

Table Contents

For Staff Users (Changing Password)	3
For Staff Users (Creating Events).....	4
For Staff Users (Editing Events)	5
For Staff Users (Deleting Events)	6
For Administrator Users (Creating User Account)	8
For Administrator Users (Editing Accounts).....	9
For Administrator Users (Deleting Accounts)	10
For Administrator Users (Change Account Status).....	11
For Super Users (Check Venue Availability)	13
For Super Users (Approve Events).....	16
For Student Users (Changing Password)	18
For Student Users (Event Listing).....	19
For Student Users (Shopping Cart)	21
For Student Users (View Booked Event)	23

UOW Events Booking System

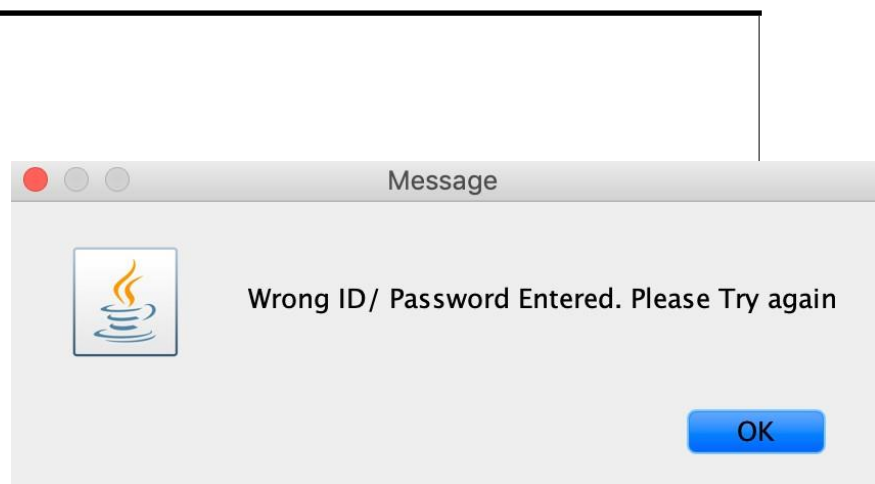
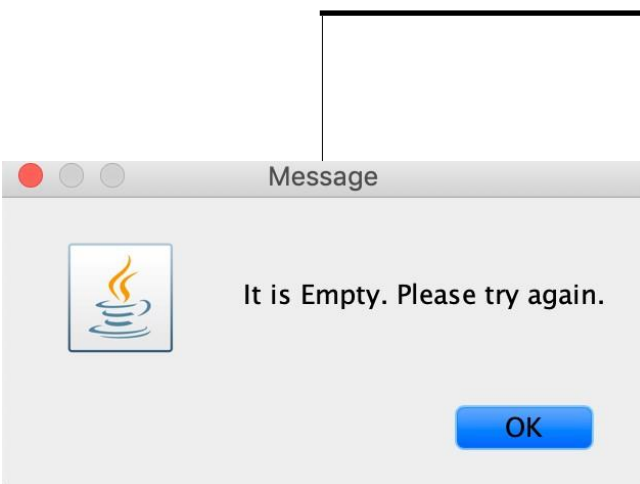
 UNIVERSITY OF WOLLONGONG AUSTRALIA

Login ID: Password:

Please note that this applicaiton is ONLY for CSIT214 - IT Project Management.

(1) ENTER login ID and password

(2) Login to access account



Some following messages will appear upon login failure like the above

For Staff Users (Changing Password)

Staff Events Creation System

Events List

Event Name	Price	Start Date	Total Days	Time	Venue	Capacities	Public/Private	Tickets Booked
New Student Welcoming Party	10.00	01122019	1	10:00-17:00	Auditorium	150	Public	15
UOW Orientation	5.00	07112019	2	09:00-18:00	Auditorium	120	Public	22
Board Game Society	15.00	17122019	1	10:00-18:00	Blk B Lvl 5 Room 4	50	Public	17
Dialogue in the Dark	20.00	13012020	1	12:00-15:00	Sport Hall	40	Public	14
Mavel Movie Marathon	35.00	23022020	3	18:00-21:00	Auditorium	120	Public	50
Skin Care Workshop	30.00	23042020	1	10:00-15:00	Blk B Lvl 4 Room 5	30	Public	23
Beginner to Yoga	25.50	12112019	1	18:00-20:00	Sport Hall	35	Private	26
X-Men Movie Marathon	35.00	14022020	3	18:00-21:00	Auditorium	120	Public	42

New Event Details


Event Name: Price: Start Date:

Total Days: Time: Venue:

Capacities:

Press to CHANGE password

Account Management



Account Management

ID: 1234567

Email: pkz567@mymail.sim.edu.sg

Change Password To:

Type new Password

Click to SAVE new password

For Staff Users (Creating Events)

