

IAMU-ID ADMINISTRATOR MANUAL

This is a detailed documentation for Administration part of IAMU-ID
System

Administrator Part

Table of contents

1. Introduction	2
1.1 System Overview	2
1.2 Authorization and Users	2
1.3 Acronyms and Abbreviations	2
1.4 List of Figures	3
2. Getting Started	3
2.1 Logging On	3
2.2 System Menu	4
3. Administrator Profile	6
3.1 My Profile	6
3.2 Change Password	6
4. Administration	7
4.1 Manage Members	7
4.2 Manage Users	8
4.3 Members' Data	8
4.4 Reports	9
4.4.1 Contacts Report	10

1. Introduction

- This manual is a detailed documentation of IAMU-ID (IAMU Institutional Database) system "Administration Part" and the necessary steps for all its functions.
 - This manual will also be available on-line within the system itself to be accessible anytime.
-

1.1 System Overview

- IAMU-ID system is a web based application that can be accessed through the URL : <http://idb.iamu.edu.org>
 - It is mainly designed for IAMU Member universities to enter their member basic data, Colleges, programs, research fields, facilities as well as presenting member Consultations and projects.
 - All System data is in English Language, and the system prevents any other languages to be entered.
 - This is based on system requirements gathered, Refer to Requirements Document V.07
-

1.2 Authorization and Abbreviations

The system has two types of users:

- 1- Administrator users.
- 2- Users.
- 3- Visitors

1- Administrators are responsible of the following:

- Adding/managing all users accounts.
- Adding/managing IAMU members as entities.
- Viewing all members' data (without having the authorization to modify it).
- Generating System Reports.

* These responsibilities will fully be explained throughout this manual.

2- Users are responsible of the following:

- Adding/managing their own member's data in a secured way in which no member user can edit or view other members' data.
- Can view all members' data (without having the authorization to modify it).

* These responsibilities will fully be explained in the user manual.

3- Visitors can do the following:

- Can view all members' data (without having the authorization to modify it).
-

1.3 Acronyms and Abbreviations

Serial	Abbreviation	Description
1	IAMU-ID	IAMU Institutional Database, which a web based application that allows IAMU members to enter/manage their institutional data plus an administration part for IAMU administrator users to manage the system.
2	User	This is the data entry user (member university user), who will be assigned by each member to add/manage their data.
3	Administrator	This is the user responsible for adding/managing users, generating reports. There will always be one administrator as minimum.
4	*	Any red "*" in front of any text box means this field should be filled. The form will not submit unless it's filled.

Fig. (1) Acronyms and Abbreviations.

1.4 List of Figures

Figure number	Figure name
1	Acronyms and Abbreviations
2	System Login
3	Administrator Menu
4	User Menu
5	Administrator Profile
6	Change Password
7	Manage Members.
8	Manage Users.
9	Members' Data
10	Reports Menu
11	Generating Contacts Report

2. Getting Started

- This manual will go page by page through all the IAMU ID system administration part.

2.1 Logging On

- User first step is to login using credentials (will be given to each Administrator/user) through the URL: <http://idb.iamu-edu.org/>
- According to user type (administrator/or user) a specific view will appear.
- This document is related to the administrator view only and there will be another one for the user.

IAMU Institutional Database

Loginname

Password

[Visitor Login](#)

Log in **Forgot/Change Password**

Fig. (2) System Login.

2.2 System Menu

As previously mentioned, there are two views for the system.

