Documentation and Usage for GGC Internship Application

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# Intended functionality of the Internship Application

1. This application is designed as a system where users are required to either login or sign up with their GGC information in order to create an account. To create an account with the application, users will have to enter the signup page, where they will be required to list their necessary informations such as GGC Id, major, and personal information.
   1. Note that a GGC ID and a GGC email is required to create an account for the application.

# Student Account Functionality

1. Once a user has successfully created an account, they will be redirected to their dashboard. Based on the discipline they chose when signing up, their respective internship applications will be available to them. Students accounts will be able to view all submitted applications from their dashboard as well as edit their profile.
   1. Students who have submitted applications can also view their application status through the “Applications tab” This will allow them to view any notes and any status updates for the submitted application.

# Admin Account Functionality

1. Admin accounts are designed so that these accounts have the ability to view all submitted student applications. All submitted applications can be viewed by clicking on “Applications” at the top of the navigation bar. On this page all submitted applications will be able to be viewed. Admins can also view more details of an application by clicking on “View Details” to the right of the chosen application.
   1. The new page will now show all of the data submitted for that specific application submitted. If any required application documents were submitted by the student, the “Received” notifier can be toggled by clicking on “Changed Received” By clicking on this, the application document will change its notification.
   2. Admins can also set the application status for the chosen application on this page. Clicking on the the drop box will allow the Admin to set the new status of the application and clicking on :Change Status” will confirm this change.
   3. If an Admin needs to leave a note for the applications, they can enter whatever message they need and click on “Add Note” to save this message. Once done, it will show the note message, who entered it and the date it was saved.
2. Another functionality of the Admin account is the ability to View, edit and add sites into the Internship Application.
   1. Clicking on the “Sites” tab on the navigation bar will drop down two options ; View Sites and Add Sites.
      1. If an Admin clicks on “View Sites”, the user will be redirected to a new page that lists all available internship sites. Users can click on “View details” and will be taken to a new page that gives them more information about the site as well as being able to add more contacts for the specific site viewed. If a user needs to edit information about this site, go back to the “View Sites” page and click on edit” on this page Admins can change any information needed to change. They can also delete the site if necessary by typing delete and clicking on “Submit for Deletion on the box below”
      2. If an Admin clicks on “Add Sites”. They will be taken to a page asking them all required information needed to add the new site into the database. After adding the information, click on “add site” to add the new site in. Admins can further edit or add any more changes by referring to section 2-a-i of this document.
   2. Admins can also promote other accounts to different roles.
      1. By clicking on “Promote” on the navigation bar, the user will be taken to a page that asks them to enter the email of the account they want to promote. Once added, the user can click on the drop box below to choose the intended new role of the account. Once done, the Admin can click on “Promote” to verify this change

# Documentation on the GGC internship application.

1. Github for live updates and changes on the application can be found at <https://github.com/soft-eng-practicum/internapp>
2. Google Doc for live updates on new documentation for the application
   1. https://docs.google.com/document/d/1ufbkAOCE6ffxSdqL0U0\_-GvMbqVPu87LQUPfbk5hlEY/edit?usp=sharing