



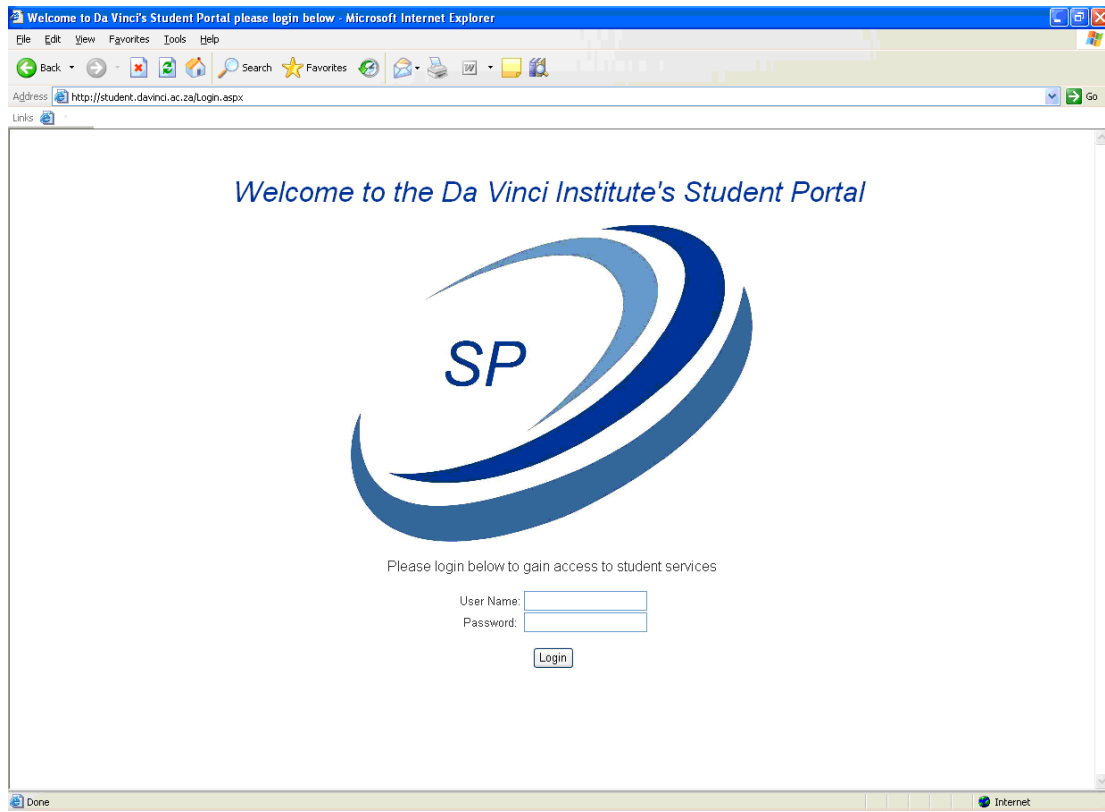
## Da Vinci Student Portal User Manual v. 2010.07.22

*This manual lists the most common tasks that you will need to perform as an administrator/supervisor on the site.*

**The functions covered in this manual are:**

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# Logging in



- Enter username
- Enter password
- Click login

# Navigating in the Main Screen

Welcome to the Da Vinci Institute's Research Management System - Microsoft Internet Explorer

Address: http://student.davinci.ac.za/AppFrames.aspx

Home Administration Research Projects Tasks Edit My Details Logout

Welcome Mr Gregory2 Kingsley

**Upcoming events**  
Below are the upcoming events that you are currently expected to attend:

**Outstanding tasks**  
Below is a list of all the tasks that you have either created by, or assigned to you:

Project	Task	Status	Due Date	Created by	Assigned to	
New Research Proposal 2	Test milestone	Open	07 May 2010	Gregory2 Kingsley	Gregory2 Kingsley	<a href="#">Edit</a> <a href="#">View Project</a>
New Research Proposal 2	Test email task	Open	02 July 2010	Gregory2 Kingsley	Gregory2 Kingsley	<a href="#">Edit</a> <a href="#">View Project</a>

**My Research Projects**  
Below is a list of all the Research Projects that you have started:

Title	Version	Date	First name	Surname	Organisation	Employer	Status	
New Research Proposal 2	0	03 May 2010	Gregory2	Kingsley	Private	Private	Workshop 1	<a href="#">[Edit]</a>

**Others Research Projects**  
Below is a list of all the Research Projects that you have access to:  
No projects have been assigned to you.

In the main screen you will see the following:

- **Upcoming events** – Events you are required to attend
- **Outstanding tasks** – These are tasks that you need to complete, or were created by you.
- **My Research Projects** – The research projects which you own
- **Others Research Projects** – Any research projects that you are assigned to review

**Click on “View Project” if you wish to view the project that you are assigned to.**



On most screens where information is displayed the table data is sortable. To sort by a column, click on the column name and the data will be sorted by that column ascending. Clicking on the column again will sort the data descending.

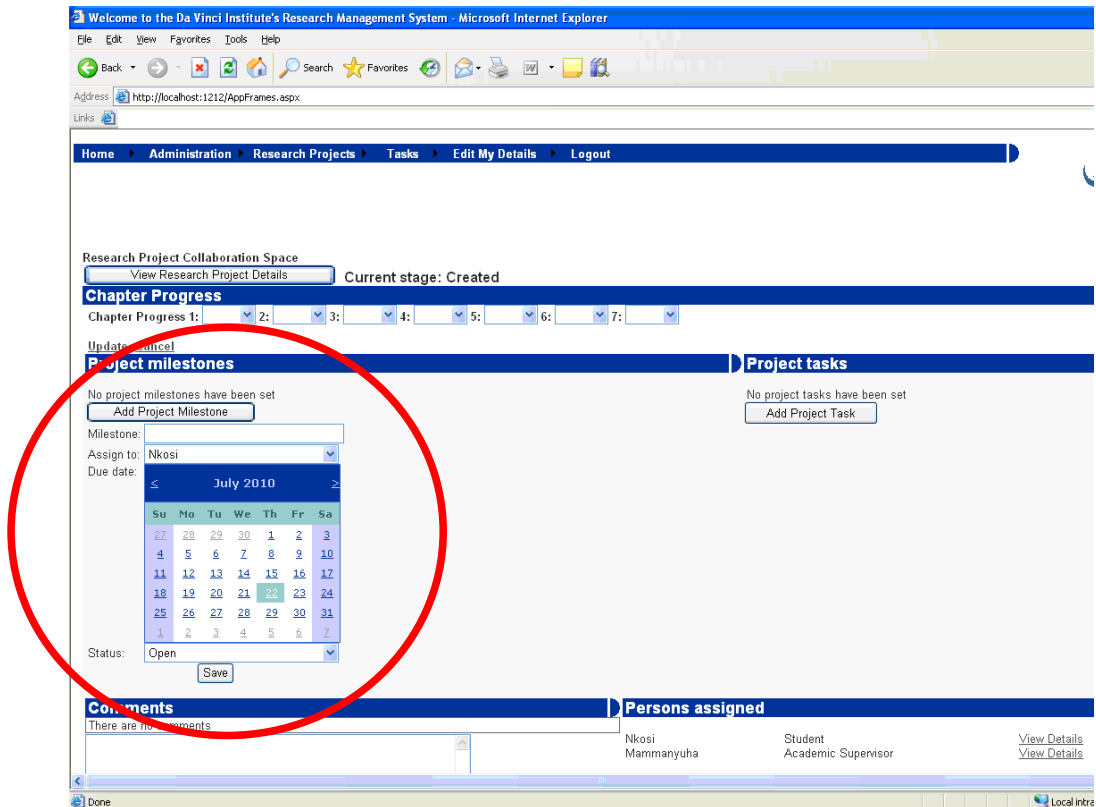
# Project view

The projects view allows you to:

- Set chapter progress
- Create project milestones

- Create project tasks
- Leave comments
- Review who is assigned to a project
- Upload files

## Adding milestones



To add a new milestone for your research project do the following:

- Click “Add Project Milestone”
- Complete the name of the Milestone
- Select who you wish to assign the milestone to (Only people assigned to your research project are able to be assigned)
- Give the milestone a due date
- Set the status to “Open”
- Click “Save”

## Adding tasks

The screenshot shows a web browser window displaying the 'Research Project Collaboration Space' interface. The page is titled 'Project tasks' and features a form for adding a new task. The form includes a text input for the task name, a dropdown menu for 'Assign to' (set to 'Nkosi'), and a calendar for 'Due date' (set to July 2010). The status is set to 'Open'. A red circle highlights the 'Add Project Task' button and the form fields. Below the form, there is a 'Comments' section and a 'Persons assigned' section listing 'Nkosi Mammanyuha' as a Student Academic Supervisor.

To add a new task for your research project do the following:

- Click “Add Project Task”
- Complete the name of the task
- Select who you wish to assign the milestone to (Only people assigned to your research project are able to be assigned)
- Give the task a due date
- Set the status to “Open”
- Click “Save”

## Viewing Tasks or Milestones

The screenshot shows the 'Research Project Collaboration Space' for 'Workshop 1'. It includes a 'Chapter Progress' bar, 'Project milestones' and 'Project tasks' tables, a 'Comments' section, and a 'Files' section. The 'Project tasks' table has two rows, each with an 'Edit' link circled in red.

Milestone	Created by:	Assigned to:	Status	DueDate	Edit
Test milestone	Gregory Kingsley	Gregory Kingsley	Closed	07 May 2010	Edit
<input type="button" value="Add Project Milestone"/>					

Task	Created by:	Assigned to:	Status	DueDate	Edit
Test email task	Gregory Kingsley	Gregory Kingsley	Open	02 July 2010	Edit
Send me the wish list	Gregory Kingsley	Charlene Downing	Open	14 July 2010	Edit
Send me the wish list	Gregory Kingsley	Gregory Kingsley	Open	14 July 2010	Edit
<input type="button" value="Add Project Task"/>					

Persons assigned	View Details
Test Academic Supervisor	<a href="#">View Details</a>
Charlene Downing	<a href="#">View Details</a>
Gregory Kingsley	<a href="#">View Details</a>
Academic Supervisor	<a href="#">View Details</a>
Academic Supervisor	<a href="#">View Details</a>
Student	<a href="#">View Details</a>

File	Name	Uploaded by:	Description	UploadedDate	Download
[67309]RMTWebApp3.zip	wqfe	Gregory Kingsley	wqfe	02 Jul 2010	<a href="#">Download</a>
[62944]RMTWebApp2.zip	w	Gregory Kingsley	w	02 Jul 2010	<a href="#">Download</a>
[15316]RMTWebApp.zip	Name	Gregory Kingsley	Description	02 Jul 2010	<a href="#">Download</a>

You can view details of tasks and milestones by clicking on the “Edit” link next to a tasks.

The following screen will be displayed:

The screenshot shows the 'Milestone/task details' page for a task named 'Send me the wish list'. The 'Mark complete' button is circled in red.

The following milestone/task has been set for the project:

Name	Send me the wish list
Date Created	13 July 2010
Due Date	14 July 2010
Status	Open
Created by	Gregory Kingsley
Assigned to	Charlene Downing

You can mark tasks as being complete/ incomplete by clicking on the action button “Mark incomplete” or “Mark complete”.

## Leaving comments

You can leave comments on the project collaboration space by completing the Comment form and then clicking “Leave Comment”.

The screenshot displays the 'Research Project Collaboration Space' interface. The 'Comments' section is highlighted with a red circle. It shows a comment by Gregory Kingsley dated 21 May 2010 (07:32) with a text area and a 'Leave comment' button. Other sections include 'Project milestones', 'Project tasks', and 'Persons assigned'.

**Project milestones**

Mile stone	Created by:	Assigned to:	Status	DueDate	Edit
Test milestone	Gregory Kingsley	Gregory Kingsley	Closed	07 May 2010	Edit

**Project tasks**

Task	Created by:	Assigned to:	Status	DueDate	Edit
Test email task	Gregory Kingsley	Gregory Kingsley	Open	02 July 2010	Edit
Send me the wish list	Gregory Kingsley	Charlene Downing	Open	14 July 2010	Edit
Send me the wish list	Gregory Kingsley	Gregory Kingsley	Open	14 July 2010	Edit

**Persons assigned**

Role	Person	Action
Test Academic Supervisor	Academic Supervisor	<a href="#">View Details</a>
Charlene Downing	Academic Supervisor	<a href="#">View Details</a>
Gregory Kingsley	Student	<a href="#">View Details</a>

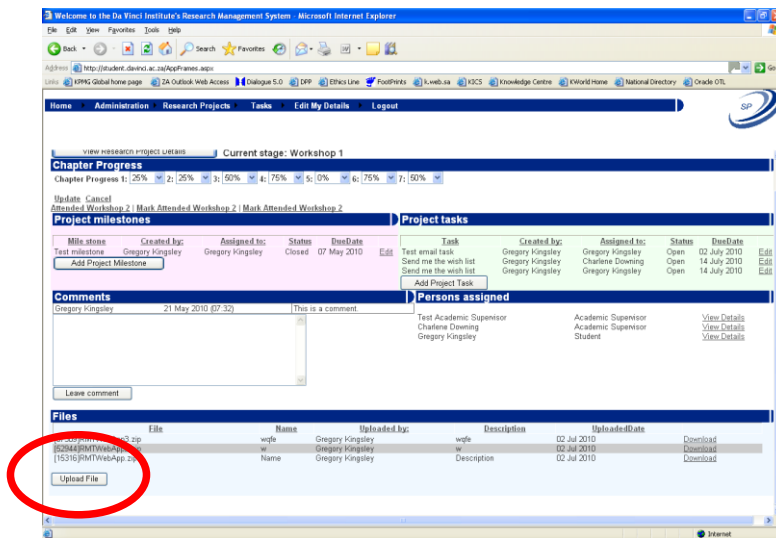
**Files**

File	Name	Uploaded by:	Description	UploadedDate	Action
[67309]RMTWebApp3.zip	wqfe	Gregory Kingsley	wqfe	02 Jul 2010	<a href="#">Download</a>
[52944]RMTWebApp2.zip	w	Gregory Kingsley	w	02 Jul 2010	<a href="#">Download</a>
[15316]RMTWebApp.zip	Name	Gregory Kingsley	Description	02 Jul 2010	<a href="#">Download</a>

## Uploading Files

You can upload files to share with your research supervisors.

- Click “Upload File”

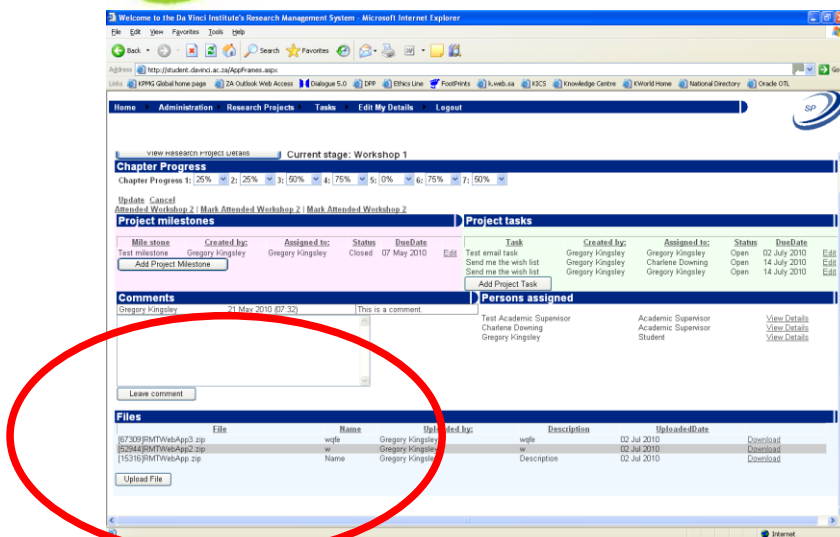


The screenshot shows the 'Files' section of the Research Management System. It includes a table with columns for File, Name, Uploaded by, Description, and Uploaded Date. Below the table is an 'Upload File' button, which is circled in red. The interface also shows 'Project milestones', 'Project tasks', and 'Comments' sections.

- Click “Browse” to find the file you wish to upload
- You must “Name” your file. This will help others identify what it is, irrespective of the filename.
- The description is also useful to help others obtain context on what the contents of the file are for.
- Clicking “Upload” will upload the file to the site.



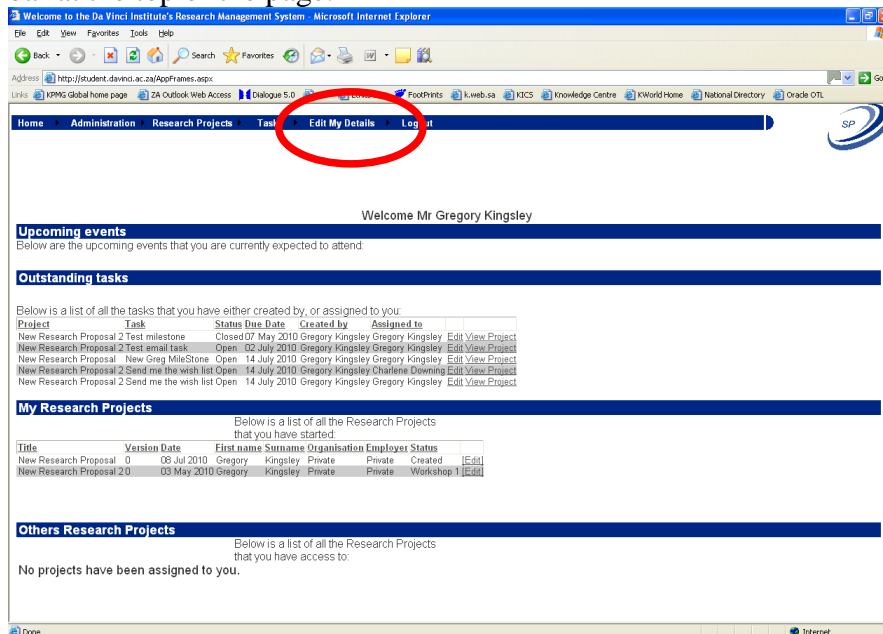
There is a upload limit of 3Mb per file uploaded.



The screenshot shows the 'Files' section of the Research Management System. It includes a table with columns for File, Name, Uploaded by, Description, and Uploaded Date. Below the table is an 'Upload File' button, which is circled in red. The interface also shows 'Project milestones', 'Project tasks', and 'Comments' sections.

## Updating my details

It is possible to update your details by clicking on “Edit my details” in the main menu bar at the top of the page:

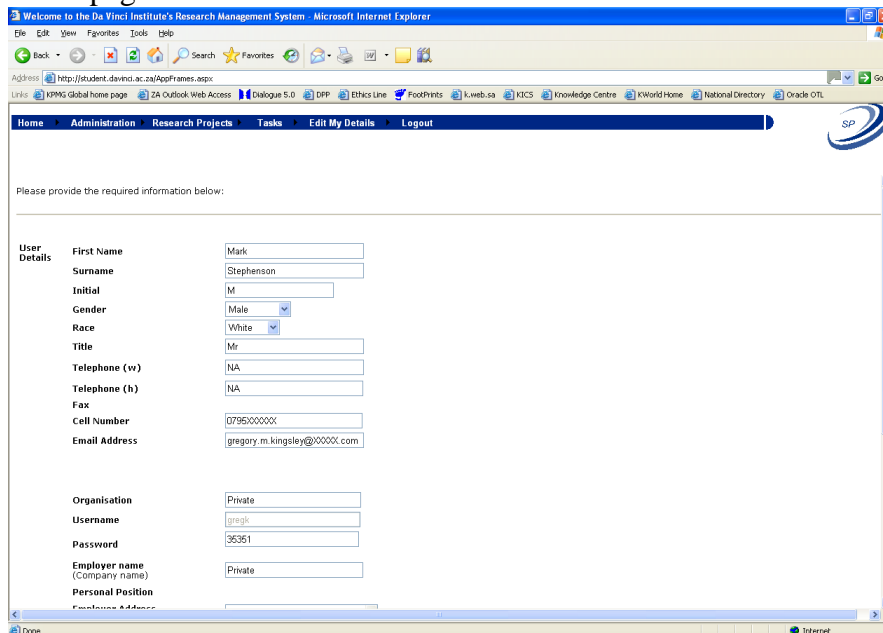


The screenshot shows the user interface of the Da Vinci Institute's Research Management System. The navigation menu at the top includes 'Home', 'Administration', 'Research Projects', 'Tasks', 'Edit My Details', and 'Logout'. The 'Edit My Details' link is highlighted with a red circle. Below the menu, the user is greeted as 'Welcome Mr Gregory Kingsley'. The page displays sections for 'Upcoming events', 'Outstanding tasks', 'My Research Projects', and 'Others Research Projects'. The 'My Research Projects' section contains a table with the following data:

Title	Version	Date	First name	Surname	Organisation	Employer	Status
New Research Proposal 0	0	08 Jul 2010	Gregory	Kingsley	Private	Private	Created
New Research Proposal 20	0	05 May 2010	Gregory	Kingsley	Private	Private	Workshop 1

You will see the following screen.

Please provide as much information as possible and then click “Update” at the bottom of the page.



The screenshot shows the 'Edit My Details' form. The user is prompted to provide the required information below. The form fields are as follows:

<b>User Details</b>	<b>First Name</b>	Mark
	<b>Surname</b>	Stephenson
	<b>Initial</b>	M
	<b>Gender</b>	Male
	<b>Race</b>	White
	<b>Title</b>	Mr
	<b>Telephone (w)</b>	NA
	<b>Telephone (h)</b>	NA
	<b>Fax</b>	
	<b>Cell Number</b>	0795000000
	<b>Email Address</b>	gregory.m.kingsley@00000.com
	<b>Organisation</b>	Private
	<b>Username</b>	gregk
	<b>Password</b>	36361
	<b>Employer name (Company name)</b>	Private
	<b>Personal Position</b>	
	<b>Employer Address</b>	