

Teaching Office Database Documentation: How To

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1 Introduction

This is to list what tasks a computer officer may need to undertake in supporting the Teaching Office Database and to provide instructions on what to do. I have compiled this from both things I keep needing to lookup and from support queries I have had. Hopefully they will help you too and apologies if something is stating the obvious.

2 Conventions Used

<Angle brackets> are used to indicate where specific information needs entering.

Courier Font is used for text you need to type in

3 Just in Case

Question – How Do I ?	Answer (Unix commands)	When ?
Backup single file	<code>Cp myfile.php myfile.php_bk<date></code>	Before editing !
Backup whole lot	<code>Mkdir <dept>_<date> Cp -rva <Dir Tree>/<dept>/* <Dir Tree>/<dept>_<date></code>	Before adding major code changes
Backup database	<code>Mysqldump -u <user> -p <dept>_todb > <dept> _todb_<date><your initials>.sql</code>	1. Routinely 2. Before making db changes

4 Front Page (Index.php)

Question – How Do I ?	Answer	In Detail
Change the University Banner	Replace images/uniban-s.gif	See Changing the Display Appearance
Change the headers	Edit config/config.inc	\$description controls the middle header \$department the right hand header
Change the text	Edit config/config.inc	Change \$index_welcome
Add years to the 'grid'	Edit index.inc	See Adding a New Year
What's 'operation's by year' on the front page		This is to allow an admin user to access views for a new year before they have

for ?		been added to the 'grid'. Can also be used to view previous years that might have been removed from the grid.
How do I control what's shown in 'Operations by year'	Edit config/config.inc	Update arrays containing the php file called \$generic_operations and its associated description in \$generic_operations_names

5 Adding Users

Question – How Do I ?	Answer	In Detail
Add an 'edit' user	Edit config/config.inc	Add them to allowedusers array Note if you have set up Apache to use a list of allowed users based on the people in the database, this list will not automatically get updated to include new 'edit/admin' users. Edit any person in the database to trigger an update.
I have added an admin user but they can't access TODB		See Note above. Also check they have been added to Apache configuration file should you be providing a list of allowed users to Apache. (See TODB Installation and Configuration Guide)
Add a 'flux' user	Edit config/config.inc	Add them to fluxusers array
Add a 'demo' user (Chemistry only)	Edit config/config.inc	Add them to demonstration_admin_users array

6 Email address used for confirming jobs

Question – How Do I ?	Answer	In Detail
Change the email address to which job confirmations are sent	Edit config/config.inc	Change \$email_recipient Eg \$email_recipient = "abc12@eng.cam.ac.uk" ;
Change the name of the "Teaching Duties Office"	Edit config/config.inc	Change \$officename
Set the 'reply to' email	Edit config/config.inc	Change the

address set on emails to the Teaching Office		<code>\$institutional_domain_name</code> . The email address is formed from the users crsid and the institutional domain name.
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7 Changing the Job Filter Information

Question – How Do I ?	Answer	In Detail
Add a new Job Type	Edit config/config.inc	Edit <code>\$all_categories</code> 'type' to include the new type letter and <code>\$all_captions</code> 'type' to include it's description. See Configuration and Installation Guide for more details. Some php changes will be needed to add this to any Summary Report.
Remove a Job Type	Edit config/config.inc	As above but remove the job type instead of adding it.
Change a description for an existing filter criteria	Edit config/config.inc	Edit <code>\$all_captions</code> appropriately

8 Changing the Division/Subject Area Information

Question – How Do I ?	Answer	In Detail
Add a new Division/Subject Group	Edit config/config.inc	Edit <code>\$division_longnames</code> and <code>\$division_shortnames</code> to include the new Division/Subject Area. The Division shortnames are used to label the filter buttons used when viewing people.
Remove a Division/Subject Group	Edit config/config.inc	As above but remove the Division instead of adding it. Any People in this division can now be seen by selecting 'Other'.
Change the Button Label for an existing division/subject group	Edit config/config.inc	Change the relevant value in <code>\$division_shortnames</code>

