

TAS FACULTY

DOCUMENTATION

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- ADD A USER
- REMOVE A USER
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- SET GLOBAL BUDGET
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ALLOCATE SUBJECT BUDGETS
- CHANGE SETTINGS

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- RESET YOUR PASSWORD (PROFILE)
- CHANGE SETTINGS

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- REMOVE PURCHASE ORDERS
- MANAGE USERS
- ADD A USER
- ADMIN SETTING

FIRST TIME SETUP

Welcome administrator to the TAS Faculty application. This section of the document endeavours to lead you through the most efficient setup and use, so for the first time it is advised to follow each section in order.

Additionally, for maximum performance and security it is advised your device has been updated to the most recent version and defence.

NOTE: A convention used throughout this documentation is red text-colour for information and features related to administrators. In this case, admin refers to authorised users with the Principal or Head Teacher role.

NOTE: When the phrase 'navigate' is used, it should be assumed this involves use of the side-bar navigation.

NOTE: As a general rule, textboxes which require a monetary to be entered only take number inputs, one decimal point and fractional parts to two decimal places, and must be less than 29 characters in length. These will be identified as '**MONETARY TEXTBOXES**'

LOG-IN

If this is the first time the entire system has been accessed, ensure an authorised administrator (advised principal) is completing this setup as the following user will have the **Principal role** (permission to access everything). The user also has a randomly designated subject Technology Mandatory (Stage 4).

Log in with:

USERNAME: Admin

PASSWORD: Password

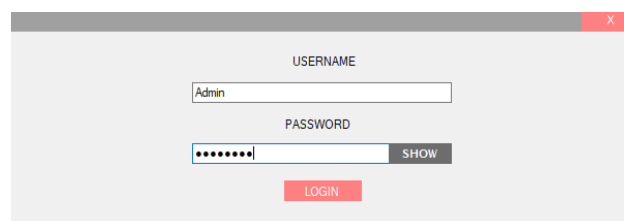
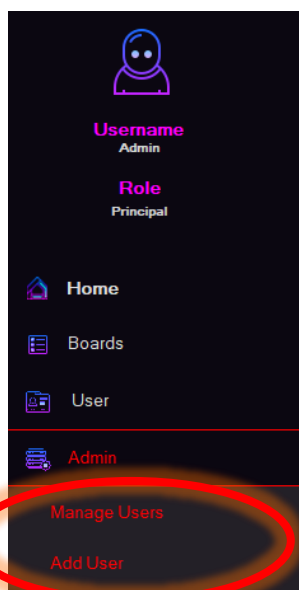
A login form with a light gray background. At the top right is a red close button with an 'X'. Below it are two input fields: 'USERNAME' containing 'Admin' and 'PASSWORD' containing masked characters (dots). To the right of the password field is a 'SHOW' button. Below the password field is a red 'LOGIN' button.

Figure 1 | TIP: Hover over the 'SHOW' button to view what password you are typing.

(ENSURE YOU ARE IN A SAFE LOCATION AS YOUR PASSWORD WILL BECOME VISIBLE)



ADD A USER

Any user of the system will have access to this universal documentation, so it is **imperative that this Admin user is deleted**.

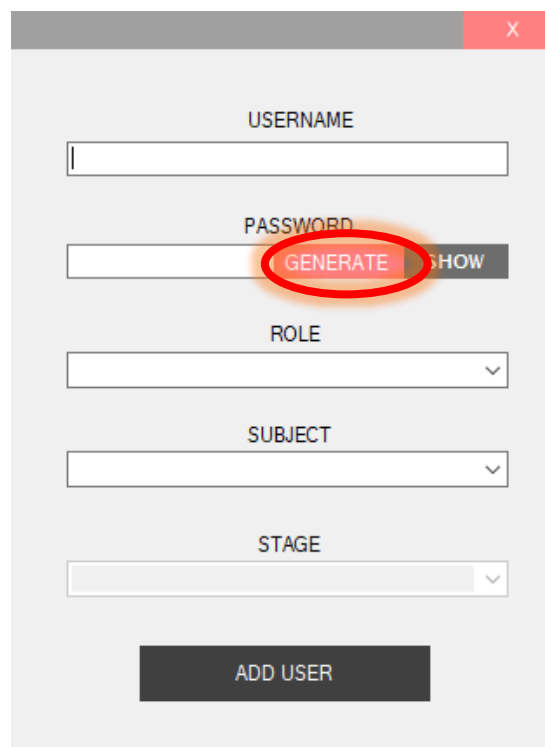
Before this can occur however, a **NEW USER** (or many users) must be created (so the system is still usable). Assuming you are following this tutorial and still logged in as Admin (otherwise a user with role Principal or Head Teacher), use the side-bar to navigate to ADMIN > ADD USER. Alternatively, navigate to ADMIN > MANAGE USERS and select the ADD USER button.

Either option above will navigate to this pop-up:

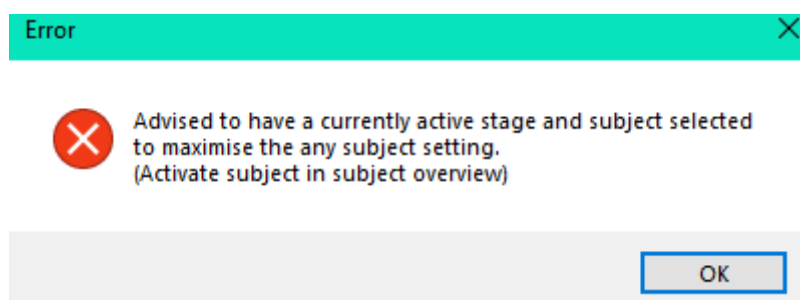
- **Enter a username.** A strong username is advised and for maximum security one that is non-identifiable. A naming convention could be useful.
- **Enter a password.** For security reasons, this must be greater than 6 characters long. **Ensure this password is remembered.** The GENERATE button is highly recommended to quickly produce a 12-character password.

Again, **hovering over the SHOW button** will reveal the concealed password however caution must be taken.

- **Select a role** allocated to the user from Teacher's Aid, Teacher, Head Teacher and Principal. **As the Admin user will be deleted in this tutorial, it is critical you create a user now for yourself with Principal or Head Teacher role.** NOTE: Allocate Head Teacher and Admin with care as these users will have admin powers.
- **Select a stage and subject allocated to the user.** This will only be important in the application (beyond aesthetic information) if the 'Allow Users to Add Purchase Orders from Any Subject' is FALSE (as this subject will be the only subject the user can make purchase orders from).



As this is the program's setup, no subjects have been activated so this error message will appear:



Ignore and select OK, and if you have completed all of the other fields select ADD USER. Congratulations, you have created your first user (this will be your login-in information if you are following this tutorial). To check if you have successfully created this user, navigate to ADMIN > MANAGE USER and your new user should appear. If necessary, add other users by repeating the above steps.

REMOVE A USER (ADMIN)

As mentioned before, it is **imperative that this Admin user is deleted**. This part will detail the removal of the Admin user but applies to any other user.

NOTE: Before you proceed, ensure that **ANOTHER USER (not Admin) exists with role Head Teacher or Principal** and these details are remembered. This account must be used as the new admin.

Using the side-bar, navigate to ADMIN > MANAGE USERS and in the grid, select the user you wish to remove by clicking on the row (in this case, 'Admin').

	userID	username	role	subject	stage
>	21	Admin	Principal	Technology Mandatory	4
	22	hey	Principal	Technology Mandatory	4

Ensure you have selected the correct user. Then click the DELETE USER button (circled below). This will delete the selected user and CANNOT BE REVERSED or undone so ensure another admin user exists.

The screenshot shows the 'MANAGE USERS' interface. At the top, there are input fields for USERNAME (Admin), PASSWORD (masked with dots), ROLE (Principal), SUBJECT (Technology Mandatory), and STAGE (4). To the right of these fields are buttons for 'NEW USER', 'DELETE USER', and 'UPDATE USER'. The 'DELETE USER' button is circled in red. Below the input fields is a search bar with 'SEARCH:', 'STAGE', 'SUBJECT', and a 'CLEAR' button. At the bottom is a table with the same columns as the one above, showing the 'Admin' user selected.

Once you have selected the button this pop-up will appear.

A warning dialog box with a yellow triangle icon. The text reads: 'Are you sure you wish to delete Admin and another user with the Head Teacher or Principal role exists (and recommended you have followed the tutorial thus far)? (This is irreversible)'. At the bottom are 'OK' and 'Cancel' buttons.

If you are sure another admin user exists, select OK. The next dialog box will appear and you will be redirected to the beginning login screen.

An error dialog box with a red circle icon. The text reads: 'Admin user deleted. Logging out now - please log in as another user you've created.' At the bottom is an 'OK' button.

NOTE: If you have selected a user that is not Admin to delete, the above dialog boxes will not appear and instead other boxes will appear. You will not be logged out.

NOTE: You cannot delete your own user (unless you are Admin)

For the next parts of this set-up section, enter the log-in details of the new **Head Teacher or Principal** user you created in the previous ADD A USER part and log in. A Welcome form will pop up (the same which appeared the first time you logged in) as you are accessing the system as a new user. Select OK and proceed to the next part of this tutorial.

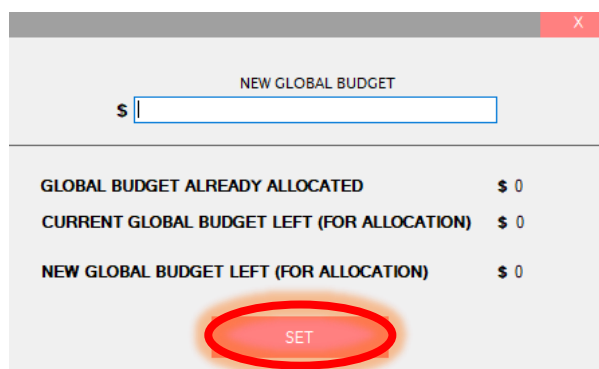
SET GLOBAL BUDGET

Congratulations, you are now ready to set-up the system for proper use. Before you can activate subjects, allocate money to subjects and make any purchase orders, you must set the global budget (total amount dedicated to the TAS Faculty).

NOTE: When you proceed to the next step, you will be unable to exit the program, log out or complete any interactions until a global budget has been successfully allocated. If you attempt to exit using the 'X' (close) button, an error message will appear.

To do this, navigate to BOARDS > SUBJECT OVERVIEW. The following pop-up will appear:

- **GLOBAL BUDGET ALREADY ALLOCATED** and **CURRENT GLOBAL BUDGET LEFT (FOR ALLOCATION)** displays these calculations in case you are resetting the global budget. However, in this case as you are setting it for the first time, these can be ignored.



