VIA BOARD GAMES

SEP 1

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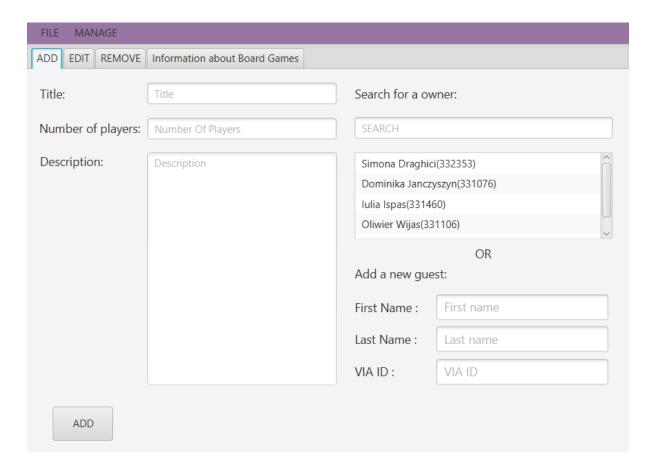


1. Manage Board Games

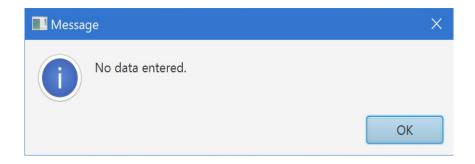


- 1. Choose **MANAGE** from the menu.
- 2. Click on Manage Board Games to go to Manage Board Games.

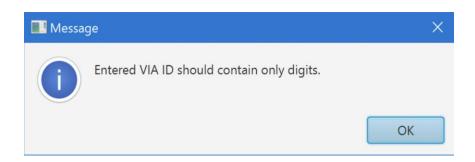
1.1 Add a board game



- 1. Click on the **ADD** tab.
- 2. Fill the fields Title, Number of players and Description.
- 3. Select an existing owner by typing his information in the left **SEARCH** field and select it from the list OR add a new guest by filling the fields **First Name**, **Last Name** and **VIA ID**.
- 4. Click the button **ADD** to add the game.



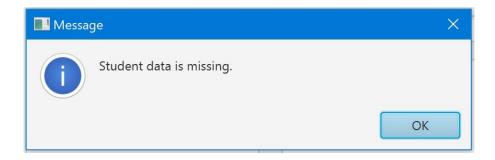
If you did not enter any data in one or more of the fields, the alert shown above is displayed and the board game will not be added in the system.



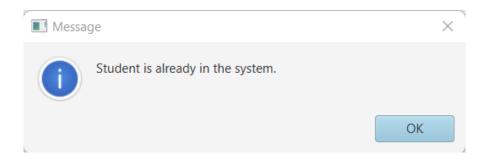
If you choose the option to add a new guest and the VIA ID you entered does not contain only digits, the alert shown above is displayed and the board game will not be added in the system.



If you choose the option to add a new guest and the VIA ID you entered does not contain 6 digits, the alert shown above is displayed and the board game will not be added in the system.

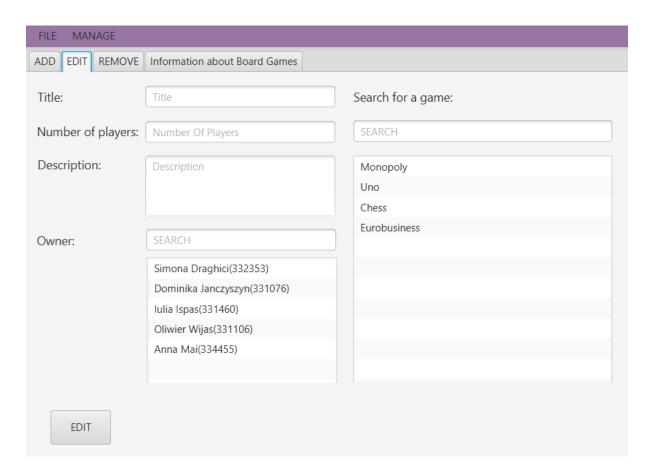


If you did not choose any student from the student's list and did not add new guest's data, the alert shown above is displayed and no game will be added.

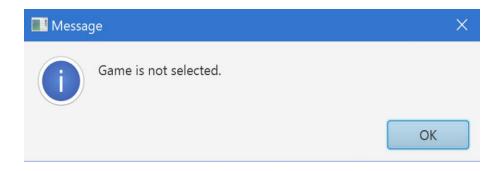


If the VIA ID you entered is already assigned to one student existing in the system, the alert shown above is displayed and no game will be added.

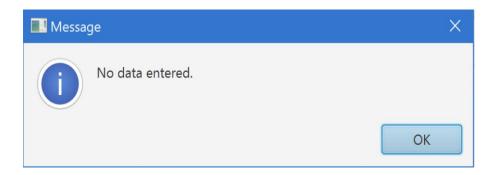
1.2 Edit a board game



- 1. Click on the **EDIT** tab.
- 2. Search for a board game by typing its information in the **SEARCH** field and select it from the list. The information will be displayed in the fields on the left side.
- 3. Modify the information in the fields **Title**, **Number of players**, **Description** or select another owner by typing its information in the **SEARCH** field.
- 4. Click the **EDIT** button to change the selected board game's information.

