
rm rf root - Task Tracker 222

User Manual

4th December 2022

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1.0 Introduction

Task Tracker 222 is an application intended to be used for the purpose of scheduling events for users. As opposed to the document-style emails currently in use, the approach taken by this application allows for easy updates and edits to events, as well as a more readable format.

Events are served to recipients on the basis of whether or not the recipient is included in the participants list. This means that a recipient can be added as a participant not only individually, but also by rank, flight, workcenter, and team. The ability to add both individually and by group allows for a greater degree of flexibility than was currently available with the presently used system.

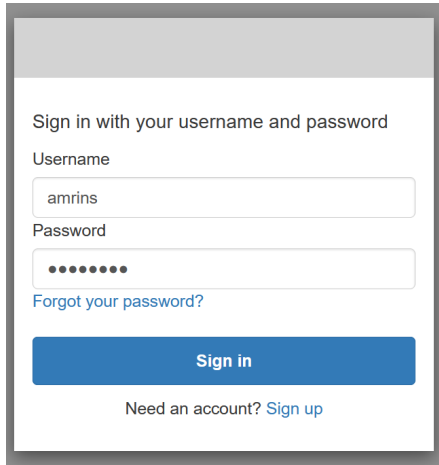
A dynamic calendar view, with an included intraday summary, allows for a quick “at a glance” visualization for the end user to quickly get a picture of how their schedule will look for any given week.

Management of both users and events was made easier with preset lists of both groups and locations that can be searched and drawn from. All functions required for management can be found on the frontend, requiring minimal technical knowledge for proper usage and operation.

Please note that the terms “**drill**” and “**event**” will be used **interchangeably** in this document.

2.0 Authentication

2.1 Signing In



Sign in with your username and password

Username

Password

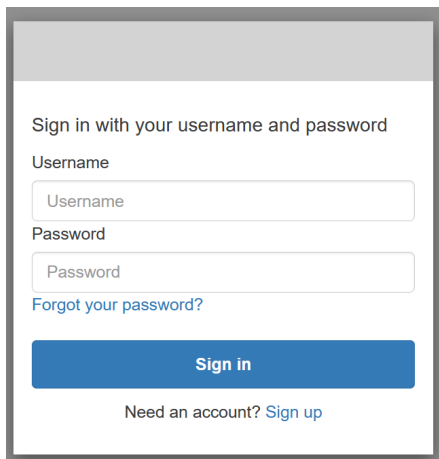
[Forgot your password?](#)

Sign in

Need an account? [Sign up](#)

- a.
- Enter your **username** and **password** used for registration to the **Cognito** authentication service. The credentials for signing in will be those used to sign up with the Cognito service in section **2.2**.

2.2 Signing Up



Sign in with your username and password

Username

Password

[Forgot your password?](#)

Sign in

Need an account? [Sign up](#)

- a.
- To create a new user, click the **Sign Up** button.

Sign up with a new account

Username

Username

Name

Email

name@host.com

Password

Password

Sign up

Already have an account? [Sign in](#)

b.

- i. Enter the **username**, **name**, **email**, and **password** as desired for the Cognito authentication service. The username and password entered here will be used to sign in. We recommend using the email associated with your organization when signing up.

Sign up with a new account

Username

sampleuser

Name

Sample User

Email

sampleuser@us.af.mil

Password

●●●●●●●●

✓ Password must contain a lower case letter

✓ Password must contain an upper case letter

✓ Password must contain a number

✓ Password must contain at least 8 characters

✓ Password must contain a special character or a space

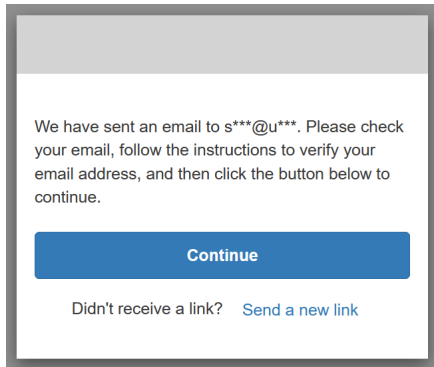
✓ Password must not contain a leading or trailing space

Sign up

Already have an account? [Sign in](#)

c.

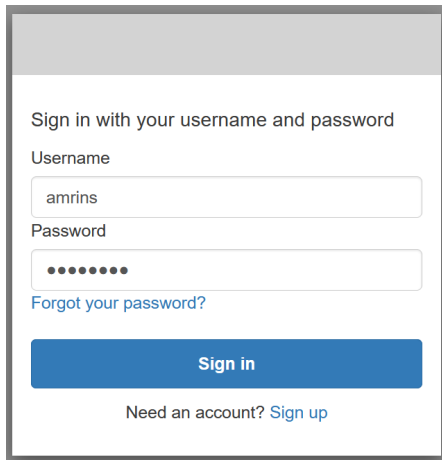
- i. Once the information entered meets the requirements, press the **Sign up** button.



d.

- i. An email will be sent to the address defined on the previous page. Open this email and click the link to confirm your registration.
- ii. After clicking the link in the email, press the **Continue** button. You will be prompted to sign in, see section **2.1** for more details.
- iii. After signing in, you will be prompted to finish the registration process by providing additional information. See section **6.1** for more details.

2.3 Resetting Password

A sign-in form with a grey header. The main content area is white. It contains the text "Sign in with your username and password". Below this are two input fields: "Username" with the value "amrins" and "Password" with masked characters "••••••••". A blue link "Forgot your password?" is positioned below the password field. At the bottom, there is a blue "Sign in" button and a link "Need an account? Sign up".

