

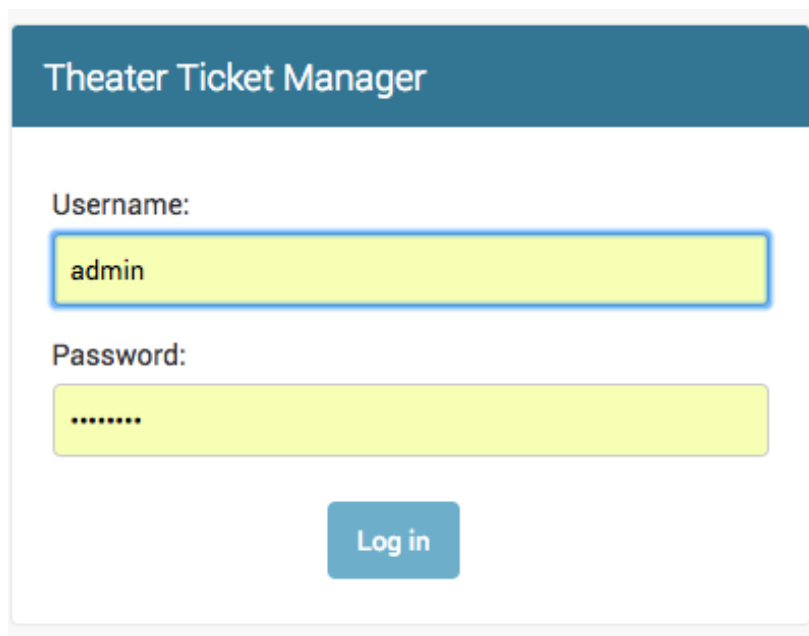
Theater Manager

As a theater manager, access will include similarities to the Box Office Volunteer. The theater manager will also be able to implement website changes to the software. These changes will include modifying seating and ticket information

How to Implement Website Changes

Log-In Information as Theater Manager

To log in as Theater Manager, select log-in button.



The image shows a login form for 'Theater Ticket Manager'. The form has a blue header with the title 'Theater Ticket Manager'. Below the header, there are two input fields: 'Username:' and 'Password:'. The 'Username:' field contains the text 'admin'. The 'Password:' field contains a series of dots. Below the password field is a blue button labeled 'Log in'.

Enter Theater Manager name and password where prompted and click “Log in”.

Locate Webapp Database

Once logged in, locate Webapp database situated on the lower left-hand side, beneath the Authentication and Authorization database.

The screenshot displays the Theater Ticket Manager admin interface. The top navigation bar includes the title "Theater Ticket Manager" and user information: "WELCOME, ADMIN VIEW SITE / CHANGE PASSWORD / LOG OUT". The main content area is divided into "Site administration" and "Recent actions".

Site administration

- AUTHENTICATION AND AUTHORIZATION**
 - Groups: + Add / Change
 - Users: + Add / Change
- WEBAPP** (highlighted with a red box)
 - Customers: + Add / Change
 - Performances: + Add / Change
 - Price groups: + Add / Change
 - Rows: + Add / Change
 - Seasons: + Add / Change
 - Seats: + Add / Change
 - Sections: + Add / Change
 - Shows: + Add / Change
 - Theaters: + Add / Change
 - Tickets: + Add / Change

Recent actions

My actions

- 1 Fail
- Shawn User
- Shawn User
- Shawn User
- Volunteer Group
- 1 Fail
- Christopher B Krolner Customer
- Volunteer Group

A red arrow points from the "WEBAPP" section in the "Site administration" panel to a larger, detailed view of the "WEBAPP" section on the right.

