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# User Manual

# RED

# STUDENT ENROLMENT

# SYSTEM

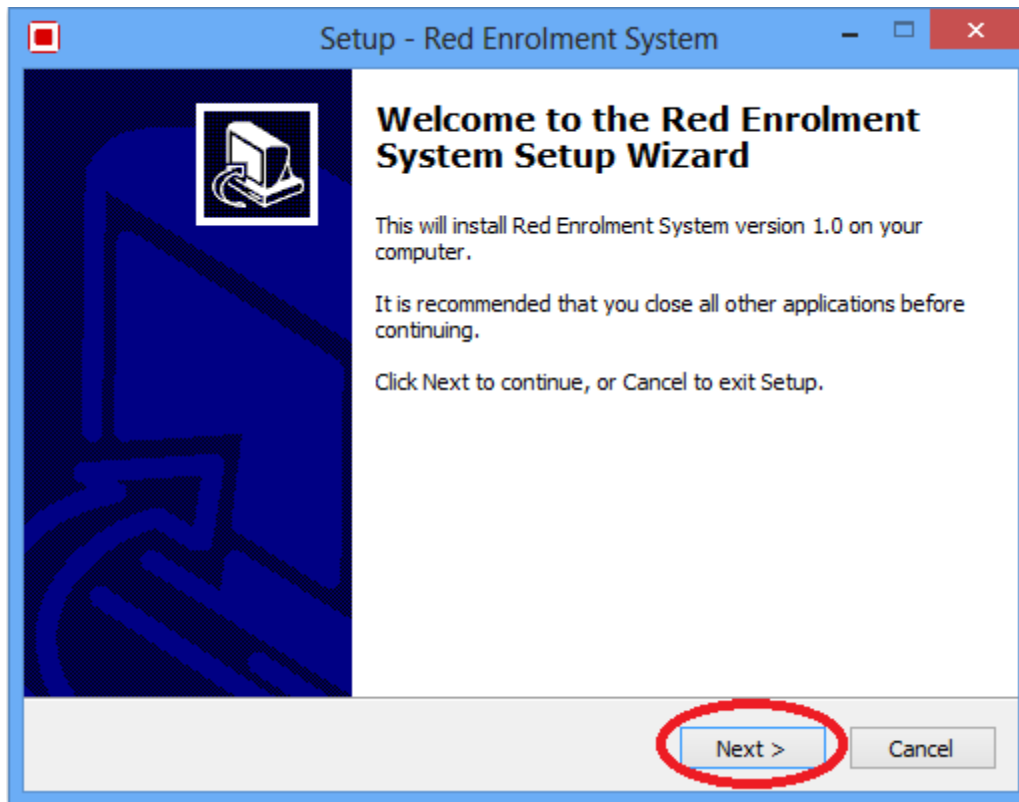
**ABSOLUTION DEVELOPMENT GROUP**

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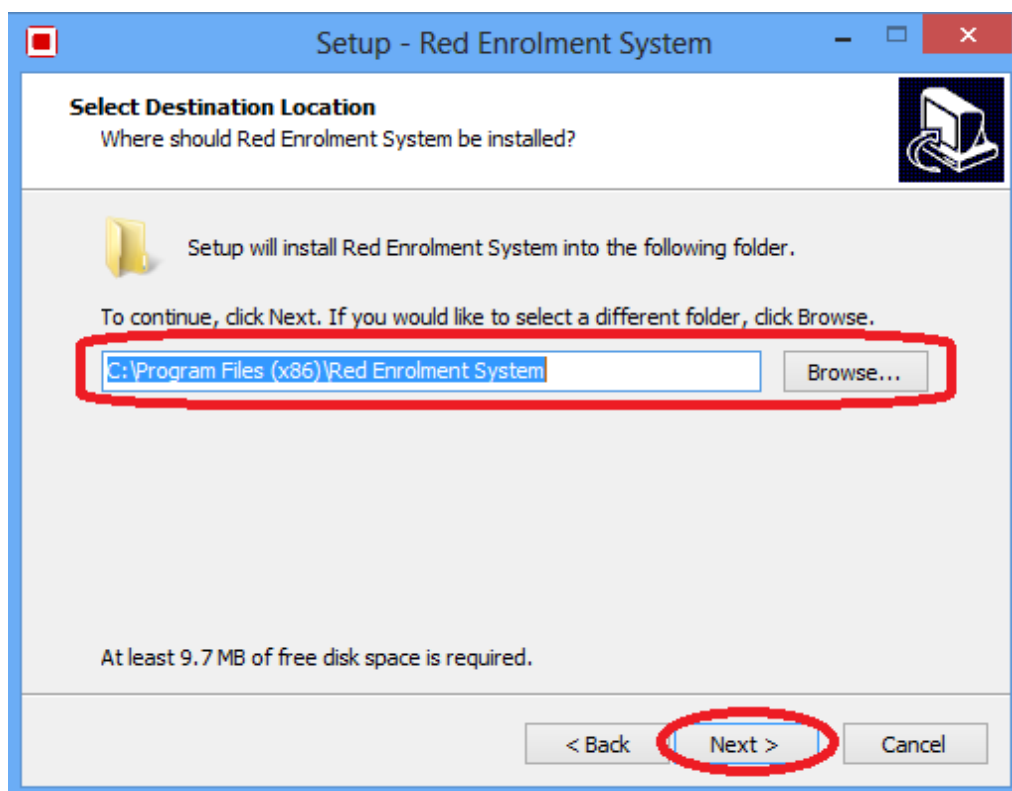
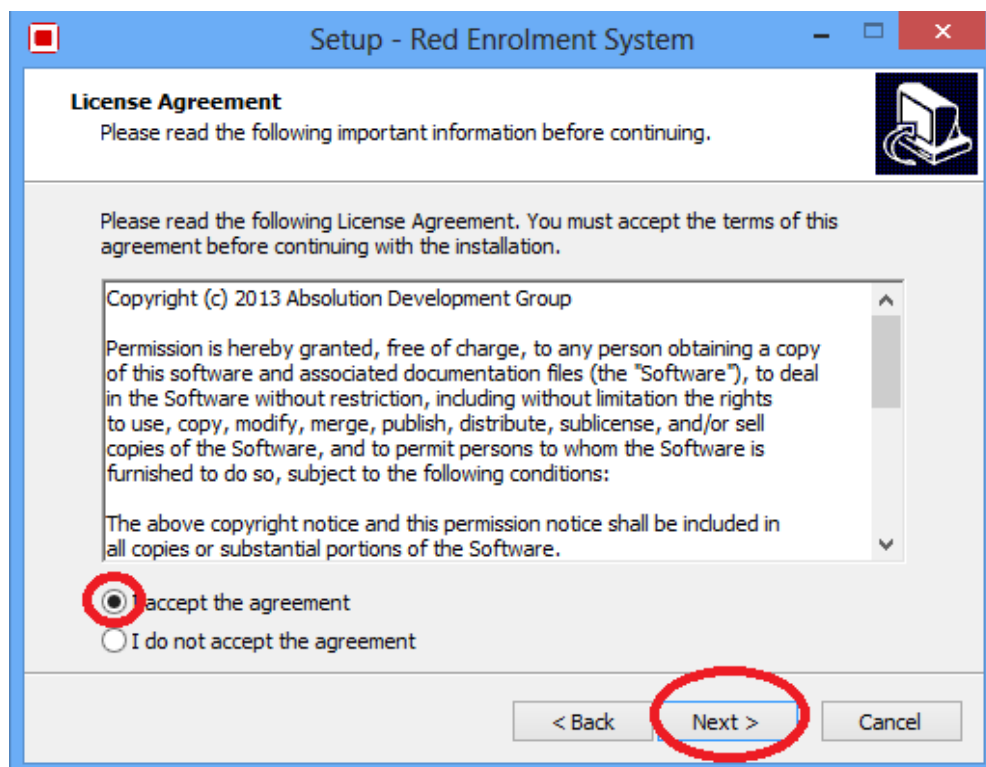
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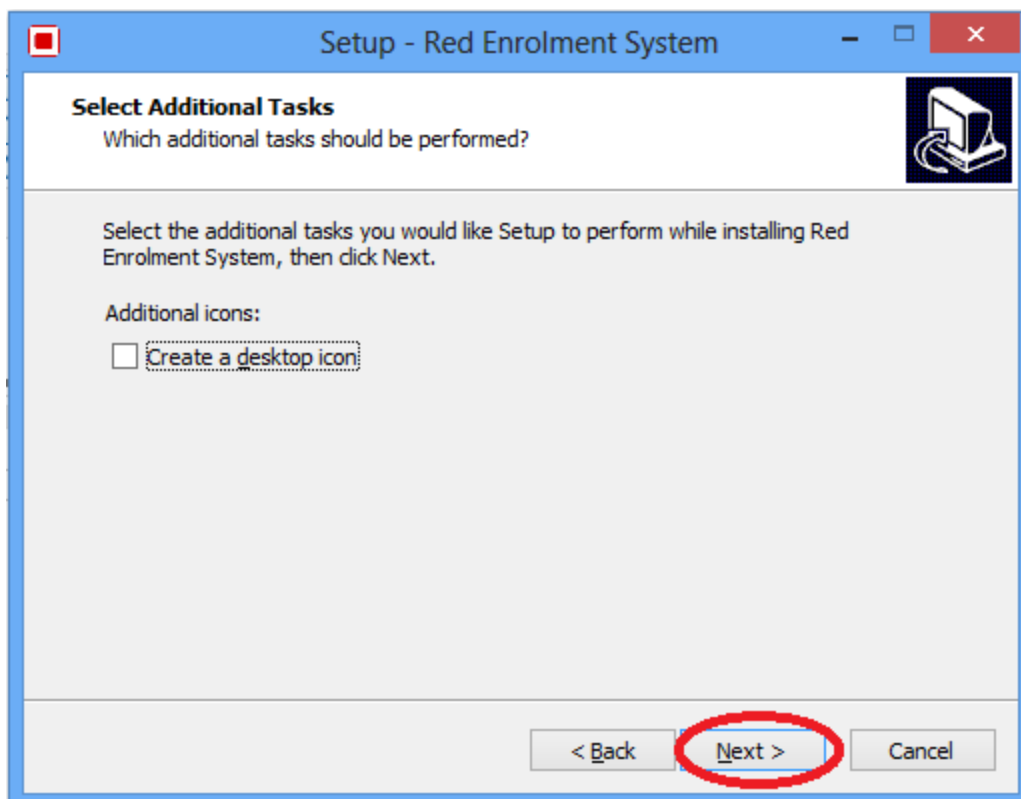
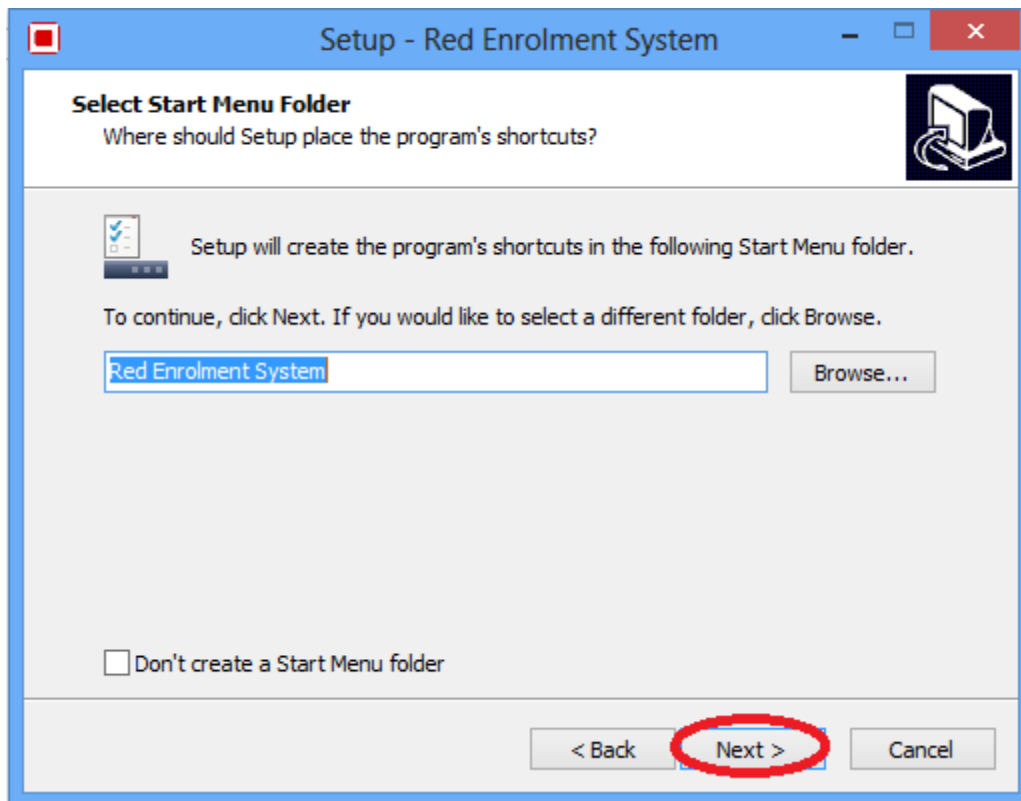
## INSTALLATION

