



# USER GUIDE

## Akamai Publishing Scheduling Application

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C868 – Software Capstone Project

Task 2 – User Guide

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## USER GUIDE

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### INTRODUCTION

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This document will guide the user through the installation of all required applications and programming languages, navigation of the user interface, and performing required test case tasks.

### INSTALLATION AND USING THE APPLICATION

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Prerequisites:

- Windows 10 or greater / macOS Monterey or greater / Linux Mint 21 or greater
- IntelliJ Community Edition 2021.1.3
- JavaFX SDK 17.0.1
- Java SE 17.0.1
- MySQL Database

Opening the Application:

There are two methods for opening this application.

1. Use the executable file. This file is located in the folder called "Olden Capstone." This JAR file is called "AkamaiPublishing."
2. Use the source code to open and run this application through IntelliJ
  - a. The source code is located in a zip file called "Olden868." When opened, this will produce a folder called "HelloWorldJFX." Open this file using IntelliJ.

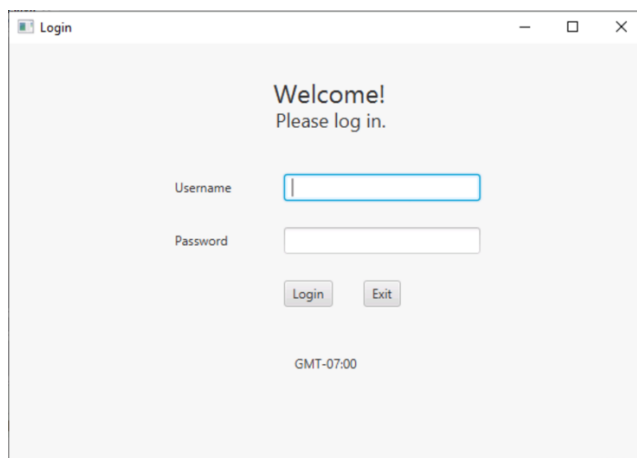
### LOGIN

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1. Upon opening the application, the login window will open. After entering the username and password, click the button titled "Login." Use the following credentials to log in:

Username: test

Password: test



## CREATE A NEW MEETING

1. From the Main Dashboard, click the button called “Add” at the bottom of the page.

The screenshot shows the 'Appointment Scheduler' application window. On the left is a sidebar with 'Meetings', 'Authors', and 'Reports' buttons. The main area has a 'View Meetings By:' section with radio buttons for 'Month', 'Week', and 'All Time' (selected). Below this is a table of meetings. At the bottom, there are 'Add', 'Modify', and 'Delete' buttons. The 'Add' button is circled in red.

ID	Title	Author	Location	Contact	Type	Start	End	Auth...	User ...
3	New Meeti...	Daddy Warbucks	London	Anika Costa	Meeting	2022-07-2...	2022-07-2...	1	1
4	Another one	Daddy Warbucks	Paris	Anika Costa	Meeting	2022-07-2...	2022-07-2...	1	1
5	whale	Daddy Warbucks	ocean	Anika Costa	krill	2022-07-2...	2022-07-2...	1	1
6	Does	Daddy Warbucks	Still	Anika Costa	Work	2022-07-2...	2022-07-2...	1	1
8	new	Daddy Warbucks	new	Anika Costa	new	2022-08-0...	2022-08-0...	1	1
9	Hi	Lady McAnderson	How	Anika Costa	Are	2022-08-0...	2022-08-0...	2	1
2	title	Lady McAnderson	location	Daniel Garcia	De-Briefing	2020-05-2...	2020-05-2...	2	2
1	title	Daddy Warbucks	location	Li Lee	Planning S...	2020-05-2...	2020-05-2...	1	1

2. You will be navigated to the Add Meeting Page. Enter the required information, then click the “Add” button at the bottom of the screen.

The screenshot shows the 'Add New Appointment' page. It has a sidebar with 'Meetings', 'Authors', and 'Reports' buttons. The main area is titled 'Add New Meeting' and contains several input fields: Meeting ID (10), Date (calendar icon), Title (Meeting with Boss), Start Time (14:30), Description (Regarding performance), End Time (15:00), Location (London), Author ID, Agent (dropdown), User ID, and Meeting Type (Meeting). At the bottom, there are 'Cancel' and 'Add' buttons. The 'Add' button is circled in red.

