Taters Enterprises, Incorporated

Administrator Manual

Instant Messenger
Administrator Panel

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1. Login

1.1 Entering your username and password

Enter your username and password in the TEI Instant Messenger Chat Logs login page.

1.2 Setting your login method preference

You can log in to the TEI Instant Messenger Chat Logs in several ways.

1.2.1 Always ask for my username and password

If you want to   enter your account credentials every time you login, choose the *"Always ask for my username and password"* login preference.

1.2.2 Save my username

If you only want to enter your password every time you login, choose the "*Save my username*" login preference.

1.2.3 Auto login until I logout explicitly

After your first log in, if you want your account remain logged in, choose the "*Auto login until I logout explicitly*" preference. Note that in choosing this preference, you should not log out your account. Close the browser and it will be logged in the next time you visit the chat Logs. This login method preference is only advisable if the user has a secure account.

Fig. 01 login page

1.3 Errors when logging in

When trying to access your account, there are errors that might occur preventing you from logging in successfully.

Fig. 02 login error1 message
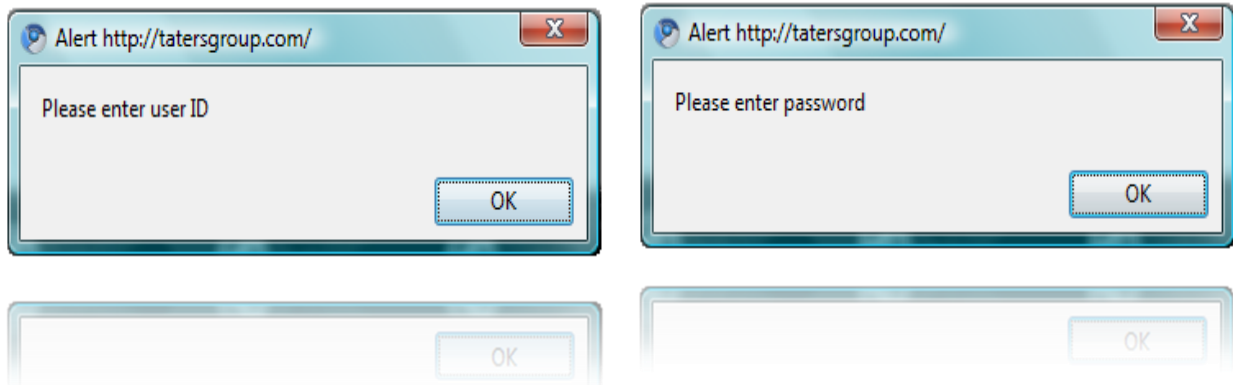
Entering incomplete account credentials

Fig. 03 login error 2 message

Entering incorrect username and/or password

If the username and password entered is correct, you will be redirected to the TEI Instant Messenger Chat Logs Admin Panel which looks like this:

Fig. 04 TEI Instant Messenger Chat Logs Admin Panel

2. Tool bar

2.1 Admin

Here, you can view the account details of administrators. You will see the username, password, email, buddy icon and id in table format.

Fig. 05 Admin Index Page

2.1.1 View

This functionality lets you view individual records showing information such as username, password, email, buddy icon and id. You can also add, edit, copy, delete, and navigate through pages.

Fig. 06 view record

2.1.2 Edit

If you need to change any information about an account, you may do so by using this edit functionality. After editing the necessary account information, click the 'Edit button' and the records will automatically update and reflect the changes made. Click the 'Back to list icon' if you want to go back the index page.

Fig. 07 edit admin record

2.1.3 Copy

If you need to duplicate a record or need to copy certain values of a record you can do so by using the Copy function. The values will be opened in textboxes, in this way you can copy the values, or edit the values and then add as a new record.

Fig. 08 copy admin record

2.2 IM Chat Log

You can view the account chat logs of users here. You will see the different user's Recipient, Sender, Message, Type, Date Sent and id in table format.

Fig. 09 Chat Log Index Page

2.2.1 View

This functionality lets you view individual records showing information such as recipient, sender, message, type, date sent and id. You can also add, edit, copy, delete, and navigate through pages.

Fig. 10 view chat log msg

2.3 Change password

You can edit your password using this functionality. Enter your old password and your new password twice.

