

# **Bethe OPS Project**

## **User Instructions**

**May 16, 2019**

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# 1 Overview

The purpose of this document is to outline instructions on how to carry out various actions or functionalities included in the Bethe OPS platform. Instructions to carry out each action are broken down by the user type: student, event leader, and admin. Instructions for browsing events and viewing events individually are included as well.

## 1.1 Logging In

The first step each user must complete when using Bethe OPS is to log in. When a user goes to the Bethe OPS app online, (s)he must first log in through CUWebLogin. Upon successful login authentication, the user is then redirected to the appropriate event landing page.

# 2 Student

Students are the most common users of the Bethe OPS system. A student has the following capabilities:

- Sign up as a student user on Bethe OPS
- Sign up for events
- Edit user profile

## 2.1 Sign Up for Bethe OPS

Students who log into Bethe OPS for the first time and are not in the system will be redirected to the sign-up form to create their personal profiles upon logging in.

To sign up for Bethe OPS, simply fill out the following form that appears to create your profile.

Please enter the following information for your profile

|                  |               |
|------------------|---------------|
| First Name       | Last Name     |
| Campus Residence |               |
| Building         |               |
| Net ID           | Mobile Number |

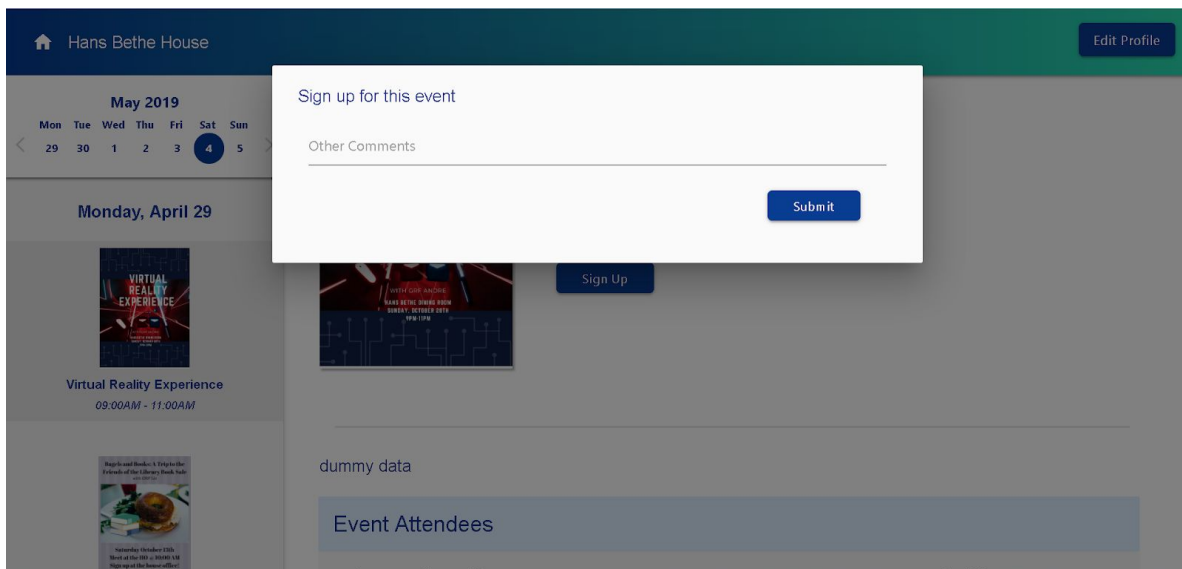
Submit sign up form

## 2.2 Sign Up for an Event

Specific instructions on how to browse events and select certain events to view are outlined in section 5.

To sign up for an event, do the following:

