



User Guide

Event Management System

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Introduction

This document details the User Guide for the Event Management System. In this document, you may find all the details of how our system is used by both Users and Staff.

Installation

In order to utilize this software, [NodeJS and NPM](#) are required. All installer defaults will work fine. At the time of writing, Node `16.13.1` and NPM `8.1.2` are in use. You can verify the version by running `node -v` and `npm -v` in your terminal. The version in use must not have breaking changes with the above-listed versions, and must not be significantly older than those listed. The version need not be exact, and likely any newer version with a higher number should have no issues.

After installing NodeJS and NPM, navigate to the project directory and run `npm install` in your terminal. This may take a while as it must download and install all the dependencies for the project, but give it time. If NPM fails to install, be sure to google any errors it displays or try utilizing [Yarn](#), an alternative to NPM that is usually more stable and faster, yet is not built-in to NodeJS.

It is recommended that NGINX and MongoDB are set up manually on the device based on the configuration specified in the `docker` folder of the project, but [Docker](#) may also be utilized to spin up a virtualized environment for the code. One can install MongoDB [on their website](#).

All docker commands for the project can be run via `npm run docker [command]` . When deploying the application, it is recommended to run `npm run docker build` and then `npm run docker start` to start the application. From there, the application can be accessed on port 80, or by accessing <http://localhost> and <http://staff.localhost> in your browser.

The program can be stopped by running `npm run docker stop` .

Configuration

In order to develop the application, it is recommended to utilize the dev commands for the project. To start the project in development mode, open three terminals at the root of the project.

```
npm run docker dev
```

```
npm run app dev
```

```
npm run staff dev
```

From here, you can easily write changes to the frontend and staff portal and have hot reloading in the browser via the same localhost endpoints described above.

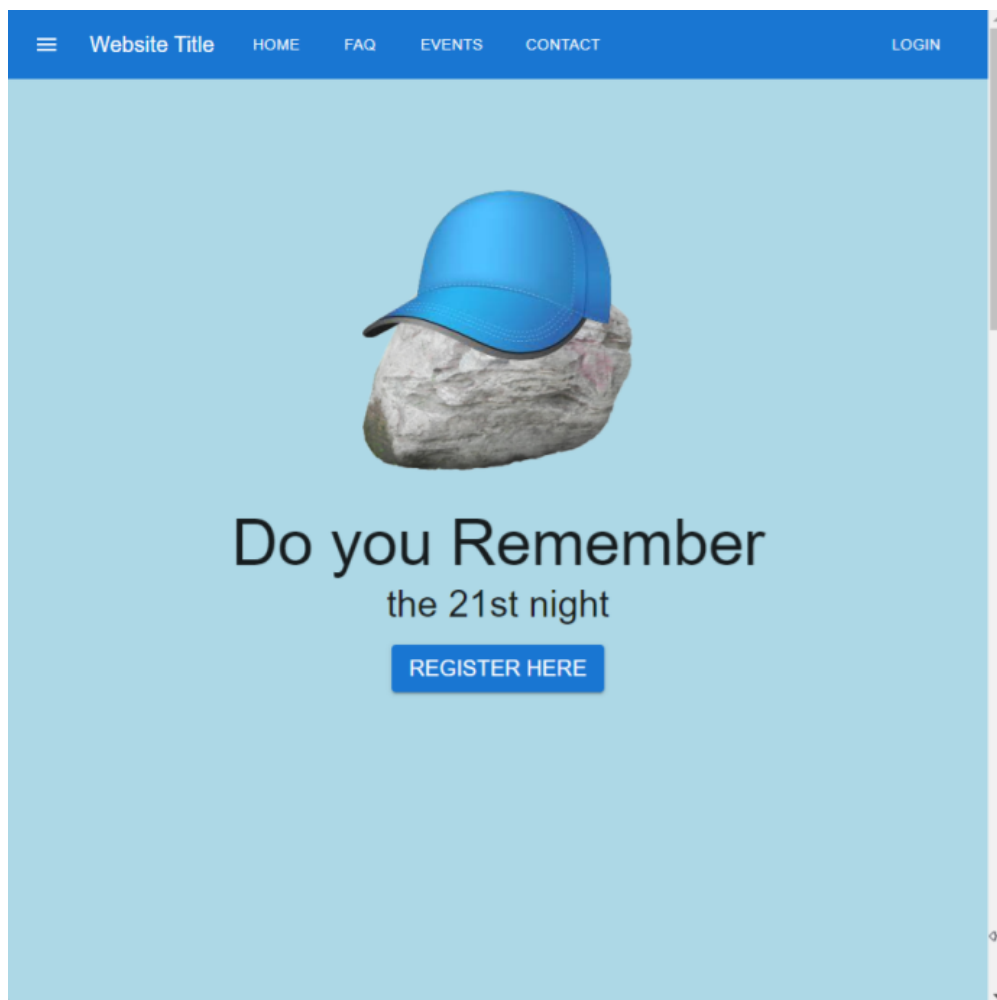
Once you are done, you can run `npm run app build` and `npm run staff build` to ensure your changes can be built properly.

