
VIPASSANA MANAGEMENT SYSTEM - VIA

User Guide

Supervisors:

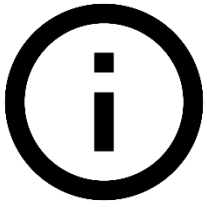
Mona Wendel Andersen

Michael Viuff

19 / 12 / 2017

Group 3

Student Name	Student No
Angel Petrov	266489
Rytis Kunigiskis	266109
Rodrigo Pereira	269084
Diyar Hussein	266352



Preface:

The following user guide gives a step by step explanation to correctly utilize all features of the system.



WARNING:

Before you start using this software, please, read the following information carefully:

Runtime requirements:

This program makes use of the Java Runtime Environment by software developer Oracle which is necessary in order for the program to operate correctly. You can find this software at oracle.com/downloads.

Program functionality:

This program makes use of an additional data storage system which reads and writes additional files for the program to function properly.



Trademark information:

The Java Runtime Environment and Java are trademarks of Sun Microsystems, Inc. in the U.S. and certain other countries.



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1. Overview of the program:

The screenshot displays the 'VIA Management System' window with the 'Lecturer & Member information' tab selected. The interface is divided into two main columns: 'Lecturers' and 'Members'.

Lecturers Section:

- Search fields: Name (text box), Category (text box), Find (button), View lecturer list (button).
- Lecturer list: A large empty rectangular box for displaying the list of lecturers.
- Lecturer data: Name (text box), Email (text box), Category (text box), Free advertisement (radio buttons for Yes and No), Remove lecturer (button), Add lecturer (button), Update information (button).

Members Section:

- Search fields: Name (text box), Email (text box), Find (button), View all members (button).
- Member list: A large empty rectangular box for displaying the list of members.
- Member data: Name (text box), Email (text box), Phone Number (text box), Payment Year (text box), Date of membership (Day, Month, Year dropdowns), Remove member (button), Add member (button), Update information (button).

Description:

This is the start screen for the program. The main tab of the program is entitled “**Lecturer & Member information**” and contains four sections: “**Member data**”, “**Members**”, “**Lecturer data**”, and “**Lecturers**”.

2. Lecturer & Member information:

VIA Management System

Lecturer & Member information | Event information

Lecturers

Name:

Category:

Lecturer list

Members

Name:

Email:

Member list

Lecturer data

Name:

Email:

Category:

Free advertisement
☐ Yes ☐ No

Member data

Name: Email:

Phone Number:

Payment Year:

Date of membership
Day: Month: Year:

4

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3. Member data:

Within the member section, you are able to add new members, modify existing information and remove a member.

Member data

Name: Email:

Phone Number:

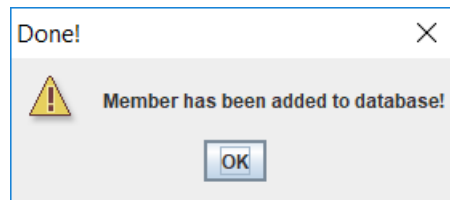
Payment Year:

Date of membership
Day: Month: Year:

To add a member:

- Fill the name field with the member's information;
- Fill the email field with the member's information;
- Fill the phone number field with the information provided by the customer;
- Write the payment year in the payment year field;
- Select the date of membership for the member which includes day, month and year;
- Press the "Add member" button to store the member's information.

Upon successful input of information, you will be presented with the following message:



Information about the member has now been stored and you may close this window.

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4. Members:

To find, remove or update an existing member, you will need to have added that member first before being able to modify member information. You are able to find a member by either name or email.

Members

Name:

Email:

Find

View all members

Member list

To find a member:

- Enter relevant search information about the member in the name field (Optional if step b has been done);
- Enter email address of member in the email field (Optional if step a has been done);
- Click on the “Find” button;

Upon successful search, you will be presented with the desired member in the member list:

The screenshot shows a web interface titled "Members". It has two input fields: "Name:" with the value "Angel Petrov" and "Email:" with the value "angel@aa.com". To the right of the "Name" field is a "Find" button, and to the right of the "Email" field is a "View all members" button. Below these fields is a section titled "Member list" which contains a single entry: "Name: Angel Petrov, Phone Number: 71902066, Email: angel@aa.com, Payment". At the bottom of the list is a horizontal scrollbar.