First: Administration Part which has the following menu and it will be fully discussed throughout this manual. (Fig. (2))

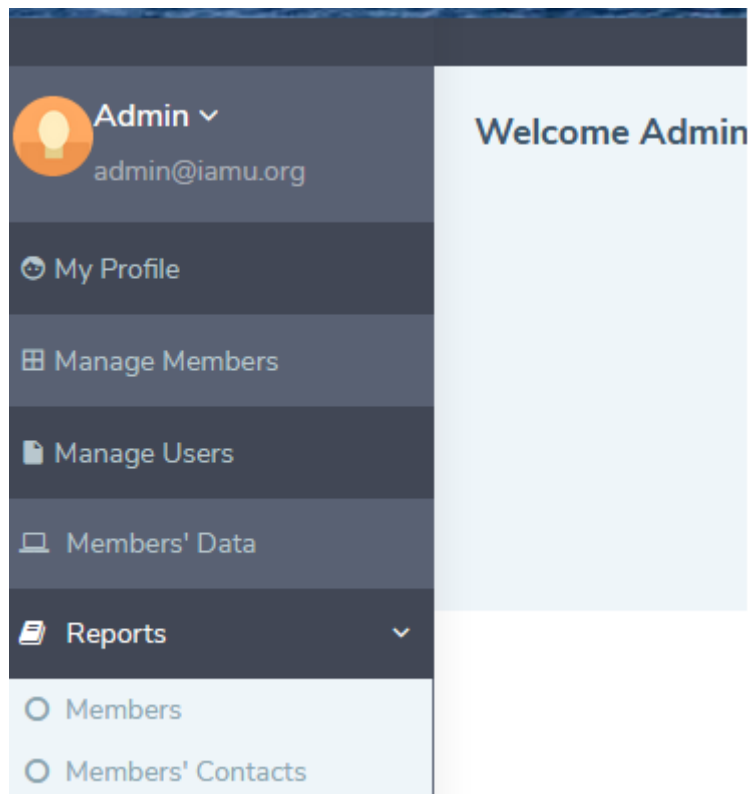


Fig. (3) Administrator Menu

Second: User Part which has the following menu, and will be discussed fully in the user manual document. (Fig. (3))

