2. Admin Help

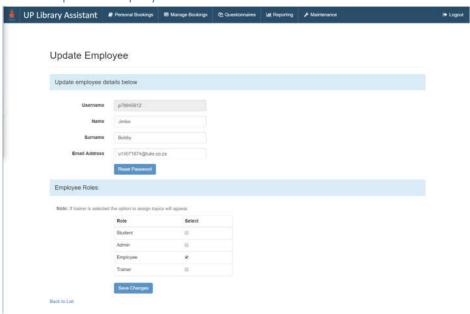| Control	Functionality
Create New	This button redirects the administrator to create new employees screen
Update	This button redirects the administrator to update existing employees screen
Delete	This button redirects the administrator to delete existing employees screen
All Roles	This drop down list allows the employees to be sorted by role
Search:	This textbox allows the administrator to search for a specific employee

2.1. Register Employee

Control	Functionality
	These textboxes are used to capture the new employee details. The labels explain what information must be added into each textbox.
	These checkboxes, are used to capture the roles that will be assigned to the new employee. The labels explain what each role is.
	This hyperlink will take the user back to viewing the current employees
	This button will create a new employee

2.2. Update Employee

Control	Functionality
	These textboxes are used to capture the updated employee details. The labels explain what information must be updated into each textbox.
	This button will allow the administrator to reset the password of the employee that is being updated.
	This button allows the administrator to save the newly updated employee details.
Back to List	This hyperlink will take the user back to viewing the current employees

2.3.   Delete Employee

Control	Functionality
	These labels will show the details of the selected employee which the administrator is attempting to delete.
	This button allows the administrator to delete the selected updated employee details.
Back to List	This hyperlink will take the user back to viewing the current employees

2.4. Search Employee

Control	Functionality
Search:	This textbox allows the administrator to search for a specific employee

2.5. Reset Employee Password

Control	Functionality
✔ Confirm	This button confirms that the system will reset the selected employee's password.
✘ Cancel	This button cancels and does not allow the system to reset the selected employee's password.

2.6.   Register Trainer / 2.8 Assign Trainer Topic

UP Library Assistant 📄 Personal Bookings ▦ Manage Bookings ⓠ Questionnaires 📊 Reporting 🔧 Maintenance   ↪ Logout

Create Employee

New Employee Details:

Username	
Name	
Surname	
Email Address	

Employee Roles:

Note: If trainer is selected the option to assign topics will appear.

Role	
Student	☐
Admin	☐
Employee	☐
Trainer	☑

Trainer Topics:

☐ All Topics ▾

Topic	Select
Computer Short Course	☐
Report Writing	☐
Audiometry	☐
AutoCAD	☐
Presentation Skills	☐
Learning and Development	☐
Human Resources	☐
Performance and Reward	☐
Organisaton Skills	☐
Reading and Wrting	☐
Project Management	☐
Operations Maintenance	☐
Finance and Business	☐
Leadership and Strategy	☐
Plagarism	☐

[Create]

Back to List

Control	Functionality
New Employee Details: Username [ ] Name [ ] Surname [ ] Email Address [ ]	These <u>textboxes</u> are used to capture the new employee details. The <u>labels</u> explain what information must be added into each textbox.
Employee Roles: Note: If trainer is selected the option to assign topics will appear. Role Student ☐ Admin ☐ Employee ☐ Trainer ☑	These <u>checkboxes,</u> are used to capture the roles that will be assigned to the new employee. The <u>labels</u> explain what each role is.
☐ All Topics ▾	This <u>drop down list</u> will sort the list of topics by category
Topic — **Select** Computer Short Course ☐ Report Writing ☐ Audiometry ☐ AutoCAD ☐ Presentation Skills ☐ Learning and Development ☐ Human Resources ☐ Performance and Reward ☐ Organisaton Skills ☐ Reading and Wrting ☐ Project Management ☐ Operations Maintenance ☐ Finance and Business ☐ Leadership and Strategy ☐ Plagarism ☐	This list of topics has <u>checkboxes</u> next to each topic to be able to be selected to assign to the selected trainer
Back to List	This <u>hyperlink</u> will take the user back to viewing the current employees
Create	This <u>button</u> will create the details of the new trainer

2.7 Update Trainer

Update Employee

Update employee details below

Username	p10268945
Name	Andrew
Surname	Jones
Email Address	aJones@eject.co.za

Reset Password

Employee Roles:

Note: If trainer is selected the option to assign topics will appear.