Website

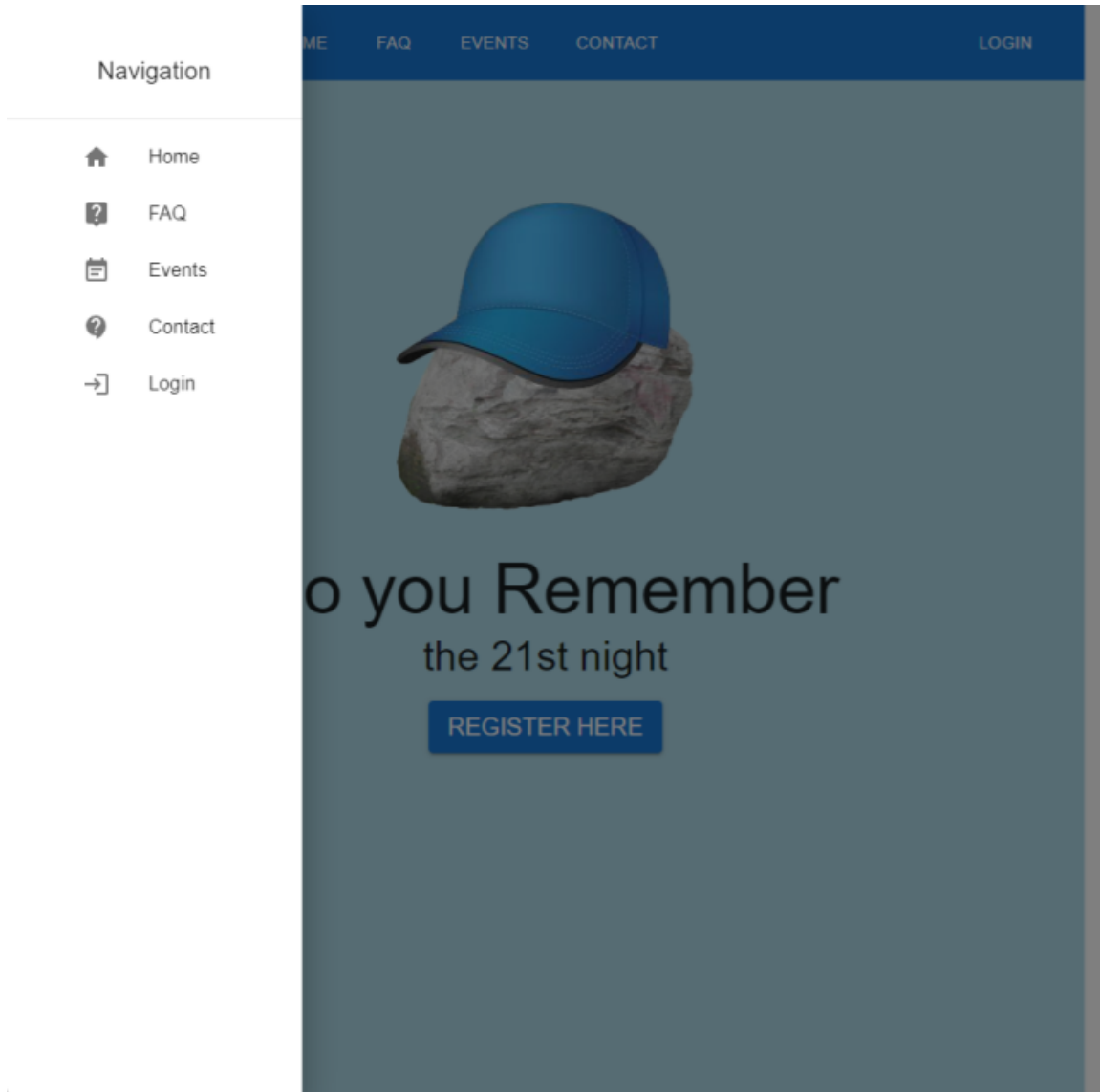
Navigation

The navigation bar is gonna be the best way to navigate through the application. Each page is listed in the navigation bar. The navigation bar is found on the top of the application that contains multiple buttons. Once you click on one of the buttons for the selected page, the navigation bar doesn't go away no matter what page you are currently viewing. The drawer is a copy of the navigation bar, the primary use of the navigation bar is for mobile use. Since the mobile screen has limited space horizontally, the drawer shows each button vertically to compensate.

