

# Admin Guide

2021 | Inventory of Artevelde  
Artevelde University of Applied Sciences

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**Inventory of Artevelde**

Inventory of Artevelde® (IOA) 1.0.0 is a software exclusive to Artevelde staff and employees. If you are not a staff of employee of Artevelde, you are not enabled access our software beyond viewing inventory items on the website.

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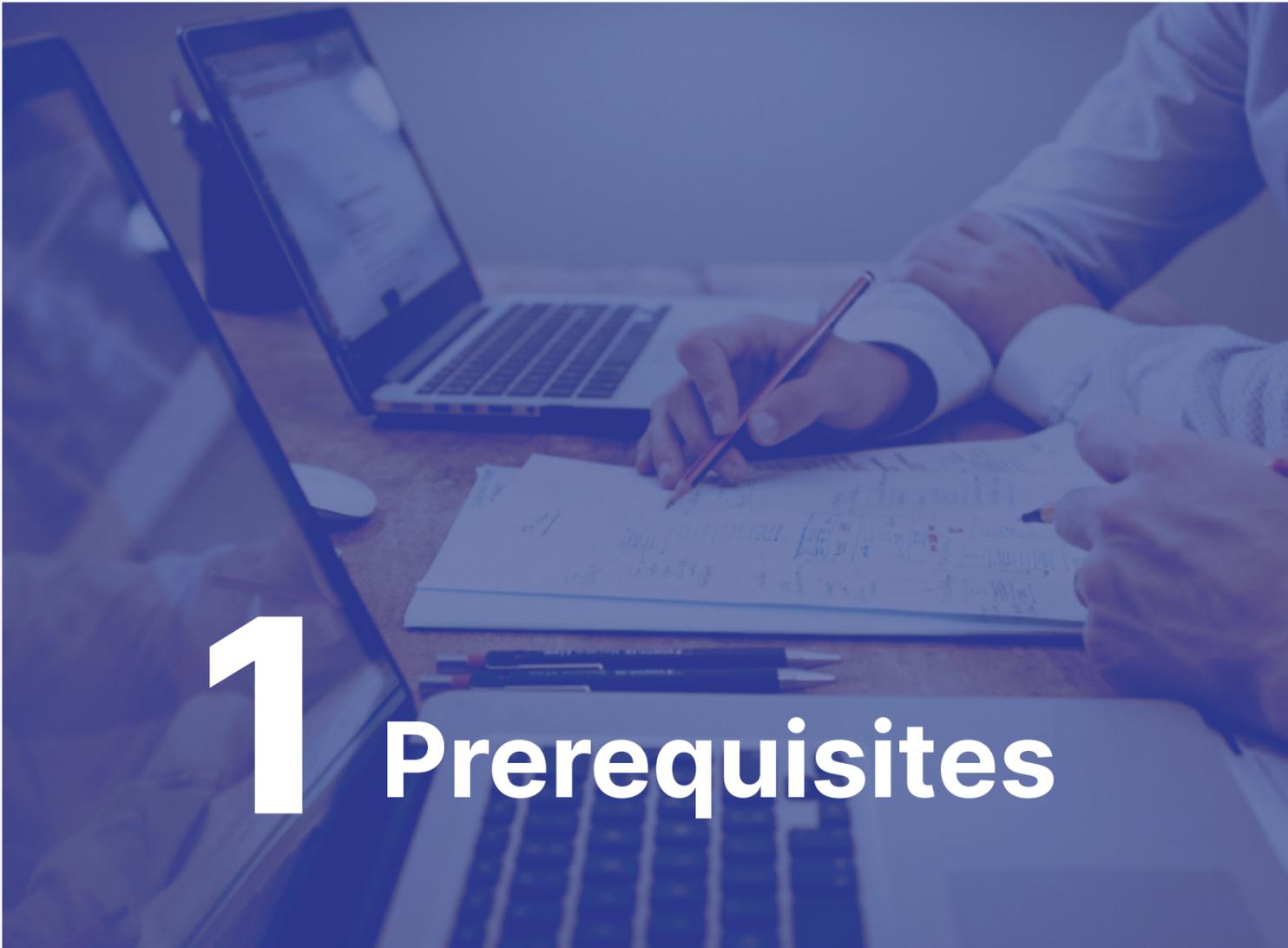
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# 1 Prerequisites

## Prerequisites

The University of Artevelde created the Inventory of Artevelde (referred to as IOA), to lend technological devices and accessories to students, staff and faculty members. The application was created to make university devices more accessible to our employees. The inventory system is a technology library where you can search, reserve, and use the device you need for personal use or university-related activities.

