

BAY HOUSE SCHOOL AND SIXTH FORM

# Chair of Governors Training Tracker

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CG4.7 – User Documentation

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09/01/2014

## Contents

|                        |   |
|------------------------|---|
| Prerequisites .....    | 2 |
| Java.....              | 2 |
| MySQL.....             | 2 |
| The Main Program ..... | 2 |
| Links .....            | 3 |

# Installation

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## Prerequisites

Before we install the program for use, there are two programs that must be installed.

### Java

The first program is called Java. Your computer may already have java installed. To check if Java is currently installed, please go to: <http://www.java.com/en/download/installed.jsp?detect=jre> in your web browser and run the verify test. If it says you have Java installed, it will tell you what version and if there are any update. For this program to work, you need at least Java version 6. Java version 7 would be the best version to install if available for your computer.



If you need to install Java, please head to this link: <http://www.java.com/en/download/manual.jsp> and install the correct version for your computer.

Your IT administrator will be able to install Java on your machine.

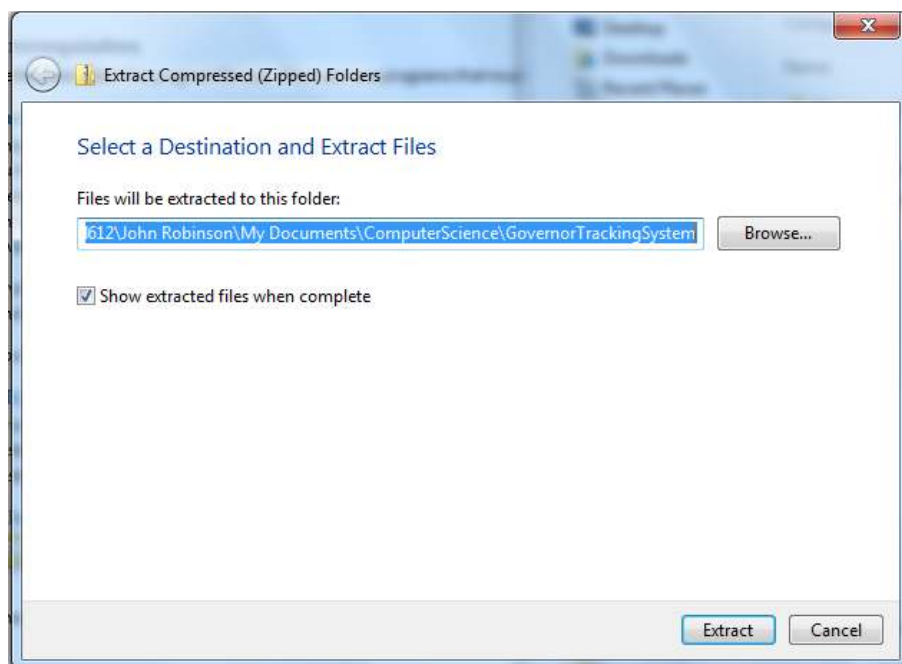
### MySQL

MySQL is required for running the program. Your IT administrator should be able to handle the installation of MySQL and create the database. A clean Database creation script can be found in the installation files for the program.

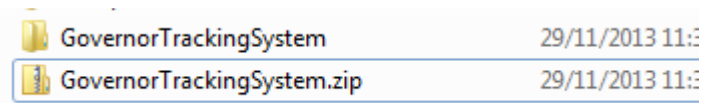
## The Main Program



|  |                  |
|--|------------------|
|  GovernorTrackingSystem     | 29/11/2013 11:38 |
|  GovernorTrackingSystem.zip | 29/11/2013 11:39 |

The program will be given to you in a .zip folder.

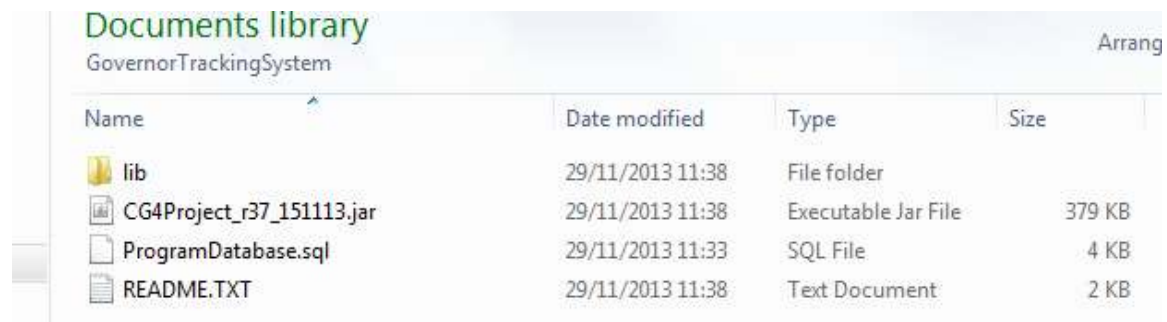






To extract the folder, right click it then click “Extract All...” You will then be faced with the screen above. If you just click “Extract” it will extract the folder to its current location.



