

# 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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## 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.

The bulk of the changes are in `41_VendorInfo.sql`

#### 2.1.1 id

- **DONE** CongoDump.badgeid

#### 2.1.2 vendor\_address

- **DONE** CongoDump.postaddress1 and CongoDump.postaddress2

#### 2.1.3 vendor\_business\_name

- **DONE** CongoDump.badgename, Bios - badgeid=id, biotype=name

#### 2.1.4 vendor\_city

- **DONE** CongoDump.postcity

#### 2.1.5 vendor\_contact\_email

- **DONE** CongoDump.email

#### 2.1.6 vendor\_contact\_name

- **DONE** CongoDump.firstname, CongoDump.lastname

#### **2.1.7 vendor\_contact\_phone**

- **DONE** CongoDump.phone

#### **2.1.8 vendor\_country**

- **DONE** CongoDump.postcountry

#### **2.1.9 vendor\_description**

- **DONE** Bios - badgeid=id,, biotype=bio

#### **2.1.10 vendor\_state**

- **DONE** CongoDump.poststate

#### **2.1.11 vendor\_website**

- **DONE** Bios - badgeid=id, biotype=url

#### **2.1.12 vendor\_twitter**

- **DONE** Bios - badgeid=id, biotype=twitter

#### **2.1.13 vendor\_facebook**

- **DONE** Bios - badgeid=id, biotype=facebook

#### **2.1.14 vendor\_fetlife**

- **DONE** Bios - badgeid=id, biotype=fetlife

#### **2.1.15 vendor\_DBA**

- **DONE** Bios - badgeid=id, biotype=dba

#### **2.1.16 vendor\_zipcode**

- **DONE** CongoDump.postzip

#### **2.1.17 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.
- Vendor\_type should be table, with a selectable (not just pull-down) list, and set by them.

- **DONE** Needs to be created/mapped based on other Types descriptions
  - VendorTypes table vendortypeid, vendortypename, vendortypedesc
  - VendorIs table badgeid, vendortypeid

### 2.1.18 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.

- **DONE** VendorTimesAdj created as a standalone table vaguely similar to Interested badgeid, vendortimesadj

## 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 work-flow, as we did on an "emergency" and "emergent" basis, originally.

### 2.2.1 this event's check

- **DONE** combination of badgeid and conid to avoid multiple entries for an event.

### 2.2.2 id - varchar(15)

linked to Participants.badgeid

- **DONE** VendorAnnualInfo.badgeid

### 2.2.3 conid - int(11)

linked to ConInfo.conid

- **DONE** VendorAnnualInfo.conid

### 2.2.4 created - timestamp

- when applied I think?
- CORRECT
- **DONE** VendorAnnualInfo.vendorwhenapplied

### 2.2.5 digital\_advertising - complex

- y/n or \$ or type?
- do they want it? or how much?
- JUST A Y/N
- Actually a drop-down / select (not a multiselect)
- three tables

- **DONE** a list of the possible default digital advertizing types (BaseDigitalAd)
  - basedigitaladid, basedigitaladname, basedigitaladdesc
- **DONE** a list of digital advertizing for this event, the prices, and the conid (DigitalAd)
  - digitaladid, basedigitaladid, conid, digitaladprice, display\_order
- **DONE** a mapping of VendorAnnualInfo.vendorannualid (VendorHasDigitalAd)
  - badgeid, digitaladid, digitaladcount

#### 2.2.6 fff\_sponsorship - complex

- y/n or \$ or level?
- will they sponsor us?
- JUST A Y/N
- Actually as a level.
- three tables
- **DONE** a list of the possible default digital advertizing types (BaseSponsorLevel)
  - basesponsorlevelid, basesponsorlevelname, basesponsorleveldesc
- **DONE** a list of digital advertizing for this event, the prices, and the conid (SponsorLevel)
  - sponsorlevelid, basesponsorlevelid, conid, sponsorprice, display\_order
- **DONE** a mapping of VendorAnnualInfo.vendorannualid (VendorHasSponsorLevel)
  - badgeid, sponsorlevelid, sponsorlevelcount

#### 2.2.7 print\_advertising - complex

- y/n or \$ or type?
- do they want it?
- JUST A Y/N
- Multi-select (drop down) as a possiblity.
- Bag stuffer
- three tables
- **DONE** a list of the possible default digital advertizing types (BaseDigitalAd)
  - baseprintadid, baseprintadname, baseprintaddesc
- **DONE** a list of digital advertizing for this event, the prices, and the conid (DigitalAd)
  - printadid, baseprintadid, conid, printadprice, display\_order
- **DONE** a mapping of VendorAnnualInfo.vendorannualid (VendorHasDigitalAd)
  - badgeid, printadid, printadcount

#### 2.2.8 updated - timestamp

- most recently updated, I believe
- CORRECT
- **DONE** VendorAnnualInfo.vendorupdated

#### 2.2.9 vendor\_acknowledgement - varchar(50) (signature)

- Vendor acknowledges ... something?

