

User Manual

Manage Engineering Projects System



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1. Introduction

1.1. This document describes the functionality and abilities of the “Manage Engineering Projects System”. This system organizes the whole process of “Final project” for first-degree students at the Engineering faculty.

The engineering process combines several authorities such as: students, advisor, supervisor and secretary. Each role has its own permissions according to his role and responsible projects.

This document specifies all available operations for each user.

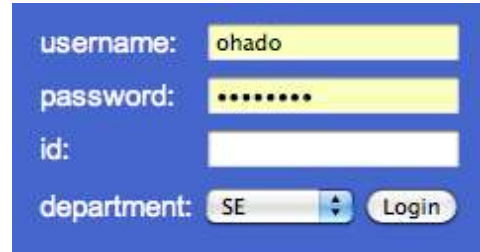
2. General Functional Statements

2.1. The Login Box

The Login Box offer the user a basic interface of authenticating and logging into the system using his private BGU account (along with his personal ID).

This functionality is common to everybody but, of course, is performed as acting a guest.

The logic mechanism behind the box uses a BGU authentication web-service.



2.2. Drop-Down Menu

The Drop-Down Menu gives the currently active user a set of functions which is personally been customized for him.

As the current user changes and so is his role (by logging into the system or out of it) the Drop-Down Menu dynamically changes an suit itself for the current user.

It gives functions for doing the basic operations of this type of user.

It is a sequence of links which are implemented in an animated way.



2.3. Footer Bar

The Footer Bar menu is a nice set of global links which is fixed and constanly defind by the developers and site designers.

The contentof the Footer Bar is not affected by the operation of a system role switch.

It contains, for example, links to some global parts of the system as the main screen, news center, picture gallery, BGU website or HighLearn, along with personal spaces as personal messages inbox.



3. User Oriented Functionality

3.1. Guest

3.1.1. Briefings:

The Guest user is the kind of system role which you automatically play as you first navigate into the website.

As long as you wont log into the system using a given username, password and personal ID you will keep functioning as a guest.

The set of functions the guest user can perform is pretty basic and is extended by any other type of user in the system such as Student and Advisor.

3.1.2. Functions:

3.1.2.1. Suggest an External Project

On this page an external project initiator (which is played by a Guest system user) can offer a project for a future group of students to pick up as their final project.

The initiator has to fill up a form of the basic project info such as title, abstract (some briefings), contact person information and a number which represents the maximum number of students which can be involved in performing this future project.

Before this project can be picked up by students it must be confirmed by a departmental projects supervisor.

Final Projects Management System

username:
password:
id:
department:

[New Projects](#) [Projects Procedure](#) [Search Engine](#) [Photo Galleries](#)

Suggest an External Project

ID :	<input type="text" value="ex-361-2011-A-12"/>	Telephone :	<input type="text"/>
Title :	<input type="text"/>	Department :	<input type="text" value="EE"/>
Initiator :	<input type="text"/>	Students Limit :	<input type="text" value="1"/>
Contact Person :	<input type="text"/>	Year :	<input type="text" value="2011"/>
E-Mail :	<input type="text"/>	Semester :	<input type="text" value="A"/>

Project Brief Description :

3.1.2.2. Search For Projects

On this page the Guest user can search for Projects (currently active projects, or projects from the past, but not ones which have not made any progress)

The search itself can be based on a complex query of a combination of different conditions such as Department, Year, Advisor (Primary or sub advisor) or some description.

As for the search results the user can view and get full information of any project found.

Final Projects Management System

username:
 password:
 id:
 department:

New Projects
Projects Procedure
Search Engine
Photo Galleries

Search For Approved Project

Department:
 Year:
 Title:
 Description:

Advisor:
 Semester:
 Company:

Search Results:

ID	Department	Year	Semester	Group	Company	Website	Title
p-373-2011-A-1	SE	2011	A	Gazoz	Google	---	Gmail
p-373-2011-A-2	SE	2011	A	myGroup	Facebook	---	Facebook applications
p-373-2011-A-3	SE	2011	A	YoniGroup	moshe	WebSite	new project example

3.1.2.3. Watch Old Galleries

This function gives the guest user (and practically everybody else) the ability to watch photo albums related to past projects from the faculty, mainly taken from project conferences in the past.

