# **User 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 a calendar with which you can select the conferences you are attending and see where they are, who will give them, whether they overlap with any other. It will also provide you with the presentation slides and other documents the presenter provides. Event operates in any web browser.

### 1.2 Organization of the Manual

The user'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 is able to see the information from the available events.

#### 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 three main sections. The first consist of the profile, second the inbox and third the Event List.

#### 3.1.1 Profile

The profile section handles all the user'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 user is currently having, as well as the option to create a new conversation with another user or block someone.

#### 3.1.3 Event List

The event list section shows all the events there are listed by date.

#### 3.2 Changing User Name and Password

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

### 3.3 Exit System

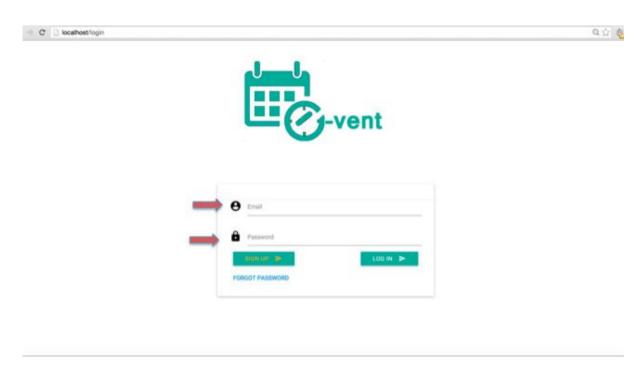
Event can be closed when you close the window and you can logout by going to the side bar and selecting the "LOGOUT" button.

# 4. Using the System

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

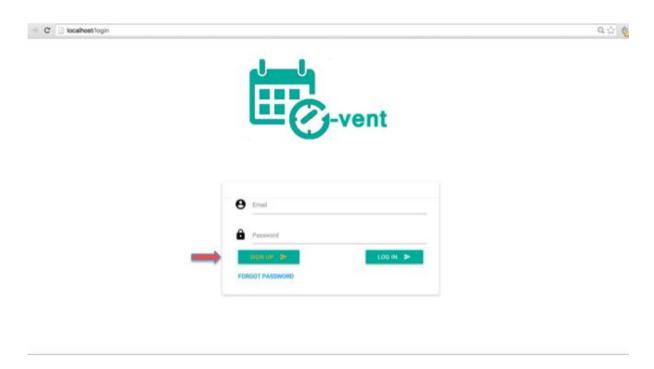
# 4.1 Login

To login to the app one must provide one's email and password in the home page of the app.

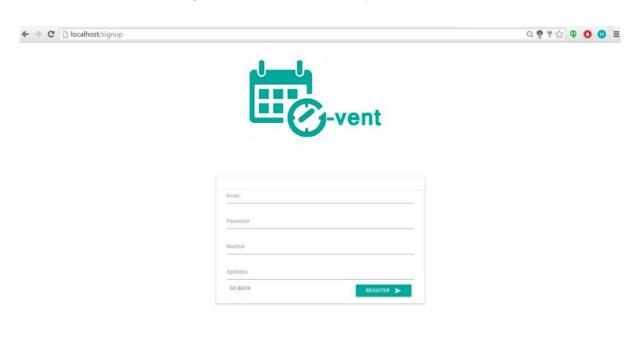


## 4.2 Sign up

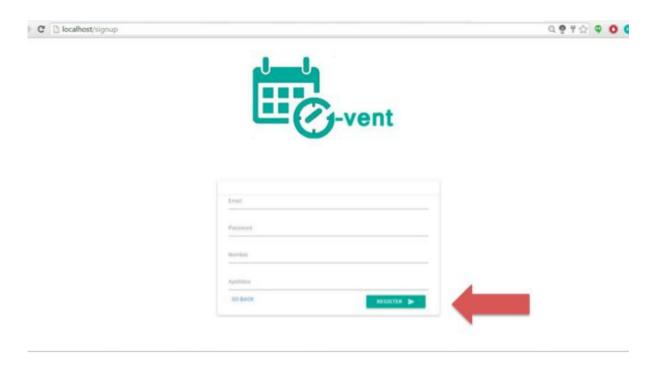
If you don't have an account yet, you should click the "Sign up" button in order to create an account.