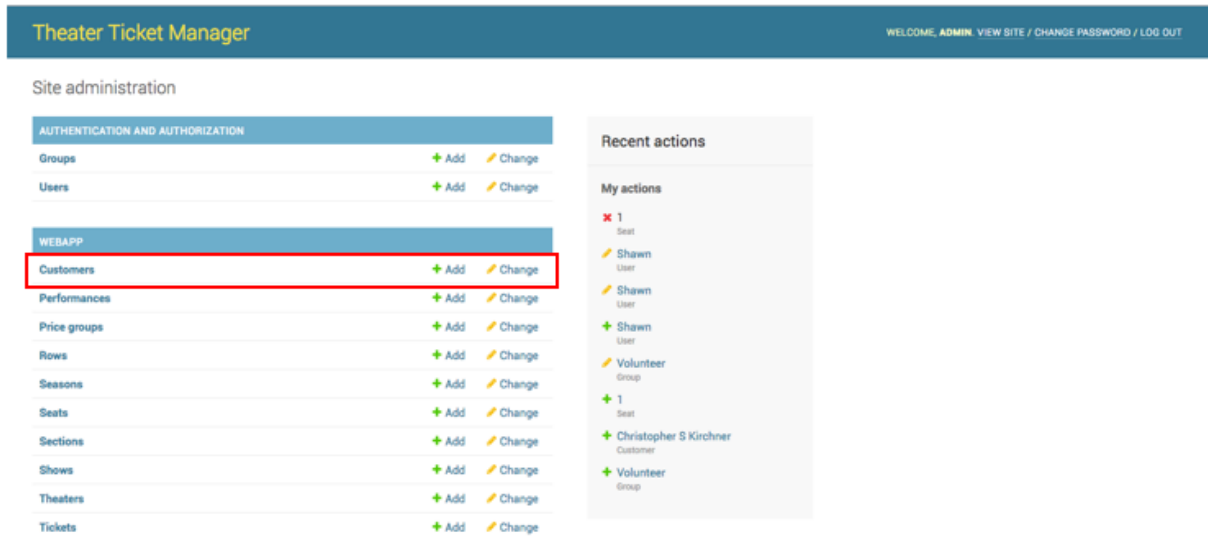
WEBAPP

Customers	+ Add	Change
Performances	+ Add	Change
Price groups	+ Add	Change
Rows	+ Add	Change
Seasons	+ Add	Change
Seats	+ Add	Change
Sections	+ Add	Change
Shows	+ Add	Change
Theaters	+ Add	Change
Tickets	+ Add	Change

All modifications to website information will be done through this area

To Implement Changes to Customers

From the Site Administration page, locate the Customers section of the Webapp Database.



The screenshot shows the 'Theater Ticket Manager' interface. The top navigation bar includes 'WELCOME, ADMIN, VIEW SITE / CHANGE PASSWORD / LOG OUT'. The main content area is titled 'Site administration' and is divided into two sections: 'AUTHENTICATION AND AUTHORIZATION' and 'WEBAPP'. Under 'AUTHENTICATION AND AUTHORIZATION', there are links for 'Groups' and 'Users', each with '+ Add' and 'Change' options. Under 'WEBAPP', there are links for 'Customers', 'Performances', 'Price groups', 'Rows', 'Seasons', 'Seats', 'Sections', 'Shows', 'Theaters', and 'Tickets', each with '+ Add' and 'Change' options. The 'Customers' link is highlighted with a red rectangle. To the right, there is a 'Recent actions' section titled 'My actions' showing a list of recent actions, including 'Seat', 'Shawn User', 'Volunteer Group', and 'Christopher S Kirchner Customer'.

Select Customers, or alternatively, select Add or Change.

Adding A Customer

From the Customers page, select ADD CUSTOMER +, located in the right-hand corner.



The screenshot shows the 'Theater Ticket Manager' interface with the 'Customers' page selected. The top navigation bar includes 'WELCOME, ADMIN, VIEW SITE / CHANGE PASSWORD / LOG OUT'. The main content area is titled 'Home: Webapp: Customers'. Below the title, there is a search bar and a table of customers. The table has columns for 'FIRSTNAME', 'MIDDLENAME', 'LASTNAME', 'ADDRESS', 'EMAIL', 'PHONE', and 'TICKETS'. The first row shows a customer named 'Christopher S Kirchner' with the address '4632 Carrington Blvd SE' and email 'rdskirchner@yahoo.com'. In the top right corner, there is a button labeled 'ADD CUSTOMER +' which is circled in red.

Selecting this will bring up Add Customer Page.

