UNIVERSITY OF THE THIRD AGE
MELBOURNE CITY

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USER MANUAL – FINAL
V1.4

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1.0 - Version control

Ver No.	Changes	Author	Date
1.0	Original Draft	Rebecca Millic	17/09/14
1.1	Formatting + Fixes	James Thomas	18/09/14
1.2	Function Descriptions	Rebecca Milic	25/09/14
1.3	Screenshots	James Thomas	25/10/14
1.4	Final Review	James Thomas	27/10/14

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2.0 – Introduction

2.1 – Purpose and Use

This User Manual covers in detail how to access and use each function within the U3A Management system. The intended audience is the organization's Technology Champion and any 'Super' level users. Excerpts may also be given to Office volunteers as required.

The system can be accessed at: **http://ie.infotech.monash.edu/team19/Final**
Username: 'super@test.com'
Password: 'SuperUser'

As a general note, users can return to the top any page by clicking "Return to Top" on the bar at the top of the system window, this bar scrolls as the user scrolls. Additionally, to help prevent users from getting lost within nested pages, breadcrumbs display above each pages title in order that the pages were accessed, at any time a user can click one of these links and return to the specified page.

In addition we will be adding **screen shots** to each step that may need or benefit usability through a more detailed elaboration with the aid of visual cues. The cues will out line step by step visually how the user can perform specific tasks.

2.2 – Login

The security protocol to ensure only authorized users are able to enter, view and access the system. This page consists of two entry fields that the user must fill correctly in in order to gain entry to U3A University web system. The user must log into the system before they are able to access the U3A data files.

Steps:
1. Navigate to: **http://ie.infotech.monash.edu/team19/Final/**
2. A login form will display, to continue enter the above details.
3. Click Login.
4. If the credentials entered were valid, you will be redirected to the Home page.
5.

2.3 – Logout

A security measure, whereby performing this action it will end the session for the specified logged in user. It is recommended that the user logout of the system each time they have completed their necessary tasks.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the logout button from the right side of the navigation bar.
3. Your session will end and redirect you to the login page.

2.4 – Forgot Password

U3A > Reset Password

Reset Password

Please enter your registered U3A email

Email:

Reset

If a currently registered system user has forgotten their login credentials they are able to request to have their password reset via an email link sent to their registered email address. Upon clicking the reference link within the email the user is redirected to to U3A website, whereby they are instructed to set their new login password.

Steps:
1. Requires the user to be logged out *(Refer to 2.3 – Logout)*
2. Navigate to: **http://ie.infotech.monash.edu/team19/Review/**
3. Select the "Forgot Your Password?" link.
4. A form will display, enter your email address.
5. Click Reset – An email will now be sent to the specified email.
6. Click the link in the email – you will be redirected to the reset page.
7. A form will display, enter a new password in both fields.
8. Click Reset, your password has now be reset.

3.0 – Members

3.1 – List all Members

U3A > Members

Active Members

| Active Members | Inactive Members | | | | | + Add Member |

Show 10 ▼ entries   Search: [   ]

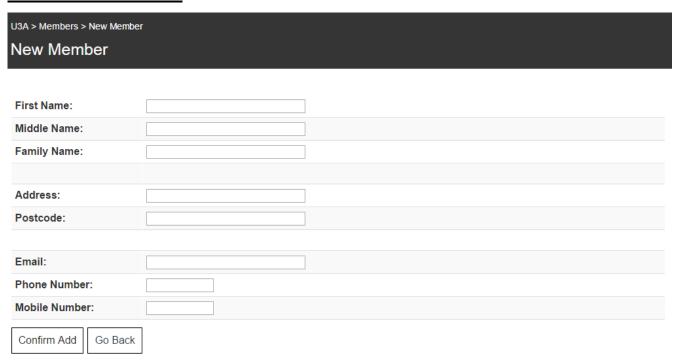| Last Name ▲	First Name ⇕	Address ⇕	Email ⇕	Phone No. ⇕	Mobile No. ⇕	Actions ⇕
Adamidis	Dominique	54 Balywn Rd	doomi@gmail.com	98856421	0422805410	View
Johnson	Dean	12 Paul St	d.jon@hotmail.com	98857623	0422805672	View
Merrett	Emily	21 Feathertop Rd	emrose@gmail.com	98783211	0434212751	View
Milic	Sarah	20 Keysborough Court	rjmil1@student.monash.edu	97985555	0434212762	View
Milic	Rebecca	1 Alexandra Ave	rebecca.milic@gmail.com	98362830	0422805670	View
Thomas	James	21 Kingsclere Avenue	jdtho1@student.monash.edu	97981658	0434521596	View

