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| User Manual  Rotary Youth Driving Awareness (Admin) |
| **Creation date: 9/23/2017** |
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This user manual is for the Rotary Youth Driving Awareness (RYDA) Quiz system. All the screenshots are captured using Google Chrome (Version 55). Compatibility test was done on Google Chrome, Internet Explorer (Edge) and Safari. Test result is satisfactory. Application can run on any version of the browser.

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# Login

1. Open web browser i.e Firefox, Chrome or Safari, type the web address <http://localhost:8080/RYDA/login.xhtml>
2. Enter user name in the username field
3. Enter password in the password field
4. Click the login button
5. Failure to authenticate will display message as in figure 2
6. Successful authentication will display the administrator dashboard as in figure 3.

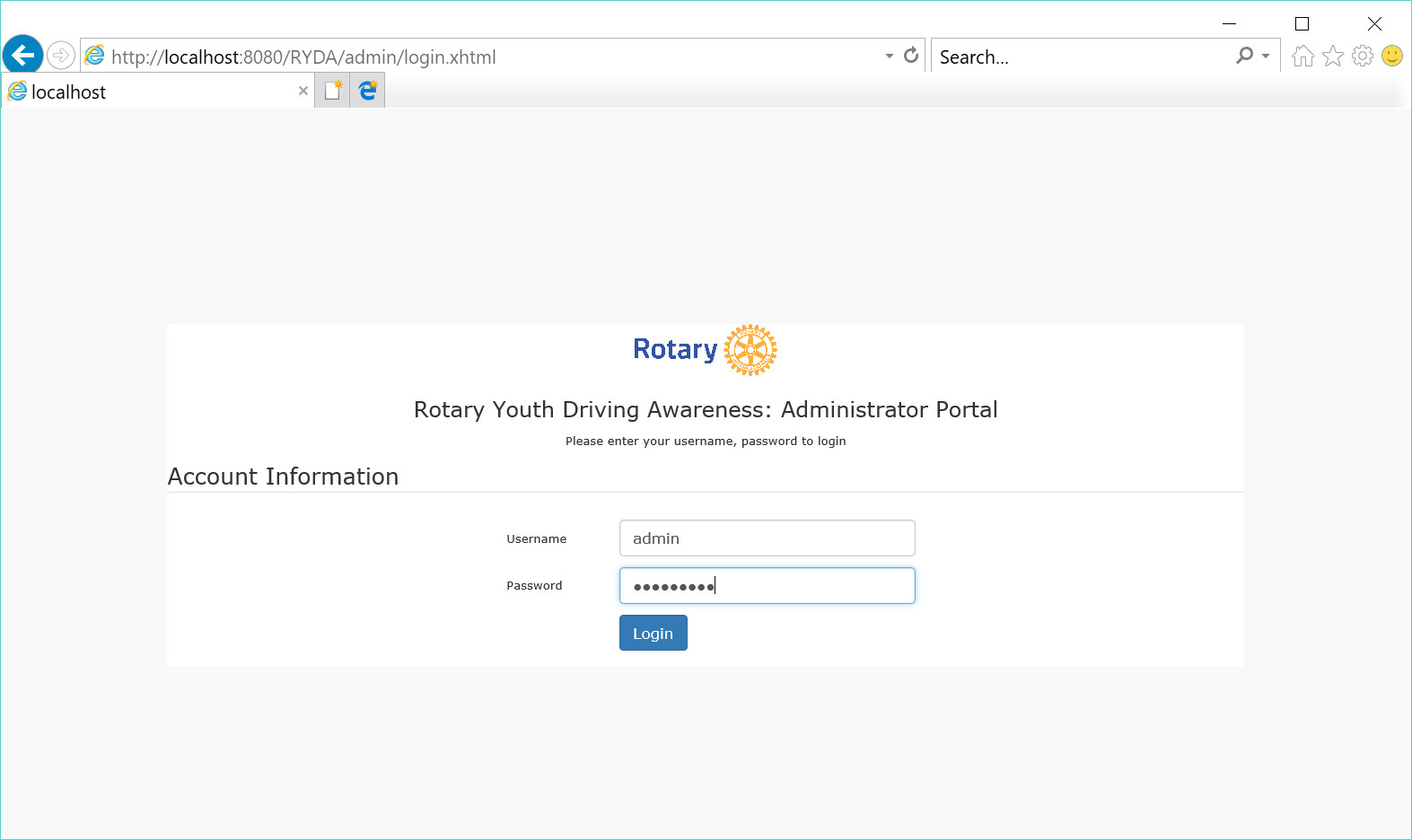


Figure 1 Login page

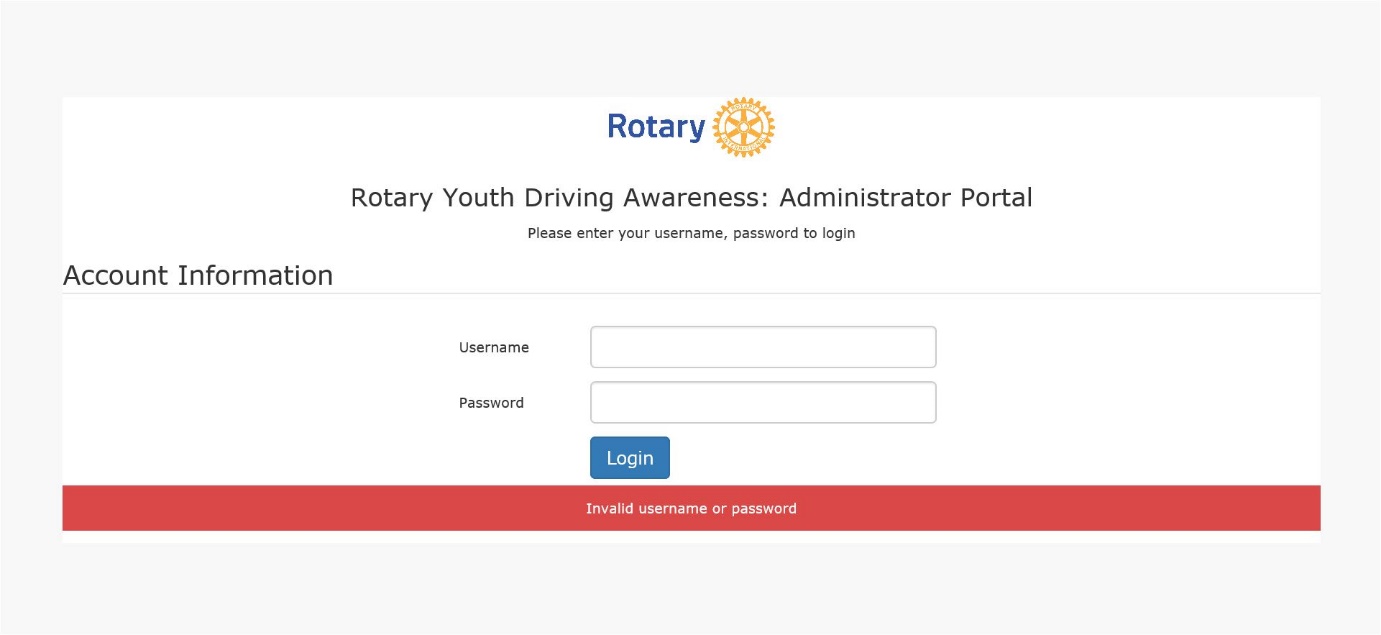


Figure 2 Login authentication fail

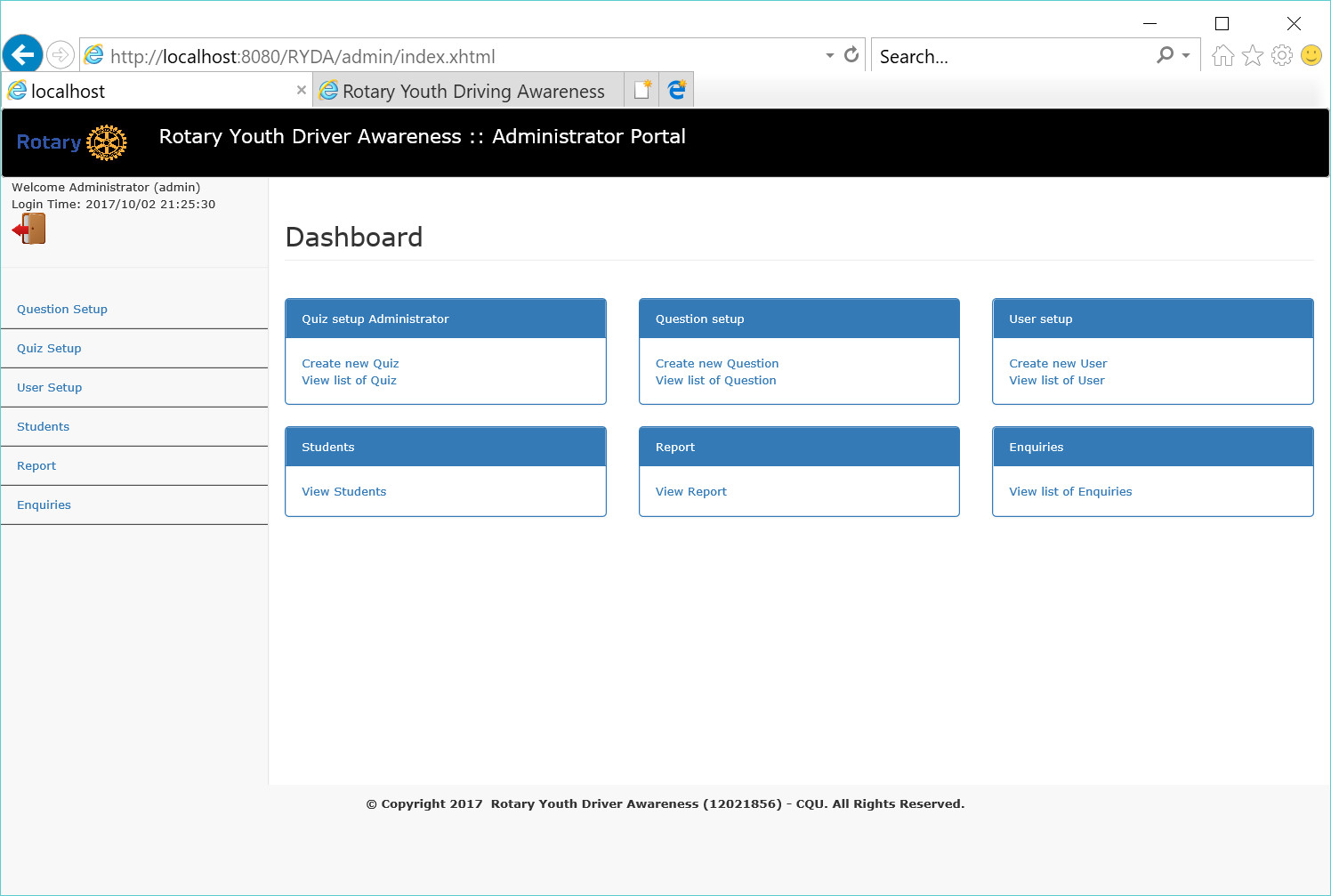


Figure 3 Admin Dashboard

# Quiz List

1. Click on **Quiz Setup** on the left-hand side of the menu
2. User will see the list of quizzes as in figure 4

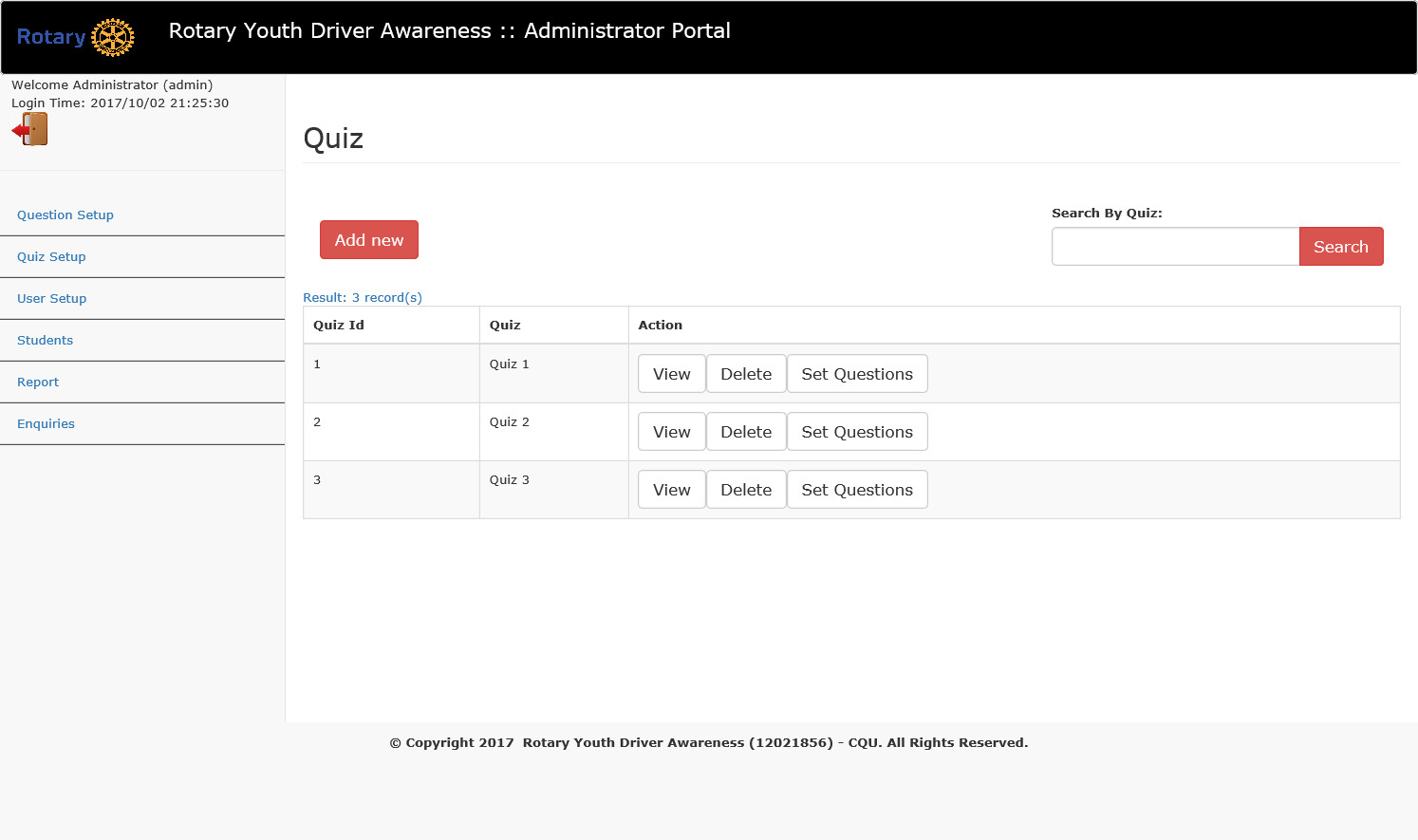


Figure 4 Quiz list

# Create Quiz

1. Click on **Quiz Setup** on the left-hand side of the menu
2. User will see the list of quizzes
3. Above the list of quiz, click the “**Add New**” button
4. User will be redirected to next page as in figure 6
5. Enter the desired quiz name
6. Enter the outcome for the quiz
7. Click save button to save the quiz.

