



G.O.L.E.M.S.

Glazed Over Local Event Management System

User Manual



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Table of Contents

Introduction.....	A
Login.....	B
Login Process	5
Forgot Password Help	7
Dashboard.....	C
Dashboard Overview	10
Event.....	D
Event Calendar Overview	11
Add Event.....	14
Remove Event	17
Update Event	18
Add Host	21
Remove Host	22
Add Party.....	23
Remove Party	25
Update Party	27
Add Pieces.....	29
Update Pieces	31
Remove Pieces	32
Walk-In	E
Walk-In Overview	34
Add Walk-In	36
Update Walk-In	38
Remove Walk-In	40



Table of Contents

Customer.....	F
Customer Overview.....	41
Add Customer	44
Remove Customer	46
Update Customer.....	48
Update Pieces	51
Toggle Active/Inactive Customer	53
Employee.....	G
Employee Overview	54
Add Employee	57
Remove Employee	59
Update Employee	60
Add Position	63
Remove Position	64
Toggle Active/Inactive Employee.....	65
Pick-Up.....	H
Pick-Up Overview	66
Update Pieces	68
Admin.....	I
Admin Overview	70
Recover Deleted Data.....	79



Introduction

Glazed Over Ceramics Studio owns the G.O.L.E.M.S. (Glazed Over Local Event Management System) web application used to manage daily operations and maintain information storage. Eligible employees of Glazed Over Ceramics may use the web application to perform tasks and duties within the studio. Manager/managers can use the application for the same purpose as employees and to view reports and tools to further improve the business. The web application is a password-protected, encrypted software that maintains the integrity and security of the information stored within it.

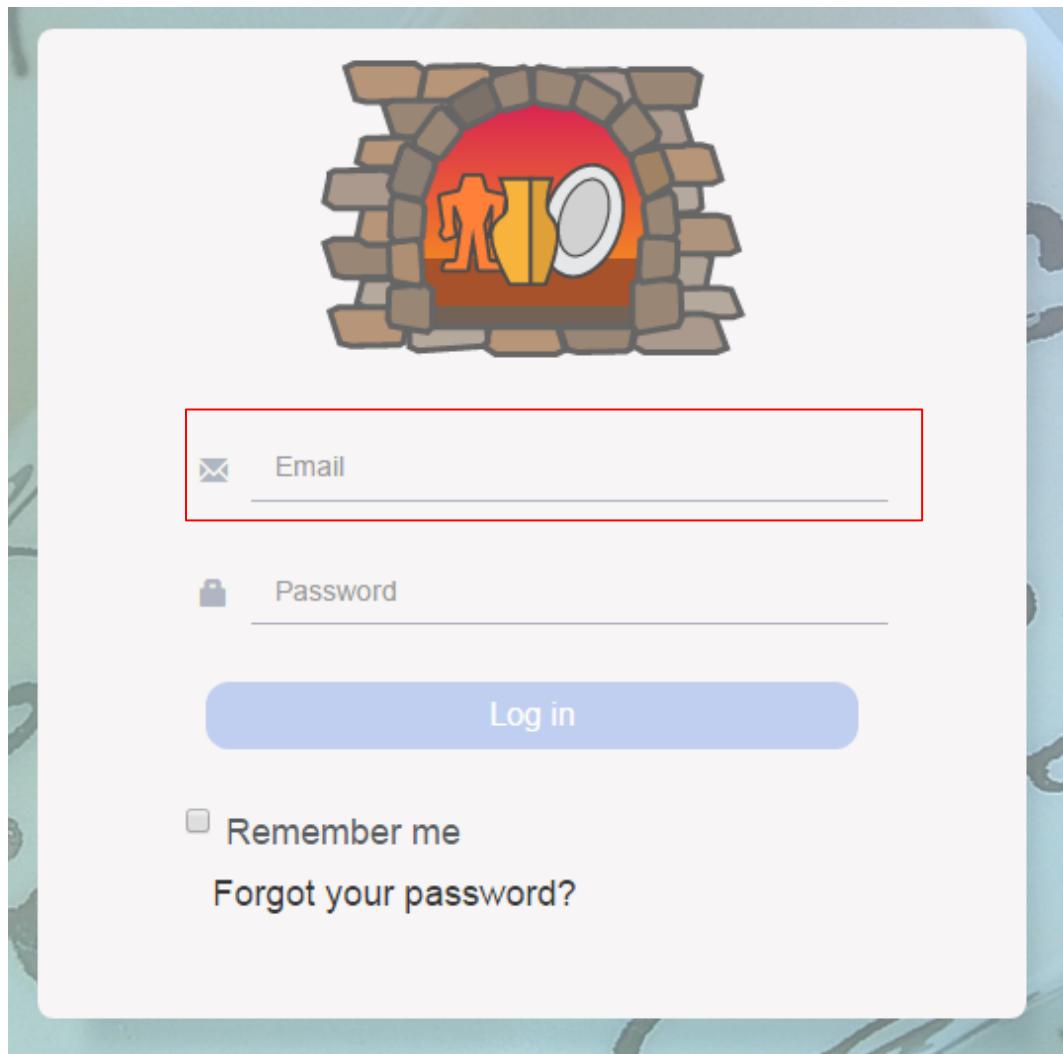
This document guides a user through the necessary steps to operate the application and to navigate to any desired location within the application.

Login

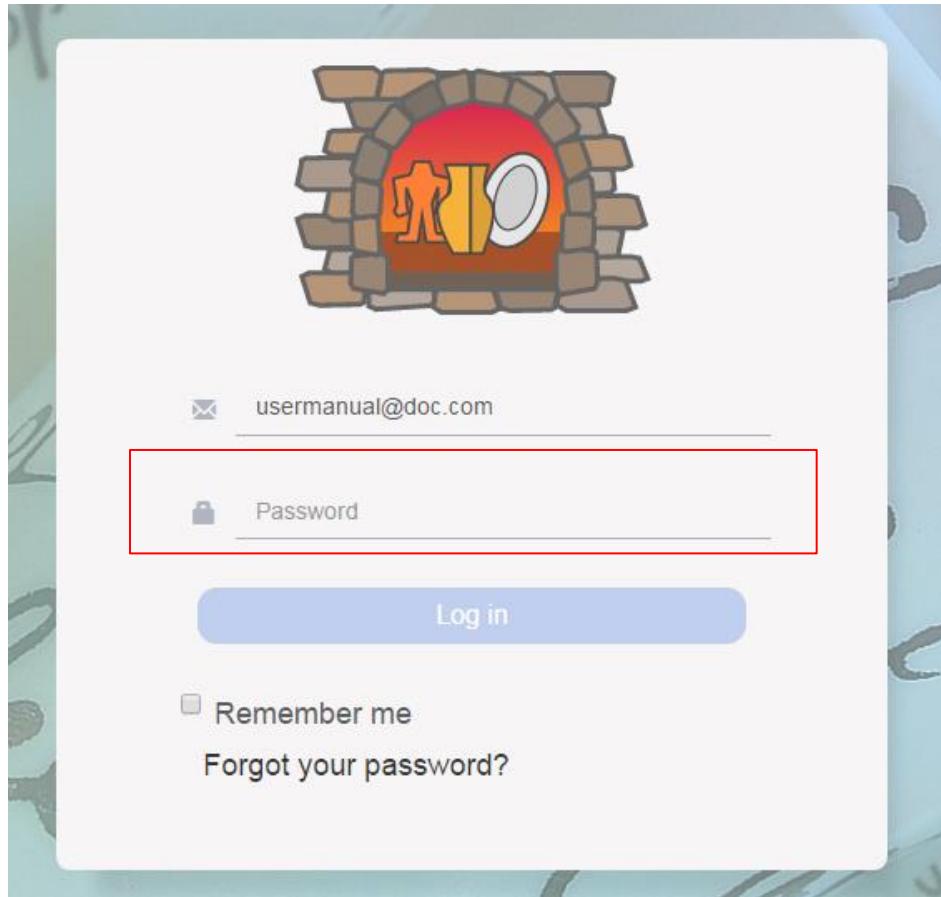
As an employee of Glazed Over Ceramics Studio, you need a registered account to access the G.O.L.E.M.S. application. You can do this by logging into the Login Page of the application.

Here's how to Login to G.O.L.E.M.S.:

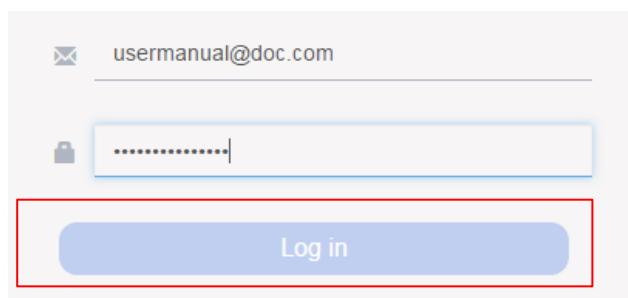
1. Enter Your Registered Email



2. Enter your password



3. Click on the 'Log In' Button



Result: You have Successfully Logged In

Signed in successfully.

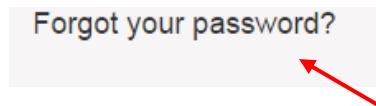
[Dashboard](#)

Forgot Password Help

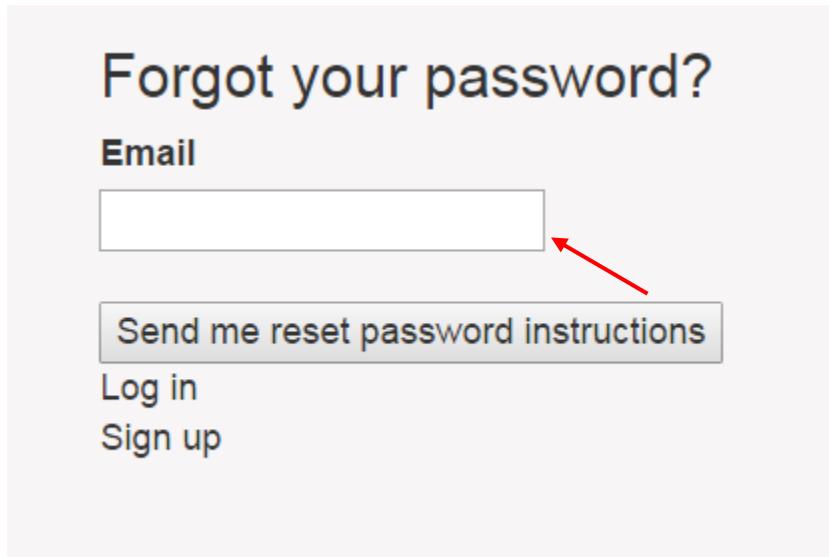
If you forget your password, the application has a set of instructions on how to retrieve your account. You will need your registered email to obtain the instruction.

Here's how to reset your password and retrieve your account:

1. Click on the 'Forgot your password?' Link



2. Enter Your Registered Email



The image shows a "Forgot your password?" form. At the top, the title "Forgot your password?" is displayed. Below it is a field labeled "Email" with a placeholder "Email address". To the right of the email field is a red arrow pointing towards it. Below the email field is a button labeled "Send me reset password instructions". At the bottom of the form, there are two links: "Log in" and "Sign up".

3. Click on the ‘Send me reset password instructions’ Button

Forgot your password?

Email

[Log in](#)
[Sign up](#)

4. Open Reset Password Email and Click on Link

Reset password instructions



glazedorverceramics.demo@gmail.com
Today, 10:39 PM
You ↘

Hello [REDACTED]

Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

5. Update Your Password

Change your password

New password
(6 characters minimum)

Confirm new password

[Log in](#)



Result: Your Password has been Changed and You've been Logged In

Your password has been changed successfully. You are now signed in.

[Dashboard](#)

Dashboard Overview

The dashboard is the central hub for Glazed Over Ceramics Studio daily activities. Employees can see if they have an event assignment for the day. Users can also view all the parties that are visiting the studio for the day. Finally, users can view all the events occurring during the day and the total size of the event.

Dashboard

1

Name	Date	Time	Event	Party Size
Brenda Gardner	04/17/17	10:00 AM - 12:00 PM	Eggstravagza	5
Kenneth Graham	04/17/17	1:00 PM - 3:00 PM	Eggstravagza	7
Lisa Watkins	04/17/17	4:00 PM - 6:00 PM	Eggstravagza	2
Andrea Stone	04/17/17	7:00 PM - 8:31 PM	Milla's Party	8

2

Host	Date	Start Time	Event
Lauren Fisher	04/17/17	10:00 AM	Eggstravagza
Miranda Thompson	04/17/17	1:00 PM	Eggstravagza

3

Apr 2017

17

4

10:00 AM

Eggstravagza

Public Event

K	A	V	T
3	2	0	5

1:00 PM

Eggstravagza

Public Event

K	A	V	T
5	2	0	7

[← Previous](#) [Next →](#)

1

This lists each party that is visiting the studio during the day.

2

This displays all employees who have hosting assignments for the day.

3

A calendar image that shows the current date.

4

This displays each event during the day which includes the time, event name, and event size

Calendar Overview

In the calendar section, users can view all events from the past as well as upcoming events of the future in a monthly calendar. Users can also add events that Glazed Over Ceramics has planned for.

Events Calendar

3 + New Event

today < >

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
			12:00PM Trey Bday 7:00PM Get Over The I		7:00PM Ladies Night C 2:00PM Hailey's Party	
2	3	4	5		6	7
			7:00PM Get Over The I		7:00PM Ladies Night C	8
9	10	11	12		13	14
4:00PM Farrah's Party			7:00PM Get Over The I			15
1	16	17	18	19	20	21
	10:00AM Eggstravagza 1:00PM Eggstravagza 4:00PM Eggstravagza 7:00PM Milla's Party		7:00PM Get Over The I			22
23	24	25	26		27	28
			7:00PM Get Over The I			29
30	1	2	3	4	5	6

1 A calendar of all events during the month that you are viewing.

2 Toggle to switch between varies months.

3 Button to add new events to the calendar.

Eggstravagza

4

Delete

Edit

Back

5

Category
Public Event
Date
April 17, 2017

Event Color

Time
10:00 AM - 12:00 PM

Description
Easter Event

6

Hosts

Add Hosts:

Select An Employee ▾

Add +

Lauren Fisher

Customers

Select Customer ▾

Kids

Adult

Party Size

Add +

7

Name	Kids painting	Adults painting	Visitors	Number in party	Customer Total	Action
Brenda Gardner	3	2	0	5	\$29.23	▼

Total Kids

Total Adults

Event Size

Event Total:

3

2

5

\$29.23

4

Buttons that can delete, edit the information displayed and to return to previous page.

5

Shows all information relevant to the event.

6

Displays list of hosts for the event and allows to add new hosts.

7

Lists all customers that are attending the event along with their party size.

Eggstravagza ➔ Brenda Gardner
Edit
Back

Customer Information

<u>Name</u>	Brenda Gardner
9	
<u>Party Information</u>	
K 3	A 2
V 0	T 5

Event Information

<u>Event</u>	April 17, 2017
Eggstravagza	
Public Event	
<u>Event Color</u>	

Products

Product	Quantity	Price	Amount	Pickup status	Action
11			Subtotal: \$0.00		
			Studio Fees: \$27.00		
			Taxes: \$2.23		
			Customer Total: \$29.23		

8

Buttons that can edit the information displayed and to return to previous page.

