Documentation
for
Collaborative Scheduling Application System

Group 6 Members:

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1. Introduction

This system is developed for a Global Conference which will be held at Hotel ICON of Hong Kong Polytechnic University. We use c9.io for developing this system for easy collaboration. Our system is divided into two parts:

For administrator, this system will be able to help them

1. schedule and manage different events,
2. send reminders to participants,
3. view "people flow",
4. view information of participants,
5. receive and review request of organizing ad-hoc conference, and
6. receive feedbacks from participants.

For guests, the system will:

1. Help them to plan their days and choose events to join,
2. Receive and view reminders from administrators,
3. Create and join discussion groups,
4. View other guests' profile and exchange contacts,
5. Send request for organizing ad-hoc conferences,
6. Set location and see people nearby, and
7. Send feedbacks to the administrators.

Each function will be explained in detail in this specification.

2. Admin System

2.1 Login System

There are two login pages for admin and our guests. Login credentials are given so that sign up function is not required. Admin can only login to the admin system by using the specific account and password. And the users (both administrators and guests) can switch the page between admin and guest by clicking the button at bottom ("Guest Login/ Admin Login").

2.2 Main page

This is the home page of an admin. Admin could have a look at the main functions of this system on this page.

Hovering the icons on the left will expand the main menu and admin can click different icons (timetable, send reminders, people flow, guest information, requests and feedbacks) to take different actions.

2.3 Timetable view

Admin should view all public conferences in the timetable. The timetable contains date, time, name and venue of conferences. Admin can check these conferences and add a new conference or editing an existing conference.

2.3.1 Adding a new public conference

Clicking "+ New Event" will lead users to the conference adding page. In this page, the admin can edit the name, date, start time, end time, description, and venue. The text

field will show the format of each expected input. Admin need to click “confirm” or “discard” before they leave this page. After confirmation, the timetable will be updated.

2.3.2 Viewing/ editing an existing conference

Clicking an existing conference on the timetable will lead Admin to the conference viewing/ editing page. The text field will show the previously settled detail information. By clicking “edit” button, the information will become editable and Admin can make some change on the information. If the information about a conference room is changed, the timetable of those guests who have added this conference will be updated. After clicking “edit” button, Admin will also need to click “confirm” or “discard” before leaving this page, which is similar to the page of adding a new conference. If not, a window will be showed to ask Admin to discard changes, save changes or cancel. The administrators can also delete conferences on this page. After taking action, the timetable will be updated.

2.4 Reminder

2.4.1 Send reminder to guests

The administrators can send reminders to a certain type of guests, either speakers (who will make a speech) or participants (who will only sit and listen). The admin need to fill in the brief information about the reminder. Administrators need to click “confirm” or “discard” before they leave this page. After saving a change, the timetable will be updated.

2.5 People Flow

This subpage allows admin tracking on the meeting sessions. This is the entrance page for admin to look up the overall conferences. This page shows all the existing conferences that has been held/ are being held/ will be held. On the single unit, i.e. the rectangle cell, the information including name of event, start time and date of event, and capacity of event, i.e. the maximum participants allowed. The administrator can click on any of them to further look up the event information.

2.6 Guest information

The guest information page will show the name and their profile photo of every guest

2.6.1 Guest information detail page

By clicking the profile photo, admin can enter the guest information detail page and view the information, including name, nickname, guest ID, gender, country, organization, position, Email, phone, permanent location, current location, biography and the participation records of the guest.

Guest ID	3
Nickname	ZHU Yidi
Gender	Male
Country	China
Organization	PolyU
Guest Type	Speaker
Email	zhuyidiwow@gmail.com
Phone	66171731
Permanent Location	1663
Current Location	Z Block
Biography	ghfghr

Participation Record	
Event	Status
Intro to PHP	Absent
Web design	Absent

Generate Report

By clicking on “Generate Report” button, the administrator can get a pdf file of this page.

2.7 Requests

2.7.1 Receive requests from guests

The Requests page will show all the new updating requests from the guests. Also, the admin can review those requests that are approved or rejected by switching the request type after clicking the button (“New”, “Approved” and “Rejected”) on the top. Admin need to click the “View Details” to review the detailed information about a request. And the admin can approve the new requests in the “details” page.

2.7.2 Requests Detail

2.7.2.1 View new requests and approve

In this page, detailed information of the new requests is shown in the table, which include subject, date, start time, end time, contact person and venue. The admin need to check whether the requested venue is suitable in the requested period or not. If yes, the admin can approve the venue asked in the box, then the page will back to the previous page after clicking “Confirm”. If no, the admin can “Reject” the request with a reason filling in the “comments” box sending to the applicant.

2.7.2.2 View approved/rejected requests

Similar with reviewing the new requests, the admin can also review the requests that have already been handled. Some more detailed information will be shown like the information of the approved person and some comments.

2.8 Feedbacks

Feedbacks page will show a list of abstract of feedbacks, each abstract contains the rating and the abstract of comment. If a feedback has been replied, a “replied” symbol will be shown on the right of this feedback. For each feedback, admin can view details and reply the feedback if the feedback has not been replied.

2.8.1 Feedback reply page

If a feedback has not been replied, when clicking “view details”, admin will enter the feedback reply page. In this page, admin can view the feedback details and write feedback reply. Before leaving this page, admin need to click “confirm” or “discard”. If not, a window will be showed to ask admin to discard reply, confirm reply or cancel. After confirming a reply, the reply will be sent to the guest who wrote the feedback.

2.8.2 Feedback view page

If a feedback has been replied, when clicking “view details”, admin will enter the feedback view page. Admin can view the feedback details and reply details in this page.

2.9 Search

The search function can be accessed on any page on the top-right corner. Both participants and conferences can be searched by name. For example, we search “web design”, the result will be as follows.

