MONARCH LIFE USER MANUAL

VERSION 2.0

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1. Introduction

MonarchLife is a PC and Android-friendly application designed to help you throughout your years here at Old Dominion University.

For students, it provides you an effective way to schedule and organize your schedule, register for university events, and help connect to resources you need on campus. For faculty and staff, it provides you a way to upload and monitor events that you want to broadcast to students and gives a means of connecting to students more effectively.

2.MonarchLife Homepage

The MonarchLife homepage should look like this when you've successfully accessed it from the web or via the mobile app:
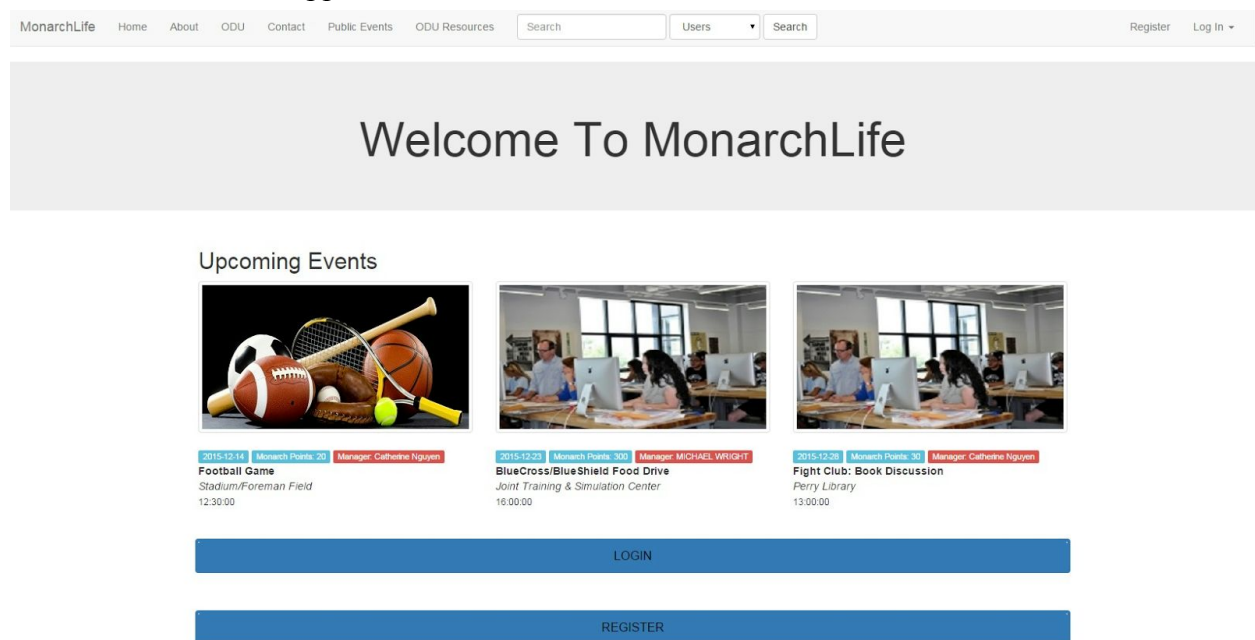