Role	Select
Student	☐
Admin	☐
Employee	☑
Trainer	☑

Trainer Topics:

☐ All Topics ▼

Topic	Select
Presentation Skills	☑
Computer Short Course	☑
Audiometry	☑
AutoCAD	☑
Report Writing	☑
Learning and Development	☑
Human Resources	☐
Performance and Reward	☐
Organisaton Skills	☐
Reading and Wrting	☐
Project Management	☐
Operations Maintenance	☐
Finance and Business	☐
Leadership and Strategy	☐
Plagarism	☐

Control	Functionality
	These textboxes are used to capture the updated trainer details. The labels explain what information must be added into each textbox.

Employee Roles: Note: If trainer is selected the option to assign topics will appear. | **Role**	| Student ☐ Admin ☐ Employee ☐ Trainer ☑	These <u>checkboxes,</u> are used to capture the roles that will be assigned to the updated trainer. The <u>labels</u> explain what each role is.
Reset Password	This <u>button</u> will allow the administrator to reset the password of the trainer that is being updated.
☐ All Topics ▼	This <u>drop down list</u> will sort the list of topics by category
Trainer Topics: ☐ All Topics ▼ | **Topic**	**Select** | Presentation Skills ☑ Computer Short Course ☑ Audiometry ☑ AutoCAD ☑ Report Writing ☑ Learning and Development ☑ Human Resources ☐ Performance and Reward ☐ Organisaton Skills ☐ Reading and Wrting ☐ Project Management ☐ Operations Maintenance ☐ Finance and Business ☐ Leadership and Strategy ☐ Plagarism ☐	This list of topics has <u>checkboxes</u> next to each topic to be able to be selected to assign to the selected trainer
Back to List	This <u>hyperlink</u> will take the user back to viewing the current employees
Save Changes	This <u>button</u> will update the details of the new trainer.

3. Member

3.1 Register Member

Control	Functionality
	These textboxes are used to capture the new member details. The labels explain what information must be added into each textbox.
	This hyperlink will take the user back to viewing the current members
	This button will create a new member

3.2 Update Member Details

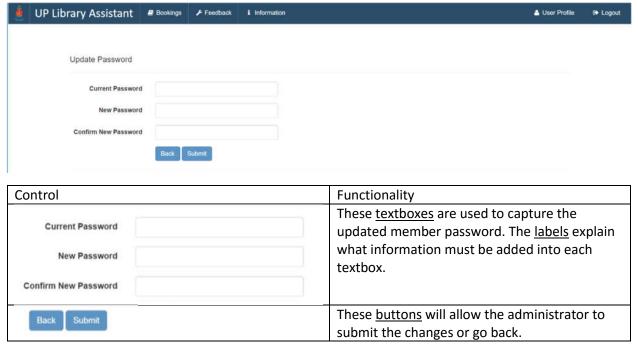| Control	Functionality
	These <u>textboxes</u> are used to capture the updated member details. The <u>labels</u> explain what information must be added into each textbox.
	This <u>button</u> will allow the administrator to reset the password of the member that is being updated.
	This <u>hyperlink</u> will take the user back to viewing the current members
	This <u>button</u> will save changes a updated member

3.3　　View Member Details

Control	Functionality

	This <u>table</u> a list of members and a search bar
	These <u>buttons</u> will allow the administrator to create update or delete specific members.
	This <u>tab</u> shows specific details about a member.

3.4.   Update Member Password - student

Control	Functionality
	These <u>textboxes</u> are used to capture the updated member password. The <u>labels</u> explain what information must be added into each textbox.
	These <u>buttons</u> will allow the administrator to submit the changes or go back.

3.5.   Update Favourite Topics - student

Control	Functionality
	These two <u>tables</u> will allow the member to choose topics to favourite.
	These <u>buttons</u> will allow the member to add a topic to their favourites, remove from their favourites and go back to their profile.