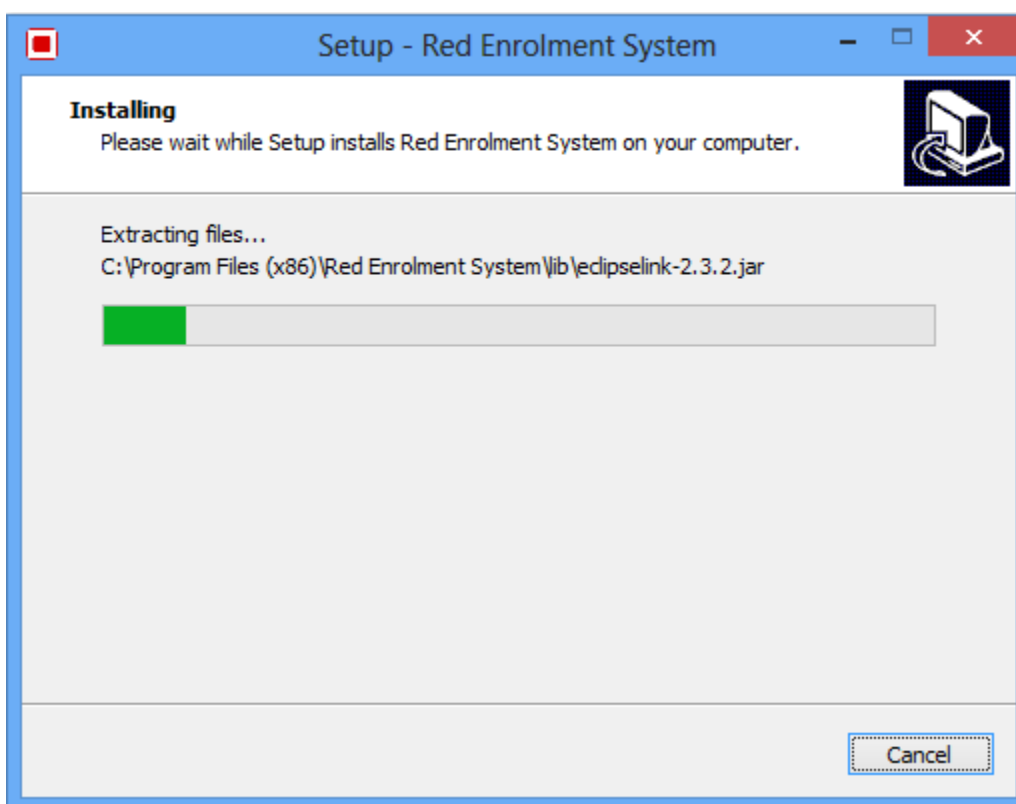
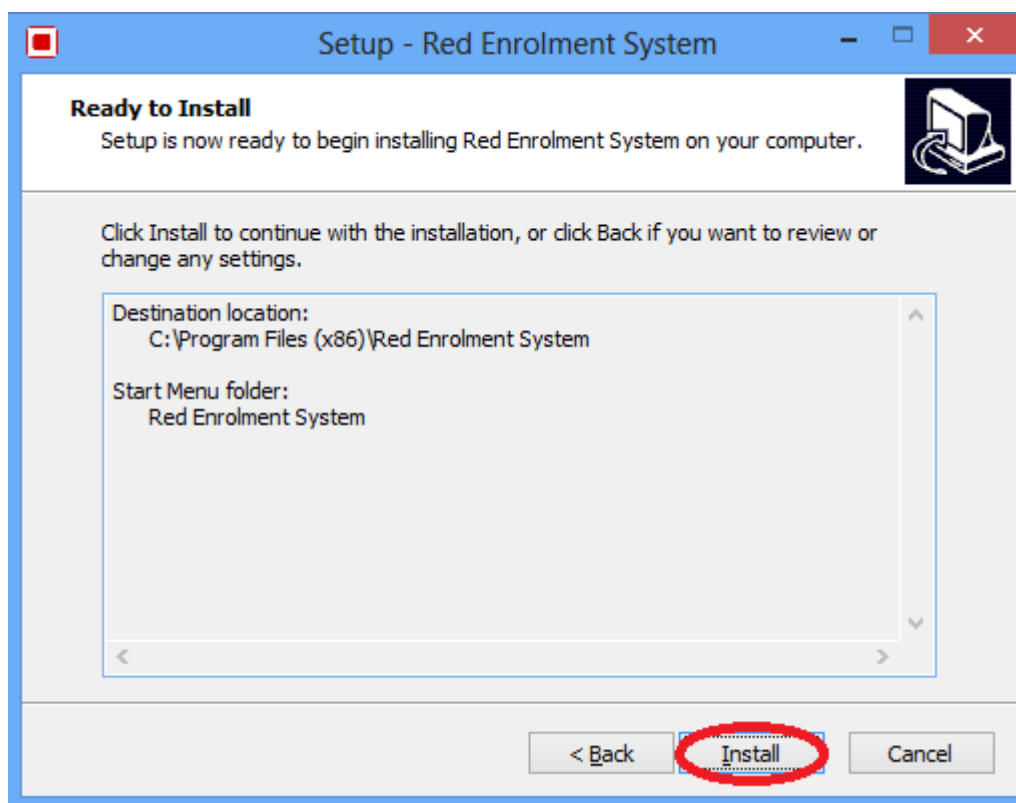
The following section offers a step by step guide to install the application. Double click "RedInstaller.exe" to open the installer and follow the screens below:

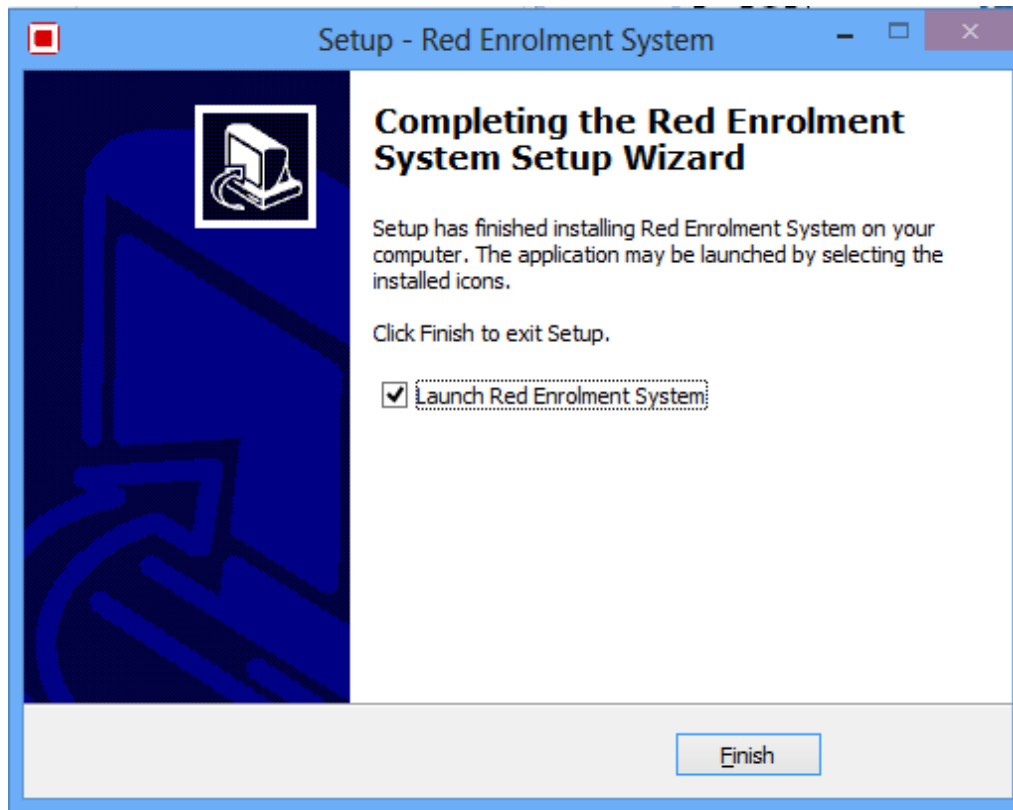


Click next to go to next screen









Click finish to launch the application.

## USER TYPES

RED accepts three types of predetermined user types: Student, Faculty Member, and Administrator. Each user type has its own set of functionalities as well as some shared features which are broken down as follows:

Shared General Features:

- Log-in
- View/Edit Personal Info
- Personal Messages
- Glossary
- FAQ
- Log-out

The STUDENT user type has following separate functionalities:

- Browse Course List
- Add/Drop a Course
- View Time Table
- View Current Enrolment
- View Degree Information

The FACULTY MEMBER user type has following separate functionalities:

- Uploading Scores
- Making Special Approvals
- View Current Teaching Time Table
- Generate Course Report

The ADMINISTRATOR user type has following separate functionalities:

- Generate Enrolment Report
- Add new Users



## SECTION 1: GENERAL FUNCTIONS

### Log-in

The login page of RED is the portal gateway in accessing the functionalities available to each user type. User can login by entering the correct username and password and clicking on the “Login” button.

User will be authenticated and entered in RED according to the user type assigned to them. Student users do not have access to Faculty or Administrator member privileges and Faculty accounts do not see some features available in the Administrator account.

If you have entered the incorrect username/password, an authentication error will be displayed and you may try to login again. If you do not remember your password, click on the link below the Login button that says “Forgot Password?” and follow the instructions. You can exit the program by selecting “Exit”.

