**User Manual**

**for**

**Attendance Auditor Plus**

**Version 1.0 approved**

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1. **Introduction**

**1.1 Purpose**

The purpose of this document is to explain the functionalities and usage of the Attendance Auditor Plus (AAP) web application. The goal is to allow users to understand all of the features that AAP has to offer to give the best experience.

**1.2 Audience**

AAP is a web application that aids in the process of auditing the attendance of an event in a college campus setting. Event organizers could use this application to create an event, as well as audit the people that decide to show up to some event. Event organizers also have an inventory management system within AAP so they can manage items related to their events. This application also provides event information for students/guests on campus that may be searching for events to attend.

**1.3 Security**

Users of Attendance Auditor Plus have to create a profile in order to access the features of the application. Some information that is required are:

* Email address (used for authentication)
* First, Last Name
* Phone Number
* Organization/Department (if they are part of the same campus, as where the event is taking place)
* Category (guest, student, faculty, staff, classified)
* Password

Profile-viewable information on users are: email address, first, last name,

phone number, and organization/department.

**1.4 Overview**

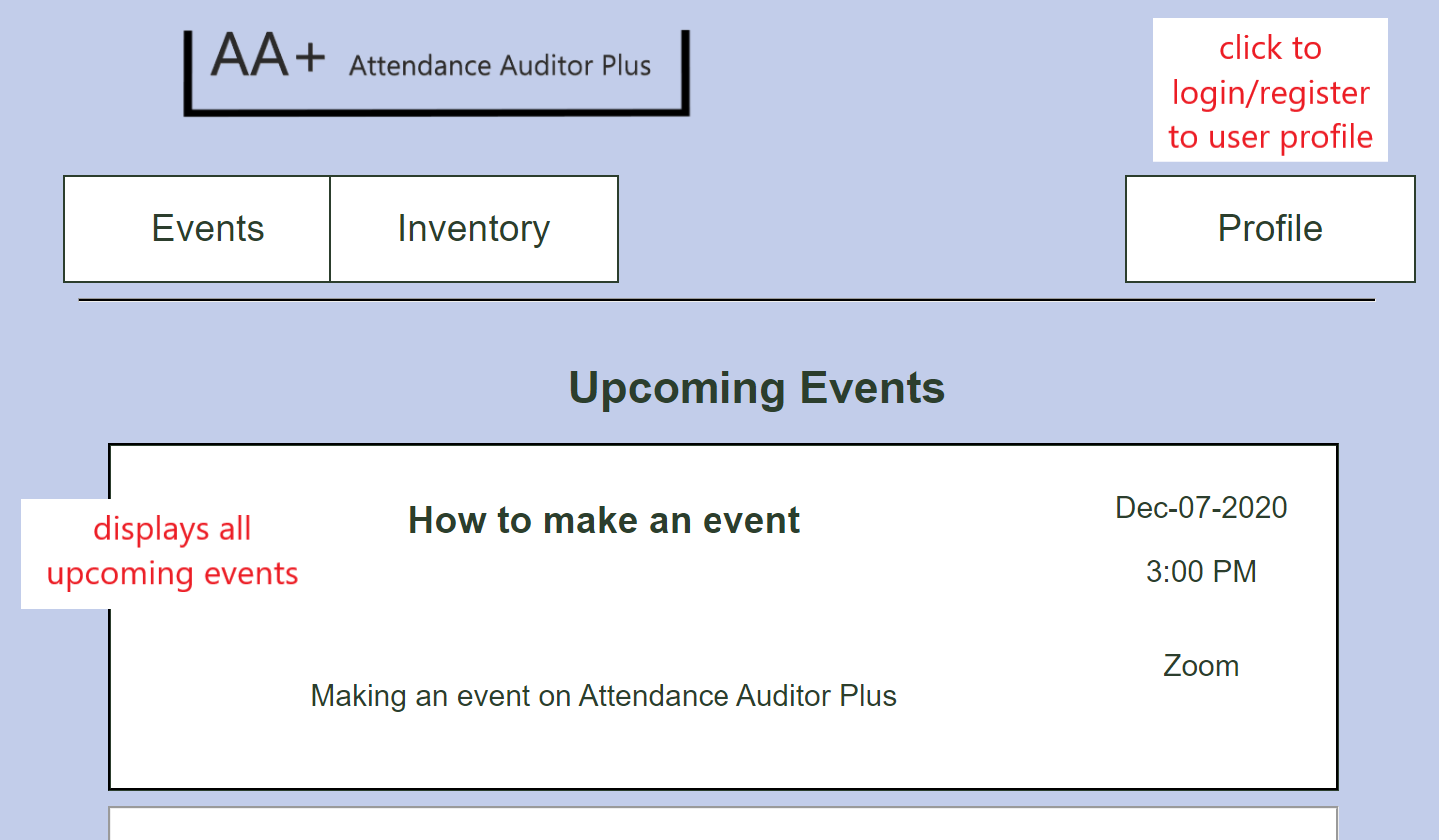
This document can be sectioned into four succeeding components:

* **Getting started** - signing up and logging into the application, as well as understanding some certain privileges based on the category chosen: (guest, student, faculty, staff)
* Creating an event/viewing events
* RSVP to an event
* Managing inventory and checking out items

**2. Getting Started**

**2.1 Accessing the Application**

* To use the current version of Attendance Auditor Plus, the user can visit the Github Repository at <https://github.com/CS458-Capstone-Group/Attendance-Auditor-Plus> and download the file as a zip. Unzip the archive after downloading.
* You will need to [download a recent version of node](https://nodejs.org/en/download/)
* After downloading Node.js (a Javascript library) from the [nodejs.org](https://nodejs.org/) download section and unzipping the archive if necessary, start a Command Prompt/Terminal and navigate to the src directory of the project
* Install the dependencies of the project from the Command Prompt/Terminal using the command npm install
* After the dependencies are installed, the server can be run from the Command Prompt/Terminal with the command npm start
* The Command Prompt/Terminal will indicate that the server is listening on port 5000
* Open up a browser and navigate to <ip\_address>:5000
  + If running on a local machine, then <ip\_address> will be “localhost”
* If you wish to have AAP work outside of your local network, you should install this application on a web server. A web server is a computer that is able to have HTTP requests port-forwarded through its firewall/router and then answer those requests by serving the appropriate AAP webpages as responses to the requests. This may also require obtaining a domain name to associate with your organization’s public IP address. If you would like clarification, you can contact AAP Customer Service at [attendanceauditor@gmail.com](mailto:attendanceauditor@gmail.com)
* **2.2 Home Page - Upcoming Events**



