

Workplace Reservation Manager Guide

Version 1.0.0



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1 Introduction

1.1 Overview

WRM (Workplace Reservation Manager) is a Liferay based Portlet allowing users to reserve/book meeting rooms within an organization. As the Portlet it would be deployed locally on your own server, making it a convenient asset booking system. Once WRM is deployed, it is very easy to add your components into it. You can start by add your meeting rooms and configuring variables associated with your enterprise environment. You can create users with different access & roles - admin users and normal users.

To book an room in WRM the user has to access the WRM portlet.

For example, you start by selecting the room you want to book, the date and time, the duration you need the room for, and specific variables for example particular floor/wing or room with certain assets (projectors, telephone etc.). If the particular room is not available using the above variables, WRM would not allow you to book the room.

WRM rich interface provides the user visibility of all the bookings for a particular day, week, or even complete month by providing start date and end date. This can come very handy when you are working on particular time slots.

1.2 Compatibility

This connector is compatible with following Liferay version.

- Liferay Community Version - Liferay CE 6.1.20 GA2
- Liferay Enterprise Version - Liferay EE 6.1.20 GA2

Ideally this component should work for any future Liferay Community and/or Enterprise edition. If that isn't the case, please drop an email to marketplace@cignex.com. This component is been tested for all of the above versions.

1.3 Technology Details

This component is dependent on following software.

1. JDK 1.6
2. Liferay Community Edition or Enterprise Edition

1.4 Features

- 1 Real Time Data
- 2 Best 5 result
- 3 Notification via meeting request in Microsoft Outlook
- 4 User can book room 15 days ahead of time
- 5 Browser Compatible –Mozilla Firefox, Google Chrome, Internet Explorer (8 and above)

2 User Guide

2.1 Overview

After deploying the WRM portlet you will come across the following screen

Three Main Tabs:

For end user there are three tabs available

- New Booking
- My Booking
- All Booking

New Booking

Description

This is the first tab that appears to the user when a user is landed on the WRM page.

Expected Input and Output

User needs to enter the mandatory fields for booking a room like

- a) City Name
- b) Location name

- c) Start Date/Time
- d) End Date/Time,
- e) Duration of meeting.

After entering the variables click on “Search” button user will get “Best Five” available rooms in “Search Results” tab.

Do you want more specific room?

You can get more specific results by use of “Search Preferences” tab.

Search Preferences:

Preferences 1: If you remember the name of room, you can search room directly by room name using “Search By Room Name” as below screen

New Booking My Booking All Booking

Please Select Room.

City Name*
Ahmedabad

Start Date*
07/03/2013

Start Time*
9 00 PM

Location Name*
President Plaza

End Date*
07/03/2013

End Time*
10 15 PM

Search

Search Preferences

Search By Room Name

Room Name: Select Room

Search Results

Have suggestion/question? Please send an email to hr@cignex.com

Preferences 2: If you want room on specific floor/Wing you can search directly by Floor/Wing Name.

New Booking
My Booking
All Booking

✔ Scroll Down for Search Result.

City Name*

Location Name*

Start Date*

End Date*

Start Time*

End Time*

Search Preferences

Search By Room Name

Facility

Capacity
Floor Name

Search Results

07/03/2013

	Room Name	Room Location	Room Facilities	Capacity	Extension
<input type="radio"/>	Singapore	Ground floor	STD Phone, Projector	8	123
<input type="radio"/>	MLK	1st floor	ISD Phone, STD Phone, LAN	4	456
<input type="radio"/>	Kalps	3rd floor floor	STD Phone	123	0

Showing 3 results.

Have suggestion/question? Please send an email to hr@cignex.com

Preferences 3 If you have specific requirement on facility or capacity, you can select available facility or you can enter specific number of capacity.

Note:

User can use combination of point (3) and point (2) (as mentioned above) for search specific room.

Check box besides Facility and Capacity will consider on priority Preferences

Input Case 1:

Facility (LAN, Phone) + Capacity (10) + No Check-box selected.

Possible Result:-

- 1) WRM will find a room by combination of exact match of both (capacity=10 and Facility (LAN, phone))
- 2) If it will not get result from (1) then it will try finding a room by low and high value of user input

Ex. it will populate results with capacity 7 or 9.

