

# Setup and Usage Instructions

To Schedule-It tool can be accessed using the production login process here:

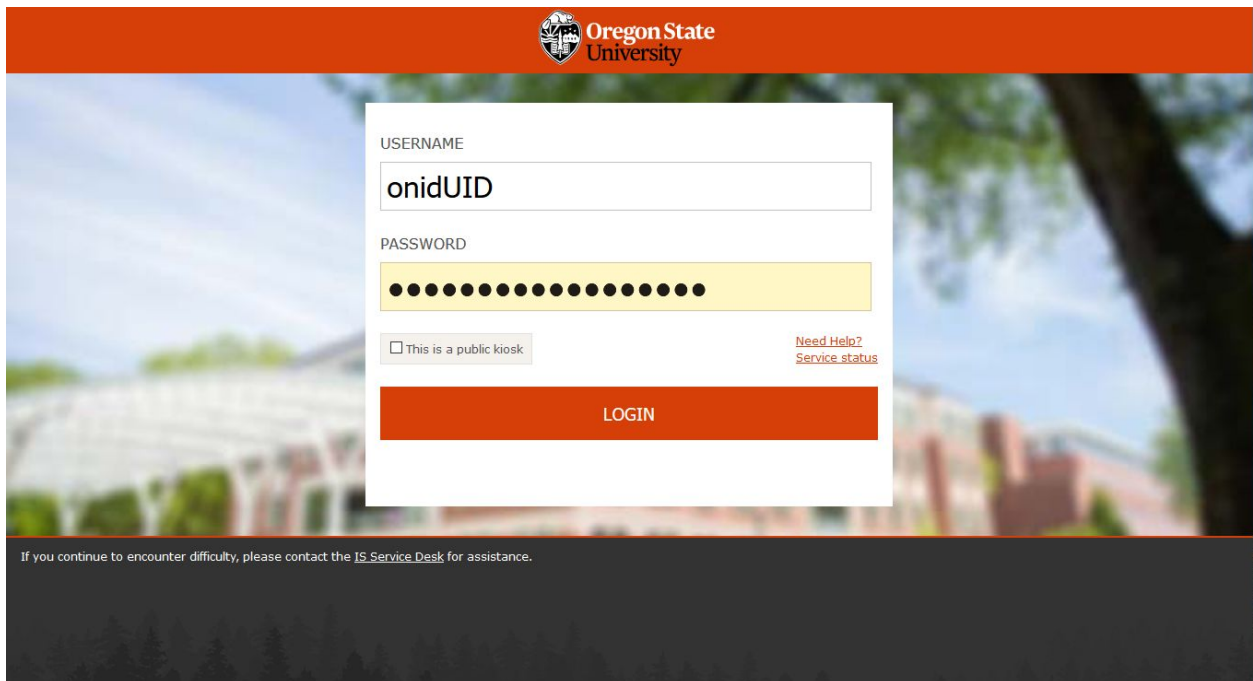
<http://web.engr.oregonstate.edu/~alasagae/Schedule-it/login.php>

The public Git repository of the code is here:

<https://github.com/GTMcArthur-OSU/Schedule-it>

## Login (CAS)

Login is a php file that redirects the user to <https://login.oregonstate.edu/idp/profile/cas> - the CAS must be approved by OSU-IT prior to redirection and retrieval of ticket. If the user successfully logs into oregonstate.edu primary login system (aka CAS), a ticket is retrieved. The information retrieved is the user's onidUID, first name, last name, and email in order to update or create a user into the database. This information is necessary for event-creation, invites, and reservations. Before creating a new user, the login system will check whether the user is already created (previously has logged in), or has been created via invitation (see section "create invite" for details) in which case a new user will not be created. Upon successful retrieval/user-creation, the user is redirected to the homepage.php.



USERNAME

onidUID

PASSWORD

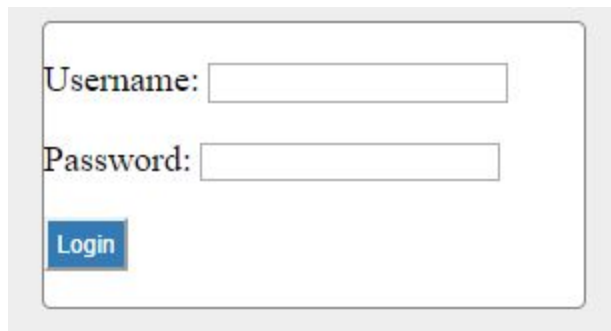
☐ This is a public kiosk

[Need Help?](#)  
[Service status](#)

LOGIN

If you continue to encounter difficulty, please contact the [IS Service Desk](#) for assistance.