*Figure 2.2. Main Page of Attendance Auditor Plus*

**2.2.1 Header Tabs (Events, Inventory, and Profile tabs)**

**2.2.1.1** Left most tab is the **Events** tab that leads the user to the same page as the home page. It lists all the upcoming events that a user can RSVP. Each event can be clicked on for more details. **(Refer to Section 3.2)**

**2.2.1.2** The following tab is the **Inventory** tab, which takes the user to items that can be checked out by the user for any presentation/events purposes. **(Refer to Section 4)**

**2.2.1.3** On the far right side of the page is the Profile tab, which takes users to their profile information to view and edit. If a user is not logged in yet, the profile tab will take them to the login page. **(Refer to Section 2.4)**

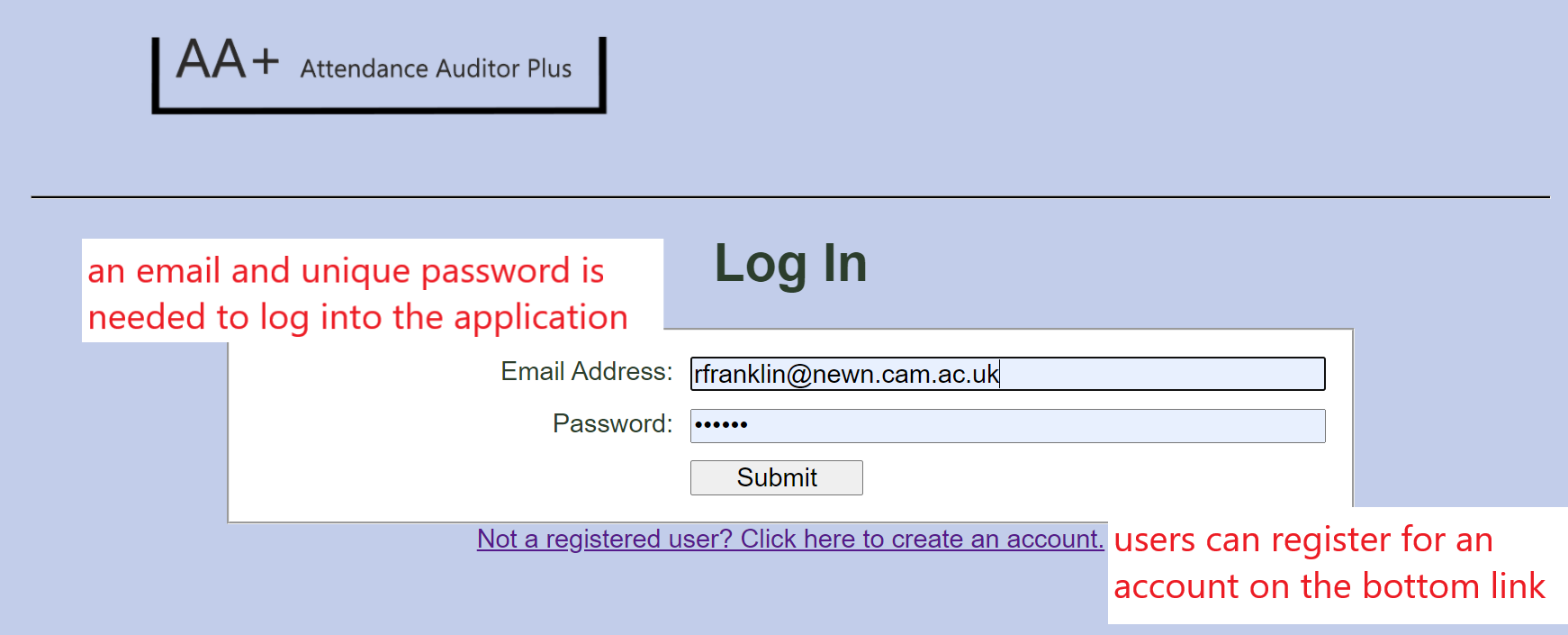
**2.2.2 Upcoming events**

**2.2.2.1** Information on upcoming events can be found on this page, which lists the title and description of the events. The date and time is also listed on each event, however the date and time are absolute and do not take time zones into account.

* Users can click on the events tab and would be directed to the Events Details page, where they can view all the information on a specific event. Users can also RSVP for the event on this page. **(Refer to Section 3.2)**

**2.3 Profile**

**2.3.1 Login Page**

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*Figure 2.3.1 Login Page*

**2.3.1.1 Email Address and Password Fields**

* Users can log into the their accounts by providing an email and unique password and click

