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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.

1 Company
Select your company

2 Name

3 Email

4 Password

5 Register

6 Continue registration

Figure 2: Registration page: 1. A drop-down menu to select your company, 2. Input field to enter name, 3. Input field to enter email, 4. Input field to enter password, 5. Register button, 6. Continue Registration 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, indicating the steps for registration: 1 for the email input, 2 for the password input, and 3 for the register button.

Welcome to Office Booker!

Please enter your details to register for a guest account

Email 1

Password 2

Register as Guest 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

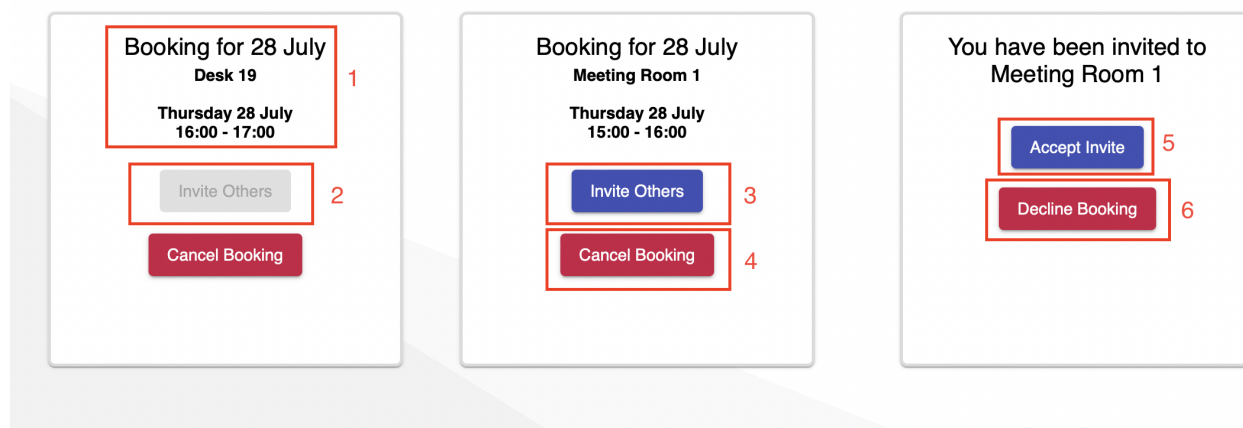


Figure 4: Manage Bookings Page: 1. Booking Details. 2. Invite Others greyed out due to being a desk booking. 3. Invite Others on Meeting Room booking. 4. Cancel booking. 5. Accept invite. 6. Decline invite.

