

End-User and Administration Guide

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Introduction

Welcome to the documentation for Los Portales Theatre's Website. This documentation is split into two parts: Administration and Usage.

Administration covers site requirements, setup, maintenance, and migration.

Usage covers how to use the software, both from an administrative user's perspective and from a non-admin's perspective.

This documentation can be distributed either in electronic format or printed out and sent to any location that requires it.

Part I

Admin Guide

Chapter 1

Software Setup

This section of the guide is aimed at system administrators, Linux admins, or anyone who will be setting up and maintaining the software. Throughout this section of the guide, it is assumed that the reader is familiar with common IT concepts such as DNS, command lines, troubleshooting config files, and Linux. This is because setting up the software is a multi-step process that requires you to run administrative commands on a Linux OS. All the required commands for setup are contained within this documentation, but other issues that may arise during the installation, running, or maintenance of the OS. These issues are outside of the scope of this document, which is concerned only with the required configuration needed to run the website.

1.1 Assumptions

This chapter makes the following assumptions that your IT department can assist you with.

1. A domain name has been purchased or a subdomain name is available
2. A server with access to the internet is available
3. DNS A or AAAA records point to the correct IP address for this server
4. The server is running a version of Ubuntu ≥ 20.04
5. The server is fully up to date
6. The server is using Systemd to manage it's services

1.2 Site Requirements

Running the website requires the following packages to be installed

1. MariaDB (Relational Database)
2. Python ≥ 3.8

3. Apache2 (Webserver)

The website relies on HTTPS to protect secret information, such as user passwords, transmitted to the site. If the organization already has an HTTPS certificate ready for use, it can be configured in [Webserver Configuration](#). Otherwise, we will use Letsencrypt to provide a free, automatically renewing, HTTPS certificate. If you find their service worthwhile, please donate some money to them so they can keep providing this service for free.

The site will require the following ports to be allowed, both inbound and outbound, through your firewall.

1. 80 (http traffic)
2. 443 (https traffic)

1.3 Package Installation

You must install the required packages prior to configuring the software. Run the following commands to install the required packages. If you were lucky enough to receive a digital copy of this guide, you can simply copy and paste the commands into the terminal.

```
sudo apt install mariadb-server python3 python3-venv -y
sudo apt install apache2 libapache2-mod-wsgi -y
sudo snap install --classic certbot
sudo ln -s /snap/bin/certbot /usr/bin/certbot
```

1.4 Configuring the Database

Before using the database, it's recommended to remove the default test databases and generally secure the installation. To do this, run the following commands after [Package Installation](#).

```
sudo systemctl start mysql
sudo mysql_secure_installation
```

You will be asked a series of questions. The default options are perfect for most questions. We would recommend you do *not* configure a root password for the database unless required to do so.

Now that the database has been secured, the correct database must be created and a user must be created to work in the database. We assume that the database is named `portales_theatre`, that the default user is named `portales.theatre`, and that the default password for this user is `123`. Obviously, the password should be changed to something more secure.

```
sudo su
mysql -u root
create database portales_theatre;
grant all privileges on portales_theatre.*
  to 'portales_theatre'@'localhost'
  identified by "123";
exit;
```

The initial database configuration is now complete.

1.5 Apache Configuration

Now that the database has been configured, it's time to configure the web server. Some settings will change slightly depending on how your environment is setup. For example, the `ServerName` option will vary depending on what domain you are serving.

All configuration files for Apache are stored in the following folder.

```
/etc/apache2
```

Using a text editor or SCP client of your choice, copy the following text to

```
/etc/apache2/sites-available/portales-theatre.conf
```

```
<VirtualHost *:80>
    ServerAdmin admin@portales_theatre.com
    ServerName portales_theatre.com
    ServerAlias portales_theatre.com
    DocumentRoot /var/www/portales_theatre
    <Directory /var/www/portales_theatre>
        Require all granted
    </Directory>
    CustomLog /var/log/apache2/portales_theatre.access combined
    WSGIDaemonProcess shadowrun.needs.management python-home=/var/www/portales_theatre/env
    WSGIScriptAlias / /var/www/portales_theatre/run.py
</VirtualHost>
```

Once the file has been copied onto the server, run the following commands.

```
sudo a2ensite portales-theatre
sudo a2enmod wsgi ssl
cd /var/www/portales_theatre
git clone https://github.com/user/portales_theatre
python3 -m venv env
source env/bin/activate
pip install -r requirements.txt
sudo systemctl reload apache2
```

Assuming you are using letsencrypt for free HTTPS, run the following command to have https setup for you.

```
sudo certbot --apache
```

The webserver should now be up and serving content.

