

## CPAS Employee Portal Developer Manual

**Purpose:** To provide details of source code files, to subsequent developers who provide support of the application

### JavaServer Pages

General Pages	
Login.jsp	Login page of the portal.
Logout.jsp	Logout page of the portal.
Footer.jsp	Footer for the pages of the portal.
Header.jsp	Header for the pages of the portal.
processPagination.jsp	Code generate pagination for pages with table records.
Admin Pages	
Admin-addAnnouncement.jsp	Page for the admin to add new announcements.
Admin-addEvent.jsp	Page for the admin to add new events.
Admin-addImage.jsp	Page for the admin to add new images for announcements and events.
Admin-addNewDoc.jsp	Page for the admin to upload new documents for onboarding program.
Admin-addPastYearSession.jsp	Page for the admin to add new past year session record for ED-Staff Engagement Sessions.
Admin-addSession.jsp	Page for the admin to add new record for ED-Staff Engagement Sessions.
Admin-changePW.jsp	Page for the admin to change password.
Admin-control.jsp	Page with an overview of all the admin functions.
Admin-editAnnouncement.jsp	Page for the admin to edit announcements.
Admin-editEvent.jsp	Page for the admin to edit events.
Admin-editPastYearSession.jsp	Page for the admin to edit past year ED-Staff Engagement Sessions records.
Admin-editSession.jsp	Page for admin to edit new ED-Staff Engagement Session records.

Admin-editUser.jsp	Page for admin to edit user information.
Admin-link.jsp	Page for admin to view quick links.
Admin-manageDocument.jsp	Page for admin to manage uploaded documents for onboarding program.
Admin-manageHeader.jsp	Page for admin to manage the images for sliders on the monthly dashboard.
Admin-monthlyDashboard.jsp	Page for admin's monthly dashboard (latest announcements, events and surveys)
Admin-protect.jsp	Page for admin's session authentication.
Admin-usercontrol.jsp	Page for admin to add, view an delete user accounts.
Admin-userlog.jsp	Page to show a log of actions perform by the various admins.
Admin-viewAnnouncements.jsp	Page for admin to view list of announcements.
Admin-viewEDSE.jsp	Page for admin to view list of ED-Staff Engagement Sessions.
Admin-viewEvaSummary.jsp	Page for admin to analyze a summary of evaluations completed by employees.
Admin-viewEvaluations.jsp	Page for admin to view a list of completed evaluation forms.
Admin-viewEvent.jsp	Page for admin to view individual events.
Admin-viewFeedback.jsp	Page for admin to view feedback submitted.
Admin-viewIndivAnnouncement.jsp	Page for admin to view individual announcements.
Admin-viewIndivEvaluation.jsp	Page for admin to view individual evaluations.
Admin-viewInterestGroupsActivities.jsp	Page for admin to list of interest group activities.
Admin-viewNomination.jsp	Page for admin to view employees' individual nominations.
Admin-viewOBprogress.jsp	Page for admin to track employees' onboarding progress.

Admin-viewSPOTregandapp.jsp	Page for admin to view list of nominations for monthly recognition and appreciation.
Admin-viewTOL.jsp	Page for admin to view Tree of Love notes.
Admin-viewYearSession.jsp	Page for admin to view ED-Staff Engagement Session records.
importCSV.jsp	Page for admin to import CSV files.
processPagination.jsp	Page for processing pagination.
sendEmail.jsp	Page for admin to send email to new employees.
manage-survey.jsp	Page for admin to manage their survey such as adding new survey, seeing survey results, change setting of survey to be active or inactive and see whether the survey allow anonymous submission.
survey-builder.jsp	Page for admin to build their survey.
survey-results.jsp	Page for admin to view the results of the surveys available and export the survey responses to CSV.
Employee Pages	
Emp-Announcements.jsp	Page for employees to view list of announcements.
Emp-EDSE.jsp	Page for employees to view list of ED-Staff Engagement Session records
Emp-Feedback.jsp	Page for employees to submit feedback and suggestions.
Emp-IGA.jsp	Page for employees to view list of interest groups activities.
Emp-SPOTRA.jsp	Page for employees to view awardees for monthly recognition and appreciation.
Emp-Survey.jsp	Page for employees to view all available surveys.
Emp-TOL.jsp	Page for employees to view Tree of Love and submit appreciation notes.
Emp-changePW.jsp	Page for employees to change password.
Emp-evaluationForm.jsp	Page for employees to complete evaluation form.
Emp-link.jsp	Page for employees to view quick links.

