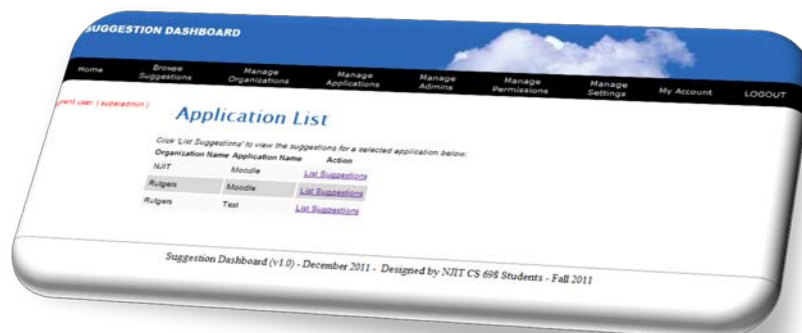


NEW SUGGESTION VIEW SUGGESTIONS

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* 128212:	<input type="text"/>
<input type="button" value="Submit"/>	



Subject Specific Suggestion Box

(Super Admin Manual)

Software Version 1.0

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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 super admin section operates, and technical reference material. If you are looking for a quick reference on how to use a particular function of the super admin section, proceed to the super admin's guide section. Refer to the appendix for in-depth descriptions of the most detailed portions of the program.

2. Super-admin's Guide

2.1. Startup/Initialization/Main screen

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

Please note that the default login information is as follows:

Username: *superadmin*
Password: *password*



SUGGESTION DASHBOARD

- LOGIN

LOGIN

Username:

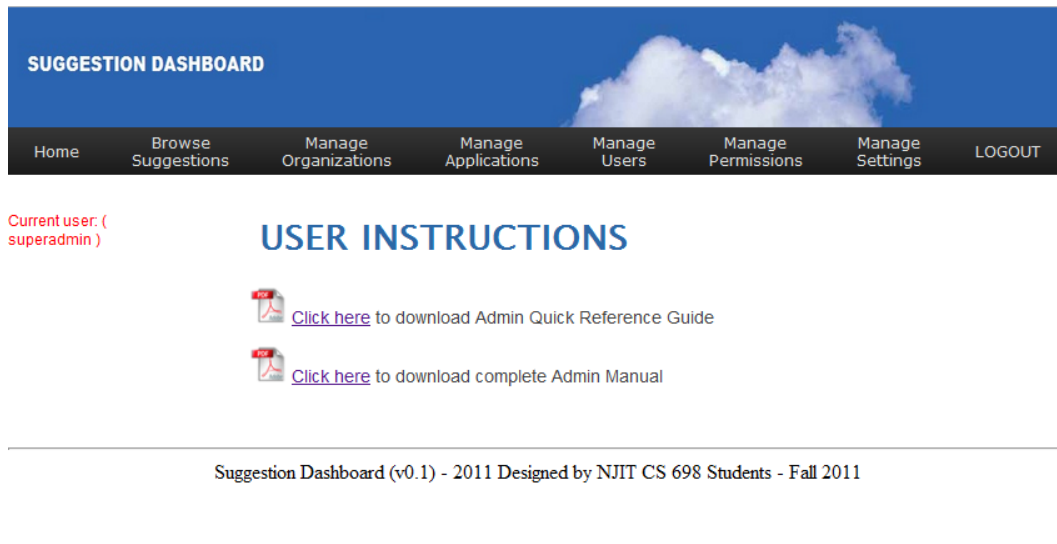
Password:

Login

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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 super-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 super admin. You will see the following tabs on the dashboard. They are as follows:

1. Home
2. Browse Suggestions
3. Manage Organizations
4. Manage Applications
5. Manage Users
6. Manage Permissions
7. Manage Settings
8. Logout

2.2. Browse Suggestions Screen:

The super-admin can view all the suggestions by using this tab. Clicking on the Browse suggestions tab displays a neatly organized table whose first column lists the organization, the second column lists the corresponding application and finally the third column lists 'links' to all the suggestions corresponding to that particular organization and application.

