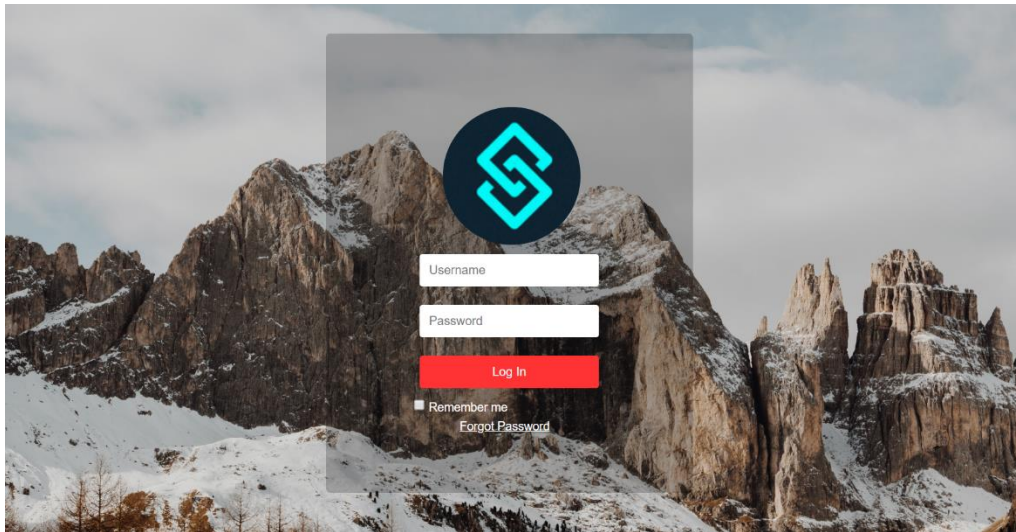


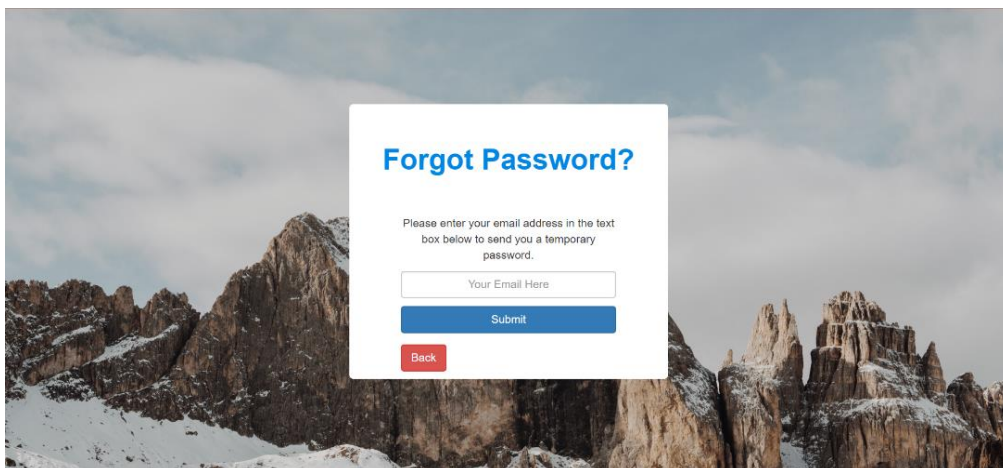
Manual for Admin

1. **LOGGING IN** – Go to the website. The login page pops up asking for your username and password. To proceed to the homepage, enter a valid username and password then click the **Log In** button or press the **Enter** key.

- If you want the browser you are using to save your username and password for you, you can do so by checking the **Remember Me** checkbox before logging in. Otherwise, uncheck it.




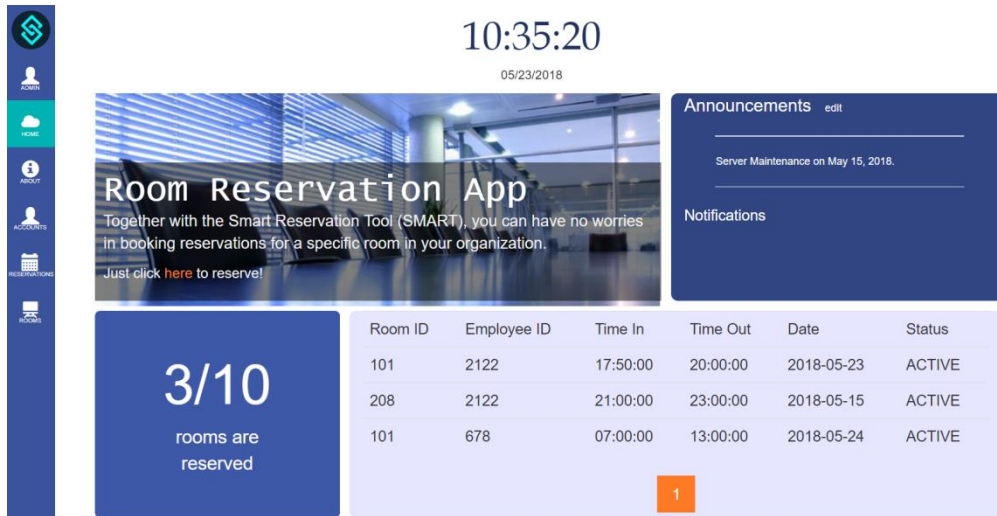
2. **FORGET PASSWORD** - If you forgot your password, click the Forgot Password link at the bottom of the page. You will be asked to enter the email address you registered with your account. After submitting, check the email address. You will find an email from the system containing a temporary password you could use to log in.



3. **HOMEPAGE** - Logging in will open the home page. On the top right of the page, you can view and edit announcements for everyone. Your reservations for the day will be posted under Notifications. On the bottom part, you can see how many of the rooms are currently reserved and you can view all the reservations made. Each page only shows 5 reservations.

- To view other reservations, just click at the page footers to change page.

- You can always come back to the homepage by clicking the  **Home** button at the side bar of any page.

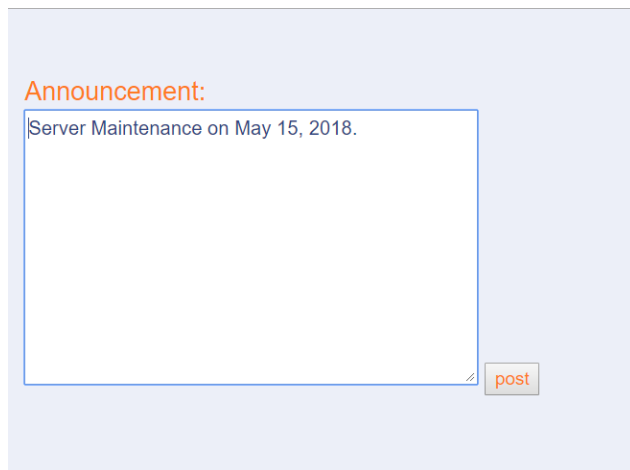


The screenshot shows the homepage of the Room Reservation App. At the top, the time is 10:35:20 and the date is 05/23/2018. The main header area features a large image of a modern office interior with the text "Room Reservation App" and a sub-header: "Together with the Smart Reservation Tool (SMART), you can have no worries in booking reservations for a specific room in your organization. Just click [here](#) to reserve!". Below this, a blue box displays "3/10 rooms are reserved". To the right, there is an "Announcements" section with an "edit" link and a notification: "Server Maintenance on May 15, 2018." Below the announcements is a table of reservations.

Room ID	Employee ID	Time In	Time Out	Date	Status
101	2122	17:50:00	20:00:00	2018-05-23	ACTIVE
208	2122	21:00:00	23:00:00	2018-05-15	ACTIVE
101	678	07:00:00	13:00:00	2018-05-24	ACTIVE

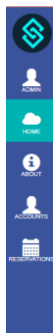
At the bottom right of the table, there is a small orange box with the number "1".


4. ANNOUNCEMENTS- You can post announcements for everyone by clicking **edit**. Rewrite the text in the text area. Click **post** to update the Announcement area on your homepage.

