

Functional Specification for Collaborative Scheduling Application System

Group 6 Members:

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1. Introduction

This system is developed for a Global Conference which will be held at Hotel ICON of Hong Kong Polytechnic University.

For administrator, this system will be able to help them

1. schedule and manage different events,
2. send reminders to participants,
3. view “people flow”,
4. view information of participants,
5. receive and review request of organizing ad-hoc conference, and
6. receive feedbacks from participants.

For participants, the system will:

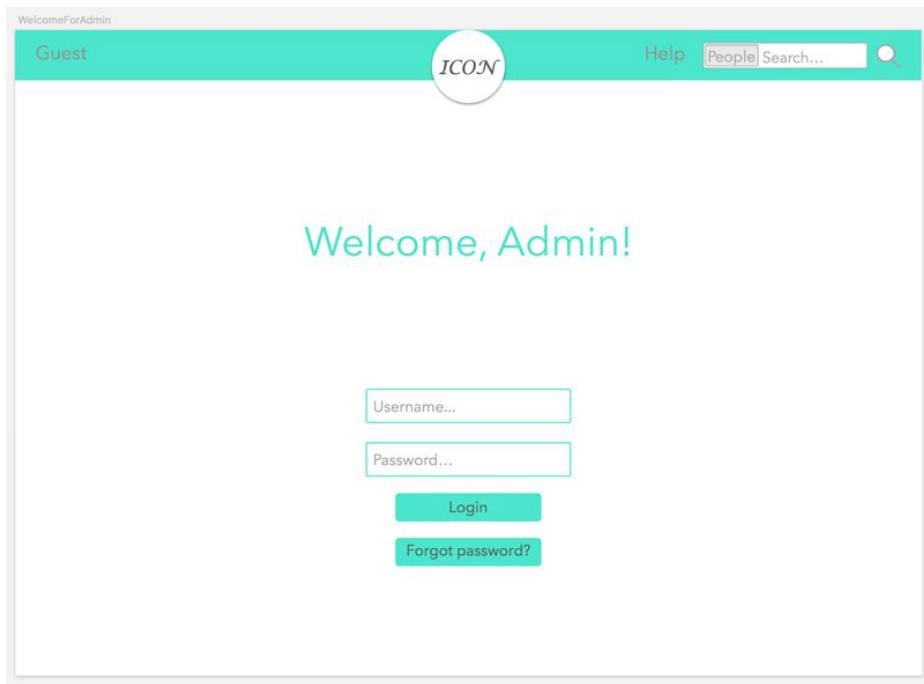
1. Help them to plan their days and choose events to join,
2. Receive and view reminders from administrators,
3. Create and join discussion groups,
4. View other participants’ profile and exchange contacts,
5. Send request for organizing ad-hoc conferences,
6. Set location and see people nearby,
7. Chat with other participants, and
8. Send feedbacks to the administrators.

Each function will be explained in detail in this specification.

2. Admin System

2.1 Login System

There are two login pages for admin and our guests. Login credentials are given so that sign up function is not required. Admin can only enter the admin system by using the specific account and password. And the users can switch the page between admin and guest by clicking the link at the left-top corner (“Go To Guest/Admin”).



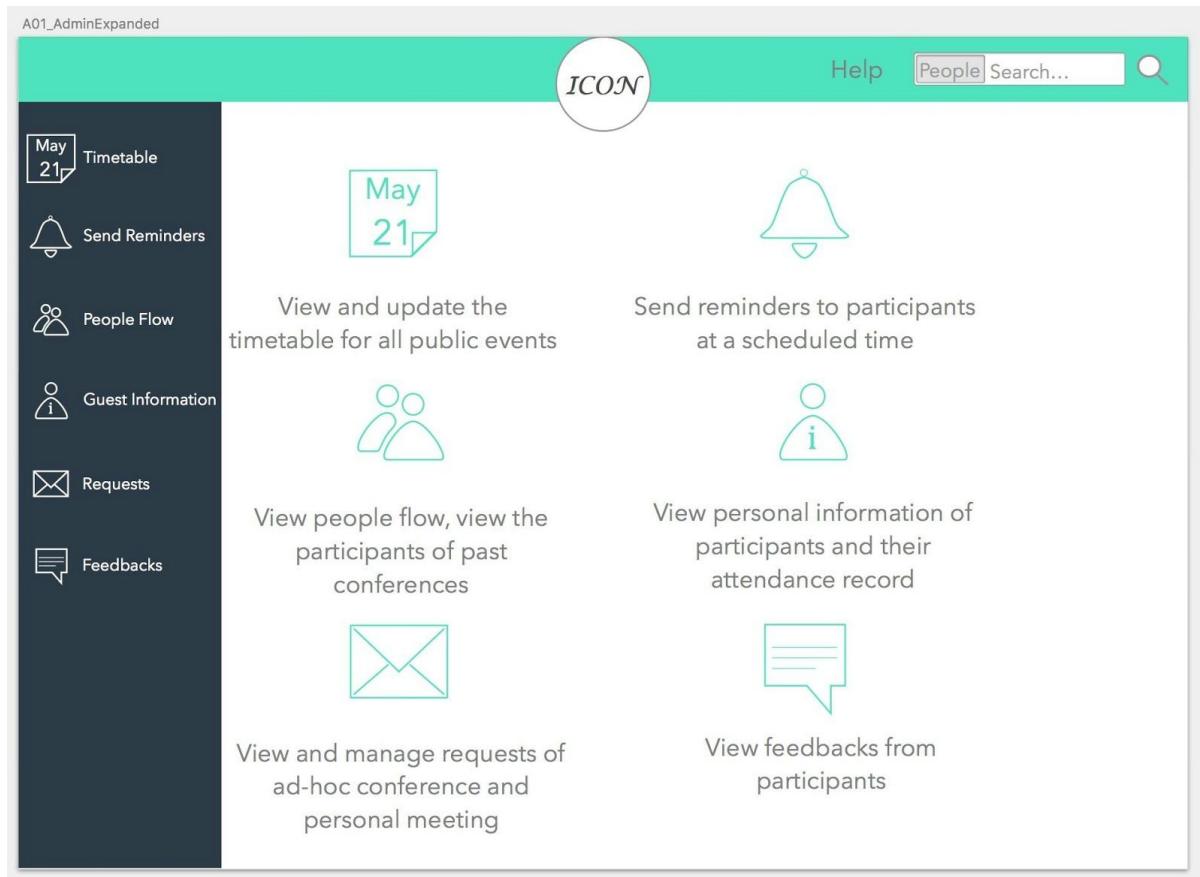
2.2 Main page

This is the home page of an admin. Admin could achieve multiple functionalities via the main page.

This screenshot shows the 'A0_Admin_DefaultView' page. At the top, it has a teal header bar with 'Help' and a search bar on the right. On the left, there's a vertical dark sidebar with five icons: a bell (May 21), a person icon, an envelope icon, a speech bubble icon, and another person icon. The main area features several cards with icons and descriptions:

- May 21** (bell icon): View and update the timetable for all public events.
- May 21** (bell icon): Send reminders to participants at a scheduled time.
- Two people icon**: View people flow, view the participants of past conferences.
- Person icon with 'i'**: View personal information of participants and their attendance record.
- Envelope icon**: View and manage requests of ad-hoc conference and personal meeting.
- Speech bubble icon**: View feedbacks from participants.

Clicking the icons on the left will expand the main menu and admin can click different icons (timetable, send reminders, people flow, guest information, requests and feedbacks) to take different actions.



2.3 Timetable view

Admin should view all public events in the timetable. The timetable contains time and name of events. Admin can check these events and add a new event or editing an existing event.

