QUB School of Medicine Timetable and Absence Notification Administration Console User Guide

Date: 24/08/2017

Version 1.1

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1. Introduction

1.1 Scope and Purpose

The purpose of the QUB School of Medicine Timetable and Absence Notification is to allow a member of the University administration team to upload all of the necessary data needed to allow the android application to function correctly. The administration console will allow the users to upload student, lecture, placements, room and staff member spreadsheets, as well as the facility to delete students for each year group (1-5), as well as all lectures and placements for that specific year. The administration console is split into nine main menus once the user has logged onto the application:

1. Student Administration Menu.
2. Lecture Administration Menu.
3. Placement Administration Menu.
4. Room Administration Menu.
5. Absence Administration Menu.
6. PDF Menu.
7. Staff Administration Menu.
8. Note Uploads Menu.
9. Settings & Help.

This User Guide is to be viewed only by authorized School of Medicine Administration members who have been provided with login details to the admin console. If you do not have these details you will need to refer to the School of Medicine admin team in order to obtain a login.

Throughout this user guide several screenshots of the administration have been provided to provide a visual aide in helping the user understand the system. We would please ask you to examine these screenshots carefully as you navigate through this user guide.

2. Login Menu

2.1 Logging In:

Once the application has been launched, you will be presented with a login screen that appears as below in Figure 1:

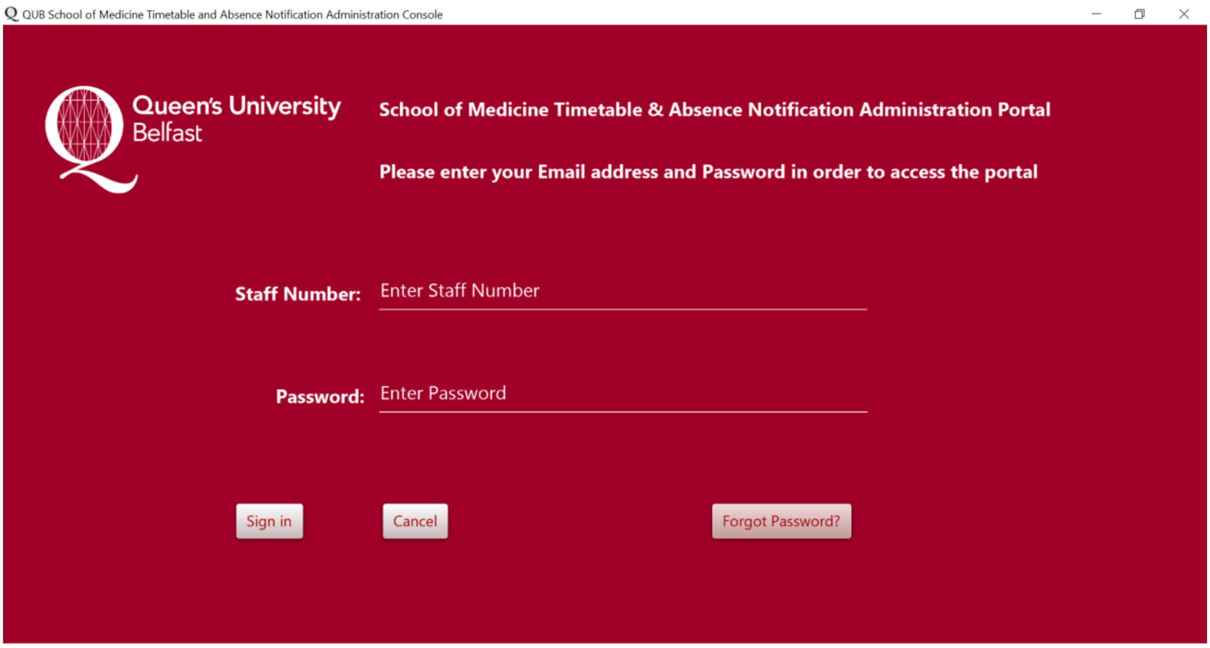


Figure 1

In order to log in to the administration console please enter your staff number and password that you use to log onto the Qsis portal. If you fail to enter the details for either the user name or password an error validation pop up window will populate onscreen, as seen in Figure 2:

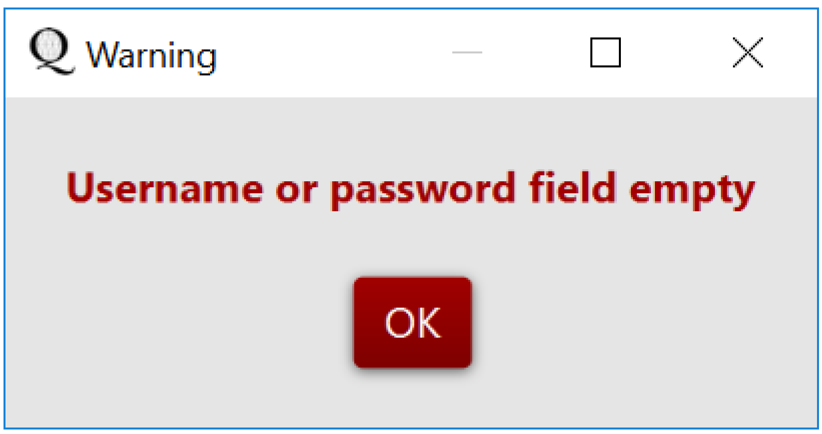


Figure 2

If you enter the incorrect login details, the following error message will be displayed in Figure 3:

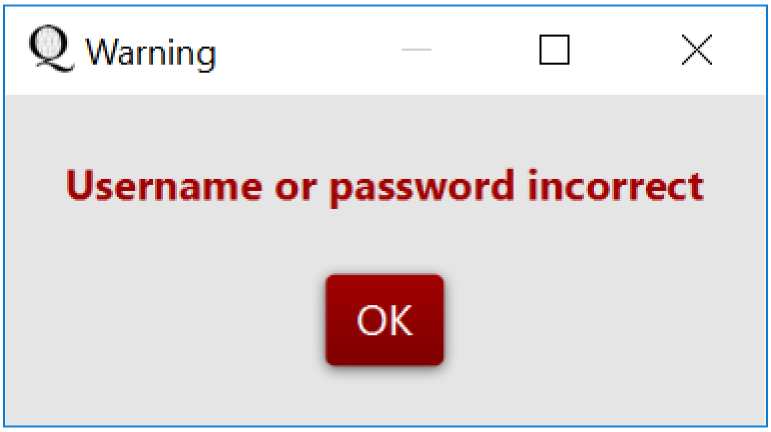


Figure 3

If you a QUB staff member but are <u>not an administration staff member</u> within the School of Medicine, and attempt to login using your Qsis details, the an error validation pop up window (Figure 4) will populate advising that all non-admin staff members for the School of Medicine will not have access until a future release.

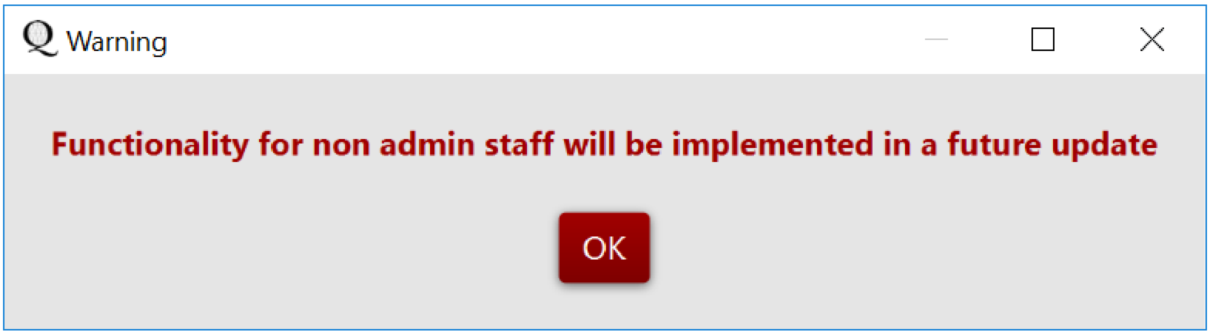


Figure 4

If you are a member of the Administration team for the School of Medicine, <u>but have not yet been registered on the admin console</u>, then you will need to speak to a registered member of the admin team to set you up with login details on the console, as you will receive a separate error validation message as seen in Figure 5 below:

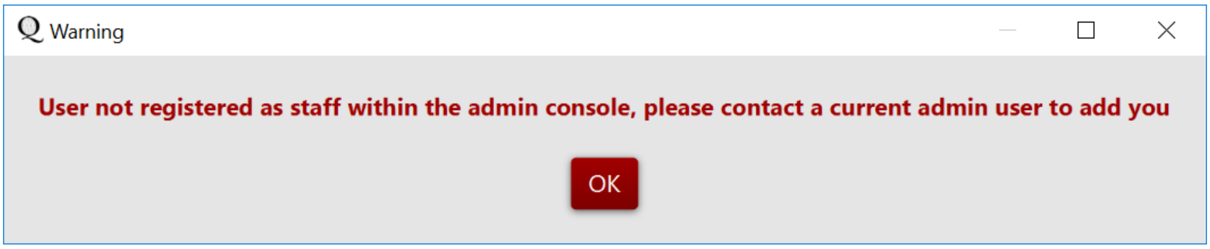


Figure 5

Providing that you are a member of the QUB School of Medicine Administration team and have already been registered onto the admin console, upon filling in the 'Staff Number' and 'Password' fields correctly and clicking the 'Sign In' button, you will be redirected to the Main Menu, as seen in Figure 6.

2.2 Forgotten Password:

If a user has forgotten their QSIS password (and subsequently their Administration Console), they can click on the 'Forgotten Password' button as seen in Figure 1. This will redirect the user to the Qsis 'Forgotten Password' webpage. As your administration console login details will be the same as your Qsis login details, the QUB IT department is responsible for resetting your details, not other administration console users. Please see Figure 7 for a view of the QSIS forgotten password page:

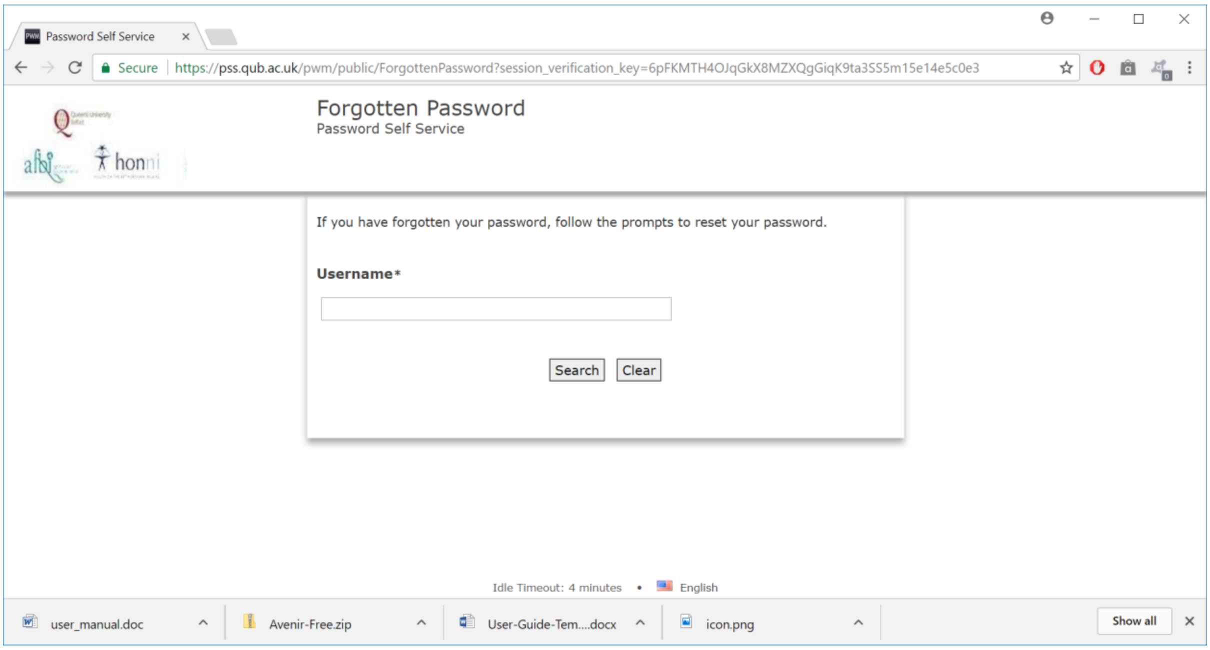


Figure 7

3. Main Menu

3.1 Navigating the Main Menu:

After successfully logging in the user will be presented with nine buttons, representing each of the sub menus discussed in the scope and purpose in our introduction, as can be seen in Figure 8:

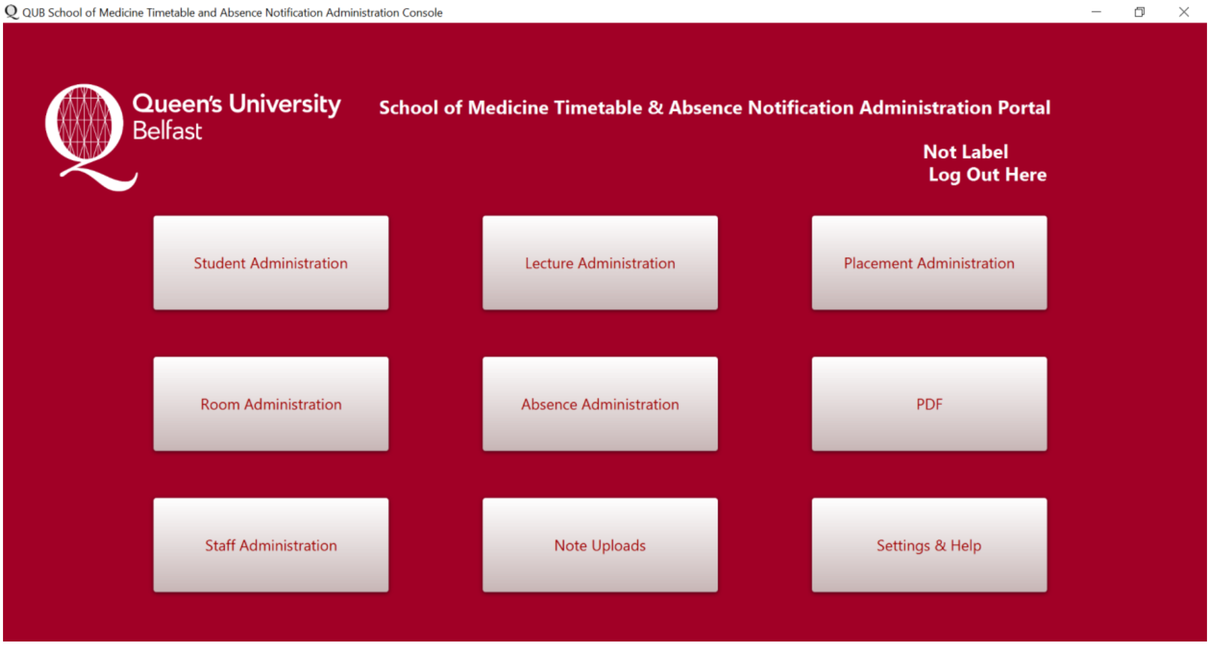


Figure 8

Aside for allowing easy navigation amongst all the administration consoles' sub menus, the only other functionality present on this screen is the 'Log Out Here' text, which will be discussed in the next chapter.

3.2 Logging Out:

Once the user has finished using the administration console, they can log out of the system by simply returning to the main menu (or one of the nine sub menus) and clicking the 'Log Out Here' text (as seen in Figure 8). Once this text has been clicked the user will be signed out of the console and returned to the login screen again.

4. Student Administration Menu

4.1 Uploading a spreadsheet of students to the database:

Once the user clicks on the 'Student Administration' button on the Main Menu, they will be redirected to the Student Menu, as displayed in Figure 9:

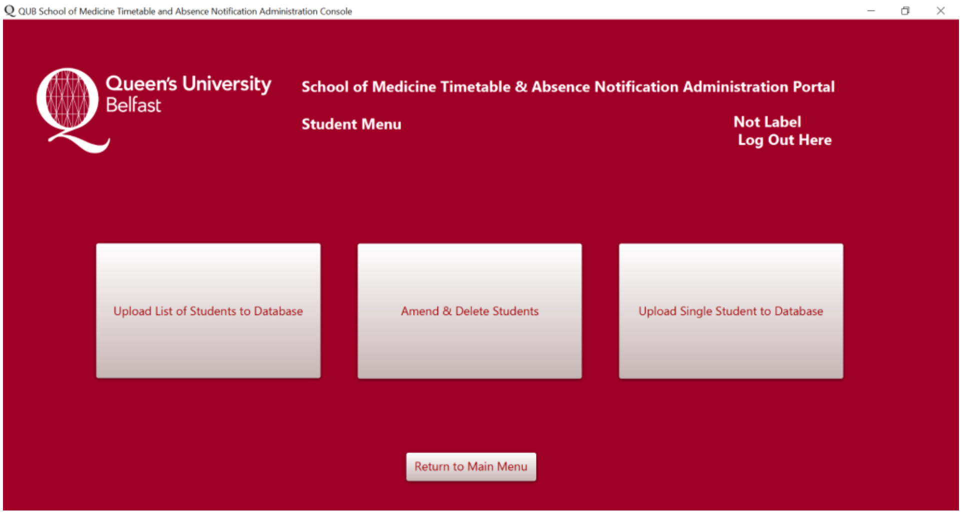


Figure 10

To upload a spreadsheet of students to the database the user will first click on the 'Upload List of Students to Database' button. This will populate the screen seen in Figure 11:

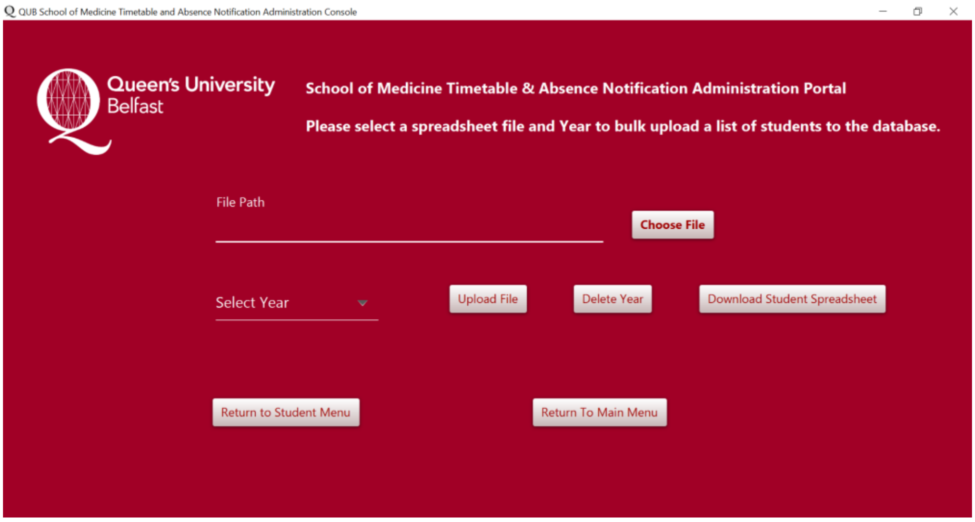


Figure 11

To upload a spreadsheet with all relevant student data to the database, the user will click the 'Choose File' button. This will populate a file chooser dialog window on screen. The user will then locate the spreadsheet of students that they are looking to upload within their computer/laptop's hard drive, and click 'Open' when they are ready to submit the file. Afterwards the user will then select a year from the 'Select Year' combo box by clicking the arrow. The available Years are from Years 1-5. Once the user is satisfied they can then click on the 'Upload File' Button, and will receive a pop up window confirming that the spreadsheet has been successfully uploaded (Figure 12).

