

# Functional Specifications of Acted Features

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Development Milestone: **M5**  
Main name: **Quotation requests**  
Date: 20 April 2016

Current version: **V1.0**  
Current status: DRAFT (will move to final when new screenshots ready)

Approved by:  
Approval date:

Reviewed by:

## History

Version	Date	By	Comment
V1.0	20 April 2016	Damien, Laurent	DRAFT for quotation

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## 1. Quote request

The main purpose of this feature is to allow Acted customers to request a quote from an artist.

When a user clicks on the “Request free quote” button, from the **artist profile page** or on the “Ask for free quote” from the **search page**, a popup form should appear, allowing the user to enter his event details.

The popup form reference is designed in the artist profile page (profile.html) of the mockup repository, when you click on the “Request free quote”.

Screen shots for the Quote request from unauthenticated user:

<https://drive.google.com/file/d/0B2K2TOM-eNqWbVdNQ0ktRUo5dGc/view?pref=2&pli=1>

The screenshot shows a modal popup form for requesting a quote. At the top, an orange banner contains a tip: "Tip: Enter your event details below and it will automatically apply to your next quote requests". The form fields are as follows:

- Name your event:** Text input with "Christmas Party" entered.
- Date:** Text input with "17/12/2016" entered.
- City:** Text input with "London" entered.
- Time:** Text input with "Evening" entered.
- Location:** Text input with "St Regis" entered.
- Event type:** Dropdown menu with "Corporate event" selected.
- Venue type:** Dropdown menu with "Hotel Ballroom" selected.
- Number of guests:** Radio button group with "Less than 50" selected.

Below the form fields is a section for the artist, **Diana Kroll**, with her profile picture and bio: "Jazz Vocalist, Jazz Pianist, Song Writer, Lorem ipsum, Lorem ipsum, Lorem ipsum". Underneath are several checkboxes for preferences:

- ☐ Comedy Acts long
- ☒ Not so long name but still
- ☐ Less Shorty
- ☐ Singers
- ☐ Comedy Acts very long name
- ☐ Short
- ☒ Beautiful Act with lots of fun
- ☒ Night Dancers

There is a link "Add a comment" and a large orange "Send" button at the bottom.

Figure 1 Quote request screen unauthenticated user, without comment

https://drive.google.com/file/d/0B2K2TOM-eNqWUURDZ0dzWUluODg/view?pref=2&pli=1

Tip: Enter your event details below and it will automatically apply to your next quote requests

Name your event

Christmas Party

Date

17/12/2016

City

London

Time

Evening

Location

St Regis

Event type

Corporate event

Venue type

Hotel Ballrom


Number of guests

☒ Less than 50

☐ 50-100

☐ 100-500

☐ 500+



Diana Kroll

Jazz Vocalist, Jazz Pianist, Song Writer, Lorem ipsum,  
Lorem ipsum, Lorem ipsum

☐ Comedy Acts long

☒ Not so long name but still

☐ Less Shorty

☐ Singers

☐ Comedy Acts very long name

☐ Short

☒ Beautiful Act with lots of fun

☒ Night Dancers

[Add a comment](#)

Write a message to the Artist if you have any question about his performance or if you want to provide with more details about your event

Send

Figure 2 Quote request screen unauthenticated user, with comment

### Input

- The design mockup of the quote request popup form, in the “profile.html” file, from the Mockup repository, when the user clicks on the “Request free quote” buttons.
- Acted database.

### Expected output

A popup, respecting the popup design of the “profile.html” file, behaving as requested in the core development part below.

### Core development

#### Not authenticated user view (POV):

All fields of the “Quote request” popup are mandatory:

- **Name your event:** max 60 characters text
- **Date:** opens a small calendar where the user can pick a date
  - Date is assumed to be the date of the event at the desired venue location
  - *Date formatting according to the default LOCALE (en-gb). Provision for other locale selection shall be made for the future. A technical proposal must be made for approval during quotation phase*
  - *In order to avoid miss-interpretation between en-us and en-gb in the future, month shall be displayed in text*
  - *Calendar design proposal shall be made during the quotation phase for approval*
  - *Date is store in the DB as Datetime, and represents UTC. Time part is 00:00 unless time is value specified later*
- **Time:** you can either pick one of these values: “Morning” / “Afternoon” / “Evening” / “All day” or specify a time (hours:minutes (am/pm))
  - *Note that the TimeZone must be the one from the Venue Location. For that purpose, we may add TZ information directly to the country table*
  - *It must be clear for the user that Time means “local time of the venue”*
  - *Time must be displayed according to the user **locale** (am/pm for en-gb, 24h format for rest of Europe, etc...)*
- **Event type:** list of event type (saved in the event\_type table of the database): Corporate event, Conference/Trade show, Private Party, Wedding, Children party, Product activation, Award Ceremony, Public event, concert/festival, other
  - *Event types will be entered into the database via Doctrine fixtures. Provision for a system-wide administration system must be anticipated if required*
- **Country:** select from a dropdown list the country of the event venue
  - *This is not yet shown onto the screen shot (updated version will follow)*
  - *The country must be sorted where Acted will be operating first (UK, then France), and any other country after in alphabetic order*
  - *Country list is from the country table already existing in the Database*
  - *Country table must have a new field for the MAIN TimeZone in that country (this will work for now in European country. We are aware it won't work in countries with multiple time zones, and this will be resolved later)*

- **City:** enters the name of the city for the venue
  - *City is currently free text field*
  - *In a very near future, we will start building a table for known city that will expand over time. Please prepare a City\_ID in the database for future use.*
  - *City text must contain at least 3 character, start with a letter*
  - *Once entered by user, the string will be modified as follow: 1 character of first word in Capital, rest in small letter, including first character of additional word if any*
- **Location:** enters the name of the location (hotel, etc...)
  - *Location is Free text for now*
  - *Similarly to the City situation, we want to build up a table with known name and location in the very near future. Therefore DB shall anticipate that need and be ready for links to precise name, address, and geo-location coordinates*
- **Venue type:** list of venue type: Hotel Ballroom, outdoor, Town hall, residence, restaurant, bar/club, Mall, Office, other
  - *Venue types will be entered into the database via Doctrine fixtures. Provision for a system-wide administration system must be anticipated if required*
- **Number of guests:** radio-button behaviour for the following boxes: Less than 50, 50-100, 100-500, 500+
  - *Even if this can be relatively stable list, the Number of guests shall be from a datable table and will be entered into the database via Doctrine fixtures. Provision for a system-wide administration system must be anticipated if required*

The **second part** of the popup form should display the profile picture of the artist, his categories, and his location.

Underneath it shows the different acts the artist owns in his profile, and the user must tick at least 1 box.

The “[Add a comment](#)” text-field should appear when the user clicks on the “[Add a comment](#)” link, it opens below a text-field onto which he can write or copy past some free text.

- *Max size of that text has to be specified and decided*

### Authenticated user view (POV):

The main difference between authenticated user and authenticated one, is that the **previous Events** can be called in addition to the creation of a new event when a **Request Free quote** is clicked from a new artist

If the request is concerning the **same artist**, and that previous events related quoted are already pending (not expired), then the “previous event dropdown: will only show the related Act and Categories, as well as an ICON clearly showing an on-going quotation.

The screenshot shows a web interface for creating a quote request. At the top, there's an orange header bar with a dropdown menu labeled 'Event:' containing 'Lorem Ipsum 2' and a 'New event' button. Below this is a profile section for 'Diana Krall' with a circular profile picture and a bio: 'Jazz Vocalist, Jazz Pianist, Song Writer, Lorem Ipsum, Lorem Ipsum, Lorem Ipsum'. Under the profile, there are eight checkboxes arranged in two rows: 'Comedy Acts long', 'Comedy Acts very long', 'Not so long but still', 'Short', 'Less Shorty', 'Beautiful Acts', 'Singers', and 'Night Dancers'. Below the checkboxes is a blue link 'Add a comment'. At the bottom center is a large orange 'Send' button.

Figure 3 Quote request screen authenticated user, without comment

This screenshot is identical to the previous one, but with an additional text input field. Below the 'Add a comment' link, there is a white rectangular box with a light gray border containing the placeholder text: 'Write a message to the Artist if you have any question about his performance or if you want to provide with more details about your event'. The 'Send' button remains at the bottom.

