

# THE SU INTERNAL MANAGEMENT SYSTEM

A GUIDE AND INSTRUCTIONS FOR HOW TO NAVIGATE AND SET UP THE  
SYSTEM.

*By: Jason Wang & G11 HR Group*

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Version:	Changes:
1.0.0	Initial description of all of the sections except regarding events.
1.0.1	Added description of events functionality.
1.0.2	Updated Formatting
2.0.0	Added information about v2.0.0 and v2.0.1 as well as technical details about the software.

The software and this document are available at the GitHub repo: <https://github.com/chungchunwang/Student-Union-System>. Refer there for the latest version.

Please report any errors or inconsistencies in this document [wangchongjun@hanvos-kent.com](mailto:wangchongjun@hanvos-kent.com)

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### ABOUT

This document covers the SU Internal Management System, a system used to manage tasks, events, questions, project proposals, users and other vital data in everyday student union management. Besides data management, it also facilitates the concept of “points”, allowing users to earn credit for taking part in tasks, events, and project proposals.

For those looking for instructions on how to use the system, you can refer to the [system guide](#) section.

For those looking to understand the software, you can refer to the [about the software](#) section.

For those looking for instructions on how to setup the system, you can refer to the [setup guide](#) section.

### SYSTEM GUIDE

This is the one stop shop for tasks, events, and much more! Read this short guide to be able to use it effectively.

Before we dive into an explanation of each page, let's understand the different account types within the system. The SU Dashboard is a closed internal system. This means that it is meant for only members. Outsiders will not be able to see its content.

For members, there are 3 different account types, in descending order of permission level:

1. Admin
2. Power
3. Basic

Per design, Basic accounts should be assigned to regular members, Power accounts should be assigned to group leaders and subleaders, and Admin accounts should be given to SU leaders.

Some features are only available for certain members. In the following documentation such features (or entire sections!) will be marked with **FOR ACCESS LEVEL:** \_\_\_\_\_ to indicate this.

Now, let's take a look at what is in each page.

SETUP

# Welcome!

wangchongjun@hanvos-kent.com

Next

## What is your name?

English First Name

*E.g. Tom*

English Last Name

*E.g. Hanks*

Chinese Last Name

*E.g. 王*

Chinese First Name

*e.g. 小明*

Back

Next

When you first login into the system, you will be met with a setup page, where you will have to fill in details about yourself (name, class, etc.). Enter this information accurately and honestly as they will affect how you are represented within the system.

HOME

Hi Jason Wang!

Good day! Here are your stats:

Completed Tasks:

2

Pending Tasks:

1

Points:

79

Quick Start



Groups



Project Proposals



Awards



Tasks



Leaderboard



Events



Profile



Report



Bug Report

This is the page you see when you login. Here, you will see a quick overview of your statistics, as well as a couple of quick access buttons. All of these though, are accessible from the top bar as well!

### ADMIN DASHBOARD

FOR ACCESS LEVEL: ADMIN ONLY

**Review Tools:**

**Review Project Proposals**  
Here you can approve/deny project proposals and offer suggestions.  
[Open](#)

**Review Questions**  
Here you can respond to questions.  
[Open](#)

**Info Tools:**


**User Reference**  
Look up and browse users.  
[Open](#)

**Groups**  
View all groups.  
[Open](#)

**Creation Tools:**

**Create Awards**  
Give members awards!  
[Open](#)

**Create Tasks**  
Add a task into a group.  
[Open](#)

**Admin Dashboard** 

This is your one stop shop for everything you need for management.

---

**Review: Keep the system up and running!**

SU members have questions, project requests etc. that need reviewing. Go to the review section to start verifying requests.

---

**Info: Observe the activity of SU!**

As a leader of SU, you will need to be able to observe what is happening in each of the SU subcommunities. Use the info section for tools to view the goings on of groups within the system.

---

**Creation: Add data into the system.**

Sometimes you will need to add extra data into the system. Use this section to create tasks, awards etc.

Here you will find a variety of tools to manage the system. Be careful though<sup>1</sup>, as you are free to change almost anything. These are a number of subpages for each of the tools.

---

<sup>1</sup> For example, don't accidentally delete someone's task!