|  |                  |
|--|------------------|
|  GovernorTrackingSystem     | 29/11/2013 11:33 |
|  GovernorTrackingSystem.zip | 29/11/2013 11:33 |

You will now have a second folder. You may backup the .zip file for later use or use it to install on other computers. If we enter the new folder called “GovernorTrackingSystem” we will see the following:



| Documents library   |                  |                     |        | Arrang |
|---|------------------|---------------------|--------|--------|
| GovernorTrackingSystem  |                  |                     |        |        |
| Name  | Date modified    | Type                | Size   |        |
|  lib                       | 29/11/2013 11:38 | File folder         |        |        |
|  CG4Project_r37_151113.jar | 29/11/2013 11:38 | Executable Jar File | 379 KB |        |
|  ProgramDatabase.sql       | 29/11/2013 11:33 | SQL File            | 4 KB   |        |
|  README.TXT                | 29/11/2013 11:38 | Text Document       | 2 KB   |        |

There is a single .JAR file “CG4Project\_r37...” which is used to execute the program and a single .sql file which can be used by your administrator to build the database for the program. Please keep all these files in the same folder along with the “lib” folder as the program will not run without them. You may move the parent folder “GovernorTrackingSystem” to the desktop or any other location to run from.

## Links

<http://www.java.com> – This website is used to find out about your installation of Java and to install it if it is not already installed.

<http://www.mysql.com/> - Used to install the database software.

<http://dev.mysql.com/downloads/installer/> - Location for installation files.

<http://dev.mysql.com/doc/refman/5.6/en/mysql-installer-gui.html> - Location for the official MySQL installation guide.

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## Contents

|   |   |
|---|---|
| Usage.....                                  | 2 |
| The Main Window.....                        | 2 |
| Adding a Governor .....                     | 3 |
| Adding a Category.....                      | 4 |
| Adding a Course .....                       | 5 |
| Adding a Completed Course .....             | 5 |
| Viewing Governors.....                      | 6 |
| Viewing Completed Courses by Governor ..... | 7 |
| Removing a Governor Record.....             | 8 |
| Editing a Governor Record.....              | 8 |
| Troubleshooting.....                        | 9 |
| 1. SQL Errors.....                          | 9 |
| 2. Validation Errors .....                  | 9 |
| 3. Deleted Records.....                     | 9 |

# User Documentation

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This document will run through a basic run of the program and cover all the basics on usage. Please refer to the installation document if you need help on installing the program.

If you encounter any errors throughout using the program, please consult the troubleshooting part of this document.

## Usage

### The Main Window



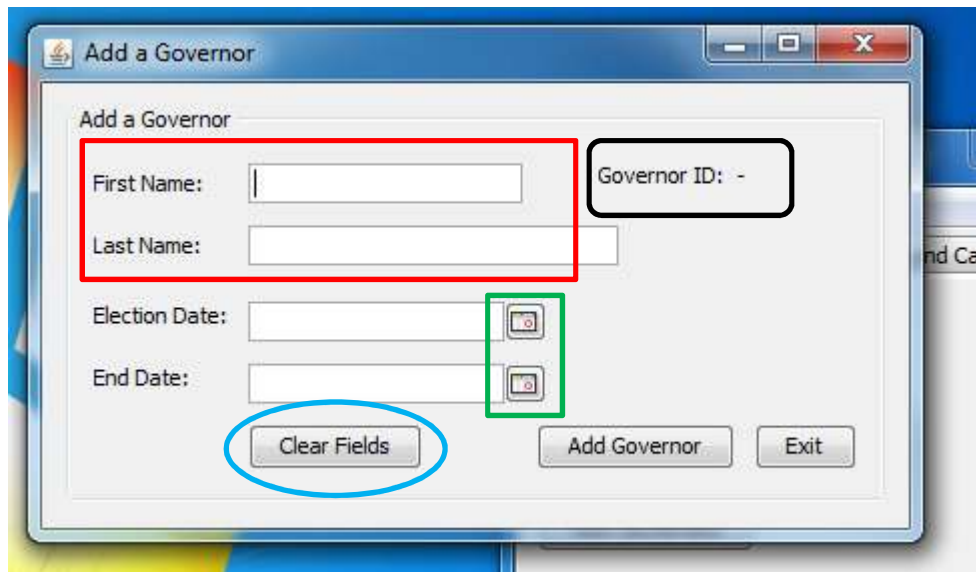
Above is a picture of what the first screen of the system will look like when you first open it. Inside the red box, there are a bunch of panels. Each of the panels takes you to a separate section of the program which will allow you to access certain features to do with their respective labels. For instance, if you want to deal with Governors, you would access the “Governors” panel.

