Introduction

What is the Storefront Calendar?

The Storefront Calendar is a web-based tool used to book Storefront spaces.

Who may use the Calendar?

Storefront administrators, front-desk staff, and designated Storefront partner-agents.

Where can I access the Calendar?

You can access the Storefront Calendar at this web-address: http://thestorefront.cloudapp.net/

For best results, it is recommended that you use either Mozilla Firefox or Google Chrome as your web-browser.

How can I get a Calendar account?

If you are a Storefront administrator, you have already been assigned a Calendar ID and password.

If you are a front-desk staff member, you should use the staff ID and password provided by the administration.

If you are a Storefront partner, and do not have a Calendar account (and want one), please contact the Storefront at:

Phone:	(416) 208-9889
Fax:	(416) 208-9239

How do I use the Calendar website?

That's the topic of this manual!

Contents

1 The Basics

The Storefront Calendar is located at: http://thestorefront.cloudapp.net/

1.1 Logging In

Enter your username and password in the indicated fields of the “LOGIN” box, then click the “Log in” button.

1.2 Forgot Your Password?

In the event you have forgotten your password, click the “Forgot Password” link in the “LOGIN” box.

1.3 Logging Out

You can log out of the website by clicking the “Logout” button in the upper-right corner of the main view.

To prevent others from accessing your account, it is recommended that you log out whenever you are not using the Calendar.

2 Getting Around – Site Navigation and Performing Tasks

After logging in (and performing most actions), you will be presented with a calendar view of the current month's events.

There are three different ways to see the currently booked events: by month, by week, and by day. You can switch between each view by clicking the buttons in the upper-right hand corner of the screen.

2.1 Events

Events are in essence room bookings.

In all views, events are colour coded according to their status: tentative (blue), confirmed (green), or rejected (red). Only Administrator-level users can make confirmed bookings or change booking statuses. All other user levels may only create tentative (requested) events.

2.2 Navigation by Month

This is the default view that you will see after logging in.

By default, the month presented is the current month. To view a different month, navigate backwards and forwards using the arrow buttons.

2.3 Navigation by Week

The columns are days of the week, and the rows are booking times.

By default, the week presented is the current week. To view a different week, navigate backwards and forwards using the arrow buttons.

2.4 Navigation by Day

The columns are bookable rooms, and the rows are booking times.

By default, the day presented is the current day. To view a different day, navigate backwards and forwards using the arrow buttons.

2.5 Performing Tasks – The Toolbar

The Toolbar is the grey bar that appears at the top of every page. The Storefront logo on the left side of the Toolbar is a drop-down menu that shows a list of tasks that you can perform. To perform a task, hover over the Storefront logo, and click one of the options that appears.

For example, if you want to add a new event, select the "Add New Event" option from the drop-down menu in the Toolbar.

The Toolbar also has a "Logout" button in the upper-right corner.

3 Administrator Tasks

This section describes tasks that can be performed by Administrator-level users, using the drop-down menu in the Toolbar.

If you are not an Administrator, please refer to either the “Front-Desk Staff Tasks” chapter, or the “Storefront Partner Tasks” chapter.

3.1 Adding a New User

To add a new user to the system, select “Add New User” from the drop-down menu in the Toolbar. You will be directed to the “Add New User” form.

Fill out all the required fields in the form, and click “Continue”. If you want to clear the form, click ’Reset’.

3.2 Editing an Existing User

To edit an existing user, select “Edit User” from the drop-down menu in the Toolbar. You will be directed to the “Edit User” form.

Fill out all the required fields in the form, and click “Save”. If you want to delete the user, click “Delete”. You cannot delete your own account, even as an Administrator.

3.3 Adding a New Storefront Partner

To add a new Storefront Partner to the system, select “Add New Client” from the drop-down menu in the Toolbar. You will be directed to the “Add New Client” form.

Fill out all the required fields in the form, and click “Continue”. If you want to clear the form, click ’Reset’.

3.4 Editing an Existing Storefront Partner

To edit an existing Storefront Partner, select “Edit Client” from the drop-down menu in the Toolbar. You will be directed to the “Edit Client” form.

Fill out all the required fields in the form, and click “Save”. If you want to delete the Partner, click “Delete”.

3.5 Adding a New Event

To add a new event to the system, select "New Event" from the drop-down menu in the Toolbar. You will be directed to the "Add New Booking" form.