Showing 1 to 6 of 6 entries   Previous   1   Next

Display complete list of members within the system. This list displays the members first and last name, address, email, phone number and mobile number. There is an ability to search/filter results via the search bar or clicking the arrow next to the name on each column heading.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Members' button from the center of the navigation bar.
3. Three tabs will display – 'All, Active, Inactive Members', select the relevant tab.
4. A list of all related members will display, the number of records shown per page can be altered and pages can be navigated by selecting the 'Previous' or 'Next' buttons at the bottom of the table.
5. Each list can be narrowed down by entering a filter into the 'Search' box, this searches all fields in the table, furthermore, result can be sorted by clicking each column name.
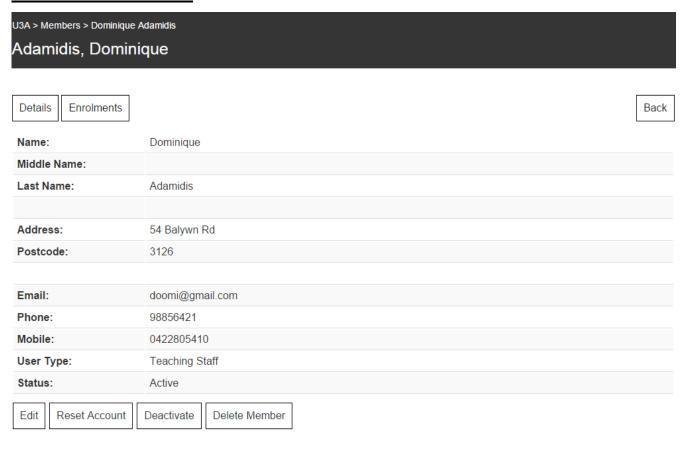
3.2 – Add a Member

U3A > Members > New Member

New Member

First Name:	
Middle Name:	
Family Name:	
Address:	
Postcode:	
Email:	
Phone Number:	
Mobile Number:	

Confirm Add   Go Back

Add a new Member and User into the system. Here you are able to select the specific type of user (Member, Office Volunteer, Teaching Staff). This process will create an email and login password for the newly created member.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Members' button from the center of the navigation bar.
3. Select the '+ Add Member' button on the right side of the page.
4. A form will display, enter member details and click 'Confirm Add'.
5. A second form will display, if necessary, alter the member type.
6. If creating an offline account select 'Skip', otherwise select 'Add User'.
7. The message - 'The user has been saved' should display above the Member tabs.

3.3 – View a Member

U3A > Members > Dominique Adamidis

Adamidis, Dominique

Details	Enrolments		Back

Name:	Dominique
Middle Name:	
Last Name:	Adamidis
Address:	54 Balywn Rd
Postcode:	3126
Email:	doomi@gmail.com
Phone:	98856421
Mobile:	0422805410
User Type:	Teaching Staff
Status:	Active

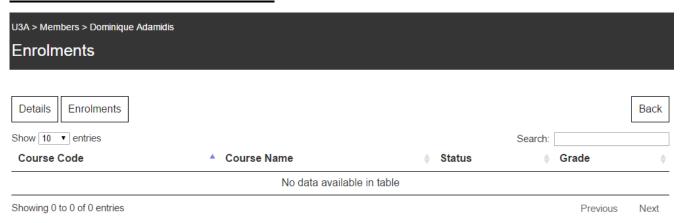| Edit	Reset Account	Deactivate	Delete Member

Display a specific members record in detailed view. These results display the member's personal contact details, email address and courses in which they are enrolled. Here an authorized user can un-enroll from the detailed viewed member's currently enrolled courses.

