

TU Housing

Reference Manual

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Team Members

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Overview

The goal of this document is to provide step-oriented instructions for how to complete the many different functions that is provided by the Tu Housing application. TU Housing application provides many different capabilities to ensure a proper and up to date selections of the various living options one may want as a resident of Towson University

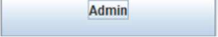
This document is split between Admin view and Tiger Guide which essentially is the user view. There are functions that are exclusive to admins which are listed under the admin view section same goes for the Tiger Guide section which shows the available features one has for the application.

Admin View

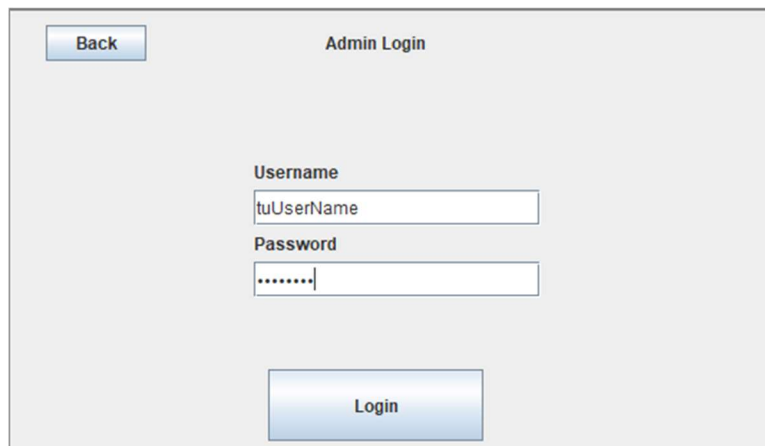
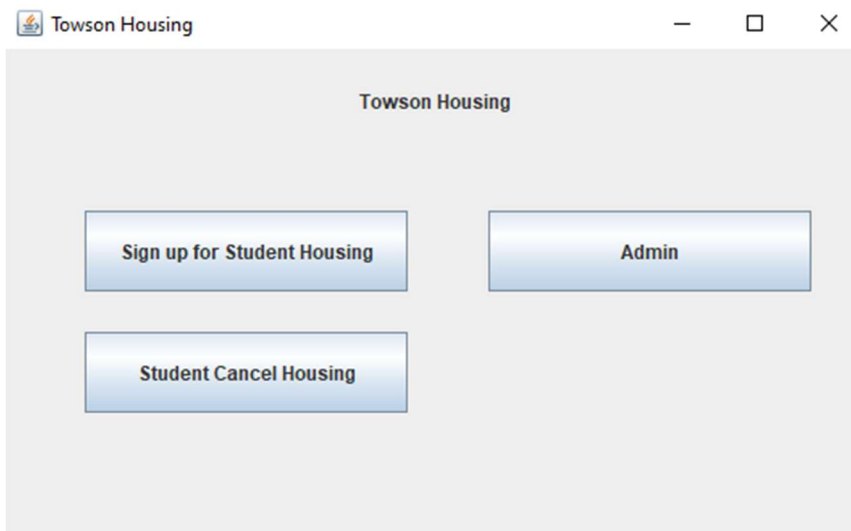
This section describes how to do the tasks that an admin can execute. I

Logging In

Choosing Admin View

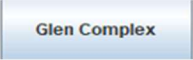
1. In order to start the administrator must choose the  option instead of the Student Housing.
2. In order to pass the login screen both the username and the password must match in order to log in otherwise the user will be not be prompted in.