9

Information regarding the party size of the customer attending the event.

10

Information regarding the event the customer is attending.

11

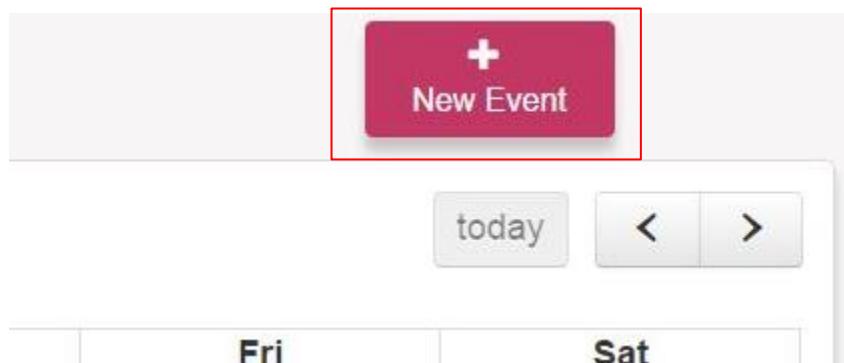
Lists all products brought by the party.

Add New Event to Calendar

The application allows users to add upcoming events to the calendar. This will help the business management events and plan accordingly.

Here's how to create a brand-new event:

1. Click on New Event Button



2. Fill Out Event Form

New Event

1 Event 2 Event Category

3 Date

Time

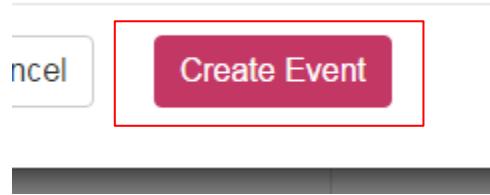
Select a Color

0	1	2	3	4	5	8
11	14	15	18	19	23	29
37	41	43	54	61	66	68
75	77	79	81			

6 Description
Any notes or messages regarding event...

- 1 Event: Enter event name
- 2 Event Category: Select category
- 3 Date: Select date of event
- 4 Time: Select start and end time of event
- 5 Color: Choose a color to represent the event
- 6 Description: Enter description about the event

3. Click on the ‘Create Event’ Button



Result: Event has been Added to the Calendar and You Can Review the Event’s Details



Remove an Event from Calendar

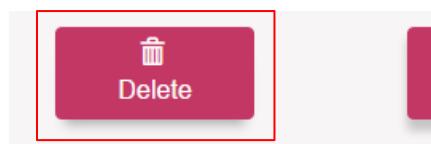
If an upcoming event has been canceled by the studio, users can delete the event from the calendar.

Here's how to delete an event from the calendar:

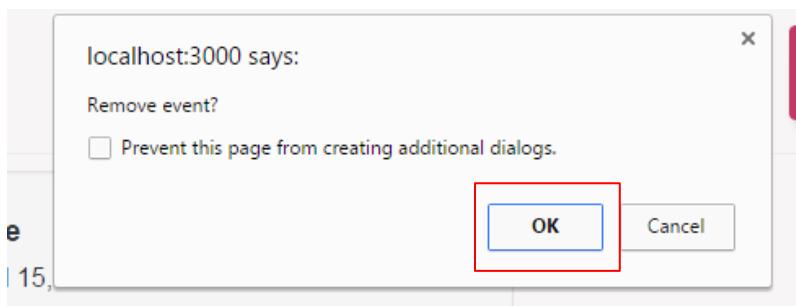
1. Click on the Event



2. Click on 'Delete' Button



3. Click on 'OK' to Remove the Event



Result: The Event has been Removed from the Calendar

Event was successfully removed.

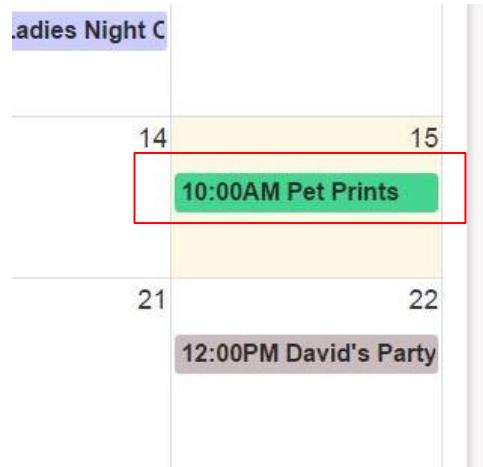
Events Calendar

Update Event Details

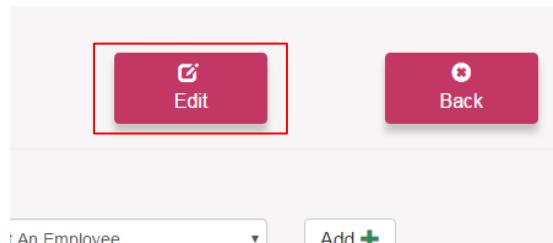
The application allows the user to change the information within an event.

Here's how to update event information:

1. Click on the Event



2. Click on the Edit Button



3. Write Over any Fields that You want to Edit

Update Event

1 Event: Ladies Night Out

2 Event Category: Public Event

3 Date: March 31, 2017

4 Time: 7:00 PM - 9:00 PM

5 Select a Color:

0	1	2	3	4	5	8
11	14	15	18	19	23	29
37	41	43	54	61	66	68
75	77	79	81			

6 Description: Collect Mixers and Snacks

Cancel **Update Event**

1 Event: Enter event name

2 Event Category: Select category

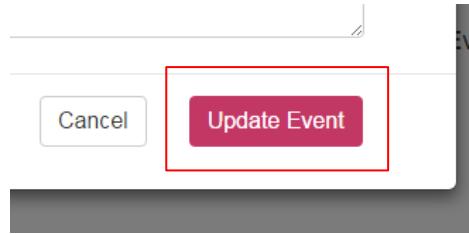
3 Date: Select date of event

4 Time: Select start and end time of event

5 Color: Choose a color to represent the event

6 Description: Enter description about the event

4. Click on Update Event Button



Result: The Update has been Applied and You Can Review the Changes

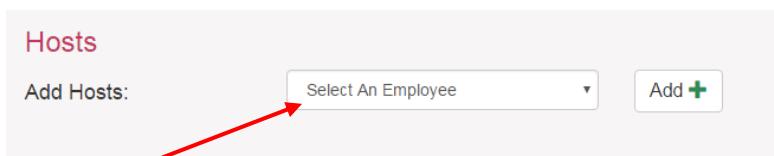


Add Host to an Event

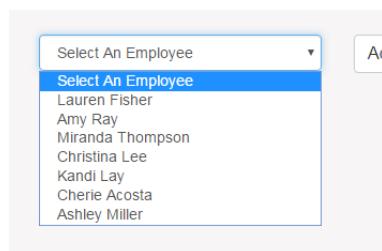
An event needs host to monitor and provide assistance to visitors of Glazed Over. This means that at least two employees will become host of any event.

Here's how to assign employees to become a host of an event:

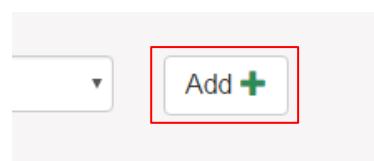
1. Click on the 'Select an Employee' Drop-Down



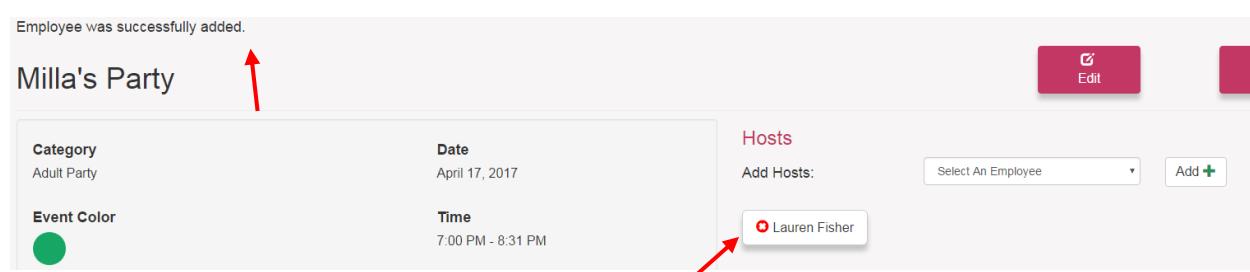
2. Select the Host



3. Click on the Add Button



Result: Employee has been chosen as a Host for the Event



Employee was successfully added.

Milla's Party

Category Adult Party	Date April 17, 2017	Hosts
Event Color 	Time 7:00 PM - 8:31 PM	Add Hosts: <input type="button" value="Select An Employee"/> <input type="button" value="Add +"/>

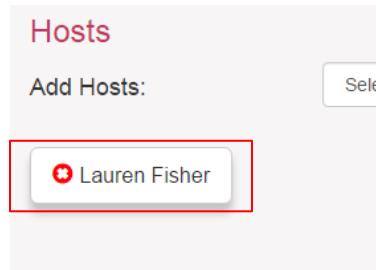
Hosts:
Lauren Fisher

Remove Host from an Event

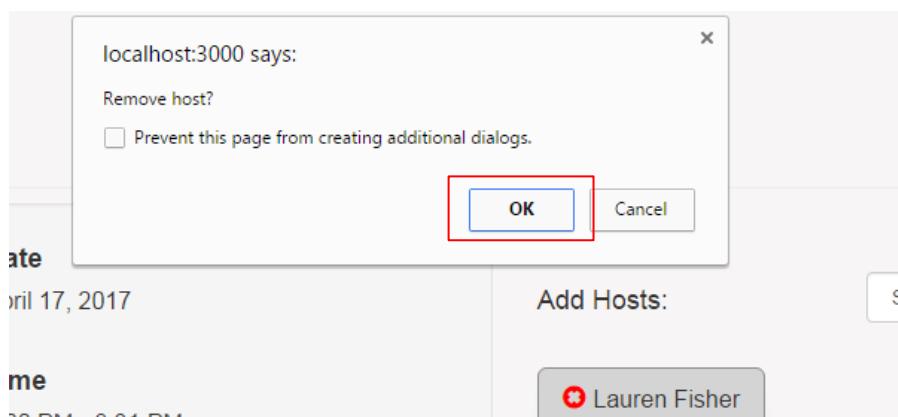
Sometimes plans change and an employee can no longer provide assistance as a host. This means that the host must be removed from the assignment given to them for the event.

Here's how to remove the host from the event:

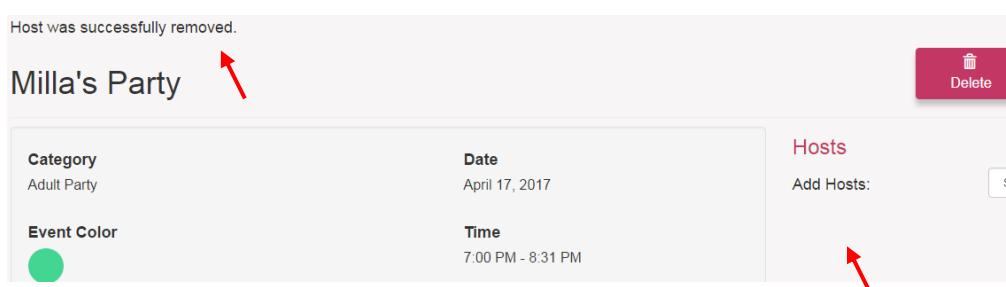
1. Click on the Host Button You want to Remove



2. Select 'OK' to Remove the Host



Result: Host has been Removed



Add Party to an Event

An event needs attendees to participate in-order for the event to be successful. When a party decides, they want to attend an event, the user can add them to the event.

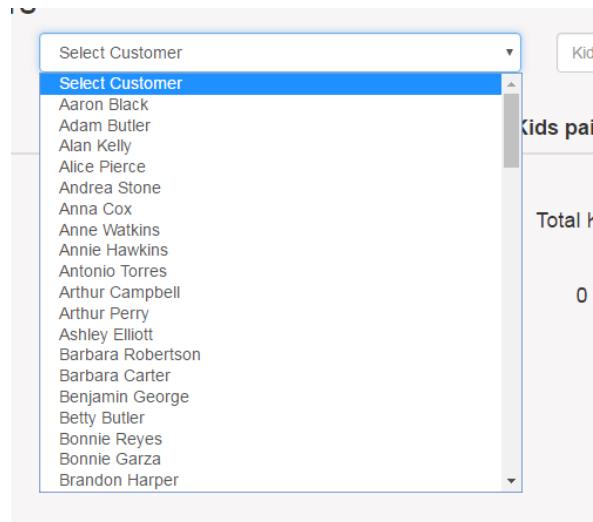
Here's how to add a party of attendees to an event:

1. Click on the 'Select Customer' Drop-Down

Customers						
	Select Customer	Kids	Adult	Party Size	Add +	
Name	Kids painting	Adults painting	Visitors	Number in party	Customer	
	Total Kids	Total Adults		Event Size		

A red arrow points to the 'Select Customer' dropdown menu.

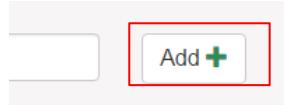
2. Select the Existing Customer of the Party



3. Fill in Party Details

Customers						
	Select Customer	Kids	Adult	Party Size	Add +	
Name	Kids painting	Adults painting	Visitors	Number in party	Customer	
Alan Kelly	1	2	5			

4. Click the Add Button



Result: Party has been Added to the Event

Customer was successfully added.

Milla's Party

Category Adult Party	Date April 17, 2017	Hosts Add Hosts: <input type="button" value="Select An Employee"/> <input type="button" value="Add +"/>
Event Color 	Time 7:00 PM - 8:31 PM	
Description No Notes...		

Customers

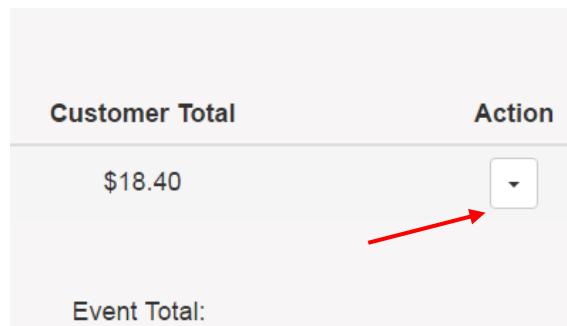
Name	Kids painting	Adults painting	Visitors	Number in party	Customer Total
Alan Kelly	1	2	2	5	\$18.40
	Total Kids	Total Adults		Event Size	Event Total:
	1	2		5	\$18.40

Remove Party from an Event

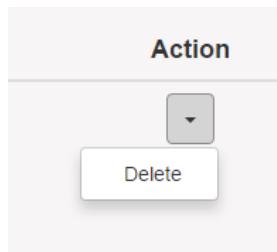
When attendees' plans change, they might have to cancel their reservation for an event. If the party decides to cancel, users can remove them from the list of parties attending the event.