Under the panel selection section of the window, there are buttons. All of the panels that have buttons have them laid out in a similar fashion.

On every single window, there is an Exit button which allows you to close the current window you are working in without closing the rest. If you close any window with the Red X button in the top right hand corner, the whole program will close down. If you close the main window with the Exit button with other windows open, they will all also close down. Please be mindful about what windows you want to close when exiting the program or other windows.

## Adding a Governor

After opening the main screen, we can press the “Add a Governor” button which is under the “Governors” panel. The button can be seen in the previous image.



This will open the above form. This is where you enter the details about your governor to add to the database.

The first name and last name fields in the red box will be where you enter the name for the governor you want to add. When entering dates throughout the program, make sure you press the little calendar icon next to the date entry fields. These will bring up an easy to use date chooser which you can use to select your date.

There are multiple “Clear Fields” buttons throughout the program. If you’re entering multiple records at a time, you can use this button to clear the fields to add a new record. An example of one can be found in the blue oval.

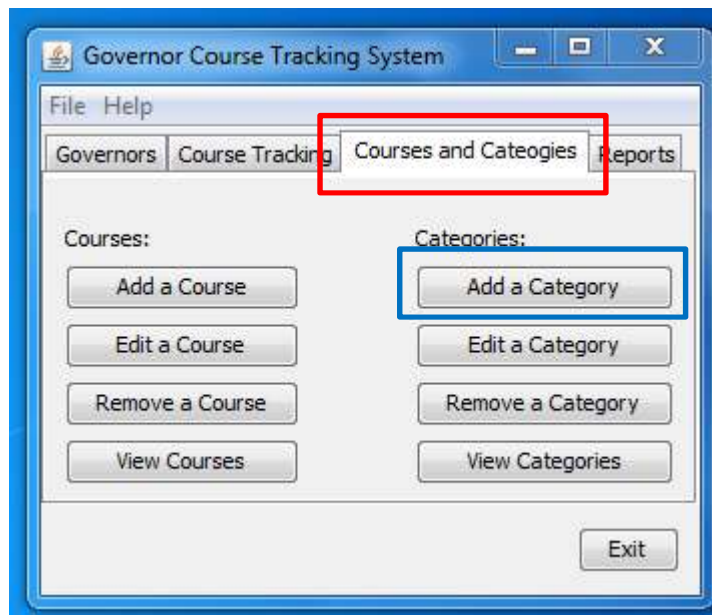
In the black rectangle, you can see the output for the Governor ID. This will display the new governor ID for the governor you just added to the database.

Once you have finished adding your governor record, you may “Add Governor” and continue.

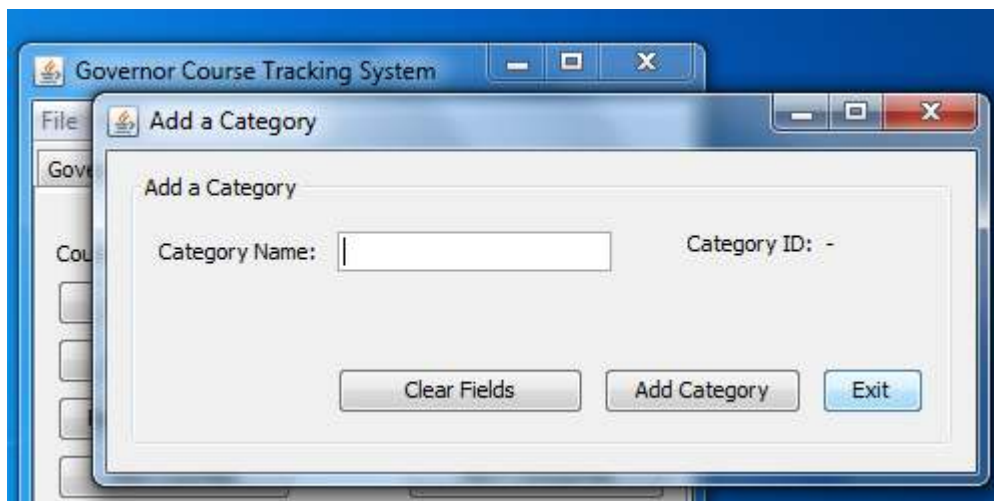
If you encounter any SQL errors in this process, please proceed to section one of the troubleshooting parts of this document. If you encounter any validation errors, please refer to section 2 of the troubleshooting section in this document.



