

User's Manual v1.2

May 5, 2017

I. Revision Signatures

The following asserts that all team members have read the document and assert that the information contained within this document is complete and correct.

Name	Signature	Date
James Stewart		
Quang Nguyen		
Michael Giba		
Thaddeus Rix		
Son Nguyen		

II. Revision History

All revision history of this document is listed below.

Version	Changes	Edited Date
Version 1.0	<ul style="list-style-type: none">• Initialized draft	April 16 th , 2017
Version 1.1	<ul style="list-style-type: none">• Updated format and revised	May 1 st , 2017
Version 1.2	<ul style="list-style-type: none">• Checked punctuation	May 5 th , 2017

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1. Introduction

1.1 Purpose

The document serves to provide all users of the SRS system a guide for using the system. The various users can be broken up into three main categories: submitters, reviewers and administrators. The first set of instructions is for submitters on how to interact with the site during the annual SRS event in regards to submitting and reviewing posters. The second set of instructions are for department chairs to handle the voting process. Lastly will be a set of instructions for administrators. The document will provide all the functions in each field of the admin panel, depending on the roles of the administrators.

1.2 Project Background

The Michael and Sally McCracken Student Research Symposium (SRS) is an event at TCU that invites undergraduate and graduate students to showcase their research projects to their colleagues and professors. The projects can be involved in any of the Science and Engineering disciplines at TCU, including interdisciplinary. The students participating will present their research projects inside of the Tucker Technology Center on a predetermined date.

TCU's old SRS site provided an outdated submission-review system for SRS. The previous system was mostly a front-end to a collection of manual procedures to receive, review, and present research projects. There was a growing need to make a more robust system that could provide smarter interfaces for various users that would allow for secure submitting, voting, and administrating.

The new system provides a host of automated processes that facilitate in the managing of the SRS event from year to year. This is possible due to a myriad of free technologies such as Django that allow for a more seamless experience participating in and managing SRS.

1.3 Document Overview

- **Section 2** – System Components
- **Section 3** – Submitter Walkthrough
- **Section 4** – Reviewer Walkthrough
- **Section 5** – Administrator Walkthrough
- **Section 6** – Glossary of Terms

2. System Components

2.1 Submitter Reviewer Web Interface

The submitter has a web interface with which they can register and sign into their account wherein they can submit their abstract, poster, and personal information. Here, they are able to update and monitor their submitted information.

The chair should be provided an authorized account and credentials with which they can sign in to the web interface, get ballots for their department posters, and select the undergraduate and graduate winners of their department.

The website has good user experience design, especially by being mobile friendly. The website interfaces with system's database, providing updated information about SRS events, abstracts, posters, winners, etc.

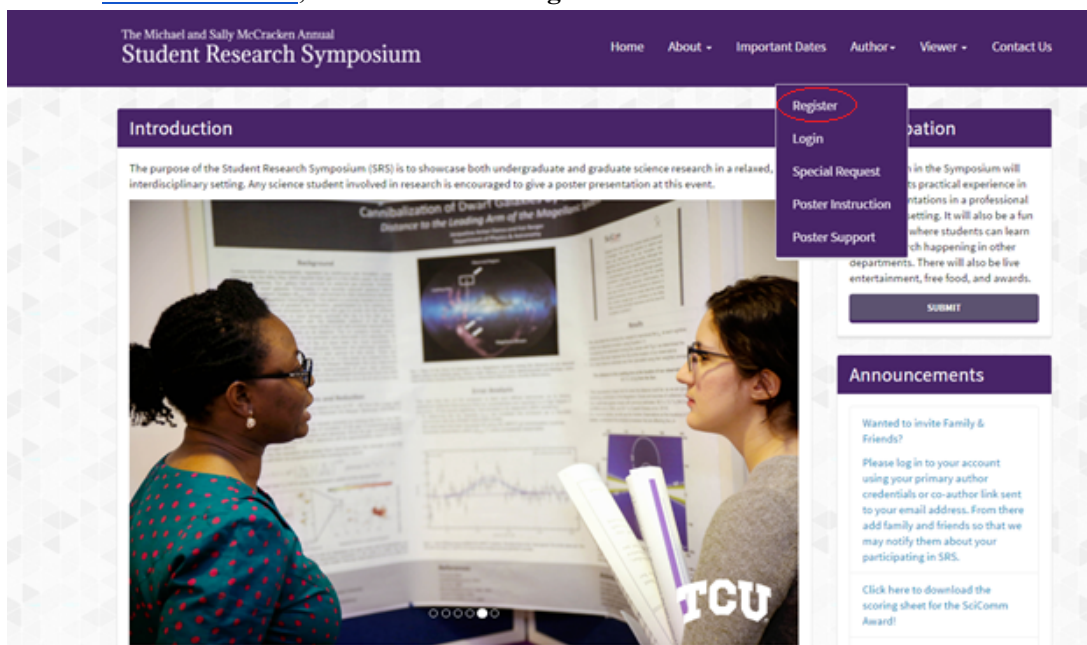
2.2 Administrator Control Panel

The administrator has authorization to use an admin panel that is separate from the site and has a set of tools to manage the site and process requests from other users. Examples of these abilities include the capability to create, edit and delete individual submission accounts of students or reset password of individual submission accounts. The administrator has the responsibility to update important information such as important dates related to the SRS event, SRS Committee members' information, and department chairs' information. Finally, the administrator is able to generate different types of reports (name badge, excel docs) to support SRS events.

3. Submitter Walkthrough

3.1 Registration

1. Go to www.srs.tcu.edu, click **Author** → **Register**.



2. Fill out required fields and click **Register**.

Submission Registration

Primary Contact Information

	FIRST NAME	LAST NAME	EMAIL	DEPARTMENT
PRIMARY AUTHOR	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="TCU Email Only"/>	<input type="text" value="Biology"/>
PRIMARY FACULTY ADVISOR	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="TCU Email Only"/>	<input type="text" value="Biology"/>

Poster Information

Poster Title:

Type:

Judging Department:

Poster Abstract:

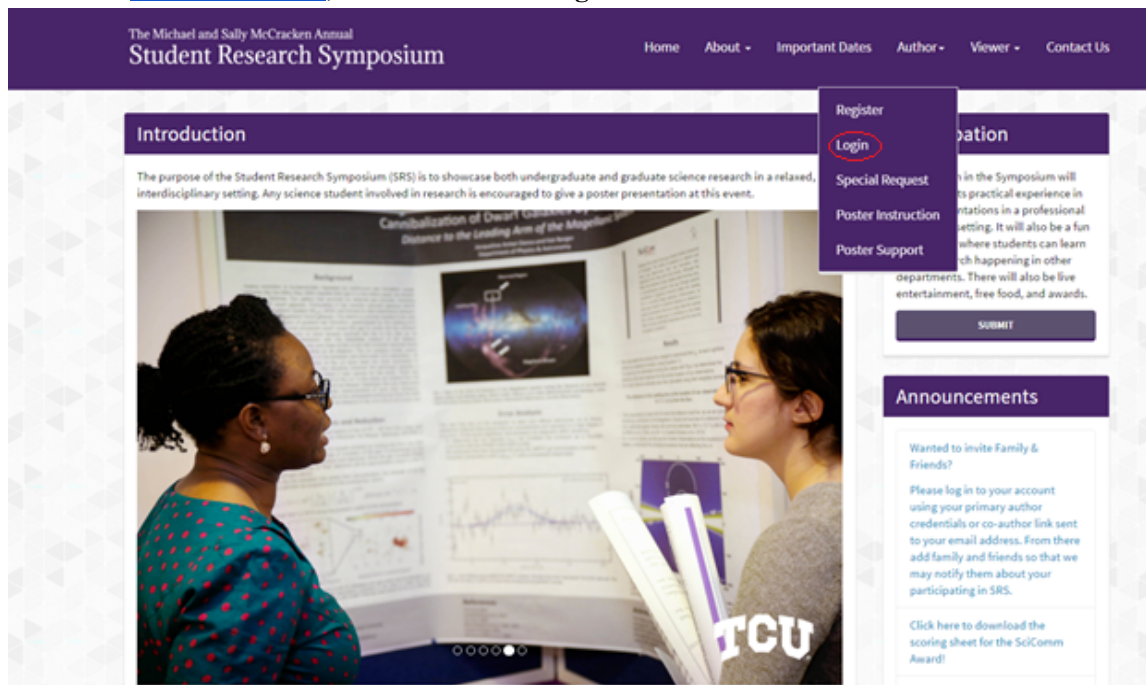
Enter your entire plain text abstract above.

