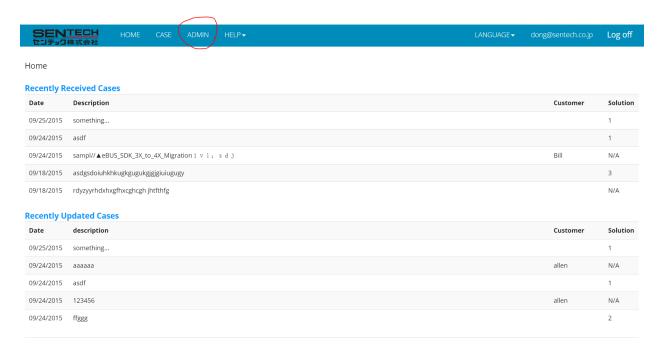
#### **Extra Instruction for Admin**

#### **Dong Hang**

After Admin logged in, the page would become like this:



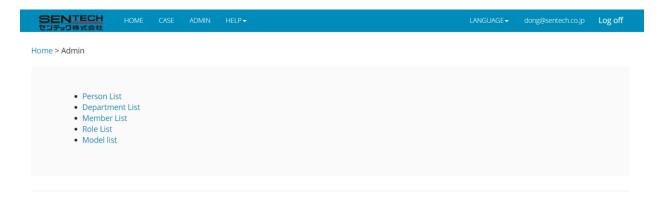
The log in link in the top right most corner becomes log off and the user account (also a link) appears.

The **ADMIN** tag appeared.

By clicking the log off button user would log off the current account. Clicking the Welcome message goes to the reset password page:

After clicking the ADMIN tag, the administrator could go into the admin page. By the way, the administrator could view the full features of this web page.

In the admin page, there are 5 lists could be seen: Person list, department list, member list, role list and model list:

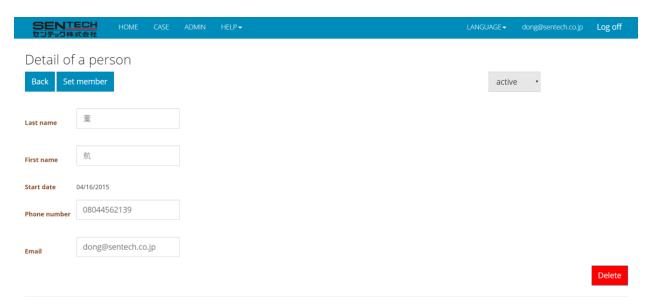


The person list shows all the nature people in the Sentech Company. It allows the user to take a glimpse of all person information. User can set up how many rows would be displayed in a page, show only active person. And by clicking Add button, user could go to add a new person page.

The page could be set to display 10, 20, 100 rows.

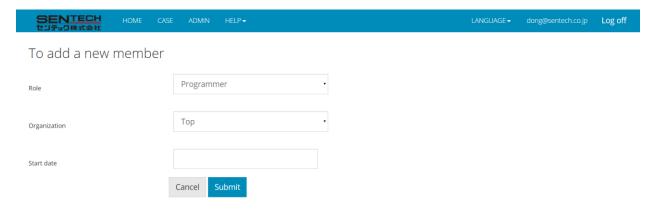


Double click anywhere of a row would lead to the detail of that person. The detail person page:

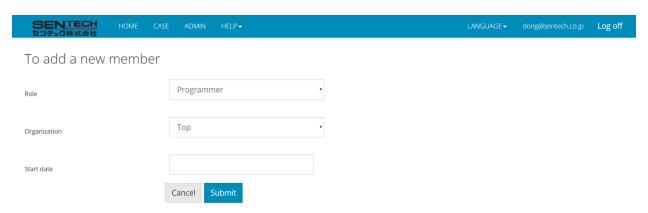


Here, administrator can set this person active or deactivate, delete this person or edit this person. The Text boxes of last name, first name, start date, phone and email can be editing directly.

When click set member button, administrator could go to add member page and assign this person a member of certain organization:



# The adding a new person page:



In the department list, administrator could observe all the departments in Sentech Company:

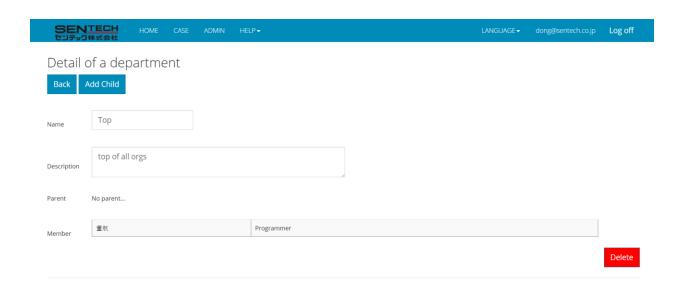


Just like person list page, the department list page could add a new department, set number of rows to be displayed in one page and go into detail of a department.