Basic Website Navigation



Navigation Drawer

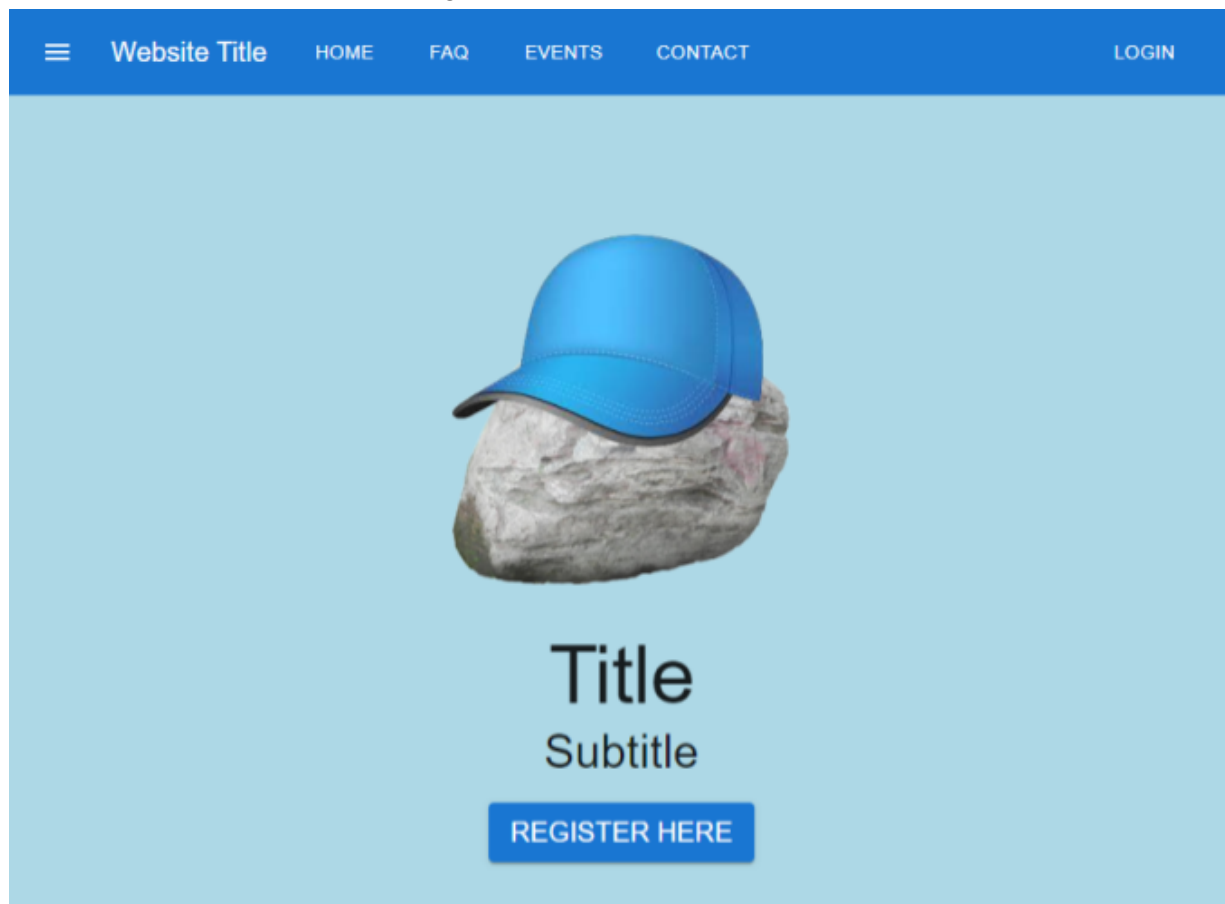


Content

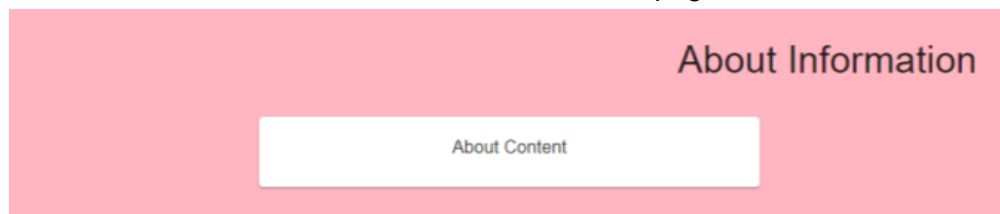
The homepage displays any and all information that administrators and event organizers want to provide to the users. Having this information being pulled from an API allows staff to easily add, update, and remove content on the page, regardless of programming experience. Fields such as “Title”, “Subtitle”, “About Information”, “About Content”, and even our Capstone Logo can be edited to reflect the organization utilizing our application.

Located on the main page of our application is an FAQ component, which as the name suggests, displays some of the most common questions related to the current event. Clicking on any of the questions will drop down an accordion to reveal the corresponding answer. To avoid information overload, no more than one accordion can be open at one time, and accordions will automatically close when another is opened. Furthermore, if the user has a question that is not readily answered, then the “Contact Us” button will redirect them to a page where they can submit a ticket to connect directly to administrators.