Figure 1. MonarchLife Homepage

If you already have a MonarchLife account, click on the Login button and a drop down menu will allow you to put in your username or email and password. If you have not used MonarchLife before, click on the "Register" button to proceed to the Register Page.
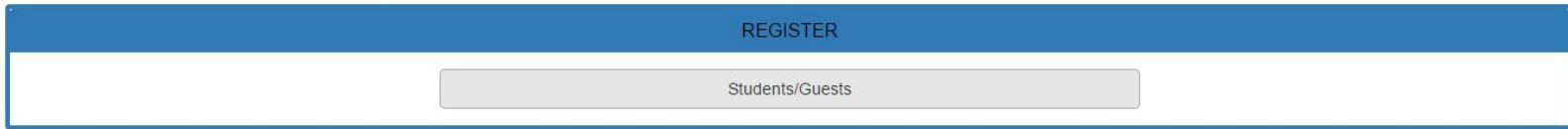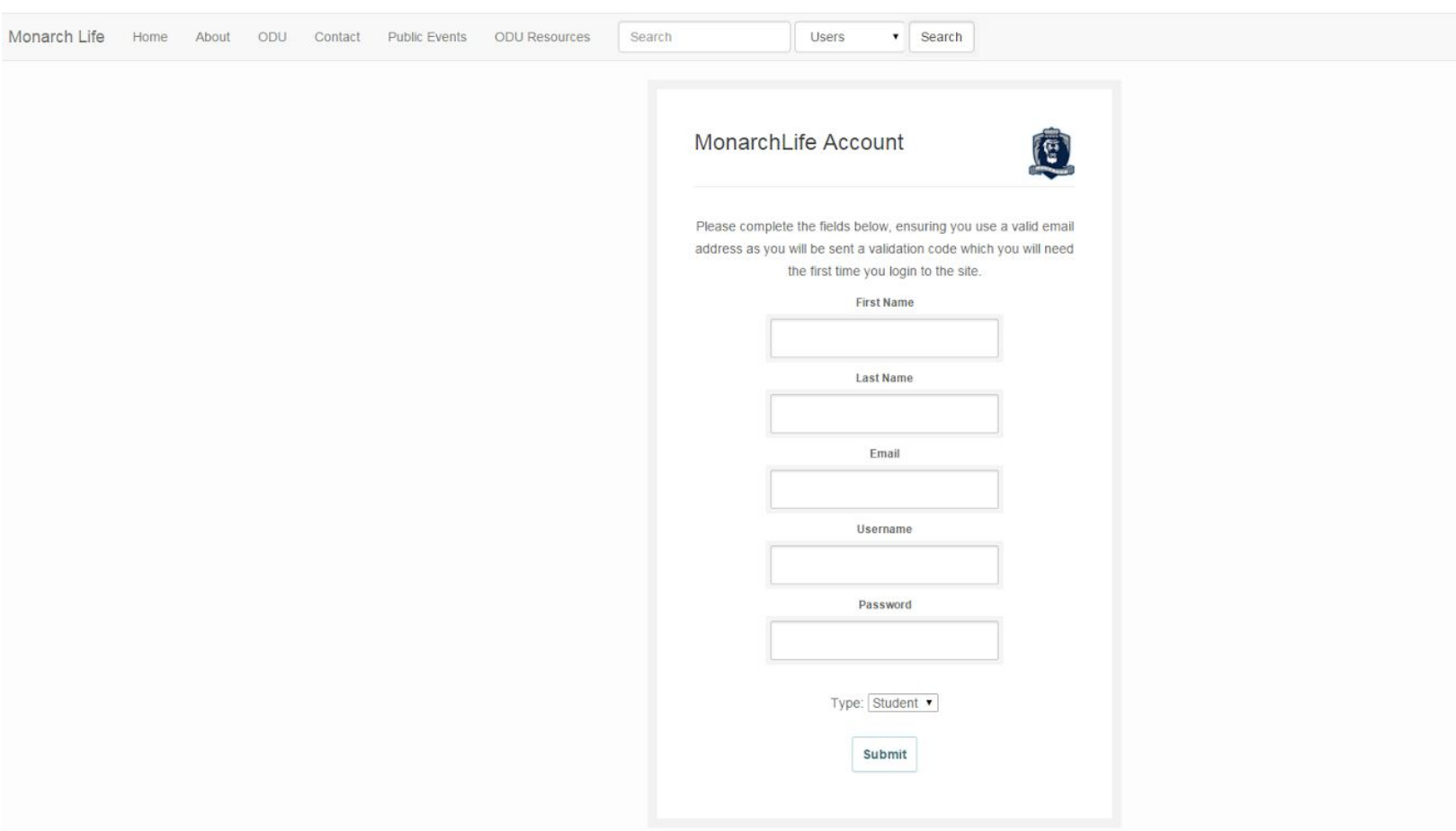

Figure 2 . Registration Button

Figure 3. MonarchLife Registration Page

3. Your MonarchLife Account

You've created an account and now are ready to start using MonarchLife. There are different functions depending on what user you might be, so please scroll to the section for your user type.

