# 5. Interface requirements

## 5.1 User interfaces

The table below outlines different screens that an Office Administrator or Office Clerk will see and interact with in the system. The left column contains a rough sketch of what the page might look like. The column on the right explains the page and the anticipated behaviors on that screen.

LEGEND:

|  |  |
| --- | --- |
| [ Button Text ] | The square braces indicate a clickable button. |
| >> List Item << | The double guillemets pointing inwards indicate an item in a list (what is shown will depend on data). |
| < Header / Detail View > | The single guillemets pointing outwards indicate a displayed field, that will be populated pending on who is logged in or what page they are viewing. |
| { item 1, item 2, … } | The curly braces indicate options in a select list. |

|  |  |
| --- | --- |
| ***Suggested Screen Options*** | ***Detailed Description*** |
| Hornet CardGen Login  Username: .  Password: .  [ Login ] | *Log in page*  An Office Administrator or Office Clerk will use this page to log in. They should enter their username and password, and then hit the Login button. |
| Hornet CardGen  <Department> Home  Semester List  >> Fall 2016 <<  >> Spring 2017 <<  [ Add Semester ]  [ View Users ]  [ View Departments ]  [ Reset my password ] | *Department Landing Page*  After being logged in, it should be clear which department the user is managing.  This page shows a list of semesters. Only the two most recent semesters are shown. Clicking on a semester will take the user to that semester’s detail view.  An Office Administrator will see options to Add a Semester, View Users, and View Departments.  Both Office Administrators and Office Clerks will see the option to Reset their password. |
| Hornet CardGen  Password Reset for <username>  New Password: .  Confirm Password: .  Current Password: .  [ Submit ] | *Reset PW Screen*  After hitting the option from the Department Landing Page to reset their password, the user is taken to a screen similar to this.  They must enter their new password twice to confirm the correct password, as well as their current password to authorize the change.  Clicking Submit will change the user’s password. |
| Hornet CardGen  <Department>  Add Semester  Semester Type: { Fall, Spring }  Semester Year: .  Import faculty data from a previous semester? { Yes, No }  {If yes, list last two semesters }  [Add Semester] | *Add Semester*  Upon choosing “Add Semester” from the Department Home page, an Office Administrator is presented with a screen that has these options.  You must select if the new semester is a Fall or Spring semester.  You must indicate the calendar year that the semester will be.  You can choose to import faculty data (office location, email, phone, office hours, but not classes) from one of the previous two semesters.  When the Office Administrator clicks Add, the new semester is added. |
| Hornet CardGen  <Department>  <Semester>  Not Done Faculty List  >> Dr. Buckley <<  >> Dr. Radimsky <<  >> more… <<  Done Faculty List  >> Dr. Gordon <<  >> Dr. Lee <<  >> more… <<  [ Add a Faculty Member ]  Course Section List  >> CSC 1-01 <<  >> CSC 10-02<<  >> CSC 10-01 <<  >> CSC 10-02 <<  >> CSC 10-03 <<  >> more… <<  [ Add a Course Section ]  [ Import Registrar File ]  [ Generate Card Report ] | *Semester Detail View*  The Detail view of a semester shows the Faculty list split into two sections – those that have been marked Done, and those that are Not Done. This is to allow an Office Administrator or Office Clerk to easily see if all Office Hour details have been collected. Clicking on a professor from either list will take them to the Professor Detail View for that Semester. An Office Administrator will see the option to add a new faculty member.  The Course Section list shows all of the course sections that are a part of this semester. Clicking one of the course sections will take them to the Course Detail And Edit Page.  Office Administrators will see an option to Import the Registrar CSV File.  Both Office Administrators and Office Clerks will see options to Add a Course Section and to Generate the Faculty Information Card report. |
| Hornet CardGen  <Professor>  <Semester>  Office:  Phone:  Email:  Office Hours:  ⌧ Done/Complete?  Courses Taught:  >> CSC 10-01 <<  >> CSC 15-01 << | *Professor Detail and Edit View*  After clicking a Professor from the Semester Detail view, you are taken to the detail and edit view for that professor.  Here, you can enter basic information for the professor. Their office location, their email and office phone, and their office hours.  There is also a checkbox to mark this professor’s information as done. This will be used to dictate where they appear in the Semester Detail View.  For convenience, a list of course/sections taught by the faculty member (if any) are listed at the bottom. Clicking one of these classes will take you to the Course Detail and Edit View for that course. |
|  | Add Professor |
|  | Course Detail and Edit View  Course  Section  Day Text (MWF  Room |
|  | Add Course |
|  | Import Reg File Screen |
|  | Department List |
|  | Add New Department |
|  | User List |
|  | Add New User |

## 5.2 Software interfaces

The only other pieces of software that Hornet CardGen will interface with is the Registrar’s system. An Office Administrator to log in to the Registrar system and download a CSV file with course details for their department. This CSV file is what will be uploaded and parsed by Hornet CardGen to populate a semester.

## 5.3 Hardware interfaces

No Hardware is necessarily required to interact with the Hornet CardGen system. Hornet CardGen will generate a report file that the Office Clerk or Office Admin can print on their printer of choice. That report is formatted to be printed on Avery 5689 Cardstock, although it can be printed on any paper and cut up without the perforated edges.

## 5.4 Communication interfaces

In the case that a password has been forgotten, that user will need to contact an Office Administrator (any department) to have their password reset. The process of resetting a password includes Hornet CardGen creating a password reset link and emailing that link to the user that forgot their password. Clicking that link allows for a one-time password reset of their account.