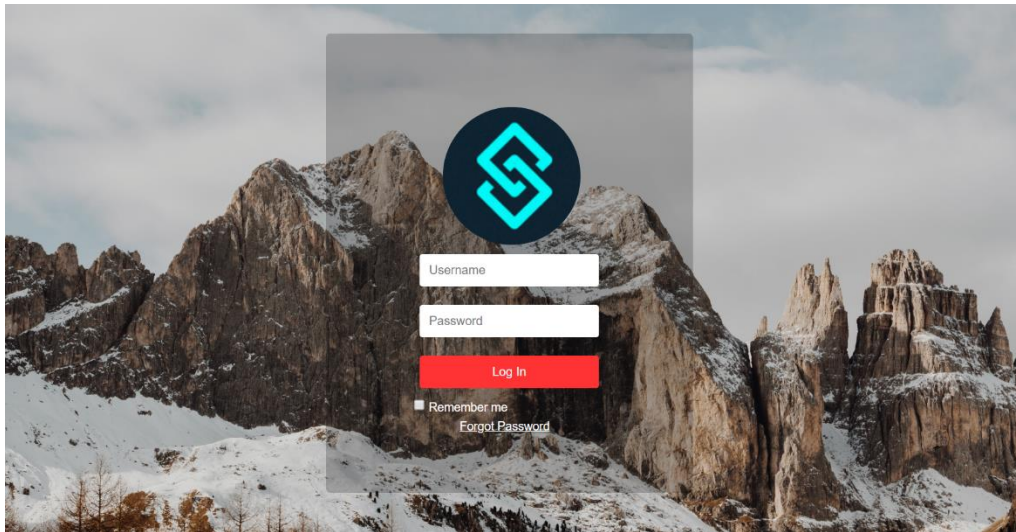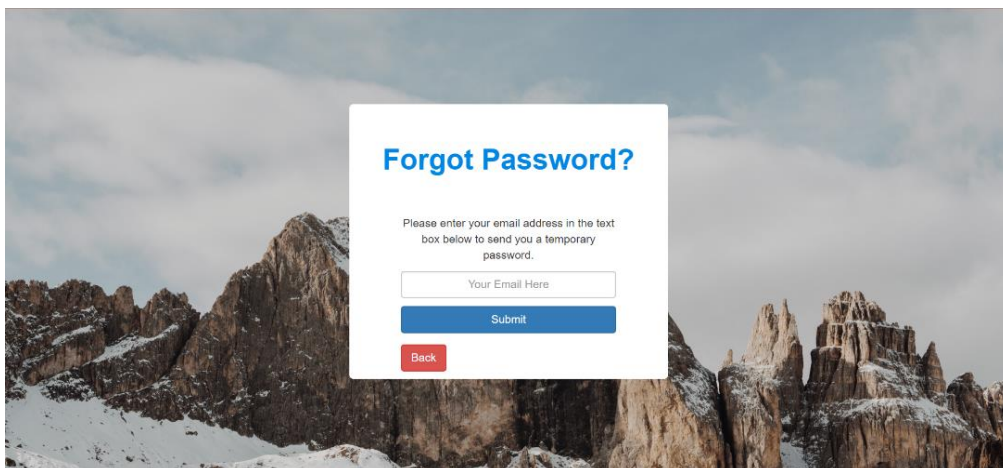# Manual for Admin

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.
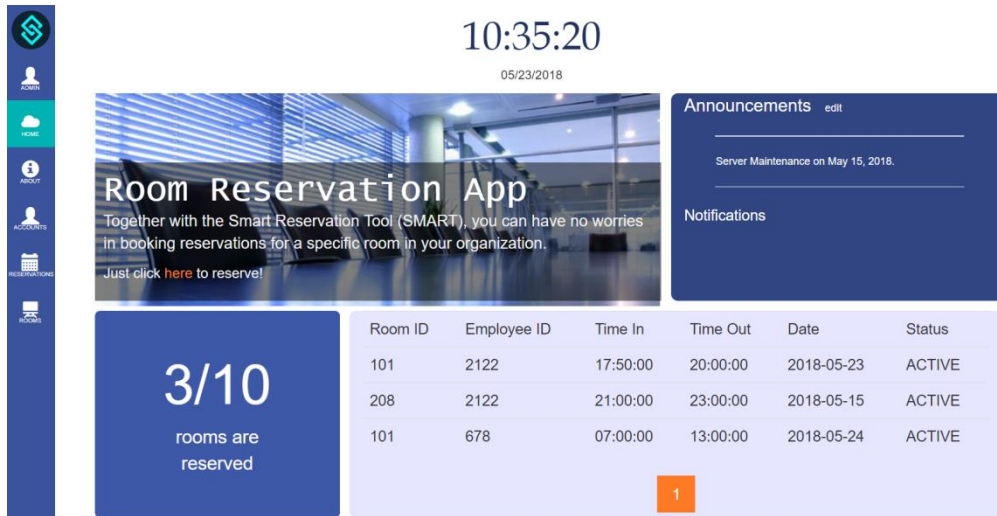