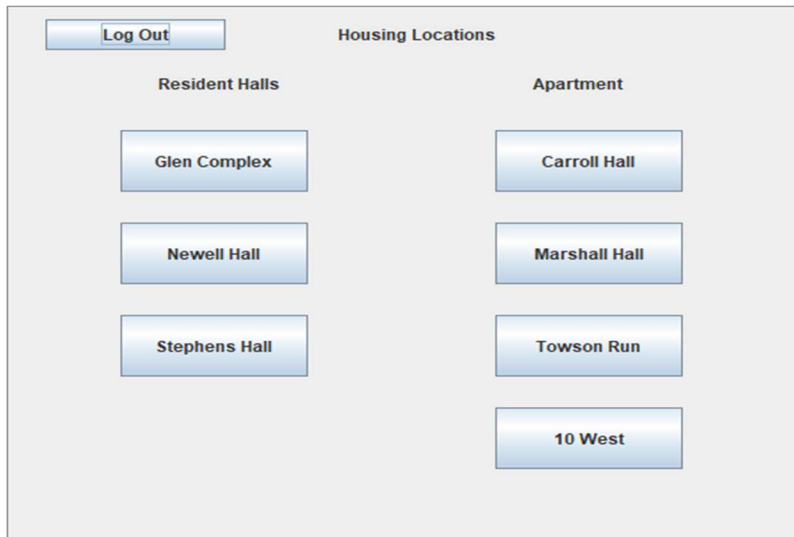
Once matched click the  button

A screenshot of the "Admin Login" form. The form has a light gray background and a title bar with a "Back" button. The form contains two input fields: "Username" with the text "tuUserName" and "Password" with masked characters ".....". Below the input fields is a blue "Login" button.

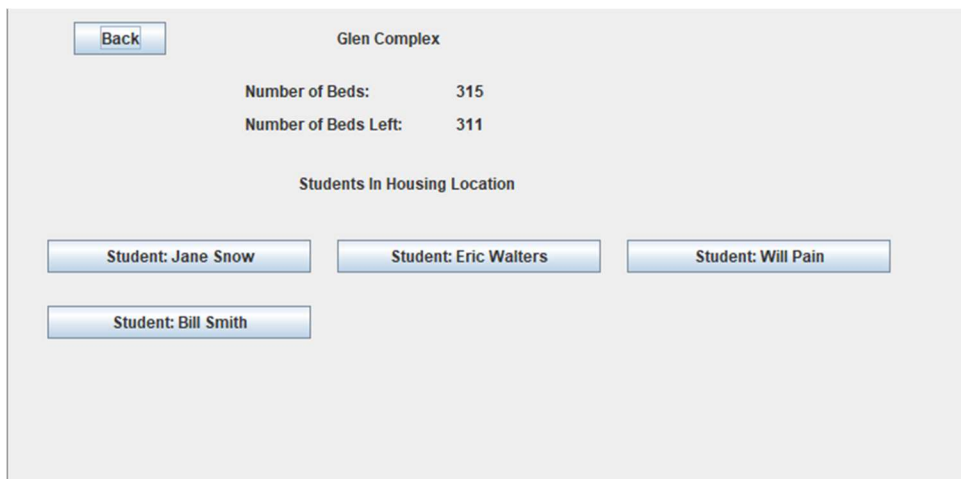
Manage Housing

Selecting a Location

1. After Logging in the admin can select whether to choose a Resident Hall location or an Apartment location which are all in campus. **4.1
2. After clicking one of the different locations it will show you the number of beds in total as well as how many are available in that time as well as the students residing there. In this example we clicked the  button where it can also. **4.2



**4.1

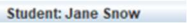
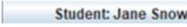
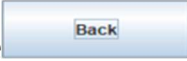
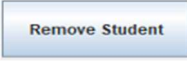