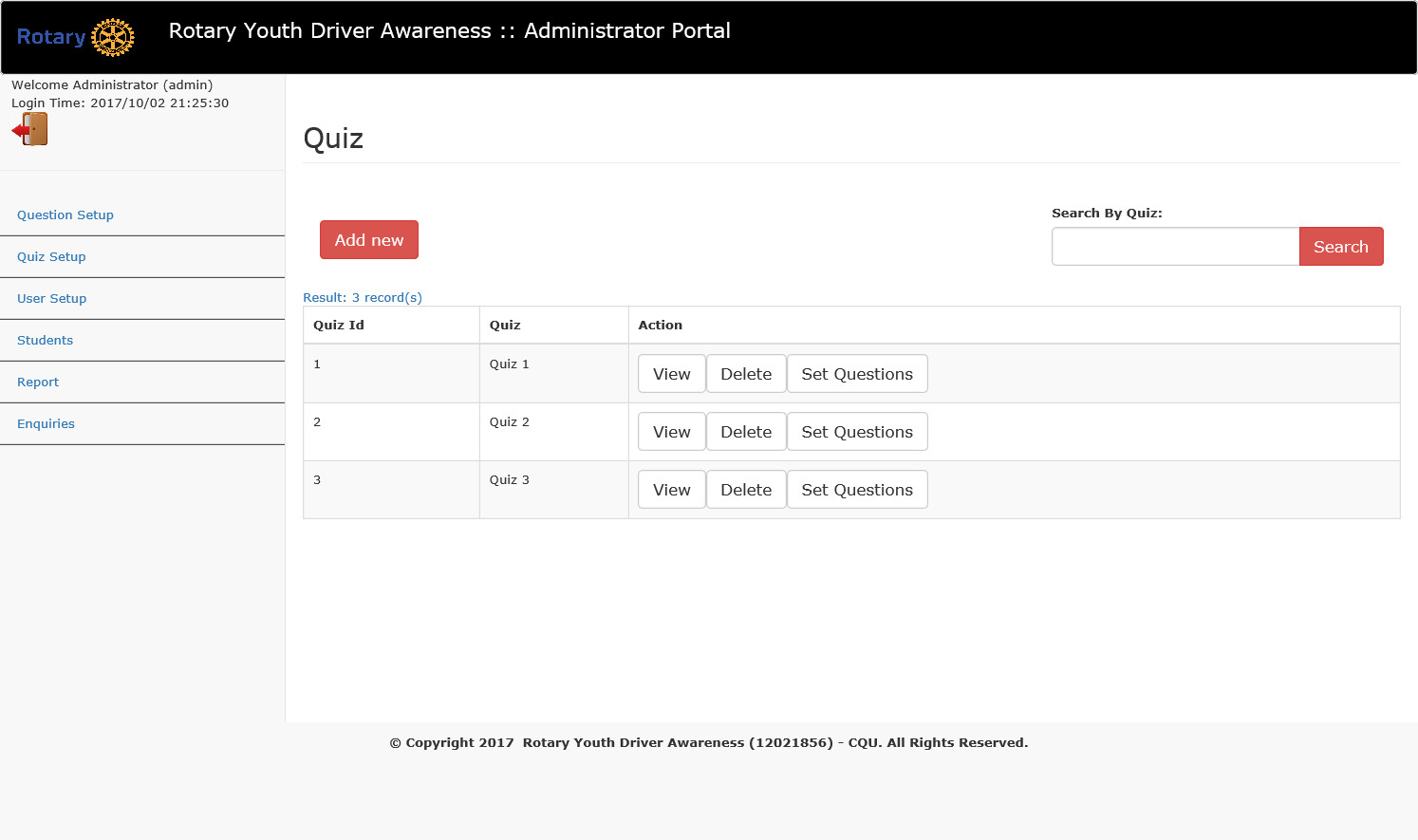


Figure 5 Quiz list

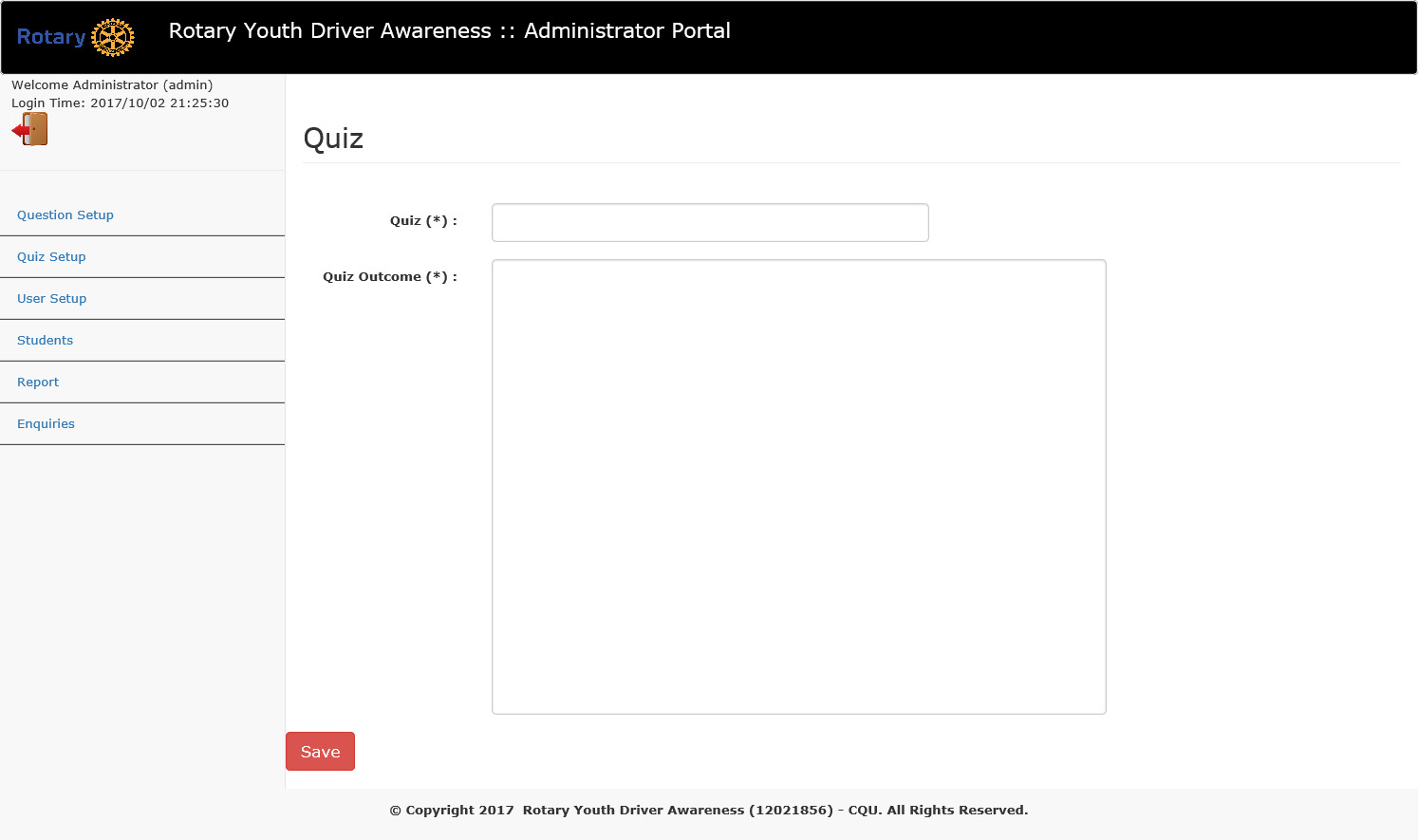


Figure 6 Create new Quiz

# View/Edit Quiz

1. Click on **‘View’** button on the action column of the desired quiz from the quiz list (Steps of 3.1 to 3.2)
2. User will see the Edit form as in Figure 8
3. Change the desired quiz details and click save

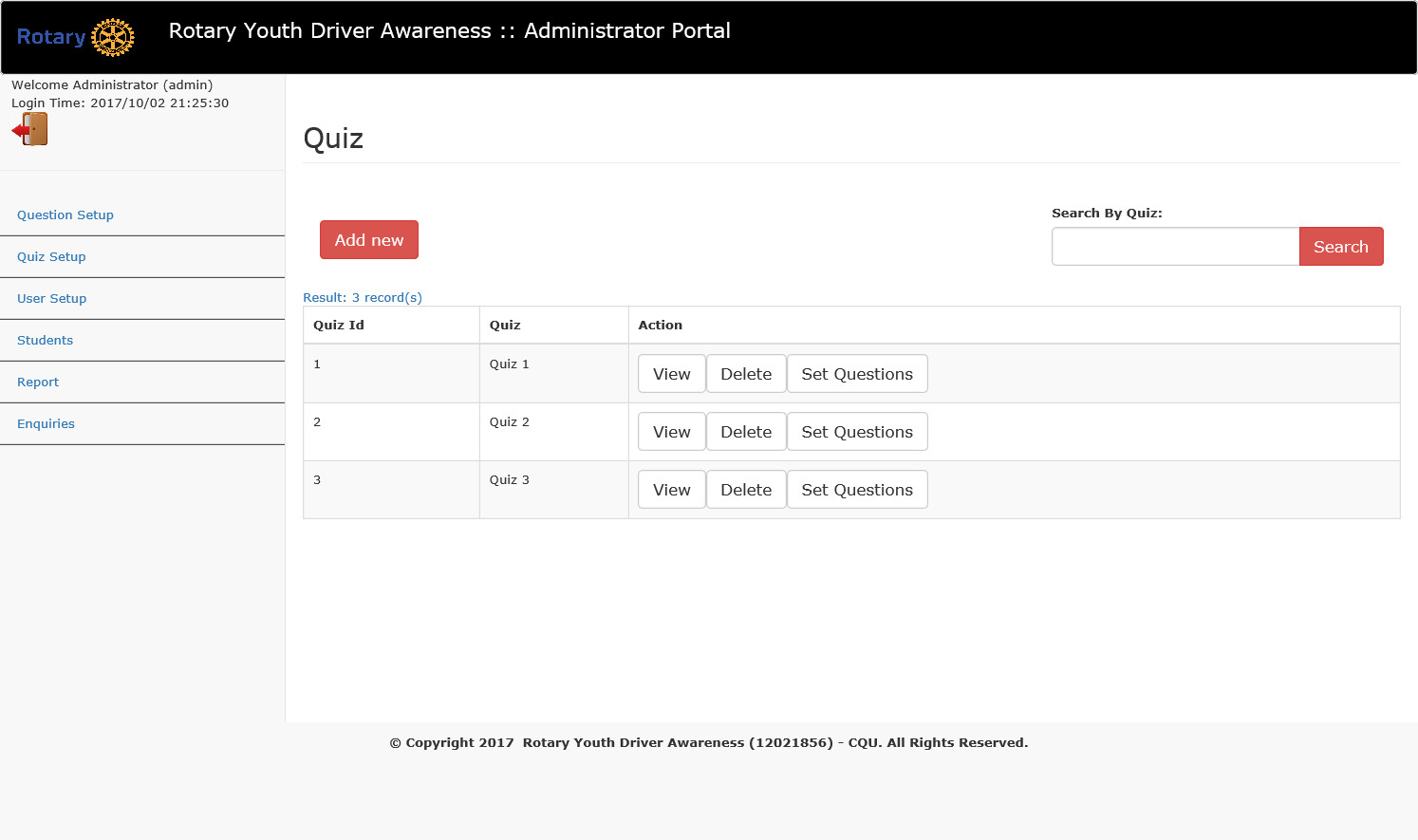


Figure 7 View button of the quiz list

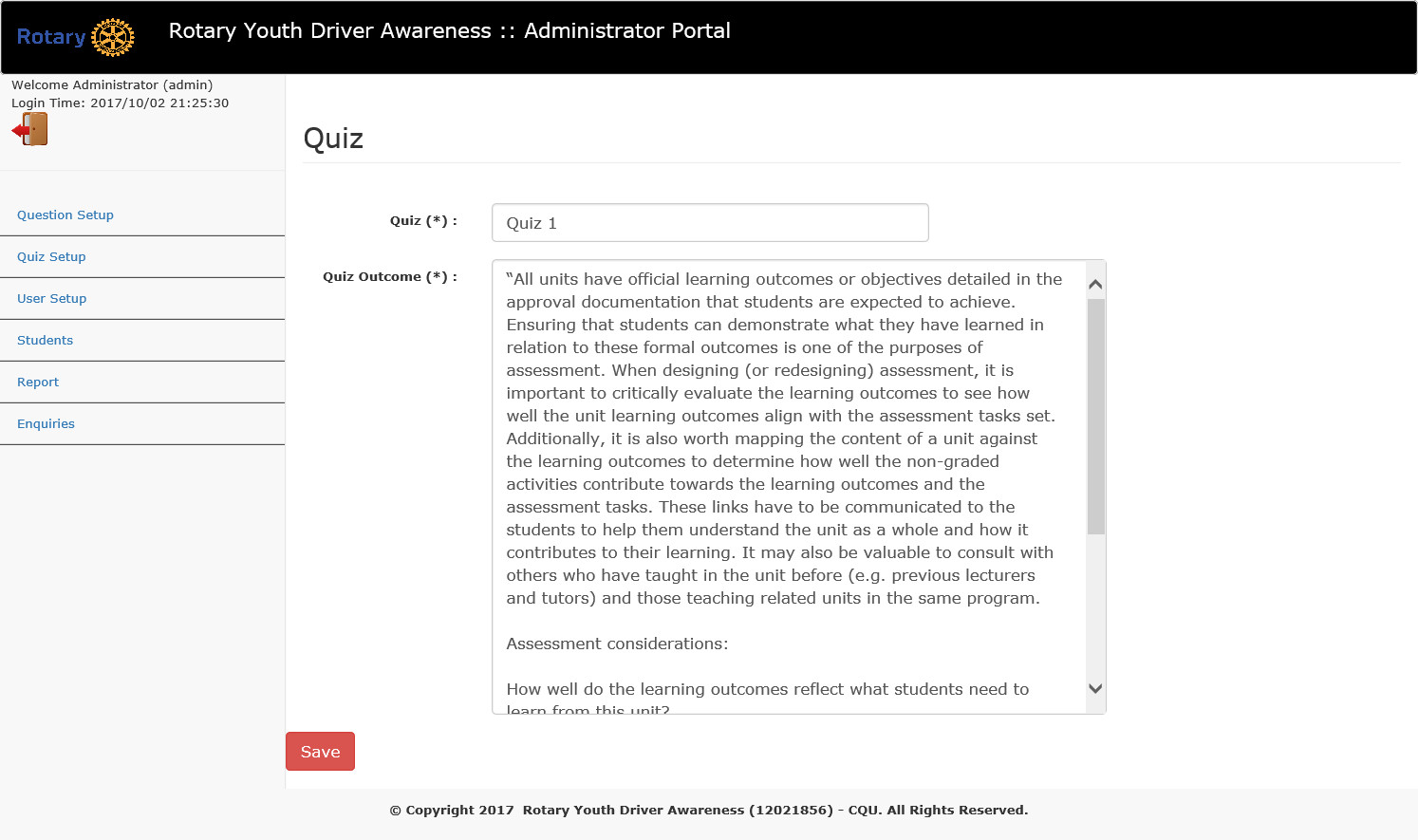


Figure 8 Edit Quiz screen

# Delete Quiz

1. Click on **‘Delete’** button on the action column of the desired quiz from the quiz list (Steps of 3.1 to 3.2)
2. User will see the Delete successful information in Figure 10