The user can select the desired year and department.

Supervisor has the ability to upload new photos and photo albums



3.2. Student

3.2.1. The Login Box

The Login Box offer the user a basic interface of authenticating and logging into the system using his private BGU account (along with his personal ID).

This functionality is common to everybody but, of course, is performed as acting a guest. The logic mechanism behind the box uses a BGU authentication web-service.

3.2.2. Create New Group

In order to register to a suggested project, the student should create new group first, or join to existing group by another student. In order to create group, the student should select in the menu the following option.

Then the student should select the group name in the following screen



3.2.3. Add Student To Group

The creation of new group set only the student that created the group as a member of the group. In order to add more students to the group, the student should select the following option from the menu.

Then the following screen will appear, the student should select the student name, and then authenticate the student ID.



3.2.4. Register To Project

When the group contains all the student members, the students should register to a Suggested Project Registration. To do so, the student should select the following option in the menu. Then the following screen will appear with all available suggested projects.



ID	Department	Year	Semester	Company	Max Num Of Students	Title	Removes Candidacy
s-373-2011-A-2	SE	2011	A	Dan	1	New Suggest project	Not Candidate
s-373-2011-A-4	SE	2011	A	adam	4	gamil 2	Not Candidate
s-373-2011-A-6	SE	2011	A	IBM	4	IBM touchpad	Not Candidate
s-373-2011-A-7	SE	2011	A	BCU	4	Tami project	Not Candidate

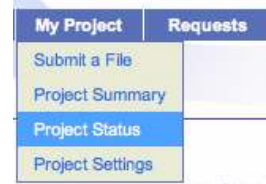
If you want to register to a project, click on the project ID, then the following screen will appear and show the details of the project.

Project ID:	s-373-2011-A-7	Department:	SE
Title:	Tami project	Semester:	2011/A
Company:	BCU	Max Num of Students:	4
Guest Name:	Tami	Phone:	9598
Primary Address:	advisor advisor	Sub Address:	
Description:			
<div style="border: 1px solid black; padding: 5px; min-height: 80px;"> new project </div>			
<input type="button" value="Post Registration Request"/>			

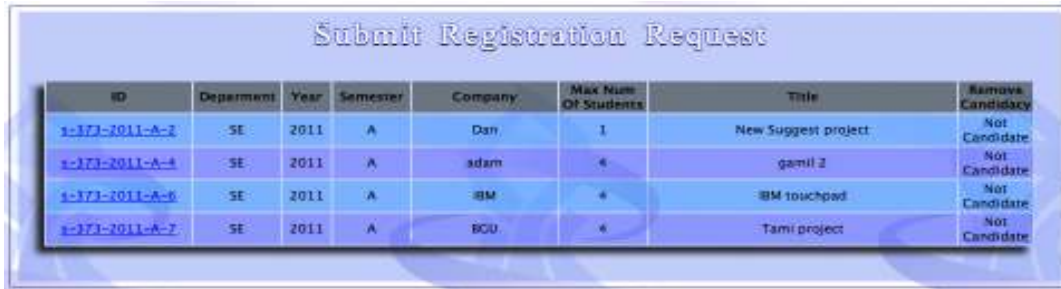
After click on 'Post registration request', the request will send to the project advisor for approval, after approval the student will may continue to the next screens.

3.2.5. Project Status

This screen shows all the events that the student should submit until the submission date. In order to view the status the student should select the following option from the menu.



Then the following screen will appears:



3.2.6. Submit a File

The group of student may submit files according to the project events. In order to submit file, the student should select the following option from the menu.



Then the following screen will appear and the student should select the file from his own computer, and upload it to the ststem.



3.2.7. Update Project Abstract

The system enable to update the project abstract, this change send to the project advisor for approval. I order to update the abstract, you should select the following option from the menu.