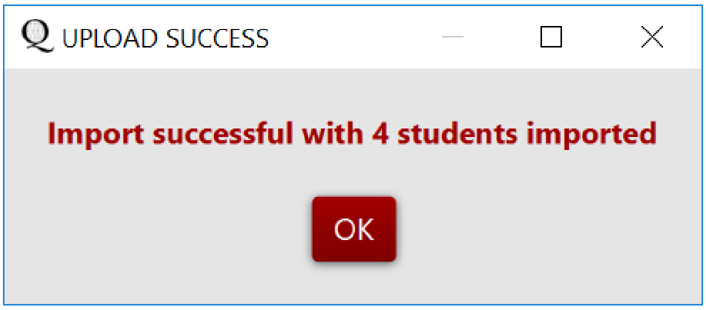


Figure 12

IMPORTANT NOTE:

Whenever uploading the spreadsheet to the database via the console, it is very important that the excel spreadsheet **has the <u>exact columns and headers</u> listed below in** Figure 13. It also extremely important to ensure that the Excel Spreadsheet is saved as a **CSV** file when uploading to the database.

ID	Last	First Name	Middle	Prefix	NAME	Group	QUB_Email	Residency	Graduate	Comments 17/18	Portfolio 16/17

Figure 13:

If the above headers and columns are not used then the spreadsheet will not upload successfully and the new student information will not be added to the database. This is an important feature of the administration console as it includes the student's cohort, which will help determine what classes will appear in their personalized timetable menu whenever they launch their android application.

4.2 Deleting the student list for a specific year from the database

To delete the student list from the database, the user will need to click the 'Upload List of Students to Database' button on the Student Menu. On this screen, to delete a list of students for a specific year, the user will need to click the arrow on the 'Select Year' combo-box and select which Year Group they want to delete from the options available (1-5). Once this is completed, the user will need to click the 'Delete Year' button (Figure 11). Once this is done the user will see a pop up window populate on screen in order to confirm that the list of students has been deleted for the specified year (see Figure 14 below).

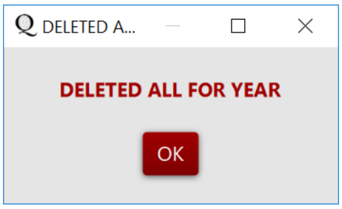


Figure 14

This feature available to the admin user is useful as it will allow them to clear the full list of students for a specific year before uploading the new list of students for the following academic year, instead of deleting the students individually.

4.3 Downloading the student spreadsheet from the database

To download the student list from the database, the user will need to click the 'Upload List of Students to Database' button on the Student Menu. On this screen, to download the Student spreadsheet for a specific year, select a year from the 'Select Year' combo-box by clicking the arrow and selecting a year, and then click the 'Download Student Spreadsheet' button to download the Excel Spreadsheet (see Figure 11). Once the user clicks the button the Excel Spreadsheet will be downloaded and will open automatically, as seen in Figure 15.

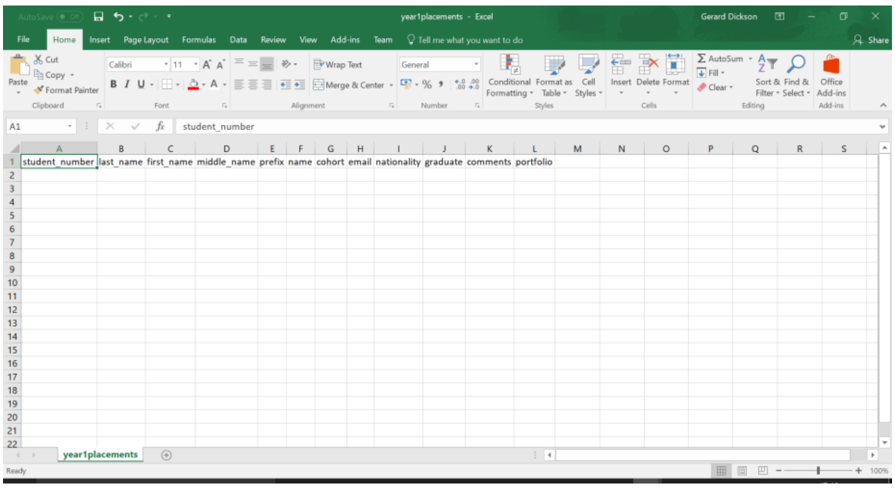


Figure 15

4.4 Searching for a student to amend & delete their details:

To search for a student within the database, to amend the student details or delete the student altogether, the user will select the 'Amend & Delete Students' button on the Student Menu (See Figure 10). Upon clicking this button, the user will be presented with a series of empty text-fields, which they can input data into in order narrow the search for some specific student/students. There are six different attributes that the user can search for students by: **Student Number, First Name, Last Name, Year, Cohort** and **Email Address.** See Figure 16 for reference:

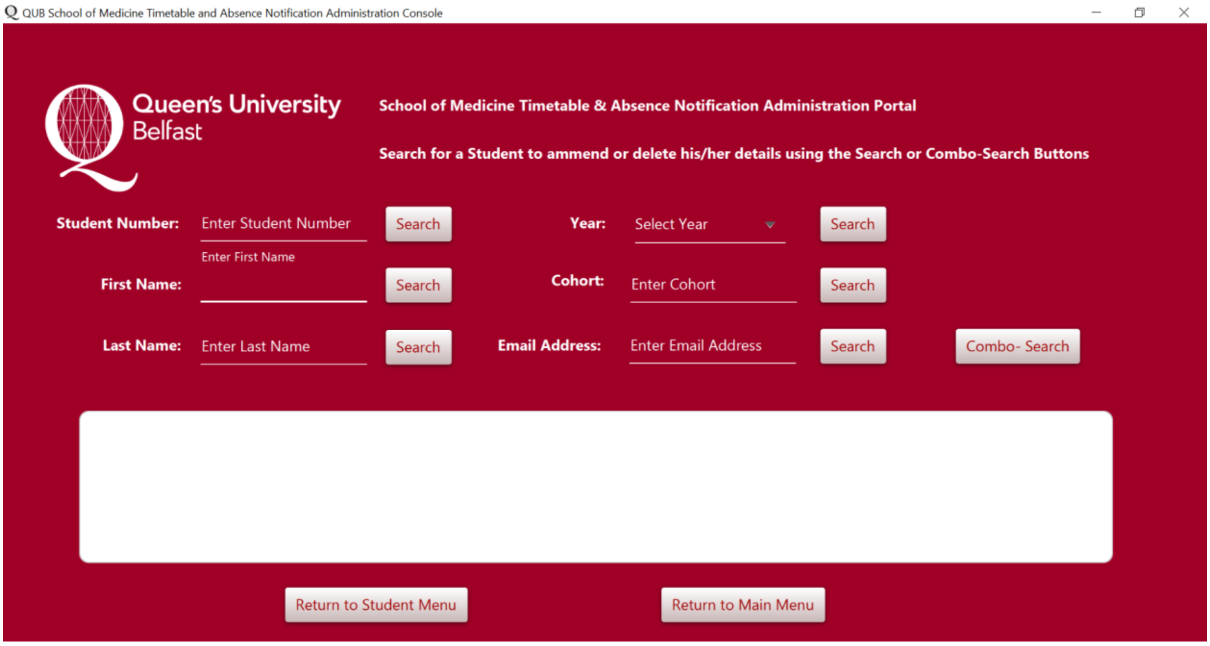


Figure 16

Once the user has filled in the search data they can either click 'Search' to search for the specific attribute, or 'Combo-Search to search for more than one attribute.' Once either button is selected the user will be shown a list of students in the white table as seen in Figure 17.

Once the user clicks on the cell within the table they will be presented with a separate screen that populates all the student's details (See Figure 18). The user can then update one or all of the student's details by replacing the text in the field and clicking 'Save Details', or alternatively if they want to remove the user completely they can click on the 'Delete Student' button. There is also a feature for returning to the previous page by clicking on the 'Return to Search' button.

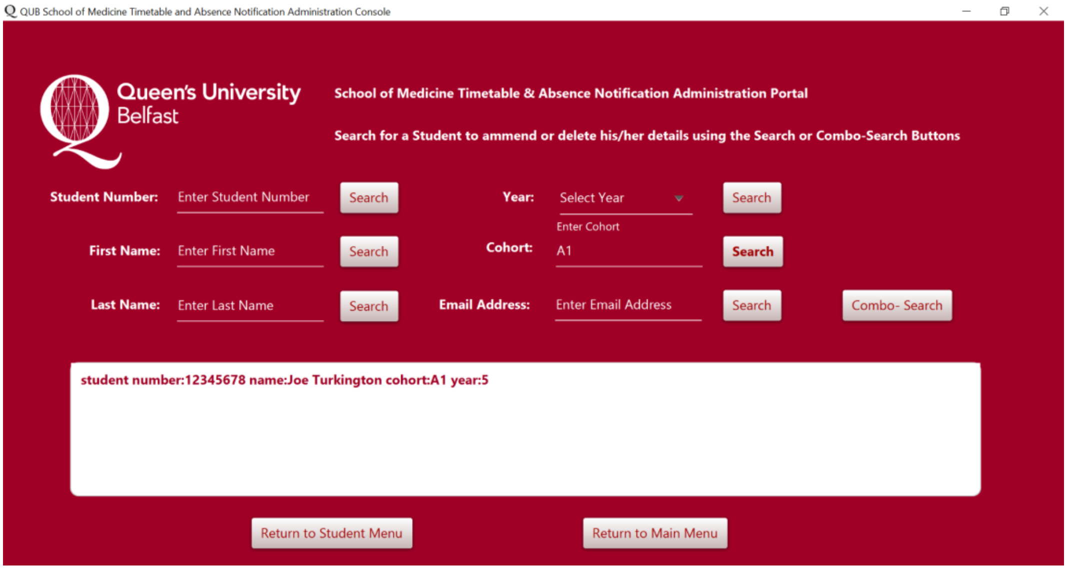


Figure 17

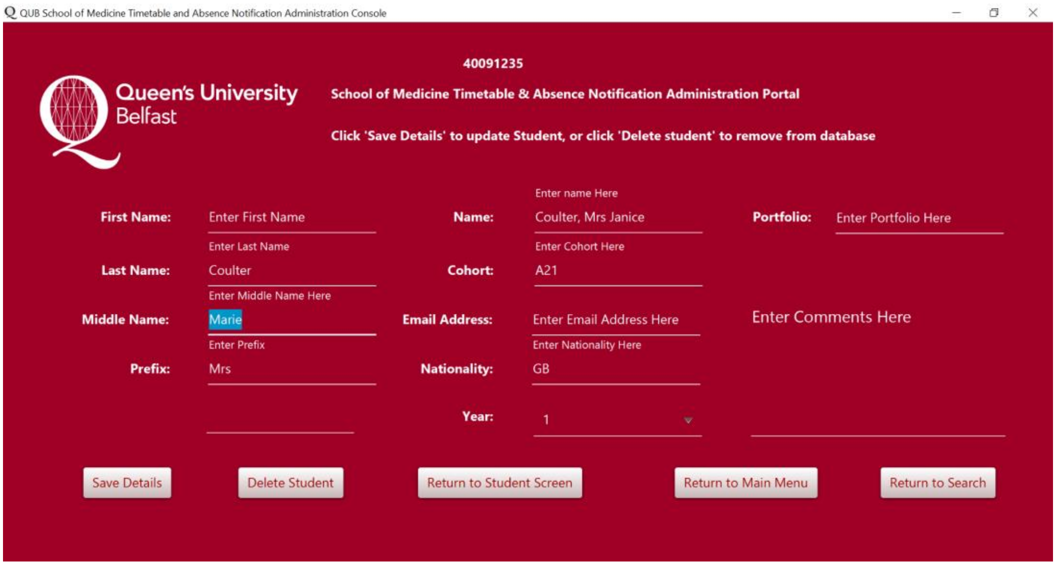


Figure 18

4.5 Uploading a single student to the database:

To upload a single student to the database the user will need to click on the 'Upload Single Student to Database button on the Student Menu. Once the user has clicked on this button a new screen will populate (See Figure 19) with a series of text fields for the new student's information to be inputted into. There are thirteen different types of data that the user will be able to input for each student, including **Student Number, First Name, Surname, Middle Name, Prefix, Email Address, Name, Cohort, Nationality, Graduate, Portfolio** and **Comments.** Of these fields there are two fields that cannot be left blank: **Student Number** and **Cohort**. Once the user has finished uploading the student's detail they can save the student to the database by clicking on the 'Add Student to Database' button. If the user has made a mistake they can also click on the 'Clear' button to remove all text from the fields to start over again. This feature could be particularly useful for any students who may start their studies during the year, such as ERASMUS students.

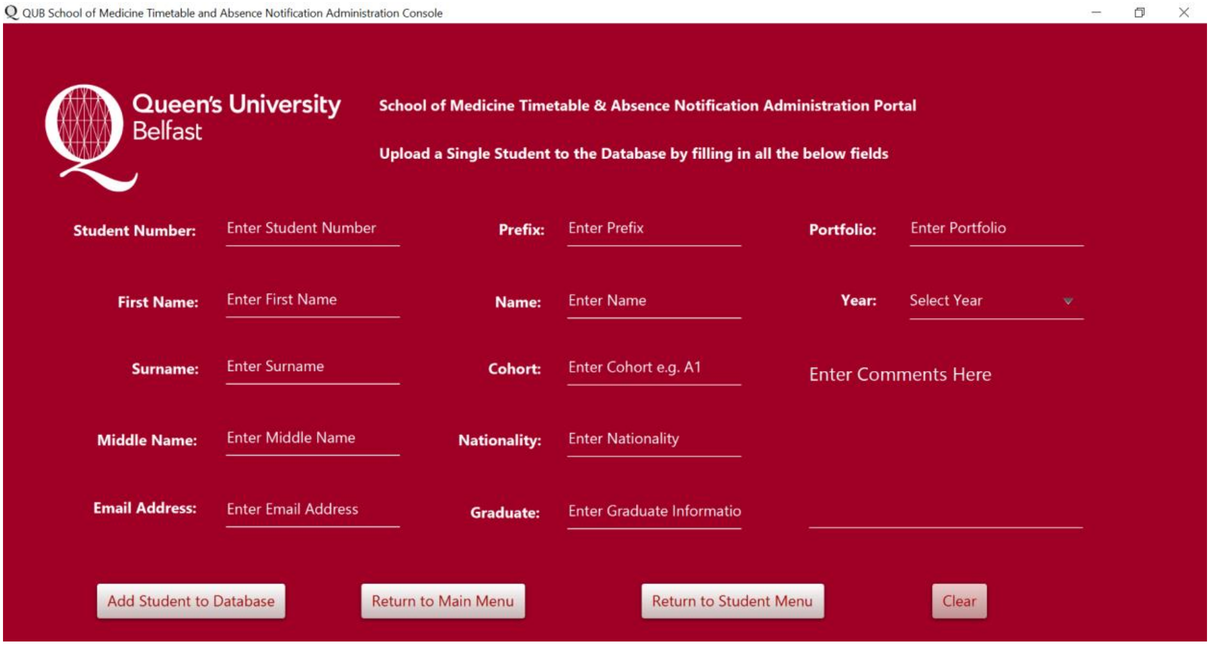


Figure 19

5. Lecture Administration Menu

5.1 Uploading a spreadsheet of lectures to the database:

Once the user clicks on the 'Lecture Administration' button on the Main Menu, they will be redirected to the Lecture Menu, as displayed in Figure 20:

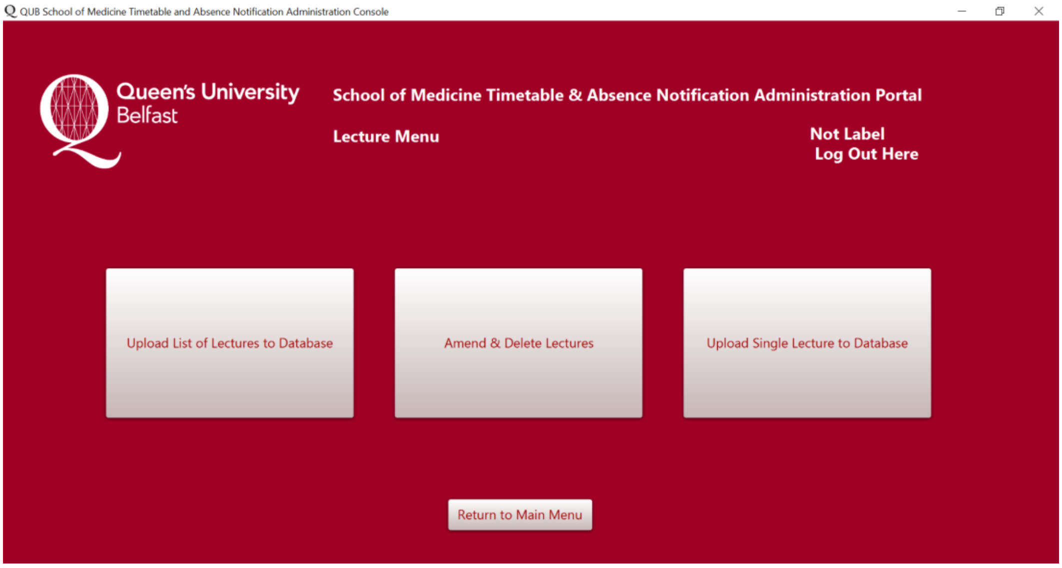


Figure 20

To upload a spreadsheet of Lectures to the database the user will first click on the 'Upload List of Lectures to Database' button. This will populate the screen seen in Figure 21:

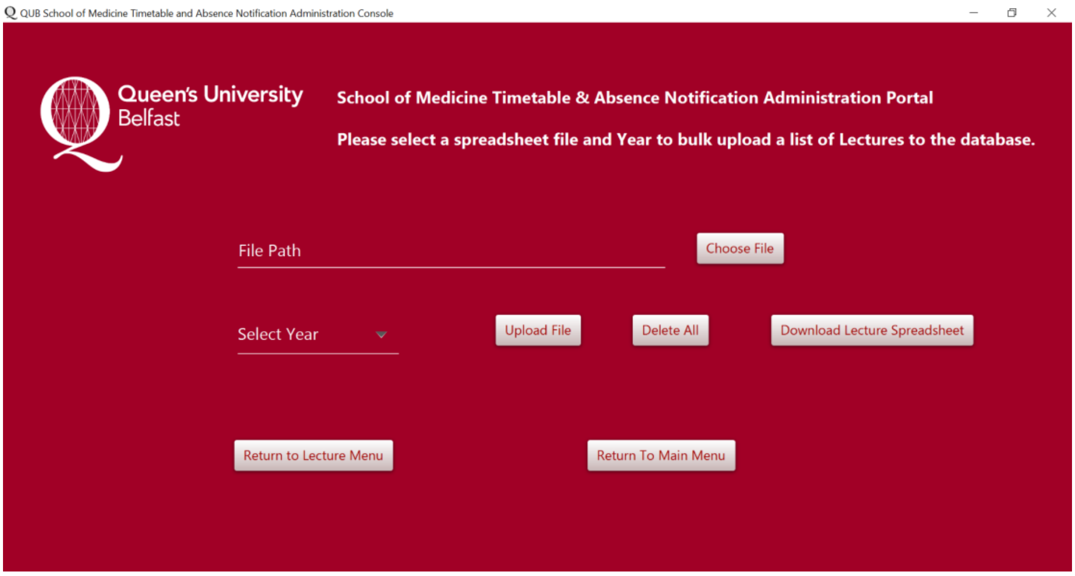


Figure 21

To upload a spreadsheet with all relevant lectures data to the database, the user will click the 'Choose File' button. This will populate a file chooser dialog window on screen. The user will then locate the spreadsheet of lectures that they are looking to upload within their computer/laptop's hard drive, and click 'Open' when they are ready to submit the file. Afterwards the user will then select a year from the 'Select Year' combo box by clicking the arrow. The available Years are from Years 1-5. Once the user is satisfied they can then click on the 'Upload File' Button, and will receive a pop up window confirming that the spreadsheet of lectures has been successfully uploaded (See Figure 22).

