15. User Guide for GEMS Web Portal

15.1 Searching for Events and Register Event

Fig 15.1.1 Default Page

This is the main page for GEMSWeb after the page has loaded. Users can login by clicking on "Sign In" link at the top right hand corner. (Refer to section "login"). Users can also search for events using the filters defined on the web page, upon clicking on the "Search", the system will populate a list of event fitting the criteria as shown below.

Fig 15.1.2 List of Events Populated

For more information on the event, click on the "***Click here to find out more!***" link which will redirect you to event page as shown below
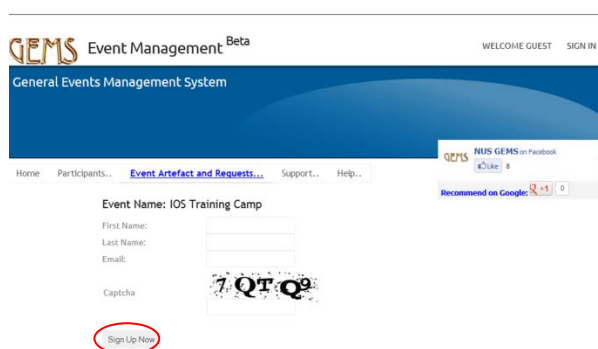
Fig 15.1.3 Event Page(Programme)   **Fig 15.1.4 Event Page(Guest)**

The above two figure show the event page, Figure 15.3.1 shows the programme information (Programme tab) and Figure 15.3.2 show the guest information (Guest Tab) that is attending on "12 Dec 2012". To view details on other days of the event, select a different day under the *"Select a day"* drop down. To register for the event, click *"Register For the Event Now!",* You will be redirected to registration page to register for the event.
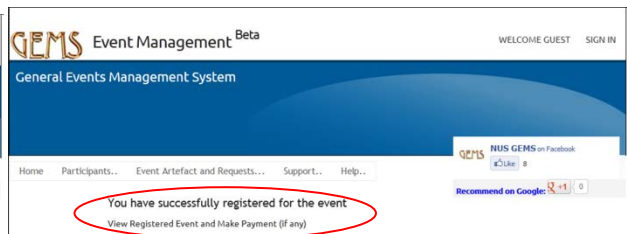
You can also share the event on social media networks such as Facebook, twitter, Google+, Sina or send your friend an email by clicking on their respective sharing buttons below ***Share this event***

Fig 15.1.5 Registration Page   **Fig 15.1.6 Successfully Registered**

To register for the event, simply fill up the registration form and click on "Sign Up Now" button. An email will be sent to your email to notify that your registration was successful together with a temporary password for you to access the participant's page. (Check your Junk Mail if you did not received it). Click the *"View Registered Event and Make Payment(if any)"* to access the participant page
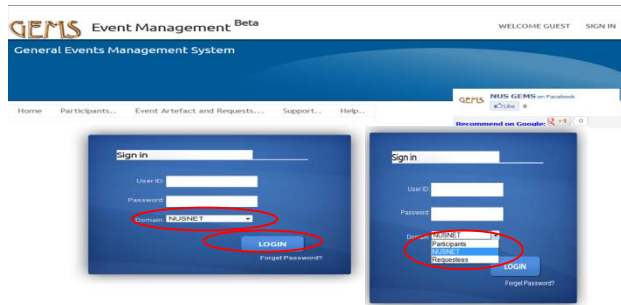
15.2. Login To Web Portal(Three different Domain)

Fig. 15.2.1 Login Page

This is the default login page for GEMSWeb, there are three different domain user. The default domain is NUSNET.
(NUSNET,Participant,Requestee)
For **NUSNet** Refer to Section 15.4
For **Participant**, Refer to Section 15.3
For **Requestee**, Refer to Section 15.5

