

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

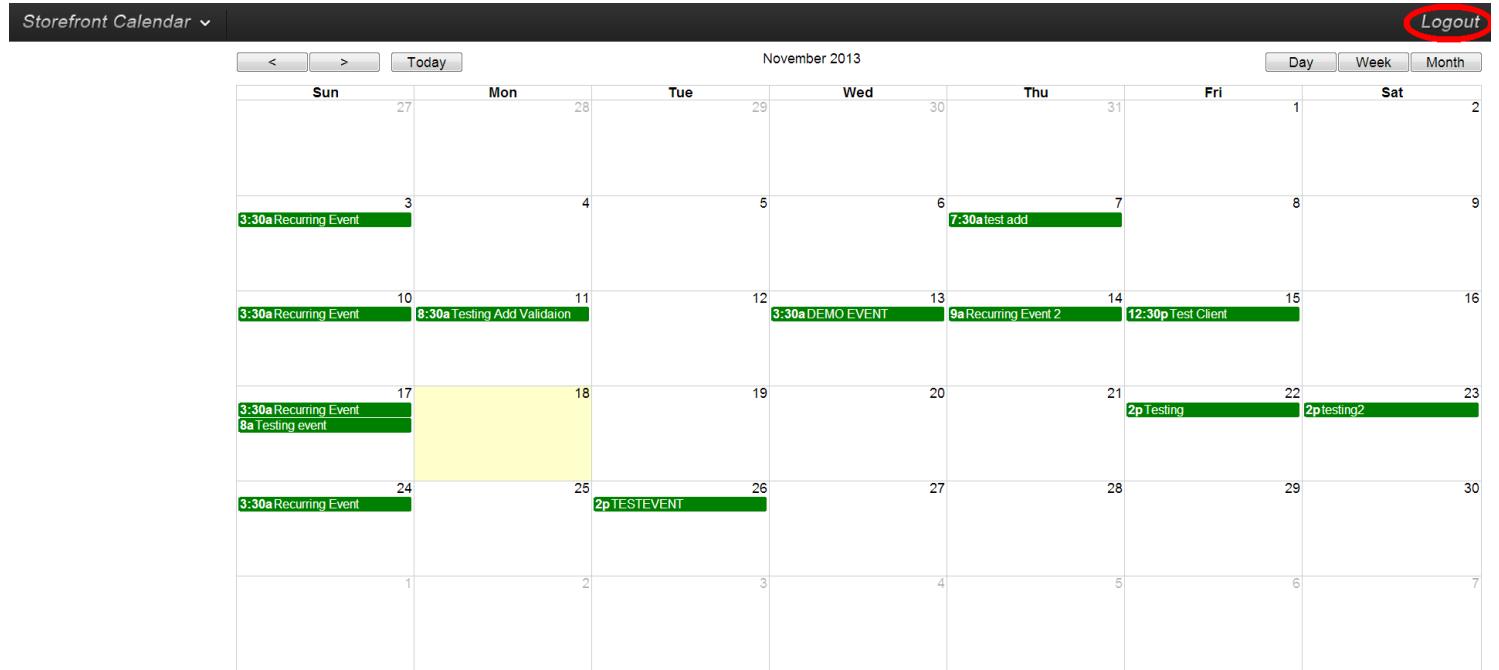
Enter your username and password in the indicated fields of the “LOGIN” box, then click the “Log in” button.



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.