## Adding a Category



To add a Category, we need to go to the “Courses and Categories” panel and select “Add a Category”.



This form is similar to the Add a Governor form in that it has a text field and similar buttons along the bottom. To add a category, just enter the name and click “Add Category”. To add another one, click “Clear Fields” and continue as before. The category ID label will display the ID of the last added category ID.

If you encounter any errors, please consult the troubleshooting part of this document.

## Adding a Course

A screenshot of a Windows-style dialog box titled "Add a Course". The dialog has a title bar with standard minimize, maximize, and close buttons. Inside, there's a label "Add a Course" followed by two input fields: "Course Name:" and "Course ID:". Below these is a "Category:" label followed by a dropdown menu currently showing "Core". This dropdown menu is highlighted with a red rectangular box. At the bottom of the dialog are three buttons: "Clear Fields", "Add Course", and "Exit".

To add a course to the database, you must have added at least one category. If you have not added a category, please return to the “Adding a Category” section in this document.

This form is slightly different to previous forms in that it has a combo, or, drop down box. This is outlined in a red box. This will allow you to select any of the categories that are currently in the database.


To add a course, enter a name and select a category from the drop down box. Then click “Add Course”. If you want to add more, click “Clear Fields” and add another record.

If you encounter any errors, please read the troubleshooting section.

## Adding a Completed Course

To add a completed course, go to the completed course panel and click the “Add a Completed Course” button as below:

A screenshot of the "Governor Course Tracking System" main window. It has a title bar with standard window controls. Below the title bar is a menu bar with "File" and "Help". Underneath is a tabbed interface with four tabs: "Governors", "Course Tracking", "Courses and Categories", and "Reports". The "Course Tracking" tab is currently selected. In the main area of this tab, there are four buttons stacked vertically: "Add a Completed Course" (highlighted in blue), "Remove a Completed Course", "View Completed Courses by Course", and "View Completed Courses by Governor". At the bottom right of the window is an "Exit" button.



Add a Completed Course

Governor:

Course:

Date:

Completed Course ID:

Clear Fields

Add Course

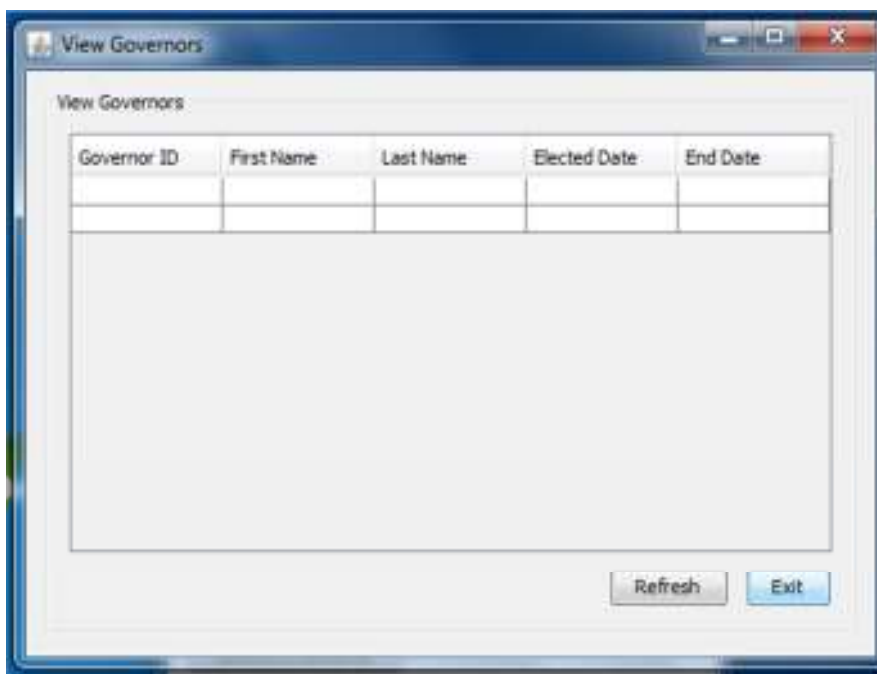
Exit

Above is the form you will see when adding a completed course. You can use the drop down boxes to select a governor and then a course. Make sure you click the little button next to the date to add a date for when the course was completed.

