

# User-Documentation.md

## Table of Contents

Preparations

User Workflow

Admin Workflow

## Preparations

There are two options:

1. Make sure that the software is running. To start the software, follow the instructions in the Build Documentation (<https://github.com/amosproj/amos2022ws05-shared-desk-mgmt/wiki/Build-Documentation>).
2. Use the production server (<http://deskstar.de>).

## User Workflow

3. Open a browser and navigate to <http://localhost:3000> (<http://localhost:3000>) or <http://deskstar.de> (<http://deskstar.de>).

### Login

Email

Password

Login

[Register](#)

4. Create an account via the Register-Dialogue which is opened by clicking the "Register"-Button on the Login-Dialogue.

## Register

☐ I want to initially register my company

Company

Firstname Lastname

Firstname Lastname

Email

Email

Password Repeat Password

Password Repeat password

Register

[Login](#)

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If you also want to register your company, you can check the checkbox.

## Register

☒ I want to initially register my company

Your Company

Company Name

Firstname Lastname

Firstname Lastname

Email

Email

Password Repeat Password

Password Repeat password

Register

[Login](#)

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5. Get in touch with a developer or your company admin who can approve your registration request.
6. Log in with your credentials.
7. If you don't want to register a new user, log in with the following credentials:  
**E-Mail:** bob.employee@acme.com  
**Password:** test123
8. Once you're logged in, you see the homepage with your upcoming bookings.



Hello Bob Employee, welcome back to Deskstar

#### Today

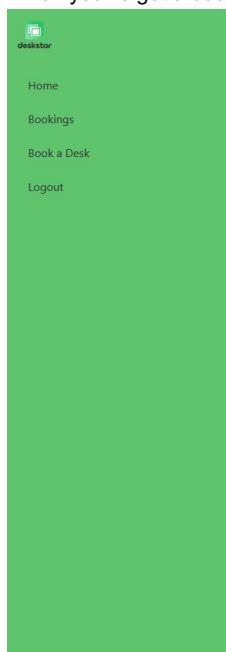
DESK	ROOM	BUILDING	START DATE	START TIME	END DATE	END TIME
F	Social Space	Headquarter	07.02.2023	08:00	07.02.2023	17:00
<button>CHECK IN</button>						

#### Upcoming Bookings

DESK	ROOM	BUILDING	START DATE	START TIME	END DATE	END TIME
F	Social Space	Headquarter	08.02.2023	08:00	08.02.2023	17:00
C	Social Space	Headquarter	09.02.2023	08:00	09.02.2023	17:00
F	Social Space	Headquarter	13.02.2023	10:00	13.02.2023	14:00

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9. When you've got a booking for today, you can perform a Check-In.



Hello Bob Employee, welcome back to Deskstar

#### Today

DESK	ROOM	BUILDING	START DATE	START TIME	END DATE	END TIME
F	Social Space	Headquarter	07.02.2023	08:00	07.02.2023	17:00
<button>CHECK OUT</button>						

#### Upcoming Bookings

DESK	ROOM	BUILDING	START DATE	START TIME	END DATE	END TIME
F	Social Space	Headquarter	08.02.2023	08:00	08.02.2023	17:00
C	Social Space	Headquarter	09.02.2023	08:00	09.02.2023	17:00
F	Social Space	Headquarter	13.02.2023	10:00	13.02.2023	14:00

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10. Feel free to look around and use the other functions as shown below.

