The East Scarborough Storefront Calendar User Manual

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Introduction

What is the Storefront Calendar?

The Storefront Calendar is a web-based tool used to book spaces at the East Scarborough Storefront.

Who may use the Calendar?

Storefront administrators, front-desk staff, and designated Storefront partner-agents.

Where can I access the Calendar?

You can access the Storefront Calendar at this web-address: http://thestorefront.cloudapp.net/

For best results, it is recommended that you use either Mozilla Firefox or Google Chrome as your web-browser.

How can I get a Calendar account?

If you are a Storefront administrator, you have already been assigned a Calendar ID and password.

If you are a front-desk staff member, you should use the staff ID and password provided by the administration.

If you are a Storefront partner, and do not have a Calendar account (and want one), please contact the Storefront at:

Phone:	(416) 208-9889
Fax:	(416) 208-9239

How do I use the Calendar website?

That's the topic of this manual!

The manual is organized in chapters. The first couple deal with common tasks such as logging into the site, or navigation. Subsequent chapters explain the features available to each level of user: Administrator, Front-Desk Staff, and Partner ('Client').

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1 The Basics

The Storefront Calendar is located at: http://thestorefront.cloudapp.net/

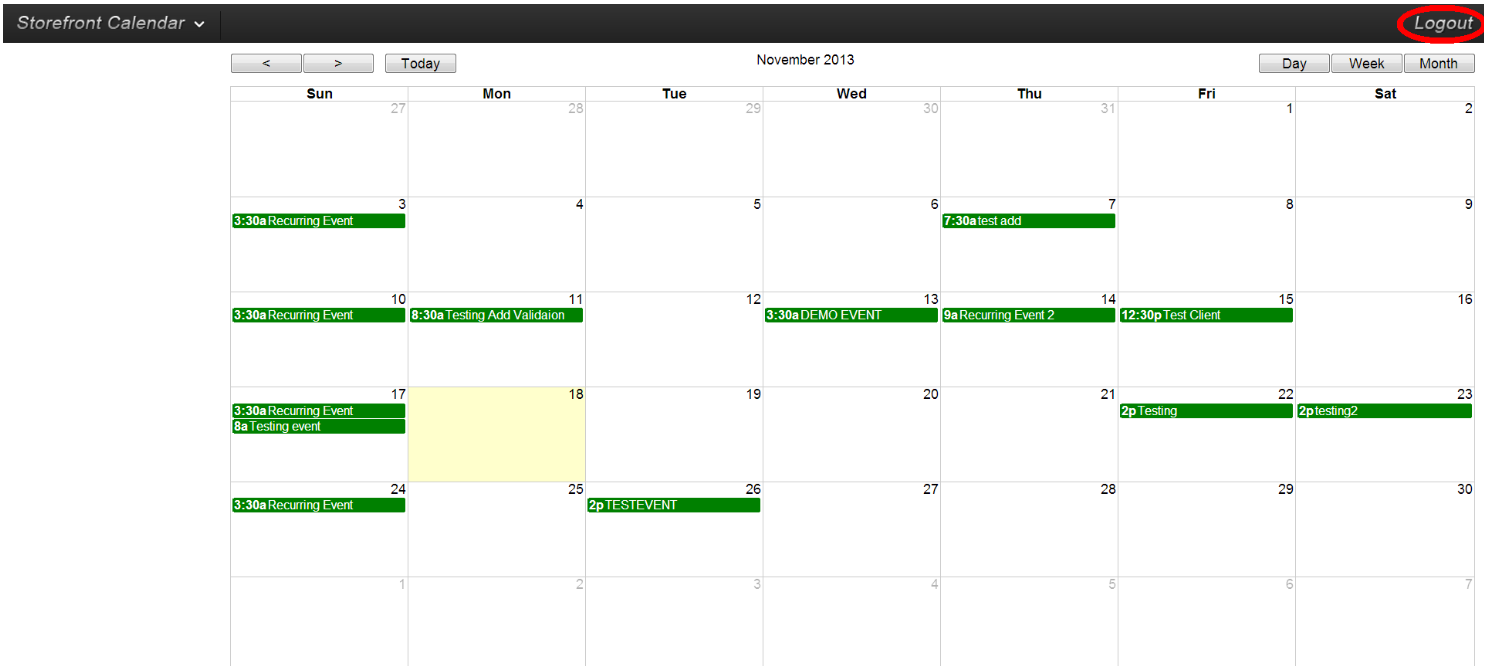
1.1 Logging In

Enter your username and password in the indicated fields of the "LOGIN" box, then click the "Log in" button.