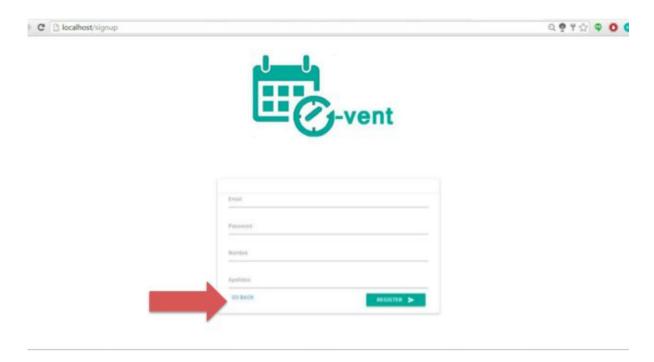
This will send you to a new page where you should provide email, password, name, and last name as you can see in the example below.



After this you need to click on the button register and your account will be created.

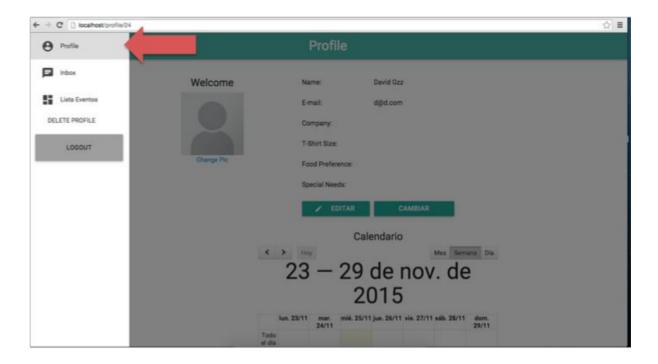


To cancel or go back to home page you can click on the "Go Back" button or on the "Event" app icon.

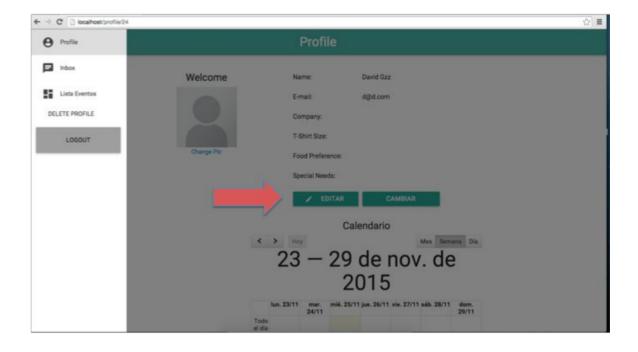


### 4.3 Edit Profile

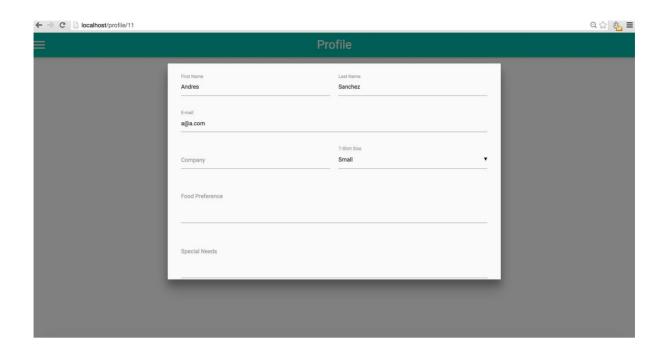
To edit your profile, first of all you need to go to your Profile page. To go here you need to choose Profile from the Navbar on the left side.



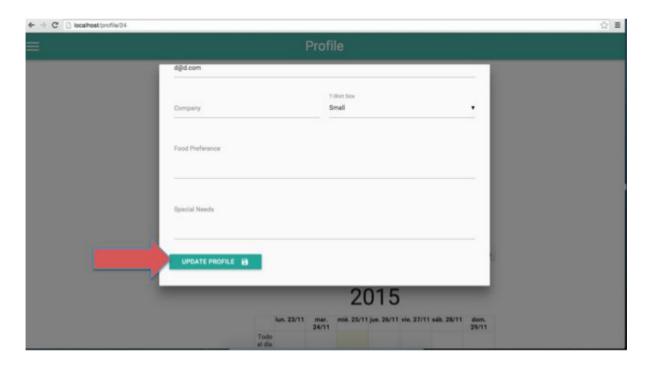
In your profile page you need to go to "Edit Profile" option in your profile page.