11. Log out by hitting the "Logout"-Button in the left bar when you're finished.

## Book a new desk

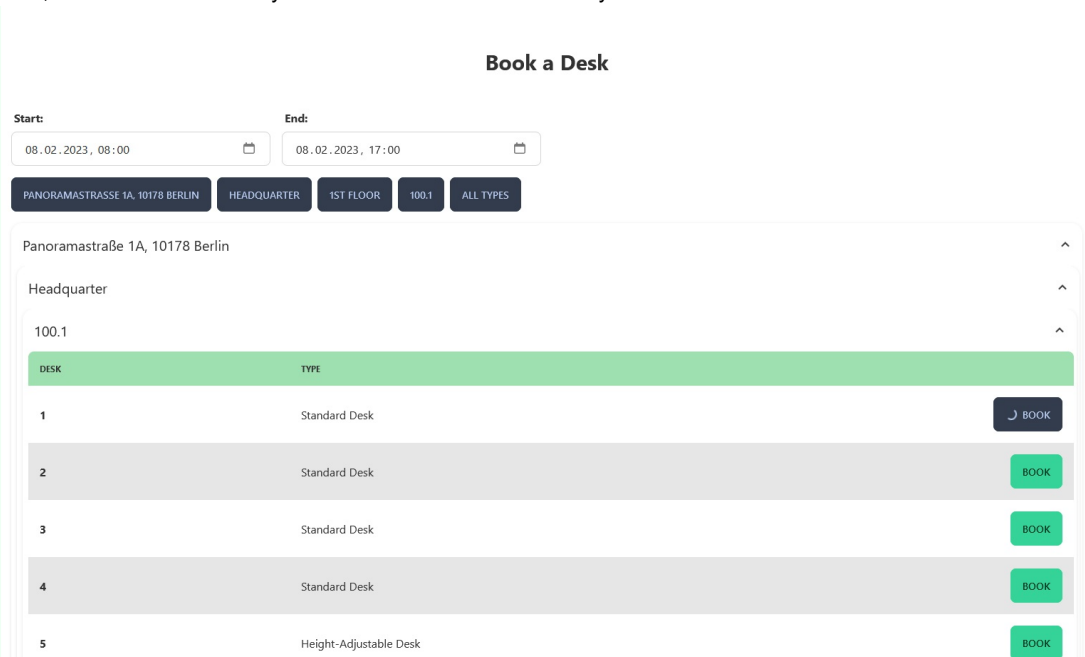
12. Click on "Book a desk" in the sidebar.



13. Now, you can select your preferred start and end time, location, building, room and type of desk or filter via the collapse components. All desks meeting your criteria will be shown with their booked state and you can book an available desk.



14. To book a timeslot at a desk, hit the "Book"-Button by the desk. If the desk is available you will be informed.



15. Congratulations! You've now booked a desk!

deskstar

Home

Bookings

Book a Desk

Logout

## Book a Desk

Start:

08.02.2023, 08:00

End:

08.02.2023, 17:00

PANORAMASTRASSE 1A, 10178 BERLIN

HEADQUARTER

1ST FLOOR

100.1

ALL TYPES

Panoramastraße 1A, 10178 Berlin

Headquarter

100.1

DESK	TYPE	
1	Standard Desk	BOOKED
2	Standard Desk	BOOK
3	Standard Desk	BOOK
4	Standard Desk	BOOK
5	Height-Adjustable Desk	BOOK

You successfully booked the desk

1 from 8.2.2023 08:00:00 to 8.2.2023 17:00:00

## Manage your bookings

16. Click on "Bookings" in the sidebar.
17. Now you can edit or delete your future bookings by using the buttons to the right of each booking.

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Home

Bookings

Book a Desk

Logout

## My Bookings

DESK	ROOM	BUILDING	START DATE	START TIME	END DATE	END TIME		
F	Social Space	Headquarter	13.02.2023	10:00	13.02.2023	14:00		
C	Social Space	Headquarter	09.02.2023	08:00	09.02.2023	17:00		
F	Social Space	Headquarter	08.02.2023	08:00	08.02.2023	17:00		
F	Social Space	Headquarter	07.02.2023	08:00	07.02.2023	17:00		
A	Social Space	Headquarter	24.01.2023	10:00	24.01.2023	19:00		
1	100.1	Headquarter	23.01.2023	10:00	23.01.2023	19:00		
1	100.1	Headquarter	22.01.2023	10:00	22.01.2023	19:00		
A	Social Space	Headquarter	21.01.2023	10:00	21.01.2023	19:00		
A	Social Space	Headquarter	09.12.2022	10:00	09.12.2022	19:00		

<

PAGE 1

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P.S.: If you log in during december, you can find a santa hat on our logo.

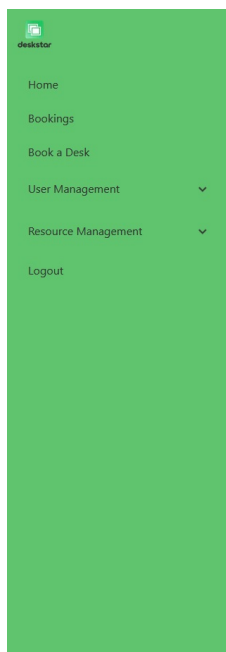


## Admin Workflow

- Open a browser and navigate to <http://localhost:3000> (<http://localhost:3000>) or <http://deskstar.de> (<http://deskstar.de>).
- Log in with your credentials with admin rights or use the following credentials (not working on the production server):  
**E-Mail:** [alice.admin@acme.com](mailto:alice.admin@acme.com)  
**Password:** test123
- Feel free to look around and use the user functions and the admin functions as shown below.
- Log out by hitting the "Logout"-Button in the side bar when you're finished.