9 Changing the Display Order

Question – How Do I ?	Answer	In Detail
Change the Display Order for Jobs	Edit config/jobs.inc	Change \$jobbordering to the order in which jobs should be displayed.
Change the Display Order for Units	This can be controlled by the user via the Ordering column.	Should a different order be required, you will need to edit View_units.php and change the order by clause in \$unit_query.
Change the display order for people	Normally displayed alphabetically by name	Anything else would require a code change in view_people.php

10 Adding a New Year

Steps:

1. The administrator uses 'Modify year configurations' to create the New Year entering the year to copy data from, the year range and a description that will appear on the top of the screens.
2. The computer officer needs to edit the config/index.inc file to add the new year to the 'grid' (see below).
3. Ask your teaching administrator how many 'old' years they wish to see and remove any unwanted years from config/index.inc. They will still be able to view them using 'Operations by Year' link from the first page

Question – How Do I ?	Answer	In Detail
Change what gets copied from year to year	Edit config/new_years.inc	Only those items included in these arrays will be copied. So for example, 'Person' is not normally copied over for Jobs meaning people get allocated afresh each year.
Add years to the 'grid'	Edit index.inc	Copy <tr>...</tr> and change the yearval and bracketed year range to the new year range. Most usable if the most recent year is at the top of the grid. The administrator needs to use 'Modify year configurations' link on the Front

		Page to copy data to the new year.
Delete a Year permanently ?	Use 'Modify Year Configurations'.	See User Guide
Allow only Division Heads to see information for the new academic year.	Make sure the Division Heads are in the Flux Users array and set the year to 'In Flux' (see below)	Edit config/config.inc. Add them to fluxuser
Set a year 'In Flux'	Use 'Modify Year Configurations'.	See User Guide
Set the Current Year	Use 'Modify Year Configurations'.	See User Guide
The system is unable to add or delete files when creating/deleting a year	User has not got the correct permissions	Check the privileges in mysql database for db table for <department>_wrt. They should be pretty much all set except for the Grant one. Remember to FLUSH PRIVILEGES if you change any.

11 Changing columns

Question – How Do I ?	Answer	In Detail – See Installation and Configuration Guide for more details
Add a column to a view if it is already in the database ?	Edit config/<table>.inc – table may be jobs, people or units depending on the view	The item must appear in the <table>items array. Each of the arrays below has a corresponding header array which needs a matching header added.
.. so only an admin user can see it	As above	The admin<table>cols array is what appears in the view to an admin user.
.. so an admin user can edit it	As above	Updateableadmin<table>cols are those items that can be edited in the pop-up window. Admin<table>colwidths control the width of each field in the pop-up.
.. so a 'normal' user can see it	As above	<Table>cols array lists these items
Change the width of fields in the Edit pop-up	As above	Admin<table>colwidths control the width of each field in the pop-up.

Box		
Make sure any points and points totals stay in alignment	Keep points as the right-most column	
See tooltips for column headings	<p>1. By hovering the mouse over the heading in the application</p> <p>2. From the database information schema view</p>	<p>2. use information_schema;</p> <pre>select column_name, column_comment from columns where table_schema = '<Dept>_toddb';</pre>
Amend tooltips for column headings	<p>These are stored in the database and can be changed using mysql comments. It is important that you maintain all other column information as is (take it from mysqldump) to avoid overwriting .</p> <p>Remember this only affects the chosen year's tables but it is probably adequate to just to update the most recent year. Changes will be kept when a new year is created.</p>	<p>Eg LOCK TABLES `people_2008_09` WRITE;</p> <pre>ALTER TABLE people_2008_09 MODIFY `job_title` varchar(32) default NULL COMMENT 'Person`s job title';</pre> <p>UNLOCK TABLES;</p> <p>Note: Using a backtick (Person`s) is a kludge for an apostrophe as " does not work .</p>
Remove a column ?	Remove it from the appropriate arrays (Data and Header parts) and adjust the widths array if it was an editable item. There is no need to remove the column from the database.	
Add a column to a view if it is not already in the database ?	You will need to add the column to the database. Use an ALTER command on the table and specify where you want the column to appear (here after the column 'term').	<p>Eg ALTER TABLE `jobs_2008_09` ADD COLUMN `venue` varchar(64) default NULL COMMENT 'Venue where this lecture/class/seminar is given (if appropriate)' AFTER term;</p>

