

Administrator manual

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1. General Information

Event was recently developed to make campus event experience richer and fuller. Seeing how many events there are throughout the semester we thought that creating a web application that can bring you all the information you need from any event to the tip of your fingers would be really helpful. With that idea in mind we developed event.

1.1 System Overview

Event is a web application which allows you to have all the information of a campus event laid out for you. The application provides you with the easy understandable tools to help you create and monitor an event, it has a calendar with which you can display the conferences there will be. It will also provide you with a way to share the presentation slides and other documents the presenter provides. Event operates in any web browser.

1.2 Organization of the Manual

The administrator's manual consists of four sections: General Information, System Summary, Getting Started and Using the System.

General Information section explains in general terms the system and the purpose for which it is intended. System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies. Getting Started section explains how to get Event and install it on the device. The section presents briefly system menu. Using The System section provides a detailed description of system functions.

2. System Summary

2.1 System Configuration

Event operates on any web browser. The web application requires connection to the internet in order to get the information from the events, and in order for the chats to work. After opening the page on the browser and logging in, Events can be used immediately without any further configuration.

2.2 User Access Levels

Everyone that is registered as an administrator is able to modify, delete and create the information from events and users.

2.3 Contingencies

In case of power outage all the information that was not saved or send will be lost. In case there is no internet connection available new data will not be able to be displayed.

3. Getting started

This section explains how to get Event.

3.1 System Menu

Event consist of five main sections. The first consist of the profile, second the inbox, third the Event, the fourth Dashboard and the fifth Users.

3.1.1 Profile

The profile section handles all the administrator's information such as the name, e-mail, company, t-shirt size, food preference, special needs and the password.

3.1.2 Inbox

The inbox section consists of all the conversation the administrator is currently having, as well as the option to create a new conversation with another user or block someone.

3.1.3 Event

The event section shows all the events there are listed by date, it can create, edit or delete as many events as the administrator want. It is the section where can handle all events.

3.1.4 Dashboard

The dashboard section shows all the events there are listed by date and all users are listed.

3.1.5 Users

The users section shows all the users there are listed, it can create, edit or delete as many users as the administrator want. It is the section where can handle all users' privileges.

3.2 Changing User Name and Password

User Name and Password can be changed in the profile section.

3.3 Exit System

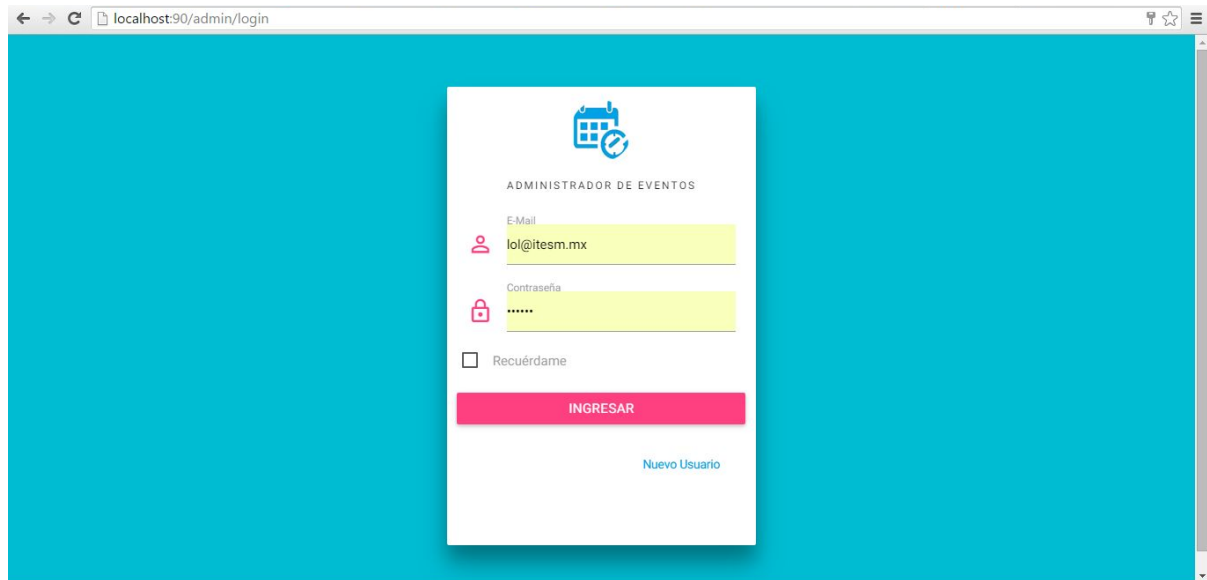
Event can be closed when you close the window and you can logout by going to the side bar and selecting the "LOGOUT" button.

4. Using the System

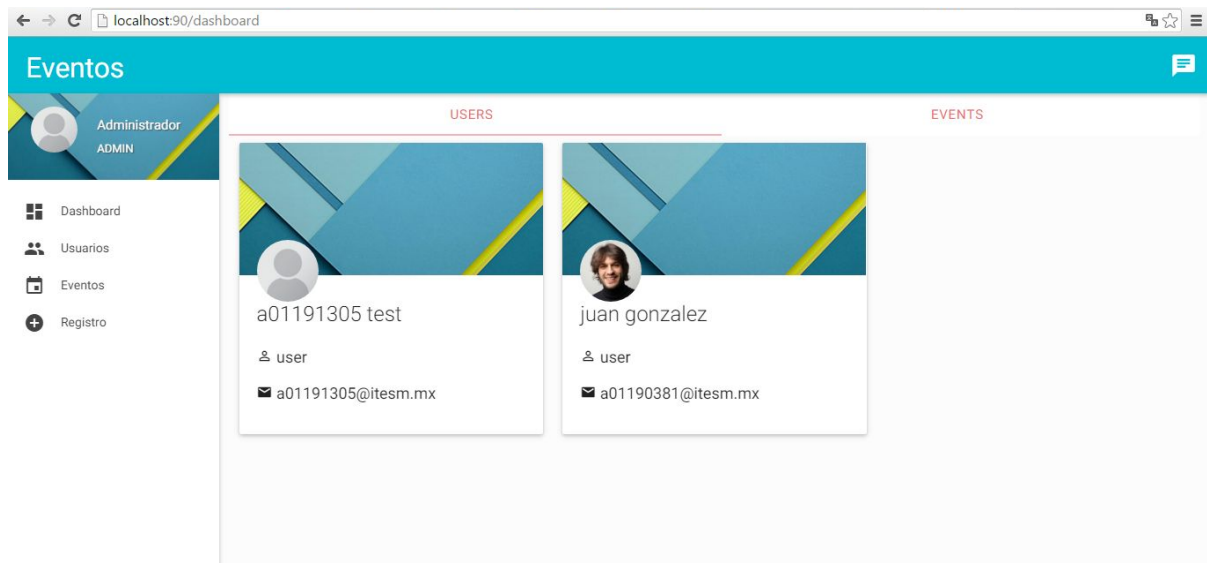
The following section provides a detailed description of the system functions.