REGISTER

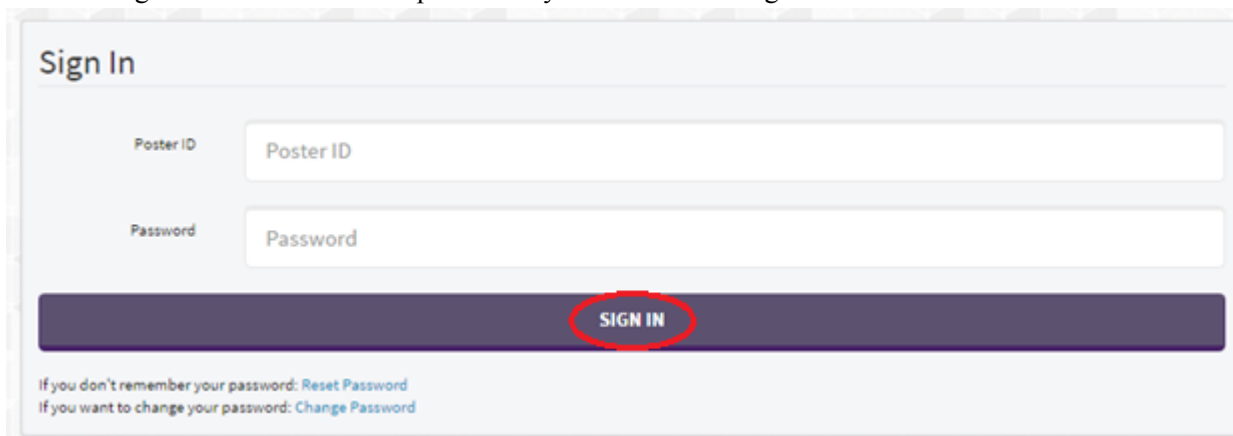
3. If the registration is successful the primary author should receive an email with PosterID and a password.

3.2 Poster Submission

1. Go to www.srs.tcu.edu, click **Author** → **Login**.



2. Login with the credentials provided by the email after registration.

The image shows a 'Sign In' form with two input fields: 'Poster ID' and 'Password'. Below the fields is a purple 'SIGN IN' button, which is circled in red. At the bottom of the form, there are two links: 'Reset Password' and 'Change Password'.

- Update poster by clicking **Choose File**, then click **Save Above Changes**.

Poster Information

Poster Title:

Type:

Judging Department:

Poster Abstract:

Enter your entire plain text abstract above.

Upload New PDF: CHOOSE FILE

Is Poster Public:

SAVE ABOVE CHANGES

3.3 Updating Additional Information

In the Submission Portal above, if the submitters scroll down, they can see additional information to add.

3.3.1 Add Additional Author

- Click **Add Additional Author** in the Submission Portal.

Co-author:

ADD FAMILY OR FRIEND

Co-author:

ADD FAMILY OR FRIEND

Co-author:

ADD FAMILY OR FRIEND

ADD ADDITIONAL AUTHOR

- Put the information of the additional author, then click **Save**.

The Michael and Sally McCracken Annual
Student Research Symposium

Home About Important Dates Author Viewer Contact Us Sign Out

Add Author

First Name

Last Name

Email

Department

SAVE

(Note that only the main author can add more authors to the poster. Other authors do not have the privilege to add other authors unless they have the credentials to log in to the portal.)

3.3.2 Add Additional Advisor

- In the submission portal, click **Add Additional Advisor**.

Advisor Information

	FIRST NAME	LAST NAME	EMAIL	DEPARTMENT	
Primary Faculty Advisor	Liran	Ma	Lma@tcu.edu	COSC	
Faculty Advisor	Billy	Farmer	b.farmer@tcu.edu	COSC	
Faculty Advisor	Donnell	Payne	d.payne@tcu.edu	COSC	

ADD ADDITIONAL ADVISOR

- Enter the additional advisor's information and then click **Save**.

The Michael and Sally McCracken Annual
Student Research Symposium

Home About Important Dates Author Viewer Contact Us Sign Out

Add Advisor

First Name

Last Name

Email

Department

SAVE

3.3.3 Add Additional Guest

1. If the submitter is the primary author, in the Submission Portal, click **Add Family or Friend**.

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Student Research Symposium

Home About Important Dates Author Viewer Contact Us Sign Out

SAVE ABOVE CHANGES

Author Information

	FIRST NAME	LAST NAME	EMAIL	DEPARTMENT	
Primary Author	James	Stewart	j.g.stewart@tcu.edu	COSC	
Friend/Family	Walter	Steimel	waltersteimel@gmail.c		

ADD FAMILY OR FRIEND

If the submitter is registered by the primary author, they should check their email for a notification sent by noreply@srs.tcu.edu. This email will contain a link to allow them to edit their information. After clicking **Add Family or Friend**, they will see the following screen.

