## 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.