Steps:

1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Members' button from the center of the navigation bar.
3. Click the 'First Name' of any member in the table to display a detailed view.
4. You will be redirected to a more detailed view where more options are available.
5. To leave this view, click the 'Members' button in the top right hand corner of the content section.

3.4 – List Member Enrolments

U3A > Members > Dominique Adamidis

Enrolments

| Details | Enrolments | | Back |

Show 10 ▼ entries   Search:

Course Code ▲	Course Name ⇕	Status ⇕	Grade ⇕
No data available in table			

Showing 0 to 0 of 0 entries   Previous   Next
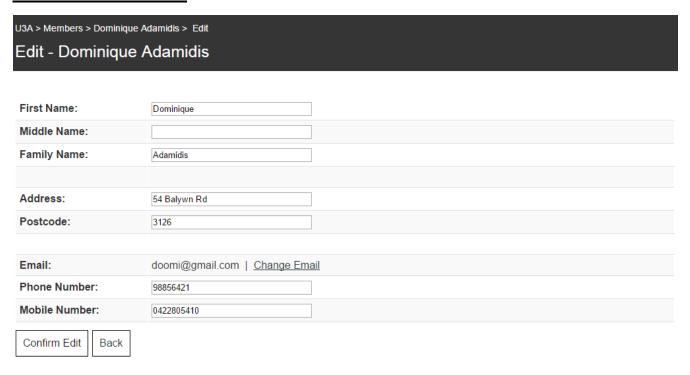
Show the entire list of enrollments for a selected member, which is accessed from the detailed member view page. The list of enrolments can be filtered via using the search bar or individually selecting the arrow next to the specified column heading.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Members' button from center of the navigation bar.
3. Requires the detailed member view. *(Refer to 3.3 – View a Member)*
4. Select the 'Enrolments Tab'.
5. A list of all enrolments for the specific member will display.
6. The list can be narrowed down by entering a filter into the 'Search' box, this searches all fields in the table, furthermore, result can be sorted by clicking each column name.

3.5 – Edit a Member

U3A > Members > Dominique Adamidis > Edit

Edit - Dominique Adamidis

First Name:	Dominique
Middle Name:	
Family Name:	Adamidis
Address:	54 Balywn Rd
Postcode:	3126
Email:	doomi@gmail.com	Change Email
Phone Number:	98856421
Mobile Number:	0422805410

Confirm Edit   Back

This allows for a user to alter/update and save any of the currently stored personal details for a specific member.

Steps:

1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Members' button from the center of the navigation bar.
3. Requires the detailed member view. *(Refer to 3.3 – View a Member)*
4. Select the 'Edit' button.
5. A form will display, data should already have populated each field.
6. To escape this form, click 'Go Back'. Otherwise, select 'Confirm Edit'.
7. You will be redirect back to the detailed member view and the following message will display – "Member Updated".
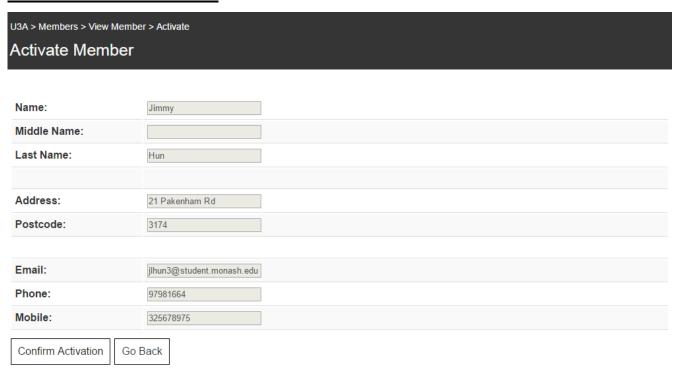
3.6 – Change Email (From Edit Member)

