

> CommandlineTeam _

Commandline Team - "TuTourSelf" Project

User Guide

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Approval	Nicola Agostini
Drafting	Giulia Corò Daniele Penazzo
Verification	Nicola Agostini Giulia Corò Giovanni Motterle
State	Approved
Use	External
Addressed to	Commandline Team Prof. Tullio Vardanega Prof. Riccardo Cardin TuTourSelf S.r.l.

Description

User Guide of the project TuTourSelf developed by CommandLine Team.

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1 Changelog

Version	Date	Name	Role	Description
1.0.0	2018-06-13	Nicola Agostini	Project manager	Approvation for RA release
0.2.0	2018-06-13	Giulia Corò	Verifier	Verification spectator and admin guide, and last sections
0.1.0	2018-06-13	Giovanni Motterle	Verifier	Verification preface, artist and manager guide, and glossary
0.0.6	2018-06-10	Daniele Penazzo	Designer	Finished translations
0.0.5	2018-06-09	Daniele Penazzo	Designer	Translated manager and admin
0.0.4	2018-06-08	Giulia Corò	Designer	Inserted figures in sections §4.5, §4.6, §4.7 and §5
0.0.3	2018-06-08	Daniele Penazzo	Designer	Translated sections §4.5, §4.6, §4.7 and §5
0.0.2	2018-06-07	Giulia Corò	Designer	Added sections §2, §3, §4, §4.2, §4.3, §4.4 and §A
0.0.1	2018-06-06	Giulia Corò	Designer	Creation of the document

Table 1: Changelog of this document

2 Preface

2.1 Purpose of the document

The document was created with the purpose of explaining how to use the *TuTourSelf* application and what are its functionalities. It represents both a user guide and a complete reference guide for using the product.

2.2 Purpose of the product

The purpose of *TuTourSelf* application is to allow an artist to organize their own tour (without the help of external managers). Therefore, there are different types of users in the system that can interact with the system through different functionalities.

- **Artist:** an user signed up as an artist will be able to access the system, create their own tour by inserting into a map the location where the tour starts and where it ends, see and contact the places where he wants to perform, through a proposal system and a simple chat. At the end of an exhibition, he will be able to release a feedback to the place where he performed.
- **Place manager:** an user signed up as a manager will be able to access the system and register the places he manages. For each place he will be able to manage the exhibition requests from the artists, through a simple chat. At the end of an exhibition, he will be able to release a feedback to the artist.
- **Spectator:** an user signed up as a manager will be able to access the system and view which events are planned. When participating in an event, after passing a special presence recognition system, he can release a feedback about the event he attended, judging both the place and the artist.

2.3 Useful information

In the drafting of this user guide we have decided to put in the appendix ?? a glossary that collects all the terms that can be ambiguous or that are technical for specific features of the *TuTourSelf* application. To identify which terms are in the glossary, on their first occurrence in the document they will be marked with a subscript G.

3 System Requirements

TuTourSelf is a web application working on mobile and desktop devices.

3.1 Software Requirements

Below is a short list with the minimum versions of the browsers on which the operation of our product is guaranteed:

- Google Chrome: the application is supported starting from version **49**;
- Internet Explorer: the application is supported starting from version **9**;
- Microsoft Edge: the application is supported starting from version **15**;
- Firefox: the application is supported starting from version **5**;
- Safari: the application is supported starting from version **11**.

BEWARE: For the application to work properly on these browsers, JavaScript must be enabled.

3.1.1 Enable JavaScript on Google Chrome

To enable Javascript on Google Chrome follow these steps:

1. On the right of the address bar, click on the icon with 3 horizontal lines, as shown in the figure 1 at step 1;

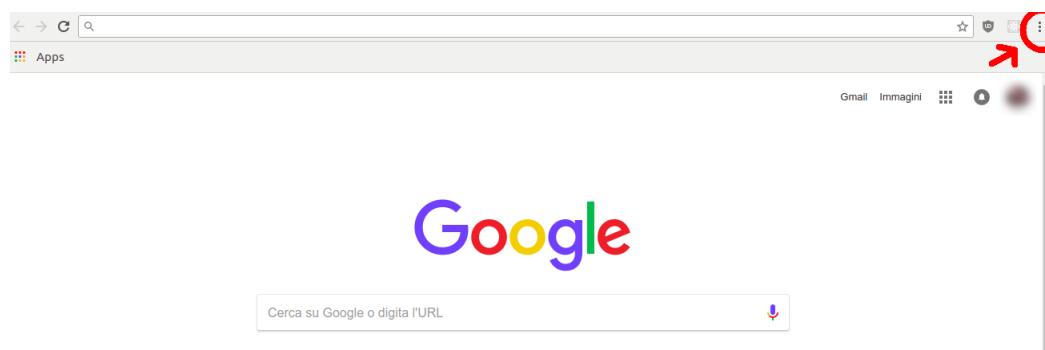


Figure 1: Enabling Javascript on Google Chrome: step 1.

2. From the drop down menu, select "Settings";

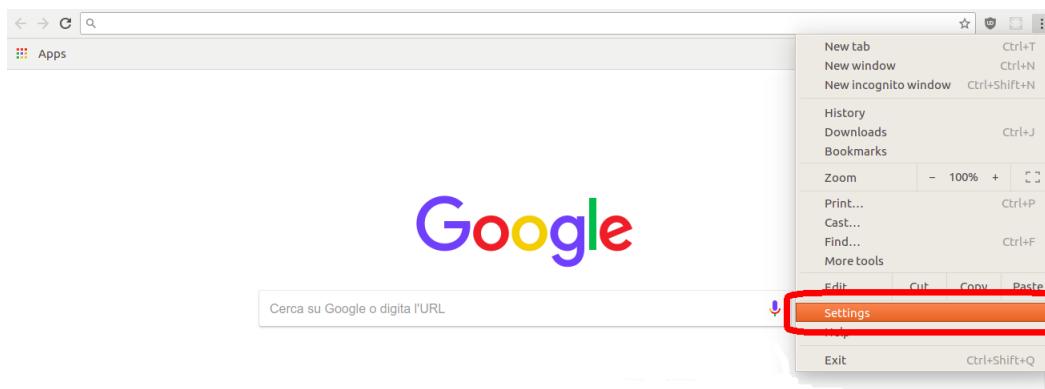


Figure 2: Enabling Javascript on Google Chrome: step 2.

3. At the bottom of the page, click on "Advanced" to display the advanced settings;

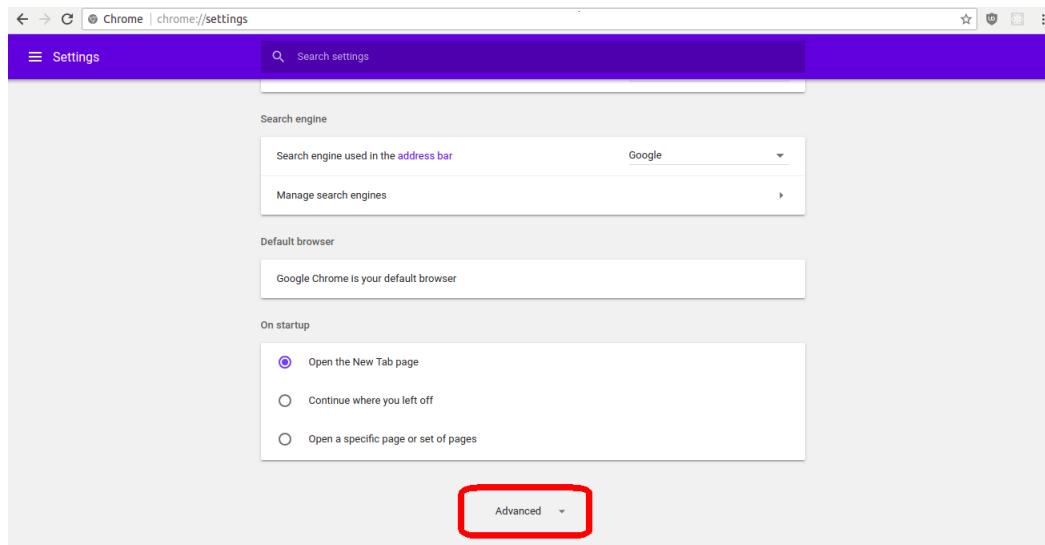


Figure 3: Enabling Javascript on Google Chrome: step 3.

4. On the "Privacy" card, select "Content settings";

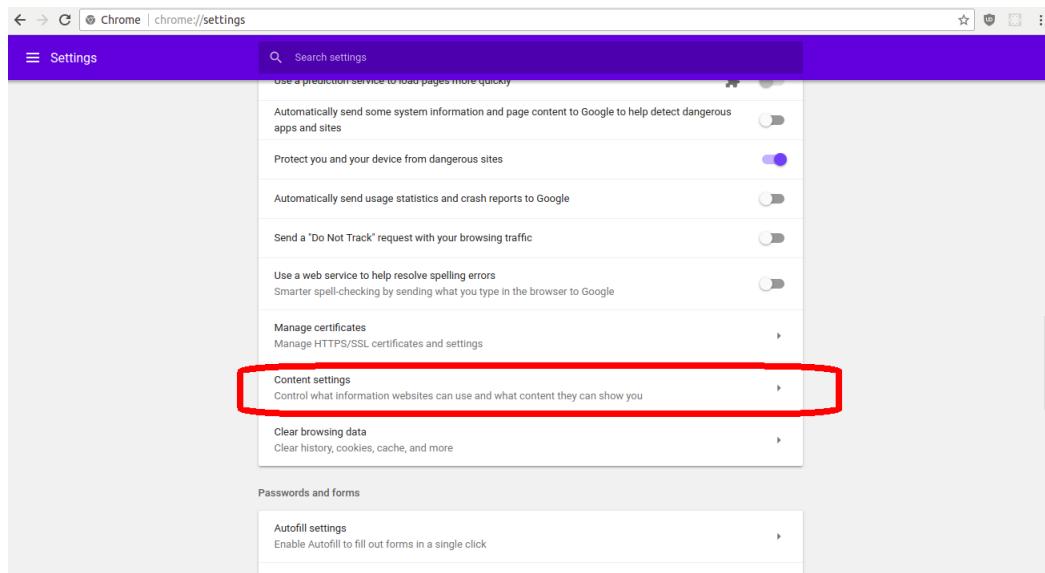


Figure 4: Enabling Javascript on Google Chrome: step 4.

5. Click on "Javascript";

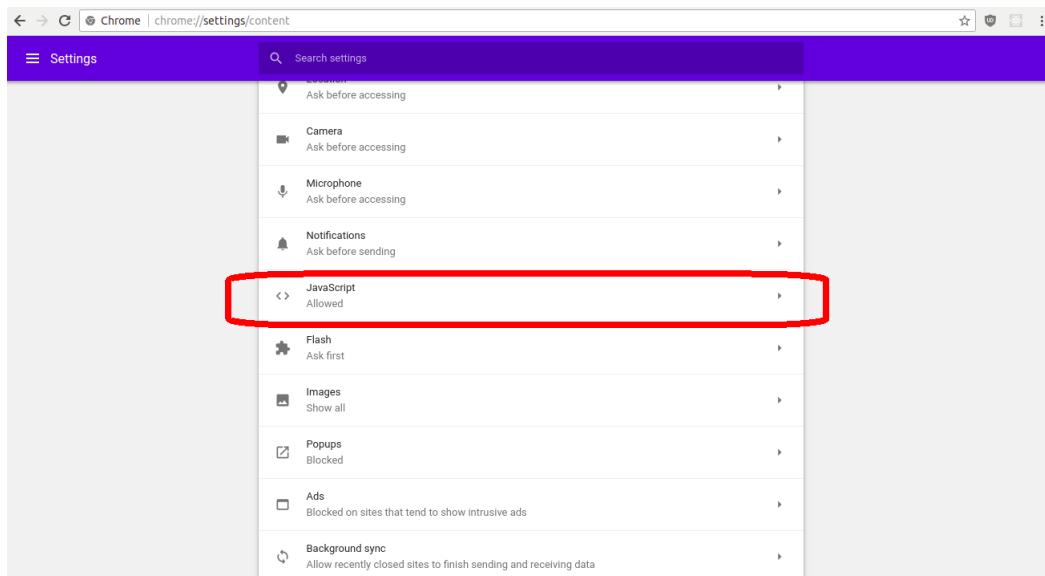


Figure 5: Enabling Javascript on Google Chrome: step 5.

- Now enable the slider next to the word "Blocked" (as shown in the figure 6) the message "Allowed (recommended operation)" will appear (as shown in the figure 7);

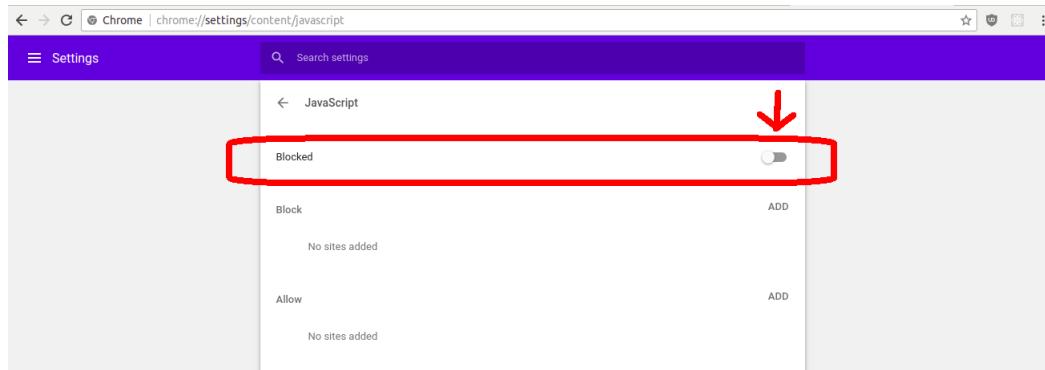


Figure 6: Enabling Javascript on Google Chrome: step 6.

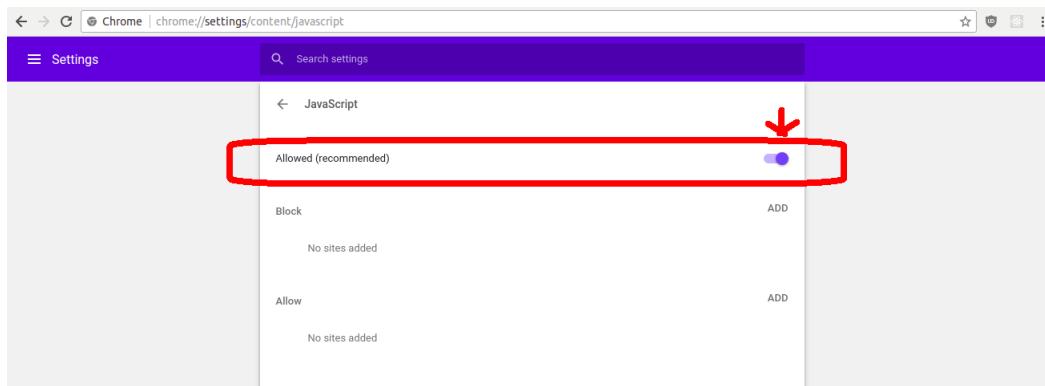


Figure 7: Enabling Javascript on Google Chrome: step 7.

- To finalize the operation restart the browser.

3.1.2 Enabling Javascript on Firefox

To enable Javascript on Firefox follow these steps:

1. Open a new window or a new tab in the browser.
2. Copy the following string and paste it on Firefox address bar: `about:config`, as shown in the figure 8;

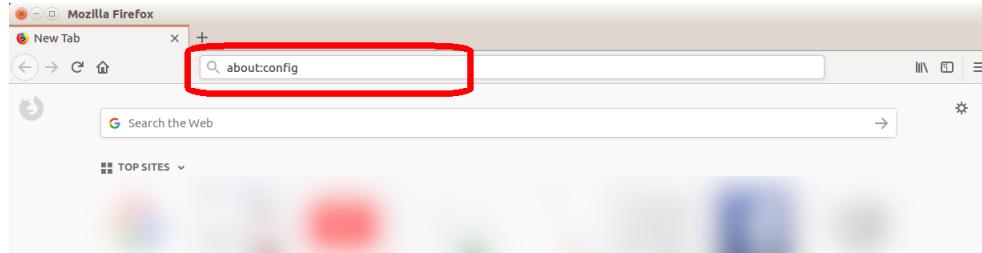


Figure 8: Enabling Javascript on Firefox: step 1.

3. Press on "I accept the risks" button;

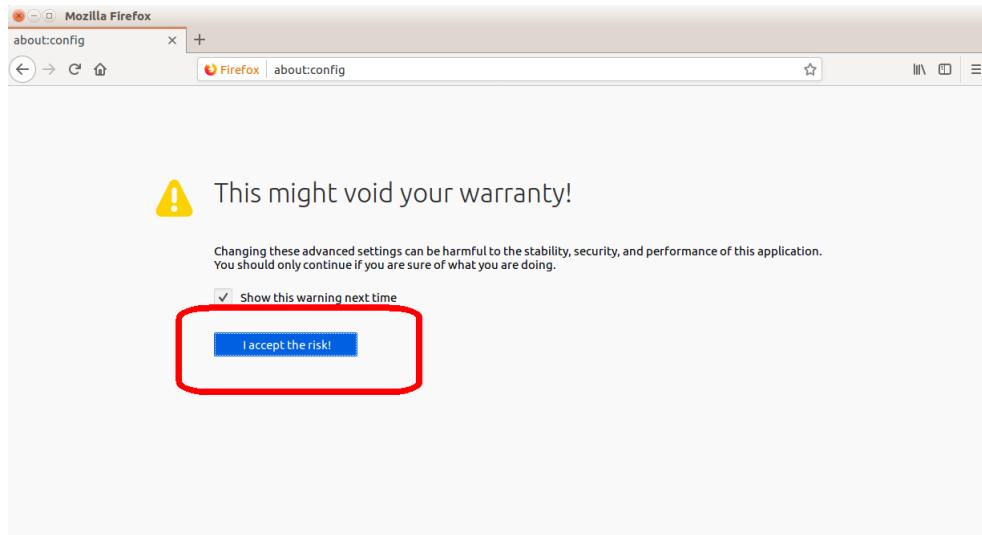


Figure 9: Enabling Javascript on Firefox: step 2.

4. Find the line `javascript.enabled` under the section *Parameter Name*;

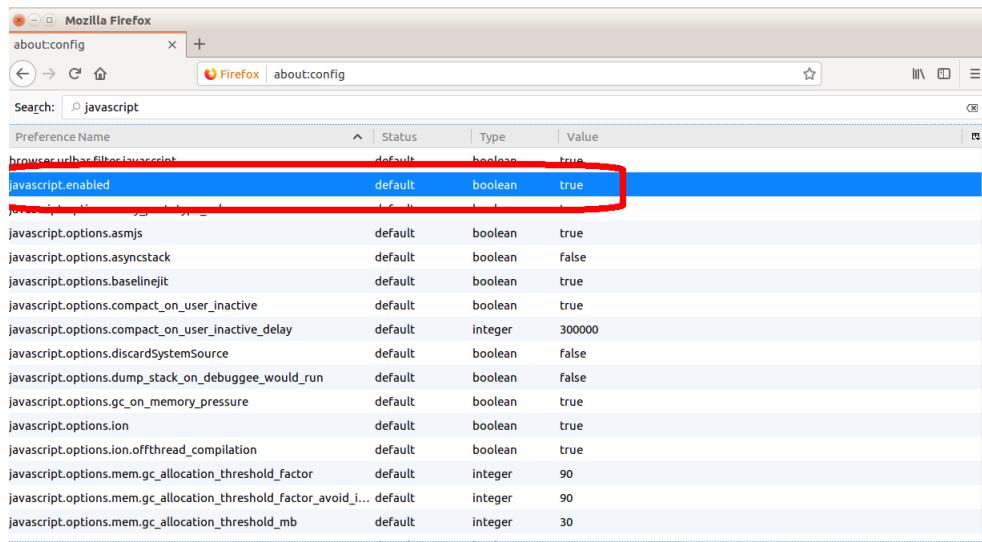


Figure 10: Enabling Javascript on Firefox: step 3.

5. Click on all the values in the line `javascript.enabled` to change the value from "false" to "true".
6. To finalize the operation restart the browser.

3.2 Hardware requirements

3.2.1 Hardware requirements for the client

- An Intel Pentium 4 CPU with 1.5GHz or better;
- 1GB of RAM or more;
- 500MB of free hard disk space.

3.2.2 Hardware requirements for the server

- A 6th generation dual-core Intel Core i5 with 2GHz or better;
- 2GB of RAM or more;
- 2GB of free hard disk space;
- Internet connection with 8Mb upload and download speed, or better.

4 Application use guide

Access to the application from the following URL: www.tutourself.tk.

4.1 Homepage

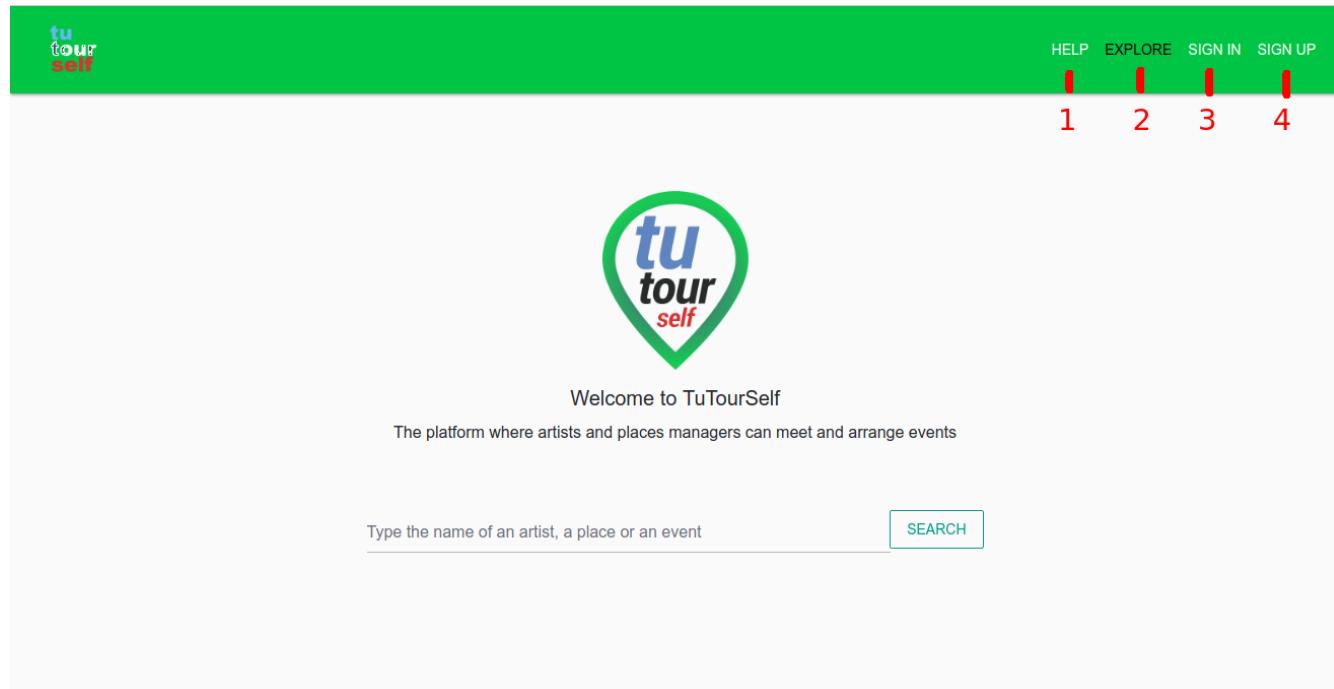


Figure 11: Homepage

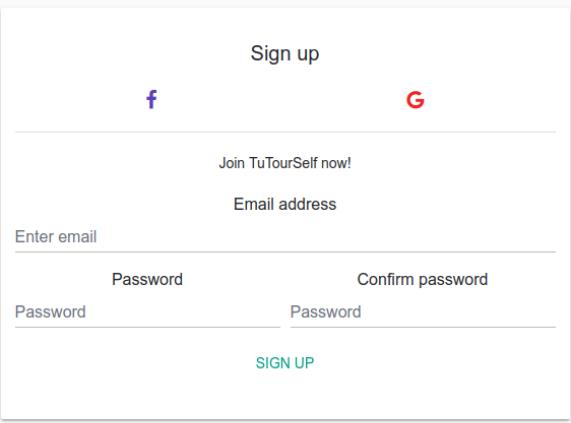
When the user opens TuTourSelf, he will see the homepage of the web application. From here he can choose to:

- View this user guide, by clicking on the link showed in the figure 11 at the number 1.
- Search by name a place, an artist or an event, by clicking on the link showed in the figure 11 at the number 2.
- SignInG to the application, by clicking on the link showed in the figure 11 at the number 3.
- SignUpG to the application, by clicking on the link showed in the figure 11 at the number 4.

4.2 Internal Sign Up

To authenticate into the system, the user have to sign up to the sistem. The main sign up procedure happens in two steps:

1. **Step 1:** In the first step, the user is asked to insert their email and a password of their choice, as showed in the image 12. The system will send an email, as showed in the image 13, which the user will need to confirm in order to continue with the registration.



The screenshot shows the 'Sign up' page of the TuTourSelf website. At the top, there is a green header bar with the 'tu tour self' logo on the left and 'HELP EXPLORE SIGN IN SIGN UP' links on the right. Below the header, the main content area has a white background. It features a title 'Sign up' at the top center. On either side of the title are social media icons: a blue 'f' for Facebook on the left and a red 'G' for Google+ on the right. Below the title is a sub-header 'Join TuTourSelf now!'. There are three input fields: 'Email address' with placeholder 'Enter email', 'Password' with placeholder 'Password', and 'Confirm password' with placeholder 'Password'. At the bottom of the form is a blue 'SIGN UP' button.

Figure 12: Sign up form

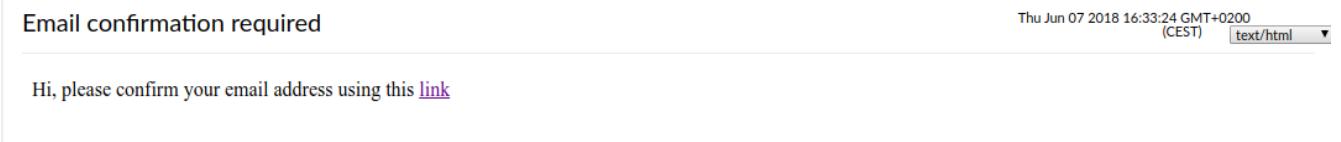


Figure 13: Email for the sign up confirmation

2. **Step 2:** Once clicked in the confirmation link_G sent via email, the user will be asked to sign in with their credentials_G and insert the type of user that he wants to be registered as. You can see an example of this in figure 14.

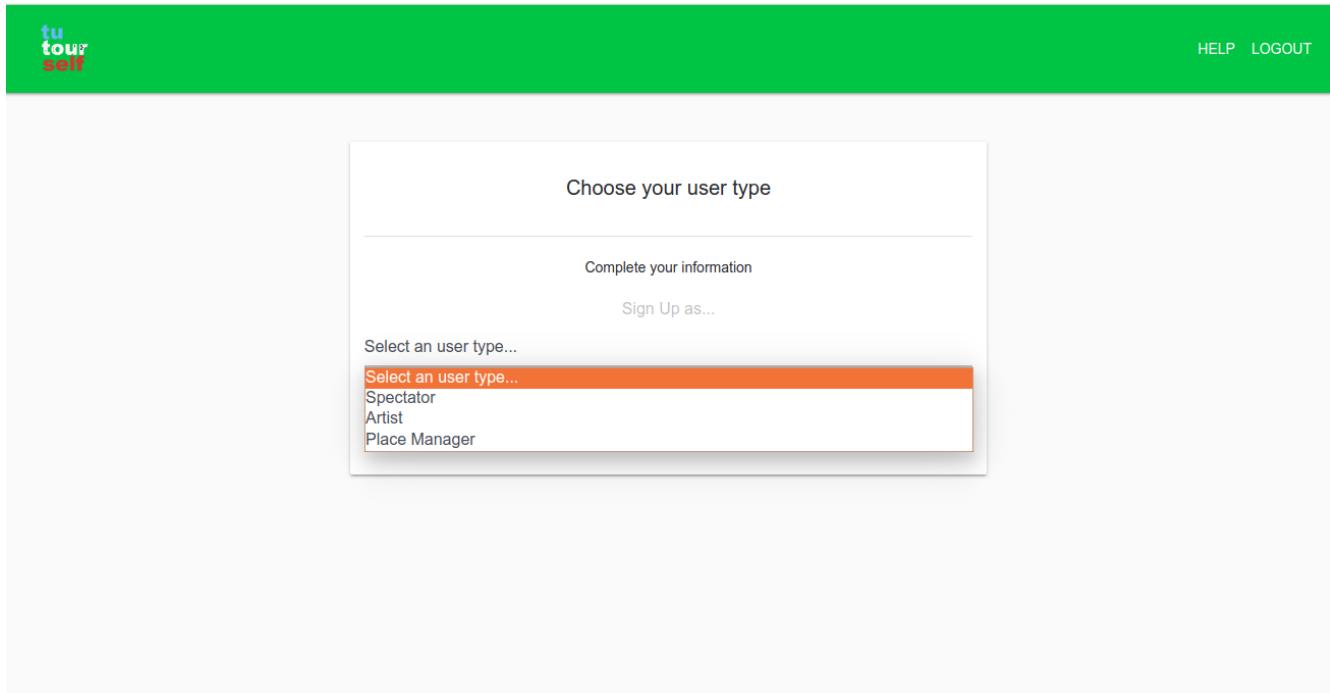


Figure 14: Select the user type

Reached this point, the user will be shown a different signup form based on the type of user he decided to sign up as.

4.2.1 Sign up as an artist

The screenshot shows a sign-up form for artists. At the top left is the logo 'tu tour self'. At the top right are links for 'HELP' and 'LOGOUT'. The main title 'Sign up as an artist' is centered at the top. Below it, a note says '* Required fields'. The first section asks for 'Stage name' and 'Art scope'. The 'Stage name' field is filled with 'Stage name'. The 'Art scope' field has a placeholder 'Select your art scope...'. A large text area for 'Description (max 500 characters)' is below. A note below it says 'If this account is made for a group, enter the data of a representative'. The next section asks for 'First name' and 'Last name'. Both fields are empty. A note above the 'First name' field says '*First name'. A note above the 'Last name' field says '*Last name'. The next section asks for 'Birth date'. It shows 'DD/MM/YYYY' and a note below it says 'You must be >= 18 y.o.'. The next section asks for 'Address'. It shows '1234 Main St' and three input fields for 'City', 'State', and 'Zip'. The 'City' field is empty. The 'State' field is empty. The 'Zip' field is empty. The next section asks for 'Phone number'. It shows '+CC) 123456789'. The next section asks for 'Facebook page'. It shows 'URL to the FB page'. At the bottom is a green 'SIGN UP' button.

Figure 15: Sign up form for the artist

Reached the page for the sign up as an artist, you are asked to enter some additional data, as showed in the figure above. Required fields are marked with a red asterisk (*): these must necessarily be filled to complete the registration. Once filed the form, the user will be redirected to the sign in page. The user will now be able to use their credentials to sign in.

4.2.2 Sign up as a spectator

The screenshot shows a web page titled "Sign up as a spectator". At the top right are links for "HELP" and "LOGOUT". The main form area has a header "Complete your information". It contains several input fields with red asterisks indicating they are required:

- "First name" and "Last name" (one field each)
- "Birth date" (format DD/MM/YYYY)
- "Address" (example: 1234 Main St)
- "City", "State", and "Zip" (three separate fields)
- "Phone number" (example: +(CC) 123456789)

A note below the birth date field states: "You must be >= 13 y.o.". At the bottom of the form is a "SIGN UP" button.

Figure 16: Sign up form for the spectator

Reached the page for the sign up as a spectator, you are asked to enter some additional data, as showed in the figure above. Required fields are marked with a red asterisk (*): these must necessarily be filled to complete the registration. Once filed the form, the user will be redirected to the sign in page. The user will now be able to use their credentials to sign in.

4.2.3 Sign up as a place manager

The screenshot shows a sign-up form for a place manager. At the top left is the logo 'tu tour self'. At the top right are links for 'HELP' and 'LOGOUT'. The main title is 'Sign up as a place manager'. Below it, a note says '* Required fields'. The form fields are as follows:

- *First name
- *Last name
- First name
- Last name
- *Birth date
- DD/MM/YYYY
- You must be >= 18 y.o.
- *VAT number
- VAT number
- *Business name
For Italian businesses, you can check [this link](#)
- Business name
- *Manager legal address
- 1234 Main St
- *City
- *State
- *Zip
- City
- State
- Zip
- Phone number
- +CC 123456789

A 'SIGN UP' button is located at the bottom of the form.

Figure 17: Sign up form for the place manager

Reached the page for the sign up as a place manager, you are asked to enter some additional data, as showed in the figure above. Required fields are marked with a red asterisk (*): these must necessarily be filled to complete the registration. Once filed the form, the user will be redirected to the sign in page. The user will now be able to use their credentials to sign in.

BE CAREFUL: The system automatically validates that the VAT number inserted is correct, and corresponds to your business name. To complete the registration the VAT number inserted must be valid.

4.3 Sign up with Google

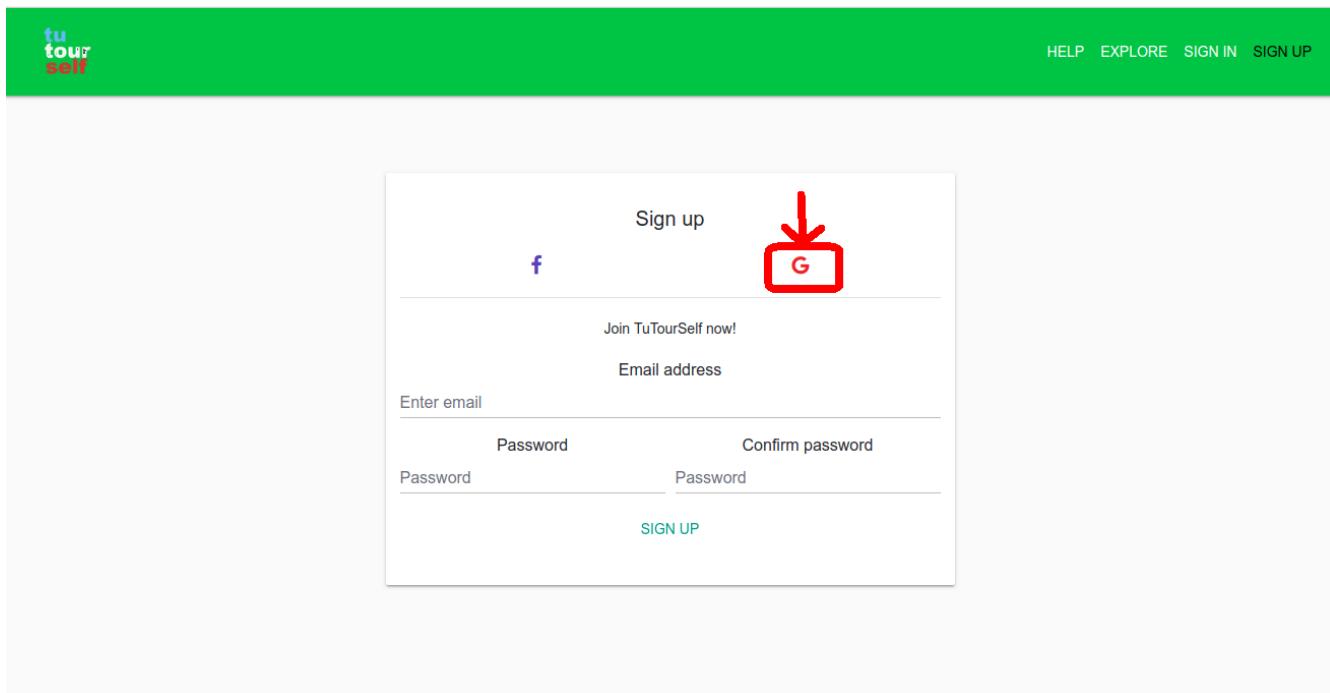


Figure 18: Sign up with Google

To authenticate into the system, the user have to sign up to the system. The sign up procedure can also be done through Google .

To sign up with their Google account, the user have to click on the red G, as showed in the figure 18.

BE CAREFUL: To sign up with Google the user must necessarily have a valid Google account.

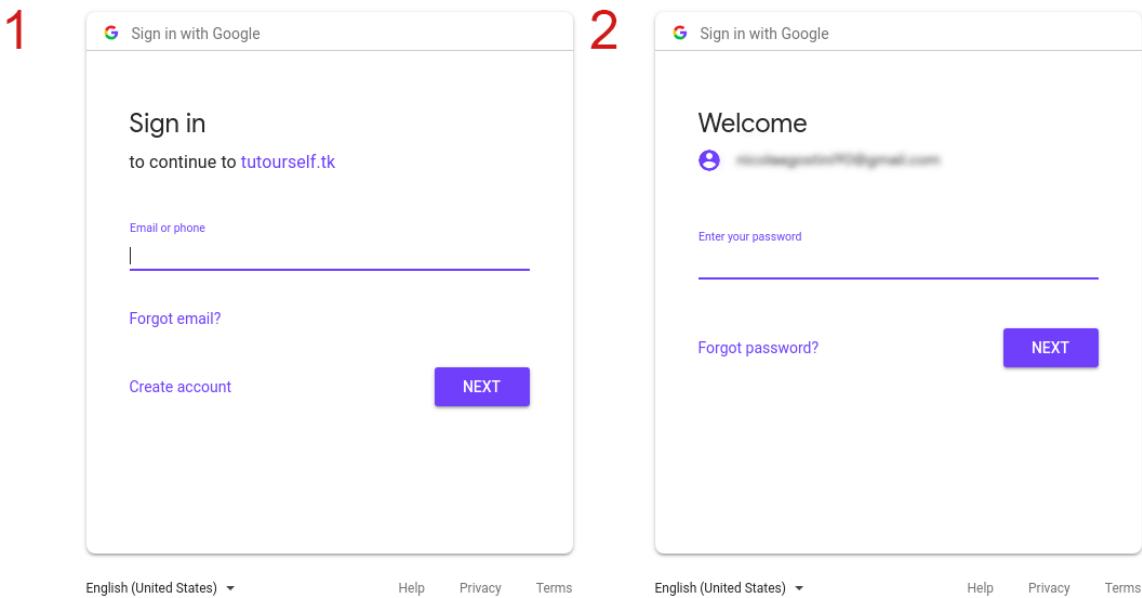


Figure 19: Steps to sign up with Google

The user will then be asked to enter their Google credentials by entering their email (step 1 in figure 19) and password (step 2 in figure 19). Once entered to complete the registration the user must press the **NEXT** button. Once the fields are filled, you will be redirected to a page like the one in figure 14 to choose the sign up mode. To complete the registration simply continue as indicated in the section §4.2.1 if you want to register as an artist, §4.2.2 if you want to continue as a spectator or §4.2.3 if you want to continue as a place manager.