Input Case 2:

Facility (LAN, Phone) + Capacity(10) + Check-box selected.

Possible Result:-

- 1) WRM will find a room by combination of exact match of both (capacity=10 and Facility(LAN,Phone))
- 2) If WRM does not get result from (1) then it will try find a room by with high value of user input.

After selecting particular room it will take user on new screen.

Once the room has been identified, the user can move to the next step by checking on the radio button on the room and clicking “Select”. This is redirect the user to the next page, where user needs to enter specific information on the meeting like host email id, attendees email id, meeting title, agenda etc.

Meeting Details

Meeting Host Email ID* Attendees Email ID

Meeting Title Agenda

Room Details

Date	Start Time	End Time	Room Name	Room Location	Room Facilities	Capacity	Extension
07/03/2013	9:00 PM	10:15 PM	MLK	1st floor	ISD Phone,STD Phone,LAN	4	456

Showing 1 result.

After entering the variables, the user can click on “Book” which would complete the user’s process of booking the room.

My Booking

New Booking
My Booking
All Booking



City Name

Location Name

Floor Name

Start Date

End Date

Search Results -

Date	Start Time	End Time	Room Name	Meeting Title	Room Location	Attendees	
07/03/2013	9:00 PM	10:15 PM	MLK	Interview	Ahmedabad, President Plaza, 1st Floor	View All	Cancel

Showing 1 result.

Have suggestion/question? Please send an email to hr@cignex.com

Once you have booked the room, you can come back to the WRM main page, select “My Bookings”, which would land you to the page above. The room/s you booked as a host would be displayed under the search results section

If you wish to cancel a particular meeting you are hosting, click on “Cancel” button & a notification mail will send to all attendees.

All Booking

This tab displays list of room/s which have been booked by employees using WRM in your organization. You can also cancel a meeting you are hosting from this tab.

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City Name

Start Date
 

Location Name

End Date
 

Floor Name

Search Results -

Date ▲	Start Time	End Time	Meeting Title	Room Name	Room Location	Host Email ID	
07/03/2013	9:00 PM	10:15 PM	Interview	MLK	Ahmedabad, President Plaza, 1st Floor	default@liferay.com	<input type="button" value="Cancel"/>

Showing 1 result.

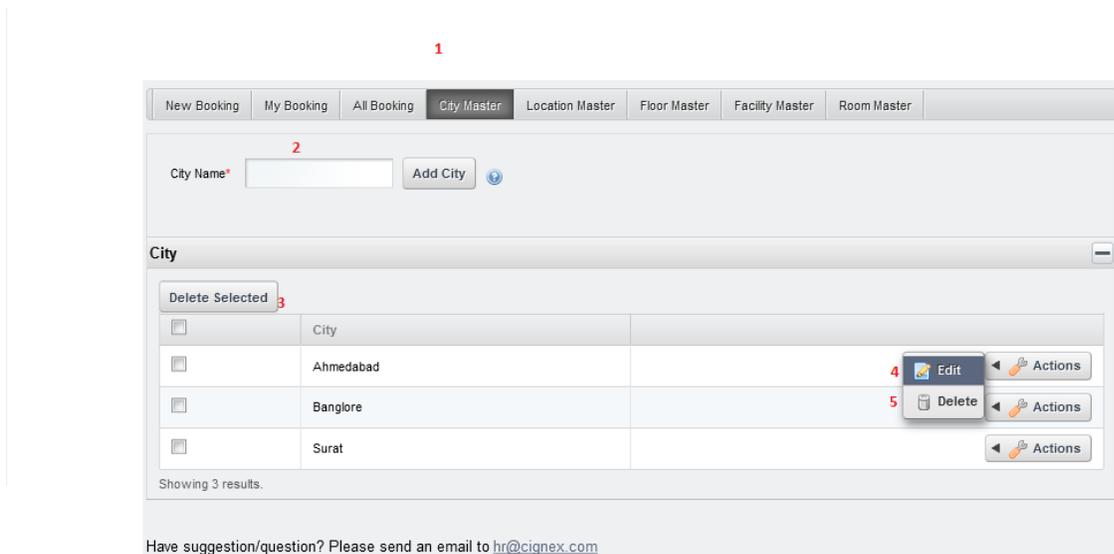
Have suggestion/question? Please send an email to hr@cignex.com

3 Admin Guide

In order to leverage WRM effectively, the portlet needs to be configured from an administrative point of view. This section is intended for the administrator to effectively manage WRM that best fits their organization. The below variables would focus on the configuration of WRM

1) City Master:-

Enterprises have multiple offices located in different cities. You can edit this variable to accommodate your city in WRM



1. CityMaster Tab:

- This tab is used to add city
- It would show the cities that are already added in WRM

2. CityName:

- This TextField is used to add city by its name
- It must be alphabet type
- This is mandatory field.

