WU Regalia Closet User's Guide

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Document: WU Regalia Closet User's Guide

1.   Introduction

1.1   Purpose

The focus of this document is to provide instruction to the users of the WU Regalia Closet. The users of the system include professors renting or donating regalia items to Winthrop University. This document will be a very important tool for the users of the system, as they will not have access to the developers, the CSCI 476 Spring 2016 class of Winthrop University, after the semester's end. This document is the user's sole source of reference for information about using WU Regalia Closet.

1.2   Scope

- The software to be produced is the ***WU Regalia Closet.***
- WU Regalia Closet Web Application will do the following:
    - Help renters make reservations for regalia sets/items for a Winthrop Regalia event.
    - Keep track of what regalia items are available in the inventory.
    - Keeps tracks of reservations to prevent more than one user from reserving the same item(s).
    - Provide a website gallery where users can browse through the available inventory and search for regalia items.
    - Provides a web-form for user to fill out if they want to donate Regalia items to WU Regalia Closet.
    - Provides a web-form for user to fill out to if they want to make a special request for a Regalia item.
    - The administrator portal will allow the administrator to update the inventory.
    - The administrator portal will generate reports of the inventory: available regalia items, reserved items, items returned, items donated, items pending to be returned.
- WU Regalia Closet Web Application will not do the following:
    - Decide whether to accept or reject the rental/donation requests.

- Penalize overdue items
- The purpose the WU Regalia Closet is to assist the client in administering rentals and donations of regalia items to the system.

1.3 User submitting a rent request

1. Log in to WU Regalia Closet by using your Winthrop username and the password.
2. Once you are logged in, you will have the option to browse the inventory by the item type; "GOWN", "CAP" , or "HOOD".
3. Click on one of the types, you will then get a list of inventory records with the type you selected.
4. Choose the inventory item you wish to rent and click on the "Rent" button.
5. You will be redirected to a confirmation page and a confirmation email will be sent to you.

1.4 User submitting a donation request

6. Log in to WU Regalia Closet by using your Winthrop username and the password.
7. Click on the "Donate" link on the navigation bar, you will be redirected to the donate page.
8. Fill in the donation form by:
   a. Choosing the item type from the dropdown list.
   b. Choosing the item color from the dropdown list.
   c. Choosing the item school from the dropdown list.
   d. Choosing the item major from the dropdown list.
   e. Enter the item size.
   f. Enter the item description, there is a maximum of 500 characteristic.
4. Click on "Submit your donation request"
5. If the form fields are valid, your request will be submitted to the system and you will be redirected to a confirmation page.
6. A Confirmation email will be sent to you once the form is submitted to the system.

1.5 User submitting a special request

1. Log in to WU Regalia Closet by using your Winthrop username and the password.
2. Click on the "Request" link on the navigation bar, you will be redirected to the special request page.
3. Fill in the donation form by:
   a. Choosing the item type from the dropdown list.
   b. Choosing the item color from the dropdown list.
   c. Choosing the item school from the dropdown list.

     d. Choosing the item major from the dropdown list.

     e. Enter the item size.

     f. Enter the item description, there is a maximum of 500 characteristic.

4. Click on "Submit your special request"

5. If the form fields are valid, your request will be submitted to the system and you will be redirected to a confirmation page.

6. A Confirmation email will be sent once the form is submitted to the system.