

Event Planner 2016

Instructions Manual

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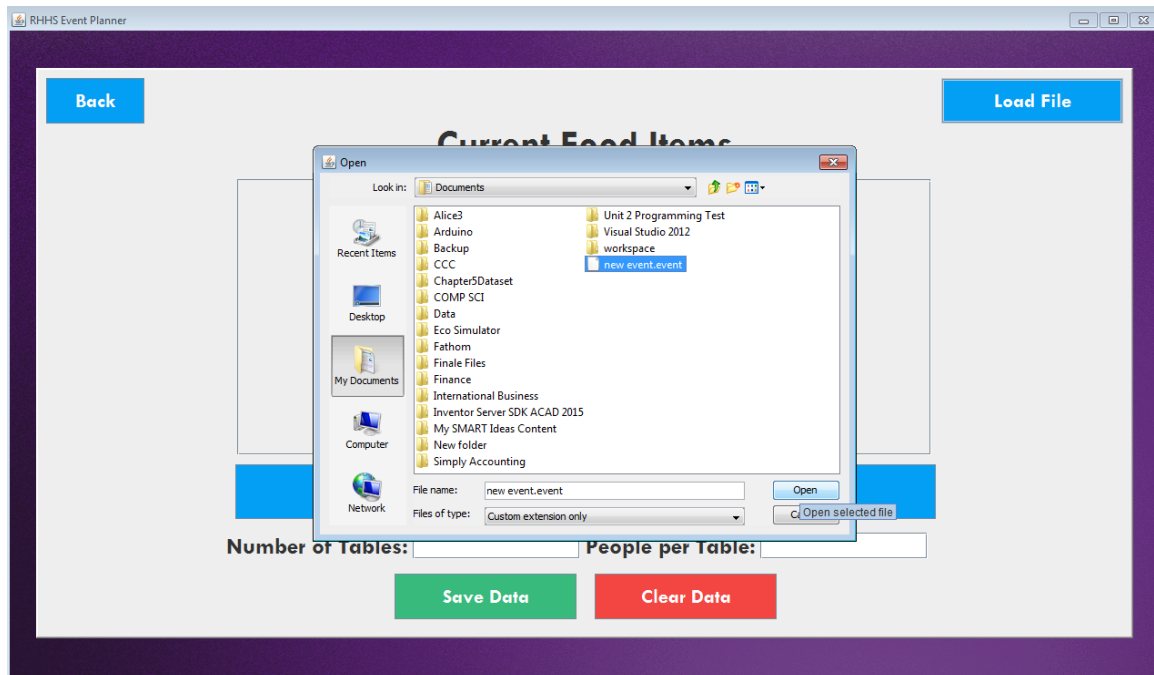
Starting Up

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

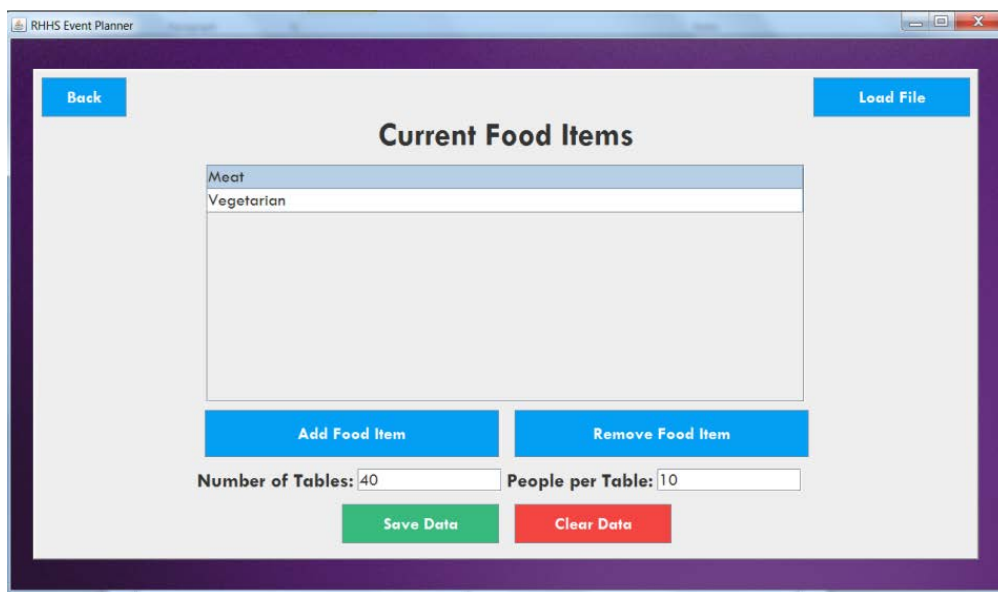
Adding, removing, and editing food items are possible on this screen. To add new items, click the add button. To remove an item, click the item to remove and then the remove button. To edit currently existing items, double-click on an item.