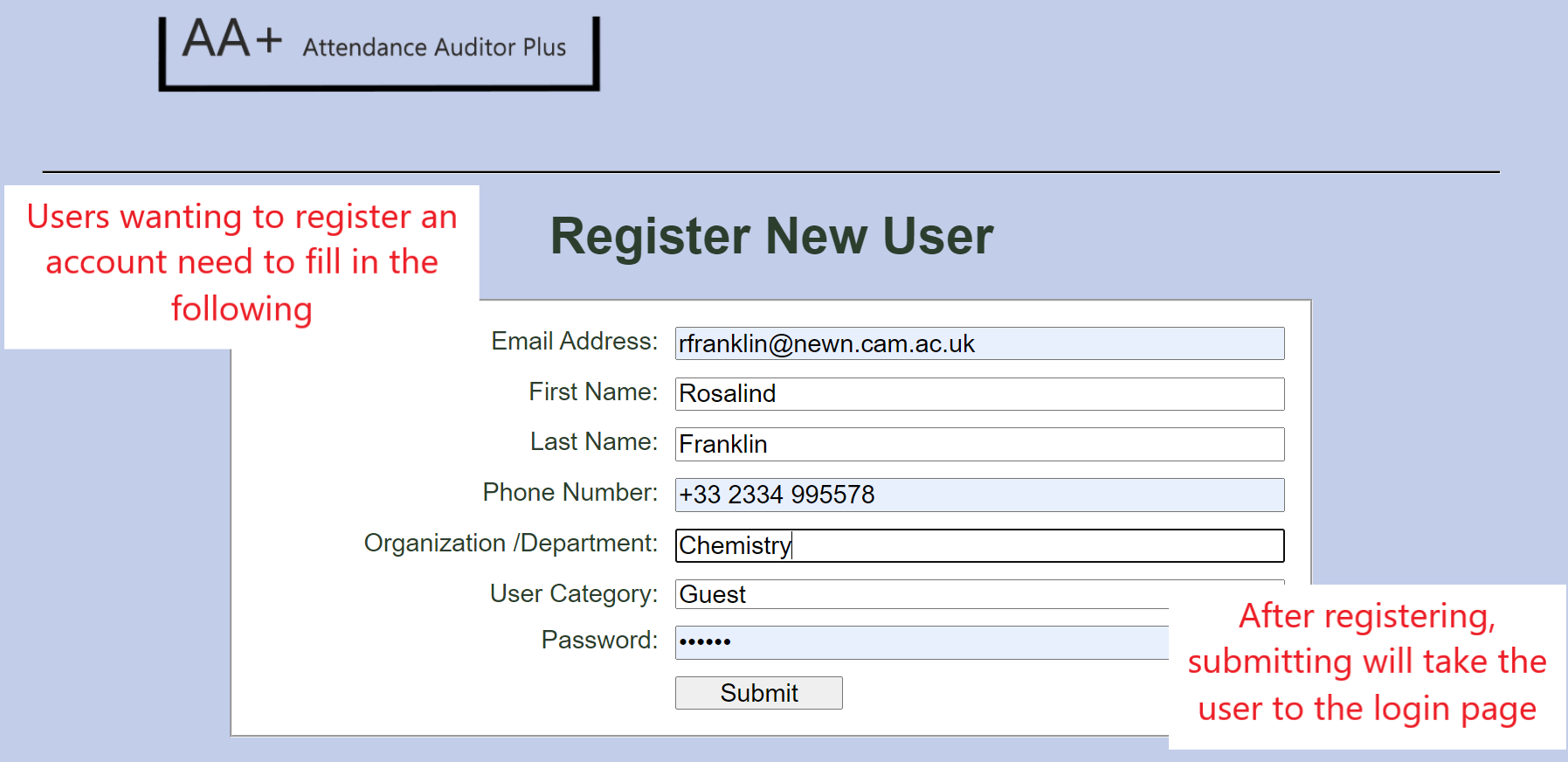
**2.3.1.2 Submitting**

* Once the needed information is inputted, the submit button send you back to the homepage **(Refer to Section 2.2)**

**2.3.1.3 Register Link**

* Users that do not have an account can click the link below the login field to create an account through the Registration Page **(Refer to Section 2.3.2)**

**2.3.2 Register Page**

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*Figure 2.3.2 Registration Page*

**2.3.2.1 Registering**

* Fields provided need to be filled out in order to register an account. Information needed from user includes:
  + ***Email Address:*** Unique to user; used for authentication
  + ***First Name***
  + ***Last Name***
  + ***Phone Number***
  + ***Organization/Department***: refers to a department on campus or any club/organization user is from.
  + ***User Category***: choose between ***guest, student, faculty, staff, classified***
  + ***Password:*** Unique to user

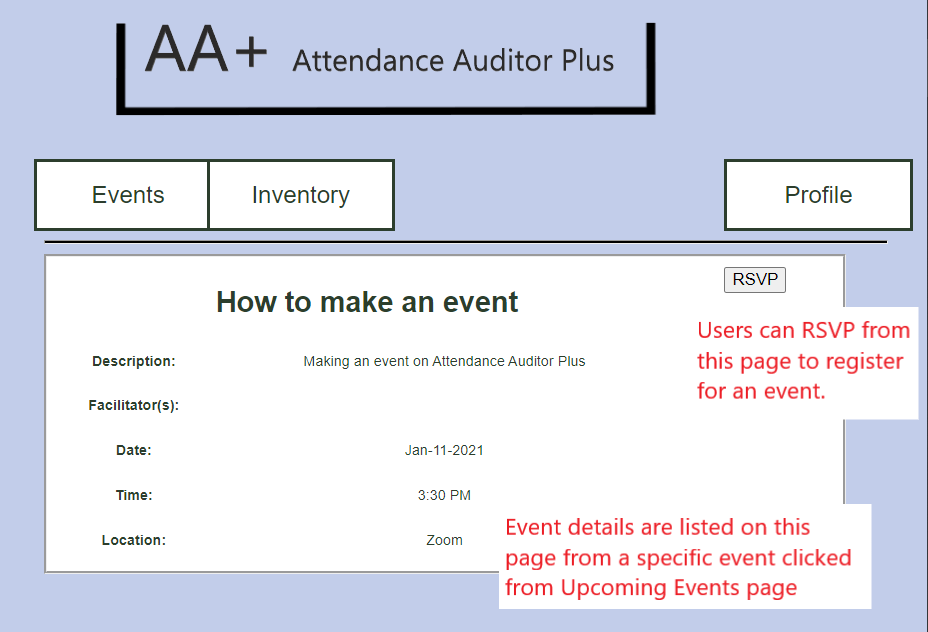
**2.3.2.2 Submit Button**

* Once the user submits the proper information, they are directed back to the login page **(Refer to 2.3.1: Login Page)**

**3. Events**

**3.1 Upcoming Events (refer to Section 2.2)**

**3.2. Event Details Page**

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*Figure 3.2 Event Details Page*

**3.2.1 Event Details**

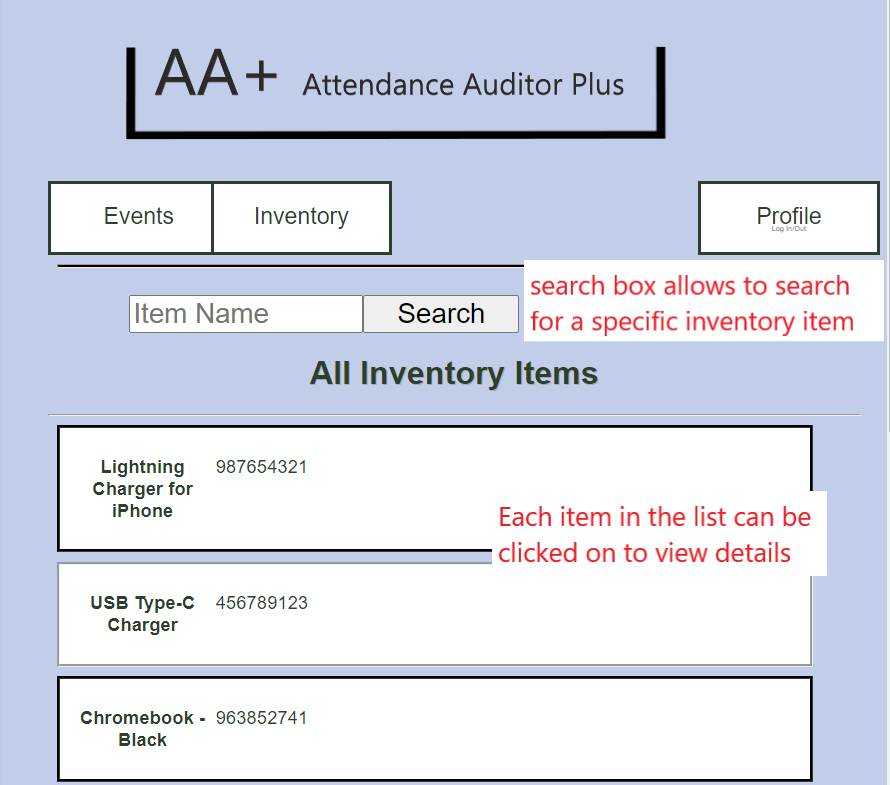
* Information for Events that include the following:
  + Event Title
  + Event Description
  + Facilitators (people who are in charge of the event)
  + Date
  + Time (does not take time zones into account)
  + Location

