

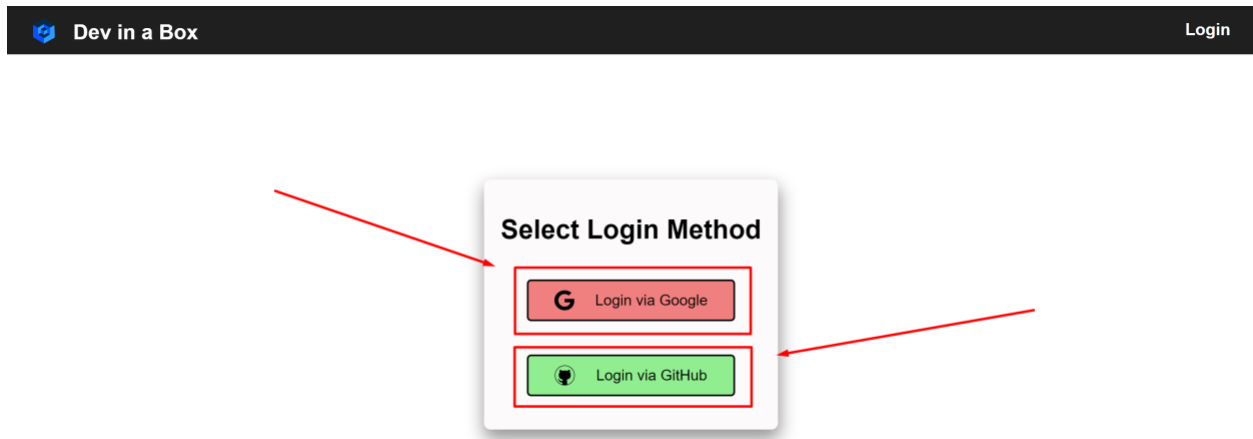


**Zero
RampUp**

User Manual

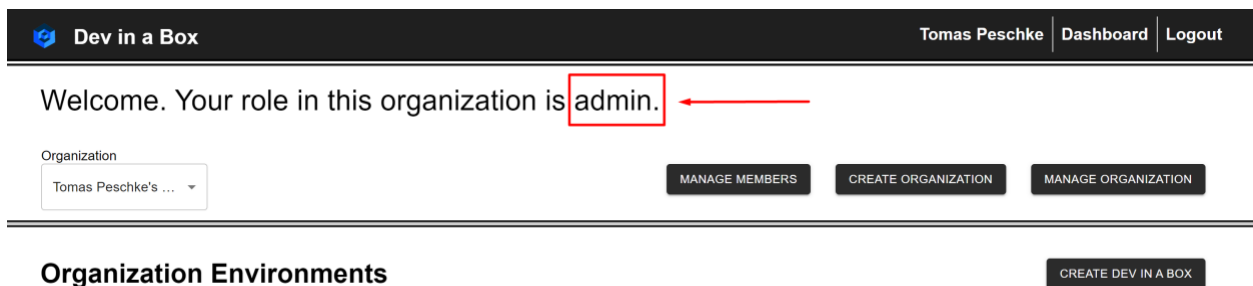
Section 1: Account Registration and Login

1.A Account Creation – Login Page



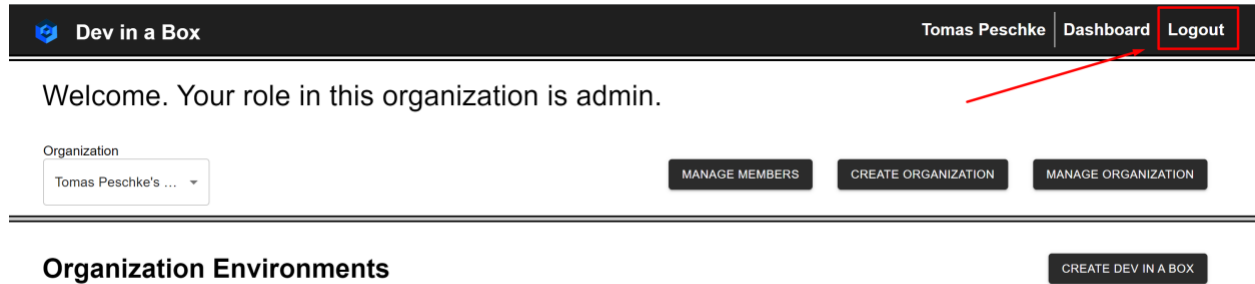
When initially opening the website, you will be brought to the login screen. Here you can login via a Google or GitHub account. An account unique to that Google/GitHub account will be created for you

1.B Account Creation – Home Page



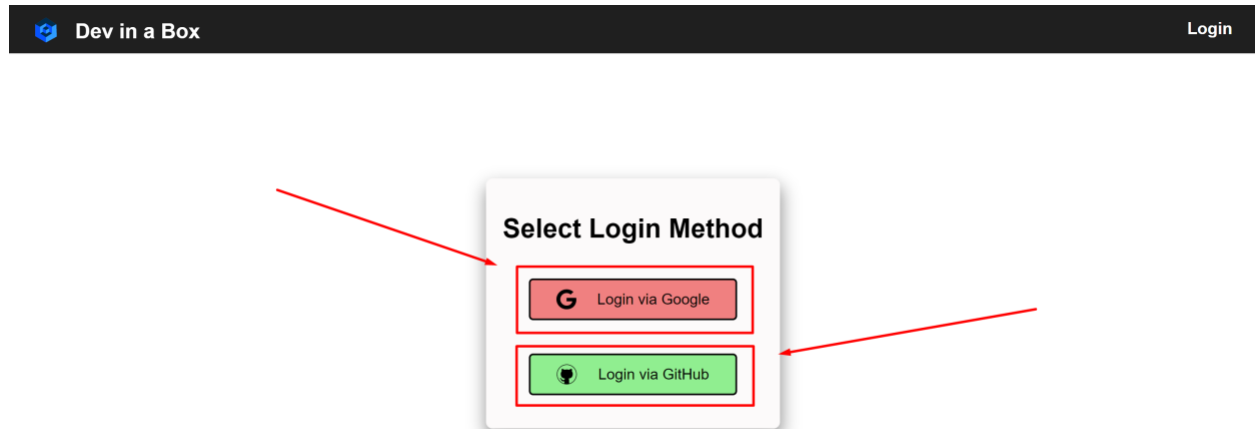
After creating an account, you will be brought to the home page. Here you will see that an organization has been created for you and that you are an **administrator** of this organization. There are no other members of this organization and no active environments. Please refer to section 2 for more details on organizations.