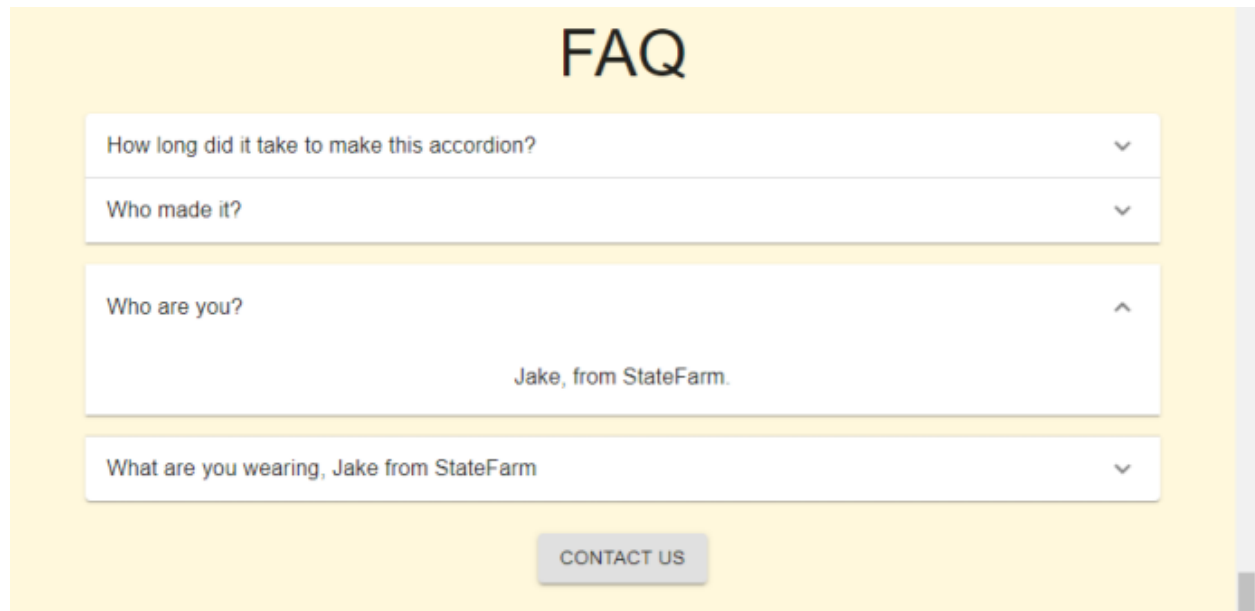
Homepage with content from the Details API



About Section of the Homepage



Frequently Asked Questions



Registration

Logging into accounts requires a seamless interface. As with most login pages, the system's login page is quite simple with the username and password fields, along with a submit button.

Login Form

Login

A screenshot of a login form. It consists of two white rectangular input fields with rounded corners. The first field is labeled "Email" and the second field is labeled "Password". Below these fields is a blue rectangular button with the text "LOG IN" in white. At the bottom, there is a link that says "Create Account".

Meanwhile, for account registration, a nicely designed interface utilizing a stepper is critical due to the nature of the system. It is important for this system to be capable of having additional registration information added to the signup process, such as asking users their food preferences or allergies. Due to this, the use of a stepper ensures that there isn't too much information on the screen at once and that the registration process is nicely sliced into various portions that make it especially user-friendly on mobile devices.

Account Registration Form

Register

1 Account

Account Registration

Please fill out the following fields to register for an account.

