# Cairn Alumni Portal

*Cairn University's School of Business
Software Engineering*

Miguel Augusto Tapia
*Tapia.Tech Owner*

Mr. Worth
*C.University Representative*

**User Manual**

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## Public / Shared:

**Home:** C.U Connect has a variety of features for public users. At the center, the public user has access to featured information (carousel) and secondary information (info columns). The top right corner navigation.



**Events:** The events page is rather simple. There is a list of events (both on campus and off campus) for the university at large and for alumni. Each item has a date, time, and description.

**Donate:** When the public user clicks the donate navigation link, it redirects them to the Cairn Donate page. This page features an online donation system and information about campaigns.



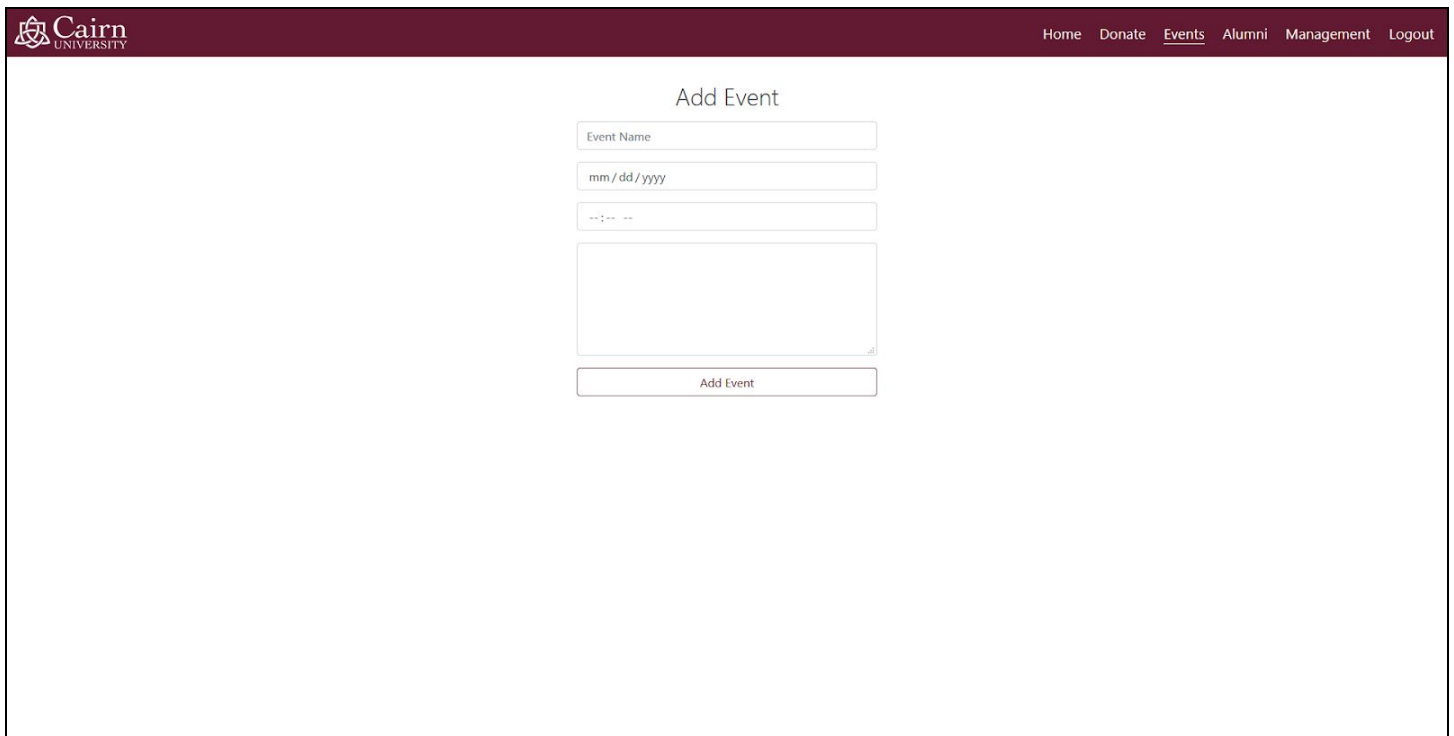**Login/Signup:** The login and signup pages are simple to navigate. The login page takes an email and password. Additionally, the login page features a forgot password system through email. The sign up page has 4 different sections which go as follows: general information, address information, academic information, and authentication information. The next button validates the information entered real time.
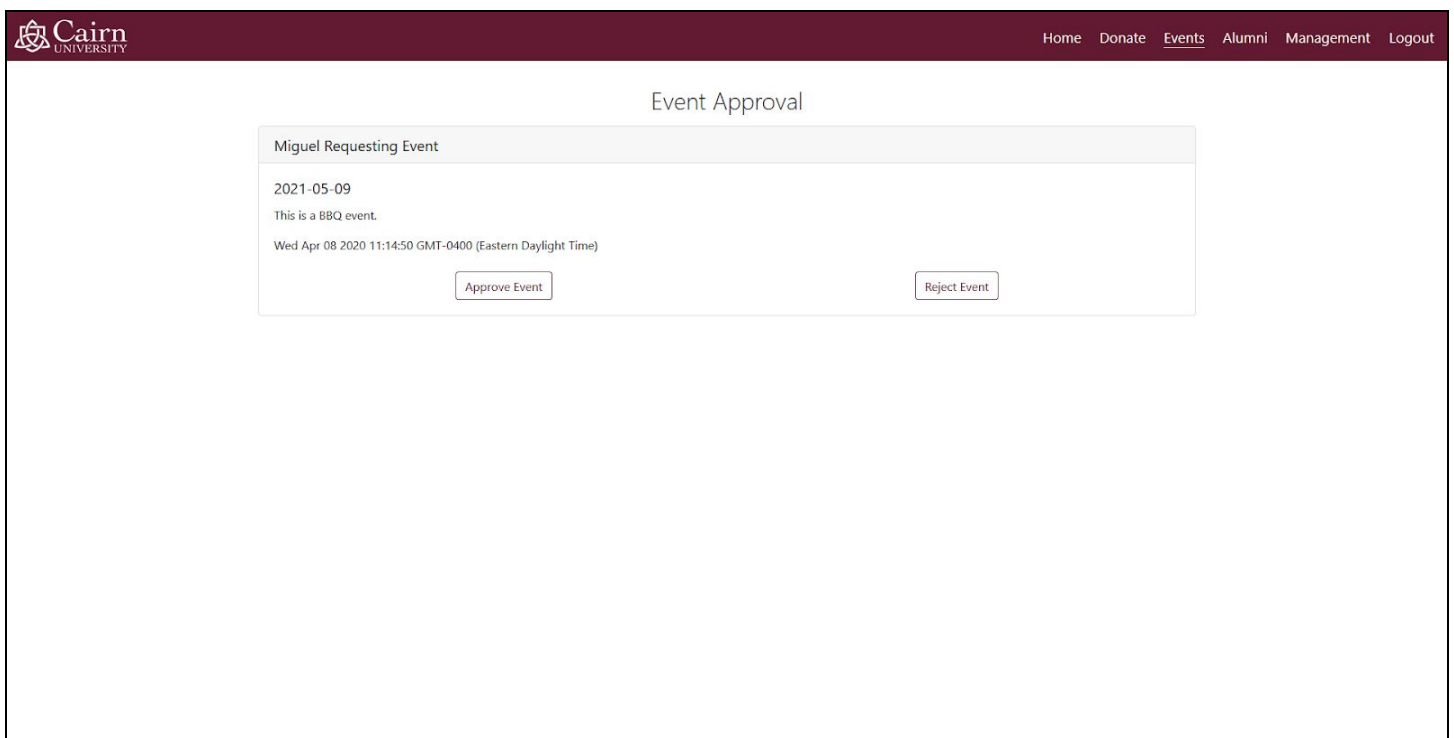
## Admin:

**Add Event:** Admin have a different navigation menu. The *add event* feature gives admins the power to add an event. They just have to enter a name, date, time, and description, and the system will add it to the list.



