

User Manual

1. enter “localhost:8080/” to enter system.

2. Administrator Side:

2.1 Log in:

administrator’s id is “00000”, password is “admin”.

2.2 Home Page:

Home page will display the schedule table of the current day, if no schedule on that day, the table will be empty. Also, if there is any students is applying for a leave, the application will be displayed under the table. (refer to picture 2.2.1 and 2.2.2)Administrator can choose to accept or deny. If accept, the schedule table will be changed. The “Search” button is used to search department daily schedule, so click it before set up department and date on top right of the schedule table.

Roster System Home Settings Service Log out

Roster Table

dpt0001 08/06/2018 Search

Student ID	Student Name	Department	Current Duty Time
5140309244	Mengyang Liu	dpt0001	14:00~16:00
5140309245	Hongao Wang	dpt0001	08:00~10:00

Mengyang Liu(5140309244) working at dpt0001 wants to ask for a leave at 08-13-2018 08:00~10:00

accept deny message

(2.2.1)

Roster System Home Settings Service Log out

Roster Table

select-department mm/dd/yyyy Search

Student ID	Student Name	Department	Current Duty Time
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Mengyang Liu(5140309244) working at dpt0001 wants to ask for a leave at 08-13-2018 08:00~10:00

accept deny message

(2.2.2)

2.3 Setting Page:

Setting page contains two setting. “enable set free” is to set whether allow student to edit their free time. Max workload specify the max time a student can work in a week. Please set it with integer, unit is minute. (Picture 2.3.1)

Roster System Home Settings Service Log out

Settings

enable set free

enable

current max workload: 30 min

new workload(minute)

save

(2.3.1)

2.4 Service-Add new Students

“Add new Students” will register a student to the specified department. If the student is never registered before, he will be created a new account, and the login id is the student id with the initial password is also set to student id. (Picture 2.4.1)

Roster System Home Settings Service Log out

Add New Student To Department

5140309011

Chen Song

dpt0003

Submit

(2.4.1)

2.5 Service-Edit Schedule

Use this function to edit the weekly schedule for student. When you select the target department and weekday, the current schedule will be displayed. You can select the time slot to delete or add new schedule.

When adding new schedule, please set the time slot with format “hh:mm~hh:mm” strictly, or system will failed to get available students. Also, students who exceed the workload will not be shown in the candidates.

Roster System Home Settings Service Log out

Edit Schedule

select-department select-weekday

Student ID	Student Name	Current Duty Time
<div>Add</div> <div>Delete</div>		

Settings Service Log out

Add New Schedule

Time slot to be scheduled:

9:00~10:00

get available students

Mengyang Liu

Add Cancel

3. Student Side

3.1 Home Page

Student home page will display contains the schedule table and their leave application status messages. A student can only view the schedule of departments that he/she works in.

Roster System Home Service Log out

Roster Table

select-department mm/dd/yyyy Search

Student ID	Student Name	Department	Current Duty Time
Leave application for schedule (dpt0001: 08-13-2018 08:00~10:00)			Reviewing
Leave application for schedule (dpt0001: 08-06-2018 08:00~10:00)			Approve

3.2 Edit Password

Edit student login password.

3.3 Set Free Time

If administrator disable the set free time, then this page can not be accessed. Otherwise they can add or delete their free time.

Current Available Time

WeekDay	Available Time Slots
Sun	
Mon	09:30~10:30 <input type="checkbox"/>
Tue	09:00~10:00 <input type="checkbox"/>
Wed	09:30~10:30 <input type="checkbox"/>
Thu	08:00~11:00 <input type="checkbox"/>
Fri	
Sat	

3.4 Ask for Leave

Student can ask for leave at specified schedule with comments.

Roster System Home Service ▾ Log out

Application for Temporary Leave

Application for Temporary Leave

Choose Schedule

08:00~10:00	<input checked="" type="radio"/>
14:00~16:00	<input type="radio"/>