4.4 Sign up with Facebook

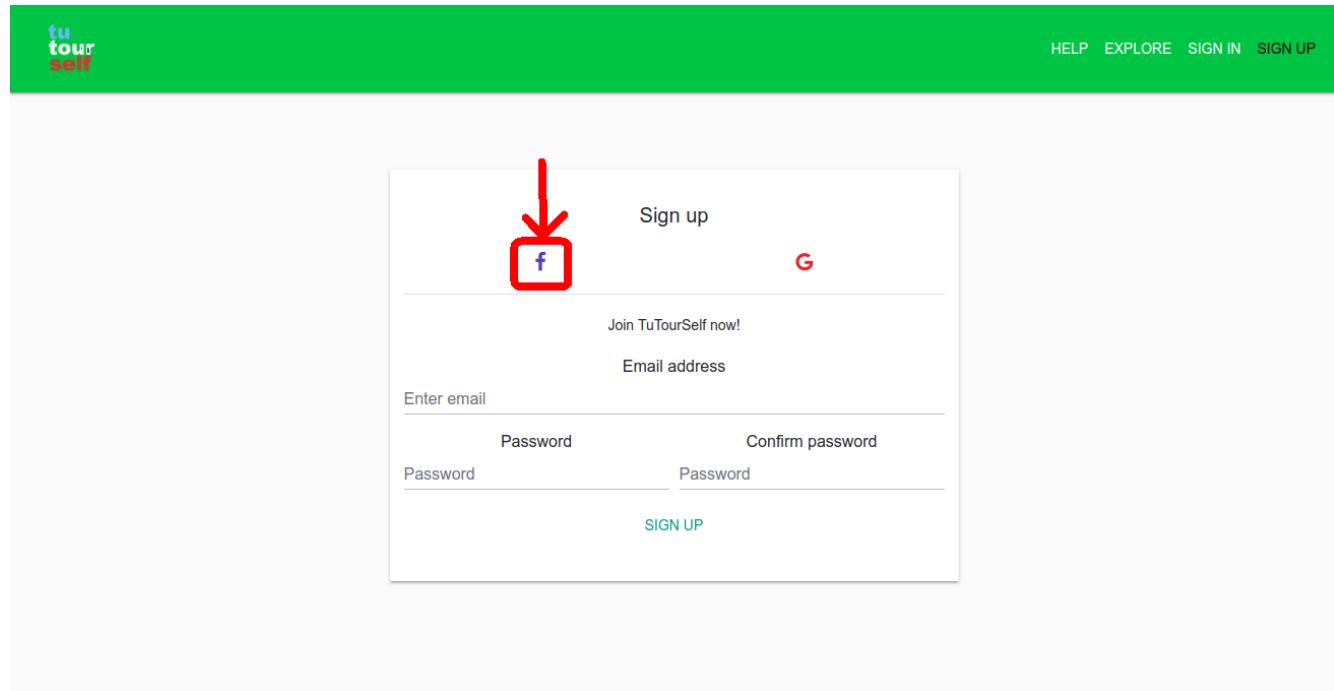


Figure 20: Sign up with Facebook

To authenticate into the system, the user have to sign up to the system. The sign up procedure can also be done through Facebook_G.

To sign up with their Facebook account, the user have to click on the blue **F**, as showed in the figure 20.

BE CAREFUL: To sign up with Facebook the user must necessarily have a valid Facebook account.

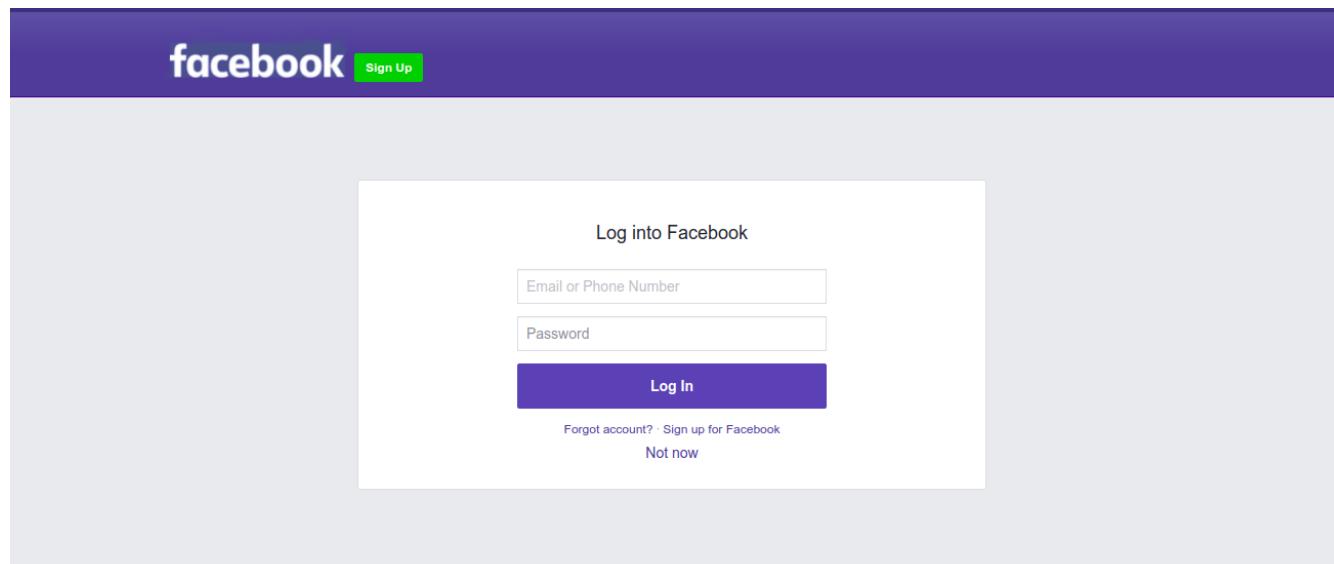


Figure 21: Sign up with Facebook - steps

The user will then be asked to enter their Facebook credentials by entering the email or phone number and password. Once entered to complete the registration the user must press the **LOG IN** button.

Once the fields are filled, you will be redirected to a page like the one in figure 14 to choose the sign up mode. To complete the registration simply continue as indicated in the section §4.2.1 if you want to register as an artist, §4.2.2 if you want to continue as a spectator or §4.2.3 if you want to continue as a place manager.

4.5 Internal sign in

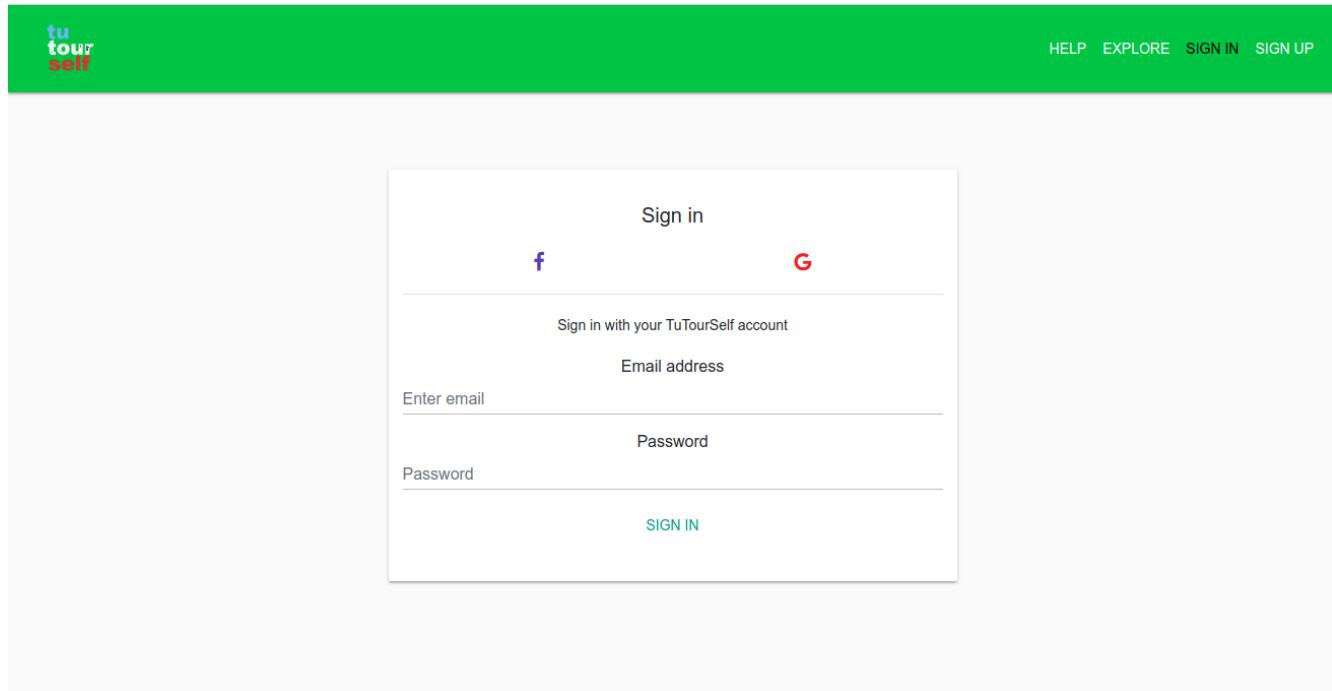


Figure 22: Internal sign in

To access the system the user is required to insert their own email and associated password. When those fields are filled, the user will have to click on the **SIGN IN** button.

If the credentials are correct, the system will redirect the user to their own profile page.

4.5.1 Errors in internal sign in

The cases where system access may fail are the following:

- **Wrong credentials:** in this case the website will show a screen like the one in figure 23. To fix the issue, try to input your credentials again;

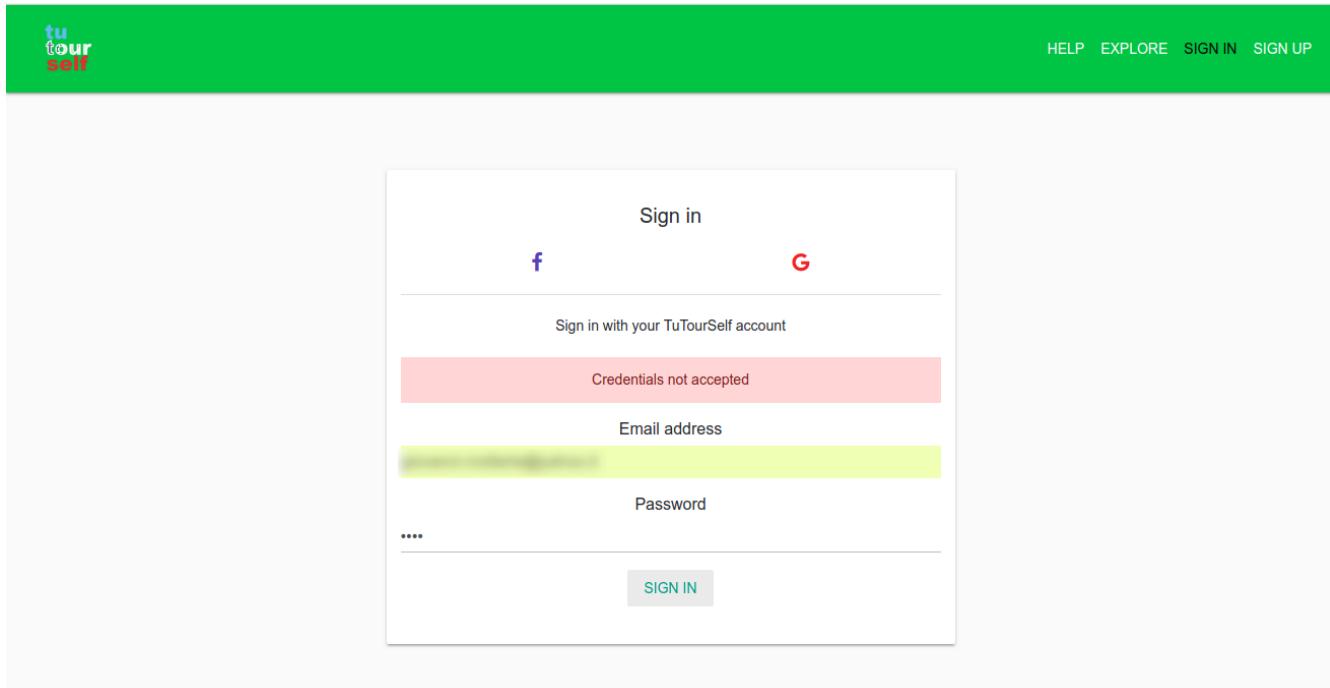


Figure 23: Wrong credentials error

WARNING: in case the registration hasn't been completed, the system will show a window like the one in figure §23. Finish the registration following §4.2.1 to sign up as an artist, §4.2.2 to sign up as spectator or §4.2.3 to sign up as place manager.

4.6 Sign in with Google

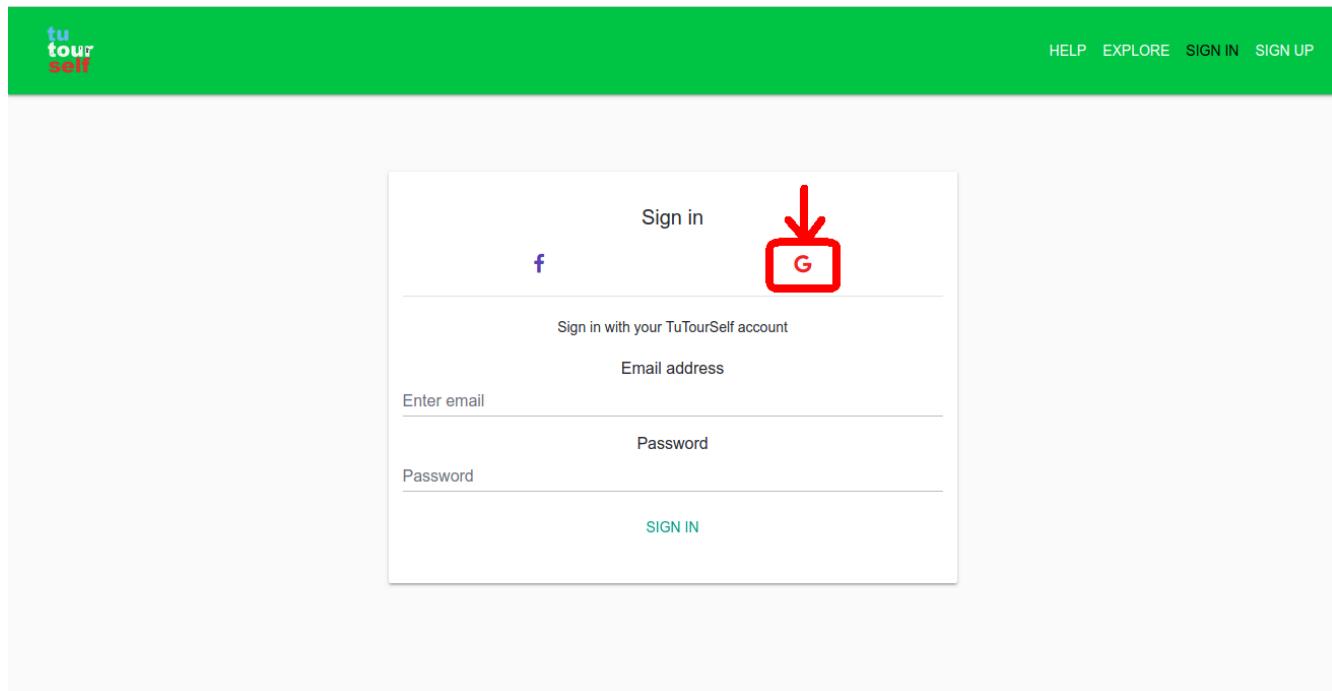


Figure 24: Sign in via Google

To be able to access the system with a Google account, the user will have to click on the red **G** in the sign in page, as shown in figure 24, step 1.

WARNING: to be able to access with a Google account, you need to own a valid Google account and have signed up, following the instruction in section §4.3.

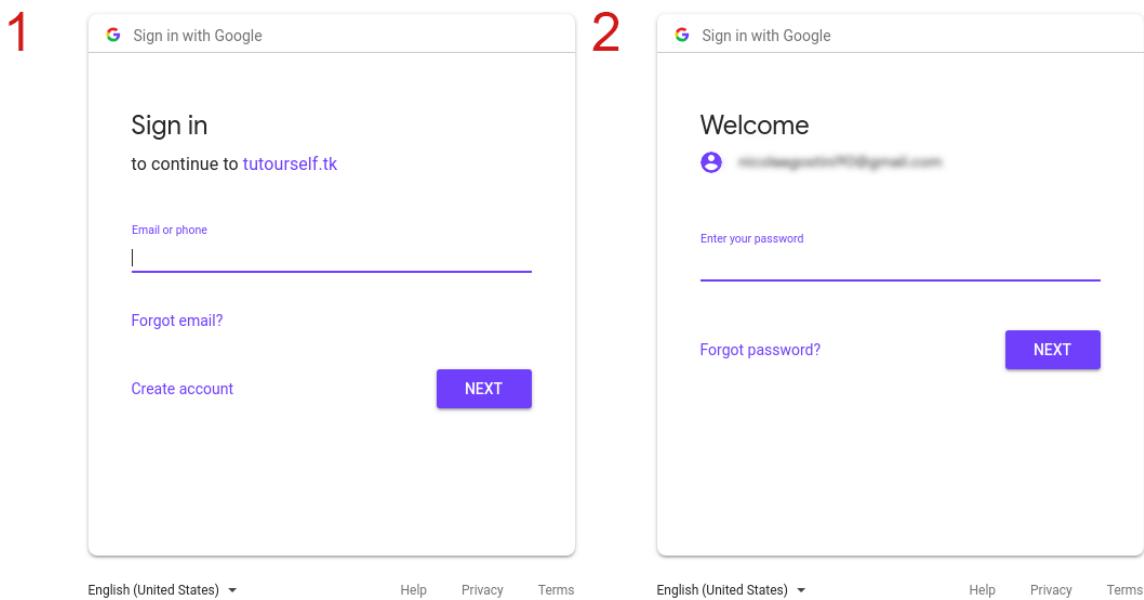


Figure 25: Sign in via Google, credentials input

The user will be asked to insert their Google credentials, filling in the email (as shown in figure 25, step 1) and password fields (as shown in figure 25, step 2), once the fields are filled, the user needs to click the **NEXT** button to complete their sign in.

WARNING: in case the user didn't complete their sign up, the system will show a window like the one in figure 14. Complete the sign up as shown in section §4.2.1 to sign up as artist, §4.2.2 to sign up as spectator or §4.2.3 to sign up as place manager.

4.7 Sign in with Facebook

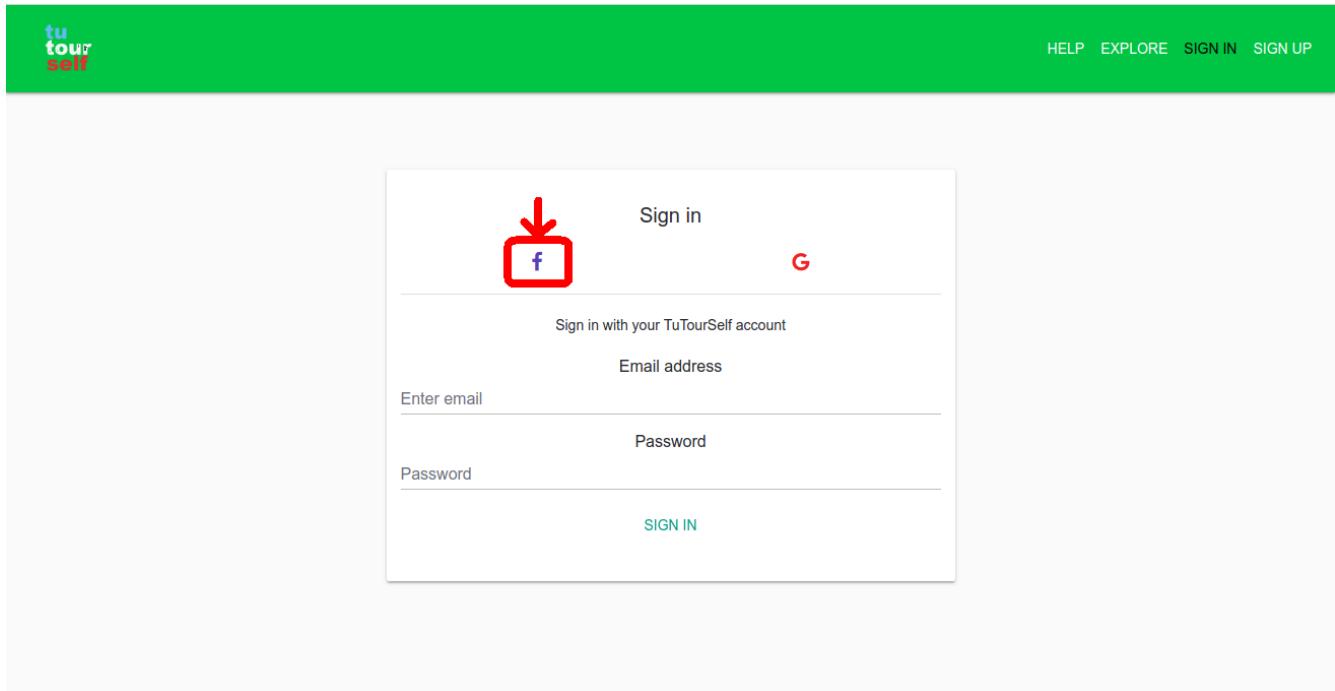


Figure 26: Sign in via Facebook

To be able to log into the system with a Facebook account, the user will have to click the value **F** inside the signin page, like shown in figure 26, step 1.

WARNING: to access the system using Facebook, you need to own a valid Facebook account and have signed up, following the instruction in section §4.4.

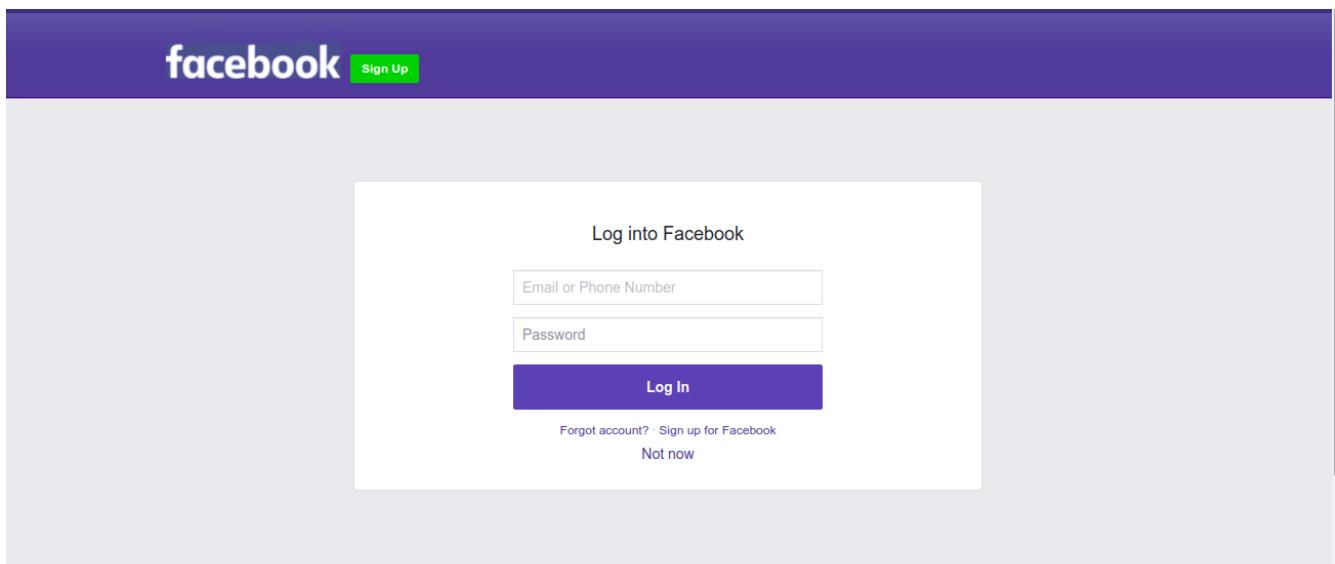


Figure 27: Facebook Login, inserting credentials.

The user will be asked to insert their own Facebook credentials, precisely email or phone number and their facebook password. Once inserted, the user will need to click the **CONTINUE** button to complete their sign in.

WARNING: in case you haven't completed your sign up, the system will show a window like the one in figure 14. Follow the instruction in §4.2.1 to sign up as an Artist, §4.2.2 to sign up as a Spectator or §4.2.3 to sign up as place manager.

5 Artist Guide

5.1 Profile management

5.1.1 Viewing your profile

To view your profile, click on the "Profile" button in the main menu bar.



Figure 28: Viewing artist's menu bar.

A profile page like the following one will be shown.

A screenshot of a web browser showing an artist profile page. The top navigation bar is identical to Figure 28. The main content area shows a placeholder image with the text "You can edit your info with the button on the right.". Below this is a section titled "About you:" containing the following fields:

- Artist Name: Dj Niko
- Art scope: Dance
- First Name:
- Last Name:
- E-mail:
- Birthdate:
- Address:
- Phone Number:

Description: Sono disponibile per esibizioni in tutta italia!

Figure 29: Viewing artist profile.

5.1.2 Editing your profile

You can edit your own personal information and your profile picture. To edit your profile, you need to reach your profile page by clicking the "Profile" button as shown in figure 30.



Figure 30: Viewing artist's menu bar.

Once reached your profile page, you can click on the hamburger menu on the top right corner, like shown in figure 31

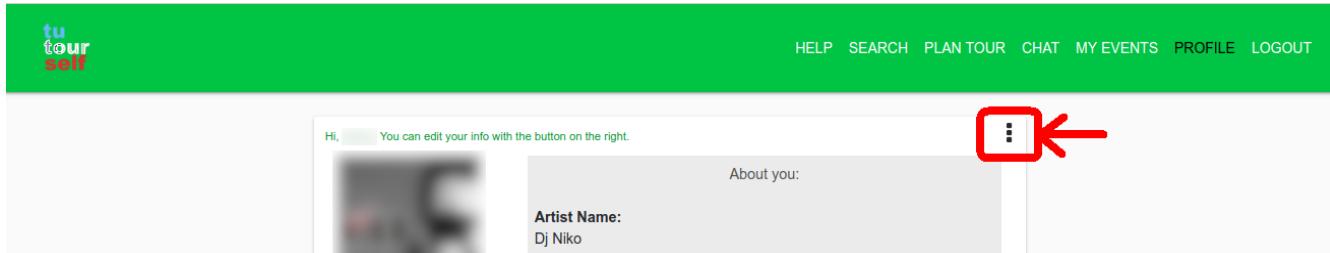


Figure 31: Editing an artist profile: step 1.

Click on the "Update Information" button.

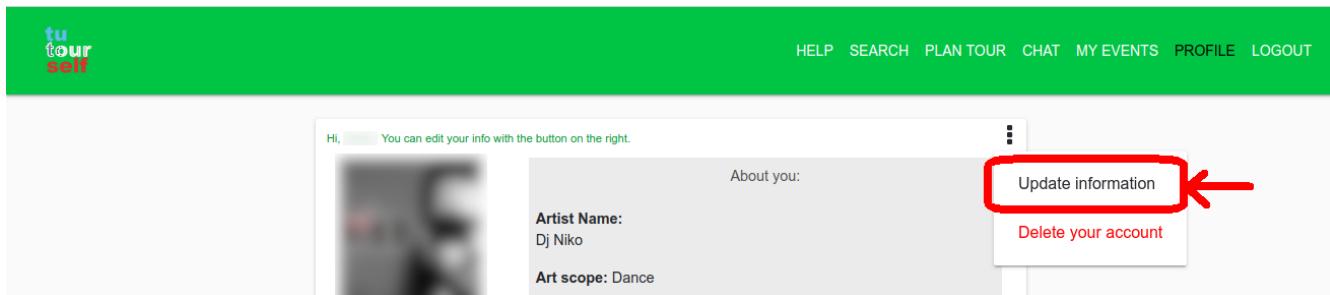


Figure 32: Editing an artist profile: step 2.

An editing form will appear, just like the one in figure 33

1 Remove image
You will be redirected

2 Upload image
only .png and .jpg admitted

3 Stage name
Dj Niko

4 Art scope
Dance

5 First name

6 Last name

7 Birth date (min age 18 y.o.)

8 Address

9 City

10 State
Italia

11 Zip

12 Phone number
+(Country code) 123456789

13 Facebook page

14 Description (max 500 characters)
Sono disponibile per esibizioni in tutta italia!

CONFIRM CHANGES 15

Figure 33: Editing an artist profile: step 3.

From the form you can edit all your personal data, including:

- **Stage Name**, marked with number 3;
- **Art Scope**, marked with number 4;
- **Name**, marked with number 5;
- **Surname**, marked with number 6;
- **Birth date**, marked with number 7;
- **Address**, marked with number 8;

- **City**, marked with number 9;
- **State**, marked with number 10;
- **Zip Code**, marked with number 11;
- **Phone Number**, marked with number 12;
- **Facebook Link**, marked with number 13;
- **Description**, marked with number 14.

You can also edit your own **profile picture** uploading an image with *.png* extension (by clicking the button marked with number 1): or **remove your profile picture** (by clicking the button marked with number 2) so that the default image will be applied.

To finish your editing, click on the "*Apply*" button, marked with number 15. You will be automatically redirected to your profile page.

5.1.3 Deleting your profile

If you want to remove your profile from this platform, and all the data connected, you need to reach your profile page and click on the hamburger menu on the top right corner.

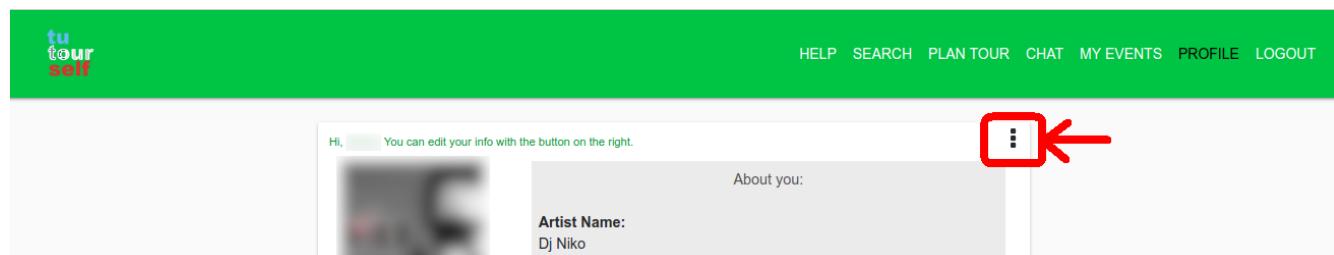


Figure 34: Deleting artist account : step 1.

And select the *Delete Account* option.

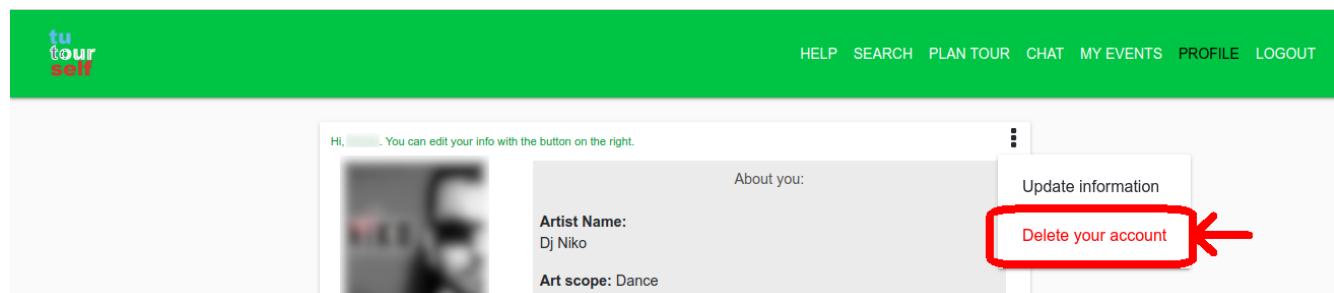


Figure 35: Deleting artist account : step 2.

You will be asked to **Confirm your decision**, of deleting the account. In case of positive response, the profile will be removed **permanently**. In case of a negative response, the removal procedure will be aborted and the account will stay active.

5.2 Searching places, events and artists

An artist can search, through a search bar, places to exhibit at, events to participate in or view what other artists are planning. To search, just click on the *Search* button in the menu bar.



Figure 36: Search places, events and artists: step 1.

At this point it is sufficient to insert the keywords you want to look for, inside the search bar (figure 37, step 1) and click on the **Search** button (figure 37, step 2).

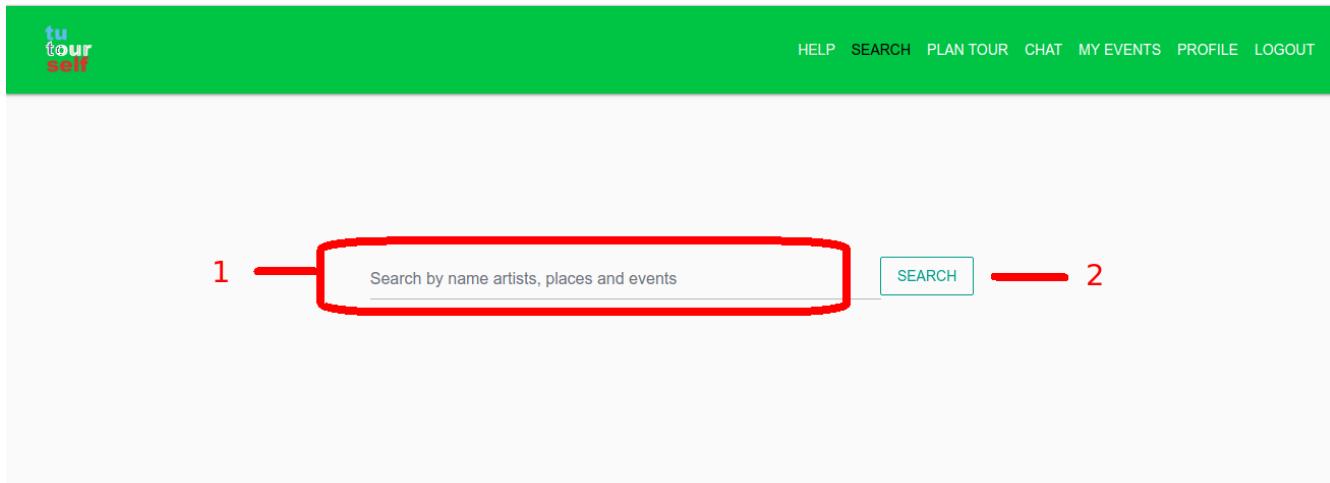


Figure 37: Search places, events and artists: step 2.

The results will be shown in a screen similar to the following one.

The screenshot shows a search results page for 'tu tour self'. At the top, there's a green header bar with the 'tu tour self' logo on the left and navigation links: HELP, SEARCH, CHAT, MY PLACES, MY EVENTS, PROFILE, and LOGOUT. Below the header, the page is divided into three sections: 'Found artists:', 'Found places:', and 'Found events:'. Each section contains four items, each with a small 'tu tour self' logo icon and the name of the result.

Section	Result 1	Result 2	Result 3	Result 4
Found artists:	Dj Niko	i18next master		
Found places:	locale nuovo	vino fritto	Sushi kaiten	Posto bello perEsbizioneBella
Found events:	Festa grande	Sagra della porchetta		

Figure 38: Search places, events and artists: step 3.

To view more information you just need to click one of the results and you will be automatically redirected to the artist or place page, or at the selected event page.

5.2.1 Viewing events on a map

To view places on a map, you can start a search as previously described, and then click on "View on map"

The screenshot shows the application's search interface. At the top, there is a green header bar with the 'tu tour self' logo on the left and navigation links (HELP, SEARCH, PLAN TOUR, CHAT, MY EVENTS, PROFILE, LOGOUT) on the right. Below the header, the text 'Found artists:' is displayed above a grid of cards. The first card in the grid is 'Il mio locale 1'. Below the grid, the text 'Found places:' is shown above another grid of cards, with the first card being 'Villa Ferri'. Underneath these sections, the text 'Found events:' is displayed above a third grid of cards, with the first card being 'Party'. A red box highlights the button 'See events on map' located next to the 'Found events:' text.

Figure 39: Viewing events on a map.

The events will be shown as following:

The screenshot displays a detailed map of Italy and parts of surrounding countries (Austria, Slovenia, Croatia, and Greece). The map includes major cities, roads, and geographical features. Overlaid on the map are several small circular icons, each containing the 'tu tour self' logo, which represent the locations of the events found in Figure 39. The map also includes a legend in the bottom right corner and a scale bar.

Figure 40: Viewing events on a map.

5.3 Planning of the tour through maps

An artist can also plan his tour by tracing the tour he wants to do on a map, which will be displaying the places available along the route. To plan your tour through the map, go to the "Plan tour" section in the appbar.

