



OUR PROJECT:

ARTECH SYSTEMS



GALLERY ADMINISTRATION AND BOOKING SYSTEM



MEET OUR TEAM



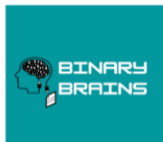
TEAM MEMBER (L TO R)	STUDENT NUMBER	EMAIL	CONTACT NUMBER
Dean Botha	u18002197	u18002197@tuks.co.za	082 381 7663
Trishla Pathak	u18198644	u18198644@tuks.co.za	074 613 2732
Reagile Matloga	u18201696	u18201696@tuks.co.za	066 153 9415
Gamuchirai Dambanjera	u17272522	u17272522@tuks.co.za	082 071 7209
Reinhardt Smit	u18131451	u18131451@tuks.co.za	061 498 8472



TRAINING MANUAL



This Document is our training manual (Deliverable 09) which provides a step-by-step guided walkthrough of our system and its applications. This document gives context and detail concerning specific processes respectively with test data and images to demonstrate the system functionalities.



Contents

1. Introduction	3
2. Skill Required	3
2.1 Introduction	3
2.2 Required Skills	3
2.2.1 Basic Computer Literacy Skills:.....	3
2.2.2 Basic Knowledge of Desktop Application Capabilities:	3
2.3 How to Acquire these Skills.....	4
2.4 Conclusion	4
3. Administrative Website Functionality.....	4
3.1 Introduction	4
3.2 Functionality	4
3.3.1 Admin Log In	4
3.3.2 Logout	6
3.3.3 Post Announcement	7
3.3.4 Exhibitions.....	9
3.3.5 Applications.....	19
3.3.6 Applications.....	23
3.3.7 Tags	28
3.3.8 Art Classes	30
3.3.9 Art Classes	41
3.3.10 Refunds	51
3.3.11 Schedule.....	55
3.3.12 Artwork	58
3.3.13 Artists	69
3.3.14 Surface Type.....	76
3.3.15 Medium Type	80
3.3.16 Reports	83
3.4 Conclusion	98
4. User Application Website Functionality	98
4.1 Introduction	98



GROUP 23 DELIVERABLE 09



4.2	Functionality	98
4.2.1	Artist/User Log in	98
4.2.2	Registration	100
4.2.3	Art Classes	102
4.2.4	Book Class	103
4.2.5	Artwork Showroom	109
4.2.6	Announcements	110
4.2.7	Contact Us	111
4.2.8	Exhibitions	112
4.2.9	Profile Icon	120
4.3	Conclusion	123
5.	Glossary	123
5.1	Introduction	123
5.2	Glossary	123
5.3	Conclusion	124
6.	Conclusion	124



1. Introduction

This document is the training manual that provides a logical walkthrough of the system and its functionality of both the user and the admin side on the website, as well as the desktop application. The functionality of the system is illustrated by exercises that requires the user to add test data to the system. A list of skills required to use the system, as well as how to acquire these skills, is also included.

2. Skill Required

2.1 Introduction

In this section we will elaborate on the controls used to navigate the administrative side as well as the user side of the website.

2.2 Required Skills

2.2.1 Basic Computer Literacy Skills:

2.2.1.1 Hardware Understanding

The user must understand how hardware of the system is used, such as:

- Using a keyboard to enter data
- Using a mouse for on-screen navigation
- Connecting the computer to the internet.

2.2.1.2 Basic Computer Usage

The user must be able to:

- Locate and view emails
- Recognise universal symbols used throughout the system, i.e. understanding that a human icon button will take them to their profile
- Navigate and understand browsers
- Understand basic interface components such as textboxes, buttons, date/time pickers, etc.

2.2.1.3 Software Usage

The user must be familiar with the purpose of various software applications. The system requires knowledge of the following software packages:

- Any PDF reader/viewer for viewing reports.

2.2.2 Basic Knowledge of Desktop Application Capabilities:

The user must have basic knowledge of desktop application functionality in addition to basic computer literacy. This includes:

- Understanding how to download a desktop application
- Understanding the device's hardware, i.e., using the camera to transfer photos or take photos.
- Understand navigation on various devices, such as using the touch screen for navigation.
- Understand components of the device, such as textboxes, dropdown lists, etc.



2.3 How to Acquire these Skills

If the user does not have the skills that are mentioned above, there are numerous computer literacy courses that can provide comprehensive training on computers and how to handle software's. In addition, our system will provide basic training and assistance regarding system usage, as well as a detailed user manual.

2.4 Conclusion

This section provided the various skills necessary for a user to navigate and use the system on both platforms.

3. Administrative Website Functionality

3.1 Introduction

The Administrative Website Functionality explains the functionality of the administrative website and includes a logical walkthrough of how it will work by illustrating where input is required and providing test data in order to demonstrate the process to the user. The system functionality will be explained according to the sequence of the functions as in the navigation bar, instead of according to subsystems

3.2 Functionality

All the screens of the user / artist functionalities are displayed in this section.

3.3.1 Admin Log In

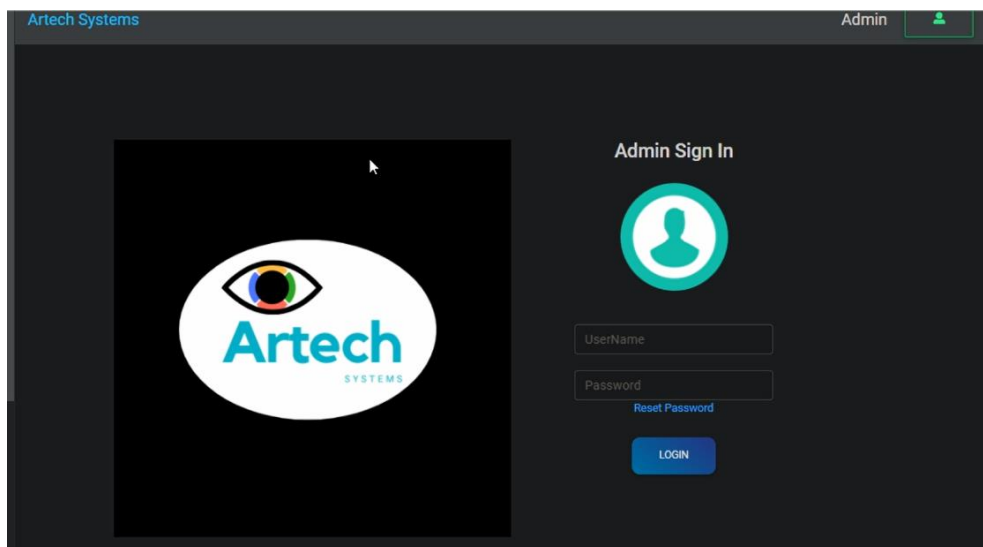
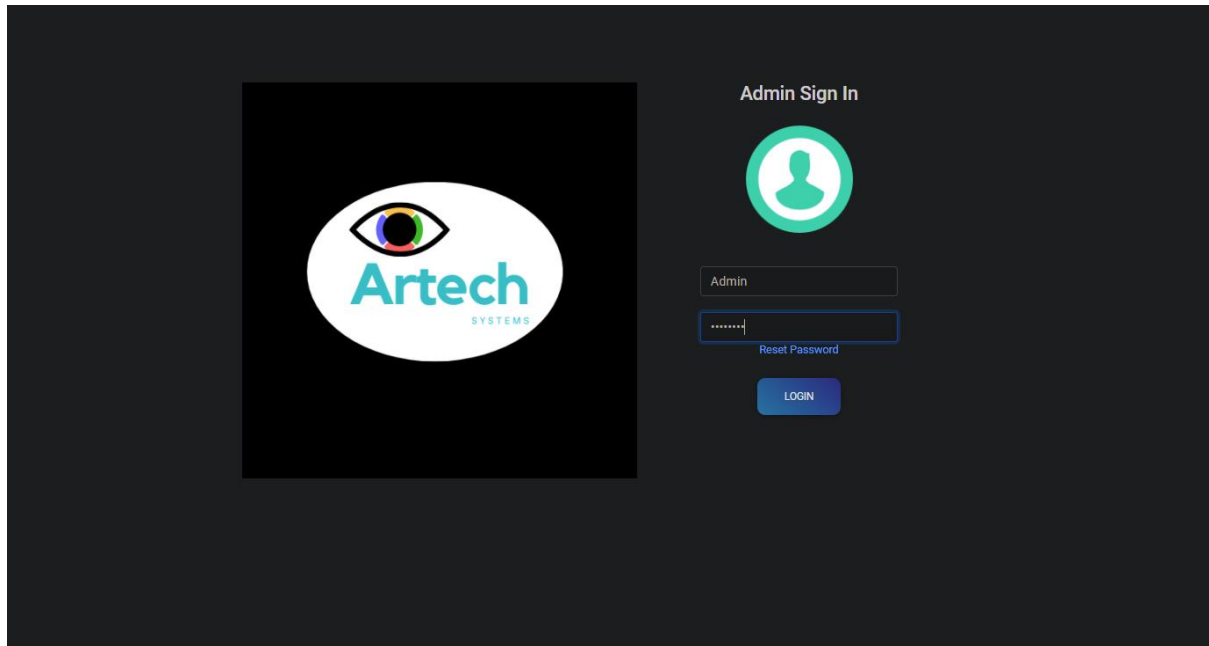
3.3.1.1 Admin Log in Screen

Objectives:

1. Ability to navigate to the "Login" page successfully
2. Once in the "Login" page, successfully input the correct User information
3. Successfully Login using the test data provided

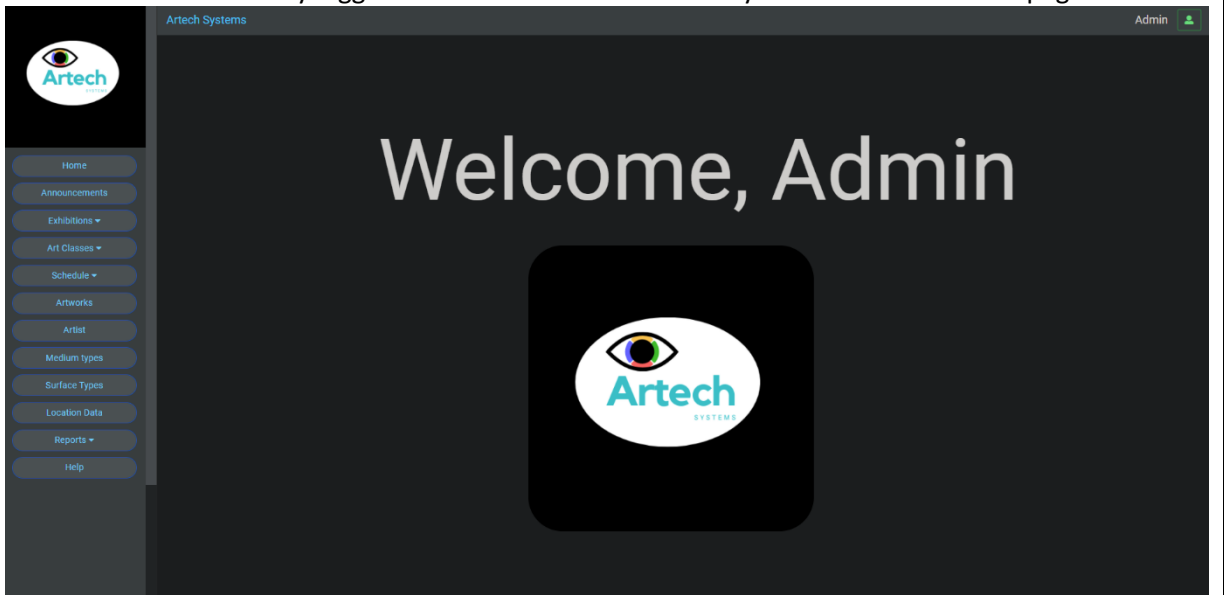
Test Data required to complete this exercise:

Element Description	Test Data to be inserted
Email Address	Username
Password	Admin160*



Exercise

Number	Control Name
1	Open the website in your browser by using the following link:
2	Artech Login page will then appear. The Login page requests a valid email address and password to be entered.
3	3 On the Login page in the provided spaces, enter the provided email address and password from above.

4	Select the "Login" button to successfully Login.
5	<p>You will have successfully logged into Artech and will redirect you to the Artech homepage.</p> 

3.3.2 Logout

Objectives:

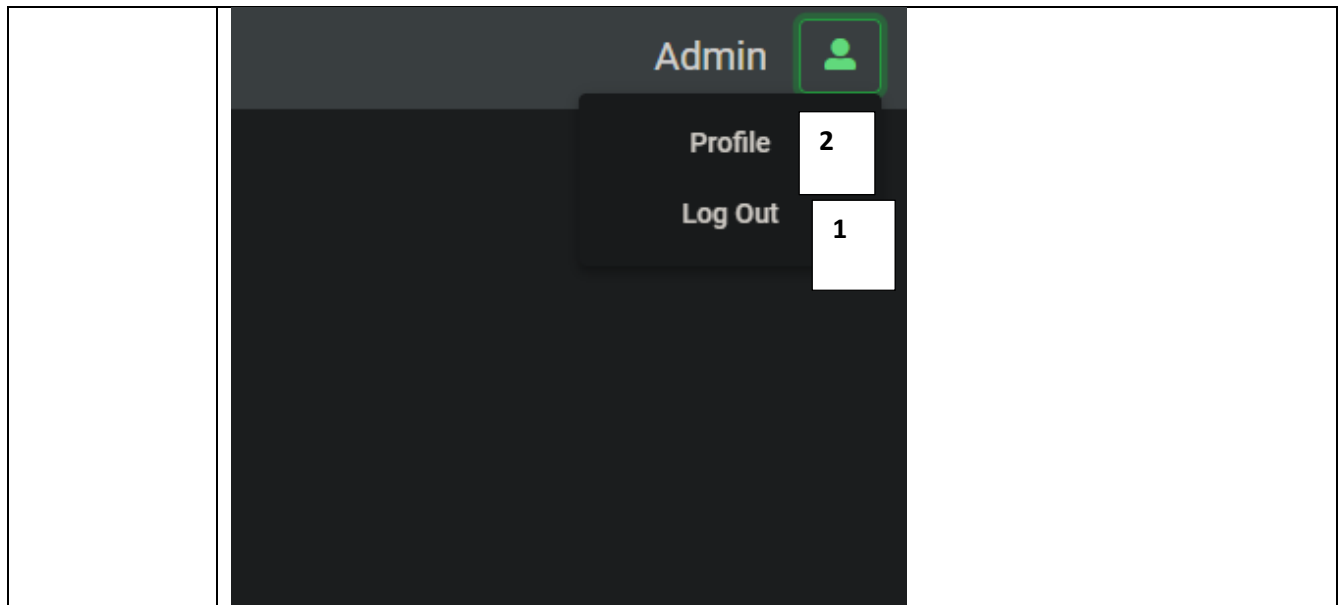
1. Open the navigation menu
2. Logout

Test Data required to complete this exercise

No test data required to logout

Exercise:

Number	Control Name
1	Select the icon , then Logout on the top using the following link:



3.3.3 Post Announcement

Objectives:

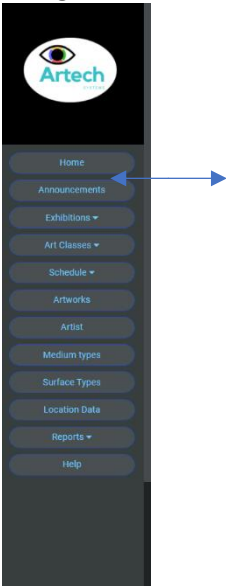
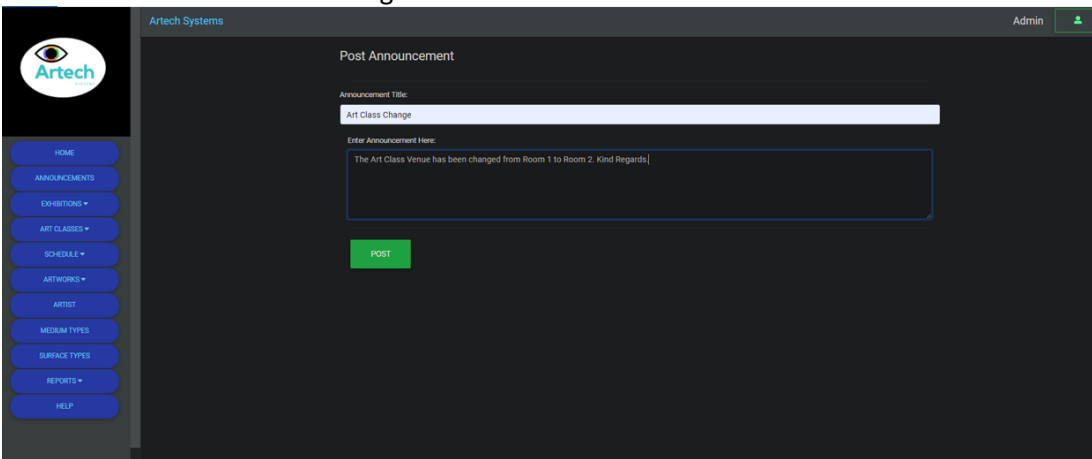
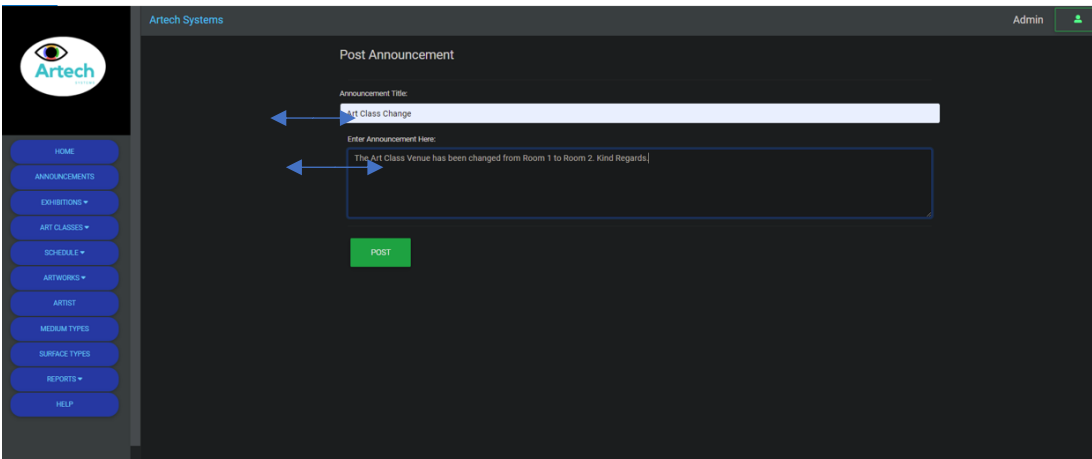
- 1.Ability to navigate to the Announcements tab on navigation bar successfully.
- 2.Post a new announcement successfully.

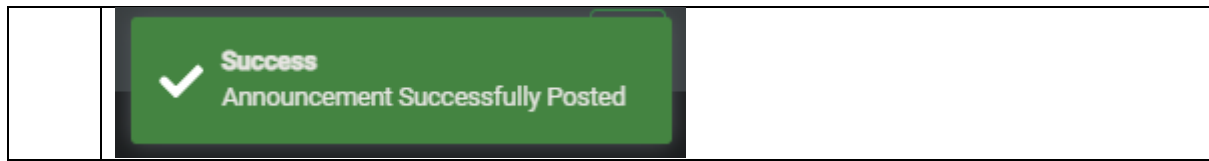
Test Data to complete this exercise:

Element Description	Test Data to be inserted
Announcement Title	Change of venue for fruity exhibition date
Announcement description	The fruity exhibition venue has changed from room 3 to room 8.

Exercise:

Step s	
-----------	--

1	<p>Navigate to the Announcement tab on the navigation bar.</p> 
2	<p>The Announcement Screen will get loaded.</p> 
3	<p>On the announcement page, fill in the announcement title and description as shown below.</p> 
4	<p>The system will prompt the user to confirm they want to create the Announcement.</p>
5	<p>You will successfully add a new announcement to the system that will appear on the user side.</p>



3.3.4 Exhibitions

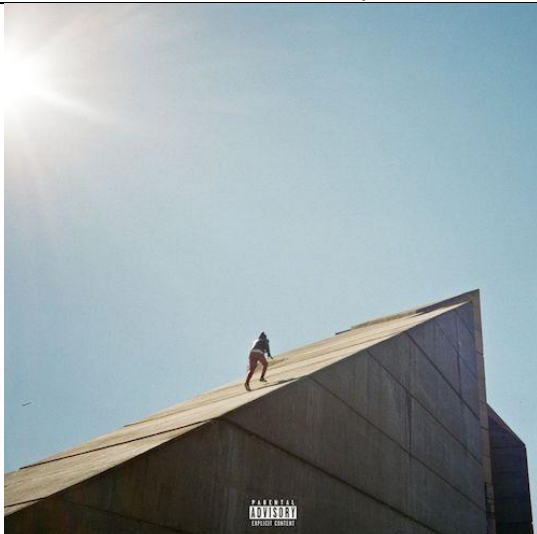
When the Admin selects the Exhibitions tag on the navigation bar, it will open the exhibitions screen.

3.3.4.1 Create New Exhibition

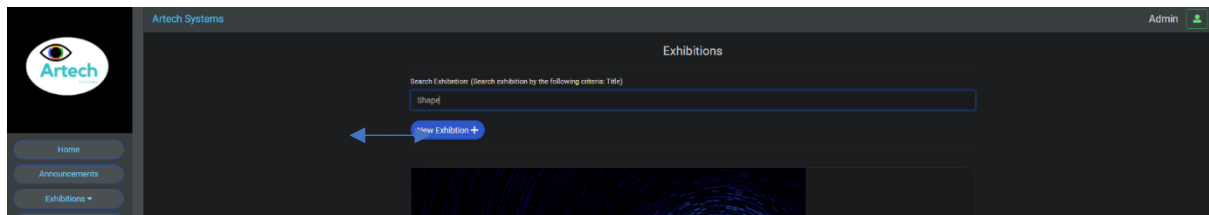
Objectives:

1. Ability to navigate to the Create Exhibitions dropdown successfully.
2. Create new exhibitions successfully.

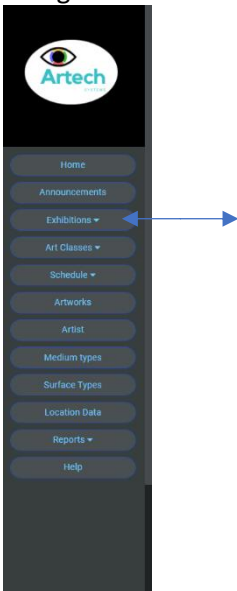
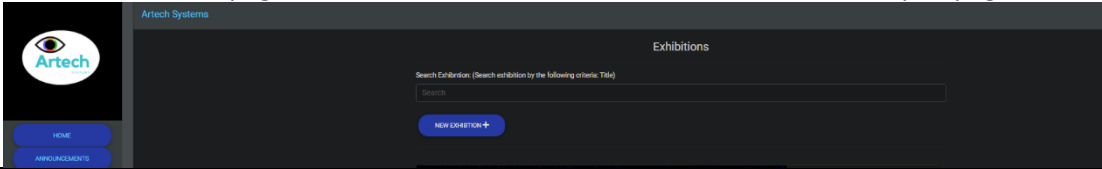
Test Data required to complete this exercise:

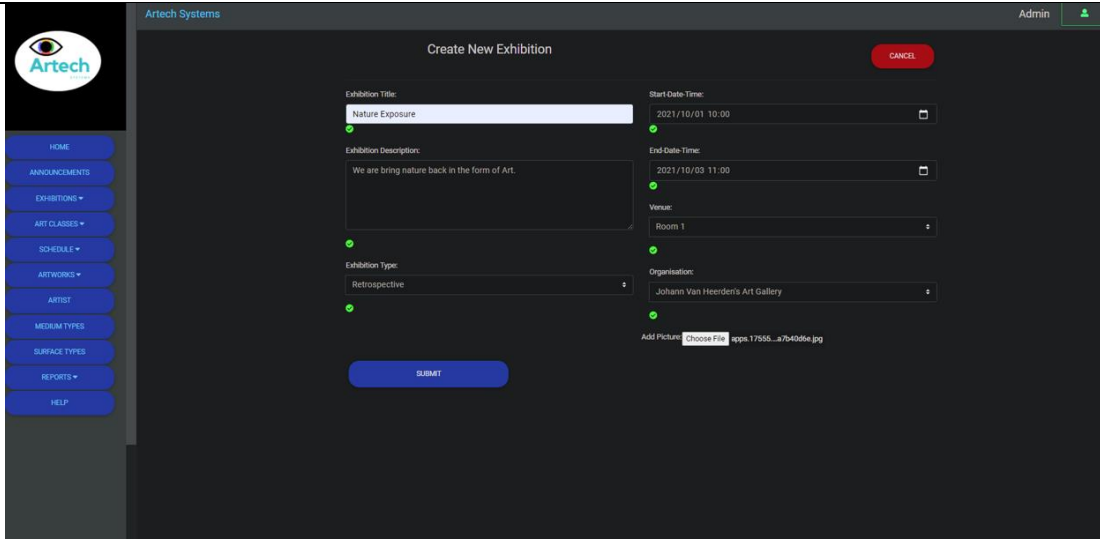
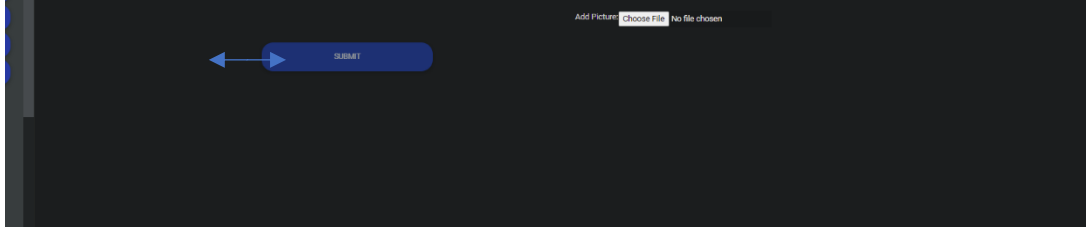
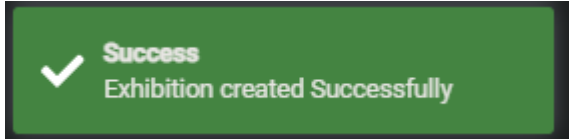
Element Description	Test Data to be inserted
Exhibition Title	Autumn sadness
Exhibition Description	The beginning of autumn seems like the dullness and sadness of people's lives.
Exhibition Type	Retrospective
Start Date Time	2021/10/16 10:11
End Date	2021/10/25 16:00
Venue	Room 4
Organization	Johan Van Heerden Art Gallery
Add picture, Choose File	