4.1 Login

In order to use the web site, you must have a valid admin account, you should go to localhost/admin/login. The screen should look like this:

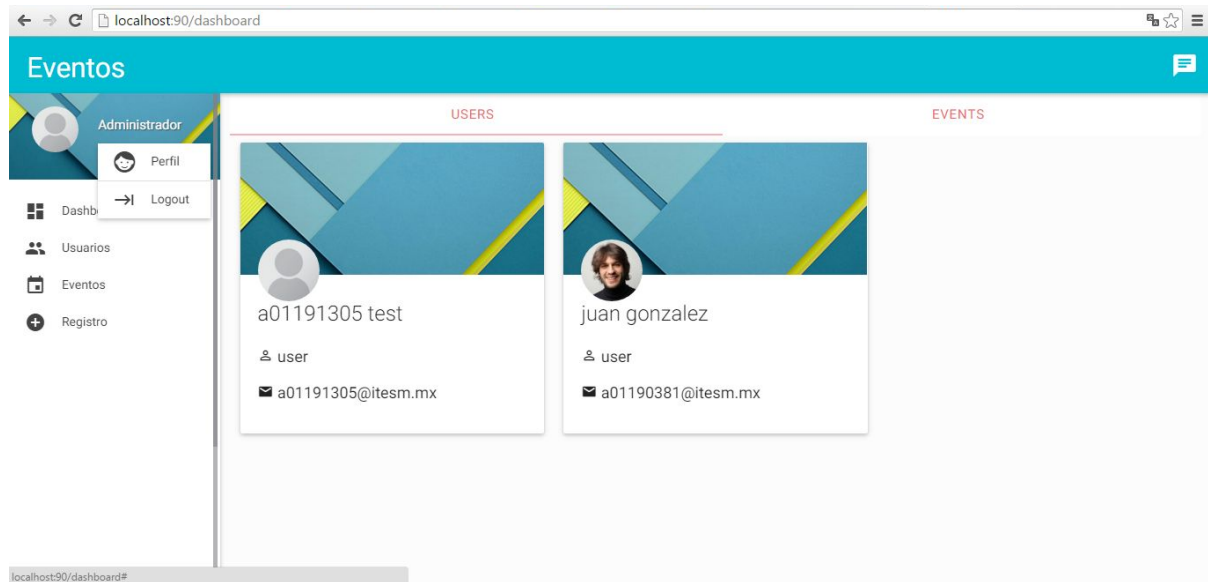


Once you enter your username and password the next screen should look like:



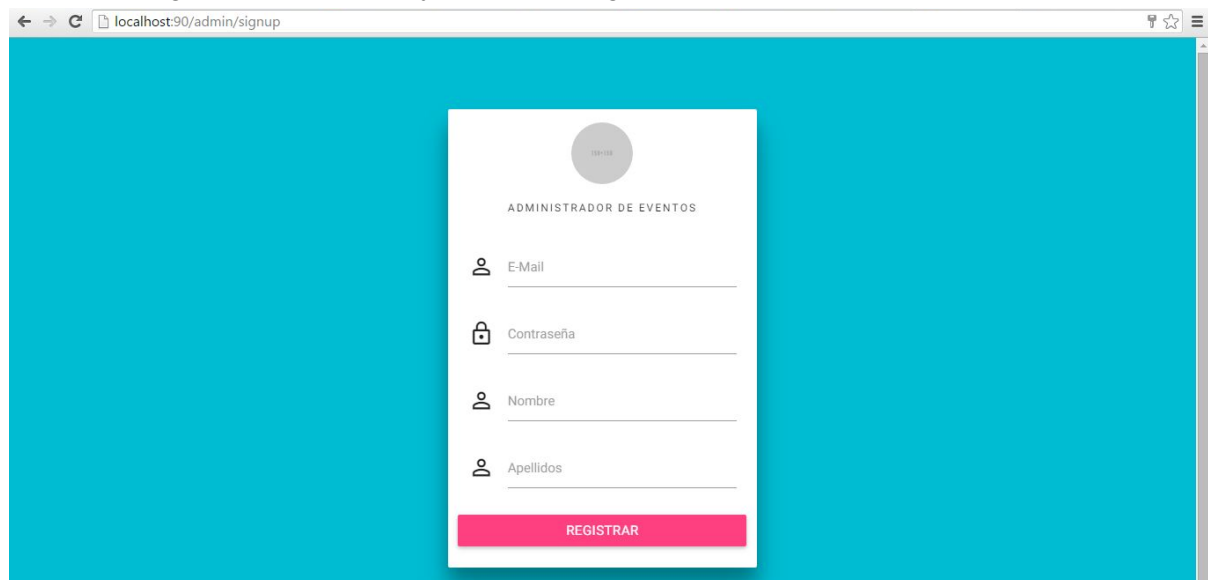
4.2 Logout

In order to log out you should go to the upper side of the name and click on the name, for example Administrador where you should get the options “Logout” and “Perfil”. Click on Logout and the main page should display.



