



Form Buster

WEBSITE USER MANUAL



Form Buster

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Form Buster

INTRODUCTION

Form Buster is a senior design project that aims to fully digitalize the university forms submission and approval process. It offers novel features such as forms tracking and automatic routing of forms based on approvers. Users can access a friendly interface where they perform actions such as submitting forms, approving or declining forms, receiving forms-related notifications, and student form records look-up among others. The system is designed to be easily interoperable with existing authentication systems and databases.





Form Buster

STUDENT COORDINATOR

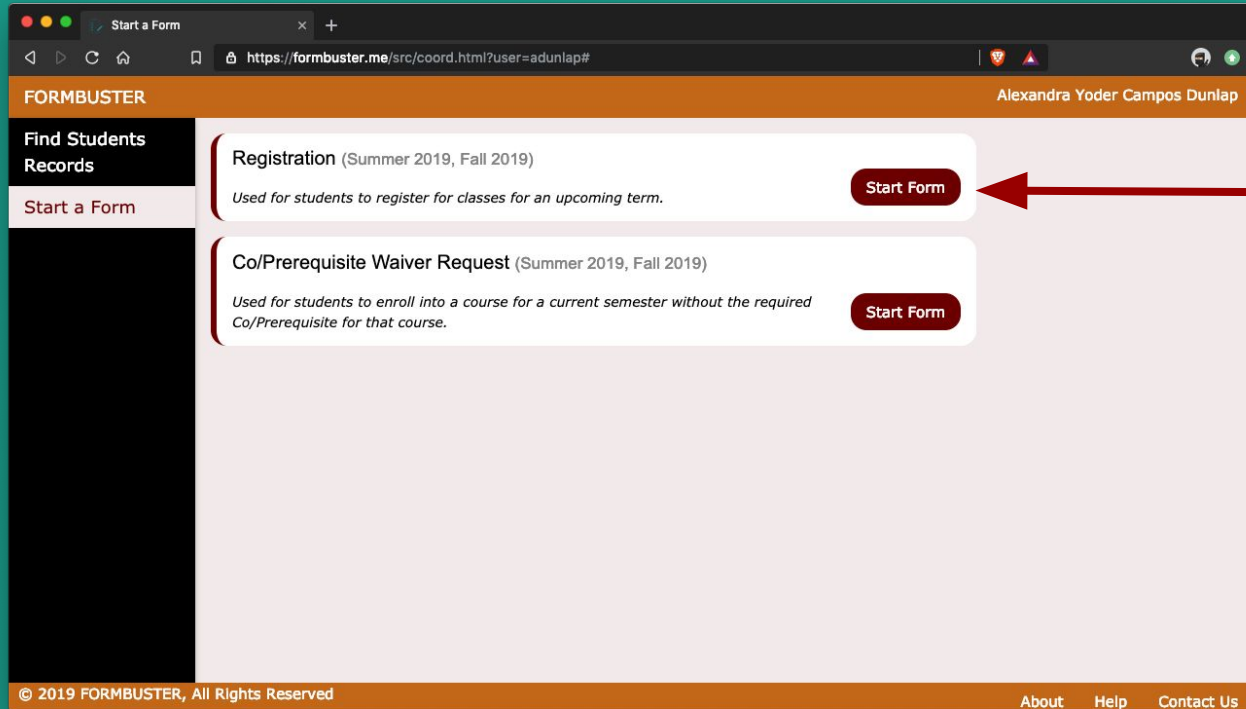
Start a form on behalf of a student

To start a form on behalf of a student:

1. Click on **Start a Form**
2. Select the form you would like to start
3. Enter the student's name you would like to start a form for in the **search bar**
4. Click on the student's name
5. Fill out the form*
6. Click **Send to Student**



Illustration



Illustration

3



The screenshot shows a web browser window with the URL <https://formbuster.me/src/coord.html?user=adunlap#>. The page title is "FORMBUSTER" and the user name is "Alexandra Yoder Campos Dunlap". The main content area is titled "Registration (Summer 2019, Fall 2019)". A modal window titled "Registration Form" is open, showing a search input field with the text "adkins" and a "Search" button. Below the search input, a table displays the search results:

Student Name	Course	Registration Number
Adkins, Aliyah	Physics	902683766

At the bottom of the modal, there is a "Discard" button. The footer of the page contains the text "© 2019 FORMBUSTER, All Rights Reserved" and links for "About", "Help", and "Contact Us".