Here's how to remove a party from an event:

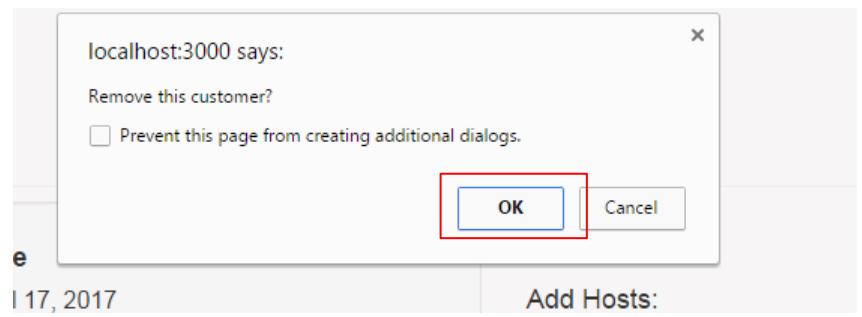
1. Click on the Action Drop-Down of the Party



2. Click on Delete



3. Click 'OK' to Remove Party



Result: Party has been Removed from the Event

Customer was successfully removed.

Milla's Party

Category Adult Party	Date April 17, 2017	Hosts Add Hosts: <input type="button" value="Select An En"/>
Event Color 	Time 7:00 PM - 8:31 PM	
Description No Notes...		

Customers

Name	Kids painting	Adults painting	Visitors	Number in party

Update Party's Details

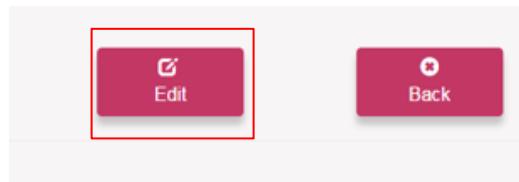
Sometimes a party might get bigger or smaller depending on the circumstance. If this happens, users can change the party's detail to reflect a more accurate estimate of attendees and studio fees they incur.

Here's how to update a party's details:

1. Click on the Party

Name	Kids painting	Adults painting	Visitors	Number in party	Customer Total	Action
Andrea Stone	2	4	1	7	\$36.81	<input type="button" value=""/>
	Total Kids	Total Adults		Event Size	Event Total:	
	2	4		7	\$36.81	

2. Click on the Edit Button



3. Write Over any Fields that You want to Edit

Update Customer

✖

Party Size
A
M

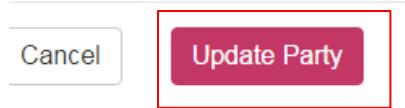
6

Kids
Adults

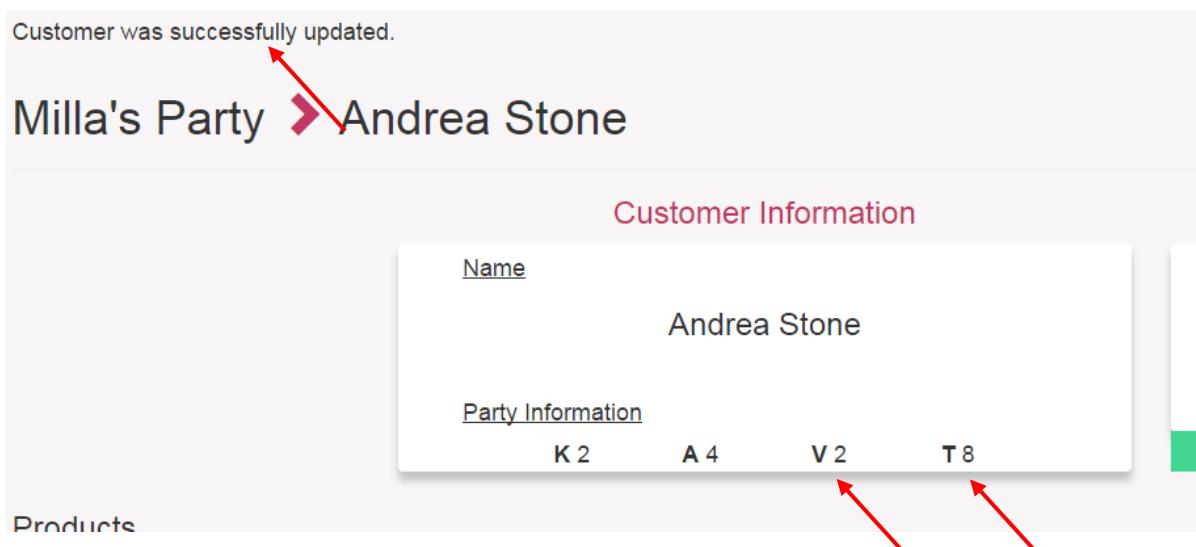
2
4

Cancel
Update Party

4. Click on Update Party Button



Result: The Update has been Applied and You Can Review the Changes



Customer was successfully updated.

Milla's Party ➔ Andrea Stone

Customer Information

Name	Andrea Stone		
Party Information			
K 2	A 4	V 2	T 8

Products

Add Pieces to a Party

When the day of the event arrives, parties will be purchasing all kinds of pieces to use for their creation. The cashier needs to add purchased products to the list of pieces brought.

Here's how to add pieces brought by parties:

1. Click on the ‘Select Product’ Drop-Down

Products

Select Product	Quantity	Add +	
Product	Quantity	Price	Actions

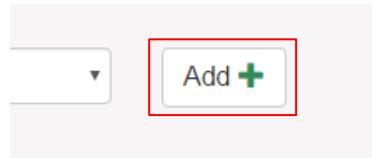
2. Select a Product

- Select Product
- Select Product**
- "12"" Mixing Bowl"
- 16oz Mug
- 3D Cat Mug
- 3D Dog Mug
- Adrienne Dragon
- Alligator
- Amanda panda
- Angled Rim Charger
- Angled Rim Dessert
- Angled Rim Dinner
- Angled Rim Rectangle Platter
- Angled Rim Salad
- Apple mug
- Barrel Mug
- Base Ball
- Baseball Player
- Basketball Player
- Beer Mug
- Cappuccino Mug & Saucer

3. Fill in the Quantity

Products		
Product	Quantity	Price
3D Dog Mug	1	Add 

4. Click the Add Button



Result: The Product has been Added to the Party

Product was successfully added.

Milla's Party ➔ Andrea Stone

Customer Information		Event I	
Name	Andrea Stone	Event	April
<u>Party Information</u>		Milla	
K 2	A 4	V 2	T 8
		Adult	
		Event Color	

Products

Select Product	Quantity	Add +
3D Dog Mug	1	\$19.00
		\$19.00

Update Pick-Up Status of a Piece

Once a piece has been painted and finished by a painter, it must go through the process of kilning and then will be ready for pick-up by the customer. Once picked-up, Glazed Over will want to keep track of its history.

Here's how to update the status of a piece from the party page of an event:

1. Click on the Pick-Up Status Drop-Down of the Piece

Product	Quantity	Price	Amount	Pickup status	Action
3D Dog Mug	1	\$19.00	\$19.00	Not Ready	



2. Choose which Status to Give to the Piece

Pickup status	Action
Not Ready	
Not Ready	
Ready	
Picked Up	

Result: The Piece has been Updated to Reflect the new Pick-Up Status

Piece was successfully updated.

Milla's Party ➤ Andrea Stone Edit

Customer Information		Event Information	
Name	Andrea Stone	Event	April 17, 2017
Party Information		Milla's Party Adult Party	
K 2 A 4 V 2 T 8		Event Color	

Products

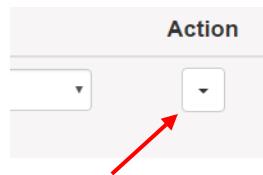
Select Product	Quantity	Add +
3D Dog Mug	1	\$19.00
		Ready

Remove Pieces from the Party

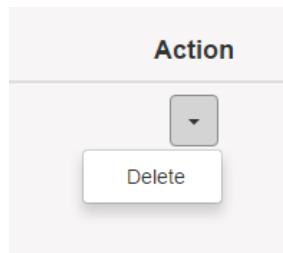
Sometimes the cashier will make a mistake of adding the wrong piece to the list of brought pieces of a party. This can be corrected by simply removing the item from the list and adding the correct piece.

Here's how to remove a piece from the list of brought pieces:

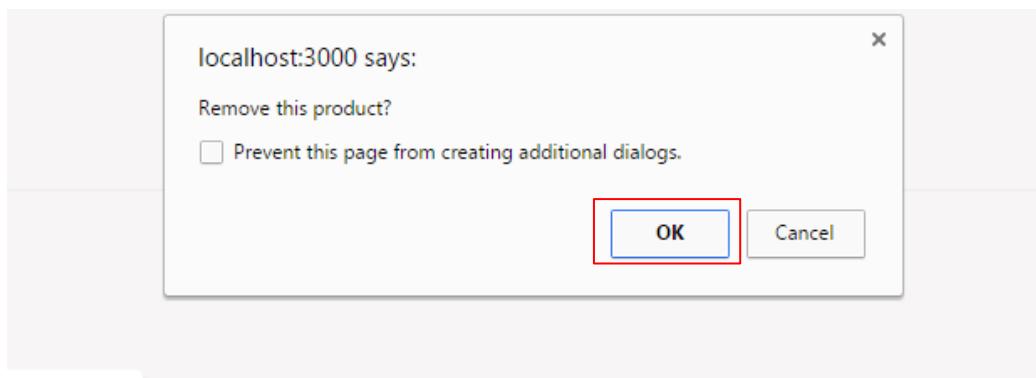
1. Click on the Action Drop-Down of the Product



2. Click on Delete



3. Click 'OK' to Remove Product



Result: Product has been Removed from the Party

3D Dog Mug was removed successfully.

Milla's Party ➔ Andrea Stone

Custor

Name
An

Party Information
K 2 A

Products

Select Product

Product

The screenshot shows a user interface for managing party products. At the top, a message says "3D Dog Mug was removed successfully." Below this, there are two tabs: "Milla's Party" and "Andrea Stone". The "Milla's Party" tab is active. Underneath the tabs, there are sections for "Custor" (Customer) and "Party Information". The "Party Information" section contains fields for "Name" (set to "An") and two dropdown menus labeled "K 2" and "A". Below these tabs is a "Products" section with a "Select Product" button. A red arrow points from the bottom of the "Products" section up towards the "Party Information" section. Another red arrow points from the bottom left of the screen up towards the "Products" section header.

Walk-In Overview

The Walk-In section of the application handles customers that just wants to paint a piece without a reservation to any event. These spontaneous visitors can be added to the Walk-In list of this section. The Walk-In list displays all Walk-In during the walk and the user can flip through week by week to view all Walk-Ins.

Walk-In List

Apr 2 – 8, 2017 today < >

Sunday	April 2, 2017
• Edward Rogers	3
• Patricia Elliott	
• Randy Hunter	
• Willie Reid	
Monday	April 3, 2017
• Cheryl Wells	
Wednesday	April 5, 2017
• Anna Cox	
• Cheryl Dixon	
• Jane Harris	
• Sean Garza	
Thursday	April 6, 2017
• Earl Burke	
• Ernest Jones	
• Katherine Hamilton	
• Phillip Webb	

1

Button to add new Walk-Ins.

2

Toggle to switch between different weeks.

3

List of Walk-Ins for the week.

Walk In > Edward Rogers
4
Delete
Edit
Back

Customer Information
Event Information

Name

5 Edward Rogers

Party Information

K 0 A 1 V 0 T 1

Event

Walk In
April 2, 2017

Event Color

6

Products

Select Product	Quantity	Add +
Heart Mug	1	\$16.00
		Subtotal: \$16.00
		Studio Fees: \$6.00
		Taxes: \$1.82
		Customer Total: 7 \$23.82

4 Buttons that can delete, edit the information displayed and to return to previous page.

6 Displays the date of the Walk-In.

5 Shows the party size information related to the Walk-In customer.

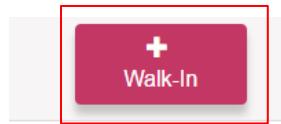
7 Lists all products brought by the Walk-In customer.

Add New Walk-In

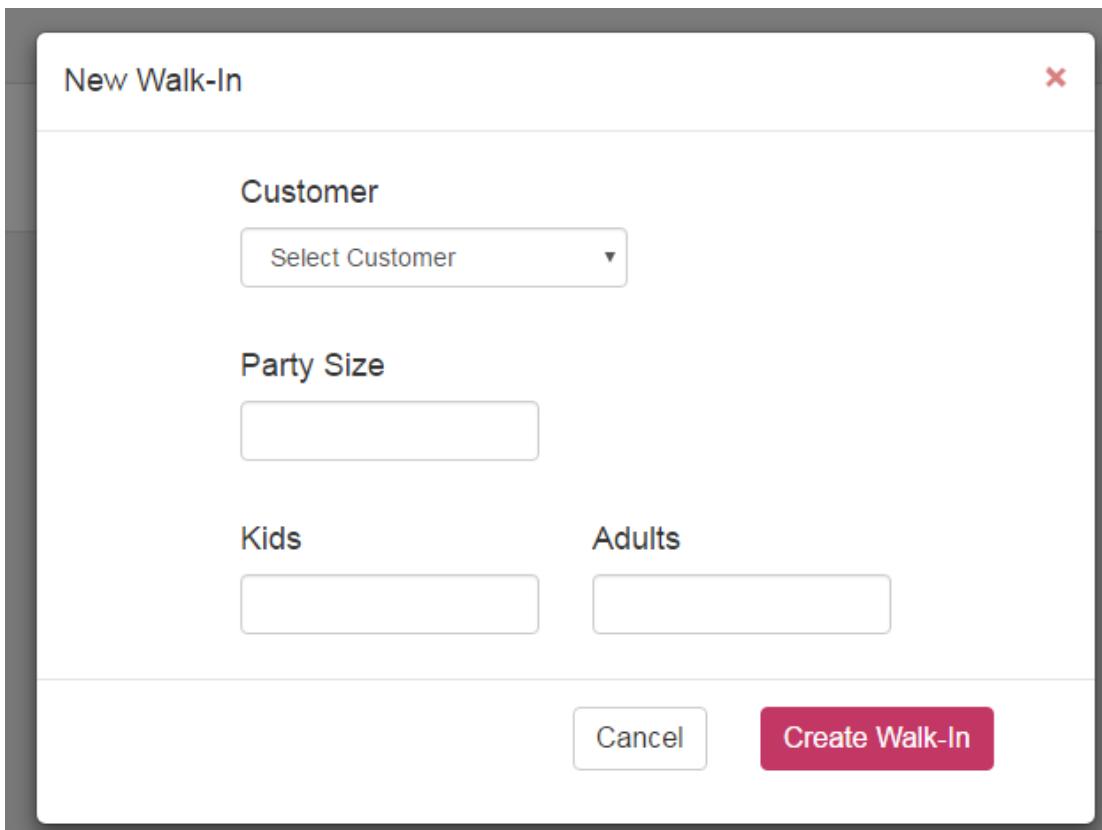
Since Walk-Ins aren't attending events, users can add them to the Walk-In list. Walk-Ins don't need to reserve a spot in the studio and typically can create whatever they would like.