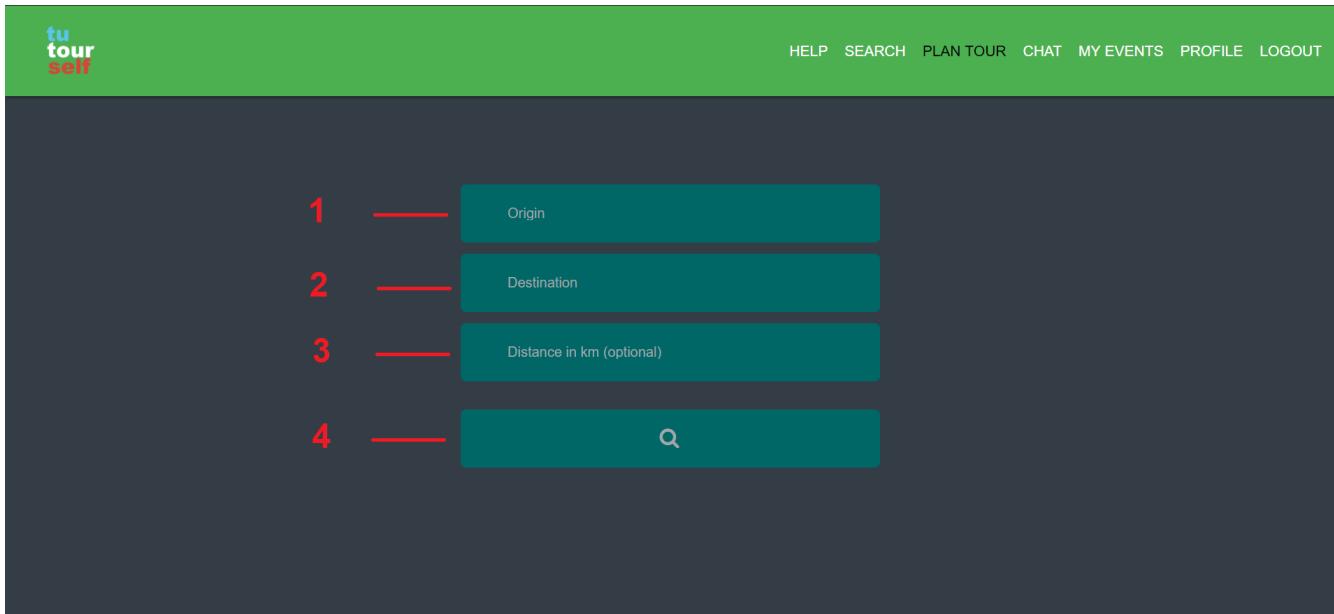


Figure 41: Planning your tour: step 1

It will be displayed a page like in the following figure:

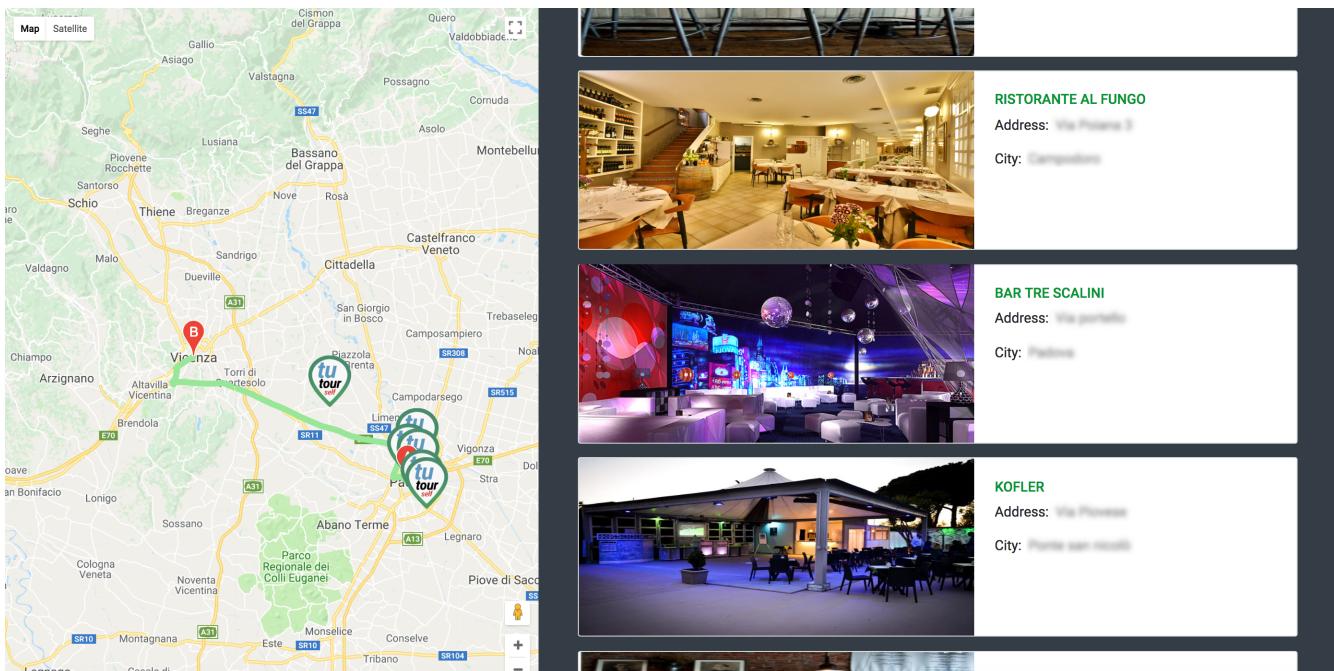


Figure 42: Planning your tour: step 2

From here it will be possible to set:

- **Origin** of the tour - so the locations where the artist wants to start the tour (as showed in the figure at number 1);
- **Destination** of the tour (as showed in the figure at number 2);

- **Distance (in km)** that indicates the distance from the traced route in which the artist is interested to see the places available (as showed in the figure at number 3). This field is optional, and the default set value is 10 km.

Once inserted all the data, it's possible to see the results by clicking on the magnifying glass icon, as showed in the figure at number 4.

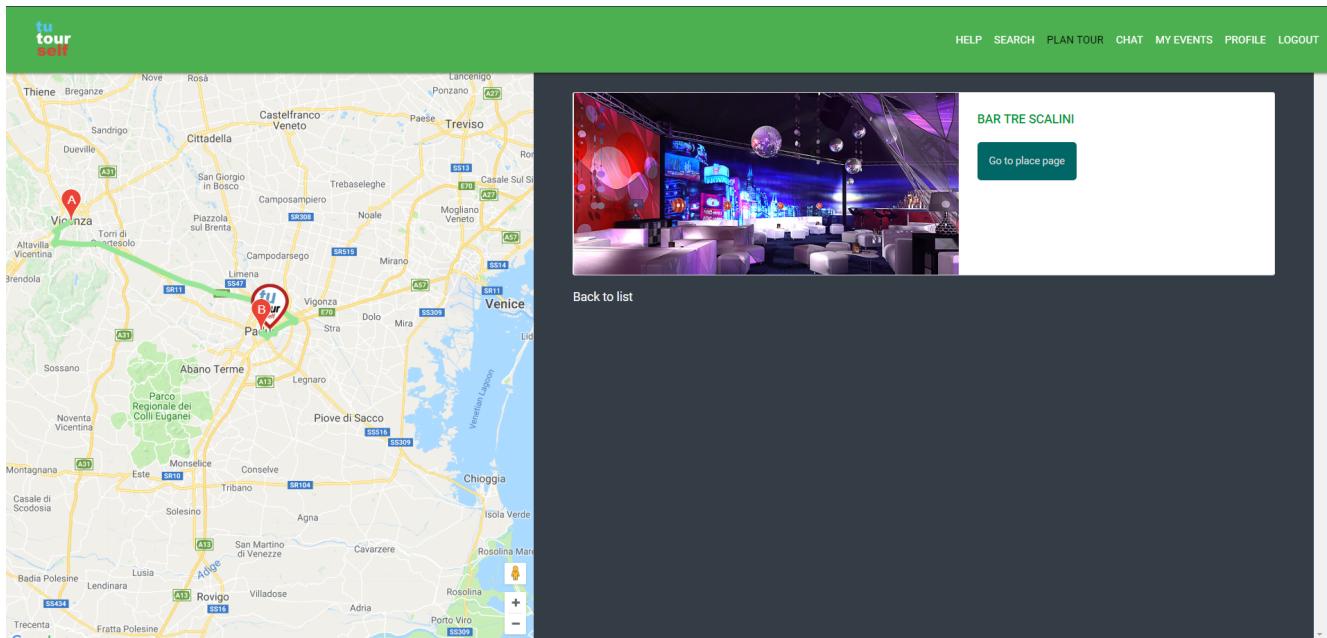


Figure 43: Planning your tour: step 3

As you can see in figure 43 it will be displayed a default path from the origin to the destination, indicating which places are available in that route according to the distance specified.

In the right section you can see the places as a list to identify their main details.

Modifying the tour: If the default path is not the one you want to do, it is possible to modify it through a simple drag and drop of the traced route, and the places available in the new route will be displayed automatically.

Visualization of the place information: It is possible to view the place information in the following ways:

1. **Selecting a place on the map.** It will be showed a page like the following:

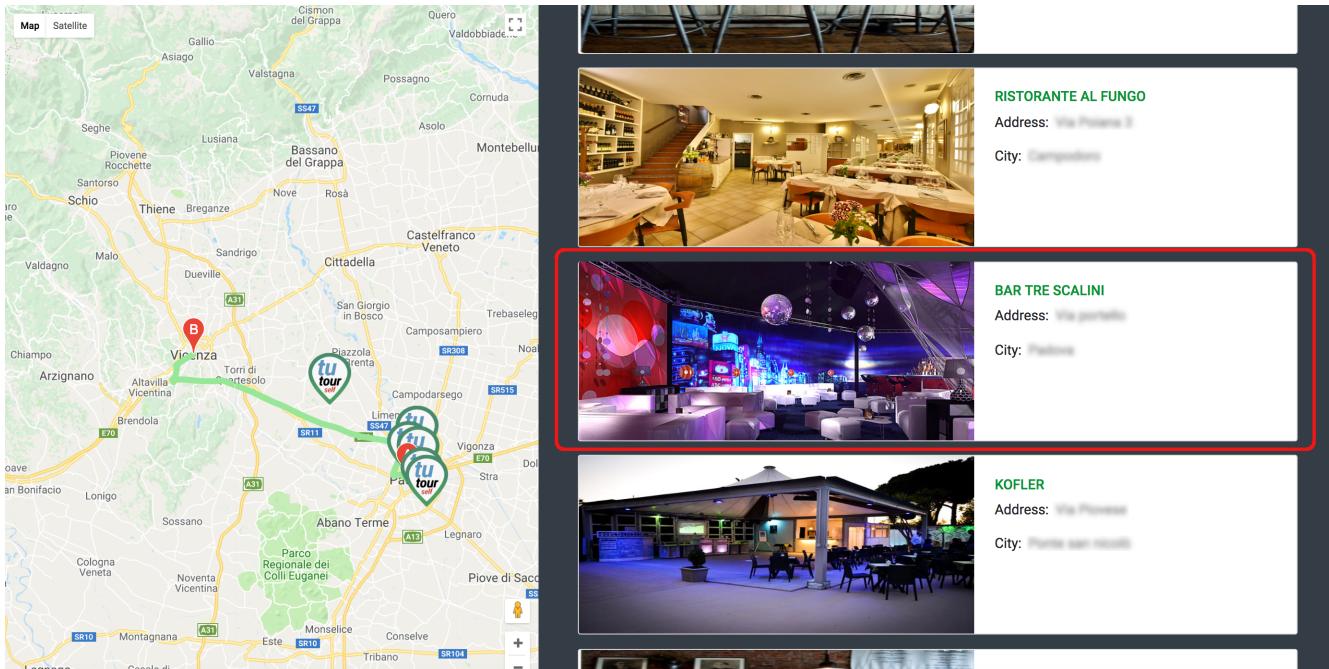


Figure 44: Viewing place information

From here it is possible to click on the button "*Go to place*" to view the place page. It is also possible to return to the places list by clicking "*Return to the list*".

2. Clicking on the place card.

It will be showed a page like the following:

BAR TRE SCALINI

[Go to place page](#)

[Back to list](#)

Figure 45: Viewing place information

5.4 Creating proposals and counterproposals to places

An artist can create a new exhibition or exposition proposal to a registered place. To create said proposal you will need to search the place using the search bar (as shown in section §5.2) or by creating your own tour, (as shown in section §5.3) and react their page. Then click on the "Send Proposal" button.

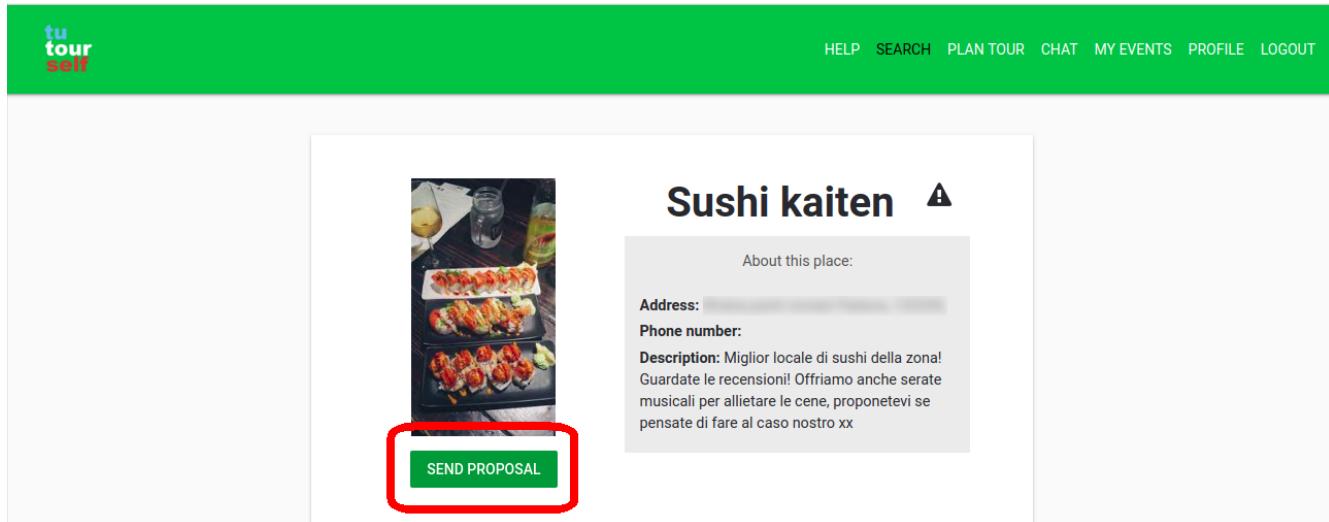


Figure 46: Sending a new proposal: step 1.

You will be asked to fill in a form with the details of the proposal.

 A screenshot of a proposal form. At the top, there's a green header bar with the logo 'tu tour self' on the left and navigation links 'HELP', 'SEARCH', 'PLAN TOUR', 'CHAT', 'MY EVENTS', 'PROFILE', and 'LOGOUT' on the right. The main area contains a form with several input fields. Each field has a red asterisk (*) next to it, indicating it is a required field. The fields and their values are:
 - *Amount€: 200
 - *Date: 15/06/2018
 - *Start time (24h): 21:00
 - *Duration in minutes: 120
 - Comment: Exhibition of classical music by our band
 Below the form is a green rectangular button with white text that reads 'SEND PROPOSAL'. This button is circled with a thick red line.

Figure 47: Sending a new proposal: step 2.

The section marked with a red asterisk (*) are mandatory fields. Once all mandatory fields are filled, you can click on the "Send Proposal" button. Both parties in the proposal will be automatically notified with an email.

A new chat room will be automatically created, where you can negotiate the details of the proposal. Click on the new chat room and you will be able to communicate with the place manager to exchange information and view the list of proposals and counterproposals on the right side of the window.

The screenshot shows the TuTourSelf application interface. At the top, there is a green header bar with the logo "tu tour self" and navigation links: HELP, SEARCH, PLAN TOUR, CHAT, MY EVENTS, PROFILE, and LOGOUT. On the left, a sidebar lists three users: "Giuseppe Mollica (Torre Archimede)", "Giuseppe Mollica (Posto bello perEsbizioneBella)", and "Giuseppe Mollica (Sushi kaiten)". A note at the top of the main area states: "Please note that all your conversation will be accessible by TuTourSelf administrators for moderation purposes." To the right, a proposal viewer displays a "First proposal" from "Sushi kaiten" with the following details: Place: Sushi kaiten, Event date: 15/6/2018, Start time: 21:00, Duration: 120 minutes, Payment: 200 €, and Additional comments: Exhibition of classical music by our band. A red "REVOKE PROPOSAL" button is visible. Below the proposal viewer is a message input field with the placeholder "Message" and a blue send icon. The overall interface is clean and modern, designed for managing travel and event proposals.

Figure 48: Sending a new proposal: step 4.

5.4.1 Revoking a proposal to a place

To be able to revoke the proposal, access the chat room with the place that you want to revoke the proposal of. Select "*Revoke Proposal*" button available in the proposal viewer on the right side of your chat.

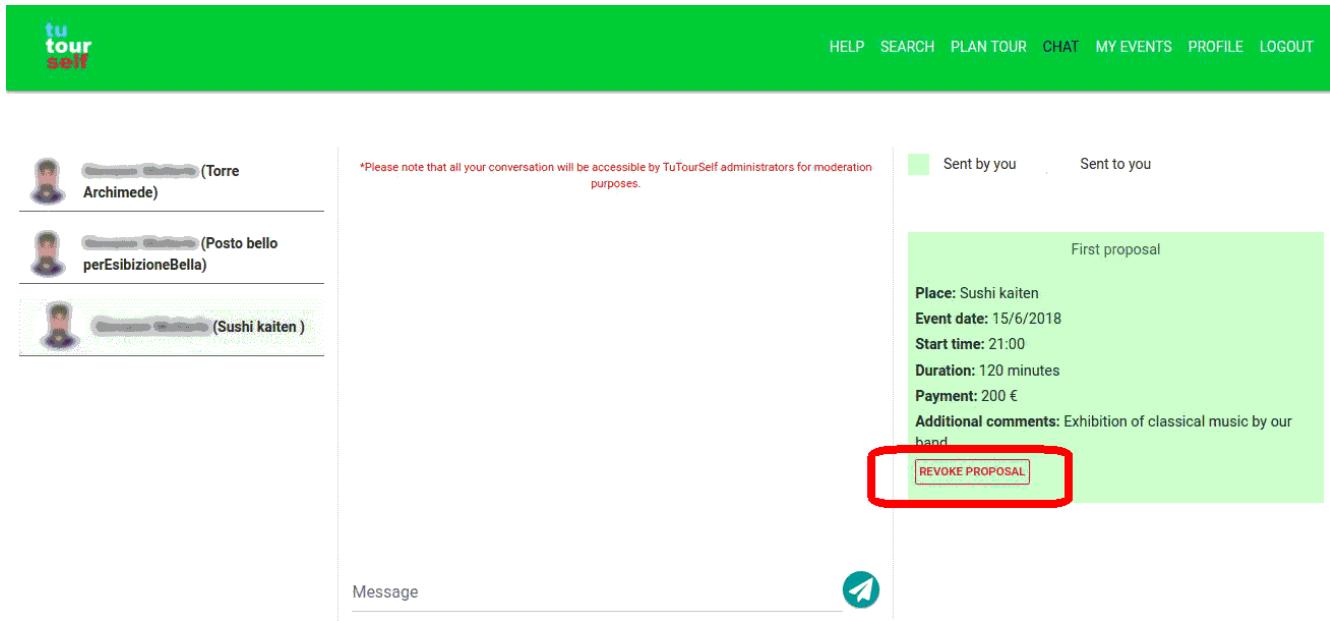


Figure 49: Revoking a proposal: step 1.

You will be asked to confirm the proposal deletion. If you click on "Yes" the proposal will be automatically deleted, if you click on "No" the deletion procedure will be aborted.

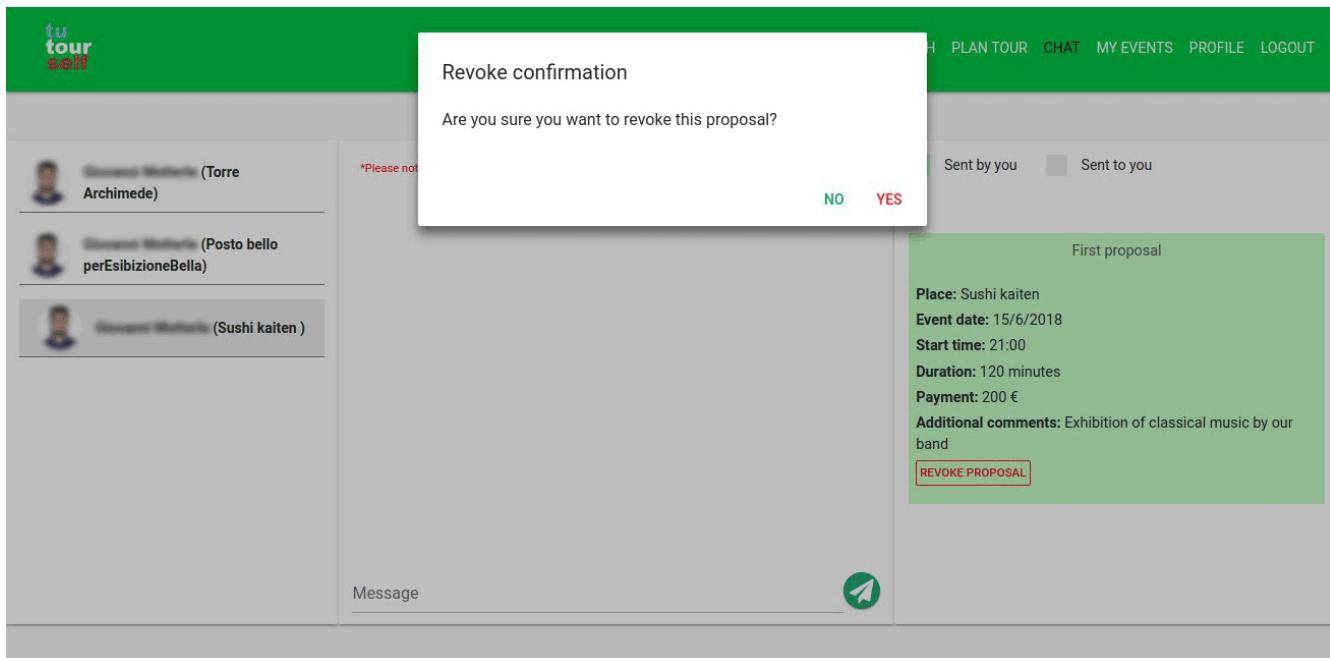


Figure 50: Revoking a proposal: step 2.

5.4.2 Accepting a proposal

To accept a proposal from a place, reach the chat with that place and click on the "*Accept as it is*" button.

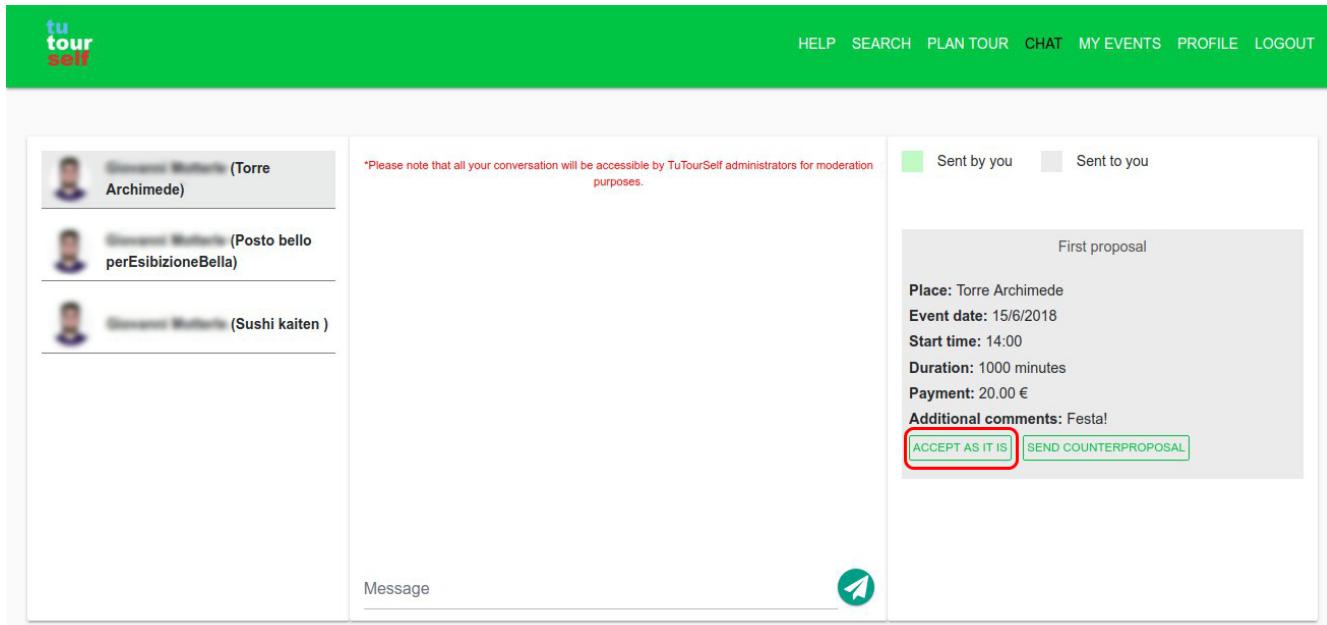


Figure 51: Accepting a proposal: step 1.

The proposal will automatically become an **Agreement**.

5.4.3 Sending a counterproposal

In case you are not satisfied by the proposal sent from the place, the artist will be able to send a **counterproposal**. To do so, you will need to reach the chat with the place and click on the "*Send counterproposal*" button inside the proposal you want to turn down.

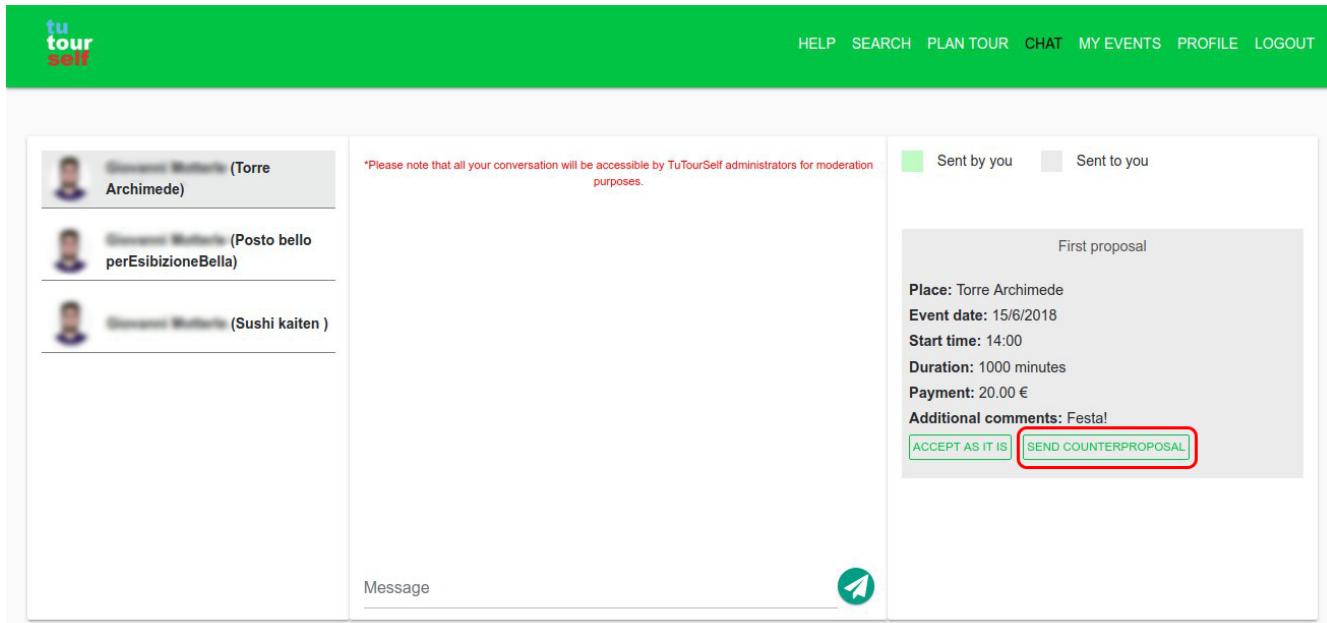


Figure 52: Creating a counterproposal: step 1.

It will then be asked to fill the form with the data of the counterproposal.

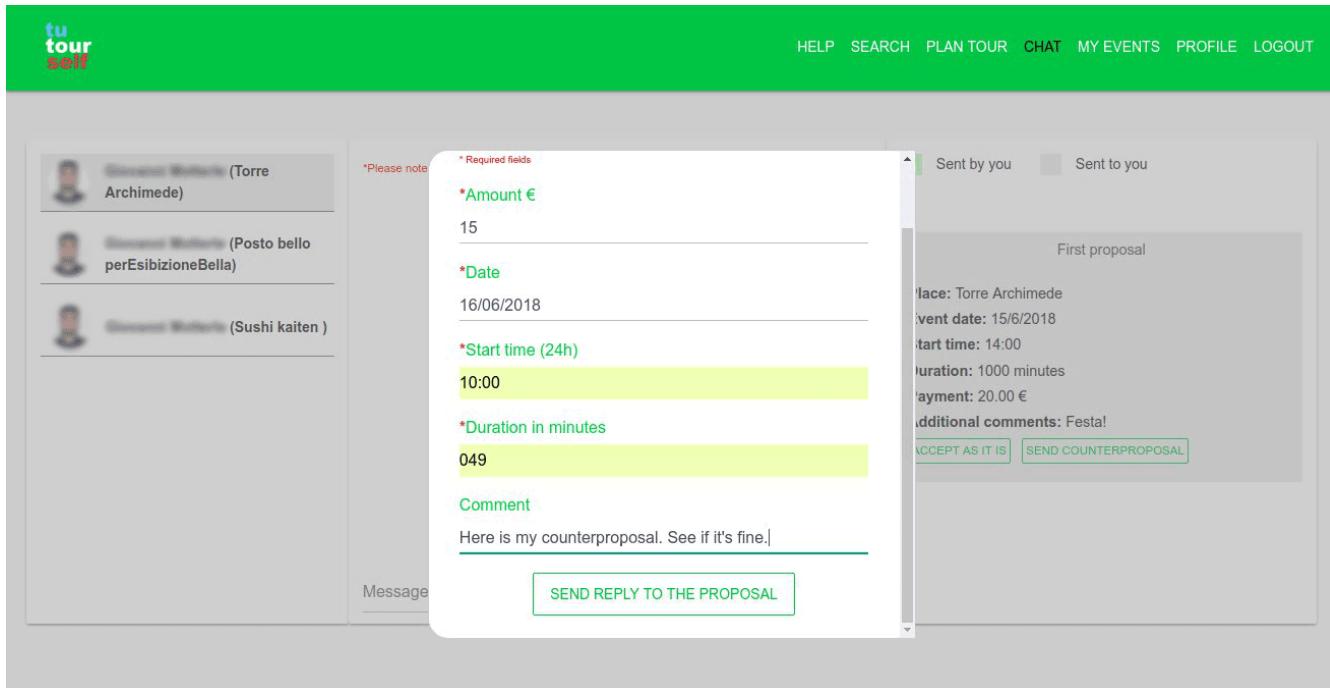


Figure 53: Creating a counterproposal: step 2.

Once filed all the fields, please click on the "*Send reply to the proposal*" button.
It will automatically be sent a confirmation email to both parts (artist and manager).

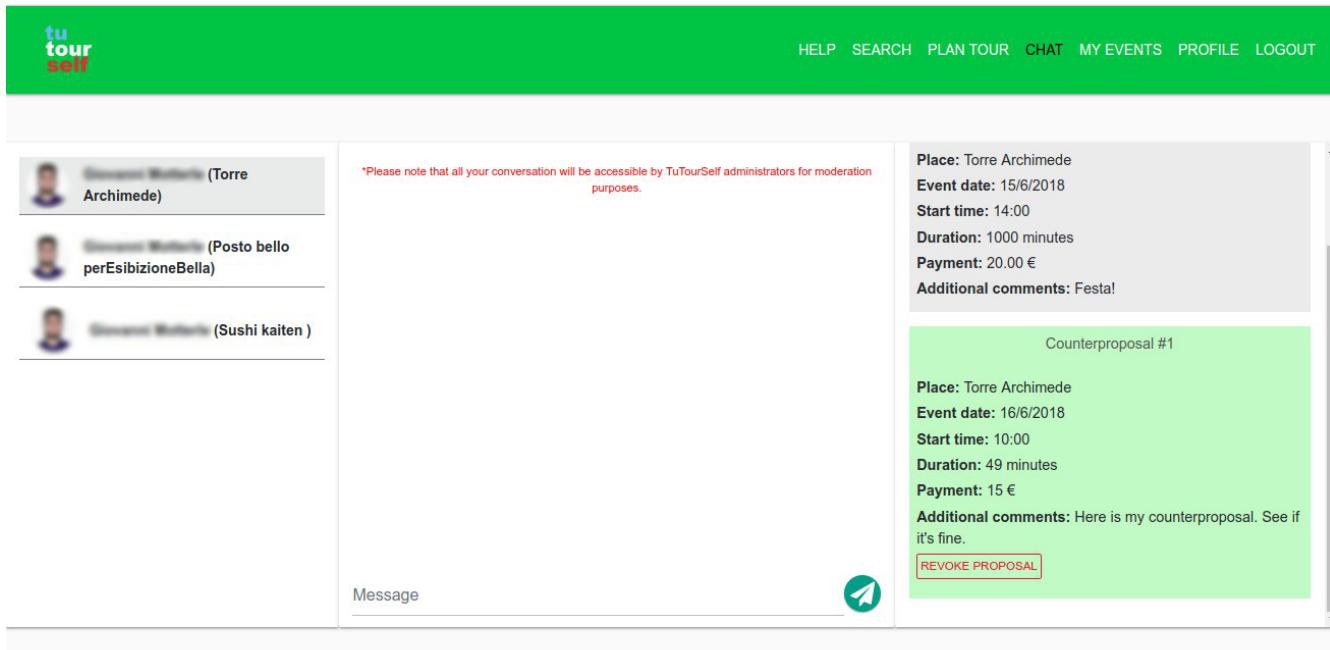


Figure 54: Creating a counterproposal: step 3.

5.4.4 Revoking an agreement

When a proposal is confirmed, it becomes an **agreement**. To revoke an agreement, you need to reach the chat with the agreement you want to revoke and click on the "*Revoke Agreement*" button.

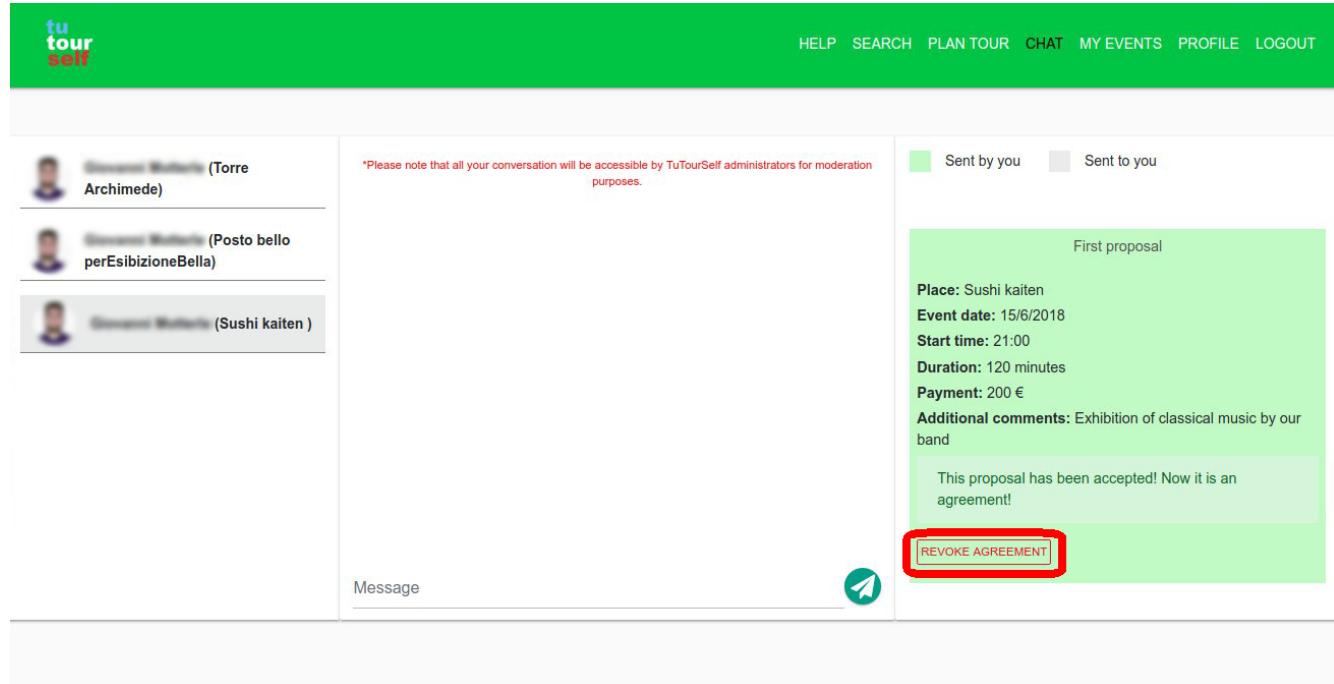


Figure 55: Revoking an agreement: step 1.

You will be asked to confirm the agreement revoke. If you click on "*YES*" the agreement will be marked as deleted, if you click on "*NO*", the revoke procedure will be aborted.

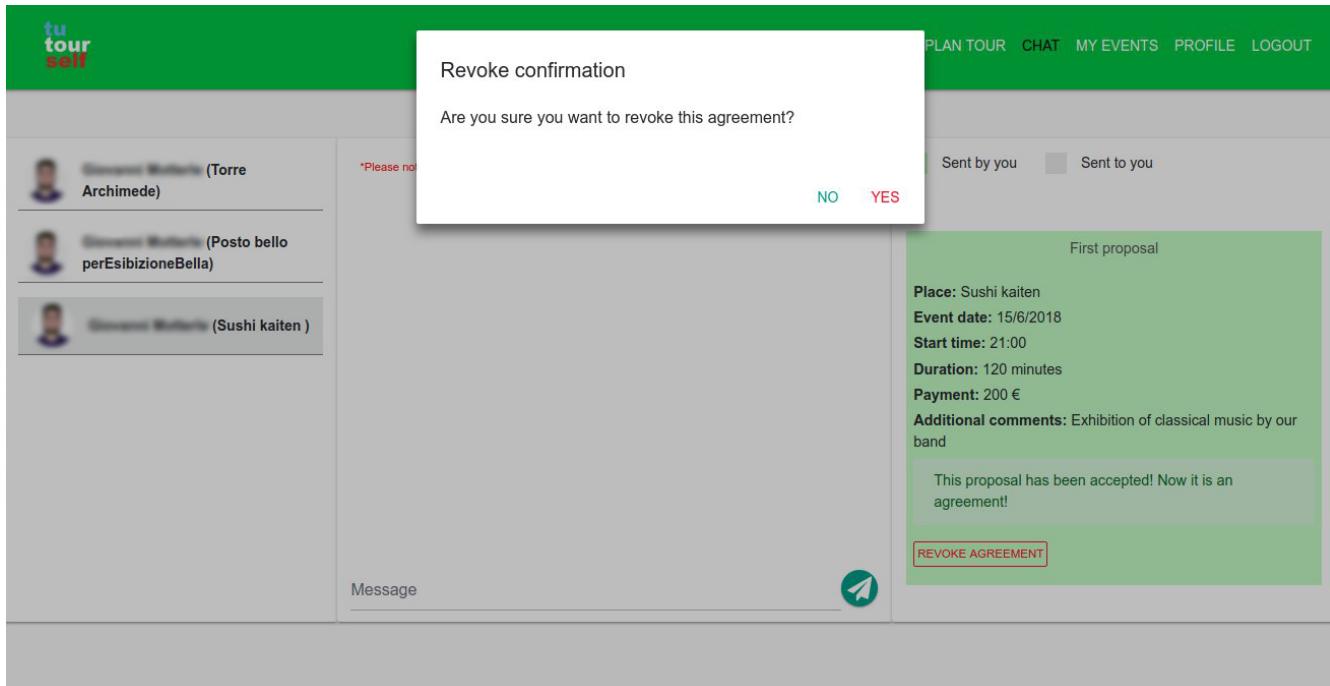


Figure 56: Revoking an agreement: step 2.

To confirm the agreement revoke, the counterpart must confirm the revoke itself. When the confirmation happens, an email notification will be sent.

