

EVENT MANAGEMENT SYSTEM

USER MANUAL

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Group 12

01. INTRODUCTION: This software “Event Management System” provides event planners with a complete solution to increase event attendance and decrease event costs. By automating the event management processes, our software enables you to focus your time on strategic decisions rather than repetitive, time-consuming tasks.

02. INPUTS: Inputs are through mouse (single click) and keyboard (character entry).

03. OUTPUTS: Outputs are related to the corresponding forms. These are shown on a desktop.

04. WORKING: When this software is launched the form which is shown in Fig.1 is displayed. Here the user can either login with his credentials if he is a registered user or can sign up. This page looks like this image given below.



Fig.1

As mentioned if the user is not registered he can register by clicking on the “Sign Up” button.

Depending on his position, he/she is redirected to their corresponding pages. We shall discuss them individually

1. Admin: If the user is the admin, then he is directed to the form that is shown in Fig.2, where he can have buttons for viewing event requests, finalized events, financial database, volunteer data, and resources and along with a button for setting total budget. To the right of the page he can find the details of all the events.
 - a) Viewing Event Request: This form has all the pending requests to be verified and the admin either approves or rejects and accordingly the remaining budget is changed.
 - b) Viewing Finalized Events: This displays the details of the finalized events in the data grid present in the Admin form.
 - c) Viewing Financial Database: This button click shows the name of the events and their financial details.

- d) Volunteer Details: This button directs to another form which displays the positions of the volunteers and other managers. Admin can assign any manager position for volunteers, can update the position of already existed manager. He can also delete a volunteer.
- e) View Resources: This button displays the financial resources available with them.

The screenshot shows a web application window titled 'Form_admin'. The top section features a large, stylized 'EVENTS' banner with a futuristic, glowing blue and green background. Below the banner, the interface is divided into two main areas. On the left, there is a light blue sidebar containing several buttons: 'Set Total Budget' (with an input field), 'View Event Requests', 'View Volunteer', 'View Finalized Events', 'View Resources' (highlighted in blue), 'View Financial Database', 'LogOut', and 'Log File'. On the right, there is a table with three columns: 'id', 'Name', and 'resources'. The table is currently empty.

Fig.2

2. Resource Manager: If the user is a resource manager, then he is directed to that form shown in the Fig 3. In this form there are
 - a) Add Resources: This allows resource manager to add details of a resource for an event.
 - b) Add venue: Here venue is allotted for an event.
 - c) Add group: Can add a group of volunteers to work for an assigned task.
 - d) View group: Can check which group is working on which task.
 - e) Compose: This button redirects to a composing message form where the user can compose a message send it to maximum of three users.
 - f) Inbox: This button redirects to a form displaying the messages received by this event manager from other users.
 - g) View resource list: Views all the resources for events.
 - h) Grant Permission: On verifying the details of the requested event, resource manager can either grant/reject permission for a particular event.
 - i) Overall Performance: Displays the performance of individual or group in graphs(Shown in Fig.4).

