



Administrative Portal Specification

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Administrative Portal

This specification sets out the requirements for an administrative portal via which one or more SRS administrators will be able to make essential changes to data sent by their institution to the Learner Record database. The portal is to form part of the ioNode system.

1 Overall requirements

Since the administrative portal allows changes to be made to the Learner Record database security is very important. All accounts given administrative access to the LR database should be protected by passwords with an 8-character minimum size and mixed alphabetic and numeric.

There needs to be provision for all account holders to reset their own passwords.

Failed log-on attempts should be recorded and an email sent to a nominated account. The number of failed log-in attempts since the last successful log-in should be displayed with required acknowledgement following each successful log-in.

Responses from the portal should be within 5 seconds for transactions, providing that network services are operating satisfactorily.

2 The user interface functionality

Administrative supervisor account

Each institution should have an administrative supervisor account which would permit:

- o administrator accounts to be added and deleted;
- o the setting and resetting of administrator account passwords;

Otherwise the administrative supervisor account should have the same privileges as administrative accounts.

Administrative accounts

Each administrative account should have:

- o A facility to maintain a list of staff accounts (add, delete, list and change password) that will allow staff at their institution to view Learner Records. Data kept on each staff member should be surname, first name(s), institution (lookup) and role (lookup). This should be accompanied by a facility to maintain institution and role lookup tables.
- o A facility for the most recently registered delivery institution to reset the password of a student.
- o A facility to obtain a list of possible matching students in response to the input of a selection of two or more fields from the list: surname, forename, date of birth, NI number and gender. The list should provide all these fields plus a summary of qualifications. The qualification summary should show delivery institutions, registration identifiers and dates of registration.

- A facility to view the LR for any student that has attended the institution up to the point where the student leaves the institution.
- A facility to link and unlink two Consortium records.
- A facility to delete qualification data for a student sent by the administrator's institution to the LR database.
- A facility to view the operational state of the ioNode network.
- A facility to view the recent history of files sent from the college, perhaps the last 20, showing as sent from the local ioNode, received at the hub and acknowledged.

3 Evaluation

The following things will be tested as part of the evaluation of the delivered administrative portal against a test database containing at least 10,000 Learner Records. The times of the transactions will be recorded from the last key depression to completion of the function. These should lie within 5 seconds unless otherwise stated.

- Staff accounts can be added, deleted, listed and passwords reset (although this will not provide these accounts with access to the LR at this stage).
- The passwords of several students will be reset and revised access tested.
- Several lists of possible matching students will be obtained using a combination of different matching fields. It is recognised that each of these transactions may take longer than 5 seconds.
- The LRs will be displayed for several students and at least one of the test students should have an artificial second qualification from a different institution to the administrator account being used.
- Several LRs will be linked and unlinked.
- Several qualifications will be deleted.
- The operational state of the ioNode network will be displayed.
- The recent history of files from the college will be displayed.

4 Future Development of the Portal

Provision should be made wherever possible for the following future developments of the administrative portal:

- A facility for an administrator to request the complete LR of a student by providing the following identification information for the student:
 - Surname
 - First name(s)
 - Date of birth
 - Consortium identifier
 - Latest college of registration
- A facility to request a resend of qualification data from the administrator's college SRS system.