2.3.1 Adding a new public event

Clicking “add a new public event” will lead users to an event adding page. In this page, the admin can edit the name, date, start time, end time, description, venue and location on google maps. The text field will show the format of each expected input. Admin need to click “confirm” or “discard” before they leave this page. If not, a window will be showed to ask admin to discard changes, save changes or cancel. After saving a change, the timetable will be updated.

2.3.2 Viewing/editing an existing event

Clicking an existing event on the timetable will lead Admin to an event viewing/editing page. The text field will show the previously settled detail information. If clicking “edit” button, the information will become editable and Admin can make some change on the information. If the information about a conference room is changed, the timetable of those guests who have added this conference will be updated. After clicking “edit” button, Admin will also need to click “confirm” or “discard” before leaving this page, which is similar to the page of adding a new event. If not, a window will be showed to ask Admin to discard changes, save changes or cancel. After saving a change, the timetable will be updated.

The screenshot shows a web-based administrative interface titled "A2_Admin_ViewTimeTable". At the top, there is a navigation bar with a date indicator "May 21", a search bar containing "ICON", and links for "Help", "People Search...", and a magnifying glass icon. Below the navigation bar, there are two buttons: "Edit" and "Delete". To the left of the main content area, there is a vertical sidebar with five icons: a bell, a person, a mail, and a speech bubble. The main content area displays a table with the following data:

Name	Hospitality
Date	18/05
Start Time	10:00
End Time	12:00
Description	This is a conference Speakers include
Venue	VA322, HKPU
Map	A map showing the location of VA322 at Hong Kong Polytechnic University (PolyU). The map includes labels for "Polytechnic University..." (香港理工大学), "Hong Kong Polytechnic University Jockey Club" (香港理工大学赛马会综合馆), and "The Hong Kong Polytechnic University" (香港理工大学). Specific building numbers like "6A" and "A31" are also visible.

2.4 Reminder

2.4.1 Send reminder to guests

The admin can send reminders to all the participants in one of the conference rooms via the SetReminders page. In this page, it requires the admin to select a conference room in the “Target” section and it will show all the existing conference rooms for the user to select. The admin need to fill in the brief information about the conference selected together with a breif

message for introduction. Users need to click “confirm” or “discard” before they leave this page. If not, a window will be showed to ask users to discard changes, save changes or cancel. After saving a change, the timetable will be updated.

A3_Admin_SetReminders

The screenshot shows a user interface for setting reminders. On the left is a vertical sidebar with icons for May 21, a bell, people, a person, email, and a message bubble. The main area has a teal header with the word 'ICON'. It contains fields for Subject (text input), Date (text input), Time (text input), Target (dropdown menu with placeholder 'Who should received this reminder? ▾' and a note '要选择, 选择参加某个会议的人'), and Message (text area). At the bottom are 'Confirm' and 'Discard' buttons.

2.5 People Flow

This subpage allows admin tracking on the meeting sessions. This is the entrance page for admin to look up the overall conference event proceeding. This page shows all the existing activities/conferences/events that have been held/are being held/will be held. On the single unit, i.e. the rectangle cell, the information including name of event, start time and date of event, and capacity of event, i.e. the maximum participants allowed. When a specific event is chosen, the admin can press the “View Details” button to further look up the event information.

A4_Admin_PeopleFlow

The screenshot shows a user interface for managing conference events. On the left is a vertical sidebar with icons for calendar, bell, people, mail, and message. The main area has a teal header with 'ICON' and search functions. Below is a grid of event cards:

Name	Time	Date	Participants	Action
Hospitality	10:00	18/05	120	View Details
Hospitality	10:00	18/05	120	View Details
Hospitality	10:00	18/05	120	View Details
Hospitality	10:00	18/05	120	View Details
Hospitality	10:00	18/05	120	View Details
Hospitality	10:00	18/05	120	View Details
Hospitality	10:00	18/05	120	View Details
Hospitality	10:00	18/05	120	View Details

After the “View Detail” button is pressed, the page will be direct to the interface as shown bellow, which shows the overall participants information including, name of participants and the registration status.

A4_Admin_DetailedFlow

The screenshot shows a detailed view of participants for the 'Hospitality' event. The top bar includes a calendar icon, search, and help functions. The main area displays event details and a participant table:

Number	Name	Status
1	ZHU Yidi	Attended
2	CHEN Yunkun	No show
3	LIU Chang	Cancelled
4	WU Chao	Attended
5	Name	Status
6	Name	Status
7	Name	Status
8	Name	Status
9	Name	Status
10	Name	Status
11	Name	Status

2.6 Guest information

The guest information page will show the name and their profile photo of every guest

A screenshot of a web application titled "A5_Admin_Guests". The interface includes a top navigation bar with a teal header containing the title, a "Help" link, a search bar with placeholder text "Search people...", and a magnifying glass icon. To the left of the main content area is a vertical sidebar with a dark blue background and white icons: a calendar showing "May 21", a bell, a user profile, an envelope, and a speech bubble. The main content area displays a grid of guest profiles. Each profile consists of a small square thumbnail with a pixelated pattern (green for ZHU Yidi, red for LIU Chang, blue for CHEN Yunkun, and orange for WU Chao), followed by the guest's name in a teal button below it. The grid is organized into three rows. The first row contains four profiles: ZHU Yidi, LIU Chang, CHEN Yunkun, and WU Chao. The second row also contains four profiles: ZHU Yidi, LIU Chang, CHEN Yunkun, and WU Chao. The third row contains four profiles: ZHU Yidi, LIU Chang, CHEN Yunkun, and WU Chao.

ZHU Yidi	LIU Chang	CHEN Yunkun	WU Chao
ZHU Yidi	LIU Chang	CHEN Yunkun	WU Chao
ZHU Yidi	LIU Chang	CHEN Yunkun	WU Chao

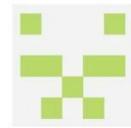
2.6.1 Guest information detail page

By clicking the profile photo, admin can enter the guest information detail page and view the information, including name, nickname, guest ID, gender, country, organization, position, Email, phone, permanent location, current location, biography and the participation records of the guest.



Help

People Search...

May
21

ZHU Yidi

Guest ID	A0001	
Nickname	Andy	
Group	A	
Gender	Male	
Country	China	
Organization	Hong Kong Polytechnic University	
Position	Student	
Email	zhuyidiwow@gmail.com	
Phone	+852	66171731
Permanent Location	38 Guide Road, Shangqiu, Henan, China	
Current Location	Z209	
Biography	Secondary education in China Degree in HKPU Learning Web Application Design	

Participation Record		
Event	Type	Status
Hospitality	Public conference	Attended
Afternoon Tea	Personal gathering	N/A
Tourism Discussion	Ad-hoc conference	N/A

2.7 Requests

2.7.1 Recieve requests from guests

The Requests page will show all the new updating requests from the guests. Also, the admin can review those requests that are approved or rejected by switching the request type after clicking the button("New", "Approved" and "Rejected") on the top. Basically, only the subject type wil be shown in the table. Admin need to click the "View Details" to review the detailed information about a request. And the admin can approve the new requests in the "details" page.

A61_Admin_ApprovedRequest

The screenshot shows a user interface for managing requests. On the left is a vertical sidebar with icons for May 21, Bell, People, Mail, and Chat. At the top right are 'Help' and 'People Search...' buttons. In the center, there's a circular 'ICON' logo. Below it are three buttons: 'New' (grey), 'Approved' (green), and 'Rejected' (red). A section titled 'Approved Requests' contains 10 rows, each with 'Subject' and 'Details' columns and a 'View Details' button. The subjects alternate between 'Personal Meeting' and 'Coffee'. The screenshot is labeled 'A61_Admin_ApprovedRequest'.