Viewing all members:

- Click on the “View all members” button;
- The program will show all available members that have been added to the program, prior to viewing all members:

The screenshot shows the same "Members" web interface. The "Name" and "Email" fields are empty. The "Find" button is still present. The "View all members" button is now active. The "Member list" section displays four entries: "Name: Angel Petrov, Phone Number: 71902066, Email: angel@aa.com, Payment", "Name: Rytis Kunigiskis, Phone Number: 71902432, Email: rytisK@bb.com, Paym", "Name: Rodrigo Pereira, Phone Number: 71905569, Email: rodri@cc.com, Payme", and "Name: Diyar Hussein, Phone Number: 71905811, Email: diyar@dd.com, Paymen". A horizontal scrollbar is at the bottom of the list.

Removing a member from the member list:

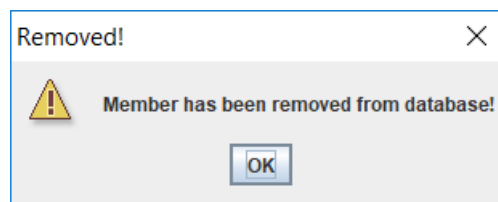
- Select a member that you wish to remove from the member list;
- In the “Members data” section, click on the “Remove member” button:

The screenshot displays a web application interface for managing members. It is divided into two main sections: "Members" and "Member data".

Members Section: This section is outlined in purple. It contains search fields for "Name:" and "Email:", each followed by a "Find" button. Below these is a "View all members" button. A "Member list" section displays a scrollable list of member information. The third entry, "Name: Diyar Hussein, Phone Number: 71905811, Email: diyar@dd.com, Paymen", is highlighted with a blue selection bar. A purple circle labeled "a" points to this highlighted entry.

Member data Section: This section is outlined in orange. It displays the details for the selected member, "Diyar Hussein", with fields for "Name:", "Email:", "Phone Number:", "Payment Year:", and "Date of membership" (with sub-fields for Day, Month, and Year). To the right of these fields are three buttons: "Remove member", "Add member", and "Update information". An orange circle labeled "b" points to the "Remove member" button.

Upon successful deletion of a member, you will be presented with the following message:



Information about the member has now been updated and you may close this window.

Updating information about member:

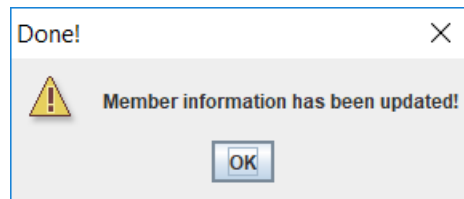
- Select a member that you wish to update information about from the member list and edit any desired information about the member;
- Click on the “Update information” button to save updated information.

The screenshot displays two main sections of a web application. The top section, titled 'Members', contains search fields for 'Name' and 'Email', and buttons for 'Find' and 'View all members'. Below this is a 'Member list' table with three rows of member data. The third row, for 'Diyar Hussein', is highlighted with a blue selection bar. A purple circle labeled 'a' points to this row. The bottom section, titled 'Member data', shows the details for the selected member: Name (Diyar Hussein), Email (diyar@dd.com), Phone Number (71905811), and Payment Year (2017). It also includes a 'Date of membership' section with day, month, and year dropdowns. On the right side of this section are three buttons: 'Remove member', 'Add member', and 'Update information'. An orange circle labeled 'b' points to the 'Update information' button.

Members	
Name: <input type="text"/>	<input type="button" value="Find"/>
Email: <input type="text"/>	<input type="button" value="View all members"/>
Member list	
Name: Angel Petrov, Phone Number: 71902066, Email: angel@aa.com, Payment	
Name: Rytis Kunigiskis, Phone Number: 71902432, Email: rytisK@bb.com, Paym	
Name: Rodriqo Pereira, Phone Number: 71905569, Email: rodri@cc.com, Paymei	
Name: Diyar Hussein, Phone Number: 71905811, Email: diyar@dd.com, Paymen	

Member data		
Name: <input type="text" value="Diyar Hussein"/>	Email: <input type="text" value="diyar@dd.com"/>	<input type="button" value="Remove member"/>
Phone Number: <input type="text" value="71905811"/>		<input type="button" value="Add member"/>
Payment Year: <input type="text" value="2017"/>		<input type="button" value="Update information"/>
Date of membership		
Day: <input type="text" value="22"/>	Month: <input type="text" value="8"/>	Year: <input type="text" value="2017"/>