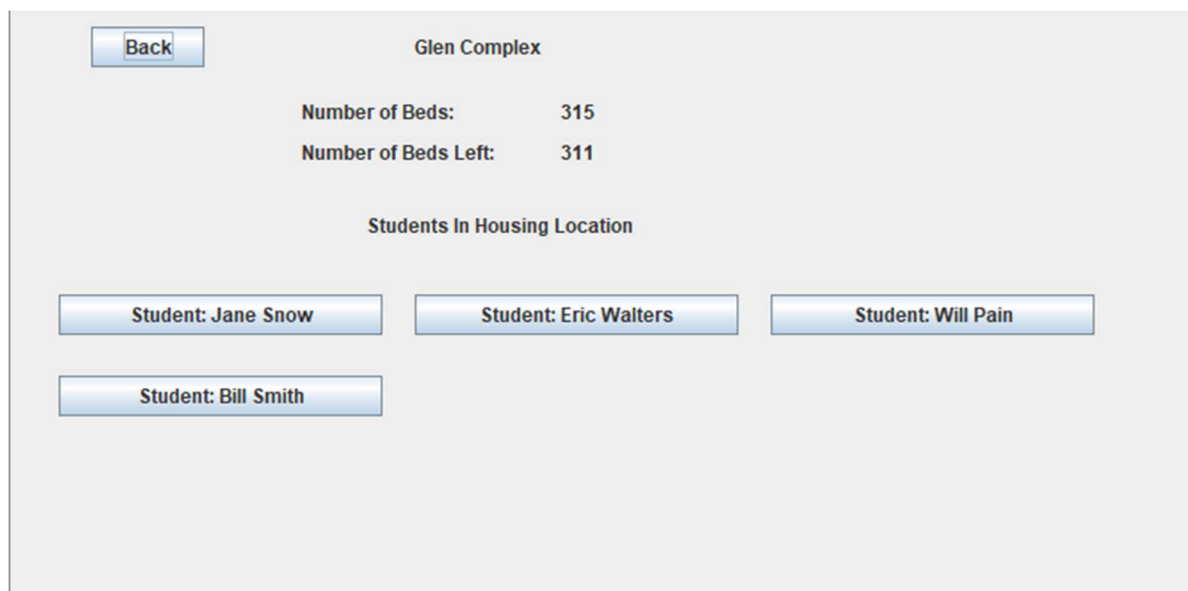
**5.1

Manage Students

Overview of Student and Building

Using the same example Glen Complex we are able to see the information in that building. We are able to see and manage the students in there as well.

1. Click on the student that you desire to view information from. In this case we clicked on  button **5.1
2. After clicking on  it prompts the admin to the information of that specific student
3. If the admin either chose the wrong student or is finished looking at a specific student they can click the  button **6.1
4. If the admin desires to remove the student from the building they are overseeing they can remove the student by clicking the  **6.1



The screenshot shows a web interface for managing students in a housing location. At the top left is a "Back" button. The title "Glen Complex" is centered. Below it, two statistics are displayed: "Number of Beds: 315" and "Number of Beds Left: 311". Under the heading "Students In Housing Location", there are four buttons representing individual students: "Student: Jane Snow", "Student: Eric Walters", "Student: Will Pain", and "Student: Bill Smith".

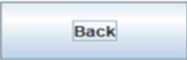

**6.1

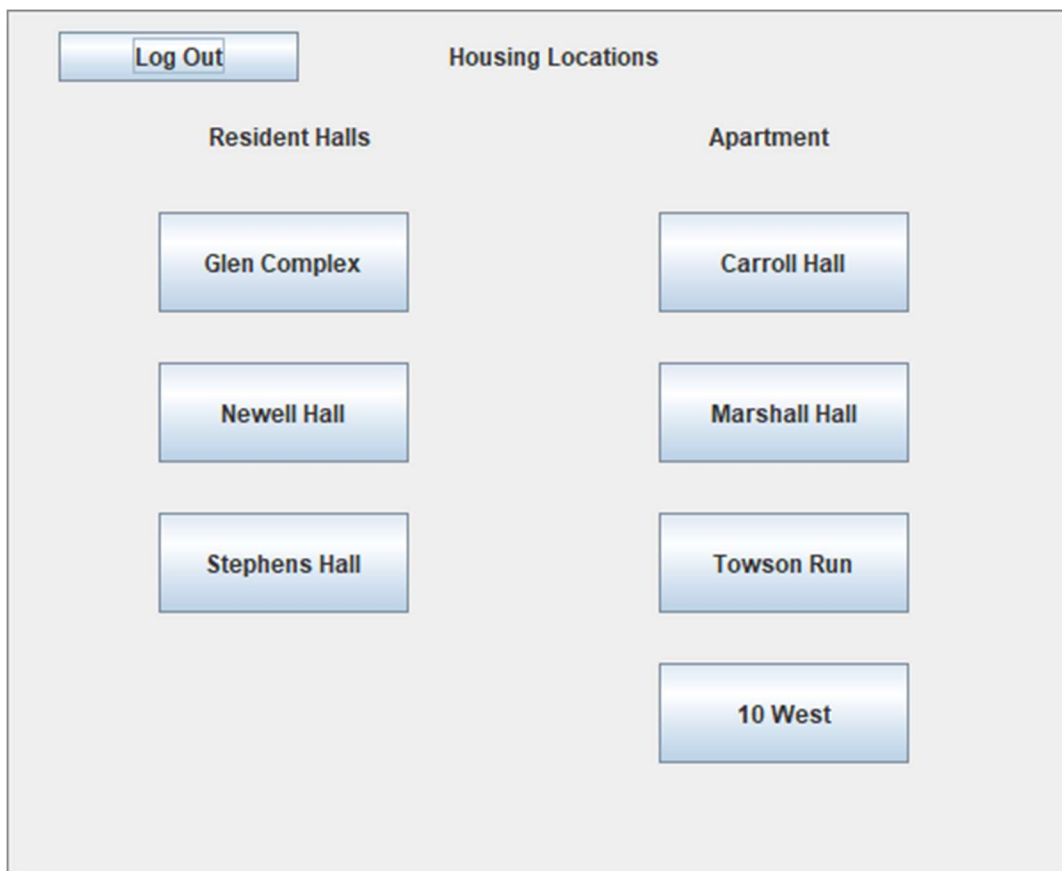
Student Information	
First Name	Jane
Last Name	Snow
Number of Classes	4
Number of Credits	12
Student ID	1243526
Email	jsnow2@students.towson.edu
TU Status	Junior
Phone	432-234-9342
Street	123 Walnut Drive
City	Baltimore
State	MD
Zip	21233
Housing Building	Glen Complex
Bed ID	GC-202A
Meal Plan	14 Meal Per Week
Has Parking	Yes
<div><div>Back</div><div>Remove Student</div></div>	