The **create new exhibition** button on the exhibitions page will be displayed as follows:



Exercise:

Step s	
1	<p>Navigate to the Exhibitions tab on the navigation bar.</p> 
2	<p>On the exhibitions page , the create new exhibition button will be on the top of page.</p> 
3	<p>This will open the Create New Exhibition page, with all the input fields that need to be filled in.</p>

	
4	<p>Select the Submit button to save all the information inputed.</p> 
5	<p>The system will prompt the user to confirm the addition of a new exhibition by presenting the modal below , click the confirm button.</p>
6	<p>The exhibition would have been created successfully and a success notification will appear on the right hand corner as follows:</p> 

3.3.4.2 Search Exhibition

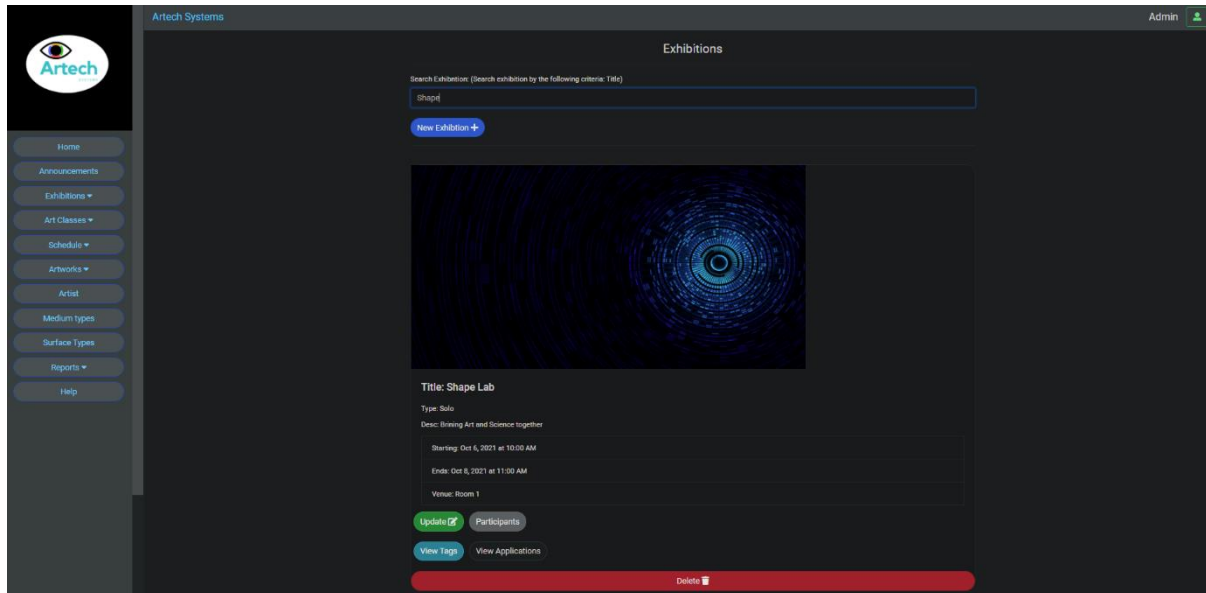
Objectives:

- 1.Ability to navigate to the Exhibitions tab successfully
- 2.Search specific exhibition successfully.

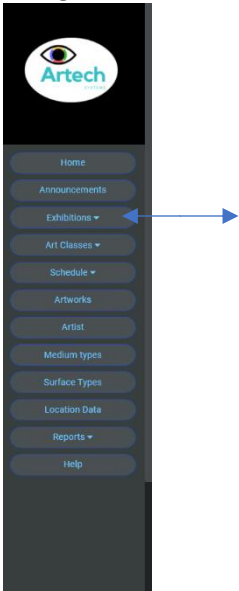
Test Data required to complete this exercise:

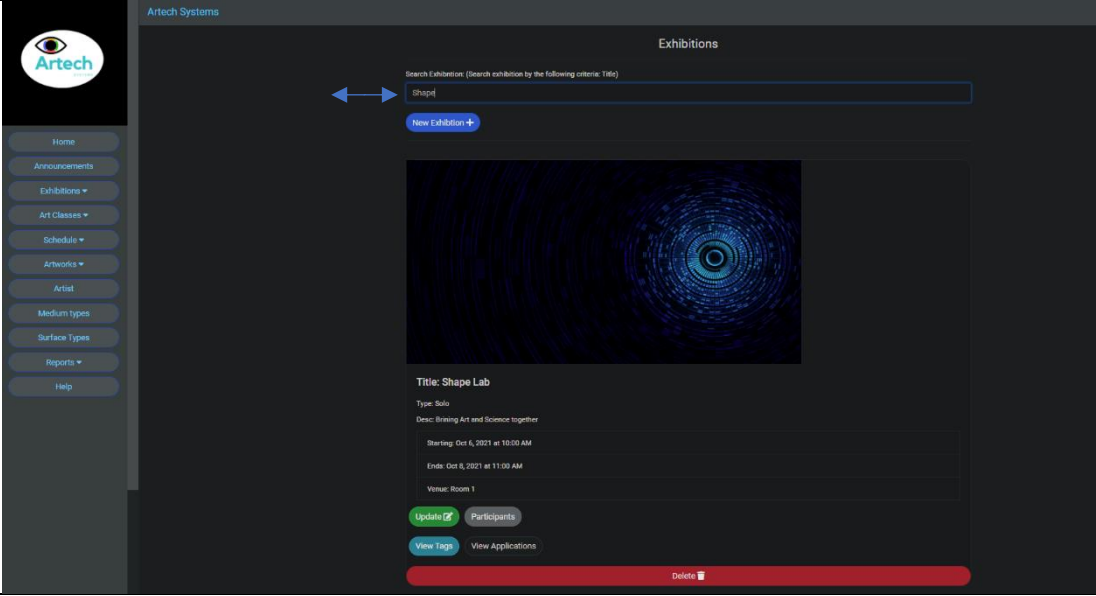
No test data is required, enter whatever keyword you desire to search.

The Exhibitions page will be the first page that is displayed as shown below:



Exercise:

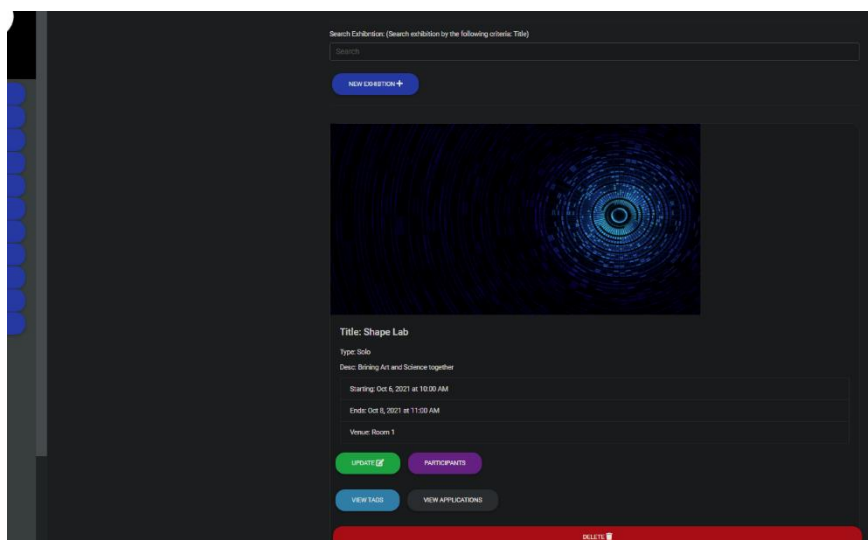
Steps	
1	<p>Navigate to the Exhibitions tab on the navigation bar.</p> 
2	<p>The Exhibitions page will be loaded , with the search tab at the top of the page as follows:</p>

	
3	Artech filters the search results successfully based on searched criteria.

3.3.4.3 Update an exhibition

Objectives:

1. Ability to navigate to the “Exhibitions” dropdown successfully
2. Update selected Exhibition successfully



Test Data required to complete this exercise:

Element Description	Test Data to be inserted
Exhibition Title	Autumn sadness
Exhibition Description	The beginning of autumn seems like the dullness and sadness of people's lives.

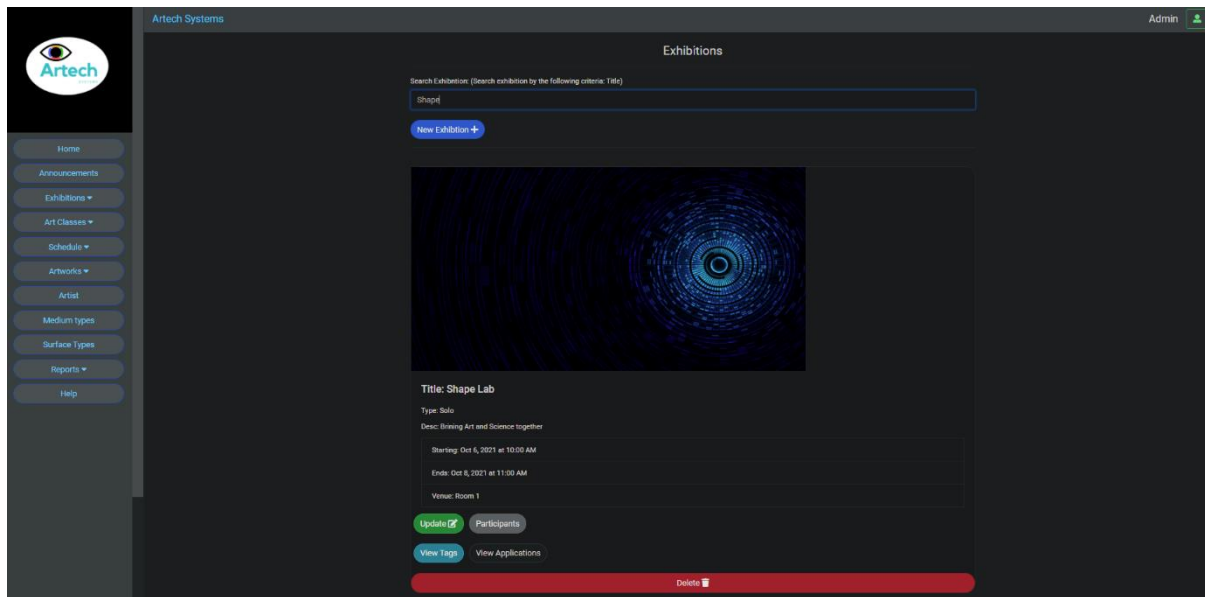


GROUP 23 DELIVERABLE 09



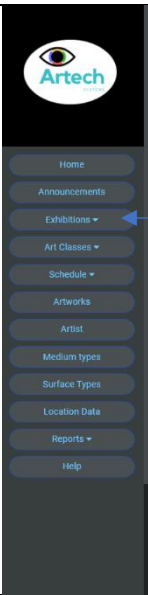
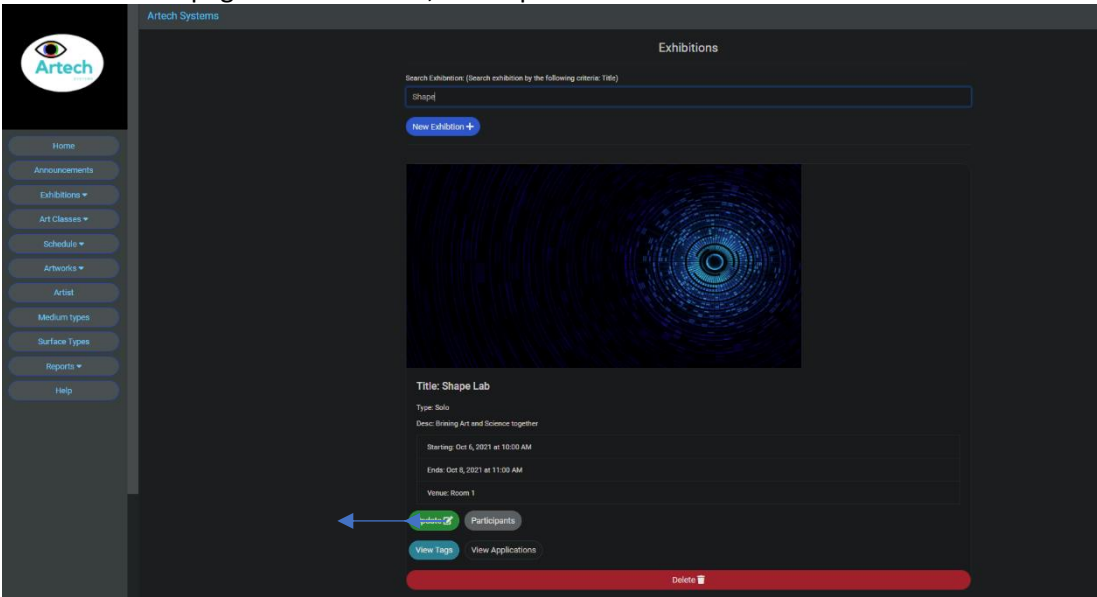
Exhibition Type	Retrospective
Start Date Time	2021/10/16 10:11
End Date	2021/10/25 16:00
Venue	Room 4
Organization	Johan Van Heerden Art Gallery

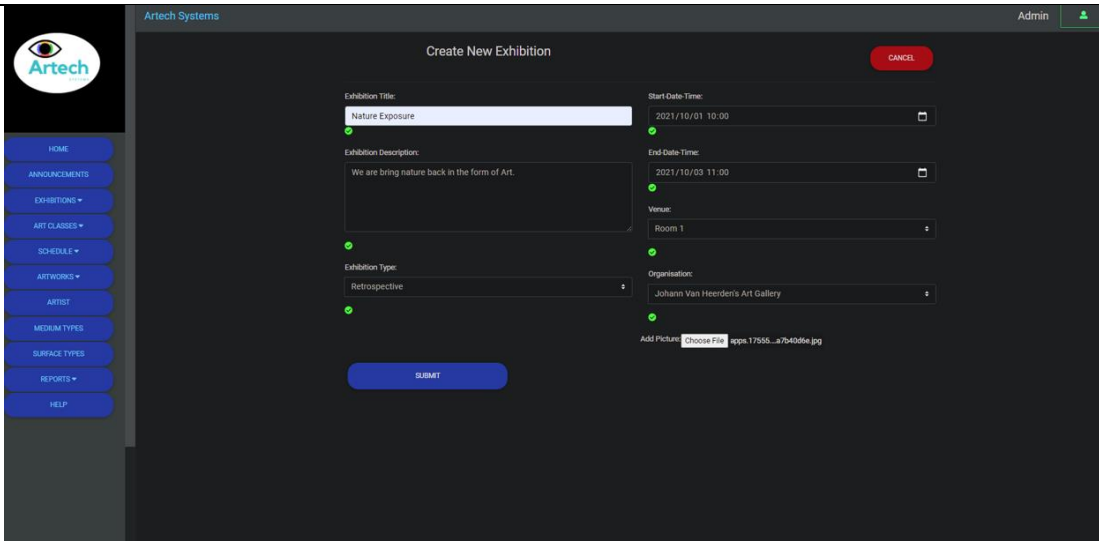
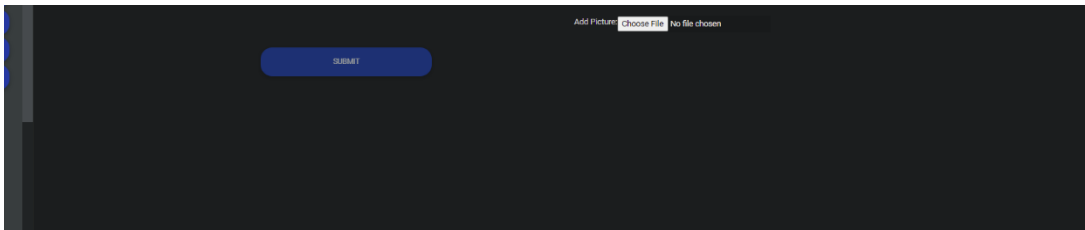
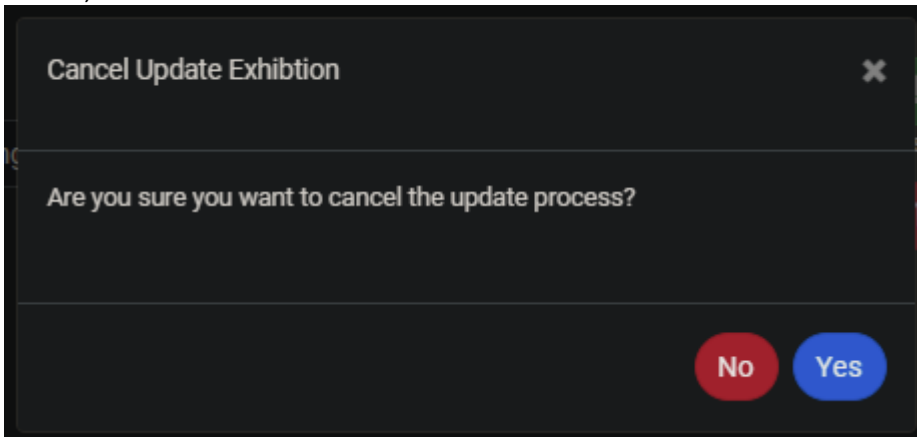
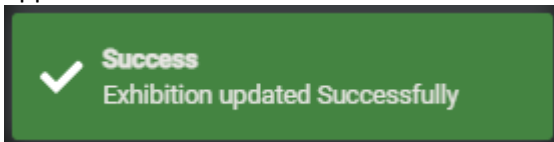
The Exhibitions page will be the first page displayed as shown below:



Exercise:

Steps	
1	Navigate to the Exhibitions tab on the navigation bar.

		
2	<p>The Exhibitions page will be loaded , the “Update” button as indicated below:</p> 	
3	<p>Once the “Edit Exhibition “screen loads, Artech requests the Admin to enter updated Exhibition information. Enter the required information using the above test data provided.</p>	

	
4	<p>Select the submit button</p> 
5	<p>The system will prompt the user to confirm the Exhibition update by presenting the modal below , click the button</p> 
6	<p>You will have successfully updated the Exhibition details and a success notification will appear .</p> 

3.3.4.4 Delete Exhibition

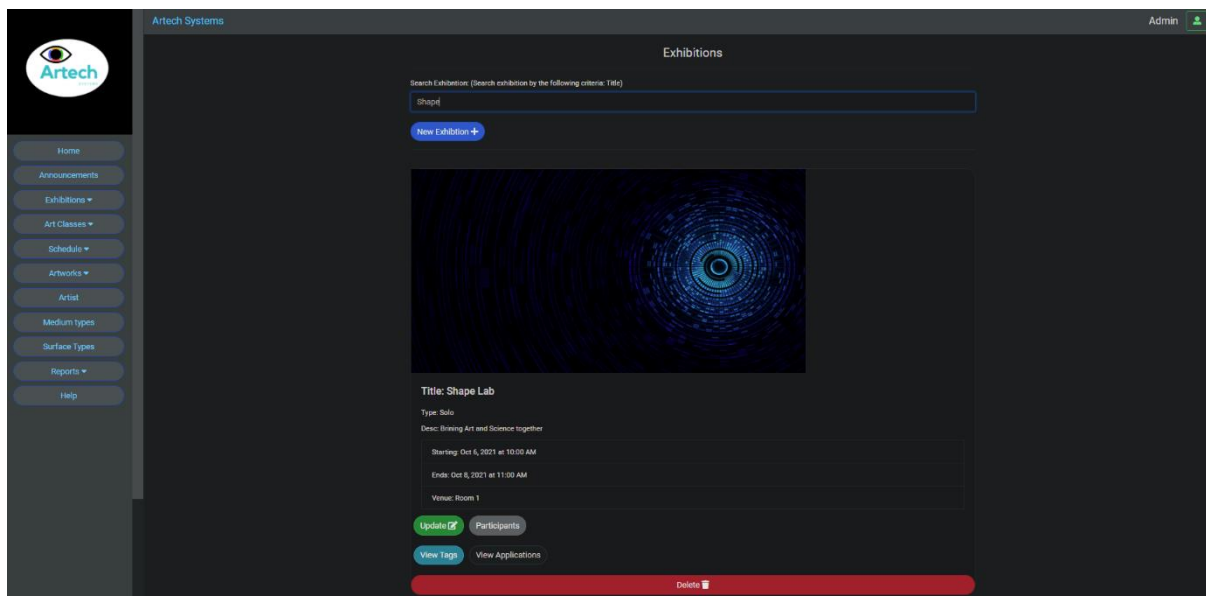
Objectives:

1. Ability to navigate to the “Exhibitions” dropdown successfully
2. Delete selected Exhibition successfully

Test Data required to complete this exercise:

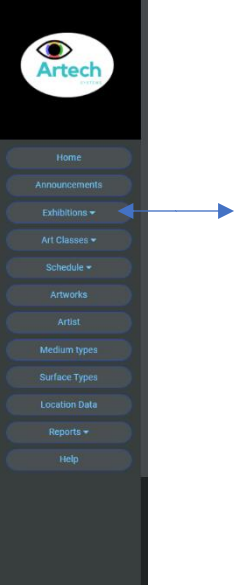
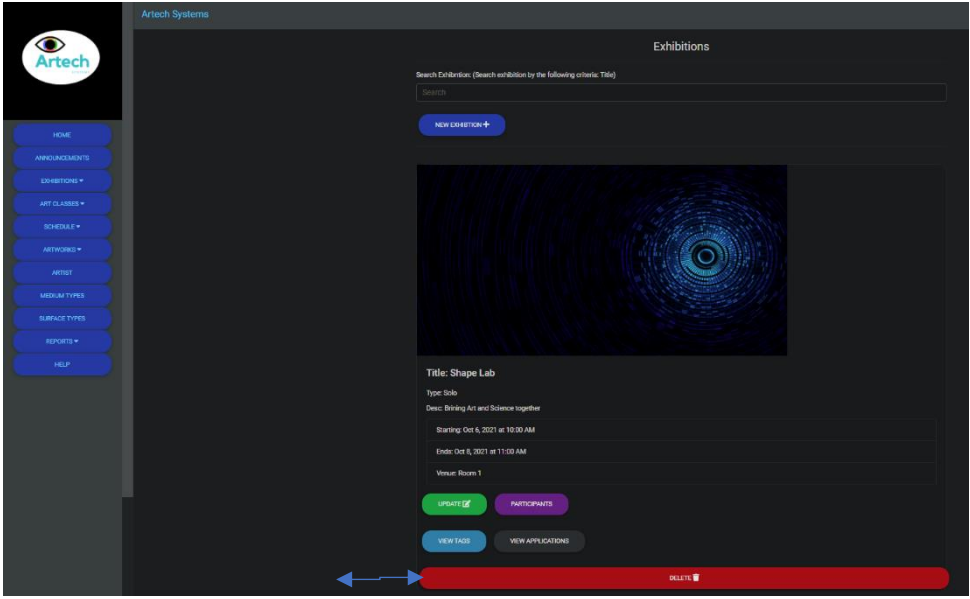
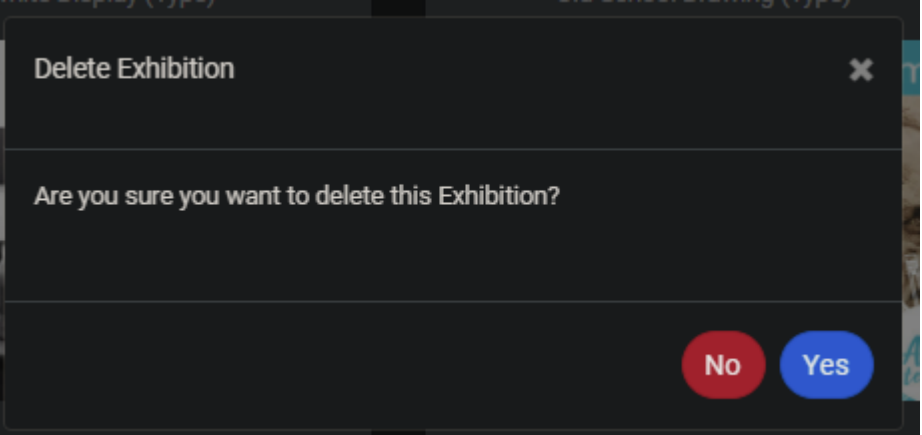
No test data to be entered, select any Exhibition you would like to delete.

