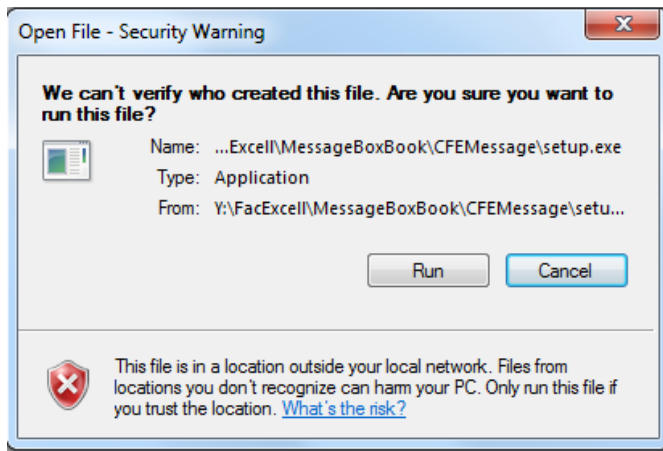


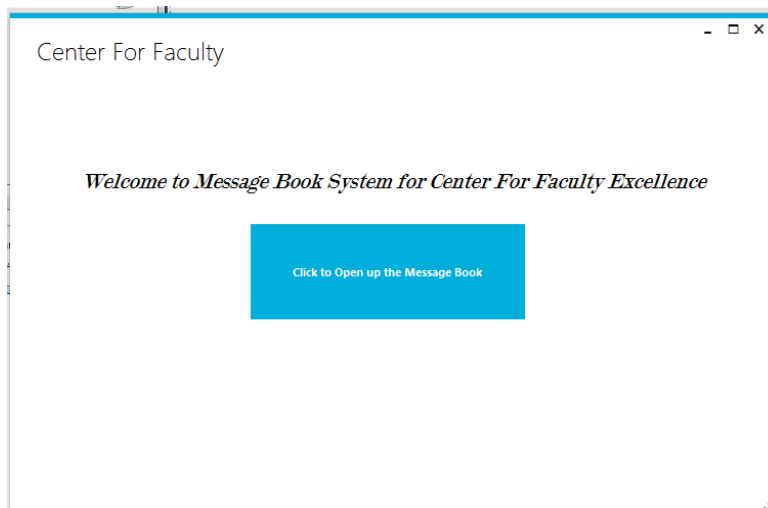
HOW THE PROGRAM WORKS

INSTALLATION AND SETUP PROCEDURE

1. Navigate to the shared drive(Y:), select '**FacExcell**' folder.
2. Select '**MessageBoxBook**' folder. Then double click on '**CFEMessage**' folder.
3. Run setup.exe file.
4. Following window should appear on the screen.

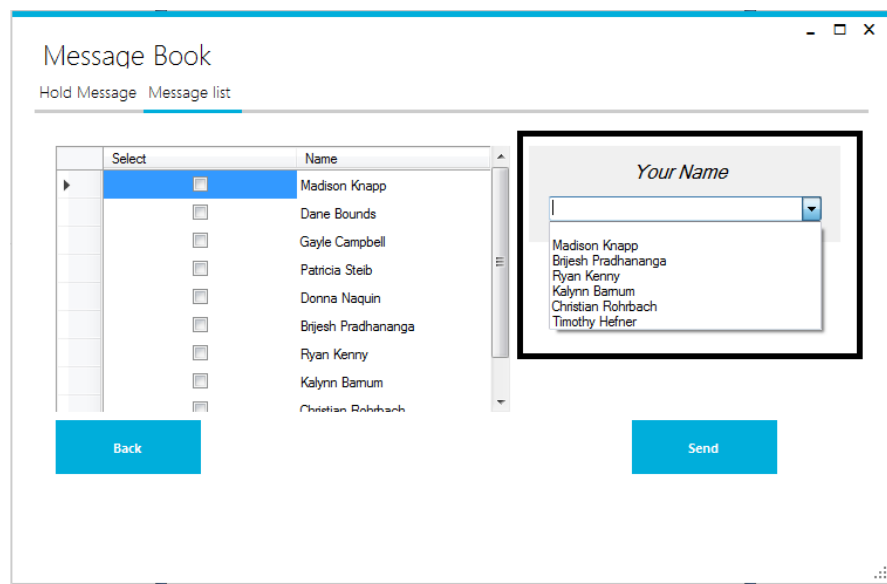


5. Click 'Run'.
6. Click on Install button. The setup wizard will install the program on to the computer. After it finishes, the program will be automatically executed.