Then a screen with the project details will appear, the student might change the abstract and press



3.2.8. Update Project URL

The system enable to update project URL link. In order to update the project URL you should press on



3.2.9. Requests

Student may submit request such as: ‘Change Abstract Request’, ‘Submission extension request’ and ‘General Request’. To do so select the following option from the menu.



The following screen will appear, you should select the request type and then write the description.

3.2.10. Messages

The system contains message screen which displays all the messages that the student received from the Advisor, Supervisor and Secretary.

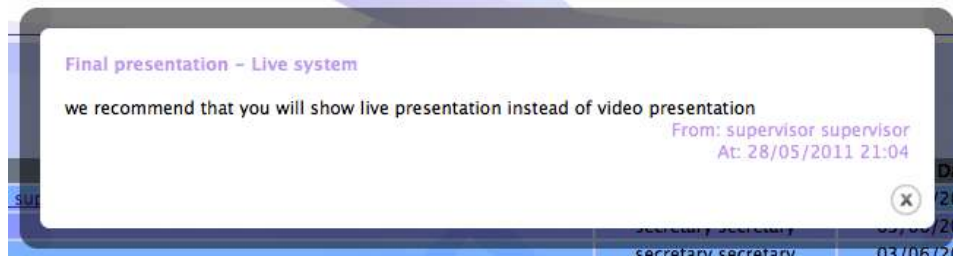


To view all messages, select the following option.

This will load the following screen which displays all the messages that sent to the logged in student.

Title	From	Date
message from supervisor to test	supervisor supervisor	03/06/2011 14:17
secretary 3	secretary secretary	03/06/2011 14:10
secretary 2	secretary secretary	03/06/2011 14:10
Checks	secretary secretary	03/06/2011 14:09
Help	advisor advisor	29/05/2011 12:11
Final presentation - User system	supervisor supervisor	28/05/2011 21:04
Poster	supervisor supervisor	28/05/2011 20:47
Poster	supervisor supervisor	28/05/2011 20:47
API Presentation	supervisor supervisor	28/05/2011 20:46

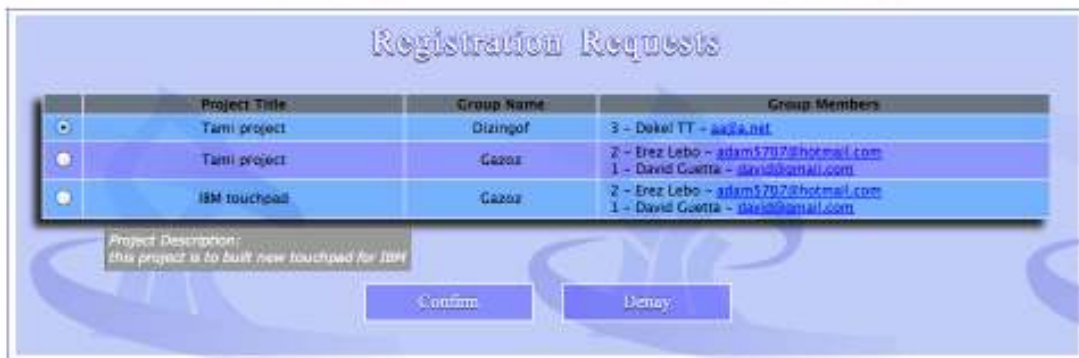
To view a single message, press on the message title and to following screen will display the details of the message.