**3.2.2 RSVP**

* RSVP puts the user on an RSVP list for that event and takes the user back into the Upcoming Events page **(Refer to Section 2.2).**

**4. Inventory**

**4.1 Inventory List Page**

*****Figure 4.1 Inventory List Page*

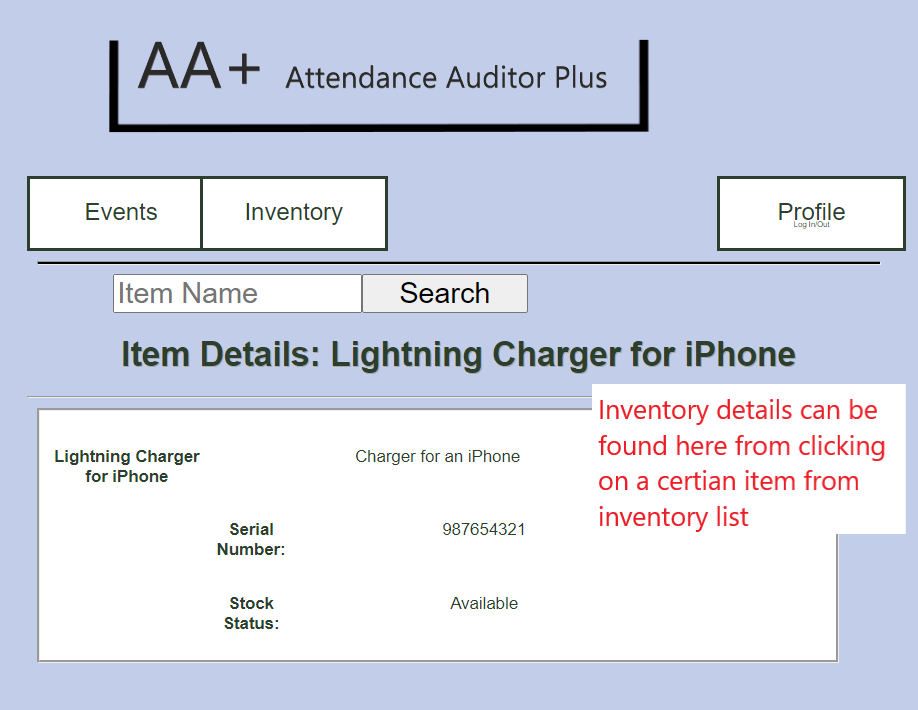
**4.1.1 Inventory List**

* All items on this list are part of the inventory that can be viewed. Each item can be clicked to see check further details

**4.1.2 Inventory Search**

* Users can search for items by using the provided textbox to search for any specific items

**4.2 Inventory Details Page**

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*Figure 4.2 Inventory Details Page*

**4.2.1 Inventory Details**

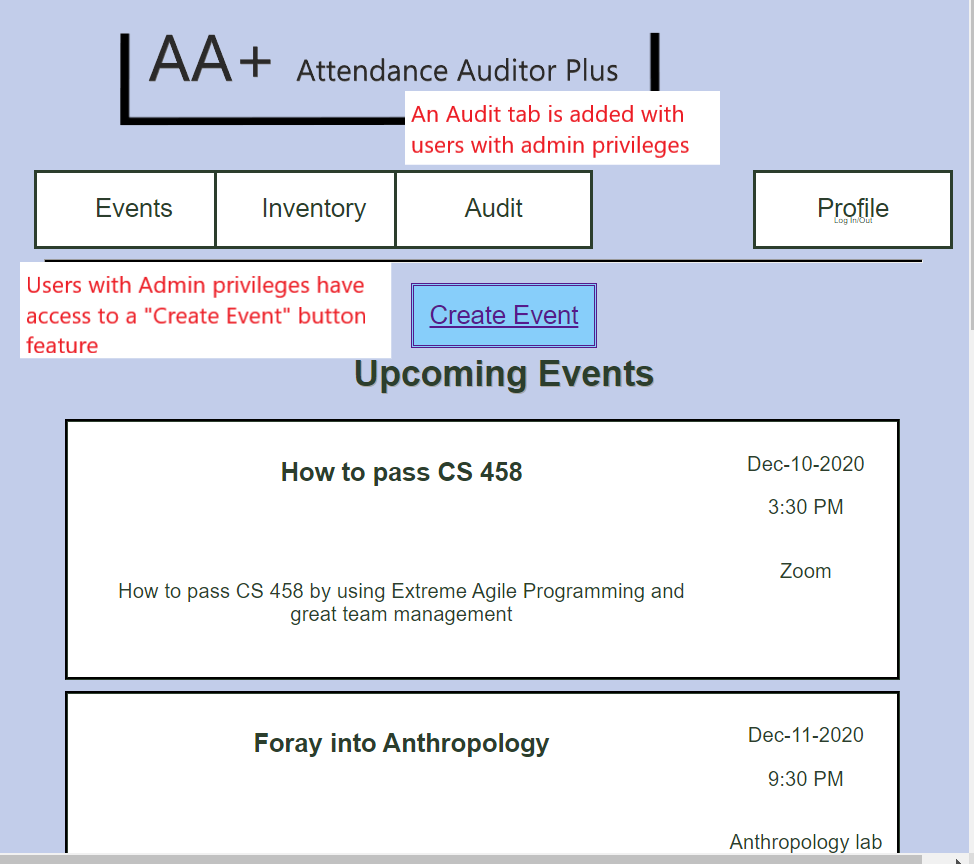
* Inventory details include the Title and Description of the item. We recommend making the Title descriptive but unique. The Description section is for describing the item in further detail that the title gives. Some items, such as laptops, have serial numbers associated with them from when the manufacturer created the item; the Serial Number field is for unique identifiers inherent with some objects. There is also a Stock Status detail that provides the availability of the inventory item(Checked out or Available).

