



SOC Loan System

User Guide

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SOC Loan System

User Guide

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Table of Contents

1. Introduction	4
Welcome	5
Register Account	6
Forgot Password	8
2. Getting Started	9
Login	9
Dashboard	10
My Profile	12
3. Equipment Loans	14
Loan Requests	15
Current Loans	18
Overdue Loans	25
Lost/Damaged Loans	25
History	26
Waiver	26
4. Notes	28
Loan Policies for Students	28
5. Lecturer	30
Loan Approvals	30
Approval History	33
6. Technical Officers	34
Equipment Management	35
Equipment Categories	51
General Settings	58
Loan Management	59
7. System Admin	70
Database Management	72
User Management	94
Page-Level Authorisation	114

1. Introduction

The SOC Loan System (SOCLS) is a web-based system with the aim to improve the existing manual loan processes. It allows both staff and students the ease of requesting their loans via a single avenue. Users are able to track their loan status, receive email notifications on the current loan and also history details. Significantly, the equipment management is more organised and automated.

This is a revamped version of the original SOCLS which was implemented in 2011 and last updated in 2018. This new loaning system utilises the latest web technologies and features a more visually-appealing, user-friendly experience and a streamlined equipment loaning process to meet evolving business rules, aiming to reduce any redundant and unnecessary information.

This user guide provides a description of the functions and the steps on how to use them.

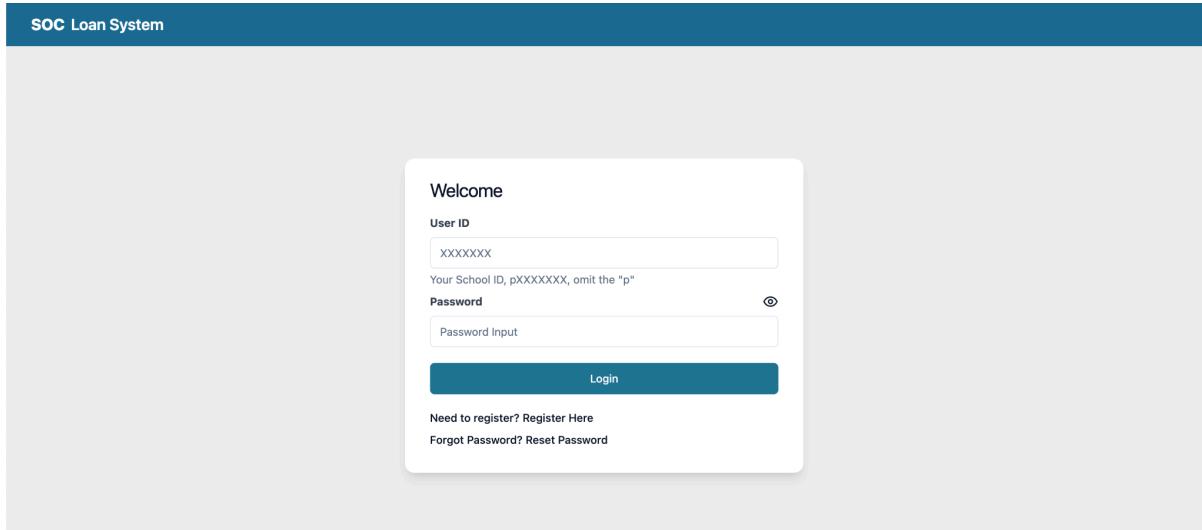
Welcome

The online loan system can be accessed at <https://socls.sp.edu.sg> on campus, or via VPN.
You need to be connected to an **SP network** (e.g. SPStudent) to access this site.

It is also recommended to use the **latest version** of Microsoft Edge, Google Chrome, Safari or Mozilla Firefox.

Only desktop and tablet browsers are supported.

Upon successfully accessing the site, you should see the **Welcome** page:



A screenshot of a web browser showing the login page for the SOC Loan System. The page has a dark blue header bar with the text "SOC Loan System". Below it is a light gray content area. In the center is a white rectangular form with rounded corners. At the top of the form is the word "Welcome". Below it are two input fields: "User ID" containing "XXXXXXX" and "Password" containing "Password Input". To the right of the password field is an eye icon. At the bottom of the form is a large blue "Login" button. Below the form, there are two small links: "Need to register? Register Here" and "Forgot Password? Reset Password".

Register Account

All eligible School of Computing (SOC) staff and students must register for an account to use the system.

1. On the Welcome page, click **Register Here**.

Welcome

User ID
XXXXXXX

Your School ID, pXXXXXXXX, omit the "p"

Password

Password Input

Login

Need to register? [Register Here](#)

Forgot Password? Reset Password

2. Enter your **Student/Staff ID** (e.g. 2222222) and **Mobile Number** as required. Make sure to provide genuine information as these are needed for communication purposes.
3. **Accept the terms and conditions.** It is strongly recommended that you read them thoroughly.
4. Click the **Register** button.

Registration

User ID
2222222

Contact Number
98888888

Accept terms and conditions

Register

Have an account? [Login Here](#)

Forgot Password? [Reset Password](#)

5. A pop-up notification on the bottom-right should appear acknowledging successful registration. An email will also be sent to your **registered SP iChat email address** containing a system-generated password. Do check your iChat email inbox and spam folder for any email from the loan system.

Forgot Password

If you forget your password, you can reset it within the site.

1. On the Welcome page, click **Reset Password**.

The screenshot shows the SOC Loan System's Welcome page. At the top, there is a blue header bar with the text "SOC Loan System". Below this is a white login form with a rounded rectangular border. The form has fields for "User ID" (containing "XXXXXXX") and "Password" (containing "Password Input"). There is also a "Login" button in a dark blue rectangle at the bottom of the form. Below the form, there is a small line of text: "Need to register? Register Here" followed by two links: "Forgot Password" and "Reset Password". The "Reset Password" link is circled in red.

2. Enter your **Student/Staff ID**.

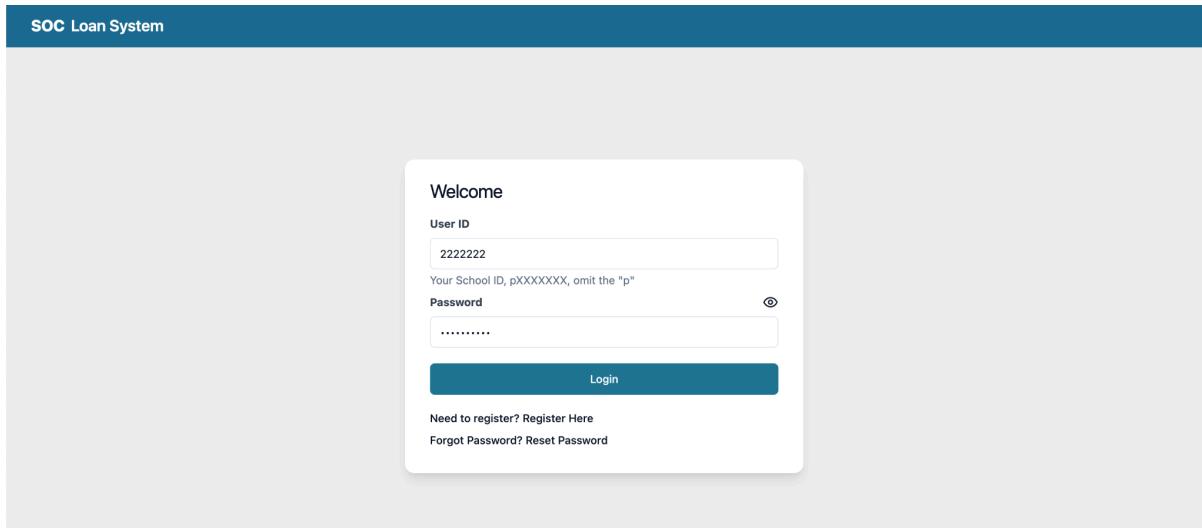
The screenshot shows the SOC Loan System's Reset Password page. At the top, there is a blue header bar with the text "SOC Loan System". Below this is a white form with a rounded rectangular border. The form has a "User ID" field containing "2222222". Below the field is a placeholder text: "Your School ID, pXXXXXXXX, omit the *p*". At the bottom of the form is a "Reset Password" button in a dark blue rectangle. Below the button, there are two small lines of text: "Need to register? Register Here" and "Need to Login? Login Here".

3. Click **Reset Password**.
4. An email will be sent to your **specified email address**. Do check your iChat email inbox and spam folder for any email from the loan system. Click the link in the email to reset your password. If you are unable to receive an email, please head to the SOC ITS Office at T2041B to have your password and email manually reset.

2. Getting Started

Login

To login, enter your **Student/Staff ID** and **password**. Make sure the details are correct before clicking **Login**.



The screenshot shows the login interface of the SOC Loan System. At the top, a blue header bar displays the text "SOC Loan System". Below this, the main content area has a light gray background. In the center, there is a white rectangular form with rounded corners. The form is titled "Welcome". It contains two input fields: "User ID" with the value "2222222" and "Password" with the value ".....". To the right of the password field is a small circular icon with an '@' symbol. Below the input fields is a large blue "Login" button. At the bottom of the form, there are two links: "Need to register? Register Here" and "Forgot Password? Reset Password".

Dashboard

Upon successful login, you should see the Dashboard which usually shows a view of the status of your current loans (if you have any).

You should be able to switch between a view of Current Loans and Overdue Loans.

The screenshot shows the SOC Loan System dashboard. At the top, there is a dark blue header with the text "SOC Loan System" on the left and "Student Kang Rui" on the right. Below the header, there are three navigation links: "Dashboard", "Equipment Loans", and "User Guide". The main content area has a light gray background. It starts with a "Welcome to School Of Computing Loan System" message. Below this, there are two tabs: "Current Loans" (which is selected) and "Overdue Loans". A search bar labeled "Search Loan ID ..." is present. The main area displays a table of current loans:

Loan ID	Due Date	Approver	Status	Actions
AY2425S1/14	01/08/2024	Jerald Lecturer	Ready	...
AY2425S1/11	29/08/2024	Jerald Lecturer	Request Collection	View Loan
AY2425S1/10	29/09/2024	Jerald Lecturer	Preparing	...
AY2425S1/9	29/09/2024	Jerald Lecturer	Ready	...

At the bottom right of the table, there are "Previous" and "Next" buttons.

The screenshot shows the SOC Loan System dashboard, similar to the first one but with a different tab selected. At the top, there is a dark blue header with the text "SOC Loan System" on the left and "Student Kang Rui" on the right. Below the header, there are three navigation links: "Dashboard", "Equipment Loans", and "User Guide". The main content area has a light gray background. It starts with a "Welcome to School Of Computing Loan System" message. Below this, there are two tabs: "Current Loans" and "Overdue Loans" (which is selected). A search bar labeled "Search Loan ID ..." is present. The main area displays a table of loans:

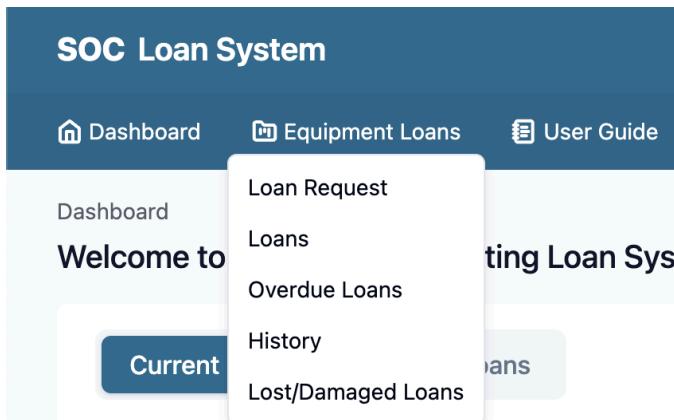
Loan ID	Due Date	Number of Days Due	Status
No results.			

At the bottom right of the table, there are "Previous" and "Next" buttons.

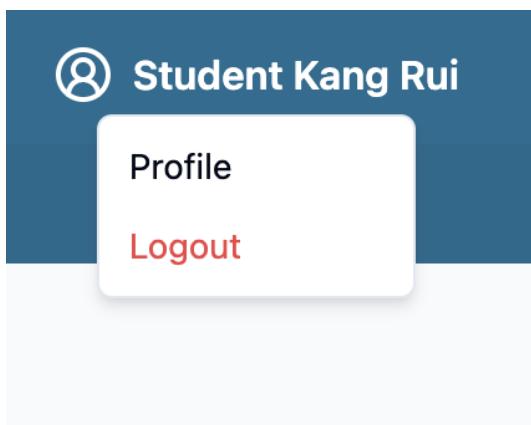
Navigation

On the navigation bar, you can select **Dashboard**, **Equipment Loans**, **User Guide**, and **Profile**.

- **Dashboard** - Takes you to the dashboard which shows a view of your current loans by default.
- **Equipment Loans** - It is a dropdown that consists of the following options:
 - **Loan Request** - Request to loan equipment for use in modules.
 - **Loans** - Shows a list of current loans you made.
 - **Overdue Loans** - Loans that have yet to be returned past the due date.
 - **History** - All of your past loans.
 - **Lost / Damaged Loans** - Loans which consist of items lost or damaged.
 - **Waiver** - Waiver for loans with outstanding loans

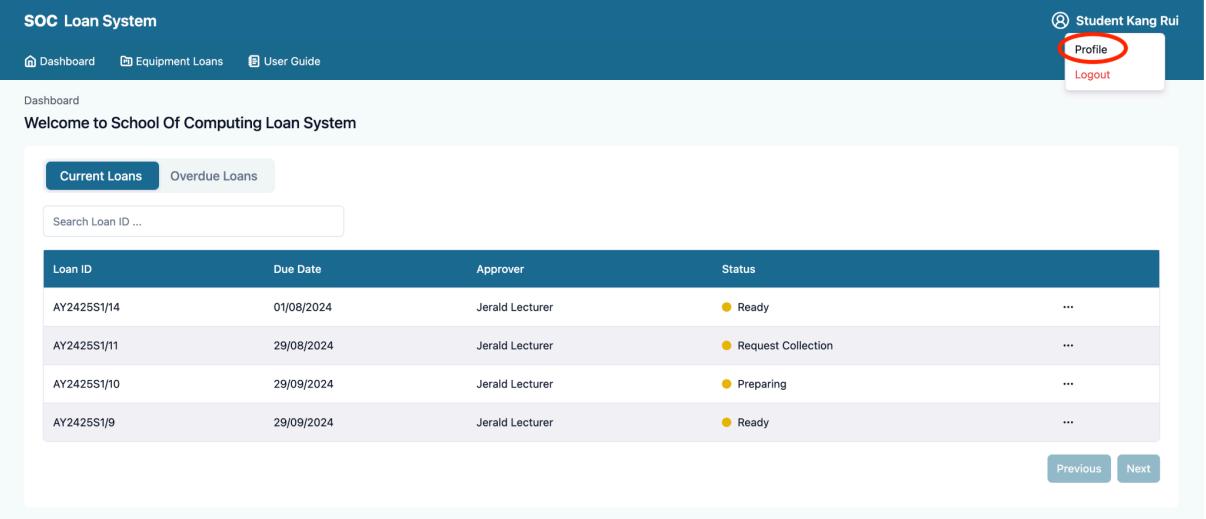


- **User Guide** - Opens this user guide.
- **Profile** - It is a dropdown containing the following options:
 - Profile - Edit your profile details and your password.
 - Logout - Logs you out of the loan system.



My Profile

To access your profile page, click your name on the top-right corner, then click **Profile**.



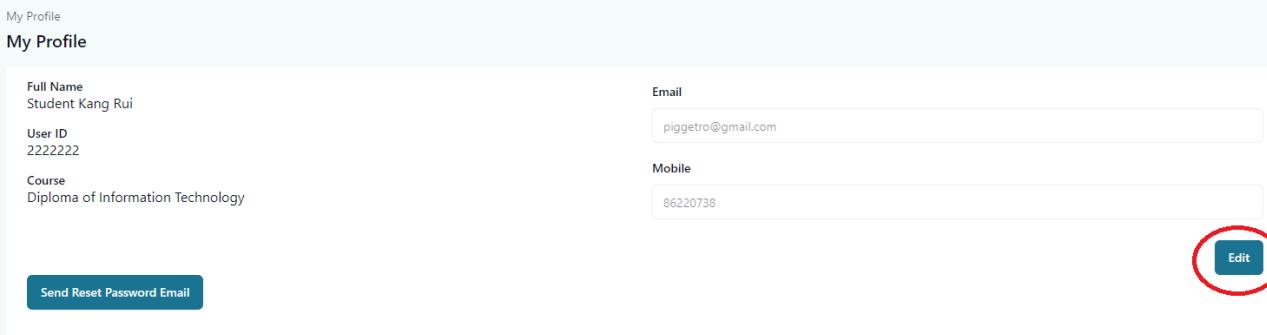
The screenshot shows the SOC Loan System dashboard. At the top, there's a navigation bar with links for Dashboard, Equipment Loans, and User Guide. On the far right, a user profile is displayed with the name "Student Kang Rui". Below this, there are two buttons: "Profile" (which is circled in red) and "Logout". The main content area is titled "Welcome to School Of Computing Loan System". It features a search bar labeled "Search Loan ID ...". Below the search bar is a table titled "Current Loans" with columns for Loan ID, Due Date, Approver, and Status. The table contains four rows of loan information. At the bottom of the table are "Previous" and "Next" buttons.

Personal Particulars

You should see a view containing your personal particulars which includes your full name, user ID, course, email address and contact number.

You may change your email address and contact number (these are mandatory). Make sure to provide genuine information as these are needed for communication purposes.

1. Click the **Edit** button on the bottom-right.



The screenshot shows the "My Profile" page. It displays several fields: "Full Name" (Student Kang Rui), "Email" (piggetro@gmail.com), "User ID" (222222), "Course" (Diploma of Information Technology), and "Mobile" (86220738). At the bottom left is a "Send Reset Password Email" button, and at the bottom right is an "Edit" button, which is circled in red.

2. After clicking **Edit**, you can then enter your new email address and/or contact number.

My Profile
My Profile

Full Name
Student Kang Rui

User ID
2222222

Course
Diploma of Information Technology

Email
piggetro@gmail.com

Mobile
86220738

Send Reset Password Email

Cancel **Save**

3. Click **Save** to save your changes.

Change Password

You can also change your password on the website. It is recommended to do this regularly and when you suspect that your account has been compromised.

My Profile
My Profile

Full Name
Student Kang Rui

User ID
2222222

Course
Diploma of Information Technology

Email
piggetro@gmail.com

Mobile
86220738

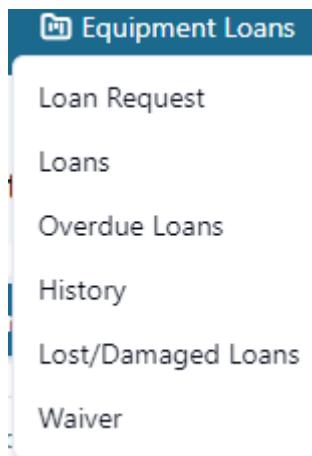
Send Reset Password Email

Cancel **Save**

3. Equipment Loans

On the navigation bar, click **Equipment Loans**. A dropdown should appear, consisting of the following options:

- **Loan Request** - Request to loan equipment for use in modules.
- **Loans** - Shows a list of current loans you made.
- **Overdue Loans** - Loans that have yet to be returned past the due date.
- **History** - All of your past loans.
- **Lost / Damaged Loans** - Loans which consist of items lost or damaged.
- **Waiver** - Waiver for loans with outstanding loans



Loan Requests

The following steps will teach you how to make a loan request:

1. Enter the **Remarks** for your loan request (why you wish to loan specific items). Select the correct **Approving Lecturer**, and the appropriate **Due Date** for the items you wish to loan.

The due date cannot be on a weekend or public holidays, and must be more than 7 days after the date of request.

SOC Loan System

Student Kang Rui

Dashboard Equipment Loans User Guide

Equipment Loans / Loans Request

Loan Request

Loan Details

Remarks: I will be loaning these items for my CA2 assignment due in mid-August.

Approver: Jerald Lecturer

Due Date: 30/08/2024

Search For Item

Search: No Results Found

All Category All Sub Category

Summary of Selected Items

2. Search for the equipment you wish to add to your loan request. You can also select the Equipment Category or Subcategory of your choice.

Items have a hyperlink which you can click on to view the image of the equipment.

SOC Loan System

Student Kang Rui

Dashboard Equipment Loans User Guide

Loan Details

Remarks: I will be loaning these items for my CA2 assignment due in mid-August.

Approver: Jerald Lecturer

Due Date: 30/08/2024

Search For Item

Search: switch

All Category All Sub Category

Item Description	Category ↑	Sub Category	Quantity	Add Item
Nintendo Switch	Consoles	Nintendo	- 1 +	Add Item
Nintendo Switch Lite	Consoles	Nintendo	- 1 +	Add Item

Previous Next

- Click **Add Item**. The added item will then appear in **Summary of Selected Items**. You can also adjust the quantity for each item given there is available equipment.

Item Description	Category ↑	Sub Category	Quantity	
Galaxy Note 20	Phones	Samsung	- 1 +	<button>Add Item</button>
Pixel 5a	Phones	Google	- 1 +	<button>Add Item</button>
Galaxy S21	Phones	Samsung	- 1 +	<button>Add Item</button>

Summary of Selected Items				
Item Description	Category ↑	Sub Category	Quantity	
Nintendo Switch	Consoles	Nintendo	- 1 +	

- Repeat steps 2-3 for any more equipment you wish to add.
- If you made a mistake, you can also remove equipment by clicking the **Trash** icon to the right of the added items in **Summary of Selected Items**.
- Click **Next**. It will take you to a summary screen which will let you verify all the details entered before proceeding to submit the request.

Item Description	Category	Sub-Category	Quantity
Nintendo Switch	Consoles	Nintendo	1

Review Loan Request

Loan Details

Remarks: I will be loaning these items for my CA2 assignment due in mid-August.

Approving Lecturer: Jerald Lecturer

Due Date: 30/08/2024

Requested Equipment

Close **Submit**

- Click **Submit** once you have verified your selected equipment.

8. A pop-up notification should appear on the bottom-right which should acknowledge that your loan request has been submitted successfully. You will also be redirected to the **Loans** page for you to see the loan request you created.

The screenshot shows the SOC Loan System interface. At the top, there's a dark blue header with the text "SOC Loan System", a user icon, and "Student Kang Rui". Below the header, a navigation bar includes "Dashboard", "Equipment Loans", and "User Guide". The main content area is titled "Equipment Loans / Loans" and "Loans". A horizontal menu bar below the title includes "Pending Approval" (which is highlighted in blue), "Collection Request", "Collection Ready", and "Collected". Below this is a search bar labeled "Search For Loan" with a dropdown menu set to "Semester". The main table displays a single row of data:

Loan ID	Date Requested	Due Date	Approver	Status	Actions
AY2425S1/29	30/07/2024	30/08/2024	Jerald Lecturer	Pending Approval	...

At the bottom right of the table area, there are "Previous" and "Next" buttons. A red box highlights a blue success message box in the bottom right corner of the page, which contains the text "Loan Request Made Successfully" and "You may view your Loan Request in Loans".

Note:

- All approved loan requests will expire after 7 days.
- Approved loan requests do not mean that the items have been reserved for you. Equipment may not be available as it will be on a first come first served basis. Please refer to Page 21 for instructions.
- If you have any outstanding loans (overdue or lost/damaged), you will not be able to create a loan request. Please settle them as soon as possible to avoid any penalties.

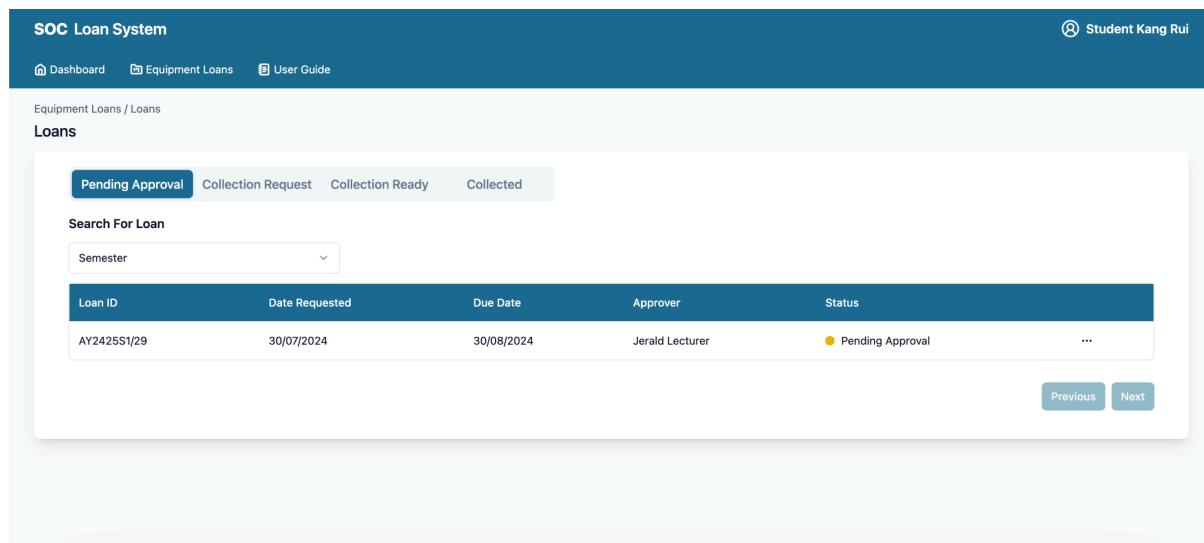
Current Loans

You can track the status of your current loans. You are also able to cancel approved loans from here.

Loan Status

Pending Approval

All loan requests submitted for approval will be recorded here.



The screenshot shows the SOC Loan System interface. At the top, there is a dark blue header with the text "SOC Loan System", a user profile icon for "Student Kang Rui", and navigation links for "Dashboard", "Equipment Loans", and "User Guide". Below the header, the page title is "Equipment Loans / Loans". A sub-section title "Loans" is displayed. A horizontal navigation bar contains five tabs: "Pending Approval" (which is highlighted in blue), "Collection Request", "Collection Ready", "Collected", and "...". Below this is a search bar labeled "Search For Loan" with a dropdown menu set to "Semester". A table lists a single loan record:

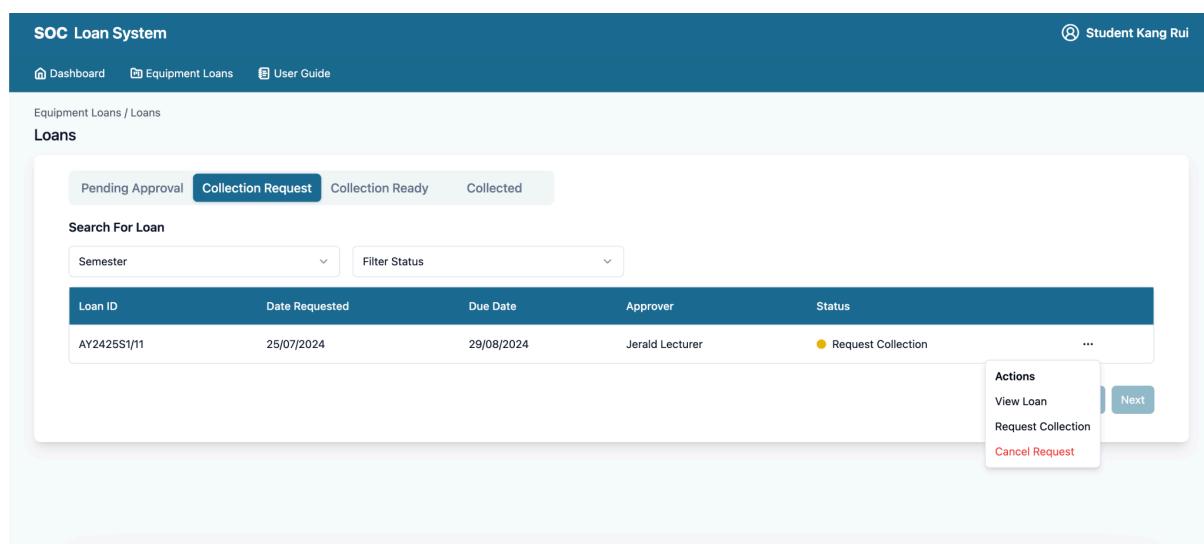
Loan ID	Date Requested	Due Date	Approver	Status	...
AY2425S1/29	30/07/2024	30/08/2024	Jerald Lecturer	Pending Approval	...

At the bottom right of the table area are "Previous" and "Next" buttons.

Collection Request

This shows approved loan requests that are pending for action.

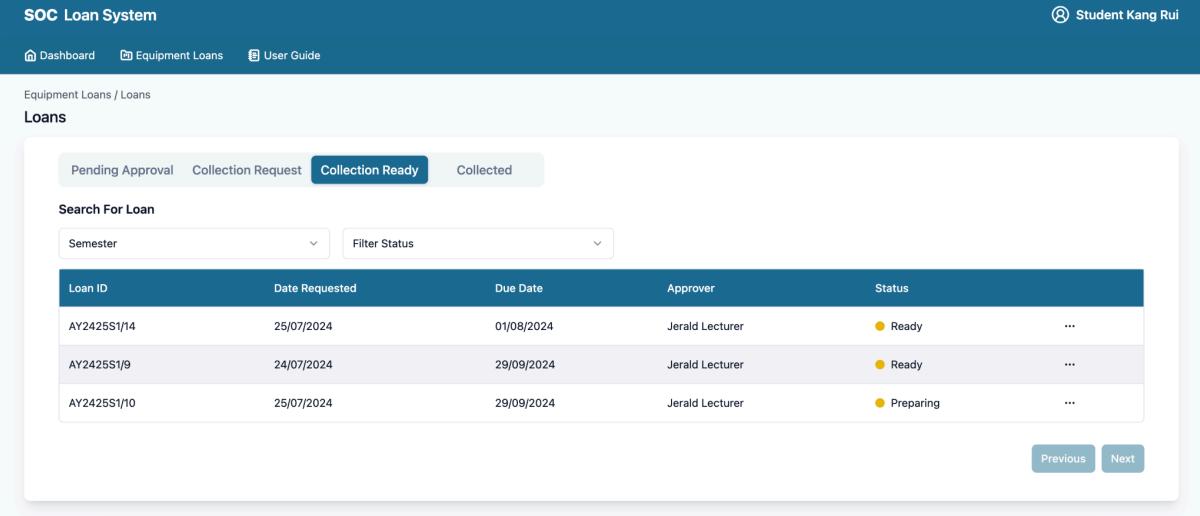
Click the three dots (...) to the right of the loan request, then click **Request for Collection** to proceed to request collection of equipment. Please refer to Page 21 for the steps on requesting for collection of equipment.



