User manual
Codezilla c# project "Konverentsikeskus Planetaarium"

1 General information & getting started

This application is a reservation management system for a small conference centre. Our demonstrational centre is called "Planetaarium". It has three rooms and three employees, who have access to the application.
Feel free to try and explore the functionality. For testing please sign in with test user account.
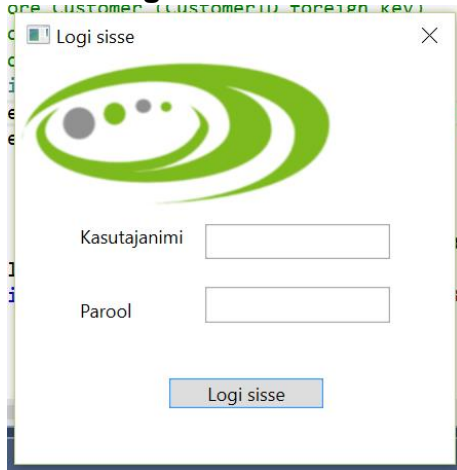*username: test*
password: test

Once signed in, your can act as a centre manager, i.e. place and update bookings, customer details, ets.

1.1 Before first use:

1. Set up database from script **DBScript.sql**, located in
   \KonverentsProject\Konverentsikeskus folder
2. Please run the **TestRakendus** application from same solution in VS. It will fill your local database with test data for your convenient use.
3. Start **Keskus** project
4. Login with test user information (see above).
5. Enjoy!

1.2 User interface and functionality
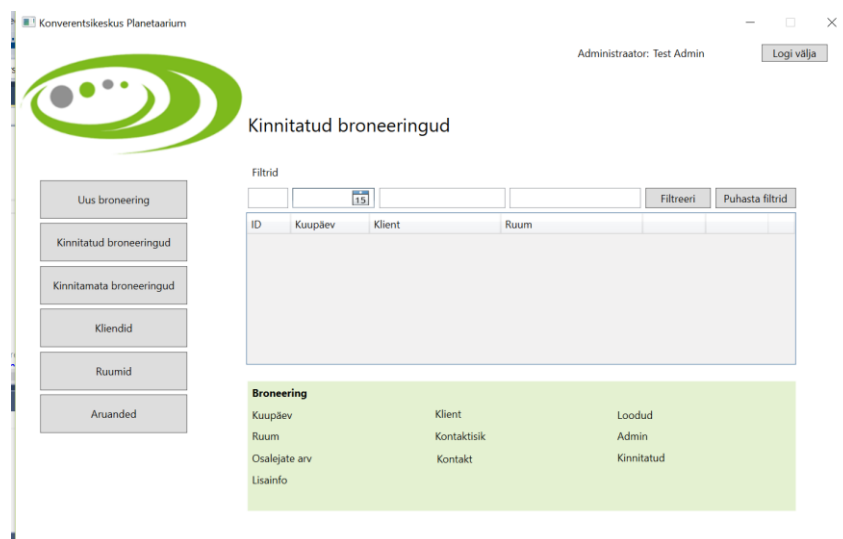
1.2.1 Login window

Please log in with

username: **test**

password: **test**

1.2.2 „Welcome" screen

Once logged in, the first view you see is the confirmed bookings (***Kinnitatud broneeringud***) view. For the first time it will be empty, as you do not have any confirmed bookings yet. Once you'll have some confirmed bookings, those will appear in this view.

The left window part contains application main menu navigation buttons, that will get you through entire application.

You can log out at any time by pressing ***Logi välja*** button.

1.2.3 Adding new booking (*Uus broneering*), updating existing booking

You can insert new booking here. All fields except additional info (**Lisainfo**) are compulsory. You will be prompted, if any of required info is missing.

For event date (**Kuupäev**) select date from calendar, or insert manually. Dates in the past are not allowed. Earliest possible booking date is current date.