Figure 4 Quote request screen authenticated user, with comment

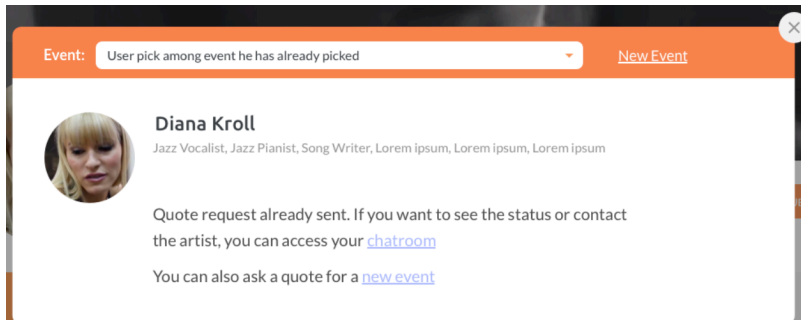


Figure 5 Authenticated user, event with same artist already under quotation

When the user is **authenticated**:

- **Event:** dropdown menu with a list of already registered events.
  - o Existing events in the list shall be sorted by dates, the most recent first.
  - o Concatenation of Date and Event name must be populating the dropdown list
  - o For existing EVENT, a client can only request additional quote for new artist for the same event.
  - o If for an existing event the same artist has been selected, then the pop up “already under quotation” must appear
- **New event:** it will open the same form as for an not authenticated user (see above)
- The second part (act selection and add comment) is the same

**Send button:**

If the user is **authenticated**:

Upon clicking “**Send**” button, this will save the enquiry to the artist into the database and will send an email to the artist.  
 If the client has filled the comment text-field a message to the artist will be saved into the database, to be read in the artist dashboard.

If the user is **not authenticated**:

The user is redirected to the **signup page** (second step of the client signup). When the user has completed his signup, it shows the congratulation message, and then same actions as for authenticated users is then are performed (save the enquiry into the database and send an email to the artist, including the comment) and another small popup appears, saying “Your enquiries was sent successfully to the artist” and the user can now keep browsing and ask for additional quotes.

Email text shall be:

“dear <name>,

I would like to enquire about your availability and price for our upcoming event in <city>. Please kindly find below more information about our event:

- |                                |  |
|--------------------------------|--|
| - Event: <Event Name>          | - Timing: <timing>                     |
| - Date: <date>                 | - Venue: <venue type>                  |
| - Location: <location>, <city> | - Number of guests: <number of guests> |
| - Event type: <event type>     |  |



- Additional comment: <comment from client, limited to the first 150 characters> and a link to the artist message room if this is exceeding the 150 characters

I am interested in the following acts:

- <act #1 requested by client>

....

....

- <act #n requested by client>

You can reply instantly to this enquiry, or message me through our chatroom. If you are not available, you just need to click here.

Many thanks & kind regards,  
<client first name>

Message from Acted:

Hello <Artist Name>, we have noticed that you have <#1> new enquiries and <#2> pending ones waiting for your quotation (<#1+#2> in total).

Please keep in mind it's faster than light speed to send a quote through Acted and get bookings confirmed! Do you want to access your dashboard now?

Keep up the good work <Artist Name>, and do not hesitate to reach out to us with your feedback, comments, and love letters.

Sincerely,  
Rob  
Master Bot

- Values in <value> are from the database
- Please ensure to give us the possibility to edit the email body text in an easy way. This could be in the form of a template text file for now, and multiple templates in the future. We do not accept this text to be in the source code itself. It has to be a separate file.
- Other templates will be made in the future, for example when we launch in different countries, language will be different
- Text will be sent in plain text for now (no HTML formatting). HTML formatting will come later