Staff Events Creation System

Events List

Event Name	Price	Start Date	Total Days	Time	Venue	Capacities	Public/Private	Tickets Booked
New Student Welcoming Party	10.00	01122019	1	10:00-17:00	Auditorium	150	Public	15
UOW Orientation	5.00	07112019	2	09:00-18:00	Auditorium	120	Public	22
Board Game Society	15.00	17122019	1	10:00-18:00	Blk B Lvl 5 Room 4	50	Public	17
Dialogue in the Dark	20.00	13012020	1	12:00-15:00	Sport Hall	40	Public	14
Mavel Movie Marathon	35.00	23022020	3	18:00-21:00	Auditorium	120	Public	50
Skin Care Workshop	30.00	23042020	1	10:00-15:00	Blk B Lvl 4 Room 5	30	Public	23
Beginner to Yoga	25.50	12112019	1	18:00-20:00	Sport Hall	35	Private	26
X-Men Movie Marathon	35.00	14022020	3	18:00-21:00	Auditorium	120	Public	42

New Event Details

Event Name: Price: Start Date:

Total Days: Time: Venue:

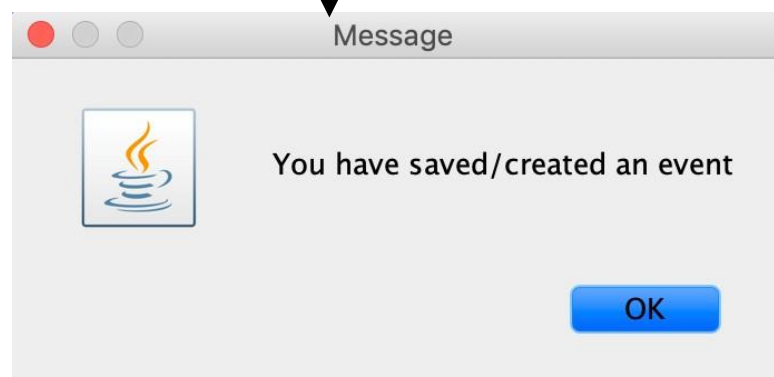
Capacities:

1) FILL in the event details

2) CLICK to create new event



If details are MISSING,
following message will be
shown. CLICK 'Ok' to try again



If all details are FILLED, the
the following message will
be shown. CLICK 'Ok' to continue

For Staff Users(Editing Events)

Staff Events Creation System

Events List

Event Name	Price	Start Date	Total Days	Time	Venue	Capacities	Public/Private	Tickets Booked
New Student Welcoming Party	10.00	01122019	1	10:00-17:00	Auditorium	150	Public	15
UOW Orientation	5.00	07112019	2	09:00-18:00	Auditorium	120	Public	22
Board Game Society	15.00	17122019	1	10:00-18:00	Blk B Lvl 5 Room 4	50	Public	17
Dialogue in the Dark	20.00	13012020	1	12:00-15:00	Sport Hall	40	Public	14
Mavel Movie Marathon	35.00	23022020	3	18:00-21:00	Auditorium	120	Public	50
Skin Care Workshop	30.00	23042020	1	10:00-15:00	Blk B Lvl 4 Room 5	30	Public	23
Beginner to Yoga	25.50	12112019	1	18:00-20:00	Sport Hall	35	Private	26
X-Men Movie Marathon	35.00	14022020	3	18:00-21:00	Auditorium	120	Public	42

New Event Details

Event Name:

Price: Start Date:

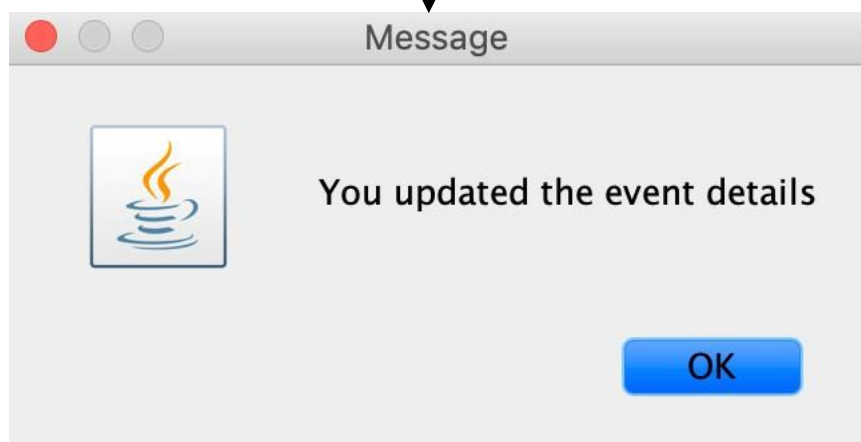
Total Days: Time: Venue:

Capacities:

(1) Select an event to edit

(2) Double CLICK on the column to edit

(3) Click edit to save changes



Following message will appear if details are correct, CLICK ' OK ' to continue

For Staff Users (Deleting Events)

Staff Events Creation System

Events List

Event Name	Price	Start Date	Total Days	Time	Venue	Capacities	Public/Private	Tickets Booked
New Student Welcoming Party	10.00	01122019	1	10:00-17:00	Auditorium	150	Public	15
UOW Orientation	5.00	07112019	2	09:00-18:00	Auditorium	120	Public	22
Board Game Society	15.00	17122019	1	10:00-18:00	Blk B Lvl 5 Room 4	50	Public	17
Dialogue in the Dark	20.00	13012020	1	12:00-15:00	Sport Hall	40	Public	14
Mavel Movie Marathon	35.00	23022020	3	18:00-21:00	Auditorium	120	Public	50
Skin Care Workshop	30.00	23042020	1	10:00-15:00	Blk B Lvl 4 Room 5	30	Public	23
Beginner to Yoga	25.50	12112019	1	18:00-20:00	Sport Hall	35	Private	26
X-Men Movie Marathon	35.00	14022020	3	18:00-21:00	Auditorium	120	Public	42