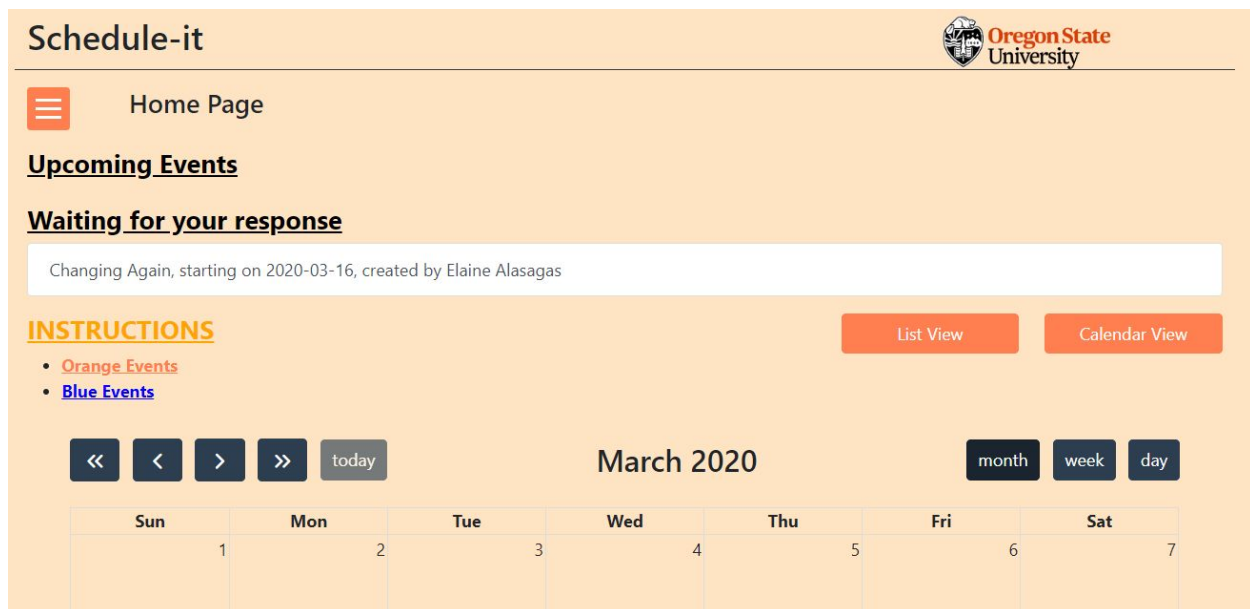
## Backdoor

A login form with a light gray border. It contains two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below the password field is a blue button with the text "Login" in white.

During our initial phase of development before CAS authentication was implemented, we used a backdoor to log into the web page. Although the form has both username and password inputs, only username is needed. If the username is in the database, then the user is logged in. We used the backdoor extensively during development and testing.

If the user is not an oregonstate.edu address, they can login through the backdoor through here: [web.engr.oregonstate.edu/~alasagae/Schedule-it/back\\_door\\_login.php](http://web.engr.oregonstate.edu/~alasagae/Schedule-it/back_door_login.php) - there is *no* password, and the Username is "12345." This user was added to the database for testing purposes and has the same privileges.

## Homepage

The homepage of the "Schedule-it" application. At the top, it says "Schedule-it" on the left and the Oregon State University logo on the right. Below the logo is a hamburger menu icon and the text "Home Page". The main content area has three sections: "Upcoming Events", "Waiting for your response" (with a message: "Changing Again, starting on 2020-03-16, created by Elaine Alasagas"), and "INSTRUCTIONS" (with links for "Orange Events" and "Blue Events"). To the right of the instructions are two buttons: "List View" and "Calendar View". Below these is a calendar for "March 2020". The calendar has navigation buttons (back, forward, today) and view buttons (month, week, day). The calendar grid shows days 1 through 7.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7

User is directed to the homepage after CAS authentication. The hamburger menu on the upper left corner provides an easy way for users to navigate the website. The main body of the page consists of three parts: upcoming events, waiting for your response, and the calendar. The

section of upcoming events shows a list of links to the events that is created by user. The Waiting for your response sections shows the events that the user is invited to but yet to make a reservation for.

The calendar section shows the reservations/time slots that the user has already made. Users can toggle between list view and calendar view using the two orange buttons in the upper right corner of this section. Users can also go to the adjacent day/week/month to view the reservations. If the user clicks on the specific reservation, then the user will be directed to a new webpage to view the details of that reservation. It also shows the events that the user created, which will be further explained in the following sections.

