

**Subject Specific Suggestion Box**

**(Super Admin Manual)**

# Software Version 1.0

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# 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.

# Super-admin’s Guide

## 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:***

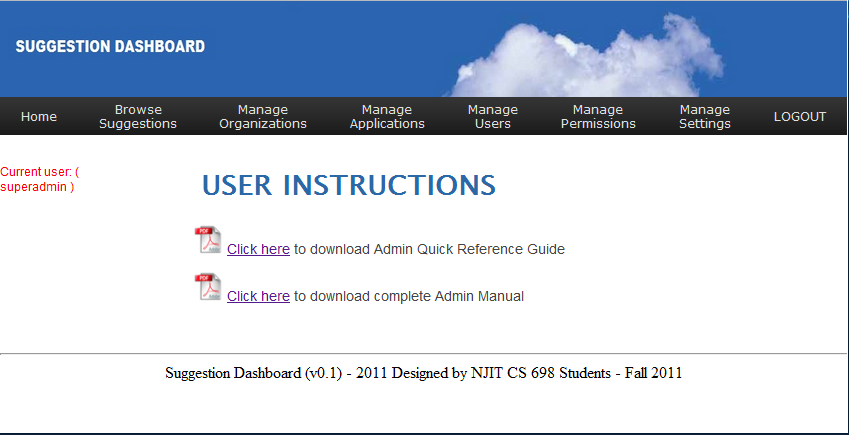
*Username: superadmin*

*Password: password*



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.

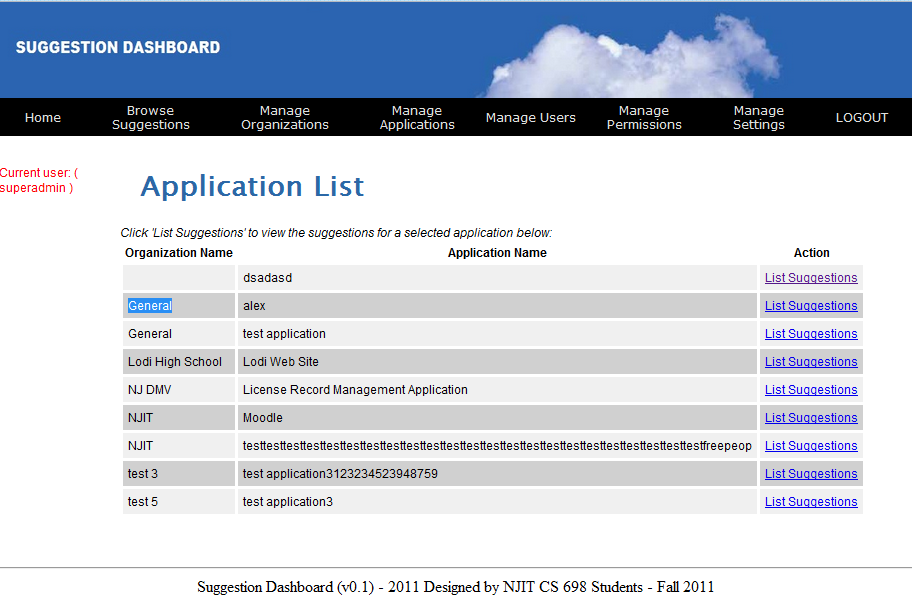


The Suggestion Dashboard screen as shown above is the main control tool for the super admin. You will see the following tabs on the dashboard. They are as follows:

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

## Browse Suggestions Screen:

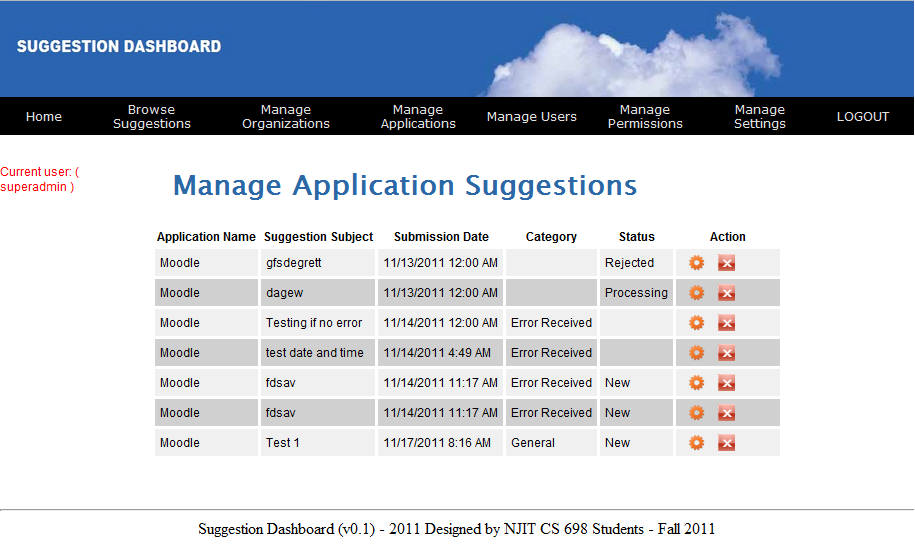
The super-admin can view all the suggestions by using this tab. Clicking on the Browse suggestions tab displays a neatly organized table whose first column lists the organization, the second column lists the corresponding application and finally the third column lists ‘links’ to all the suggestions corresponding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



