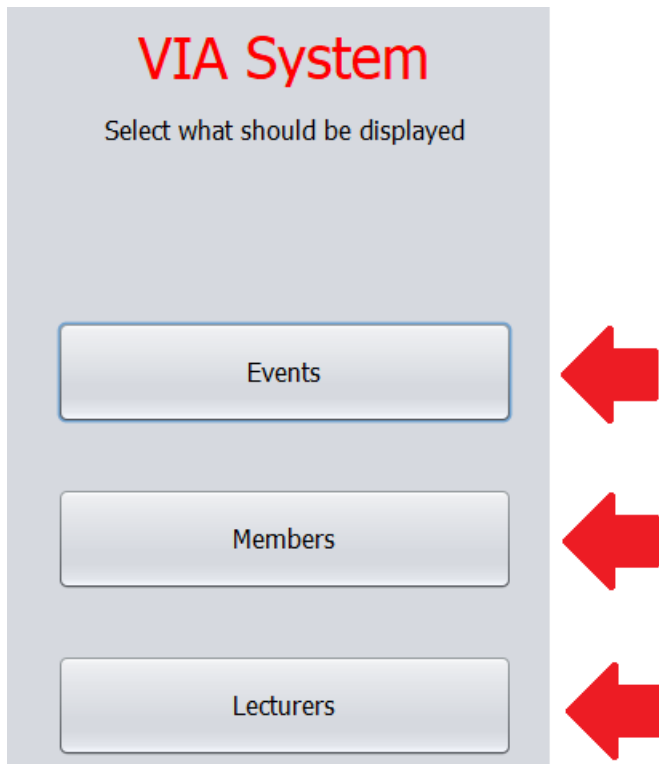


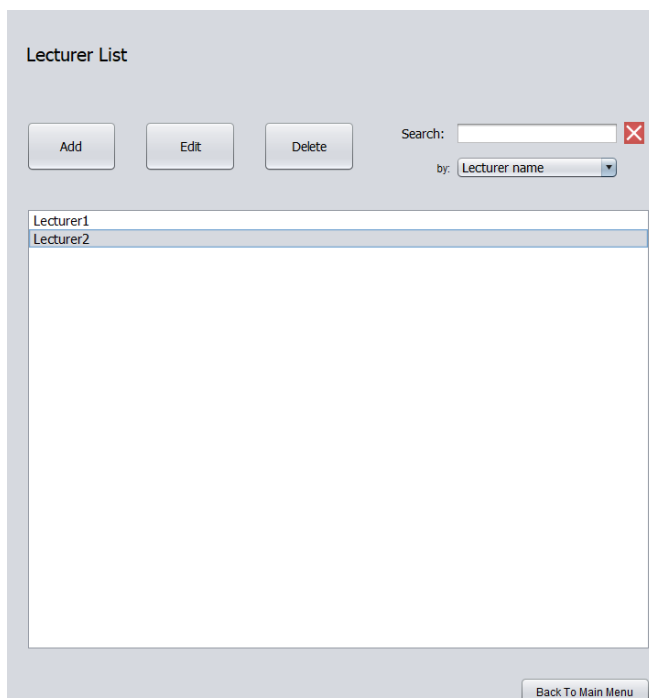
VIA System User Guide

Viewing every event, member or lecturer

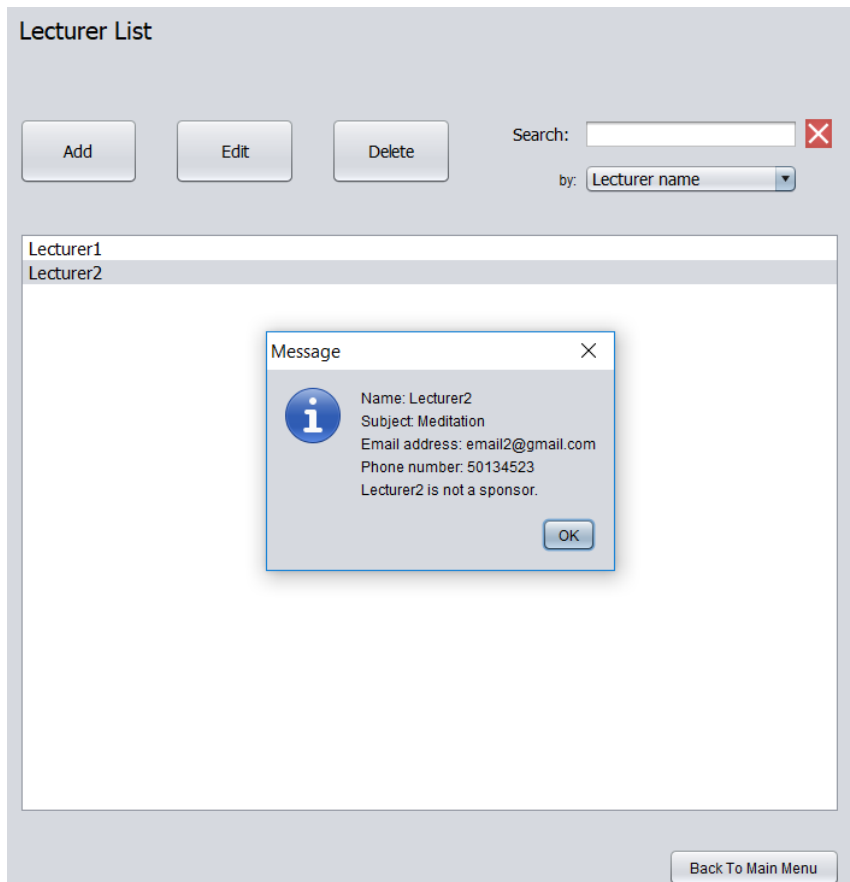
After opening the application, you will be presented with three choices: events, members or lecturers.



After clicking on any of these buttons you will be presented with the full list of either events, members or lecturers.



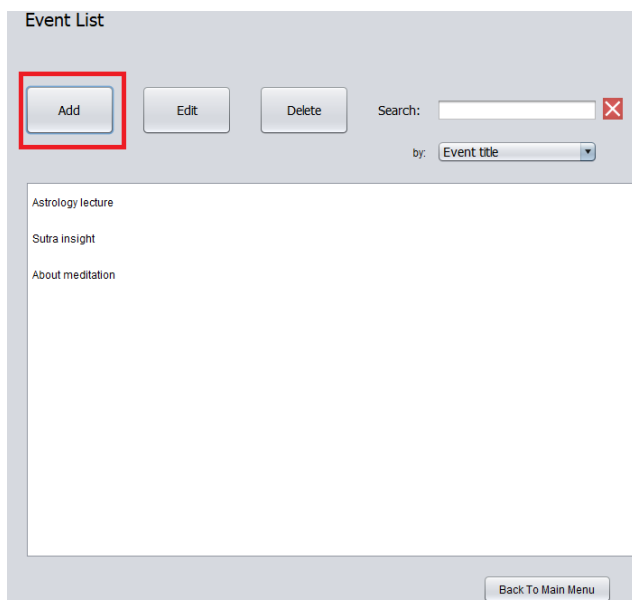
In order to make the list more easily readable only the names or titles of the items that make up the list will be displayed. You can, however, double-click on any item in order to display every information the system stores on it.



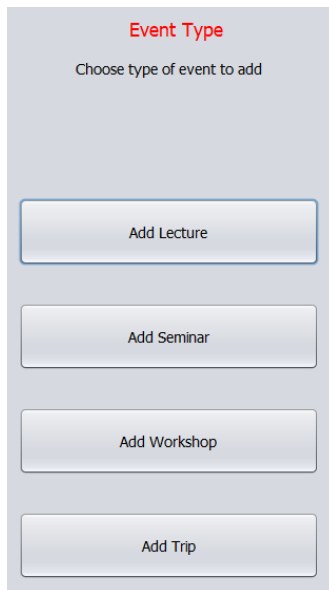
Adding a new event, member or lecturer

Because of the similarities among adding either a member, a lecturer or an event in this guide only the adding of an event will be illustrated.

First, enter the events list and click on the *Add* button.