Sign in with your username and password

Username

amrins

Password

••••••••

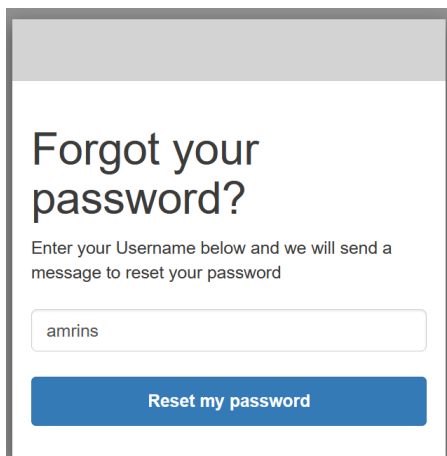
[Forgot your password?](#)

Sign in

[Need an account? Sign up](#)

a.

- i. To reset your password, click the **Forgot your password?** button on the sign in page.

A "Forgot your password?" form with a grey header. The main content area is white. It features the title "Forgot your password?" in a large font. Below the title is the instruction "Enter your Username below and we will send a message to reset your password". There is a single input field for the username with the value "amrins". At the bottom, there is a blue "Reset my password" button.

Forgot your password?

Enter your Username below and we will send a message to reset your password

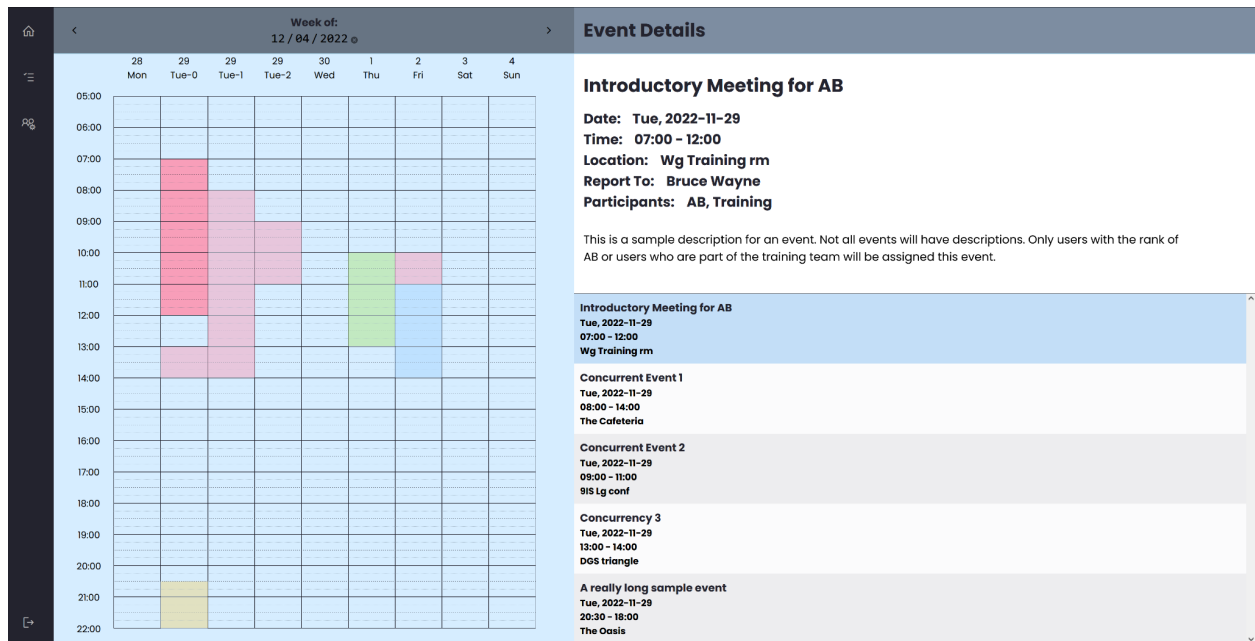
amrins

Reset my password

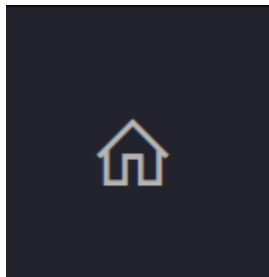
b.

- i. Enter your **username** used when signing in and click **Reset my password**.
- ii. An email will be sent to the address used to register for your account. Click the link and follow its directions to complete password reset.

3.0 Drill Schedule



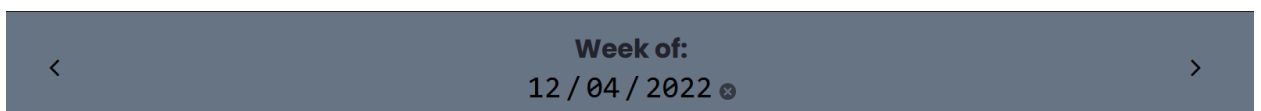
3.1 Accessing The Drill Schedule



a.

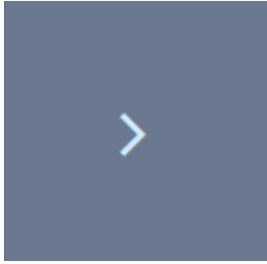
- The drill schedule will be the **default page** for all users upon sign-in. For non-admin users, it will be the only accessible page (after registration is complete).
- Clicking the **home icon** in the **top-left corner**, pictured above, will redirect the user to the drill schedule with the week of the current date selected.

3.2 Week Selector



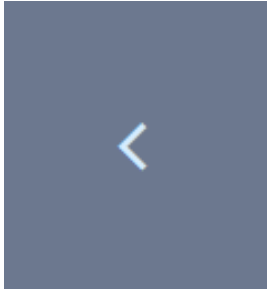
a.