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. The value entered in these fields must be numbers (e.g. 2, 14, 35, 40).

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 mandatory 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 must 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 will not be sorted.

The screenshot shows the 'RHHS Event Planner' window with the 'Adding New Students' form. The form has a purple border and a light gray background. It includes a 'Back' button in the top left. The form fields are arranged in two columns. The left column contains 'First Name:', 'Student Number:', 'Phone Number:', 'Table Number:' (with a dropdown set to 'Unassigned'), 'Form Submitted:' (checkbox), and 'Allergies'. The right column contains 'Last Name:', 'Food Choice:' (dropdown menu), 'Paid By:', 'Initials:', and 'Additional Information' (text area). A 'Missing Entries' dialog box is centered over the form, with a red 'X' icon and the text: 'Missing Entries: First Name, Last Name, Student Number, Your Initials. Please go back and correct.' with an 'OK' button. At the bottom of the form are 'Cancel' and 'Confirm' buttons.

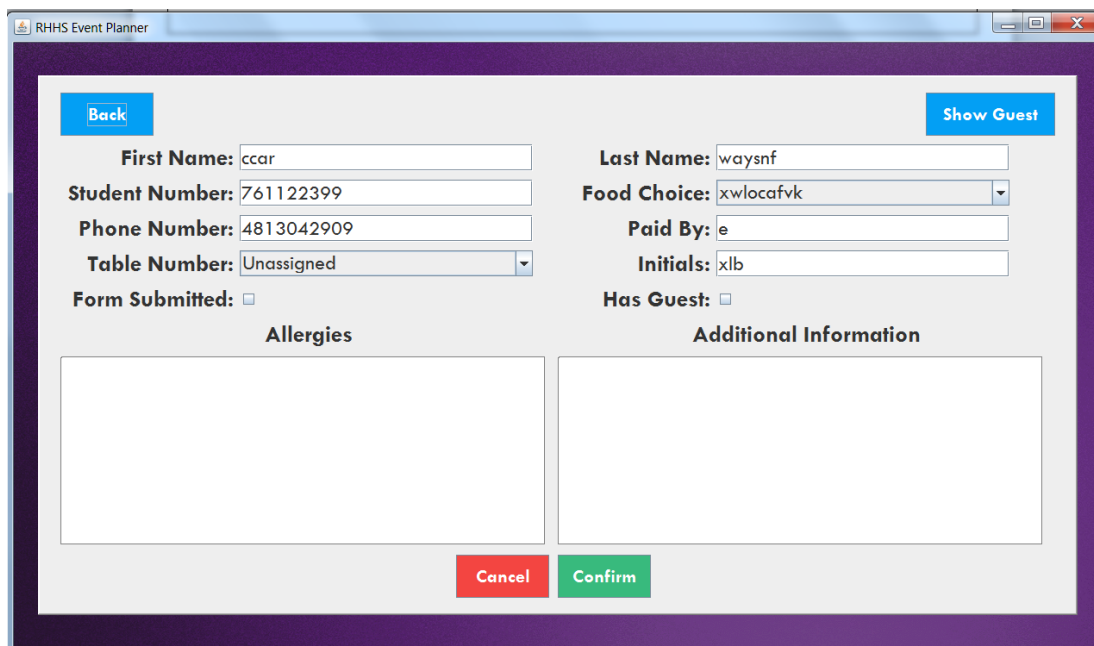
Removing Students

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.



