

# **Virtual Room Reservation Assistant**

## **User Guide**

Prepared by

Group 21

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# 1. General Information

## 1.1. System Overview

Virtual Room Reservation Assistant is an application that manages room reservations of members in an environment. Users use the application to make reservations to available meeting rooms, as well as invite participants to the meeting.

## 2. System Features

Users are first welcomed in the 'Welcome(Home)' Page. The system services are available through the available menus. An account is generally required to access these services. However, there is an exception for the 'Room Status' page, in which users are not required to be logged in to view the room statuses.



Fig. 1 Home Page

### 2.1. New Account Registration

To have access to all of the system services, users have to create/register an account. Below are the steps to do just that.

- 1) Click on the 'Log In/Register' button available to the **top-left** corner of the page.
- 2) Click the 'Register' button.



Fig. 2.1.1 Register option

The *Register* Page will be shown as below.

ROOM RESERVATION

Home  
Reservation  
Edit  
Room Status  
Profile

## Register

Name	Ingrid
Username	ing
Email	ardineingrid@gmail.com
Password	****

Register [Already have an account? Login](#)

*Fig. 2.1.2 Registration Form filled with user input*

- 3) Type in name, username, email, and password
- 4) Click the 'Register' button.

The server will then proceed to check input data validity.

#### 2.1.1. Registration Successful

If registration is successful, the user will be automatically logged into their account, and will be redirected to the *Home* page with a success message.

ROOM RESERVATION

Home  
Reservation  
Edit  
Room Status  
Profile

## Welcome

Successfully registered!

A simple reservation system made for Software Engineering Project

Hover over the sidebar menu options for more details.

[Start making reservations](#)

*Fig. 2.1.3 Success message*

### 2.1.2. Registration Failure

The registration fails when the server notices a duplicate of either username or email address. The server will then notify the user of the error with the message as shown below.

ROOM RESERVATION

Home

Reservation

Edit

Room Status

Profile

## Register

Username and/or email is taken

Name test123

Username test\_user

Email ardineingrid@gmail.com

Password password

Register [Already have an account? Login](#)

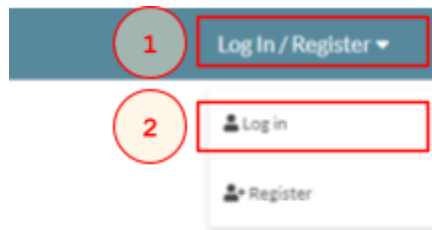
*Fig. 2.1.4 Failure message, email duplicate of Fig. 2.1.2*

## 2.2. Login

Users who are logged in are able to access all of the system services. This includes reservation booking, editing, and canceling, and viewing all of their reservation records.

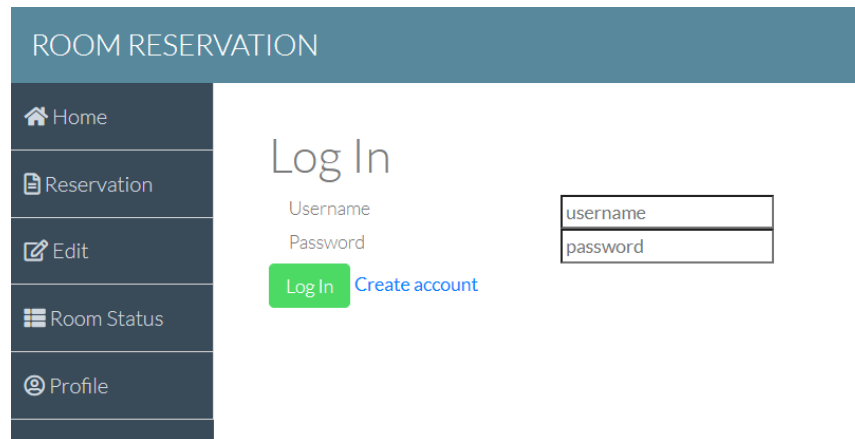
Below are the steps required to login.