4



Illustration

Registration (Summer 2019, Fall 2019)

Registration Form Due Date: 8/30/19

Starting a form for: **Aliyah Haney Adkins**

Select a semester term, then search for courses using CRN, Title, or Prefix.

Fall 2019 Search for courses using CRN, Title, or Prefix

Select the corresponding check boxes if any courses will be added as an Audit or Continuing Education Unit (CEU). Review table before submitting. Delete added courses using the 'X' button, if needed.

CRN	Prefix	Course No	Sec.	Course Title	Days	Time	CRS.	Audit	CEU	
80471	CSE	1002	01	Fund of Software Dev 2	MWF	9:00-9:50	4	<input type="checkbox"/>	<input type="checkbox"/>	x
80475	LNG	1201	01	Elementary German 1	MWF	14:00-14:50	3	<input type="checkbox"/>	<input type="checkbox"/>	x

Total credits: 7

* A student may audit a course with the permission of his or her advisor and payment (if applicable) of an audit fee. An auditor does not receive a grade; an AU is recorded on the transcript in place of the grade if the auditor has, in general, maintained a satisfactory course attendance (usually 75 percent class attendance) and completed the appropriate assignments. If the student does not meet requirements, a final grade of F may be awarded. No changes in registration from credit to audit or from audit to credit will be permitted after the second week of classes.

5

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Student lookup

To look up a student:

1. Click on **Find Students Records**
2. Enter the student's name you would like to look up in the **search bar**
3. Click on the student's name
4. Click on **View Records** to see the student's form records
5. By default, **Completed Forms** are shown.
6. Click on **In-Progress Forms** to see the in-progress forms



Illustration

The screenshot shows a web browser window with the URL `https://formbuster.me/src/coord.html?user=adunlap#`. The page title is "Find Students Records" and the user name is "Alexandra Yoder Campos Dunlap".

On the left side, there is a sidebar with the text "FORMBUSTER" at the top, "Find Students Records" below it, and "Start a Form" in a dark box at the bottom.

The main content area is titled "Search for a Student". It features a search input field containing the text "adkins", a "Search" button, and an "All" button. Below the search bar, a search result is displayed in a white box with a light blue border, containing the text "Adkins, Allyah", "Physics", and "902683766".

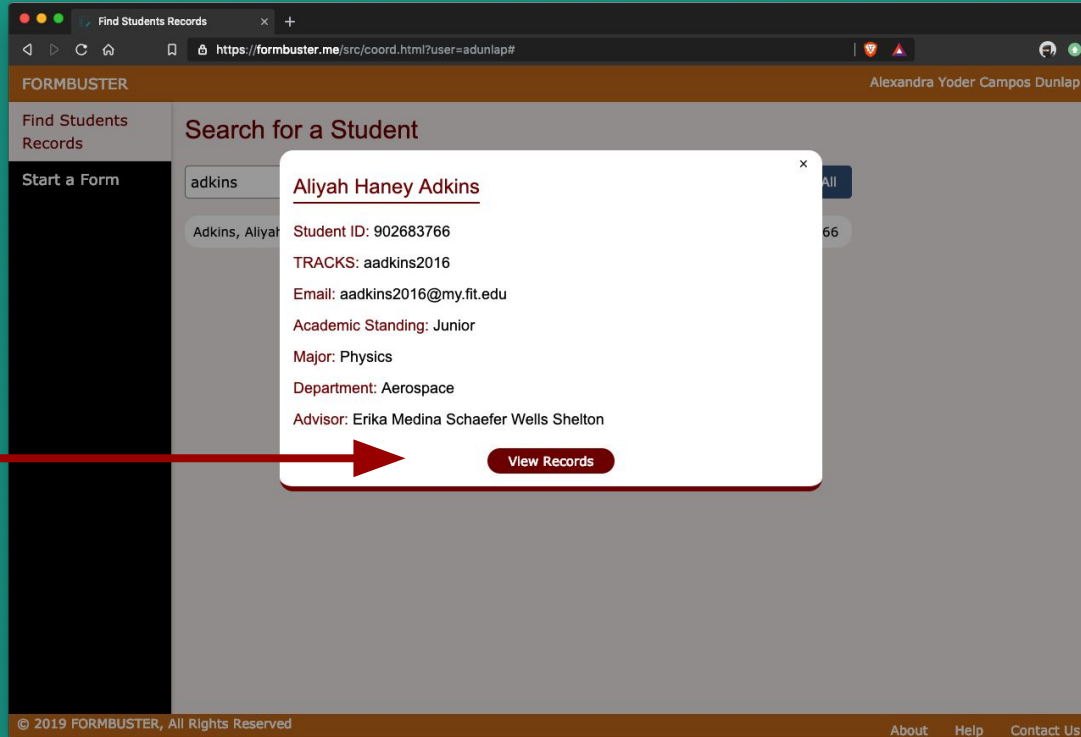
Three red callouts are present:

- Callout 1: A red circle containing the number "1" with an arrow pointing to the "Find Students Records" sidebar header.
- Callout 2: A red circle containing the number "2" with an arrow pointing to the search input field.
- Callout 3: A red circle containing the number "3" with an arrow pointing to the search result box.

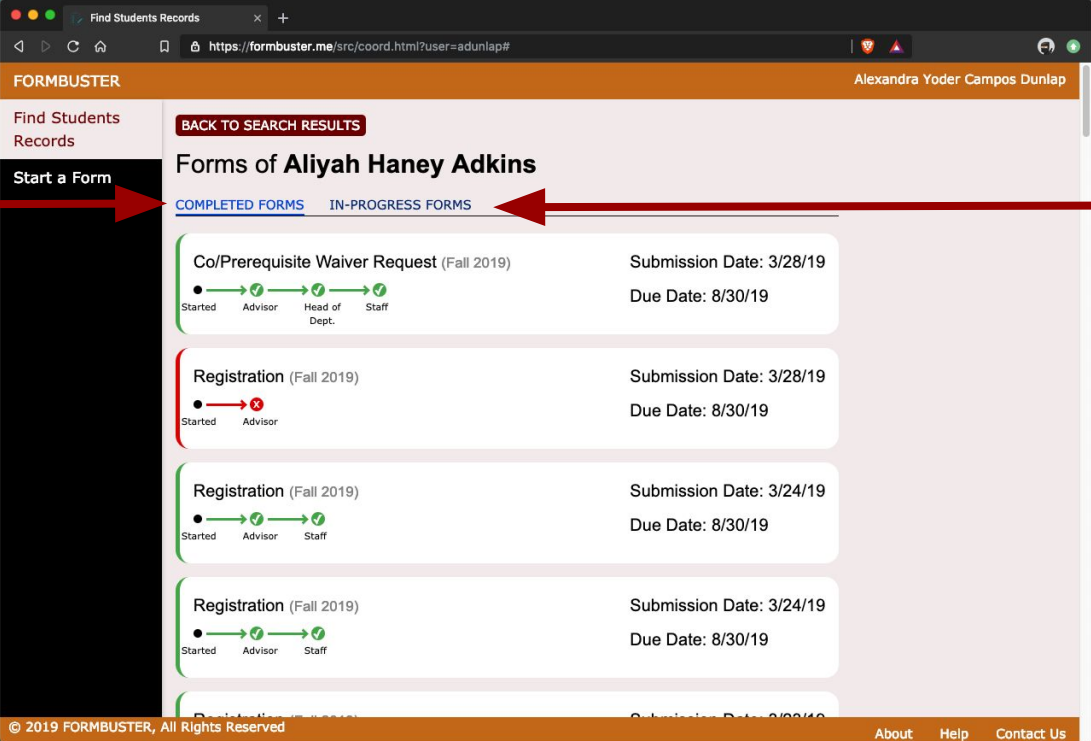
At the bottom of the page, there is a footer with the text "© 2019 FORMBUSTER, All Rights Reserved" on the left and "About Help Contact Us" on the right.

Illustration

4



Illustration





Form Buster

STUDENT

Start forms, save as a draft or submit forms



To start a form and submit it:

1. Click on **Start a Form**
2. Click **Start Form** on the form you want to fill out
3. Fill out the form*
4. Click on **Submit** to submit the form
5. Click on **Discard** to cancel the operation
6. Click on **Save** to save the form as a draft instead of submitting



Illustration



The screenshot shows a web browser window with the URL `https://formbuster.me/src/stu.html?user=aadkins2016#`. The page title is "FORMBUSTER" and the user name is "Allyah Haney Adkins".

Sidebar (Left): A dark sidebar with the following menu items: "In-Progress Forms", "Form Drafts", "Start a Form" (highlighted), and "My Completed Forms".

