

User Manual

Installation

Windows

This software requires Windows XP, Vista, 7, 8, 8.1 or 10

Download the Python 3.4 installer from

<https://www.python.org/downloads/windows/>

Download the PyQt framework from

<https://www.riverbankcomputing.com/software/pyqt/download>

Open both of the downloaded files and install the software packages.

Now, access the installation media given to you by your software developer and run “setup.py” by double clicking on it. Follow all the on-screen instructions.

Debian Linux

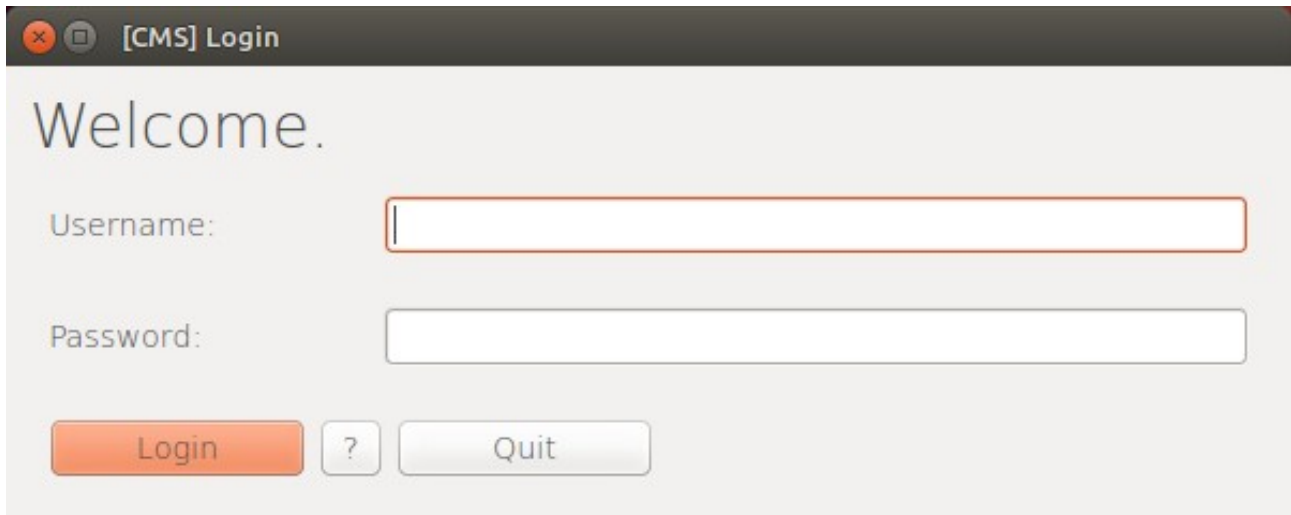
Download and install the python3 and the python3-pyqt4 package from the internet using the following command

```
sudo apt-get install python3 python3-pyqt4
```

Then access the installation media and extract the file “cms-suite.zip” to the desired location, open that folder and run the `setup.py` file and follow the on-screen instructions