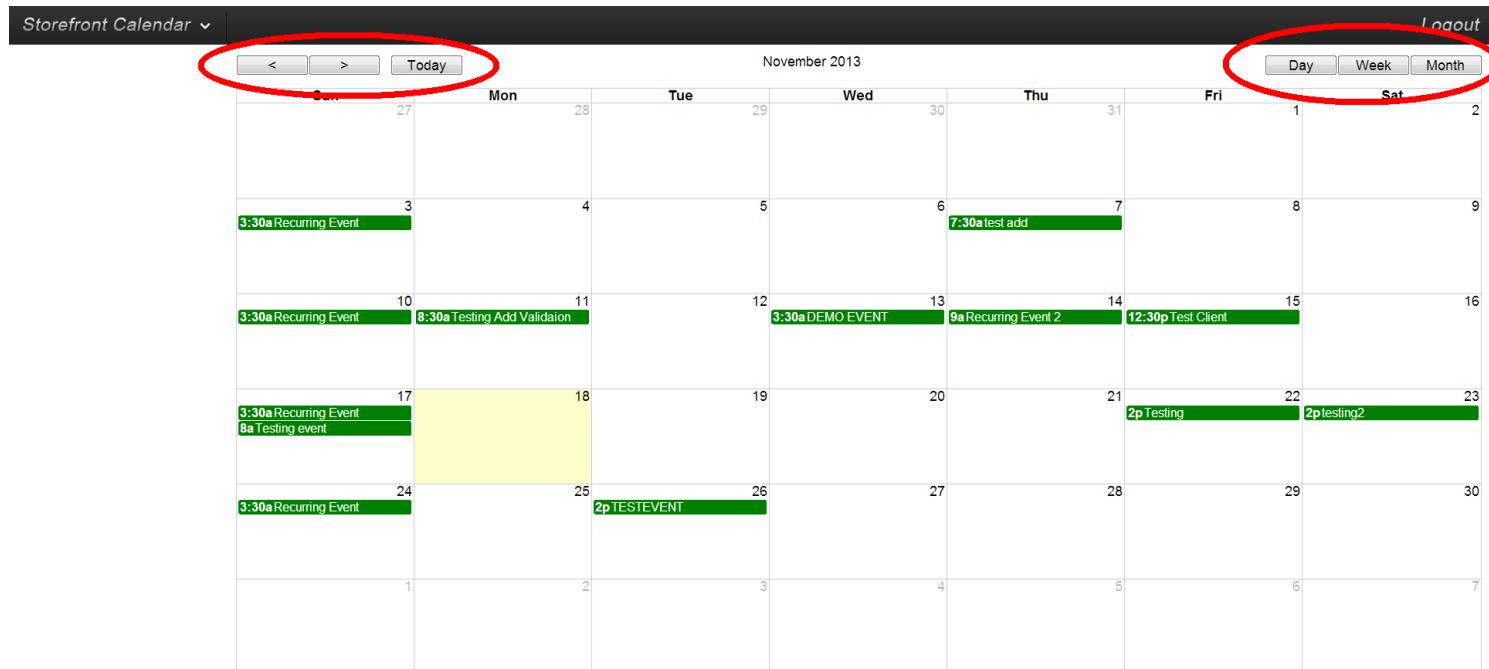
2.1 Events

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.

The screenshot shows a weekly calendar view from November 17 to November 23, 2013. The interface includes a header with 'Storefront Calendar' and 'Logout' buttons, and a footer with a 'Print' button. Navigation buttons for 'Previous', 'Next', and 'Today' are at the top left, with 'Today' highlighted by a red circle. At the top right are buttons for 'Day', 'Week' (which is selected), and 'Month'. The main area shows a grid of days (Mon 11/18 to Sat 11/23) and hours (8am to 8pm). A large green rectangular block covers the entire day on Monday, labeled '8:00 - 5:00 Testing event'. On Friday, there are two green blocks: one from 2:00 to 3:30 labeled 'Testing' and another from 2:00 to 3:00 labeled 'testing2'.

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.

The screenshot shows a calendar interface for 'Sunday, Nov 17, 2013'. The top navigation bar includes 'Storefront Calendar' and 'Logout' on the left, and 'Day', 'Week', and 'Month' buttons on the right. A red circle highlights the 'Today' button and the previous/next day navigation buttons ('<' and '>'). Another red circle highlights the 'Day' button in the top right corner of the main calendar area. The calendar grid has columns for 'Office #1', 'Office #2', 'Office #3', 'Back Space', 'Meeting Room #1', 'Main Kitchen', and 'Staff Kitchen'. Rows represent time from 'all-day' down to '3pm'. A green rectangular event is visible in the 'Back Space' column at 8am, labeled 'Testing event'. A second green rectangular event is in the same location at 3:30am, labeled '3:30a Recurring Event'.

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.

