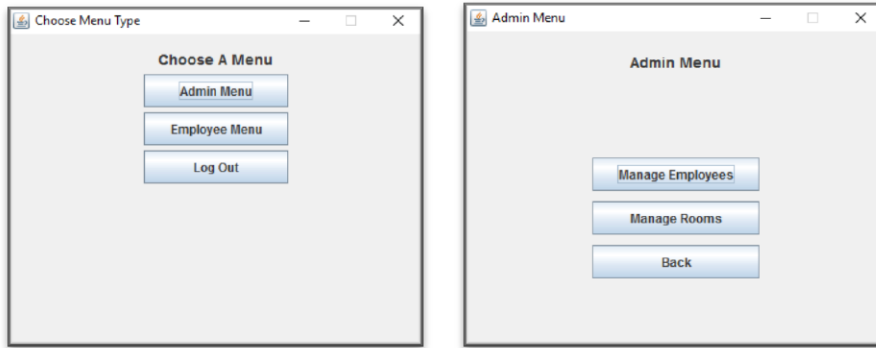
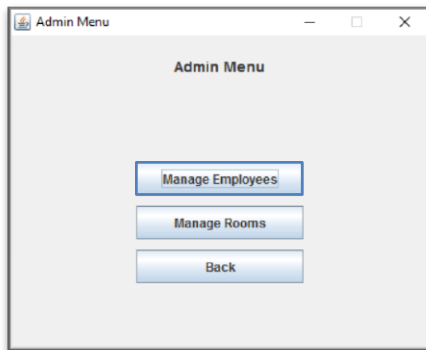


Admin Functions

1. Once you are logged in, click on **Admin Menu** to access the Admin functions. This should then open up the **Admin Menu**, where the admin can choose to **Manage Employees**, or **Manage Rooms**.

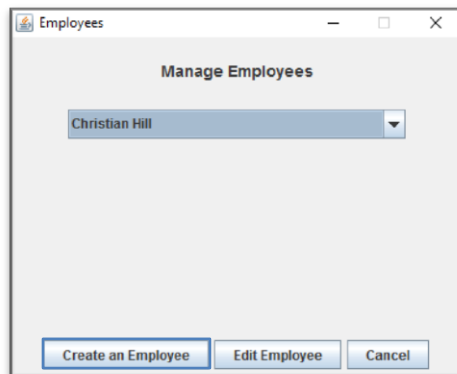


2. **Managing Employees**



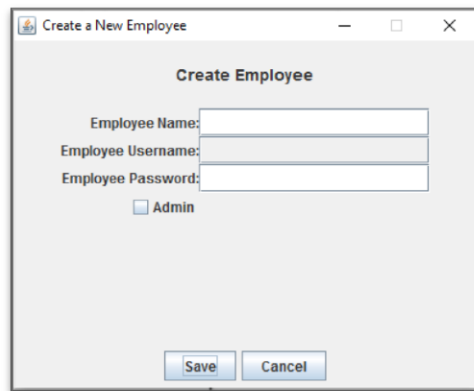
- a. **Creating New Employees**

- i. In order to create a new employee, First, you must click on **Create an Employee**.



- ii. Once you have clicked on **Create an Employee**, you may fill out the employee's information. Here you may create their Login information and decide whether

or not they have Admin privileges.

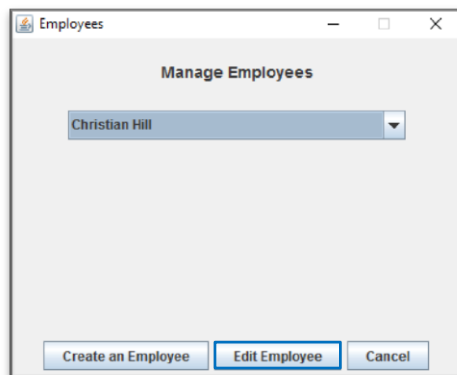


A dialog box titled "Create a New Employee" with a close button (X) in the top right corner. The main title is "Create Employee". It contains three text input fields: "Employee Name:", "Employee Username:", and "Employee Password:". Below these fields is a checkbox labeled "Admin". At the bottom are two buttons: "Save" and "Cancel".

iii. Click **Save** once you are ready to create the employee.