Fill out all the required fields in the form, and click "Continue". If you want to clear the form, click 'Reset'.

3.6 Editing an Existing Event

To edit an existing event, select "Edit Event" from the drop-down menu in the Toolbar. You will be directed to the "Edit Bookings" form.

Fill out all the required fields in the form, and click "Save". If you want to delete the event, click "Delete".

3.7 Changing Your Password

To change your password, select "Update Password" from the drop-down menu in the Toolbar. You will be directed to the "Update Password" form.

Fill out all the required fields in the form, and click "Change Password".

3.8 Viewing a Map of Bookable Storefront Spaces

To view a map of the Storefront facilities, select "Rooms" from the drop-down menu in the Toolbar. You will be directed to a map-view of the Storefront. Rooms outlined in green are bookable through the Calendar system. Hover over a room to see its details, including its capacity and any notes made about it.

3.9 Event Shortcuts

In the month, week, or day views, Administrators can drag-and-drop events to different days (month or week views), times (week or day views), or rooms (day view only).

Administrators can also confirm tentative bookings by single left-clicking on the event in any view. To edit the event, double left-click on it.

4 Front-Desk Staff Tasks

This section describes tasks that can be performed by Staff-level users, using the drop-down menu in the Toolbar.

If you are not a Front-Desk Staff member, please refer to either the "Administrator Tasks" chapter, or the "Storefront Partner Tasks" chapter.

4.1 Adding a New Event

To add a new event to the system, select "New Event" from the drop-down menu in the Toolbar. You will be directed to the "Add New Booking" form.

Fill out all the required fields in the form, and click "Continue". If you want to clear the form, click 'Reset'.

As a Staff member, you may only add *tentative* (*requested*) events; an Administrator will need to confirm your room booking.

4.2 Editing an Existing Event

To edit an existing event, select "Edit Event" from the drop-down menu in the Toolbar. You will be directed to the "Edit Bookings" form.

Fill out all the required fields in the form, and click "Save". If you want to delete the event, click "Delete".

As a Staff member, you may only edit events on behalf of any Partner. If you edit a non-tentative booking, it will become tentative; an Administrator will need to confirm the new booking details.

4.3 Changing Your Password

To change your password, select "Update Password" from the drop-down menu in the Toolbar. You will be directed to the "Update Password" form.

Fill out all the required fields in the form, and click "Change Password".

4.4 Viewing a Map of Bookable Storefront Spaces

To view a map of the Storefront facilities, select "Rooms" from the drop-down menu in the Toolbar. You will be directed to a map-view of the Storefront. Rooms outlined in green are bookable through the Calendar system. Hover over a room to see its details, including its capacity and any notes made about it.

4.5 Event Shortcuts

Staff can edit events by double left-clicking on them.

5 Storefront Partner ('Client') Tasks

This section describes tasks that can be performed by Partner-level (Client-level) users, using the drop-down menu in the Toolbar.

If you are not a Storefront Partner, please refer to either the "Front-Desk Staff Tasks" chapter, or the "Administrator Tasks" chapter.

5.1 Adding a New Event

To add a new event to the system, select "New Event" from the drop-down menu in the Toolbar. You will be directed to the "Add New Booking" form.

Fill out all the required fields in the form, and click "Continue". If you want to clear the form, click 'Reset'.

As a Partner, you may only add *tentative* (*requested*) events; an Administrator will need to confirm your room booking.

5.2 Editing an Existing Event

To edit an existing event, select "Edit Event" from the drop-down menu in the Toolbar. You will be directed to the "Edit Bookings" form.

Fill out all the required fields in the form, and click "Save". If you want to delete the event, click "Delete".

As a Partner, you may only edit your own events. If you edit a non-tentative booking, it will become tentative; an Administrator will need to confirm the new booking details.

5.3 Changing Your Password

To change your password, select "Update Password" from the drop-down menu in the Toolbar. You will be directed to the "Update Password" form.

Fill out all the required fields in the form, and click "Change Password".

5.4 Viewing a Map of Bookable Storefront Spaces

To view a map of the Storefront facilities, select "Rooms" from the drop-down menu in the Toolbar. You will be directed to a map-view of the Storefront. Rooms outlined in green are bookable through the Calendar system. Hover over a room to see its details, including its capacity and any notes made about it.

5.5 Event Shortcuts

Partners can edit their own events by double left-clicking on them. Double clicking on another Partner's event simply brings up the "Edit Bookings" form.