- 1) Click on the 'Log In/Register' button.
- 2) Click the 'Log In' button.



*Fig. 2.2.1 Login option*

The login page will be shown as below.



*Fig. 2.2.2 Login page*

- 3) Type in username and password.
- 4) Click the 'Login' button.

The server will then proceed to check input data validity.

### 2.2.1. Login Successful

The user will be logged in and redirected to the *Home* page. The previous 'Log In/Register' option will then be replaced as the user's name



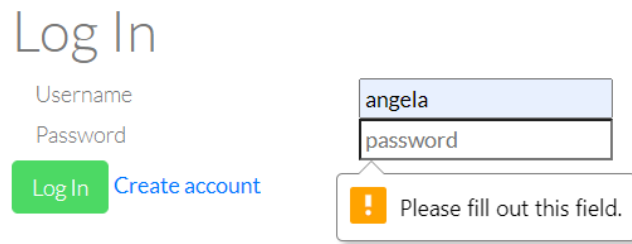
*Fig. 2.2.3 Top-left button is changed to user's name.*

### 2.2.2. Login Failure

If the login failed, the system will notify the user of the error.

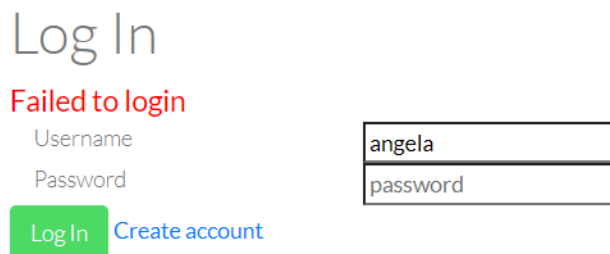
Causes of errors:

- Some fields are left unfilled.



The image shows a login form titled "Log In". It has two input fields: "Username" and "Password". The "Username" field contains the text "angela". The "Password" field is empty. Below the fields are two buttons: a green "Log In" button and a blue "Create account" link. A red error message box with an exclamation mark icon is displayed next to the "Password" field, containing the text "Please fill out this field."

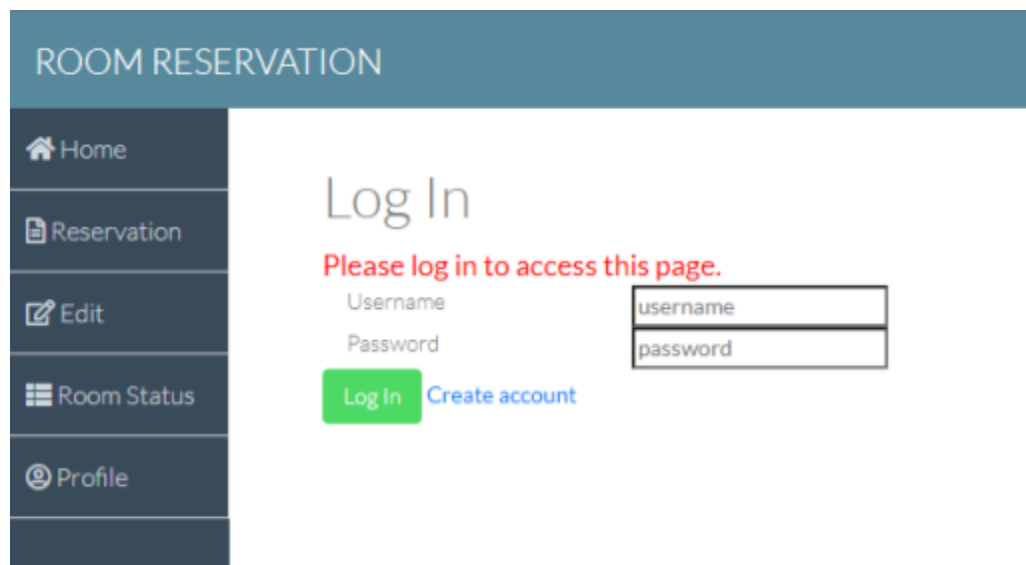
- User entered data (username and/or password) incorrectly



The image shows a login form titled "Log In". Above the form, the text "Failed to login" is displayed in red. The form has two input fields: "Username" and "Password". The "Username" field contains the text "angela". The "Password" field contains the text "password". Below the fields are two buttons: a green "Log In" button and a blue "Create account" link.