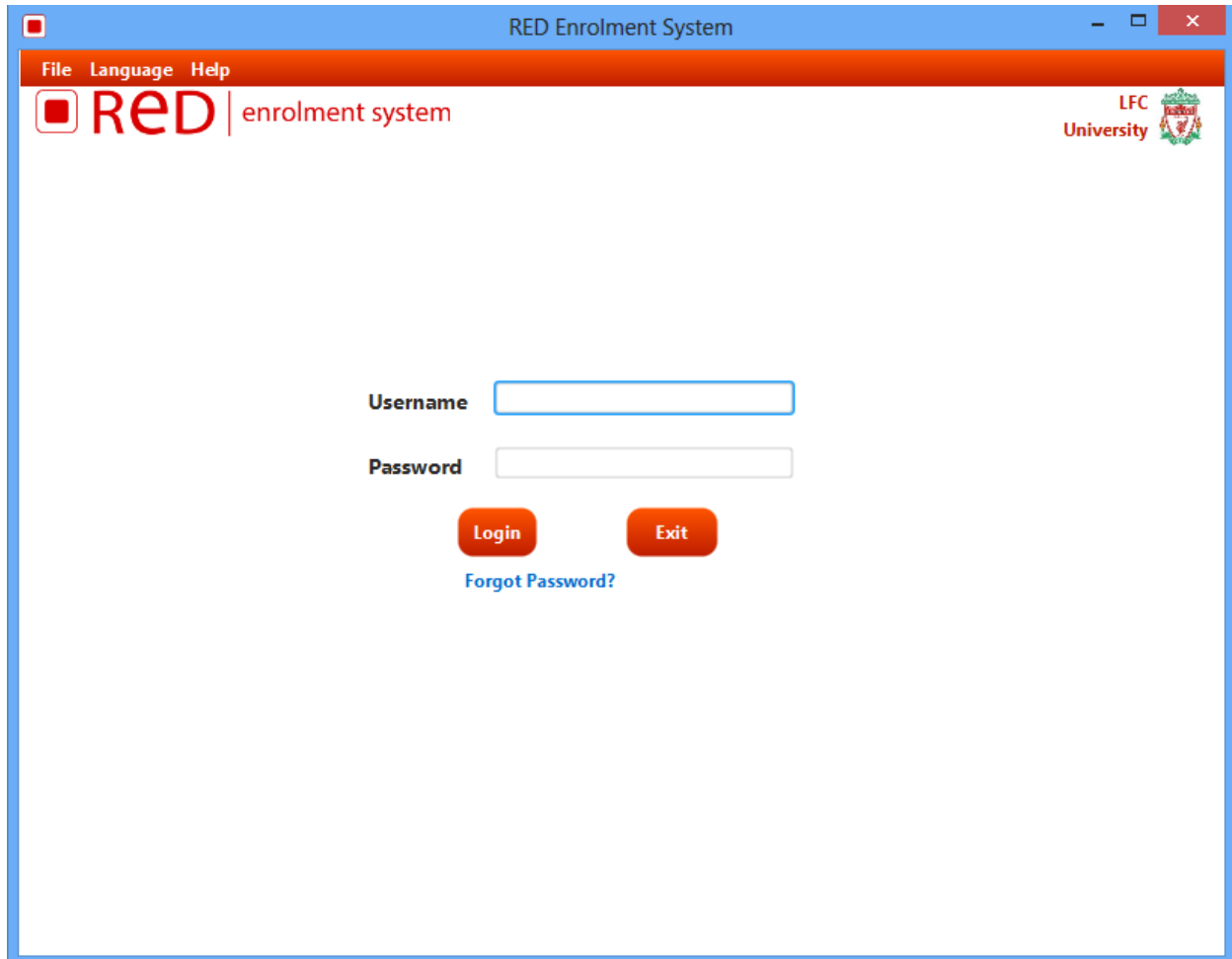
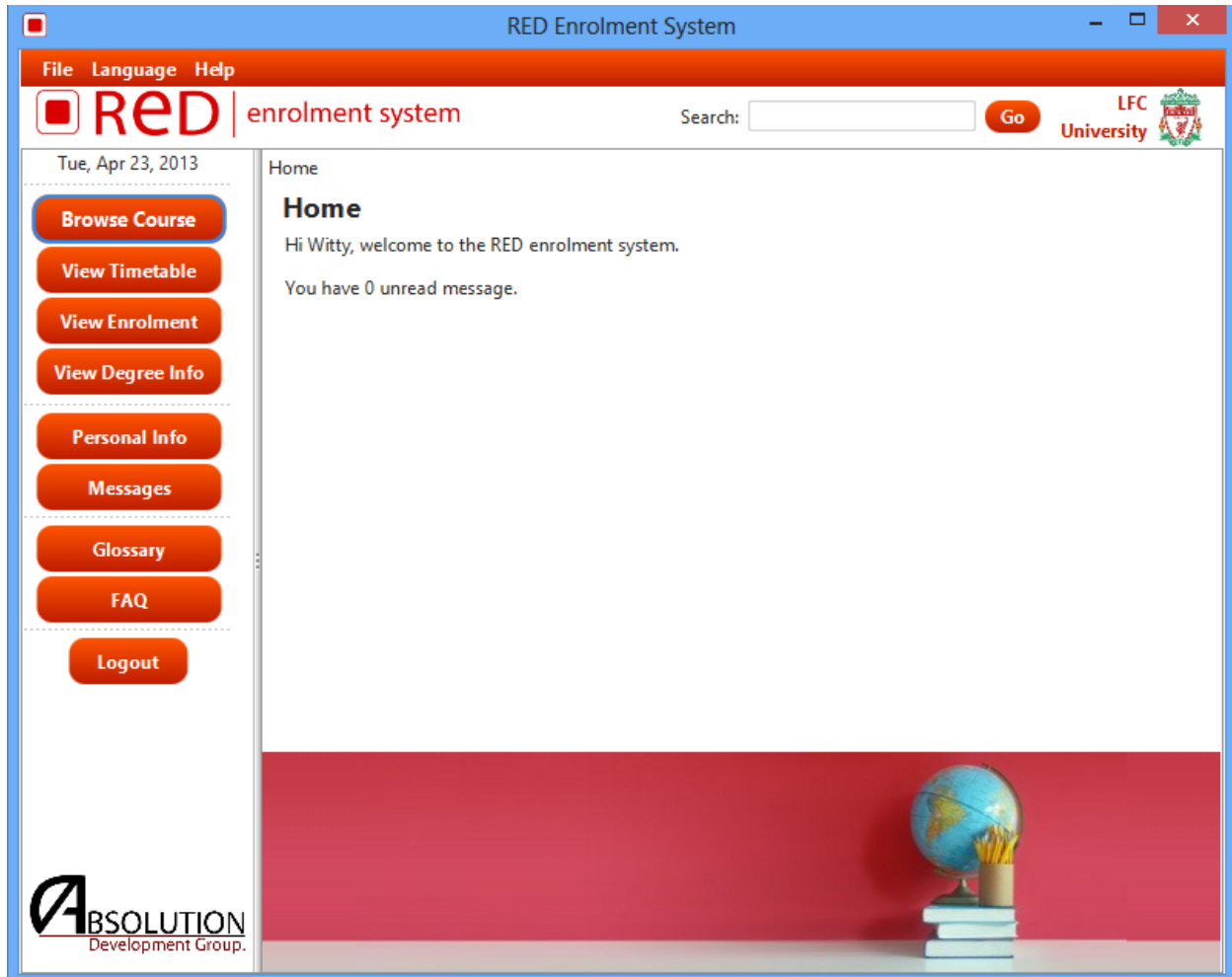


Figure 1 – Login page: Gateway to RED

## Home Screen



## View/Edit Personal Information + Change Password

Any user type can access their personal information and modify them once logged into the system. Select the "PERSONAL INFO" tab from the left hand side main menu and the page containing your information on the application database will be displayed:

Figure 2 – View / Modify PERSONAL INFO

You can change any of the given fields and click the “SAVE” button. Keep in mind that *all* of the fields are required and may not be left empty and that there are some restrictions on some of the fields. For instance, you are allowed only to enter a Canadian address in the following format:

- Province: Two letter alphabetical character
- Postal Code: A0A0A0 (where A refers to a single alphabetical character and 0 refers to a single digit)
- Phone: 10 digit only using numerical characters

In order to change your existing password, select the “Change Password” tab from the top inside “Personal Info” main tab. Passwords can be between 6-14 characters long with at least one numerical character.

Here you are required to enter your old (existing) password as well as a new password twice:

The screenshot shows a web browser window titled "RED Enrolment System". The interface includes a top navigation bar with "File", "Language", and "Help" menus. Below this is a header section with the "Red enrolment system" logo, a search bar, a "Go" button, and the "LFC University" logo. A sidebar on the left contains a list of navigation buttons: "Browse Course", "View Timetable", "View Enrolment", "View Degree Info", "Personal Info", "Messages", "Glossary", "FAQ", and "Logout". The main content area is titled "My Profile" and has a breadcrumb trail "Home > My Profile". It features two tabs: "Contact Info" and "Change Password", with the latter being the active tab. The "Change Password" form contains three input fields: "Old password:", "New password:", and "Re-enter new password:". Below these fields are "Save" and "Clear" buttons. The date "Tue, Apr 23, 2013" is displayed in the top left of the main content area. The "ABSOLUTION Development Group." logo is visible in the bottom left corner of the page.

RED Enrolment System

File Language Help

Red enrolment system Search:  Go LFC University

Tue, Apr 23, 2013

Home > My Profile

### My Profile

Contact Info Change Password

Old password:

New password:

Re-enter new password:

Save Clear

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Figure 3 – Change Password

## Personal Messages

All users have the option to view their personal messages and mark them as READ, UNREAD or DELETE a particular message. Once you are logged in, click on the “MESSAGES” tab on the left hand side main options menu, the view should look like this:

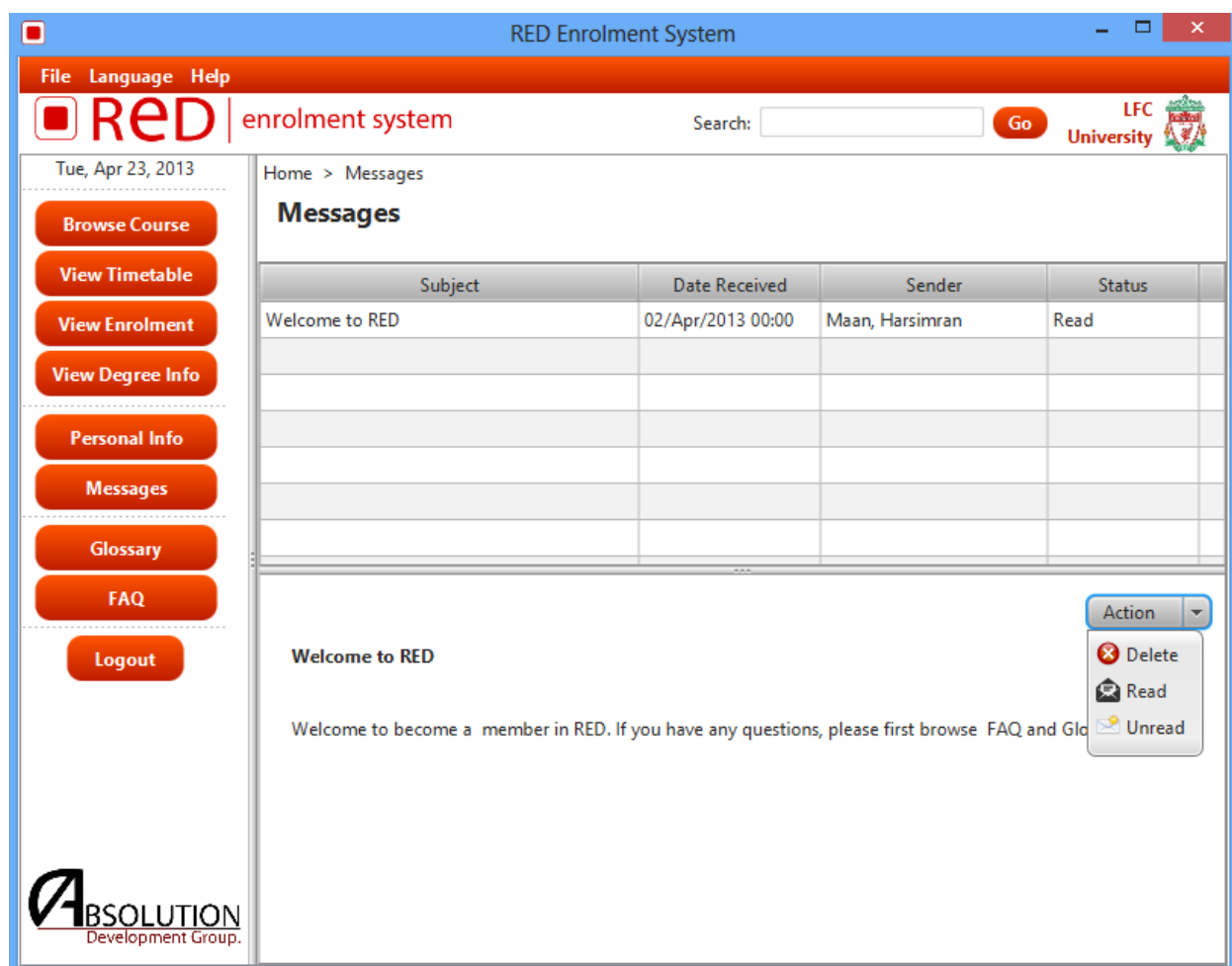


Figure 4 – MESSEGAS (Student account view displayed)