New Event Details

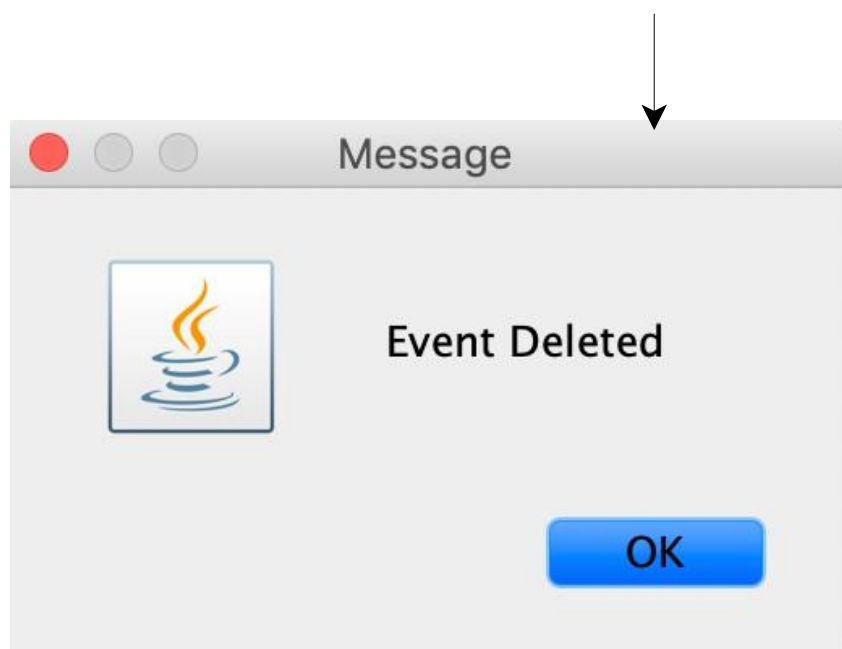
Event Name: Price: Start Date:

Total Days: Time: Venue:

Capacities:

(1) Select an event to delete

(2) CLICK to DELETE the selected event



Following message will appear upon successful deletion, CLICK ' Ok ' to continue

Staff Events Creation System

Events List

Event Name	Price	Start Date	Total Days	Time	Venue	Capacities	Public/Private	Tickets Booked
New Student Welcoming Party	10.00	01122019	1	10:00-17:00	Auditorium	150	Public	15
UOW Orientation	5.00	07112019	2	09:00-18:00	Auditorium	120	Public	22
Board Game Society	15.00	17122019	1	10:00-18:00	Blk B Lvl 5 Room 4	50	Public	17
Dialogue in the Dark	20.00	13012020	1	12:00-15:00	Sport Hall	40	Public	14
Mavel Movie Marathon	35.00	23022020	3	18:00-21:00	Auditorium	120	Public	50
Skin Care Workshop	30.00	23042020	1	10:00-15:00	Blk B Lvl 4 Room 5	30	Public	23
Beginner to Yoga	25.50	12112019	1	18:00-20:00	Sport Hall	35	Private	26
X-Men Movie Marathon	35.00	14022020	3	18:00-21:00	Auditorium	120	Public	42

New Event Details

Event Name:

Price:

Start Date:

Total Days:

Time:

Venue:

Capacities:

Account

Create

Edit

Delete

Logout

CLICK to LOGOUT and you will directed back to the login page

For Administrator Users (Creating User Account)

User Administrator

Current User Acco...

UOW ID	User Type	Password	UOW E-mail	Last Login	Last Logout	Account Status
6543210	Student	123123	qwe321@mymail.sim.edu.sg	2019/11/05--01:07...	2019/11/05--01:07:...	ACTIVE
6788764	Student	qwerty	tzy658@mymail.sim.edu.sg	2019/11/05--00:27...	NULL	SUSPENDED
1234567	Staff	123qwe	pkz567@mymail.sim.edu.sg	2019/11/05--00:20...	2019/11/05--00:21:...	SUSPENDED
1345642	Staff	zxcasd	bnh642@mymail.sim.edu.sg	2019/11/04--20:33...	2019/11/05--01:46:...	ACTIVE
0111111	Administrator	121212	admin@mymail.sim.edu.sg	2019/11/04--22:31...	2019/11/05--01:30:...	ACTIVE
9111111	Super User	999999	bnh642@mymail.sim.edu.sg	2019/11/05--00:18...	2019/11/05--00:19:...	ACTIVE

New User Creation

UOW ID: Password: UOW E-mail:

Create Edit Delete Change Logout

(1) Fill in the details
(2) PRESS to CREATE user account

For Administrator Users (Editing Accounts)

User Administrator

Current User Acco...