3.1 General Users

3.1.1 Student

You've created a student account and are now on the profile screen, good for you! Your screen should look like the following:
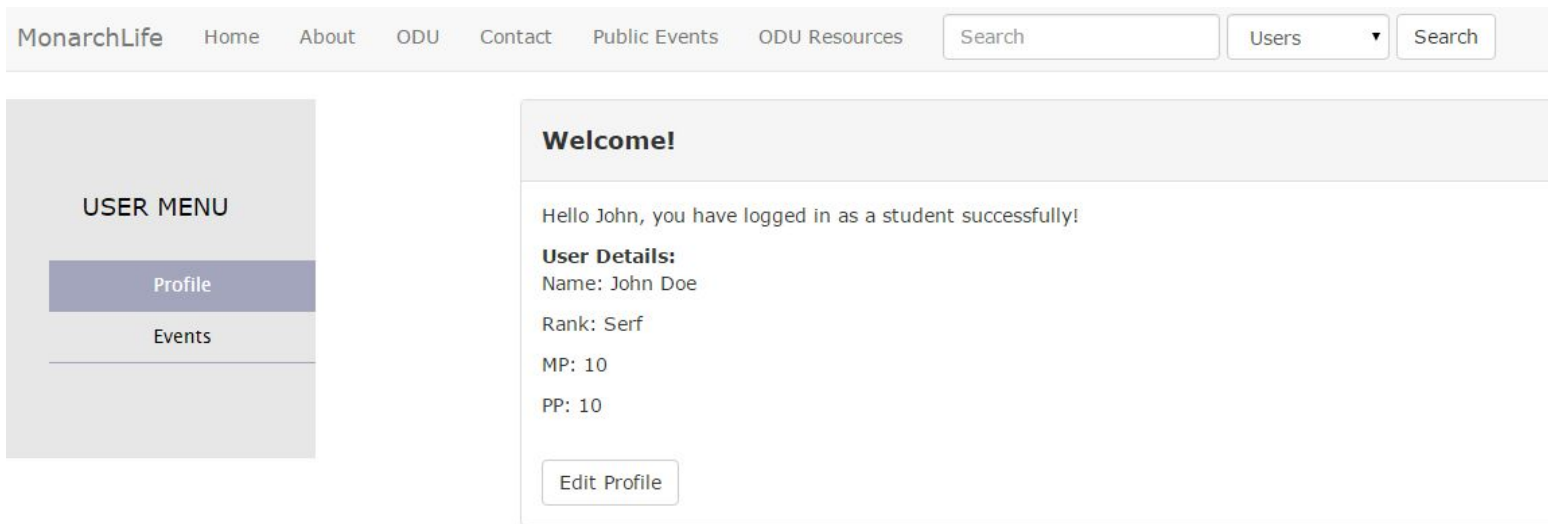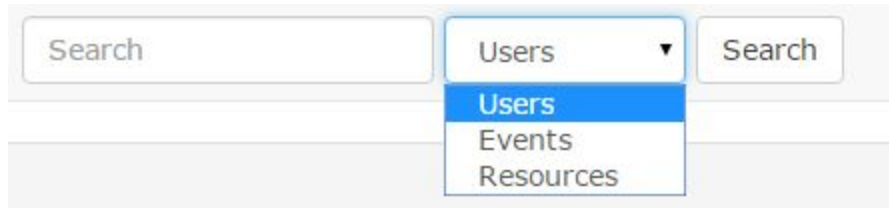

Figure 4. Student Homepage

At the top, you have a navigation bar that will help you navigate MonarchLife.