SUGGESTION DASHBOARD

Home |
 Browse Suggestions |
 Manage Organizations |
 Manage Applications |
 Manage Users |
 Manage Permissions |
 Manage Settings |
 LOGOUT

Current user: (superadmin)

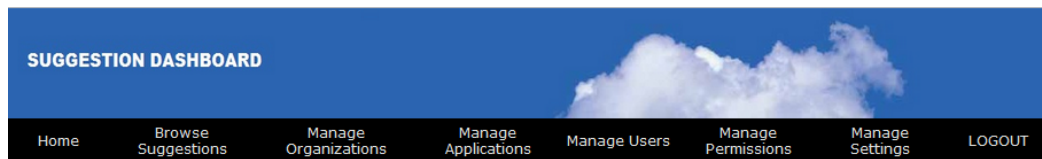
Application List

Click 'List Suggestions' to view the suggestions for a selected application below:

Organization Name	Application Name	Action
	dsadasd	List Suggestions
General	alex	List Suggestions
General	test application	List Suggestions
Lodi High School	Lodi Web Site	List Suggestions
NJ DMV	License Record Management Application	List Suggestions
NJIT	Moodle	List Suggestions
NJIT	testtesttesttesttesttesttesttesttesttesttesttesttesttesttesttesttesttestfreepoop	List Suggestions
test 3	test application3123234523948759	List Suggestions
test 5	test application3	List Suggestions















Clicking on the List Suggestions takes to another screen which lists all the suggestions (Manage Application Suggestions screen) for that particular organization, application pair. The Manage application 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 super-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.



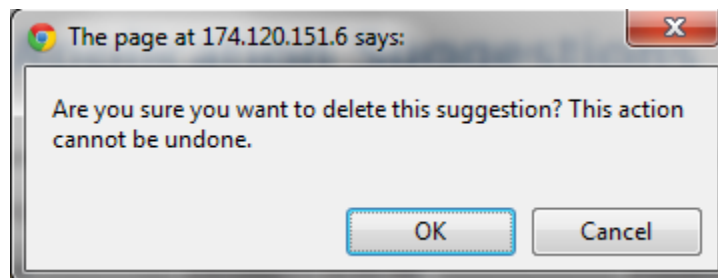
Current user: (superadmin)

Manage Application Suggestions

Application Name	Suggestion Subject	Submission Date	Category	Status	Action
Moodle	gfsdegrett	11/13/2011 12:00 AM		Rejected	 
Moodle	dagew	11/13/2011 12:00 AM		Processing	 
Moodle	Testing if no error	11/14/2011 12:00 AM	Error Received		 
Moodle	test date and time	11/14/2011 4:49 AM	Error Received		 
Moodle	fdsav	11/14/2011 11:17 AM	Error Received	New	 
Moodle	fdsav	11/14/2011 11:17 AM	Error Received	New	 
Moodle	Test 1	11/17/2011 8:16 AM	General	New	 

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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 super 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 super-admin can post a suggestion disposition and a comment in the corresponding text area. Checking the '**Enable Public view**' check box, makes the suggestion viewable by the general public, unchecking it disables the public view. 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](#) | [Browse Suggestions](#) | [Manage Organizations](#) | [Manage Applications](#) | [Manage Users](#) | [Manage Permissions](#) | [Manage Settings](#) | [LOGOUT](#)

Current user: (superadmin)

Update Suggestion

Application Name:	Moodle
App Sub Location:	This is the login page for moodle. We are adding this text to the description field.
App Sub Location Address:	http://moodle.njit.edu
Category:	
Submission Date:	11-13-2011 @ 12:00 AM
Submitter Name:	Jay
Submitter E-Mail:	jack08300@hotmail.com
Submitter Location:	, ,
Suggestion Subject:	gfsdegrett
Suggestion Description:	csdewa
Status:	Rejected ▼
Suggestion Disposition:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Enable Public View: ☒

Comment:

Comment History: No History

2.3. Manage Organization screen

As the name suggests, this screen can be used to create, delete and update organizations. The screen is organized in tabular manner with the following columns:

1. Organization name: Displays name of the organization.
2. Organization Location:
3. Action: This column contains the gear and cross icon which perform similar functions as seen in the manage application suggestions screen. Clicking on the gear icon takes you to the Update organization page for that particular organization. Here you can change the organization name, location, jurisdiction, and comments. Clicking on update button saves the changes that you made. Clicking on cancel takes you back to the Manage organization screen.