Part II

User Guide

Chapter 2

Administrative Site Usage

After you have completed the [Software Setup](#), you are ready to begin using the site. This will entail creating the initial admin user.

2.1 Creating the Initial Admin User

To create the initial admin user, simply visit `/setup/` to be prompted for your administrator information. For example, if your website is `https://portales.theatre.com`, browse to `https://portales.theatre.com/setup/`.

Once you enter the administrative information for the admin user and click on Create Admin, your initial admin account will be created and is ready to log in with. To test this, simply click on “Login” at the top right and log in with your admin user’s email and password.

2.2 Administrative Area

After creating the admin user and logging in, you will be able to enter the administrative area of the site by clicking on the “Admin Area” as shown in figure 2.1.



Figure 2.1: Admin Area Selection

Once selected, the site administration home will load. The site administration area provides you with selections to manage the site. Currently this only includes managing users and plays, but more options could be added in later. For ease of navigation, the buttons in the middle of the screen and the links on the left side of the screen both lead to the same sections of the site. A picture of the admin area can be seen in figure 2.2.

Clicking on “Users” will allow you to manage the users of the site as described in [Managing Users](#).

Clicking on “Plays” or “Schedule” will allow you to create and manage plays for the site as described in [Managing Plays](#).

Clicking on “Leave Admin” or “Back” will return you to the main page of the site.

Clicking on “Logout” will log you out of your administrative account and return you to the main page of the site.

Clicking on “Admin Home” will return you to the main page of the admin home.

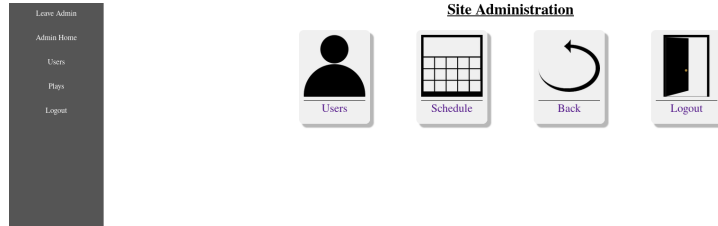


Figure 2.2: Admin Area Home Screen

2.3 Managing Users

When you select the “Users” link or card, you will be presented with the users screen. See figure 2.3 for an example of what this page looks like. This screen allows you to view all current users of the site. When you first open this screen, you should only see a few users (likely just yourself). To make it easy to determine at a glance who has administrative permissions and who does not, the users are clearly divided into Administrators and Users. As users register for the site, or as you create other users on the site, they will appear here.

Clicking on the “Add User” button will walk you through the new user setup. This entails providing the email, first name, last name, address information, and password for the user. You may optionally set the user to be an administrator during user creation.

Each user on the page has an “Edit User” and “Delete User” button associated with them. Clicking on “Edit User” will display the user information and allow you to make changes to the user’s information. Clicking on “Delete User” will delete the user from the system. Do note that deleting the user will not remove any reservations that they have made.

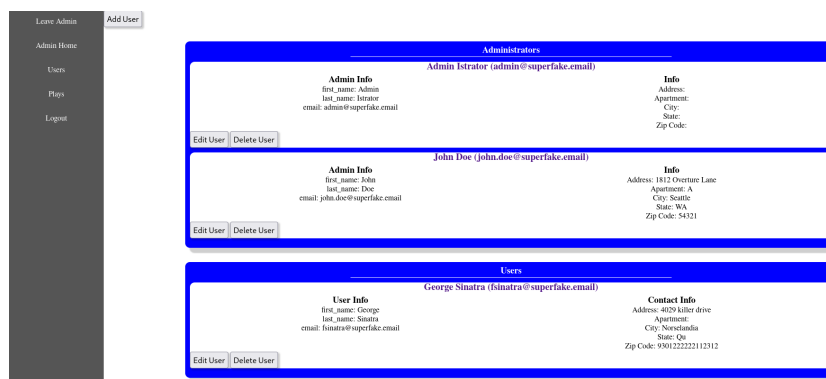


Figure 2.3: Users Administration Home

2.4 Managing Plays

Selecting “Plays” or “Schedule” will bring you to the play modification area. This section of the site allows you to create, modify, and manage plays. This page can be seen in figure 2.4.

