# QBnB User and Admin Guide

Thank you for choosing QBnB. QBnB is a revolutionary service designed to help you find places to stay in the Toronto area and also list your accommodations for others to rent in the Queen’s community. It removes the expensive hotel from the equation and allows you to find a reasonably priced place to stay anywhere in Toronto *for a week*. If you’re not in town, you can list your place for other students and make some money on the side.

# For users

First, log on to [www.qbnb.com](http://www.qbnb.com).[[1]](#footnote-1) You’ll be treated with the following prompt:

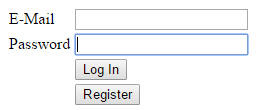


Figure 1: The QBnB login prompt

If you are a new user, click register, and fill out the following form:

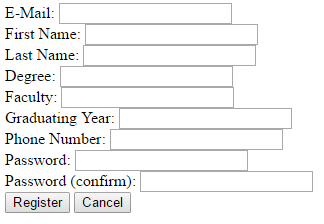


Figure 2: The QBnB registration page

Ensure the phone number is 10 digits, without hyphens or brackets. Once you’ve confirmed the information is correct, click ‘Register’, and you will be logged in to the application. You’ll be greeted with the home page, below:

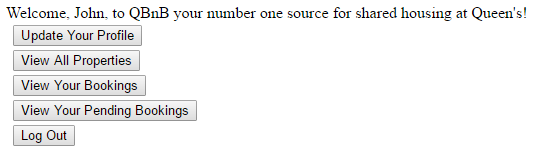


Figure 3: The QBnB homepage

Here I am logged in as John. From the home page, you can update your profile where you can change your password and your personal information. Simply click ‘Update Your Profile’, fill out all the fields (all fields will be pre-populated based on your current information), and click ‘Update Profile’ on the page, and you will be returned to the homepage.

The next sections of the guide will be separated into parts, depending on what the user wishes to do.

## Booking a property

If you wish to make a booking at a property, from the home page click ‘View All Properties’. You’ll be greeted with a page that looks like the following:

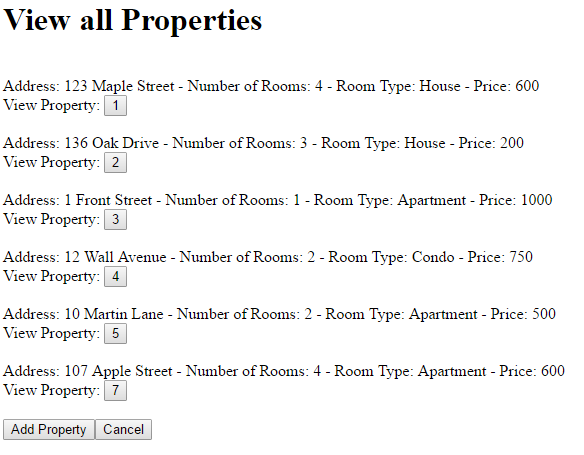


Figure 4: Example of the view all properties page.

From here, select a property you wish to view/book and click the corresponding number for the property. Suppose you wished to look at the property at 123 Maple Street, property 1. Click ‘1’ and you will be taken to a page that looks like this:

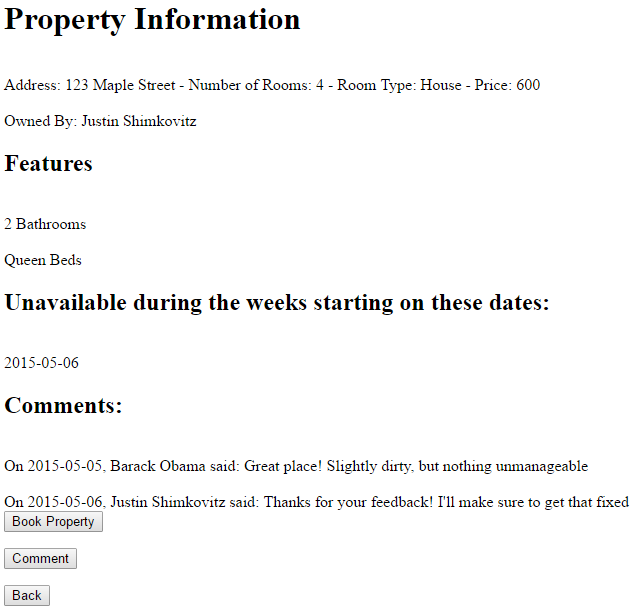


Figure 5: An example 'view property' page of 123 Maple Street

From here, you can see all information about the relevant property, including the owner and his/her e-mail address and the price per week of the place. You can also see *features*, which are owner-defined details of the accommodation. The booking dates that are unavailable are listed as well as comments from past tenants. If you’re satisfied with the property, click ‘Book Property’. If not, click ‘Back’ and you’ll go back to the ‘View all Properties page’. Suppose you’re happy with 123 Maple Street and you click ‘Book Property’. You’ll get the following page:

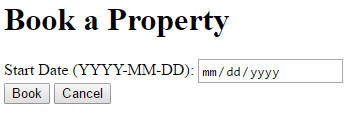


Figure 6: Selecting the date to book 123 Maple Street

Once you click book, you’ll go back to ‘view property’ page. The booking will not be reflected in the ‘Unavailable during the weeks…’ section of the page until the owner (in this case, Justin Shimkovitz) approves the booking. Payment will occur once you have stayed in the place for a week.

## Making a comment on a property

Suppose you stayed at 123 Maple Street for a week and wished to comment on the property for future users. To do this, simply click ‘Comment’ in the ‘View Property’ page (Figure 5) and you will be taken to the commenting page:



Figure 7: Making a comment dialog

Enter your comment, the rating of your stay, and click ‘Comment’. It will be reflected on the ‘View property’ page:

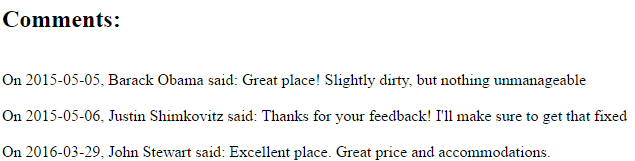


Figure 8: Comment reflected for 123 Maple Street

## Setting up your property

Suppose you wished to list your property for a couple weeks because you’re out of town. If you’re on the homepage, click ‘View All Properties’, and then ‘Add Property’. You’ll get the property set-up page:

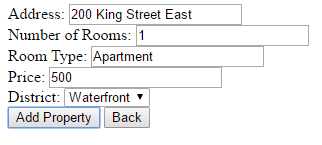


Figure 9: Setting up your property to list

Enter the address, the number of rooms, and the room type which could be, for instance, ‘Apartment’, ‘Bedroom in house’, ‘Whole house’, or ‘Sofa bed’. Try to be as descriptive as possible. Enter the price you will be charging for the week and select a district from the drop-down menu. If you are happy with it all (you can change it later), click ‘Add Property’. It will be reflected in the ‘View all Properties’ page:

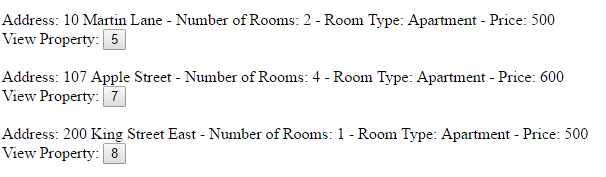


Figure 10: The new property is reflected in the 'all properties' page.

Once you’ve added it to the page, you should add some features to the property, and make changes, if any. To do this, click on your new listed property (‘8’ in the above figure), and you’ll be taken to blank property page:

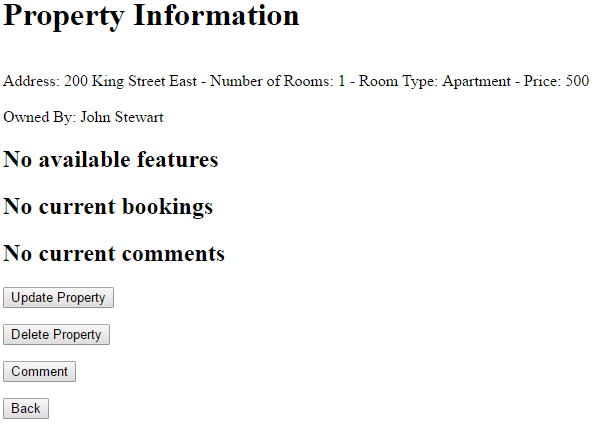


Figure 11: New property page - 200 King Street East

Then click ‘Update Property’:

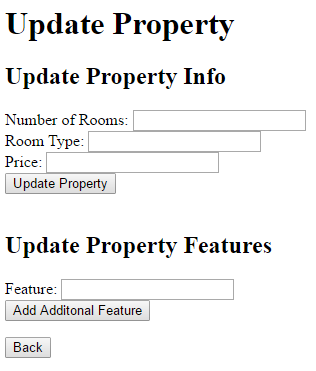


Figure 12: Updating the property info of 200 King Street East

If necessary, make changes to the number of rooms, room type, and price and then click ‘Update Property’. Independently, you can add features by typing the feature in the Feature: box (ex: ‘Backyard pool’ or ‘kitchen’, ‘two bathrooms’) and then by clicking ‘Add Additional Feature’.

## Deleting/un-listing a property

Suppose you have rented out 200 King Street East for a while and you wish to un-list it. Click on the property in the ‘View all Properties’ page, in this case ‘8’:

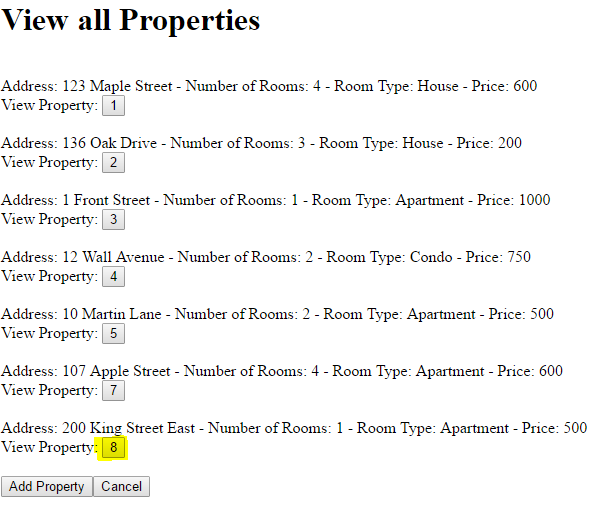


Figure 13: Deleting 200 King Street East

And then just click delete in the ‘Property Information’ Window:

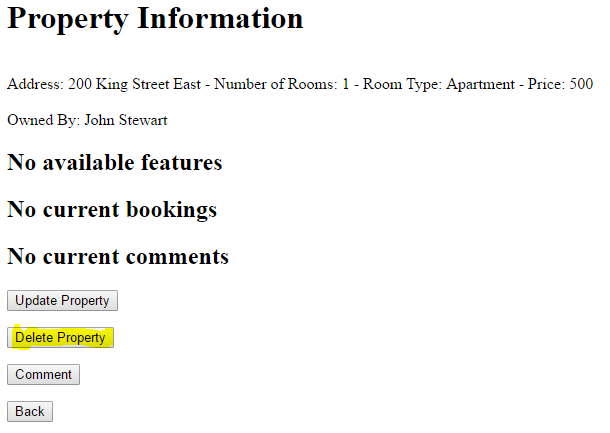


Figure 14: Deleting 200 King Street East

## Booking History

To see bookings that you’ve made, simply click ‘View Your Bookings’ on the homepage. Here you’ll see all the bookings you’ve made:



Figure 15: All active bookings for Jon Stewart

To delete one of your upcoming bookings (that you’ve made), just click the number next to the booking.