**7.1

Log Out

Logging Out

1. Continue to click on  until you are prompted back to the Housing Locations page
2. Once in the Housing locations page the user will click on the  which will log the admin out until logging back in with their correct credentials. **8.1



The screenshot shows a web interface titled "Housing Locations". In the top left corner, there is a "Log Out" button. The page is divided into two columns: "Resident Halls" on the left and "Apartment" on the right. Under "Resident Halls", there are three buttons: "Glen Complex", "Newell Hall", and "Stephens Hall". Under "Apartment", there are four buttons: "Carroll Hall", "Marshall Hall", "Towson Run", and "10 West".



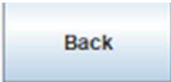
Resident Halls	Apartment
Glen Complex	Carroll Hall
Newell Hall	Marshall Hall
Stephens Hall	Towson Run
	10 West

**8.1

Tiger User

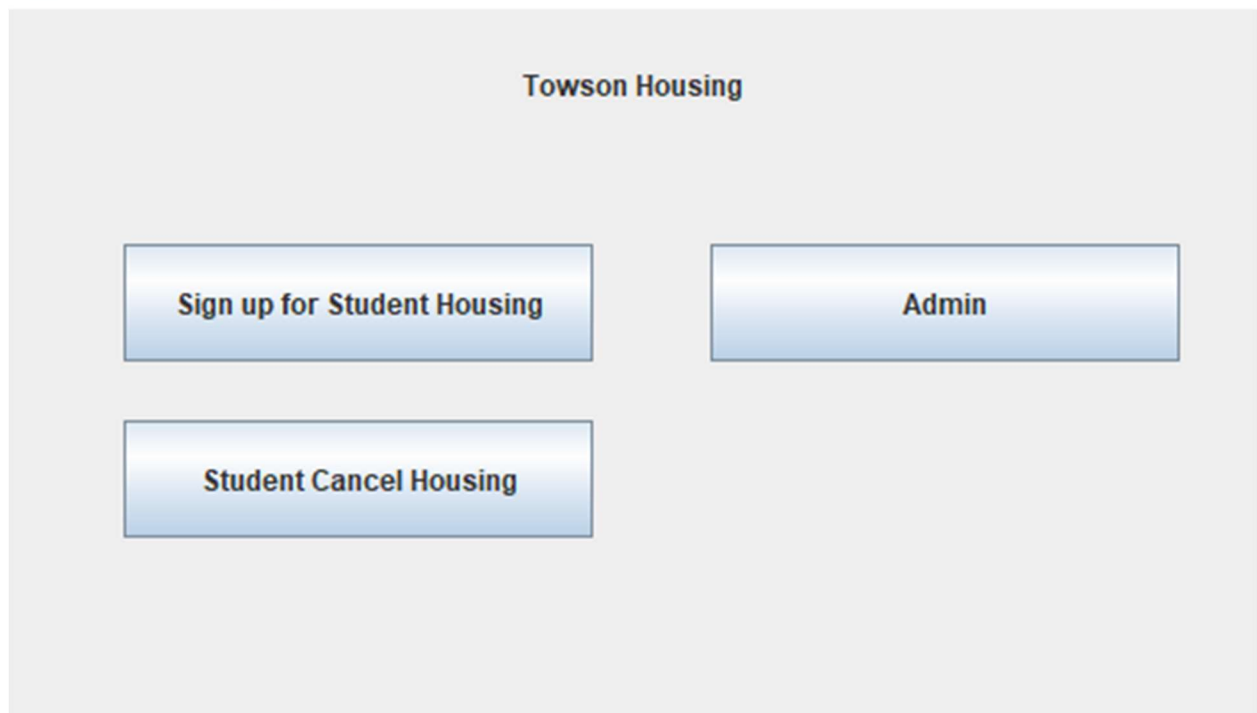
This section describes how to execute the tasks a user can do with the housing application.