## REVIEW PROJECT PROPOSALS

[<- Return to Admin Dashboard](#)

### Project Proposals

☐ View Only Pending Proposals

	NAME	DESCRIPTION	QUARTER	STATUS	POINTS
<a href="#">View</a>	test	test	Q2	Completed	34
<a href="#">View</a>	test2	test2	Q2	Completed	

Here, administrators can review project proposals submitted by SU members. Click “View” to approve/disapprove and to make changes.

Project Proposals > test

test

Save

Users

(1) wangchongjun@hanvos-kent.com

Name

test

Description

B

I

H

|

🔗

☰

☷

|

🔗

🖼️

|

👁️

📄

✖️

|

🔒

test

Quarter

Q2

Files

Response:

Status

Completed

0 comments

WA

Add a comment...

Post

Here, submit the status of the proposal (whether you approve or deny it), and add a comment if you like.

### REVIEW QUESTIONS

[<- Return to Admin Dashboard](#)

#### Review Questions

☐ View Only Unanswered Questions

	USER	NAME	DESCRIPTION	DATE_CREATED
View	wangchongjun@hanvos-kent.com	test	test	November 21 2022, 20:12

< Page 1 >

All members are able to submit questions. On this page, you can respond to them. To do so, press view on a question.

Questions > test

**Question:**

test

test

**Response:**

**B I H** |

bo

Respond

Respond the question on this page, and then press Respond.

USER REFERENCE

<- Return to Admin Dashboard

User Reference:

Grade

Choose an option

Class

Choose an option

Email

English\_First\_Name

English\_Last\_Name

Chinese\_First\_Name

Chinese\_Last\_Name

EMAIL	ENGLISH_FIRST_NAME	ENGLISH_LAST_NAME	CHINESE_FIRST_NAME	CHINESE_LAST_NAME	GRADE	CLASS	GROUP	POSITION
happyjason0130@gmail.com	Jason	Wang	董钧	王	11	1108	Human Resources (人事)   G11	Leader
wangchongjun@hanvos-kent.c...	Jason	Wang	董钧	王	11	1108	Human Resources (人事)   G11	Leader
zhanghaozhe@hanvos-kent.com	Mike	Zhang	浩哲	张	11	1108	Chair (主席)   G11	Leader

Use this page to search though all users in the system. You can filter by a variety of variables.

### GROUPS

[<- Return to Admin Dashboard](#)

**All Groups**


<b>Sports</b> LEVEL: G10 Description will go here. <a href="#">Enter</a>	<b>Culture</b> LEVEL: G12 Description will go here. <a href="#">Enter</a>	<b>Public Relations</b> LEVEL: G11 Description will go here. <a href="#">Enter</a>	<b>Outreach</b> LEVEL: G9 Description will go here. <a href="#">Enter</a>
<b>Outreach</b> LEVEL: G12 Description will go here. <a href="#">Enter</a>	<b>Public Relations</b> LEVEL: G9 Description will go here. <a href="#">Enter</a>	<b>Sports</b> LEVEL: G12 Description will go here. <a href="#">Enter</a>	<b>Human Resources</b> LEVEL: G11 Description will go here. <a href="#">Enter</a>
<b>Lifestyle</b> LEVEL: G10 Description will go here. <a href="#">Enter</a>			<b>Outreach</b> LEVEL: G10 Description will go here. <a href="#">Enter</a>

This is a powerful admin tool that allows you to access the group page of any of the groups in the system. You can make changes just as if you were a power user within the group. View the [My Group](#) section for more information.

## CREATE AWARDS

[<- Return to Admin Dashboard](#)

Awards Create New

NAME	DESCRIPTION	USERS	FILES
<div> No rows found</div>			

[<](#) [Page 1](#) [>](#)










On this page, you can grant awards to users. Press Create New to generate a new award.

Awards > New

**New Row** Save

Name

Description 

**B** **I** **H** |    |   |    | 

Description

User

Files 

Browse...

Here, fill in the relevant information and press Save to create the award. If you have a digital document for the award, add it in the files section. To see what an award in the system looks like, view the [Awards](#) section.

## CREATE TASKS

<- Return to Admin Dashboard

New Task Save

**Users**

Choose the users this task is for from the list below.

