Application Manager Administrator Features

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# Admin Main Menu

After logging in successfully as an administrator and clicking the Administrator Options button, the following administrator menu opens:

There are four (4) options to choose from:

1. Manage Users
2. Manage Degree Programs
3. Delete Student
4. Backup Database

# Manage Users

Selecting the “Manage Users” button brings up the Manage Users dialog box (shown below).

On the right is a list of users. The list can be re-ordered by the columns, and the rows or columns can be resized. Any user can be highlighted by clicking on the row.

On the left are three (3) options:

1. Add New User

Selecting this option brings up the Add New User dialog box (shown below).

1. Enter the faculty’s name, username, and password. The user has the ability to change this once logged on. If this user is to be given administrative rights, select the “Yes” radio button under “Administrator (Y/N)”.
2. Select “OK”.
3. If the user was added successfully, a message will indicate as such.
4. If all required fields were not filled in, the passwords do not match, the password is not between 6-12 characters, or the username belongs to another user, an error message will indicate as such. Correct the error and select “OK”.
5. To cancel, select “Cancel” or close the dialog box
6. Reset Password

Before selecting this option, make sure the user whose password is being reset is highlighted in the list of users. Once selected, the Reset Password dialog box pops up (shown below).

1. Type and retype the password in the fields provided.
2. Select “OK”.
3. If the password was successfully reset, a message will indicate as such.
4. If the passwords do not match or are not between 6-12 characters, an error message will indicate as such. Correct the error and select “OK”.
5. To cancel, select “Cancel” or close the dialog box.
6. Delete Selected User

Before selecting this option, make sure the user being deleted is highlighted in the list of users. Once selected, a message will confirm the action. Select “OK” to delete. Select “Cancel” to undo this action. If “OK” was selected, a message will indicate a successful or unsuccessful deletion.

# Manage Degree Programs

Selecting the “Manage Degree Programs” button opens the Manage Degree Programs dialog box (shown below).

On the left is a list of degree programs. The list can be re-ordered by the columns, and the rows or columns can be resized. Any degree program can be highlighted by clicking on the row.

On the right are two (2) options:

1. Add New Degree Program

Selecting this option brings up the Add New Degree Program dialog box (shown below).

1. Enter the degree type and major in the fields provided. If the program has a specialization, select the “≫” button. Enter the specialization in the field provided. Selecting the “≪” button will hide the field and reset the specialization to “none”.
2. Select “OK”.
3. If the degree program was successfully added, a message will indicate as such. This message will also give directions for notifying other users of a degree program update. This update will keep the degree program list current during Off Campus Mode.
4. If all required fields were not filled in, an error message will indicate as such. Correct the error and select “OK”.
5. To cancel, select “Cancel” or exit the dialog box.
6. Delete Selected Degree Program

Before selecting this option, make sure the degree program being deleted is highlighted in the list of users. Once selected, a message will confirm the action. Select “OK” to delete. Select “Cancel” to undo this action. If “OK” was selected, a message will indicate a successful or unsuccessful deletion. If the deletion was successful, the message will give directions for notifying other users of a degree program update. This update will keep the degree program list current during Off Campus Mode.

# Delete Student

Selecting the “Delete Student” button opens the Delete Student – Search dialog box (shown below).

1. Select a search method.
2. Enter corresponding information.
3. If any required information is missing, a message will indicate as such and the required fields will turn red in color.
4. If no student based on the search criteria exists, a message box will notify the user.

If the search finds one or more students, the Delete Student – Search Results form will open. This lists all of the students that match the search criteria. Select the student to delete and click “Delete”. If the search method was by graduation year, a “Delete All” option will appear. Selecting this will delete all students shown in the Search Results form. A message will confirm the action. Select “OK” to delete. Select “Cancel” to undo this action. If the deletion was successful, a message will indicate as such. If the deletion was unsuccessful, an error message will indicate as such.

# Backup Database

This administrator option will write a copy of the database to a selected location. The copy can be used to restore the database in the event of data loss. The database should be regularly backed up to an easy-to-find location.

Selecting the “Backup Database” button opens a file dialog box.

1. Select a folder path to store the backup copy of the database.
2. Select “OK” to store the file in the selected location.
3. If the backup is successful, a message with the file path will indicate as such. Remember this location or write down the file path. The file name will be “TheatreManagerDB.bak”.
4. If the backup is unsuccessful, an error message will indicate as such. Try a different location.
5. To cancel, select “Cancel” or exit the file dialog box.

# Restore Database

In the event of data loss from the database, a restore may be necessary. The restore will return the database to the state of the last backup. Any changes made since the backup will be lost. This option moves the backup file into the correct location for restoration.

1. Find the backup file named “TheatreManagerDB.bak” from the folder it was stored in when the last backup was performed and transfer it to the THEATREMANAGER computer. This can be done in a number of ways, such as by flash drive, disk, or the internet.
2. Log in to the THEATREMANAGER computer which hosts the database. The credentials are:

Username: student

Password: CSC425

1. Move the backup file “TheatreManagerDB.bak” from the device (flash drive or disk) or the folder the file was downloaded to from the internet into the folder found by the path:

C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup

1. Select Start – Accessories – Microsoft SQL Server – SQL Server Management Studio Express.
2. Select “Connect”.
3. In the Object Explorer (most likely on the right), expand the Databases folder.
4. Right click on the TheatreManagerDB folder. Select “Database…” under Tasks – Restore.
5. Under the “General” page, make sure “To Database:” is set to “TheatreManagerDB” in the “Destination for restore” section.
6. Under the “General” page, select the radio button for “From Device” in “Source for restore” section. Select the “…” button.
7. The Specify Backup dialog box will pop up. Select “Add”.
8. The Locate Backup File dialog box will pop up. Select the folders following this path:

C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup

Select the file named “TheatreManagerDB.bak”. Select “OK”.

1. Select “OK” on the Specify Backup dialog box.
2. Under the “Source for restore” section, make sure the check box is selected under column “Restore” in the “Select the backup sets to restore:” list.
3. Under the “Options” page, make sure the check box for “Overwrite the existing database” is the only one that is selected.
4. Select “OK”. If the restoration was a success, a message will indicate as such.
5. If an error occurred, an error message will indicate as such. Try the process again, paying close attention to the instructions. Contact the IT department for more help.
6. To cancel at any time, select “Cancel” or exit the current window.

# Troubleshoot

1. How do I change my password?

After you log into the program, go to “File”, then click on “Change Password”.

1. The program keeps telling me there’s a problem connecting to the database; what do I do?

First check to see if your computer is connected to the Lindenwood network. If it is, contact the administrator to check if the computer hosting the database is currently turned on and connected to the Lindenwood network.

1. I entered/changed the information for a student (or students) and it doesn’t show up when I look up the student(s); why is that?

The most likely problem is that the database crashed and needs to be restored. Please contact the program’s administrator to do this. Also note that any changes made between the time the database crashed and now may need to be redone.