Subject	Details	Action
Subject	Personal Meeting	View Details
Subject	Coffee	View Details
Subject	Personal Meeting	View Details
Subject	Coffee	View Details
Subject	Personal Meeting	View Details
Subject	Coffee	View Details
Subject	Personal Meeting	View Details
Subject	Coffee	View Details
Subject	Personal Meeting	View Details

A62_Admin_RejectedRequest

This screenshot shows the 'Rejected Requests' page, similar in layout to the approved one. It features a sidebar with May 21, Bell, People, Mail, and Chat icons. The top right has 'Help' and 'People Search...' buttons, and the center has a 'ICON' logo. Three buttons at the top are 'New' (grey), 'Approved' (green), and 'Rejected' (red). A red header bar says 'Rejected Requests'. Below are 10 rows with 'Subject' and 'Details' columns and 'View Details' buttons. The subjects alternate between 'Personal Meeting' and 'Coffee'. The screenshot is labeled 'A62_Admin_RejectedRequest'.

Subject	Details	Action
Subject	Personal Meeting	View Details
Subject	Coffee	View Details
Subject	Personal Meeting	View Details
Subject	Coffee	View Details
Subject	Personal Meeting	View Details
Subject	Coffee	View Details
Subject	Personal Meeting	View Details
Subject	Coffee	View Details
Subject	Personal Meeting	View Details

2.7.2 Requests Detail

2.7.2.1 View new requests and approve

In this page, detailed information of the new requests are shown in the table, which include subject, date, start time, end time, contact person and venue. The admin need to check whether the requested venue is suitable in the requested period or not. If yes, the admin can approve the venue asked in the box and locate the venue on the GoogleMap, then the page will back to the previous page after clicking “Confirm”. If no, the admin can find an available room instead of the requested one or “Reject” the request with a reason filling in the “comments” box sending to the applicant. (PS: the grey line in the following picture refer to the bottom of the screenm the content under the line will be shown after scrolling down)

A63_Admin_RequestReview

The screenshot shows a web-based application for managing requests. On the left is a vertical sidebar with icons for May 21, a bell, people, a user profile, email, and a message bubble. The main area has a teal header with the word 'ICON' in white. A search bar with a magnifying glass icon is on the right. Below the header is a table with the following data:

Subject	Personal Meeting
Date	20/05
Start Time	17:00
End Time	18:00
Contact Person	Andy
Contact Number	+852 66171731
Contact Email	zhuyidiwow@gmail.com
Proposed Venue	DE401

Below the table is a button labeled "Approved Venue: ". Underneath is a map of the Hong Kong Polytechnic University campus, with the proposed venue, DE401, marked. To the right of the map is the text "这里要用到Google Maps API". At the bottom are three buttons: "Confirm" (green), "Discard" (green), and "Reject" (red).

2.7.2.2 View approved/rejected requests

Similar with reviewing the new requests, the admin can also review the requests that have already been handlded. Some more detailed information will be shown like the information of the approved person and some comments.

A64_Admin_RequestReview

The screenshot shows a detailed view of a meeting request. On the left is a vertical sidebar with icons for calendar, bell, people, info, email, and message. At the top center is a circular 'ICON' logo. To its right are 'Help' and 'People Search...' buttons with a magnifying glass icon.

Subject	Personal Meeting
Date	20/05
Start Time	17:00
End Time	18:00
Contact Person	Andy
Contact Number	+852 66171731
Contact Email	zhuyidiwow@gmail.com
Proposed Venue	DE401
Status	Approved
Approved Venue	DE401
By	Bruce
Time	23:00, 20/05
Comment	We will do our best to support your social connection

[Go back](#)

2.8 Feedbacks

Feedbacks page will show a list of abstract of feedbacks, each abstract contains the rating and the abstract of comment. If a feedback has been replied, a “replied” symbol will be shown on the right of this feedback. For each feedback, admin can view details and reply the feedback if the feedback has not been replied.

A7_Admin_Feedback

The screenshot shows a list of five feedback abstracts. Each abstract includes a 'Rating' (5), an 'Abstract' (e.g., "It is very grateful that you"), and a 'View Details' button. The third abstract from the top has a 'Replied' button next to it.

Rating	5
Abstract	It is very grateful that you
Rating	5
Abstract	It is very grateful that you
Rating	5
Abstract	It is very grateful that you
Rating	5
Abstract	It is very grateful that you
Rating	5
Abstract	It is very grateful that you

2.8.1 Feedback reply page

If a feedback has not been replied, when clicking “view details”, admin will enter the feedback reply page. In this page, admin can view the feedback details and write feedback reply. Before leaving this page, admin need to click “confirm” or “discard”. If not, a window will be showed to ask admin to discard reply, confirm reply or cancel. After confirming a reply, the reply will be sent to the guest who wrote the feedback.

Subject	Personal Meeting
By	Andy
Contact Number	+852 66171731
Contact Email	zhuyidiwow@gmail.com
Rating	5
Time	18:00, 21/05
Description	Balabalabaablabalabalbalabbala Ibalblablabalbalbablalbablalbabla blabla

Reply: Thank you for your feedback.....

Confirm Discard

2.8.2 Feedback view page

If a feedback has been replied, when clicking “view details”, admin will enter the feedback view page. Admin can view the feedback details and reply details in this page.

Subject	Personal Meeting
By	Andy
Contact Number	+852 66171731
Contact Email	zhuyidiwow@gmail.com
Rating	5
Time	18:00, 21/05
Description	Balabalabaablabalabalbalabbala Ibalblablabalbalbablalbablalbabla blabla
Replied by	Bruce
Replied on	21:00, 21/05