USER INPUT

Filters:

Class Email First Name Last Name Grade

All

<input type="checkbox"/>	EMAIL	GROUP	ENGLISH FIRST NAME	ENGLISH LAST NAME	CHINESE LAST NAME	CHINESE FIRST NAME	CLASS	GRADE	ID	
<input type="checkbox"/>	zhanghaozhe@hanvos-kent.com	Chair (主席)   G11	Mike	Zhang	张	浩哲	1108	11	20	
<input type="checkbox"/>	yuyanxi@hanvos-kent.com	Lifestyle (生活)   G11	Dennis	Yu	俞	焱曦	1108	11	21	
<input type="checkbox"/>	wangchongjun@hanvos-kent.c...	Human Resources (人事)   G11	Jason	Wang	王	重钧	1108	11	1	
<input type="checkbox"/>	happyjason0130@gmail.com	Human Resources (人事)   G11	Jason	Wang	王	重钧	1108	11	17	

< Page 1 >

Name

Description

**B I H** |

Description

Files

Due

Group

☐ Check the box to predefine the point value of this task. NOTE: This means assigned members will not be able to decide on their own points when they complete the task. If you merely want to give a suggestion for points, please add that in the description.

☐ Check the box if this task has already been done, and is only being inputted to log points.

On this page, you can arbitrarily create tasks and drop them into any group. It is recommended, however, that you instead create tasks using the [Groups](#) feature of the Admin Dashboard. View the [Add Task](#) section to see what each of the fields do.

MY GROUPS

My Groups

Human Resources

LEVEL: G11

Description will go here.

Enter

Here you will be able to access the group you are a part of. Click on the group to enter.

Group: Human Resources (人事)

Users:

Jason Wang | 王重钧

WANGCHONGJUN@HANVOS-KENT....

View Profile

Jason Wang | 王重钧

HAPPYJASON0130@GMAIL.COM

View Profile

Tasks:

Add Task

			NAME	DESCRIPTION	DUE
Done	View	Edit	test	test	2022-11-30 04:00:00
Done	View	Edit	test	test	2022-11-30 04:00:00
Done	View	Edit	dropped task	dropped task	2022-12-08 04:00:00
Done	View	Edit	dropped 2	dropped 2	2022-12-14 04:00:00

Completed Tasks:

			NAME	DESCRIPTION	DUE
View	Edit		test	test	2022-11-28 04:00:00
View	Edit		test	test	2022-11-28 04:00:00

On this page, you will see the members of your group as well as completed and pending tasks.

FIELD	DESCRIPTION
NAME	The name of the task.
DESCRIPTION	The description of the task. Can be written in markdown.
FILE	Files you wish to attach to the task.
DUE	The due date of the task.
GROUP	What group the task is in (You cannot change this).
PREDEFINED POINTS (BLUE CHECKBOX 1)	Used to add preset points for a task. This will prevent users from manually inputting points for themselves when they complete the task.
ALREADY COMPLETED (BLUE CHECKBOX 2)	Select if the task is already completed, and is only being used to log the task for points and future reference. A field will appear for you to input points in.



### MY TASKS

My Tasks

View Completed Tasks

	USERS	NAME	DESCRIPTION	FILES	DUE	
Done	Jason Wang (wangchongjun@hanvos-kent.com)	(happyjason0130@gmail.com)	Mike Zhang (zhanghaozhe@hanvos-kent.com)	Test Task	Test Task	October 18 2022, 00:00

This is a faster way to access the tasks from your group. Here you can see all list of all these tasks you need to do.

### COMPLETED TASKS

Completed Tasks


View Pending Tasks

NAME	DESCRIPTION	DUE
test	test	November 28 2022, 04:00
test	test	November 28 2022, 04:00


Click View Completed Tasks to see all of the tasks you have completed.

## PROFILE

[Edit Info](#) [Edit Photos](#)



**Jason Wang | 王重钧**  
wangchongjun@hanvos-kent.com  
Class: 1108



**Group:**

**Human Resources (人事)**  
DESCRIPTION GOES HERE.

**Awards:**

test  
TEST

<b>Stats:</b>	<b>Global Ranking</b>	<b>Grade Ranking</b>
	<b>1</b>	<b>1</b>
<b>Completed Tasks:</b>	<b>Pending Tasks:</b>	<b>Points:</b>
<b>2</b>	<b>3</b>	<b>43</b>

**About:**

Hello I am Jason sddgdsg

Here users can create custom profile pages that are viewable to all members of the organization. Click Edit Info to change your account information and click edit photo to change your profile and banner image.