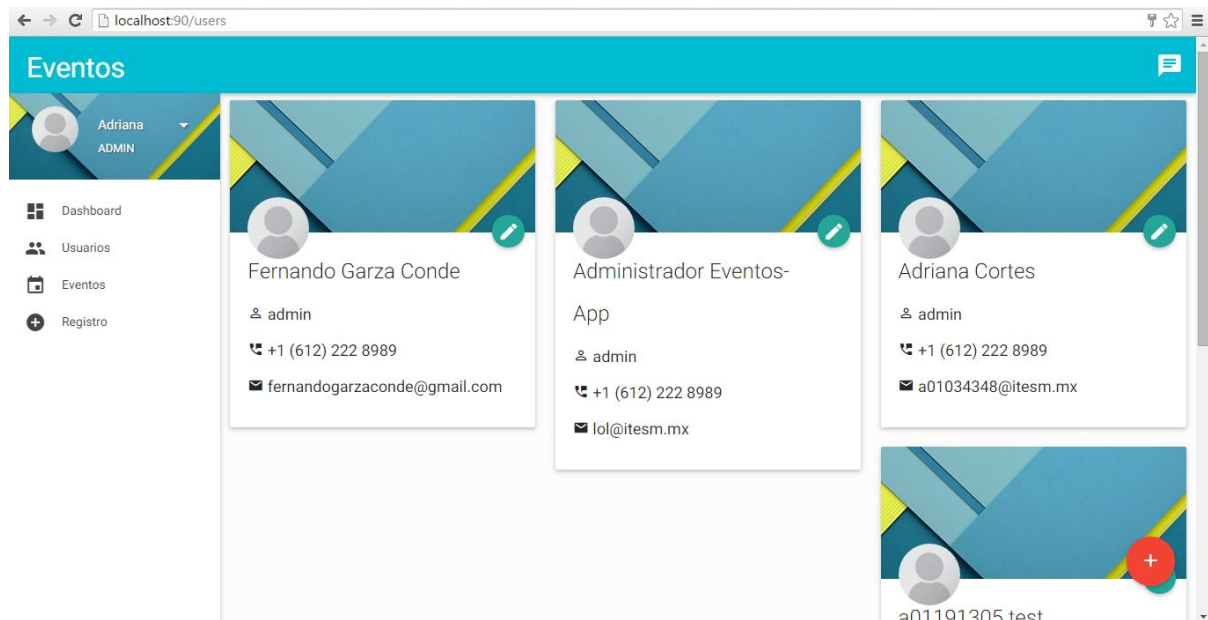
4.3 Add new administrator account

In the main page there is an option of “Nuevo usuario”. Click the button “Nuevo usuario” and fill the required information and then click on “Registrar”. Now you are register as an admin. The main page should be display in order to login

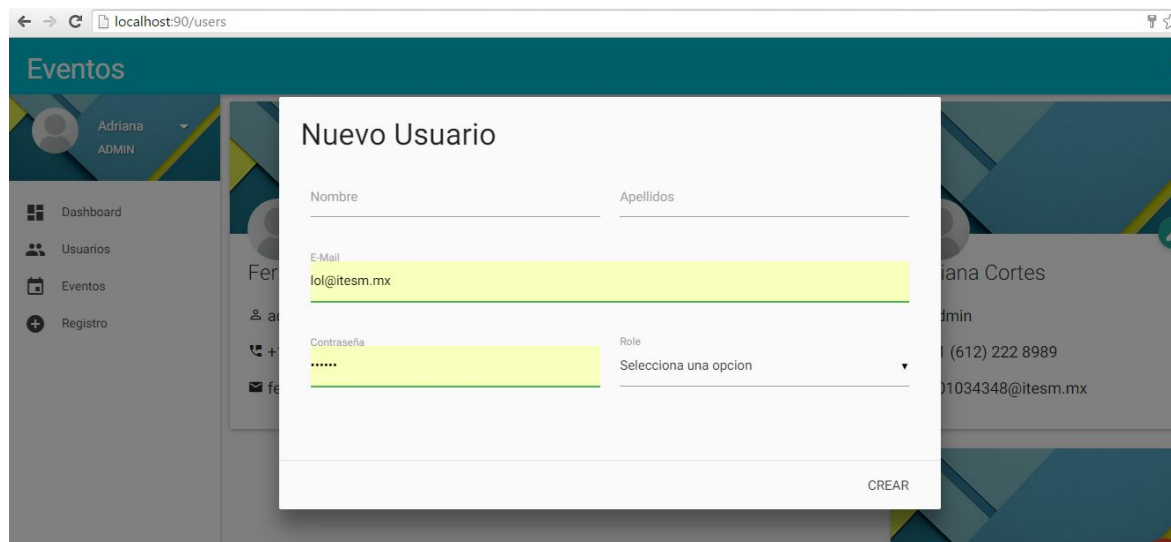


4.4 Create new user

As an administrador you can add users, for that you should be login and in the screen click the button “Usuarios” where you can see the actual users of the system. On the bottom part click on the “+” button to add a new user.