**Event Approval:** Since alumni have the option to request events, the admins have a screen where they can approve or reject events. The workflow is simple as admins simply select approve or reject.

**Master Search:** Admins have access to a glorified search system. The system gives a filter option by a number of different fields. Once the admin finds an individual, he can click the individual in order to view detailed information on the particular alumnus.

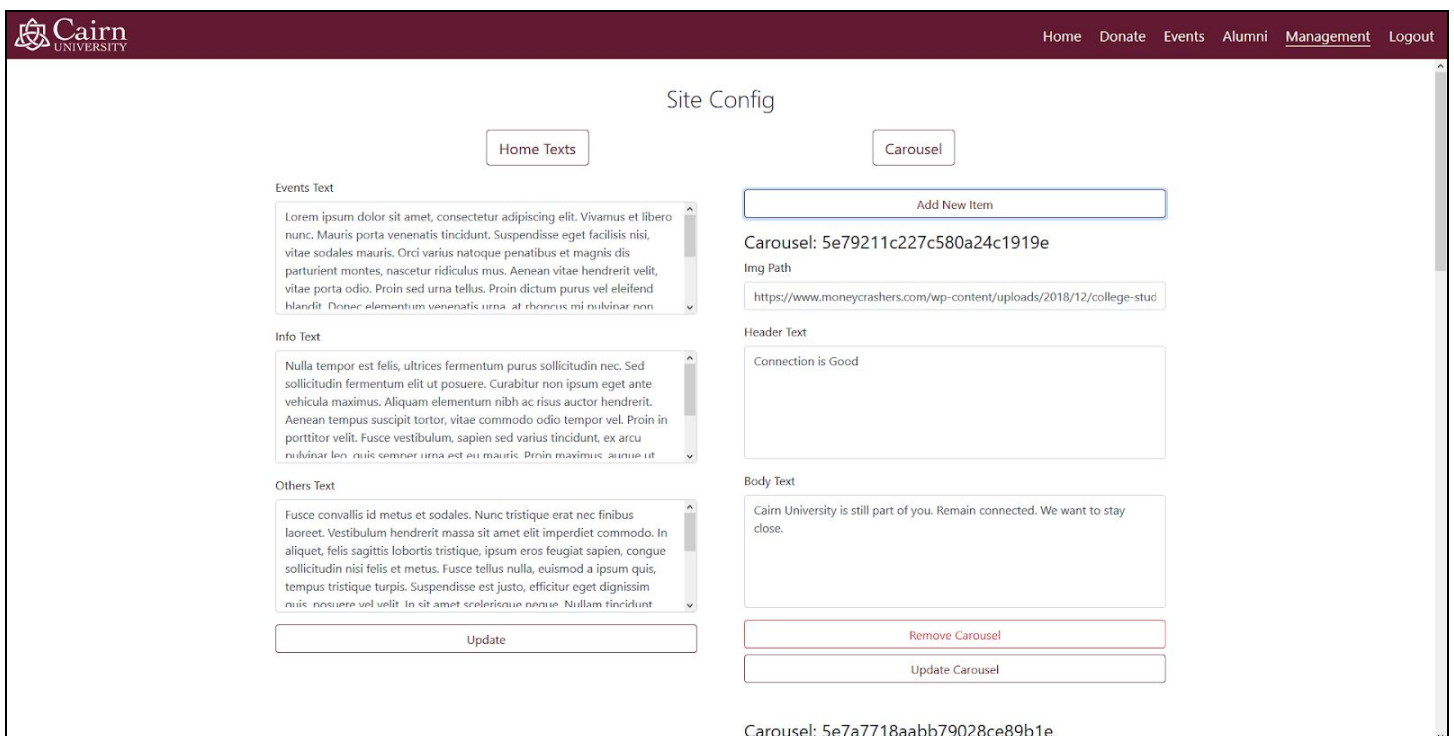**Add News:** Through the *ADD NEWS* screen, admins can add news that are only visible to alumni through their *ME PAGE*. Admins must provide a news name, date, time, and description.



