Event Planner 2016

Instructions Manual

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Starting Up

Opening an Existing File

To open up an already existing file simply run the program, go to the Settings Screen and click the load file button. After clicking this button find the file to load of extension ".event" and open.

Creating a New File

If this is your first time using Event Planner or you want to plan for a new event you will probably want to create a new file. To do this run Event Planner and input all current data and before the program is closed click the Save Data button in the Settings Screen. Then find where you want to save your file and click save.
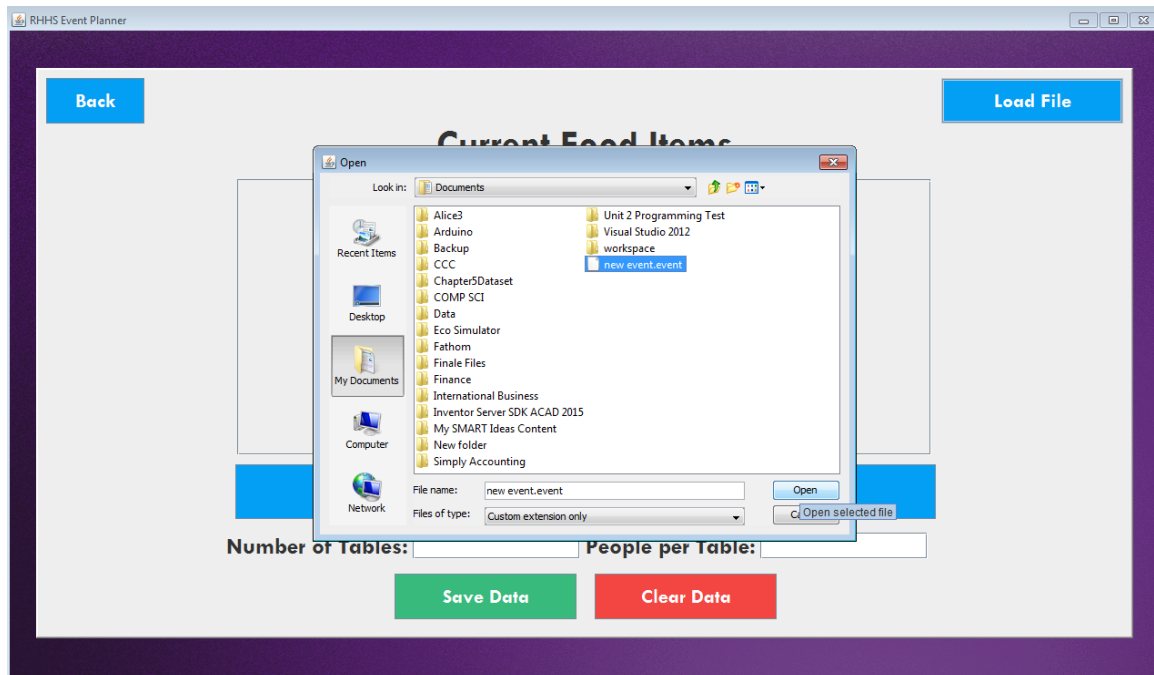
Basic Functions

Configuring Settings

The Settings Screen is the most important screen to understand while using Event Planner. If you plan on using Event Planner for a new event, the first thing that should be done is to configure the program settings. This screen can be reached through clicking on the Settings Button on the Home Screen as shown on the image on the right. Configurable settings include:

1. **Food Items**

Adding, removing, and editing food items are possible on this screen. To add new items, click the add button. To remove an item, click the item to remove and then the remove button. To edit currently existing items, double-click on an item.

2. **Table Details**

Various details regarding tables are able to be configured on this screen. To set a number of tables, click on the Number of Tables field and enter in your desired number. To set the maximum people per table, click on the People per Table field and enter in your desired number. <u>The value entered in these fields must be numbers (e.g. 2, 14, 35, 40)</u>.