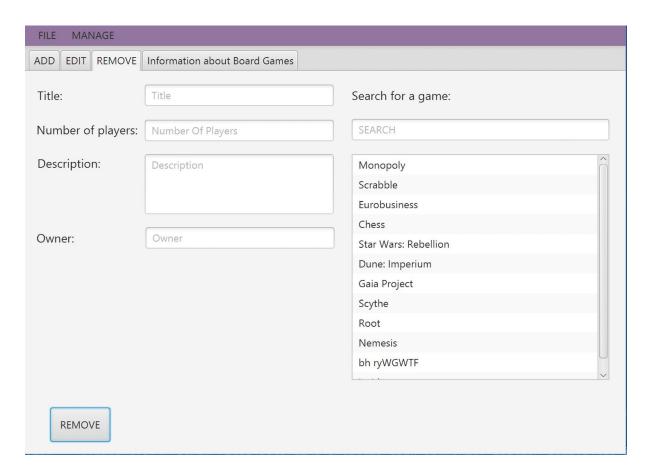


If you did not select any game, the alert shown above is displayed and no game will be edited.

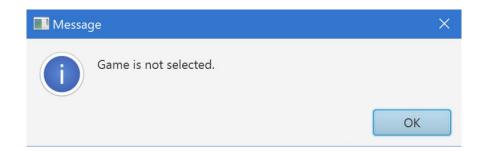


If you did not enter any data in one or more of the fields, the alert shown above is displayed and the information of the board game will not be edited.

1.3 Remove a board game

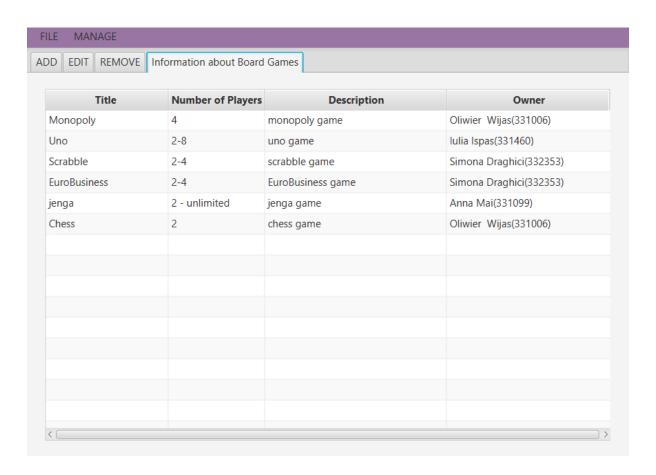


- 1. Click on the **REMOVE** tab.
- 2. Search for a board game by typing its information in the **SEARCH** field and select it from the list. The information will be displayed in the fields on the left side.
- 3. Click the button **REMOVE** to remove the game.



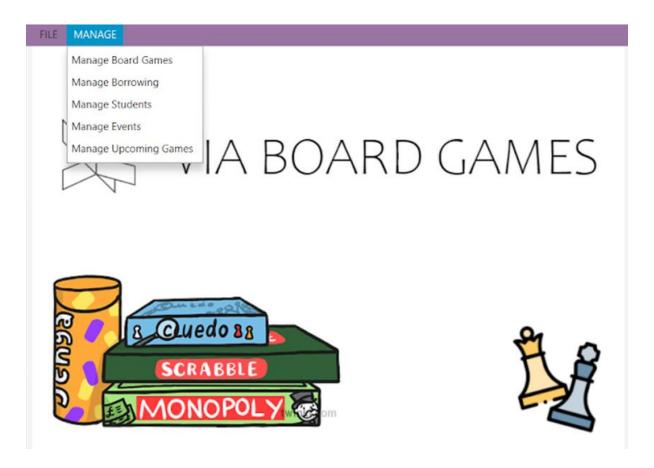
If you did not select any game, the alert shown above is displayed and no game will be removed.

1.4 Information about Board Games



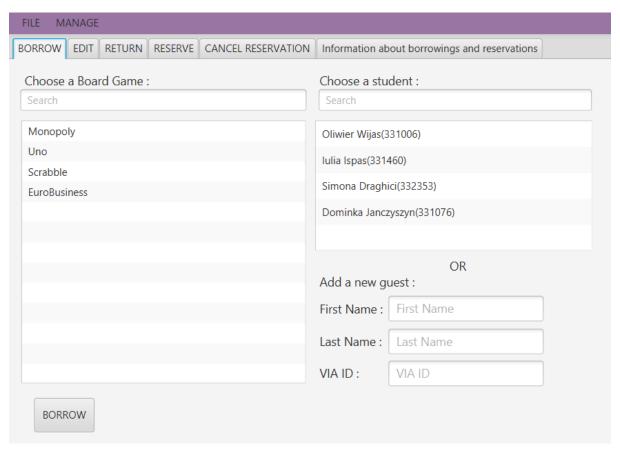
- 1. Click on the **Information about Board Games** tab.
- 2. Information about all board games that are in the system will be shown in the list.

2. Manage Borrowings

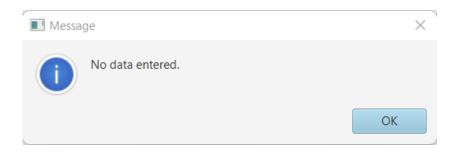


- 1. Choose **MANAGE** from the menu.
- 2. Click on Manage Borrowings to go to Manage Borrowings.

