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1. APPLICATION DETAILS
1.1 Application Link - https://www.geocodedatreader.org/

1.2 Main Profiles:
   1) Guest
   2) Registered User
   3) Admin

1.3 Main Features:
   1) Search institutions
   2) View/Export institution details
   3) Suggest Institutions
   4) Native Language input for suggestion
   5) Add/Delete/Recover Institutions
   6) Visualize Map
2. MAIN PROFILES
2.1 GUEST PROFILE

2.1.1 Visualize map
   Click on country to find number of institutions
2.1.2 Search Institution

- By country

<table>
<thead>
<tr>
<th>GEOCODE</th>
<th>INSTITUTION NAME</th>
<th>COUNTRY</th>
<th>INSTITUTION CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE00001</td>
<td>Transnational University Limburg</td>
<td>Belgium</td>
<td></td>
</tr>
<tr>
<td>BE00002</td>
<td>University of Antwerp</td>
<td>Belgium</td>
<td></td>
</tr>
<tr>
<td>BE00004</td>
<td>University of Ghent</td>
<td>Belgium</td>
<td></td>
</tr>
<tr>
<td>BE00005</td>
<td>Catholic University of Leuven</td>
<td>Belgium</td>
<td></td>
</tr>
<tr>
<td>BE00007</td>
<td>Faculty of Protestant Theology</td>
<td>Belgium</td>
<td></td>
</tr>
<tr>
<td>BE00008</td>
<td>College of Europe</td>
<td>Belgium</td>
<td></td>
</tr>
<tr>
<td>BE00009</td>
<td>Continental Theological Seminary</td>
<td>Belgium</td>
<td></td>
</tr>
<tr>
<td>BE00010</td>
<td>Evangelical Theological Faculty</td>
<td>Belgium</td>
<td></td>
</tr>
<tr>
<td>BE00011</td>
<td>Faculty of Protestant Theology Brussels</td>
<td>Belgium</td>
<td></td>
</tr>
</tbody>
</table>

- By Name of Institution

<table>
<thead>
<tr>
<th>GEOCODE</th>
<th>INSTITUTION NAME</th>
<th>COUNTRY</th>
<th>INSTITUTION CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>US01296</td>
<td>Southern California Seminary</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>US09490</td>
<td>Southern California University of Health Sciences</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>U805460</td>
<td>Vanguard University of Southern California</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>US05367</td>
<td>Southern California Institute of Architecture</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>US05660</td>
<td>University of Southern California</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>US04925</td>
<td>Southern California Institute of Technology</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>US049476</td>
<td>University of Phoenix-Southern California Campus</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>US57576</td>
<td>MTSA Training Centers of Southern California</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>US06613</td>
<td>Southern California University SOMA</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>US07021</td>
<td>Southern California Health Institute</td>
<td>United States</td>
<td>Postsecondary</td>
</tr>
</tbody>
</table>

- Apply filter - country, institution type
### 2.1.3 View search results in table

- **Sort results**

![Sort results table](image)

- **Search specific institution in the results**

![Search specific institution](image)

- **Pagination provided for better User Interface**

![Pagination](image)
2.1.4 Export search results

- Export in JSON
- Export in CSV
2.2 REGISTERED USER PROFILE:
2.2.1 Create Account

- Verify account (from your emailID provided)
2.2.2 Login
2.2.3 User Menu

- User has access to all Guest User Features (refer section 2.1)
- Search, View, Export features works in the same manner as explained in section 2.1.2 – 2.1.4.

2.2.3.1 Suggest to Edit:

On viewing the search result, the registered user can suggest to edit a particular record as shown below.

The user can suggest and edit to all fields except the GEOCODE and click on submit.
2.2.3.2 Suggest Addition

- The user can suggest new institutions by clicking in the Suggest Addition option in the User Menu
- The mandatory fields to be entered are highlighted with the red asterisk
- The user must click on Submit Details button to submit the suggestion
2.2.3.3 Contact Support

The registered user can contact the Administrator/Maintainer by using the contact us option. User can report any issue he or she is facing here.
2.3 ADMIN USER PROFILE:

2.3.1 Create Account – Same as section 2.2.1
After following the steps mentioned in Section 2.2.1, notify maintainer to provide Administrator role and wait for access to be granted.

2.3.2 Login – Same as section 2.2.2
On logging in using your username and password, you will directly access the admin profile. In case, administrator role has not been granted, you will be directed to the “Registered User Profile” as discussed in Section 2.2.

2.2.3 Admin Menu:
Below is the landing page of the Admin Profile
2.2.3.1 Dashboard - Transaction Statistics

- The dashboard will provide access to the transaction statistics. All user activity can be accessed on clicking the donut graph.

- User can sort the activity log, search for a particular Activity Type / User / Date & Time / Email
- Pagination is provided for better user experience.
2.2.3.2 Add Institution
Provide new institution details and add to database

Add Institution Details

Country Code: *  
Greece

PESC Code: *  
GEO0074

Status:  
Status

Status Reason:  
Reason

Status Notes:  
Notes

Institution Name: *  
Name

Name of Institution 1 (Local Language):  
Local Lang Name 1

Name of Institution 2 (Local Language):  
Local Lang Name 2

Name of Institution 3:  
Local Lang Name 3

Other Code Name:  
Other Code Name

Email:  
Gmail

Institution Category:  
Category

Establishment:  
Establishment

Data Source:  
Data

Institution Code from Data Source:  
IC from Data

Data Source File Link:  
File Link

Data Source Date:  
Date

Last Updated:  
Last Updated

Submit Details
2.2.3.3 Bulk Upload
Upload csv file with verified institution details in correct format (format provided).

![Bulk Upload Image]

2.3.3.4 View Institution
- Search and view institutions – same as section 2.1.2 – 2.1.4

![View Institution Image]
• **Edit** – Change institution details (except GEOCODE)
- **Delete** -
  You can set the institution status to inactive or delete the record on verification (deleted records will be present in the Recovery Bin for 30 days)
2.3.3.5 Pending Tasks - View suggestions and approve/reject suggestion

- View the list of suggestions made by registered user

- Reject or approve the suggestion made by registered user
Admin can insert additional details to the institution details. The approved institution would be inserted to the database.

2.3.3.6 Recovery Bin
Recover deleted institutions within 30 days.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Category</td>
<td>Postsecondary</td>
</tr>
<tr>
<td>Establishment</td>
<td>Establishment</td>
</tr>
<tr>
<td>Data Source</td>
<td>Matt Bonis EdT</td>
</tr>
<tr>
<td>Institution Code from Data Source</td>
<td>IC from EdT</td>
</tr>
<tr>
<td>Data Source File Link</td>
<td>File Link</td>
</tr>
<tr>
<td>Data Source Date</td>
<td>Date</td>
</tr>
<tr>
<td>Last Updated</td>
<td>08/15/2019</td>
</tr>
</tbody>
</table>

*Required field

Recover Institution
3. ADMINISTRATOR ROLE – ACCESS GRANT IN AWS
Assigning User to Administrator role in AWS:

1. Login to AWS using your AWS credentials

2. Search for Cognito in AWS Services

3. Click on Manage User Pools -> Geocode Data Reader User Pool

4. Go to User and Groups on the panel that appears on the left
5. Search the user by “Name” field

6. Click on the user record

7. Click on Add to Group -> Select Administrators in dropdown