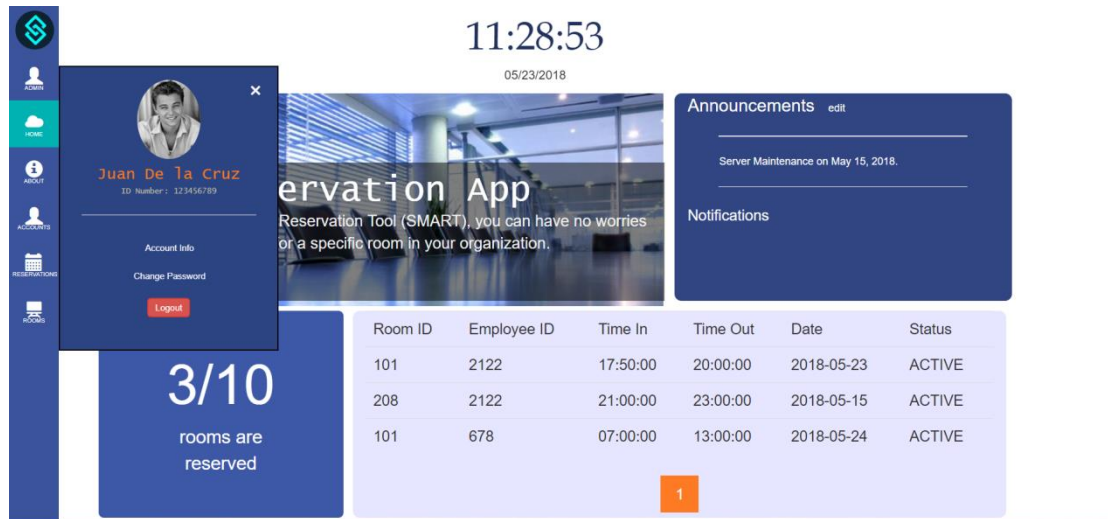


The screenshot shows the announcement editing form. It has a title "Announcement:" in orange. Below the title is a text area containing the text "Server Maintenance on May 15, 2018." At the bottom right of the text area is a "post" button.

5. SIDE BAR - The side bar is the vertical menu shown at the left most part of all the pages except the login page. This bar displays buttons with icons, which with a click would direct you to the different pages of the website.



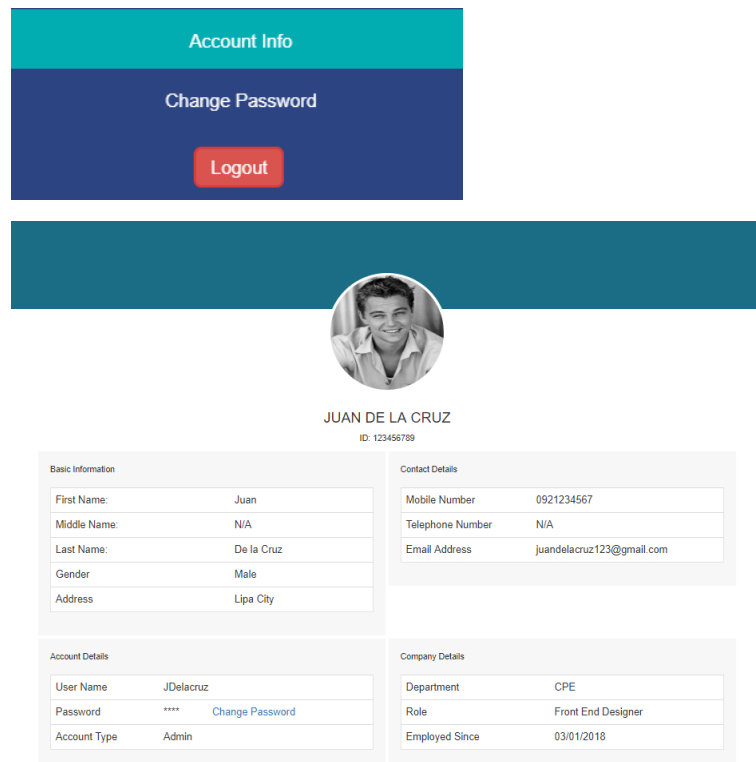
6. ACCOUNT NAVIGATION - Click the **Admin button**  will open the Account Navigation Box. This box will contain your profile picture, name and ID number.



The dashboard shows the time 11:28:53 and date 05/23/2018. The account navigation box displays the user's profile picture, name Juan De la Cruz, and ID number 123456789. The reservation table shows the following data:

Room ID	Employee ID	Time In	Time Out	Date	Status
101	2122	17:50:00	20:00:00	2018-05-23	ACTIVE
208	2122	21:00:00	23:00:00	2018-05-15	ACTIVE
101	678	07:00:00	13:00:00	2018-05-24	ACTIVE

7. ACCOUNT INFORMATION- Click on the **Account Info** in the lower part of the Account Navigation box. This will open a new page containing your information displayed in 4 separate sections: Basic Information, Contact Details, Account Details and Company Details.



The Account Info page displays the following information:

Account Info

Change Password

Logout

JUAN DE LA CRUZ
ID: 123456789

Basic Information

First Name:	Juan
Middle Name:	N/A
Last Name:	De la Cruz
Gender:	Male
Address:	Lipa City

Contact Details

Mobile Number	0921234567
Telephone Number	N/A
Email Address	juandelacruz123@gmail.com

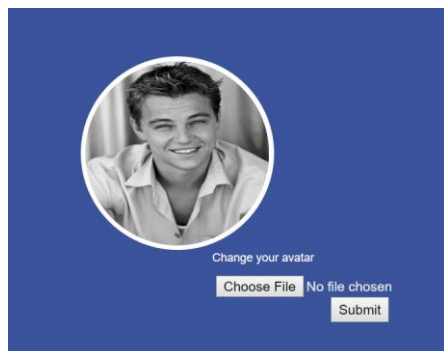
Account Details

User Name	JDelacruz
Password	**** Change Password
Account Type	Admin

Company Details

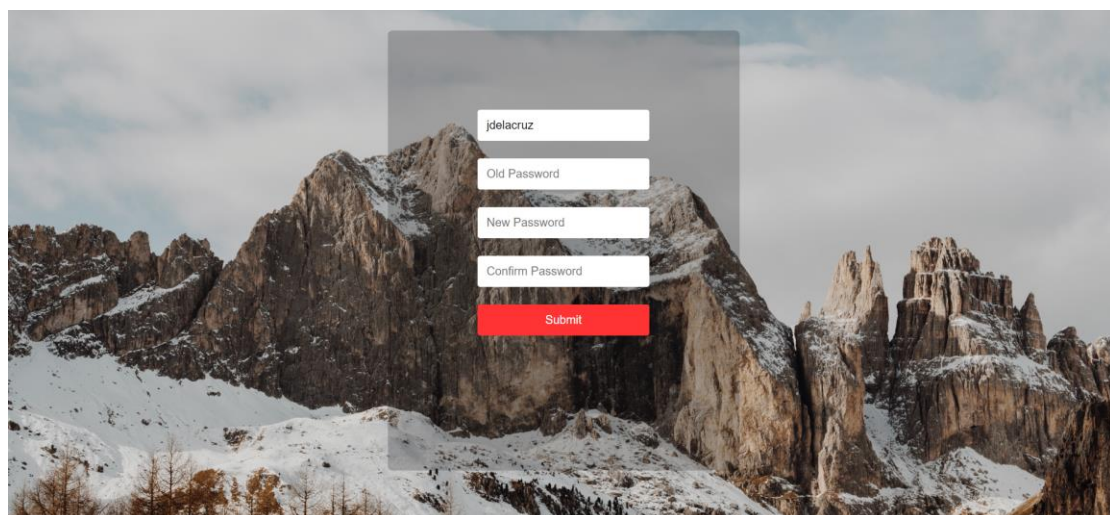
Department	CPE
Role	Front End Designer
Employed Since	03/01/2018

8. CHANGE PROFILE PICTURE- On the account information page, hover on your current profile picture and click **Edit** to open a pop-up window where you can upload, preview and submit a new profile picture.




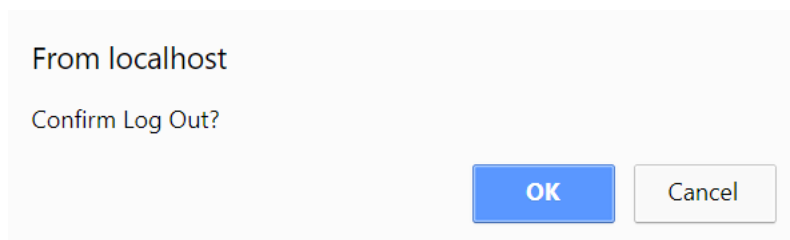
****Note:** Files should be less than 2MB and only in the following type: jpg, jpeg, gif and png.