	You can include a COMMENT which will appear in the tooltips.	
Make sure the contents of a new column are displayed/can be edited	Edit config/<table>.inc	See above - Add a column to a view if it is already in the database ?
Make sure the contents of a new column are copied over to a new year	Edit config/new_years.inc	To include the new column in the relevant array.
What's the Correct Groups column in Units for ?	This is 'Other Groups' in the Generic version of TODB.	<p>This is better named 'Other Groups' and is intended to show Subject Groups relating to jobs in this unit that are not included in the Subj Group entry. The data is derived and should not be entered.</p> <p>More details of this are shown in the Developer's Guide</p>

12 Deleting Related

Question ?	Answer	In Detail
How do I permanently remove deleted records ?	<p>People/Units: Click Deleted button. Then Edit and click 'Purge Deleted People/Units'.</p> <p>Jobs: Special Filter – Jobs that have been marked as deleted. Then Edit and click 'Purge Deleted Jobs'.</p>	Records, marked as deleted, stay on the database until they have been purged. This allows them to still appear in summaries for the rest of the year.
I've deleted someone by mistake how do I put them back ?	Since deleted records stay on the database until they have been purged they will get 'duplicate' error if they just try to add them back. The solution is to unset the deleted flag on the	<p>Here are some sample commands</p> <pre>Mysql use <Dept>_todb; check you have the right one); select * from people_2010_11 where uname = "Clarke"; update people_2010_11 set</pre>

	database.	deleted = 0 where uname = "Clarke";
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13 Recalculating Points – not all departments use points

There are two methods of points calculation used – see User Guide for more details

1. Once off for each job using the calculator to determine the points which are then stored with the job.
2. Using a formula with link to the number of students which is can be used to recalculate the points if the number of students changes.

Question ?	Answer	In Detail
Remind me how to do a bulk update of student counts	Use View Student Counts and follow the instructions to the top left of the screen	This happens when using method 2. A text box can be used to import lists of Units and Student Numbers.
I have changed the student counts – why haven't the points been updated ?	You need to click on 'Recalculate Points' to start the points update	This happens when using method 2 above. View Student Numbers per Unit is used to update student numbers. Then the user needs to use View Points Formulae and click on 'Recalculate Points' to adjust the points.
How do I change the formula being used ?	You need to use View Points Formulae	See User Guide

14 Quota Related – not all departments use quota

Question ?	Answer	In Detail
How do I change the default quota	Change the default value set on the database	<pre>ALTER TABLE people_<year> MODIFY `quota` int(11) NOT NULL default '50'</pre>

15 Locking Related

Question ?	Answer	In Detail
Why do I see "Failed to get edit lock"	When someone is editing a table, a lock is placed on	If you are sure the lock is no longer needed, you can click on 'Force Unlock'

on the <table> database"	the database. The user needs to make sure they remember to click on 'Finish Edit' after editing to release the lock.	and then will need to click 'Edit ' again to put the screen in Edit mode.
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16 CSV Not working

Question ?	Answer	In Detail
When I press the CSV button, a tabular report is not generated	The CSV reports are stored in /static-csv. This directory needs to be owned by the webserver user or to have generous permissions.	See TODB Installation and Configuration Guide
When I press the CSV button, the data is dumped to the screen not sent to a report	The user was still in Edit Mode.	The user needs to remember to click 'Finish Edit' before requesting a CSV report.