U3A > Members > Dominique Adamidis > Change Email

Edit Email

Email: doomi@gmail.com

Confirm Reset   Go Back

This allows for an authorized user to alter/update U3A members stored email address.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Members' button from the center of the navigation bar.
3. Requires the detailed member view. *(Refer to 3.3 – View a Member)*
4. Select the 'Edit' button.
5. A form will display, data should already have populated each field.
6. To change email click 'Change Email' link on the 'Email' row
7. To escape this form, click 'Go Back'. Otherwise, save by selecting 'Confirm Edit'.

3.7 – Activate a Member

U3A > Members > View Member > Activate

Activate Member

Name:	Jimmy
Middle Name:	
Last Name:	Hun
Address:	21 Pakenham Rd
Postcode:	3174
Email:	jlhun3@student.monash.edu
Phone:	97981664
Mobile:	325678975

[Confirm Activation] [Go Back]

Active members are those that are currently participating in a registered course. Members can be set to inactive or active depending on the current status of their participation with U3A University.
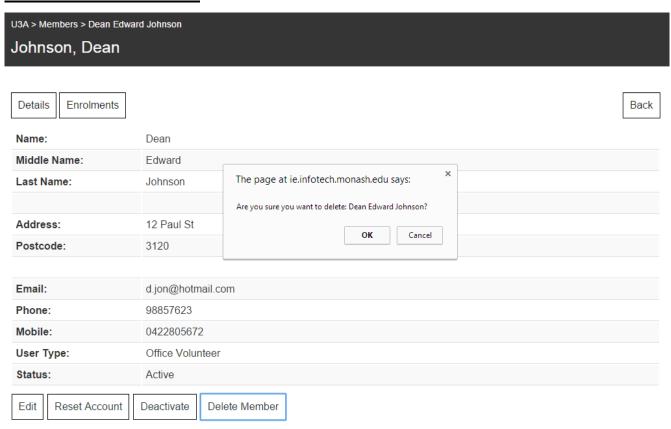
Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Members' button from the center of the navigation bar.
3. Can be accessed by clicking the "Activate Member" button on each member record within the 'Inactive Members' tab.
4. Members can also be activated via the detailed member view. *(Refer to 3.3 – View a Member).* Within the view click "Activate".
5. A form will display, however, all fields are disabled. This allows one final confirmation of member details before activation. To finalize click the 'Confirm Activation' button.
6. You will be redirected to the detailed member view and the message "The member has been activated" will display.
7. A Member can also be "Deactivated" by following the same method and instead clicking "Deactivate".

3.8 – Delete a Member

This will completely remove a member and all of their details from the database; deleted members can no longer be retrieved. Please ensure that you are sure you wish to delete a specific member from the database system.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Members' button from the center of the navigation bar.
3. Requires the detailed member view. *(Refer to 3.3 – View a Member)*
4. Select the 'Delete Member' button. A prompt will display confirming the action.
5. Click 'Ok'. You will be redirect to the member's index and the message "Member Deleted" will display.

3.9 – Reset password

U3A > Members > Dean Edward Johnson > Change Password

Password Change

Password:

Confirm Password:

Role: Office Volunteer ▾

Confirm Changes   Back

This is an internal password reset from the detailed member profile view for a specific member. The only type of user that will have the ability to perform this action will be the 'Superuser'. The Superuser must be logged into their account before they are able to see the 'Reset Password' button on each detailed member view page.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Members' button from center of the navigation bar.
3. Requires the detailed member view. *(Refer to 3.3 – View a Member)*
4. Select the 'Reset Password' button. A new page will display.
5. Here a new role can be selected, and a new password can be entered.