## User Management

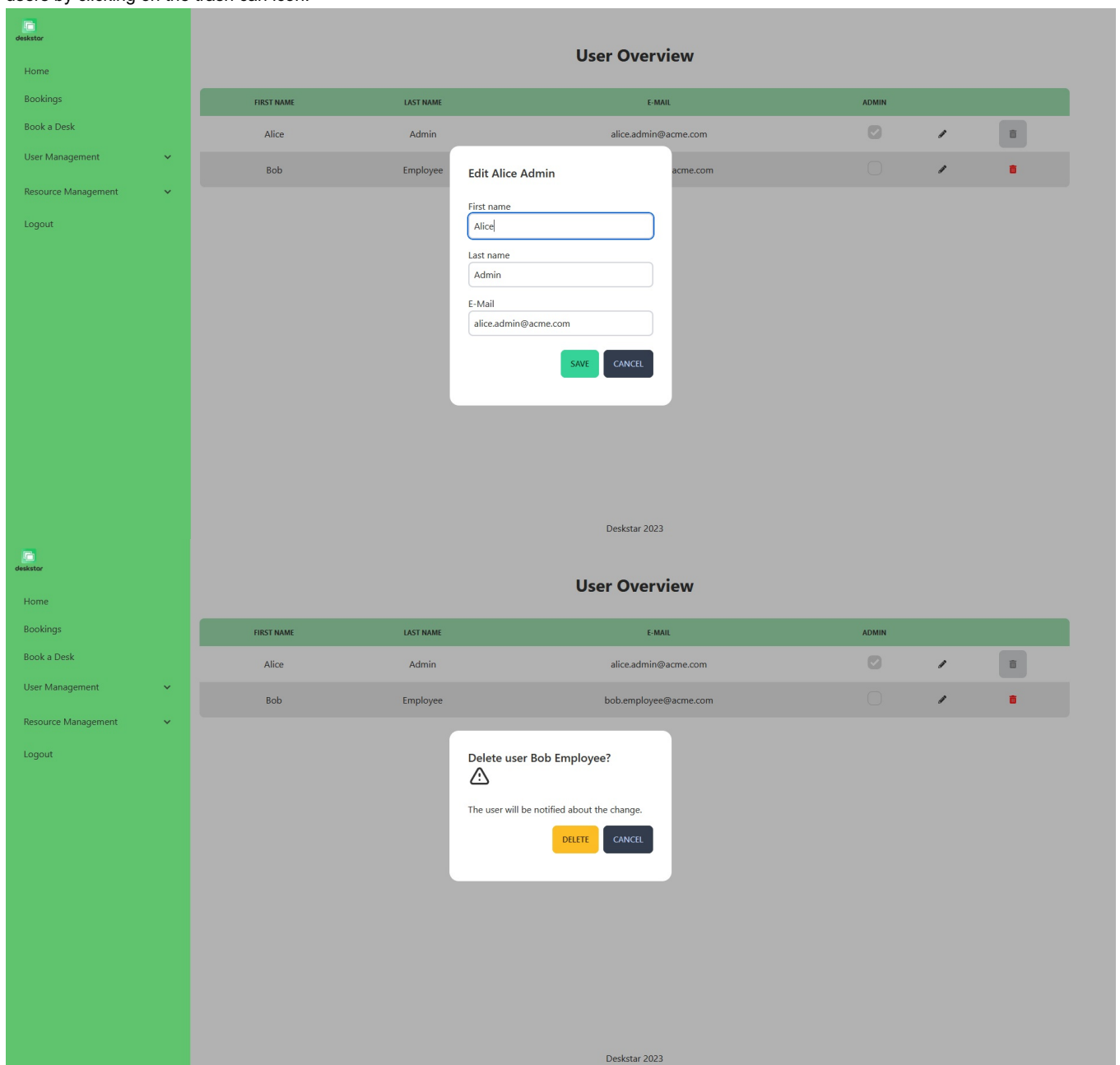
- Click on "User Management" in the sidebar.



User Overview					
FIRST NAME	LAST NAME	E-MAIL	ADMIN		
Alice	Admin	alice.admin@acme.com	<input checked="" type="checkbox"/>		
Bob	Employee	bob.employee@acme.com	<input type="checkbox"/>		

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6. In the overview-tab you see all registered and approved users. Here, you can edit the user's rights and their names. You can also delete users by clicking on the trash can icon.