3.3. Advisor

3.3.1. Respond to Registration Requests

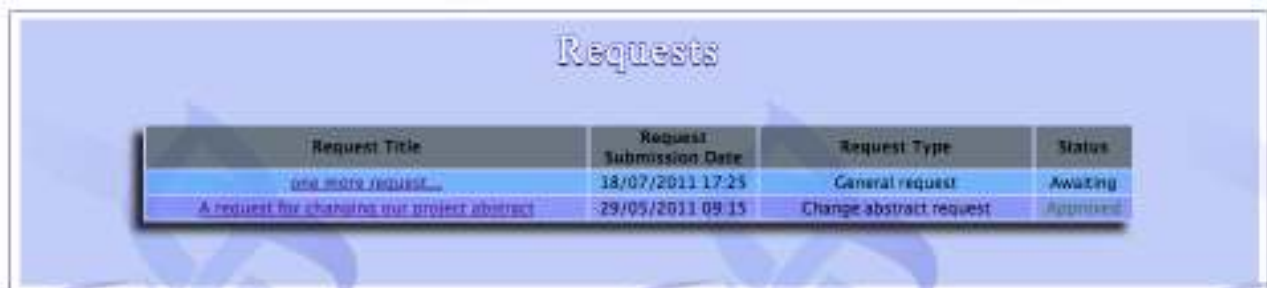
The ability of the Advisor to confirm or decline a given registration request submitted by a group of students. an Advisor can response only to registration request related to projects from his department whom he is advising (as a primary advisor or sub advisor)



3.3.2. Respond to Students Requests

The ability of the Advisor to respond (approve or decline) student requests.

The advisor enters a screen which gathers all the requests related to projects this advisor is advising (as a primary or sub advisor), on this screen the advisor gets to know for every request its current status (awaiting, approved, declined) and he can respond accordingly.



Request Information

Request Types: **Change Project Abstract Request**

Project Title: **new project example**

Group Members: [Kfir Schindlehaim](#)
[Yonathan Tserruya](#)
[Ohad Ozer](#)

Submitted On: **29/05/2011 09:15**

Request Content:

A request for changing our project abstract

Please consider changing our project abstract.

New Suggested Project Abstract:

new project example

a new project that shiuld be the best project in the class

The new abstract:

Request Status:

Request has been approved on 29/05/2011 12:15

Request Response:

approved

3.3.3. Suggest a New Project

The ability of an advisor to add a new suggested project to the system. Once the project is added to the system, groups of students can submit a request for registering to this project. The suggested project will be available for students only on the department of the publishing advisor, which will automatically become the primary advisor of the posted project.



Suggest a Project

ID :	<input type="text" value="s-373-2011-A-8"/>	Telephone :	<input type="text"/>
Title :	<input type="text"/>	Department :	<input type="text" value="SE"/>
Initiator :	<input type="text"/>	Students Limit :	<input type="text" value="1"/>
Contact Person :	<input type="text"/>	Year :	<input type="text" value="2011"/>
E-Mail :	<input type="text"/>	Semester :	<input type="text" value="A"/>

Project Brief Description :

3.3.4. Evaluate a Project

The ability of the advisor to grade a projects report or some other material which has been submitted by a group of students following some event. The advisor is also able to change the date and time of submission of some task.

Evaluate Reports

Project Title: Gmail

	Task	Due Date	Due Time	Last submitted file	Last submitted Date/Time	Grade
<input checked="" type="radio"/>	new event	06/07/2011	00:00	---	---	97
<input type="radio"/>	Final Project	15/06/2011	23:59	---	---	
<input type="radio"/>	Status	01/06/2011	23:59	---	---	
<input type="radio"/>	ARD	30/05/2011	23:59	---	---	
<input type="radio"/>	TDD	04/05/2011	23:59	---	---	

3.3.5. Add/Remove Sub-Advisor

The ability of the advisor to add or remove a sub-advisor for some project he is advising. Just select an advisor to add from the combo-box and press the relevant button.

Sub-Advisors

	Name	Email
<input checked="" type="radio"/>	advisor advisor	advisor@bgu.ac.il

Select Sub Advisor

3.3.6. Send a Message to Project Members

The ability of the advisor to send a global message to all team members of a given project (some project he is advising).

This is done by going through “Project Management” menu then “Manage Projects” submenu, selecting one project using the radio buttons and pressing “Send Message”, then the following dedicated screen will appear.