UNREAD messages are always displayed on top. You can sort the message list based on one of the given attributes (i.e. Subject, Date Received, Sender and Status). The list is by default in ascending order, clicking on the same attribute twice will rearrange the list in descending order.

Click on a message from the top list and the body of the message will be displayed in the bottom frame. You can use the “ACTION” button on top right and select one of the three options. You can mark a message as READ or UNREAD or choose to DELETE a message.

## Glossary

Every user has access to a “GLOSSARY” of terms feature for the most common terms used in the system. You can open this page by clicking on the “GLOSSARY” button on the left hand side of the application.

You can see the entire list of phrases in an alphabetical order displayed by default. You can also select a particular letter of alphabet from the top list of alphabet to shrink the list to terms starting with that letter.

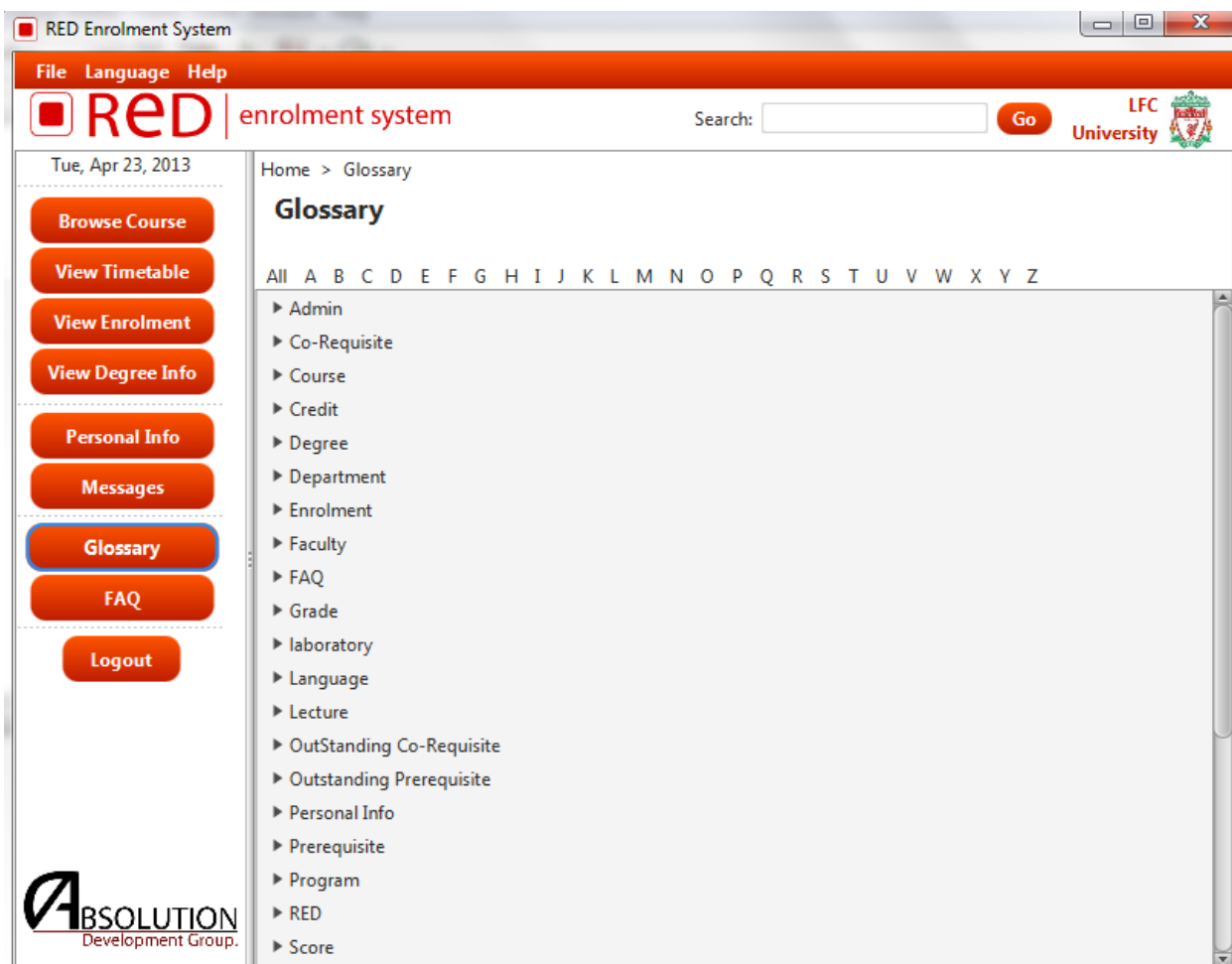


Figure 5 – GLOSSARY of common terms (Student account view displayed)

## Frequently Asked Questions (FAQ)

RED includes a list of Frequently Asked Questions (“FAQ”) to assist the user with answering some of the most common type of questions they may have. You can view this list by clicking on the “FAQ” button on the left hand side of the application:

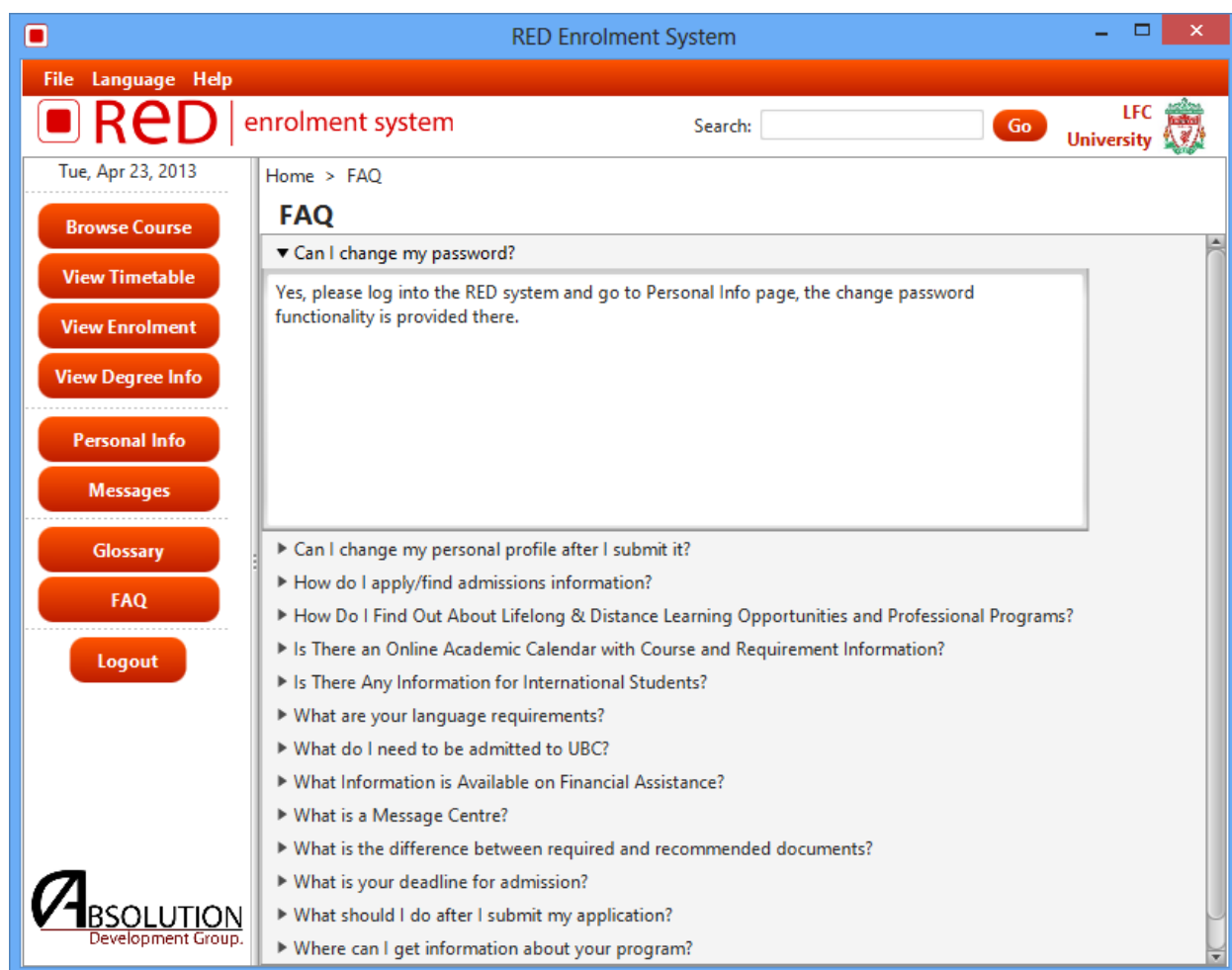
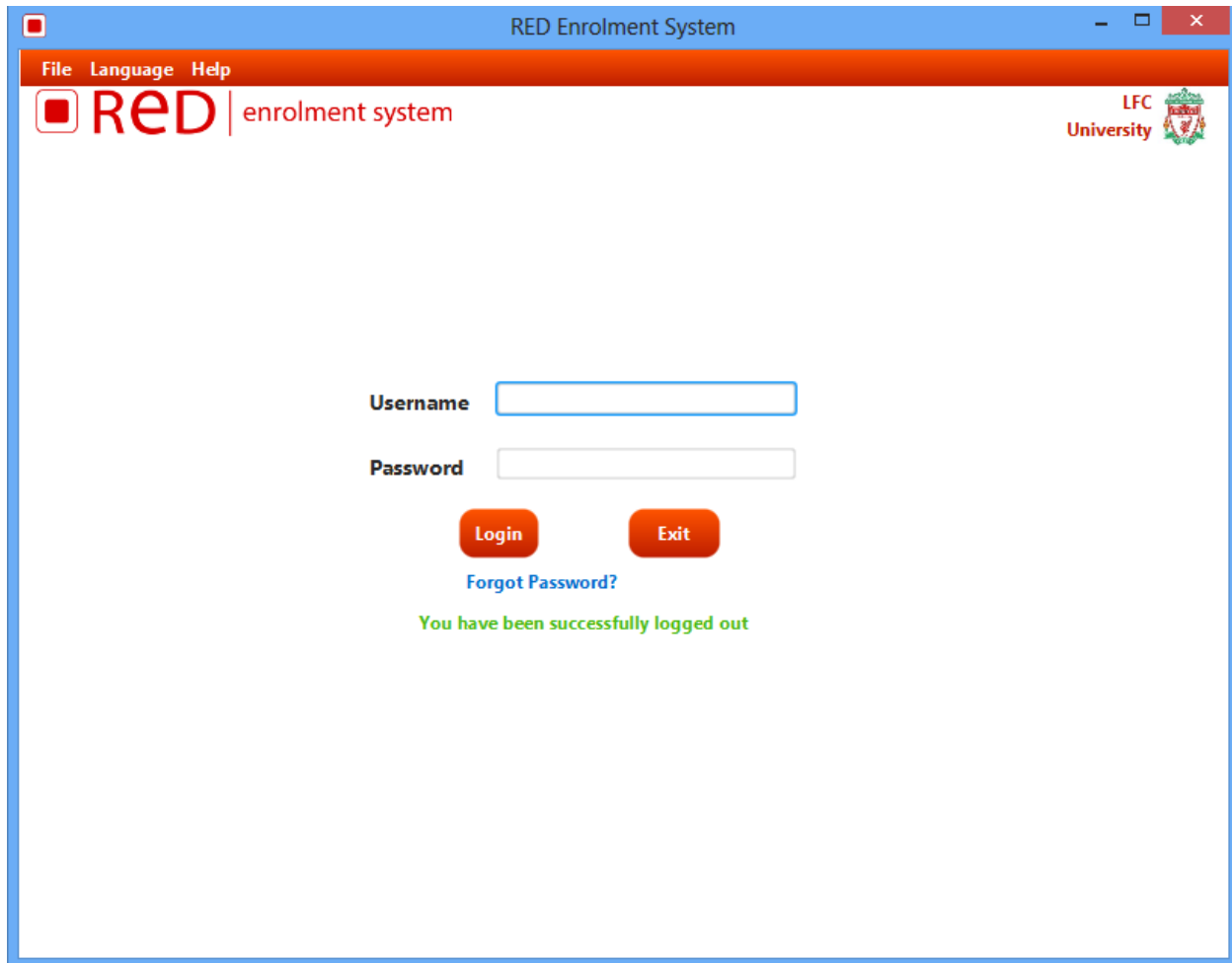