- All events within the week containing the **selected date** will be shown. By default, the **current date** will be selected, and by extension, the current week will be pictured on the schedule.



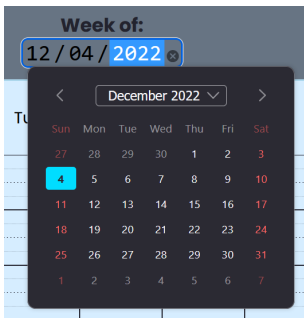
b.

- i. Use the **right chevron** on the right side of the week selector to advance the selected date by one week.



c.

- i. Use the **left chevron** on the left side of the week selector to move back the selected date by one week.



d.

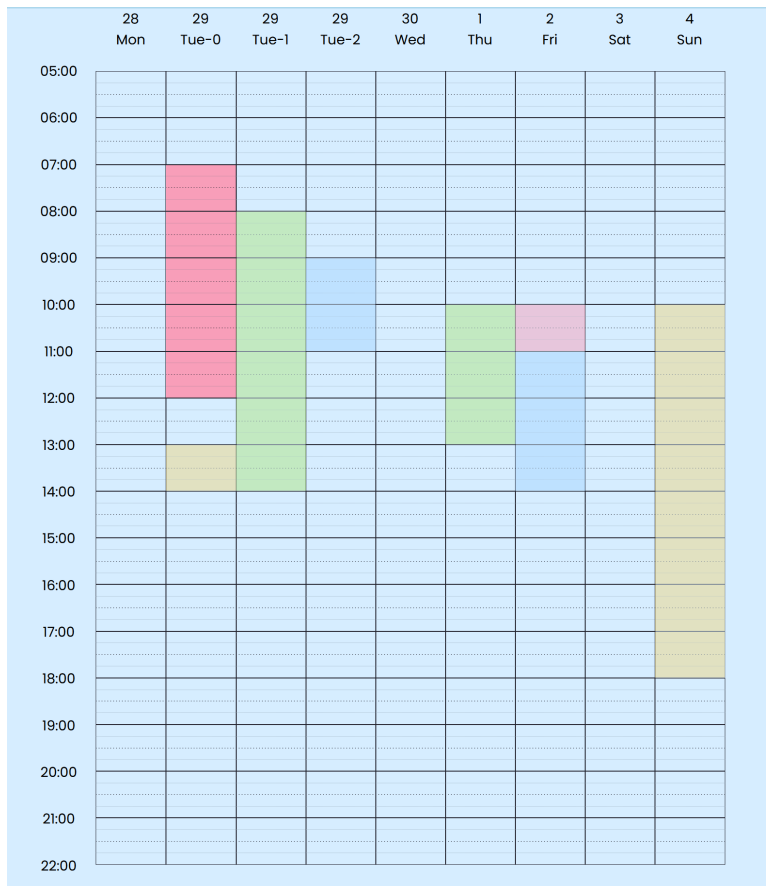
- i. Click any part of the **date** displayed in the middle of the date selector to manually select a date. Once the date is selected, the schedule will automatically update to show events within the week of the newly selected date.



e.

- i. Click the small **x** to the right of the date to clear your selection. This will return you to the week of the current date and is **functionally identical** to pressing the **home icon** in the left taskbar.

3.3 Calendar View



a.

- i. The calendar view depicts **color blocks** that represent events by date and time through the use of **day/date (x-axis)** and **time (y-axis)**.
- ii. Events are **selectable** by clicking on their color blocks. When an event is selected, it will darken in color, its details will be shown on the right side of the page (see section 3.4 for more details), and it will be highlighted in the intraday summary (see section 3.5 for more details).
 1. By default, the **first** event of the week will be selected.
- iii. When two to three events are **concurrent** with one another, **additional columns** will be added to the day where it is required. In this example, there are **three Tuesday columns: Tue-0, Tue-1, and Tue-2**. These columns will only be added on an as-needed basis.
 1. Take care to **double check for concurrent events** when interpreting the calendar. For instance, it is possible to mistake the **Tue-1** column in this example for the **Wed** column.
 2. **Support only exists for the concurrency of up to three events**. Adding more events in concurrency may cause strange behavior and is not guaranteed to function properly.

3.4 Event Details

Event Details

Introductory Meeting for AB

Date: Tue, 2022-11-29

Time: 07:00 - 12:00

Location: Wg Training rm

Report To: Bruce Wayne

Participants: AB, Training

This is a sample description for an event. Not all events will have descriptions. Only users with the rank of AB or users who are part of the training team will be assigned this event.

a.

- i. The event details view displays **detailed information** pertaining to an event.
 1. Date: **Day** of week, **Date** of event in yyyy-MM-dd format
 2. Time: **Time span** of event in [Start Time] - [End Time] format
 3. Location: The **location** of the event
 4. Report To: The **point of contact** for the event
 5. Participants: The list of **Ranks, Flights, Workcenters, Teams**, and **Individuals** assigned to an event.
 6. Description: At the bottom, a description will be displayed for the event if one was defined upon its creation. Descriptions are optional, so this will not always appear.