## AWARDS

### Your Awards

	NAME	DESCRIPTION	FILES
<a href="#">View</a>	Demo Award	Demo Description	

### Student Union Awards

**What is this?**

Here at Student Union, we celebrate hard work and dedication towards the student community. These awards acknowledge the effort our members have put into making our school a better place. If you have any awards, they will show up in the table below.

**How do I get an award?**

If there are any awards that you can sign up for, it will be announced where and how you can enter. Additionally, awards are given out for all round merit, so give your SU role your full effort. Finally, if you have the top 10 most points (in the month) at the end of the month, you will be given a "Top Contributor" award.

Here users can see award given to oneself. You can view the award and download its provided certificate document (if provided).

# Certificate Of Achievement

## Demo Award

*Demo Description*

This award is given to:  
**Jason Wang**

Presented by \_\_\_\_\_ Head of Student Council

Note:

1. This is best viewed on desktop.
2. This is an unofficial digital rendition of the certificate, please consult the head of SU for a physical copy.
3. Check the file attachments of this award, a digital certificate may be included.


This is the page you see when you open an award.

## LEADERBOARD


### Leaderboard

☒ Quarter 1 ☐ Quarter 2 ☐ Quarter 3 ☐ Quarter 4 ☐ All

Grade List:

	Q1 POINTS	PROFILE PICTURE	FIRSTNAME	LASTNAME	EMAIL	CLASS	GRADE	GROUPS
<a href="#">View Profile</a>	0		Jason	Wang	wangchongjun@hanvos-kent.c...	1008	10	<a href="#">Human Resources</a>

Global List:

	Q1 POINTS	PROFILE PICTURE	FIRST NAME	LAST NAME	EMAIL	CLASS	GRADE	GROUPS
<a href="#">View Profile</a>	0		Jason	Wang	wangchongjun@hanvos-kent.c...	1008	10	<a href="#">Human Resources</a>
<a href="#">View Profile</a>	0				happyjason0130@gmail.com			<a href="#">Human Resources</a>
<a href="#">View Profile</a>	0		Mike	Zhang	zhanghaozhe@hanvos-kent.com			<a href="#">Outreach</a>

Here you can see global rankings of members of the organization based on points. You can filter by quarter or all.

## MY PROJECT PROPOSALS

My Project Proposals

Join

Create New

NAME	DESCRIPTION	QUARTER
test	test	Q2
test2	test2	Q2

Here you can manage and create project proposals. Click on Create New to do so.

Project Proposals &gt; New

## New Row

Save

## Add Other Users:

If there are other members to this project proposal, you can find the join code in the proposal details after you have created the project proposal.

Users

Name

*Name*

Description

**B** *I* **H** | “ ” | ☰ ☷ | 🔗 🖼️ | 👁️ 📄 ✂️ | ⓘ

Files

Browse...

Fill in the relevant information and then Save.

[Edit](#)

### test2

---

Description:

test2

---

Files:

---

Report:

---

2 comments

WA

wangchongjun@hanvos-kent.com 19 hours ago

test

WA

wangchongjun@hanvos-kent.com 19 hours ago

test2

WA

Add a comment...

Post

Users:

**Jason Wang | 王重钧**

wangchongjun@hanvos-kent.com

[View](#)

---

**Quarter**

Q2

---

**Status**

Completed

---

**Points:**

---

**Join Code**

USE THE JOIN CODE TO ADD USERS.

%5B11%5D

You can check on your proposal by clicking View. Here you will see a list of all of the information relating to the proposal. If you would like to add other users to the task, provide them with the join code on the right, and they can input it the join box of the My Project Proposal page.

My Project Proposals

[Join](#)

[Create New](#)

NAME	DESCRIPTION	QUARTER
test	test	Q2
test2	test2	Q2

You can also edit your project proposal info by clicking the edit button.

REPORT

A Guide to Printing this Report

Before printing, make sure to resize your page to roughly the shape of an A4 paper. Then, press the grey button, and make sure to set the orientation to "Portrait" and the size to "Fit to Page".

