USER GUIDE

# DoCM Office Space Reservation Calendar

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## Welcome Message

Welcome to the DoCM Office Space Reservation Calendar. This platform offers an intuitive interface to streamline office space reservations, optimize room utilization, and enhance user experience for both staff and administrators.

## Overview

The system provides tools to view available office spaces, reserve rooms, and manage bookings. It incorporates key features like conflict detection, recurring bookings, and integrated calendar views.

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### Making a Booking

1. Click the **New Booking** button in the top-right corner.
2. Select a room from the dropdown menu.
3. Enter the start and end times for your booking.
4. Optionally, select a recurring schedule (daily, weekly, or monthly).
5. Click **Book Room** to finalize your booking.

### Viewing Booking History

1. Navigate to the **My Bookings** section from the top navigation bar.
2. View all your past and upcoming bookings.
3. Click on any booking to see detailed information.

### Dashboard Features

1. View the total number of available rooms and your total bookings.
2. Quickly access pending approvals (for admins).
3. Filter the room list using the dropdown menu.

### Using the Calendar

1. View bookings for all rooms or filter by specific rooms using the dropdown menu.
2. Click on a booking to view details or manage it (if you are the creator or an admin).
3. Navigate through different calendar views: day, week, or month.
4. Hover over bookings to see quick details in a tooltip.
5. To cancel a booking, click on the event you want to cancel. A popup will display the booking information along with a **Cancel Booking** button. This button is only available to the user who created the booking.

## Amenity Management

### Adding an Amenity

1. Click the **Add New Amenity** button.
2. Enter the amenity's name and description in the provided fields.
3. Select an icon by clicking on an icon from the displayed options.
4. Click **Add Amenity** to save the new amenity.

## Editing an Amenity

1. Click the **Edit** button in the Actions column for the amenity you wish to modify.
2. Update the amenity's name, description, or icon as needed.
3. Click **Update Amenity** to save your changes.

## Deleting an Amenity

1. Click the **Delete** button in the Actions column for the amenity you want to remove.
2. Confirm the deletion in the popup dialog to complete the process.

## Searching Amenities

1. Use the search box located above the amenities table.
2. Enter keywords related to the amenity name or description.
3. The table will automatically filter to display matching results.

## Sorting Amenity Table

1. Click on any column header in the table (e.g., Name, Description).
2. The table data will sort in ascending or descending order based on the column selected.
3. Click the same column header again to reverse the sort order.

# Room Management

## Adding a Room

1. Click the **Add New Room** button.
2. Enter the room's name, capacity, and description in the provided fields.
3. Specify the building and room number.
4. Upload an image of the room, if available.
5. Select the amenities associated with the room by clicking the desired icons.
6. Click **Add Room** to save the new room.

## Editing a Room

1. Click the **Edit** button in the Actions column for the room you wish to modify.
2. Update the room's name, capacity, description, or other details as needed.
3. Change the amenities associated with the room by selecting or deselecting icons.
4. Click **Update Room** to save your changes.

## Deleting a Room

1. Click the **Delete** button in the Actions column for the room you want to remove.
2. Confirm the deletion in the popup dialog to complete the process.

## Managing Room Amenities

1. Amenity icons are displayed in the amenity selection grid.
2. To add an amenity, click on the corresponding icon (it will highlight as selected).
3. To remove an amenity, click on the selected icon to deselect it.
4. Amenities can be updated when adding or editing a room.

## Managing Maintenance Status

1. Click the **Maintenance** button in the Actions column for the room.
2. Confirm the status change in the popup dialog.
3. The button will update to indicate the current maintenance status.

## Managing Recurring Status

1. Click the **Recurring** button in the Actions column for the room.
2. Confirm the status change in the popup dialog.
3. The button will update to indicate whether recurring is enabled or disabled.

## Searching Rooms

1. Use the search box located above the room table.
2. Enter keywords related to the room name, location, or other details.
3. The table will automatically filter to display matching results.

## Sorting Room Table

1. Click on any column header in the table (e.g., Room Name, Capacity).
2. The table data will sort in ascending or descending order based on the selected column.
3. Click the same column header again to reverse the sort order.

## Site User Management

### Adding a User

1. Click on the **Add New User** button.
2. Search for an employee by entering their name or ID in the search box.
3. Select permissions and status from the dropdown menus.
4. Click **Add User** to finalize.

### Editing a User

1. Select a user from the table by clicking the **Edit** button in the Actions column.
2. Update the user's permissions or status as needed.
3. Click **Update User** to save your changes.

### Deleting a User

1. Select a user from the table by clicking the **Edit** button in the Actions column.
2. Click the **Delete** button in the Edit User modal.
3. Confirm the deletion in the popup dialog to complete the process.

**Note:** Users cannot be deleted unless all current and future bookings associated with them are canceled. Additionally, the user's status will be set to "Deleted" rather than removing them completely from the database.

### Changing User Status

1. Select a user from the table by clicking the **Edit** button in the Actions column.
2. In the Edit User modal, change the status using the dropdown menu.
3. Click **Update User** to save the changes.

### Changing User Role

1. Select a user from the table by clicking the **Edit** button in the Actions column.
2. In the Edit User modal, change the role using the dropdown menu.
3. Click **Update User** to save the changes.

### Searching for a User

1. Use the search box at the top of the page.
2. Enter a name or ID to find a specific user.
3. The table will update dynamically with the search results.

## Sorting Table Data

1. Click on any column header in the table.
2. The data will sort in ascending or descending order based on the column selected.
3. Click the header again to reverse the order.