This will send you to a new page where you will be able to change and/or choose your profile options such as: Name, Last Name, Email, Company, T-Shirt Size, Food Preference, and any Special Need you may have.

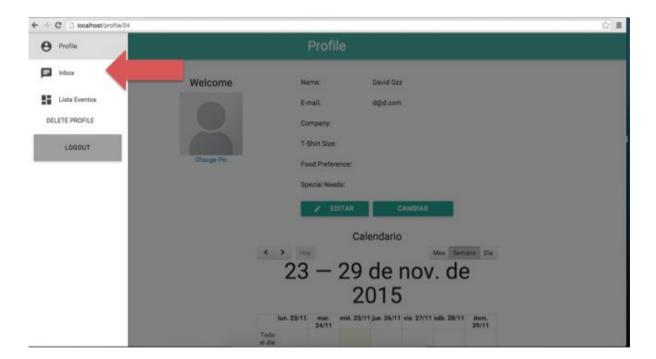


To save changes click on "Update Profile" button.



#### 4.4 Inbox

To go see your inbox you need to go to inbox option on the navbar.



To view a chat you need to click on open chat in the inbox page.



To delete a chat you click on delete chat on the inbox page



# 4.5 Send a new message

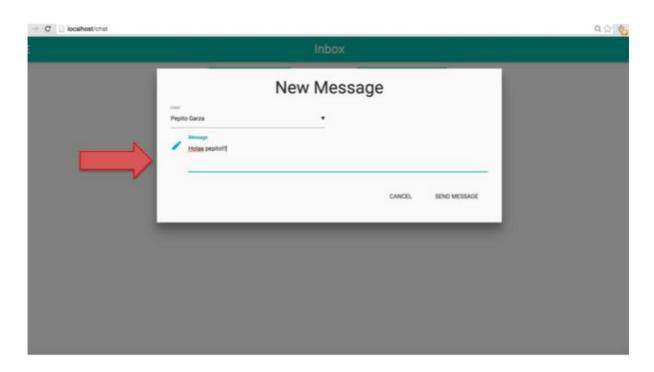
On the inbox page, you need to click the New Message button.



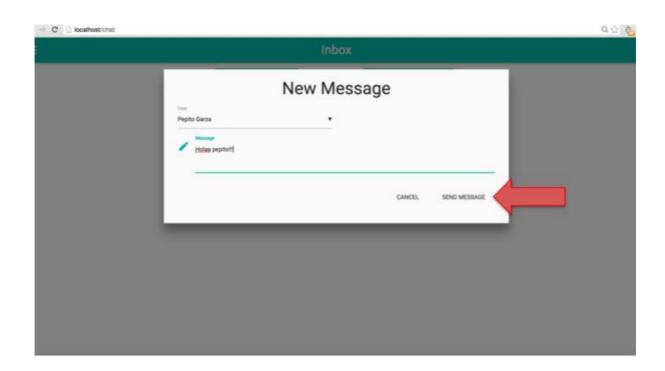
A new pop-up will open where you can choose to what user you will send the inbox.



In the Message section you can write whatever message you would like to send to that user.



To send the message click the send message button.

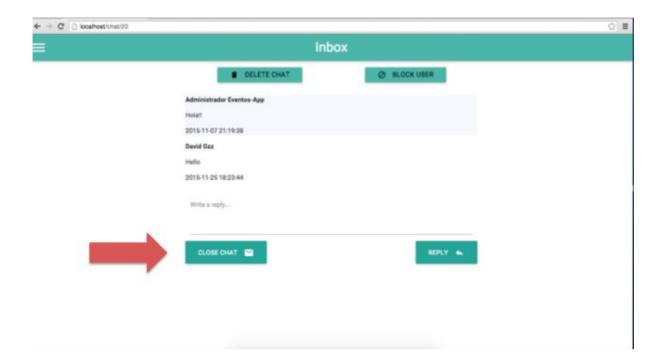


To cancel click the cancel button.