The screenshot shows the SOC Loan System interface, similar to the previous one but with different tab selection. The "Collection Request" tab is now highlighted in blue. The rest of the interface is identical to the "Pending Approval" view, including the header, "Equipment Loans / Loans" title, "Loans" sub-section, search bar, and the single loan record table. The table row for the loan record includes a status indicator "Request Collection" next to the "Status" column. A small white callout box with a black border appears over the "..." button in the table row, listing three actions: "View Loan", "Request Collection" (which is highlighted in red), and "Cancel Request".

Collection Ready

This shows loan collection requests currently being prepared as well as the ones ready for collection. From here onwards, you can no longer cancel loans on the website and must head to SOC ITS Office to cancel the collection request.



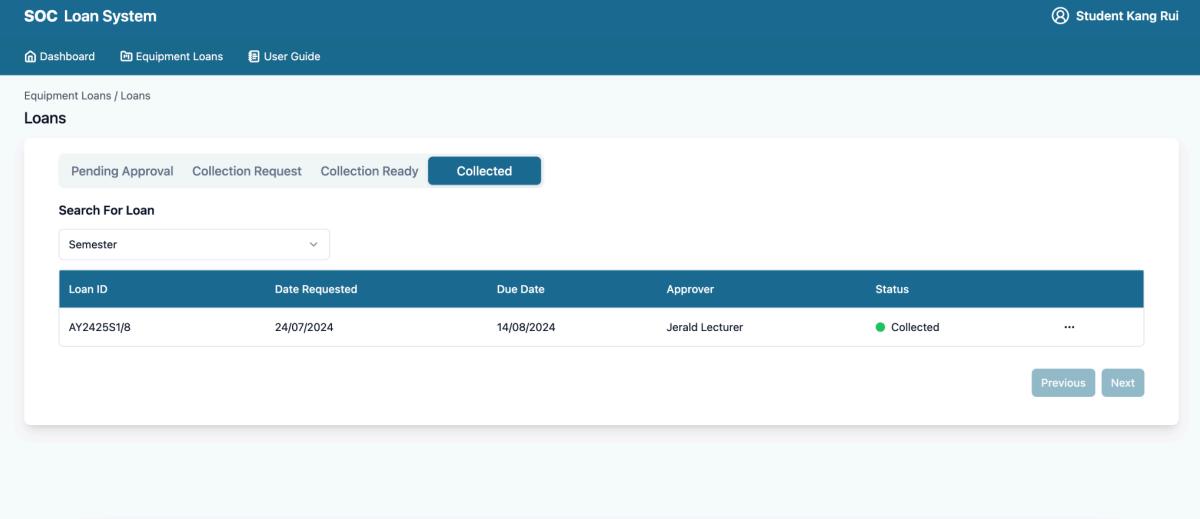
The screenshot shows the SOC Loan System interface. At the top, there is a dark blue header with the text "SOC Loan System" on the left and "Student Kang Rui" on the right. Below the header, there is a navigation bar with links for "Dashboard", "Equipment Loans", and "User Guide". The main content area is titled "Equipment Loans / Loans" and "Loans". Below this, there is a search bar labeled "Search For Loan" with dropdowns for "Semester" and "Filter Status". A horizontal navigation bar at the top of the main content area has four tabs: "Pending Approval", "Collection Request", "Collection Ready" (which is highlighted in blue), and "Collected". Below the tabs is a table with columns: "Loan ID", "Date Requested", "Due Date", "Approver", and "Status". The table contains three rows of data:

Loan ID	Date Requested	Due Date	Approver	Status
AY2425S1/14	25/07/2024	01/08/2024	Jerald Lecturer	Ready
AY2425S1/9	24/07/2024	29/09/2024	Jerald Lecturer	Ready
AY2425S1/10	25/07/2024	29/09/2024	Jerald Lecturer	Preparing

At the bottom right of the main content area, there are "Previous" and "Next" buttons.

Collected

This shows loans that have been borrowed and are pending return.



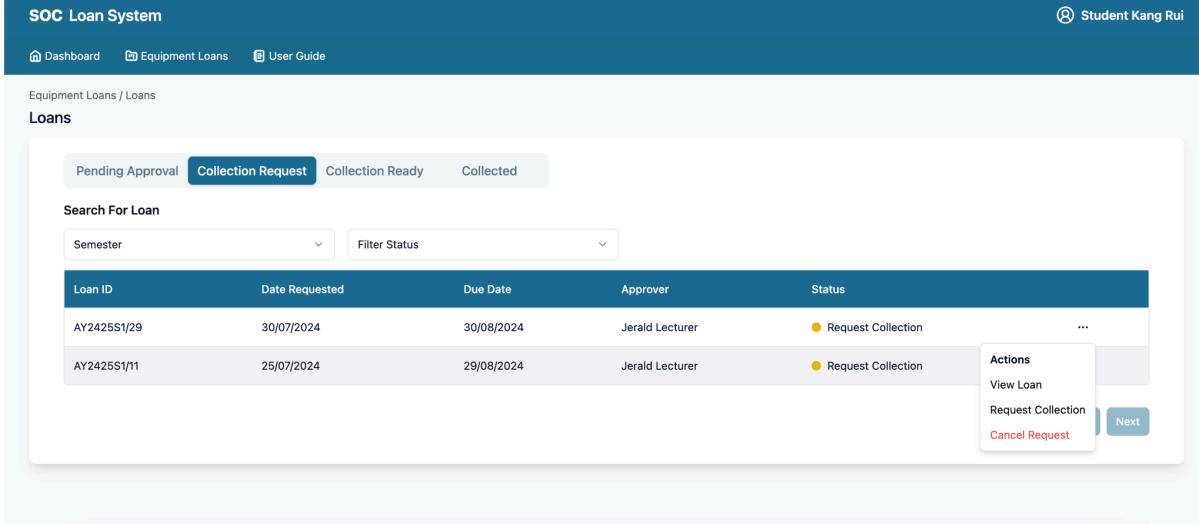
The screenshot shows the SOC Loan System interface, similar to the previous one but with the "Collected" tab selected. The main content area is titled "Equipment Loans / Loans" and "Loans". Below this, there is a search bar labeled "Search For Loan" with a dropdown for "Semester". A horizontal navigation bar at the top of the main content area has four tabs: "Pending Approval", "Collection Request", "Collection Ready", and "Collected" (which is highlighted in blue). Below the tabs is a table with columns: "Loan ID", "Date Requested", "Due Date", "Approver", and "Status". The table contains one row of data:

Loan ID	Date Requested	Due Date	Approver	Status
AY2425S1/8	24/07/2024	14/08/2024	Jerald Lecturer	Collected

At the bottom right of the main content area, there are "Previous" and "Next" buttons.

Loan Details

Click the three dots (...) to the right of the loan request, then click **View Loan**.

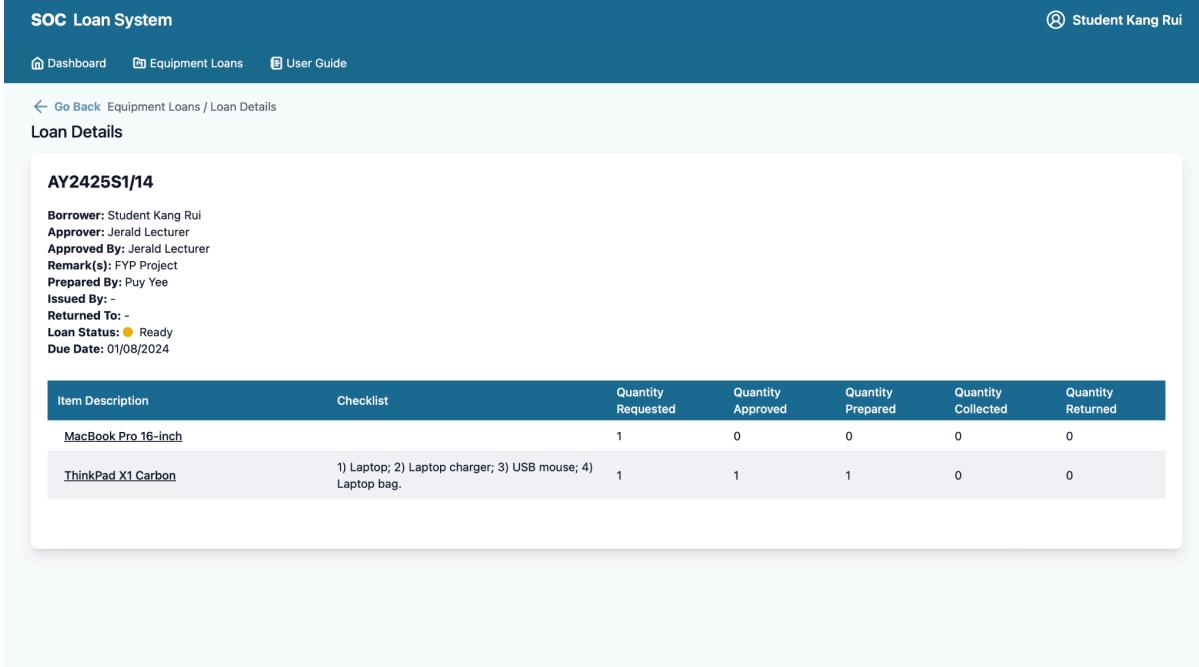


The screenshot shows the SOC Loan System interface. At the top, there's a navigation bar with links for Dashboard, Equipment Loans, and User Guide. On the right, it says "Student Kang Rui". Below the navigation, the title "Equipment Loans / Loans" is displayed. A search bar labeled "Search For Loan" includes dropdowns for "Semester" and "Filter Status". A table lists two loan requests:

Loan ID	Date Requested	Due Date	Approver	Status	Actions
AY2425S1/29	30/07/2024	30/08/2024	Jerald Lecturer	● Request Collection	...
AY2425S1/11	25/07/2024	29/08/2024	Jerald Lecturer	● Request Collection	View Loan Request Collection Cancel Request

A "Next" button is located at the bottom right of the table area.

It will send you to a page which shows the details of the loan request.



The screenshot shows the "Equipment Loans / Loan Details" page for loan request AY2425S1/14. At the top, there's a back link "Go Back" and the title "Loan Details". The loan ID "AY2425S1/14" is prominently displayed. Below this, detailed information is listed:

Borrower: Student Kang Rui
Approver: Jerald Lecturer
Approved By: Jerald Lecturer
Remark(s): FYP Project
Prepared By: Puy Yee
Issued By: -
Returned To: -
Loan Status: ● Ready
Due Date: 01/08/2024

Below this is a table showing the items requested:

Item Description	Checklist	Quantity Requested	Quantity Approved	Quantity Prepared	Quantity Collected	Quantity Returned
MacBook Pro 16-inch		1	0	0	0	0
ThinkPad X1 Carbon	1) Laptop; 2) Laptop charger; 3) USB mouse; 4) Laptop bag.	1	1	1	0	0

Items have a hyperlink which you can click on to view the image of the equipment.

Request for Collection

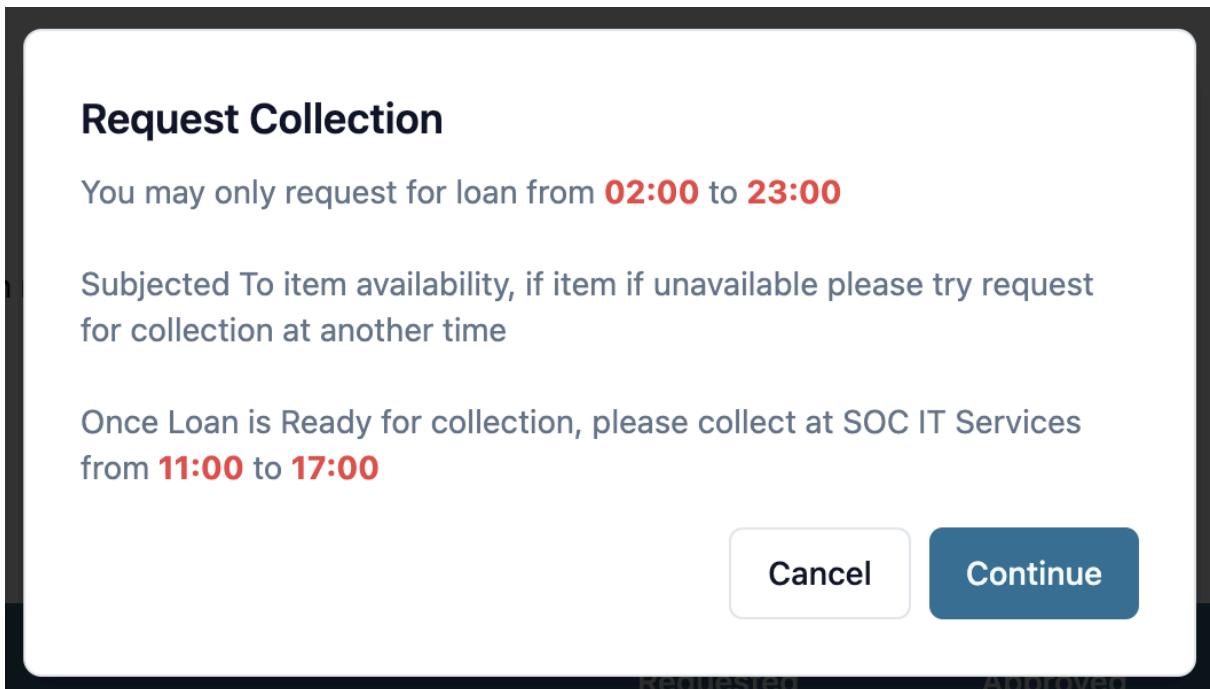
Once your loan request has been approved, an email notification will be sent to you. You may submit your request for collection from 8:00am to 4:00pm. Once the loan is ready for collection, you will need to collect the equipment at SOC ITS Office (T2041B) from 11:00am to 5:00pm.

1. In the Loan Details page, click on **Request for Collection**.

The screenshot shows the SOC Loan System interface. At the top, there's a header bar with 'SOC Loan System', a user profile for 'Student Kang Rui', and navigation links for 'Dashboard', 'Equipment Loans', and 'User Guide'. Below the header, a breadcrumb trail says 'Go Back Equipment Loans / Loan Details'. The main section is titled 'Loan Details' and displays loan information for 'AY2425S1/29'. It includes fields for Borrower (Student Kang Rui), Approver (Jerald Lecturer), Approved By (Jerald Lecturer), Remark(s) (I will be loaning these items for my CA2 assignment due in mid-August.), Prepared By (-), Issued By (-), Returned To (-), Loan Status (Request Collection), and Due Date (30/08/2024). Below this, a table lists the loaned item 'Nintendo Switch' with quantities: Requested 1, Approved 1, Prepared 0, Collected 0, and Returned 0. At the bottom of the table are two buttons: 'Cancel Loan' (red) and 'Request For Collection' (blue, circled in red).

2. Read the disclaimer before proceeding to request for collection.

Click **Continue** to proceed.



3. A pop-up message will appear on the bottom-right acknowledging that your request for collection has been submitted successfully.

AY2425S1/29

Borrower: Student Kang Rui
Approver: Jerald Lecturer
Approved By: Jerald Lecturer
Remark(s): I will be loaning these items for my CA2 assignment due in mid-August.
Prepared By: -
Issued By: -
Returned To: -
Loan Status: ● Preparing
Due Date: 30/08/2024

Item Description	Checklist	Quantity Requested	Quantity Approved	Quantity Prepared	Quantity Collected	Quantity Returned
Nintendo Switch		1	1	0	0	0

Request For Collection is Successful
 Loan is now Preparing

Note:

- You can still cancel your loan request on the website when the status is “Request for Collection”.
- However, once the status is “Preparing” or “Ready” and if you no longer require the equipment requested, you must proceed to SOC ITS Office to cancel your collection request.

Loan Collection

When the loan request is Ready for Collection, an email notification will be sent to you. Proceed to collect your equipment at the SOC ITS Office during the borrowing period between 11:00am – 5:00pm during business days. Please collect the equipment within 2 days after the request for collection, otherwise your loan will be void.

1. Present your Student ID for identification in person.
2. Check the equipment listed thoroughly.

AY2425S1/29

Borrower: Student Kang Rui
Approved By: Jerald Lecturer
Remark(s): FYP Project
Prepared By: Puy Yee
Issued By: -
Returned To: -
Loan Status: Ready
Due Date: 30/08/2024

Item Description	Checklist	Asset Number
Nintendo Switch		NX001

Collection Reference Number
ITS S2.2

[Rules and Regulations](#)

3. Read the **Rules and Regulations**.

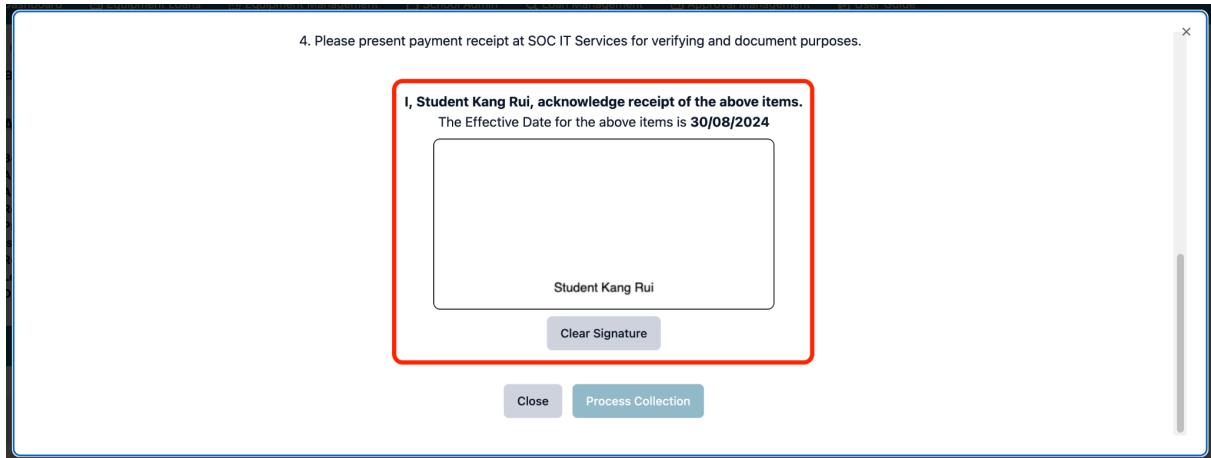
Collection Reference Number
ITS S2.2

Rules and Regulations

1. In the event of loss or irreparable damages, borrowers will be required to replace the equipment
2. Borrowers will be required to pay for the full cost of any repairs required for damaged equipment.
3. All equipment must be returned on the due date
4. Please present payment receipt at SOC IT Services for verifying and document purposes.

I, Student Kang Rui, acknowledge receipt of the above items.
The Effective Date for the above items is **30/08/2024**

4. Take note of the **Due Date**, and sign in the signature box provided.



5. Click **Process Collection** to confirm acceptance and complete the loan.
6. Do note that any additional equipment cannot be added upon collection.
7. Loan status will be updated to **Collected** accordingly.

Overdue Loans

Loans that are yet to be returned past the specified due date can be found on this page. The due date will be indicated in red. Please settle them as soon as possible to avoid any penalties. Please refer to Page 29 for the range of penalties.

The screenshot shows the SOC Loan System interface. At the top, there is a navigation bar with links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. The user profile indicates "Jerald Lee". Below the navigation bar, the page title is "Equipment Loans / Overdue Loans" and the section title is "Overdue Loans". A search bar labeled "Search For Loan" includes fields for "Search Loan ID" and "Semester". A table displays one overdue loan record:

Loan ID	Issued By	Due Date	Date Collected	Status	...
AY2425S1/2	Jerald Lee	30/07/2024	23/07/2024	Collected	...

At the bottom right of the table area are "Previous" and "Next" buttons.

Lost/Damaged Loans

This displays a list of loans in which some equipment is lost or damaged. Please settle them as soon as possible by submitting a waiver to avoid any penalties, alternatively you may approach the SOC ITS for enquiries. Please refer to Page 29 for the range of penalties.

The screenshot shows the SOC Loan System interface. At the top, there is a navigation bar with links for Dashboard, Equipment Loans, and User Guide. The user profile indicates "Student Kang Rui". Below the navigation bar, the page title is "Equipment Loans / Lost & Damaged Loans" and the section title is "Lost / Damaged Loans". A search bar labeled "Search For Loan" includes fields for "Search Loan ID" and "Semester". A table displays a message indicating no active loan requests:

Loan ID	Status	Remarks
No Active Loan Requests		

At the bottom right of the table area are "Previous" and "Next" buttons.

History

The loan history records all loans requested. You can also search for loans by Loan ID, or sort them by Semester and Status.

SOC Loan System

Student Kang Rui

Equipment Loans / History

History

Search For Loan

Loan ID	Approving Lecturer	Date Requested	Due Date	Status	...
AY2425S1/28		30/07/2024	30/08/2024	Cancelled	...
AY2425S1/4		24/07/2024	29/08/2024	Cancelled	...
AY2425S1/6		24/07/2024	29/08/2024	Rejected	...
AY2425S1/7		24/07/2024	29/08/2024	Cancelled	...
AY2425S1/5		24/07/2024	29/08/2024	Cancelled	...

Previous Next

Waiver

The Loan Waiver page provides you with all the waivers created for Loans that have outstanding items. When your loan is marked with an outstanding item, do note that the waiver will be created for you. You will need to view the waiver and submit the request.

SOC Loan System

Kang rui

Equipment Loans / Waiver

Waiver

Search For Waiver

Loan ID	Date Issued	Date Updated	Details	Status	...
AY2425S1/1	23/07/2024	03/08/2024	No Outstanding Items	Resolved	...
AY2425S1/35	02/08/2024	-	No Outstanding Items	Pending Request	...

Previous Next

View Waiver

To view the waiver, select the three dots on the right (...) and click on view waiver

The screenshot shows the SOC Loan System interface. At the top, there is a navigation bar with links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. A user profile 'Kang rui' is also visible. Below the navigation bar, the URL 'Equipment Loans / Waiver' and the page title 'Waiver' are displayed. A search bar labeled 'Search For Waiver' contains fields for 'Search Loan ID' and 'Semester'. Below the search bar is a table with columns: Loan ID, Date Issued, Date Updated, Details, and Status. Two rows of data are shown:

Loan ID	Date Issued	Date Updated	Details	Status
AY2425S1/1	23/07/2024	03/08/2024	No Outstanding Items	Resolved
AY2425S1/35	02/08/2024	-	No Outstanding Items	Pending Request

A context menu is open over the second row, listing 'Actions', 'View Loan', and 'View Waiver'. A 'Next' button is located at the bottom right of the table area.

Submit Waiver

To submit a waiver request, input your waiver request in the Waive Request textbox, then when done, click on the submit button

The screenshot shows the SOC Loan System interface. At the top, there is a navigation bar with links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. A user profile 'Kang rui' is also visible. Below the navigation bar, the URL 'Equipment Loans / Lost & Broken Loan' and the page title 'Waiver' are displayed. A backlink 'Go Back' is present. The page displays details for a loan item 'AY2425S1/35' with the following information:

Borrower: Kang rui
Approved By: Jerald Lee
Prepared By: Jerald Lee
Issued By: Jerald Lee
Returned To: Jerald Lee
Date Issued: 02/08/2024
Date Updated: -
Updated By: -
Status: Pending Request

A 'Waive Request' section contains a large text input field. Below it, a 'Submitted On:' field is followed by a 'Submit' button. At the bottom, there is a table with columns: Item Description, Checklist, Remarks, Cost, and Status. One row of data is shown:

Item Description	Checklist	Remarks	Cost	Status
iPhone 13 Pro			\$ 500	Returned

4. Notes

In-Progress Status

The following explains the loan in progress action status:

1. **Request Collection** - Request for approved loans to be collected. You may submit your request for collection from 8:00am to 4:00pm.
2. **Preparing** - Collection request that is currently being prepared.
3. **Ready** - Collection request that is ready and must be collected from 11:00am to 5:00pm.
4. **Cancelled** - Either you have cancelled the loan request, or an approved loan request has expired after 7 days.
5. **Partial Return** - Loans in which not everything has been returned.
6. **Outstanding Return** - Loans in which one or more items have been lost/damaged
7. **Penalty Checklist** - Loans in which a checklist item of a loan has been lost/damaged

Loan Policies for Students

1. Approved loan requests will expire after **7 days from date of request**, inclusive of Saturdays, Sundays and Public Holidays.
2. Loans can be returned on your behalf before/on the due date.
3. When equipment is damaged during the period of loan, or at collection, it must be returned immediately to SOC ITS Office, and the incident must be reported.
4. **Cancellation of loan collection requests** has to be done personally at SOC ITS Office.
5. Users will not be allowed to submit a loan request or collection if there are any outstanding loans pending.
6. Warning letters will be handed out if outstanding loans are unsettled after 7 and 14 days. **You will be referred to the Disciplinary Committee for action if outstanding loans are unsettled after 21 days.**

Loan Hours

Request for Equipment Collection	8:00am – 4:00pm
Collection of Equipment	11:00am – 5:00pm
Return of Equipment	8:30am – 5:00pm

Outstanding Loan Penalties

7 days past due date	Warning Letter
14 days past due date	Warning Letter
21 days past due date	Refer to Disciplinary Committee

Email Notification

Email notifications will be sent for the following:

1. Account Registration
2. Password Reset
3. Loan Approval Request
4. Loan Request Approved
5. Loan Request Ready For Collection

5. Lecturer

Lecturers have similar functionality to other users, including making loan requests for equipment. However, lecturers also have additional capabilities. This guide will explain the specific features available to lecturers.

Features for Lecturers

1. Making Loan Requests :

- Lecturers can make loan requests just like other users. They can select the approver, choosing another lecturer or a technical official instead of students or themselves.

2. Approval Management :

- Lecturers can manage student loan requests through the Approval Management section. This includes:
 - **Loan Approvals**
 - **Approvals History**

Loan Approvals

In this section, lecturers can view and manage loan requests where they have been selected as the approver. When a loan request is made and you are the Approver, an email will be sent to your email to notify you to Approve the loan request

The screenshot shows the SOC Loan System interface. At the top, there's a dark blue header with the system name and a user profile for 'Jerald Lecturer'. Below the header, a navigation bar has links for Dashboard, Equipment Loans, Approval Management (which is active and highlighted in blue), and User Guide. The main content area is titled 'Approval Management' and 'Approval Management'. It features two tabs: 'Loan Approvals' (selected) and 'Approval History'. A search bar labeled 'Search For Loan' includes fields for 'Search Loan ID' and 'Semester'. Below the search is a table with columns: Loan ID, Name, Date Requested, Return Date, and Status. One row in the table is shown: 'AY2425S1/30', 'Student Kang Rui', '30/07/2024', '08/08/2024', and 'Pending Approval'. To the right of the table is a 'Actions' dropdown menu with options: 'View Loan', 'Approve Loan' (highlighted in red), and 'Reject Loan'. A 'Next' button is also visible.

They have the following options:

- **View Loans:**

- Redirects to a detailed page showing all information about the loan request, including the items requested, the reason for the request, the due date, and the request date.
- On this page, lecturers can approve or reject the loan.

SOC Loan System

Go Back Equipment Loans / Loan Details

Loan Details

AY2425S1/30

Borrower: Student Kang Rui
Approver: Jerald Lecturer
Approved By: -
Remark(s): test
Prepared By: -
Issued By: -
Returned To: -
Loan Status: Pending Approval
Due Date: 08/08/2024

Item Description	Checklist	Quantity Requested	Quantity Approved	Quantity Prepared	Quantity Collected	Quantity Returned
iPad Pro		1	0	0	0	0

Reject **Approve**

- After approving, there is an option to cancel the loan if necessary.

SOC Loan System

Go Back Equipment Loans / Loan Details

Loan Details

AY2425S1/30

Borrower: Student Kang Rui
Approver: Jerald Lecturer
Approved By: Jerald Lecturer
Remark(s): test
Prepared By: -
Issued By: -
Returned To: -
Loan Status: Request Collection
Due Date: 08/08/2024

Item Description	Checklist	Quantity Requested	Quantity Approved	Quantity Prepared	Quantity Collected	Quantity Returned
iPad Pro		1	1	0	0	0

Cancel Loan

● Approve Loan:

- A smaller pop-up window appears, allowing the lecturer to approve the loan directly. They can also select the quantity to approve. For example, if the user requested two items, the lecturer can approve only one if needed.

SOC Loan System

Jerald Lecturer

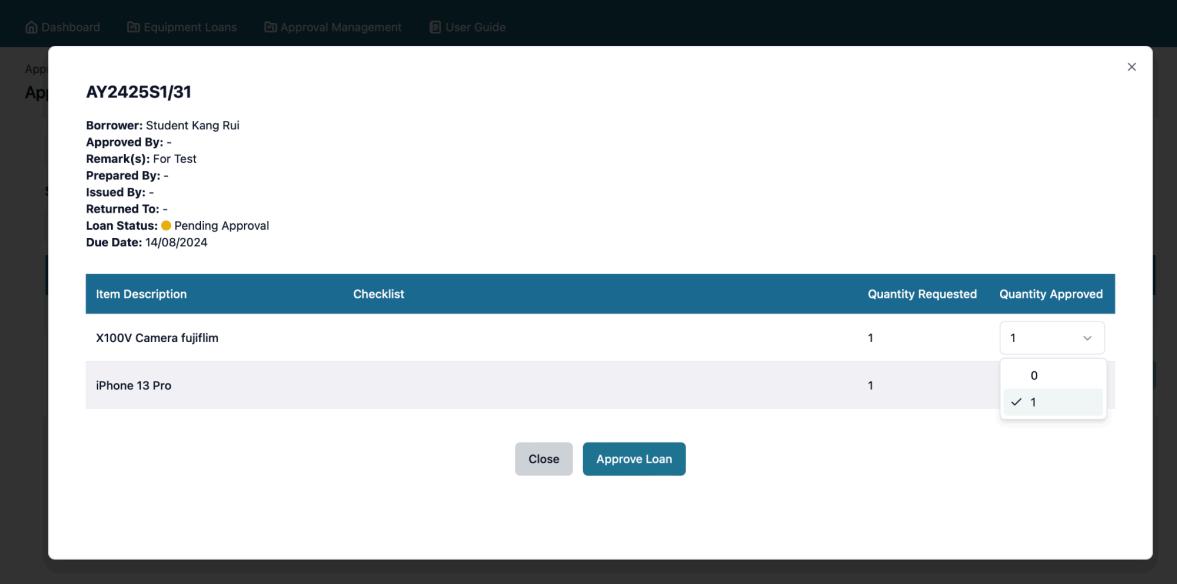
Dashboard Equipment Loans Approval Management User Guide

App ID: AY2425S1/31

Borrower: Student Kang Rui
Approved By: -
Remark(s): For Test
Prepared By: -
Issued By: -
Returned To: -
Loan Status: ● Pending Approval
Due Date: 14/08/2024

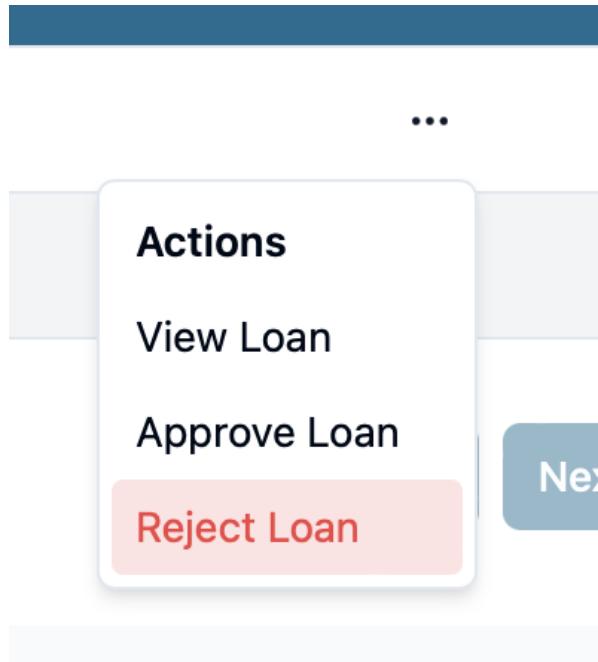
Item Description	Checklist	Quantity Requested	Quantity Approved
X100V Camera fujifilm		1	1
iPhone 13 Pro		1	0 ✓ 1

Close **Approve Loan**



- **Reject Loan:**

- The lecturer can reject the loan request with a reason for the rejection.