Go Back

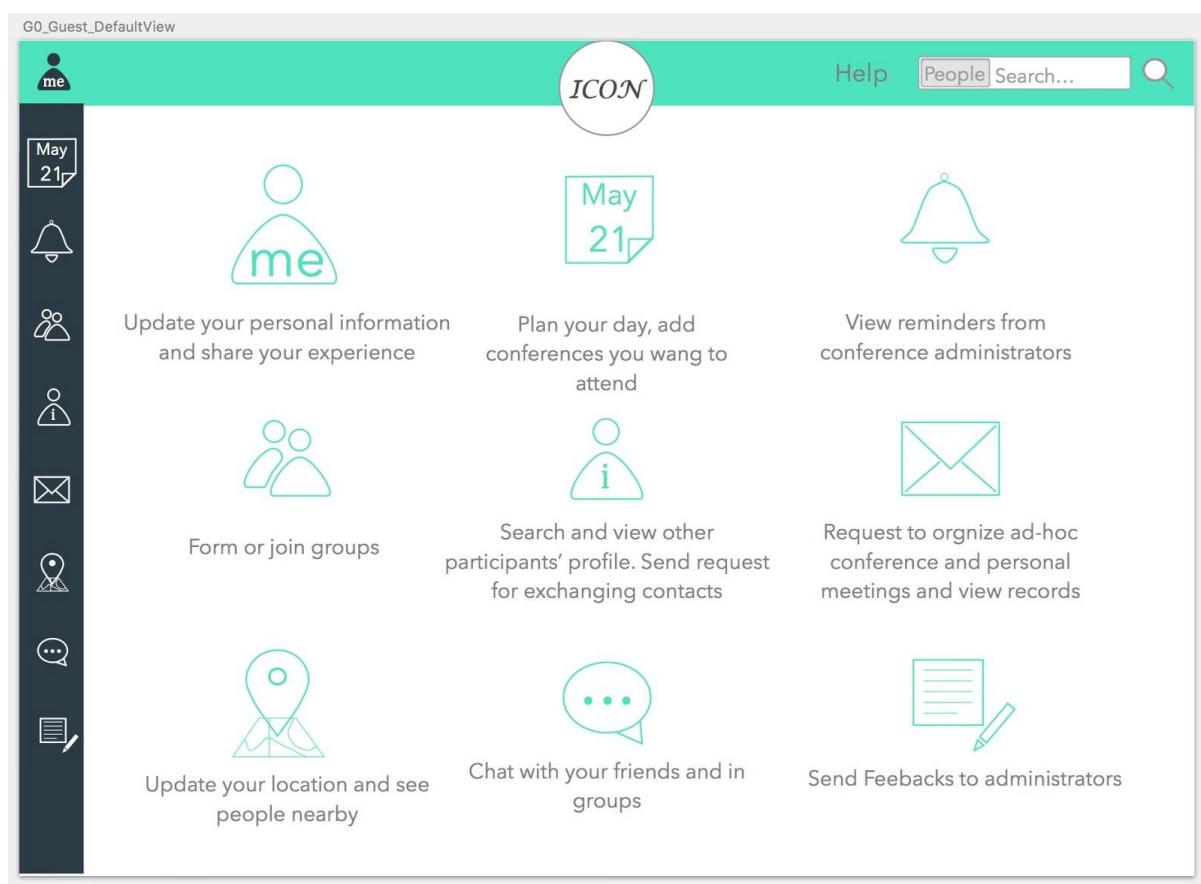
3. Guest System

3.1 Login

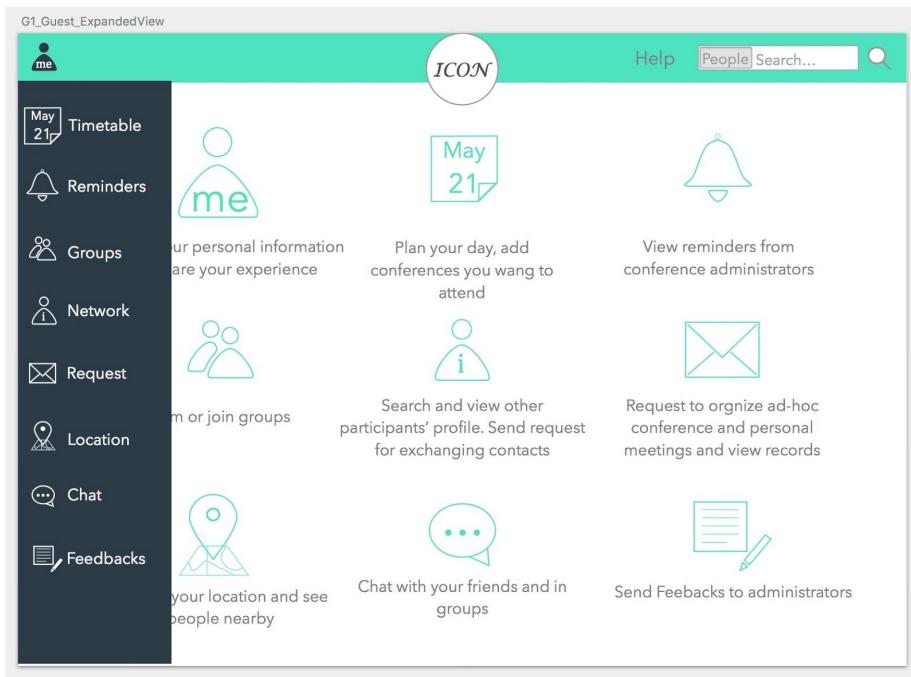
For the guests, they do not need to register by themselves. Instead, an initial username and password will be given to the guest by the admin in advance, so that they can login via it. After the user enter the system, they can edit their personal profiles and change their passwords. And the users can switch the page between admin and guest by clicking the link at the left-top corner (“Go To Admin/Guest”).

3.2 Main page

This is the home page of a guest. Guest could achieve multiple functionalities via the main page.

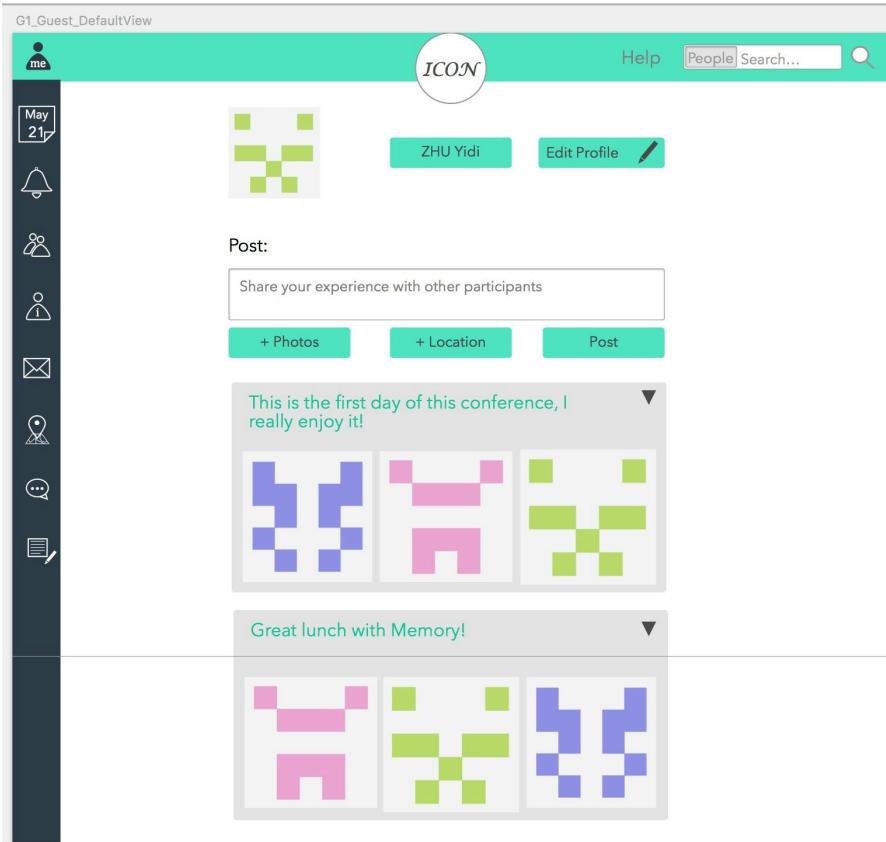


Clicking the icons on the left will expand the main menu and users can click different icons (personal information, timetable, reminders, groups, network, request, location, chat, feedbacks) to take different actions.

