

Vending Design Document

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Abstract:

Zambia is a piece of Con Management Software. This document is a guide to building the Vendor System for the Zambia FFF-branch instance. This is still a work in progress.

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Contents

1 General Design	1
2 Database Design	1
2.1 Perennial	1
2.2 Annual	2
2.3 Missing	4
2.4 Generated	4
2.5 Structure	4
2.6 Still Unknown	5
3 Front End	5
3.1 Available Pages	5
3.2 Flow	7
4 Conclusion	7

List of Tables

List of Figures

1 General Design

This is a working guide on how the vending portion of Zambia will be designed/changed. Some of it is already in place, some has yet to be built. This guide should have all the relevant bits in it so that all the stake-holders can have their say, and we are working off of one document.

NOTE: when there is a - or a + next to things, it's because I asked that as a question, or made a supposition, and it was answered (by Amanda) so, for now at least the - is my side of the conversation and the + is her side of the conversation.

2 Database Design

2.1 Perennial

These are the current values that should be migrated to the Zambia values if they are not already set. The latest entries will be considered canonical. The ones of these in CongoDump will be more or less fixed and (currently) take an act of Vendor Coordinator (or other back-end Zambia person) to update.

The ones of these in Bios can be updated by the Vendors. `times_at_fff_untracked` should also be fixed. Not sure about `vendor_type`. If their "DBA" name is different from their `vendor_business_name` then, that can go in the bio field.

The logo submission has yet to be determined, but I figure it's going to be handled along the same lines as the picture that we use for Presenters.

- `id` CongoDump.badgeid
- `vendor_address` CongoDump.postaddress1 and CongoDump.postaddress2
- `vendor_business_name` CongoDump.badgename, Bios - badgeid=id, biotype=name
- `vendor_city` CongoDump.postcity
- `vendor_contact_email` CongoDump.email
- `vendor_contact_name` CongoDump.firstname, CongoDump.lastname
- `vendor_contact_phone` CongoDump.phone
- `vendor_country` CongoDump.postcountry
- `vendor_description` Bios - badgeid=id, biotype=bio
- `vendor_state` CongoDump.poststate
- `vendor_website` Bios - badgeid=id, biotype=url
- `vendor_twitter` Bios - badgeid=id, biotype=twitter
- `vendor_facebook` Bios - badgeid=id, biotype=facebook
- `vendor_fetlife` Bios - badgeid=id, biotype=fetlife
- `vendor_zipcode` CongoDump.postzip
- `vendor_type`
 - New? possibly a short list of possible with a mapping to the vendor?
 - Might also include "community table" as a type? If this isn't a short list of pickable things, we might want to make another table field "vendor/community table" with allowable "V" or "C" as part of the enum.
- `times_at_fff_untracked` The number of times they vended at the fff that we currently don't have in the database, so that the generated number below can be (more) accurately generated. As

we add more instances (as I find them) this should probably get adjusted, so it's not artificially inflated.

2.2 Annual

Most of these have to either be created, or co-opted, since the way that it was being done before is too baroque and complicated. Easy enough to simply make new tables, and reuse little bits, instead of trying to force everything into the other workflow, as we did on an "emergency" and "emergant" basis, originally.

- id - varchar(15) linked to Participants.badgeid
- conid - int(11) linked to ConInfo.conid
- created - datetime
 - when applied I think?
 - CORRECT
- digital_advertising - Y/N (enum)
 - y/n or \$ or type?
 - do they want it? or how much?
 - JUST A Y/N
- fff_sponsorship - Y/N (enum)
 - y/n or \$ or level?
 - will they sponsor us?
 - JUST A Y/N
- print_advertising - Y/N (enum)
 - y/n or \$ or type?
 - do they want it?
 - JUST A Y/N
- updated - timestamp
 - most recently updated, I believe
 - CORRECT
- vendor_acknowledgement - varchar(25) (signature)
 - Vendor acknowledges ... something?
 - VENDOR ACKNOWLEDGES THEY AGREE TO OUR TERMS AND CONDITIONS - THIS SHOULD BE AGREED TO ANNUALLY
- vendor_additional_notes / additional_information - text
 - this might also want to be perenial as well, perhaps?
 - ANNUAL ONLY; THIS IS REGARDING REQUESTS (EX: FUR ALLERGY, WALL, ETC)
- vendor_amenities_foo - ?? (see also VendorFeatures)
 - A variety of possible fields? How is this used?
 - * 6ft_table
 - * corner_endcap
 - * extra_badges
 - * number_of_chairs
 - * shared_electrical 8ft_tables
 - RIGHT NOW IT'S SPLIT INTO MULTIPLE LINES WITH MULTI OPTIONS. # OF TABLES, #