Main Content Area (Center): Titled "University Forms", it contains two form cards:

- Registration (Summer 2019, Fall 2019)**: Description: "Used for students to register for classes for an upcoming term." Includes a "Start Form" button.
- Co/Prerequisite Waiver Request (Summer 2019, Fall 2019)**: Description: "Used for students to enroll into a course for a current semester without the required Co/Prerequisite for that course." Includes a "Start Form" button.

Notifications Panel (Right): Titled "Notifications", it contains three notification cards:

- Erika Shelton** has **approved** your "Registration" form. You can view the progress of it in your "In-Progress Forms" page. 2 days ago.
- Kailee David** has **processed** your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page. 11 days ago.
- Mya Frost** has **approved** your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page.

Footer: © 2019 FORMBUSTER, All Rights Reserved. Links for About, Help, and Contact Us.



Illustration

The screenshot shows the 'Registration Form' interface in the FORMBUSTER application. The form is titled 'Registration Form' and has a 'Due Date: 8/30/19'. It includes a search bar for courses, a table of course options, and a 'Submit' button. The interface is annotated with four red callouts:

- 3**: Points to the search bar.
- 4**: Points to the 'Submit' button.
- 5**: Points to the 'Discard' button.
- 6**: Points to the 'Save' button.

The table of course options is as follows:

CRN	Prefix	Course No	Sec.	Course Title	Days	Time	CRS.	Audit	CEU
80215	CSE	1001	01	Fund of Software Dev 1	TR	8:00-9:15	4	<input type="checkbox"/>	<input type="checkbox"/> x
82852	COM	1010	02	Media Practicum	TBA	0-0	1	<input type="checkbox"/>	<input type="checkbox"/> x

Additional text in the form includes: 'Select a semester term, then search for courses using CRN, Title, or Prefix.' and 'Select the corresponding check boxes if any courses will be added as an Audit or Continuing Education Unit (CEU). Review table before submitting. Delete added courses using the 'X' button, if needed.'

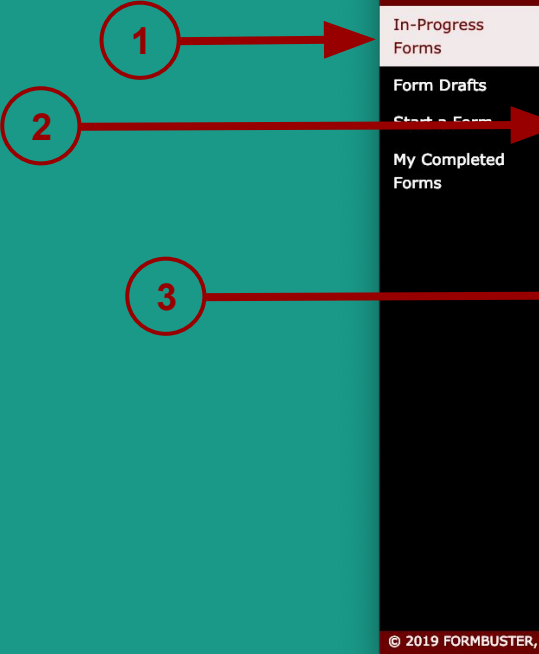
Track forms

Once a form has been started and submitted:

1. Click on **In-Progress Forms**
2. Forms are listed on the dashboard
3. Hover over the nodes of the **progress tracker** to get more details
4. Click on a form to have more **details** about the status of the form



Illustration



FORMBUSTER Allyah Haney Adkins

In-Progress Forms

Form Drafts

My Completed Forms

Form Title	Submission Date	Due Date
Registration (Summer 2019) Started [●] → [✓] → [○] → [○] → [○] Advisor Staff	3/17/19	5/17/19
Registration (Fall 2019) Started [●] → [✓] → [○] → [○] → [○] Advisor Staff	3/25/19	8/30/19
Registration (Fall 2019) Started [●] → [✓] → [○] → [○] → [○] Advisor Staff	3/26/19	8/30/19
Registration (Fall 2019) Started [●] → [○] → [○] → [○] → [○] → [○] Advisor Staff	3/28/19	8/30/19
Co/Prerequisite Waiver Request (Fall 2019) Started [●] → [✓] → [○] → [○] → [○] → [○] Advisor Head of Dept. Staff	3/29/19	8/30/19

Notifications

- Erika Shelton has **approved** your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. *2 days ago*
- Erika Shelton has **approved** your "Registration" form. You can view the progress of it in your "In-Progress Forms" page. *4 days ago*
- Kailee David has **processed** your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page. *13 days ago*
- Mya Frost has **approved** your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page.