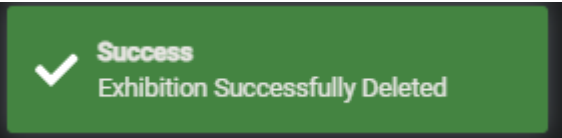
The Exhibitions page will be the first page displayed as shown below:



Exercise:

Steps	
1	Navigate to the Exhibitions tab on the navigation bar.

	
2	<p>On the exhibition page select the Delete button on the specific exhibition as follows:</p> 
3	<p>The system will prompt user to confirm the deletion of exhibition by presenting the modal like this:</p> 

4	<p>You will have successfully deleted the Exhibition and a success notification will appear as follows:</p> 
---	---

3.3.5 Applications

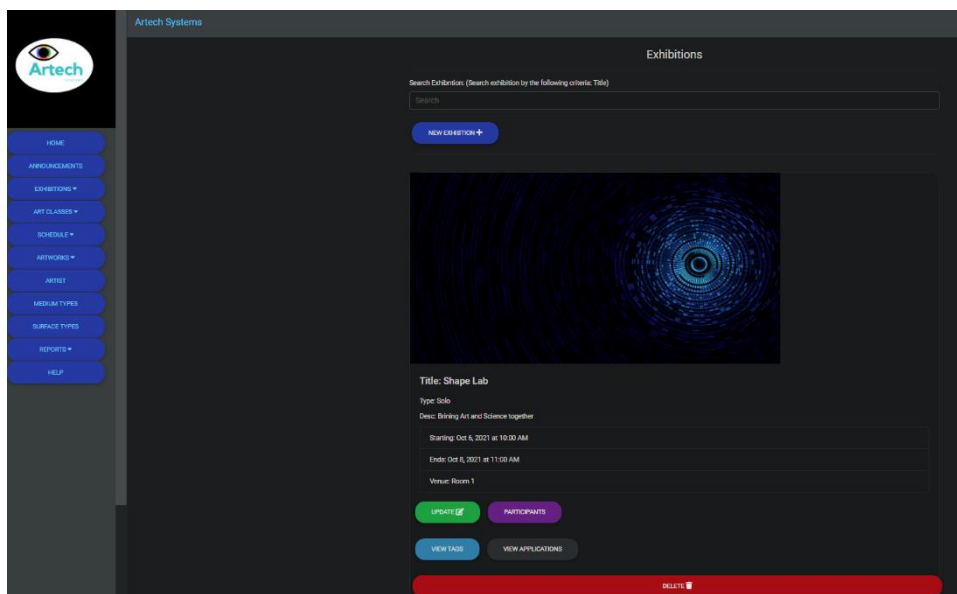
3.3.5.1 View Application

Objectives:

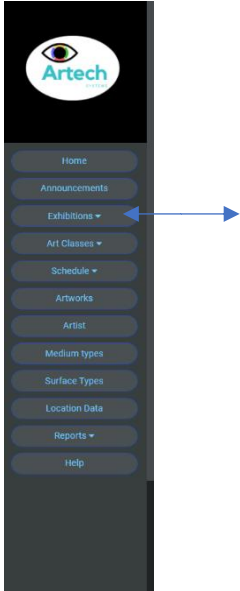
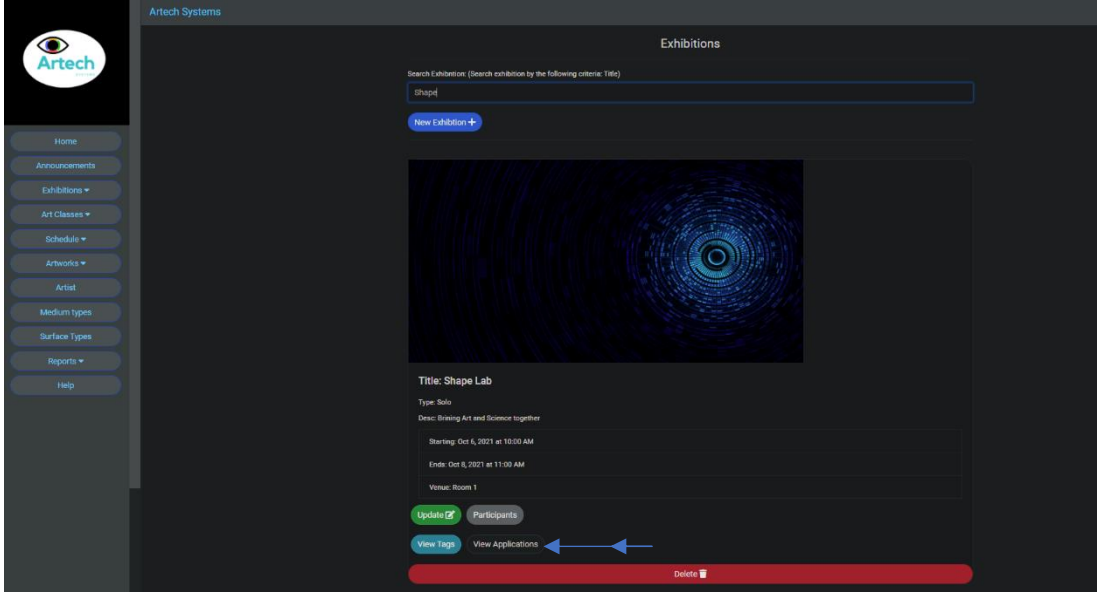
1. Ability to navigate to the “Applications” section successfully
2. View all applications successfully

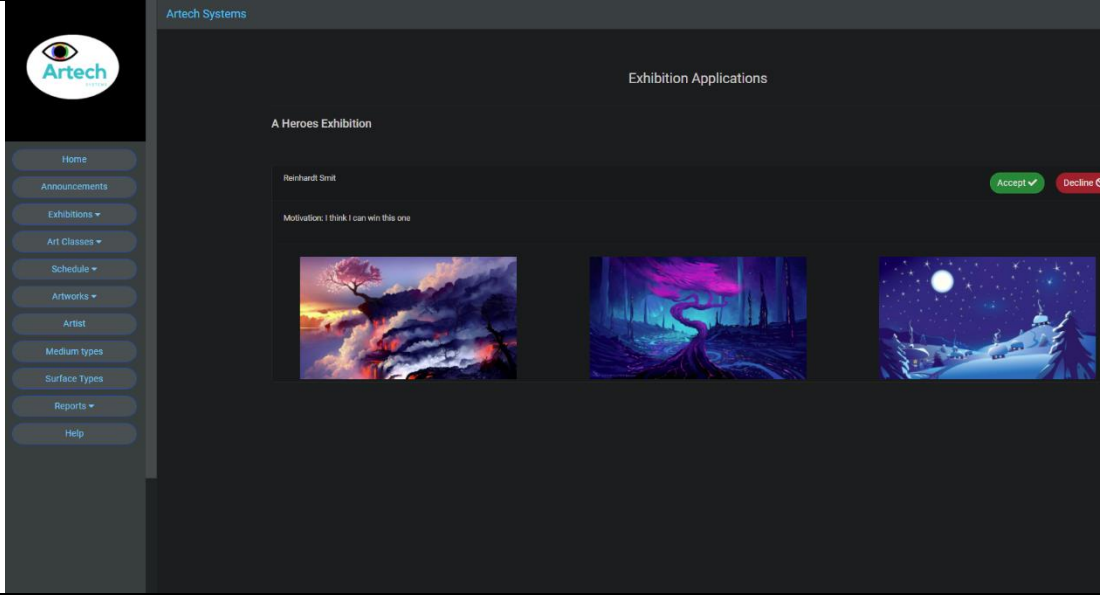
No test data to be required , just select the application you want to view.

The Exhibitions page will be the first page displayed as shown below:



Exercise:

Steps	
1	<p>Navigate to the Exhibitions tab on the navigation bar.</p> 
2	<p>The Exhibitions page will be loaded, the “View Applications” button as indicated below:</p> 
3	<p>The applications page will open and all the applications will be shown on the page.</p>

	
4	The admin can scan through and view all the applications.

3.3.5.2 Accept Application

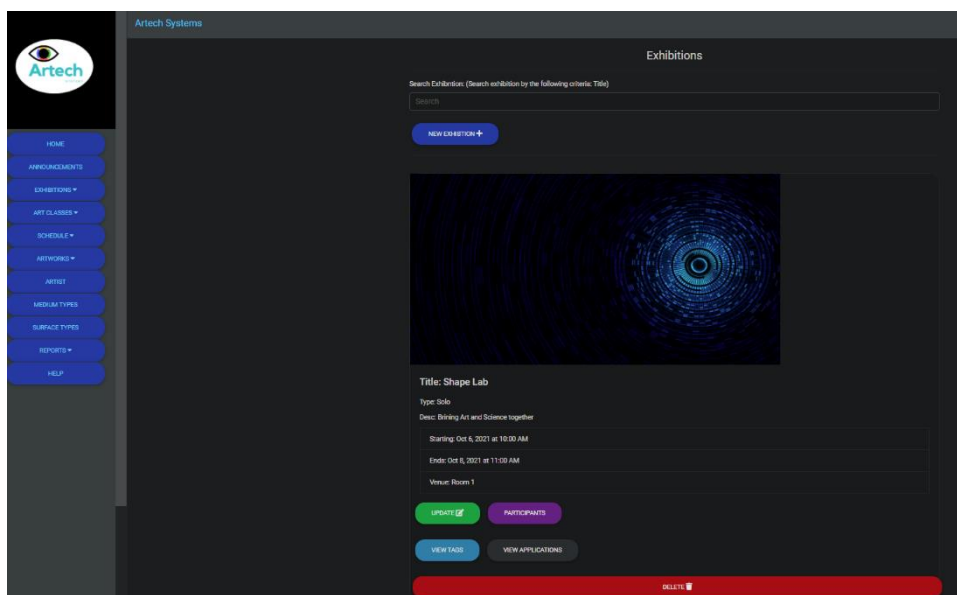
Objectives:

1. Ability to navigate to the “Applications” section successfully
2. Accept applications successfully

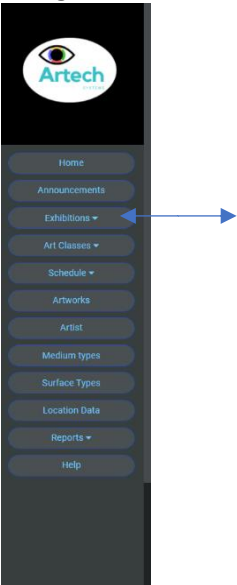
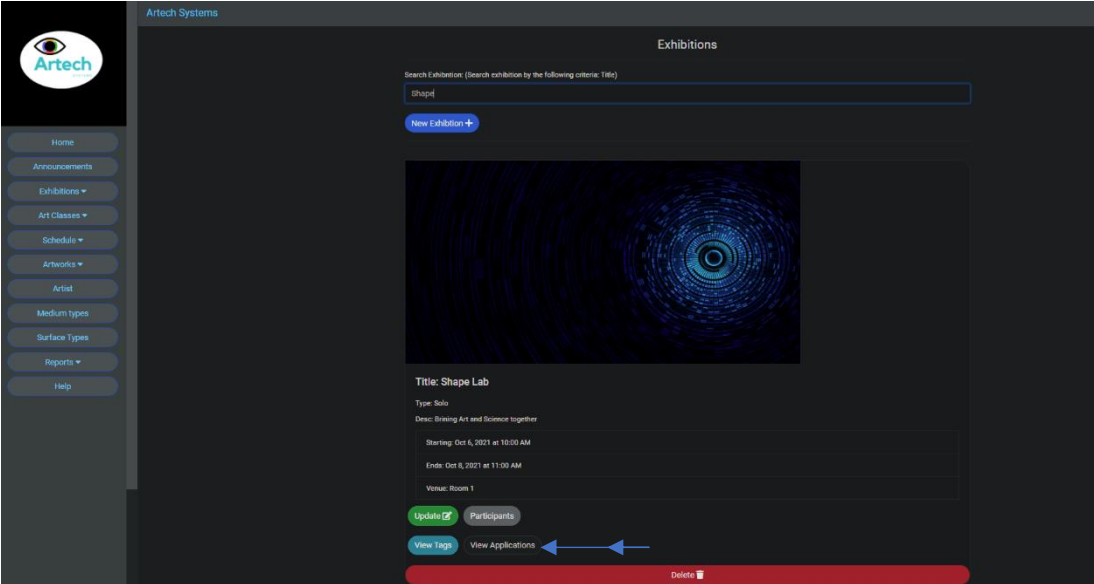
6

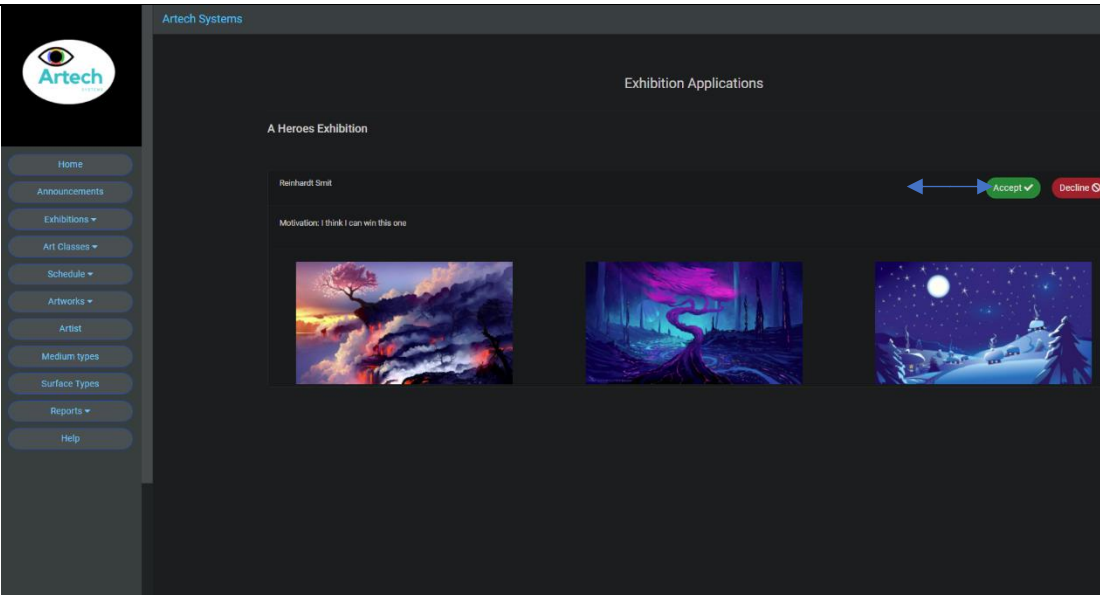
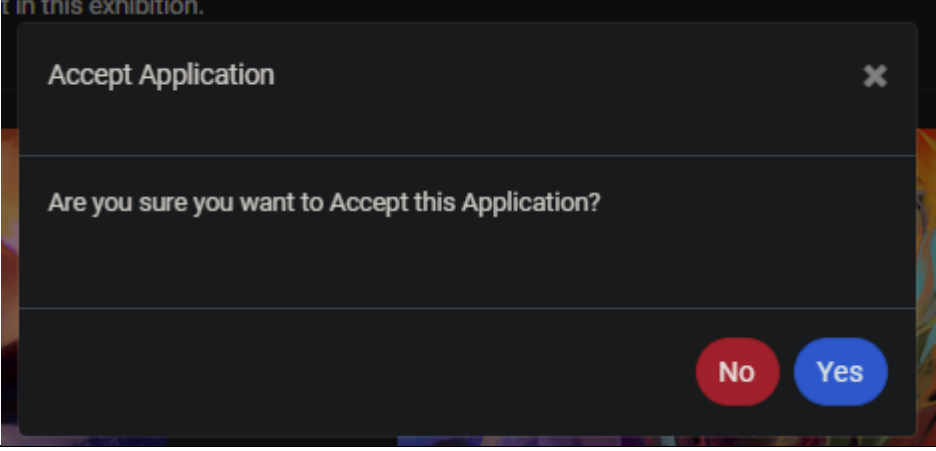
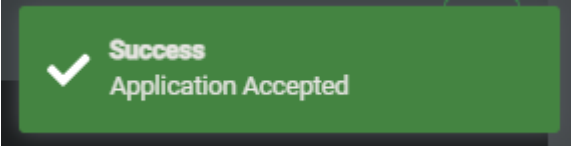
No test data to be required , just accept the application

The Exhibitions page will be the first page displayed as shown below:



Exercise:

Steps	
1	<p>Navigate to the Exhibitions tab on the navigation bar.</p> 
2	<p>The Exhibitions page will be loaded , the “View Applications ” button as indicated below:</p> 
3	<p>The applications page will open and all the applications will be shown on the page and the admin will select the “Accept Button as indicated below:</p>

	
4	<p>The system will respond by showing a modal to confirm that you accept an application as:</p> 
5	<p>The system will notify the admin that the application has been accepted successfully with the following notification:</p> 

3.3.6 Applications

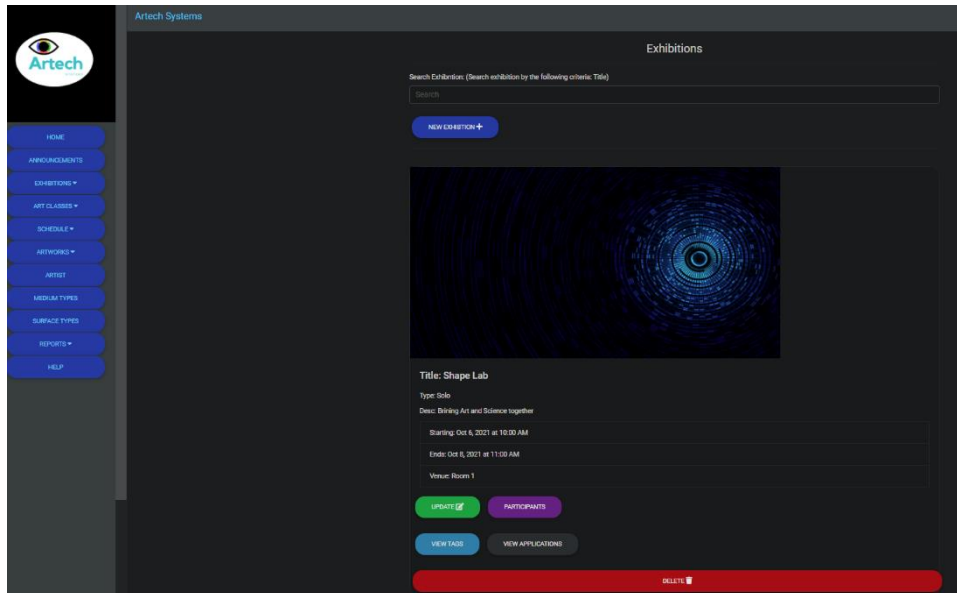
3.3.6.1 View Participants

Objectives:

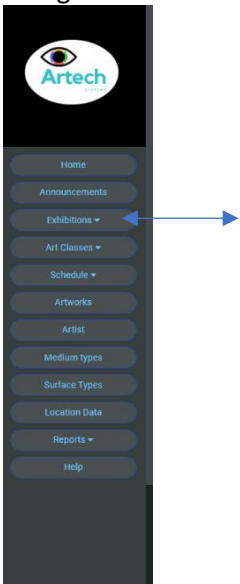
1. Ability to navigate to the "Participants" section successfully
2. View all participants successfully

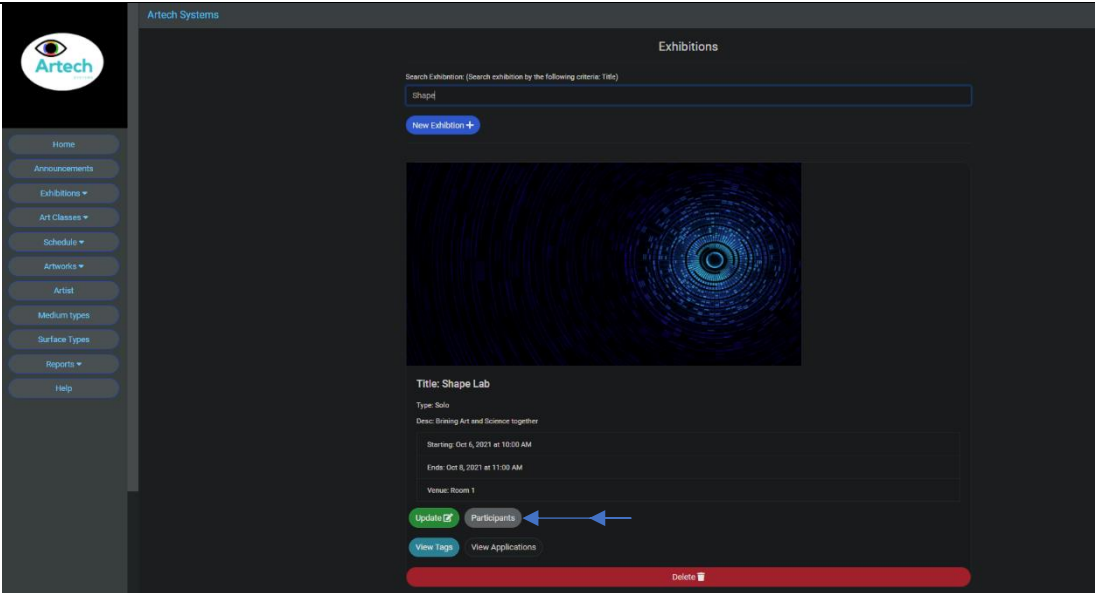
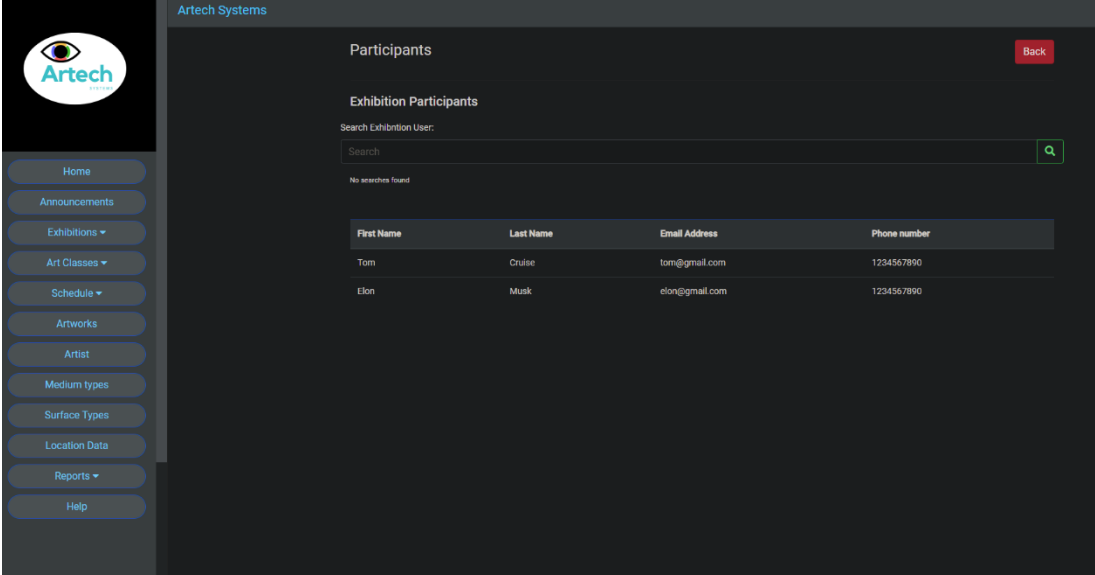
No test data to be required , just select the participants for which exhibitions you want to view.

The Exhibitions page will be the first page displayed as shown below:



Exercise:

Steps	
1	<p>Navigate to the Exhibitions tab on the navigation bar.</p> 
2	<p>The Exhibitions page will be loaded , the “Participants” button as indicated below:</p>

	
3	<p>The participants page will open and all the participants will be shown on the page.</p> 
4	<p>The admin can scan through and view all the participants.</p>

3.3.6.2 Search Participants

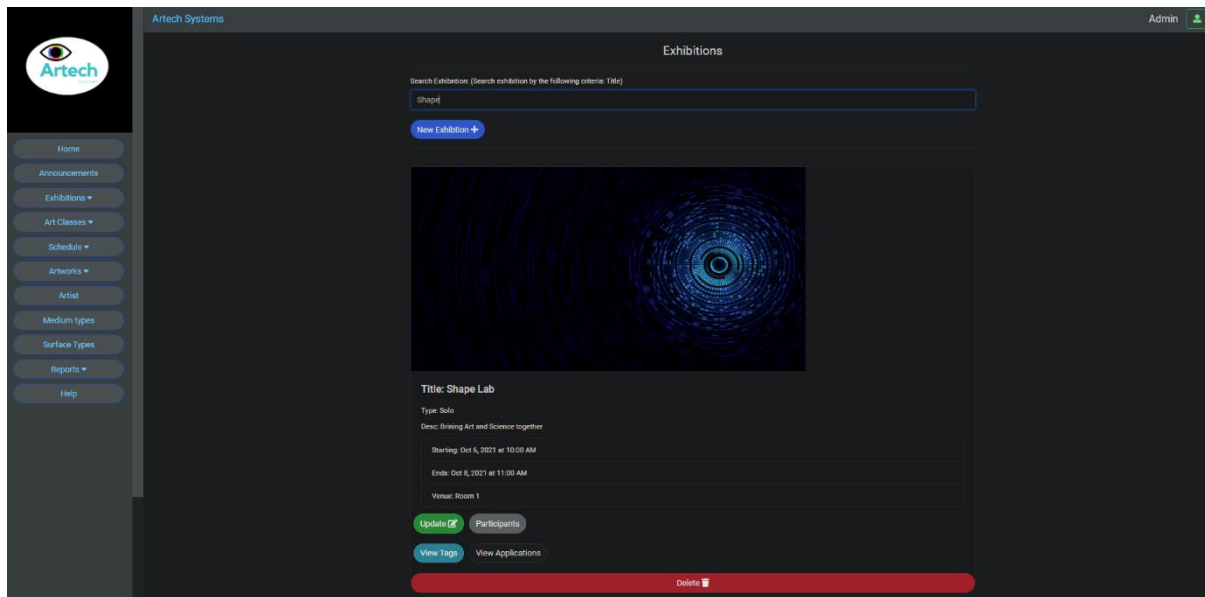
Objectives:

- 1.Ability to navigate to the Participants tab successfully
- 2.Search specific participant successfully.