9. CHANGING PASSWORD - Click the **Change Password** link at the bottom part of the Account Information page. Clicking will direct you to a page where you'll be asked to enter your old password, new password, and verification of your new password. Click **OK** to save.

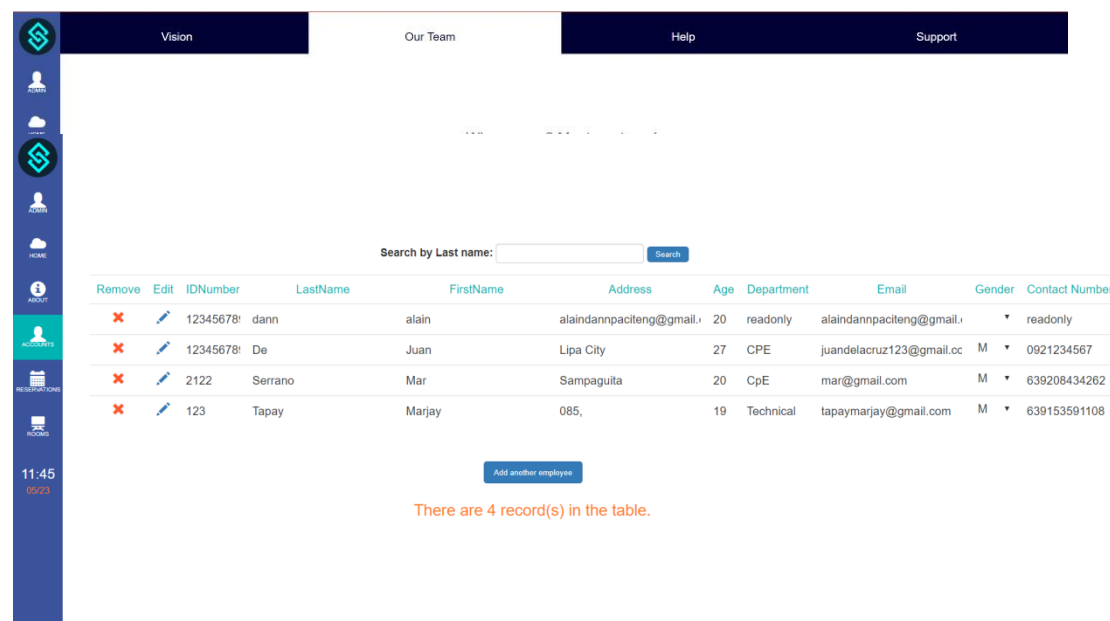


- You can also change your password on the Account Navigation page which you can access by clicking the Admin button on your sidebar.


10. LOGGING OUT - You can logout of the system by clicking at the **Logout** Button  found at the bottom of the Account Navigation box. After clicking, a window will pop-up confirming your logout. Click OK to proceed to the Login Page and Cancel to cancel your logout.




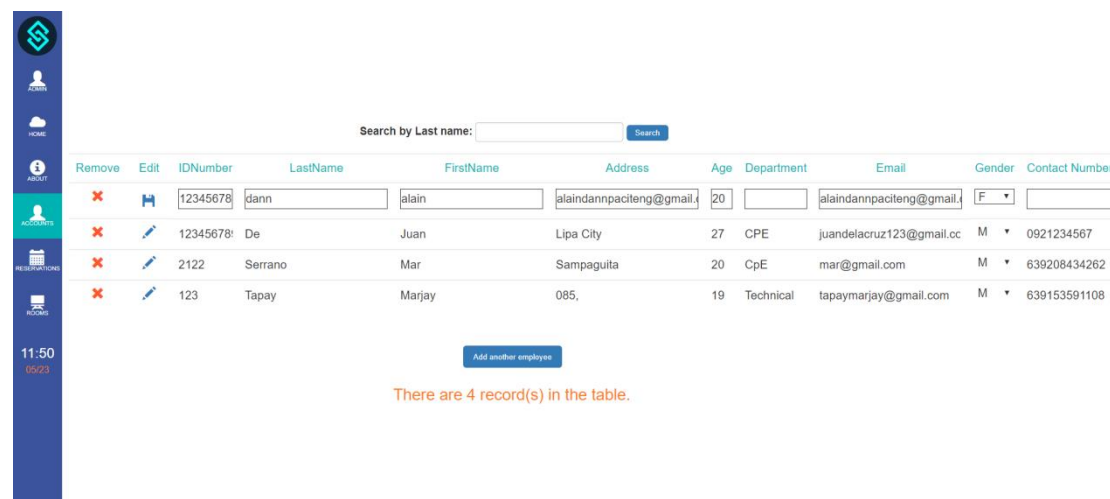
11. **ABOUT US** - Clicking the **About** button  at the side bar will open the About page. There is a horizontal menu at the top of the page where you can select the data you want to view about the website and the developers.




Remove	Edit	IDNumber	LastName	FirstName	Address	Age	Department	Email	Gender	Contact Number
		12345678	dann	alain	alaindannpaciteng@gmail.com	20	readonly	alaindannpaciteng@gmail.com	▼	readonly
		12345678	De	Juan	Lipa City	27	CPE	juandelacruz123@gmail.cc	M	▼ 0921234567
		2122	Serrano	Mar	Sampaguita	20	CpE	mar@gmail.com	M	▼ 639208434262
		123	Tapay	Marjay	085,	19	Technical	tapaymarjay@gmail.com	M	▼ 639153591108

12. **VIEWING ACCOUNTS** - Clicking the **Accounts** button in the side bar  will open a page where you can view all the users.

13. **EDITING ACCOUNT INFORMATION** - Clicking the **Edit** button  will let you change the details of a certain user. Click the Save button to save your changes.



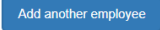
Remove	Edit	IDNumber	LastName	FirstName	Address	Age	Department	Email	Gender	Contact Number
		12345678	dann	alain	alaindannpaciteng@gmail.com	20		alaindannpaciteng@gmail.com	F	
		12345678	De	Juan	Lipa City	27	CPE	juandelacruz123@gmail.cc	M	▼ 0921234567
		2122	Serrano	Mar	Sampaguita	20	CpE	mar@gmail.com	M	▼ 639208434262
		123	Tapay	Marjay	085,	19	Technical	tapaymarjay@gmail.com	M	▼ 639153591108

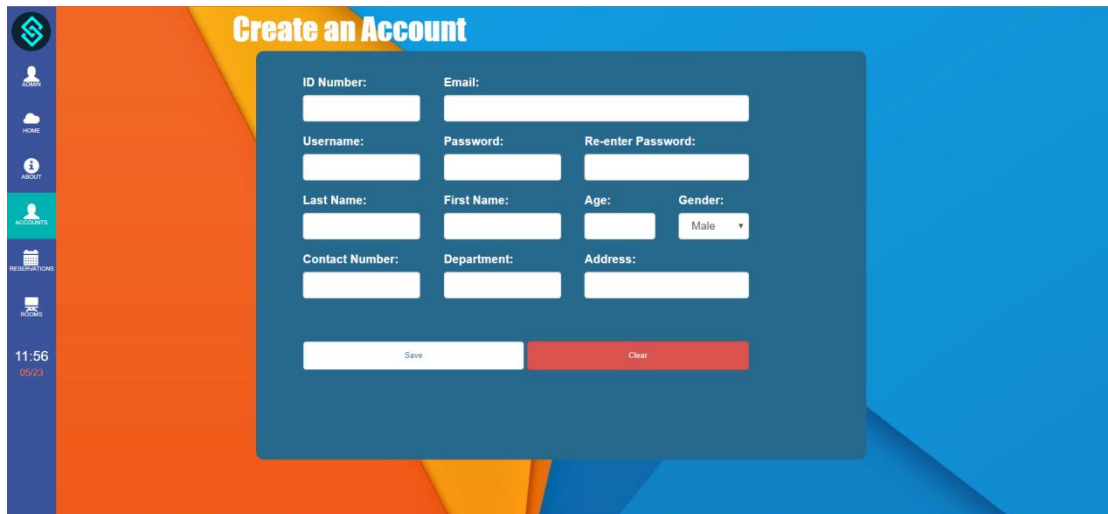
14. **REMOVING ACCOUNTS**- Clicking the **Remove** button  will display a confirmation window. Click OK to permanently remove the user form the system and click Cancel to cancel the deletion of the user.

localhost says

Are you sure?