The screenshot shows a web application window titled "RHHS Event Planner". Inside, there is a form for editing a student's profile. The form has a purple border and a light gray background. At the top left is a blue "Back" button, and at the top right is a blue "Show Guest" button. The form contains several input fields: "First Name" (ccar), "Student Number" (761122399), "Phone Number" (4813042909), "Table Number" (Unassigned), "Last Name" (waysnf), "Food Choice" (a dropdown menu showing "xwlocafvk"), "Paid By" (e), and "Initials" (xlb). There are also checkboxes for "Form Submitted" and "Has Guest". Below these fields are two large text areas labeled "Allergies" and "Additional Information". At the bottom of the form are two buttons: a red "Cancel" button and a green "Confirm" button.

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.

Student No.	First Name	Last Name	Student ID	Food Choice	Table No.
438936846	pjc	ntn	Yes	vsmvdhgas	Unassigned
044887004	oigrqhw	oh	Yes	yhwyzdnsk	Unassigned
671524269	gnyc	x	Yes	znwluougb	Unassigned
537629408	x	y	No	xbqmmqoap	Unassigned
936401620	wd	vh	No	znwluougb	Unassigned
280603116	yv	bcjnmju	No	bgrbwfvxx	Unassigned
761122399	ccar	waysnf	Yes	xwlocafvk	Unassigned
165015905	pswuryv	oytbw	Yes	yhwyzdnsk	Unassigned
426265444	cajebe	bgrjha	No	zshsaimkn	Unassigned
414424341	m	gdj	Yes	vsmvdhgas	Unassigned
834180243	siu	tcj	Yes	vsmvdhgas	Unassigned
522652339	qpgdbwu	f	No	wrbxeonun	Unassigned
196197013	rhzn	ftdjh	No	xbqmmqoap	Unassigned
846318940	vsexzti	yawd	Yes	joqpdylvlo	Unassigned
995821120	zwmcp	rs	Yes	znwluougb	Unassigned
828038816	bcqjlgw	xjl	Yes	bgrbwfvxx	Unassigned
147027911	ki	lla	No	vhwvzdnsk	Unassigned

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. When adding a new student, they will not be sorted in the requested way.