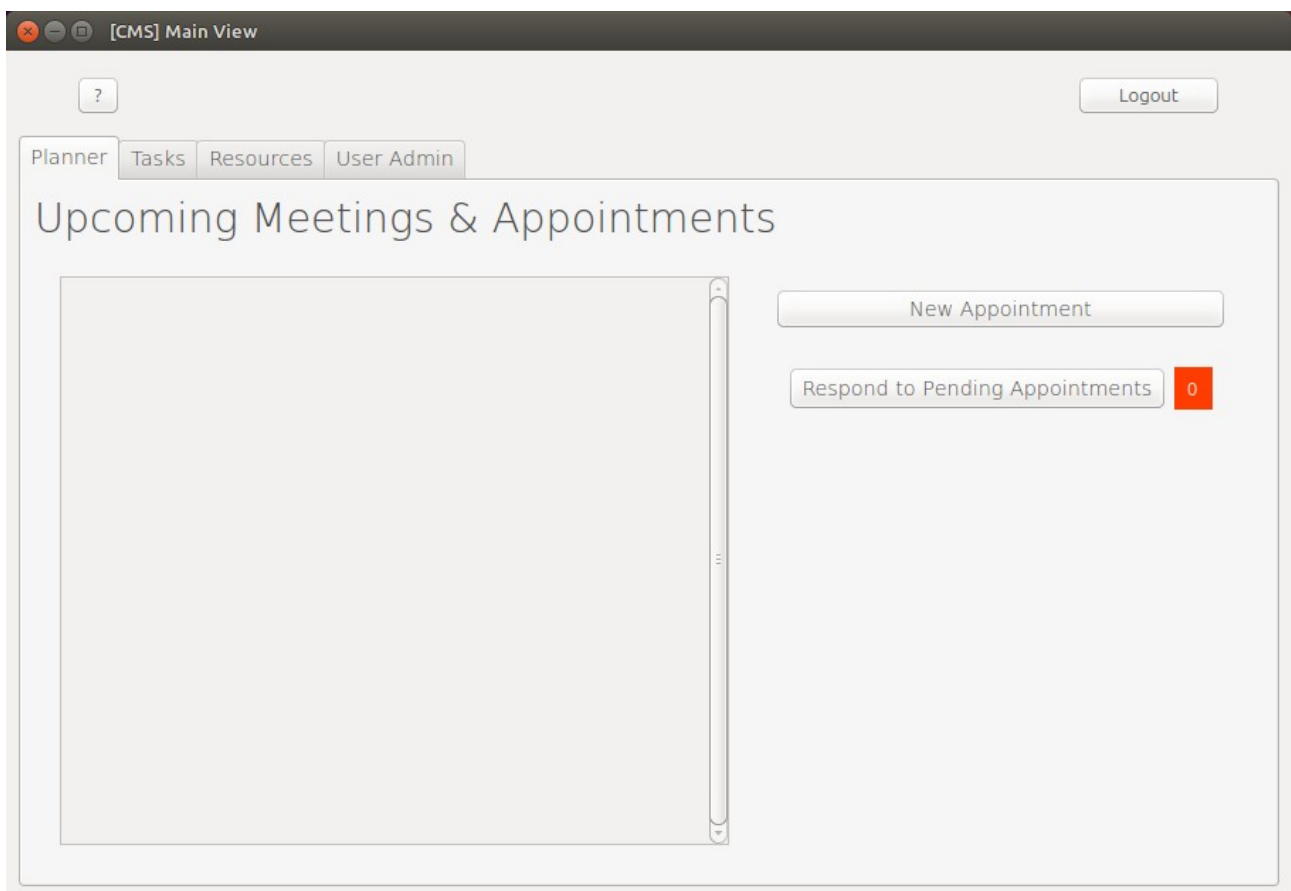
Basic operation

When you run the software, you will be presented with the login screen:



The screenshot shows a window titled "[CMS] Login". Inside the window, the word "Welcome." is displayed at the top. Below it, there are two input fields: "Username:" and "Password:". The "Username:" field is currently active, indicated by a red border. At the bottom of the window, there are three buttons: "Login" (orange), a help button with a question mark "?", and "Quit" (grey).

This is where you input the username and password given to you by the administrator. You will then be presented with this screen:

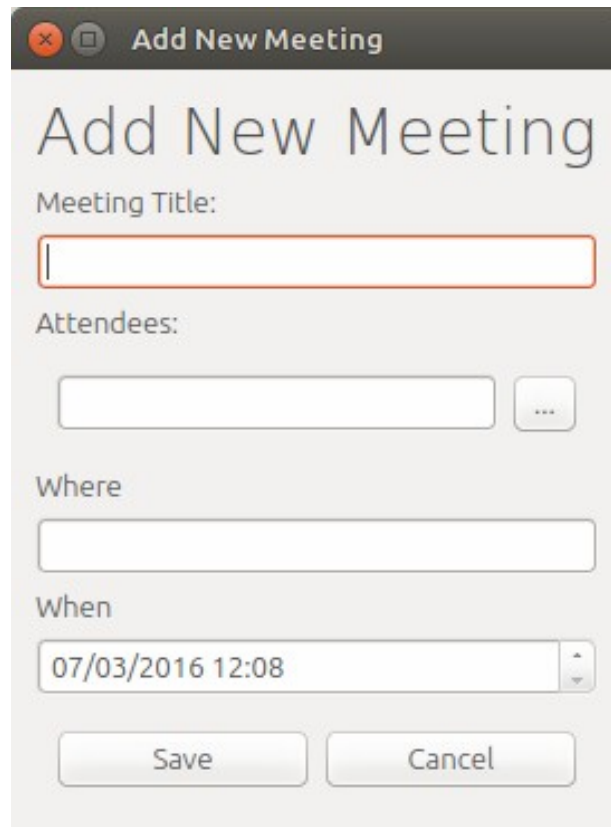


The screenshot shows a window titled "[CMS] Main View". At the top left, there is a help button with a question mark "?". At the top right, there is a "Logout" button. Below these, there is a tabbed interface with four tabs: "Planner" (selected), "Tasks", "Resources", and "User Admin". The main content area is titled "Upcoming Meetings & Appointments". It features a large empty rectangular box on the left, which appears to be a placeholder for a calendar or list. On the right side of this area, there are two buttons: "New Appointment" and "Respond to Pending Appointments". The "Respond to Pending Appointments" button has a red square icon with the number "0" next to it.