The screenshot shows the 'Add New Booking' form. At the top left is a dropdown menu 'Storefront Calendar'. At the top right is a link 'Logout'. The main title is 'Add New Booking'. Below it is a note: 'Field marked with * are compulsory fields'. The form has several input fields: 'Title' (marked with an asterisk), 'From' (marked with an asterisk), 'To' (marked with an asterisk), 'Room' (marked with an asterisk), and 'Client' (marked with an asterisk). There are also checkboxes for 'All Day' and 'Repeat...'. A large text area for 'Description' follows. At the bottom, there is a 'Status' section with three radio buttons: 'Tentative' (selected), 'Confirmed', and 'Rejected'. At the very bottom are two buttons: 'Continue' and 'Reset'.

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.

The screenshot shows a web-based application window titled "Edit Client". The title bar includes "Storefront Calendar" and "Logout". The main content area is titled "Edit Client" and contains a message: "Field marked with * are compulsory fields". Below this, there is a table-like structure with various input fields. The fields are as follows:

Label	Type
*Agency Name	Dropdown menu (Select Client)
*Program Name	Text input
*Manager Name	Text input
*Manager Position	Text input
*Facilitator Name	Text input
*Facilitator Position	Text input
*Category	Dropdown menu (Select One)
*Email Address	Text input
Agreement Status	Text input
*Insurance Status	Text input
*Telephone Number	Text input
Fax Number	Text input
*Address	Text input

At the bottom of the form are two buttons: "Save" and "Delete".

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’.

Storefront Calendar ▾

Logout

Add New User

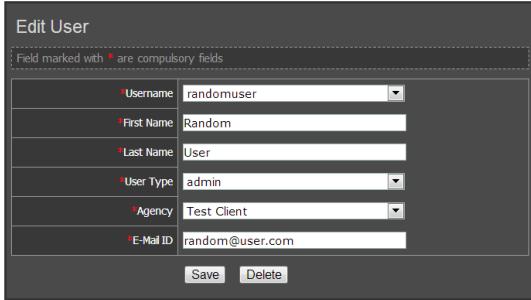
Field marked with * are compulsory fields

*Username	<input type="text"/>
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*E-Mail ID	<input type="text"/>
*User Type	----- Select Type ----- <input type="button" value="▼"/>
*Agency	----- Select Agency ----- <input type="button" value="▼"/>
*Password	Password will be sent to user's email

Continue 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.



The screenshot shows the "Edit User" form. At the top, it says "Edit User" and "Field marked with * are compulsory fields". Below is a table with the following data:

*Username	randomuser
*First Name	Random
*Last Name	User
*User Type	admin
*Agency	Test Client
*E-Mail ID	random@user.com

At the bottom are "Save" and "Delete" buttons.

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’.

Storefront Calendar ▾ Logout

Add New Client

: Field marked with * are compulsory fields

*Agency Name	<input type="text"/>
*Program Name	<input type="text"/>
*Manager Name	<input type="text"/>
*Manager Position	<input type="text"/>
*Facilitator Name	<input type="text"/>
Facilitator Position	<input type="text"/>
*Category	----- Select One ----- <input type="button" value="▼"/>
*Email Address	<input type="text"/>
Agreement Status	<input type="text"/>
*Insurance Status	<input type="text"/>
*Telephone Number	<input type="text"/>
Fax Number	<input type="text"/>
*Address	<input type="text"/>

