

Faculty Adjunct Management Application: Basic Usage

Login information:


Address: <http://fama.boisestate.edu/>

Username: FAMADA

Password: Wearefamada123

Note: The page is not currently secure so the address is an http The browser may try to redirect you to https or give a warning of an unsecure webpage. This is expected and will be fixed in future updates.



From hamburger/menu button() in upper left hand side of the web page open navigation to pages below:

Search Page:

The search page has 3 different fields that influence the search. The first field, column to search, is the field that you want to search for. For example, if you want to search for an employee by their last name, you would select the last name option in the column to search the field. Search term limits the search by that term, so going back to the last name option, typing Smith in the field will return results with faculty members that have Smith as their last name. Choosing to leave the search term blank will return all members of the database. Columns to view will decide what columns will be shown when searching. There is an option to select all. After selecting the three options in the field, hitting submit will search using the search criteria. Afterwards, the results will be displayed down below. At the end of the columns is a delete button in the case that a member needs to be deleted. There is also a button called 'export to csv' that will export the current viewed results to a csv file.

Import:

File Upload field takes in a CSV document and populates the database. If an employee exists in the database (meaning their employee ID exists) their entry will be skipped in the upload. Ideally this should only be used to populate the database when transitioning from the old system. **At the moment there is no success message on a successful upload. Go to the search page, select an option and search with an empty search term and select all view options to see the database.**

Notifications:

Notifications are created in the admin page currently. They only have 3 required fields. The date, message that is being notified and a flag to mark it as read or not. They will eventually be worked into the user being able to create their own notifications and having ones that are created automatically based on certain timed events such as i9 check or semester changes.

Add Page:

To add a record to the database, fill out all the fields according to any specifications indicated by the '?'. If there isn't a '?', then the field is not heavily restricted in the data that can be entered (so the first name field doesn't have a '?', the first name isn't heavily restricted and will accept various types of input). Date fields will bring up a calendar upon clicking on the field. Choose a date and hit ok. To add a class, next to the classes field, click 'Choose your option', and then click on 'Add new class...' and type the new place in the field that currently says placeholder. Hit 'Add class' and now that new class will show up in the dropdown list. Select the class(es) you want from the dropdown, and when the rest of the form is filled out, hit submit.