Creating Appointments

From this screen you can add new appointments and respond to pending appointments. To add a new appointment click the button marked “New Appointment”, you will be presented

with the following window:



The image shows a dialog box titled "Add New Meeting". It contains the following fields and controls:

- Meeting Title:** A text input field with a red border.
- Attendees:** A text input field followed by a small button with three dots (...).
- Where:** A text input field.
- When:** A date and time picker showing "07/03/2016 12:08".
- Buttons:** "Save" and "Cancel" buttons at the bottom.

Input the title of the meeting in the field labelled “Meeting Title”, next input a list of usernames separated by either commas or semicolons, for example:

bob, john; william

Or you can click on the [...] button to select the username from a list of available usernames. Next input the location of the meeting in the input box marked “Where”. Finally select a date & time for the meeting with the field marked “When” and click “[Save]” to store the meeting information.

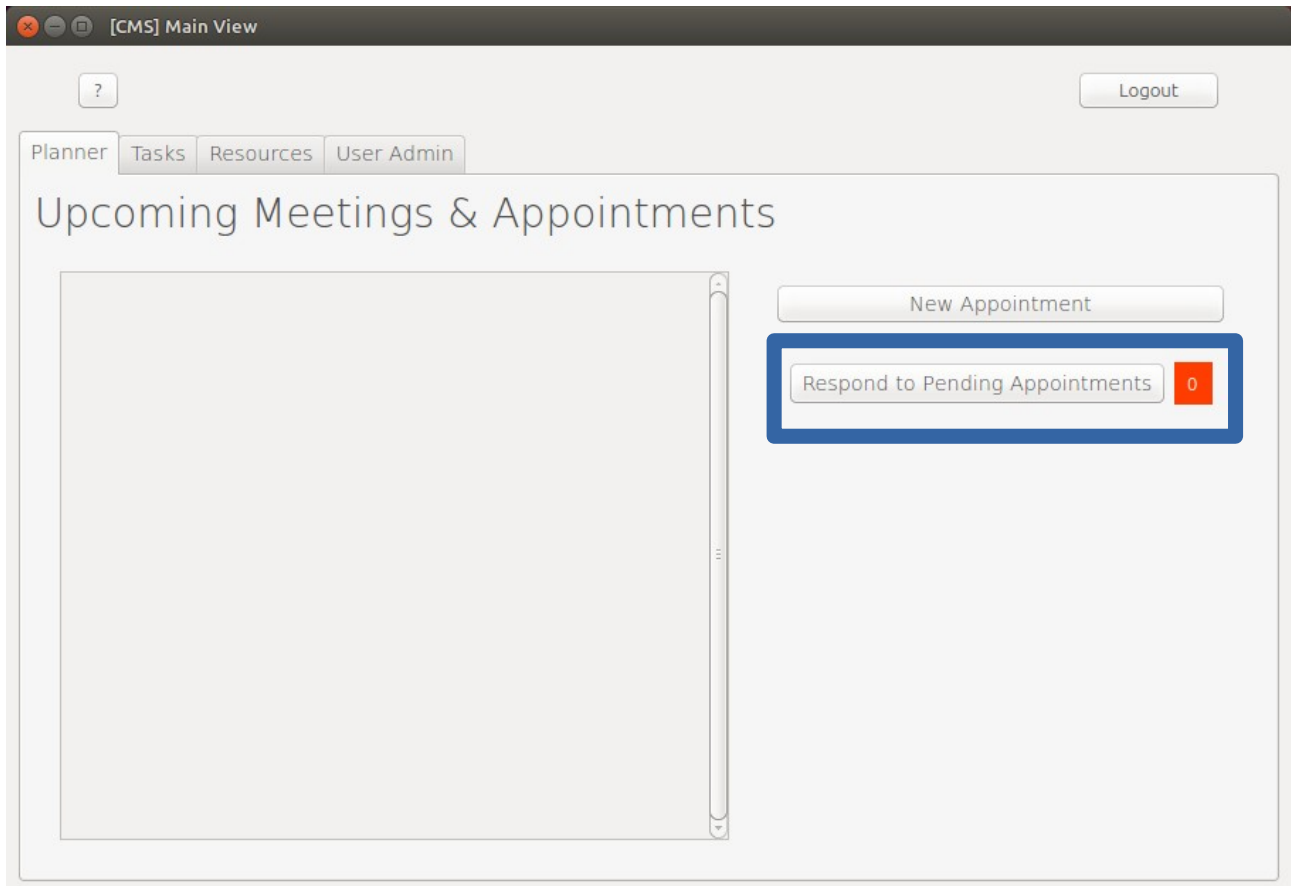


The image shows a dialog box titled "Select a user". It contains a list of usernames:

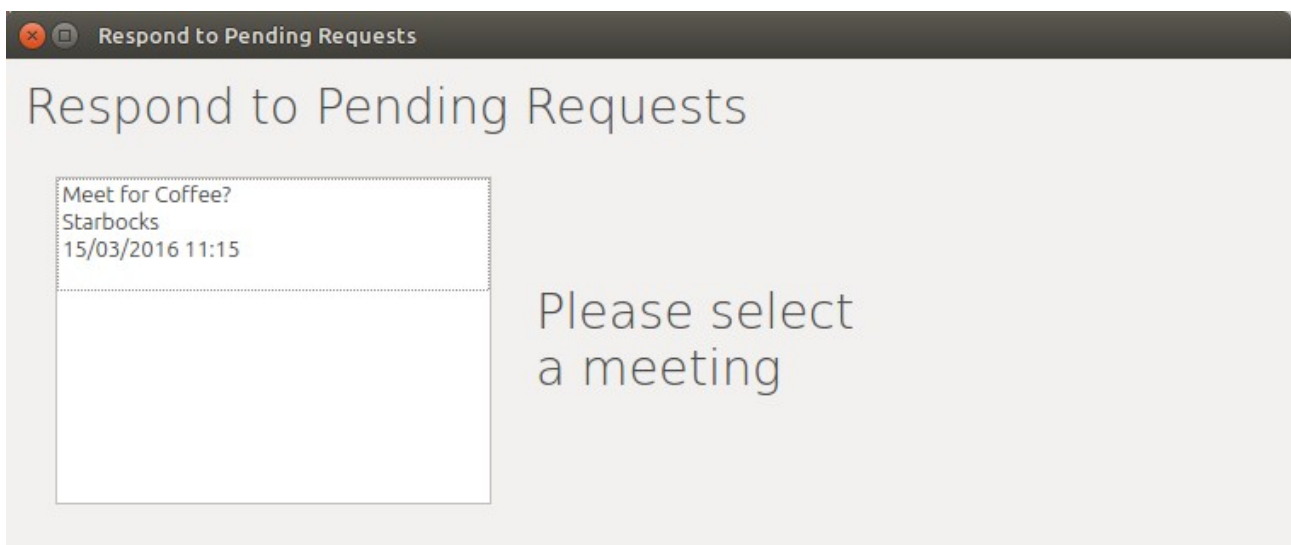
- ADMIN - TMP
- Peter
- Steve
- Dick

Responding to a Meeting Request

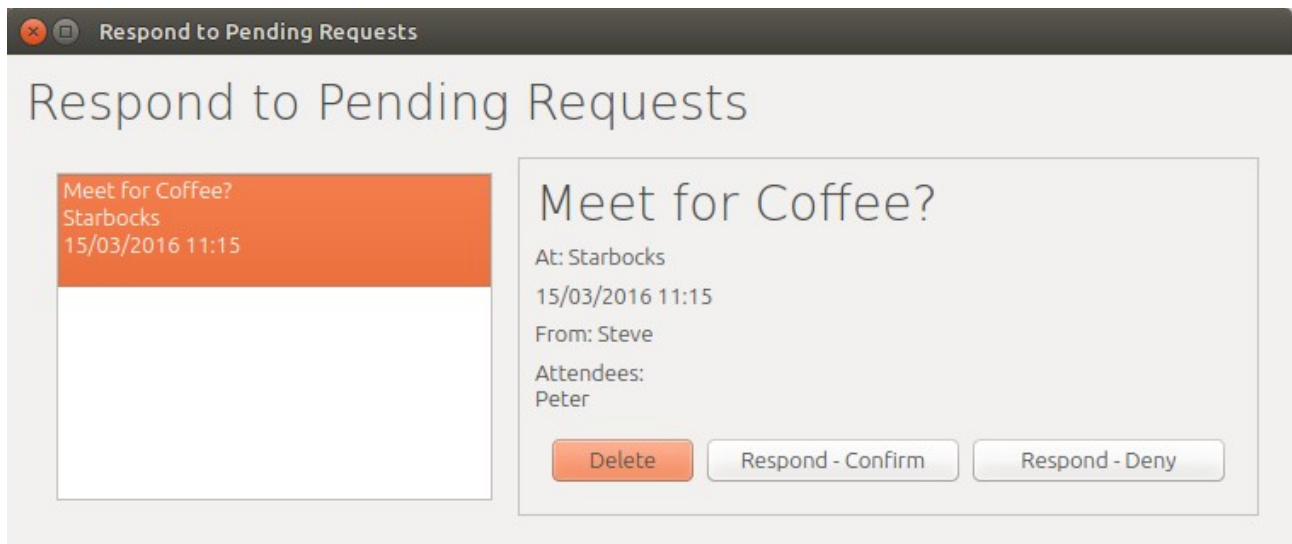
In order to respond to a meeting request (which occurs when someone else adds your username to the *Attendees* field in the *Add New Meeting* form), first click on the “Respond to Pending Appointments”