1.C Logging Out – Home Page



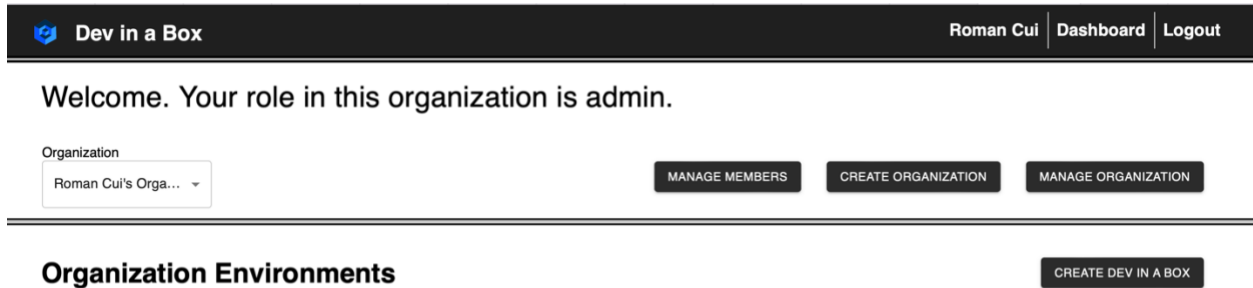
To log out, click the logout button in the top right corner of the home page

1.D Logging In – Login Page



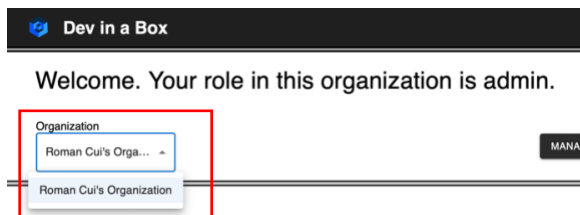
If you already have an account and you want to log back into it, you must log back into the Google/GitHub account you used to create the account

Section 2: Organizations of a user



The screenshot shows the 'Dev in a Box' dashboard. At the top, there's a header with the logo, 'Dev in a Box', and user information 'Roman Cui | Dashboard | Logout'. Below the header, a welcome message says 'Welcome. Your role in this organization is admin.' There's a dropdown menu for 'Organization' currently showing 'Roman Cui's Orga...'. To the right of the dropdown are three buttons: 'MANAGE MEMBERS', 'CREATE ORGANIZATION', and 'MANAGE ORGANIZATION'. Below this, there's a section titled 'Organization Environments' with a 'CREATE DEV IN A BOX' button.

2.A Default Organization and Switching between Organizations



This screenshot shows the 'Dev in a Box' dashboard with the 'Organization' dropdown menu open. The dropdown menu lists 'Roman Cui's Orga...' and 'Roman Cui's Organization'. A red box highlights the dropdown menu. To the right of the dropdown menu is a 'MANAGE' button.

After you login, you have a default organization. You are an admin of the organization by default. You can switch to another organization if you are in multiple organizations.

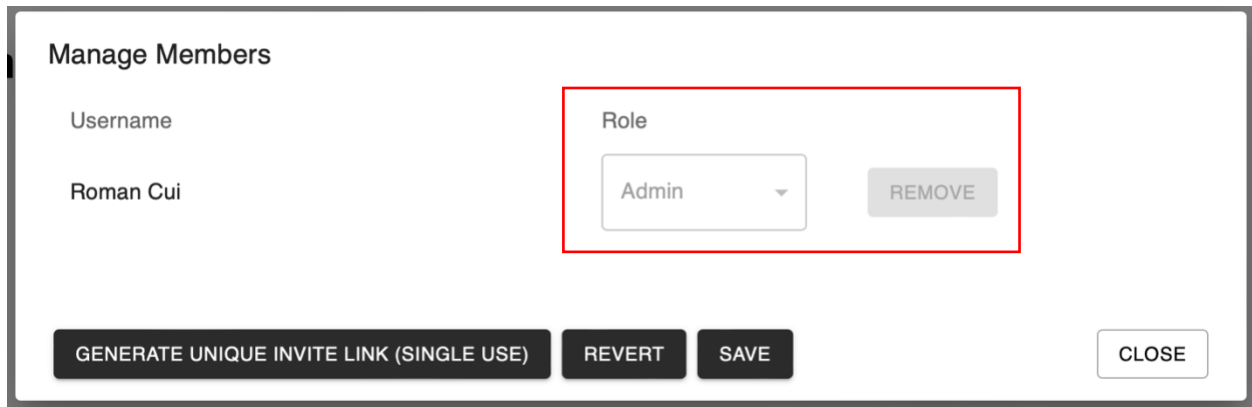
3.B Inviting new members



The screenshot shows a 'Manage Members' dialog box. It has a title bar 'Manage Members'. Inside, there's a section 'Invite Link Generated' with a text area containing the URL 'http://2ffc2.yeg.rac.sh/api/orgs/6/542d1350-4c06-4534-9805-850f1b6507bd/invite'. A red box highlights the URL. To the right of the text area are two buttons: 'COPY INVITE LINK' and 'CLOSE'. At the bottom of the dialog, there are four buttons: 'GENERATE UNIQUE INVITE LINK (SINGLE USE)', 'REVERT', 'SAVE', and 'CLOSE'.

You can invite other members to your organization by clicking manage members --> invite and send them an invitation URL. Someone can join your organization by logging in first, and then visit the invitation URL.

2.C Manage members



Manage Members


Username	Role
Roman Cui	Admin

Buttons: GENERATE UNIQUE INVITE LINK (SINGLE USE), REVERT, SAVE, CLOSE

A new member is a developer by default. As an admin, you can change the role of any members or remove them from the organization, including yourself. Make sure that there is at least one admin in your organizations. As an admin, you can delete your organization. Make sure you delete all your dev-in-a-box under it before deleting.

Section 3: Dev in a Box

3.A Viewing Dev in a Box

 Dev in a Box

Victor Nguyen | Dashboard | Logout

Welcome. Your role in this organization is admin.

Organization

Victor's Organization ▾

MANAGE MEMBERS


CREATE ORGANIZATION

MANAGE ORGANIZATION

Organization Environments

CREATE DEV IN A BOX

A newly created organization (including the default organization) will have zero Dev in a Box to display. Once an **admin** has created at least one Dev in a Box, a table will display like below. Only an **admin**, can create and modify any Dev in a Box of an organization.

 Dev in a Box

Victor Nguyen | Dashboard | Logout

Welcome. Your role in this organization is developer.

Organization


Victor's Organization ▾

CREATE ORGANIZATION

Organization Environments

Status	Name	GitLab Link	Number of Developers
	testbox	https://scm.test.code.zrutech.ca	15/20

This is what the dashboard for a **developer** will look with at least one Dev in a Box. The developer will have a **link** to access the Dev in a Box environment via GitLab.

 Dev in a Box

Victor Nguyen | Dashboard | Logout

Welcome. Your role in this organization is admin.