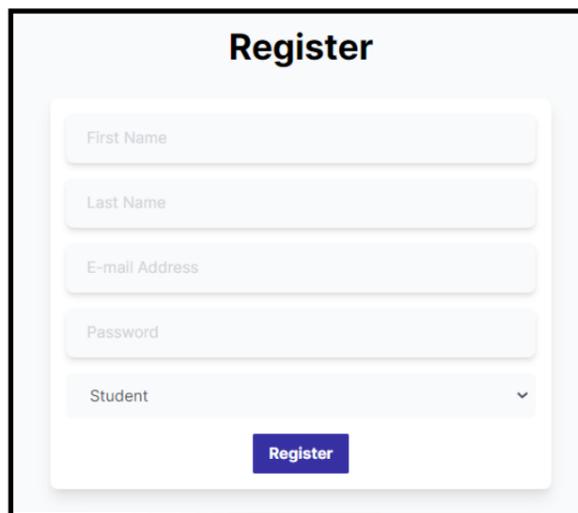
This application allows the university to keep track and manage all the technological devices. IOA strives to make the borrowing process simple and easy to do for our staff and faculty members.

This chapter will outline all you need to know to get started using the IOA system. Subsequent chapters will assist you in making your first reservation and with all other aspects users are required to perform.

## Signing Up

Creating an account with Inventory of Artevelde gives you administrative access to the university's technological devices. To sign up for an account, you need to use your employee email address from the University of Artevelde. Only IOA staff members are allowed to access the service through their associated emails. To sign up:

1. Go to [belgian-waffles-frontend.onrender.com/#/auth/login](http://belgian-waffles-frontend.onrender.com/#/auth/login).
2. Click **Don't have an account yet?**  
The Register window will pop up.
3. Enter your name (first and last), your Artevelde email address, and the password you would like to use in the allotted fields (see Figure 1.1).



The screenshot shows a registration form titled "Register". It contains five input fields: "First Name", "Last Name", "E-mail Address", "Password", and a dropdown menu labeled "Student". A blue "Register" button is located at the bottom of the form.

Figure 1.1 User Email Input

4. Select **Employee** from the dropdown menu.
5. Click **Register** and share your account information with a library manager or another superadmin to gain access to administrative abilities.

## Logging In

You can access the service with your email address and password from when you created the account.

To login to your administrative account:

1. Navigate to your IOA software from a library device and open it.
2. Click the  icon at the top right of the page.
3. Enter your administrative login and password.

**Note:** The password is the same one you made when creating your account for the inventory.

4. Click **Sign in**.  
The administrative dashboard will now display upon successful login.

## What is a SuperAdmin?

A superadmin is a library employee, usually the manager, who oversees the IOA use at Artevelde. The superadmin user can make changes to user classifications and set users account permissions with administrative capabilities.

To become an administrator, contact your library manager or another superadmin to gain permissions if not already provided to you.

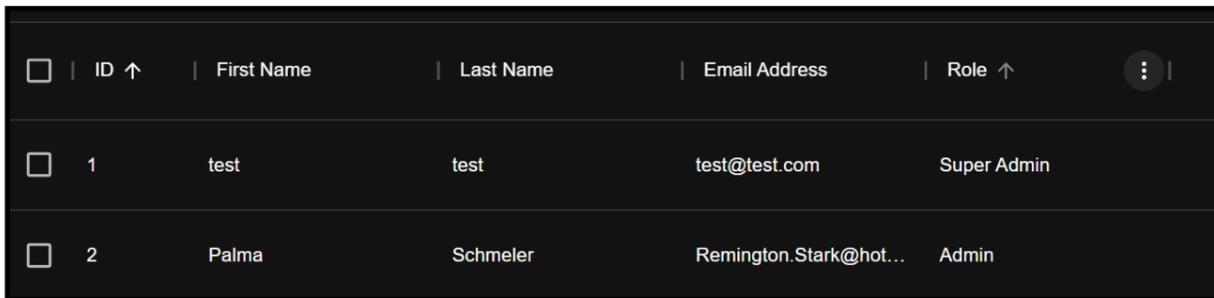
## Setting Up your Admin Team

A superadmin can only set up administrative teams. To set up an administrative team and attach admin capabilities to different users:

1. Navigate to the IOA administrative dashboard.

**Note:** If you cannot access it, check with your library manager or another superadmin to ensure your capabilities have been set properly.

