**Indiana University Southeast**

**2021-22 CSCI Capstone Project**

**Workshop Management Web Application**

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**User’s Manual**

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1 LOGIN SCREEN 3

2 REGISTER SCREEN 3

3 LOGGING OUT 3

4 NAVIGATION BAR 3

5 WORKSHOPS SCREEN 4

6 PARTICIPANTS SCREEN 5

7 EQUIPMENT SCREEN 5

8 VIEW WORKSHOP SCREEN 6

9 VIEW PARTICIPANT SCREEN 6

10 VIEW EQUIPMENT SCREEN 7

11 CHANGE A PARTICIPANT’S WORKSHOP 7

12 CHECKING EQUIPMENT IN AND OUT 8

**LOGIN SCREEN**

The user can enter their username and password to login to the system. The username consists of alphanumeric characters and is not case sensitive. The password consists of any combination of letters, numbers, !, @, #, or $ and is case sensitive. Once a valid username and password is submitted, the user is logged in, and the system navigates to the WORKSHOPS screen.

**REGISTER SCREEN**

The user can enter a username and password to create an account. The username must be a minimum of 3 alphanumeric characters. The password must be a minimum of 8 characters consisting of any combination of letters, numbers, !, @, #, or $. The username is not case sensitive. The password is case sensitive. Once the username and password is submitted, the user is logged in, and the system navigates to the WORKSHOPS screen.

**LOGGING OUT**

Once the user is logged in, they can logout of the system from any screen by clicking on the LOGOUT option located on the far right of the navigation bar.

**NAVIGATION BAR**

The navigation bar is available on all screens. When the user is not logged in, there will only be an option available to navigate between the LOGIN and REGISTER screens. When the user is logged in, the WORKSHOPS, PARTICIPANTS, EQUIPMENT, and LOGOUT options will be available from every screen. Any additional navigation options are determined by the screen the user is viewing.

* WORKSHOPS: option to add a workshop
* PARTICIPANTS: option to add a participant
* EQUIPMENT: option to add equipment
* VIEW WORKSHOP: options to edit the workshop and add a participant for the workshop
* VIEW PARTICIPANT: options to edit the participant and add equipment to the participant
* VIEW EQUIPMENT: option to edit the equipment

**WORKSHOPS SCREEN**

This screen shows a list of workshops that have been added. It includes the date range of the workshop, the meeting time, the location, the number of participants enrolled, and the frequency of the meetings.

There is a drop-down menu to select the following viewing options:

* All: shows all the workshops that have been added
* Past: shows all the workshops that have been completed
* Current: shows all the workshops that are in progress
* Future: shows all the workshops that begin in the future

The user can view an individual workshop by clicking on the corresponding date range of the workshop they would like to view.

**PARTICIPANTS SCREEN**

This screen shows a list of participants that have been added. It includes the first and last name of the participant, their address, their email, and their phone number.

There is a drop-down menu to select the following viewing options:

* All: shows all the participants that have been added
* Assigned: shows all the participants that have been assigned to a workshop
* Unassigned: shows all the participants that have not been assigned to a workshop

The user can view an individual participant by clicking on the corresponding name of the participant they would like to view.

**EQUIPMENT SCREEN**

This screen shows a list of equipment that have been added. It includes the name of the participant, its storage location, the year of the equipment, and its condition.

There is a drop-down menu to select the following viewing options:

* All: shows all the equipment that have been added
* Checked Out: shows all the equipment that has been checked out to a participant
* Not Checked Out: shows all the equipment that has not been checked out to a participant

The user can view an individual equipment by clicking on the corresponding name of the equipment they would like to view.

**VIEW WORKSHOP SCREEN**

This screen shows all the details of an individual workshop including which participants are enrolled and any equipment that is checked out to participants enrolled in the workshop. If there aren’t any participants enrolled or if there isn’t any equipment checked out to participants in this workshop, these details will not appear. From this screen, the user has the following options:

* View an individual participant by clicking on their name.
* View an individual piece of equipment by clicking on its name.
* Delete the workshop by clicking on the trash can located on the right side of the screen.
* Edit the details of the workshop by selecting the option on the navigation bar.
* Add a participant to the workshop by selecting the option on the navigation bar.

**VIEW PARTICIPANT SCREEN**

This screen shows all the details of an individual participant including which workshop they are enrolled in and any equipment that they have checked out. If the user isn’t enrolled in a workshop or if they don’t have equipment checked out, these details will not appear. From this screen, the user has the following options:

* View the workshop they are enrolled in by clicking on the dates of the workshop.
* View an individual equipment by clicking on its name.
* Delete the participant by clicking on the trash can located on the right side of the screen. (Note: This option will not appear if the participant has equipment checked out.)
* Edit the details of the participant by selecting the option on the navigation bar.
* Add equipment to the partcipant by selecting the option on the navigation bar.

**VIEW EQUIPMENT SCREEN**

This screen shows all the details of an individual piece of equipment including an image of the equipment, which participant that it is check out to, and the workshop the participant is enrolled in. If an image of the equipment hasn’t been added, if the equipment isn’t checked out, or if the participant that it is checked out to isn’t enrolled in a workshop, then these details will not appear. From this screen, the user has the following options:

* View the participant that the equipment is checked out to by clicking on their name.
* View the workshop the participant is enrolled in by clicking on the dates of the workshop.
* Delete the equipment clicking on the trash can located on the right side of the screen.
* Edit the details of the piece of equipment by selecting the option on the navigation bar.

**CHANGING A PARTICIPANT’S WORKSHOP**

If the user needs to change which workshop a participant is enrolled in, they can make this change from the Edit Participant form. The user should navigate to this form by clicking on the Edit Participant option on the navigation bar when viewing an individual participant. There is a drop-down menu on this form with a list of all the workshops to choose from along with an option of Unassigned if the user doesn’t want them assigned to any of the existing workshops.

**CHECKING EQUIPMENT IN AND OUT**

If the user needs to check equipment in or out, they can make this change from the Edit Equipment form. The user should navigate to this form by clicking on the Edit Equipment option on the navigation bar when viewing an individual piece of equipment. There is a drop-down menu on this form with a list of all the participants to choose from along with an option of Not Checked In.