2. **FORGET PASSWORD** - If you forgot your password, click the Forgot Password link at the bottom of the page. You will be asked to enter the email address you registered with your account. After submitting, check the email address. You will find an email from the system containing a temporary password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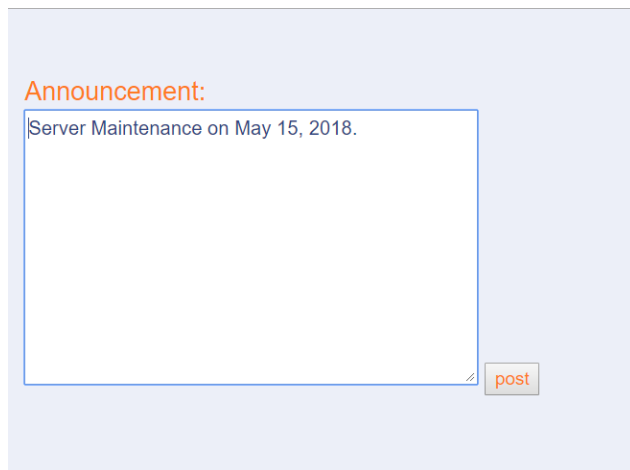

4. ANNOUNCEMENTS- You can post announcements for everyone by clicking **edit.** Rewrite the text in the text area. Click **post** to update the Announcement area on your homepage.
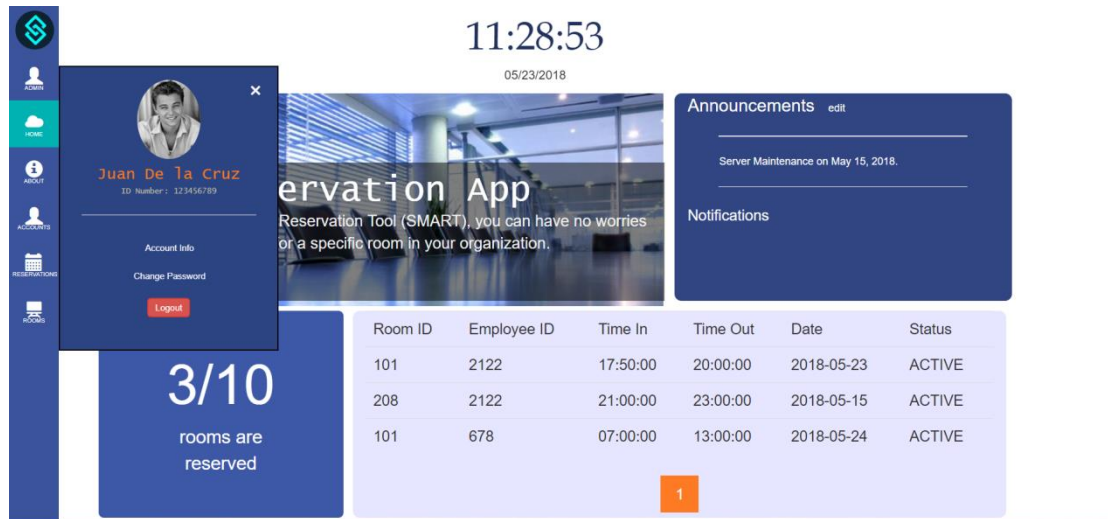