3.3 Interactive map

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

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

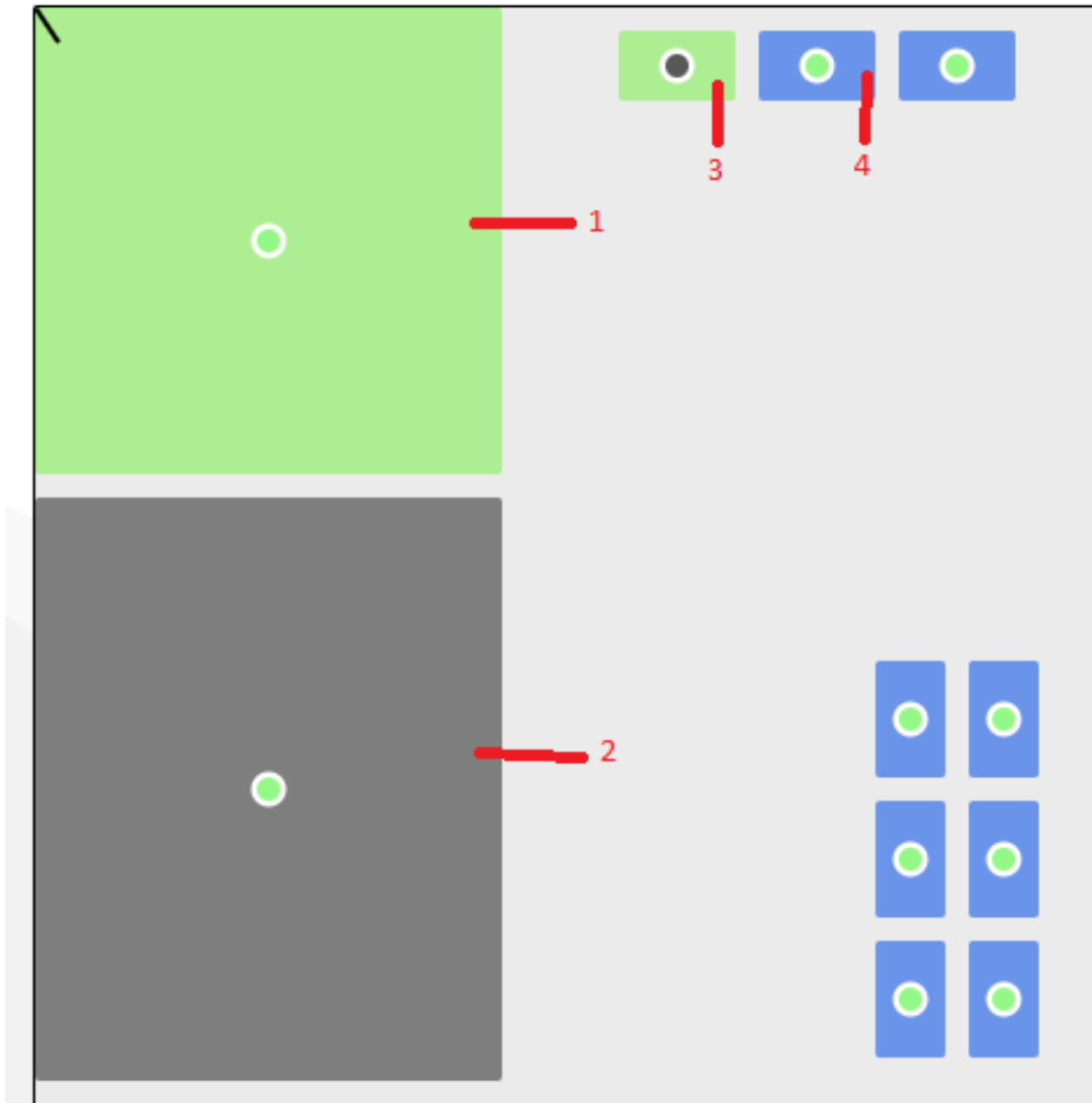


Figure 5: Create bookings page: 1. A booked meeting room. 2. An unbooked meeting room 3.A booked desk 4. An unbooked desk

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 on pop up when selecting a desk or meeting room.
4. The booking should appear in your **Manage Bookings** page.