**5. Admin Privileges**

* A user can have admin privileges, which allows for some different privileges for admins to do. Some of the privileges include creating/editing events, adding/editing items to the inventory, checking items from the inventory, and auditing events.

**5.1 Admin User Homepage**.

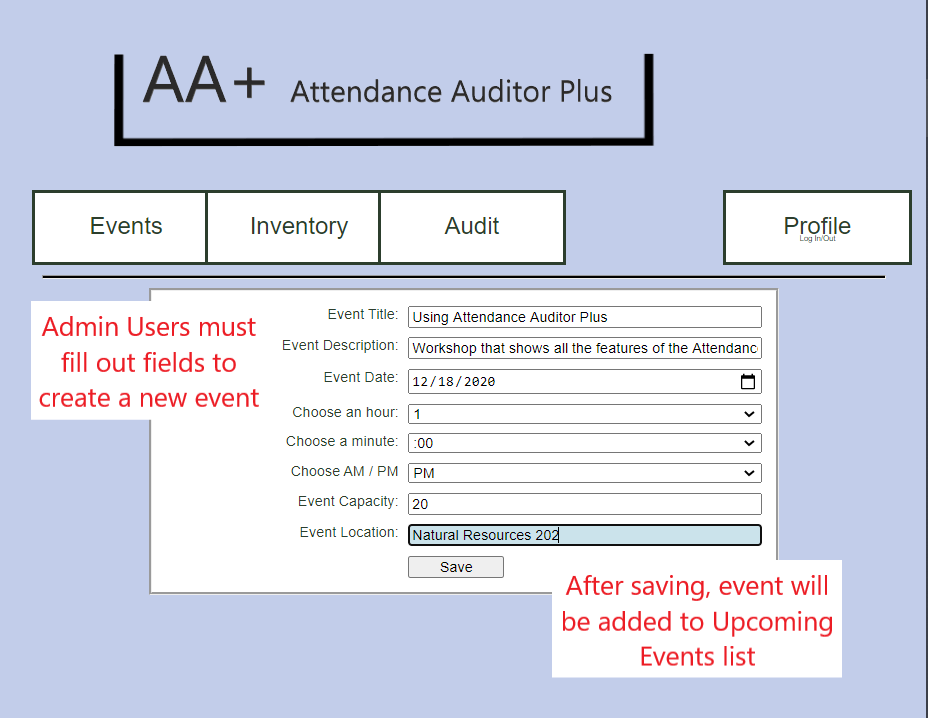
* Similar to the Upcoming Events page **(Refer to Section 2.2)**, but with two major differences. Create Event and Audit buttons are added as part of admin privileges
* The Events and Inventory tabs serve the same function, but now are able to edit/delete items as well.

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*Figure 5.1 Homepage for Admin Users*

**5.1.1 Create Event button**

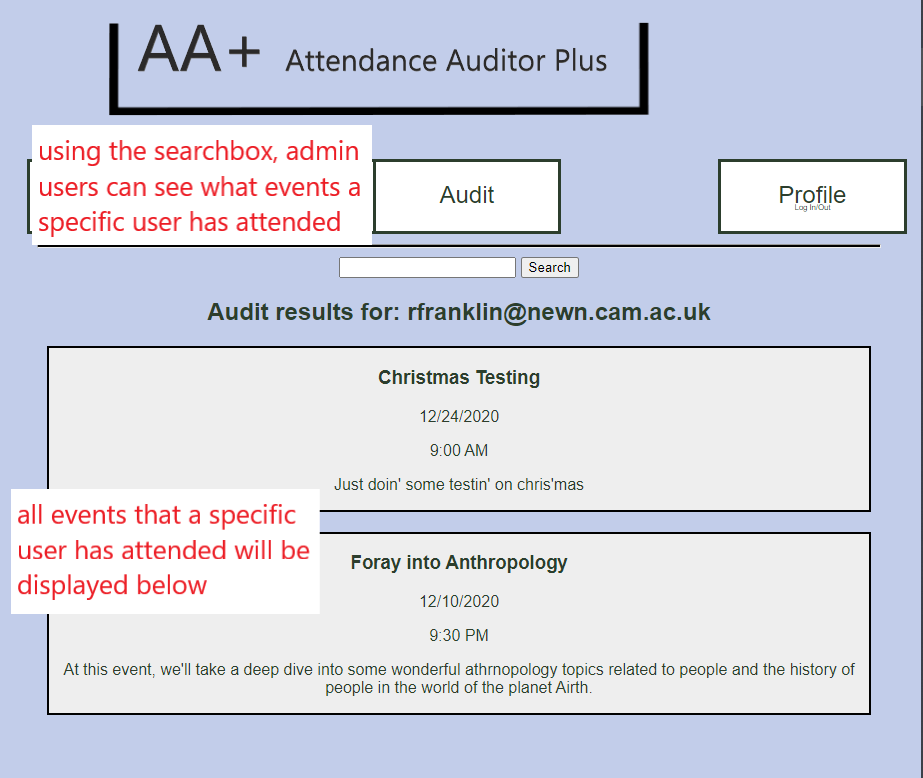
* Events can be created by clicking this button, which requires the user to fill in required fields to create the event
* After saving, the users are redirected back to the Admin User homepage **(Refer to Section 5.1)**



*Figure 5.1.1 Creating an Event page for Admin User*

**5.1.2 Audit Button**

* Admin Users can use this button in order to find what events some users have actively attended. An email is needed to find what events a user has attended.



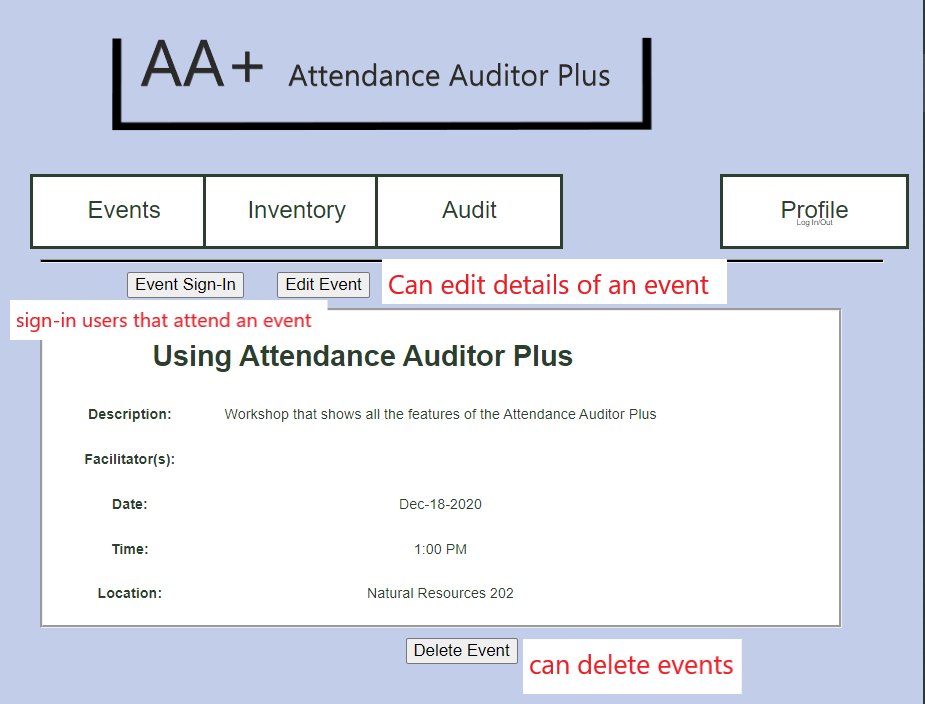
*Figure 5.1.2 Audit Button Page for Admin Users.*