Approval History

In the **Approval History** section, lecturers can view the history of all loan requests they have managed. This includes:

- **Status:** The status of each loan request (approved, rejected, or cancelled).
- **View Loan:** The option to view the details of each loan request.

Once a loan request is approved by the lecturer, it will show as "Request Collection". When the user confirms the collection, the status changes to "Preparing". After that, the responsibility is handed over to the technical officer for further processing.

6. Technical Officers

Technical Officers have similar functionality to other users, including making loan requests for equipment. However, Technical Officers also have additional features. This guide will explain the specific features available to Technical Officers.

Features for Lecturers

- 1. Equipment Management :**
 - CRUD for equipment.
- 2. Equipment Categories :**
 - CRUD for categories
- 3. General Settings:**
 - Configuration for the application
- 4. Loan Management**
 - Managed the loans

Equipment Management

Equipment Page

Equipment Loans

- Loan Request
- Loans
- Overdue Loans
- History
- Lost/Damaged Loans
- Waiver

Technical officers are able to Add / Edit and Delete Equipments in this page.

Equipment Management / Equipment						
Equipment						
Equipments		Add Equipment				
Look for Equipment...	Sort Equipment Name	Filter by Category	Filter by Sub Category			
Equipment	Category	Sub Category	Total Count	Available Count	Unavailable Count	
 equipr equipment	Speakers	Bose	0	0	0	...
 Quest 2	VR Headset	Oculus	2	2	0	...
 MacBook Air M1	Laptops	Apple	4	3	1	...
 Xbox Series X	Consoles	Microsoft	4	4	0	...
 Alpha 6000	Cameras	Sony	3	3	0	...
 Xbox One X	Consoles	Microsoft	2	2	0	...
 PT-VZ580U Projectors	Projectors	Panasonic	2	2	0	...
 PlayStation 4 Pro	Consoles	Sony	3	3	0	...
 iPad Air	Tablets	Apple	7	7	0	...
 Nintendo Switch	Consoles	Nintendo	3	3	0	...
						Previous Next

Add Equipment

Click on the Add Equipment

Add Equipment

Equipment Management / Equipment
Equipment

Equipments **Add Equipment**

Equipment Name

Category

Select Category

Sub Category

Select Sub Category

Checklist

Checklist (Optional)

Assign Equipment to Courses

- DAAA - Diploma in Applied AI & Analytics
- DCDF - Diploma in Cybersecurity & Digital Forensics
- DIT - Diploma of Information Technology

Upload Equipment Image

Choose File

Add Equipment to Inventory

+

Confirm

Enter the Equipment Name.

Equipment Name

Equipment Name

Select A Category from the dropdown list

Category

Select Category

Projectors

Microphones

Speakers

Cameras

Printers

Tablets

Phones

Laptops

Consoles

VR Headset

After selecting a Category the Sub Category list will be filtered
Select a Sub Category

Category

Laptops

Sub Category

Select Sub Category

Laptops

Dell

Apple

Asus

Lenovo

Enter the Checklist for the equipment (Optional)

Checklist

Checklist (Optional)

Assign Equipment to Course (Able to Select Multiple Courses)

Assign Equipment to Courses

- DAAA - Diploma in Applied AI & Analytics
- DCDF - Diploma in Cybersecurity & Digital Forensics
- DIT - Diploma of Information Technology

Upload Image for Equipment

Upload Equipment Image

Choose File

After selected an image it will show a preview of the image

Upload Equipment Image

Choose File



Selected file:
Example.png
File type: .png

Click on + under Add Equipment to inventory

Add Equipment to Inventory

Enter the Asset Number, Cost, Date Purchased and Warranty Expiry.

Add Equipment to Inventory

Asset Number	Cost	Date Purchased	Warranty Expiry
Asset Number	0.00	July 31st, 2024	July 31st, 2024

Click on + if there are duplicate items to be added.

Add Equipment to Inventory

Asset Number	Cost	Date Purchased	Warranty Expiry
Asset Number	0.00	July 31st, 2024	July 31st, 2024
Asset Number	Cost	Date Purchased	Warranty Expiry
Asset Number	0.00	July 31st, 2024	July 31st, 2024
 			

Click on x to delete the equipment.

Add Equipment to Inventory

Asset Number	Cost	Date Purchased	Warranty Expiry
Asset Number	0.00	July 31st, 2024	July 31st, 2024

Once Every detail have been filled up the confirm button will be enabled

Equipment Management / Equipment

Equipment

[Equipments](#) [Add Equipment](#)

<p>Equipment Name <input type="text" value="Testing Item"/></p> <p>Category <input type="text" value="Laptops"/></p> <p>Sub Category <input type="text" value="Dell"/></p>	<p>Checklist <input type="text" value="Checklist (Optional)"/></p> <p>Assign Equipment to Courses <input type="checkbox"/> DAAA - Diploma in Applied AI & Analytics <input type="checkbox"/> DCDF - Diploma in Cybersecurity & Digital Forensics <input checked="" type="checkbox"/> DIT - Diploma of Information Technology </p> <p>Upload Equipment Image <input type="button" value="Choose File"/>  </p> <p>Selected file: Example.png File type: .png</p>												
<p>Add Equipment to Inventory</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Asset Number</th> <th>Cost</th> <th>Date Purchased</th> <th>Warranty Expiry</th> </tr> <tr> <td>1231231451</td> <td>1500</td> <td>July 18th, 2024</td> <td>July 15th, 2026</td> </tr> <tr> <td colspan="4" style="text-align: center; height: 40px; vertical-align: middle;"> + </td> </tr> </table> <p style="text-align: right;">Confirm</p>		Asset Number	Cost	Date Purchased	Warranty Expiry	1231231451	1500	July 18th, 2024	July 15th, 2026	+			
Asset Number	Cost	Date Purchased	Warranty Expiry										
1231231451	1500	July 18th, 2024	July 15th, 2026										
+													

A Success pop up will appear if item have been added successfully.

Success
Equipment added successfully

Searching / Navigating in Equipment

Click on Equipment

Equipments

The screenshot shows a search interface for 'Equipments'. At the top, there's a search bar with 'testing' and dropdown menus for 'A - Z', 'All', and 'Filter by Sub Category'. Below is a table with columns: Equipment, Category, Sub Category, Total Count, Available Count, and Unavailable Count. One row is shown: 'Testing Item' under 'Laptops' in 'Dell' category, with 1 total, 1 available, and 0 unavailable. Navigation buttons 'Previous' and 'Next' are at the bottom.

Equipment	Category	Sub Category	Total Count	Available Count	Unavailable Count
Testing Item	Laptops	Dell	1	1	0

1. Type in the name of the equipment .

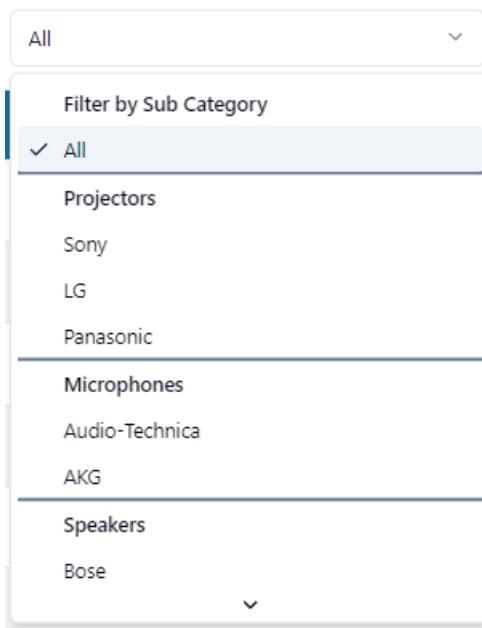
A dropdown menu titled 'Sort Equipment Name' with two options: 'A - Z' (selected) and 'Z - A'.

2. Sort by Equipment Name.

A dropdown menu titled 'Filter by Category' with a list of items: All, Projectors, Microphones, Speakers, Cameras, Printers, Tablets (selected), Phones, Laptops, and Consoles.

3. Filter by Category.

4. Filter by Sub Category.



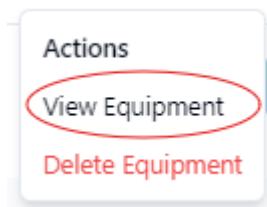
After finding the equipment that you want click on the name of the item to enlarge the image.

Equipment	Category	Sub Category	Total Count	Available Count	Unavailable Count
Testing Item	Laptops	Dell	1	1	0

Click on the 3 Dots and a pop up menu will appear.

Equipment	Category	Sub Category	Total Count	Available Count	Unavailable Count
Testing Item	Laptops	Dell	1	1	0

Click on View Equipment.



You will go to the Equipment Item Page.

SOC Loan System

Mr Farid

Dashboard Equipment Loans Equipment Management Loan Management

Go Back Equipment Management / Equipment

Equipment

Equipment Name: Testing Item

Checklist: Checklist (Optional)

Category: Laptops

Sub Category: Dell

Limit Per Loan: 0

Assign Equipment to Courses:

- DAAA - Diploma in Applied AI & Analytics
- DCDP - Diploma in Cybersecurity & Digital Forensics
- DIT - Diploma of Information Technology

Upload Equipment Image: Choose File

Equipment Image: A laptop screen displaying a colorful abstract background.

Delete Edit

Inventory Items Total Count: 1 Available Count: 1 Unavailable Count: 0

Add Equipment to Inventory

Filter by Asset Numbers ...

Asset Number	Cost	Status	Date Purchased	Warranty Expiry	...
1231231451	\$1500.00	Available	18/07/2024	15/07/2026	...

Previous Next

You are able to see all the details of the equipment.

Edit Equipment

Edit

Click on Edit

The Field will be enabled for you to edit.

← Go Back Equipment Management / Equipment

Equipment

Equipment Name	Checklist				
Testing Item	Checklist (Optional)				
Category	Assign Equipment to Courses				
Laptops	<input type="checkbox"/> DAAA - Diploma in Applied AI & Analytics <input type="checkbox"/> DCDF - Diploma in Cybersecurity & Digital Forensics <input checked="" type="checkbox"/> DIT - Diploma of Information Technology				
Sub Category	Upload Equipment Image				
Dell	<input type="button" value="Choose File"/> 				
Limit Per Loan	<input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Confirm"/>				
0	Add Equipment to Inventory				
Inventory Items Total Count: 1 Available Count: 1 Unavailable Count: 0	<input type="button" value="Previous"/> <input type="button" value="Next"/>				
Filter by Asset Numbers ...					
Asset Number	Cost	Status	Date Purchased	Warranty Expiry	...
1231231451	\$1500.00	Available	18/07/2024	15/07/2026	<input type="button" value="..."/>

Confirm

After you finish editing click on Confirm

A pop up will appear if equipment has been updated successfully.

Success

Equipment updated successfully

Cancel

If you want to discard your edit click on cancel

The confirm button will not be enabled if you did not edit any field.

Add Equipment to Inventory

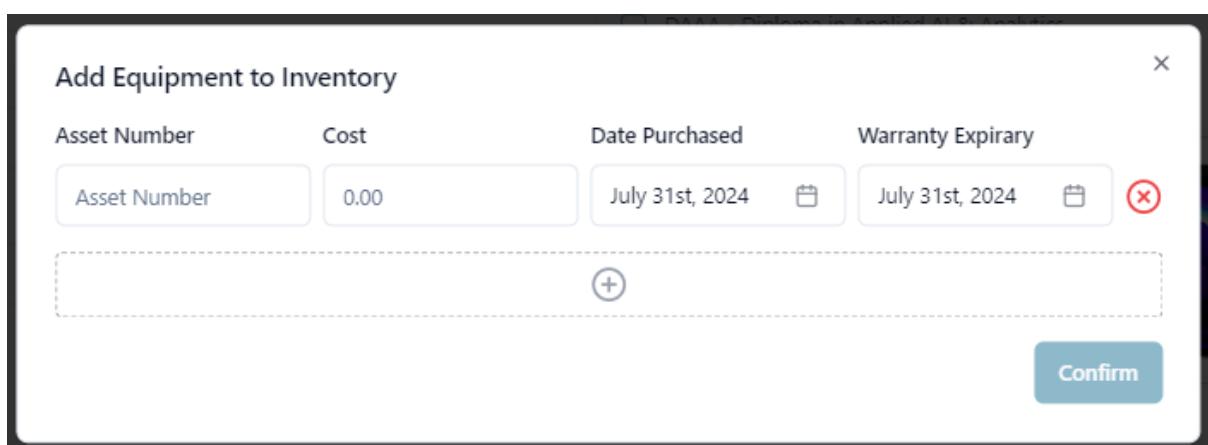
To add more items to the inventory click on Add Equipment to Inventory

Add Equipment to Inventory

A pop-up will appear.



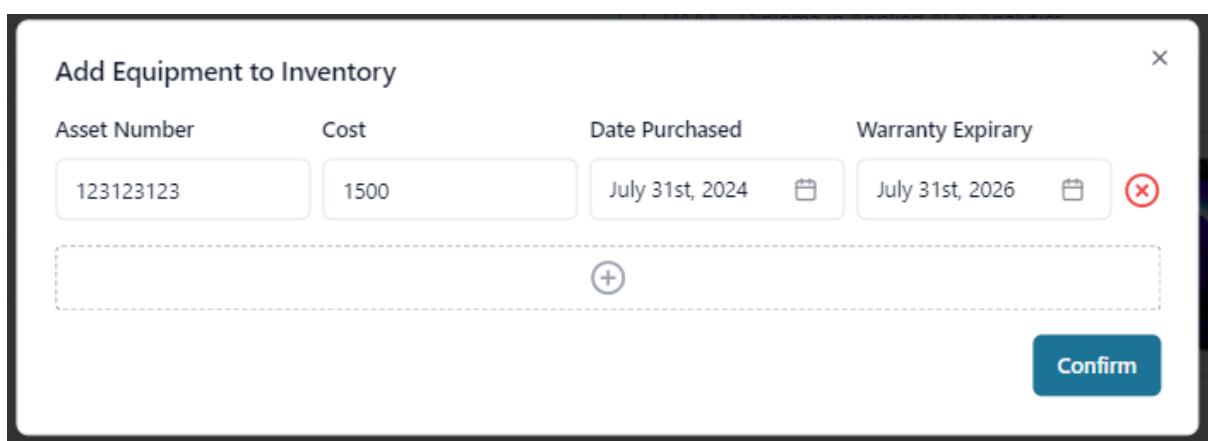
Click on +.



And you will be able to add new items to the equipment inventory.

Confirm

Once you have finish adding the details of the new items click on confirm



The newly added item will be reflected on the list below.

[Go Back](#) Equipment Management / Equipment

Equipment

Equipment Name: Testing Item

Category: Laptops

Sub Category: Dell

Limit Per Loan: 0

Checklist: Checklist (Optional)

Assign Equipment to Courses:

- DAAA - Diploma in Applied AI & Analytics
- DCDF - Diploma in Cybersecurity & Digital Forensics
- DIT - Diploma of Information Technology

Upload Equipment Image: Choose File



Delete **Edit**

Inventory Items Total Count: 2 Available Count: 2 Unavailable Count: 0 **Add Equipment to Inventory**

Filter by Asset Numbers ...

Asset Number	Cost	Status	Date Purchased	Warranty Expiry	...
1231231451	\$1500.00	Available	18/07/2024	15/07/2026	...
123123123	\$1500.00	Available	31/07/2024	31/07/2026	...

Previous **Next**

Edit Inventory Item

To Edit items click on the 3 dots and a pop-up menu will appear. [**Highlighted in Red**]

You can key in the asset number to search for the item.[**Highlighted in Blue**]

Inventory Items Total Count: 2 Available Count: 2 Unavailable Count: 0 Add Equipment to Inventory

Filter by Asset Numbers ...

Asset Number	Cost	Status	Date Purchased	Warranty Expiry	Action
1231231451	\$1500.00	Available	18/07/2024	15/07/2026	...
123123123	\$1500.00	Available	31/07/2024	31/07/2026	...

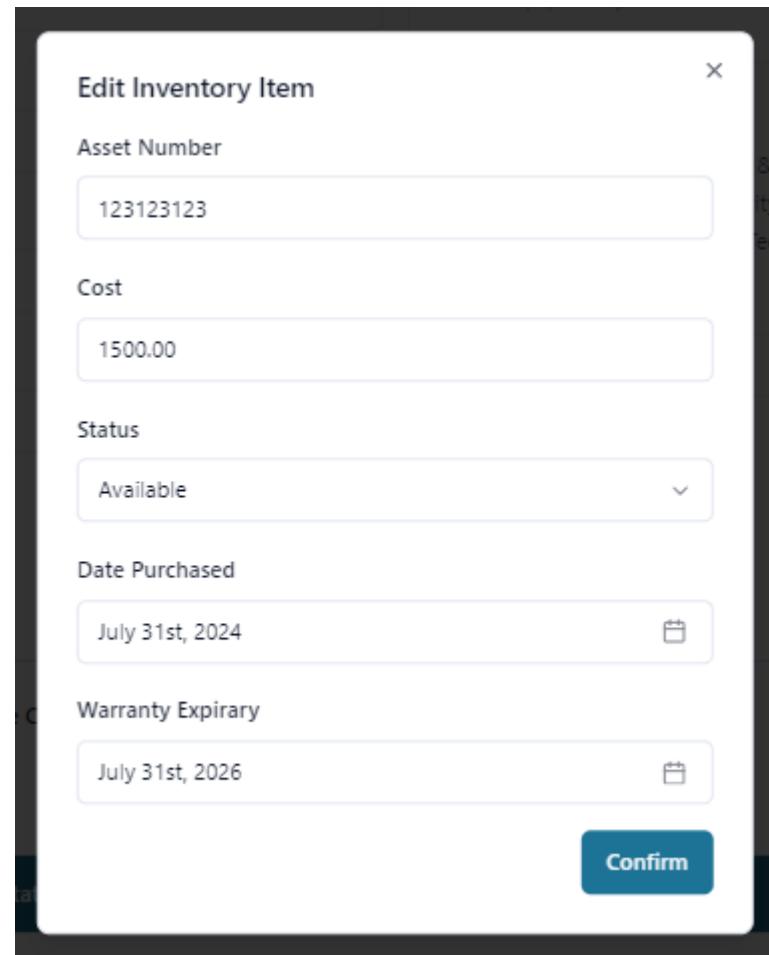
Previous Next

Actions

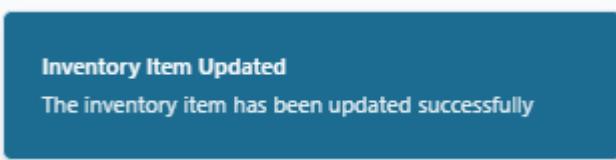
[Edit Inventory Item](#)

[Remove Inventory Item](#)

Click on Edit Inventory Item and a pop-up window will appear.



After editing click on confirm a pop-up will appear if the item has been updated successfully.



The updated detail will be reflected in the list.

Inventory Items					Total Count: 2 Available Count: 2 Unavailable Count: 0	Add Equipment to Inventory
Filter by Asset Numbers ...						
Asset Number	Cost	Status	Date Purchased	Warranty Expiry		
1231231451	\$1500.00	● Available	18/07/2024	15/07/2026	...	
321321321	\$1500.00	● Available	31/07/2024	31/07/2026	...	

[Previous](#) [Next](#)

Delete Inventory Item

To Delete inventory items click on the 3 dots and a pop up menu will appear.

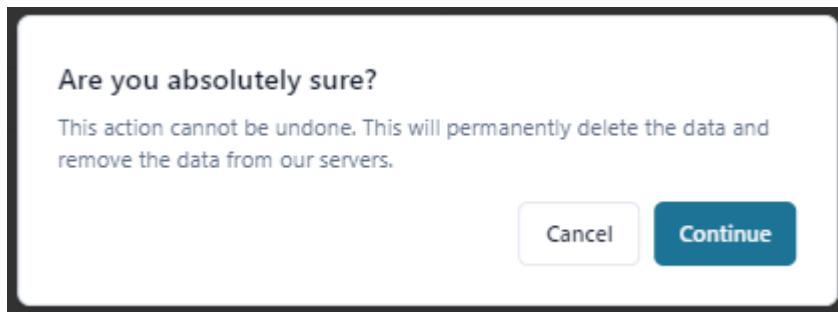
Inventory Items Total Count: 2 Available Count: 2 Unavailable Count: 0 Add Equipment to Inventory

Filter by Asset Numbers ...

Asset Number	Cost	Status	Date Purchased	Warranty Expiry	...
1231231451	\$1500.00	● Available	18/07/2024	15/07/2026	...
321321321	\$1500.00	● Available	31/07/2024	31/07/2026	...

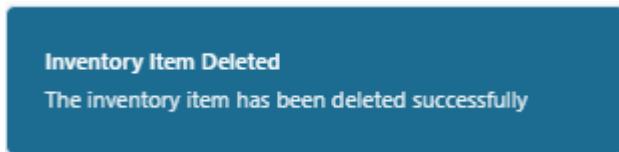
Actions
Edit Inventory Item Previous Next
Remove Inventory Item

Click on Remove Inventory Item and a confirmation message will show.



Click on Confirm.

A Success pop up will appear.



Deleting Equipment

To delete the Equipment there are 2 ways to perform this action.

1. From the Equipment Table

Click on Delete Equipment.

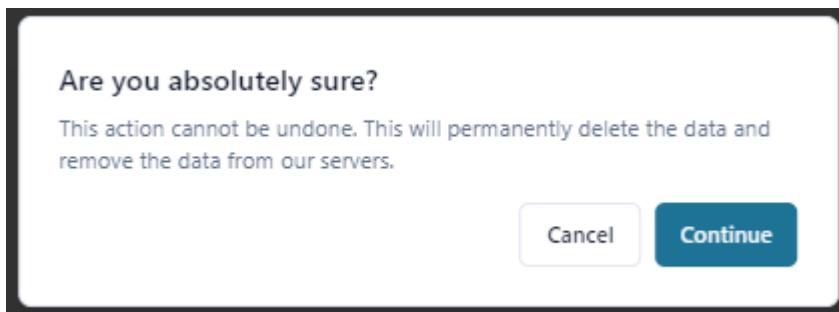
The screenshot shows a table with columns: Equipment, Category, Sub Category, Total Count, Available Count, and Unavailable Count. There is one row visible with the following data:

Equipment	Category	Sub Category	Total Count	Available Count	Unavailable Count
Testing Item	Laptops	Dell	1	1	0

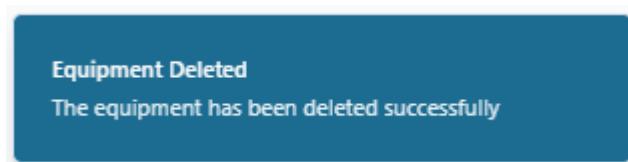
Actions dropdown menu:

- View Equipment
- Delete Equipment** (highlighted with a red box)
- Next

A confirmation message will appear.



Click on Continue.



A Success pop-up will appear and the equipment is deleted successfully.

2. From Equipment Item Page

Click on Delete .

The screenshot shows the 'Equipment' management page. At the top, there's a breadcrumb navigation: 'Go Back' → 'Equipment Management' → 'Equipment'. Below the header, there are several input fields: 'Equipment Name' (Testing Item), 'Category' (Laptops), 'Sub Category' (Dell), and 'Limit Per Loan' (0). To the right of these fields is a 'Checklist' section with a placeholder 'Checklist (Optional)'. Underneath, there's a 'Assign Equipment to Courses' section with three checkboxes: 'DAAA - Diploma in Applied AI & Analytics' (unchecked), 'DCDF - Diploma in Cybersecurity & Digital Forensics' (unchecked), and 'DIT - Diploma of Information Technology' (checked). There's also a 'Upload Equipment Image' field with a preview of a laptop screen and a 'Choose File' button. At the bottom right of the main form area are three buttons: 'Delete' (red), 'Cancel' (blue), and 'Confirm' (green).

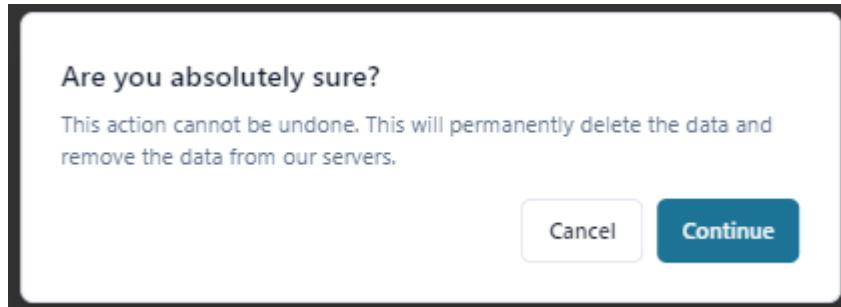
Inventory Items Total Count: 1 Available Count: 1 Unavailable Count: 0 Add Equipment to Inventory

Filter by Asset Numbers ...

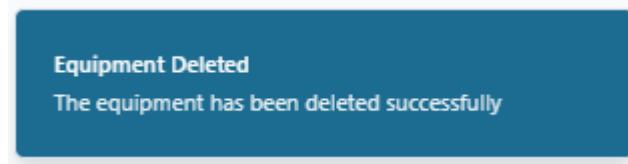
Asset Number	Cost	Status	Date Purchased	Warranty Expiry	...
1231231451	\$1500.00	Available	18/07/2024	15/07/2026	...

Previous Next

A confirmation message will appear.

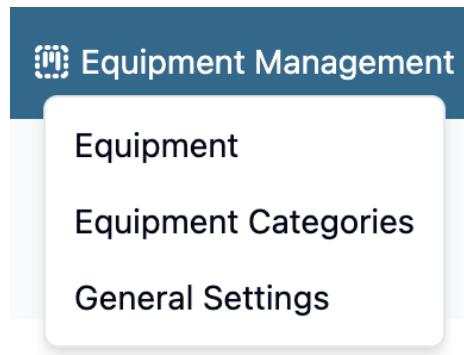


Click on Continue.



A Success pop-up will appear and you will be redirected back to the equipment page.

In addition to already having the features that Technical Officers have, system admins can manage **Equipment Categories** as well as the **General Settings** for loaning equipment. This guide will explain the features of equipment management exclusive to system admins.



Equipment Categories

System admins can create new categories for equipment. They can also add sub-categories within categories where necessary.

Add Category

1. Click **Add Category**.
2. Enter the Category Name.
3. If necessary, add any Sub-Categories. This is optional.

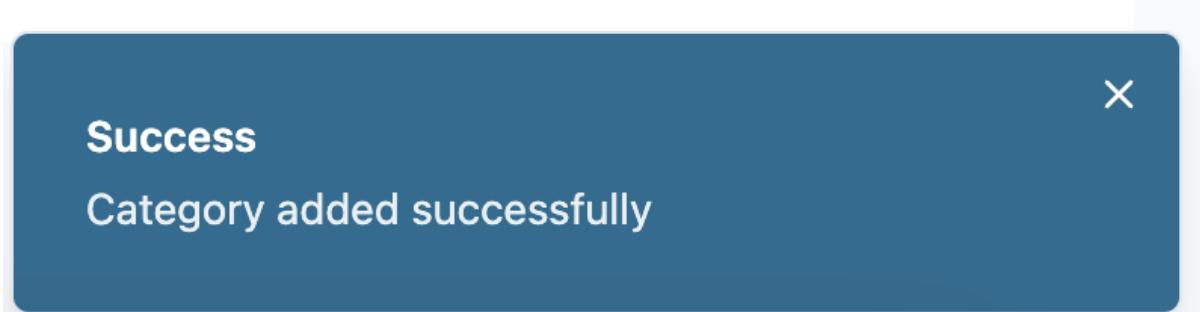
A screenshot of the "SOC Loan System" interface, specifically the "Equipment Management" section under "Categories".
The top navigation bar includes links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. On the far right, it shows a user profile for "Kang rui".
The main content area has a header "Categories" with a sub-header "Add Category".
Below this, there is a "Category Name" field containing "Storage Devices".
Under "Add Sub Category to Category", there are three entries:

- Sub Category: Solid-State Drives (with a red "X" icon to its right)
- Sub Category: Hard Disk Drives (with a red "X" icon to its right)
- Sub Category: USB Flash Drives (with a red "X" icon to its right)

A dashed-line input field with a plus sign (+) is provided for adding more sub-categories.
At the bottom right is a "Confirm" button.