NEW GLOBAL BUDGET	
GLOBAL BUDGET ALREADY ALLOCATED	\$ 0
CURRENT GLOBAL BUDGET LEFT (FOR ALLOCATION)	\$ 0
NEW GLOBAL BUDGET LEFT (FOR ALLOCATION)	\$ 0

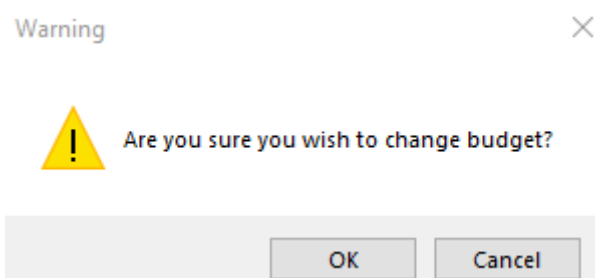
SET

Enter the global budget allocated to the system.

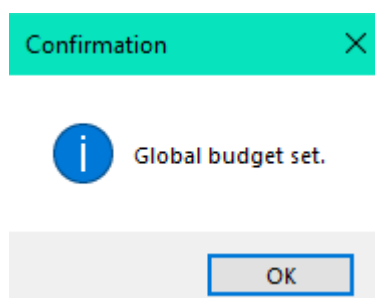
Any amount allocated to subjects or purchases made must be within this amount (as this is the total amount of money circulating the system).

NOTE: The textbox only takes number inputs, one decimal point and fractional parts to two decimal places and must be less than 29 characters in length.

Once a budget has been entered, click the CHANGE button. This global budget can be changed later providing the user has the role Principal or Head Teacher. The following confirmation box will appear.



If you agree, select OK and the next confirmation box will appear (which can be closed by clicking OK again)



Remaining in BOARDS > SUBJECT OVERVIEW, the following interface should be visible (with the global budget you set before).

GLOBAL BUDGET ALLOCATED

\$ 10000

RESET

GLOBAL BUDGET LEFT (FOR ALLOCATION)

\$ 10000

HELP

GLOBAL BUDGET UNSPENT

\$ 10000

HELP

SUBJECT NAME

Technology Mandatory

RESET BUDGET ALLOCATION

CHANGE BUDGET

RESET ENTIRE SYSTEM

☐ ACTIVE

SEARCH: STAGE SORT ALLOCATED BUDGET ☐ ACTIVE CLEAR

	subjectId	stage	subjectName	allocatedsubBudget	subBudget Spent	subBudget Left	active
▶	1	4	Technology Mandatory	-	-	-	False
	2	5	Food Technology	-	-	-	False
	3	5	Textiles	-	-	-	False
	4	5	Industrial Technology Timber	-	-	-	False
	5	5	Industrial Technology Engineering	-	-	-	False
	6	5	Industrial Technology Electronics	-	-	-	False
	7	5	Industrial Technology Graphics	-	-	-	False
	8	5	Industrial Technology Multimedia	-	-	-	False
	9	5	Information Software and Technology	-	-	-	False
	10	5	Design and Technology	-	-	-	False
	11	6	Information Processes and Technology	-	-	-	False
	12	6	Software Design and Development	-	-	-	False
	13	6	Engineering Studies	-	-	-	False
	14	6	Industrial Technology Timber	-	-	-	False
	15	6	Industrial Technology Electronics	-	-	-	False
	16	6	Industrial Technology Multimedia	-	-	-	False
	17	6	Industrial Technology Graphics	-	-	-	False
	18	6	Food Technology	-	-	-	False
	19	6	Hospitality VET	-	-	-	False
	20	6	Construction VET	-	-	-	False
	21	6	Metals and Engineering VET	-	-	-	False
	22	6	Textiles and Design	-	-	-	False
	23	6	Design and Technology	-	-	-	False

ACTIVATE/DEACTIVATE SUBJECT

Without activating any subjects even if the 'Allow Users to Add Purchase Orders from Any Subject' is enabled, no purchase orders will be able to be made. Thus, the appropriate subjects must be activated.

NOTE: This part must be done by a user with the Head Teacher or Principal role.

To do this, navigate to (or if you have been following the tutorial thus far you will already be here) BOARDS > SUBJECT OVERVIEW. Once you are here (providing you have a global budget set), use the mouse to select the subject you wish to activate then click the ACTIVATE checkbox once.

GLOBAL BUDGET ALLOCATED

\$ 10000

RESET

GLOBAL BUDGET LEFT (FOR ALLOCATION)

\$ 10000

HELP

GLOBAL BUDGET UNSPENT

\$ 10000

HELP

SUBJECT NAME

Technology Mandatory

☒ ACTIVE

CHANGE BUDGET

RESET BUDGET ALLOCATION

RESET ENTIRE SYSTEM

SEARCH: STAGE SORT ALLOCATED BUDGET ☐ ACTIVE

	subjectId	stage	subjectName	allocatedsubBudget	subBudget Spent	subBudget Left	active
1	4	Technology Mandatory	-	-	-	-	False
2	5	Food Technology	-	-	-	-	False
3	5	Textiles	-	-	-	-	False
4	5	Industrial Technology Timber	-	-	-	-	False
5	5	Industrial Technology Engineering	-	-	-	-	False
6	5	Industrial Technology Electronics	-	-	-	-	False
7	5	Industrial Technology Graphics	-	-	-	-	False
8	5	Industrial Technology Multimedia	-	-	-	-	False
9	5	Information Software and Technology	-	-	-	-	False
10	5	Design and Technology	-	-	-	-	False
11	6	Information Processes and Technology	-	-	-	-	False
12	6	Software Design and Development	-	-	-	-	False
13	6	Engineering Studies	-	-	-	-	False
14	6	Industrial Technology Timber	-	-	-	-	False
15	6	Industrial Technology Electronics	-	-	-	-	False
16	6	Industrial Technology Multimedia	-	-	-	-	False
17	6	Industrial Technology Graphics	-	-	-	-	False
18	6	Food Technology	-	-	-	-	False
19	6	Hospitality VET	-	-	-	-	False
20	6	Construction VET	-	-	-	-	False
21	6	Metals and Engineering VET	-	-	-	-	False
22	6	Textiles and Design	-	-	-	-	False
23	6	Design and Technology	-	-	-	-	False

Confirmation
✕

i

Technology Mandatory activated.

(For demonstration purposes Technology Mandatory is the subject activated here, but by selecting any subject in the grid this same method occurs). The following confirmation (left) will appear and after clicking OK, the following pop-up will follow (because once a subject has been activated, it will need a budget allocated):

- The first two boxes detail **which subject and stage you are allocating a budget to** (will be whatever you selected in the grid)
- The **CURRENT GLOBAL BUDGET ALLOCATED** is shown here (set in the previous step)
- The **CURRENT GLOBAL BUDGET LEFT** indicates how much money is currently left to be allocated to any subject (not to be confused with global unspent which is the amount left to spend on any purchase order)
- The **NEW SUBJECT BUDGET ALLOCATED (MONETARY TEXTBOX)** is where the amount you wish to allocate to that subject should be entered. This must be less than the current global budget allocated and the current global budget left must remain positive (visible as the **NEW GLOBAL BUDGET LEFT FOR ALLOCATION**)

✕

SUBJECT

Technology Mandatory

STAGE

4

NEW SUBJECT BUDGET ALLOCATED

\$

CURRENT GLOBAL BUDGET ALLOCATED

GLOBAL BUDGET LEFT FOR ALLOCATION

CURRENT SUBJECT BUDGET ALLOCATED

CURRENT SUBJECT BUDGET SPENT

CURRENT SUBJECT BUDGET LEFT

NEW SUBJECT BUDGET LEFT

NEW GLOBAL BUDGET LEFT FOR ALLOCATION

\$ 10000

\$ 10000

\$ 0

\$ 0

\$ 0

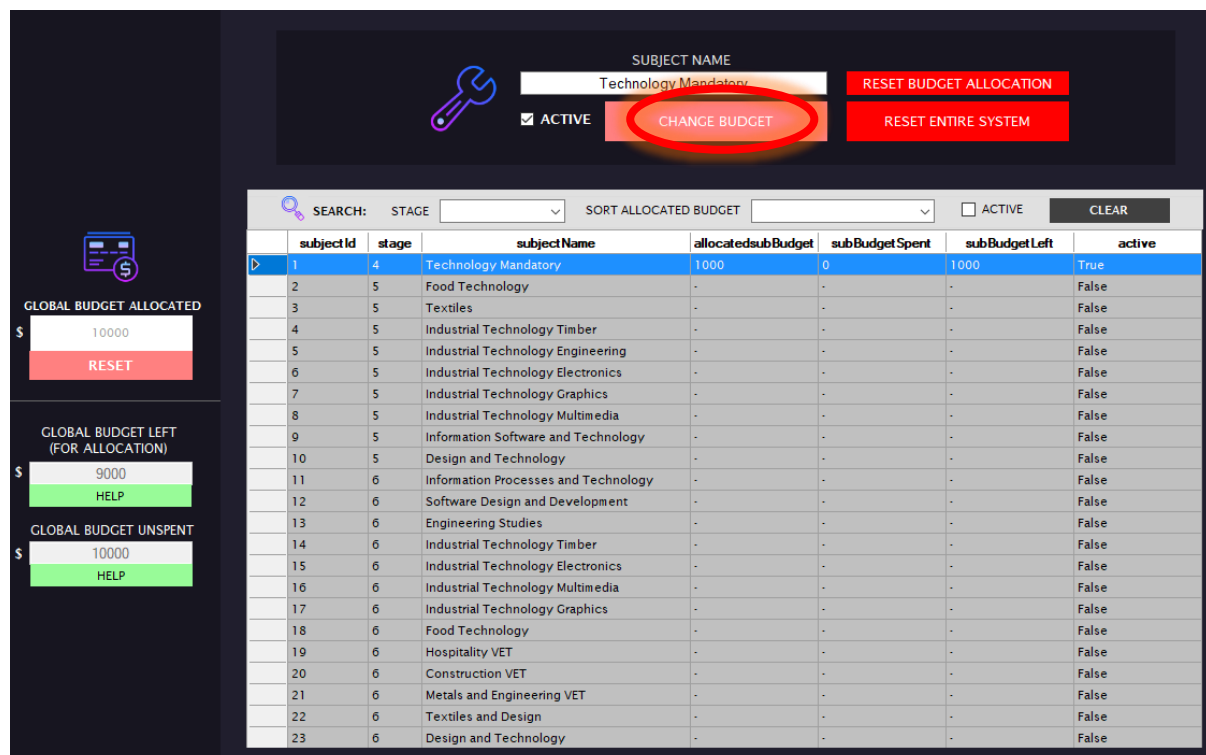
\$ 0

\$ 10000

- **CURRENT SUBJECT BUDGET ALLOCATED** REMINDS you how much is currently allocated to that subject.
- **CURRENT SUBJECT BUDGET SPENT** displays how much money has already been spent in purchase orders allocated to that subject. This is important when a subject that already has purchase orders assigned to it has been re-activated (as the new budget which you allocate must obviously be greater than the amount already spent).
- **CURRENT SUBJECT BUDGET LEFT** indicates how much money is currently left (calculated by subtracting amount already spent from the amount allocated before you change it)
- **NEW SUBJECT BUDGET LEFT** calculates how much money is going to be left to be spent in purchase orders allocated to that subject.
- **NEW GLOBAL BUDGET LEFT FOR ALLOCATION** calculates how much money can still be allocated to other subjects.