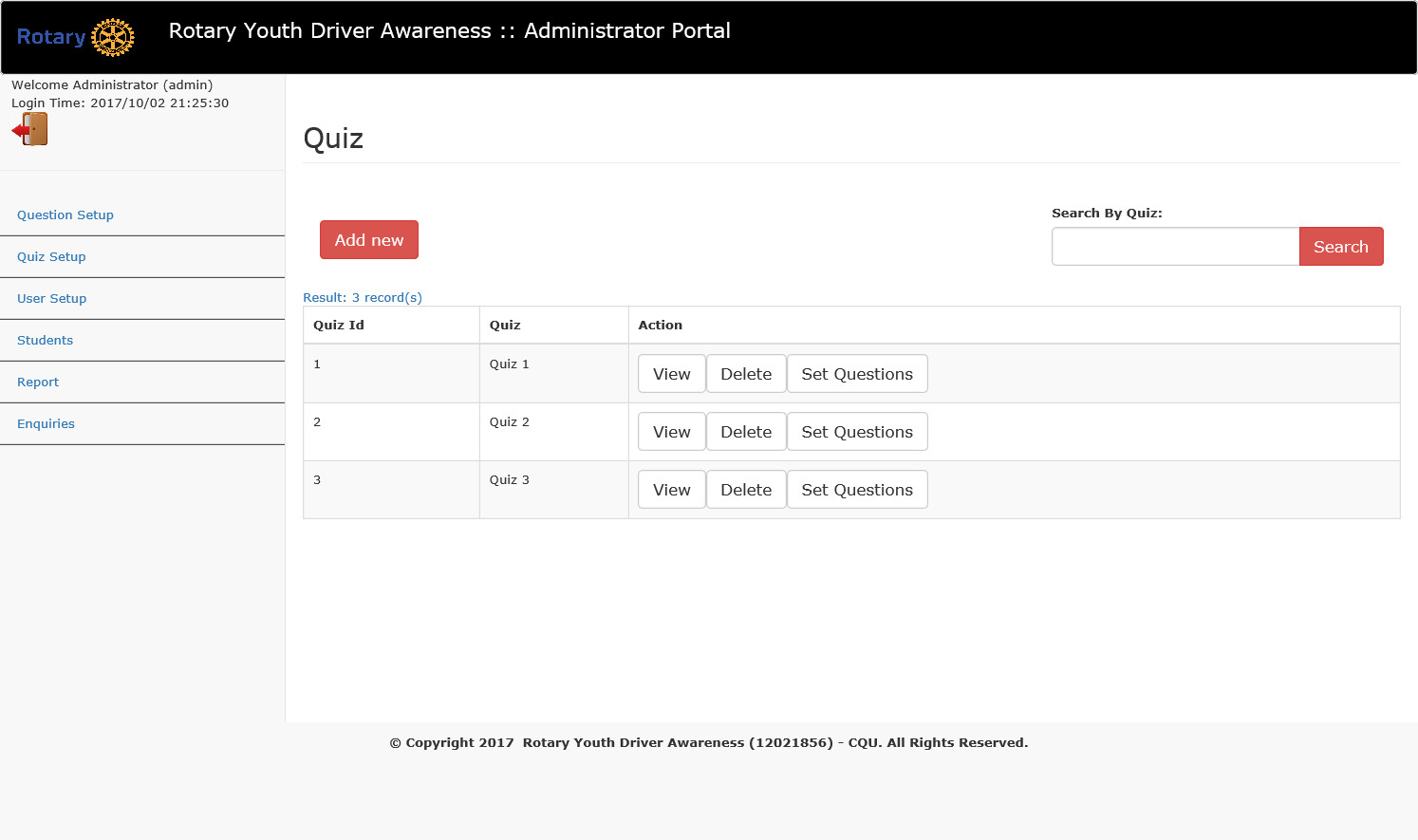


Figure 9 Quiz list

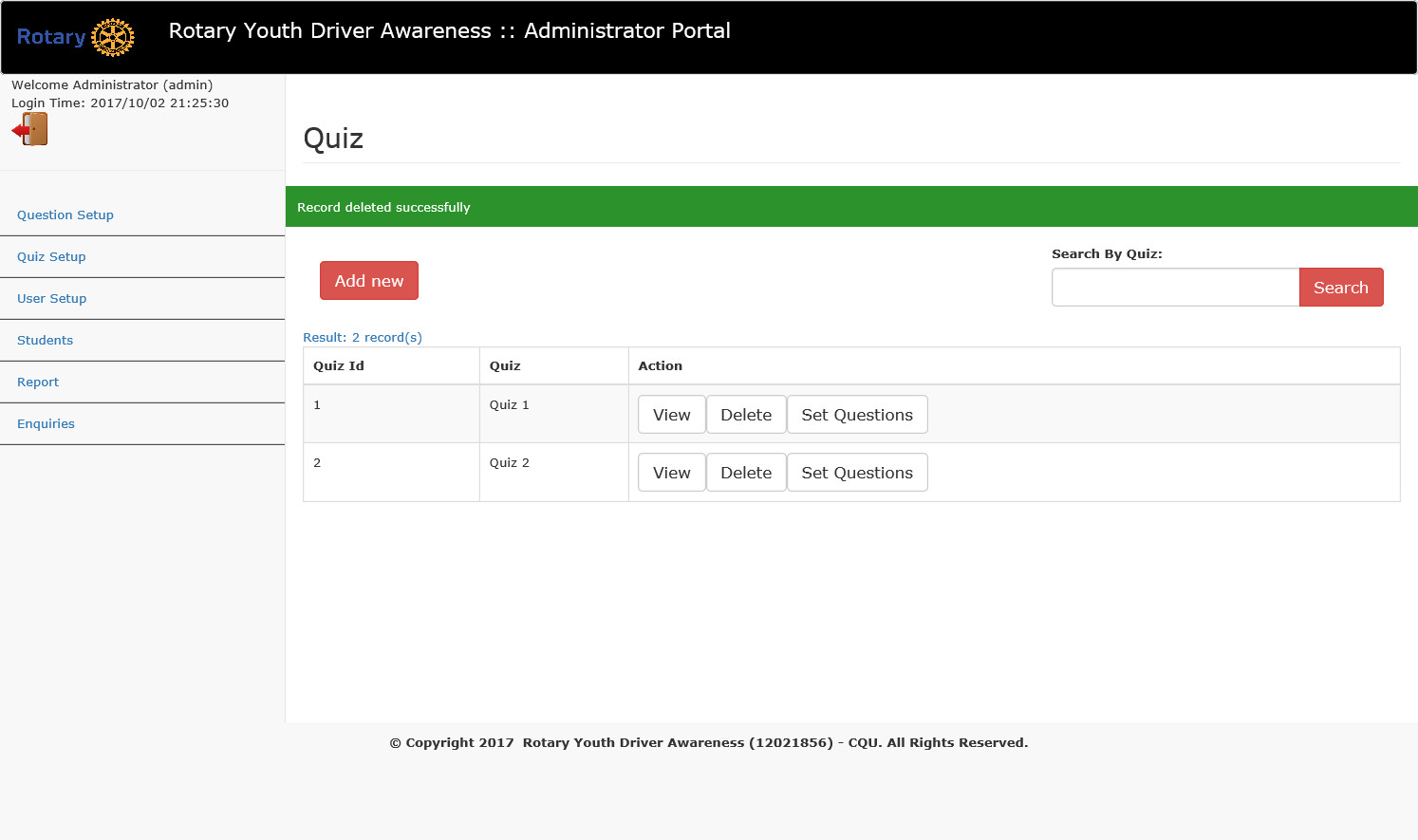


Figure 10 Quiz delete successful information

# Search Quiz

1. Click on **‘Search box’** on the top right corner on the quiz list page (Steps of 3.1 to 3.2) to search the desired quiz
2. Click on search
3. User will see the search result as in Figure 12 for available list of quiz and Figure 13 for search with no results

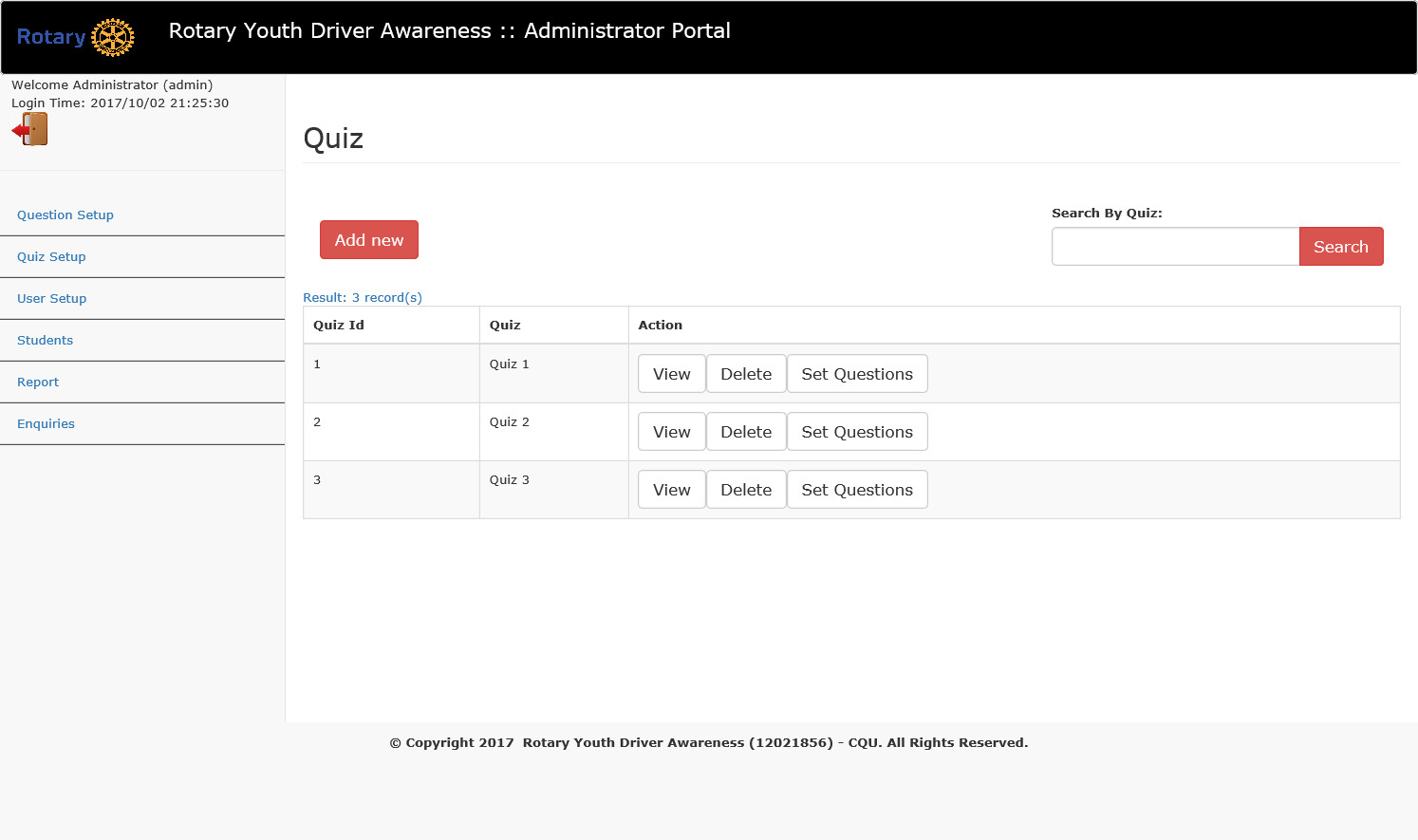


Figure 11 Quiz list

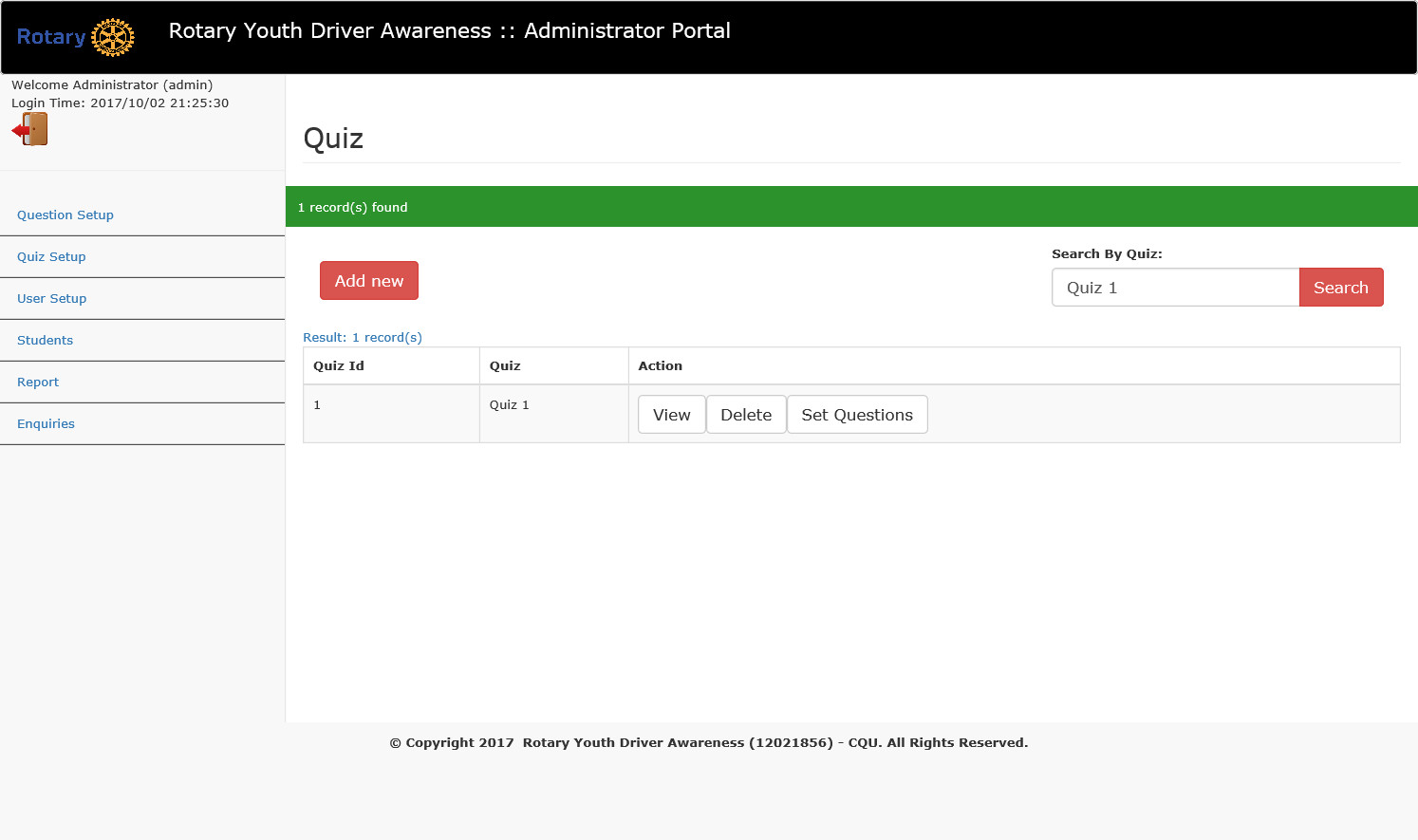


Figure 12 Result of quiz search

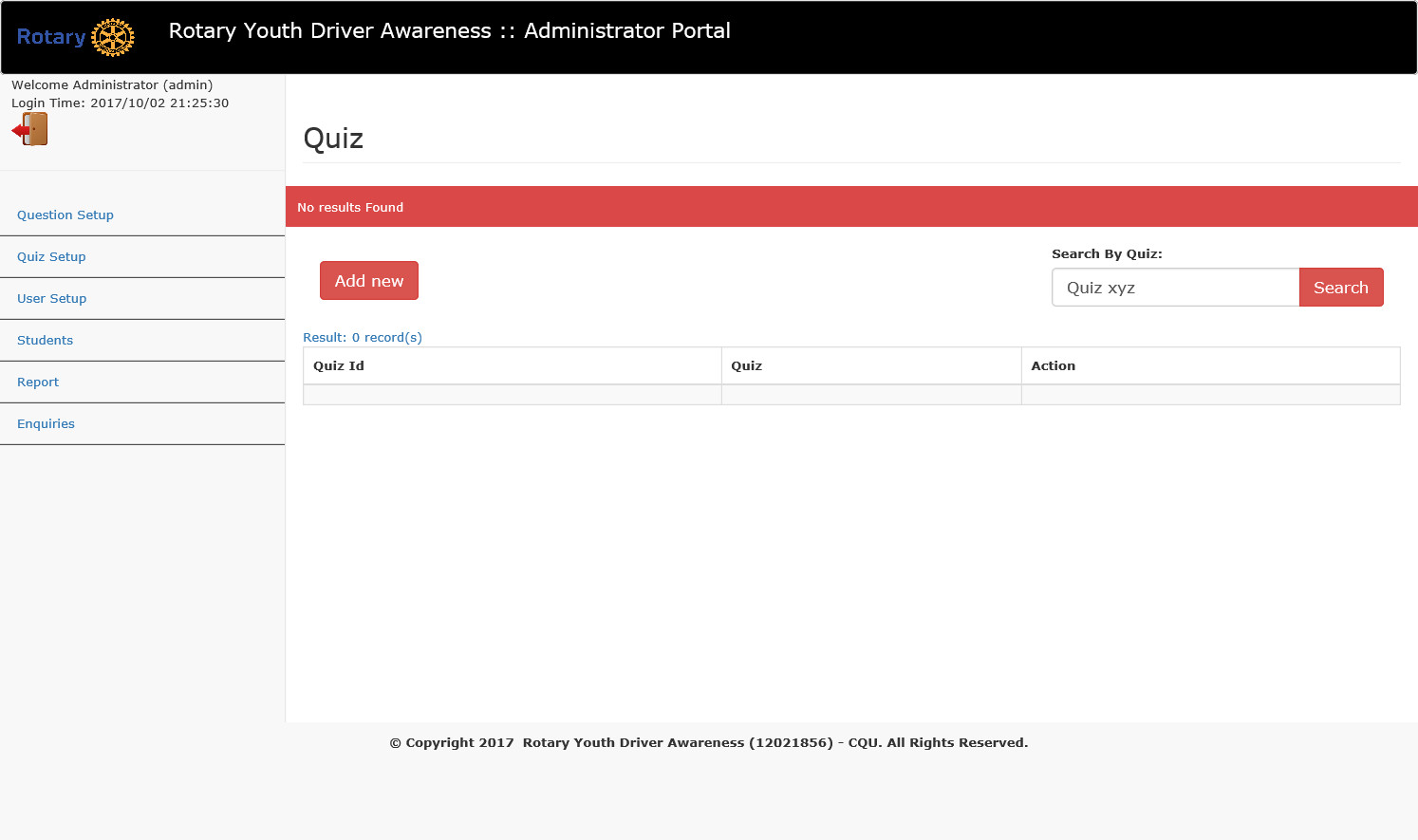


Figure 13 Result of quiz search

# Create Question and Answer

1. Click on **Question Setup** on the left-hand side of the menu
2. User will see the list of questions
3. Above list of question, click on “**Add Question**” button
4. User will be redirected to next page as in figure 15
5. Select the quiz name
6. Enter the desired Question
7. Provide hint to the question
8. Click on Save button to save the question.
9. Enter the answer for the question.
10. Select ‘Is correct’ option for the correct answer
11. Click save to save the answer.