- VENDOR ACKNOWLEDGES THEY AGREE TO OUR TERMS AND CONDITIONS - THIS SHOULD BE AGREED TO ANNUALLY
- Possible second page, with what the agreement is.
- **DONE** VendorAnnualInfo.vendoracknowledgement

#### 2.2.10 vendor\_additional\_notes / additional\_information - text

- this might also want to be perennial as well, perhaps?
- ANNUAL ONLY; THIS IS REGARDING REQUESTS (EX: FUR ALLERGY, WALL, ETC)
- **DONE** VendorAnnualInfo.vendornotes

#### 2.2.11 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
- three tables
- **TODO** need to migrate old information somehow, as well as build the three tables
- **DONE** BaseVendorFeature basevendorfeatureid, basevendorfeaturename, basevendorfeature-desc
- **DONE** VendorFeature based on VendorFeatures vendorfeatureid, basevendorfeatureid, conid, vendorfeatureprice, display\_order
- **DONE** create VendorHasFeature badgeid, vendorfeature, vendorfeaturecount

#### 2.2.12 vendor\_contract - varchar(5)

- How is this used?
- THIS IS INITIALS TO STATE THEY READ AND AGREE TO OUR TERMS ALREADY ABOVE
- Probably not used, see above vendoracknowledgement
- **DONE** see VendorAnnualInfo.vendoracknowledgement

#### 2.2.13 vendor\_invoiced - Y/N (enum)

- Were they invoiced?
- YUP
- more complex, town invoice, and then us invoice. Details probably involved as to what the invoice is for.
- **DONE** part of Vendor Status

#### 2.2.14 vendor\_location - ??

- Where we put them.
- YUP
- This might want to be slightly more complex, building, room, and booth-number
- **TODO** VendorLocation table?
  - badgeid, conid, building, room (tied to rooms?), booth number
  - Might just do as a free form field for this year, and make it more complex for the future.

#### 2.2.15 vendor\_payment\_adjustment - decimal(8,2)

- Adjustments to the bill
- YUP
- chance for adjustments (like shitty corner, or still owes us money)
- description field to say why there was an adjustment
- **DONE** VendorAnnualInfo.vendorpayadj, VendorAnnualInfo.vendorpayadjdesc

#### 2.2.16 vendor\_payment\_amount - decimal(8,2)

- amount they paid, should match invoiced amounts
- YUP
- differentiated by the above adjustment

OK, since we have (at least) two invoices per vendor per event, we need to have a table that tracks it. So extra information can be collected as well. The table should have the badgeid, the conid, the transaction date, the amount billed, the amount paid, the name and description of the transaction, and who they asked the email to be sent to. We need some feedback from the vendors to see if they are getting a copy of their invoice via email. Otherwise I have to track down why it doesn't actually go there, (probably having something to do with the blank "merchmailtemplate" field or "confemailtemplate" field)

- **DONE** Invoice table
  - Generated from VendorInvoice in Verbiage
  - Fed from the VendorWelcome\_# status pages.
  - Tracked invoiceid, badgeid, conid, invoiceref (#), invoiceorderid (#), invoicedate, invoiceamt, invoicecost, invoicepaid (all three should agree), invoicename, invoicedesc, invoiceemail, invoiceshipemail (both should agree)

#### 2.2.17 vendor\_payment\_received - Y/N (enum)

- check box?
- YES
- default "N" or maybe blank?
- Possibly No (blank?), Warwick, and In-full as field entries.
- **DONE** part of Vendor Status