4. Click **Confirm**.

5. A pop-up message will appear on the bottom-right which acknowledges successful creation of equipment category.



Edit Category

1. Click the three dots (...) to the right of the category item, then click **View Category**.

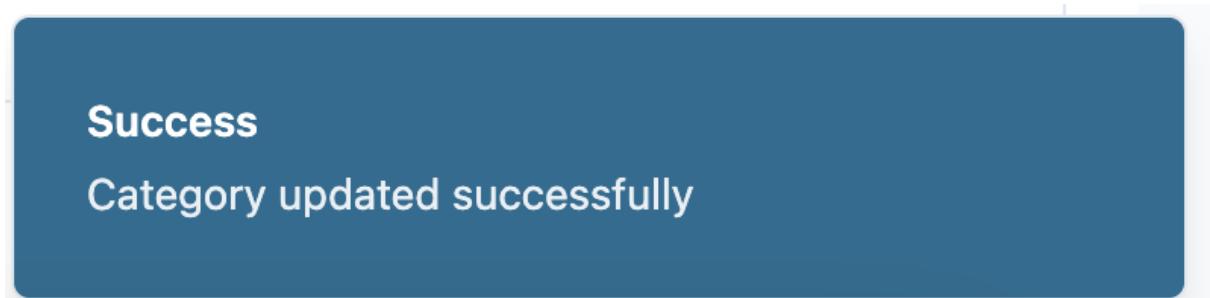
The screenshot shows the SOC Loan System interface. At the top, there is a dark blue header bar with the text "SOC Loan System" on the left and a user profile "Kang rui" on the right. Below the header, there is a navigation menu with links: Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. The main content area has a light gray background. It displays the "Equipment Management / Categories" section. Under this, there is a "Categories" heading. A table lists categories, with "Storage Devices" being the last item in the list. To the right of the table, there is a "Actions" button with three options: "View Category" and "Delete Category", both of which are highlighted with a red box. At the bottom right of the table, there are "Previous" and "Next" buttons.

2. It will send you to a view with the category details with the name and also the sub-categories created.

The screenshot shows the SOC Loan System interface. At the top, there is a dark blue header bar with the text "SOC Loan System" on the left and a user profile "Kang rui" on the right. Below the header, there is a navigation menu with links: Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. The main content area has a light gray background. It displays the "Equipment Categories" section. At the top left, there is a "Category Name" input field containing "Storage Devices". On the right side of the input field are two buttons: "Delete" (red) and "Edit". Below the input field, there is a "Sub Categories" section. A button "Add Sub Categories to Category" is located at the top right of this section. A table lists sub-categories under "Storage Devices": "Solid-State Drives", "Hard Disk Drives", and "USB Flash Drives". Each sub-category has a "..." button to its right. At the bottom right of the table, there are "Previous" and "Next" buttons.

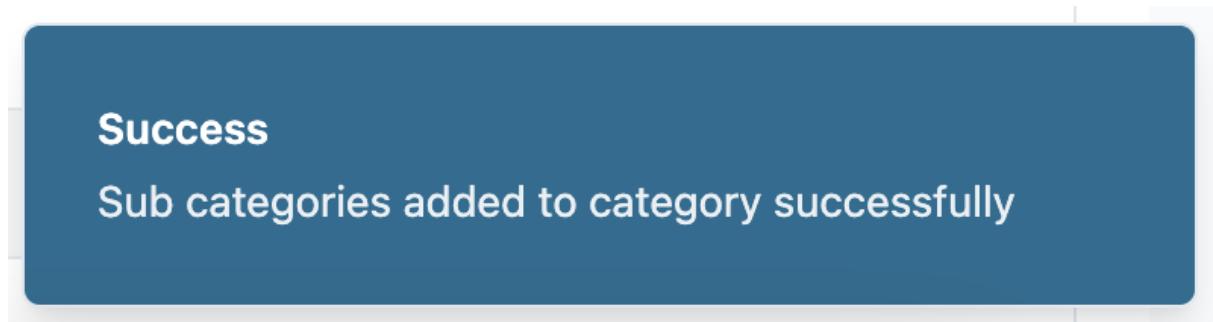
- To edit the name of the category, click **Edit**. The field will then be editable. Enter the new name of the category, then click **Confirm**.

- A pop-up message should appear on the bottom-right acknowledging successful edit of category name.



- Sub-Categories can be added, renamed and removed where necessary. To add a new Sub-Category, click **Add Sub Categories to Category**.
- Afterwards, enter the names for the sub-categories you wish to add. You can add as many sub-categories as you wish. Click **Confirm** when done.

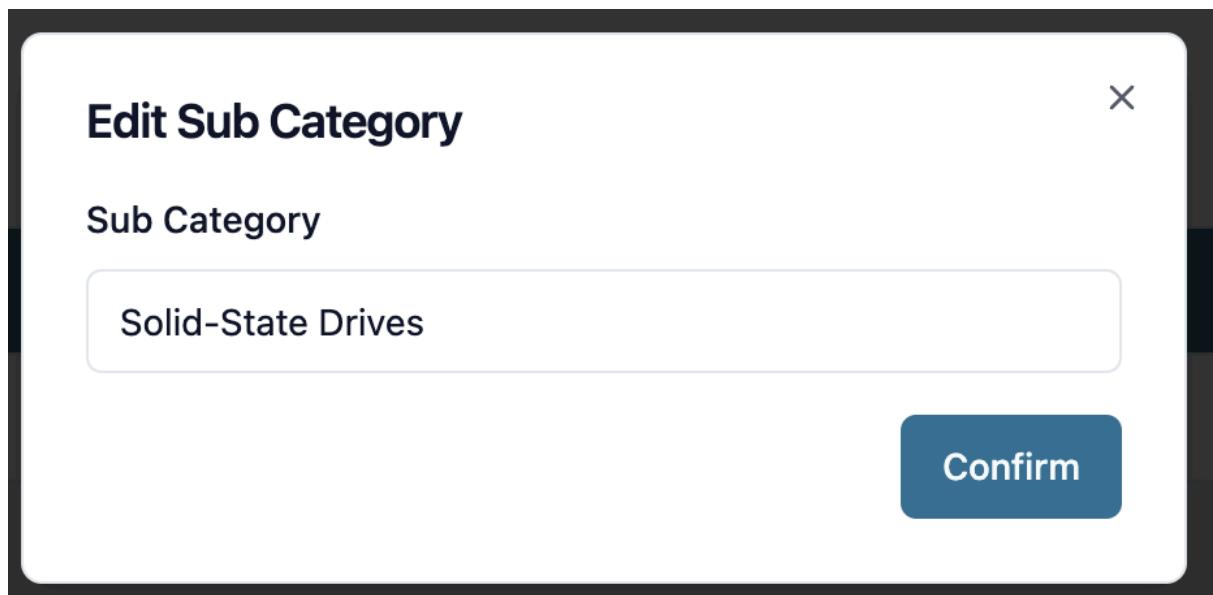
7. A pop-up message should appear on the bottom-right acknowledging successful addition of sub-category to existing category.



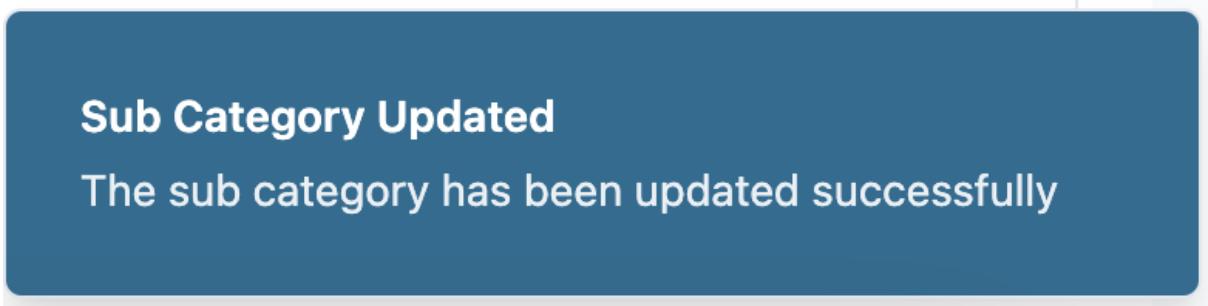
8. To edit an existing sub-category, click the three dots (...) next to a sub-category item, then click **Edit Sub Category**.

A screenshot of a web application interface. At the top left is a header "Sub Categories". On the right is a button "Add Sub Categories to Category". Below is a table with a header "Sub Category". The table contains several rows: "Solid-State Drives", "Hard Disk Drives", "USB Flash Drives", "NVMe SSD", and "SD Card". To the right of each row is a three-dot menu icon (...). A red box highlights the menu for the first row ("Solid-State Drives"), which shows options: "Actions", "Edit Sub Category", and "Delete Sub Category". At the bottom right of the table are buttons "Previous" and "Next".

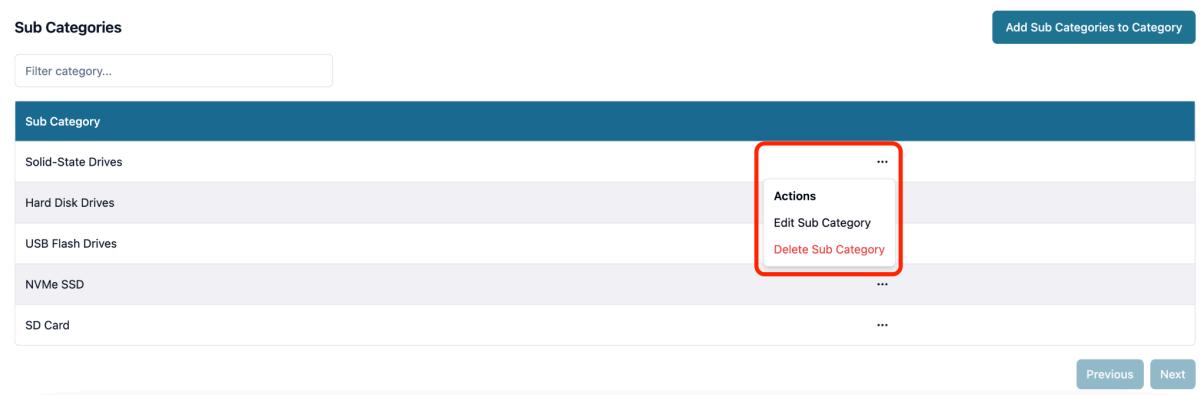
9. You can then enter the new name of an existing sub-category. Click **Confirm** when done.



10. A pop-up message should appear on the bottom-right acknowledging successful edit of sub-category name.



11. To delete an existing sub-category, click the three dots (...) next to a sub-category item, then click **Delete Sub Category**.



Sub Categories

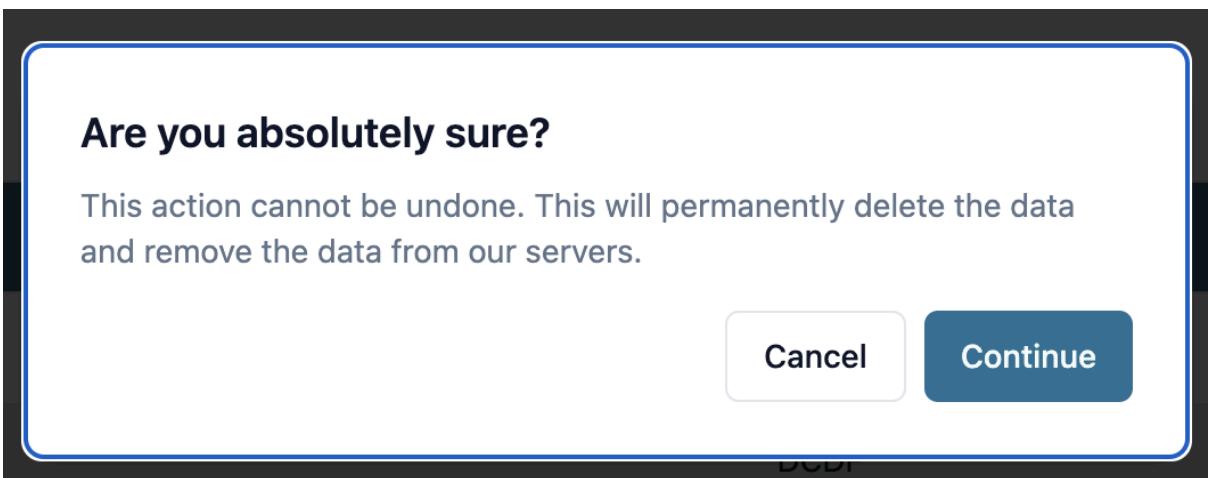
Add Sub Categories to Category

Filter category...

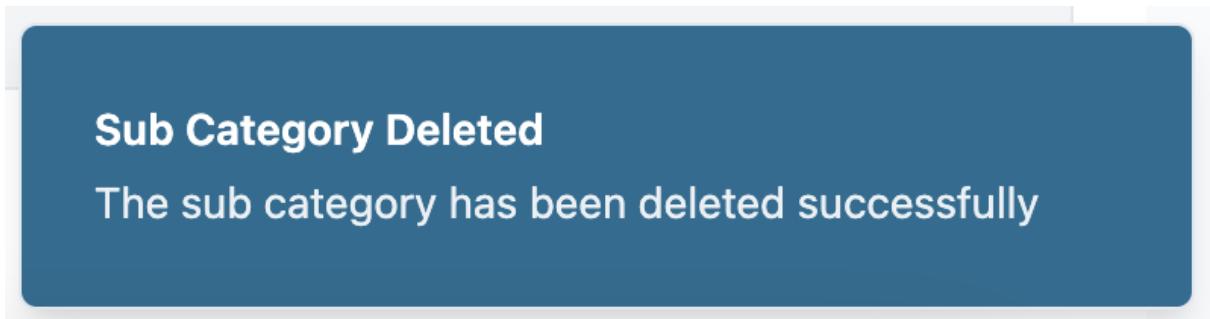
Sub Category	Actions
Solid-State Drives	...
Hard Disk Drives	...
USB Flash Drives	...
NVMe SSD	...
SD Card	...

Previous Next

12. A confirmation message will be shown. Click **Continue**.



13. A pop-up message should appear on the bottom-right acknowledging successful removal of sub-category from existing category.



Delete Category

1. Click the three dots (...) to the right of the category item, then click **Delete Category**.

SOC Loan System

Kang rui

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

Equipment Management / Categories

Categories

Storage Devices

Actions

View Category

Delete Category

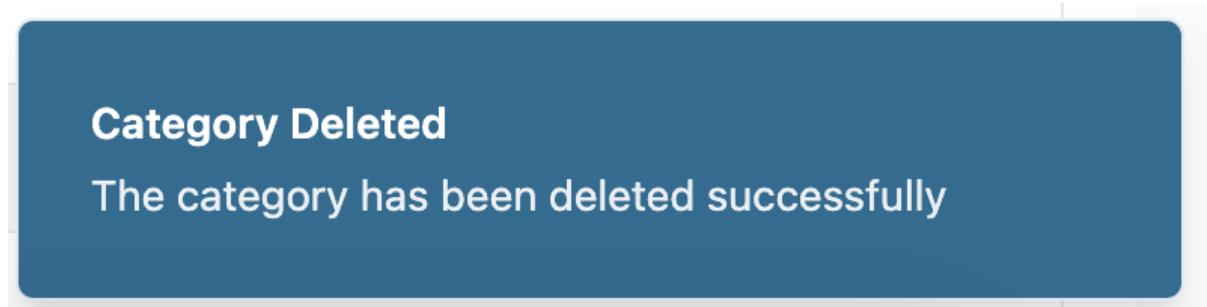
2. A confirmation message will be shown. Click **Continue**.

Are you absolutely sure?

This action cannot be undone. This will permanently delete the data and remove the data from our servers.

Cancel Continue

3. A pop-up message should appear on the bottom-right acknowledging successful removal of category.



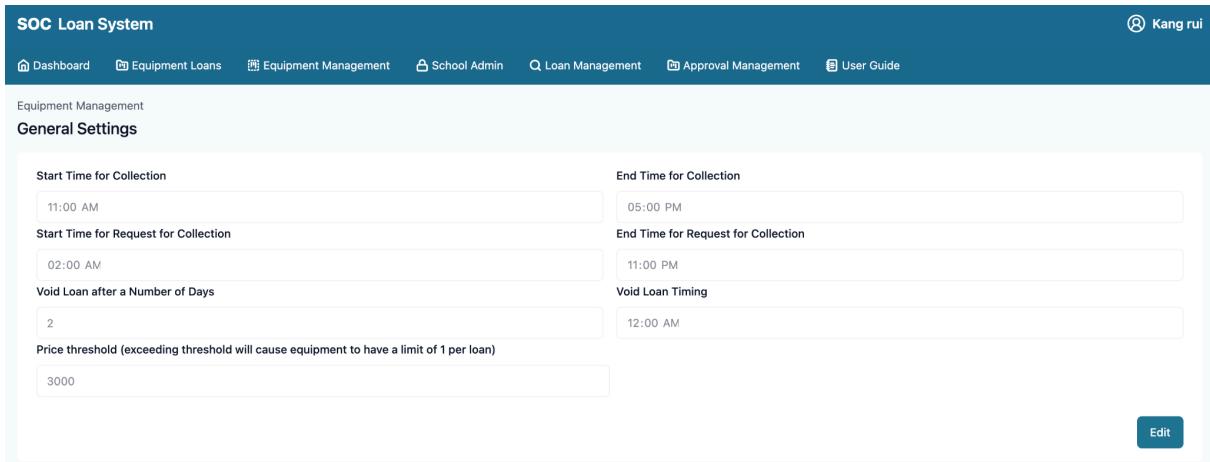
Note:

- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.

General Settings

System admins can set the general settings for the loaning process, such as collection timings, collection request timings, grace periods before a loan becomes void and also the price threshold.

1. Click **Edit**.

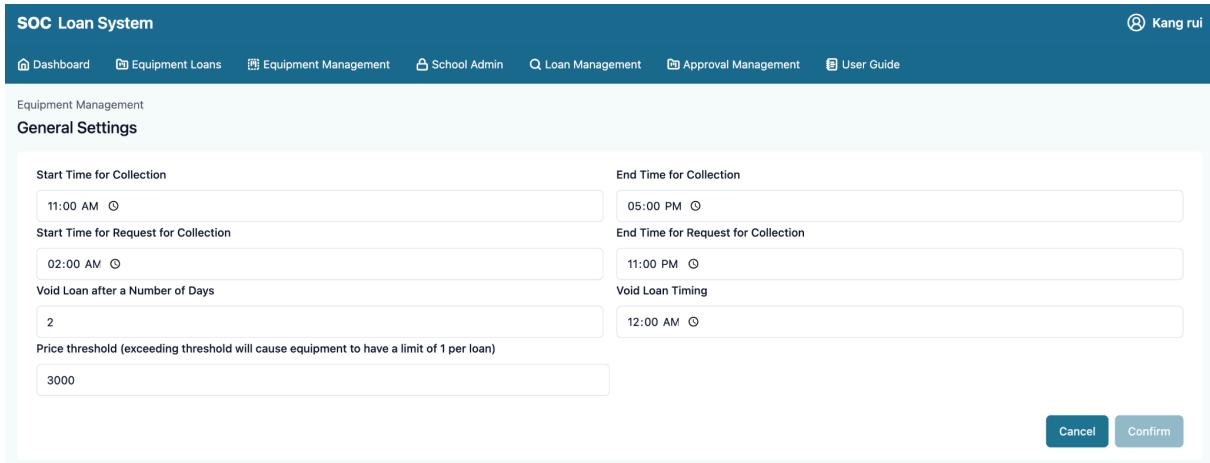


The screenshot shows the 'General Settings' page of the SOC Loan System. At the top right, there is a user profile icon for 'Kang rui'. Below the header, there are several input fields for setting times and thresholds:

- Start Time for Collection:** 11:00 AM
- End Time for Collection:** 05:00 PM
- Start Time for Request for Collection:** 02:00 AM
- End Time for Request for Collection:** 11:00 PM
- Void Loan after a Number of Days:** 2
- Void Loan Timing:** 12:00 AM
- Price threshold (exceeding threshold will cause equipment to have a limit of 1 per loan):** 3000

At the bottom right of the form area, there is a blue 'Edit' button.

2. The fields will become editable. Adjust the timings accordingly for start/end times for collections, collection requests, and void loan timing. You may also adjust the grace period for collecting the loan after requesting for collection before the loan becomes void, and also the price threshold for equipment loaning.



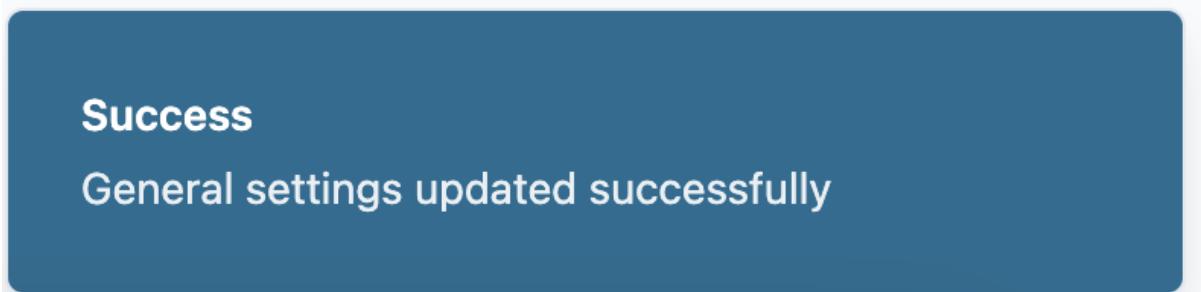
The screenshot shows the same 'General Settings' page as above, but with the following changes made to the input fields:

- Start Time for Collection:** 11:00 AM
- End Time for Collection:** 05:00 PM
- Start Time for Request for Collection:** 02:00 AM
- End Time for Request for Collection:** 11:00 PM
- Void Loan after a Number of Days:** 2
- Void Loan Timing:** 12:00 AM
- Price threshold (exceeding threshold will cause equipment to have a limit of 1 per loan):** 3000

At the bottom right of the form area, there are two buttons: 'Cancel' and 'Confirm'.

3. Click **Confirm** to save your changes.

4. A pop-up message should appear on the bottom-right acknowledging the successful change in general settings for the loan process.



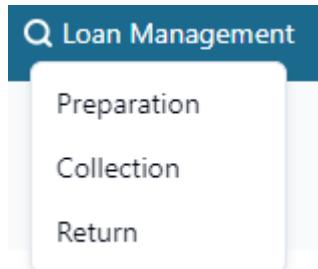
Success

General settings updated successfully

Loan Management

Technical Officers Have access to the Loan Management page as they are responsible for preparing / distributing and collecting the loan equipment.

The Loan Management Section have 3 tabs [Preparation, Collection, Return]

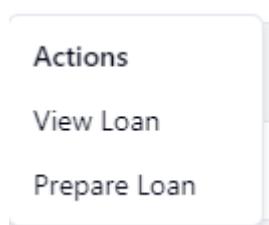


Preparation

In this page the Technical Officer is able to look at the approved Loan Request and prepare the equipment for collection.

Loan ID	Name	Date Requested	Due Date	Status
AY2425S1/31	Student Kang Rui	7/30/2024	8/14/2024	● Preparing ...
AY2425S1/29	Student Kang Rui	7/30/2024	8/30/2024	● Preparing ...
AY2425S1/15	Kang rui	7/25/2024	8/14/2024	● Preparing ...
AY2425S1/13	Jerald Lee	7/25/2024	8/14/2024	● Preparing ...
AY2425S1/10	Student Kang Rui	7/25/2024	9/29/2024	● Preparing ...

Click on the 3 dots and a pop-up menu will appear.



You can click on View Loan which will bring you to the Loan Detail Page or you can click on Prepare Loan.

Click on Prepare Loan a pop-up window will appear.

AY2425S1/31

Borrower: Student Kang Rui
Approved By: Jerald Lecturer
Remarks: For Test
Prepared By: -
Issued By: -
Returned To: -
Loan Status: Preparing
Due Date: 8/14/2024

Item Description	Checklist	Asset Number
X100V Camera fujifilm	<input type="text"/>	<input type="text"/>
iPhone 13 Pro	<input type="text"/>	<input type="text"/>

Collection Reference Number

Key in the Asset Number of the equipment and the Collection Reference Number and click on Ready For Collection.

A pop up will show that the preparation is complete and the status will change from preparing to Ready.

Collection

In the Collection page you will see all the loans that are ready for collection.
Click on the 3 dots to open the pop-up menu.

The screenshot shows a web-based loan management system. At the top, there's a header bar with 'Loan Management / Collection' and 'Collection'. Below this is a search bar labeled 'Search For Loan' with fields for 'Search Loan ID' and 'Semester'. A table lists four loans:

Loan ID	Name	Date Requested	Due Date	Status	Actions
AY2425S1/34	Student Kang Rui	7/31/2024	8/8/2024	Ready	... Actions View Loan Process Collection
AY2425S1/14	Student Kang Rui	7/25/2024	8/1/2024	Ready	... Actions View Loan Process Collection
AY2425S1/12	Jerald Lee	7/25/2024	8/1/2024	Ready	... Actions View Loan Process Collection
AY2425S1/9	Student Kang Rui	7/24/2024	9/29/2024	Ready	... Actions View Loan Process Collection

At the bottom right of the table area are 'Previous' and 'Next' buttons.

Click on Process Collection and a pop-up window will appear.

The pop-up window is titled 'AY2425S1/34'. It contains the following information:

Borrower: Student Kang Rui
Approved By: Jerald Lecture
Remark(s): testing use for Preparation
Prepared By: Mr Farid
Issued By: -
Returned To: -
Loan Status: Ready
Due Date: 8/8/2024

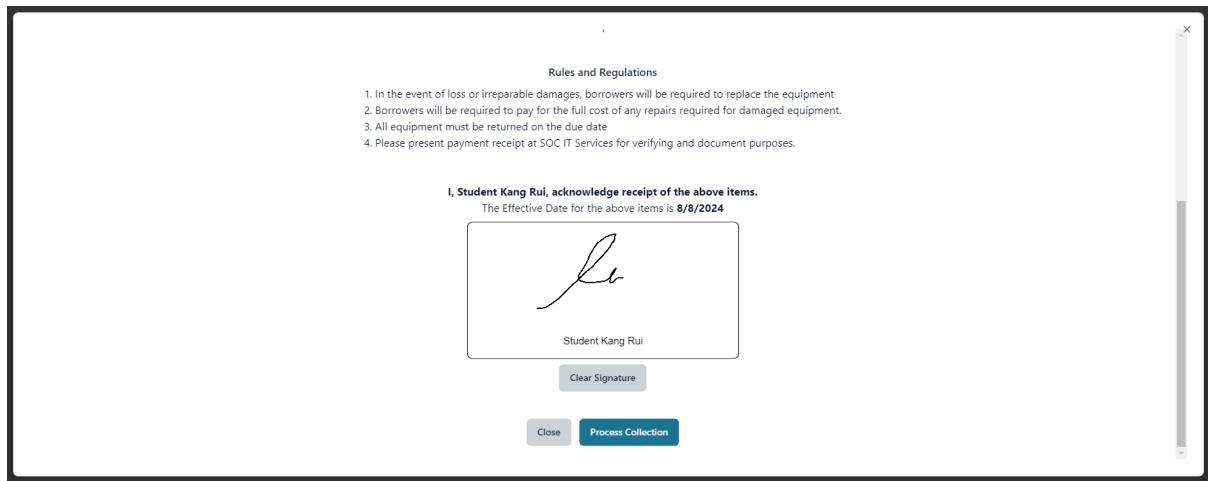
Item Description	Checklist	Asset Number
MacBook Air M1		MACM1002

Collection Reference Number
1

Rules and Regulations

1. In the event of loss or irreparable damages, borrowers will be required to replace the equipment.
2. Borrowers will be required to pay for the full cost of any repairs required for damaged equipment.
3. All equipment must be returned on the due date.
4. Please present payment receipt at SOC IT Services for verifying and document purposes.

At the bottom of the pop-up window, there is a field for the student to sign their signatures.



Click on Process Collection to complete the Collection process.

A success message will pop up.



Return Loan

In the Return Page you will see all the loans that have been collected. The due date will be highlighted in **RED** if the loan is overdue.

Click on the 3 dots to open the pop-up menu.

Loan Management / Return
Return

Search For Loan

Loan ID	Name	Date Requested	Due Date	Status	Actions
AY242551/34	Student Kang Rui	7/31/2024	8/8/2024	● Collected	...
AY242551/8	Kang rui	7/24/2024	8/14/2024	● Collect	View Loan
AY242551/2	Jerald Lee	7/23/2024	7/30/2024	● Collect	Return Loan

Previous Next

Click on Return Loan to start the Return process.

A new pop-up window will appear.

AY242551/34

Borrower: Student Kang Rui
Approved By: Jerald Lecturer
Remarks: testing use For Preparation
Prepared By: Mr Farid
Issued By: Mr Farid
Returned To: -
Loan Status: ● Collected
Due Date: 8/6/2024

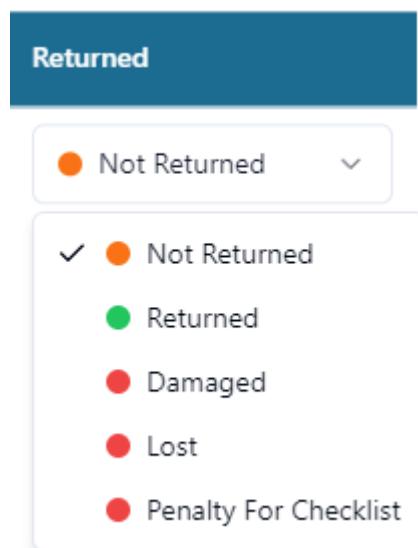
Item Description	Checklist	Asset Number	Returned
MacBook Air M1		MACM1002	● Not Returned

Returned Inventory Asset Number

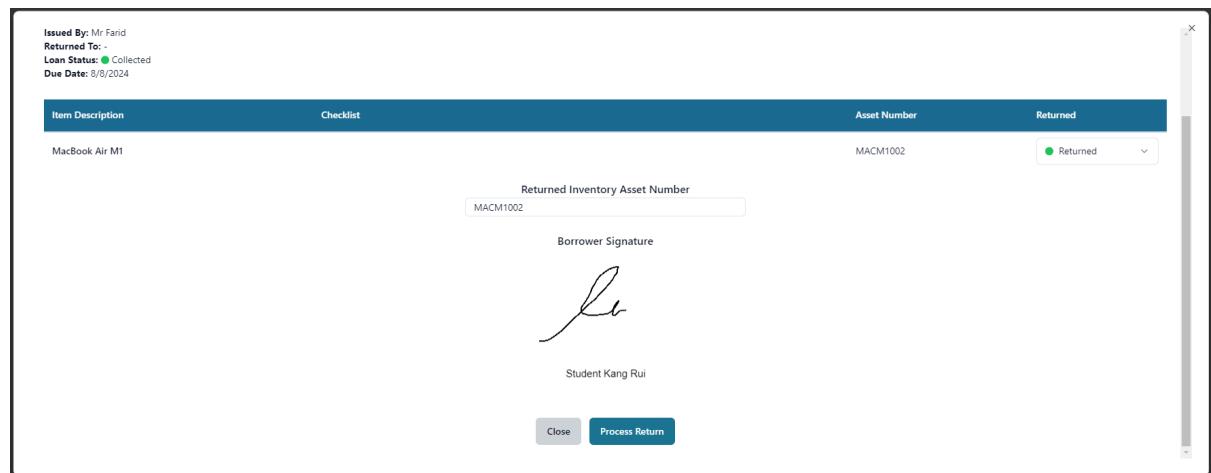
Borrower Signature

[Handwritten signature]

After checking the equipment that is being returned, Select a status for the item.

