

# User Manual

## Room Allocation System

Teams 17, 18 and 42

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# Installation instructions

1. Insert the CD with the combined codebase into your computer.
2. Copy the entire codebase to a directory in the Apache root, usually `/var/www` in Debian based systems and `/var/www/html` in CentOS based systems.
3. Login into MySQL and create a database. Also create a user which has all the permissions for the new database.
4. Open `essentials.php`, and in the function `dbconnect`, you'll see a line `"mysql_connect(", ", ")"`
5. Replace the line by `mysql_connect("<hostname>", "<username>", "<password>")` where hostname is usually localhost, and username and passwords are the ones that you created in the 3rd step.
6. Run the following command:  

```
mysql -u <user> -p <databaseName> < roomReser_dump.sql
```

where user is the username and database name are the ones you used in the third step
7. You will be prompted for a password. Enter the password you set in step 3.
8. The portal is now set up. You may access it by typing `<Your IP>/<Directory Name>` in the web browser.
9. The default admin is [appaji@iiit.ac.in](mailto:appaji@iiit.ac.in). You need to login with that ID to add any more admins or modify other user groups.

## Usage Instructions

### Create a request

1. Open the Room Request Form by clicking on the link on the nav-bar.
2. Fill in the details and the captcha and click Book Room.
3. In the Confirm From group, you have to select the admin group you have to confirm from. This is usually the Parliament group, who will then forward the request to the Academic Office group.
4. In the CC textbox, you can type any number of email IDs (comma separated) and all updates related to the request will be sent to all the email IDs (your included).
5. Click on Submit Request button to submit the request. The request will be received by the selected admin group.

**Note:** The Academic Office group has permissions to override all other admins. So, if the request is forwarded to SLC Chair, the Academic Office will be displayed a warning but can still accept any request.

### View(and Accept/Reject) Requests

Both the users and the admins can click on the View Requests link to view all requests. The requests shown are grouped by various categories. The user may click on a request's index to view its details.

If the user is a member of the Academic Office group or is a member of the admin group to which the request was forwarded, he will also see a Accept/Reject/Forward form and can take a suitable action on the request.

**Conflicting Requests:** Some users may create a request for the same room if it's available. In such case, only requests that do not directly conflict with each other can be accepted. This option shows requests that are conflicting with each other, and the admin may choose to accept one of the

conflicting requests. Any requests that are directly conflicting with such a request are automatically removed.

**Cancel Requests:** The admin may also cancel an already accepted request. He can go to the View Requests option, select 'Accepted Requests' and click on the Cancel button for the corresponding request. All bookings of the request after the current date will be removed.

## Remove requests

The admin may click on the Remove Requests link to remove a pending request from the database permanently. **This option is only meant to be used if the request falls in the category of spam.** All other requests should either be accepted or rejected.

If a user makes an error while creating a request, he can go to the My Requests option and select the request he wants to delete. The user may only delete requests created by him that have not yet been approved.

## Modify User Groups

The admin can add or remove people from various user groups (Faculty, TAs, Academic Office etc) by clicking on this link.

The admin first selects a group he wants to modify, and then is displayed suitable options. He can either add a member to the selected group or delete a member from the group.

**Note:** All members of the Academic Office group are automatically assigned admin privileges, and may accept/reject/remove any request and may modify any user group.

## Add/modify/delete Room/Building

If the admin has to modify a room/building database, he can do so by clicking on that link. He is presented with appropriate self-explanatory tabs, and may choose an appropriate option.

## Feedbacks

Any user can leave a feedback by clicking on the Feedback button on the nav bar. The admin can view all feedbacks by clicking on the View Feedbacks button.

## Bug Tracker (Developers only)

The portal comes with a Bug Tracker. Users may file new bug reports, and a new thread is started for each bug where developers can communicate with the user.