First Name Last Name

Email

Password

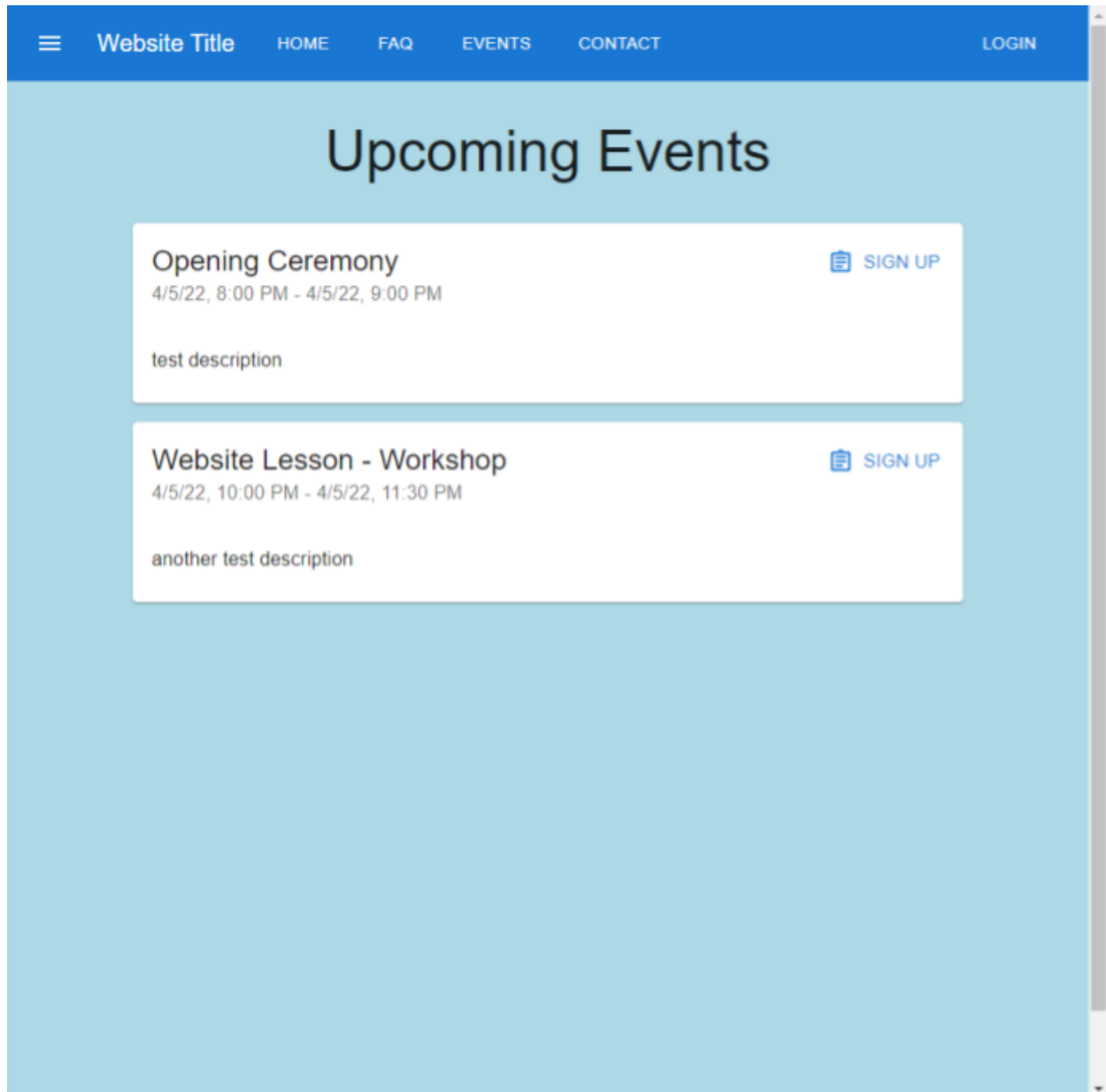
Confirm Password

BACK CONTINUE

2 Review

Events

The event page is where you are going to go to see the organizers scheduled events. To navigate to this webpage you will click on the 'Events' tab in the navigation bar at the top of the page.



Once on the event page, the events will populate onto the page and you will be able to see the events info on the card. This information includes the event name, the date and times the event occurs, as well as the details.

You will also notice that there is a button on the card that says "Sign up".

If you would like to sign up for an event you can click this sign up button. If you are not logged in it will take you to the login page, otherwise, if you are logged in it will keep a record of your user in that event. The button will then change when you are registered to “registered”.

Support

The contact page is a form that allows the user to submit a message to the staff by providing a name, an email, the subject of the message, and the message itself. Once a message is sent, feedback is displayed with a checkmark showing the message went through successfully. If an error occurs such as not all fields being input, then the error message will be displayed.

Contact Us

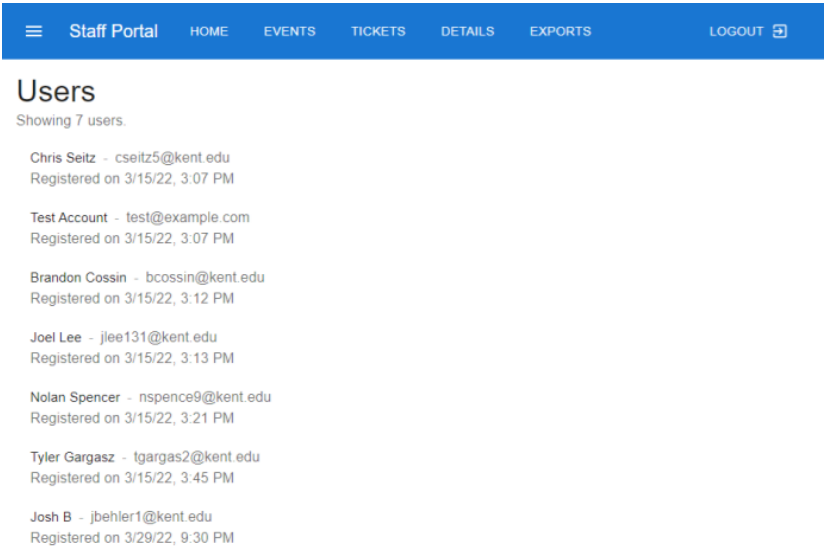
If you have any questions, concerns, or problems, please do not hesitate to contact us. Someone will get back to you shortly.

