



Sa RoomAn

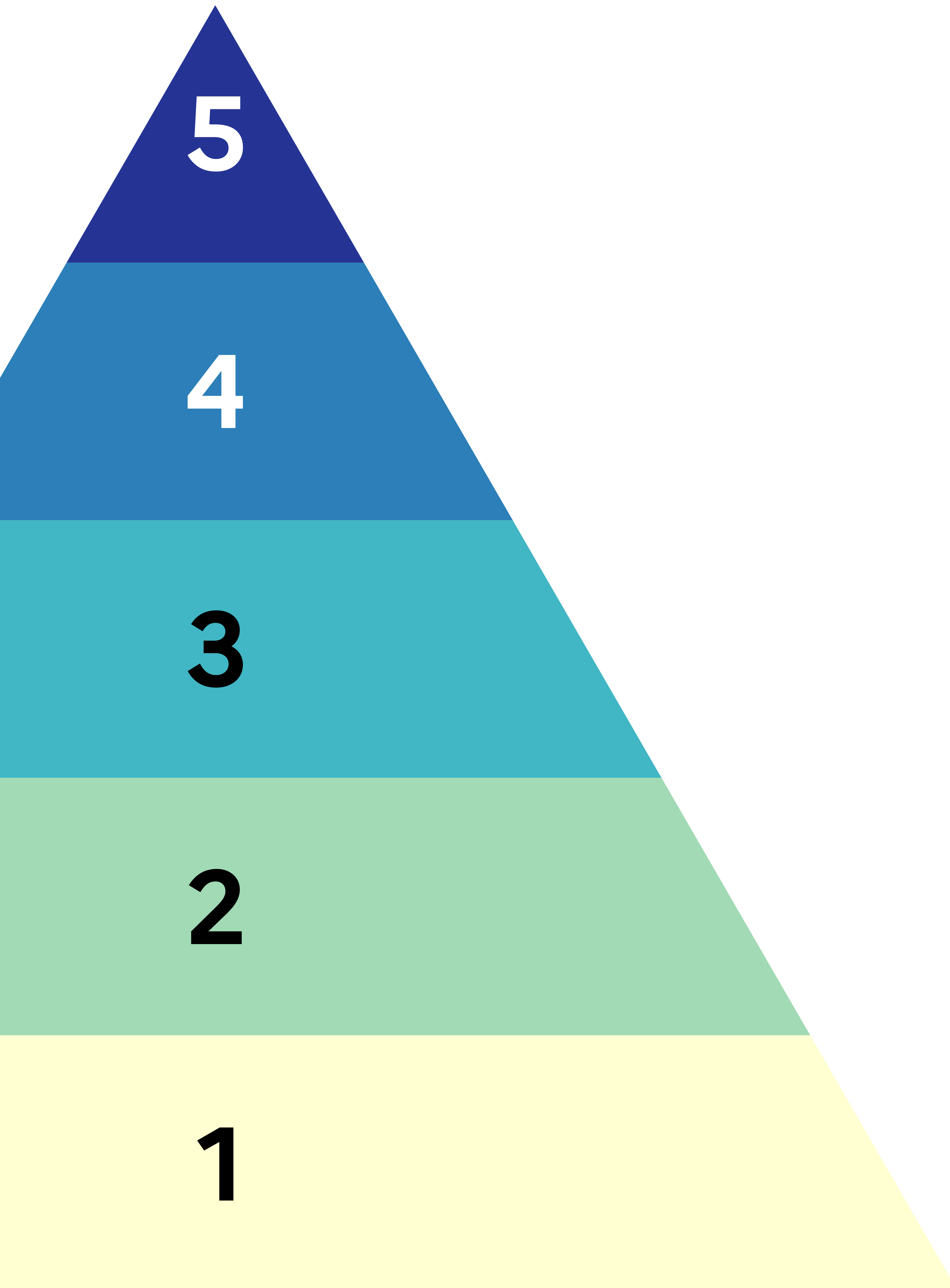
A web app to book rooms and respect physical distancing measures to fight against COVID-19

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Rights Management

Climbing the pyramid grants more and more rights

RoomStatus



Administrator

Do the dirty work (edit rooms, add maps, users, rooms)

Head of laboratory, Co-director

Check and confirm the whole schedule

Team leaders

Build schedules and delete slots for you and people from the whole team
upgrade the slots confirmation level to 3, edit users.

Permanent position, Supervisors

Build schedules and delete slots for you and people under your direct supervision
upgrade the slots confirmation level to 2.

PhD, Post-Docs, Internship, Short Contracts

Build your schedule, delete your slots

Basic users (status 1)

Define your password (login jean.dupont for jean.dupont@ens-lyon.fr by default but may differ)

Build your schedule : **you will be able to edit slots only if the slotstatus is \leq to your own status**

You can book three rooms maximum at the same time: **your office**, **your workplace** and **a single extra room** (analysis, meeting)

For your office and workplace, there are shortcuts that you can click on, and an extra option to add both simultaneously

For the extra room, you have to click on the room on the maps, you will see the name of the room updated

You can check the occupation of the room thanks to the graph for the selected day (green line : occupation after your slot, violet line : before) and the table below.

Color code :		office
		workplace/lab
		extra room
		In the morning
		In the afternoon

Permanent position/supervisor (status 2)

**Make the schedule for all the people under your direct supervision (one supervisor maximum per user, you cannot share rights)
The slotstatus will be set to 2 by default.**

The "group" tab indicate the condensed schedule for yourself and the people under your direct supervision.

You can upgrade all the slots to a status of 2 (to forbid users with a status 1 to change their slots, after your weekly checks for example) The button is under the "schedule per user" table in the "Group" page.

If you hover with your mouse on the graphs, it will indicate the rooms occupied on the maps and the total number of person from your group in the lab at the given moment

Team leader (status 3)

**Make the schedule for all the people with the exact same team as yourself.
The slotsatus will be set to 3 by default.**

You can edit or add users (useful to update the supervisor, the office and workplace for example).

The "Team" tab indicate the condensed schedule for your whole team.

You can updgrade all the slots to a status of 3 (to forbid users with a status 1 or 2 to change their slots, after your weekly checks for example) The button is under the "schedule per user" table in the "Team" page.

If you hover with your mouse on the graphs, it will indicate the rooms occupied on the maps and the total number of person from your group in the lab at the given moment.

Head of lab (status 4)

**Make the schedule for everybody.
The slotsatus will be set to 4 by default.**

You can edit or add users (useful to update the supervisor, the office and workplace for example).

The "Building" tab indicate the condensed schedule for your whole lab.

You can updgrade all the slots to a status of 4 (to forbid users with a status 1,2 or 3 to change their slots, after your weekly checks for example) The button is under the "schedule per user" table in the "Building" page.

If you hover with your mouse on the graphs, it will indicate the rooms occupied on the maps and the total number of person in the lab at the given moment.

Administrator (status 5)

**Make the schedule for everybody.
The slotsatus will be set to 5 by default.**

You can edit or add users and rooms with batch processing.

It requires access to the server. You can upload the maps of the floors, import and export users lists