3.10 – View Profile

U3A > My Profile

My Profile

Details	Enrolments

Name:	Jimmy
Middle Name:	
Last Name:	Hun
Address:	21 Pakenham Rd
Postcode:	3174
Email:	jlhun3@student.monash.edu
Phone:	97981664
Mobile:	325678975
User Type:	Super User

Edit Profile	Reset Password

This is a personal profile view page for the logged in member. It displays their own personal contact details and provides information regarding the individual's enrolled courses.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Profile' button from the left side of the navigation bar.
3. The My Profile page will display, the current users enrolments can be displayed by clicking the 'Enrolments' tab.

3.11 – Edit Profile

U3A > My Profile > Edit

Edit Your Profile

First Name:	Jimmy
Middle Name:	
Family Name:	Hun
Address:	21 Pakenham Rd
Postcode:	3174
Email:	jlhun3@student.monash.edu	Change Email
Phone Number:	97981664
Mobile Number:	325678975

Confirm Edit   Back

A personal profile edit for the member, which is logged into the system. This allows the member to update their own personal details and then save them into the system.

Steps:
1. *Requires the user to be logged in. (Refer to 2.2 – Login)*
2. Select the 'Profile' button from the left side of the navigation bar.
3. Select the 'Edit Profile' button from the bottom left of the page.
4. A form will display, data should already have populated each field.
5. To escape this form, click 'Go Back'. Otherwise, save by selecting 'Confirm Edit'.
6. You will be redirect back to the My Profile page and the following message will display – "Member Updated".

3.12 – Change Email (From My Profile)

U3A > Profile > Change Email

Edit Email

Email: jlhun3@student.monash.edu

Confirm Reset   Go Back

This allows for the logged in user to alter/update their currently stored email address.

Steps:

1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'My Profile button from the center of the navigation bar.
3. Select the 'Edit Profile' button from the bottom left of the page.
4. A form will display, data should already have populated each field.
5. To change email click 'Change Email' link on the 'Email' row
6. To escape this form, click 'Go Back'. Otherwise, save by selecting 'Confirm Edit'.
7. You will be redirect back to the 'My Profile' view and the following message will display – "Profile Updated".
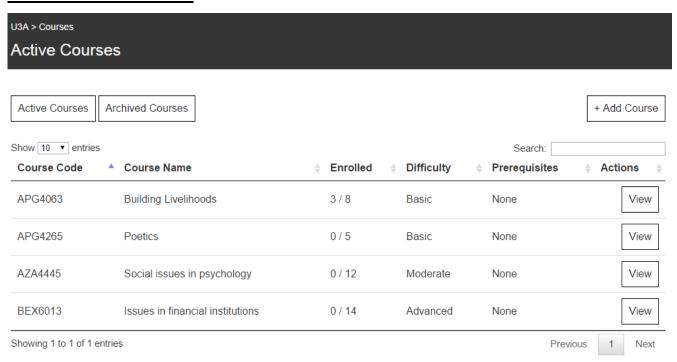
4.0 – Courses

4.1 – List all Courses

U3A > Courses
Active Courses

Active Courses	Archived Courses					+ Add Course

Show 10 ▼ entries   Search: [   ]

Course Code ▲	Course Name	Enrolled	Difficulty	Prerequisites	Actions
APG4063	Building Livelihoods	3 / 8	Basic	None	View
APG4265	Poetics	0 / 5	Basic	None	View
AZA4445	Social issues in psychology	0 / 12	Moderate	None	View
BEX6013	Issues in financial institutions	0 / 14	Advanced	None	View