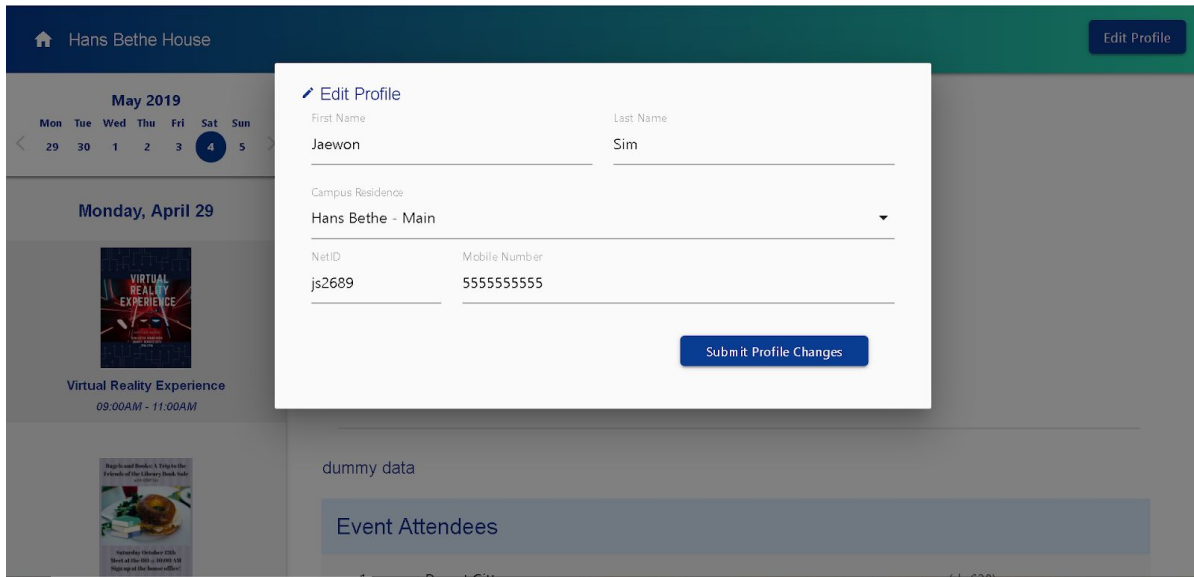
1. Select and click the event poster of interest from the sidebar on the left.
2. Click the “Sign Up” button in the event profile section that loads in the right section upon clicking the event poster. This will trigger the sign-up form, which will pop up as a modal.
3. Insert additional comments in the “Other Comments” field of the sign-up form as requested by the event leader in the event profile section, or if you wish to share certain details with the event leader.
4. Click the “Submit” button to submit your sign-up for the event. An email confirmation is sent to your Cornell email upon submission.
5. Click outside the modal if you wish to exit the modal and not sign up.



## 2.3 Edit Profile

To edit your profile, do the following:

1. Click the “Edit Profile” button on the right side of the nav bar. This will trigger the profile editing form, which will pop up as a modal
2. Make the desired changes to the fields in the form.
3. Click the “Submit Profile Changes” button to save your profile changes.
4. Click outside the modal if you wish to exit the modal and not make any changes to your profile.



### 3 Event Leader

Event leaders are users who have the same capabilities as students in addition to leading events. Event leaders cannot sign up on Bethe OPS, however; they must be added by an admin as further discussed in section 4. An event leader has the following capabilities:

- Sign up for events
- Edit user profile
- Create events
- Add students to Bethe OPS
- Remove students from Bethe OPS
- Edit events
- Download event data
  - NOTE: The “Download Data” feature is currently not implemented and is listed as a future development of the system.
- Delete events

#### 3.1 Sign Up for an Event

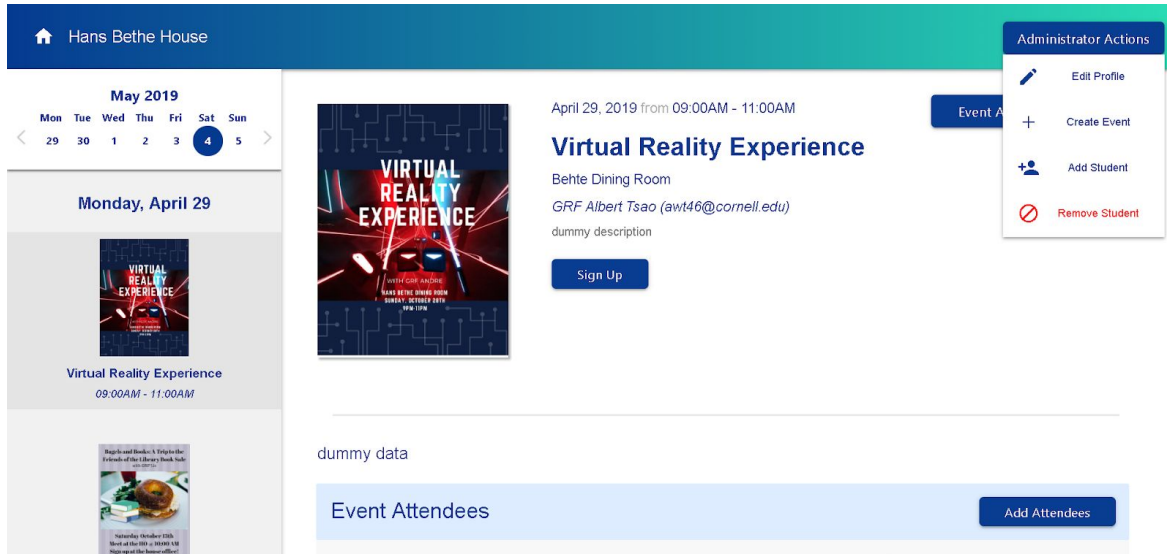
Refer to section 2.1.