OK
Cancel

15. ADDING A USER - Clicking the Add **Another Employee** button  at the bottom of the Accounts Page will open another page where you can fill in information for a new user. Click Save to save your inputs and click Clear to remove your inputs from all the fields.




Create an Account

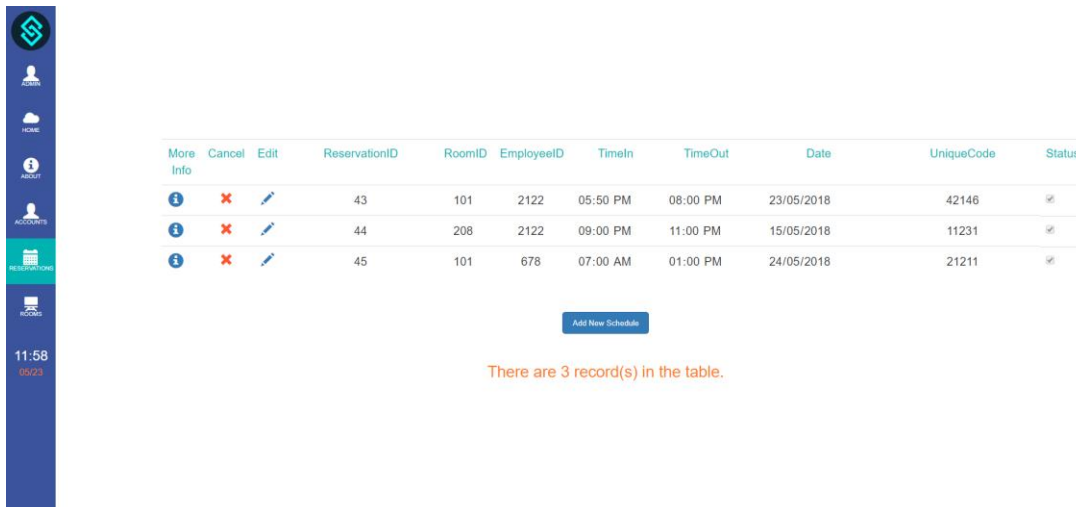
ID Number: Email:

Username: Password: Re-enter Password:

Last Name: First Name: Age: Gender:

Contact Number: Department: Address:

16. VIEWING RESERVATIONS - Clicking the **Reservations** button  in the side bar will open a page where you can view all the reservations and the details including the unique code.



More Info	Cancel	Edit	ReservationID	RoomID	EmployeeID	TimeIn	TimeOut	Date	UniqueCode	Status
			43	101	2122	05:50 PM	08:00 PM	23/05/2018	42146	
			44	208	2122	09:00 PM	11:00 PM	15/05/2018	11231	
			45	101	678	07:00 AM	01:00 PM	24/05/2018	21211	

There are 3 record(s) in the table.

17. ADDING RESERVATION - On the bottom of the Reservations page, click on the **Add New Schedule** button and fill up the necessary fields in the form.

Create Reservation

Room Number
208

Employee ID
123456789

Time In
Time Out

Date
dd/mm/yyyy

Unique Code
79705

Check Availability Clear

- After filling all the necessary fields, click the **Check Availability** button and wait for confirmation that the room is available on your selected date and time. If available, a pop-up window will appear.

From localhost

Room Available.


OK

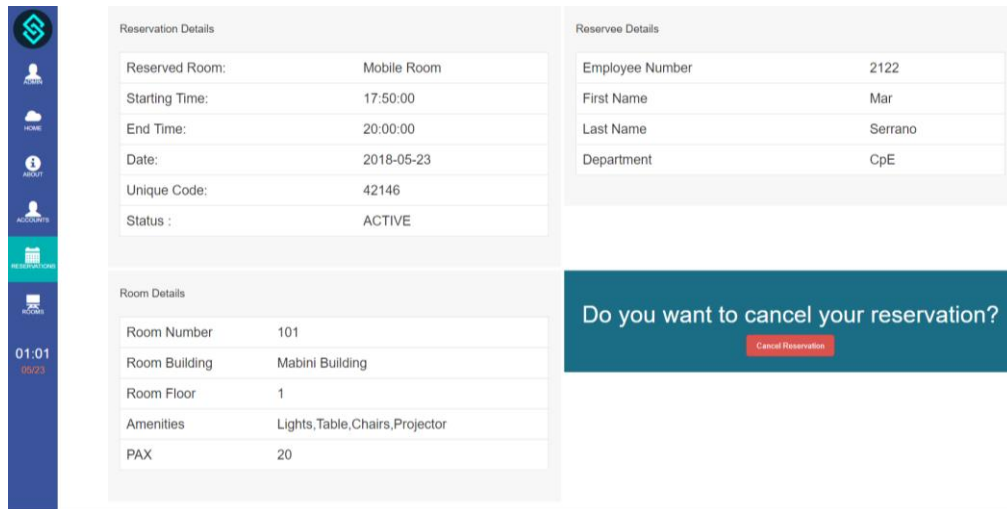
- Click OK. You will then see the **Save** button at the bottom of the page. Click it to save your reservation.
- If the room you chose is not available on your selected time and date, a pop-up window will appear. Clicking OK will close the pop-up window so you can edit the details of your reservation until it is available.

18. RESERVATION OPTIONS- On the left most part of the table, you will be able to see 3 options for reservation.

More Cancel Edit
Info



- **More Info-** Clicking this  button will display a page with a table of information about the reservation, reservee and the room reserved. You can also cancel the selected reservation in this page.




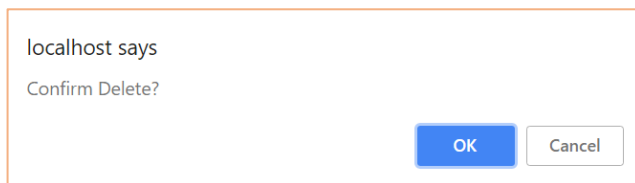
The screenshot shows a web application interface with a sidebar on the left containing icons for Home, About, Accounts, Reservations, and Rooms. The main content area is divided into three sections: Reservation Details, Reserver Details, and Room Details. A modal dialog is open on the right asking 'Do you want to cancel your reservation?' with a 'Cancel Reservation' button.

Reservation Details	
Reserved Room:	Mobile Room
Starting Time:	17:50:00
End Time:	20:00:00
Date:	2018-05-23
Unique Code:	42146
Status :	ACTIVE



Reserver Details	
Employee Number	2122
First Name	Mar
Last Name	Serrano
Department	CpE

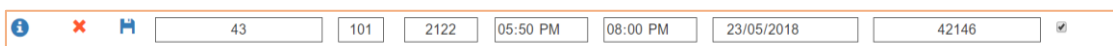
Room Details	
Room Number	101
Room Building	Mabini Building
Room Floor	1
Amenities	Lights, Table, Chairs, Projector
PAX	20

- **Cancel-** Clicking this  button will display a pop-up for confirmation of deletion of the selected reservation. Click OK if you want to proceed deleting the reservation.














The screenshot shows a modal dialog box with the text 'localhost says Confirm Delete?' and two buttons: 'OK' and 'Cancel'.

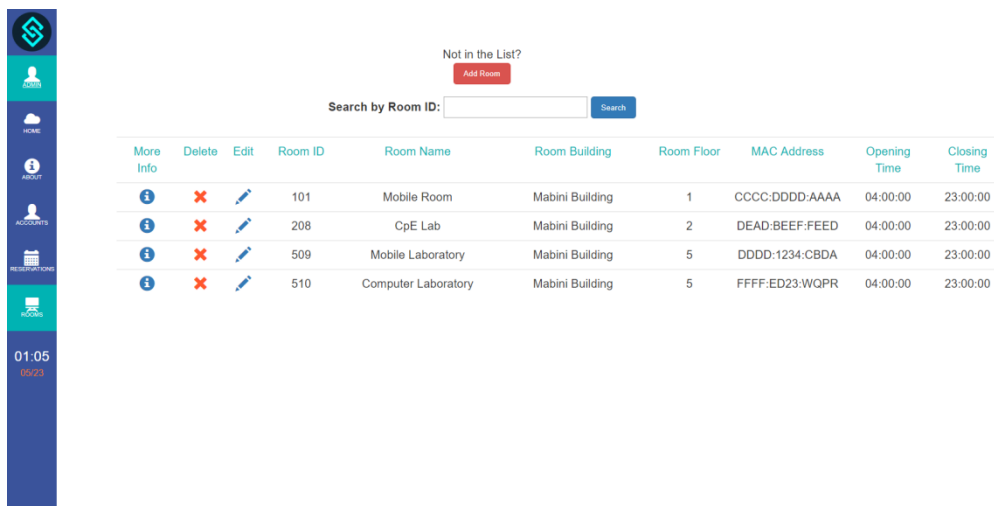
- **Edit-** Clicking this  button will make the table editable. Rewrite the data in the field you want to edit, then click the Save  button to update the reservation.















