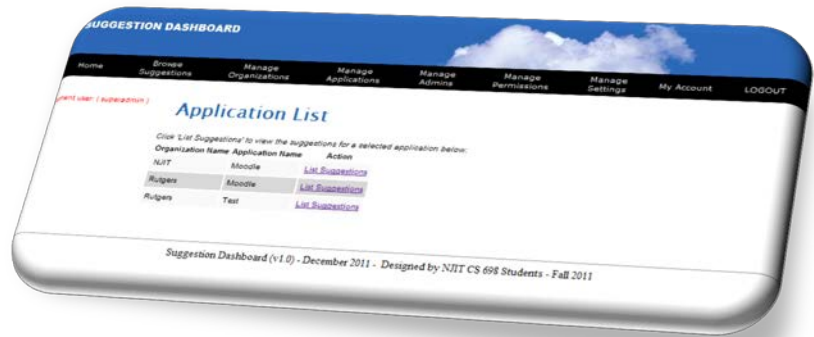


NEW SUGGESTION VIEW SUGGESTIONS

New Suggestion

Personal Information	
Name*	<input type="text"/>
E-Mail*	<input type="text"/>
Confirm e-mail*	<input type="text"/>
City	<input type="text"/>
State	--SELECT--
Zip Code	<input type="text"/>
Suggestion	
Category*	--SELECT--
Subject*	<input type="text"/>
Description*	<input type="text"/>
Notification Request:	<input type="checkbox"/> I want to get notified of Suggestion Status
Security Code* 126212:	<input type="text"/>
<input type="button" value="Submit"/>	



Subject Specific Suggestion Box

(Admin Manual)

Software Version 1.0

Contents

Software Version 1.0.....	1
1. Introduction.....	3
2. Admin's Guide.....	3
2.1. Startup/Initialization/Main screen.....	3
2.2. Latest Suggestions Screen:.....	4
2.3. Browse Suggestions screen:.....	7
2.4. Application List Screen.....	8
2.5. My Account	9
2.6. Update Account Information screen:	10
2.7. Change Password Screen:	10
2.8. LOGOUT:	11
3. Appendix.....	12
4. Credits.....	13

1. Introduction


Welcome to the Subject Specific Suggestion Box system. Contained in the following pages is the information needed to become familiar with using the software, descriptions of how the admin section operates, and technical reference material.

2. Admin's Guide

2.1. Startup/Initialization/Main screen

On clicking the admin URL (http://<application_address>/login.php), you will be taken to the following start up screen which prompts you for an Admin username and password. Please enter the admin username and password provided to you and click on login button.

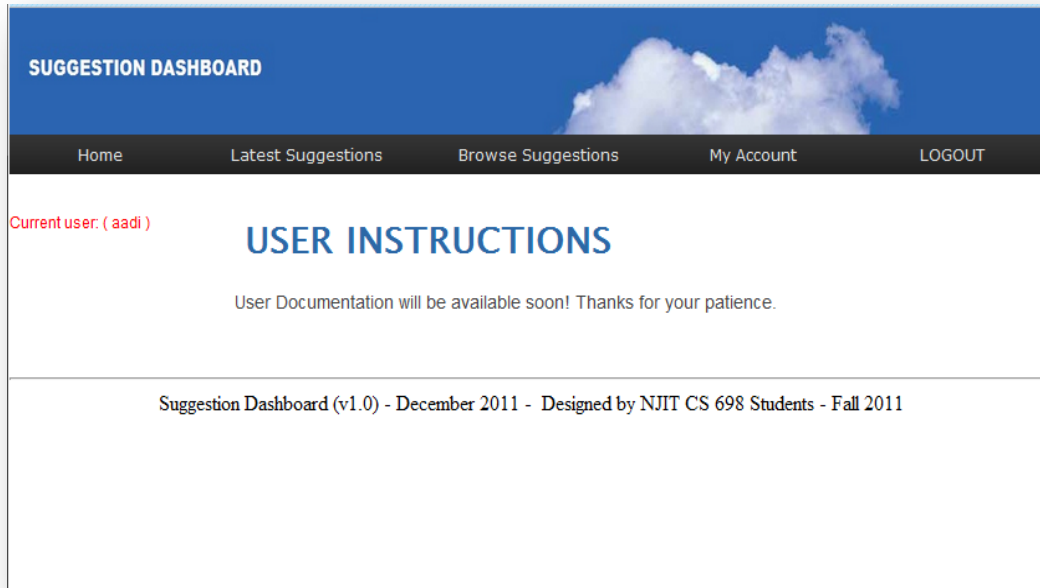
Note: If you do not have an admin username and password, please contact your super administrator and request the same.