### 2.2.18 vendor\_preferred\_space - ?? (see also VendorSpaces)

- Where they would like to be put.
- NO - THIS IS BOOTH SIZE (SINGLE, DOUBLE, ETC)
- What is requested - several options, this is just your preference, no guarentees. (select at most 3)
- four tables
- **DONE** BaseVendorSpace based on VendorSpaces basevendorspaceid, basevendorspacename, basevendorspacedesc
- **DONE** VendorSpace based on VendorSpaces
  - This event's options, based on VendorSpaces
  - vendorspaceid, basevendorspaceid, conid, vendorspaceprice, display\_order
- **DONE** VendorPrefSpace badgeid, vendorspace, vendorspacrank (enum 1st, 2nd, 3rd)
- **DONE** VendorHasSpace badgeid, vendorspace, vendorspacecount

### 2.2.19 vendor\_loadin\_self\_carry - Y/N (enum)

- will they?
- This should be Y/n, right?
- YES
- **DONE** VendorAnnualInfo.vendorsselfcarry

### 2.2.20 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?
- Redundant with the first one.
- **DONE** with the above. Make sure the data is migrated appropriately.

### 2.2.21 vendor\_status / status - Denied/Approved/Accepted/Approved/Paid (sub-table)

- 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?
- Proposed, Applied, NELA Approval, Warwick Invoiced, Pending Warwick Approval, Warwick Approval, NELA Invoiced, Paid, Accepted, NELA Denied, Warwick Denied, Banned.
- **DONE** probably based on Interested/InterestedTypes VendorStatusTypes - vendortypeid, display order, vendortypename, vendortypedesc – populated. VendorStatus - conid, badgeid, vendorstatustypeid

### 2.2.22 rejected\_reason - text

- KEEP, WOULD BE SUBJECT TO CHANGE UNLESS VENDOR IS BANNER

- **DONE** VendorAnnualInfo.vendordenyreason

### 2.2.23 Tracking fields similar to participant tracking on what was done.

- **DONE** based on SessionEditHistory/SessionEditCodes/NotesOnParticipants
  - VendorEditHistory: vbadgeid, conid, badgeid, vendoreditcode, vendorstatustypeid, vendor-changes, vendordelta
  - VendorEdit Codes: vendoreditcode, display\_order, vendoreditname

## 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.

### 2.3.1 vendor\_actual\_space

- single, double, room, etc. probably based on the same VendorSpaces/VendorHasVendorSpace etc.
- Us modifiable, not them modifiable.
- **DONE** see above under VendorHasSpace

## 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.

### 2.4.1 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?
- These live on the Verbiage VendorWelcome\_# pages depending on what they selected.
- Warwick separate from NELA
- Need final work on this.

### 2.4.2 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 . . .

### 2.5.1 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 - in VendorTimesAdj

### 2.5.2 Vendor Yearly (by Event) Variables

- VendorAnnualInfo
- 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.

### 2.5.3 Vendor Features

Probably just a tweak to this table, and might need to be a "standard set" and a "this event set" like BaseFeatures and Features does as well as BaseServices and Services does and a repurposing of "SessionHasVendorFeature" to "VendorHasVendorFeature"

- BaseVendorFeature - list of possibilities
- VendorFeature - list of this event's actual choices
- VendorHasFeature - list of which vendor has which choice

### 2.5.4 Vendor Spaces

Probably just a tweak to this table, and might need to be a "standard set" and a "this event set" like BaseFeatures and Features does as well as BaseServices and Services does and a repurposing of "SessionHasVendorSpace" to "VendorHasVendorSpace"

- BaseVendorSpace - list of possibilities
- VendorSpace - list of this event's actual choices
- VendorPrefSpace - list of requested spaces by the vendor
- VendorHasSpace - list of which vendor has which choice

### 2.5.5 Vendor Location

Might be it's own table, with conid (linked), badgeid (linked), building, floor, room (possibly linked) or maybe map name, 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.

### **2.5.6 Vendor Status**

Might want to be it's own table as a mapping, so searches, and display\_order could be set. See the piece below in Front End for each element.

- VendorStatusTypes - list of possible statuses
- VendorStatus - what status each vendor is at per event

### **2.5.7 Vendor Sponsorship Package/vendor\_sponsor\_level**

- BaseSponsorLevel - list of possibilities
- SponsorLevel - list of this event's actual choices
- VendorHasSponsorLevel - list of which vendor has which choice

### **2.5.8 digital\_advertising\_level**

- BaseDigitalAd - list of possibilities
- DigitalAd - list of this event's actual choices
- VendorHasDigitalAd - list of which vendor has which choice

### **2.5.9 print\_advertising\_level**

- BasePrintAd - list of possibilities
- PrintAd - list of this event's actual choices
- VendorHasPrintAd - list of which vendor has which choice

### **2.5.10 Types of Vendors (what they vend)**

- Default list in VendorTypes
- Vendor mapping in VendorIs

### **2.5.11 Vendor Information Edited**

List of codes to indicate what was done to the vendor information

- VendorEditCodes
- Hasn't yet been implemented.