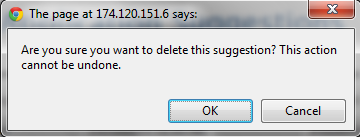
Clicking on the List Suggestions takes to another screen which lists all the suggestions (Manage Application Suggestions screen) for that particular organization, application pair.

The Manage application screen lists the suggestions in a tabular manner with following columns:

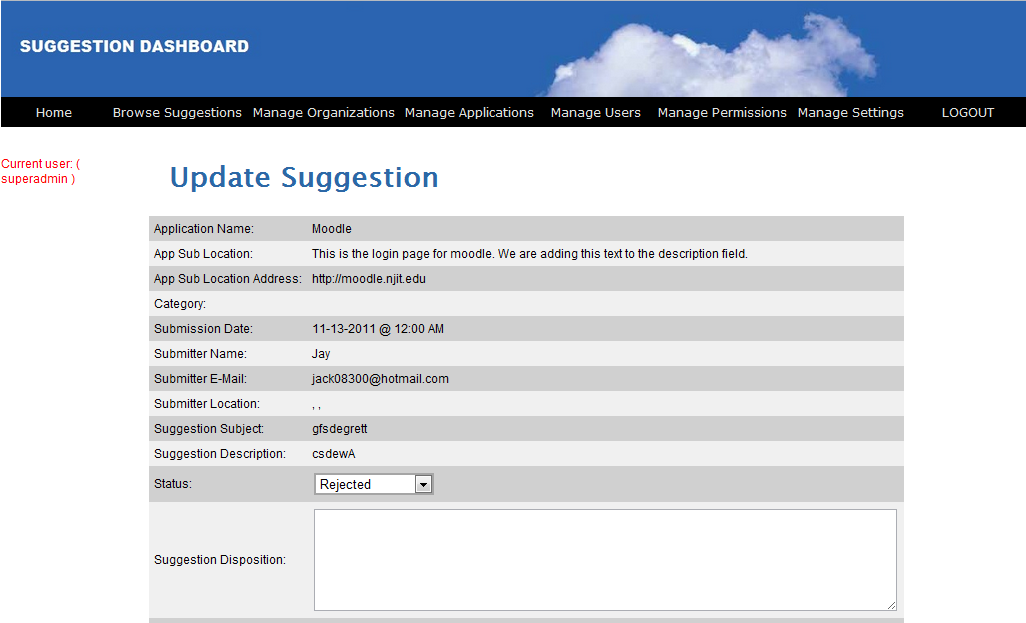
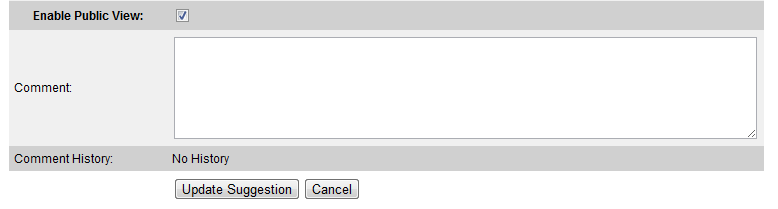
1. Application Name: Name of the application to which suggestion belongs.
2. Suggestion Subject: Subject of the suggestion posted.
3. Submission Date: Date on which the suggestion was submitted.
4. Category: The category to which the suggestion belongs.
5. Status: The current status of the suggestion. (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.



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.



## Manage Organization screen

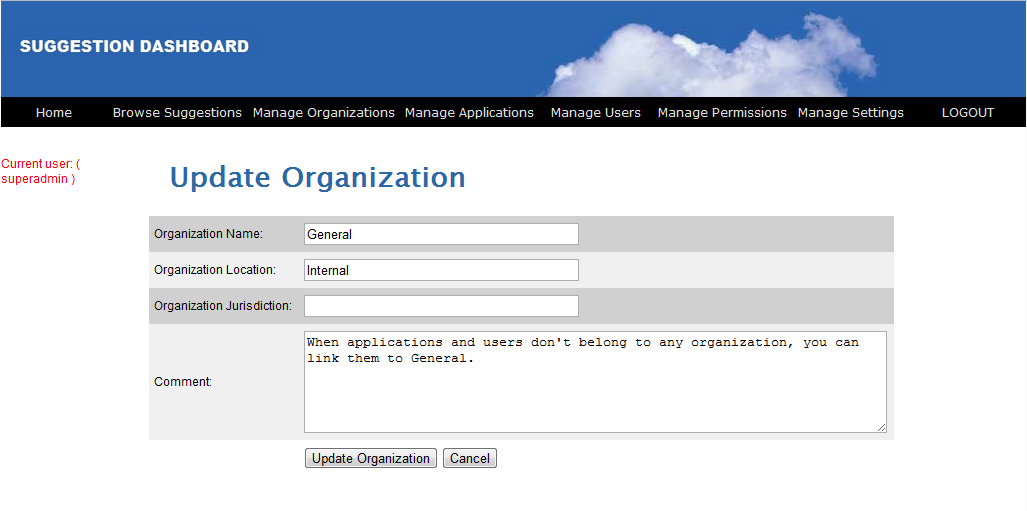
As the name suggests, this screen can be used to create, delete and update organizations.