5. SIDE BAR - The side bar is the vertical menu shown at the left most part of all the pages except the login page. This bar displays buttons with icons, which with a click would direct you to the different pages of the website.
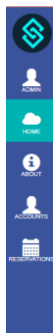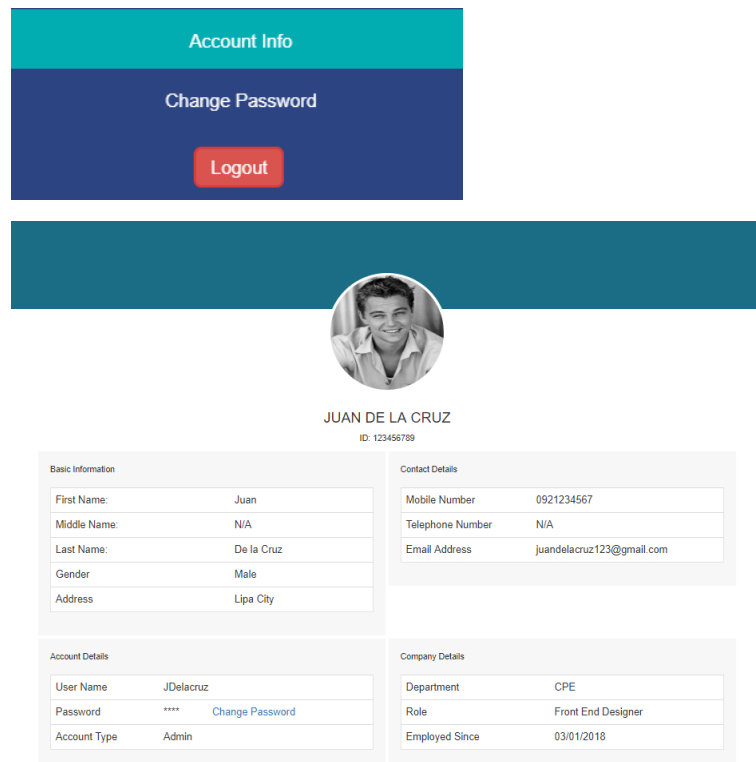
6. ACCOUNT NAVIGATION - Click the **Admin button** ![ADMIN] will open the Account Navigation Box. This box will contain your profile picture, name and ID number.

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.

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.
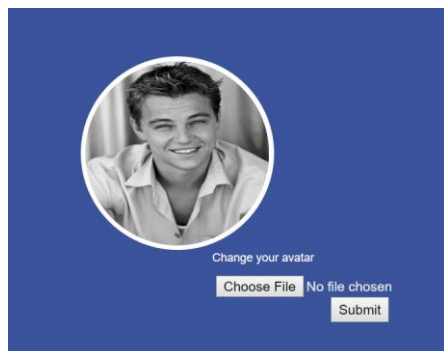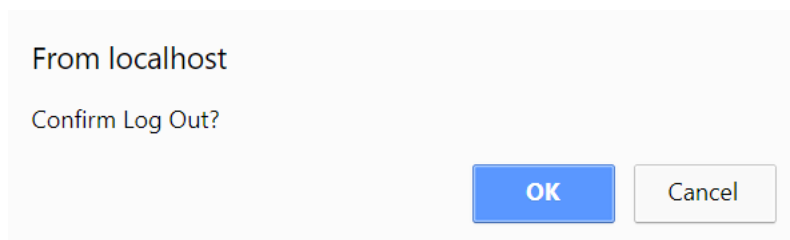