Figure 6 – FAQ (Student account view displayed)

## Log-Out

The left hand side panel contains the “Logout” button which is always displayed for convenience in every page. Please make sure to log out of your account once you are done using the system for security and privacy reasons.

Exiting the system will automatically log out a user account and you will have to log back in using your login username and password.



The screenshot shows a web browser window titled "RED Enrolment System". The browser's address bar shows "File Language Help". The page header features the "RED enrolment system" logo on the left and the "LFC University" logo on the right. The main content area contains a login form with "Username" and "Password" labels, each followed by a text input field. Below the input fields are two orange buttons: "Login" and "Exit". A blue link "Forgot Password?" is positioned below the "Exit" button. At the bottom of the form, a green message states "You have been successfully logged out".



## SECTION 2: STUDENT USER

### Browse/REGISTER/Drop Course

A Student account holder may BROWSE the list of all courses offered through RED and select to REGISTER in a course section that they are not registered in, to their time table. The Student may also choose to DROP a course that they are already registered in.

Once you are logged in, select the “BROWSE COURSE” tab on the left hand side of the application. The list of all courses available to you is displayed. This list is sorted based on the abbreviation of the offering departments and can be rearranged by selecting a particular letter of alphabet from the alphabet list on top:

The screenshot shows the RED Enrolment System interface. The top navigation bar includes 'File', 'Language', and 'Help'. The main header features the 'RED enrolment system' logo, a search bar, and the 'LFC University' logo. The left sidebar contains buttons for 'Browse Course', 'View Timetable', 'View Enrolment', 'View Degree Info', 'Personal Info', 'Messages', 'Glossary', 'FAQ', and 'Logout'. The main content area is titled 'Select Department' and includes an alphabetical index (All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z). Below the index is a table listing departments:

Department Id	Department Name
ANAT	Anatomy
ARCS	Alternative Routes to Computing
BIOC	Biochemistry
BIOF	Bioinformatics
CELL	Cell and Developmental Biology
CICS	Computing Information and Cognitive Systems
COGS	Cognitive Systems Program
CPSC	Computer Science
DERM	Clinical Dermatology
DMED	Digital Media
EECE	Electrical and Computer Engineering
EMER	Emergency Medicine
FEBC	Forest Engineering British Columbia
FMED	Foundations of Medicine
GSAT	Genome Science and Technology
HUNU	Human Nutrition
HXPH	Herstmonceux Physics

Figure 7 – BROWSE COURSE view (Departmental View)

You can select a department that offers the course you are interested in and the application will list all the courses that are currently being offered by that department. Here we select CICS department:

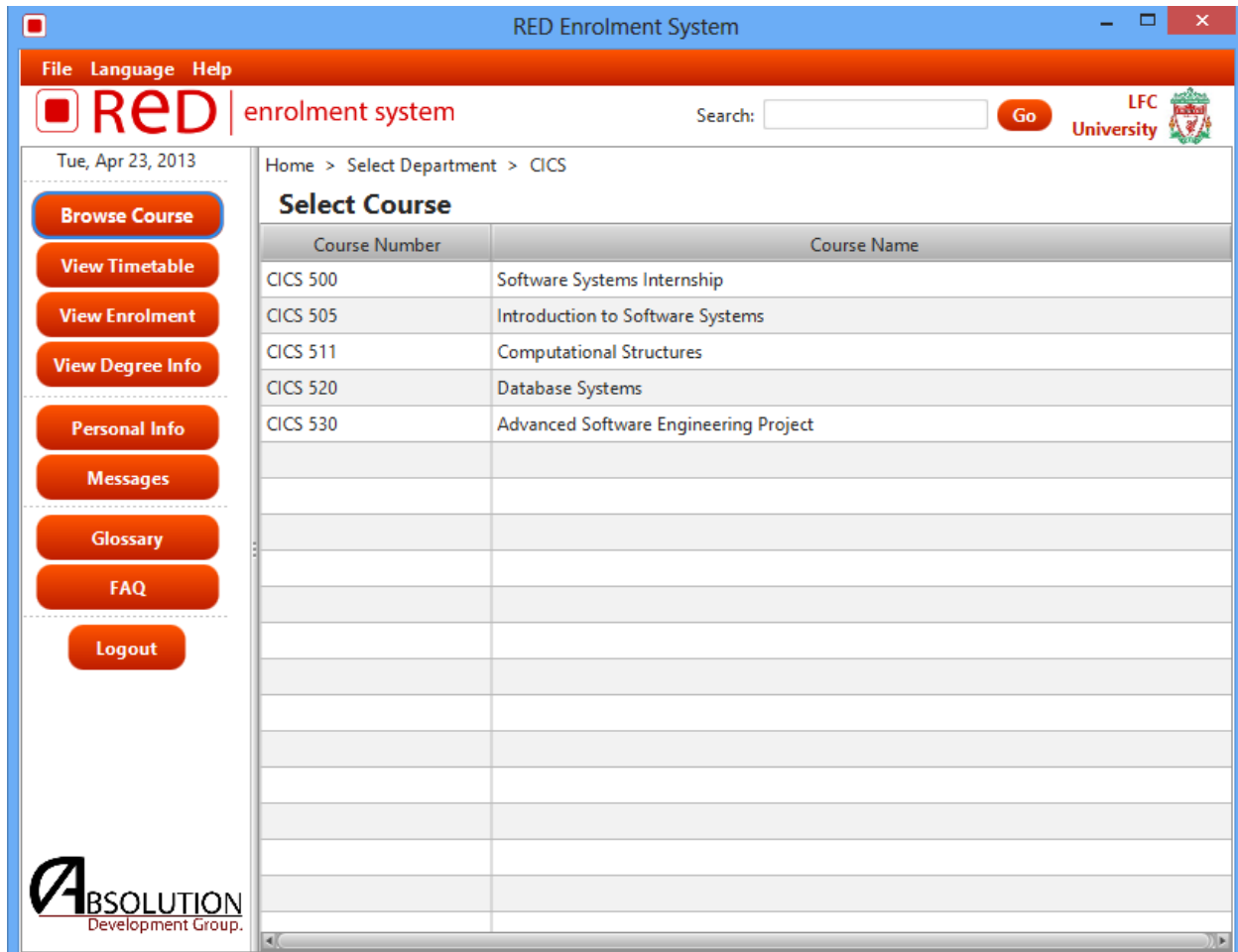


Figure 8 - BROWSE COURSE view (Department Course View)

You can now select a particular course that you want to view information about and the course description page will be displayed. Here for instance we select CICS20:

The screenshot shows the RED Enrolment System interface. The top navigation bar includes 'File', 'Language', and 'Help'. The main header displays the 'RED enrolment system' logo, a search bar, and the 'LFC University' logo. The left sidebar contains a vertical menu with buttons for 'Browse Course', 'View Timetable', 'View Enrolment', 'View Degree Info', 'Personal Info', 'Messages', 'Glossary', 'FAQ', and 'Logout'. The main content area shows the breadcrumb 'Home > Select Department > CICS > 520' and the 'Course Details' for 'CICS 520 Database Systems'. Below the course title is a description box. The 'Credit: 3' is displayed. The 'Prerequisite Course' and 'Co-Requisite Course' sections are shown, with 'CICS 505' and 'CICS 511' listed under 'Co-Requisite Course'. At the bottom, a table lists the course sections with columns for 'Sections', 'Type', 'Start Date', 'End Date', 'Instructor', and 'Teaching Assistant'.

Sections	Type	Start Date	End Date	Instructor	Teaching Assistant
1	Lecture	01 May 2013	31 Aug 2013	Mengmeng Jiang	
1	Tutorial	01 May 2013	31 Aug 2013	Mengmeng Jiang	Hootan
1	Tutorial	01 Jan 2013	27 Apr 2013	Mengmeng Jiang	Hootan
2	Lecture	01 Jan 2013	27 Apr 2013	Bahman Razmpa	
2	Tutorial	01 Jan 2013	27 Apr 2013	Bahman Razmpa	Hootan
2	Lecture	01 May 2013	31 Aug 2013	Bahman Razmpa	

Figure 9 - BROWSE COURSE view (Course View)

The top panel displays information regarding the course that is provided by the department or the instructor as well as required and optional text books. Immediately below the course description panel, the number of credits earned for each course is displayed in front of “Credits”.

Below the description panel, there are two columns identified by “Prerequisite Course” and “Co-requisite course”. These two columns list the names of mandatory courses required by the department to be taken either previous to the selected course or at the same time, respectively. Each course has different sections and different sections may vary in the time slots they are offered in including the start/end date, or the instructor that teaches that section.