NOTE: If you exit the subject allocate budget pop-up, the subject selected will automatically de-active

Providing that the **NEW SUBJECT BUDGET LEFT** and **NEW GLOBAL BUDGET LEFT FOR ALLOCATION** are positive, the subject budget will be set. This will also update the **GLOBAL BUDGET LEFT (FOR ALLOCATION)** when you return from the pop-up as the money available has decreased. If you wish to change the budget allocated to an active subject, the CHANGE BUDGET button will now be enabled. Selecting the active subject (active subjects are indicated by a white row background and the selected subject is indicated by a blue 'highlight'), click the CHANGE BUDGET button.



The screenshot displays a user interface for managing subject budgets. At the top, a pop-up window for 'Technology Mandatory' is shown with a 'CHANGE BUDGET' button highlighted in red. Below this, a table lists various subjects with columns for subject ID, stage, subject name, allocated sub budget, sub budget spent, sub budget left, and active status. The first row, 'Technology Mandatory', is highlighted in blue and marked as active. On the left side, there are three summary boxes: 'GLOBAL BUDGET ALLOCATED' (\$10000), 'GLOBAL BUDGET LEFT (FOR ALLOCATION)' (\$9000), and 'GLOBAL BUDGET UNSPENT' (\$10000).

subject Id	stage	subject Name	allocated sub Budget	sub Budget Spent	sub Budget Left	active
1	4	Technology Mandatory	1000	0	1000	True
2	5	Food Technology	-	-	-	False
3	5	Textiles	-	-	-	False
4	5	Industrial Technology Timber	-	-	-	False
5	5	Industrial Technology Engineering	-	-	-	False
6	5	Industrial Technology Electronics	-	-	-	False
7	5	Industrial Technology Graphics	-	-	-	False
8	5	Industrial Technology Multimedia	-	-	-	False
9	5	Information Software and Technology	-	-	-	False
10	5	Design and Technology	-	-	-	False
11	6	Information Processes and Technology	-	-	-	False
12	6	Software Design and Development	-	-	-	False
13	6	Engineering Studies	-	-	-	False
14	6	Industrial Technology Timber	-	-	-	False
15	6	Industrial Technology Electronics	-	-	-	False
16	6	Industrial Technology Multimedia	-	-	-	False
17	6	Industrial Technology Graphics	-	-	-	False
18	6	Food Technology	-	-	-	False
19	6	Hospitality VET	-	-	-	False
20	6	Construction VET	-	-	-	False
21	6	Metals and Engineering VET	-	-	-	False
22	6	Textiles and Design	-	-	-	False
23	6	Design and Technology	-	-	-	False

When the CHANGE BUDGET button is clicked, the same pop-up as when you activate a subject will appear and likewise the subject's budget will be set to the **NEW SUBJECT BUDGET ALLOCATED**.

To deactivate a subject, click the **ACTIVATE** checkbox once again. Inactive subjects are indicated by a grey row background.

The screenshot displays the TAS Faculty Budget Allocation interface. At the top, a subject named "Technology Mandatory" is shown with an "ACTIVE" checkbox highlighted by a red circle. Below this, a table lists various subjects with columns for subjectId, stage, subjectName, allocatedsubBudget, subBudgetSpent, subBudgetLeft, and active. A confirmation dialog box is open, stating "Technology Mandatory deactivated." The left sidebar shows budget allocation controls: Global Budget Allocated (\$10000), Global Budget Left (9000), and Global Budget Unspent (10000).

subjectId	stage	subjectName	allocatedsubBudget	subBudgetSpent	subBudgetLeft	active
1	4	Technology Mandatory	-	-	-	False
2	5	Food Technology	-	-	-	False
3	5	Textiles	-	-	-	False
4			-	-	-	False
5			-	-	-	False
6			-	-	-	False
7			-	-	-	False
8			-	-	-	False
9			-	-	-	False
10			-	-	-	False
11			-	-	-	False
12	6	Software Design and Development	-	-	-	False
13	6	Engineering Studies	-	-	-	False
14	6	Industrial Technology Timber	-	-	-	False
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17	6	Industrial Technology Graphics	-	-	-	False
18	6	Food Technology	-	-	-	False
19	6	Hospitality VET	-	-	-	False
20	6	Construction VET	-	-	-	False
21	6	Metals and Engineering VET	-	-	-	False
22	6	Textiles and Design	-	-	-	False
23	6	Design and Technology	-	-	-	False

NOTE: This is irreversible - the current allocated subject budget will not be retrievable.

NOTE: Any purchase orders allocated to this subject will become inactive as well (do not subtract from global budget unspent) unless the subject has been re-activated.

Continue to activate and deactivate subjects according to your requirements. Subjects can also be deactivated and re-activated at any time.

CHANGE SETTINGS

The system is essentially functional now and purchase orders are ready to be made, however, there is an admin setting which should be considered.

'ALLOW USERS TO ADD PURCHASE ORDERS FROM ANY SUBJECT'

This setting toggles whether users can associate purchases (purchase orders) with any subject, or the specific subject they have been allocated (when creating a new user).

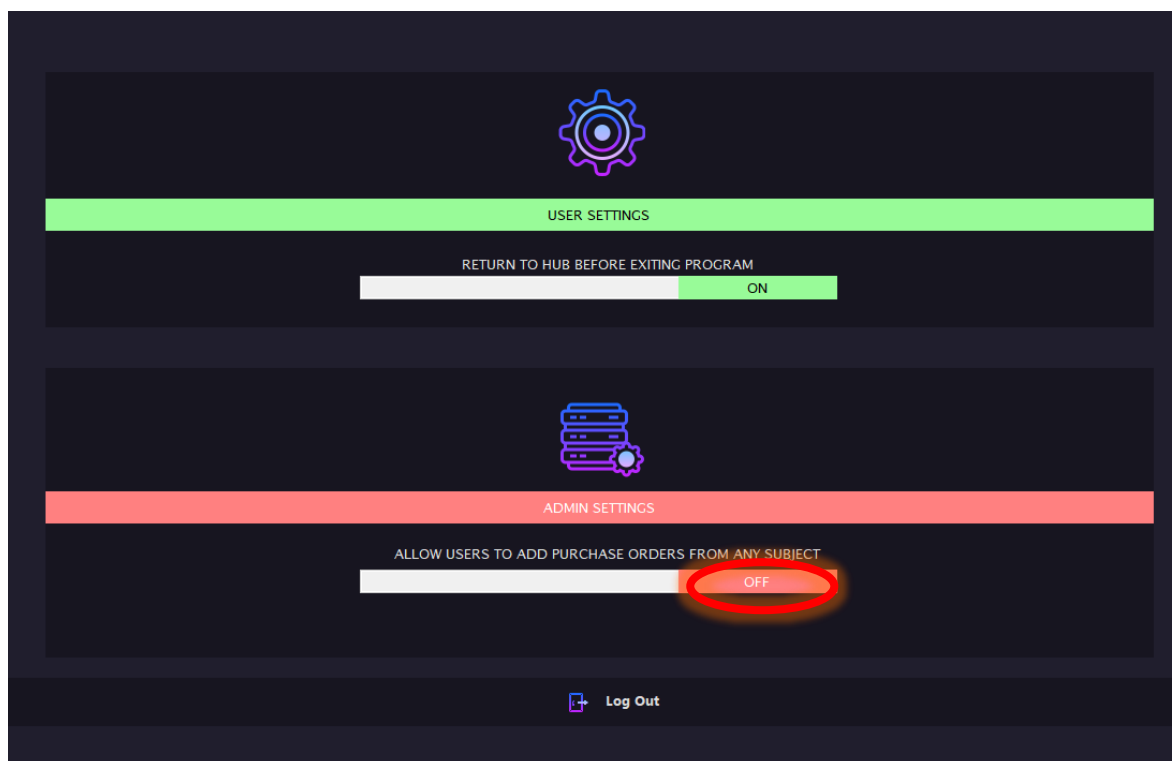
Either option enables only a subject that is active to have new purchases allocated but having this setting OFF (users can only make purchases from their allocated subject) means administrators must be active in the case a subject is wrongly disabled (as the user won't be able to make any purchase orders at all). However, having this setting ON does greatly increase security, intuitiveness, and organisation of the application.

By default this setting is OFF.

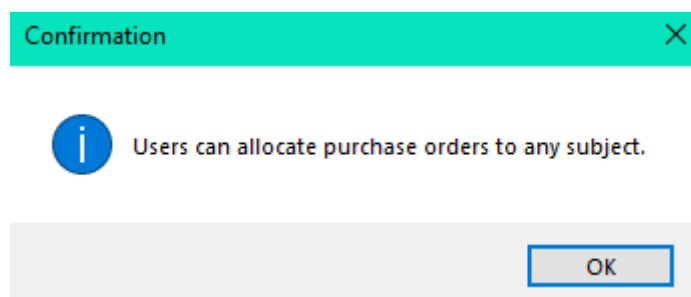
If this does not suit your requirements, however, use the side-bar to navigate to SETTINGS.



While this section is accessible by users of any role, you must be logged in as an admin user (Head Teacher or Principal role) to change this setting. Click the OFF button once.



The following confirmation will appear to indicate the setting has been successfully changed. This setting is saved in the SQLite database thus the next time you use the program, it will be remembered.



Congratulations, you have set-up your TAS Faculty database and application. It is recommended you continue the tutorial from FIRST TIME USER Make a Purchase Order and ensure you engage with all the parts under the **ADMIN section to maximise your use.**

Thank you!