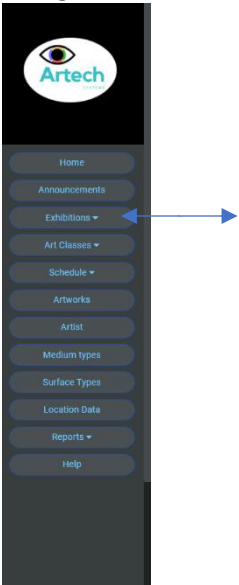
Test Data required to complete this exercise:

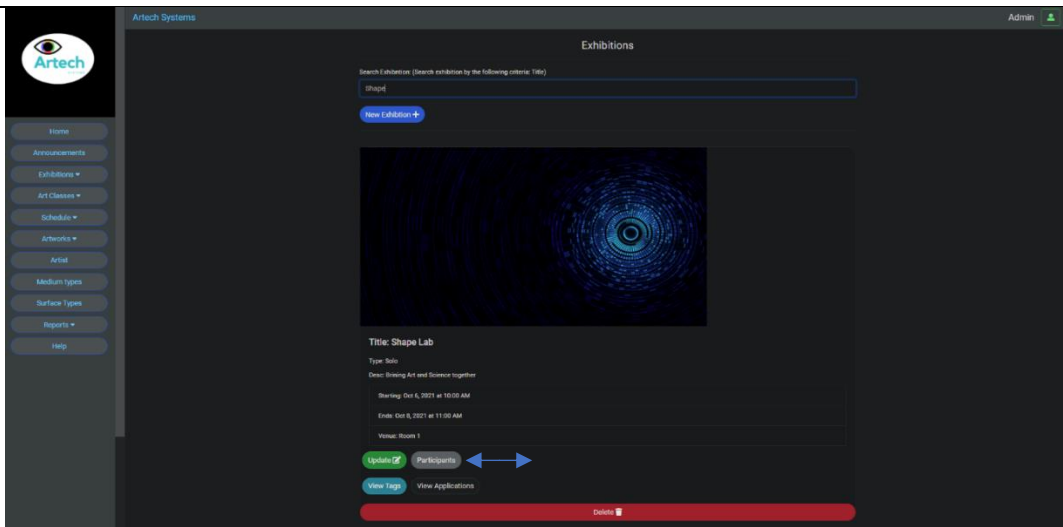
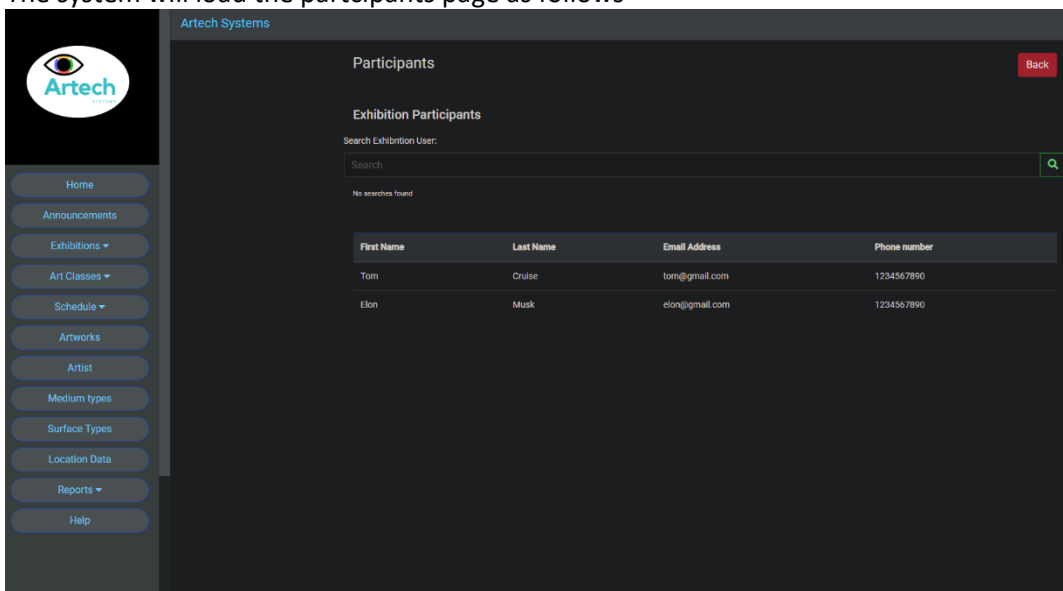
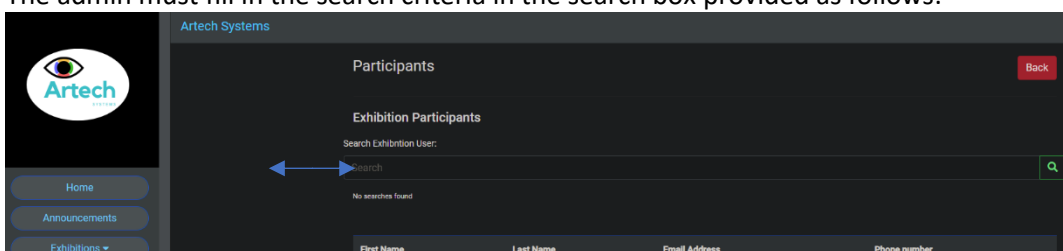
No test data is required, enter whatever keyword you desire to search.

The Exhibitions page will be the first page that is displayed as shown below:



Exercise:

Steps	
1	<p>Navigate to the Exhibitions tab on the navigation bar.</p> 
2	<p>The Exhibitions page will be loaded , the user must navigate to the Participants button</p>

													
3	<p>The system will load the participants page as follows</p>  <table><thead><tr><th>First Name</th><th>Last Name</th><th>Email Address</th><th>Phone number</th></tr></thead><tbody><tr><td>Tom</td><td>Cruise</td><td>tom@gmail.com</td><td>1234567890</td></tr><tr><td>Elon</td><td>Musk</td><td>elon@gmail.com</td><td>1234567890</td></tr></tbody></table>	First Name	Last Name	Email Address	Phone number	Tom	Cruise	tom@gmail.com	1234567890	Elon	Musk	elon@gmail.com	1234567890
First Name	Last Name	Email Address	Phone number										
Tom	Cruise	tom@gmail.com	1234567890										
Elon	Musk	elon@gmail.com	1234567890										
4	<p>The admin must fill in the search criteria in the search box provided as follows:</p> 												
5	<p>Artech filters the search results successfully based on searched criteria and displays searched participant.</p>												

3.3.7 Tags

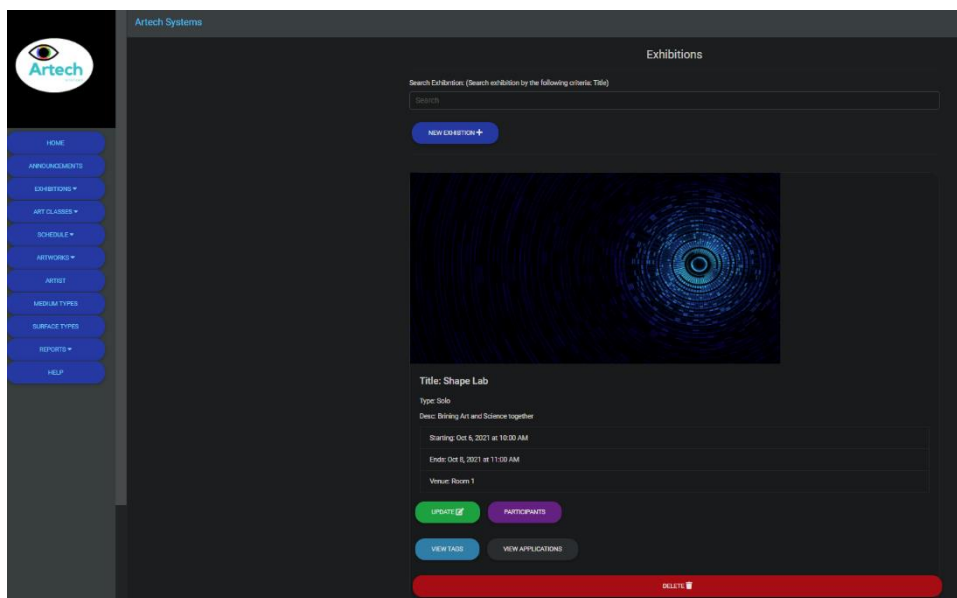
3.3.7.1 View Tags

Objectives:

1. Ability to navigate to the “View Tags” section successfully
2. View all tags successfully


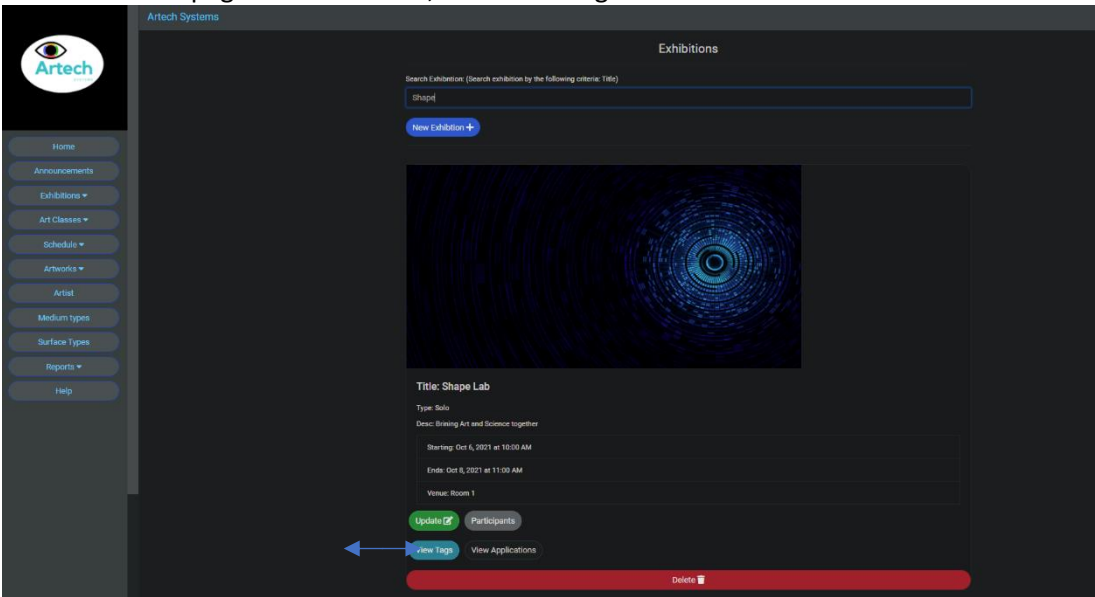
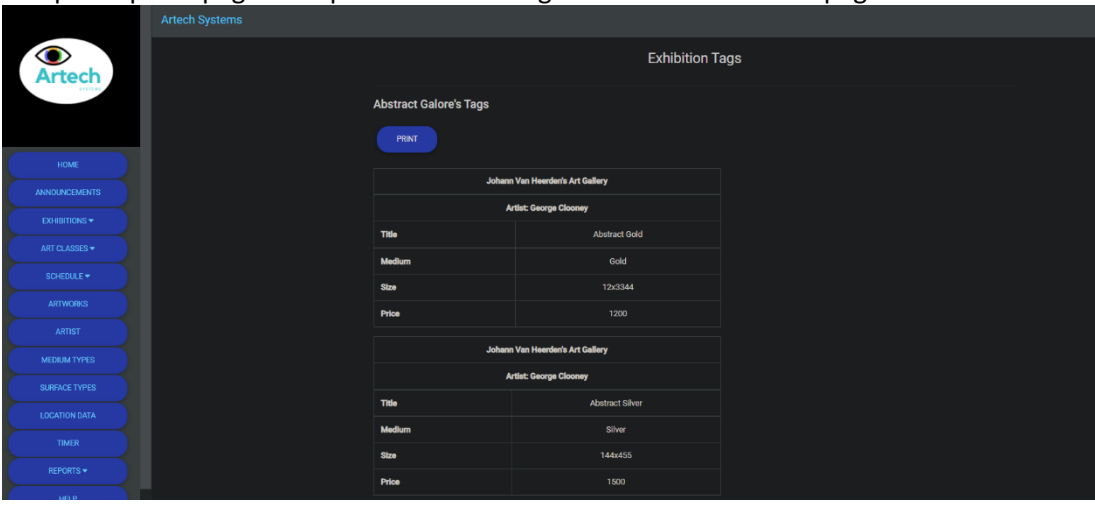
No test data to be required , just select the participants for which exhibitions you want to view.

The Exhibitions page will be the first page displayed as shown below:



Exercise:

Step s	
1	Navigate to the Exhibitions tab on the navigation bar.

	
2	<p>The Exhibitions page will be loaded , the “View Tags” button as indicated below:</p> 
3	<p>The participants page will open and all the tags will be shown on the page as follows:</p> 



GROUP 23 DELIVERABLE 09



4	The admin can scan through and view all the tags.

3.3.8 Art Classes

3.3.8.1 Search Teacher

Objectives:

- 1.Ability to navigate to the Teachers section successfully
- 2.Search specific teacher successfully.


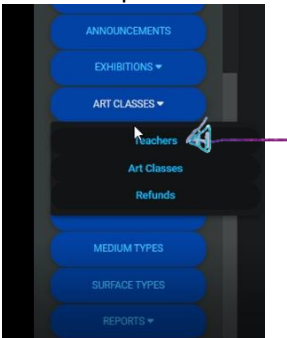
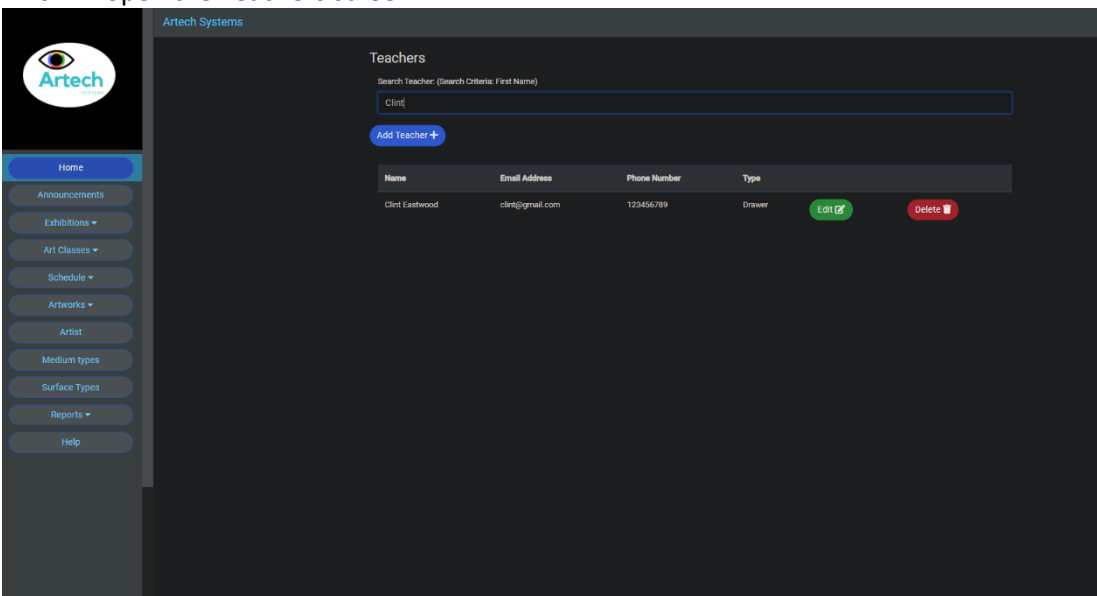
Test Data required to complete this exercise:

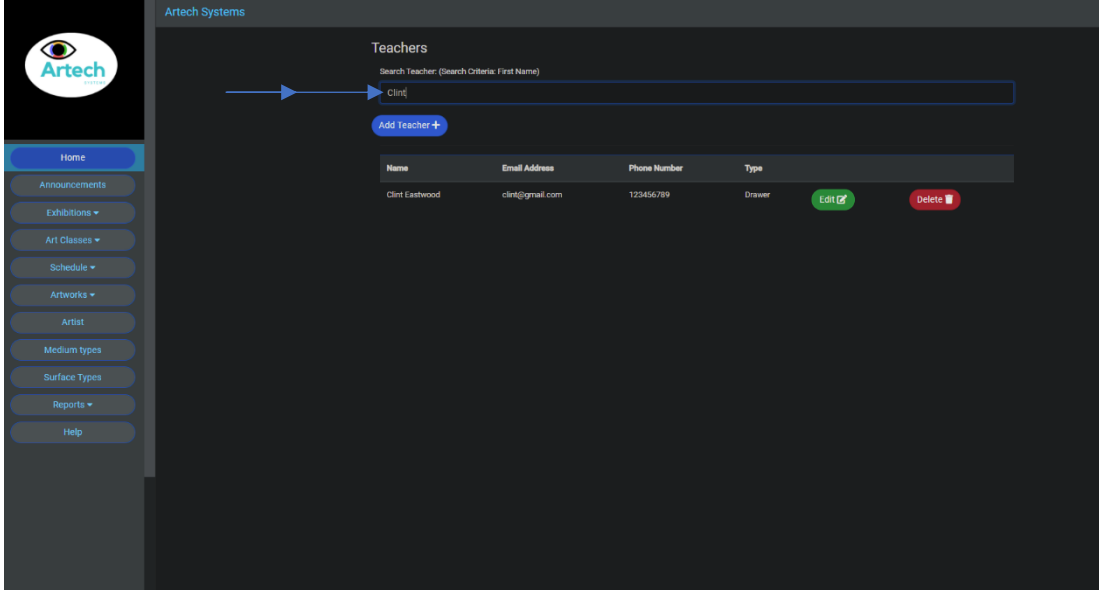
No test data is required, enter whatever keyword you desire to search.

The Art Class page will be the first page that is displayed as shown below:

Exercise:

Steps	
1	Navigate to the Art Class tab on the navigation bar.

	
2	<p>This will open the sub tabs as follows and the user must select the teacher tab:</p> 
3	<p>This will open the Teachers screen</p> 
4	<p>The admin must fill in the search criteria in the search box provided as follows:</p>

	
5	Artech filters the search results successfully based on searched criteria and displays searched participant.

3.3.8.2 Create New Teacher

Objectives:

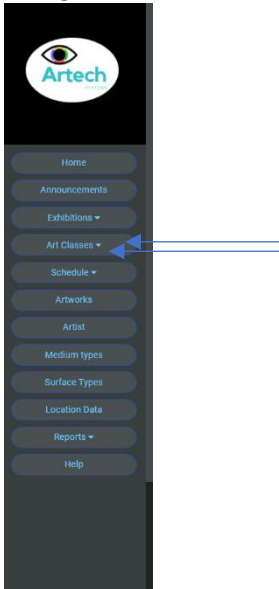
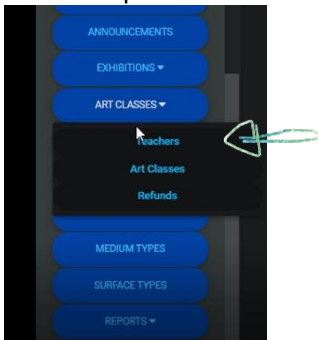
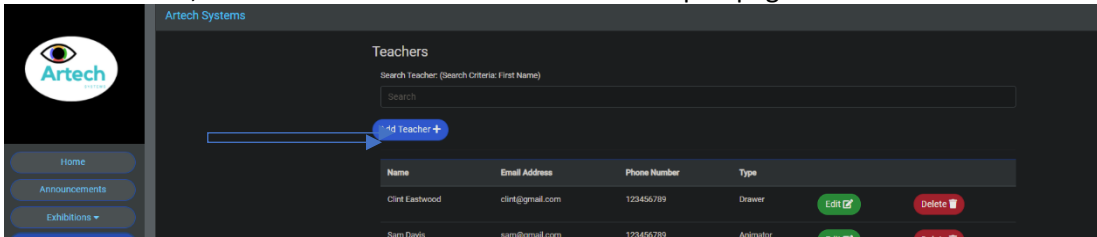
1. Ability to navigate to the Create a new teacher dropdown successfully.
2. Create new teacher successfully.

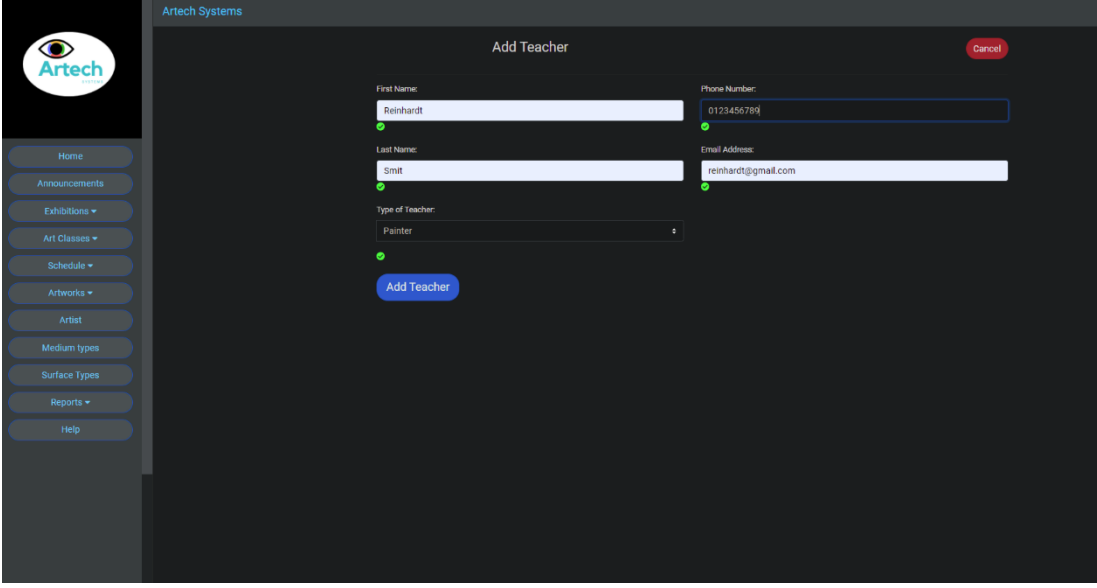
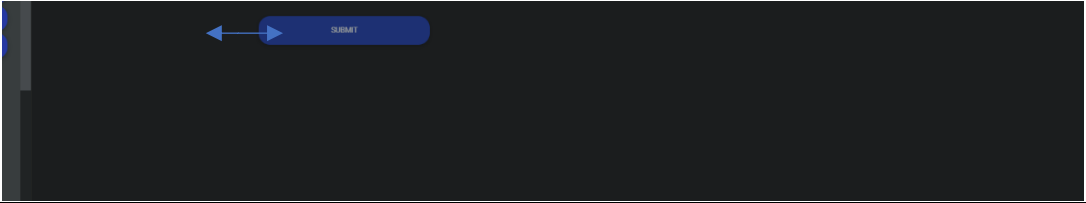
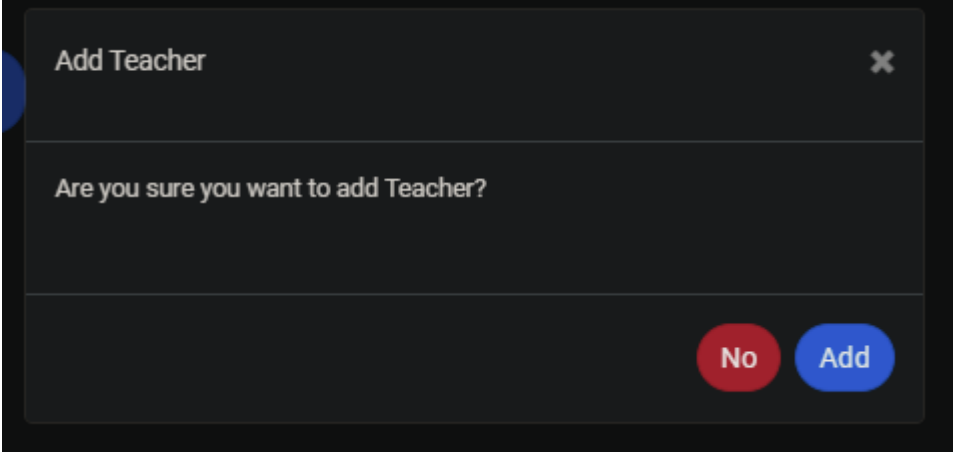
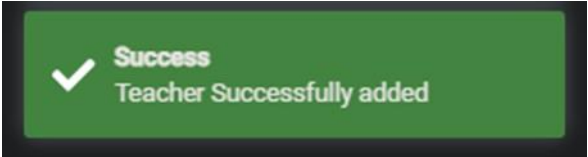
Test Data required to complete this exercise:

