L.I.F.E.S.V2

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| User Guide  includes  ADMIN Section |

Table of Contents

[Introduction 2](#_Toc417315655)

[Getting Started 2](#_Toc417315656)

[Administrative 2](#_Toc417315657)

[*Administrators* 2](#_Toc417315658)

[Creating Users 2](#_Toc417315659)

[Deleting Users 2](#_Toc417315660)

[Resetting Passwords 2](#_Toc417315661)

[Unlocking a User Account 2](#_Toc417315662)

[*General Users* 3](#_Toc417315663)

[Logging In 3](#_Toc417315664)

[The Home Screen 3](#_Toc417315665)

[Creating Your First Examination Schedule 1](#_Toc417315666)

[*Entering Time Constraints* 1](#_Toc417315667)

[*Entering an Enrollment File* 1](#_Toc417315668)

[*Actually Running the Scheduler* 1](#_Toc417315669)

[*Rescheduling* 1](#_Toc417315670)

[*Editing a Schedule That Was Generated* 1](#_Toc417315671)

[Saving a Schedule 1](#_Toc417315672)

[Loading a Schedule 1](#_Toc417315673)

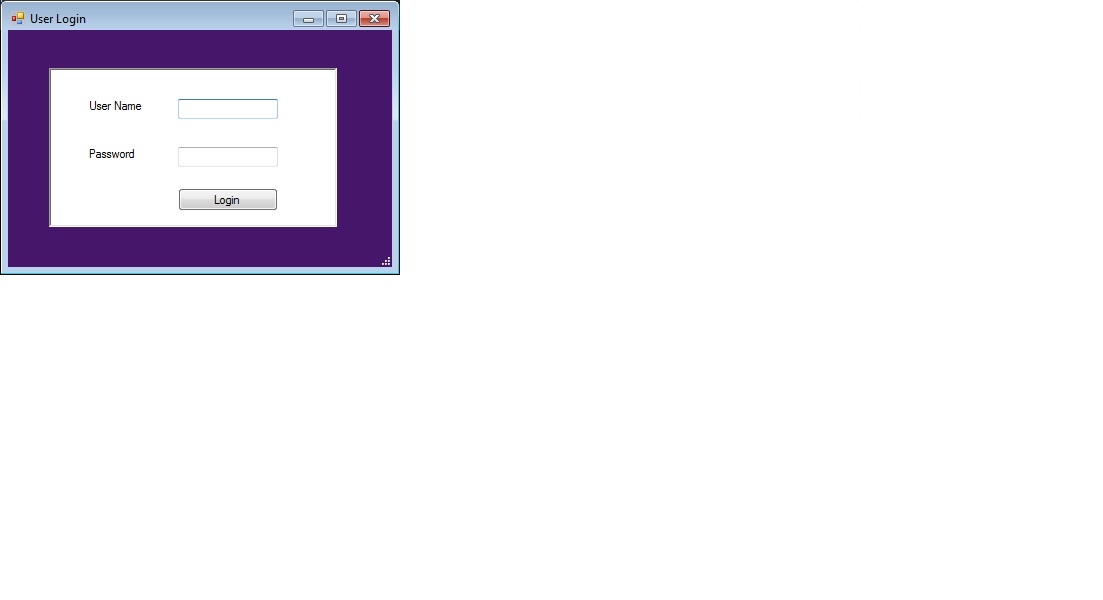
[Frequently Asked Questions 2](#_Toc417315674)