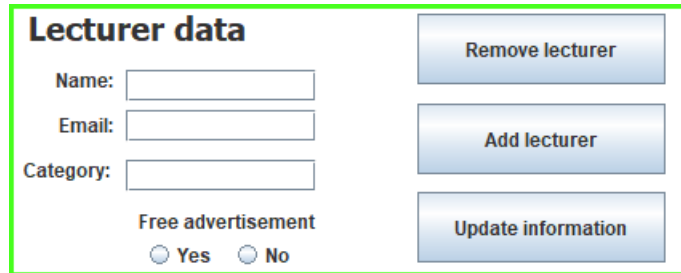
Upon successful update of a member information, you will be presented with the following message:



Information about the member has now been updated and you may close this window.

5. Lecturer data:

Within the lecturers section, you are able to add new lecturers, modify existing information and remove a lecturer.

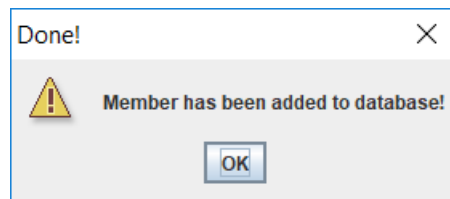


The form is titled "Lecturer data" and is enclosed in a green border. It contains three input fields: "Name:", "Email:", and "Category:". Below these fields is a section for "Free advertisement" with two radio buttons labeled "Yes" and "No". To the right of the form are three buttons: "Remove lecturer", "Add lecturer", and "Update information".

To add a lecturer:

- Fill the name field with the lecturer's information;
- Fill the email field with the lecturer's information;
- Write the category that the lecturer will be in;
- Write the payment year in the payment year field;
- Select the date of membership for the member which includes day, month and year;
- Press the "Add member" button to store the member's information.

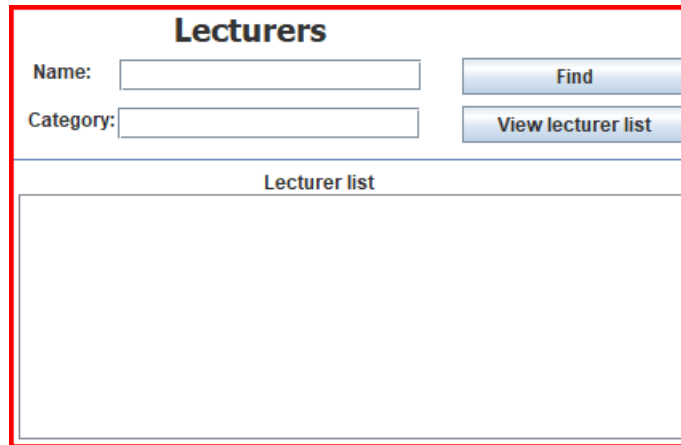
Upon successful input of information, you will be presented with the following message:



Information about the member has now been stored and you may close this window.

6. Lecturers:

To find, remove or update an existing lecturer, you will need to have added that lecturer first before being able to modify lecturer information. You are able to find a lecturer by either name or category.

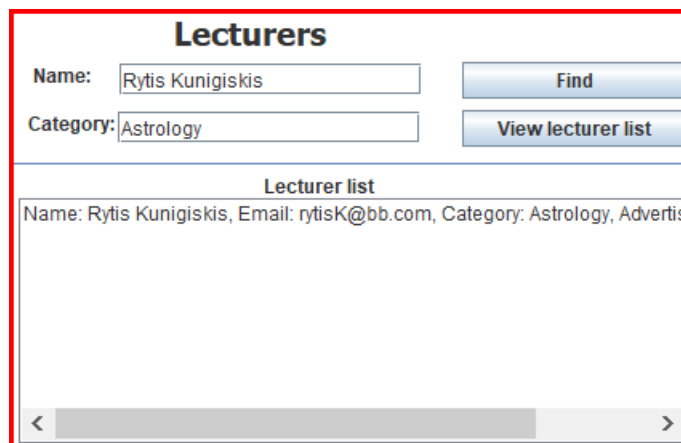


The screenshot shows a web form titled "Lecturers". It has two input fields: "Name:" and "Category:". To the right of the "Name:" field is a "Find" button. To the right of the "Category:" field is a "View lecturer list" button. Below these fields is a section titled "Lecturer list" which contains an empty rectangular box for displaying results.