Click “Add Course” to add the completed course to the database. The label on the right will display the new completed course ID. The “Clear Fields” button will clear the fields so you can add a new governor.

## Viewing Governors

To view governors in the database, go to the “Governors” panel and click “View Governors”. You will be faced with this form:



View Governors

| Governor ID | First Name | Last Name | Elected Date | End Date |
|-------------|------------|-----------|--------------|----------|
|             |            |           |              |          |

Refresh

Exit

This form will display all the governor records in the database by their unique governor ID order. To refresh or populate the list for the first time, press the “Refresh” button.

The 'View Governors' form displays a table with the following data:

| Governor ID | First Name | Surname            | Elected Date | End Date   |
|-------------|------------|--------------------|--------------|------------|
| 4           | Cappy      | Mikek              | 2013-07-10   | 2013-07-28 |
| 5           | Becky      | Green              | 2013-09-09   | 2013-09-29 |
| 7           | Micheal    | Prihradaska        | 2010-12-13   | 2014-12-12 |
| 8           | John       | Robinson           | 2013-11-11   | 2017-11-11 |
| 10          | Billy      | Billy              | 2013-11-15   | 2013-11-16 |
| 12          | Michael    | Henley             | 2013-11-04   | 2013-11-20 |
| 13          | Johnwillis | St-Michaeljorda... | 2013-11-04   | 2013-11-20 |

At the bottom of the form are two buttons: 'Refresh' and 'Exit'.

A populated form will look like the one above.

### Viewing Completed Courses by Governor

There are two ways you can view the completed courses table. You have the option to view it by governor or by course. Both these forms can be found under the "Course Tracking" panel.

The 'View Completed Courses by Governor' form includes a dropdown menu labeled 'Select Governor:' at the top right. Below this is a table with the following headers:

| Governor Name | Course ID | Course Name | Date Taken |
|---------------|-----------|-------------|------------|
|               |           |             |            |

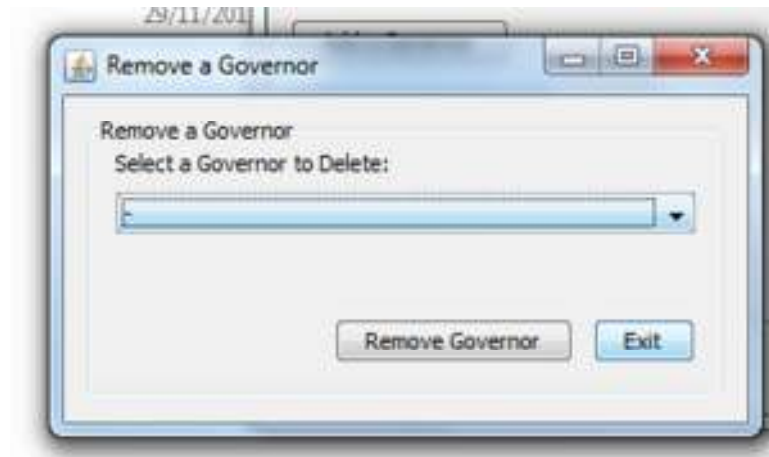
At the bottom of the form are two buttons: 'Show/Refresh' and 'Exit'.

This form looks a little different to the previous View Governors form in that you can select a governor in the top right to search by. This form will display all the courses the selected governor has completed. The other form, "View Completed Courses by Course" allows you to do the same but select a course and display all the governors that have completed that course. This will allow you to

quickly find someone that has completed a specified course or find out what courses a specific governor has completed.

