Workplace Reservation Manager Guide

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Table of Contents

1 Introduction

1.1 Overview

Workplace Reservation Manager (WRM) 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 adding your meeting rooms and configuring variables associated with your enterprise environment. You can create users with different access and roles like admin users and normal users.

To book a 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's rich interface provides the user visibility of all the bookings for a particular day, week or even a complete month by providing the 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 the following Liferay versions:

- 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 has been tested for all of the above versions.
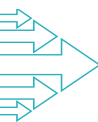
1.3 Technology Details

This component is dependent on the following softwares:

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

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 there tabs available
- New Booking
- My Booking
- All Booking

New Booking

This is the first tab that a user gets when they land on the WRM page.

Expected Input and Output:

User needs to be 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. The 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:
Preference 1: If you remember the name of the room, you can search room directly by room name using "Search By Room Name" as shown in the below screen.

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

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

Note:
User can use the combination of point (3) and point (2) (as mentioned above), for searching specific rooms. The check boxes beside 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 the result from (1) then it will try finding a room by low and high value of user input.

For e.g. 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 the result from (1) then it will try finding a room with high value of user input. After selecting a particular room it will take the user on a 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 will redirect the user to the next page, where the user needs to enter specific information on the meeting like host email id, attendees email id, meeting title, agenda etc.

New Booking

Meeting Details

| Meeting Host Email ID* | default@liferay.com | | Attendees Email ID | |
| | | | Enter mail address separated by comma (,) | |

| Meeting Title | | | Agenda | |
| | | | Enter agenda separated by comma (,) | |

Book   Cancel

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

Once you have booked the room, you can come back to the WRM main page and 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 and a notification mail will be sent 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.

New Booking	My Booking	All Booking

City Name
Select City ▾

Location Name
Select Location ▾

Floor Name
Select Floor ▾

Start Date
07/03/2013

End Date
07/03/2013

Search

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	Cancel

Showing 1 result.

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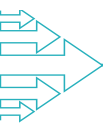
3 Admin Guide

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.
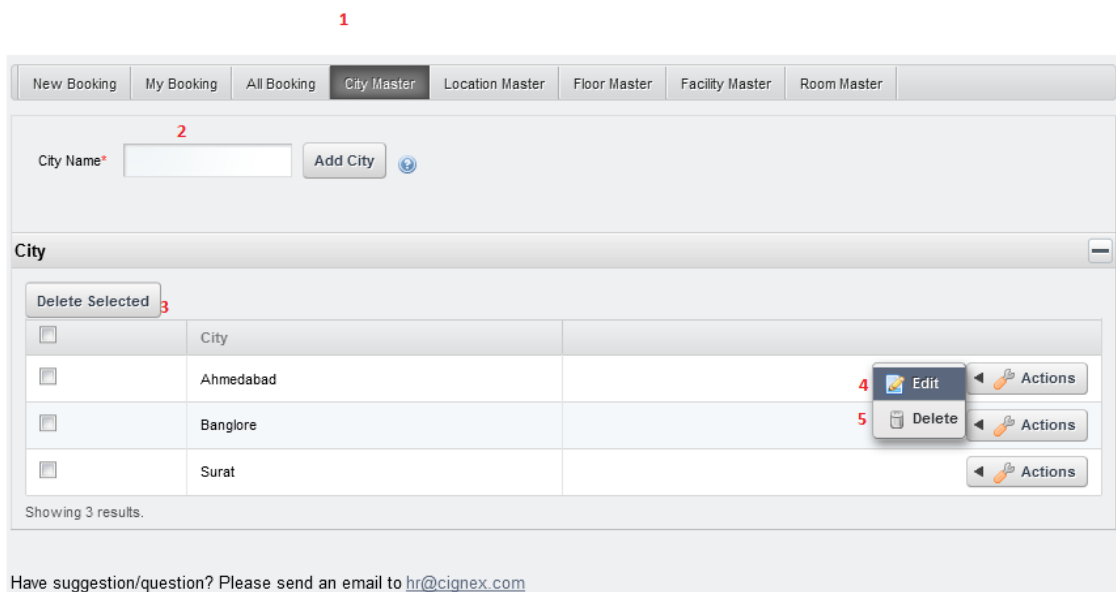
1. City Master Tab:

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

2. City Name:

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

3.Delete Selected :

- 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.
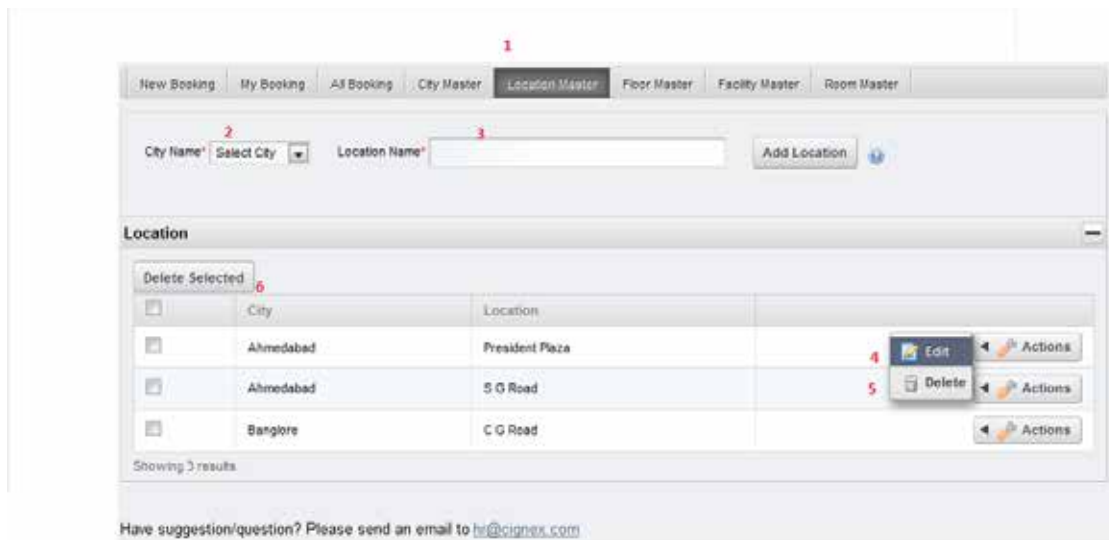
4.Edit:

- This button allows an admin to edit city name.

5. Delete:

- This button allows an admin to delete a 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 and Location B.

1. Location Master Tab:

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

2. City Name :

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

3. Location Name :

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

4. Edit:

- This button allows an admin to edit location name.

5. Delete:

- This button allows an admin to delete a location.

6. DeleteSelected :

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

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
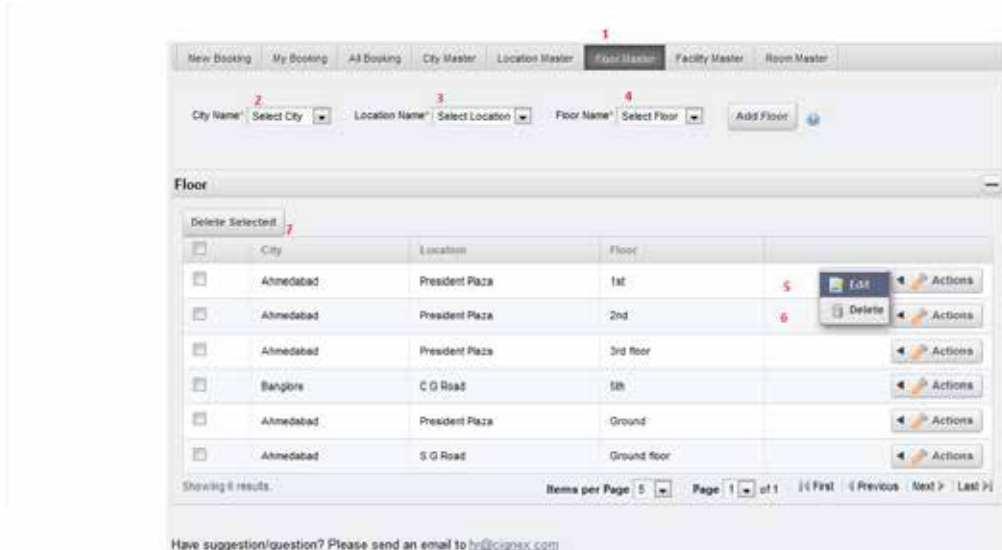
1. Floor Master Tab:

- This tab is used to add floor/wing to the selected city from the selection box and selected location from the selection box.
- It shows the floor that's already added.