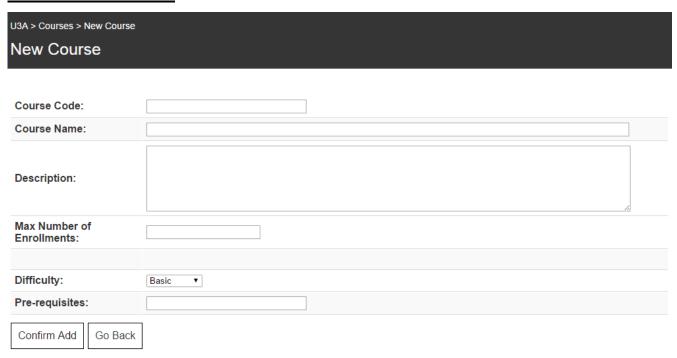Showing 1 to 1 of 1 entries   Previous 1 Next

A display of all the current courses within U3A University, it displays the course code, the name, and the number of students currently enrolled, difficulty and prerequisites. There is an ability to filter the courses via the search bar along the top of the list or through clicking the arrow next to each course list column heading.

> **Steps:**
> 1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
> 2. Select the 'Courses' button from the right side of the navigation bar.
> 3. One tabs will display – 'List courses'.
> 4. A list of all related courses will display, the number of records shown per page can be altered and pages can be navigated by selecting the 'Previous' or 'Next' buttons at the bottom of the table.
> 5. Each list can be narrowed down by entering a filter into the 'Search' box, this searches all fields in the table, furthermore, result can be sorted by clicking each column name.

4.2 – Add a Course

U3A > Courses > New Course

New Course

Course Code:

Course Name:

Description:

Max Number of
Enrollments:

Difficulty: Basic

Pre-requisites:

Confirm Add   Go Back

Too add a course into the system the authorized user must input all of the necessary course information and set the level of difficulty before saving a new course into the system.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Courses' button from the right side of the navigation bar.
3. Select the '+ Add Course button on the right side of the page.
4. A form will display, enter course details and click 'Confirm Add'.
5. You will be redirected to the course index and the message - 'The course has been saved' should display above the Course tab.

4.3 – View a Course

This displays the detailed course information for a specifically selected individual course, presenting the 'Course ID', 'Course Code', 'Course Name', 'Course Description', 'Currently Enrolled' members, 'Difficulty' and 'Pre-requisites'.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Courses' button from the right side of the navigation bar.
3. Click the 'Course Code' of any course in the table to display a detailed view.
4. You will be redirected to a more detailed view where more options are available.
5. To leave this view, click the 'Courses' button in the top right hand corner of the content section.

4.4 – List Course Enrolments

U3A > Courses > APG4063 - Building Livelihoods > List Members

APG4063 - Building Livelihoods - Enrolments

| Details | List Members | | | | | | Back |

Show 10 ▾ entries   Search: [   ]

Member Name ▲	Email	Status	Grade	Started	Updated	Actions
Milic, Sarah Taylor	rjmil1@student.monash.edu	Enrolled		24-10-2014	24-10-2014	Edit
Johnson, Dean Edward	d.jon@hotmail.com	Enrolled		25-10-2014	25-10-2014	Edit
Hun, Jimmy	jlhun3@student.monash.edu	Enrolled		25-10-2014	25-10-2014	Edit

Showing 1 to 1 of 1 entries   Previous   1   Next

This will display all the course enrollments that are linked to the specifically selected member.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Courses' button from the right side of the navigation bar.
3. Requires the detailed courses view. *(Refer to 4.3 – View a Course)*
4. Select the 'List Members' tab.
5. A list of all enrolments for the specific course will display.
6. The list can be narrowed down by entering a filter into the 'Search' box, this searches all fields in the table, furthermore, result can be sorted by clicking each column name.