To find a lecturer:

- Enter relevant search information about the lecturer in the name field (Optional if step b has been done);
- Enter email address of member in the email field (Optional if step a has been done);
- Click on the "Find" button;

Upon successful search, you will be presented with the desired lecturer in the lecturer list:



The screenshot shows the same "Lecturers" form, but now with search results. The "Name:" field contains "Rytis Kunigiskis" and the "Category:" field contains "Astrology". The "Find" and "View lecturer list" buttons are still present. The "Lecturer list" section now displays the following text: "Name: Rytis Kunigiskis, Email: rytisk@bb.com, Category: Astrology, Advertis". Below the text is a horizontal scrollbar with left and right arrow buttons.

Viewing all lecturers:

- Click on the “View lecturer list” button;
- The program will show all available lecturers that have been added to the program, prior to viewing all lectures:

Lecturers

Name:

Category:

Lecturer list

Name: Angel Petrov, Email: angel@aa.com, Category: Astrology, Advertisem
Name: Rytis Kunigiskis, Email: rytisK@bb.com, Category: Reincarnation, Ad
Name: Rodrigo Pereira, Email: rodi@cc.com, Category: Karma, Advertiseme
Name: Diyar Hussein, Email: diyar@dd.com, Category: AltHealth care, Adver

< >

Removing a lecturer from the member list:

- a. Select a lecturer that you wish to remove from the lecture list;
- b. In the “Lecturer data” section, click on the “Remove lecturer” button:

The image shows a web interface with two main sections. The top section, titled 'Lecturers', has a red border and contains search fields for 'Name' and 'Category', along with 'Find' and 'View lecturer list' buttons. Below these is a 'Lecturer list' table with four rows of data. The second row, containing 'Rodrigo Pereira', is highlighted with a blue background and a red dotted border, with a red circle labeled 'a' pointing to it. The bottom section, titled 'Lecturer data', has a green border and contains input fields for 'Name', 'Email', and 'Category', a 'Free advertisement' section with 'Yes' and 'No' radio buttons, and three buttons: 'Remove lecturer', 'Add lecturer', and 'Update information'. A green circle labeled 'b' points to the 'Remove lecturer' button.

Lecturers

Name: Find

Category: View lecturer list

Lecturer list

Name: Angel Petrov, Email: angel@aa.com, Category: Astrology, Advertisement: Yes
Name: Rytis Kuniqiskis, Email: rytisk@bb.com, Category: Reincarnation, Advertisement: No
Name: Rodrigo Pereira, Email: rodi@cc.com, Category: Karma, Advertisement: Yes
Name: Diyar Hussein, Email: diyar@dd.com, Category: AltHealth care, Advertisement: No

< >

Lecturer data

Name:

Email:

Category:

Free advertisement
☒ Yes ☐ No

Remove lecturer

Add lecturer

Update information

Updating information about lecturer:

- Select a lecturer that you wish to update information about from the lecturer list and edit any desired information about the lecturer;
- Click on the “Update information” button to save updated information.

Lecturers

Name: Find

Category: View lecturer list

Lecturer list

Name: Angel Petrov, Email: angel@aa.com, Category: Astrology, Advertisem
Name: Rytis Kuniqiskis, Email: rytisk@bb.com, Category: Reincarnation, Ad
Name: Rodrigo Pereira, Email: rodi@cc.com, Category: Karma, Advertisem
Name: Diyar Hussein, Email: diyar@dd.com, Category: AltHealth care, Adver

Lecturer data

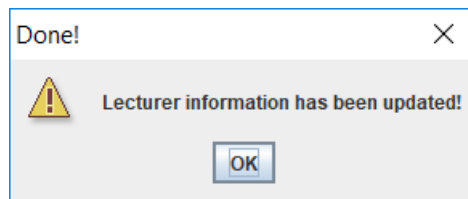
Name: Remove lecturer

Email: Add lecturer

Category: Update information

Free advertisement
☒ Yes ☐ No

Upon successful update of a member information, you will be presented with the following message:



Information about the lecturer has now been updated and you may close this window.