2. Click **All Users** under Users.
3. Locate the user you wish to add administrative capabilities to.
4. Hover over the role column and click ... when displayed. See Figure 1.2.
5. Locate the user(s) you wish to attach administrative abilities to.



<input type="checkbox"/>	ID ↑	First Name	Last Name	Email Address	Role ↑	
<input type="checkbox"/>	1	test	test	test@test.com	Super Admin	
<input type="checkbox"/>	2	Palma	Schmeler	Remington.Stark@hot...	Admin	

**Figure 1.2** User roles on the dashboard

6. Select **Administrator** from the dropdown menu beside those user's name to grant them the associated capabilities.
7. Click **Apply** in the bottom right corner to update the log.
8. Click **Admins** under Users to ensure the user(s) role has been changed.

**Note:** Communicate with the new admin(s) to share that their role has been updated to administrative with the associated abilities.

## Classifying User Types

To classify user types when needed:

1. Navigate to the IOT administrative dashboard.
2. Click **All Users** under Users.
3. Locate the user whose role you wish to reclassify.
4. Click that user's role under the Role column. A popup will then display.
5. Select a role from the dropdown menu to classify that user as. The options for classifying non-admin users are:
  - Student
  - Lecturer
6. Click **Apply** to update the log.



# 2 Adding and Modifying Stock

## Adding and Modifying Stock

Library workers with administrative capabilities can add new devices and modify existing stock. In this chapter, you will learn how to complete your duties related to the IOA and device stock. By the end of this chapter, you will:

- Understand terms related to device modification
- Access and make changes to the admin dashboard
- Add new, delete, and modify device specifications and status.

## Important Terms for Device Modification

The following table outlines important terms for reference when adding new devices or making modifications to existing ones. Refer back here as needed, when indicated in steps for the following topics.

Field	Description
Name	The name of the device being added
User	Select the user who is adding or modifying a device on the IOT
Category	The category the device belongs to for users to target search.
Type	The specific type of product the device is grouped with (i.e: MacBook)
Description	The device description that will appear on the device page once updated.
Stock Status	Select the “is in stock” checkbox depending on the stock status you are setting for that device. Learn about this topic in “Updating Device Status” on page 19.
Specifications	The device specifications that will appear on the device page once updated.

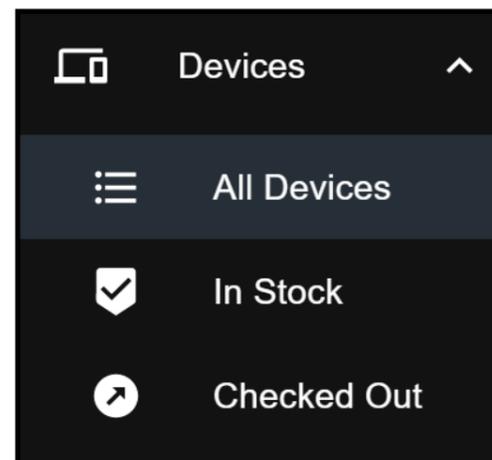
**Table 2.1** Important Terms for Device Modification

## Viewing IOA Devices

To view all IOA devices:

1. Log in to access the administrative dashboard.
2. Select the status of devices you wish to view. See Figure 2.1.

If you want to view	Then under Devices,
All devices	Click <b>All Devices</b> .
Devices in stock	Click <b>In Stock</b> .
Devices checked out	Click <b>Checked Out</b> .