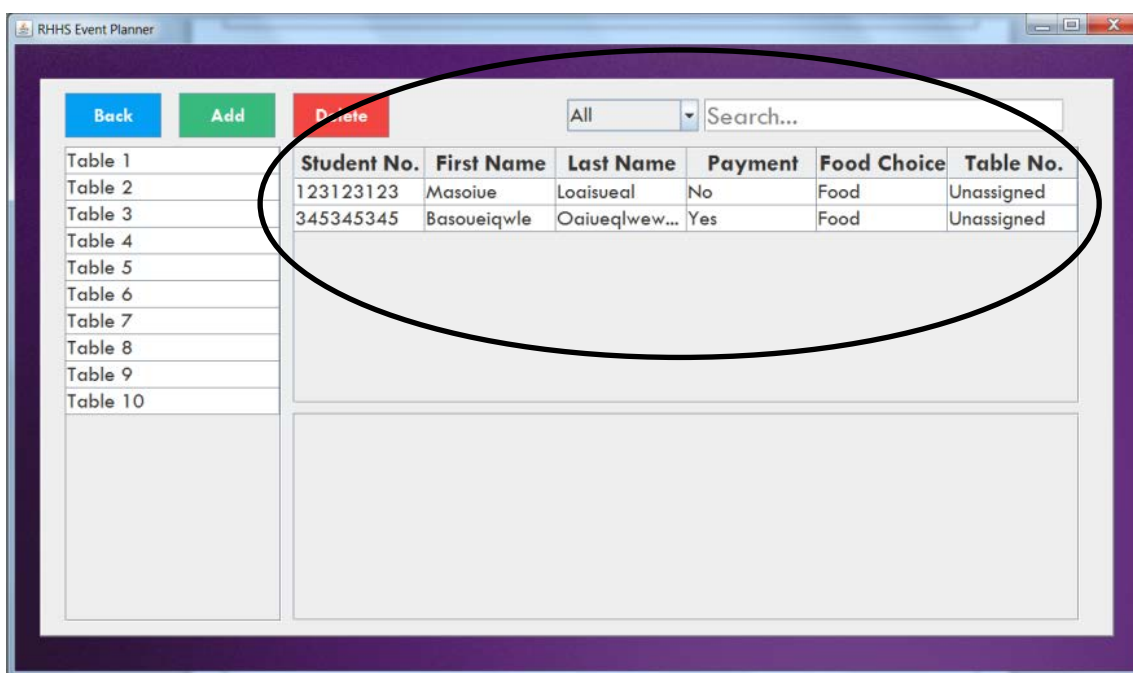
Table Planner

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

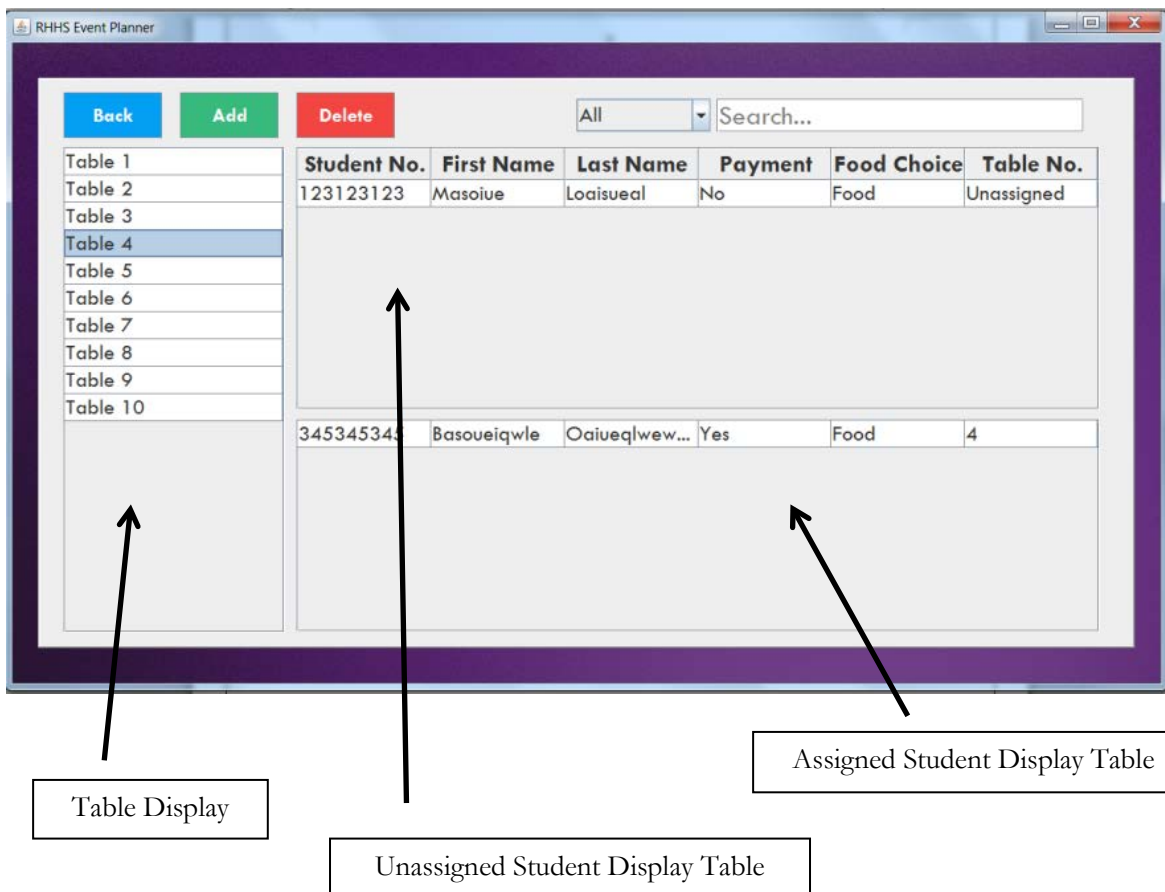
To view the current students at each table, one of the tables must be selected. When different tables are selected, their current students at that table will be displayed in the assigned student display table (bottom right). If there are no tables shown on this left display then a number of tables must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

