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## COS301 - Software Engineering

### Office Booker User Manual

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# 1 Introduction

Office Booker is a system that allows a user to interactively map out an office space and then book conference rooms and desks within the mapped-out office space. Many employees began working from home when the COVID-19 pandemic hit and thus a system is needed to help with organising who uses the limited office space and this is done through booking the desired space for the desired time.

## 2 Requirements

### 2.1 Device Requirements for website

A desktop or laptop computer is recommended as we have not tested mobile compatibility yet.

#### 2.1.1 Supported Web Browsers

Most common browsers the app was tested on:

1. Google Chrome
2. Brave Browser

## 3 The Application

### 3.1 Landing Page

#### 3.1.1 Login

In order to **login**:

1. Fill in the **email and password** for your account.
2. Click **login** to complete to process.
3. If the details are correct you will be **redirected** to the **manage bookings** page.

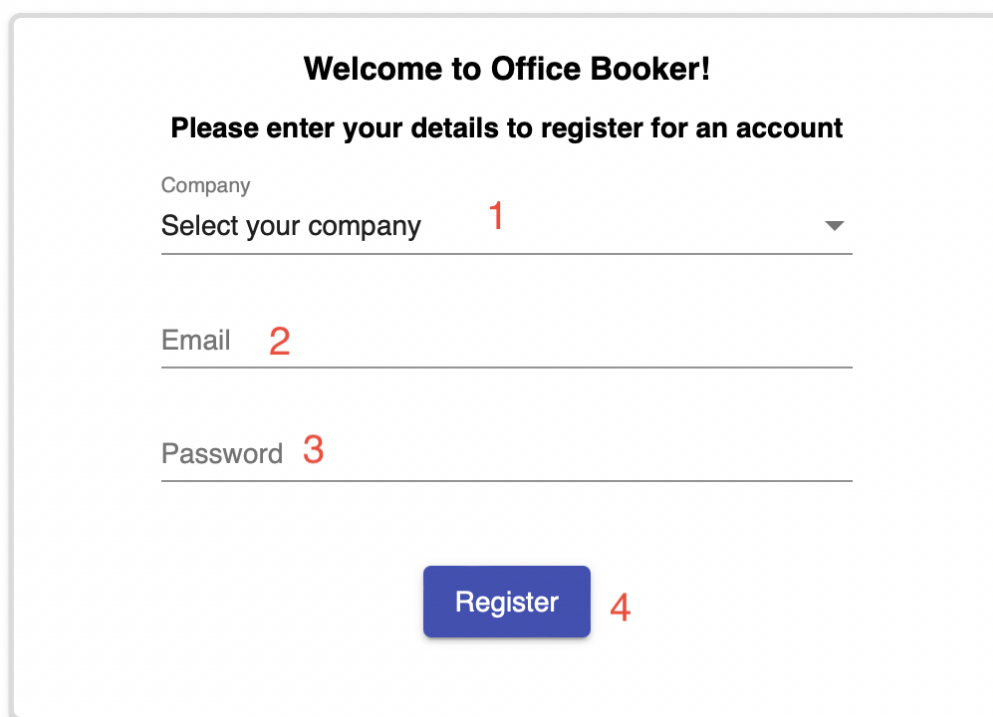
The image shows a screenshot of the 'Office Booker' landing page. The main section is titled 'Welcome to Office Booker!' and 'Please enter your details to login'. It contains an 'Email' input field (1), a 'Password' input field (2) with a show/hide password icon (3), a 'Login' button (4), and a 'Forgot password?' link (5). Below this is a section titled 'Need to register an account?' with a 'Register' button (6). At the bottom is a section titled 'Have an invitation?' with a 'Register as Guest' button (7).

