



Fall 2024
CS319

"Information Office System"
Project Final Report

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1. Introduction

We are happy to provide a ready-to-use product with this report in our project that we started on behalf of the Information Center and achieved concrete results. We believe that we have reached a project output that will achieve good results on behalf of our valuable instructors and all the members of the Information Center and all our student friends working in this community. We have tried to include most of the features that the Information Center members want on our site.

Our application "IOS", which we have created as a result of long efforts as a team, has a design that is as easy to use and focused on results as possible. In our project, which has adopted the main mission of bringing together the entire Information Center ecosystem, all actions that all users can take have been taken into consideration and it has been aimed to complete this process as quickly and with minimal effort.

Considering the information that a hierarchical data pool that started with coordinators and directors should be accessed, the structure of the general application was preserved and it was aimed to use the necessary information where necessary and to minimize unnecessary information crowd. Considering that the program will be used frequently by the main guides and advisors, it was envisaged that the interactions on this side would be completed and continued as quickly as possible. In addition to the Information Center members, a very simple and easy-to-use interface was tried to be built for the guest users who will use the system from outside, and this effort was also supported by allowing the guest users (Counselors-individual students) to make the desired comments for Information Center members in the feedback forms.

Our project is mainly focused on tours and fair requests created by guest users, and it was created to support all necessary interactions around these two basic elements. Considering that guest users will be used separately by both counselors as representatives of high schools and individual students who want to tour the campus and get to know the school, the necessary elements were carefully placed. At the same time, it was designed in a way that all high schools across the country will want to see University Fairs in order to get to know our university in their schools, so that they can create requests through the system. The dynamics of all the activities listed, the different problems they may create and their solutions were considered and tried to be integrated into our site. Considering

that the guides on the system can change constantly and the needs and participation processes of these guides are also dynamic, most of the tables and similar collective elements on the site were designed to keep up with the changes and to be able to see the applied changes instantly.

Considering that this project was carried out for a semester and that the site created included technologies that were not previously used by the group members, some integrations that were intended to be made and some features that were intended to be added were interrupted. At the end of the day, we believe that we did a good job and we are excited to deliver the "IOS" system to you.

2. Project Experience

Our group was made up of five committed members. We all worked hard throughout the entire process. Each individual dedicated their best efforts for the success of the project. We faced many challenges, the languages felt foreign, the scale of the project felt overwhelming, and failures felt frustrating, but we tried our best to maintain a steady progress.

The most important part for our group's productivity was communication. So we made sure to have regular face-to-face meetings, and when that wasn't plausible, online sessions. These meetings were crucial for our consistent communication and collaboration. We formulated our approach to handling different tasks, dividing the workload to complement each member's strengths. One of our first tasks was to make diagrams for our system. We discussed and splitted the diagrams in the most convenient way for each member. We also collaborated on two of the diagrams: Use Case Diagram and Class Diagram, as they were larger scale diagrams that concerned a larger portion of our program and required more attention. Workload was shared once more, during implementation: We had two members assigned to frontend development and three members focused on backend development. Despite this division the two groups did not hesitate to help each other whenever they could, which accelerated the development process, and induced high quality results.

This term has been one of the busiest periods for all five of us as this project demanded a significant amount of time and energy. We initially had a smooth start with the diagrams, and setting up our github repository, however as time went on the diagrams got more complicated. We still managed to deliver complete diagrams but for the 1st iteration of the Class diagram three members of the group fell ill. With only two members available, Class diagram was lackluster, and by the time it was the deadline for the final version of the class diagram, we didn't have much to work off of and ended up with a diagram that is not quite compatible with the final design of our project. Another issue was the lack of planning-ahead regarding the implementation period. We failed to set proper timetables to start working on the code and had a hard time managing this process.

We needed to speed up this process which lowered the quality of our code and caused excessive stress for all members.

Despite the challenges, we learned valuable lessons working on this project as a group. We familiarized ourselves with the collaborative dynamics of a group environment. The group dynamic demanded consistent and effective communication and collaboration, while the project itself demanded thorough planning and problem solving under pressure. We learned the importance of each of these exercises as well as supporting one another. Pushing through the obstacles together we gained a deeper understanding of what it means to be part of a group, and the importance of the responsibilities that come with it. While we had our ups and downs, the dedication of every member helped us deliver a functional and meaningful product. This has been a very beneficial experience for all members moving forward, equipping us with skills of a professional software engineer.

3. User Interactions Guide

3.1 Login operations

3.1.a Login Page Through SRS

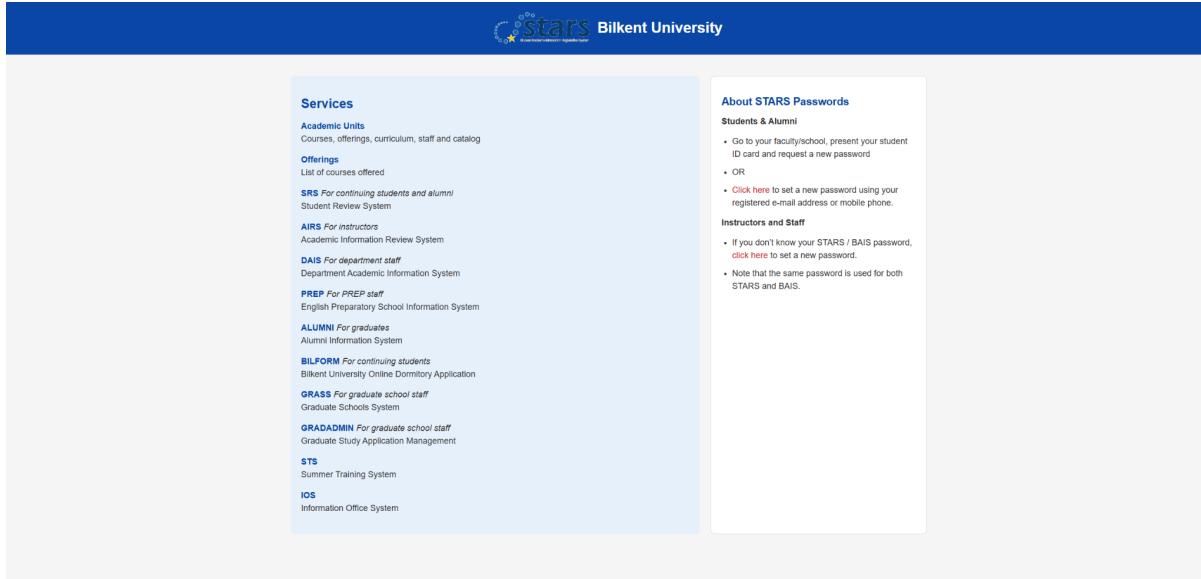


Image 1

We found it appropriate to benefit from the STARS ecosystem that Bilkent uses when first logging into the site. The user will be able to access the system's login page by selecting "IOS" from the options belonging to the STARS interface when first logging in. The user's login details and passwords, as well as the login button that guest users can access, will be located on the continuation of this page. It was decided that the first encounter would be in this way, considering that it would be useful for users familiar with the Bilkent interface and the ease of access to information in terms of developing the system in the future.

3.1.b Login - Information Office Registration System

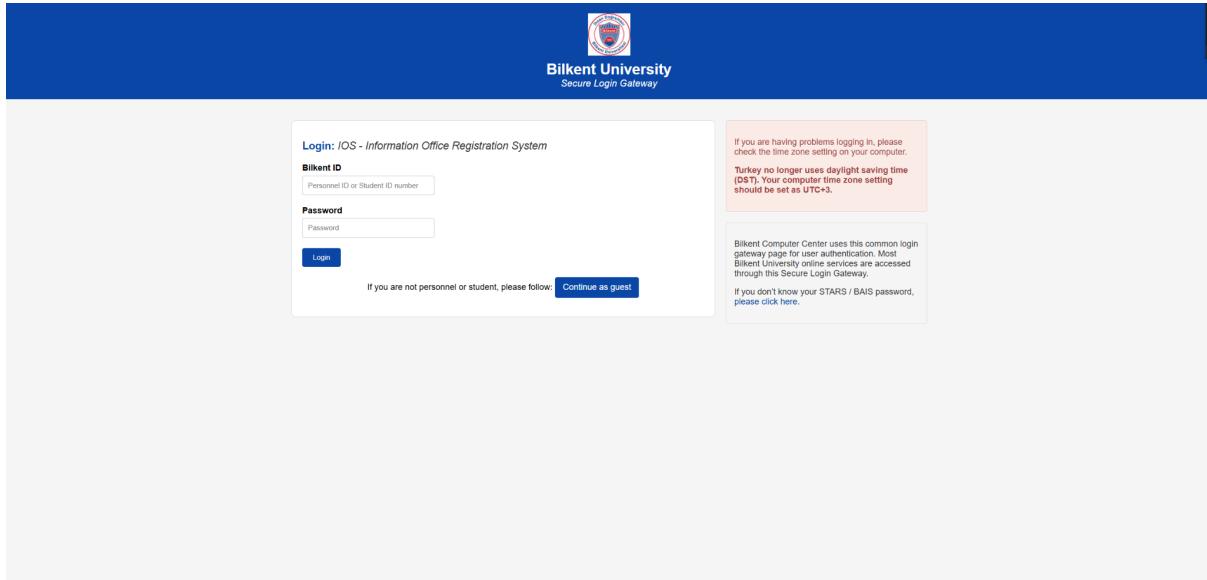


Image 2

The interface includes the actual login dynamics of the site; It was designed so that coordinators, directors, promo coordinators, advisors and guides can easily log in using their STARS IDs and passwords, considering that they are part of Bilkent's ready ecosystem. A separate guest login button has also been integrated on this page for users who will access our site from outside.

