

# User Manual

## ● Installation

### 1. Web terminal

A browser is the only software you need to use the system and Google Chrome is the most recommended browser. You can use the web terminal by entering *aooblog.info* in the location-box of your browser. This website will provide all functionalities of this system.

### 2. Desktop terminal

The installation of desktop terminal is simple. You need to get a copy of the install pack and run the setup.exe file. The desktop terminal will then be installed to your computer automatically. After the installation finishes, there will be an icon on your desktop. You can run the terminal by clicking that icon.

## ● Hardware and Software Requirements

### 1. Web terminal

- ✓ Network connection
- ✓ A browser (Google Chrome is recommended)
- ✓ Memory requirement: over 512M

### 2. Desktop terminal

- ✓ A computer with Windows operating system (Windows 7 and later are recommended)
- ✓ Network connection
- ✓ Disk space requirement: over 300M
- ✓ Memory requirement: over 512M

## ● Functionalities

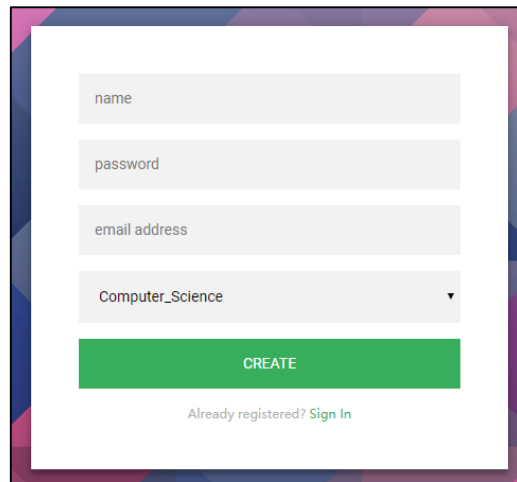
Event managers account can use all functionalities which a common user can use. Event managers will have two extra functionalities: create new events and check created events.

### 1. Sign up

When you firstly use this system, you need to create an account by clicking the link at the bottom of login-box. You can input your own username, password and email then choose a programme from the list. Username and password should follow some rules:

- The username has not been created in the database
- The length of username should be 6-12 characters
- The length of password should be 6-12 characters and password should contain at least 1 letter
- The email address should be a valid email address

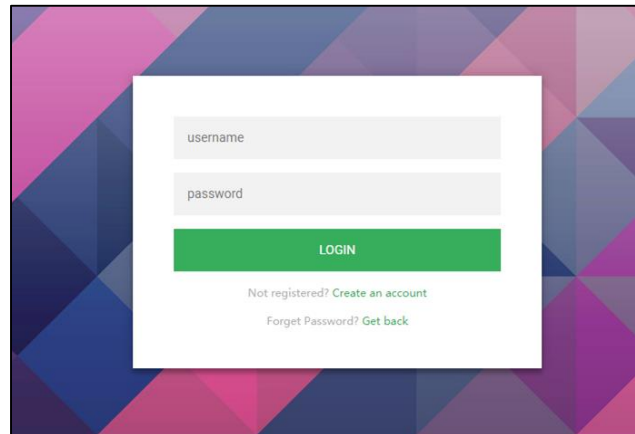
After providing enough information, you can click the “create” button to connect with the database and finish the registering. If the registering fails, you will be informed what the problem is.

A sign-up form with a white background and a colorful geometric border. It contains four input fields: 'name', 'password', 'email address', and a dropdown menu currently showing 'Computer\_Science'. Below these fields is a green 'CREATE' button. At the bottom, there is a link that says 'Already registered? Sign In'.