You will then be presented with the following window:



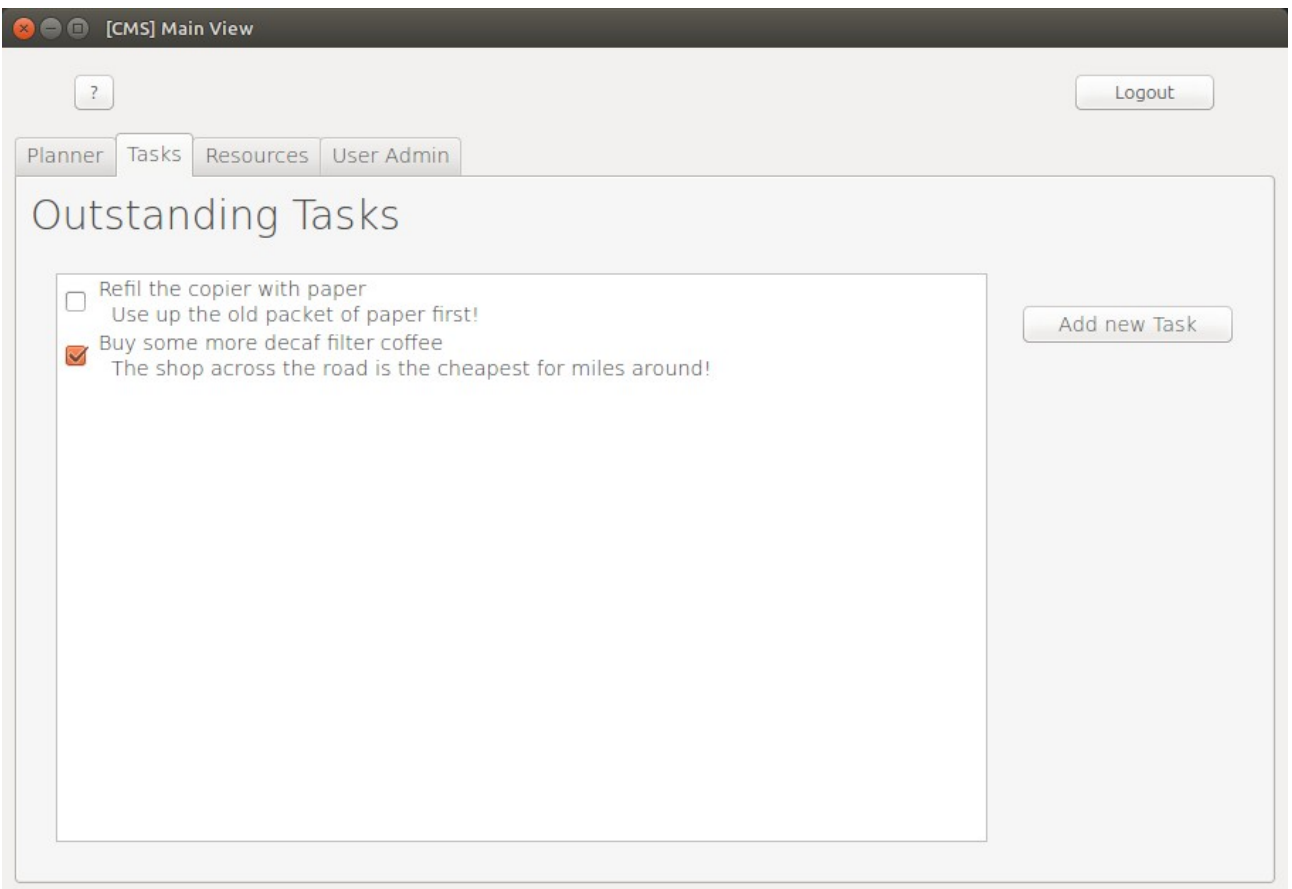
When you select a meeting from the list on the left, further information such as the title, the meeting's 'owner', the location and the date & time for that meeting will appear on the right, like so:



If you want to agree to attending the selected meeting, click the “[Respond – Confirm]” button, if not click the “[Respond – Deny]” or the “[Delete]” buttons.