Organization

Victor's Organization ▾

MANAGE MEMBERS

CREATE ORGANIZATION

MANAGE ORGANIZATION

Organization Environments

CREATE DEV IN A BOX

Status	Name	GitLab Link	Number of Developers	Admin
	testbox	https://scm.test.code.zrutech.ca	11/20	<div>EDIT</div>

This is what the dashboard for an **admin** will look with at least one Dev in a Box. The admin will have additional access to **create/modify** the organization and any Dev in a Box. Please refer to **Section 2** for information regarding the organization.

3.B Create a Dev in a Box

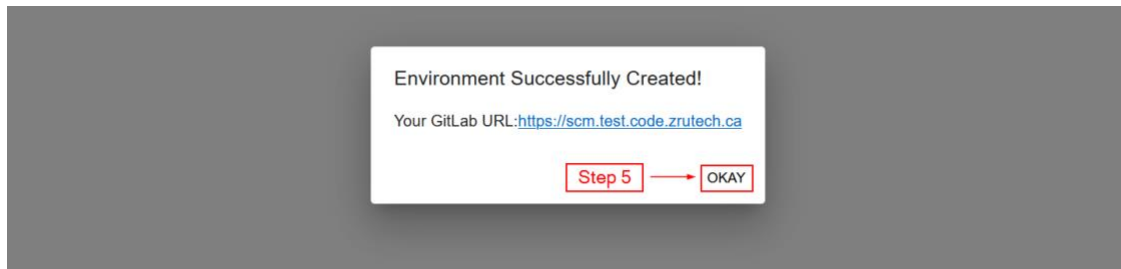
The screenshot shows a form titled "Create a new environment". It includes instructions: "To create your development in a box instance, please enter the environment details and review your payment information." The form has three main sections: 1. Name: A text input field containing "Test Box", with a red arrow pointing to it labeled "Step 1". Below it, red text specifies: "Must be lower case alphanumeric (including dashes) and between 2 and 32 total characters. Must begin and end with a letter." 2. Maximum number of users: A slider control with a red arrow pointing to the slider handle labeled "Step 2". The slider has markers at 1, 50, and 20. 3. Payment information: A section titled "Currently configured card:" with a red arrow pointing to it labeled "Step 3". It shows "UPDATE PAYMENT INFO" and "No payment exists" in a red box. At the bottom right, there is a "Total: \$100", a "CANCEL" button, and a "CREATE" button.

As an **admin**:

1. Type a **name** for the Dev in the Box.
2. Adjust the **slider** for the max number of users allowed.
3. If there **no existing payment**, please refer to section [4.E Setting up Payment for a new Environment – Fresh Start](#) for updating payment information.

This screenshot shows the same "Create a new environment" form, but with updates. The "Name" field now contains "testbox". The "Maximum number of users" slider is still at 20. The "Payment information" section now shows "UPDATE PAYMENT INFO" and "Currently configured card: visa **** * 4242". A red arrow points to the "CREATE" button, labeled "Step 4". The "CANCEL" and "CREATE" buttons are at the bottom right, with the "Total: \$100" displayed above them.


4. Click on the **CREATE** button once you fulfill all three requirements.



On successful creation of a Dev in a Box, a **GitLab URL** will be provided to access your Dev in a Box environment.

5. Clicking the **OKAY** button, will refresh the dashboard and display the dev in a Box.

3.C Edit a Dev in a Box

 **Dev in a Box**

Victor Nguyen | [Dashboard](#) | [Logout](#)

Welcome. Your role in this organization is admin.

Organization

Victor's Organization ▾



MANAGE MEMBERS

CREATE ORGANIZATION

MANAGE ORGANIZATION

Organization Environments

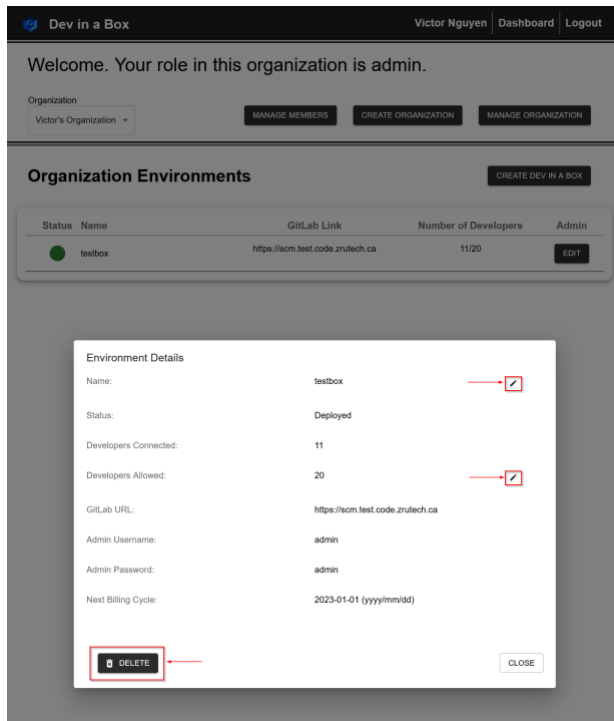
CREATE DEV IN A BOX

Status	Name	GitLab Link	Number of Developers	Admin
	testbox	https://scm.test.code.zrutech.ca	11/20	 <div>EDIT</div>

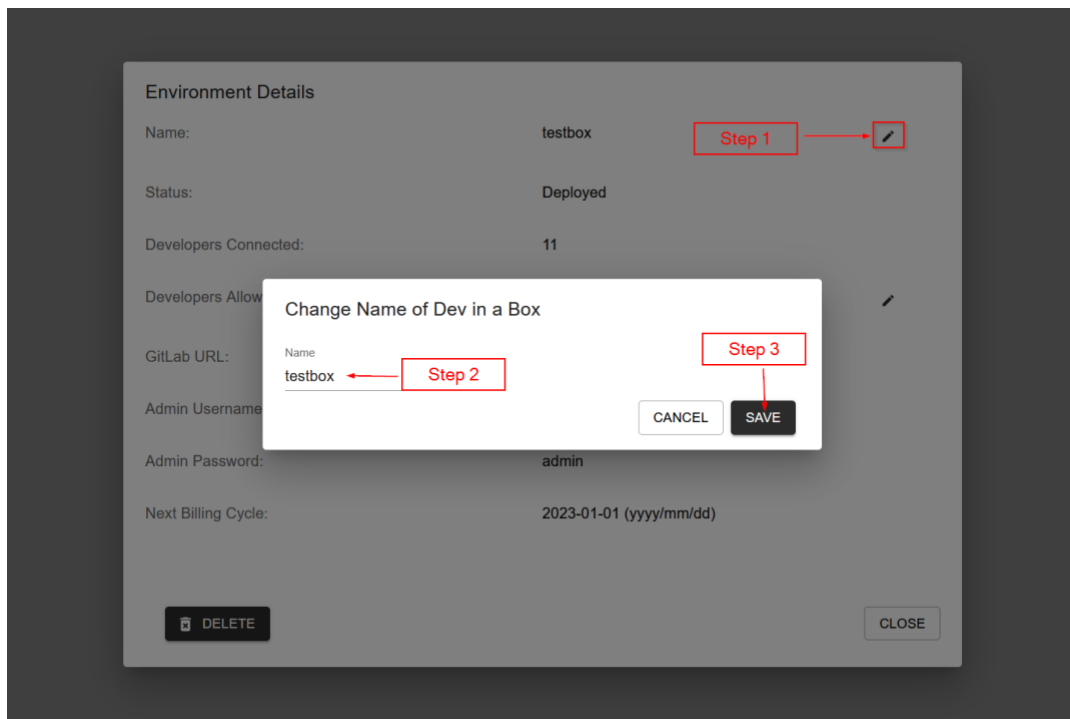
As an **admin**, click on the **EDIT** button to begin modifying the Dev in a Box.

