ADMINISTRATOR USER MANUAL

Title:

Online Student Archive for Recruitment Simplification Purposes

Course: CPSC 662

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Team #:   10

Submitted by:

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Working Experience

With this project being the first database design experience to us, we understood all the conceptual modeling concepts and relational data models in depth. In addition, this project has assisted us in gaining experience in designing and implementing web-based data systems. Using our experience, we can also model ER diagrams for designing database applications.

The main motive behind choosing this project was the passion we had for working and developing a tool that can benefit students like us by allowing students to communicate with recruiters directly through this tool. This tool provides a transparent interface between students and recruiters that simplifies the job recruitment procedure. In the subsequent topics, we describe in detail how this is made possible. We briefly discuss various features that the system supports from student's perspective as well as from recruiter's perspective. This manual assists users in gaining insight into various functionalities the system offers for students and recruiters.

MANUAL INDEX

Abstract

This project develops a very useful and comprehensive application to students of Clemson University. This developed system is a repository for students to save their academic credentials and other profile data. This system provides all the features and facilities to students who wish to store their academic information at a single place, i.e. this system would act like an online academic shelf to students. This application encompasses all the required features for assisting students in storing their personal and academic details on a database in order to simplify the job recruitment procedure. In this system, students are provided with an option of uploading transcripts to their profile pages so that recruiters can learn about the academic background of students easily. In addition to this, students can also upload photos for their profile pages, upload resumes and other appropriate files that may include images, audio clips, videos and other text files which they intend to exhibit to recruiters. This way, recruiters will no longer have to collect paper-copy resumes from students but rather get authorized access to system, select the appropriate department, gather the desired information by skimming through the records of students and contact only those candidates who meet their requirements for further proceedings. Students can edit their profile information by clicking on the 'update profile' option. This system simplifies the recruitment process and is highly time-effective. Recruiters will use company profile pages that are designated for providing a brief description of their company, post information on job openings and other relevant updates related to their company. In addition, discussion forums would be maintained by recruiters under their company's page, wherein students can participate and share their views on various issues pertaining to that
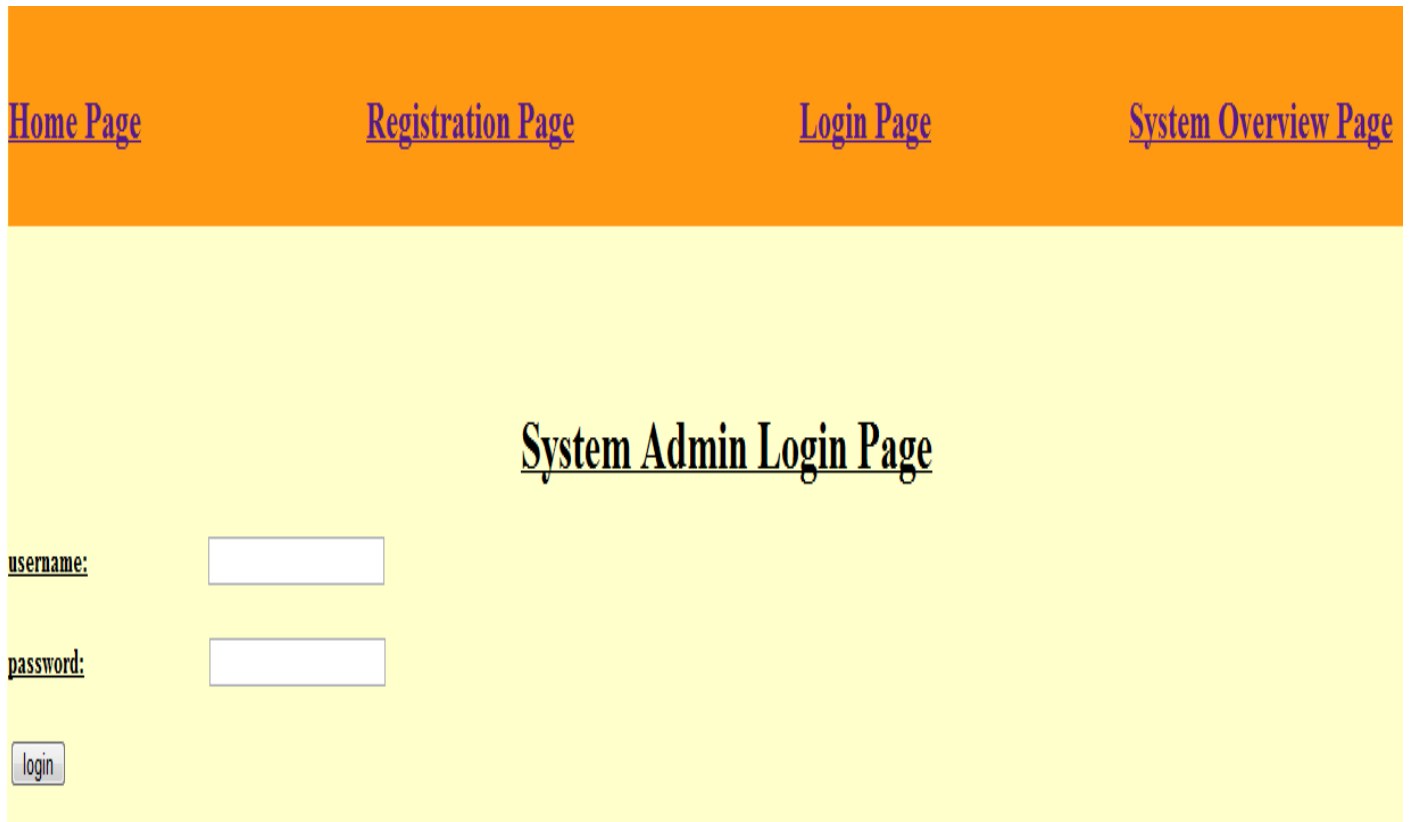
company. Being active members of the system enables students to become cognizant of a nearing recruitment date and other important events. The role of the administrator in this system would be to monitor the activities in the system and delete content that may be regarded as inappropriate. The system's simple registration process, ease of usage, well-organized structure and comprehensive features that it caters makes it appealing for students as well for recruiters.