7. Event Information:

The screenshot shows the 'Event information' tab in the VIA Management System. The interface is divided into three main sections:

- Events:** Contains search filters for Title and Type, buttons for 'Find' and 'View all events', and buttons to 'View finalized events' and 'View unfinalized events'. A 'Remove selected event' button is at the bottom.
- Create and update events:** Includes fields for Title, Category, Type, Total Seats, and Price. It also has date pickers for Start date and End date (Day, Month, Year), a Status selector (Finalized/Unfinalized), and buttons for 'Add event' and 'Update information'. A large text area for Description is also present.
- Add lecturers and participants:** Features search fields for Lecturer's name and Member's name, buttons for 'Search', and lists for 'Lecturer list' and 'Member list'. Buttons for 'Add selected lecturer to the event' and 'Book this event for the selected member' are included. A 'Feedback' section with a scrollable list and 'Lecturers for event' and 'Participating members' lists are also shown.

Description:

The illustration above is an overview of the event tab which contains three sections: “**Create and update events**”, “**Events**” and “**Add lecturers and participants**”.

8. Sections of Event information:

The screenshot displays the 'VIA Management System' interface, specifically the 'Event information' tab. The interface is divided into several functional sections:

- Events (Callout 2):** Located in the top-left, this section includes input fields for 'Title' and 'Type', a 'Find' button, and buttons for 'View all events', 'View finalized events', 'View unfinalized eve...', and 'Remove selected event'.
- Create and update events (Callout 1):** Positioned in the bottom-left, this section contains form fields for 'Title', 'Category', 'Type', 'Total Seats', and 'Price'. It also features date pickers for 'Start date' and 'End date' (with Day, Month, and Year components), a 'Description' text area, radio buttons for 'Status' (Finalized/Unfinalized), and 'Add event' and 'Update information' buttons.
- Add lecturers and participants (Callout 3):** Situated in the top-right, this section is split into two columns. The left column, titled 'Lecturer's name', includes a search box, a 'Search' button, a 'Lecturer list' display area, and an 'Add selected lecturer to the event' button. The right column, titled 'Member's name', includes a search box, a 'Search' button, a 'Member list' display area, and a 'Book this event for the selected member' button.

Additional elements include a 'Feedback' text area and a 'Remove selected lecturer' button located within the 'Add lecturers and participants' section.

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9. Create and update events:

In the create and update events section, you are able add information for an event, its starting and ending time, a description for the event and leave feedback.

Creating an event:

Create and update events

Feedback:

Title: Start date Day: Month: Year:

Category: End date Day: Month: Year:

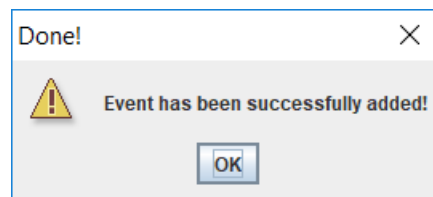
Type: Description:

Total Seats: Price:

Status: ☐ Finalized ☐ Unfinalized

- Fill the title field with the title of the event;
- Write in which category the event is within the category field;
- Specify the type of event in the type field;
- Fill the total seats for the event in the total seats field;
- Specify the price for the event in the price field;
- Choose one of the available buttons - "Finalized" or "Unfocalized" depending on event status;
- Select the start day, month and fill in the year field with the event start date;
- Select the end day, month and fill in the year field with the event end date;
- Optionally, give a description for the given event in the "Description" field;
- Optionally, leave feedback for the given event in the "Feedback" field;
- Press the "Add event" button to save event information;

Upon successful input of information, you will be presented with the following message:

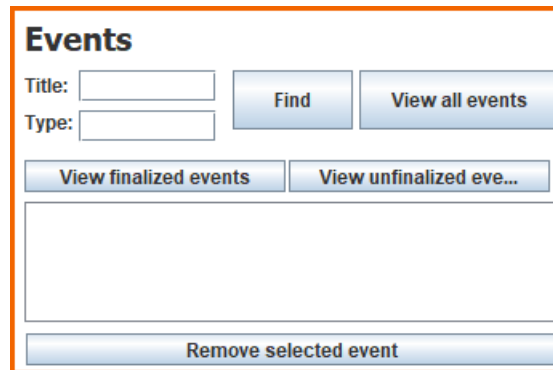


Information about the lecturer has now been updated and you may close this window.