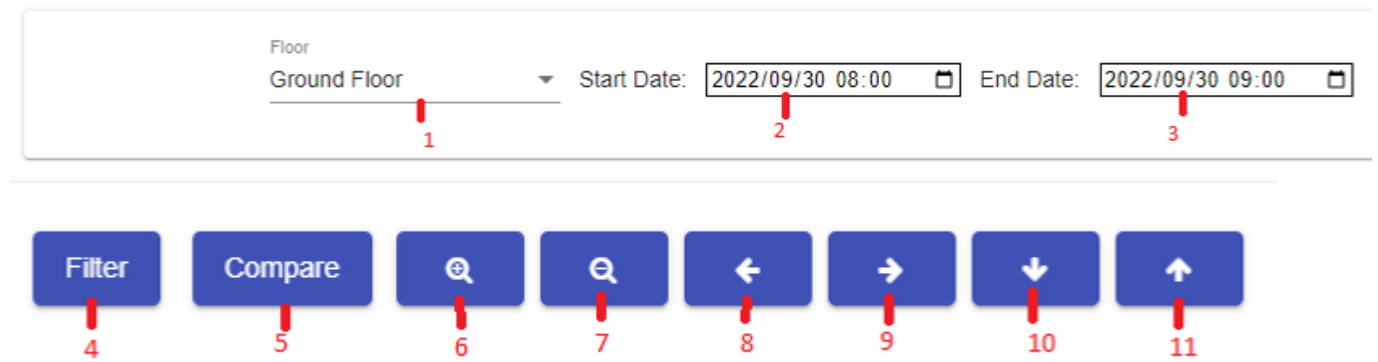
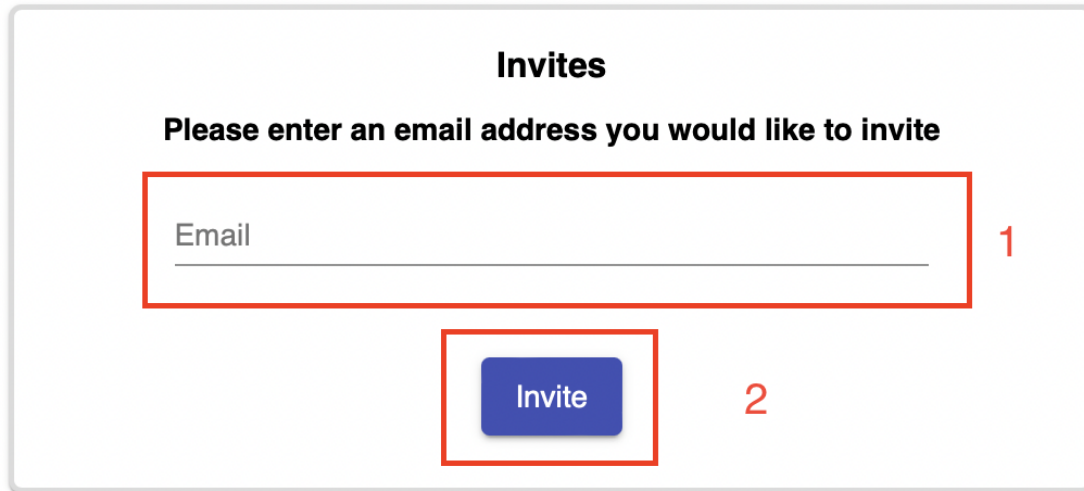


Figure 6: Create bookings page: 1. Select Floor to choose floor of office 2. A Date-Time picker to choose the start time of the booking, 3. A Date-Time picker to choose the end time of the booking, 4. Button to filter bookings for map. 5. Clicking compare button lets you select multiple desks to compare bookings. 6. Button to zoom in on map. 7. Button to zoom out of map. 8. Button to move map left. 9. Button to move map right. 10. Button to move map down. 11. Button to move map up.

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.

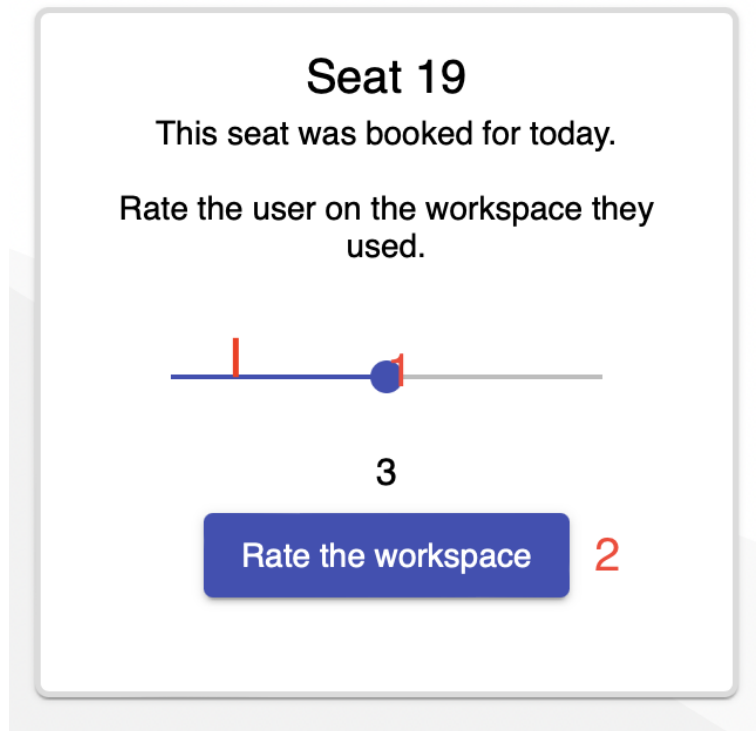


Figure 8: Ratings page: 1. Slider to choose number. 2. Rate workspace button

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. Admins can switch between settings and bookings.
4. 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.