## Create New Meeting

The “month” view of the calendar event creation page:

The screenshot shows a web application interface for creating a new meeting. A modal form titled "Create new event" is centered on the screen. The form includes fields for "Meeting title:", "Description:", "Location:", "Start Time:" (set to 12:00 AM), "Duration:" (with a note "HH:mm format only"), "How many time slots?" (a dropdown menu), "Max attendees per slot:" (a dropdown menu), and "Max Reservations per attendee:" (a dropdown menu). A "Submit Query" button is at the bottom of the form. The background shows a calendar view with a list of events on the left, including "mandamiser\_A", "TESTok", "ok", "Test3", "TestingEmail", "Test2", "Test4", and "Elaine - New Changes". Below the list is a section titled "Upcoming Events" showing "TESTok, starting on 2020-03-13, created by Elaine A". Further down is a "Reservations" section with navigation buttons (left arrow, right arrow, today) and a calendar grid. The calendar grid shows dates from Sunday to Tuesday, with reservations for "1p ok", "1p TestNew", "2p 3", "1p ok", "2a Test3", and "2p Elaine - New Cha". On the right side of the calendar, there are buttons for "List View" and "Calendar View", and a toggle for "month", "week", and "day".

**Create new event**

All form fields are required.

Meeting title:

Description:

Location:

Start Time:

12:00 AM

Duration: HH:mm format only

How many time slots?

Max attendees per slot:

Max Reservations per attendee:

Submit Query

**Upcoming Events**

TESTok, starting on 2020-03-13, created by Elaine A

**Reservations**

Navigation: << < > >> today

Calendar Grid:

Sun	Mon	Tue
1	2	
8	9	
	1p ok	1p TestNew
		2p 3
15	16	
	1p ok	2a Test3
22	23	
	2p Elaine - New Cha	

Calendar View: month week day

Calendar Grid (Fri, Sat):

Fri	Sat
6	7
13	14
1p TESTok	
1p TESTok	
20	21
1p Test4	
27	28

Meeting events are created at the homepage screen after login via CAS has been authenticated (the user is a current oreongstate.edu user.) On the “calendar view” of the homepage, a user can create an event that they own by clicking anywhere on either the “month” view, “week” view,

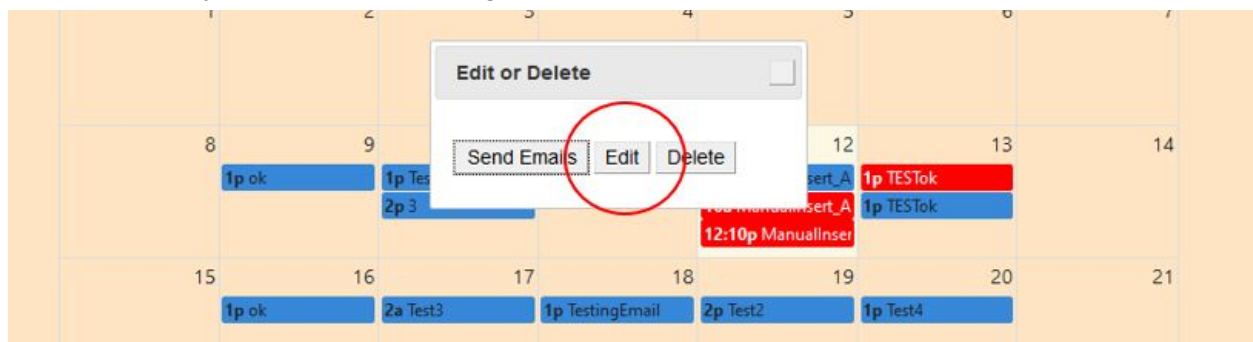
or “day” view of the calendar. The “month” view is automatically set to a time that is 12:00AM. The “week” view will retrieve the time - for example if the user clicked on an 8:00 AM time slot, the “Start Time” of the event will be at 8:00 AM - this is similar to the “day” view.

A pop-up will ask the following information from the user: Meeting title, Description of the meeting, the location of each slot, the Start Time, the duration in format HH:mm (note: this will only accept responses in this manner - otherwise, failure to include an hour or minute using a colon “:” will automatically result in null and retrieve an incorrect amount of time), the number of slots for the event created (Note: this creates smaller meeting times for invitees to reserve. A use case: if I hold office-hour between 12-3PM, and host the meeting in 1 hour sessions - i.e. this would mean 3 slots), specify the number of attendees per slot (e.g. you only want to limit your session to 5 attendees per 1 office-hr session) and the max reservations per attendee (e.g. If a student needs additional help, they may come to the same meeting every hour - this would mean 3 reservations max per attendee during the office-horus meeting.)

