rac system | development project II | Heritage College

RAC User Documentation

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# Introduction

The following document will cover all of the functionality in the RAC system. It will explain in detail how each piece of functionality works. The document will be organized by actors (Candidate and RAC Advisor) and cover their functionalities.

# Candidate

## Register Account

## Perform Self-Evaluation

## Delete Account

### Deleting your Account

* In the menu bar, click the “Account” link. You will be brought to a page will all your information provided at time of registration.
* Click the “Edit” button at the bottom.
* Click the “Delete Account” link at the bottom of the page.
* Confirm that you would like to delete your account in the pop up.

\*Note: Once you have deleted an account this cannot be undone. The account will no longer exist, and all progress will be lost to you.

## Update Account

### Updating your Account

* In the menu bar, click the “Account” link. You will be brought to a page will all your information provided at time of registration.
* Click the “Edit” button at the bottom.
* Enter all the information that you wish to change.
* Click the “Save” button at the bottom of the page.

\*Note: You cannot change the email that the account is registered under. As such, your email will not appear in the editable fields.

### Changing your Program

* In the menu bar, click the “Account” link. You will be brought to a page with all your information provided at time of registration.
* Click the “Edit” button at the bottom.
* Click the “Change Program” link at the bottom of the page. You will be brought to a page with a dropdown containing the available programs.
* Select the program you wish to change into.
* Confirm that you would like to change programs in the pop up.

\*Note: Once you have changed programs, all progress made in your current RAC request will be deleted. Your progress will not be recoverable, and you will need to restart.

### Changing your Password

* In the menu bar, click the “Account” link. You will be brought to a page with all your information provided at time of registration.
* Click the “Change your Password” button at the bottom.
* Enter your current password in the form below along with your new password.
* Click the “Change Password” button to save your changes.
* You will be brought back to the view account page.

## Manage Notifications

### Notification Type(s)

* RAC advisor uploaded a document to the candidate.

### Notification Event(s)

#### RAC Advisor Uploaded a Document to the Candidate

Whenever a RAC advisor uploads a document to the candidate, the candidate will receive an email, and a notification on their dashboard on their home page. The notification will notify them of a new document, and the new document will be highlighted in the table of uploaded documents by the RAC advisor. The document will remain highlighted until the candidate has downloaded the document.

### Removing a Notification

In order to remove a notification, you simply need to click on the remove button beside the notification that you want to remove.

\*Note: Notifications will remain in the dashboard until removed by the user. Once a notification has been removed, there is no way to retrieve it.

## Change Program

## Forgot Password

## Change Password

## View Completed Self-Evaluation

# RAC Advisor

## View Completed Self-Evaluation

## Manage Notifications

### Notification Type(s)

* Candidate has started their self-evaluation
* Candidate has completed their self-evaluation
* Candidate has changed program
* Candidate has deleted their account
* Candidate has created an account
* Candidate has uploaded a document

### Notification Event(s)

#### Candidate has started their self-evaluation

Whenever a candidate has started their self-evaluation which typically starts the moment they verify their email, the RAC advisor will receive a notification about the candidate having started their new self-evaluation. The notification will be in the RAC advisor’s dashboard on their home page and will receive an email as well.

#### Candidate has completed their self-evaluation

Once a candidate has submitted their self-evaluation, the RAC advisor will receive an email and a notification on their dashboard about the submitted self-evaluation.

#### Candidate has changed program

If a candidate changes program at any point, a notification will be displayed on the RAC advisor’s dashboard and will also receive an email to notify them of the change.

#### Candidate has deleted their account

If a candidate decides to delete their account, the RAC advisor will receive a notification on their dashboard and an email to notify them of the deletion.

#### Candidate has created an account

Whenever a candidate creates an account, and has verified it, the RAC advisor will receive a notification on their dashboard and an email to notify them of the new account.

#### Candidate has uploaded a document

Whenever a candidate uploads a document, the RAC advisor will see the document in the candidate’s account as highlighted. The document will remain highlighted until the RAC advisor downloads it. **In this case, the RAC advisor will not receive a notification on their dashboard or by email due to the possibility of spamming documents.**

### Removing a Notification

In order to remove a notification, you simply need to click on the remove button beside the notification that you want to remove.

\*Note: Notifications will remain in the dashboard until removed by the user. Once a notification has been removed, there is no way to retrieve it.

## View Candidates

## View Candidates

## Create Program

## Update Program

## Archive Program

## Manage Competency Elements

# Shared Functionality

## Uploading Documents

### Maximum File Size

The maximum file size to upload is **10MB**. If the user tries to upload a document larger than the limit, the document will not be uploaded, and an error message will be displayed to the user.

### Maximum Total File Size

The maximum total cumulative file size is **30MB**. If you try to upload a document that will push the total past the limit, the document will not be uploaded, and an error message will be displayed.

### Dragging in a Document

The candidate can drag documents into the drop box. This allows the candidate to upload multiple documents at once by dragging them in. If an error occurs with one document, it will not be uploaded but will not affect the other documents being uploaded.

### Browsing for a Document

The candidate can also click on the drop box which will bring up the file explorer which will allow the candidate to browse for a file. The candidate can also upload multiple documents using this method as well. The same rules apply to multiple document uploads.

## Manage Documents

## Login