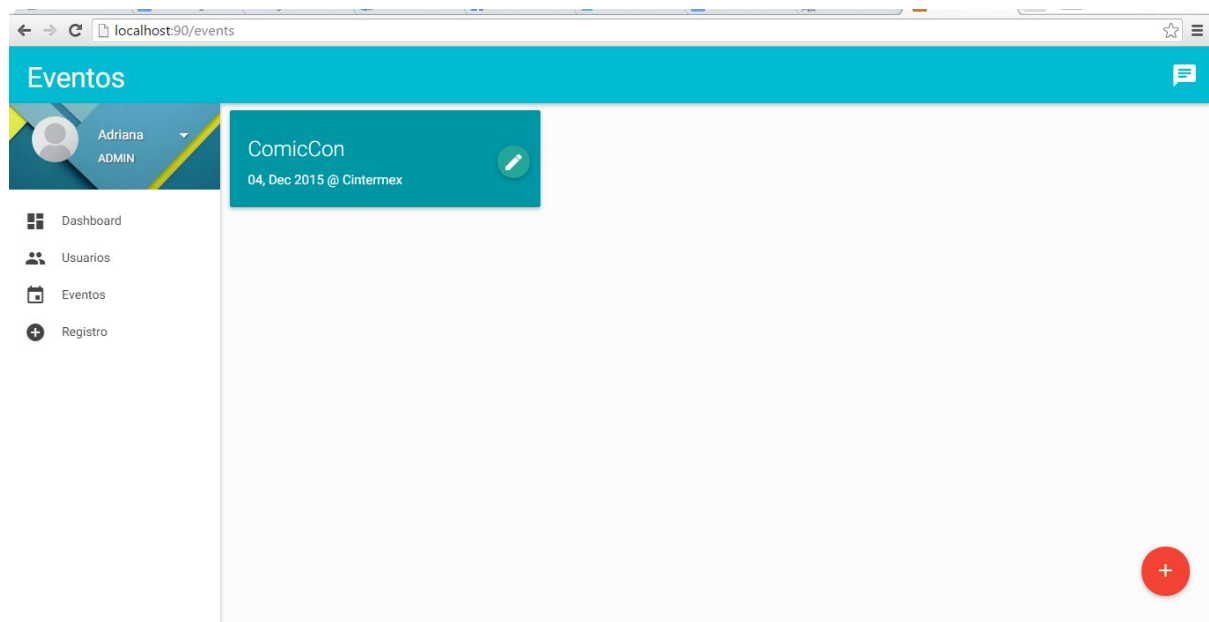
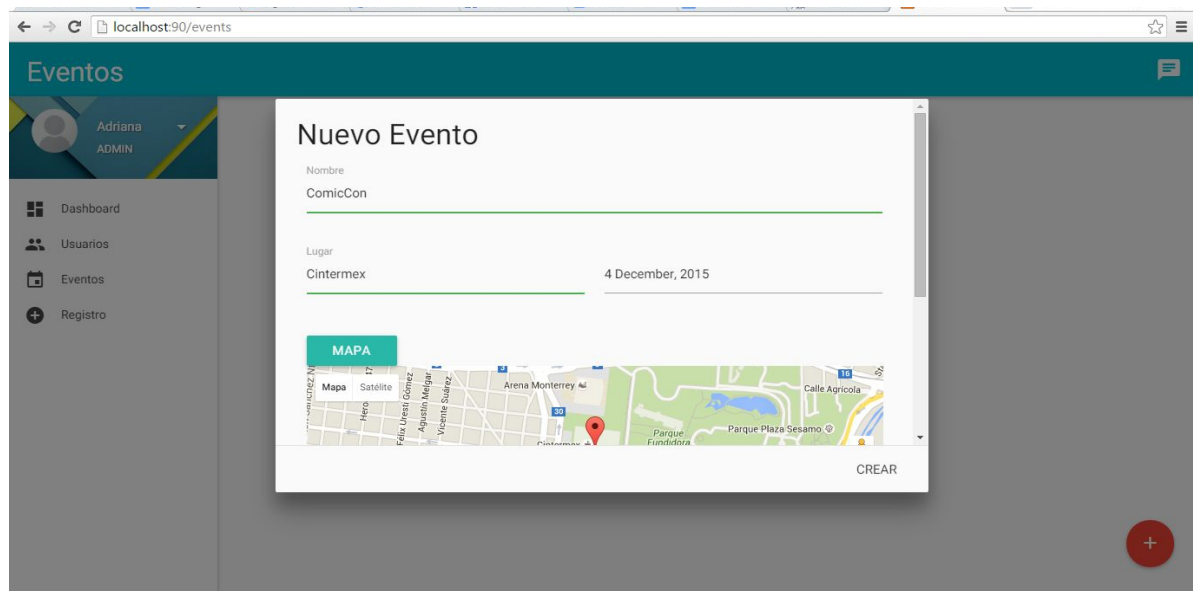
Once you clicked on a screen of add user should be displayed. Full fill the required data and in the “Role” field, you should select the kind of user you are adding, such as administrator or user with no special privileges. Once they are full fill select “Crear”



4.5 Create event

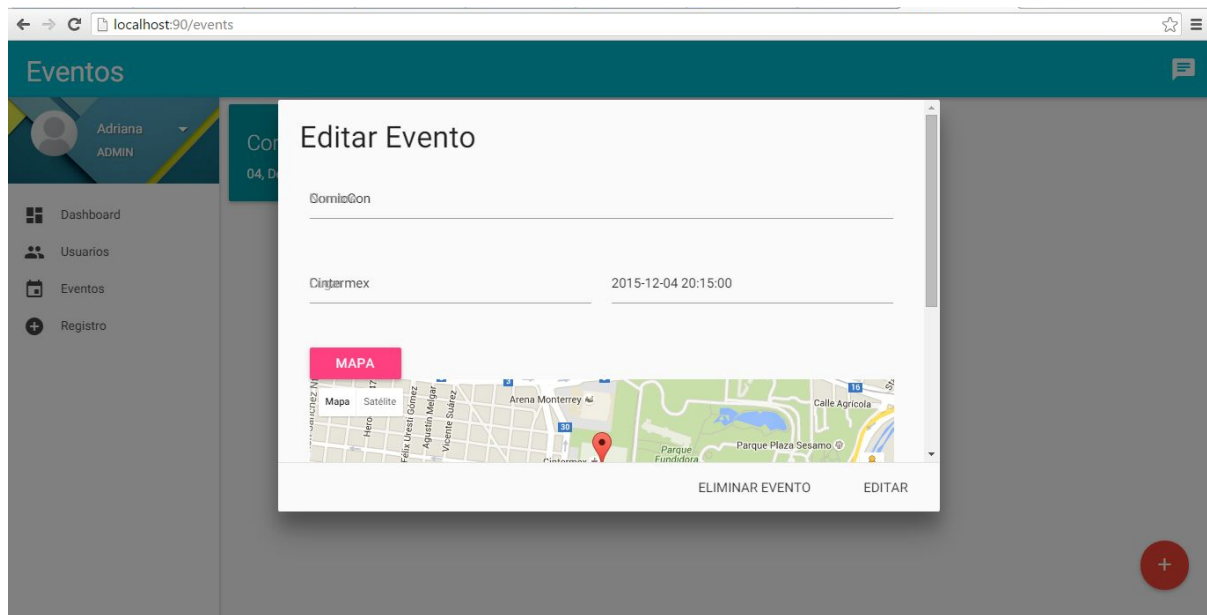
As an administrator you can add or create new events, for that you should be login and in the screen click the button “Eventos” where you can see the actual events of the system. On the bottom part click on the “+” button to add a new event.

