

# Mr. Manager

## Introduction

Mr. Manager is a Web-based portal system to connect faculty and staff to CAH Web tools and information. It is intended to allow information to be more easily updated, more readily available and user-driven. It was designed to help organize and consolidate departments and programs and give faculty and staff more individual control over many aspects of Web presence. Each major section of Mr. Manager is designed around a specific function or purpose with all the related utilities or actions grouped within the major sections.

## Access and Login

Mr. Manager is available at <https://manager.cah.ucf.edu>. It is currently in a Beta testing phase. Please report all odd behavior, typos or unexpected results to [cahweb@mail.ucf.edu](mailto:cahweb@mail.ucf.edu) and include as many details as possible including URL and any messages displayed.

All departments, programs, offices, institutes, and centers are available in Mr. Manager at this time, however, the CREATE, CHDR, Visual Arts and Design, Theatre, and FIEA websites are not integrated for use with it.

If you are an employee in the College of Arts and Humanities and cannot login, contact your unit's IT Liaison so an account request can be made (see the Technology Office website to determine your IT Liaison at <http://technology.cah.ucf.edu/>) You may be in Mr. Manager under a different name or e-mail address.

Basic access rights allow everyone to perform all actions in the [User](#) section. However, other major sections may require additional Mr. Manager permission rights in order to perform some actions. Additional permission rights required for an action are indicated at the top of the section or action description below. Contact your IT Liaison for additional rights requests.

To login, go to <https://manager.cah.ucf.edu> and enter your UCF provided e-mail address or NID. If you have never logged in before, use the Retrieval Utility at <https://manager.cah.ucf.edu/password.php> to retrieve your default password. You cannot continue without your password.

## Sections

Each section has a list of available utilities or actions. Although all actions will be visible, some of these actions require special permission rights. Departments can arrange with a Mr. Manager administrator to grant permission rights to designated faculty and staff. All actions and utilities have a set of command and navigation buttons associated with them at the bottom of their pages. Each section outline below details what is available for it and what access is needed.

## Permission Rights

Mr. Manager is designed to be open-ended and flexible, but also protective of users' efforts. Each user has basic access rights that allow all sections' actions to be viewed. Most sections also allow viewing of that section's information, but additional rights are needed to add, update, or delete information. For instance, each user can edit his or her personal information, but additional permission rights are needed to edit another user's information. The rights needed for additional rights are highlighted in the section outline below.

## Section Outline

### Events Section

**Permission Rights Needed:** EVENTS MANAGER

#### *Currently Experimental*

The Events section handles UCF, CAH, department, program, or other CAH-affiliated events such as concerts, readings, guest lectures, showcases, open houses, and so on. The events show up on any CAH-designed website, and can be integrated to display on other devices. Unfortunately, this is not integrated with “Good Morning UCF,” so to increase exposure an event should also be posted there. The Mr. Manager Events tool does allow for a quick, easy way to promote events on websites and also keep a formal historic record of events for a given department or program.

#### List Events

Anyone logged in to Mr. Manager can view events by a given unit and year.

#### Adding, Updating, Deleting

The Events section allows for those with Events Manager access to add, update, and delete important events (e.g. plays, art exhibitions, visiting speakers, readings, etc.) from the command buttons at the bottom of the page after selecting the “List Events” action. Successful changes in the “List Events” tool will be immediately posted and visible on the CAH website and display screen. An event can span multiple days using one event entry by setting the end date to the last day of the event series; however, an event entry can store only one start time and end time. Currently event entries can store:

- Title
- Start Date
- Start Time
- Location
- Description
- Contact person
- Date and Time Information (Ex: June 11-15 2007; 9:00am - 4:00pm)\*
- End Date
- End Time
- Cost
- More Information