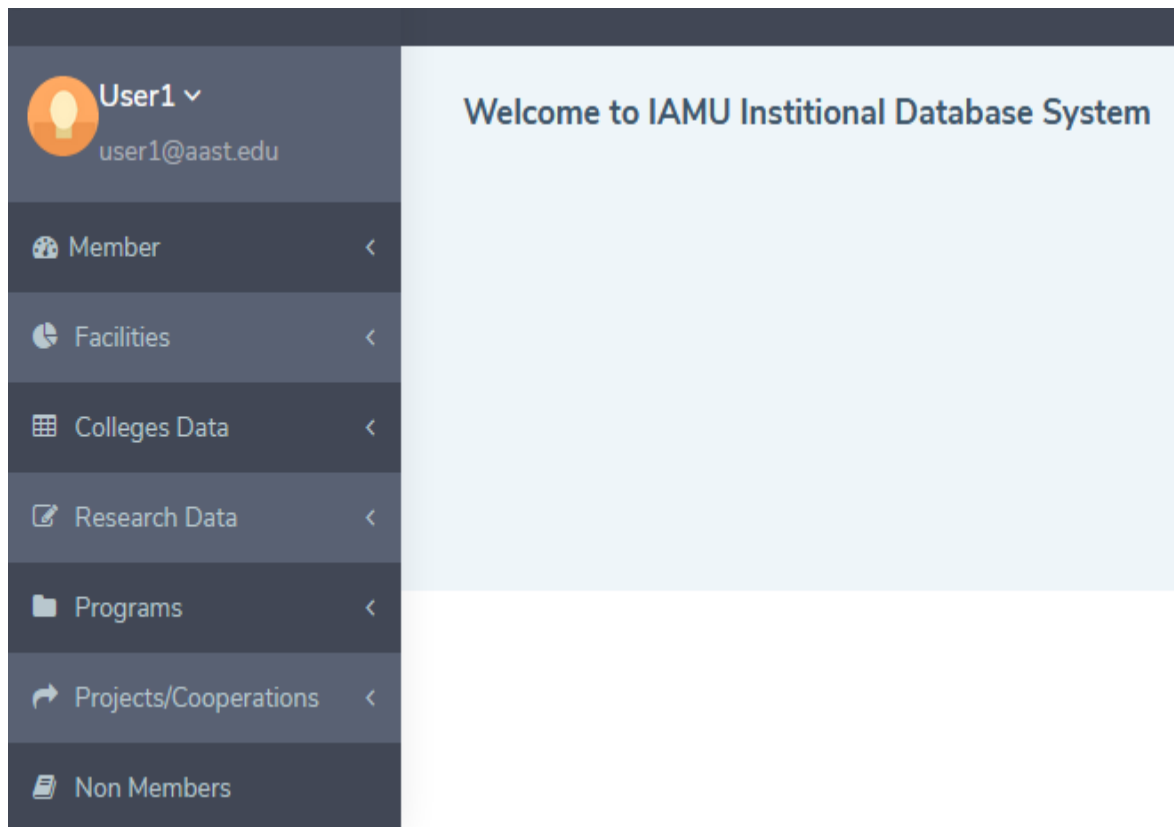


Fig. (4) User Menu

3. Administrator Profile

- Here the administrator can change his displayed name and login-name. (Fig. (3))
- There's also a button that links to "change Password" page in case of changing/or forgetting the password. (Fig. (3))

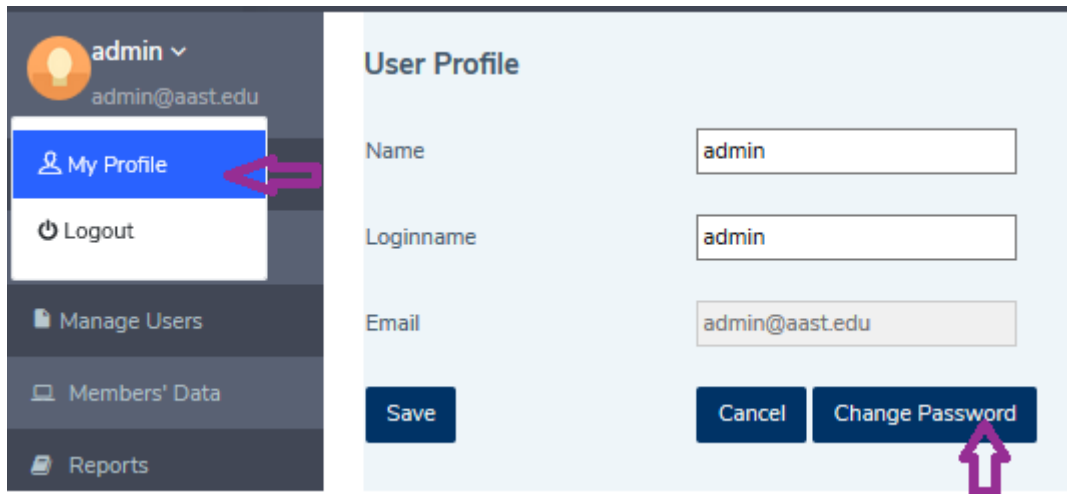


Fig (5). Administrator Profile

3.2 Change Password

This page is used to change password anytime (and before first login) or if a user forgets it.

How to change Password:

1- Click Change Password: For security reasons a generated code will be sent to the user's registered email and he will be redirected to another form to enter this code and the new password (Fig. (4)).

Note: This code expires after using it/ or after 6 hours (even if a user didn't use it).

2- After the redirection enter the code and the new password.

Fig (6). Change Password

4. Administration

4.1 Manage Members

In this page administrator can:

- 1- Add/edit/delete members.
- 2- Add member's main Country (the country of member's main branch).

Note: Deleting a member will automatically delete its users.