OF CHAIRS, CORNER/END CAP, ELECTRICAL, EXTRA BADGES

- vendor_contract - varchar(5)
 - How is this used?
 - THIS IS INITIALS TO STATE THEY READ AND AGREE TO OUR TERMS ALREADY ABOVE
- vendor_invoiced - Y/N (enum)
 - Were they invoces?
 - YUP
- vendor_location - ??
 - Where we put them.
 - YUP
 - This might want to be slightly more complex, building, room, and booth-number
- vendor_payment_adjustment - decimal(13,4)
 - Adjustments to the bill
 - YUP
- vendor_payment_amount - decimal(13,4)
 - amount they paid, should match invoiced amounts
 - YUP
- vendor_payment_received - Y/N (enum)
 - check box?
 - YES
 - default "N" or maybe blank?
- vendor_preferred_space - ?? (see also VendorSpaces)
 - Where they would like to be put.
 - NO - THIS IS BOOTH SIZE (SINGLE, DOUBLE, ETC)
- vendor_loadin_self_carry - Y/N (enum)
 - will they?
 - This should be Y/n, right?
 - YES
- vendor_sponsorship_package - ??
 - what package they wanted? They actually bought?
 - THIS IS THE Y/N ABOVE
 - if this is redundant it should be removed. If it is the same as what is in missing, below, then ... perhaps not so missing after all?
- vendor_status / status - Denied/Approved/Accepted/Approved/Paid (enum)
 - STATUS
 - DENIED, APPROVED, ACCEPTED, APPROVED AND PAID
 - Approved is in twice? Should it be 4, Denied, Approved, Accepted, Paid? I'd also add "Proposed" or the like?
- rejected_reason - text
 - KEEP, WOULD BE SUBJECT TO CHANGE UNLESS VENDOR IS BANNER

2.3 Missing

These are values that I think we need, that don't seem to actually exist anywhere else, and should probably be at least tracked, if not having several layers to them, so that they can be figured into things like costs, and historical data.

- vendor_sponsor_level
 - This might be the vendor_sponsorship_package piece?
 - This might get more complex, depending on the offerings
- digital_advertising_level
 - This might need to be a table of some sort, based on the offerings
- print_advertising_level
 - This might need to be a table of some sort, based on the offerings
- vendor_actual_space
 - single, double, room, etc. probably based on the same VendorSpaces/VendorHasVendorSpace etc.
- vendor_location_requests
 - although this might be under vendor notes?

2.4 Generated

These values would not actually be stored anywhere, but generated for various purposes, from other information collected in the database, rather than simple values. The Vendor Invoice Amount should also go along with the Vendor Invoice, which lists all the things they are paying for, and interfaces with our credit-card system.

- vendor_invoice_amount - decimal(13,4)
 - Money
 - YUP
 - possibly a generated field, as opposed to a stored one, based on the varieties chosen in vendor_amenities, vendor_payment_adjustment, vendor_actual_space and others?
- times_at_fff
 - currently a freeform field, should probably be generated, with a special number that adds in, for (currently) untracked events.
 - SOUNDS GOOD
 - Base figure above in perennial

2.5 Structure

These are the proposed new tables or modifications to existing tables that the data will be collected in. Mostly interesting for building purposes, but also for those curious on how things operate under the hood, because, I like sharing that way, as opposed to keeping things secret and cryptic. Yes, I know it's called "code" because we didn't want you to know what it did, but ...

- Vendor Constants
 - Most of these (as listed) are already in the CongoDump table.
 - Two need their own table:

- * vendor_type possibly a short list of possible with a mapping to the vendor, so might be another table
- * times_at_fff_untracked - int(3)
- Vendor Yearly Variables
 - Most just are, as specified in this table
 - Some might be cross-references to the other tables below, or be in the other tables entirely.
- Vendor Features Probably just a tweak to this table, and might need to be a "standard set" and a "this year set" like BaseFeatures and Features does as well as BaseServices and Services does and a repurposing of "SessionHasVendorFeature" to "VendorHasVendorFeature"
- Vendor Spaces Probably just a tweak to this table, and might need to be a "standard set" and a "this year set" like BaseFeatures and Features does as well as BaseServices and Services does and a repurposing of "SessionHasVendorSpace" to "VendorHasVendorSpace"
- Vendor Location Might be it's own table, with conid (linked), badgeid (linked), building, floor, room (possibly linked), and booth_number, and then code around it so blanks just don't get reported (aka, if they are a room vendor, their booth_number might not be listed, but if there are several vendors in a room, it might be.) This might also allow ties to maps, and possibly the redraw of maps.
- Vendor Status Might want to be it's own table as a mapping, so searches, and display_order could be set.
- Vendor Sponsorship Package/vendor_sponsor_level These three would need to be determined.
- digital_advertising_level These three would need to be determined.
- print_advertising_level These three would need to be determined.

2.6 Still Unknown

These are the variables that exist already in the other usage space, that I still don't have a handle on. More explanation would be very useful.

- created_by - number
 - Not sure what this does?
 - I THINK IT'S VENDORS NAME VS. I UPDATED, ETC
 - So ... how should it be expressed/tracked?
- ordering_count - number
 - Another random number?
 - YES
 - Should it be kept? Removed, what is it's state? What is it's purpose?

