User

Manual

Enhanced Faculty Loading System

1.0   GENERAL INFORMATION

General information section explain in general terms the system and the purpose for which is intended.

1.2   System Overview

Enhanced Faculty Loading System is a web application which handles the loading process of faculty members and their subjects to teach for a particular term. This application can be run on any web browser.

1.2   Organization of the Manual

The user's manual consists of five sections: General Information, System Summary, Getting Started, and Using The System.

General Information section explains in general terms the system and the purpose for which it is intended.

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, and user access level.

Getting Started section explains how to register and login to the system. The section presents system menu briefly.

Using The System section provides a detailed description of system functions.

2.0   SYSTEM SUMMARY

This section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, and user access levels.

2.1   System Configuration

Enhanced Faculty Loading System operates on desktop and laptop devices with Windows or Mac OS. The application requires connection to Internet in order to retrieve, manipulate, save (admin only), and view (admin and normal users) data from database. Data saved in database can be seen using any major Internet browser. After registration,

Enhanced Faculty Loading System can be used immediately without any further configuration.

2.2 User Access Levels

Everyone can use application. Normal users are able view data from database, and admin can retrieve, manipulate, save, and view data from database.

3.0   GETTING STARTED

This section explains how to register and login to the system. The section presents system menu briefly.

3.1   Registration and Logging In

One requirement before registration is the person must be a faculty member. Registration is handled by the developer, and so must be approached. To log in, the user must enter his/her username and password.

3.2   System Menu

Enhanced Faculty Loading System is a web application, consisting of a navigation bar (Figure 1). First option redirects to the home page. Second option redirects to two (2) different pages depending on the type of user currently logged in. Third option shows the user's profile. Fourth option displays the help page. Last option logs out the user.
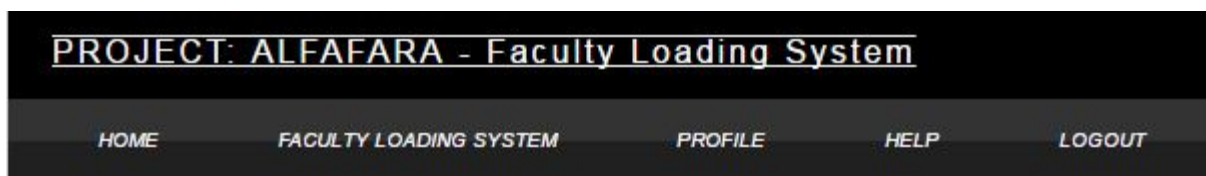

Figure 1. Navigation Bar

3.2.1 Sample Page

The following are the different pages depending on the type of user currently logged into the system.

The following page is the normal user's page of Faculty Loading System (Figure 2). The page consist of only one option, View Tentative Load. The user can only view data from database, that is, the load for the next term.

Figure 2. FLS Page for Normal User

The following is the content within View Tentative Load option (Figure 3). Upon the loading of page, data of user's load is retrieved from database according to the user's credentials. The page consists of a button to download the load as an excel file.

Figure 3. View Tentative Load Page

The following is the admin's FLS page (Figure 4), consisting of several options. First option is Tag Faculty, where the admin can choose which faculty can have a load for the next term. Second option is unusable at the moment. Third option is Subject Table, where the admin can navigate through the subject table within the database. Fourth option is Faculty Table, where the admin can view the loads of a particular faculty members in a particular year in a particular term. Fifth option is Generate Tentative Load, where the admin can generate the load for all tagged faculty members and can choose whether to save the load in the database. Sixth option is View Tentative Load, the same page the normal user can access. The last option is unusable at the moment.

Figure 4. FLS Page for Admin

Figure 5. Faculty Table

Figure 6. Load of Particular Faculty Member viewed

3.3   Changing User ID and Password

Username and password can only be changed by the developer.

4.0   USING THE SYSTEM

This section provides a detailed description of system functions.

4.1   Tag Faculty

The Tag Faculty page consists of several checkboxes with faculty members' names and a button to process the tagging. Tag the faculty member by checking the checkbox of that faculty and press the Submit button.

4.2   Subject Table

The Subject Table page consists of one (1) combo box to sort according to a particular column of the subject table in the database and one (1) text field to search for a particular value within all columns of the subject table in the database, and an unpopulated table. Choose what column to sort from the first combo box and choose how to sort from the second combo box, or type in a particular value within the text field and then click the Submit button.

4.3   Faculty Table

The Faculty Table page consists of three (3) combo boxes, Employee, Year, and Term. Choose whose load will be displayed from the first combo box, and what year and what term the load was given from the second and third combo box and click the Submit button.

4.4   Generate Tentative Load

The Generate Tentative Load page consists of two (2) buttons, Match, Save, and an unpopulated table. The Save button is not visible unless the Match button is clicked. Click the Match button to start the loading process and to display the output in a form of a table. Click the Save button to save the displayed data in the database.

4.5   View Tentative Load

The View Tentative Load page consist of one (1) button, Download as Excel File, and a populated table. Click the button to download the data displayed on table as excel file for further reviewing.