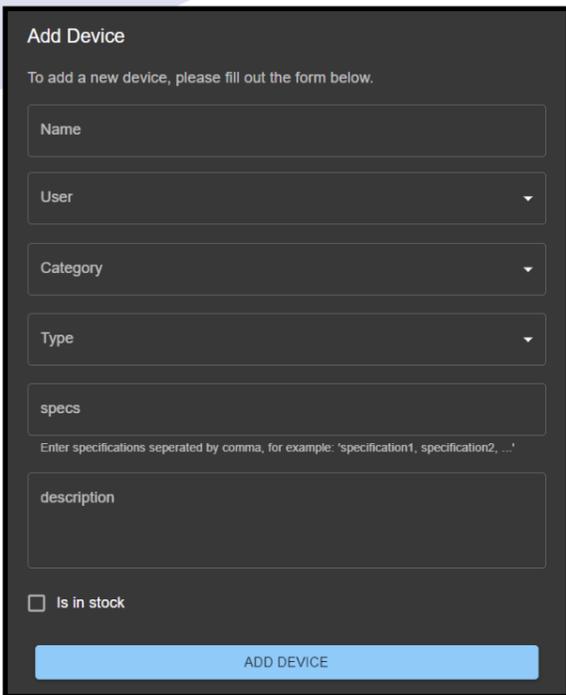


**Figure 2.1** Viewing Options for Devices in Administrative Logs

## Adding New Devices

To add new devices available for use on the IOT:

1. Log in to access the administrative dashboard.
2. Click **All Devices** under Devices.
3. Click the **ADD ITEM** button in the top right corner. The pop-up in Figure 2.2 will then display.



**Figure 2.2** Pop-up window display

4. Enter the device information in the allotted fields in the popup.

**Note:** Refer to the Important Terms for Device Modification table on the previous page if needed.

5. Click **ADD DEVICE** to update the IOA to include this device for use.

## Modifying a Device

To modify an already added device entry in the IOA:

1. Log in to access the administrative dashboard.
2. Click **All Devices** under Devices.
3. Navigate to the device entry you wish to modify.
4. Click the  icon under the Actions column to modify an existing device. The Update Device popup will display.
5. Modify the device's specifics based on "Table 2.1 Important Terms for Device Modification" on page 12.
6. Click **ADD DEVICE** to update the IOA with these modified specifics.

## Deleting a Device

To delete a device from the IOT:

1. Log in to access the administrative dashboard.
2. Click **All Devices** under Devices.
3. Navigate to the device entry you wish to delete.
4. Click the  icon to delete that device. The entry is then deleted.

**Note:** Ensure you are deleting the correct device. Once a device has been deleted, it will need to be added manually again.



# 3 Check Out and Returns

## Check Out and Returns

Administrative capabilities allow library workers to supervise and make changes to check out and returns as they happen. In this chapter, you will learn concepts related to making a return and granting a user access to their reserved device when they come in to check out. By the end of this chapter, you will be able to:

- Access and view the check out log
- Make changes to the check out log for device status and devices not returned or damaged
- View user profiles and get in touch with users who have not returned their device on time.

## Viewing the Check Out Log

You can view all checked-out devices through the administrator dashboard. As a superadmin or administrator, you can keep track of both borrowed and currently available devices in one place.

To view the device status once logged in and on the administrative dashboard:

1. Click **All Devices**. If you wish to target search, proceed to step 2.
2. Target search further if necessary:

If	Then
You want to view devices in stock	Click <b>In Stock</b> .
You want to view checked out devices	Click <b>Checked Out</b> .

## Updating Device Status

Manually update devices for check out or returns on the IOA dashboard. Devices can be set as in stock or checked out.

To update devices once on the administrative dashboard:

1. Click **All Devices**.

**Note:** Target search for in stock or available devices if needed by selecting it under All Devices.

2. Navigate to the row of the device you wish to update the status of.
3. Select the  icon under the Actions column. The Update Device popup will display.
4. Make the following change based on the status you are specifying:

If	Then
A device has been returned	Click the checkbox beside "is in stock" to update the device status to back in stock and place it back in the IOA. A checkmark will fill the box like this: <input checked="" type="checkbox"/> Is in stock.
A device has been checked out	Click the checkbox beside "is in stock" to update the device status to checked out and remove it from the IOA. The box will be unselected like this: <input type="checkbox"/> Is in stock.

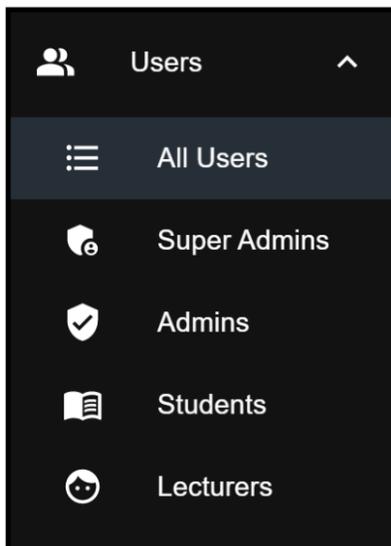
5. Click **Add Device** to save the new updates.