## 2. Artist Dashboard

### 2.1. ENQUIRIES:

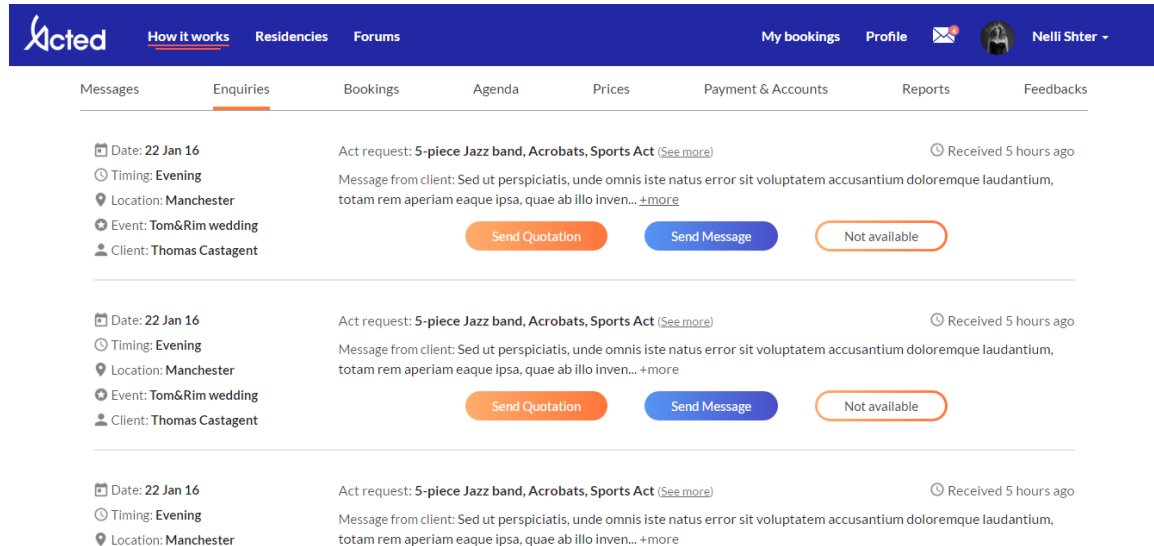


Figure 6 Enquiries in Artist dashboard

#### Input

- The design mockup, in the “enquiries.html” file, in the Mockup repo.
- Acted database.

#### Expected output

A dynamically generated HTML document, respecting the “enquiries.html” file design, filled with the authenticated artist information (stored in the database).

#### Core development

The enquiries will be ordered by the most recent enquiry, most recent received date/time.

For each enquiry, the Event Details, coming from the Quote Request, should appear, with the following information:

- Date of the event (using artist locale definition when applicable)
- Timing (using location locale definition when applicable). When time is used, it is assumed to be the venue timing as entered during the quote request.
- Location = City
- Event = Event name
- Client: only the first name of the client (that he has entered at signup). *Please understand the screenshot from the mockup is not reflecting this.*
- Act request: it shows the name of all the acts requested by the client. However it only shows

the first 45 characters. If the artist clicks on “see more” then it will display underneath the full list of acts requested. The display will disappear if the artist clicks back on “see less”

- Message from client: this shows the first 150 characters of the message from the “Add a comment” field-text entered during the quote request. The artist can expand the text if clicking on “see more”. The display will disappear if the artist clicks back on “hide”

- **Send quotation** will open a pop up “quote reply” (popup will be implemented later, but a dummy one needs to be implemented with a close button).

- **Send message** will open the “chatroom” (in the next milestone, but a small popup will open with a close button).

- **Not available** will send the enquiry at the bottom of the list and will send a notification to the client (page will be implemented later, but dummy popup with close button expected)