For room (**Ruum**) select room from dropdown menu. Please note, dropdown menu will only show active rooms. If chosen room-date pair is already booked, you will be prompted to change booking.

For customer (**Klient**) you can select existing customer from the list on the right. By need, the search by partial name is available (**Otsi** button). If customer is not in the database, one can be added using **Lisa uus klient** button (see Adding new customer).

The participants (**Osalejate arv**) can be inserted only as numerical value. You will be prompted, if number of participants exeedes the capacity of selected room.

You can either confirm and save data as new booking (**Kinnita**), or discard any changes and navigate to previous page (**Tagasi**)

You will encounter the came view in case you will update any existing booking details. In this case the forms will be pre-filled with selected booking information.

1.2.4 **Confirmed/Unconfirmed booking (*Kinnitatud broneeringud, Kinnitamata broneeringud*) view**

Two views differ from each other only by one button: confirm (*Kinnita*), that allows to confirm booking in unconfirmed booking view. On this page you can view the list of bookings with respective status. For your convenience, set of filters is available on top of booking list.

To apply entered filters press *Filtreeri.* To clear filters press *Puhasta filtrid*. Booking list can be sorted by clicking the column header.

Once you have selected any particular booking, the details of this booking will be displayed in bottom pane.

Press *Muuda* to go to booking update view.

Press *Kinnita* (for unconfirmed booking) to confirm any booking. As a result, it will disappear from list and appear in confirmed booking list.

Press *Kustuta* to delete the booking. NB! User cannot restore deleted bookings.

1.2.5 Customers view (*Kliendid*)

Here you can view full list of customers and their contacts entered in company database.

You can add new customer (**Lisa uus klient**) and, once the exicting customer is selected from list, you can change this customer details and contacts (**Muuda andmed).**

1.2.6 Adding new customer

Please begin new customer entry by entering company name and contact person. Once details are confirmed and saved (button **Kinnita**), please proceed to enter the contact information.

You have several preset values for contact types to chose from dropdown menu. Save new contact by pressing *Lisa kontakt*.

While updating customer details you can change the value of specific contact entry and save by pressing *Muuda andmed*.

You can always navigate back from either view discarding any unsaved changes by pressing *Tagasi.*

1.2.7 Rooms (*Ruumid)* view

You can observe basic data of centre rooms in the table, as well as location on the floor plan on the right. Please note, active room names are black on the floor plan, while inactive rooms are gray.

As the configuration of the building is rarely changed, user cannot add new rooms, however he can change specific room configuration by clicking *Muuda andmed*.

 User can manipulate the capacity (number of seats *Istekohtade arv*) and availability (*Aktiivne/Mitteaktiivne*). In fact, the last option can be useful for maintenance and renovation period, when no events can be held in the room. You will be prompted to check, if there are any bookings in deactivated room. If there are any, the room name will be marked red in booking list, as below.

You can navigate back discarding any unsaved changes by pressing *Tagasi.*

You can confirm and save changes by pressing *Kinnita ruumi andmed*.

1.2.8 Reports (*Aruanded*) view

User can create reports on centre past activities from report view.

Reports can be generated for chosen period (up to the day before current day), either by specific customer (**Kliendi aruanne**), by specific room (**Ruumi aruanne**), or by entire centre (**Koondaruannne**). Once criteria is selected, please press **Genereeri aruanne**.

If no entries meet the report criteria, application will let you know. If there are entries matching the criteria, report will be generated in the list view on the bottom of the page. By need generated report can be exported to .xlsx file (**Ekspordi aruanne** button).

1.2.9 User activity logging

To trace user actions and applied changes, the user action log is generates. You can explore the logged events in **userlog.txt** file located in *KonverentsProject\Konverentsikeskus\Keskus\bin\Debug* folder

1.3 Feedback and suggestions

If you have anything you want to ask/propose/suggest or tell us, please feel free to contact team Codezilla via our project Wiki page https://wiki.itcollege.ee/index.php/Codezilla.