Press here to print this report.

Year Total

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Semester 1

Semester 2

Student Union Member Report | Wang, Jason | October 17, 2022

Basic Information:

Email:

wangchongjun@hanvos-kent.com

Status:

active

Class:

1008

Group(s):

NAME	LEVEL
Human Resources	G11

Completed Tasks:

Points: 0

NAME	GROUP	USERS	DESCRIPTION	DUE	POINTS
------	-------	-------	-------------	-----	--------



No rows found

Here you can see a report of all the work you have done in the organization. You can filter this report by different time frames. To print the page, follow the instructions at the top of the page.

MY EVENTS

FOR ACCESS LEVEL: POWER AND ABOVE

Events

Create New

Review Absences

					NAME	DESCRIPTION	LOCATION	COMPLETED
Edit	View				test	test	test	<input checked="" type="checkbox"/>
Edit	View	Edit Required Attendance	Log Attendance	End Event	test2	test2	asdg	<input type="checkbox"/>
Edit	View	Edit Required Attendance	Log Attendance	End Event	Test Event	description ....	somewhere	<input type="checkbox"/>

< Page 1 >

This section allows you to host events.



## CREATE NEW EVENT (CREATE NEW BUTTON)

My Events > New

## New Event Save

### Add Required Attendees

Use this tool to set attendees that are required to come to this event. You can award them points for doing so. You can also edit this after the fact by pressing the "Required Attendees" button on the event.

> ADVANCED USER INPUT

User

Points

Name

Description 

**B** *I* **H** | | | |

Description

Date

Location

Image (.png) 

Browse...

Public ☐ Can everybody see and join this event?

Code

Here you can edit the settings for your event. Give it a name, date, description, location and even banner image. Select required attendee for your event (users who will be automatically signed up for the event and cannot cancel). Also make sure to select whether you want the event to be public or not. Public events are listed in the events section of everyone within the system, and they are free to sign up for the event on their own. Private events will only be visible to users who you add as required attendees to the event. Click save when you are done. Note that when users are added to an event, they will receive an email notification about it.

## REVIEW ABSENCES (REVIEW ABSENSE BUTTON)

Home Admin Dashboard My Groups My Tasks Profile Awards Leaderboard My Project Proposals Report My Events Events Questions Bug Report Rules

<- Return to My Events

Absences

	USER	EVENT	REQUIRED	POINTS
View	Jason Wang (wangchongjun@hanvos-kent.com)	Testing Event	<input checked="" type="checkbox"/>	6

< Page 1 >

If you have members who are absent to any of your events, you can review them here. Users are able to submit an absence request to explain why they are absent.

## EDIT (EDIT BUTTON)

My Events > test2

test2 Delete Save

ATTENDANCE

Current Attendees

REQUIRED TO ATTEND	USER	STATUS
<input checked="" type="checkbox"/>	wangchongjun@hanvos-kent.com	N/A

< Page 1 >

Name

Description 

B I H | " | | | | | | | | |

test2

Date

Image (.png) 

Browse...


Location

Code

☒ Public


Here you can edit details about your event.


## VIEW (VIEW BUTTON)


 **Thursday, December 8, 2022** **test2** Hosted By: Jason Wang | 王重钧


Cancel

**About:**  
test2

 **Time and Date**  
Thursday, December 8, 2022 at 12:00 PM

 **Location**  
asdg

 **Host**  
Jason Wang | 王重钧


 **Contact**  
wangchongjun@hanvos-kent.com

**Attendance:**

USER


View Profile

wangchongjun@hanvos-kent.com



**Sign In**  
ARE YOU AT THE EVENT?  
Log your attendance!  

Log Attendance



**Absent**  
WILL YOU NOT BE ABLE TO COME?  
Submit a notice!  

Log Absence

< Page 1 >

Here you can see the event page for your event. This is what is seen by attendees.

## EDIT REQUIRED ATTENDANCE (EDIT REQUIRED ATTENDANCE BUTTON)

Required Attendance For Event: test2

Create New

	USER	POINTS
View	wangchongjun@hanvos-kent.com	2.5

< Page 1 >


Here you can edit who is required to come to your event. Either add new people with “Create New” or remove people by clicking on an attendance with the “View” button and clicking delete on the info page.