This feature has been thoroughly tested so that when a user uploads a spreadsheet with a duplicate lecture it will advise the user also through a pop up window advising of any duplicate lectures that have been uploaded (See Figure 23). It will also advise of any dates whenever there are dates with no classes. If the user does not select a file when they attempt to upload the list, or forgot to select a year when uploading a list, a pop up window will appear advising of the error and to review the user guide (See Figure 24).

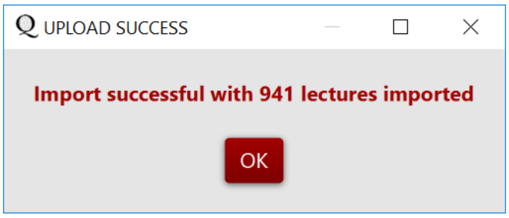


Figure 22

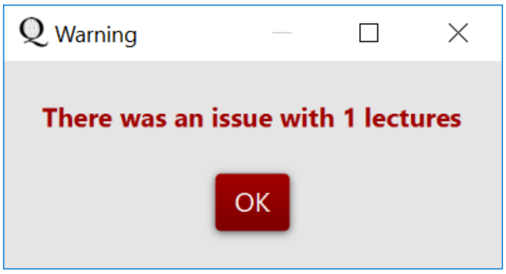


Figure 23

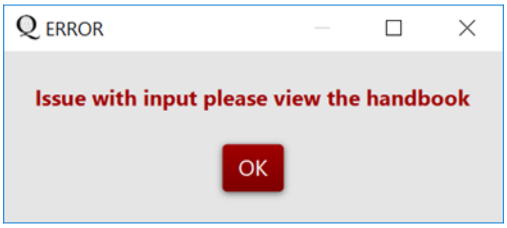


Figure 24

IMPORTANT NOTE:

Whenever uploading the spreadsheet to the database via the console, it is very important that the excel spreadsheet **has the exact columns and headers listed below:**

Column	Column Name
1	Week
2	Day
3	Start Date
4	Start Time
5	End Time
6	Group
7	Location
8	Subject
9	Theme
10	Teaching Format
11	Description
12	Staff
13	Style
14	Module

It also extremely important to ensure that the Excel Spreadsheet is saved as a **CSV** file when uploading to the database.

5.2 Deleting the student list for a specific year from the database:

To delete the lectures list from the database, the user will need to click the 'Upload List of Lectures to Database' button on the Lectures Menu. On this screen, to delete a list of lectures for a specific year, the user will need to click the arrow on the 'Select Year' combo-box and select which Year Group they want to delete from the options available (1-5). Once this is completed, the user will need to click the 'Delete Year' button (Figure 21). Once this is done the user will see a pop up window populate on screen to confirm that the list of lectures has been deleted for the specified year (see Figure 25 below).

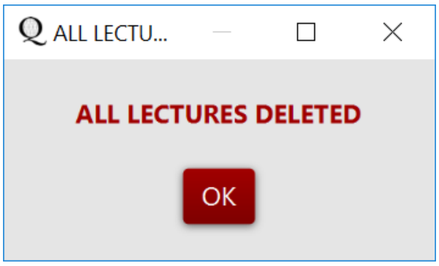


Figure 25

5.3 Downloading the lectures spreadsheet from the database:

To download the lecture list from the database, the user will need to click the 'Upload List of Lectures to Database' button on the Lectures Menu. On this screen, to download the Lectures spreadsheet for a specific year, select a year from the 'Select Year' combo-box by clicking the arrow and selecting a year, and then click the 'Download Lecture Spreadsheet' button to download the Excel Spreadsheet (see Figure 21). Once the user clicks the button the Excel Spreadsheet will be downloaded and will open automatically, as seen in Figure 26.

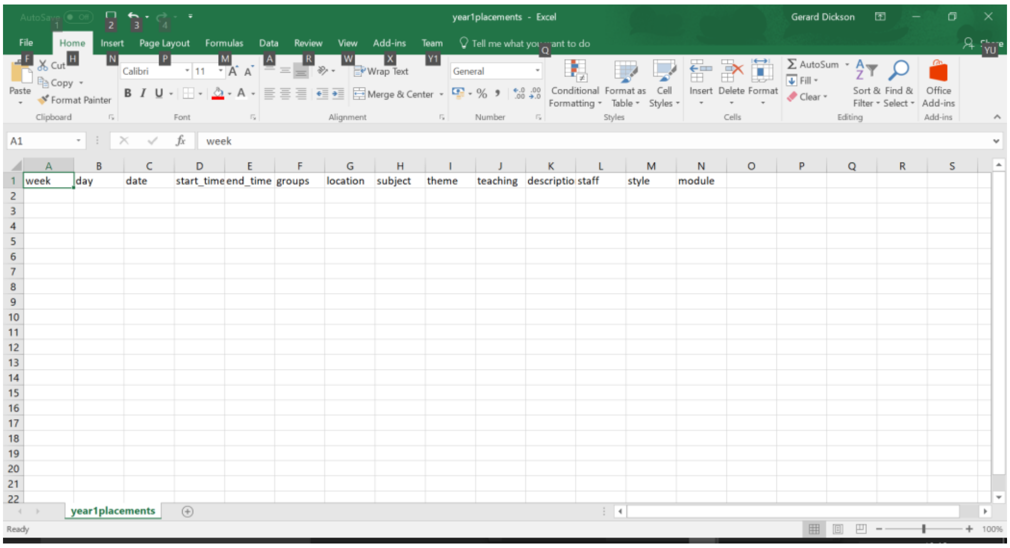


Figure 26

5.4 Searching for a lecture to amend & delete the details

To search for a lecture within the database, to amend the lecture details or delete the lecture altogether, the user will select the 'Amend & Delete Lectures' button on the Lectures Menu (See Figure 20). Upon clicking this button, the user will be presented with a series of empty text-fields, which they can input data into in order narrow the search for some specific lecture/lectures. There are six different attributes that the user can search for students by: **Week, Start Time, Year, Staff, Module** & **Date.** See Figure 27 for reference:

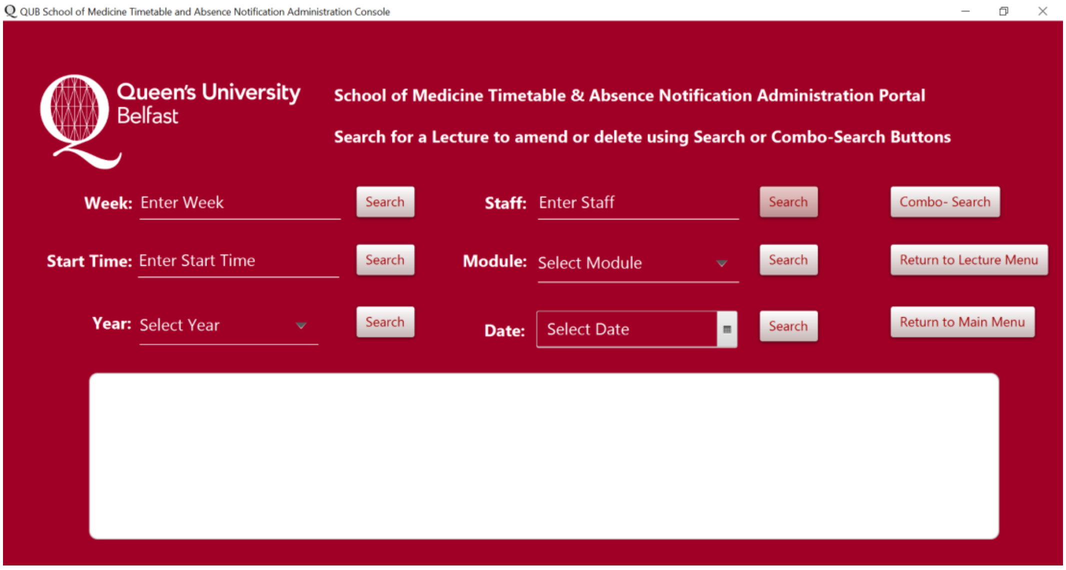


Figure 27

Once the user has filled in the search data they can either click 'Search' to search for the specific attribute, or 'Combo-Search to search for more than one attribute.' Once either button is selected the user will be shown a list of lectures in the white table as seen in Figure 28.

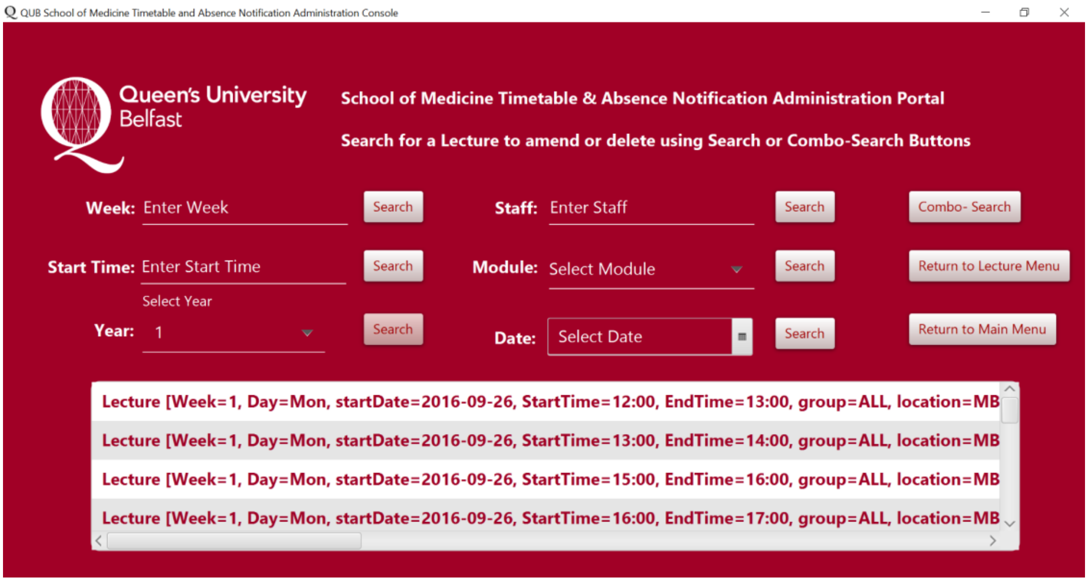


Figure 28

Once the user clicks on the cell within the table they will be presented with a separate screen that populates all the lecture's details (See Figure 29). The user can then update one or all of the lecture's details by replacing the text in the field and clicking 'Save Details', or alternatively if they want to remove the lecture completely they can click on the 'Delete Lecture' button. There is also a feature for returning to the previous page by clicking on the 'Return to Search' button.

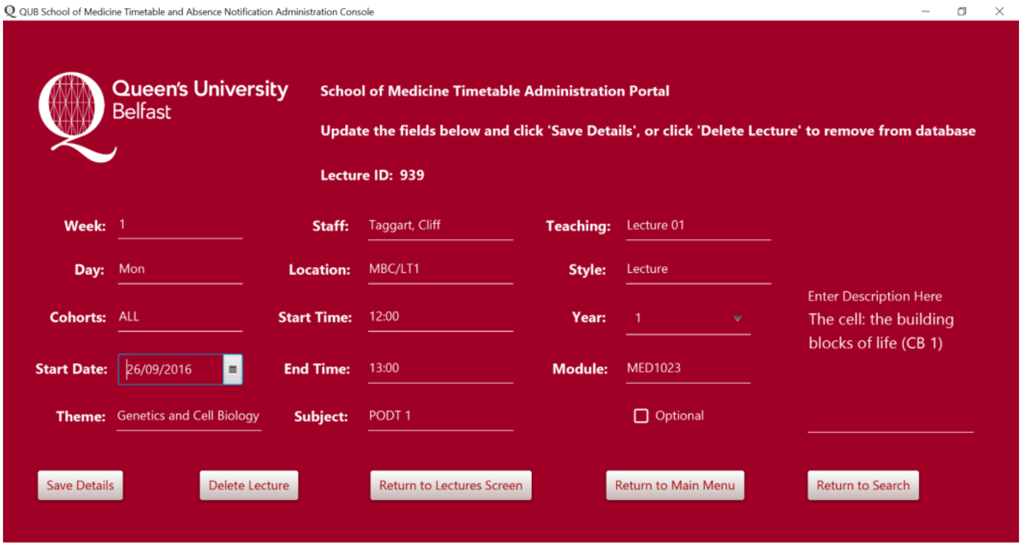


Figure 29

5.5 Uploading a single lecture to the database:

To upload a single Lecture to the database the user will need to click on the 'Upload Single Lecture to Database' button on the Lecture Menu. Once the user has clicked on this button a new screen will populate (See Figure 30) with a series of text fields for the new lecture's information to be inputted into. There are sixteen different types of data that the user will be able to input for each student, including **Week, Day, Cohorts, Start Date, Theme, Staff, Location, Start Time, End Time, Subject, Teaching, Style, Year, Module, Optional** and **Description.**

Of these fields there are seven fields that cannot be left blank: **Start Time, End Time, Cohorts, Location, Subject, Theme** and **Staff**. Once the user has finished writing in the lecture's detail they can save the lecture to the database by clicking on the 'Add Lecture to Database' button. If the user has made a mistake they can also click on the 'Clear' button to remove all text from the fields to start over again. This feature could be particularly useful for any guest lectures that may be arranged throughout the year without much notice, and would allow the administration staff to upload the lecture quickly so that it appears within the personalized timetable view within the student application.

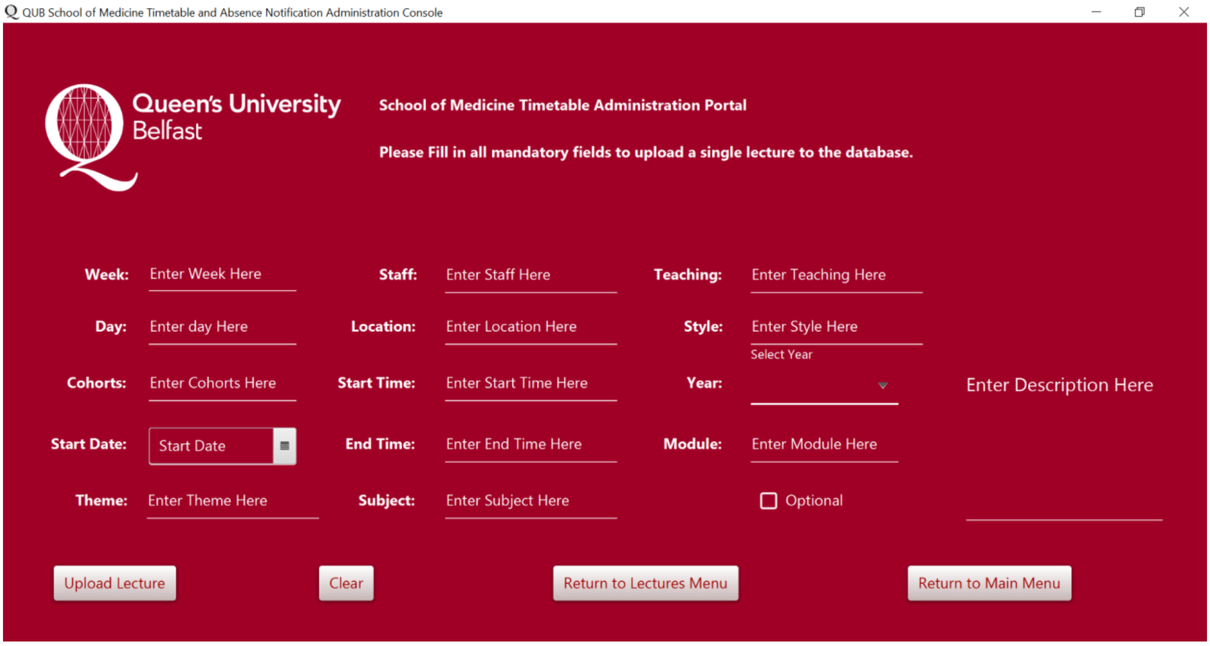


Figure 30

6. Placement Administration Menu

6.1 Uploading a spreadsheet of placements to the database:

Once the user clicks on the 'Placement Administration' button on the Main Menu, they will be redirected to the Placements Menu, as displayed in Figure 31:

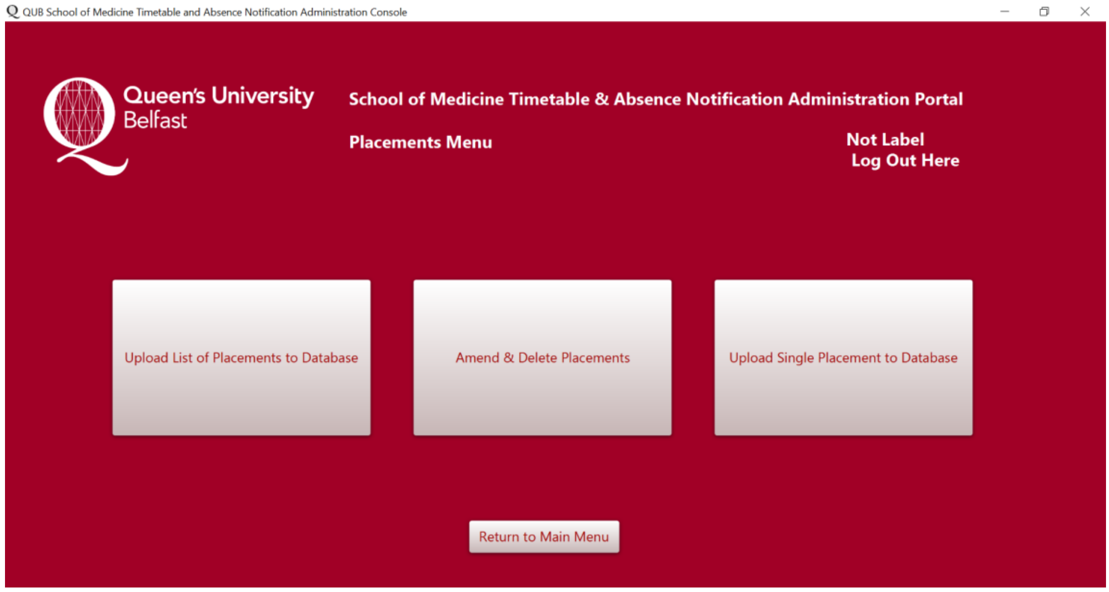


Figure 31

To upload a spreadsheet of Placements to the database the user will first click on the 'Upload List of Placements to Database' button. This will populate the screen seen in Figure 32:

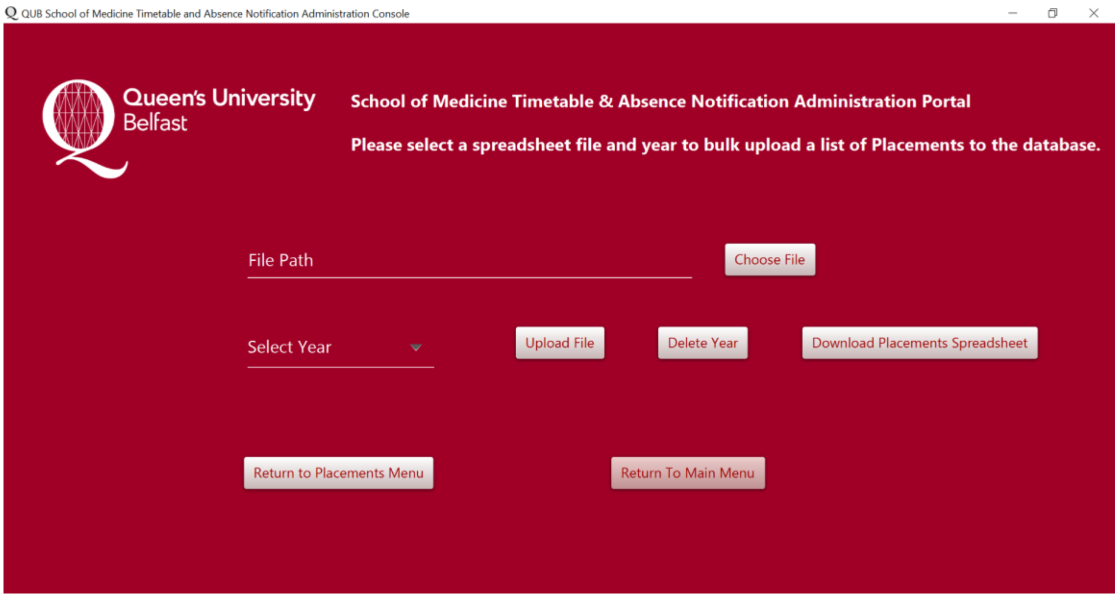


Figure 32

To upload a spreadsheet with all relevant placements data to the database, the user will click the 'Choose File' button. This will populate a file chooser dialog window on screen. The user will then locate the spreadsheet of placements that they are looking to upload within their computer/laptop's hard drive, and click 'Open' when they are ready to submit the file. Afterwards the user will then select a year from the 'Select Year' combo box by clicking the arrow. The available Years are from Years 1-5. Once the user is satisfied they can then click on the 'Upload File' Button, and will receive a pop up window confirming that the spreadsheet of placements has been successfully uploaded (See Figure 33).