## Currently merging with Events

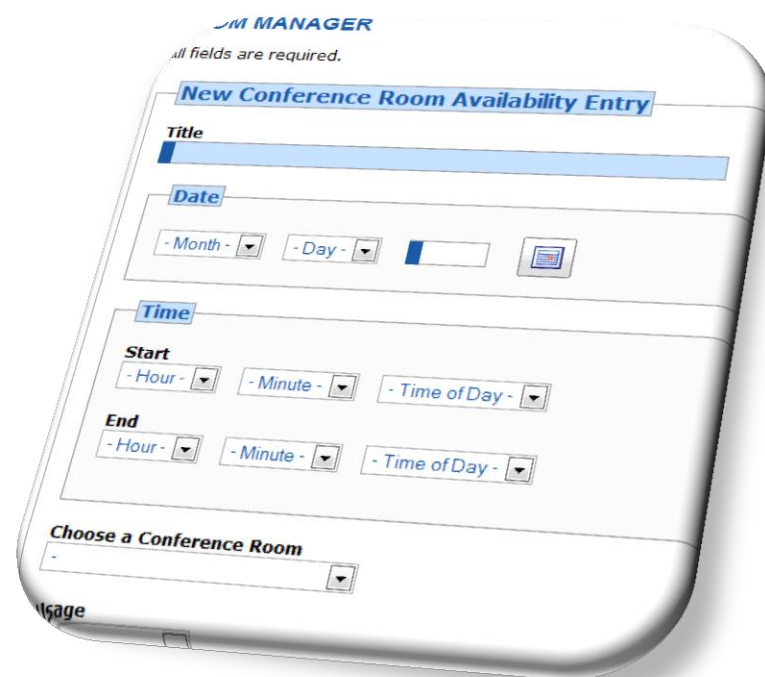
The Conference Rooms section handles the CAH building conference rooms' availability. It is capable of handling other building conference rooms too. The occupied room entries can show up on any CAH-designed website, and the CAH building conference room entries show up on the display screens in the CAH building. It does allow for a quick, easy way to track conference room usage and organize meetings and provide this information publically.

## List Rooms

Anyone logged in to Mr. Manager can view conference room occupancy entries by a given date and a given room.



## Adding, Updating, Deleting



The Conference Rooms section allows for those with Conference Room Management access to add, update, and delete room entries from the command buttons at the bottom after selecting the "List Rooms" action. Conference rooms are associated with a particular unit, and adding, updating, or deleting can only be done by those with the Conference Room Manager access who are affiliated with that particular unit. Successful changes in the "List Rooms" tool will be immediately posted and visible on the CAH website and CAH-designed websites. A conference room availability entry cannot span multiple days. Mr. Manager checks for time conflicts with other entries for a specific room and will not allow occupancy of the same room at the same time.

**Currently unavailable.**

The Announcement section handles UCF, CAH, department, program, or other CAH-affiliated announcements such as new publications, awards, call for papers, and other highlights. The announcements can show up on any CAH-designed Website, and currently show up on the CAH Website. Unfortunately, this is not integrated with “Good Morning UCF,” so to increase exposure an event should also be posted there. It does allow for a quick, easy way to promote highlights on Websites and also keep a formal historic record of highlights for a given department, program, faculty or staff member.

**User****Permission Rights Needed: USER MANAGER, REQUEST MANAGER**

The User section handles everything related to an individual. Anyone logged in to Mr. Manager can perform all the actions under this section. Successful changes in the “User” section will be immediately posted and visible. Any CAH-designed website after made after 2008 will pull directly from this information for faculty and staff listings. It is critical that therefore this information be kept up-to-date.

**Edit Your Information**

This action allows the user to change some of his or her personal information. Depending on department preferences, some or all of this information can show up on faculty and staff listings.

The suggested narrative mode is third-person for fields such as biography, and current research activities in order to maximize the versatility of the information to be used in more places. Most fields are optional; however, e-mail, first name, and last name are mandatory. The e-mail field must contain a valid “mail.ucf.edu” or “knights.ucf.edu” e-mail address.

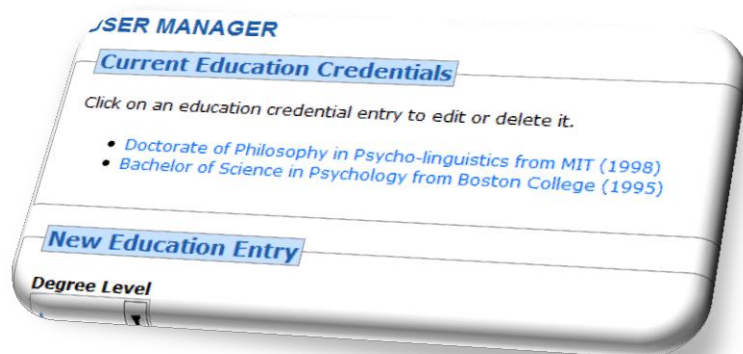
The screenshot shows a web form titled "USER MANAGER" with a sub-header "User Information". The form contains several input fields and sections:

- E-mail**: A text field containing "t@temocil.com". A note below it says "Changing e-mail address changes the login e-mail address as well".
- First Name**: A text field containing "Tobias".
- Middle Name or Initial**: An empty text field.
- Last Name**: A text field containing "Funke".
- Education**: A section with a link "Update Entries" and a list of education entries:
  - Doctorate of Philosophy in Psycho-linguistics from MIT (1998)
  - Bachelor of Science in Psychology from Boston College (10.0)

**Change Your Password and Hint Question/Answer**

This action allows the user to change his/her password and also password hint question/answer.

All fields are mandatory.