## Reject/accept bookings

If you’re the owner of a property and another user books your property, you can choose to reject or confirm it. Rejecting it will remove the pending booking and refresh the availability dates on the property. Confirming the booking will book the property for that week and refresh the availability dates on the property. To get to this page, click ‘View Your Pending Bookings’ and you’ll get the following page:

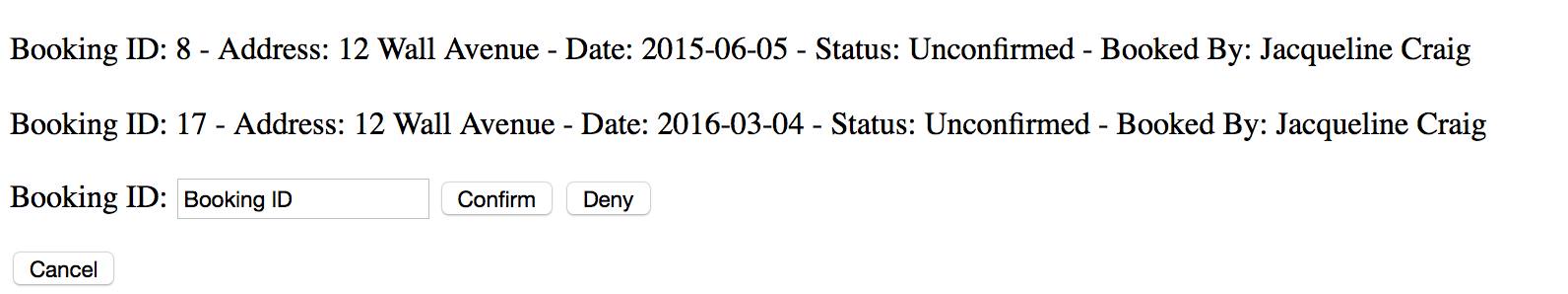


Figure 16: Rejecting and accepting bookings

Simply type one of the Booking ID’s in the field and click ‘Confirm’ or ‘Deny’ to accept or reject the booking.

# For Administrators

If you’re an administrator and wish to make changes to the system, log in using your admin email and password. Once logged in, you’ll be greeted with the admin homepage:

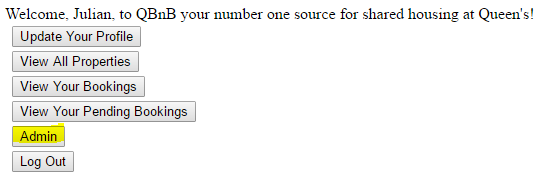


Figure 17: The altered homepage with an admin button

As you can see, there’s an extra ‘Admin’ button that will bring you to the Admin dashboard:

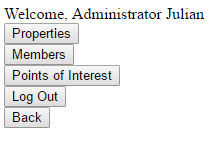


Figure 18: Administrator dashboard

## Properties for Admins

If you wish to view information on properties as an admin and delete properties if needed, click the ‘Properties’ button on the dashboard. You’ll get the ‘view all properties’ page for admins:

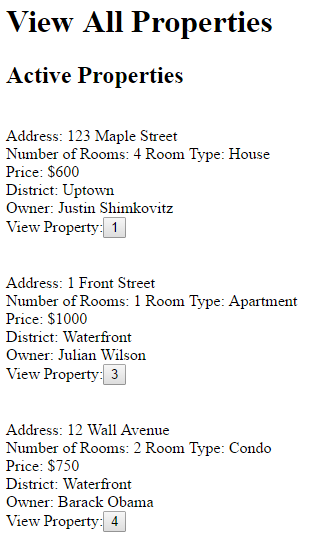


Figure 19: View all properties for admins

Clicking on a property, say ’12 Wall Avenue’ and ‘4’, will bring you to the accommodation activity page for that property. From this page you can delete the property, see past bookings on the property and whether they were confirmed or denied, and also see ratings members have given the property:



Figure 20: Admin accommodation page

## Members for Admins

As an admin, you can also view member activity and delete the member from the system if needed. Click the ‘Members’ button in the admin dashboard as seen in Figure 18 and you’ll be brought to this page:

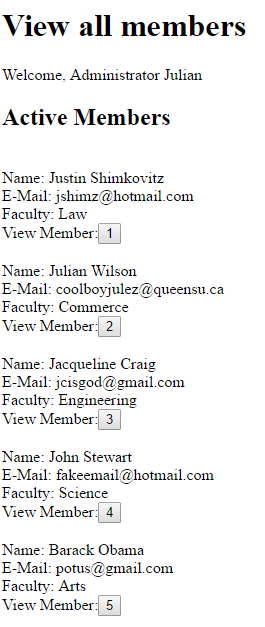
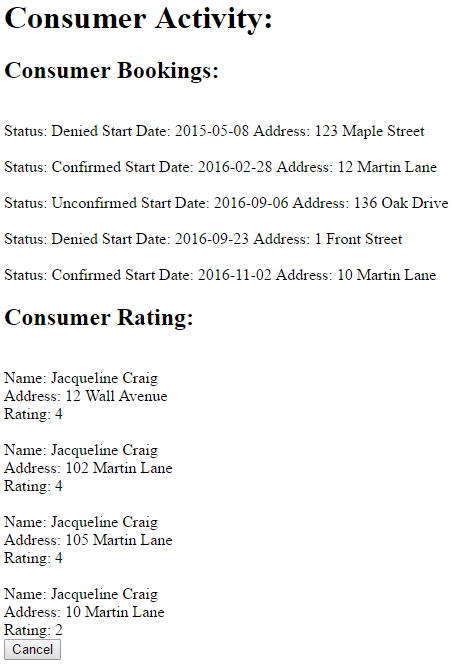
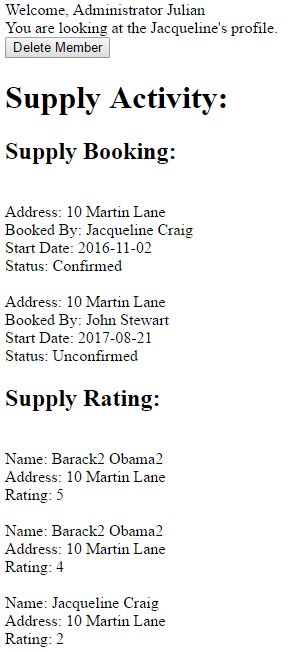


Figure 21: View members page for admins

Click on a member whose activity you want to examine or who you want to delete from the system by clicking on the relevant number. Suppose I click on ‘3’ to check out Jacqueline’s activity on the site:



From here, you can see several things about the member including comments/ratings tenants have made on his/her properties as well as bookings he/she currently has confirmed/has to confirm/has denied. Furthermore, you can see bookings the member has made in properties and comments/ratings he/she has made for properties. You can delete the member by clicking the ‘Delete member’ button.

## Points of Interest for Admins

Admins can also manage *points of interest* in the system. These are main attractions in Toronto. For instance, the C.N. tower, the waterfront, etc. When a user adds a new property in a district, that property is associated with these points of interest to help the consumer understand what he/she is getting in the property. To view this page, click ‘Points of Interest’ in the admin dashboard to be brought to this page:

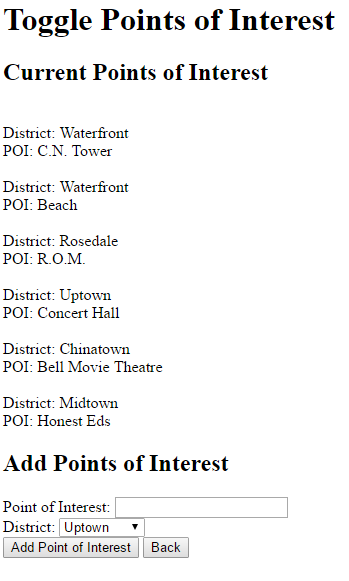


Figure 22: Admin points of interest page

From here, you can add points of interest for each district if new ones pop up as well as see all the active points of interest. To add new points of interest, simply type it in the ‘Points of Interest:’ box, select the corresponding district, and then click ‘Add Point of Interest’.

1. For this guide, we will assume that the application and database has been hosted on a remote server and that we can access it via www.qbnb.com [↑](#footnote-ref-1)