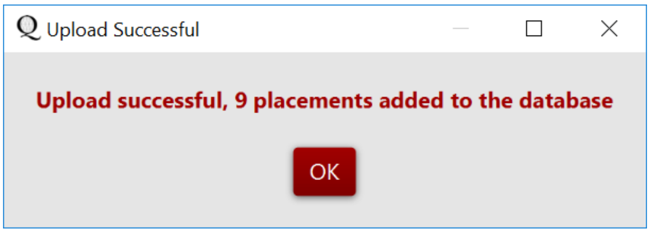


Figure 33

Whenever uploading the spreadsheet to the database via the console, it is very important that the excel spreadsheet **has the <u>exact columns and headers</u> listed below in the below order:**

Column	Column Name
1	Student ID
2	Name
3	Group
4	Module
5	Start Date
6	End Date
7	Module No
8	Hospital
9	Preference
10	Comments 16/17

It also extremely important to ensure that the Excel Spreadsheet is saved as a **CSV** file when uploading to the database.

6.2 Deleting the placements List for a specific year from the database:

To delete the placements list from the database, the user will need to click the 'Upload List of Placements to Database' button on the Placements Menu. On this screen, to delete a list of placements for a specific year, the user will need to click the arrow on the 'Select Year' combo-box and select which Year Group they want to delete from the options available (1-5). Once this is completed, the user will need to click the 'Delete Year' button (Figure 32). Once this is done the user will see a pop up window populate on screen to confirm that the list of placements has been deleted for the specified year (see Figure 34 below).

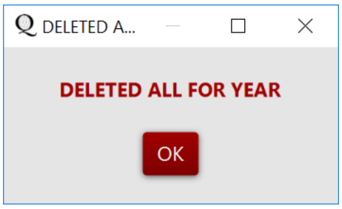


Figure 34

This feature will be useful as it will allow the admin user to clear the full list of placements for a specific year before uploading the new list of placements for the following academic year for each year group, instead of deleting the placements individually.

6.3 Downloading the placements spreadsheet from the database:

To download the placements list from the database, the user will need to click the 'Upload List of Placements to Database' button on the Placements Menu. On this screen, to download the Placements spreadsheet for a specific year, select a year from the 'Select Year' combo-box by clicking the arrow and selecting a year, and then click the 'Download Placements Spreadsheet' button to download the Excel Spreadsheet (see Figure 32). Once the user clicks the button the Excel Spreadsheet will be downloaded and will open automatically.

6.4 Searching for a placement to amend & delete the details:

To search for a placement within the database, to amend the placement details or delete the placement altogether, the user will select the 'Amend & Delete Placement' button on the Placements Menu (See Figure 31). Upon clicking this button, the user will be presented with a series of empty text-fields, which they can input data into in order narrow the search for some specific placement/placements. There are six different attributes that the user can search for placements by: **Group, Module, Start Date, End Date, Year** and **Hospital.** See Figure 35 for reference:

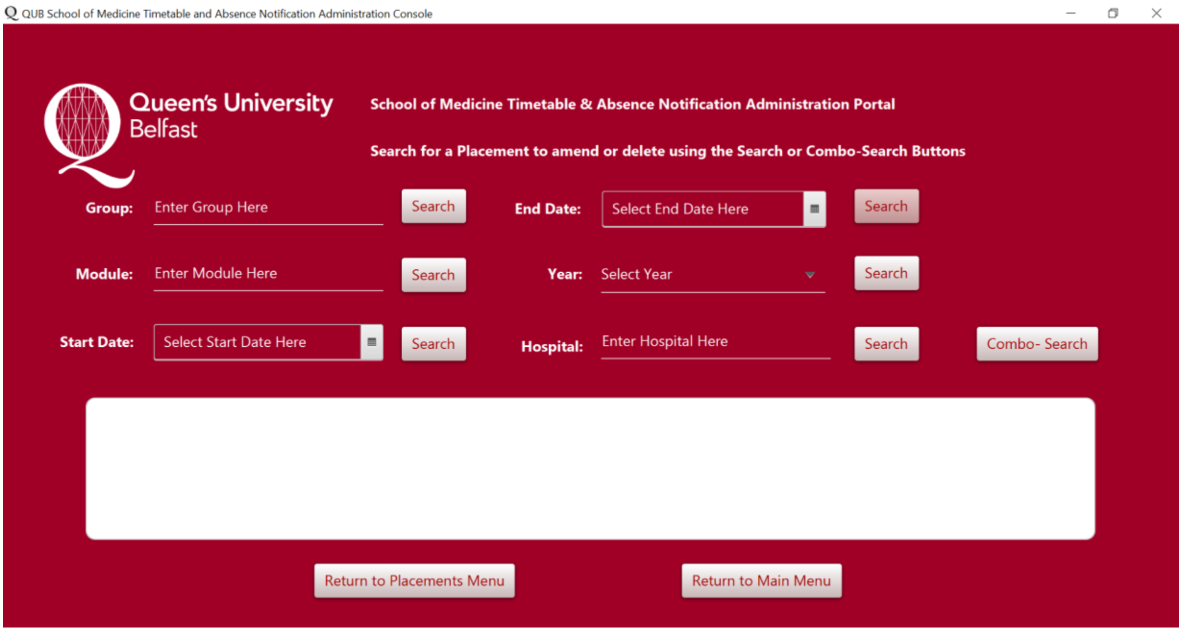


Figure 35

Once the user has filled in the search data they can either click 'Search' to search for the specific attribute, or 'Combo-Search to search for more than one attribute.' Once either button is selected the user will be shown a list of placements in the white table as seen in Figure 36.

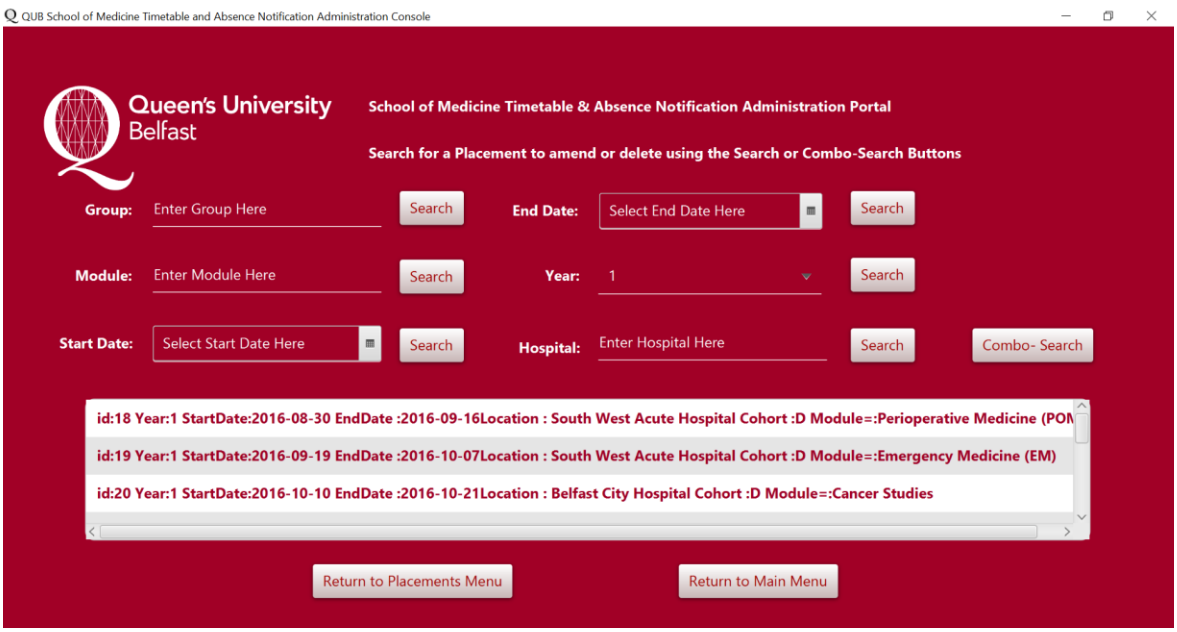


Figure 36

Once the user clicks on the cell within the table they will be presented with a separate screen that populates all the placement's details (See Figure 37). The user can then update one or all of the placement's details by replacing the text in the fields and clicking 'Save Details', or alternatively if they want to remove the placement completely they can click on the 'Delete Placement' button. There is also a feature for returning to the previous page by clicking on the 'Return to Search' button.

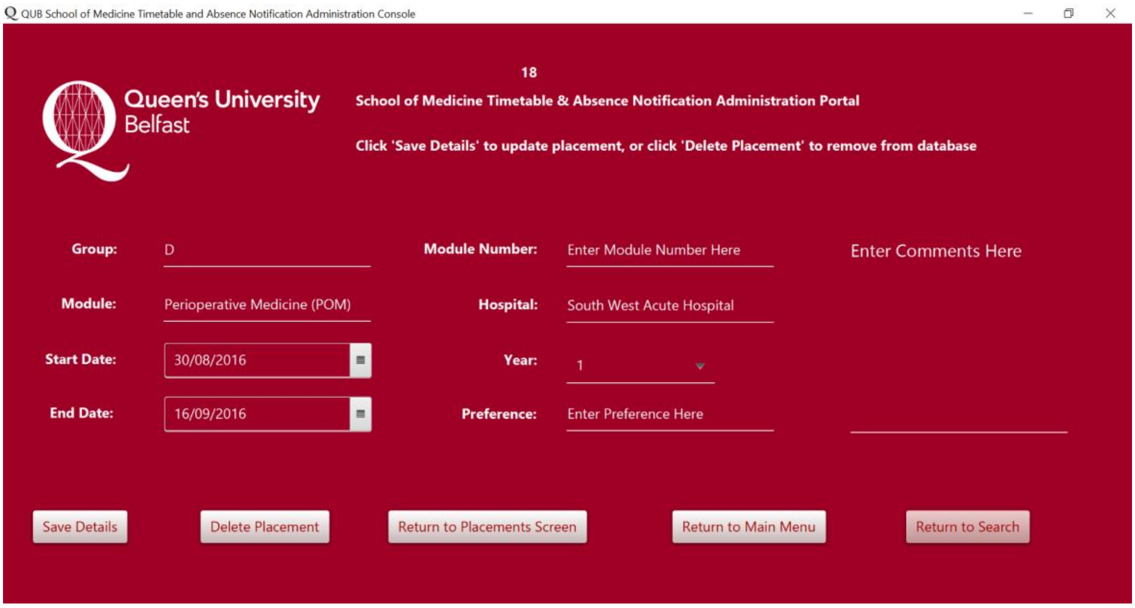


Figure 37

6.5 Uploading a single placement to the database:

To upload a single placement to the database the user will need to click on the 'Upload Single Placement to Database' button on the Placements Menu. Once the user has clicked on this button a new screen will populate (See Figure 38) with a series of text fields for the new placements' information to be inputted into. There are eight different types of data that the user will be able to input for each placement, including **Group, Start Date, End Date, Module, Module Number, Hospital, Year** and **Preference.**

Of these fields there are four fields that cannot be left blank: **Group, Start Date, End Date** and **Year**. Once the user has finished writing in the placement details they can save the placement to the database by clicking on the 'Add Placement to Database' button. If the user has made a mistake they can also click on the 'Clear' button to remove all text from the fields to start over again. This feature could be particularly useful for any last-minute arrangements that may be arranged throughout the year, and would allow the administration staff to upload the placement quickly so that it appears within the personalized placement timetable view on the student application.

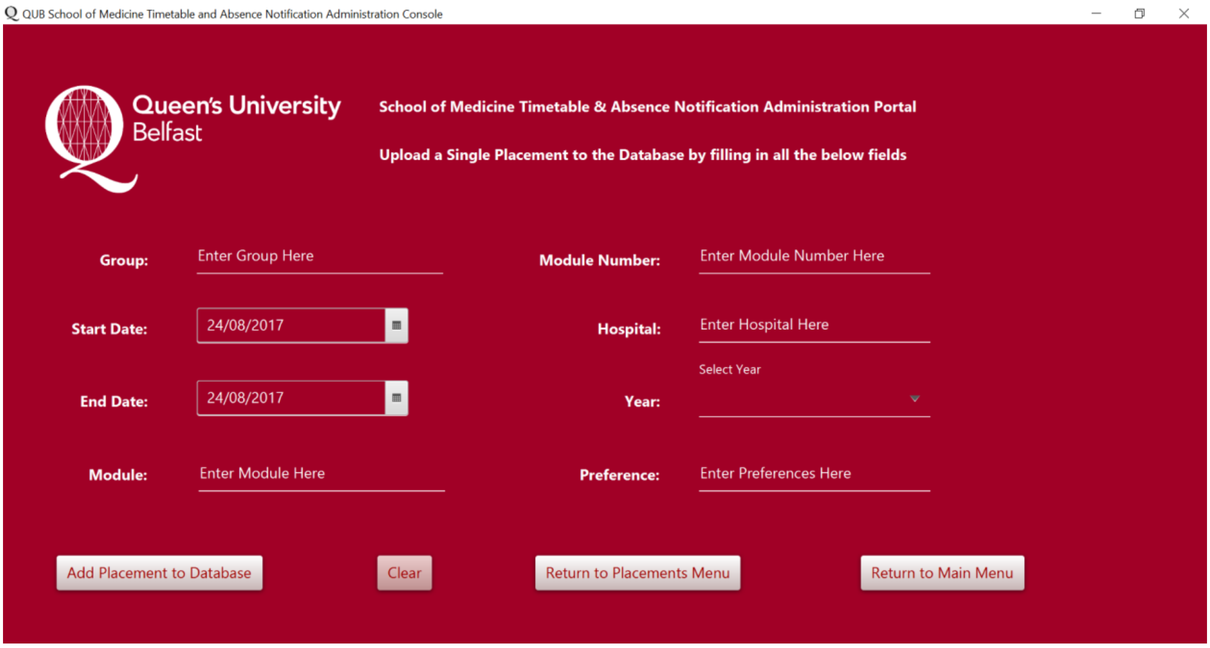


Figure 38

7. Room Administration Menu

7.1 Uploading a spreadsheet of rooms to the database:

Once the user clicks on the 'Room Administration' button on the Main Menu, they will be redirected to the Rooms Menu, as displayed in Figure 39:

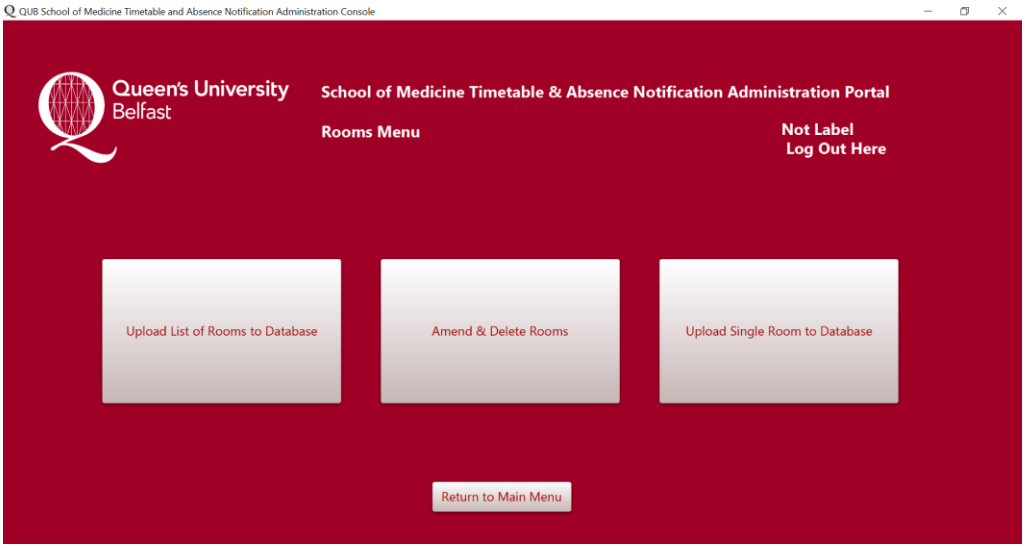


Figure 39

To upload a spreadsheet of Rooms to the database the user will first click on the 'Upload List of Rooms to Database' button. This will populate the screen seen in Figure 40:

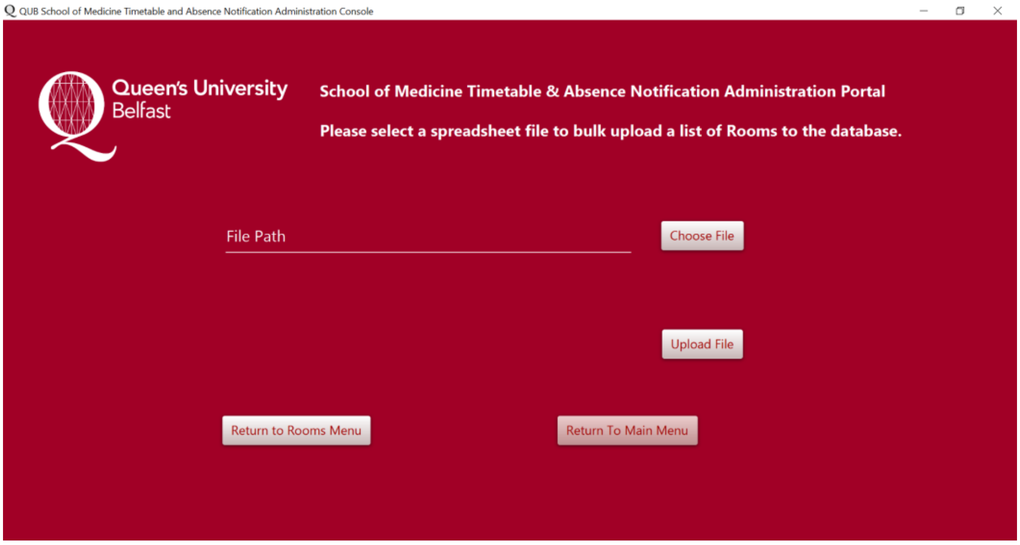


Figure 40

To upload a spreadsheet with all relevant room data to the database, the user will click the 'Choose File' button. This will populate a file chooser dialog window on screen. The user will then locate the spreadsheet of rooms that they are looking to upload within their computer/laptop's hard drive, and click 'Open' when they are ready to submit the file. Once the user is satisfied they have selected the correct file, they can then click on the 'Upload File' Button, and will receive a pop up window confirming that the spreadsheet of rooms has been successfully uploaded (See Figure 41).