Element Description	Test Data to be inserted
First Name	Reinhardt
Last Name	Smit
Type of teacher	Painter
Phone Number	0834567789
Email Address	rein@gmail.com

The **create new teacher** button on the exhibitions page will be displayed as follows:

Exercise:

Step s	
1	<p>Navigate to the Art Classes tab on the navigation bar.</p> 
2	<p>This will open the sub tabs as follows and the user must select the teacher tab:</p> 
2	<p>On the teacher', the add teacher button will be on the top of page.</p> 
3	<p>This will open the Add teacher screen , with all the input fields that need to be filled in.</p>

	
4	<p>Select the Submit button to save all the information inputed.</p> 
5	<p>The system will prompt the user to confirm the addition of a new teacher by presenting the modal below , click the confirm button.</p> 
6	<p>The exhibition would have been created successfully and a success notification will appear on the right hand corner as follows:</p> 



3.3.8.3 Update Teacher

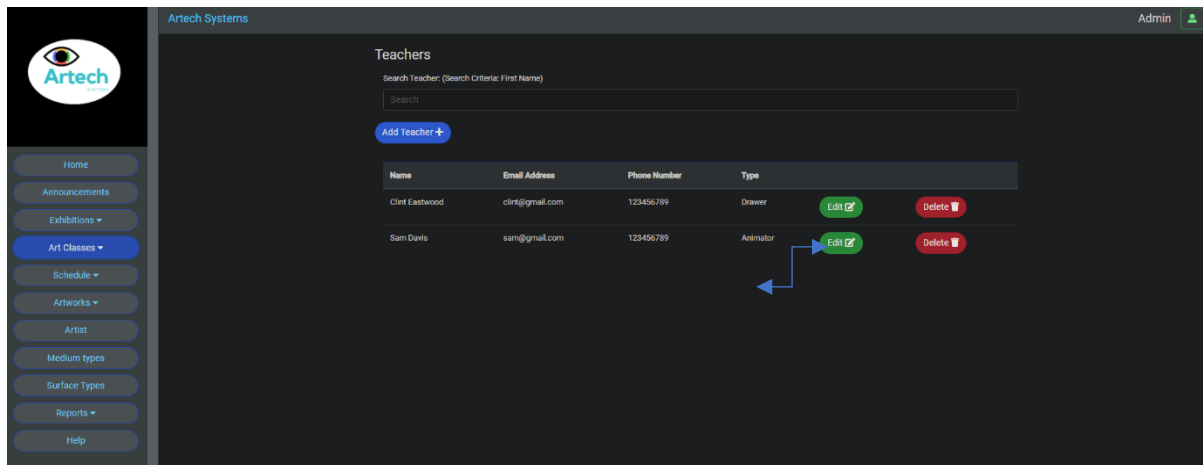
Objectives:

1. Ability to navigate to the update an existing teacher dropdown successfully.
2. Update existing teacher successfully.

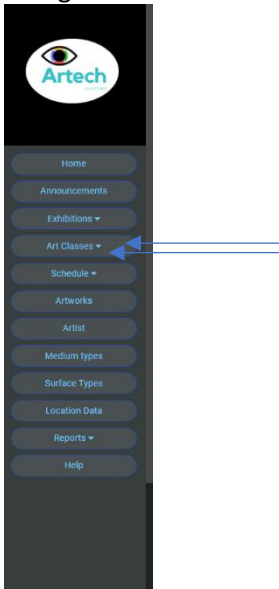
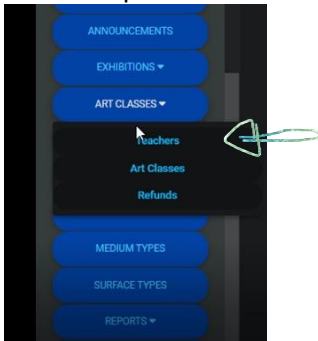
Test Data required to complete this exercise:

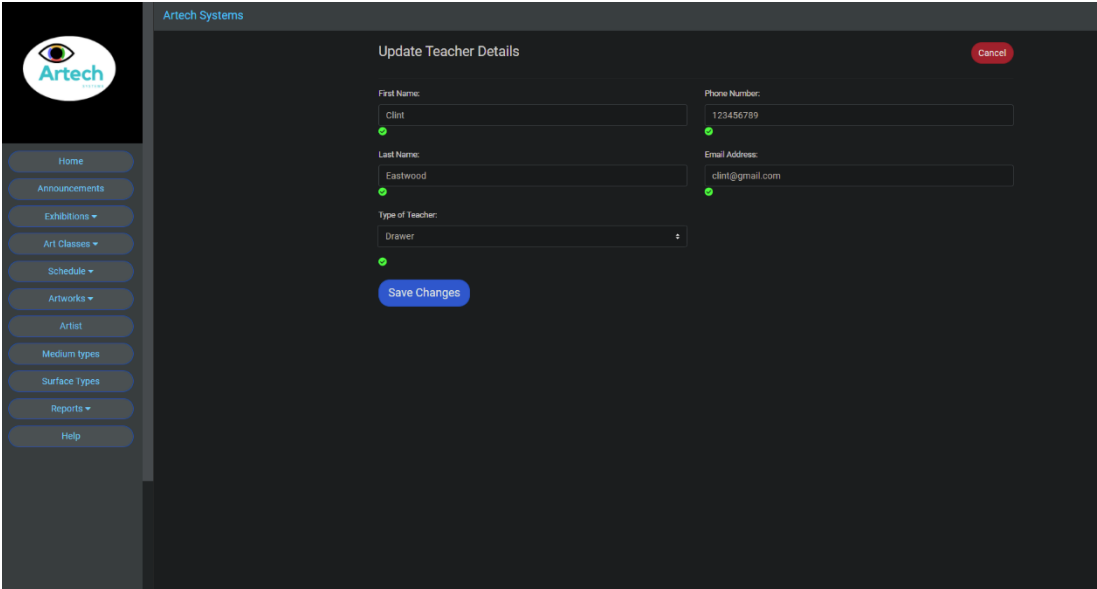
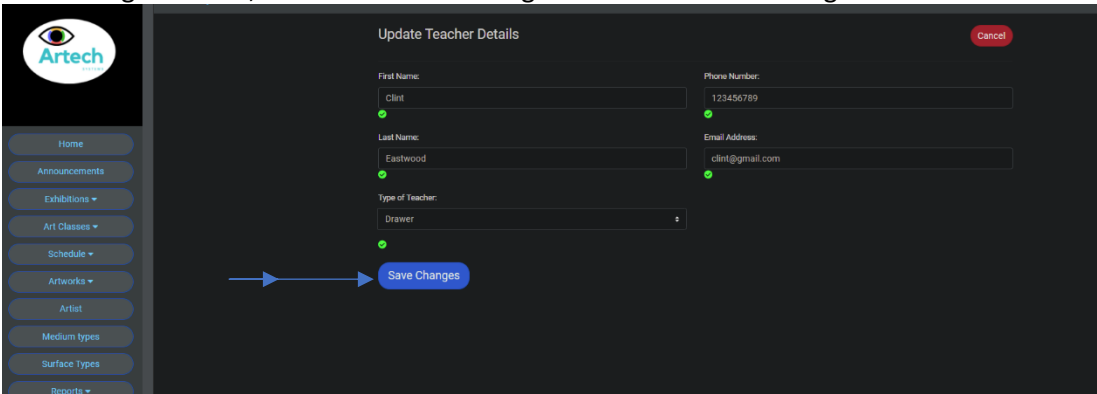
Element Description	Test Data to be inserted
First Name	Reinhardt
Last Name	Smit
Type of teacher	Painter
Phone Number	0834567789
Email Address	rein@gmail.com

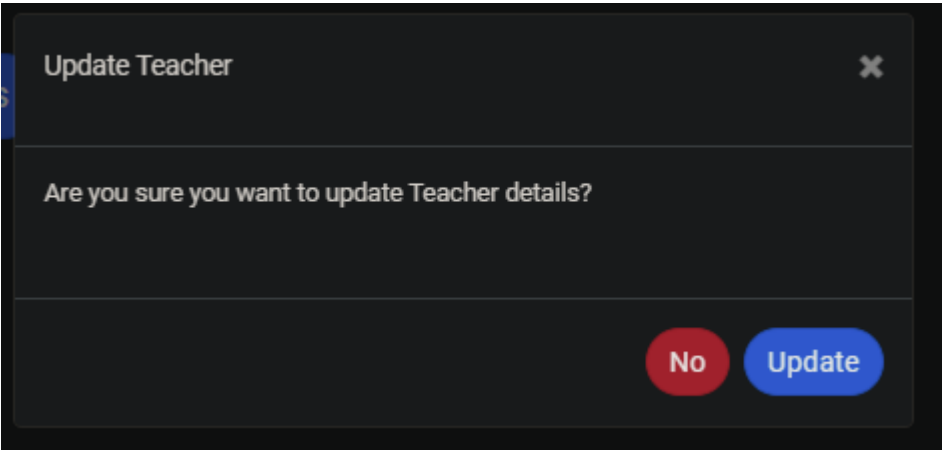
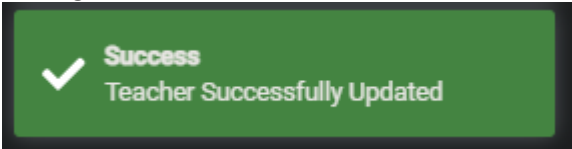
The **Edit** button on the teacher's page will be displayed as follows:



Exercise:

Step s	
1	<p>Navigate to the Art Classes tab on the navigation bar.</p> 
2	<p>This will open the sub tabs as follows and the user must select the teacher tab:</p> 
3	<p>On the teacher', the update teacher button will be on the page as follows:</p>

	
3	<p>This will open the update teacher screen , with all the input fields that need to be filled in as follows:</p> 
4	<p>After filling in details, select the “Save Changes “ button to save changes as follows:</p> 
5	<p>The system will display a modal to confirm editing of a teacher as follows and the user must select confirm as follows .</p>

	
6	<p>The system will display a successfully edited teacher notification to show the success in editing the teacher.</p> 

3.3.8.4 Delete Teacher

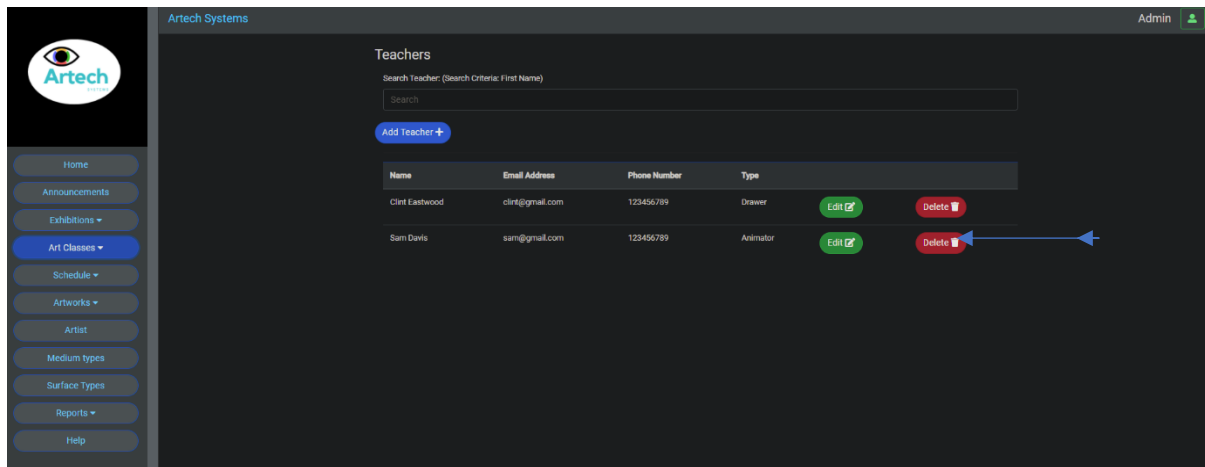
Objectives:

1. Ability to navigate to the “Teachers ” dropdown successfully
2. Delete selected Teachers successfully

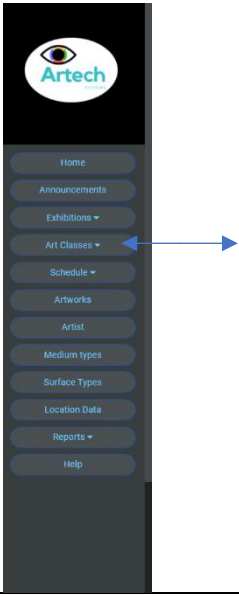
Test Data required to complete this exercise:

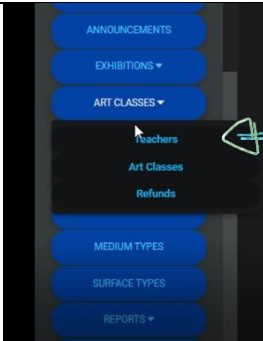
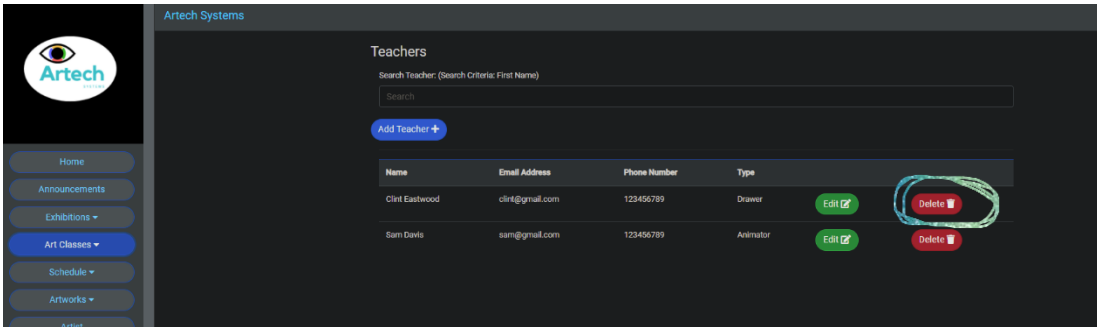
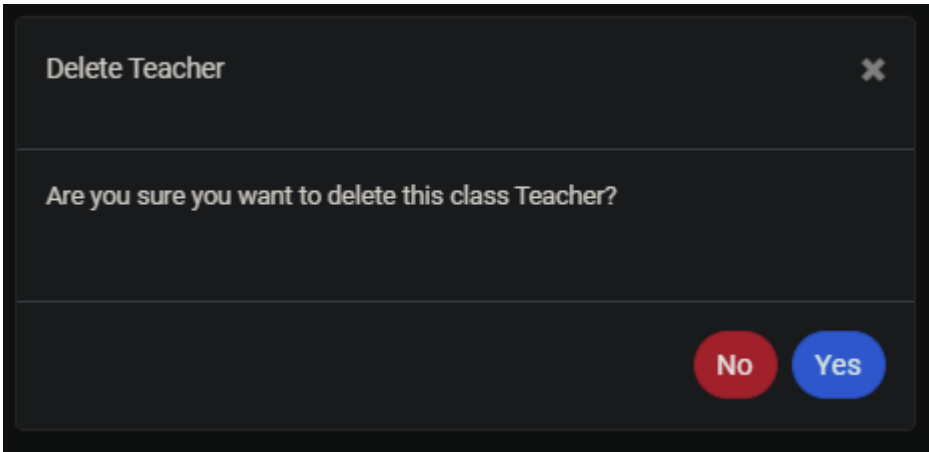
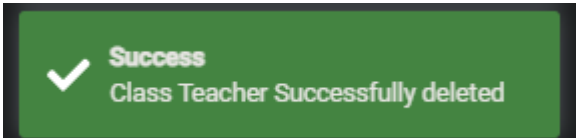
No test data to be entered, select any Teacher you would like to delete.

The Art Class page will be the first page displayed as shown below:



Exercise:

Step	
1	<p>Navigate to the Exhibitions tab on the navigation bar.</p> 
2	<p>This will open the sub tabs as follows and the user must select the teacher tab:</p>

	
3	<p>This will open the Teachers screen where the admin must navigate to the delete button and select it as indicated below:</p> 
4	<p>The system will prompt user to confirm the deletion of teacher by presenting the modal like this:</p> 
5	<p>You will have successfully deleted the teacher and a success notification will appear as follows :</p> 


3.3.9 Art Classes

3.3.9.1 Create Art Class

Objectives:

1. Ability to navigate to the Create a new teacher dropdown successfully.
2. Create new teacher successfully.

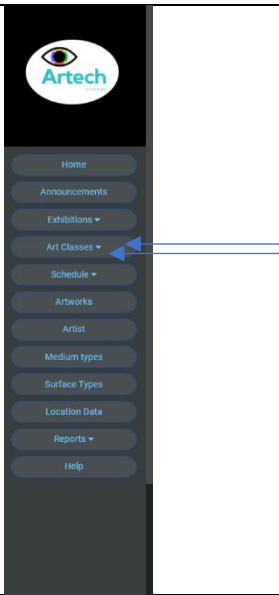
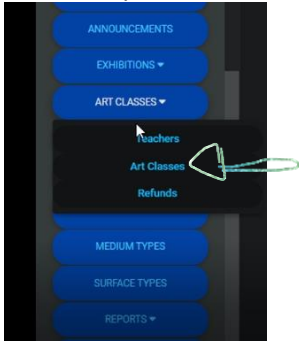
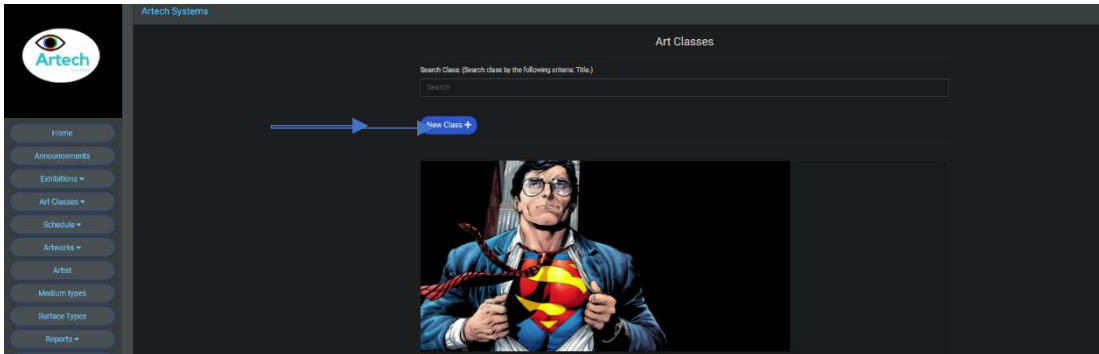
Test Data required to complete this exercise:

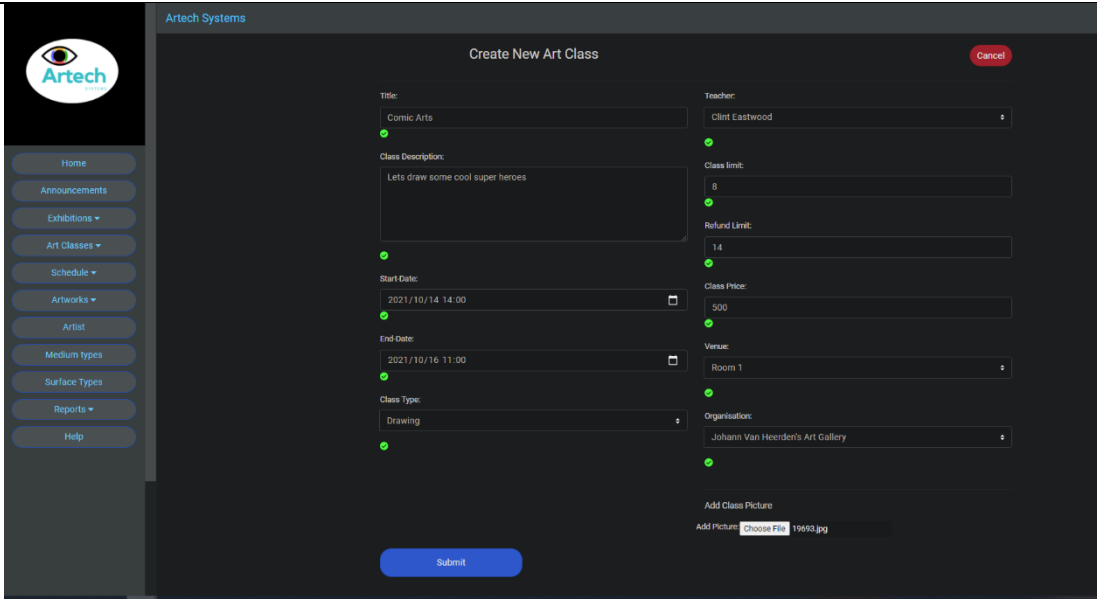

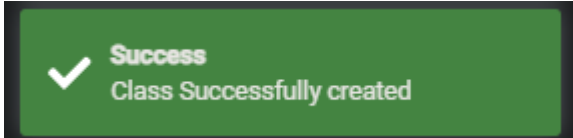
Element Description	Test Data to be inserted
Title	Comic Arts
Class Description	Lets draw some super cool heroes
Start Date	2021/10/14
End Date	2021/10/16
Class Type	Drawing
Teacher	Clint Eastwood
Class Limit	8
Refund Limit	14
Class Price	550
Venue	Room1
Organization	Johan Van Heerden
Add Class picture	

The **create new art class** button on the art class page will be displayed as follows:

Exercise:

Steps	
1	Navigate to the Art Classes tab on the navigation bar.

	
2	<p>This will open the sub tabs as follows and the user must select the art class tab:</p> 
2	<p>On the Art Class Teacher screen, the new class button will be on the screen , the admin must select the button as follows:</p> 
3	<p>This will open the new art class screen, with all the input fields that need to be filled in.</p>

	
4	<p>Select the Submit button to save all the information inputted.</p> 
5	<p>The art class would have been created successfully and a success notification will appear on the right hand corner as follows:</p> 

3.3.9.3 Search for Art Class

Objectives:

1.Ability to navigate to the Art Class section successfully


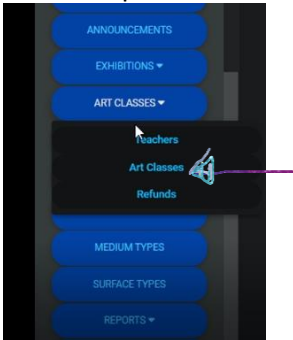
2. Search specific art class successfully.

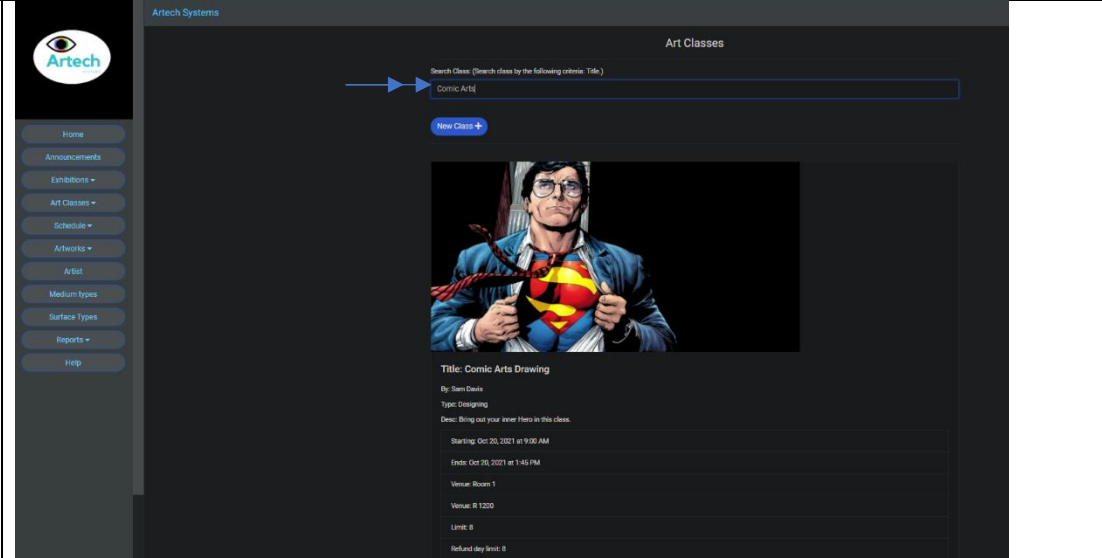
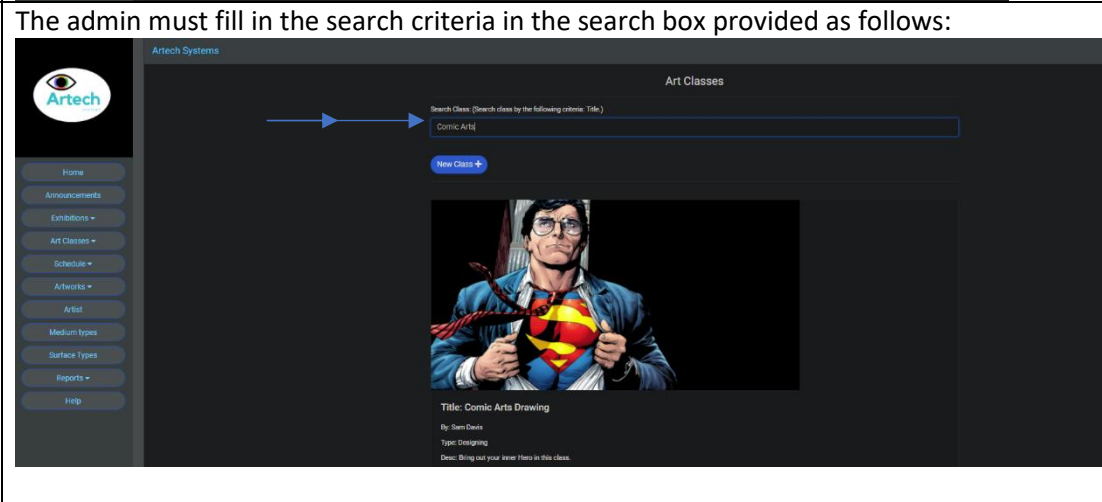
Test Data required to complete this exercise:

No test data is required, enter whatever keyword you desire to search.

