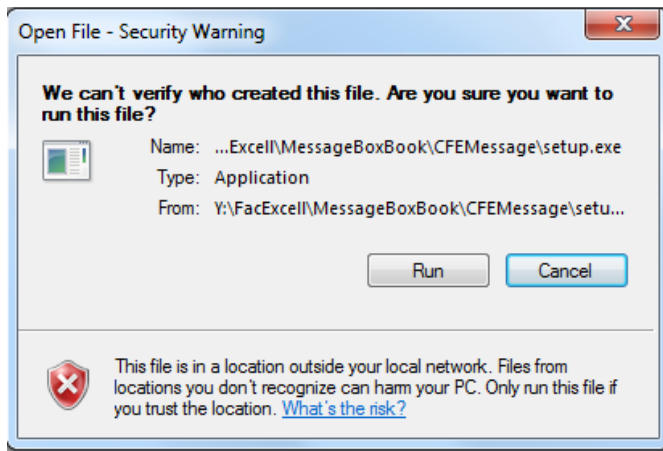# HOW THE PROGRAM WORKS

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.
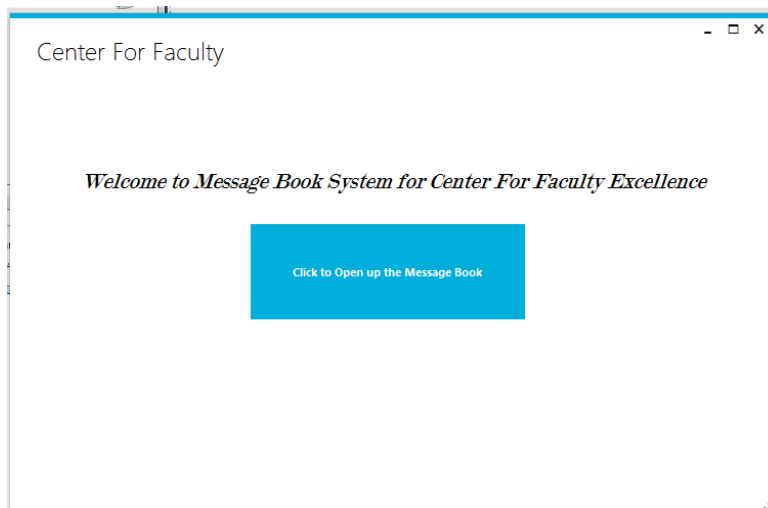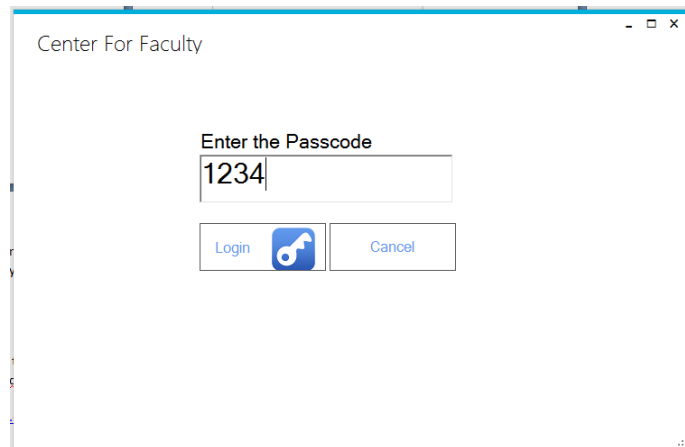
Things to Know about the Application