## Accessing Unreturned Device User Profiles

Library superadmins have access to a physical sign out log all device borrowers who use IOA devices. Ask a superadmin to access access it before continuing.

Once retrieving a copy of the sign out log from a superadmin:

1. Log in to Log in to access the administrative dashboard.
2. Click **All Users**.
3. Determine the borrower on the sign out log, their user group, and their device ID (identification) number.
4. Click on the user group you wish to target search for to locate the borrower. Figure 3.1 specifies the available options.



**Figure 3.1** User Target Searching Options

5. Match the name of the borrower to their user profile and locate their email address. Communicate this information to a superadmin.

**Note:** A superadmin will take it from here. Ensure they are given the correct email addresses.

## Devices Not Returned or Damages

When a user creates an account with IOA, they are agreeing to follow the Terms of Use of the software (See IOA User Guide, Terms of Use). Devices that are damaged or not returned will result to a fine in a user's account. Table 3.3 outlines the agreed upon conditions and associated fees all users are required to agree to when reserving an IOA device.

Condition	Resulting Fees
Product returned late.	€2/hr fee with a maximum of €50 per day
Lost or never returned device	A week after a device has not been returned, a device is assumed not returned. An invoice will be sent to your associated email for the device value.
Damaged device (including keyboard issues)	Damage fees will be billed to your account after a 7 day maximum. Late fees will continue to roll over in this timeframe.

**Table 3.1** IOA Legally Binding Terms of Use Fees Signed and Acknowledged By All Users.

Devices that are damaged or not returned will result to a fine in a user's account. If the user has made communication with the IOA team, a superadmin or administrator can make accommodations as they see fit.

Users are responsible for lost devices and damages. The following table outlines the conditions for subsequent fees you will be held responsible for:

The administrator must manually send out an invoice through the user's IOA account email after 7 working days. If the user does not respond, IOA administrators can pass the issue to the University of Artevelde administration.

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# Appendix B: FAQ

## General FAQ

### What is the IOT's response to COVID-19?

To keep you and our employees safe, we are limiting the available timeslots per house to pick up reserved devices. In addition, areas with large amounts of traffic in our library where users come to pick up are cleaned hourly. Devices are isolated for 24 hours upon return to our library and are thoroughly disinfected twice prior to its next pickup. If you have been exposed to COVID-19 or show any symptoms related, please cancel your reservation with us by phone or submit a problem form on our website.

### Who can borrow a device?

Artevelde students and staff are allowed to borrow devices through the IOT. This includes: Artevelde lecturers, professors, teaching assistants, and both full-time and part-time students.

Students wishing to borrow a device must be in good financial standing and not owe Artevelde any outstanding fines over € 25 (do they use euros?)

### Who is responsible for theft or damages?

The individual who reserved and picked up the device on campus is responsible for late and damaged devices. By picking up a reserved product, you are accepting our terms of use and associated supplementary fees; available here to view. (CROSSREF: page 8 of user guide section titled "Terms of Use"). These terms of use have been put in place to prevent theft and enforce the timeline you have chosen for your rental device. Fees will be charged to you through an invoice sent by email to your Artevelde email used to access the IOT and reserved your device from.



# Appendix C: FAQ

## Admin FAQ

### What if I need help?

Reach out to other library employees who use the IOT. If they are unable to help, reach out to your library superadmin for further issues.

### My dashboard is stuck on a previous date or time. What do I do?

Restart the device you are using and try again. If the problem persists, ensure the IOT is up to date. If it is, reach out to your superadmin (library manager) and bring the issue to their attention.

### Why is my administrative login showing me an error? It worked yesterday.

You may need to update the IOT. This is common when the IOT has been updated. Devices that use the IOT are set up to update automatically. Due to connectivity issues, the update may need to be done manually. Bring this to the attention of your library manager to get it resolved.

### A device has not been returned. What do I do?

Create a new entry on the library's late devices spreadsheet. Your library manager will have access to a master copy. Inform your library manager via email to get the device added to this spreadsheet.

### A device is now 7 days late and is assumed stolen. What do I do?

Access the user profile of the individual who reserved and picked up the product for use to view their phone number. Use the library phone to give them a call. Leave them a message if they do not pick up.