## LOG ATTENDANCE (LOG ATTENDANCE BUTTON)

Sign In With Code:

rp17BF

Or QR Code:



Sign in by clicking "Log Attendance" on the event page. Input the code above.

Update Code

⌚ Updating code every 15 seconds

Manual Input:

<input type="checkbox"/>	USER	REQUIRED
<input type="checkbox"/>	happyjason0130@gmail.com	<input checked="" type="checkbox"/>

Save

< Page 1 >

This is the page you show during your event to allow people to log their attendance.

## END ATTENDANCE

**Are you sure you want to end the event: test?**

Note: By ending the event, no further users can either attend or sign in for this event. All users who have not sign in will be set as absent.

Yes, I want to end the event and know the consequences.

On this page, you can end your event. This has a couple of effects. Firstly, no further people can sign up or sign in for your event after you end it. Secondly, all users who have not signed in will be marked as absent.

## EVENTS

Home Admin Dashboard My Groups My Tasks Profile Awards Leaderboard My Project Proposals Report My Events **Events** Questions Bug Report Rules

### Your Events

EVENT	ATTENDED	REQUIRED	ABSENCE STATUS (IF EMPTY, THERE IS NO ABSENCE)
View <a href="#">Testing Event</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pending

**About Events**  
Events are public Student Union activities. You can sign up for events on their page.

**Mandatory Events**  
THEY ARE MARKED BY "REQUIRED".  
You may be signed up for certain mandatory events. You must attend these.

**Sick/Absence**  
If you cannot attend an event, you can submit an absence on its page.

### Global Events

NAME	DESCRIPTION
View <a href="#">Testing Event</a>	This is a testing event.

**Global Events**  
These are events that everyone can sign up for.


< Page 1 >

Under Your Events, you can see all of the events you have signed up for. If you are required to join an event, it will show up here. Global Events are events that are open to everybody. You are free to join these events.

## EVENT PAGE (VIEW BUTTON)

Home Admin Dashboard My Groups My Tasks Profile Awards Leaderboard My Project Proposals Report My Events **Events** Questions Bug Report Rules

Sorry, this event does not have a banner image

 **Sunday, October 23, 2022** **Testing Event** Hosted By: Jason Wang (wangchongjun@hanvos-kent.com) [Cancel](#)

**About:**  
This is a testing event.

**Discussion Notes:**

**Time and Date**  
Sunday, October 23, 2022 at 12:00 PM

**Location**  
A Place

**Host**  
Jason Wang

**Contact**  
wangchongjun@hanvos-kent.com

Each event has its own page. Here you can see all the important information about the event. You are also able to sign up for events on this page.



### Sign In

ARE YOU AT THE EVENT?

Log your attendance!

**Log Attendance**



### Absent

WILL YOU NOT BE ABLE TO COME?

Submit a notice!

**Log Absence**

If you have signed up for an event, you will see a button to either sign in or to request an absence. To sign in, you will need to scan the QR code provided by the event organizer.

## QUESTIONS

### All Answered Questions

Name

USER	NAME	DESCRIPTION	DATE CREATED
wangchongjun@hamvos-kent.com	test	test	November 21 2022, 20:12

< Page 1 >

### SU Questions

**What is this?**

The Question section is an open place where you can submit public questions about SU and the system itself. Before you submit a question, make sure to search to see if it has already been asked before.

**Content Guidelines**

Make sure that the content you post is relevant to SU, civil, and polite. If you see any offending material, please report it.

**My Questions**


Manage and submit questions.

Enter

Here you view questions and answers about SU and the system. You can search the questions using the search bar at the top.

### Pending Questions

Create New

NAME	DESCRIPTION
 <p>No rows found</p>	

< Page 1 >

### Answered Questions

	NAME	DESCRIPTION	RESPONSE
Go To Public Page	test	test	bodgd

< Page 1 >

### My Questions

**What is this?**

Here you can manage your questions in the SU Questions section.

**Content Guidelines**

Make sure that the content you post is relevant to SU, civil, and polite. If you see any offending material, please report it.

You can also ask your own questions by going the My Questions page. Note that all questions you ask are publicly viewable. Before you ask a question, make sure that it has not been asked already. Click Create New to ask a new question. Your questions that have not been responded to will be seen in the pending questions table. Responded questions will be displayed in answered questions table. Click on a question there to see the response.