### **2.5.12 Vendor Change History**

Track what was done, per vendor, to them, when.

- VendorEditHistory - Some of the edits, theoretically with the VendorEditCodes, but ... mostly in NotesOnVendors.
- NotesOnVendors - More history

### 2.5.13 Vendor Invoicing

Actually set up for all invoicing, but referenced by vendor

- Invoice

### 2.5.14 More structure in the 41\_VendorInfo.sql file

## 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. Probably actually traced in one of the Vendor Change History tables above.

### 2.6.1 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?
- Probably covered by VendorAnnualInfo.vendorupdated tracking (above)

### 2.6.2 ordering\_count - number

- Another random number?
- YES
- Should it be kept? Removed, what is it's state? What is it's purpose?
- timestamp on entry rather than something else, kept in timestamp, otherwise ... who knows.
- Probably covered by VendorAnnualInfo.vendorwhenapplied

## 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.

#### 3.1.1 Returning Vendor sign-in

By number or email address.

- Update page (subset of new apply page)
- apply page (subset of new apply page)
- **VENDORQA** needs to be vetted/tested.

### 3.1.2 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?

- not for this year, but community table a separate page (at least for winter, since they don't have to apply)
- BIG NOTE: any money exchanged makes you a vendor, Be aware
- **TODO** Currently simply a subset of vendor information.
  - Needs to have differential words put in on indication that is a community table.

### 3.1.3 New Vendor proposal

With a catch to see if they are already in our database, using their email address

- **VENDORQA** final vetting by the vendor folks.

### 3.1.4 New Community Table proposal

With a catch to see if they are already in our database, using their email address

- not for this year, but community table a separate page (at least for winter, since they don't have to apply)
- **TODO** Currently simply a subset of vendor information.
  - Needs to have differential words put in on indication that is a community table.

### 3.1.5 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.

- Steps to do this. This will be several "pages" as the Welcome Page, depending on status.
- **VENDORQA** Proposed (1) / Applied (2) Either Proposed (by someone else) or Applied (basically filling out the form we are giving, or (which isn't set up yet) a returning Vendor, filling out a shorter form, but will all the appropriate event information on it.
  - Waiting on Vendor QA of the words.
  - Auto advance to the next, this year, subsequent years this will be the spot things pause waiting for NELA Approval
  - **TODO** Currently we don't distinguish between Proposed and Applied Find where this is failing and fix.
- **VENDORQA** NELA Approved (3) - renamed Warwick Application this year Once a set of the proposals are in, the jury decides if their proposal is accepted and acceptable, the NELA Approved button for them is clicked, email is sent to them letting them know that they are a NELA approved vendor, and they should log in (with their log in information) to go to the next step. They see the second page when they log in, which has the information about what Warwick is doing

differently this year, and a link to pull down the PDF to be filled in, and a way to submit the filled-out PDF.

