L.I.F.E.S.V2

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| User Guide  includes  ADMIN Section |

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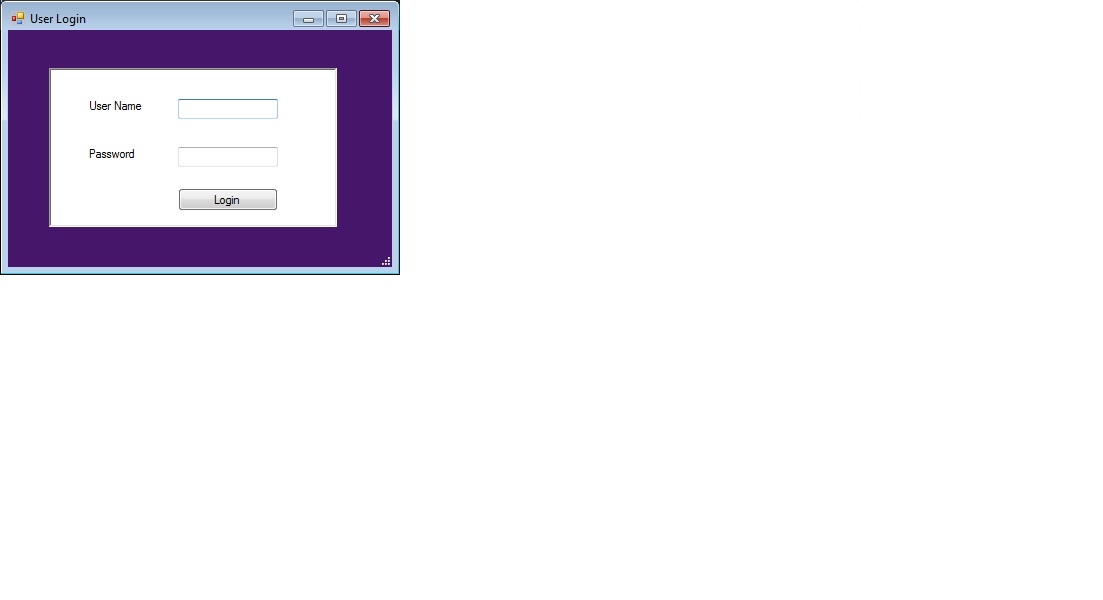
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# Introduction

Welcome to the user guide for L.I.F.E.S.V2! This guide is intended to be read by anybody operating the L.I.F.E.S.V2 desktop application. We hope this guide will help you get comfortable with the Lions Final Exam Scheduler application. The developers of this application encourage you to have L.I.F.E.S open on your computer while you look through this guide, so you can “click around” and get familiar with everything. Let’s get started!

# Getting Started

First off, let’s create an administrative account. [Need a way to create administrative account]



# Administrative

In the tool bar, there are administrative functions that can used by clicking on the “Admin” menu option.

## *Administrators*

### Creating Users

Clicking “Create User”, a new

### Deleting Users

Clicking Delete User will open the “Delete User” screen.

### Resetting Passwords

[NEED FIGURE HERE]