FIRST TIME USER

Welcome user to the TAS Faculty application. This document endeavours to lead you through the most efficient and rewarding use, so for the first time it is advised to follow each section in order.

Additionally, for maximum performance and security it is advised your device has been updated to the most recent version and defence.

NOTE: A convention used throughout this documentation is red text-colour for information and features related to administrators. In this case, admin refers to authorised users with the Principal or Head Teacher role.

NOTE: When the phrase 'navigate' is used, it should be assumed this involves use of the side-bar navigation.

NOTE: As a general rule, textboxes which require a monetary to be entered only take number inputs, one decimal point and fractional parts to two decimal places, and must be less than 29 characters in length. These will be identified as '**MONETARY TEXTBOXES**'

LOG-IN

Assuming this is not the first time the system has been used for your organisation (if so, please contact a system administrator and **return to the above FIRST TIME SETUP** section), you should have an assigned username and password. Enter these when you are prompted then click log in.

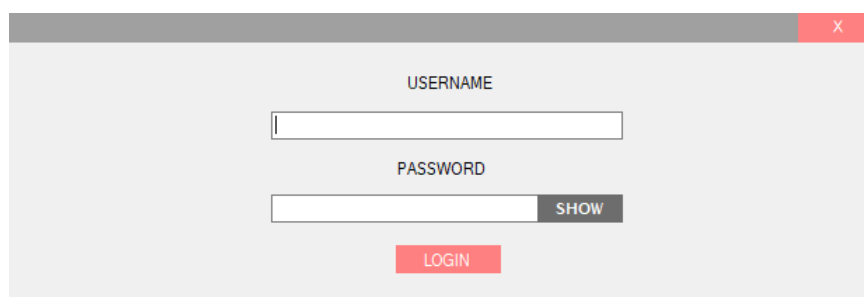


Figure 2 | TIP: Hover over the 'SHOW' button to view what password you are typing.

(ENSURE YOU ARE IN A SAFE LOCATION AS YOUR PASSWORD WILL BECOME VISIBLE)

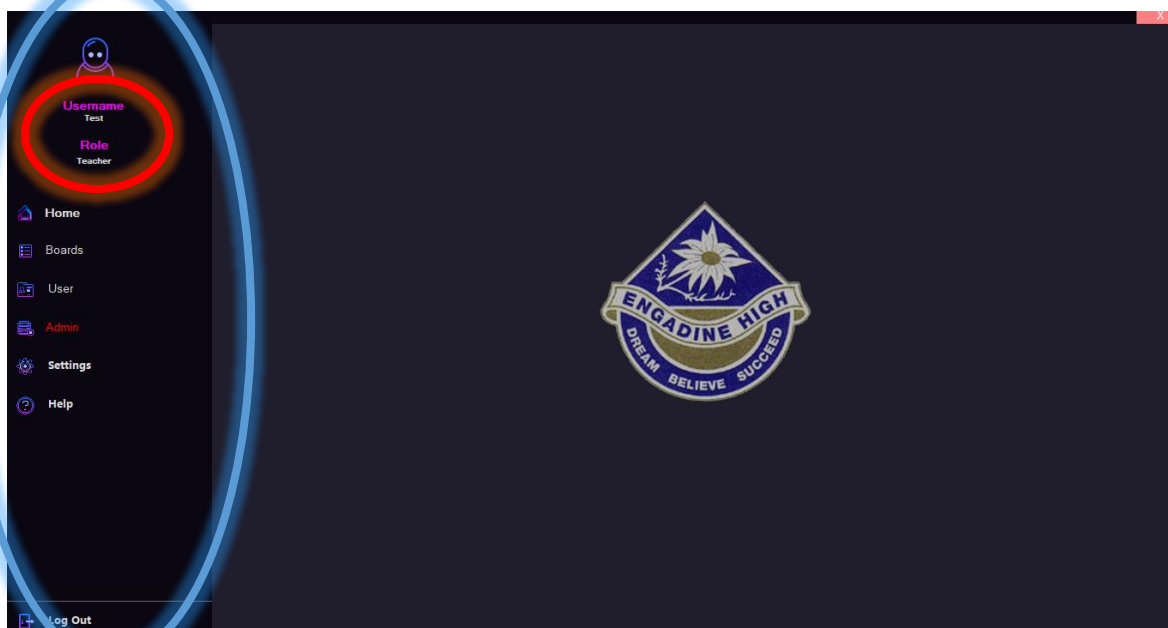
A welcome screen will then appear (the screen which directed you to read this documentation). Click OK and you will progress to the hub.

THE HUB

The Hub is quite simply the landing screen for the application.

The side-bar navigation (circled blue) allows you to navigate the program.

Your basic details (username and role) are visible on the hub (displayed consistently in the side-bar nav).



SUBJECT OVERVIEW

As a user without admin responsibilities, Subject Overview does not really concern you.

Attempting to CHANGE SUBJECT BUDGET, RESET ENTIRE SYSTEM or RESET BUDGET ALLOCATIONS, or RESET GLOBAL BUDGET ALLOCATED will result in permission denied. Additionally, the active checkbox is disabled. If you wish to alter any of these features, it is recommended you contact your system administrator (and they should read the appropriate part under the **ADMIN (HEAD TEACHER & PRINCIPAL)** section). However, the HELP buttons beneath the GLOBAL BUDGET LEFT and GLOBAL BUDGET UNSPENT labels will quickly and easily redirect you to this document if assistance is needed.

GLOBAL BUDGET ALLOCATED

\$ 10000

RESET

GLOBAL BUDGET LEFT (FOR ALLOCATION)

\$ 0

HELP

GLOBAL BUDGET UNSPENT

\$ 10000

HELP

SUBJECT NAME

Technology Mandatory

☒ ACTIVE
 CHANGE SUBJECT BUDGET
RESET BUDGET ALLOCATIONS
RESET ENTIRE SYSTEM

SEARCH:

STAGE:

SORT ALLOCATED BUDGET:

ACTIVE: ☐

CLEAR

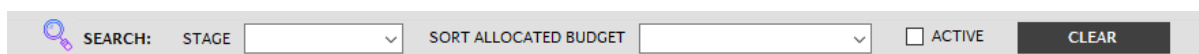
subjectId	stage	subject Name	allocatedsubBudget	subBudget Spent	subBudget Left	active
1	4	Technology Mandatory	10000	0	10000	True
2	5	Food Technology	-	-	-	False
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16	6	Industrial Technology Multimedia	-	-	-	False
17	6	Industrial Technology Graphics	-	-	-	False
18	6	Food Technology	-	-	-	False
19	6	Hospitality VET	-	-	-	False
20	6	Construction VET	-	-	-	False
21	6	Metals and Engineering VET	-	-	-	False
22	6	Textiles and Design	-	-	-	False
23	6	Design and Technology	-	-	-	False

NOTE: If your system administrator has not yet set a global budget and you are attempting to access Subject Overview, you will be instantly logged out as you do not have permission to set a global budget but without one you cannot utilise the features of the application. Additionally, proceeding in the tutorial will not be possible. Please contact your system administrator and direct them to the 'Set a Global Budget' part of this documentation.

The main functionality and purpose of Subject Overview for you is the search option.

SEARCHING

Featured throughout the application is the SEARCH option:



(Subject Overview)

By using the drop-down menu to sort the subjects by their stage or whether they are active, you can easily find appropriate information. In addition, the use of the 'SORT ALLOCATED BUDGET' filter orders the table on the amount of the allocated budget.

NOTE: You can only choose either filter by stage or filter by active/inactive subjects. However, you can sort by allocated budget with either search filter active as well.

NOTE: Once the active checkbox has been used at least once, even if the checkbox is unchecked it is filtered by inactive subjects (not no filter at all). To return to an unfiltered table, use the **CLEAR** button.



(Transaction History and User History)

Like the Subject Overview search function, Transaction History and User History also has a search bar where the drop-down menu's can be used to search the purchase orders by stage, subject and whether active or inactive. In user history, this search is filtered by the user whose history is being inspected.

NOTE: You can only choose either filter by stage, filter by subject or filter by active/inactive purchases.

NOTE: Once the active checkbox has been used at least once, even if the checkbox is unchecked it is filtered by inactive subjects (not no filter at all). To return to an unfiltered table, use the **CLEAR** button.

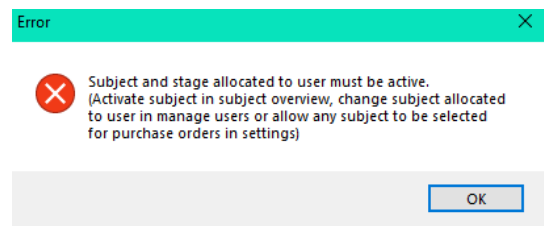
MAKE A PURCHASE ORDER

The main functionality of the TAS Faculty application is the ability to easily create and manage purchases and funds of the faculty. Thus, creating a purchase order is vital to the program.

To begin, navigate to **BOARDS > TRANSACTION HISTORY**. This form provides an overview of **ALL purchase orders made** by any user and for any subject. As all purchases must have an associated subject, you must select a subject and its stage which will be allocated to the purchase order you create.

NOTE: If your system administrator has set the '**ALLOW USERS TO ADD PURCHASE ORDERS FROM ANY SUBJECT**' admin setting to OFF, these two combo boxes will be auto filled and disabled (skip this step)

NOTE: If this setting is OFF and you have been allocated a subject that is currently disabled, the error message (left) will appear when you open Transaction History. While you can view this form, you will not be able to make any purchase orders and you must contact your system administrator to change your allocated subject to one that is active, turn this setting ON (so you can choose a different subject to allocate to your purchase orders) or to activate the subject you are currently assigned.



Use the combo boxes to select a subject and stage which will be allocated to the purchase order.

CURRENT SUBJECT ASSIGNED FOR PURCHASE ORDER: [dropdown]
CURRENT STAGE: [dropdown]

NEW PURCHASE ORDER [button] ITEM ID [input] DELETE PURCHASE ORDER [button]

REMOVE ALL PURCHASES [button] RESET ENTIRE SYSTEM [button]

SEARCH: STAGE [dropdown] SUBJECT [dropdown] [ACTIVE] [CLEAR]

id	stage	subject	itemName	description	user	date	time	cost	active
36	4	Technology M...	1	1	hey	31/1/2021	01:05:48 AM	20	True

SUBJECT BUDGET ALLOCATED \$ [input] OPEN SUBOVERVIEW [button]

NOTE: If this subject has the option of stage 5 or stage 6 (e.g Food Technology exists in Stage 5 and Stage 6) the Stage combo box will become **EMPTY** and enabled, and you will need to select stage 5 or 6 from the dropdown. Otherwise, if only one stage of the subject exists (such as Stage 4 Technology Mandatory), the CURRENT STAGE combo box will be automatically filled with that one stage.