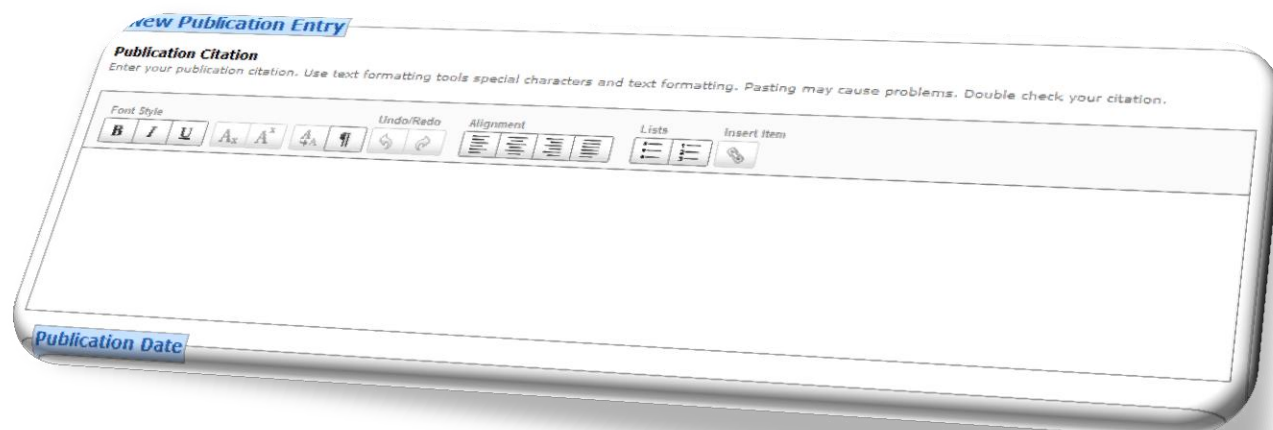
This action allows the user to add, update, and delete degree information. A person can have multiple education credentials, but must add them one at a time. The highest degree level may show up after a person's name as a suffix.

All degrees will be displayed by degree level order and then by most recently obtained, if available. An entry must have the degree level, but the field of study, institution, and year are optional at this time.

## Update Your Publication Entries

This action allows the user to add, update, and delete publications. A person can have multiple publications, but must add them one at a time. Text editing tools at the top of the text area for the citation are available to assist with formatting. An optional cover image may be selected, uploaded, and removed. Acceptable image formats include JPG, PNG, and GIF. It also must be under 1.5 Mb in size. Portrait style images work best especially when they are 640 x 480 (or larger) pixel sizes with as little compression applied at save time as possible. Photographs that are larger than 800 x 600 will automatically resized to 800 x 600 (or 600 x 800); it will maintain the aspect ratio of the originally uploaded image. Depending on user's unit affiliations, publications may be flagged for vetting. All flagged publications must be approved by someone from that unit that has Publication Manager Rights in Mr. Manager. An e-mail is sent to notify anyone from that unit that has Publication Manager Rights of a newly added or edited publication. Publication entries that are explicitly denied are deleted. See [List Publication Approvals](#). A publication entry for a user who is not affiliated with any units that restrict publication entries will be automatically approved and display.

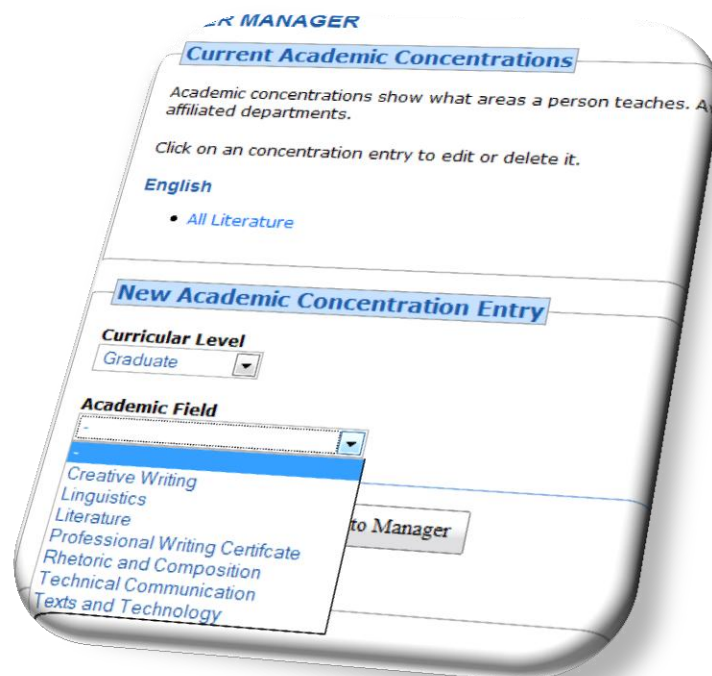
Publications, when listed, will be displayed with the optional cover image by publication type and then by reverse chronological order of publication date. In Mr. Manager, it displays all publications in the same order but indicates which entries are approved or not approved if the user belongs to a unit that is vetting publications. All fields are mandatory except for "Forthcoming" and the optional cover image file. When the month is unknown it may be used to prioritize the order of two publications of the same type.



