1. **Content Admin Portal**

Test Link: http://stjohns.hk:8000/sjcdh/cmd/staff/admin

**Login Request**

* Required Login as admin user to access the content admin portal

\*\*\* Please do not delete any records in this portal without any authorization\*\*\*

1. **Accounts**
   1. Balances

* Records the credit balances of each user
* Staff can perform functions, eg. “Export selected”, “Clear selected balance”, “Add credits to selected – sem1/sem2/summer1/summer2/summer3” on the list page
* Staff can search balance by email or filter by type and/or user on the list page
* Staff can add/edit/delete details of an individual balance
  1. Meal Charges

\*\*\* Please do not delete any records in this sections \*\*\*

* Records the default credits of for different type of users or credits addition of different residential period for undergrad
* Staff can filter by meal credits, breakfast credits and/or type on the list page
* Staff can add/edit/delete details of an individual meal charge
  1. Opening Hours  
     \*\*\* Please do not delete any records in this sections \*\*\*
* Records the opening hours of dining services
* Staff can filter by type on the list page
* Staff can add/edit/delete details of an individual opening hour
  1. Profiles

\*\*\* Please do not delete any records in this sections \*\*\*

* Records the resident (user) profiles
* Only the unassigned email on this list page can be sign up by users
* Staff can filter by user, type, room no on the list page
* Staff can add/edit/delete details of an individual profile

1. **Authentication and Authorization**

\*\*\* Please do not edit / delete any setting of this section \*\*\*

* 1. Groups
* Records the user group with the access right to the application
* Staff can add/edit/delete details of an individual group
  1. Users
* Records all user basic information including the username, email, name, password
* Staff can search by name /email and filter by groups, active status on the list page
* Staff can add/edit/delete details of an individual user

1. **Main**
   1. Cart Items

\*\*\* Please do not edit / delete any records in this section \*\*\*

* Records all the cart items created by users
* Staff can filter by ordered status, ordered date, deliver status and/or user on the list page
* Staff can add/edit/delete details of an individual cart item
  1. Items

\*\*\* Please do not edit the price / delete any records in this section \*\*\*

* Records all the items (so Dishes)
* Staff can add/edit/delete details of an individual item
  1. Menu Collections
* Records all the choice options for specific dishes
* Staff can add/edit/delete details of an individual menu collection item
  1. Orders

\*\*\* Please do not edit any price / credits related fields / delete any records in this section \*\*\*

* Records all the orders submitted by users
* Staff can filter by ordered status, ordered date and/or delivery status on the list page
* Staff can add/edit/delete details of an individual order
  1. Reviews
* Records all the dishes reviews submitted by users
* Staff can add/edit/delete details of an individual review

1. **Dining Hall Admin Panel**

Test Link: http://stjohns.hk:8000/admin\_dashboard/

**Login Request**

* Required Login as admin user to access the control panel

1. **Import Resident Profiles**

* Upload .csv files (eg. ID, EMAIL, Room No. Resident Type) as the resident profiles to the database

1. **Import Dishes**

* Upload .csv (utf-8) files as the dishes items (eg. ID, Dish Name, Chinese Name, Price, Type, Serve Date (yyyy-mm-dd), pieces, image path, labels to the database
* The .jpg images must be transferred to the media folder before the data import. For details, please refer to the set up guide in ***Annex A FTP Image Transfer Setup***.

1. **Completed Orders**

* Lists all the completed (so delivered) orders of the serving hours of the day sorted by order no. in descending order

1. **Completed Orders (Kitchen)**

* Lists the Order No. of the oldest 10 of each incompleted (so active) orders and the latest 10 completed (so delivered) orders sorted by order no. in ascending order

1. **Pending Orders**

* Lists details of all the incompleted (so active) orders of the serving hours of the day sorted by order no. in ascending order
* Shows the oldest three orders in print slip format with [完成] button to complete the orders

1. **Pending Orders (Kitchen)**

* Lists details of all the incompleted (so active) orders of the serving hours of the day sorted by order no. in ascending order
* Shows the oldest three orders in print slip format with [完成] button to complete the orders
* An auto\_print switch button enables to set parameter auto\_print as “True” / “False” at the end of the url (eg. ) and auto order slips printing will be triggered. If “True”, An order will be marked as “Delivered” and a slip of the order will be printed automatically

1. **Home**

* Return to the home page of the order platform

1. **Logout**

* Log out and return to the home page of the order platform

1. **Ordering Platform**

Test Link: http://stjohns.hk:8000/

Login Request

* Users are required to perform the following functions: add dishes to cart, submit orders, view order history

1. **Menu Page (Homepage)**

* Lists all details (eg. Dish photos, English name, Chinese name, Price (credits), Label (if any) of the dishes available on the day
  + Before breakfast ends, shows all dishes of breakfast, lunch and dinner;
  + After breakfast and before lunch ends, shows all dishes of lunch and dinner;
  + After lunch and before dinner ends, shows all dishes of dinner only;
  + After dinner, show “DH is CLOSED”
* Redirect user to dish details once clicking on the [View Details] button of the dishes

1. **Dish details**

* Lists all the details of a dish item, eg. Dish photo, English name, Chinese name, Price (credits), Dishes left, Availability, Options (if any)
* Redirect user to carts once clicking on the [Add to cart] button with the selected dishes added
* Review column (with [Submit] button) allows user to add a review for the dish

1. **Carts**

* Lists all the cart items waiting for checkout
* Lists the order summary including the Meals / Breakfasts Balance, total price (credits) of the order and no. of cart items included
* Validation check preventing:
  + Checkout of items not available in the serving hours
  + Checkout of items out of stocks
  + Checkout of items without sufficient credits
  + Adding of repeated item to the cart
  + Adding of third item to the cart as max items in cart is 2
* [Delete] button enables user to remove items from cart
* [Continue Buying] redirect user back to the homepage
* [Proceed To Checkout] button enables user to submit an order with the items in cart. Redirect user to the order summary page of the newly submitted order.
  + The order number shown should be in the pattern of:  
    [Room no of the user] – [B-Breakfast, L-Lunch, D-Dinner][3 digit-serial no], eg. 301-B001

1. **Order details**

* Lists all the active (undelivered) orders and past (delivered / completed) orders of the user
* Redirect user to the order summary once clicking on the order no. on the lists

1. **Order summary**

* Lists the details of an individual order submitted by the user
* The following information are displayed:
  + Order items
  + Total amount (Credits)
  + Balance Summary (Before Order) : Meals and Breakfast
  + Balance Summary (Credit Consumed): Meals and Breakfast
  + Balance Summary (After Order): Meals and Breakfast

1. **Account signup / login / reset password**
   1. Signup

- Allows user to signup with the email register at the office

- Validation check preventing:

o Duplicate username

o Duplicate email

o Weak Password

o Unmatched Password confirmation

o Missing of input in fields

* 1. Login
* Allows user to login with register username and correct password
  1. Logout
* Logout user and redirect to homepage
  1. Reset Password
* Sends reset password link to the input email if the entered email is registered
* Enables user to reset and login with the new password