CURRENT SUBJECT: Technology Mar
NEW PURCHASE [button]

SEARCH: STAGE [dropdown]

id	stage	subject	itemName
37	4	Technology M...	Test

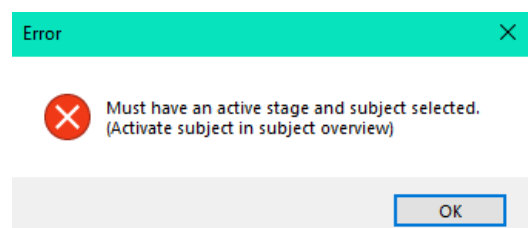
SUBJECT BUDGET ALLOCATED \$ 10000
OPEN SUBOVERVIEW [button]

SUBJECT BUDGET LEFT \$ 9900
HELP [button]

GLOBAL BUDGET UNSPENT \$ 9900
HELP [button]

If an active subject and stage has been selected in the Tools combo box (not to be confused with the stage and subject SEARCH combo boxes), the current amount allocated and left for that specific subject will appear in the form's side bar.

Otherwise, this error dialog will appear:



and you will have to contact a system administrator to activate and allocate funds to the subject. Otherwise, select a different subject and stage.

Anyhow, once an active subject has been selected, click the NEW PURCHASE ORDER button. The following pop-up will appear:

- **SUBJECT** indicates the subject associated to the purchase (selected in the previous step on the Transaction History overview).

- **STAGE** displays the specific stage of the subject selected which is allocated to the purchase.

- **ITEM NAME** is a custom name for the item. Must be less than 39 characters long.

- **USER** is the user associated with the purchase order. This is automatically filled with the current username logged-in (however administrators can SUDO – pretend to make a purchase from another user)

- **DESCRIPTION** is a custom description for the item. Must be less than 100 characters long. This could include number of items, purpose of purchase or brief clarification for what the item is.

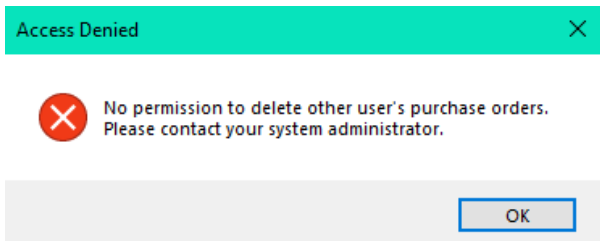
- **DATE** is automatically filled when the NEW PURCHASE ORDER button is pressed. This is given in a d/M/yyyy format. This is not changeable (even by administrators)
- **TIME** is automatically filled when the NEW PURCHASE ORDER button is pressed. This is given in a HH:mm:ss format. This is not changeable (even by administrators)
- **COST** is a '**MONETARY TEXTBOX**' for the amount the purchase cost in total.
- **SUBBUDGET ALLOCATED** displays the total amount allocated to the subject and stage (selected in the above step) that will be associated with the purchase.
- **CURRENT SUBBUDGET LEFT** indicates the amount of money left in the subject's budget before the purchase is made
- **CURRENT GLOBAL UNSPENT** displays the amount of global budget available to be spent on purchase orders before this purchase is made (not to be confused with and irrespective of how much money is allocated to different subjects)
- **NEW SUBBUDGET LEFT** calculates the amount of money left in the subject's budget after this purchase is made (current subject budget left minus the cost of this item)
- **NEW GLOBAL UNSPENT** presents the amount of global budget available to be spent on purchase orders after this purchase is made (current global budget minus the cost of this item).

Providing that the **NEW SUBBUDGET LEFT** and **NEW GLOBAL UNSPENT** are positive, the purchase order will be created. This will also update the **SUBJECT BUDGET UNSPENT** and **GLOBAL BUDGET UNSPENT** when you return from the pop-up as the money available has decreased.

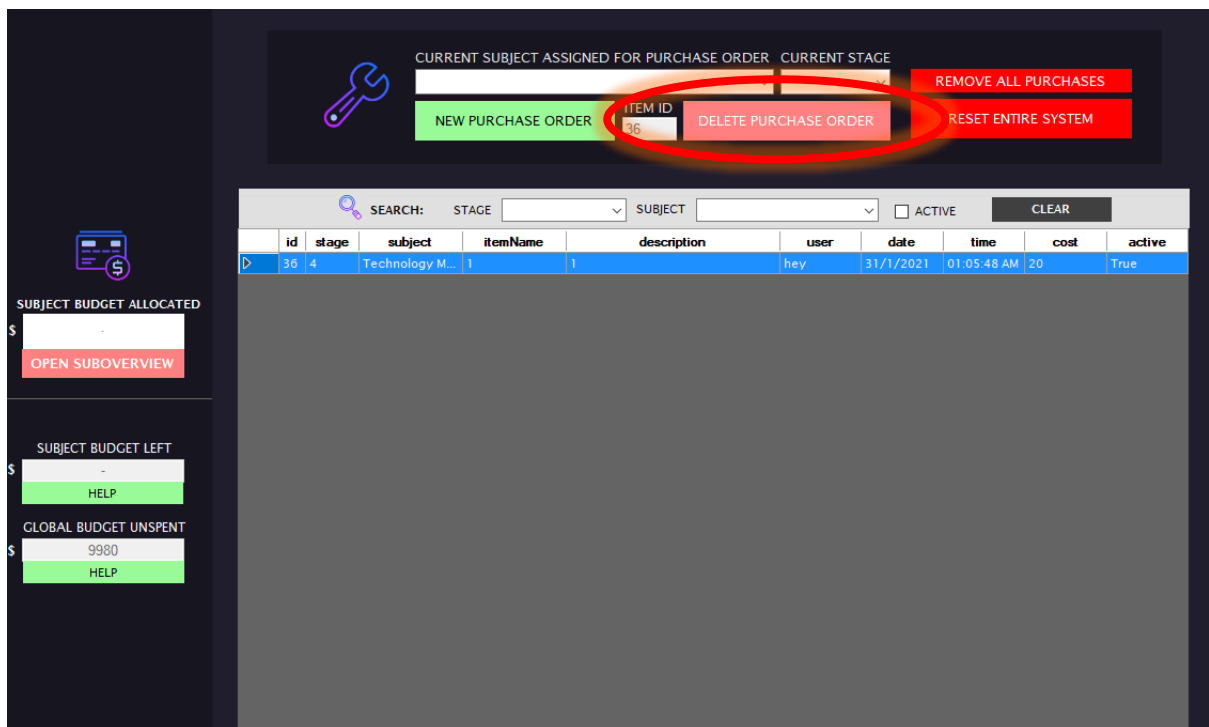
Congratulations, you have created your first purchase order! Create, view and manage as many more as required.

REMOVE A PURCHASE ORDER

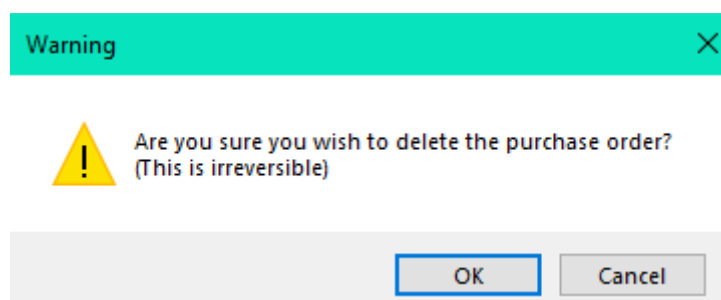
While administrator's can remove the purchase order of any user's, if you attempt to remove another user's, a dialog (left) will prevent this action. Please contact your system administrator if there is an error or concern.



However, you can remove any purchases you make by selecting the row of a purchase you have made in the grid with your mouse (highlighted blue) and clicking the DELETE PURCHASE ORDER button.



The following warning dialog will appear and if you wish to confirm, click OK. **REMEMBER this purchase cannot be retrieved after deletion.**



A confirmation box will appear and your purchase will disappear. The GLOBAL BUDGET UNSPENT and SUBJECT BUDGET LEFT will alter accordingly and returning to Subject Overview, the monetary information for the subject will update.

GLOBAL BUDGET ALLOCATED

\$ 10000

RESET

GLOBAL BUDGET LEFT (FOR ALLOCATION)

\$ 0

HELP

GLOBAL BUDGET UNSPENT

\$ 10000

HELP

SUBJECT NAME

Technology Mandatory

☒ ACTIVE

RESET BUDGET ALLOCATIONS

CHANGE SUBJECT BUDGET

RESET ENTIRE SYSTEM

SEARCH:

STAGE

SORT ALLOCATED BUDGET

☐ ACTIVE

CLEAR

	subjectId	stage	subjectName	allocatedsubBudget	subBudgetSpent	subBudgetLeft	active
▶	1	4	Technology Mandatory	10000	0	10000	True
	2	5	Food Technology	-	-	-	False
	3	5	Textiles	-	-	-	False
	4	5	Industrial Technology Timber	-	-	-	False
	5	5	Industrial Technology Engineering	-	-	-	False
	6	5	Industrial Technology Electronics	-	-	-	False
	7	5	Industrial Technology Graphics	-	-	-	False
	8	5	Industrial Technology Multimedia	-	-	-	False
	9	5	Information Software and Technology	-	-	-	False
	10	5	Design and Technology	-	-	-	False
	11	6	Information Processes and Technology	-	-	-	False
	12	6	Software Design and Development	-	-	-	False
	13	6	Engineering Studies	-	-	-	False
	14	6	Industrial Technology Timber	-	-	-	False
	15	6	Industrial Technology Electronics	-	-	-	False
	16	6	Industrial Technology Multimedia	-	-	-	False
	17	6	Industrial Technology Graphics	-	-	-	False
	18	6	Food Technology	-	-	-	False
	19	6	Hospitality VET	-	-	-	False
	20	6	Construction VET	-	-	-	False
	21	6	Metals and Engineering VET	-	-	-	False
	22	6	Textiles and Design	-	-	-	False
	23	6	Design and Technology	-	-	-	False

USER HISTORY

User history allows you to view and search through your purchases in a centralised, separate section.