Once you clicked on a screen of add event should be displayed. Full fill the required data. Once they are full fill select “Crear”.



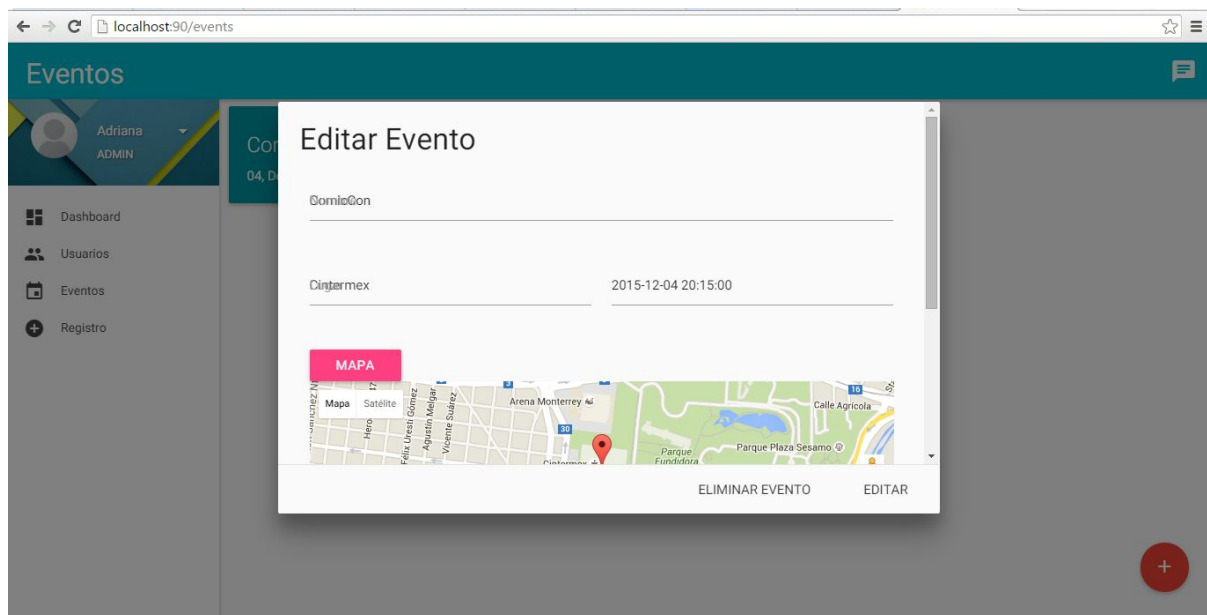
4.6 Edit Event

As an administrator you can edit or delete events, for that you should be login and in the screen click the button “Eventos” where you can see the actual events of the system. Click on the button with the symbol of pencil of the desire event to edit. Once you clicked on a screen of edit event should be displayed. Full fill the required data. Once they are full fill select “Editar”.



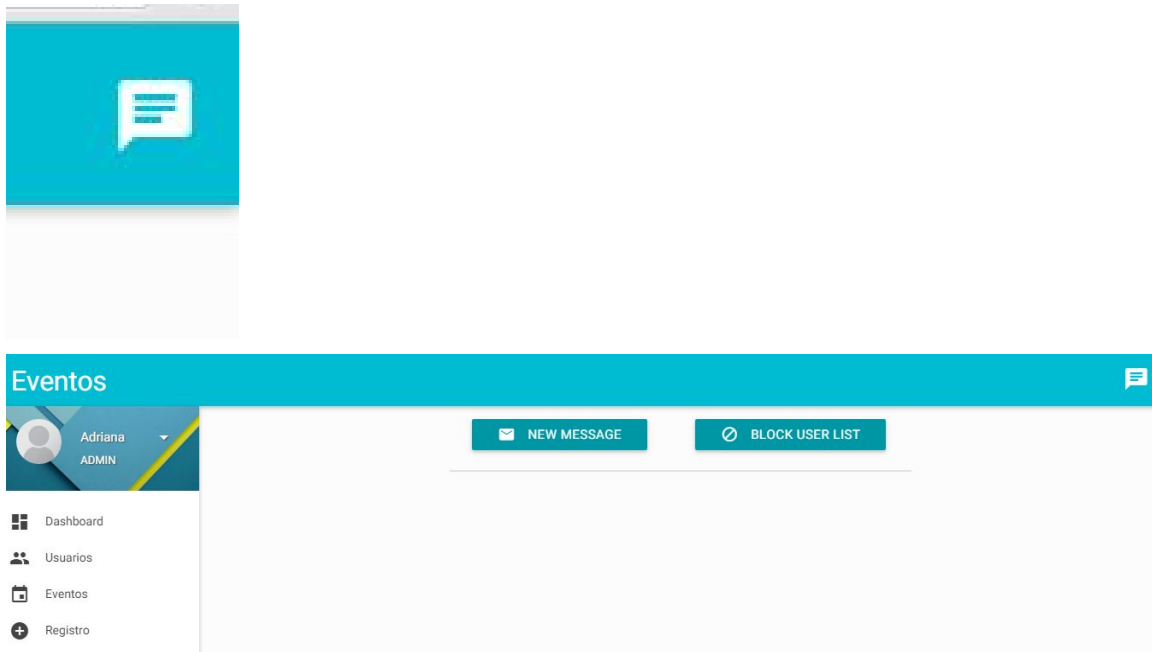
4.7 Delete Event

As an administrator you can edit or delete events, for that you should be login and in the screen click the button “Eventos” where you can see the actual events of the system. Click on the button with the symbol of pencil of the desire event to edit. Once you clicked on a screen of edit event should be displayed. Click on the button “Eliminar Evento”

