



USER MANUAL Customization

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

Customization module consists of four major components – Account Info, Personalization, Change Password and Quick Access.

Account Information allows you to view your own account information.

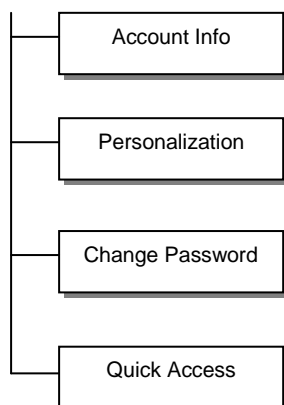
Personalization allows you to customize your own personal settings.

Change Password enables you to change your own user account password after logging into the system.

Quick Access allows you to customize your own quick access preference.

1.2 Function Chart

Customization (CUS)



1.3 Flow Diagram

Nil

1.4 Interactions with other modules

Nil

Operation Procedures

1.5 Customization

1.5.1 Account Info

This function allows users to view user account information.

View Account Information

 Function Description

This use case allows users to view account information.

 Pre-requisites

1. The user must be logon first

 User Procedures

1. Click [**Customization**] → [**Account Info**] on the left menu.
2. The user type, user ID, password expiry information, English and Chinese user name, login language, user account access time, account expiry information and user groups attached are shown on the screen [**S-SEC13-03**].

[S-SEC13-03] Customization > Account Information

2

School Level/Session	School Level Primary School Session AM
User Type	<input type="radio"/> Staff <input type="radio"/> Student <input type="radio"/> Parent <input checked="" type="radio"/> Others
User Code	
User ID	super1
Password Expiry	<input checked="" type="radio"/> Never Expire <input type="radio"/> Password Expiry Date (DD/MM/YYYY)
English User Name	super1
Chinese User Name	
Login Language	Chinese
User Account Access Time	<i>*Actual access time is also subject to "System Access Time" setting.</i>
Monday - Saturday	24 Hours
Sunday	24 Hours
User Account Internet Access Time	<i>*Actual Internet access time is also subject to "System access time outside SAMS LAN segment" setting.</i>
All	24 Hours
Account Expiry	<input checked="" type="radio"/> Never Expire <input type="radio"/> Account Expiry Date (DD/MM/YYYY)
User Group Attached	SCHOOL_HEAD SYSTEM_ADMIN

 Post-effects

NIL.

 Notes

1. Only your personal information is shown.
2. The information shown is in read-only mode and thus updating is not allowed.


1.5.2 Personalization

This function allows users to customize user account personal settings such as setting preferred colour scheme and system default language.

Edit Personal Preferences

 Function Description

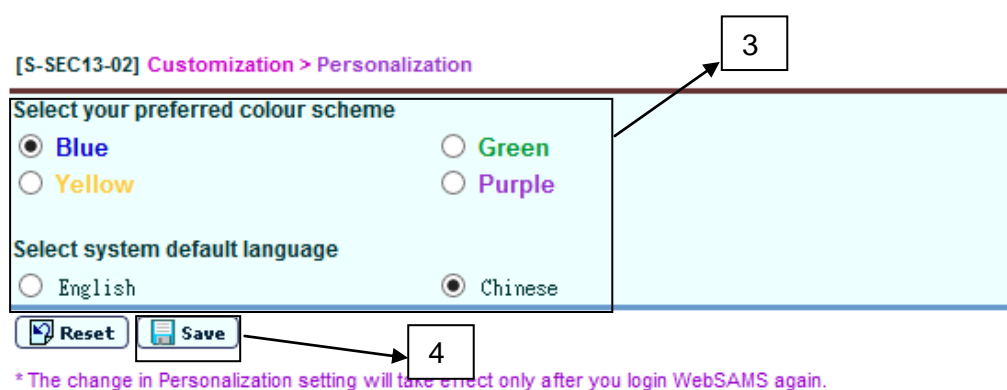
This use case allows users to edit personal preferences.