As an **admin**:

- You can edit the name of the Dev in a Box
- Adjust the max number of users for the Dev in a Box
- Delete the Dev in a Box

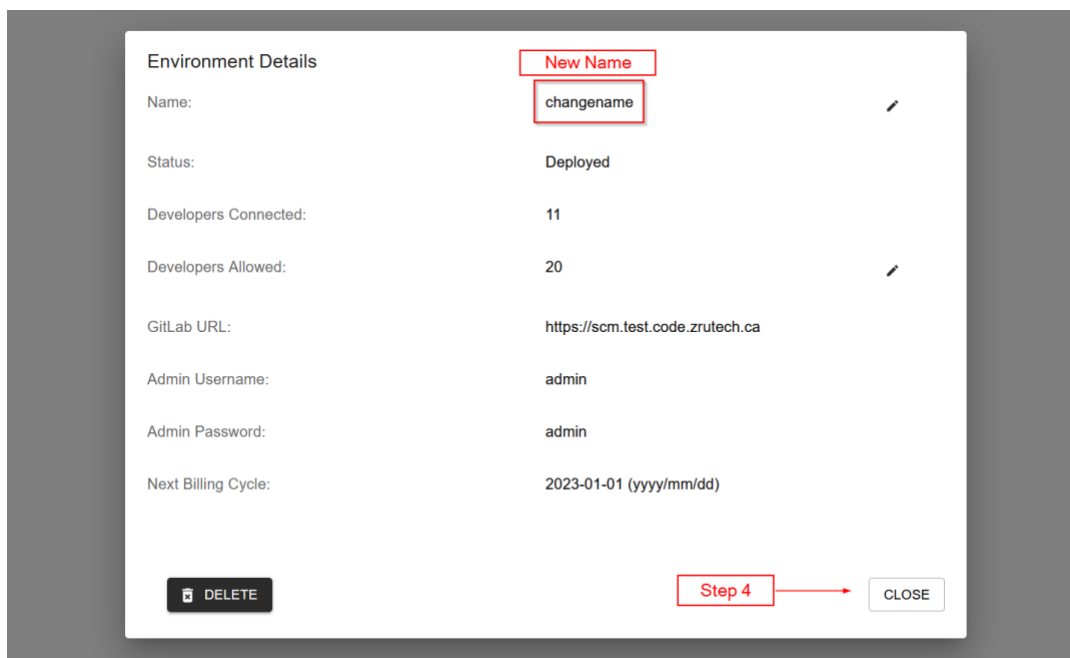


3.C1 Change Name of a Dev in a Box




As an **admin**:

1. Click on the **edit icon** button to the right of “Name”
2. Type in new name
3. Click the **SAVE** button
 - a. The new name will now appear in the edit form



4. Click the **OKAY** button to exit the edit form

 Dev in a Box

Victor Nguyen | Dashboard | Logout

Welcome. Your role in this organization is admin.

Organization

Victor's Organization ▾

MANAGE MEMBERS

CREATE ORGANIZATION

MANAGE ORGANIZATION

Organization Environments

CREATE DEV IN A BOX

Status	Name	GitLab Link	Number of Developers	Admin
	<div>New Name changenname</div>	https://scm.test.code.zrutech.ca	7/20	<div>EDIT</div>

5. The dashboard will refresh to reflect the change to the Dev in a Box

3.C2 Change Max Numbers of Users for a Dev in a Box

Environment Details

Name: textbox

Status: Deployed

Developers Connected: 0

Developers Allowed: 26

GitLab URL:

Admin Username:

Admin Password:

Next Billing Cycle: 2023-01-01 (yyyy/mm/dd)

Step 1

Step 2

Step 3

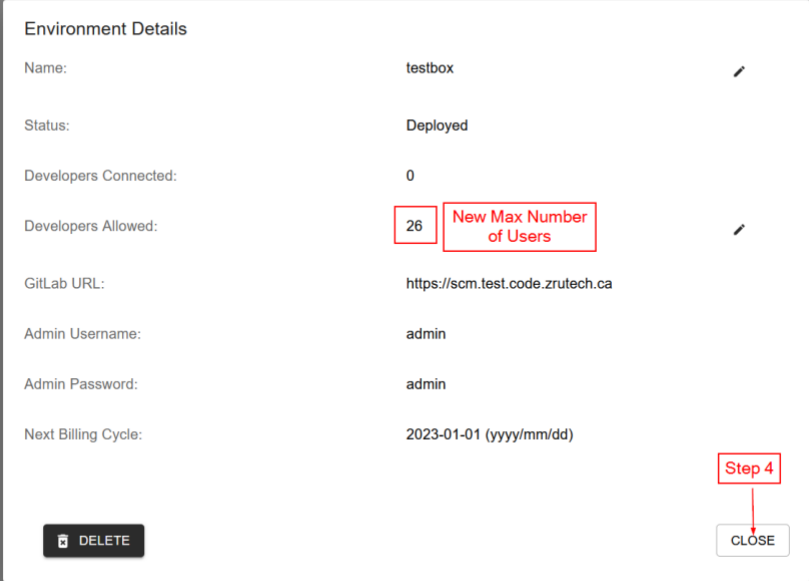
DELETE

CLOSE

As an **admin**:

1. Click on the **edit icon** button to the right of the “Developers Allowed”
2. Drag the slider to adjust the number
3. Click the **SAVE** button
 - a. The new max number of users will now appear in the edit form

- b. Payment is based on number of users through a monthly subscription. Stripe will handle refund and creation of a new subscription payment depending on if the change created more or less users than before.