3.2 Guest User Operations

3.2.a Guest Dashboard - HomePage

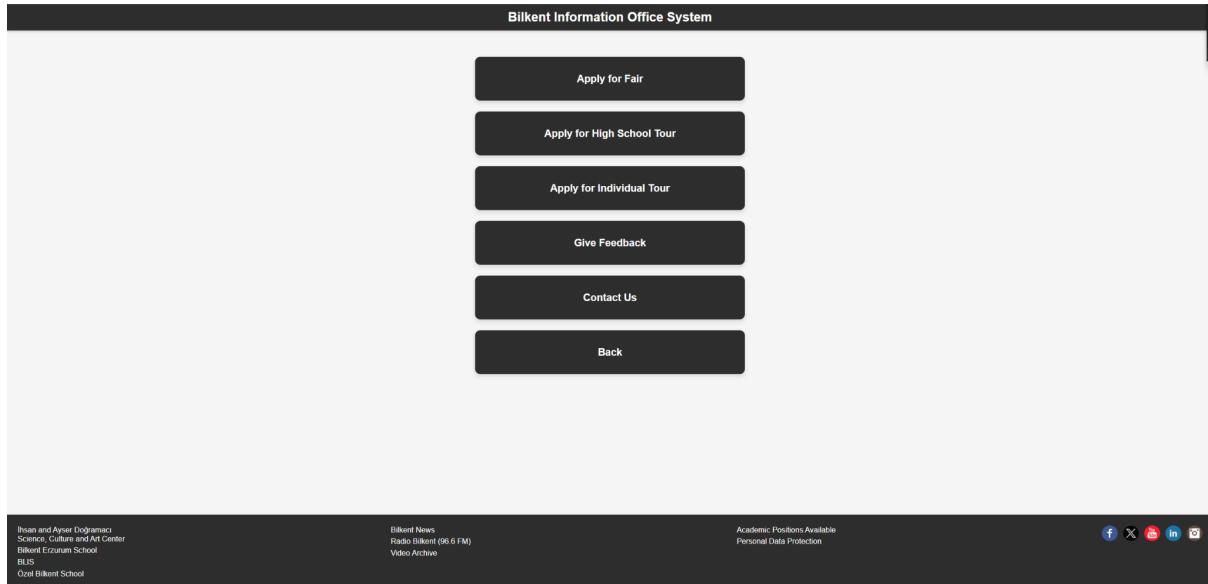


Image 3

The dashboard, which is the first page that guest users (counselors and individual students) encounter, contains minimalist buttons that show the user the actions they can take. At the same time, useful links and communication options that our university site has are located under this page and the other guest pages.

3.2.b Guest User - Apply For Fair

The screenshot shows the Bilkent Information Office System's homepage on the left, featuring a dark theme with white text and a sidebar with links like 'Home', 'Apply for Fair' (which is highlighted in blue), 'Apply for HS Tour', 'Apply for Ind. Tour', 'Give Feedback', and 'Contact Us'. To the right is a modal window titled 'Apply for University Fair'. It contains fields for 'Name-Surname' (John Doe), 'Contact E-mail' (johndoe@example.com), 'City' (a dropdown menu showing 'Choose a City'), 'High School Name' (a dropdown menu showing 'Select a City First'), and an 'Additional Notes' text area (with placeholder text 'Add any additional information here.'). A blue 'Submit' button is at the bottom.

Image 4

This screenshot is identical to Image 4, showing the 'Apply for Fair' page. The only difference is the background color of the main content area, which appears to be a lighter shade of gray or white compared to Image 4.

Image 5

In the visuals, there is an "apply fair" section that high schools will use to see our university in their schools and get information. On this page, authorized counselors of high schools can apply by providing the necessary contact information to the system and, if necessary, they can diversify their applications with additional notes. In addition, applications were designed in a way that they could not be made within the next two weeks, and it was aimed to minimize problems such as transportation, team arrangements, etc. On this page and also on other pages where more than one option must be selected, filtering-based options will be shown to the user and usage will be facilitated.

3.2.c Guest User - Apply For High School Tour

The screenshot shows a web application interface for applying to a high school tour. On the left is a dark sidebar menu with the following items: Home, Apply for Fair, **Apply for HS Tour** (which is highlighted), Apply for Ind. Tour, Give Feedback, and Contact Us. The main content area is titled "Apply High School Tour". It contains several input fields: Name-Surname (John Doe), Capacity (max 180) (50), City (Choose City), High School (Choose High School), Contact Phone (0123 456 78 90), Contact Email (john.doe@example.com), and Additional Notes (Requires wheelchair if possible). Below these is a "Select Tour Date" field showing "EE - aa - yyyy" and a "Select Time Slot" field with four options: 8:30-10:30, 10:30-12:30, 13:30-15:30, and 16:30-17:30. A blue "Submit" button is at the bottom.

Image 6

This screenshot shows the same "Apply High School Tour" form, but with different data entered. The Name-Surname field now contains "Kerem Doe", the Capacity field contains "72", the City field contains "Ankara", the High School field contains "Ankara Pusaklar Fen Lisesi", and the Contact Phone field contains "0123456789". The Additional Notes field remains the same. The tour date is set to "13.02.2025" and the time slot is set to "10:30-12:30". The "Submit" button is visible at the bottom.

Image 7

On this page, authorized users of the high school can apply to visit our school. Counselor name, school capacity, city where the school is located and school name, as well as the date and time they want to visit, can be selected from the same screen. Most of the information on this page is designed in a way that the site will not approve the upload of the application form without receiving it. The capacity of those who will visit the school on the tour is designed to be matched with a guide for each of 60 and multiples.

3.2.d Guest User - Apply For Individual Tour

The screenshot shows a web page titled 'Bilkent Information Office System'. On the left, there is a vertical sidebar with links: Home, Apply for Fair, Apply for HS Tour, Apply for Ind. Tour (which is highlighted in grey), Give Feedback, and Contact Us. The main content area is titled 'Apply Individual Tour'. It contains the following fields:

- Name-Surname: John Doe
- City: Choose City (dropdown menu)
- High School: Choose High School (dropdown menu)
- Contact Phone: 0123 456 78 90
- Contact e-mail: johndoe@example.com
- Major of interest: I am interested in Computer Science and technology.
- Additional notes: Requires a guide who knows sign language if possible.
- Tour Date: dd.mm.yyyy (input field)

A blue 'Submit' button is located at the bottom right of the form.

Image 8

In addition to high school campus tours, this page can be accessed by individual students who want to visit the school, and the protocols followed during high school tours are used.

3.2.e Guest User - Apply For Individual Tour

The screenshot shows a web page titled 'Bilkent Information Office System'. On the left, there is a vertical sidebar with links: Home, Apply for Fair, Apply for HS Tour, Apply for Ind. Tour (which is highlighted in grey), Give Feedback, and Contact Us. The main content area is titled 'Give Feedback'. It contains the following fields:

- Name-Surname: John Doe
- City: Select City (dropdown menu)
- High School: Select High School (dropdown menu)
- Tour Type:
 - High School
 - Individual
- Tour Date: dd.mm.yyyy (input field)
- Feedback:
share your feedback here...

A blue 'Submit' button is located at the bottom right of the form.

Image 9

This page, where tours are selected and necessary feedback is received, records the times when guest users visit our school and how satisfied they are with this activity. At the same time, users' ideas on what we should change or improve are requested.

3.2.f Guest User - Contact Us

The screenshot shows a dark-themed web interface for the Bilkent Information Office System. On the left, a sidebar lists navigation links: Home, Apply for Fair, Apply for HS Tour, Apply for Ind. Tour, Give Feedback, and Contact Us. The 'Contact Us' link is highlighted with a dark background and white text. The main content area is titled 'Contact Us' and contains a section titled 'Our Advisors'. It lists five advisors with their names, titles ('Advisor'), emails, and phone numbers:

Name	Title	Email	Phone
Ahmet Yavuzhan Er	Advisor	ahmet.er@bilkent.edu.tr	0123 456 78 90
Ali Yıldırım	Advisor	ali.yildirim@bilkent.edu.tr	0111 222 33 44
Berker Kara	Advisor	berker.kara@bilkent.edu.tr	0333 444 55 66
Sıla Yılmaz	Advisor	sila.yilmaz@bilkent.edu.tr	0444 555 66 77
Zeynep Dursun	Advisor	zeynep.dursun@bilkent.edu.tr	0655 666 77 88

Image 10

This page lists the contact numbers and communication channels that guest users can reach when necessary.

3.3 Guide Operations

3.3.a Guide Dashboard - Home Page

The screenshot shows the Bilkent Information Office System Guide Dashboard. On the left, there is a sidebar with navigation links: Dashboard, Tours, Fairs, and Responsible Advisors. A red "Logout" button is at the bottom of the sidebar. The main content area has a header "Welcome Back, Kemal Çakır" and a user icon. Below the header is a "Schedule Calendar" for "Aralık 2024". The calendar grid shows dates from December 25 to January 30, 2024. Some specific dates like December 21, 22, and January 18, 19, 20, 21, 22 are highlighted in blue or yellow. To the right of the calendar is a "Daily Schedule" section which currently displays "No schedule available for this day."

Image 11

This screenshot is similar to Image 11 but includes event details in the Daily Schedule section. The "Daily Schedule" table now lists two events: "İzmir Fen Lisesi Campus Tour" scheduled for 8:30-9:30 and "Meeting with Advisors" scheduled for 9:30-10:30.