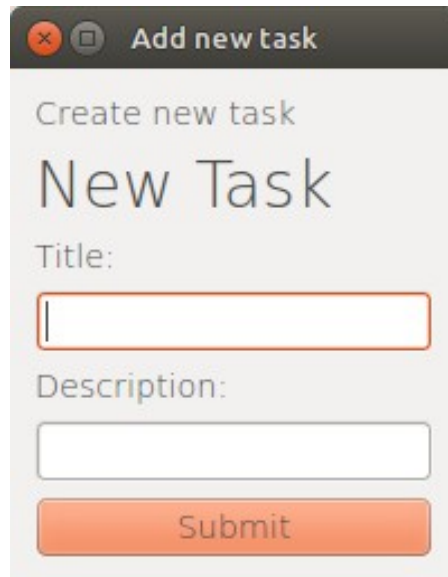
Task View

The task view contains a list of tasks that you can tick as “done” which is useful for keeping track of small things you need to do. This feature is designed to do effectively the same thing as the Meetings functionality but for when there are no other attendees and the time and location are not important.



Creating a New Task

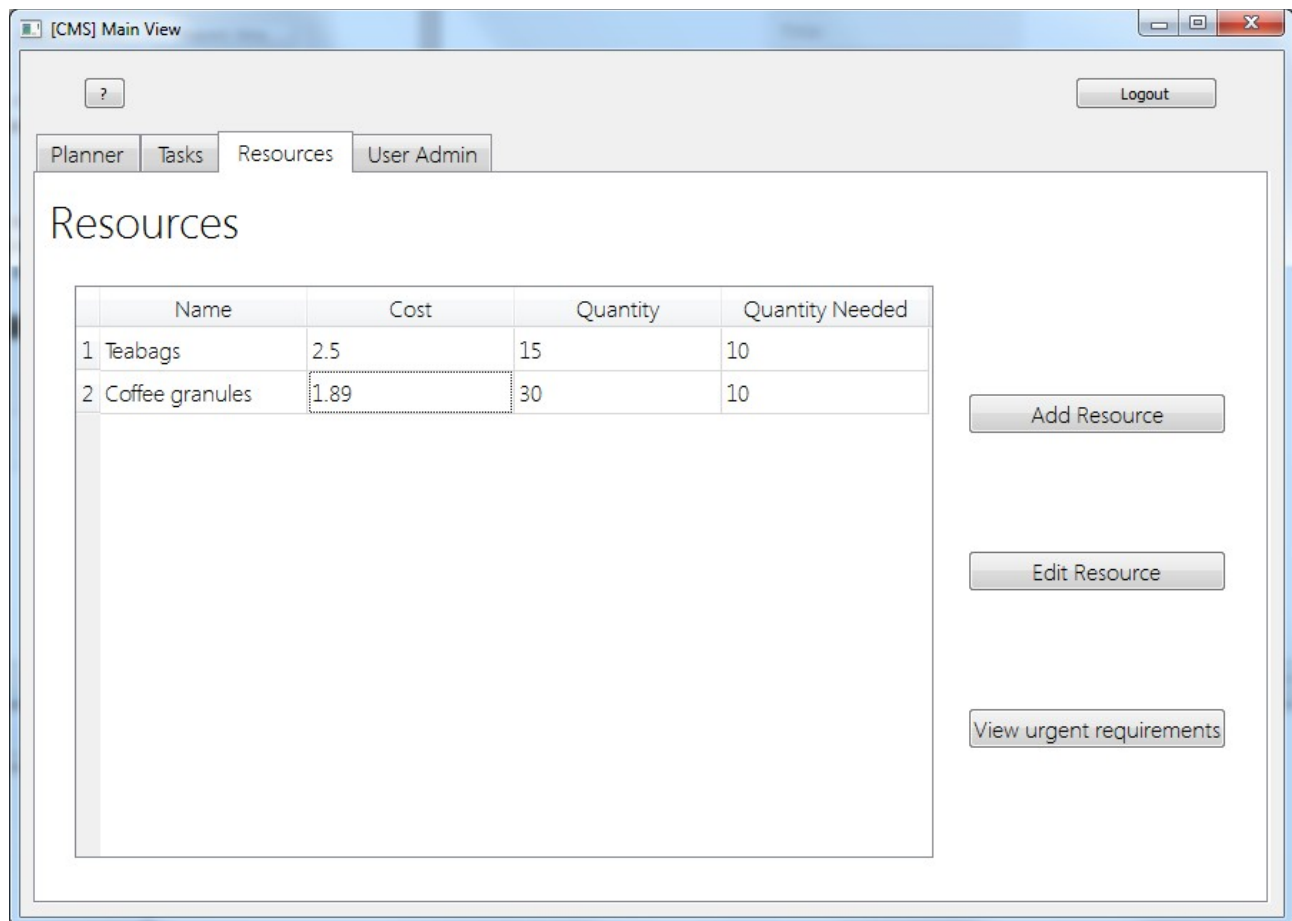
To create a new task, click the “Add New Task” button in the Tasks tab, you will then be presented with the following window:

A screenshot of a web application window titled "Add new task". The window has a dark gray header bar with a close button (red circle with an 'x') and a maximize button (gray square). Below the header, the text "Create new task" is displayed in a light gray font. The main heading "New Task" is in a large, dark gray font. Below the heading, there are two input fields: "Title:" followed by a text input field with a vertical cursor, and "Description:" followed by a text input field. At the bottom of the form is an orange "Submit" button.

Enter a title and a description for your task then click “[Submit]” to store that task.

Resources View

This view is shared across all the users with access to it, as predefined within the supplied database of the user's details. It contains a list of the resources and functions to manipulate that list.



The screenshot shows a web application window titled "[CMS] Main View". It features a navigation bar with tabs: "Planner", "Tasks", "Resources" (selected), and "User Admin". A "Logout" button is in the top right. The main content area is titled "Resources" and contains a table with the following data:

	Name	Cost	Quantity	Quantity Needed
1	Teabags	2.5	15	10
2	Coffee granules	1.89	30	10

Below the table, there are three buttons on the right side: "Add Resource", "Edit Resource", and "View urgent requirements".

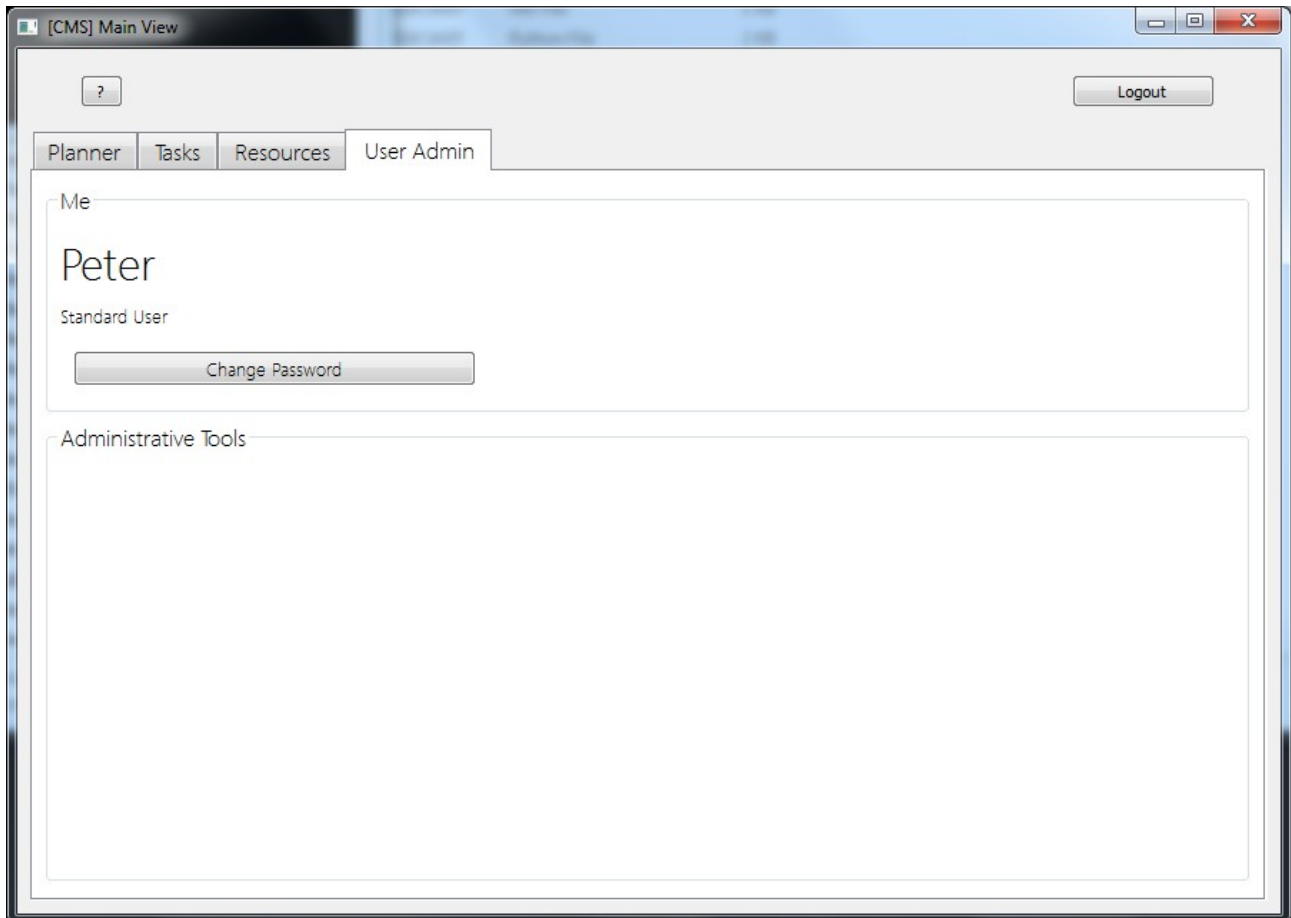
Click on the button [Add Resource], you will be presented with a form with which you add the details for a new resource.