UOW ID	User Type	Password	UOW E-mail	Last Login	Last Logout	Account Status
6543210	Student	123123	qwe321@mymail.sim.edu.sg	2019/11/05--01:07...	2019/11/05--01:07...	ACTIVE
6788764	Student	qwerty	tzy658@mymail.sim.edu.sg	2019/11/05--00:27...	NULL	SUSPENDED
1234567	Staff	123qwe	pkz567@mymail.sim.edu.sg	2019/11/05--00:20...	2019/11/05--00:21...	SUSPENDED
1345642	Staff	zxcasd	bnh642@mymail.sim.edu.sg	2019/11/04--20:33...	2019/11/05--01:46...	ACTIVE
0111111	Administrator	121212	admin@mymail.sim.edu.sg	2019/11/04--22:31...	2019/11/05--01:30...	ACTIVE
9111111	Super User	999999	bnh642@mymail.sim.edu.sg	2019/11/05--00:18...	2019/11/05--00:19...	ACTIVE

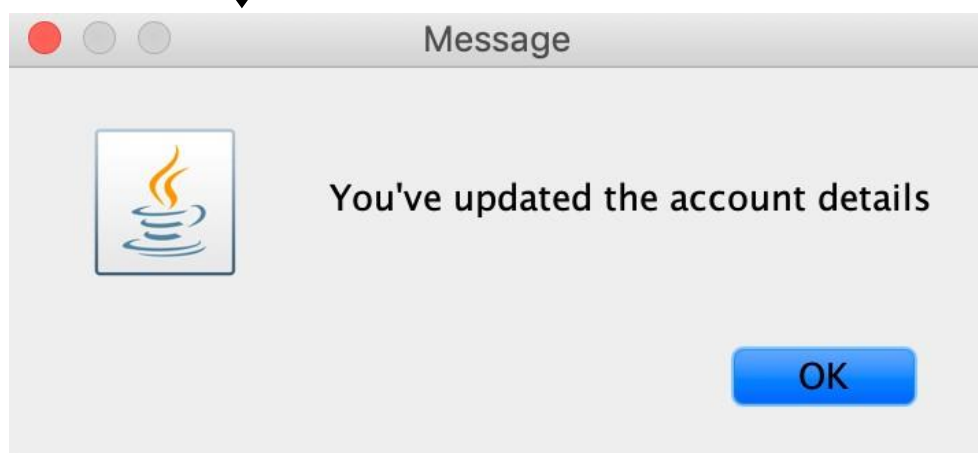
New User Creation

UOW ID: Password: UOW E-mail:

(1) Select account to edit

(2) Double CLICK to edit the detail

(3) CLICK edit to SAVE changes



Following message will appear upon successful edit, CLICK ' Ok ' to go back to the main

For Administrator Users (Deleting Accounts)

User Administrator

Current User Acco...

UOW ID	User Type	Password	UOW E-mail	Last Login	Last Logout	Account Status
6543210	Student	123123	qwe321@mymail.sim.edu.sg	2019/11/05--01:07...	2019/11/05--01:07...	ACTIVE
6788764	Student	qwerty	tzy658@mymail.sim.edu.sg	2019/11/05--00:27...	NULL	SUSPENDED
1234567	Staff	123qwe	pkz567@mymail.sim.edu.sg	2019/11/05--00:20...	2019/11/05--00:21...	SUSPENDED
1345642	Staff	zxcasd	bnh642@mymail.sim.edu.sg	2019/11/04--20:33...	2019/11/05--01:46...	ACTIVE
0111111	Administrator	121212	admin@mymail.sim.edu.sg	2019/11/04--22:31...	2019/11/05--01:30...	ACTIVE
9111111	Super User	999999	bnh642@mymail.sim.edu.sg	2019/11/05--00:18...	2019/11/05--00:19...	ACTIVE

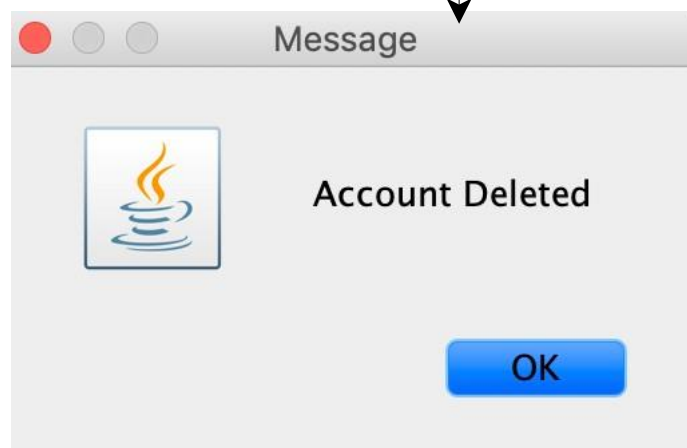
New User Creation

UOW ID: Password: UOW E-mail:

Create Edit Delete Change Logout

(1) Select user to delete

(2) CLICK to DELETE account



Following message will appear upon successful deleting of account, CLICK ' Ok ' to continue

For Administrator Users (Change Account Status)

User Administrator

Current User Acco...