**5.1.2.1. Search box**

* Typing a user member’s email address will show what events that user has attended

**5.2 Event Details Page (Admin User)**

* When viewing an Event Details page **(Refer to Section 3.2)**, Admin Users have the option to edit or delete events as they wish. There is also an Event Sign-In button that admin users can use to check off Users who are present at the event.



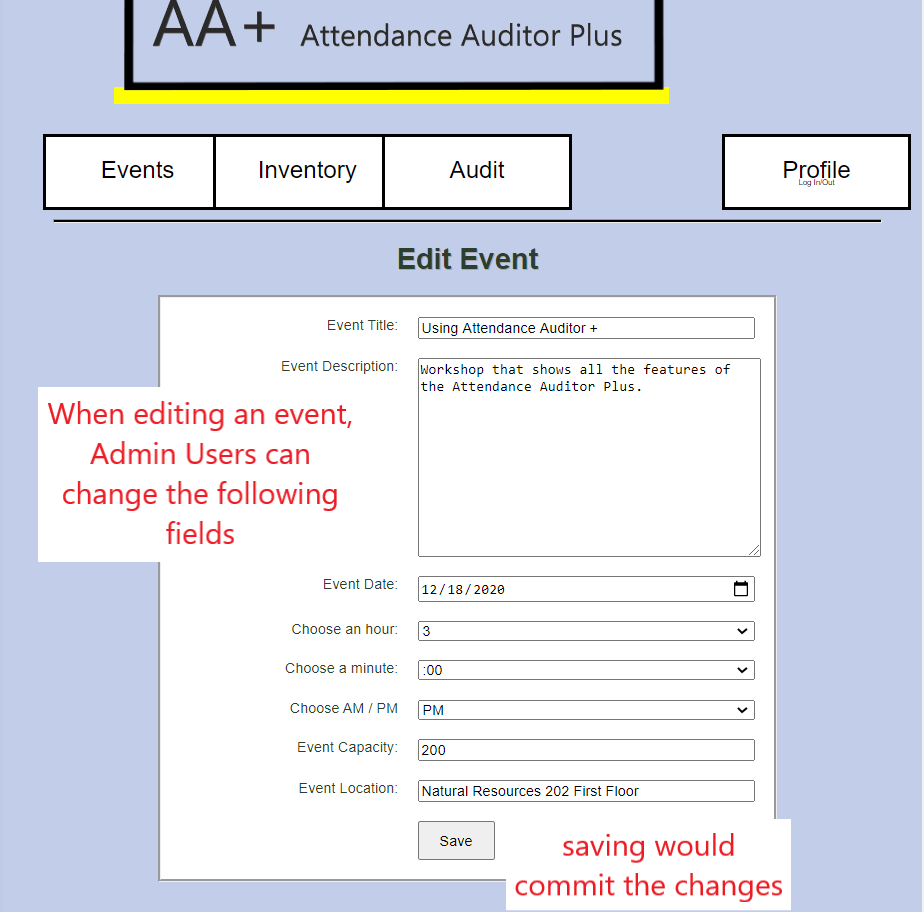
*Figure 5.2 Event Details Page for Admin Users*

**5.2.1 Delete Button**

* In the case of an event being cancelled, Admin Users can delete events using the Delete Event button. Doing this action would take the event out of the Upcoming Events page **(refer to Section 2.2.)**.

**5.2.2 Edit Event**

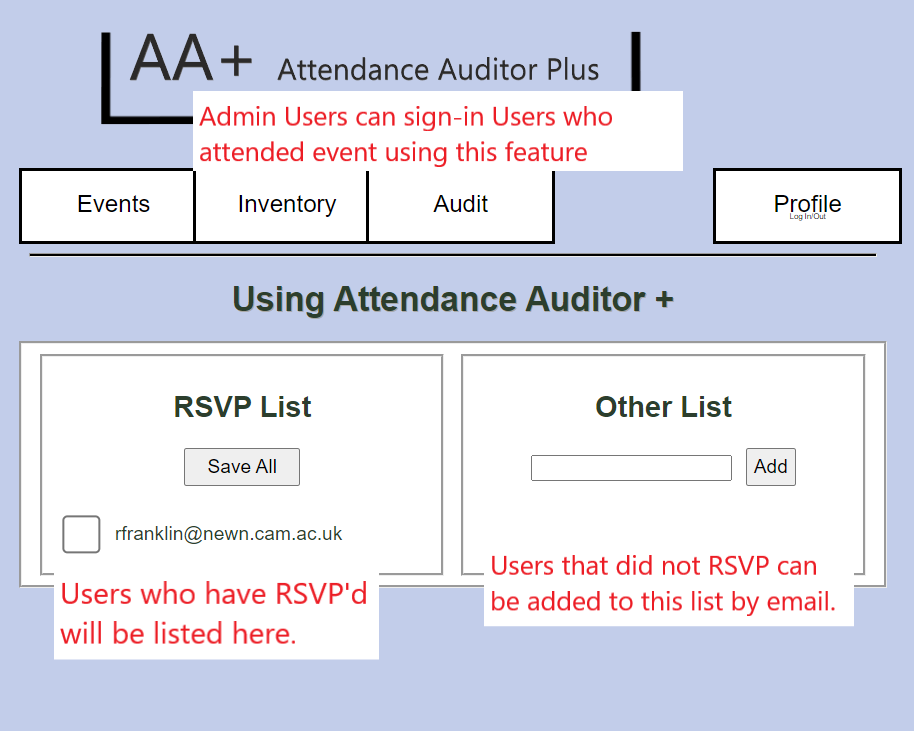
* Admin Users have the privilege of editing any details in the event details page. When choosing to edit an event details page, Admin Users are allowed to change the **event title**, **description**, **event date**, **the hour**, **the minute(in 15 minute increments), AM/PM,** **capacity** and **location** as well. Changes can be seen on the Upcoming Events page **(refer to Section 2.2)**.