3. **Data Clearing, Loading, and Saving**

In the Settings Screen features such as saving the current data, clearing all data, and loading from another file are possible through their respective buttons.
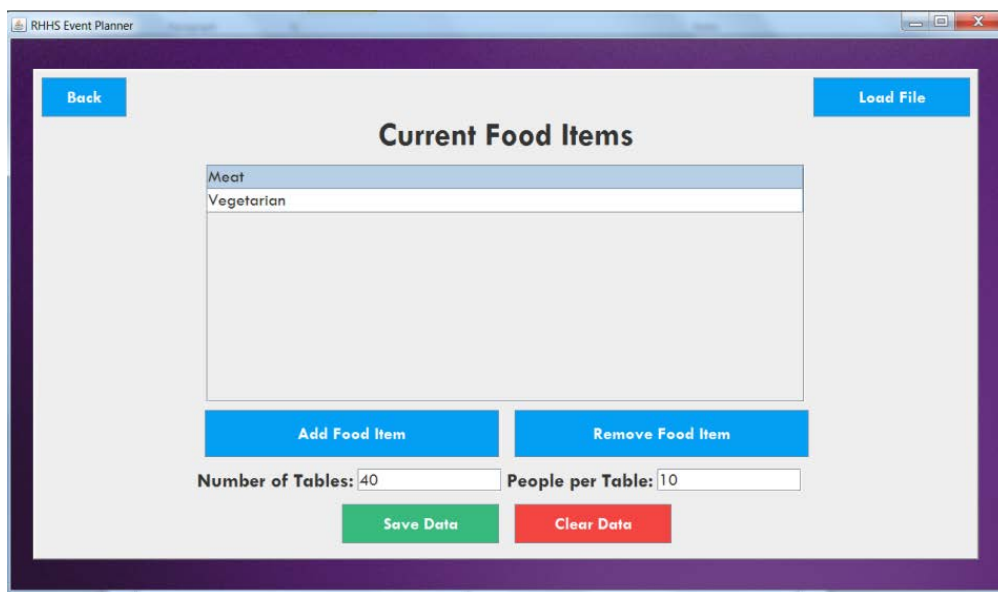
Adding New Students

The process of adding new students to the database is done at the Display Student Screen in a quick and simple 3 step process.

1. **Click the green add button on Display Student Screen**
2. **Fill out fields**
3. **Click the green confirm button**

When filling out fields, there are a number of <u>mandatory</u> fields that must be filled out to add a student. These include: First Name, Last Name, Student Number, Food Choice, and Initials. If any of these fields are not filled, you will not be able to add a student and will be prompted to go and fill out the fields

There are also two special fields when adding new students which are Food Choice and Table Number. Food Choice is a mandatory field, and <u>must</u> be set first in Settings before adding students. The Table Number is not a mandatory field and does not need to be configured in Settings. If there is no number of tables set or the table number is not specified, the student's table number will default to "Unassigned".

Student numbers must be 9 numbers long. If the Paid By field is blank, then Payment will be described as no and vice versa.

When students are added, they are added to the bottom of the list, therefore <u>will not be sorted.</u>
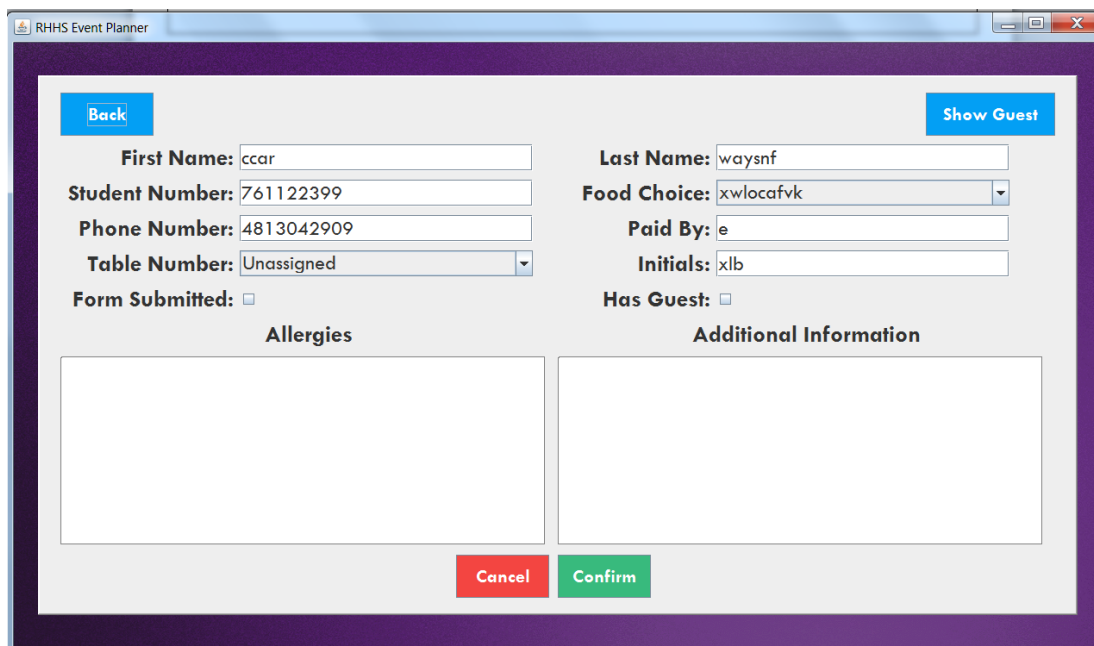
Removing Students