3.5 Intraday Summary

Introductory Meeting for AB
Tue, 2022-11-29
07:00 - 12:00
Wg Training rm

Concurrent Event 1
Tue, 2022-11-29
08:00 - 14:00
The Cafeteria

Concurrent Event 2
Tue, 2022-11-29
09:00 - 11:00
9IS Lg conf

Concurrency 3
Tue, 2022-11-29
13:00 - 14:00
DGS triangle

- a.
- i. The intraday summary view is used to view **all events within a day** with more detail to their contents than the calendar view but less details than the event details view.
 - ii. Selecting an event in the intraday summary is **functionally identical** to selecting an event in the calendar view.
 - iii. The currently selected event will be **highlighted in blue**. The selected event will correspond to the event selected within the calendar view and event details view.
 - iv. Events are depicted in an **alternating light gray / dark gray pattern** for the sake of readability. There is no difference between events depicted in each of these colors.

4.0 Drill Management

The screenshot displays the Drill Management interface. On the left is a sidebar with a home icon, a list icon, and a plus icon. The main area is divided into two sections. The top section, titled 'Week of: 12/04/2022', contains a table of events. The bottom section, titled 'Event Editor', contains a form for editing an event.

Title	Date	Time	Location
+ New Event			
Introductory Meeting for AB	2022-11-29	07:00-12:00	Wg Training rm
Concurrent Event 1	2022-11-29	08:00-14:00	The Cafeteria
Concurrent Event 2	2022-11-29	09:00-11:00	9IS Lg conf
Concurrency 3	2022-11-29	13:00-14:00	DGS triangle
End of year performance review	2022-12-01	10:00-13:00	9IS Sm conf
Uniform distribution	2022-12-02	10:00-11:00	Main Office
Team Picture	2022-12-02	11:00-14:00	SR-71
An edited event	2022-12-03	05:00-14:00	The Oasis
A really long sample event	2022-12-04	10:00-18:00	The Oasis

Event Editor

Title

Color

Date

Start Time

End Time

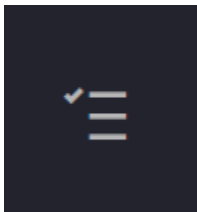
Location

Report To

Participants

Description

4.1 Accessing the Drill Manager



- a.
- The drill manager is only accessible to users with the **admin** attribute. For non-admin users, this option **will not be visible or accessible**.
 - Clicking the **list icon** in the **sidebar**, pictured above, will redirect the user to the drill schedule with the week of the current date selected.

4.2 Week Selector

The screenshot shows the Week Selector interface. It consists of a dark grey bar with a left arrow, the text 'Week of: 12/04/2022' with a close icon, and a right arrow.

- a.
- The week selector is **functionally identical** to the one implemented in the drill schedule. Please see section **3.2** for details on its use.

4.3 List View

Title	Date	Time	Location
+ New Event			
Introductory Meeting for AB	2022-11-29	07:00-12:00	Wg Training rm
Concurrent Event 1	2022-11-29	08:00-14:00	The Cafeteria
Concurrent Event 2	2022-11-29	09:00-11:00	9IS Lg conf
Concurrency 3	2022-11-29	13:00-14:00	DGS triangle
End of year performance review	2022-12-01	10:00-13:00	9IS Sm conf
Uniform distribution	2022-12-02	10:00-11:00	Main Office
Team Picture	2022-12-02	11:00-14:00	SR-71
An edited event	2022-12-03	05:00-14:00	The Oasis
A really long sample event	2022-12-04	10:00-18:00	The Oasis

- a.
- The list view shows **all events within the week of the selected date** on the week selector. By default, the week of the **current date** will be displayed.
 - Events will be listed in **chronological order**.
 - By default, the **+ New Event** option will be selected. When this option is selected, the fields in the **Event Editor** will be **empty**, and a submission of the Event Editor will result in the creation of a new event.

Title	Date	Time	Location
+ New Event			
Introductory Meeting for AB	2022-11-29	07:00-12:00	Wg Training rm
Concurrent Event 1	2022-11-29	08:00-14:00	The Cafeteria
Concurrent Event 2	2022-11-29	09:00-11:00	9IS Lg conf
Concurrency 3	2022-11-29	13:00-14:00	DGS triangle
End of year performance review	2022-12-01	10:00-13:00	9IS Sm conf
Uniform distribution	2022-12-02	10:00-11:00	Main Office
Team Picture	2022-12-02	11:00-14:00	SR-71
An edited event	2022-12-03	05:00-14:00	The Oasis
A really long sample event	2022-12-04	10:00-18:00	The Oasis

- b.
- Selecting an **existing drill** from the list will **highlight** that event in a darker blue. When an existing event is **selected**, the fields in the **Event Editor** will be populated with the **existing information** for that event.

4.4 Event Editor - Creating a new event

Event Editor

Title	<input type="text" value="Enter title..."/>
Color	<div>Select one...<div></div></div>
Date	<input type="text" value="Choose date..."/>
Start Time	<input type="text" value="Choose start time..."/>
End Time	<input type="text" value="Choose end time..."/>
Location	<div>Choose location...<div></div></div>
Report To	<div>Select one...<div></div></div>
Participants	<input type="text" value="Choose participants..."/>
Description	<input type="text" value="Drill Description"/>

Submit

Delete

- a.
 - i. The **Event Editor** contains fields for the pertinent information for an event. When creating a **new** event, these fields will be **empty**.
 - ii. **All fields** are **required** except the **Description** field.

b. **Title**

- i. The **Title** is a simple **plain text** entry.

c. **Color**

Select one...

Red

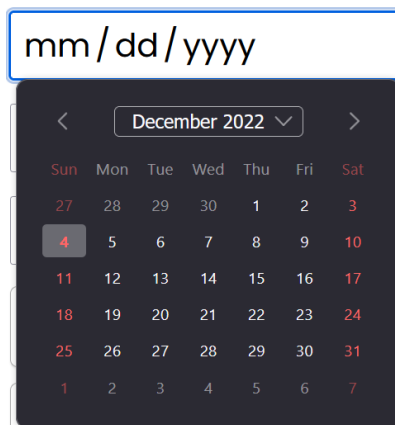
Yellow

Green

Blue

- i. The **Color** represents the color in which the event will be displayed in the **Drill Schedule**. There are four options, pictured above.