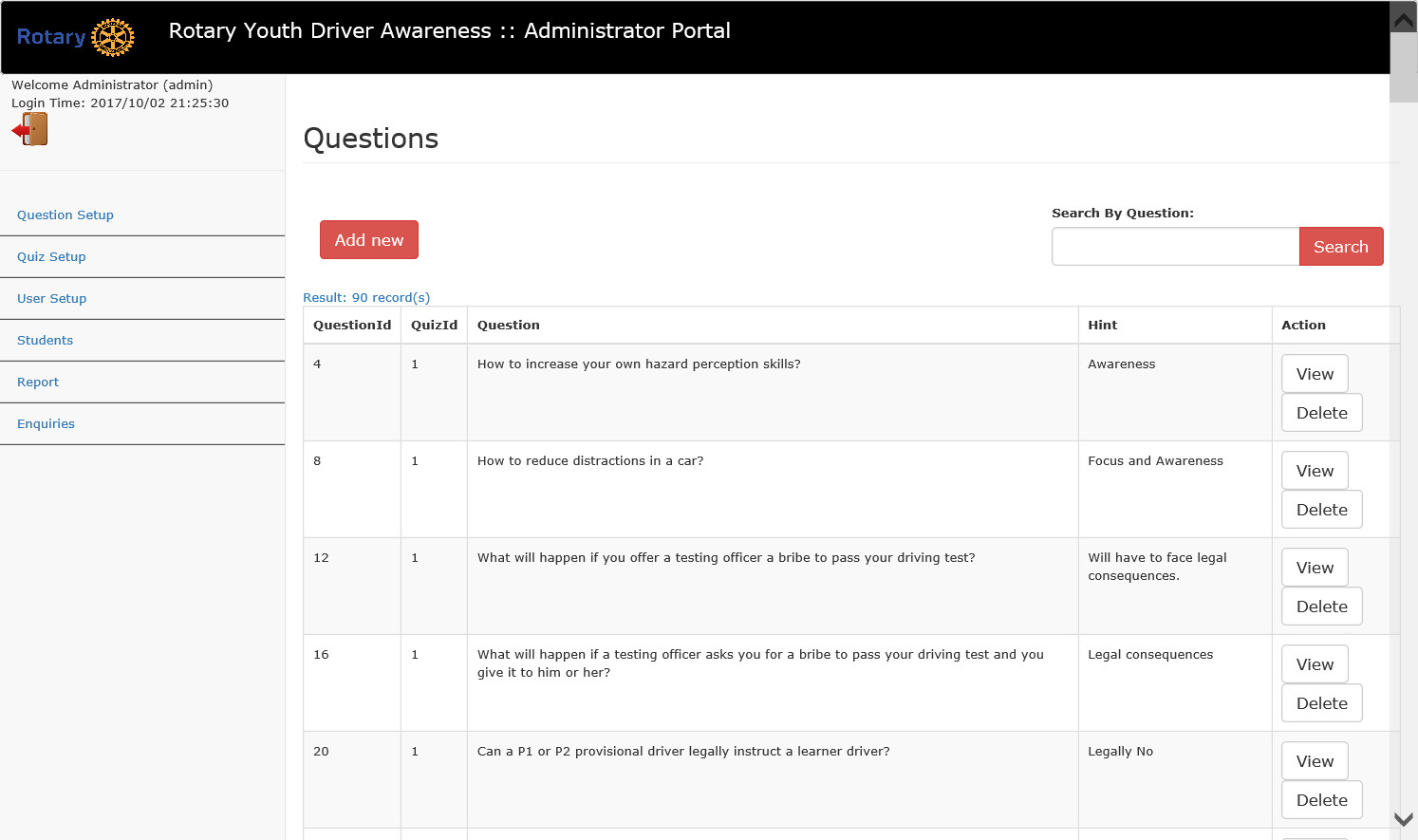


Figure 14 Question list

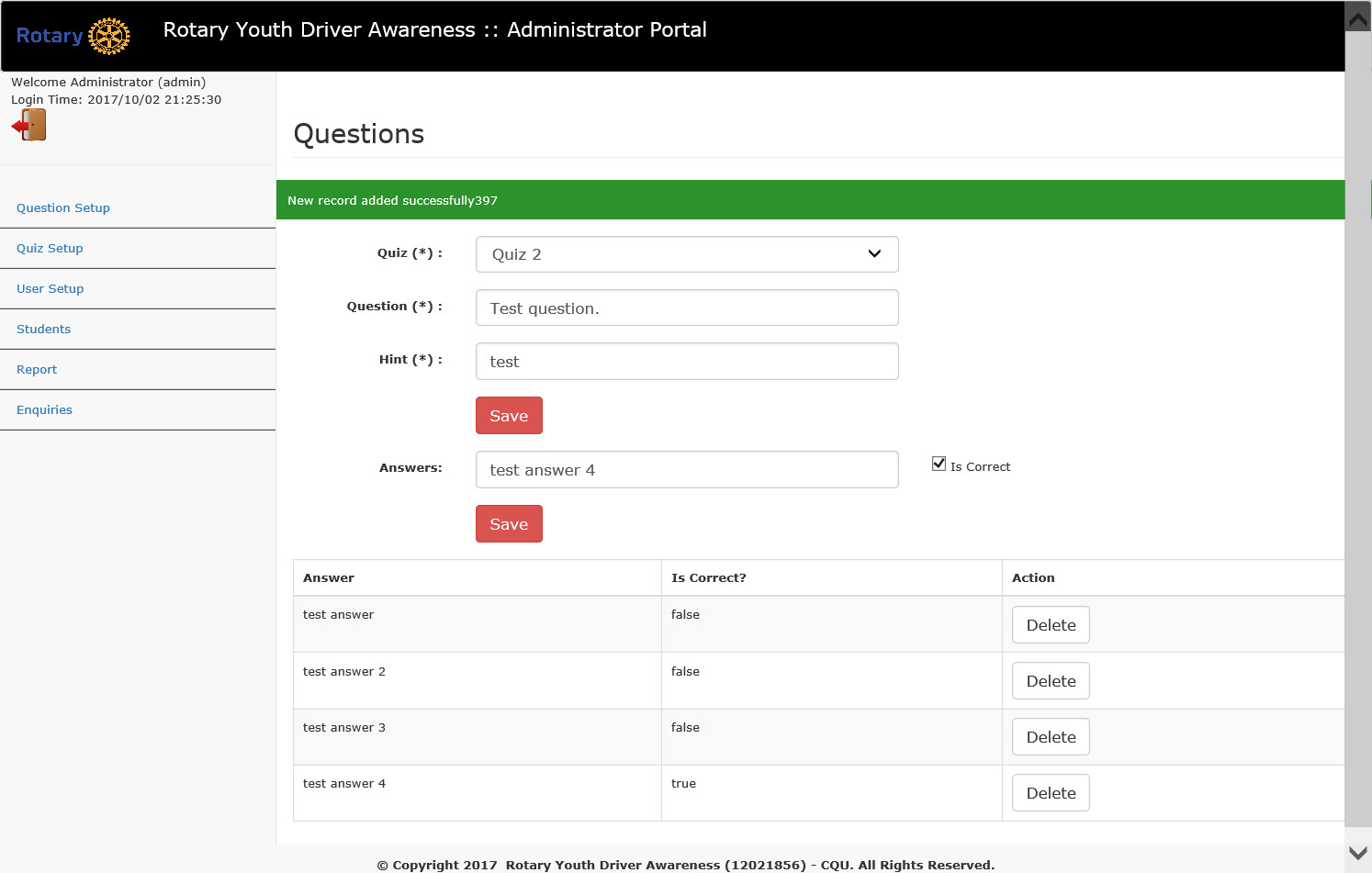


Figure 15 Create question and answer

# View and Delete Answers

1. Click on **Question Setup** on the left-hand side of the menu
2. User will see the list of questions
3. Select the view button on the Action column on the right-hand side of the list
4. User will be redirected to answer list page for the selected question as in figure 17
5. Select delete form the Action column on the right-hand side of the list

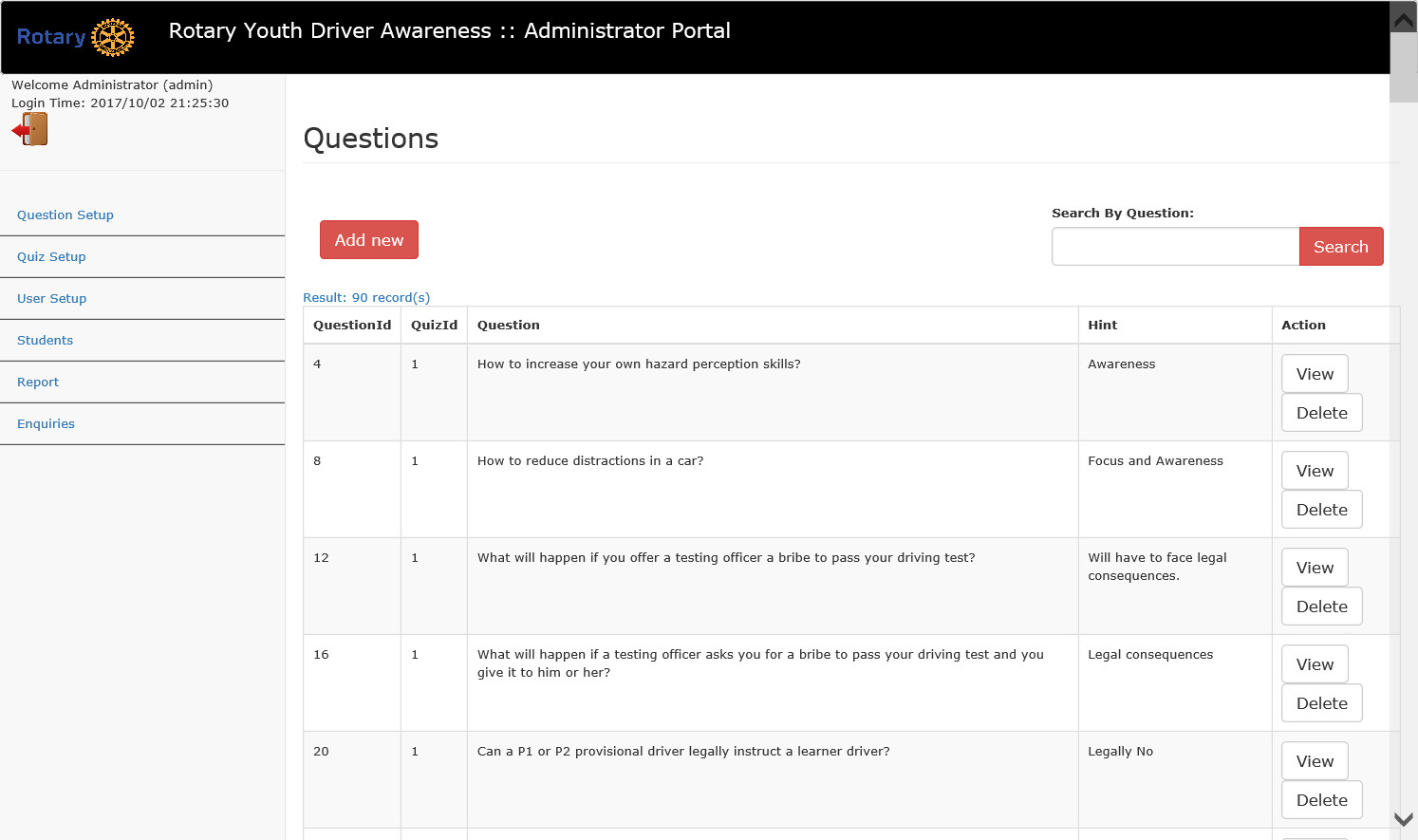


Figure 16 Question list

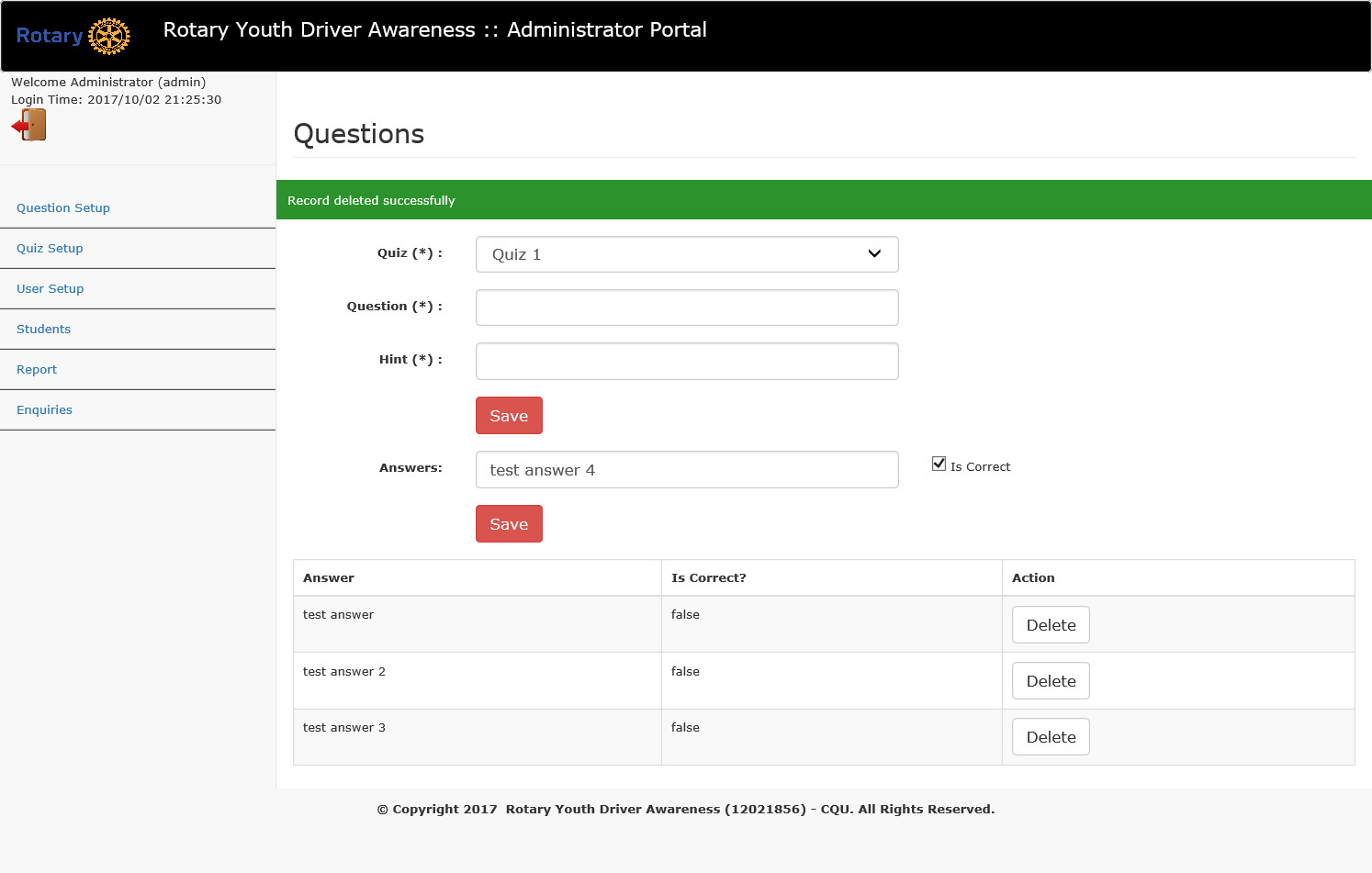


Figure 17 Answer list

# Delete Question

1. Click on **Question Setup** on the left-hand side of the menu
2. User will see the list of questions
3. Select the delete button on the Action column on the right-hand side of the list

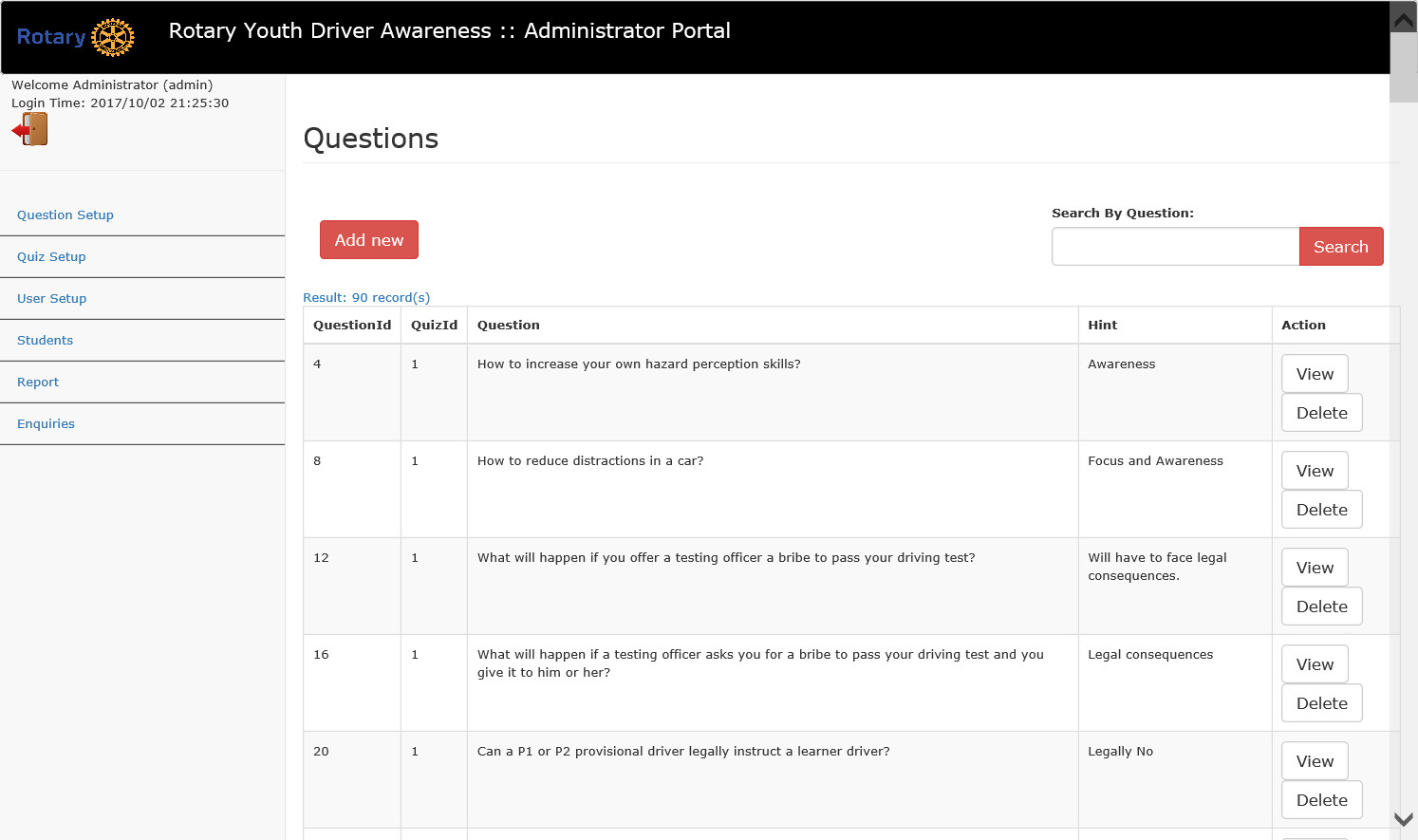


Figure 18 Delete question from the list

# Search Question

1. Click on **Question Setup** on the left-hand side of the menu
2. User will see the list of questions
3. Select the search box on the top right corner of the list to enter the question
4. Click on search button