Time Interval	Event
8:30-9:30	İzmir Fen Lisesi Campus Tour
9:30-10:30	Meeting with Advisors

Image 12

This homepage, which can be accessed by guides registered with the IOS system, includes an event calendar for guide use and an area showing the events that will take place during the day. You can return to this page from all connected pages via the Dashboard button. At the same time, when you click on the interactive guide name located on the top right, events such as logging out of the system and accessing system settings are managed. Guides can connect to the pages where they will apply for tours and university fairs through this homepage and access the page where they can view which advisors are responsible for which days of the week.

3.3.b Guide - Apply for Tour

The screenshot shows the Bilkent Information Office System interface. On the left, a sidebar menu includes 'Dashboard', 'Tours' (selected), 'Fairs', and 'Responsible Advisors'. A red 'Logout' button is at the bottom. The main area is titled 'Tour Details' and lists four tours:

DATE	TIME	HIGH SCHOOL	COUNSELOR	CONTACT INFO	STUDENT COUNT	ATTENDEES
21-12-2024	8.30-12.30	Ankara Fen Lisesi	Türkan Meşe	123 456 78 91 turkan@example.com	50	• İdil
23-12-2024	9.00-13.00	Istanbul Erkek Lisesi	Mehmet Bozkır	N/A mehmet@example.com	75	• All • Kemal Çakır
23-01-2025	9.00-13.00	Atatürk Anadolu Lisesi	Anshuman Mullick	N/A anshu@example.com	75	• All
23-01-2025	9.00-13.00	Atatürk Anadolu Lisesi	Mehmet Giobblus	N/A memettu@example.com	75	• All

Each tour row has a 'Remove Yourself' or 'Add Yourself' button.

Image 13

On this page where tour applications are received, guides can view the tours that have entered the system and access their specific details. On this page, guides will simply click on the buttons to register themselves for the tour. Past dates marked red.

3.3.c Guide - Apply for Fair

The screenshot shows the Bilkent Information Office System interface. On the left, there is a sidebar with navigation links: Dashboard, Tours, Fairs, and Responsible Advisors. At the bottom of the sidebar is a red 'Logout' button. The main content area is titled 'Fair Details' and contains a table with the following data:

HIGH SCHOOL	CITY	DATE	TIME	ATTENDEES
Izmir Fen Lisesi	Izmir	18-12-2024	12:30	+ 1dil
Ankara Gazi Lisesi	Ankara	18-12-2024	10:00	
Istanbul High School	Istanbul	19-12-2024	14:00	
Istanbul High School	Istanbul	01-01-2025	14:00	<button>Add Yourself</button>
Istanbul High School	Istanbul	01-01-2024	14:00	
Istanbul High School	Istanbul	28-12-2024	14:00	<button>Add Yourself</button>

Image 14

On this page where university fair applications will be made, all fair applications are listed and guides can apply to the events they are suitable for and want to participate in. In applications made here, the site does not accept 2 separate applications for events taking place on the same day and gives a warning. Past dates marked red.

3.3.d Guide - Responsible Advisors

The screenshot shows a sidebar menu on the left with options: Dashboard, Tours, Fairs, and Responsible Advisors. The Responsible Advisors option is selected and highlighted in blue. The main content area is titled "Responsible Advisors". It features a table with three columns: "WEEKDAY", "ADVISOR NAME", and "CONTACT INFO". The data is as follows:

WEEKDAY	ADVISOR NAME	CONTACT INFO
Monday	Ahmet Yavuzhan Er	123 456 78 90
Tuesday	John Doe	123 456 78 90
Wednesday	Zeynep Dörməz	123 456 78 90
Thursday	Kemal Çakır	123 456 78 90
Friday	Berker Karakas	123 456 78 90
Saturday	Selma Yılmaz	123 456 78 90
Sunday	Zeynep Dursun	123 456 78 90

A small profile icon and the name "Kemal Çakır" are visible in the top right corner of the main content area.

Image 15

Guides can access the information and contact numbers of the responsible IOS officials for each day of the week from a single page.

3.3.e Guide - Settings

The screenshot shows a "Settings" page. At the top, there is a placeholder for a "Profile Picture" with a black circular icon. Below it, a green button says "Dosya Seç" (File Select). To the right, there is a "Change Email" button. Further down, there are fields for "Student ID" (12345678), "Email ID" (user@example.com), "Phone Number" (1234567891), and "Password" (*****). Each of these fields has a corresponding "Change [Field]" button to its right. In the bottom right corner of the settings box, there is a "Back" button.

Image 16

From the settings page, guides can change their email, phone, password, and add/edit their profile photos to the system.

3.4 Advisor Operations

3.4.a Advisor Dashboard - HomePage

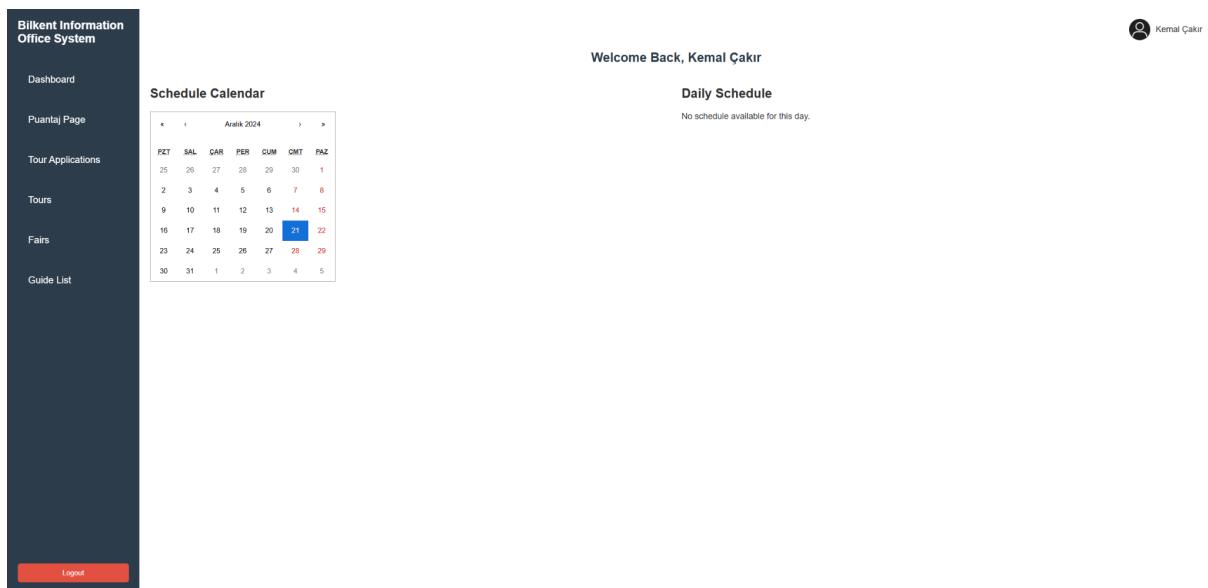


Image 17

This homepage, which is the first page that advisors encounter, has attempted to provide access to all the features they would want to access. They can access the "puantaj page", where the data obtained from the tours they have participated in is listed, the "tours" page, where the tours they are responsible for are listed, and the "tour applications" page, where they can view and accept/reject the tour requests for the day.

they are responsible for, via this homepage. They can also access the "guide list" tab, where they can find guides and their contact information, via this dashboard. Finally, they can view approved high school visits and their details via the "fairs" tab. The settings and exit options work as specified in the "guide operations 3.3.e" section.

3.4.b Advisor - View Puantaj Page

Puantaj Page				
GUIDE NAME	TOTAL TOUR HOURS	TOTAL FAIR HOURS	TOTAL HOURS	PROCESSED PAYROLL (\$)
Ahmet Yavuzhan Er	17	0	17	2550 \$
John Doe	24	0	24	3600 \$
Zeynep Dönmez	67	7	74	11800 \$
Ali Yıldırım	45	0	45	6750 \$
Berker Kara	0	0	0	0 \$
Sıla Yılmaz	8	24	32	7200 \$

Image 18

The "Puantaj Page" page is where advisors can view the score distributions and payments of guides within IOS. Payments are calculated automatically based on the per-hour fees specified for tours and fairs.

3.4.c Advisor - Tour Applications

The screenshot shows a web-based application interface for managing tour applications. On the left, a dark sidebar lists navigation options: Dashboard, Puanlaj Page, Tour Applications (selected), Tours, Fairs, and Guide List. A red "Logout" button is at the bottom of the sidebar. The main content area has a header "Welcome Back, Kemal Çakır" and a sub-header "High School Applications". Below is a table with two rows of data:

DATE	DAY	TIME	HIGH SCHOOL	COUNSELOR	CONTACT	STUDENT COUNT	STATUS
2024-12-13	Friday	13:30-15:30	Ankara Fen Lisesi	patal	0123 456 01 01, hakan.karakoc@ug.bilkent.edu.tr	2	Pending
2025-01-23	Thursday	13:30-15:30	Prof. Dr. Aziz Sancar Fen Lisesi	ktdas@hfd	0123456789, kgd@hfd.com	50	Pending

For each row, there are three buttons: "Accept" (green), "Reject" (red), and "View Notes" (blue).

Image 19

This page lists the applications received for the day that advisors are responsible for, and includes the date, time, day of the application, school information, personal information of the responsible school representative, and communication channels. The status of the application is also indicated in a separate column. Incoming applications are initially displayed as "pending", and the status changes depending on the scenarios in which the advisor accepts or rejects them. Past dates marked red.