USER

Test

OPEN TRANSACTION HISTORY

SUDO

SEARCH:

STAGE

SUBJECT

☐ ACTIVE

CLEAR

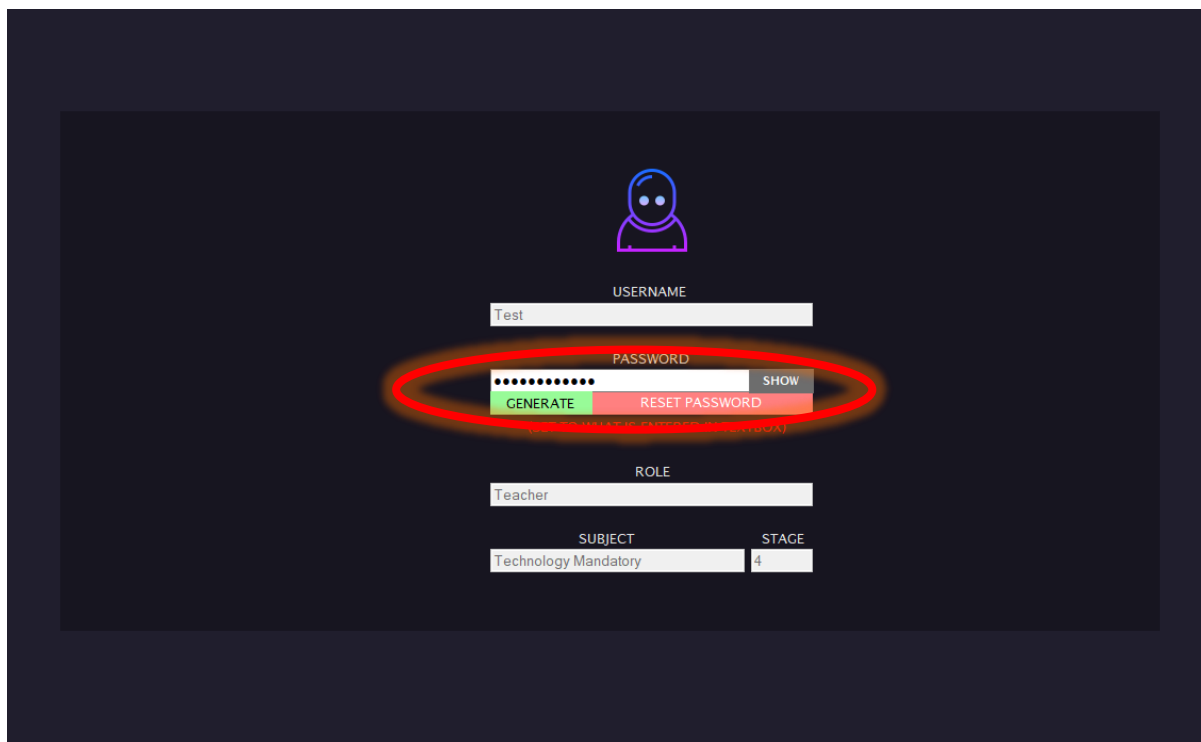
	id	stage	subject	itemName	description	user	date	time	cost	active
▶	44	4	Technology Manda...	Test	Test	Test	31/1/2021	02:31:48 AM	10	True

RESET YOUR PASSWORD (PROFILE)

Profile displays the information of the currently logged in user. While useful for its centralisation of your details, its main feature is its ability to reset your password. Depending on what text is entered in the password box, if you click RESET PASSWORD once, a warning dialog box will appear.

NOTE: Ensure you remember this password. If you are in a safe environment, you can hover over the SHOW button so that this password is visible.

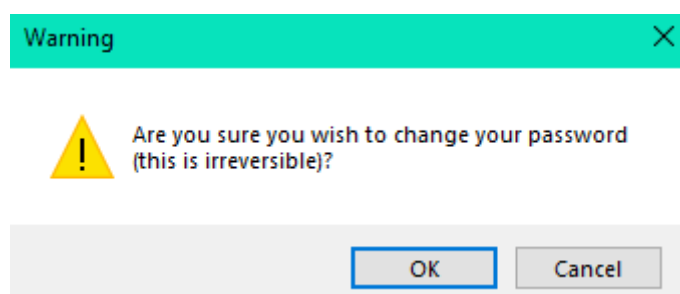
NOTE: The GENERATE button automatically generates a random 12 character password. This is hugely recommended for your personal and the collective's privacy and security.



The screenshot shows a user profile form with the following fields: USERNAME (Test), PASSWORD (masked with dots), ROLE (Teacher), SUBJECT (Technology Mandatory), and STAGE (4). The PASSWORD field has a 'SHOW' button to its right. Below the password field are two buttons: 'GENERATE' (green) and 'RESET PASSWORD' (red). A red oval highlights the 'GENERATE' and 'RESET PASSWORD' buttons. Below the 'RESET PASSWORD' button, there is a small red text warning: 'Your password will be changed to a random 12 character password if you click this button.' The entire form is set against a dark blue background with a user icon at the top.

NOTE: If you click RESET PASSWORD even if you have not altered the text inside the textbox, your information will update but your password will remain the same.

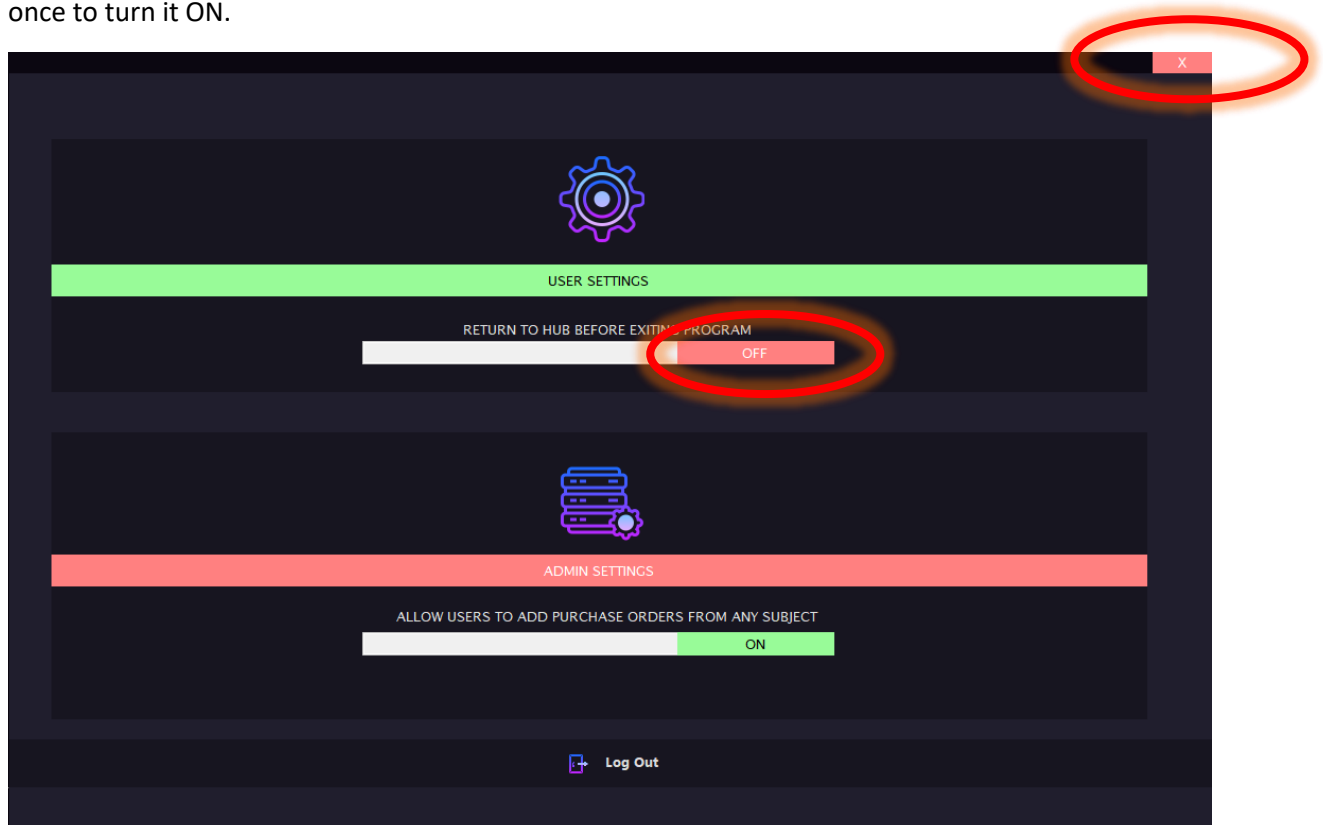
If you agree to change your password, click OK. Your password will be changed immediately the next time you log-in.



SETTINGS

Lastly, users have access to a personal setting whether they wish the program to close to the hub landing screen when they click the 'X' (close) button (then the program can be exited if you click the 'X' button in hub), or if the program immediately exits when the button is activated whether in hub or not.

NOTE: This setting is personal to each user thus its preference is only stored in the users current session. Thus, it is reset to the default OFF whenever the user logs-in as the feature's use is niche. However, it can be toggled by clicking the 'RETURN TO HUB BEFORE EXITING PROGRAM' OFF button once to turn it ON.



Congratulations, you have gained the knowledge and tools to utilise the TAS faculty application to its maximum potential. It is recommended that you revisit any parts of the tutorial you are unsure of, and for ongoing assistance as you leverage the program.

Thank you!

ADMIN (HEAD TEACHERS & PRINCIPALS)

Welcome administrator to the TAS Faculty application. This section of the document endeavours to lead you through the most efficient administration and management. While not required, it is assumed that your application has completed first time setup. However, to cover information for admins who did not complete set-up of their system, information from **first time set-up** may be repeated in this section.

Additionally, for maximum performance and security it is advised your device has been updated to the most recent version and defence.

NOTE: A convention used throughout this documentation is red text-colour for information and features related to administrators. In this case, admin refers to authorised users with the Principal or Head Teacher role.

NOTE: When the phrase 'navigate' is used, it should be assumed this involves use of the side-bar navigation.

NOTE: As a general rule, textboxes which require a monetary to be entered only take number inputs, one decimal point and fractional parts to two decimal places, and must be less than 29 characters in length. These will be identified as '**MONETARY TEXTBOXES**'

RESET GLOBAL BUDGET

To reset the global budget (AFTER it has already been set once as covered in the first section '**FIRST TIME SET-UP**' SET A GLOBAL BUDGET) navigate to BOARDS > SUBJECT OVERVIEW.