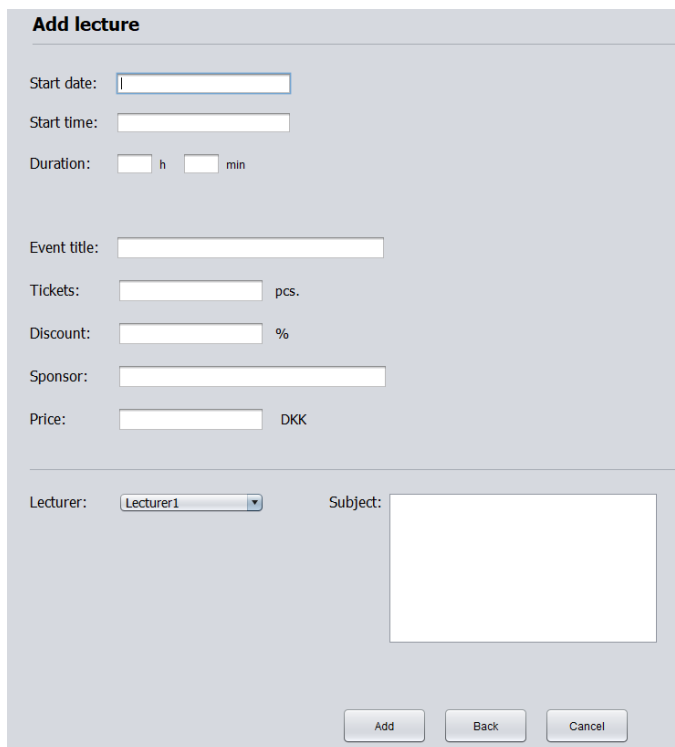


Next, select which type of event you wish to create: lecture, seminar, workshop or trip.



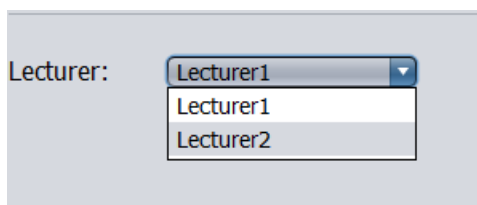
The form is titled "Event Type" in red text. Below the title is the instruction "Choose type of event to add". There are four buttons stacked vertically: "Add Lecture", "Add Seminar", "Add Workshop", and "Add Trip".

After choosing a type you will then need to fill in a form and click the *Add* button when finished or the *Cancel* button if you change your mind.



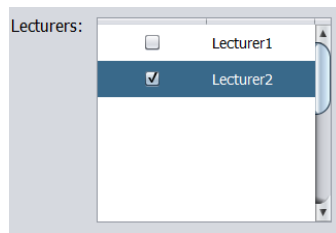
The form is titled "Add lecture". It contains the following fields: "Start date:" with a text input, "Start time:" with a text input, "Duration:" with two small text inputs for "h" and "min", "Event title:" with a text input, "Tickets:" with a text input and "pcs." label, "Discount:" with a text input and "%" label, "Sponsor:" with a text input, and "Price:" with a text input and "DKK" label. Below these is a "Lecturer:" dropdown menu showing "Lecturer1" and a "Subject:" text area. At the bottom are three buttons: "Add", "Back", and "Cancel".

When choosing a lecturer for your event you will be presented with a list of all the lecturers whose information is stored within the system.