3. DeleteSelected :

- This button is used for delete selected city (mostly applicable if you wish to remove multiple cities) that is selected by admin by clicking checkbox.

Actions:

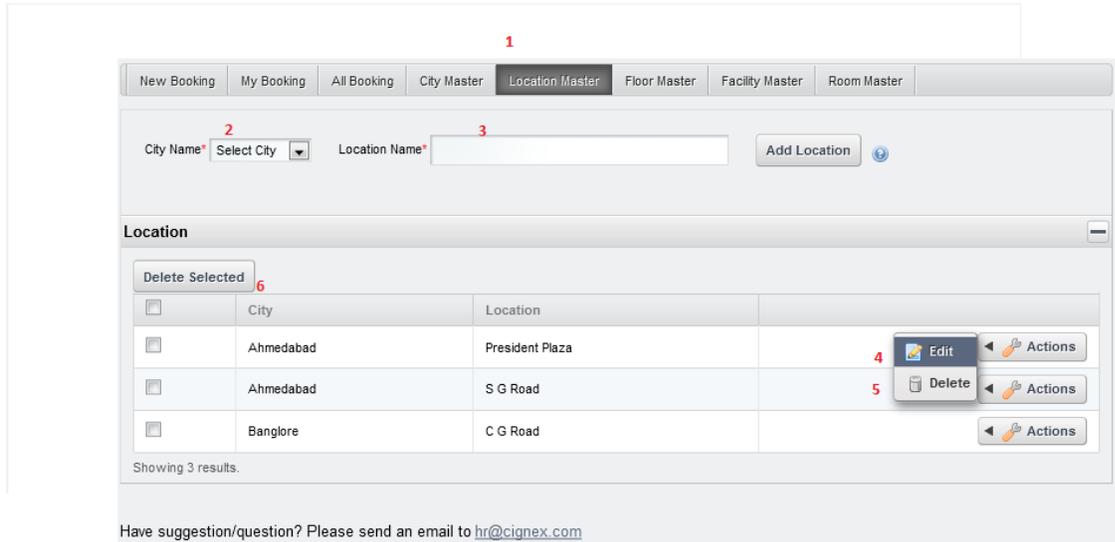
4. Edit:

-This button allows admin to edit city name.

5. Delete:

-This button allows admin to delete selected city.

2) Location Master:- This tab is to configure specific location within your organization. Example, City 1 can have offices in two different locations – Location A & Location B.



1. LocationMaster Tab:

- This tab is used to add location to selected city from selection box
- It shows already added location.

2. CityName :

- This shows city that admin had added in CityMaster tab
- It is mandatory to select city

3. LocationName :

- This TextField is used to add location by its name
- This too is a mandatory field

Actions:

4. Edit:

- This button allows admin to edit location name.

5. Delete:

- This button allows admin to delete selected location.

6. DeleteSelected :

- This button is used for delete selected location that is selected by admin by clicking checkbox .

3) Floor/Wing Master:- Your enterprise can be located in multiple floors or separate wings. This tab allows you to add floors/wing within WRM

1

2

3

4

7

5

6

Showing 6 results. Items per Page 5 Page 1 of 1 First Previous Next Last

Have suggestion/question? Please send an email to hr@cignex.com

1. FloorMaster Tab:

- This tab is used to add floor/wing to selected city from selection box & selected location from selection box
- It shows already added floor

2. CityName :

- This shows city that admin had added in CityMaster tab
- It is mandatory to select city

3. LocationName :

- This shows location that admin had added in LocationMaster tab
- It is mandatory to select location

4. FloorName:

- This TextField is used to add floor/wing by its name
- It's mandatory field

Actions:

5. Edit:

- This button allows admin to edit floor name

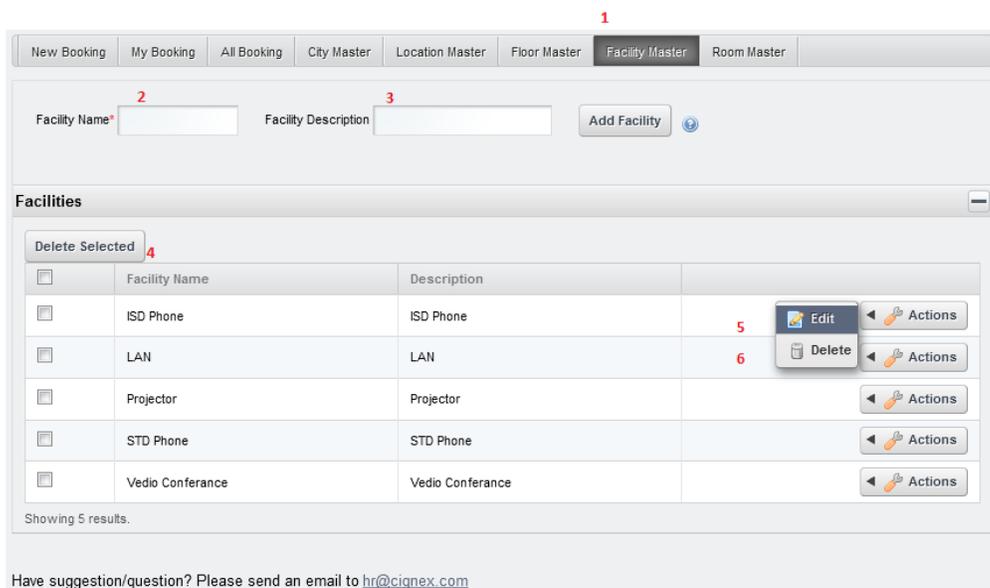
6. Delete:

- This button allows admin to delete selected floor

7. DeleteSelected :

- This button is used for delete selected city that is selected by admin by clicking checkbox

4) Facility Master:-



1. FacilityMaster Tab:

- This tab is used to add facility that the meeting host intends to use during the meeting
- It shows the infrastructural components that have already been added

2. FacilityName :

- This TextField is used to add facility by its name
- It is mandatory to add facility name

3. Facility Description:

- This textfield is used to add description of facility.

4. DeleteSelected :

- This button is used for delete selected facility that is selected by admin by clicking checkbox.

Actions:

5. Edit:

- This button allows admin to edit facility.

6. Delete:

- This button allows admin to delete selected facility.

5) Room Master:-

i) View:

The screenshot shows the 'Room Master' tab selected in the navigation bar. Below the navigation bar is an 'Add Room' button. The main content area is titled 'Room' and contains a 'Delete Selected' button above a table. The table has columns: City, Location, Floor, Room, Capacity, Extension, and Facility. There are four rows of data. To the right of the table is an 'Actions' menu with 'Edit' and 'Delete' options. Red numbers 1 through 5 are overlaid on the image to indicate specific UI elements: 1 points to the 'Room Master' tab, 2 to the 'Add Room' button, 3 to the 'Delete Selected' button, 4 to the 'Edit' button in the actions menu, and 5 to the 'Delete' button in the actions menu.

<input type="checkbox"/>	City	Location	Floor	Room	Capacity	Extension	Facility	Actions
<input type="checkbox"/>	Ahmedabad	President Plaza	Ground	Singapore	8	123	STD Phone, Projector	Actions
<input type="checkbox"/>	Ahmedabad	President Plaza	1st	MLK	4	456	ISD Phone, STD Phone	Actions
<input type="checkbox"/>	Ahmedabad	President Plaza	3rd floor	Kalps	123	0	STD Phone	Actions
<input type="checkbox"/>	Banglore	C G Road	5th	Sardar Patel	5	0	STD Phone	Actions

Showing 4 results.

Have suggestion/question? Please send an email to hr@cignex.com

1. RoomMaster Tab :

- This tab is used to add room.
- It shows already added room.