## Update Academic Concentration Areas

This action allows the user to add, update, and delete academic concentration areas. A person can have multiple concentration areas, but must add them one at a time. Academic concentrations are not the same as academic interests (available under [User Information](#)). Academic Concentrations are to designate curricular levels and academic fields for a given department or program. This allows a faculty member to designate what areas he/she teaches in and at what curricular level. A faculty member must officially be affiliated with that particular department or program to add those that particular department's or program's concentration areas. The choices available are set and specific to a department. Each academic field can be available at undergraduate, graduate, or both levels. For instance, the English Department has distinct areas of concentration available only at the graduate level (e.g. "Texts and Technology") and the undergraduate level (e.g. "Composition"); they also have some that are both (e.g. "Creative Writing"). The "Update Academic Concentration" action determines if a person already has a given academic concentration at a certain academic level so no duplicate entries can be made.

Academic concentration areas, when listed, will group related academic concentration faculty together. It may also filter graduate or undergraduate curricular levels. All fields are mandatory.



## Update Your Photograph

This action allows the user to upload a picture. The picture must be a JPG or PNG. It also must be under 1.5 Mb in size. Portrait style photographs work best especially when they are 640 x 480 (or larger) pixel sizes with as little compression applied at save time as possible. Photographs that are larger than 800 x 600 will automatically resized to 800 x 600 (or 600 x 800); it will maintain the aspect ratio of the originally uploaded photograph.

It is also possible to crop an uploaded photograph so that when the image is used it will take this area as the focus point of the picture and remove the surrounding area; click "Crop Image" to start the cropping tool, and then once positioned and sized, click "Crop Image" again to have it take effect. A photograph can be reset to its originally uploaded state by clicking the "Reset" button.

An uploaded photograph can be removed by clicking the "Remove" button. There is no recovering the photograph once it's removed.

An uploaded photograph appears in with faculty and staff lists at various sizes.

## Request/Change User Domain Account and File Share Access

### Experimental.

This action allows the user to request or change another user's domain account and file share access level. A user must have additional rights in order to use this action. A domain account is needed to use a majority of the computers that are supported by CAH Technology. The use of file shares is only available through having a domain account and there are

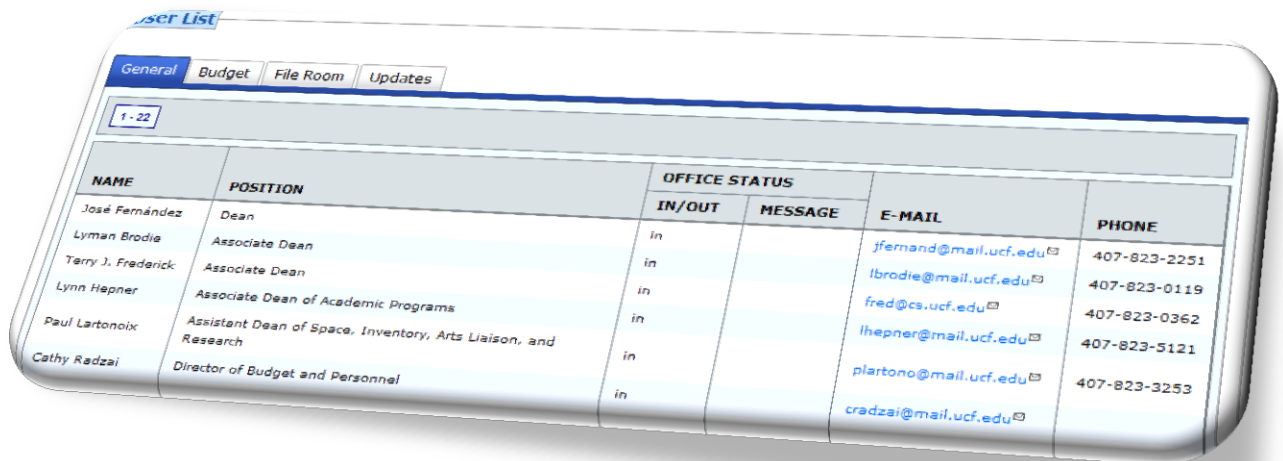


different levels of access for each department. Once the request is submitted successfully, an e-mail will be sent to CAH Technology, the requestor, the requested account, and the person that oversees the particular area (chair, director, or dean).