Figure. Navigation Bar

Each tab will take you to the respective page or resource that is titled.The search bar allows you to search for different users, events, and resources that are available in MonarchLife as well.
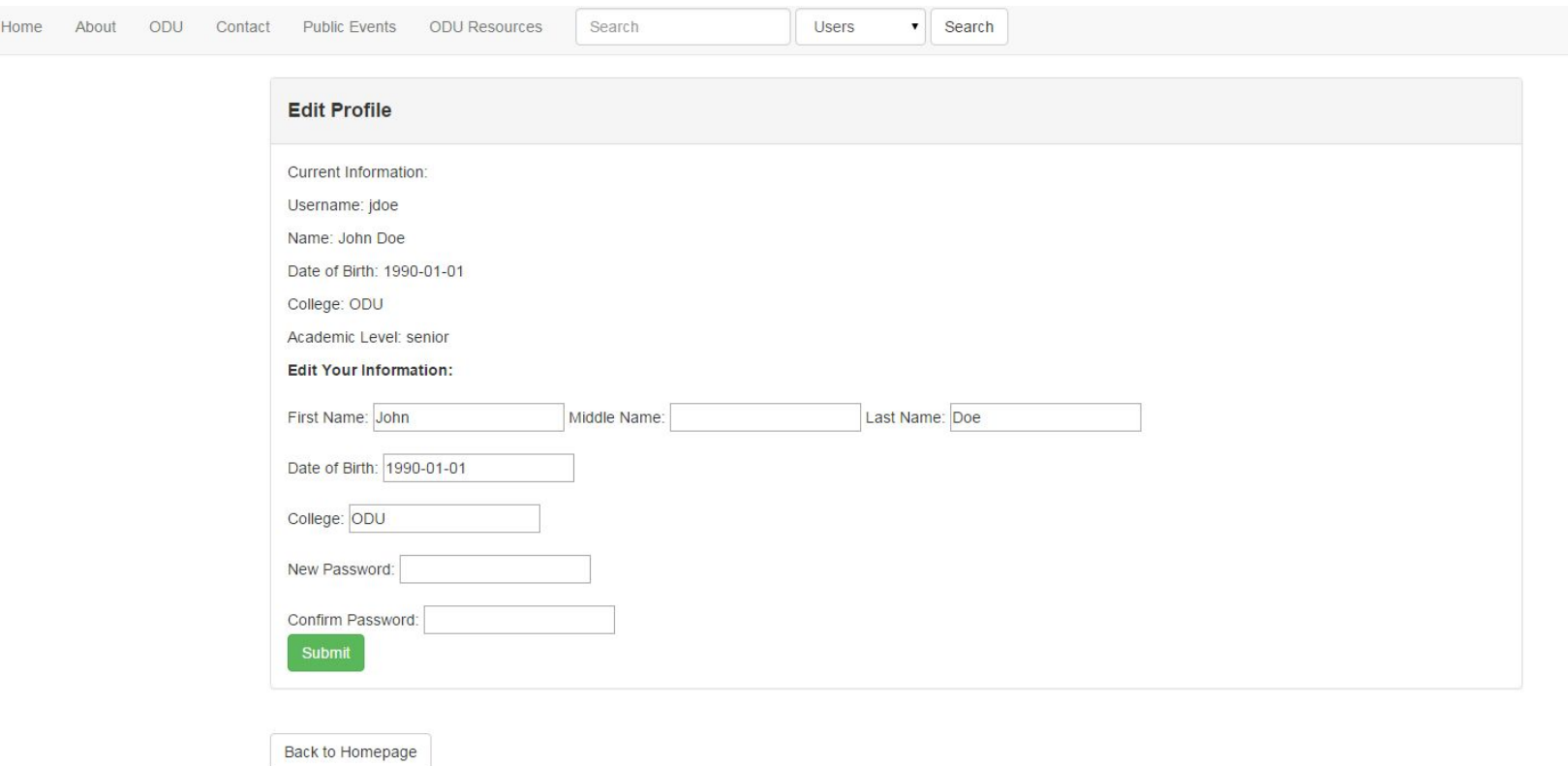
Figure 5. Search Bar

You'll notice by now you've been awarded with Monarch Points (MP) and Pride Points (PP). Monarch Points are rewarded every time you do specific actions in MonarchLife. If you look at your user icon on the home page, you'll be able to see what your rank is and how many points you've accumulated so far. You earn special ranks and rewards the more you level up.

You'll notice by now on your Profile page you have an "Edit Profile" button. Clicking on this will allow you to change your your user information if you need to.

Figure 6. Edit Profile Page

You should be able to see your current information and that the information has been filled out in the form to edit your information. Don't worry, if you need to change anything, just

delete the information from the box and type in the new information to update your selected area. And your password will remain the same if you leave the area blank.

3.2 Administrative Users

3.2.1 Content Managers

As a Content Manager, you have special privileges and are able to create and edit events that you send into MonarchLife. On your homepage, you will see general user details as well any successfully registered events you have created and have been approved by a MonarchLife Moderator. Your homepage should look like the following:
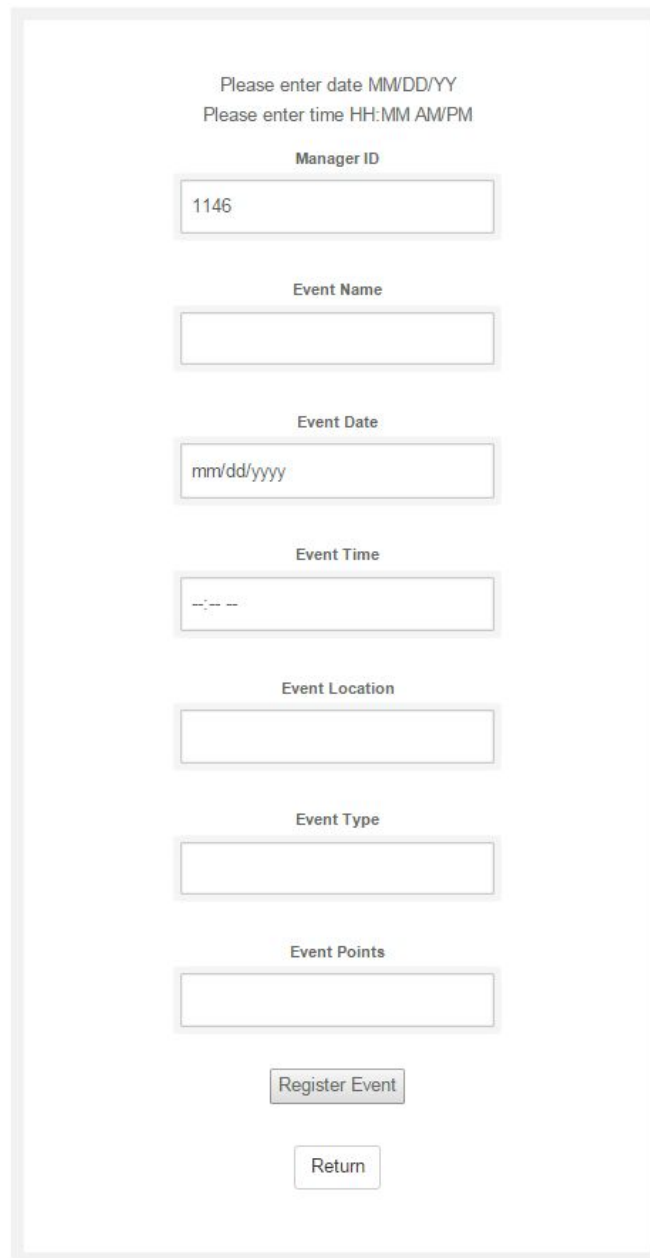
Figure 7. Content Manager Homepage

