

# Administrator Guide

Navodila za uporabo

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 **For the school administrator (system keeper) only.** Management and teachers do not see this document.

The administrator takes care of **school settings, users, email, the subscription and backups**. For everyday work (reservations, assessments) see the *Management Guide* and *Teacher Instructions*.

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## Administrator Guide — OŠ Toneta Čufarja Jesenice

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## 1. Where things are

| What                                                                                                                                                | Where                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>Users</b> (teacher and management accounts)                    | Top menu → <b>Admin panel</b> (or <code>/auth/admin/users</code> )                                                                                           |
|  <b>School settings</b> (classes, rooms, numbers, schedule, email) | Top menu →  <b>School settings</b> (or <code>/settings</code> )             |
|  <b>School setup guide</b> (what is still to be done)              | <code>/nastavitev</code>                                                                                                                                     |
|  <b>School subscription</b>                                        |  School settings → <i>School subscription</i> (or <code>/narocnina</code> ) |
|  <b>Backup and restore</b>                                         |  School settings → <i>Backup / Restore</i>                                  |
|  <b>Activity days</b>                                              | <b>Activity entry</b> page (tab <i>Assessment and activity days</i> , <code>/dejavnosti</code> ) or the <b>calendar</b>                                      |
|  <b>Change log (audit log)</b>                                     | Top menu →  <b>Audit log</b>                                                |

 **Tip:** Almost all administrator settings live in one place — **School settings**. Changes apply immediately after saving.

## 2. Users

A user's username is **their school email address**. Passwords are **never displayed** — every user sets their own via the **Forgot password?** button on the login page.

### Manual user entry

Recommended **only during the school year** (when a new teacher arrives mid-year and needs to be added on the spot). At the start of the school year it is better to use an import (see below).

### Import from a CSV file

On the **Users** page choose a CSV file and click  **Import CSV**. A header row is optional; the default order is `username, email, first name, last name, role, password`. You may omit the password — the app invents one and **does not show it**. Existing usernames are skipped.

## Import staff with a script

The script **reads the staff list straight from the school website** — no manual entry, no Excel tables. It reads every staff table (management, teachers, administration, technical staff). The script only **reads**; it changes nothing on the website.

```
cd /home/admin/reservation_app
python3 scripts/import_teachers.py --base-url https://ostc-app.org

# Dry run (no actual changes) – shows who would be imported:
python3 scripts/import_teachers.py --dry-run

# Including administration and technical staff:
python3 scripts/import_teachers.py --base-url https://ostc-app.org --include-all
```

## Managing users

**Access:** In the top navigation click **Admin panel**.

| Function              | Description                                                       |
|-----------------------|-------------------------------------------------------------------|
| Add                   | Enter email, first name, last name, password, role                |
| Overview              | Table of all users (click a column to sort)                       |
| Edit                  | »Edit« — if you leave the password blank, it stays unchanged      |
| Deactivate / Activate | Disable or re-enable a user's access                              |
| Delete                | Permanently deletes the user (the main admin, ID=1, is protected) |
| Change password       | Admin can change any user's password at any time                  |

## 3. School settings

On the  **School settings** page you edit everything that determines how the app behaves for your school. Click **Save settings** after every change.

| Section                 | What you edit                                                                                                                                                              |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classes</b>          | List of classes. One class per row; add with <b>Add class</b>                                                                                                              |
| <b>Numbers</b>          | Named numeric variables (e.g. <code>Number of tablets = 28</code> )                                                                                                        |
| <b>Rooms</b>            | Rooms available for reservation. The <b>»number«</b> checkbox links a room to a numeric variable — several teachers may share such a room at once (each states a quantity) |
| <b>Schedule</b>         | Lesson times (e.g. <code>07:30-08:15</code> )                                                                                                                              |
| <b>Assessment rules</b> | Max assessments per week / day / with repetition / consecutive days                                                                                                        |
| <b>Email (SMTP)</b>     | Admin address, sender address (From), backup address, SMTP server, username and password                                                                                   |

## Classes = groups from grade 1 to 9

In the **Classes** field enter all of the school's classes (groups) — **from grade 1 to grade 9**. One class per row, e.g. `1.a`, `1.b`, `2.a`, ... `9.č`. They are used in reservations, assessments and **activity days**, so they must be entered exactly the way the school uses them.

 For **grades 8 and 9**, *group-class notation* is often used (e.g. `8. a` and `8. 1`), where the number means the group. Enter them as they apply to you — the app treats them as separate classes.

 **The SMTP password is never displayed.** If you leave the field blank, the existing password is **kept**. Enter a new one only when you want to change it.

## A room with multiple units (e.g. 5 computers)

1. In the **Numbers** section add the variable `Number of computers = 5`.
2. In the **Rooms** section add a room, tick **»number«** and link it to that variable.
3. Now several teachers can share the same unit at once — the total per hour is limited by the variable. Without the checkbox the room is exclusive (one reservation per hour).

## 4. Email (SMTP)

Without correctly configured email, **notifications and password reset do not work**.

| Setting                                           | What it is                                                                                                                                               |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADMIN_EMAIL                                       | The school admin's address — receives notifications and the password-reset link                                                                          |
| MAIL_FROM                                         | Sender address (From). A new school gets a test address <code>test@example.invalid</code> — replace it with your own, otherwise mail cannot be delivered |
| BACKUP_EMAIL                                      | Where the nightly backup should go                                                                                                                       |
| MAIL_SERVER /<br>MAIL_USERNAME /<br>MAIL_PASSWORD | SMTP server details (if the school uses Arnes, enter the Arnes details)                                                                                  |

## 5. School subscription

The school needs a **valid subscription** (even at a price of 0 € it must be renewed regularly), otherwise teachers cannot log in — only the school administrator can.