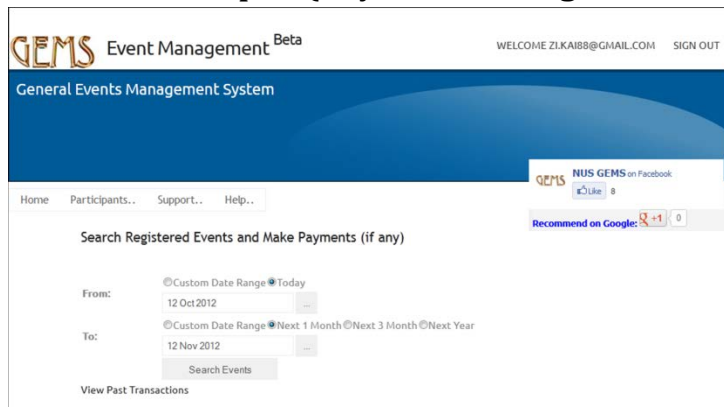## 15.3. For Participant(Anyone including NUSNet User)

Fig. 15.3.1 Default Page for Participant

This is the default page after logging in under participant domain. From here, participants can view events they registered and make payments through paypal if there is a need for payment. Participant can search their registered event based on the date.
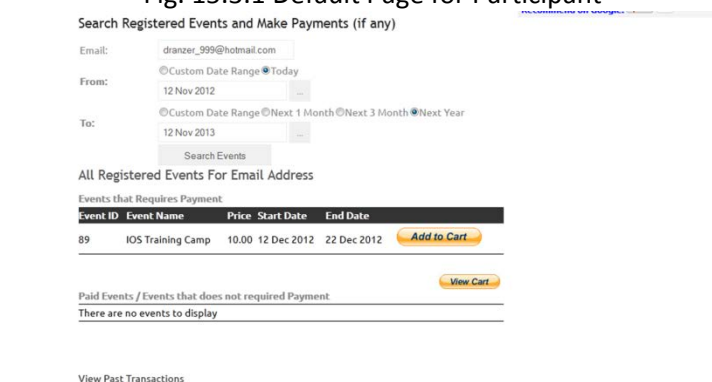

Fig. 15.3.2 Add To Cart Page

The Right figure show a clear list of Registered events that requires payment and a list of paid Events or Events do not required payment.

From here, participant can click "Add to Cart" for payment through PayPal. After adding finish the event they want to paid, click "View Cart" to check out
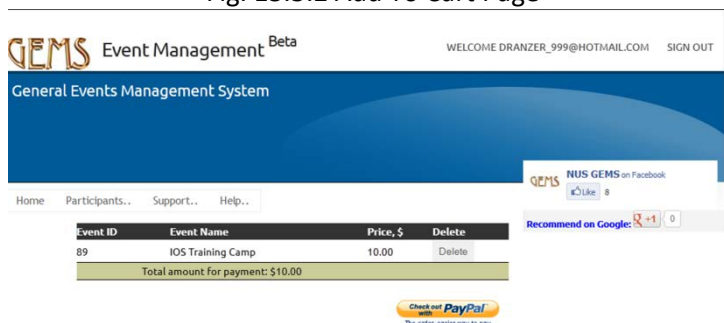

Fig. 15.3.3 View Cart Page

The figure on the right shows the items you added to your cart for checking out. When you are ready to make payment, press the "***Check out with Paypal***" to make payment which you will redirected to "**PayPal**". After the **PayPal** your payment is completed, you will be redirected back to the web portal to either the "Transaction Successful page" or "A Failure in transaction page"

After you have completed your transaction, be sure to click the continue button as prompted by PayPal or your transaction will not be recorded.
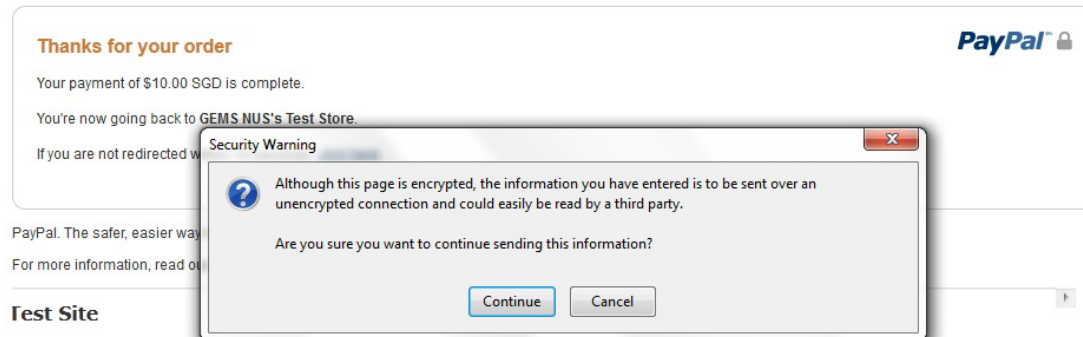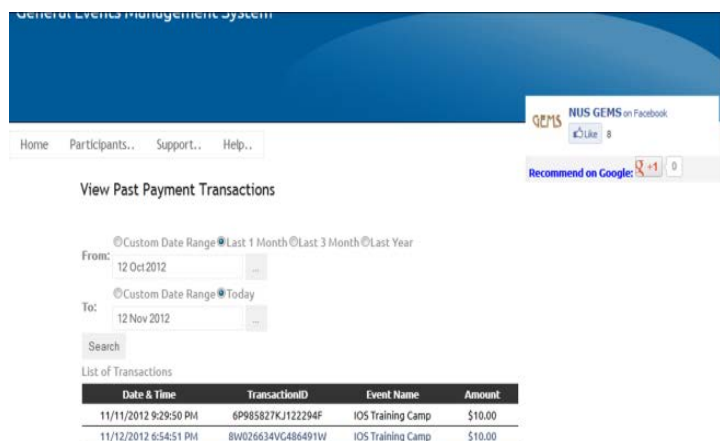