The screenshot shows a web application interface. At the top is a blue header bar with the text "SUGGESTION DASHBOARD" in white. Below the header is a white content area. On the left side of the content area, there is a small blue bullet point followed by the word "LOGIN". In the center of the content area, the word "LOGIN" is displayed in a large, bold, blue font. Below this, there are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below the password field is a grey button with the word "Login" in white. At the bottom of the page, there is a thin grey footer bar containing the text "Suggestion Dashboard (v0.1) - 2011 Designed by NJIT CS 698 Students - Fall 2011".

If the username is missing or wrong, you will see an error message on the screen below the username field notifying on what went wrong. Similarly error messages are displayed for the password field.

On successful login you will be taken to the admin home screen. You can find the online/downloadable versions of the Admin instruction manuals in PDF format. Clicking on it will

download the file to your local file system. The following shows a snapshot of the home screen.



The Suggestion Dashboard screen as shown above is the main control tool for the admin. You will see the following tabs on the dashboard. They are detailed in next sections:

1. Home
2. Latest Suggestions
3. Browse Suggestions
4. My Account
5. LOGOUT

2.2. Latest Suggestions Screen:

You will be assigned to manage suggestions for a particular organization and particular application by the super administrator. This screen will display all the suggestions pertaining to the applications that you are in charge of, in a list format. The list is organized in order of most recently submitted suggestion first. This means the suggestions that were submitted first will be displayed at the end of the list or in consequent pages if any (indicated at the bottom of the screen; click on next page to view older suggestions).

Application	Suggestion Subject	Submission Date	Category	Status	Action
NJIT: Moodle	test 5	11/30/2011 12:02 PM		Accepted	
NJIT: Moodle	new version test	11/29/2011 11:45 AM	General	New	
NJIT: Moodle	dwa	11/28/2011 9:15 AM	Error Received	Closed	
NJIT: Moodle	dwa	11/28/2011 9:13 AM	Error Received	New	
NJIT: Moodle	dwa	11/28/2011 9:12 AM	Error Received	New	
NJIT: Moodle	dwa	11/28/2011 9:12 AM	Error Received	New	
NJIT: Moodle	dwa	11/28/2011 8:59 AM	Error Received	New	
General: http://www.gov-ideas.com/	Nov 22, 2011 A	11/22/2011 12:24 PM	General	New	
NJIT: Moodle	refresh	11/22/2011 9:35 AM	General	New	
NJIT: Moodle	refresh	11/22/2011 9:35 AM	General	New	
NJIT: Moodle	refresh	11/22/2011 9:35 AM	General	New	
NJIT: Moodle	refresh	11/22/2011 9:35 AM	General	New	
NJIT: Moodle	refresh	11/22/2011 9:35 AM	General	New	

The Latest Suggestion/Quick View screen lists the suggestions in a tabular manner with following columns:

1. Application Name: Name of the application to which suggestion belongs.
2. Suggestion Subject: Subject of the suggestion posted.
3. Submission Date: Date on which the suggestion was submitted.
4. Category: The category to which the suggestion belongs.
5. Status: The current status of the suggestion. (Rejected, processing, etc.)
6. Action: This the most useful option in this screen. The admin can take required actions on the suggestions by clicking on the two icons listed in this column. Following is the manage application suggestions screen.