Here's how to add Walk-Ins:

1. Click on New Walk-In Button



2. Fill Out the Walk-In Form



New Walk-In ×

Customer

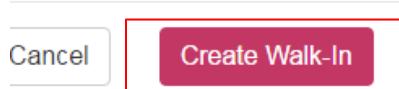
Select Customer ▾

Party Size

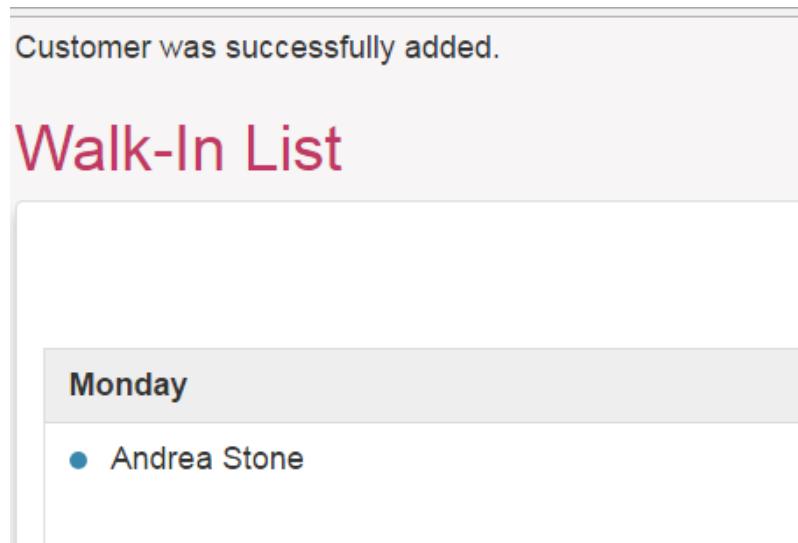
Kids Adults

Cancel Create Walk-In

3. Click on 'Create Walk-In' button



Result: Walk-In has been Added to the Walk-In List and You Can Review the Walk-In's Detail



Customer was successfully added.

Walk-In List

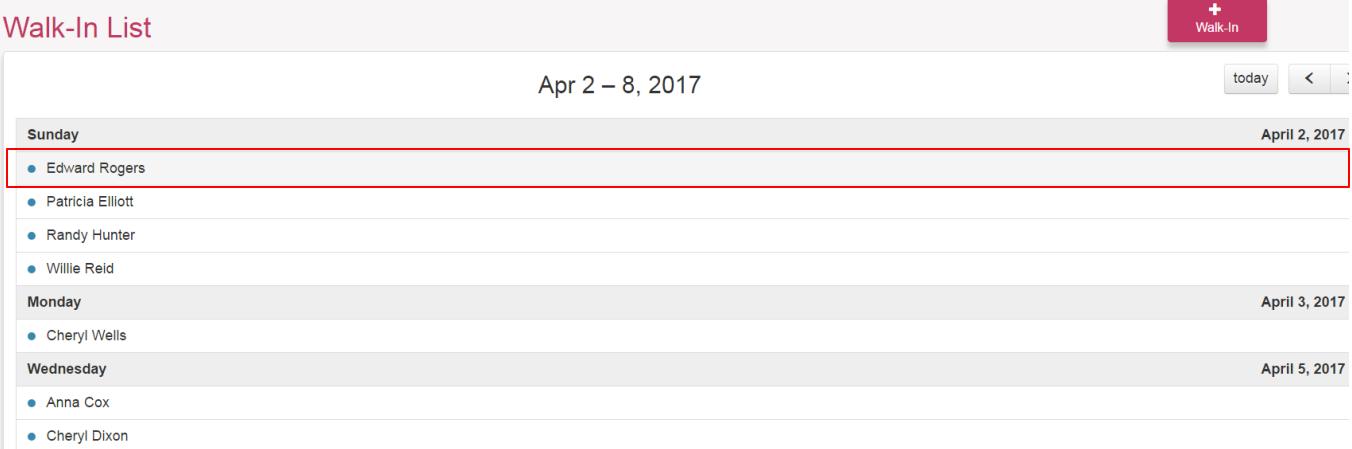
Monday
● Andrea Stone

Update Walk-In's Details

If the user accidentally input the wrong Walk-In's details, then the user can easily change it by editing the information.

Here's how to change the information of the Walk-In:

1. Click on the Walk-In



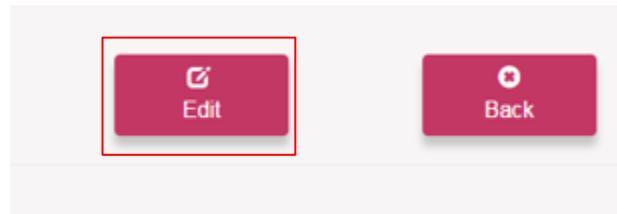
Walk-In List

Apr 2 – 8, 2017

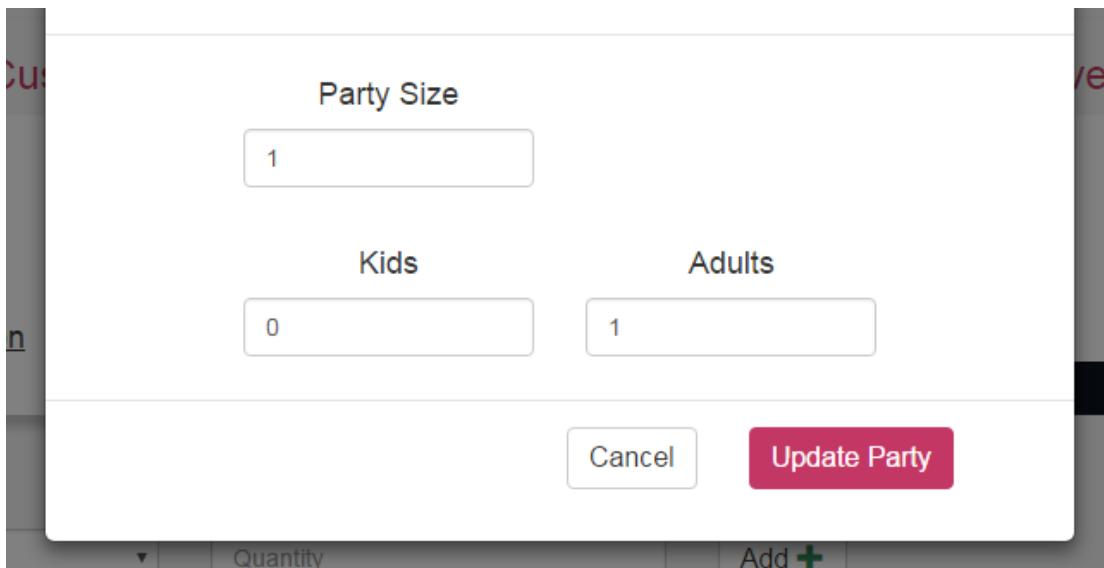
today | < | > | : |

Sunday	April 2, 2017
Edward Rogers	
Patricia Elliott	
Randy Hunter	
Willie Reid	
Monday	April 3, 2017
Cheryl Wells	
Wednesday	April 5, 2017
Anna Cox	
Cheryl Dixon	

2. Click on the Edit Button



3. Edit Any Details for the Walk-In



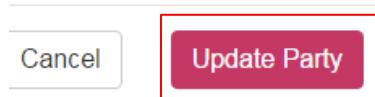
Customer Information

Party Size

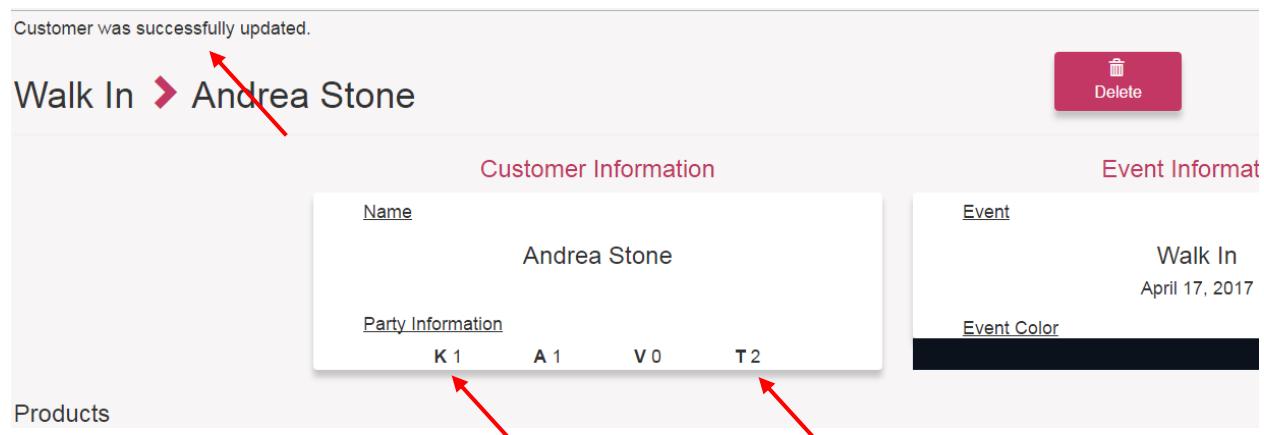
Kids: 0 Adults: 1

Cancel Update Party

4. Click on Update Party Button



Result: The Update has been Applied and You Can Review the Changes



Customer was successfully updated.

Walk In > Andrea Stone

Customer Information

Name: Andrea Stone

Event Information

Event: Walk In
Date: April 17, 2017

Party Information

K 1 A 1 V 0 T 2

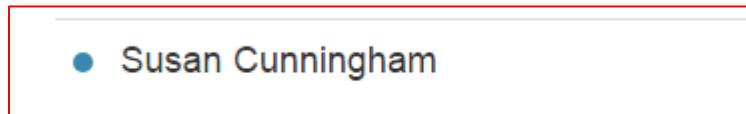
Products

Remove the Walk-In

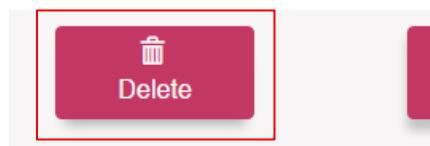
Sometimes the cashier can make a mistake and mistype a Walk-In's details incorrectly. They would want to quickly remove it and retry.

Here's how to remove a Walk-In:

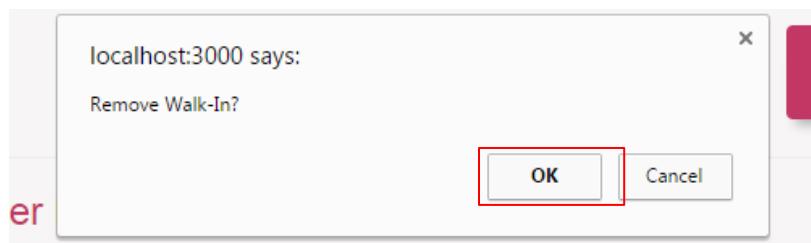
1. Click on the Walk-In



2. Click on 'Delete' Button



3. Click on 'OK' to remove the Walk-In



Result: The Walk-In Entry has been Removed and the Cashier and Retype It Again

Walk-In was successfully removed.

Walk-In List

Customer Overview

In the Customer section of the application, users can add new customers of Glazed Over Ceramics. Users can also view all the customers throughout the lifespan of the business in a report. However, the report only shows active customers that the manager wants to be displayed in the report.

1
New Customer

Customer

Customer Information						
	Name	Phone	Email	In Progress	Ready for Pick-Up	Action
3	Adam Butler	(281) 601-9926	abutler5@engadget.com	0	0	<input type="button" value="▼"/>
	Alan Kelly	(281) 813-4647	akelly2i@nifty.com	0	0	<input type="button" value="▼"/>
	Alice Pierce	(713) 153-4748	apierce2m@hotmail.com	0	0	<input type="button" value="▼"/>
	Andrea Stone	(713) 426-5085	astoneg@fc2.com	0	0	<input type="button" value="▼"/>
	Anna Cox	(713) 401-6706	acox1l@soundcloud.com	2	0	<input type="button" value="▼"/>
	Anne Watkins	(832) 743-4762	awatkins13@jiathis.com	0	0	<input type="button" value="▼"/>
	Annie Hawkins	(281) 324-1693	ahawkins7@wisc.edu	0	0	<input type="button" value="▼"/>
	Antonio Torres	(281) 476-7380	atorres2k@state.gov	0	0	<input type="button" value="▼"/>
	Arthur Perry	(832) 751-0749	aperry15@paginegialle.it	0	0	<input type="button" value="▼"/>

← Previous
1
2
3
4
5
6
7
8
9
10
11
12
Next →

Displaying Customer 1 - 9 of 102 in total

1 Button to add new customer.

2 Search for specific customer.

3 Lists all active customers.

Page 41

Victor Wilson

Active ▾

4

Edit

Back

Address
1759 Sheridan Street
Galveston, TX 75263
USA

Total Spending
\$379.96

Notes
Returning Customer

Phone
(832) 641-5440

Email
vwilson2n@yahoo.com

Recent Transactions

[view all](#)

Event	Event Color	Event Date	Total
Walk in	Dark Blue	04/08/17 (Past)	\$24.90
All you need is love	Red	02/14/17 (Past)	\$99.59
Oh Oh It's Magic	Pink	01/10/17 (Past)	\$103.92

In-Progress Pieces 2

7

Product	Quantity	Event Color	Event	Date Created	Status
"12"" Mixing Bowl"	1	Red	All you need is love	02/14/17	Not Ready
Adrienne Dragon	1	Dark Blue	Walk in	04/08/17	Not Ready

Ready for Pick-Up 0

Collected Past 30 Days 0

4

Buttons that can edit the information displayed and to return to previous page.

5

Displays recent transactions by the customer at the studio.

6

Displays all information relevant to the customer.

7

Categories pieces brought into in-progress, ready for pick-up, and collected.

Victor Wilson > All Transactions

8

Back

Transactions History

Event	Event Color	Event Date	Total
Walk in	Black	04/08/17	\$24.90
All you need is love	Red	02/14/17	\$99.59
Oh Oh It's Magic	Pink	01/10/17	\$103.92
Oh Oh It's Magic	Green	01/10/17	\$151.55

9

8

Button to return to previous page.

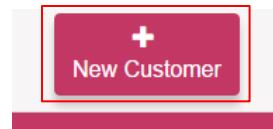
9

Lists all transactions by the customer over the lifetime of visiting the studio.

Add New Customer

New customers come into Glazed Over Ceramics daily. To manage and save all these new customers, users can add them to the customer report.

Here's how to add new customers:



1. Click on New Customer Button

2. Fill Out the Customer Form

New Customer

1 Name

First Name Last Name

2 Address

Address
City State/Province

Postal Code
Country

3 Phone Email

Phone Number Email

4

5 Notes

Any notes or messages regarding this customer...

1 Name: Fill in full name of customer

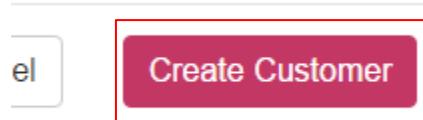
2 Address: Fill in address of the customer

3 Phone: The phone number of the customer

4 Email: The email address of the customer

5 Notes: Any notes or comments about the customer

3. Click on 'Create Customer' Button



Result: Customer has been Added to the Report and You Can Review the Customer's Detail

Customer was successfully created.

Anthony Lee Active

Address 966 Apple Tree Lane Houston, TX 77392 USA	Phone (713) 654-9574	Recent T
Total Spending \$0.00	Email a.lee1998@gmail.com	
Notes No Notes...		

