**Server Login Information:**

* **Server Name:** pola-sqltest
* **Database Name:** Graphics\_Services
* **Login Name:** graphics
* **Login Password:** Graphics@service

**GraphicServices Folder**

* Index.php
  + First Page for all Users
  + Takes in Port Email and then goes to valid\_login/user/index.php to validate
  + Also, under form submit buttons, it has a link to admin\_login.php
* Admin\_login.php
  + Admin and Technician Login Page
  + Takes in Port Email and then goes to valid\_login/admin/index.php to validate
* Admin Folder
  + index.php
    - Home Page for Admin and Technicians (but need to remove user button for technicians)
  + users.php
    - Page where all users are listed
  + current\_jobs.php, new\_requests.php, completed\_jobs.php, archive.php
    - Not created yet, but should be.
* AV\_Form Folder
  + index.php
    - Av form with submit button
  + av\_submit.php
    - php that process form submittal and links all information to the database creating a new av request.
* Copy\_Center\_Form Folder
  + index.php
    - the copy center form with submit button
  + copy\_center\_submit.php
    - php that process form submittal and links all information to the database creating a new copy center request.
* CSS Folder
  + admin.css
    - CSS used for all admin/technician pages.
    - Needs to be changed to work on ie8
  + button.css
    - CSS used for all submit buttons.
  + form.css
    - CSS used by all three forms.
  + index.css
    - CSS used by both user login page and admin login page.
* Design\_Form Folder
  + index.php
    - the design form with submit button
  + av\_submit.php
    - php that process form submittal and links all information to the database creating a new av request
* Images Folder
  + Stores all Images to be used
  + Texture-gif
    - Contains the yellow background used on all pages as well as different color variations of this in case you want to use them for different people (admin, users, technicians). Currently only using yellow.
* JS Folder
  + dates.js
    - Used to add unhide drop down menu days depending on the month and year selected.
  + Jquery.js
    - Downloaded jquery library so that it allows fast access and does not need the user to go outside the intranet
* Success Folder
  + index.php
    - Not functional yet, but should add success message and print option. Details below.
* Valid\_Login Folder
  + admin/index.php
    - php that checks if an admin has logged in correctly
  + user/index.php
    - php that checks if a user is in the database and grants them access to a form so that we know who submitted the form

**TO DO LIST**

* For Users
  + Complete database connection with form submittal for all three forms (Copy center has already been connected, but no table is made to take information)
  + Create Success Page after form is submitted with a print button
    - Should Say something like: Form has been successfully submitted to the <Copy Center, Graphic Design, Audio Video> Department. Please call <phone number> if you have any questions. We are located on the 4th Floor in HAB.
  + Change user login so that instead of linking to a form directly, they link to a page that shows old requests and then they can choose to create a new request and proceed to a form
  + Add Calendar JQuery functionality to the Forms (currently using php to create a timestamp)
    - Clickable calendar with ability to input date and time
    - Time is not needed for the Design form.
  + Create a job ID formatted like:
    - Audio/Video: AV\_2013-11-01\_00001 (AV\_<date>\_<job id>)
    - Design: GD\_2013-11-01\_00001 (AV\_<date>\_<job id>)
    - Copy Center: cc\_2013-11-01\_00001 (AV\_<date>\_<job id>)
    - Print this on the forms as well as in all views (admin, technician, printable)
  + AV Form
    - Need to update form to be able to accommodate meeting and event setups. These need to have a location parameter so they know where to setup.
    - Also needs to have photography be labeled as either “in house” or “contractor”
  + Copy Center Form
    - Need to talk to copy center and check with them to see if they like the design
  + Design Form
    - Need more information about what each task would want. He wants to make it as general as possible and has not given me much details yet.
* For Admin
  + IMPORTANT: Create a viewable and printable form of all requests made by users. This is the main purpose of the whole program. They want to automate their annual excel table that has all their requests.
  + Create a table that shows all new requests in their department
  + Create a table that shows all current jobs in their department
  + Create a table that shows all completed jobs in their department for that year (all other completed jobs should go into the archive)
  + Update the homepage so that it shows number of completed jobs for the year at the top of the page as well as new requests table and current jobs table on the page (in that order)
  + CSS needs to be changed to work on ie8 (but most if not all admin and technicians work with mac so you may not need to worry about this too much).
* For Technicians
  + Technician page not created at all yet, but should look very similar to admin page except they are not allowed access to user management page (users.php).
  + Should have access to a personal table with current jobs and new request (just like admin, but only showing their own jobs)
  + Create a new view of the forms that incorporates all user input but also adds the ability for the Technician to:
    - Write down hours they worked on the job (this should be time-stamped, so it would record something like 3hrs on Monday Sept 10, 6hrs on Tuesday Sept 13, ect.)
    - Add any personal notes,
    - Add revision dates
      * Revision dates are used when a job was marked as complete then sent back with new changes requested. Ask Jim to confirm this.
    - Mark the job as completed (date should be recorded automatically when marked as complete)