1.2 Logging Out

You can log out of the website by clicking the “Logout” button in the upper-right corner of the main view.

To prevent others from accessing your account, it is recommended that you log out whenever you are not using the Calendar.



2 Getting Around – Site Navigation

After logging in (and performing most actions), you will be presented with a calendar view of the current month's events.

There are three different ways to see the currently booked events: by month, by week, and by day. You can switch between each view by clicking the buttons in the upper-right hand corner of the screen.

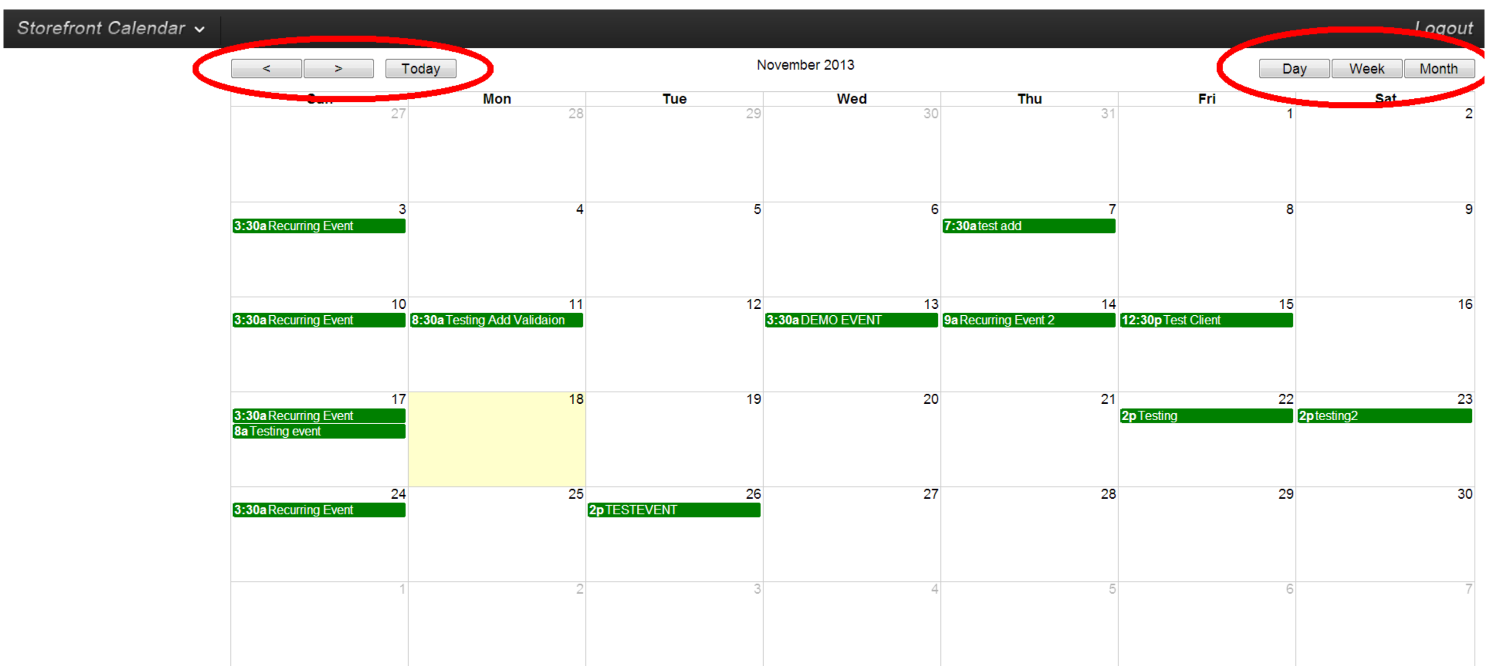
2.1 Events

Events are room bookings made in the name of a Storefront Partner. Events are colour coded according to their status: tentative (blue), confirmed (green), or rejected (red). Only Administrator-level users can make confirmed bookings, or change booking statuses. All other user levels may only create tentative (requested) events.

2.2 Navigation by Month

This is the default view that you will see after logging in. By default, the month presented is the current month. To view a different month, navigate backwards and forwards using the arrow buttons in the upper-left corner.