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Student Research Symposium

Home About Important Dates Author Viewer Contact Us Sign Out

Edit Author

First Name: Son

Last Name: Nguyen

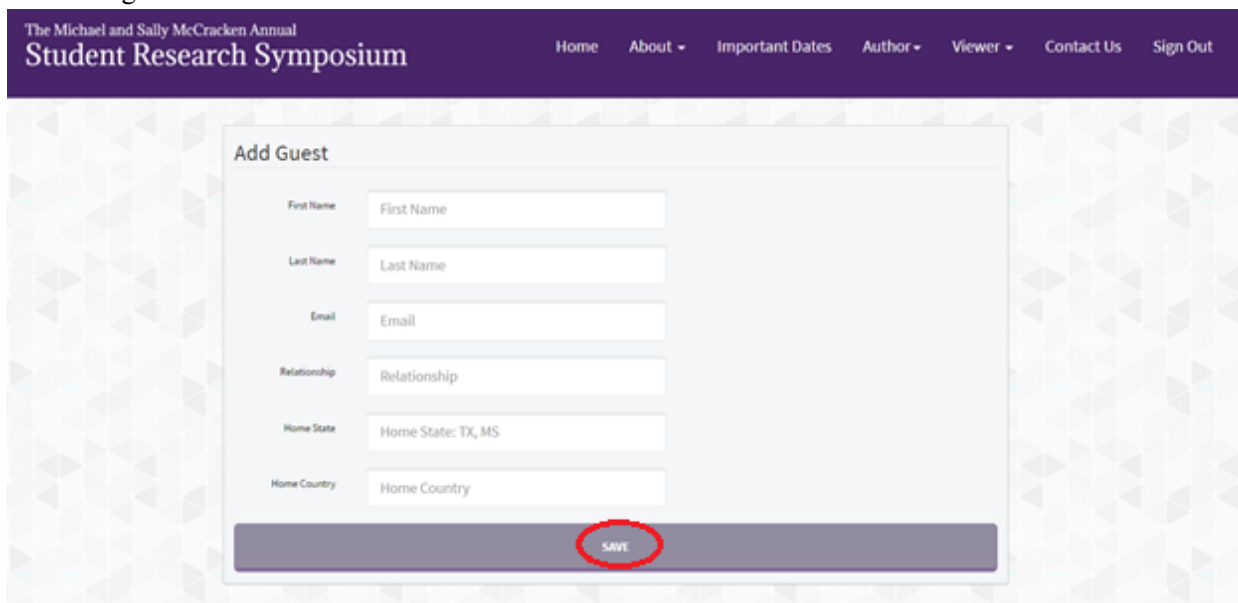
Email: son.nguyen@tcu.edu

Department: Computer Science

ADD FAMILY OR FRIEND

SAVE

2. Enter the guest information to the fields then click **Save**.



The Michael and Sally McCracken Annual
Student Research Symposium

Home About Important Dates Author Viewer Contact Us Sign Out

Add Guest

First Name

Last Name

Email

Relationship

Home State

Home Country

SAVE

3.3.4 Remove Author/Advisor/Guest

3. In the Submission Portal, click the red X button on the right side to delete.



Co-author

Son Nguyen son.nguyen@tcu.edu COSC

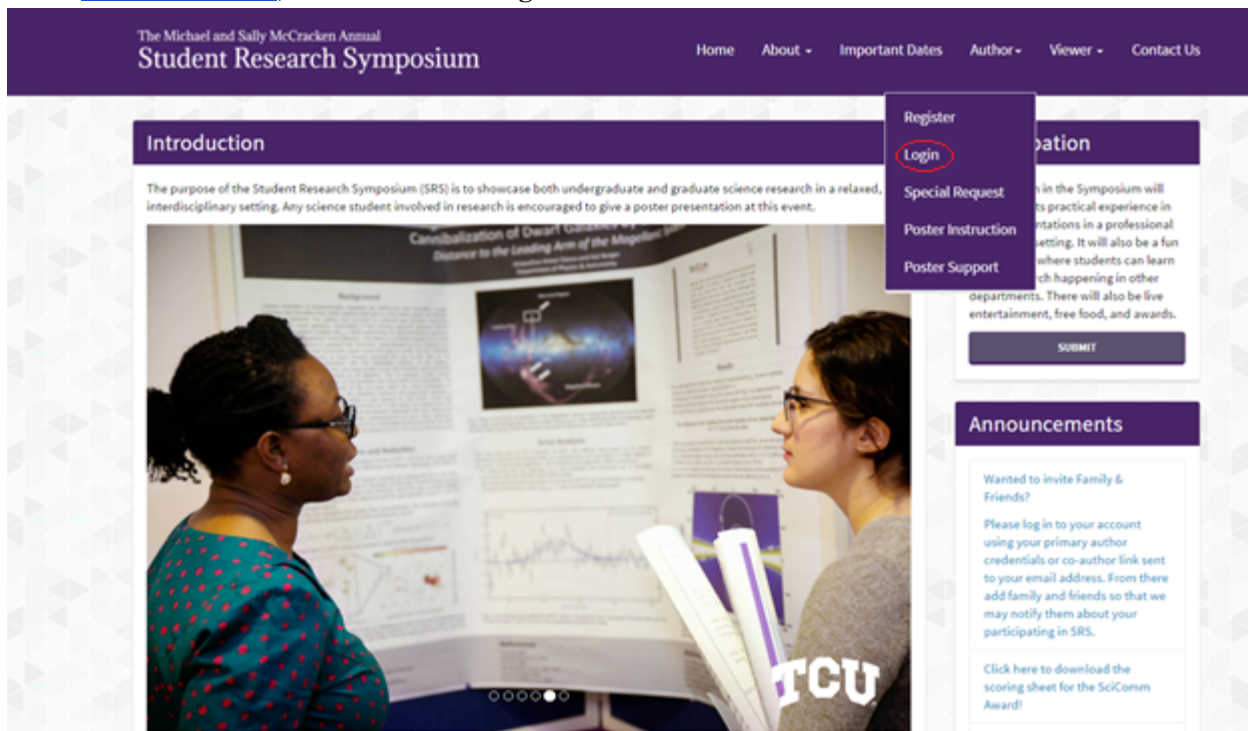
ADD FAMILY OR FRIEND

X

(Note that only the main author can add more authors to the poster. Other authors do not have the privilege to add other authors unless they have the credentials to log in to the portal.)

3.4 Password Management

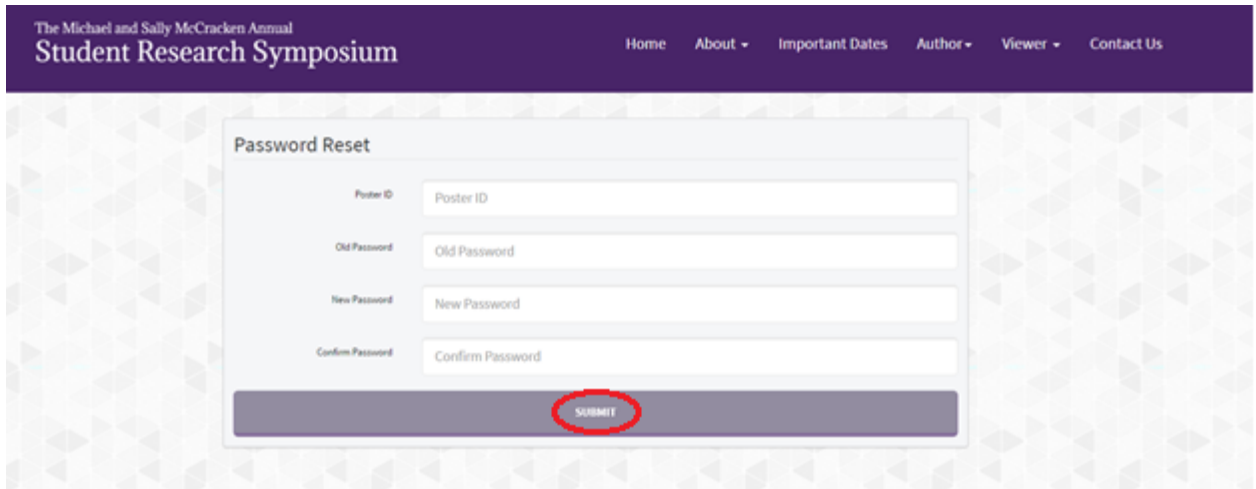
1. Go to www.srs.tcu.edu, click **Author** → **Login**.



2. If the submitter wants to change password, click **Change Password**. If the submitter wants to reset password, click **Reset Password**

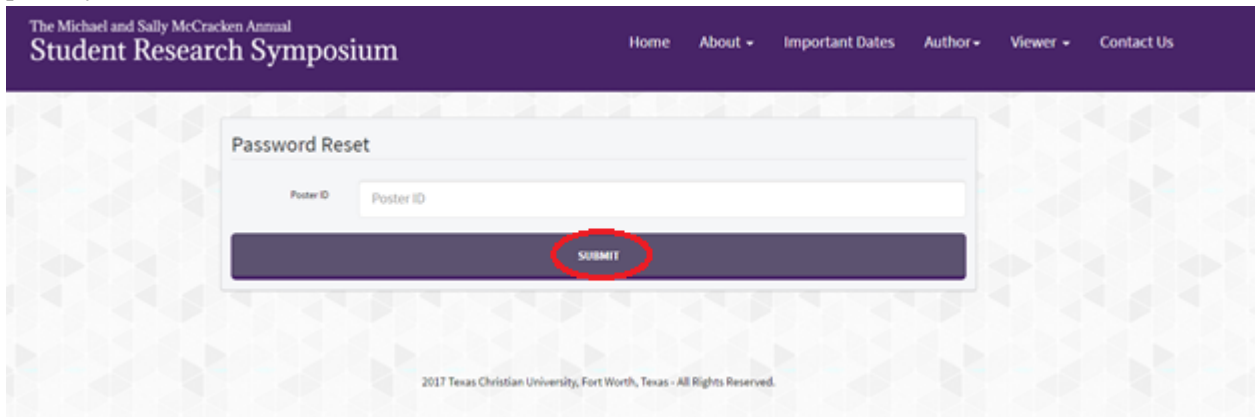
The screenshot shows a 'Sign In' form with two input fields: 'Poster ID' and 'Password'. Below the fields is a purple 'SIGN IN' button. At the bottom of the form, there are two links: 'Reset Password' (with a red '4' next to it) and 'Change Password' (with a red '3' next to it).

3. If the submitter clicks **Change Password** (indicated by the number 3 in the figure above), there will be a new form displayed with four fields as shown below. Fill in the information required and click **Submit**.