UOW ID	User Type	Password	UOW E-mail	Last Login	Last Logout	Account Status
6543210	Student	123123	qwe321@mymail.sim.edu.sg	2019/11/05--01:07...	2019/11/05--01:07...	ACTIVE
6788764	Student	qwerty	tzy658@mymail.sim.edu.sg	2019/11/05--00:27...	NULL	SUSPENDED
1234567	Staff	123qwe	pkz567@mymail.sim.edu.sg	2019/11/05--00:20...	2019/11/05--00:21...	SUSPENDED
1345642	Staff	zxcasd	bnh642@mymail.sim.edu.sg	2019/11/04--20:33...	2019/11/05--01:46...	ACTIVE
0111111	Administrator	121212	admin@mymail.sim.edu.sg	2019/11/04--22:31...	2019/11/05--01:30...	ACTIVE
9111111	Super User	999999	bnh642@mymail.sim.edu.sg	2019/11/05--00:18...	2019/11/05--00:19...	ACTIVE

New User Creation

UOW ID: Password: UOW E-mail:

Create Edit Delete Change Logout

CLICK to change the status of account to ACTIVE / SUSPENDED

User Administrator

Current User Acco...

UOW ID	User Type	Password	UOW E-mail	Last Login	Last Logout	Account Status
6543210	Student	123123	qwe321@mymail.sim.edu.sg	2019/11/05--01:07...	2019/11/05--01:07...	ACTIVE
6788764	Student	qwerty	tzy658@mymail.sim.edu.sg	2019/11/05--00:27...	NULL	SUSPENDED
1234567	Staff	123qwe	pkz567@mymail.sim.edu.sg	2019/11/05--00:20...	2019/11/05--00:21...	SUSPENDED
1345642	Staff	zxcasd	bnh642@mymail.sim.edu.sg	2019/11/04--20:33...	2019/11/05--01:46...	ACTIVE
0111111	Administrator	121212	admin@mymail.sim.edu.sg	2019/11/04--22:31...	2019/11/05--01:30...	ACTIVE
9111111	Super User	999999	bnh642@mymail.sim.edu.sg	2019/11/05--00:18...	2019/11/05--00:19...	SUSPENDED

New User Creation

UOW ID: Password: UOW E-mail:

Create Edit Delete Change Logout

Account Status Changed

OK

Account Status will change

User Administrator

Current User Acco...

UOW ID	User Type	Password	UOW E-mail	Last Login	Last Logout	Account Status
6543210	Student	123123	qwe321@mymail.sim.edu.sg	2019/11/05--01:07...	2019/11/05--01:07...	ACTIVE
6788764	Student	qwerty	tzy658@mymail.sim.edu.sg	2019/11/05--00:27...	NULL	SUSPENDED
1234567	Staff	123qwe	pkz567@mymail.sim.edu.sg	2019/11/05--00:20...	2019/11/05--00:21...	SUSPENDED
1345642	Staff	zxcasd	bnh642@mymail.sim.edu.sg	2019/11/04--20:33...	2019/11/05--01:46...	ACTIVE
0111111	Administrator	121212	admin@mymail.sim.edu.sg	2019/11/04--22:31...	2019/11/05--01:30...	ACTIVE
9111111	Super User	999999	bnh642@mymail.sim.edu.sg	2019/11/05--00:18...	2019/11/05--00:19...	ACTIVE

New User Creation

UOW ID:

Password:

UOW E-mail:

Create

Edit

Delete


Change

Logout

CLICK to LOGOUT and you will directed back to the login page

For Super Users (Check Venue Availability)

UOW Events Booking System



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Logout

Event Listing


Event	Price (\$)	Date	Venue	Status
New Student Welcoming Party	10.00	01/12/2019	Auditorium	Pending
UOW Orientation	5.00	07/11/2019 to 09/11/...	Auditorium	Pending
Board Game Society	15.00	17/12/2019	Blk B Lvl 5 Room 4	Approved

Approve Event

Check Venue Availability

Page

Click to check if the venue is available for new event



UNIVERSITY OF WOLLONGONG AUSTRALIA

Logout

Event Listing

Event	Price (\$)	Date	Venue	Status
New Student Welcoming Party	10.00	01/12/2019	Auditorium	Pending
UOW Orientation	5.00	07/11/2019 to 09/11/...	Auditorium	Pending
Board Game Society	15.00	17/12/2019	Blk B Lvl 5 Room 4	Approved

Approve Event

Check Venue Availability

Venue:

Start Date (ddmmyyyy):

End Date (ddmmyyyy):


Event	Date

Confirm

(1) Fill up event venue and dates

(2) Confirm to proceed

UOW Events Booking System



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Logout

Event Listing

Event	Price (\$)	Date	Venue	Status
Gundam Movie Marathon	35.00	14/03/2020 to 16/03/...	Auditorium	Approved
Dancing Lesson	5.00	23/11/2019 to 26/11/...	Auditorium	Approved
Badminton Club	5.00	13/11/2019	Auditorium	Pending

Approve Event

Check Venue Availability

Venue: Auditorium

Start Date (ddmmyyy): 01112019

End Date (ddmmyyy): 24112019

Confirm

Event	Date
Dancing Lesson	23/11/2019 to 26/11/2019

The EXISTING events between the chosen start date and end date are shown in the table above. Event can be approve if venue is not available at the selected time.