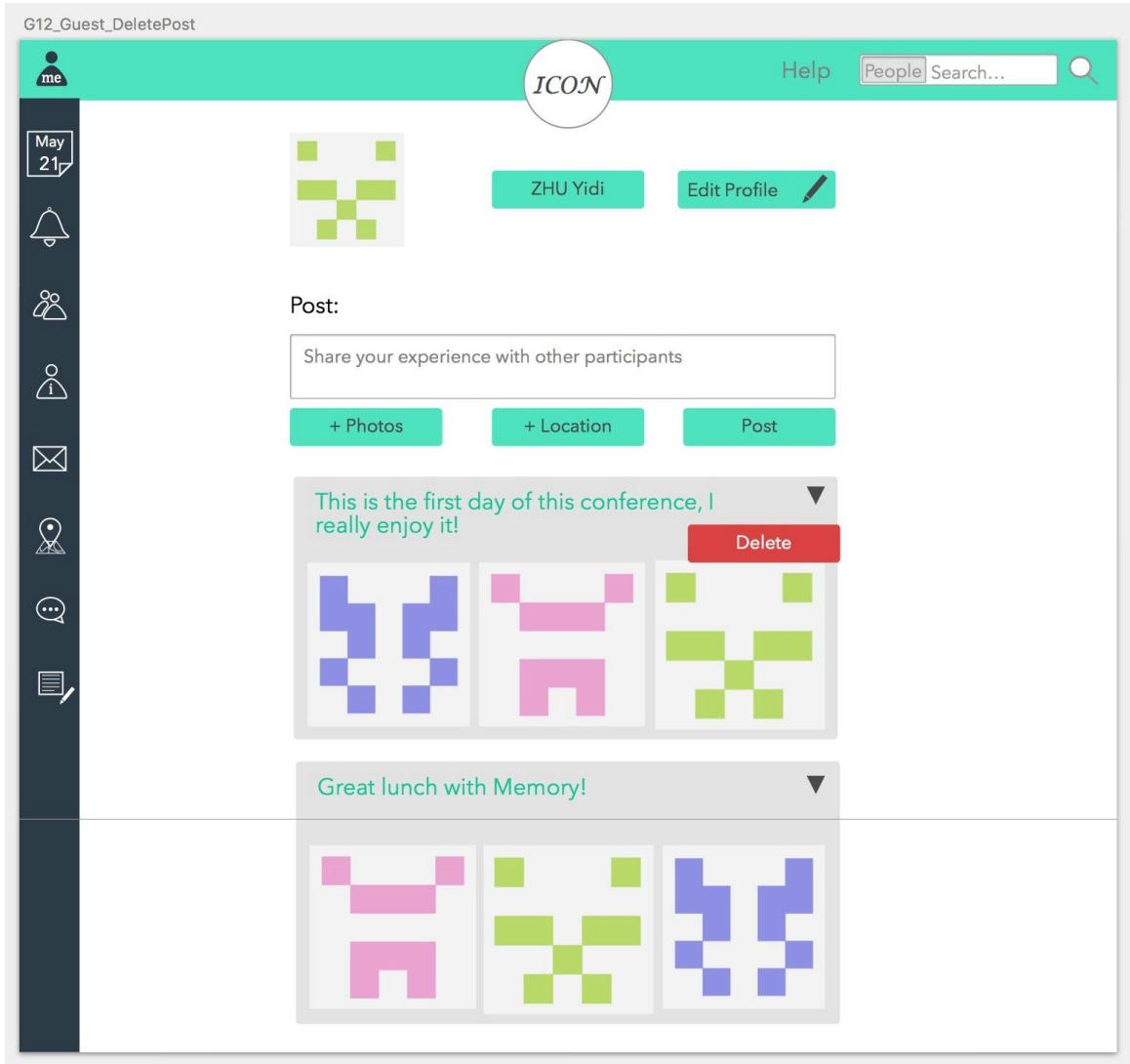


3.3 Personal information (“me”)

By clicking the icon on the top-left corner, the guest will enter the personal information view page. the guest can post a experience together with photos and location and share it with other participants. The shared experience will be shown on this page and other guests can view it.



Clicking the triangle on the top-right corner of an experience can make guest choose to delete the experience or not.



3.3.1 Information editing page

Clicking the “Edit Profile” button will lead the guest to editing page. Guest can change any personal information except guest ID and Group. Before leaving this page, guest need to click “confirm” or “discard”. If not, a window will be showed to ask guest to discard change, confirm change or cancel. After confirming a change, the information page will update the information of the guest.

G2_Guest_EditProfile

Guest ID: A001 (Can't be changed)

Nickname: Andy

Group: A (Can't be changed)

Gender: Male

Country: Select country

Organization: Hong Kong Polytechnic University

Position: Student

Email: zhuyidiwow@gmail.com

Phone: +852 6617 1731

Permanent Location: 1 Hung Lai Road

Current Location: Select location

Biography: Secondary education in China
Degree in HKPU
Learning Web Application Design

Confirm **Discard**

3.4 Timetable

The timetable homepage will show all the event that the guest add by themselves. It allows the user to edit some personal events on the timetable like some personal plan or conference activity through a manual way (“+ Add New”) or an automatic way to add conference in the table (“Browse Conferences”).

G2_Guest_ViewTimetable

Time	Monday 16/05	Tuesday 17/05	Wednesday 18/05	Thursday 19/05	Friday 20/05	Saturday 21/05	Sunday 22/05
08:00 - 09:00							
09:00 - 10:00					Global Tourism @Z209		
10:00 - 11:00			Global Hospitality @VA322				
11:00 - 12:00							
12:00 - 13:00				Launch with Memory @Lawncafe			
13:00 - 14:00							
14:00 - 15:00							

+ Add New Browse Conferences

3.4.1 View detailed information

In the timetable page, if the users have already added some events into it, he/she can click on a specific event inside the table to review the detailed information about a event. And he/she can also edit or delete the detail information. If a guest change the information of a public conference, the editted infromation will be only shown in his timetable, not others.

The screenshot shows a mobile application interface titled "G22_Guest_ViewActivity". At the top, there is a navigation bar with a user icon labeled "me", the word "ICON" in a circular badge, a "Help" link, a "People" search bar, and a magnifying glass icon. On the left, a vertical sidebar contains icons for a bell, people, location, messages, and a calendar showing "May 21". The main content area displays a table with event details:

Name	Hospitality
Date	18/05
Start Time	10:00
End Time	12:00
Description	This is a conference Speakers include
Venue	VA322, HKPU
Map	A map showing the location of VA322 at Hong Kong Polytechnic University (PolyU). The map includes labels for "The Hong Kong Polytechnic University" and "Hong Kong Polytech University Jockey Club".

Below the table, there are two buttons: "Edit" (green) and "Delete" (red).

3.4.2 Add new event

The “+Add new” allow the user to create some events by themselves. They can use this function to manually add a conference into their timetable or edit their personal activities for scheduling.

G21_Guest_UpdateTimetable

Name:

Date: DD/ MM/ YYYY

Start Time: Hour: Minute

End Time: Hour: Minute

Description: Focus of conference, speakers, target participants, etc...

Venue:

Map:

Confirm **Discard**

3.4.3 Browse conference

After clicking the “Browse Conferences” button, the user will enter a new page with listing all the available conference rooms. A little box will be created standing for each conference room, some basic information like topic, time and participants number will be shown on it. The user can also view the detailed information about each conference room by clicking the “View Details” button.

G23_Guest_Browse

Name: Hospitality Start Time: 10:00 End Time: 12:00 Date: 18/ 05 View Details	Name: Hospitality Start Time: 10:00 End Time: 12:00 Date: 18/ 05 View Details	Name: Hospitality Start Time: 10:00 End Time: 12:00 Date: 18/ 05 View Details
Name: Hospitality Start Time: 10:00 End Time: 12:00 Date: 18/ 05 View Details	Name: Hospitality Start Time: 10:00 End Time: 12:00 Date: 18/ 05 View Details	Name: Hospitality Start Time: 10:00 End Time: 12:00 Date: 18/ 05 View Details
Name: Hospitality Start Time: 10:00 End Time: 12:00 Date: 18/ 05 View Details	Name: Hospitality Start Time: 10:00 End Time: 12:00 Date: 18/ 05 View Details	Name: Hospitality Start Time: 10:00 End Time: 12:00 Date: 18/ 05 View Details

The following figure is the detailed page about a conference room. Except the time, some detailed description about what this conference will cover will be shown in the content box so that the guest will have a better idea about what a conference will go through. And the location will be noted as well. If the guest is interested in this conference, he/she can simply click “Add to my calendar” to automatically add this conference to the personal timetable.

G24_Guest_BrowseDetail

ICON

Help People Search...

Name	Hospitality
Date	18/05
Start Time	10:00
End Time	12:00
Description	This is a conference Speakers include
Venue	VA322, HKPU
Map	

Add to my calendar Go Back

3.5 Reminders view page

Clicking “reminders” on main page will lead the guest to the reminders view page. The page shows the subject of every future reminder, a “view details” button can lead guest to a details page.