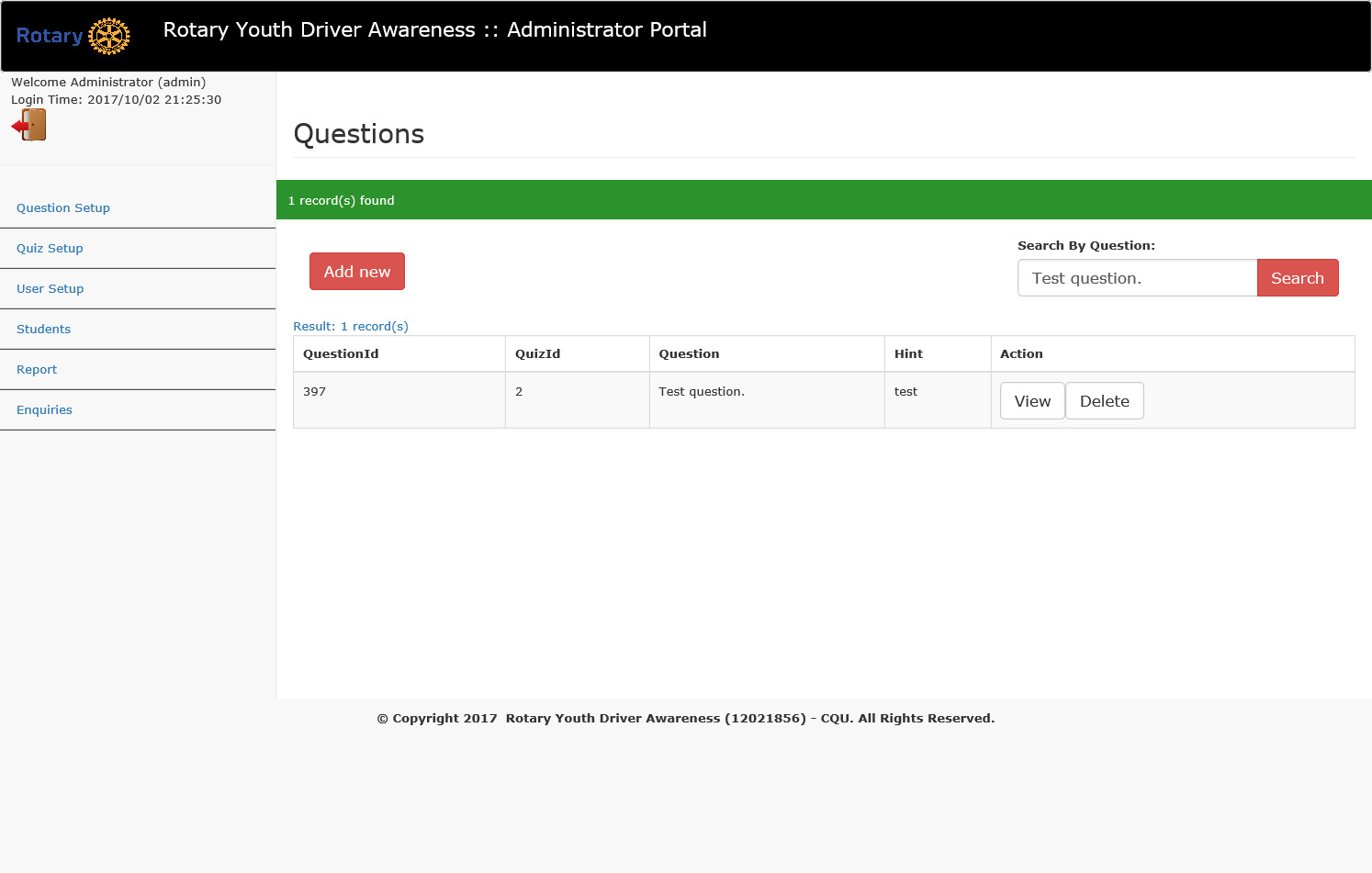


Figure 19 Search question from the list

# User List

1. Click on **User Setup** on the left-hand side of the menu
2. User will see the list of users

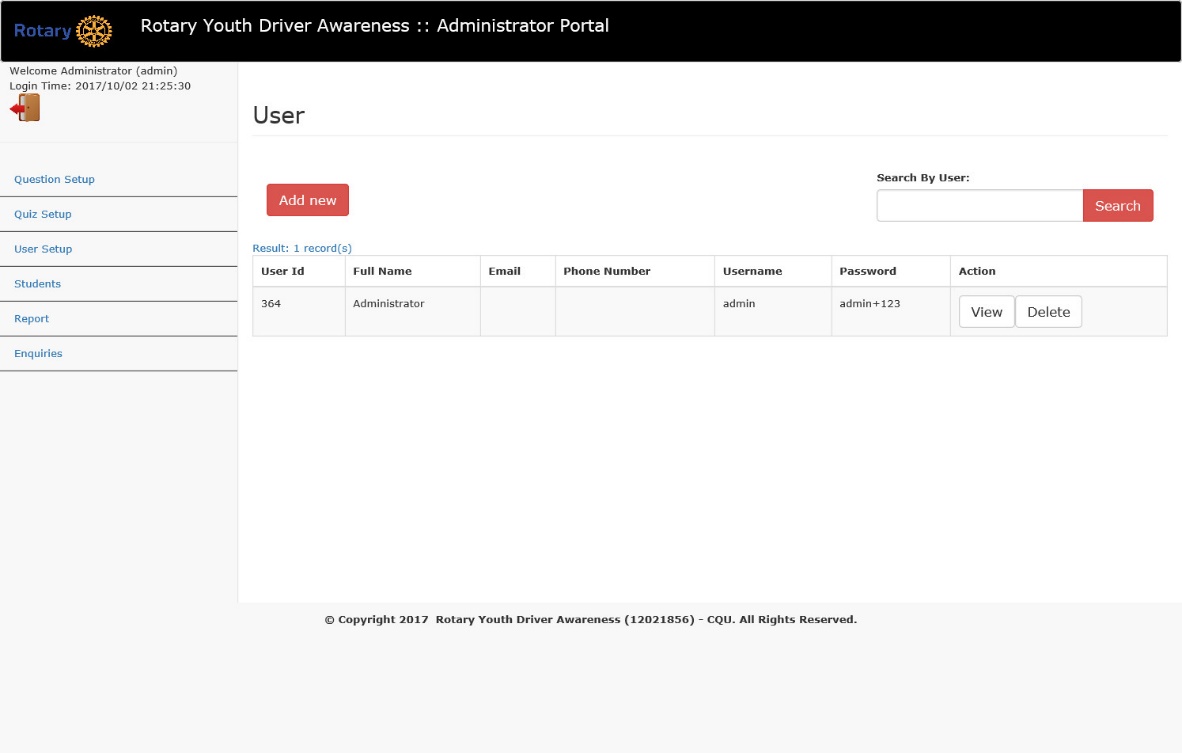


Figure 20 Users list

# Add User

1. Click on **User Setup** on the left-hand side of the menu
2. User will see the list of users
3. Click on the Add New button above the list
4. Fill the details of the user in the form
5. Click on save to add the user

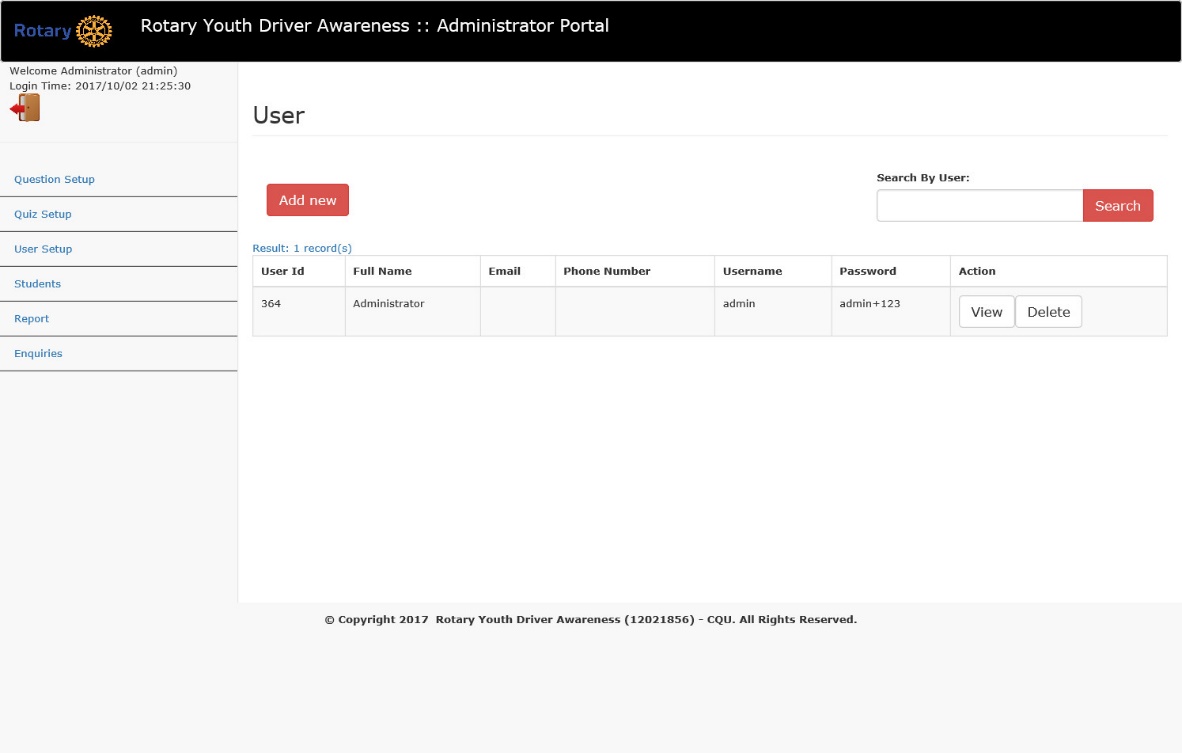


Figure 21 User list

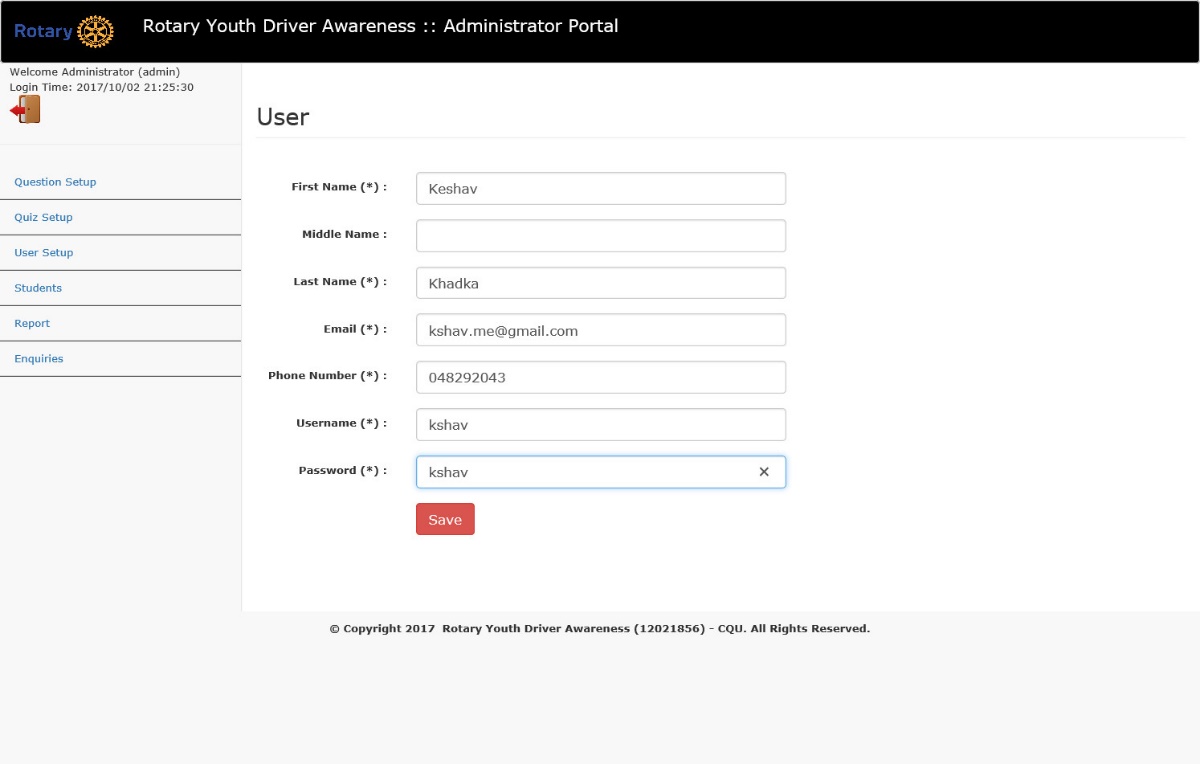


Figure 22 User detail form

# View User

1. Click on **User Setup** on the left-hand side of the menu
2. User will see the list of users
3. Click on the view from the action column
4. User details page will appear on the screen

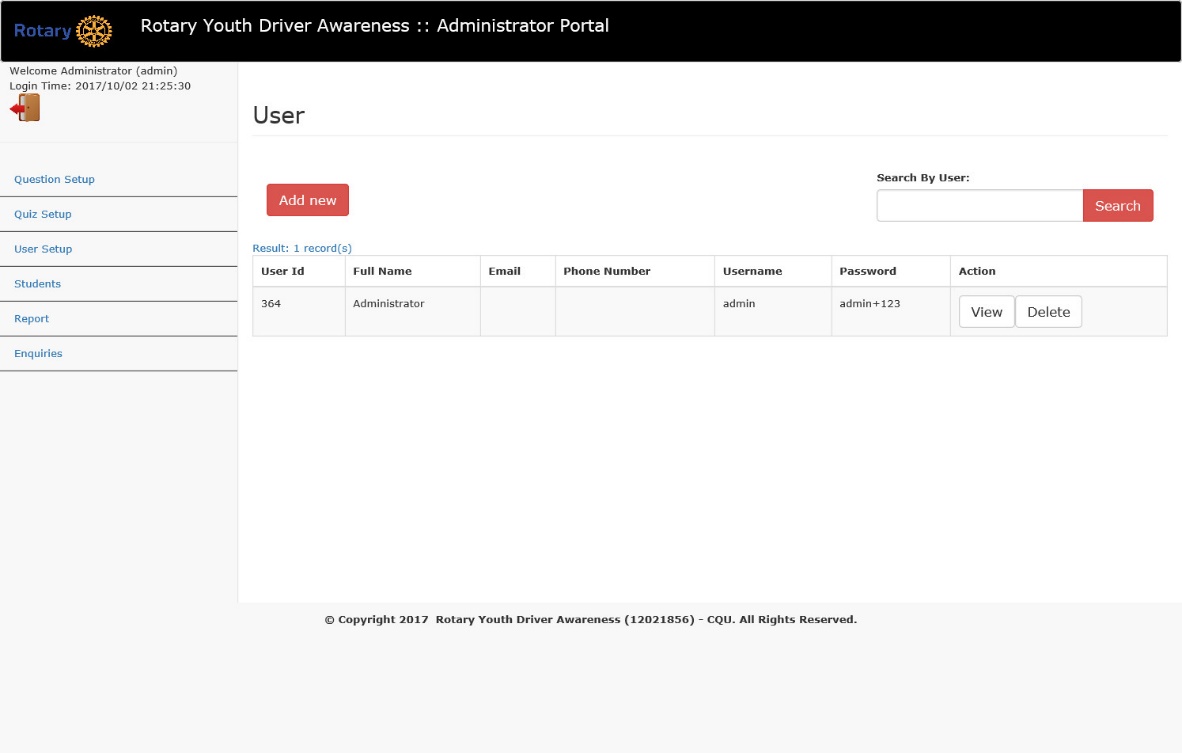


Figure 23 Users list

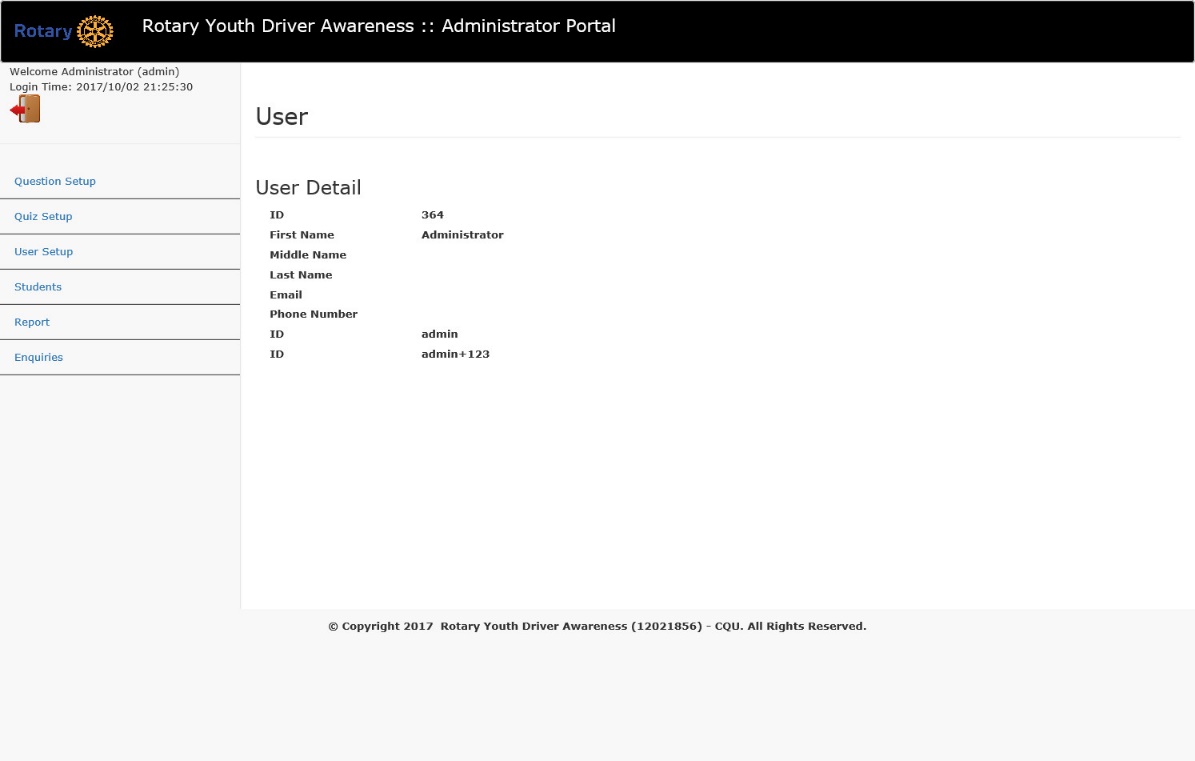


Figure 24 User detail form

# Delete User

1. Click on **User Setup** on the left-hand side of the menu
2. User will see the list of users
3. Click on the delete button from the action column