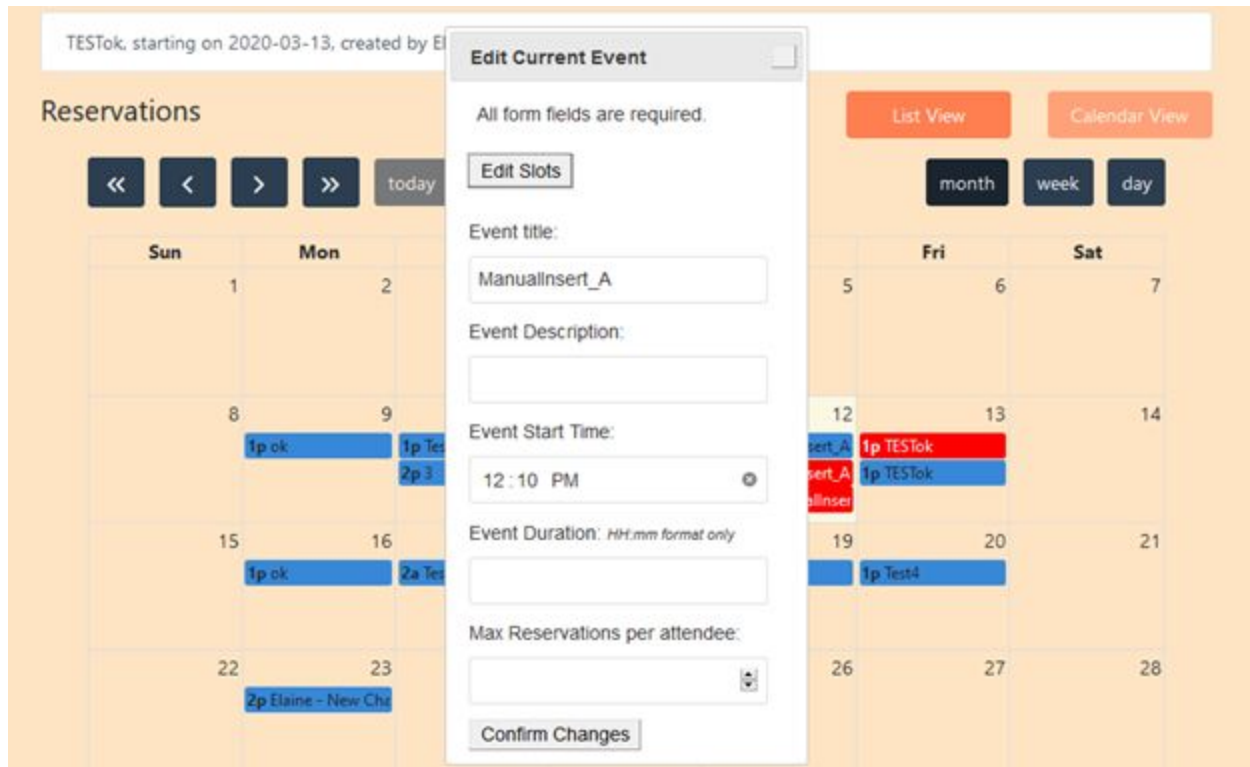
Clicking “submit query” will trigger the *database/event/insert.php* file and functions associated. This file will insert the new Event, as well as create the specified number of slots the event-creator has listed and will equally divide the slots dynamically into specified time ranges (e.g. User creates an hour long meeting between 8:00 - 9:00 AM, but has created 4 slots. Each slot would be 15 minutes long, the first slot starting at 8:00AM, the second at 8:15AM, the third at 8:30, and the fourth at 8:45AM as the meeting time ends at 9:00 AM.) The eventID is inserted into each slot in-order to pull the slot-information. Please note, at this time, in order to view reservations, the user must invite themselves to a meeting they’ve created by clicking on an event after creation. This will trigger the “edit” pop-up, where you may choose from the following options: 1. Send emails, 2. Edit meeting, or 3. Delete the meeting.

## Edit meeting

After event creation has occurred, the user may edit event details. Click on any event you wish to edit and a pop-up will have the following options: “Send Emails”, “Edit” or “Delete” - clicking “edit” will allow you to edit the meeting details.