3.4.d Advisor - Tours

The screenshot shows a web-based application interface for tour management. On the left, a sidebar menu lists 'Bilkent Information Office System' with options like 'Dashboard', 'Puanlaç Page', 'Tour Applications', 'Tours' (which is selected), 'Fairs', and 'Guide List'. A red 'Logout' button is at the bottom of the sidebar. The main content area has a header 'Tour Details' and a subtitle 'Your Assigned Day: Friday'. Below this is a table with the following data:

DATE	TIME	HIGH SCHOOL	COUNSELOR	CONTACT	STUDENT COUNT	ASSIGNED GUIDES
2025-01-10	10:30-12:30	Ankara Fen Lisesi	Hakan	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	32	1 more guides needed
2025-01-10	01:30-03:30	Ankara Prensler Fen Lisesi	Irfan Hakan	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	123	3 more guides needed
2024-12-13	13:30-15:30	Ankara Fen Lisesi	YAVUZ	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	2	1 more guides needed
2025-01-03	13:30-15:30	Ankara Fen Lisesi	turker	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	2	1 more guides needed

Image 20

Generally accepted tours are included on this page. Details of the tours are stated in separate columns and the days the advisors are responsible for are additional information at the top of the table. Also, accepted tours can be removed again via this page. Past dates marked red.

3.4.e Advisor - Fairs

The screenshot shows the 'Fair Details' section of the Bilkent Information Office System. At the top right, there is a user profile icon for 'Kemal Çakır'. Below the header, a note states: 'Note: You can only add or remove yourself as an attendee before 7 days of the fair.' A table titled 'Fair Details' lists three events:

HIGH SCHOOL	CITY	DATE	TIME	ATTENDEES
Izmir Fen Lisesi	Izmir	2024-12-18	12:30	• Kemal Çakır
Ankara Gazi Lisesi	Ankara	2024-12-30	10:00	<button>Add</button>
Istanbul High School	Istanbul	2024-12-28	14:00	<button>Add</button>

A vertical sidebar on the left contains navigation links: 'Bilkent Information Office System', 'Dashboard', 'Puanlı Page', 'Tour Applications', 'Tours', 'Fairs', and 'Guide List'. At the bottom of the sidebar is a red 'Logout' button.

Image 20

On this page where the fairs that will be organized for schools and accepted are displayed, advisors can add or remove themselves from these fairs if they wish. Past dates marked red.

3.4.f Advisor - Guide List

The screenshot shows the 'Guide List' page of the Bilkent Information Office System. On the left is a dark sidebar with a white header 'Bilkent Information Office System' and a list of navigation items: Dashboard, Puanıaj Page, Tour Applications, Tours, Fairs, and Guide List. At the bottom of the sidebar is a red 'Logout' button. The main content area has a title 'Guide List' and a table with two columns: 'NAME' and 'CONTACT INFO'. The table contains four rows of data:

NAME	CONTACT INFO
John Doe	123-456-7890 johndoe@example.com
Jane Smith	987-654-3210 janessmith@example.com
Turker Koken	987-654-3210 janessmith@example.com
İdil Smith	987-654-3210 janessmith@example.com

Image 21

The page where advisors can view guides looks like this.

3.4.g Advisor - Settings

The screenshot shows the 'Settings' page of the Bilkent Information Office System. It features a large central box with a title 'Settings' and a placeholder 'Profile Picture:' above a black circular icon. Below the icon is a green button labeled 'Dünya Sevi' [World Level] and 'Dünya seviyemde' [At world level]. The page displays several user details and edit buttons:

Student ID: 12345678	Change Email
Email ID: user@example.com	Change Phone
Phone Number: 1234567891	Change Password
Password: *****	

A blue 'Back' button is located at the bottom right of the central box.

Image 22

From the settings page, advisors can change their email, phone, password, and add/edit their profile photos to the system.

3.5 Coordinator Operations

3.5.a Coordinator Dashboard - HomePage

The screenshot shows the homepage of the Bilkent Information Office System for coordinators. On the left, a dark sidebar lists navigation options: Dashboard, High School Database, Puanlı Page, Fair Applications, Tours, Advisor List, Guide List, and View Feedbacks. A red "Logout" button is at the bottom of the sidebar. The main content area has a header "Welcome Back, Boray Güvenç" and a "Schedule Calendar" section for December 2024. The calendar grid shows days from 25 to 31, with December 23 highlighted in blue. To the right of the calendar is a "Daily Schedule" section stating "No schedule available for this day." A small user icon and name "Boray Güvenç" are in the top right corner.

Image 23

On the homepage of the coordinators, a panel that lists the events such as an event calendar and tour/fair/events that will take place on the selected days, welcomes the user. Through this homepage, the coordinator can access and edit the database containing the information of the high schools, the table that lists the scores and hours worked by the guides and the fees to be paid accordingly. At the same time, unlike advisors, the evaluation (accept/decline) of the fair applications, which are the responsibilities of the coordinators, can also be accessed through this homepage. Also, the tab where the distribution of advisors by day can be viewed and the table where all guides in the system are located can be accessed via the homepage. Finally, there is also a page where feedback from completed tours/fairs can be viewed.

3.5.b Coordinator - HighSchool Database

Bilkent Information Office System

High School Database

Add High School

Search by high school name...

Filter by City: ALL

HIGH SCHOOL NAME	PRIORITY SCORE	CITY	APPLIED BEFORE
Ankara Fen Lisesi	99.17	ANKARA	No
Izmir Fen Lisesi	98.54	İZMİR	No
Atatürk Lisesi	97.4	İZMİR	No
Tofaş Fen Lisesi	97.27	BURSA	No
Adana Fen Lisesi	96.39	ADANA	No
Ankara Pursaklar Fen Lisesi	96.18	ANKARA	No
Osman Ulubay Kayseri Fen Lisesi	95.42	KAYSERİ	No
Prof. Dr. Aziz Sancar Fen Lisesi	93.92	ANKARA	No
Yusuf Ziya Öner Fen Lisesi	93.77	ANTALYA	No
Nilüfer Borsa İstanbul Fen Lisesi	93.12	BURSA	No
Eyüp Aygar Fen Lisesi	92.19	MERSİN	No

Logout

Image 24

Bilkent Information Office System

High School Database

Add High School

Search by high school name...

Filter by City: ALL

HIGH SCHOOL NAME	PRIORITY SCORE	CITY	APPLIED BEFORE
Ankara Fen Lisesi	99.17	ANKARA	No
Izmir Fen Lisesi	98.54	İZMİR	No
Atatürk Lisesi	97.4	İZMİR	No
Tofaş Fen Lisesi	97.27	BURSA	No
Adana Fen Lisesi	96.39	ADANA	No
Ankara Pursaklar Fen Lisesi	96.18	ANKARA	No
Osman Ulubay Kayseri Fen Lisesi	95.42	KAYSERİ	No
Prof. Dr. Aziz Sancar Fen Lisesi	93.92	ANKARA	No
Yusuf Ziya Öner Fen Lisesi	93.77	ANTALYA	No
Nilüfer Borsa İstanbul Fen Lisesi	93.12	BURSA	No
Eyüp Aygar Fen Lisesi	92.19	MERSİN	No

Add Cancel

Logout

Image 25

High School Database					
Add High School					
<input type="text" value="Search by high school name..."/>					
Filter by City: ALL					
Yahya Akel Fen Lisesi	84.23	MERSİN	No		
Kegören Vatansever Aydoğan Fen Lisesi	83.2	ANKARA	No		
AYDEM Fen Lisesi	82.36	DENİZLİ	No		
Ahmet Hamdi Gökbayrak Fen Lisesi	79.61	BURSA	No		
Mahmut Sami Ramazanoğlu Anadolu İmam Hatip Lisesi	78.4	KONYA	No		
Antalya Anadolu Lisesi	77.73	ANTALYA	No		
Isparta Süleyman Demirel Fen Lisesi	77.14	ISPARTA	No		
Ankara Erman İliağ Fen Lisesi	74.99	ANKARA	No		
Ebru Nayim Fen Lisesi	74.79	TEKİRDAĞ	No		
Aziz Atik Fen Lisesi	74.75	SAMSUN	No		
Yenimahalle Fen Lisesi	74.53	ANKARA	No		
TOBB Fen Lisesi	74.34	GAZİANTEP	No		
Halkı Kale Fen Lisesi	73.57	MANİSA	No		
TOBB Osmaniye Fen Lisesi	73.22	OSMANİYE	No		

Image 26

On this page where the high schools entered into the system are listed, coordinators can search, filter and view the high schools they want to learn about. This list mainly includes whether the high school has applied to tours or fairs before, the city where the high school is located and the "priority score" updated according to the success status of the high schools. When a new high school is to be added to the database, the "add high school" button above can be clicked and the information that appears can be filled in and added to the list.

3.5.c Coordinator - Puantaj Edit Page

Bilkent Information Office System

Kemal Çekir

Puantaj Edit Page

GUIDE NAME	TOTAL TOUR HOURS	TOTAL FAIR HOURS	TOTAL HOURS	PROCESSED PAYROLL (₺)	EDIT
Ahmet Yavuzhan Er	17	0	17	2550 ₺	Edit
John Doe	24	0	24	3600 ₺	Edit
Zeynep Dönmez	67	7	74	11800 ₺	Edit
Ali Yıldırım	45	0	45	6750 ₺	Edit
Berker Kara	0	0	0	0 ₺	Edit
Sıla Yılmaz	8	24	32	7200 ₺	Edit

Logout

Image 27

On this page, coordinators can view and edit the names of the guides, their working hours and their total earnings.

3.5.d Coordinator - Fair Edit Page

The screenshot shows the 'Fair Applications' section of the Bilkent Information Office System. It displays two rows of application data:

DATE	TIME	APPLICANT	CONTACT EMAIL	CITY	HIGH SCHOOL	ACTIONS
2025-02-14	15:15	Samet Yeditepe	samet@gmail.com	Van	Van Türk Telekom Fen Lisesi	<button>Accept</button> <button>Reject</button> <button>View Notes</button>
2025-04-25	08:48	İdil Özış	idil@gmail.com	Izmir	Izmir Kız Lisesi	<button>Accept</button> <button>Reject</button> <button>View Notes</button>

On the far left, a sidebar menu includes: Dashboard, High School Database, Puanaj Page, Fair Applications (selected), Tours, Advisor List, Guide List, and View Feedbacks. At the bottom right of the sidebar is a red 'Logout' button.