In-Progress Pieces 0

Ready for Pick-Up 0

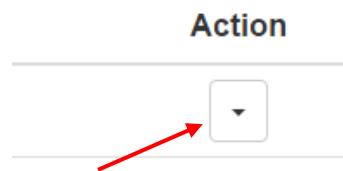
Collected Past 30 Days 0

Remove a Customer

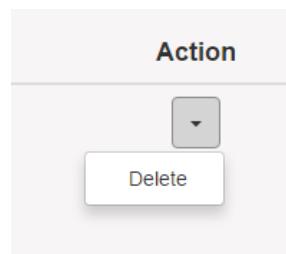
If a customer wants their information removed from access from any user or the admin may decide to remove the customer, the application has the ability to do so.

Here's how to remove a customer from the list of active customers:

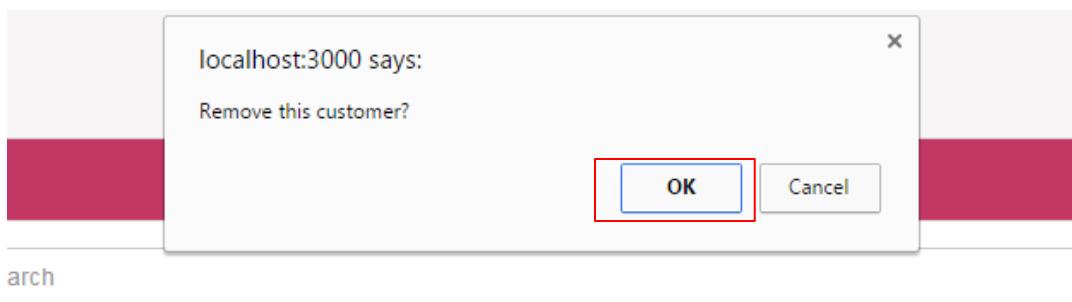
1. Click on the Action Drop-Down of the Customer



2. Click on Delete



3. Click 'OK' to Remove Customer



Result: Customer has been Removed from the Customer Report

Customer was successfully destroyed.

Customer

Update Customer's Details

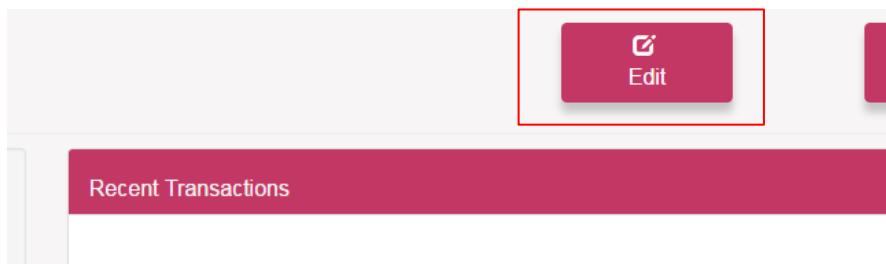
If the user wishes to update or change the information about a customer, it can be done easily by editing the information.

Here's how to edit customer information to change or update it:

1. Click on the Customer

Andrea Stone	(713) 426-5085	astoneg@fc2.com	0	0	
--------------	----------------	-----------------	---	---	---

2. Click on the Edit Button



3. Write Over any Fields that You want to Edit

Update Customer

1 Name

Adam Butler

2 Address

32661 Forster Pass
Austin Texas

75001
United States of America

3 Phone **4** Email

2816019926 abutler5@engadget.com

5 Notes

Any notes or messages regarding this customer...

1 Name: Fill in full name of customer

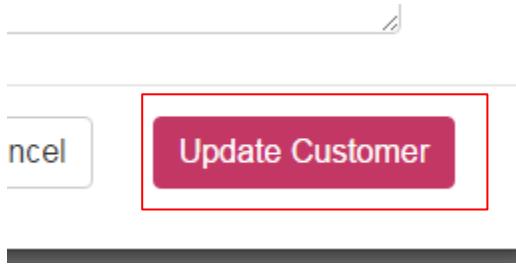
2 Address: Fill in address of the customer

3 Phone: The phone number of the customer

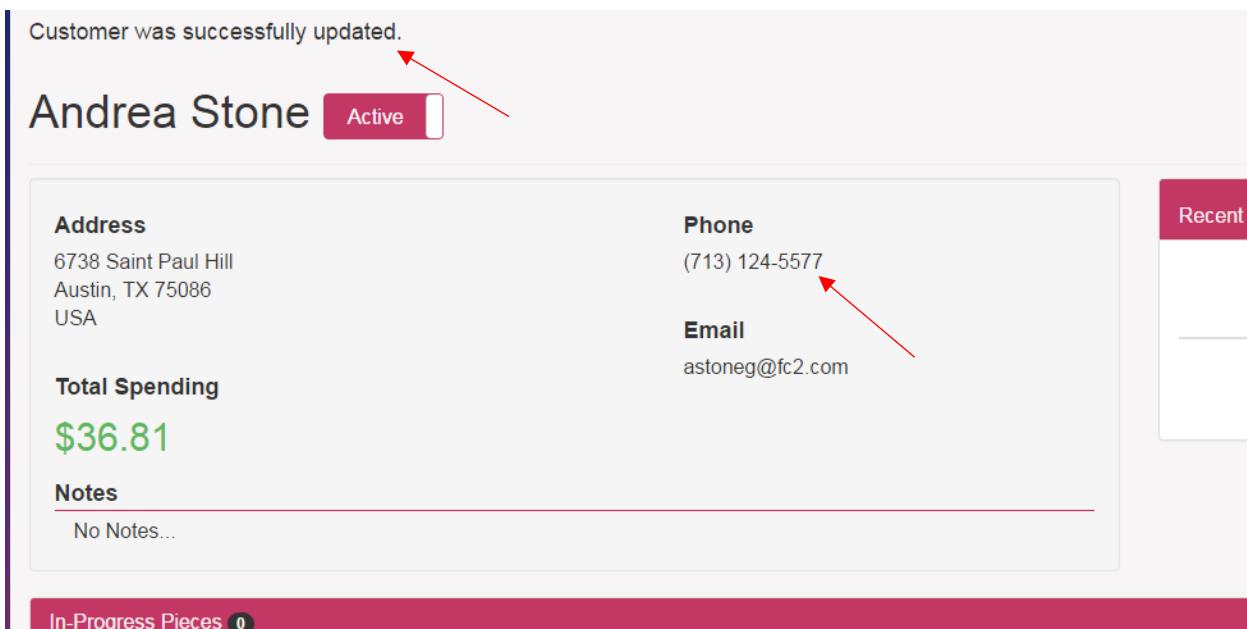
4 Email: The email address of the customer

5 Notes: Any notes or comments about the customer

4. Click on Update Customer Button



Result: The Update has been Applied and You Can Review the Changes



Customer was successfully updated.

Andrea Stone Active

Address 6738 Saint Paul Hill Austin, TX 75086 USA	Phone (713) 124-5577
Total Spending \$36.81	Email astoneg@fc2.com
Notes No Notes...	

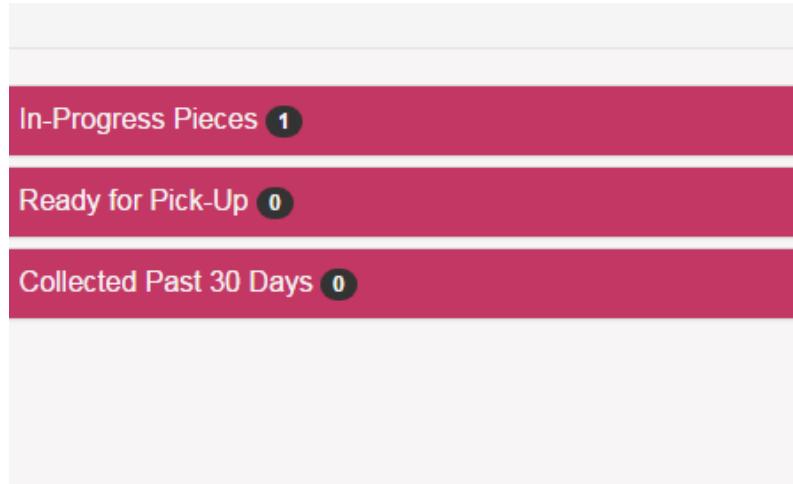
In-Progress Pieces 0

Update the Pick-Up Status of a Piece

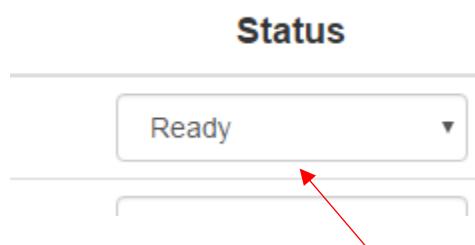
Kiln workers have multiple options to update the pick-up status of pieces being processed. One of which is in the customer's history of pieces. Users can easily view pieces in-progress, ready for pick-up, and picked-up pieces that belongs to a selected customer.

Here's how to update the pick-up status of a piece within the customer's information section:

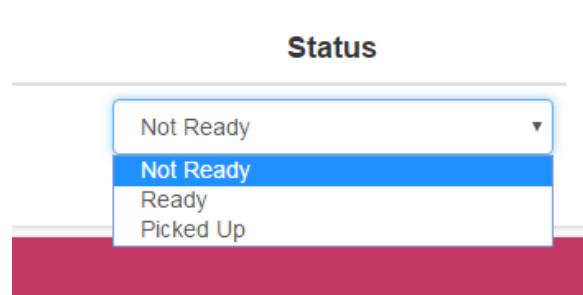
1. Select the Location of the Piece You Intend on Updating



2. Click on the Pick-Up Status Drop-Down of the Piece



3. Choose which Status to Give to the Piece



Result: The Piece has been Updated to Reflect the new Pick-Up Status

Product was successfully updated.

Andrea Stone Active

Ready for Pick-Up 1

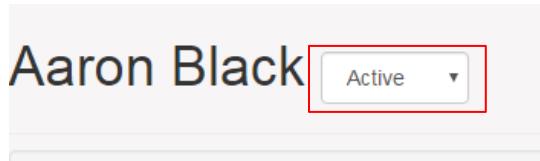
Product	Quantity	Event Color
"12"" Mixing Bowl"	1	

Toggle Customer to be Active or Inactive

If a customer hasn't been in the studio for a long time and the manager doesn't want that record to take up space in the customer report. With the admin access, the user can toggle the customer to inactive. Likewise, if the manager wants the customer to appear in the customer report again or the customer came back to the studio, the user can toggle the customer to active.

Here's how to toggle the customer's active/inactive record:

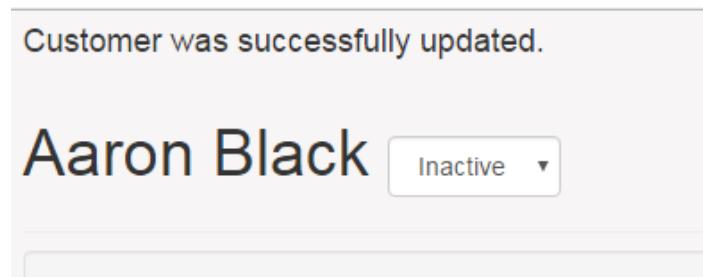
1. Click on the Active or Inactive Toggle Switch



2. Choose the Status You Would Like to Keep



Result: The Customer is Now Either Active and in the Customer Report or Inactive and in the Inactive List

A screenshot showing the result of an update. At the top, a message says "Customer was successfully updated." Below it, the customer profile for "Aaron Black" is shown again, but now the dropdown menu shows "Inactive" with a downward arrow, indicating the status has been changed.

Employee Overview

In the Employee section of the application, the manager can add new employees to the registry in the employee report. Employees can view how many upcoming assignments they have been assigned. Employees can view their co-worker's contact information if it is needed.

Employee

1
+
New Employee

Employee Information						
	Name	Phone	Email	Upcoming Assignments	Positions	Action
2	Ashley Miller	(713) 526-4826	ash.miller@gmail.com	1	Assistant Manager Owner	<input type="button" value="▼"/>
	Cherie Acosta	(713) 321-9947	acostacherie21@gmail.com	0	Shift Supervisor Manager	<input type="button" value="▼"/>
	Christina Lee	(713) 166-1358	christieespecial399@yahoo.com	1	Kiln	<input type="button" value="▼"/>
	Lauren Fisher	(713) 549-5293	laurenjohn.fisher@gmail.com	2	Shop Worker	<input type="button" value="▼"/>
	Miranda Thompson	(713) 217-3725	mirandy.t@gmail.com	2	Cashier	<input type="button" value="▼"/>

1

Button to add new employees to the report.

2

Lists all actively working employees.

Miranda Thompson

Active ▾

4

3

Edit

Back

Address

63714 Ohio Center
Houston, TX 77110
USA

Phone

(713) 217-3725

Email

mirandy.t@gmail.com

Notes

None at this time...

Upcoming Event Assignments 2

7

Past Event Assignments

Positions

Add New Positions:

Select Position ▾

Add +

* Cashier

6

Event	Date	Time	Kids	Adults	Visitors	Event Size	Co-Host	view all
Ladies Night Out	03/24/17	7:00 PM - 9:00 PM	0	8	0	8	Christina Lee	
Spring Is Coming	02/27/17	2:00 PM - 4:00 PM	5	3	0	8	Amy Ray	
Sam's Party	02/12/17	12:00 PM - 1:30 PM	10	10	0	20	Amy Ray	
Oh Oh It's Magic	01/11/17	2:00 PM - 4:00 PM	8	7	3	18	Christina Lee	
Oh Oh It's Magic	01/10/17	10:00 AM - 12:00 PM	7	5	3	12	Amy Ray	

3

Buttons that can edit the information displayed and to return to previous page.

4

Toggle the employee between active and inactive.

5

Show the relevant information regarding an employee.

6

Show positions of the employee and allows to add more positions.

7

Categories assignments of an employee into upcoming and past assignments.

Miranda Thompson ➤ Past Assignments

8

Back

Assignments History

Event	Date	Time	Kids	Adults	Visitors	Event Size	Co-Host
Ladies Night Out	03/24/17	7:00 PM - 9:00 PM	0	8	0	8	Christina Lee
Spring Is Coming	02/27/17	2:00 PM - 4:00 PM	5	3	0	8	Amy Ray
Sam's Party	02/12/17	12:00 PM - 1:30 PM	10	10	0	20	Amy Ray
Oh Oh It's Magic	01/11/17	2:00 PM - 4:00 PM	8	7	3	18	Christina Lee
Oh Oh It's Magic	01/10/17	10:00 AM - 12:00 PM	7	5	3	12	Amy Ray

9

1

Button to return to previous page.

2

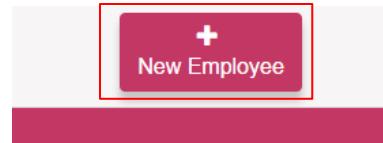
Lists all past assignments of the employee.