10. Events:

In the events section, you are able to find events by either title, type or both.

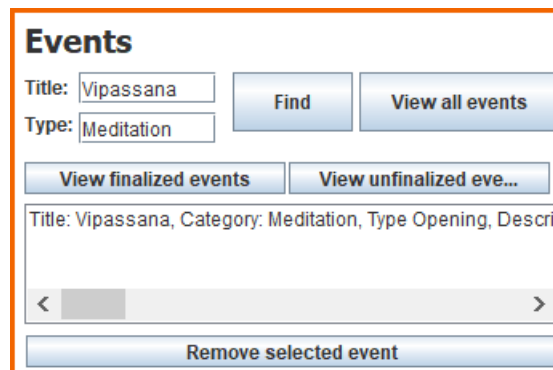
Finding an event:



The screenshot shows a web interface titled "Events". It features two input fields: "Title:" and "Type:". To the right of the "Title:" field is a "Find" button, and to the right of the "Type:" field is a "View all events" button. Below these fields are two more buttons: "View finalized events" and "View unfinalized eve...". A large empty rectangular box is positioned below the buttons. At the bottom of the interface is a button labeled "Remove selected event".

- Enter the title of the event that you would like to find in the title field (Optional if step b has been done);
- Enter the type of the event that you would like to find in the type field (Optional if step a has been done);
- Click on the "Find" button to find events based on the search preferences that you provided.

Upon successful search, you will be presented with the desired lecturer in the lecturer list:



This screenshot shows the same "Events" interface as the previous one, but with search results. The "Title:" field now contains the text "Vipassana" and the "Type:" field contains "Meditation". The "Find" button is still present. Below the buttons, the search results are displayed in a box that reads: "Title: Vipassana, Category: Meditation, Type Opening, Descri". Below this text is a horizontal scrollbar with left and right arrow buttons. At the bottom of the interface is a button labeled "Remove selected event".

- d. To get a list of all events that have been added, click on the button “View all events”;
- e. To get a list of events that have been finalized, click on the button “View finalized events”;
- f. To get a list of events that have not been finalized yet, click on the button “View unfinalized events”.

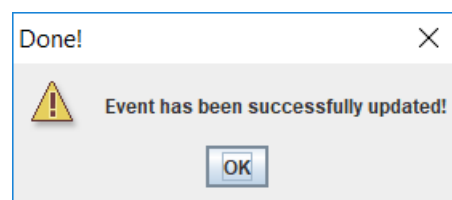
Editing event information:

- a. Select an event that you wish to update information about from the events section;
- b. Click on the “Update information” button to save updated information.

The screenshot displays the 'Events' management interface. At the top, the 'Events' section includes search filters for Title (Vipassana) and Type (Meditation), with buttons for 'Find', 'View all events', 'View finalized events', and 'View unfinalized events'. Below this is a table header for the event list: 'Title: Vipassana, Category: Meditation, Type: Opening, Description:'. An orange circle labeled 'a' points to this header. The 'Create and update events' form below contains fields for Title (Vipassana), Category (Meditation), Type (Opening), Total Seats (256), Price (50), and Status (Unfinalized). It also includes date pickers for Start date (Day: 26, Month: 2, Year: 2018) and End date (Day: 27, Month: 2, Year: 2018). A description box contains the text: 'Welcome to Vipassana Insight Awareness! Here, you are able to register and follow the latest news in regards to the grand opening of the Vipassana meditation center! As a token of our appreciation, we invite you to...'. At the bottom of the form are buttons for 'Add event' and 'Update information'. A blue circle labeled 'b' points to the 'Update information' button. To the right, a 'Feedback' section shows a message: 'Waiting for the event with high expectations! - Angel Petrov - 17/12/2017;'. A table with one row is visible below the feedback section.

Feedback
Waiting for the event with high expectations! - Angel Petrov - 17/12/2017;

Upon successful input of information, you will be presented with the following message:



Information about the lecturer has now been updated and you may close this window.

3

11. Add lecturers and participants:

The lecturers and participants section provides the possibility to add lectures and participants for a selected event that have already been added under the “Lecturer & Member information” in the sections “Lecturer data” and “Member data”.