17 Summary Reports

Question ?	Answer	In Detail
Why is this report empty ?	This is a new year and people have not yet been assigned to jobs.	The different summary reports rely on summarising information from the people doing teaching jobs. For example the total points per person broken down by job type. This analysis can't be done unless they have been assigned to jobs.
Why are items missing from this report compared to last year ?	This is a new year and people have not yet been assigned to jobs.	For example in Engineering, there will be no 'Jobs from other units done by Div <Div> personel'.
How do I change what is displayed ?	This will need php code changes – normally to the view_faculty_summary.php	See Developers Guide

18 Timetable Related

Question ?	Answer	In Detail
How do I change the timeslots on the timetable display	Edit config.inc	Edit the array <code>\$tt_start_times</code> to show the start times you require. Where this is not in config.inc you should edit <code>\$start_times</code> in <code>timetable_functions.inc</code>
We want to include Saturday lectures	Edit config.inc	Edit the array <code>\$tt_days_of_week</code> to show the days you require. Where this is not in config.inc you should edit <code>\$days_of_week</code> in <code>timetable_functions.inc</code> . See Developer's Guide

19 Changing the Display Appearance

Question ?	Answer	In Detail
Where is the look and feel configured ?	Determined by CSS stylesheets	See TODB Installation and Configuration Guide
How do I change the display styles	The default styles and images have been copied from those used by engineering and can be replaced with your own departmental versions if you so wish. These are referenced from <code>config/top.inc</code> and <code>config/footer.inc</code>	The css is held in <code><Code Dir>/styles</code> and the images used in <code><Code Dir>/images</code> . Other images such as that for the Calculator icon and any picture shown on the front page may be found in the top level directory <code><Code Dir></code> .

20 Using SQL to help out with Multiple Updates

This of course depends on how many changes need to be made – it is perfectly possible for the user to use TODB to update each item but in some cases you can help relieve the tedium... If you are feeling nice and make sure you can restore if things go horribly wrong.

Question ?	Answer	In Detail
The building has	Use SQL to update the	Obtain a count of how many items with

changed – how do I update the database ?	current year's people data.	<p>'Old Building' to check the expected number of items get updated.</p> <p>Include a tailored version of the following within an SQL script:</p> <pre>update people_2010_11 set room='New Building' where room = 'Old Building' ;</pre>
The room numbers have changed – how do I update the database ?	Providing you can get hold of a list of people and new room numbers from another source, use Excel to generate SQL update statements. Then run these on the database.	<p>Use an Excel file with crsid (column A) and new room Ids (column B).</p> <p>An example formula might then be</p> <pre>=CONCATENATE("update people_2010_11 set room=",B2," where crsid = ","A2,";")</pre> <p>Which would generate the relevant update statement for SQL:</p> <pre>update people_2010_11 set room='BC2-03' where crsid = 'aa22';</pre> <p>Use Fill Down to propagate the formula. The update statements can then be included within an SQL script.</p>

21 Housekeeping Tasks

Task	Comment
Backups	Keep for both code and data !
Removing old years	Edit config/index.inc to remove old years from the 'grid'. Check with the Teaching Administrator how many previous years they wish to see. Don't actually delete old year's data. This can be done by the Administrator using 'Modify year configurations' link. In practice, they will probably want to keep this data for several years so they can refer back to it.
Purging deleted items	Again this should be done by the Teaching Administrator to remove items/people which have been marked as deleted from the database. It is worth checking that this is being done, probably when a new year is created, so that unwanted items get removed. See Deleting Related for more information.

22 Viewing Logs

Task	Comment
php errors	Logged to your Apache error.log

23 User Test Mode

Question ?	Answer	In Detail
How can an admin user check they are happy with what a 'normal' user can see ?	Edit config/config.inc	Set the \$usertestmode flag. A checkbox then appears on most screens allowing an admin user to see 'normal' user view. See User Configuration and Installation for more details.
How do I get rid of "View screen as normal user ?"	Edit config/config.inc	Unset the \$usertestmode flag.