# 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

### C:\Users\elJeffeh\Documents\GitHub\tune_squad\Documents\UserManual\Figures\fig4_locked.jpg

In the case a user would like to change their password,

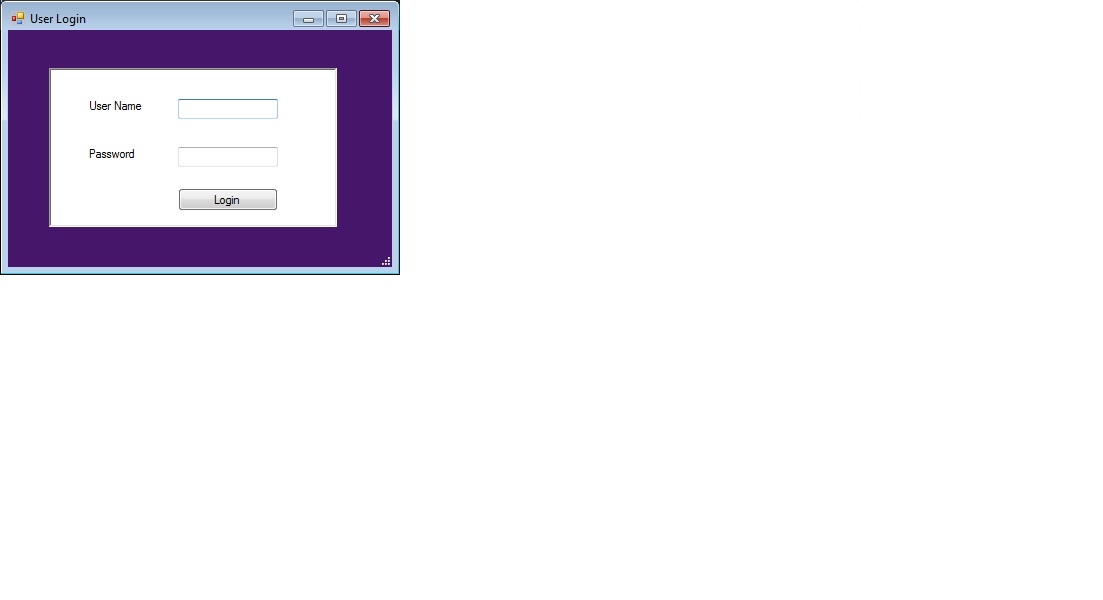
### Unlocking a User Account

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

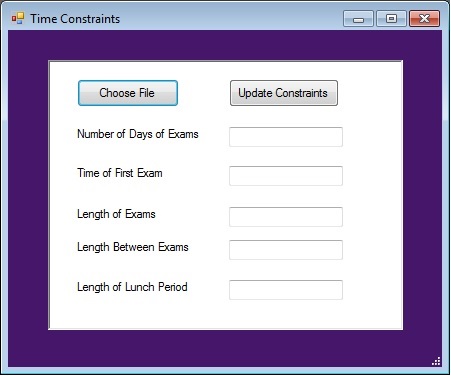
# Creating a Final Examination Schedule

This section provides details necessary for how to create a final examination schedule.

## *Step 1: Enter Time Constraints of Schedule*

It is essential to know that L.I.F.E.S. adheres to ISO 8601 24-hour standards.

If the time constraints are invalid, hover over error provider

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### Number of days

This number indicates the amount of days the final exam schedule. The minimum number of days an examination schedule may contain is 3 days. The maximum number is 5.

### Beginning Time of the First Day

The beginning time of each exam must be 0700. The final time for exams is either 1700 or 1715.

### Length of Time for Each Exam (in minutes)

The minimum is one hour fifteen minutes for each exam, and there is no maximum. Every exam can begin on the quarter hour, half hour, or hour.

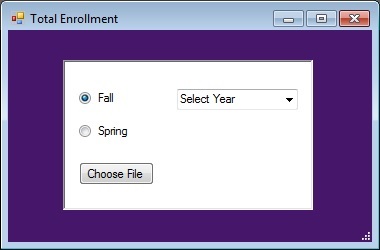
### Length of Time between Exams (in minutes)

The minimum is ten minutes and the maximum is thirty minutes.

### Length of time for a lunch period (in minutes)

This value is optional, and there are no limits for this value.

## *Entering an Enrollment File*



There are three things to think about within the enrollments file window. First, a user must specify either fall or spring semesters. Next you must specify the year the exam schedule is going to be built for []. The file that a user specifies is the one which a user opens and navigates within the file menu to.

## *Actually Running the Scheduler*

After all the previous steps have been completed, all a user must do is click on the “Schedule” button.

## *Rescheduling*

If a user isn’t satisfied with the current examination schedule, a user has the option to reschedule. To do this, all a user must do is press the “Reschedule” button.

## *Modifying a Schedule That Was Generated*

INSERT SWAP SCREEN SHOT

In order to modify a schedule that has been generated a user will first need to click on a final exam time schedule they would like to change. This time slot will become highlighted. A user must then select a second schedule by clicking it as well. This time slot will also become highlighted. After the user has selected the two times, they’ll need to press the swap button. The user will have then successfully modified a schedule.

# Saving a Schedule

From the drop down menu, all a user has to do is click “Save as”. This will save the current state of LIFES, including the Time constraints specification and total enrollments file.

# Frequently Asked Questions

Explain how LIFES adheres to ISO 8601 24-hour standards

Reading from a file

Writes