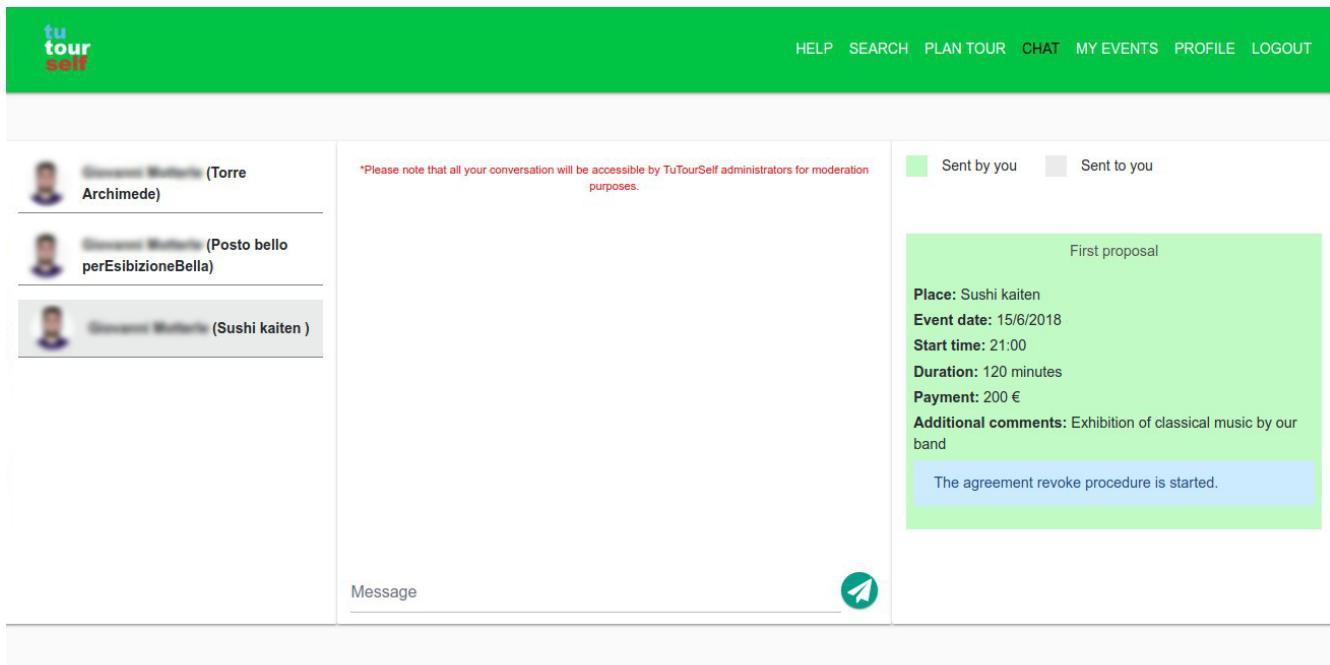


Figure 57: Revoking an agreement: step 3.

5.5 Viewing scheduled events

To view the scheduled events page of an artist, just reach the event page by clicking the "My events" button on the main menu.



Figure 58: Viewing scheduled events: step 1.

A page like the following one will be shown, containing all the scheduled events.

A screenshot of a web browser showing a list of events. The header is green with white text. The main content area has a white background. It starts with a green message: 'Here you can view your events created from your agreements.' Below this is a card for an event titled 'Festa grande'. The card contains the following information:

- Place: Torre Archimede
- Artist: Dj Niko
- Description: Festeggiamenti post RA
- Date: 15/6/2018
- Start Time: 23:00
- Duration: 140

At the bottom of the card is a blue link 'GO TO EVENT PAGE'.

Figure 59: Viewing scheduled events: step 2.

From here you can reach the specific event page and view all the necessary information.

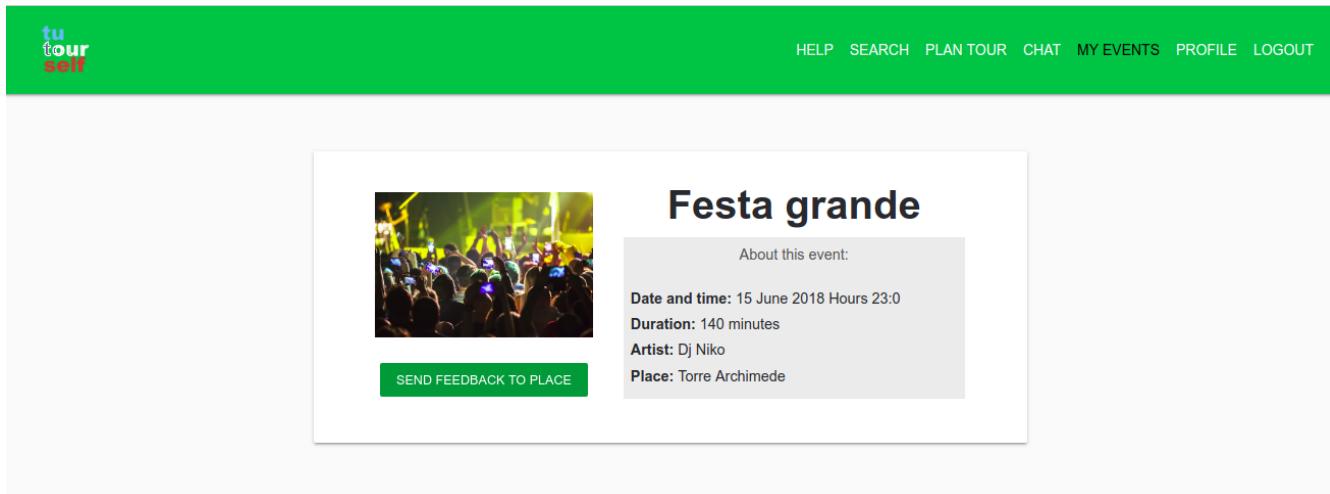


Figure 60: Viewing scheduled events: step 3.

5.6 Leaving a feedback to a place

To leave a feedback to a place where in which you have done an event/exhibition, go to your events page as showed in the section §???. Click on the "Send feedback to place" button.

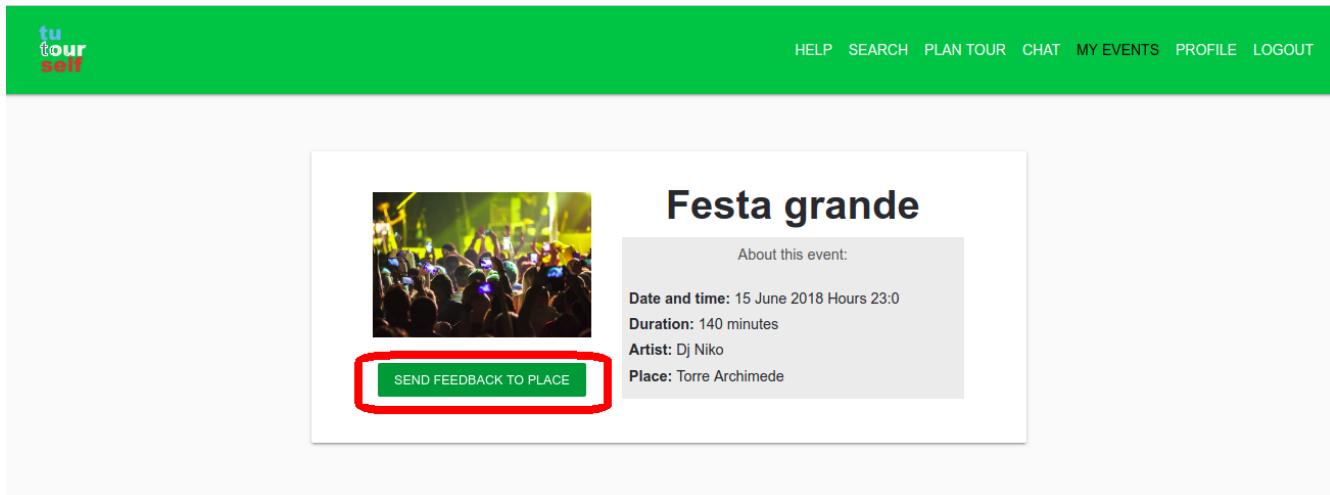


Figure 61: Invio del feedback al locale: step 1.

Fill all the fields of the form, by rating the various parameters with a range from **0** to **5** stars. **BE CAREFUL:** if the fields are left empty, it will be considered as a rating of 0 stars.

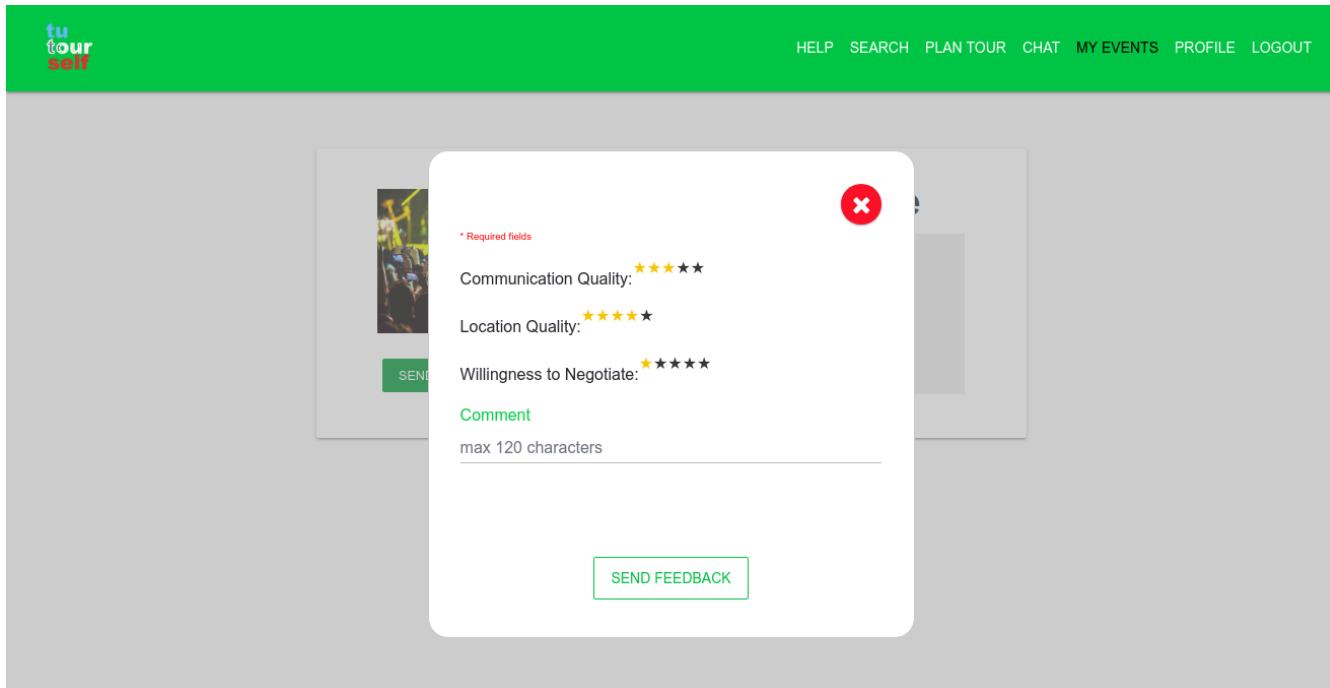


Figure 62: Invio del feedback al locale: step 2.

Once inserted your rating, to complete the operation please click on the "Send feedback" button. The correct insertion of your feedback will be notified.

5.7 Reporting an user

You can report an user for misbehaviour. To do so, reach the user page and click on the top right icon.

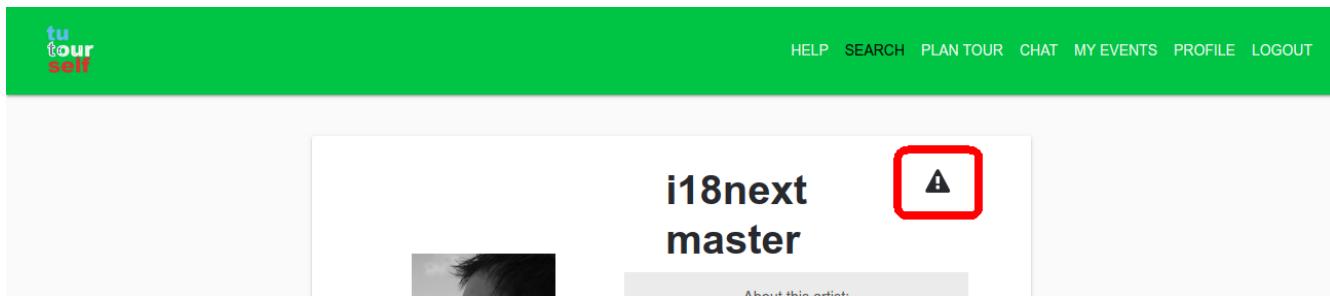


Figure 63: Reporting an user: step 1.

Click on *Report User*.

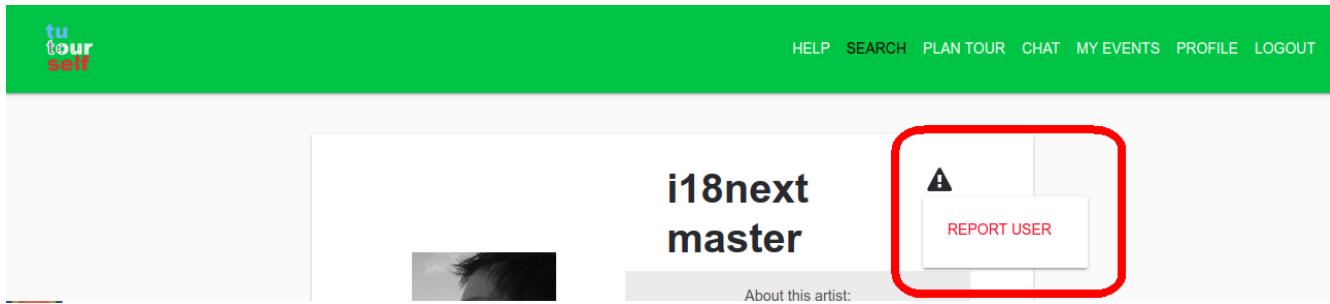


Figure 64: Reporting an user: step 2.

You will be asked to input the reason and a small comment about the report.

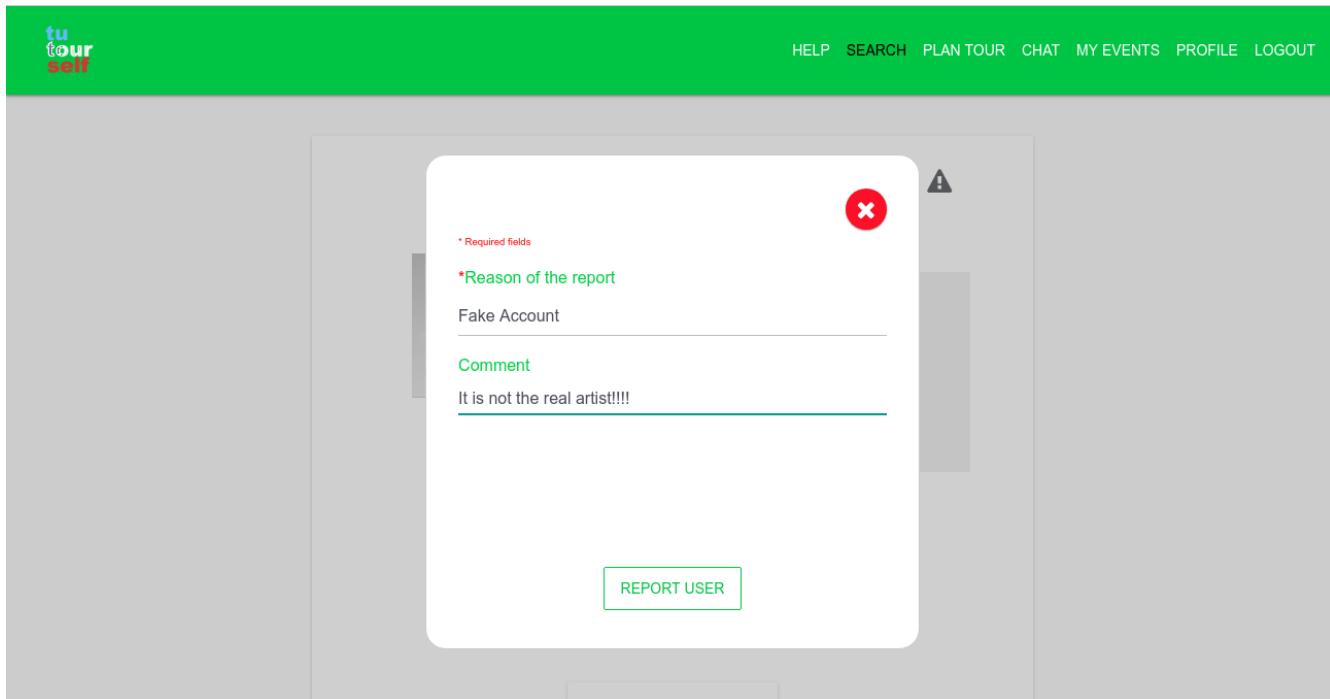


Figure 65: Reporting an user: step 3.

Click on "*Report user*" to complete the procedure.

6 Place Manager Guide

6.1 Profile management

6.1.1 Viewing your profile

To view your profile, select the "Profile" item in the menu bar.



Figure 66: Viewing the menu bar for a place manager to view their profile.

You will be shown your profile in a screen similar to the following.

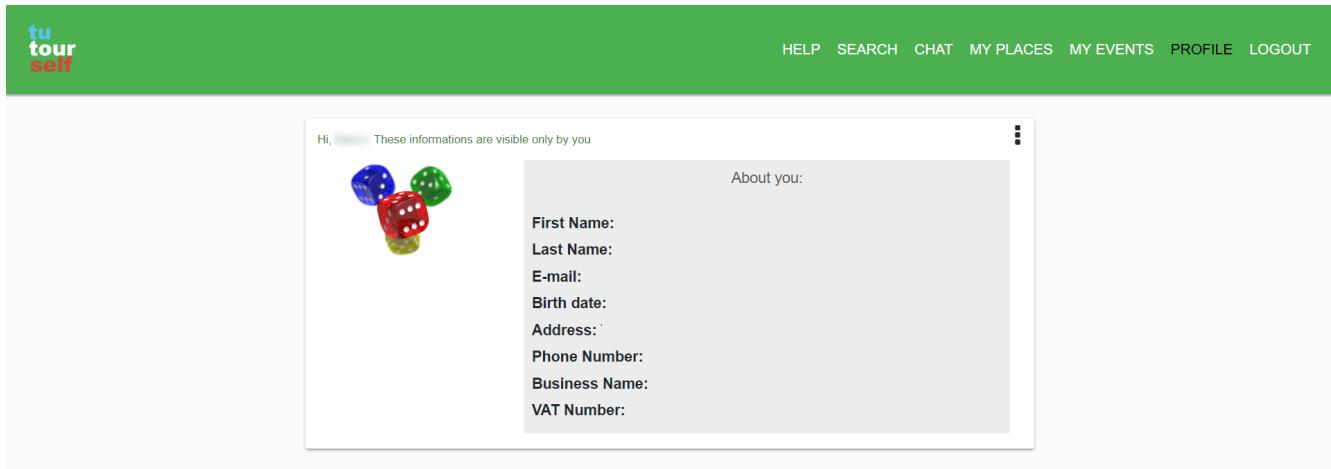


Figure 67: Viewing the place manager profile.

6.1.2 Editing your profile

You can edit your personal information and your profile picture. To do so, you need to navigate to your personal page, in the *Profile* section, as seen in figure 68.



Figure 68: Viewing the menu bar for a place manager.

Once reached the profile page, click on the hamburger menu on the top right corner as seen 69.

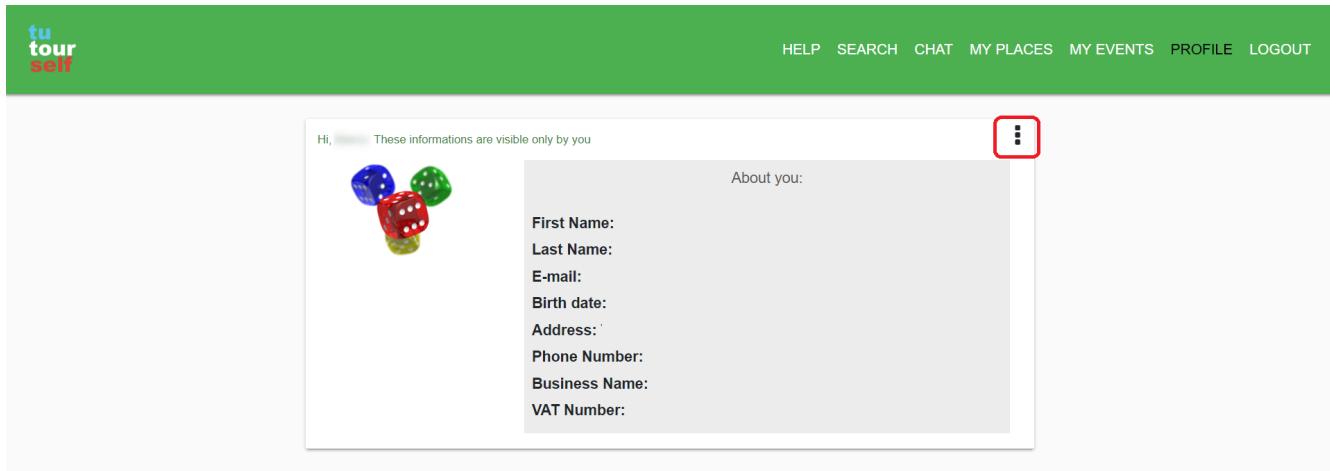


Figure 69: Editing the manager profile: step 1.

Select the "Update Information" option.

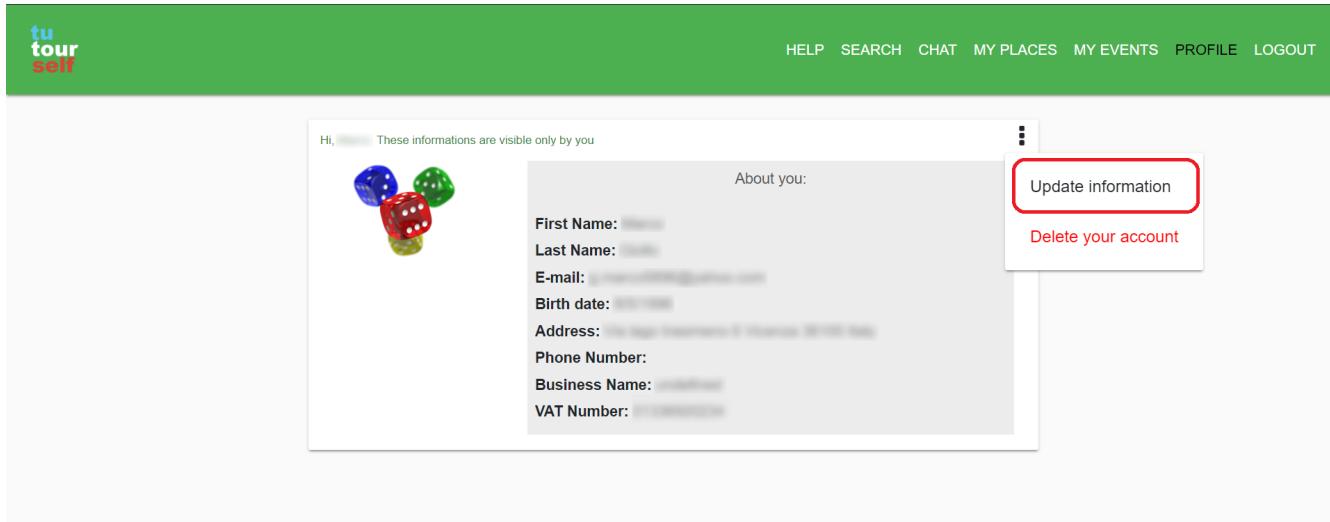


Figure 70: Editing the manager profile: step 2.

An editing form with your data will appear, just like the one in figure 71.

Figure 71: Editing the manager profile: editing page.

From here you can edit all the place manager personal data, such as:

- **Name**, as shown marked by number 3;
- **Surname**, as shown marked by number 4;
- **Birth Date**, as shown marked by number 5;
- **Address**, as shown marked by number 6;
- **City**, as shown marked by number 7;
- **State**, as shown marked by number 8;
- **Zip Code**, as shown marked by number 9;
- **Phone Number**, as shown marked by number 10.

You can also edit your **profile picture** by uploading an image with *.png* or *.jpg* extension (by clicking on the button marked by number 2); or *remove your profile picture* (by clicking on the button marked by number 1), and automatically the default image will replace the current profile picture.

To finish the editing process, click on the "Apply Edits" button, as shown at number 11. You will be automatically redirected to your profile.

6.1.3 Deleting your profile

If you want to delete your profile and all the data and **places** associated with it, reach the profile page and click on the hamburger menu on the top right corner.

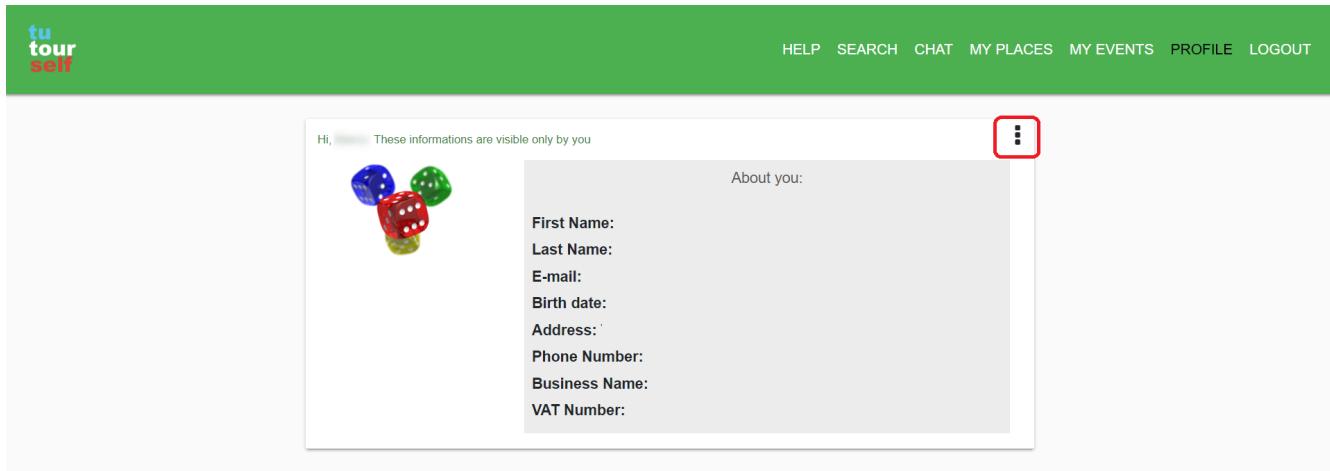


Figure 72: Deleting a place manager profile: step 1.

Select the "*Delete Account*" option.

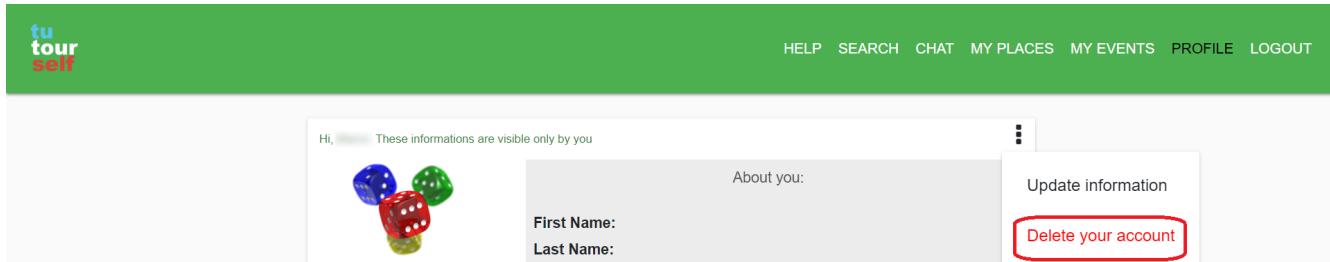


Figure 73: Deleting a place manager profile: step 2.

You will be asked to confirm your action: to delete your account, you need to answer affirmatively, your profile and places associated will be automatically and **permanently** deleted. In case you answer negatively, the deletion procedure will abort and the account will stay active.

6.2 Place Management

6.2.1 Creating a new place

To create a new place associated with a manager, click on the "*My Places*" button in your menu bar.



Figure 74: Creating a new place: step 1.

A screen similar to the following one will be shown.

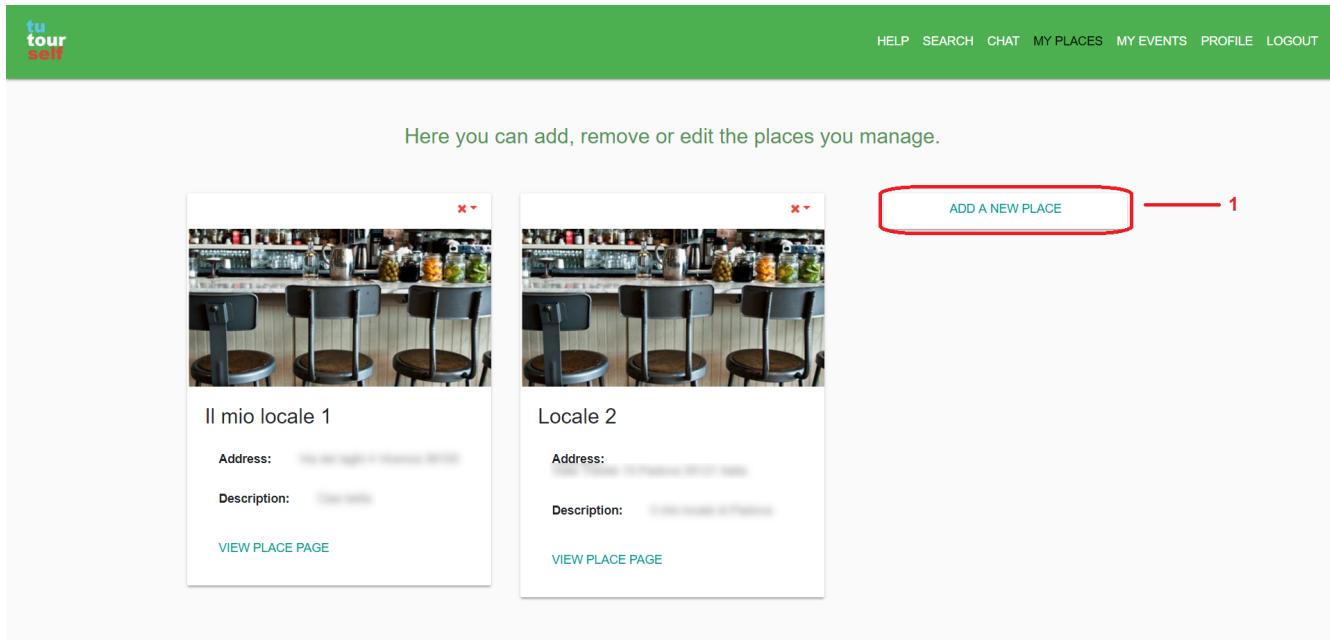


Figure 75: Creating a new place: step 2.

To add a new place, click on the "*Add a new place*" button, as shown in figure 75, at number 1.

You will be shown a form like the one in figure 76 to input all the data concerning the place you want to create. Mandatory fields are marked with a red (*), and will need to be filled to complete the creation process.

The screenshot shows a green header bar with the 'tu tour self' logo on the left and navigation links 'HELP', 'SEARCH', 'CHAT', 'MY PLACES', 'MY EVENTS', 'PROFILE', and 'LOGOUT' on the right. Below the header, a form titled 'Add a new place you manage' is shown. It includes fields for 'Place name' (with '1234 Main St' entered), 'Place address' (with '1234 Main St' entered), 'City', 'State', and 'Zip' (all three fields have red asterisks indicating they are required). There are also fields for 'Place phone number' (with '+CC 123456789' entered), 'Facebook page' (with 'URL to the FB page' entered), 'Tripadvisor page' (with 'URL to the localTripadvisor page' entered), and a 'Description (max 500 characters)' text area. At the bottom of the form, there is a red-outlined box around the 'ADD THIS PLACE' button.

Figure 76: Creating a new place: step 3.

Once all information has been inserted, to complete the creation, click on the "*Add this place*" button. To view the new place, you will need to go to the "*My Places*" page.

6.2.2 Edit a place

To edit an existing place, go to the "My Places" page, by clicking on the dedicated section in the menu bar, as shown in figure 77.



Figure 77: Modifica di un locale: step 1.

You will be shown a list with all your places. To edit their information, click on the "View the place page" as shown in the following figure.

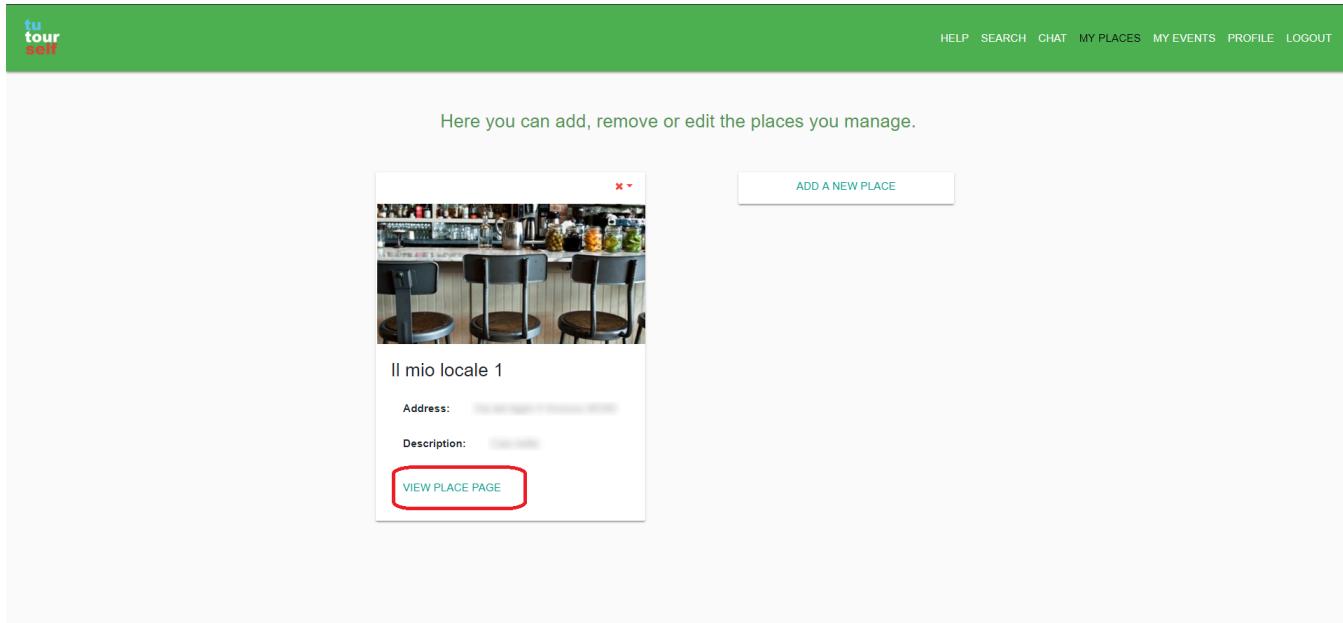


Figure 78: Editing a place: step 1.

You will be shown a page about the place. To edit it, click on the hamburger menu on the top right corner, as shown in the following figure.

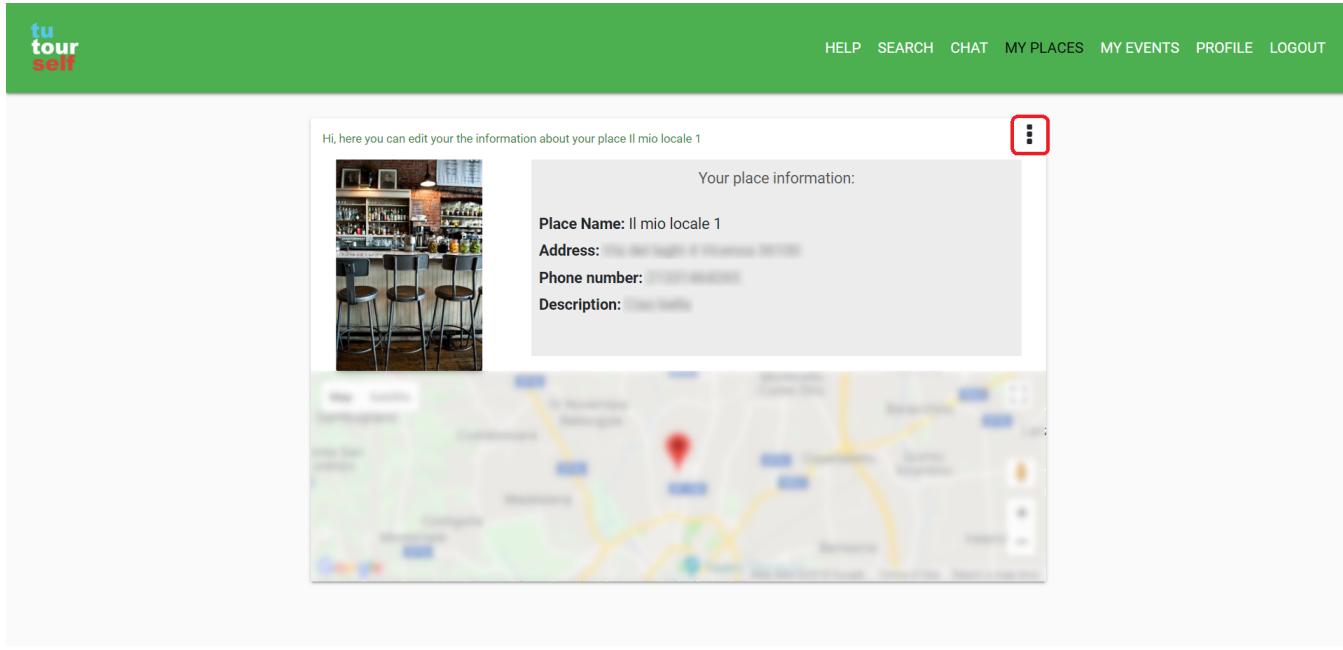


Figure 79: Editing a place: step 2.

Select the "Edit Information" option.

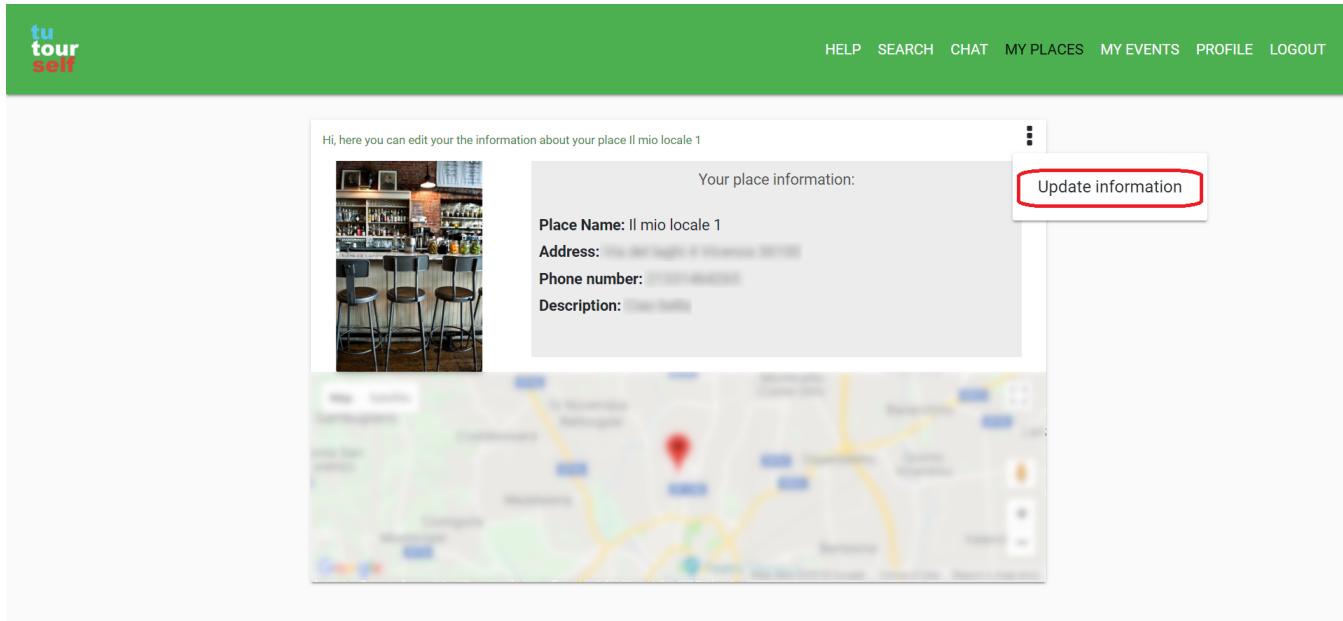


Figure 80: Editing a place: step 3.