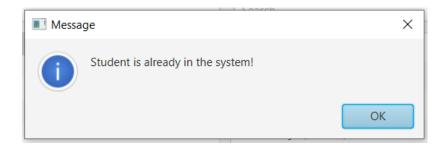
2.1 Borrow a Board Game



- 1. Click on the **BORROW** tab.
- 2. Search for a board game by typing its information in the **SEARCH** field and select it from the list.
- 3. Search for a member or a guest, who has not borrowed any game yet, by typing his/her information in the **SEARCH** field and select it from the list or enter new guest information by typing it in fields on the right side.
- 4. Click the button **BORROW** to borrow a game.

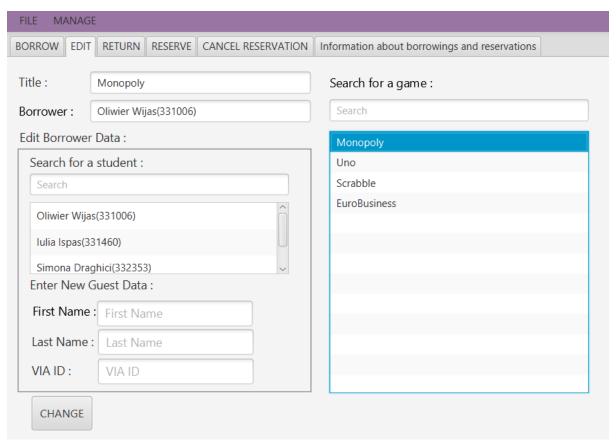


If you did not select any game, student or input new guest information the alert shown above is displayed and no borrowing will be made.

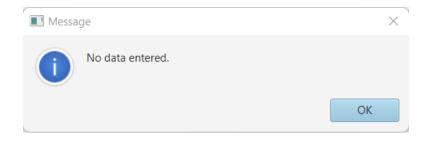


If the VIA ID you entered is already assigned to one student existing in the system, the alert shown above is displayed and no borrowing will be made.

2.2 Edit a Borrowing

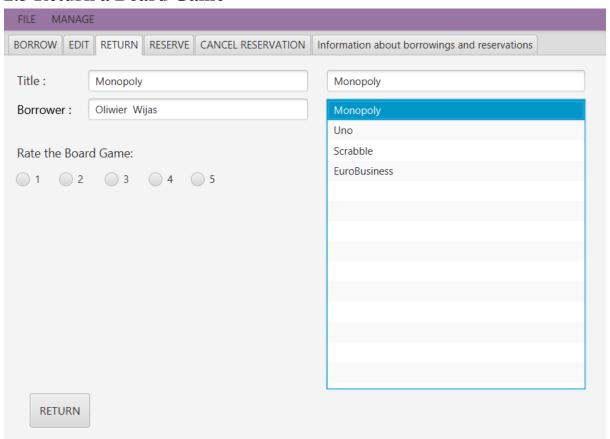


- 1. Click on the **EDIT** tab.
- 2. Search for a borrowing by typing its information in the **SEARCH** field and select it from the list. Information about the borrower and title of the game will be displayed in the fields on the left side.
- 3. To change a borrower, search for a member or a guest, who has not borrowed any game yet, by typing his/her information in the **SEARCH** field and select it from the list or enter new guest information by typing it in fields on the right side.
- 4. Click the button **CHANGE** to change borrowing details.



If you did not select any game, student or input new guest information the alert shown above is displayed and no borrowing will be made.

2.3 Return a Board Game

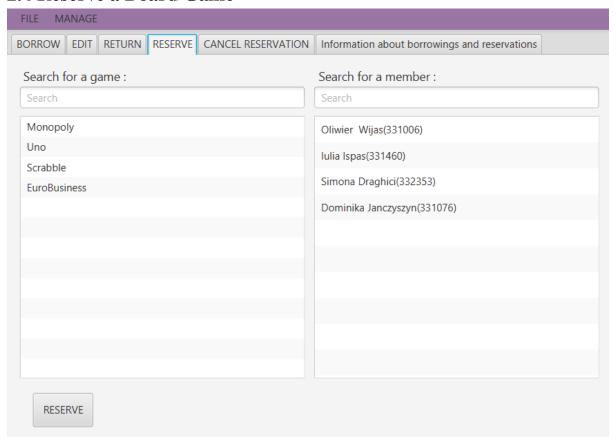


- 1. Click on the **RETURN** tab.
- 2. Search for a borrowing by typing its information in the **SEARCH** field and select it from the list. Information about the borrower and title of the game will be displayed in the fields on the left side.
- 3. To rate a game select a number, from 1 to 5
- 4. Click the button **RETURN** to return a game.

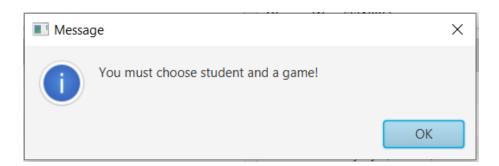


If you did not select any game the alert shown above is displayed and you will not return any game.