Theater Ticket Manager

WELCOME, ADMIN VIEW SITE / CHANGE PASSWORD / LOG OUT

Home Webapp Customers Add customer

Add customer

FirstName:

MiddleName:

LastName:

Address:

Email:

Phone:

Save and add another Save and continue editing SAVE

Input customer information and select Save, if finished.

Theater Ticket Manager

WELCOME, ADMIN VIEW SITE / CHANGE PASSWORD / LOG OUT

Home Webapp Customers Add customer

Add customer

FirstName:

MiddleName:

LastName:

Address:

Email:

Phone:

Save and add another Save and continue editing **SAVE**

To save new customer and add another customer, select Save and Add Another.

Theater Ticket Manager

WELCOME, ADMIN VIEW SITE / CHANGE PASSWORD / LOG OUT

Home Webapp Customers Add customer

Add customer

FirstName:

MiddleName:

LastName:

Address:

Email:

Phone:

Save and add another Save and continue editing SAVE

To save new customer and continue editing, select Save and Continue Editing.

Theater Ticket Manager

WELCOME, ADMIN VIEW SITE / CHANGE PASSWORD / LOG OUT

Home Webapp Customers Add customer

Add customer

FirstName:

MiddleName:

LastName:

Address:

Email:

Phone:

Save and add another **Save and continue editing** SAVE

Editing Customer Information

From the Customers page, select the customer for editing

Theater Ticket Manager

Home - Webapp - Customers

Select customer to change

Action: [dropdown] 0 of 1 selected

FIRSTNAME	MIDDLENAME	LASTNAME	ADDRESS	EMAIL	PHONE	TICKETS
Christopher	M	Kirchner	4632 Carrington Blvd SE	ckirch@gmail.com	2566837825	-

1 customer

Once selected, the Change Customer page will appear.
Make appropriate changes and select Save to Save.

Deleting Customer

From the Customers page, select the check box next to customers' name.

Theater Ticket Manager

Home - Webapp - Customers

Select customer to change

Action: [dropdown] 1 of 1 selected

FIRSTNAME	MIDDLENAME	LASTNAME	ADDRESS	EMAIL	PHONE	TICKETS
<input checked="" type="checkbox"/> Christopher	S	Kirchner	4632 Carrington Blvd SE	rdskirchner@yahoo.com	2566837825	-

1 customer

Locate Dropdown menu next to Actions

Theater Ticket Manager

Home - Webapp - Customers

Select customer to change

Action: [dropdown] 0 of 1 selected

FIRSTNAME	MIDDLENAME	LASTNAME	ADDRESS	EMAIL	PHONE	TICKETS
<input checked="" type="checkbox"/> Christopher	S	Kirchner	4632 Carrington Blvd SE	rdskirchner@yahoo.com	2566837825	-

1 customer

Click on dropdown menu and select "Delete selected customers".

Select customer to change

Action: [dropdown] 1 of 1 selected

Delete selected customers

FIRSTNAME	MIDDLENAME	LASTNAME	ADDRESS
<input checked="" type="checkbox"/> Christopher	S	Kirchner	4632 Carrington Blvd SE

Once selected, click Go.

Select customer to change

Action: Delete selected customers ▾ Go 1 of 1 selected

<input checked="" type="checkbox"/>	FIRSTNAME	MIDDLENAME	LASTNAME
<input checked="" type="checkbox"/>	Christopher	S	Kirchner

1 customer

Clicking Go will bring up a page asking for confirmation on this action.

Select “Yes, I’m sure” to confirm deletion of customer or “No, take me back” to cancel deletion.

Are you sure?

Are you sure you want to delete the selected customer? All of the following objects and their related items will be deleted:

Summary

- Customers: 1

Objects

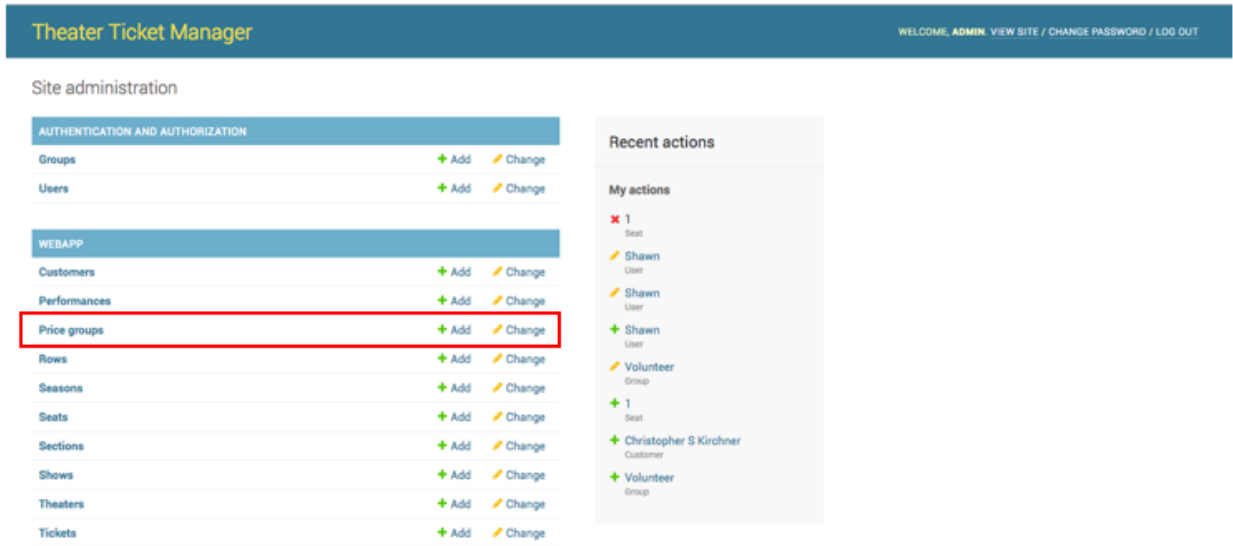
- Customer: Christopher S Kirchner

Yes, I'm sure

No, take me back

Modify Prices

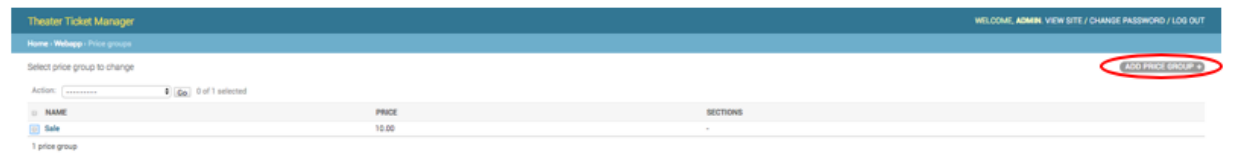
Locate Price Groups area of the database



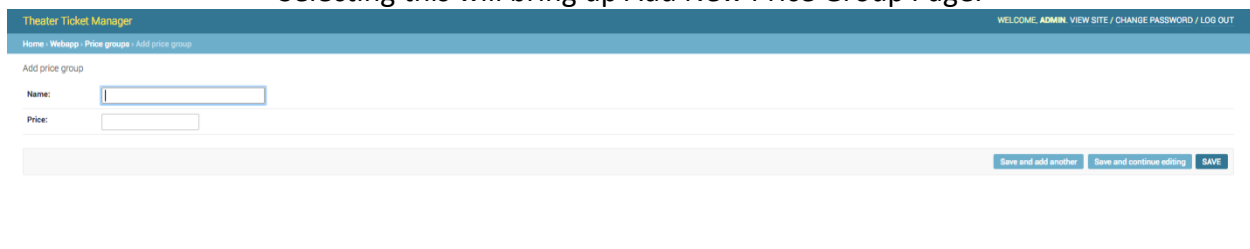
Select Price groups.

To Create a New Price Group

From the Price Group page, select the Add New Price Group + button, located in right-hand corner.



Selecting this will bring up Add New Price Group Page.