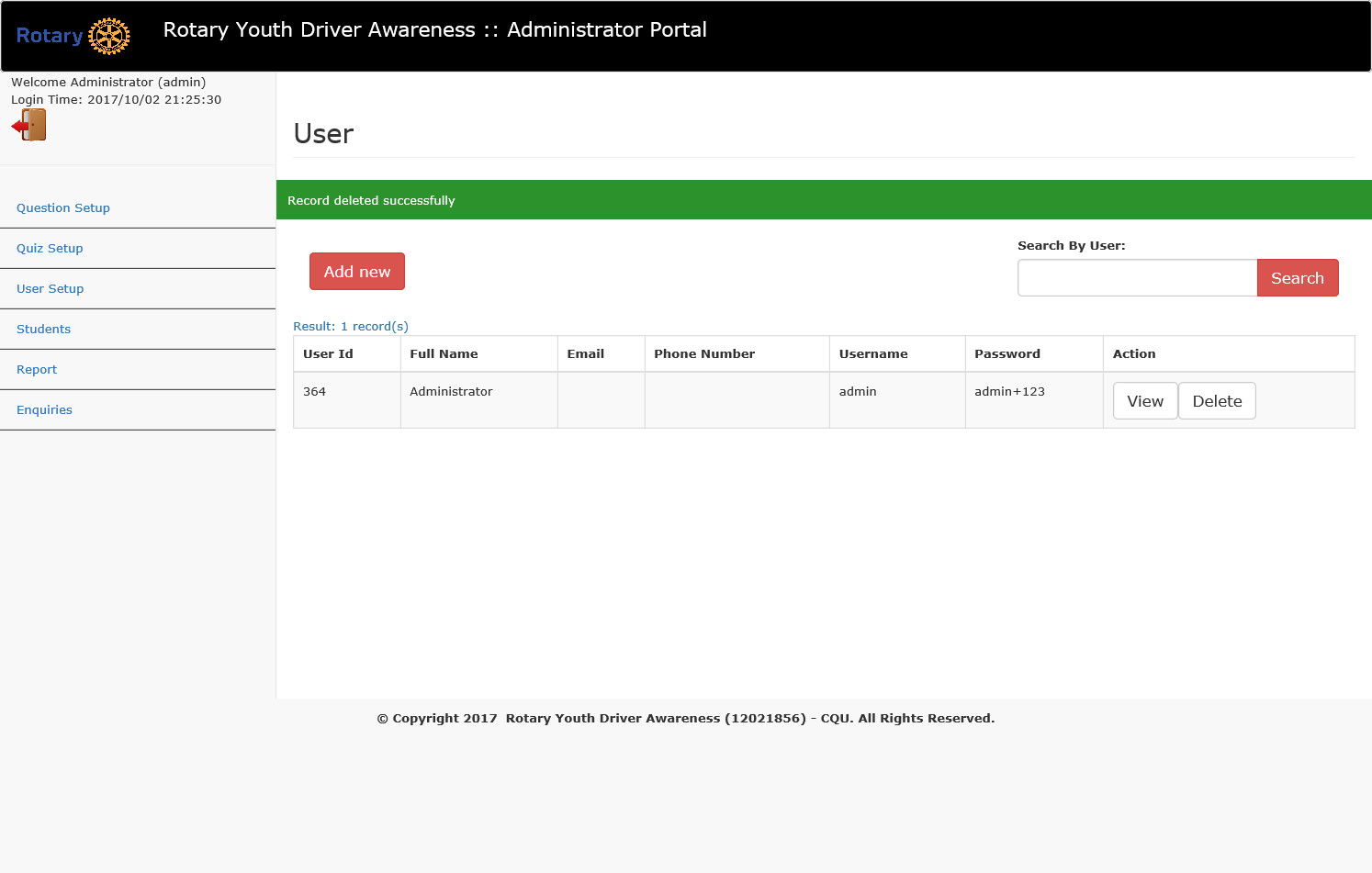


Figure 24 User detail

# Search User

1. Click on **User Setup** on the left-hand side of the menu
2. User will see the list of users
3. Click on the search box on the top right corner to enter the name of user
4. Click search

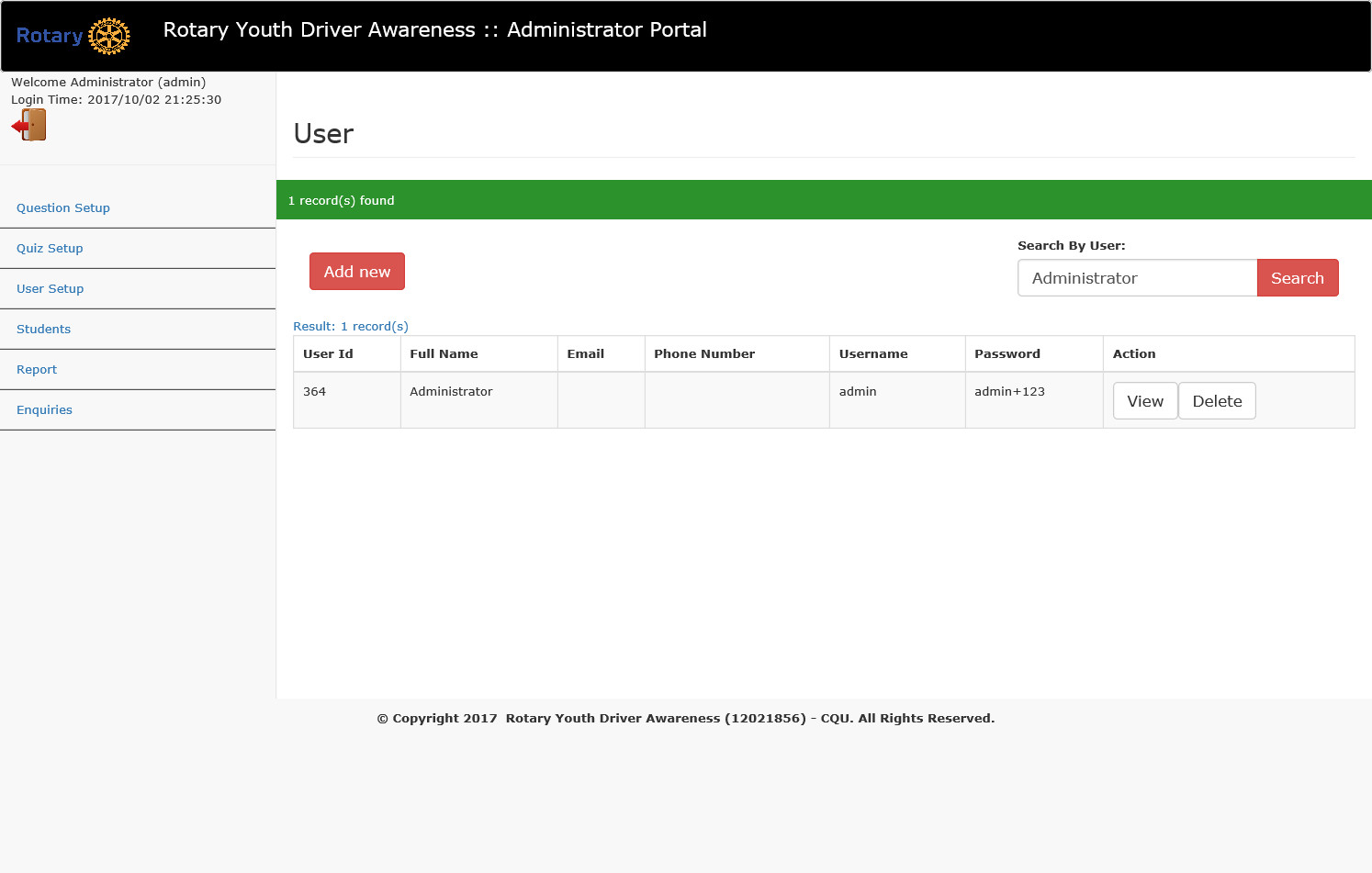


Figure 25 User detail

# Student List

1. Click on **Students** on the left-hand side of the menu
2. User will see the list of students

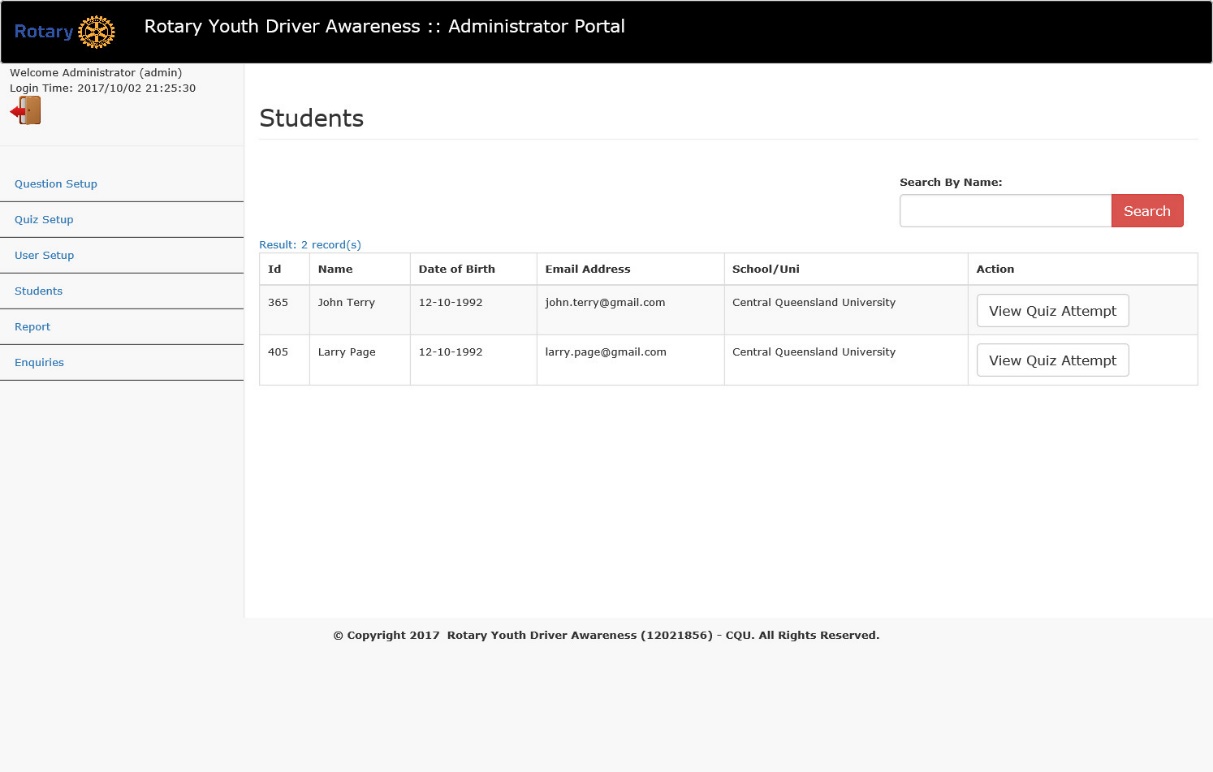


Figure 26 Student list

# View Quiz Attempt for the students

1. Click on **Students** on the left-hand side of the menu
2. User will see the list of students
3. Click on the view quiz attempt from the action column
4. Students quiz result page will appear on the screen

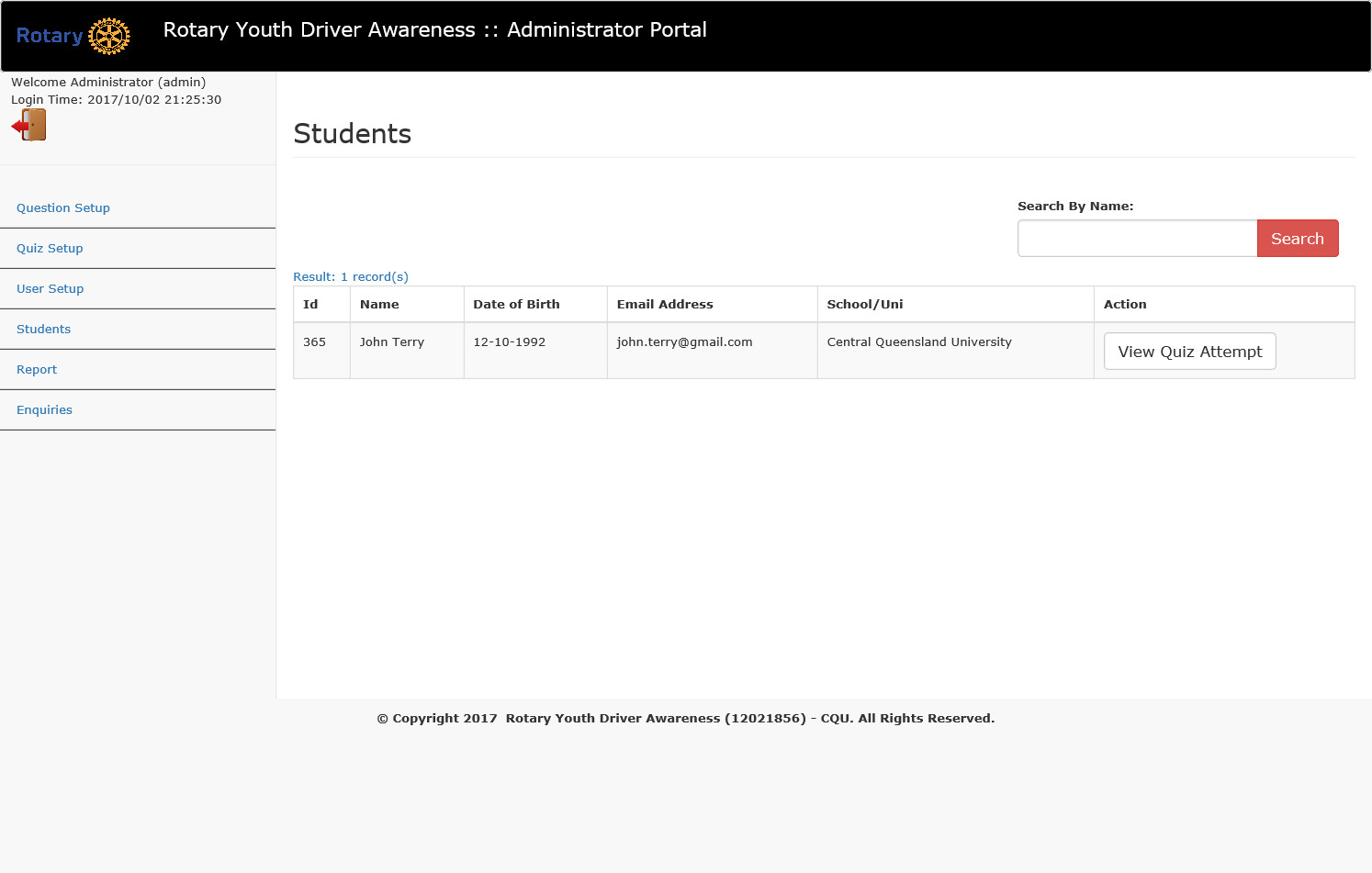


Figure 27 Student list

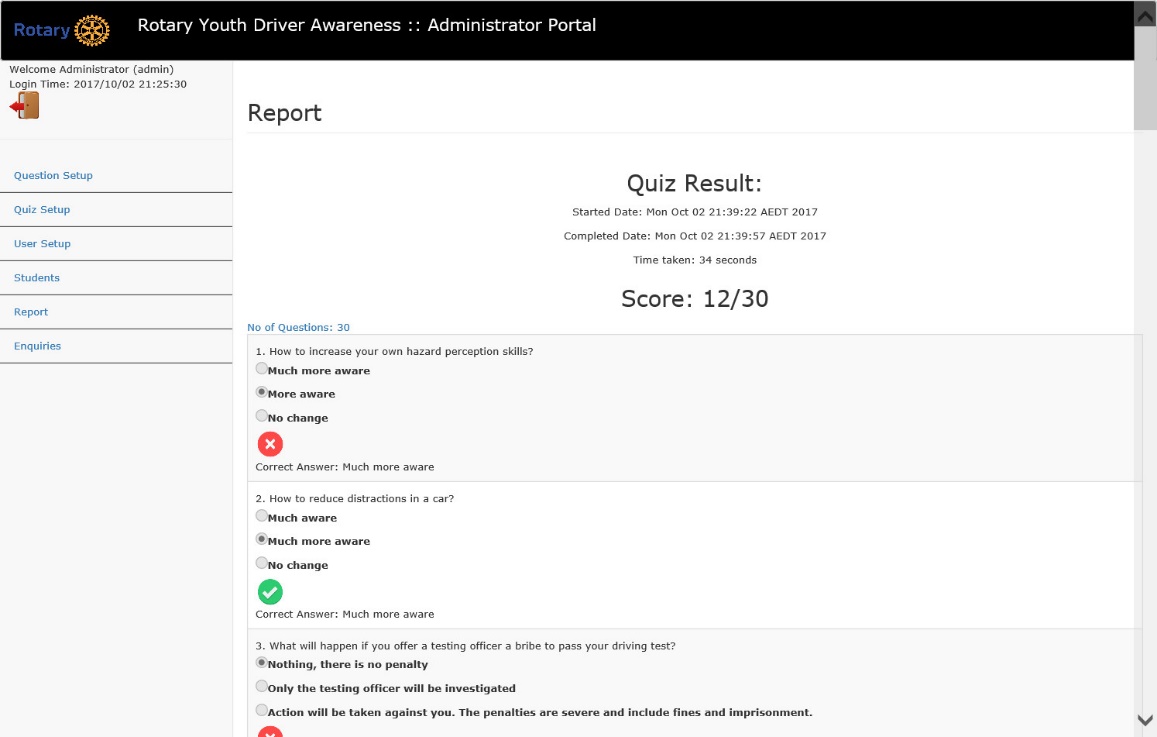


Figure 28 Student Quiz attempt result

# Search Student

1. Click on **Students** on the left-hand side of the menu
2. User will see the list of students
3. Click on the search box on the top right corner to enter the name of student
4. Click search