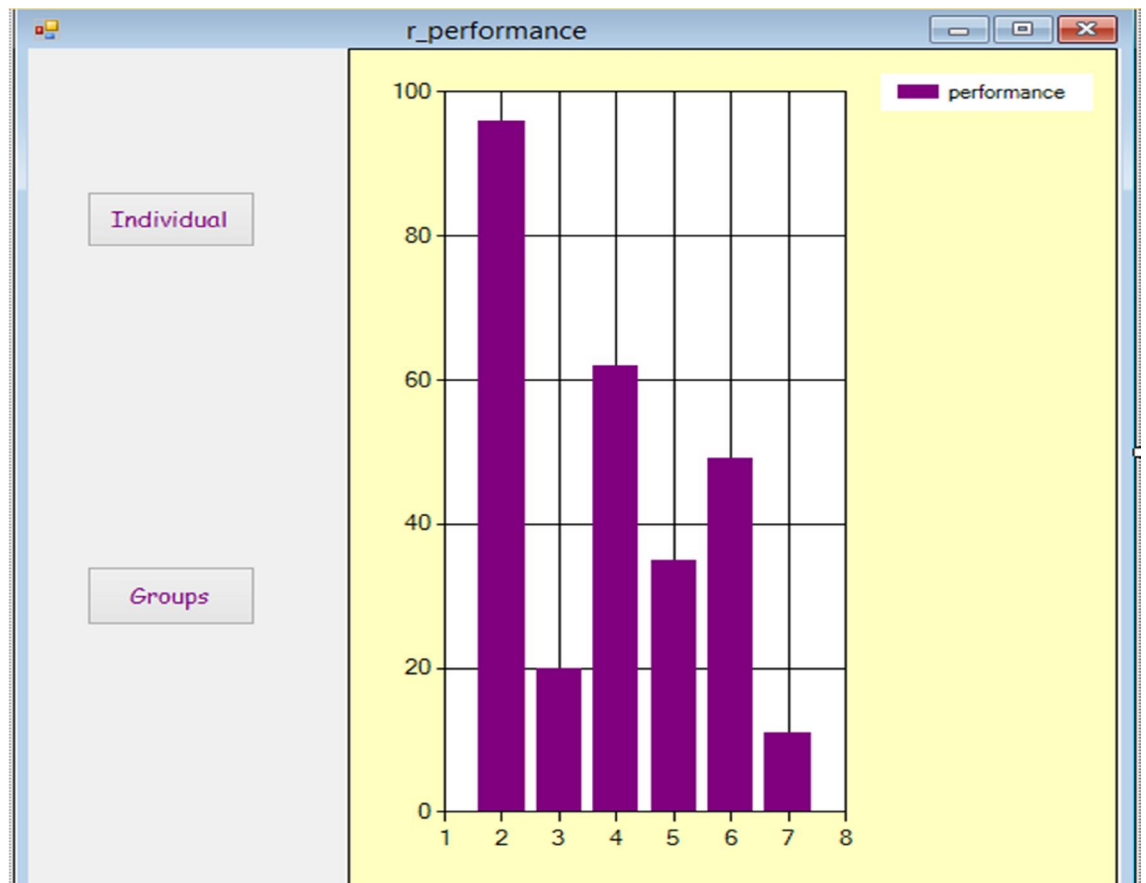


Fig.4

3. Financial Manager: If the user is a financial manager, then he is directed to this form that is displayed in the Fig. . Here he can find the following tag pages

The screenshot shows a web application interface titled "database". It has a navigation bar with tabs: Home, Events, EventCalendar, ManageFinance, Contacts, and Tasks. Below the navigation bar is a table with columns: id, NAME, VENUE, date, time, resource, and duration. The table contains one row with an asterisk in the "id" column. To the right of the table is a "NewCost" button. At the bottom of the interface are two buttons: "LoadEventsTable" and "Refresh". The background has a colorful, abstract design.

- a) Home: This tab page displays the events list for the acceptance from the financial manager. He can either accept or reject the event request.
 - b) Events: Here he can view the events' financial and resource details and manage the cost assured for an event.
 - c) Event Calendar: This displays the calendar view of all the events.
 - d) Manage Finance: He can approve or reject the task requests made by the volunteers. There is also a search button in this tab page which redirects to another form where he can search the event by date, cheque id, bank name etc.,
 - e) Tasks: This tab page has six buttons namely .
4. Event Manager: If the user is an event manager, then he is directed to that form shown in Fig. . Here he can find six buttons namely Add event, View events, Compose, Inbox, Change Password and logout.



- a) Add Event: This button redirects to a form where the manager fills in the details of the new event.
- b) View events: This button redirects to a form displaying all the events details.
- c) Compose: This button redirects to a composing message form where the user can compose a message send it to maximum of three users.
- d) Inbox: This button redirects to a form displaying the messages received by this event manager from other users.
- e) Change Password: Here he can change his current password by providing his email id.

- 5) Volunteer: Basically there are three types of volunteers based on under which manager he/she is working. Every volunteer has the privilege of uploading and downloading files. Event volunteers form has the list of tasks assigned to him and can view the details of those tasks. Both financial and resource volunteer not only can view the task but also can update details of a task which will then be approved/rejected by respective manager.

The screenshot shows a window titled "Resource_V" with a blue background. At the top left, it says "HELLO VOLUNTEER". On the left side, there are five input fields: "TASK TYPE" (a dropdown menu), "TASK NAME" (a dropdown menu), "ITEM" (a text box), "NUMBER OF PIECES" (a text box), and "PRICE PER ITEM" (a text box). Below these fields is a purple button labeled "UPDATE TASK". On the right side, there are two purple buttons: "UPLOAD FILE" and "DOWNLOAD FILE". In the center-right area, there is a table header with three columns: "TASK NAME", "TASK STATUS", and "DEADLINE".

Resource Manager Volunteer's Form

05. LIMITATIONS:

- 1) This software runs only a windows operating system.
- 2) User is expected to know how to use windows OS.

06. HOW TO INSTALL:

Click on the application to launch the installer and then follow the guidelines to install the application.