3. If the information entered meets all required criteria, the application will return to the Main Dashboard page. If the information does not meet the required criteria, you will receive an error message indicating which of the entered information is incorrect.

## MODIFY AN EXISTING MEETING

1. From the Main Dashboard, click on the appointment you wish to change, then click the button called “Modify.”

The screenshot shows the 'Appointment Scheduler' application. On the left is a sidebar with 'Meetings', 'Authors', and 'Reports' buttons. The main area displays a table of meetings. A red arrow points to the 'Authors' button in the sidebar. At the bottom of the table, the 'Modify' button is circled in red.

ID	Title	Author	Location	Contact	Type	Start	End	Auth...	User ...
3	New Meeti...	Daddy Warbucks	London	Anika Costa	Meeting	2022-07-2...	2022-07-2...	1	1
4	Another one	Daddy Warbucks	Paris	Anika Costa	Meeting	2022-07-2...	2022-07-2...	1	1
5	whale	Daddy Warbucks	ocean	Anika Costa	krill	2022-07-2...	2022-07-2...	1	1
6	Does	Daddy Warbucks	Still	Anika Costa	Work	2022-07-2...	2022-07-2...	1	1
8	new	Daddy Warbucks	new	Anika Costa	new	2022-08-0...	2022-08-0...	1	1
9	Hi	Lady McAnderson	How	Anika Costa	Are	2022-08-0...	2022-08-0...	2	1
2	title	Lady McAnderson	location	Daniel Garcia	De-Briefing	2020-05-2...	2020-05-2...	2	2
1	title	Daddy Warbucks	location	Li Lee	Planning S...	2020-05-2...	2020-05-2...	1	1

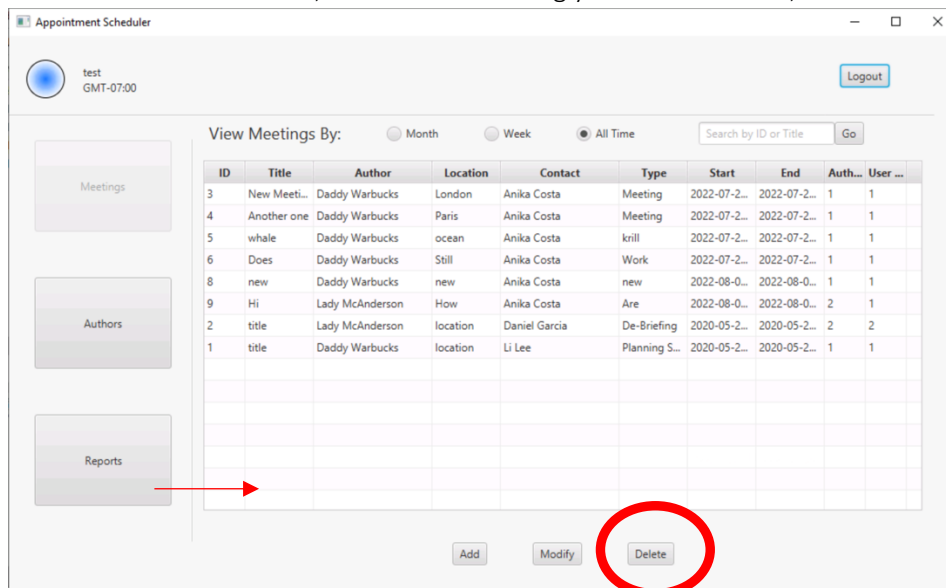
2. This will navigate you to the Modify Meeting Page. Information from the selected item should be prepopulated in the form. Change the information you want to be changed, then click “Modify.”

The screenshot shows the 'Modify Existing Appointment' page. The form contains the following fields: Meeting ID (5), Date (7/29/2022), Title (whale), Start Time (09:15), Description (whale), End Time (10:00), Location (ocean), Author ID (1), Agent (Anika Costa), User ID (1), and Meeting Type (krill). The 'Update' button is circled in red.

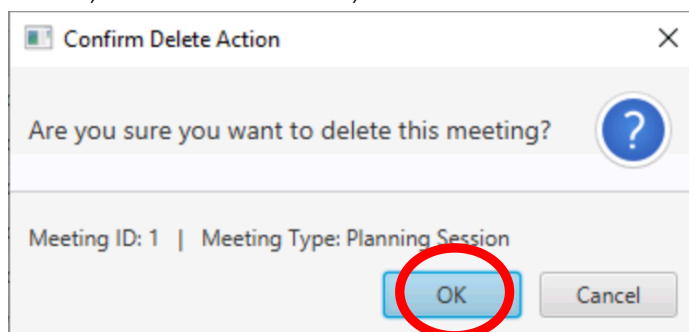
3. If the information entered meets all required criteria, the application will return to the Main Dashboard page. If the information does not meet the required criteria, you will receive an error message indicating which of the entered information is incorrect.

## DELETE AN EXISTING MEETING

1. From the Main Dashboard, click on the meeting you wish to delete, then click the button called “Delete.”

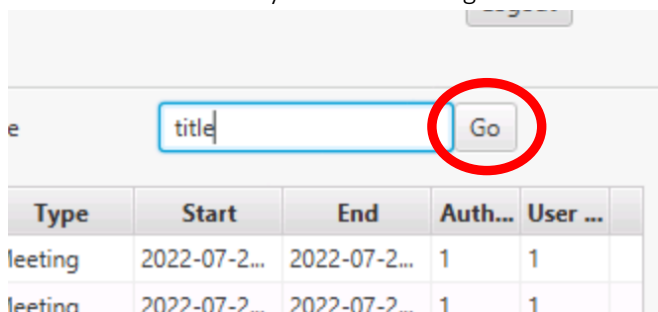


2. A confirmation window will pop up, to verify that you do wish to delete the selected appointment. If this is correct, click the “OK” button, otherwise click the “cancel” button.



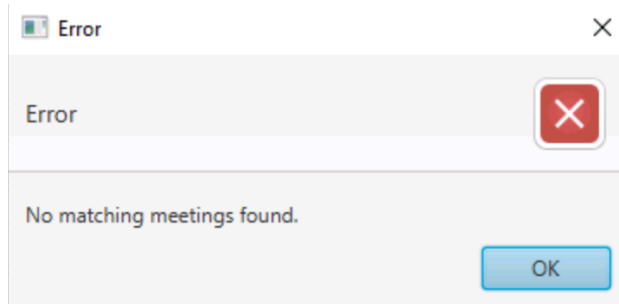
## SEARCH FOR A MEETING

1. From the Main Dashboard, click on the text field in the upper right corner of the window. Type in either a meeting ID number or the title you are searching for. Click “Go” to search.



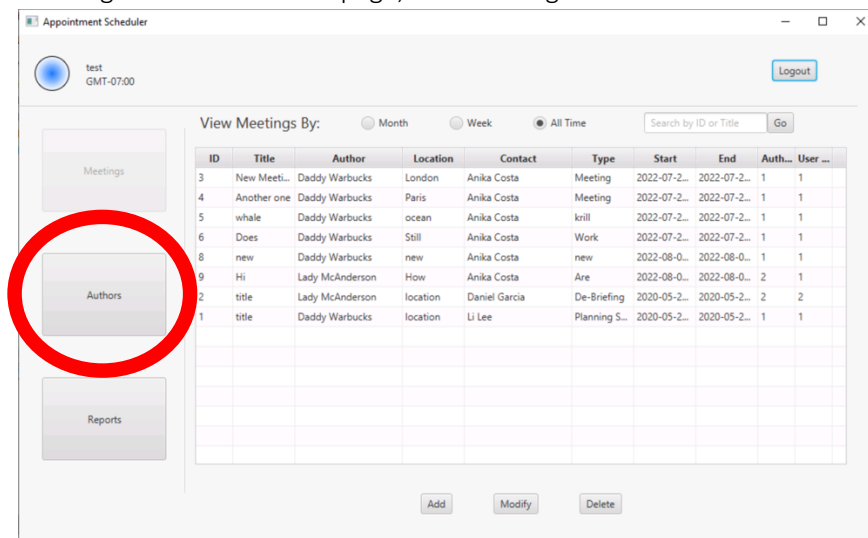
## Akamai Publishing Scheduling Application

2. If there are no matching meetings, an error message will appear.



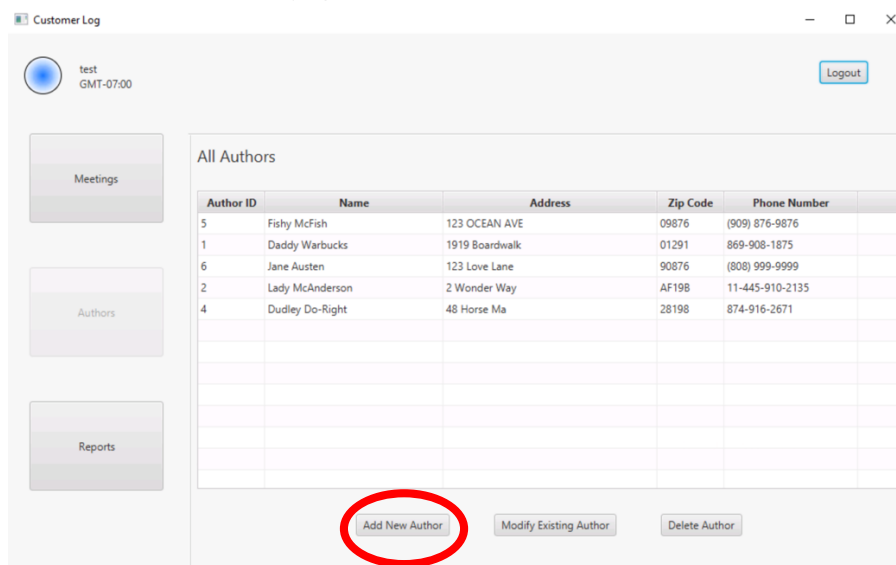
## AUTHORS

1. To navigate to the authors' page, click the large button called "Authors" on the left side of the window.



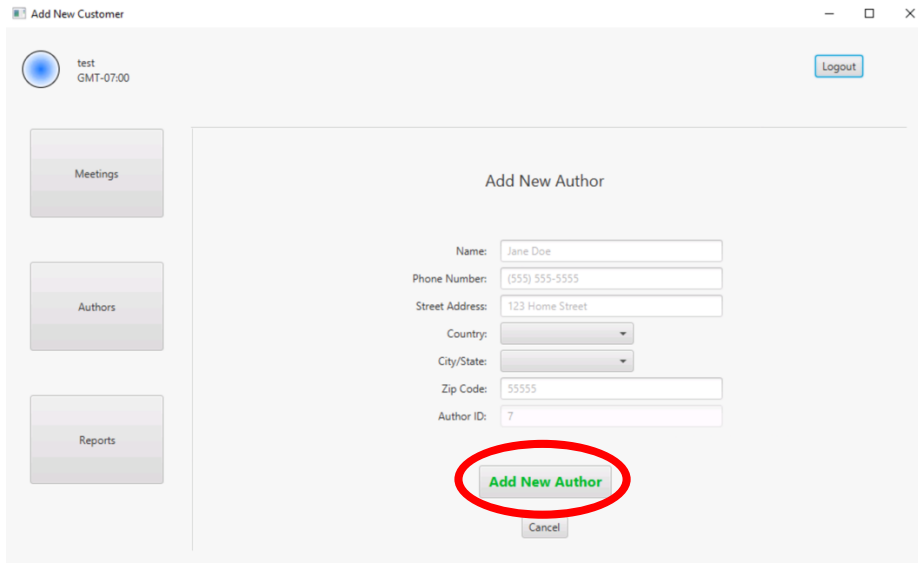
## ADD A NEW AUTHOR

1. From the main authors' page, click the button called "Add New Author."



## Akamai Publishing Scheduling Application

- This will navigate you to the Add Author page. Enter the required information, then click “Add New Author.”



test GMT-07:00 Logout

Meetings

Authors

Reports

Add New Author

Name: Jane Doe

Phone Number: (555) 555-5555

Street Address: 123 Home Street

Country:

City/State:

Zip Code: 55555

Author ID: 7

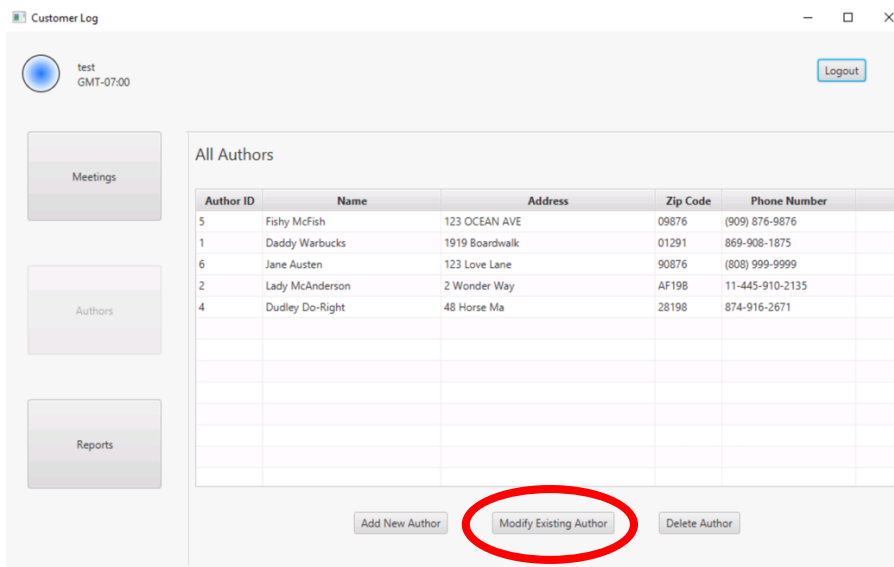
Add New Author

Cancel

- If the information entered meets all criteria, the author will be added, and you will be navigated to the Main Author Page. If the information entered does not meet the criteria, an error pop-up will appear indicating which of the entered information is incorrect.

## MODIFY AN EXISTING AUTHOR

- From the Main Authors page, select the author you wish to modify, then click the button called “Modify Existing Author.” If you have not selected an author, an error message will appear.



Customer Log Logout

test GMT-07:00

Meetings

Authors

Reports

All Authors

Author ID	Name	Address	Zip Code	Phone Number
5	Fishy McFish	123 OCEAN AVE	09876	(909) 876-9876
1	Daddy Warbucks	1919 Boardwalk	01291	869-908-1875
6	Jane Austen	123 Love Lane	90876	(808) 999-9999
2	Lady McAnderson	2 Wonder Way	AF198	11-445-910-2135
4	Dudley Do-Right	48 Horse Ma	28198	874-916-2671

Add New Author Modify Existing Author Delete Author



## Akamai Publishing Scheduling Application

2. This will navigate you to the Modify Authors page. The information about the selected author should be prepopulated in the form. Change the information desired, then click “Update.” If any information is incorrect, an error message will appear.

test GMT-07:00 Logout

Meetings

Authors

Reports

Modify Existing Author Record

Name: Jane Austen

Phone Number: (808) 999-9999

Street Address: 123 Love Lane

Country: UK

City/State: England

Zip Code: 90876

Author ID: 6

Update

Cancel

## DELETE AN AUTHOR

1. From the main author's page, select an author to delete. Then, click the delete button.

test GMT-07:00 Logout

Meetings

Authors

Reports

All Authors

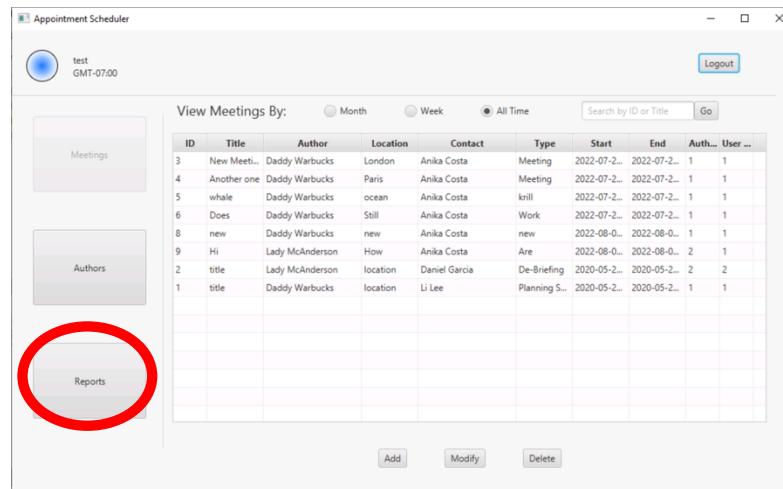
Author ID	Name	Address	Zip Code	Phone Number
5	Fishy McFish	123 OCEAN AVE	09876	(909) 876-9876
1	Daddy Warbucks	1919 Boardwalk	01291	869-908-1875
6	Jane Austen	123 Love Lane	90876	(808) 999-9999
2	Lady McAnderson	2 Wonder Way	AF198	11-445-910-2135
4	Dudley Do-Right	48 Horse Ma	28198	874-916-2671

Add New Author Modify Existing Author Delete Author

2. If no author is deleted, an error will appear. If the author selected for deletion already has appointments scheduled, an error will appear.