You will be shown a form where you can edit the data.

The screenshot shows a 'Edit your place informations' form. At the top right are links: HELP, SEARCH, CHAT, MY PLACES, MY EVENTS, PROFILE, and LOGOUT. Below is a section for profile image with 'Remove image' and 'Upload image' buttons. The main form fields are numbered 1 through 11:

- 1**: 'Remove image' button.
- 2**: 'Upload image' button with note 'You will be redirected' and 'only .png and .jpg accepted'.
- 3**: 'Local Name' field containing 'Il mio locale 1'.
- 4**: 'City' field.
- 5**: 'Address' field.
- 6**: 'State' field.
- 7**: 'Zip' field.
- 8**: 'Phone number' field.
- 9**: 'Facebook page' field.
- 10**: 'Tripadvisor page' field.
- 11**: 'Description (max 500 characters)' field.
- 12**: 'CONFIRM CHANGES' button at the bottom.

Figure 81: Editing a place: step 4.

From here you can edit all the data about your place, such as:

- **Place name**, indicated by number 3;
- **City**, indicated by number 4;
- **Address**, indicated by number 5;
- **State**, indicated by number 6;
- **Zip Code**, indicated by number 7;
- **Phone number**, indicated by number 8;
- **Facebook page Link**, indicated by number 9;
- **TripAdvisor page Link**, indicated by number 10;
- **Description** of the place, indicated by number 11.

You can also edit your **profile image** by uploading an image with *.png* or *.jpg* extension (by clicking on the button marked by number 2); or you can *remove your profile image* (by clicking on the button marked by number 1), and it will automatically revert to the default image.

To finish the procedure, click on the "*Confirm Edits*", marked by number 12. You will be automatically redirected to the places list.

6.2.3 Deleting a place

If you wish to permanently delete a place, go to the page containing your managed places.

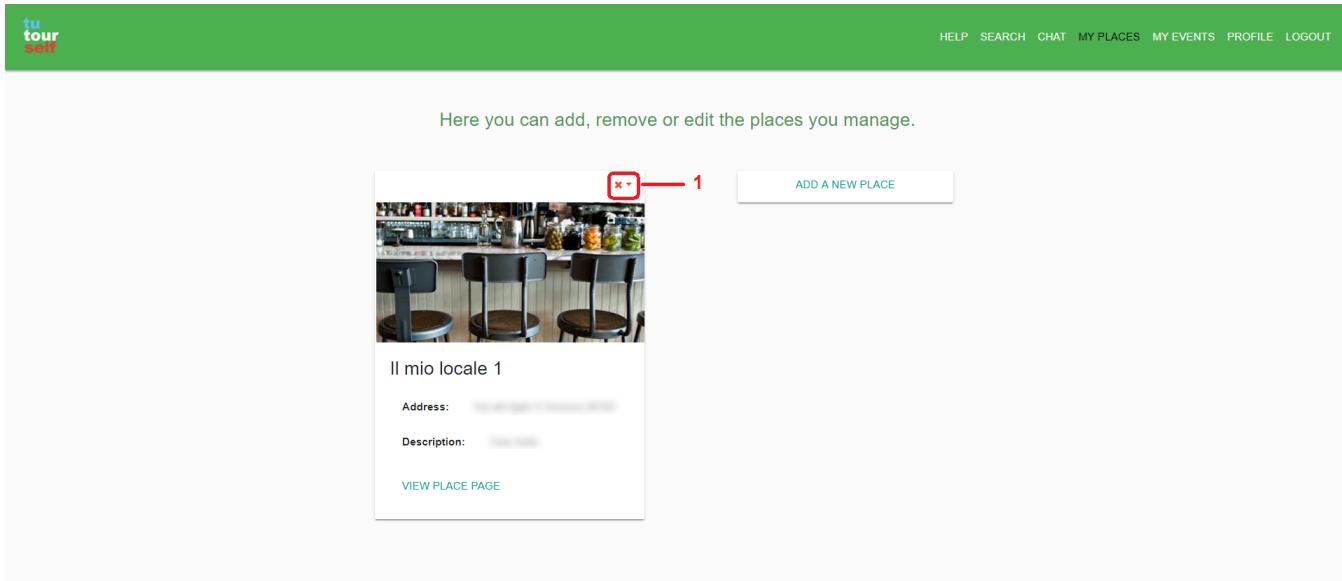


Figure 82: Deleting a place: step 1.

Then click on the red x, available in the place card, on the top right corner, as shown marked by number 1 in figure 82.

Click on the "Delete this place" option and the place will be automatically deleted without asking for confirmation.

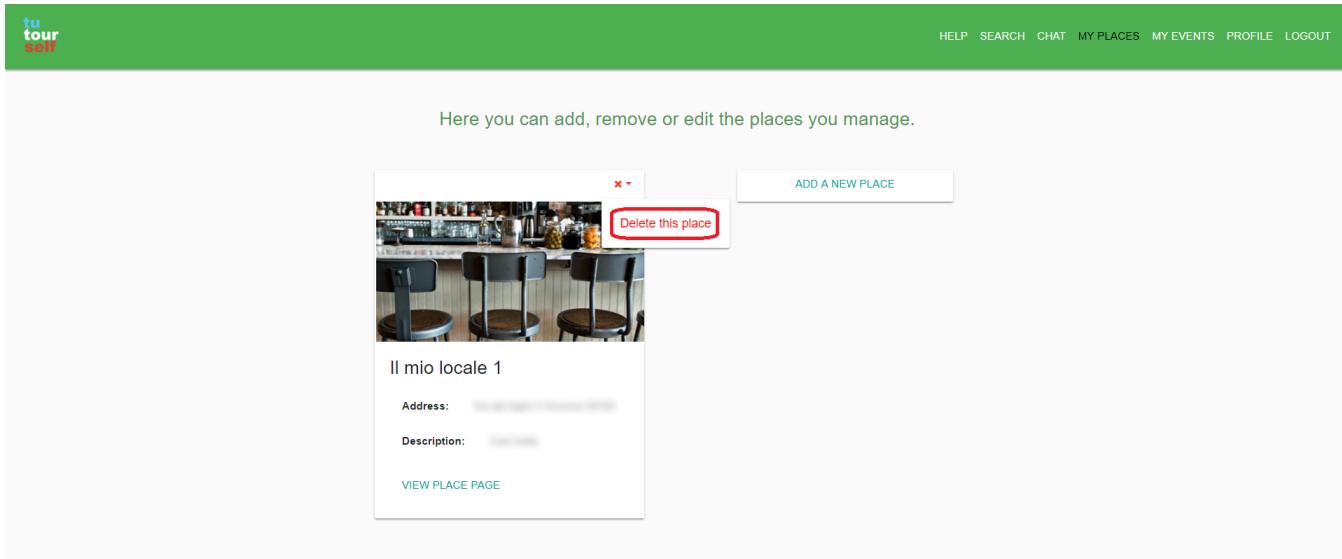


Figure 83: Deleting a place: step 2.

6.3 Searching for events, places and artists

A place manager will be able to search, through a dedicated search bar, artists to have in his places, as well as other places and events available on the platform. To start your search click on the *Search* button available in the menu bar.



Figure 84: Searching for artists, places and events: step 1.

At this point it is sufficient to insert the key words you want to search in the dedicated search bar (number 1 in figure 85) and click on the **Search** button (number 2 85).

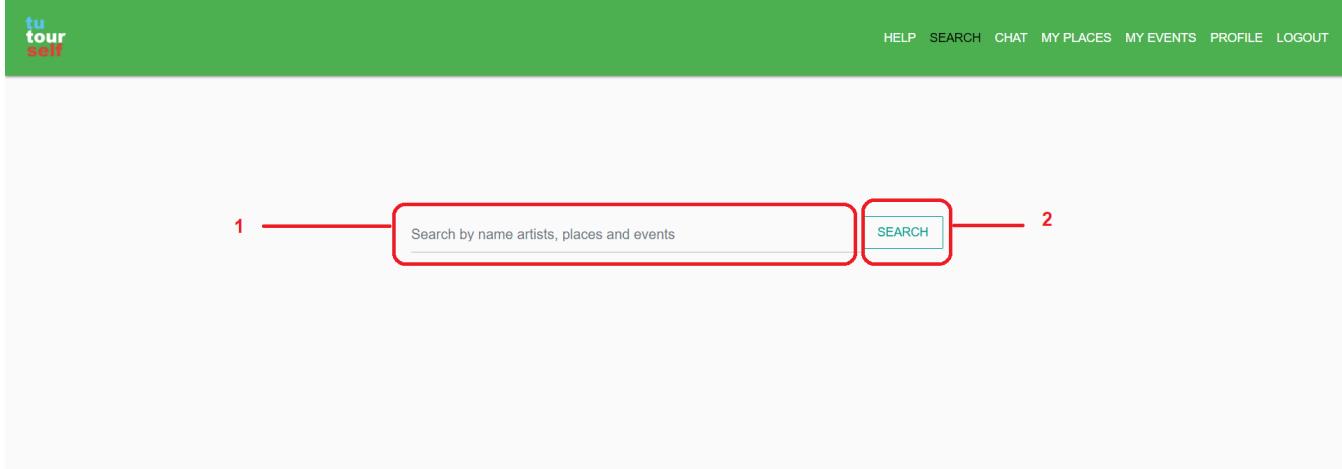


Figure 85: Searching for artists, places and events: step 2.

The search results will be shown in a screen similar to the following.

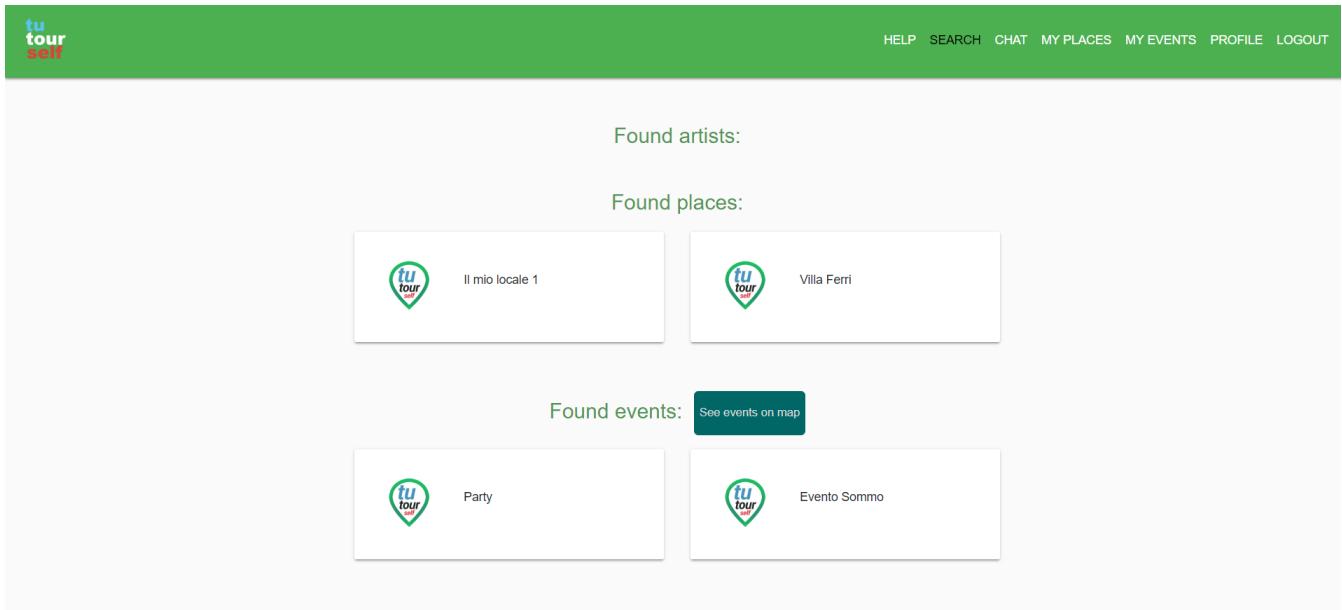


Figure 86: Searching for artists, places and events: step 3.

To view the information, it is sufficient to click on the specific result and you will be automatically redirected to the artist or place profile page, or at the selected event page.

6.3.1 Viewing events on a map

To view events on a map, you just need to search as described previously and click on "View on map".

The screenshot shows the tu tour self website interface. At the top, there is a green header bar with the logo "tu tour self" on the left and links for HELP, SEARCH, CHAT, MY PLACES, MY EVENTS, PROFILE, and LOGOUT on the right. Below the header, the text "Found artists:" is displayed in green. Underneath it, the text "Found places:" is also in green. There are two cards for places: "Il mio locale 1" and "Villa Ferri". Below these, the text "Found events:" is in green, followed by a red-bordered button labeled "See events on map". There are two cards for events: "Party" and "Evento Sommo".

Figure 87: Viewing events on a map.

The events will be shown as following:

The screenshot shows the tu tour self website interface with a map of Italy as the central element. The map displays various cities and regions, with specific event locations marked by blue dots. A large blue dot is centered over the Veneto region, indicating a集中 event. The map includes labels for major cities like Milan, Rome, and Naples, as well as regional boundaries and major roads. A legend in the bottom right corner identifies the symbols used for different types of events. The bottom of the map features a copyright notice: "Map data ©2018 GeoBasis-DE/BKG (©2009), Google Terms of Use Report a map error".

Figure 88: Viewing events on a map.

6.4 Creating a new proposal

A place manager can create a proposal for an exposition or exhibition to any artist that is registered in the platform. To create a new proposal, you will need to search an artist using the search bar (as shown in section 6.3) and click on "Send Proposal".

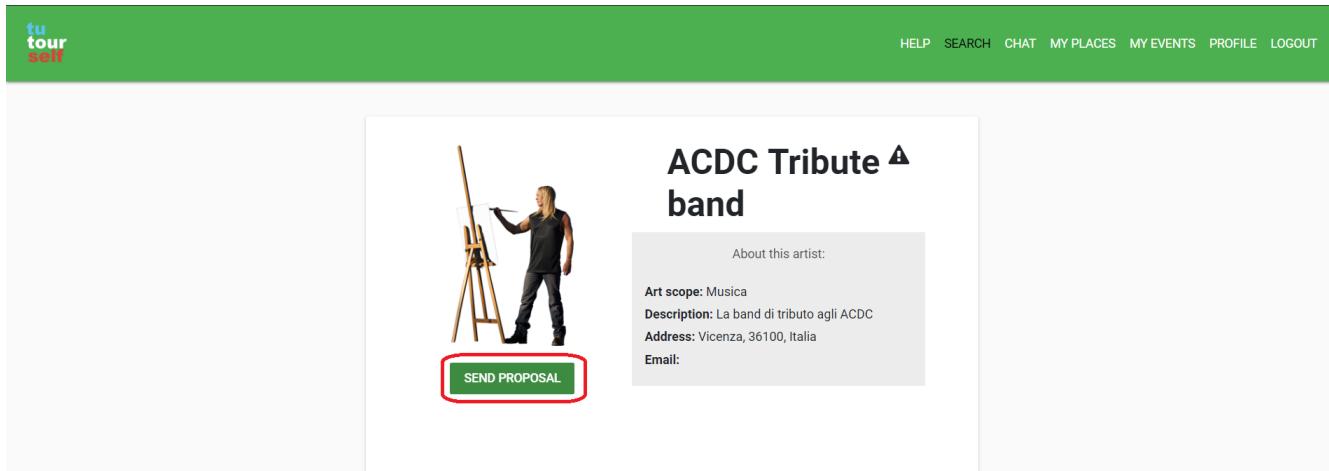


Figure 89: Sending a proposal: step 1.

You will be asked to fill in a form with the details of the proposal.

WARNING: mind the place that you choose while sending the exhibition proposal.

 A screenshot of a modal window for creating a proposal. The window has a light gray background and a white form area. At the top left, it says 'Required fields'. The form contains several input fields with red asterisks indicating they are mandatory: 'Place of the exhibition/exposition' (value: 'Il mio locale 1'), 'Amount €' (value: '€€.€€'), 'Date' (value: 'dd/mm/yyyy'), 'Start time (24h)' (value: 'hh:mm'), 'Duration in minutes' (value: '120'), and 'Comment' (value: 'max 120 characters'). Below the form is a note 'No feedbacks a...'. At the bottom right of the form is a green 'SEND PROPOSAL' button which is circled in red. There are also a red 'X' icon at the top right and a warning icon with an exclamation mark on the right side of the form.

Figure 90: Sending a proposal: step 2.

Sections marked with a red asterisk (*) are mandatory fields. Once you filled all the fields, you can click on the "Send Proposal" button to send the proposal. Both parties involved will receive an email notification of the successful memorization of the proposal.

A new chat room will be automatically created, where you can negotiate the details of the proposal.

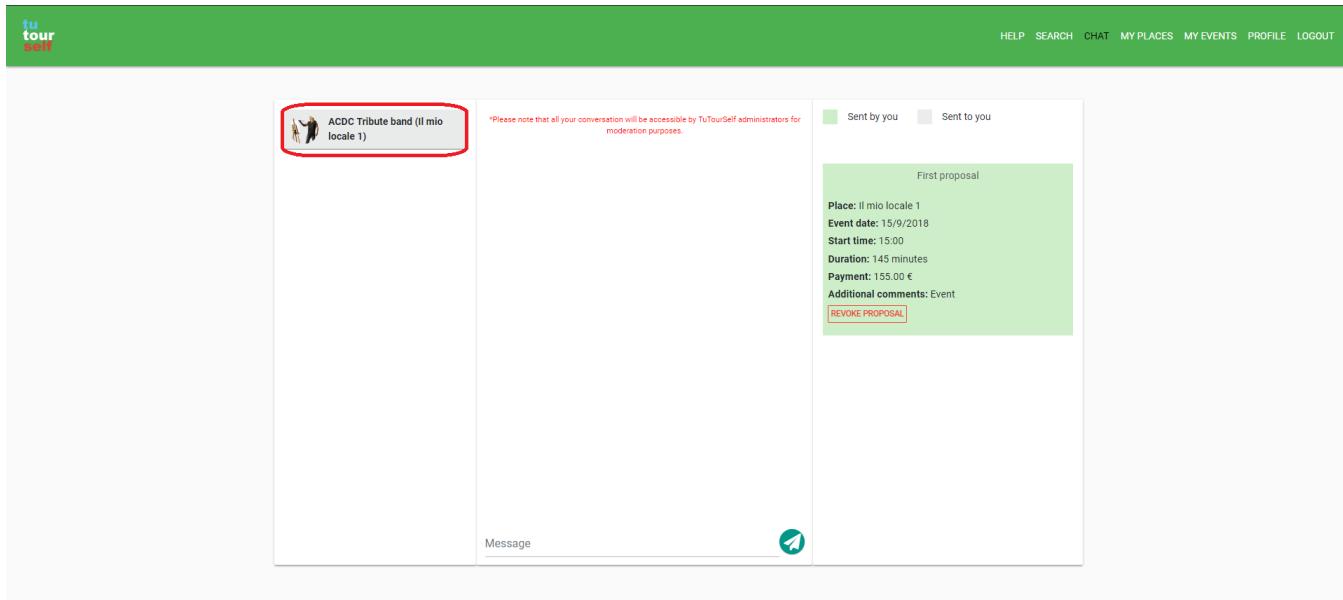


Figure 91: Sending a proposal: step 3.

WARNING: To avoid issues, different rooms are created for each artist/place pair. This way the proposal management is clearer and easier.

6.4.1 Revoking a proposal to an artist

To revoke a proposal, enter the chat room with between the place and artist you want to move the proposal from. Select "*Revoke Proposal*", available in the proposal card, on the right side of the chat.

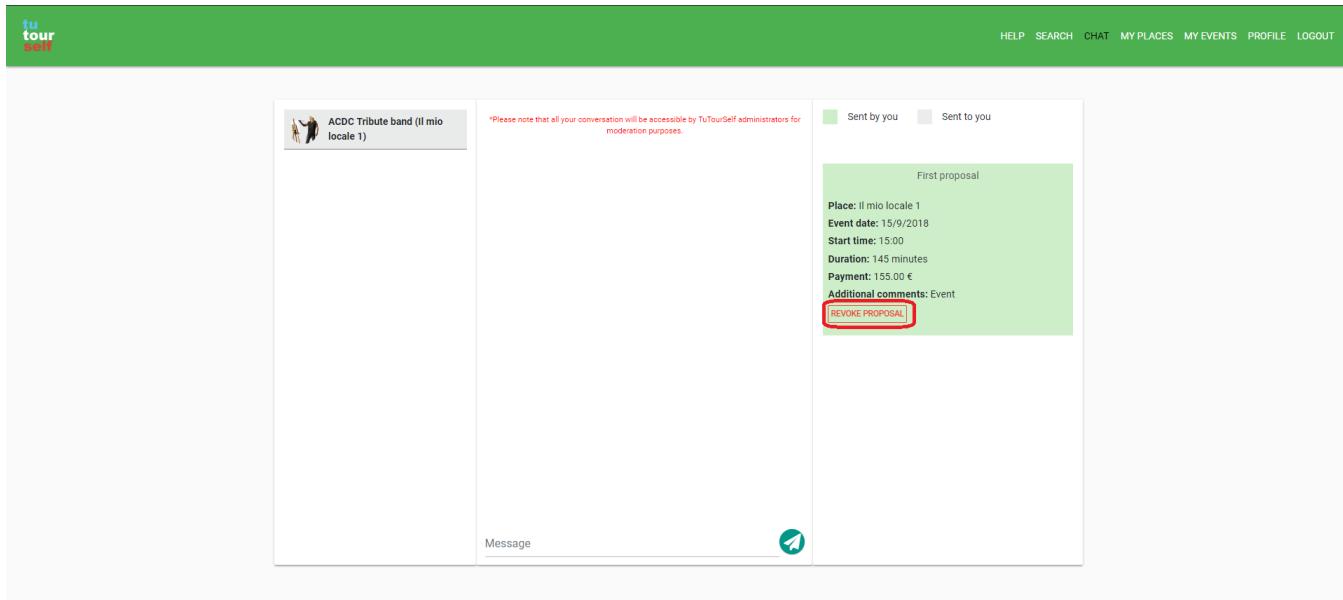


Figure 92: Revoking a proposal: step 1.

You will be asked to confirm the deletion. If you click on "*YES*", the proposal will be automatically deleted, if you click on "*NO*" the deletion procedure will be aborted.

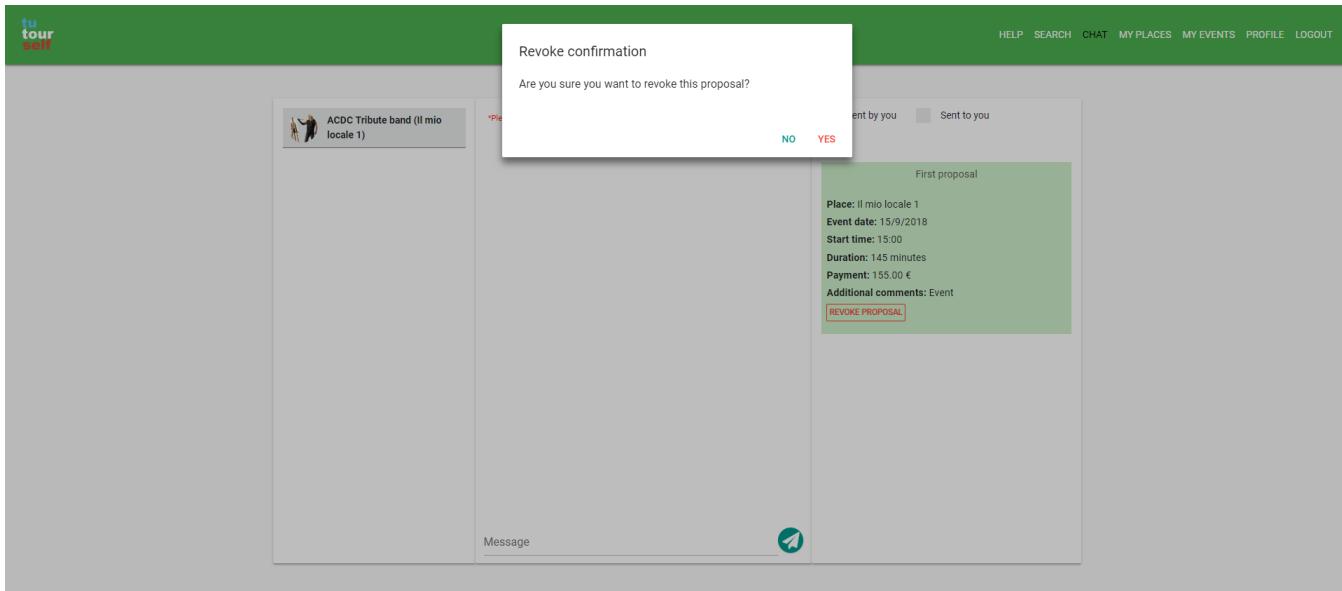


Figure 93: Revoking a proposal: step 2.

6.4.2 Accepting a proposal

To accept a proposal from an artist, go to the chat room and click on "*Accept as it is*".

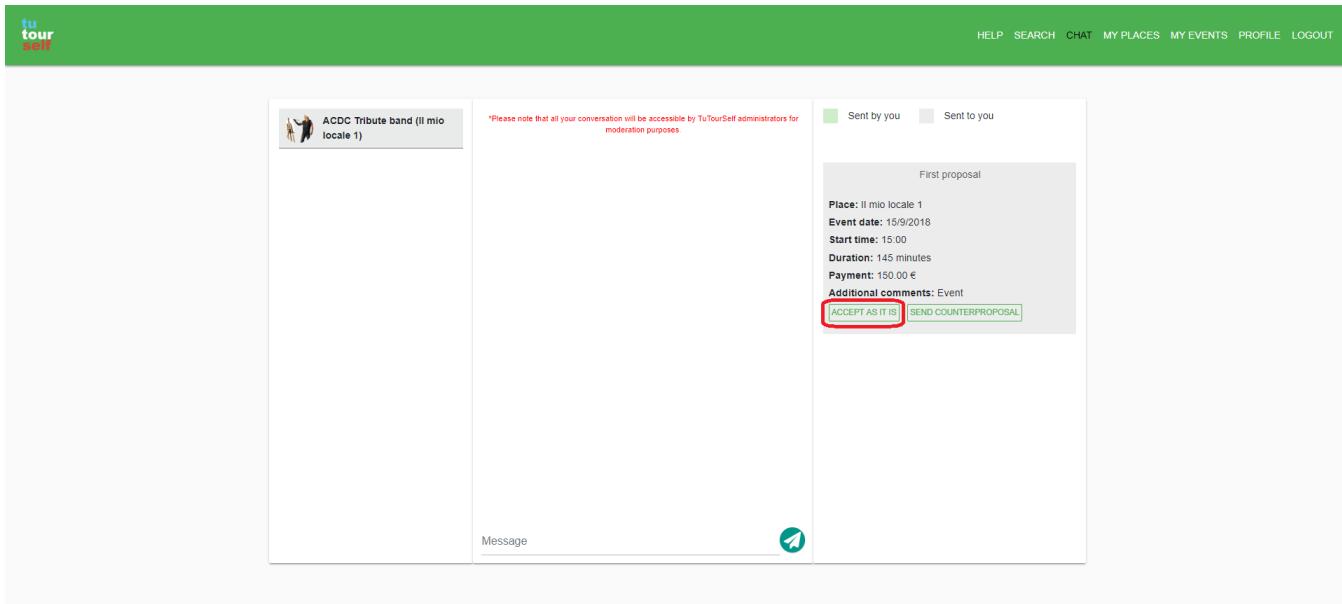


Figure 94: Accepting a proposal.

The proposal will automatically become an **agreement**.

6.4.3 Sending a counterproposal

In case you're not satisfied with the artist's proposal, you can send a **counterproposal**.

To do so, you need to reach the chat with the artist and click the "*Send Counterproposal*" button, in the proposal card.

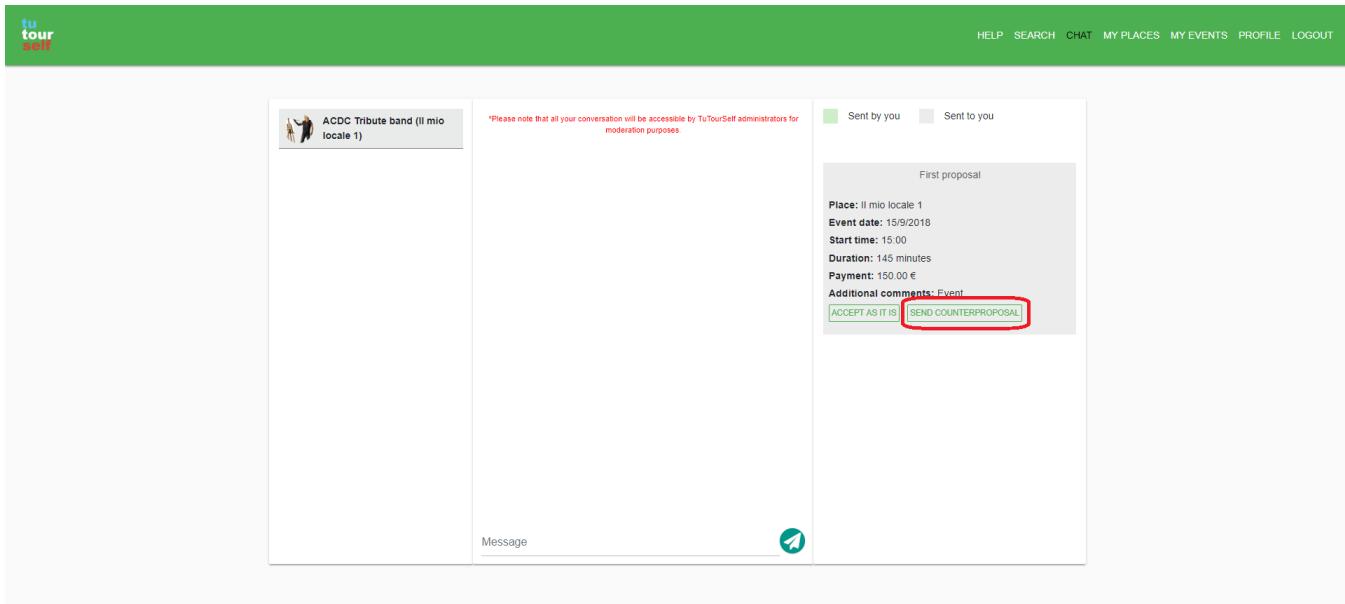


Figure 95: Sending a counterproposal: step 7.

You will be asked to fill in the counterproposal fields.

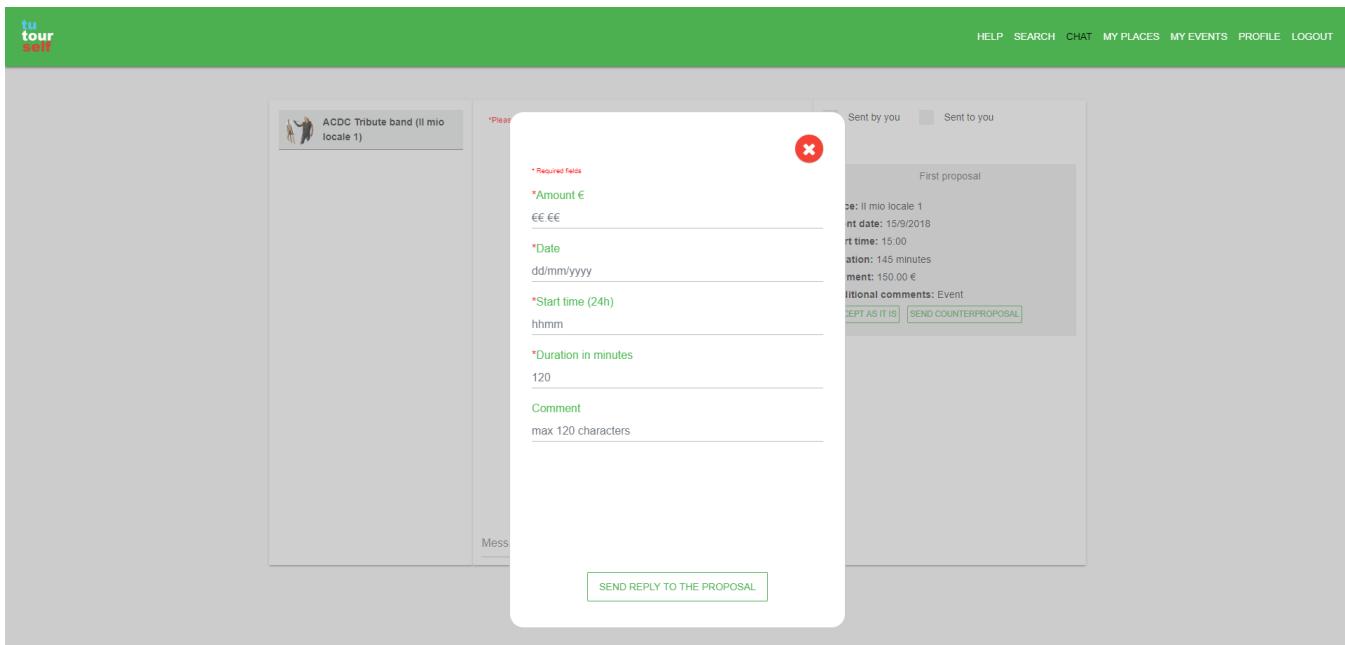


Figure 96: Sending a counterproposal: step 1.

Once all the data is filled, click on the "*Send counterproposal*".

Both parties involved will automatically receive a confirmation email.

6.4.4 Revoking an agreement

When a proposal gets confirmed, it becomes an **agreement**. To delete an agreement, go to the specific chat and click on "**Revoke Agreement**".

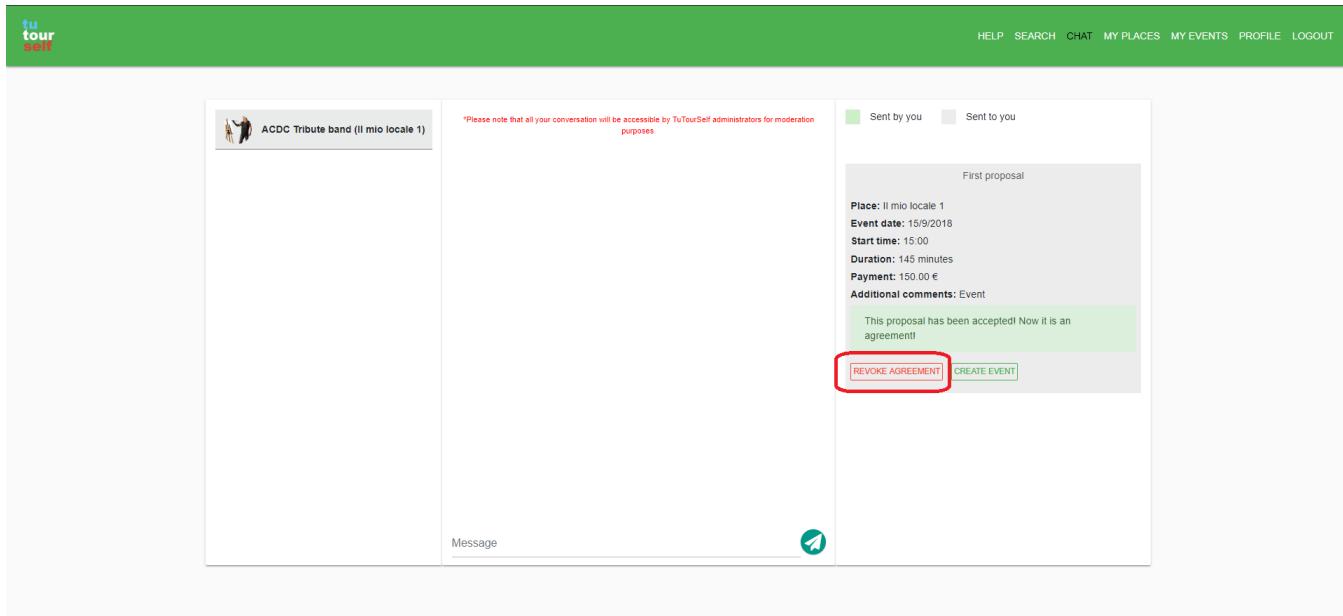


Figure 97: Revoking an agreement: step 1.

You will be asked to confirm the agreement deletion. If you click on "YES" the agreement will be marked as deleted, if you click on "NO" the deletion procedure will be aborted.

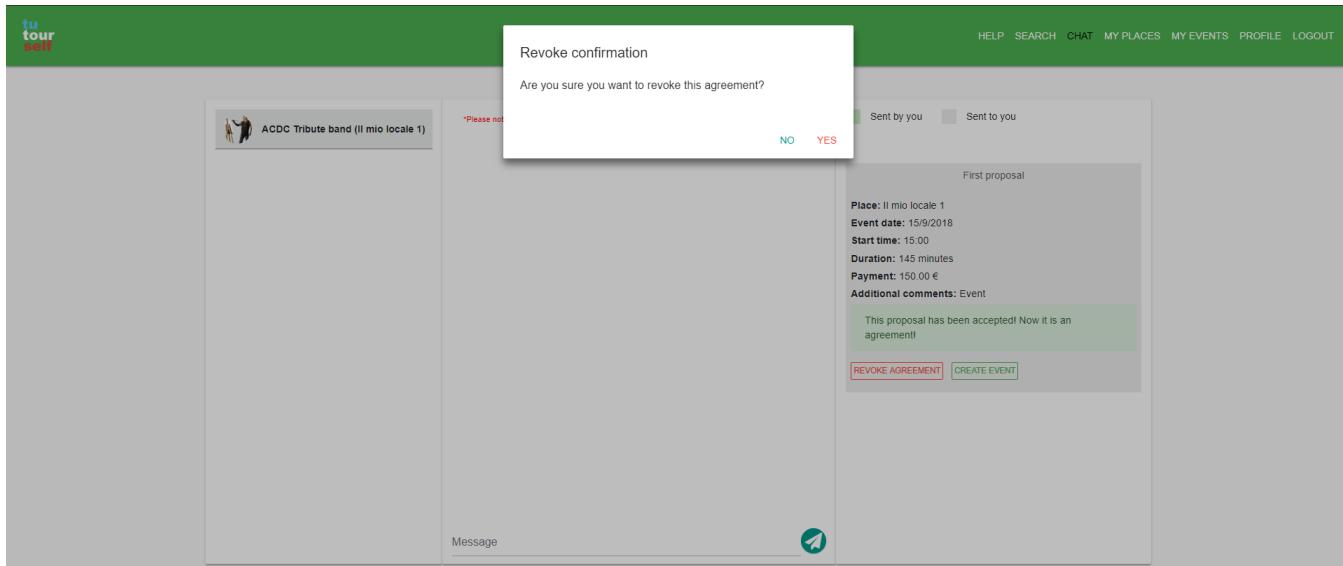


Figure 98: Revoking an agreement: step 2.