### 2.2.3. Login Required Redirect

Logged out users will be redirected to the *Login Page* upon unpermitted access, such as trying to access the *Reservation*, *Edit* and *Profile* pages. The server will also notify the user to login.



The image is a screenshot of a web application. At the top, there is a dark blue header bar with the text "ROOM RESERVATION" in white. Below the header, on the left side, there is a dark blue sidebar with several menu items: "Home" (with a house icon), "Reservation" (with a document icon), "Edit" (with a pencil icon), "Room Status" (with a list icon), and "Profile" (with a person icon). The main content area is white and contains a login form titled "Log In". Above the form, the text "Please log in to access this page." is displayed in red. The form has two input fields: "Username" and "Password". The "Username" field contains the text "username". The "Password" field contains the text "password". Below the fields are two buttons: a green "Log In" button and a blue "Create account" link.

Fig. 2.2.4 Redirected to login page

## 2.3. Reservation Booking

The user will be able to reserve rooms by filling in the reservation form in the *Reservation* page. Below are the steps to do so.

- 1) Click the 'Reservation' button.

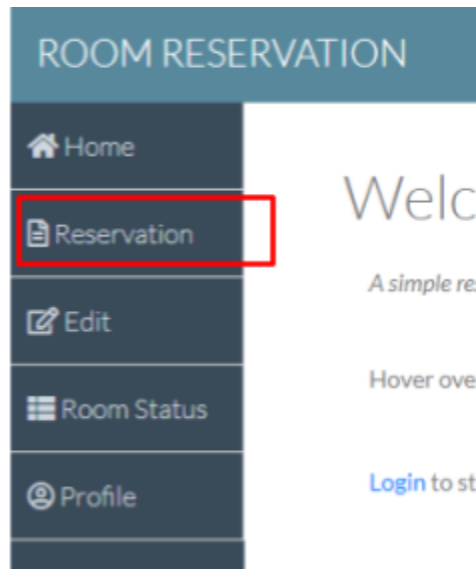


Fig. 2.3.1 Reservation button available on the sidebar menu

The reservation page will be shown as below.

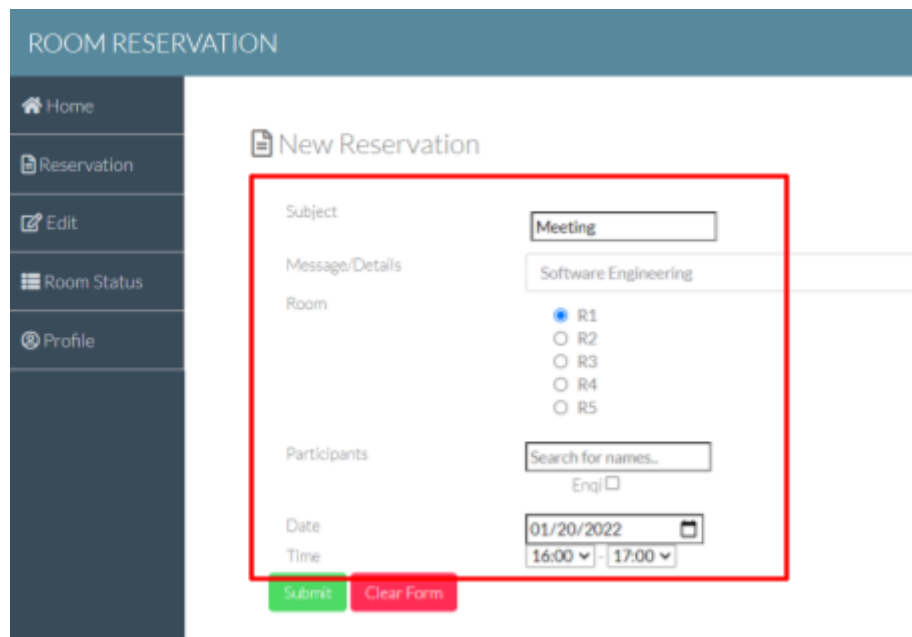
A screenshot of the 'New Reservation' form. The form is titled 'New Reservation' and has a red rectangle around the main input fields. The fields are: Subject (text input with 'Meeting'), Message/Details (text input with 'Software Engineering'), Room (radio button selection with 'R1' selected), Participants (text input with 'Search for names..'), Date (date picker with '01/20/2022'), and Time (time picker with '16:00' and '17:00'). There are 'Submit' and 'Clear Form' buttons at the bottom. The sidebar menu is visible on the left, with 'Reservation' highlighted.