The Art Class page will be the first page that is displayed as shown below:

Exercise:

Step s	
1	<p>Navigate to the Art Class tab on the navigation bar.</p> 
2	<p>This will open the sub tabs as follows and the user must select the teacher tab:</p> 
3	<p>This will open the Art Classes Screen where the search box will be at the top of the screen :</p>


	
4	<p>The admin must fill in the search criteria in the search box provided as follows:</p> 
5	<p>Artech filters the search results successfully based on searched criteria and displays searched participant.</p>

3.3.9.4 Update Art Class

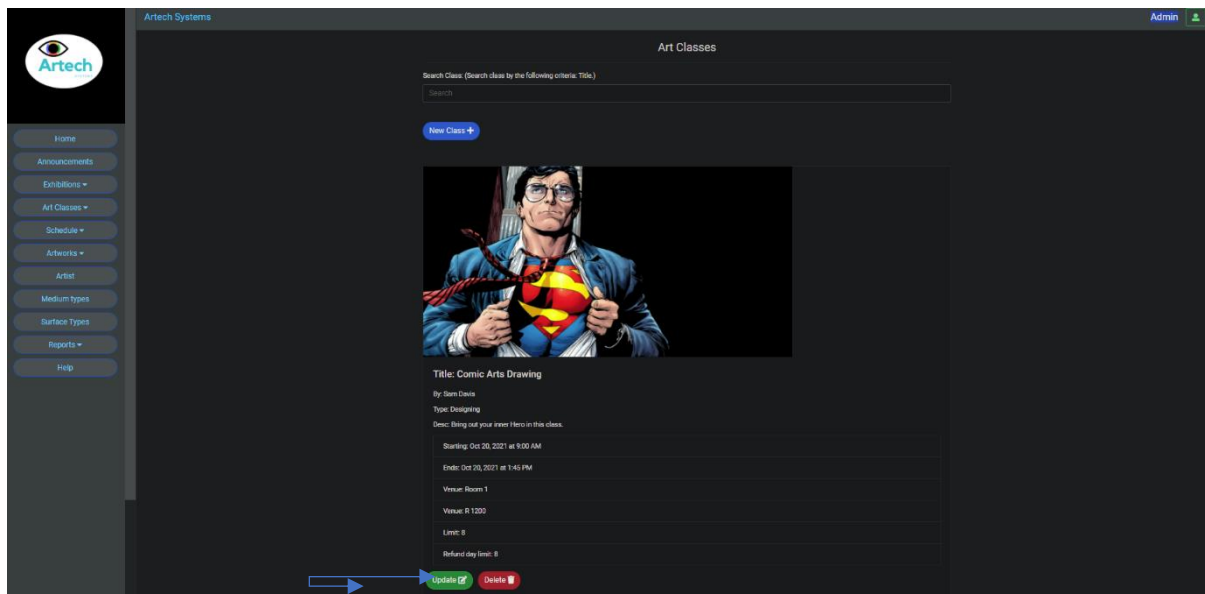
Objectives:

1. Ability to navigate to the update an existing art class dropdown successfully.
2. Update existing art class successfully.

Test Data required to complete this exercise:

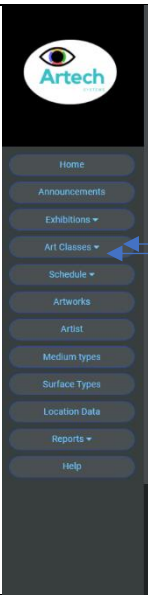
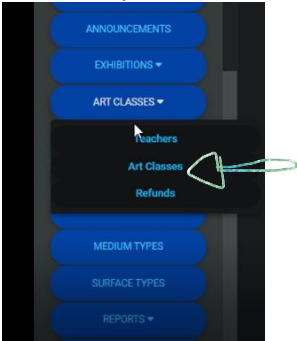
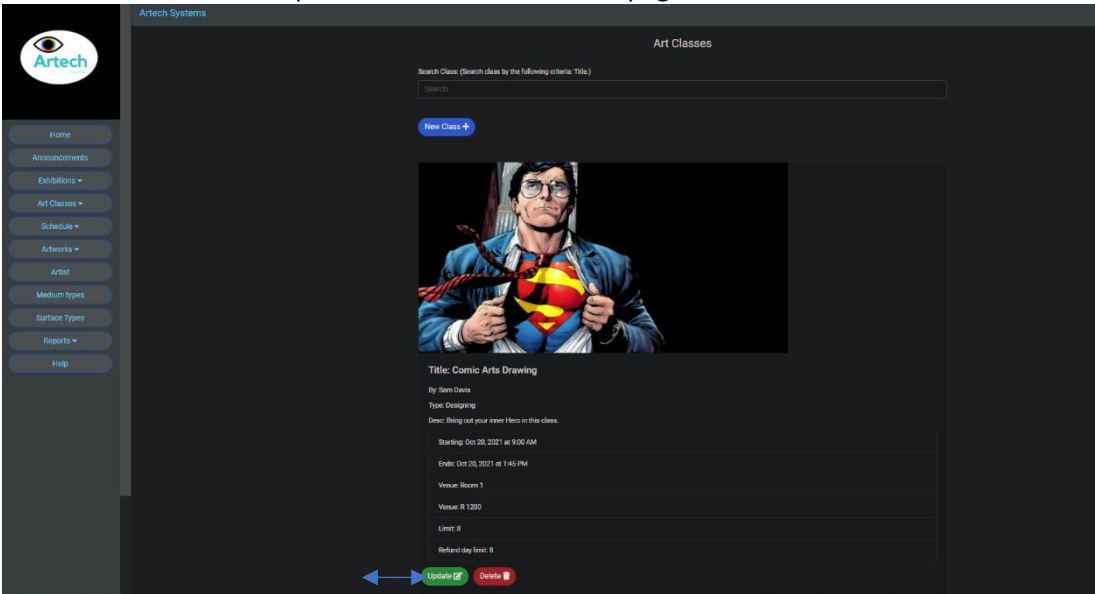
Element Description	Test Data to be inserted
Title	Comic Arts
Class Description	Lets draw some super cool heroes
Start Date	2021/10/14
End Date	2021/10/16
Class Type	Drawing
Teacher	Clint Eastwood
Class Limit	8
Refund Limit	14
Class Price	550
Venue	Room1
Organization	Johan Van Heerden
Add Class picture	

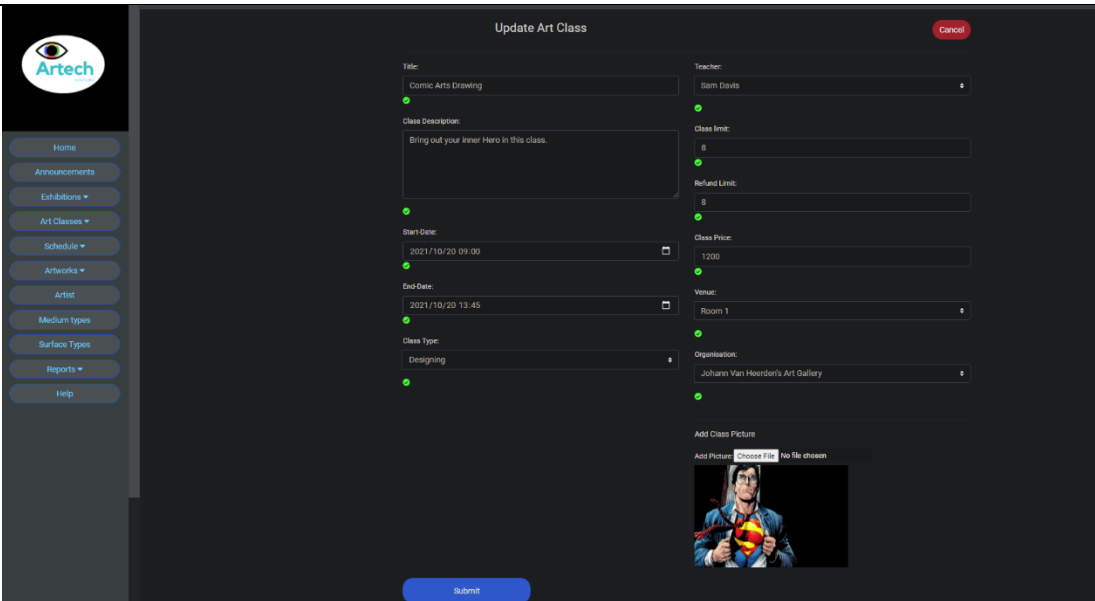
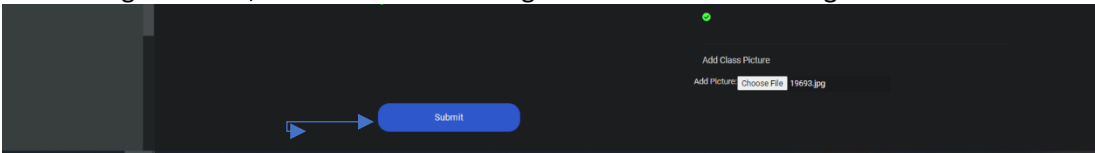
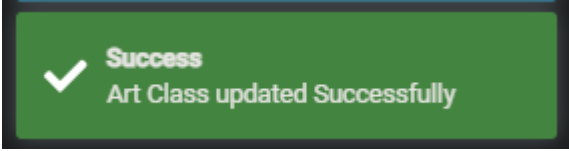
The **Update** button on the Art Class page will be displayed as follows:



Exercise:

Steps	
1	Navigate to the Art Classes tab on the navigation bar.

		
2	<p>This will open the sub tabs as follows and the user must select the teacher tab:</p> 	
3	<p>On art class screen the update button will be on the page as follows:</p> 	
3	<p>This will open the update art class screen , with all the input fields that need to be filled in as follows:</p>	

	
4	<p>After filling in details, select the “Save Changes “ button to save changes as follows:</p> 
5	<p>The system will display a modal to confirm editing of a art class as follows and the user must select confirm by selecting confirm.</p>
6	<p>The system will display a successfully edited teacher notification to show the success in editing the teacher.</p> 

3.3.9.5 Delete Art Class

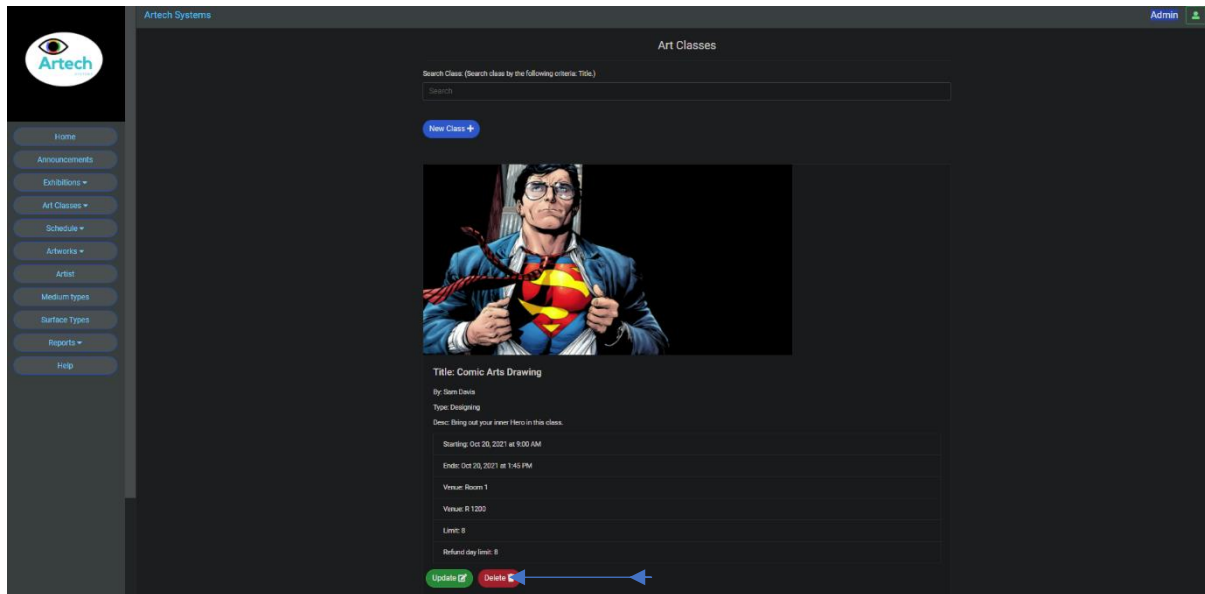
Objectives:

1. Ability to navigate to the Art Class dropdown successfully
2. Delete selected Art Class successfully

Test Data required to complete this exercise:

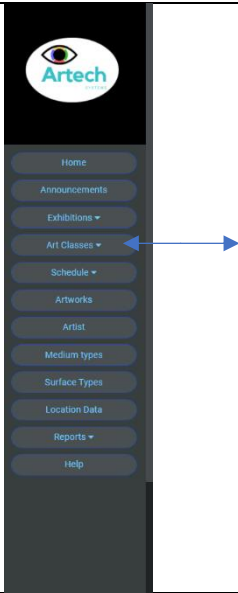
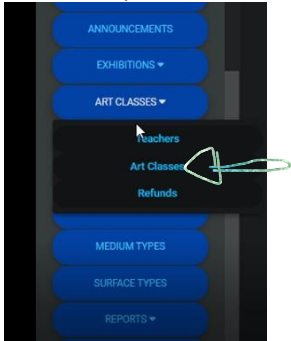
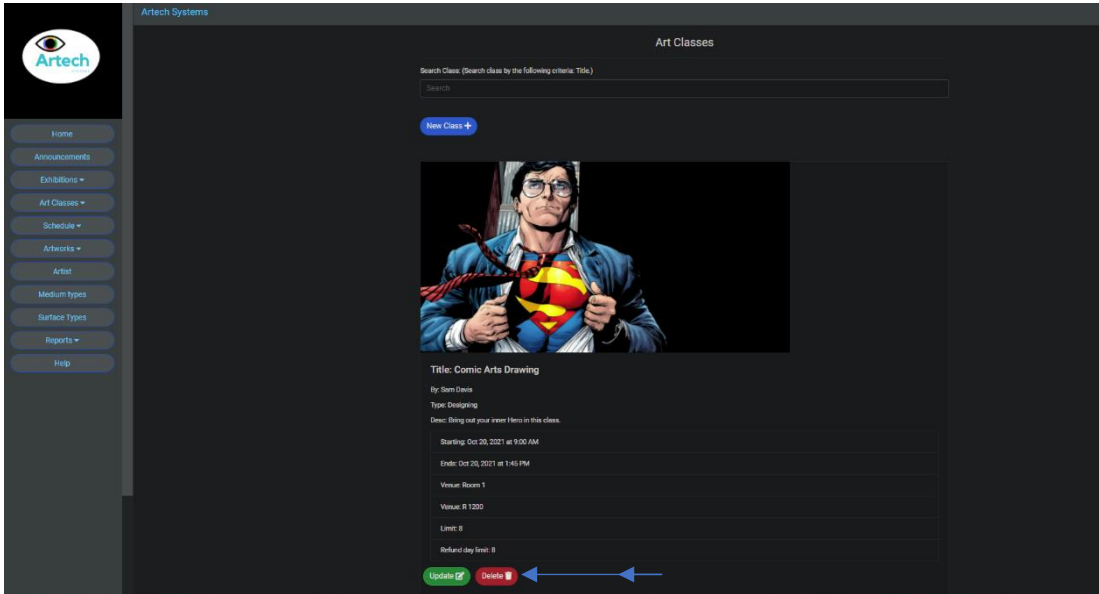
No test data to be entered, select any Art Class you would like to delete.

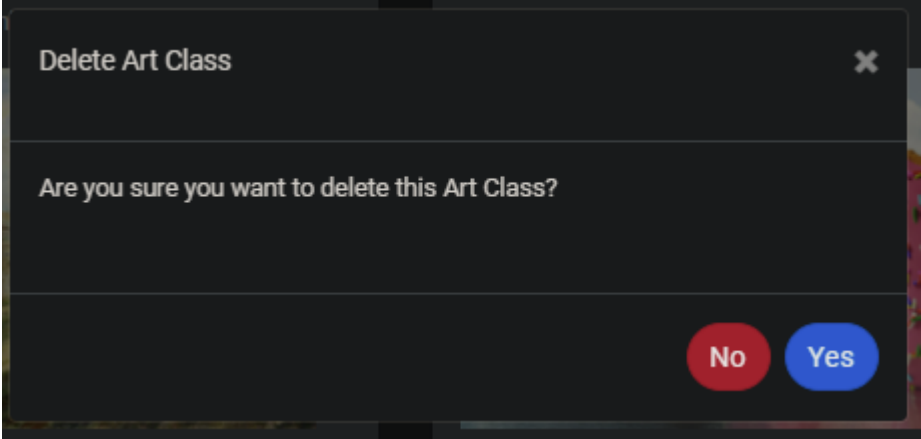

The Art Class page will be the first page displayed as shown below:



Exercise:

Step s	
1	Navigate to the Art Class tab on the navigation bar.

	
2	<p>This will open the sub tabs as follows and the user must select the art class tab:</p> 
3	<p>This will open the Art Class screen where the admin must navigate to the delete button and select it as indicated below:</p> 
4	<p>The system will prompt user to confirm the deletion of teacher by presenting the modal like this: The user must select yes.</p>

	
5	<p>The system will display a successfully deleted notification as follows :</p> 

3.3.10 Refunds

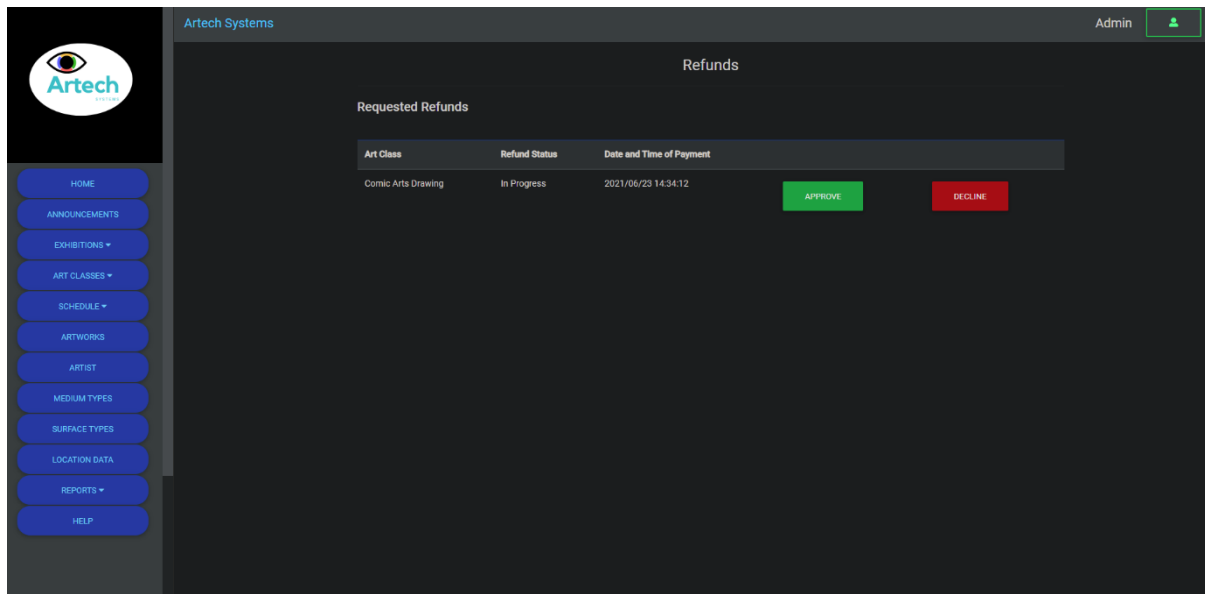
3.3.10.1 Accept Refunds

Objectives:

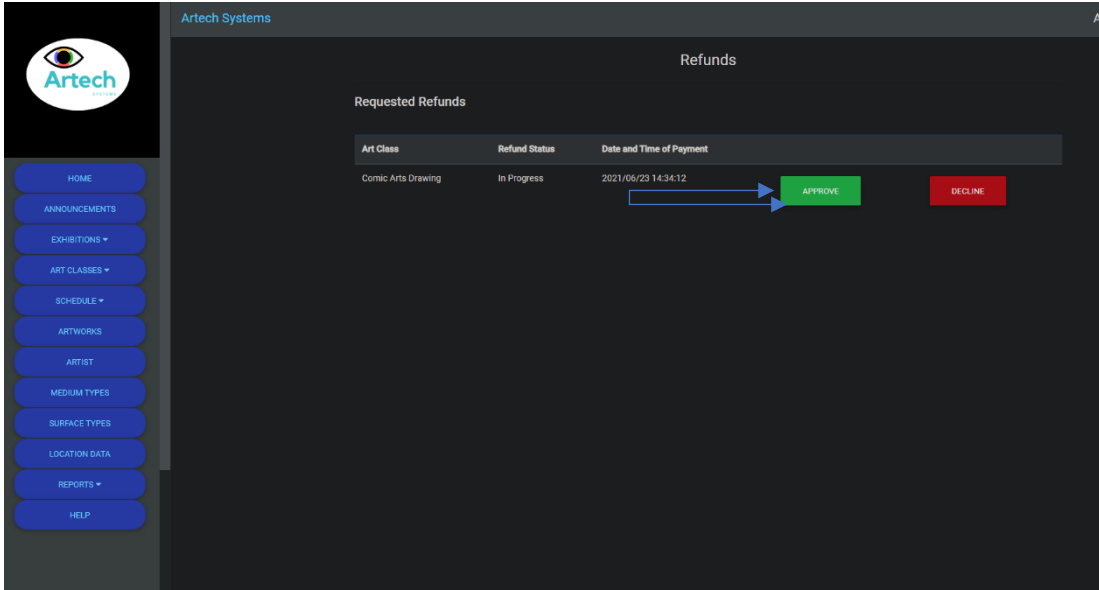
1. Ability to navigate to the "Refunds" section successfully
2. Accept Refunds successfully

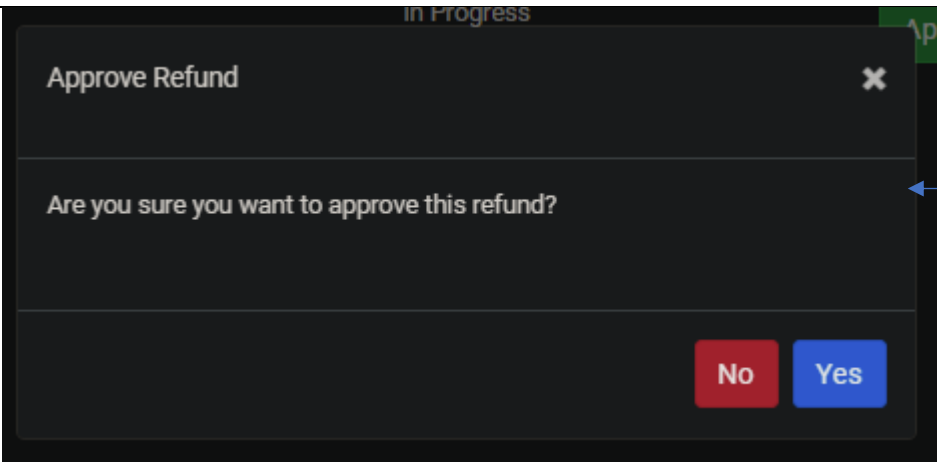
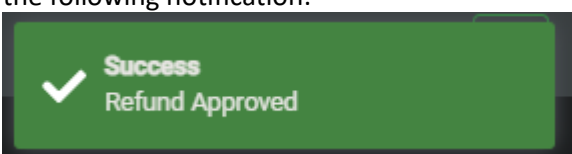
No test data to be required , just accept the refunds

The Refunds page will be the first page displayed as shown below:



Exercise:

Steps	
1	<p>The Refunds page will be loaded as indicated below and the admin selects the Accept button:</p> 
2	<p>The system will load the are you sure you want to accept refund modal and the admin will select yes as indicated below:</p>

	 <p>The screenshot shows a dark-themed dialog box titled 'Approve Refund' with a close button (X) in the top right corner. The main text asks, 'Are you sure you want to approve this refund?'. At the bottom right, there are two buttons: a red 'No' button and a blue 'Yes' button. A blue double-headed arrow points to the right side of the dialog box.</p>
3	<p>The system will notify the admin that the application has been accepted successfully with the following notification:</p>  <p>The screenshot shows a green notification box with a white checkmark icon on the left. The text inside the box reads 'Success Refund Approved'.</p>

