User Manual

Team 6

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To access the Maintenance page, click on "Maintenance" under the navigation bar. The Maintenance page displays a list of all the maintenance tickets created in the house in chronological order. It allows a user to send maintenance requests to another user for them to address and resolve. Any user can send a request to any user in the same house. Each request has a priority level assigned to it to inform the receiver of the urgency of a response. Figure **??** shows a screen image of the Maintenance page.

5.9.1   Add a Ticket

1. To add a ticket, click on the "New Request" button' at the top of the Maintenance page. A pop-up modal will appear with fields for user input.

2. Fill out the fields. Note: All fields marked with an asterisk (*) must be filled.
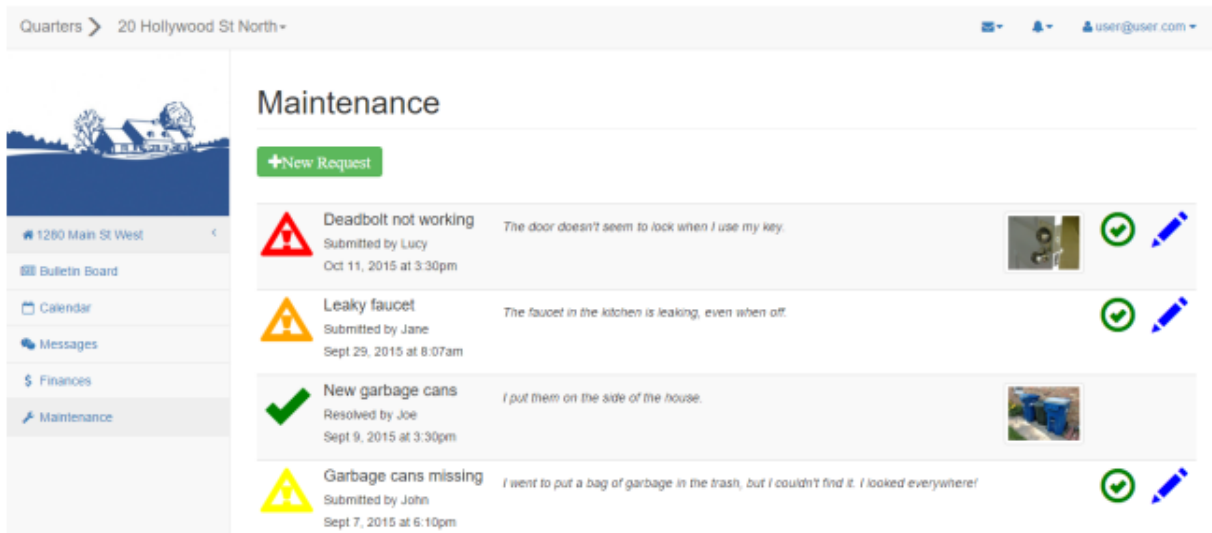
Figure 1: Screen image of Maintenance page

3. Click the "Submit" button at the bottom of the modal. The modal will close.

4. The new request will display at the top of the Maintenance page above all of the other tickets.

5.9.2 Edit a Ticket

Only the creator of a ticket can edit the same ticket.

1. To edit a ticket, click on the blue pencil to the right of the relevant ticket. A pop-up modal will appear with editable fields.

2. Edit the appropriate fields.

3. Click on the "Submit" button at the bottom of the modal. The modal will close.

4. The updated ticket will display in its original ordering.

5.9.3 Delete a Ticket

Only the creator of a ticket can delete the same ticket.