Fig. 2.3.4 Reservation form filled

- 2) Fill in the reservation form as needed.




3) Click the 'Submit' button.


The server will then proceed to check for the room availability whilst confirming the participants' schedule.


### 2.3.1. Reservation Successful


If the reservation is successful, the user's reservation will be recorded into the database, and redirected to the *Edit* page in which all ongoing reservations can be observed and optionally edited or canceled.


ROOM RESERVATION


 Ingrid ▼

 Home

 Reservation

 Edit

 Room Status

 Profile

# Records

Ongoing Reservations

ID	Room	Date	Time	Party	Booked by	Edit	
ID2	1	2022-01-21	23:00:00 - 00:00:00	ingrid(ing)	ing	<a href="#">Edit</a>	<a href="#">Cancel</a>
ID5	1	2022-01-21	20:00:00 - 21:00:00	ardine(ard) ingrid(ing)	ing	<a href="#">Edit</a>	<a href="#">Cancel</a>
ID6	4	2022-01-20	22:00:00 - 23:00:00	ardine(ard)	ard	/NA	

*Fig. 2.3.5 Table of all ongoing reservations*

### 2.3.2. Reservation Failure

A reservation will fail if:

- Any participant is unavailable on the specified date and time.

 New Reservation

Enqi(enqi) is unavailable on 2022-01-20 at 16:00:00 - 17:00:00

- Chosen room is unavailable on the specified date and time.

 New Reservation

Room 1 is unavailable on 2022-01-20 at 20:00:00 - 21:00:00

## 2.4. Reservation Editing

A reservation is editable if the logged in user is its host and its status is 'Upcoming', which can be observed from the user's profile (alternative statuses: 'Ongoing' and 'Expired', in which room is supposedly being used).

This can be achieved by the steps below.

1) Click the 'Edit' button.

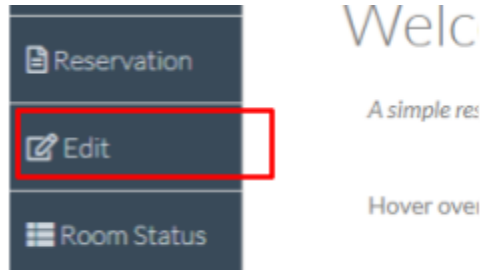


Fig. 2.4.1 Edit button available on the sidebar menu

The Edit Page will be shown as in Fig. 2.3.5.

### 2.4.1. Edit Selected Reservation

The 'Edit' button will only be available for the reservation's host and the admin.

1) Click the 'Edit' button of the to-be-edited reservation.

- Home
- Reservation
- Edit**
- Room Status
- Profile

## Records

Ongoing Reservations

ID	Room	Date	Time	Party	Booked by	Edit
ID2	1	2022-01-21	23:00:00 - 00:00:00	Ingrid(ing)	ing	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
ID5	1	2022-01-21	20:00:00 - 21:00:00	ardine(ard) Ingrid(ing)	ing	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
ID6	4	2022-01-20	22:00:00 - 23:00:00	ardine(ard)	ard	/NA

2) The user will be redirected to the reservation's edit form where meeting details can be modified.