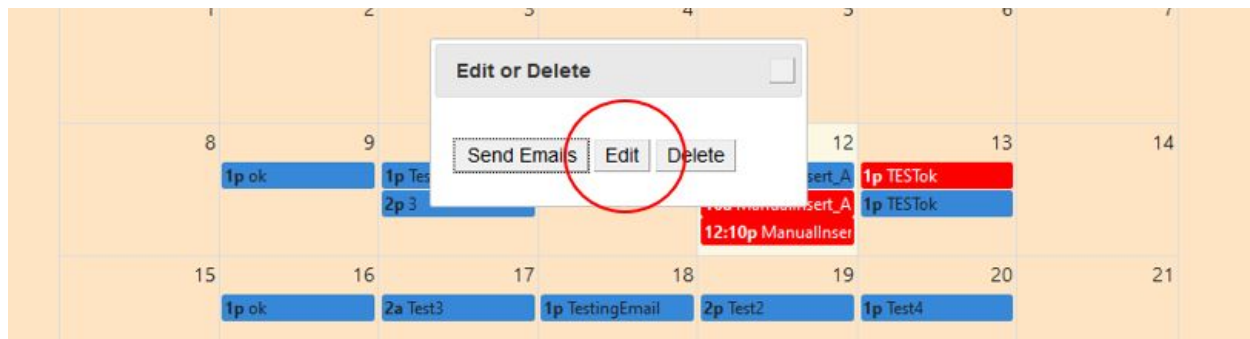
The user may edit the following event details as follows:



The user may edit: Event title, the Event Description, the Event Start Time (the slots will also move in accordance to new start-times), the Event duration (the end time may change and will dynamically change each slot's start time and end time based off of the new event duration), and the max reservations an invitee/attendee can make. Note: we were unable to implement the manipulation of the number of slots. When the user clicks on "Confirm Changes" the "database/event/update\_event.php" file is triggered to

## Edit slots

After an event has been created, a user may edit meeting slot and location as well as the number of reservations per slot. Click on an event to edit (as below):



Then click on “edit-slots” at the top of the “Edit Current Event” pop-up:

The screenshot shows a calendar interface with a pop-up titled "Edit Current Event". The pop-up contains the following fields:

- Event title: TestingEmail
- Event Description: emailDescription
- Event Start Time: 01:00 PM
- Event Duration: HH:mm format only, 02:00:00
- Max Reservations per attendee: 2

The "Edit Slots" button is circled in red. The background calendar shows a week view with various events like "1p ok", "2p Elaine - New Cha", and "1p Test".

Another pop-up will appear with slot data as below. If there are no slots, the data table will not dynamically populate. As a meeting creator, you will have the ability to change **ONLY** the highlighted (circled in red) fields at this time.

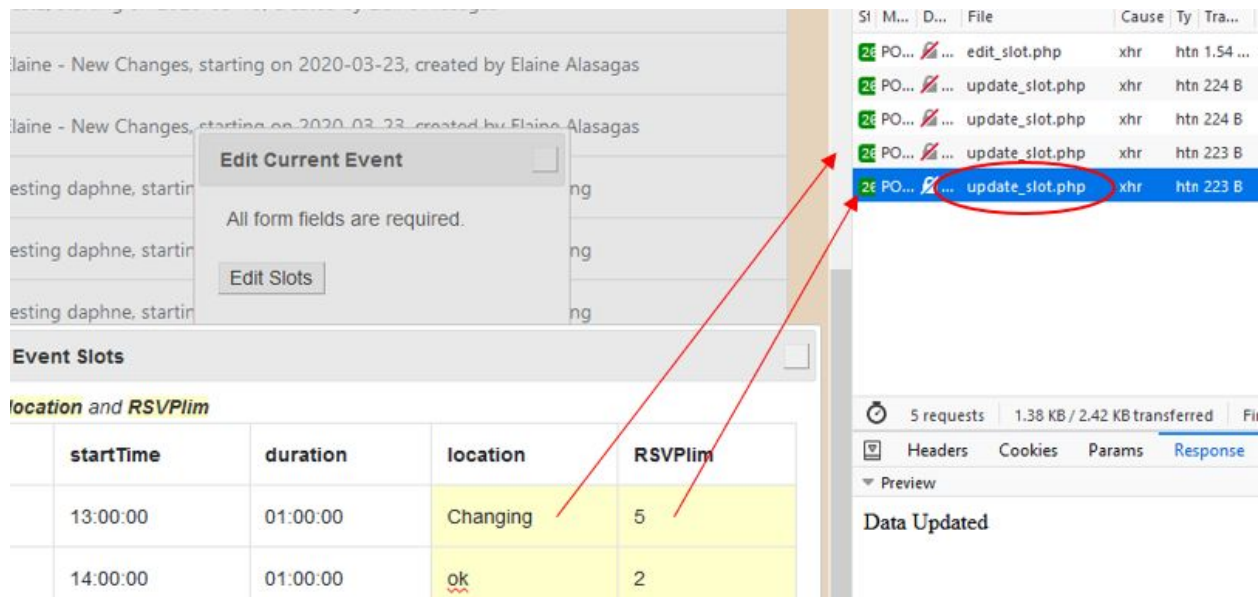
The screenshot shows a pop-up titled "Edit Event Slots" with a table of slot data. The table has the following columns: id, startTime, duration, location, and RSVPlim. The data is as follows:

id	startTime	duration	location	RSVPlim
14	13:00:00	01:00:00	ChangingLocale	5
15	14:00:00	01:00:00	ok	2