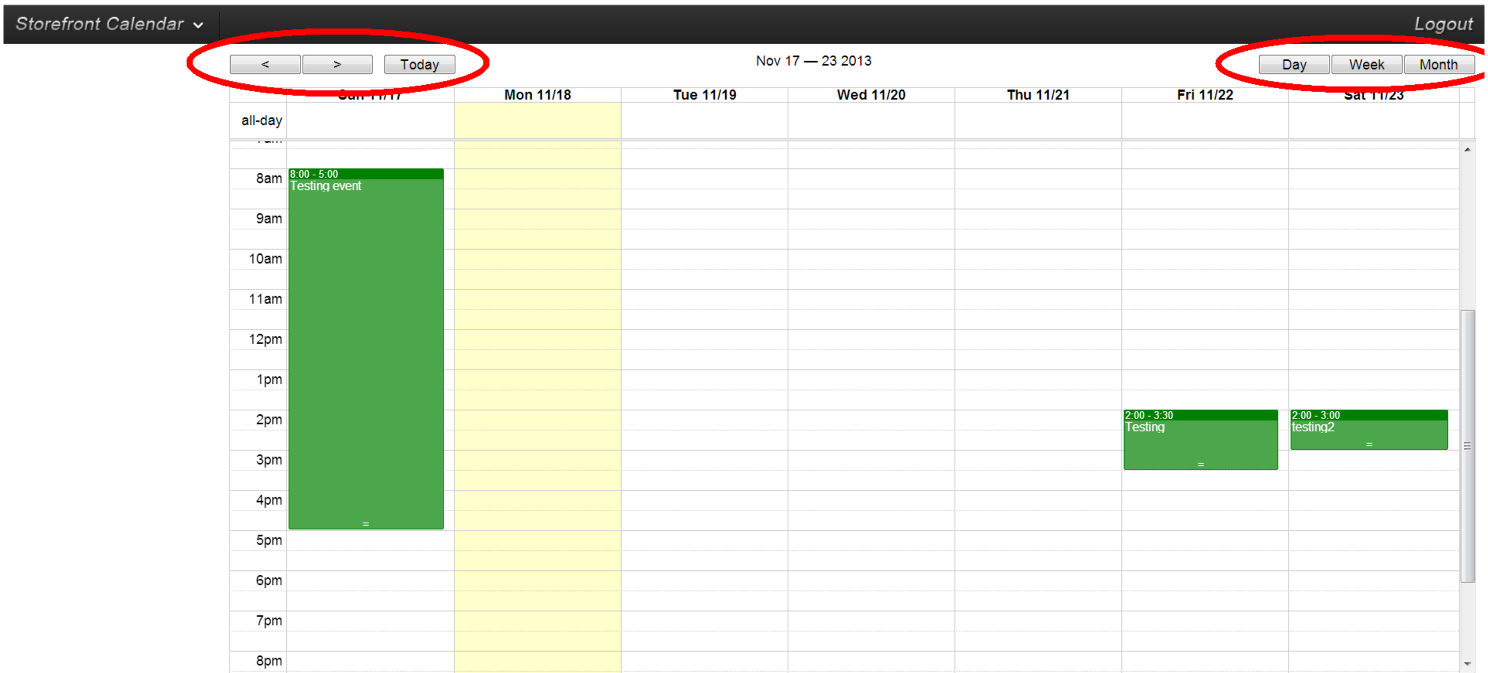
Tip: If you are an Administrator, you can drag-and-drop events to different days. You can also confirm a tentative booking by single left-clicking on it.



2.3 Navigation by Week

In this view, the columns are days of the week, and the rows are booking times. By default, the week presented is the current week. To view a different week, navigate backwards and forwards using the arrow buttons.