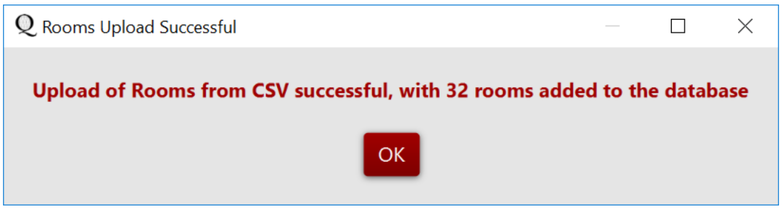


Figure 41

Whenever uploading the spreadsheet to the database via the console, it is very important that the excel spreadsheet **has the <u>exact columns and headers</u> listed below in the below order:**

Column	Column Name
1	room_code
2	room_location

It also extremely important to ensure that the Excel Spreadsheet is saved as a **CSV** file when uploading to the database.

7.2 Searching for a room to amend & delete the room details:

To search for a room within the database, to amend the room details or delete the room altogether, the user will select the 'Amend & Delete Room' button on the Rooms Menu (See Figure 39). Upon clicking this button, the user will be presented with two empty text-fields, which they can input data into in order narrow the search for some specific room/rooms. There are two different attributes that the user can search for room by: **Room Code** and **Room Location**. See Figure 42 for reference:

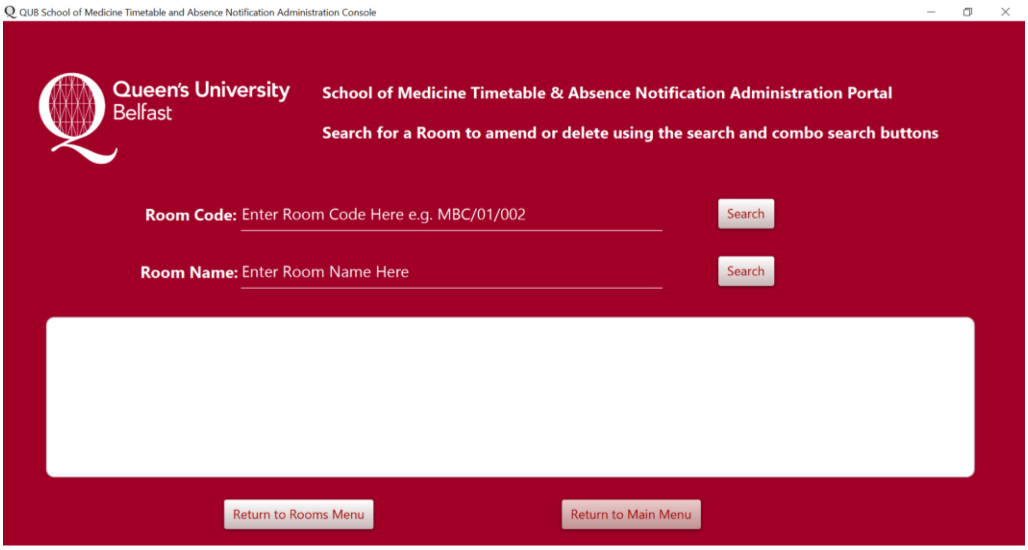


Figure 42

Once the user has filled in the search data they can either click 'Search' to search for the specific attribute, or 'Combo-Search' to search for both attributes. Once either button is selected the user will be shown a list of rooms in the white table as seen in Figure 43.

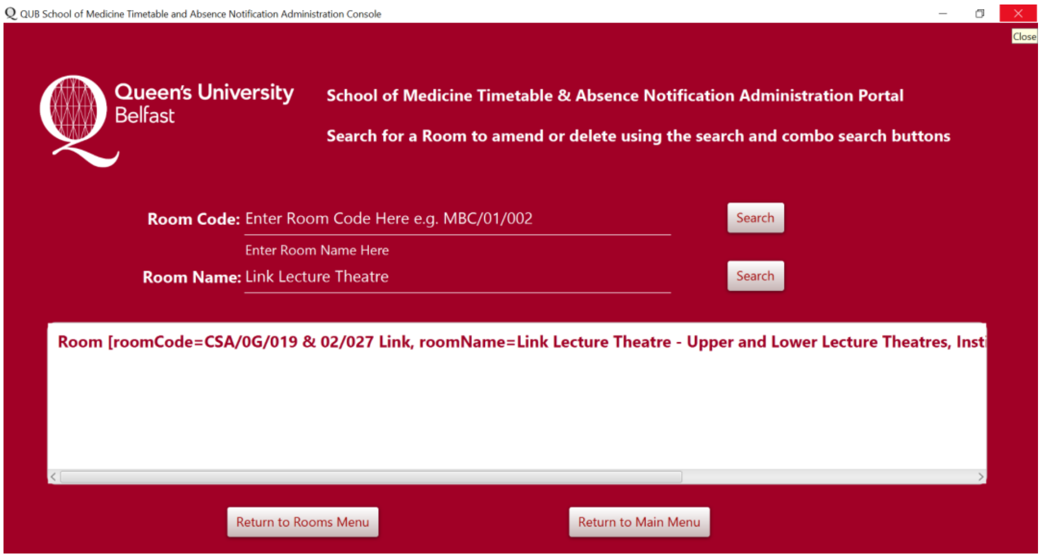


Figure 43

Once the user clicks on the cell within the table they will be presented with a separate screen that populates all the room's details (See Figure 44). The user can then update one or all of the room's details by replacing the text in the fields and clicking 'Save Details', or alternatively if they want to remove the room completely they can click on the 'Delete Room' button. There is also a feature for returning to the previous page by clicking on the 'Return to Search' button.

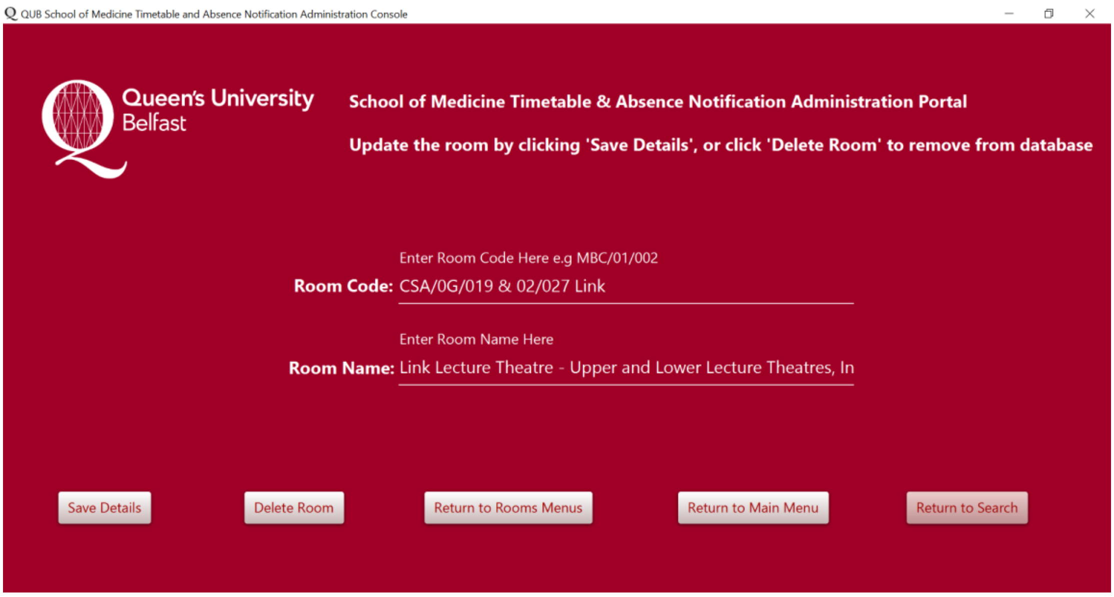


Figure 43

7.3 Uploading a single room to the database:

To upload a single room to the database the user will need to click on the 'Upload Single Room to Database' button on the Rooms Menu.

Once the user has clicked on this button a new screen will populate (See Figure 44) with a series of text fields for the new room's information to be inputted into. There are two different types of data that the user will be able to input for each room: Room Code and Room Location.

Both fields cannot be left blank otherwise the user will see an error message populate within a pop up window. Once the user has finished writing in the room details they can save the room to the database by clicking on the 'Add Room to Database' button. If the user has made a mistake they can also click on the 'Clear' button to remove all text from the fields to start over again. This feature could potentially be useful for the administration if they have a new lecture or placement taking place at an address or location which they have never previously used.

Once the room is successfully added to the database a pop up window will appear advising the user that the room is now within the database (See Figure 45 below)

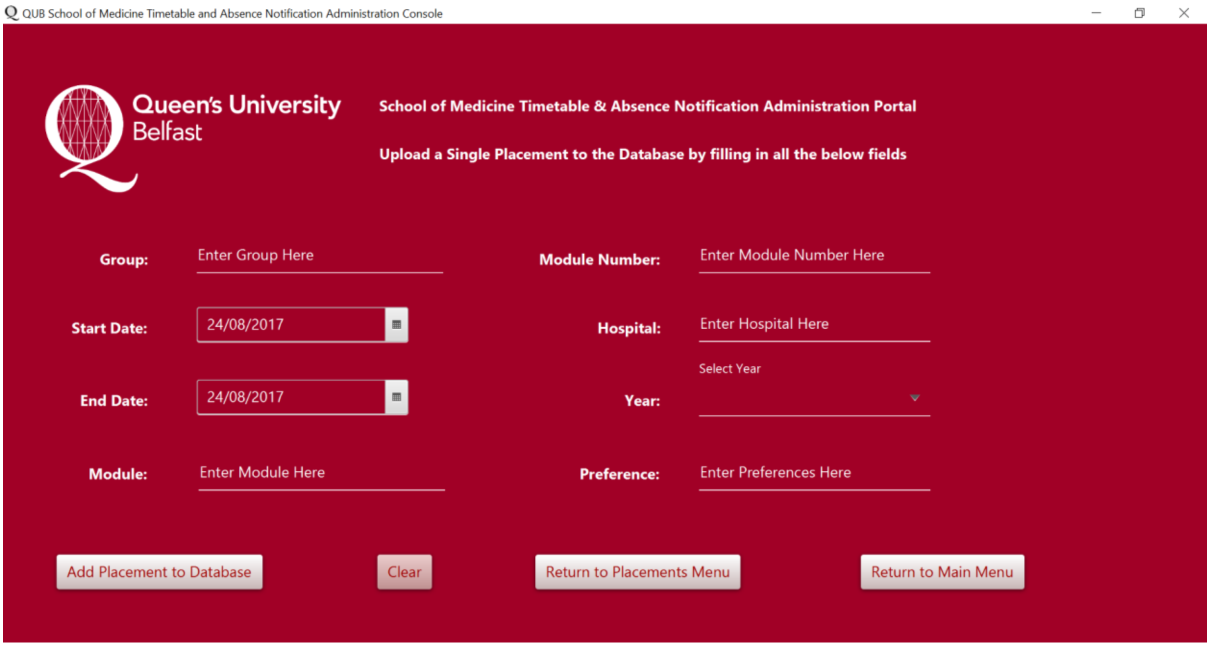


Figure 44

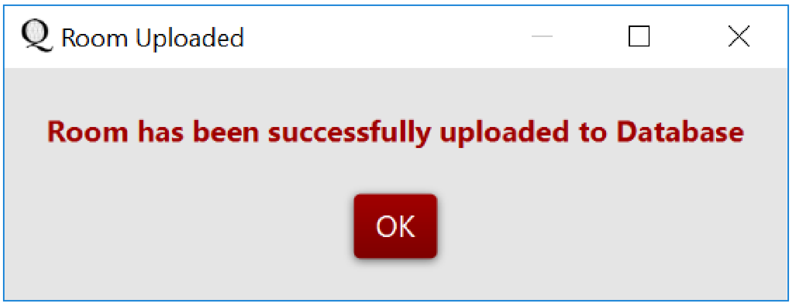


Figure 45

8. Absence Administration Menu

8.1 Searching for an absence to amend & delete the absence details:

Once the user clicks on the 'Absence Administration' button on the Main Menu, they will be redirected to the Rooms Menu, as displayed in Figure 46:

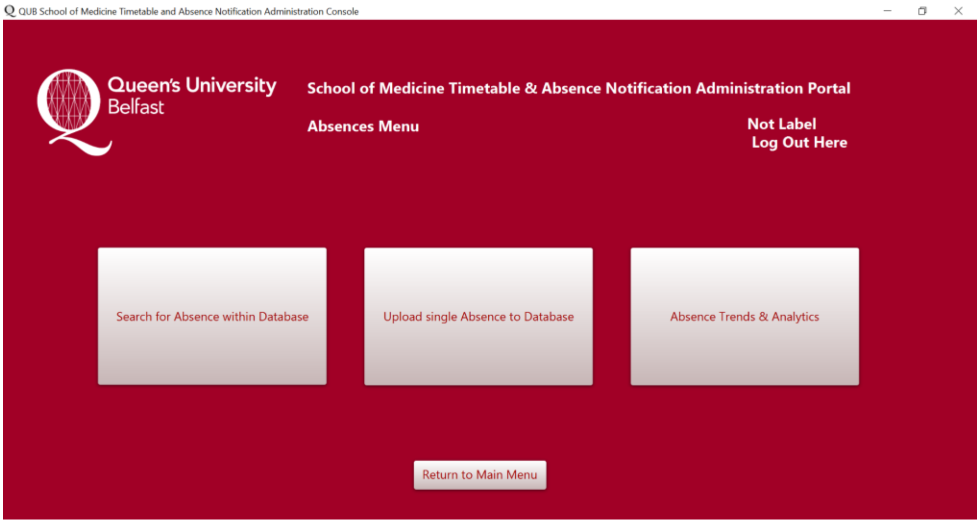


Figure 47

To search for an absence within the database, to amend the absence details or delete the absence altogether, the user will select the 'Search for Absence within Database' button on the Absences Menu. Upon clicking this button, the user will be presented with a series of empty text-fields, which they can input data into to narrow the search for some specific absence/absences. There are six different attributes that the user can search for absences: **Student Number, Start Date, Start Time, End Time, Type** and **Approved.** See Figure 48 below for reference:

Once the user has filled in the search data they can either click 'Search' to search for the specific attribute, or 'Combo-Search' to search for multiple attributes. Once either button is selected the user will be shown a list of absences in the white table as seen in Figure 49.

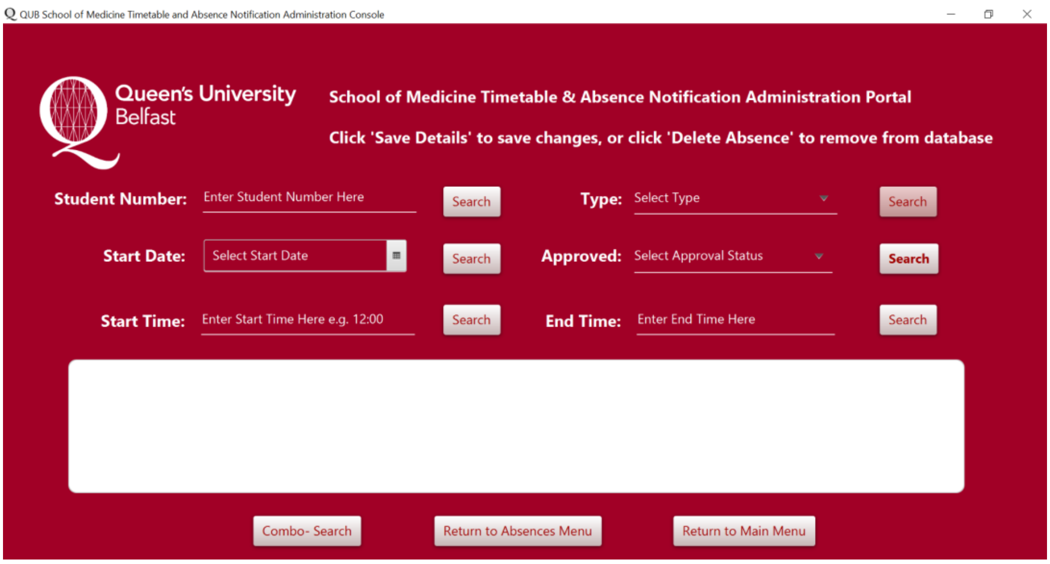


Figure 48

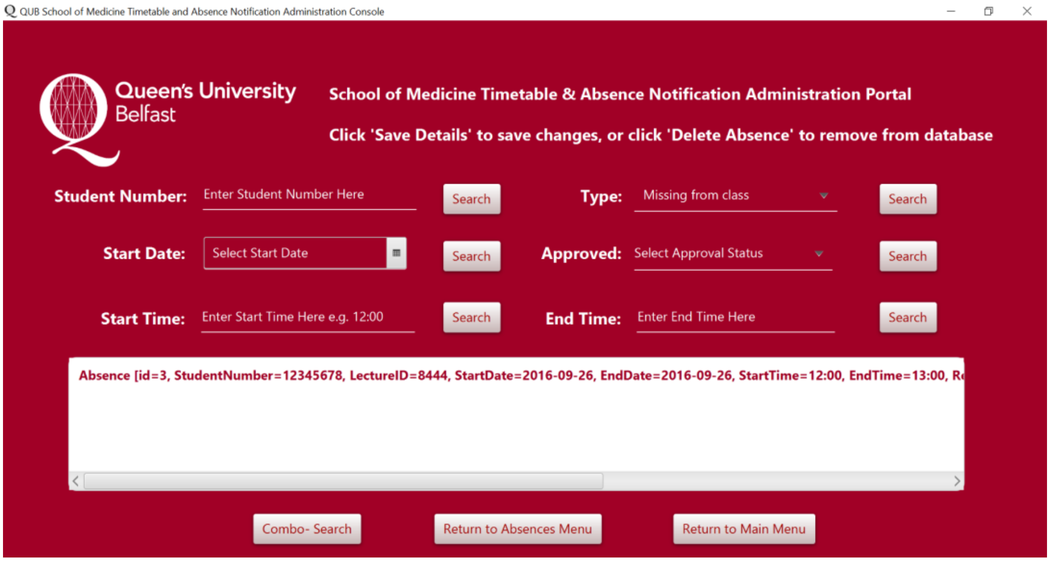


Figure 49

Once the user clicks on the cell within the table they will be presented with a separate screen that populates all of the absence's details (See Figure 50 below). The user can then update one or more of the absence's details by replacing the text in the fields and clicking 'Save Details', or alternatively if they want to remove the absence completely they can click on the 'Delete Absence' button. There is also a feature for returning to the previous page by clicking on the 'Return to Search' button.