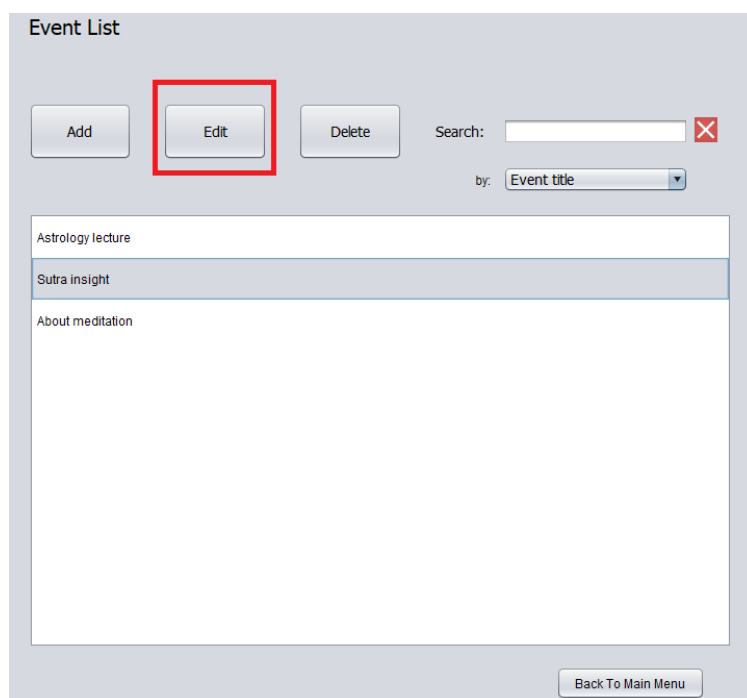
The form shows the "Lecturer:" label next to a dropdown menu. The dropdown is open, showing a list of two options: "Lecturer1" and "Lecturer2".

In the case of a seminar or a workshop you can choose multiple lecturers to host your event. In order to do that click on the check boxes on the left side.

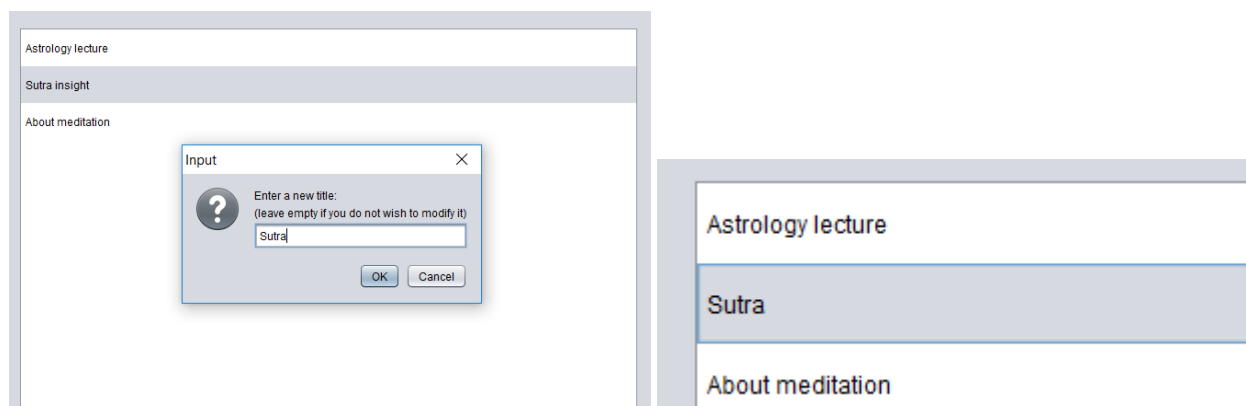


Editing an event, member or lecturer

In order to edit an item from the list just select it by clicking it once and then click the edit button.



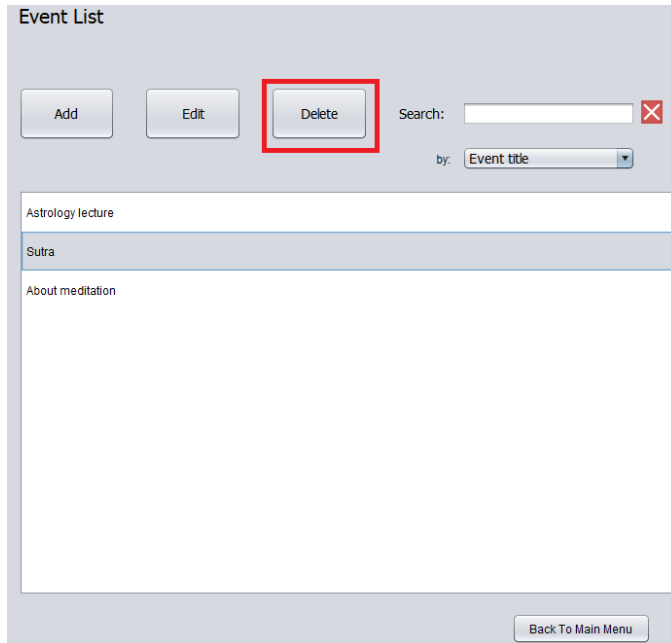
After clicking on the button several pop ups will appear and you can fill in each text field with new information.