The process of removing existing students in the database is done at the Display Student Screen via a quick and easy button. To delete a student simply click on the student in the display table and then click on the delete button

Edit and Review Students

The process of editing and reviewing existing students in the database is done at the Display Student Screen via a quick and easy button. To view or modify a student simply double click on the student in the display table. Doing this will bring up that the profile of that student, which looks the same as when new students are added, however with the addition of the Show Guest button. Clicking on the Show Guest button will close the profile of your current student and bring up the profile of their guest, if there is one. If there is no guess, an error message will be displayed.

The mandatory fields here are the same as when adding students.

Searching for Students

The process of searching for a specific student/group of students is done at the Display Student Screen. Searches can be broad or be narrowed down to specific categories such as: Student ID, First Name, Last Name, Food Choice, Table Number, or Paid. To change between search categories, click the drop down box and select a category. As a search is performed, the display table will instantly update depending on live search results.

Sorting Students

The process of sorting students is done at the Display Student Screen. Sorts can be done ascending or descending in any of the column headings shown on the table. Click on a column heading to sort ascending in that category and click again for descending. <u>When adding a new student, they will not be sorted in the requested way.</u>

Table Planner

Searching and Sorting Students

Sorts can be done ascending or descending in any of the column headings shown on the table. Click on a column heading to sort ascending in that category and click again for descending.

Searches can be broad or be narrowed down to specific categories such as: Student ID, First Name, Last Name, Food Choice, Table Number, or Paid. To change between search categories, click the drop down box and select a category. As a search is performed, the display table will instantly update depending on live search results.

For the Table Planner, searches and sorts can only be performed on the unassigned student display table (shown below).
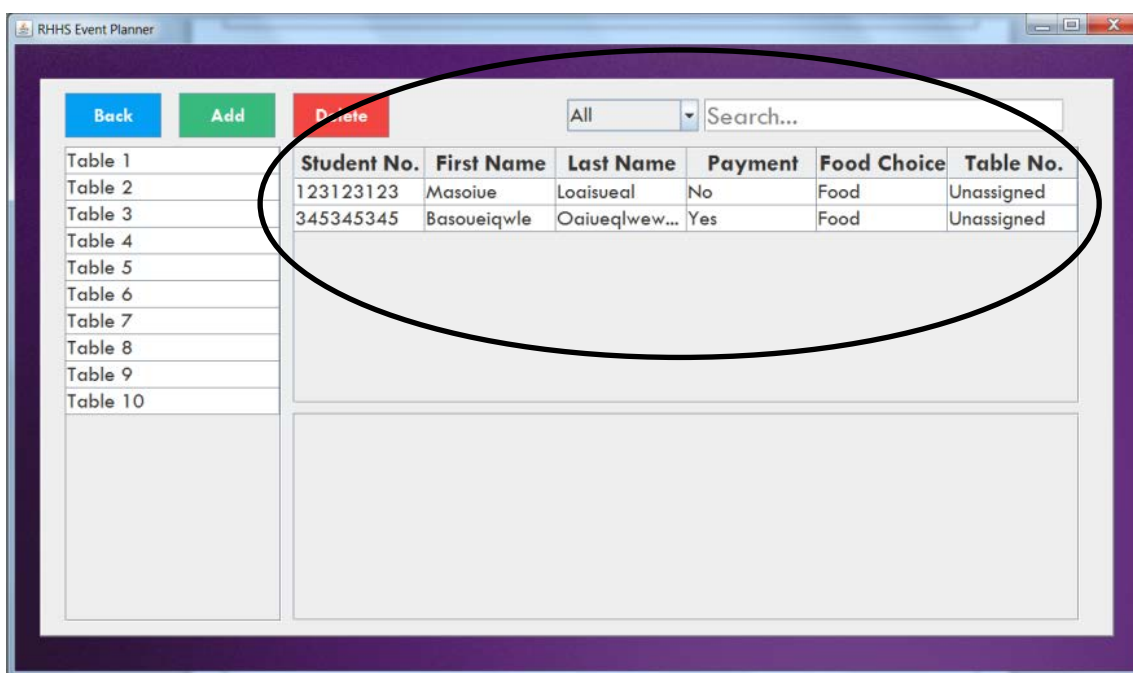