[This space left intentionally blank.]

In order to register a new event, you will want to click on "Register Your Event" and fill out the following event form:

Figure 8. Register Your Event Form

You should be able to fill out the information in the corresponding boxes and then submit it for approval. You do not need to fill out manager id as that is already assigned to you by the MonarchLife system. If the event is not within ODU and MonarchLife standards, a moderator

will have the basis to deny the request and your event will not be added to the MonarchLife database.

If your event has been approved, you will see in your events list on your homepage as well as under the official events list. If you wish to edit any information on the event, you will navigate to the Content Manager location on the left bar and click "Manage Events" amd you will be taken to the following page:

Figure 9. Manage Events Page

[This space left intentionally blank.]

You will click on the blue button under "Edit Events" with the corresponding event and it will lead you to the following page:

Edit Event

Current Information:

Event Name: Study Session

Date: 2016-01-20

Time: 12:00:00

Location: Perry Library

Points Worth: 20

Edit the Information:

Event Name: Study Session

Date: 2016-01-20

Time: 12:00:00

Location: Perry Library

Points Worth: 20

Submit

Back to Homepage

Figure 10. Edit Events Page (Content Manager)

The event information in the form is automatically filled out with the current information. If there is anything you wish to change, all you have to do is delete the information in the text box and replace it with the new information. Once you are finished, the page will show the new information updated under "Current Information" and you can navigate back to the homepage.