Administrator Capabilities

- Monitor the entire system.

- Ban the students and recruiters who are prone to doing illegal and inappropriate activities within the system.

- Moderate the discussion forums and delete unseemly posts made by students (and also by recruiters) and ban them from the system if necessary.

- If a student is banned from the system, no other users (students and recruiters) within in the system will be able to search for that student.

- If a recruiter is banned from the system, the company to which that recruiter belongs is no longer accessible to the students.

- To ban the users (students and recruiters), admin can visit the home pages of the users and click on the 'ban user' button available within that homepage. When the admin wishes to unban the users (students and recruiters) later on, he may do so by clicking on the 'unban user' button that would've replaced the 'ban user' button on the home page of banned user.

Admin Login

Administrator must login to be able to monitor the system. The following picture shows the login page of the administrator:
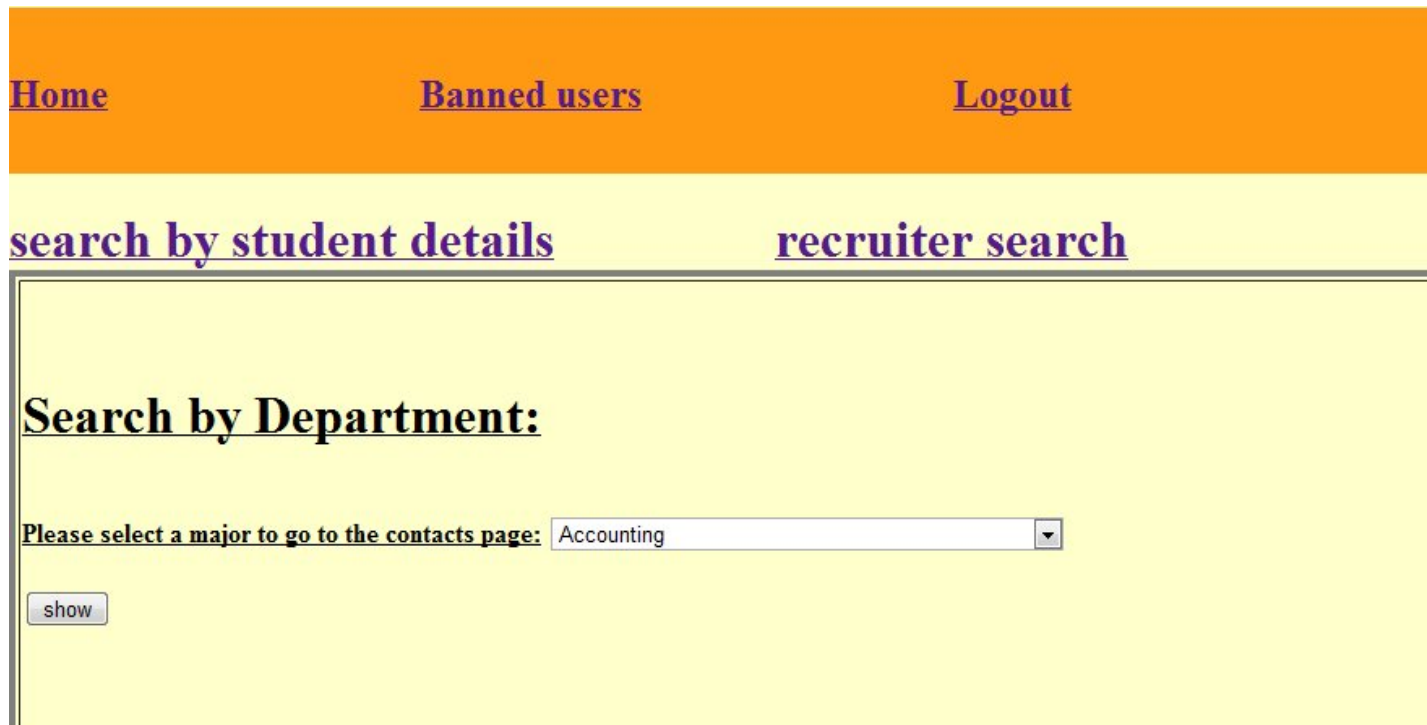

Figure: Login page of the system administrator

After the admin logins, he will be re-directed to his homepage. More information about the home page is provided below.

Administrator homepage:

The figure below shows how the homepage of the system administrator looks.

Figure: Homepage of the system administrator

As can be seen in the homepage, the administrator can search for a student either by providing the details of the student or by specifying the department to which the student belongs. Administrator can search for recruiters by specifying the company of the recruiter.

Search by student details:

This page enables the system admin to search for the student by specifying the details of the student. As can be seen in the figure below, the email column of the search response is highlighted, so admin can visit the profile page of the student by clicking on that link.