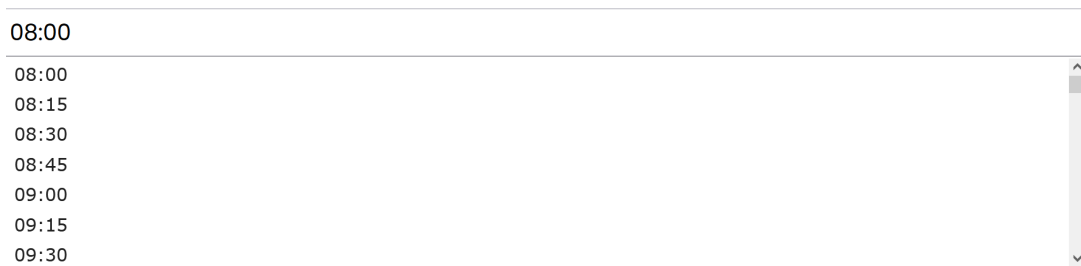
d. **Date**



The image shows a date input field with the placeholder text "mm/dd/yyyy". Below the input field is a calendar popup for December 2022. The calendar has a dark background with white text. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date "4" is highlighted with a red border. The calendar also includes navigation arrows for previous and next months, and a dropdown menu for the current month.

- i. The **Date** represents the date the event will take place. It can be entered either by **typing** or by **selecting** a date on the popup-selector.

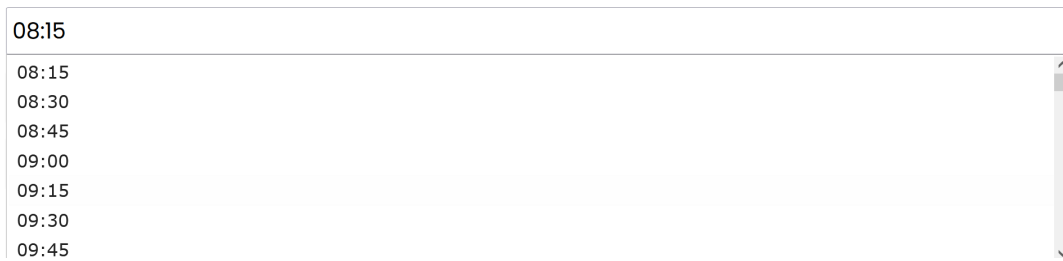
e. **Start Time**



The image shows a start time input field with the placeholder text "08:00". Below the input field is a dropdown menu with a list of time options: 08:00, 08:15, 08:30, 08:45, 09:00, 09:15, and 09:30. The dropdown menu is open, showing the list of options. The input field has a light gray border and the dropdown menu has a light gray background with a vertical scrollbar on the right side.

- i. The **Start Time** represents the time at which the event will begin. It is formatted in **24-hour** format.
- ii. Time can be selected in **15-minute intervals**.
- iii. There are **two ways** to enter a time:
 - 1. A time may be **entered numerically** and automatically **parsed**. For example, typing **800** and tabbing to the next field will auto parse to **08:00**.
 - 2. A time may be selected from the **drop-down scroll menu**. If a time is **already selected**, the options will **begin at the selected** time and eventually wrap around at the end (i.e. **07:45** would be at the **bottom** of the list).

f. **End Time**

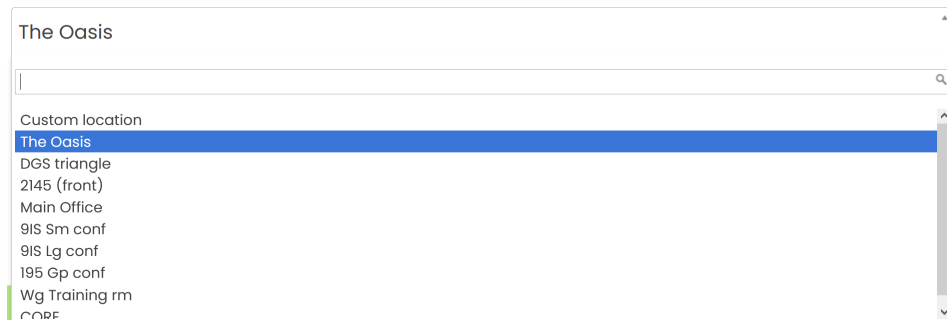


A screenshot of a time selection interface. At the top, a text box displays '08:15'. Below it is a scrollable list of times: 08:15, 08:30, 08:45, 09:00, 09:15, 09:30, and 09:45. A vertical scrollbar is on the right side of the list.

- i. The **End Time** represents the time at which the event will end. It is **functionally identical** to the **Start Time** selector with the following **exceptions**:
1. Times **at or before** the **Start Time** will become **unavailable** to prevent the entry of events with negative or zero length durations.
 2. After a **Start Time** is selected, the **End Time** field will be auto-populated to the time **15 minutes after** the Start Time **if** no End Time has been selected yet.

g. **Location**


i. **Preset**



A screenshot of a location selection interface. At the top, a text box displays 'The Oasis'. Below it is a search bar with a magnifying glass icon. Under the search bar is a scrollable list of preset locations: Custom location, The Oasis (highlighted in blue), DGS triangle, 2145 (front), Main Office, 9IS Sm conf, 9IS Lg conf, 195 Gp conf, Wg Training rm, and CORE.