By clicking on the result, the administrator can see the details of the conference or participants, the same as which can be accessed through “timetable” or “guest information”.

3. Guest System

3.1 Login

For the guests, they do not need to register by themselves. Instead, an initial username and password will be given to the guest by the admin in advance, so that they can login via it. After the user enter the system, they can edit their personal profiles and change their passwords. And the users can switch the page between admin and guest by clicking the button at bottom ("Guest Login/ Admin Login").

3.2 Main page

This is the home page of a guest. Guest could achieve multiple functionalities via the main page.

Clicking the icons on the left will expand the main menu and users can click different icons (personal information, timetable, reminders, forum, network, request, location, feedbacks) to take different actions.

3.3 Personal information ("me")

By clicking the icon on the top-left corner, the guest will enter the personal information view page. the guest can post a experience together with photos and location and share it with other participants. The shared experience will be shown on this page and other guests can view it.

Clicking the triangle on the top-right corner of an experience can make guest choose to delete the experience or not.

3.3.1 Information editing page

Clicking the "Edit Profile" button will lead the guest to editing page. Guest can change any personal information except guest ID and Type. Before leaving this page, guest need to click "confirm" or "discard". If not, a window will be showed to ask guset to discard change, confirm change or cancel. After confirming a change, the information page will update the information of the guest. **There is one thing need to be declared that there are two kinds of guest being divided into participants and speakers, which can be viewed in the personal information.**

3.3.2 Post content

The participant can also post some sharing/experience in the personal page with a picture (optional). Others can see this sharing.

3.4 Timetable

The timetable homepage will show all the event that the guest add by themselves. It allows the user to edit some personal events on the timetable like some personal plan or conference activity through a manual way ("+ Add New") or an automatic way to add conference in the table ("Browse Conferences").

3.4.1 View detailed information

In the timetable page, if the users have already added some events into it, he/she can click on a specific event inside the table to review the detailed information about an event. And he/she can also edit or delete the detail information. If a guest changes the information of a public conference, the edited information will be only shown in his timetable, not others.

3.4.2 Add new event

The "+Add new" allow the user to create some events by themselves. They can use this function to manually add a conference into their timetable or edit their personal activities for scheduling.

3.4.3 Browse conference

After clicking the “Browse Conferences” button, the user will enter a new page with listing all the available conference rooms. A little box will be created standing for each conference room, some basic information like topic, time and participants number will be shown on it. The user can also view the detailed information about each conference room by clicking the conference box and add it automatically to the personal timetable.

The following figure is the detailed page about a conference room. Except the time, some detailed description about what this conference will cover will be shown in the content box so that the guest will have a better idea about what a conference will go through. And the location will be noted as well. If the guest is interested in this conference, he/she can simply click “Add to my calendar” to automatically add this conference to the personal timetable.

3.5 Reminders view page

Clicking "reminders" on main page will lead the guest to the reminders view page. The page shows the subject of every future reminder, a "view details" button can lead guest to a details page.

Guest can also click the "past" button to view past reminders.

3.5.1 Reminder details view page

This page can be accessed by clicking “View Details” on the reminders view page. Guest can view the details of a reminder here, including subject, date, start time, end time, description, venue and map of this reminder.

Subject	Reminder for eating
Date	2015-12-16
Time	08:00:00
Target	speaker
Description	remember to eat

Go Back

3.6 Discussion Forum

Guest can enter `forum` page by clicking “Forum” on the main page. In this page, guest can view all the forum topics, and he can create a new discussing forum.

By clicking the “view”, the user can enter a topic. He/ She can reply the topic by filling the message and submit.

3.7 Network

In this subpage, users can view all the participants in this conference and further information can be access through clicking the personal icon, which will redirect you to a new page that display the information, which some hidden and can be accessed through request.

After clicking the icon of a guest, users can view their details information and some sharing (if any).

Guest ID	1
Nickname	Chen Yunkun
Photo	
Gender	
Country	
Organization	
Guest Type	Speaker
Email	
Phone	
Permanent Location	
Current Location	the Innovation Tower
Biography	
History Content:	

3.8 Request

The guest can send requests to the Admin for creating ad-hoc conference activity or review sent requests through the Requests page.

3.8.1 Add new request

To create a new request, guest need to click the "Add New" button to start a new application form. The user need to describe the detailed information about the request and confirm the information before sending the request.

3.8.2 Review sent requests

In the requests page, apart from add new request, the requests that are sent by the user will be shown in a table. By clicking "View Details", the user can view the details about this request and to check the status about this request, whether it is approved by Admin or still in

processing. If the status is “pending”, the user can delete the request before the Admin check on it.

Subject	123
Date	1234-05-06
Start Time	07:08:00
End Time	09:11:00
Venue	Z
Comment	

Go Back Delete

3.9 Location

Hi, LIU Chang

Current Location	Hotel Icon
Hotel Icon	Change Location

People NearBy

Name: WU Chao

ID: 4

Name: LIU Chang

ID: 5

There is only one page for this location. In this page, users can change their location by selecting from several given location. This locating method is available because the location of participants will be restricted to several places. For example, foyer of hotel ICON, main campus of PolyU, Lawn Cafe, etc.

After selecting location, the user will be able to see other participants who are in the same place. The user can view detail information of other participants by clicking their profile photo or name. And then they will be directed to 3.7: Network page.

3.10 Feedback

Through the feedback page, user is able to review the feedback they made before, and the button in the upright position allows user to post new feedbacks.

The picture below is the interface when the new rating is clicked, and user can write their feed as shown before and they can choose whether to summit their personal information.

3.11 Search

The search function of guests is mostly the same with that of administrator. The difference is that, by clicking on the result, the guest will be directed to “add conference” page or “network-view guest” page.