 Pre-requisites

1. The user must be logon first

 User Procedures

1. Click **[Customization]** → **[Personalization]** on the left menu.
2. Preferred colour scheme and system default language are shown and can be personalized on the screen **[S-SEC13-02]**



3. Update the setting.
4. Click **[Save]** button.
5. Click **[Reset]** button to reset all the setting

 Post-effects

1. If user click **[Save]** button, a message “**Record(s) updated successfully**” will be displayed at the top of the screen **[S-SEC13-02]**
2. The information of the personal preferences is updated.

 Notes

1. The change in Personalization setting will take effect only after you login WebSAMS again.
2. The colour schemes available are Blue, Green, Yellow or Purple.
3. The default language can either be Chinese or English.


1.5.3 Change Password

This function allows users to change user account password after logging into the system.

Change Password

 Function Description

This use case allows users to change password.

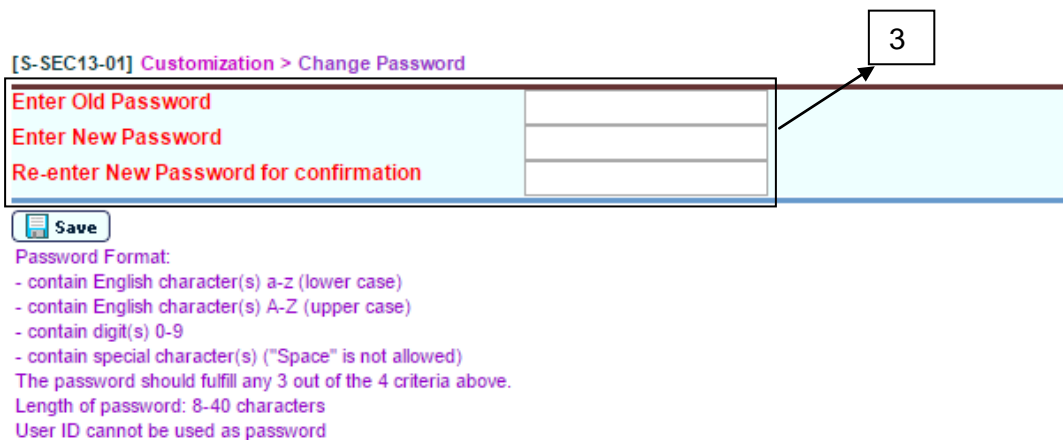
 Pre-requisites

1. The user must be logon first

 User Procedures

1. Click **[Customization]** → **[Change Password]** on the left menu.
2. The change password page will be shown on the screen **[S-SEC13-01]**


[S-SEC13-01] Customization > Change Password



Enter Old Password

Enter New Password

Re-enter New Password for confirmation

 Save

Password Format:

- contain English character(s) a-z (lower case)
- contain English character(s) A-Z (upper case)
- contain digit(s) 0-9
- contain special character(s) ("Space" is not allowed)

The password should fulfill any 3 out of the 4 criteria above.

Length of password: 8-40 characters

User ID cannot be used as password

3. Enter the old password, new password and re-enter new password for confirmation
4. Click **[Save]** button.

 Post-effects

1. If user click [**Save**] button, a message “**Password changed successfully**” will be displayed at the top of the screen [**S-SEC13-01**]
2. The information of the password is updated.
3. The new password will take effect immediately. The system will keep a number of passwords in the password history for each user.

 Notes

1. Length of password: 8-40 characters.
2. Password is case-sensitive.
3. User ID, "password" and "websams" cannot be used as password.
4. Password format:
 - contain English character(s) a-z (lower case)
 - contain English character(s) A-Z (upper case)
 - contain digit(s) 0-9
 - contain special character(s) ("Space" is not allowed)The password should fulfill any 3 out of the 4 criteria above.
5. New passwords should not be the same as the ones stored in the password history. The number of passwords stored in password history is maintained in the System Configuration function.
6. User ID cannot be used as password. Besides, the words of 'password' and 'websams' cannot be used as password.


1.5.4 Quick Access

This function allows users to choose designated functions for quick access and provide a link in the WebSAMS home page to allow users to reach these designated functions directly.

Add Quick Access

 Function Description

This use case allows school users to add quick access.

 Pre-requisites

1. The user must be logon first

 User Procedures

1. Click [**Customization**] → [**Quick Access**] on the left menu or click title “**Quick Access**” hyper link on home page.