The screenshot displays the 'SUBJECT OVERVIEW' page in the TAS Faculty application. On the left sidebar, there are three budget-related sections: 'GLOBAL BUDGET ALLOCATED' with a 'RESET' button (highlighted with a red circle), 'GLOBAL BUDGET LEFT (FOR ALLOCATION)' showing a value of 0, and 'GLOBAL BUDGET UNSPENT' showing a value of 9990. The main area features a table with columns: subjectId, stage, subjectName, allocatedsub Budget, subBudget Spent, subBudget Left, and active. The table lists 23 subjects, with 'Technology Mandatory' at the top. Above the table, there are search and filter options, including a 'SUBJECT NAME' dropdown set to 'Technology Mandatory', a 'RESET BUDGET ALLOCATIONS' button, and a 'CHANGE SUBJECT BUDGET' button.

subjectId	stage	subjectName	allocatedsub Budget	subBudget Spent	subBudget Left	active
1	4	Technology Mandatory	10000	10	9990	True
2	5	Food Technology	-	-	-	False
3	5	Textiles	-	-	-	False
4	5	Industrial Technology Timber	-	-	-	False
5	5	Industrial Technology Engineering	-	-	-	False
6	5	Industrial Technology Electronics	-	-	-	False
7	5	Industrial Technology Graphics	-	-	-	False
8	5	Industrial Technology Multimedia	-	-	-	False
9	5	Information Software and Technology	-	-	-	False
10	5	Design and Technology	-	-	-	False
11	6	Information Processes and Technology	-	-	-	False
12	6	Software Design and Development	-	-	-	False
13	6	Engineering Studies	-	-	-	False
14	6	Industrial Technology Timber	-	-	-	False
15	6	Industrial Technology Electronics	-	-	-	False
16	6	Industrial Technology Multimedia	-	-	-	False
17	6	Industrial Technology Graphics	-	-	-	False
18	6	Food Technology	-	-	-	False
19	6	Hospitality VET	-	-	-	False
20	6	Construction VET	-	-	-	False
21	6	Metals and Engineering VET	-	-	-	False
22	6	Textiles and Design	-	-	-	False
23	6	Design and Technology	-	-	-	False

Here, click RESET once and this pop-up will appear.

- Enter the new amount you wish the global budget to be set to in NEW GLOBAL BUDGET. This is a **MONETARY TEXTBOX**.

- **AMOUNT ALREADY ALLOCATED TO SUBJECTS** displays the global budget already assigned to different subjects. The global budget you want to change to must be greater than this number, otherwise you will have to disable subjects, lower allocations, or assign \$0 to subjects.
- **CURRENT GLOBAL BUDGET LEFT (FOR ALLOCATION)** refers to the amount of money available for allocation with the previous global budget (before you change the global budget)
- **NEW GLOBAL BUDGET LEFT (FOR ALLOCATION)** refers to the amount of money available for allocation to subjects if you set the global budget to your new value.

Providing that the **NEW GLOBAL BUDGET LEFT (FOR ALLOCATION)** is positive, the global budget will be changed once you select SET.

Congratulations, you can now lower and increase the global budget.

OTHER RESETS

Admins have access to reset other features in the system as well, particularly suited for resets which occur annually. By navigating to either of the following location's, you can reset accordingly:

BOARDS > SUBJECT OVERVIEW

subjectId	stage	subjectName	allocatedSubBudget	subBudgetSpent	subBudgetLeft	active
1	4	Technology Mandatory	10000	10	9990	True
2	5	Food Technology	-	-	-	False
3	5	Textiles	-	-	-	False
4	5	Industrial Technology Timber	-	-	-	False
5	5	Industrial Technology Engineering	-	-	-	False
6	5	Industrial Technology Electronics	-	-	-	False
7	5	Industrial Technology Graphics	-	-	-	False
8	5	Industrial Technology Multimedia	-	-	-	False
9	5	Information Software and Technology	-	-	-	False
10	5	Design and Technology	-	-	-	False
11	6	Information Processes and Technology	-	-	-	False
12	6	Software Design and Development	-	-	-	False
13	6	Engineering Studies	-	-	-	False
14	6	Industrial Technology Timber	-	-	-	False
15	6	Industrial Technology Electronics	-	-	-	False
16	6	Industrial Technology Multimedia	-	-	-	False
17	6	Industrial Technology Graphics	-	-	-	False
18	6	Food Technology	-	-	-	False
19	6	Hospitality VET	-	-	-	False
20	6	Construction VET	-	-	-	False
21	6	Metals and Engineering VET	-	-	-	False
22	6	Textiles and Design	-	-	-	False
23	6	Design and Technology	-	-	-	False

BOARDS > TRANSACTION HISTORY

id	stage	subject	itemName	description	user	date	time	cost	active
44	4	Technology M...	Text	Text	Test	31/1/2021	02:31:48 AM	10	True

RESET BUDGET ALLOCATIONS BUTTON / REMOVE ALL PURCHASES BUTTON:

This reset button will disable all subjects, reset any allocations of the global budget, and remove all purchase orders.

NOTE: This is irreversible and all allocations to subjects and all current purchase orders will be permanently removed

RESET ENTIRE SYSTEM BUTTONS:

This reset button will reset the global budget, disable all subjects, reset any allocations of the global budget, and remove all purchase orders.

NOTE: The global budget will have to be set again (navigate to BOARDS > SUBJECT OVERVIEW) to use the system again. This is essentially a hard restart. For more information on setup from here, it is advised you follow **FIRST TIME SETUP (ADMINISTRATORS)** from Set a Global Budget.

NOTE: This is irreversible and all allocations to subjects, the current global budget, and all current purchase orders will be permanently removed

CHANGE SUBJECT BUDGET

This part assumes you have already completed **FIRST TIME SETUP** ACTIVATE/DEACTIVATE SUBJECTS AND ALLOCATE SUBJECT BUDGETS. To begin, navigate to BOARDS > SUBJECT OVERVIEW.

To change a subject's allocated budget, the subject MUST BE ACTIVE (evident if the ACTIVE checkbox is checked, and if the row background of the subject is grey (inactive) or white (active)).

The screenshot displays the 'SUBJECT OVERVIEW' interface. At the top, there's a search bar and a table of subjects. A red circle highlights the 'CHANGE SUBJECT BUDGET' button for the 'Technology Mandatory' subject, which is marked as 'ACTIVE'. To the right of this button are two other buttons: 'RESET BUDGET ALLOCATIONS' and 'RESET ENTIRE SYSTEM'. On the left side of the interface, there are three budget-related sections: 'GLOBAL BUDGET ALLOCATED' (10000, with a 'RESET' button), 'GLOBAL BUDGET LEFT (FOR ALLOCATION)' (9000, with a 'HELP' button), and 'GLOBAL BUDGET UNSPENT' (10000, with a 'HELP' button).

subjectId	stage	subjectName	allocatedsubBudget	subBudgetSpent	subBudgetLeft	active
1	4	Technology Mandatory	1000	0	1000	True
2	5	Food Technology	-	-	-	False
3	5	Textiles	-	-	-	False
4	5	Industrial Technology Timber	-	-	-	False
5	5	Industrial Technology Engineering	-	-	-	False
6	5	Industrial Technology Electronics	-	-	-	False
7	5	Industrial Technology Graphics	-	-	-	False
8	5	Industrial Technology Multimedia	-	-	-	False
9	5	Information Software and Technology	-	-	-	False
10	5	Design and Technology	-	-	-	False
11	6	Information Processes and Technology	-	-	-	False
12	6	Software Design and Development	-	-	-	False
13	6	Engineering Studies	-	-	-	False
14	6	Industrial Technology Timber	-	-	-	False
15	6	Industrial Technology Electronics	-	-	-	False
16	6	Industrial Technology Multimedia	-	-	-	False
17	6	Industrial Technology Graphics	-	-	-	False
18	6	Food Technology	-	-	-	False
19	6	Hospitality VET	-	-	-	False
20	6	Construction VET	-	-	-	False
21	6	Metals and Engineering VET	-	-	-	False
22	6	Textiles and Design	-	-	-	False
23	6	Design and Technology	-	-	-	False

The subject you wish to change must be active. If not, select the subject using your mouse in the grid and then click the ACTIVE checkbox once (it should become checked). If so, the following dialog box will appear automatically once you have acknowledged a pop-up dialog box saying ‘Subject activated’. Otherwise, click the CHANGE SUBJECT BUDGET button. The following form will appear:

CURRENT GLOBAL BUDGET ALLOCATED	\$ 10000
GLOBAL BUDGET LEFT FOR ALLOCATION	\$ 10000
CURRENT SUBJECT BUDGET ALLOCATED	\$ 0
CURRENT SUBJECT BUDGET SPENT	\$ 0
CURRENT SUBJECT BUDGET LEFT	\$ 0
NEW SUBJECT BUDGET LEFT	\$ 0
NEW GLOBAL BUDGET LEFT FOR ALLOCATION	\$ 10000

(This explanation is repeated from **FIRST TIME SETUP** **ACTIVATE/DEACTIVATE SUBJECTS AND ALLOCATE SUBJECT BUDGETS**)

- The first two boxes detail **which subject and stage you are allocating a budget to** (will be whatever you selected in the grid)

- The **CURRENT GLOBAL BUDGET ALLOCATED** is shown here (set in the previous step)

- The **CURRENT GLOBAL BUDGET LEFT** indicates how much money is currently left to be allocated to any subject (not to be confused with global unspent which is the amount left to spend on any purchase order)

- The **NEW SUBJECT BUDGET ALLOCATED (MONETARY TEXTBOX)** is where the amount you wish to allocate to that subject should be entered.

This must be less than the current global budget allocated and the current global budget left must remain positive (visible as the **NEW GLOBAL BUDGET LEFT FOR ALLOCATION**)

- **CURRENT SUBJECT BUDGET ALLOCATED** REMINDS you how much is currently allocated to that subject.
- **CURRENT SUBJECT BUDGET SPENT** displays how much money has already been spent in purchase orders allocated to that subject. This is important when a subject that already has purchase orders assigned to it has been re-activated (as the new budget which you allocate must obviously be greater than the amount already spent).
- **CURRENT SUBJECT BUDGET LEFT** indicates how much money is currently left (calculated by subtracting amount already spent from the amount allocated before you change it)
- **NEW SUBJECT BUDGET LEFT** calculates how much money is going to be left to be spent in purchase orders allocated to that subject.
- **NEW GLOBAL BUDGET LEFT FOR ALLOCATION** calculates how much money can still be allocated to other subjects.

NOTE: If you exit this form, the subject budget will NOT change (remaining the same as it was originally).