Adding and Removing to Tables

To add a student to a table, one of the tables shown on the Table Display must be selected. If there are no tables shown then a number of tables must be set in the Settings first. 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. Only students that are in the Unassigned Student Display Table can be added to table. 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. Only students that are in the Assigned Student Display Table can be removed from a table.

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.

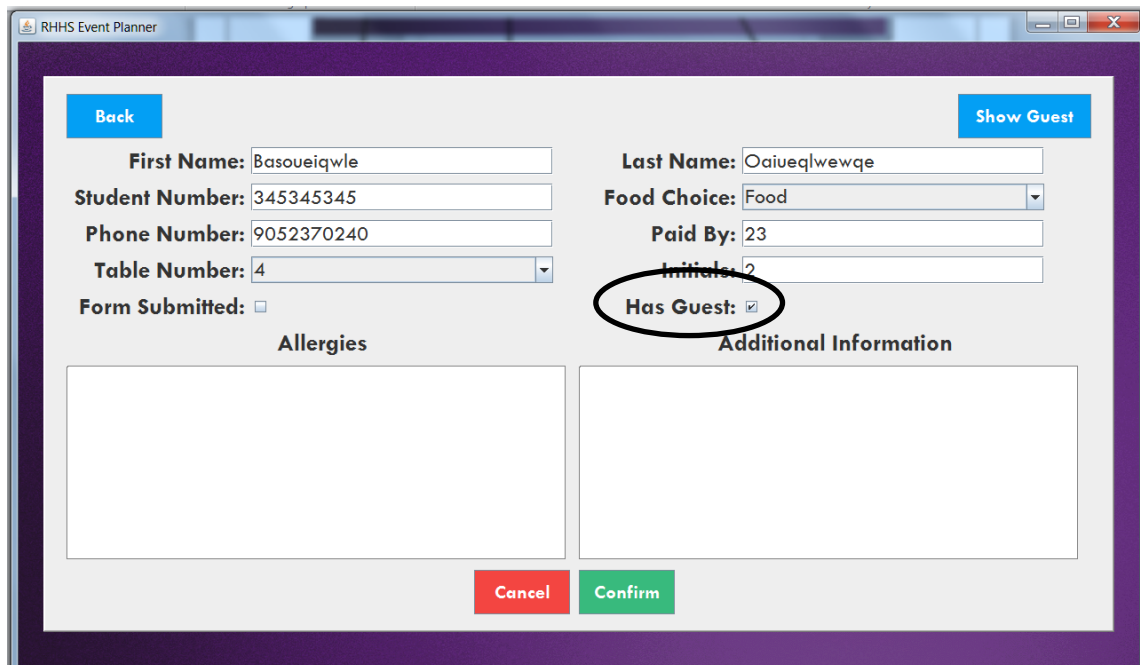


Guests

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 must 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 same student number, but with their own details (name, food etc.) and the Guest checkbox being unchecked.



The screenshot shows a web application window titled "RHHS Event Planner". Inside, there is a form for adding a guest. The form is divided into two main sections: "Allergies" on the left and "Additional Information" on the right. The "Allergies" section contains fields for "First Name" (Basoueiqwle), "Student Number" (345345345), "Phone Number" (9052370240), "Table Number" (4), and a "Form Submitted" checkbox. The "Additional Information" section contains fields for "Last Name" (Oaiveqlwewqe), "Food Choice" (Food), "Paid By" (23), "Initials" (2), and a "Has Guest" checkbox which is checked and circled in red. At the bottom of the form are "Cancel" and "Confirm" buttons. A "Back" button is in the top left and a "Show Guest" button is in the top right of the form area.

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.