## Removing a Governor Record

Opening the “Remove a Governor” form in the Governors panel will display this form:



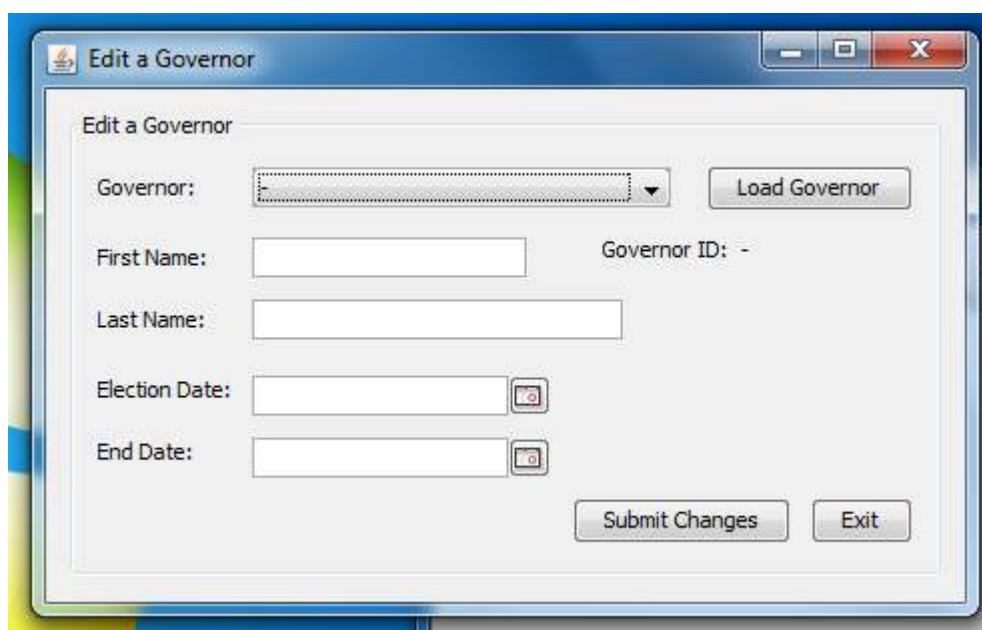
The screenshot shows a Windows-style dialog box titled "Remove a Governor". Inside the dialog, the text "Remove a Governor" is followed by "Select a Governor to Delete:". Below this is a dropdown menu. At the bottom of the dialog are two buttons: "Remove Governor" and "Exit".

This form allows you to select and remove a governor record. This will also delete any completed courses that you have linked to this governor through the “Add a Completed Course” form.

If you remove a course or category, any completed courses that require the course or category that you have deleted will also be removed from the database. So for example, if you have Category A and Course B but Course B is linked to Category A and you remove Category A, Course B will be removed from then database along with Category A.

## Editing a Governor Record

Below is the form that is found when clicking the “Edit a Governor” button under the “Governors” panel.



The screenshot shows a Windows-style dialog box titled "Edit a Governor". Inside the dialog, the text "Edit a Governor" is followed by a "Governor:" label and a dropdown menu. To the right of the dropdown is a "Load Governor" button. Below these are two text input fields: "First Name:" and "Last Name:". To the right of the "Last Name:" field is a "Governor ID: -" label. Below these are two more text input fields: "Election Date:" and "End Date:". To the right of each of these fields is a small calendar icon. At the bottom of the dialog are two buttons: "Submit Changes" and "Exit".

This form requires that you select a governor to load from the combo box next to the “Load Governor” button at the top. To load a governor, select one from the dropdown list and click “Load Governor”. This will now allow you to edit the Governor’s record and submit the changes to the database. Editing a record will not change the Governor ID or any completed courses they have completed.

This is the same when editing any other record in the database. If you edit a record in the database, it will not change anything else except that record.

## **Troubleshooting**

### **1. SQL Errors**

If you encounter an error that displays a fault with MySQL or its connection, please contact your IT administrator to help solve the problem.

### **2. Validation Errors**

If at any point, you encounter an error when you are trying to enter something and it fails to pass validation, it is probably because you are not following the validation rules set out in the error message displayed. In the event that you want to be able to enter something that doesn’t pass the validation rule, please contact your IT administrator for help.

Else, please make sure that:

governor first names are kept to 10 characters and start with a capital letter;

governor last names are kept to 20 characters and only contain letters, apostrophes, dashes and spaces;

course names are kept to at least 20 characters with alphanumeric characters, dashes, spaces and apostrophes and

category names are kept to at least 20 characters with alphanumeric characters, dashes, spaces and apostrophes as well.

### **3. Deleted Records**

If you are wondering what has happened to some courses after deleting a category, then they have been deleted as they were related to the category in question. For an example of how this works, refer to the section “Removing a Governor”