## 4.6 Close an open chat

To close an open chat to go back to inbox page, you need to click on "Close chat" button.

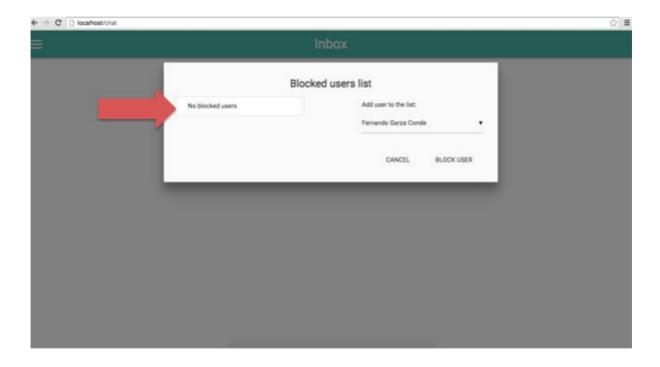


# 4.7 Blocking a user

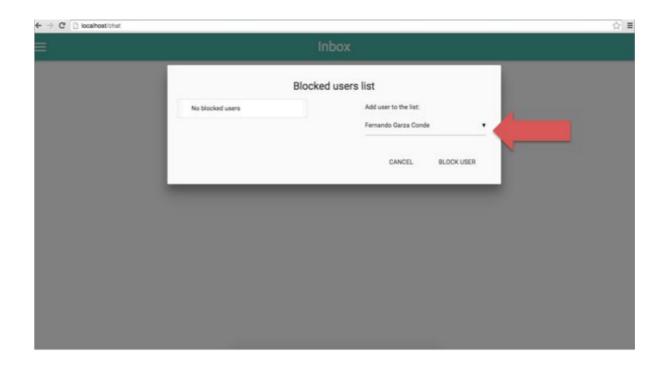
To block a user you first need to click the "Block User" button on the inbox page.



A pop-up will open with a list of blocked users on the left.

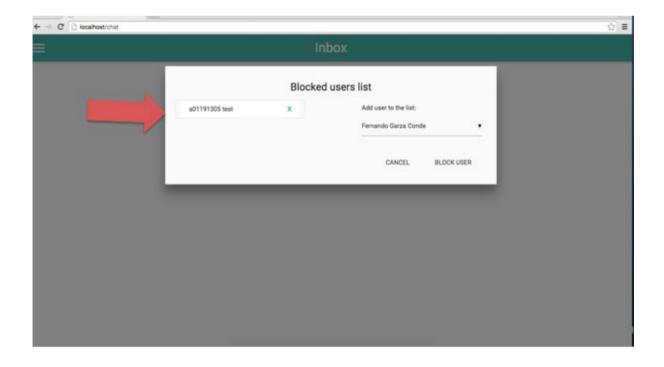


In the right you can choose any user you want to block.

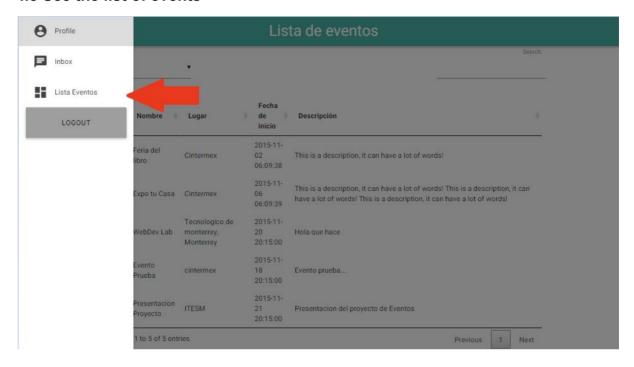


And select the button "Block User" to block desired user.