2. City Name :

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

3. Location Name :

- This shows the location that the admin had added in Location Master tab.
- It is mandatory to select a location.

4. Floor Name:

- This Text Field is used to add floor/wing by its name.
- It's a mandatory field.

5. Edit:

- This button allows the admin to edit floor name.

6. Delete:

- This button allows an admin to delete a selected floor.

7. DeleteSelected:

- This button is used for deleting a selected city that is selected by the admin by clicking check-box.

4) Facility Master:-

1. FacilityMaster Tab:

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

2. FacilityName :

- This Text Field is used to add a facility by its name.
- It is mandatory to add facility name.

3. Facility Description:

- This Text Feld is used to add the description of a facility.

4. DeleteSelected :

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

5. Edit:
- This button allows admin to edit facility.

6. Delete:

- This button allows admin to delete selected facility.

5) Room Master:-

i) View:

1. RoomMaster Tab :

- This tab is used to add a room.
- It displays a room that's already added.

ii) ADD:

1. Add Room :

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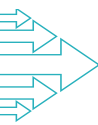- Extension must be of 3 digit numbers.

3. Delete Selected :

- This button is used for deleting selected room/s that is selected by an admin by clicking the checkbox.box

4. Edit:

- This button allows an admin to edit the room/s.

5. Delete:

- This button allows an admin to delete the selected room/s.

4 Technical Details

4 Technical Details

Following software components are required for this connector:

- Liferay Community Edition or Enterprise Edition

## 4.2 Design and Architectural details

{In this section, the design and architectural details of the component are provided. 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.
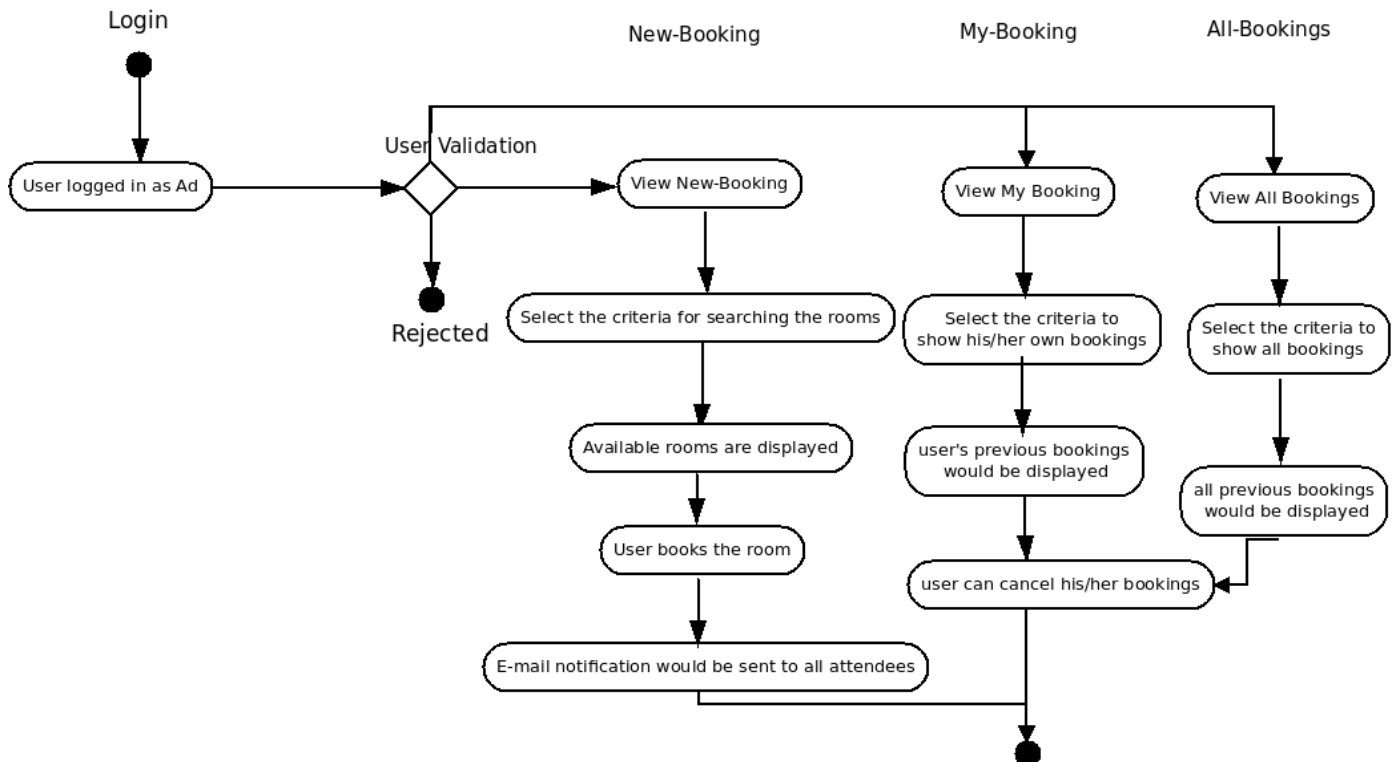
1.1. Sequence Diagram
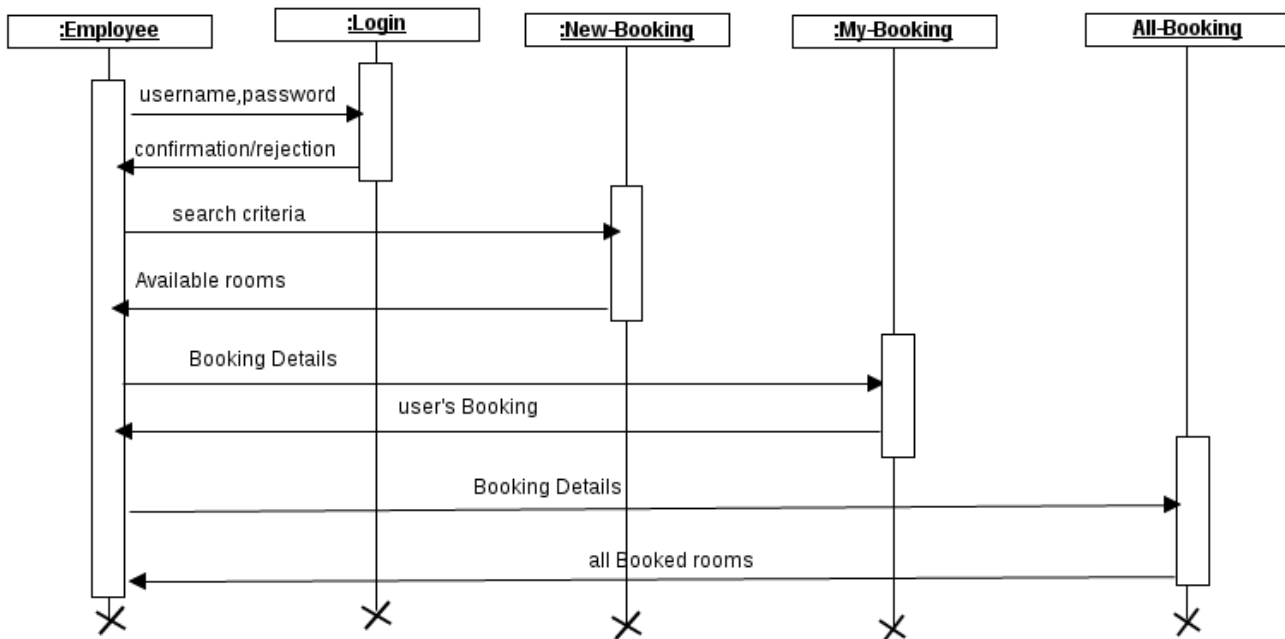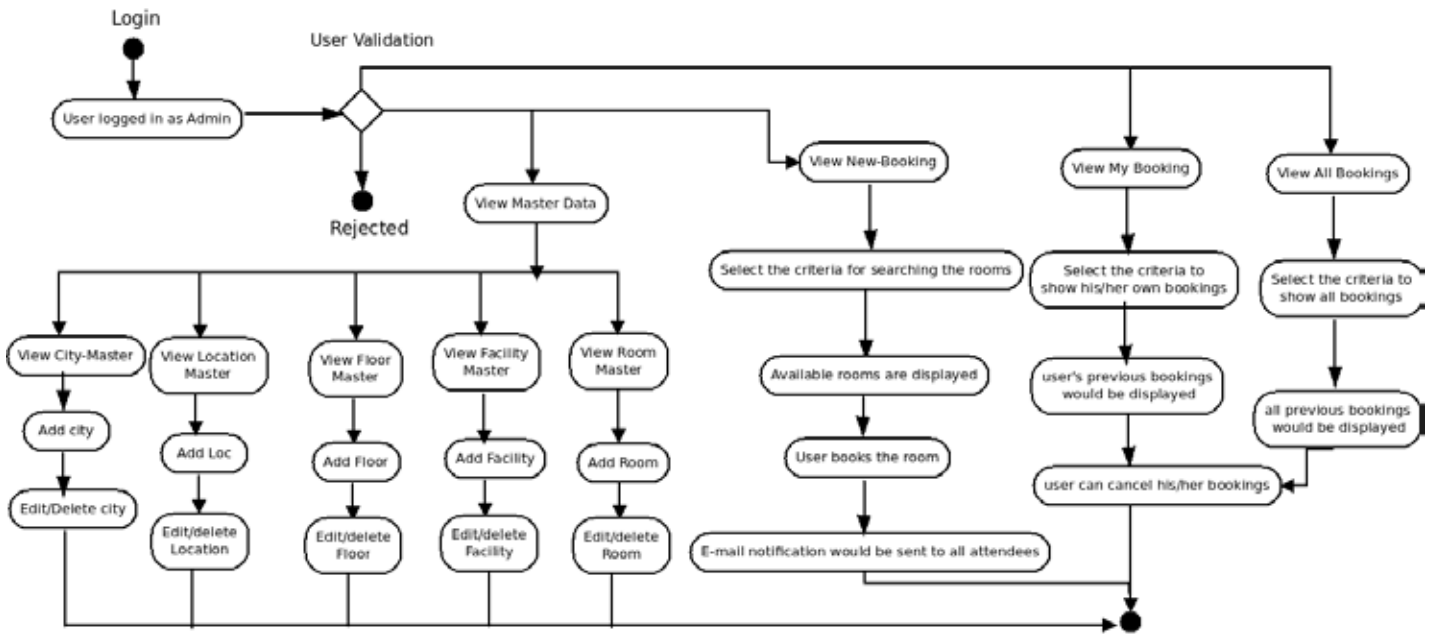