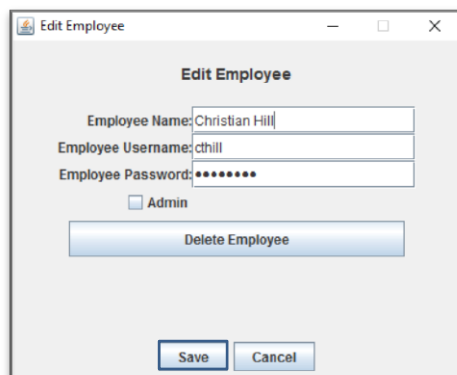
b. **Editing Employee Information**

i. In order to edit the information of an existing employee, you must first select an employee from the dropdown menu, and click **Edit Employee**.



A dialog box titled "Employees" with a close button (X) in the top right corner. The main title is "Manage Employees". It features a dropdown menu currently showing "Christian Hill". At the bottom are three buttons: "Create an Employee", "Edit Employee" (which is highlighted with a blue border), and "Cancel".

ii. Once you click **Edit Employee**, the employees information will be displayed, giving you the ability to edit it.



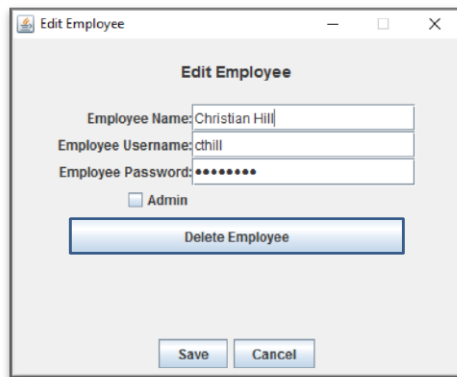
A dialog box titled "Edit Employee" with a close button (X) in the top right corner. The main title is "Edit Employee". It contains three text input fields: "Employee Name:" (with "Christian Hill" entered), "Employee Username:" (with "chill" entered), and "Employee Password:" (with "*****" entered). Below these fields is a checkbox labeled "Admin". A "Delete Employee" button is located below the checkbox. At the bottom are two buttons: "Save" and "Cancel".

iii. Once you are satisfied with the new information, click **Save**.

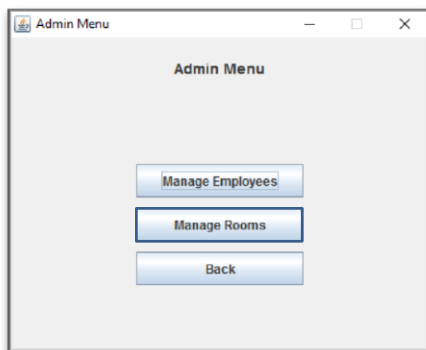
c. **Deleting Employees**

i. In order to delete an existing employee, select the employee from the dropdown menu, and click **Edit Employee**.

- ii. Once the employee's information is displayed, click **Delete Employee**.