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Illustration

4

The screenshot shows the FORMBUSTER web application interface. The browser address bar displays <https://formbuster.me/src/stu.html?user=aadkins2016#>. The user is identified as Aliyah Haney Adkins. The main content area is titled "In-Progress Forms" and features a modal window for a "Registration Form".

Registration Form Details:

- Student: Aliyah Adkins
- Submission Date: 3/17/19
- Due Date: 5/17/19

Courses Table:

CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
24929	CSE	4280	01	Computer Graphics Algorithms	TR	1230-1345	3	false

Approvals Table:

Name	Status	Date	Declined Reason
Erika Shelton	Approved	3/26/19	N/A
Baron P...	Waiting to be processed or not processed	N/A	N/A

The background shows a progress bar for the "Co/Prerequisite Waiver Request (Fall 2019)" form, with steps: Started (filled), Advisor (filled), Head of Dept. (empty), and Staff (empty). Below it, the "Registration (Fall 2019)" form progress bar shows: Started (empty), Advisor (empty), Head of Dept. (empty), and Staff (empty). A notifications panel on the right lists several approval messages, such as "Erika Shelton has approved your 'Co/Prerequisite Waiver Request' form." and "Mya Frost has approved your 'Co/Prerequisite Waiver Request' form."

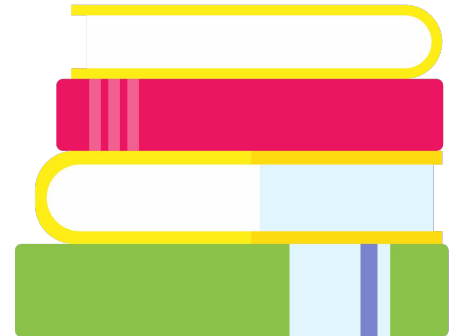
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Notifications

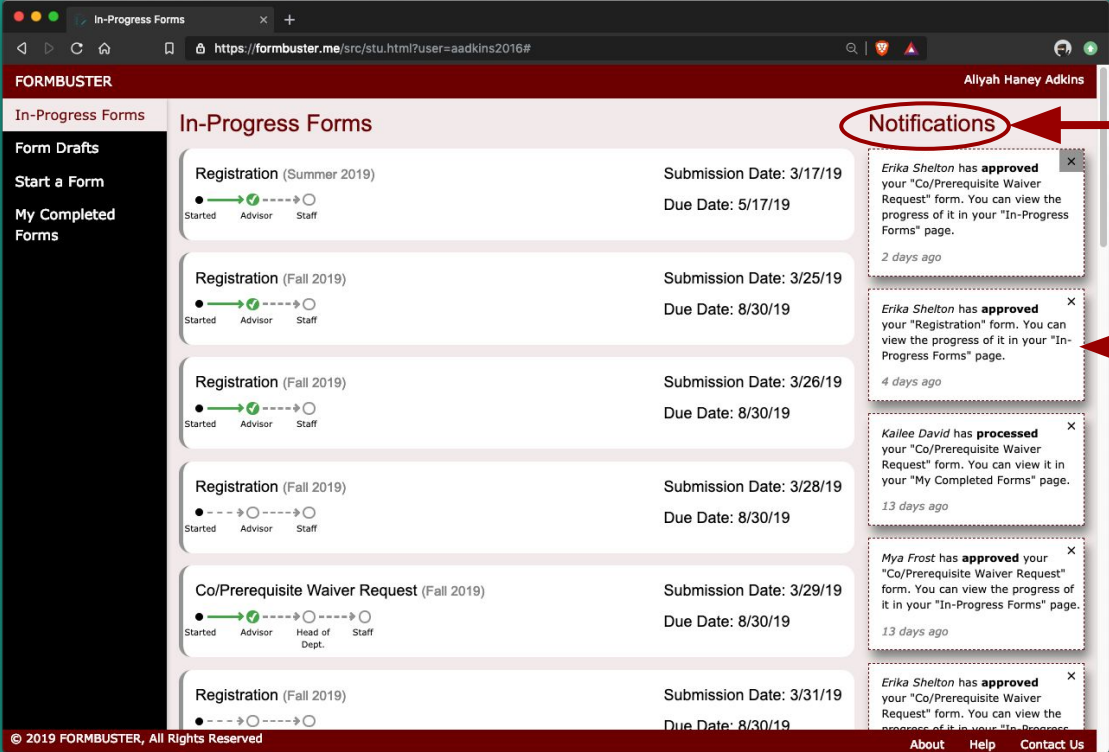


Students receive notifications when :