Sign up interface

## 2. Log in

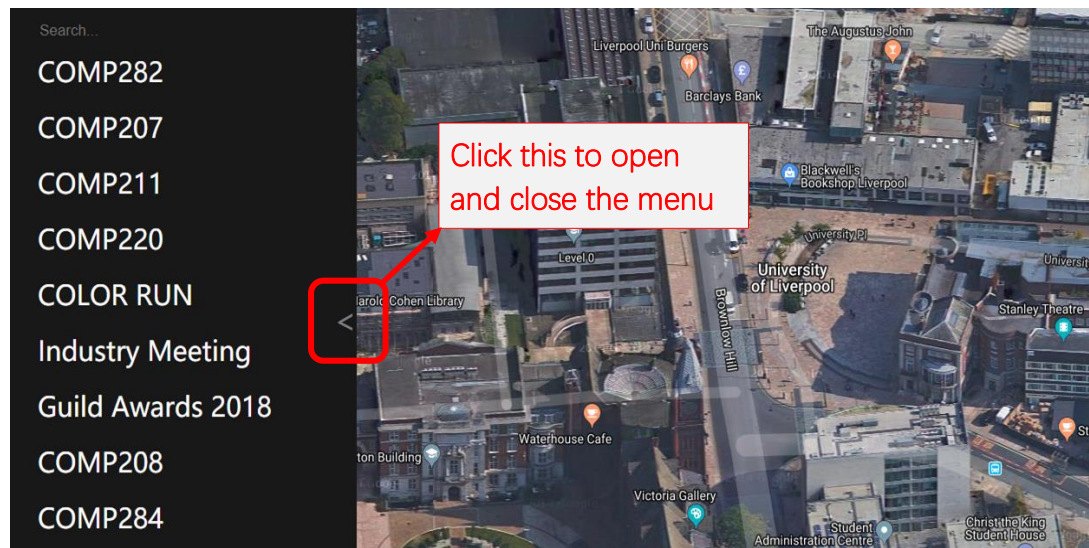
Event manager account is given by the system administrators. You cannot sign up an event manager account. If you need an event manager account, please contact administrators of the system. If you have had an event manager account, you can log in the system by entering valid username and password. There will be a welcome window if you log in the system successfully.

A login form with a white background and a colorful geometric border. It contains two input fields: 'username' and 'password'. Below these fields is a green 'LOGIN' button. At the bottom, there are two links: 'Not registered? Create an account' and 'Forget Password? Get back'.

Log in interface

## 3. Open list menu

After logging in to the system, you can click the button at the left of the application to open the menu. The menu consists of three parts: my list, events list and popular list. Each list may contain some events. The menu also has a date filter and a search box, which will help you to find the event you want.



Open and close the menu

#### 4. Search using search box and date filter

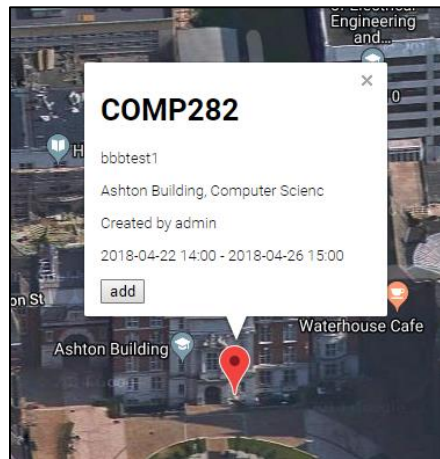
You can find events you want by setting the value of date filter and enter text into search box. Those events whose start time is not in the range of date filter and whose name does not contain text in the search box will be hidden. Therefore, you can find the event you want quickly. All three list (my list, events list and popular list) can use this function. Date filter and search box in each list is independent so they will not disturb each other.



Search box and date filter

#### 5. Show event details on map

For each event tab in list menu, you can show details of this event by clicking the event tab. There will be a pin on the map to show the location of this event. You can click the pin to open a box. This box will contain all information about this event. You can also add/remove this event to/from your list using the button in this box.



Show event details on map

#### 6. Check my list

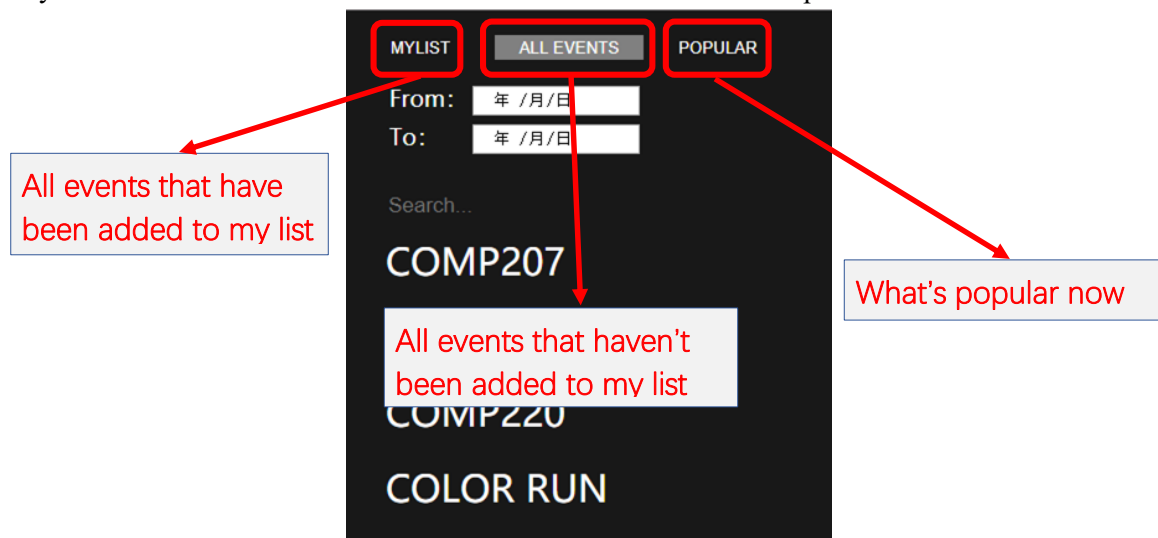
You can check my list by moving you mouse on the “MYLIST” tab at the top of list menu. My list will show all events that have been added to your personal list. These events are ordered by start time. You can check the time of an event by put your mouse on this event tab. Search box and date filter is available in this list and you can also click the event tab to call “show event details on map” function.