**Site Config:** The final admin screen is *SITE CONFIG*. This feature gives admins the option to change home screen texts and add or modify carousel items. The admin changes the items and simply hits the update button. The system can also remove carousel items through this screen via the remove button.

## Alumni:

**Me:** The *ME HOME* is the main area. This area features general information including profile image. On the right site, the alumni has <u>alumni only</u> news and pending connections which they can approve or reject.



**Messages:** Alumni also have access to a real time messaging feature. The alumni selects a user they are connected with, and they can start chatting real time. The alumni types a message and hits enter to send.

**Update Info:** In order to have the most up to date information, the *UPDATE INFO* screen gives alumni access to update their dynamic information. The alumni must enter at least one field before hitting update.



**Reports:** Although this screen is not complete, the alumni simply selects a report and a pdf is generated with the desired report.
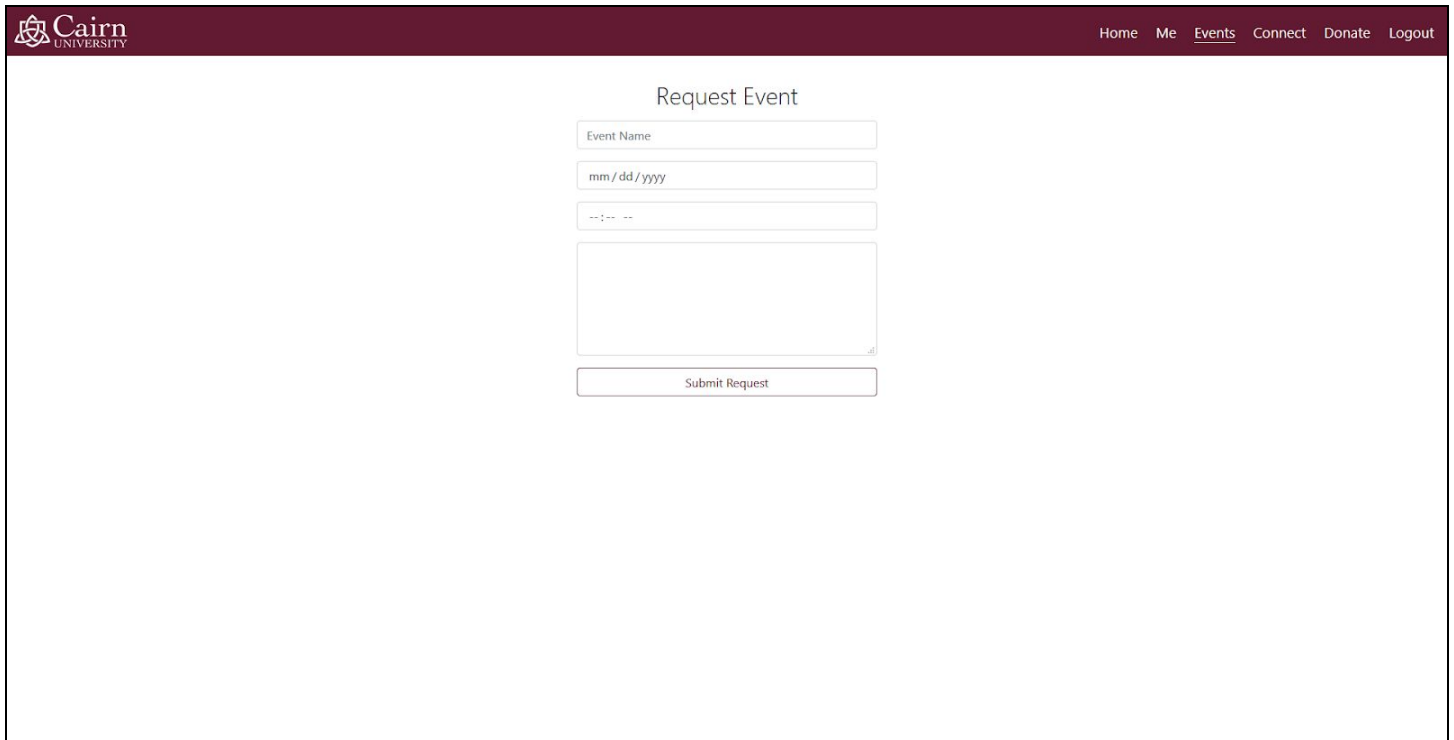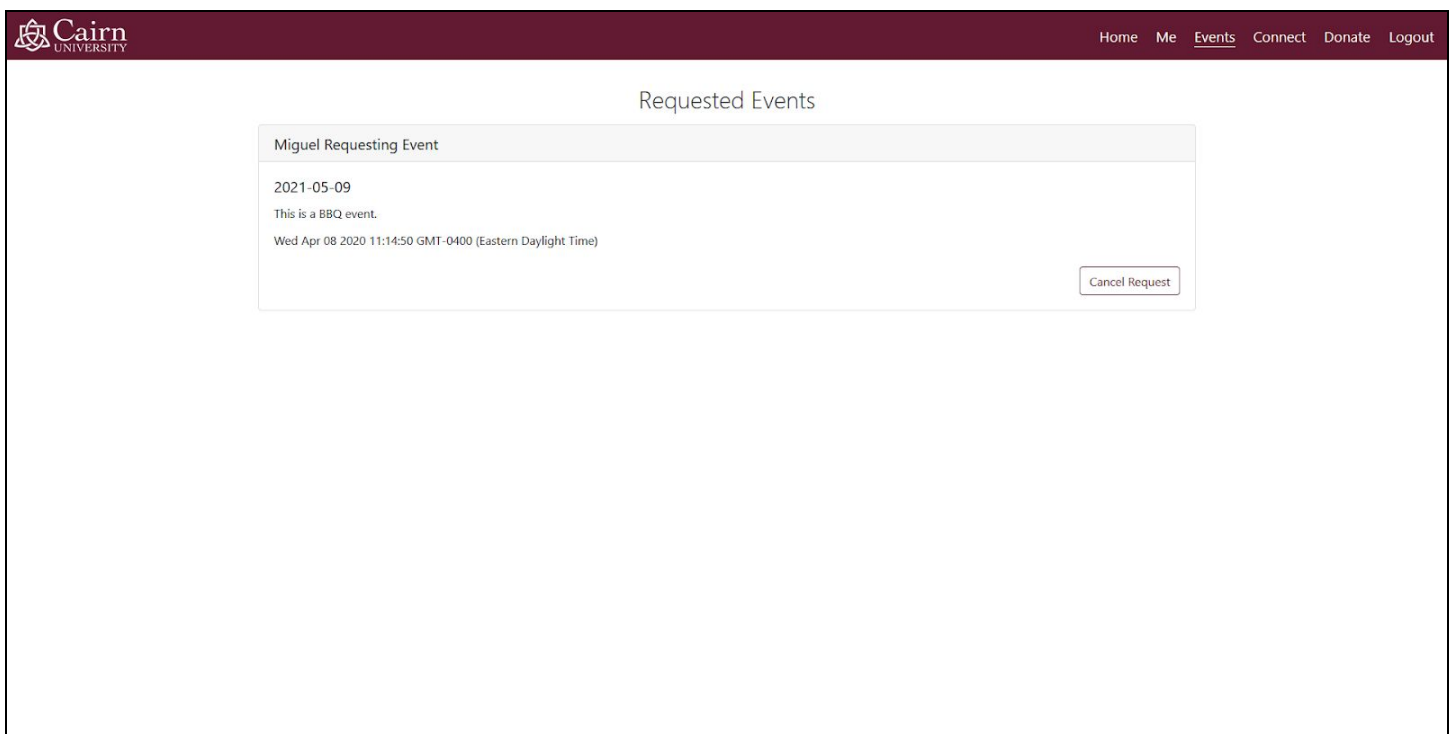
**Request Event:** Alumni can request events through this screen. The alumni simply enters a name, date, time, and description. Once they submit the request, the application will redirect them to their requests.
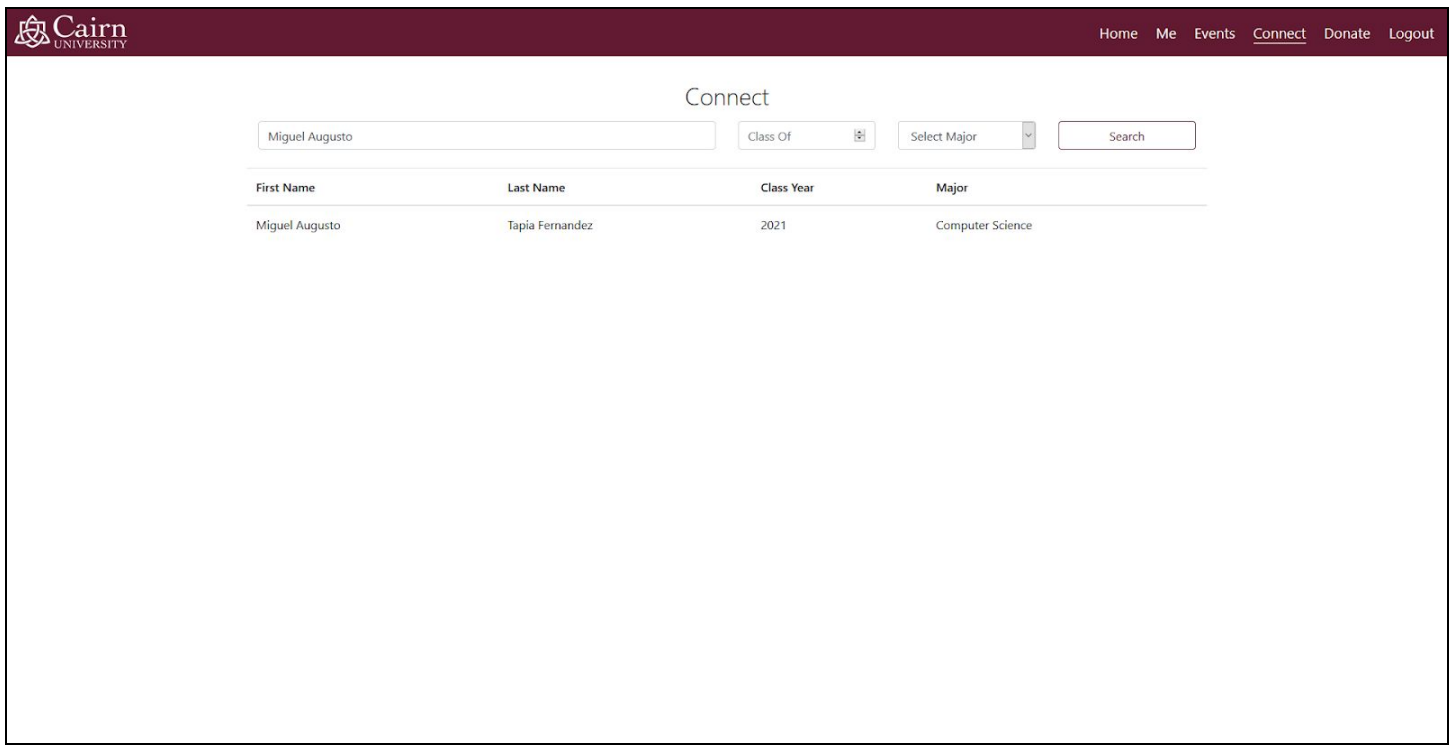