3.2.2 Moderators

As a moderator, you will be able to modify events, resources, and give Content Manager permissions to users. . You will be able to modify details in the event and assure that the event is within ODU and MonarchLife standards. Your homepage should look like this:
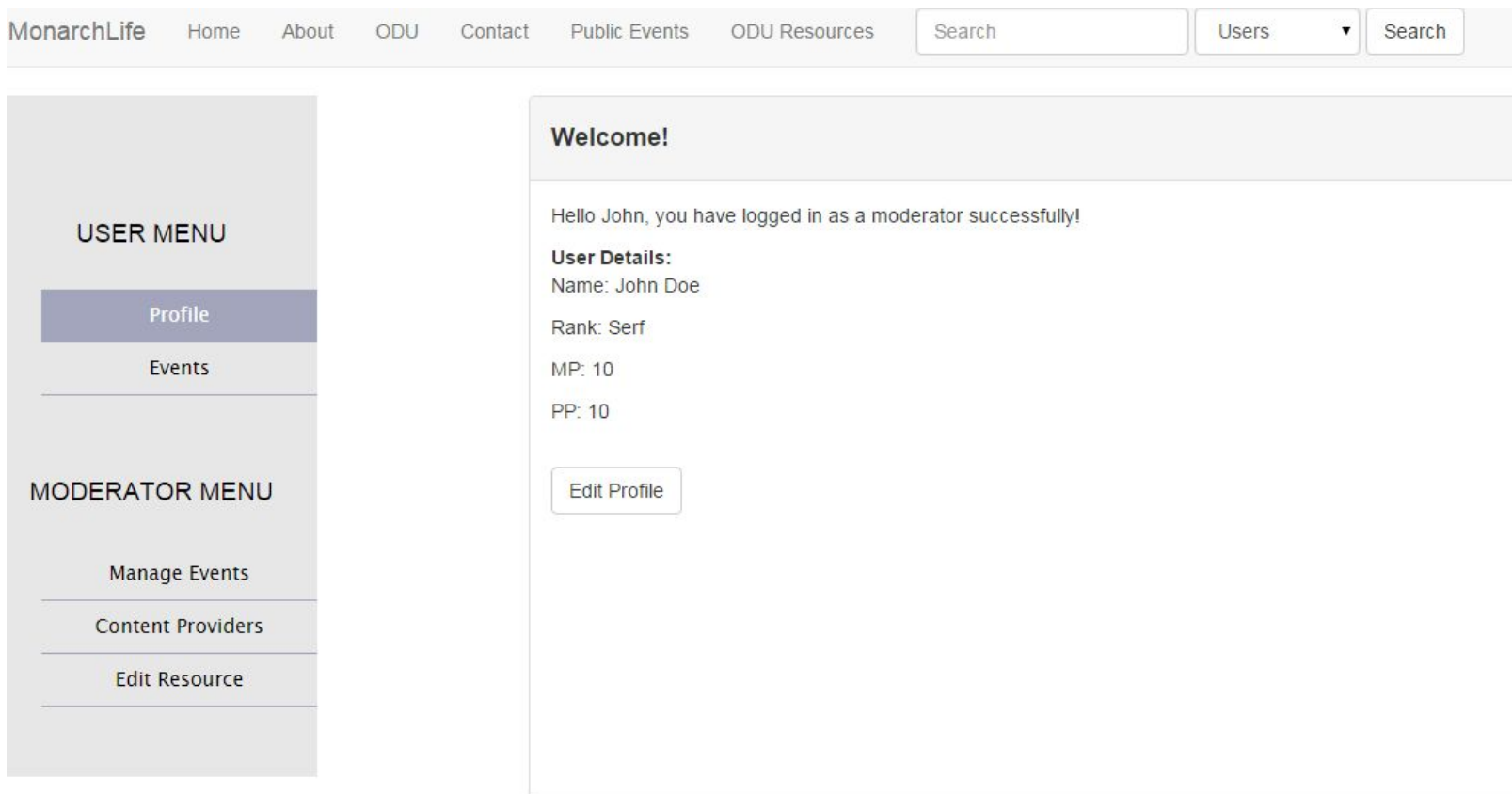

Figure 11. Moderator Page

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You will notice there is a special menu built for Moderators. When you click on the "Manage Events" tab, it will navigate you to a page where you can edit or remove existing events and approve or delete events awaiting approval. The list will provide you all the event details of each event including the event name, event date, time, location, points and the event provider.

Current Events

Events Waiting Approval

Event	Date	Time	Location	Points	Event Provider	Approve Event	Delete Event
test200	2015-12-26	11:00:00	Web Center	90	Rohan Shah	✔	✖

All Approved Events

Event	Date	Time	Location	Points	Event Provider	Edit Events	Delete Event
Gamma-Sigma BBQ	2015-12-12	16:00:00	Student Recreation Center	50	Gamma John	☑	✖
December Commencement	2015-12-12	09:00:00	Ted Constant Convocation Center	1000	MICHAEL WRIGHT	☑	✖
Football Game	2015-12-14	12:30:00	Stadium/Foreman Field	20	Catherine Nguyen	☑	✖
BlueCross/BlueShield Food Drive	2015-12-23	16:00:00	Joint Training & Simulation Center	300	MICHAEL WRIGHT	☑	✖
Fight Club: Book Discussion	2015-12-28	13:00:00	Perry Library	30	Catherine Nguyen	☑	✖
Mock Interviews	2015-12-31	09:00:00	Mills Godwin Life Science Building	180	MICHAEL WRIGHT	☑	✖
Open Lab	2015-12-31	14:00:00	Health Sciences Building	200	MICHAEL WRIGHT	☑	✖
Hackathon	2016-01-02	14:00:00	Dragas Hall	600	MICHAEL WRIGHT	☑	✖
Homecoming	2016-01-02	20:00:00	Web Center	600	MICHAEL WRIGHT	☑	✖
Study Session	2016-01-20	12:00:00	Perry Library	20	John Doe	☑	✖
Job-Fare	2016-01-30	14:00:00	Ted Constant Convocation Center	100	Verizon Fios	☑	✖
Blue Crab Bowl	2016-02-06	14:00:00	Webb University Center	10	Verizon Fios	☑	✖
Veterans Health Fair	2016-02-20	07:00:00	Webb University Center	300	Gamma John	☑	✖
Regional Conference to End Homelessness	2016-03-10	08:00:00	Webb University Center	500	MICHAEL WRIGHT	☑	✖

USER MENU

Profile

Events

MODERATOR MENU

Manage Events

Content Providers

Edit Resource

Figure 12. Manage Events Page (Moderator)

If any information is incorrect, you have the ability to edit it by clicking on the corresponding blue icon for the event. If anything is not within ODU or MonarchLife standards, it must be deleted.