To confirm the revoke it is necessary that the counterpart confirms the revoke too. As soon as the confirmation happens, a revoke notification will be sent via email.

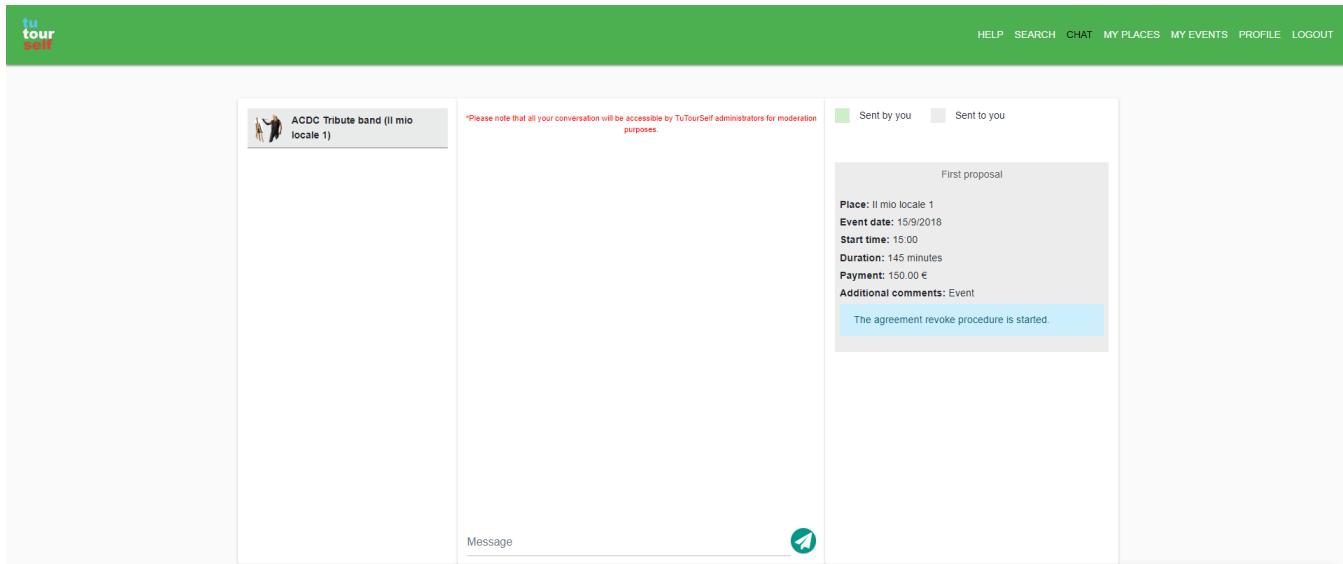


Figure 99: Revoking an agreement: step 3.

6.5 Event management

6.5.1 Creating a new event

To be able to create an event you need to already have an **agreement** with an artist.

To create an event from an agreement, open the chat with the artist you have an agreement with and click on "*Create Event*".

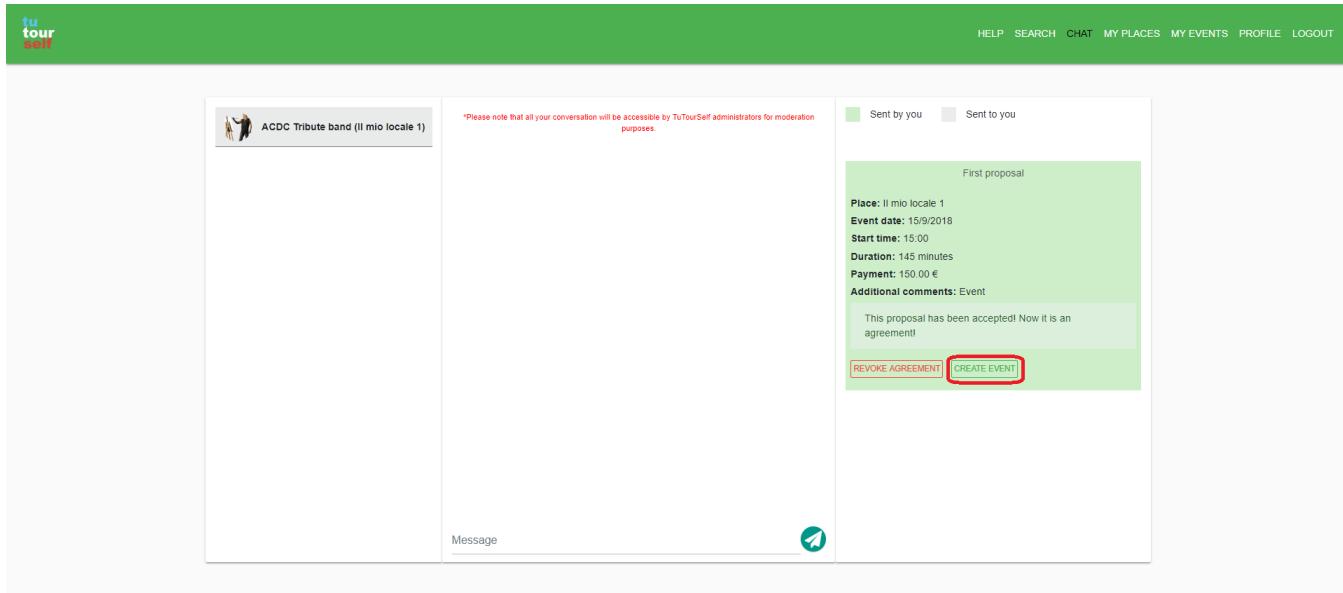


Figure 100: Creating an event: step 1.

You will be asked to input the title and a comment about the event. Then click on "*Create Event*".

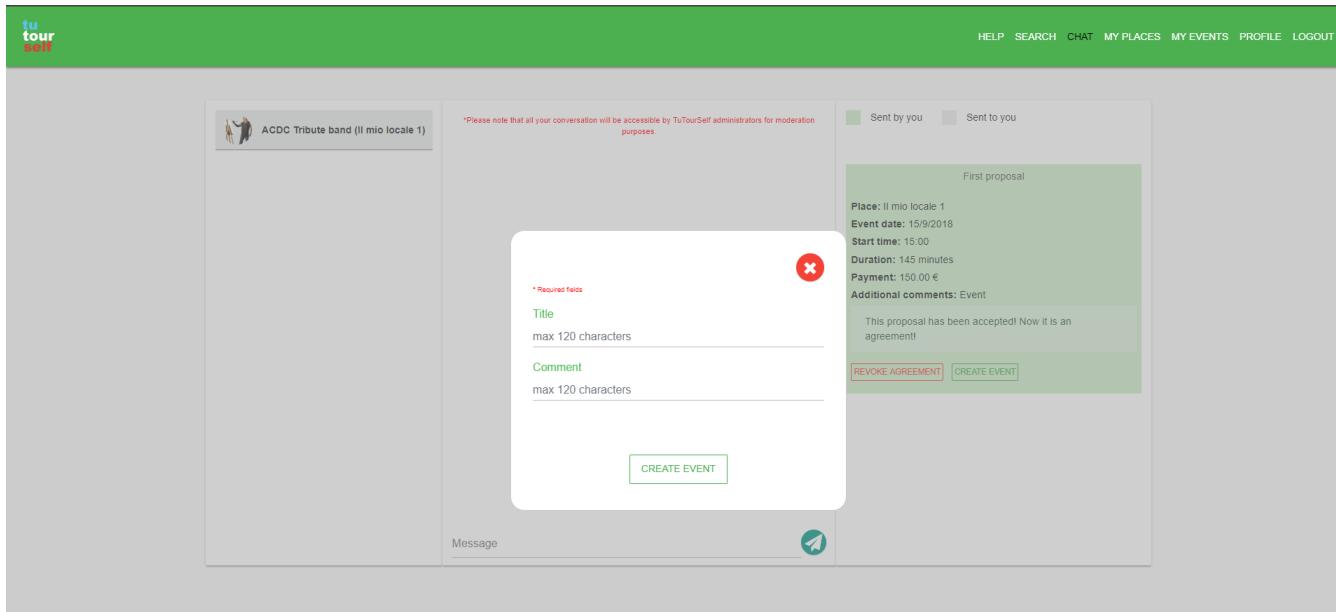


Figure 101: Creating an event: step 2.

The event will be created and is available in the "*My Events*" section.

6.5.2 View scheduled events in your managed places

To view the scheduled events in your managed places, click on "*My Events*" in your menu bar.



Figure 102: Viewing scheduled events: step 1.

All the events in your managed places will be visible.

The page is similar to the following one.

Here you can remove or edit your events.

Event	Place	Artist	Description	Date	Start Time	Duration
Party	Il mio locale 1	The Comedian Fool	.	3/3/2020	09:00	312321
Evento Sommo	Il mio locale 1	Sommo Artista	Ciao	10/10/2019	20:00	23
Good event	Il mio locale 1	ACDC Tribute band	The best event ever	15/9/2018	15:00	145

Figure 103: Viewing scheduled events: step 2.

6.5.3 Viewing an event page

To view an event page, follow the direction of section §6.5.2 and go to the page with all scheduled events for your managed places.

Click on "Go to event page".

Here you can remove or edit your events.

Event	Place	Artist	Description	Date	Start Time	Duration
Party	Il mio locale 1	The Comedian Fool	.	3/3/2020	09:00	312321
Evento Sommo	Il mio locale 1	Sommo Artista	Ciao	10/10/2019	20:00	23
Good event	Il mio locale 1	ACDC Tribute band	The best event ever	15/9/2018	15:00	145

Figure 104: Event page: step 1.

The selected event page will be now visible, and it will look similar to the following one.

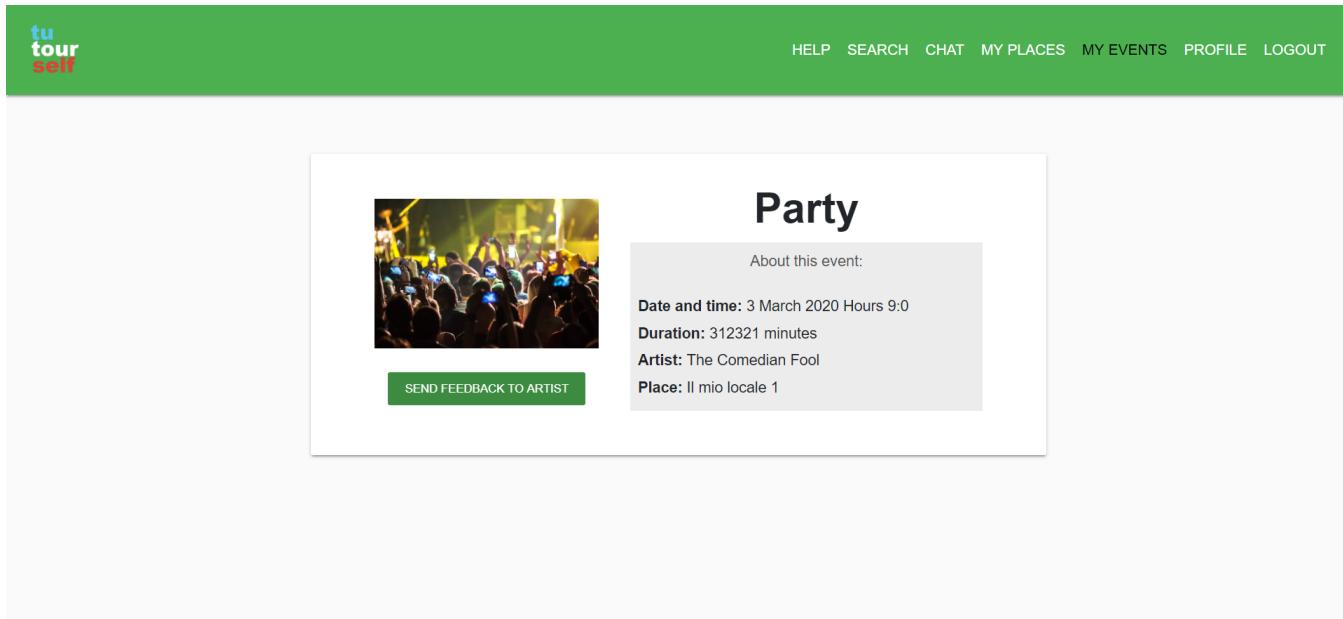


Figure 105: Event page: step 1.

6.5.4 Editing an existing event

To view the event page, follow the directions of section §6.5.2 and go to the page with all scheduled events for your managed places.

Click on the arrows available on the top right corner of the event card you want to edit.

The screenshot shows a list of three scheduled events: "Party", "Evento Sommo", and "Good event". Each event card includes a thumbnail image, the event name, and detailed information. The first event card, "Party", has a red box highlighting the top-right corner where edit arrows are located. The event details for each are as follows:

- Party**
 - Place: Il mio locale 1
 - Artist: The Comedian Fool
 - Description: .
 - Date: 3/3/2020
 - Start Time: 09:00
 - Duration: 312321
 - [GO TO EVENT PAGE](#)
- Evento Sommo**
 - Place: Il mio locale 1
 - Artist: Sommo Artista
 - Description: Ciao
 - Date: 10/10/2019
 - Start Time: 20:00
 - Duration: 23
 - [GO TO EVENT PAGE](#)
- Good event**
 - Place: Il mio locale 1
 - Artist: ACDC Tribute band
 - Description: The best event ever
 - Date: 15/9/2018
 - Start Time: 15:00
 - Duration: 145
 - [GO TO EVENT PAGE](#)

Figure 106: Editing a scheduled event: step 1.

Click on "*Edit Event*".

Here you can remove or edit your events.

Event Title	Place	Artist	Description	Date	Start Time	Duration	Action
Party	Il mio locale 1	The Comedian Fool	.	3/3/2020	09:00	312321	GO TO EVENT PAGE
Evento Sommo	Il mio locale 1	Sommo Artista	Ciao	10/10/2019	20:00	23	GO TO EVENT PAGE
Good event	Il mio locale 1	ACDC Tribute band	The best event ever	15/9/2018	15:00	145	GO TO EVENT PAGE

Figure 107: Editing a scheduled event: step 2.

You will be redirected to a form, so you can edit the event itself.

Here you can remove or edit your events.

* Required fields

Title
Party

Comment
.

Remove image You will be redirected **Upload image** only .png and .jpg admitted

MODIFY EVENT

Event Title	Place	Artist	Description	Date	Start Time	Duration	Action
Party	Il mio locale 1	The Comedian Fool	.	3/3/2020	09:00	312321	Edit
Evento Sommo	Il mio locale 1	Sommo Artista	Ciao	10/10/2019	20:00	23	Edit
Good event	Il mio locale 1	ACDC Tribute band	The best event ever	15/9/2018	15:00	145	Edit

Figure 108: Editing a scheduled event: step 3.

You will be able to edit:

- **Title**, as marked by number 1;
- **Comment**, as marked by number 2.

You will also be able to change the **event image** uploading an image with either a *.png* or *.jpg* extension (by clicking on the button marked with number 4); or you can **remove the event image** (by clicking on the button

3) and the image will be reverted to the default one.

To finish the editing, click on the "Edit event" button, marked by number 5. Automatically you will be redirected to the page containing all the scheduled events for your managed places.

6.5.5 Deleting an event

To delete an event, go to the page containing the scheduled events for your managed places, as shown in section §6.5.2.

Then click on the arrows on the top right corner of the card with the event you want to delete.

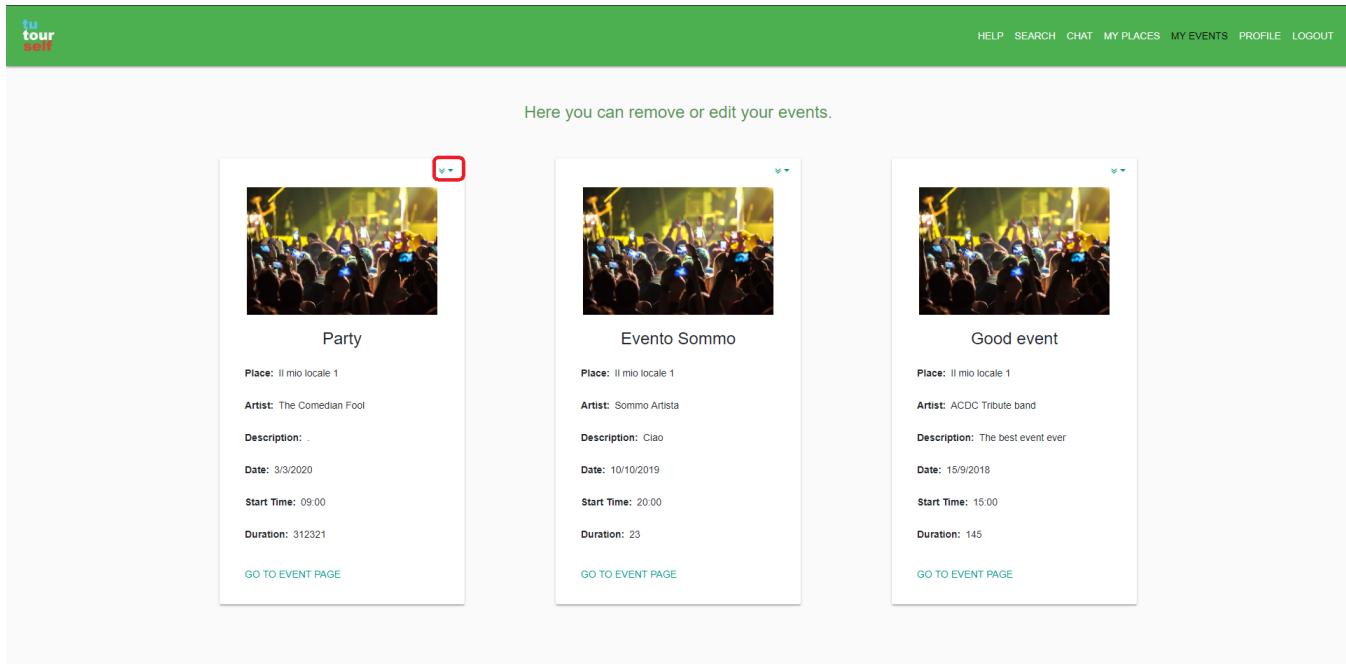


Figure 109: Deleting a scheduled event: step 1.

Select the "*Delete Event*" option.

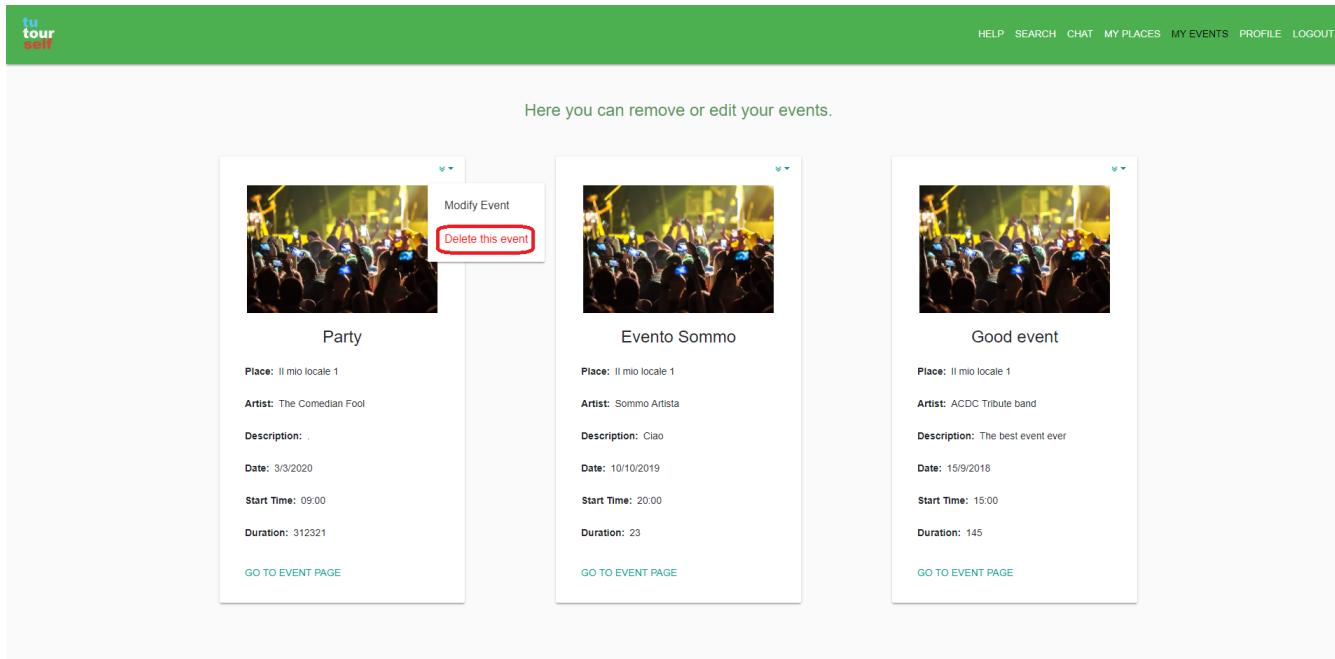


Figure 110: Deleting a scheduled event: step 2.

You will be asked to confirm the event deletion. If you click on "YES", the event will be permanently deleted and its data will be erased. If you click on "NO", the deletion procedure will be aborted.

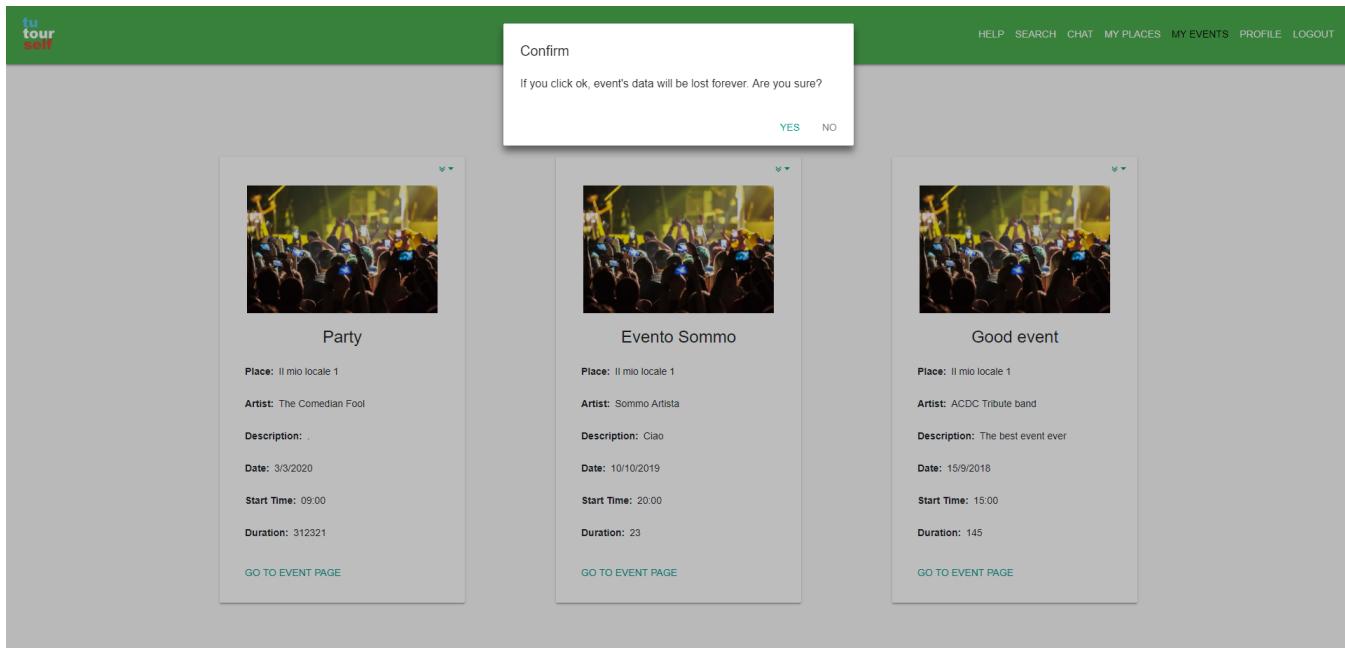


Figure 111: Deleting a scheduled event: step 3.

6.6 Leaving a feedback to an artist

To leave a feedback to an artist, reach the page containing all the scheduled events, as shown in section §6.5.2. Click on the "Send feedback to Artist" button.

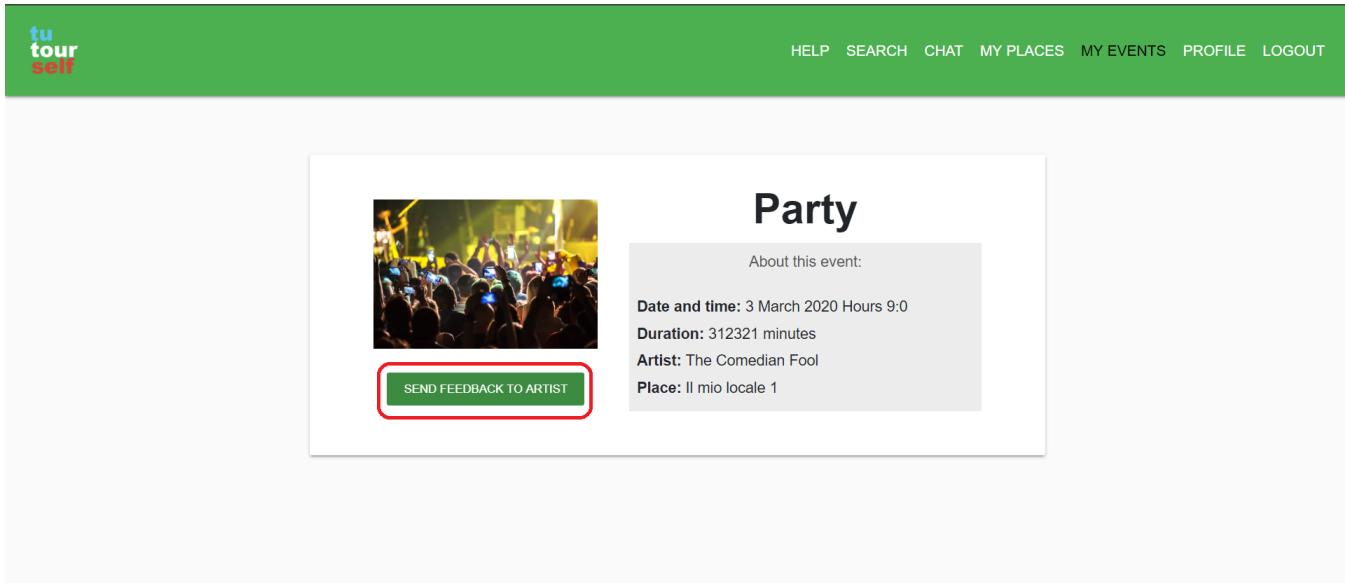


Figure 112: Leaving a feedback to an artist: step 1.

Fill in all the required fields, evaluating your experience with a number of stars ranging from **0** to **5**. **WARNING:** If you leave any star counter empty, the feedback evaluation for that star counter will be assumed to be zero.

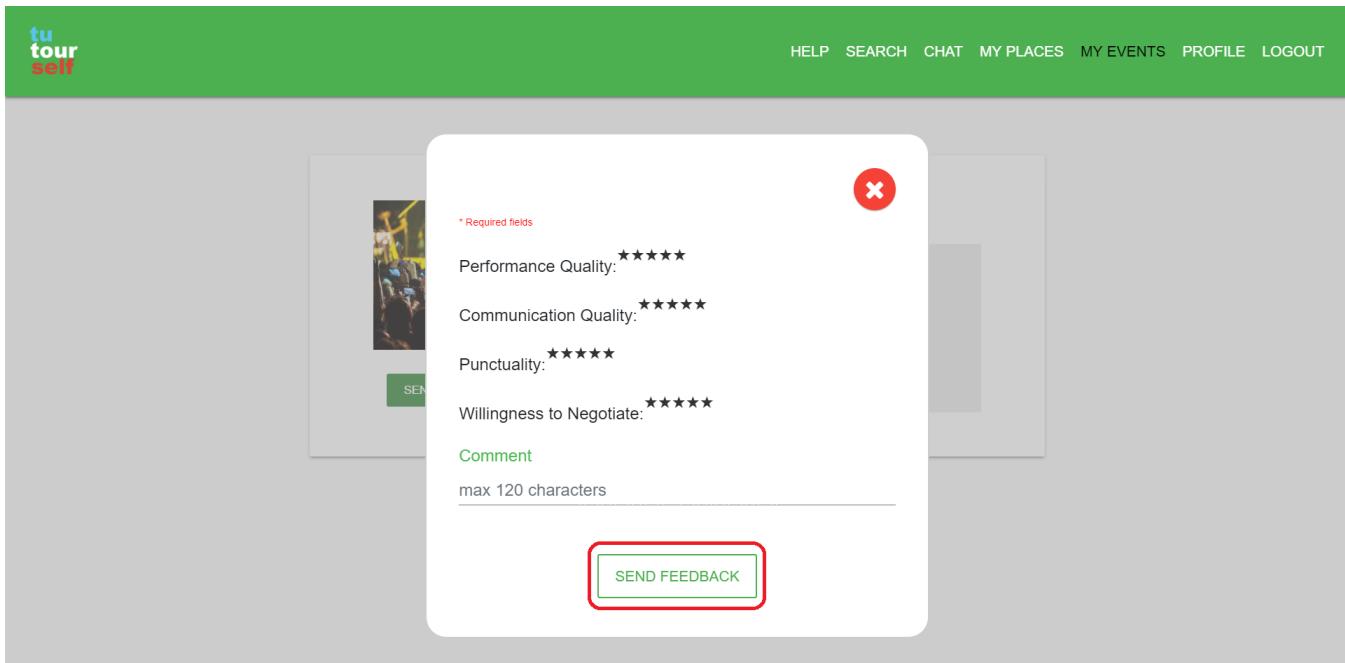


Figure 113: Leaving a feedback to an artist: step 2.

Once inserted your evaluation, you can complete the operation by clicking on "Send feedback". You will be notified of the successful feedback memorization.

6.7 Reporting an user

It is possible to report a user for misbehaviour. To do so, go to the user page and click on the icon on the top right corner.

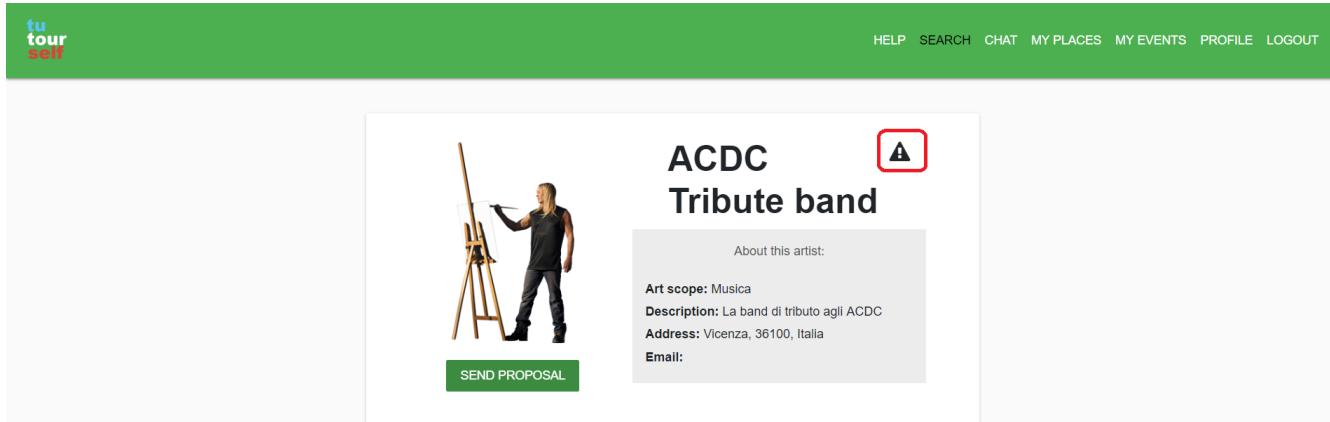


Figure 114: Reporting a user: step 1.

The click on "Report user".

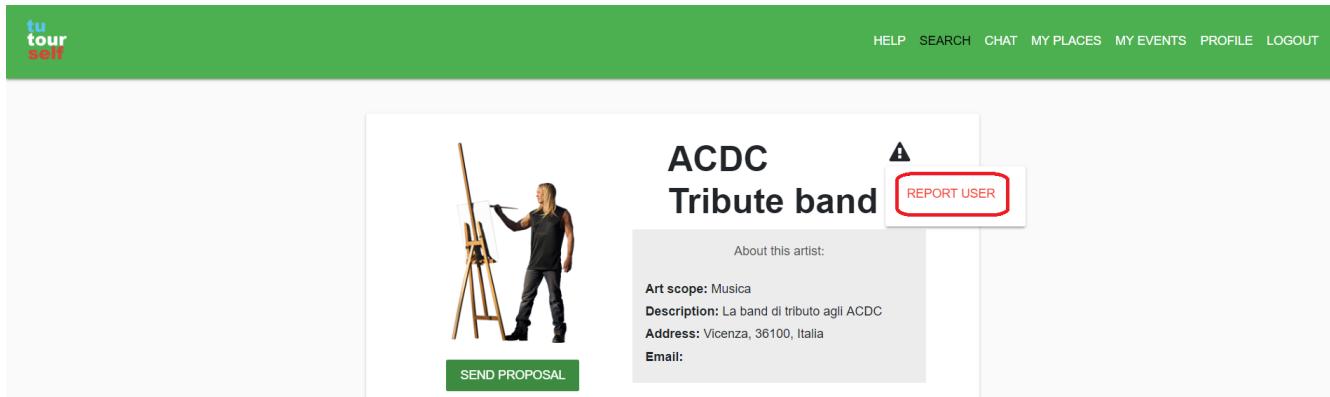


Figure 115: Reporting a user: step 2.

From here you can fill in the reason for the report and an additional comment.

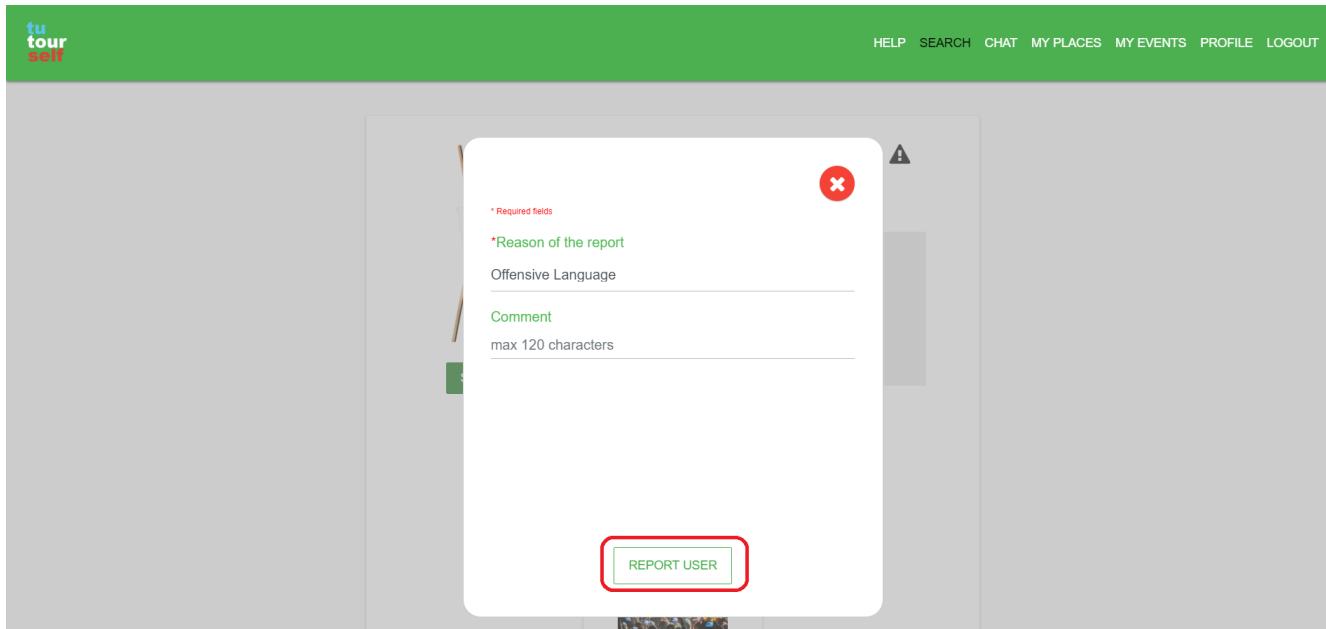


Figure 116: Reporting a user: step 3.

Click on "*Report user*" to complete the procedure.

7 Spectator Guide

7.1 Profile management

7.1.1 Viewing your profile

To view your own profile, select the "Profile" option from the menu bar.



Figure 117: Viewing your profile.

You will be shown your personal profile, similarly to the following.

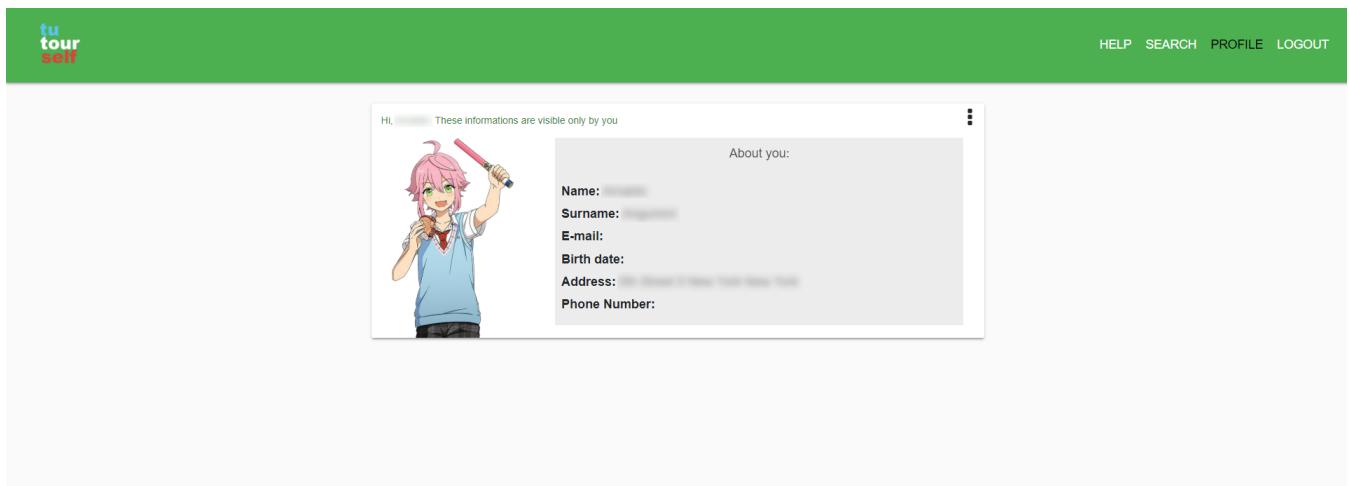


Figure 118: Viewing your profile.