The screen is organized in tabular manner with the following columns:

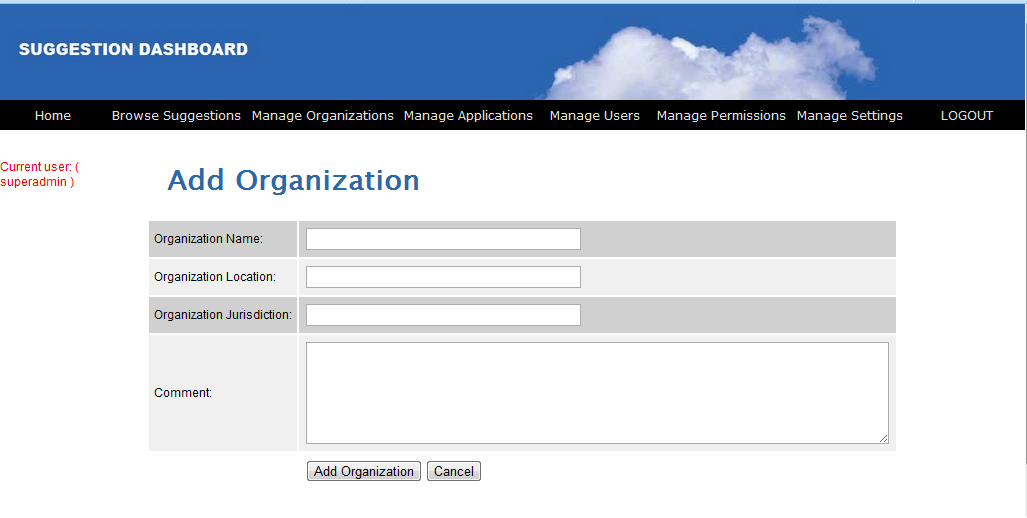
1. Organization name: Displays name of the organization.
2. Organization Location:
3. Action: This column contains the gear and cross icon which perform similar functions as seen in the manage application suggestions screen. Clicking on the gear icon takes you to the Update organization page for that 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.