## List Users

**Permission Rights Needed:** USER MANAGER, BUDGET MANAGER, BUDGET VIEW MANAGER

This action allows the user to view a list of officially-affiliated people in a given unit. Each user can view the “General” tab. The “General” tab lists users by title ranking, however clicking on the headers allows for sorting by last name, position number, or position. Office status and message are also listed when available. The “Budget,” “File Room,” and “Updates” tab views require additional permissions. The “Budget” tab provides information such as home department, salary, funding accounts, and funding percentage. The “Budget” tab has a read-only permission and also an updating permission. The “File Room” tab provides historical information on the home department and positions held by individuals including hire and termination dates. The “Updates” tab lists users and available actions that can be performed by those with appropriate permission rights; these actions include updating their personal information, password, education entries, and publication entries. Most users will have only the “General” tab available.

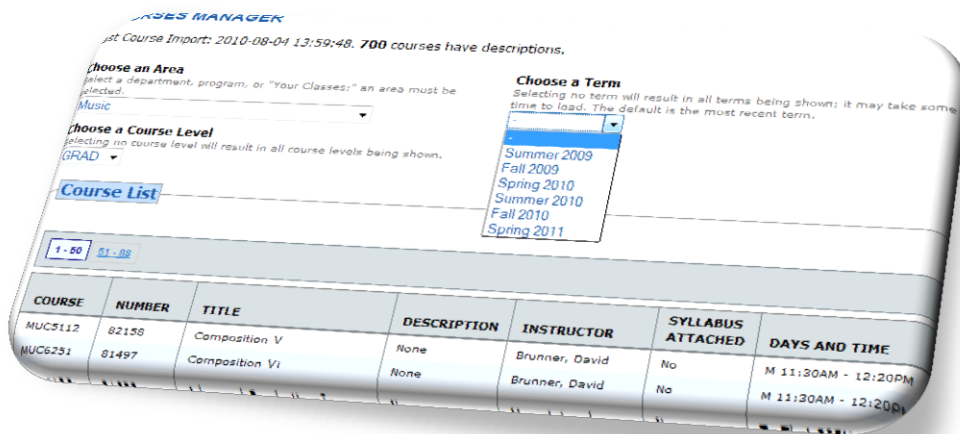


The screenshot shows a web application titled "User List" with tabs for "General", "Budget", "File Room", and "Updates". The "General" tab is selected, showing a list of 22 users (indicated by "1 - 22" in the top left). The table has the following columns: NAME, POSITION, OFFICE STATUS (with sub-columns IN/OUT and MESSAGE), E-MAIL, and PHONE. The data is as follows:

| NAME               | POSITION   | OFFICE STATUS |         | E-MAIL                | PHONE        |
|--------------------|--|---------------|---------|-----------------------|--------------|
|                    |  | IN/OUT        | MESSAGE |                       |              |
| José Fernández     | Dean   | in            |         | jfernand@mail.ucf.edu | 407-823-2251 |
| Lyman Brodie       | Associate Dean   | in            |         | lbrodie@mail.ucf.edu  | 407-823-0119 |
| Terry J. Frederick | Associate Dean   | in            |         | fred@cs.ucf.edu       | 407-823-0362 |
| Lynn Hepner        | Associate Dean of Academic Programs                            | in            |         | lhepner@mail.ucf.edu  | 407-823-5121 |
| Paul Lartonoix     | Assistant Dean of Space, Inventory, Arts Liaison, and Research | in            |         | plartono@mail.ucf.edu | 407-823-3253 |
| Cathy Radzai       | Director of Budget and Personnel                               | in            |         | cradzai@mail.ucf.edu  |              |

## Permission Rights Needed: COURSES MANAGER

The Courses section handles all active courses for CAH according to PeopleSoft. It is capable of holding all typical course information for a limited number of previous and upcoming terms. The information comes directly from PeopleSoft on a weekly basis. It also allows for adding a specific course description and uploading a syllabus.



## List Courses

This action allows the user to view a list of active courses for a given area, term, and course level. The area is a designated academic area such as a department or program; there is also a special area labeled “My Classes” for instructors to show only courses they are currently assigned to teach. Area, term, and course level work in conjunction with each other, choosing “My Classes” and term, “Summer 2011,” filter for only courses the user teaches in summer 2011. The default listing is by prefix and catalog number labeled as “Course.” However, most headers are clickable to enable sorting. The last time the courses were updated from PeopleSoft is indicated at the top of the page.