#### 3.2 Edit Profile

To edit your profile, do the following:

1. Click the “Administrator Actions” button on the right side of the nav bar. This will trigger a dropdown.

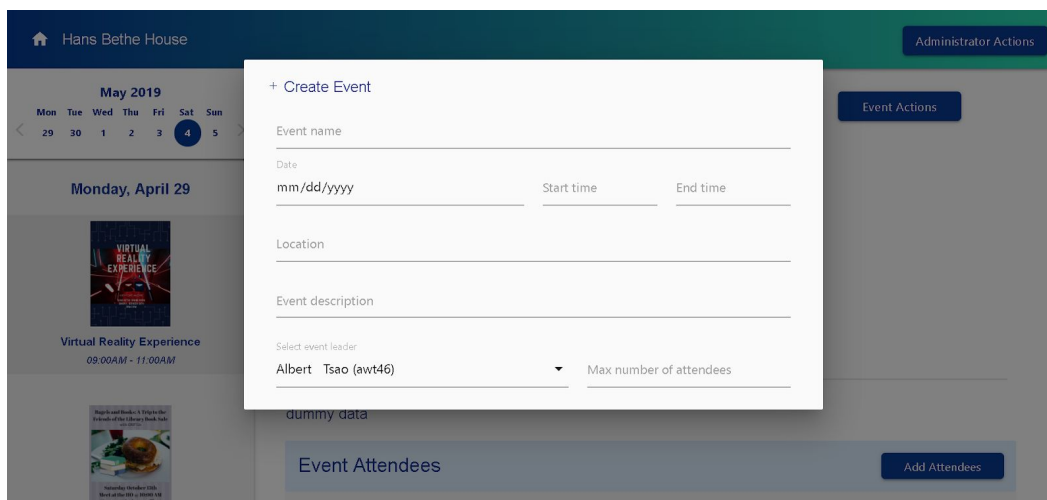
2. Select the “Edit Profile” option from the dropdown. This will trigger the profile editing form, which will pop up as a modal.
3. Follow steps 2 to 4 in section 2.3.



### 3.3 Create Event

To create an event, do the following:

1. Click the “Administrator Actions” button on the right side of the nav bar. This will trigger a dropdown.
2. Select the “Create Event” option from the dropdown. This will trigger the event creating form, which will pop up as a modal.
3. Fill in the required fields.
  - a. **NOTE:** Files uploaded for the poster must be **JPEG** or **PNG**.
  - b. The start time and end time minutes for the event must be one of 00/15/30/45.
4. Click the “Create Event” button to finish and create the event.
5. Click outside the modal if you wish to exit the modal and not continue with creating the new event.



### 3.4 Add Student

To add a student to the system, do the following:

1. Click the “Administrator Actions” button on the right side of the nav bar. This will trigger a dropdown.
2. Select the “Add Student” option from the dropdown. This will trigger the student addition form, which will pop up as a modal.
3. Fill in the required fields.
4. Click the “Add” button to finish and add the student.
5. Click outside the modal if you wish to exit the modal and not continue with adding the new student user.

The screenshot shows the 'Add Student' modal form overlaid on the Hans Bethe House website. The modal has a title 'Add Student' with a person icon. It contains the following fields: 'First Name' and 'Last Name' (text inputs), 'Campus Residence' (a dropdown menu with the text 'Please select a building'), 'NetID' and 'Mobile Number' (text inputs). An 'Add' button is located at the bottom right of the modal. The background shows the website's header with 'Hans Bethe House' and 'Administrator Actions' button, a calendar for May 2019, and a list of events including 'Virtual Reality Experience' and 'dummy data'.