**Note: Files should be less than 2MB and only in the following type: jpg, jpeg, gif and png.

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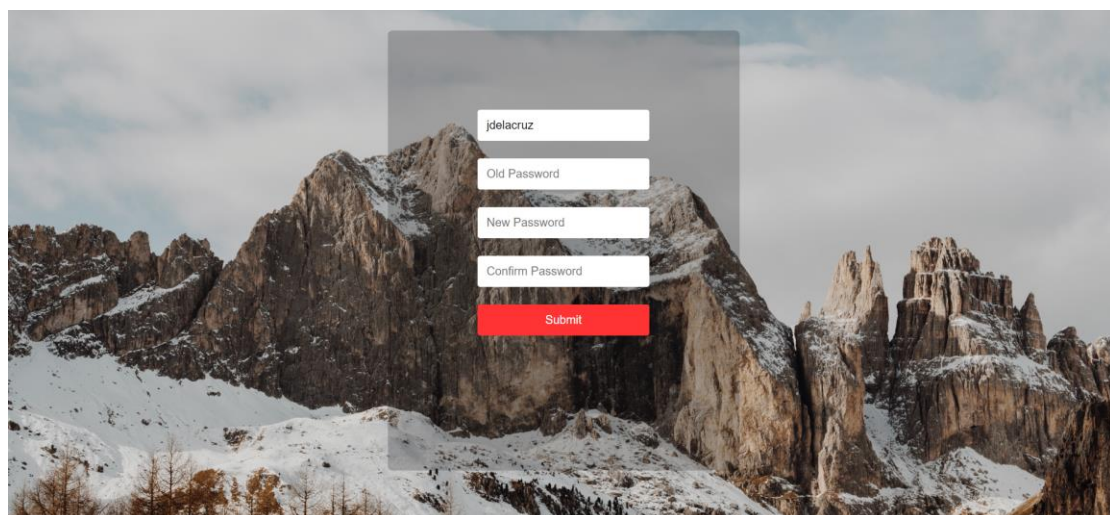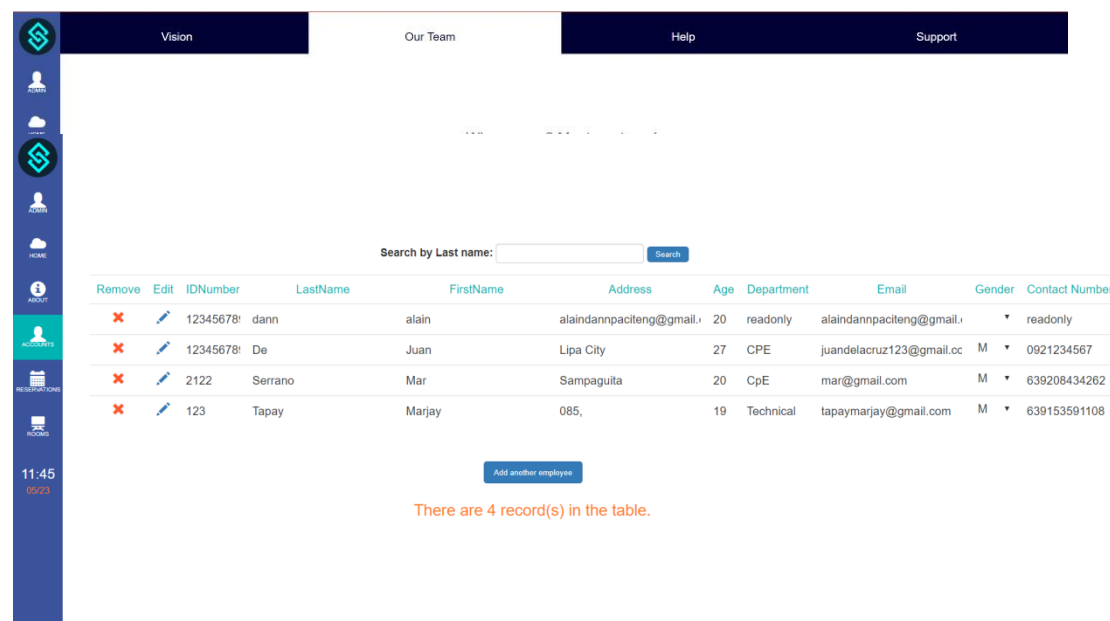
- You can also change your password on the Account Navigation page which you can access by clicking the Admin button on your sidebar.

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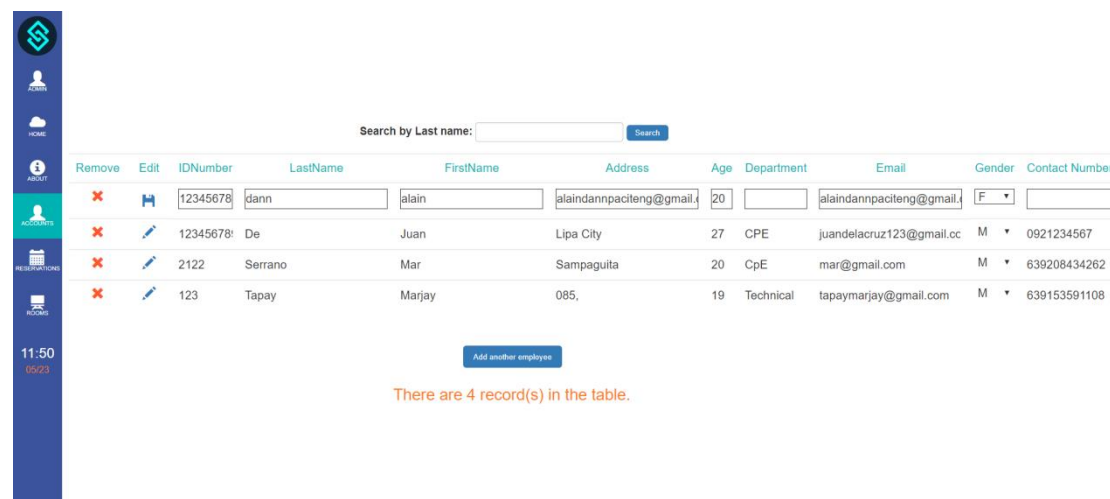
11. **ABOUT US** - Clicking the **About** button ⓘ at the side bar will open the About page. There is a horizontal menu at the top of the page where you can select the data you want to view about the website and the developers.