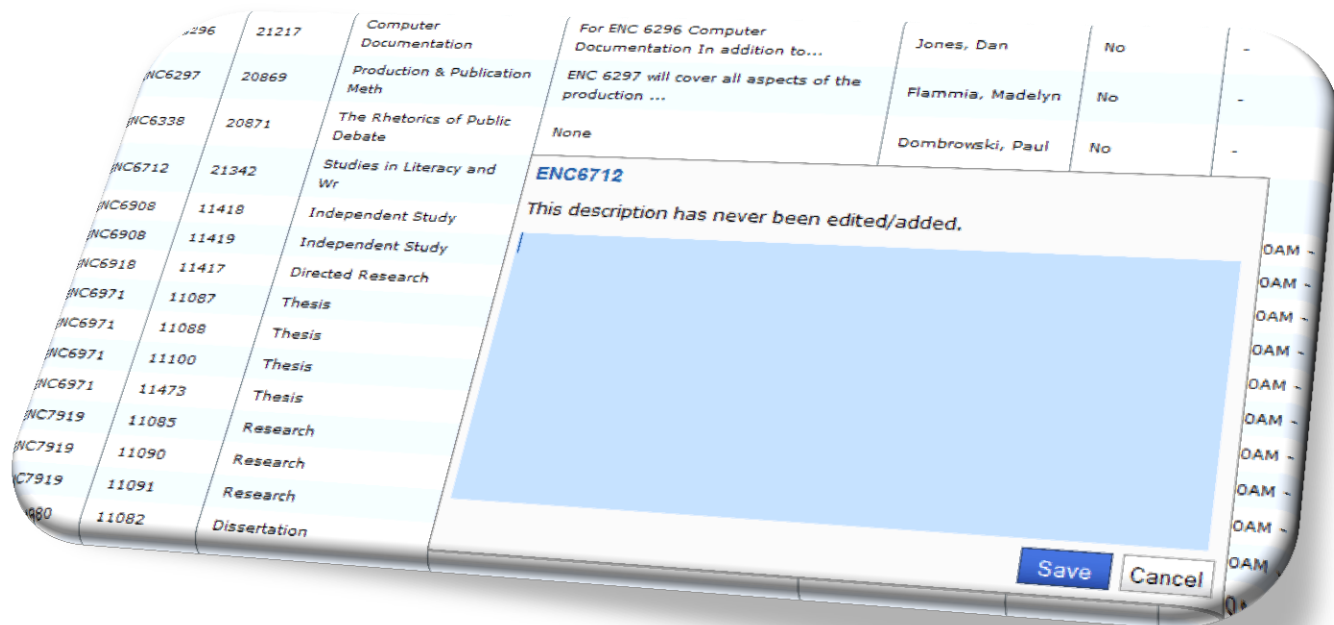
## Adding, Updating, Deleting Descriptions

The Courses section allows for those with Courses Manager access or those assigned to teach a particular class to add, update, and delete descriptions directly from the courses table after selecting the “List Courses” action. In order to add, update, or delete a description, a person must click on description cell within the table corresponding to the class row. If a class does not currently have a description, “None” will be displayed; if a class has a description, the beginning of the description will be displayed.

|         |       |                           |                              |                        |
|---------|-------|---------------------------|------------------------------|------------------------|
| LIN5675 | 67795 | ENGLISH GRAMMAR AND USAGE | PR: Graduate status or se... | Young, Beth            |
| LIT5907 | 51503 | INDEPENDENT STUDY         | None                         | Rodriguez Mila Cecilia |
| LIT6105 | 67796 | WORLD LITERATURE          | PR: Graduate standing. Fo... | Murphy, Patricia       |



Clicking on the cell will open a panel to allow editing, and deleting of the text that holds the entire description.