Image 28

The screenshot shows the same 'Fair Applications' section as Image 28, but with a modal dialog box overlaid. The dialog is titled 'Confirm Your Decision' and contains the message: 'Are you sure you want to **reject** the application? This action cannot be undone.' It has two buttons at the bottom: 'Confirm' (blue) and 'Cancel' (gray).

The sidebar menu on the left is identical to Image 28. The 'Logout' button is also present at the bottom right of the sidebar.

Image 29

The screenshot shows the Bilkent Information Office System interface. On the left, a sidebar lists various menu items: Dashboard, High School Database, Puanlı Page, Fair Applications (which is currently selected), Tours, Advisor List, Guide List, and View Feedbacks. A Logout button is at the bottom of the sidebar. The main content area is titled "Fair Applications" and displays a table of applications. The table has columns: DATE, TIME, APPLICANT, CONTACT EMAIL, CITY, HIGH SCHOOL, and ACTIONS. Two rows of data are shown:

DATE	TIME	APPLICANT	CONTACT EMAIL	CITY	HIGH SCHOOL	ACTIONS
2025-02-14	15:15	Samet Yeditepe	samet@gmail.com	Van	Van Türk Telekom Fen Lisesi	<button>Accept</button> <button>Reject</button> <button>View Notes</button>
2025-04-25	08:48	İdil Özış	idil@gmail.com	Izmir	Izmir Kız Lisesi	<button>Accept</button> <button>Reject</button> <button>View Notes</button>

A modal window titled "Notes" is open over the second application row. It contains the note "i am groot" and a "Close" button.

Image 30

On this page, which focuses on the acceptance/rejection process of fairs, coordinators can approve, edit, view details and read added notes for fairs.

3.5.e Coordinator - Accepted Tour Applications

The screenshot shows the 'High School Applications' tab selected in the navigation bar. The main content area displays a table of accepted tour applications with columns: DATE, DAY, TIME, HIGH SCHOOL, COUNSELOR, CONTACT, STUDENT COUNT, and ADDITIONAL NOTES. Each row contains a 'View Notes' button.

	DATE	DAY	TIME	HIGH SCHOOL	COUNSELOR	CONTACT	STUDENT COUNT	ADDITIONAL NOTES
High School Database	2025-01-08	Wednesday	01:30-03:30	Ankara Fen Lisesi	İrfan Hakan	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	2	View Notes
Puantaj Page	2025-01-07	Tuesday	01:30-03:30	Ankara Fen Lisesi	İrfan Hakan	0123 456 01 02 hakan.karakoc@ug.bilkent.edu.tr	23	View Notes
Fair Applications	2025-01-10	Friday	10:30-12:30	Ankara Fen Lisesi	Hakanto	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	32	View Notes
Tours	2025-01-10	Friday	01:30-03:30	Ankara Porsaklar Fen Lisesi	İrfan Hakan	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	123	View Notes
Advisor List	2024-12-13	Friday	13:30-15:30	Ankara Fen Lisesi	YAVUZ	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	2	View Notes
Guide List	2025-01-03	Friday	13:30-15:30	Ankara Fen Lisesi	turker	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	2	View Notes

Image 31

The screenshot shows the 'Accepted Tour Applications' section. It lists two entries: John Doe (capacity 50, Ankara, Ankara Fen Lisesi) and Jane Smith (capacity 40, İstanbul, İstanbul Lisesi). A modal window titled 'Additional Notes' is open, containing the text 'Requires wheelchair if possible.' and a 'Close' button.

NAME-SURNAME	CAPACITY	CITY	HIGH SCHOOL	CONTACT PHONE	CONTACT EMAIL	ADDITIONAL NOTES	TOUR DATE	DAY	TIME SLOT
John Doe	50	Ankara	Ankara Fen Lisesi	0123 456 78 90	johndoe@example.com	View Notes	21-12-2024	Saturday	08:30-10:30
Jane Smith	40	İstanbul	İstanbul Lisesi	0987 654 32 10	janesmith@example.com	View Notes	22-12-2024	Sunday	10:30-12:30

Image 32

On this page, where you can view the accepted tours that have entered the system, you can read tour details and added notes.

3.5.f Coordinator - Advisor List

The screenshot shows a web-based application interface. On the left is a dark sidebar menu with white text and icons. At the top right is a user profile icon and the name 'Kemal Çakır'. The main content area has a title 'Advisor List' above a table. The table has columns: ADVISOR NAME, BILKENT ID, CONTACT PHONE, CONTACT EMAIL, and ASSIGNED DAY. The table contains seven rows of advisor information, each with a different assigned day.

ADVISOR NAME	BILKENT ID	CONTACT PHONE	CONTACT EMAIL	ASSIGNED DAY
Ahmet Yavuzhan Er	123456	0123 456 78 90	ahmet.er@bilkent.edu.tr	Monday
John Doe	234567	0987 654 32 10	john.doe@bilkent.edu.tr	Tuesday
Jane Smith	345678	0123 987 65 43	jane.smith@bilkent.edu.tr	Wednesday
Ali Yıldırım	456789	0111 222 33 44	ali.yildirim@bilkent.edu.tr	Thursday
Berker Kara	567890	0333 444 55 66	berker.kara@bilkent.edu.tr	Friday
Sıla Yılmaz	678901	0444 555 66 77	sila.yilmaz@bilkent.edu.tr	Saturday
Zeynep Dursun	789012	0655 666 77 88	zeynep.dursun@bilkent.edu.tr	Sunday

Image 33

Coordinator page showing the advisors registered in the system and the days they are responsible for.

3.5.g Coordinator - Guide List

The screenshot shows the 'Guide List' page of the Bilkent Information Office System. The left sidebar contains links for Dashboard, High School Database, Puantaj Page, Fair Applications, Tours, Advisor List, Guide List (which is the active link), and View Feedbacks. A 'Logout' button is at the bottom of the sidebar. The main area has a header 'Guide List' and a search bar 'Search by guide name...'. Below it is a section titled 'Add New Guide' with input fields for Guide Name, Bilkent ID, Phone Number, and Email Address, followed by a 'Add Guide' button. A table lists existing guides with columns: GUIDE NAME, BILKENT ID, CONTACT PHONE, CONTACT EMAIL, and REMOVE. The table data is as follows:

GUIDE NAME	BILKENT ID	CONTACT PHONE	CONTACT EMAIL	REMOVE
John Doe	22001234	123-456-7890	johndoe@example.com	<button>Remove</button>
Jane Smith	22001235	987-654-3210	janesmith@example.com	<button>Remove</button>
Turker Koken	22001238	987-654-3210	janesmith@example.com	<button>Remove</button>

Image 34

The page where coordinators can view all guides registered in the system and perform searches and filters using the search button is displayed in this way. Can add and remove guides from this page.

3.5.h Coordinator - View Feedbacks

The screenshot shows the 'Feedback List' page of the Bilkent Information Office System. On the left, there is a dark sidebar with various navigation links: Dashboard, High School Database, Puantaj Page, Fair Applications, Tours, Advisor List, Guide List, and View Feedbacks. Below these is a red 'Logout' button. At the top right, there is a user profile icon and the name 'Boray Güvenç'. The main content area has a title 'Feedback List' and a table with columns: NAME, CITY, HIGH SCHOOL, TOUR TYPE, TOUR DATE, and FEEDBACK. A single row is shown for 'Irfan Hakan' from 'Izmir' at 'Izmir Fen Lisesi' with a 'High School' tour type on '2025-01-03'. A blue 'View Feedback' button is located at the end of this row.

NAME	CITY	HIGH SCHOOL	TOUR TYPE	TOUR DATE	FEEDBACK
Irfan Hakan	Izmir	Izmir Fen Lisesi	High School	2025-01-03	<button>View Feedback</button>

Image 35

This screenshot is similar to Image 35, showing the 'Feedback List' page. However, a modal window is open over the page, titled 'Feedback'. Inside the modal, it displays the feedback text: 'I enjoyed the tour at smosh.' At the bottom of the modal is a red 'Close' button.

Image 36

In this table, which contains and lists the feedback of the tours that have been done, the feedback details can be viewed by clicking the "view feedback" button.

3.5.i Coordinator - Settings

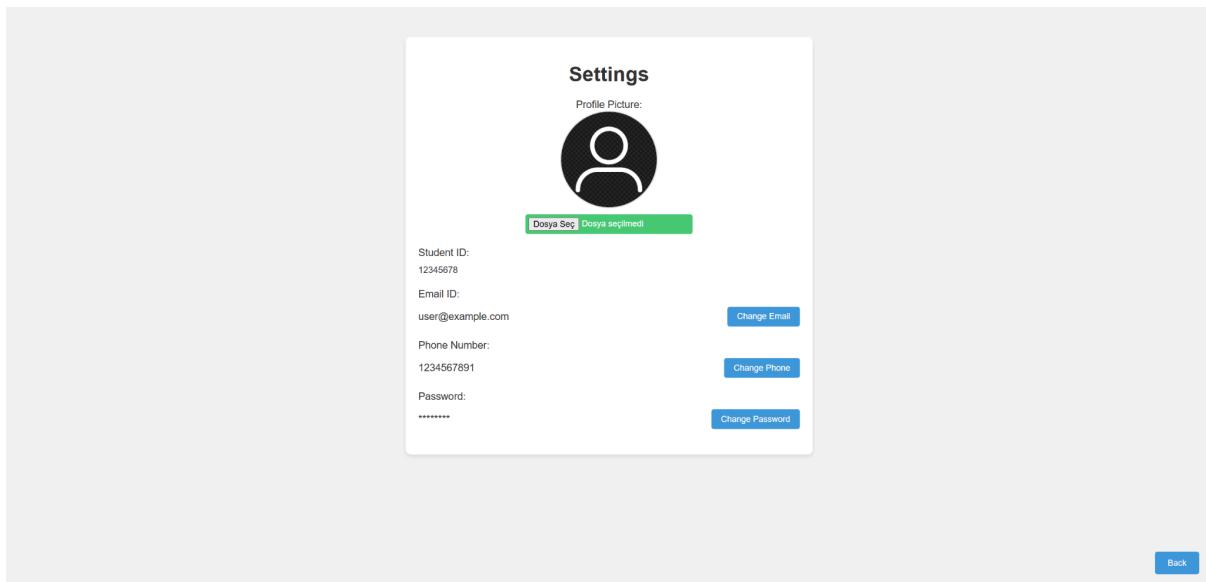


Image 37

From the settings page, coordinators can change their email, phone, password, and add/edit their profile photos to the system.