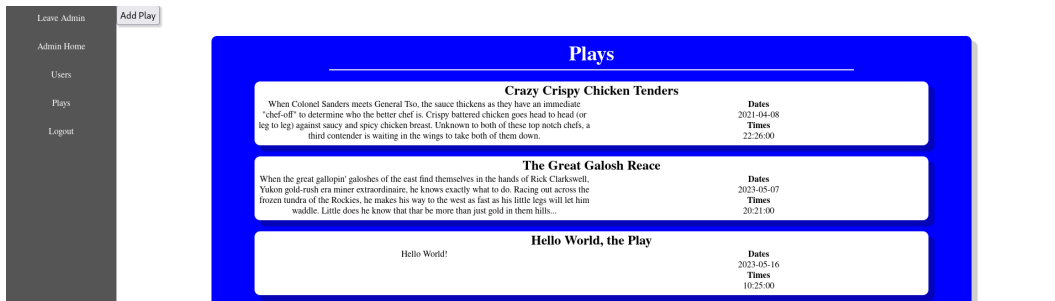


Figure 2.4: Play Administration Home

When first opening this page, there will be no plays present to modify. Clicking on the “Add Play” button in the top left will walk you through the play creation. Creating a play requires a date, a time, a name, and a description. This play creation form can be seen in figure 2.5

Name: Amazing Play of Amazingness
 Dates: **Dates-0**
 date: 05 / 03 / 2022
 Times: **Times-0**
 time: 08 : 45 AM
 Default Price: 80
 Description: This is the most amazing play that you have ever seen... totally!
 Active? ☒
 Create Play

Figure 2.5: Creating a Play

Once a play has been created, you can click on it from the play administration page to view information about the play and make modifications to the play. View figure 2.6 and figure 2.7 for an example of what this page looks like. From the play modification screen, you will be able to view and modify the following information about the play.