2. Add Room:

ii) ADD:

Workplace Reservation Manager

Room Master

Room

City Name* Ahmedabad

Location Name* President Plaza

Floor Name* 1st

Room Name* Sardar

Capacity* 8

Extension 452

Available Facilities

- STD Phone
- Video Conference

Selected Facilities

- ISD Phone
- LAN
- Projector

1 Add Room Cancel

Have suggestion/question? Please send an email to hr@cignex.com

1. Add Room :

- This tab is used to add room to selected city from selection box of city-name & selection box of location-name & selection box of floor-name
- It is mandatory to add room name
- Admin can select facilities applicable for a particular room from available facilities using move-box
- Capacity must be digit/numerical
- Extension must be 3 digit numbers

3. DeleteSelected :

- This button is used for delete selected room that is selected by admin by clicking checkbox

Actions:

4. Edit:

- This button allows admin to edit room

5. Delete:

- This button allows admin to delete selected room

4 Technical Details

4.1 Software Component Details

Following software components are required for this connector.

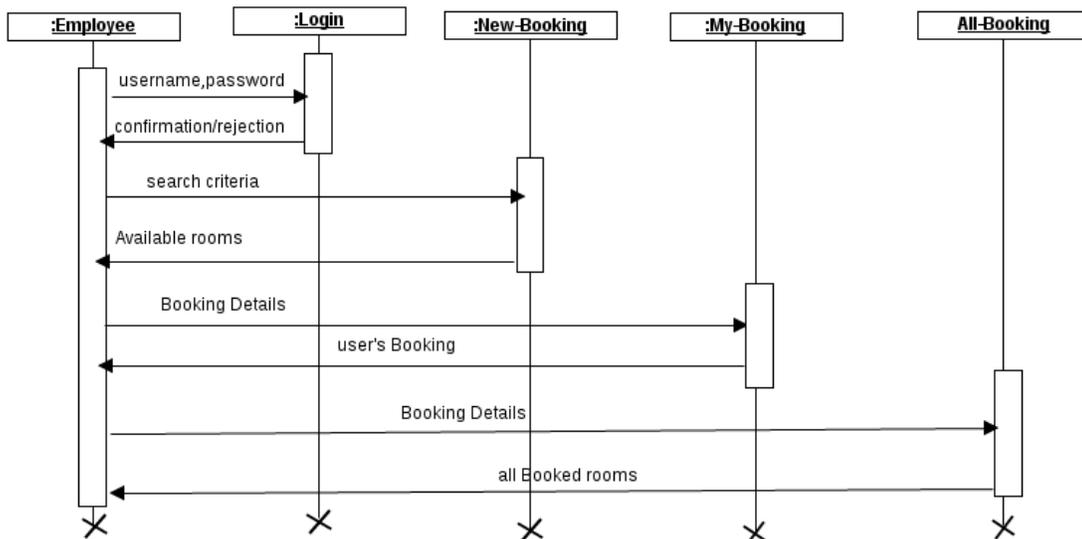
- Liferay Community Edition or Enterprise Edition

4.2 Design and Architectural details

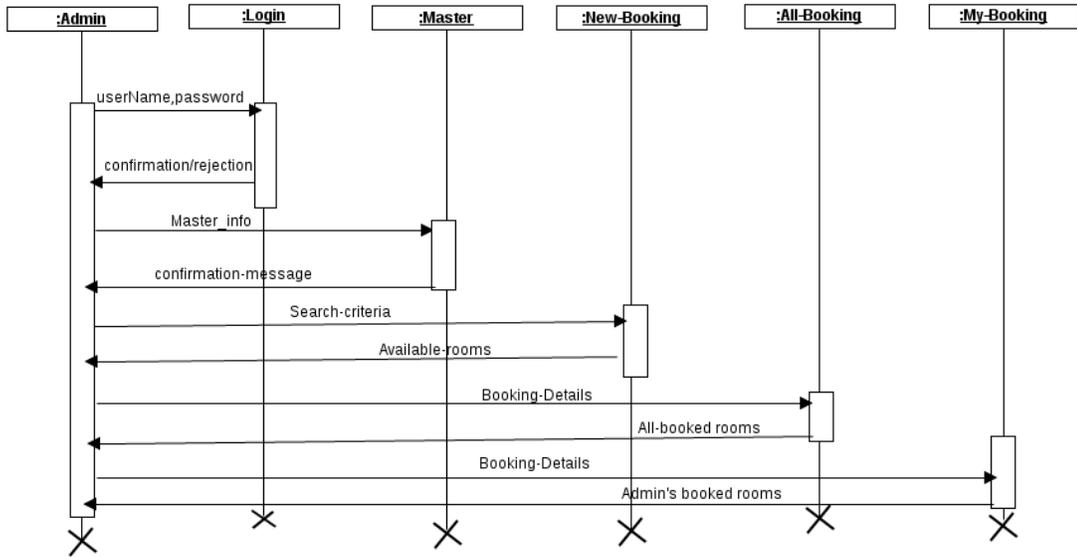
{In this section provide design and architectural details of the component. This includes sequence diagrams, class diagrams, and interaction diagrams. It should also include purpose of each layers etc.}