The screenshot shows a table with reservation data. Above the table is a search bar with the text 'Search by Room ID:' and a 'Search' button. There are also several filter buttons: 'More Info', 'Cancel', 'Edit', and 'Add Room'.

More Info	Delete	Edit	Room ID	Room Name	Room Building	Room Floor	MAC Address	Opening Time	Closing Time
			101	Mobile Room	Mabini Building	1	CCCC:DDDD:AAAA	04:00:00	23:00:00
			208	CpE Lab	Mabini Building	2	DEAD:BEEF:FEED	04:00:00	23:00:00
			509	Mobile Laboratory	Mabini Building	5	DDDD:1234:CBDA	04:00:00	23:00:00
			510	Computer Laboratory	Mabini Building	5	FFFF:ED23:WQPR	04:00:00	23:00:00

- 19. VIEW ROOMS-** Click the Rooms button  to view all the rooms available for reservation.




The screenshot shows a web application interface with a sidebar on the left containing icons for Home, About, Accounts, Reservations, and Rooms. The main content area displays a table of available rooms. Above the table is a search bar with the text 'Search by Room ID:' and a 'Search' button. There are also several filter buttons: 'More Info', 'Delete', 'Edit', and 'Add Room'.

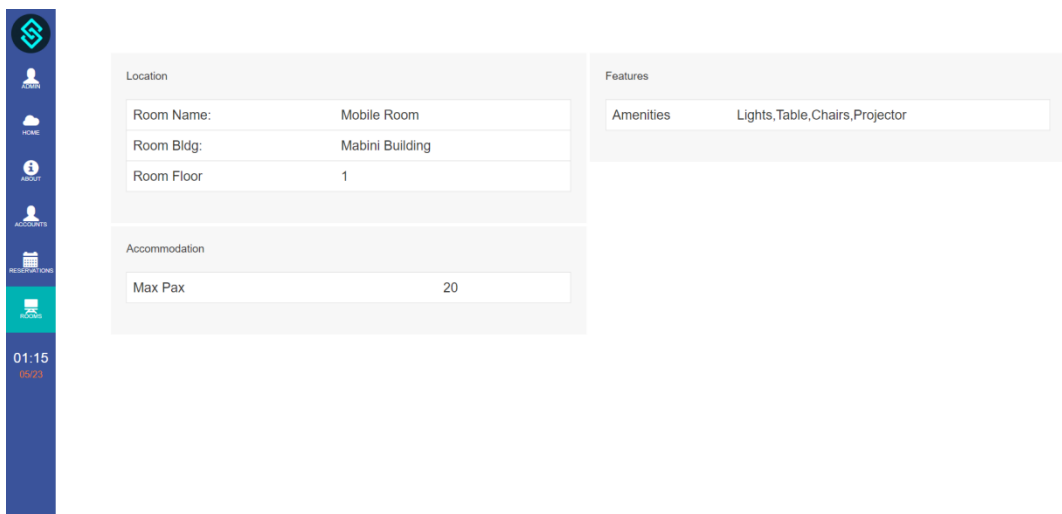
More Info	Delete	Edit	Room ID	Room Name	Room Building	Room Floor	MAC Address	Opening Time	Closing Time
			101	Mobile Room	Mabini Building	1	CCCC:DDDD:AAAA	04:00:00	23:00:00
			208	CpE Lab	Mabini Building	2	DEAD:BEEF:FEED	04:00:00	23:00:00
			509	Mobile Laboratory	Mabini Building	5	DDDD:1234:CBDA	04:00:00	23:00:00
			510	Computer Laboratory	Mabini Building	5	FFFF:ED23:WQPR	04:00:00	23:00:00

20. ROOM OPTIONS- On the left most part of the table, you will be able to see 3 options for the rooms.

More Cancel Edit
Info



- **More Info-** Clicking this  button will display a page with a table of information about the room, including its location, accommodation and features.




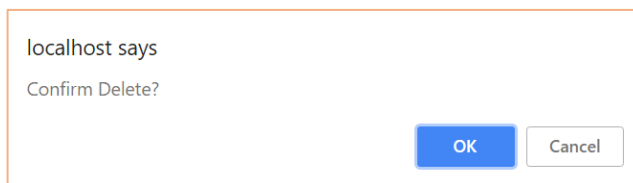
The screenshot shows a sidebar on the left with navigation icons. The main content area displays room information in three sections:

Location	
Room Name:	Mobile Room
Room Bldg:	Mabini Building
Room Floor	1


Features	
Amenities	Lights, Table, Chairs, Projector

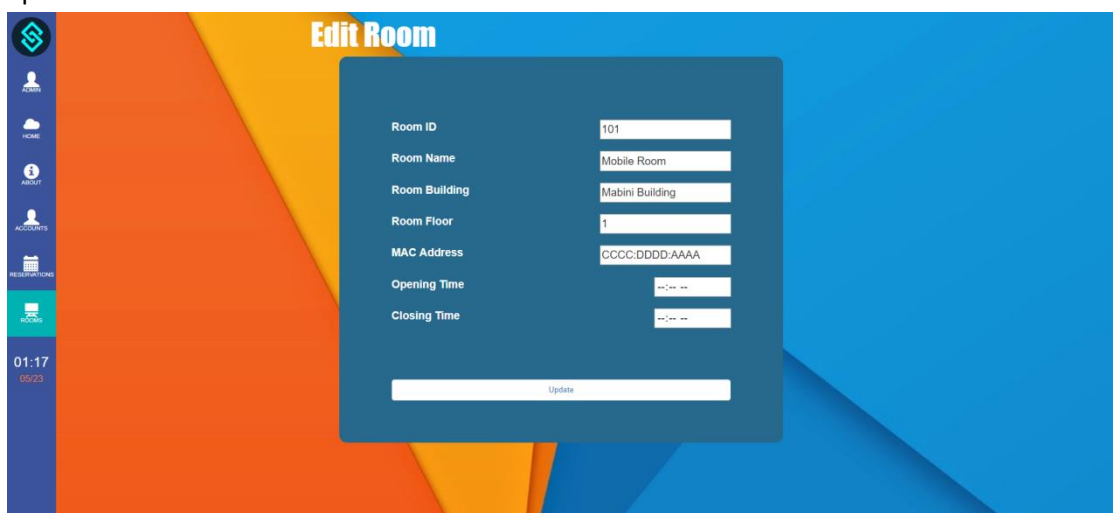
Accommodation	
Max Pax	20

- **Cancel-** Clicking this  button will display a pop-up for confirmation of deletion of the selected reservation. Click OK if you want to proceed deleting the reservation.



The dialog box has a title bar that says "localhost says". The main text reads "Confirm Delete?". At the bottom right, there are two buttons: "OK" and "Cancel".

- **Edit-** Clicking this  button will direct you to the Edit Room page. Rewrite the data in the field you want to edit, then click the **Update** button at the bottom of the page to update the reservation.