SUGGESTION DASHBOARD

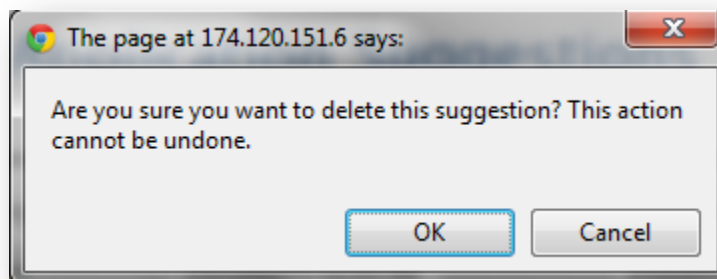
[Home](#)
[Latest Suggestions](#)
[Browse Suggestions](#)
[My Account](#)
[LOGOUT](#)

Current user:
(FarhanJ)

Manage Application Suggestions

Application Name	Suggestion Subject	Submission Date	Category	Status	Action
Moodle	When is this site going live?	11/29/2011 5:05 AM	Errors	Open	
Moodle	Page keeps refreshing	11/18/2011 2:17 AM	Errors	Closed	
Moodle	Session Expired error every few minutes	11/18/2011 2:14 AM	Errors	Processing	
Moodle	File too Big!	11/18/2011 2:04 AM	Errors	Open	
Moodle	Invalid Client	11/18/2011 1:53 AM	Errors	Closed	
Moodle	Site was down last night	11/18/2011 1:46 AM	Errors	Open	
Moodle	Slow response from website	11/18/2011 1:32 AM	Errors	Closed	

Clicking on the red-cross icon will delete the suggestion. (**Note: Please be sure that you want to delete the suggestion, since this action cannot be undone**). You will be prompted with a warning pop up to confirm your delete action. Click on 'ok' to confirm, click on 'cancel' if you decide against deleting the record.



Clicking on the gear icon takes you to another screen (Update suggestion Screen). This screen gives detailed information about the suggestion like the application name, Application sub location, Application sub location address, category, Submission date, submitter's name, email, location, suggestion subject, suggestion description. The admin can click on the drop down list next to status, which lists the various status codes like (New, Processing, Pending review,

Processed, Rejected, Accepted, and Closed etc.). The admin can post a suggestion disposition and a comment in the corresponding text area. Comment history lists all the comments for this particular suggestion in the past. Finally, clicking on the update suggestion button updates all the changes that you made for that particular suggestion and takes you back to the Manage application suggestions screen. Clicking on 'cancel' button takes you back to manage application suggestion screen without saving the changes.

SUGGESTION DASHBOARD

Home Latest Suggestions Browse Suggestions My Account LOGOUT

Current user: (aadi)

Update Suggestion

Application Name:	Moodle
App Sub Location:	Course Page
App Sub Location Address:	http://moodle.njit.edu/course.php
Category:	
Submission Date:	11-30-2011 @ 12:02 PM
Submitter Name:	Lindsay
Submitter E-Mail:	shih@xhsihi.com
Submitter Location:	newark, Rhode Island, 00222
Suggestion Subject:	test 5
Suggestion Description:	add on 11/30/2011
Status:	Accepted

Suggestion Disposition:

Enable Public View: ☒

Comment:

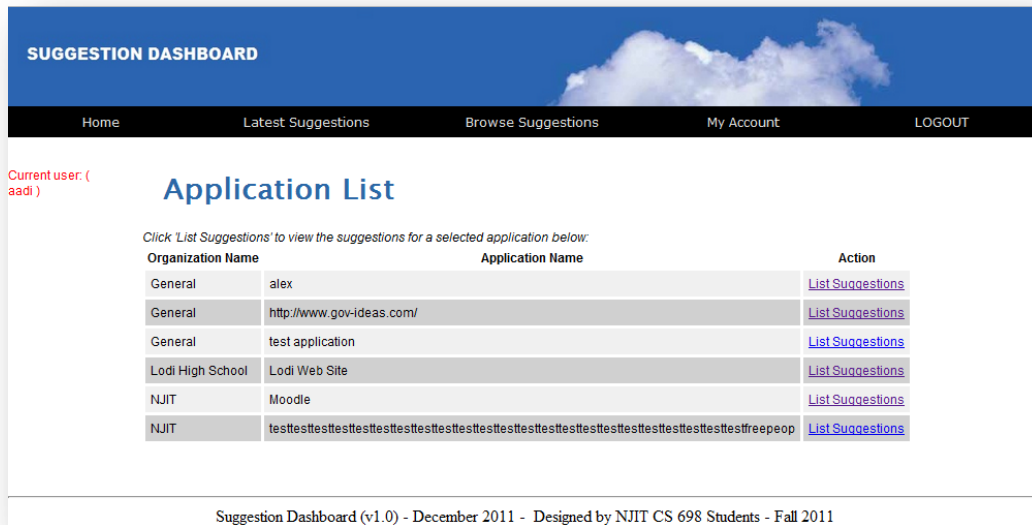
Date	Comment	Comment Owner	Comment Owner's Email
11-30-2011 12:03AM	add on 11/30/2011 Lindsay	Lindsay Shih	ls95@njit.edu

Update Suggestion Cancel

2.3. Browse Suggestions screen:

This screen contains an organized list in a tabular manner listing the following:

- 1) Organization Name– All the organizations that you are monitoring.
- 2) Application Name - All the applications that you are monitoring under a particular organization.
- 3) Action - This contains a link 'List Suggestions'. Clicking on this link takes you to the Manage Application suggestions screen.



2.4. Application List Screen

This is the most powerful tool for the admin and is the crux of the admin control. The screen is again built with tabular structure with the following columns.

1. Application name - Name of the application to which suggestion belongs.
2. Suggestion subject - subject of that particular suggestion.
3. Submission date - Date on which the submission was submitted.
4. Category – The category to which the suggestion belongs.
5. Status – Current status of the suggestion
6. Action – This column consists of the following icons.



Gear - This takes you to the update suggestion screen. (Please refer update suggestion screen in section 2.2)



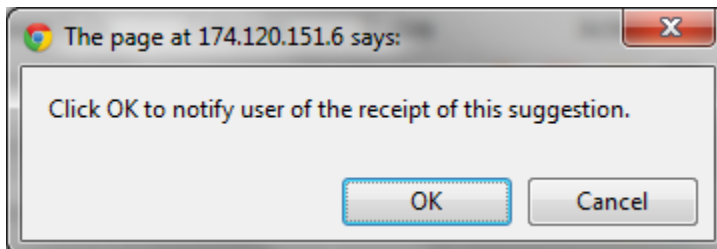
Red-Cross – Deletes the suggestion permanently. (Explained in detail in section 2.2)



Receipt – This can be used to send a receipt notification to the user's email address (user who posted the suggestion). Clicking on this icon will bring up a confirmation pop-up requesting you to confirm your action. Clicking on 'OK' sends a receipt to the user's email address. Clicking on 'cancel' takes you back to the Application List screen.




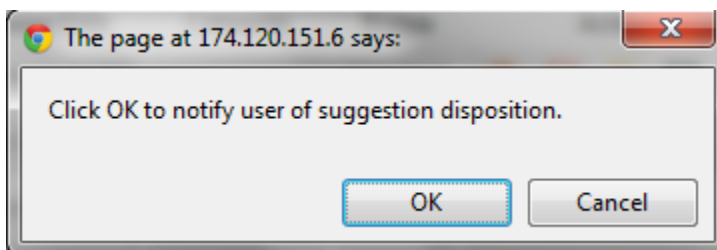
If you decide to send the receipt and click on 'OK', the receipt will be sent and the image turns into bright yellow indicating that the receipt was sent successfully.





User disposition icons:

The disposition is notified using the following icons:

 **Timer** – This icon suggests that the user has NOT been notified of the disposition and is waiting to be notified. Clicking on this icon will bring up a pop-up asking if want to notify the user of the disposition. Clicking on 'OK' will send the notification to the user's email ID.