Figure 1: Landing page: 1. Email field to enter email of account you wish to sign in with, 2. Password field for the password of the account, 3. Show/Hide password button, 4. Login button, 5. Forgot password button. 6. Register button. 7. Guest registration

### 3.1.2 Registration

In order to **register**:

1. Fill in the details for **company, name, email and password** for your account.
2. Click **register**.
3. If your details are correct you will be **redirected** to a page which will ask you for a **verification code**.
4. You need to enter the **verification code** sent to your email and if it is valid, your registration will be successful. You will be redirected to the landing page.



The image shows a registration form titled "Welcome to Office Booker!". Below the title is the instruction "Please enter your details to register for an account". The form contains three input fields: a drop-down menu for "Company" with the text "Select your company" and a red number "1" next to it; an "Email" input field with a red number "2" next to it; and a "Password" input field with a red number "3" next to it. At the bottom of the form is a blue "Register" button with a red number "4" next to it.

Figure 2: Registration page: 1. A drop-down menu to select your company, 2. Input field to enter email, 3. Input field to enter password, 4. Register button

### 3.1.3 Guest Registration

In order to register for a **guest account** the user must:

1. Fill in their email to which they were sent their invite.
2. Enter a password to use.
3. Click the Register button.

The image shows a registration form titled "Welcome to Office Booker!" with the instruction "Please enter your details to register for a guest account". The form contains three main elements: an email input field, a password input field, and a "Register as Guest" button. Each element is highlighted with a red rectangular box and a red number to its right, corresponding to the steps in the list above. The email input field is labeled "1", the password input field is labeled "2", and the "Register as Guest" button is labeled "3".

Figure 3: Registration page: 1. Email input. 2. Password input. 3. Register button

## 3.2 Manage Your Bookings

On this page you can view all active bookings on your account. From here if you want to remove a booking, the user can simply click the Cancel Booking button on the relevant booking. If they wish to invite another employee to a meeting room, they can click the Invite button. Employees can also view their current invites and either accept or decline the invite.

### Manage your bookings here

You can check the bookings you have made as well as remove them.

You have a current rating of 1.3333333333333333

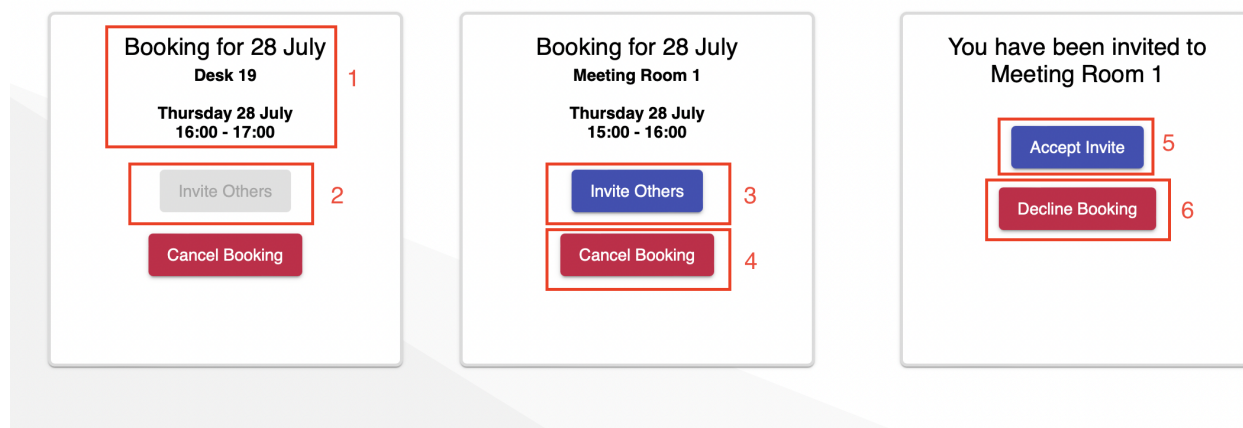


Figure 4: Manage Bookings Page: 1. Booking Details. 2. Invite Others greyed out due to being a desk booking. 3. Invite Others on Meeting Room booking. 4. Cancel booking. 5. Accept invite. 6. Decline invite.