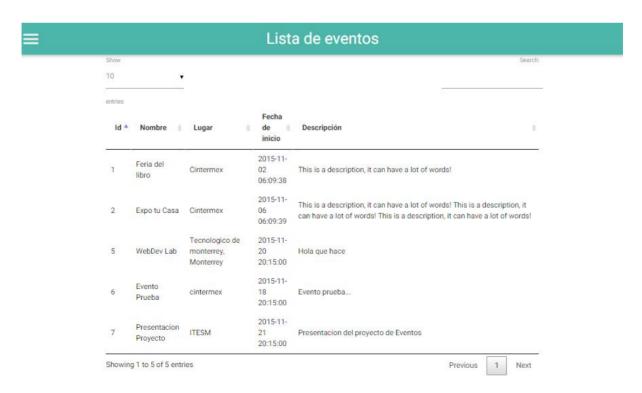
Once a user has been blocked it wil appear on the list of blocked users on the left. To unblock a user, click on the 'X' besides the blocked user.



#### 4.8 See the list of events



Access the left navbar and click on the event list button.



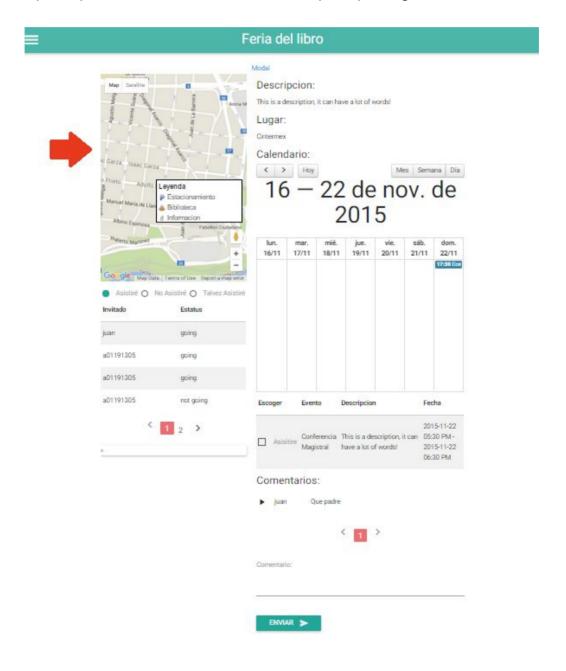
To explore a specific one, click on the row of the desired event.

### 4.9 See a specific event

It contains a map, conferences schedule, RSVP for the event and conferences, comments and the send button.

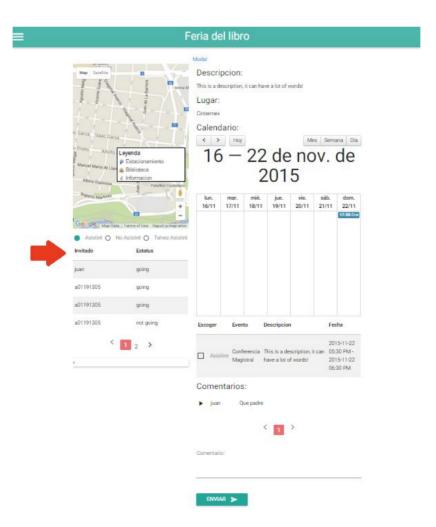
#### See the details of a conference

The map has pointers that refer to information spots, parking lots and libraries.





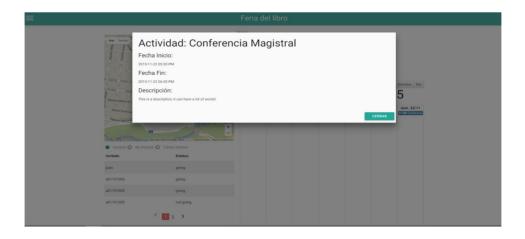
Below the map lays the RSVP, the user can choose from "going", "not going" and "maybe".



To see the event photos, click on the image below the RSVP.



On the event schedule, click on the block that has the name of the conference and a modal will pop up like follows:



In the conference RSVP, the user can check and uncheck the ones that they wish to attend.



Esco	oger	Evento	Descripcion	Fecha
	Asisitire	Conferencia	This is a description, it can have a lot of	2015-11-22 05:30 PM -
	ASISITIE	Magistral	words!	2015-11-22 06:30 PM