Ok let me explain the project in general and then I will provide you with the Requirements.

See we have a beach camp that consists of 2 sections: Male and female and for an employee to reserve, he must fill a paper form and give it to a General supervisor to approve it.

The thing is everything now is done through paper and manually by calling the general supervisor and checking for an available time slot and sections ,filling the form, print it then gets the approval of the General supervisor.

We need to develop a reservation system using SharePoint and InfoPath forms to make all the process automated starting from filling the form and checking for an available slot time then the form goes to the GS to approve it then the employee print the form and sign it to go to the beach.

So let me show you a table with the time slots in the beach + sections + prices (Prices are in Saudi Ryiales):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section | 1st Period  0700- -1630 hrs | 2 nd Period  1730- -0200 hrs | Full day  0700- -0200 hrs | Ramadan  1500- -0400 hrs |
| "A" | SR 150 | SR 150 | SR 300 | SR 150 |
| " B" | SR 150 | SR 150 | SR 300 | SR 150 |
| " A&B" | SR 300 | SR 300 | SR 600 | SR 300 |

As you can see the time slots is divided into 2 time period + a full day period and different timing in a month called Ramadan in Arabic (Mainly it is august in).

The form that is needed to be filled is this:

* **Beach Camp Reservation Form**

**Personal Business**

|  |
| --- |
| Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section:\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Office Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I would like to request the G.S. department to reserve for me the company beach camp for the following reason/s:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Required day: \_\_\_\_\_\_\_\_\_\_\_ **On**: / / 201    Lunch Dinner Ramadan  (0700AM - 1630PM) (1730PM - 0200AM) (1500 PM – 0400AM)  Both Sections **A**  **B**  I understand that:   1. I will be responsible for cleaning the Beach Camp before leaving. 2. I will be responsible for the conduct and behavior of my guests and consequently the general moral of those who might jeopardize the reputation of the company. 3. I will be responsible for any damages due to negligence or misuse and the cost of the repair or replacing missing items will be determined by the company and to be deducted from my salary. 4. I must submit the camp fees to GS maximum 10 days before the required date.   Requestor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| General Services Department use:  Accepted and Reservation charges received. SR.: \_\_\_\_\_\_\_\_\_\_\_  Not Accepted for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  G. S. representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_  G. S. Manager approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_ |

This form is needed to be an electronic form where the employee only fills the part related to him with his Name and ID (From Active Directory).

The Part where it started form (General Services Department USE : ) is hidden until the form is submitted then it appears after submission for the GS to approve.

The prices and the required day and the dates should be auto updated based on the choice from the calendar for the date and based on the table for the timing, sections and pricing.

So the process flow is the following: a 60 days only calendar in SharePoint showing free slots and non-free slots for reservation. Whenever a slot is free the form shows up and the user fill it then waits for the GS approval then prints it and head to the beach.

One more thing: the user must be notified by email before 15 days of the reservation date telling him that he should pay for the reservation otherwise it will be canceled.

User expects the following:

1-first page : 60 days calendar in one page and reservations are shown in their specific dates.

2-look for an empty slot in the calendar and click on it.

3-the InfoPath form appears then he fills everything.

4-a General supervisor approval is required.

5-after the approval the form is printed by the user.