## 2.2. Message:

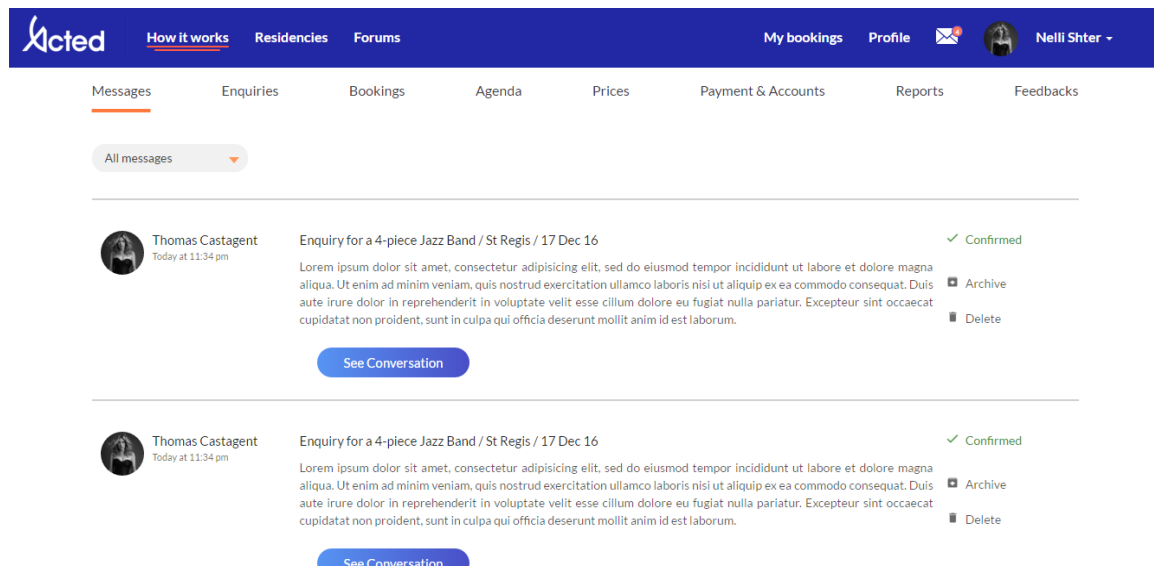


Figure 7 Messages in Artist dashboard

### Input

- The design mockup, in the “messages.html” file, in the Mockup repository.
- Acted database.

### Expected output

A dynamically generated HTML document, respecting the “messages.html” file design, filled with the authenticated artist information (stored in the database).

### Core development

When the artist clicks on the message icon in the top right corner, or clicks on her name (top right corner) that opens a menu on which it is written “dashboard”, which will redirect the user to this page.

There is a filter dropdown list “Messages” with the following values:

- All messages: shows all messages
- Unread: shows all messages that the user hasn’t clicked yet on “see conversation”
- Archived: shows all messages the user has previously archived

The name on the left is the sender’s first name (not last name) and underneath the time (artist location time zone) the message was received. The picture is the client’s picture if they have uploaded one in their settings. Otherwise, we need to display a standard image (to be provided later, use a default one for now).

In the middle section, the title will be composed as [Event name] / [Location (city)] / [Date]

The text below shows the first 550 characters of the message send by the client. If the message is longer than that, then it shows “...”

Clicking in see conversation will direct the user to the Chatroom (page to be implemented later), and the message will be considered as read (and the message is not bold anymore).

On the top right side you have the status of the event, which can be:

- Confirmed
- Enquiry
- Cancelled
- Not available (at this date/time)

**Archive button** will make the message disappear from the screen, but the message can be retrieved from the archived folder.

Remove the delete button from the page. (Needs clarification)

When a comment is written during the quote request and the client as clicked on “Send”, it will send a message here.

### 3. Update of the design files

**New design files** will be delivered during the development of that milestone, and need to be integrated.

This includes some resizing, and the final Acted logo file.

Retina screen high resolution images and browser detection has also been added

We need a fully documented process for integrating any further design files modifications.

**In particular, if you need to do some changes on your side in any of the CSS, JS files, we need to do it in coordination with the Design team, so that we create a single master for both teams.**

### 4. Modification of exiting code

The quotation management is having a consequence on the definition and management of Performance Act from the performance section in the profile. There are also issues if Categories/ sub-categories are changed in the profile of an artist

If the artist is modifying his Performance act definition, in particular deleting one, this has a direct consequence on the existing quotations.

The same is also true for the categories and sub-categories changes in the artist profile. For that possibility, we do not plan to resolve the issue in that current milestone. But suggestions are welcomed.

Therefore, the necessary changes in the existing code (M2, M3, M4) will require changes, and revalidation. You will document clearly what needs to be re-validated from what is not impacted by these changes.

#### 4.1. Deleting a performance act

If an Artist is changing his profile and is removing a Performance Act, this has consequence on the Quotes/Bookings that are using these Performance Acts. We are proposing the following resolution of that problem, but are open to better suggestions:

Artist deletes an act he has quoted clients before, what happens?