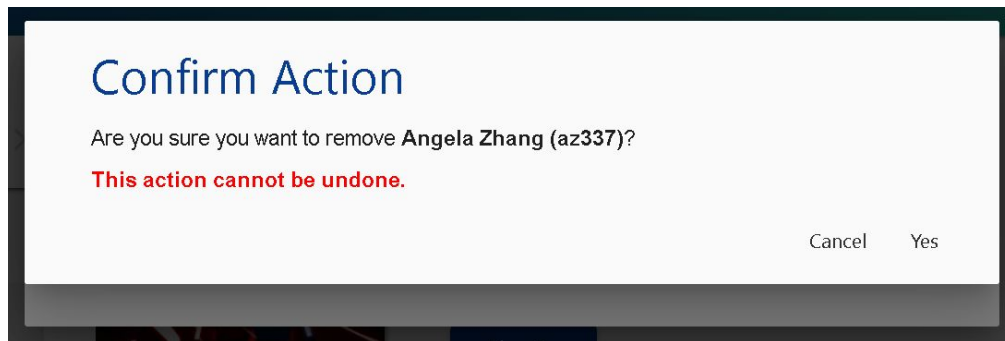
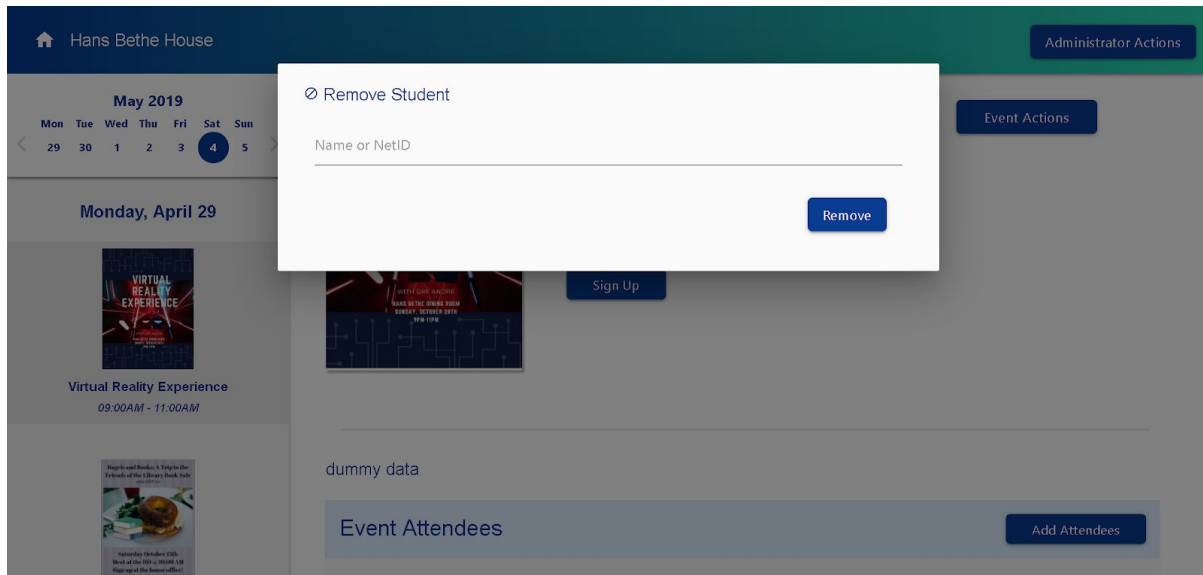
*Note: Adding an existing administrator or event leader as a student will change that user to a student.*

### 3.5 Remove Student

To remove a student from the system, do the following:

1. Click the “Administrator Actions” button on the right side of the nav bar. This will trigger a dropdown.
2. Select the “Remove Student” option from the dropdown. This will trigger the student removal form, which will pop up as a modal.
3. Type the name and/or net ID of the student you wish to remove. Only students who are currently in the system may be removed. A dropdown will appear with the names and net IDs of student users currently in the system; only three students will be shown at a time.