The "location" and "RSVPlim" columns are circled in red. The background calendar shows a week view with various events like "1p ok", "2p Elaine - New Cha", and "1p Test".

This also grants the meeting creator the ability to view the slot times and any location changes made by the invitee. Additionally, the tables are dynamically update the slot location and RSVP limit (this can be verified through the network tab) as below:

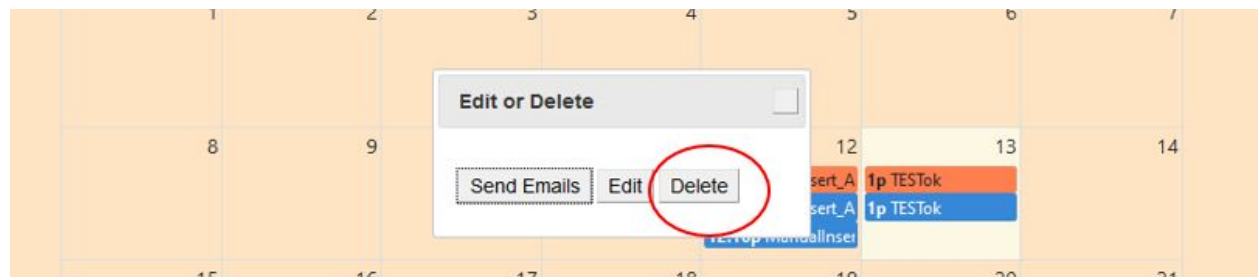




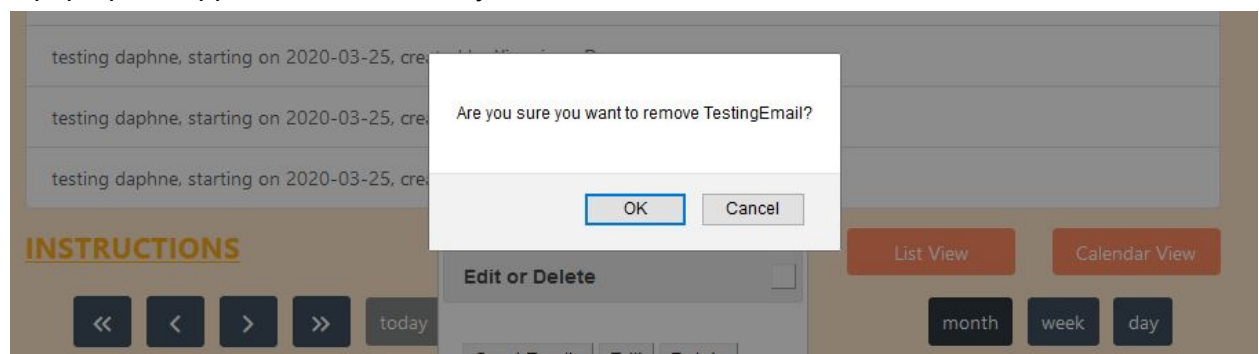
However, the event-creator cannot change the number of slots, delete a slot, or add any additional slots (this will hopefully be integrated during the next iteration of this project.)

## Delete a meeting

To delete a meeting, click on any event you wish to delete and a pop-up will appear (as below):



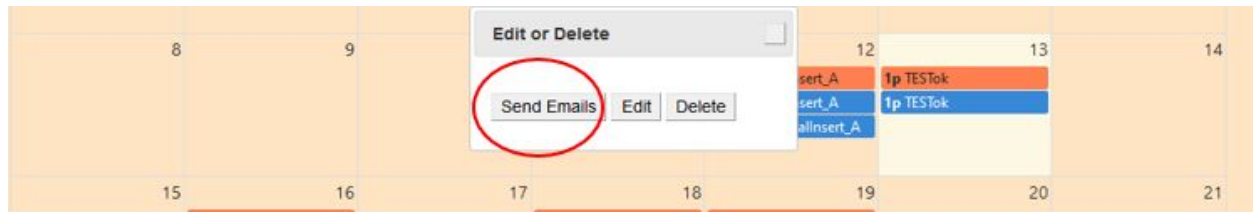
A pop-up will appear to confirm that you would like to delete the event as follows:



