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# Form Buster

— Online Form Approval and Tracking —

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## Team Members

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# Goals and Motivations

- Replace current form process
  - Who is my (academic head, advisor, ...)
    - Where/when can I find them?
  - Know who's signed the form
  - Know form status (approved or declined w/ reason)
- Improve record keeping
  - “My advisor said/my friend said...” problems

# Approach

## Student Coordinator

- Search a student's record
- Start a form for a student

## Student

- Start a form
- View personal record of pending, and completed forms
- Receive notifications
  - Form decisions
  - Faculty/student coordinator has started a form

# Approach

## Faculty

- Search for a student's record
- Action List on Dashboard
- Email notifications for incoming forms
- Email reminders to sign form
- Start a form for a student
- Approve or Decline to sign, and provide reason

## Staff

- Action List on Dashboard
- Email notifications for incoming forms
- "My History" Section for processed forms

# Novel Functionalities



```
graph LR; A((Digital Form Approval)) --- B((Advising Records)); B --- C((Form Tracking));
```

Digital  
Form  
Approval

Advising  
Records

Form  
Tracking

# Technical Challenges

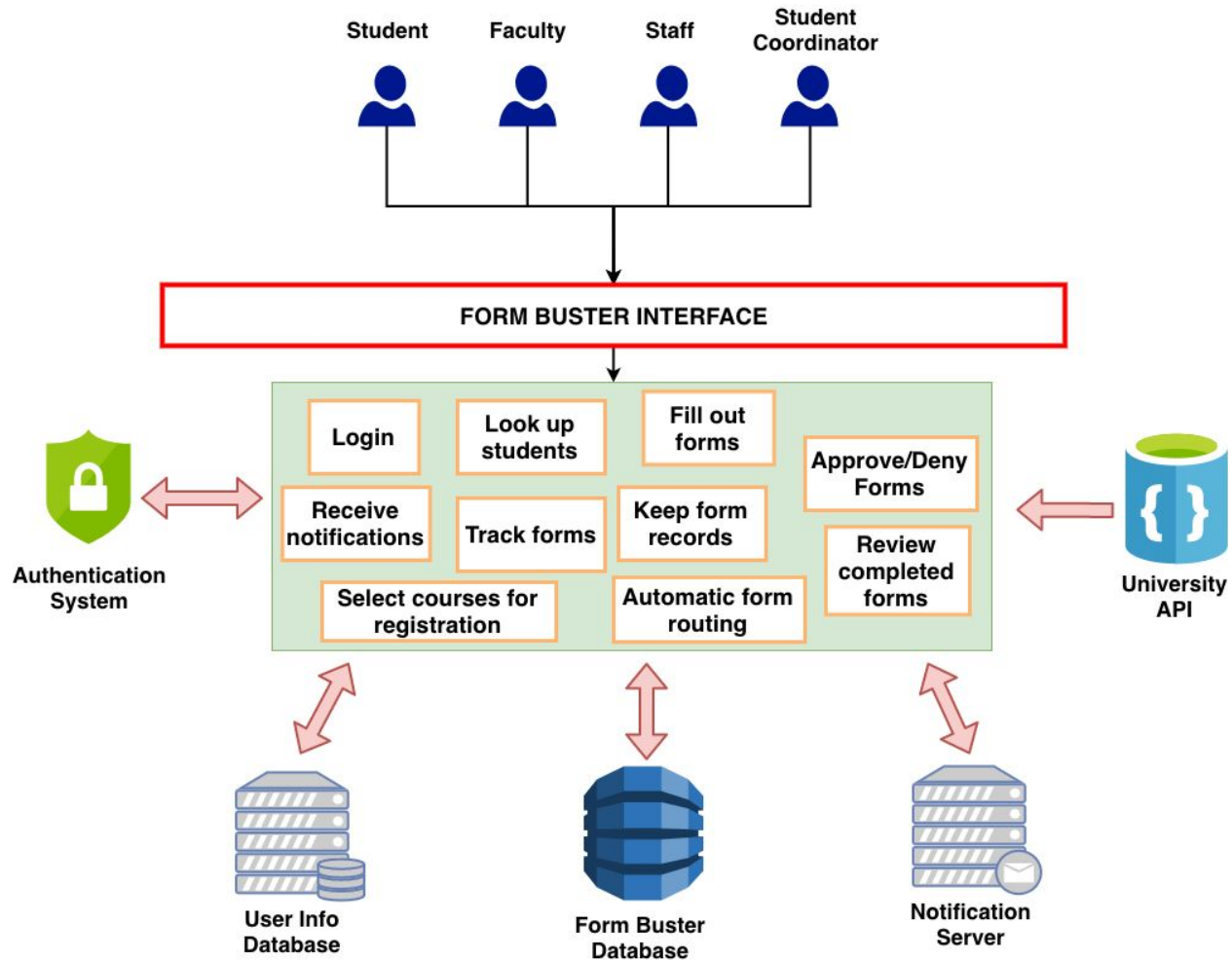
## Before

- Unfamiliarity with web development tools
- Unfamiliarity with database systems
- Integration of frontend and backend systems, along with the communications with the database system

## Now

- We have gained familiarity in previous mentioned areas
- Currently aren't able to identify any technical challenges.

# Design





# Progress Summary

Module/Feature	Completion %	To do
pseudo-PAWS	100%	None.
Student records look-up	100%	None.
pseudo-TRACKS	90%	Redirection based on user role
Overall user interface	90%	Distinctive colors for each user role, different look for tracking status, relocation of menus.
Form Buster database	100%	None.

# Progress Summary

Student coordinator perspective	90%	Start a form for student, switch over to an action-centric dashboard.
Student perspective	80%	Search for courses instead of entering CRNs, Saving drafts for later.
Notifications	50%	Email notifications.
Faculty perspective	25%	Dashboard and completed forms, make decision on forms, switch over to an action-centric dashboard, generate PIN feature.
Staff perspective	30%	Dashboard and completed forms, mark forms as processed/not processed, create and retire forms, switch over to an action-centric dashboard.

# Milestone 4

Task	Raphael	Grace	McNels
1. Improve dashboards to be action-centric	33%	33%	33%
2. Retrieve and offer courses for registration from the API	33%	33%	33%
3. Implement Faculty dashboard	33%	33%	33%
4. Implement Faculty approval	33%	33%	33%
5. Implement “Start a Form” from a student coordinator perspective	33%	33%	33%

# Milestone 5

Complete authorization system's (roles and redirection)

Update the form tracker's visual component for easier understanding

Implement Staff's form decision process

Implement Staff and Faculty "My History" lists

Make showcase poster

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# Milestone 6

Implement and test database security

Implement Create/Retire forms for staff

Test entire system

Create user manual

Create demo video

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# Questions?

The word "Questions?" is rendered in a large, teal, sans-serif font. A horizontal orange line is positioned below the text, starting from the left edge of the 'Q' and extending to the right, ending just before the 3D question mark. The question mark is a large, orange, 3D object with a glossy finish and a shadow, positioned at the end of the line.