Viewing Table Setups

To view the current students at each table, one of the tables must be selected. When different tables are selected, their current students at that table will be displayed in the assigned student display table (bottom right). <u>If there are no tables shown on this left display then a number of tables must be set in the Settings first.</u>

Adding and Removing to Tables

To add a student to a table, one of the tables shown on the Table Display must be selected. <u>If there are no tables shown then a number of tables must be set in the Settings first.</u> Once a table is selected, then click on a student on the Unassigned Student Display Table and click add. After adding a student, their table number will be changed and they will be moved to the assigned student display table below. <u>Only students that are in the Unassigned Student Display Table</u> <u>can be added to table</u>. This means that if a student was to be moved from one table to another, they would first have to be removed from their current table, and then added to their new table.

To remove a student from a table, a table and the desired student to remove must be selected. Once this is done, simply click the remove button and the student will be moved to the Unassigned Student Display Table above it. <u>Only students that are in the Assigned Student Display Table can be removed from a table</u>.

Full tables will be indicated in the Table Display as students are added. If a table is full, students will be prevented from being added and an error message will occur.
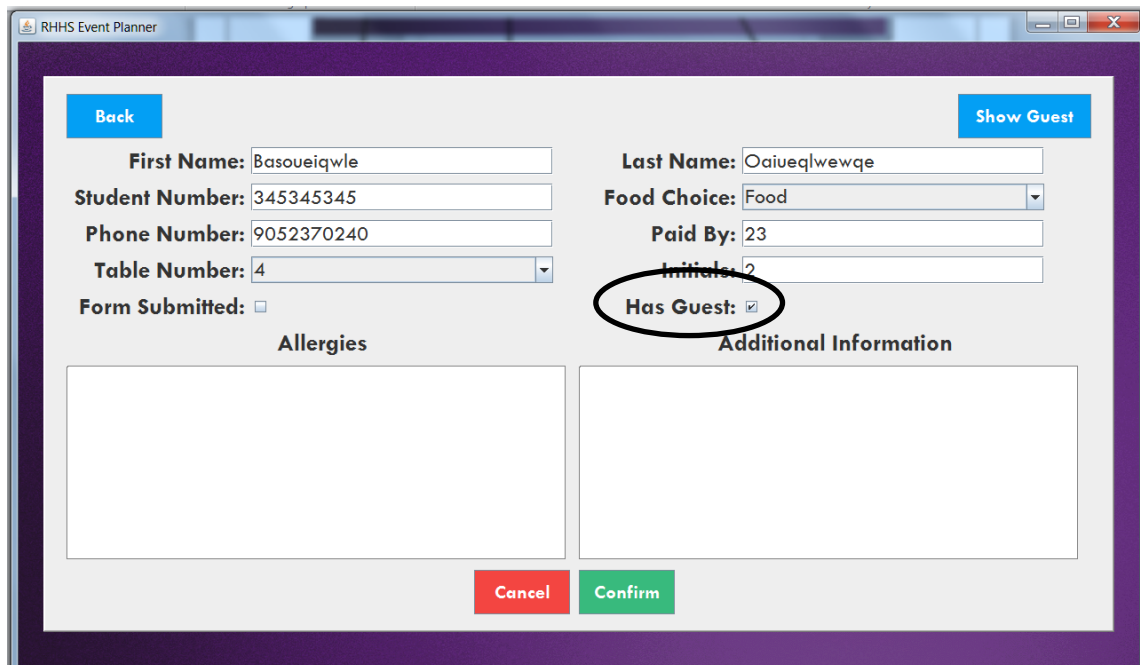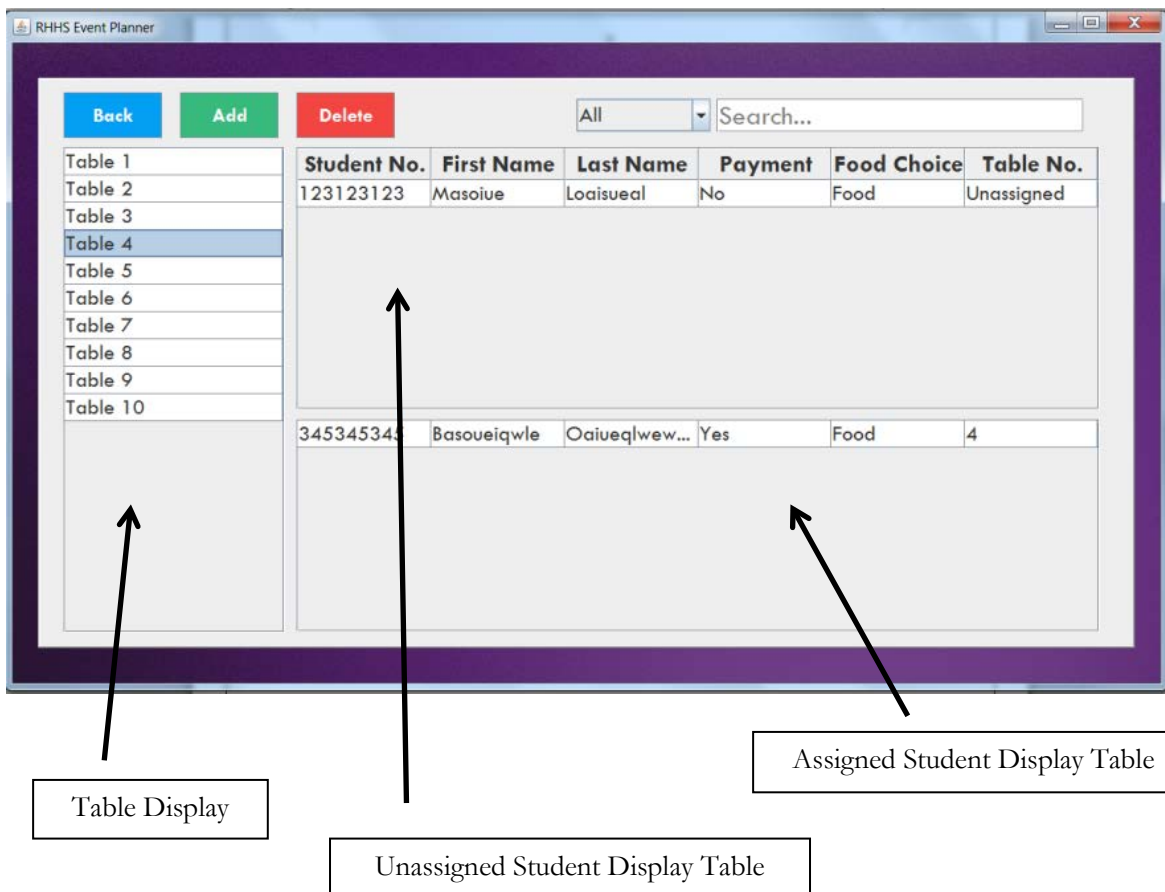
Guests

Adding a Guest

To add a guest there must be two students created in the Student Display Screen. The student bringing the guest should be inputted first and the Guest checkbox <u>must</u> be checked. If this checkbox is not checked their guest can still be inputted, however the Show Guest function will not work.

The guest should be inputted with the <u>same student number</u>, but with their own details (name, food etc.) and the Guest checkbox being unchecked.

Showing a Guest

To show a guest to certain student, that student and their guest must meet a set of criteria. The student must have the Guest checkbox checked and the guest unchecked and they both must have the same student number. When these conditions are met, upon clicking the Show Guest button on the student, their profile will close and their guest's profile will appear.

If Show Guest is clicked on a student without a guest an error message will appear.