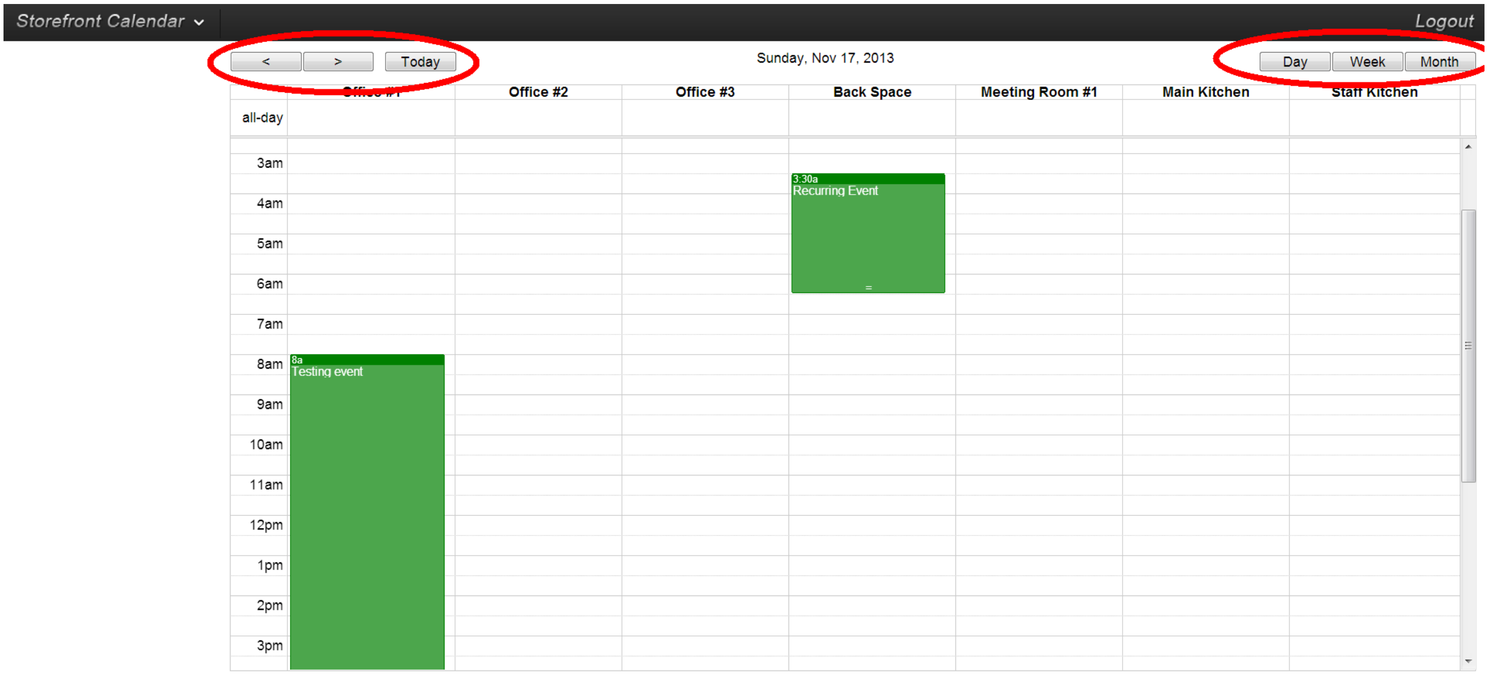
Tip: If you are an Administrator, you can drag-and-drop events to different days and times. You can also confirm a tentative booking by single left-clicking on it.



2.4 Navigation by Day

The columns are bookable rooms, and the rows are booking times. By default, the day presented is the current day. To view a different day, navigate backwards and forwards using the arrow buttons.

Tip: If you are an Administrator, you can drag-and-drop events to different times and rooms. You can also confirm a tentative booking by single left-clicking on it.