G3_Guest_ViewReminders

The screenshot shows the ICON application interface. On the left is a vertical sidebar with icons for calendar, bell, people, location, message, and file. At the top center is the word "ICON" in a white circle. To the right are "Help", "People", a search bar, and a magnifying glass icon. A date "May 21" is displayed in a box. Below the date are two buttons: "Future" (dark grey) and "Past" (light green). A section titled "Future Reminders" contains eight rows of reminder details. Each row has a "Subject" column (either teal or dark grey) and a "Reminder" column (either teal or dark grey). "View Details" buttons are in the bottom right of each row. The reminders listed are: "Reminder for Hospitality", "Reminder for Networking Launch", "Reminder for Hospitality", "Reminder for Networking Launch", "Reminder for Hospitality", "Reminder for Networking Launch", "Reminder for Hospitality", and "Reminder for Networking Launch".

Guest can also click the “past” button to view past reminders.

G31_Guest_ViewReminders

The screenshot shows the ICON application interface. The layout is identical to the previous one, with the same sidebar, top bar, and date "May 21". The "Past" button is now highlighted in light green. A section titled "Past Reminders" contains the same eight rows of reminder details as the "Future" view. The reminders are: "Reminder for Hospitality", "Reminder for Networking Launch", "Reminder for Hospitality", "Reminder for Networking Launch", "Reminder for Hospitality", "Reminder for Networking Launch", "Reminder for Hospitality", and "Reminder for Networking Launch".

3.5.1 Reminder details view page

This page can be accessed by clicking “View Details” on the reminders view page. Guest can view the details of a reminder here, including subject, date, start time, end time, description, venue and map of this reminder.

The screenshot shows a reminder detail page with the following information:

Subject	Hospitality
Date	18/ 05
Start Time	10:00
End Time	12:00
Description	This is a conference Speakers include
Venue	VA322, HKPU
Map	

On the left sidebar, there are icons for various features: Calendar (May 21), Bell, People, Mail, Location, Chat, and Document.

3.6 Discussion Groups page

Guest can enter groups page by clicking “Groups” on the main page. In this page, guest can view the discussion groups he has joined and give approval or rejection to other guest who want to join his discussion group.

The screenshot shows a discussion groups page with the following interface elements:

- Top navigation bar with icons for User, Help, People Search, and a magnifying glass.
- Left sidebar with icons for Calendar (May 21), Bell, People, Mail, Location, Chat, and Document.
- Buttons: "Browse Groups" (green) and "Create New Group" (black).
- Group cards (each with "View Details" button):
 - Subject: Tourism Development
Name: Best Manager
Members: 12
Target Group: A
 - Subject: Tourism Development
Name: Best Manager
Members: 12
Target Group: A
 - Subject: Tourism Development
Name: Best Manager
Members: 12
Target Group: A
 - Subject: Tourism Development
Name: Best Manager
Members: 12
Target Group: A
 - Subject: Best manager
Name: Best Manager
Members: 12
Target Group: A
 - Subject: Hello World
Name: Best Manager
Members: 12
Target Group: A
- Approval requests:
 - Bruce apply to join group "Best manager": Approve (green) and Reject (red) buttons.
 - Michael apply to join group "Hello World": Approve (green) and Reject (red) buttons.

3.6.1 Discussion groups browsing

Clicking “Browse Groups” on top-left corner of discussion groups page can lead to discussion groups browsing page.

The screenshot shows a grid of nine discussion group cards. Each card has a dark grey header with white text and a teal footer with white text. The cards are arranged in three rows of three. The first two cards in each row have a teal button labeled "Apply to Join". The third card in each row has a red button labeled "Can't join, click for details". A vertical sidebar on the left contains icons for May 21, a bell, a person, an envelope, a location, a speech bubble, and a document.

Subject	Members	Target Group
Tourism Development	12	A
Recipe Development	4	B
Tourism Development	12	A
Tourism Development	12	A
Tourism Development	12	C
Tourism Development	12	A
Tourism Development	12	A
Tourism Development	12	A

3.6.1.1 Privileged discussion group details page

Clicking “Can’t join, click for details” on the discussion groups browsing page, the guest can view the privileged group (the unchangeable group the guest is in, not the discussion group) and the privilege information.

The screenshot shows a table with two columns: "Subject" and "Hospitality". Below the table, four user profiles are listed with their names and pixelated icons. A message at the bottom states "Privileged to group B". A vertical sidebar on the left contains icons for May 21, a bell, a person, an envelope, a location, a speech bubble, and a document.

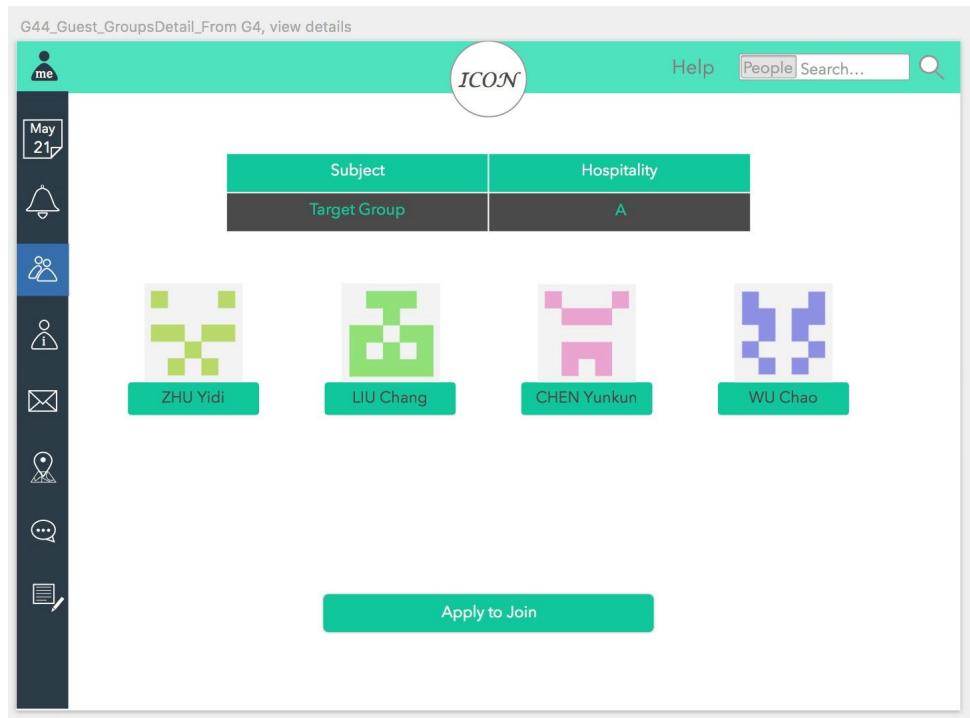
Subject	Hospitality
Target Group	B

ZHU Yidi
LIU Chang
CHEN Yunkun
WU Chao

Privileged to group B

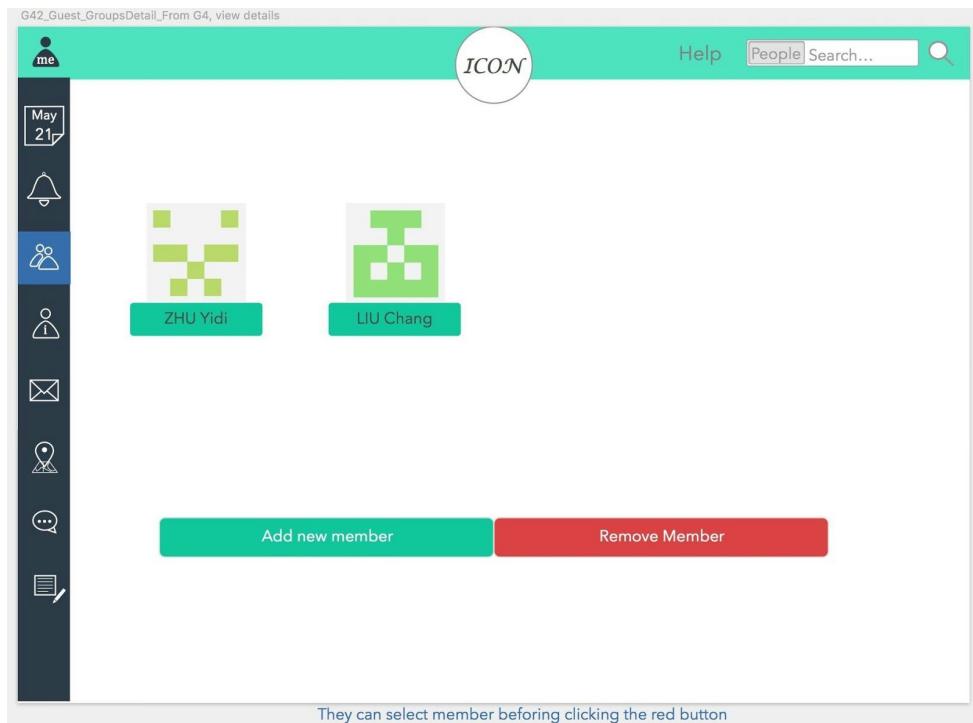
3.6.1.2 Discussion group application page