- it automatically deletes this act from past quotations (enquiries only. If bookings are confirmed, they stay confirmed; However it sends a message to the artist to ask to reconfirm the bookings with this act). This means that we cannot fully delete the Act itself, but it needs to be marked as "inactive"
- It also automatically send a notification to the client, saying "act deleted in enquiries from Artist XYZ for event ABC"

#### 4.2. Quotation life cycle

Quotations (enquiries) do not need to exist and be kept into the database for past events dates. Therefore, they can be automatically deleted when the Current day is Event date + 1

You will need to document how this background kind of work onto the database is performed, and discuss with us for final approval

## 5. Others

### 5.1. Bundles names

When applicable, a specific bundle name must be defined, unless it is too much interacting with the rest of the application.

### 5.2. Constraints

No commercial or licensed frameworks or API should be used to achieve this bundle. If any is required, this must first be approved by one of the directors Acted Labs Limited

Only open-source codes or frameworks could be integrated in the final developments. For Open source components, the terms and conditions of the license must be listed in the final documentation in order to ensure GPL compliancy. The list must include the previously designed and already implemented components from Millstones M1 to M4

### 5.3. Code commenting and versioning

In each source code file (PHP mainly but no limited to these files) a proper header file must be added. The header is made of two distinct parts:

Part 1: In the header it shall mention the Acted Labs Limited copyright

Part 2: Version number in the form of Vx.y.z

Where

X is major (new functionality, incompatibility with previous major version)

Y is minor (new functionalities or enhancement but backward compatibility ensured)

Z is patch (bug fixes)

Part 1 will be the same for all files, and we will create an MD5 signature of that section for our own use. We will provide the master text during the development.

Each major part of the code including every function must be documented. It needs to explain the functionality and any necessary details for comprehension.

Things that are self-explanatory do not need to be documented but this is an exception rather than the rule

### 5.4. Database changes or additions

Every required change into the database structure, index, data sizing must be discussed with Acted, and approved by Acted. The same is true for any update or upgrade of the DB version or any related component, library, connector, etc...

The main reason is that there are future expected functionalities that will be developed, and we want to start understanding the total sizing of the solution, replication requirements, possible optimisations such as using SSD disks, etc...

We are also happy to discuss any possible improvements when possible scaling issues are foreseen during the development.

### 5.5. Database fixtures for testing purposes

Sufficient amount of data must be available into the database (via fixtures) in order to ensure efficient testing of that feature.

The additional data entered during testing shall be kept for future use when appropriate, so that it can be re-played after a database DROP.

### 5.6. Data migration from now on

From this milestone, we will keep all the data entered during testing, and therefore data migration must be planned accordingly.

### 5.7. Test materials

In order to test the development of the 2 scenario (authenticated vs. unauthenticated users), you could implement a very simple page with 2 separate forms if there is no other way to achieve proper testing:

- First form will send a quote request page as an unauthenticated user (no information in the Session), with an Artist ID as a parameter
- Second form will send a quote request as an authenticated user, supplying an user Id (saved in the Session) and an Artist ID parameter.

### 5.8. Documentation

A properly formatted Word document will be required to describe all the useful info about the features of this specification, to explain, if it applies:

- What is the main goal of the feature?
- What are the feature inputs?
- What are the feature outputs?
- What are the main business rules implemented?
- Define a detailed “How it works” schema.
- Documents the features that are not implemented here, but part of a “next” milestone
- Document for further reference the “prepared for future use” features and details. In particular (but not limited to) the LOCALE related ones.
- Which bundle handles each of the feature(s)?
- What are the main classes?
- What are the existing services used, and services created in that feature?
- What are the Twig templates?
- What are the add-on bundles you installed, including licensing information that applies?
- What are the commands to run to install the feature?
- What are the commands to run to test the feature?
- How to test the feature?
- What are the deployment server requirements? In particular any specific (minimum version) used during development and validation
- GIT related information’s. In particular, for testing purposes and long term tracking, please indicate key GIT tags (and/or Branches) that relates to fully functional deliverables.
- Database requirement explained. In particular Indexes, foreseen performance issues or challenges