- No auto advance this year, subsequent years this will auto advance to the invoice, once we have approved of them. If they screw up their form, they can be set back to this level, or have a communication about a screwed up form.
- **VENDORQA** Warwick Invoiced (4) Once the PDF has been submitted and/or when the next button has been clicked, they are then presented with an invoice for the Warwick fees.
  - Still needs final invoice testing by someone not NELA.
  - Auto Advance to the next.
- **VENDORQA** Pending Warwick Approval (5) Once the fees have been paid and/or when the next button has been clicked, they are given the message, when they log in, that they are still pending Warwick's approval.
  - No auto advance.
- **VENDORQA** Warwick Approval (6) Once we get Warwick's approval, the button is clicked and they will see the message, something to the effect of "Warwick has approved, this is your current order, do you want to change anything before your invoicing (this is where the various digital, print, and sponsorship options, as well as the amenities can be changed, as well).
  - Auto Advance to the next.
- **VENDORQA** Invoiced (7) Once they indicate that their invoice is fine, the invoice is presented. They then can pay it.
  - MISSING pay adjustment, and booth type at least
  - MISSING possible multiple booth types.
  - Still needs final testing by someone not NELA.
  - Auto Advance to the next.
- **VENDORQA** Paid (8) This is the state they will be in once the invoice is paid. At this point, it can flow directly to the next step, but I have something (somewhat confusing in my notes) to the effect that there wants to be a check ... sent to them? or sent to us? or possibly that we are waiting on a check, or something else, that means that they are waiting in this state.
  - No auto advance.
- **VENDORQA** Accepted (9) Once this button is clicked, then everything comes up roses, they are on our websites, and visible, and all is good in the world.
  - Final state.
- **VENDORQA** NELA Denied (10) For those vendors who just didn't make the cut (this event?) usually would happen after (or instead of) the NELA Approved (3) state.
  - Final state.
- **VENDORQA** Warwick Denied (11) For those vendors who didn't make Warwick's cut this event (and can they apply again, subsequent events? Are we going to track the reason Warwick rejected them? Will we even know the reason?) usually would happen after (or instead of) the Warwick Approval state.
  - Final state.
- **VENDORQA** Banned (12) So we track those who are banned, so if they try to apply, we know. Probably clunky, and ... not sure at what point in the process they should be informed. I'm thinking about the NELA Denied, right after (or instead of) the NELA Approved state as well.
  - Final state.

- **VENDORQA** Duplicate (13) For vendors who somehow have more than one entry in Zambia, and managed to submit more than one entry to be processed for this event. This will allow us to track and remedy that later.
  - Final state.
- **VENDORQA** Withdrew (14) Vendors who have changed their minds, and decided to withdraw from our event.
  - Final state.
- **TODO** Write "advance to next" Default increment 1, but able to be incremented otherwise by flag, or something, so that all the unique code can be collapsed down to something simpler.

### 3.1.6 Returning Vendor informational update

This might not be necessary, based on the above page keeping what is set for this event as set.

- SuperVendor can also update anyone here.
- **VENDORQA** similar to the above set of pages, but allowed always.

### 3.1.7 Returning Vendor/Community Table Bio update

Page that they can, at will update their web or book information, along with all their other information.

- SuperVendor can also update anyone here.
- There is only a subset of the information available here, so the vendor coordinators, or someone else (currently the Zambia Librarian) is keeping everything in sync.
- **VENDORQA** similar to the above set of pages, but allowed always.

### 3.1.8 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 reference point to the services agreed to/paid for.

- Yes, included in the above
- **DONE** included in above Returning set of pages.

### 3.1.9 Ad Copy Submissions

For those who have agreed to either digital or print ads, this is a place for them to upload/submit them.

- Probably offline, going directly to the AD folk.
- **TODO** (perhaps, at some point?)



### 3.1.10 Vendor Price Adjustment

The page that somehow has the price adjustment, and reasoning behind such price adjustment. This might be included in one of the other (probably Vendor Jury or Vendor Placement) pages below. Most likely the first of the Vendor Placement pages, but ... being that this is yet undefined, we would have to come up with something. This is a positive or negative number, not a percent. It should be figured off of whatever is appropriate, and the description should accommodate any reasoning.

- **TODO** Need before Invoicing

### 3.1.11 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.

- **VENDORQA** in pieces
  - **DONE** first report - Vendor State change Which allows for changing the Vendor State is done.
  - **DONE** second report - List of those with PDFs The set of Vendors with possible PDFs waiting to be checked and promoted.
  - **TODO** set of tunable reports All the reports that allow the Vendor Folks to make determinations on who/how many, etc. Need vendor feedback to determine what these are and what information they are looking for.
  - **TODO** voting page Much like other voting pages, perhaps? With our current Super Vendors conferring over all the Warwick pieces, this might not be necessary for this year, but still should get written.

### 3.1.12 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. Including the current svg of the map.

- Two Pieces.
- **TODO** Initial vendor booth type selection Need before Invoicing This will be end-cap? Bedroom vendor? Single? Double? Which of their choices get filled? More than one booth? Should be before Invoicing, so Invoicing is correct.
- **TODO** Map Placement Once the booths are assigned, this will get set, so their map coordinates are set.

### 3.1.13 Administer Vendor Options

Page that has the Amenities and Spaces for this event, pulled from the standard pool. To be updated by the Vendor Coordinator on an event by event basis.