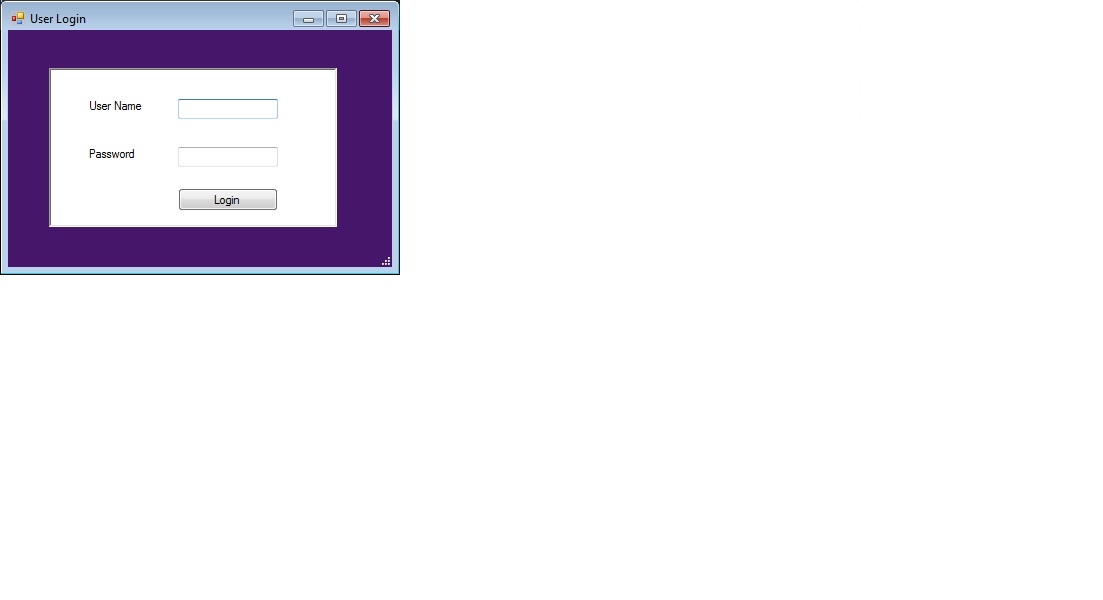
### Unlocking a User Account

To unlock it, you must reset the password of that user. It is recommended to refer back to the previous section labeled “Resetting Passwords.” The row that contains the user whose account is locked will be highlighted red.

## *General Users*

# Logging In

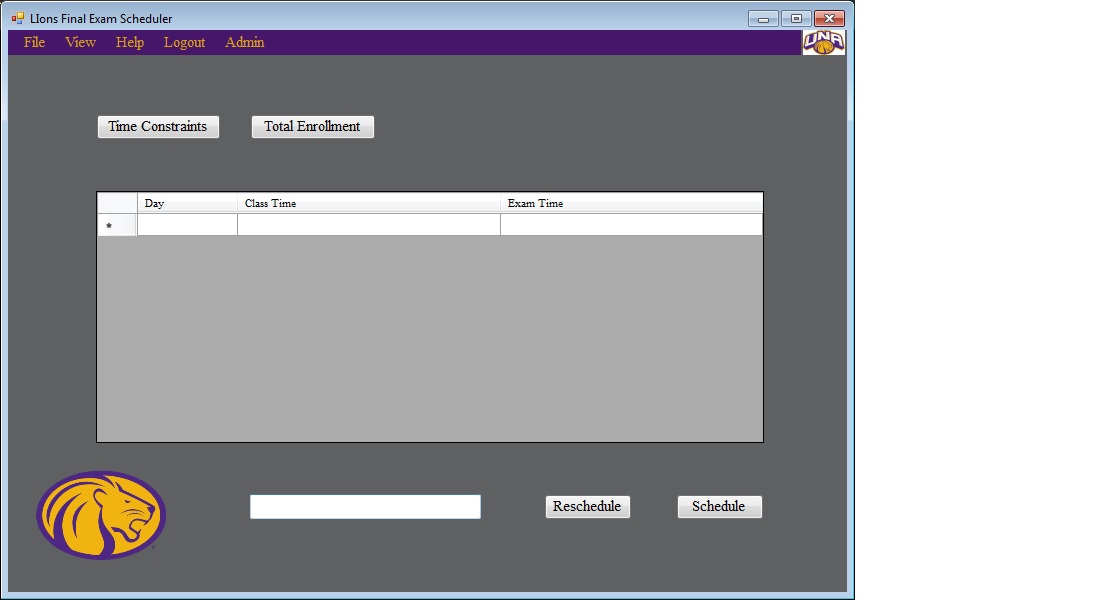
We’re ready to log in! This is the first page you should see when you open up the application. Use your UNA email address to login, and the password you’ve discussed with the administrator that helped set up your account.



***Tip:*** Here are some things that will cause an unsuccessful login:

* CAPS lock key is on. The login fields are case sensitive.
* A space at the front or end of either your email address or password
* Check spec doc

# The Home Screen



# Creating Your First Examination Schedule

## *Entering Time Constraints*

## *Entering an Enrollment File*

## *Actually Running the Scheduler*

## *Rescheduling*

## *Editing a Schedule That Was Generated*

# Saving a Schedule

# Loading a Schedule

# Frequently Asked Questions