Things to Know about the Application

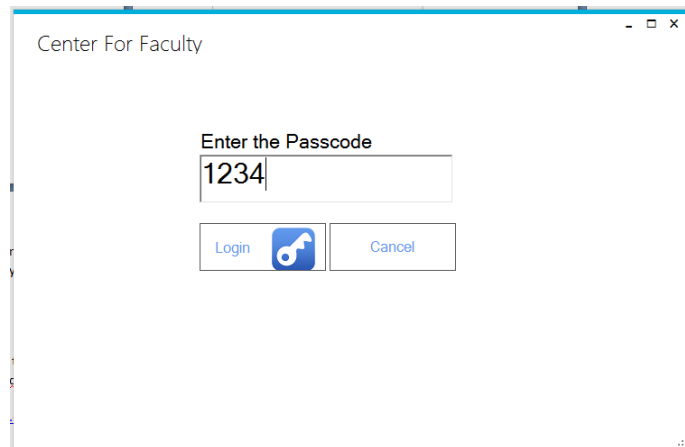
- **ROLES:** There are 3 roles defined in the program and depending on the roles users are given access to.
 - Only the **Graduate Student** or **Student** can send the email. You will know this when; the program prompts you to select your name before sending the email.



- **PASSWORDS:**
 - In the program, before you can begin, you are prompted to enter 4-digit pin number to access the application. That is user's password which known to all the faculty and employee.
 - Similarly, when pressing '**Settings**' to change and add users and password. You are again prompted to enter the pin number. This time, since you are editing the database, the pin

number is different than the user's pin. This is an admin access key which is known only by faculty staffs.

- **USER'S PIN: 1234 (default)**



- **ADMIN'S PIN: 9876 (default)**

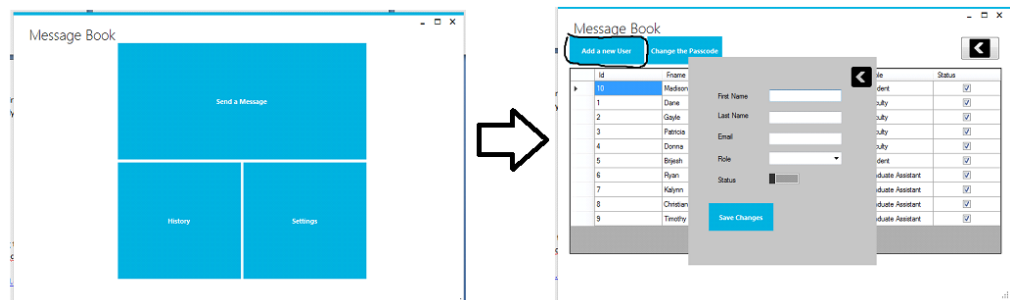
- You can change the pin by accessing the setting menu and clicking on 'Change Passcode' button.

- **EMAIL PASSWORD**

- **GMAIL ACCOUNT:** center.ffe@gmail.com
- **PASSWORD:** faculty1997

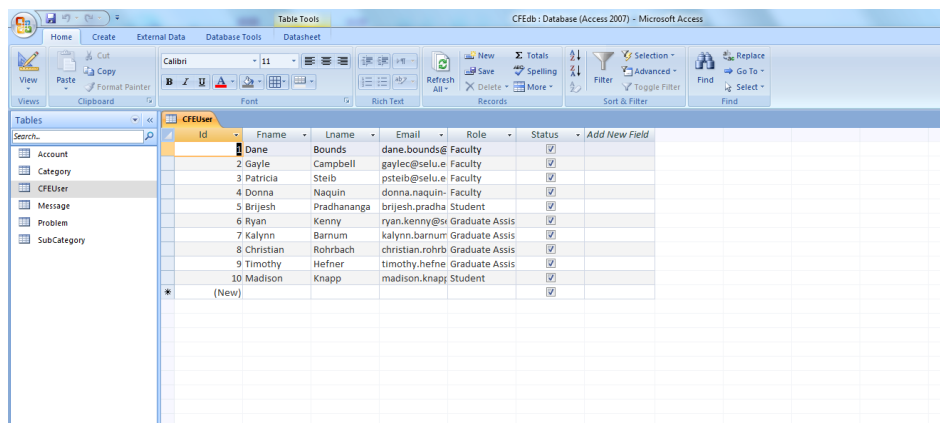
- **ADDING OR EDITING USERS**

- Admin can add a new user or edit an existing one through setting panel.
- **To add a new user:**



ID	Name	First Name	Last Name	Email	Role	Status	Admin Assistant	Admin Assistant	Admin Assistant
10	Madison						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Dane						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Gayle						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Patricia						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Donna						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Ernest						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Ryan						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Kalvin						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Christian						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Timothy						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **To edit:**
 - Double click on any of the users. A dialog box will appear and user can save the changes.
- **HISTORY**
 - You can view the history of all the mail sent through the program.
- **DATABASE**
 - The database used for storing information is located at 'Y:\FacExcell\MessageBoxBook\CFEdb.accdb'.
 - You can manually change the information by opening the CFEdb.accdb file through Microsoft Windows Access.