The same process will be used for editing members and lecturers as well.

Deleting an event, member or lecturer

In order to delete an item from the list just select it and then click on the delete button.

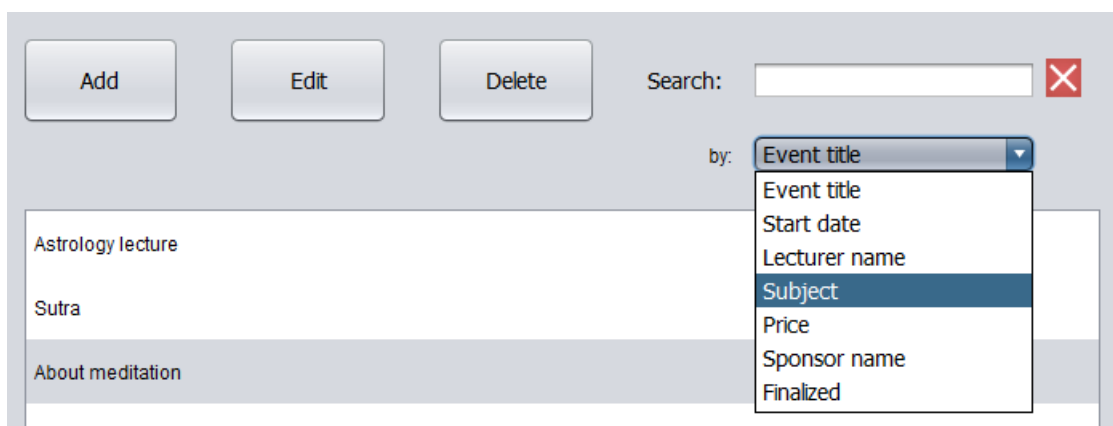


The screenshot shows the 'Event List' interface. At the top, there are three buttons: 'Add', 'Edit', and 'Delete'. The 'Delete' button is highlighted with a red rectangle. To the right of these buttons is a search bar with a red 'X' icon and a dropdown menu labeled 'by:' with 'Event title' selected. Below the buttons is a list of events: 'Astrology lecture', 'Sutra', and 'About meditation'. At the bottom right, there is a 'Back To Main Menu' button.

Searching for events, members or lecturers

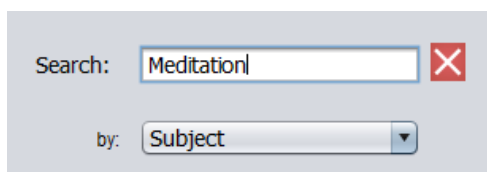
The system provides the user with a search functions, which allows you to display certain items from a list according to a certain parameter.

In order to use this function, you will have to first click on the dropdown menu under the search text field and choose what parameter you want to search the list by.



The screenshot shows the 'Event List' interface with the search dropdown menu open. The dropdown menu lists the following search parameters: 'Event title', 'Start date', 'Lecturer name', 'Subject' (which is highlighted), 'Price', 'Sponsor name', and 'Finalized'. The search bar is empty, and the 'by:' dropdown is set to 'Event title'.

After that type in the text field what you wish to search by and press enter.



The screenshot shows the search bar with the text 'Meditation' entered. The 'by:' dropdown is set to 'Subject'. The red 'X' icon is visible next to the search bar.

The list will then display every item that meets the requirement.

Add
Edit
Delete

Search:
✕

by:

Sutra
About meditation

If you want to see the full list again just click on the red X button next to the search field.

Search:
✕
➔

by:

Event List

Add
Edit
Delete

Search:
✕

by:

Astrology lecture
Sutra
About meditation

Back To Main Menu

If the parameter is *Finalized* in the case of events or in the case of lecturers *Sponsors* or *Non-Sponsors* just leave the field empty and press enter.

Search:
✕

by:

Astrology lecture
Sutra