The screenshot shows a web page for "The Michael and Sally McCracken Annual Student Research Symposium". The page has a dark purple header with navigation links: Home, About, Important Dates, Author, Viewer, and Contact Us. The main content area features a "Password Reset" form with four input fields: "Poster ID", "Old Password", "New Password", and "Confirm Password". A "SUBMIT" button is located at the bottom of the form, circled in red.

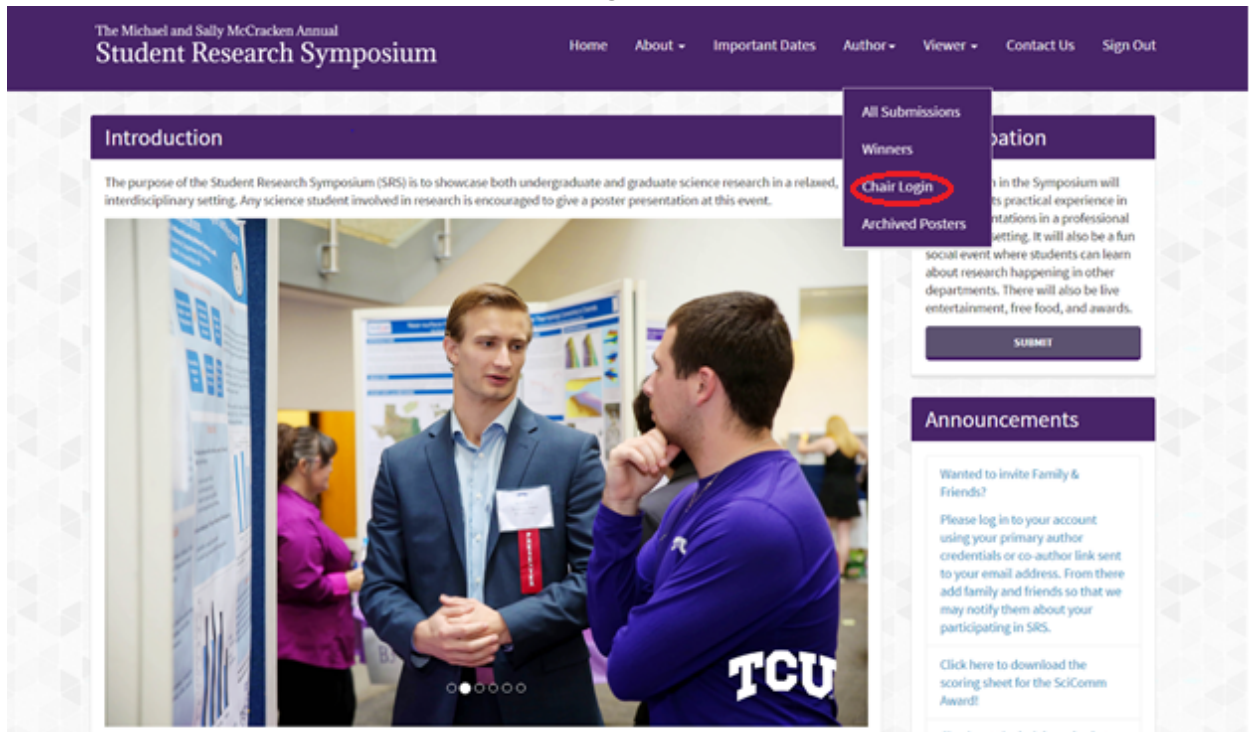
4. If the submitter clicks **Reset Password** (indicated by the number 4 in the figure for step 2), there will be a new form displayed with one field. Enter the PosterID (the username to login) in the field and click **Submit**. A new password will be in an email sent to the primary author and the primary advisor.



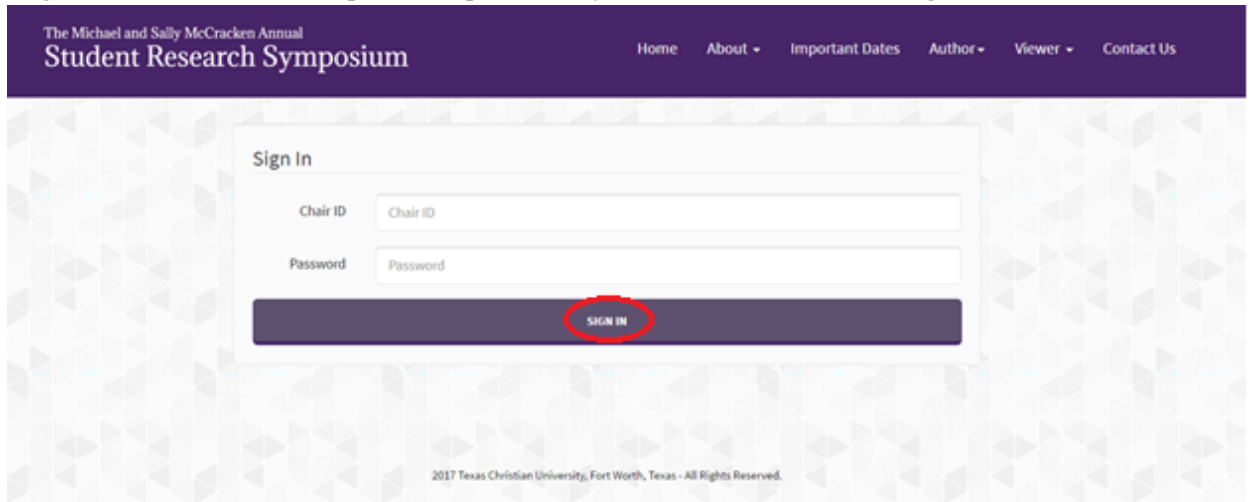
The screenshot shows the same web page as above, but the "Password Reset" form now only has one input field labeled "Poster ID". The "SUBMIT" button is still circled in red. At the bottom of the page, there is a copyright notice: "2017 Texas Christian University, Fort Worth, Texas - All Rights Reserved."

4. Reviewer (Chair) Walkthrough

1. Go to www.srs.tcu.edu, click **Viewer** → **Chair Login**.



2. Login with the Chair ID and password provided by the administrator. Click **Sign In**.



3. If the chair wants to download the ballot and send it to other people in the department, click **Download Ballot**. He or she can follow the link to see the list of posters sorted by types of degrees (Undergraduate/Graduate).

TCU Student Research Symposium Ballot

Judging Year: 2017

Judge: Gilbert, George

Judging Department: MATH

Undergraduate Posters

View at: <http://srs.tcu.edu/review/all-submissions?year=2017&department=MATH°ree=Undergraduate&pkey=e3239db67332cf351523efb681003c8b99f4c38c6dbe5c2156c9144d>

Poster ID	Poster Title	Authors	Advisor	Score
MATH2017DOAN57074	Geodesics in Hyperbolic Geometry	Doan, Thinh (MATH)	Richardson, Ken (MATH)	
MATH2017HOWELL42763	Differences in Personality Structure by Age: Analyzing Clusters with Persistent Homology	Howell, Jake (MATH)	Hanson, Eric (MATH)	

Graduate Posters

View at: <http://srs.tcu.edu/review/all-submissions?year=2017&department=MATH°ree=Graduate&pkey=92df3b3d89519137d01773fcb33c222752d36217307aacfe6a800e0f>

Poster ID	Poster Title	Authors	Advisor	Score
MATH2017AGUIRRE59972	Algebraic Geometry and an introduction to linkage theory	Aguirre, Luis (MATH)	Nollet, Scott (MATH)	
MATH2017HELLERMAN41492	Winding Numbers and Toeplitz Operators	Hellerman, Nathanael (MATH)	Park, Efton (MATH)	
MATH2017RABBY15190	Algebraic Sets, Varieties and Their Multiplicity Structures	Rabby, Fazle (MATH)	Nollet, Scott (MATH)	
MATH2017SMITH36813	Indices of Algebraic Integers in Cubic Fields	Smith, Jeremy (MATH)	Gilbert, George (MATH)	

4. After a chair has received the ballots back from their department they can choose the winner. Click on the circle of the poster that is the winner in each section: Graduate and Undergraduate. Click **Save** to determine the winner.