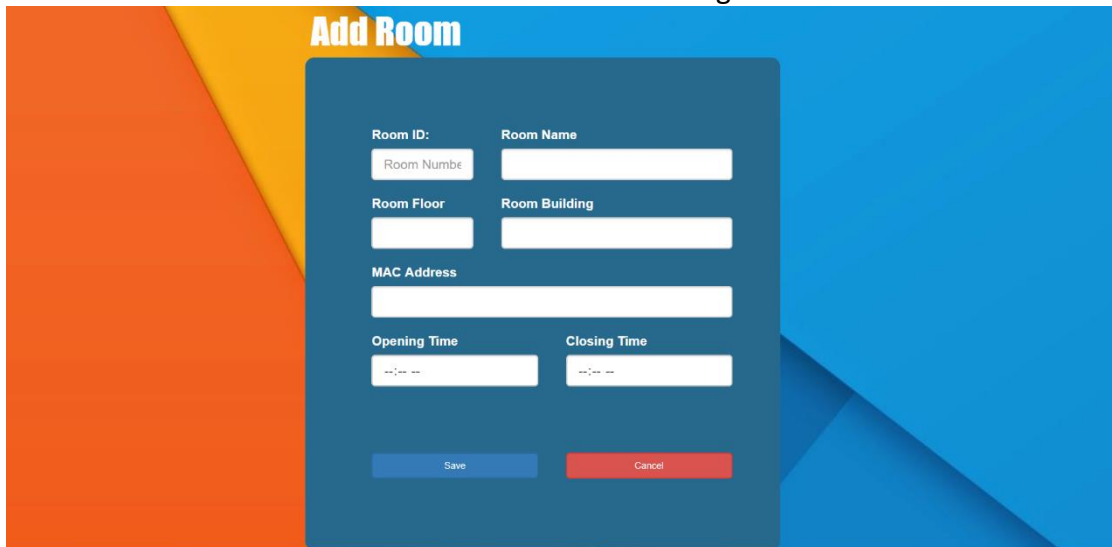


The screenshot shows the "Edit Room" page with a sidebar on the left. The main content area is a form with the following fields:

Room ID	101
Room Name	Mobile Room
Room Building	Mabini Building
Room Floor	1
MAC Address	CCCC:DDDD:AAAA
Opening Time	--:--:--
Closing Time	--:--:--

At the bottom of the form is an "Update" button.

- Click the Add Room button at the top of Rooms Page. Fill up the fields. Click save to create the new room and cancel to cancel the adding.

The image shows a web form titled "Add Room" in a bold, white font on a blue background. The form itself is a dark blue modal box with white text and input fields. It contains the following fields: "Room ID:" with a sub-label "Room Number" and a text input; "Room Name" with a text input; "Room Floor" with a text input; "Room Building" with a text input; "MAC Address" with a text input; "Opening Time" with a time selection dropdown; and "Closing Time" with a time selection dropdown. At the bottom of the form are two buttons: a blue "Save" button and a red "Cancel" button. The background of the entire page features large, overlapping geometric shapes in orange and blue.

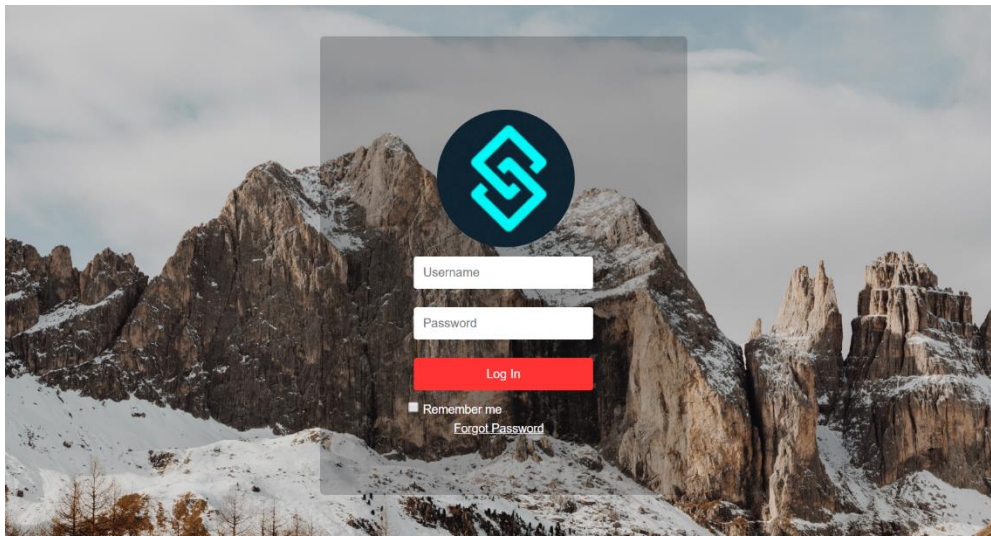
Add Room

Room ID:	Room Name
Room Number	
Room Floor	Room Building
MAC Address	
Opening Time	Closing Time
Save	Cancel

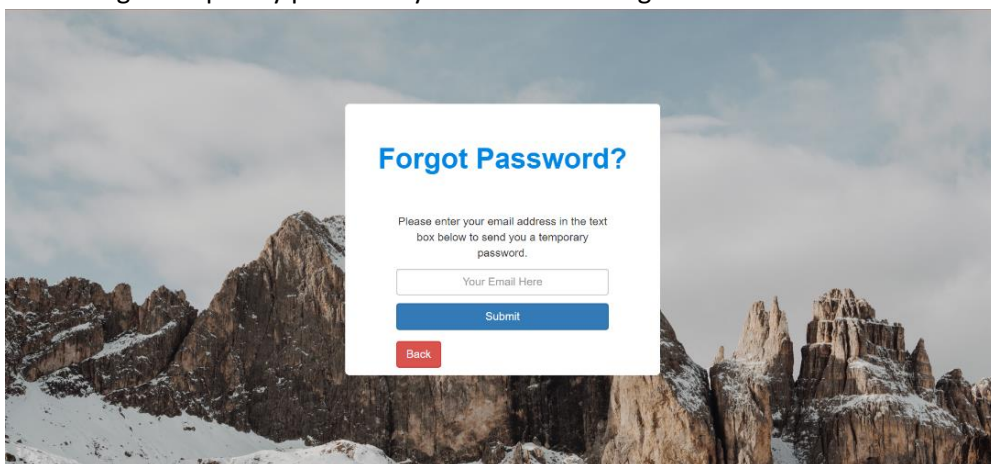
Manual for User

1. **LOGGING IN** – Go to the website. The login page pops up asking for your username and password. To proceed to the homepage, enter a valid username and password then click the **Log In** button or press the **Enter** key.


- If you want the browser you are using to save your username and password for you, you can do so by checking the **Remember Me** checkbox before logging in. Otherwise, uncheck it.

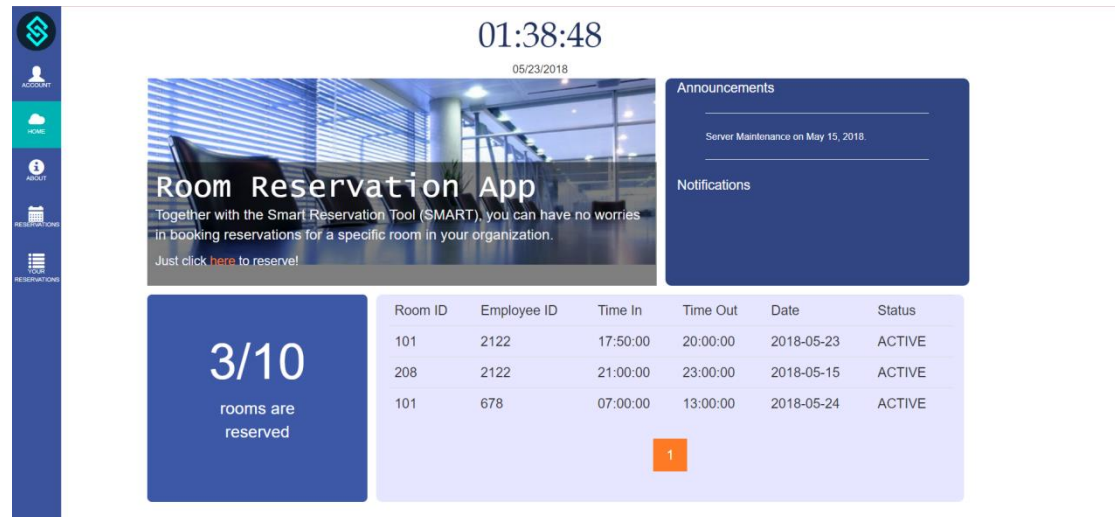


2. **FORGET PASSWORD** - If you forgot your password, click the Forgot Password link at the bottom of the page. You will be asked to enter the email address you registered with your account. After submitting, check the email address. You will find an email from the system containing a temporary password you could use to log in.



3. **HOMEPAGE** - Logging in will open the home page. On the top right of the page, you can view announcements posted by the admin. Your reservations for the day will be posted under Notifications. On the bottom part, you can see how many of the rooms are currently reserved and you can view all the reservations made. Each page only shows 5 reservations.

- To view other reservations, just click at the page footers to change page.
- You can always come back to the homepage by clicking the  **Home** button at the side bar of any page.