1. Play Name
2. Play Time
3. Play Date
4. Default Seat Price
5. Play Description

6. Whether or not the play is active
7. Individual Seat Pricing

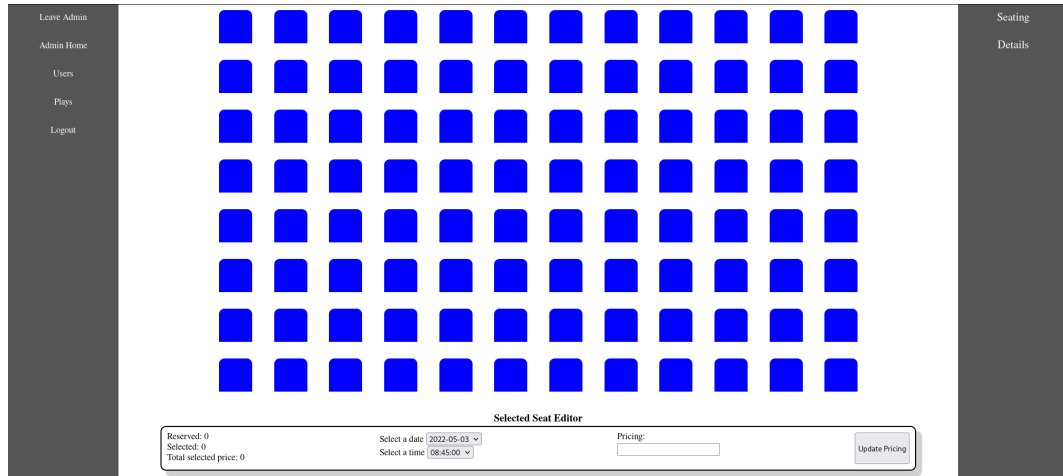


Figure 2.6: Play Seating Modification

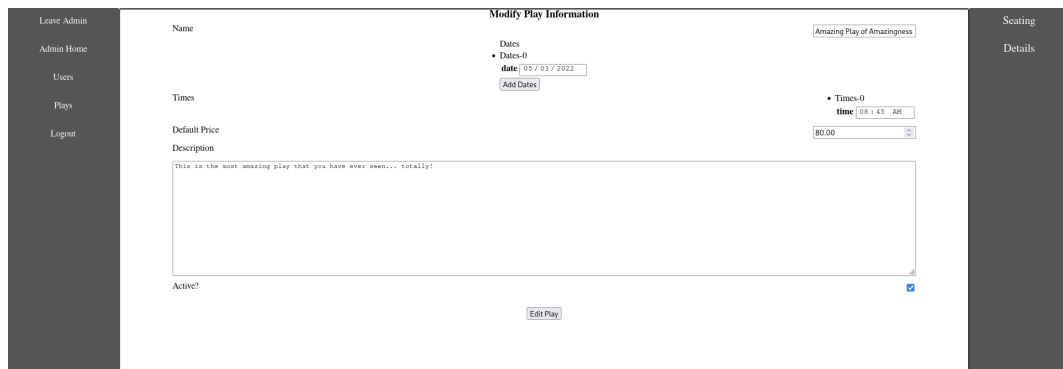


Figure 2.7: Play Detail Modification

Individual seat pricing is modified on the first screen shown when selecting a play. To modify an individual seat's pricing (or a group of seats), click on the seats you wish to modify. They will turn green indicating that they have been selected as seen in figure 2.8.

Once the seats have been selected, you can enter the seating price in the selected seat editor at the bottom of the screen and change the pricing of all the selected seats. If you wish to modify the pricing of all the seats at the same time, simply click on the details tab and change the default price. Once you have completed your modifications to the play, you can leave the administration area and view the play as a customer would view it (assuming you have left the play active).

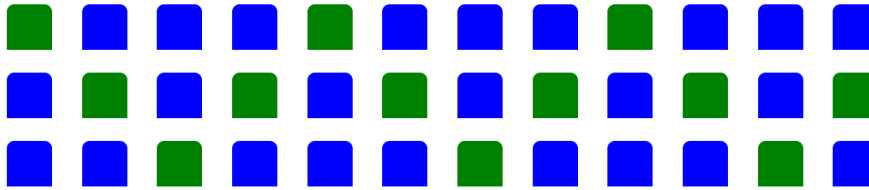


Figure 2.8: Play Seating Selection.

Selected Seat Editor

Reserved: 0	Select a date: 2022-05-03 ▾	Pricing: <input type="text"/>	Update Pricing
Selected: 12	Select a time: 08:45:00 ▾		
Total selected price: 960			

Figure 2.9: Play Seating Editor

Chapter 3

Customer Site Usage

Using the site as a non-administrative user allows the user to add seats to the user's shopping cart, make seating reservations, and change their own login information (such as address information and password).

3.1 Creating a User

To use the site as a non-administrative user, a customer needs to create a user on the site. This is accomplished by going to the login page and clicking on the “signup” link.



The image shows a login form titled "Please Login". It contains two input fields: "Email" and "Password". Below these fields is a "Login" button. At the bottom of the form, there is a link that says "Not registered? [Signup!](#)".

Figure 3.1: Login Form With Signup Link

Clicking on the signup link prompts the user for an email address, first name, last name, address information, and a password. Once the required info has been submitted, the server will verify that the email address is unique. Provided the email address IS unique and the password matches the password confirmation, the user will be created on the site.

Alternatively, a user may be created by an administrative user as shown in [Managing Users](#). A list of all users on the site may be viewed there as well.

Once the user has been created, the user may login at any time by visiting the login page. After login, the user will be able to [Reserve Seats](#) and [modify their account information](#).

3.2 Reserving Seats

After a user has logged in, the user may add seats to their shopping cart and reserve the seats. To prevent a user from locking out all seats by selecting all seats and then never completing a reservation, the seats in the shopping cart are not locked out until a reservation is made. Once a reservation is made, the seats become unavailable to any other users.

To add carts, to the shopping cart, the user must select a play from the Plays screen.



Figure 3.2: Selecting a Play

After selecting a play, the user will be shown a screen with the seating for this play. Blue seats are available, grey seats are reserved, and orange seats are currently in the shopping cart. As can be seen in figure 3.3, three seats are unavailable (already reserved), four seats are in the shopping cart, and the remaining seats are available for reservation.

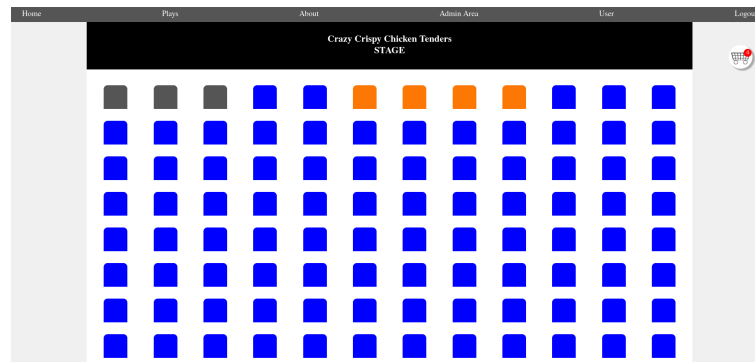


Figure 3.3: Selecting Seats

After selecting seats, the user may click on the floating shopping cart icon in the top right side

of screen. This allows the user to view their shopping cart.