Add New Employee

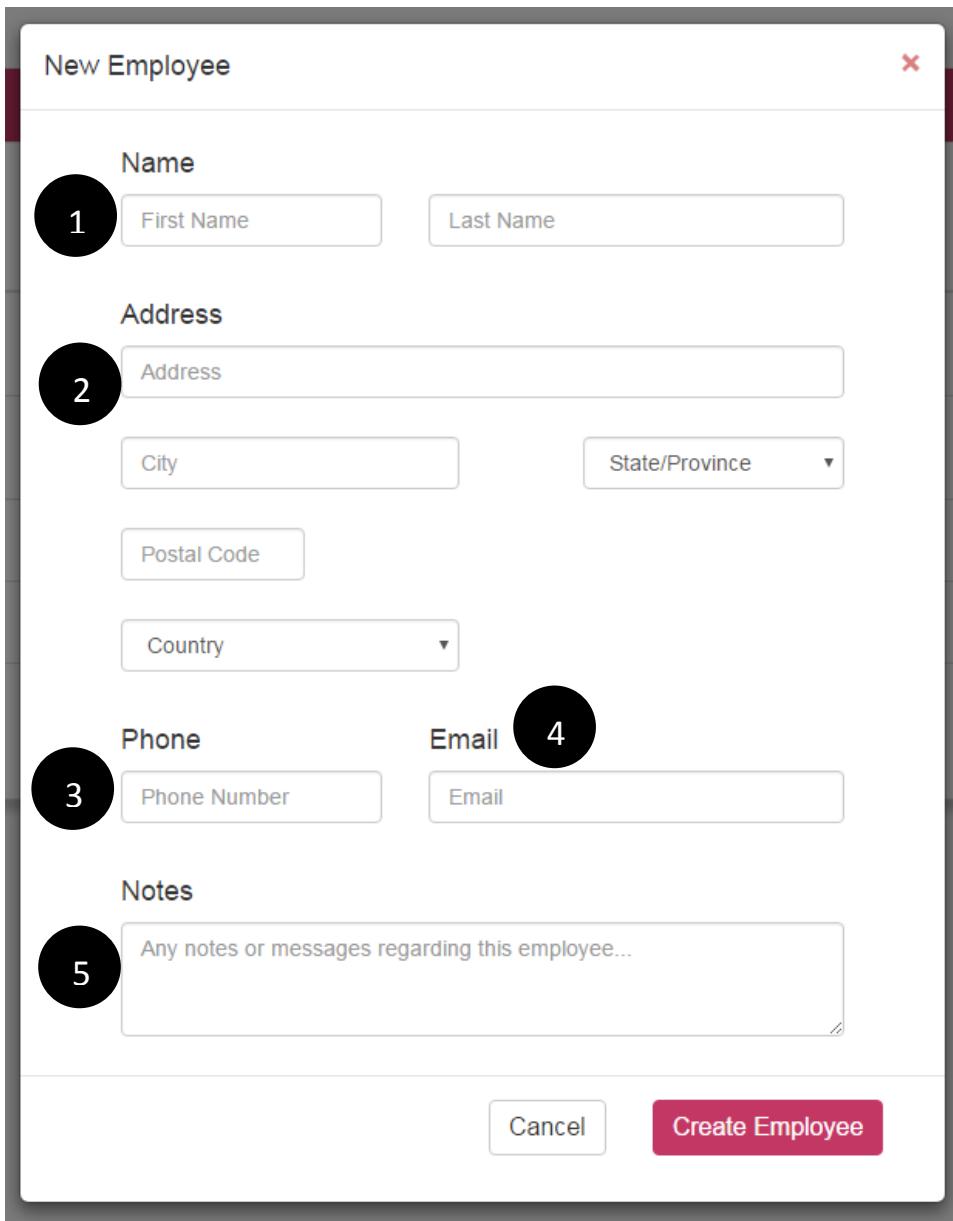
The manager can add new employees as an admin to the employee report.

Here's how to add new employees:

1. Click on New Employee Button



2. Fill Out the Employee Form



New Employee

Name

1 First Name Last Name

Address

2 Address
City State/Province

Postal Code

Country

Phone

3 Phone Number

Email

4 Email

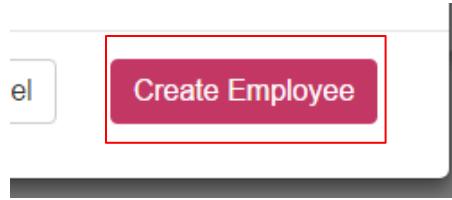
Notes

5 Any notes or messages regarding this employee...

Cancel Create Employee

- 1 Name: Fill in full name of employee
- 2 Address: Fill in address of the employee
- 3 Phone: The phone number of the employee
- 4 Email: The email address of the employee
- 5 Notes: Any notes or comments about the employee

3. Click on 'Create Employee' Button



Result: Employee has been Added to the Report and You Can Review the Employee's Detail

Employee was successfully Added.

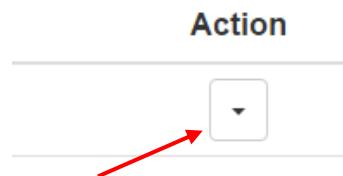
Employee

Remove an Employee

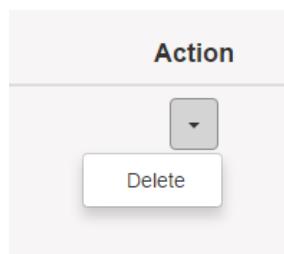
If the manager mistakenly input wrong employee's details and wants to quickly remove the record, the application has that ability.

Here's how to remove an employee from the employee report:

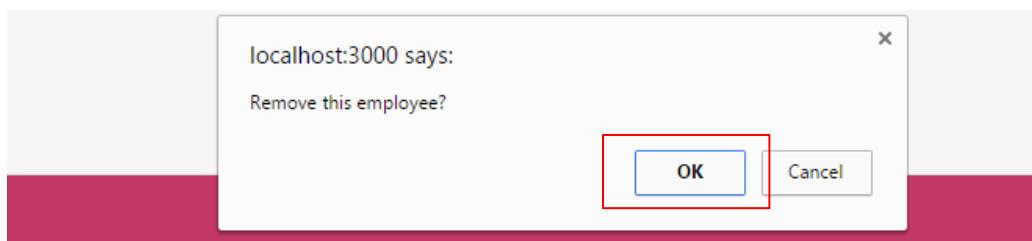
1. Click on the Action Drop-Down of the Employee



2. Click on Delete



3. Click 'OK' to Remove Employee



Result: Employee has been Removed from the Employee Report

Employee was successfully removed.

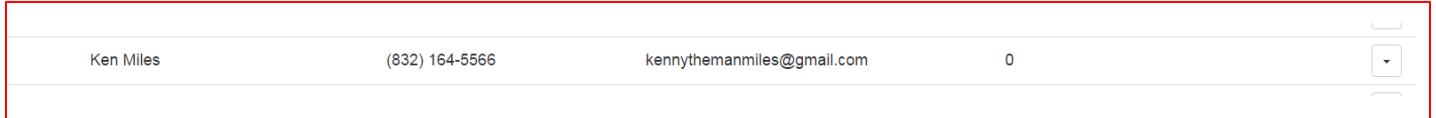
Employee

Update Employee's Details

If the manager needs to easily and quickly change or update a portion of an employee's details, the application can do so.

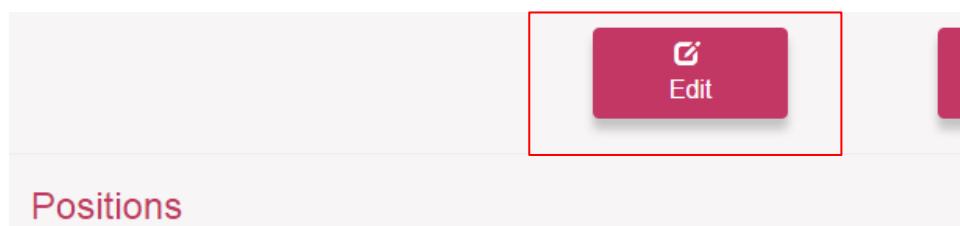
Here's how to update employee's details to reflect it accurately:

1. Click on the Employee



A screenshot of a software interface showing an employee's details. The card includes fields for Name (Ken Miles), Phone Number ((832) 164-5566), Email (kennythemamiles@gmail.com), and a badge indicating 0 positions. A red box highlights the entire card.

2. Click on the Edit Button



3. Write Over any Fields that You want to Edit

Update Employee

1 Name

2 Address

3 Phone 4 Email

5 Notes

1 Name: Fill in full name of employee

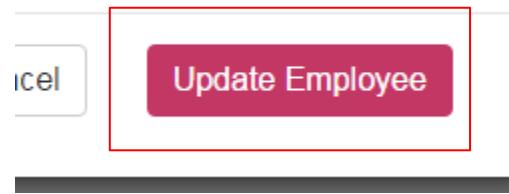
2 Address: Fill in address of the employee

3 Phone: The phone number of the employee

4 Email: The email address of the employee

5 Notes: Any notes or comments about the employee

4. Click on Update Employee Button



Result: The Update has been Applied and You Can Review the Changes

Employee was successfully updated.

Ken Miles Active

Address 18882 Daisy Meadow Dr Katy, TX 77464 USA	Phone (832) 164-5566
	Email kennythemanmiles@gmail.com
Notes New employee. Needs to be trained on 4/22 and 4/23 in the front desk by Ashley.	

A F

Add Position to an Employee

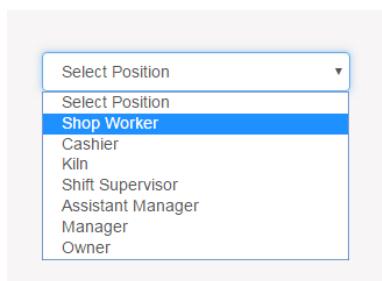
Eventually new employees need to be given positions within the studio. Sometimes current employees can be given more responsibilities within the studio as well.

Here's how to add a position to an employee:

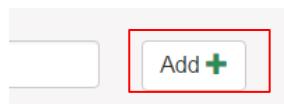
1. Click on the 'Select Position' Drop-Down



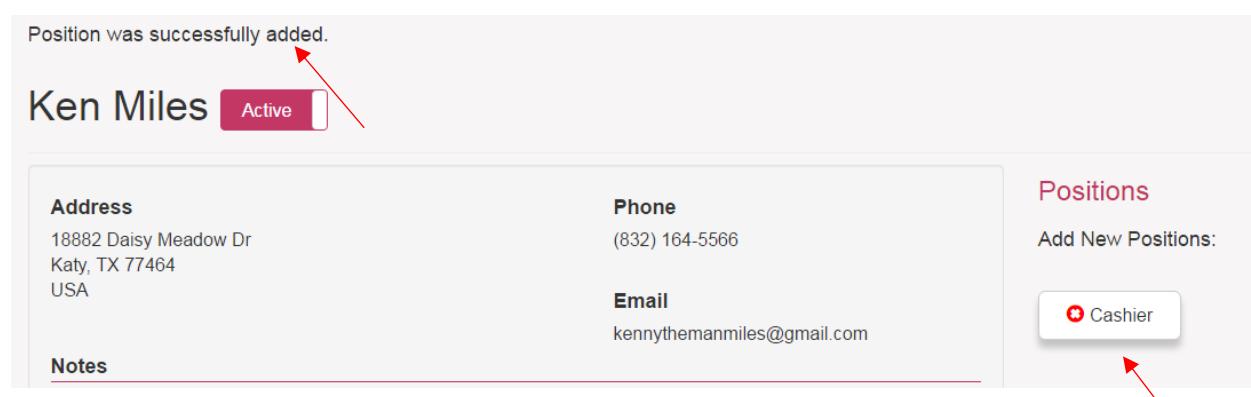
2. Select the Position



3. Click on the Add Button



Result: Position has been Given to Employee



Position was successfully added.

Ken Miles Active

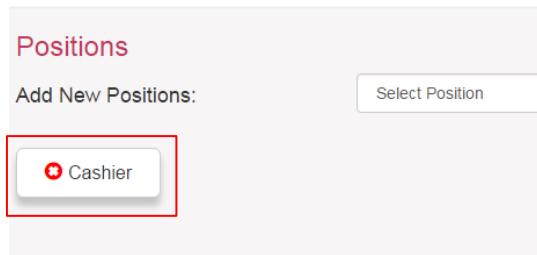
Address 18882 Daisy Meadow Dr Katy, TX 77464 USA	Phone (832) 164-5566	Positions
	Email kennythemamiles@gmail.com	Add New Positions:
Notes		<input checked="" type="checkbox"/> Cashier

Remove Position from an Employee

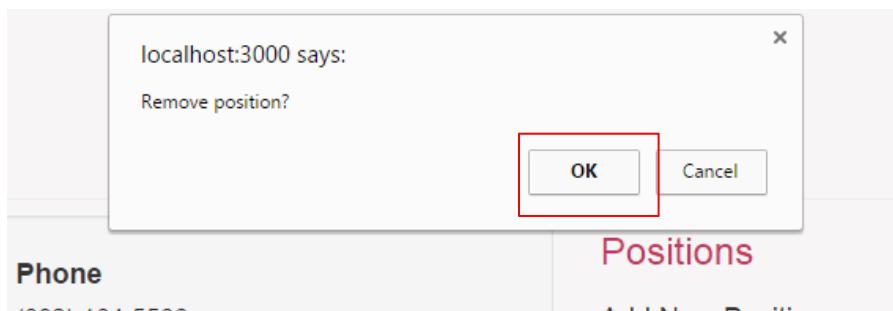
Sometimes the manager can make a mistake and added the wrong position to an employee. There can be cases where current employees be relieved of a position.

Here's how to remove a position from an employee:

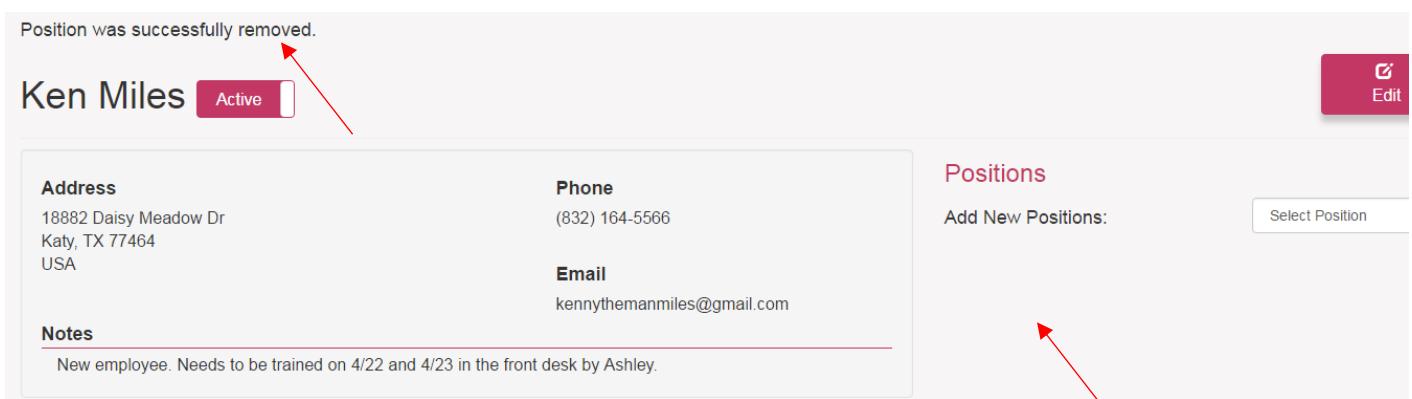
1. Click on the Position Button You want to Remove



2. Select 'Yes' to Remove the Position



Result: Position has been Removed



Position was successfully removed.