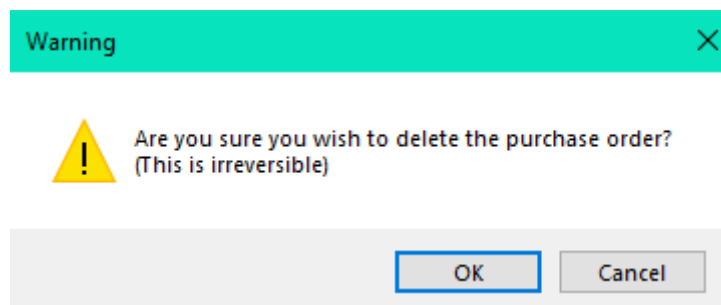
Providing that the **NEW SUBJECT BUDGET LEFT** and **NEW GLOBAL BUDGET LEFT FOR ALLOCATION** are positive, the subject budget will be set.

REMOVE PURCHASE ORDERS

While user's can remove their own purchase order's, administrator's have permission to remove the purchase order of any user's. To remove any purchase, select the row of a purchase in the grid with your mouse (highlighted blue) and click the DELETE PURCHASE ORDER button.

The screenshot shows a dashboard with a sidebar on the left containing budget-related information and a main content area. In the top right of the main area, there are several buttons: 'NEW PURCHASE ORDER' (green), 'DELETE PURCHASE ORDER' (red), 'REMOVE ALL PURCHASES' (red), and 'RESET ENTIRE SYSTEM' (red). The 'DELETE PURCHASE ORDER' button is circled in red. Below these buttons is a search bar and a table with columns: id, stage, subject, itemName, description, user, date, time, cost, and active. The first row of the table is highlighted in blue.

The following warning dialog will appear and if you wish to confirm, click OK. **REMEMBER this purchase cannot be retrieved after deletion.**



The screenshot shows the same dashboard as before, but the 'DELETE PURCHASE ORDER' button is now highlighted with a red circle. The sidebar on the left shows updated budget information. The main content area shows the same search bar and table, but the first row is no longer highlighted.

A confirmation box will appear and your purchase will disappear. The GLOBAL BUDGET UNSPENT and SUBJECT BUDGET LEFT will alter accordingly and returning to Subject Overview, the monetary information for the subject will update.

MANAGE USERS

Manage users provides you as an admin with an overview of all system users and the tools to manage and update them. Navigate to ADMIN > MANAGE USERS

userID	username	role	subject	stage
22	hey	Principal	Technology Mandatory	4
25	Test	Teacher	Technology Mandatory	4

NOTE: You cannot edit your own user. To do this, you must be logged into a separate admin account. If you wish to change your password however, this can be done under PROFILE (for more information return to **FIRST TIME USER RESET YOUR PASSWORD (PROFILE)** part.

- The **SEARCH BAR** (blue circle) allows you to search users based on which stage and subject they are assigned to.
- The top information **fields (USERNAME, PASSWORD, ROLE, SUBJECT, STAGE)** automatically fill depending which user you have selected in the grid (indicated by a blue highlight)
- **NEW USER** opens the new user form (for more information on how to use view the ADD A USER section below)
- **DELETE USER** will delete the currently highlighted user.

NOTE: Any purchase orders made by the user will NOT BE REMOVED. However, the user will not be able to be accessed with SUDO so these will not be able to be retrieved by association with the deleted user.

- **UPDATE USER** will change the currently highlighted user's information to the role, subject and stage contained in the associated drop-down combo box. To change user information, change one or more of the role, subject and stage options then click UPDATE USER.

- **NOTE:** Even if you change the subject or stage associated with the user and the “ALLOW USERS TO ADD PURCHASE ORDERS FROM ANY SUBJECT” is OFF, any purchase orders will remain allocated to their original subject
- **RESET**, the button beside the password textbox, will change the currently selected user’s password to the contents of the textbox. Use with extreme care and ensure the new password is recorded.

NOTE: Hovering over SHOW will display the current user’s password in plain text. Use with care.

ADD A USER

To create a new user, use the side-bar to navigate to ADMIN > ADD USER. Alternatively, navigate to ADMIN > MANAGE USERS and select the ADD USER button.

Either option above will navigate to this pop-up:

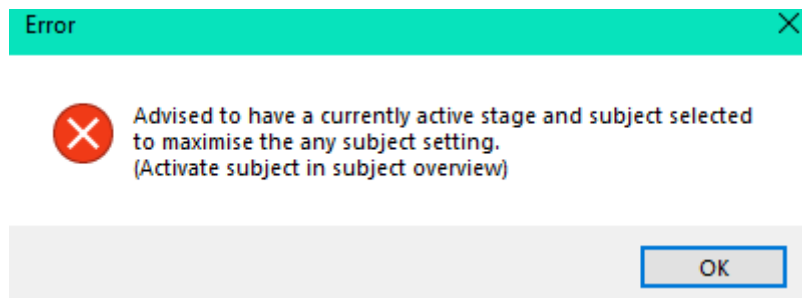
- **Enter a username.** A strong username is advised and for maximum security one that is non-identifiable. A naming convention could be useful.
- **Enter a password.** For security reasons, this must be greater than 6 characters long. **Ensure this password is remembered.** The GENERATE button is highly recommended to quickly produce a 12-character password.

Again, **hovering over the SHOW button** will reveal the concealed password however caution must be taken.

- **Select a role** allocated to the user from Teacher’s Aid, Teacher, Head Teacher and Principal. NOTE: Allocate Head Teacher and Admin with care as these users will have admin powers.
- **Select a stage and subject allocated to the user.** This will only be important in the application (beyond aesthetic information) if the ‘Allow Users to Add Purchase Orders from Any Subject’ is FALSE (as this subject will be the only subject the user can make purchase orders from).

The screenshot shows a modal window titled 'ADD USER'. It contains the following elements:

- USERNAME:** A text input field.
- PASSWORD:** A text input field with a 'GENERATE' button (highlighted with a red circle) and a 'SHOW' button to its right.
- ROLE:** A dropdown menu.
- SUBJECT:** A dropdown menu.
- STAGE:** A dropdown menu.
- ADD USER:** A large button at the bottom of the form.



Ignore and select OK, and if you have completed all of the other fields select ADD USER. To check if you have successfully created this user, navigate to ADMIN > MANAGE USER and your new user should appear. If necessary, add other users by repeating the above steps.

ADMIN SETTING

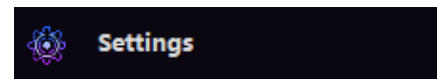
There is an admin setting which should be considered and can be changed as an administrator.

‘ALLOW USERS TO ADD PURCHASE ORDERS FROM ANY SUBJECT’

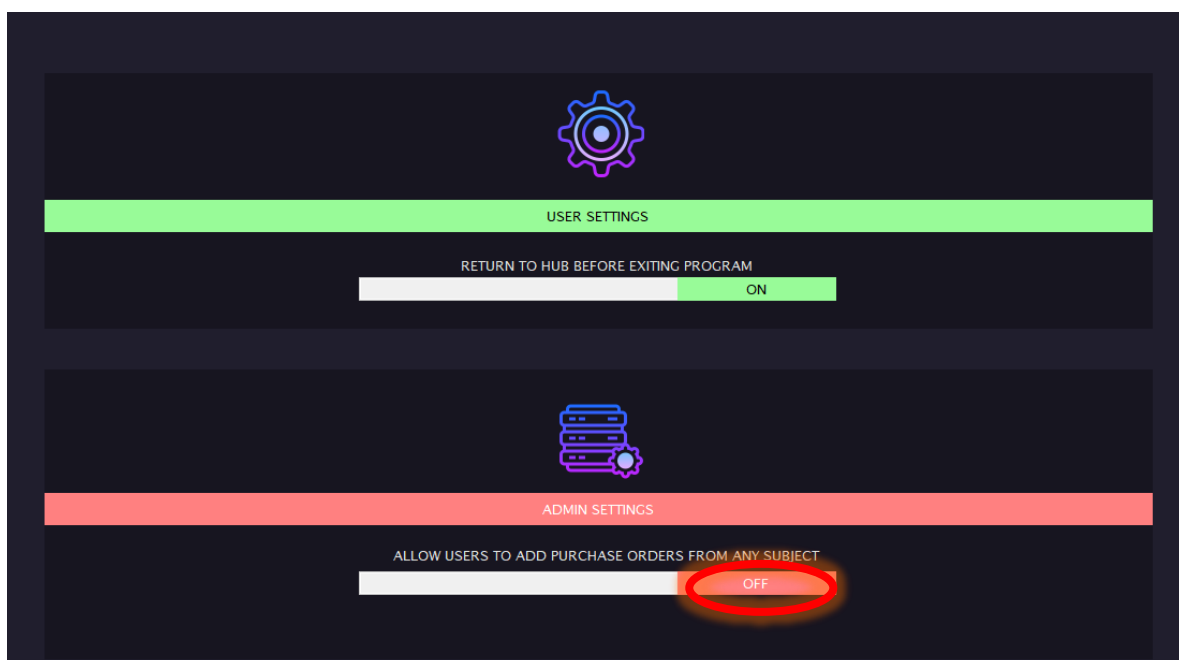
This setting toggles whether users can associate purchases (purchase orders) with any subject, or the specific subject they have been allocated (when creating a new user).

Either option enables only a subject that is active to have new purchases allocated but having this setting OFF (users can only make purchases from their allocated subject) means administrators must be active in the case a subject is wrongly disabled (as the user won't be able to make any purchase orders at all). However, having this setting ON does greatly increase security, intuitiveness, and organisation of the application. By default this setting is OFF.

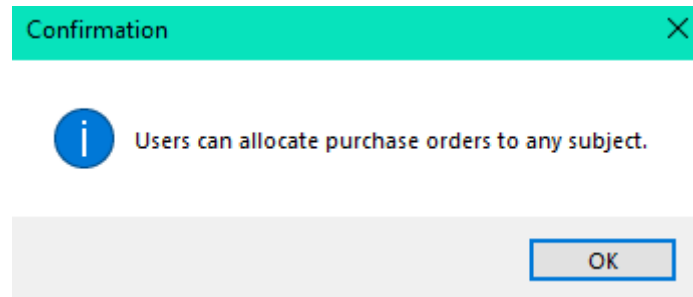
If this does not suit your requirements, however, use the side-bar to navigate to SETTINGS.



While this section is accessible by users of any role, you must be logged in as an admin user (Head Teacher or Principal role) to change this setting. Click the OFF button once.



The following confirmation will appear to indicate the setting has been successfully changed. This setting is saved in the SQLite database thus the next time you use the program, it will be remembered.



Congratulations, you have gained the knowledge and tools to administrate the TAS faculty application to its maximum potential. It is recommended that you revisit any parts of the tutorial you are unsure of, and for ongoing assistance as you leverage the program.

Thank you!