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Student Research Symposium

Home About Important Dates Author Viewer Contact Us Sign Out

DOWNLOAD BALLOT

Undergraduate

#	Poster ID	Winner
1	MATH2017HOWELL42763	<input type="radio"/>
2	MATH2017DOAN57074	<input type="radio"/>

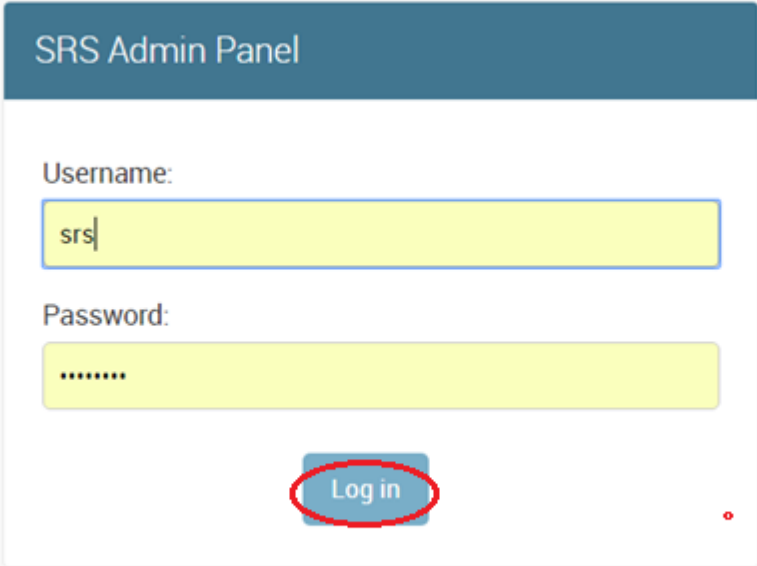
Graduate

#	Poster ID	Winner
1	MATH2017AGUIRRE59972	<input type="radio"/>
2	MATH2017HELLERMAN41492	<input type="radio"/>
3	MATH2017SMITH36813	<input type="radio"/>
4	MATH2017RABBY15190	<input type="radio"/>

SAVE

5. Administrator Walkthrough

Every administrator will have to login through <http://www.srs.tcu.edu/admin>. Fill in the account information and click **Log in**.



The screenshot shows the SRS Admin Panel login interface. It features a dark blue header with the text "SRS Admin Panel". Below the header, there are two input fields: "Username:" with the text "srs" entered, and "Password:" with a masked password represented by seven asterisks. A blue "Log in" button is positioned below the password field and is circled in red. A small red error icon is visible in the bottom right corner of the form area.

5.1 Super Administrator

Site administration

AUTHENTICATION AND AUTHORIZATION		
Groups	A	+ Add ✎ Change
Users	B	+ Add ✎ Change
SRS_ADMIN		
Announcements	C	+ Add ✎ Change
Building layouts	D	+ Add ✎ Change
Chairs	E	+ Add ✎ Change
Deadlines	F	+ Add ✎ Change
Departments	G	+ Add ✎ Change
Events	H	+ Add ✎ Change
Home page images	I	+ Add ✎ Change
Poster locations	J	+ Add ✎ Change
Sci com logos	K	+ Add ✎ Change
Speakers	L	+ Add ✎ Change
Srs committee members	M	+ Add ✎ Change
Srs exhibit events	N	+ Add ✎ Change
Years	O	+ Add ✎ Change
SUBMISSION		
Advisors		+ Add ✎ Change
Authors		+ Add ✎ Change
Guests		+ Add ✎ Change
Special requests		+ Add ✎ Change
Submission accounts		+ Add ✎ Change
Winners		+ Add ✎ Change

- A. **Groups** button will allow the administrator to create groups of users with similar permissions (Dean's Office, Table manager in this case).
- B. **Users** button will show all the users.
- C. **Announcements** button will show lists of announcements in the main portal. The administrator can add/delete announcements.

Select announcement to change ADD ANNOUNCEMENT +

Action: Go 0 of 2 selected

ANNOUNCEMENT	URL
<input type="checkbox"/> Click here to download the scoring sheet for the SciComm Award!	http://www.srs.tcu.edu/media/SciComSRSScoreSheet.xlsx
<input type="checkbox"/> Check out the judging criteria to help you prepare for the SciComm Awa...	http://www.srs.tcu.edu/media/Judging_Criteria.docx

2 announcements

- D. **Building Layouts** button allows for the uploading of floor plans for table assignments.
- E. **Chairs** button allows the administrator to modify the chair list and issue/revoke ballots for voting.

Select chair to change ADD CHAIR +

Action: Go 0 of 12 selected

	LAST NAME	DEPARTMENT
<input type="checkbox"/> FIRS		
<input type="checkbox"/> Yuri	Strzhemechny	Physics & Astronomy
<input type="checkbox"/> Walt	Williamson	Engineering
<input type="checkbox"/> Helge	Alsleben	Environmental Science
<input type="checkbox"/> Mauricio	Papini	Psychology
<input type="checkbox"/> Michael	Chumley	Biology
<input type="checkbox"/> Kayla	Green	Interdisciplinary
<input type="checkbox"/> Kristi	Argenbright	Interdisciplinary
<input type="checkbox"/> James	Comer	Computer Science
<input type="checkbox"/> Helge	Alsleben	Geology
<input type="checkbox"/> George	Gilbert	Mathematics
<input type="checkbox"/> Eric	Simanek	Chemistry & Biochemistry
<input type="checkbox"/> Anne	Vanbeber	Nutritional Sciences

12 chairs

- F. **Deadlines** button allows the administrator to add/remove the deadlines. The registration will close on the Hard Deadline. Posters submitted after Poster Deadline will not be eligible for judging. There should be one and only one instance in this model.

Select deadline to change ADD DEADLINE +

Action: Go 0 of 1 selected

HARD DEADLINE	POSTER DEADLINE
<input type="checkbox"/> March 24, 2017, midnight	April 7, 2017, 11:59 p.m.

G. **Department** button allows the administrator to add/remove the departments.

Select department to change ADD DEPARTMENT +

Action: Go 0 of 11 selected

DEPARTMENT ID	NAME
<input type="checkbox"/> PSYC	Psychology
<input type="checkbox"/> PHYS	Physics & Astronomy
<input type="checkbox"/> NTDI	Nutritional Sciences
<input type="checkbox"/> MATH	Mathematics
<input type="checkbox"/> INTR	Interdisciplinary
<input type="checkbox"/> GEOL	Geology
<input type="checkbox"/> ENSC	Environmental Science
<input type="checkbox"/> ENGR	Engineering
<input type="checkbox"/> COSC	Computer Science
<input type="checkbox"/> CHEM	Chemistry & Biochemistry
<input type="checkbox"/> BIOL	Biology

11 departments

H. **Events** button allows the administrator to edit events related to the SRS event. This will be reflected on the main website in Important Dates tab.

Select event to change ADD EVENT +

Action: Go 0 of 9 selected

EVENT NAME	DATE	FROM TIME	TO TIME	LOCATION
<input type="checkbox"/> The Day of SRS	April 21, 2017	10:30 a.m.	7:30 p.m.	Tucker Technology Center
<input type="checkbox"/> Registration for both Sessions and Poster Setup	April 20, 2017	1 p.m.	6 p.m.	Tucker Technology Center
<input type="checkbox"/> Abstract Submission Open	March 2, 2017	midnight	midnight	Online
<input type="checkbox"/> Poster Workshop II	Feb. 24, 2017	3 p.m.	4 p.m.	SWR 237
<input type="checkbox"/> Department Nominations for SciCom Awards	April 18, 2017	noon	noon	Online
<input type="checkbox"/> Poster Deadline	April 6, 2017	midnight	midnight	Online
<input type="checkbox"/> Abstract Deadline	March 23, 2017	midnight	midnight	Online
<input type="checkbox"/> Poster Workshop I	Feb. 17, 2017	3 p.m.	4 p.m.	SWR 237
<input type="checkbox"/> Poster Software Demo	Feb. 10, 2017	3 p.m.	4 p.m.	SWR 237

9 events

I. **Home page images** button allows administrator to add pictures to the Home page.

Select home page image to change ADD HOME PAGE IMAGE +

Action: Go 0 of 6 selected

HOME PAGE IMAGE
<input type="checkbox"/> HomePageImage object
<input type="checkbox"/> HomePageImage object
<input type="checkbox"/> HomePageImage object
<input type="checkbox"/> HomePageImage object
<input type="checkbox"/> HomePageImage object
<input type="checkbox"/> HomePageImage object

6 home page images

J. **Poster Locations** allows for locations to be added that correspond to the uploaded build layout. The table assignment algorithm depends on these locations.