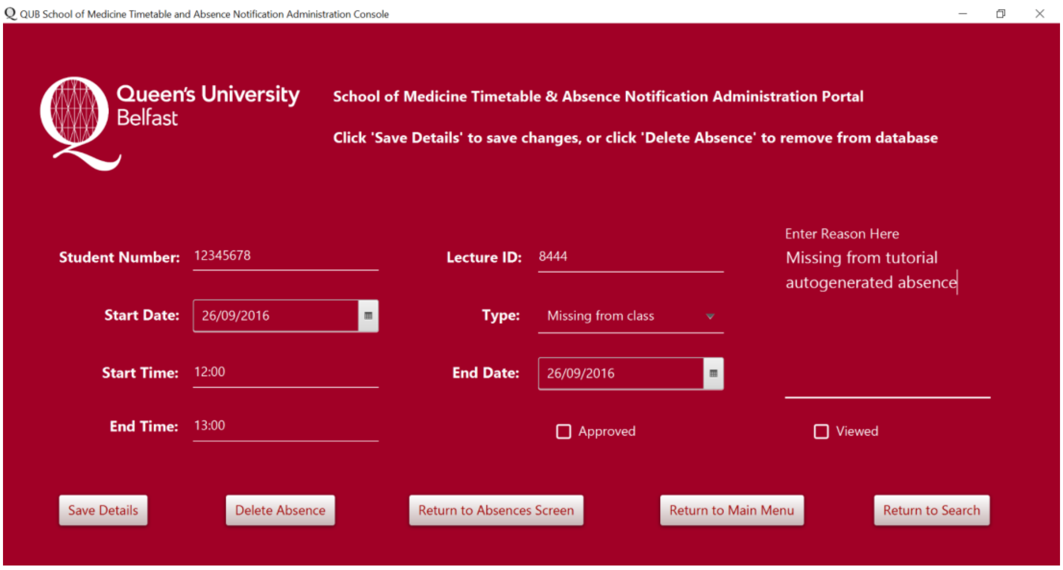


Figure 50

8.2 Uploading a single absence to the database:

To upload a single absence to the database the user will need to click on the 'Upload single Absence to Database' button on the Absences Menu. Once the user has clicked on this button a new screen will populate (See Figure 51) with a series of text fields for the new absence's information to be inputted. There are nine different types of data that the user will be able to input for each absence: **Student Number, Start Date, Start Time, End Time, Lecture ID, Type, End Date, Approved** and **Reason.**

Two fields (**Student Number** and **Start Date**) cannot be left blank otherwise the user will see an error message populate within a pop up window. Once the user has finished writing in the absence details they can save the absence to the database by clicking on the 'Upload Absence' button. If the user has made a mistake they can also click on the 'Clear' button to remove all text from the fields to start over again.

Once the absence is successfully added to the database a pop up window will appear advising the user that the absence has been logged and is now stored within the database (See Figure 52 below).

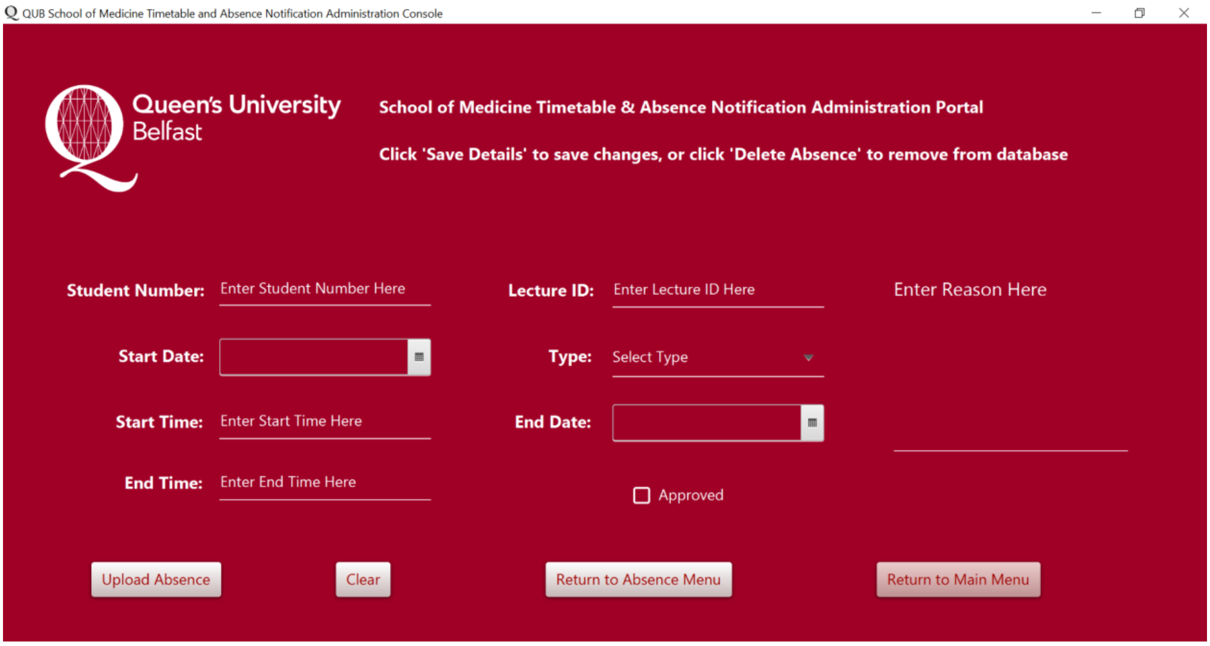


Figure 51

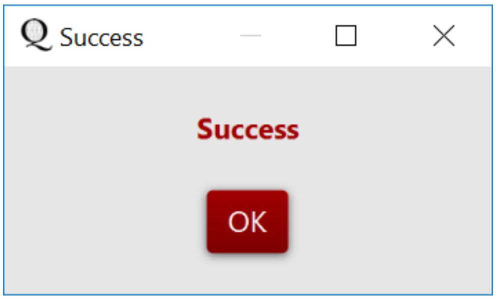


Figure 52

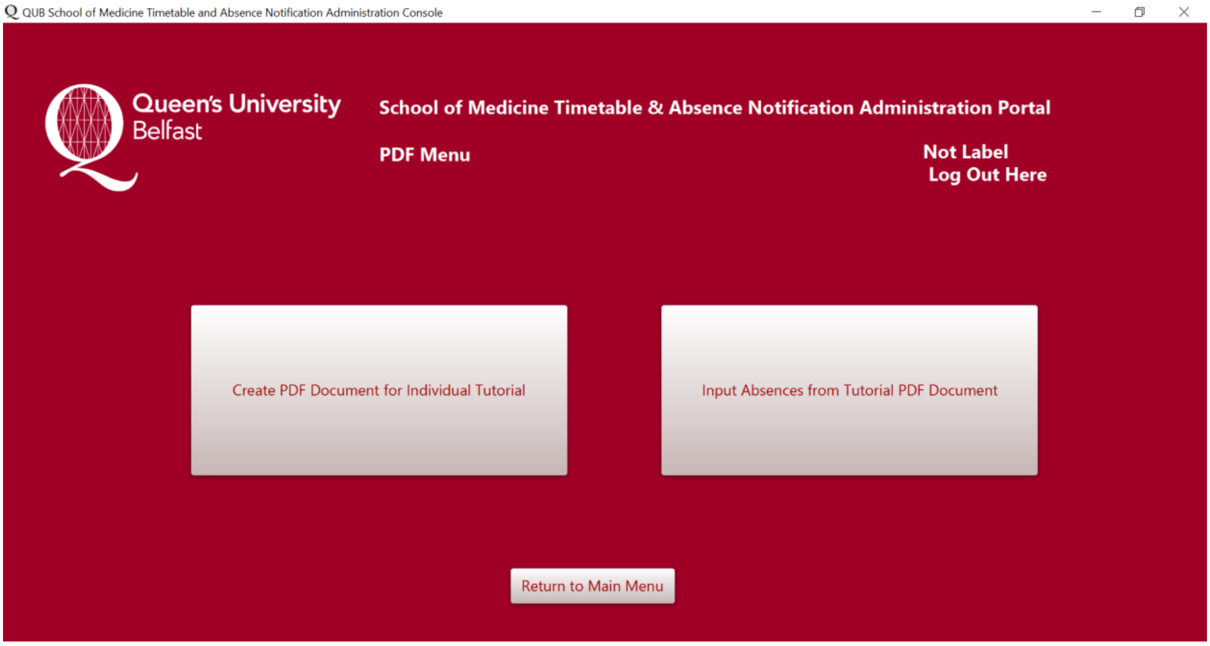
8.3 Absence Trends & Analytics

This section, although the button exists, has not been developed yet to confusion over the requirements, and what precise trends are needed whilst monitoring absences. The intention is for this section to be implemented in a future patch, future release, or failing that, a future project in the upcoming years.

9. PDF Menu

9.1 Creating a PDF Document for Individual Tutorials

Once the user clicks on the 'PDF' button on the Main Menu, they will be redirected to the PDF Menu, as displayed in Figure 53:



From this menu, the user will click on the 'Create PDF Document for Individual Tutorial' button, and a new screen will become populated, consisting of six text fields: **Staff, Module, Date, Year, Week** and **Start Time.** The screen also contains a table that is used to display tutorials (See Figure 54 below as reference). To create a PDF document, fill in the all of the necessary text fields above, and click the 'Search' Button. This will populate a list (or perhaps single) tutorial within the empty table (See Figure 55 below). Select one of the tutorials from the table list and click the 'Generate PDF Button. This will create a PDF document of the tutorial with the name of the Lecture, the Lecture ID, Staff Member who is responsible for the tutorial and a list of the students are expected to attend the tutorial. It will also display all of the tutorial information above the text fields.

The PDF document would then allow the lecturers holding tutorials to take note of all student absences, and would be able to log any absences in these tutorials by clicking the 'Input Absences from Tutorial PDF Document' button, which will be discussed next.

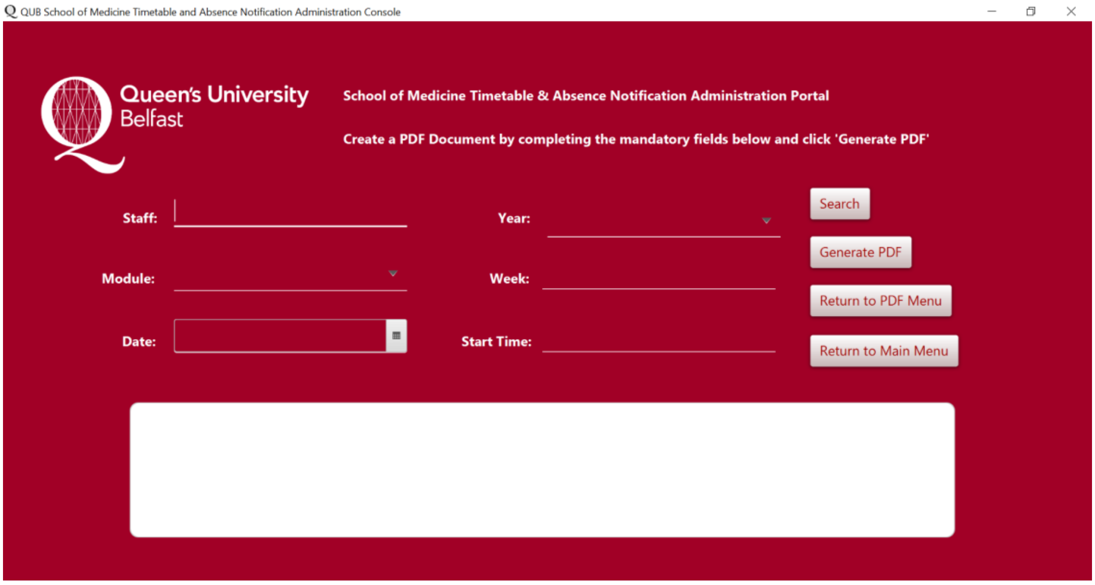


Figure 55

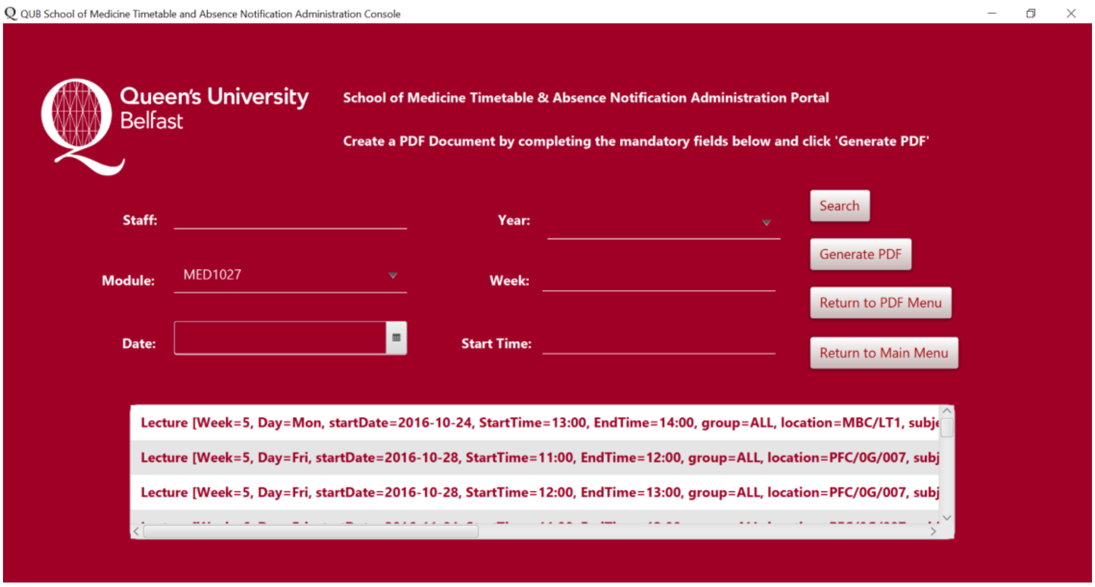


Figure 56

9.2 Inputting absences from tutorial PDF document into database:

On the PDF Menu, click the 'Input Absences from Tutorial PDF Document' button. This will populate a screen with one text field, **Lecture ID**, and a blank table (See Figure 57 below). To input absences from the PDF document and save them as absences in the database, input the tutorial ID that will appear at the top of the PDF document, and click the 'Change Lectures' button. The table will then become populated with a list of the students from that tutorial each with a checkbox beside one another (See Figure 58 below). Tick the students who are listed as absent on the spreadsheet and then click the 'Log Absences' to log absences against the specified students in the database.

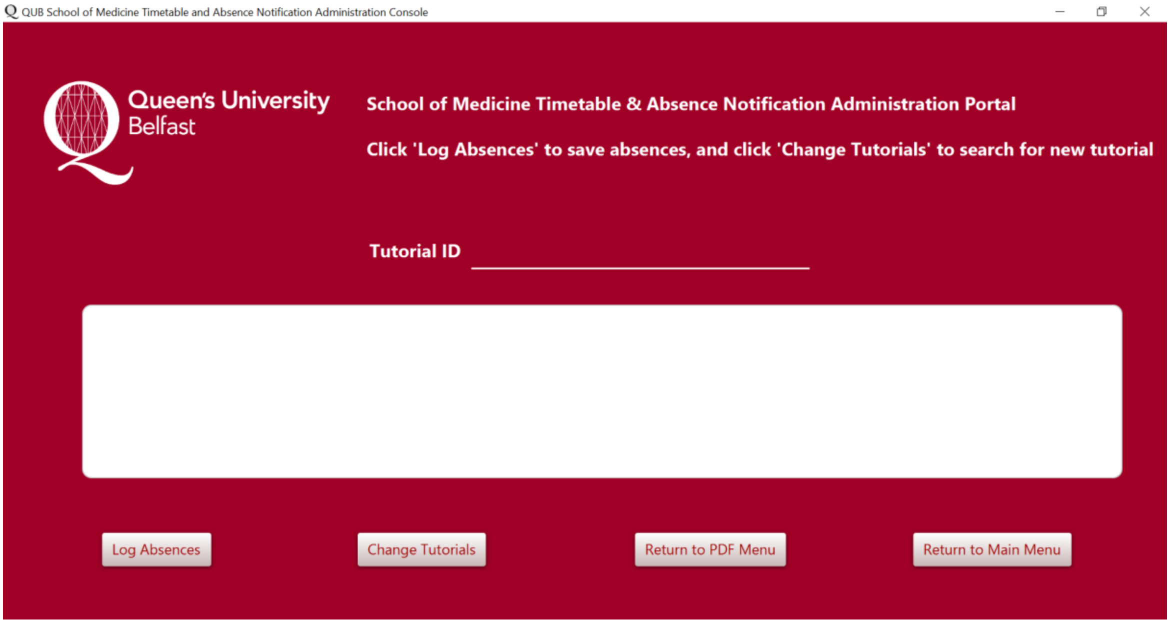


Figure 57

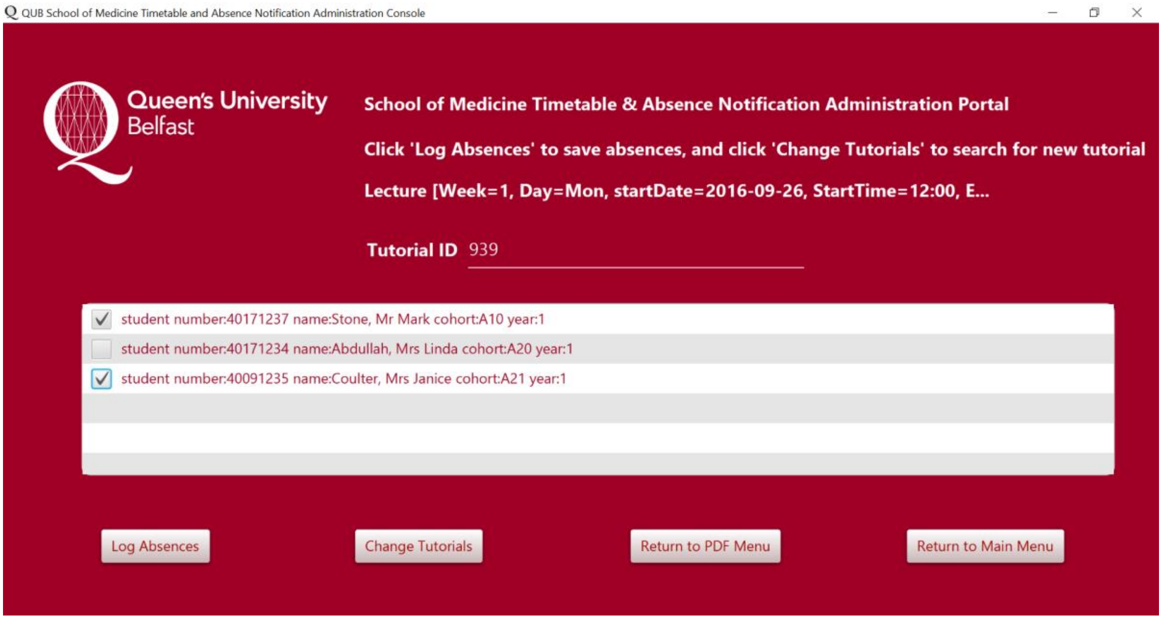


Figure 58

10. Staff Administration Menu

10.1 Uploading a spreadsheet of staff members to the database:

Once the user clicks on the 'Staff Administration' button on the Main Menu, they will be redirected to the Staff Menu, as displayed in Figure 59:

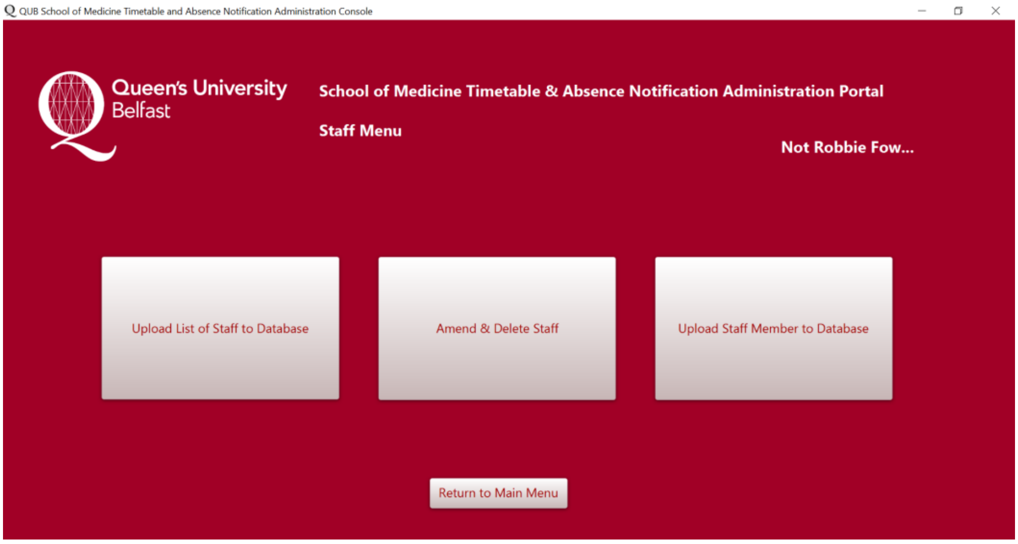


Figure 59

To upload a spreadsheet of staff to the database the user will first click on the 'Upload List of Staff to Database' button. This will populate the screen seen in Figure 60:

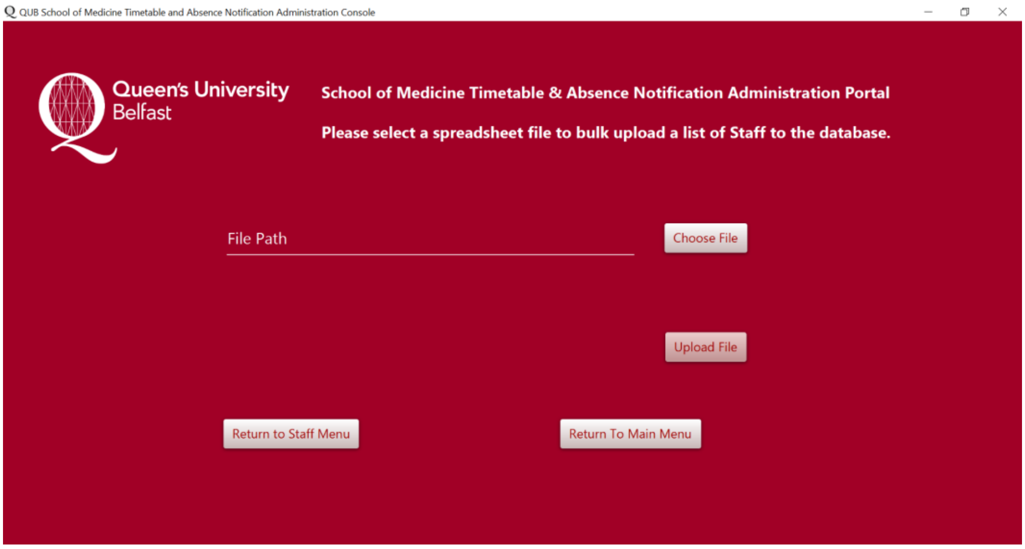


Figure 60

To upload a spreadsheet with all relevant staff data to the database, the user will click the 'Choose File' button. This will populate a file chooser dialog window on screen. The user will then locate the spreadsheet of staff members that they are looking to upload within their computer/laptop's hard drive, and click 'Open' when they are ready to submit the file. Once the user is satisfied they have selected the correct file, they can then click on the 'Upload File' Button, and will receive a pop up window confirming that the spreadsheet of staff members has been successfully uploaded (See Figure 61).

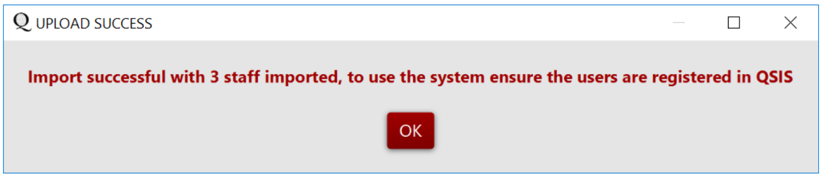


Figure 61

IMPORTANT NOTICE:

Whenever uploading the spreadsheet to the database via the console, it is very important that the excel spreadsheet **has the exact columns and headers listed below in the below order:**

Column	Column Name
1	name
2	Staff Number
3	Level of Access

The level of access is related to three different staff types: **Administrator, Module Co-Ordinator** and **lecturer**. The current version of the administration console only supports **Administrators**, so any staff member who is added will need to have 'Administrator' as their Access Level. In addition to this, as can be seen from Figure 61 above, the user needs to be register on the console and on the QSIS system to be able to access the administration console.

It also extremely important to ensure that the Excel Spreadsheet is saved as a **CSV** file when uploading to the database to prevent an error pop up message appearing.

10.2 Searching for a member of staff to amend & delete their details:

Once the user clicks on the 'Staff Administration' button on the Main Menu, they will be redirected to the Staff Menu, as displayed in Figure 59 Above.

To search for a staff member within the database, to amend the staff member's details or delete the staff member altogether, the user will select the 'Amend & Delete Staff' button on the Staff Menu. Upon clicking this button, the user will be presented with three empty text-fields, which they can input data into to narrow the search for some specific staff member/staff. There are three different attributes that the user can search for staff: **Staff Number, Name** and **Access Level.** See Figure 62 below for reference:

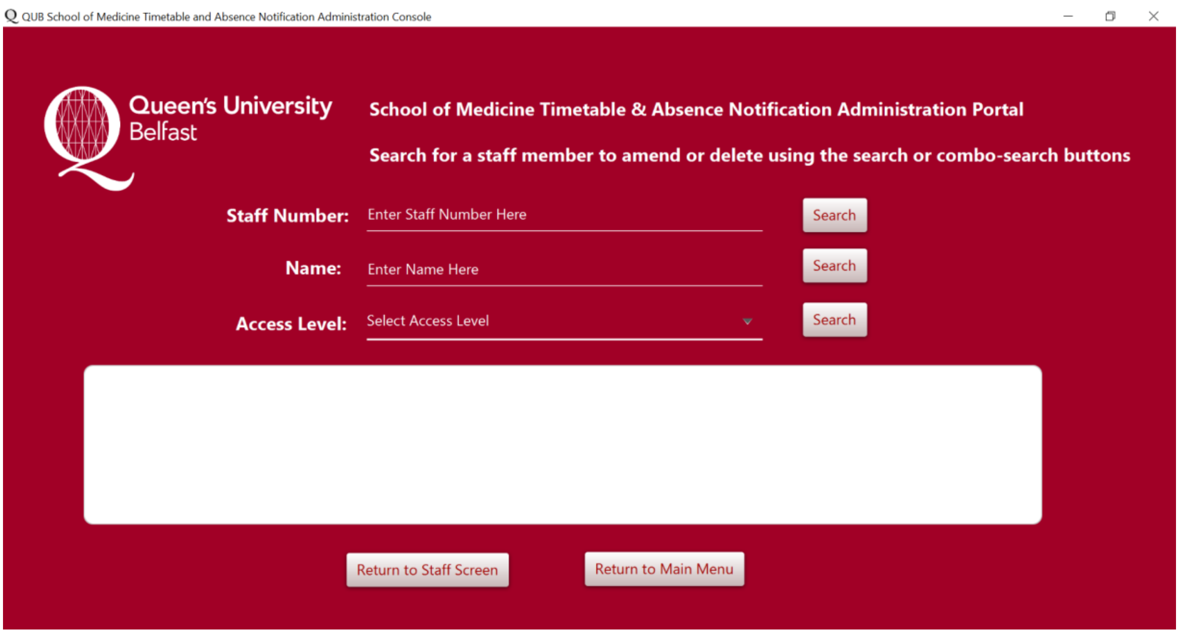


Figure 62

Once the user has filled in the search data they can click 'Search' to search for the specific attribute Once the Search button is clicked the user will be shown a list of staff members in the white table as seen in Figure 63 below.

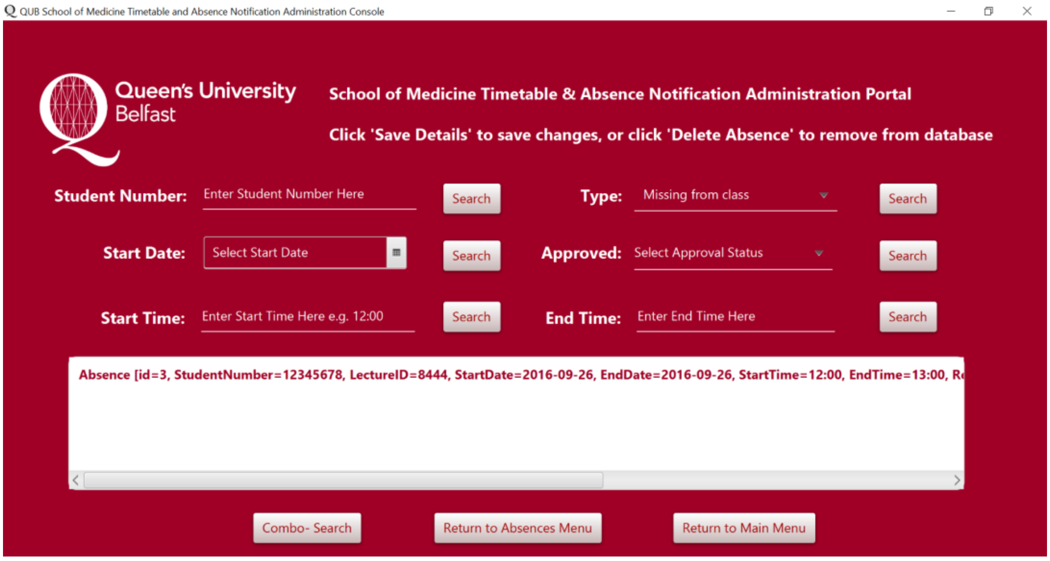


Figure 63

Once the user clicks on the cell within the table they will be presented with a separate screen that populates all the staff member's details (See Figure 64 below). The user can then update one or more of the staff member's details by replacing the text in the fields and clicking 'Save Details', or alternatively if they want to remove the staff member completely they can click on the 'Delete Staff Member' button. There is also a feature for returning to the previous page by clicking on the 'Return to Search' button.

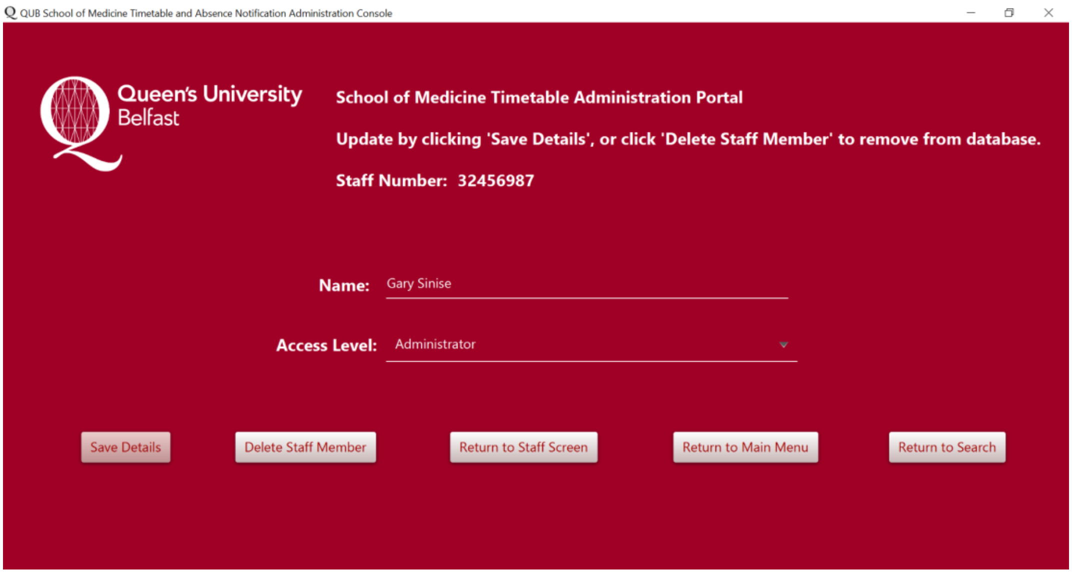


Figure 64

10.3 Uploading a single staff member to the database:

To upload a single staff member to the database the user will need to click on the 'Upload Staff Member to Database' button on the Staff Menu. Once the user has clicked on this button a new screen will populate (See Figure 65 below) with a series of text fields for the new staff member's information to be inputted into. There are three different types of data that the user will be able to input for each staff member: **Staff Number, Name** and **Access level.**

Of these fields, the **staff number cannot be left blank,** otherwise an error pop up window will appear on screen. Once the user has finished writing in the staff member's details they can save the staff member to the database by clicking on the 'Upload Staff Member' button. If the user has made a mistake they can also click on the 'Clear' button to remove all text from the fields to start over again. This feature could be particularly useful for adding new staff members, or granting temporary access to admin staff whenever the primary administrator is absence or on leave.

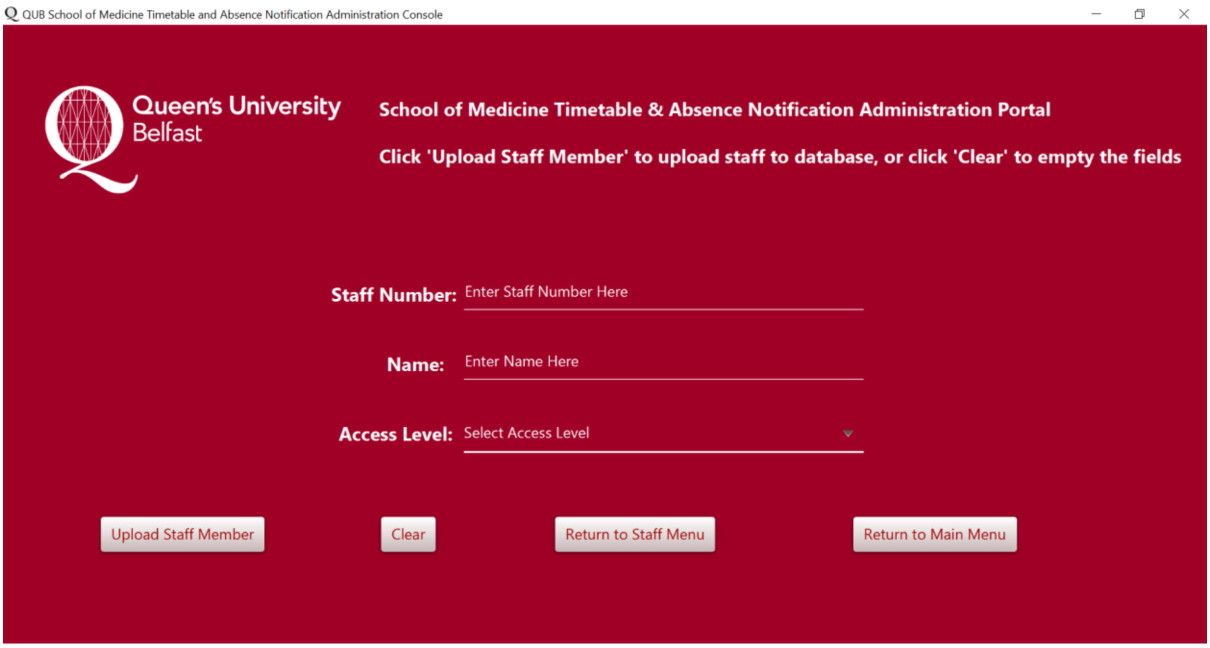


Figure 56

11. Note Uploads Menu

11.1 Uploading lecture notes to the database:

Whenever the user clicks the 'Note Uploads' button on the Main Menu they will be redirected to the 'Notes Menu' (See Figure 58 below for reference).

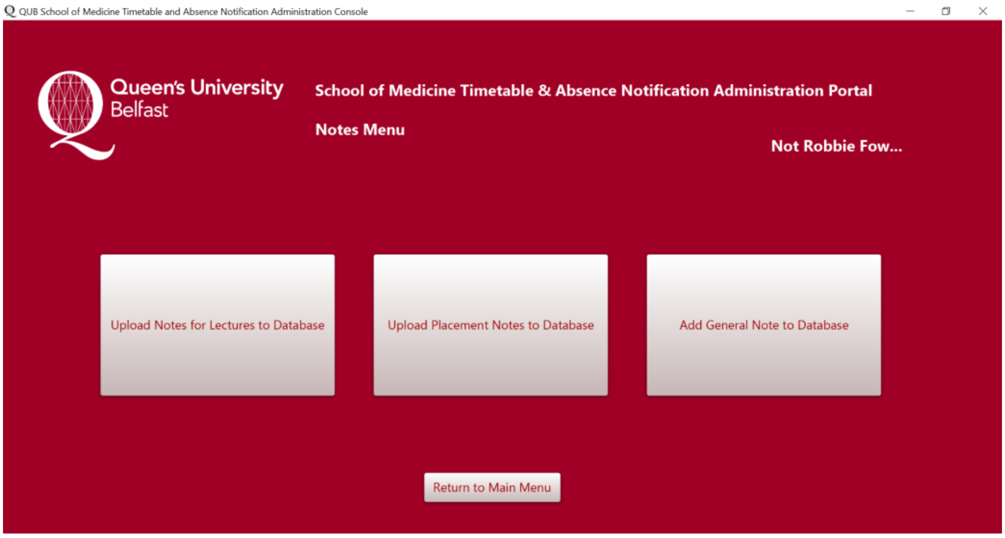


Figure 59

From this screen, the user will then click on the 'Upload Notes for Lectures to Database' button. This will populate a new screen with seven text field and an empty white table (See Figure 60 below for reference).

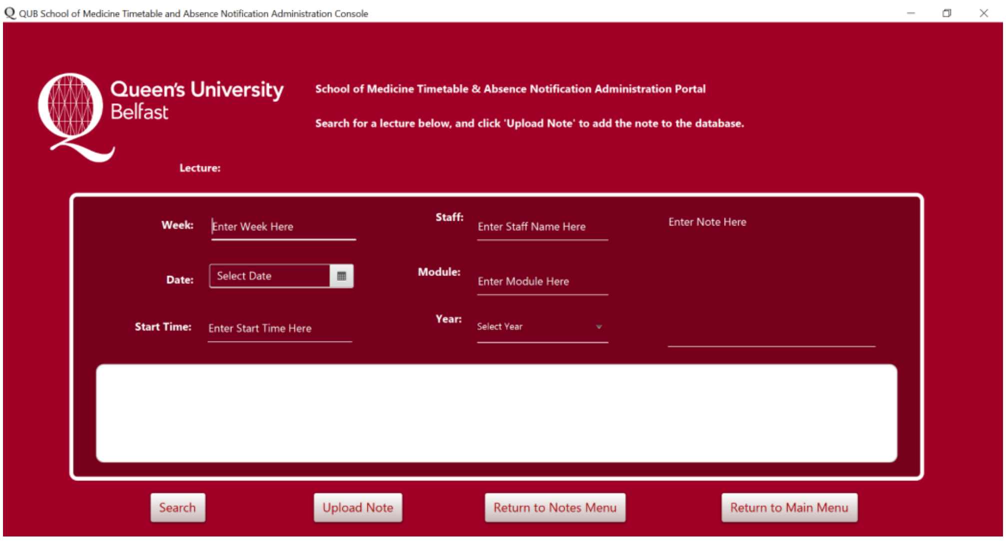


Figure 60

The user will firstly search for a note, by entering data into the corresponding text fields and clicking the 'Search Button' to populate the table with a list of lectures (See Figure 61 below).