Clicking “Apply to join” on the discussion groups browsing page, the guest can enter discussion group application page and view the details of this discussion group. Guest can click “Apply to join” to send an application to the creator, which is shown as the first left person in this discussion group to ask for approval.

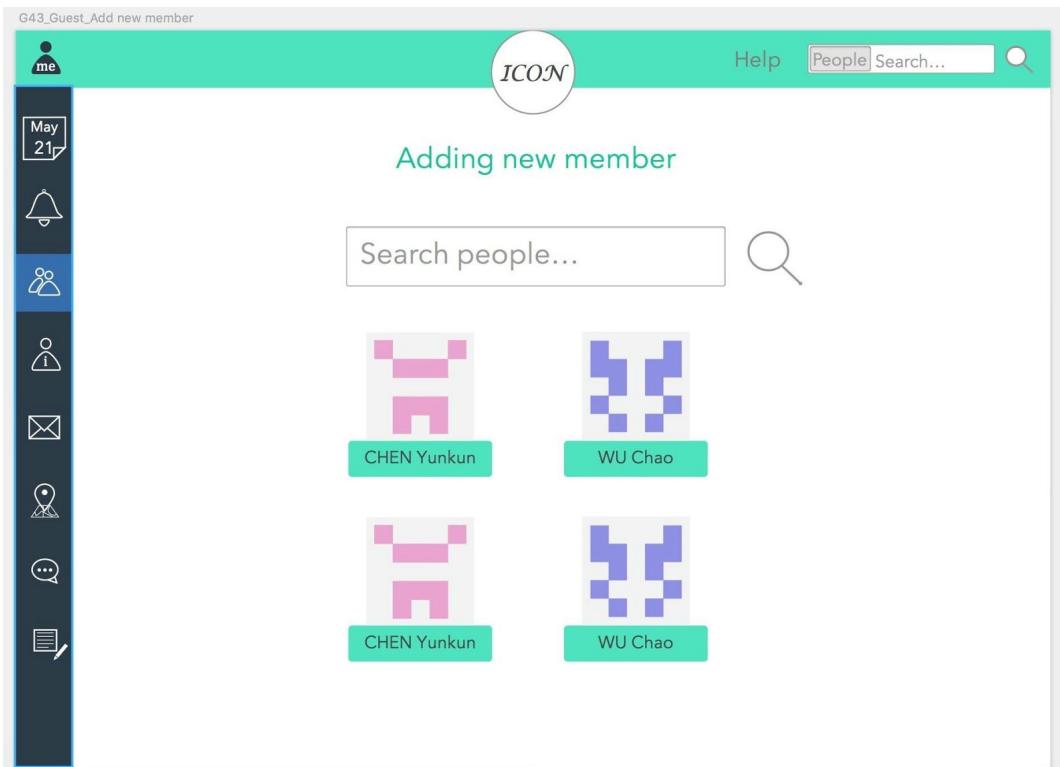


3.6.2 Discussion group details view page

Clicking “View Details” on the discussion groups page can lead to this page.

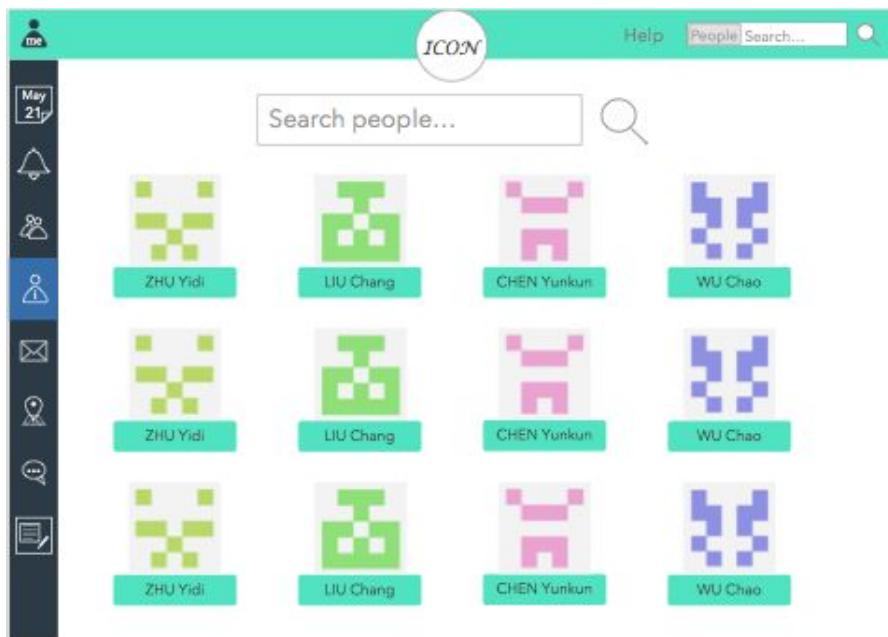


Clicking “Add new member” will go to a member adding page.



3.7 Network

In this subpage, users can view all the participants in this conference and further informations can be access through clicking the personal icon, which will redirect you to a new page that display the information, which some hidden and can be accessed through request.



The ways of contact (with email and phone number included) are set as private. When the user press the “click to Request” button, the request message will sent to the very person, and user can get it if get permission.

The screenshot shows a guest profile page from the ICON system. On the left is a vertical sidebar with icons for notifications, groups, users, messages, location, and a document. The main area has a teal header with 'ICON' and a search bar. A circular profile picture placeholder is shown. Below is a table with guest details:

Guest ID	A0001
Nickname	Andy
Group	A
Gender	Male
Country	China
Organization	Hong Kong Polytechnic University
Position	Student
Email	Click To Request
Phone	Click To Request
Permanent Location	38 Guide Road, Shangqiu, Henan, China
Current Location	Z209
Biography	Secondary education in China Degree in HKPU Learning Web Application Design

3.8 Request

The guest can send requests to the Admin for creating ad-hoc conference activity or review sent requests through the Requests page.

G6_Guest_Request

The screenshot shows a user interface for managing guest requests. On the left is a vertical sidebar with icons for date, notifications, users, messages, location, comments, and files. The top bar includes a user profile icon, the word 'ICON' in a circle, 'Help', a search bar, and a magnifying glass icon. A teal button labeled 'Add New' is at the top center. Below it is a section titled 'Submitted Requests' containing six items, each with a 'Subject' field and a 'View Details' button. The subjects listed are 'Personal Meeting', 'Coffee', 'Personal Meeting', 'Coffee', 'Personal Meeting', and 'Coffee'. The entire interface has a light gray background.

3.8.1 Add new reques

To create a new request, guest need to click the “Add New” button to start a new application form. The user need to describe the detailed information about the request and confirm the information before sending the request.