2.4 Reserve a Board Game

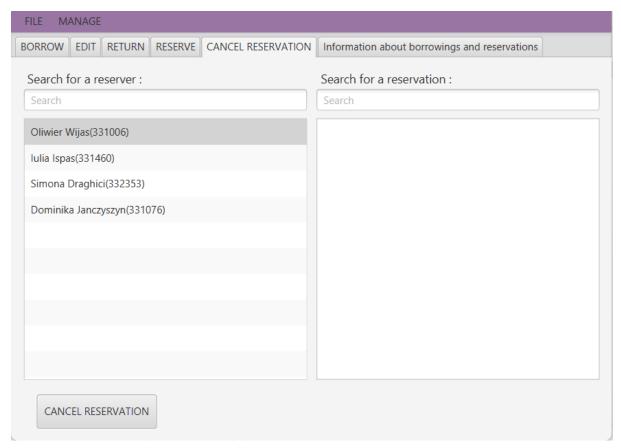


- 1. Click on the **RESERVE** tab.
- 2. Search for a game by typing its information in the **SEARCH** field and select it from the list.
- 3. Search for a member by typing its information in the **SEARCH** field and select it from the list.
- 4. Click the button **RESERVE** to reserve a game.
- 5.

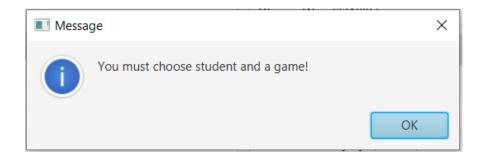


If you did not select any game or member the alert shown above is displayed and no reservation will be made.

2.5 Cancel reservation

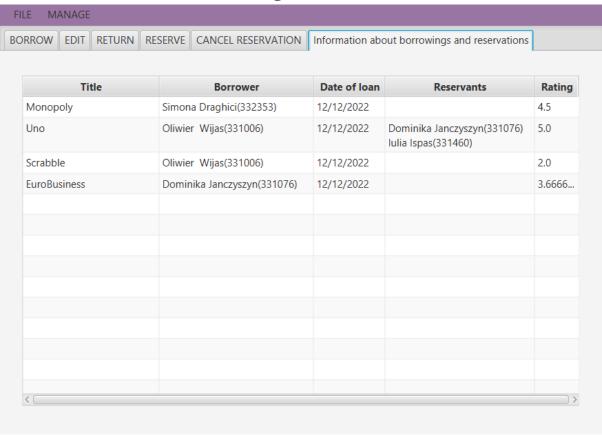


- 1. Click on the **CANCEL RESERVATION** tab.
- 2. Search for a member by typing its information in the left **SEARCH** field and select it from the list. Games reserved by that member will be displayed in the list on the right side.
- 3. Search for a game by typing its information in the right **SEARCH** field and select it from the list. Title of the board game will be displayed in the text field at the top of the window
- 6. Click the button **CANCEL RESERVATION** to cancel the reservation.



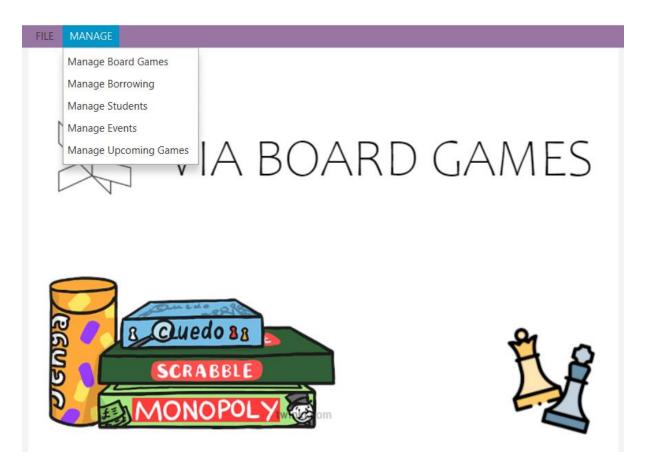
If you did not select any game or member the alert shown above is displayed and no reservation will be made.

2.6 Information about borrowings and reservation



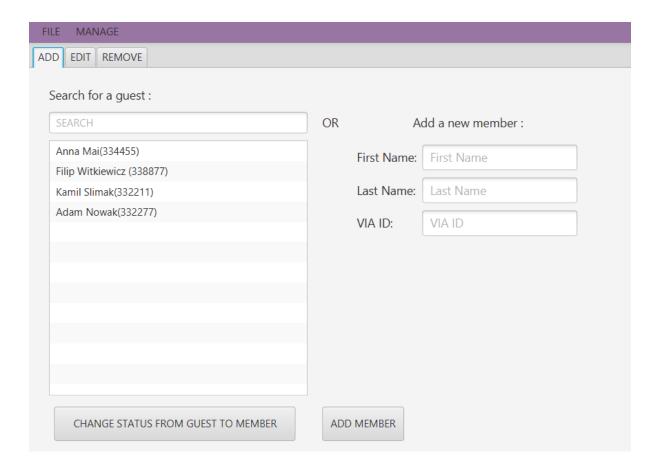
- 1. Click on the **Information about borrowings and reservation** tab.
- 2. Information about all borrowings and reservations in the system will be shown in the list.

3. Manage Students

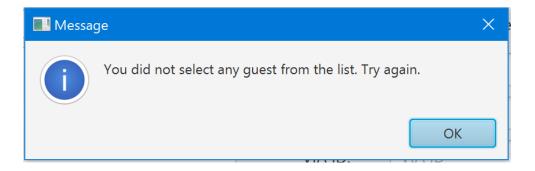


- 1. Choose **MANAGE** from the menu.
- 2. Click on Manage Students to go to Manage Students.