Fig. 11 change password page

While changing your password, errors may occur such as:

Fig. 12 change password error1
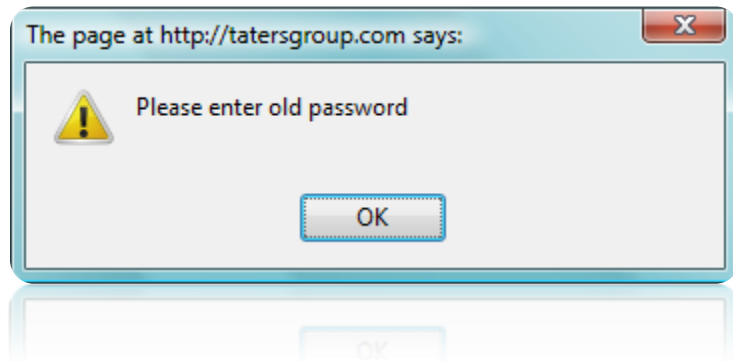
Leaving the old password field blank

Fig. 13 change password error2
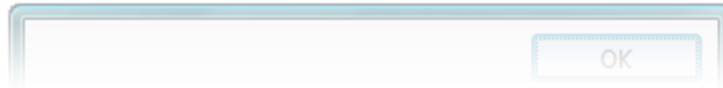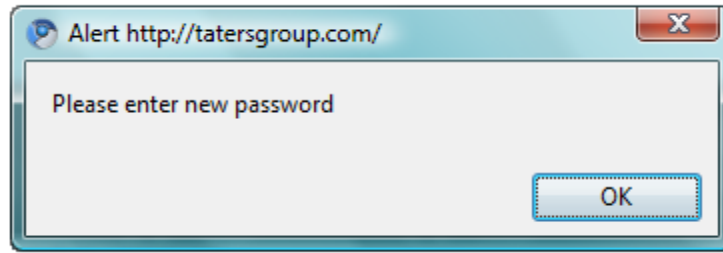
Leaving the new password field blank

Fig. 14 change password error3
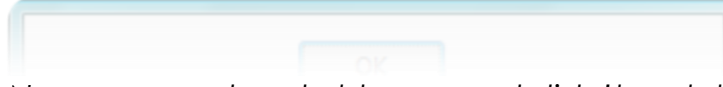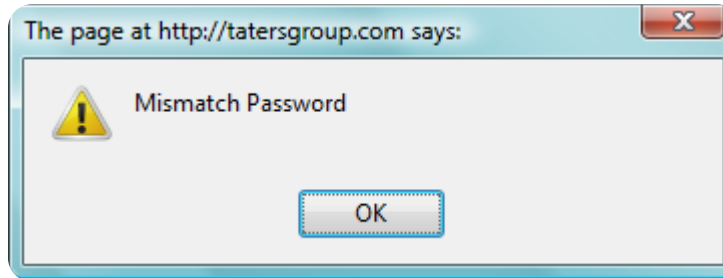
New password and old password didn't match

Fig. 15 change password error3
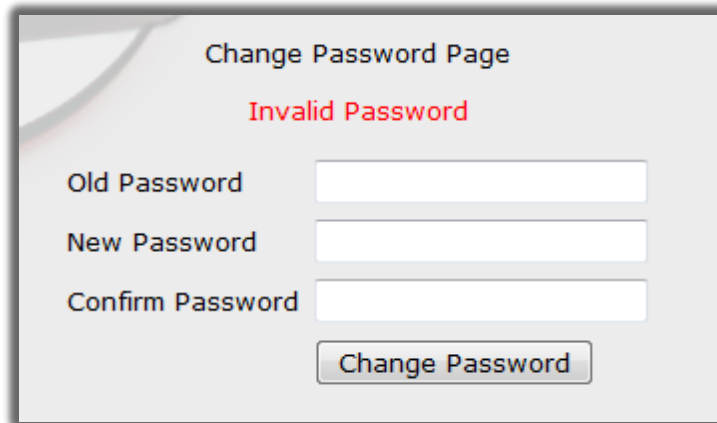
Old password entered was incorrect

2.4 Logout

This functionality will sign you out of the TEI Instant Messenger Admin.

3. Export Options

3.1 Print

The Print option lets you print information directly from the browser. Click the 'Print icon' and the information you chose will appear in printable format. After this, click File >Print (ctrl+P) from the browser, the Print window will appear. Fill in the necessary print file properties and the file is ready for printing.

3.2 Export: HTML (.html)

The Export: HTML option lets you export the information from the browser in html format. Click the 'Export: HTML icon' and the information you chose will appear in the html print format. After this, click File >Save page as (ctrl+S) from the browser, the Save as window will appear. Save the file as type *"Web page, complete"*.

3.3 Export: Excel (.xls)

The Export: Excel option lets you export the information from the browser in excel format. Click the 'Export: Excel icon' and the Opening [document name.xls] window will appear. Choose from the downloading preferences and the information you chose will be opened/downloaded in excel format.

Fig. 16 download as *.xls* file

3.4 Export: Word (.doc)

The Export: Word option lets you export the information from the browser in word format. Click the 'Export: Word icon' and the Opening [document name.doc] window will appear. Choose from the downloading preferences and the information you chose will be opened/downloaded in word format.