**Update Organization Screen**:



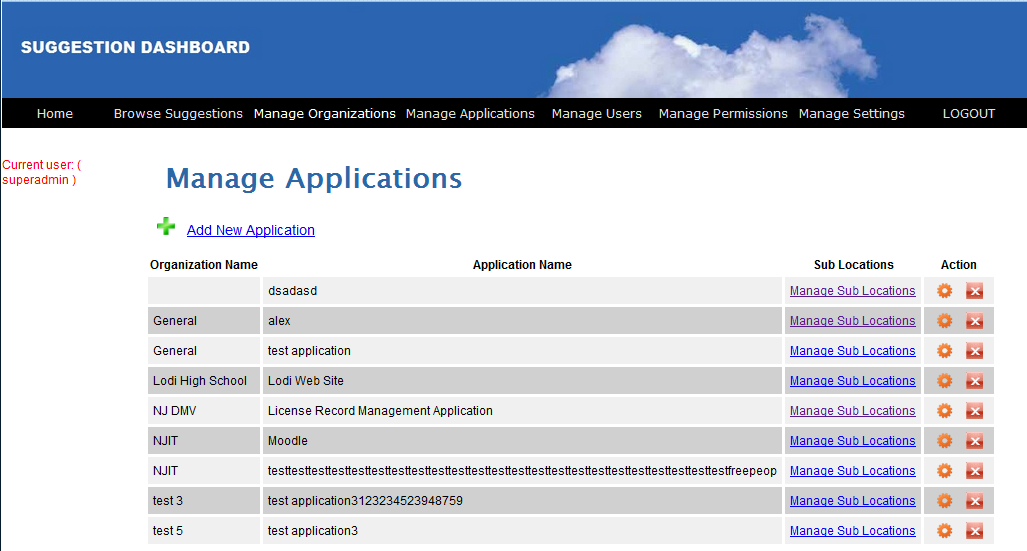
**Add Organization Screen:**



## Manage Application Screen

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

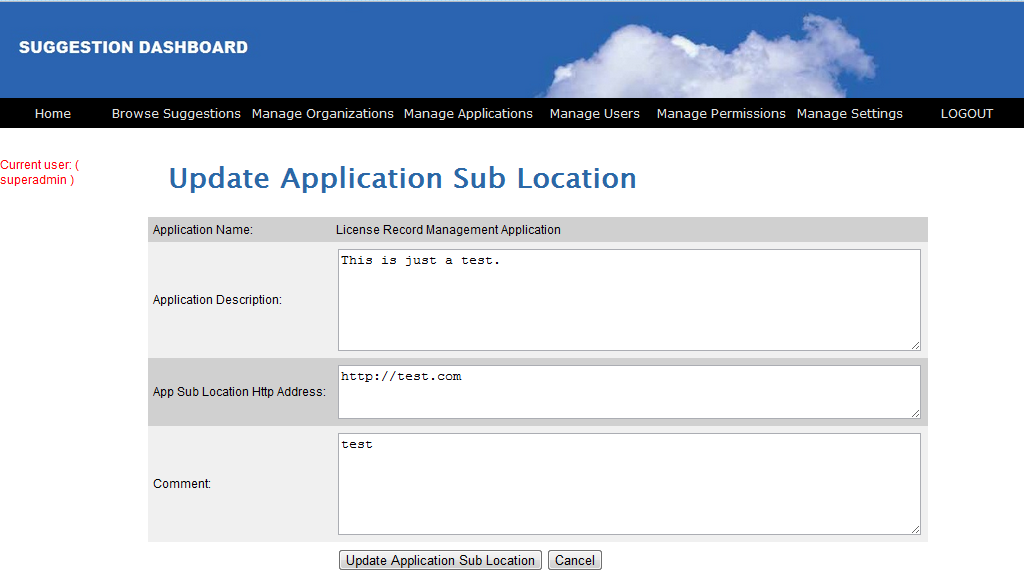
1. Organization name
2. Application name



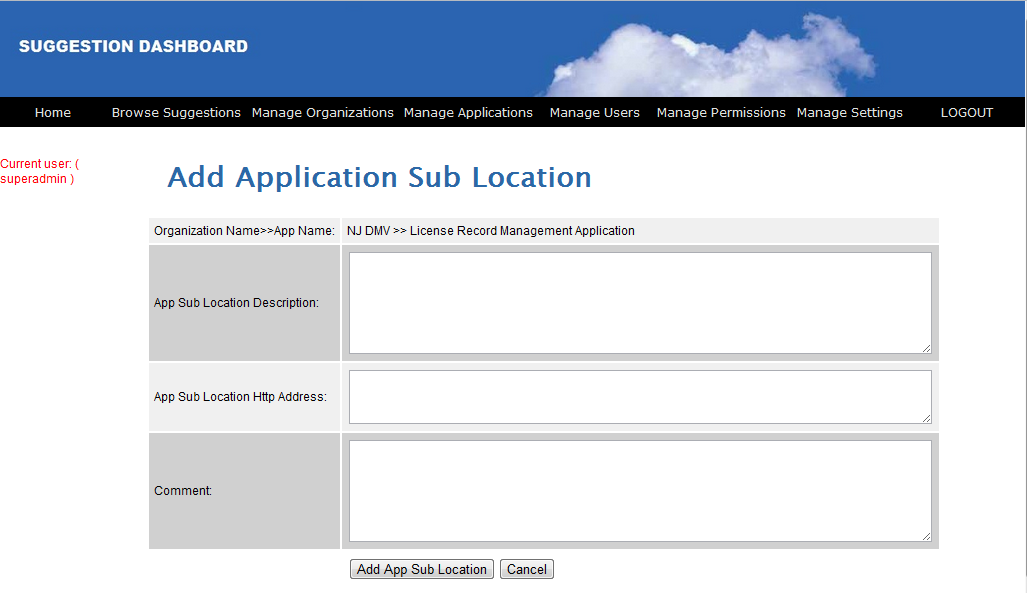
1. Sub Locations: This column contains link to Manage application sub locations screen, where you can add, delete & manage all the sub locations for that particular application. Manage sub locations screen consists of the following columns:
2. Application Name
3. Sub location ID: This ID is used to map the suggestions to application.
4. Sub location Description
5. Suggestion URL: URL of the suggestion
6. 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.



1. 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.