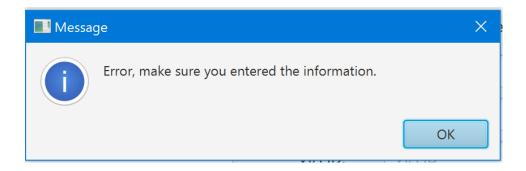
3.1. Add a member



- 1. Click on the **ADD** tab.
- 2. Search for a guest by typing his/her information or select him/her from the list.
- 3. Click on the **CHANGE STATUS FROM GUEST TO MEMBER** to change the guest selected from the list to a member.
- 4. If the person is not on the list, introduce a new member by filling in the fields **First** name, Last name, VIA ID.
- 5. Click the button **ADD MEMBER** to add the new member.

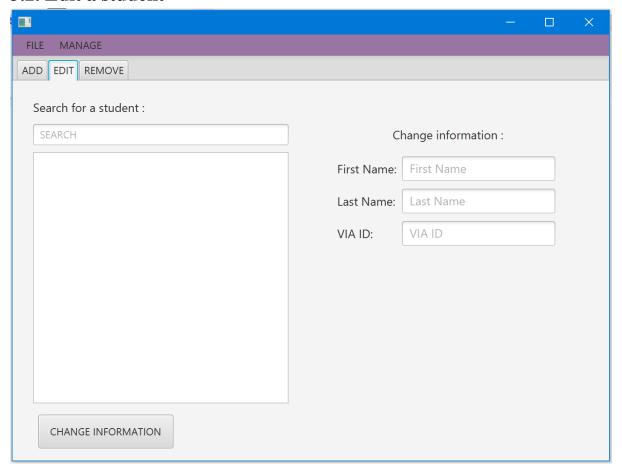


If you did not select any guest from the list, the alert shown above is displayed and the guest's status will not be changed to member.

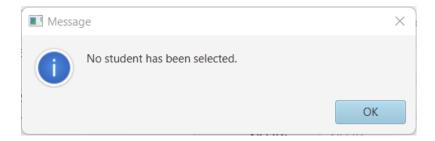


If you did not enter any data in one or more of the fields, the alert shown above is displayed and the member will not be added to the system.

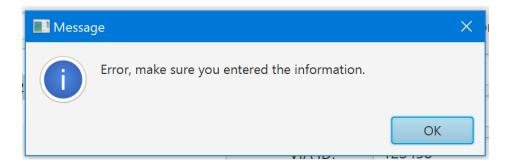
3.2. Edit a student



- 1. Click on the **EDIT** tab.
- 2. Search for a student by typing his/her information or select him/her from the list.
- 3. Modify the information in the fields **Name**, **Date** or **Description**.
- 4. Click the **EDIT** button to change the selected student's information.



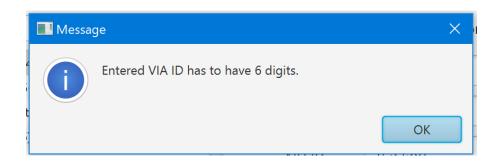
If you do not select any student, the alert shown above is displayed and no student is changed.



If you modify the student's information by deleting his/her first name, last name or VIA ID, one or more of the fields are going to be empty, the alert shown above is displayed and the student's information is not changed.

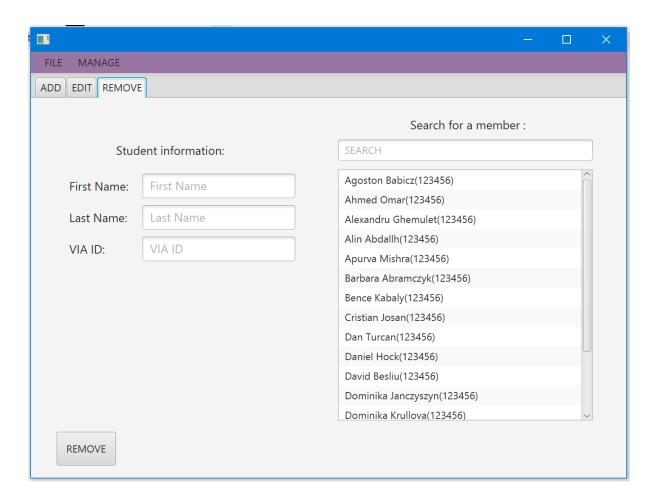


If you modify the VIA ID by adding letters, the alert shown above is displayed and the student's information is not changed.

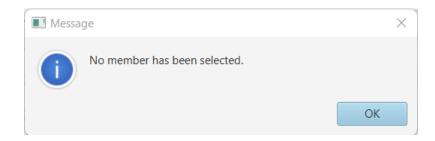


If you modify the student's VIA ID by adding more than 6 digits, the alert shown above is displayed and the student's information is not changed.

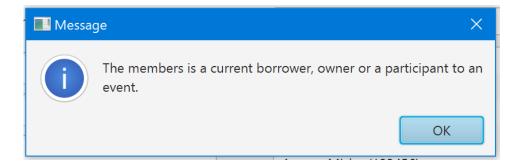
3.3. Remove a member



- 1. Click on the **REMOVE** tab.
- 2. Search for a member by typing his/her data or selecting him/her from the list.
- 3. Click the button **REMOVE** to remove the member from the system.