7.1.2 Editing your profile

You can edit your personal information and your own profile picture.

To do so, reach your profile page by clicking on the "Profile" option in your menu bar.



Figure 119: Editing your profile: step 1.

Once reached your own profile, click on the hamburger menu on the top right corner, as shown in figure 120.

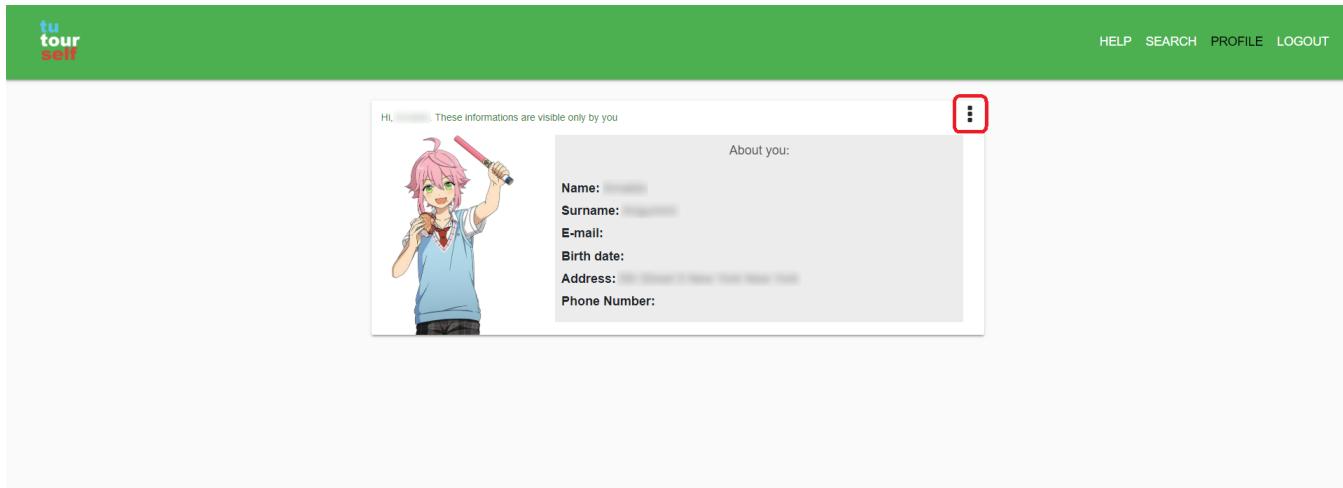


Figure 120: Editing your profile: step 2.

Select the "Update Information" option.

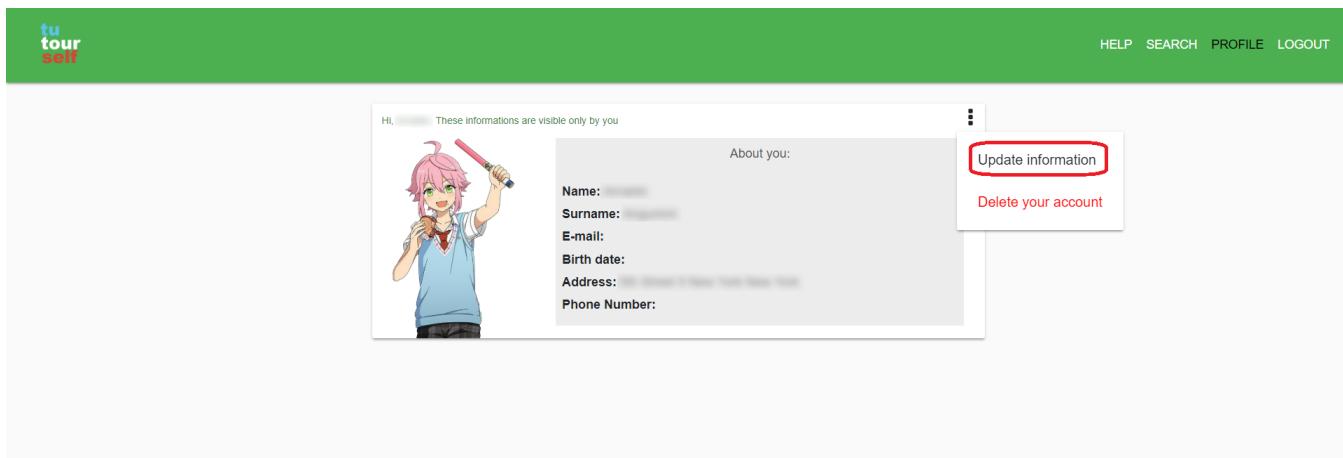


Figure 121: Editing your profile: step 3.

You will be shown a form to edit your own details, such as the one in figure 122.

The screenshot shows a profile editing interface with the following numbered fields:

- 1**: Remove image button.
- 2**: Upload image button.
- 3**: First name field.
- 4**: Last name field.
- 5**: Birth date field.
- 6**: Address field.
- 7**: City field.
- 8**: State field.
- 9**: Zip code field.
- 10**: Phone number field.
- 11**: CONFIRM CHANGES button.

Figure 122: Editing your profile: step 4.

From here you can edit all your personal data as a spectator, such as: Da qui è possibile modificare tutti i dati personali dello spettatore, quali:

- **Name**, marked by number 3;
- **Surname**, marked by number 4;
- **Birth Date**, marked by number 5;
- **Address**, marked by number 6;
- **City**, marked by number 7;
- **State**, marked by number 8;
- **Zip Code**, marked by number 9;
- **Phone number**, marked by number 10.

You can also change your profile picture by uploading an image with a *.png* or *.jpg* extension (by clicking on the button marked with number 2); or just remove your profile image completely (by clicking on the button marked with number 1) and it will be automatically replaced with the default image. To finish editing, click on the "Apply Edits" button, as marked with number 11. You will be automatically redirected to your profile.

7.1.3 Deleting your profile

If you want to permanently delete your profile and all the data associated with it, reach your profile page and click on the hamburger menu on the top right corner.

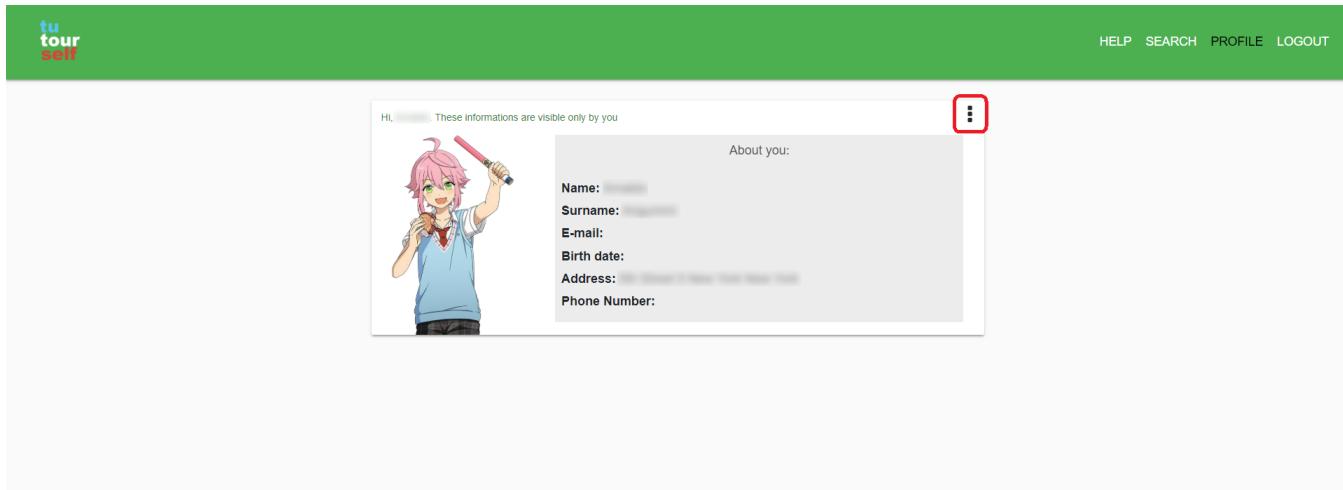


Figure 123: Deleting your profile: step 1.

Select the "*Delete your account*" option.

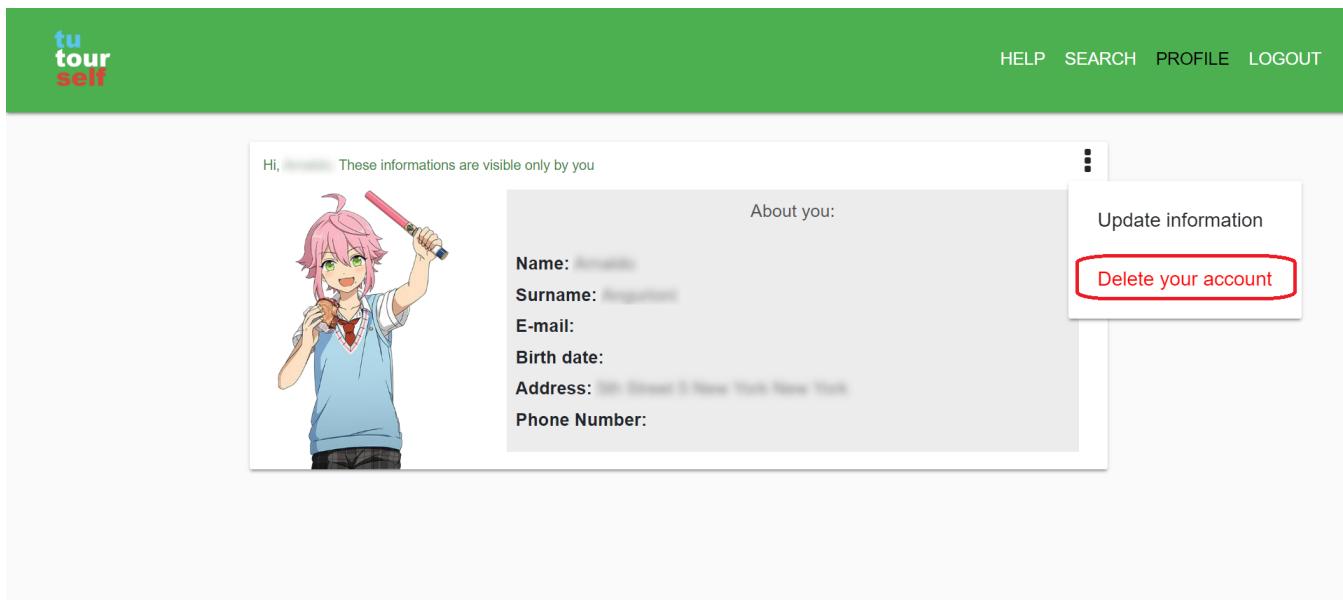


Figure 124: Deleting your profile: step 2.

You will be asked to **Confirm your decision** of deleting your account; to do so you need to answer affirmatively. Your profile will be **permanently** deleted. If you answer negatively, the deletion process will be stopped and the account will remain active.

7.2 Search for events, places or artists

A spectator will be able to search for artists, places or events through a dedicated search bar in the system. To perform the search, click on the "*Search*" option in your menu bar.



Figure 125: Searching for artists, places and events: step 1.

At this point, it will be sufficient to insert the keywords you want to look for in the search bar (figure 126, number 1) and click on the **Search** button (as shown in figure 126).

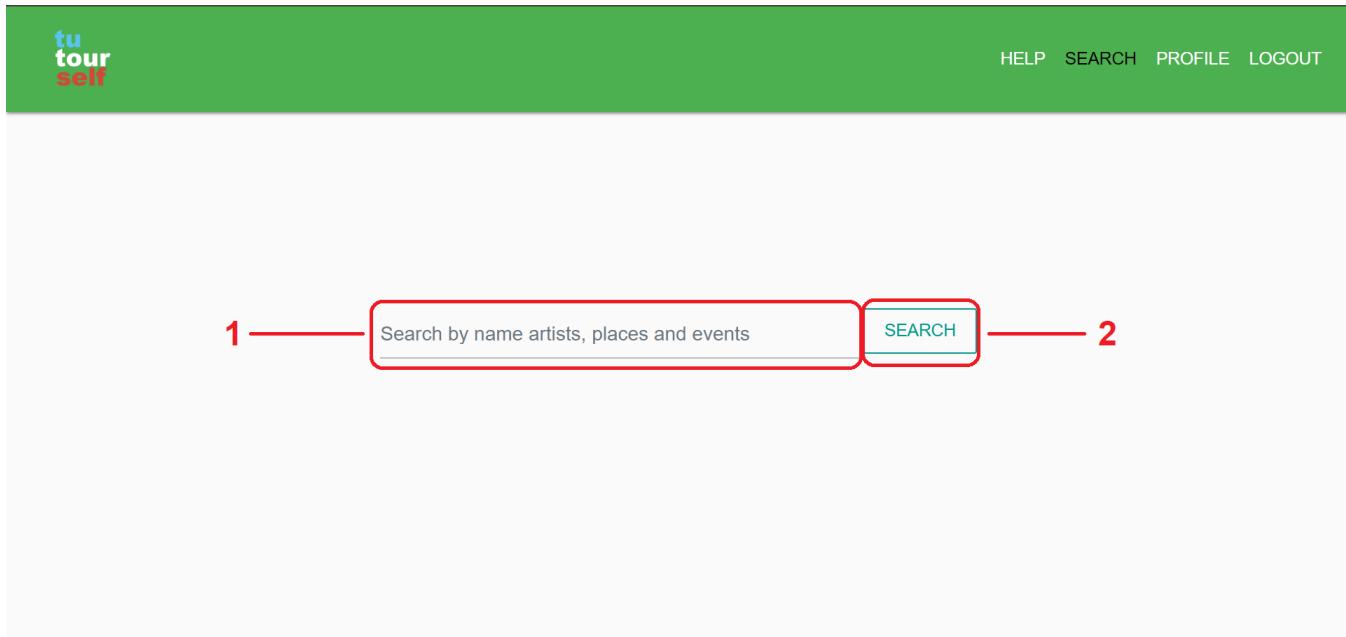


Figure 126: Searching for artists, places and events: step 2.

You will be shown the search results in a screen similar to the following one.

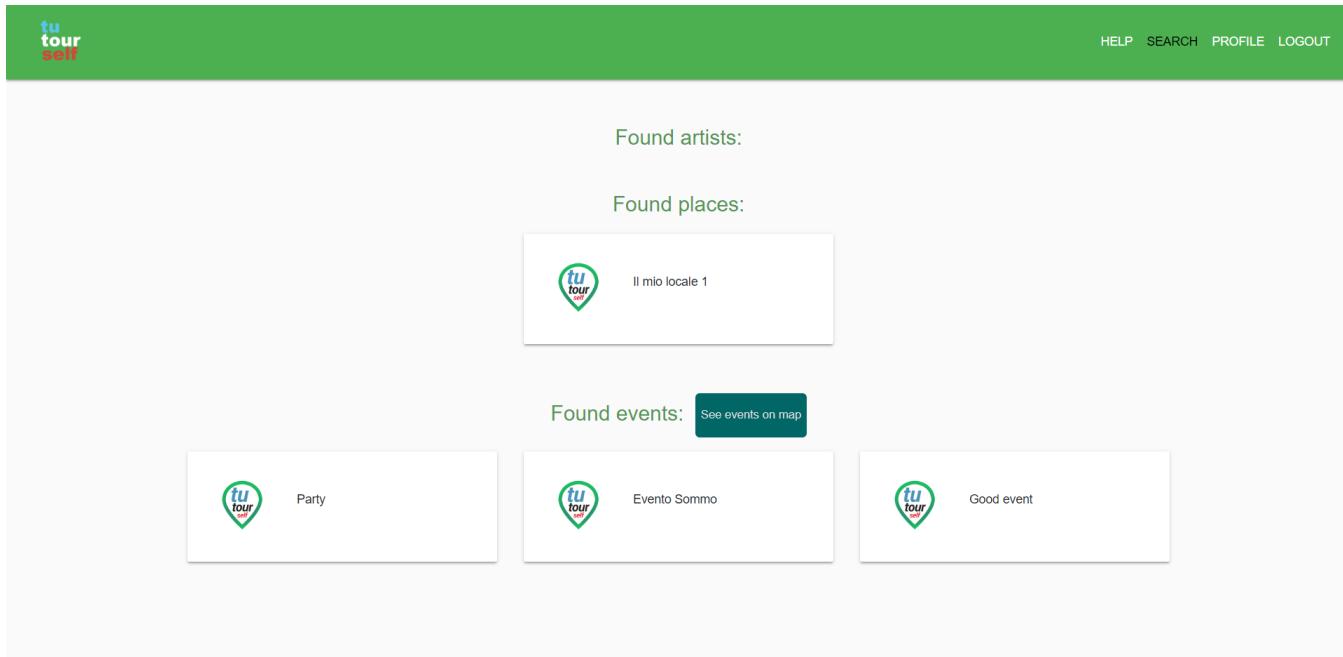


Figure 127: Searching for artists, places and events: step 3.

To view the information it is sufficient to click on a search result and you will automatically redirected to the profile page of the place or artist, or to the selected event page.

7.2.1 Viewing events on a map

To view events on a map, you have to perform a search as described previously and click on the "View on map" button.

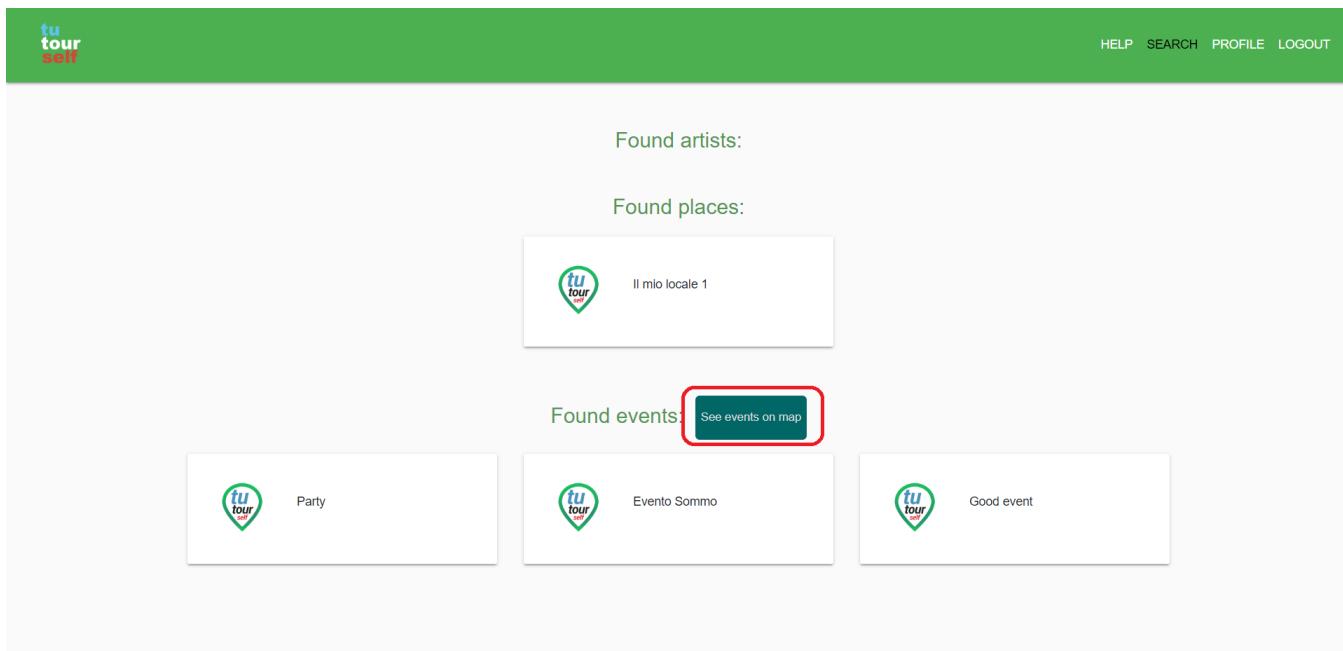


Figure 128: Viewing events on a map.

You will see the events like in the following figure:

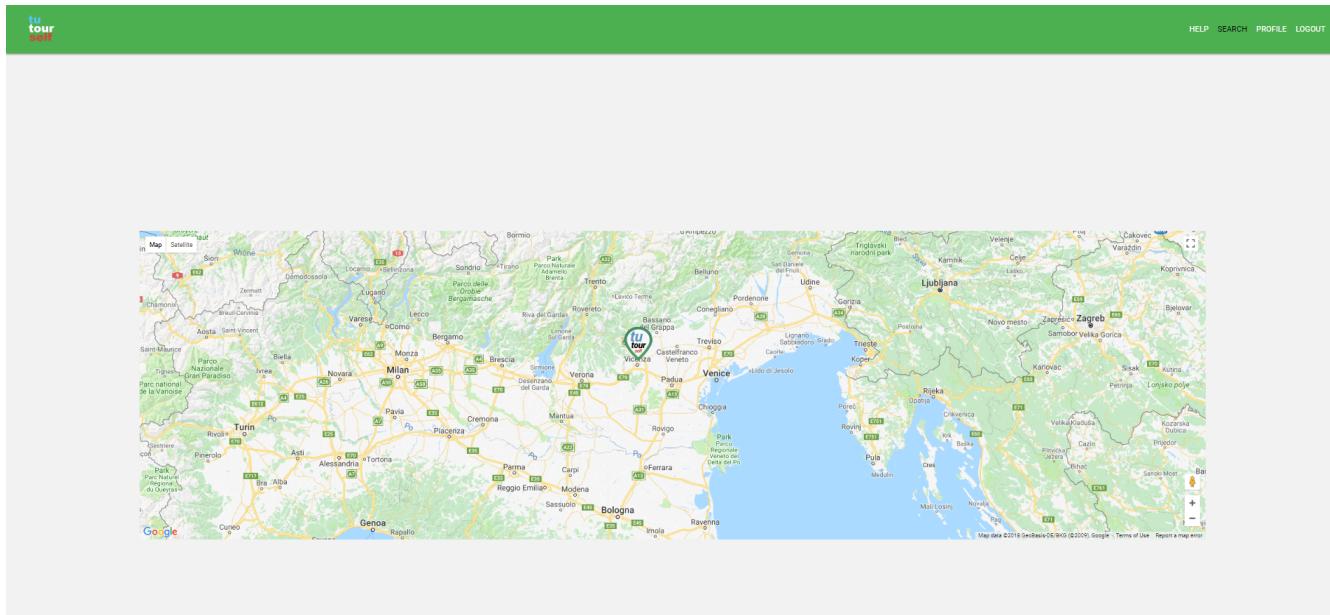


Figure 129: Viewing events on a map.

7.3 Reporting an user

You can report a user for misbehaviour. To do so, reach the page of the user you want to report and click on the icon on the top right corner.

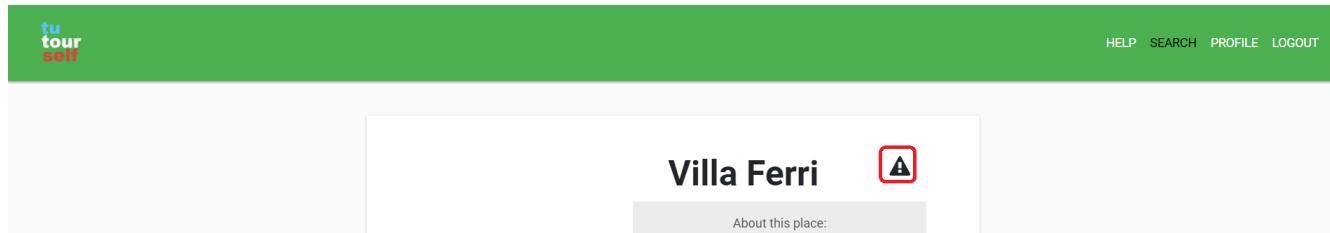


Figure 130: Reporting an user: step 1.

Click on the "Report user" button.

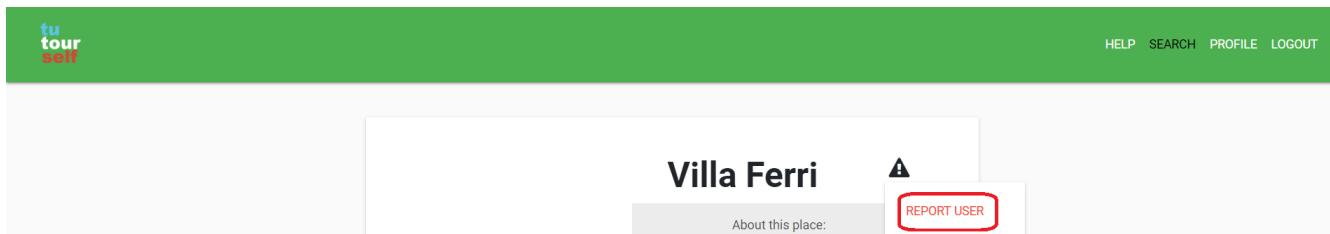


Figure 131: Reporting an user: step 2.

You will be asked to insert the reason for the report and add a short comment.

* Required fields

*Reason of the report

Offensive Language

Comment

max 120 characters

REPORT USER

Figure 132: Reporting an user: step 3.

Click on "Report user" to complete the procedure.

7.4 Leaving feedbacks

7.4.1 Leaving a feedback to an artist

To leave a feedback to an artist you need to search for an event as shown in section §7.2 and reach the event page you want to leave a feedback for.

Click on the "Send feedback to artist" button.

Party

About this event:

Date and time: 3 March 2020 Hours 9:00
Duration: 312321 minutes
Artist: The Comedian Fool
Place: Il mio locale 1

SEND FEEDBACK TO ARTIST

SEND FEEDBACK TO PLACE

Figure 133: Sending a feedback to an artist: step 1.

Fill in all the mandatory fields, making an evaluation through a number of stars ranging from **0** to **5**. **WARNING:** if you leave a star meter empty, it will be considered a feedback with zero stars.

The screenshot shows a feedback form for an artist. At the top left is the 'tu tour self' logo. At the top right are links for HELP, SEARCH, PROFILE, and LOGOUT. The main area contains a form with a red 'X' icon in the top right corner. It has two rating fields: 'Performance Quality' and 'Respect of the Plan', each with five stars. Below these are two green 'SEND' buttons. A large text input field labeled 'Comment' with the placeholder 'max 120 characters' is present. At the bottom is a green 'SEND FEEDBACK' button, which is highlighted with a red border.

Figure 134: Sending a feedback to an artist: step 2.

Once filled the form, you can complete the operation by clicking on the "Send feedback" button. The successful memorization will be notified.

7.4.2 Leaving a feedback to a place

To leave a feedback to a place, you need to search for an event as seen in section §7.2 and reach the event page you want to leave a feedback for.

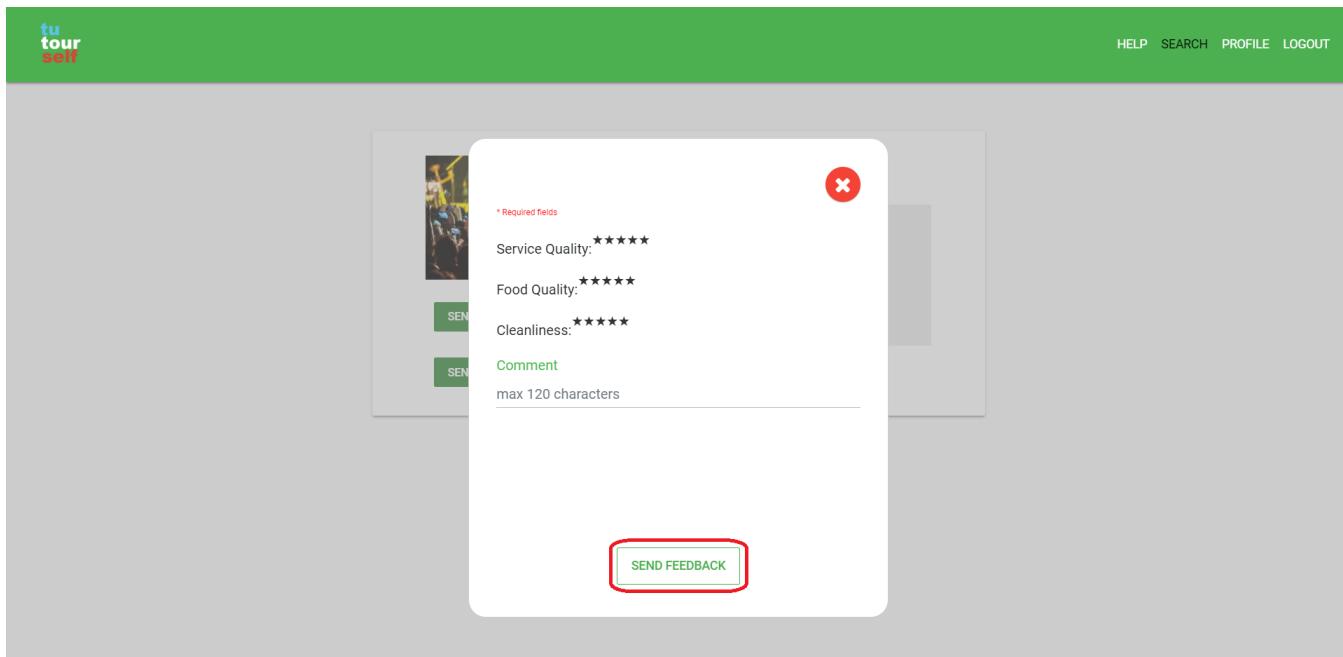
Click on the "Send feedback to Place" button.

The screenshot shows an event page for 'Party'. At the top left is the 'tu tour self' logo. At the top right are links for HELP, SEARCH, PROFILE, and LOGOUT. The main area features a photo of a concert crowd. To the right, the event title 'Party' is displayed, along with details: Date and time: 3 March 2020 Hours 9:00, Duration: 312321 minutes, Artist: The Comedian Fool, Place: Il mio locale 1. Below this is a green 'SEND FEEDBACK TO ARTIST' button. Further down is a green 'SEND FEEDBACK TO PLACE' button, which is highlighted with a red border.

Figure 135: Sending feedback to a place: step 1.

Fill in all the mandatory fields, making an evaluation through a number of stars ranging from **0** to **5**. **WARNING:**

if you leave a star meter empty, it will be considered a feedback with zero stars.



The screenshot shows a feedback form on a website. At the top, there's a green header bar with the 'tu tour self' logo and navigation links for HELP, SEARCH, PROFILE, and LOGOUT. Below the header, there's a large image of a person. The main content area contains a form with the following fields:

- * Required fields
- Service Quality: (highlighted with a red box)
- Food Quality: (highlighted with a red box)
- Cleanliness: (highlighted with a red box)
- Comment:

At the bottom of the form is a green 'SEND FEEDBACK' button, which is also highlighted with a red box.

Figure 136: Sending feedback to a place: step 2.

Once filled the form, you can complete the operation by clicking on the "Send feedback" button. The successful memorization will be notified.

8 Administrator Guide

8.1 Profile management

8.1.1 Viewing your profile

To view your own profile, select the "Profile" option from your menu bar.



Figure 137: Viewing your profile.

Your own profile page will be shown, and it will look similar to the following.

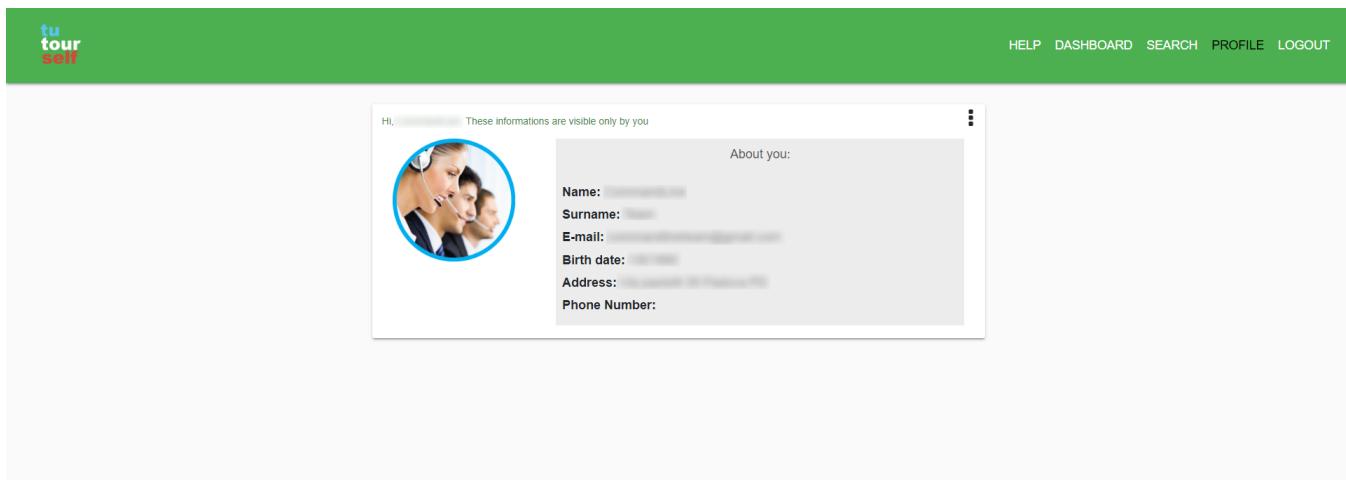


Figure 138: Viewing your profile.

8.1.2 Editing your profile

You can edit your own personal information and your profile image.

To do so, reach your profile page by clicking the "Profile" option on your menu bar.



Figure 139: Editing your profile: step 1.

After reaching your profile, click on the hamburger menu on the top right corner, as shown in figure 140.

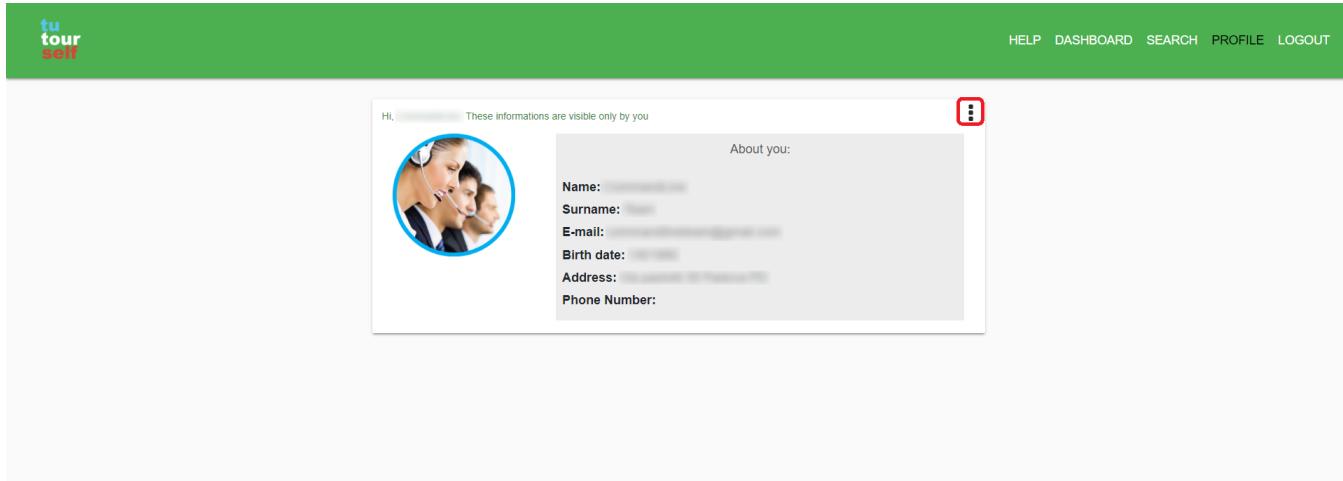


Figure 140: Editing your profile: step 1.

Select the "Update information" option.

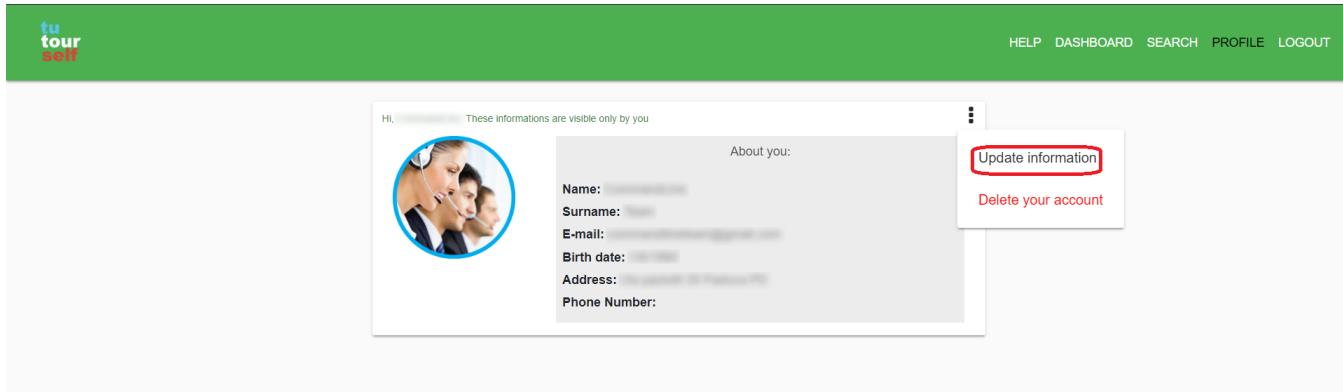


Figure 141: Editing your profile: step 2.

You will be shown an editing form with your own data, as shown in the following figure .

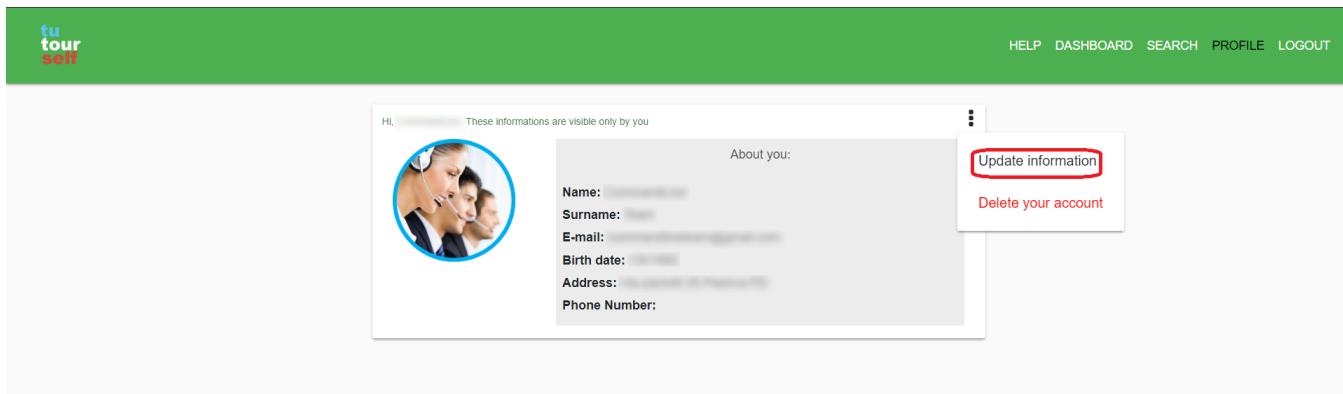


Figure 142: Editing your profile: step 3.

From here, you can edit the admin data, such as:

- **Name**, marked by number 3;
- **Surname**, marked by number 4;
- **Birth Date**, marked by number 5;
- **Address**, marked by number 6;
- **City**, marked by number 7;
- **State**, marked by number 8;
- **Zip Code**, marked by number 9;
- **Phone Number**, marked by number 10.