- A form is approved/declined
- A form is mark as Processed/Not Processed



Illustration



Notification section

Notification bubble

View completed forms

To view a previously submitted form where all decisions have been obtained:

1. Click on **My Completed Forms**
2. Completed forms are listed on the page
3. Hover over the nodes of the **progress tracker** to get more details
4. Click on a form to have more **details** about the completed form



Illustration

The screenshot shows the 'My Completed Forms' page in the FORMBUSTER application. The page is divided into three main sections: a left sidebar, a central list of forms, and a right sidebar for notifications. Three red circles with arrows point to specific elements: circle 1 points to the 'My Completed Forms' menu item in the sidebar; circle 2 points to the first form entry, 'Co/Prerequisite Waiver Request (Fall 2019)'; and circle 3 points to the progress indicator for the second form entry, 'Registration (Fall 2019)'. The progress indicator shows a sequence of steps: Started, Advisor, Head of Dept., and Staff. The first two steps are marked with green checkmarks, while the 'Advisor' step is marked with a red 'X', indicating a pending or failed step. The 'Head of Dept.' and 'Staff' steps are also marked with green checkmarks. The central list of forms includes the following entries:

Form Title	Submission Date	Due Date
Co/Prerequisite Waiver Request (Fall 2019)	3/28/19	8/30/19
Registration (Fall 2019)	3/28/19	8/30/19
Registration (Fall 2019)	3/24/19	8/30/19
Registration (Fall 2019)	3/24/19	8/30/19
Registration (Fall 2019)	3/23/19	8/30/19

The right sidebar contains a 'Notifications' section with four notification cards, each with a close button (X) in the top right corner. The notifications are:

- Erika Shelton has **approved** your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 2 days ago
- Erika Shelton has **approved** your "Registration" form. You can view the progress of it in your "In-Progress Forms" page. 4 days ago
- Kailee David has **processed** your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page. 13 days ago
- Mya Frost has **approved** your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page.

The footer of the page includes the copyright notice '© 2019 FORMBUSTER, All Rights Reserved' and navigation links for 'About', 'Help', and 'Contact Us'.

Illustration

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My Completed Forms

FORMBUSTER

Aliyah Haney Adkins

Co/Prerequisite Waiver Request Form Submission Date: 3/28/19

Student: Aliyah Adkins Due Date: 8/30/19

Course Requested for Registration

CEU	CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
false	17456	CSE	1002	01	Fund of Software Dev 2	TR	930-1045	4	false

Missing Corequisite(s) or Prerequisite(s)

Prefix	Course No.	Course Title
CSE	1001	Fund of Software Dev 1

Justification for the Waiver

Justification: Tested out of 1001

Approvals

Name	Status	Date	Declined Reason
Erika Shelton	Approved	3/28/19	N/A
Mya Frost	Approved	3/28/19	N/A
Kailee David	Processed	3/28/19	N/A

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Form Buster

FACULTY

Approve/Decline forms



To provide a decision on a form:

1. Click on **Pending Forms**

Forms awaiting decision are listed on the dashboard

2. Click on a form to get more details and to either approve or decline the request
3. Click on **I Approve** to approve the request
4. Click on **I Decline** to decline approval of the request
5. Provide a reason why you decide to decline a form in the text box
6. Click on **Confirm** to confirm your decision



Illustration



The screenshot shows a web browser window with the URL <https://formbuster.me/src/faculty.html?user=eshelton#>. The page title is "FORMBUSTER" and the user name "Erika Medina Schaefer Wells Shelton" is displayed in the top right. The main content area is titled "Pending Forms" and contains a list of five form entries. Each entry includes the form title, the student name "Aliyah Adkins", the submission date, and the due date. The sidebar on the left contains navigation options: "Pending Forms", "Find Students Records", and "My Completed Forms".