### 3.3 Interactive map

The interactive map has two types of **workspaces**:

1. A **meeting room**
2. A **desk**

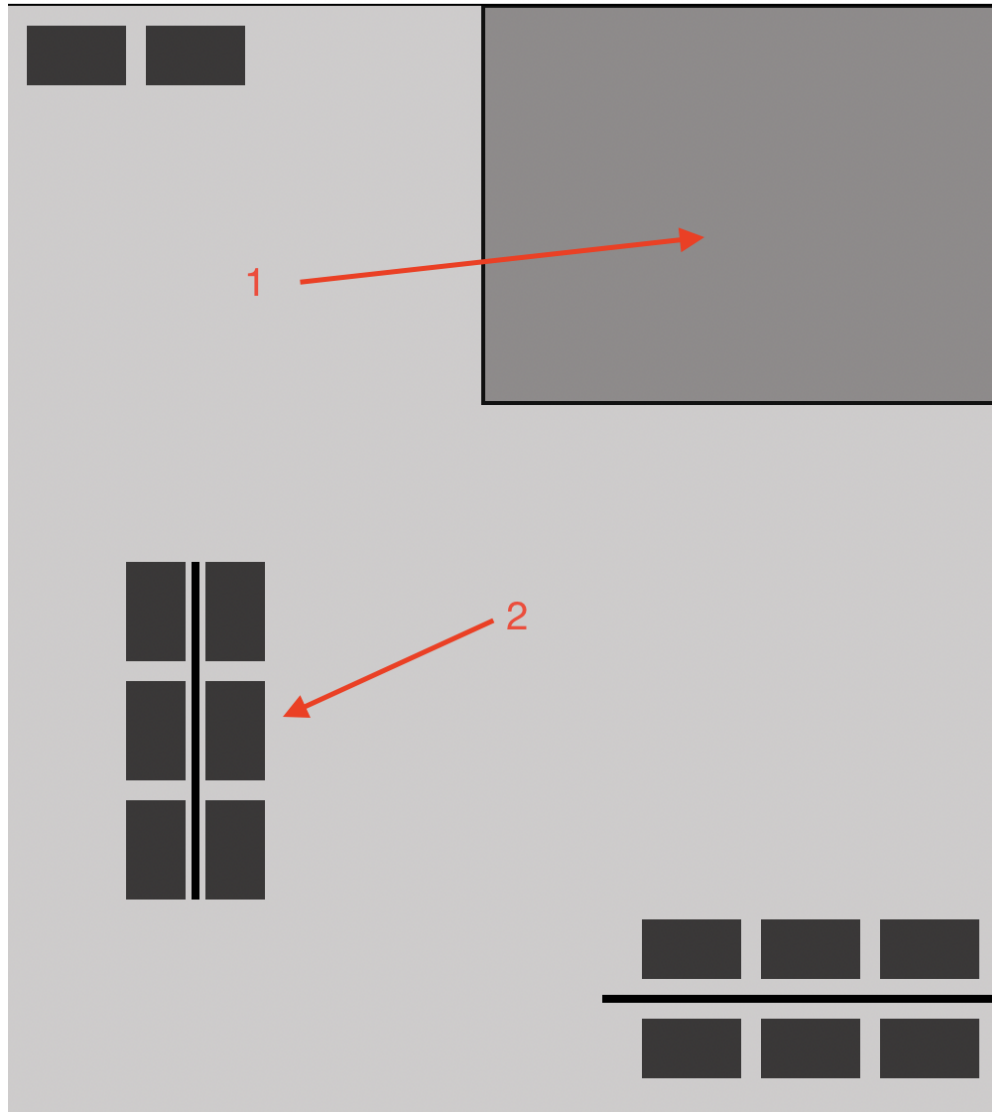


Figure 5: Create bookings page: 1. A meeting room. 2. A desk



### 3.4 Create a booking

In order to create a **booking**:

1. Select a **desk or meeting room** on the interactive map.
2. Select a **date and time range** using the Date and Time picker. Make sure it **does not** overlap with another booking. You will only be able to book once another slot has ended.
3. Click the '**Book Desk**' button.
4. The booking should appear in your **Manage Bookings** page.