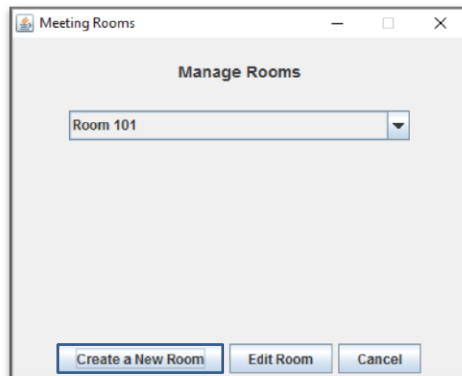


3. Managing Rooms

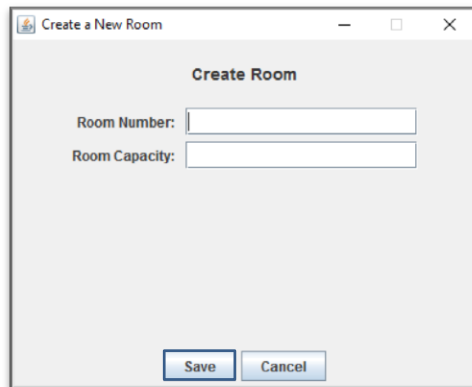


a. Creating New Rooms

- i. In order to create a new room, First, you must click on **Create a New Room**.



- ii. Once you have clicked on **Create a New Room**, you may fill out the room's information.

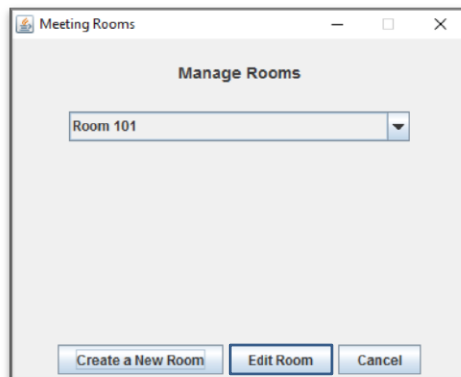


The screenshot shows a dialog box titled "Create a New Room". Inside, there is a section titled "Create Room" with two input fields: "Room Number:" and "Room Capacity:". At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

- iii. Once you are satisfied with the new room information, create the room by clicking **Save**.

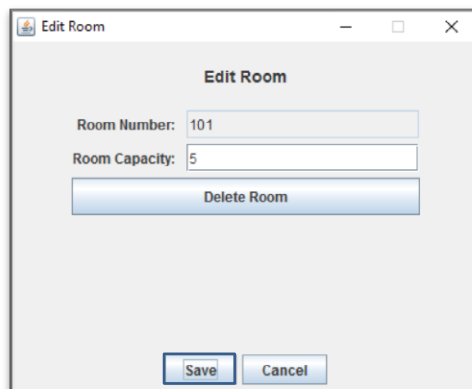
b. **Editing Room Information**

- i. In order to edit the information of an existing room, you must first select a room from the drop down menu, and click **Edit Room**.



The screenshot shows a dialog box titled "Meeting Rooms". Inside, there is a section titled "Manage Rooms" with a dropdown menu currently showing "Room 101". At the bottom of the dialog, there are three buttons: "Create a New Room", "Edit Room", and "Cancel".

- ii. Once you click **Edit Room**, the room's information will be displayed, giving you the ability to edit the **Room Capacity**.

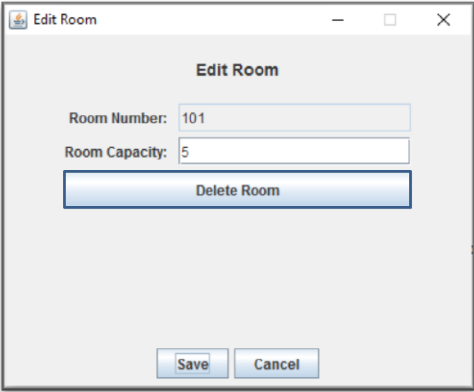


The screenshot shows a dialog box titled "Edit Room". Inside, there is a section titled "Edit Room" with two input fields: "Room Number:" (containing "101") and "Room Capacity:" (containing "5"). Below these fields is a button labeled "Delete Room". At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

- iii. Once you are satisfied with the new information, click **Save**.