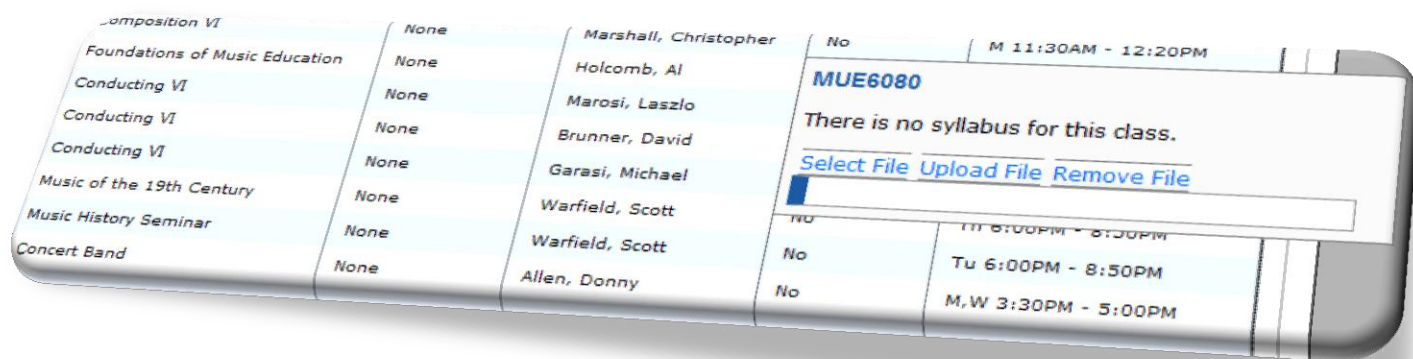


The description tool currently allows for HTML tags (only anchors, italics, paragraphs, and line breaks) so descriptions may link to other areas of information such as online syllabi. To confirm any changes, the “Save” button must be clicked. To delete a description, click on a description cell and highlight all text and delete it and then click the “Save” button. Course description changes are immediate and are reflected both through the List Courses action and also on CAH-designed websites that list courses. For CAH-designed websites that list courses, visitors are able to click on the first cell of a course’s row to read the description; it is blank if no description is available.

### Adding, Updating, Removing Syllabi

The Courses section allows for those with Courses Manager access or those assigned to teach a particular class to add, update, and remove syllabi directly from the courses table after selecting the “List Courses” action. In order to add, update, or remove a syllabus, a person must click on syllabus attached cell within the table corresponding to the class row. If a class does not currently have a syllabus, “No” will be displayed; if a class has a syllabus, the “Yes” will be displayed.

Clicking on the cell will open a panel to allow uploading, updating and removing a syllabus.



The syllabus tool allows for selecting a file from a user's workstation, uploading the file, and removing it. To upload a file, the "Select File" button must be clicked. After the file is selected, the status indicator will display the file name as selected from the workstation (it will be renamed using the naming template mentioned below). The "Upload File" must be clicked to start the uploading process. The status indicator will display the progress and results. The process can be repeated to update or replace an existing syllabus. The "Remove File" button can be clicked to remove a syllabus; this will change the cell to read "No" and delete the file from the server. Syllabus changes are immediate and are reflected both through the List Courses action and also on CAH-designed websites that list courses. A syllabus file is currently restricted to a PDF document.

Uploading a syllabus provides a permanent URL for the syllabus. The URL template is as follows:

<http://www.cah.ucf.edu/common/files/syllabi/PREFIXCATALOGNUMBERSECTIONTERM.pdf>

For example: World Religions, Section 0001, offered in Fall 2010 is available at:

<http://www.cah.ucf.edu/common/files/syllabi/REL23000001Fall2010.pdf>

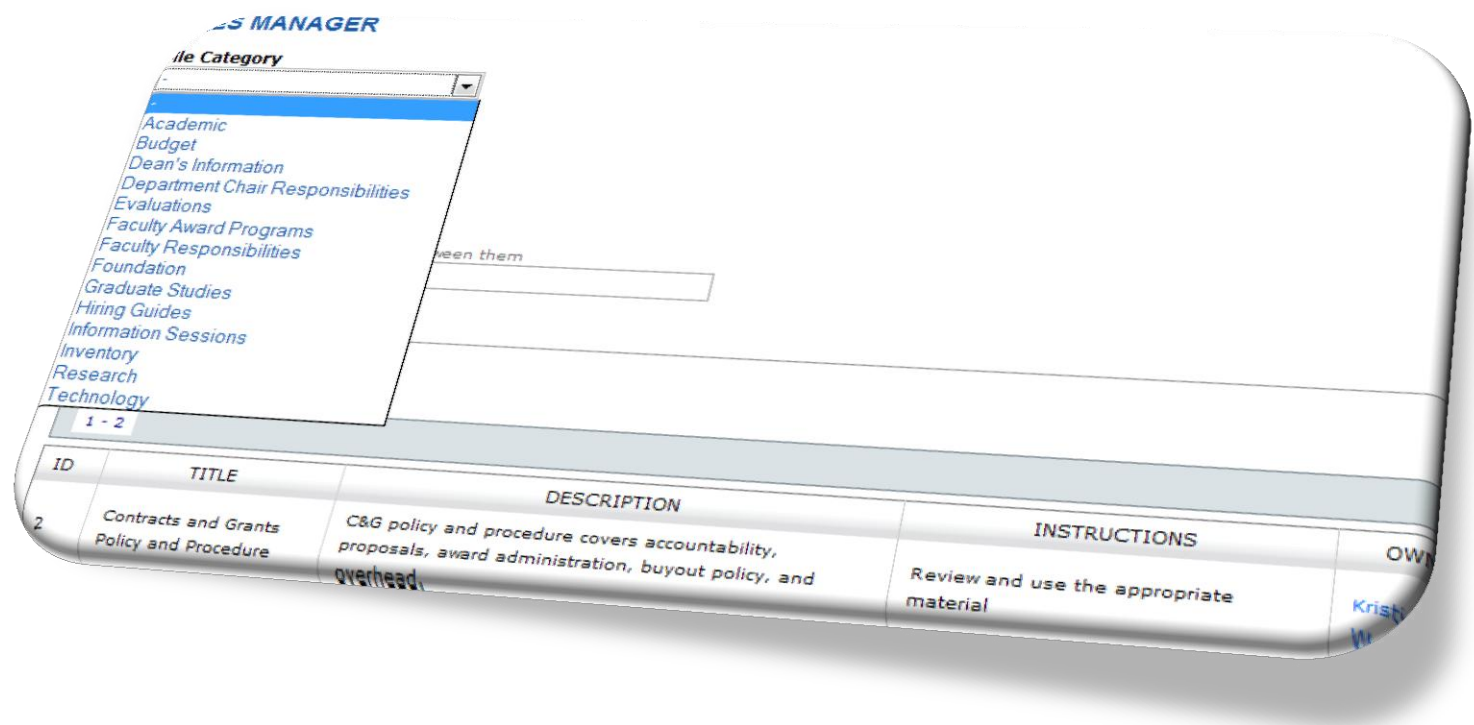
The URL to the syllabus will show on CAH-designed websites that list courses as well as the detailed page shown for a faculty or staff member as a link a visitor is able to click.