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*Figure 5.2.2 Event Edit Page for Admin Users*

**5.2.3 Event Sign-In**

* Admin Users are able to sign-in Users that have decided to attend an event. There two lists to keep track of, an RSVP List and an Other List.



*Figure 5.2.3 Event Sign-In Page for Admin Users*

**5.2.3.1 RSVP List**

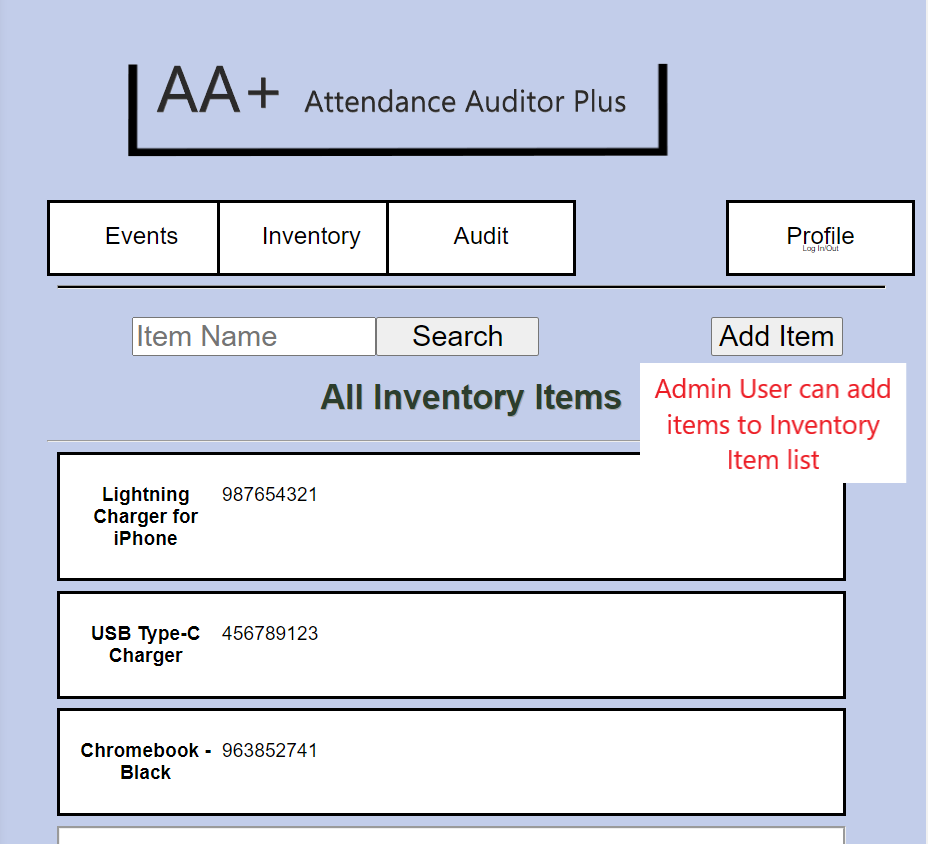
* Users who have RSVP’d to an event will be viewed from on this list. Checking the checkbox next to the User’s name means that the User was present at the time of the event.

**5.2.3.1 Other List**

* If a User did not RSVP, but still attended the event, Admin Users can put them on this list. The User’s email is written in the textbox and added to the list as having attended.

**5.3 Inventory (Admin Users)**

* Similar to Inventory page **(Refer to Section 4)**, but Admin Users are allowed another set of privileges with this page as well.An Add Item button allows for more items to be added onto the Inventory List. Clicking on an Inventory Item takes you to an Inventory Item’s detail page which also differs from the inventory page for regular users.