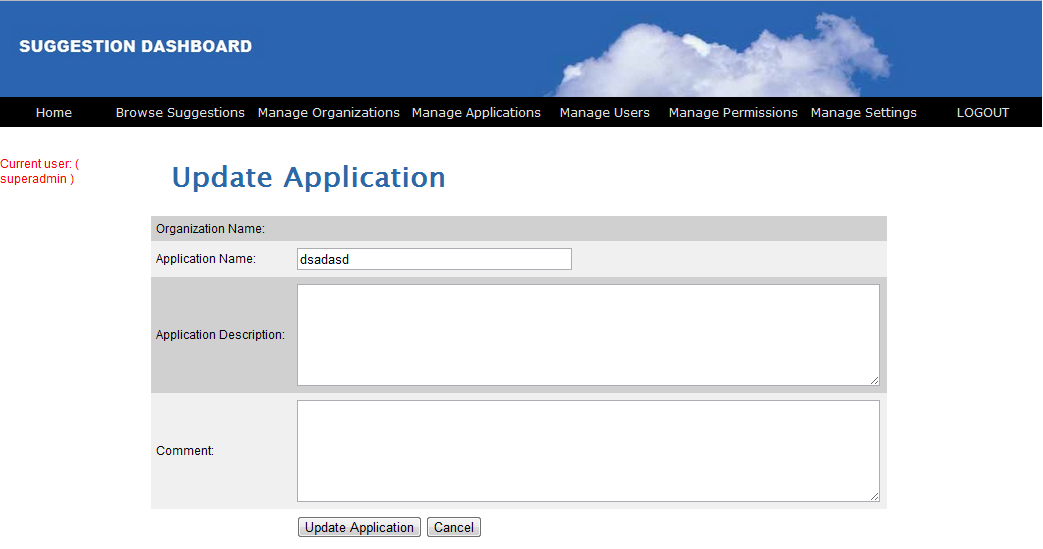


**Add New Application Sub Location:**

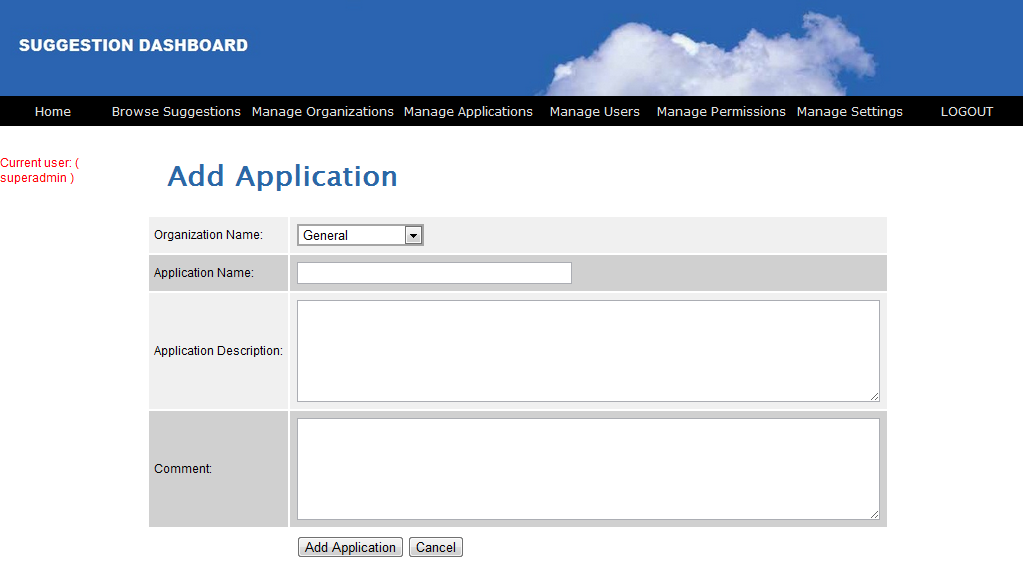


1. Updating and Adding Application:

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.