- K. **Sci com logos** button lists the SciCom logos of SRS. The administrator can change the pictures by uploading a new one.

Select sci com logo to change ADD SCI COM LOGO +

Action: Go 0 of 9 selected

LOGO	DEPARTMENT
<input type="checkbox"/> scicom_logo/icon-geo_2R0Op3Q.png	Geology
<input type="checkbox"/> scicom_logo/icon-geo.png	Environmental Science
<input type="checkbox"/> scicom_logo/icon-psy.png	Psychology
<input type="checkbox"/> scicom_logo/icon-stars.png	Physics & Astronomy
<input type="checkbox"/> scicom_logo/icon-food.png	Nutritional Sciences
<input type="checkbox"/> scicom_logo/icon-engine.png	Engineering
<input type="checkbox"/> scicom_logo/icon-cs.png	Computer Science
<input type="checkbox"/> scicom_logo/icon-chemistry.png	Chemistry & Biochemistry
<input type="checkbox"/> scicom_logo/icon-bio.png	Biology

9 sci com logos

- L. **Speakers** button allows administrator to add the new speaker each year.

Select speaker to change ADD SPEAKER +

Action: Go 0 of 8 selected

FULL NAME	TITLE	YEAR
<input type="checkbox"/> Jonathan Shapiro	Sustainable Technology, Trends and Career Opportunities	2010
<input type="checkbox"/> Darlene Ryan	From Research to Business: What Does it Take?	2011
<input type="checkbox"/> Rhiannon Mayne	From Outer Space to Antarctica: The Antarctic Search for Meteorites Program	2012
<input type="checkbox"/> Neal Burnette	A Horned Frog's Peripatetic Journey in Biological	2013
<input type="checkbox"/> Anousheh Ansari	Dare to Dream: How perseverance allowed me to accomplish my lifelong goal of space flight	2014
<input type="checkbox"/> 3MT Competition Finalists	Three Minute Thesis Competition	2015
<input type="checkbox"/> Peter Fritsch	A New Age of Species Discovery	2017
<input type="checkbox"/> Connie Gutteresen	The Promise of a Visionary Scientific Approach	2016

8 speakers

- M. **Srs committee members** button allows the administrator to add/remove SRS Committee members.

Select srs committee member to change ADD SRS COMMITTEE MEMBER +

Action: Go 0 of 18 selected

FIRST NAME	LAST NAME	EMAIL	DEPARTMENT	IS SRS COMMITTEE CHAIR
<input type="checkbox"/> Jada	Stevenson	jada.stevenson@tcu.edu	Nutritional Sciences	<input type="radio"/>
<input type="checkbox"/> Andrea	Stafford	andrea.stafford@tcu.edu	Interdisciplinary	<input type="radio"/>
<input type="checkbox"/> Kristi	Argenbright	k.a.rogenbright2@tcu.edu	Environmental Science	<input checked="" type="radio"/>
<input type="checkbox"/> Kayla	Green	kayla.green@tcu.edu	Chemistry & Biochemistry	<input checked="" type="radio"/>
<input type="checkbox"/> Tamie	Morgan	tamie.morgan@tcu.edu	Environmental Science	<input type="radio"/>
<input type="checkbox"/> Art	Busbey	a.busbey@tcu.edu	Geology	<input type="radio"/>
<input type="checkbox"/> Dean	Williams	dean.williams@tcu.edu	Biology	<input type="radio"/>
<input type="checkbox"/> Yuri	Strzhemechny	y.strzhemechny@tcu.edu	Physics & Astronomy	<input type="radio"/>
<input type="checkbox"/> Magnus	Rittby	m.rittby@tcu.edu	Physics & Astronomy	<input type="radio"/>
<input type="checkbox"/> Dick	Rinewalt	d.rinewalt@tcu.edu	Computer Science	<input type="radio"/>
<input type="checkbox"/> Ken	Richardson	k.richardson@tcu.edu	Mathematics	<input type="radio"/>
<input type="checkbox"/> Liran	Ma	l.ma@tcu.edu	Computer Science	<input type="radio"/>
<input type="checkbox"/> Morgan	Kiani	m.kiani@tcu.edu	Engineering	<input type="radio"/>
<input type="checkbox"/> Billy	Farmer	b.farmer@tcu.edu	Computer Science	<input type="radio"/>
<input type="checkbox"/> Ze-Li	Dou	z.dou@tcu.edu	Mathematics	<input type="radio"/>

- N. **Srs exhibit events** button allows the administrator to modify the event times on the day of SRS. This will be reflected on the main website in Important Dates tab.

Select srs exhibit event to change ADD SRS EXHIBIT EVENT +

Action: Go 0 of 7 selected

<input type="checkbox"/>	START TIME	END TIME	EVENT NAME
<input type="checkbox"/>	7:30 p.m.	7:30 p.m.	Students from Session 2 must have taken their posters down
<input type="checkbox"/>	5 p.m.	6:30 p.m.	Keynote Speaker followed by Awards Ceremony in SWR Lecture Hall 1
<input type="checkbox"/>	3:30 p.m.	4:30 p.m.	Dean's Reception in the John V. Roach Professional Development Center (TUC 139)
<input type="checkbox"/>	2:30 p.m.	4:30 p.m.	Poster Session 2
<input type="checkbox"/>	2 p.m.	2:30 p.m.	Take-down of Session 1 posters and set-up of Session 2 posters
<input type="checkbox"/>	noon	2 p.m.	Poster Session 1
<input type="checkbox"/>	10:30 a.m.	2:15 p.m.	Registration for both Sessions

7 srs exhibit events

- O. **Years** button lets the administrator add the current year for the event.

5.2 Dean's Office

User's from the Dean's office have the responsibility to generate name badges and reports involving authors and their guests. This is the portal they will see after logging in.

SRS Admin Panel

Home > Submission

Submission administration

SUBMISSION

Authors

[+ Add](#) [✎ Change](#)

Guests

[+ Add](#) [✎ Change](#)

5.2.1 Author management

1. Click on **Authors** button.
2. Choose the author(s) to take action upon then select an action in the box (user can choose everyone by clicking select all):
 - A. *Delete selected authors*: delete authors being selected.
 - B. *Generate name badge*: generate name badges of selected authors in PDF format.
 - C. *Generate author info*: compile information of selected authors into an excel file.

Home > Submission > Authors

Select author to change

[ADD AUTHOR +](#)

Action: 100 of 100 selected [Select all 381 authors](#)

<input checked="" type="checkbox"/>	FIRST NAME	LAST NAME	DEPARTMENT	POSTER	IS PRIMARY AUTHOR	YEAR
<input checked="" type="checkbox"/>	Alec	Burns	Geology	GEOL2017CRADDOCK11952	●	2017
<input checked="" type="checkbox"/>	Alec	Crampton	Environmental Science	ENSC2017CRAMPTON22191	●	2017
<input checked="" type="checkbox"/>	Alexa	Calcagno	Psychology	INTR2017CALCAGNO9574	●	2017
<input checked="" type="checkbox"/>	Alexis	Olivas	Biology	BIOL2017KRZYKWA19886	●	2017
<input checked="" type="checkbox"/>	Alexis	Olivas	Biology	BIOL2017OLIVASS1117	●	2017
<input checked="" type="checkbox"/>	Alli Ricardo	Gomez	Geology	GEOL2017GOMEZ40480	●	2017
<input checked="" type="checkbox"/>	Alyssa	Herge	Environmental Science	ENSC2017HERGE19080	●	2017
<input checked="" type="checkbox"/>	Amal	Khan	Biology	BIOL2017SILVA23354	●	2017
<input checked="" type="checkbox"/>	Amanda	Hale	Biology	BIOL2017LINDSEY4278	●	2017
<input checked="" type="checkbox"/>	Amber	Schmitt	Psychology	PSYC2017SCHMITT53831	●	2017
<input checked="" type="checkbox"/>	Amber	Witherby	Psychology	PSYC2017JAHNS1486	●	2017
<input checked="" type="checkbox"/>	Amber	Witherby	Psychology	PSYC2017SIMONS51414	●	2017
<input checked="" type="checkbox"/>	Amy	Ray	Physics & Astronomy	PHYS2017RAY20657	●	2017
<input checked="" type="checkbox"/>	Amy	Hardy	Biology	INTR2017CALCAGNO9574	●	2017
<input checked="" type="checkbox"/>	Ana	Padgett	Psychology	PSYC2017DAMBRA24061	●	2017
<input checked="" type="checkbox"/>	Angelle	Tanner	Physics & Astronomy	PHYS2017RAY20657	●	2017
<input checked="" type="checkbox"/>	Anna	Schmitt	Psychology	PSYC2017JAHNS1486	●	2017

