes may affect already generated schedules.

8.3. About Schedules

How often are the schedules updated?
Only when the Directorate publishes new official schedules.

How do I know if my availability was considered?
Check your margin percentage in the profile.

9. Support and Contacts

9.1. Support Channels

- Technical Problems: SIGIE Administrator
- Academic Content: Academic Coordinator
- Schedules and Availability: Management and Coordination

9.2. Information for Reporting Problems

When contacting support, provide:

- Identity card
- Role in the system
- Detailed description of the problem
- Screenshots of the error (if possible)
- Browser and version used

9.3. Support Hours

- General Support: Monday to Friday from 8:00 to 17:00
- Technical Emergencies: Contact the system administrator