It is also possible to change your profile picture by uploading a picture with *.png* or *.jpg* extension (by clicking on the button marked with number 2); or remove the image altogether (by clicking on the button marked with number 1), automatically the image will revert to the default one. To finish the editing process, click on the "*Apply Edits*" button, marked by number 11. Automatically you will be redirected to your profile page.

8.1.3 Deleting your profile

If you want to delete your profile and all the connected data, reach your own profile page and click on the hamburger menu on the top right corner.

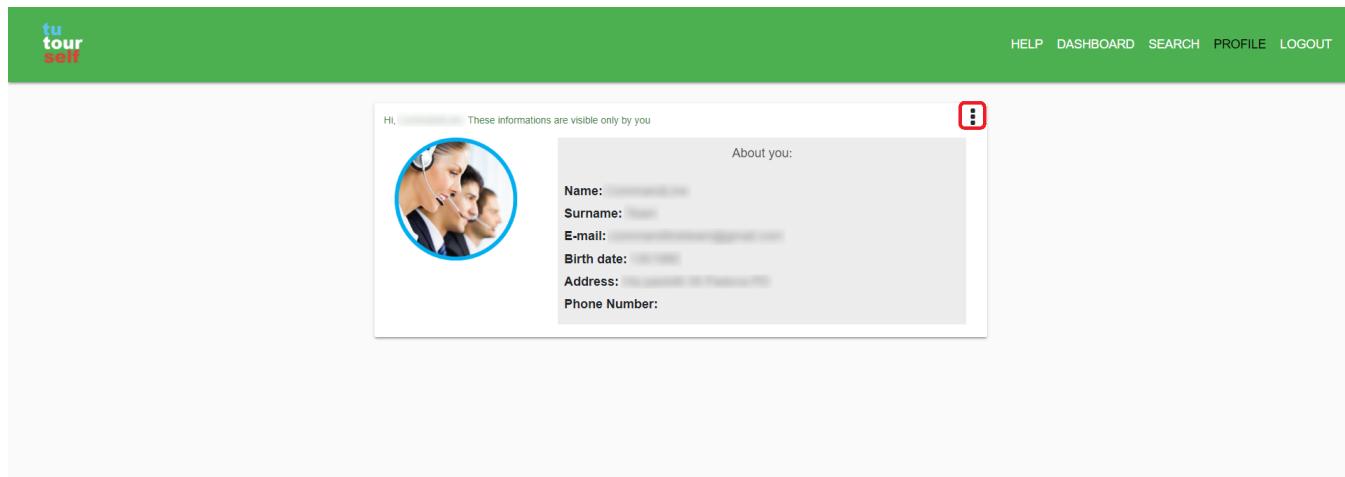


Figure 143: Deleting your profile: step 1.

Select the "*Delete your account*" option.

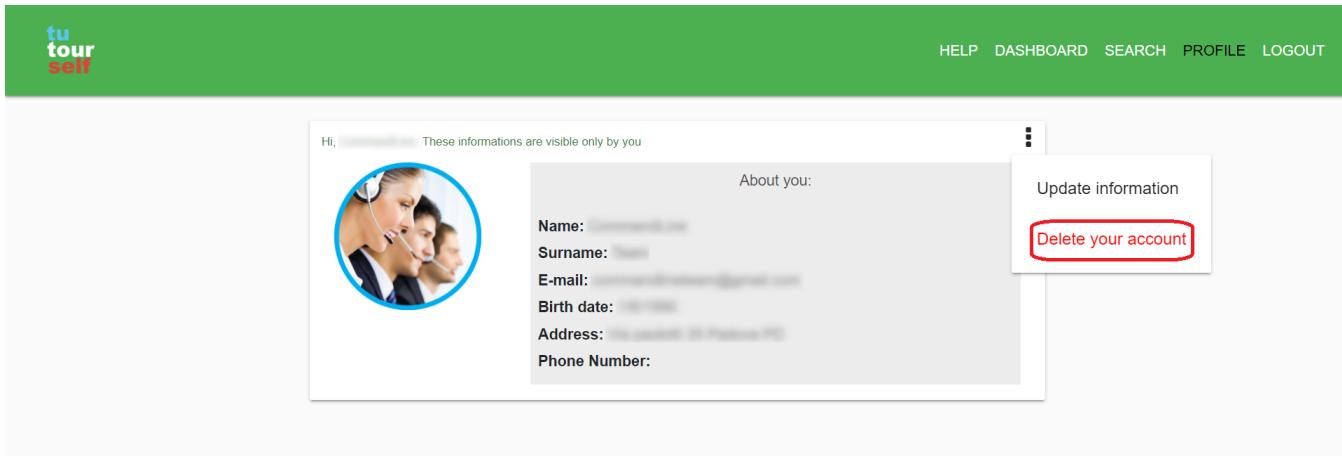


Figure 144: Deleting your profile: step 2.

You will be asked to **Confirm the deletion**, to delete you account you need to answer affirmatively. In such case, the profile will be **permanently** delete. In case you answer negatively, the procedure will abort and the account will stay active.

8.2 Report management

Administrators are able to manage user reports.

When accessing the system, the administrator will be automatically redirected to the **Dashboard** where he can manage the open reports.

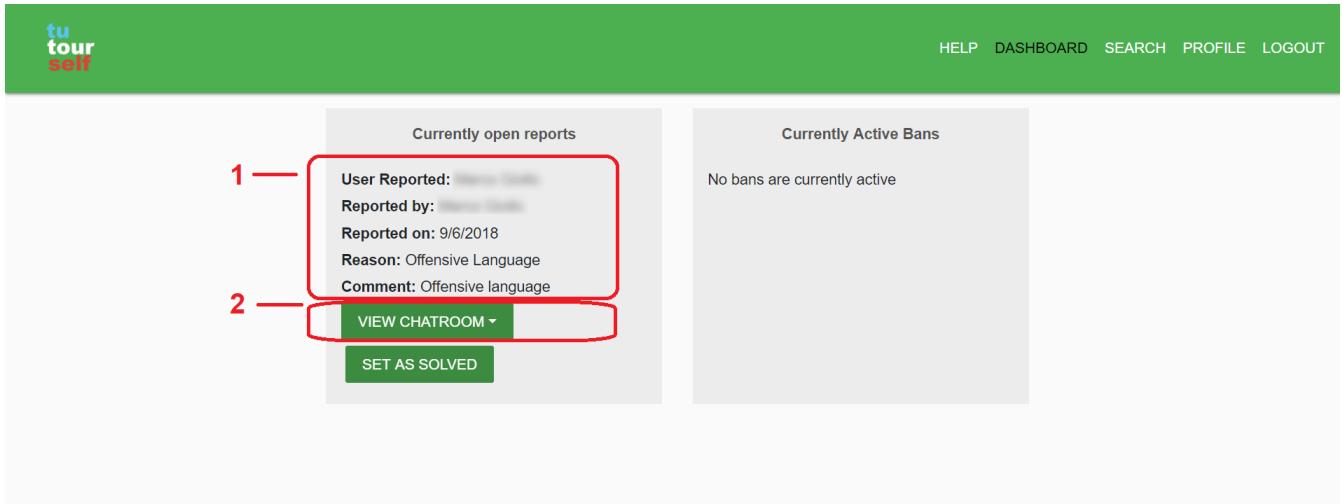


Figure 145: Solving a report: step 1.

From here you can view:

- **Report description**, containing the name of the reported user, who reported them, the date and the reason for such report, as well as a comment (as indicated in figure 145, number 1);
- **View messages**, it is possible to view the chat room between the two parties to be able to solve the report in the best way possible (as shown in figure 145, number 2).

8.2.1 Viewing the chat rooms

To view the chat room between the two parties and solve the report in the best way possible, click on "View Messages", on the report card that you want to know details about.

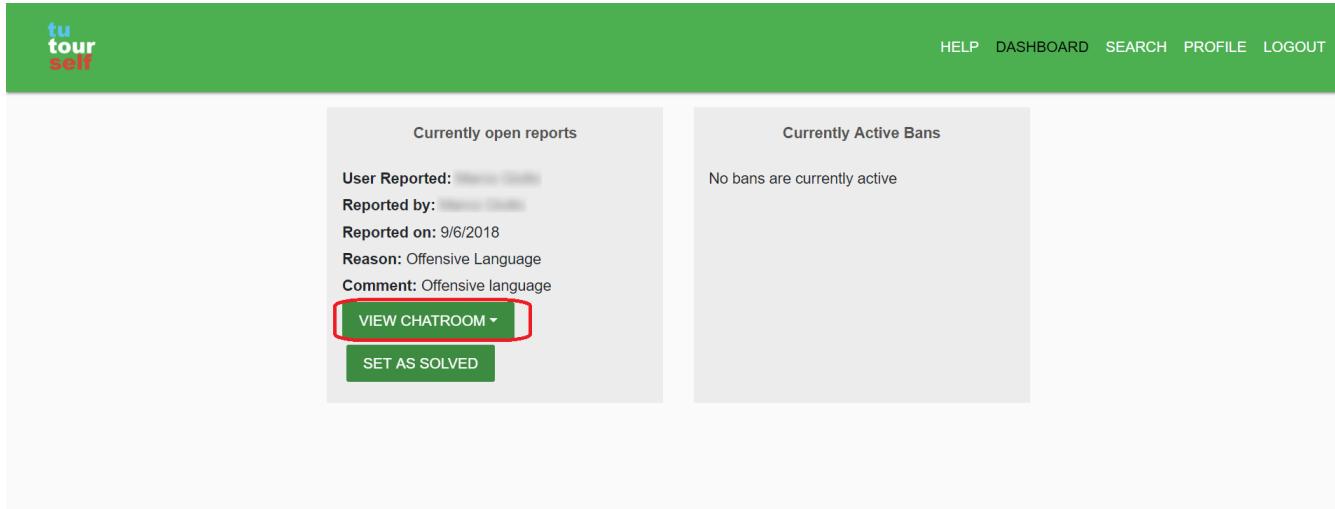


Figure 146: Viewing the chat rooms: step 1.

You will be asked to choose which chat room to view, by clicking on the corresponding option.

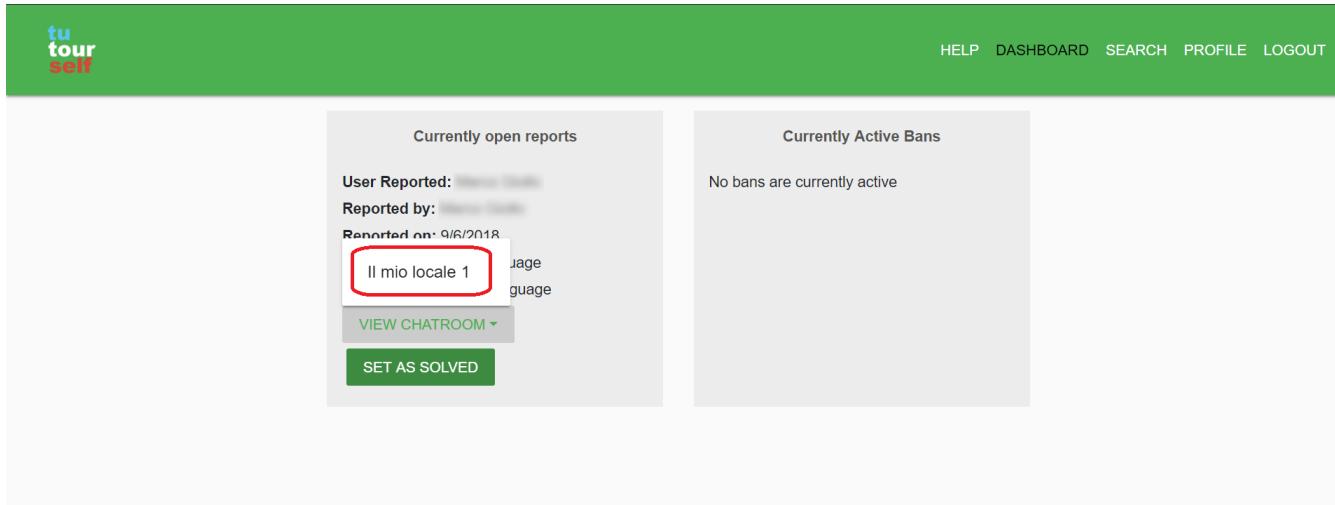


Figure 147: Viewing the chat rooms: step 2.

All the sent messages will be shown,

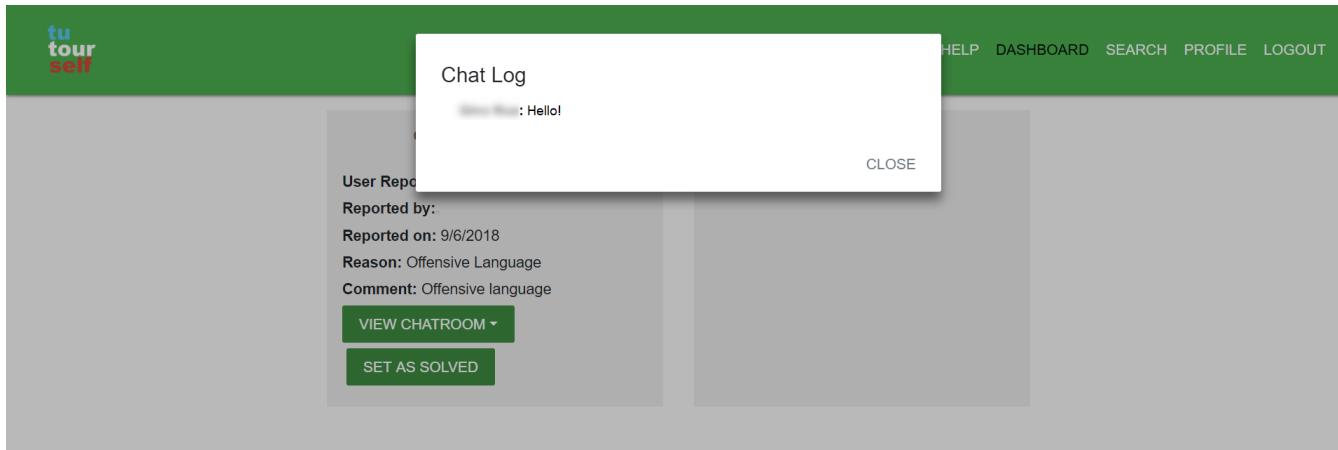


Figure 148: Viewing the chat rooms: step 3.

8.2.2 Solving a report

Once you have all the needed details about the report and took the necessary actions, you can mark a report as solved by clicking on the "*Mark as solved*" button, in the report card.

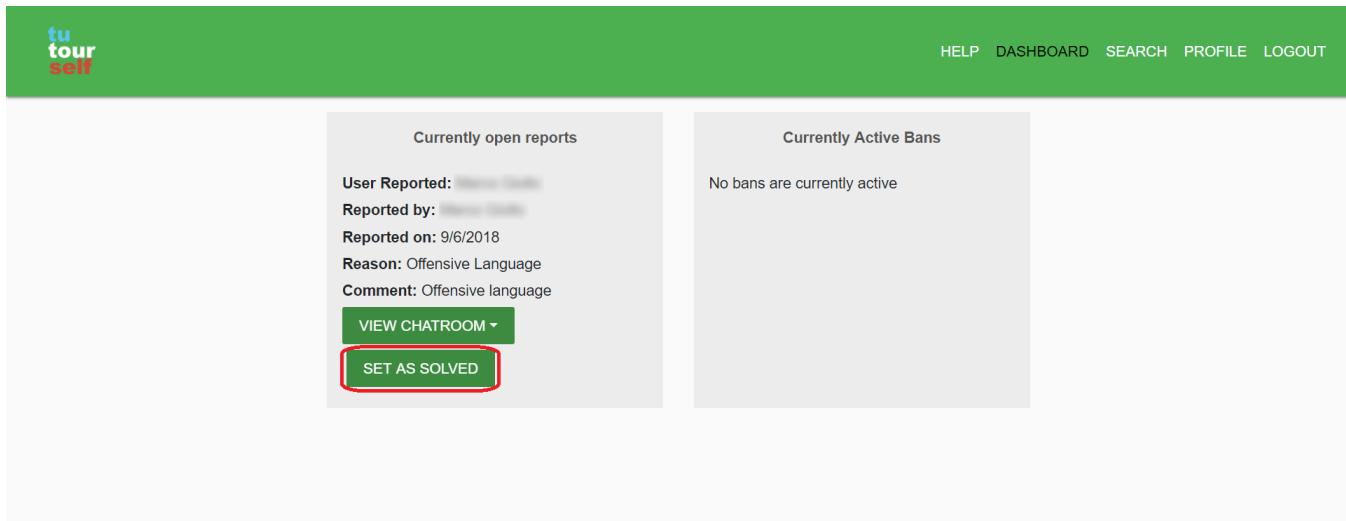


Figure 149: Solving a report.

The report will be automatically removed.

8.3 Ban management

8.3.1 Ban an user from the system

To ban an user from the system and disallow access to their account, search the user as shown in section §8.4. Click on "*Ban this user*".

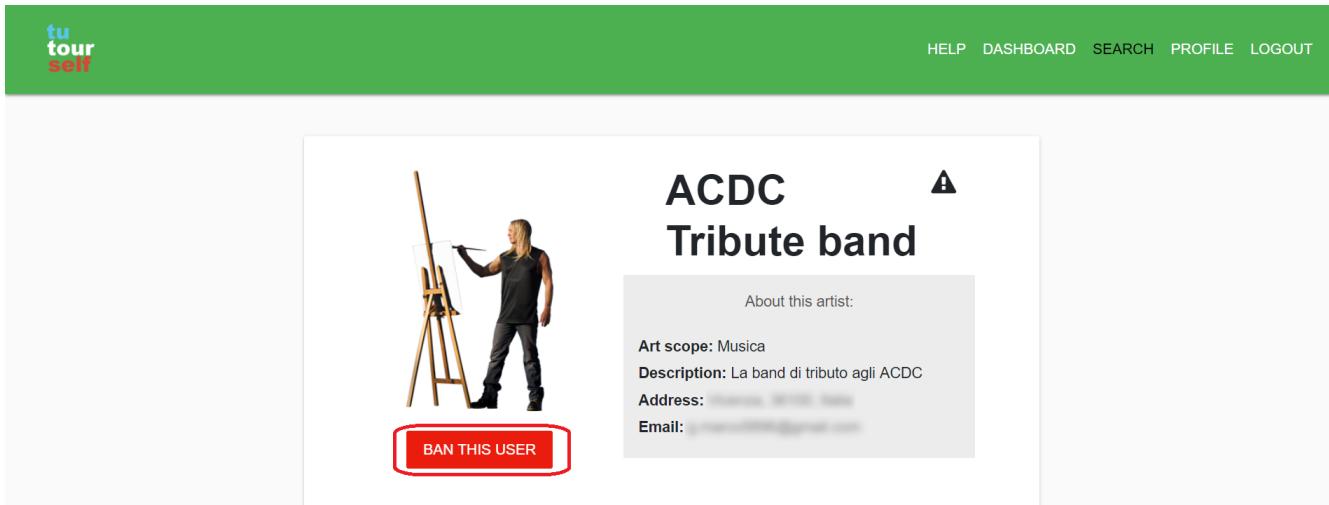


Figure 150: Banning a user: step 1.

You will have to input the reason for the ban (as shown in figure 151, number 1) and to end the procedure you have to click on the "*Ban this user*" button (as shown in figure 151, number 2).

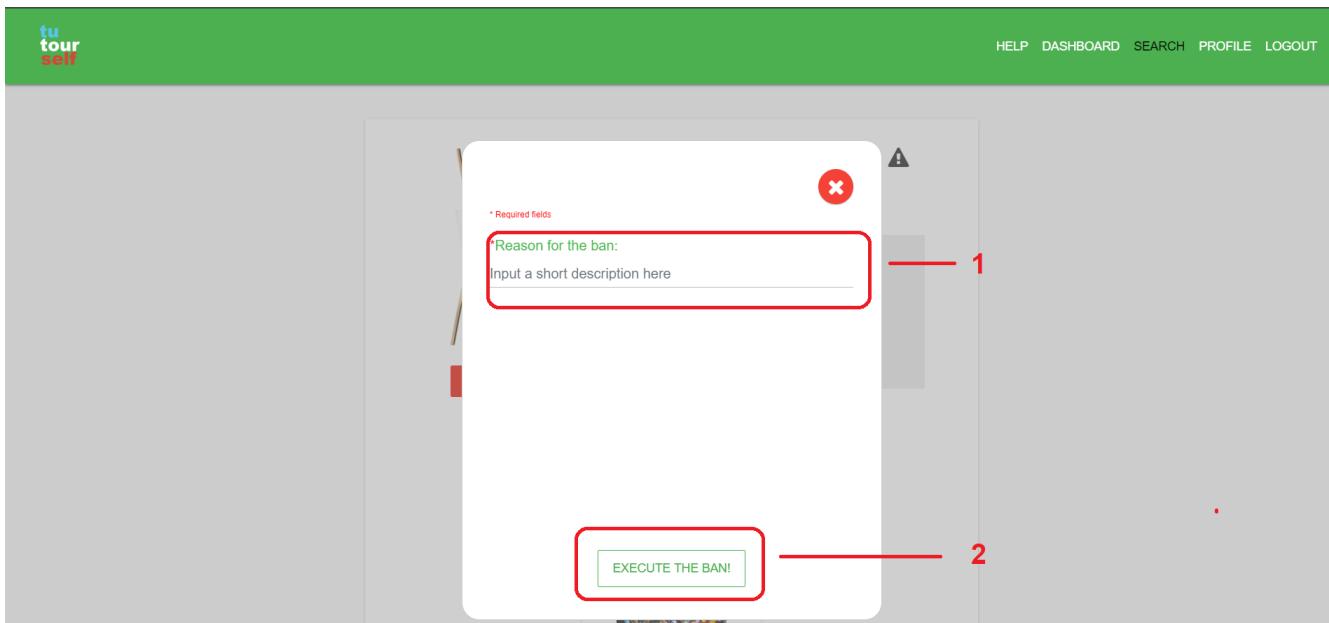


Figure 151: Banning a user: step 2.

Once the user is banned, they won't be able to access the system and in case they're signed in, they will be immediately logged out.

8.3.2 Lifting a ban

To remove a ban, access the "*Dashboard*" and click on "*Lift this ban*" on the card of the ban you want to lift. Per rimuovere una esclusione accedere al "*Pannello*" e cliccare su "*Rimuovi questa esclusione*" della scheda che si vuole eliminare.

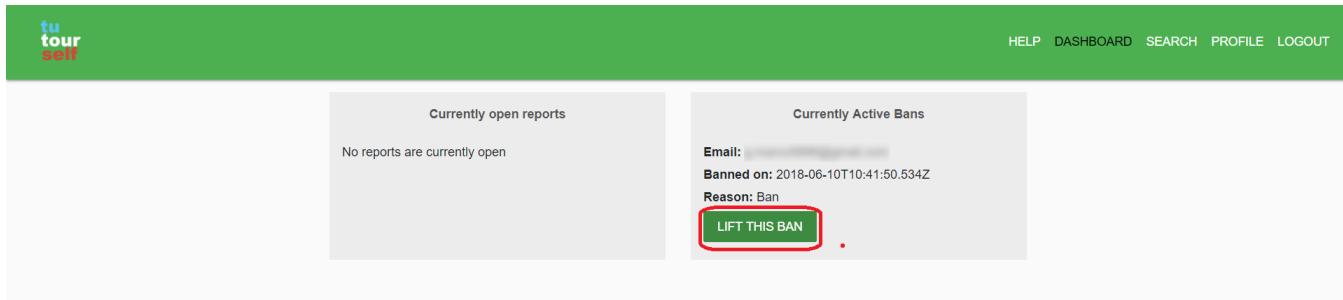


Figure 152: Lifting a ban.

The user will now be allowed to access the system again.

8.4 Search for events, places or artists

An administrator will be able to perform searches through a dedicated search bar, to look for artists, places and events available on the system. To perform a search, click on the "Search" option on the menu bar.



Figure 153: Search artists, locals or events: step 1.

At this point, it is sufficient to insert the keyword you want to look for in the search bar (figure 154, number 1) and click on the **Search** button (figure 154 number 2).

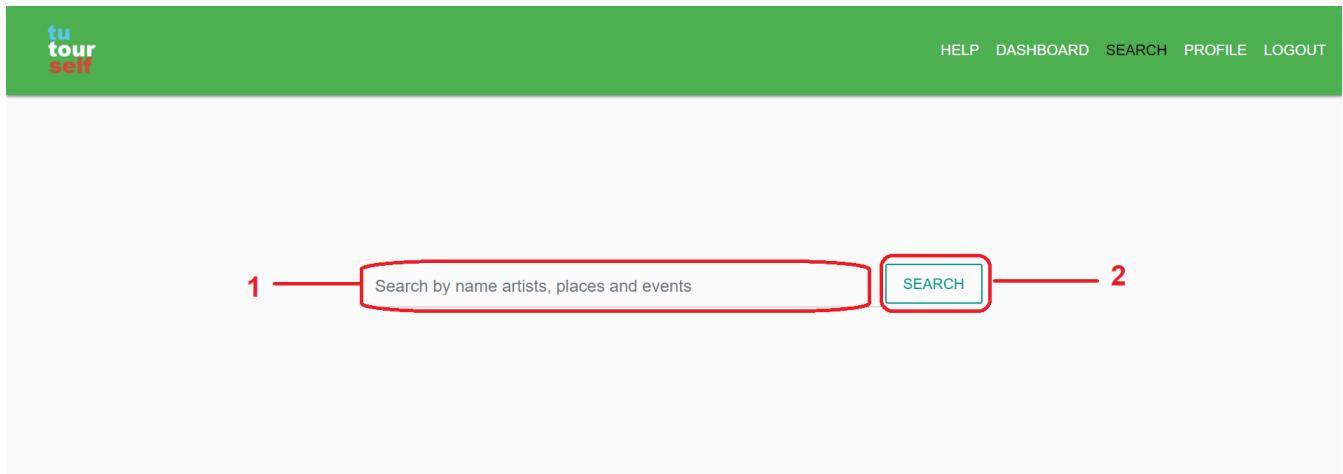


Figure 154: Search artists, locals or events: step 2.

The search results will be shown in a screen similar to the following one.

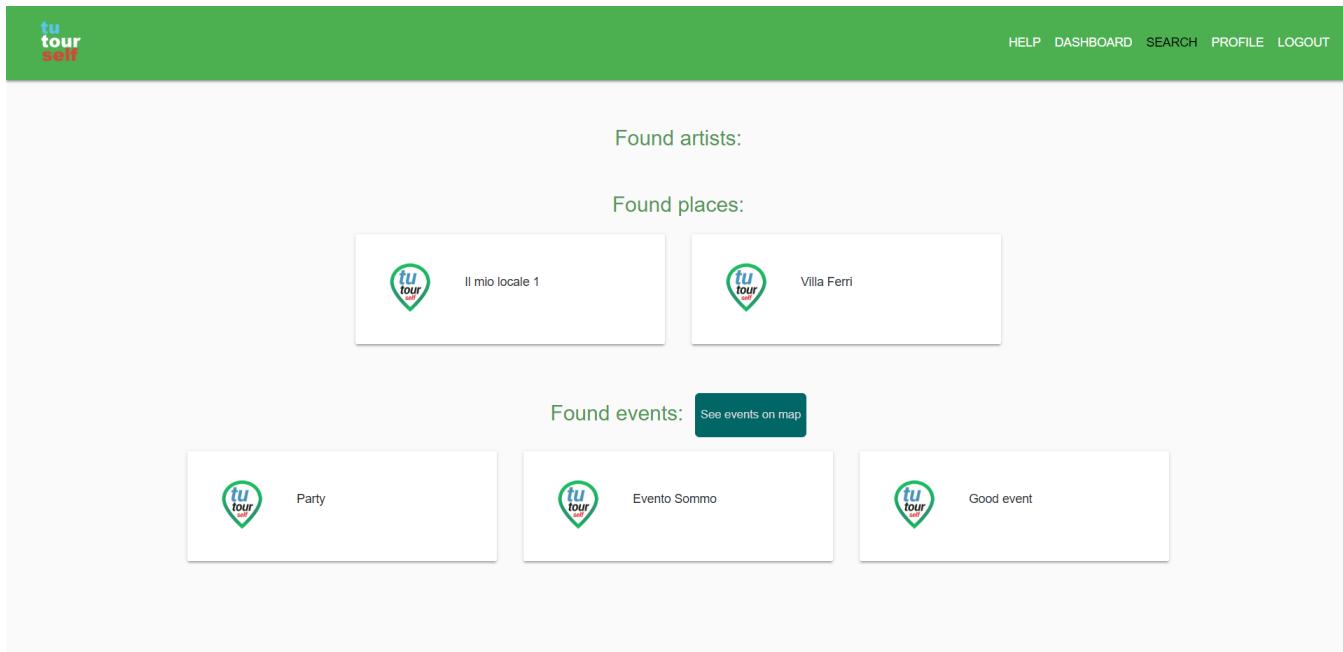


Figure 155: Search artists, locals or events: step 3.

To view the information it is sufficient to click on one of the search results, and you will be automatically redirected to the profile page of the place or artist, or at the selected event page.

8.4.1 Searching events on a map

To view events on a map, just perform a search as previously described and click on the "View on map" button.

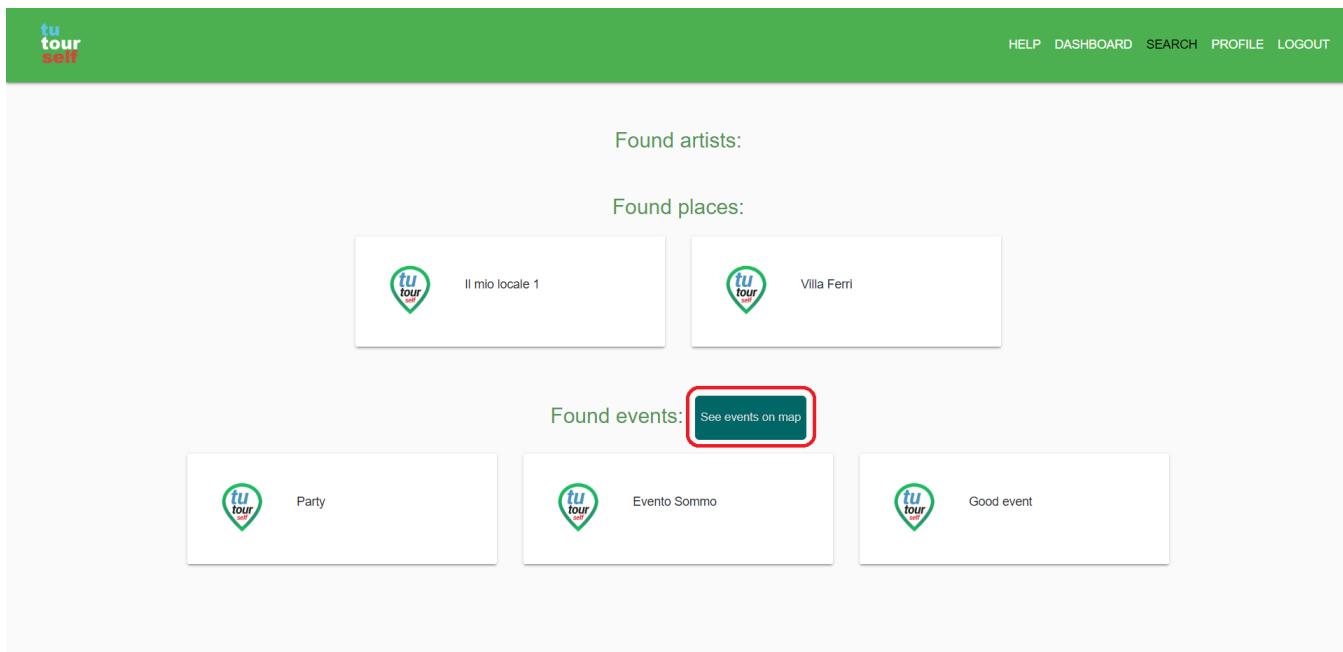


Figure 156: Searching events on a map.

Events will be shown as following:

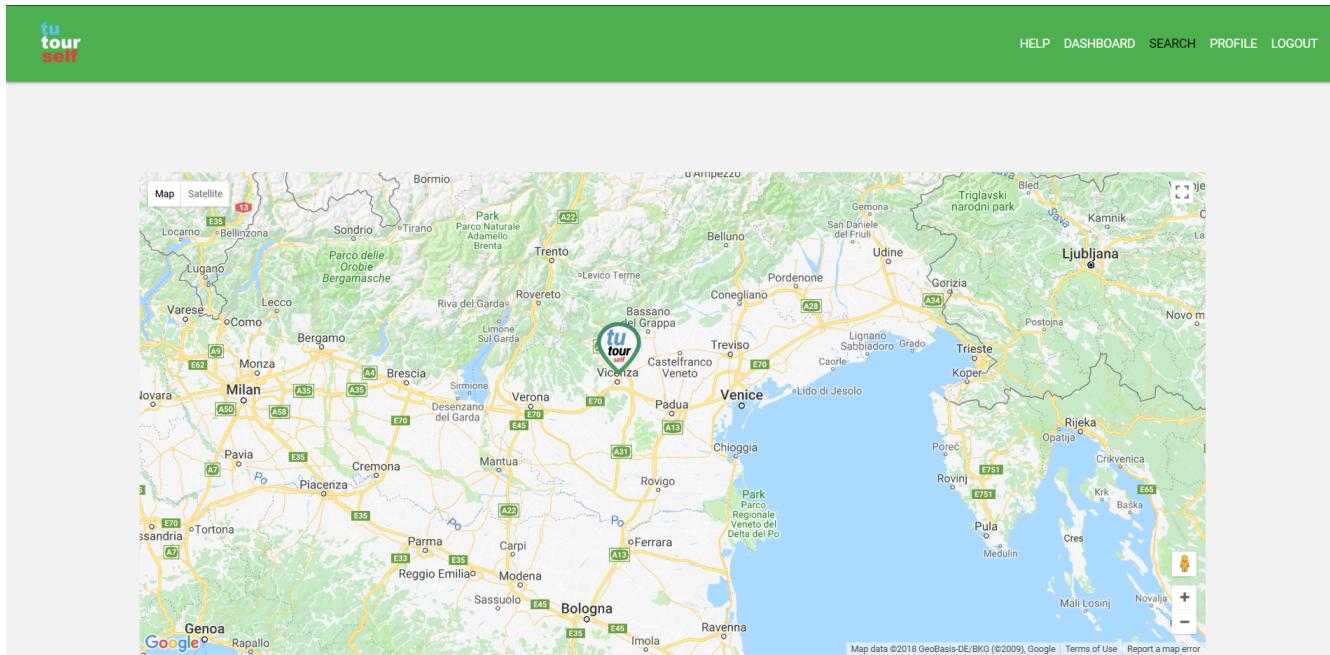


Figure 157: Searching events on a map.

9 FAQ

1. I can't upload my picture, why?

You can upload pictures with a *.jpg* or *.png* format. Due to a server limitation, you cannot upload images bigger than 3MB.

2. The website is not working, cause I haven't enabled JavaScript. How do I enable it?

To enable JavaScript in your browser follow the direction in section §3.1.1 or in section §3.1.2 in this document. In case your browser is not in the list, check the <https://enable-javascript.com> (last checked 2018-06-07).

3. Are chat rooms private? Can someone else besides the involved parties see it?

The chat rooms where you can negotiate with the other party is private, but if there is a report, the system administrator will be able to view its contents to solve the issue in the best way possible.

4. That happens when an user is reported?

Once a user is reported, the system administrator will be notified, and will have the task to solve the report in the best way possible. To do so, the admin will have access to the chat room between the reported user and the reporter.

5. What happens when an user is banned?

When an administrator bans a user from the system, they won't be able to access the system with their credentials. In case the user that gets banned is currently logged on the system, they will be immediately and forcibly logged out.

10 Solution to common problems

10.1 Application not available

We suggest to check the following website <http://www.isitdownrightnow.com/> in case you're experiencing issues viewing the application main page, to ensure the problem comes from our provider or our server. In case the problem comes from our server please try again at a later time.

10.2 Bug reporting

TuTourSelf might be affected by some bugs, or could be desirable to get its behaviour altered in some way. You can report any malfunctioning or feature request by writing an email to the following address: `commandlineteam@gmail.com`.

A Glossary

B

Bug

A bug is an error in the source code of a software program, or an anomalous behavior.

Browser

Application used for web navigation.

C

Credentials

Usually referred to an username/email and a password, that are used to authenticate into a system.

F

Facebook

Facebook is an American online social media and social networking service company based in Menlo Park, California. Its website was launched on February 4, 2004, by Mark Zuckerberg, along with fellow Harvard College students and roommates Eduardo Saverin, Andrew McCollum, Dustin Moskovitz, and Chris Hughes.

Firefox

Mozilla Firefox (or simply Firefox) is a free and open-source web browser developed by Mozilla Foundation and its subsidiary, Mozilla Corporation. Firefox is available for Windows, macOS, Linux, and BSD operating systems

G

Google

Google is an American multinational technology company that specializes in Internet-related services and products, which include online advertising technologies, search engine, cloud computing, software, and hardware. Google was founded in 1998 by Larry Page and Sergey Brin.

Google Chrome

Google Chrome is a freeware web browser developed by Google. It was first released in September 2008, for Microsoft Windows, and was later ported to Linux, macOS, iOS and Android.

I

Internet Explorer

Internet Explorer (commonly abbreviated IE) is a series of graphical web browsers developed by Microsoft and included in the Microsoft Windows line of operating systems, starting in 1995. The last existing supported version is IE 11.

J

JavaScript

JavaScript, often abbreviated as JS, is a high-level, interpreted programming language. It is a language which is also characterized as dynamic, weakly typed, prototype-based and multi-paradigm.

L

Link

In computing, a hyperlink, or simply a link, is a reference to data that the reader can directly follow either by clicking, tapping, or hovering. It is usually rendered as blue and underlined.

Login

Login (or Signin) is the term utilized to refer the procedure to access a system or an application, usually using credentials_G.

M

Microsoft Edge

Microsoft Edge (codename "Spartan") is a web browser developed by Microsoft and included in Windows 10, Windows 10 Mobile and Xbox One, replacing Internet Explorer as the default web browser on all device classes.

P

Provider

An Internet service provider (ISP) is an organization that provides services for accessing, using, or participating in the Internet. Internet service providers may be organized in various forms, such as commercial, community-owned, non-profit, or otherwise privately owned.

R

RAM

Random-access memory. In the RAM are loaded the programs that the processor has to execute. When the program is closed, the changes that have not been properly saved on the disk, will be lost.

S

Safari

A web browser developed by Apple Inc. for iOS and macOS operating systems; and between 2007 and 2013 for Windows. It was initially included as the default browser in MacOS X Panther in 2003.

Server

In computing, a server is a computer program or a device that provides functionality for other programs or devices, called "clients".

SignIn

See "Login".

SignUp

SignUp usually means the registration to an application, filling up a form with your data.

V

VAT Number

A value added tax identification number or VAT identification number is an identifier used in many countries, including the countries of the European Union, for value added tax purposes.

W

Web Application

In computing, a web application or web app is a client–server computer program which the client (including the user interface and client-side logic) runs in a web browser.