Figure: Admin searching for a student by specifying student's details

Search by department:

This page enables the system admin to search for the student by specifying the department to which the student belongs. As can be seen in the figure below, the email column of the search response is highlighted, so admin can visit the profile page of the student by clicking on that link.

Figure: Admin searching for a student by specifying the department

Recruiter search:

This page enables the system admin to search for the recruiter by specifying the company to which the recruiter belongs. As can be seen in the figure below, when the company is selected, the admin will be re-directed to the homepage of the recruiter of that selected company.

Figure: Admin searching for a recruiter by selecting the company

Student homepage view of admin:

STUDENT

ban user

Aditya's Profile Page

First Name	Aditya
Last Name	Mangipudi
Email id	amangip@clemson.edu
Major	Accounting
Graduation	2010-05-17
Gender	Male
Address Line 1	1108 Tger Blvd
Address Line 2	Apt # 151
City	Clemson
State	South Carolina
Country	UnitedStates
Zipcode	29631
Contact #	8646339457
Skills	c c++ java perl python php abap matlab

Figure: Admin's view of homepage of the student

As can be seen in the figure above, admin can ban the student from the system by clicking on the 'ban user' button as shown above.

Figure: Admin's view of homepage of the student

When the student is banned from the system, the 'unban user' button will replace the 'ban user' button on his homepage as shown above.

Recruiter homepage view of admin:

Figure: Admin's view of homepage of the recruiter

As can be seen in the figure above, admin can ban the recruiter from the system by clicking on the 'ban user' button as shown above.

Figure: Admin's view of homepage of the recruiter

When the recruiter is banned from the system, the 'unban user' button will replace the 'ban user' button on his homepage.