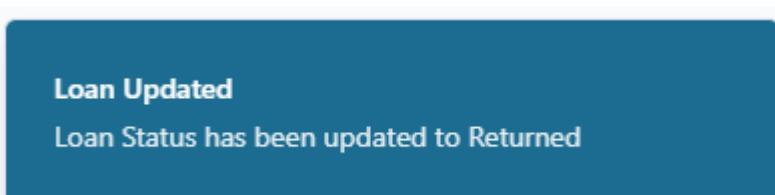


Key in the Asset number of the item.



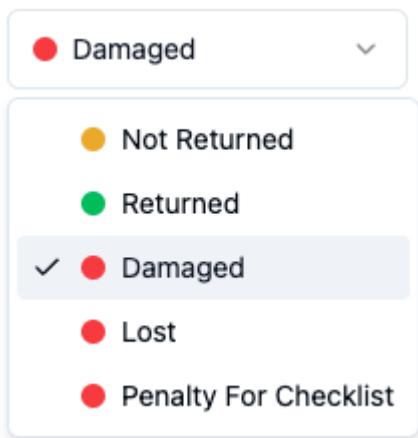
Click on Process Return to complete the return process.

A success message will pop-up.



Outstanding Items

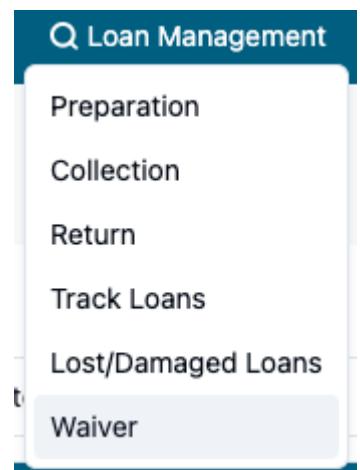
If the user claims that the item is Lost/Damaged/Missing Checklist Items, the appropriate status can be selected in the dropdown on the return dialog



Once the loan return is processed, a waiver request will be created for the borrowed to submit their waiver request.

Waiver Request

To view waivers created, go to loan management then waiver in the navigation menu.

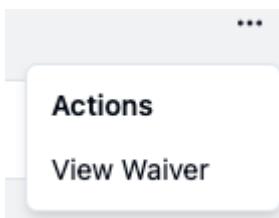


On the waiver page you are able to see all the waivers created and search by Loan ID, semester and status.

Search For Loan					
Search Loan ID	Semester	Status			
Loan ID	Loaned By	Date Issued	Remarks	Status	
AY2425S1/3	Jerald Lee	04/08/2024		● Approved	...
AY2425S1/42	Kang rui	05/08/2024	iPhone 14 (Lost) iPhone 14 (Damaged) + 1 More Outstanding Items	● Pending Request	...
AY2425S1/39	Jerald Lee	04/08/2024		● Pending Request	...
AY2425S1/16	Jerald Lee	26/07/2024		● Resolved	...
AY2425S1/1	Kang rui	23/07/2024		● Resolved	...

Previous Next

To view the waiver, click on the three dot icon (...) and select view waiver



In the waiver page, you are able to reject, resolve, or approve the waiver. Note that approving or resolving a waiver will not lift the bar on the borrower from borrowing. To lift the bar on the borrower, you will have to settle the outstanding items first. Do note that a loan can only be approved or rejected once.

Waiver Details

AY2425S1/42

Borrower: Kang rui
Approved By: Jerald Lee
Remark(s): Testing
Prepared By: Jerald Lee
Issued By: Jerald Lee
Returned To: Jerald Lee
Date Issued: 05/08/2024

Waiver

Waiver Remarks: iPhone 14 (Damaged), iPhone 14 (Damaged), iPhone 14 (Lost)
Date Issued: 05/08/2024
Waiver Status: ● Pending Request
Date Updated: -
Updated By: -

Waive Request

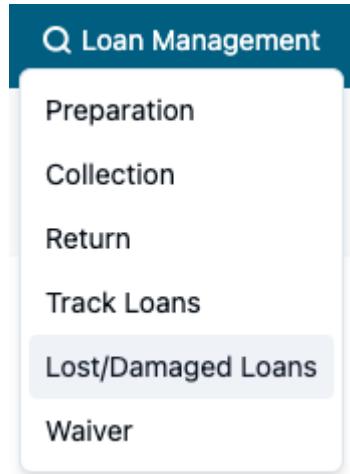
Awaiting Request

Submitted On:

Reject
Resolve
Approve

Settle Outstanding Items

To settle the outstanding items for a loan, you may access it from the Loan Management and then Lost/Damaged Loans in the navigation menu

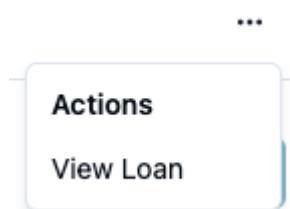


From here you will be able to see all loans that are outstanding and you may filter by Loan ID and semester

The screenshot shows a search interface for 'Lost/Damaged' loans. It includes a search bar for 'Search Loan ID' and a dropdown for 'Semester'. Below is a table with columns: Loan ID, Name, Status, and Details. One row is shown: AY2425S1/42, Kang rui, Outstanding Items, and a details link showing 'Iphone 14 (damaged)' and 'iphone 14 (damaged) + 1 More Outstanding Items'. Navigation buttons 'Previous' and 'Next' are at the bottom.

Loan ID	Name	Status	Details
AY2425S1/42	Kang rui	● Outstanding Items	Iphone 14 (damaged) iphone 14 (damaged) + 1 More Outstanding Items

To view the outstanding items, click on the three dot icon (...) and click view loan



A dialog will present you with the outstanding items.

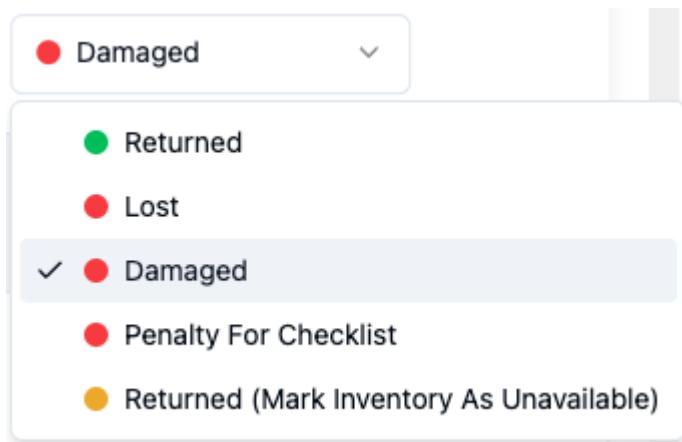
AY2425S1/42
Outstanding Items

Item Description	Checklist	Asset Number	Remarks	Returned
iPhone 14		IPH14001		<input checked="" type="radio"/> Damaged
iPhone 14		IPH14002		<input checked="" type="radio"/> Damaged
iPhone 14		IPH14004		<input checked="" type="radio"/> Lost

[Mark All As Returned](#)

[Submit Changes](#)

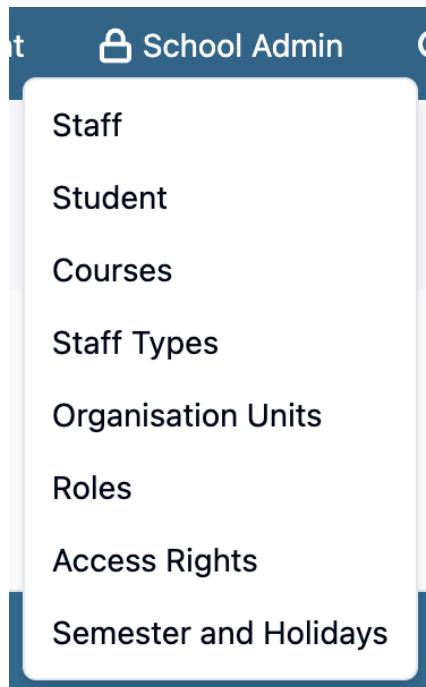
You may select to return the item which will make this item return back to the inventory pool ready to loan again, or return it and mark it as unavailable. This inventory will be marked as unavailable and can be made available again in the equipment management section. Do note, to release the borrower from the Loan Request Bar, all items here must be marked as Returned



7. System Admin

System Admins have access to features that the overall user has, as well as that of Lecturers and Technical Officers. However, they have additional access to more administrative features such as creation of users, courses and access rights. This guide will explain the specific features available to system admins.

In the navigation bar, the features can be found in **School Admin**.



Features for System Admins

1. Database Management

System admins can manage database tables by adding, editing and deleting entries in certain tables where required. This is also known as CRUD (Create-Read-Update-Delete).

The following tables can be managed by system admins:

- Staff
- Student
- Courses
- Staff Types
- Organisation Units
- Roles
- Access Rights
- Semesters and Holidays

2. User Management

System admins can manage all users of the loan system. They can create new staff and students, and assign specific roles containing multiple access rights to them.

3. Page-Level Authorisation

System admins can create new access rights to specific pages in the loan system where needed. Roles can be assigned to users containing specific access rights. Access rights can be adjusted in existing roles where necessary.

4. Equipment Management

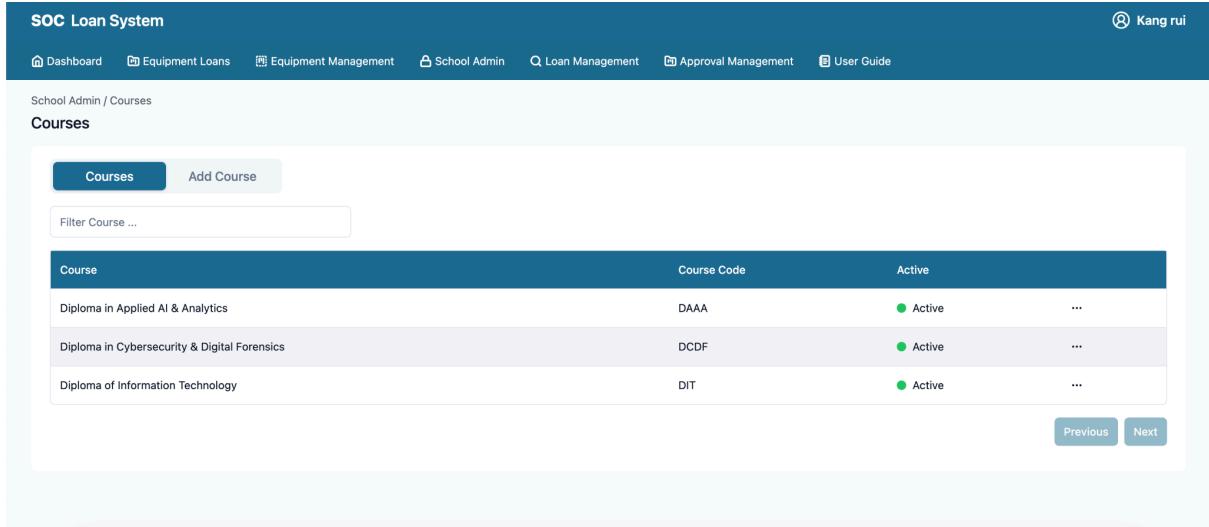
In addition to already having the features of Technical Officers, system admins can also create new equipment categories and set the general settings for loaning equipment such as timings for collection and requests.

Database Management

System admins can manage database tables by adding, editing and deleting entries in certain tables where required. This section will cover the database tables related to the website data.

Courses

System admins can view the list of courses. They can also add, edit and delete courses whenever needed.



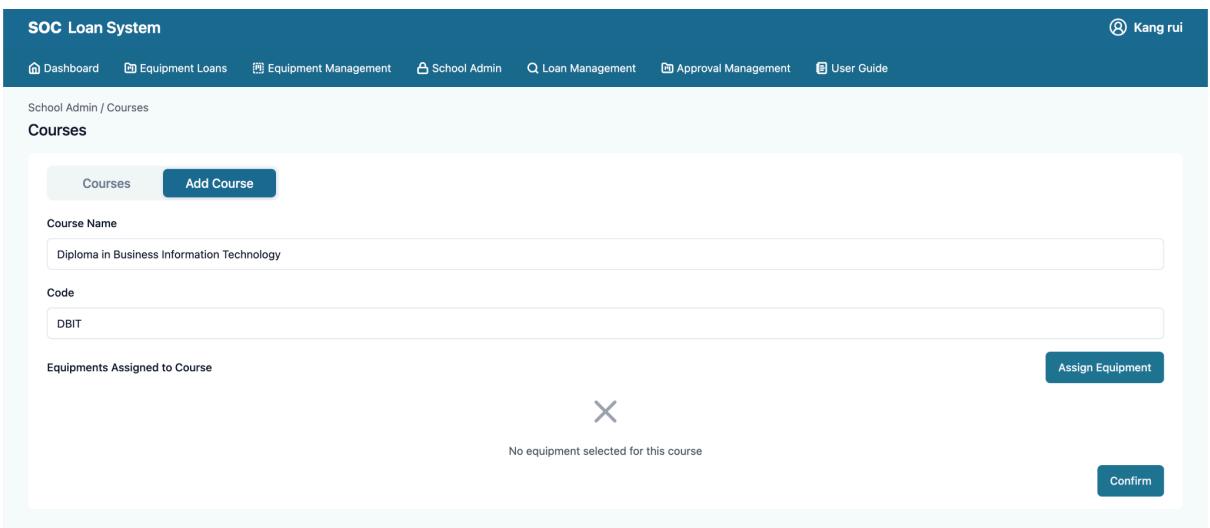
The screenshot shows the 'Courses' page of the SOC Loan System. At the top, there is a navigation bar with links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. On the far right, there is a user profile icon for 'Kang rui'. Below the navigation bar, the page title is 'School Admin / Courses' and the sub-page title is 'Courses'. There are two buttons at the top left: 'Courses' (highlighted in blue) and 'Add Course'. A search bar labeled 'Filter Course ...' is below these buttons. The main content area displays a table with three rows of course data:

Course	Course Code	Active	...
Diploma in Applied AI & Analytics	DAAA	● Active	...
Diploma in Cybersecurity & Digital Forensics	DCDF	● Active	...
Diploma of Information Technology	DIT	● Active	...

At the bottom right of the table, there are 'Previous' and 'Next' buttons.

Add Course

1. To add a new course, click **Add Course**.
2. Enter the Course Name and the Course Code (the abbreviation)



The screenshot shows the 'Add Course' form in the SOC Loan System. At the top, there is a navigation bar with links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. On the far right, there is a user profile icon for 'Kang rui'. Below the navigation bar, the page title is 'School Admin / Courses' and the sub-page title is 'Courses'. There are two buttons at the top left: 'Courses' and 'Add Course' (highlighted in blue). The form has two input fields: 'Course Name' containing 'Diploma in Business Information Technology' and 'Code' containing 'DBIT'. Below the form, there is a section titled 'Equipments Assigned to Course' with a button 'Assign Equipment'. A note says 'No equipment selected for this course' with a close button 'X'. At the bottom right, there is a 'Confirm' button.

3. System admins can also assign equipment that is related to the course.
Click **Assign Equipment**.

- Select the specific equipment that may be required for the course.

Assign Equipment to Course

Equipment Name	Category	Sub Category
Mars II Projector	Projectors	Sony
Capsule II	Projectors	LG
PT-VZ580U Projectors	Projectors	Panasonic
AT2020	Microphones	Audio-Technica
C414 Microphone AKG	Microphones	AKG
SoundLink Bose	Speakers	Bose
Charge 4 Speaker JBL	Speakers	JBL
SRS-RA5000 Sony Speakers	Speakers	Sony
EOS R5	Cameras	Canon
D3500 Nikon Camera	Cameras	Nikon

Previous Next

Confirm

- Click **Confirm**.
- A list of the equipment selected should appear. If you make a mistake, you can click the three dots (...) next to an equipment item then click **Remove Equipment**, or if you wish to start over, click **Clear Selection**.

SOC Loan System

Kang rui

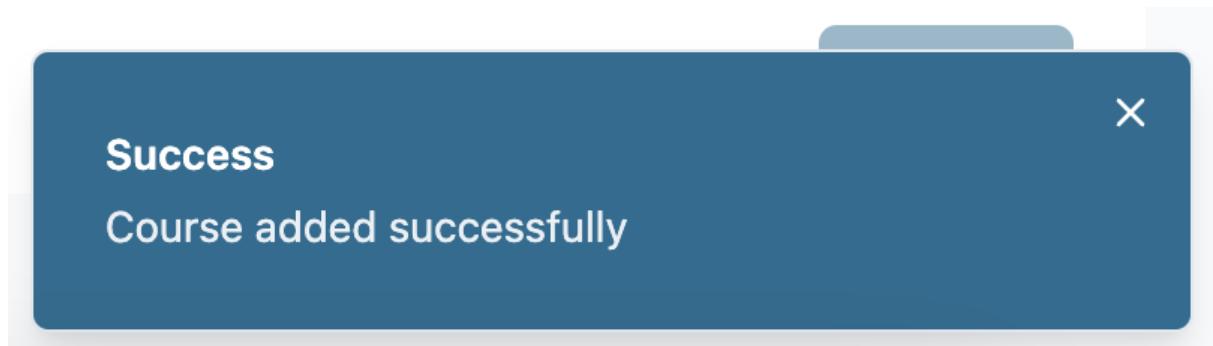
Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

Equipments Assigned to Course Clear Selection Assign Equipment

Equipment Name	Category	Sub Category	...
Mars II Projector	Projectors	Sony	...
Capsule II	Projectors	LG	...
PT-VZ580U Projectors	Projectors	Panasonic	...
AT2020	Microphones	Audio-Technica	...
C414 Microphone AKG	Microphones	AKG	...
SoundLink Bose	Speakers	Bose	...
Charge 4 Speaker JBL	Speakers	JBL	...
SRS-RA5000 Sony Speakers	Speakers	Sony	...
EOS R5	Cameras	Canon	...

- Scroll down, and click **Confirm** to create the course.

8. A pop-up notification should appear on the bottom-right acknowledging successful creation of a new course.



Edit Course

1. Click the three dots (...) to the right of the course you want to edit, then click **View Course**.

The screenshot shows the "SOC Loan System" interface. At the top, there is a dark header bar with the system name and user information ("Kang rui"). Below it, a navigation bar includes links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. The main content area is titled "School Admin / Courses" and has a sub-section titled "Courses". A table lists four courses: "Diploma in Applied AI & Analytics", "Diploma in Cybersecurity & Digital Forensics", "Diploma of Information Technology", and "Diploma in Business Information Technology". Each row in the table includes a "Course Code" column (DAAA, DCDF, DIT, DBIT) and an "Active" column with a green dot and the word "Active". To the right of each row is a three-dot menu icon (...). A red rectangle highlights a dropdown menu that appears when one of these icons is clicked. The menu is titled "Actions" and contains three options: "View Course" (with a "View" icon), "Delete Course" (with a "Delete" icon), and "Next" (with a "Next" icon).

Course	Course Code	Active
Diploma in Applied AI & Analytics	DAAA	Active
Diploma in Cybersecurity & Digital Forensics	DCDF	Active
Diploma of Information Technology	DIT	Active
Diploma in Business Information Technology	DBIT	Active

2. You should see the course name, course code and the active/inactive status.

To edit the details, click **Edit**.

Equipment Name	Category	Sub Category	Actions
Mars II Projector	Projectors	Sony	...
Capsule II	Projectors	LG	...

3. Amend the details accordingly where needed.

Equipment Name	Category	Sub Category	Actions
Mars II Projector	Projectors	Sony	...
Capsule II	Projectors	LG	...

4. Click **Confirm**. This can only be selected when any changes have been made.

5. You can also assign additional equipment, or remove equipment related to the course if needed. To assign new equipment, click **Assign Equipment to Course**. To unassign equipment, you can click the three dots (...) next to an equipment item then click **Remove Equipment**.

Delete Course

1. Click the three dots (...) to the right of the course you want to delete, then click **Delete Course**.

SOC Loan System

Kang rui

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

School Admin / Courses

Courses

Courses Add Course

Filter Course ...

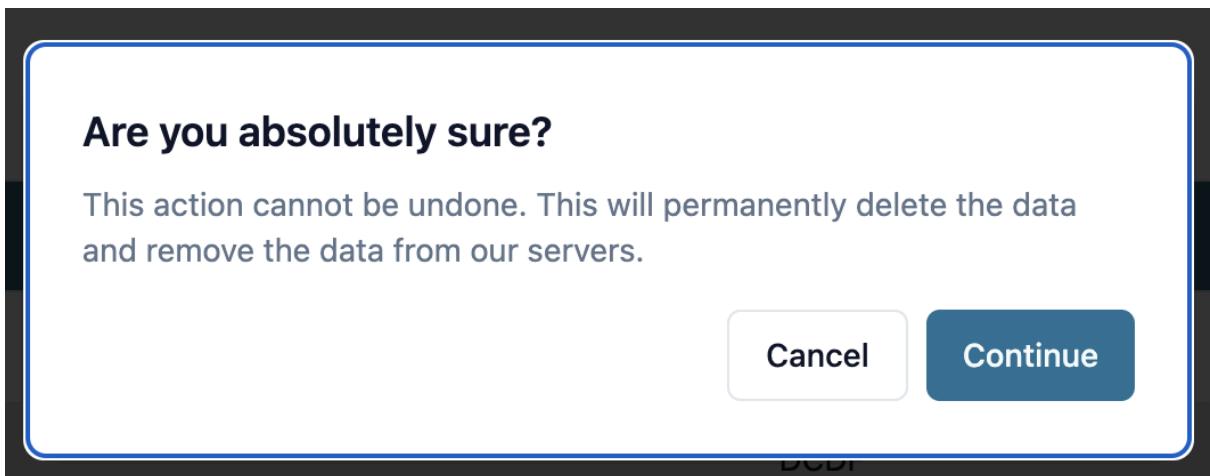
Course	Course Code	Active	...
Diploma in Applied AI & Analytics	DAAA	Active	...
Diploma in Cybersecurity & Digital Forensics	DCDF	Active	...
Diploma of Information Technology	DIT	Active	...
Diploma in Business Information Technology	DBIT	Active	...

Actions

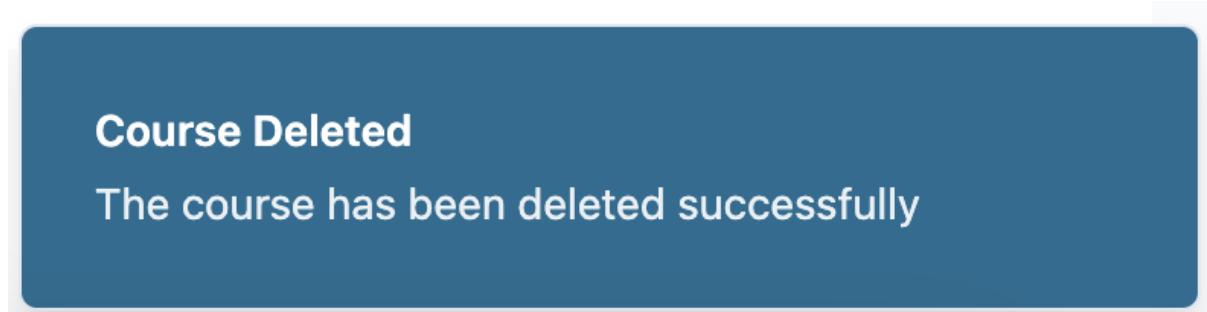
View Course

Delete Course

2. A confirmation message will be shown. Click **Continue**.



3. A pop-up message will appear on the bottom-right acknowledging successful deletion of course.



Note:

- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.

Staff Types

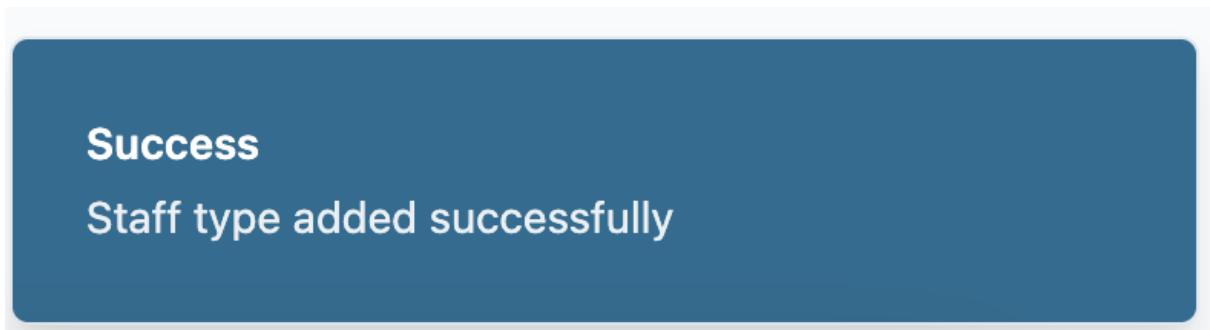
System admins can view, add, edit and delete staff types.

Add Staff Type

1. Click **Add Staff Type**. Enter the name of the staff type, then click **Confirm**.

The screenshot shows the 'SOC Loan System' dashboard with a dark blue header. On the right, there's a user profile icon for 'Kang rui'. Below the header, a navigation bar includes links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. Under 'School Admin', it says 'School Admin / Staff Types' and 'Staff Types'. A sub-menu shows 'Staff Types' and 'Add Staff Type'. The main content area has a form with a 'Name' field containing 'Temporary'. A 'Confirm' button is at the bottom right.

2. A pop-up message will appear on the bottom-right acknowledging successful addition of staff type.



Edit Staff Type

1. Click the three dots (...) to the right, then click **Edit Staff Type**.

The screenshot shows the 'Staff Types' section of the 'School Admin / Staff Types' interface. A table lists three staff types: 'Full-Time', 'Part-Time', and 'Temporary'. The 'Temporary' row has a red box around its three-dot menu icon. A tooltip for the menu is displayed, listing 'Actions', 'Edit Staff Type', and 'Delete Staff Type', with 'Edit Staff Type' also highlighted by a red box.

2. Enter the new name of the staff type, then click **Confirm**.

The screenshot shows a modal dialog titled 'Edit Staff Type'. It contains a 'Name' field with the value 'Temporary'. A large blue 'Confirm' button is visible at the bottom right of the dialog.

3. A pop-up message will appear on the bottom-right acknowledging successful edit of staff type.

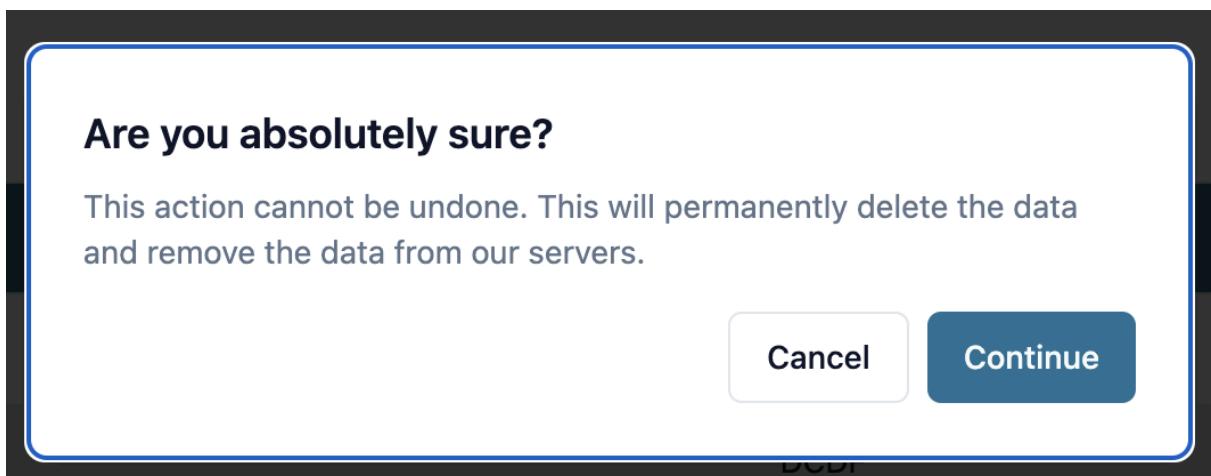
The screenshot shows a blue pop-up message box with the title 'Staff Type Updated' and the text 'The staff type has been updated successfully'.

Delete Staff Type

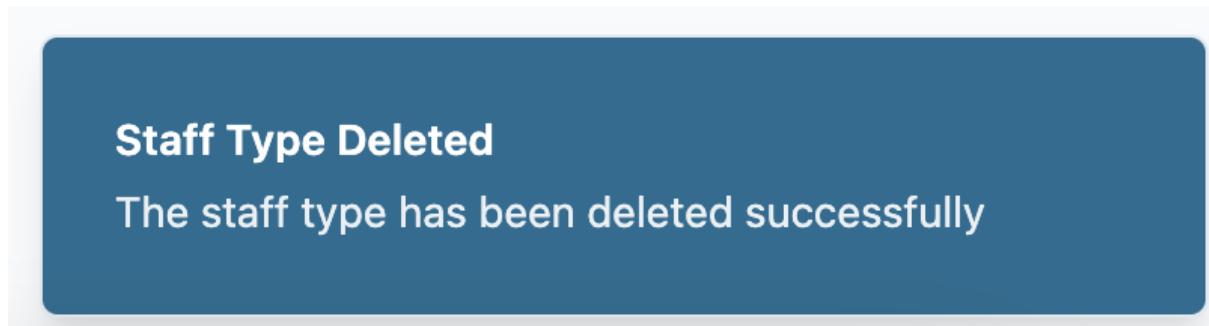
1. Click the three dots (...) to the right, then click **Edit Staff Type**.

The screenshot shows the 'Staff Types' page in a school administration system. At the top, there's a breadcrumb navigation 'School Admin / Staff Types' and a 'Staff Types' title. Below that is a navigation bar with 'Staff Types' (selected), 'Add Staff Type', and a search bar labeled 'Filter Staff Type...'. The main area has a table with a single column for 'Name'. The rows are 'Full-Time', 'Part-Time', and 'Temporary'. To the right of each row is a three-dot ellipsis button. A red box highlights a context menu that appears when the ellipsis button for 'Temporary' is clicked. The menu is titled 'Actions' and contains 'Edit Staff Type' and 'Delete Staff Type'.

2. A confirmation message will be shown. Click **Continue**.



3. A pop-up message will appear on the bottom-right acknowledging successful deletion of staff type.



Note:

- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.

Organisation Units

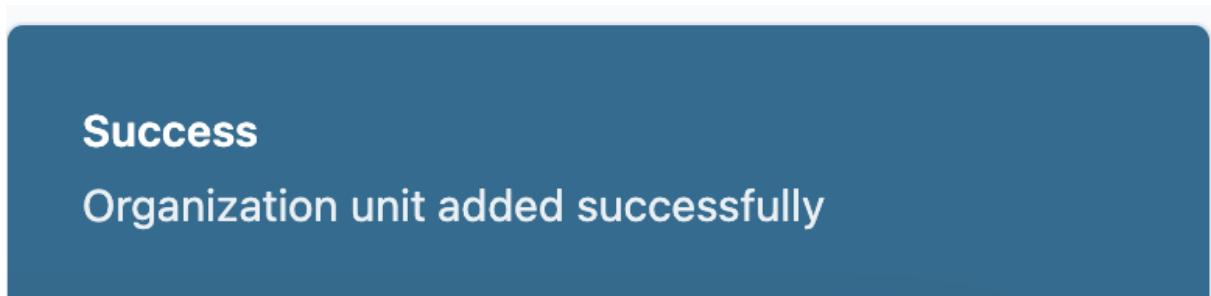
System admins can view, add, edit and delete organisation units.

Add Organisation Units

1. Click **Add Organization Unit**. Enter the name of the organisation unit, then click **Confirm**.

The screenshot shows the SOC Loan System interface. At the top, there is a dark blue header bar with the text "SOC Loan System" and a user profile icon "Kang rui". Below the header, there is a navigation menu with links: Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. The main content area has a light blue background. It displays the path "School Admin / Organization Units" and the title "Organization Units". Below this, there is a form with two input fields: "Name" (containing "Disciplinary Committee") and "Disciplinary Committee". A blue button labeled "Add Organization Unit" is positioned above the input fields. In the bottom right corner of the form area, there is another blue button labeled "Confirm".

2. A pop-up message will appear on the bottom-right acknowledging successful addition of the organisation unit.



Edit Organisation Unit

1. Click the three dots (...) to the right, then click **Edit Organisation Unit**.

SOC Loan System

Kang rui

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

School Admin / Organization Units

Organization Units

Organization Units Add Organization Unit

Filter Organization Unit...

Name

Name	...
School Admin	...
Staff	...
IT Department	...
Disciplinary Committee	...

Actions

Edit Organization Unit

Delete Organization Unit

Previous Next

2. Enter the new name of the organisation unit, then click **Confirm**.

Edit Organization Unit

Name

Disciplinary Committee

Confirm

3. A pop-up message will appear on the bottom-right acknowledging successful edit of the organisation unit.

Organization Unit Updated

The organization unit has been updated successfully

Delete Organisation Unit

1. Click the three dots (...) to the right, then click **Delete Organisation Unit**.

SOC Loan System

Kang rui

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

School Admin / Organization Units

Organization Units

Organization Units Add Organization Unit

Filter Organization Unit...

Name	...
School Admin	...
Staff	...
IT Department	...
Disciplinary Committee	...

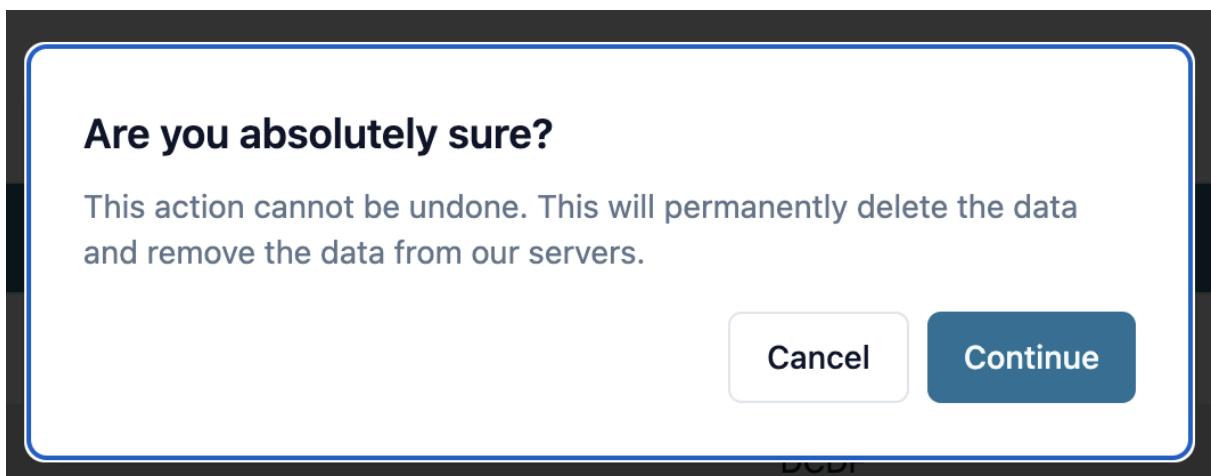
Actions

Edit Organization Unit

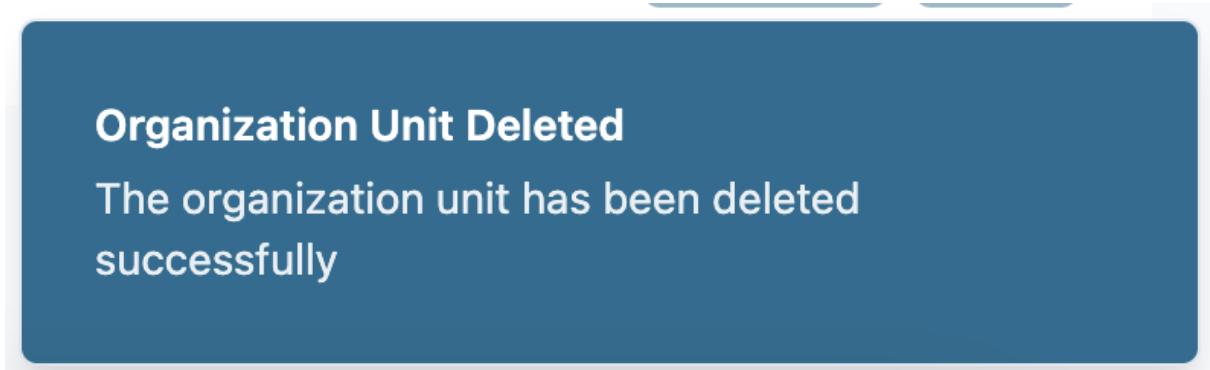
Delete Organization Unit

Previous Next

2. A confirmation message will be shown. Click **Continue**.



3. A pop-up message will appear on the bottom-right acknowledging successful deletion of the organisation unit.



Note:

- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.

Semesters and Holidays

System admins can view, add, edit and delete semesters and holidays. These will determine the allowed date ranges for the due date of loan requests, as well as the loan ID generated by the system depending on which date range the current date falls in.

Add Semester

1. Click **Add Semester**.
2. Enter the semester name (AYXXXXSY) and the respective start and end dates according to the academic calendar.

SOC Loan System

Kang rui

School Admin / Semester and Holidays

Semester and Holidays

Semesters Add Semester Holidays Add Holiday

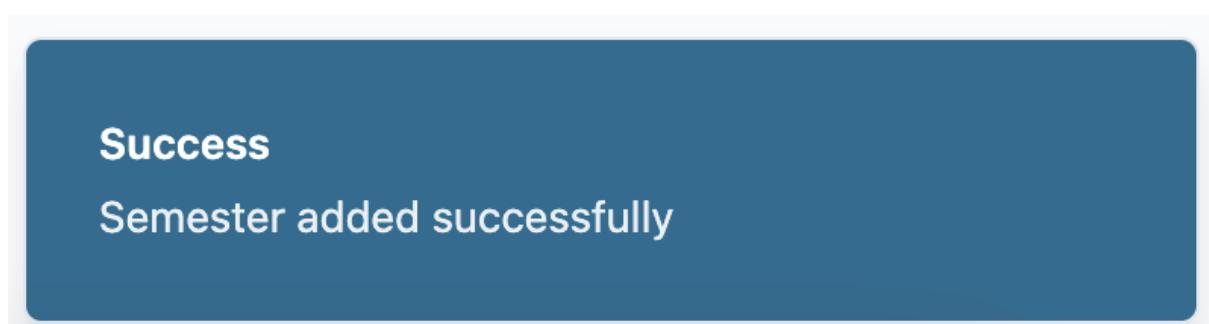
Semester: AY2526S1

Start Date: April 21st, 2025

End Date: October 20th, 2025

Confirm

3. Click **Confirm**.
4. A pop-up notification will appear on the bottom-right acknowledging successful addition of semester.



Edit Semester

1. Click the three dots (...) to the right of a semester item, then click **Edit Semester**.

School Admin / Semester and Holidays
Semester and Holidays

Semesters Add Semester Holidays Add Holiday

Filter Semester...

Semester	Start Date	End Date	Number of Days	...
AY2425S1	15/04/2024	14/10/2024	183	...
AY2526S1	21/04/2025	20/10/2025	183	...

Actions
Edit Semester Previous Next
Delete Semester

2. Enter the new semester name, start date and end date where required.

Edit Semester

Semester

AY2425S2

Start Date

October 14th, 2024

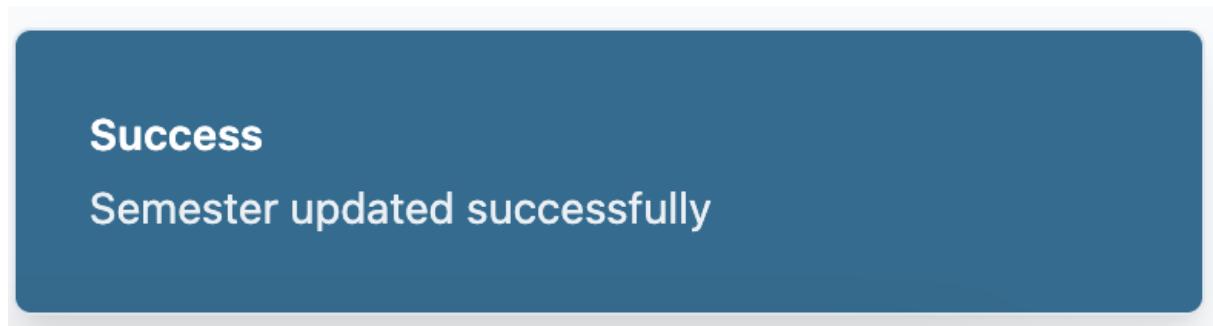
Start Date

April 20th, 2025

Confirm

3. Click **Confirm**.

4. A pop-up notification will appear on the bottom-right acknowledging successful edits of the semester.



Delete Semester

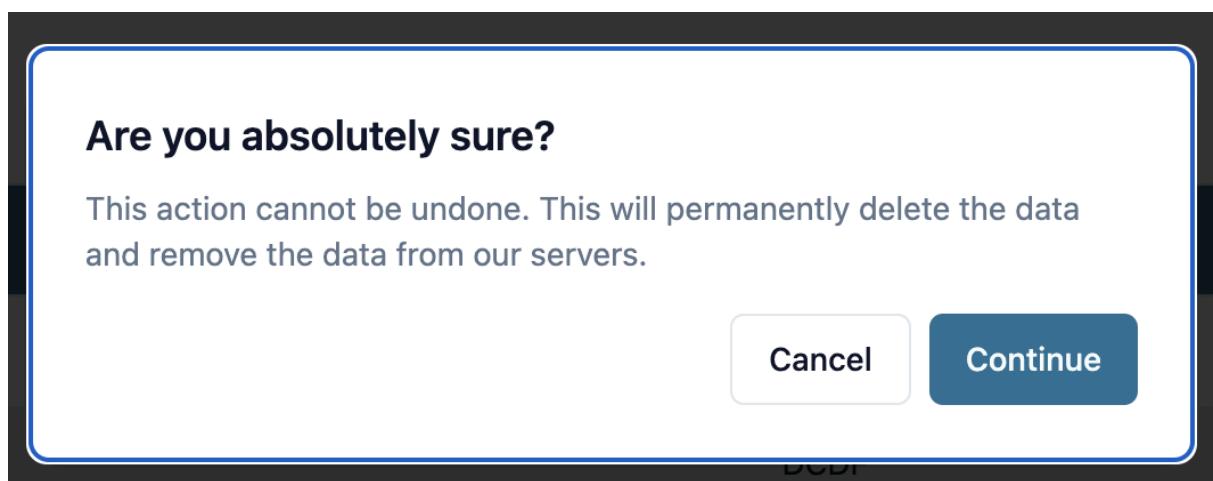
1. Click the three dots (...) to the right of a semester item, then click **Delete Semester**.

A screenshot of a web application titled "School Admin / Semester and Holidays". The main heading is "Semester and Holidays". Below it is a navigation bar with tabs: "Semesters" (which is selected), "Add Semester", "Holidays", and "Add Holiday". There is also a search bar labeled "Filter Semester...". A table lists two semesters:

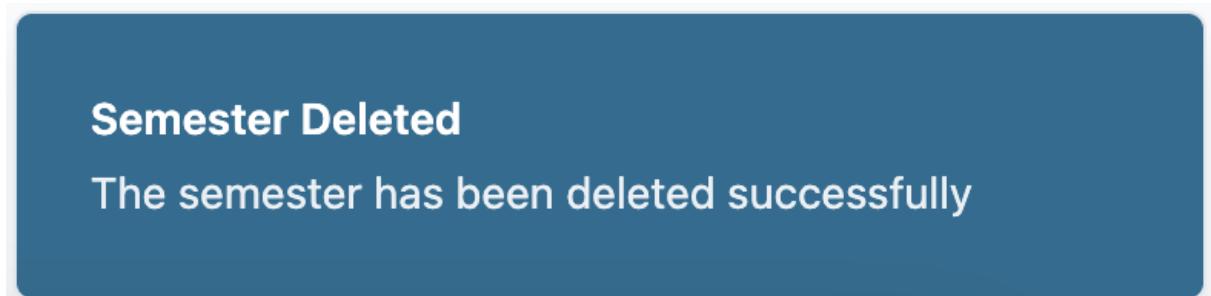
Semester	Start Date	End Date	Number of Days	Actions
AY2425S1	15/04/2024	14/10/2024	183	...
AY2526S1	21/04/2025	20/10/2025	183	...

A red box highlights the "Actions" column for the second row, specifically the "Delete Semester" button. Below the table are "Previous" and "Next" buttons.

2. A confirmation message will be shown. Click **Continue**.



3. A pop-up notification will appear on the bottom-right acknowledging successful deletion of semester.



Note:

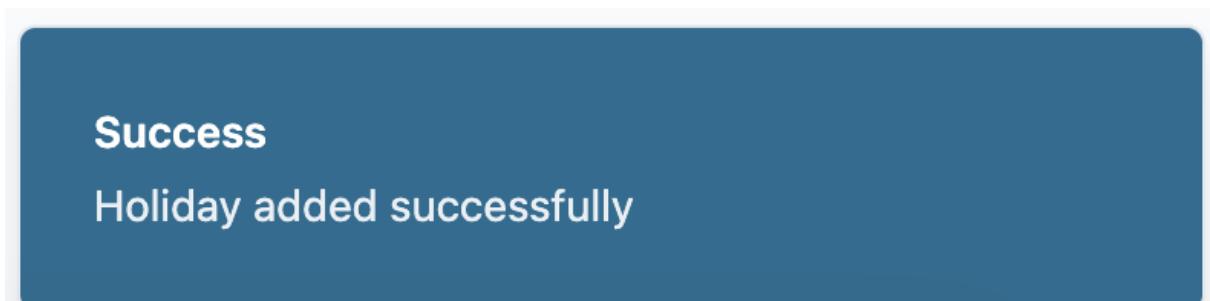
- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.

Add Holiday

1. Click **Add Holiday**.
2. Enter the holiday name and the respective start and end dates. If the holiday is just a single day, the start and end dates will be the same.

The screenshot shows the SOC Loan System's 'Semester and Holidays' section. At the top, there are navigation links: Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. A user profile icon for 'Kang rui' is also present. Below the header, the path 'School Admin / Semester and Holidays' is shown. The main area has tabs for 'Semesters', 'Add Semester', 'Holidays', and 'Add Holiday'. The 'Add Holiday' tab is active. A form is displayed with a 'Holiday' input field containing 'Deepavali', a 'Start Date' input field set to 'October 31st, 2024', and an 'End Date' input field also set to 'October 31st, 2024'. A 'Confirm' button is located at the bottom right of the form.

3. Click **Confirm**.
4. A pop-up notification will appear on the bottom-right acknowledging successful addition of holiday.



Edit Holiday

1. Click **Holidays**.
2. Click the three dots (...) to the right of a holiday item, then click **Edit Holiday**.

SOC Loan System

Kang rui

School Admin / Semester and Holidays

Semester and Holidays

Holidays

Holiday	Start Date	End Date	Number of Days	Actions
National Day	09/08/2024	09/08/2024	1	...
Deepavali	31/10/2024	31/10/2024	1	...

Actions

Edit Holiday

Delete Holiday

3. Enter the new holiday name, start and end date where required.

Edit Holiday

Semester

Deepavali

Start Date

October 31st, 2024

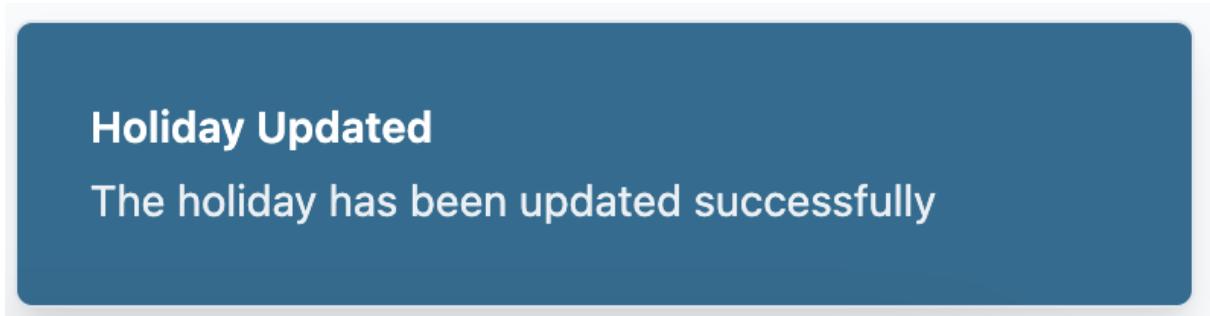
Start Date

October 31st, 2024

Confirm

4. Click **Confirm**.

5. A pop-up notification will appear on the bottom-right acknowledging successful edit of holiday.

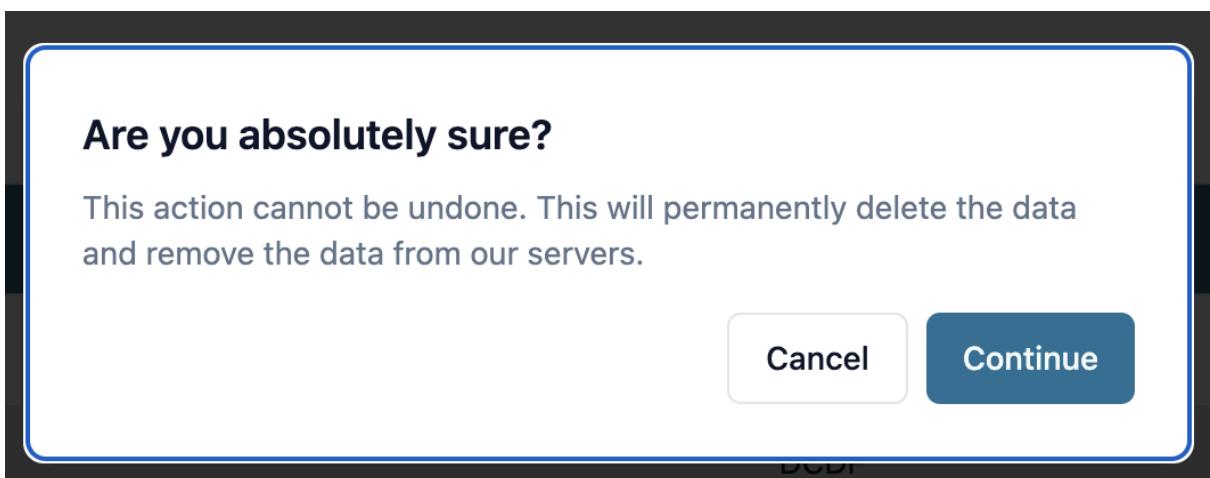


Delete Holiday

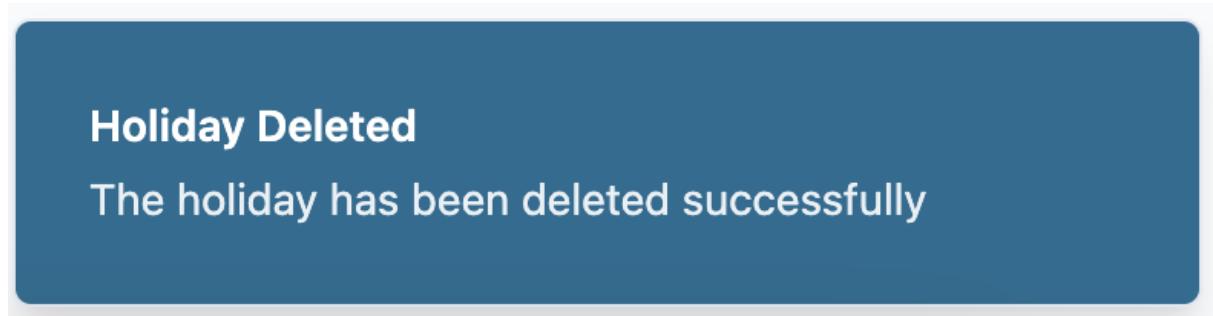
1. Click **Holidays**.
2. Click the three dots (...) to the right of a holiday item, then click **Edit Holiday**.

Holiday	Start Date	End Date	Number of Days	Actions
National Day	09/08/2024	09/08/2024	1	...
Deepavali	31/10/2024	31/10/2024	1	...

3. A confirmation message will be shown. Click **Continue**.



4. A pop-up notification will appear on the bottom-right acknowledging successful deletion of the holiday.



Note:

- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.

User Management

System admins can manage all users of the loan system. They can create new staff and students, and assign specific roles containing multiple access rights to them. This section will cover the user table in the database.

Users are categorised into either staff or students; however they use the same User table in the database, only that the role assigned is different.

Staff

System admins can add, edit, view and delete staff users. If they have a staff list, they can bulk-upload multiple staff users using a CSV file.

Add Staff – Bulk Upload

A CSV file for a list of staff users should look like this, for example:

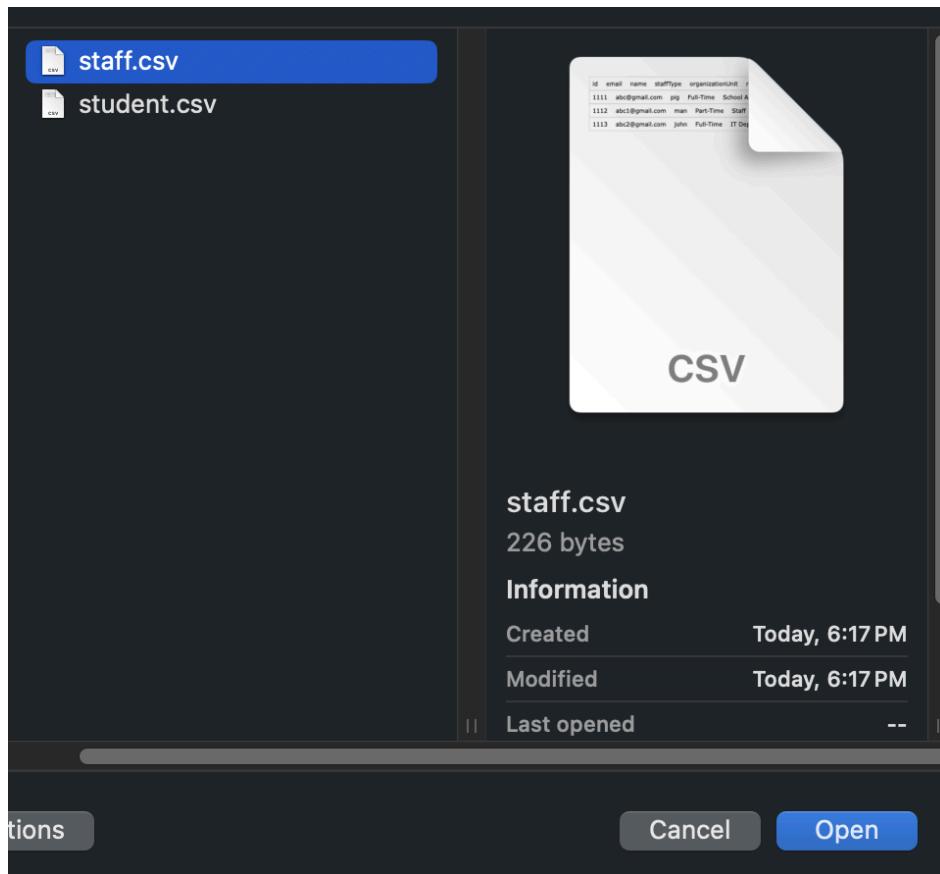
id	email	name	staffType	organizationUnit	role
1111	abc@gmail.com	pig	Full-Time	School Admin	Lecturer
1112	abc1@gmail.com	man	Part-Time	Staff	Technical Officers
1113	abc2@gmail.com	john	Full-Time	IT Department	System Admin

Do note that, when creating CSV files for new batches of staff, the values have to match the given fields correctly. Values are separated by tabs.

1. Click **Add Staff**.
2. Click on **Upload CSV file**.

The screenshot shows the 'Add Staff' form in the SOC Loan System. The top navigation bar includes links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. The current page is 'School Admin / Staff'. The 'Staff' tab is selected. The 'Add Staff' button is highlighted with a blue border. Below it, there are input fields for Staff ID, Name, Email, Staff Type, Organization Unit, and Role. At the bottom of the form, there is a red-bordered area containing a 'Upload CSV file' button and a message stating '0 file uploaded so far.' A 'Confirm' button is also visible in this area.

3. Select the CSV file containing the list of staff you want to add.

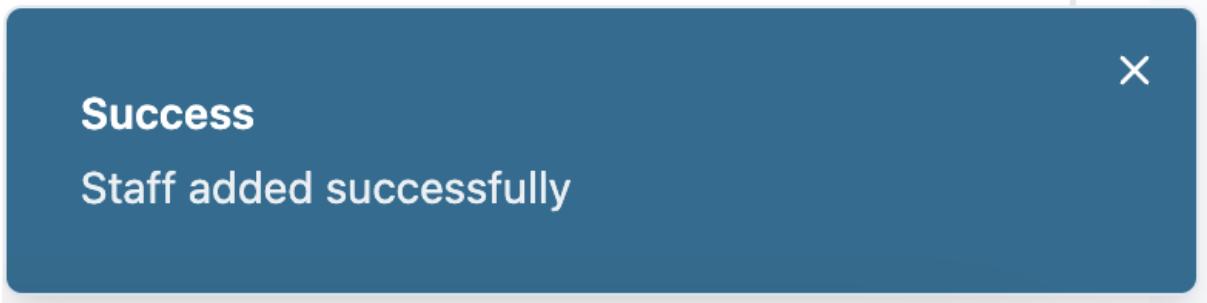


4. The file name should be reflected underneath the text **Upload CSV file**.

A screenshot of the 'SOC Loan System' Staff Add page. The top navigation bar includes links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. The current user is 'Kang rui'. The main form has tabs for 'Staff' (selected) and 'Add Staff'. It contains fields for Staff ID, Name, Email, Staff Type, Organization Unit, and Role. Below the form is a dashed rectangular area labeled 'Upload CSV file' with 'staff.csv' listed inside. To the right of this area are 'Confirm' and 'Upload' buttons.

5. Click **Upload**.

- A pop-up notification will appear on the bottom-right acknowledging successful creation of staff users from the list.



- Check the staff list for the newly-created users to verify that the details are correct.

SOC Loan System

Kang rui

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

School Admin / Staff

Staff

ID	Email	Name	Organization Unit	Staff Type	Role	...
2236362	jeraldlee.22@ichat.sp.edu.sg	Jerald Lee	School Admin	Full-Time	System Admin	...
10000	example-staff@sp.edu.sg	Example Staff	School Admin	Full-Time	System Admin	...
1111	abc@gmail.com	pig	School Admin	Full-Time	Lecturer	...
1112	abc1@gmail.com	man	Staff	Part-Time	Technical Officers	...
1113	abc2@gmail.com	john	IT Department	Full-Time	System Admin	...

Previous Next

Note:

- The password of newly-created users is set to null, which indicates an account that has not been registered (activated). In a sense, registering an account means activation as the system will generate a password upon registration.

Add Staff – Manual

1. Click **Add Staff**.
2. Enter the Staff ID, Full Name, Email, Staff Type, Organisation Unit and Role.

SOC Loan System

Kang rui

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

School Admin / Staff

Staff

Add Staff

Staff ID: 10000 | Staff Type: Full-Time

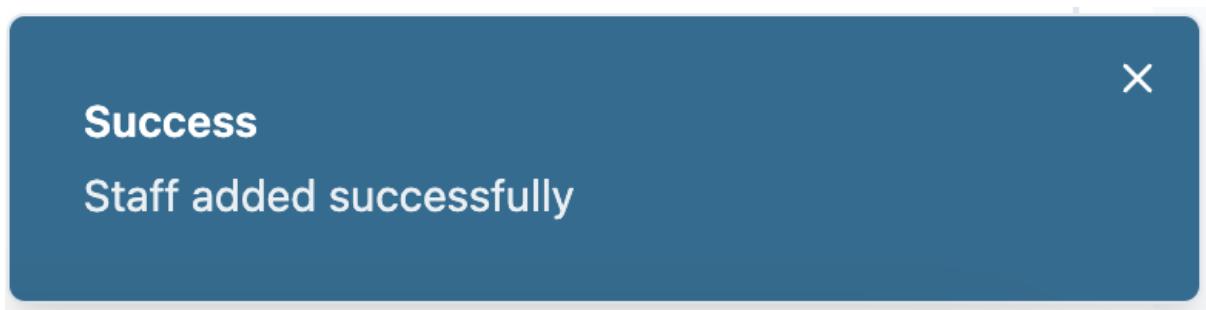
Name: Example Staff | Organization Unit: School Admin

Email: example-staff@sp.edu.sg | Role: System Admin

Confirm

Upload CSV file
0 file uploaded so far.

