Glossary of Term, Abbreviations, and Acronyms

Version History

Version	Date	Changes
1	September 20, 2023	**Added:** Admin, Amazon Web Services, Application Programming Interface, California Privacy Rights Act, Employee, Floor Plan, General Users, Inventory, Multi-Tenancy, QR Code, Reservations, Service, Super Admin, Time Slot
2	September 24, 2023	**Added:** Fine-Grained, Permissions, Principle of Least Privilege, Role-Based Access Controls, PII
3	October 10, 2023	**Added:** Multi-Factor Authentication, Single-Page Application, Top-Level Domain
4	November 1, 2023	**Added:** KPI, UTC, OTP
5	November 5, 2023	**Added:** Recovered Account, Unrecovered Account

Glossary of Terms

Admin – company managers responsible for overseeing and managing office space, utility, and parking spot reservations within their organization.

Amazon Web Services – an online platform that is easily accessible from anywhere and provides various resources for things such as storage and databases.

Application Programming Interface – tools that allow different software applications to communicate and interact by exposing their tools.

California Privacy Rights Act – law in California that gives consumers more control over the personal information that businesses collect about them. (https://oag.ca.gov/privacy/ccpa)

Coordinated Universal Time – the primary time standard by which the world regulates clocks and timekeeping. It synchronizes time across different regions and is not subject to changes within local time zones.

Employee – employee who works remote or in-person in the office building.

Fine-Grained Permissions — a level of access control in which independent actions within the system are controlled and restricted based on the given user type privileges

Floor Plan – a visual layout of office space showing the arrangement of workspaces and rooms

General Users – general users who need to seek to reserve spaces outside of a professional work environment.

Inventory – list of utilities that are provided by Business and are available for its employees to check out .

Key Performance Indicators – measurable metrics used to evaluate performance and progress toward achieving a certain objective.

Multi-Factor Authentication – A safety feature where you need two or more proofs to log in, for example a password and a code from your phone.

Multi-Tenancy – design system that serves various users or organizations to use software securely and independently, ensuring their data is kept separate from other users or organizations.

One Time Password – a unique password that is valid for only one use and for a short amount of time.

Personally Identifiable Information – any information that can be used to identify an individual.

Principle of Least Privilege – a fundamental computer security concept in which individuals are granted the minimum level of access or permissions necessary to perform their responsibilities and tasks

QR Code – a machine-readable code consisting of an array of black and white squares, typically used for storing URLs or other information for reading by the camera on a smartphone.

Recovered Account – An account that has been recovered by a system administrator after a user requests to regain access.

Reservations – bookings that are made in advance to secure a place in the facility or resource for a specific time and day.

Role-Based Access Controls — method of restricting system access to users based off their user types and responsibilities

Service – specific functions or tools that provide a particular need or requirement for our team. For example, storage, analytics and deploying a web-application.

Single-Page Application - A web application or website that interacts with the user by dynamically updating the current page, rather than loading entire new pages from the server.

Super Admin – oversees security measures, and makes high-level decisions to optimize the user experience and facility management process.

Time Slot – specific period of time that is reserved for a place resource

Top-Level Domain – highest level in domain name system; appears at the end of domain name; categorizes and identifies purpose/type of website or domain

Unrecovered Account - An account that has been requested for access by the user and pending approval of the system administrator.

Abbreviations and Acronyms

API – Application Programming Interface

AWS – Amazon Web Services

CPRA – California Privacy Rights Act

MFA — Multi Factor Authentication

PII — Personally Identifiable Information

RBAC — Role-Based Access Controls

SPA — Single Page Application

TLD — Top-Level Domain

OTP — One Time Password

UTC — Coordinated Universal Time

KPI — Key Performance Indicators