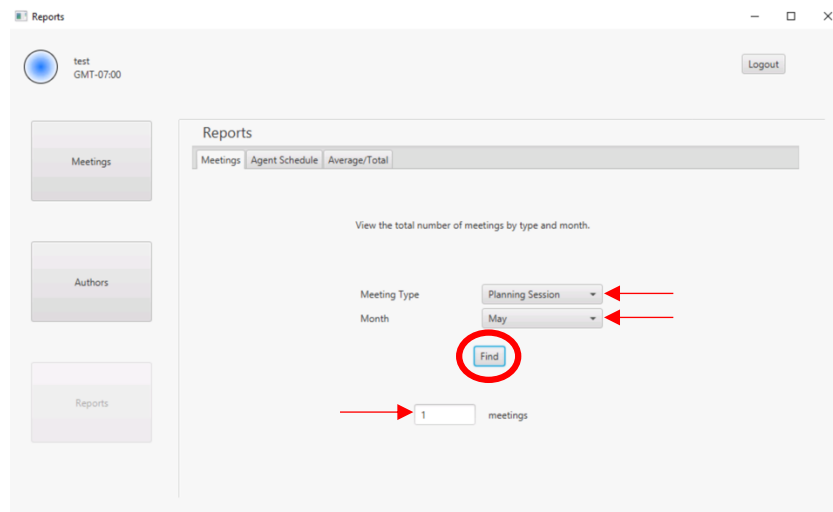
## REPORTS

1. From the Main Dashboard, navigate to the Reports page by clicking the button called “Reports” on the left side of the window.



## REPORT 1: MEETINGS BY TYPE

1. The first tab will be automatically selected once you navigate to the Report page. There are two drop-down menus from which you can select a meeting type and a month. Once you have selected both, click “Find.” The total number of appointments of the selected type will populate in the text field at the bottom of the page.



### REPORT 2: AGENT SCHEDULE

1. Click the second tab called “Agent Schedule.”
2. Select the desired agent from the drop-down menu. Click “Find.” The table below this button will populate with appointments.

The screenshot shows the 'Reports' window of the Akamai Publishing Scheduling Application. The 'Agent Schedule' tab is selected. A dropdown menu for 'Select agent:' is set to 'Anika Costa', and the 'Find' button is circled in red. Below the dropdown is a table of appointments.

Meeting ID	Title	Author	Location	Agent	Type	Start	End	Auth...	User ...
3	New Meeti...	Daddy Warbucks	London	Anika Costa	Meeting	2022-07-2...	2022-07-2...	1	1
4	Another one	Daddy Warbucks	Paris	Anika Costa	Meeting	2022-07-2...	2022-07-2...	1	1
5	whale	Daddy Warbucks	ocean	Anika Costa	krill	2022-07-2...	2022-07-2...	1	1
6	Does	Daddy Warbucks	Still	Anika Costa	Work	2022-07-2...	2022-07-2...	1	1
8	new	Daddy Warbucks	new	Anika Costa	new	2022-08-0...	2022-08-0...	1	1
9	Hi	Lady McAnderson	How	Anika Costa	Are	2022-08-0...	2022-08-0...	2	1

### REPORT 3: AVERAGE MONTHLY MEETINGS

1. Click the third tab called “Average/Total.” Select the desired month. Click “Calculate.” The average number of appointments per day and the total number of appointments during the selected month will populate in their respective text boxes.

The screenshot shows the 'Reports' window of the Akamai Publishing Scheduling Application. The 'Average/Total' tab is selected. A dropdown menu for 'Select month:' is set to 'July', and the 'Calculate' button is circled in red. Below the dropdown are two text boxes for the results.

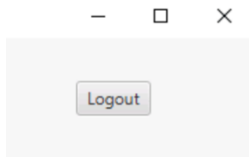
0 average daily meetings

4 total meetings

### LOGOUT

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1. From any page, the logout button is located in the upper right-hand corner.



2. When clicked, a confirmation pop-up will appear, verifying the user's intent on closing the application. Click "OK" to close the application.