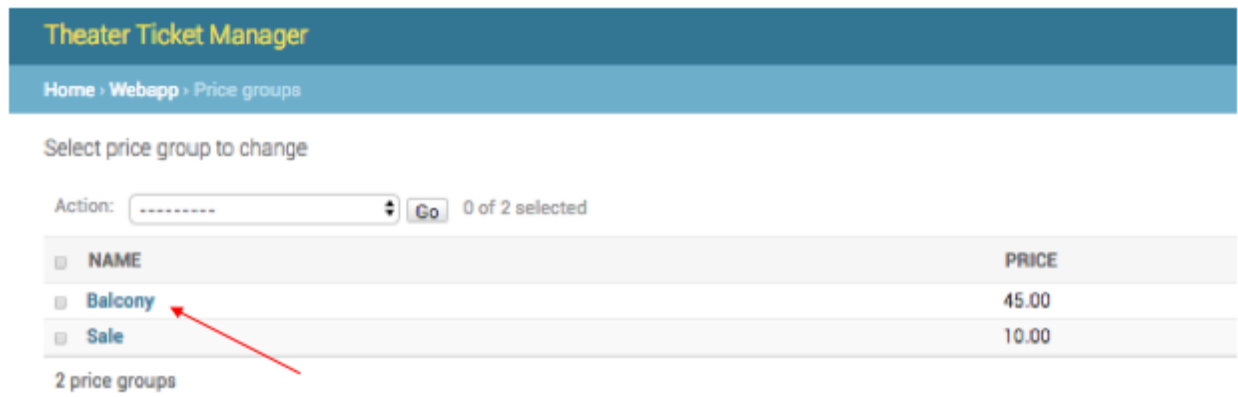


Insert relevant information in the prompt boxes. Select Save to save information.



Editing Current Price Information

From the Price Groups Page, select price group to be edited.



Theater Ticket Manager

Home > Webapp > Price groups

Select price group to change

Action: Go 0 of 2 selected

<input type="checkbox"/>	NAME	PRICE
<input type="checkbox"/>	Balcony	45.00
<input type="checkbox"/>	Sale	10.00

2 price groups

A red arrow points to the 'Balcony' price group in the table.

Once selected, the Add New Price Group page will appear.



Theater Ticket Manager

WELCOME, ADMIN, VIEW SITE / CHANGE PASSWORD / LOG OUT

Home > Webapp > Price groups > Balcony

Change price group

History

Name:

Price:

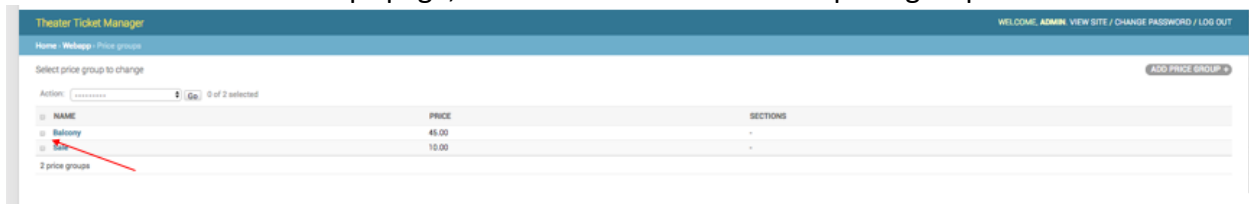
Delete Save and add another Save and continue editing **Save**

The 'Save' button is circled in red.

Make the appropriate changes to price group and select Save to save.

Deleting Price Groups

From the Price Groups page, select check box next to the price group to be deleted.



Theater Ticket Manager

WELCOME, ADMIN, VIEW SITE / CHANGE PASSWORD / LOG OUT

Home > Webapp > Price groups

Select price group to change

Action: Go 0 of 2 selected

<input type="checkbox"/>	NAME	PRICE	SECTIONS
<input type="checkbox"/>	Balcony	45.00	-
<input type="checkbox"/>	Sale	10.00	-

2 price groups

A red arrow points to the 'Sale' price group in the table.

Once selected, click on Dropdown menu located next to Action.

Theater Ticket Manager

Home » Webapp » Price groups

Select price group to change

Action: 1 of 2 selected

<input type="checkbox"/> NAME
<input checked="" type="checkbox"/> Balcony
<input type="checkbox"/> Sale

2 price groups

From the dropdown menu, select “Delete Selected Price Groups”.

Theater Ticket Manager

Home » Webapp » Price groups

Select price group to change

Action: 1 of 2 selected

✓ Delete selected price groups

<input type="checkbox"/> NAME	PRICE
<input checked="" type="checkbox"/> Balcony	45.00
<input type="checkbox"/> Sale	10.00

2 price groups

Once selected, click “Go”.

