LaBook User Guide

Team Quebec 2010
Http://aafjj9f2.yahoo.joyent.us/

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1   Introduction

Welcome to LaBook user guide! LaBook is an online lab booking website that allows you to book and check status of the available lab facilities. This guide shows you how to get started with Labook. If you are not familiar with Internet browsers, this guide will go through step by step how to login, book, and view status of the lab facilities.

1.1   Overview

This user guide will cover the following:

- As admin:
  - How to view users
  - How to add users
  - How to delete users (in progress)
  - How to add FAQ (in progress)

- As user:
  - How to log in
  - How to use the calendar
    - Basics
    - Availability (in progress)
  - How to book a lab
    - Confirmation (in progress)
    - Availability (in progress)
  - How to view FAQ (in progress)

1.2   Requirements

Operating System: Mac OS, Windows 98/ME/2000/XP/Vista/7, Linux
Internet Browser: Firefox 3.6+, Internet Explorer 8+, Google Chrome
Server Support: PHP, MySQL, CodeIgniter, 500mb+ memory space
Language Req.:   English

2   How to Log In

Start by selecting the *Username* and type in the userid given by the admin.

Now, select the *Password* and type in the password you have created.
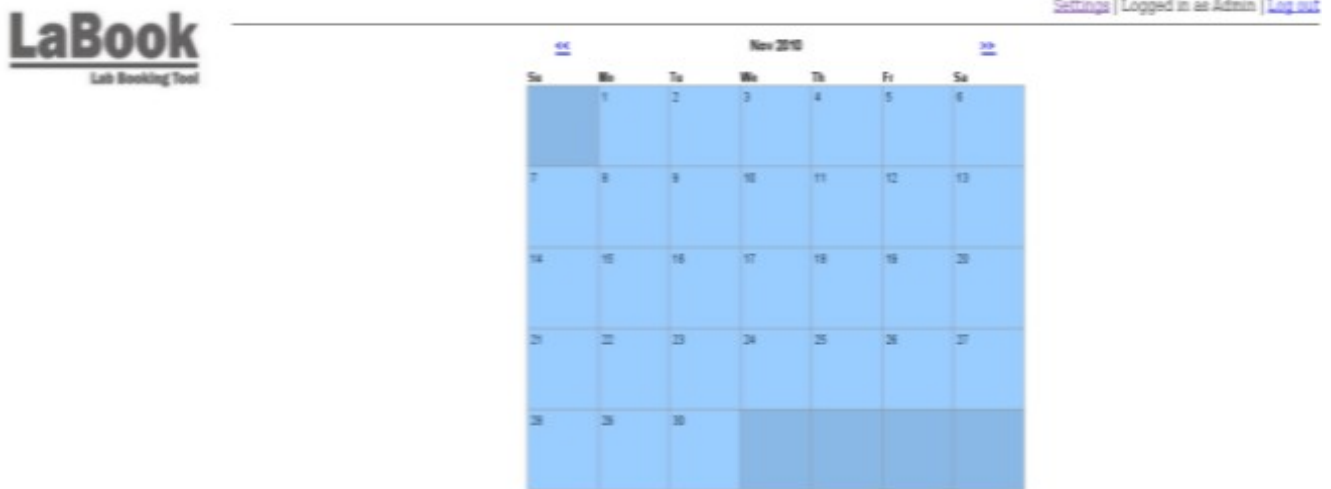

Finally, simply click the *Login* button after filling in all the required fields.
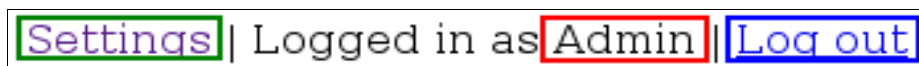
3   Main Calendar

If you are on the page above, then you are on the main calendar page.
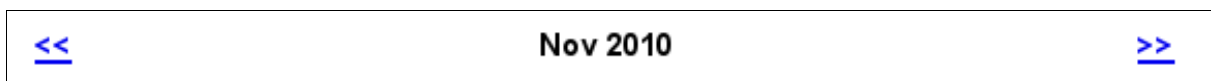
3.1   Basics

LaBook logo on the left top corner will redirect you to the main calendar page.

The above is on the right top corner of the main calendar page.
- **Setttings** will allow admin to view/edit users (refer to **Chapter 5**)
- **Logged in as** _____ represenets the username that is logged in
- **Log out** will allow you to log out of the current user and relog in as a different user

This is located above the calendar from the main calendar page. This allows you to view which month you are currently on.
- **<<** will redirect you to previous month on the calendar
- **>>** will redirect you to next month on the calendar

3.2   Start Booking

Nov 2010

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

From the main calendar page, simply choose a date on the desirable month that you want to book a lab for, as shown above.

This represents an unavailable date

1

This represents an available date

17

This represents a selected date

4   Booking a Lab

After selecting a date to book from the main calendar, you should be on the
booking page:

2010-11-17
Back to Calendar

	library	laptop_cart	tech_75	tech_85	business_218	business_271	cs_224	ce_226
08:45-10:00								
10:05-11:20								
11:25-12:40								
12:45-14:00								
14:05-15:20								

4.1   Basics

From the booking page shown above,

2010-11-17

This represents the current date you are booking a lab on.

Back to Calendar

This redirects you to the main calendar page (**Chapter 3**)

*****

The left attribute column represents 5 time period slots for the school.
The top attribute row represents the available lab facilities for the school.

7

4.2   Booking Confirmation

This represents an unavailable booking slot

This represents an available booking slot

This represents a selected booking slot

*****

After selecting a booking slot from the booking page, you should now be in the booking confirmation page:

Person Booking: TEACHER NAME HERE
Course:
Notes:
Submit

Now, fill in the course that you are booking a lab for:

Person Booking: TEACHER NAME HERE
Course: Computer Science 1
Notes:
Submit

Then, fill in the extra information that needs to be noted:

Person Booking: TEACHER NAME HERE
Course: Computer Science 1
Notes: Expecting 20 students
Submit

After all the required fields are filled, you can simply submit

Person Booking: TEACHER NAME HERE
Course: Computer Science 1
Notes: Expecting 20 students
Submit

5 Administration

User Management

List Users	Add Users

5.1 List Users

Select <u>List Users</u> from User Management Page.

User Management

List Users	Add Users

Listing Users page lists all the users that are registered in LaBook, organized by their unique user IDs

Listing Users

ID	Username	First Name	Last Name	E-Mail
1	zeeshanq	Zeeshan	Qureshi	zeeshan.quireshi@gmail.com
2	mikeing2001	Michael	Ing	mikeing2001@gmail.com
4	Admin	Simon	Chae	chaesmn@gmail.com

E-Mails are unique and are needed to retrieve lost passwords.

Listing Users

ID	Username	First Name	Last Name	E-Mail
1	zeeshanq	Zeeshan	Qureshi	zeeshan.quireshi@gmail.com
2	mikeing2001	Michael	Ing	mikeing2001@gmail.com
4	Admin	Simon	Chae	chaesmn@gmail.com

Username, First Name and Last Name should be unique for duplication purposes

5.2   Add Users

Select <u>Add Users</u> from User Management Page.

To add an user user, simply fill in all the required fields, then click <u>Add</u>: