



R²D² TECHNOLOGIES

R2D2 TECHNOLOGIES

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USER GUIDE



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I. INTRODUCTION

The Bookstore Order System (“BOS”) is a web application designed to work in all current web browsers, including their mobile counterparts. The Bookstore Order System will allow staff to lookup, add, and /or edit book orders based on assigned roles. Order information, such as textbook and publisher, user information, such as job roles and access levels, will be stored in a SQL database that is backed up on a daily basis. The Bookstore Order System will provide comprehensive reporting using stored procedures that will provide an email friendly, printable output, and will provide the bookstore, lead instructors, and the department head, a tool to manage all approved textbooks ordered for courses offered to students.

KEY OBJECTIVES

- Provide role-based authentication
- Ability to lookup, add, or edit orders quickly
- Ability to re-submit previous textbook orders, based on quantity changes, to provide quicker restocking
- Provide timestamps and tracking for all orders
- Provide reports on order status and email confirmations
- Daily data backups

KEY ASSUMPTIONS

- Order status updates handled by bookstore staff
- Username, password, and role will be provided by the administrator

COMPATIBILITY AND SPECIFICATIONS

- B.O.S is compatible with all web browser including, but not limited to (Google Chrome, Internet Explorer, Mozilla Firefox, Safari, etc.)
- Operating System compatibilities: Windows 7/8.1/10, Apple IOS 11.2



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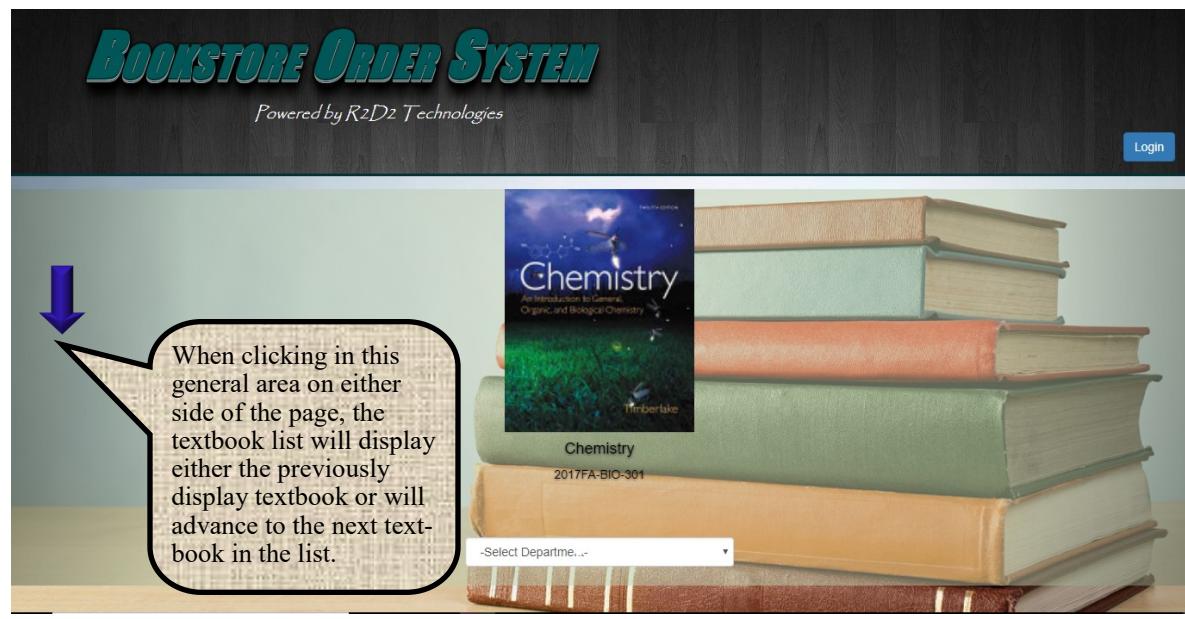


II. HOMEPAGE CAROUSEL & DEPARTMENT SEARCH

A. The Home Page is the landing page for the Bookstore Order System (*B.O.S.*), it consists of a carousel and department search combo box that allows students and instructors to have a point of reference for all textbooks available for the current semester. At this point, no login credentials are needed. Below is a look at the carousel and its functions. The carousel rotates and displays a random list of textbooks in the



database. The purpose of the carousel to help the user identify the page on landing. Textbooks displayed previously are viewed by clicking to the left side of the page, clicking to the right side advances to the next book in the list, as seen below.



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B. The Department Search combo box allows for students and instructors without a login to search through their preferred department and view the textbooks available for the current semester. If a department is selected, all textbooks and corresponding information are displayed on screen.

The screenshot shows the "Bookstore Order System" interface. At the top, there's a banner with the title "Bookstore Order System" and the subtitle "Powered by R2D2 Technologies". A "Login" button is located in the top right corner. The main content area features a stack of books on the right and a book cover for "murach's PHP and MySQL" on the left. A dropdown menu titled "-Select Department-" is open, listing various departments: Accounting, Art, Biology, Computer Technology, English, History, Information Systems Technology, Mathematics, Psychology, and Sociology. The "Information Systems Technology" option is highlighted in blue.

1. Select a department from the combo box.

This screenshot is similar to the one above, showing the "Bookstore Order System" interface. The dropdown menu now has "Information Systems Technology" selected, indicated by a blue background. The other department names remain in white text. The rest of the interface, including the banner, books, and book cover, is identical to the previous screenshot.



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Notice that the Information Systems & Technology department was selected from the list. When the department is clicked on, the selected department and textbook information are displayed on screen, as seen below.

a) Example 1.

BOOKSTORE ORDER SYSTEM
Powered by R2D2 Technologies

[Back](#) [Login](#)

Department of Information Systems Technology

Designated Textbooks:

	Class	2017SP-IST-266
	Title	Security Metrics
	Author	Andrew Jaquith
	Edition	1
	Publication Date	0000-00-00
	Publisher	Addison-Wesley Professional
	ISBN	9780321349989

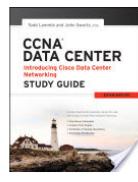
b) Example 2.

Department of Information Systems Technology

Designated Textbooks:



Class	2017SP-IST-266
Title	Security Metrics
Author	Andrew Jaquith
Edition	1
Publication Date	0000-00-00
Publisher	Addison-Wesley Professional
ISBN	9780321349989



Class	-IST-291
Title	CCNA Data Center - Introducing Cisco Data Center Networking Study Guide
Author	Todd Lammle, John Swartz
Edition	1
Publication Date	0000-00-00
Publisher	John Wiley & Sons
ISBN	9781118661260



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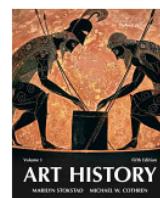
c) Example 3.

The screenshot shows a dark-themed web application titled "Bookstore Order System" powered by R2D2 Technologies. A "Login" button is visible in the top right. In the center, there's a stack of books and a book cover for "THE HOUSE OF MEDICIS" by Christopher Hibbert. A dropdown menu is open over the book cover, listing various departments: Accounting, Art (which is selected), Biology, Computer Technology, English, History, Information Systems Technology, Mathematics, Psychology, and Sociology. The menu has a "-Select Department-" option at the top and bottom.

d) Example 4.

Department of Art

Designated Textbooks:



Class	2017FA-ART-185
Title	Art History
Author	Marilyn Stokstad, Michael Cothren
Edition	5
Publication Date	2013-01-08
Publisher	Pearson College Division
ISBN	9780205873487



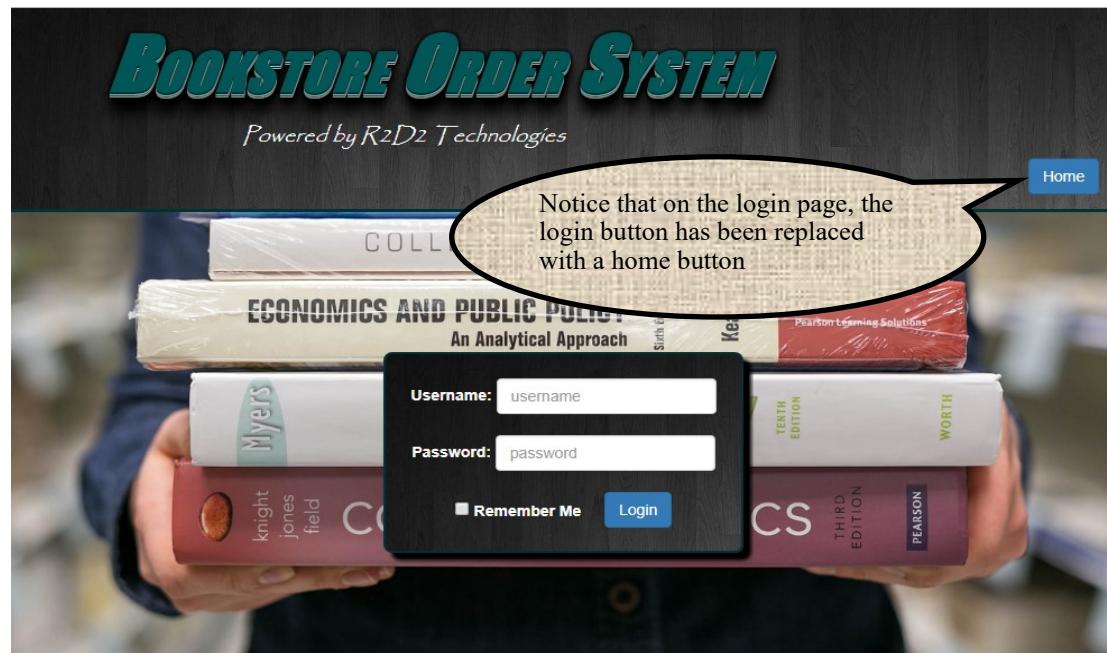
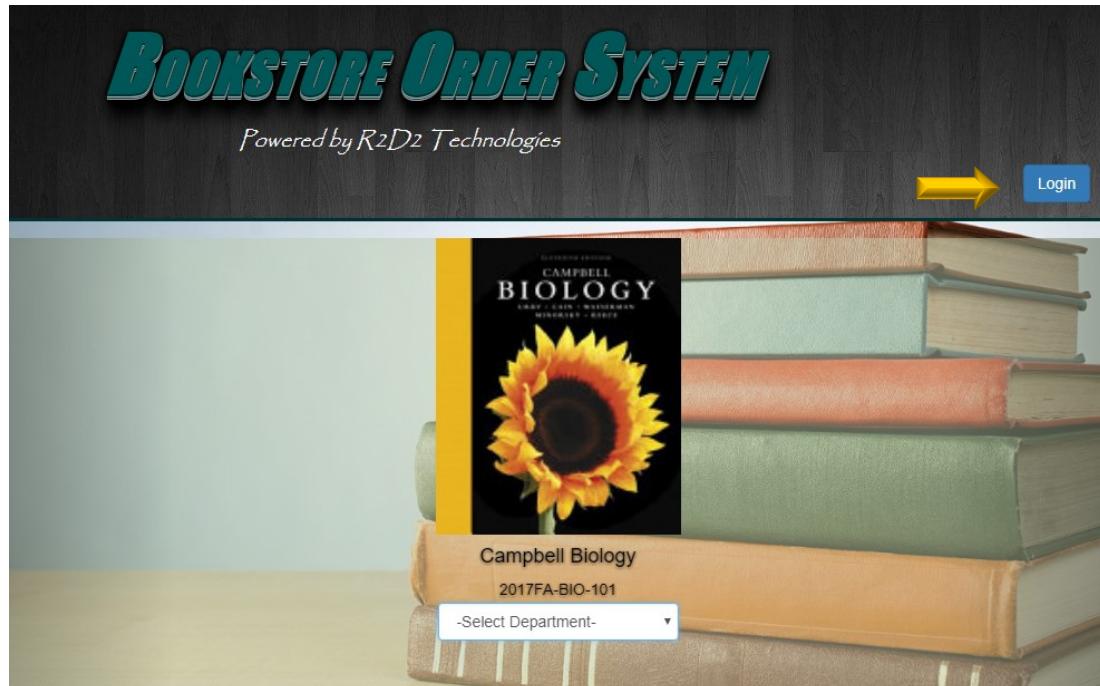
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III. LOGIN, PASSWORD CHANGE, LOGOUT

The Login Page for the Bookstore Order System (*B.O.S*) is a secure page in which the Lead Instructors, the Program Director, the Department Head, and the Bookstore Staff can all use to access their specified interfaces. Based on roles, each account will be displayed with all related access and options. The Login Page can be accessed from the Home Page by clicking the login button found in the upper right corner of the screen.



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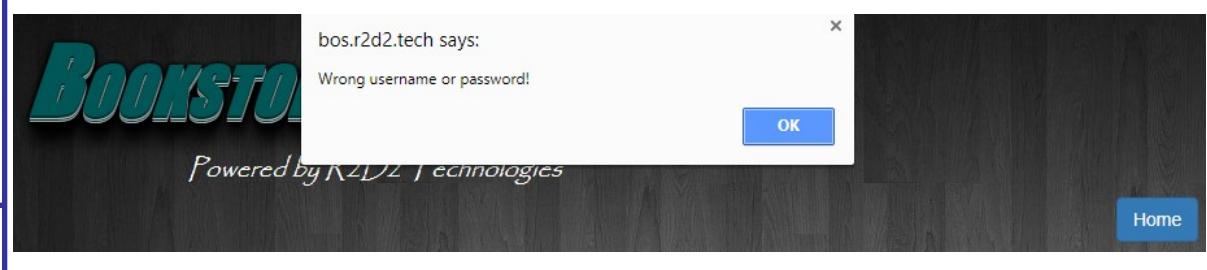
A. Logging In

1. Enter the username and password, received in the email sent from the administrator at the time the account was created, to log in into the system to access the interface associated with the appropriate user role. The fields are required and therefore will not allow the user to move forward without adding something in the textboxes.



Selecting the remember me checkbox will allow the user to save their username in the username field in the browser upon first login. Depending on the browser, the user will be prompted to save their password as well. *This feature is only suggested if the user is using their personal computer and not a public one.*

Upon logging in for the first time, if the user fails to put in the correct login credentials, the alert window below is displayed.



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A. Logging In (Continued)

2. Below you will notice that upon successfully logging into the account, the user's actual name associated with the account replaces the word *login* on the login button. The current account used to demonstrate the *login*, *change password*, and *logout* features, is an *Administrator* account, the functionality of which will be demonstrated following the log out instructions. Take note that the *login*, *change password*, and *logout* functions for the Administrator's interface are operations standard for all users.

B. Change Password

1. To change the password for the user currently logged in, select the drop-down arrow next to the name of the user, which can be found in the general area of the login button.

2. Select **Change Password** from the options. Notice that a module appears with the options to change the password and confirm the change before submitting it.

Change Password Request	
Enter Current Password	<input type="text"/>
Enter New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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B. Change Password (Continued)

3. Notice that the Change Password Request Module populates a suggestion list just as the login form does when logging in after saving the password. Here the user can select their login from the list and proceed to change it.

4. After selecting a username from the list. Notice that the current password is pre-populated in the field for you. Next, type in the new password and the matching password in the confirm password field, then click submit to make the change. If the password does not match or is in not the correct length an alert window is triggered with one or more possible messages.

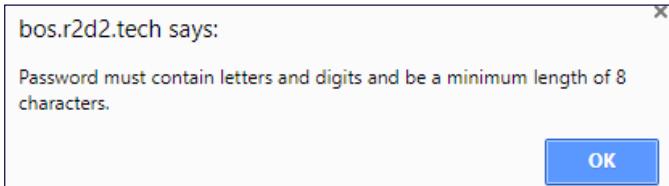
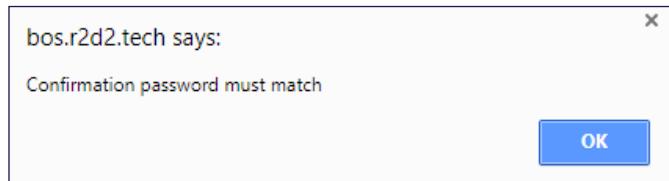
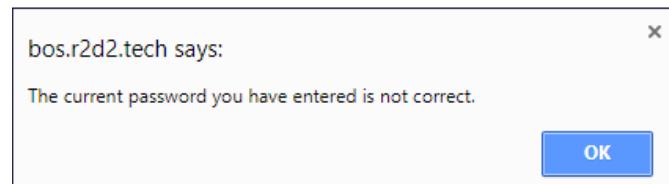
Change Password Request ×

Enter Current Password

Use password for:

rockyroad11
alebeau
bcoop
mikej22
sayh9tnq <http://cpanel.r2d2.tech/>

Submit **Cancel**

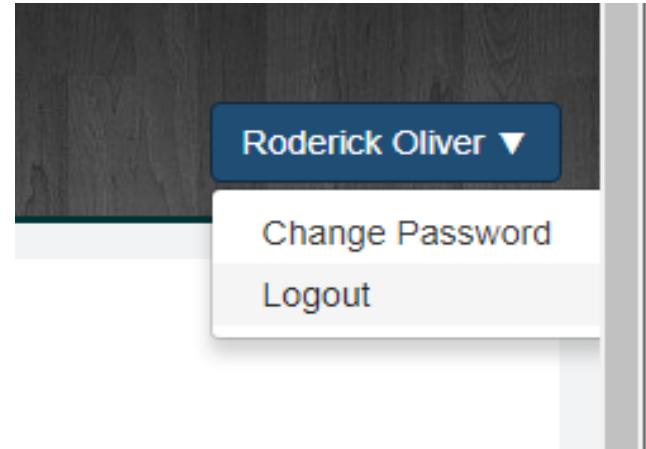


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C. Logging Out

To log out of the application is straightforward. Just select the drop-down arrow next to the name of the currently logged in user and select logout from the displayed options. This should then direct the user back to the login screen, as displayed below.



Bookstore Order System

Powered by R2D2 Technologies

[Home](#)



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IV. ADMINISTRATOR'S PORTAL

The Administrator's portal allows all users that have administrator access the ability to Create New Users, Edit User Accounts, Manage Departments & Roles, and generate a printable report of the current users in the system. Upon successfully logging in, the Administrator's interface should appear with the tabs below.

Administrator Menu

New User Setup Edit User Account User Report Manage Departments Manage Roles

First Name	Last Name
<input type="text" value="John"/>	<input type="text" value="Doe"/>
User Name	Employee ID
<input type="text" value="Username"/>	<input type="text" value="01234567"/>
Email	Phone
<input type="text" value="user@email-address.com"/>	<input type="text" value="555-555-5555"/>
Department	Role
<input type="text" value="Accounting"/>	<input type="text" value="Administrator"/>
Password	
<input type="text" value="Password"/>	
<input type="button" value="Add User"/> <input type="button" value="Generate Password"/>	

Notice that the Administrator Menu in the interface displays the **New User Setup**, **Edit User Account**, **User Report**, **Manage Departments**, and **Manage Roles** tabs.



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A. New User Setup

- Enter the required information in the user setup form for the user you are creating. All fields are required and must be filled before the form can be submitted. User information has been prepopulated in the example to address more important features of the program.

Administrator Menu

New User Setup Edit User Account User Report Manage Departments Manage Roles

First Name

Angelica

Accounting
Art
Biology
Computer Technology
English
History
Information Systems Technology
Mathematics
Psychology
Sociology

Accounting

Last Name

Houston

Employee ID

0078521

Phone

862-455-5598

Role

Administrator

Password

Password

Add User

Generate Password

- After inputting the user's **first name**, **last name**, and **user name**, you will then select a **Department** from the drop-down list, followed by the **Employee ID**, **email address**, and **phone number**. Next, select the user's assigned role from the drop-down list for **Role**.

Administrator Menu

New User Setup Edit User Account User Report Manage Departments Manage Roles

First Name

Angelica

Last Name

Houston

User Name

angel1515

Employee ID

0078521

Email

angelica.houston@spectrum.net

Phone

862-455-5598

Department

History

Role

Administrator

Password

Password

Add User

Generate Password



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A. New User Setup (Continued)

3. Next, create the user password by either typing in a preferred password, or by using the auto generator to create a random password for the user. This option may be preferred for new user setup. The user can change their password upon first login.

Password <input type="text"/> <input type="button" value="Add User"/> <input type="button" value="Generate Password"/>
Password <input type="text" value="R0gu3One!"/> <input type="button" value="Add User"/> <input type="button" value="Generate Password"/>
Password <input type="text" value="6b3d6f204c"/> <input type="button" value="Add User"/> <input type="button" value="Generate Password"/>

4. Once all fields are properly populated with information, click the Add User button to submit the user information to the database. If the user information was successfully submitted alert window is displayed with the following message.

<input type="button" value="Add User"/>
bos.r2d2.tech says: angel1515 has been added successfully <input type="button" value="OK"/>

The user information should now appear in the user search in the interface otherwise alert windows would have appeared in textboxes to address any discrepancies as shown in the example aside.

bos.r2d2.tech says: Notice: Incorrect format for Employee ID. Employee ID must be 8 characters. <input type="button" value="OK"/>

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B. Edit User Account

- Next, select the Edit User Account tab to view all the existing users in the system. Note: the user information displayed is the user's name, role, department, email address, and phone number, but nothing considered 'sensitive'. Each user's login information is only viewable from the database side for added security.

Administrator Menu

New User Setup Edit User Account User Report Manage Departments Manage Roles

Search

Search

Name	Role	Department	Email	Phone	Select
David Slama	Program Director	Sociology (SOC)	dslama725@gmail.com	864-915-0739	<input type="radio"/>
Brian Cooper	Program Director	Biology (BIO)	brian.cooper@mga.net	326-777-6584	<input type="radio"/>
David Slama	Program Director	English (ENG)	slamadp@my.gvitec.edu	864-901-2940	<input type="radio"/>
Pietro Badoglio	Program Director	History (HIS)	maresciallo.badoglio@r2d2.tech	014-118-7109	<input type="radio"/>
Daniel Greer	Program Director	Information Systems Technology (IST)	greerdd@my.gvitec.edu	555-555-5555	<input type="radio"/>
Beau Sanders	Administrator	Staff Member (GTC)	admin@cpt275.beausanders.org	864-250-8314	<input type="radio"/>
David Slama	Administrator	Staff Member (GTC)	dslama127@gmail.com	864-901-2940	<input type="radio"/>
Ray Hill	Administrator	Staff Member (GTC)	hillra@my.gvitec.edu	864-320-9008	<input type="radio"/>
John Anderson	Administrator	Staff Member (GTC)	janderson@wip.r2d2.tech	555-961-9756	<input type="radio"/>
Harry Kim	Administrator	Staff Member (GTC)	hkim@r2d2.tech	123-543-5567	<input type="radio"/>
Roderick Oliver	Administrator	Staff Member (GTC)	rodoliver@gmail.com	214-748-3647	<input type="radio"/>

- Now, the user that was created in the previous screenshot can be located by typing the user's first or last name in the search box and clicking search.

Angelica Houston Lead Instructor History (HIS) angelica.houston@spectrum.net 862-455-5598

- After finding the user you just created, you can then select the radio button to the right of the user account to edit or delete the user. A new search can, instead, be performed by clearing the form with the reset button.

Angelica Houston	Lead Instructor	History (HIS)	angelica.houston@spectrum.net	862-455-5598	<input checked="" type="radio"/>
Erwin Rommel	Lead Instructor	History (HIS)	genmjr.rommel@r2d2.tech	732-144-1511	<input type="radio"/>
Calvin Johnson	Lead Instructor	History (HIS)	calvin.johnson@gvitec.edu	864-255-5555	<input type="radio"/>
Robert Murach	Instructor	Psychology (PSY)	rmurach@my.gvitec.edu	843-558-8876	<input type="radio"/>
Douglas MacArthur	Department Head	History (HIS)	ga.macarthur@r2d2.tech	632-934-5545	<input type="radio"/>
Daniel Greer	Department Head	Computer Technology (CPT)	greerdd@my.gvitec.edu	555-555-5555	<input type="radio"/>

Edit

Delete

Reset

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B. Edit User Account (Continued)

4. After selecting the user from the table, click the edit button to display the Edit User module. Here you will be able to, for example, change the user's name in the event of a user having been created with the wrong name or having their name changed. All other fields are editable with the exception of the Employee ID. This field is a unique identifier and should not be changed.

Edit User

Employee ID	00785216	Username	angel1515
First Name	Angelica	Last Name	Houston
Department	History	Role	Lead Instructor
Phone	862-455-5598	Email	angelica.houston@spectrum.net
Set New Password	New Password	Confirm	Confirm Password
Password is an optional field.			
		Generate Password	Submit
		Close	

Also notice that the Edit User Module contains the same password generator as the New User Setup tab. This allows the administrator to reset the user's password to a temporary password. The two examples following demonstrate how to change a user's password.

Generate Password

Submit

Close



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B. Edit User Account (Continued)

Example 1. Generate New Password

Edit User

Employee ID

00785216

First Name

Angelica

Department

History

Phone

862-455-5598

Set New Password

0806c3781d

Password is an optional field.

Username

angel1515

Last Name

Johnson

Role

Lead Instructor

Email

angelica.houston@spectrum.net

Confirm

0806c3781d

Generate Password

Submit

Close

The Confirm field is automatically populated when the password generator is used. A confirmation alert window is displayed upon a successful password change.

bos.r2d2.tech says:

angel1515 has been updated successfully

OK

In the event confirm password field does not match the requested password, an alert is displayed, as seen aside.

bos.r2d2.tech says:

Confirmation password must match

OK



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B. Edit User Account (Continued)

5. Search for user from the table you are needing to delete.

Example 2. Type in the user to be deleted.

Administrator Menu

Administrator Menu						
New User Setup	Edit User Account	User Report	Manage Departments	Manage Roles		
<input type="text" value="johnson"/>						<input type="button" value="Search"/>
Name	Role	Department	Email	Phone	Select	
David Slama	Program Director	Computer Technology (CPT)	dslam725@gmail.com	864-915-0739	<input type="radio"/>	

Example 3. All users with same last name are populated in the table.

Administrator Menu

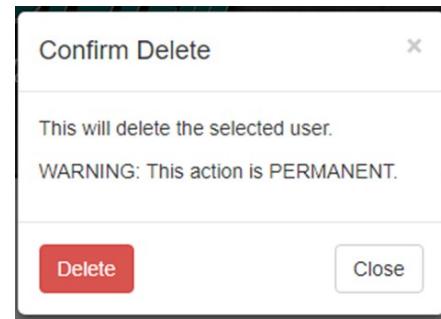
Administrator Menu						
New User Setup	Edit User Account	User Report	Manage Departments	Manage Roles		
<input type="text" value="johnson"/>						<input type="button" value="Search"/>
Name	Role	Department	Email	Phone	Select	
Angelica Johnson	Lead Instructor	History (HIS)	angelica.houston@spectrum.net	862-455-5598	<input type="radio"/>	
Calvin Johnson	Lead Instructor	History (HIS)	calvin.johnson@gvtel.edu	864-255-5555	<input type="radio"/>	
					<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
						<input type="button" value="Reset"/>

Example 4. Narrow your search to just the user you want to remove.

Administrator Menu

Administrator Menu						
New User Setup	Edit User Account	User Report	Manage Departments	Manage Roles		
<input type="text" value="angel"/>						<input type="button" value="Search"/>
Name	Role	Department	Email	Phone	Select	
Angelica Johnson	Lead Instructor	History (HIS)	angelica.houston@spectrum.net	862-455-5598	<input checked="" type="radio"/>	
					<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
						<input type="button" value="Reset"/>

6. After selecting the user from the table, click the delete button and a delete confirmation window will populate to confirm the delete. If you are certain you want to delete the selected user, click delete.



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D. Department Management

- Now, click on the Manage Department tab to view all the departments currently in the system.

Administrator Menu

New User Setup Edit User Account User Report Manage Departments Manage Roles

Code	Name	Description	Select
ACC	Accounting		<input type="radio"/>
ART	Art		<input type="radio"/>
BIO	Biology		<input type="radio"/>
CPT	Computer Technology		<input type="radio"/>
ENG	English		<input type="radio"/>
HIS	History		<input type="radio"/>
IST	Information Systems Technology		<input type="radio"/>
MAT	Mathematics		<input type="radio"/>
PSY	Psychology		<input type="radio"/>
SOC	Sociology		<input type="radio"/>

Add Department

Edit Department

Delete Department

- Scan through the list of department codes and corresponding names to see if the department is currently in the system. If not, click the Add Department button reveal the add module for the departments.

Code	Name
ACC	Accounting
ART	Art
BIO	Biology
CPT	Computer Technology
ENG	English
HIS	History
IST	Information Systems Technology
MAT	Mathematics
PSY	Psychology
SOC	Sociology

1

Add Department

Code	Name
<input type="text"/>	<input type="text"/>
Description	
<input type="text"/>	
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>



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D. Department Management (Continued)

3. Now, that the Add Department module is visible, add in the department code of the department you want to add, followed by the name of the department and a brief description of the department in the applicable fields. Click Add and then Save.

Add Department

Code	Name
<input type="text"/>	<input type="text"/>
Description	
<input type="text"/>	
Add Cancel	

Upon a successful save, an alert window will appear showing the department has been added to the database.

Code	Name
<input type="text" value="LEG"/>	<input type="text" value="Legal"/>
Description	
<input type="text" value="The Legal Department offers a broad spectrum of courses suitable for the student looking for a long fulfilling career in law."/>	
Save Cancel	

bos.r2d2.tech says:
The LEG department has been added

OK



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D. Department Management (Continued)

4. Now, that the Department has been added to the table you can see the department is available in the system to be selected from the list were applicable.

CodeName	Description	Select
ACC Accounting		<input type="radio"/>
ART Art		<input type="radio"/>
BIO Biology		<input type="radio"/>
CPT Computer Technology		<input type="radio"/>
ENG English		<input type="radio"/>
HIS History		<input type="radio"/>
IST Information Systems Technology		<input type="radio"/>
LEG Legal	The Legal Department offers a broad spectrum of courses suitable for the student looking for a long fulfilling career in law.	<input checked="" type="radio"/>
MAT Mathematics		<input type="radio"/>
PSY Psychology		<input type="radio"/>
SOC Sociology		<input type="radio"/>

[Add Department](#) [Edit Department](#) [Delete Department](#)

5. Next, when editing departments you will follow the same steps as adding a department. Instead of the Add module being displayed, an Edit module, with the department information prepopulated, is displayed and here is where the user can edit the department information.

Edit Department

Code **Name**

LEG

Legal

Description

The Legal Department offers a broad spectrum of courses suitable for the student looking for a long fulfilling career in law.

Save

Cancel

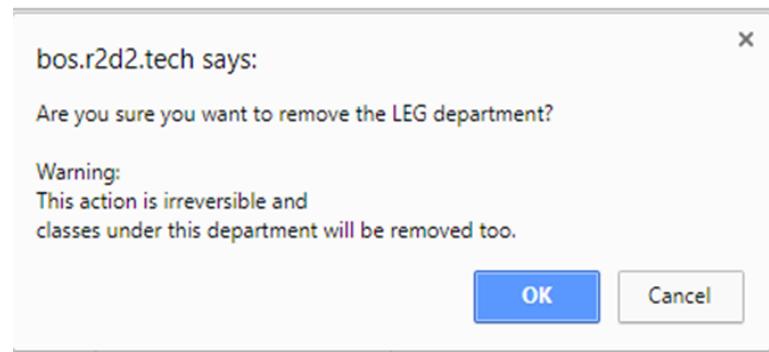


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D. Department Management (Continued)

6. Lastly, to delete a department, select the department from the list and click the Delete button. After clicking the delete button, a confirmation window will display asking if you would like to delete the department from the database.



After confirming the deletion, the department should no longer appear in the list.

Code	Name	Description	Select
ACC	Accounting		<input type="radio"/>
ART	Art		<input type="radio"/>
BIO	Biology		<input type="radio"/>
CPT	Computer Technology		<input type="radio"/>
ENG	English		<input type="radio"/>
HIS	History		<input type="radio"/>
IST	Information Systems Technology		<input type="radio"/>
MAT	Mathematics		<input type="radio"/>
PSY	Psychology		<input type="radio"/>
SOC	Sociology		<input type="radio"/>

[Add Department](#) [Edit Department](#) [Delete Department](#)

E. Role Management

- This section is, by design, very similar to the Department Management options. Due to the similarity, I have chosen to only add screen shots to the documentation with little corresponding text.

Administrator Menu

New User Setup Edit User Account User Report Manage Departments **Manage Roles**

Role ID	Role Name	Role Description	Select
03cba26f	Administrator	Creates new users and manages existing ones	<input type="radio"/>
0cd2c219	Bookstore Staff		<input type="radio"/>
e8c573c6	Department Head		<input type="radio"/>
b124ca5e	Instructor	Teaches Classes	<input type="radio"/>
a2bce833	Lead Instructor	Able to Search and Order Books	<input type="radio"/>
012b945c	Program Director		<input type="radio"/>

[Add Role](#) [Edit Role](#) [Delete Role](#)



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E. Role Management (Continued)

2. Click Add to add a new role to the database. A module will appear to add the role. This module uses the same format as the Department Management option.

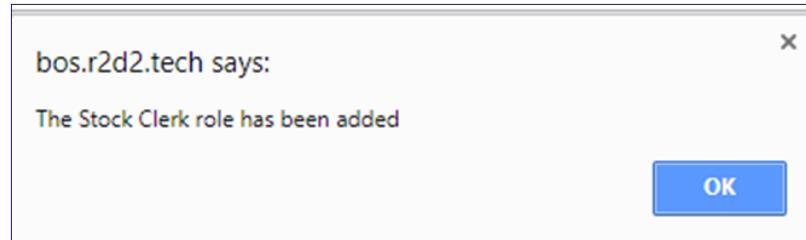
Add Role

Code	Name
c2fss245	Stock Clerk

Description

The stock clerk position maintains the bookstore warehouse and replenishes bookshelves with received inventory.

After adding the role you will receive an alert when the role has been added successfully. The role should then appear in the list.



3. To Delete the role you will follow the same steps as deleting a department.

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V. INSTRUCTOR'S PORTAL

The Instructor's portal allows for Lead Instructors to create textbook orders, view the orders after they have submitted them, and all previous orders. The Instructor's Portal also allows the Lead Instructors to receive updates on an order's status via attached comments after an order has been placed, processed, or rejected. In order to demonstrate the functionality of this portal we will start with the Create Orders Tab seen in the second screen shot.

BOOKSTORE ORDER SYSTEM

Powered by R2D2 Technologies

Adam Lebeau ▾

ENG Department - Lead Instructor

My Submitted Orders View Previous Orders Create Orders

Order Status

There are no orders to display.

ENG Department - Lead Instructor

My Submitted Orders View Previous Orders Create Orders

Create Orders

ISBN:	9781457608025	Course Start Date:	mm / dd / YYYY
Title:	Bedford Handbook	Campus:	Barton
Author:	Diana Hacker, Nancy Sommers	Department:	English
Edition:	9	Instructor:	David Slama
Publisher:	Bedford/St Martin's	Course Code:	275
Publication Date:	2017-10-20	Quantity:	25
Thumbnail:	Thumbnail link		

Order



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A. Create Orders

- When creating an order for a textbook in the B.O.S., you will need to first find the ISBN (*International Standard Book Number*) of the textbook you are wanting to order. After you have the ISBN, you place the number in the applicable field in the order form.

ISBN:

9781323144183

Title:

- After inserting the ISBN in the required field, the remainder of the book information will, in the majority of cases, be auto-populated via an API. Look over the information to verify it matches correctly and continue to completing the remaining portion of the order form.

Create Orders

ISBN: Data retrieved from Google Books API

9781323144183

Title:

Introduction to Computers and Information Technology

Author:

National

Edition:

1

Publisher:

Prentice Hall

Publication Date:

2015-06-01

Thumbnail:

<http://books.google.com/books/content?id=PaqNjgEACAAJ&printsec=frontco>



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A. Create Orders (Continued)

3. Next, when filling out the second half of the order form, select the date in which the course using the book will start. Notice that the current date is pre-selected. After choosing your date, the date should be displayed as follows.

Course Start Date:

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Please fill out this field.

4. After choosing your date, select the campus the course will be held on, and thus where the books will ship to, and continue on to the next field in the form.

Course Start Date:

Campus:

Campus:

- Brashier
- Barton
- Brashier**
- Benson
- Northwest

5. Next, select the department of the requesting course. If the department you need does not appear, reach out to the administrator to have them add the department to the list.

Department:

- English
- Accounting
- Art
- Biology
- Computer Technology
- English
- History
- Information Systems Technology**
- Mathematics
- Psychology
- Sociology



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A. Create Orders (Continued)

3. Next, select the instructor's name from the drop-down list for whom the order is for. Notice that all Instructor's are populated in this list. This will allow for Lead Instructor's to place orders on behalf of other instructors. But, if your name does not appear in the list, you will need to reach out to the administrator to have them change the department you are associated with.

Instructor:

David Slama	▼
David Slama	
Adam Lebeau	

4. Next, enter the Course Code in the following format, for example CPT 185 -201, and then choose your quantity and click Order to submit the order. Upon a successful submission, you should receive an alert that the order has submitted successfully.

Create Orders

ISBN: Data retrieved from Google Books API

9781323144183	Course Start Date:
Title:	11 / 26 / 2017
Author:	Campus:
National	Barton
Edition:	
2	
Publisher:	
Prentice Hall	
Publication Date:	
2015-06-01	
Thumbnail:	
http://books.google.com/books/content?id=PaqNjgEACAAJ&printsec=frontco	30

order processed successfully

OK

Order

5. After submitting the order, a notification is sent to both the Department Head and the Program Director that a textbook order is pending. Lead instructor's can now view their submitted under the My Submitted Orders tab as shown on the next page.



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B. Submitted Orders

The My Submitted Orders Tab displays all orders the Lead Instructor has recently submitted.

ENG Department - Lead Instructor

[My Submitted Orders](#) [View Previous Orders](#) [Create Orders](#)

Order Status

	Order ID c12103ce ISBN 9781323144183 Title Introduction to Computers and Information Technology Department Computer Technology Course CPT-CPT Instructor Adam Lebeau Quantity 30 Status Submitted	Cancel Order
Comments (0)		

Here the instructors can choose to cancel the order and view comments and status updates made by the Department Head, the Program Director, or the Bookstore Staff. Notice that after the order is placed by the director, processed and ordered by the Bookstore staff, the order shows in-transit. Prior to the screen shot below, the order would have shown ‘placed’.

Order Status

	Order ID c12103ce ISBN 9781323144183 Title Introduction to Computers and Information Technology Department Computer Technology Course CPT-CPT Instructor Adam Lebeau Quantity 30 Status In-Transit	Cancel Order
Comments (0)		

Though there are no comments for this order, comments can be added by either the creator of the order or by the Program Director, the Department Head or the Bookstore staff. Comments can be added to the order by following the next few steps in the user guide.



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B. Submitted Orders (Continued)

- Click on the comment icon found in the lower right corner of the order.

Order Status

	Order ID 378d6ca2 ISBN 9780133943023 Title Concepts of Programming Languages Department Computer Technology Course CPT-196 Instructor Roderick Oliver Quantity 15 Status Submitted	Cancel Order Comments (1)
--	---	---

Notice that the order currently has a message waiting. If there were 0 messages, clicking on the message button would populate an Add Comment window followed by a text input box, like the one aside, when you click Add Comment.

[Add Comment](#)

[Close](#)

Please enter your comment below:

[OK](#) [Cancel](#)

- Due to the order already having a comment, we will move to displaying the current comment and adding a new comment. First, click on the comment button to display the current comment as seen below. To add a comment click the Add Comment button to display the input box, as displayed in the aside in the previous notice.

Order 378d6ca2 Comments

User	Comment	Date
Roderick Oliver	Books are currently on back order and may not be available for the first day of class. The seller has guaranteed orders to be in by the beginning of the following week.	2017-11-26 16:01:22

[Add Comment](#)

[Close](#)

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C. Previous Orders

The View Previous Orders tab allows for the user to see all orders created and submitted by the user. This tab also allows for the user to create new orders from past orders, and to delete current orders.

CPT Department - Lead Instructor

[My Submitted Orders](#)
[View Previous Orders](#)
[Create Orders](#)

Previous Orders



Order ID	c12103ce	Reorder
ISBN	9781323144183	Delete Order
Title	Introduction to Computers and Information Technology	
Quantity	30	
Course	CPT-185	
Instructor	Adam Lebeau ~ adam.lebeau@gvitec.edu ~ 864-225-9865	
Approved By	Brian Cooper ~ brian.cooper@mga.net ~ 326-777-6584	
Placed By	Brian Cooper ~ brian.cooper@mga.net ~ 326-777-6584	
Processed By	Jonathan Barrett ~ jonathan.barrett@outlook.com ~ 256-378-1005	Comments (0)

To create a new order from a past order, click the Reorder button found in the upper right corner of the order. This will repopulate the Create Orders form automatically for the order to be submitted as a new order with a new order number.

Create Orders

ISBN:

Course Start Date:

Title:

Campus:

Author:

Department:

Edition:

Instructor:

Publisher:

Course Code:

Publication Date:

Quantity:

Thumbnail:



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VI. DEPARTMENT HEAD PORTAL

The Department Head Portal serves the same purpose as the Lead Instructor's portal but with a few more functioning tabs to allow the user to see all orders submitted by all Lead Instructors, as well as any orders they've created. This portal contains the My Submitted Orders, View Previous Orders, and Create Orders tabs as displayed earlier in the user guide. The new tabs to be demonstrated in the section of the guide will consist of the Recently Approved Orders, Orders Pending Approval, and the Manage Classes tabs.

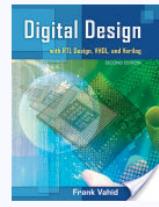
BIO Department - Program Director

[My Submitted Orders](#) [Recently Approved Orders](#) [Orders Pending Approval](#) [View Previous Orders](#) [Create Orders](#) [Manage Classes](#)

Order Status

	Order ID a65372b3 ISBN 9781133103721 Title Modern Physics for Scientists and Engineers Department Biology Course BIO-301 Instructor Calvin Johnson Quantity 20 Status Placed	Cancel Order
Comments (0)		

Below is an order created by a lead instructor that needs to be approved by the Department Head for processing. The order is visible in the My Submitted Orders tab for the Lead Instructor and reset in the Pending Approval section of the Department Head's interface. As seen in the screenshot on the following page.



	Order ID 51af4643 ISBN 9780470531082 Title Digital Design with RTL Design, Verilog and VHDL Department Computer Technology Course CPT-395 Instructor Adam Lebeau Quantity 20 Status Submitted	Cancel Order
Comments (0)		



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A. Pending Approval

From the Orders Pending Approval tab, orders can be approved for placement or denied by the Department Head. Notice that the order has all the pertinent information pertaining to the order, including the instructor of the class being taught and the creator of the order, who is identified by the Requested By.

1. Click the Approve Order button and the order will advance to the Recently Approved tab. From this tab, the user is able to see all orders pending their approval.

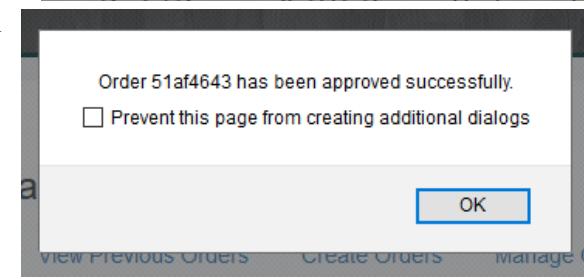
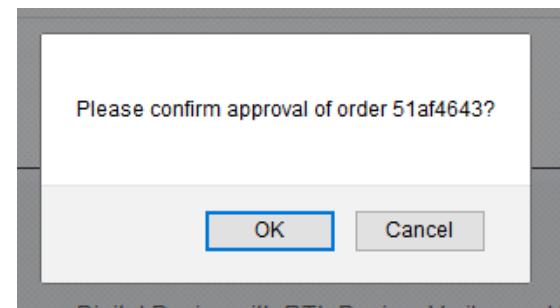
CPT Department - Department Head

[My Submitted Orders](#) [Orders Pending Approval](#) [View Previous Orders](#) [Create Orders](#) [Manage Classes](#)

Orders Pending Approval

	Order ID 51af4643 ISBN 9780470531082 Title Digital Design with RTL Design, Verilog and VHDL Department Computer Technology Course CPT-395 Instructor Adam Lebeau Quantity 20 Requested By Adam Lebeau	Approve Order Deny Order
Comments (0)		

2. When the Approve Order button is clicked, a confirmation will appear. At this time you can choose to approve the order, which will then be sent to the Program Director who will place the order so that it can be sent to the Bookstore for processing, or you can cancel for later. After clicking OK, an alert box displaying the success of the order approval and the order is then removed from the Orders Pending Approval tab.



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A. Pending Approval (Continued)

The screenshot below shows the Orders Pending Approval tab with no pending orders after approving the example order. The order or orders should now be visible in the Program Director's interface awaiting placement. We will view that process later in the user guide.

CPT Department - Department Head

[My Submitted Orders](#) [Orders Pending Approval](#) [View Previous Orders](#) [Create Orders](#) [Manage Classes](#)

Orders Pending Approval

There are currently no orders pending.

B. Class Management

The Manage Classes tab allows for the user to add and remove classes to the database. The access is limited to only the Program Director and the Department Head. The Add, Edit, Remove, and Reset buttons, perform in the same manner as the buttons found in the administrator's portal. Due to the functional similarity of these buttons, I will briefly expound upon them.

CPT Department - Department Head

[My Submitted Orders](#) [Orders Pending Approval](#) [View Previous Orders](#) [Create Orders](#) [Manage Classes](#)

Search

Search

Manage Classes

Class	Instructor	Campus	Start Date	Select
2017SP-CPT-283	Daniel Greer	Barton	2017-01-07	<input type="radio"/>
2017FA-CPT-176	Adam Lebeau	Northwest	2017-11-26	<input type="radio"/>
2017FA-CPT-185	Adam Lebeau	Brashier	2017-11-26	<input type="radio"/>
2017FA-CPT-196	Roderick Oliver	Benson	2017-11-26	<input type="radio"/>
2017FA-CPT-395	Adam Lebeau	Benson	2017-11-26	<input type="radio"/>
2018SP-CPT-264	David Slama	Benson	2018-01-22	<input type="radio"/>
2018FA-CPT-256	Daniel Greer	Northwest	2018-08-20	<input type="radio"/>
2018FA-CPT-264	Daniel Greer	Barton	2018-09-17	<input type="radio"/>

Add Class

Edit Class

Remove Class

Reset



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B. Class Management (Continued)

- To add a new class for a particular semester, click the Add Class button to bring up the Add Class module.

Add Class

Class Number:	Course Start Date:
<input type="text"/>	<input type="text"/> mm / dd / yyyy
Campus:	Instructor:
<input type="button"/>	<input type="button"/>
Add Cancel	

- In the form type in the Class Number/Course Course Code in the following format: 101. if the class being created is for the 2018 Spring semester Legal 101 class, it will be automatically added to the system in the following format based on the date chosen for the class to begin, 2018SP-LEG-101, the department the user is currently assigned to.

- After adding the Class number, select the date the class will begin, the campus to assign the class to and the instructor that will be teaching the class. You may have to do this for classes that are offered on multiple campuses.



Course Start Date:

mm / dd / yyyy

Course Start Date:

01 / 08 / 2018

Instructor:

Adam Lebeau

Adam Lebeau

Roderick Oliver

Daniel Greer

The 2018SP-CPT-101 class has been added

OK

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B. Class Management (Continued)

4. The Edit Class and the Delete Class modules are identical to the Add Class module and therefore will not require much explanation. Screenshots will be included for reference. First, select a class from the list and click the Edit Class button to populate the Module.

Edit Class

Class Number:	Course Start Date:
101	01 / 08 / 2018 <input type="button" value="X"/>
Campus:	Instructor:
Benson	Roderick Oliver <input type="button" value="▼"/>

Save **Cancel**

5. After selecting the class to edit, notice that the only editable part of the Class is the Campus and the Instructor. Here you can make any changes necessary to the two fields and click Save to save the changes.

<input type="text" value="01 / 08 / 2018"/>	<input type="button" value="X"/>
Instructor:	<input type="text" value="Adam Lebeau"/> <input type="button" value="▼"/>
<input type="button" value="Save"/>	

6. After saving an Edit or performing a Removal, the Class list automatically refreshes and all changes are immediately seen on screen.



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VII. PROGRAM DIRECTOR'S PORTAL

The Program Director's Portal is nearly identical to the Department Head's portal with the exception of the Recently Approved Orders. Due to the other tabs being identical to the Lead Instructor's and Department Head's the only tab that will be concentrated on will be the Recently Approved Orders, mentioned earlier in the user guide.

1. The screenshot below displays the order as it was created by the instructor.

	Order ID ac4d4ddb ISBN 9781285845500 Title Enhanced Discovering Computers Department Computer Technology Course CPT-335 Instructor Adam Lebeau Quantity 15 Status Submitted	Cancel Order
		Comments (0)

2. The order is then populated in the Department Heads interface for approval as seen below.

CPT Department - Department Head

[My Submitted Orders](#) [Orders Pending Approval](#) [View Previous Orders](#) [Create Orders](#) [Manage Classes](#)

Orders Pending Approval

	Order ID ac4d4ddb ISBN 9781285845500 Title Enhanced Discovering Computers Department Computer Technology Course CPT-335 Instructor Adam Lebeau Quantity 15 Requested By Adam Lebeau	Approve Order
		Comments (0)

3. After the order is Approved by the Department Head the order then is sent to the Program Director to place the order as seen in the next screenshot on the following page.



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A. Recently Approved Orders (Continued)

After the order is approved, the order is then placed in the Program Director's Recently Approved Orders to be placed as seen in the second screenshot below. Once the order is placed the order is then sent over to the Bookstore for processing. The Bookstore interface will be addressed in the next demonstration in the user guide.

Please confirm approval of order ac4d4ddb?

OK

Cancel

Enhanced Discovering Computers

	Order ID ac4d4ddb ISBN 9781285845500 Title Enhanced Discovering Computers Department Computer Technology Course CPT-335 Instructor Adam Lebeau Quantity 15 Approved By Roderick Oliver	Place Order Cancel Order Comments (0)
--	---	--

15

Are you sure you want to place this order?
OrderId: ac4d4ddb

OK

Cancel

15

Order ac4d4ddb has been placed successfully.
 Prevent this page from creating additional dialogs

OK

378d6ca2	2017-11-26	9780133943023	Concepts of Programming Languages	Addison-Wesley	15	Adam Lebeau	Process	Comments 1
51af4643	2017-11-26	9780470531082	Digital Design with RTL Design, Verilog and VHDL	John Wiley & Sons	20	Adam Lebeau	Process	Comments 0
654996e9	2017-11-26	9781285845500	Enhanced Discovering Computers	Cengage Learning	15	Adam Lebeau	Process	Comments 0
ac4d4ddb	2017-11-26	9781285845500	Enhanced Discovering Computers	Cengage Learning	15	Adam Lebeau	Process	Comments 0

The last order in the list is a view from the Bookstore interface to show the order in queue for processing.



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VIII. BOOKSTORE STAFF'S PORTAL

The Bookstore Staff's Portal is a way for bookstore staff to process, track and update, textbook orders submitted by Lead Instructors, Program Directors, and the Department Head.

A. Submitted Orders

The first tab of the Bookstore Staff Portal is the submitted orders tabs. This tabs displays all of the orders placed by the Program Director's.

Bookstore Staff Menu

Control Panel

Control Panel								
Submitted Orders		Update Orders		Past Orders				
Order ID	Order Date	ISBN	Title	Publisher	Quantity	Requested By	Action	
187e2a35	2017-11-16	9781305494602	Systems Analysis and Design	Cengage Learning	40	Daniel Greer	Process	Comments 0
1b8a1ea2	2017-11-26	9780321512949	Introduction to Computer Security	Addison-Wesley	25	Adam Lebeau	Process	Comments 0
306b8e24	2017-11-20	9781118102282	Beginning Microsoft SQL Server 2012 Programming	John Wiley & Sons	30	David Slama	Process	Comments 2
36569f2e	2017-11-16	9781890774790	Murach's PHP and MySQL	Mike Murach & Associates	40	Daniel Greer	Process	Comments 0
378d6ca2	2017-11-26	9780133943023	Concepts of Programming Languages	Addison-Wesley	15	Adam Lebeau	Process	Comments 1
51af4643	2017-11-26	9780470531082	Digital Design with RTL Design, Verilog and VHDL	John Wiley & Sons	20	Adam Lebeau	Process	Comments 0
654996e9	2017-11-26	9781285845500	Enhanced Discovering Computers	Cengage Learning	15	Adam Lebeau	Process	Comments 0
ac4d4ddb	2017-11-26	9781285845500	Enhanced Discovering Computers	Cengage Learning	15	Adam Lebeau	Process	Comments 0

- To process an order, click the process button underneath the word action. This should then populate the module to choose a seller to purchase the textbooks from. If the preferred seller is not in the list, click the “Click Here” to the left following the “Can’t find your desired Seller?” statement.

Process Order

Order ID	Seller ID
1b8a1ea2	Houghton Mifflin Harcourt

Can't find your desired Seller? [Click Here](#).

↑

Programming

17.11.16 0701800774700 - Murach's PHP and MySQL

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A. Submitted Orders (Continued)

2. If the seller is chosen from the list and the order is processed, the order then moves from the Submitted Orders list to the Update Orders list as seen below. But before we proceed with the Update Orders tab, we will demonstrate how to add a new Seller to the list.

Submitted Orders Update Orders Past Orders

Order ID	Order Date	ISBN	Title	Publisher	Quantity	Requested By	Action	
1b8a1ea2	2017-11-26	9780321512949	Introduction to Computer Security	Addison-Wesley	25	Adam Lebeau	Update	Comments 0
a65372b3	2017-11-22	9781133103721	Modern Physics for Scientists and Engineers	Cengage Learning	20	Brian Cooper	Update	Comments 0

3. If you've noticed, the first order in the list is the order which was processed in previous step of the user guide. But, before discussing how updating orders works, we will add a Seller to the list to add to an order.
4. To add a seller, choose an order from the submitted orders list and click process to access the "Click Here" statement on the Seller module as seen below.

Process Order

Order ID 1b8a1ea2	Seller ID Houghton Mifflin Harcourt
Can't find your desired Seller? Click Here.	
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Programming MySQL MySQL PL/SQL and MySQL </div>	

5. When the "Click Here" statement is clicked, the Process Order module expands and exposes the form to add a new Seller to the list of preferred Sellers. The expanded module can be seen on the next page.

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A. Submitted Orders (Continued)

The screenshot below is a example of the Seller input form.

Process Order

Order ID	Seller ID	
ac4d4ddb	--Select--	
Can't find your desired Seller? Click Here.		
New Seller ID		
ABBREV00		
Seller Name		
Name		
Address		
Address Lines 1 and 2		
City	State	ZIP
City	AL	12345
Website		
www.example.com		
Note: While ID is the only required attribute, please include at least a name.		
		Submit
		Close

6. When adding the new Seller, you will need to create a unique seller ID. The preferred seller will be determined by the Department Head, in conjunction with the Program Director and the Lead Instructors.

Below are the current sellers which the bookstore can choose from. On the next page the order form shows the form populated with

the preferred seller. Click Submit and the new seller should appear in the list.

--Select--

-Select-

- Ebay
- Barnes & Nobles
- Houghton Mifflin Harcourt
- HarperCollins Publishers
- Interlink Publishing
- Pearson Education



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A. Submitted Orders (Continued)

7. After submitting the Process Order form, the page will reload and the module will disappear. Click on process next to the order once again and expand the drop-down list for the seller information. Here you will find that new the seller is now in the list.

Process Order

Order ID	Seller ID	
ac4d4ddb	--Select--	
Can't find your desired Seller? Click Here.		
New Seller ID		
VAZ01369		
Seller Name		
Valore Books		
Address		
268 Summer Street, 5th floor		
City	State	ZIP
Boston	MA	02210
Website		
http://www.valore.com		
Note: While ID is the only required attribute, please include at least a name.		
		Submit
		Close

8. Select the new Seller from the drop-down list and press Submit.

Process Order

Order ID	Seller ID						
654996e9	--Select--						
Can't find your desired Seller? Click Here.							
<table border="1"> <tr> <td>17-11-20</td> <td>9781118102282</td> <td>Beginning Microsoft SQL Server 2012 Programming</td> </tr> <tr> <td>Mike Murach & Associates</td> <td>Mike Murach & Associates</td> <td>Mike Murach & Associates</td> </tr> </table>		17-11-20	9781118102282	Beginning Microsoft SQL Server 2012 Programming	Mike Murach & Associates	Mike Murach & Associates	Mike Murach & Associates
17-11-20	9781118102282	Beginning Microsoft SQL Server 2012 Programming					
Mike Murach & Associates	Mike Murach & Associates	Mike Murach & Associates					

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B. Update Orders

The Update Orders tab allows for the Bookstore Staff to add tracking information, add status updates, and comments to orders submitted.

The orders are only visible on this tab if the order has been processed in the Submitted Orders tab.

Bookstore Staff Menu

Control Panel

[Submitted Orders](#) [Update Orders](#) [Past Orders](#)

Order ID	Order Date	ISBN	Title	Publisher	Quantity	Requested By	Action	
1b8a1ea2	2017-11-26	9780321512949	Introduction to Computer Security	Addison-Wesley	25	Adam Lebeau	Update	Comments 0
654996e9	2017-11-26	9781285845500	Enhanced Discovering Computers	Cengage Learning	15	Adam Lebeau	Update	Comments 0
ac4d4ddb	2017-11-26	9781285845500	Enhanced Discovering Computers	Cengage Learning	15	Adam Lebeau	Update	Comments 0
a65372b3	2017-11-22	9781133103721	Modern Physics for Scientists and Engineers	Cengage Learning	20	Brian Cooper	Update	Comments 0
13baffd3	2017-11-26	9780321775658	Campbell Biology	Benjamin-Cummings Publishing Company	30	James Porter	Update	Comments 1

- To update an order, click the Update button to display the Update Order form.

Update Order

Order ID	1b8a1ea2
Seller	Houghton Mifflin Harcourt
Order Status	Placed
Tracking Number	<input type="text" value="012-3456789-0123456"/>
Received?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Submit Close	

- Once the module is displayed, you can add the tracking number of the preferred courier services, FedEx, USPS, UPS, Spee-Dee, etc., in the Tracking Number field. For all packages that are being shipped to the bookstore and not yet received, you will select the “No” radio button. This will update the order and send a notification to the submitter of the order. Click Submit and the order is updated . (next page).....



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B. Update Orders (Continued)

All orders with a Received radio button selected “Yes”, will perform in the same manner as if selected “No”, but will be removed from the list of orders to be updated and will fall under the Past Orders tab.

Update Order

Order ID	1b8a1ea2
Seller	Houghton Mifflin Harcourt
Order Status	Placed
Tracking Number	1Z06E25A6840121164
Received?	<input checked="" type="radio"/> Yes <input type="radio"/> No

[Submit](#)
[Close](#)

Order ID	Order Date	ISBN	Title	Publisher	Quantity	Requested By	Action	
1b8a1ea2	2017-11-26	9780321512949	Introduction to Computer Security	Addison-Wesley	25	Adam Lebeau	Update	Comments 0

Notice in the screenshot below that order 1b8a1ea2 has now been removed from the list of orders to be updated.

Bookstore Staff Menu

Control Panel

[Submitted Orders](#)
Update Orders
[Past Orders](#)

Order ID	Order Date	ISBN	Title	Publisher	Quantity	Requested By	Action	
654996e9	2017-11-26	9781285845500	Enhanced Discovering Computers	Cengage Learning	15	Adam Lebeau	Update	Comments 0
ac4d4ddb	2017-11-26	9781285845500	Enhanced Discovering Computers	Cengage Learning	15	Adam Lebeau	Update	Comments 0
a65372b3	2017-11-22	9781133103721	Modern Physics for Scientists and Engineers	Cengage Learning	20	Brian Cooper	Update	Comments 0
13baffd3	2017-11-26	9780321775658	Campbell Biology	Benjamin-Cummings Publishing Company	30	James Porter	Update	Comments 1
1e341066	2017-11-26	9780321929150	Microbiology	Benjamin-Cummings Publishing Company	25	James Porter	Update	Comments 0
78cc411c	2017-11-08	9780321908441	Chemistry	Prentice Hall	30	Calvin Johnson	Update	Comments 1



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B. Update Orders (Continued)

After the orders are received they are removed from the Update Orders tab and are added to Past Orders and the orders are stamped with the status and can be viewed by the user as seen below.

1. Past Orders View of order **1b8a1ea2**

Control Panel

Submitted Orders	Update Orders	Past Orders					
Search							
Order ID	Order Date	ISBN	Title	Department	Course	Requested By	Quantity
1b8a1ea2	2017-11-26	9780321512949	Introduction to Computer Security	Computer Technology	CPT-176	Adam Lebeau	25
2dfc8622	2017-11-13	9781566564732	Haile Selassie's War	History	HIS-104	Pietro Badoglio	20

2. Order **1b8a1ea2** now is populated in the ordering instructor's Previous Orders tab with the information of who approved the order, who placed it, and which bookstore employee processed the order. At this time the order is complete. At this point, the user can choose to reorder any textbooks they've previously ordered.

Previous Orders

	Order ID 1b8a1ea2 ISBN 9780321512949 Title Introduction to Computer Security Quantity 25 Course CPT-176 Instructor Adam Lebeau ~ adam.lebeau@gvitec.edu ~ 864-225-9865 Approved By Roderick Oliver ~ oliverri@r2d2.tech ~ 865-665-5555 Placed By Brian Cooper ~ brian.cooper@mga.net ~ 326-777-6584 Processed By Jonathan Barrett ~ jonathan.barrett@outlook.com ~ 256-378-1005	Reorder Delete Order
--	--	--

3. For all order status updates the status update appear at the bottom of the order just below the quantity, as seen in the example.

	Order ID 654996e9 ISBN 9781285845500 Title Enhanced Discovering Computers Department Computer Technology Course CPT-335 Instructor Adam Lebeau Quantity 15 Status In-Transit
--	---

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C. Comments

For a full explanation of how the comments feature work in the Bookstore Staff Portal, please see the **Submitted Orders (Continued)** section of the Instructor's Portal on page 31. This section explains how the comments function works in the application in detail. For all other functionality references, please see the user guide's *Table of Contents*. But to ensure there is clarity on how the comments function works I have included picture references of the process.

- A) Click Comment Button.

Action	
Update	
Comments 0	



- B) Click Add Comments inside the Comment module.

Order 654996e9 Comments

There are no comments to display.

Add Comment Close



- C) Type your comment within the textbox displayed with your preferred comment and click Ok.

Please enter your comment below:

Order is scheduled to be shipped

OK Cancel

- D) Your comment should now show added. Click Close and the comment should now be shown as a number reference to the amount of comments added to the order as seen next.

Order 654996e9 Comments

User	Comment	Date
Jonathan Barrett	Order is scheduled to be shipped	2017-11-27 19:43:00

Add Comment Close

- E) The order comment is now visible from the Update Orders tab and in every portal the order is available for view.

Requested By	Action	
Adam Lebeau	Update	
		Comments 1



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D. Past Orders

The Past Orders tab allows user to search for any orders approved and processed through the bookstore. Because the textbooks are managed by the Department Head and the Program Director, there is no need for textbook deletion to be permitted at this time. The option to do so may be added in future application versions.

Bookstore Staff Menu

Control Panel

[Submitted Orders](#) [Update Orders](#) [Past Orders](#)

Search

Search

Order ID	Order Date	ISBN	Title	Department	Course	Requested By	Quantity
1b8a1ea2	2017-11-26	9780321512949	Introduction to Computer Security	Computer Technology	CPT-176	Adam Lebeau	25
2dfc8622	2017-11-13	9781566564732	Haile Selassie's War	History	HIS-104	Pietro Badoglio	20
40a279bc	2017-11-08	9780134093413	Campbell Biology	Biology	BIO-101	Calvin Johnson	20
488860e9	2017-11-24	9780134206318	Sociology	Sociology	SOC-265	David Slama	64
529fc3ff	2017-11-08	9780547491126	World History	History	HIS-160	Brian Cooper	35
5d72e87d	2017-11-13	9780688053390	The House of Medici	History	HIS-101	Pietro Badoglio	30
965a3900	2017-11-09	9780205873487	Art History	Art	ART-185	Brian Cooper	35
ac4d4ddb	2017-11-26	9781285845500	Enhanced Discovering Computers	Computer Technology	CPT-335	Adam Lebeau	15
c12103ce	2017-11-26	9781323144183	Introduction to Computers and Information Technology	Computer Technology	CPT-185	Adam Lebeau	30
f1900465	2017-11-09	9780078035623	College Algebra & Trigonometry	Mathematics	MAT-325	Brian Cooper	20

Reset

1. The Search feature is intuitive and therefore doesn't need much explanation. To look for a particular order that has been approved and processed, you can search by any of the fields in the table. Such as, the order number, the date order submitted, the textbook title, ISBN, etc.

9780321512949

Search

Order ID	Order Date	ISBN	Title	Department	Course	Requested By	Quantity
1b8a1ea2	2017-11-26	9780321512949	Introduction to Computer Security	Computer Technology	CPT-176	Adam Lebeau	25

Reset

2dfc8622

Search

Order ID	Order Date	ISBN	Title	Department	Course	Requested By	Quantity
2dfc8622	2017-11-13	9781566564732	Haile Selassie's War	History	HIS-104	Pietro Badoglio	20

Reset

2. To reset the list back its original view you can just click the Reset Button in the lower right corner of the list. Though the Past Order tabs concludes the demonstration of how the Bookstore Order System, other enhancements will be added in later version of the application.

*** Note: For reference, see the Table of Contents for all functions described in this document ***



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