Clicking on a particular section will display further information regarding the course as well as allow you to REGISTER in or DROP out of a course:

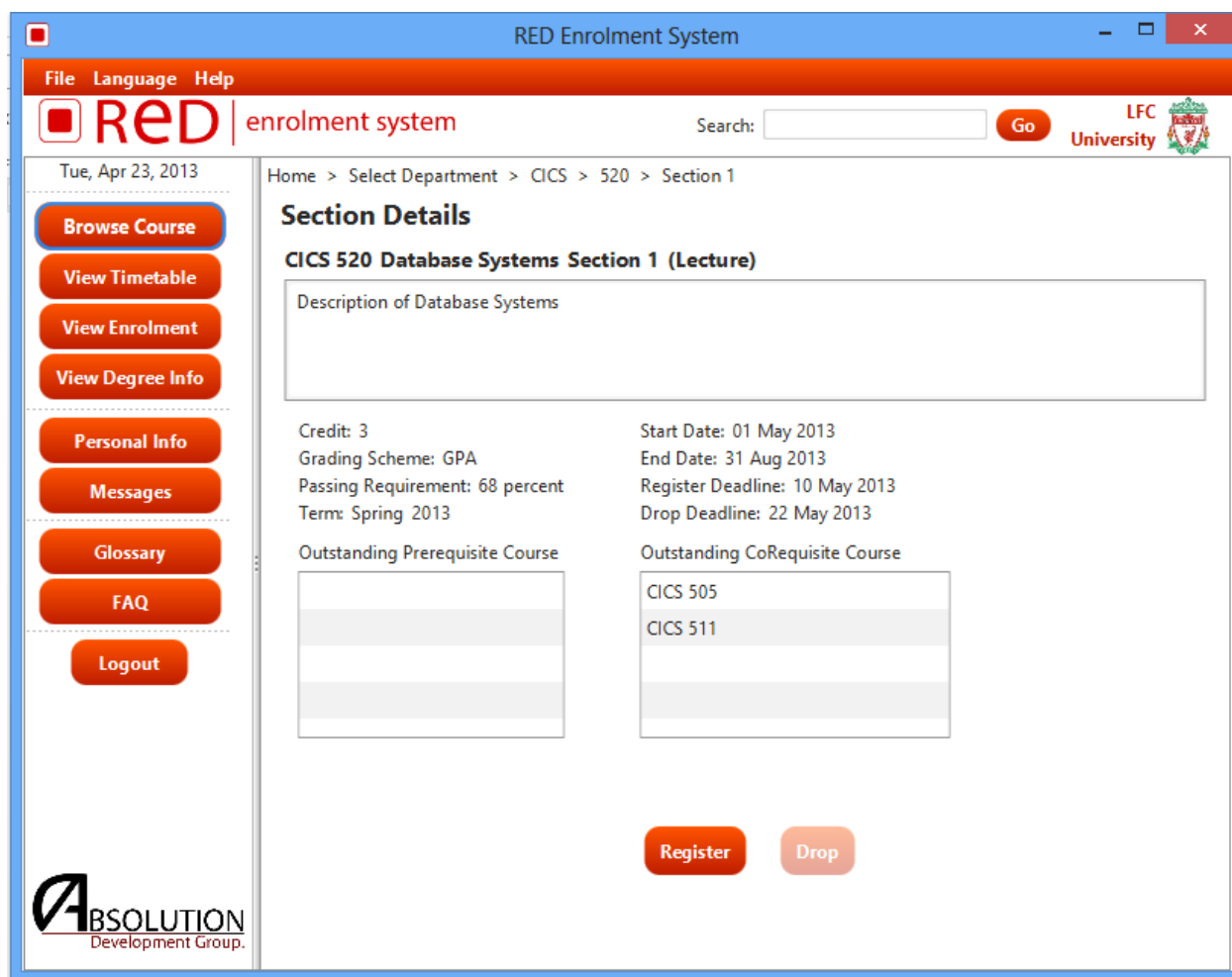


Figure 10 – REGISTER/DROP COURSE (Section View)

If you are not currently registered in the chosen section and if you are allowed to register for this section, provided you have passed the prerequisite courses and there are no scheduling conflicts between the selected section and your other course enrolment, the “Register” button on the bottom will be active for selection (bold red as opposed to faded). Once clicked, the user will be notified of a successful registration.

If you are already registered in the course, the “Register” button will be faded and instead the “Drop” button will appear in bold red.

## View Time Table

A Student account holder may select to view the time table of courses that they are currently registered in. You can do so by selecting the “View Timetable” option on the left hand main menu of the application. The following is an example of what a timetable would look like:

The screenshot shows the 'RED Enrolment System' interface. The top navigation bar includes 'File', 'Language', and 'Help'. The main header features the 'Red enrolment system' logo, a search bar, and the 'LFC University' logo. The left sidebar contains buttons for 'Browse Course', 'View Timetable', 'View Enrolment', 'View Degree Info', 'Personal Info', 'Messages', 'Glossary', 'FAQ', and 'Logout'. The main content area displays 'My TimeTable' for Tuesday, April 23, 2013. The timetable is a grid with columns for days of the week and rows for time slots from 8:00 to 19:00. Courses are listed in blue boxes, such as 'CICS 505' on Monday 12:00-13:00 and Thursday 15:00-16:00.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00	CICS 505				
13:00	CICS 505				
14:00					
15:00				CICS 505	
16:00				CICS 505	
17:00					
18:00					
19:00					

Figure 11 - TIMETABLE view

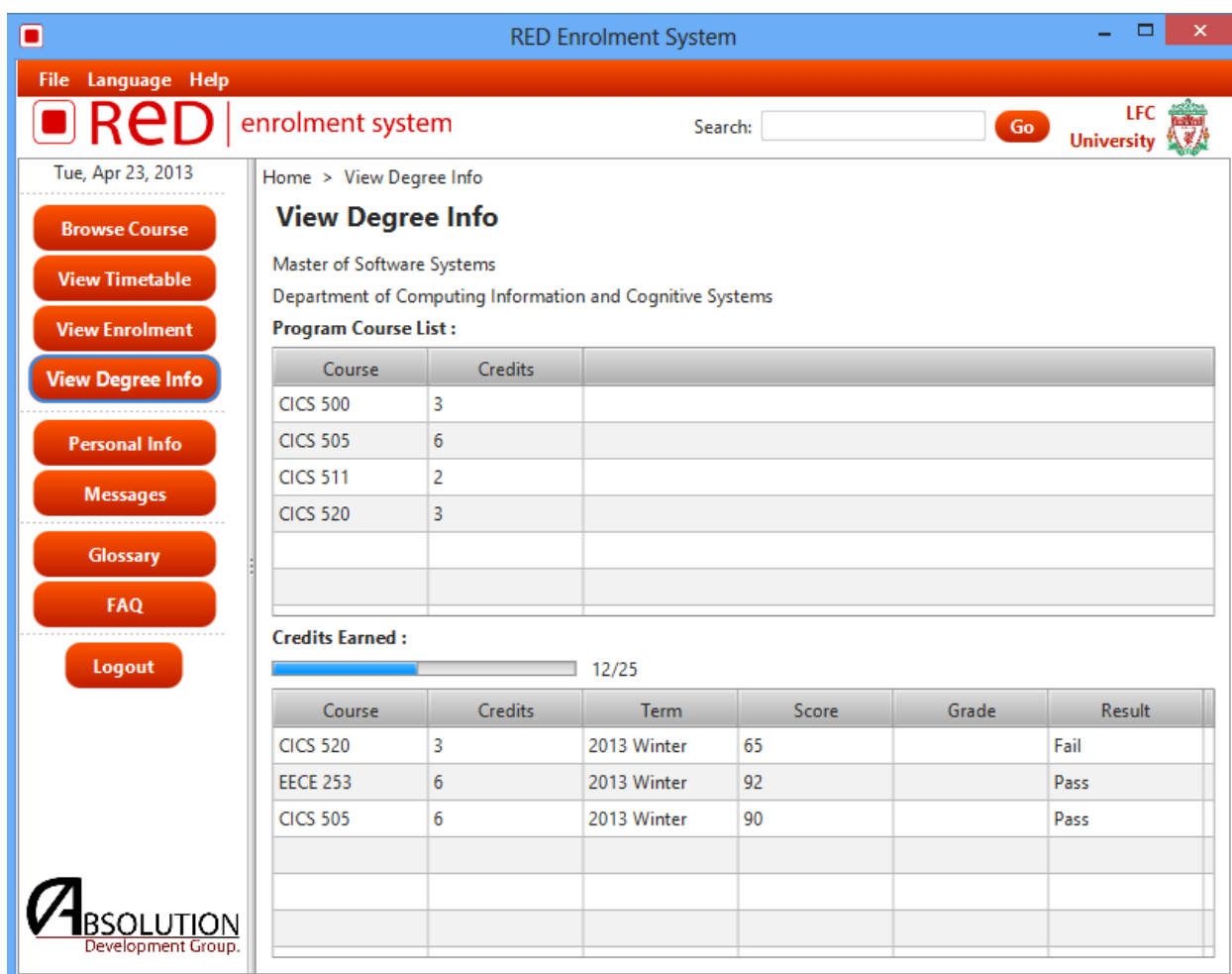


## View Degree Info

Student user can view information regarding their progress in a particular program such as:

- Name of program
- Degree completion
- Breakdown of grades

by selecting the “VIEW DEGREE INFO” tab from the left hand side main menu of the application:



The screenshot displays the 'View Degree Info' page in the RED Enrolment System. The left sidebar contains navigation buttons: Browse Course, View Timetable, View Enrolment, View Degree Info (selected), Personal Info, Messages, Glossary, FAQ, and Logout. The main content area shows the program details and a table of earned credits.

**Program Course List :**

Course	Credits
CICS 500	3
CICS 505	6
CICS 511	2
CICS 520	3

**Credits Earned :** 12/25

Course	Credits	Term	Score	Grade	Result
CICS 520	3	2013 Winter	65		Fail
EECE 253	6	2013 Winter	92		Pass
CICS 505	6	2013 Winter	90		Pass