01:38:48
05/23/2018

Room Reservation App

Together with the Smart Reservation Tool (SMART), you can have no worries in booking reservations for a specific room in your organization.
Just click [here](#) to reserve!

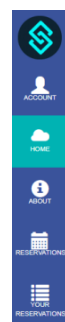
3/10 rooms are reserved

Room ID	Employee ID	Time In	Time Out	Date	Status
101	2122	17:50:00	20:00:00	2018-05-23	ACTIVE
208	2122	21:00:00	23:00:00	2018-05-15	ACTIVE
101	678	07:00:00	13:00:00	2018-05-24	ACTIVE

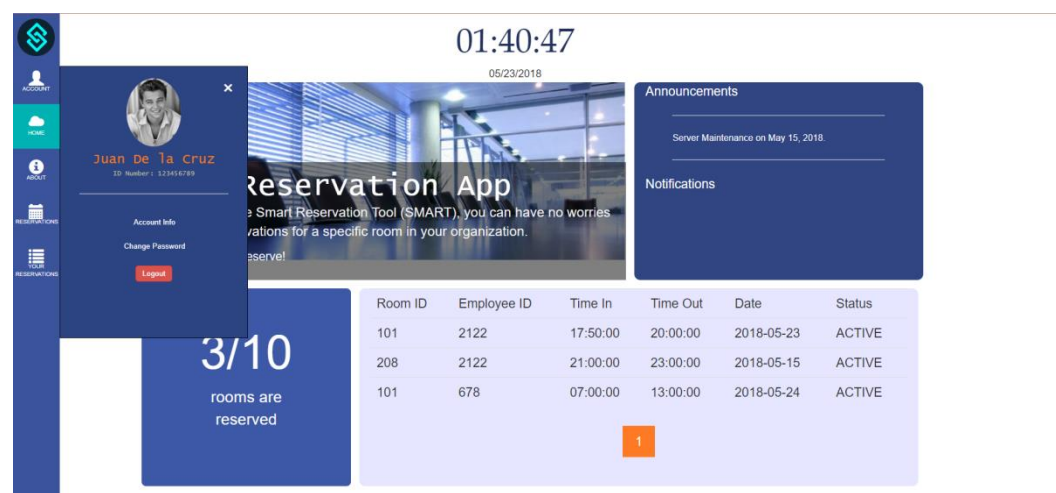
Announcements
Server Maintenance on May 15, 2018.

Notifications

4. **SIDE BAR** - The side bar is the vertical menu shown at the left most part of all the pages except the login page. This bar displays buttons with icons, which with a click would direct you to the different pages of the website.



5. **ACCOUNT NAVIGATION** - Click the **Account** button will open the Account Navigation Box. This box will contain your profile picture, name and ID number.



01:40:47
05/23/2018

Room Reservation App


Together with the Smart Reservation Tool (SMART), you can have no worries in booking reservations for a specific room in your organization.
Just click [here](#) to reserve!

3/10 rooms are reserved

Room ID	Employee ID	Time In	Time Out	Date	Status
101	2122	17:50:00	20:00:00	2018-05-23	ACTIVE
208	2122	21:00:00	23:00:00	2018-05-15	ACTIVE
101	678	07:00:00	13:00:00	2018-05-24	ACTIVE

Announcements
Server Maintenance on May 15, 2018.

Notifications


Account Navigation Box:

Juan de la Cruz
 ID Number: 123456789
 Account Info
 Change Password
 Logout

6. ACCOUNT INFORMATION- Click on the **Account Info** in the lower part of the Account Navigation box. This will open a new page containing your information displayed in 4 separate sections: Basic Information, Contact Details, Account Details and Company Details.

Account Info

Change Password


Logout



JUAN DE LA CRUZ
ID: 123456789

Basic Information	Contact Details
First Name: Juan	Mobile Number 0921234567
Middle Name: N/A	Telephone Number N/A
Last Name: De la Cruz	Email Address juandelacruz123@gmail.com
Gender Male	
Address Lipa City	
Account Details	Company Details
User Name JDelacruz	Department CPE
Password **** Change Password	Role Front End Designer
Account Type User	Employed Since 03/01/2018

7. CHANGE PROFILE PICTURE- On the account information page, hover on your current profile picture and click **Edit** to open a pop-up window where you can upload, preview and submit a new profile picture.

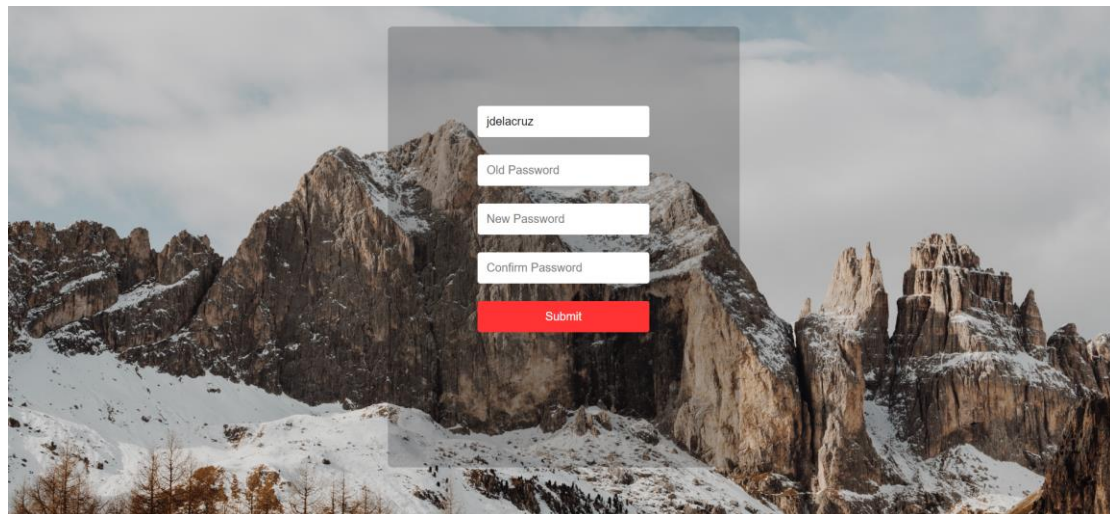


Change your avatar

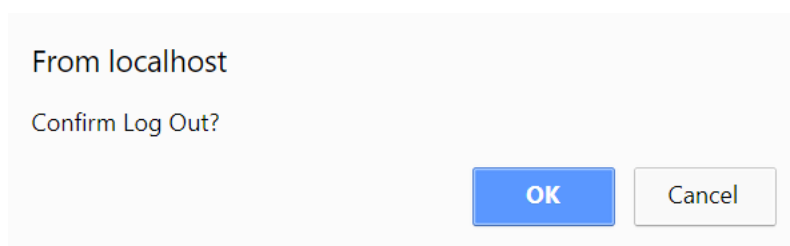
No file chosen


****Note:** Files should be less than 2MB and only in the following type: jpg, jpeg, gif and png.

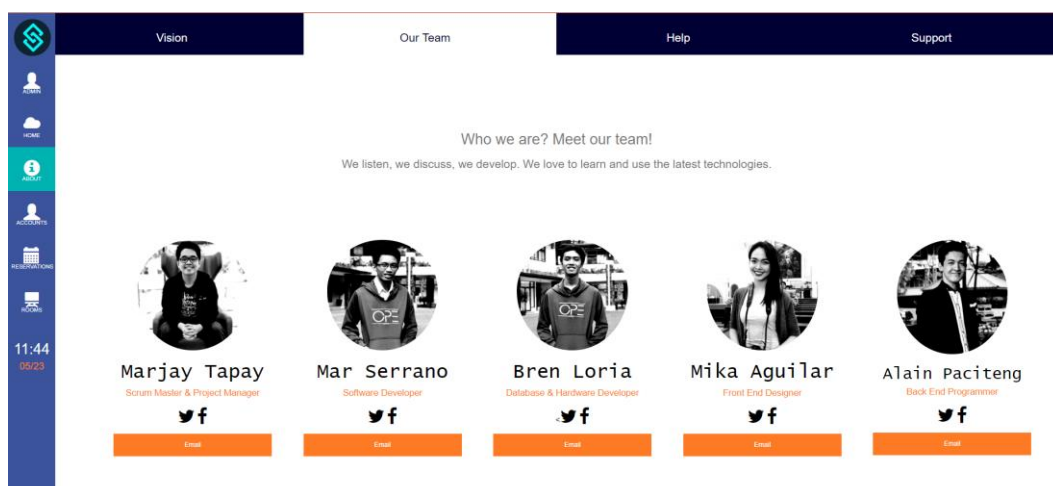
8. CHANGING PASSWORD - Click the **Change Password** link at the bottom part of the Account Information page. Clicking will direct you to a page where you'll be asked to enter your old password, new password, and verification of your new password. Click **OK** to save.