## Files and Documents

The Files and Documents section handles cataloging, categorizing and storing of documents and files that are intended for websites. It is intended to highlight when changes are made to documents, to allow easy searching for particular files through keywords and categories, to show who the “owner” of the document is, and to allow files to be associated with a particular course.

### List Files

This action allows the user to view a list of files. The list can be filtered through by selecting a category and also a subcategory when available. It is also possible to use search terms to find files that contain only those terms. The default listing is by file id. However, the ID, Title, and Owner headers are clickable to enable sorting.



## Administration

**Permission Rights Needed:** PUBLICATION MANAGER or USER MANAGER or MONITOR MANAGER

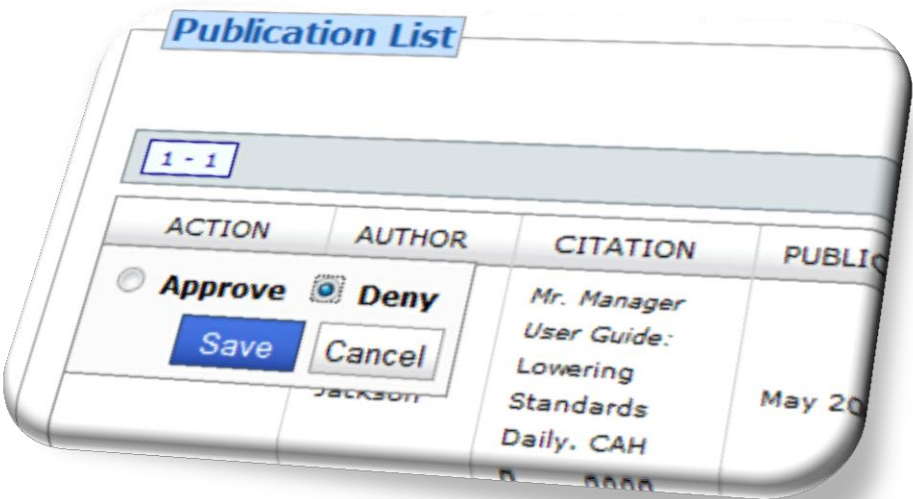
The Administration section handles administrative functions that don't quite fit in another section, but generally describe actions that require additional access.

### Monitor Manager

A special feature that currently does not have an interface that requires permission rights is the Monitor Manager. Monitor Manager will e-mail all users with the permission right alerts of user changes within that same unit affiliation. For instance, if a user is affiliated with the Center for Humanities and Digital Research and Music and has Monitor Manager rights turned on for Music, the user will receive e-mail alerts only for users affiliated with Music. A user with this permission turned on may receive a high volume of e-mail.

### List Publication Approvals

This action allows the user to view a list of publications that need vetting and waiting to be approved or denied. The list can be filtered by a user’s unit affiliations, which in most cases is only one department or office. In order for publication entries to be initially flagged for vetting, a department must make this decision and designate at least one person with Publication Manager or User Manager rights. Turning publication vetting on will restrict anyone associated with that unit. By default, publication vetting is turned off for a department and any publication is auto-approved. The default listing is to the first unit affiliation found with Publication Manager or User Manager rights for the user.



**Approving and denying entries**

The List Publication Approvals action allows the user to approve and deny pending publication entries. Each entry must be explicitly approved or denied. They will not display on any area of the Web or other “public” areas until they are approved. Entries that are denied are deleted from the author/owner’s publication entries and an e-mail is sent to notify the author. Denials or approvals are determined based on department policy by members of that department. It is recommended for publications that only need editorial changes to be discussed with the author to allow for changes before being denied.