Staff Portal

Users

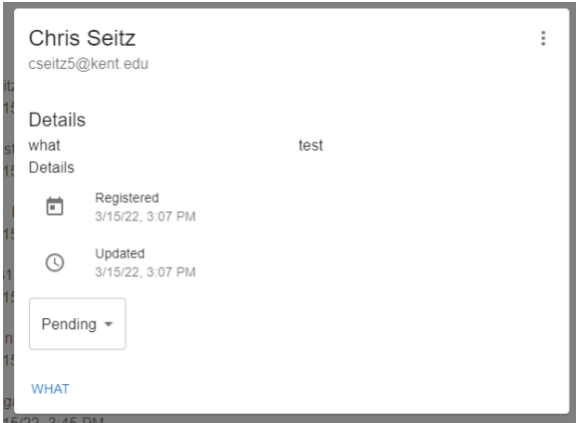
The User Roster shows a basic list of users who are located in the database. Each entry shows essential information such as the name, email, and registration time of the user. Clicking any row in this list brings up the User View, which is detailed next.

User Roster



The User View is where all fields for the user are viewable and editable. Important features such as changing a user’s role or approving them are located here.

User View



Events

On the staff portal, the staff can view, edit, create and delete events. You can navigate to this page by clicking on the event tab on the navigation bar.

Events

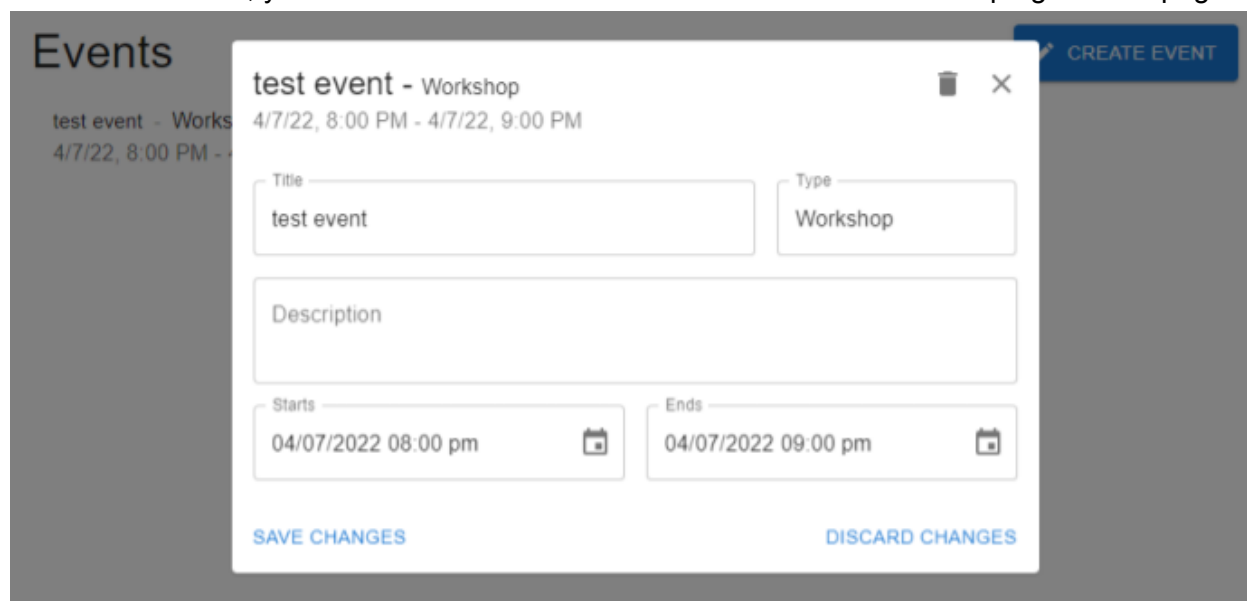
 CREATE EVENT

test event - Workshop
4/7/22, 8:00 PM - 4/7/22, 9:00 PM

On the page, you will find a list of the events, or no events if there are no events that have been created yet.

Create Event

To create an event, you will need to click the “Create Event” button on the top right of the page.