Theater Ticket Manager

Home » Webapp » Price groups

Select price group to change

Action: 1 of 2 selected

<input type="checkbox"/> NAME	PRICE
<input checked="" type="checkbox"/> Balcony	45.00
<input type="checkbox"/> Sale	10.00

2 price groups

A new page will appear asking for confirmation for this action.

Are you sure?

Are you sure you want to delete the selected price group? All of the following objects and their related items will be deleted:

Summary

- Price groups: 1

Objects

- Price group: Balcony

Yes, I'm sure

No, take me back

Select “Yes, I’m sure” to confirm deletion of Price Group or “No, take me back” to cancel deletion.

To Implement Changes to Seats

Locate seats area of the database

The screenshot shows the Theater Ticket Manager admin interface. The top navigation bar includes the title 'Theater Ticket Manager' and user links: 'WELCOME, ADMIN', 'VIEW SITE', 'CHANGE PASSWORD', and 'LOG OUT'. The main content area is titled 'Site administration' and contains two columns. The left column lists various database entities under two categories: 'AUTHENTICATION AND AUTHORIZATION' (Groups, Users) and 'WEBAPP' (Customers, Performances, Price groups, Rows, Seasons, Seats, Sections, Shows, Theaters, Tickets). Each entity has '+ Add' and 'Change' links. The 'Seats' option is highlighted with a red rectangle. The right column, titled 'Recent actions', shows a list of actions under 'My actions', including a red 'X' icon for 'Seat' and several 'Shawn User' and 'Volunteer Group' entries.

Select Seats.

Once selected, the Seat Changes page will appear, where all seating changes can be administered.

Theater Ticket Manager WELCOME, ADMIN. [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

[Home](#) > [Webapp](#) > [Seats](#)

Select seat to change ADD SEAT +

0 seats

Adding New Seats

To add a new seat, select ADD SEAT+, located in right hand corner.

Once selected, the Add Seat page will appear.

Theater Ticket Manager WELCOME, ADMIN. [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

[Home](#) > [Webapp](#) > [Seats](#) > [Add seat](#)

Add seat

Number:

[Save and add another](#) [Save and continue editing](#) [SAVE](#)

Add seat number in prompt box.

To save new seat number, select Save.

Theater Ticket Manager WELCOME, ADMIN. [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

[Home](#) > [Webapp](#) > [Seats](#) > [Add seat](#)

Add seat

Number:

[Save and add another](#) [Save and continue editing](#) [SAVE](#)

To save new seat number and add another seat to the website, select Save and add another.

Theater Ticket Manager WELCOME, ADMIN. [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

[Home](#) > [Webapp](#) > [Seats](#) > [Add seat](#)

Add seat

Number:

[Save and add another](#) [Save and continue editing](#) [SAVE](#)

To save new seat number and continue editing seating information, select Save and continue editing.

Theater Ticket Manager

WELCOME, ADMIN. VIEW SITE / CHANGE PASSWORD / LOG OUT

Home · Webapp · Seats · Add seat

Add seat

Number: 42

Save and add another Save and continue editing SAVE

To Implement Changes to Shows

From Site Administration Page, locate Shows

Theater Ticket Manager

WELCOME, ADMIN. VIEW SITE / CHANGE PASSWORD / LOG OUT

Site administration

AUTHENTICATION AND AUTHORIZATION	
Groups	+ Add / Change
Users	+ Add / Change

WEBAPP	
Customers	+ Add / Change
Performances	+ Add / Change
Price groups	+ Add / Change
Rows	+ Add / Change
Seasons	+ Add / Change
Seats	+ Add / Change
Sections	+ Add / Change
Shows	+ Add / Change
Theaters	+ Add / Change
Tickets	+ Add / Change

Recent actions

My actions

- 1 Seat
- Shawn User
- Shawn User
- Shawn User
- Volunteer Group
- 1 Seat
- Christopher S Kirchner Customer
- Volunteer Group

Once selected, the Show Changes page will appear. All changes to show information will be implemented in this area.