#### 7. Check events list

You can check events list by moving you mouse on the “ALL EVENTS” tab at the top of list menu. Event list contains all events that have not been added to your list. These events are ordered by start time. You can check the time of an event by put your mouse on this event tab. Search box and date filter is available in this list and you can also click the event tab to call “show event details on map” function.

#### 8. Check popular list

You can check popular list by moving you mouse on the “POPULAR” tab at the top of list menu. Popular list contains all events that have not been added to your list but these events are ordered by popularity. This list is more likely to show those events which are popular among users. Search box and date filter is available in this list and you can also click the event tab to call “show event details on map” function.



#### 9. Log out

You can log out by clicking the username tab at the top-right of the interface. After logging out the system, the interface will return the log in page and you need to log in again to use this system.

#### 10. Check current time

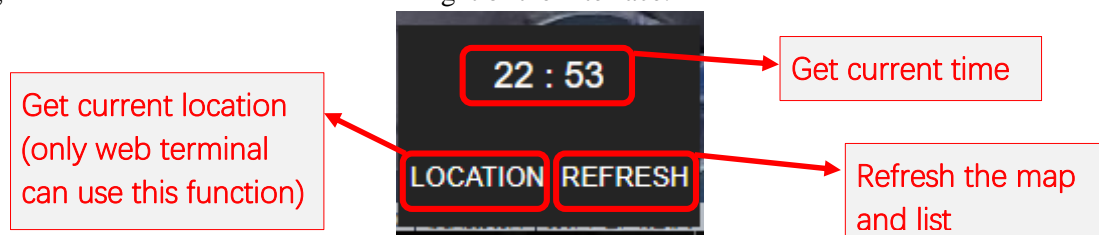
You can check current time at the bottom-right of the interface. You can also find more detail about current date by clicking that current time tab.

#### 11. Check current location

This function will find the rough location of current user using html5 technology and show this location on the map. This function depends on html5 so only web terminal can use it. You can use this function by clicking the “LOCATION” button at the bottom-right of the interface.

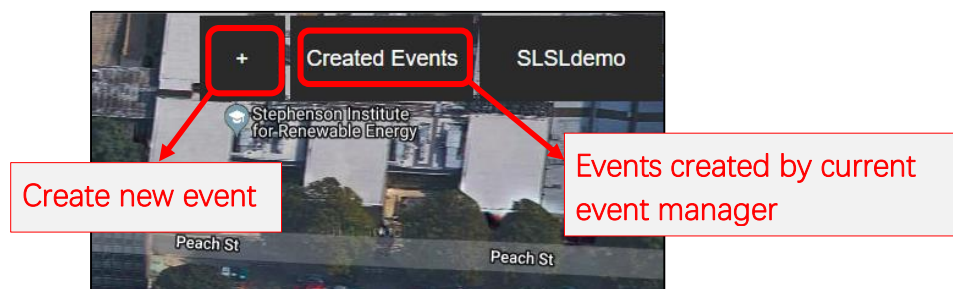
#### 12. Refresh lists and map

You can reload all three lists and clear all pins on the map by using this function. You can call this function by clicking the “REFRESH” tab at the bottom-right of the interface.



## Extra functions for event managers

These are some functions that can only be used by event managers. Common users do not have access to them.



Extra functions for event managers

#### 1. Create new events

Event managers will have an extra button “+” at the top-right of the interface. An event creation window will be shown if the button is clicked. The window will ask event managers to enter necessary information about an event and then the new event can be created.

**Create new event**

Event Name:

Event Type:  
☒ Academic ☐ Non-academic

Start at:

End at:

Location:

Brief:

Create new event

## 2. Check created events

Event managers have another extra button “Created Events” near the “+” button. Event managers can click this button to check all events that are created by themselves. Information of these events will be shown in form of a table and event managers can choose to delete these events from database.

**Event You Created**

eventID	eventName	startTime	endTime	popularity	Academic	brief	edit
14	Dinasour battle	2028-07-13 00:00:00	2028-12-31 00:00:00	0	No	dinasour battle rua	delete

Events created by current event manager