If you did not select any member from the list, the alert shown above is displayed and no member will be removed.



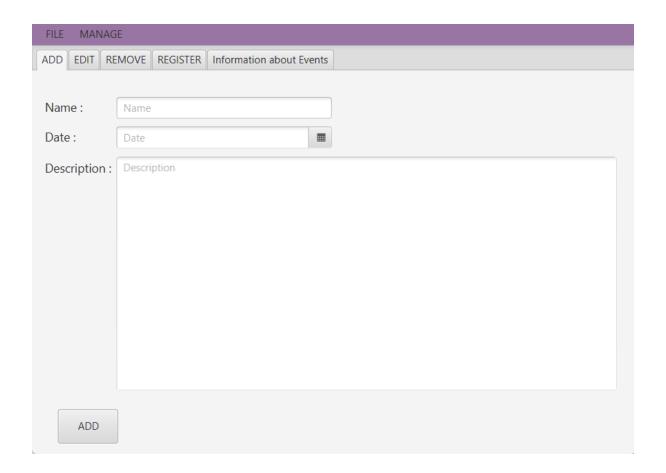
If the member you selected from the list is a current borrower, owner or a participant to an event, the alert shown above is displayed and the student cannot be removed from the system in this page, only if you remove him/her from the page where he/she was introduced.

5. Manage Events



- 1. Choose **MANAGE** from the menu.
- 2. Click on Manage Events to go to Manage Events.

5.1 Add an Event



- 1. Click on the **ADD** tab.
- 2. Fill the fields Name, Description and choose Date.
- 3. Click the button **ADD** to add the event.

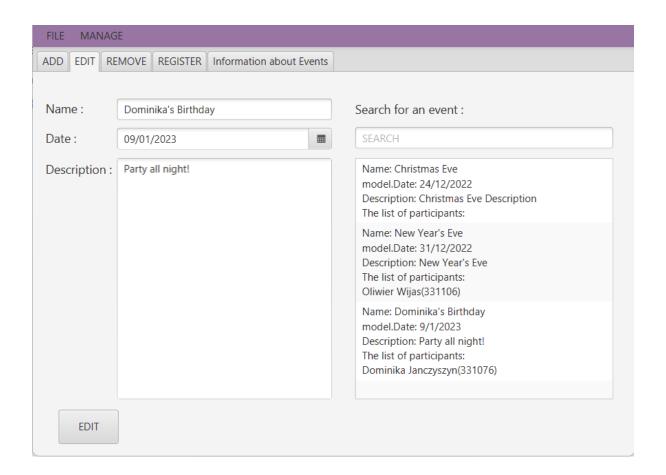


If you did not enter any data in one or more of the fields, the alert shown above is displayed and the event will not be added to the system.

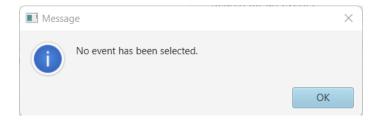


If you try to create an event in the past, the alert above is displayed and no event will be added.

5.2 Edit an Event

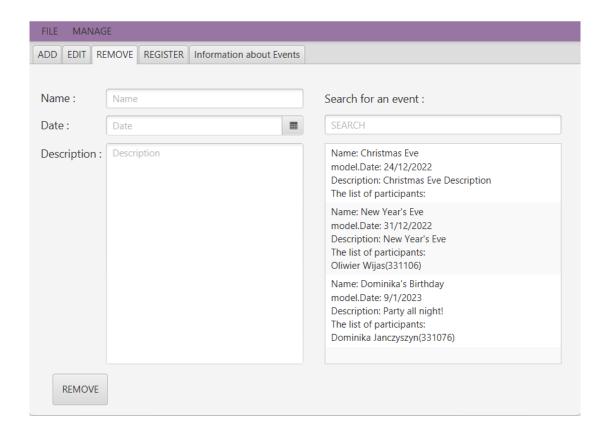


- 1. Click on the **EDIT** tab.
- 2. Search for an event by typing its information in the **SEARCH** field and select it from the list. The information will be displayed in the fields on the left side.
- 3. Modify the information in the fields Name, Date or Description.
- 4. Click the **EDIT** button to change the selected event's information.

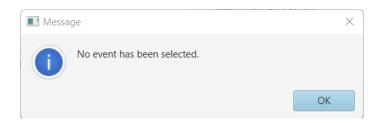


If you did not select any event, the alert shown above is displayed and no event's data will be changed.

5.3 Remove an Event

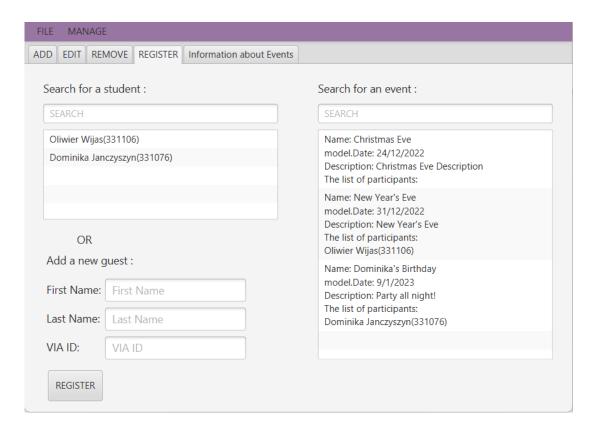


- 1. Click on the **REMOVE** tab.
- 2. Search for a game by typing its information in the **SEARCH** field and select it from the list. The information will be displayed in the fields on the left side.
- 3. Click the **REMOVE** button to remove the event you selected.