1. To delete a ticket, click on the red "X" to the right of the relevant ticket. A confirm modal will appear.

2. Click "OK" to delete the ticket. The modal will close.

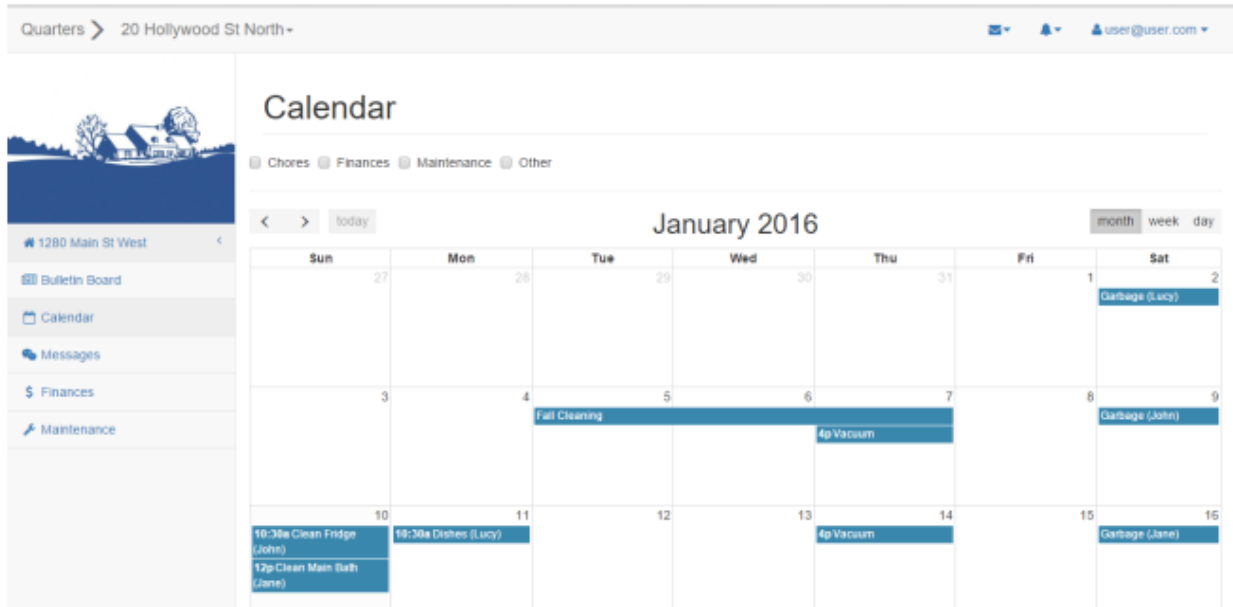3. The deleted ticket will no longer be displayed.

Figure 2: Screen image of Calendar page

5.9.4 Resolve a Ticket

Only the receiver of a ticket can resolve the same ticket.

1. To resolve a ticket, click on the green checkmark to the right of the relevant ticket. A confirm modal will appear.

2. Click "OK". The modal will close.

3. The resolved ticket will display at the top of the Maintenance page above all of the other tickets. A green checkmark will replace the priority level symbol that was originally displayed on the left of the ticket.

5.10 Calendar

To access the Calendar page, click on "Calendar" under the navigation bar. The Calendar page displays a calendar showing all events created by members of the same house. Any user can add an event to the house's calendar. Figure ?? shows a screen image of the Calendar page.

5.10.1 Change Calendar View

1. The default calendar view is monthly. To change the calendar view, above the calendar, to the right, click the "Month" or "Week" or "Day" button. The calendar view will change.

5.10.2   Move Forward or Backward

1. To move the calendar forward to the next month/week/day, above the calendar, to the left, click the ">" button.

2. To move the calendar backward to the previous month/week/day, above the calendar, to the left, click the "<" button.

5.10.3   Add an Event

To add an event to the calendar, there are two methods:
Method 1:

1. Navigate to the desired day (and time if in week or day view).

2. Click on the desired day (and time if in week or day view). A pop-up modal will appear with fields for user input.

3. Fill out the fields. Note: All fields marked with an asterisk (*) must be filled.

4. Click the "Submit" button at the bottom of the modal. The modal will close.

5. The new event will display on the calendar.

Method 2:

1. Click on the "New Event" button at the top of the Calendar page. A pop-up modal will appear with fields for user input.

2. Fill out the fields. Note: All fields marked with an asterisk (*) must be filled.

3. Click the "Submit" button at the bottom of the modal. The modal will close.

4. The new event will display on the calendar.

5.10.4   Edit an Event

Only the creator of an event can edit the same event.

1. To edit an event, navigate to the desired event on the calendar.

2. Click on the desired event. A pop-up modal will appear with editable fields.

3. Edit the appropriate fields.

4. Click on the "Submit" button at the bottom of the modal. The modal will close.

5. The updated event will display on the calendar.

5.10.5   Delete an Event

Only the creator of an event can delete the same event.

1. To delete an event, navigate to the desired event on the calendar.

2. Click on the desired event. A pop-up modal will appear.

3. Click on the "Delete" button beside the "Submit" button at the bottom of the modal. A confirm modal will appear.

4. Click "OK" to delete the event. The modals will close.

5. The deleted event will no longer be displayed on the calendar.

5.11   Notifications

6   Troubleshooting

7   Frequently Asked Questions