


Build: 2010-09-15

Update: #0007


Affected Assemblies: Core, UserManagement

Update Type: Ability to create/modify/delete teaching staff accounts

You can now create, modify or delete PleaseTakes accounts for teaching staff. To do this, login in the usual way, navigate to “Staff Management”, then “Teaching Staff”. Select a member of teaching staff you wish to change their account status for, and you’ll be then taken to a page containing their details. Click the “Account” tab at the top of the page to see the new feature. It looks like this:

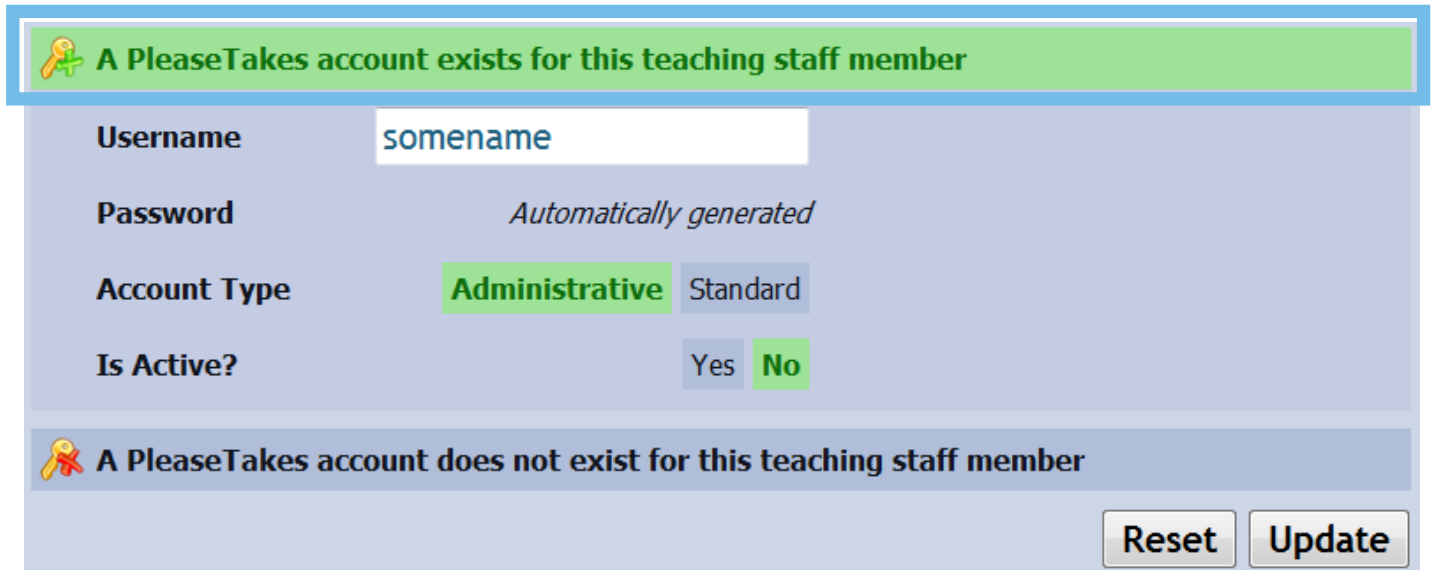
 **A PleaseTakes account exists for this teaching staff member**


Username	<input type="text"/>
Password	<i>Automatically generated</i>
Account Type	<input checked="" type="radio"/> Administrative <input type="radio"/> Standard
Is Active?	<input type="radio"/> Yes <input type="radio"/> No

 **A PleaseTakes account does not exist for this teaching staff member**

Notice that there are two main options: either the staff member has an account, or the staff member doesn't. In the example above, the staff member in question does not have an account, so the relevant selection is highlighted in green. This state means that the “Username”, “Account Type” and “Is Active?” rows are disabled - you cannot change their values. To be able to do so, you must select the text indicating that the staff member should have a PleaseTakes account.

Clicking the area highlighted with the blue rectangle below enabled the aforementioned disabled features, allowing you to select as you please:




 **A PleaseTakes account exists for this teaching staff member**

Username

Password *Automatically generated*

Account Type **Administrative** Standard

Is Active? Yes **No**

 **A PleaseTakes account does not exist for this teaching staff member**

Reset Update

Note that a username, account type and an active state must all be specified to successfully create/update a user account.

You can supply any username, as long as it has not yet been taken by another staff member. If you do specify an account username that has already been used, you will be greeted with an error message.