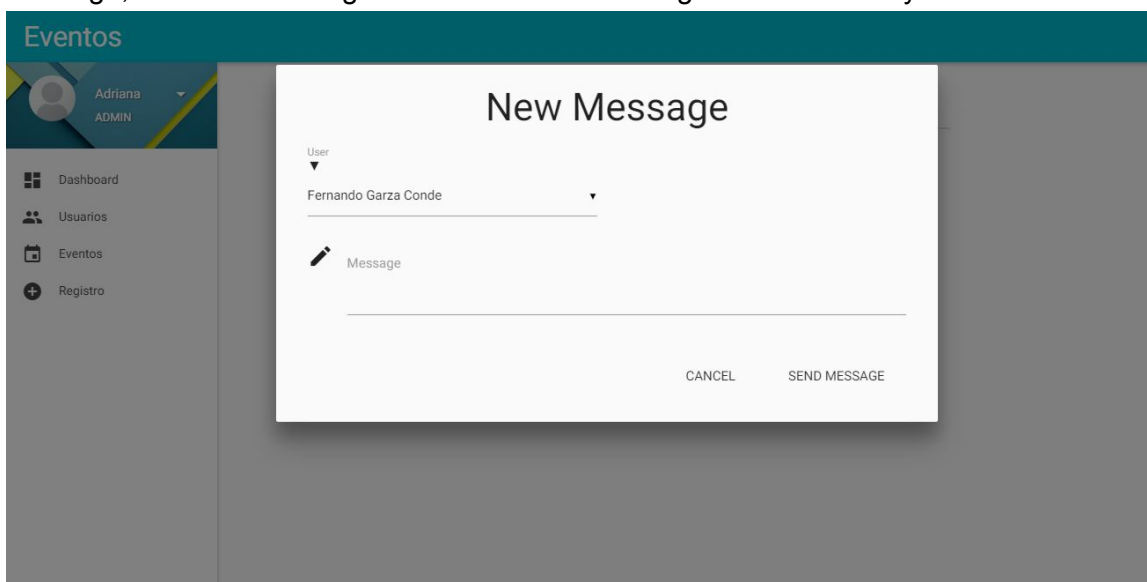


4.8 Send message

Select the option of message that is on the upper right part in order to display the options of message screen.

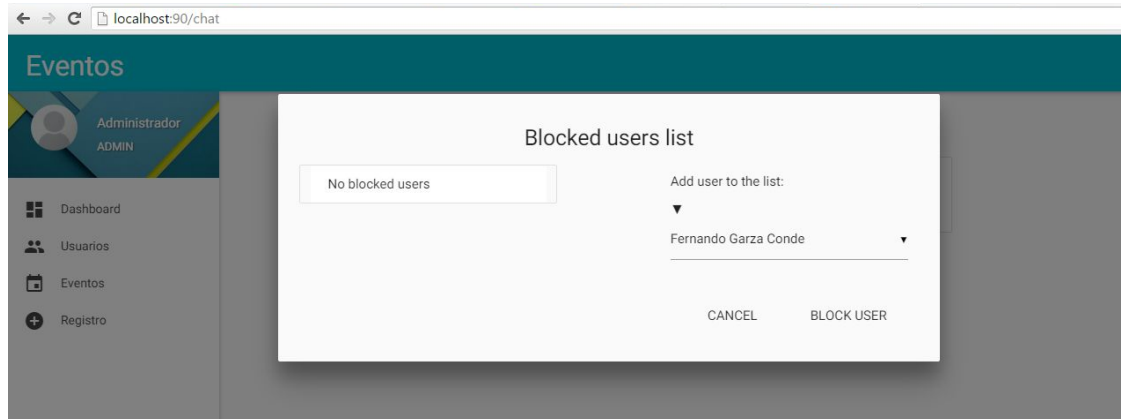


Click on the button “New message” and it should display the screen to who you want to send the message and the space to write the message. Then select the user you want to send the message, write the message and click “Send message” or “Cancel” if you want to cancel it.



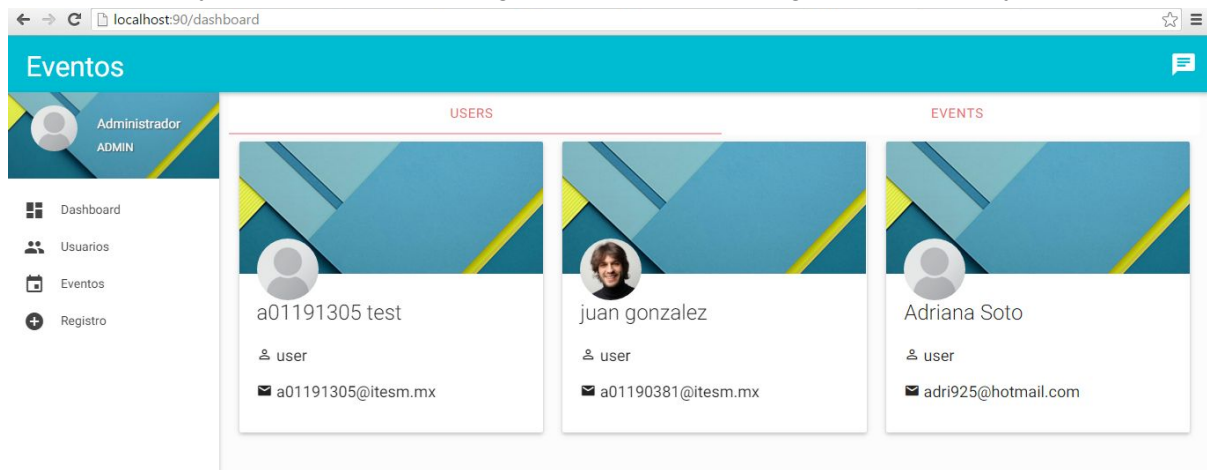
4.9 Block user

As administrator you can block users. To block users you should click on the part of messages and click on “Blocked user lists”. Then select the user you want to block and select the button “Block user”.