For Super Users (Approve Events)

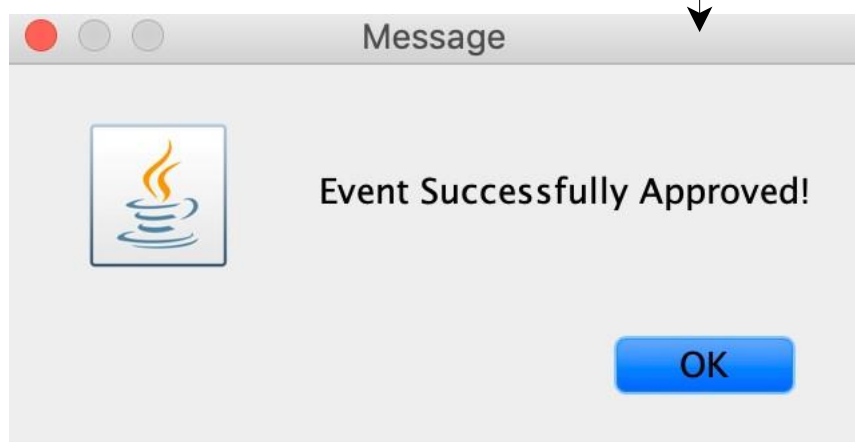
The screenshot shows the 'UOW Events Booking System' window. At the top is the University of Wollongong Australia logo and name. A 'Logout' button is in the top right. Below is the 'Event Listing' section with a table:

Event	Price (\$)	Date	Venue	Status
New Student Welcoming Party	10.00	01/12/2019	Auditorium	Pending
UOW Orientation	5.00	07/11/2019 to 09/11/...	Auditorium	Pending
Board Game Society	15.00	17/12/2019	Blk B Lvl 5 Room 4	Approved

Below the table are two buttons: 'Approve Event' and 'Check Venue Availability'. An arrow points from the 'Approve Event' button to the 'New Student Welcoming Party' row in the table. Another arrow points from the 'Check Venue Availability' button to the 'UOW Orientation' row.

(1) Select an event that is PENDING to approve

(2) PRESS to approve the event



Following message will appear upon successful approval, CLICK ' Ok ' to continue



UNIVERSITY OF WOLLONGONG AUSTRALIA

[Logout](#)

Event Listing

Event	Price (\$)	Date	Venue	Status
New Student Welcoming Party	10.00	01/12/2019	Auditorium	Pending
UOW Orientation	5.00	07/11/2019 to 09/11/...	Auditorium	Pending
Board Game Society	15.00	17/12/2019	Blk B Lvl 5 Room 4	Approved

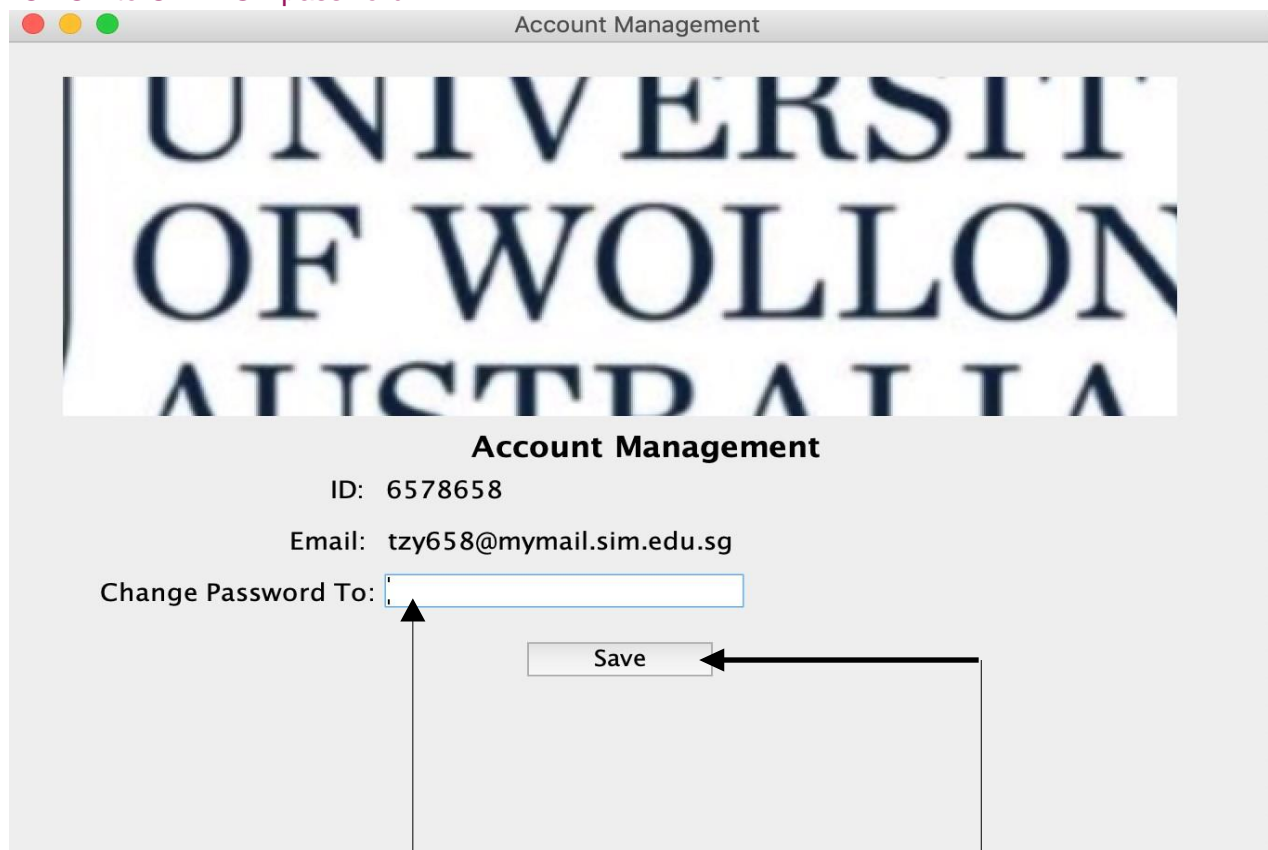
[Approve Event](#)[Check Venue Availability](#)