c. **Deleting Rooms**

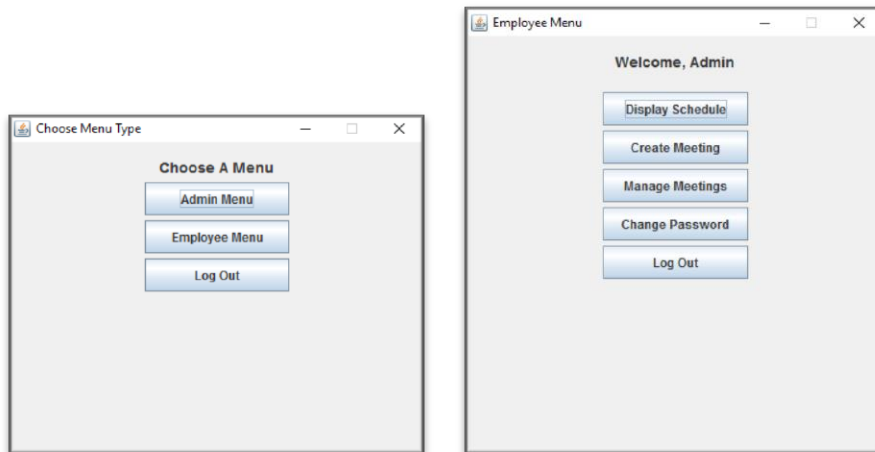
- i. In order to delete an existing room, select the room from the drop down menu, and click **Edit Room**.
- ii. Once the employee's information is displayed, click **Delete Room**.



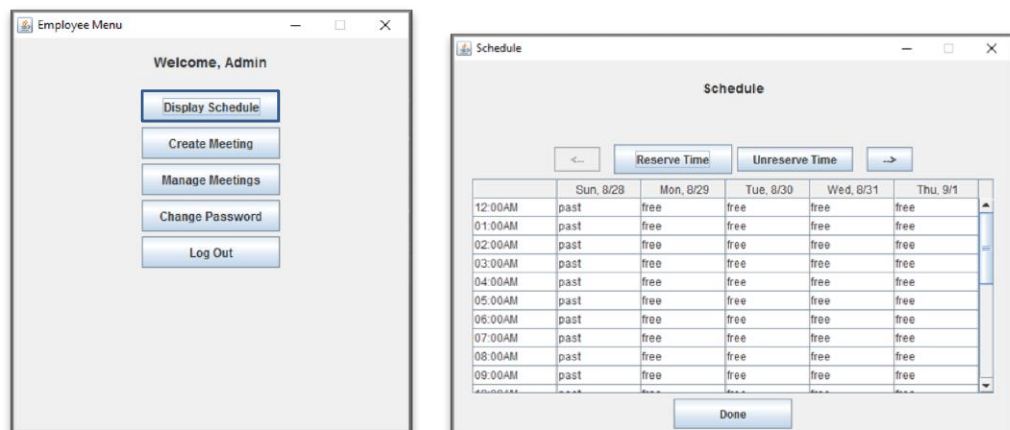
The image shows a screenshot of a software window titled "Edit Room". The window has a standard Windows-style title bar with a minimize button, a maximize button, and a close button. Inside the window, the title "Edit Room" is centered at the top. Below the title, there are two input fields: "Room Number:" with the value "101" and "Room Capacity:" with the value "5". Below these fields is a large blue button labeled "Delete Room". At the bottom of the window, there are two smaller buttons: "Save" and "Cancel".

Employee Functions

1. Once you are logged in, click on **Employee Menu** to access the employee functions. This should then open up the **Employee Menu**, where the employee can choose to **Display Schedule**, **Create Meeting**, **Manage Meetings**, and **Change Password**.

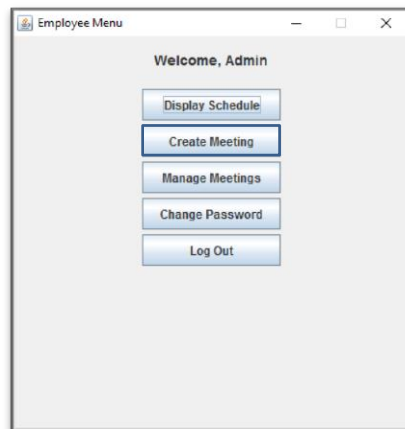


2. **Display Schedule**
 - a. In order to display your schedule, first click **Display Schedule**. This will display your weekly schedule and allow you to reserve and unreserve time slots in your schedule, changing your availability.