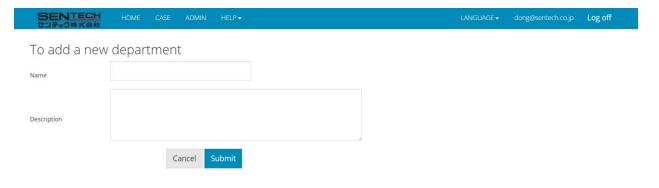
Adding a new department page:



Department detail page:



In detail page, administrator could add a child of the current department by clicking "Add Child":



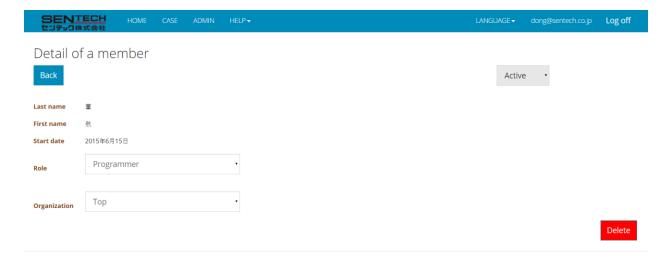
The member list page is also like person:



Here administrator can set up the number of rows displayed in a page, also go to detail page of a member, and see only active member.

However, to add a new member is not done here, administrator needs to go to detail person page and set a certain person to a member.

After double clicking anywhere in a row, administrator will go to the detail page of a member:



It is able to set this member active or deactive, and delete this member.

## The role list page:

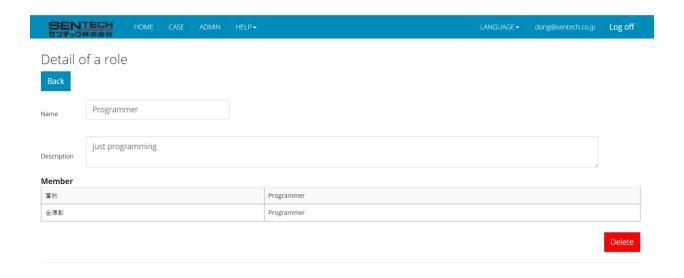


The administrator can add a new role, set the rows number that a page could display.

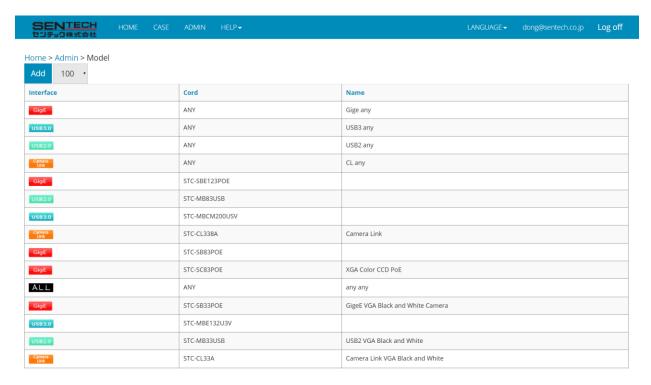
## Adding new role page:



Double clicking anywhere of a row could get to role detail page:



## The model list page:



The administrator can add a new model, set the rows number that a page could display.

Adding new model page:



Double clicking anywhere of a row could get to model detail page:

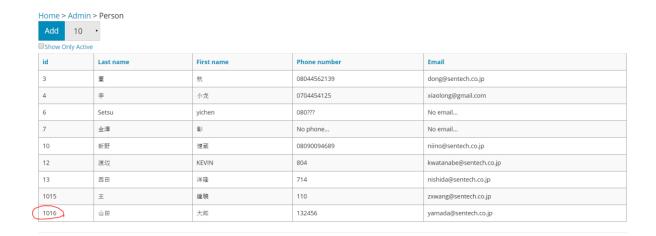


To add a new account:

Step 1 adding a new person:

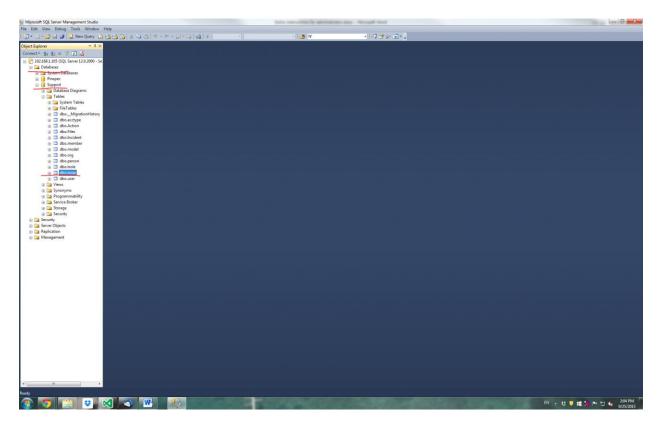


Step 2 go to person list page and remember his/her id:

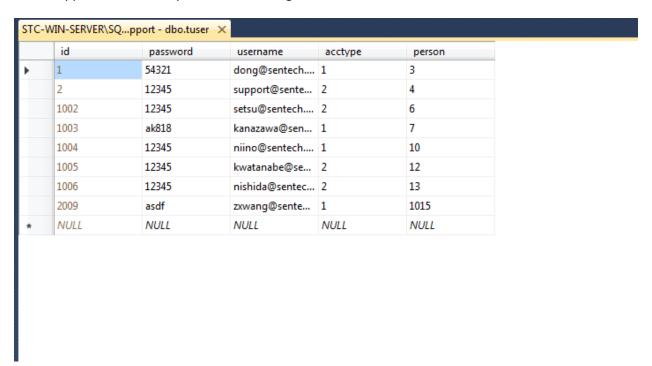


Step 3 using SQL server management studio to login into database server:

For Login ID and Password please contact current administrator.



Go to Support database, expand Tables and right click dbo.tuser select EDIT TOP 200 ROWS:



Then set the username (the Sentech email address), password, type(1 for administrator, 2 for normal user) and person (the person's id)

Then all done.