3.6 Director Operations

3.6.a Director Dashboard - HomePage

The screenshot shows the 'Bilkent Information Office System' Director Dashboard. On the left, a sidebar lists navigation options: Dashboard, High School Database, Puanlı Page, Fair Applications, Tours, and View Feedbacks. A red 'Logout' button is at the bottom of the sidebar. The main area features a 'Welcome Back, Örsan Örge' message and a 'Schedule Calendar' for December 2024. The calendar grid shows days from 25 to 31, with December 23 highlighted in blue. To the right, a 'Daily Schedule' section indicates 'No schedule available for this day.' A user profile icon and name 'Örsan Örge' are in the top right corner.

PZT	SAL	CAR	PER	CUM	GMT	PAZ
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Image 38

On the homepage of the director, a panel that lists the events such as an event calendar and tour/fair/events that will take place on the selected days, welcomes the user. Through this homepage, the director can access and edit the database containing the information of the high schools, only view the table that lists the scores and hours worked by the guides and the fees to be paid accordingly. At the same time, the evaluation (accept/decline) of the fair applications, which are one of the responsibilities of the director, can also be accessed through this homepage. Finally, there is also a page where feedback from completed tours/fairs can be viewed.

3.6.b Director - HighSchool Database

The screenshot shows the 'High School Database' section of the Bilkent Information Office System. On the left, a sidebar menu includes 'Dashboard', 'High School Database' (which is selected and highlighted in blue), 'Puanlaþ Page', 'Fair Applications', 'Tours', and 'View Feedbacks'. A red 'Logout' button is at the bottom of the sidebar. The main area has a header 'High School Database' and a sub-header 'Add High School'. Below these are a search bar ('Search by high school name...') and a dropdown filter ('Filter by City: All'). A table lists ten high schools with columns for 'HIGH SCHOOL NAME', 'PRIORITY SCORE', 'CITY', and 'APPLIED BEFORE'. The data is as follows:

HIGH SCHOOL NAME	PRIORITY SCORE	CITY	APPLIED BEFORE
Ankara Fen Lisesi	99.17	ANKARA	No
Izmir Fen Lisesi	98.54	IZMIR	No
Atatürk Lisesi	97.4	IZMIR	No
Tofaþ Fen Lisesi	97.27	BURSA	No
Adana Fen Lisesi	96.39	ADANA	No
Ankara Pursaklar Fen Lisesi	96.18	ANKARA	No
Osman Ulubas Kayseri Fen Lisesi	95.42	KAYSERI	No
Prof. Dr. Aziz Sancar Fen Lisesi	93.92	ANKARA	No
Yusuf Ziya Öner Fen Lisesi	93.77	ANTALYA	No
Nilüfer Borsa Istanbul Fen Lisesi	93.12	BURSA	No
Eyüp Aygar Fen Lisesi	92.19	MERSIN	No

Image 39

On this page where the high schools entered into the system are listed, the director can search, filter and view the high schools he/she wants to learn about. This list mainly includes whether the high school has applied to tours or fairs before, the city where the high school is located and the "priority score" updated according to the success status of the high schools. When a new high school is to be added to the database, the "add high school" button above can be clicked and the information that appears can be filled in and added to the list.

3.6.c Director - Puantaj View Page

Puantaj Page					
GUIDE NAME	TOTAL TOUR HOURS	TOTAL FAIR HOURS	TOTAL HOURS	PROCESSED PAYROLL (\$)	
John Doe	10	5	15	2750 ₺	
Jane Smith	15	8	23	4250 ₺	
Turker Koken	15	8	23	4250 ₺	

Image 40

On this page, the director can view the names of the guides, their working hours and their total earnings.

3.6.d Director - Fair Edit Page

Fair Applications						
DATE	TIME	APPLICANT	CONTACT EMAIL	CITY	HIGH SCHOOL	ACTIONS
2025-02-14	15:15	Samet Yeditepe	samet@gmail.com	Van	Van Türk Telekom Fen Lisesi	<button>Accept</button> <button>Reject</button> <button>View Notes</button>
2025-04-25	08:48	İdil Özış	idil@gmail.com	Izmir	Izmir Kız Lisesi	<button>Accept</button> <button>Reject</button> <button>View Notes</button>

Image 41

On this page, which focuses on the acceptance/rejection process of fairs, the director can approve, edit, view details and read added notes for fairs.

3.6.e Director - Accepted Tour Applications

The screenshot shows the Bilkent Information Office System dashboard for a user named Örsan Örge. The main content area displays a table of accepted tour applications. The table has columns for Date, Day, Time, High School, Counselor, Contact, Student Count, and Additional Notes. The table shows several entries, including one for 2024-12-13 which is highlighted in pink.

Date	Day	Time	High School	Counselor	Contact	Student Count	Additional Notes
2025-01-08	Wednesday	01:30-03:30	Ankara Fen Lisesi	İrfan Hakan	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	2	<button>View Notes</button>
2025-01-07	Tuesday	01:30-03:30	Ankara Fen Lisesi	İrfan Hakan	0123 456 01 02 hakan.karakoc@ug.bilkent.edu.tr	23	<button>View Notes</button>
2025-01-10	Friday	10:30-12:30	Ankara Fen Lisesi	Hakanto	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	32	<button>View Notes</button>
2025-01-10	Friday	01:30-03:30	Ankara Pursaklar Fen Lisesi	İrfan Hakan	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	123	<button>View Notes</button>
2024-12-13	Friday	13:30-15:30	Ankara Fen Lisesi	YAVUZ	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	2	<button>View Notes</button>
2025-01-03	Friday	13:30-15:30	Ankara Fen Lisesi	turker	0123 456 01 01 hakan.karakoc@ug.bilkent.edu.tr	2	<button>View Notes</button>

Image 42

The screenshot shows the Bilkent Information Office System dashboard for a user named Kemal Çakır. The main content area displays a table of accepted tour applications. A modal window titled "Additional Notes" is open, containing the text "Requires wheelchair if possible." and a "Close" button.

Name-Surname	Capacity	City	High School	Contact Phone	Contact Email	Additional Notes	Tour Date	Day	Time Slot
John Doe	50	Ankara	Ankara Fen Lisesi	0123 456 78 90	john.doe@example.com	<button>View Notes</button>	21-12-2024	Saturday	08:30-10:30
Jane Smith	40	Istanbul	Istanbul Lisesi	0987 654 32 10	jane.smith@example.com	<button>View Notes</button>	22-12-2024	Sunday	10:30-12:30

Image 43

On this page, where you can view the accepted tours that have entered the system, the director can read tour details and added notes.

3.6.f Director- View Feedbacks

The screenshot shows the Bilkent Information Office System interface. On the left is a dark sidebar with the system's name at the top and several menu items: Dashboard, High School Database, Puantaj Page, Fair Applications, Tours, and View Feedbacks. At the bottom of the sidebar is a red 'Logout' button. The main content area has a header 'Feedback List'. Below it is a table with columns: NAME, CITY, HIGH SCHOOL, TOUR TYPE, TOUR DATE, and FEEDBACK. Two rows of data are shown:

NAME	CITY	HIGH SCHOOL	TOUR TYPE	TOUR DATE	FEEDBACK
John Doe	Ankara	Ankara Fen Lisesi	High School	21-12-2024	<button>View Feedback</button>
Jane Smith	Istanbul	Istanbul Lisesi	Individual	22-12-2024	<button>View Feedback</button>

Image 44

This screenshot is similar to Image 44, showing the Feedback List page. However, a modal window is open over the table, titled 'Feedback'. Inside the modal, there is a single line of text: 'The tour was very informative and well-organized. The guides were professional and friendly.' At the bottom of the modal is a red 'Close' button.

Image 45

In this table, which contains and lists the feedback of the tours that have been done, the feedback details can be viewed by clicking the "view feedback" button.