Emp-monthlyDashboard.jsp	Page for employee's monthly dashboard (latest announcements, events and surveys)
Emp-onboarding.jsp	Page for employees to track their own onboarding progress.
Emp-protect.jsp	Page for employees session authentication.
Emp-viewDocument.jsp	Page for employees to view onboarding documents.
Emp-viewSession.jsp	Page for employees to view ED-Staff Engagement Session record.
Emp-viewYearSession.jsp	Page for employees to view past years' ED-Staff Engagement Session record.
myRegisteredEvents.jsp	Page for employees to view events they have registered for.
Registration.jsp	Page for employees to register for events.
viewAnnouncement.jsp	Page for employees to view individual announcements.
viewEvent.jsp	Page for employees to view individual events.
viewNomination.jsp	Page for employees to view each other's nominations.
survey.jsp	Page for employees to view all the surveys available

### Controllers

CSVController.java	<p>Manage the logic for exporting CSV files.</p> <p>Check if submit type is Users, or template, or evaluation, or feedback, or surveyResponse, then process the export logic to export the according CSV files (User list, Staff List template, evaluation list, feedback list, survey response list)</p>
SPOTController.java	<p>Manage the logic for SPOT awards</p> <p>Check if the submit type from front end belongs to the follows:</p> <ul style="list-style-type: none"> <li>• Post = post a new award nomination</li> </ul>

	<ul style="list-style-type: none"> <li>● View = view an award nomination</li> <li>● Delete = delete an award nomination</li> <li>● Addtop = admin put one of the awardee to the top list</li> <li>● removeTop = admin remove one of the awardee from the top</li> <li>● addSubmit = admin create a new award category</li> <li>● deleteAwardCate = admin delete a award category</li> </ul>
SessionController.java	<p>Manage the logic for ED-Staff Engagement session and past year session</p> <p>Check the submit type belongs to which following type:</p> <ul style="list-style-type: none"> <li>● Post = post a new ED Staff Engagement Session</li> <li>● PostPastYearSession = post a past year session</li> <li>● View = view a staff engagement session</li> <li>● ViewYear = view a past year session</li> <li>● Delete = delete a staff engagement session</li> <li>● deleteYear = delete a past year session</li> <li>● Edit = edit the session</li> <li>● Save changes = save all the changes after edition</li> <li>● EditPastYear = edit past year session</li> <li>● Save past year changes = save the edit changes for past year</li> </ul>
UploadController.java	<p>Manage the logic for importing Staff list</p> <p>The controller takes in the file that is going to be uploaded, it save it to the local directory and then start to read through and retrieve data from the CSV file, and according to the format, the controller will save the retrieve employee data into database to update the current employee information.</p>
UploadImage.java	<p>Manage the logic of uploading a image.</p> <p>The controller will take in a image file and upload it into local directory</p>
UploadServlet.java	<p>Manage the logic of uploading a Document.</p>

	<p>The controller will take in a document file and upload it into local directory</p>
addAnnouncementCont.java	<p>Manage the logic of uploading image for a specific announcement</p> <p>The controller takes in an image file and save it to the local path and it has related to its according announcement</p>
addEventCont.java	<p>Manage the logic of uploading image for a specific event</p> <p>The controller takes in an image file and save it to the local path and it has related to its according event</p>
adminController.java	<p>Manage the logic of Admin control</p> <p>Will check of the user is admin, if yes then the controller will do according action depends on the submit type. Controller manages admin control functions which related to user management, password reset.</p>
announcementController.java	<p>Manage the logic for announcement related action</p> <p>Will check if the user is admin before proceed to further movement. The controller controls logic related to announcement which are add announcement, delete announcement, edit announcement, view and sort announcement.</p>
documentController.java	<p>Manage the logic of Onboarding documents</p> <p>Controller will manage the logic of update a specific onboarding document</p>
emailController.java	<p>Manage the logic of sending email</p> <p>Will check if the required content are all in the correct form and by using SendGrid email to send a email when password reset or sending a welcome email is performed</p>
evaluationController.java	<p>Manage the logic of employee evaluation</p>

	<p>Perform evaluation related action depends on submit type, which are submit evaluation, view evaluation, view evaluation summary, and update evaluation.</p>
eventController.java	<p>Manage the logic of event</p> <p>Perform event related action depends on submit type, which are post and register event, edit event and image, delete event and apply filter to the event.</p>
feedbackController.java	<p>Manage the logic of employee feedback</p> <p>Perform event related actions depends on different request type, which are add new feedback or suggestion, resolve feedback</p>
loginController.java	<p>Manage the logic of use login</p> <p>Will check if user is admin and employee, after checking user's username and password, will log user in if all correct and login controller also do the protect after user login</p>
noteController.java	<p>Manage the logic of tree of love</p> <p>Perform tree of love note related actions depends on different request type, which are post, delete, and sort the tree of love notes</p>
progressController.java	<p>Manage the logic of user onboarding progress</p> <p>Perform actions depends on request type, perform actions like delete and filter user onboarding progress</p>
surveyController.java	<p>Manage the logic of employee survey</p> <p>Perform survey related actions depends on different request type, which are edit, delete, post survey and response to the survey</p>
userlogController.java	<p>Manage the logic of admin userlog</p> <p>Perform userlog related actions depends on request type such as apply filter to the userlog</p>

### **Database Access Objects (DAO)**

Please refer to the JavaDocs for details on the DAOs and their methods.

### **Entities**

Please refer to the class diagram for details on the entities, their attributes and methods.

### **Utilities**

ConnectionManager.java	Creates the connection to the database. Contains the details of database properties and connection details.
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