4. Click the “Remove” button to continue. This will trigger a removal confirmation pop-up.
5. Click “Yes” to confirm the removal of the student selected.
6. Click “Cancel” or outside the modal if you wish to exit the modal and not continue with removing the student user.



### 3.6 Edit Event

To edit an event, do the following:

1. Click the “Event Actions” button on the right side of the event profile section. This will trigger a dropdown.
2. Select the “Edit Event” option from the dropdown. This will trigger the event editing form, which will pop up as a modal.
3. Change the values of the fields you wish to edit.
4. Click the “Save Event” button to save the changes made to the event.



- Click outside the modal if you wish to exit the modal and not continue with editing the event.

The screenshot shows the 'Edit Event' modal for an event titled 'Virtual Reality Experience'. The modal is overlaid on a background showing a calendar for May 2019 and a list of events. The modal contains the following fields:

- Event Name:** Virtual Reality Experience
- Date:** 04/29/2019
- Start Time:** 09:00AM
- End Time:** 11:00AM
- Location:** Behte Dining Room
- Event Description:** dummy description
- Select event leader:** Albert Tsao (awt46)
- Max number of attendees:** 6
- (Optional) Additional instructions for participants (e.g. food restrictions):** dummy data

Buttons for 'Administrator Actions' and 'Event Actions' are visible on the right side of the background interface.

### 3.7 Delete Event

To delete an event, do the following:

- Click the “Event Actions” button on the right side of the event profile section. This will trigger a dropdown.
- Select the “Delete Event” option from the dropdown. This will trigger a removal confirmation pop-up.
- Click “Yes” to confirm the deletion of the event.
- Click “Cancel” or outside the modal if you wish to exit the modal and not continue with deleting the event.

The screenshot shows the 'Confirm Action' modal, which is a confirmation pop-up for deleting an event. The modal is overlaid on the same background as the previous screenshot. The modal contains the following text:

- Confirm Action**
- Are you sure you want to delete this event?
- This action cannot be undone.**
- Buttons: Cancel, Yes

The background interface shows the 'Event Actions' button and a 'Sign Up' button.

## 4 Admin

Admins are users who have the same capabilities as students and event leaders in addition to adding any type of user and having administrative authority over the system. Admins cannot sign up on Bethe OPS, however; they must be added by an admin currently in the system. An admin has the following capabilities:

- Sign up for events
- Edit user profile
- Create events
- Add users to Bethe OPS
- Remove users from Bethe OPS
- Edit events
- Download event data
  - NOTE: The “Download Data” feature is currently not implemented and is listed as a future development of the system.
- Delete events

### 4.1 Sign Up for an Event

Refer to section 2.1.

### 4.2 Edit Profile

Refer to section 3.2.

### 4.3 Create Event

Refer to section 3.3.

### 4.4 Add User

To add a user to the system, do the following:

1. Click the “Administrator Actions” button on the right side of the nav bar. This will trigger a dropdown.
2. Select the “Add User” option from the dropdown. This will trigger the user addition form, which will pop up as a modal.
3. Select the type of user you wish to add.
4. Fill in the remaining required fields.
5. Click the “Add” button to finish and add the user.
6. Click outside the modal if you wish to exit the modal and not continue with adding the new user.

**Add User**

User type

Select user type

First Name Last Name

Campus Residence

Please select a building

NetID Mobile Number

Add

*Note: Adding an existing user will only change the type (privileges) of the user (if changed).*

## 4.5 Remove User

Refer to section 3.5. Instead of “Remove Student”, admins have the option “Remove User”, and the dropdown will appear with the names and net IDs of all users (not just student users) in the system.

**Remove User**

Name or NetID

Remove

## 4.6 Edit Event

Refer to section 3.6.

## 4.7 Delete Event

Refer to section 3.7.

## **5 Browsing and Viewing Events**

All users can browse events and view events individually. The functionality for these actions is the same for all users.

### **5.1 Browsing Events**

To browse events, scroll through the space below the calendar to view the events happening the week displayed in the calendar. Click on the date buttons in the calendar to jump to the date text label and its corresponding event posters in the space below the calendar.

To browse events from other weeks, click on the chevrons in the calendar to scroll through each week and load its corresponding events.

### **5.2 Viewing an Individual Event**

To view a specific event, click on the event poster of interest in the sidebar. This will load the event's profile in the section to the right of the sidebar.