This section provides design and architectural details of this component.

1.1. Sequence Diagram

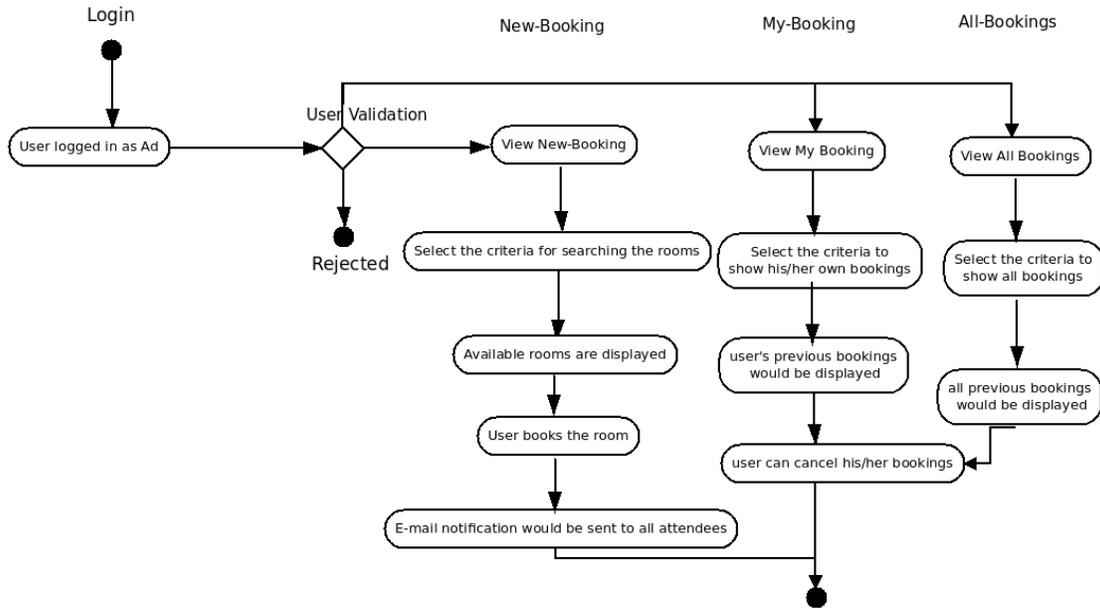


Sequence Diagram for Regular User



Sequence Diagram for Admin User

1.2. Interaction Diagram



Interaction Diagram for Regular User

4.3 Configuration Details

Set below properties in wrm_portlet.properties

- mail.host=lists.cignex.com
Set this property for sending mail, its mail.smtps.host property
- wrm.floors=Ground floor,1st floor,2nd floor,3rd floor,4th floor,5th floor
For adding /removing floor update this property.
- wrm.timezone=GMT-05:00
As per server set this time zone
- [wrm.suggestion.question.send.to=hr@cignex.com](mailto:hr@cignex.com)
Enter the email id of your admin/support team managing WRM here for feedback/support.

5 Build Process

1. Checkout Component source code from following marketplace URL using any SVN client.
SVN URL: <http://marketplace.cignex.com/workplace-reservation-manager/source/trunk>
2. Now copy content from trunk folder to any temporary build directory.
3. Search and remove all “.svn” folders from this temporary build directory.
4. Open command prompt and Go to workplace-reservation-manager-portlet folder and run “ant clean deploy” command.
5. Start Liferay Server and Login to Admin User and drag and drop Workplace Reservation Manager portlet.

6 Installation Guide

Installation is not required.