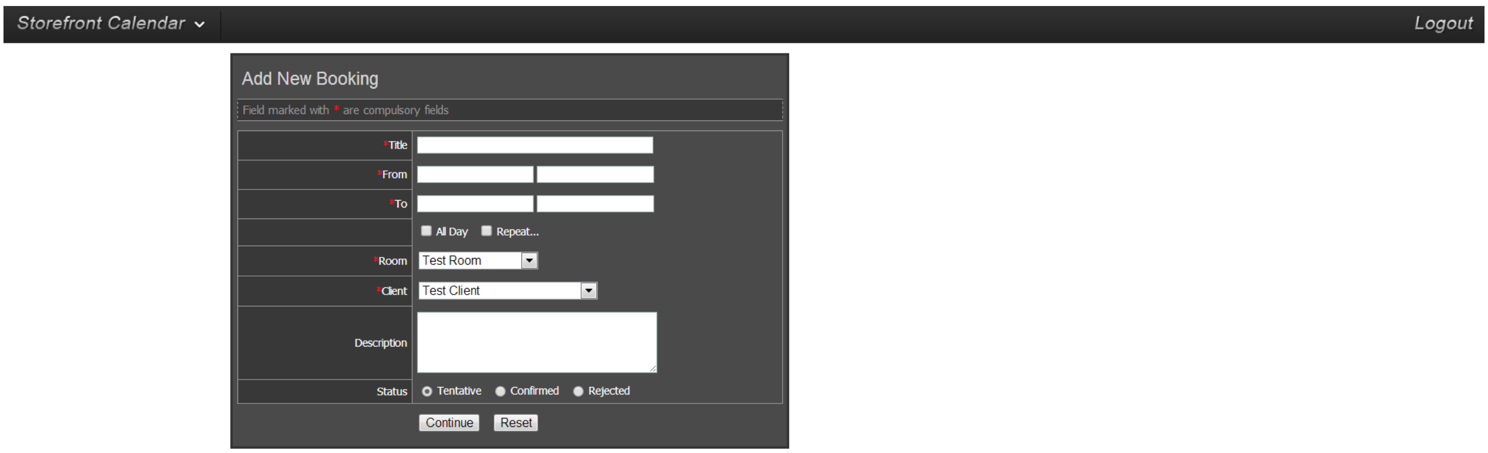
3 Adding and Editing Events

3.1 Adding a New Event

To add a new event to the system, select “New Event” from the drop-down menu in the Toolbar. You will be directed to the “Add New Booking” form. Fill out all the required fields in the form, and click “Continue”. If you want to clear the form, click ’Reset’.

If you are not an Administrator, you may only add *tentative* (*requested*) events; an Administrator will need to confirm your room booking.

If you are an Administrator or a Staff member, you may add events on behalf of any Partner. If you are a Partner, you may add events only on your own organization’s behalf.



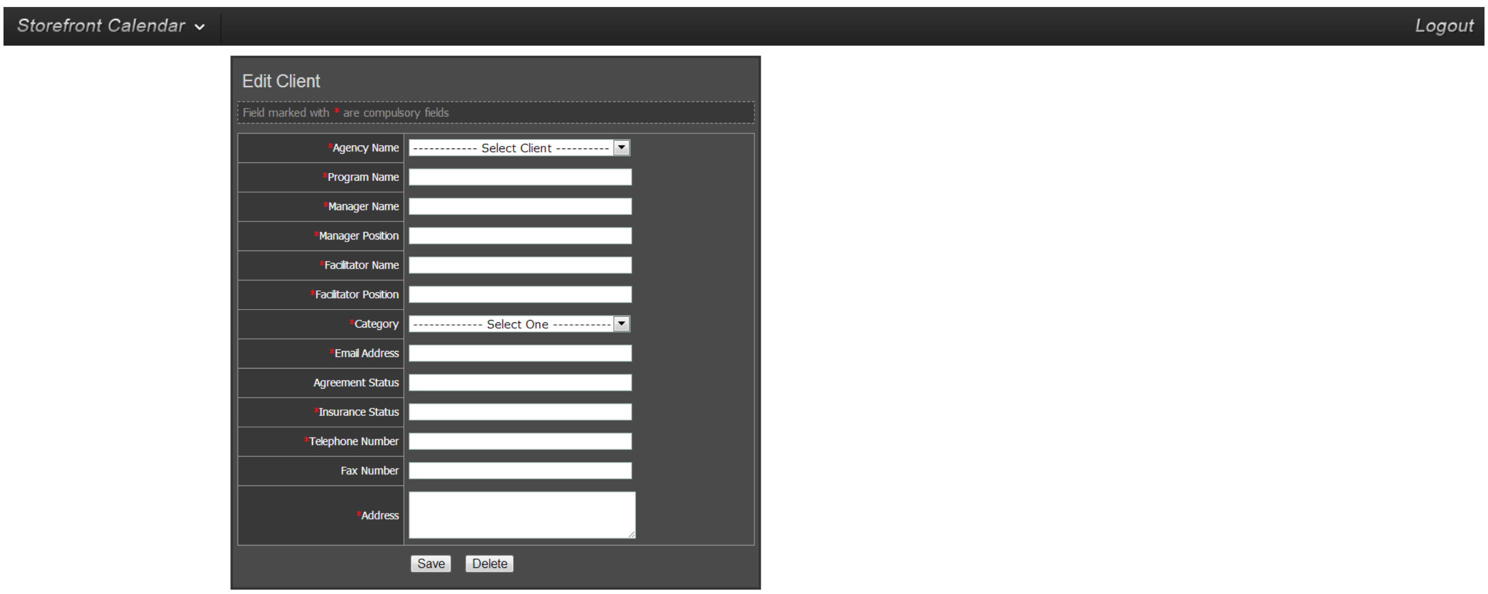
3.2 Editing an Existing Event

To edit an existing event, select “Edit Event” from the drop-down menu in the Toolbar. You will be directed to the “Edit Bookings” form. Fill out all the required fields in the form, and click “Save”. If you want to delete the event, click “Delete”.

