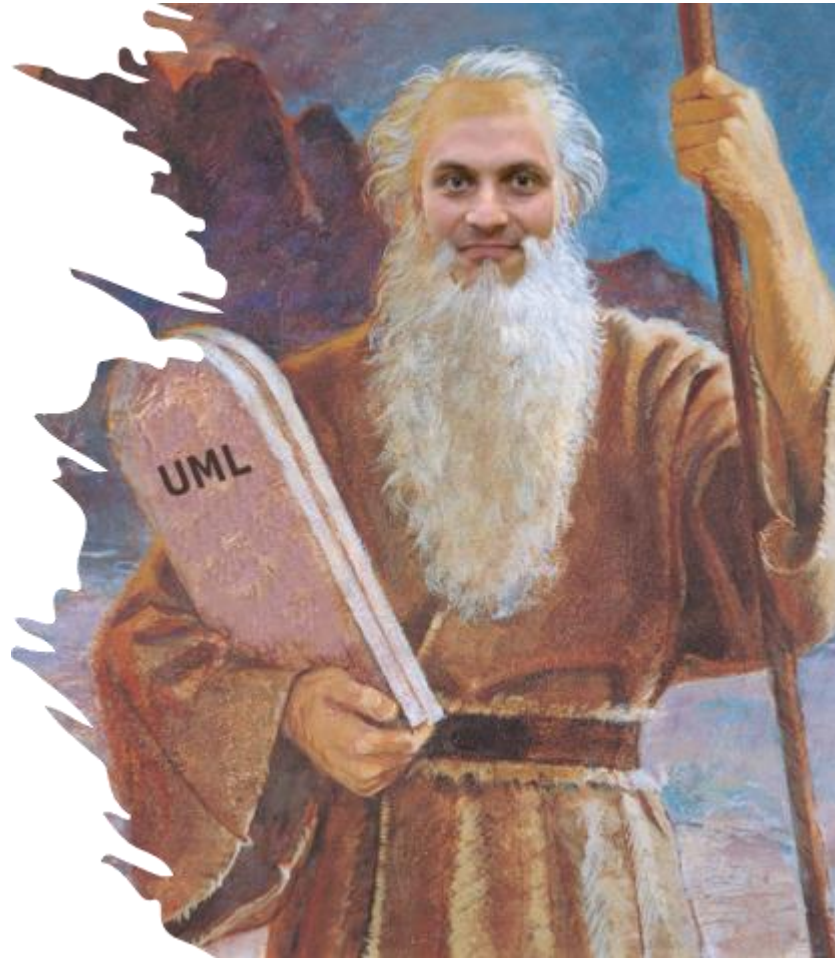


# User Manual Planner



By Moses' Travel Guide

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## Getting Started

This User Manual will be operating on the assumption that the user has never operated this software before. This software was developed by a group of Undergraduate Computer Science Students.

## Logging In

To be able to use this program, you must first have a valid username and password. If you do not have an account, press the create New Account button to be taken to the account set up page. If you already have an existing account but have forgotten your password, press the Forgot Password button.

1. Enter login information
  - a. Enter username
  - b. Enter password
  - c. Cannot login unless your username and password are correct
2. Press New Account button to create a new account
3. Press Forgot password button
  - a. Enter your email for the account you use
  - b. An email will be sent containing your password

## Creating a New User

To create a new user, you must first enter your account details. You will be unable to create an account if you have not entered anything in all the fields. Your account will be not created until your re-entered password matches the password.

1. Enter account details
  - a. You must provide an email, location, username and password to create an account
  - b. If a username already exists, you must create a new one
2. Reenter your password
  - a. You will not be able to create your account if it does not match your password

## Forgot Password

After registering a valid account and email, upon inserting the username, the system will send you an email with your password.

1. Click forgot password
2. Insert Email
3. Success

## Adding Events

To add events to your planner, press the Add Event button. You will then be taken to the add event page, where you can see all of the events within the database. You can select an event by clicking anywhere in the table. Once you have an event selected, you can press the add event button, which will add the selected event into your planner. To exit the add event page, you can hit cancel.

1. Press Add Event
2. Select an event from the database
  - a. Click anywhere in the table to select an event
  - b. Then press the Add Event button, the selected event will then be added to your planner

## Editing Events

You can Edit events on the Planner home page, simply press the button under the Edit row on any row you wish to edit, give it some time and it will pull up the UI.

1. Press Edit Event on row you wish to edit
2. Give it a bit of time as it connects to the database and pulls up what you want to edit

## Browsing Service

When you click on adding service, under the editing event UI, a list of all services are shown for you to get inspired and join other on a event.

1. Go edit a event
2. Click browse service
3. Choose service to browse service and click

## Creating Service

When selected the create service option in the edit event menu, you will be prompted to enter information about the event you wish to create.

1. Go edit an event
2. Click create service
3. Beware that the services are buffered and wont show up until you save the event itself

## Setting

Settings allow for personal preferences, namely gender and privacy, however if you so wish you can also delete all your information from our database.

1. Click on settings
2. Enjoy options to click

## Searching for Items

To search though the events, uses the text field under the heading or uses the text field on the bottom right of the screen to filter or search events. You can also choose to get an idea by click the drop down button and select an option.

1. To search, enter the keyword into the text field on the bottom left of the planner.
2. To use Get An Idea, select a category from the drop down menu and click the button.
3. Idea has a tool tip to give more description

## Managing a Business

All accounts are automatically linked to a business under the same name as the account. You can manage your business by adding events to the database. This will allow users to find your event when they are choosing what event to attend. You can perform this addition by clicking on the Business button to open up the business window. Then, you can click on the Create Event button to create a new event.

1. Click the “Business” button that is the third button from the Right side of the screen
2. Click the “Create Event” button to create your event
3. Enter the proper information into each field of the dialog
  - a. The “Name” field takes in words and letters, a.k.a. String input
  - b. The “Type” field takes in whole number input, a.k.a. integer values
  - c. The “Start Date” and “End Date” are both laid out the same, but they take in dates in the form of “Year-Month-Day”
    - i. Year is a 4-digit number representing the year that the event will be held.
      1. WARNING: there are minimum and maximum allowed values of 1000 and 9999.
    - ii. Month is a 2-digit value representing the month that the event will be taking place.
      1. WARNING: there are minimum and maximum allowed values of 01 and 12
    - iii. Day is a 2-digit value representing the day of the month that the event will be taking place.
      1. WARNING: there are minimum and maximum allowed values of 01 and 12
  - d. The “Location” field takes words and letters, a.k.a. String input
  - e. The “Note” field takes words and letters, a.k.a. String input
4. Click the “Save” button to save your event. This will require a bit of waiting as the software needs time to connect to the database. If there is no issue, the window will close.
5. Now you should see your event on the Business table.
6. Click cancel once you have finished adding events to the database.

## Paying for Services

You can pay for services that you have added to your event by clicking the cart button in the lower right corner of the planner

## View Planner

To view planner, simply log into your account through the login page, and all of your event will be displayed onto the main menu.

## Managing Planner

You can edit and delete your events through the buttons on the right, and you can add pre-existing events through the Add Event button. You can also create your own even through the Business button, where it will list all of the events you have previously created.

## Adding or removing a friend

Go to the friend's tab from the page that shows events. Enter a friend's name then click add to add them. Or, click the X button by a friend's name to remove them.