CLICK to LOGOUT, will direct back to LOGIN PAGE

For Student Users (Changing Password)



CLICK to CHANGE password



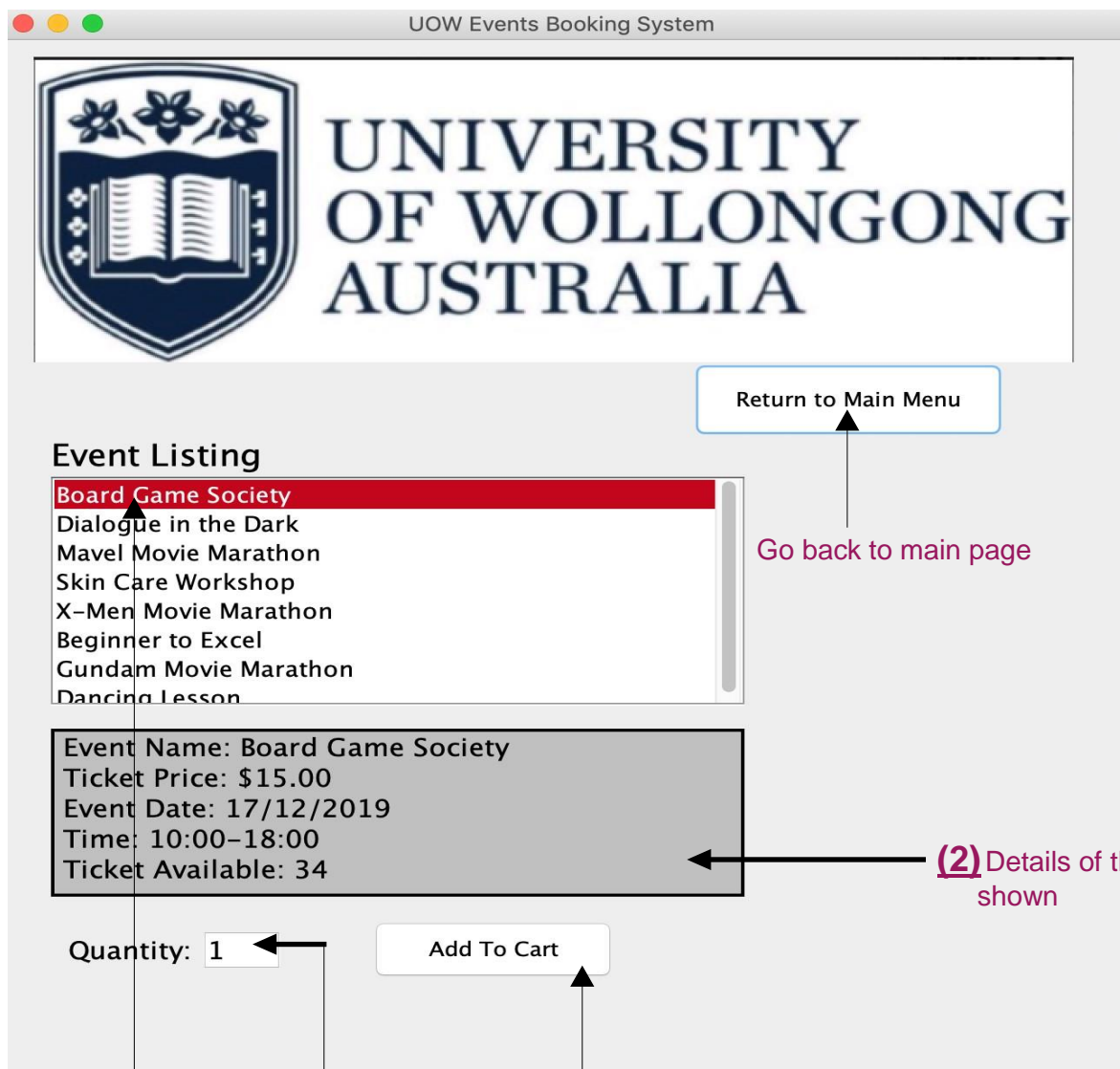
(1) Type the new password

(2) CLICK to save new password

For Student Users (Event Listing)