Logging in

1. The User must click the  in order to see the student's interface (9.1)
2. The user must then enter all the required fields. Once finished the user must click on . If the user is not ready instead wants to go back and do sign up later the user can click on the  button. **10.1

 Towson Housing

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3.



**9.1

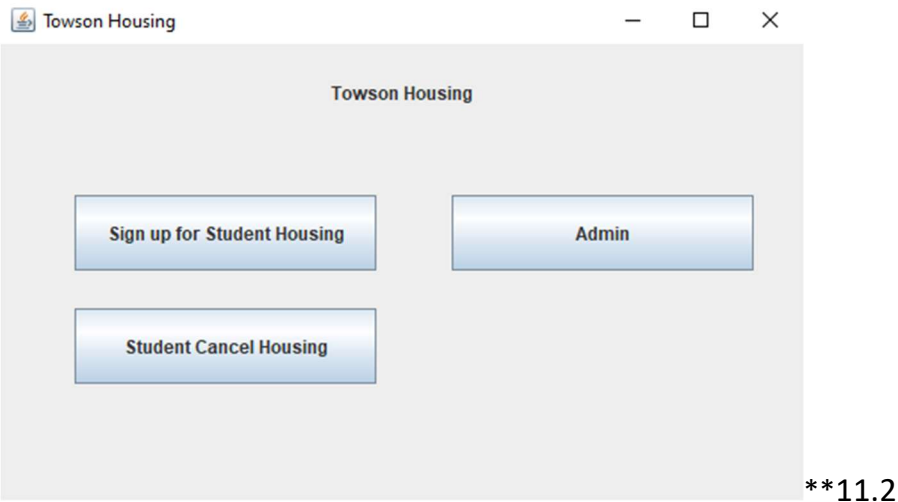
Student Information Form	
First Name	<input type="text" value="Jon"/>
Last Name	<input type="text" value="Doe"/>
SSN	<input type="text" value="123456789"/>
Number of Classes	<input type="text" value="4"/>
Number of Credits	<input type="text" value="13"/>
Student ID	<input type="text" value="1234567"/>
TU Status	<input type="text" value="Senior"/>
Email	<input type="text" value="falong2@students.towson.edu"/>
Phone	<input type="text" value="4104104100"/>
Street	<input type="text" value="123 testData In"/>
City	<input type="text" value="Baltimore"/>
State	<input type="text" value="MD"/>
Zip	<input type="text" value="21236"/>
<div><input type="button" value="Back"/><input type="button" value="Confirm"/></div>	

**10.1

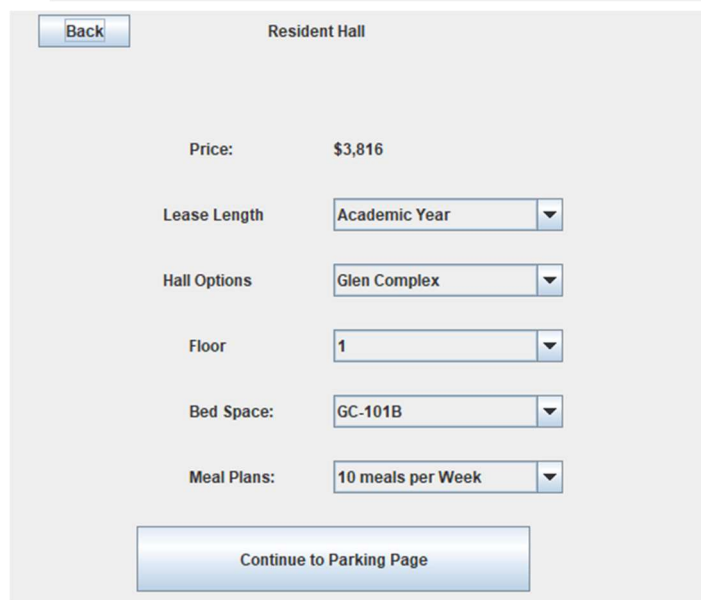
Housing and Meal plan

Selection of the type of housing and the type of meal plan

1. The user must choose whether they want to be in a Resident Hall or an Apartment. In this example we decided to click on the  button. **11.1
2. When the user clicks on the type of housing the user must choose the different options for each field in order to submit the form. After filling out the form the user must click on the  button in order for the information to save. **11.2