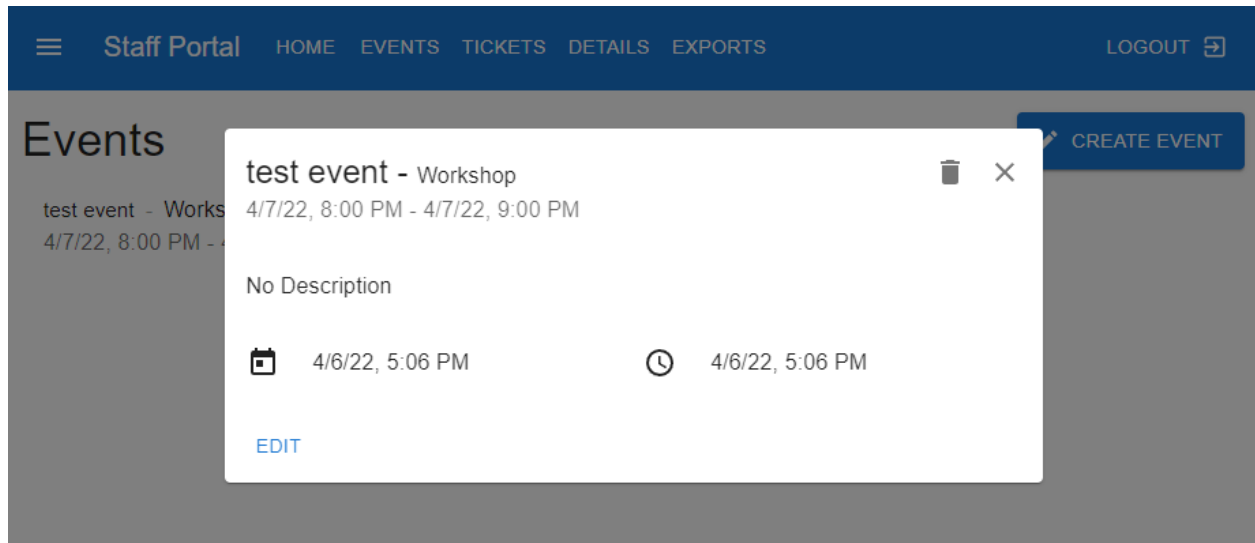
The screenshot shows the 'Events' page with a modal form open for editing an event. The modal has a title bar with 'test event - Workshop', a trash icon, and a close icon. The event details are as follows:

test event - Workshop	
4/7/22, 8:00 PM - 4/7/22, 9:00 PM	
Title test event	Type Workshop
Description	
Starts 04/07/2022 08:00 pm	Ends 04/07/2022 09:00 pm
SAVE CHANGES	DISCARD CHANGES

The background shows the 'Events' page header with the 'CREATE EVENT' button and a list of events, including 'test event - Workshop'.

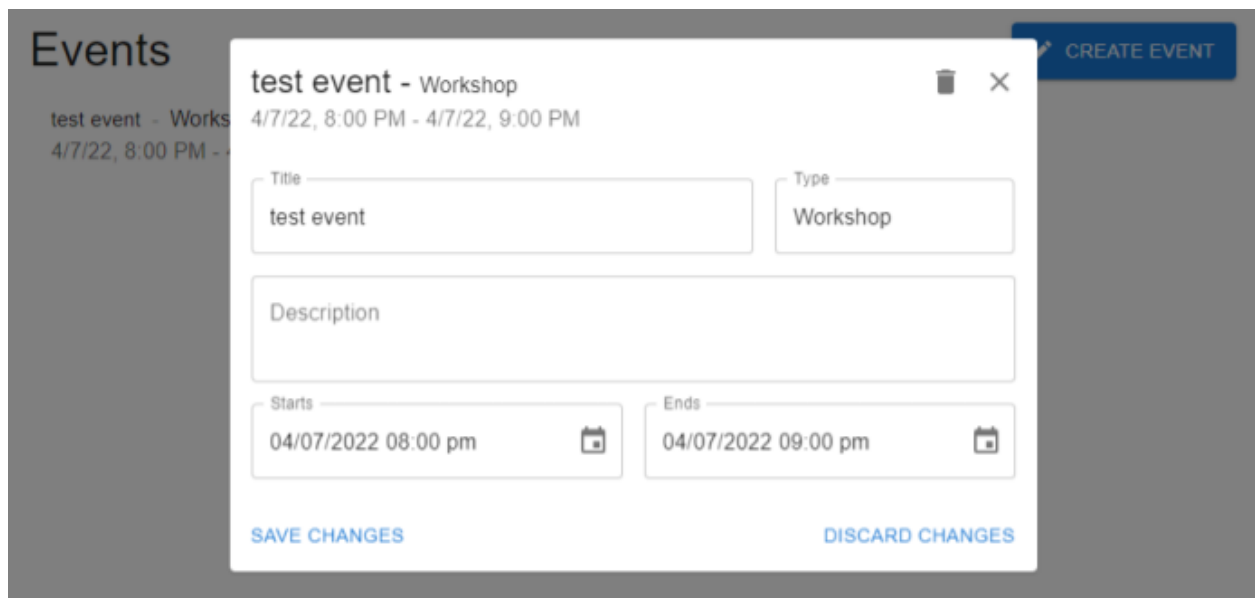
View Event

To view an event, you will just need to click on the specific event you want to view from the list. In the view feature, you can also see who and when the event was last manipulated.