### FILES

Files

Create new

NAME	DESCRIPTION
test	test

This is a system to upload and manage files. The purpose of this is to allow users to reference and share files in chatboxes. Users can upload files on this page, which will generate a unique file link for them to send as text. Any existing files you have uploaded will show up in the table. Click on them to either edit them or to copy their link. Click create new to upload new files.

Note: Do not use this for any non-SU related files. Furthermore, do not use this for large files such as videos. There is a file upload size limit.

### BUG REPORTS

Submit bug reports here! We would greatly appreciate if everyone submits a bug report if they encounter one. Please make sure that your submission is as descriptive as possible. Note that this is no longer part of the system and links to an external questionnaire site.



DOCUMENTS

Documents		
Here you will find all of the important documents and references to navigate SU.		
NAME	DESCRIPTION	FILES
<div><div></div><div>No rows found</div></div>		
< Page 1 >		

Here you will find files and important documents.

## SOFTWARE VERSION LOG

Version:	Changes:
1.0.0 (Demo)	Demonstrated functionality using Appsmith platform.
1.0.1 (Rewrite)	<p>Recreate system to allow for extendibility on Budibase.</p> <p>Functionality:</p> <ol style="list-style-type: none"> <li>1. Groups</li> <li>2. Users</li> <li>3. Tasks</li> <li>4. Project Proposals</li> <li>5. Report</li> <li>6. Bug Report</li> </ol>
1.0.2 (Bug Fixes)	Fixed minor issues pertaining to all categories.
1.1.0 (Big Features Update)	<p>Added new functionality:</p> <ol style="list-style-type: none"> <li>1. Admin Dashboard (which includes 7 subpages)</li> <li>2. Profile Page</li> <li>3. Awards</li> <li>4. Leaderboard</li> <li>5. My Events/Events</li> <li>6. Questions</li> <li>7. Rules</li> </ol>
1.1.1 (Bug Fixes)	Fixed minor issues pertaining to all categories.
1.1.2 (Event Update)	<p>Fixed bug issues pertaining to Events, and added new functionality:</p> <ol style="list-style-type: none"> <li>1. Bug Fix: Resolved "Document Update Conflict" when reloading code in event attendance page.</li> <li>2. Bug Fix: Resolved links in breadcrumbs pointing to undefined URLs.</li> <li>3. Bug Fix: Resolved</li> <li>4. Functionality: Added Review Absences page to allow event owners to review absences on their own events.</li> <li>5. Functionality: Added QR Scanning as an option to verify attendance.</li> <li>6. Functionality: Added Required Attendance page to allow event owners to set and delete required attendees an event.</li> <li>7. Compatibility Breaking Changes: The URL paths of some of the event related pages has been changed.</li> <li>8. Other minor changes.</li> </ol>
1.1.3 (Tasks Update)	<p>Added new functionality:</p> <ol style="list-style-type: none"> <li>1. Updated UI on view tasks to be more user friendly.</li> <li>2. Added view button for those with edit permissions. Previously edit and view was either or.</li> </ol>

	<ol style="list-style-type: none"> <li>Added a chat box to the bottom of the View page on a task. This will facilitate conversation about a task.</li> </ol>
2.0.0	<p>Major system rework, changing backend DB from CouchDB to MySQL and reworking a bunch of pages. Pages now load significantly faster.</p> <p>Features:</p> <ol style="list-style-type: none"> <li>Reworked all pages to support the new SQL backend.</li> <li>Redesigned DB to be more efficient.</li> <li>New SQL views and queries to reduce redundant information from slowing down load times.</li> <li>Files are now stored in row in DB instead of being hosted on a separate MinIO server. (While this may not sustainable for large system, for an internal system with relatively low milage this maintains the SQL DB as the single source of truth for all the data).</li> <li>Significant updates to the Events system and related pages.             <ol style="list-style-type: none"> <li>Reworked to support the concept of an event ending, marking all unattended as absent.</li> <li>Email notifications for new event attendees.</li> <li>Cleaned up UI.</li> <li>Various bug fixes.</li> <li>Updated sign-in feature. QR code feature hidden for the moment due to http restrictions, and code now automatically updates itself every 15 seconds to curb non-attendees from signing in. Additionally, bugs regarding this feature were fixed.</li> </ol> </li> <li>Updates to user data and information.             <ol style="list-style-type: none"> <li>User information is now stored in a SQL table and is related to the internal DB user list via email.</li> <li>Views have been created that allow user ranks and statistics to be easily accessible.</li> </ol> </li> <li>Onboarding Experience             <ol style="list-style-type: none"> <li>An all-new one-time setup onboarding experience that allows users to input essential user information.</li> </ol> </li> <li>File Upload             <ol style="list-style-type: none"> <li>A system for users to upload files and receive a shareable link (usable only for system users). This enables</li> </ol> </li> </ol>