If someone has requested to be added as a Content Manager or you need to revoke someone's Content Manager permissions, you will click on the "Content Providers" tab.

USER MENU

Profile

Events

ODERATOR MENU

Manage Events

Content Providers

Edit Resource

List of Users

List of content managers:

User ID	Username	Last Name	First Name	Middle Name	E-mail	Type	Rank	Monarch Points	Pride Points	Remove Permissions
30	rshah	Shah	Rohan		rshah@cs.odu.edu	content_manager	Serf	10	0	✖
37	mikestester2	WRIGHT	MICHAEL		mikeymike930@gmail.com	content_manager	Serf	10	0	✖
50	cnguyen	Nguyen	Catherine	P	cnguyen@cs.odu.edu	content_manager	Serf	10	0	✖
1137	mgr	Fios	Verizon		mgr@email.com	content_manager	Serf	10	10	✖
1143	GJohn	John	Gamma		gjohn@odu.edu	content_manager	Viscount	8000	2000	✖
1145	nvalentine	Valentine	Nick		valentineagency@gmail.com	content_manager	Knight	100	100	✖

List of regular users:

User ID	Username	Last Name	First Name	Middle Name	E-mail	Type	Rank	Monarch Points	Pride Points	Add Permissions
1	emmett	Roberson	Emmett	Leon	erobe021@odu.edu	student	Squire	1000	550	✔
32	pbeldridge	Eldridge	Phillip	Bradford	pbeldridge@gmail.com	student	Serf	10	0	✔
36	rohaan	xyz	abc		rshah1@cs.odu.edu	student	Serf	10	0	✔
45	rohanss	tester	test		rshah112005@odu.edu	student	Serf	10	10	✔
48	tester001	tester1	tester1		tester001@odu.edu	student	Serf	10	10	✔
49	tester002	tester	test		tester002@odu.edu	student	Serf	10	10	✔
1134	kot	kot2	kot1		kot@email.com	student	Serf	10	10	✔
1138	tuser	TEST	TEST		tuser@here.org	student	Serf	10	10	✔
1139	tuser2	user2	test		tuser2@testing.org	student	Serf	10	10	✔
1147	mitchtester	WRIGHT	MITCHELL		mwrig093@hotmail.com	student	Serf	10	10	✔
1150	student	Shena	Nick		email@email.com	student	Serf	10	10	✔
1158	success	register	testing		success@email.com	student	Serf	10	10	✔

Figure 13. Content Providers Page

It will give a list of all the current Content Managers and give you the ability to revoke their permissions. As it stands, once a Content Manager's permission has been revoked, this will automatically turn their account into a Student Account. Underneath that table is a list of regular Student users. This will allow you to grant Content Manager permissions to any Student User. When a change is done to any account, the tables will refresh and show the corresponding user in the respective Content Manager or Student table depending on what was granted or revoked.

You will also have the ability to edit any resources that are listed within the MonarchLife system by clicking on "Edit Resource" and navigating to the following page:

Figure 14. Edit Resource Page

Just like the other Moderator actions, you will click on the corresponding icon in order to delete or edit the corresponding resource. If anything is not to ODU or MonarchLife standards, it must be deleted.