Sequence Diagram for Regular User
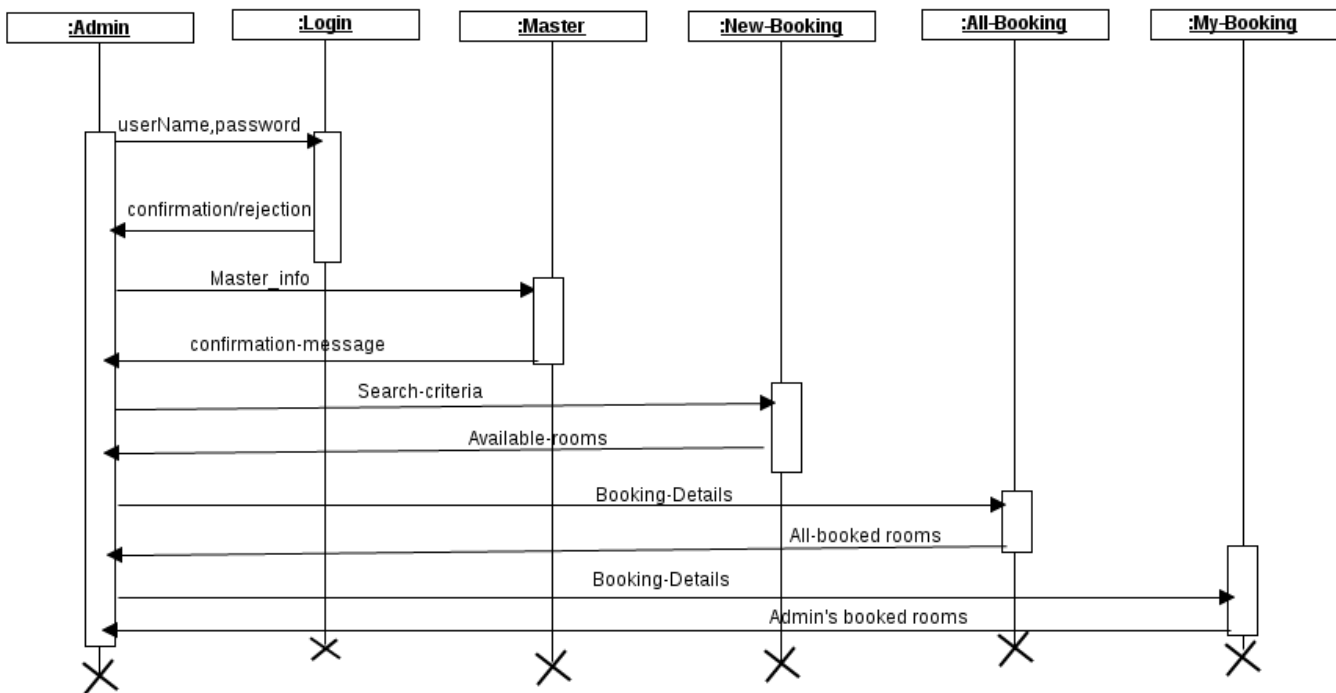
Sequence Diagram for Admin User
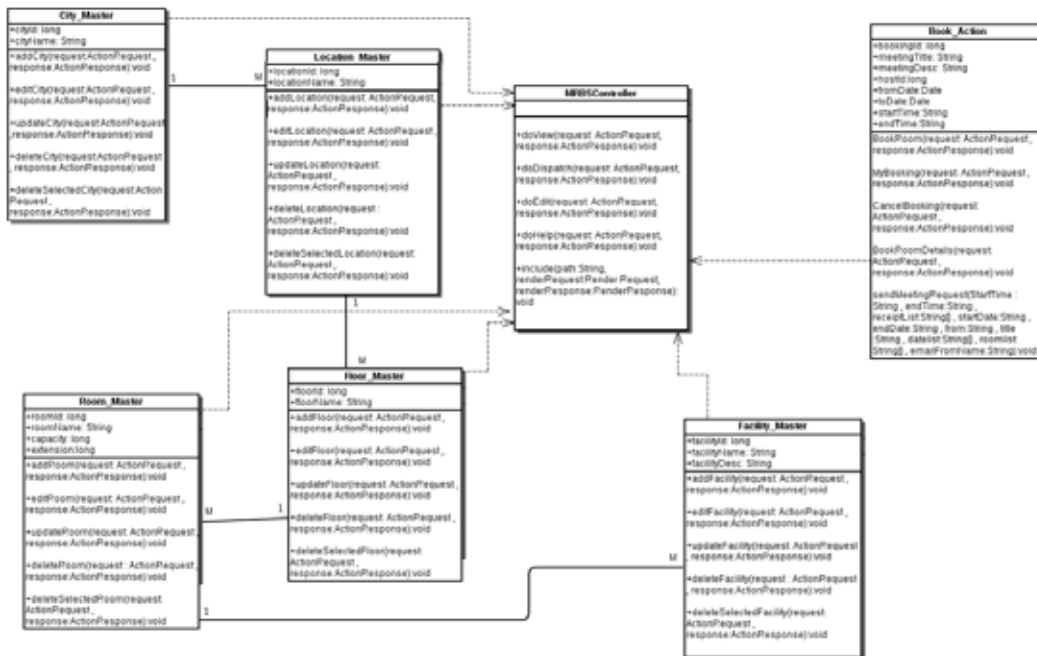
1.2. Interaction Diagram

Interaction Diagram for Regular User

Interaction Diagram for Admin User

1.3. Class Diagram

Class Diagram

4.3 Configuration Details

Following properties are 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
  Enter the email id of your admin/support team managing WRM here for feedback/support.

5 Build Process

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

6 Installation Guide

Installation is not required.