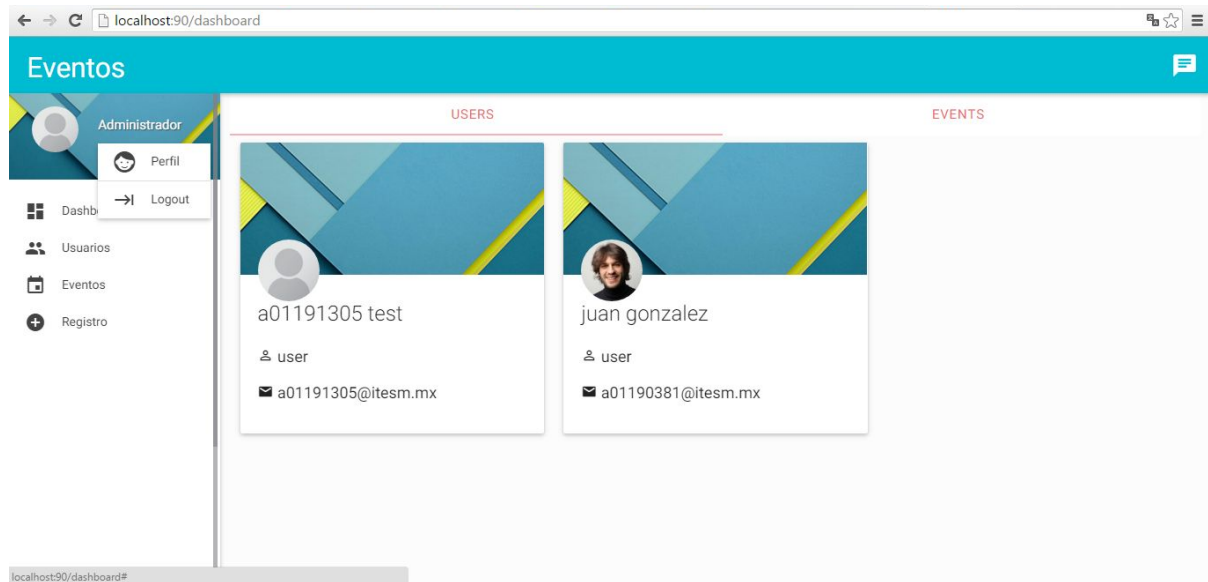
4.10 Dashboard

On dashboard you can find the existing users and the existing events of the system.

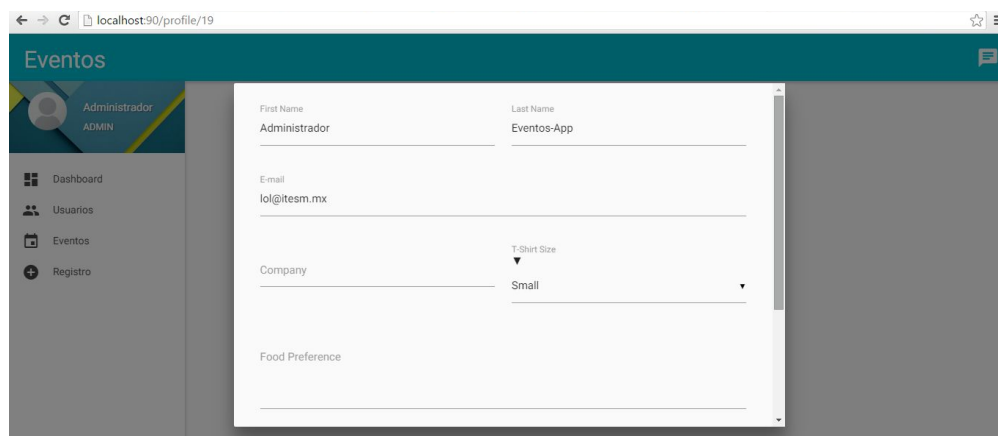
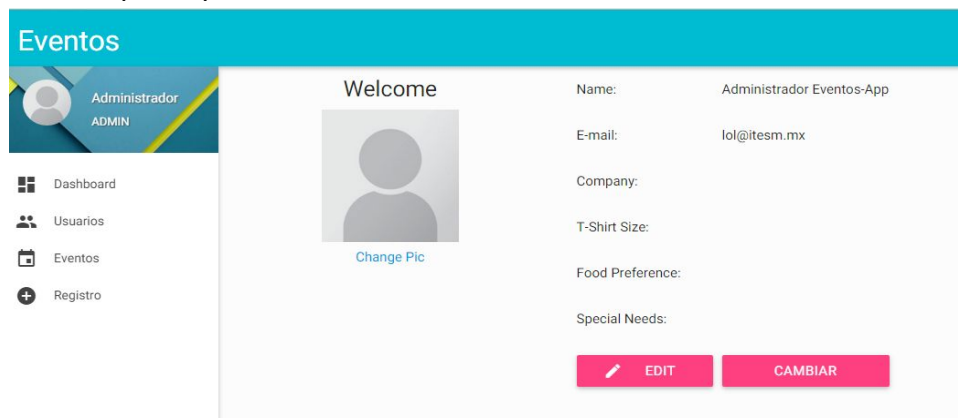


4.11 Edit profile

To edit profile you should go to the part of “Perfil” on the upper left part of the screen and click on it.



On the screen it should be displayed the fields of your profile such as name, email, company etc... once you are there select the “Edit” button, change the information you want and select “Update profile”.