If you are not an Administrator and you edit a non-tentative booking, it will become tentative; an Administrator will need to confirm the new booking details.

If you are an Administrator or a Staff member, you may edit events on behalf of any Partner. If you are a Partner, you may edit only your own organization’s events.

Shortcut: You can also edit an event by double left-clicking on it. If you are a Partner and do not own the event, the “Edit Bookings” form will still be brought up, however you will only be able to edit bookings you own.

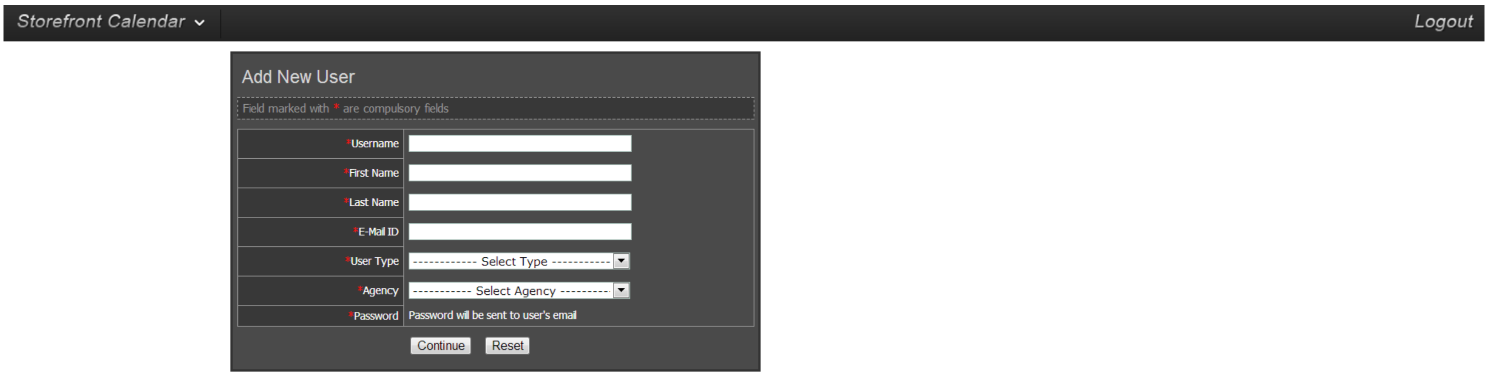


4 Adding and Editing Users (Administrators Only)

Only Administrators can add and edit user accounts.

4.1 Adding a New User

To add a new user to the system, select "Add New User" from the drop-down menu in the Toolbar. You will be directed to the "Add New User" form. Fill out all the required fields in the form, and click "Continue". If you want to clear the form, click 'Reset'.



4.2 Editing an Existing User

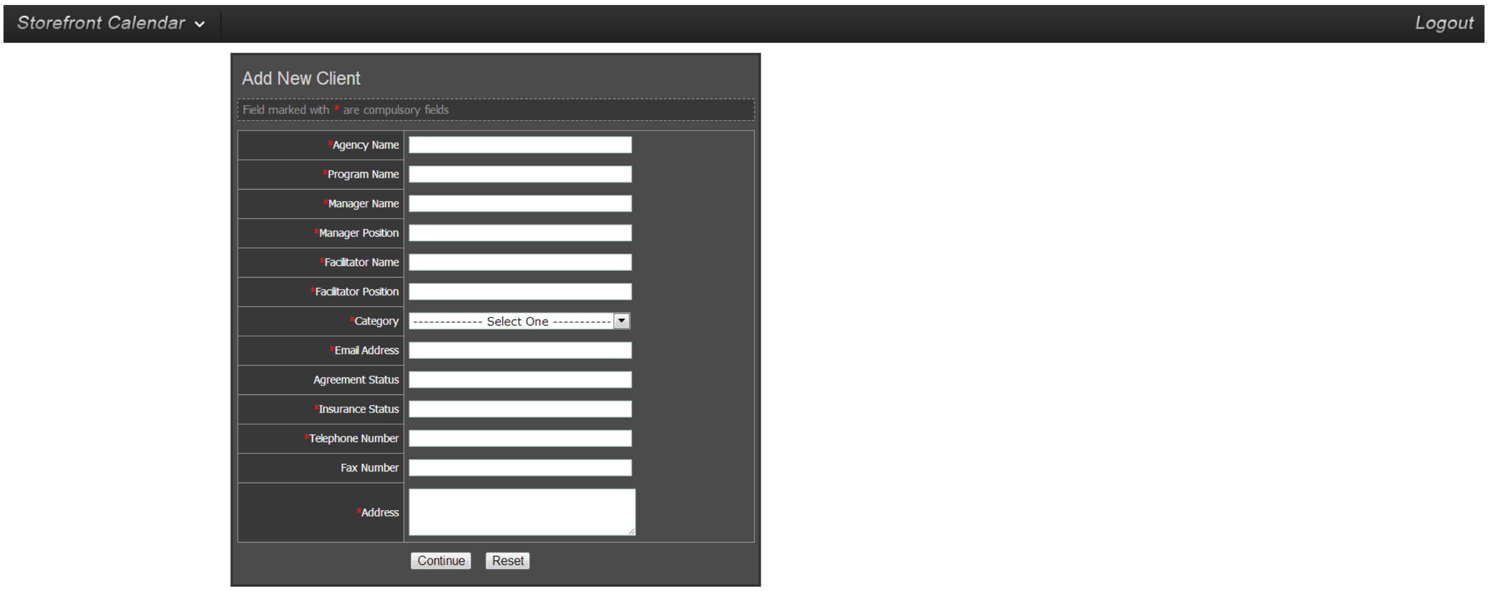
To edit an existing user, select “Edit User” from the drop-down menu in the Toolbar. You will be directed to the “Edit User” form. Fill out all the required fields in the form, and click “Save”. If you want to delete the user, click “Delete”. You cannot delete your own account, even as an Administrator.