1. A list of **Preset** locations is available for selection. These options are presented in a **single-select searchable dropdown** menu. To search, begin typing, and items matching your search will be displayed.

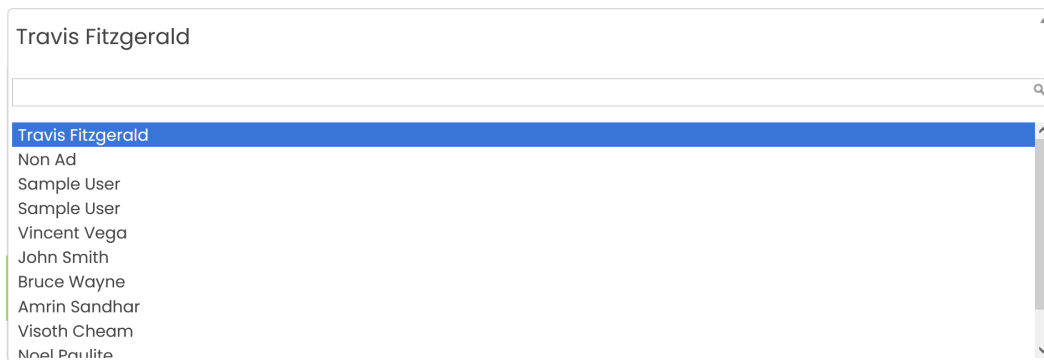
ii. **Custom**



A screenshot of a custom location entry field. It consists of a grey header box labeled 'Custom location' and a white text box below it containing the text 'SR-71'.

1. If the **Custom location** option is selected, a **text-entry** field will appear for the entry of a location that is not available on the preset list.
2. If the **selection** is returned to a **preset location**, the Custom location entry field will be **cleared** and **disappear**.

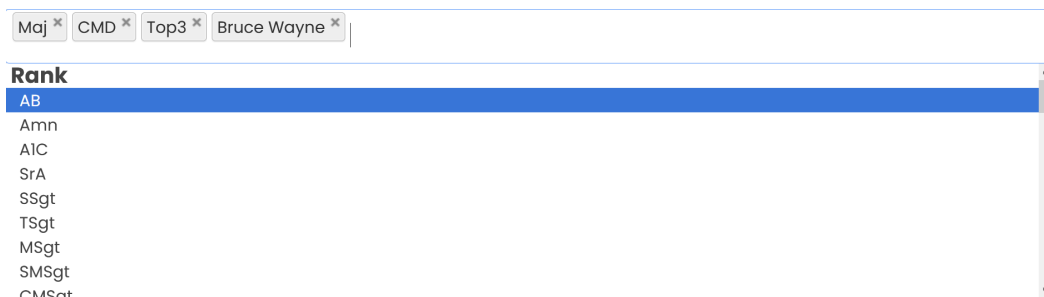
h. Report To



The screenshot shows a text input field containing 'Travis Fitzgerald'. Below the input is a dropdown menu with a search icon on the right. The dropdown is open, displaying a list of names: 'Travis Fitzgerald' (highlighted in blue), 'Non Ad', 'Sample User', 'Sample User', 'Vincent Vega', 'John Smith', 'Bruce Wayne', 'Amrin Sandhar', 'Visoth Cheam', and 'Noel Paulita'.

- i. The **Report To** field represents the **point of contact** for the event. It is presented as a **single-select searchable dropdown** menu. To search, begin typing, and items matching your search will be displayed.

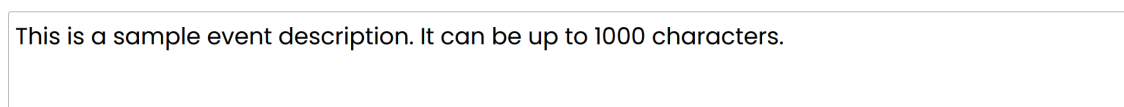
i. Participants



The screenshot shows a multi-select input field with four tags: 'Maj', 'CMD', 'Top3', and 'Bruce Wayne'. Below the input is a dropdown menu with a search icon on the right. The dropdown is open, displaying a list of ranks: 'Rank' (highlighted in blue), 'AB', 'Amn', 'AIC', 'SrA', 'SSgt', 'TSgt', 'MSgt', 'SMSgt', and 'CMSgt'.

- i. The **Participants** field represents all **groups and individuals** that will be part of this event. It is presented as a **multi-select searchable dropdown** menu. To search, begin typing, and items matching your search will be displayed.
- ii. Participants can be added by **Rank, Flight, Workcenter, Team, and Individually**.
- iii. To remove an item from selection, either **click the x** on the option, or use the **backspace** key.

j. Description



The screenshot shows a text input field containing the text: 'This is a sample event description. It can be up to 1000 characters.'

- i. The **Description** field represents any **extra information** that is desired to describe the event. It is presented as a simple text entry area.
- ii. **Descriptions** are **optional**.
- iii. **Descriptions** can be up to **1000 characters** in length.

k. **Submit**



- i. The **Submit** button submits the information entered in the previous fields as a new event.
- ii. Pressing the **Submit** button will result in **data validation** before final submission occurs. For example, **fields cannot be empty** (except the description), **time cannot go backwards**, and the **description** must **not be too long**. The user will be **prompted** if there is a problem, including **details** of what the **issue** is.
- iii. When **Submission** is successful, the page will be redirected to the **week of the newly submitted event**.
 1. For example, if an event is submitted for the date **01/10/2023**, then the **Drill Manager** page will display all events in the week of **01/09/2023 - 01/15/2023**.