3. Click **Confirm**.
4. A pop-up notification will appear on the bottom-right acknowledging successful creation of staff user.



Note:

- The password of newly-created users is set to null, which indicates an account that has not been registered (activated). In a sense, registering an account means activation as the system will generate a password upon registration.

Staff Details

1. Click the three dots (...) to the right of a staff user item, then click **View Staff**.

SOC Loan System

Kang rui

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

School Admin / Staff

Staff

Staff Add Staff Filter Email ...

ID	Email	Name	Organization Unit	Staff Type	Role	...
2236362	jeraldlee.22@ichat.sp.edu.sg	Jerald Lee	School Admin	Full-Time	System Admin	...
10000	example-staff@sp.edu.sg	Example Staff	School Admin	Full-Time	System Admin	...

Actions
View Staff
Delete Staff

2. It will send you to a view with the staff details: Staff ID, Full Name, Email, Mobile Number, Organization Unit, Staff Type and Role. It will also allow updating of password in case any user heads to SOC ITS Office to request to manually reset their password in case of email password reset not working.

SOC Loan System

Kang rui

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

Go Back School Admin / Staff

Staff

Staff ID Organization Unit
10000 School Admin

Name Staff Type
Example Staff Full-Time

Email Role
example-staff@sp.edu.sg System Admin

Mobile Number

Update Password
Password

Delete Edit

3. To update a staff user's details, click **Edit**. The input fields will be enabled.

SOC Loan System

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

Go Back School Admin / Staff

Staff

Staff ID	10000	Organization Unit	School Admin
Name	Example Staff	Staff Type	Full-Time
Email	example-staff@sp.edu.sg	Role	System Admin
Mobile Number	Number		
Update Password	Password		

Delete Cancel Confirm

4. Once done editing the staff user's details and/or updating the password where necessary, click **Confirm**. A pop-up notification should appear on the bottom-right that acknowledges successful edit of staff user's details.
5. Access rights can be assigned and removed manually where needed. To add an access right, click **Grant More Access Rights**.

SOC Loan System

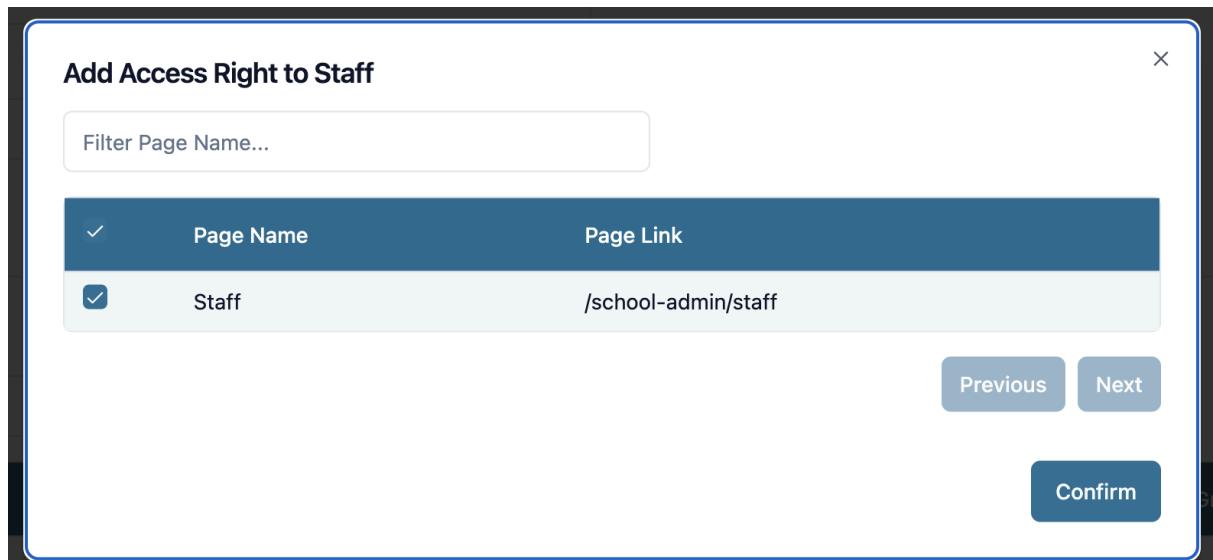
Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

Access Rights

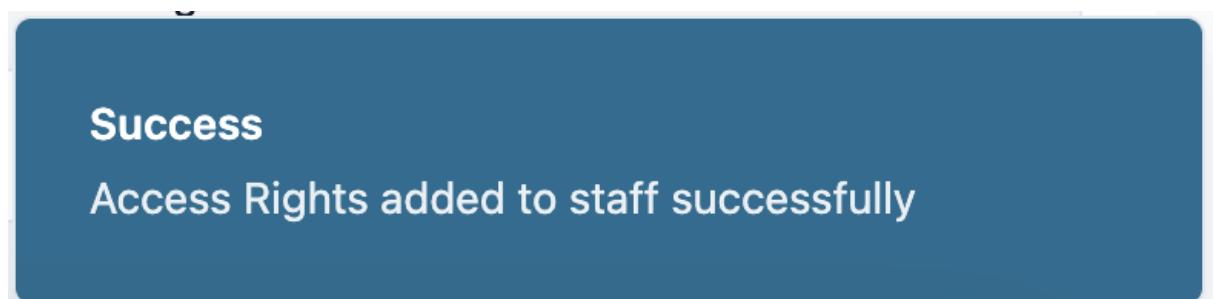
Page Name	Page Link	Granted By
Dashboard	/	Kang rui
Loan Request	/equipment-loans/loan-request	Kang rui
Loans	/equipment-loans/loans	Kang rui
Overdue Loans	/equipment-loans/overdue-loans	Kang rui
History	/equipment-loans/history	Kang rui
Lost/Damaged Loans	/equipment-loans/lost-damaged-loans	Kang rui
Equipment	/equipment-management/equipment	Kang rui
Equipment Categories	/equipment-management/equipment-categories	Kang rui

Grant More Access Rights

6. Select access rights to add, then click **Confirm**.



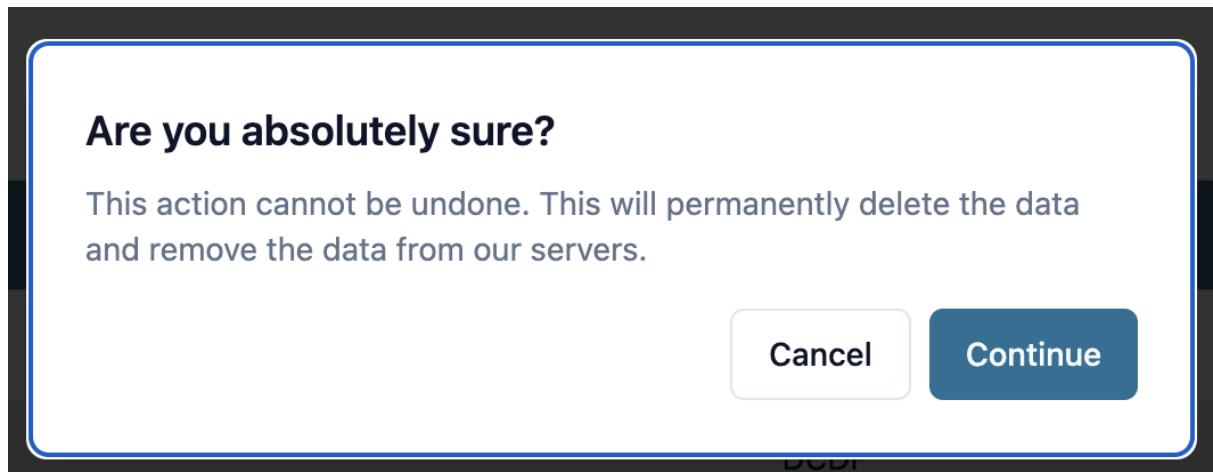
7. A pop-up message should appear on the bottom-right acknowledging successful addition of access rights to staff users.



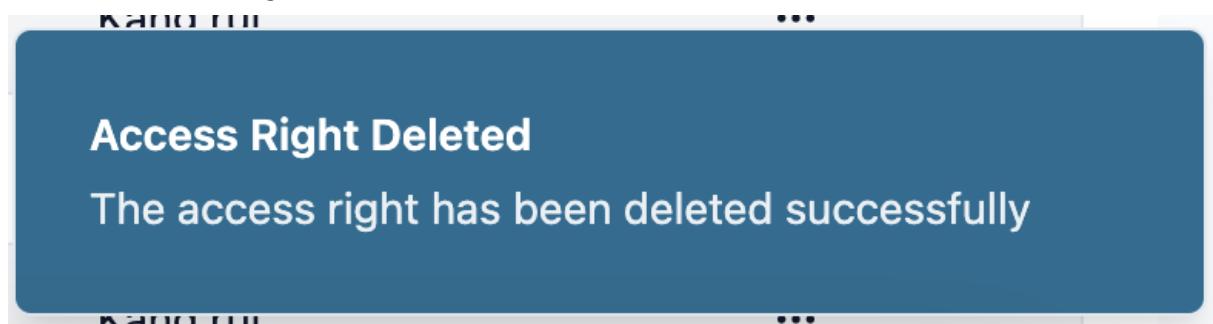
8. To remove access rights, click the three dots (...) to the right of an access right item, then click **Remove Access Right**.

Page Name	Page Link	Granted By
Lost/Damaged Loans	/loan-management/lost-damaged-loans	Kang rui
Waiver	/loan-management/waiver	Kang rui
Approval Management	/approval-management	Kang rui
User Guide	/user-guide	Kang rui
Profile	/profile	Kang rui
Staff	/school-admin/staff	Kang rui

9. A confirmation message will be shown. Click **Continue**.



10. A pop-up message should appear on the bottom-right acknowledging successful removal of access right from staff user.



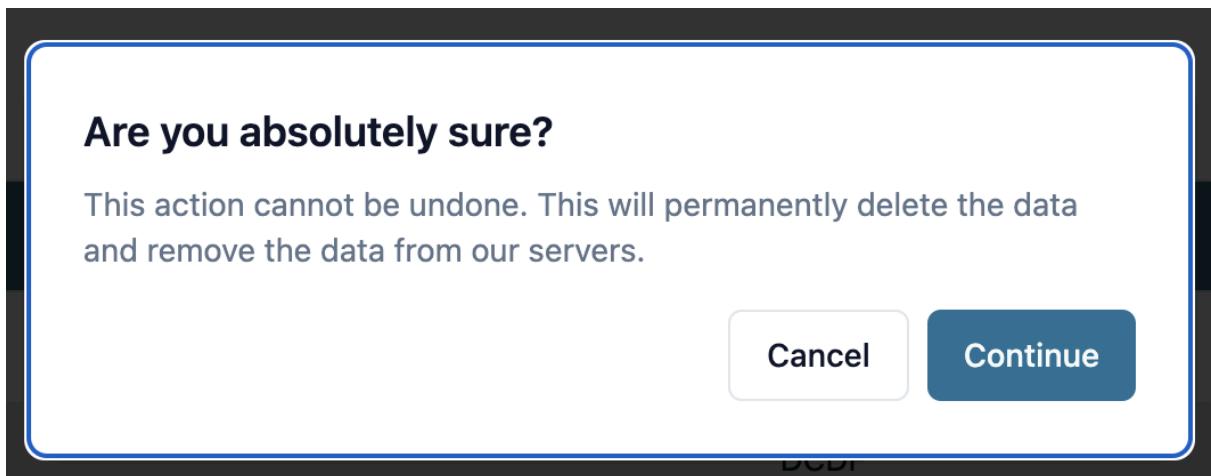
Delete Staff

1. Click the three dots (...) to the right of a staff user item, then click **Delete Staff**.

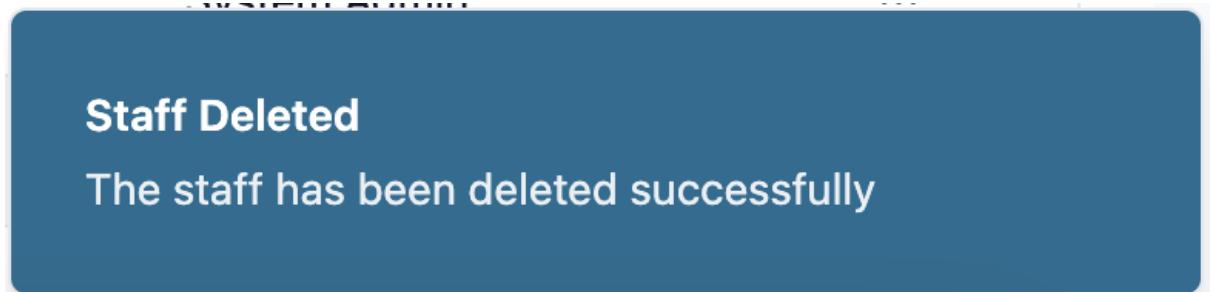
The screenshot shows the SOC Loan System interface. At the top, there's a navigation bar with links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. A user profile 'Kang rui' is at the top right. Below the navigation is a breadcrumb 'School Admin / Staff' and a section title 'Staff'. There are two tabs: 'Staff' (which is selected) and 'Add Staff'. A search bar says 'Filter Email ...'. A table lists staff members with columns: ID, Email, Name, Organization Unit, Staff Type, Role, and an ellipsis (...). The first row has ID 2236362, Email jeraldlee.22@ichat.sp.edu.sg, Name Jerald Lee, Organization Unit School Admin, Staff Type Full-Time, Role System Admin, and ellipsis. The second row has ID 10000, Email example-staff@sp.edu.sg, Name Example Staff, Organization Unit School Admin, Staff Type Full-Time, Role System Admin, and ellipsis. To the right of the table, a context menu is open over the second row, with a red box highlighting the 'Actions' section. The menu items are Actions, View Staff, and Delete Staff.

ID	Email	Name	Organization Unit	Staff Type	Role	...
2236362	jeraldlee.22@ichat.sp.edu.sg	Jerald Lee	School Admin	Full-Time	System Admin	...
10000	example-staff@sp.edu.sg	Example Staff	School Admin	Full-Time	System Admin	...

2. A confirmation message will be shown. Click **Continue**.



3. A pop-up notification should appear on the bottom-right acknowledging successful deletion of staff user.



Note:

- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.

Student

System admins can add, edit, view and delete student users. If they have a student list, they can bulk-upload multiple student users using a CSV file. Note that upon creation of new students they are automatically assigned the Student role with the associated access rights.

Add Student – Bulk Upload

A CSV file for a list of student users should look like this, for example:

<i>id</i>	<i>email</i>	<i>batch</i>	<i>name</i>	<i>course</i>	<i>graduationDate</i>
1010	test@gmail.com	2022	Test1	DIT	1/1/2025
1011	test1@gmail.com	2022	Test2	DAAA	1/2/2025
1012	test2@gmail.com	2022	Test3	DCDF	1/2/2025

Do note that, when creating CSV files for new batches of students, the values have to match the given fields correctly. Date formats are DD/MM/YYYY. Values are separated by tabs.

1. Click **Add Student**.
2. Click **Upload CSV file**.

The screenshot shows the 'Add Student' form in the SOC Loan System. The form includes fields for Student ID, Name, Email, Courses, Batch, and Graduation Date. A red box highlights the 'Upload CSV file' button and its associated input field, which displays the message '0 file uploaded so far.'

SOC Loan System

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

Kang rui

Student

Student Add Student

Student ID: example@iChat.edu.sg

Courses: Select a Course

Name: Name

Batch: Select Batch

Email: example@iChat.edu.sg

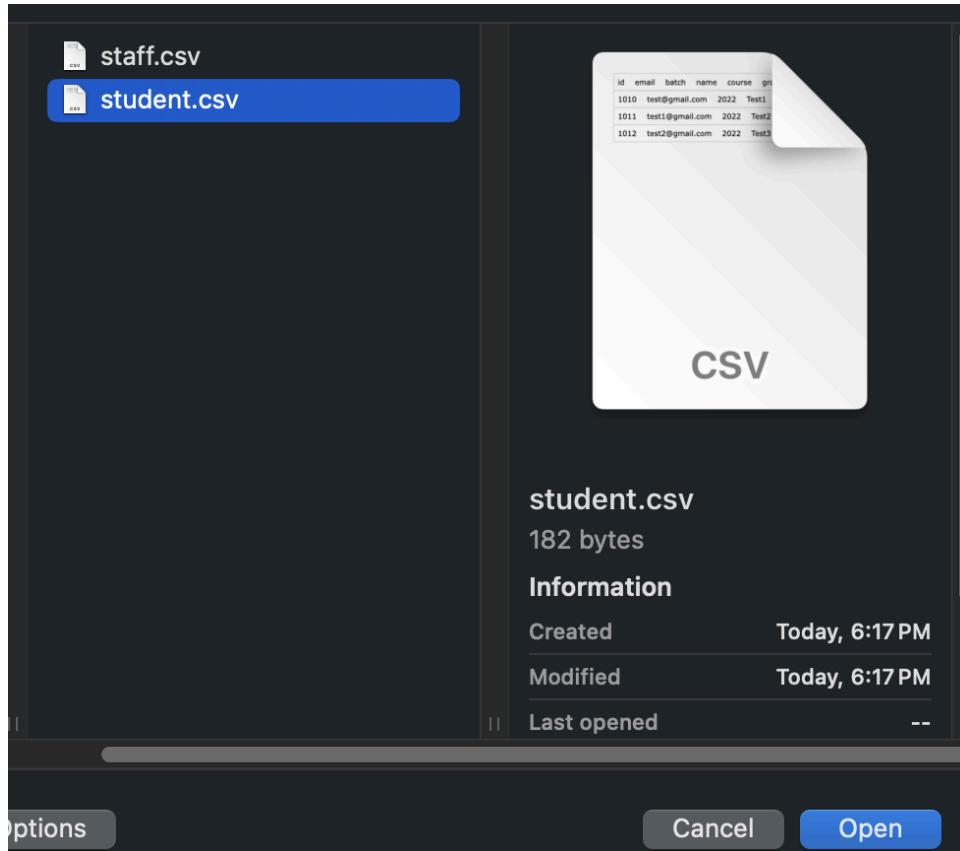
Graduation Date: Pick a date

Upload CSV file
0 file uploaded so far.

Confirm

Upload

3. Select the CSV file containing the list of students you want to add.

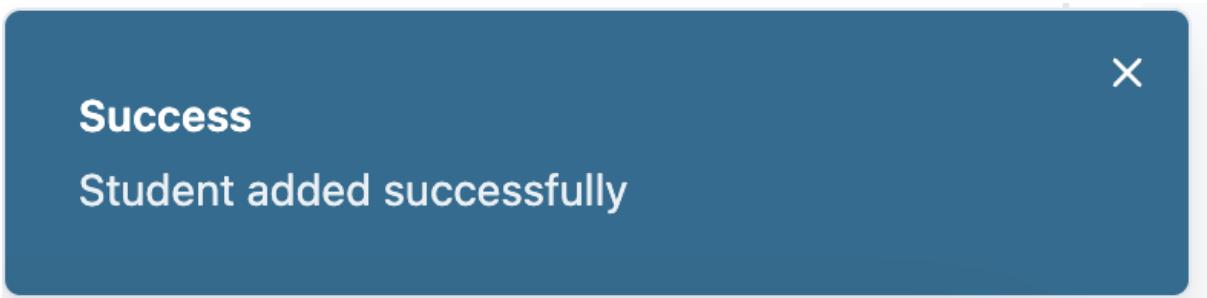


4. The file name should be reflected underneath the text **Upload CSV file**.

A screenshot of the 'SOC Loan System' 'Add Student' page. The page has a header with 'SOC Loan System' and a user profile 'Kang rui'. Below the header, there are tabs for 'Dashboard', 'Equipment Loans', 'Equipment Management', 'School Admin', 'Loan Management', 'Approval Management', and 'User Guide'. The main area is titled 'Student' and contains fields for 'Student ID', 'Name', 'Email', 'Courses', 'Batch', and 'Graduation Date'. Below these fields is a large input field labeled 'Upload CSV file' which contains the text 'student.csv'. To the right of this input field are 'Confirm' and 'Upload' buttons.

5. Click **Upload**.

- A pop-up notification will appear on the bottom-right acknowledging successful creation of student users from the list.



- Check the student list for the newly-created users to verify that the details are correct.

ID	Email	Name	Batch	Graduation Date	Course
2222222	piggetro@gmail.com	Student Kang Rui	2026	28/06/2024	Diploma of Information Technology
000000	studentjerald@gmail.com	Student Jerald	2022	08/07/2025	Diploma of Information Technology
2153902	adam@gmail.com	Adam	2025	01/01/2025	Diploma in Applied AI & Analytics
2249837	hanming@gmail.com	Koh Han Ming	2022	01/01/2025	Diploma of Information Technology
1010	test@gmail.com	Test1	2022	01/01/2025	Diploma of Information Technology
1011	test1@gmail.com	Test2	2022	01/02/2025	Diploma in Applied AI & Analytics
1012	test2@gmail.com	Test3	2022	01/02/2025	Diploma in Cybersecurity & Digital Forensics

Note:

- The password of newly-created users is set to null, which indicates an account that has not been registered (activated). In a sense, registering an account means activation as the system will generate a password upon registration.

Add Student – Manual

1. Click **Add Student**.
2. Enter the Student ID, Full Name, Email, Course, Batch (Year of Admission) and Graduation Date.

SOC Loan System

Kang rui

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

School Admin / Student

Student

Student Add Student

Student ID: 2500001 Courses: DIT - Diploma of Information Technology

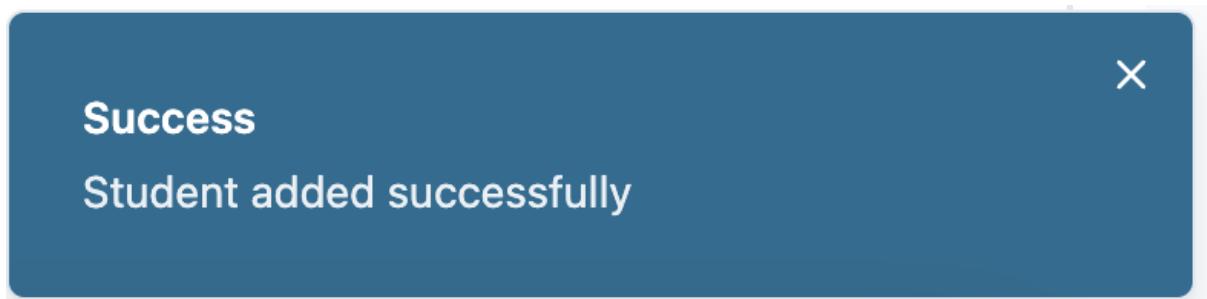
Name: Test Student Batch: 2025

Email: p2500001@sp.edu.sg Graduation Date: March 1st, 2028

Upload CSV file
0 file uploaded so far.

Confirm

3. Click **Confirm**.
4. A pop-up notification will appear on the bottom-right acknowledging successful creation of student user.



Note:

- The password of newly-created users is set to null, which indicates an account that has not been registered (activated). In a sense, registering an account means activation as the system will generate a password upon registration.

Student Details

1. Click the three dots (...) to the right of a student user item, then click **View Student**.

The screenshot shows the SOC Loan System dashboard with a list of students. The 'Actions' dropdown for student ID 1012 is highlighted with a red box, showing options like 'View Student' and 'Delete Student'.

ID	Email	Name	Batch	Graduation Date	Course	Actions
2222222	piggetro@gmail.com	Student Kang Rui	2026	28/06/2024	Diploma of Information Technology	...
000000	studentjerald@gmail.com	Student Jerald	2022	08/07/2025	Diploma of Information Technology	...
2153902	adam@gmail.com	Adam	2025	01/01/2025	Diploma in Applied AI & Analytics	...
2249837	hanming@gmail.com	Koh Han Ming	2022	01/01/2025	Diploma of Information Technology	...
1010	test@gmail.com	Test1	2022	01/01/2025	Diploma of Information Technology	...
1011	test1@gmail.com	Test2	2022	01/02/2025	Diploma in Applied AI & Analytics	...
1012	test2@gmail.com	Test3	2022	01/02/2025	Diploma in Cybersecurity & Digital Forensics	...
2500001	p2500001@sp.edu.sg	Test Student	2025	01/03/2028	Diploma of Information Technology	...

2. It will send you to a view with the student details: Student ID, Full Name, Email, Mobile Number, Course, Batch and Graduation Date. It will also allow updating of password in case any user heads to SOC ITS Office to request to manually reset their password in case of email password reset not working.

The screenshot shows the 'Student' view in the SOC Loan System. It displays student details for ID 1012, including Name, Email, Mobile Number, and Graduation Date. The 'Actions' button at the bottom right is highlighted with a red box.

Student ID	Courses
1012	DCDF - Diploma in Cybersecurity & Digital Forensics
Name	Batch
Test3	2022
Email	Graduation Date
test2@gmail.com	February 1st, 2025
Mobile Number	
Number	
Update Password	
Password	

3. To update a student user's details, click **Edit**. The input fields will be enabled.

SOC Loan System

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

Go Back School Admin / Student

Student

Student ID	Courses
1012	DCDF - Diploma in Cybersecurity & Digital Forensics
Name	Batch
Test3	2022
Email	Graduation Date
test2@gmail.com	February 1st, 2025
Mobile Number	
Number	
Update Password	
Password	

Delete Cancel Confirm

4. Once done editing the student user's details and/or updating the password where necessary, click **Confirm**. A pop-up notification should appear on the bottom-right that acknowledges successful edit of student user's details.
5. Access rights can be assigned and removed manually where needed. To add an access right, click **Grant More Access Rights**.

SOC Loan System

Dashboard Equipment Loans Equipment Management School Admin Loan Management Approval Management User Guide

Access Rights

Filter Page Name ...

Page Name	Page Link	Granted By
Dashboard	/	Kang rui
Loan Request	/equipment-loans/loan-request	Kang rui
Loans	/equipment-loans/loans	Kang rui
Overdue Loans	/equipment-loans/overdue-loans	Kang rui
History	/equipment-loans/history	Kang rui
Lost/Damaged Loans	/equipment-loans/lost-damaged-loans	Kang rui
User Guide	/user-guide	Kang rui
Profile	/profile	Kang rui

Grant More Access Rights

6. Select access rights to add, then click **Confirm**.

Add Access Right to Student

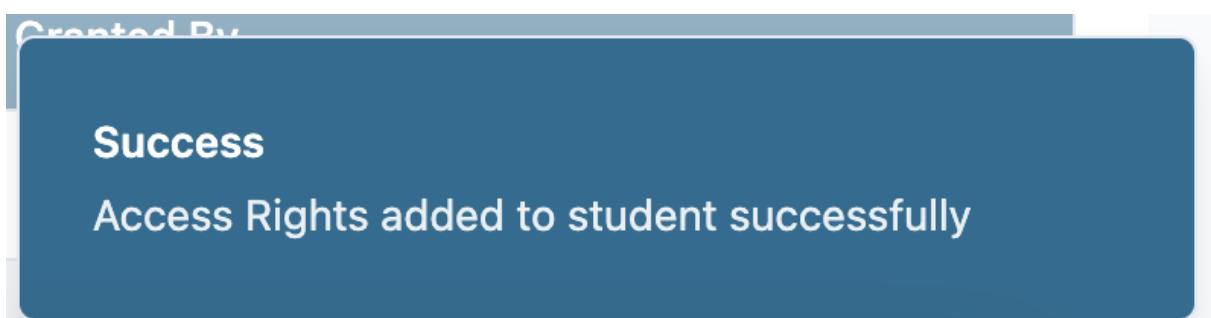
Filter Page Name...

✓ Page Name	Page Link
<input type="checkbox"/> Semester and Holidays	/school-admin/semester-and-holidays
<input type="checkbox"/> Preparation	/loan-management/preparation
<input type="checkbox"/> Collection	/loan-management/collection
<input type="checkbox"/> Return	/loan-management/return
<input type="checkbox"/> Track Loans	/loan-management/track-loans
<input type="checkbox"/> Waiver	/loan-management/waiver
<input checked="" type="checkbox"/> Approval Management	/approval-management
<input checked="" type="checkbox"/> Lost/Damaged Loans	/loan-management/lost-damaged-loans

Previous Next

Confirm

7. A pop-up message should appear on the bottom-right acknowledging successful addition of access rights to student users.

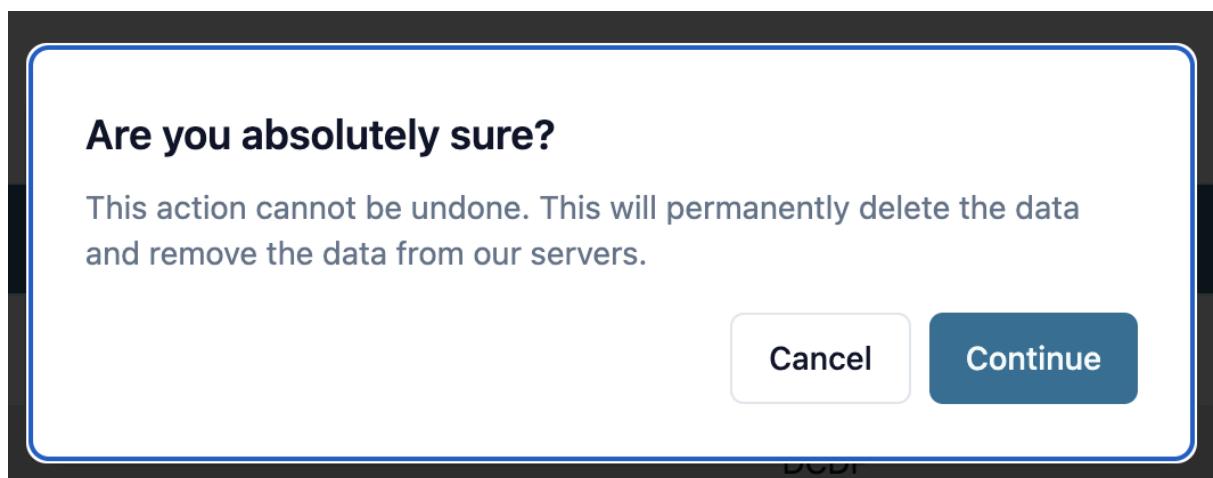


8. To remove access rights, click the three dots (...) to the right of an access right item, then click **Remove Access Right**.