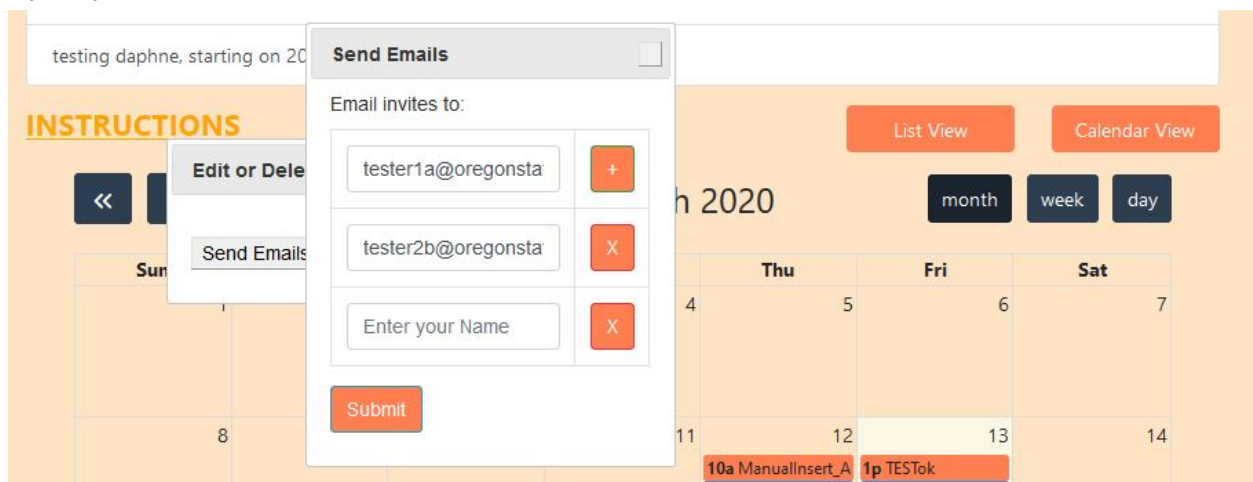
After confirming, your event will be deleted off the calendar and in the database.

## Creating a new invite

Click on any event and a pop-up will appear. Click on the “Send Emails” to create a new invite.



The “Send emails” confirmation will send an email based off of oregonstate.edu email address. If you type in a different “@domain.com” - an email invite will *NOT* be sent.



If the email address is successful, an invite will be sent to the invitee via email. Additionally, if you are sent an invite from a meeting creator (this can be yourself for testing purposes) you will now see the following events populate under “Waiting for your response” in Homepage.

### Waiting for your response

You have **not responded** to the following events you have been invited to. Please click on each event below to either reserve your spot or decline. This only shows invites after the current date. (**NOTE-BUG:** Decline invite does not work at this time.)

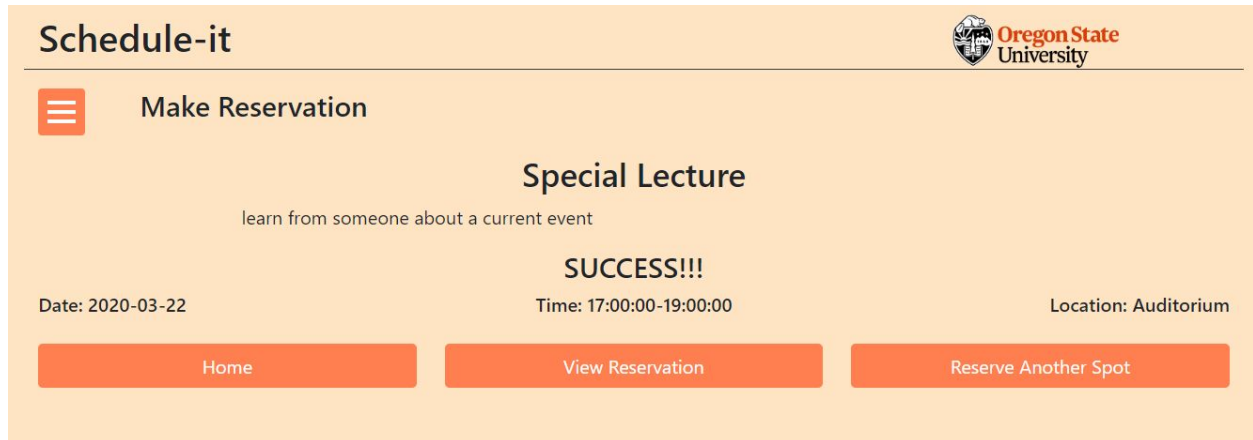
TestingEmail, starting on 2020-03-18, created by Elaine Alasagas
Test2, starting on 2020-03-19, created by Elaine Alasagas
Elaine - New Changes, starting on 2020-03-23, created by Elaine Alasagas
Elaine - New Changes, starting on 2020-03-23, created by Elaine Alasagas
testing daphne, starting on 2020-03-25, created by Xiaoqiong Dong

If the email address is correct and is sent successfully (current system accepts any OSU id even if they do not exist in the system), you may receive a no-reply email in your inbox from Box.