4.5 Event Editor - Editing an existing event

Event Editor

Title	<input type="text" value="Introductory Meeting for AB"/>
Color	<div>Red</div>
Date	<input type="text" value="11/29/2022"/>
Start Time	<input type="text" value="07:00"/>
End Time	<input type="text" value="12:00"/>
Location	<div>Wg Training rm</div>
Report To	<div>Bruce Wayne</div>
Participants	<div>AB × Training ×</div>
Description	<div>This is a sample description for an event. Not all events will have descriptions. Only users with the rank of AB or users who are part of the training team will be assigned this event.</div>

Submit

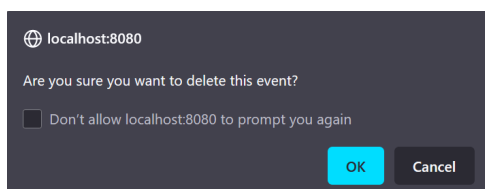
Delete

- Editing** an **existing** event is **functionally identical** to creating a **new** event **except** for the following **differences**:
 - Fields will be **pre-populated** with existing data based on which event is selected in the **Event List** view.
 - The **Submit** button will submit the edits to the event as an **update** to the existing event, rather than **creating** a new event.
 - The **Delete** button is present and will delete the selected event from the database after **prompting for confirmation**.
- For further reading on how these fields are used, see section **4.4**.

4.6 Deleting an Event

- Delete

 - Select** the desired event in the **Event List**.
 - Click the **Delete** button in the **Event Editor**.



- Click **Ok** on the **confirmation** prompt.

5.0 User Management

Home

Menu

Profile

Logout

User List

Name	Rank	Workcenter	Flight
Amrin Sandhar	AB	SCOS	SCO1
Brian Frey	SrA	SCOP	CMD
Bruce Wayne	MSgt	SCOX	SCP
John Smith	AB	SCOX	CMD
Noel Paulite	Amn	SCOX	SCO2
Non Ad	Amn	SCOP	CMD
[PENDING] Sample User	AB	SCOT	SCO1
Travis Fitzgerald	MSgt	SCOT	SCO1
Vincent Vega	SSgt	SCOT	SCP
Visoth Cheam	SrA	SCOS	SCO2

User Editor

First Name

Travis

Last Name

Fitzgerald

Mil Email

travis.fitzgerald.1@us.af.mil

Civ Email

travis.h.fitzgerald@gmail.com

Personal Phone

9162871998

Office Phone

5303683884

Rank

MSgt

Flight

SCO1

Workcenter

SCOT

Teams

222ALL Top3

Admin

True

Submit

Delete

5.1 User List

User List			
Name	Rank	Workcenter	Flight
Amrin Sandhar	AB	SCOS	SCO1
Brian Frey	SrA	SCOP	CMD
Bruce Wayne	MSgt	SCOX	SCP
John Smith	AB	SCOX	CMD
Noel Paulite	Amn	SCOX	SCO2
Non Ad	Amn	SCOP	CMD
[PENDING] Sample User	AB	SCOT	SCO1
Travis Fitzgerald	MSgt	SCOT	SCO1
Vincent Vega	SSgt	SCOT	SCP
Visoth Cheam	SrA	SCOS	SCO2

- The list view shows a list of **all users** that have **completed registration**, listed in **alphabetical order** by **name**.
- When a user finishes **registration** (see section **6.1**), they will be in a **pending** state (see section **6.2**) until their account is either **approved or denied** (see section **4.3**).
 - Accounts that are pending are **highlighted in red**.
- Users that have already been approved will have no special highlight, with the exception of the **selected user**, which will have a **dark blue highlight**.

- i. When a user is **selected**, the **User Editor** will populate its fields with the selected user's data.
- ii. By default, the **first user** in the **User List** will be selected.

5.2 Editing A User

User Editor

First Name	<input type="text" value="Amrin"/>
Last Name	<input type="text" value="Sandhar"/>
Mil Email	<input type="text" value="amrinsandhar@us.af.mil"/>
Civ Email	<input type="text" value="amrinsandhar@gmail.com"/>
Personal Phone	<input type="text" value="(916)-555-5555"/>
Office Phone	<input type="text"/>
Rank	<input type="text" value="AB"/>
Flight	<input type="text" value="SCO1"/>
Workcenter	<input type="text" value="SCOS"/>
Teams	<input type="text" value="222ALL PTL Booster Top3"/>
Admin	<input type="text" value="True"/>

Submit

Delete

- a.
 - i. The **User Editor** contains fields for the pertinent information for a user. They will **always** be populated with the information of the **selected user** in the **User List**.
- b. **First Name, Last Name, Mil Email, Civ Email**

First Name	<input type="text" value="Amrin"/>
Last Name	<input type="text" value="Sandhar"/>
Mil Email	<input type="text" value="amrinsandhar@us.af.mil"/>
Civ Email	<input type="text" value="amrinsandhar@gmail.com"/>

- i. These are simple text inputs and are **required**. No special formatting is necessary, as these will not be read by any part of the application, only humans.
- c. **Personal Phone, Office Phone**

Personal Phone	<input type="text" value="(916)-555-5555"/>
Office Phone	<input type="text"/>

- i. These are simple text inputs and are **not required**. No special formatting is necessary, as these will not be read by any part of the application, only humans.

d. **Rank, Flight, Workcenter**

Rank	<input type="text" value="AB"/>
Flight	<input type="text" value="SCO1"/>
Workcenter	<input type="text" value="SCOS"/>