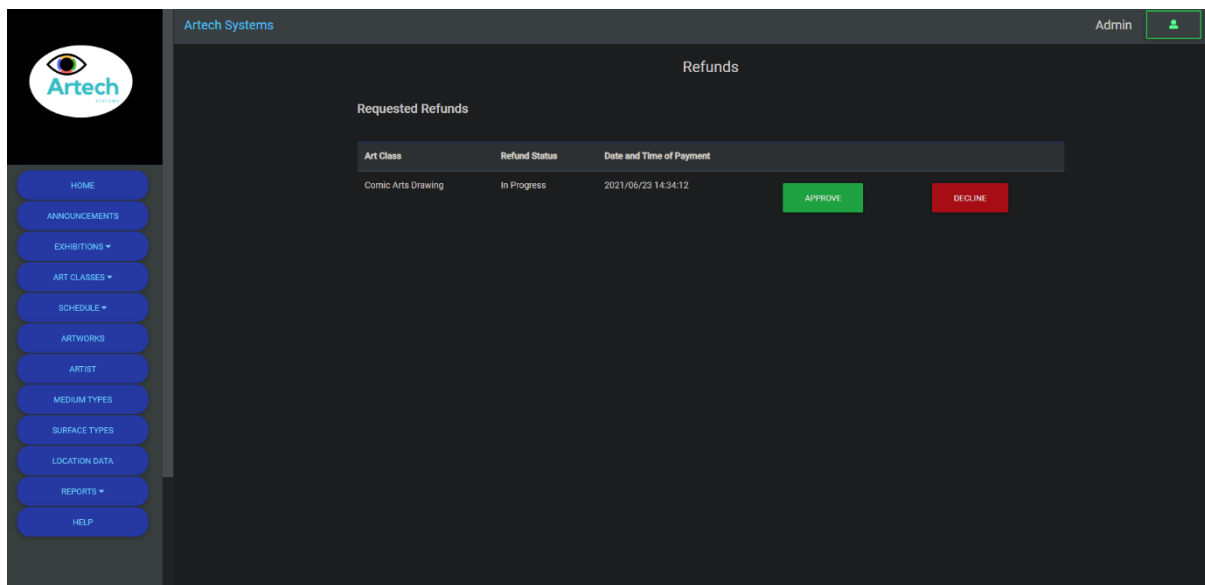
3.3.10.2 Decline Refunds

Objectives:

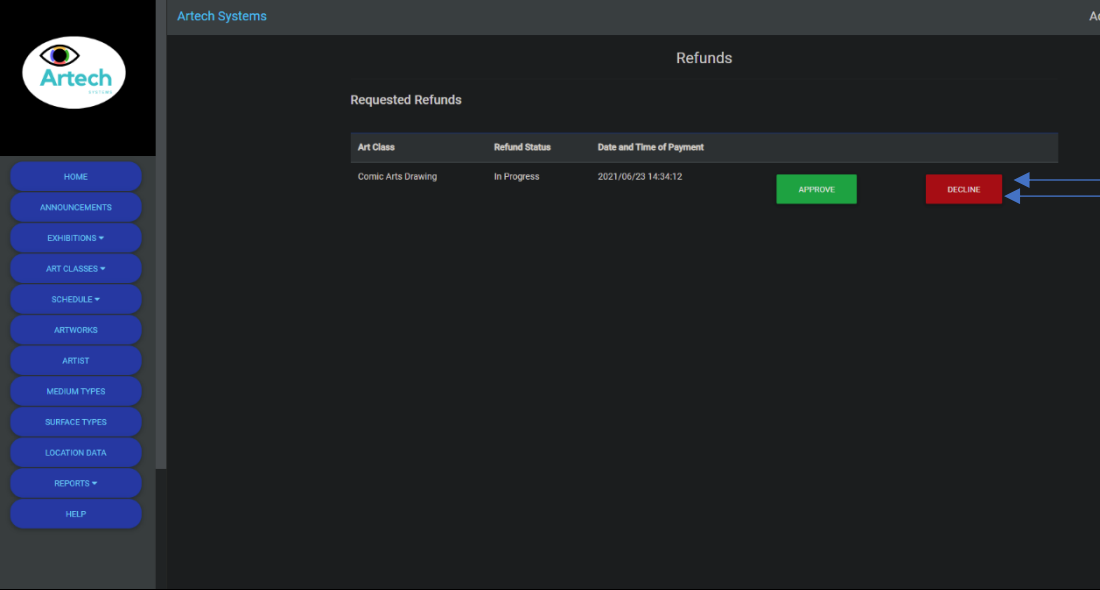
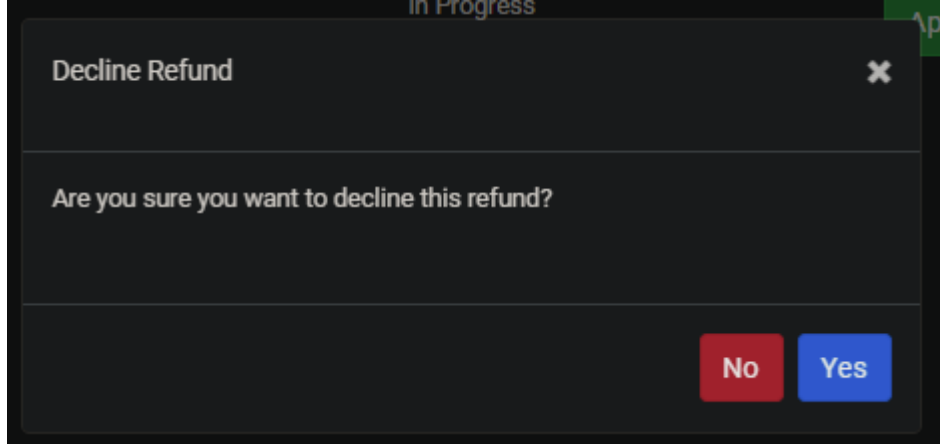
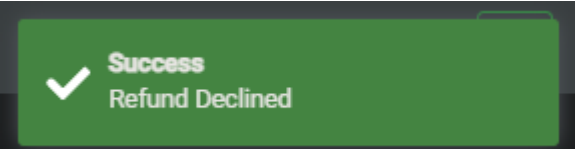
1. Ability to navigate to the “Refunds” section successfully
2. Decline Refunds successfully

No test data to be required , just decline the refunds

The Refunds page will be the first page displayed as shown below:



Exercise:

Steps	
1	<p>The Refunds page will be loaded as indicated below and the admin selects the Decline button:</p> 
2	<p>The system will load the are you sure you want to decline refund modal and the admin will select yes as indicated below:</p> 
3	<p>The system will notify the admin that the application has been declined successfully with the following notification:</p> 

3.3.11 Schedule

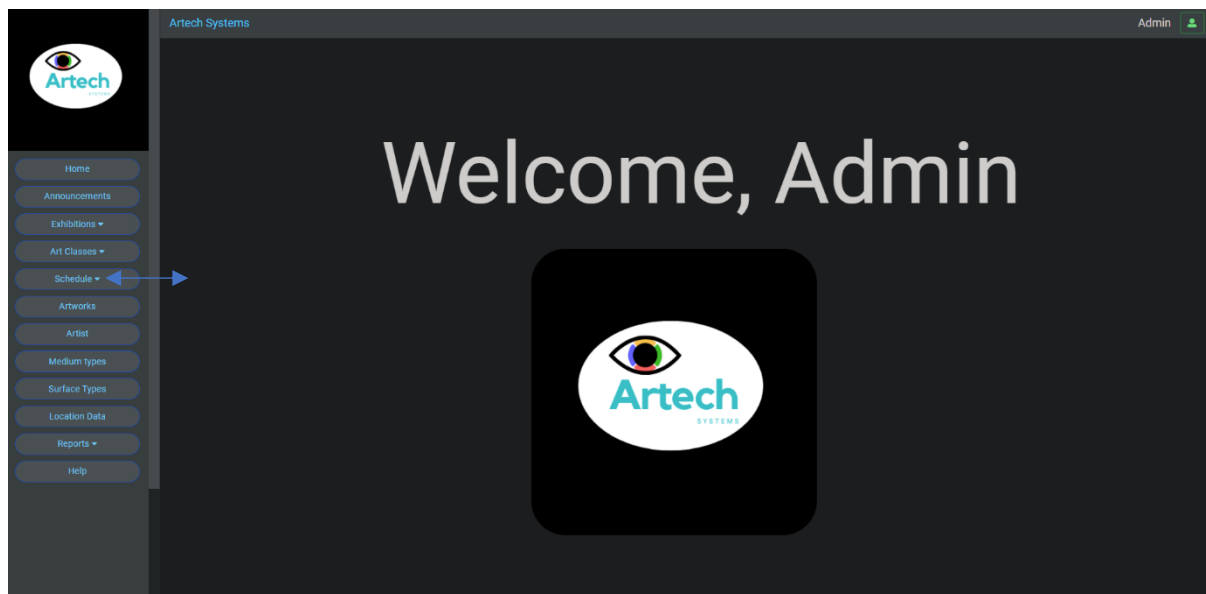
3.3.11.1 View Art Class Schedule

Objectives:

1. Ability to navigate to the Schedules section successfully
2. View the Art Class Schedule successfully

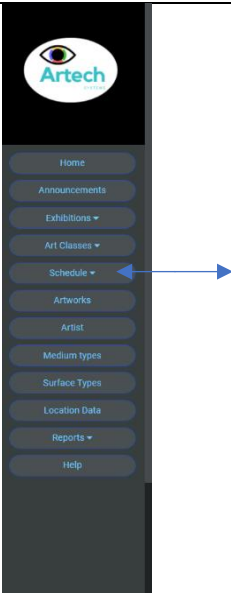
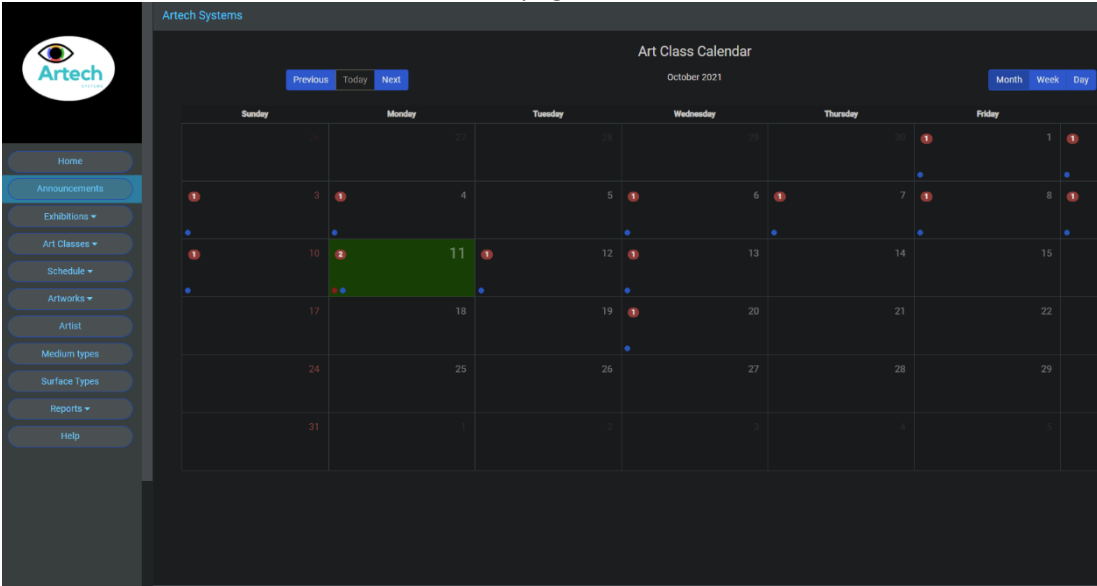
No test data to be required, just select the art class you want to view and scan and view the whole schedule calendar .

The Homepage will be the first page displayed as shown below:



Exercise:

Steps	
1	Navigate to the Schedules tab on the navigation bar. And the Art Class Schedule sub tab as follows:

		
2	The Art Class Schedule will be loaded as indicated below:	
3	<p>The art class calendar will be shown on the page as follows:</p> 	
4	The admin can scan through and view the calendar and all the art classes scheduled for the particular month .	

3.3.11.2 Exhibition Schedule

Objectives:

1. Ability to navigate to the Schedules section successfully
2. View the Exhibitions Class Schedule successfully

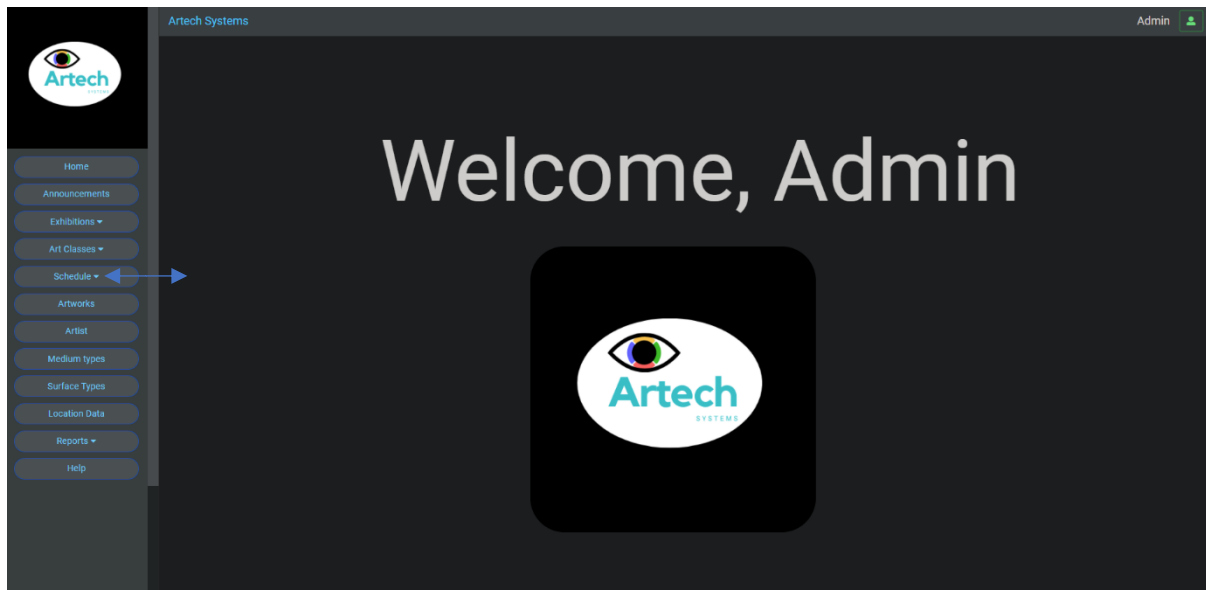


GROUP 23 DELIVERABLE 09



No test data to be required, just select the exhibitions to view from the calendar that you want to view.

The Homepage will be the first page displayed as shown below:



Exercise:

Steps	
1	Navigate to the Schedules tab on the navigation bar. And the Exhibition Schedule sub tab as follows:

		
2	The Exhibition Schedule will be loaded as indicated below:	
3	<p>The exhibition calendar schedule will be shown on the page as follows:</p> 	
4	The admin can scan through and view the calendar and all the exhibitions scheduled for the particular month .	


3.3.12 Artwork

3.3.12.1 Add Artwork

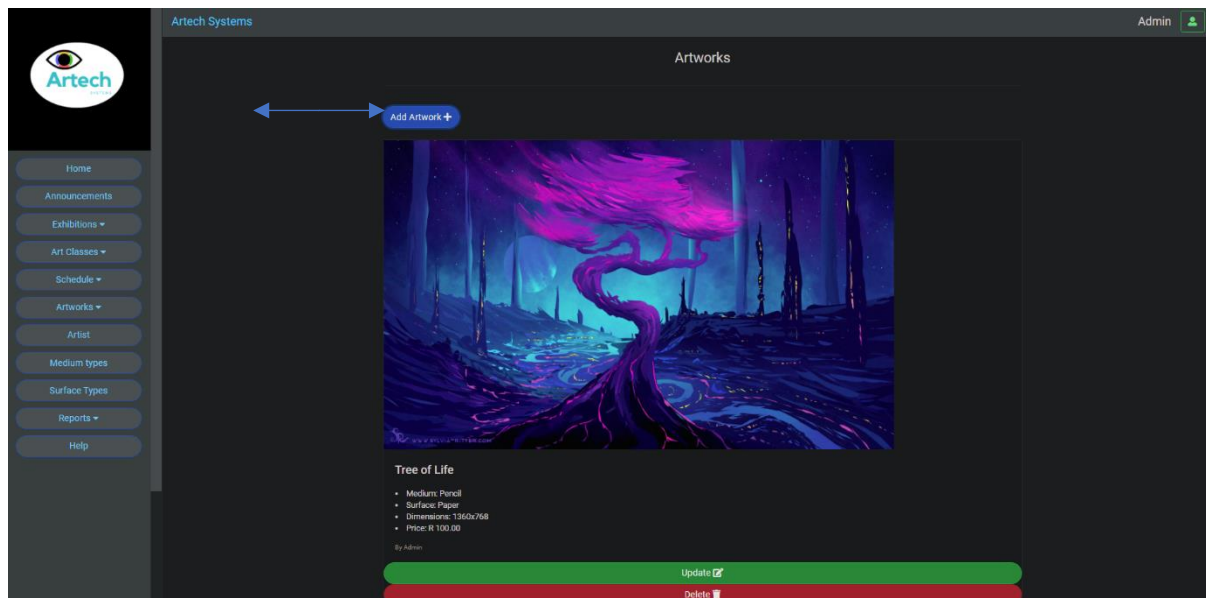
Objectives:

1. Ability to navigate to the Add Artwork modal successfully.
2. Add Artwork successfully.

Test Data required to complete this exercise:

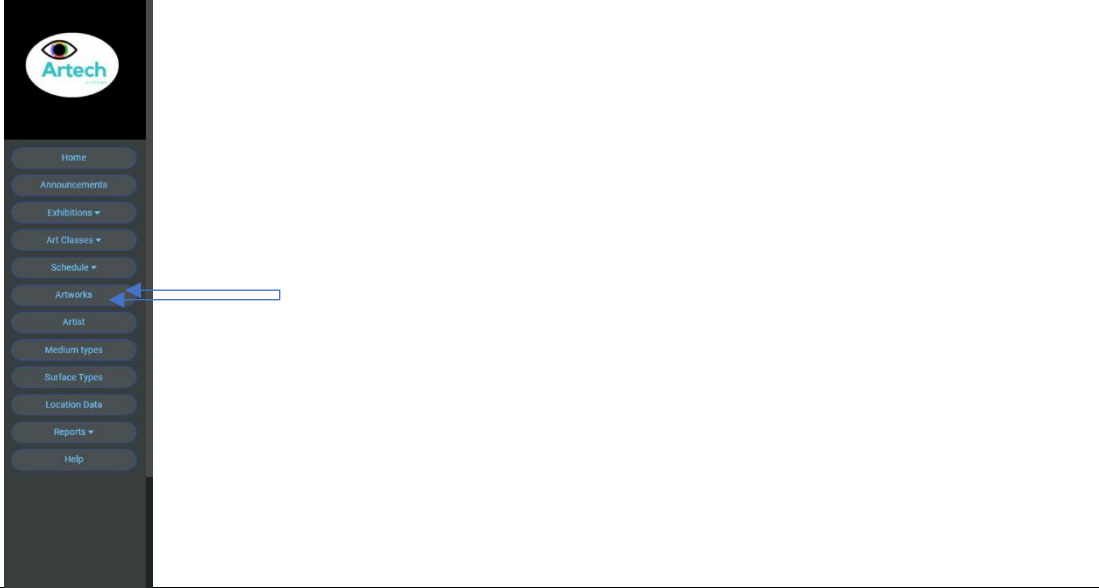
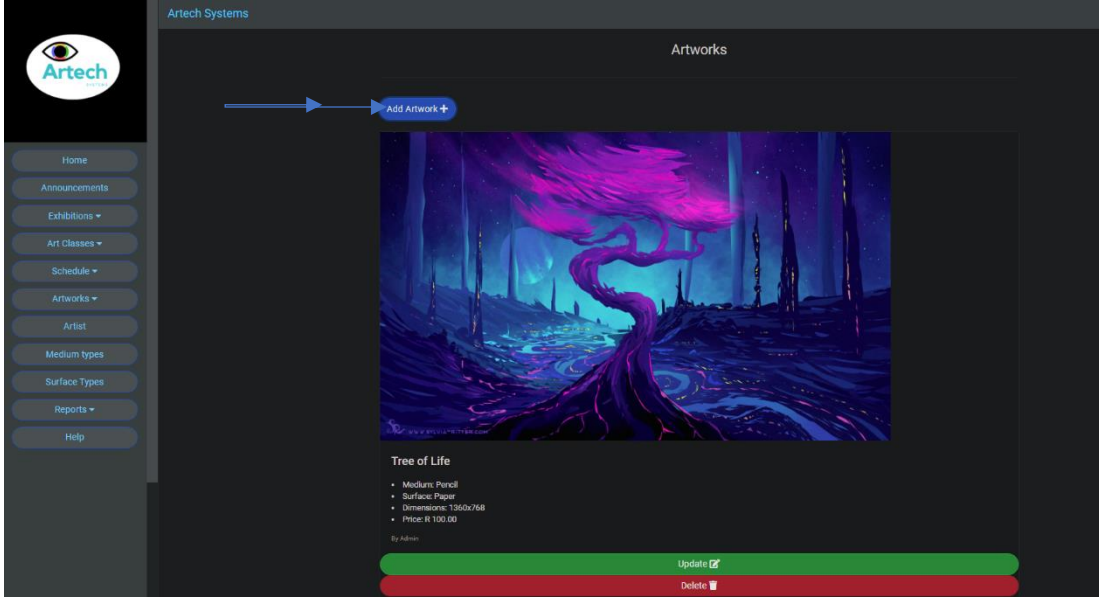
Element Description	Test Data to be inserted
Title	Lies
Medium	Oil Painting
Surface Type	Chalk
Medium Type	Paper
Dimensions	300x908
Price	300
Add Artwork Image	

The **Add Artwork** button on the art class page will be displayed as follows:

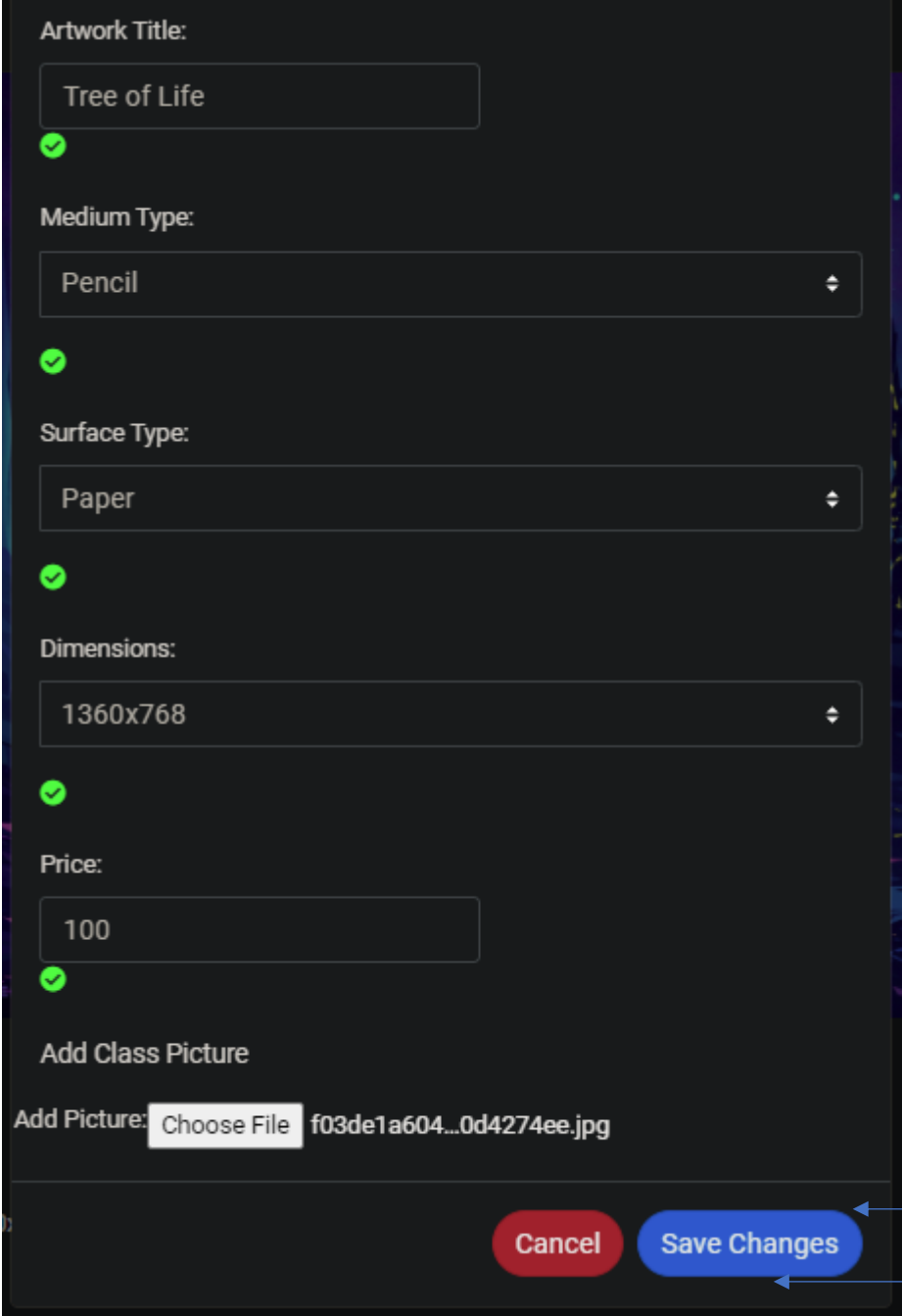
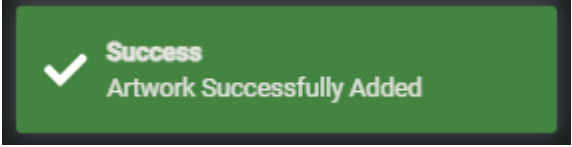


Exercise:

Step s	
1	Navigate to the Artwork tab on the navigation bar.