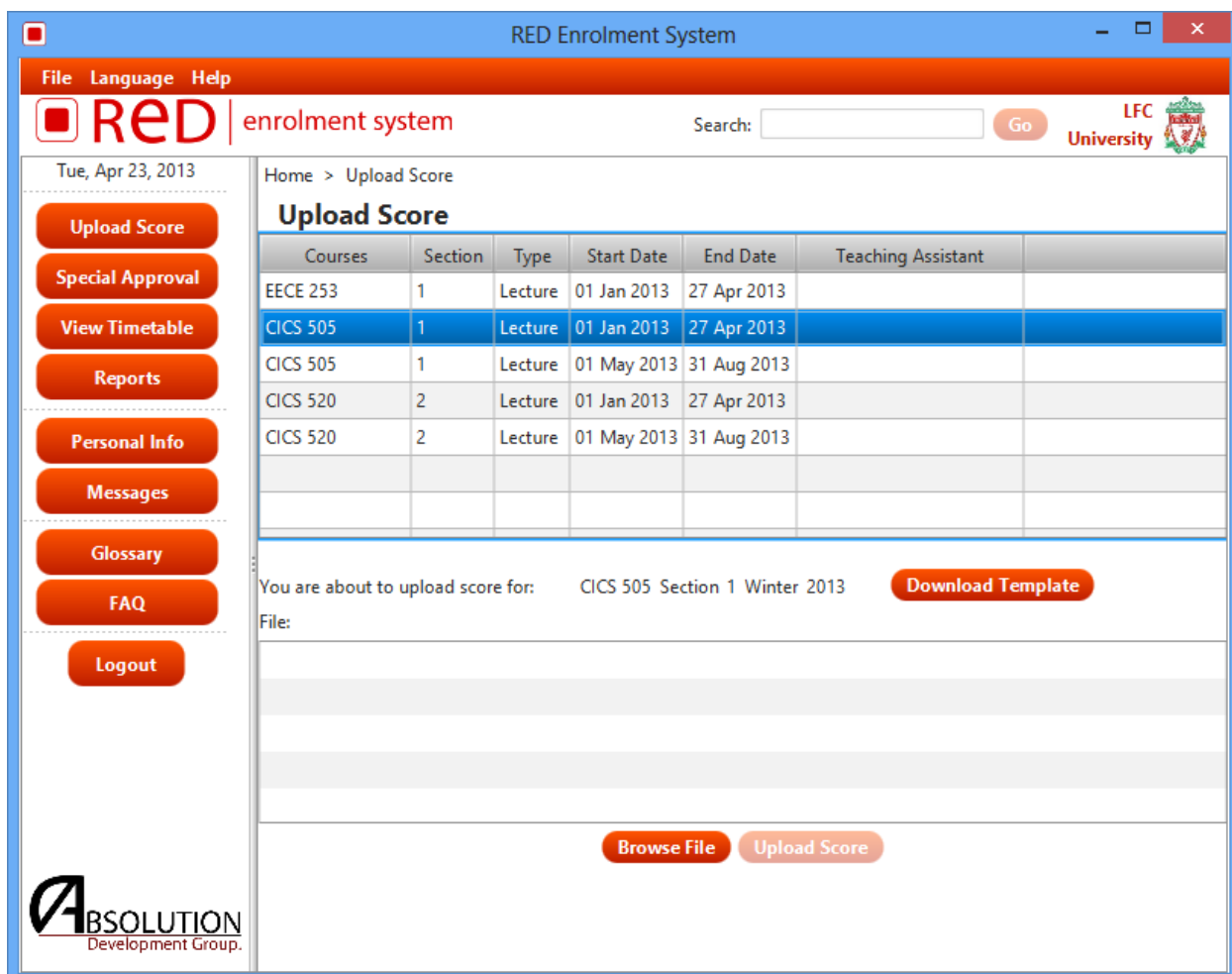
Figure 13 – VIEW DEGREE INFO

The status bar shows the completion progress calculated from credits earned and credits remaining towards the program you are enrolled in. The table also shows your grade in each course you have already taken and a “Pass/Fail” result based on the passing criteria provided in the course registration page originally.

## SECTION 3: FACULTY USER

### Uploading Score

Faculty account holder can upload student scored using the “UPLOAD SCORE” feature that can be selected from the left hand side main menu inside the application once user is logged in:



RED Enrolment System

File Language Help

**Red** enrolment system Search:  Go LFC University

Tue, Apr 23, 2013

Home > Upload Score

### Upload Score

Courses	Section	Type	Start Date	End Date	Teaching Assistant
EECE 253	1	Lecture	01 Jan 2013	27 Apr 2013	
CICS 505	1	Lecture	01 Jan 2013	27 Apr 2013	
CICS 505	1	Lecture	01 May 2013	31 Aug 2013	
CICS 520	2	Lecture	01 Jan 2013	27 Apr 2013	
CICS 520	2	Lecture	01 May 2013	31 Aug 2013	

You are about to upload score for: CICS 505 Section 1 Winter 2013 [Download Template](#)

File:

[Browse File](#) [Upload Score](#)

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Figure 14 – UPLOAD SCORE



In order to upload scores, you first need to select the course for which you are submitting grades from the list of courses displayed in the top table and download the upload score auto generated template. The template includes the headings that are required to be filled in manually as well as automatically inputs the student ID number for students that are enrolled in this course:

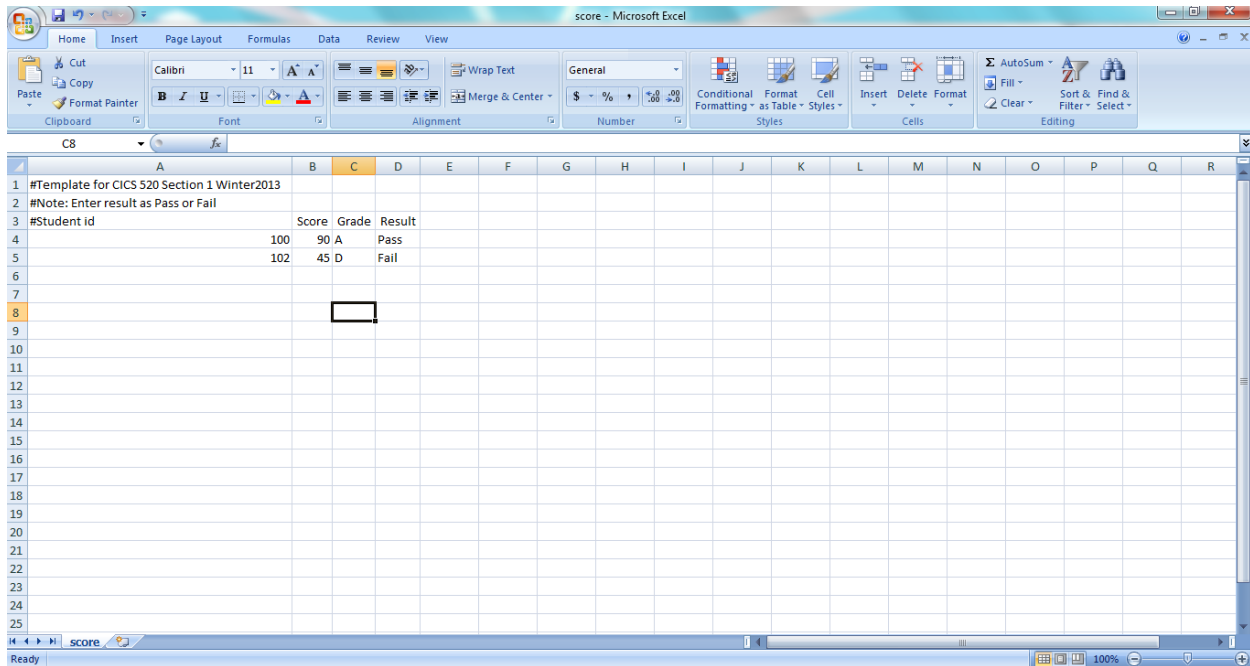


Figure 15 – UPLOAD SCORE TEMPLATE

Once you have entered the required information in the table (in a separate \*.csv editor such as MS EXCEL), you can select “BROWSE FILE” button on the bottom of RED “VIEW DEGREE INFO” page and choose the correct path to your target file; now select the “UPLOAD SCORE” button:

RED Enrolment System

File Language Help

**RED** enrolment system

Search:  Go

LFC University

Tue, Apr 23, 2013

Home > Upload Score

### Upload Score

Courses	Section	Type	Start Date	End Date	Teaching Assistant
EECE 253	1	Lecture	01 Jan 2013	27 Apr 2013	
CICS 505	1	Lecture	01 Jan 2013	27 Apr 2013	
CICS 505	1	Lecture	01 May 2013	31 Aug 2013	
CICS 520	2	Lecture	01 Jan 2013	27 Apr 2013	
CICS 520	2	Lecture	01 May 2013	31 Aug 2013	

You are about to upload score for: CICS 505 Section 1 Winter 2013 [Download Template](#)

File: C:\Users\harsimran.maani\Desktop\home.csv

[Browse File](#) [Upload Score](#)

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Figure 16 – UPLOAD SCORE (Uploaded Successfully – User informed)

If the upload is successful, you will be informed of the correct entries that are updated in the database, in case there are any error, a message will be shown specifying the type of error and what needs to be fixed.

## Making Special Approval

A Faculty member may enrol a student into one of their classes using a featured called “SPECIAL APPROVAL”. This function can be selected by clicking on the relevant tab on the left hand side of the application. A student may require special approval from an instructor to enrol in their class for many reasons such as not being eligible to register in that section for not having one of the course requirements.

To accept a special request, from the top panel you need to first select the appropriate course you are enrolling the student into from the list of courses that you have assigned to you. Then you are required to enter a valid student and click on “SUBMIT”. If the student holds an active account in the system, their full name will be displayed. If you observe that this is the correct name, you may enrol the student by clicking on the “Enrol” button:

The screenshot shows the RED Enrolment System interface. The top navigation bar includes 'File', 'Language', and 'Help'. The main header features the 'RED enrolment system' logo, a search bar, and the 'LFC University' logo. The left sidebar contains a vertical menu with buttons for 'Upload Score', 'Special Approval', 'View Timetable', 'Reports', 'Personal Info', 'Messages', 'Glossary', 'FAQ', and 'Logout'. The main content area displays the 'Special Approval' page. It includes a breadcrumb trail 'Home > Special Approval' and a table listing courses and sections. Below the table, there is a section for approving a request, showing the selected course 'CICS 505 Section 1 Spring 2013'. A form prompts the user to enter a valid student number (100) and click the 'Submit' button. Below this, the student's name 'Chot, Witty' is displayed, and an 'Enrol' button is available. The bottom left corner features the 'ABSOLUTION Development Group' logo.

Courses	Section	Type	Start Date	End Date	Teaching Assistant
EECE 253	1	Lecture	01 Jan 2013	27 Apr 2013	
CICS 505	1	Lecture	01 Jan 2013	27 Apr 2013	
CICS 505	1	Labor...	01 Jan 2013	27 Apr 2013	Iliya
CICS 505	1	Lecture	01 May 2013	31 Aug 2013	
CICS 505	1	Labor...	01 May 2013	31 Aug 2013	Iliya
CICS 520	2	Lecture	01 Jan 2013	27 Apr 2013	
CICS 520	2	Tutorial	01 Jan 2013	27 Apr 2013	Hootan

Section you are approving a request for: CICS 505 Section 1 Spring 2013

Please enter valid student number:

Student Name: Chot, Witty

Figure 17 – Making SPECIAL APPROVAL

## View Time Table

A Faculty account holder may select to view the time table of courses that they are currently instructing. You can do so by selecting the “View Timetable” option on the left hand main menu of the application. The following is an example of what a timetable would look like:

The screenshot shows the 'RED enrolment system' interface. The left sidebar contains navigation buttons: Upload Score, Special Approval, View Timetable (highlighted), Reports, Personal Info, Messages, Glossary, FAQ, and Logout. The main content area is titled 'My TimeTable' and displays a grid of courses for Monday through Friday. The grid shows time slots from 8:00 to 19:00. Courses are listed in the grid cells, such as CICS 505 and CICS 520. The interface also includes a search bar and the LFC University logo.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00	CICS 505				
11:00	CICS 505		CICS 505 CICS 505		
12:00	CICS 505 CICS 505		CICS 505 CICS 505	CICS 505	
13:00	CICS 505		CICS 505 CICS 505	CICS 505	
14:00				CICS 505	CICS 505
15:00				CICS 505 CICS 505	CICS 505
16:00				CICS 505	CICS 505
17:00					CICS 520
18:00	CICS 520		CICS 520		CICS 520
19:00					

Figure 17 – TIMETABLE of courses instructing

## Generate Course Reports

A Faculty account holder can generate reports for any particular courses they are instructing by using the “REPORTS” feature from the left hand side of the main application menu:

The screenshot displays the RED Enrolment System interface. The sidebar on the left contains navigation buttons: Upload Score, Special Approval, View Timetable, Reports (highlighted), Personal Info, Messages, Glossary, FAQ, and Logout. The main content area shows the 'Reports' section for 'CICS 505'. A table lists reports for various courses and sections, with 'CICS 505' selected. Below the table, there are checkboxes for 'Student Number', 'Full Name', 'Email', and 'Scores', and a 'Generate' button.