Selected Seating

Play Name	Detail
Crazy Crispy Chicken Tenders	Price: 250.00 Date: 2021-04-08 Time: 22:26:00 X
Crazy Crispy Chicken Tenders	Price: 250.00 Date: 2021-04-08 Time: 22:26:00 X
Crazy Crispy Chicken Tenders	Price: 250.00 Date: 2021-04-08 Time: 22:26:00 X
Crazy Crispy Chicken Tenders	Price: 250.00 Date: 2021-04-08 Time: 22:26:00 X

Credit Card Number: CVV: Date:

Total: \$1000

Figure 3.4: Contents of the Shopping Cart

The user may remove items from their shopping cart at this point if they so desire. This is accomplished by clicking on the red tab with an "x" in it. When hovering over this tab, the tab becomes orange to indicate that changes will happen if clicked.

Crazy Crispy Chicken Tenders	Price: 250.00 Date: 2021-04-08 Time: 22:26:00	X
------------------------------	---	---

Figure 3.5: Removing a Shopping Cart Item

Once the item has been removed, the screen will be updated with the current items in the cart. As would be expected, the current items will no longer include the item that has been removed.

Once the user is ready to proceed with their purchase, they must enter their credit card information in the provided section (credit card, CV, and expiration date). After entering this information, they simply click on "Purchase Seats" to reserve those seats.

After the seats are reserved, the user will be shown a report containing the seats reserved. This report includes the play name, the date and time of the play, the total amount of the purchased items, and the row/seat that has been reserved.

Selected Seating

Play Name	Detail
Crazy Crispy Chicken Tenders	Price: 250.00 Date: 2021-04-08 Time: 22:26:00
Crazy Crispy Chicken Tenders	Price: 250.00 Date: 2021-04-08 Time: 22:26:00
Crazy Crispy Chicken Tenders	Price: 250.00 Date: 2021-04-08 Time: 22:26:00

Credit Card Number: CVV: Date:

Total: \$750

Figure 3.6: Shopping Cart After Removal

Reservations Made

Crazy Crispy Chicken Tenders		
Total: \$750	Date: 2021-04-08 Time: 22:26:00	row: 1 seat: 9 row: 1 seat: 8 row: 1 seat: 7

Figure 3.7: Reservations Made

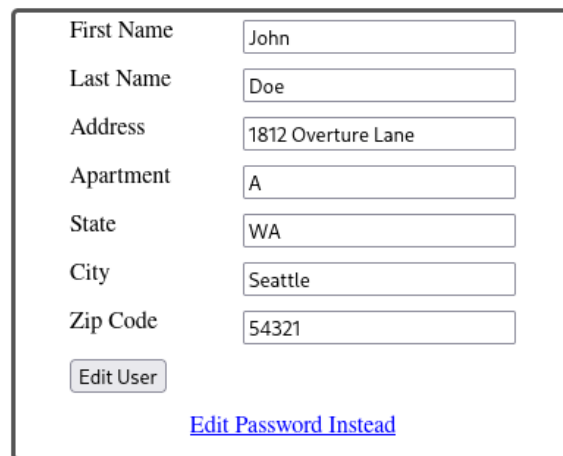
3.3 Modifying Account Information

Users are allowed to modify their own account information at any time. This is accomplished by clicking on the user link at the top of the page while logged in.



Figure 3.8: User Link

Once clicked, the edit user form will be opened.

A form with a black border containing several input fields and a button. The fields are labeled "First Name", "Last Name", "Address", "Apartment", "State", "City", and "Zip Code". The values entered are "John", "Doe", "1812 Overture Lane", "A", "WA", "Seattle", and "54321" respectively. At the bottom left is a button labeled "Edit User". At the bottom right is a blue hyperlink labeled "Edit Password Instead".

First Name	John
Last Name	Doe
Address	1812 Overture Lane
Apartment	A
State	WA
City	Seattle
Zip Code	54321

Edit User

[Edit Password Instead](#)

Figure 3.9: Edit User Form

The edit user form allows the user to modify their first name, last name, and address information. If the user instead wishes to modify their password, they may click on “Edit Password Instead” link at the bottom of the form.

Clicking “Edit User” will save any changes that were made. If no changes were made, the user will remain as it was.