Ken Miles Active Edit

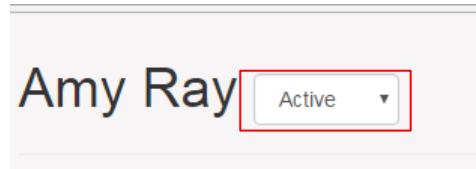
Address 18882 Daisy Meadow Dr Katy, TX 77464 USA	Phone (832) 164-5566	Positions Add New Position Select Position
Email kennythemanmiles@gmail.com		
Notes New employee. Needs to be trained on 4/22 and 4/23 in the front desk by Ashley.		

Toggle Employee to be Active or Inactive

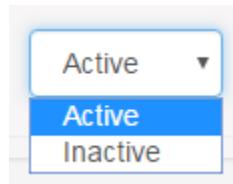
If an employee no longer works at the studio and the manager wishes to remove them from the active employee report, the application can do so. With the admin access, the manager can toggle the employee to inactive. Likewise, if the employee returns to the studio, the manager can toggle the employee to active in the employee report again.

Here's how to toggle the employee's active/inactive record:

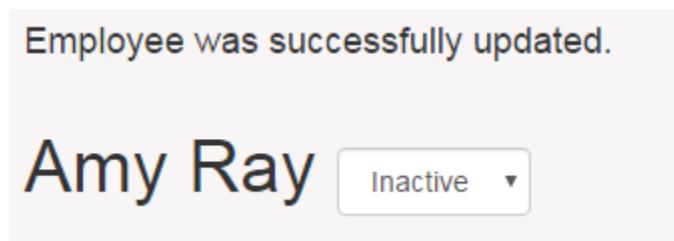
1. Click on the Active or Inactive Toggle Switch



2. Choose the Status that You Would Like to Keep



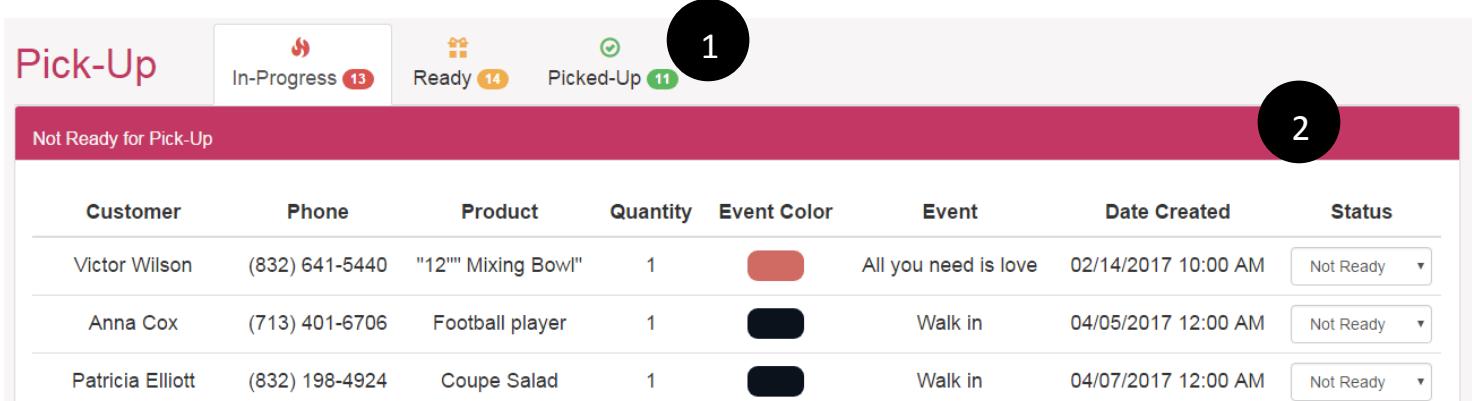
Result: The Customer is Now Either Active and in the Customer Report or Inactive and in the Inactive List



Pick-Up Overview

In the Pick-Up section of the application, the kiln workers can update the status of pieces that has been worked on. From in-progress pieces in the kiln to ready for pick-up when done and to picked-up when the customer finally collected their piece/pieces. When a customer comes into the studio to pick-up their piece/pieces, any employee can locate the piece by the customer's name and double check here.

1

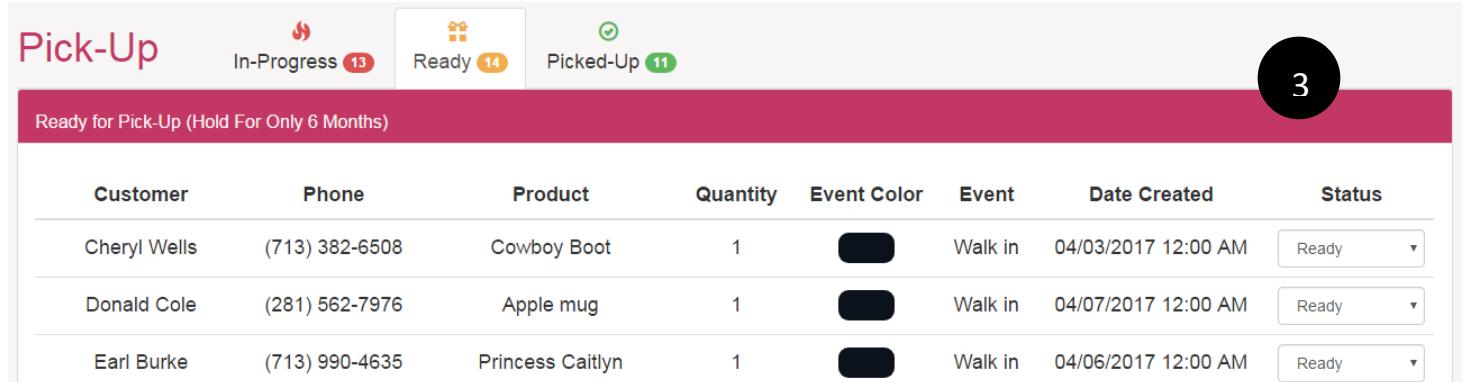


2

Not Ready for Pick-Up

Customer	Phone	Product	Quantity	Event Color	Event	Date Created	Status
Victor Wilson	(832) 641-5440	"12"" Mixing Bowl"	1		All you need is love	02/14/2017 10:00 AM	Not Ready ▾
Anna Cox	(713) 401-6706	Football player	1		Walk in	04/05/2017 12:00 AM	Not Ready ▾
Patricia Elliott	(832) 198-4924	Coupe Salad	1		Walk in	04/07/2017 12:00 AM	Not Ready ▾

3



Ready for Pick-Up (Hold For Only 6 Months)

Customer	Phone	Product	Quantity	Event Color	Event	Date Created	Status
Cheryl Wells	(713) 382-6508	Cowboy Boot	1		Walk in	04/03/2017 12:00 AM	Ready ▾
Donald Cole	(281) 562-7976	Apple mug	1		Walk in	04/07/2017 12:00 AM	Ready ▾
Earl Burke	(713) 990-4635	Princess Caitlyn	1		Walk in	04/06/2017 12:00 AM	Ready ▾

1

Tabs between in-progress, ready, and collected pieces.

2

List that shows all pieces being processed by the kiln worker.

3

List that shows all pieces ready for pick-up.

Pick-Up

In-Progress (13) Ready (14) Picked-Up (11)

4

Picked-Up (Last 30 Days)

Customer	Phone	Product	Quantity	Event Color	Event	Picked-Up At	Status
Cheryl Dixon	(713) 928-8015	Penguin Collectable	1	Black	Walk in	04/17/2017 12:31 AM	Picked Up ▾
Debra Ryan	(832) 938-4403	Angled Rim Rectangle Platter	1	Black	Walk in	04/17/2017 12:10 AM	Picked Up ▾
Carolyn Rose	(713) 363-2476	Planter cup & Saucer	1	Black	Walk in	04/17/2017 12:10 AM	Picked Up ▾
Lisa Ramirez	(281) 714-8436	Stack a bowl	2	Green	Linda's Party	04/17/2017 12:10 AM	Picked Up ▾
Lisa Ramirez	(281) 714-8436	Party Dragon	2	Green	Linda's Party	04/17/2017 12:10 AM	Picked Up ▾

4

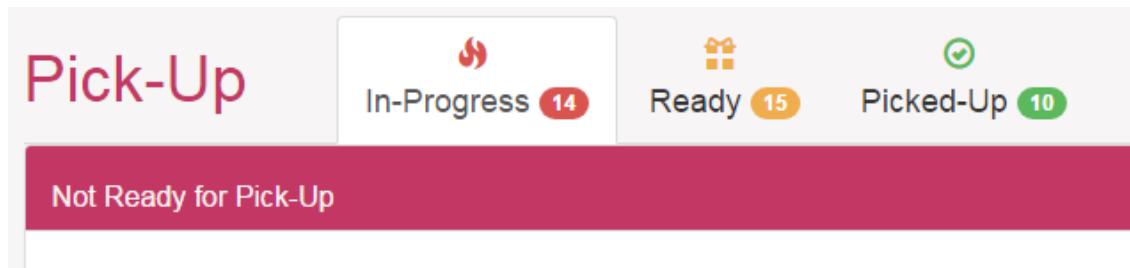
List that shows all pieces that were picked-up in the past month.

Update Pieces' Pick-Up Status

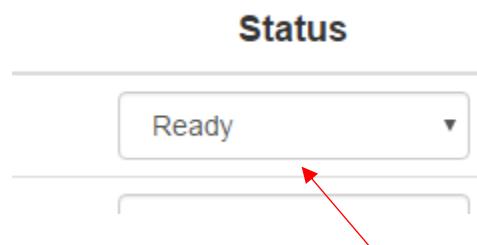
The main responsibility of the kiln workers is to prep and finish piece/pieces created by customers and to document which stage the pieces are in the process. Kiln workers can navigate to Pick-Up section to easily update the pieces.

Here's how to update the Pick-Up status of pieces created here:

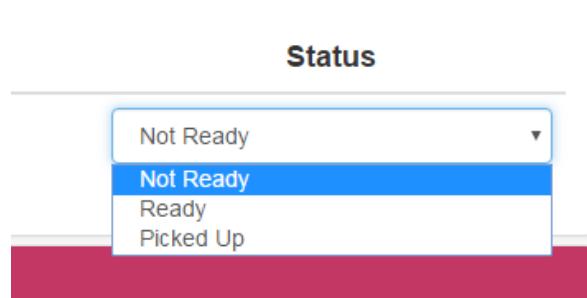
1. Select the Location of the Piece You Intend on Updating



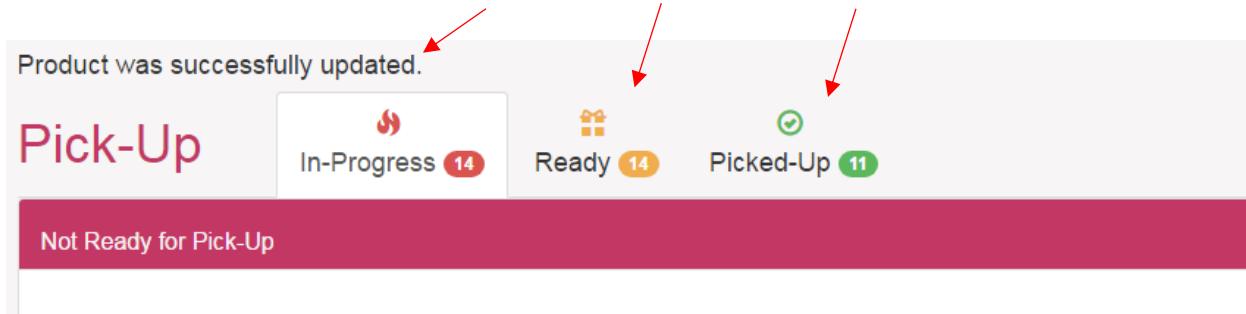
2. Click on the Pick-Up Status Drop-Down of the Piece



3. Choose which Status to Give to the Piece

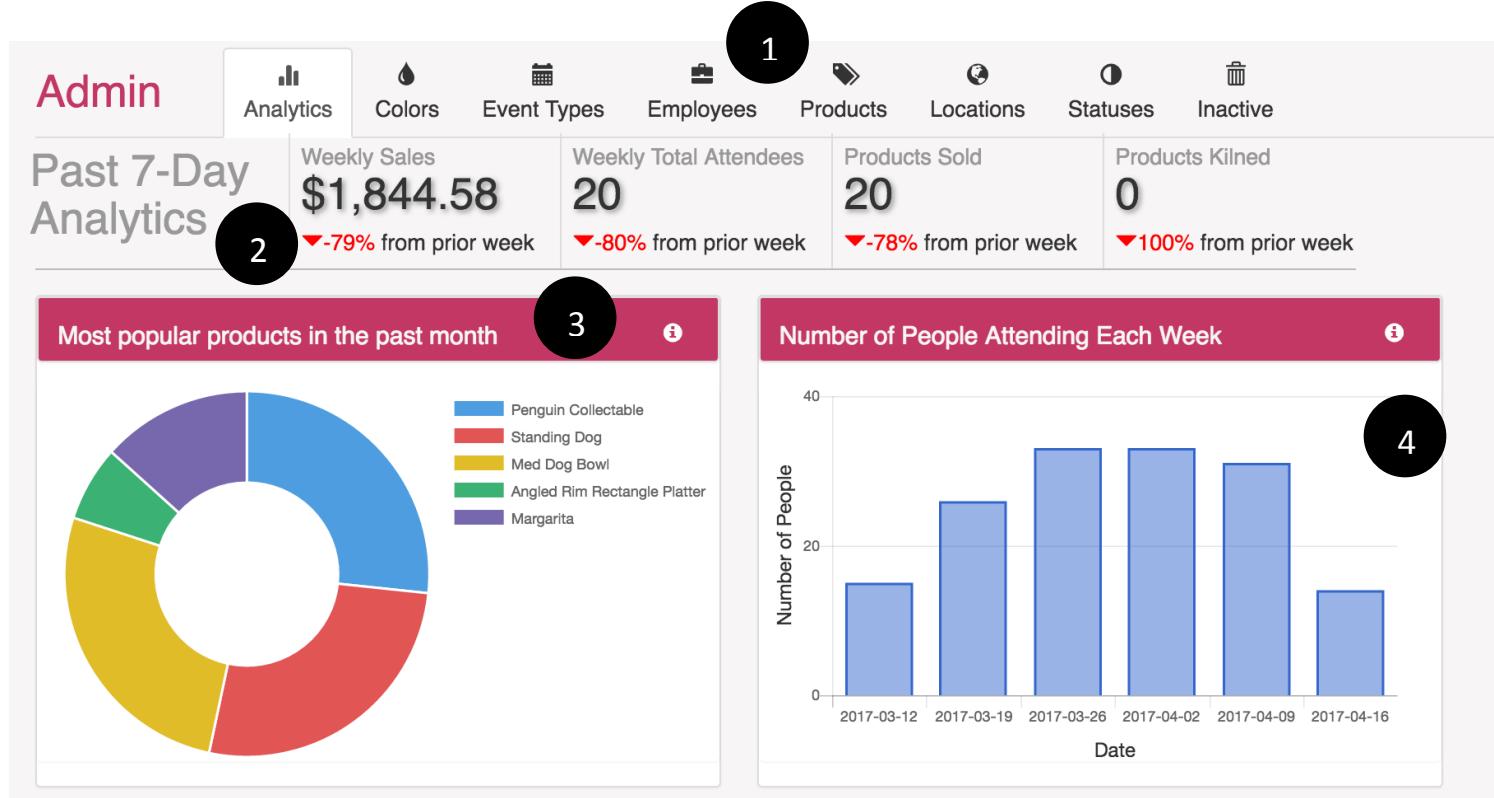


Result: The Piece has been Updated to Reflect the new Pick-Up Status



Admin Overview

The admin section of the application provides analytics for the studio based on the data collected over a periodic set of time. These set of tools will help Glazed Over Ceramics grow the business, improve efficiency, and reduce cost. There are also admin functionality and setting to add-on to the application. There is also a section dedicated to recover deleted data.