5.2.2 Guest management

1. Click on **Guests**.
2. Choose the guest(s) to take action then select an action in the box (user can choose everyone by clicking select all):
 - A. *Delete selected guests*: delete selected guests.
 - B. *Generate guest name badge*: generate name badges of selected guests in PDF format.
 - C. *Generate guest info*: compile information of selected guests into an excel file.

Home · Submission · Guests

Select guest to change ADD GUEST +

Action: ----- Go 28 of 28 selected

<input checked="" type="checkbox"/>	FIRST NAME	LAST NAME	RELATIONSHIP	EMAIL	AUTHOR	GUEST YEAR
<input checked="" type="checkbox"/>	Aus	Bill	Lab Partners	a.b.crysup@tcu.edu	Gandhi, Jason : Biology	2017
<input checked="" type="checkbox"/>	Bill	McGregor	Father	bill@mcgregorteam.com	McGregor, Graham: Geology	2017
<input checked="" type="checkbox"/>	Emily	Hailey	Sister	ehailey8948@mail.dbu.edu	Hailey, Monika: Chemistry & Biochemistry	2017
<input checked="" type="checkbox"/>	Glenn	Silva	Father	gsilva@kimrealityadvisors.com	Silva, Kristen: Biology	2017
<input checked="" type="checkbox"/>	James	Walker	father	jnwalker@roadrunner.com	Walker, Jessica: Geology	2017
<input checked="" type="checkbox"/>	Jim	Richstein	Father	jrichstein@msn.com	Richstein, Hannah: Physics & Astronomy	2017
<input checked="" type="checkbox"/>	Joseph	Butler	Father	h.j.butler@tcu.edu	Butler, Rachel: Chemistry & Biochemistry	2017
<input checked="" type="checkbox"/>	Josh	Lively	Fiance	divnsales@gmail.com	Gee, Providence: Psychology	2017
<input checked="" type="checkbox"/>	Katherine	McGregor	Mother	forsale@mcgregorteam.com	McGregor, Graham: Geology	2017
<input checked="" type="checkbox"/>	Kathryn	Jasilkowski	Friend	K.M.JASLIKOWSKI@tcu.edu	Ward, Wills: Computer Science	2017
<input checked="" type="checkbox"/>	Kathy	Hailey	Mother	hailey@star-telegram.com	Hailey, Monika: Chemistry & Biochemistry	2017
<input checked="" type="checkbox"/>	Kelly	Showalter	Mother	lkshowalter@msn.com	Showalter, Ben: Biology	2017
<input checked="" type="checkbox"/>	Larry	Showalter	Father	lkshowalter@msn.com	Showalter, Ben: Biology	2017
<input checked="" type="checkbox"/>	Lori	Williams	Mother	lorimwilliams63@gmail.com	Ward, Wills: Computer Science	2017
<input checked="" type="checkbox"/>	Margo	Walker	Mother	margowalker64@gmail.com	Walker, Jessica: Geology	2017

5.3 Table Coordinator

The table coordinator's responsibility is to manage the table assignment, as well as modify the submission accounts. This is the portal they will have when they login.

SRS Admin Panel

Site administration

SRS_ADMIN		
Building layouts	A	+ Add Change
Poster locations	B	+ Add Change

SUBMISSION		
Advisors	C	+ Add Change
Authors	C	+ Add Change
Guests	C	+ Add Change
Special requests	D	+ Add Change
Submission accounts	E	Change

Recent Actions

My Actions

None available

- A. **Building layouts** button allows the administrator to change the picture representing the location of posters on the day of SRS. The administrator can upload other files so that authors will know the locations of their posters.

Change building layout HISTORY

Level:

Description:

Image: Currently: building_layout/2017MaxTuck3-1.png
 Change: No file chosen

- B. **Poster locations** button allows the administrator to see all the poster locations and sessions. They can choose to delete a location or disassociate the location for its current assigned posters.

Select poster location to change ADD POSTER LOCATION +

Action: Go 0 of 100 selected

	SES	1 ▲ FLOOR	2 ▲ NUMBER	3 ▲
<input type="checkbox"/>	1	0	1	
<input type="checkbox"/>	1	0	1	
<input type="checkbox"/>	1	0	1	
<input type="checkbox"/>	1	0	2	
<input type="checkbox"/>	1	0	2	
<input type="checkbox"/>	1	0	2	
<input type="checkbox"/>	1	0	3	
<input type="checkbox"/>	1	0	3	
<input type="checkbox"/>	1	0	3	
<input type="checkbox"/>	1	0	4	
<input type="checkbox"/>	1	0	4	
<input type="checkbox"/>	1	0	4	
<input type="checkbox"/>	1	0	5	
<input type="checkbox"/>	1	0	5	
<input type="checkbox"/>	1	0	5	
<input type="checkbox"/>	1	0	6	

- C. **Advisor/Author/Guest** buttons allow the administrator to see the list of advisor/author/guest and make changes if necessary.

Select advisor to change

ADD ADVISOR +

Action: 0 of 100 selected

<input type="checkbox"/>	FIRST NAME	LAST NAME	DEPARTMENT	EMAIL	POSTER	IS PRIMARY ADVISOR
<input type="checkbox"/>	Amanda	Hale	Biology	a.hale@tcu.edu	ENSC2017CONLEY57218	<input type="checkbox"/>
<input type="checkbox"/>	Amanda	Hale	Biology	a.hale@tcu.edu	BIOL2017ALENIUS60432	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Amanda	Hale	Biology	a.hale@tcu.edu	BIOL2017HUYNH10840	<input type="checkbox"/>
<input type="checkbox"/>	Amanda	Hale	Biology	a.hale@tcu.edu	BIOL2017SILVA23354	<input type="checkbox"/>
<input type="checkbox"/>	Amanda	Hale	Biology	a.hale@tcu.edu	BIOL2017MARX44524	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Amanda	Hale	Biology	a.hale@tcu.edu	BIOL2017LINDSEY4278	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Amanda	Hale	Biology	a.hale@tcu.edu	BIOL2017WEST17441	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Amanda	Hale	Biology	a.hale@tcu.edu	BIOL2017GANDHI2414	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Anna	Petursdottir	Psychology	a.petursdottir@tcu.edu	PSYC2017NEAVES42636	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Anna	Petursdottir	Psychology	a.petursdottir@tcu.edu	PSYC2017MCKEON22608	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Anna	Petursdottir	Psychology	a.petursdottir@tcu.edu	PSYC2017MELLOR44732	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Anna	Petursdottir	Psychology	a.petursdottir@tcu.edu	PSYC2017GEE22680	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Anne	Moffitt	Chemistry & Biochemistry	anne.moffitt@gmail.com	CHEM2017GOETZ58823	<input type="checkbox"/>
<input type="checkbox"/>	Anne	Vanbeber	Nutritional Sciences	a.vanbeber@tcu.edu	NTDT2017SIMONS51957	<input checked="" type="checkbox"/>

- D. **Special request** button allows the admin to look at the special requests made by students. They can verify the requests and decide whether or not to grant the special request.