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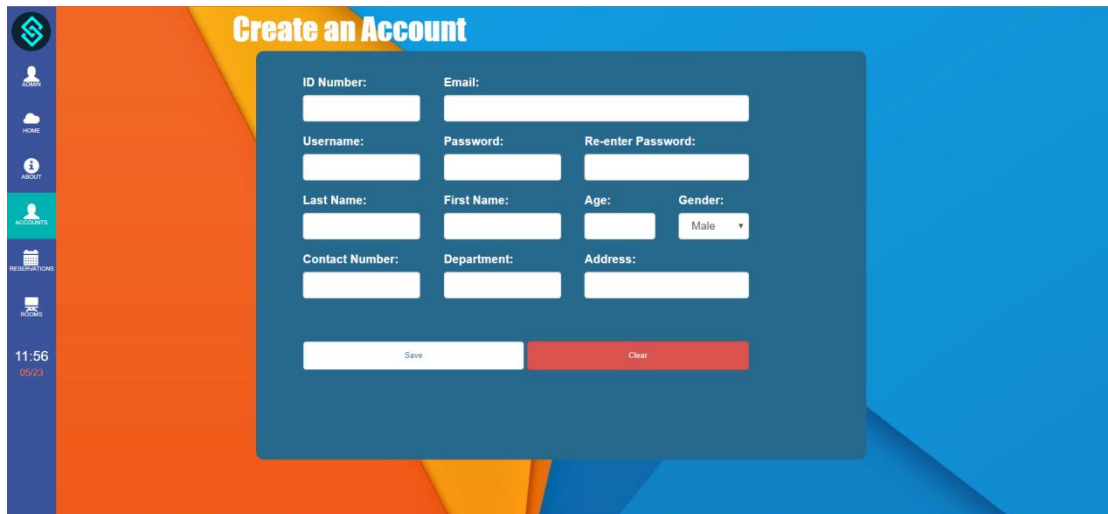
14. **REMOVING ACCOUNTS**- Clicking the **Remove** button ✖ will display a confirmation window. Click OK to permanently remove the user form the system and click Cancel to cancel the deletion of the user.

15. ADDING A USER - Clicking the Add **Another Employee** button [Add another employee] 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.

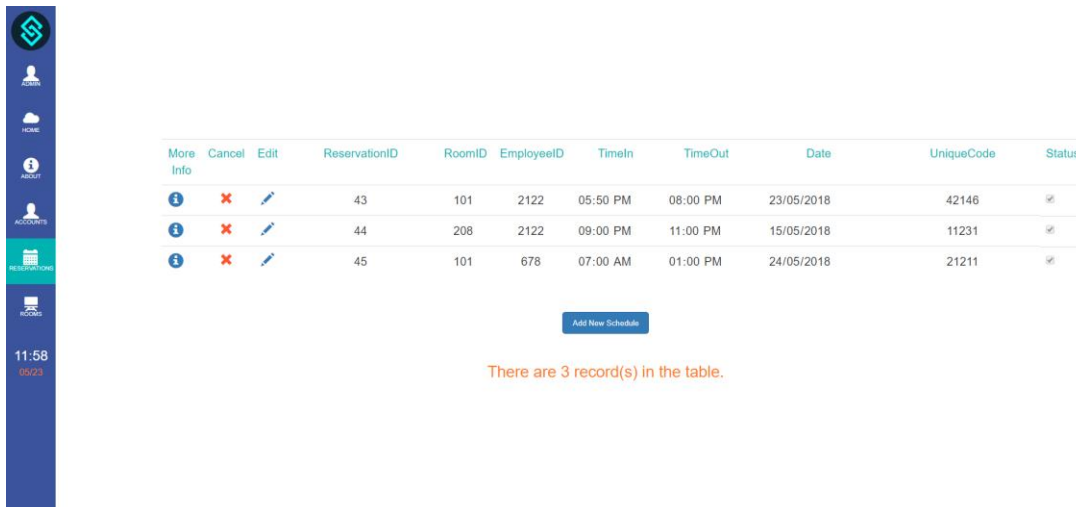**16. VIEWING RESERVATIONS** - Clicking the **Reservations** button [RESERVATIONS] in the side bar will open a page where you can view all the reservations and the details including the unique code.