5 Adding and Editing Clients/Partners (Administrators Only)

Only Administrators can add and edit Storefront Partners (Clients).

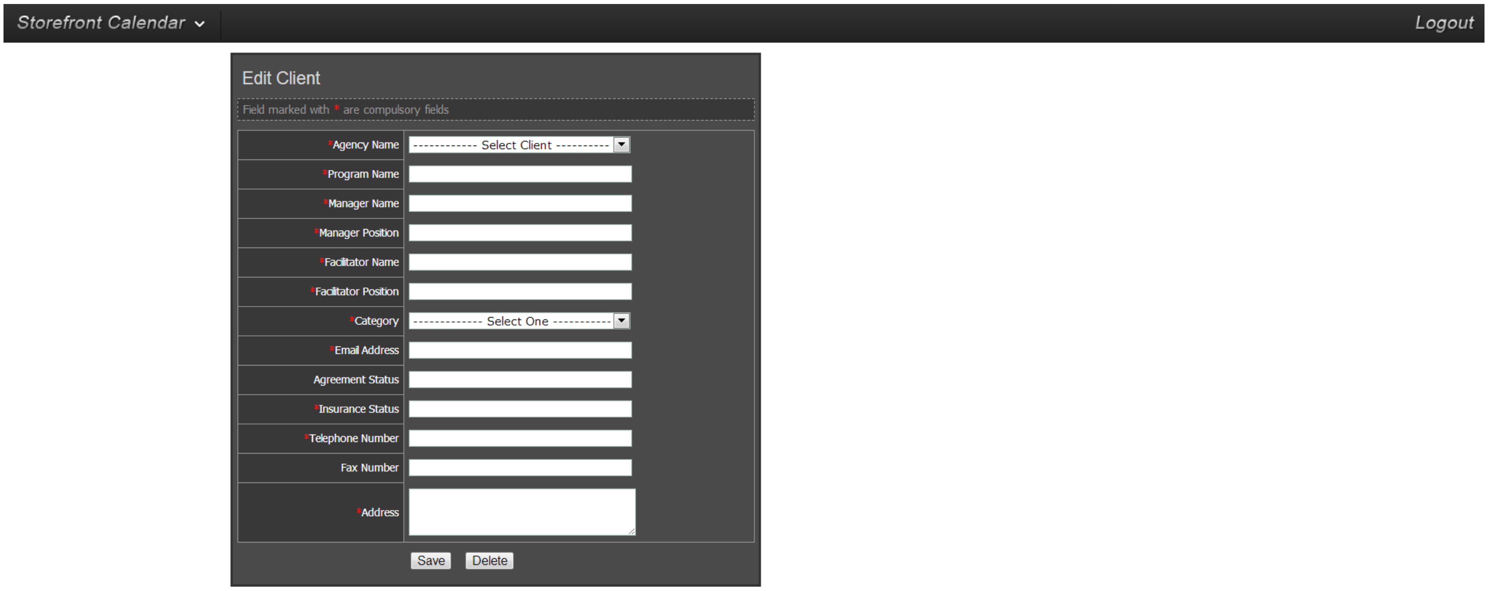
5.1 Adding a New Storefront Partner

To add a new Storefront Partner to the system, select "Add New Client" from the drop-down menu in the Toolbar. You will be directed to the "Add New Client" form. Fill out all the required fields in the form, and click "Continue". If you want to clear the form, click 'Reset'.



