

# User Guide for Application Management

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## Import Staff List User Guide

### **Purpose**

- To provide a step-by-step instruction on how to import the Cpas Staff List to update employees' information

### **Data Preparation**

There is only one file of data is required for the Import Staff List, which is:

- Staff List.csv

### **Template for 'Staff List.csv'**

- The name of the file must be exactly as 'Staff List.csv', there is a **space** between 'Staff' and 'List', both 'Staff' and 'List' are capitalized on their first letter ('S' and 'L'), please refer to figure below.



- The header of file 'Staff List.csv' must strictly follow the template as show below:

	A	B	C	D	E	F	G
1	username	email	password	role	department	designation	contact

- The header must be located at the first row of the 'Staff List.csv'
- All words must be in lower case
- Must follow the exact sequence as showed in the above figure

- In the 'contact' column, there shouldn't be any **space**. If the employee doesn't have a contact number, please put 0 instead.

66666666
77777777
88888888
0

### Step-by-Step instruction

1. Reach the 'Import Staff List' page, click on 'Download csv template' and fill in the employee information you need to import. (You can IGNORE this step if you already have the correct Staff List template).

cpas  
Central Policy Alliance Singapore

Welcome, admin2@cpas.org.sg! [Admin Control](#) [Change Password](#) [Logout](#)

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## Import Staff List

[Admin Control](#) > [Import Staff List](#)

[DOWNLOAD CSV TEMPLATE](#)

Requirements for Admin to import CSV file:

- Please download the CSV Template which included all the headers you need in the Staff List.csv
- Please name your imported file exactly same as 'Staff List.csv'
- There should be NO SPACE in the 'contact' column

No file chosen

2. Click 'Choose File' button to select the file you want to upload (the file you just filled up in step 1 or the correct Staff List you want to upload), please make sure the 'Staff List.csv' file you are going to upload follows all the above instructions.

## Import Staff List

[Home](#) > [Admin Control](#) > [Import Staff List](#)

[Download CSV Template](#)

### Requirements for Admin to import CSV file:

- Please download the CSV Template which included all the headers you need in the Staff List.csv
- Please name your imported file exactly same as 'Staff List.csv'
- There should be NO SPACE in the 'contact' column

No file chosen

3. After select the 'Staff List.csv' file you want to upload, please click on the 'Import CSV' button to upload the 'Staff List.csv'

## Import Staff List

[Home](#) > [Admin Control](#) > [Import Staff List](#)

[Download CSV Template](#)

### Requirements for Admin to import CSV file:

- Please download the CSV Template which included all the headers you need in the Staff List.csv
- Please name your imported file exactly same as 'Staff List.csv'
- There should be NO SPACE in the 'contact' column

No file chosen

4. After clicking on the 'import CSV' button, please allow the page to load for a while before it shows you the upload status. If the status is failed, please follow the instruction show in the page to reupload and make sure the file you are reuploading is in the correct format.

## Servlet Mapping Guide

### Purpose

- To provide a step-by-step instruction on how to do a Servlet Mapping in **Web.xml** file to change the URL name

### Step-by-Step instruction

Every time when you want to create a servlet mapping, you need to follow the format as shown in the image below. You should have a 'Servlet' tag together with a 'Servlet' tag.

```
<servlet>
  1 <servlet-name>admin-monthDB</servlet-name>
  2 <jsp-file>/admin-monthlyDashboard.jsp</jsp-file>
</servlet>
<servlet-mapping>
  3 <servlet-name>admin-monthDB</servlet-name>
  4 <url-pattern>/admin-monthlyDashboard</url-pattern>
</servlet-mapping>
```

1. Find the JSP file whose name you want to change
2. Replace the JSP file name in line 2 (as shown in the image above) with the JSP file name that you want to change  
NOTE: *There must be a backslash '/' before the name*
3. Replace the servlet-name in line 1 (as shown in the image above) with a name servlet-name.  
NOTE: *You can assign any servlet-name you want for this JSP file, but it must be unique, there shouldn't be any duplicate servlet-name because this servlet-name is used to identify your JSP file.*
4. After replace line 2's servlet-name, replace line 3 with the SAME servlet-name you used in line 2
5. The last step, is to replace the JSP file name in line 4 to the name you want to change (This JSP name can be whatever you want).  
NOTE: *There must be a backslash '/' before the name*

### Example

I want to change JSP file: admin-addEvent.jsp 's name to 'adminAddEvent' so that it will appear as 'adminAddEvent' in the URL, I should do the servlet mapping as follow:

```
<servlet>
  <servlet-name>admin-addEvent</servlet-name>
  <jsp-file>/admin-addEvent.jsp</jsp-file>
</servlet>
<servlet-mapping>
  <servlet-name>admin-addEvent</servlet-name>
  <url-pattern>/adminAddEvent</url-pattern>
</servlet-mapping>
```