Administrator Manual

Applicant Tracker

Client
Mosaic Learning - Carol Curley

Team 5 “Agile, Handle with Care”

Arvin Siva
Brian Wilson
Vihar Patel
James Baker
Steven Hargrove
Logan Rites

12/8/2017

Table of Contents

1. Introduction

1.1 Purpose of This Document

This document is geared towards a system administrator and is a step-by-step guide to setup and install the Applicant Tracking System on Mosaic Learning computers. Setup is a simple and once the application is installed users can become fully integrated into the system. Please have the Systems Requirements Document and Systems Design Document close by for quick reference.

1.2 References

- System Requirements Specification (SRS)
- System Design Document (SDD)
- Laravel Installation https://laravel.com/docs/5.5/installation
- Composer Installation https://getcomposer.org/download/
- WampServer Download (Windows) http://www.wampserver.com/en/download-wampserver-64bits/#download-wrapper
- MAMP Download (Mac OS) https://www.mamp.info/en/downloads/
- Git SCM download https://git-scm.com/downloads
- Github location for project https://github.com/bwilso1/apptrack2

2. System Overview

The section describes the history and hardware and software requirements of the Applicant Tracking System Application.

2.1 Background

The Applicant Tracking System is an organization tool to view, search, and manage current applicants for a Mosaic Learning. This application will serve as a database that multiple groups can access and interact with. Users will be able to add, remove and edit applicants in the database. Users will also be able to view information regarding each applicant.(Developers will be able to see all the information about an applicant except for salary) Admins will be able to add, edit and remove users, questions, jobs, sources as well as be able to see all the information about each applicant.

2.2 Hardware and Software Requirements

The system can be run on either a Windows, Mac, Linux or Unix based operating system. The application can be run on Safari, Chrome, Firefox. We support mySQL as the database engine. The installation of composer is required for the initial setup of the application.

3. Administrative Procedures

This section describes how to install the Applicant Tracker software requirements as well as setting up the Applicant Tracker itself. In addition, routine and periodic administrative tasks are described below.

3.1 Installation

This installation guide will explain what to install in order to get this application working on a local production server.

3.1.1 Composer Installation

Composer is required to be installed in order to properly setup the database for this application. When installing make sure to use PHP 7.0 or higher. Refer to the links under References for instructions on installing Composer.

3.1.2 Laravel Installation (Local server)

Laravel is required for running migration & linking scripts. Composer is required for the Laravel framework (see previous). Refer to links under References for instructions on installing Laravel. To set up the database, go to the `.env` file under the project folder (apptrack) and change the database host, username, and password to the information of the database you intend on using.

3.1.3 Wamp64 / Mamp (Local server)

To run locally, you need support for mySQL on your local machine. To get a mySQL client, install Wamp64 (Windows) or Mamp (Mac OS). Refer to links under References for installation files.

3.1.4 Database setup

After your local server software is installed. Navigate to your phpMyAdmin localhost. Create a database/schema named `apptrack`. Next, navigate to the apptrack project folder in a terminal and **run these commands**:

1. `php artisan migrate` (Sets up the tables in the database),
2. `php artisan storage:link` (Sets up the database for file uploading)
3. `php artisan db:seed` (Creates the default admin account)
4. `php artisan serve` (Starts your local laravel server)
5. Default login credentials are email: `admin@apptrack.com` and password: `apptrack`.

3.2 Routine Tasks

Administrators can perform tasks such as creating and maintaining user accounts. Information is never completely removed from this database when “deleting” users or applicants, they are just deactivated. If the database is cluttered or taking up too much space with too many deactivated applicants or users, the admin will have to go through it and completely remove them.

3.3 Periodic Administration

We recommend periodically backing up the system in the case of server failure and to prevent loss of user information.

3.4 User Support

For additional support please contact us via email.

4. Troubleshooting

In the event of an error or bug troubleshooting is necessary. We have outlined common issues that may arise during use of the Applicant Tracking System.

4.1 Dealing with Error Messages and Failures

For additional support please contact us via email. Any possible errors most likely will stem from the database not being correctly setup/linked. Make sure it is properly connected and the database migration went through as intended.

4.2 Known Bugs and Limitations

In the Applicant Tracker, there shouldn't be any bugs that result from interacting with the graphical interface, but there are bugs when trying to access a part of the web application by manually entering in a url. For example, trying to access an individual user or applicant through manually entering a url causes an error if they are not in the database, since the application is trying to retrieve info that is not in the database. Of course this wouldn't happen while going through the graphical interface, since those options will never be given to the user.

Appendix A – Team Review Sign-off

All team members have reviewed this document and agree on both the content and the format. Any concerns are addressed in team comments below.

Name: Arvin Siva

DocuSigned by:
Arvin Siva
A0211A55DE1C41A...
Signature

Date: 12/10/2017 | 19:10 PM EST

Comments:

Name: James Baker

DocuSigned by:
8ABAA7A6E410402...
Signature

Date: 12/10/2017 | 18:52 PM EST

Comments:

Name: Logan Rites

DocuSigned by:
0C5A5B85D7104E1...
Signature

Date: 12/10/2017 | 18:51 PM EST

Comments:

(continued)

Name: Brian Wilson

DocuSigned by:
Brian Wilson
E82CF307B59D402...

Signature

Date: 12/10/2017 | 19:37 PM EST

Comments:

Name: Vihar Patel

DocuSigned by:
Vihar Patel
946F5B0E51CC49C...

Signature

Date: 12/10/2017 | 18:54 PM EST

Comments:

Name: Steven Hargrove

DocuSigned by:
E2D6282EE82D4CD...

Signature

Date: 12/10/2017 | 19:51 PM EST

Comments:

Appendix B – Document Contributions

This document was worked on by all team members over two group meetings. Vihar Patel documented the administrator manual for the Applicant Tracking system. He is the key owner of this document completing sections 1, 2, and some of 4. Arvin Siva edited the document and added additional content completing the installation section 3 and 4. James Baker edited the document in the 4th section, and the majority of section 3. Steven Hargrove and Brian Walker helped to edit across all of the document, Brian also organizing the online signature and completing some of section 1 and 2; while Steven also making the Document outline. Logan Rites completed Appendix B.