**Add new Application screen:**

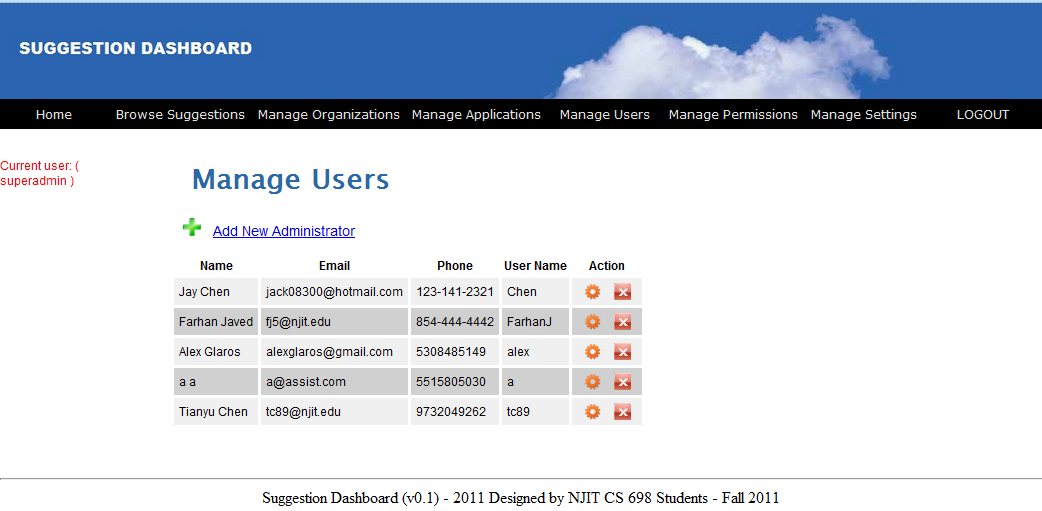


## Manage Users screen

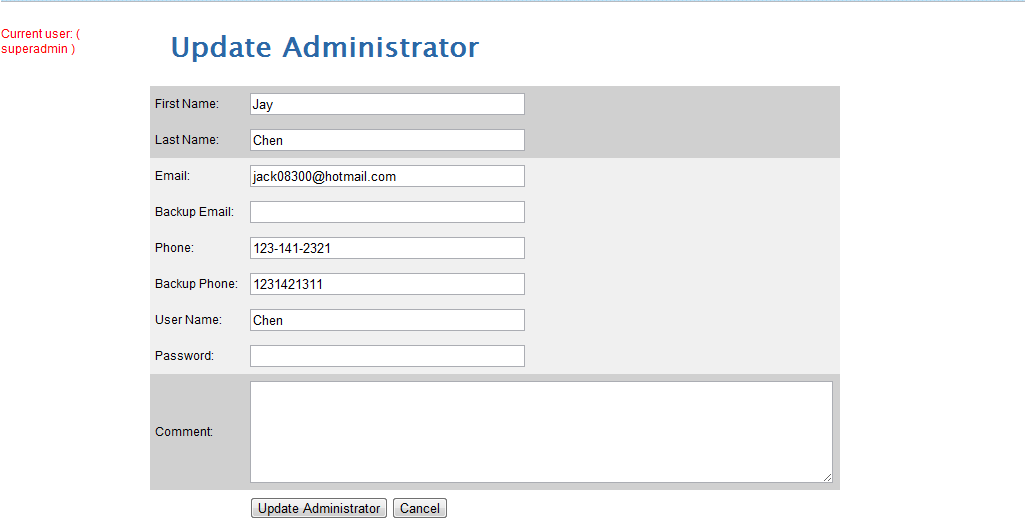
The main function of a super admin is to be able to manage, create, and delete other admins. This screen enables the super-admin to enforce these powers. The Manage user screen’s tabular display contains the following columns.

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.

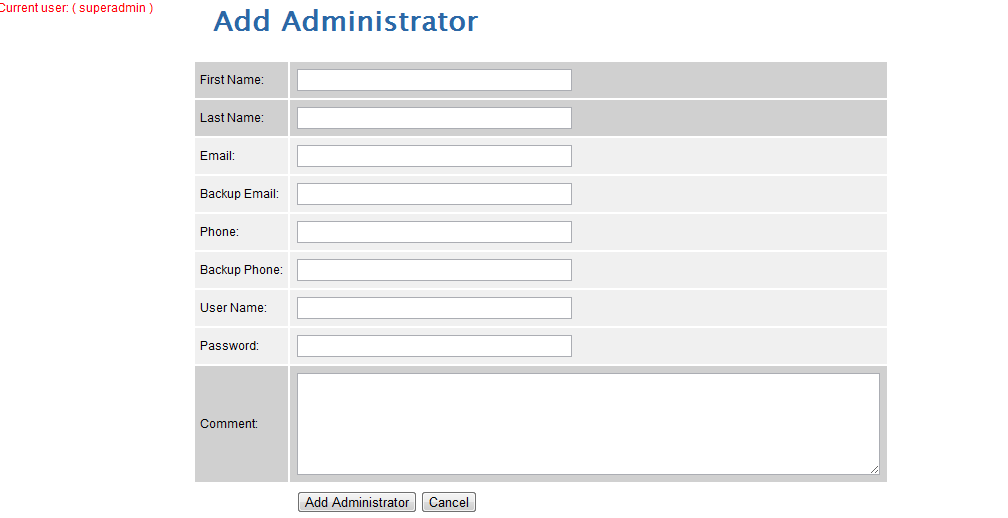
**Manage Users Screen:**



**Update administrator Screen:**



1. 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.