Figure 15.3.4: PayPal Security – Continue Sending information over unencrypted connection

This is the page represent past transaction, participant can view their past transaction log if they needed. It can also be filter using "Date Criteria". The list of transaction will be populated based on the criterion.

Fig 15.3.5 View Past Transaction
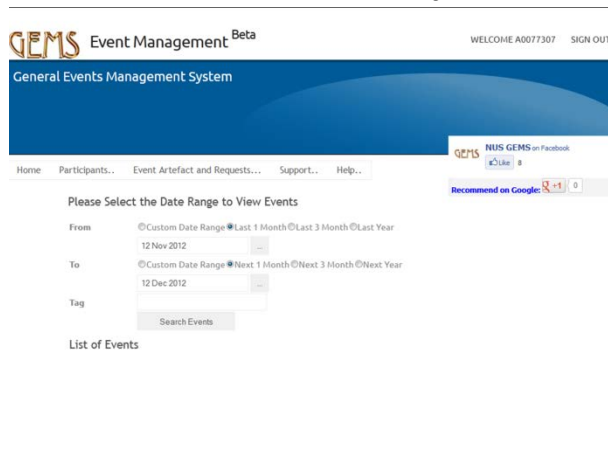
15.4. For NUSNet Domain Only
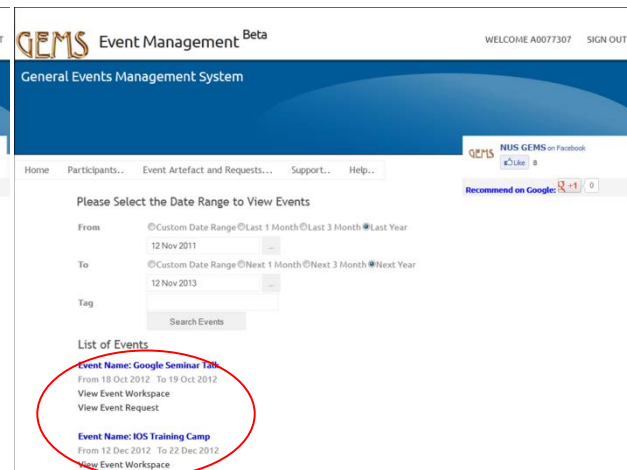

Fig 15.4.1 Select Event Page for NUSNet User   Fig 15.4.2 List of Event populated

