# 3. System features

## 3.1 Create a Semester

Add a new semester to the system, with the option of importing previous semesters professor data.

### 3.1.1 Description

An Office Administrator who has been authenticated can add a new semester to the system. The Office Administrator has the option of importing professor data from a previous semester, up to two semesters back (ie: if you are adding Fall 2017, you can import data from Spring 2017 and Fall 2016).

### 3.1.2 Functional requirements

From the Semester List page, an Office Administrator will be able to add a new semester.

The option of importing professor data (everything except courses) from one of the last two semesters will be made clearly available to the Office Administrator during this process.

## 3.2 Import Registrar Data

Update the courses in a selected semester from a file that is generated by the Registrar.

### 3.2.1 Description

An Office Administrator who has been authenticated can replace all course information in the semester from a newly created registrar import file. It is assumed that the new file from the Registrar is 100% up to date, and all existing course data for that semester will be wiped upon import. Due to this, there is an extra confirmation step.

### 3.2.2 Functional requirements

From the Semester Detail view, an Office Administrator will be able to import course data from a file generated by the Registrar.

Upon selecting the import option, the Office Administrator is shown the following prompt and asked to confirm: “All existing course data for this semester will be deleted. If there were any manual changes to courses that are not reflected in the registrar import, they will need to be re-added.”

When the Office Administrator confirms, the System will parse the import file. Only if the file is valid, the System wipes the current course data and runs the import. If the file is invalid, the system should not delete existing course data, and alerts the Office Administrator that the file was not in the right format.

## 3.3 Manage Course Data

Update any course sections in a selected semester from any changes such as a change in professor teaching a course section or a course section being cancelled due to a shortage of students enrolled.

### 3.3.1 Description

An Office Administrator who has been authenticated can modify any course sections within the system. The Office Administrator can change the listed professor of any of the course sections within the system or remove any of the course sections altogether. This is to remove the need to re-import a file generated by the Registrar which would write over all course information already established within the system that doesn't need to be changed.

### 3.3.2 Functional requirements

Once a semester is selected the Office Administrator has the ability to see all the course sections in the system.

Upon selecting the Course Sections Tab the Office Administrator will be able to select a course section from the displayed list of courses.

After selecting a course, the Office Administrator will be directed to a Course Detail view for that selected course section. That Course Detail view will display the basic information of the course section selected and contain an Edit and Delete button.

When the Edit button is selected, the Office Administrator will be directed to a Course Edit View where they can make any changes to the basic information of the course section such as changing the professor who teaches the section.

When the Delete button is selected, the Office Administrator will be prompted if they wish to continue the process to remove the selected course section or cancel the deletion request and return to the Course Edit view.

Approving the deletion request will remove the course section from the Course Sections Tab list and redirect the Office Administrator back to the course section list under the Course Sections Tab.

## 3.4 Manage Professor Data

Creating and editing professor information by semester.

### 3.4.1 Description

An Office Administrator who has been authenticated can view and edit professor information by semester. An Office Administrator can also add a new professor to the semester.

### 3.4.2 Functional requirements

Once the selection for the semester is made the admin has the ability to see the Professors in the system.

Upon selecting the Professor Tab there are two options a person may either select a professor that is already in the system or press an Add button which allows you to add a new Professor to the list of already existing Professors.

When you click on the Add button you are able to add a new Professor to the list. In order to add the Professor you will need the following information; name, semester, office number, department, and e-mail.

When you click on the Professor that is already on the system you will find an Edit button which will allow you to edit the Professor information.

## 3.5 Generate FIC Report

Create a collection of FICs to print for a given semester.

### 3.5.1 Description

An Office Clerk who has been authenticated can generate a collection of FICs for the desired semester. As the report contains FICs for every faculty member, it is assumed that all desired information for a given semester is already contained within the database.

### 3.5.2 Functional requirements

From the Semester Professor List view, an Office Clerk will be able to generate a FIC Report.

Upon selecting the Generate Cards option, the System will create a FIC for every faculty member in the database within the user’s department who is instructing a course for the given semester. These FICs will then be inserted into a PDF document, with four FICs per page to fit the Avery 5689 Cardstock format. Upon completion of report generation, the Office Clerk’s web browser will be redirected to the generated PDF report.

Each FIC within the FIC report will contain information on one faculty member. This information will include the current semester, the faculty member’s name, department, contact information, office location, office hours and a list of each course section they are teaching. These course section listings will consist of the course number, section number, and room location, as well as the week days and times that the section meets.

The system will not directly handle the display or printing of these reports. The PDF file format is used to ensure maximum compatibility and ease of use, and it is the responsibility of the Office Clerk to use their PDF Viewer of choice to review and print the FIC report.

## 3.6 Manage Departments

Creating a new department after providing the required information.

### 3.6.1 Description

An Office Administrator who has been authenticated can create a department. Department creation requires creating and then assigning an account to the position of Office Administrator for the created department.

### 3.6.2 Functional requirements

From the Landing Page, an Office Administrator will be able to create a new department.

Creating a new department will require the creation of a new account to be Office Administrator of the new department. The department will also require a unique name. See 3.7 for account creation details.

## 3.7 Manage Users

Creating new users, updating user roles, and resetting user passwords in the system.

### 3.7.1 Description

An Office Administrator who has been authenticated can create a new user or change a user’s role, exclusively to their own department. An Office Administrator can also view all users on the system and reset the user’s password.

### 3.7.2 Functional requirements

Once the Office Administrator is viewing the users, they can select a user to change their role to either Office Administrator or Office Clerk. This option will only be available to users in the same department as the Office Administrator.

Once the Office Administrator is viewing the users, they can select a user to reset their password.

When the Office Administrator selects add a new user, the Office Administrator will be required to provide the name of the user and the role of the user.