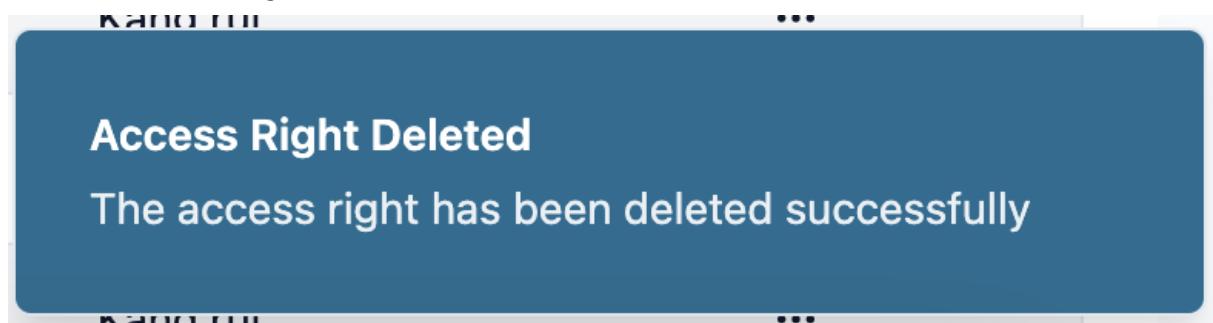
The screenshot shows the 'Access Rights' section of the SOC Loan System. It lists various pages with their corresponding URLs and the user who granted them. A red box highlights the 'Actions' column, specifically the 'Remove Access Right' button next to the 'Staff' entry.

Page Name	Page Link	Granted By
Lost/Damaged Loans	/loan-management/lost-damaged-loans	Kang rui
Waiver	/loan-management/waiver	Kang rui
Approval Management	/approval-management	Kang rui
User Guide	/user-guide	Kang rui
Profile	/profile	Kang rui
Staff	/school-admin/staff	Kang rui

9. A confirmation message will be shown. Click **Continue**.



10. A pop-up message should appear on the bottom-right acknowledging successful removal of access right from student users.



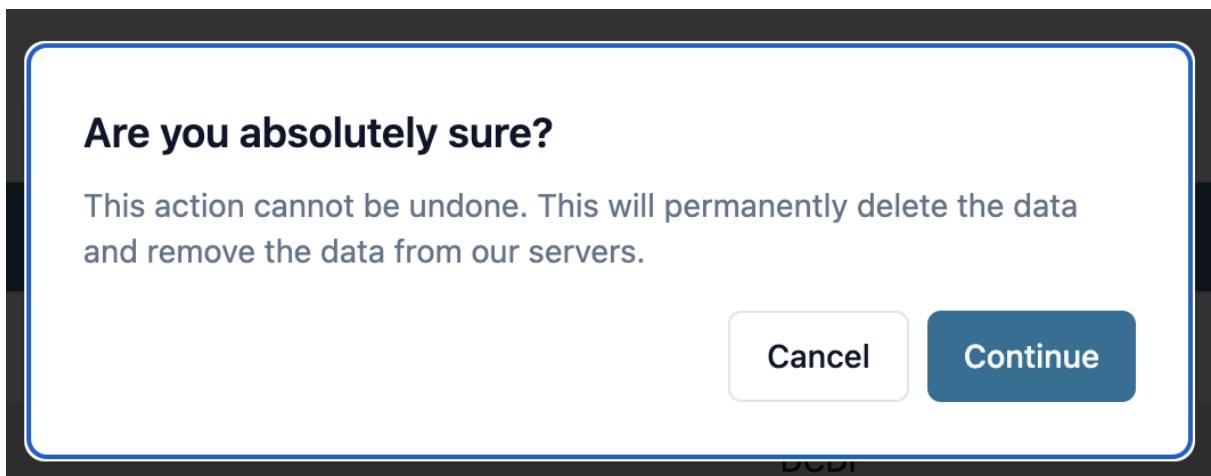
Delete Student

1. Click the three dots (...) to the right of a student user item, then click **Delete Student**.

The screenshot shows a table of student records with columns: ID, Email, Name, Batch, Graduation Date, and Course. The last row, which has a grey background, represents a student named 'Test Student'. To the right of this row, a context menu is displayed with the following options: Actions, View Student, and Delete Student. The 'Delete Student' option is highlighted with a red box.

ID	Email	Name	Batch	Graduation Date	Course
2222222	piggetro@gmail.com	Student Kang Rui	2026	28/06/2024	Diploma of Information Technology
000000	studentjerald@gmail.com	Student Jerald	2022	08/07/2025	Diploma of Information Technology
2153902	adam@gmail.com	Adam	2025	01/01/2025	Diploma in Applied AI & Analytics
2249837	hanming@gmail.com	Koh Han Ming	2022	01/01/2025	Diploma of Information Technology
1010	test@gmail.com	Test1	2022	01/01/2025	Diploma of Information Technology
1011	test1@gmail.com	Test2	2022	01/02/2025	Diploma in Applied AI & Analytics
1012	test2@gmail.com	Test3	2022	01/02/2025	Diploma in Cybersecurity & Digital Forensics
2500001	p2500001@sp.edu.sg	Test Student	2025	01/03/2028	Diploma of Information Technology

2. A confirmation message will be shown. Click **Continue**.



3. A pop-up notification should appear on the bottom-right acknowledging successful deletion of student user.

Student Deleted

The student has been deleted successfully

Note:

- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.

Page-Level Authorisation

System admins can create new access rights to specific pages in the loan system where needed. Roles can be assigned to users containing specific access rights. Access rights can be adjusted in existing roles where necessary. This guide will teach system admins on assigning access rights to roles which can be dynamically adjusted as necessary.

Access Rights

System admins can create, edit, and delete page-level access rights. When users have a specific access right, they can access a specific page. Without the access right, they will be redirected to a “404 Error” page instead with the option to go back to the dashboard or login screen depending on whether the user is authenticated or not.

The access rights of a user also determines what items will appear on the navigation bar in their session.

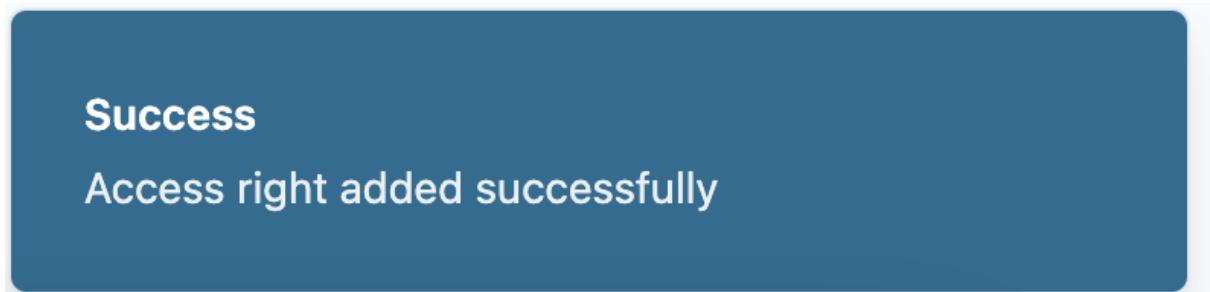
Add Access Right

1. Click **Add Access Right**.
2. Enter the Page Name (the title) and the Page Link (URL). Do not include the “<https://socls.sp.edu.sg>” part of the URL.

The screenshot shows the SOC Loan System interface. At the top, there is a dark blue header with the text "SOC Loan System" on the left and a user profile icon "Kang rui" on the right. Below the header, a navigation bar contains links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. Underneath the navigation bar, the current location is shown as "School Admin / Access Rights". The main content area has a light gray background and features a heading "Access Rights". Below this, there are two input fields: "Page Name" with the value "Example Page" and "Page Link" with the value "/example". Above these fields is a button labeled "Add Access Right". In the bottom right corner of the form area, there is a blue "Confirm" button. The overall layout is clean and modern, typical of a web-based administrative application.

3. Click **Confirm**.

4. A pop-up message on the bottom-right should appear acknowledging successful creation of access right.



Edit Access Right

1. Click the three dots (...) to the right of an access right item, then click **Edit Access Right**.

The screenshot shows the SOC Loan System's Access Rights management interface. At the top, there's a navigation bar with links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. On the left, a sidebar has 'Access Rights' selected. The main area displays a table of access rights:

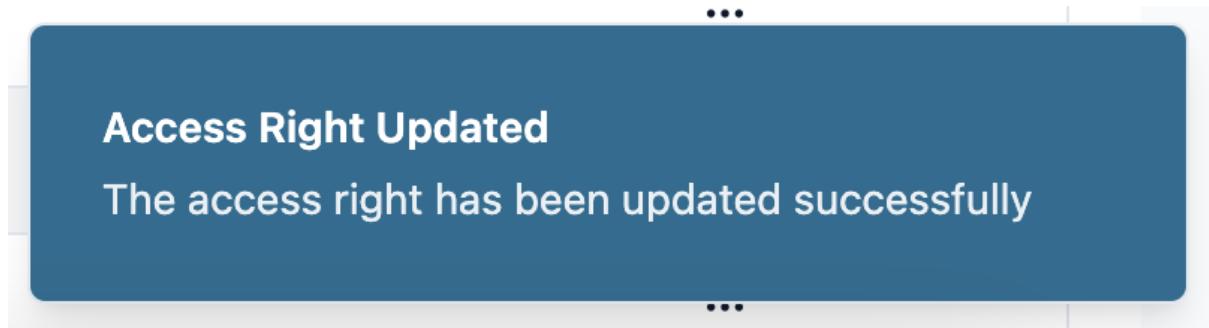
Page Name	Page Link	Actions
Approval Management	/approval-management	...
User Guide	/user-guide	...
Profile	/profile	...
Dashboard	/	...
Lost/Damaged Loans	/equipment-loans/lost-damaged-loans	
Lost/Damaged Loans	/loan-management/lost-damaged-loans	
Example Page	/example	Actions Edit Access Right Delete Access Right ...

At the bottom right of the table, a red box highlights the "Actions" dropdown menu for the last row, which includes "Edit Access Right" and "Delete Access Right".

2. Enter the new Page Name and/or Page Link where required, then click **Confirm**.

The modal window has a title "Edit Access Right" and contains two input fields: "Page Name" with "Example Page" and "Page Link" with "/example". At the bottom right is a large blue "Confirm" button.

3. A pop-up message should appear on the bottom-right acknowledging successful edit of access right.

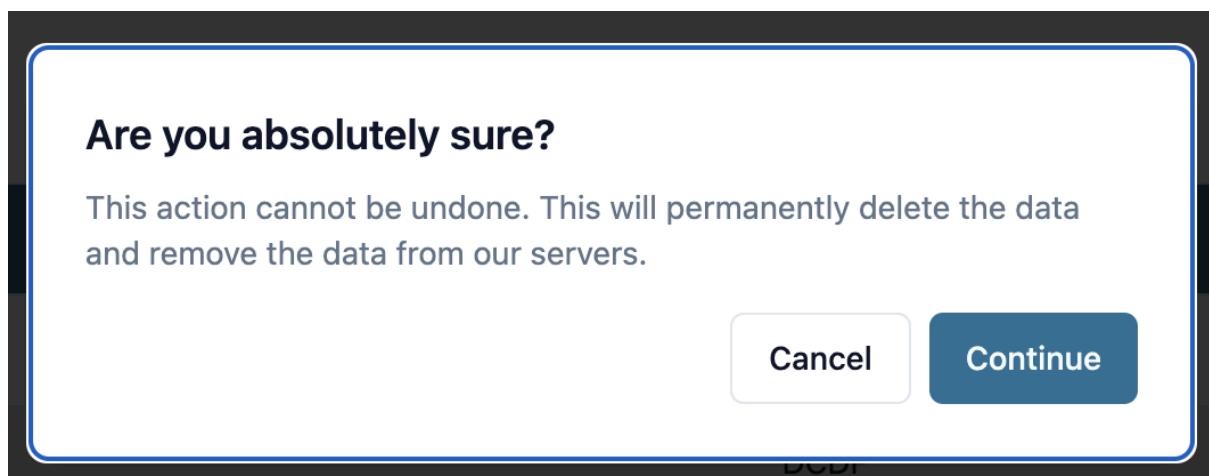


Delete Access Right

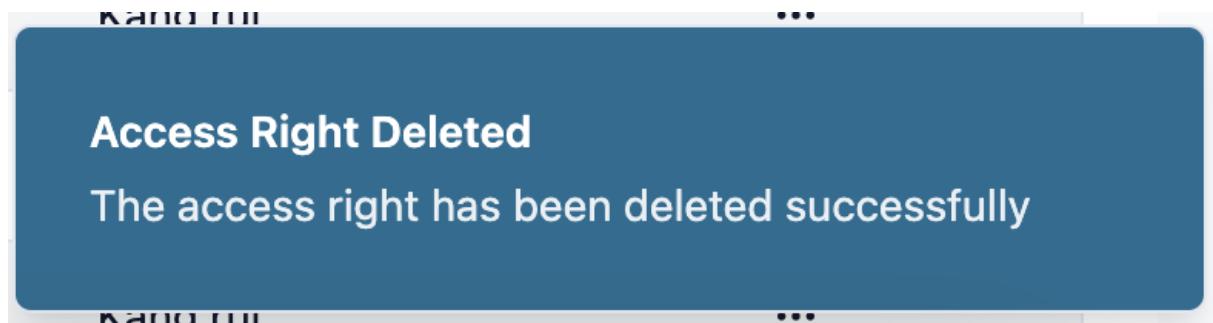
1. Click the three dots (...) to the right of an access right item, then click **Delete Access Right**.

Page Name	Page Link	Actions
Approval Management	/approval-management	...
User Guide	/user-guide	...
Profile	/profile	...
Dashboard	/	...
Lost/Damaged Loans	/equipment-loans/lost-damaged-loans	
Lost/Damaged Loans	/loan-management/lost-damaged-loans	
Example Page	/example	...

2. A confirmation message will be shown. Click **Continue**.



3. A pop-up message should appear on the bottom-right acknowledging successful deletion of access rights.



Note:

- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.

Roles

System admins can create, edit and delete roles. They can also assign access rights to roles. These are dynamic roles in which access rights can be added and removed whenever needed. The roles can then be assigned to users so that they have the same configured set of access rights. See Page 81 for a guide on assigning roles to Staff.

In the Roles page, you can also see the access rights count and user count for each specific role.

Add Role

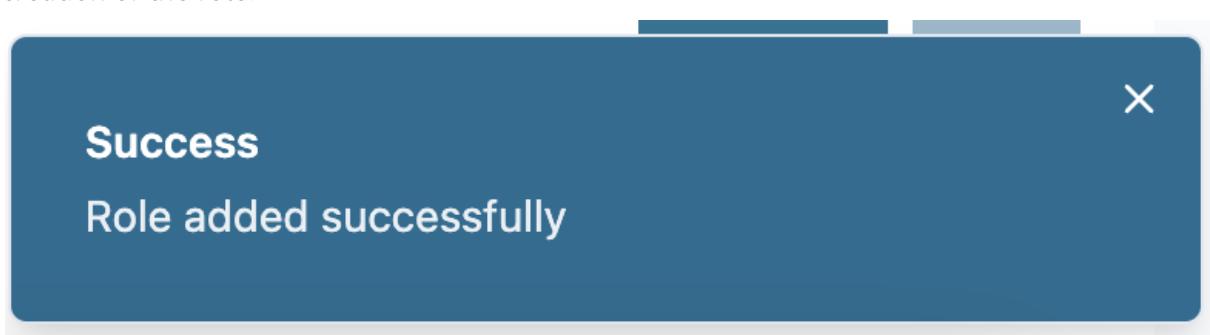
1. Click **Add Role**.
2. Enter the Role Name, then select the access rights appropriate to the role.

The screenshot shows the 'Add Role' page of the SOC Loan System. At the top, there is a navigation bar with links for Dashboard, Equipment Loans, Equipment Management, School Admin, Loan Management, Approval Management, and User Guide. On the right, there is a user profile icon for 'Kang rui'. Below the navigation bar, there are two input fields: 'Role Name' containing 'Test Role' and 'Grant Access Rights' with a 'Filter Page Name...' placeholder. A table lists various pages with checkboxes for selecting access rights:

✓	Page Name	Page Link
<input type="checkbox"/>	Approval Management	/approval-management
<input checked="" type="checkbox"/>	User Guide	/user-guide
<input checked="" type="checkbox"/>	Profile	/profile
<input checked="" type="checkbox"/>	Dashboard	/
<input type="checkbox"/>	Lost/Damaged Loans	/equipment-loans/lost-damaged-loans
<input type="checkbox"/>	Lost/Damaged Loans	/loan-management/lost-damaged-loans

At the bottom right, there are 'Previous' and 'Next' buttons, and a large blue 'Confirm' button.

3. Click **Confirm**.
4. A pop-up message should appear on the bottom-right acknowledging successful creation of the role.



Edit Role

1. Click the three dots (...) to the right of a role item, then click **View Role**.

The screenshot shows the 'Roles' section of the SOC Loan System. A table lists five roles: System Admin, Technical Officers, Lecturer, Student, and Test Role. The 'Test Role' row has a red box around its 'Actions' menu, which includes 'View Role' and 'Delete Role'. Navigation buttons 'Previous' and 'Next' are at the bottom.

Role	Access Rights Count	Users Count	Actions
System Admin	26	7	...
Technical Officers	11	4	...
Lecturer	9	4	...
Student	8	7	View Role Delete Role
Test Role	3	0	...

2. It will send you to a view with the role details with the name and also the access rights added.

The screenshot shows the 'Test Role' details page. It includes a 'Role' section with a search bar, an 'Access Rights' section with a 'Grant More Access Rights' button, and a table listing access rights for 'User Guide', 'Profile', and 'Dashboard'.

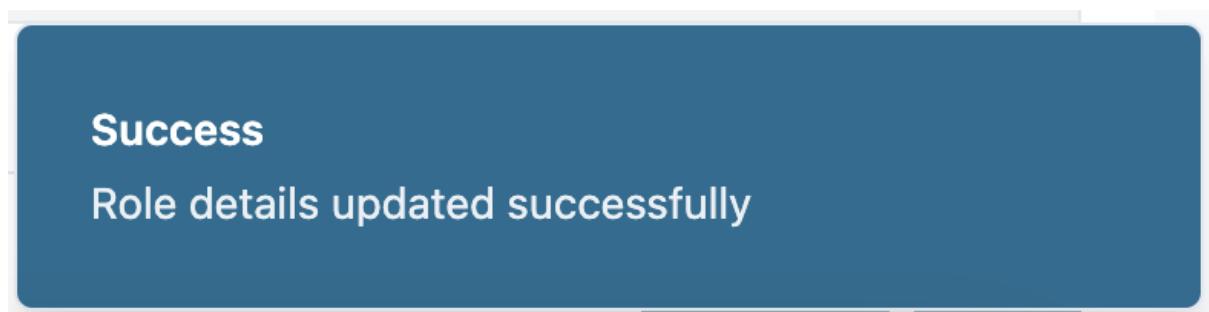
Page Name	Page Link	Actions
User Guide	/user-guide	...
Profile	/profile	...
Dashboard	/	...

- To edit the name of the role, click **Edit**. The field will then be editable. Enter the new name of the role, then click **Confirm**.

The screenshot shows the 'Roles' section of the SOC Loan System. A modal window is open for editing a role named 'Test Role'. The 'Access Rights' section contains a table with three rows: 'User Guide', 'Profile', and 'Dashboard'. The 'Grant More Access Rights' button is visible at the bottom right of the modal.

Page Name	Page Link	...
User Guide	/user-guide	...
Profile	/profile	...
Dashboard	/	...

- A pop-up message on the bottom right will appear acknowledging that the role name has changed successfully.



- Access rights can be assigned and removed manually where needed. To add an access right, click **Grant More Access Rights**.

The screenshot shows the 'Access Rights' section of the Roles page. A red box highlights the 'Grant More Access Rights' button at the top right of the table. The table lists various pages and their links, along with the user 'Kang rui' who granted them.

Page Name	Page Link	Granted By	...
Dashboard	/	Kang rui	...
Loan Request	/equipment-loans/loan-request	Kang rui	...
Loans	/equipment-loans/loans	Kang rui	...
Overdue Loans	/equipment-loans/overdue-loans	Kang rui	...
History	/equipment-loans/history	Kang rui	...
Lost/Damaged Loans	/equipment-loans/lost-damaged-loans	Kang rui	...
Equipment	/equipment-management/equipment	Kang rui	...
Equipment Categories	/equipment-management/equipment-categories	Kang rui	...

6. Select access rights to add, then click **Confirm**.

Add Access Right to Role

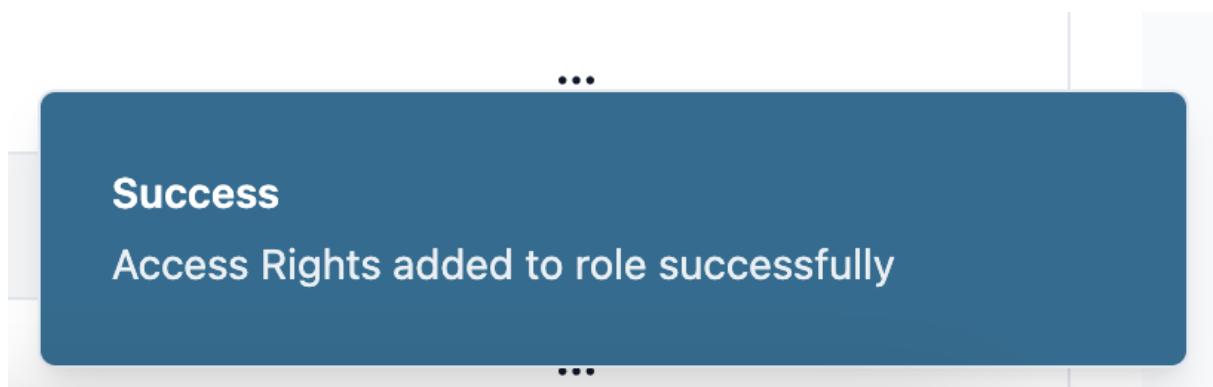
Filter Page Name...

✓ Page Name	Page Link
<input checked="" type="checkbox"/> Loan Request	/equipment-loans/loan-request
<input checked="" type="checkbox"/> Loans	/equipment-loans/loans
<input checked="" type="checkbox"/> Overdue Loans	/equipment-loans/overdue-loans
<input checked="" type="checkbox"/> History	/equipment-loans/history
<input type="checkbox"/> Equipment	/equipment-management/equipment
<input type="checkbox"/> Equipment Categories	/equipment-management/equipment-categories
<input type="checkbox"/> General Settings	/equipment-management/general-settings
<input type="checkbox"/> Staff	/school-admin/staff
<input type="checkbox"/> Student	/school-admin/student
<input type="checkbox"/> Courses	/school-admin/courses

Previous Next

Confirm

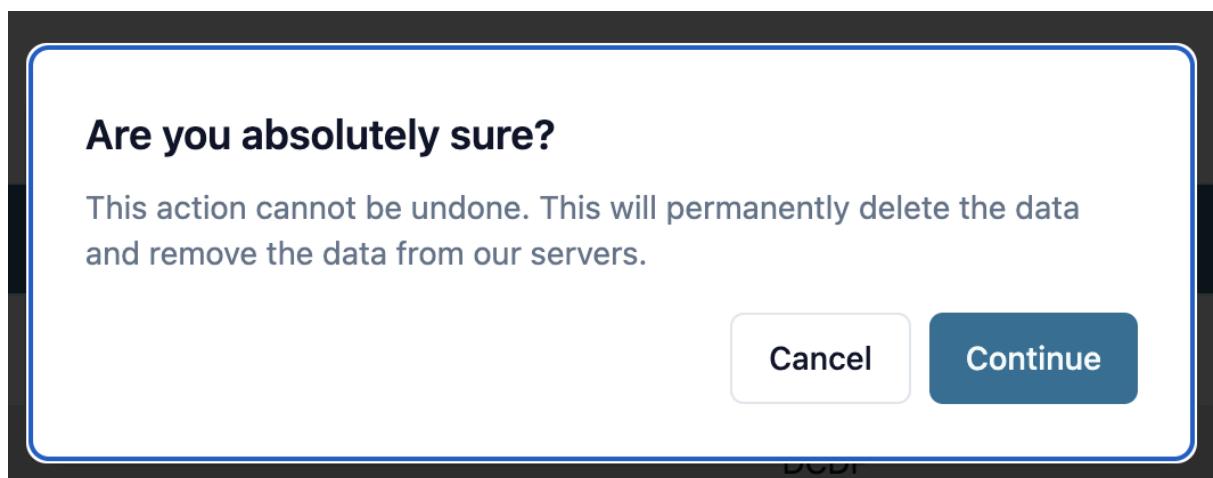
7. A pop-up message should appear on the bottom-right acknowledging successful addition of access rights to the role.



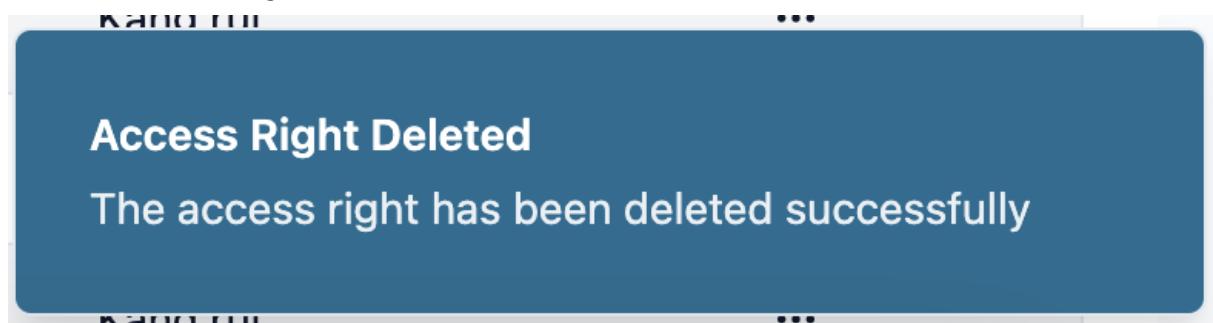
8. To remove access rights, click the three dots (...) to the right of an access right item, then click **Remove Access Right**.

Page Name	Page Link	Granted By
Lost/Damaged Loans	/loan-management/lost-damaged-loans	Kang rui
Waiver	/loan-management/waiver	Kang rui
Approval Management	/approval-management	Kang rui
User Guide	/user-guide	Kang rui
Profile	/profile	Kang rui
Staff	/school-admin/staff	Kang rui

9. A confirmation message will be shown. Click **Continue**.



10. A pop-up message should appear on the bottom-right acknowledging successful removal of access right.



Delete Role

Click the three dots (...) to the right of a role, then click **Delete Role**.



School Admin / Roles

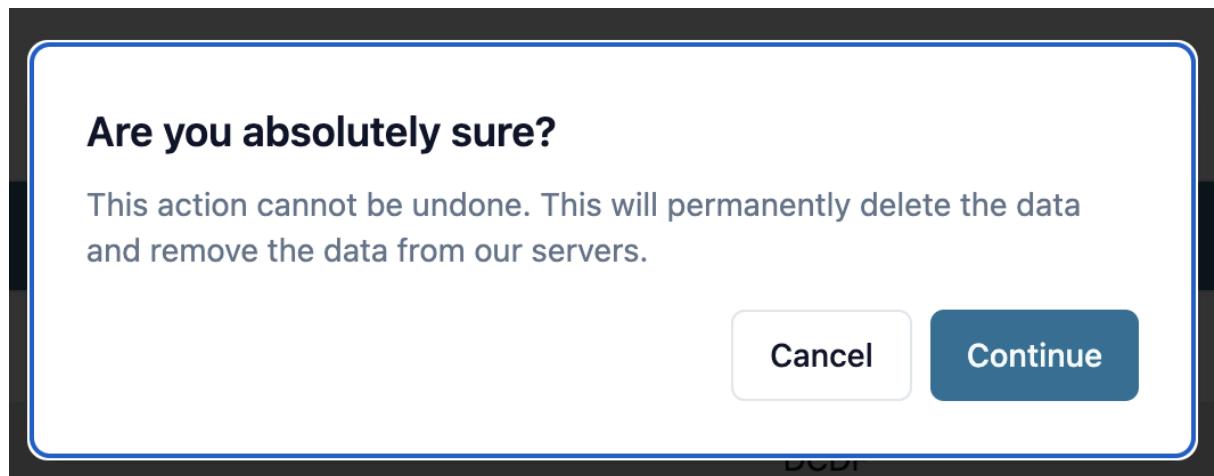
Roles Add Roles

Filter Role ...

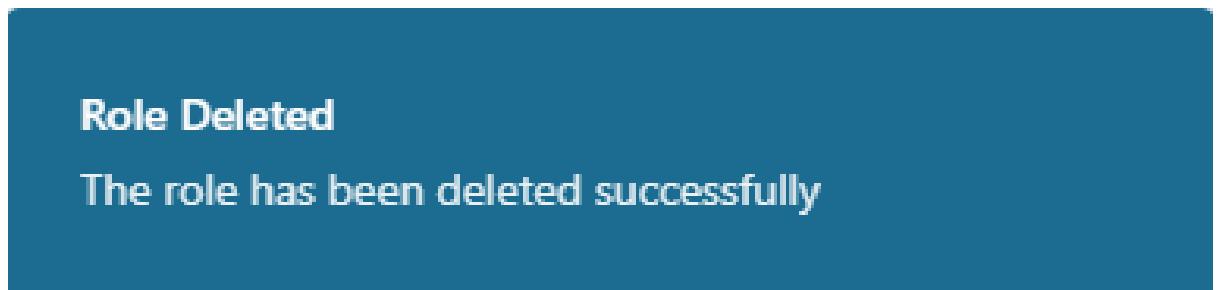
Role	Access Rights Count	Users Count	Actions
System Admin	27	5	...
Technical Officers	18	2	View Role
Lecturer	10	3	Delete Role
Student	9	4	...

Previous Next

A confirmation message will be shown. Click **Continue**.



A pop-up message should appear on the bottom-right acknowledging successful deletion of the role.



Note:

- Deletion of data from the database can cause some adverse effects in the database as the tables have references to each other. **Please only delete if you know what you're doing.** Deleting data that was very recently created on accident should be safe.