## Manage Permission Screen

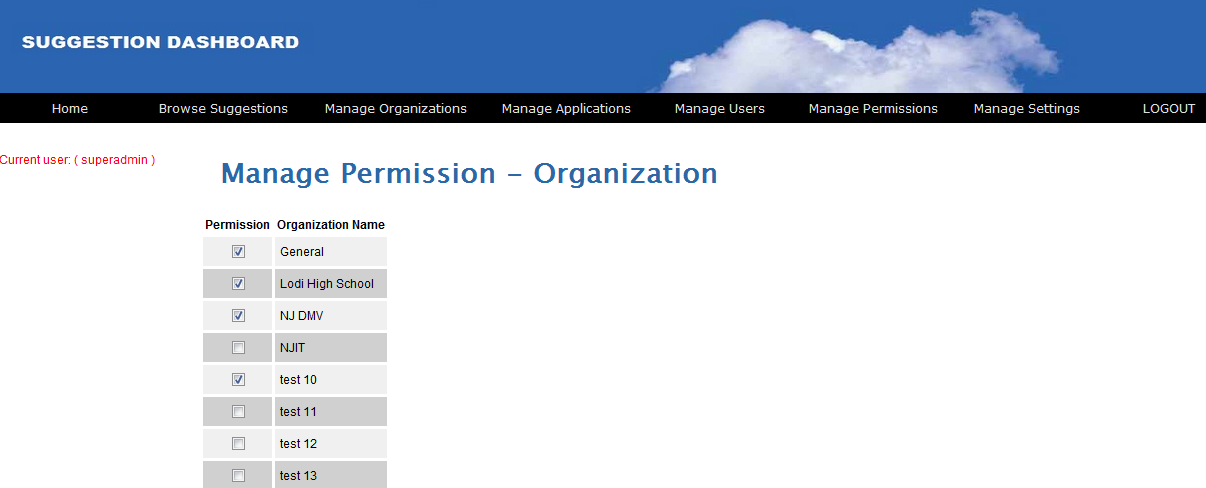
This screen helps you in giving access permissions to the admins. This screen is organized into following columns:

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.