Fig. 17 download as *.doc* file

3.5 Export: XML (.xml)

The Export: XML option lets you export the information from the browser in xml format. Click the 'Export: XML icon' and the Opening [document name.xml] window will appear. Choose from the downloading preferences and the information will be opened/ downloaded in xml format.

Fig. 18 download as .xml file

3.6 Export: CSV (.csv)

The Export: CSV option lets you export the information from the browser in csv format. Click the 'Export: CSV icon' and the Opening [document name.csv] window will appear. Choose from the downloading preferences and the information will be opened/ downloaded in csv format.

Fig. 19 download as .csv file
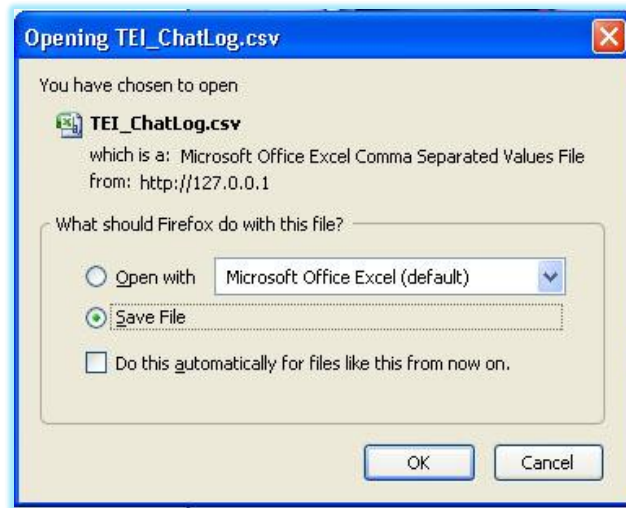
4. Search Function

For easier navigation, the TEI Instant Messenger Chat Logs provides a search function for querying values stored in the TEI Instant Messenger database. Notice that 'Search (*) button' has an asterisk. This means that it will only query the table values with an asterisk (*) as well.

4.1 Search by: Exact phrase

If you need to search for exact values, choose the "*Exact phrase*" search option by which the database will output the chat logs with only the exact values matched with what you have typed.

4.2 Search by: All words

If you need to search for values but you don't know the exact word/phrase, choose the "*All words*" search option by which the database will output all the chat logs with values matched some or all words that you have typed in the search box.

4.3 Search by: Any word

If you need to search for values but you don't know the exact word/phrase of it, you may opt to type in any word, character or letter that belong to the phrase you are looking for. The system will output all values stored in the database that contains that word, character or letter.

4.4 Search by: Show all

By selecting the "*Show all*" search option, the database will output all the information under the specific tool bar option that you have chosen.

Just enter the word you are looking for in the search field next to the search button and choose from one of the four categories described above.

4.5 Advanced Search

4.5.1 Admin

There are several ways of searching through the admin accounts. Advanced search lets you find records in the most specific categories for easier and more efficient searching. The categories for searching through the admin accounts are as follows:

a. Username
b. Password
c. Email

Fig. 20 advance search for admin

4.5.2 IM Chat Logs

There are several ways of searching through the chat logs.
Advanced search lets you find records in the most specific
categories for easier and more efficient searching. The categories
for searching through the chat logs are as follows:

       a. Recipient
       b. Sender
       c. Message
       d. Type
       e. Date Sent
       f. Id

Fig. 21 advance search for chat logs

The advanced search features lets you find records in a more specific manner with the use of:

4.5.3 Aggregate function contains ()

When you want to search for a value that contains a certain string of characters, just specify what certain string it contains. Type in the word you think may be included in what you're looking for. This function will be very helpful when you are not sure exactly what you are searching for.

4.5.4 And & Or Operators

The AND operator is used when the record you need to search must satisfy two conditions at the same time. The OR operator is used when the record you need to search must satisfy at least one condition.

4.5.5 Relational Comparison Operators

There are 9 types of relational comparison operators available. These operators are used to compare values you have specified in the 'Aggregate function contains () text field'.

4.5.6 Comparison String

This is where you specify your second condition. The string you enter in the 'Aggregate function contains () text field' will be compared with the value you type here.

5. Navigation Options

The navigation options are located at the topmost part and bottommost part of the records table. There are various ways available to help you easily manipulate records. These are as follows:

5.1 Add Record (for admin panel only)

Add Record lets you insert values in the database. To do this, simply click the 'Add Record icon' and fill up the table with corresponding values. Specify the values needed to complete the record you want to add. Once you have ensured the correct values in the specified fields, click the 'Add button' and the records will automatically append and reflect the

changes made. Click the   'Back to list icon' if you want to go back the control panel.