 **Green Tick** – On clicking 'OK' the notification is sent to the user's email ID and the timer icon changes to this icon indicating that the notification was sent.

 **Blue i** – This indicates that the user has opted not to receive any notifications of disposition.

2.5. My Account

On this screen the admin can update his/her account and profile information. Clicking on the 'Update Account Information' on the left hand side of this screen takes you to the Update Account Information screen.

2.6. Update Account Information screen:

The screen has the following fields containing your current profile information:

- 1) Email ID:
- 2) Backup Email ID:
- 3) Phone:
- 4) Backup Phone:

Delete and enter the latest information and click on the 'Update Account' button in the bottom to update your information. The confirmation of the update will be displayed on the screen.

SUGGESTION DASHBOARD

Home Latest Suggestions Browse Suggestions My Account LOGOUT

Current user: (aadi)

- Update Account
- Change Password

Update Account Information

Account information updated successfully.

Email:

Backup Email:

Phone:

Backup Phone:

Suggestion Dashboard (v1.0) - December 2011 - Designed by NJIT CS 698 Students - Fall 2011

2.7. Change Password Screen:

Clicking on the 'Change Password' link to the left hand side of the screen takes you to the Change Password screen.

SUGGESTION DASHBOARD

Home Latest Suggestions Browse Suggestions My Account LOGOUT

Current user: (aadi)

- Update Account
- Change Password

Change Password

Password Requirements:

- Password can only contain alphabets (a - z or A - Z) and numbers
- Minimum password length is 6 characters
- Maximum password length is 100 characters

New Password:

Confirm Password:

Suggestion Dashboard (v1.0) - December 2011 - Designed by NJIT CS 698 Students - Fall 2011

- 1) Password requirements: This explains the minimum requirements that your password must meet in order to successfully change your password.
- 2) New Password: Enter the new password here which meets the minimum requirements.
- 3) Confirm Password: Enter the new password again in this field. This should match with the new password field; if not, an error is displayed.

Finally click on 'change password' button to change password. On success a success message will be displayed.

Note: In case you forget your password, please contact the super-admin to request for new temporary password. Please change this temporary password on your first log in.

2.8. LOGOUT:

Click on logout tab to logout of the session and you will be taken back to the login page. The session automatically times out after some time if you forget to logout.

3. Appendix



This Icon is referred to as 'gear icon' in this document. This can be seen under the Actions field of various screens. Clicking on this takes you to a new page where details corresponding to that particular record can be changed and updated.



This Icon is referred to as 'red-cross' icon across this document. Clicking on this icon deletes the corresponding record permanently. Please use this with caution as the action cannot be undone. (You will be displayed a warning message on clicking this icon).



Receipt – This can be used to send a receipt notification to the user's email address (user who posted the suggestion). Clicking on this icon will bring up a confirmation pop-up requesting you to confirm your action. Clicking on 'OK' sends a receipt to the user's email address. Clicking on 'cancel' takes you back to the manage application screen.



If you decide to send the receipt and click on 'OK', the receipt will be sent and the image turns into bright yellow indicating that the receipt was sent successfully.



Timer – This icon suggests that the user has NOT been notified of the disposition and is waiting to be notified. Clicking on this icon will bring up a pop-up asking if want to notify the user of the disposition. Clicking on 'OK' will send the notification to the user's email ID.



Green Tick – On clicking 'OK' the notification is sent to the user's email ID and the timer icon changes to this icon indicating that the notification was sent.



Blue i – This indicates that the user has opted not to receive any notifications of disposition.

4. Credits

Name	Role
Aaditya Gorur Paniraj	Project Manager
Farhan Javed	Lead Software Developer
Yen-Chieh Chen (Jay)	Software Developer
Tianyu Chen (Tim)	Software Architect
Han Zhang (Bradley)	Lead Software Tester
Li-Hsin Shih (Lindsey)	Software Tester
Shixian Yang	Project Coordinator
Avinash Varadapura	Project Coordinator