4.5 – Edit a Course

U3A > Courses > APG4063 - Building Livelihoods > Edit

Edit Course: APG4063 - Building Livelihoods

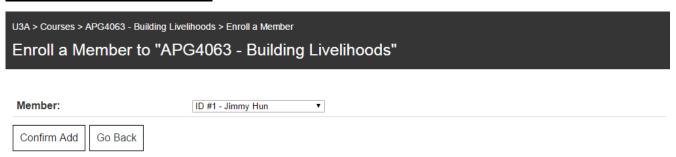|	
Course Code:	APG4063
Course Name:	Building Livelihoods
Description:	This unit provides a theoretical and practical overview of key issues in the building of household economies to strengthen resilience and provide livelihood support following a disaster, from short-term income protection during the acute phase of an emergency to longer-term livelihood planning for the recovery phase and beyond. The focus will be on the role of livelihoods in building income and food security.
Max Enrol Limit:	8
Difficulty:	Basic ▾
Pre-requisites:	None

Confirm Edit   Back

An authorized user is able to update and edit currently saved course information. The user must access the detailed course view and then select the 'Edit' button in order to make changes to the current information. All the fields must be filled in and cannot be left blank.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Courses' button from the right side of the navigation bar.
3. Requires the detailed courses view. *(Refer to 4.3 – View a Course)*
4. Select the 'Edit' button.
5. A form will display, data should already have populated each field.
6. To escape this form, click 'Go Back'. Otherwise, select 'Confirm Edit'.
7. You will be redirect back to the detailed course view and the following message will display – "The course has been saved".

4.6 – Enroll in a Course

U3A > Courses > APG4063 - Building Livelihoods > Enroll a Member

Enroll a Member to "APG4063 - Building Livelihoods"

Member: ID #1 - Jimmy Hun ▾

Confirm Add | Go Back
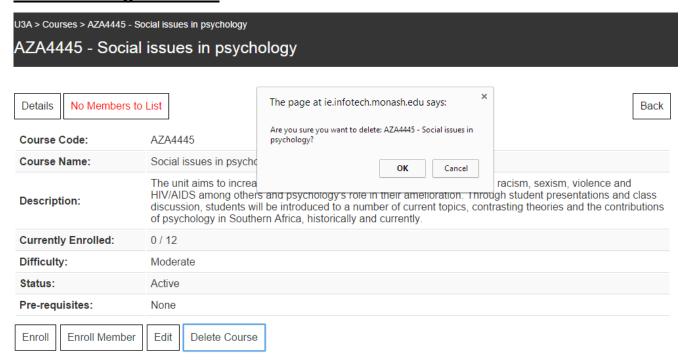
This is for logged in members to enroll themselves into a selected courses.

Steps:

1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Courses' button from the right side of the navigation bar.
3. Requires the detailed courses view. *(Refer to 4.3 – View a Course)*
4. Select the 'Enroll' button on the lower left side of the content section.
5. A new form will display, select the appropriate course to enroll in.
6. To escape this form, click 'Back'. Otherwise select 'Add'.
7. You will be redirected to the courses index and the message "The course enrolment has been saved" will display.

4.7 – Deleting a Course

U3A > Courses > AZA4445 - Social issues in psychology

AZA4445 - Social issues in psychology

Details | No Members to List

Back

The page at ie.infotech.monash.edu says: ×

Are you sure you want to delete: AZA4445 - Social issues in psychology?

OK | Cancel

Course Code:	AZA4445
Course Name:	Social issues in psych...
Description:	The unit aims to increa... racism, sexism, violence and HIV/AIDS among others and psychology's role in their amelioration. Through student presentations and class discussion, students will be introduced to a number of current topics, contrasting theories and the contributions of psychology in Southern Africa, historically and currently.
Currently Enrolled:	0 / 12
Difficulty:	Moderate
Status:	Active
Pre-requisites:	None

Enroll | Enroll Member | Edit | Delete Course

Authorized users are able to completely delete a course and all of its details from the U3A system. Deleted courses cannot be retrieved, please ensure you are sure you wish to delete a course before doing so.

Steps:
1. Requires the user to be logged in. *(Refer to 2.2 – Login)*
2. Select the 'Courses' button from the right side of the navigation bar.
3. Requires the detailed courses view. *(Refer to 4.3 – View a Course)*
4. Select the 'Delete Course button. A prompt will display confirming the action.
5. Click 'Ok'. You will be redirect to the course index and the message "Course Deleted" will display.