Courses	Section	Type	Start Date	End Date	Teaching Assistant
EECE 253	1	Lecture	01 Jan 2013	27 Apr 2013	
CICS 505	1	Lecture	01 Jan 2013	27 Apr 2013	
CICS 505	1	Labor...	01 Jan 2013	27 Apr 2013	Iliya
CICS 505	1	Lecture	01 May 2013	31 Aug 2013	
CICS 505	1	Labor...	01 May 2013	31 Aug 2013	Iliya
CICS 520	2	Lecture	01 Jan 2013	27 Apr 2013	
CICS 520	2	Tutorial	01 Jan 2013	27 Apr 2013	Hootan

Section you are generating a report for: CICS 505 Section 1 Winter 2013

Select which items you want in the report:

☒ Student Number ☒ Full Name ☐ Email ☐ Scores

**Generate**

Figure 18 – REPORTS (CICS505 selected)

You can select any of the four following options to include in the generated report: Student Number, Full Name, Email and Scores. By clicking the “GENERATE” button, you will be asked to specify a path to download to automatically generated report. A sample report with all the attributes selected looks like this:

This report request is generated by:	Bahman Razmpa		
for the following Course:	CICS 505	Spring	2013
Full Name	Student Number	Score	Email
Witty Chot	100	75	mimity@gmail.com
Jaspreet1 Thind1	102	90	jayzthind01@gmail.com

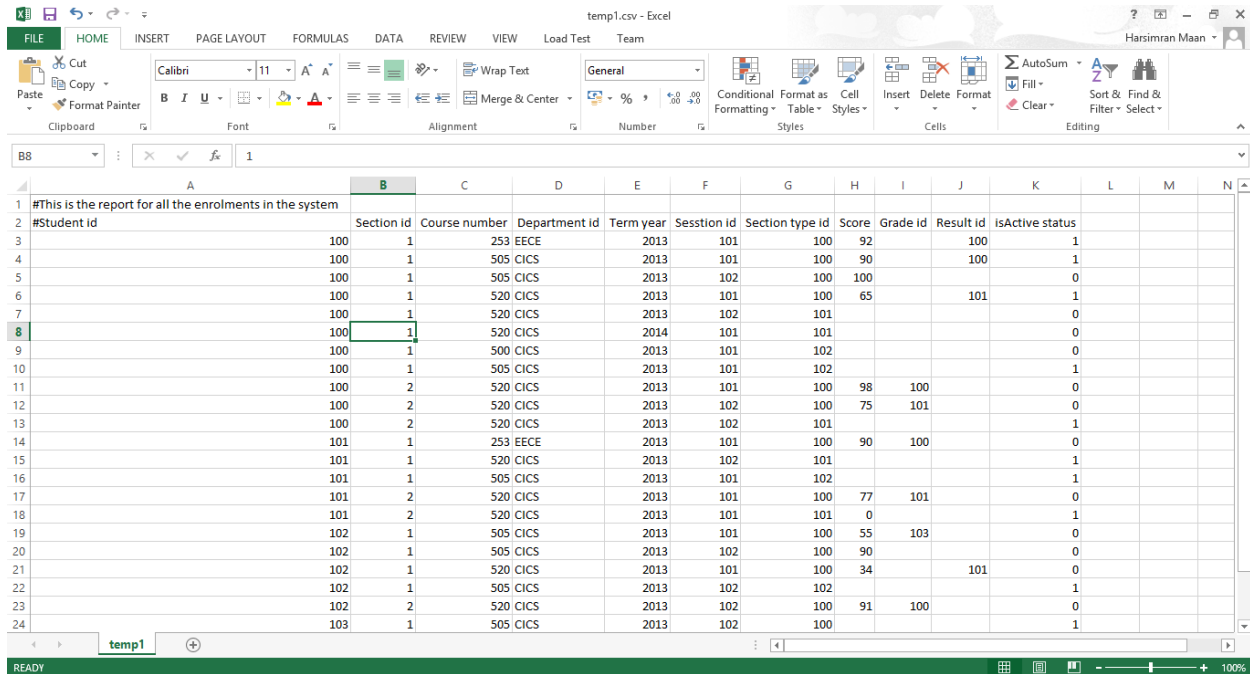
Figure 19 – Sample generated course REPORT

The file is stored in a \*.csv format which can be opened and modified using an editor such as MS EXCEL.

## SECTION 4: ADMINISTRATOR USER

### Generate Enrolment Record

An Administrator account holder can generate a report of all available Enrolment records by using the “ENROLMENT” feature available on the left hand side main menu. Once selected, user will be prompted to specify a destination path to save the file. The Enrolment report will be saved as a \*.csv format.



Section id	Course number	Department id	Term year	Session id	Section type id	Score	Grade id	Result id	isActive status
100	1	253 EECE	2013	101	100	92		100	1
100	1	505 CICS	2013	101	100	90		100	1
100	1	505 CICS	2013	102	100	100			0
100	1	520 CICS	2013	101	100	65		101	1
100	1	520 CICS	2013	102	101				0
100	1	520 CICS	2014	101	101				0
100	1	500 CICS	2013	101	102				0
100	1	505 CICS	2013	101	102				1
100	2	520 CICS	2013	101	100	98	100		0
100	2	520 CICS	2013	102	100	75	101		0
100	2	520 CICS	2013	102	101				1
101	1	253 EECE	2013	101	100	90	100		0
101	1	520 CICS	2013	102	101				1
101	1	505 CICS	2013	101	102				1
101	2	520 CICS	2013	101	100	77	101		0
101	2	520 CICS	2013	101	101	0			1
102	1	505 CICS	2013	101	100	55	103		0
102	1	505 CICS	2013	102	100	90			0
102	1	520 CICS	2013	101	100	34		101	0
102	1	505 CICS	2013	102	102				1
102	2	520 CICS	2013	102	100	91	100		0
103	1	505 CICS	2013	102	100				1

Figure 20 - Sample Enrolment Template (Faculty)

## Create User

An Administrator account holder can create new Users using the “USER” feature on the left hand side main menu. Once selected, the Administrator will be able to download a precompiled template that includes the instruction and all the attributes that is required to create a new user.

	A	B	C	D	E	F	G	H	I	J	K	L
1	#Template for creating a new user											
2	#Note: User type id	100 = student	101 = faculty									
3	#Note: Date format is dd/MM/yyyy											
4	#Note: Username and Email has to be uniques											
5	#Username	Password	First name	Last name	User type id	Address first line	Address second line	City	Province	Postal code	Country	Phone number email
6	bahman		Bahman	Razmpa	100	150 Main St.		Vancouver	BC	V1F1G5	Canada	6045551234 razmpa@g
7	harsimran		Harsimran	Maan	100	3444 Marine Drive		Vancouver	BC	V3H1L9I	Canada	7783349999 maan.harr
8	jaspreet		Jaspreet	Thind	100	23 UBC		Richmond	BC	V8GK9U	Canada	6041234567 jayzthind@
9	nicole		Nicole	Yu	100	2345 Main St.		Burnaby	BC	V8GK9G	Canada	7789876355 nicoleyu2@
10	mengmeng		Mengmeng	Jiang	100	666 Marine Drive		Burnaby	BC	V8GG0P	Canada	7789098774 mengmen
11	witty		Witty	Chot	100	3455 UBC		Surrey	BC	V8GD8F	Canada	7782220039 mimity@g
12	jeffrey		Jeffrey	Chen	100	123 Main St.		Vancouver	BC	V0GA9U	Canada	7784463633 jaythind01
13	nathan		Nathan	Chan	100	444 UBC		Vancouver	BC	V8GD8F	Canada	7789999993 nathan@g
14	bob		Bob	Bob	100	555 Marine Drive		Vancouver	BC	V8GD8F	Canada	7782220039 bob@gma
15	george		George	George	101	1111 Main St.		Vancouver	BC	V8GK9G	Canada	7789999999 george@g
16	ardisher		Ardehir	Ardehir	101	4444 UBC		Surrey	BC	V8GG0P	Canada	7788888884 ardisher@

Figure 21 – USERS (Administrator Account Holder)

**Note:** All the fields in the template have to be filled in, in order to create a new user.

You can add as many Users at one time and once finished upload the file using the “Browse File” button.



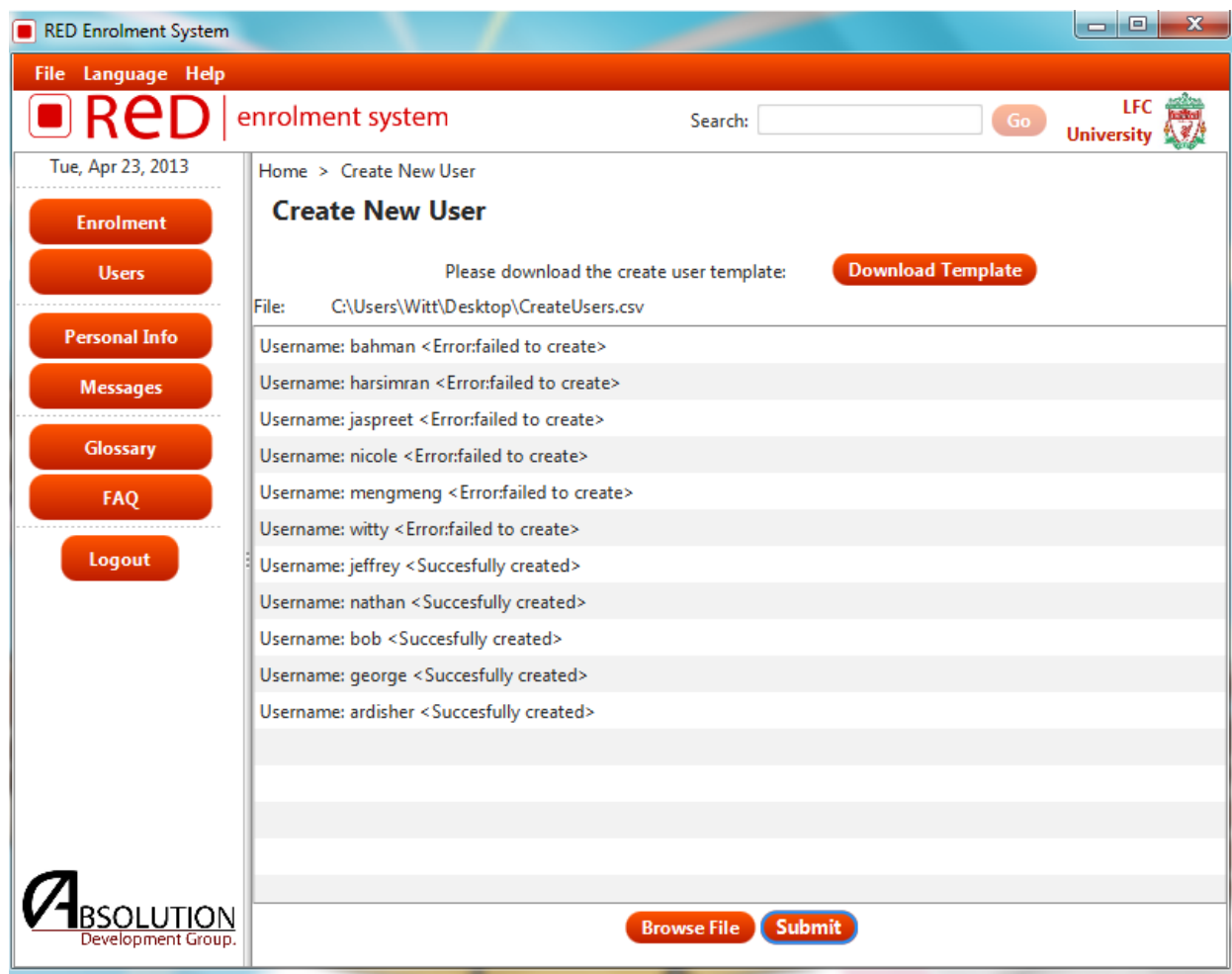


Figure 22 – New Users Created by Admin