- ROLES: There are 3 roles defined in the program and depending on the roles users are given access to.
  - o 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.
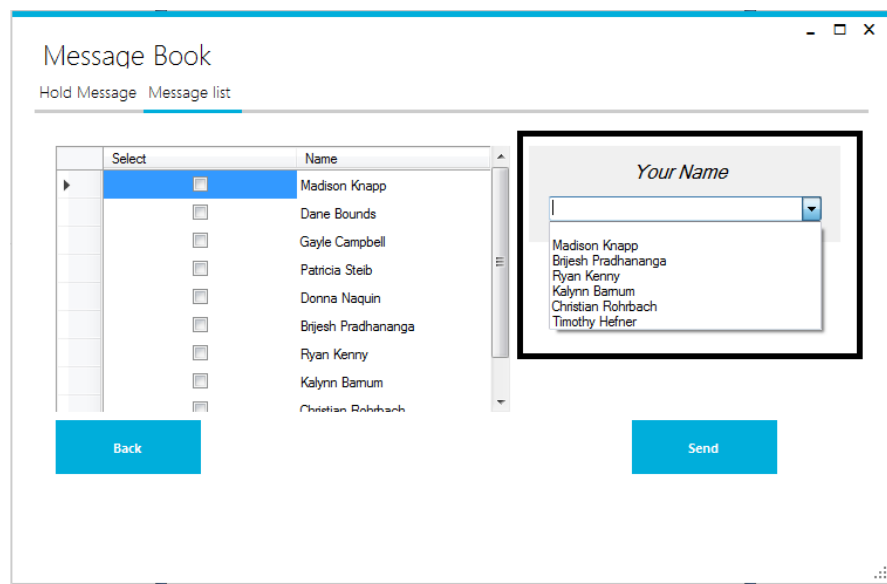
- **PASSWORDS:**
  - o In the program, before you can begin, you are prompted to enter 4-digit pin number to access the application. That is user's password which known to all the faculty and employee.
  - o Similarly, when pressing '**Settings'** to change and add users and password. You are again prompted 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)**
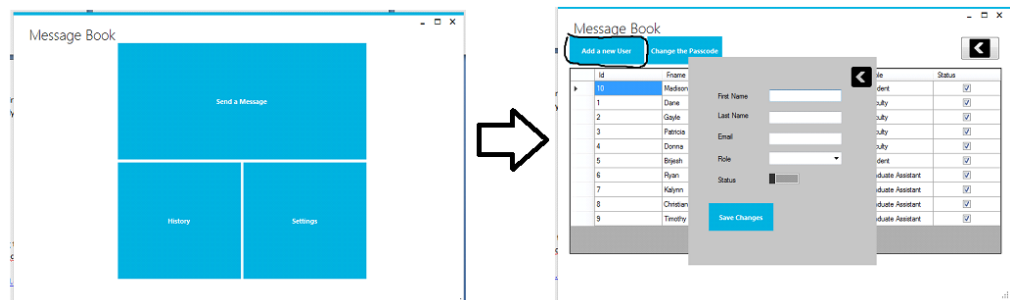

- ADMIN'S PIN: **9876 (default)**
- You can change the pin by accessing the setting menu and clicking on 'Change Passcode' button.

- **EMAIL PASSWORD**
  - **GMAIL ACCOUNT:** center.ffe@gmail.com
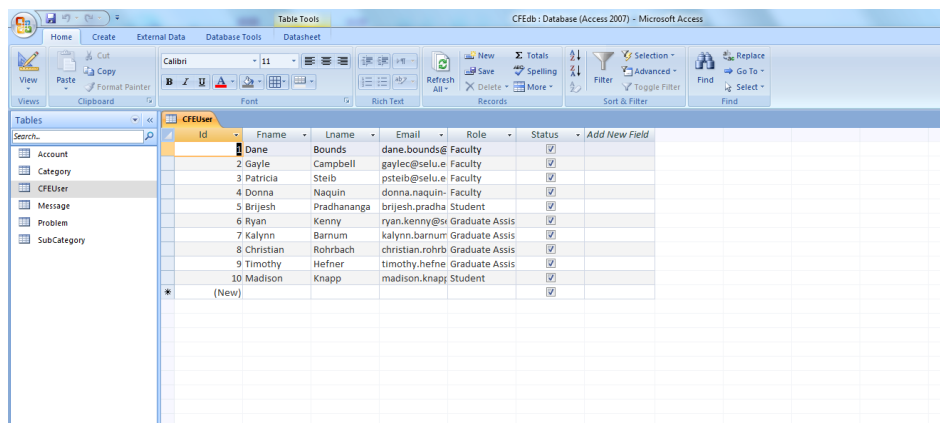 - **PASSWORD:** faculty1997
- **ADDING OR EDITING USERS**
  - Admin can add a new user or edit an existing one through setting panel.
  - **To add a new user:**

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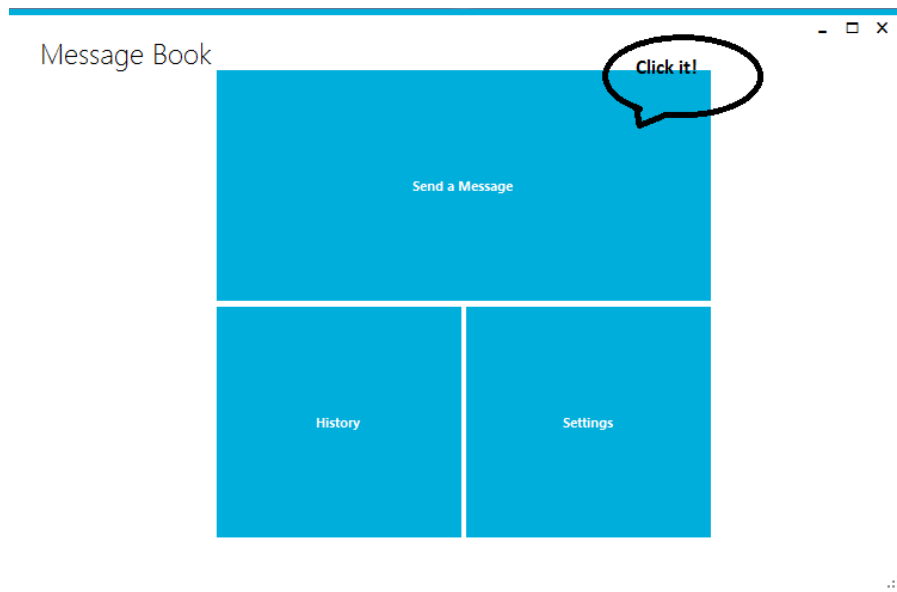
CORE FUNCTIONALITY:

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?
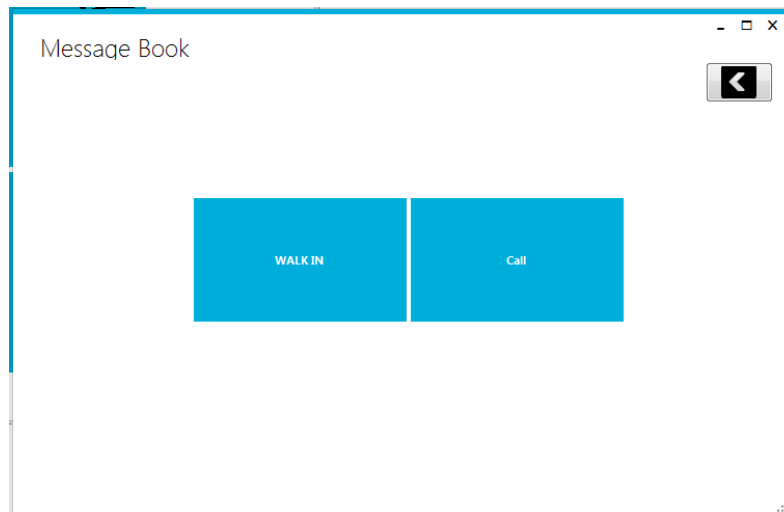
3. Select what the issue is? Moodle, Projects, Posters or something else?

4. Let us suppose, it's a moodle question: Click on Moodle. Following window appear:
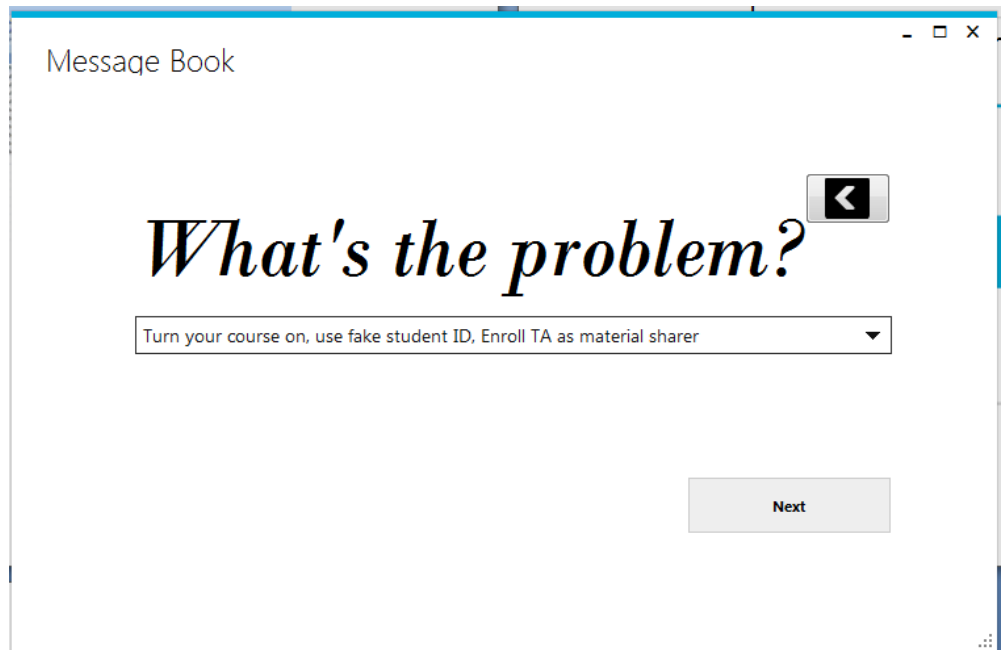
5. Select the appropriate problem from the drop box and click on 'Next'.

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.

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

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:

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