3.6.g Director - Settings

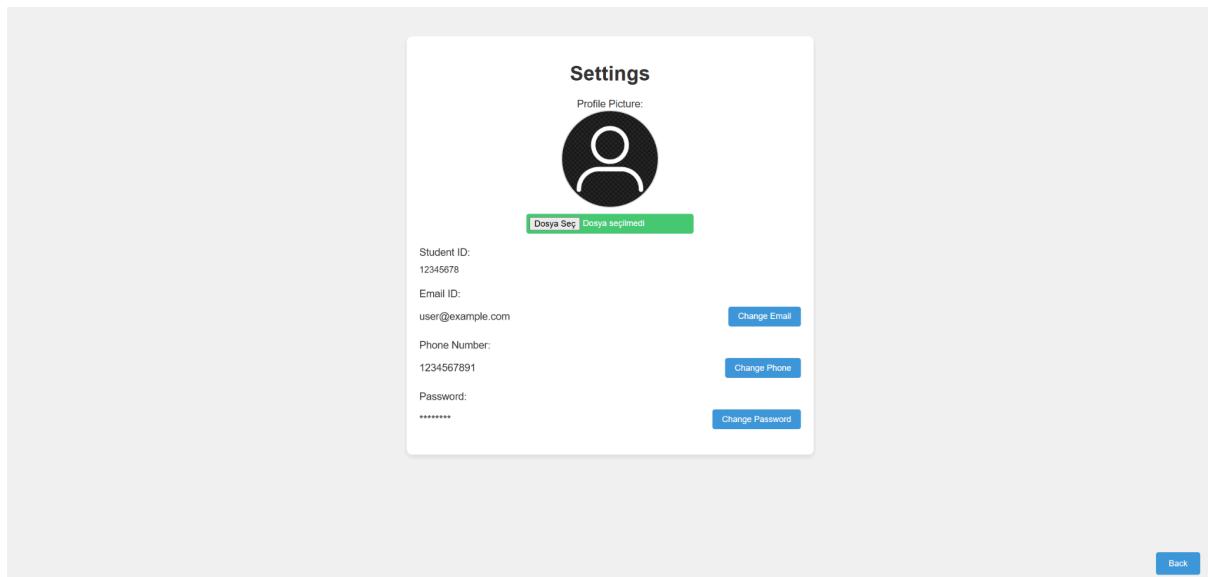


Image 46

From the settings page, the director can change their email, phone, password, and add/edit their profile photos to the system.

3.7 Promo Coordinator Operations

3.7.a Promo Coordinator Dashboard - HomePage

Bilkent Information
Office System

Welcome Back, Dilek Yıldız

Dashboard

Puanlı Page

Fair Applications

Tour Applications

View Feedbacks

Schedule Calendar

Aralık 2024

PZT	SAL	ÇAR	PER	CUM	ŞMT	PAZ
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Daily Schedule

No schedule available for this day.

Logout

Image 47

On the homepage of the promo coordinator, a panel that lists the events such as an event calendar and tour/fair/events that will take place on the selected days, welcomes the user. Through this homepage, the promo coordinator can only view the table that lists the scores and hours worked by the guides and the fees to be paid accordingly. At the same time, the promo coordinator can cancel accepted fair applications Finally, there is also a page where feedback from completed tours/fairs can be viewed.

3.7.b Promo Coordinator - Puantaj View Page

The screenshot shows a user interface for a promotional coordinator. On the left, a sidebar menu lists "Bilkent Information Office System" at the top, followed by "Dashboard", "Puantaj Page" (which is highlighted in blue), "Fair Applications", "Tour Applications", and "View Feedbacks". At the bottom of the sidebar is a red "Logout" button. The main content area is titled "Puantaj Page" and contains a table with the following data:

GUIDE NAME	TOTAL TOUR HOURS	TOTAL FAIR HOURS	TOTAL HOURS	PROCESSED PAYROLL (\$)
John Doe	10	5	15	2750 \$
Jane Smith	15	8	23	4250 \$
Turker Koken	15	8	23	4250 \$

Image 48

On this page, the promo coordinator can view the names of the guides, their working hours and their total earnings.

3.7.c Promo Coordinator - Fair View/Cancel Page

Bilkent Information Office System

Fair Applications

DATE	TIME	APPLICANT	EMAIL	CITY	HIGH SCHOOL	NOTES	STATUS
21-12-2024	10:00 - 14:00	John Doe	john.doe@example.com	Ankara	Ankara Fen Lisesi	View Notes	Cancel
20-12-2024	13:00 - 17:00	Jane Smith	jane.smith@example.com	Istanbul	Istanbul Lisesi	View Notes	Cancel

Logout

Image 49

Bilkent Information Office System

Fair Applications

DATE	TIME	APPLICANT	EMAIL	CITY	HIGH SCHOOL	NOTES	STATUS
21-12-2024	10:00 - 14:00	John Doe	john.doe@example.com	Ankara	Ankara Fen Lisesi	View Notes	Cancel
20-12-2024	13:00 - 17:00	Jane Smith	jane.smith@example.com	Istanbul	Istanbul Lisesi	View Notes	Cancel

Confirm Cancellation
Are you sure you want to cancel this application? This action is irreversible.
[Confirm](#) [Cancel](#)

Logout

Image 50

On this page, which focuses on the display/cancellation process of fairs, the promo coordinator can cancel accepted fairs, view details and read added notes. Also one final warning will be displayed if a fair is decided to be cancelled.

3.7.d Promo Coordinator - Tour View/Cancel Page

Bilkent Information Office System

Welcome Back, Dilek Yıldız

DATE	DAY	TIME	HIGH SCHOOL	COUNSELOR	CONTACT	STUDENT COUNT	STATUS
2025-01-08	Wednesday	01:30-03:30	Ankara Fen Lisesi	Irfan Hakan	0123 456 01 01, hakan.karakoc@ug.bilkent.edu.tr	2	<button>Cancel</button>
2025-01-07	Tuesday	01:30-03:30	Ankara Fen Lisesi	Irfan Hakan	0123 456 01 02, hakan.karakoc@ug.bilkent.edu.tr	23	<button>Cancel</button>
2025-01-10	Friday	10:30-12:30	Ankara Fen Lisesi	Hakanto	0123 456 01 01, hakan.karakoc@ug.bilkent.edu.tr	32	<button>Cancel</button>
2024-12-13	Friday	13:30-15:30	Ankara Fen Lisesi	YAVUZ	0123 456 01 01, hakan.karakoc@ug.bilkent.edu.tr	2	<button>Cancel</button>
2025-01-03	Friday	13:30-15:30	Ankara Fen Lisesi	turker	0123 456 01 01, hakan.karakoc@ug.bilkent.edu.tr	2	<button>Cancel</button>

[Logout](#)

Image 51

Bilkent Information Office System

Welcome Back, Dilek Yıldız

DATE	DAY	TIME	HIGH SCHOOL	COUNSELOR	CONTACT	STUDENT COUNT	STATUS
2025-01-08	Wednesday	01:30-03:30	Ankara Fen Lisesi	Irfan Hakan	0123 456 01 01, hakan.karakoc@ug.bilkent.edu.tr	2	<button>Cancel</button>
2025-01-07	Tuesday	01:30-03:30	Ankara Fen Lisesi	Irfan Hakan	0123 456 01 02, hakan.karakoc@ug.bilkent.edu.tr	23	<button>Cancel</button>
2025-01-10	Friday	10:30-12:30	Ankara Fen Lisesi	Irfan Hakan	0123 456 01 01, hakan.karakoc@ug.bilkent.edu.tr	32	<button>Cancel</button>
2024-12-13	Friday	13:30-15:30	Ankara Fen Lisesi	Irfan Hakan	0123 456 01 01, hakan.karakoc@ug.bilkent.edu.tr	2	<button>Cancel</button>
2025-01-03	Friday	13:30-15:30	Ankara Fen Lisesi	Irfan Hakan	0123 456 01 01, hakan.karakoc@ug.bilkent.edu.tr	2	<button>Cancel</button>

[Logout](#)

Image 52

On this page, which focuses on the display/cancellation process of tours, the promo coordinator can cancel accepted tours, view details and read added notes. Also one final warning will be displayed if a tour is decided to be cancelled.

3.7.e Promo Coordinator - View Feedbacks

The screenshot shows the 'Feedback List' page of the Bilkent Information Office System. On the left, there is a dark sidebar with the system's name at the top and several menu options: Dashboard, Puantaj Page, Fair Applications, Tour Applications, View Feedbacks, and Logout. The main area is titled 'Feedback List' and contains a table with one row of data. The columns are labeled NAME, CITY, HIGH SCHOOL, TOUR TYPE, TOUR DATE, and FEEDBACK. The data in the table is as follows:

NAME	CITY	HIGH SCHOOL	TOUR TYPE	TOUR DATE	FEEDBACK
Irfan Hakan	Izmir	Izmir Fen Lisesi	High School	2025-01-03	<button>View Feedback</button>

Image 53

The screenshot shows the same 'Feedback List' page as in Image 53, but with a modal window overlaid. The modal is titled 'Feedback' and contains the text 'I enjoyed the tour at smosh.' At the bottom right of the modal is a red 'Close' button. The background of the page is dimmed.

Image 54

In this table, which contains and lists the feedback of the tours that have been done, the feedback details can be viewed by clicking the "view feedback" button.