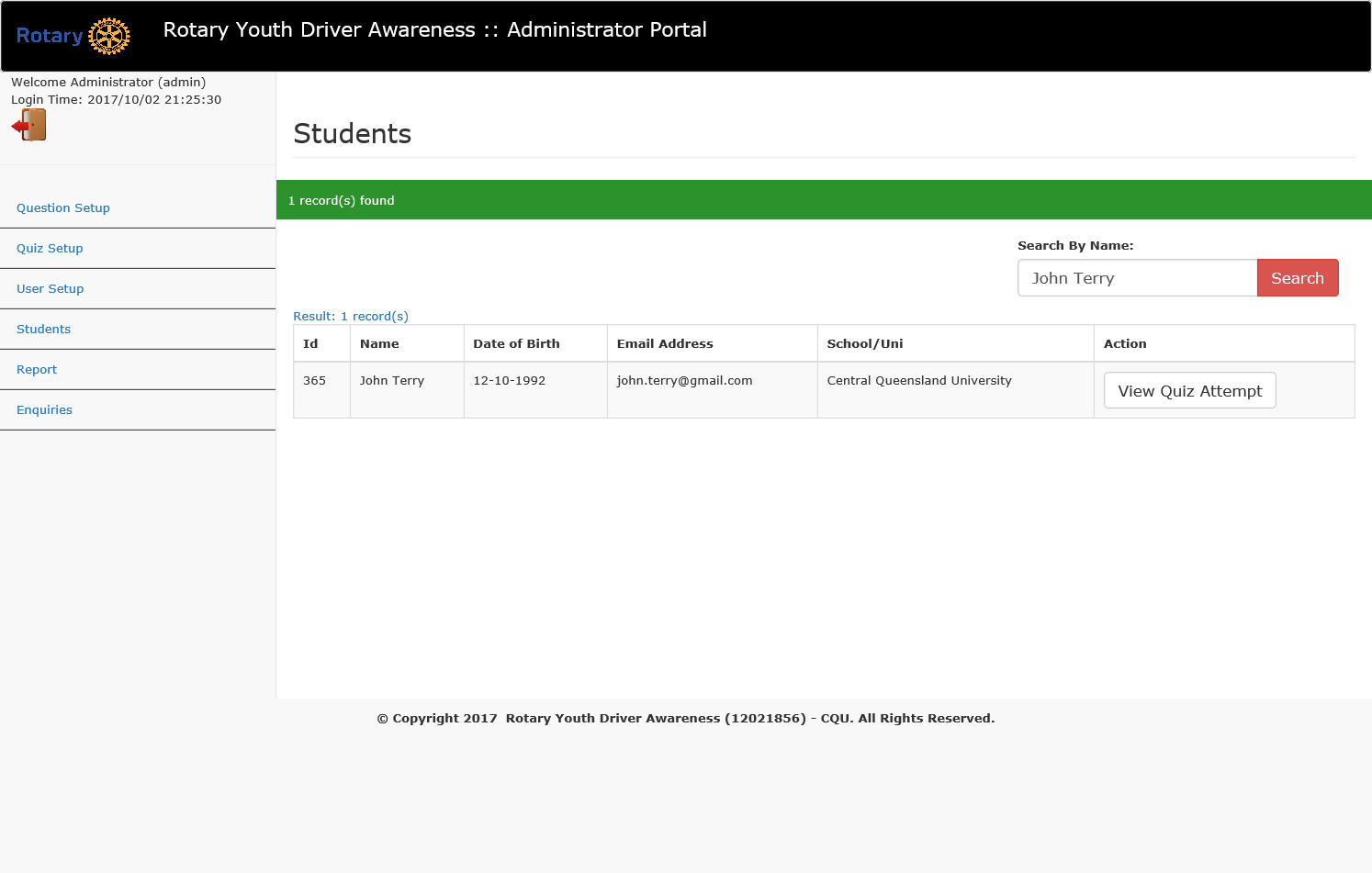


Figure 29 Student search

# Report

1. Click on **Report** on the left-hand side of the menu
2. User will see the list of Quiz attempts

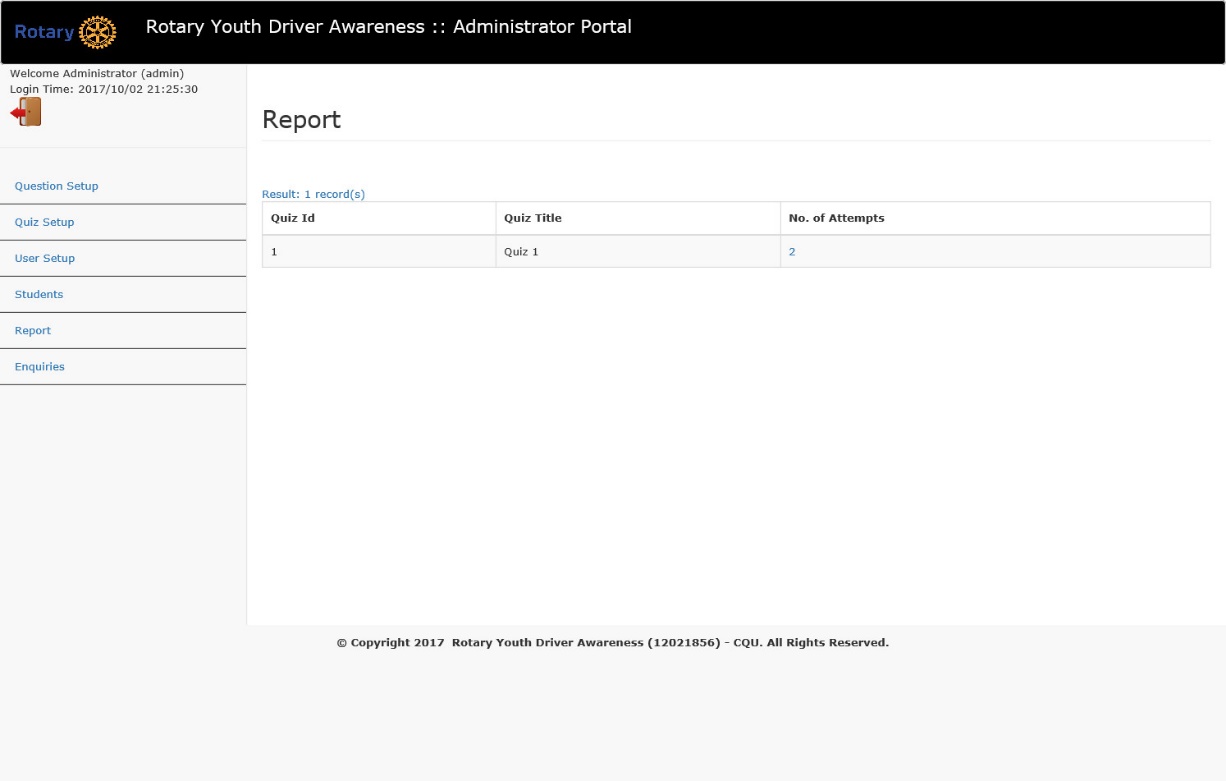


Figure 30 Quiz attempts report

# View No of Quiz Attempt for the quizzes

1. Click on **Report** on the left-hand side of the menu
2. User will see the list of quiz and no of attempts
3. Click on the no of attempt from the action column
4. Students quiz result page will appear on the screen
5. Follow 17.3 to 17.4 to view individual results

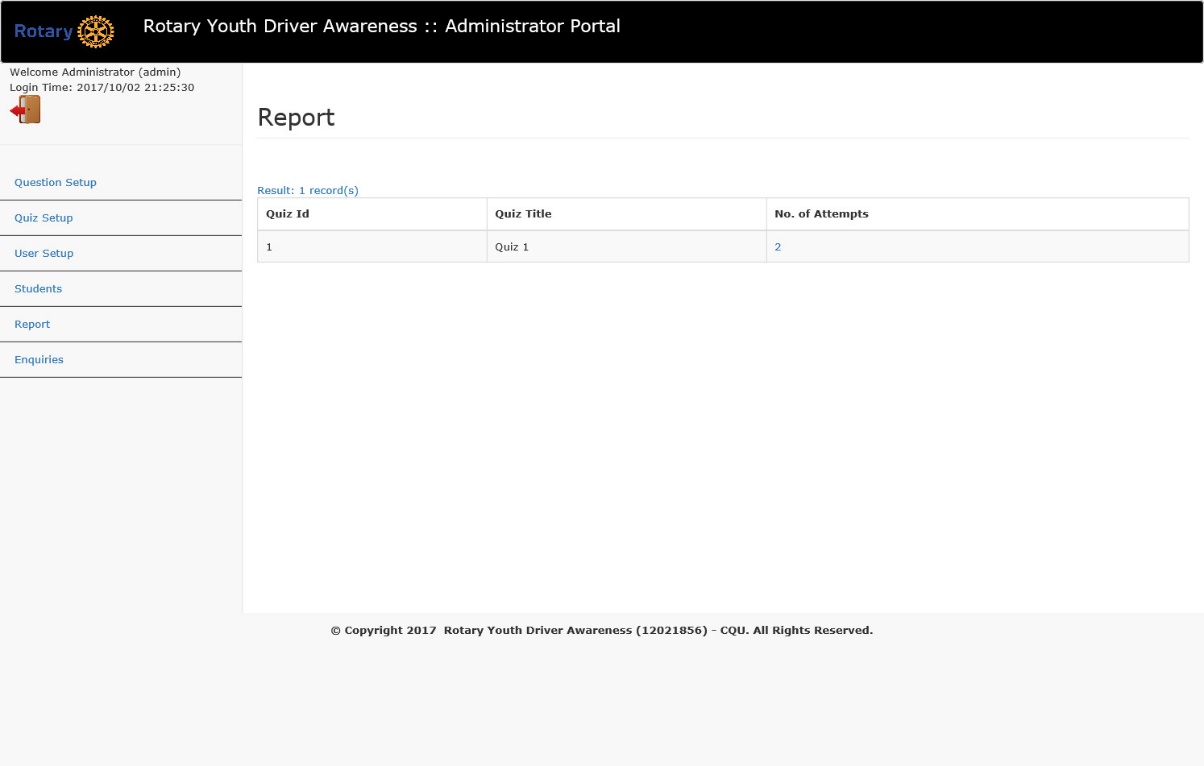


Figure 31 Quiz no of attempts report

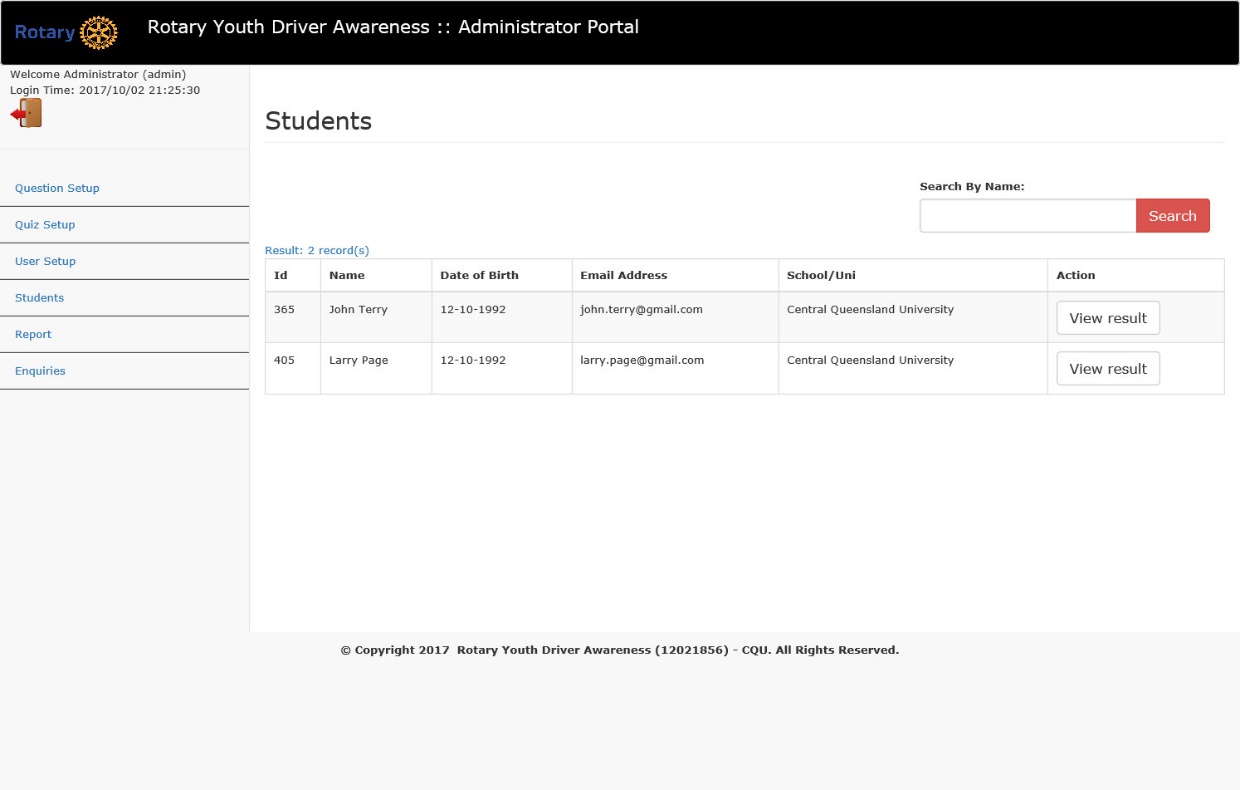


Figure 32 Student quiz results for the attempts

# Enquiries List

1. Click on **Enquiries** on the left-hand side of the menu
2. User will see the list of enquiries from the users

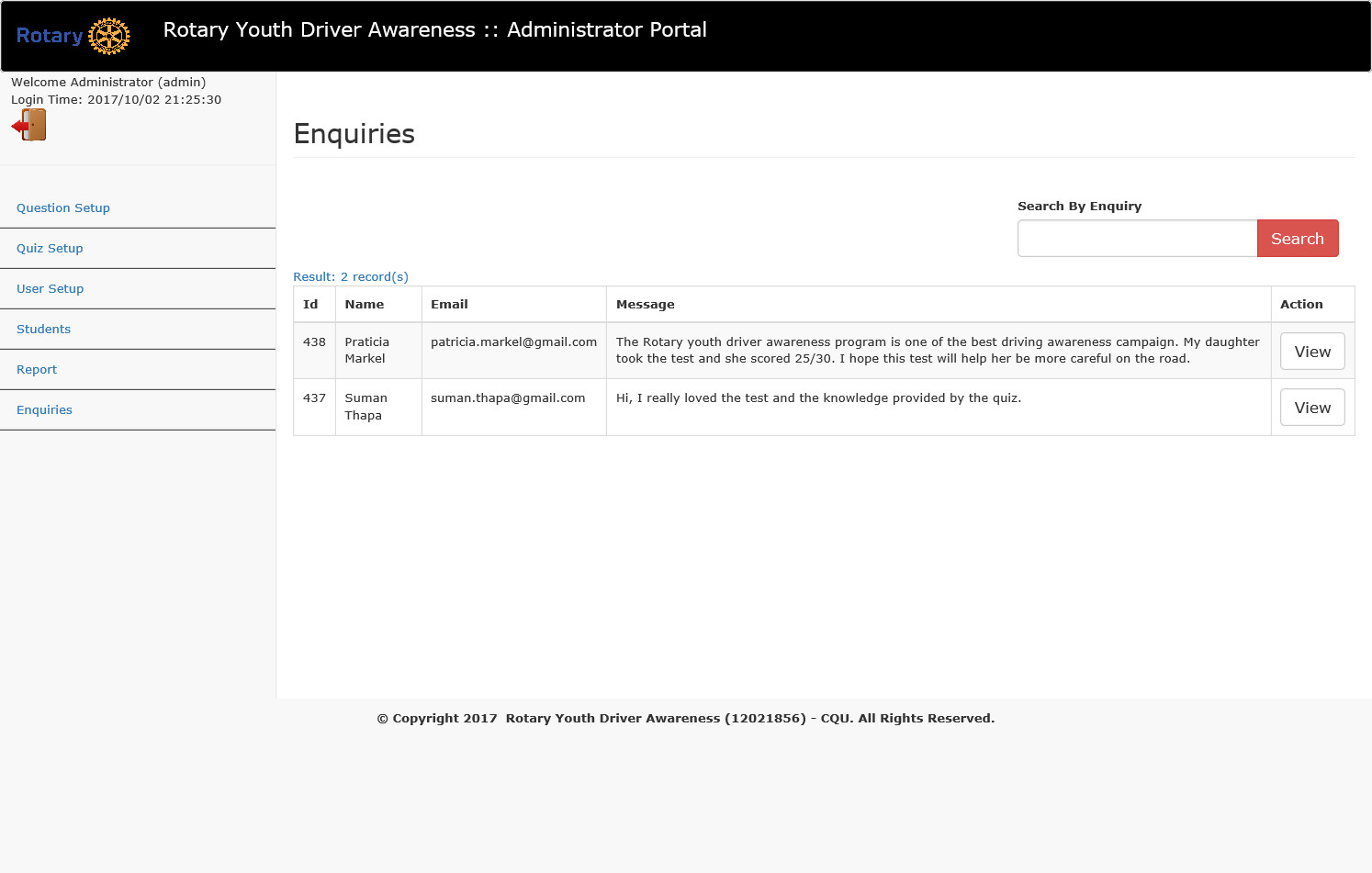


Figure 33 Enquiries list

# View Enquiries details

1. Click on **Enquiries** on the left-hand side of the menu
2. User will see the list of enquiries
3. Click on the view button from the action column
4. Enquiries details page will appear on the screen