17. ADDING RESERVATION- On the bottom of the Reservations page, click on the **Add New Schedule** [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.

- 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 Info**- Clicking this ℹ️ 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.

- **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.
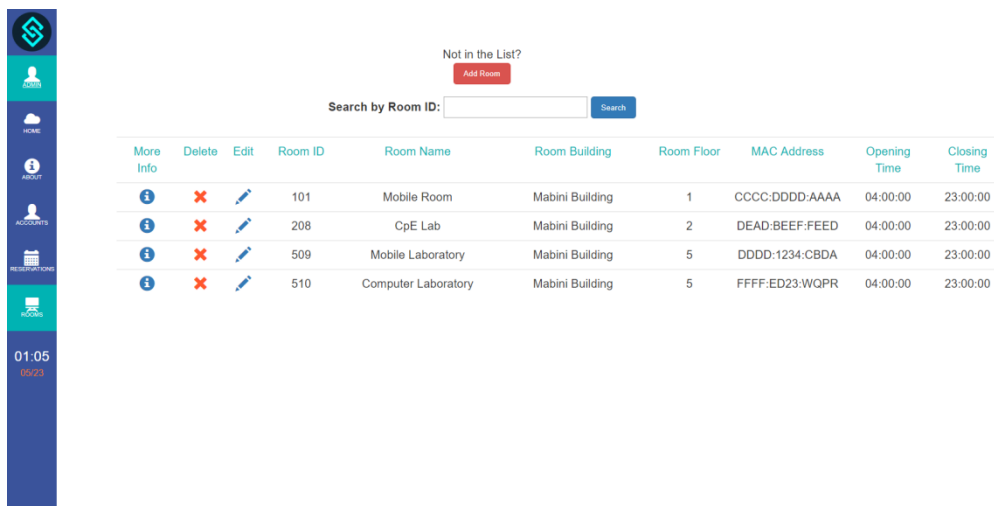

- **Edit**- Clicking this ✏️ button will make the table editable. Rewrite the data in the field you want to edit, then click the Save 💾 button to update the reservation.

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

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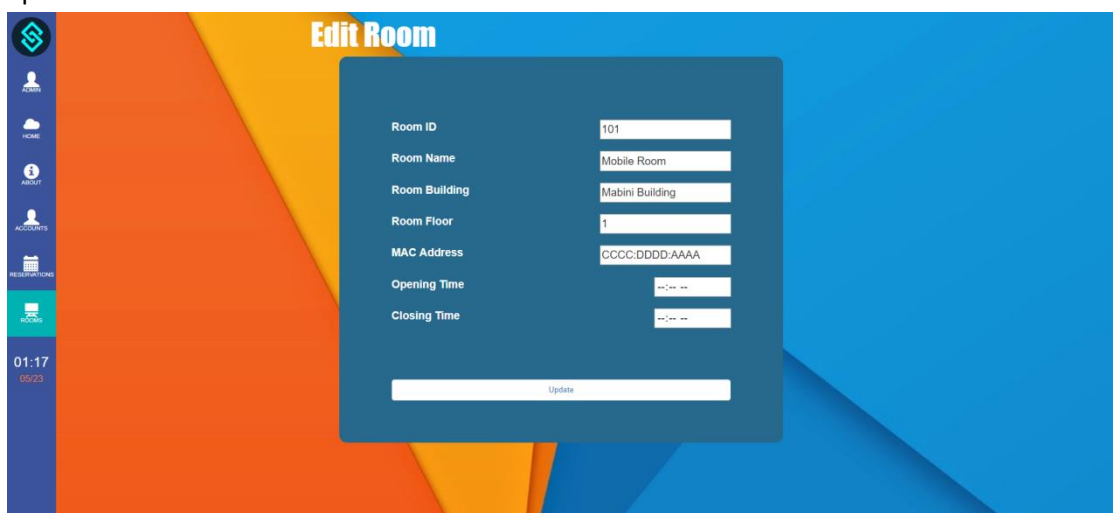
- **Cancel**- Clicking this button will display a pop-up for confirmation of deletion of the selected reservation. Click OK if you want to proceed deleting the reservation.