- i. These are **single-select searchable dropdown** menus. To search, begin typing, and items matching your search will be displayed.

e. **Teams**

Teams	<input type="text" value="222ALL x PTL x Booster x Top3 x"/>
--------------	--

- i. This is a **multi-select searchable dropdown** menu. To search, begin typing, and items matching your search will be displayed.

f. **Admin**

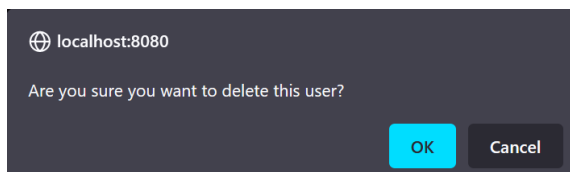
Admin	<input type="text" value="True"/>
--------------	-----------------------------------

- i. This is a **True/False** selection dropdown menu. Users with the **Admin** attribute set to **True** will have access to **Drill Management** and **User Management**.
- ii. There are **two safeguards** associated with the **Admin** attribute:
1. If **no Admins** are present in the database, the **next user to register** will be given the **Admin** attribute and also have their **registration** instantly **approved**. This is to help expedite setup.
 2. At least **one Admin** must be present in the database at all times. If one attempts to **remove** the **Admin** attribute from the **final remaining user** holding that permission, the request will be **denied**.

5.3 Deleting A User

Delete

- ii. **Select** the desired user in the **User List**.
- iii. Click the **Delete** button in the **User Editor**.



A dark gray dialog box with a globe icon and the text 'localhost:8080' at the top. Below it, the question 'Are you sure you want to delete this user?' is displayed. At the bottom right, there are two buttons: a blue 'OK' button and a gray 'Cancel' button.

c.

- i. Click **Ok** on the **confirmation** prompt.
- ii. The **user** will be **deleted** from both the **database** as well as from **Cognito**.

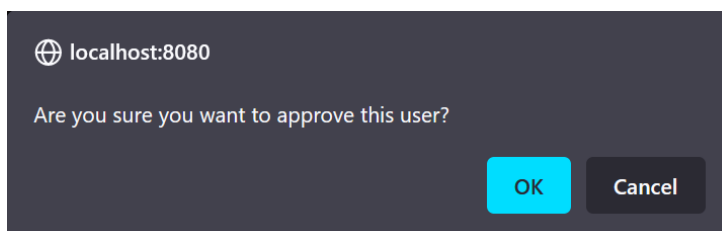
5.4 Approving/Denying A Newly Registered User

User List			
Name	Rank	Workcenter	Flight
Amrin Sandhar	AB	SCOS	SCO1
Brian Frey	SrA	SCOP	CMD
Bruce Wayne	MSgt	SCOX	SCP
John Smith	AB	SCOX	CMD
Noel Paulite	Amn	SCOX	SCO2
Non Ad	Amn	SCOP	CMD
[PENDING] Sample User	AB	SCOT	SCO1
Travis Fitzgerald	MSgt	SCOT	SCO1
Vincent Vega	SSgt	SCOT	SCP
Visoth Cheam	SrA	SCOS	SCO2

- a.
 - i. **Select** the **pending** user from the **User List**.
 1. **Pending** users will be **highlighted** in **red** and will have a **[Pending]** tag in the **Name** field.



- b.
 - i. **Select** either the **Approve** or **Deny** option in the **User Editor**.
 1. When a user is **Approved**, they will have access to their **Drill Schedule**.
 2. When a user is **Denied**, they will be **deleted** from both the **database** as well as from **Cognito**.



- c.
 - i. When you've **selected** your **choice**, click **Ok** on the **confirmation** prompt.

6.0 User Registration

6.1 New User Registration

New User Registration

First Name*

Last Name*

Mil Email*

Civ Email*

Personal Phone

Office Phone

Rank*

Flight*

Workcenter*

Teams*

Register

a.

- i. Enter the relevant information for the displayed fields.
- ii. Fields with a **red asterisk*** are **required**.
- iii. The **First Name**, **Last Name**, **Mil Email**, **Civ Email**, **Personal Phone**, and **Office Phone** are simple text inputs. Their contents will not be parsed by any part of this application, as they will only be read by humans, so special formatting is not required.
- iv. The **Rank**, **Flight**, and **Workcenter** fields are **single-select searchable dropdown** menus. They can be used as either a drop down field or smart search.
- v. The **Teams** field is a **multi-select searchable dropdown** menu. It can be used either as a drop down field or smart search.
 1. The **222ALL** team is suggested to be added for all users, as it is intended to encompass all members of the organization.

New User Registration

First Name *	<input type="text" value="Sample"/>
Last Name *	<input type="text" value="User"/>
Mil Email *	<input type="text" value="sampleuser@us.af.mil"/>
Civ Email *	<input type="text" value="sampleuser@gmail.com"/>
Personal Phone	<input type="text" value="(916)-555-0000"/>
Office Phone	<input type="text"/>
Rank *	<input type="text" value="AB"/>
Flight *	<input type="text" value="SCOI"/>
Workcenter *	<input type="text" value="SCOT"/>
Teams *	<input type="text" value="222ALL Training"/>
<input type="button" value="Register"/>	

b.

- i. Once the fields have been filled out, click the **Register** button.

6.2 Pending Approval

Your account is pending approval.

Your organization must approve your registration before you will be able to access this application.

a.

- i. After pressing the **Register** button, the user will be met with the **pending approval** screen. An admin from the organization must **approve** the account before it is able to access any part of the application.
- ii. For more information on **approving accounts** as an **admin**, see section **5.4**.