Banned users:

Figure: Banned users page of the system administrator

As can be seen, this page contains the list of all the banned students and recruiters within the system. If the admin wishes to unban them, he may visit their homepages and unban them.

Monitoring the discussion forums:

System admin can monitor the discussion forums and delete inappropriate

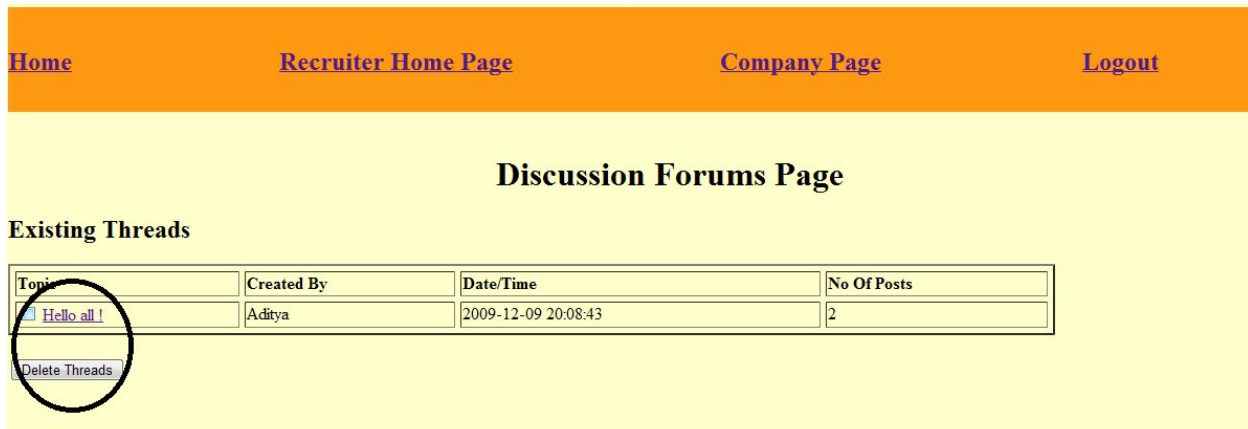threads and posts made by students (and also by recruiters).

Home   Recruiter Home Page   Company Page   Logout

Discussion Forums Page

Existing Threads

Topic	Created By	Date/Time	No Of Posts
Hello all !	Aditya	2009-12-09 20:08:43	2

Delete Threads

Figure: Admin deleting threads in discussion forums

Thread Name: Hello all !

Post:sfsfsf
Posted By: Google
Posted At:2009-12-11 11:07:56
Reply
Delete

Post:kkshdfkshfs
Posted By: Google
Posted At:2009-12-11 11:07:01
Reply
Delete

Post:delete this!!!!!!!!!
Posted By: Google
Posted At:2009-12-11 11:08:05
Reply
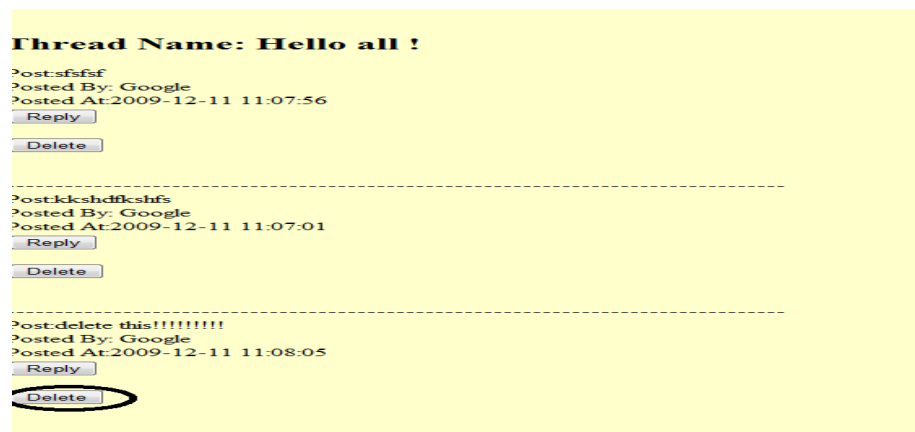Delete

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Figure: Admin deleting posts within a thread in discussion forums