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Home

Bookings

Book a Desk

User Management

Resource Management

Logout

User Overview

First Name	Last Name	E-Mail	Admin
Alice	Admin	alice.admin@acme.com	<input checked="" type="checkbox"/>
Bob	Employee	bob.employee@acme.com	<input type="checkbox"/>

Change admin rights for user Bob Employee?

Please confirm that you want to update the privileges this user.

UPDATE PRIVILEGES

CANCEL

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7. On the requests-tab you see all users who registered already, but are not yet approved. Here, you can approve or decline the approval requests.

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Home

Bookings

Book a Desk

User Management

Overview

Requests

Archived Users

Resource Management

Logout

User Requests

	First Name	Last Name	E-Mail	Approve/Reject
<input type="checkbox"/>	Max	Musterman	max.musterman@acme.com	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Erika	Musterfrau	erika.musterfrau@acme.com	<input checked="" type="checkbox"/> <input type="checkbox"/>

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8. On the restore-tab you can restore user, you have deleted. Therefor click on the green icon.

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Home

Bookings

Book a Desk

User Management

Overview

Requests

Archived Users

Resource Management

Logout

Archived Users

	First Name	Last Name	E-Mail	Restore
<input type="checkbox"/>	Max	Musterman	max.musterman@acme.com	<input type="checkbox"/>
<input type="checkbox"/>	Erika	Musterfrau	erika.musterfrau@acme.com	<input type="checkbox"/>

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- Click on "Resource Management" in the sidebar.
- You find a button to add new resources in the top right corner.
- Select the resource type with the button next to it.

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Home

Bookings

Book a Desk

User Management

Resource Management

Overview

Archived Resources

Logout

Resource Overview

LOCATIONS

RESOURCE DESKS

ADD RESOURCE

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Please select a location

- You can use the filters to list the resources you want to manage.

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Home

Bookings

Book a Desk

User Management

Resource Management

Overview

Archived Resources

Logout

Resource Overview

LOCATIONS

BUILDINGS

FLOORS

ROOMS

RESOURCE DESKS

ADD RESOURCE

DESK	DESK TYPE	ROOM	FLOOR	BUILDING	LOCATION		
1	Standard Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		
2	Standard Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		
3	Standard Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		
5	Height-Adjustable Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		
6	Height-Adjustable Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		
A	Standard Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		
B	Standard Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		
C	Standard Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		
E	Height-Adjustable Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		
F	Height-Adjustable Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin		

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- On the overview-tab you see all active resources. Here, you can edit the resources. You can also delete resources by clicking on the trash can icon.



desktopor

Home

Bookings

Book a Desk

User Management

Resource Management

Overview

Archived Resources

Logout

Resource Overview

RESOURCE: DESKS

ADD RESOURCE

LOCATIONSBUILDINGSFLOORSRooms

Desk	Desk Type	Room
1	Standard Desk	100.1
2	Standard Desk	100.1
3	Standard Desk	100.1
4	Standard Desk	100.1
5	Height-Adjustable Desk	100.1
6	Height-Adjustable Desk	100.1
A	Standard Desk	Social Space
B	Standard Desk	Social Space
C	Standard Desk	Social Space
D	Standard Desk	Social Space
E	Height-Adjustable Desk	Social Space
F	Height-Adjustable Desk	Social Space

Edit Desk Type

Change Desk Name

1

Change Desk Type

NO TYPE SELECTED

Location

PANORAMA STRASSE 1A, 10178 BERLIN

Building

HEADQUARTER

Floor

1ST FLOOR

Room

100.1

CONFIRM

Desk	Desk Type	Room	Floor	Building	Location
1	Standard Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin
2	Standard Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin
3	Standard Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin
5	Height-Adjustable Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin
6	Height-Adjustable Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin
A	Standard Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin
B	Standard Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin
C	Standard Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin
E	Height-Adjustable Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin
F	Height-Adjustable Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin

Delete desk ?

This might affect some bookings!

DELETECANCEL

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14. Click on "Archived Resources" in the side bar to restore deleted resources.

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Home

Bookings

Book a Desk

User Management

Resource Management

Overview

Archived Resources

Logout

Archived Resources

RESOURCE: DESKS

Desk	Desk Type	Room	Floor	Building	Location	Restore
4	Standard Desk	100.1	1st Floor	Headquarter	Panoramastraße 1A, 10178 Berlin	<div></div>
D	Standard Desk	Social Space	2nd Floor	Headquarter	Panoramastraße 1A, 10178 Berlin	<div></div>

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