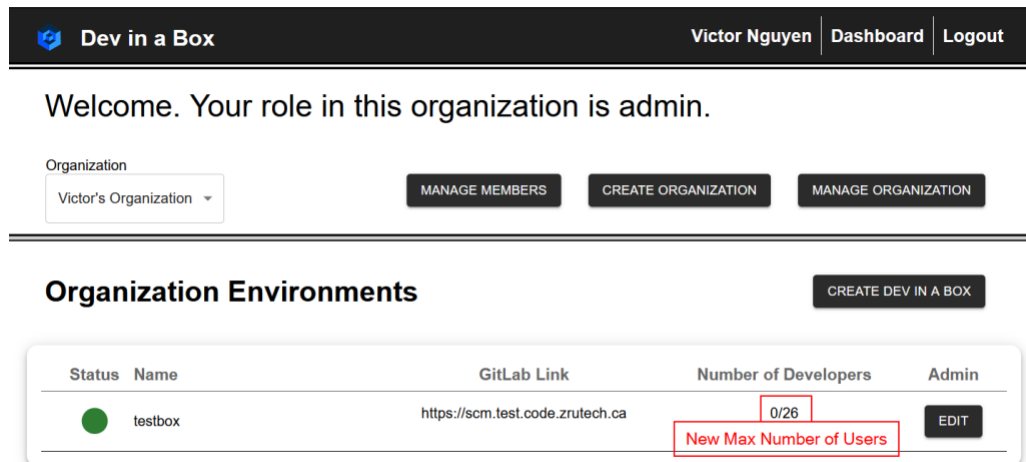
The image shows a modal window titled "Environment Details". It contains the following fields and values:

Field	Value
Name:	testbox
Status:	Deployed
Developers Connected:	0
Developers Allowed:	26
GitLab URL:	https://scm.test.code.zrutech.ca
Admin Username:	admin
Admin Password:	admin
Next Billing Cycle:	2023-01-01 (yyyy/mm/dd)

Annotations in the image:

- A red box highlights the value "26" in the "Developers Allowed" field.
- A red box labeled "New Max Number of Users" points to the "26" value.
- A red box labeled "Step 4" points to the "CLOSE" button at the bottom right.
- A "DELETE" button is located at the bottom left.

4. Click the OKAY button to exit the edit form



The image shows the "Dev in a Box" dashboard. At the top, there is a header with the logo, the name "Victor Nguyen", and links for "Dashboard" and "Logout". Below the header, a message says "Welcome. Your role in this organization is admin.".

Below the message, there is a section for "Organization" with a dropdown menu showing "Victor's Organization" and three buttons: "MANAGE MEMBERS", "CREATE ORGANIZATION", and "MANAGE ORGANIZATION".

Below this, there is a section titled "Organization Environments" with a "CREATE DEV IN A BOX" button. It contains a table with the following data:

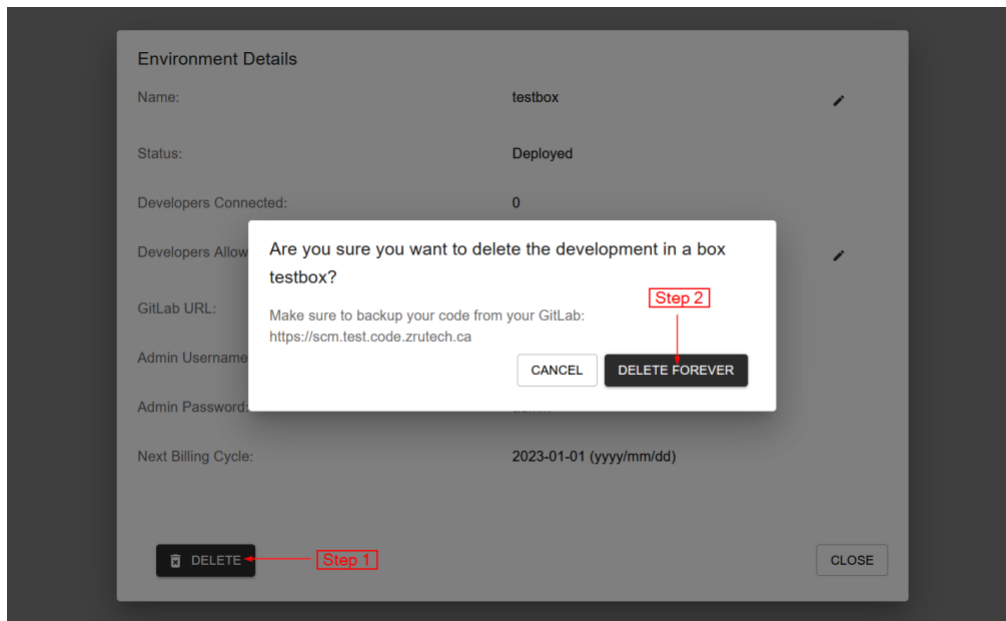
Status	Name	GitLab Link	Number of Developers	Admin
●	testbox	https://scm.test.code.zrutech.ca	0/26	<button>EDIT</button>

Annotations in the image:

- A red box highlights the value "0/26" in the "Number of Developers" column.
- A red box labeled "New Max Number of Users" points to the "26" in the "0/26" value.

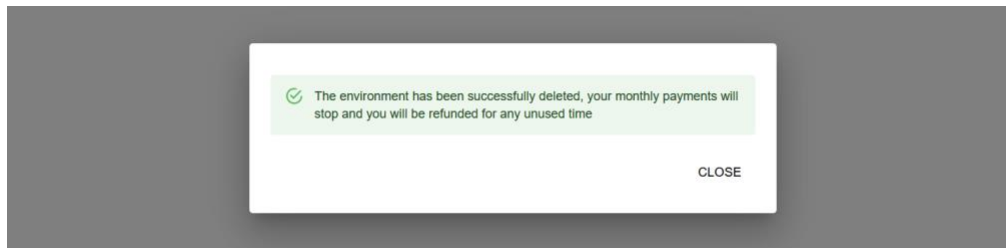
5. The dashboard will refresh to reflect the change to the Dev in a Box

3.C3 Delete a Dev in a Box



As an **admin**:

1. Click on the **DELETE** button at the bottom left corner of the edit form
2. Click on the **DELETE FOREVER** button that appears in the confirmation modal.

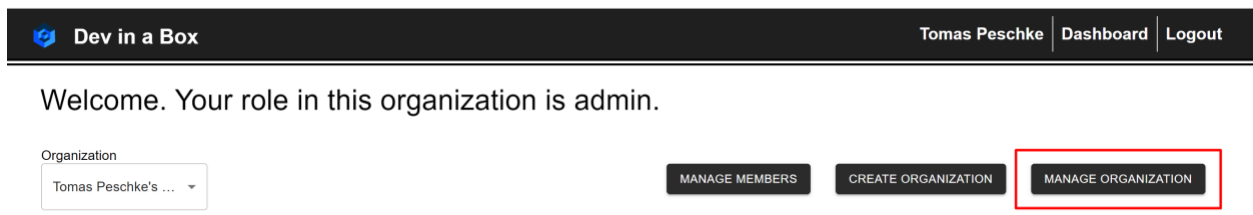


3. A success message will appear if deletion request went through
 - a. Stripe will handle the refund process based on the number of days unused left in the monthly subscription.