3.7.f Promo Coordinator - Settings

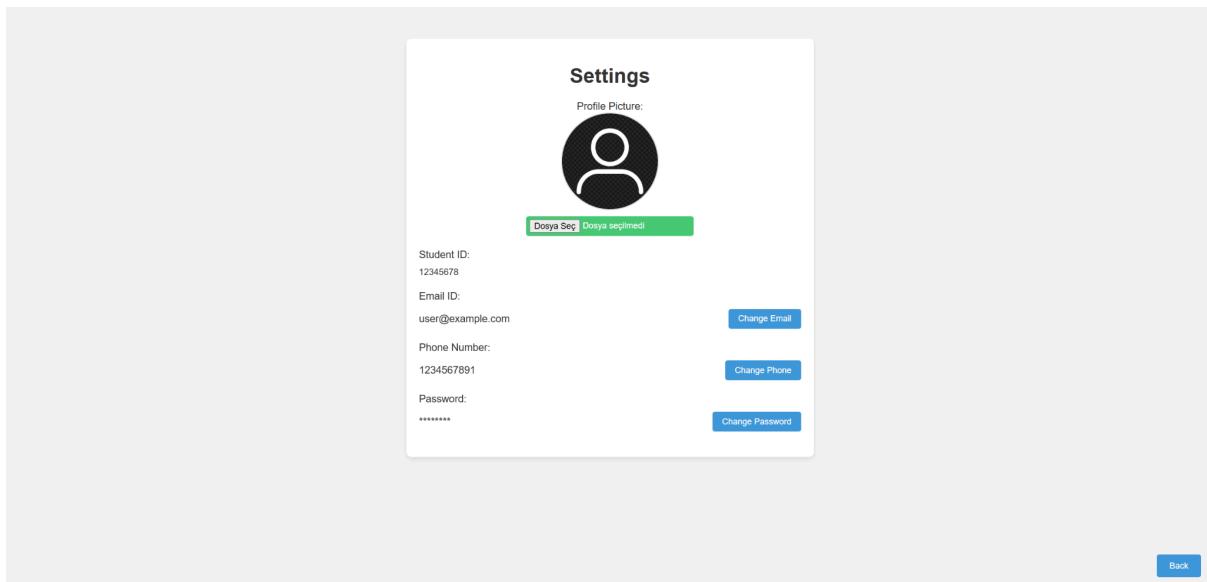


Image 55

From the settings page, the promo coordinator can change their email, phone, password, and add/edit their profile photos to the system.

4. Build Instructions

Our project utilizes a tech stack that includes Django for the backend and React for the frontend, as well as multiple modern frameworks and libraries. The following are the step-by-step instructions that will help build and run the application on Windows platform:

1. Set up your machine to meet the requirements to run the program:

1.1- Install the latest version of Python (or 3.13.1 and higher) for your platform. You can follow the instructions over at [python.org](https://www.python.org) to download and install Python.

1.2- Install the latest version of Node.js (v22.12.0) and npm to run javascript. We used the LTS version. You can get it from nodejs.org.

1.3- Install the latest version of general availability release of MySQL (version 9.1.0 Innovation or higher). You can visit the [MySQL Community Downloads](https://dev.mysql.com/downloads/mysql/) page.

1.4- A Code Editor is needed for properly editing and managing the code. Our group worked on Visual Studio Code.

2. Set up the backend by running the following commands on your terminal in the project directory:

2.1- Clone the repository:

```
git clone  
https://github.com/idilozis/CS319---Information-Office-Web-Application.  
git  
cd CS319---Information-Office-Web-Application
```

2.2- Create a Python virtual environment and activate it:

```
python -m venv venv  
venv\Scripts\activate
```

2.3- Install backend dependencies:

```
pip install Django==5.1.3
pip install asgiref==3.8.1
pip install sqlparse==0.5.2
pip install tzdata==2024.2
```

2.4- Navigate to your backend directory and rename the “.env.example” file to “.env”.

```
cd backend
rename .env.example .env
```

2.5- Update .env file with your database credentials. You may do this manually without commands, using a Code Editor. The contents of the .env file look like this:

```
DATABASE_NAME=cs319_database
DATABASE_USER=root
DATABASE_PASSWORD=password
```

After this step, the .env file should have the correct credentials for DATABASE_USER and DATABASE_PASSWORD.

2.6- Apply migrations to set up the database:

```
python manage.py makemigrations
python manage.py migrate
```

3. Set up the frontend by running the following commands on your terminal in the project directory:

3.1- Navigate to the frontend directory:

```
cd frontend
```

3.2- Install frontend dependencies:

```
npm install
```

3.3- Build the frontend:

```
npm run build
```

4. Exit the frontend directory to start the backend server:

```
cd ..  
python manage.py runserver
```

The terminal should output the link to the server. You can click this link or navigate to the webpage manually with the address: <http://127.0.0.1:8000/>.

5. Work Allocation

Bilge İdil Öziş:

Analysis Report:

- Use Case Diagram (1st iteration with everybody)
- Textual Use Case (1st iteration with everybody)
- Class Diagram 1st iteration (with Mehmet Hakan)
- Class Diagram Final Iteration (with Moin & Türker)
- Detailed Class Diagram 1st Iteration (with Türker & Moin)
- Textual Use Case Descriptions Final Iteration (with Türker)
- Deliverable 2 last iteration (with everybody)

Design Report:

- Discussed design goals (with everybody)
- Subsystem Decomposition 1st Iteration (with everybody)
- Subsystem Decomposition Final Iteration (with Türker)

Implementation:

Worked on the frontend pages of promotion coordinator and guide users. Worked on the login page. Added some functionality to coordinator, such as adding and removing guides or editing payroll of guides.

İrfan Hakan Karakoç:

Analysis Report:

- Use Case Diagram (1st iteration with everybody)
- Textual Use Case (1st iteration with everybody)
- Class Diagram Design and first iteration (with everybody)
- Action and State Diagrams (1st and Final iterations)
- Class Diagram (first iteration with Moin)
- Deliverable 2 last iteration (with everybody)

Design Report:

- Discussed design goals (with everybody)
- Subsystem Decomposition 1st Iteration (with everybody)

Implementation:

Implemented the back-end of the project. Worked on all pages that required database connections. Created the structure of the back-end. Worked every page involving backend operations.

Mehmet Hakan Yavuz:

Analysis Report:

- Use Case Diagram (1st iteration with everybody)
- Textual Use Case (1st iteration with everybody)
- Class Diagram Design and first iteration (with İdil)
- Final Report (with Türker)
- Deliverable 2 last iteration (with everybody)

Design Report:

- Discussed design goals (with everybody)
- Subsystem Decomposition 1st Iteration (with everybody)
- Mock-ups creation
- Design Patterns (with Türker)
- Detailed Class Diagram Final Iteration (with Türker)

Implementation:

Worked on visualizing past dates to differentiate from other applications on frontend. Connected the utility of adding/removing guides to the database. Worked on establishing the connection between mock-ups and current frontend and provided information about the system in general. Established connection between Information Office members and tried to find answers for our group's questions.

Moin Khan:

Analysis Report:

- Use Case Diagram (1st iteration with everybody)
- Textual Use Case (1st iteration with everybody)
- Deliverable 2 last iteration (with everybody)
- Class Diagram Final Iteration (with İdil & Türker)
- Detailed Class Diagram 1st Iteration (with İdil & Türker)
- Non-functional Requirements
- Tech Stack Report

Design Report:

- Discussed design goals (with everybody)
- Subsystem Decomposition 1st Iteration (with everybody)
- Object Design Justification and Trade-offs 1st Iteration (with Türker)

Implementation:

Designed and implemented the frontend pages of director, coordinator, and advisor users and the guest pages.

Türker Köken:

Analysis Report:

- Use Case Diagram 1st Iteration (with everybody)
- Textual Use Case Descriptions 1st Iteration (with everybody)
- Textual Use Case Descriptions Final Iteration (with İdil)
- Sequence Diagram 1st and Final Iterations
- Class Diagram Final Iteration (with İdil & Moin)
- Detailed Class Diagram 1st Iteration (with İdil & Moin)
- Detailed Class Diagram Final Iteration (with Mehmet Hakan)
- Final Report (with Mehmet Hakan)

Design Report:

- Discussed design goals (with everybody)
- Object Design Justification and Trade-offs 1st Iteration (with Moin)
- Object Design Justification and Trade-offs Final Iteration
- Design Patterns (with Mehmet Hakan)
- Subsystem Decomposition 1st Iteration (with everybody)
- Subsystem Decomposition Final Iteration (with İdil)

Implementation:

Worked on the backend, connecting the tables in the database to the frontend.

6. Initial Plans and Final Results

It was inevitable that the expectations were high in the early stages of the project. During the process, from the beginning of the semester, there were many design ideas, intense discussions and constructive criticism about the result being a directly usable output. As a result of the many tasks that the course expected from us and the sharing of these tasks with equal workloads by the group members without much division, everyone's expectations about the project started to show parallelism and the results started to emerge in this direction. Although the ideas in our minds changed many times since the first deliverable, what the product to be created could and could not do generally remained constant. During this process, we were in negotiations with many people from the Information Center and focused on how to adapt these features to our program in line with these conversations/discussions.

The most difficult part of the project from the beginning was the issue of which technologies we should continue on our way. During the development period, our criteria were to discover new things and to ensure that the technologies we would use were compatible with each other, provided good output and were easy to use. As a result of our evaluations and exchange of ideas, we decided to proceed based on Django on the backend side and React on the frontend side and to use MySQL as the database. Since these technologies were technologies that all group members had not applied in real life projects before and were unfamiliar with, we found it appropriate to work collectively during the process. In most stages of the project, we took care to manage each task together with a holistic perspective rather than task distribution. However, as in every project, the sustainability of this method in this project also gave way to task distribution at some point in terms of speeding up the work. Nevertheless, due to the group dynamics, communication was never cut off and all tasks were started and finished collectively, ensuring that no one was left out of the process. Considering the initial mockups and development/design processes of the site, although there were no serious differences between our initial expectations and the results we received, there were inevitable changes. The general appearance of the site and some of the features we considered were refined or completely removed over time. The main examples of these are the extra information kept in high school databases and how this information is used by the system.

When the mockups and the final product are compared, it can be clearly observed that there are partial changes in the data kept. Although this is not a situation we want, we are pleased to know that the site meets the actual requirements in its current state and to observe these in our final product.

We have added serious gains to our structure in a limited time frame and we believe that we have added serious cornerstones to our knowledge, especially not only in the software phase of a project but also in the preparation and design processes in general. We would like to thank our team members who have not lost contact during this process, and also for their efforts and time.

Demo Link:

<https://youtu.be/M5BojRTYSVM>