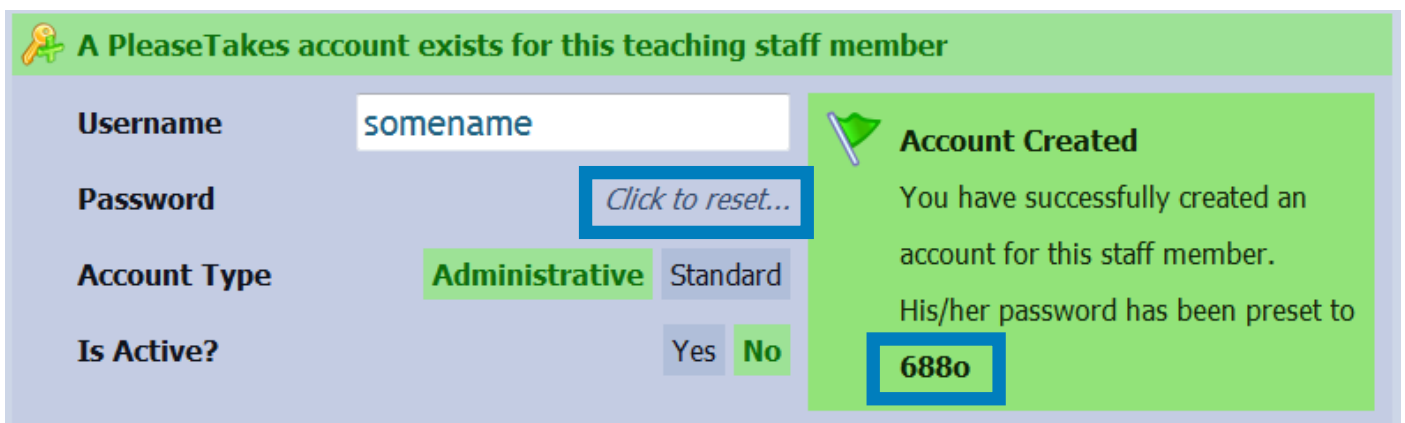
You do not supply a password, they are automatically generated by PleaseTakes from a random assortment of lower-case letters and numbers. Automatically generated passwords are, by default, four characters long.

“Account Type” simply specifies whether you want the staff member to gain administrative privileges, and hence be able to modify timetables etc... or just standard privileges, whereby they can only view cover requests allocated to them.

Finally, “Is Active?” allows you to specify whether or not the account can be logged into or not. This feature is useful if you don’t want to delete a staff member’s account because they have assigned themselves a memorable password, but at the same time you don’t want anyone to gain entry with that account (the staff member may be on sick leave, for example). “Yes” allows the account to be logged into and used, “No” will disallow any valid login attempt, even if the correct password is supplied.

To apply changes, simply click “Update” at the bottom of the page. Clicking “Reset” will take the form back to the state it was in when the page first loaded.

When switching a staff member from not having an account to having an account, you’ll be given a notification of success (if you filled the form out correctly!) along with a notification of the preset password. Here’s an example:



The screenshot shows a web form for creating a PleaseTakes account. At the top, a green banner with a key icon states: "A PleaseTakes account exists for this teaching staff member". Below this, the form fields are: "Username" with the value "somename"; "Password" with a "Click to reset..." link; "Account Type" with "Administrative" selected and "Standard" as an alternative; and "Is Active?" with "Yes" and "No" radio buttons, where "No" is selected. To the right of the form, a green box with a checkmark icon displays a success message: "Account Created. You have successfully created an account for this staff member. His/her password has been preset to 6880". The password "6880" is highlighted with a blue box.

Notice from the screenshot above that the “Password” field now has a “Click to reset...” feature. This is useful if someone forgets their password: all you have to do is click this link, and PleaseTakes will reallocated the specified account with a new, four-character random password. Clicking the link will show you a screen similar to the screenshot found on the top of page 4:

A PleaseTakes account exists for this teaching staff member

Username

Password [Click to reset...](#)

Account Type ☒ **Administrative** ☐ Standard

Is Active? ☐ Yes ☒ No

Password Successfully Reset
You've reset the staff member's password. It's now been changed to **rn8f**

A PleaseTakes account does not exist for this teaching staff member

The new, reset password appears in the green confirmation message to the right - and is applied instantly. The staff member can logon using that new password, and then from there be able to change it to something he/she can remember more easily.

Final point - you cannot delete your own account. If you could, it would mean you would be logged into the system with an account that doesn't exist, which of course makes zero sense. If, for whatever reason, you need your account removed, then get someone else to remove it for you.

Cheers!