To go to Workspace/Request, select "Event Artefact and Request…" on the menu, which will direct you to the page as shown on the left. There is a filtering function at the top of the page to search for event that fall into the criteria. After pressing "Search Event" button, it will populate a list of event that meets the filter criteria as shown on the right.
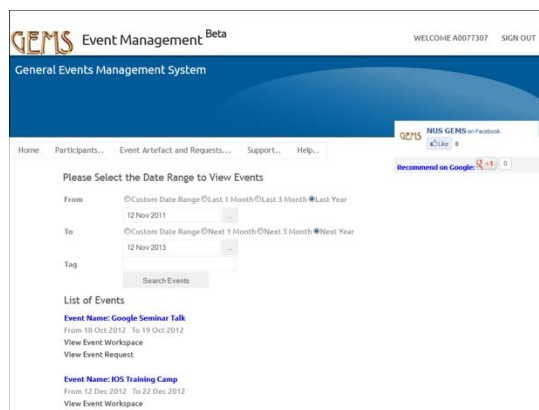
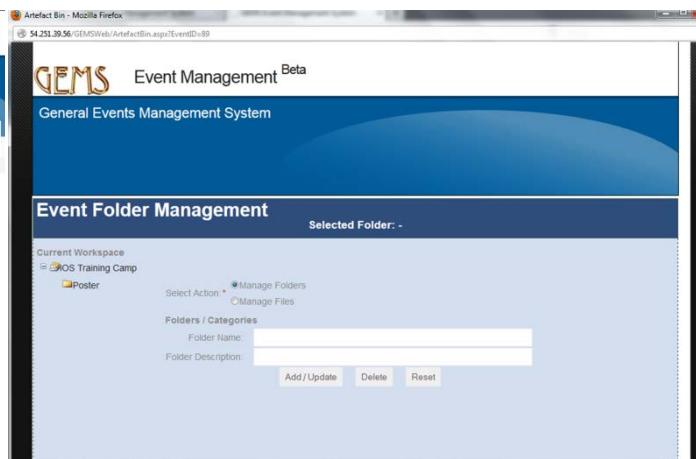### Event Artefact

Fig 15.4.3 Select "View Event Workspace"   Fig 15.4.4 Event Artefact Page

To View Event Artefact, click on the hyperlink "View Event Workspace" and a new window will opened and direct you to "Event Workspace" page.
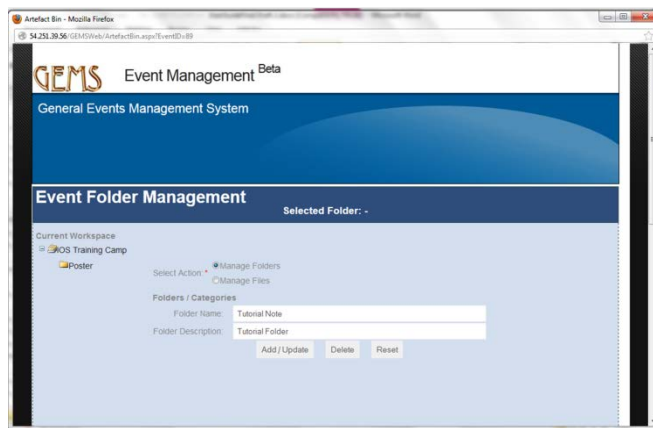
Folder Management

Fig 15.4.5 Folder Management

To **create** a new folder, enter the "***Folder Name***" and "***Folder Description***" then Click the "**Add/Update**" to **create** a new folder

To update a folder, select the folder on the left side under "***Current Workspace***", update the "***Folder Description***" then Click the "***Add/Update***" to create a new folder

To update a folder, select the folder on the left side under "***Current Workspace***" then Click the "***Delete***" to delete a new folder

* This page is only accessible for those who have the rights to manage artefacts
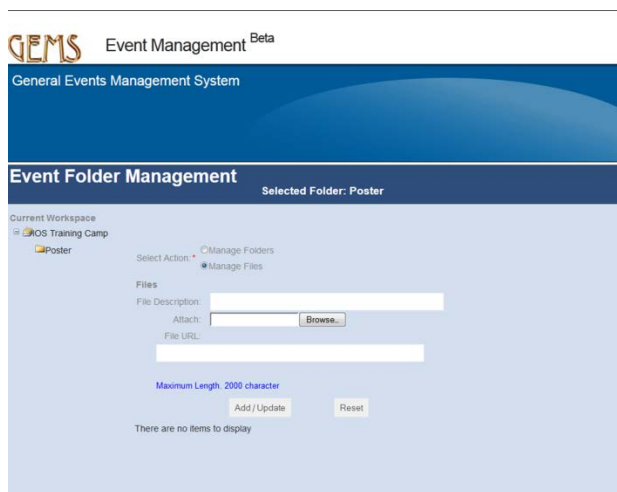