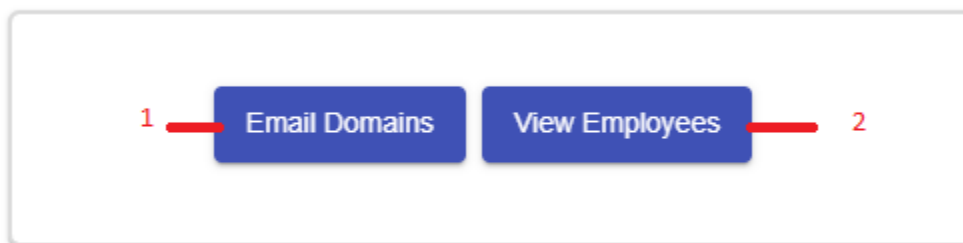


Figure 9: Admin page settings: 1. See Email domains. 2. View employees list

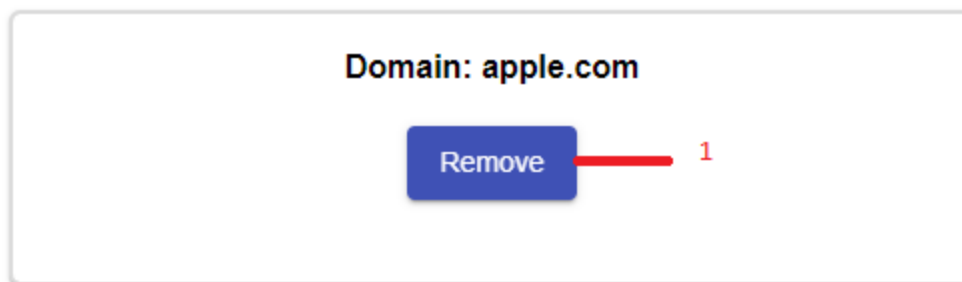


Figure 10: Admin page settings: 1. Button to remove Email domain



Figure 11: Admin page settings: 1. Button to delete employee

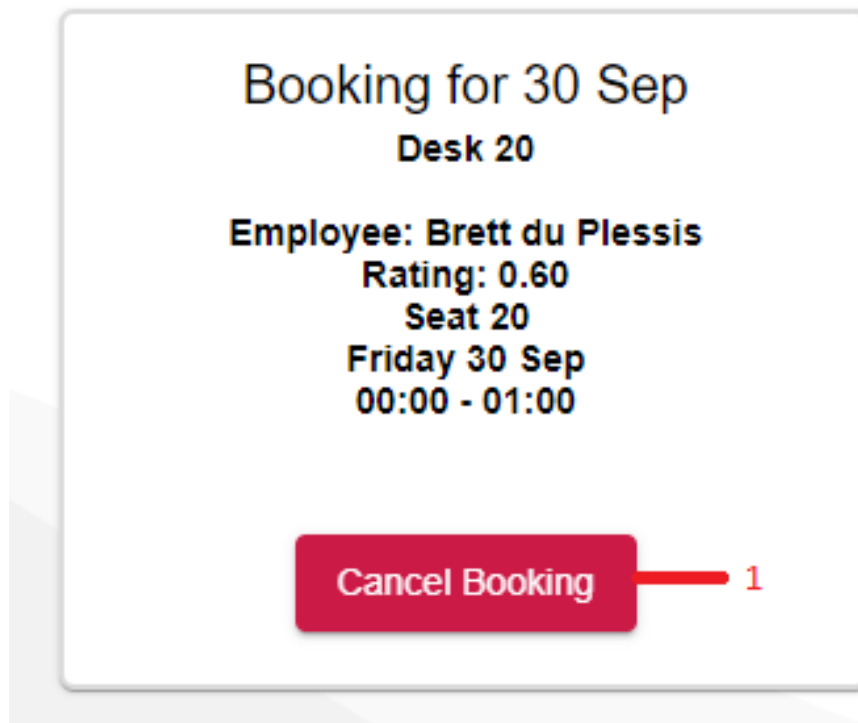


Figure 12: Admin page bookings: 1. Cancel booking button

3.8 Office Maker Page

In order to access the **Office Maker Page**:

1. You need to sign in with a valid **admin account**.
2. Once logged in, you will see a **Office Maker Page** in the navigation bar.
3. Here, an admin can edit an existing office or create a new one.