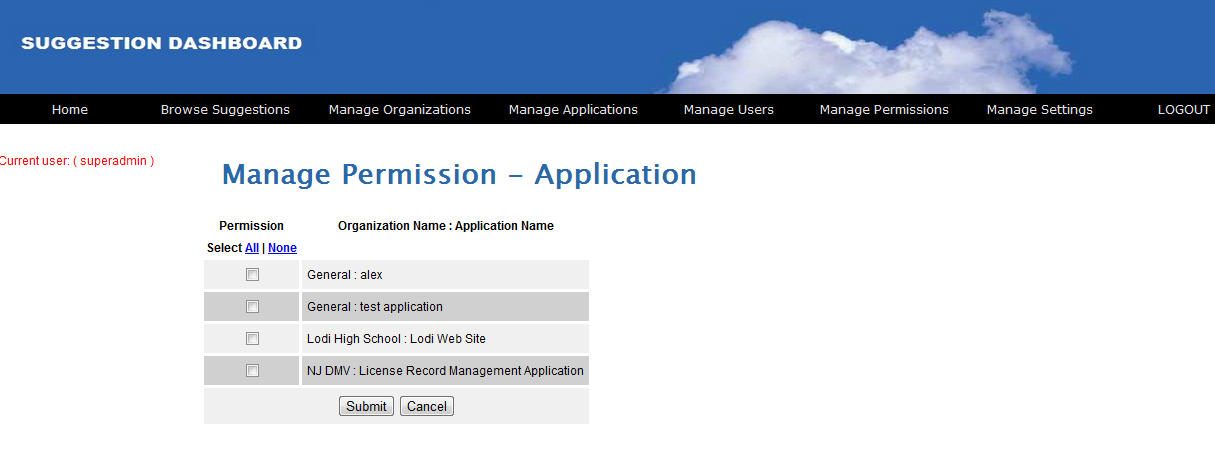
**Manage Permission screen:**



**Manage permission – Organization:**



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

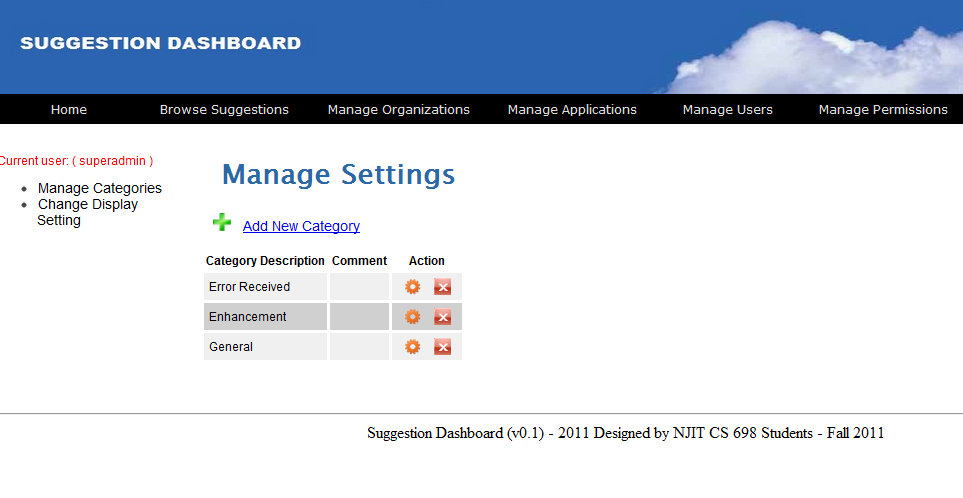


## Manage Settings

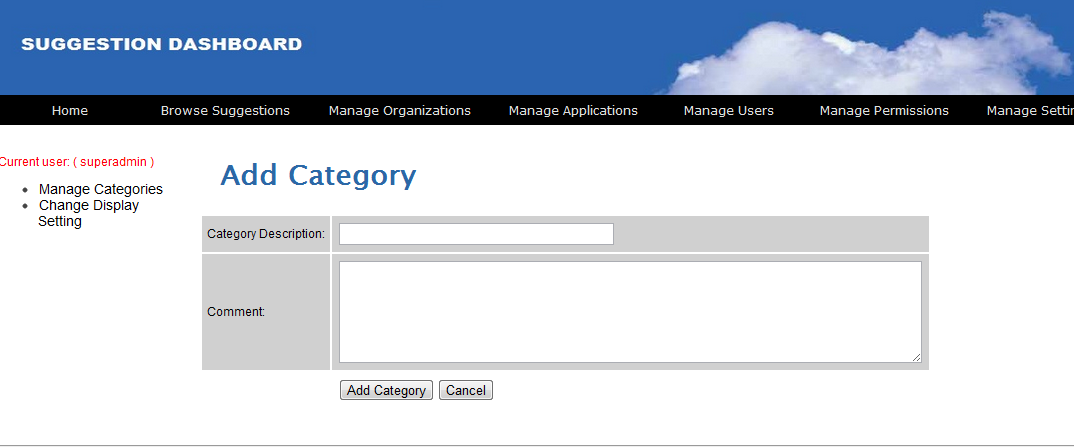
This screen has four sub-screens. You can toggle between the screens using the links provided on the left pane located directly under the home tab.

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.

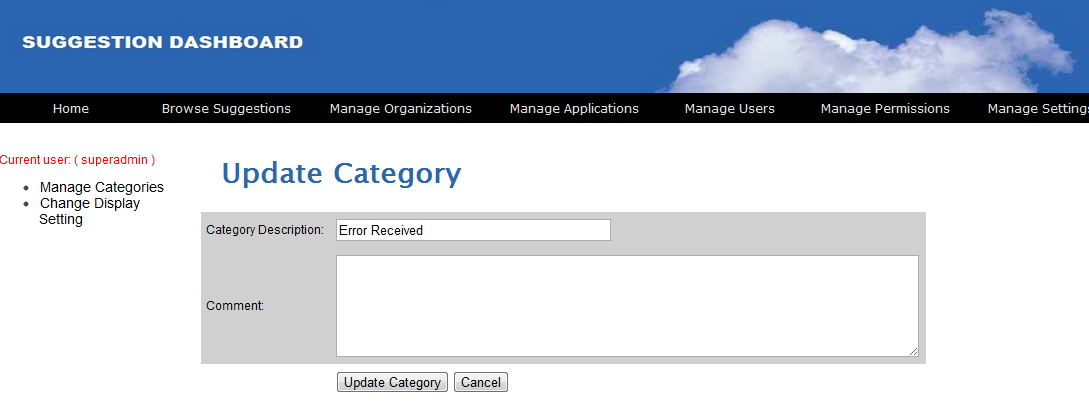
**Manage Settings Screen:**



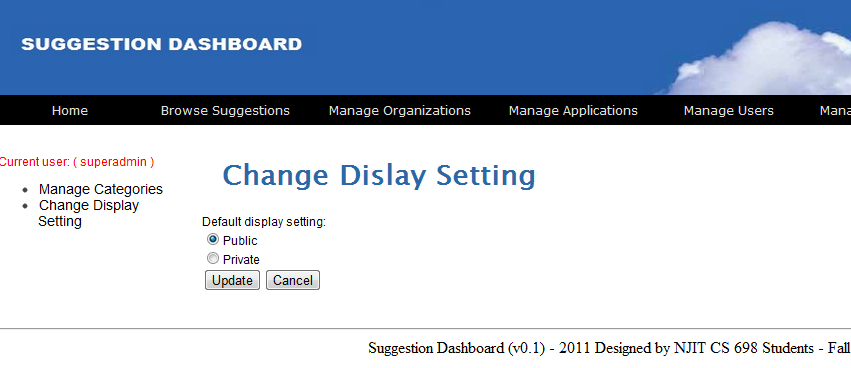
**Add Categories screen:**



**Update Category screen:**



**Change Display Setting screen:**



## 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.

# Appendix

Edit Administrator 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.

Delete Administrator 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).

Description: Notify User of ReceiptReceipt – 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.

Suggestion Receipt Sent 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.

Description: Notify User of Disposition 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.

Description: User Notified of Disposition 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.

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

# 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 |