**11.2



The screenshot shows a web form titled "Resident Hall". At the top left is a "Back" button. The form contains the following fields and values:

- Price: \$3,816
- Lease Length: Academic Year (dropdown menu)
- Hall Options: Glen Complex (dropdown menu)
- Floor: 1 (dropdown menu)
- Bed Space: GC-101B (dropdown menu)
- Meal Plans: 10 meals per Week (dropdown menu)

At the bottom of the form is a blue button with white text that says "Continue to Parking Page".

**11.2

Parking Page

Submitting parking and Vehicle Information


1. The user must enter all the fields with the proper information after enter all the information they must click on the

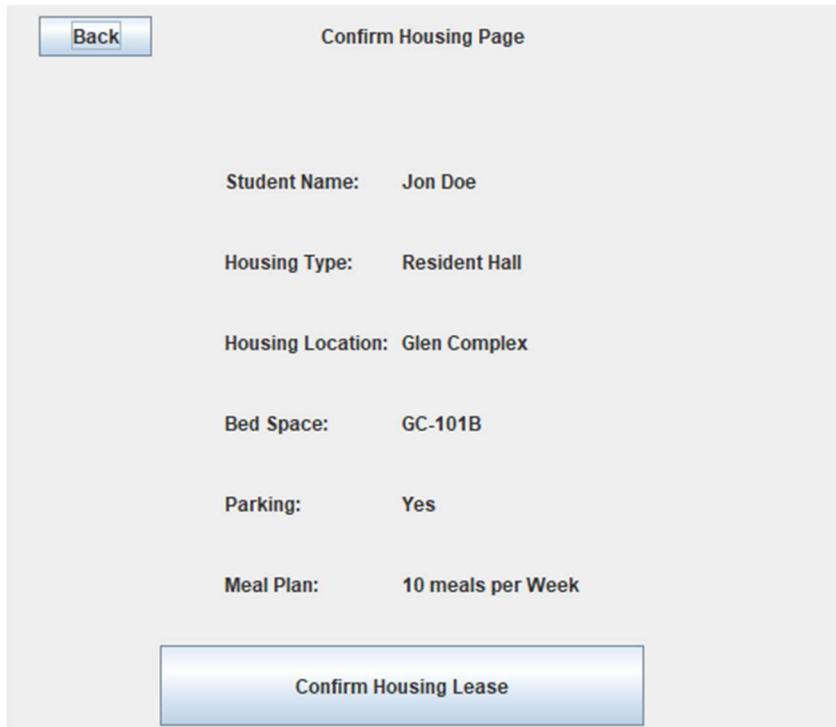
A rectangular button with a light blue gradient and a thin black border. The text "Continue to Confirmation Page" is centered in a small, black, sans-serif font.

button so that the vehicle information will be saved.

Confirmation and Logging Out


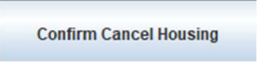
In this page the user will be able to view housing information they have received. As well as the page to log out and exit the application.

1. The user must click the  once the user clicks on that button not only will it save all the information that filled out but also log the user out. ** 12.1

A screenshot of a web application page titled "Confirm Housing Page". In the top left corner is a "Back" button. The page displays six rows of information, each with a label on the left and a value on the right: "Student Name: Jon Doe", "Housing Type: Resident Hall", "Housing Location: Glen Complex", "Bed Space: GC-101B", "Parking: Yes", and "Meal Plan: 10 meals per Week". At the bottom center is a large "Confirm Housing Lease" button with a light blue gradient and a black border.

**12.1

Cancel Housing

1. The user must click on the  in order to be prompted in the cancel housing page. ** 13.1
2. Student user must enter the required fields in order to validate they are the correct user. **13.2
3. Once all the fields are entered the user must click the  button. Once the user clicks on the button the user is prompted back on the landing page.