Continue Reset

5.2 Editing an Existing Storefront Partner

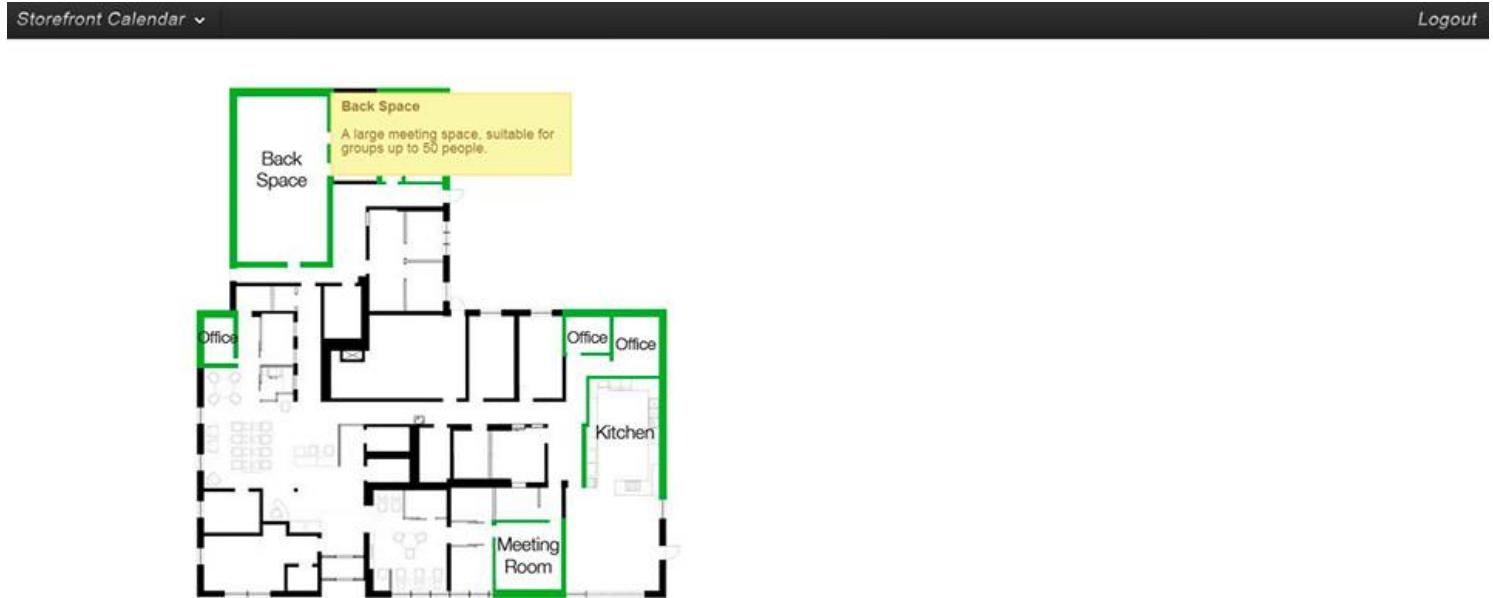
To edit an existing Storefront Partner, select “Edit Client” from the drop-down menu in the Toolbar. You will be directed to the “Edit Client” form. Fill out all the required fields in the form, and click “Save”. If you want to delete the Partner, click “Delete”.

The screenshot shows the 'Edit Client' form. At the top left is a dropdown menu labeled 'Storefront Calendar'. At the top right is a 'Logout' link. The main area is titled 'Edit Client' and contains a note: 'Field marked with * are compulsory fields'. Below this is a table with 13 rows, each containing a label and a corresponding input field or dropdown. The labels are: Agency Name, Program Name, Manager Name, Manager Position, Facilitator Name, Facilitator Position, Category, Email Address, Agreement Status, Insurance Status, Telephone Number, Fax Number, and Address. The 'Agency Name' and 'Category' fields have dropdown menus. The 'Address' field has a text area. At the bottom of the form are two buttons: 'Save' and '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”.

The screenshot shows a dark-themed web application window. At the top left is a dropdown menu labeled "Storefront Calendar". At the top right is a "Logout" button. The main content area has a title "Update Password" and a note below it stating "Field marked with * are compulsory fields". There are three input fields: "Current Password", "New Password", and "New Password Confirmation", each preceded by a red asterisk indicating it is a required field. Below these fields is a "Change Password" button.

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.

The image is a composite of several elements. At the top left is a small thumbnail of a woman's face. Next to it is a blue rectangular box containing the text "EAST SCARBOROUGH STOREFRONT CALENDAR". Below these is a large photograph of a group of diverse women sitting on a bench outdoors, smiling and waving. In the foreground, one woman in a black jacket has her arms raised. To the right of the photo is a yellow "LOGIN" box with fields for "username" (containing "testing") and "password" (containing "....."). Below these fields are two buttons: "Forgot Password" (which is circled in red) and "log in". At the bottom left of the image is a section titled "ABOUT" with a paragraph of text. At the bottom right is a section titled "CONTACT US" with an address and phone/fax numbers.

ABOUT
The East Scarborough Storefront is a partnership of community members and services working together to create a thriving community in East Scarborough. This Calendar allows our partners to book Storefront spaces, such as offices and meeting rooms, in order to provide services to our great community. Together, we can make a difference!

CONTACT US
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