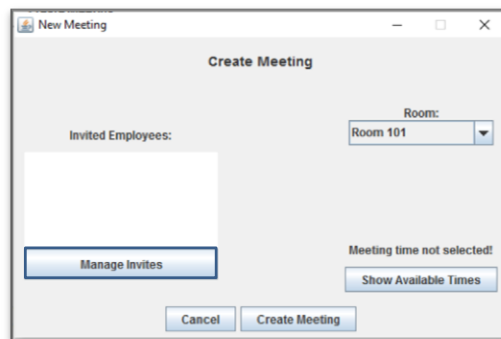


3. **Create Meeting**

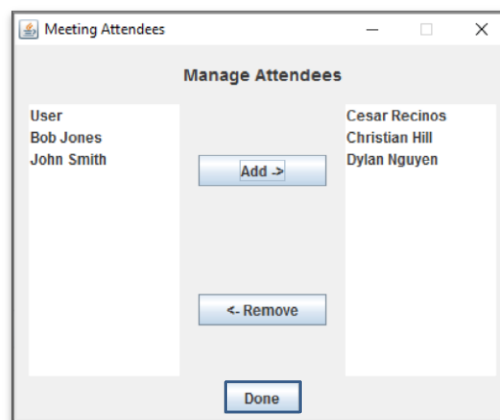
- a. In order to create a meeting, first click **Create Meeting**.



- b. Then you must select the employees to be invited to the meeting by clicking **Manage Meeting**.



- i. From there, you can choose which employees get invited, then click **Done**.



- c. Once the employees have been chosen, you must choose a room in which to host the meeting by selecting one from the drop down menu.

New Meeting

Create Meeting

Room: Room 101

Invited Employees:

Meeting time not selected!

Manage Invites Show Available Times

Cancel Create Meeting

- d. The final step is to set the time for the meeting. You must click **Show Available Times**.

New Meeting

Create Meeting

Room: Room 101

Invited Employees:

Meeting time not selected!

Manage Invites Show Available Times

Cancel Create Meeting

- i. From there, you may select a start time from the available slots, and click **Select** once you're satisfied.

Select a time

Available Meeting Times

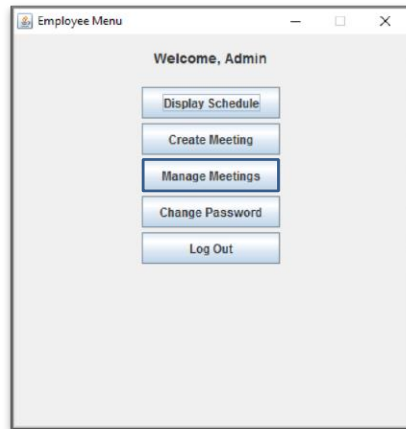
< Select >

	Tue, 8/30	Wed, 8/31	Thu, 9/1	Fri, 9/2	Sat, 9/3
12:00AM	past	Available!	Available!	Available!	Available!
01:00AM	Available!	Available!	Available!	Available!	Available!
02:00AM	Available!	Available!	Available!	Available!	Available!
03:00AM	Available!	Available!	Available!	Available!	Available!
04:00AM	Available!	Available!	Available!	Available!	Available!
05:00AM	Available!	Available!	Available!	Available!	Available!
06:00AM	Available!	Available!	Available!	Available!	Available!
07:00AM	Available!	Available!	Available!	Available!	Available!
08:00AM	Available!	Available!	Available!	Available!	Available!
09:00AM	Available!	Available!	Available!	Available!	Available!
10:00AM	Available!	Available!	Available!	Available!	Available!
11:00AM	Available!	Available!	Available!	Available!	Available!