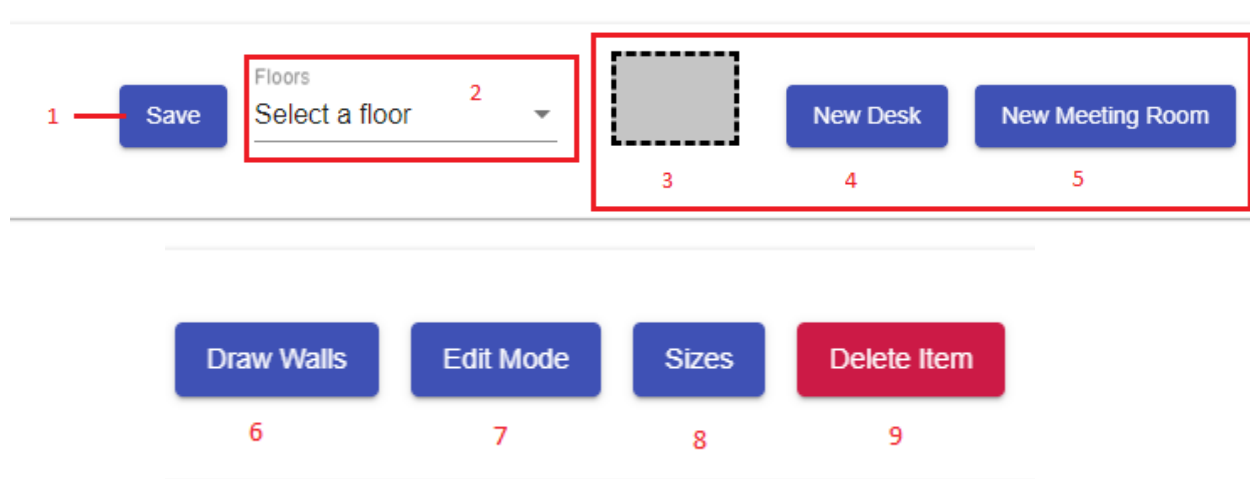


Figure 13: Office Maker page: 1. Save the map edit or new map floor. 2. Select a floor drop down. 3. New desk or meeting room spawns here. 4. Button to create new desk. 5. Button to create new meeting room. 6. Button to draw walls on map. 7. Edit mode button to change existing office layout. 8. Button to access sizes menu. 9. Button to delete selected item on map.