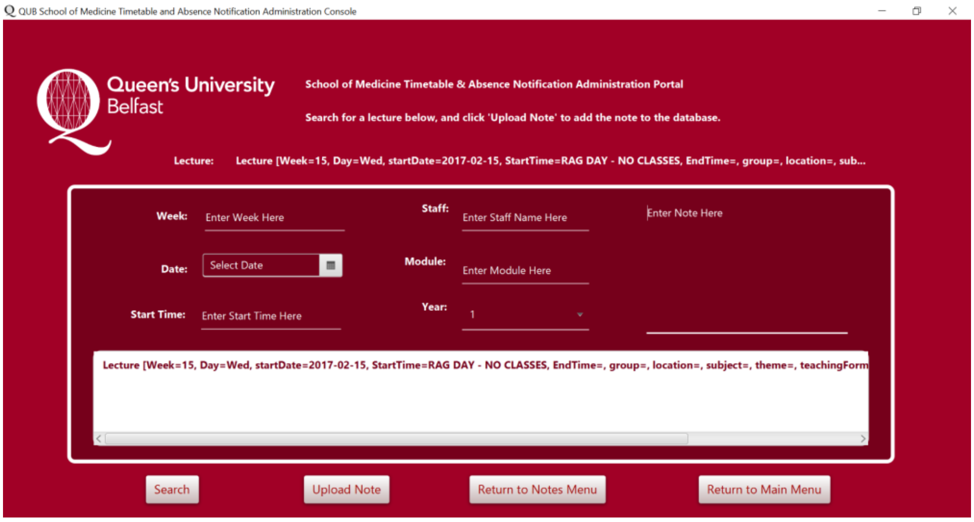


Figure 61

After this list is populated the user will need to select a lecture from the table, and after clicking the appropriate lecture, fill in the 'Enter Note Here' text field. After they have completed writing the note, the user will then click the 'Upload Note' Button, and the user will see a confirmation pop-up window advising that the note has been attached to the lecture (See Figure 62 below). This will now become visible on all the timetables for the students taking this specific class.

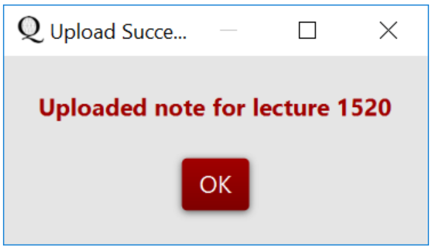


Figure 62

11.2 Uploading placement notes to the database:

From the 'Note Menu' the user will click on the 'Upload Placement Notes to Database' button. This will populate a new screen with five text fields, a date picker box and a combo type, along with an empty table (See Figure 63 below). These fields will be used to search for a placement within the database. The user will need to fill in all the necessary fields and click the ‘Search’ button when finished in order to populate the table with a list of placements (See Figure 64 below).

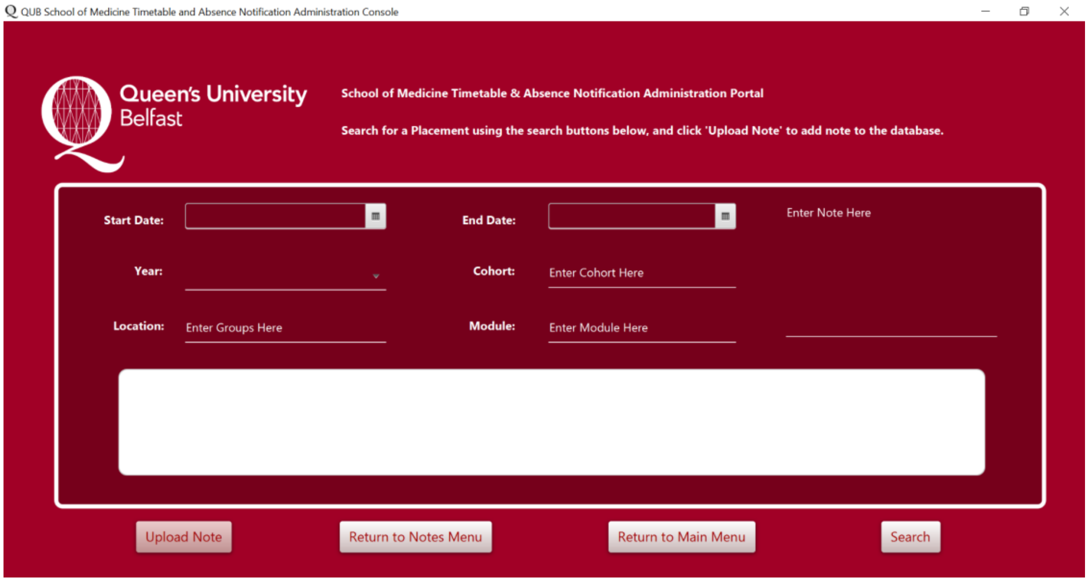


Figure 63

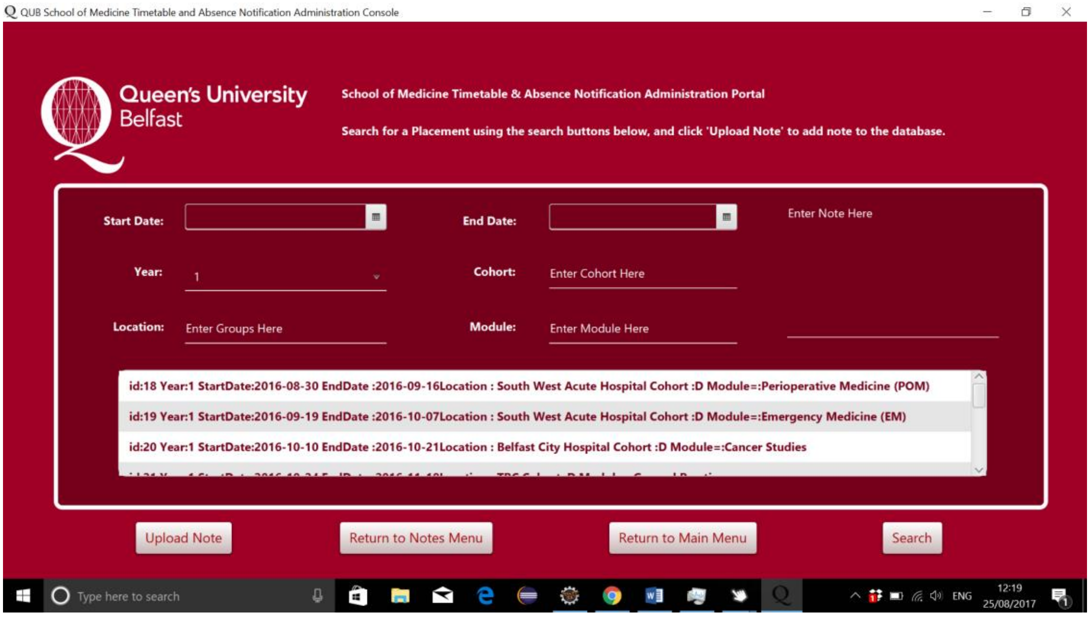


Figure 64

The user will then click on one of the placements from the table, and will then enter whatever notes they wish to attach to the placement in ‘Enter Notes Here’ text area. Once they are finished writing their notes, they can click on ‘Upload Note’ to upload the note for this specific placement to the database, so that it will become visible in the timetable application for all students who are participating in this placement. A pop up-window will also appear on screen to confirm for the user that the placement note has been successfully added (See Figure 65 below).

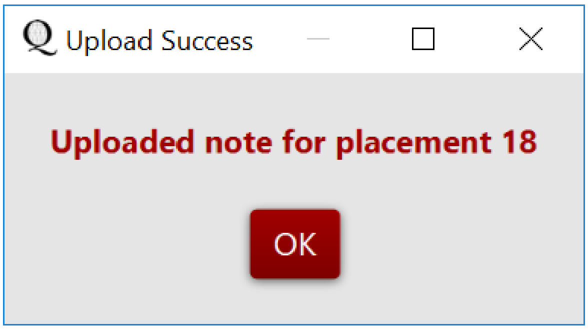


Figure 65

11.3 Uploading general notes to the database:

General Notes are notes that will appear in all student's personalized timetables, as they are not linked with any lecture or placement, but are rather notes aimed at passing out instructions to entire year groups.

From the 'Notes Menu' the user will click on the 'Add General Note to Database' button. This will populate a screen with two rectangles: one called **"Search and Amend Existing Notes"** and the second called **"Add New Note to Database"** (Which we will discuss in Chapter 11.4). See Figure 65 below for reference:

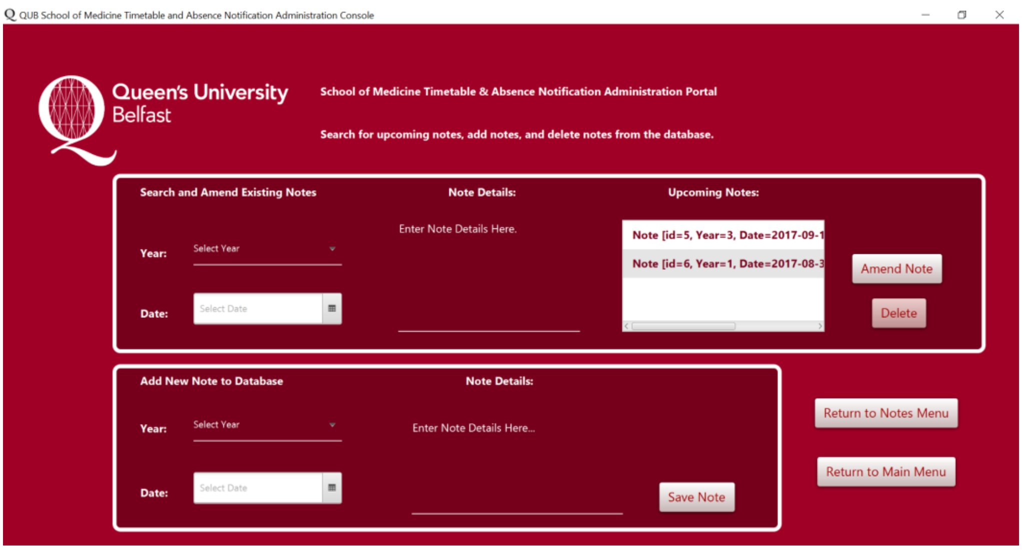


Figure 65

In the first rectangle, "**Search and Amend Existing Notes**" the user will see a small table with a list of notes with upcoming dates. The user can double click the note they want to change in the table and enter new note details in the 'Note Details' text area, before clicking the 'Amend

Note' note to save changes to the note within the database. Once the note is saved the user will see a pop-up window appear on screen confirming that the note has been changed (See Figure 66 below):

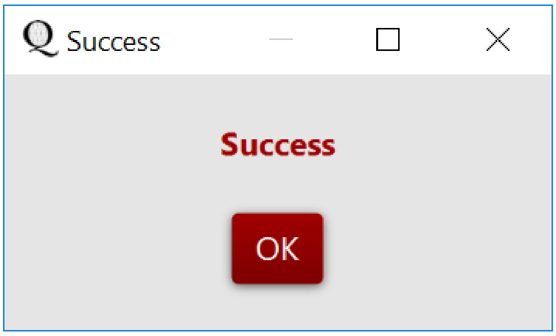


Figure 66

It is also possible to search for an upcoming note by clicking on by selecting from the 'Year' and 'Date' fields and clicking the 'Search' button.

11.4 Amending general notes within the database:

On the 'Add General Note to Database' screen the second rectangle is for '**Add New Note to Database**' which allows the user to upload General notes to the database instead of amending existing ones. To upload a general note, the user will need to select a year group to display the note to from the 'Year' dropdown, and select the 'Date' for the note to be displayed (See Figure 67 below).

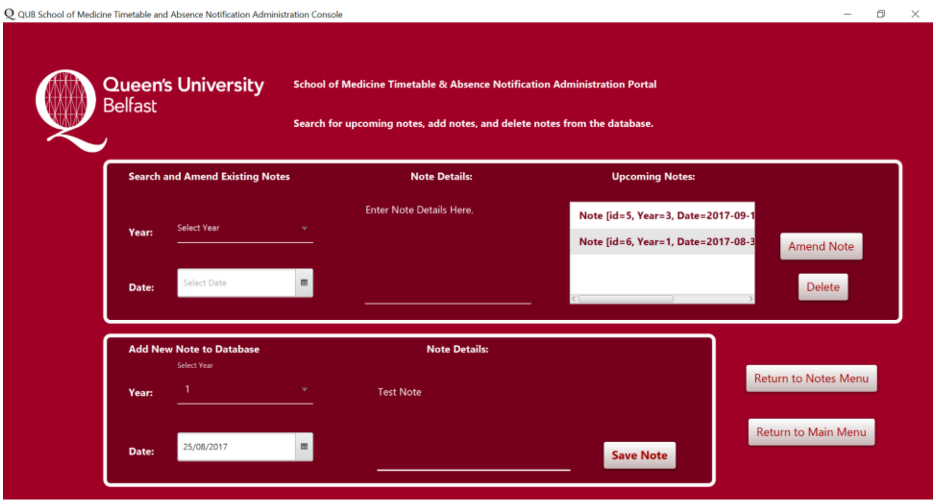


Figure 67

After this the user will input a note into the 'Enter Note Details Here' text area, and click on the 'Save Note' button to save the new note to the database. The user will be presented with a confirmation pop-up window to confirm the note has been successfully saved (See Figure 68 below).

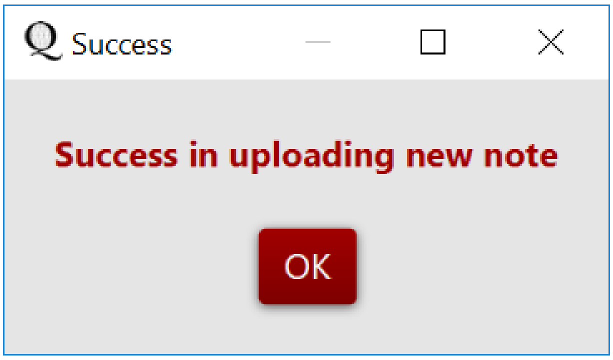


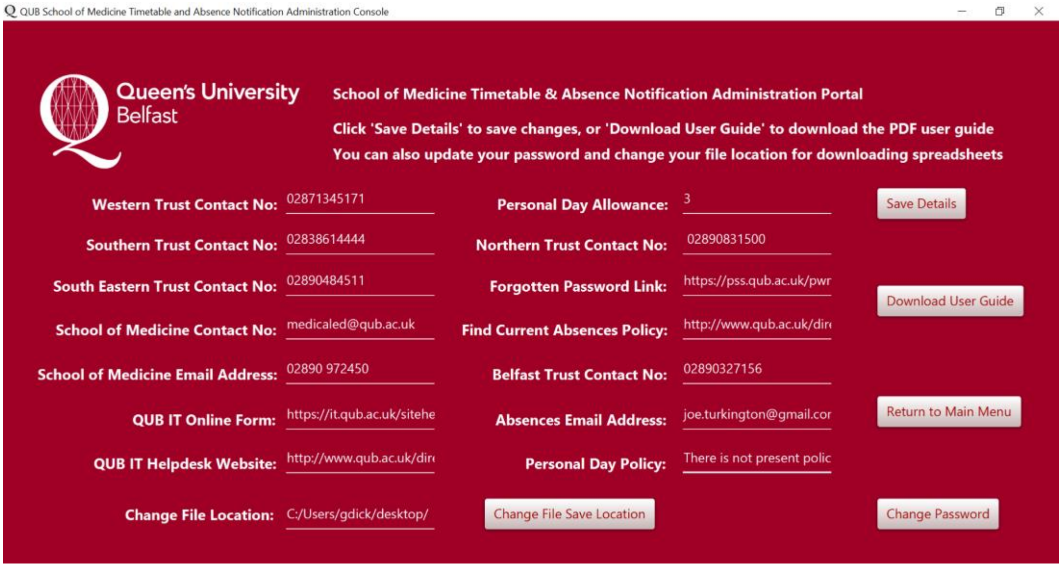
Figure 68

The note will now be displayed to the selected students in the timetable section of their application once the selected date arrives. Again this is a useful feature more for conveying information to an entire year of Medical Students than a specific cohort or group.

12. Settings & Help Menu

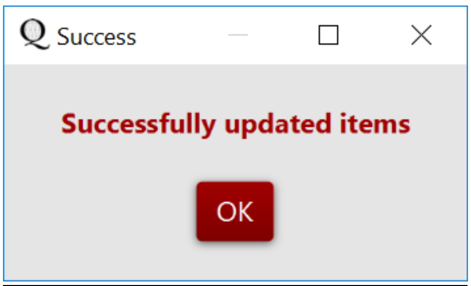
12.1 Updating Contact Information and Website Links within the application:

On the Main Menu, once the user clicks the 'Settings & Help' button they will be presented with a screen with a large series of text fields containing contact numbers, email addresses and website URL's (See Reference 69 below).



Reference 69

These fields contain all of the contact information that is displayed in the student application underneath the '**Contact**' section. This is a useful feature as if a number or email address is changed, or say the absence policy is updated, the administrator can simply go to this menu, override the text in the relevant field and click 'Save Details' in order to update the information both on the database, and on the student's application. The user will receive a confirmation pop-window to confirm when the changes have been saved (See Reference 70 below).



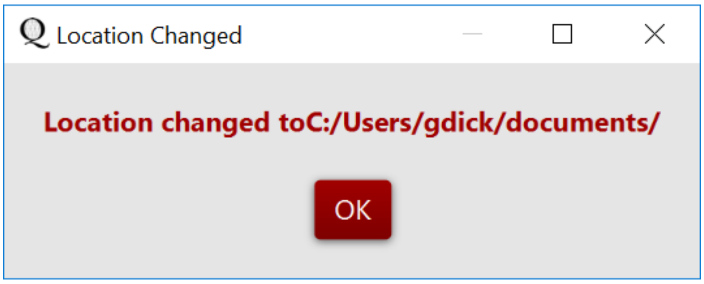
Reference 70

12.2 Changing Password:

On the 'Settings & Help' menu, the user can update their password by clicking on the 'Change Password' button (See Reference 69 above). As this password is your Qsis password, you will need to arrange this through the Queen's University Belfast website.

12.2 Changing File Save Location:

On the 'Settings & Help' menu, the user can update the file location that documents are downloaded to on their computer by writing the new file path into the 'Change File Location' text field. A typical example of a file path would be 'C:/Users/user1/Documents/'. Once the user has entered the file location correctly they can click the 'Change File Save Location' button (See Reference 69 above) to update the location. This will mean that any of the spreadsheets downloaded from the Student, Lecture, Placement, Room and Staff menus will now appear in the new location you have entered in the field. A pop-up window will also populate on screen to confirm the file location has been updated, as seen in Reference 71 below:



Reference 71

12.4 Downloading the User Guide:

On the 'Settings & Help' menu, the user can download this user guide by clicking the 'Download User Guide' button (See Reference 69 above) so that they can navigate the user interface of the administration console with confidence and ease. If any changes are made to the administration console, the user guide should be updated accordingly, and the new version number and date of completion should be inserted on the cover letter at the beginning of the guide.