Edit Event

To edit an event, you will need to click on the event to view it, then click the “Edit” button to change the information for the event.



Delete Event

To delete an event you simply need to click the event you want to delete, then on the view feature click the “Trash Can” button. When you click the delete button you will be prompted to confirm the deletion of the event.

Tickets

Using the staff site, the management team can view the tickets that were created by the users. The staff can assign tickets to themselves that they will resolve, staff can also close tickets. Tickets can be filtered by closed, opened, and assigned.

Tickets

ALL

OPEN

ASSIGNED

CLOSED

Showing 2 tickets

Brandon Cossin -
 btcossin@gmail.com
 Chris told me to do this
 Created on 4/6/22, 4:22 PM

Brandon Cossin - bcossin@kent.edu
 Help with signing up
 Created on 4/11/22, 10:04 PM

Details

The details page is the staff counterpart to the content displayed on the user application. Any fields on this page correspond to information that is provided to the user. Editing these fields and clicking “Save Changes” updates the user application in real time. Additionally, this information is stored in the database, rather than statically on the site, allowing for easy modification in the future.

Details View

Landing Page Text:

Title

Subtitle

SAVE CHANGES

About Page Text:

About Information

About Content

SAVE CHANGES

Exports

The export page allows you to export data from the database to Comma Separated Value files. The MongoDB database stores data into .json files. The export functions convert the dataset to a CSV. CSV data is easier to look at and can be sorted and visualized way easier through the use of basic spreadsheet software. To export datasets, you can click the blue download buttons next to each dataset. Once clicked the button sends a request from the api to the Mongo Database to grab either the user list or the audit log file. Once downloaded the file can be opened immediately to show the exported dataset.

Exports Page

Exports

Audit Logs

All Audit logs can be downloaded [here](#).

[DOWNLOAD](#)

User List

All Users can be downloaded [here](#).

[DOWNLOAD](#)

Audit Log CSV

	A	B	C	D	E	F	G	H	I	J
1	Method	Kind	User	Process	Action	Reason	Changes	Source	Payload	Document
2	create	User		system						6230e3ee5d97cd732e642683
3	create	User		system						6230e4055d97cd732e64268a
4	create	User		system						6230e5128861801b72dad906
5	create	User		system						6230e5518861801b72dad946
6	create	User		system						6230e728861801b72dad9b7
7	create	User		system						6230ece68861801b72dad9eb
8	create	User		system						6243b2c8a10334cd1b131e93
9	create	Ticket		system						624df691a40e6f9b440fc609
10	update	Ticket	bcossin@kent.edu		Updated Status to Assigned		status=assigned, assignee=6230e5128861801b72dad906		("\$set":{"status":"assigned","assignee":"6230e5128861801b72dad906"})	624df691a40e6f9b440fc609
11	create	Event	cseitz5@kent.edu		Create Event					624e00cca40e6f9b440fc696
12	create	Event	cseitz5@kent.edu							624e00cca40e6f9b440fc696
13	create	Ticket		system						624e4f66ba7dd2a772c2ad6
14	update	Ticket	tgargas2@kent.edu		Updated Status to Assigned		status=assigned, assignee=6230ece68861801b72dad9eb		("\$set":{"status":"assigned","assignee":"6230ece68861801b72dad9eb"})	624e4f66ba7dd2a772c2ad6
15	update	Ticket	tgargas2@kent.edu		Updated Status to Closed		status=closed, assignee=6230ece68861801b72dad9eb		("\$set":{"status":"closed","assignee":"6230ece68861801b72dad9eb"})	624df691a40e6f9b440fc609

User List CSV

	A	B	C	D	E
1	Email	Role	FirstName	LastName	Created
2	cseitz5@kent.edu	pending	Chris	Seitz	Tue Mar 15 2022 19:07:26 GMT+0000 (Coordinated Universal Time)
3	test@example.com	pending	Test	Account	Tue Mar 15 2022 19:07:49 GMT+0000 (Coordinated Universal Time)
4	bcossin@kent.edu	pending	Brandon	Cossin	Tue Mar 15 2022 19:12:18 GMT+0000 (Coordinated Universal Time)
5	jlee131@kent.edu	pending	Joel	Lee	Tue Mar 15 2022 19:13:21 GMT+0000 (Coordinated Universal Time)
6	nsponce9@kent.edu	pending	Nolan	Spencer	Tue Mar 15 2022 19:21:12 GMT+0000 (Coordinated Universal Time)
7	tgargas2@kent.edu	pending	Tyler	Gargas	Tue Mar 15 2022 19:45:42 GMT+0000 (Coordinated Universal Time)
8	jbehler1@kent.edu	pending	Josh	B	Wed Mar 30 2022 01:30:49 GMT+0000 (Coordinated Universal Time)
9					
10					