3 Front End

3.1 Available Pages

This should be the comprehensive list of all the pages that either the vendors/community table folk need to interact with or those who manage them (the Div Head) needs to interact with.

- Returning Vendor sign-in By number or email address.

- Returning Community Table sign-in By number or email address. Might simply be switched on one of the values in the vending type or on it's own value, and just have one place to go? Since we are collecting pretty much the same information for them both? Or should I be separating them out?
- New Vendor proposal With a catch to see if they are already in our database, using their email address
- New Community Table proposal With a catch to see if they are already in our database, using their email address
- Returning Vendor/Community Table informational gathering This can be the same, although there might, again, be a slight difference bases on vendor/community table differences. Also, we might want to present last? event's information as defaults, so they have to do less typing. Dealing with changes once the state has changed to "invoice generated" might require Vendor Div Head intervention.
- Returning Vendor informational update This might not be necessary, based on the above page keeping what is set for this year as set.
- Returning Vendor/Community Table Bio update Page that they can, at will? update their web or book information.
- Invoice Not available until after both they are accepted (by Vendor Div Head), and they hit the "generate invoice" button, which probably should lock changes. Once the invoice is generated, it should be fixed, and also payable. This will (of course) be a comprehensive list of everything they agreed to. The invoice page should continue to be available after they paid, so there is a referece point to the services agreed to/paid for.
- Ad Copy Submissions For those who have agreed to either digital or print ads, this is a place for them to upload/submit them.
- Vendor Jury The page that all the proposed vendors, with certain bits of information (to be determined, since I've not seen that page yet in our current system) will be on for the Vendor Div Head to move vendors to either "Accepted" or "Denied". Probably includes some vendor notes and the like, including "Denied Reasons" Also probably where any price adjustments happen to the invoice. Maybe a grouping by Vendor Type, and leaving the ones already moved on from this in a different colour, so that those already accepted, and their type, will be shown for balance reasons.
- Vendor Placement After the invoice is paid? Or perhaps slightly different, if there is those that have invoice exceptions allowing for the placement of vendors. Probably should have the invoice amount paid, and invoice amount expected on this page, to verify that they are, indeed, all paid up. Also the vendor type should show up here, as well, so that similars can either be grouped together, or spread apart, as per the decision of the Div Head. May also contain previous placements, or links to previous maps or something useful along those lines.
- Administer Vendor Where any changes are made to the vendor information (both that they can change and that they can't) for creation/update by Vendor Div Head.
- Vendor Welcome Letter Generate the (physical) welcome letter to the vendors
- Vendor Email Generate (and send) various all-vendor communications
- Vendor Badges Generate the Vendor Badges for printing purposes.
- Vendor Tents Generate all the vendor "tents" to put on their tables, to mark their place.
- Check-in/Check-out lists All of the vendors expected, so they can be ticked off the list when they

get there, and, so that when they return whatever they have to return at the end of the night (tax forms, possibly?) can be ticked off again.

3.2 Flow

- Task List Task List element with the call for vendors is created, with the appropriate link.
- Task List Task List element with the call for community tables is created, with the appropriate link.
- Email Possible email from Vendor Div Head goes out reminding vendors/community tables when the call will open and close.
- Phase Change At the appropriate time, the Con Chair or Zambia bitch open the call for vendors.
- Email Vendor Div Head generates and sends email letting the vendors/community tables know that the call is open.
- Vendors/Community Table folk apply They use either the returning or the new pages, select the appropriate features, sponsorships, and ads that they want, and make sure everything is as expected.
- (If Rolling Acceptance) Jury If there is a rolling acceptance of vendors and/or community tables, while the vendor call/community table call is open acceptances can roll out and then things can go forward. Otherwise . . .
- Phase Change At the appropriate time, the Con Chair or Zambia bitch close the call for vendors.
- Jury The (rest of (if rolling acceptance is happening)) vendors and community tables get acceptance, which probably is an individual email from the Div Head, with any specific to them in information included, and an invitation for them to pay their invoice.
- Invoice Vendors then (hopefully, magically, smoothly) pay their agreed-to invoices.
- Ad Copy All paid for advertizing copy is generated by the vendors or community tables is submitted.
- Placement Div Head (and anyone else that can be roped into helping) schedules the vendors to be put in the appropriate locations on the day of the event.
- Email Final email goes out, with any instruction reminders and if there is a mandatory vendor meeting, or the like.
- Welcome Letter Welcome letters generated and printed, possibly stuffed in an envelope or folder of some sort. This might include some form of their (electronically) signed contract, and maybe invoice highlights. Definitely includes their placement information, and information on how load-in and load-out works, etc.
- Badges Badges, the appropriate number for each vendor and community table, are printed, and possibly stuffed as above.
- Wrist bands Are possibly stuffed as above.
- Check-in/check-out lists printed So they are available on the day-of.

4 Conclusion

This should cover all the bits and pieces. If I missed any, let me know so this document can be updated, and the system can be tested. Hopfully all will work, and this can go forth as The New Way. Until we change it, again, in 2-3 years **grin**.