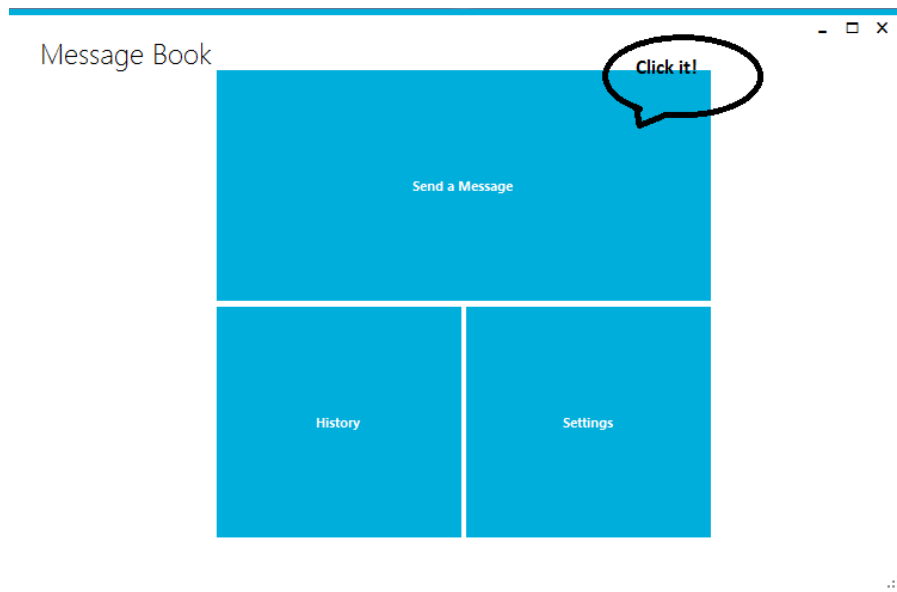


The screenshot shows the Microsoft Access application window titled 'CFEdb : Database (Access 2007) - Microsoft Access'. The 'Table Tools' ribbon is active, showing various options like 'New', 'Save', 'Delete', 'Records', 'Filter', 'Sort & Filter', 'Find', and 'Replace'. The 'Tables' list on the left includes 'Account', 'Category', 'CFEUser', 'Message', 'Problem', and 'SubCategory'. The 'CFEUser' table is selected, and its data is displayed in a grid. The table has columns for 'Id', 'Fname', 'Lname', 'Email', 'Role', and 'Status'. The data includes 10 users, with the last one marked as '(New)'.

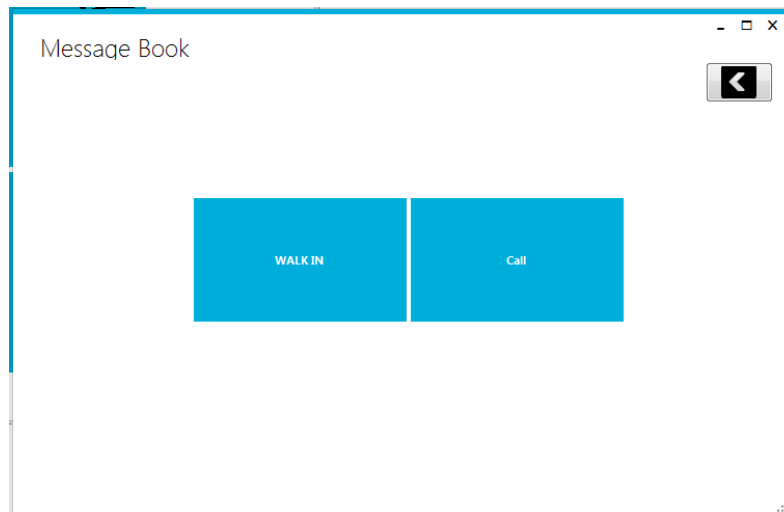
Id	Fname	Lname	Email	Role	Status
1	Dane	Bounds	dane.bounds@	Faculty	<input checked="" type="checkbox"/>
2	Gayle	Campbell	gaylec@selu.e	Faculty	<input checked="" type="checkbox"/>
3	Patricia	Steib	psteib@selu.e	Faculty	<input checked="" type="checkbox"/>
4	Donna	Naquin	donna.naquin-	Faculty	<input checked="" type="checkbox"/>
5	Brijesh	Pradhananga	brijesh.pradha	Student	<input checked="" type="checkbox"/>
6	Ryan	Kenny	ryan.kenny@si	Graduate Assis	<input checked="" type="checkbox"/>
7	Kalynn	Barnum	kalynn.barnum	Graduate Assis	<input checked="" type="checkbox"/>
8	Christian	Rohrbach	christian.rohrb	Graduate Assis	<input checked="" type="checkbox"/>
9	Timothy	Hefner	timothy.hefne	Graduate Assis	<input checked="" type="checkbox"/>
10	Madison	Knapp	madison.knapp	Student	<input checked="" type="checkbox"/>
*	(New)				<input checked="" type="checkbox"/>