Select special request to change

ADD SPECIAL REQUEST +

Action: 0 of 23 selected

<input type="checkbox"/>	POSTER ID	REQUEST	EMAIL	FIRST NAME	LAST NAME
<input type="checkbox"/>	INTR2017BARONI49831	In hopes of changing my session number from 1 to 2. I have a schedule conflict with session 1, as I have class at 1:00 to 2:50 PM.	nick.baroni@tcu.edu	Nick	Baroni
<input type="checkbox"/>	BIOL2017ORTEGARODRIGUEZ29751	I checked the SRS website last week in which at the time said I was placed in Session 2. However, I checked today and found I've been switched to Session 1. As requested by Dean Rittby, I am to give my 3 Minute Thesis presentation to the College Advisory Board that afternoon of Friday April 21st at 1:00 PM, which cuts into Session 1. Would it be possible to be switched back into session 2 to fit my schedule? If not, please let me know so I can figure out how to manage the 1PM meeting and let Dean Rittby know!	celeste.ortega@tcu.edu	Celeste	Ortega-Rodriguez
<input type="checkbox"/>	BIOL2017NYSTROM19457	Can't match other poster's session	gunnar.nystrom@tcu.edu	Gunnar	Nystrom
<input type="checkbox"/>	BIOL2017HANNAPPEL3935	Can't match other session	m.p.hannappel@tcu.edu	Madeline	Hannappel
<input type="checkbox"/>	CHEM2017JOHNSTON1693	Special case for SRS Committee testing. Will go at same table and session as two other CHEM posters.	hannah.johnston@tcu.edu	Hannah	Johnston
<input type="checkbox"/>	CHEM2017LE35834	Special case for SRS Committee testing. Will go at same table and session as two other CHEM posters.	nguyen.t.le@tcu.edu	Nguyen	Le
<input type="checkbox"/>	CHEM2017BODIFORD28560	Special case for SRS Committee testing. Will go at same table and session as two other CHEM posters.	n.bodiford@tcu.edu	Nelli	Bodiford
<input type="checkbox"/>	CHEM2017BARNETT42834	Special case for SRS Committee testing. Will go at same table and session as two other CHEM posters.	maddie.barnett2@tcu.edu	Maddie	Barnett
<input type="checkbox"/>	ENSC2017NYSTROM48278	I have two posters this year and would like them put in separate sessions if possible. BIOL2017NYSTROM19457 and ENSC2017NYSTROM48278	gunnar.nystrom@tcu.edu	Gunnar	Nystrom
<input type="checkbox"/>	ENGR2017SCHMITZBERGER13895	This poster coincides with 2 other posters from our senior design project, also I have to be at the pool at 3 as I am a member of the swimming and diving team. So it would be ideal to be in the first session to solve both of these issues. Thank you!	e.schmitzberger@tcu.edu	Evan	Schmitzberger
<input type="checkbox"/>	INTR2017NGUYEN65117	Has the SRS poster SRS presentation during session 1	quang.nguyen787@tcu.edu	Quang	Nguyen
<input type="checkbox"/>	COSC2017STEWART7542	We need session 1 because Michael and Quang have posters to present in session 2.	m.t.giba@tcu.edu	Michael	Giba
<input type="checkbox"/>	COSC2017GIBA29813	Can't be in session 1 because that's when my SRS poster is.	m.t.giba@tcu.edu	Michael	Giba

- E. **Submission Accounts** button will bring the admin to the account submission lists with the actions they can do:
- Delete selected submission accounts:** delete selected submission accounts.
 - TABLE ASSIGNMENTS: Download table report for current year:** download the table report for this year in excel format.
 - TABLE ASSIGNMENTS: Generate table assignment:** assign posters to locations.
 - Generate account report:** download the information of selected accounts in excel format.
 - TABLE ASSIGNMENTS: Disassociate Posters without special requests:** clear out table field of submission accounts that are not associated with a special request.
 - TABLE ASSIGNMENTS: Disassociate ALL Posters (Includes those with Special Requests):** clear out table field of all submission accounts. **NOTICE: This action should be called at the end of each SRS year after the even has taken place to prepare for the following year.**
 - Create SRS Booklet for Current Year:** create the SRS booklet for the day of SRS that includes all information about posters.

Home > Submission > Submission accounts

Select submission account to change ADD SUBMISSION ACCOUNT+

Action: Go 0 of 65 selected

		ABSTRACT SUBMISSION DATETIME	POSTER SUBMISSION DATETIME	DEPARTMENT	DEGREE	IS PUBLIC	IS CONFIRMED
<input type="checkbox"/>	POS Delete selected submission accounts a						
<input type="checkbox"/>	MAT TABLE ASSIGNMENTS: Download table report for current year b	March 23, 2017, 10:39 p.m.	April 6, 2017, 11:12 p.m.	Mathematics	Undergraduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MAT TABLE ASSIGNMENTS: Generate table assignment c						
<input type="checkbox"/>	MAT Generate account report d	March 21, 2017, 2:22 p.m.	April 6, 2017, 2:54 p.m.	Mathematics	Graduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MAT TABLE ASSIGNMENTS: Disassociate Posters without special requests e						
<input type="checkbox"/>	MAT TABLE ASSIGNMENTS: Disassociate ALL Posters (Includes those with Special Requests) f	March 23, 2017, 7:16 p.m.	April 6, 2017, 9:54 p.m.	Mathematics	Undergraduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MAT Create SRS Booklet for Current Year g						
<input type="checkbox"/>	MATH2017RABBY15190 Algebraic Sets, Varieties and Their Multiplicity Structures	March 22, 2017, 9 p.m.	April 6, 2017, 9:28 p.m.	Mathematics	Graduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MATH2017SMITH36813 Indices of Algebraic Integers in Cubic Fields	March 21, 2017, 3:01 p.m.	April 5, 2017, 8:11 p.m.	Mathematics	Graduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NTDT2017GENASCI48381 Impact of an Educational Campaign on College Students' Food Waste Intentions and Behaviors	March 23, 2017, 10:34 p.m.	March 28, 2017, 5:38 p.m.	Nutritional Sciences	Undergraduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NTDT2017KEATLEY5079 Relationship Between Water Consumption & Overall Skin Health in Individuals 18-24 Years of Age	March 22, 2017, 4:50 p.m.	April 4, 2017, 10:26 a.m.	Nutritional Sciences	Undergraduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NTDT2017KNUDSEN54486 Female Menstrual Cycle and Chocolate Cravings in College-Aged Health Professions Women	March 21, 2017, 7:43 a.m.	March 26, 2017, 3:45 p.m.	Nutritional Sciences	Undergraduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NTDT2017LANE60408 The Correlation Between the Addition of a Condiment and Plate Waste in an Elementary School Meal Program Serving Students Ages 5-12	March 22, 2017, 6:35 p.m.	March 24, 2017, 1:35 p.m.	Nutritional Sciences	Undergraduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NTDT2017LOPEZ5279 An Analysis of Metabolic Feedback to High-Fat Meals of Assorted Fatty Acid Composition	March 22, 2017, 6:14 p.m.	April 11, 2017, 11:48 a.m.	Nutritional Sciences	Undergraduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NTDT2017RIVERA1167 Composition of High-Fat Meals Did Not Affect Postprandial Subjective Measures of Hunger and Satiety nor Subsequent Intake at the Next Meal	March 21, 2017, 10:05 p.m.	April 18, 2017, 4:51 p.m.	Nutritional Sciences	Undergraduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NTDT2017SETTLE5565 Determination of the Impact of a Culinary Medicine Nutrition Education Program on Dietary Behaviors, Meal Preparation, and Nutritional Knowledge of Cancer Survivors	March 21, 2017, 3:05 p.m.	March 27, 2017, 5:58 p.m.	Nutritional Sciences	Undergraduate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Glossary of Terms

Django – Django is a high-level Python Web framework that encourages rapid development and clean, pragmatic design.

Apache – Apache is an HTTP Server that is robust, commercial-grade, feature-rich, and freely available.