3.2.3 Admin Users

As an Administrator, you will have the highest user permissions and be able to format MonarchLife settings and data. Your homepage should look like this:
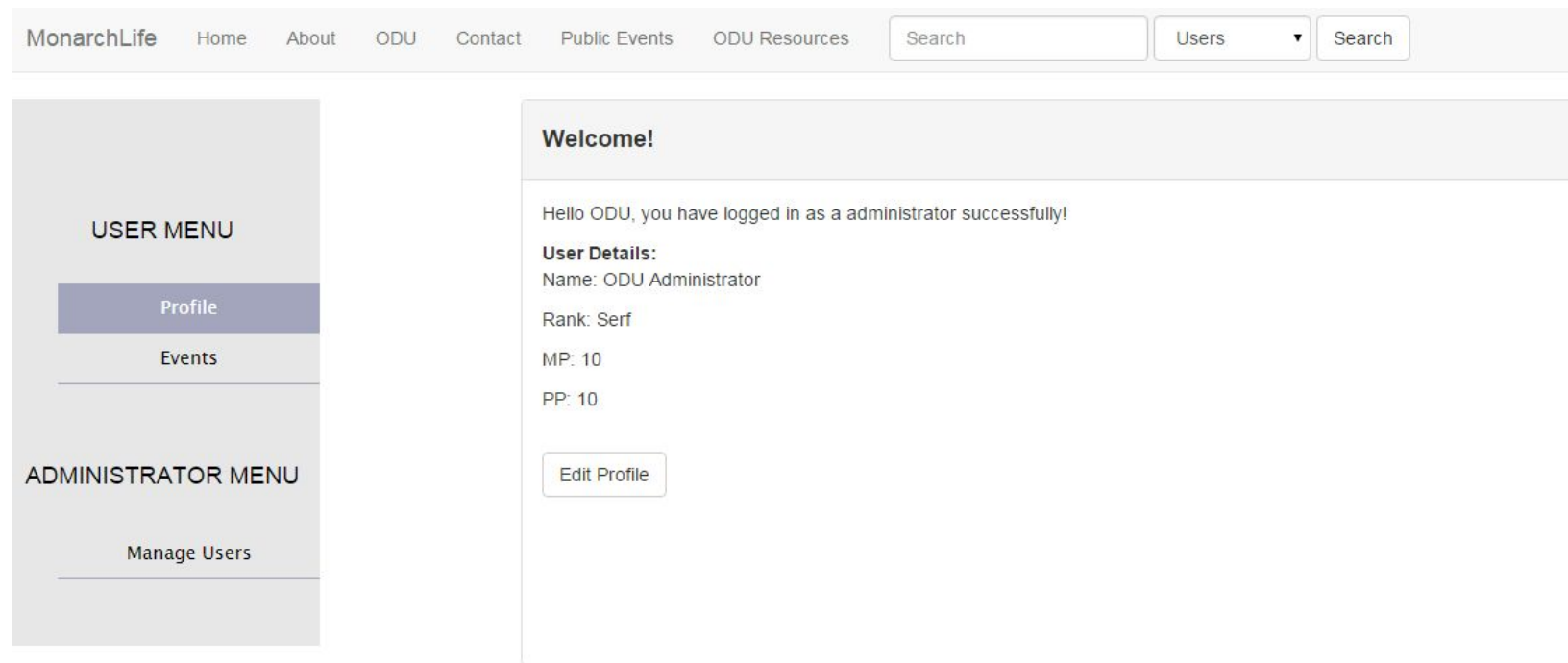
Figure 15. Administrator Homepage

You have a special Administrator Menu that allows you to navigate to specific actions you can do.

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You are able to edit user and account information of any user in the MonarchLife system when you click on the "Manage Users" tab.

| Contact | Public Events | ODU Resources | Search | Users | ▾ | Search |

List of Users

| View All | View Page: | 1 | 2 | 3 | 4 |

Add New User

User ID	Username	Last Name	First Name	Middle Name	E-mail	Type	Permission	Rank	Monarch Points	Pride Points		
1	emmett	Roberson	Emmett	Leon	erobe021@odu.edu	student	0	Squire	1000	550	✎	✖
2	sienna	Roberson	Sienna	Marie	S13nna@yahoo.com	guest	0	Serf	10	10	✎	✖
25	MKing	King	Martin	Luther	admin1@cs.odu.edu	administrator	3		10	0	✎	✖
26	BObama	Obama	Barrack		admin2@cs.odu.edu	administrator	3	Serf	10	0	✎	✖
30	rshah	Shah	Rohan		rshah@cs.odu.edu	content_manager	0	Serf	10	0	✎	✖
32	pbeldridge	Eldridge	Phillip	Bradford	pbeldridge@gmail.com	student	0	Serf	10	0	✎	✖
36	rohaan	xyz	abc		rshah1@cs.odu.edu	student	0	Serf	10	0	✎	✖
37	mikestester2	WRIGHT	MICHAEL		mikeymike930@gmail.com	content_manager	0	Serf	10	0	✎	✖
40	kshena	Shena	Kreshnik		kshen001@odu.edu	moderator	2	Grand Monarch	10000	10	✎	✖
45	rohanss	tester	test		rshah112005@odu.edu	student	0	Serf	10	10	✎	✖

Figure 16. Manage Users Page

You will be able to edit any information that is shown above for any individual user once you click on the blue button. If you need to delete any user from the system, you will click on the red button and it will automatically delete the user.