4. Adding an organization: You can see a Green '+' icon (Add new organization) on the top left corner of the manage organization screen. Clicking on this takes you to the Add Organization screen. Enter the details in all the required fields and click on Add organization button to add new organization. If any required field is missing you will be prompted to fill in the details for that field.

SUGGESTION DASHBOARD

[Home](#)
[Browse Suggestions](#)
[Manage Organizations](#)
[Manage Applications](#)
[Manage Users](#)
[Manage Permissions](#)
[Manage Settings](#)
[LOGOUT](#)

Current user: (superadmin)

Manage Organizations

[Add New Organization](#)

Organization Name	Organization Location	Action
General	Internal	
Lodi High School	Lodi, NJ	
NJ DMV	Randolph, NJ	
NJIT	Newark, NJ	
test 1	BYE*U	
test 10		
test 11		

Update Organization Screen:

SUGGESTION DASHBOARD

[Home](#)
[Browse Suggestions](#)
[Manage Organizations](#)
[Manage Applications](#)
[Manage Users](#)
[Manage Permissions](#)
[Manage Settings](#)
[LOGOUT](#)

Current user: (superadmin)

Update Organization

Organization Name:

Organization Location:

Organization Jurisdiction:

Comment:

When applications and users don't belong to any organization, you can link them to General.

Update Organization

Cancel

Add Organization Screen:

SUGGESTION DASHBOARD

[Home](#)
[Browse Suggestions](#)
[Manage Organizations](#)
[Manage Applications](#)
[Manage Users](#)
[Manage Permissions](#)
[Manage Settings](#)
[LOGOUT](#)

Current user: (superadmin)

Add Organization

Organization Name:

Organization Location:

Organization Jurisdiction:

Comment:

Add Organization

Cancel

2.4. Manage Application Screen

You can add, delete and update application using this screen. Again a tabular representation with the following columns:

1. Organization name
2. Application name

SUGGESTION DASHBOARD

[Home](#)
[Browse Suggestions](#)
[Manage Organizations](#)
[Manage Applications](#)
[Manage Users](#)
[Manage Permissions](#)
[Manage Settings](#)
[LOGOUT](#)

Current user: (superadmin)

Manage Applications

+

[Add New Application](#)

Organization Name	Application Name	Sub Locations	Action
dsadasd		Manage Sub Locations	
General	alex	Manage Sub Locations	
General	test application	Manage Sub Locations	
Lodi High School	Lodi Web Site	Manage Sub Locations	
NJ DMV	License Record Management Application	Manage Sub Locations	
NJIT	Moodle	Manage Sub Locations	
NJIT	testtesttesttesttesttesttesttesttesttesttesttesttesttesttesttesttesttesttestfreepop	Manage Sub Locations	
test 3	test application3123234523948759	Manage Sub Locations	
test 5	test application3	Manage Sub Locations	

3. Sub Locations: This column contains link to Manage application sub locations screen, where you can add, delete & manage all the sub locations for that particular application. Manage sub locations screen consists of the following columns:
 - a. Application Name
 - b. Sub location ID: This ID is used to map the suggestions to application.
 - c. Sub location Description
 - d. Suggestion URL: URL of the suggestion
 - e. Clicking on the green '+' icon on the top left corner of the screen takes you to the 'Add Application Sub location' screen. Enter the required fields and click on add to add new sub location.

SUGGESTION DASHBOARD

Home Browse Suggestions Manage Organizations Manage Applications Manage Users Manage Permissions Manage Settings LOGOUT

Current user: (superadmin)

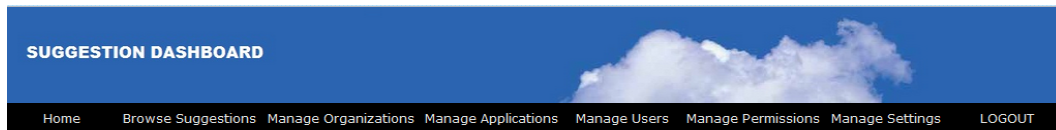
Manage Application Sub Locations

+ [Add New Application Sub Location](#)