CLICK to see the available events to book

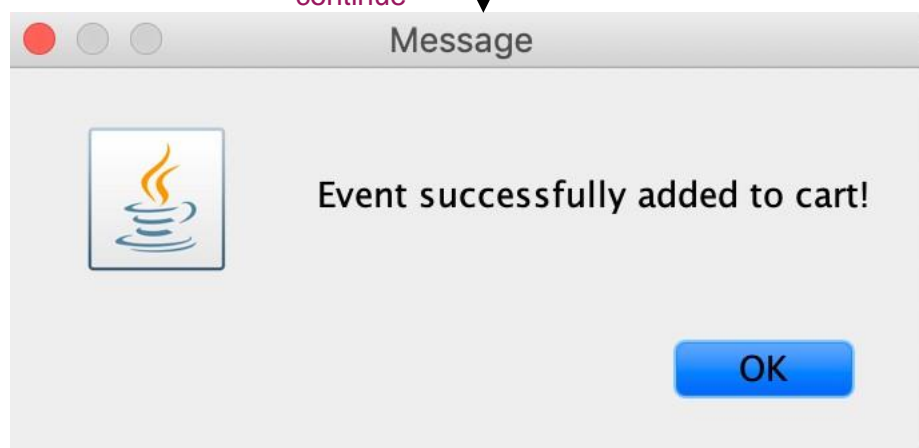


(1) SELECT an event to book

(3) Input amount of ticket(s) to purchase

(4) Select to add to cart

CLICK 'Ok' to
continue



For Student Users (Shopping Cart)



Click to access the shopping cart

UOW Events Booking System



UNIVERSITY OF WOLLONGONG AUSTRALIA

Return to Main Menu

Shopping Cart

Event	Price (\$)	Slot Left	Quantity
Dialogue in the Dark	20.0	26	1
Mavel Movie Marathon	35.0	71	1

Please take note that all events in cart would be purged away after 3...

Price: \$55.00

ter Code Here

Enter Promo Code

Make Payment

Enter PROMO code if available for discount

Go back to main page


(1) SELECT the ones to make payment

(2) The total price of the event

(3) Select to see discounted price after promo code

(4) CLICK to make payment

Message



Payment Received! Ticket Successfully Booked!

OK

Click OK to continue

For Student Users (View Booked Event)



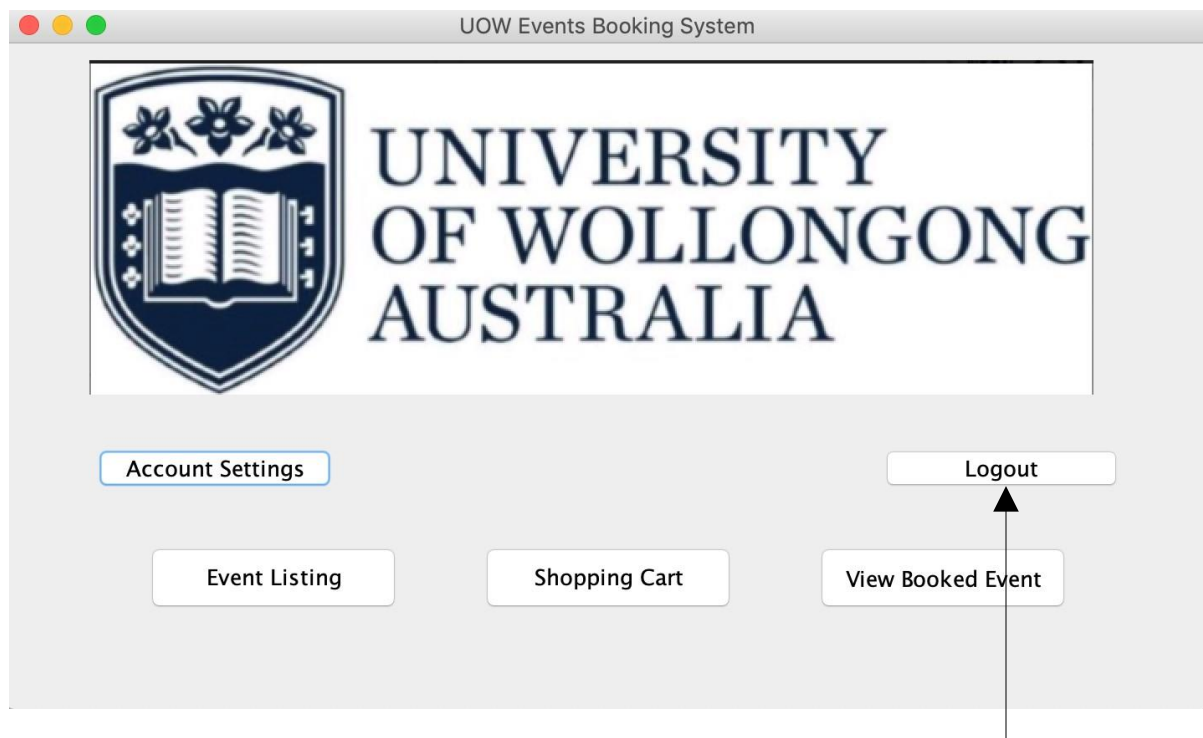
CLICK to view BOOKED events



Go back to main page

(1) SELECT an event to edit

(2) CLICK to confirm the ticket quantity



CLICK to LOGOUT, and you will be direct back to the LOGIN PAGE

MANUAL FINISH