- Click the **[Add]** button at the bottom of the page to add a new quick access record.

[S-SEC13-04] Customization > Quick Access

Display Position Top of the Welcome Page 2

<input type="checkbox"/>	Module	Function	Order
No record.			

[S-SEC13-04] Customization > Quick Access

Display Position Top of the Welcome Page 3

<input type="checkbox"/>	Module	Function	Order
<input type="checkbox"/>	School Management	School Details	1

- Fill in the **Display Position**, **Module**, **Function** and **Order** for the new quick access.
- Click **[Save]** button.
- Click **[Reset]** button to reset all the inputted data

Post-effects

- If user click **[Save]** button, a message **“Record(s) saved successfully”** will be displayed at the top of the screen **[S-SEC13-04]**
- A new quick access record will be created.

Notes

- Only authorized functions will be displayed in the list.
- The Quick Access setting is saved per user.

Edit Quick Access

Function Description

This use case allows school users to edit quick access.

Pre-requisites

- The user must be logon first

User Procedures

1. Click **[Customization]** → **[Quick Access]** on the left menu or click title **“Quick Access”** hyper link on home page.
2. A list of quick access records is shown on the screen **[S-SEC13-04]**

[S-SEC13-04] Customization > Quick Access

Module	Function	Order
School Management	School Details	1

3. Update the data.
4. Click **[Save]** button.
5. Click **[Reset]** button to reset all the inputted data

Post-effects

1. If user click **[Save]** button, a message **“Record(s) saved successfully”** will be displayed at the top of the screen **[S-SEC13-04]**
2. The information of the quick access is updated.

Notes

1. All quick access records on screen **[S-SEC13-04]** will be sorted by **“Order”**.

View Quick Access

Function Description

This use case allows school users to view quick access preference.

Pre-requisites

1. The user must be logon first

User Procedures

1. Click **[Home]** on the left menu.
2. A list of quick access links is shown on the home page.

Quick Access
[School Management > School Details](#) → 2

Primary - AM		Primary - PM			Secondary - Whole Day	
◀ August ▶ ▶ 2016 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Summer Holiday	2 Summer Holiday	3 Summer Holiday	4 Summer Holiday	5 Summer Holiday	6 L Summer Holiday
7 Summer Holiday	8 Summer Holiday	9 Summer Holiday	10 Summer Holiday	11 Summer Holiday	12 Summer Holiday	13 L Summer Holiday
14 Summer Holiday	15 Summer Holiday	16 Summer Holiday	17 Summer Holiday	18 Summer Holiday	19 Summer Holiday	20 L Summer Holiday
21 Summer Holiday	22 Summer Holiday	23 Summer Holiday	24 Summer Holiday	25 Summer Holiday	26 Summer Holiday	27 L Summer Holiday
28 Summer Holiday	29 Summer Holiday	30 Summer Holiday	31 Summer Holiday			

Customized day sequence is indicated in bracket ().
L - Long Week

12/07/2016: A CDS Message containing testinfo.txt import file has arrived. But file import failed.
16/06/2016: -20556 : 說明(中)不正確

3. Click the quick access link.



Post-effects

1. If user click quick access link, the page will be redirected to the designated function.



Notes

NIL

Delete Quick Access



Function Description

This use case allows school users to delete quick access preference.



Pre-requisites

1. The user must be logon first



User Procedures

1. Click [**Customization**] → [**Quick Access**] on the left menu or click title "**Quick Access**" hyper link on home page.
2. All the existing quick access records will be shown on the screen [S-SEC13-04]

3. Select quick access record checkbox.

[S-SEC13-04] Customization > Quick Access

Display Position: Top of the Welcome Page

Module	Function	Order
School Management	School Details	1

Buttons: Add, Delete, Reset, Save

4. Click **[Delete]** button.
5. A dialog box “**Are you sure to delete record(s)?**”
6. Click [OK] button to confirm the deletion.



Post-effects

1. If user click **[Delete]** button, a message “**Record(s) deleted successfully**” will be displayed at the top of the screen **[S-SEC13-04]**
2. The information of the quick access is deleted.



Notes

NIL.