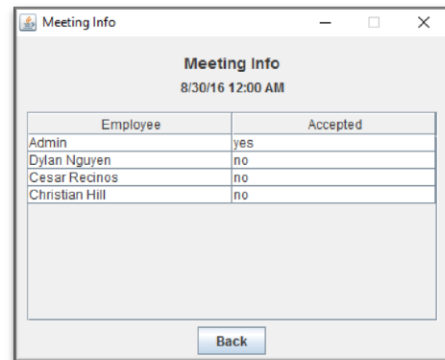
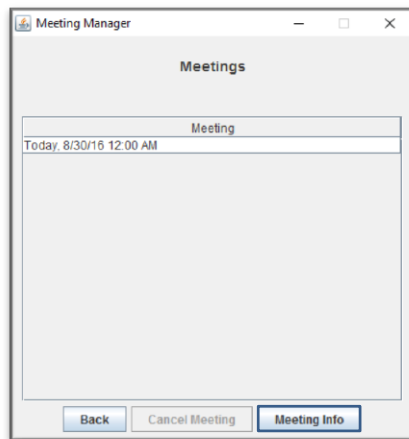
Cancel

4. Manage Meetings

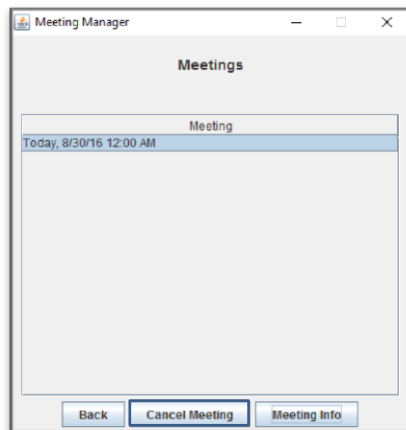
- a. In order to manage your existing meetings, click **Manage Meetings**.



- i. From there your existing meetings are displayed. You may view the meeting information by clicking **Meeting Info**, which will display the attending employees.

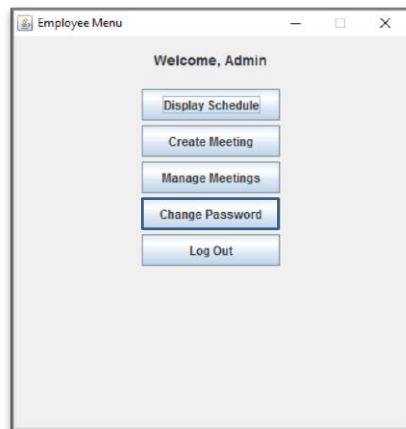


- ii. You may also choose to cancel a meeting by selecting it from the list, and clicking **Cancel Meeting**.

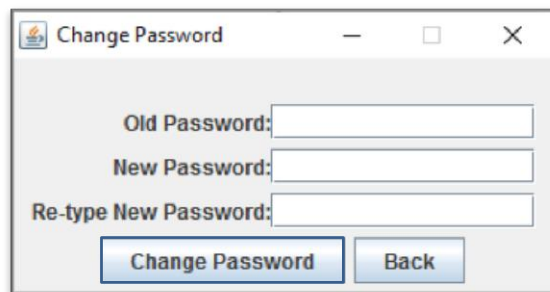


5. Change Password

- a. In order to change your password, first you must click **Change Password**.



- b. Then you will be prompted to enter your old password, followed by your new one.

A screenshot of a web application window titled "Change Password". The window has a light gray background and a standard Windows-style title bar. The form contains three text input fields: "Old Password:", "New Password:", and "Re-type New Password:". Below the input fields are two buttons: "Change Password" and "Back".

- c. Once you have filled out the required information, click **Change Password**.

Meeting App

Instructions Manual

By

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Dylan Nguyen

Cesar Recinos