4.12 Batch register

To register a great amount of people to a specific event, the admin can go to the part of 'Registro' in order to perform this task.

The screenshot shows the 'Registro' page within the 'Eventos' section. On the left is a sidebar with a user profile 'Administrador ADMIN' and a menu with 'Dashboard', 'Usuarios', 'Eventos', and 'Registro'. The main content area is titled 'Registro' and contains a form. The form has a dropdown menu for 'Evento:' with 'Presentacion Proyecto' selected. Below this is a red button labeled 'SCRIPT:'. Underneath the button is the text 'Formato soportado: csv'. At the bottom right of the form is a red button labeled 'SUBMIT >'. There is also a small red button with a white icon in the top right corner of the main content area.

In this page, the admin is able to select the event that he wants to perform a batch registration. He must upload a .csv that must include the following values per row: email, first name, last name.

```
email,first_name,last_name
test1@compania.com,Test1,Compania
test2@compania.com,Test2,Compania
test3@compania.com,Test3,Compania
test4@compania.com,Test4,Compania
test5@compania.com,Test5,Compania
test6@compania.com,Test6,Compania
test7@compania.com,Test7,Compania
test8@compania.com,Test8,Compania
test9@compania.com,Test9,Compania
test10@compania.com,Test10,Compania
```

Once he clicks submit, the file will be crawled and a logs will be displayed in order to know in everything was perform correctly.

Eventos

Administrador

ADMIN

Dashboard

Usuarios

Eventos

Registro

Logs

ERROR:

Usuarios existentes:

[1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,115,116,117,118,119,120,121,122,123,124,125,126,127,128,129,130,131,132,133,134,135,136,137,138,139,140,141,142,143,144,145,146,147,148,149,150,151,152,153,154,155,156,157,158,159,160,161,162,163,164,165,166,167,168,169,170,171,172,173,174,175,176,177,178,179,180,181,182,183,184,185,186,187,188,189,190,191,192,193,194,195,196,197,198,199,200,201,202,203,204,205,206,207,208,209,210,211,212,213,214,215,216,217,218,219,220,221,222,223,224,225,226,227,228,229,230,231,232,233,234,235,236,237,238,239,240,241,242,243,244,245,246,247,248,249,250,251,252,253,254,255,256,257,258,259,260,261,262,263,264,265,266,267,268,269,270,271,272,273,274,275,276,277,278,279,280,281,282,283,284,285,286,287,288,289,290,291,292,293,294,295,296,297,298,299,300,301,302,303,304,305,306,307,308,309,310,311,312,313,314,315,316,317,318,319,320,321,322,323,324,325,326,327,328,329,330,331,332,333,334,335,336,337,338,339,340,341,342,343,344,345,346,347,348,349,350,351,352,353,354,355,356,357,358,359,360,361,362,363,364,365,366,367,368,369,370,371,372,373,374,375,376,377,378,379,380,381,382,383,384,385,386,387,388,389,390,391,392,393,394,395,396,397,398,399,400,401,402,403,404,405,406,407,408,409,410,411,412,413,414,415,416,417,418,419,420,421,422,423,424,425,426,427,428,429,430,431,432,433,434,435,436,437,438,439,440,441,442,443,444,445,446,447,448,449,450,451,452,453,454,455,456,457,458,459,460,461,462,463,464,465,466,467,468,469,470,471,472,473,474,475,476,477,478,479,480,481,482,483,484,485,486,487,488,489,490,491,492,493,494,495,496,497,498,499,500,501,502,503,504,505,506,507,508,509,510,511,512,513,514,515,516,517,518,519,520,521,522,523,524,525,526,527,528,529,530,531,532,533,534,535,536,537,538,539,540,541,542,543,544,545,546,547,548,549,550,551,552,553,554,555,556,557,558,559,560,561,562,563,564,565,566,567,568,569,570,571,572,573,574,575,576,577,578,579,580,581,582,583,584,585,586,587,588,589,590,591,592,593,594,595,596,597,598,599,600,601,602,603,604,605,606,607,608,609,610,611,612,613,614,615,616,617,618,619,620,621,622,623,624,625,626,627,628,629,630,631,632,633,634,635,636,637,638,639,640,641,642,643,644,645,646,647,648,649,650,651,652,653,654,655,656,657,658,659,660,661,662,663,664,665,666,667,668,669,670,671,672,673,674,675,676,677,678,679,680,681,682,683,684,685,686,687,688,689,690,691,692,693,694,695,696,697,698,699,700,701,702,703,704,705,706,707,708,709,710,711,712,713,714,715,716,717,718,719,720,721,722,723,724,725,726,727,728,729,730,731,732,733,734,735,736,737,738,739,740,741,742,743,744,745,746,747,748,749,750,751,752,753,754,755,756,757,758,759,760,761,762,763,764,765,766,767,768,769,770,771,772,773,774,775,776,777,778,779,780,781,782,783,784,785,786,787,788,789,790,791,792,793,794,795,796,797,798,799,800,801,802,803,804,805,806,807,808,809,810,811,812,813,814,815,816,817,818,819,820,821,822,823,824,825,826,827,828,829,830,831,832,833,834,835,836,837,838,839,840,841,842,843,844,845,846,847,848,849,850,851,852,853,854,855,856,857,858,859,860,861,862,863,864,865,866,867,868,869,870,871,872,873,874,875,876,877,878,879,880,881,882,883,884,885,886,887,888,889,890,891,892,893,894,895,896,897,898,899,900,901,902,903,904,905,906,907,908,909,910,911,912,913,914,915,916,917,918,919,920,921,922,923,924,925,926,927,928,929,930,931,932,933,934,935,936,937,938,939,940,941,942,943,944,945,946,947,948,949,950,951,952,953,954,955,956,957,958,959,960,961,962,963,964,965,966,967,968,969,970,971,972,973,974,975,976,977,978,979,980,981,982,983,984,985,986,987,988,989,990,991,992,993,994,995,996,997,998,999,1000]

The numbers in the LOGS refer to the line number of the .csv file.