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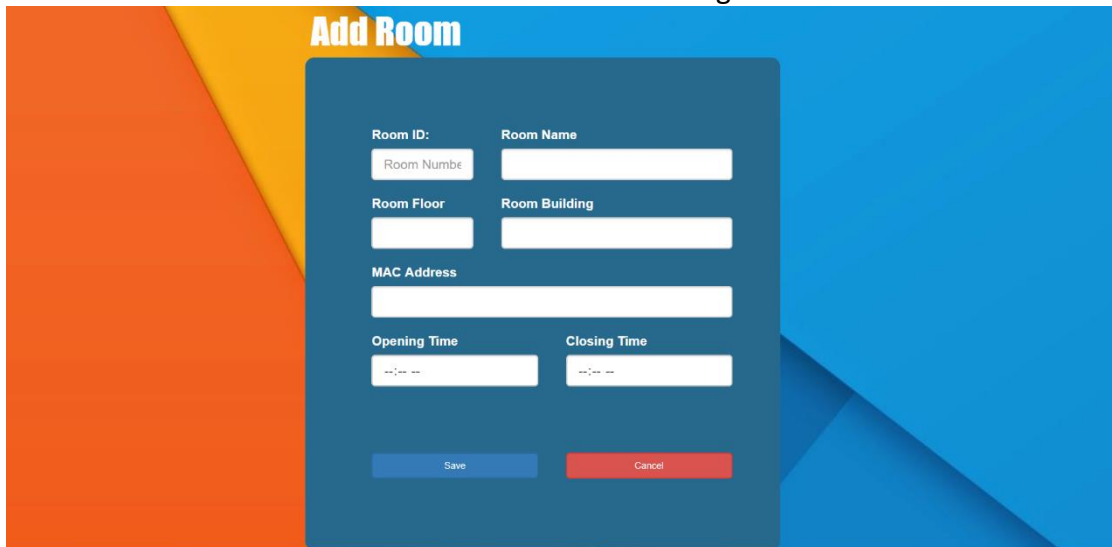
- Click the Add Room button at the top of Rooms Page. Fill up the fields. Click save to create the new room and cancel to cancel the adding.

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] **Home** button at the side bar of any page.

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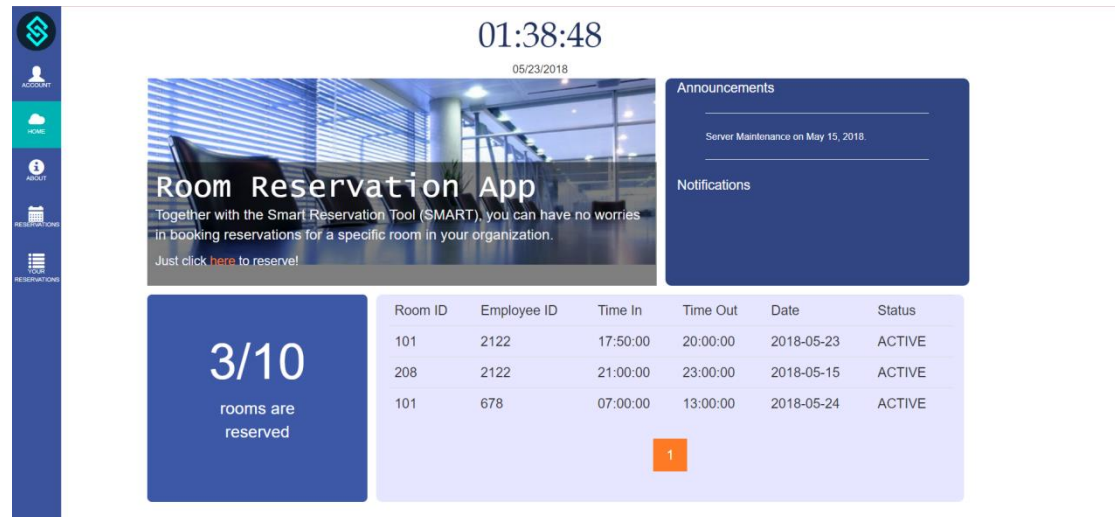

5. **ACCOUNT NAVIGATION** - Click the **Account button** will open the Account Navigation Box. This box will contain your profile picture, name and ID number.

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.

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.