If you need to edit a resource, such as updating the current quantity available, the cost of the object or the required quantity, click on the [Edit Resource] button.

To quickly check if there are any resources which are below the required quantities, click [View urgent requirements] to see a list of the resources which are below the required quantity as defined in the "Quantity Needed" field.

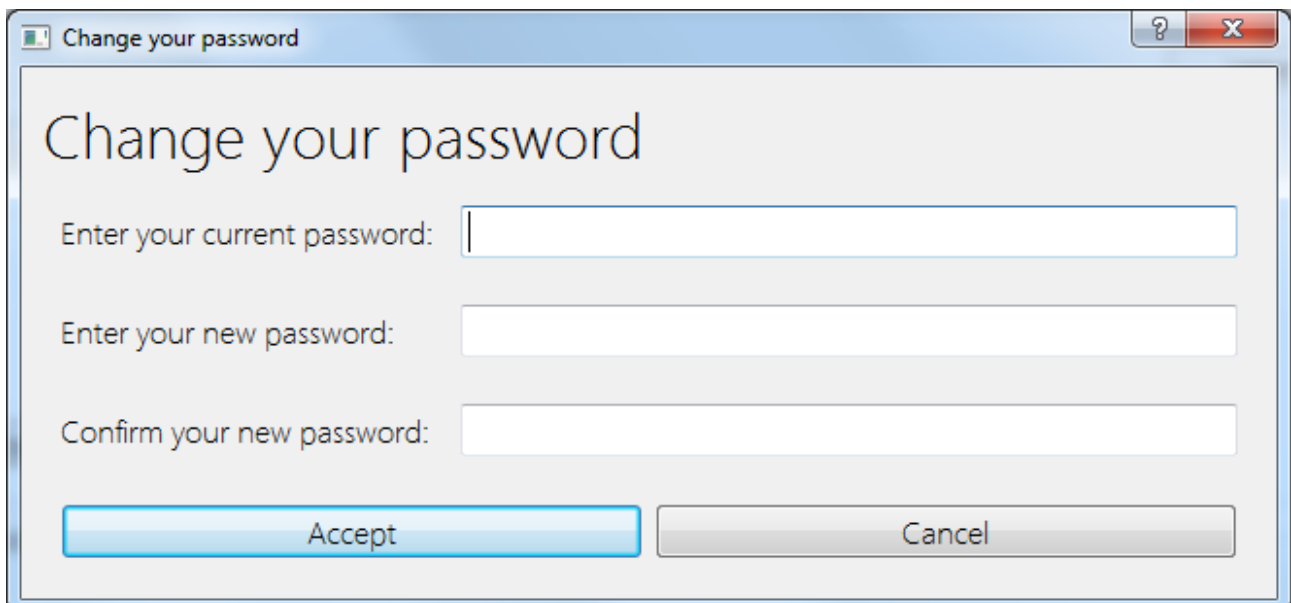
User Admin Area

This section is designed to give the user an overview of their person user account, and to change their password.



The screenshot shows a web application window titled "[CMS] Main View". It features a navigation bar with tabs: "Planner", "Tasks", "Resources", and "User Admin" (which is selected). In the top right corner, there is a "Logout" button. The main content area is divided into two sections. The first section, titled "Me", displays the name "Peter" and the role "Standard User". Below this information is a "Change Password" button. The second section, titled "Administrative Tools", is currently empty.

To change your password, click the [Change Password] button, you will be presented with the following form:



The screenshot shows a dialog box titled "Change your password". It contains three input fields for password entry. The first field is labeled "Enter your current password:", the second is labeled "Enter your new password:", and the third is labeled "Confirm your new password:". At the bottom of the dialog, there are two buttons: "Accept" (highlighted in blue) and "Cancel".

Enter your current password, and then your new password in the fields marked “Enter your new password” and “Confirm your new password”. Once you click [Accept], your changes will be permanent and to get your old password back, you will have to repeat the password change process