Application Name	Sub Location ID	Sub Location Description	Suggestion URL	Action
License Record Management Application	3	This is just a test	http://174.120.151.6/~alexglar/njit1/suggestion.php?appid=b64ebbd3fdef3dbd849039476e7bb726&appsubid=3	

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- f. Action: Like in the previous screens clicking on the gear icon takes you to the Update Application Sub Location page where you can update information like Application description, App Sub location URL and comments. Clicking on update button will save the changes, clicking on Cancel takes you back to the manage application sub location screen. Clicking on the red-cross icon deletes the sub location.

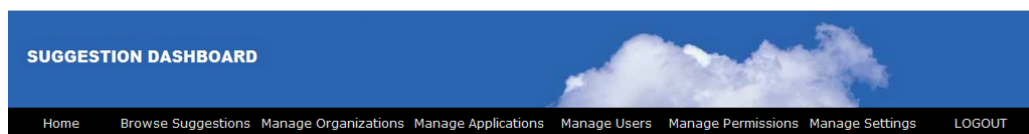


Current user: (superadmin)

Update Application Sub Location

Application Name:	License Record Management Application
Application Description:	This is just a test.
App Sub Location Http Address:	http://test.com
Comment:	test

Add New Application Sub Location:



Current user: (superadmin)

Add Application Sub Location

Organization Name>>App Name:	NJ DMV >> License Record Management Application
App Sub Location Description:	
App Sub Location Http Address:	
Comment:	

4. Updating and Adding Application:

Getting back to the manage application screen; Clicking on the gear icon takes you to update application screen. Enter the required fields and click on update application button to save the changes, clicking on cancel takes you back to the Manage application screen. Clicking on the green '+' icon on the top left corner of the screen takes you to the add application page, where you can enter all the required fields and add a new

application.

SUGGESTION DASHBOARD

Home Browse Suggestions Manage Organizations Manage Applications Manage Users Manage Permissions Manage Settings LOGOUT

Current user: (superadmin)

Update Application

Organization Name:

Application Name: dsadasd

Application Description:

Comment:

Update Application Cancel

Add new Application screen:

SUGGESTION DASHBOARD

Home Browse Suggestions Manage Organizations Manage Applications Manage Users Manage Permissions Manage Settings LOGOUT

Current user: (superadmin)

Add Application

Organization Name: General

Application Name:

Application Description:

Comment:

Add Application Cancel

2.5. Manage Users screen

The main function of a super admin is to be able to manage, create, and delete other admins. This screen enables the super-admin to enforce these powers. The Manage user screen's tabular display contains the following columns.

1. Name: Admin's name
2. Email: Admin's E-mail ID
3. Phone: Admin's contact number

4. User Name: Admin's username logins
5. Action: Clicking on gear icon under action takes you to the update administrator screen. You need to enter all the required fields on this screen and finally clicking on update button saves the changes that you made to the administrator. Clicking on cancel takes you back to the Manage Users screen. Clicking on the red-cross icon deletes the admin permanently.

Manage Users Screen:

SUGGESTION DASHBOARD

[Home](#) | [Browse Suggestions](#) | [Manage Organizations](#) | [Manage Applications](#) | [Manage Users](#) | [Manage Permissions](#) | [Manage Settings](#) | [LOGOUT](#)

Current user: (superadmin)

Manage Users

[+ Add New Administrator](#)

Name	Email	Phone	User Name	Action
Jay Chen	jack08300@hotmail.com	123-141-2321	Chen	
Farhan Javed	fj5@njit.edu	854-444-4442	FarhanJ	
Alex Glaros	alexglaros@gmail.com	5308485149	alex	
a a	a@assist.com	5515805030	a	
Tianyu Chen	tc89@njit.edu	9732049262	tc89	

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Update administrator Screen:

Current user: (superadmin)

Update Administrator

First Name:

Last Name:

Email:

Backup Email:

Phone:

Backup Phone:

User Name:

Password:

Comment:

6. Adding new Admin: Clicking on the Add new administrator on the top left corner of the screen takes you to the add administrator screen. Enter the required fields and click on the add button to create new administrator.