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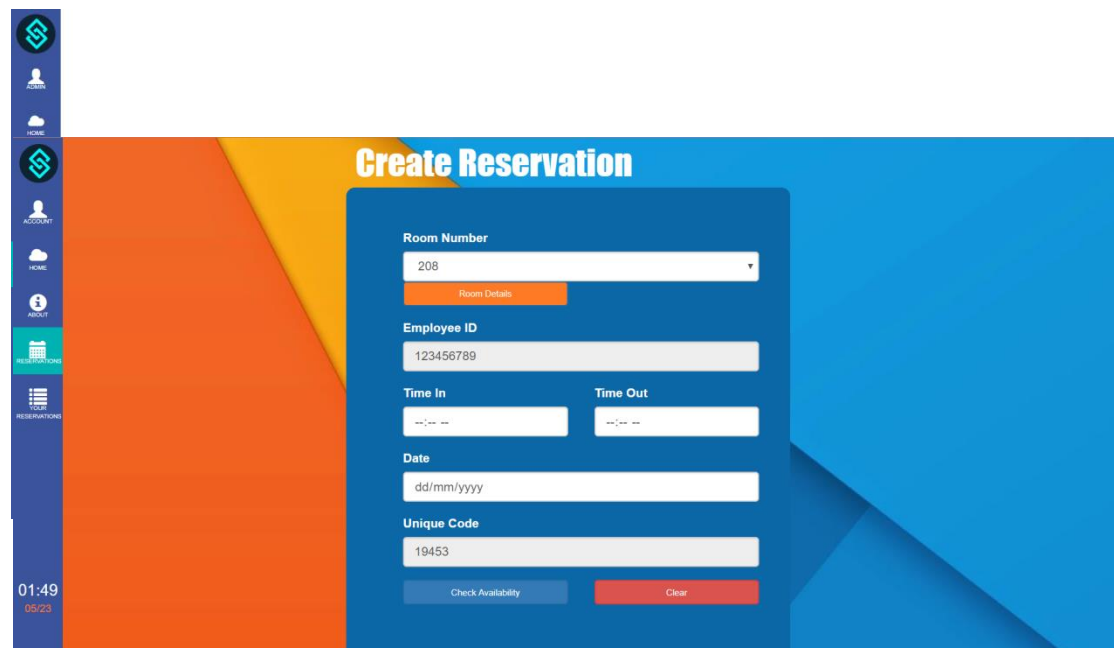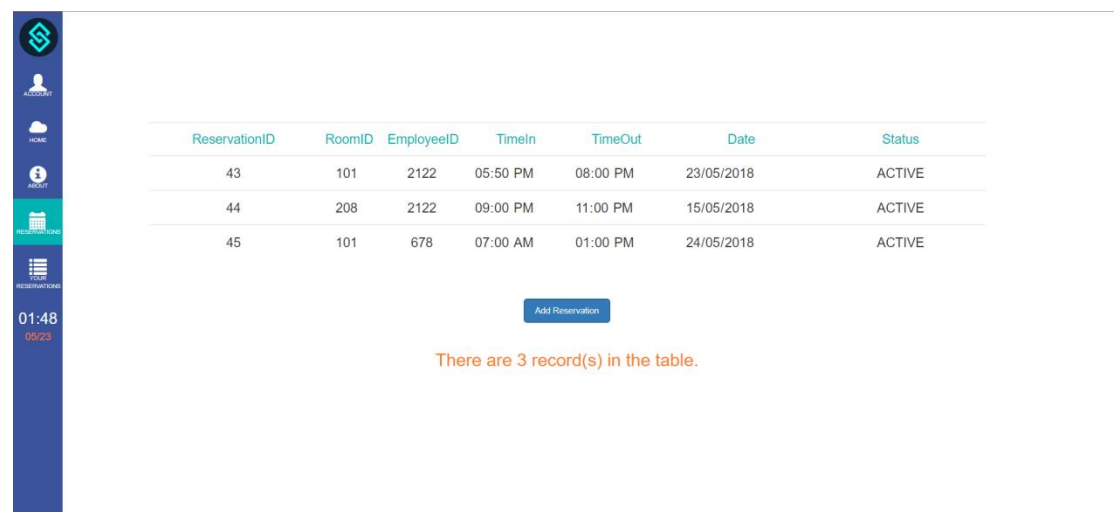
9. LOGGING OUT - You can logout of the system by clicking at the **Logout** Button found at the bottom of the Account Navigation box. After clicking, a window will pop-up confirming your logout. Click OK to proceed to the Login Page and Cancel to cancel your logout.

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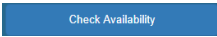
11. VIEWING RESERVATIONS - Clicking the **Reservations** button in the side bar will open a page where you can view all the reservations and the details including the unique code.

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.

Reservation Details			Reservee Details	
Reserved Room:	Mobile Room		Employee Number	2122
Starting Time:	17:50:00		First Name	Mar
End Time:	20:00:00		Last Name	Serrano
Date:	2018-05-23		Department	CpE
Unique Code:	42146			
Status :	ACTIVE			

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

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.

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.