Manage Members		
Member Name	Edit	Delete
Arab Academy for Science, Technology and Maritime Transport	Edit	
California State University Maritime Academy	Edit	
Maritime Academy of Asia and the Pacific	Edit	
Satakunta University of Applied Sciences	Edit	
MITUs	Edit	
Dalian Maritime University	Edit	
<input type="text"/>	* <input type="text" value="Egypt"/>	<input type="button" value="Add"/>

Fig. (7) Manage Members

4.2 Manage Users

In this page administrator can do the following for users:

- 1- Creating user Accounts and managing their data (name, email, login name...)
- 2- Activate/deactivate user.
- 3- Decide user type (Administrator/user), choosing a member university means this is a user, while not choosing means this is an administrator user.
- 4- Administrator can search by specific member users and/or by Name or login name.

Notes:

- New users should add their passwords before their first login by clicking "Forgot/Change Password" in the login page.
- Administrator cannot delete himself (The account who is now being logged in with; and so there will always be one administrator as minimum).

Manage Users

Member: User:




Name	Login Name	Member	Email	Admin/Normal User	Active	Edit	Delete
user1	user1	Arab Academy for Science, Technology and Maritime Transport	user1@hotmail.com	Member User	Active	Edit	
user2	user2	Arab Academy for Science, Technology and Maritime Transport	user2@gmail.com	Member User	Active	Edit	
aastuser	aast	Arab Academy for Science, Technology and Maritime Transport	aastuser@aast.edu	Member User	Active	Edit	

Fig. (8) Manage Users

4.3 Members' Data

- For the administrator to follow up each member data, in this part administrator can choose a specific Member and which data to view then click [Show Data](#)
- *The administrator will only view the data entered (will not be able to edit anything, as this is the member university user responsibility).*

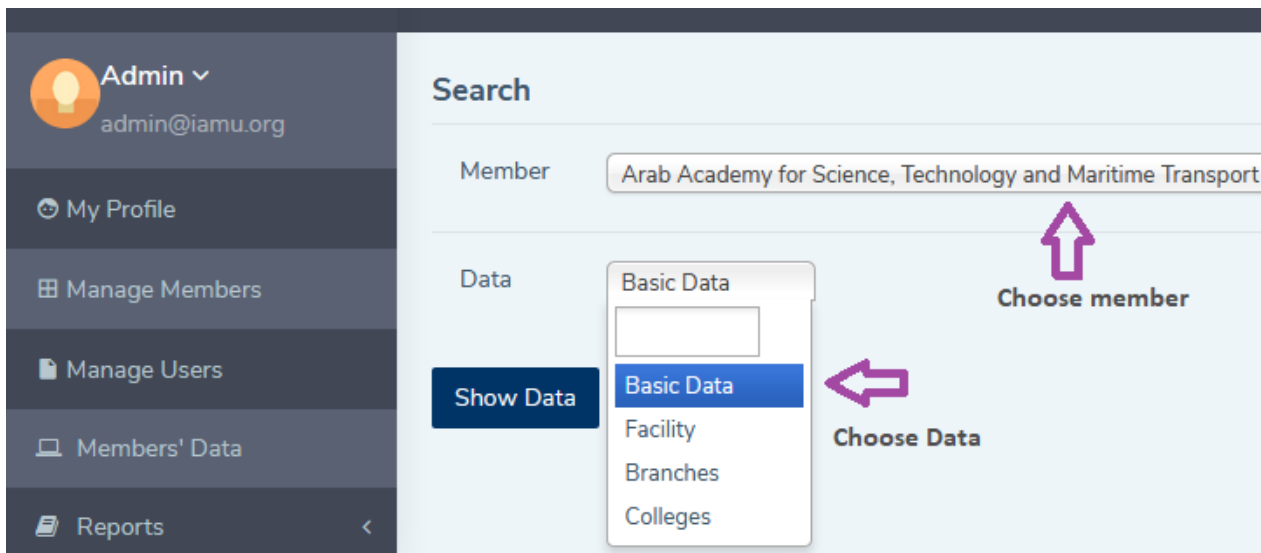


Fig. (9) Members' Data

4.4 Reports

Generating Reports:

These are ready made reports to facilitate Administrator job. Administrator will just choose the report and it will be generated automatically. Reports can be extracted in many forms like pdf, Excel... and can be printed with any form.