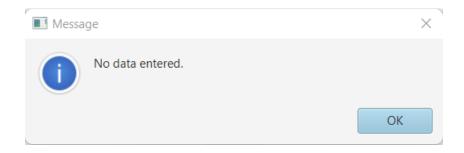


If you did not select any event, the alert shown above is displayed and no event will be removed.

5.4 Register for an event



- 1. Click on the **REGISTER** tab.
- 2. Select the event from the events' list on the right.
- 3. Select the student that is already in the system from the students' list in the top left corner OR add a new guest by filling the fields **First Name**, **Last Name** and **VIA ID**.
- 4. Click the **REGISTER** button to register the student for the event you selected.

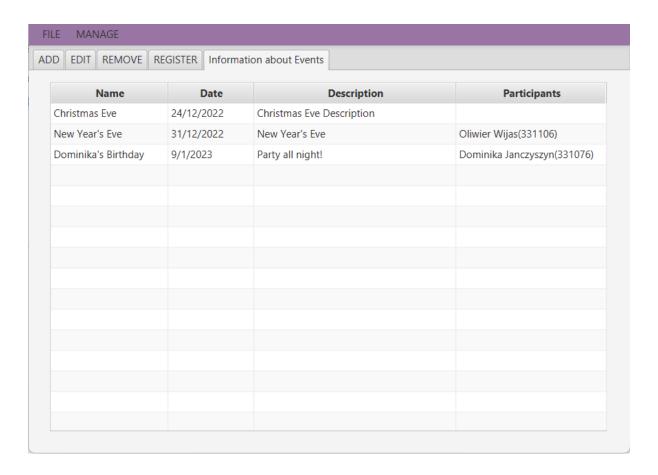


If you did not select any event, the alert shown above is displayed and no student will be registered for any event.



If you selected the event, but did not select the student or add a new guest's information in the fields, the alert shown above is displayed and no student will be registered for any event.

5.5 Information about Events



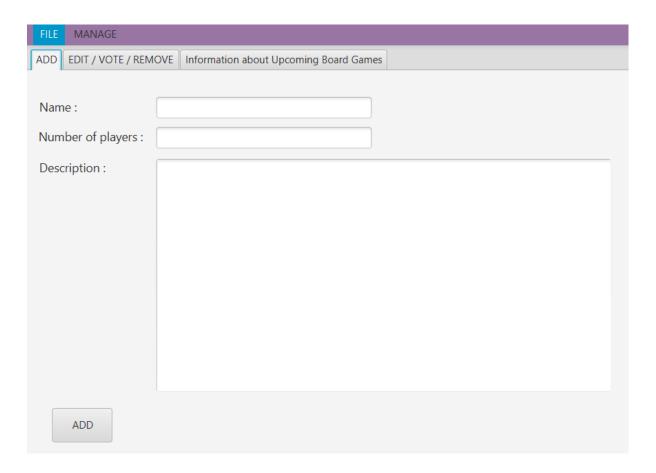
- 1. Click on the **Information about Events** tab.
- 2. Information about all events in the system will be shown in the list.

6. Manage Upcoming Board Games



- 1. Choose **MANAGE** from the menu.
- 2. Click on Manage Upcoming Games to go to Manage Upcoming Board Games.

6.1 Add Upcoming Board Game

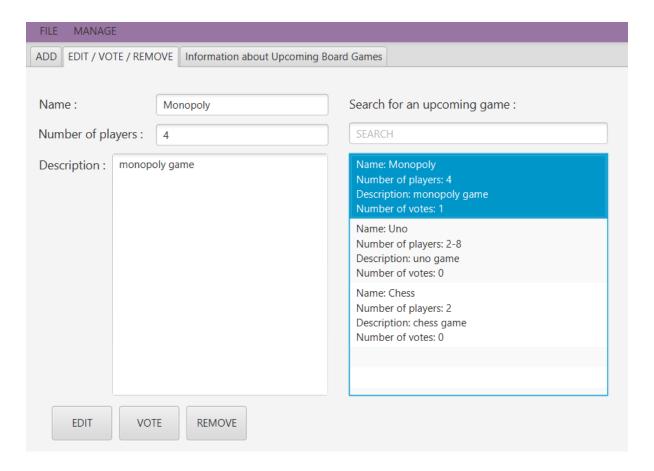


- 1. Click on the **ADD** tab.
- 2. Fill the fields Name, Number of players and Description.
- 3. Click the button **ADD** to add the game.



If you did not enter any data in one or more of the fields, the alert shown above is displayed and the game will not be added to the system.