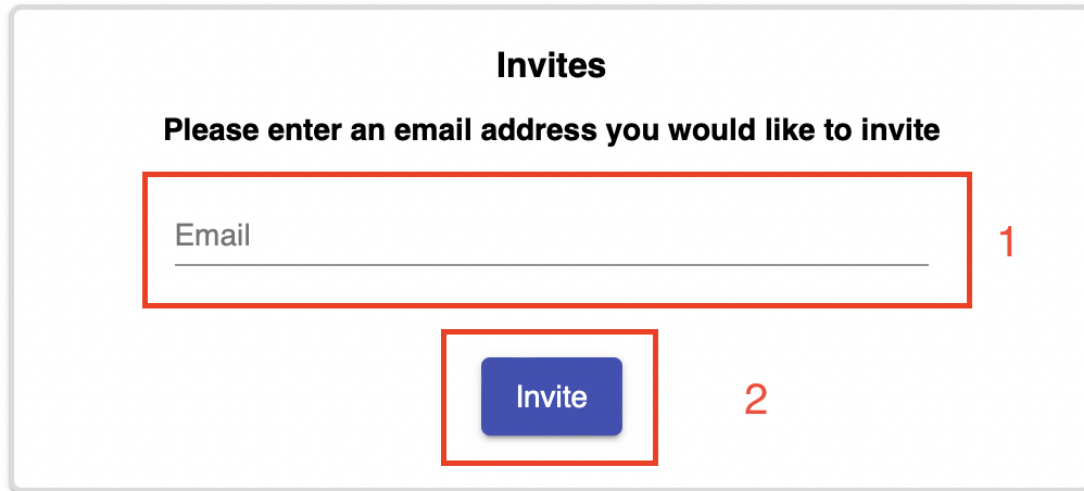
The image shows two panels from a web application. The top panel is for selecting a booking time. It has a 'Start Date:' label with a text input containing '29/07/2022, 10:30'. Below it is an 'End Date:' label with a text input containing '29/07/2022, 11:30'. A red '1' is next to the end date input. Below these is a blue button labeled 'Filter Bookings' with a red '2' next to it. The bottom panel shows details for 'Meeting Room 1'. It has an 'Item Name: Meeting Room 1' label and an 'Item Facilities:' label. Below these is a blue button labeled 'Book Meeting Room 1' with a red '3' next to it. Below the button is a horizontal line. Under the line are two booking cards. The first card shows 'Date: 29 July' and 'Time: 08:00 - 10:00' with a red '4' next to it. The second card shows 'Date: 29 July' and 'Time: 10:30 - 11:30' with a red '5' next to it. Below the second card is a red button labeled 'Cancel Booking'.

Figure 6: Create bookings page: 1. A Date-Time picker to choose the start time of the booking, 2. A Date-Time picker to choose the end time of the booking, 3. Button to book the workspace. 4. Another users booking on that workspace. 5. Current users booking for that workspace

### 3.5 Inviting guests

In order to **invite** guests:

1. Enter the email of the person you would like to invite.
2. Click the Invite button.



The image shows a web form titled "Invites". Below the title is the instruction "Please enter an email address you would like to invite". There is a text input field with the placeholder text "Email". A red rectangular box highlights the input field, with a red number "1" to its right. Below the input field is a blue button with the text "Invite" in white. A red rectangular box highlights the button, with a red number "2" to its right.

Figure 7: Invite page: 1. Input box for the guests email. 2. Invite button.