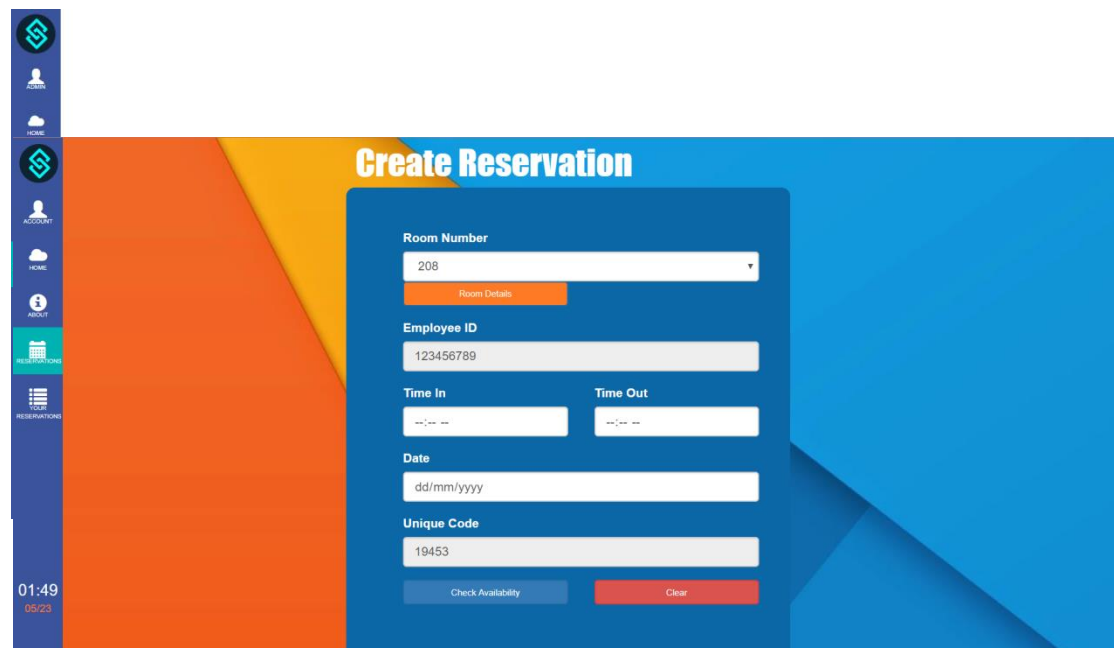
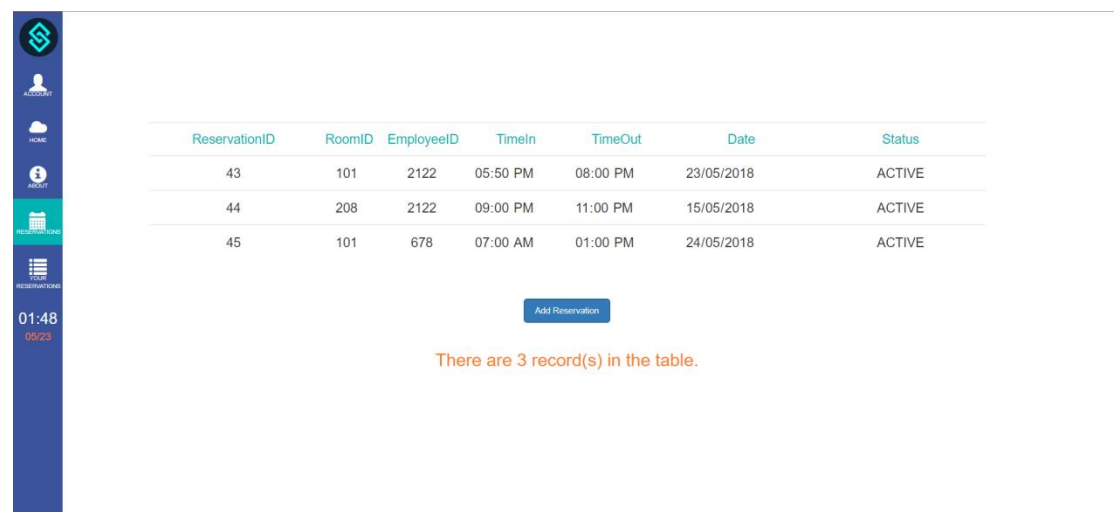
9. LOGGING OUT - You can logout of the system by clicking at the **Logout** Button [Logout](#) found at the bottom of the Account Navigation box. After clicking, a window will pop-up confirming your logout. Click OK to proceed to the Login Page and Cancel to cancel your logout.



10. ABOUT US - Clicking the **About** button  at the side bar will open the about page. There is a horizontal menu at the top of the page where you can select the data you want to view about the website and the developers.




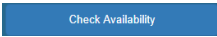
11. VIEWING RESERVATIONS - Clicking the **Reservations** button  in the side bar will open a page where you can view all the reservations and the details including the unique code.

ReservationID	RoomID	EmployeeID	TimeIn	TimeOut	Date	Status
43	101	2122	05:50 PM	08:00 PM	23/05/2018	ACTIVE
44	208	2122	09:00 PM	11:00 PM	15/05/2018	ACTIVE
45	101	678	07:00 AM	01:00 PM	24/05/2018	ACTIVE

There are 3 record(s) in the table.

12. ADDING RESERVATION- On the bottom of the Reservations page, click on the **Add New Schedule** button  and fill up the necessary fields in the form.

- After filling all the necessary fields, click the **Check Availability**  button and wait for confirmation that the room is available on your selected date and time. If available, a pop-up window will appear.

From localhost
 Room Available.


OK


- Click OK. You will then see the **Save** button at the bottom of the page. Click it to save your reservation.
- If the room you chose is not available on your selected time and date, a pop-up window will appear. Clicking OK will close the pop-up window so you can edit the details of your reservation until it is available.

13. RESERVATION OPTIONS- On the left most part of the table, you will be able to see 3 options for reservation.

More Cancel Edit
Info



- More Info-** Clicking this  button will display a page with a table of information about the reservation, reservee and the room reserved. You can also cancel the selected reservation in this page.



- HOME
- HOME
- ABOUT
- ACCOUNTS
- RESERVATIONS
- ACCOUNTS

01:01
05/23

Reservation Details

Reserved Room:	Mobile Room
Starting Time:	17:50:00
End Time:	20:00:00
Date:	2018-05-23
Unique Code:	42146
Status :	ACTIVE

Room Details


Room Number	101
Room Building	Mabini Building
Room Floor	1
Amenities	Lights,Table,Chairs,Projector
PAX	20

Reservee Details

Employee Number	2122
First Name	Mar
Last Name	Serrano
Department	CpE

Do you want to cancel your reservation?



Cancel Reservation




- Cancel-** Clicking this  button will display a pop-up for confirmation of deletion of the selected reservation. Click OK if you want to proceed deleting the reservation.

localhost says
 Confirm Delete?

OK

Cancel

- **Edit-** Clicking this  button will make the table editable. Rewrite the data in the field you want to edit, then click the Save  button to update the reservation.

			<input type="text" value="43"/>	<input type="text" value="101"/>	<input type="text" value="2122"/>	<input type="text" value="05:50 PM"/>	<input type="text" value="08:00 PM"/>	<input type="text" value="23/05/2018"/>	<input type="text" value="42146"/>	<input checked="" type="checkbox"/>
---	---	---	---------------------------------	----------------------------------	-----------------------------------	---------------------------------------	---------------------------------------	---	------------------------------------	-------------------------------------

14. YOUR RESERVATIONS- Clicking the Your Reservations button will direct you to a page similar to the Reservations page but instead of displaying all the reservations, it will only show you your reservations. You could also add a reservation in this page.



[Remove](#) [Edit](#) [ReservationID](#) [RoomID](#) [EmployeeID](#) [TimeIn](#) [TimeOut](#) [Date](#) [UniqueCode](#) [Status](#)

[Add Reservation](#)

You have 0 reservation(s).