### Edit Reservation [ID5]

Subject

Meeting

Message/Details

details here

Room

☒ R1
 ☐ R2
 ☐ R3
 ☐ R4
 ☐ R5

Participants

Search for names..

ardine

ardine ☒

Date

01/21/2022

Time

20:00 - 21:00

Submit

Clear Form

Fig. 2.4.2 Edit form of the selected reservation

## 2.4.2. Cancel Selected Reservation

The 'Cancel' button will only be available for the reservation's host and the admin.

- 1) Click the 'Cancel' button of the to-be-canceled reservation.

Party	Booked by	Edit	
ngrid(ing)	ing	Ed	Confirm Cancellation?
rdine(ard)	ing	Edit	
ngrid(ing)	ing		Cancel
rdine(ard)	ard	/NA	

Fig. 2.4.3 Cancel confirmation popup

- 2) The user will be prompted with a popup which upon confirmation will cancel the selected reservation.

## 2.5. Room Status

All room availability of the selected date will be shown in a table format.

- 1) Click the 'Room Status' button.

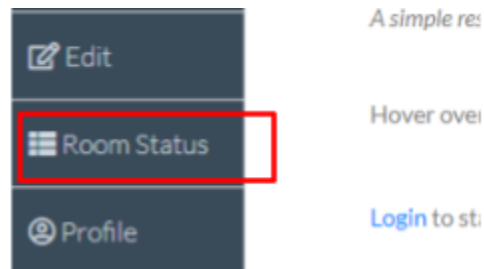


Fig. 2.5.1 Room Status button available on the sidebar menu

The Room Status Page will be shown as below.

ROOM RESERVATION					
Date: 12/30/2021 <input type="checkbox"/> Update					
Home	Room 1	Room 2	Room 3	Room 4	Room 5
Reservation	8:00 - 9:00		/NA		
Edit	9:00 - 10:00		/NA		
Room Status	10:00 - 11:00		/NA		
Profile	11:00 - 12:00		/NA		
	12:00 - 13:00				
	13:00 - 14:00	/NA			
	14:00 - 15:00				
	15:00 - 16:00	/NA			
	16:00 - 17:00				
	17:00 - 18:00				
	18:00 - 19:00		/NA		
	19:00 - 20:00				
	20:00 - 21:00				
	21:00 - 22:00	/NA			
	22:00 - 23:00				
	23:00 - 24:00				

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- 2) Select the desired date and click the 'Update' button. The table will then be updated according to the selected date.

## 2.6. Profile

The Profile page contains all of the user's reservation history with their current statuses also displayed.

- 1) Click the 'Profile' button.

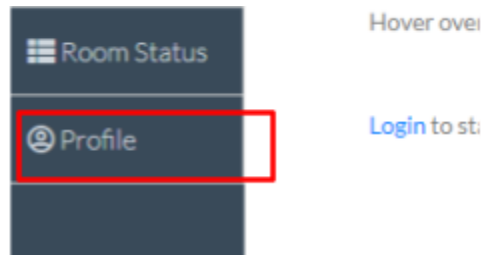


Fig. 2.6.1 Profile button available on the sidebar menu

The Profile page will be shown as below.