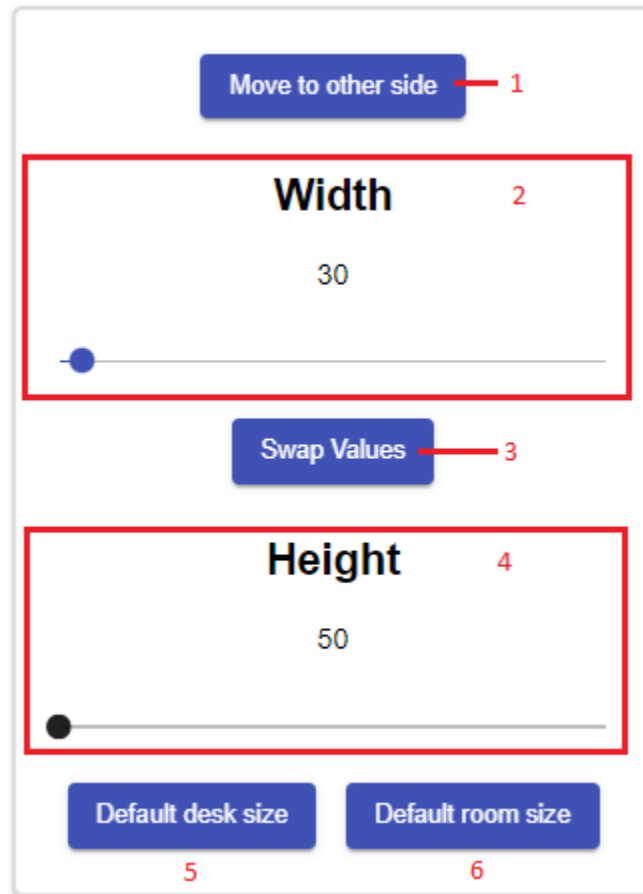


Figure 14: Office Maker page: 1. Button to move to other side. 2. Slide to change width of item. 3. Button to swap width and height to rotate a desk. 4. Slider to change height of item. 5. Button to set item to default desk size. 6. Button to set item to default Meeting room size

3.9 User page

In order to access the **User Page**:

1. You need to sign in with a valid **account**.
2. Once logged in, you will see your **your name** in the navigation bar.
3. Here, a user can change their name and password.

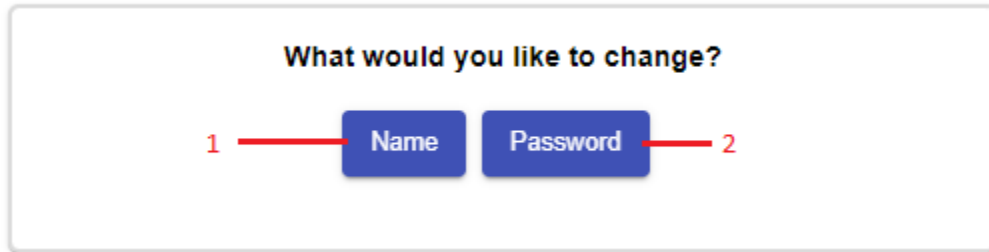


Figure 15: User page: 1. Button to change name 2. Slide to change password.

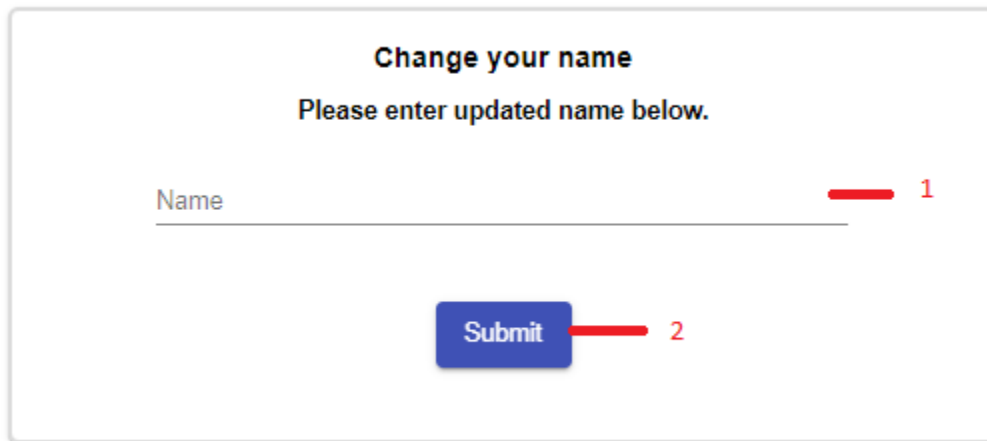


Figure 16: User page: 1. Input area to type new name. 2. Button to submit change.

Change your password
Please enter your email and a new password.
A verification code will be sent to you.

Email — 1

New Password — 2

Submit — 3

The image shows a web form titled "Change your password". It contains two text input fields: "Email" and "New Password". Below the "New Password" field is a blue "Submit" button. Three red horizontal lines with numbers 1, 2, and 3 are drawn over the form to highlight specific elements: line 1 is over the "Email" input field, line 2 is over the "New Password" input field, and line 3 is over the "Submit" button.

Figure 17: User page: 1. Input area to type email of user. 2. Input area to type new password. 3. Button to submit change.