Form Title	Student Name	Submission Date	Due Date
Co/Prerequisite Waiver Request (Summer 2019)	Aliyah Adkins	4/5/19	5/17/19
Registration (Summer 2019)	Aliyah Adkins	4/5/19	5/17/19
Co/Prerequisite Waiver Request (Summer 2019)	Aliyah Adkins	4/8/19	5/17/19
Registration (Fall 2019)	Aliyah Adkins	3/28/19	8/30/19
Registration (Fall 2019)	Aliyah Adkins	3/31/19	8/30/19

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Illustration

3

Registration Form Submission Date: 4/5/19

Student: Aliyah Adkins Due Date: 5/17/19

Courses

CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
59936	PHY	2003	01	Modern Physics	MW	1000-1215	3	false

Approvals

Name	Status	Date	Declined Reason
Erika Shelton (YOU)	N/A	N/A	N/A
Kevin Meyer	N/A	N/A	N/A

Form Approval

If you approve this form, click on "I Approve" button; if you decline, click on "I Decline" button.
If you decline, please write a sentence or two of at least 5 words, so that the Student knows the reason why you declined the approval of this form.

Approve this student's form

By clicking on the button below, you agree that you will proceed in your decision, and that you have full awareness that you may not be able to cancel this form after the form has been sent.

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Illustration

Registration Form Submission Date: 4/5/19
Student: Aliyah Adkins Due Date: 5/17/19

Courses

CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
59936	PHY	2003	01	Modern Physics	MW	1000-1215	3	false

Approvals

Name	Status	Date	Declined Reason
Erika Shelton (YOLD)	N/A	N/A	N/A
Kevin Meyer	N/A	N/A	N/A

Form Approval

If you approve this form, click on "I Approve" button; if you decline, click on "I Decline" button.
If you decline, please write a sentence or two of at least 5 words, so that the Student knows the reason why you declined the approval of this form.

You do not meet the pre-requisites for this course.

Maximum of 300 words.
You have 291 words remaining.

By clicking on the button below you agree that you wish to proceed in your decision, and that you have full awareness that you may not be able to cancel this form after the form has been sent.

5

6

Student lookup

To look up a student:

1. Click on **Find Students Records**
2. Enter the student's name you would like to look up in the **search bar**
3. Click on the student's name
4. Click on **View Records** to see the student's form records
5. By default, **Completed Forms** are shown.
6. Click on **In-Progress Forms** to see the in-progress forms



Illustration



The screenshot shows a web browser window with the URL <https://formbuster.me/src/faculty.html?user=eshelton#>. The page title is "FORMBUSTER" and the user name "Erika Medina Schaefer Wells Shelton" is displayed in the top right. The interface features a sidebar on the left with the following menu items: "Pending Forms", "Find Students Records", and "My Completed Forms". The main content area is titled "Search for a Student" and contains a search input field with the text "adkins", a "Search" button, and an "All" button. Below the search input, a table displays the search results:

Adkins, Aliyah	Physics	902683766
----------------	---------	-----------

At the bottom of the page, there is a footer with the text "© 2019 FORMBUSTER, All Rights Reserved" and links for "About", "Help", and "Contact Us".

Illustration

4

The screenshot shows a web browser window with the URL <https://formbuster.me/src/faculty.html?user=eshelton#>. The page title is "FORMBUSTER" and the user is identified as "Erika Medina Schaefer Wells Shelton". The main content area is titled "Search for a Student". A search input field contains "adkins", and a dropdown menu shows "Adkins, Aliyah". A modal window displays the following information for Aliyah Haney Adkins:

- Student ID: 902683766
- TRACKS: aadkins2016
- Email: aadkins2016@my.fit.edu
- Academic Standing: Junior
- Major: Physics
- Department: Aerospace
- Advisor: Erika Medina Schaefer Wells Shelton

A red arrow points from the number "4" to the "View Records" button in the modal window.

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Illustration

The screenshot shows a web browser window with the URL `https://formbuster.me/src/faculty.html?user=eshelton#`. The page title is "FORMBUSTER" and the user is identified as "Erika Medina Schaefer Wells Shelton". The main content area is titled "Forms of Aliyah Haney Adkins" and includes a "BACK TO SEARCH RESULTS" button. Below this, there are two tabs: "COMPLETED FORMS" (selected) and "IN-PROGRESS FORMS". The "COMPLETED FORMS" tab displays a list of five form entries, each with a progress indicator and submission details:

Form Title	Submission Date	Due Date
Co/Prerequisite Waiver Request (Fall 2019)	3/28/19	8/30/19
Registration (Fall 2019)	3/28/19	8/30/19
Registration (Fall 2019)	3/24/19	8/30/19
Registration (Fall 2019)	3/24/19	8/30/19
Registration (Fall 2019)	3/23/19	

Each entry includes a progress indicator with steps: "Started", "Advisor", "Head of Dept.", and "Staff". The first entry shows all steps completed with green checkmarks. The second entry shows "Started" completed and "Advisor" failed with a red X. The other three entries show all steps completed with green checkmarks.

Annotations: A red circle with the number "5" is on the left, with an arrow pointing to the "my Completed Forms" link in the sidebar. A red circle with the number "6" is on the right, with an arrow pointing to the "COMPLETED FORMS" tab.

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View signed forms

To view a form for which you have given a decision:

1. Click on **My Completed Forms**
2. Completed forms are listed on the page
3. Click on a form to have more **details** about the completed form



Illustration

The screenshot shows a web browser window with the URL <https://formbuster.me/src/faculty.html?user=eshelton#>. The page title is "FORMBUSTER" and the user name "Erika Medina Schaefer Wells Shelton" is displayed in the top right. The left sidebar contains a menu with the following items: "Pending Forms", "Find Students Records", and "My Completed Forms". A red circle with the number "1" and an arrow points to the "My Completed Forms" menu item. The main content area is titled "Signed Forms" and displays a list of five form entries. A red circle with the number "2" and an arrow points to the first entry in the list. The footer contains the text "© 2019 FORMBUSTER, All Rights Reserved" and navigation links for "About", "Help", and "Contact Us".

Form Title	Submission Date	Due Date
Registration (Fall 2019) <i>Aliyah Adkins</i>	4/6/19	8/30/19
Co/Prerequisite Waiver Request (Fall 2019) <i>Aliyah Adkins</i>	3/29/19	8/30/19
Co/Prerequisite Waiver Request (Fall 2019) <i>Aliyah Adkins</i>	3/28/19	8/30/19
Registration (Fall 2019) <i>Aliyah Adkins</i>	3/28/19	8/30/19
Registration (Fall 2019) <i>Aliyah Adkins</i>	3/26/19	8/30/19

Illustration

3

The screenshot shows a web browser window with the URL <https://formbuster.me/src/faculty.html?user=eshelton#>. The page title is "FORMBUSTER" and the user is identified as "Erika Medina Schaefer Wells Shelton". The left sidebar contains navigation options: "Pending Forms", "Find Students Records", and "My Completed Forms". The main content area displays "Signed Forms" with a modal window open for a "Registration Form".

Registration Form (Submission Date: 4/6/19)
Student: Aliyah Adkins (Due Date: 8/30/19)

Courses

CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
80206	PHY	2002	01H	Physics 2	MTRF	1000-1050	4	false

Approvals

Name	Status	Date	Declined Reason
Erika Shelton (YOU)	Approved	4/6/19	N/A
Damian Pope	N/A	N/A	N/A

Below the modal, other registration records are visible:

- Registration (Fall 2019) - Submission Date: 3/28/19, Due Date: 8/30/19
- Registration (Fall 2019) - Submission Date: 3/26/19, Due Date: 8/30/19

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Form Buster

STAFF

Mark forms as Processed/Not Processed



To mark a form as Processed or Not Processed:

1. Click on **Pending Forms**

Forms awaiting decision are listed on the dashboard

2. Click on a form to get more details and to either mark it as Processed or not
3. Click on **I Have Processed** to mark the form as Processed
4. Click on **I Cannot Process** to mark the form as Not Processed
5. Provide a reason why you cannot process a form in the text box
6. Click on **Confirm** to confirm your decision

Please refer to pages 28 - 30 for illustration.*



Student lookup



To look up a student:

1. Click on **Find Students Records**
2. Enter the student's name you would like to look up in the **search bar**
3. Click on the student's name
4. Click on **View Records** to see the student's form records
5. By default, **Completed Forms** are shown.
6. Click on **In-Progress Forms** to see the in-progress forms

Please refer to pages 32 - 34 for illustration.



View handled forms



To view a form for which you have previously handled:

1. Click on **My Completed Forms**
2. Completed forms are listed on the page
3. Click on a form to have more **details** about the completed form

Please refer to pages 36 and 37 for illustration.



THANK YOU FOR USING



Form
Buster