- **VENDORQA**

### 3.1.14 Administer Ad/Sponsor Options

Page that has the Sponsor Levels, Digital Ads and Print Ads for this event, pulled from the standard pool. To be updated either by the Vendor Div Head or the Publications Div Head on an event by event basis.

- **VENDORQA**

### 3.1.15 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.

- Redundant with above "Returning Vendor" pages.
- **VENDORQA**
  - Still a little wonky, brings back to a less-useful page, but still works. Can select by email address or by "pubsname" which is the business name.

### 3.1.16 Vendor Welcome Letter

Generate the (physical) welcome letter to the vendors

- **TODO** so it can get printed (either by pubs or by Zambia)

### 3.1.17 Vendor Email

Generate (and send) various all-vendor communications

- **TODO** so there is a record of what is sent.

### 3.1.18 Vendor Badges

Generate the Vendor Badges for printing purposes.

- No!
- **TODO** even if we won't use them.

### 3.1.19 Vendor Tents

Generate all the vendor "tents" to put on their tables, to mark their place.

- Business Name (and DBA?) and Booth #
- **TODO** maybe not full tents, but at least large on paper.

### **3.1.20 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.

- Dock forms (room vendors vs otherwise) Each one Business Name and Booth number. (several copies)
- Master List for check in. Second for Check out. RI vendor marked specially.
- **TODO**

## **3.2 Flow**

### **3.2.1 Set Amenities**

Go to the VendorSetupSpaceFeature.php page, and set the appropriate amenities/prices/et al for this event.

### **3.2.2 Set Spaces**

Go to the VendorSetupSpaceFeature.php page, and set the appropriate spaces/prices/et al for this event.

### **3.2.3 Set Sponsorship levels**

Go to the PubsSetupAds.php page, and set the appropriate sponsor levels available/prices/et al for this event.

### **3.2.4 Set Digital Ad possibilities**

Go to the PubsSetupAds.php page, and set the appropriate digital ads available/prices/et al for this event.

### **3.2.5 Set Printed Ad possibilities**

Go to the PubsSetupAds.php page, and set the appropriate print ads available/prices/et al for this event.

### **3.2.6 Task List - Vendors**

Create Task List element at TaskListUpdate.php?activityid=-1 with the call for vendors is created, with the appropriate links, and with the start and stop dates.

### **3.2.7 Task List - Community Tables**

Create Task List element at TaskListUpdate.php?activityid=-1 with the call for community tables is created, with the appropriate links, and with the start and stop dates.

### **3.2.8 Email**

Possible email from Vendor Div Head goes out reminding vendors/community tables when the call will open and close.

### **3.2.9 Phase Change**

At the appropriate time, the Con Chair or Zambia bitch will open the call for vendors, in line with the appropriate task-list activities.

### **3.2.10 Email**

Vendor Div Head generates and sends email letting the vendors/community tables know that the call is open.

### **3.2.11 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.

- Returning, they just sign in.
- New, they use the appropriate form on the index page.

### **3.2.12 (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. Tools:

- `genindex.php?gflowname=Vend`
- `VendorAdminState.php`
- `VendorSubmitVendor.php`
- `VendorApply.php`
- Other tools TBD.

Otherwise ...

### **3.2.13 Phase Change**

At the appropriate time, the Con Chair or Zambia bitch close the call for vendors. (This is not necessarily in the right place in the sequence.)

### **3.2.14 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.

- To be determined how.

### **3.2.15 Invoice**

Vendors then (hopefully, magically, smoothly) pay their agreed-to invoices. By logging in again to do so.

### **3.2.16 Ad Copy**

All paid for advertizing copy is generated by the vendors or community tables is submitted.

- To be determined how.

### **3.2.17 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.

- To be determined how.

### **3.2.18 Email**

Final email goes out, with any instruction reminders and if there is a manditory vendor meeting, or the like.

### **3.2.19 Welcome Letter**

Welcome lettters 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. Def-initely includes their placement information, and information on how load-in and load-out works, etc.

### **3.2.20 Packet stuffing**

Badges, the appropriate number for each vendor and community table, are printed, and possibly stuffed as above. Also wristbands, to be applied after IDs are checked, special tickets, lunch vouchers, etc.

### **3.2.21 Check-in/check-out lists printed**

So they are available on the day-of.

### **3.2.22 At Con**

- To be determined how.

## **4 Things to add, from the new:**

### **4.1 Logo to be uploaded (PDF)**

## **5 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**.