## Make Reservation

User can arrive at this page from the homepage by clicking on the event that the user wants to make a reservation for. This page shows the name of the event, the description of the event, how many reservations the user can make for this specific event, and available time slots. User can make reservations for one time slot at a time. It would be nice for the user to make multiple reservations for the same event, which is noted in the Continuance section. To make a reservation, user clicks on the desired time slot. If the time slot is reserved, then user will see the word “success” on the next page. Otherwise, user will see “ERROR!!! Reservation could not be created.”.





The screenshot shows a web page titled "Schedule-it" with the Oregon State University logo in the top right corner. A hamburger menu icon is on the left, and the text "Make Reservation" is next to it. The main heading is "Special Lecture" with a subtitle "learn from someone about a current event". The status "SUCCESS!!!" is prominently displayed in the center. Below this, the reservation details are listed: "Date: 2020-03-22", "Time: 17:00:00-19:00:00", and "Location: Auditorium". At the bottom, there are three orange buttons: "Home", "View Reservation", and "Reserve Another Spot".

From this confirmation page, user could go back to home page, view this reservation, or make another one through the buttons at the bottom of the page.

To add a comment and a file to the reservation, user needs to go to the Edit Reservation page after a reservation is already made. It would be desirable if the user can add the file and comment while making the reservation. This is also noted in the Continuance section.

## View Reservation

**Schedule-it**

 **View Reservation**

**Special Lecture**  
**2020-08-05**

**Start: 17:00:00**  
learn from someone about a current event

**End: 19:00:00**

**Location: Auditorium**


**Available Reservations: 98**

[Edit Reservation](#)

[Attendee List](#)

[Time Attendee Message File](#)

User can arrive at this page by clicking a reservation on the calendar from home page or from the reservation confirmation page. This page shows the time, location, and available additional reservations for this time slot. If the user clicks “Attendee List”, then a modal with other attendees of this time slot will show up.

**Attendee List** 

tester1, adam

tester3, charlie

[Close](#)

If the user would like to edit the reservation, then the user can do so via the “Edit Reservation” button.

## Edit Reservation

The screenshot shows the 'Edit Reservation' page for a 'Special Lecture' event. The page has an orange header with the 'Schedule-it' logo and the Oregon State University logo. Below the header, there is a hamburger menu icon and the text 'Edit Reservation'. The event title 'Special Lecture' is centered, with a subtitle 'learn from someone about a current event' below it. On the left, the 'Slot' information is displayed: 'Time: 17:00:00 to 19:00:00, 2020-03-22', 'Location: Auditorium', and a 'Message' field. On the right, there is a 'Cancel Reservation' button. Below the message field, there is a file upload section with the text 'Upload PDF File (Max size: 5 MB)', a 'Choose File' button, and the text 'No file chosen'. At the bottom left, there is a 'Submit' button.

User can arrive at this page from View Reservation page. This page displays the event information and the slot information. User can cancel the reservation on this page. User could also edit the message and change the file for this time slot. As of now, only pdf files smaller than 5 MB are allowed.

## File Upload

The screenshot shows the 'File Upload' section on the 'Edit Reservation' page. The 'Slot' information is displayed: 'Time: 14:00:00 to 15:00:00, 2020-03-14', 'Location: ENGR', and a 'Message' field with the text 'Inputting Test message'. Below the message field, there is a file upload section with the text 'File Uploaded: Doodleinterface.pdf', 'Replace PDF File (Max size: 5 MB)', a 'Browse...' button, and the text 'No file selected.' At the bottom left, there is a 'Submit' button. On the right, there is a 'Reservation Update' box with a hamburger menu icon, the text 'Successfully Updated', and a 'Homepage' button. An orange arrow points from the 'Browse...' button to the 'Successfully Updated' message.

In edit reservation, the user can also upload a file - if successful, they will receive whether the post has been successful. However, at this time, there is no download capability (only upload.) This will be a feature for the next group to implement.