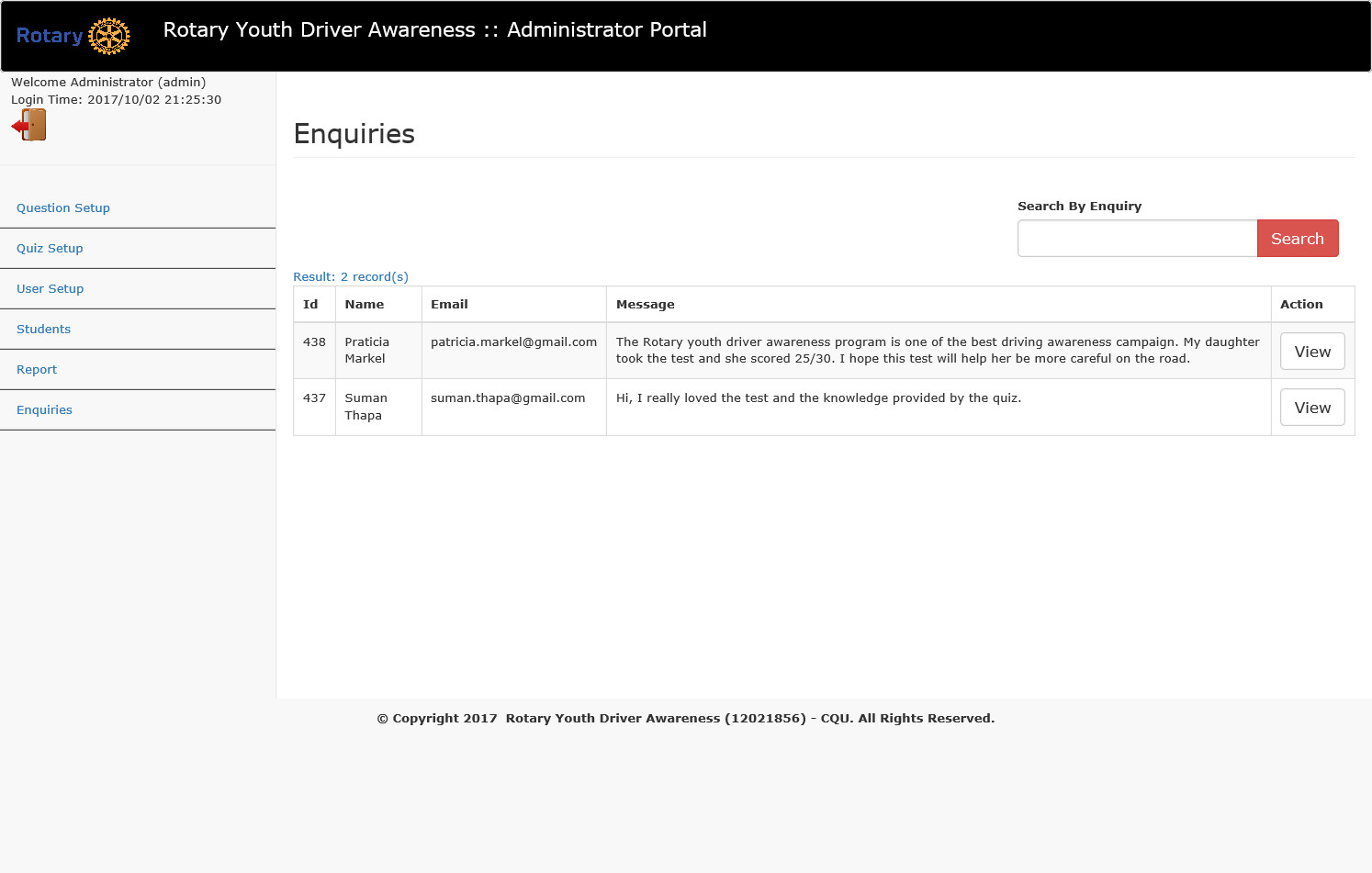


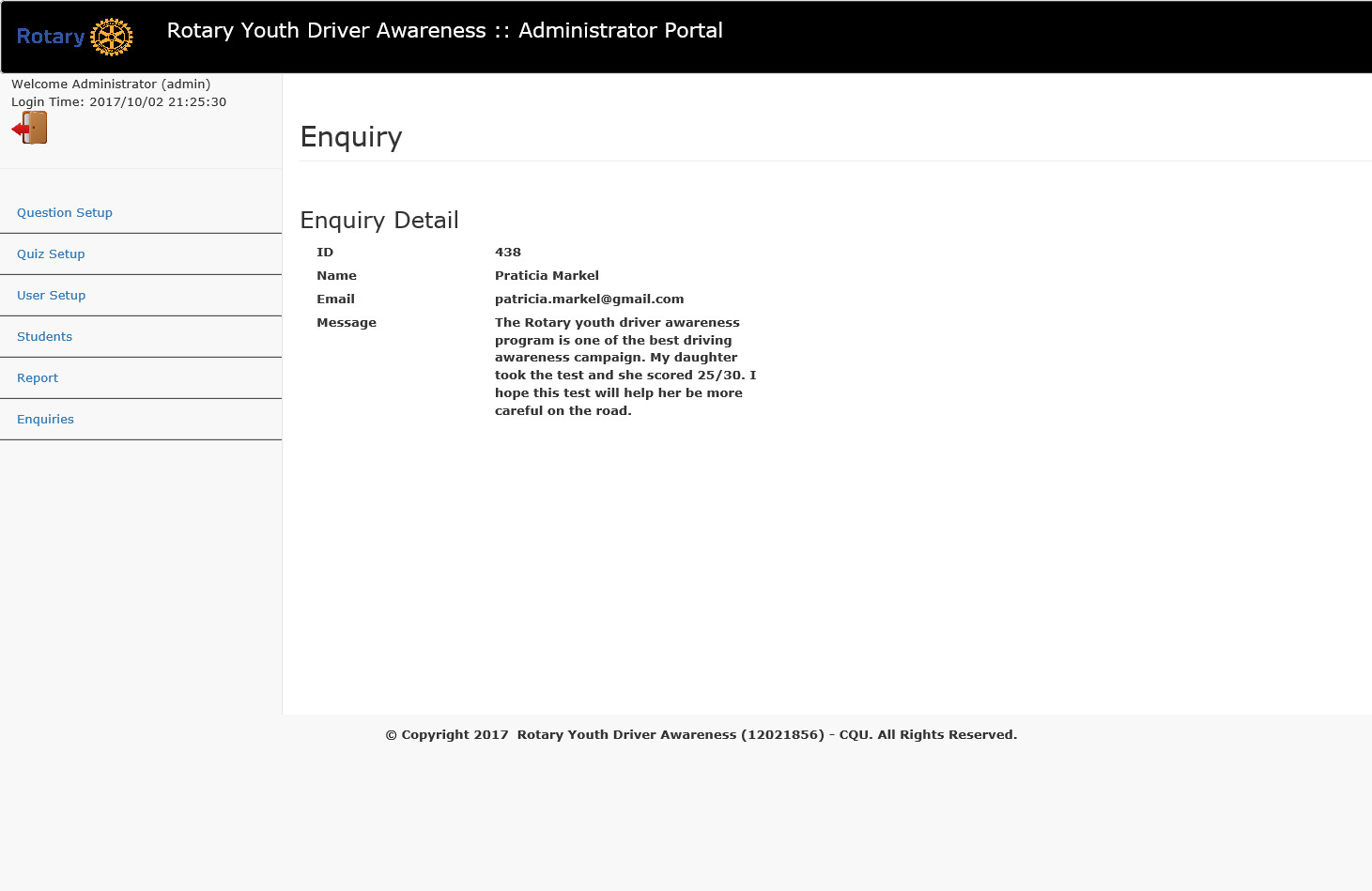
Figure 34 Enquiries list

Figure 35 Enquiry details

# Search Enquiry

1. Click on **Enquiries** on the left-hand side of the menu
2. User will see the list of enquiries
3. Click on the search box on the top right corner to enter the enquiry
4. Click search

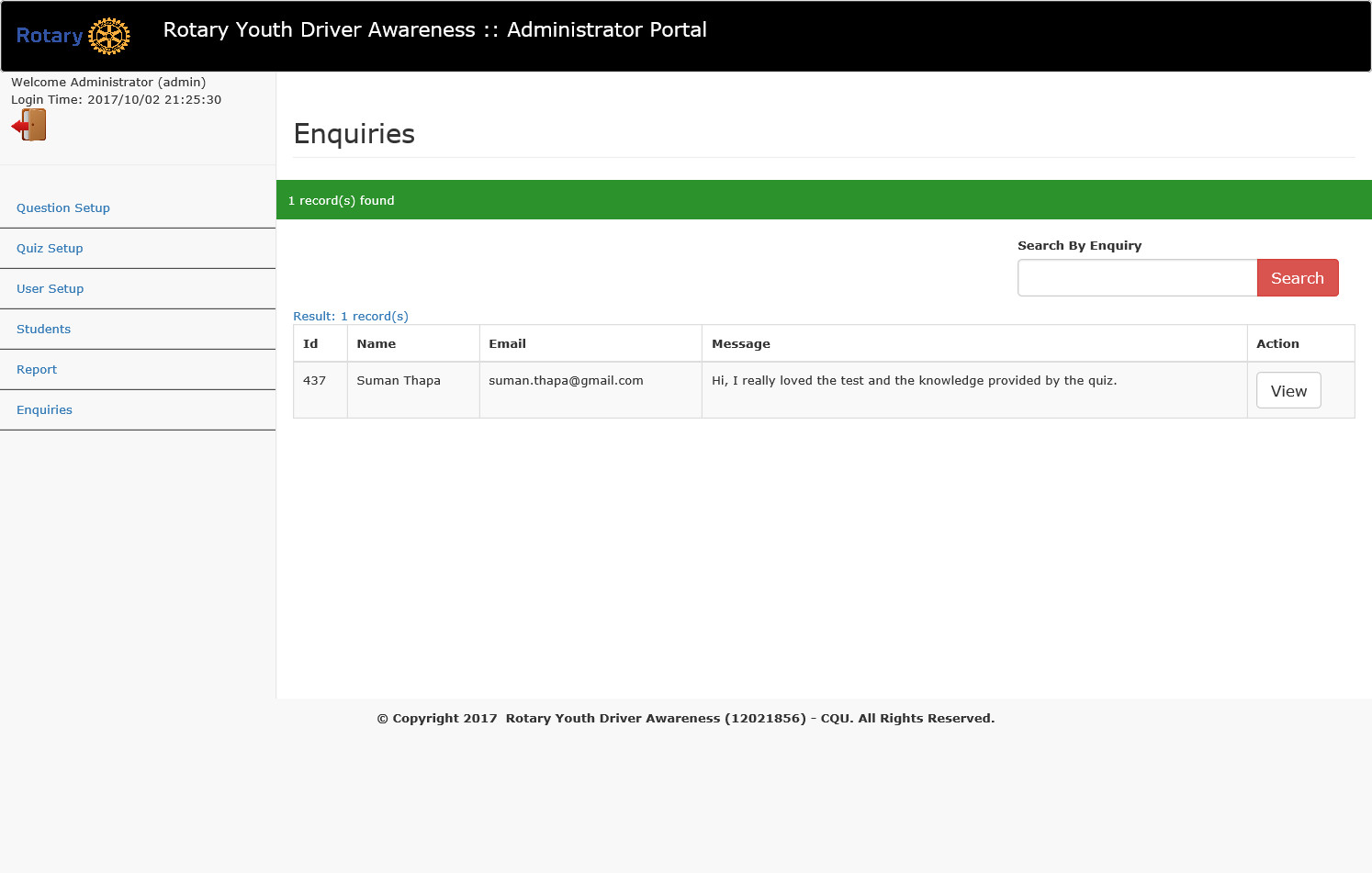


Figure 36 Enquiry search

# Logout

1. Click on **Logout** icon on the top left-hand side of the menu
2. Successful logout will close the existing session and redirect to the login page

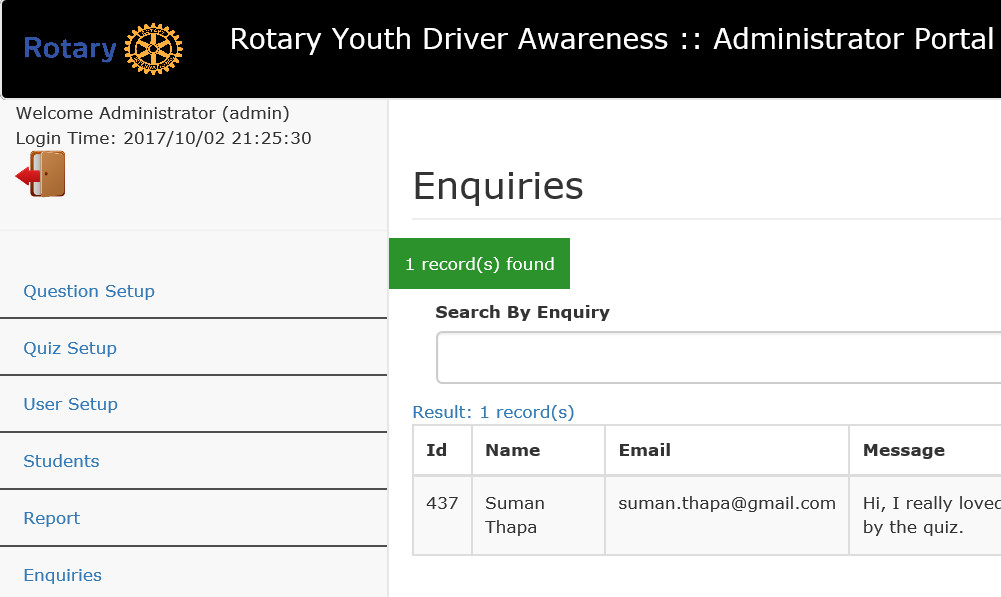


Figure 37 Logout Information

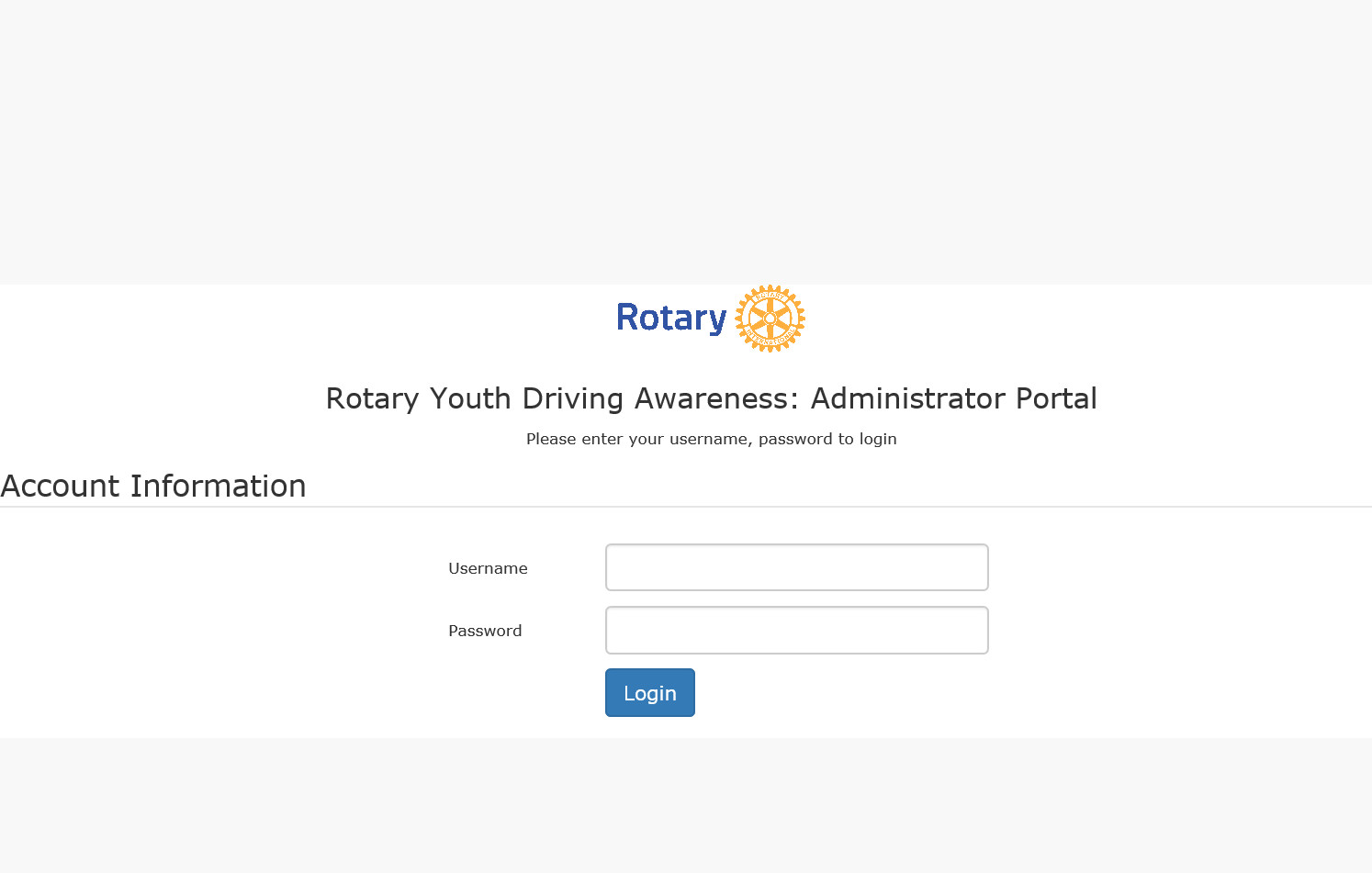


Figure 38 Login form