**Requested Events:** This screen contains all the requests made by an alumni. They have the option to cancel their request before an alumni approves it in case of a mistake or a change of plan. All they have to do is press cancel!
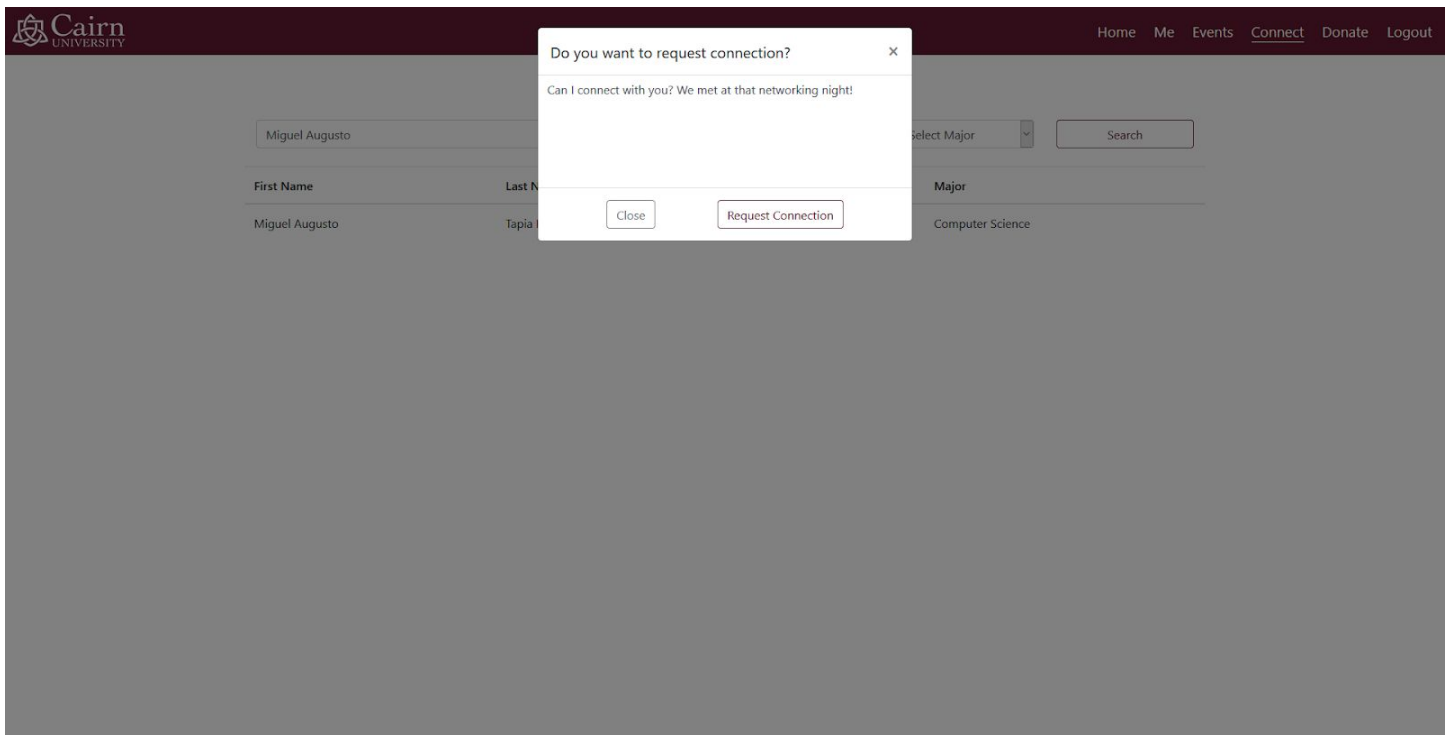
**Connect:** The alumni *CONNECT* screen is a very powerful system. This manages connections between users. The alumni searches a student or alumni based on name, class graduation year, or major. Once they find an individual, they can click their name and add a request connection message.





**Student:** The student has the same basic features of the public user; however, students also have access to connect, me, and messages (these function the same way they do for alumni).