CORE FUNCTIONALITY:

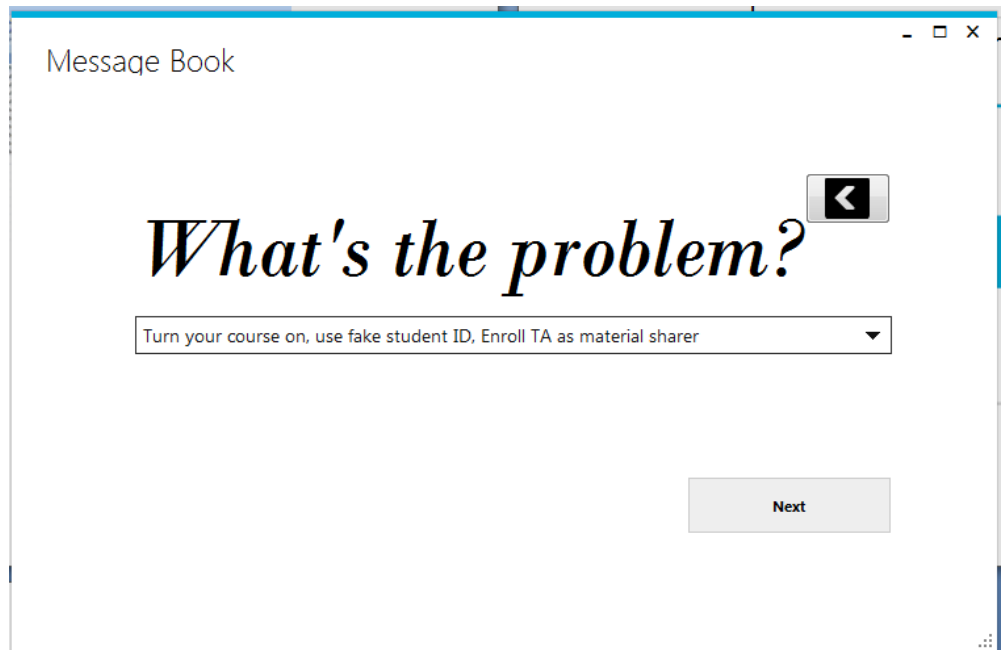
The main function of the application is to enable users to send a message for a specific person or a group of people instead of using the old fashion way of paper sticky notes. To send an email, follow the below screenshots:



1. _____
2. Select the type of message. Is it a phone call or a regular walk in?



3. Select what the issue is? Moodle, Projects, Posters or something else?
4. Let us suppose, it's a moodle question: Click on Moodle. Following window appear:



5. Select the appropriate problem from the drop box and click on 'Next'.
6. Another window appears and so the same for that window as well.
7. After that, a large text box will prompted to the user, where, if necessary, user can write further information on the topic.
8. Now, the information panel appears on the screen where user has to fill in the information about the caller.

The screenshot shows a web application window titled "Message Book". Below the title bar, there are two tabs: "Hold Message" and "Message list", with "Message list" being the active tab. The main content area is titled "Caller Information" and contains a form with the following fields:

- A "Date" dropdown menu set to "Wednesday, June 29".
- Radio buttons for "Mr." (selected) and "Mrs.".
- Input fields for "First Name" and "Last Name".
- Input fields for "Department", "Phone", and "Email Address".
- A blue "Next" button at the bottom right.

 A back arrow button is located at the top right of the form area.

9. After clicking on 'Next'. Following window will be prompted.

The screenshot shows the same "Message Book" window, but now displaying a recipient selection screen. The "Message list" tab is still active. The main content area features:

- A table with two columns: "Select" and "Name". The "Name" column lists several individuals: Madison Knapp, Dane Bounds, Gayle Campbell, Patricia Steib, Donna Naquin, Brijesh Pradhananga, Ryan Kenney, Kalyann Bamun, and Christian Rohrbach. The first row, "Madison Knapp", is highlighted in blue.
- A "Your Name" dropdown menu on the right side.
- Blue "Back" and "Send" buttons at the bottom.

10. Choose whom you want to send the mail to and select your name in the 'Your Name' dropdown box.

11. Finally, click on Send. Message will be shown if the message sending was successful or not.

For further Information:

Email: brijesh.pradhananga@selu.edu

Call: 469-369-9393