Current user: (superadmin)

Add Administrator

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Backup Email:	<input type="text"/>
Phone:	<input type="text"/>
Backup Phone:	<input type="text"/>
User Name:	<input type="text"/>
Password:	<input type="password"/>
Comment:	<div><div></div></div>

2.6. Manage Permission Screen

This screen helps you in giving access permissions to the admins. This screen is organized into following columns:

1. Administrator Name
2. Action: Contains links to Organization permission and Application permission. Clicking on the Organization permission takes you to the Manage Permission-Organization screen. You will see all the organizations listed here, checking the checkbox against the organizations grants access permission for that particular admin. After checking or unchecking the boxes, click on submit to commit the changes. Similar feature are provided for application permission management.

Manage Permission screen:

SUGGESTION DASHBOARD

Home Browse Suggestions Manage Organizations Manage Applications Manage Users Manage Permissions Manage Settings LOGOUT

Current user: (superadmin)

Manage Permission

Administrator Name	Action
aa	Organization Permission / Application Permission
Chen Jay	Organization Permission / Application Permission
Chen Tianyu	Organization Permission / Application Permission
Glaros Alex	Organization Permission / Application Permission
Javed Farhan	Organization Permission / Application Permission

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Manage permission – Organization:

SUGGESTION DASHBOARD

Home Browse Suggestions Manage Organizations Manage Applications Manage Users Manage Permissions Manage Settings LOGOUT

Current user: (superadmin)

Manage Permission – Organization

Permission	Organization Name
<input checked="" type="checkbox"/>	General
<input checked="" type="checkbox"/>	Lodi High School
<input checked="" type="checkbox"/>	NJ DMV
<input type="checkbox"/>	NJIT
<input checked="" type="checkbox"/>	test 10
<input type="checkbox"/>	test 11
<input type="checkbox"/>	test 12
<input type="checkbox"/>	test 13

Manage Permission – Application (Clicking on Select all, selects all applications)

Current user: (superadmin)

Manage Permission – Application

Permission Organization Name : Application Name

Select [All](#) | [None](#)

<input type="checkbox"/>	General : alex
<input type="checkbox"/>	General : test application
<input type="checkbox"/>	Lodi High School : Lodi Web Site
<input type="checkbox"/>	NJ DMV : License Record Management Application

2.7. Manage Settings

This screen has four sub-screens. You can toggle between the screens using the links provided on the left pane located directly under the home tab.

1. **Manage Categories:** You can add, delete and update categories by using this screen. Click on the gear icon to bring up the update categories screen. Enter the details in all the required fields and click on update to save the changes. Clicking on the red-cross icon deletes the category permanently. Clicking on the Add New Category brings up the add category screen where you can add new categories.
2. **Change Display:** This is a global setting. Checking the radio button 'Private' makes ALL suggestions private. Checking the 'public' button makes all the suggestions public EXCEPT those which are marked as 'Private' by suggestion admin.

Manage Settings Screen:

SUGGESTION DASHBOARD

Home Browse Suggestions Manage Organizations Manage Applications Manage Users Manage Permissions

Current user: (superadmin)

- Manage Categories
- Change Display Setting

Manage Settings

[+ Add New Category](#)

Category Description	Comment	Action
Error Received		
Enhancement		
General		

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Add Categories screen:

SUGGESTION DASHBOARD

Home Browse Suggestions Manage Organizations Manage Applications Manage Users Manage Permissions Manage Settings

Current user: (superadmin)

- Manage Categories
- Change Display Setting

Add Category

Category Description:

Comment:

Update Category screen:

SUGGESTION DASHBOARD

Home Browse Suggestions Manage Organizations Manage Applications Manage Users Manage Permissions Manage Settings

Current user: (superadmin)

- Manage Categories
- Change Display Setting

Update Category

Category Description: Error Received

Comment:

Update Category Cancel

Change Display Setting screen:

SUGGESTION DASHBOARD

Home Browse Suggestions Manage Organizations Manage Applications Manage Users Manage Settings

Current user: (superadmin)

- Manage Categories
- Change Display Setting

Change Display Setting

Default display setting:

☒ Public ☐ Private

Update Cancel

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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