	<p>files to be shared in comment conversations.</p> <p>9. Questions:</p> <ol style="list-style-type: none"> <li>Overhaul of UX and the setup of the Question page so that it is more useful. Instead of individual private questions it is now a forum, where questions about the student union and the system are viewable and searchable by all users. This saves admin time answering repeat questions. Additionally, there is a new question management section for users to keep up with the questions they have asked.</li> </ol> <p>10. Project Proposal:</p> <ol style="list-style-type: none"> <li>Adopts a comment system to replaces various tedious hardcoded phases of back and forth between admin and user.</li> <li>New join code allows users to “share” a project proposal with others and allow them to join in. This replaces a trust-based system of allowing users to select partners from anyone within the system.</li> <li>New status system – not all that important, just how the status is represented in the DB.</li> </ol> <p>11. New Plugins:</p> <ol style="list-style-type: none"> <li>Implemented 2 new open-source custom plugins, a <a href="#">file uploader</a> and a <a href="#">file repeater</a>. This has allowed for in-DB file storage, which was previously not possible in Budibase.</li> </ol> <p>12. Miscellaneous:</p> <ol style="list-style-type: none"> <li>Reworked the selection of Users on many pages. Previously the used of Advanced User Input allows users to inject selections from a more complicated user selection form. Such an injection is unintuitive, so it has been replaced, with the Advanced User Input form being the default on most pages.</li> <li>Bug report is now in Microsoft Forms. Detaching it from the system makes it more accessible when it is most useful (when the system is down or has errors).</li> <li>Rules has been renamed Documents.</li> </ol>
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	<ul style="list-style-type: none"><li>d. Most tables and cards that include users now clearly link to their profile page.</li><li>e. Reworked the design of the task pages to be prettier.</li></ul> <p>Other minor details have been omitted for brevity.</p>
2.0.1	Minor bug fixes, as well as enabling QR Code scanning for events, which will can only be used under https.

### KNOWN BUGS AND ISSUES

- None at the moment.

### ABOUT THE SOFTWARE & ITS DESIGN

The system is built atop the open-source low-code platform [Budibase](#). Additionally, data is hosted on a MySQL instance.

#### WHY LOW CODE?

While I initially planned to build the system using React, Tailwind CSS, and other component libraries, I ended up opting for a low-code platform because this project is designed to be maintained into the future. Low-code platforms make maintenance easy and diminishes roadblocks to development.<sup>2</sup> The problem with a low-code platform, however, is its restrictions on functionality, due to the limitations of drag and drop as well as the relative newness of the software. I have tried to solve these issues by creating custom plugins and submitting bug reports to Budibase.

#### WHY MYSQL?

Most of the data for this system is highly relational, so using a SQL DB improves performance dramatically. The initial version of the system used the Budibase internal DB (which used CouchDB, see update 2.0.0) and the shift to MySQL improved performance dramatically.

#### HOW IS IT HOSTED?

Everything is run through docker on an Ubuntu instance running in the cloud. There should be 2 docker images that just need to be loaded to setup a clean system. Instructions will be in the setup section below (currently non-existent). The idea is that a new Budibase app + MySQL schema is created for each year, with past years frozen in a read-only mode for reference purposes.

### SYSTEM SETUP

Work In Progress...

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<sup>2</sup> As a side note, if anybody decides to rework the system with more substantial code in the future, I think NextJS might be a good idea. As the system is mostly data driven, if you use server-side rendering you won't have all the hassle creating a bunch of API points for your app to query.