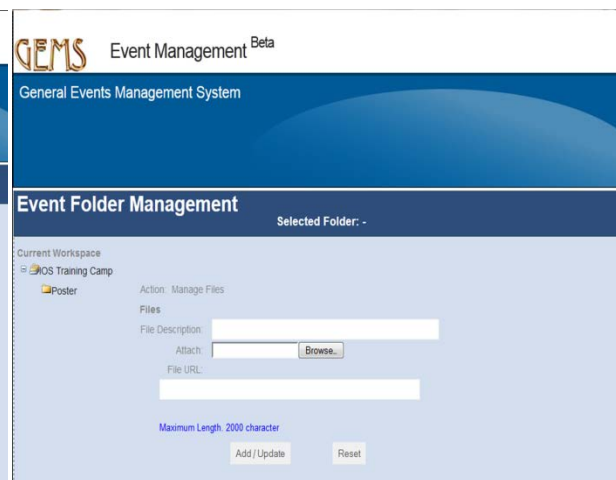Fig 15.4.6 File Management(User with rights)
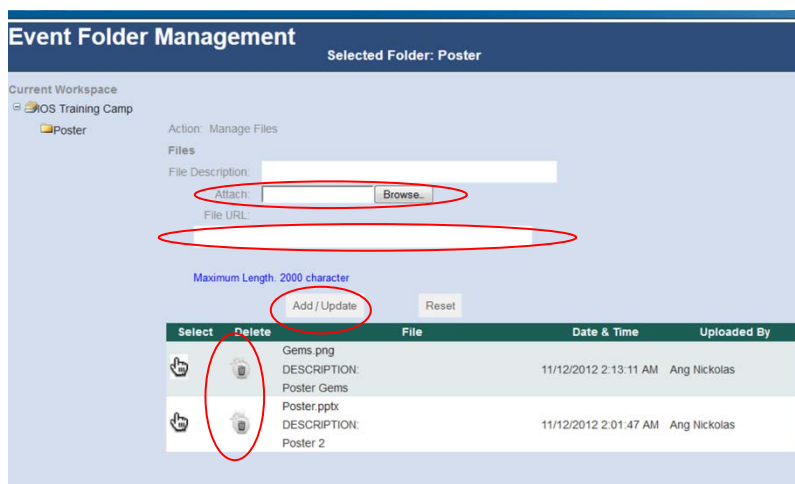

Fig 15.4.7 File Management(User without rights)

Fig 15.4.8 Manage File

To **upload** a new file, enter the "***File Description***" then Click the "**Add/Update**" to **upload** the file
*You must either attached a file or enter a url to upload the file

To **update** a file, select the folder on the left side under "***Current Workspace***", update the "***File Description***" then Click the "***Add/Update***" to update the file

To **delete** a file, press the delete button under the "**Delete**" Column to delete a new file

Event Request Management

Fig 15.4,9

The above page is Request Page selected from Fig 15.4.9, this is a three column page.

First Column – Search Criteria and Request List

Second Column – Request Details

Third Column – Summary of the Event

Sample Data

	Description	Data Input
Email To:	Requestee's Email(valid Email)	requestee@gmail.com
Title:	A Subject	Request to put up Raising Funds
Description:	A brief Description of the request	I would like to put up a raising fund for the upcoming event as fund raising
URL:	fileURL for requestee to view (if any)	www.dropbox.com/23jf83h#32/Proposal.docx

*Requestee is the person who you make request to

After entering the data, the request will be forwarded to the Requestee's Email to notify him/her that there is a request pending for approval. Request Status will changed to **Pending.**

To cancel a request, select a request from the "Request" List, then click the "Cancel" button. Request status will changed to **Cancel.**

*Requestor can still resubmit or update its request by selecting the request from "Request" List then click "Add/Update" button. The requestee will be notified again and status will changed back to "Pending" if it previous status is not "Pending"

15.5. For Requestee Domain Only

Fig 15.5.1 Requestee Page

To approve or reject a request

Select a request from the "Request", the detail will be populated to let Requestee to review the request.

If there is any remark, it can be inserted under the "Remark" field so as to feedback to requestor any issue. Click the respective button to approve or reject the request. Status will be changed accordingly.

*Once the request is approved or rejected, there is no way to undo until the requestor resubmit its request.

Fig 15.5.2 Request Log

A Request Log will be generated beside "Request List", each time when a request is being processed. This request log is available for both Requestor and Requestee.