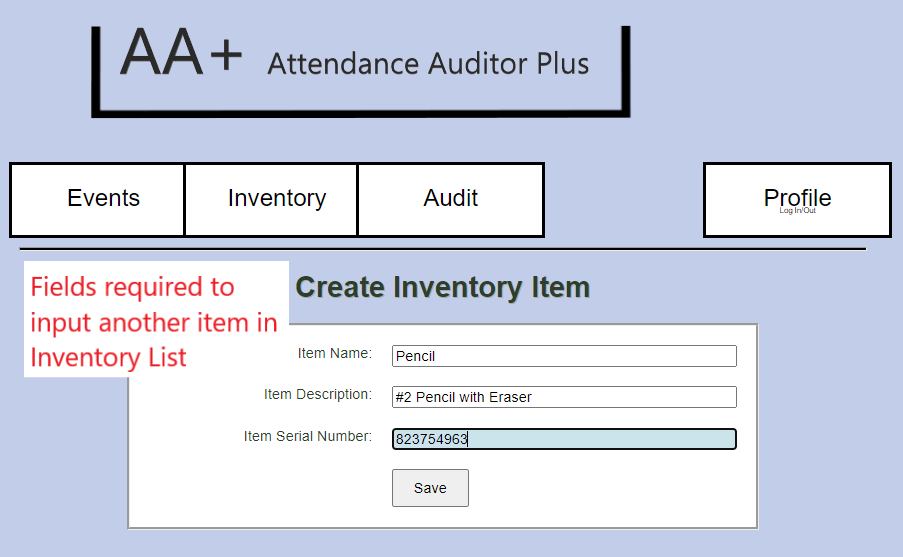


*Figure 5.3 Inventory Page for Admin Users*

**5.3.1 Search Box (refer to Section 4.1.2)**

**5.3.2 Add Item**

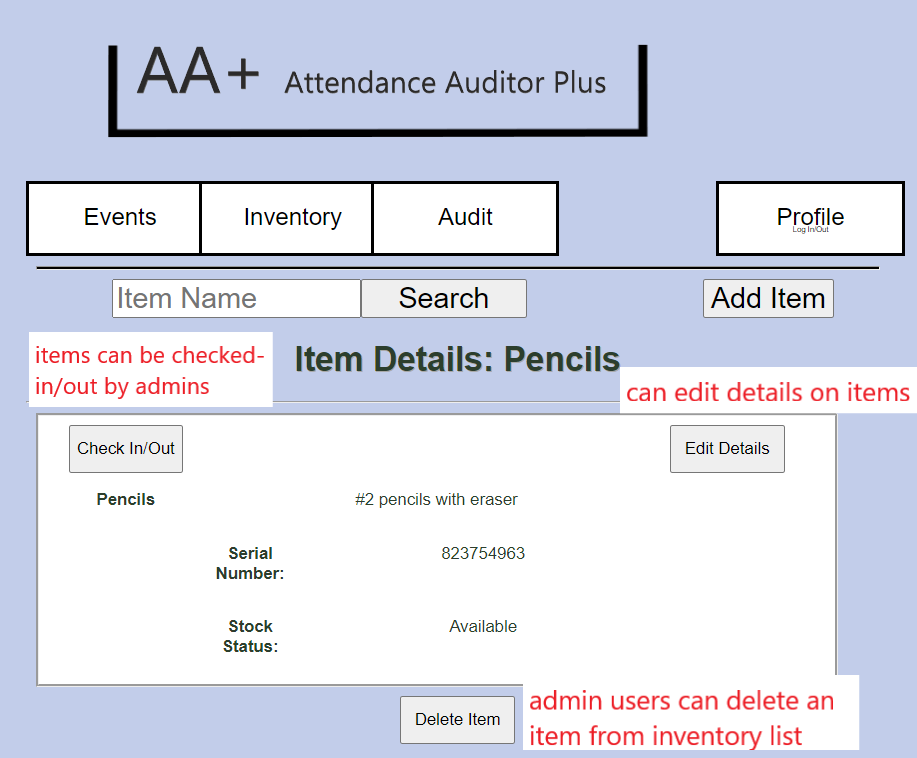
* Allows for the Admin Users to add an item to be added into the inventory list. Fill in fields to create inventory and saving it adds it to the Inventory List.



*Figure 5.3.2 Add Item Page*

**5.3.3 Inventory Details Page (Admin User)**

* Similar to the Inventory Details page **(refer to Section 4)**, but has few differences with Admin Privileges



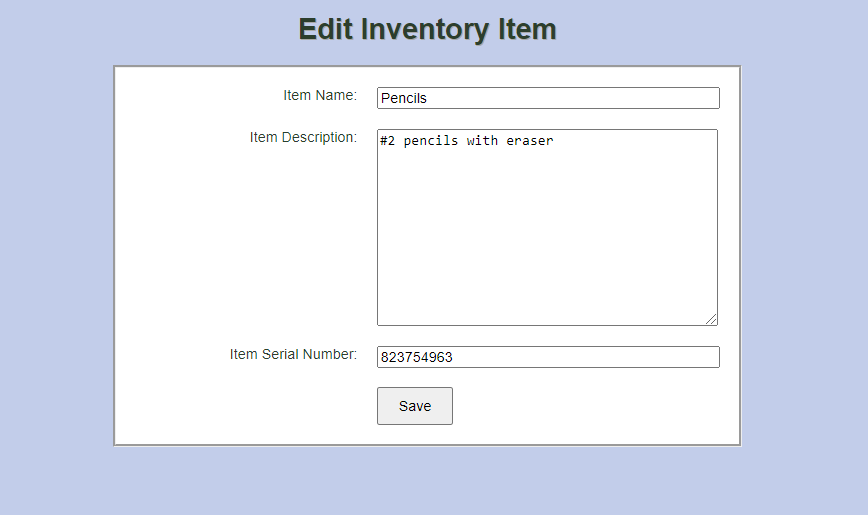
*Figure 5.3.3 Inventory Detail Page for Admin Users*

**5.3.3.1 Delete Item**

* Deletes an item from the Inventory List. This item will no longer be visible.

**5.3.3.2 Edit Inventory Details**

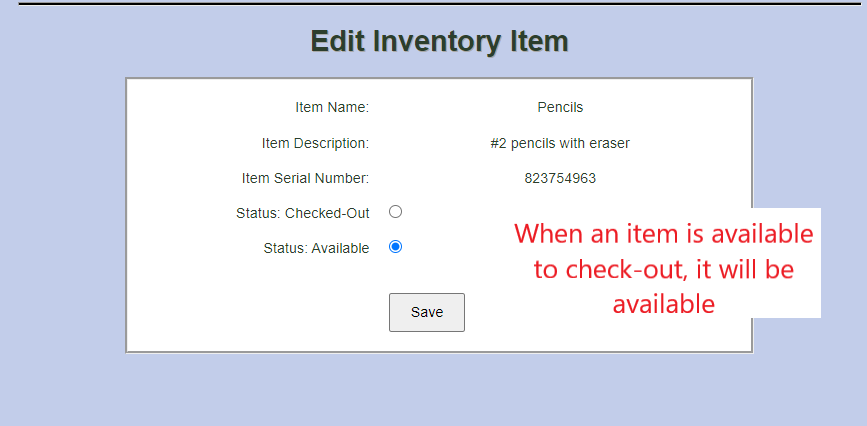
* Admin Users can edit the details of an item. Fields are similar to the Inventory Create page. Changes can be seen on the Inventory Detail page **(Refer to Section 4)**



*Figure 5.3.3.2 Inventory Edit Page for Admin User*

**5.3.3.3 Check-In/Out**

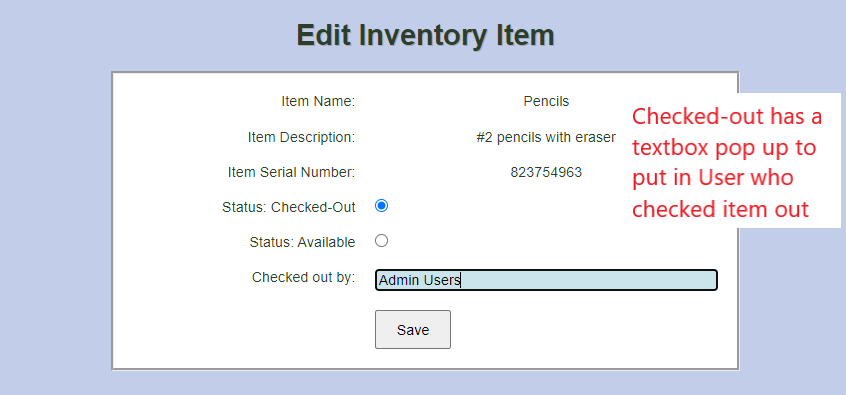
* If an inventory item is going to be checked out, the Admin User has the option to change the status of the item. Users will be directed to a check-in/out page



*Figure 5.3.3.3.1 Item is available to be checked out*

**5.3.3.3.1 Available**

* Item is available to be checked out



*Figure 5.3.3.3.2 Item is being checked out*

**5.3.3.3.2 Checked-out**

* Selecting “Checked-Out” creates a textbox to input who is checking out the item.