Add lecturers and participants

Lecturer's name:

Lecturer list

Member's name:

Member list

Searching for lecturers:

- Fill in the lecturer's name in the designated field;
- Press the “Search” button to search with the given criteria;

Searching for members:

- Fill in the member's name in the designated field;
- Press the “Search” button to search with the given criteria;

Assigning a lecturer to an event:

- From the lecturer list, select a desired lecturer;
- Click on the “Add selected lecturer to the event” button;



Note: Lecturer will now be added in the “Lecturers for event” list;

- c. Click on the “Update information” button in the “Create and update events” section;

Add lecturers and participants

Lecturer's name: Search

Member's name: Search

Lecturer list
Name: Angel Petrov, Email: angel@aa.com, Category: Astrology
< >

Member list
Name: Rytis Kunigiskis, Phone Number: 71902432, Email: rytis.kunigiskis@gmail.com
< >

Add selected lecturer to the event **Book this event for the selected member**

Feedback: Waiting for the event with high expectations! - Angel Petrov - 17/12/2017; < >

Create and update events

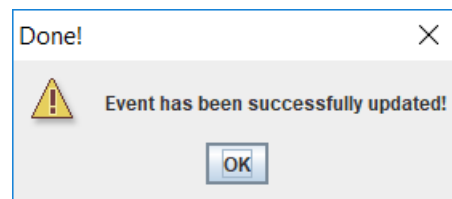
Title: Vipassana Start date Day: 26 Month: 2 Year: 2018
Category: Meditation End date Day: 27 Month: 2 Year: 2018
Type: Opening
Total Seats: 256 Price: 50
Status: ☐ Finalized ☒ Unfinalized
Add event **Update information**

Description:
Welcome to Vipassana Insight Awareness!
Here, you are able to register and follow the latest news in regards to the grand opening of the Vipassana meditation center! As a token of our appreciation, we invite you to...
< >

Lecturers for event
Name: Angel Petrov, Email: angel@aa.com, Category: Astrology
< >

Participating members: **Remove selected lecturer**
Name: Rytis Kunigiskis, Phone Number: 71902432, Email: rytis.kunigiskis@gmail.com
< > **Remove selected member**

Upon successful input of information, you will be presented with the following message:



Information about the lecturer has now been updated and you may close this window.

Assigning a member to an event:

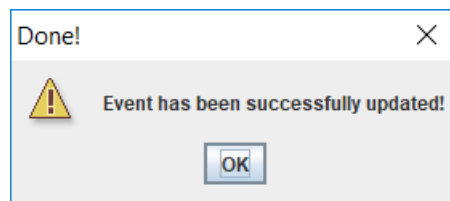
- From the member list, select a desired member;
- Click on the “Book this event for the selected member” button;



Note: Member will now be added in the “Lecturers for event” list;

- Click on the “Update information” button in the “Create and update events” section;

Upon successful input of information, you will be presented with the following message:

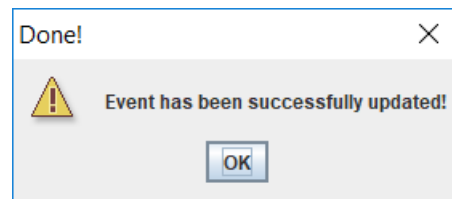


Information about the event has now been updated and you may close this window.

Removing a lecturer from an event:

- a. From the “Lecturers for event”, select the desired lecturer that you would like to remove for the currently selected event;
- b. Click on the “Remove selected lecturer”;
- c. Click on the “Update information” button in the “Create and update events” section;

Upon successful input of information, you will be presented with the following message:

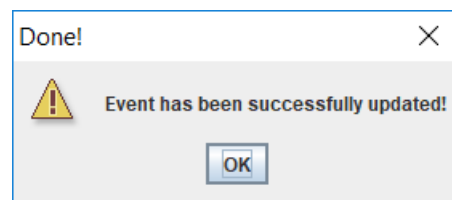


Information about the event has now been updated and you may close this window.

Removing a member from an event:

- a. From the “Lecturers for event”, select the desired lecturer that you would like to remove for the currently selected event;
- b. Click on the “Remove selected lecturer”;
- c. Click on the “Update information” button in the “Create and update events” section;

Upon successful input of information, you will be presented with the following message:



Information about the event has now been updated and you may close this window.



Thank you for consulting with this manual! We hope that you enjoy using this software!