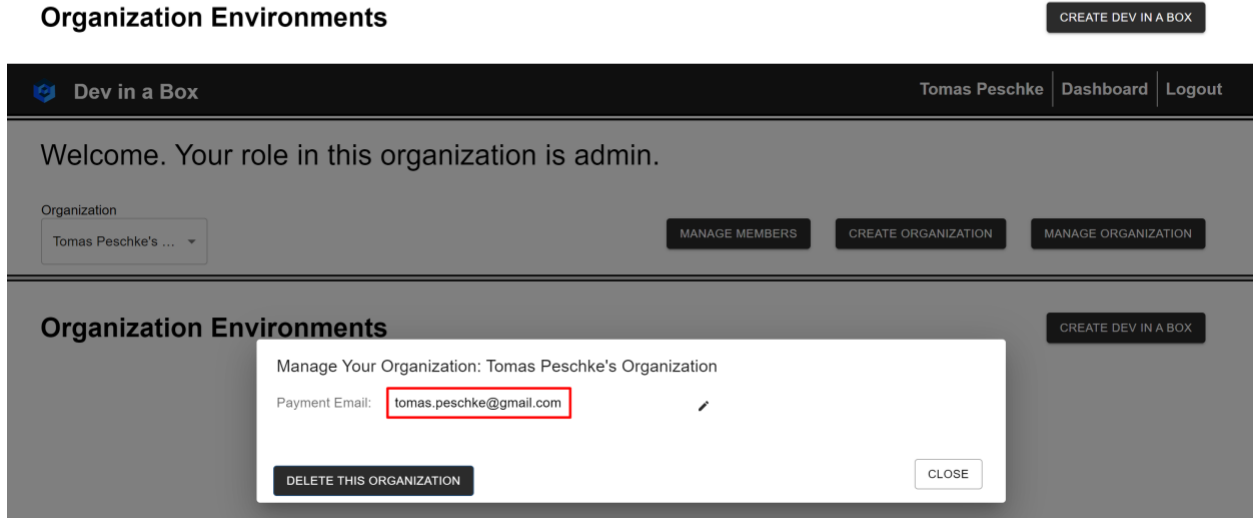
Section 4: Payment

- Payment Email: The email associated with an organization. All payment/subscription emails for this organization will be delivered to the payment email. It is required.

4.A Viewing Payment Email



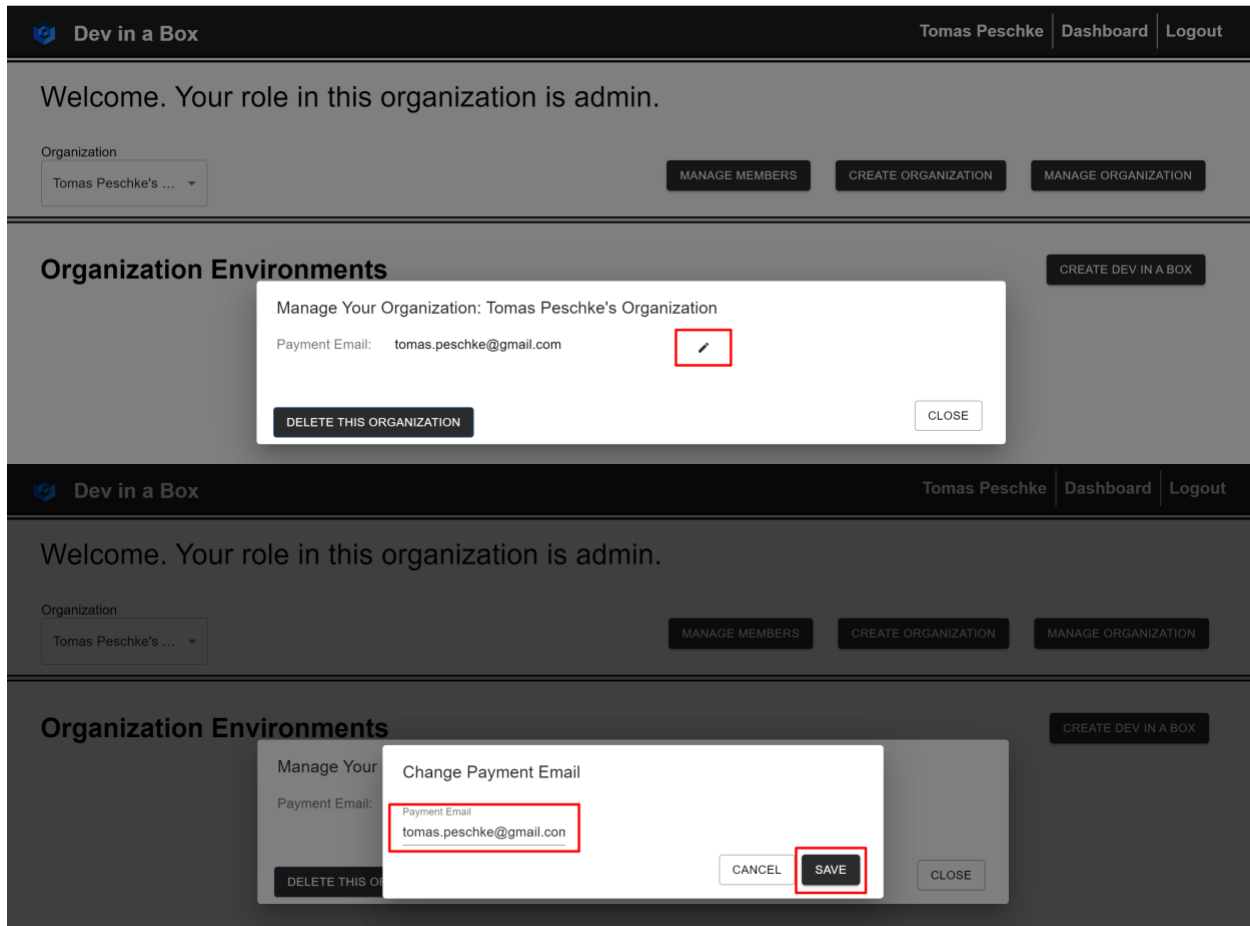
The screenshot shows the 'Dev in a Box' dashboard. At the top, there is a dark header with the logo, the name 'Dev in a Box', and user information 'Tomas Peschke | Dashboard | Logout'. Below the header, a welcome message reads 'Welcome. Your role in this organization is admin.' Underneath, there is a dropdown menu for 'Organization' showing 'Tomas Peschke's ...'. To the right of the dropdown are three buttons: 'MANAGE MEMBERS', 'CREATE ORGANIZATION', and 'MANAGE ORGANIZATION'. The 'MANAGE ORGANIZATION' button is highlighted with a red rectangle.