6.2.1 Edit the Upcoming Board Game

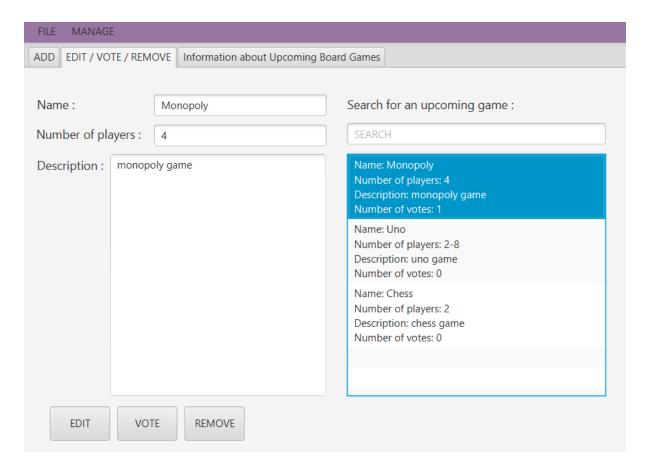


- 1. Click on the **EDIT / VOTE / REMOVE** tab.
- 2. Search for a game by typing its information in the **SEARCH** field and select it from the list. The information will be displayed in the fields on the left side.
- 3. Modify the information in the fields Name, Number of players or Description.
- 4. Click the **EDIT** button to change the selected upcoming board game's information.



If you did not enter any data in one or more of the fields, the alert shown above is displayed and the information of the upcoming board game will not be edited.

6.2.2 Vote for the Upcoming Board Game

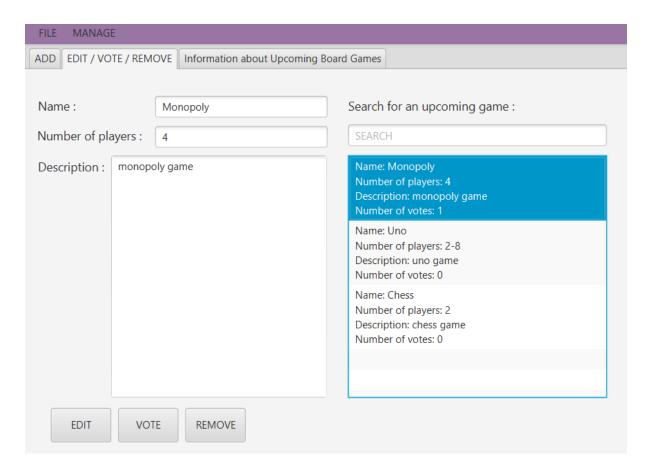


- 1. Click on the **EDIT / VOTE / REMOVE** tab.
- 2. Search for a game by typing its information in the **SEARCH** field and select it from the list. The information will be displayed in the fields on the left side.
- 3. Click the **VOTE** button to add a vote for the upcoming board game you selected.



If you did not select any upcoming board game, the alert shown above is displayed and the vote will not be added to the game you selected.

6.2.3 Remove the Upcoming Board Game

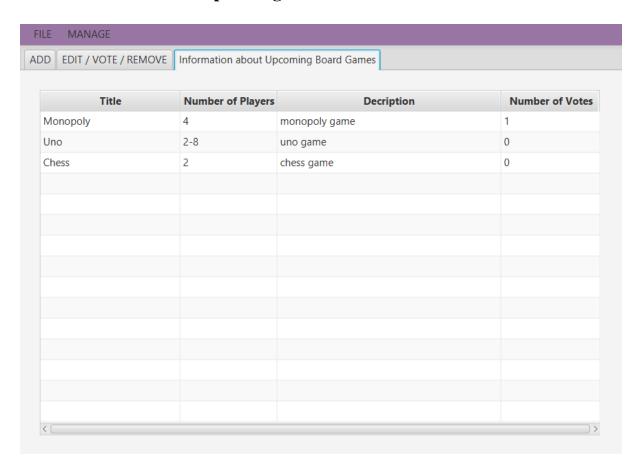


- 1. Click on the **EDIT / VOTE / REMOVE** tab.
- 2. Search for a game by typing its information in the **SEARCH** field and select it from the list. The information will be displayed in the fields on the left side.
- 3. Click the **REMOVE** button to remove the upcoming board game you selected.



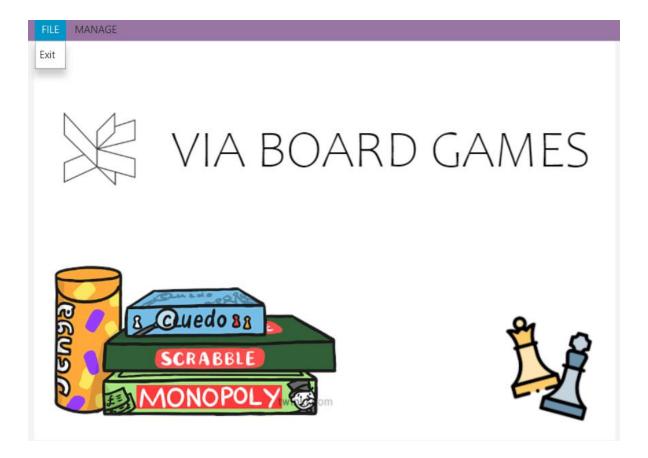
If you did not select any upcoming board game, the alert shown above is displayed and no game will be removed.

6.3 Information about Upcoming Board Games



- 3. Click on the **Information about Upcoming Board Games** tab.
- 4. Information about all upcoming board games in the system will be shown in the list.

7. Exit



- 1. Choose **FILE** from the menu.
- 2. Click **Exit** to close the programme.



After clicking **Exit**, the alert shown above is displayed. If you want to exit click **Yes**, if not click **Cancel**.