Fig. 2.6.2 User's profile page with reservation history (empty)

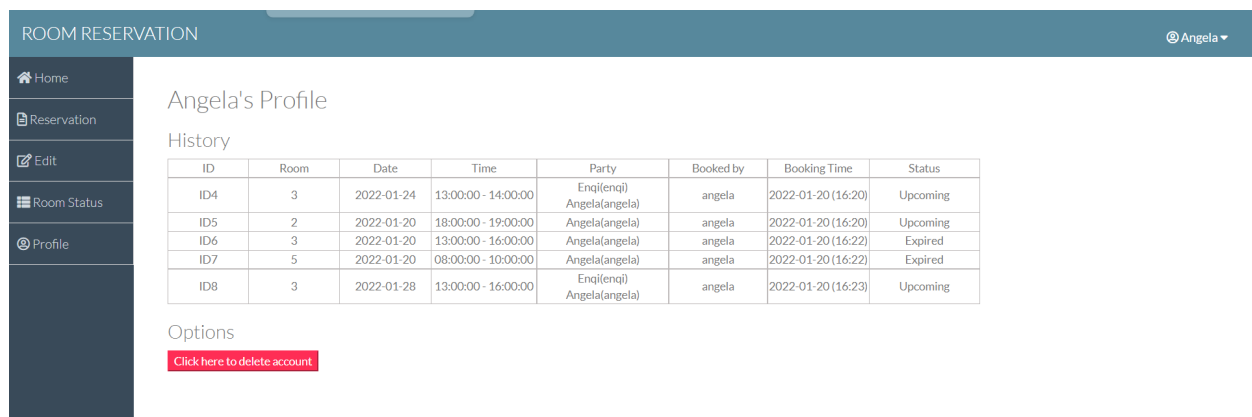


Fig. 2.6.3 User's profile page with reservation history (filled)

## 2.7. Logout

The user is able to logout of the system by traversing to the 'Logout' button which can be found by following the steps below.

- 1) Click the user's name available on the top-left corner of the page.
- 2) Click the 'Logout' button



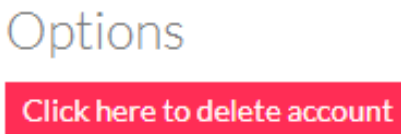
*Fig. 2.7.1 Logout button available on top-left corner of the page*

- 3) The user will be redirected to the Login page after being successfully logged out from their account.

## 2.8. Account Deletion

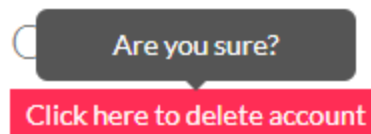
The user is able to delete their account at any time by navigating to the 'Delete Account' button which can be found on their Profile page.

- 1) Click on the 'Profile' button as in *Fig. 2.8.1*
- 2) Click on the 'Click here to delete account' button



*Fig. 2.8.1 Delete Account button found on Profile page*

- 3) Click on the popup 'Are you sure?' button.



*Fig. 2.8.2 Popup confirmation button*

- 4) The user account will then be deleted from the database and the user will be redirected back to the *Login* page.

## 2.9. Admin Privileges

An admin account has some privileges including being able to edit and/or cancel any of the ongoing reservations.

ROOM RESERVATION

Admin

Home

Reservation

Edit

Room Status

Profile

### Records

Ongoing Reservations

ID	Room	Date	Time	Party	Booked by	Status	Edit	
ID1	3	2022-01-21	12:00:00 - 13:00:00	ardine(ard) ingrid(ing)	ing	2	Edit	Cancel
ID2	5	2022-01-21	13:00:00 - 14:00:00	ingrid(ing)	ing	1	Edit	Cancel
ID3	3	2022-01-21	19:00:00 - 21:00:00	ardine(ard) ingrid(ing)	ing	0	Edit	Cancel
ID4	4	2022-01-21	22:00:00 - 23:00:00	ardine(ard) ingrid(ing)	ing	0	Edit	Cancel
ID5	3	2022-01-21	19:00:00 - 20:00:00	ardine(ard) ingrid(ing)	ing	0	Edit	Cancel
ID6	3	2022-01-21	16:00:00 - 17:00:00	ingrid(ing)	ing	0	Edit	Cancel
ID7	3	2022-01-22	13:00:00 - 14:00:00	ingrid(ing)	ing	0	Edit	Cancel

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*Fig. 2.9.1 Admin's view of the Edit page*