- In **School settings → School subscription** you see the status and validity.
- The **Buy / Extend subscription** button leads to the subscription page, where you choose the period, pay and **report the payment**.
- The subscription is confirmed by the app provider once the transfer is received.
- **Auto-renewal:** if you enable it and set up payment via PayPal, the subscription renews itself each period.

💰 Currently the **yearly** plan (12 months) is available.

## 6. Backup and restore

### Make a backup

In **School settings → School backup** click  **Make backup**. The app builds a `.sql` copy of **this school's** data only and sends it to the **Backup email** (BACKUP\_EMAIL). In addition, an automatic copy is prepared every night.

## Restore from a backup

In **School settings** → **Restore from backup** upload a `.sql` file and choose what to restore. The data of the selected group **for this school** is replaced with the data from the copy; other schools' data stays untouched.

| Button                                                                                                | What it restores                        |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------|
|  Users               | The school's accounts (with passwords)  |
|  Settings            | Classes, rooms, schedule, numbers       |
|  Activities          | Activity days + blocked dates           |
|  Reservations        | Room reservations                       |
|  Assessment          | Assessments                             |
|  Entire school (all) | Rebuilds the whole school from the copy |

⚠ Restore **replaces** the existing data of the selected group. Every restore is recorded in the audit log.

## 7. Activity days — what they are and how they work

An **activity day** is a day when a class cannot write assessments and (usually) has no lessons — e.g. sports day, culture day, science day, technical day, a trip or a school event.

Activities are managed on the **Activity entry** page (link in the tab *Assessment and activity days*, path `/dejavnosti`). They are edited by **management or admin**; teachers see the page read-only. Each class (generation 1–9) has its own tab.

### How to add one

1. Open a class (tab **1.–9.**) and click ☐ **[type] DAY** (e.g. ☐ **SPORTS DAY**) or ☐ **Add event / weekly reservation**.
2. Enter the activity **title** and, optionally, a **sub-activity**.
3. Tick **»Full day«** if the activity lasts the whole day (see below).
4. In the **Dates** section enter the date (**From**) and choose the **classes** (individual classes, e.g. `3. a`, `3. b` — or **All classes of the generation**).
5. Optionally choose **rooms** (e.g. the gym) and a **leader**, then save.

## Multi-day activity (e.g. a trip over several days)

1. In the **Dates** section click ☐ **Add date**.
2. Enter **From** (the first day).
3. Tick **»Multi-day«** and enter the **last day** in the **To** field.
4. Save — the activity applies to **every consecutive day in that range** (for the selected classes). Each day is blocked for assessments and (with selected rooms) reserves periods 1–5.

 You can also add **several separate dates** for the same activity — click ☐ **Add date** as many times as you need.

## How it affects things

| Setting                                     | What it means                                                                                                                                                                                                                                                                                     |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>»Full day«<br/>(ticked)</b>              | The day is <b>blocked for assessments</b> for the selected classes — existing assessments on that day are deleted and affected teachers receive an email. If rooms are selected, <b>periods 1–5 are reserved</b> in those rooms. The day shows in the calendar (purple <b>Activities:</b> field). |
| <b>»Full day«<br/>(not ticked)</b>          | A shorter activity: assessments are <b>not</b> blocked and the day does not show as a block in the calendar. Suitable when the activity lasts only part of the day.                                                                                                                               |
| <b>Manual block<br/>in the<br/>calendar</b> | To block a day <b>without</b> a record in activities, mark it in the <b>calendar</b> on the main page (activity-days button: choose classes and range). Such a block has no record in activities — the calendar shows it as »manually blocked«.                                                   |
| <b>Editing /<br/>deleting</b>               | When you edit or delete an activity, the app automatically removes the old blocks and reservations for that record and creates the new ones — the calendar always reflects the current state.                                                                                                     |

 If you delete a single reservation with  (in reservations), **nobody gets a notification**. For automatic notifications, use activity days.

## 8. Audit log (change log)

 **Audit log** gives an overview of **all important changes in the system** — who did what and when. Useful for traceability and troubleshooting.

| Action                                                                         | Description                    |
|--------------------------------------------------------------------------------|--------------------------------|
| <code>create_rezervacija</code> / <code>delete_rezervacija</code>              | Reservation created / deleted  |
| <code>create_series</code> / <code>delete_series</code>                        | Series created / deleted       |
| <code>create_ocenjevanje</code> / <code>delete_ocenjevanje</code>              | Assessment announced / deleted |
| <code>create_blocked_dates</code> / <code>delete_blocked_date</code>           | Activity days added / removed  |
| <code>create_user</code> / <code>update_user</code> / <code>delete_user</code> | User changes                   |
| <code>change_password</code>                                                   | Password change                |
| <code>save_selling_settings</code>                                             | Sales settings change          |

## 9. Role recommendations

| Role              | Who should have it            | Permissions                                                       |
|-------------------|-------------------------------|-------------------------------------------------------------------|
| <b>Admin</b>      | The system administrator only | Everything — admin panel, users, settings, subscription, backups  |
| <b>Management</b> | Headteacher, assistants       | Series reservations, deleting others' reservations, activity days |
| <b>Teacher</b>    | All teaching staff            | Basic reservations and assessments                                |

**In one word:** the admin runs the system, management runs the timetable, teachers run the lessons.

Correct role assignment prevents problems and abuse.

 **Note:** There are no real passwords or email addresses in this guide — replace all examples with your own. Passwords are never displayed in the app.

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