If you look at the items to be filled in, you will notice that the buddy icon field has an asterisk (*) on its side which means that it is a required field. Leaving it blank will produce an error which looks like this:

Fig. 22 add error message
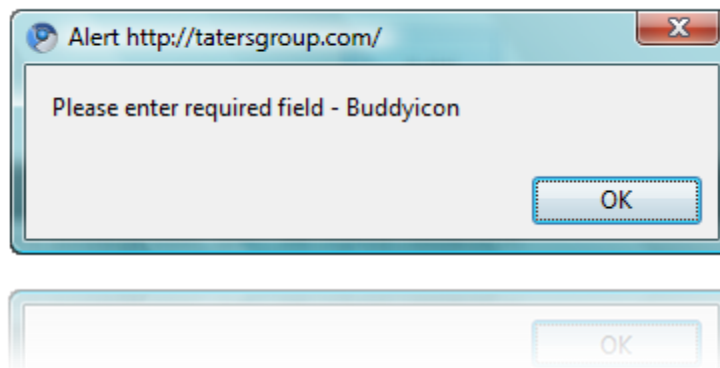
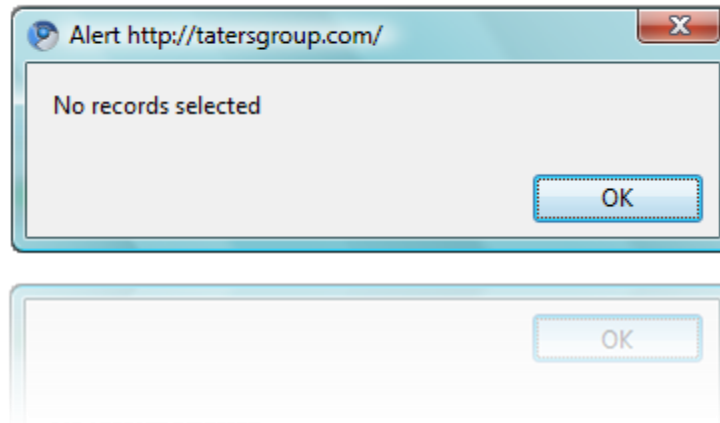# 5.2 Delete Selected User(s)/ Record(s)

Delete Selected User(s)/ Record(s) lets you remove values from the database. To do this, simply choose the record you want to delete and click the 'Delete Selected User(s)/ Record(s) icon'. To indicate what record, click the checkbox of the corresponding record you want to delete. The system will notify you if you have not selected any values yet which looks like this:

Fig. 23 delete user/record error message

If the record you want to delete is properly indicated, click the 'Delete Selected User(s)/ Record(s)' icon and then the confirmation message will appear which looks like this:

Fig. 24 delete user/record confirmation

If you clicked 'OK button', the system will execute your request and the records will automatically append and reflect the changes made.

5.3 [icon] Start / [icon] End / [icon] Previous / [icon] Next Page

Start/End/Previous/Next Page is for browsing the pages of which the records are shown. The records stored and queried are all reflected in tables divided into pages. To browse smoothly through these records, use the Start/End/Previous/Next Page functionality. Simply click on the right arrow head icon to go to the next page, the left arrow head icon to go back to the previous page, the tipped left arrow head icon to jump to the first page, and the tipped right arrow head icon to go straight to the last page of records.
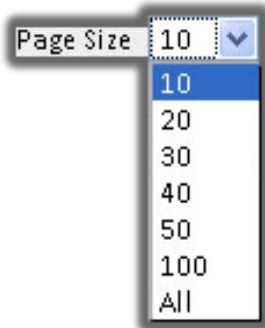
Records 1 to 10 of 297

5.4 Record Number

This functionality shows the record number assigned to each chat log in the database. It shows the range of record numbers currently shown in the page.

5.5 Page Size

The *Page Size* lets you choose how many records you want to be shown while browsing through the chat logs. There are several available page sizes to choose from: you can show records by 10's, 20's, 30's, 40's, 50's, and 100's. You may also opt to show all the records at one time. If so, simply choose "*All*" in the page size selection area.

6. Direct Link

6.1 Instant Messenger

This will redirect you to the TEI Instant Messenger. Use the same account credentials for the PMS and PMS Core.

6.2 PMS

This will redirect you to the Performance Monitoring System. Use the same account credentials for the PMS Core and TEI instant messenger.

6.3 PMS CORE

This will redirect you to the Performance Monitoring System Core Admin. Use the same account credentials for the PMS and TEI instant messenger.

7. Help

This is a link to user manual depending on what application you are using. Simply click this icon and you will be redirected to the user manual. The user manual is a complete instructional guide that is available for easy access.