5.2 Editing an Existing Storefront Partner

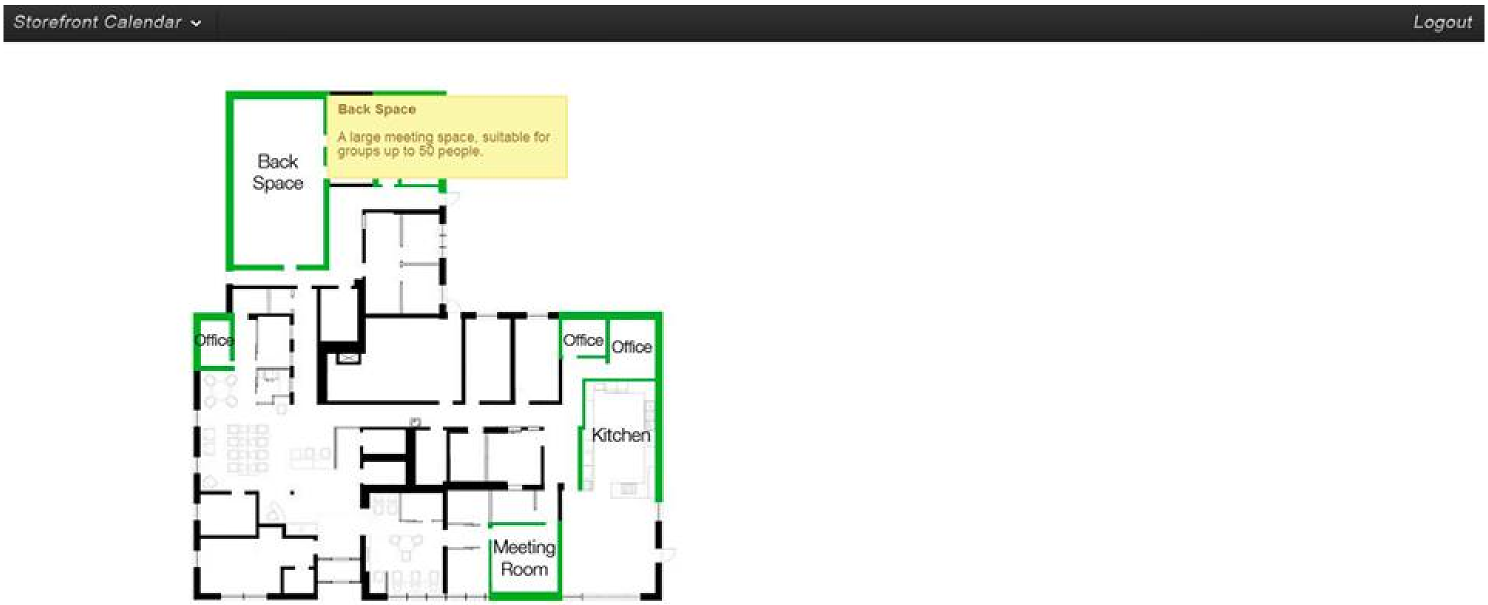
To edit an existing Storefront Partner, select “Edit Client” from the drop-down menu in the Toolbar. You will be directed to the “Edit Client” form. Fill out all the required fields in the form, and click “Save”. If you want to delete the Partner, click “Delete”.



6 Miscellaneous Features

6.1 Viewing a Map of Bookable Storefront Spaces

To view a map of the Storefront facilities, select "Rooms" from the drop-down menu in the Toolbar. You will be directed to a map-view of the Storefront. Rooms outlined in green are bookable through the Calendar system. Hover over a room to see its details, including its capacity and any notes made about it.



6.2 Changing Your Password

To change your password, select "Update Password" from the drop-down menu in the Toolbar. You will be directed to the "Update Password" form. Fill out all the required fields in the form, and click "Change Password".

6.3 Forgot Your Password?

In the event you have forgotten your password, click the "Forgot Password" link in the "LOGIN" box. You will be redirected to a page where you can enter your email address. You will be emailed a new, temporary password, which you should change as soon as possible.