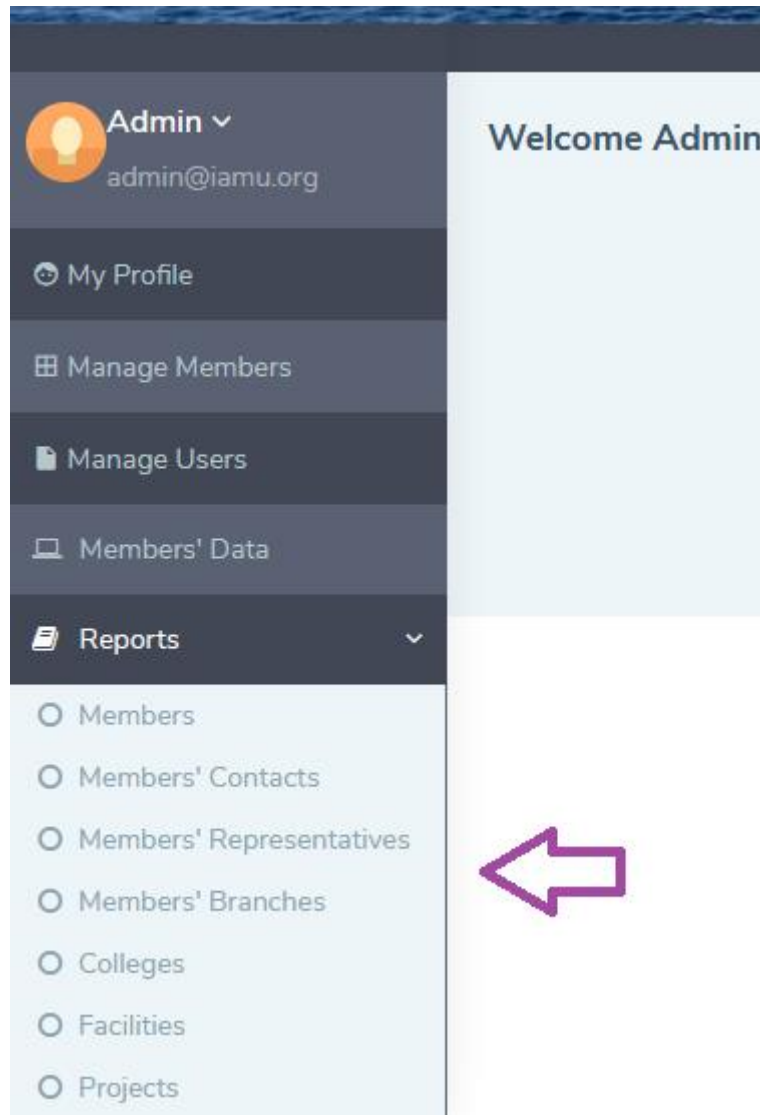


Fig. (10) Reports Menu

4.4.1 Contacts Report

- This is an example of a report displaying a list for members' contacts with their names, positions, emails and mobile numbers for each contact person.
- The drop-down list at the top of the page enables administrator to choose whether to generate the report to display all members' data or choose a specific member.

Member Contacts Report

Choose Member to display its data

All Members



Choose all or one member university

report



1

of 1



100%



Member Contacts

Arab Academy for Science, Technology and Maritime Transport

Contact Name	Contact Position	Contact Mail	Contact Mobile
Mohamed Aly	manager		01222
Karim Ahmed	submanager1		

Maritime Academy of Asia and the Pacific

Contact Name	Contact Position	Contact Mail	Contact Mobile
sohaila morsi			

1

20/02/2019
11:01 AM

Fig. (11) Generating Contacts Report.