### 3.6 Rating

On this page, users can rate other users based on the condition they left their workspace. To rate a workspace, the user must be:

1. Use the slider to choose a rating.
2. Click the Rate the workspace.

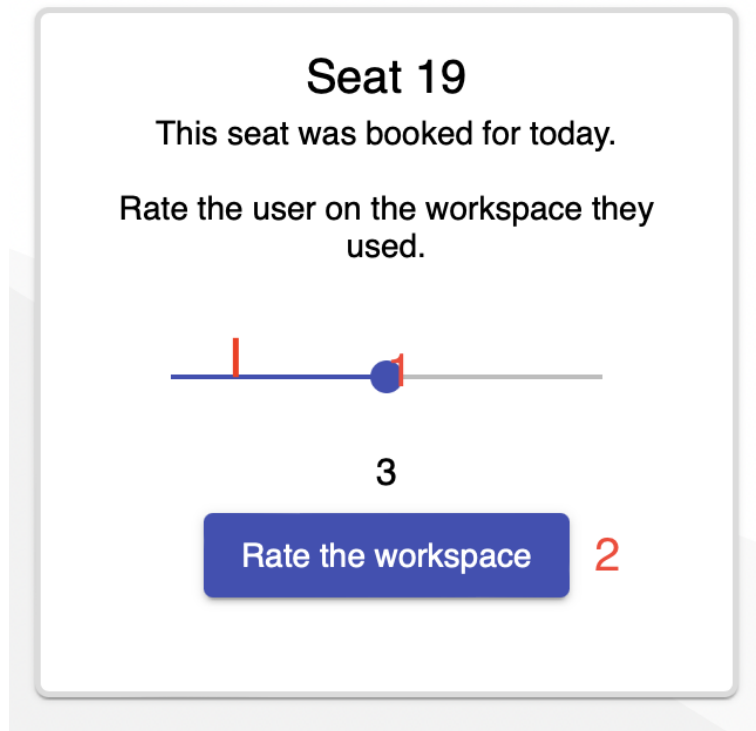


Figure 8: Ratings page: 1. Slider to choose number. 2. Rate workspace button

### 3.7 Admin Page

In order to access the **admin interface**:

1. You need to sign in with a valid **admin account**.
2. Once logged in, you will see a **Admin Page** in the navigation bar.
3. Here, an admin can see all the bookings that users across their company have booked. They can also cancel certain bookings, as and when they need to.

## Manage all bookings here

You can check the bookings of Users and remove them here.

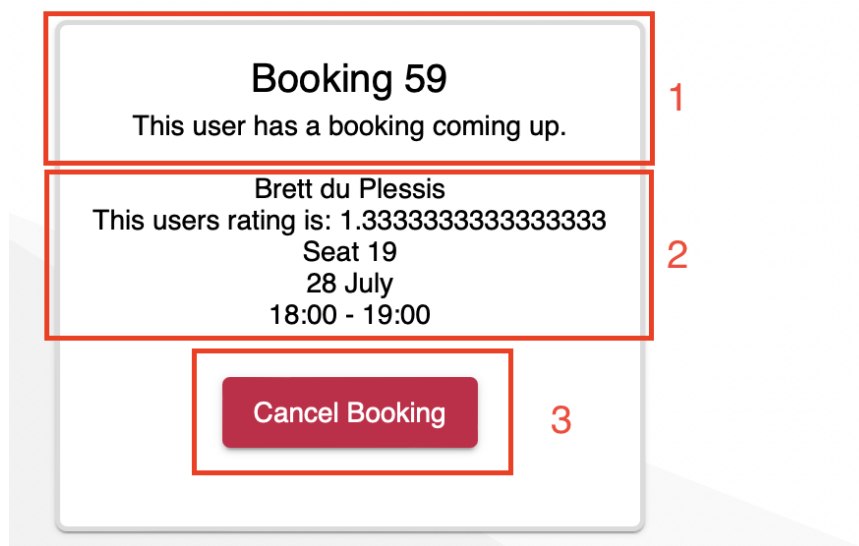


Figure 9: Create bookings page: 1. Booking number. 2. Information about the user and the booking. 3. Cancel booking button