G63_Guest_New&UpdateRequest

This screenshot shows a detailed application form for a new request. The left sidebar is identical to the previous one. The main area contains fields for 'Subject' (with a placeholder 'Subject'), 'Date' (placeholder 'DD/ MM/ YYYY'), 'Start Time' (placeholder 'Hour: Minute'), 'End Time' (placeholder 'Hour: Minute'), 'Description' (placeholder 'Focus of conference, speakers, target participants, etc...'), and 'Proposed Venue' (placeholder 'Venue'). At the bottom are two buttons: 'Confirm' (in a teal box) and 'Discard'.

3.8.2 Review sent requests

In the requests page, apart from add new request, the requests that are sent by the user will be shown in a table. By clicking “View Details”, the user can view the details about this request and to check the status about this request, whether it is approved by Admin or still in processing. If the status is “pending”, the user can delete the request before the Admin check on it.

G62_Guest_RequestResult

Subject	Personal Meeting
Date	20/ 05
Start Time	17:00
End Time	18:00
Contact Person	Andy
Contact Number	+852 66171731
Contact Email	zhuyidiwow@gmail.com
Proposed Venue	DE401
Status	Approved
Approved Venue	DE401
By	Bruce
Time	23:00, 20/ 05
Comment	We will do our best to support your social connection

[Go Back](#)

G61_Guest_RequestResult

Subject	Personal Meeting
Date	20/ 05
Start Time	17:00
End Time	18:00
Contact Person	Andy
Contact Number	+852 66171731
Contact Email	zhuyidiwow@gmail.com
Proposed Venue	DE401
Status	Pending
Approved Venue	
By	
Time	
Comment	

[Go Back](#) [Delete Request](#)

3.9 Location

The screenshot shows a user interface for managing guest locations. On the left is a vertical sidebar with icons for date (May 21), notifications (bell), people (two people), location (location pin), messaging (speech bubble), and a document (file). The main area has a teal header with 'ICON' in the center, 'Help', a search bar ('People Search...'), and a magnifying glass icon. Below the header, there are two tabs: 'Current Location' and 'Hotel ICON'. A dropdown menu labeled 'Select country' is open. To the right of the dropdown is a green button labeled 'Change Location' with a pencil icon. The main content area is titled 'People Nearby' and displays eight participant profiles arranged in a 2x4 grid. Each profile consists of a small square icon with a pixelated pattern (e.g., green, pink, purple) and the name below it in a teal box. The names are repeated twice in each row: ZHU Yidi, LIU Chang, CHEN Yunkun, and WU Chao.

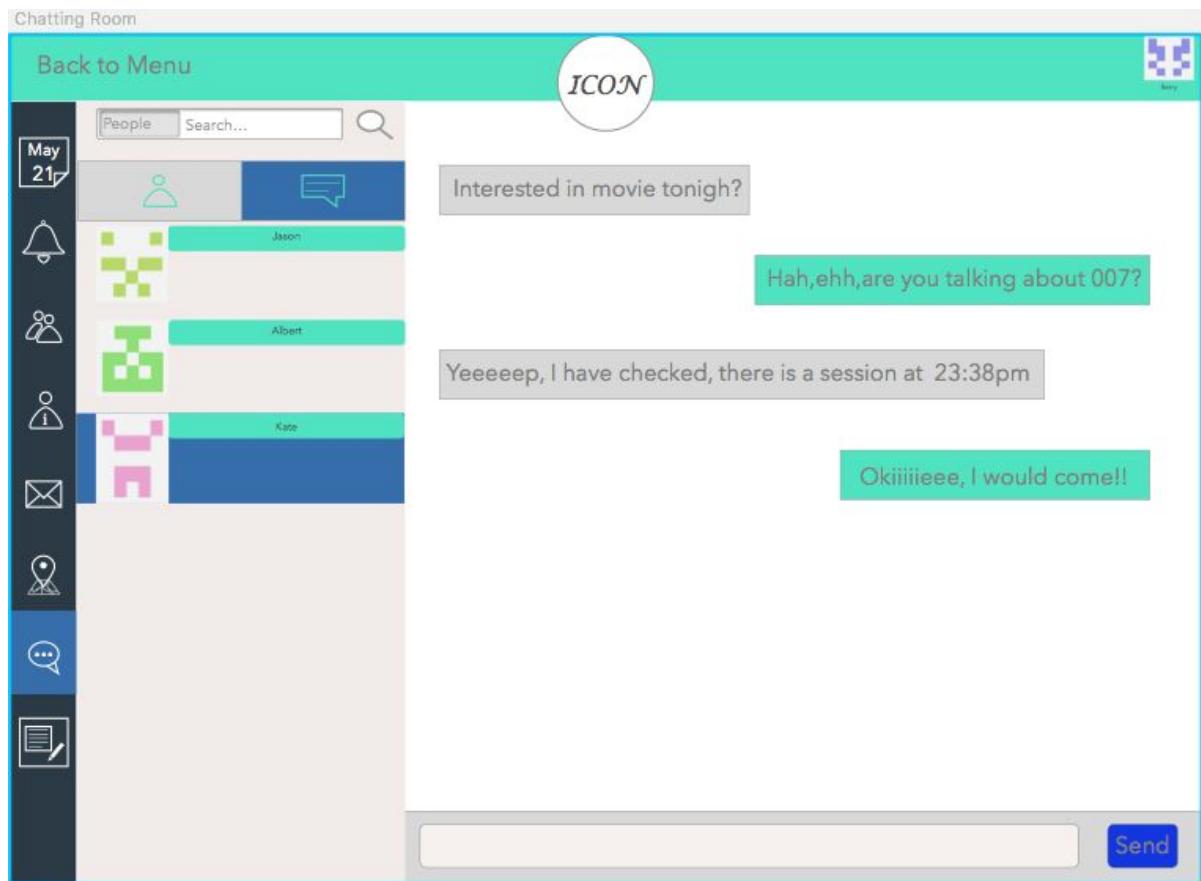
People Nearby			
ZHU Yidi	LIU Chang	CHEN Yunkun	WU Chao
ZHU Yidi	LIU Chang	CHEN Yunkun	WU Chao

There is only one page for this location. In this page, users can change their location by selecting from several given location. This locating method is available because the location of participants will be restricted to several places. For example, foyer of hotel ICON, main campus of PolyU, Lawn Cafe, etc.

After selecting location, the user will be able to see other participants who are in the same place. The user can view detail information of other participants by clicking their profile photo or name. And then they will be directed to 3.7: Network page.

3.10 Chat

In the Chat System, any user can view the contact person of all the 250 guests. The user can start a conversation with another person or form a forum group with more people. And the chat log wil be stored unless the user delete them in person.



3.11 Feedback

Through the feedback page, user is able to review the feedback they made before, and the button in the upright position allows user to post new feedbacks.

Rating	Abstract
5	It is very grateful that you
5	It is very grateful that you
5	It is very grateful that you
5	It is very grateful that you
5	It is very grateful that you

The picture below is the interface when the new rating is clicked, and user can write their feed as shown before and they can choose whether to submit their personal information.

The image shows a user interface for submitting feedback. At the top, there is a green header bar with a user icon, the word "ICON", a "Help" link, a "People" link, a search bar, and a magnifying glass icon. On the left, a vertical sidebar contains icons for a calendar (labeled "May 21"), a bell, a person, an envelope, a location pin, and a speech bubble. The main area is titled "FEEDBACK". It includes fields for "SUBJECT :" (a text input box), "RATING :" (a dropdown menu set to "Rating this event ▾"), and "DESCRIPTION :" (a large text area). Below these fields is a checkbox labeled "Tick to submit personal information (optional)" with a checked status. At the bottom are two buttons: "Confirm" and "Discard".