The screenshot shows the 'Dev in a Box' dashboard with the 'Manage Organization' modal open. The modal title is 'Manage Your Organization: Tomas Peschke's Organization'. It contains a 'Payment Email' field with the value 'tomas.peschke@gmail.com', which is highlighted with a red rectangle. Below the email field are two buttons: 'DELETE THIS ORGANIZATION' and 'CLOSE'.

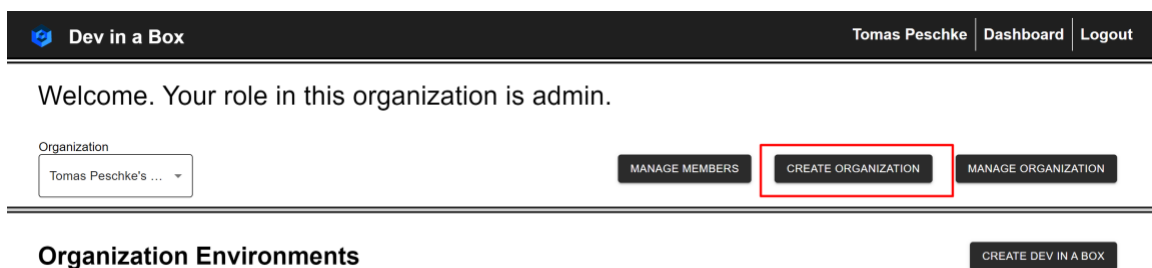
As the admin of an organization, you can click on the **Manage Organization** button to view the payment email associated to this organization

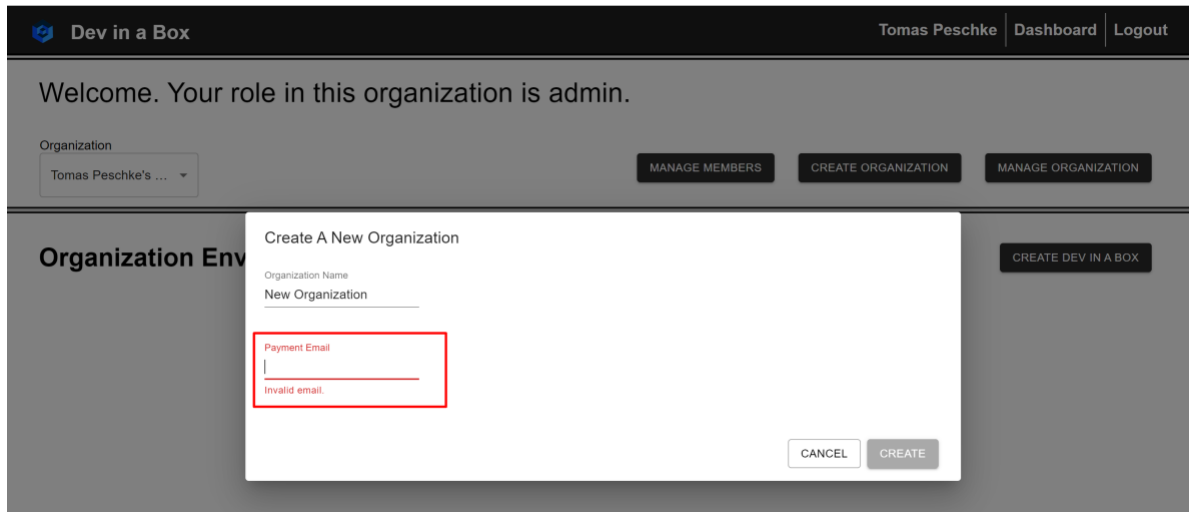
4.B Editing Payment Email



To edit your payment email, click the **edit** button. A pop-up will appear that will allow you to change the email. Hit save to commit your changes, or cancel to make no changes.

4.C Initializing Payment Email





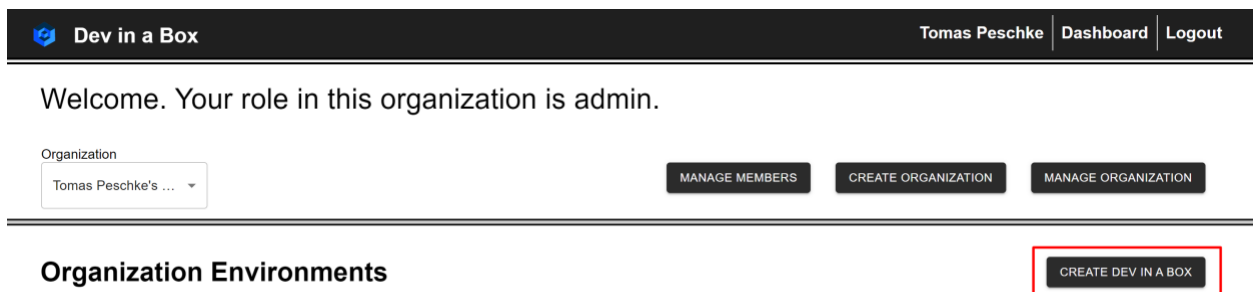
When creating a new organization, you must declare the payment email. This email can be changed in the future. Note that the initial email defined for your user's default organization is the email associated with your Google/GitHub account

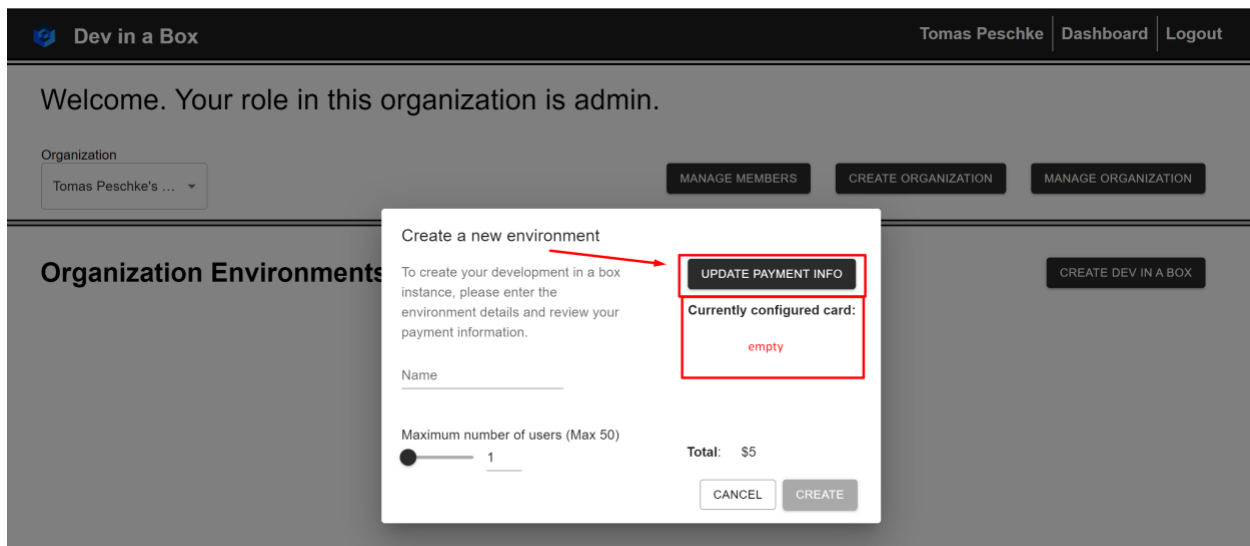
4.F Payments for an Environment

Payment information is required for each environment and obeys the following rules:

- A monthly subscription is scheduled starting the day of purchase
- The amount paid is \$5 per developer that can access the GitLab
- The minimum developers is 1 and the maximum is 50

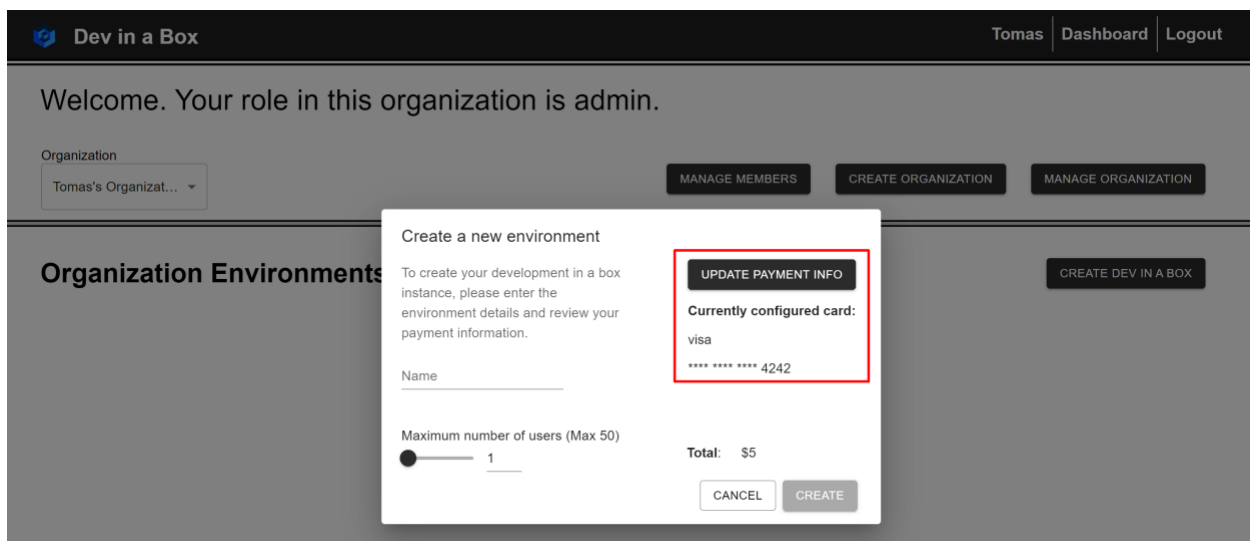
4.E Setting up Payment for a new Environment – Fresh Start






When you create an environment for the first time, there will be no memory of your last configured card. Click on the **Update Payment Info** button to setup your payment information.

4.F Setting up Payment for a new Environment – Non-Fresh Start



When you create an environment after your first time, there will be a memory of your last configured card. To change the card used for this transaction, click on the **Update Payment Info** button.

4.G Viewing Subscription Schedule

 Dev in a Box

Tomas | Dashboard | Logout

Welcome. Your role in this organization is admin.

Organization
Tomas's Organizat... ▼


MANAGE MEMBERS

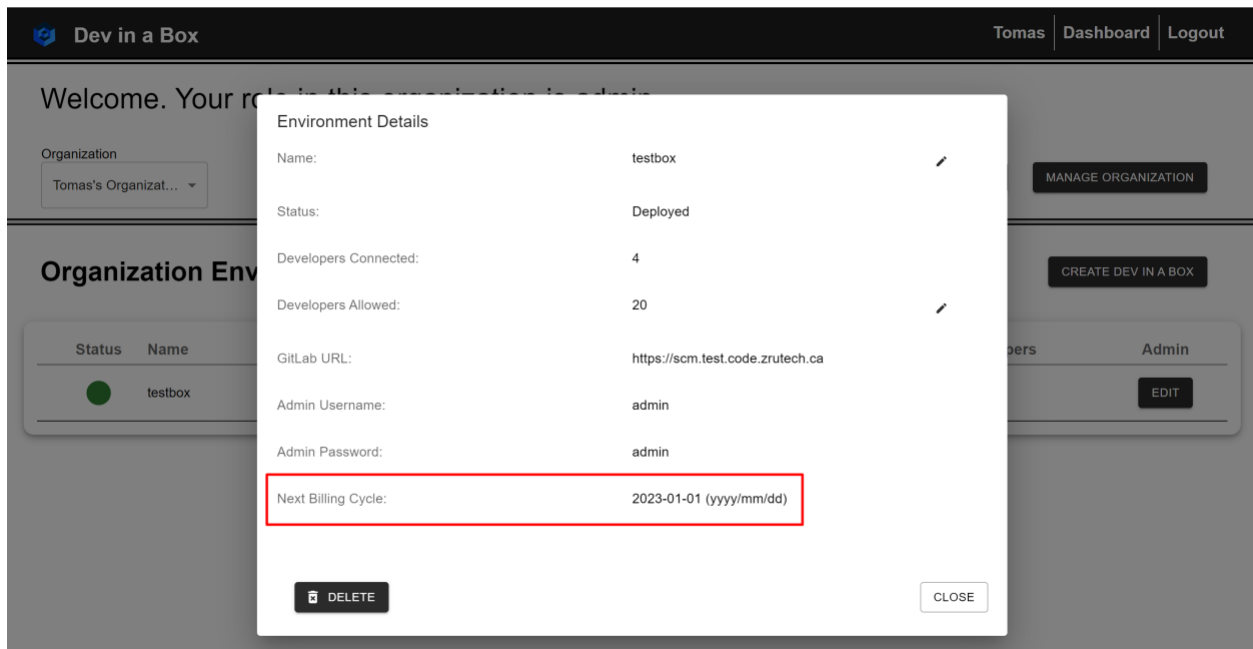
CREATE ORGANIZATION

MANAGE ORGANIZATION

Organization Environments

CREATE DEV IN A BOX

Status	Name	GitLab Link	Number of Developers	Admin
	testbox	https://scm.test.code.zrutech.ca	4/20	<div>EDIT</div>



If you are an admin, you can view the subscription schedule for each environment. Find the environment in your list, and click the **Edit** button. A pop-up will appear displaying the next billing cycle. This is when the net charge to your account will be.