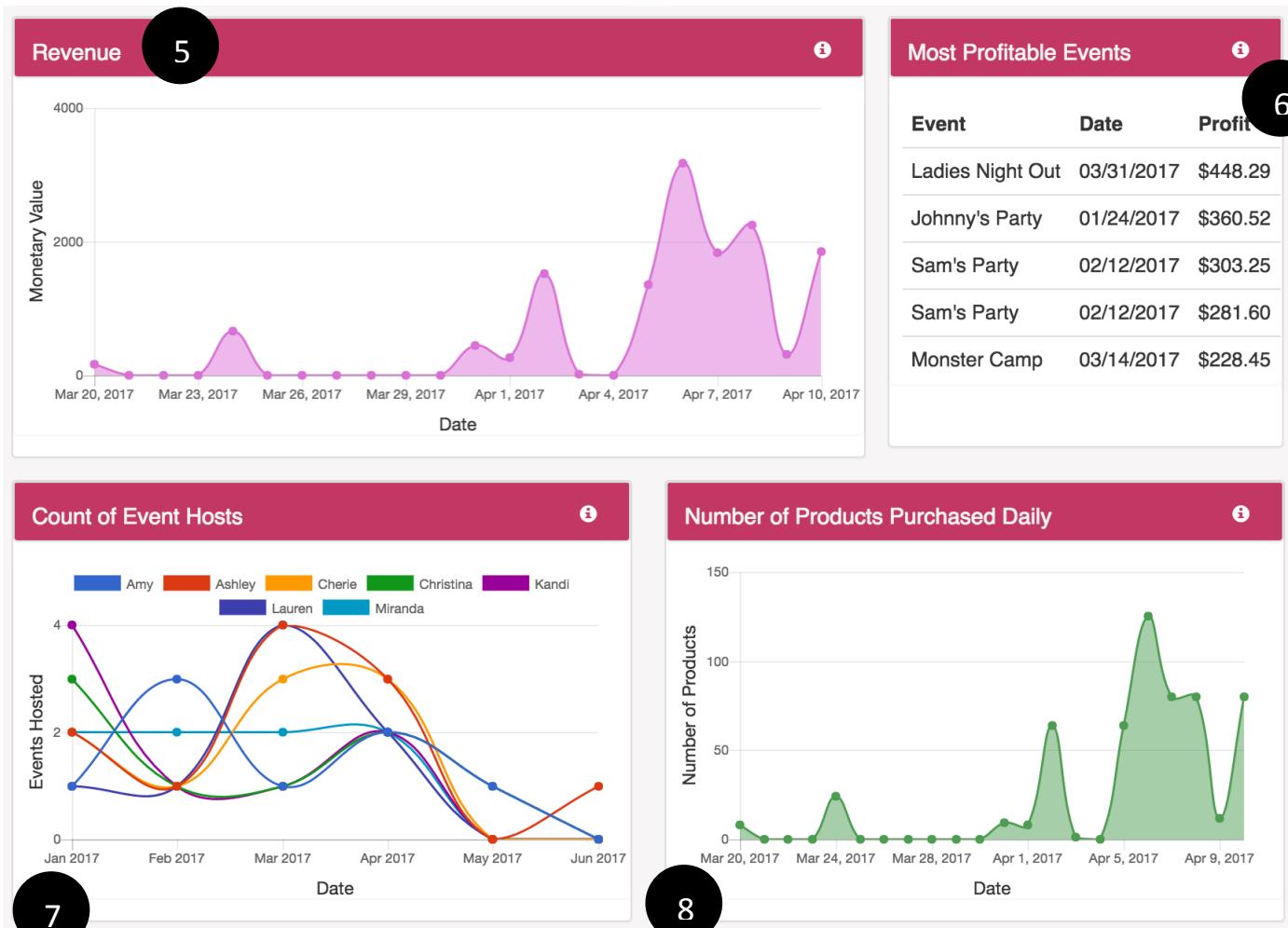


1 Tabs that shows the analytic tools, admin functions, and lists of deleted data.

3 Shows the most popular products brought in the past month.

2 Shows the past 7-days of business sales.

4 Shows the number of people visiting the studio each week



5 Graph of the revenue over the past month.

6 List that shows the most profitable event in the past month.

7 Comparison between each employee and their workload.

8 Graph that showcases how many products are being purchased daily.

Admin Analytics Colors Event Types Employees Products Locations Statuses Inactive

Colors

9	10	+ New Color			
0 #ac725e	1 #d06b64	2 #f83a22	3 #fa573c	4 #ff7537	5 #ffad46
8 #42d692	11 #16a765	14 #7bd148	15 #b3dc6c	18 #fbe983	19 #fad165
23 #92e1c0	29 #9fe1e7	37 #9fc6e7	41 #4986e7	43 #9a9cff	54 #b99aff

9

Shows all colors being used currently.

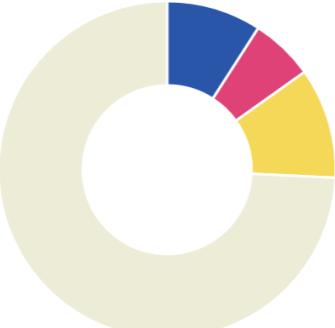
10

Button to add new color to be used.

Admin

-  Analytics
-  Colors
-  Event Types
-  Employees
-  Products
-  Locations
-  Statuses
-  Inactive

Most Popular Event Types



Adult Party	Kid Party	Public Event	Walk-in
-------------	-----------	--------------	---------

Event Types

12

+ New Event Type

Event Type	Action
Public Event	<input type="button" value="▼"/>
Adult Party	<input type="button" value="▼"/>
Kid Party	<input type="button" value="▼"/>
Summer Camp	<input type="button" value="▼"/>
Holiday Camp	<input type="button" value="▼"/>
Spring Break Camp	<input type="button" value="▼"/>

11

Chart that displays the most popular event type for the month.

12

Table containing all current event type and button that adds new event type.

Admin
Analytics
Colors
Event Types
Employees
Products
Locations
Statuses
Inactive

Positions

13

New Position

Employee	Position	Action
Amy Ray	Shop Worker	<input type="button" value="▼"/>
Lauren Fisher	Shop Worker	<input type="button" value="▼"/>
Miranda Thompson	Cashier	<input type="button" value="▼"/>
Kandi Lay	Kiln	<input type="button" value="▼"/>
Christina Lee	Kiln	<input type="button" value="▼"/>
Cherie Acosta	Shift Supervisor	<input type="button" value="▼"/>
Ashley Miller	Assistant Manager	<input type="button" value="▼"/>
Cherie Acosta	Manager	<input type="button" value="▼"/>
Ashley Miller	Owner	<input type="button" value="▼"/>
Amy Ray	Cashier	<input type="button" value="▼"/>

Employee Types

14

New Type

Employee Type Name	Action
Shop Worker	<input type="button" value="▼"/>
Cashier	<input type="button" value="▼"/>
Kiln	<input type="button" value="▼"/>
Shift Supervisor	<input type="button" value="▼"/>
Assistant Manager	<input type="button" value="▼"/>
Manager	<input type="button" value="▼"/>
Owner	<input type="button" value="▼"/>

13

Table of all positions currently given to each active employee and button to add new positions.

14

Table of current employee type for the studio and button to add new ones.

Admin

- Analytics
- Colors
- Event Types
- Employees
- Products
- Locations
- Statuses
- Inactive

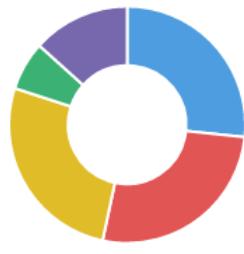
Products

15

Product Name	Price	Type	Action
"12"" Mixing Bowl"	\$42.00	Glass	<input type="button" value="▼"/>
16oz Mug	\$14.00	Glass	<input type="button" value="▼"/>
3D Cat Mug	\$19.00	Bisque	<input type="button" value="▼"/>
3D Dog Mug	\$19.00	Bisque	<input type="button" value="▼"/>
Adrienne Dragon	\$17.00	Bisque	<input type="button" value="▼"/>
Alligator	\$10.00	Bisque	<input type="button" value="▼"/>
Amanda panda	\$13.00	Bisque	<input type="button" value="▼"/>
Angled Rim Charger	\$33.00	Bisque	<input type="button" value="▼"/>
Angled Rim Dessert	\$10.00	Bisque	<input type="button" value="▼"/>
Angled Rim Dinner	\$20.00	Bisque	<input type="button" value="▼"/>

+ New Product

Most popular products in the past month



Product Type	Percentage
Penguin Collectable	35%
Standing Dog	25%
Med Dog Bowl	20%
Angled Rim Rectangle Platter	10%
Margarita	10%

16

Product Type

17

Product Type Name	Action
Bisque	<input type="button" value="▼"/>
Glass	<input type="button" value="▼"/>

+ New Product Type

15

Table of all products currently sold at the studio and button to add new ones.

16

Chart showing most popular product for the month.

17

Table of the product types and button to add new ones.

Admin

Analytics

Colors

Event Types

Employees

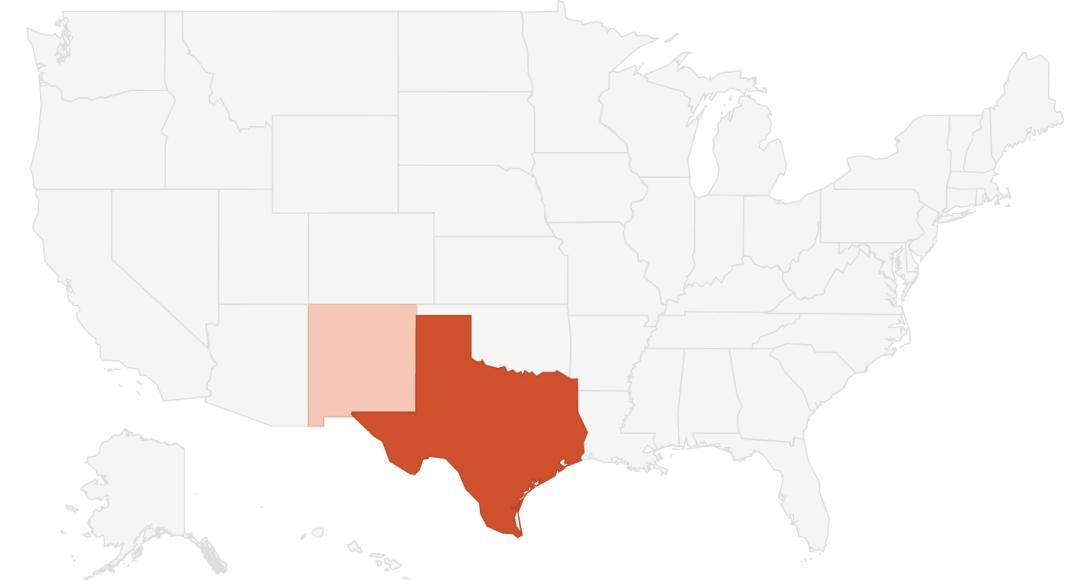
Products

Locations

Statuses

Inactive

Client Location of Origin (USA)



18

18

Map of which states that customers are coming from.

States		
19		+ New State
State Name	State Abbrev.	Action
Alabama	AL	<input type="button" value="▼"/>
Alaska	AK	<input type="button" value="▼"/>
Arizona	AZ	<input type="button" value="▼"/>
Arkansas	AR	<input type="button" value="▼"/>
California	CA	<input type="button" value="▼"/>
Colorado	CO	<input type="button" value="▼"/>
Connecticut	CT	<input type="button" value="▼"/>
Delaware	DE	<input type="button" value="▼"/>
Florida	FL	<input type="button" value="▼"/>
Georgia	GA	<input type="button" value="▼"/>
Hawaii	HI	<input type="button" value="▼"/>
Idaho	ID	<input type="button" value="▼"/>

Countries		
20		+ New Country
Country name	Country abbrev	Action
United States of America	USA	<input type="button" value="▼"/>
Afghanistan	AFG	<input type="button" value="▼"/>
Aland Islands	ALA	<input type="button" value="▼"/>
Albania	ALB	<input type="button" value="▼"/>
Algeria	DZA	<input type="button" value="▼"/>
American Samoa	ASM	<input type="button" value="▼"/>
Andorra	AND	<input type="button" value="▼"/>
Angola	AGO	<input type="button" value="▼"/>
Anguilla	AIA	<input type="button" value="▼"/>
Antarctica	ATA	<input type="button" value="▼"/>
Antigua and Barbuda	ATG	<input type="button" value="▼"/>

19

Table of current states and provinces.

20

Table of current countries in the world.

Admin

Analytics Colors Event Types Employees Products Locations **Statuses** Inactive

Status Settings

Employee Status	Action
Active	<input type="button" value="▼"/>
Inactive	<input type="button" value="▼"/>

Customer Status	Action
Active	<input type="button" value="▼"/>
Inactive	<input type="button" value="▼"/>

21

Admin

Analytics Colors Event Types Employees Products Locations **Statuses** Inactive

Inactive

Customers Products Employees Colors Event Types Statuses

Customers

Customer Name	Phone Number	Email	Action
Andrea Stone	(713) 426-5085	astoneg@fc2.com	<input type="button" value="Restore"/>
Aaron Black	(713) 361-4627	ablock22@nydailynews.com	<input type="button" value="Restore"/>
Adam Butler	(281) 601-9926	abutler5@engadget.com	<input type="button" value="Restore"/>

22

21

Lists the statuses available for customers and employees.

22

Tabs of different groups of data that were deleted and are viewable.

Recover Deleted Data

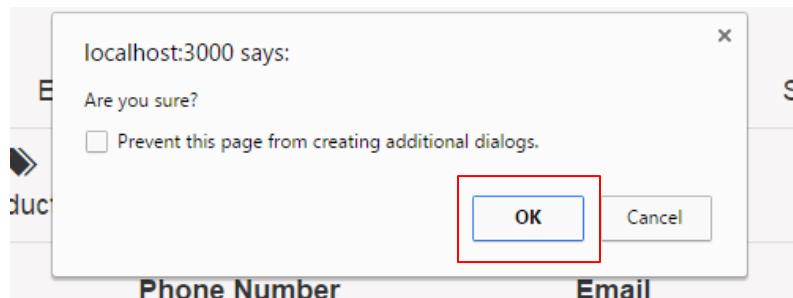
In the event that the admin wants to reverse a removal of a data, the application allows for this ability.

Here's how to recover deleted data:

1. Click on the 'Restore' Button of the Data You Want to Recover



2. Click on 'OK' to Accept



Result: The Data has been Recovered



Name	Phone	Email
Adam Butler	(281) 601-9926	abu