Send Message To Project Members

Project ID:	p-373-2011-A-1	Department:	SE
Title:	Gmail	Starting Semester:	2011/A
Initiator:	Google	Web Site:	---
Contact Name:		Phone:	
Group ID:	1	Primary Advisor:	Tami Alovitz
Students:	David Guetta Erez Lebo	Sub Advisors:	advisor advisor

Title: a message title

Body: a message body

[Send Message](#)

3.4. Supervisor

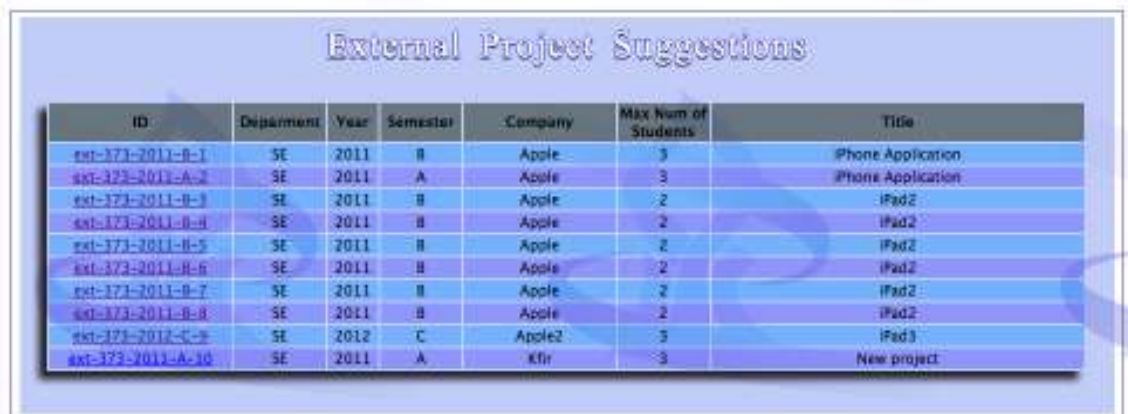
3.4.1. Respond to Registration Requests

The ability of the supervisor to confirm or decline a given registration request submitted by a group of students and passed advisor confirmation. A supervisor can respond only to registration request related to projects from his department.



3.4.2. Respond to External Project Suggestion

The ability of the supervisor to approve/decline an external suggestion. If the suggestion is approved then it is now on considered as a suggested project which can be picked up by a group of students. supervisor navigates there from “Request Responses” and then selects an external suggestoin to respond to.



Suggested Project Summary

<p>Project ID: est-373-2011-A-10</p> <p>Title: New project</p> <p>Instructor: Kfir</p> <p>Company Name: Kfir</p> <p>Primary Advisor: <input type="button" value="Select primary Advisor"/></p>	<p>Department: SE</p> <p>Starting Semester: 2011/A</p> <p>Max Num of Students: 3</p> <p>Phone: 08-9123123</p>
---	---

Description:

Great Project.

3.4.3. Remove a Suggested Project

The ability of the supervisor to remove a suggested project from the list of current suggested project now open for registration by groups of students. navigate there from the “Request Responses” menu.



Suggested Projects

ID	Department	Year	Semester	Company	Max Num Of Students	Title
<input checked="" type="radio"/> s-373-2011-A-2	SE	2011	A	Dan	1	New Suggest project
<input type="radio"/> s-373-2011-A-4	SE	2011	A	adam	4	gamil 2
<input type="radio"/> s-373-2011-A-6	SE	2011	A	IBM	4	IBM touchpad
<input type="radio"/> s-373-2011-A-7	SE	2011	A	BCU	4	Tami project

3.4.4. Manage Event Schedules

The ability of the supervisor to manage the whole schedule of submissions for some year/semester combination. the supervisor must first go to "Events" under "Event Schedule" and select a year and semester, then, on the popped out table manipulate a desired event, add a new one or remove an existing one.



3.4.5. Send a Broadcast Message

The ability of the supervisor to send an inbox message to his whole department, to all students on his department, or to all staff members on his department. navigate to "Messages" and then "Broadcast Message"





3.4.6. Send a Global Message

The ability of the supervisor to send a global message (the kind of running text messages scrolling horizontally over the welcome screen) to all system users or to all of his department users.

navigate to “Messages” and then “Global Message”