	
<p>2</p>	<p>On the Artwork screen, the Add Artwork button will be on the screen , the admin must select the button as follows:</p> 
<p>3</p>	<p>This will open the Add Artwork modal and all the required input fields must be filled in as follows:</p>

	<div> <div> Add Artwork ✕ </div> <div> Artwork Title: <div>Tree of Life</div> <div>✓</div> </div> <div> Medium Type: <div>Pencil</div> <div>✓</div> </div> <div> Surface Type: <div>Paper</div> <div>✓</div> </div> <div> Dimensions: <div>1360x768</div> <div>✓</div> </div> <div> Price: <div>100</div> <div>✓</div> </div> <div> Add Class Picture </div> <div> Add Picture: <div>Choose File</div> <div>f03de1a604...0d4274ee.jpg</div> </div> <div> <div>Cancel</div> <div>Save Changes</div> </div> </div>
4	Select the Save Changes button to save all the information inputted.


	
5	<p>The Artwork would have been added successfully and a success notification will appear on the right hand corner as follows:</p> 

3.3.12.2 Update Artwork

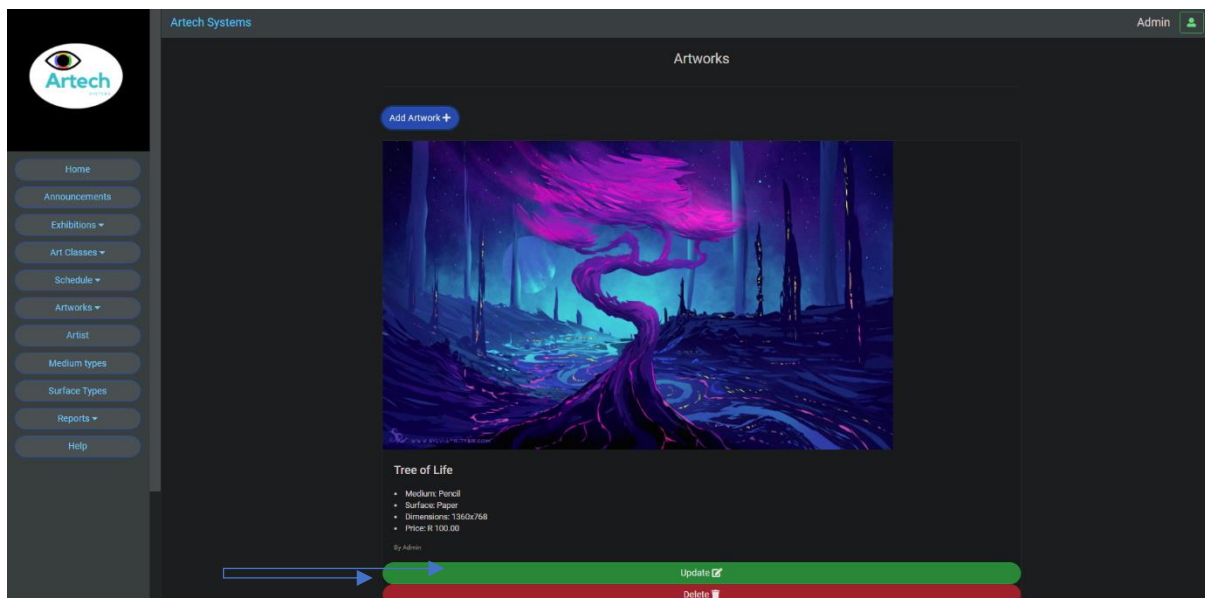
Objectives:

1. Ability to navigate to the update an existing artwork screen successfully.
2. Update existing artwork successfully.

Test Data required to complete this exercise:

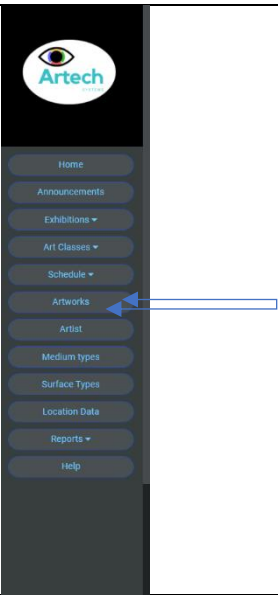
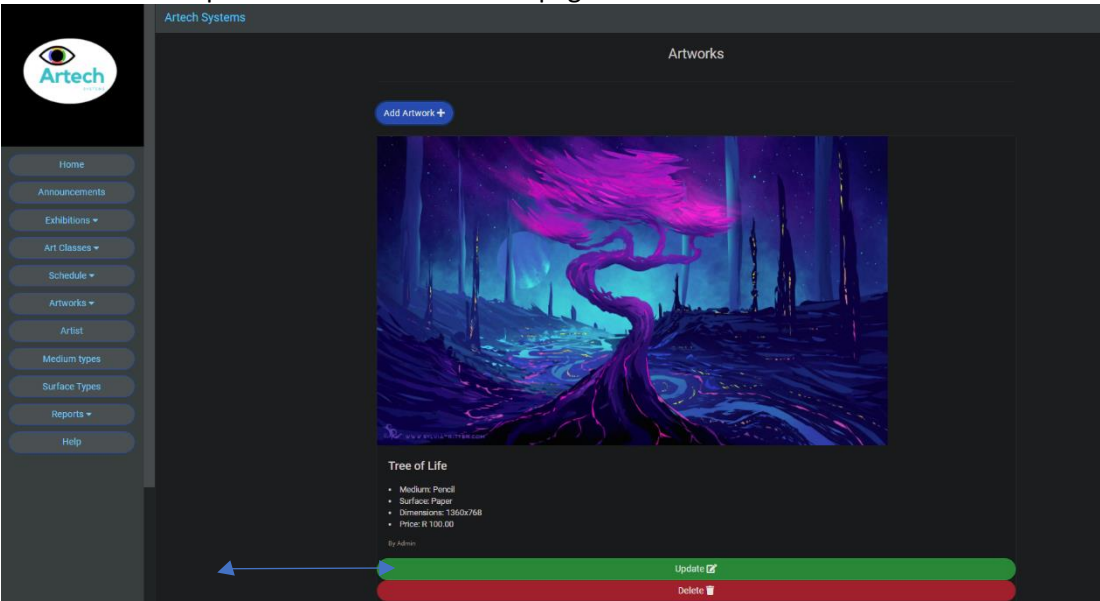
Element Description	Test Data to be inserted
Title	Lies
Medium	Oil Painting
Surface Type	Chalk
Medium Type	Paper
Dimensions	300x908
Price	300
Add Artwork Image	

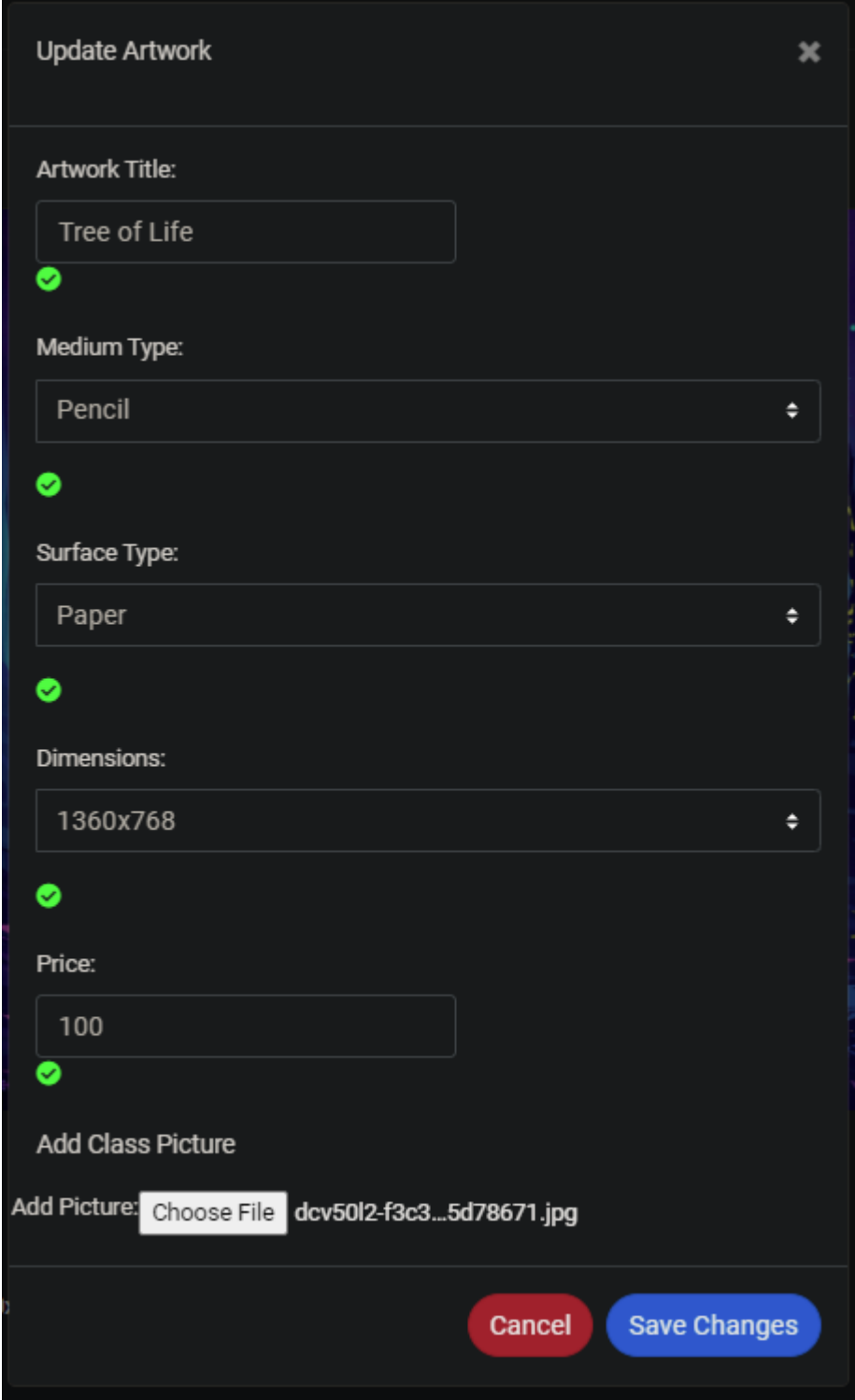
The **Update** button on the Artwork page will be displayed as follows:

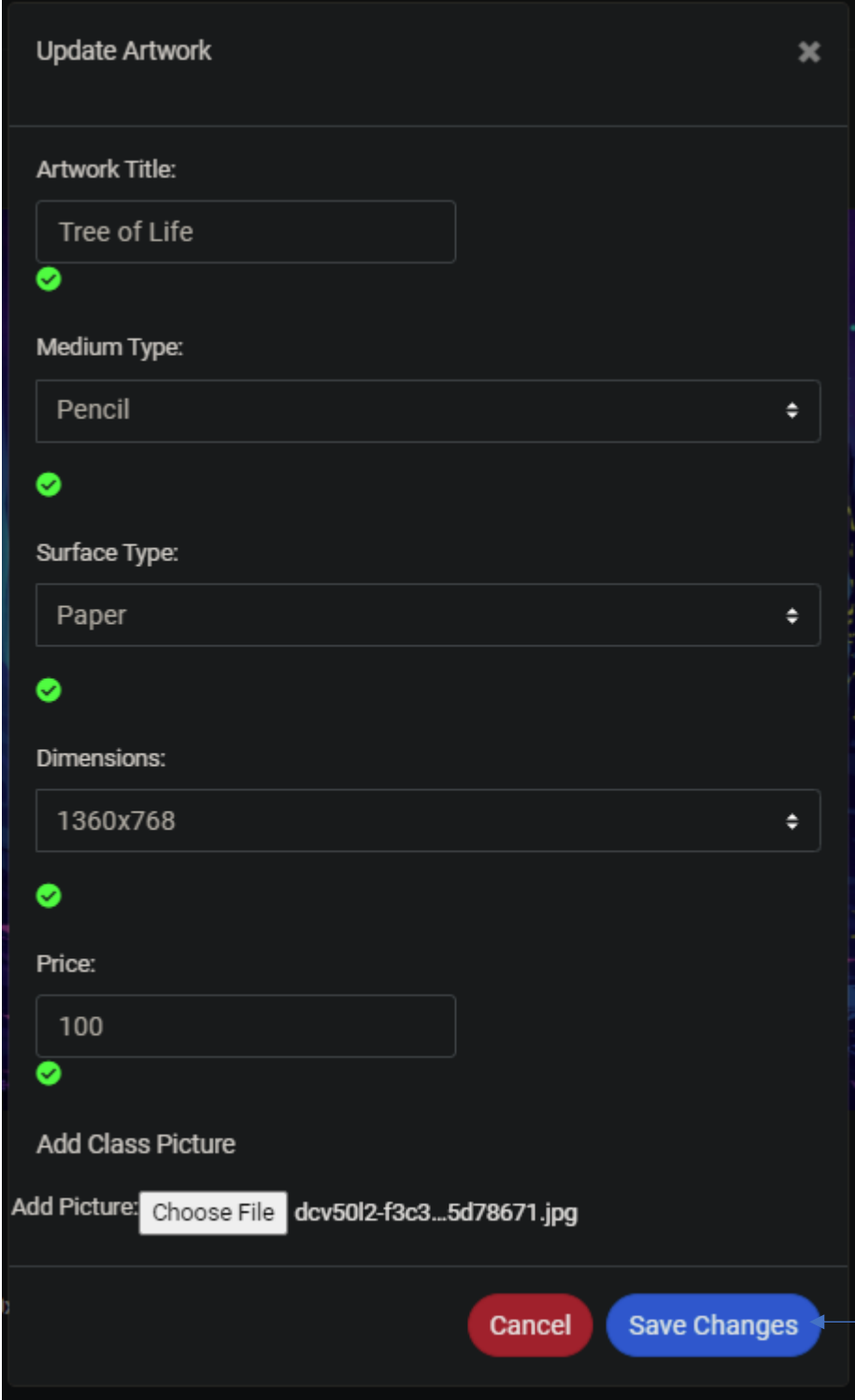


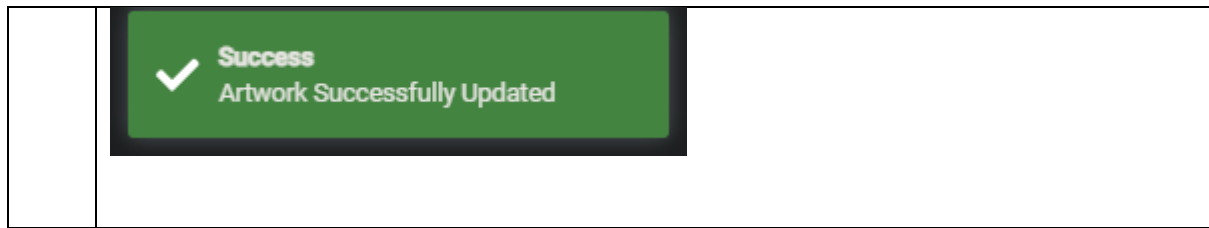
Exercise:

Step	
1	Navigate to the Art Work tab on the navigation bar.

	
2	<p>On artwork the update button will be on the page as follows:</p> 
3	<p>This will open the update artwork modal , with all the input fields that need to be filled in as follows:</p>

	
4	After filling in details, select the “Save Changes “ button to save changes as follows:

	
5	The system will display a modal to confirm editing of an artwork as follows and the user must select confirm by selecting confirm.
6	The system will display a successfully edited artwork notification to show the success in editing the teacher.



3.3.12.3 Delete Artwork

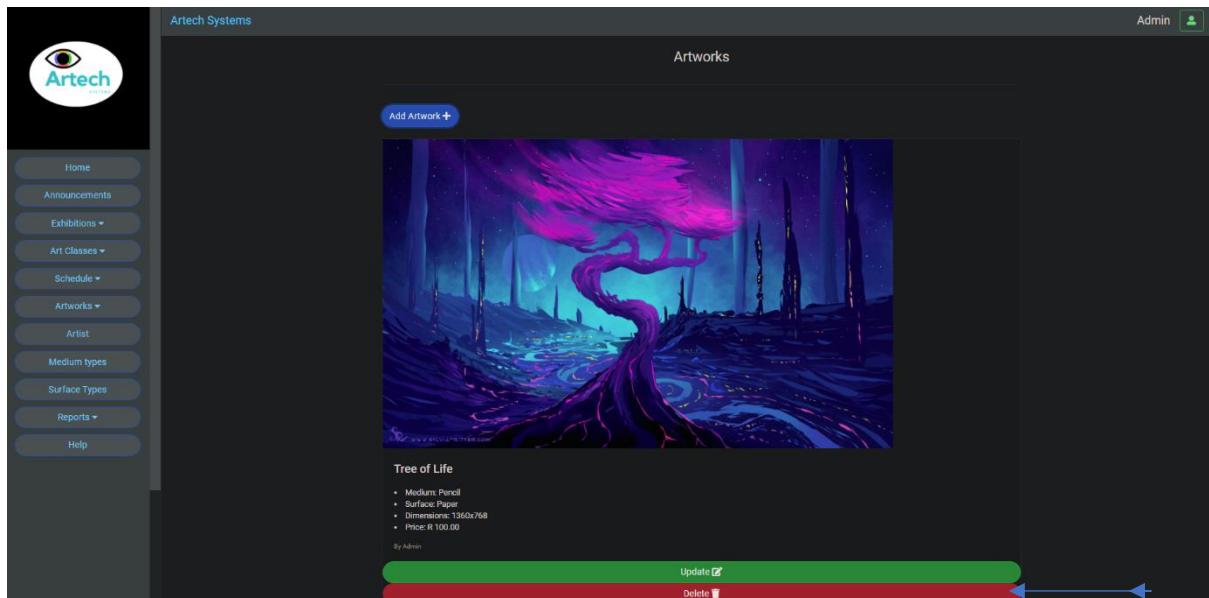
Objectives:

1. Ability to navigate to the Artwork dropdown successfully
2. Delete selected Artwork successfully

Test Data required to complete this exercise:

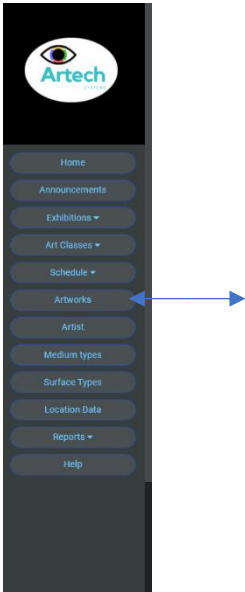
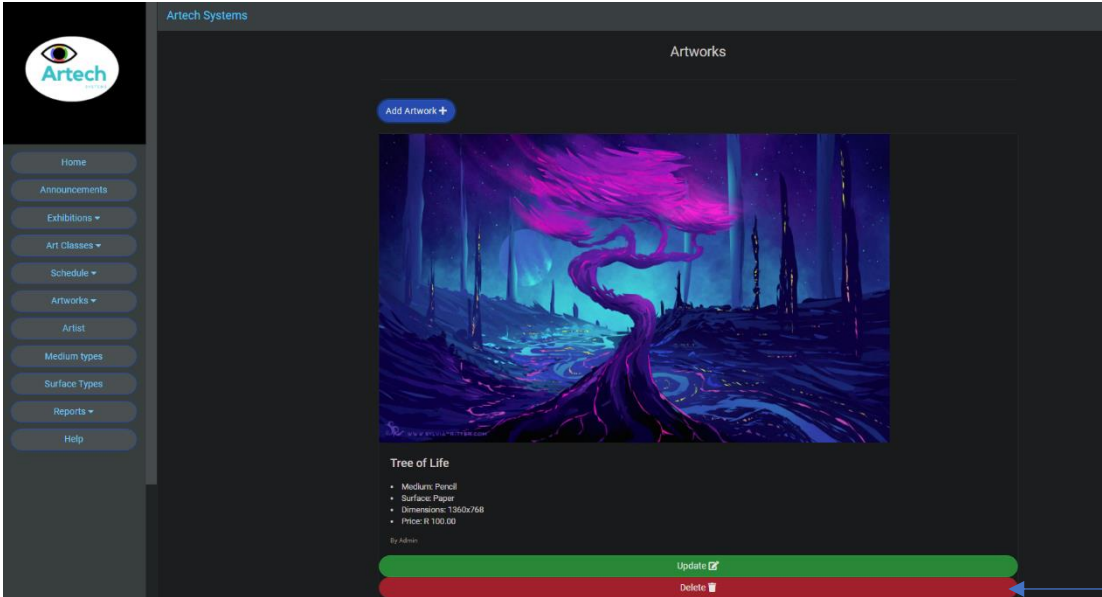
No test data to be entered, select any Artwork you would like to delete.

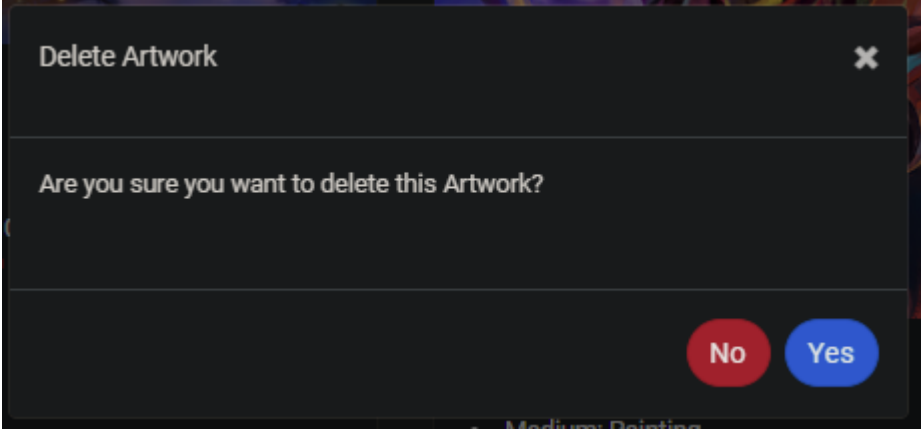
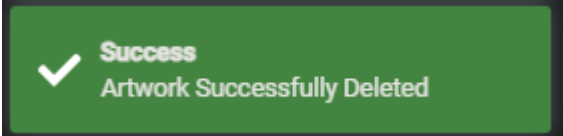
The Artwork will be the first page displayed as shown below:



Exercise:

Step s	
1	Navigate to the Artwork tab on the navigation bar.

	
2	<p>This will open the Artwork screen where the admin must navigate to the delete button and select it as indicated below:</p> 
4	<p>The system will prompt user to confirm the deletion of artwork by presenting the modal like this: The user must select yes.</p>

	
5	<p>The system will display a successfully deleted notification as follows :</p> 

3.3.13 Artists

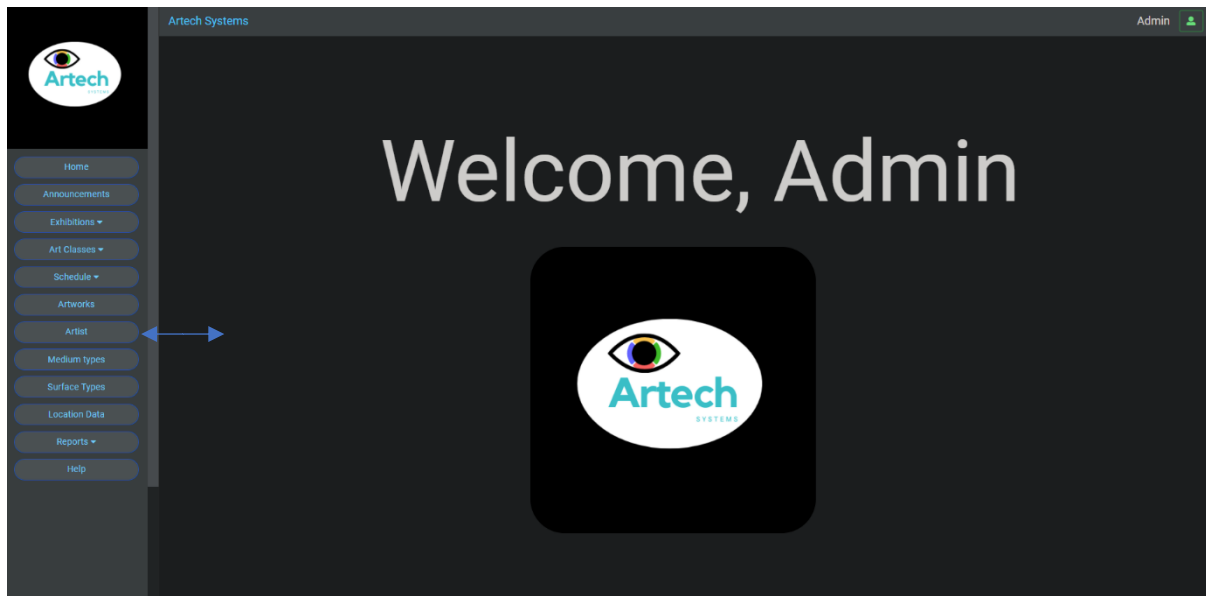
3.3.13.1 View Artists

Objectives:

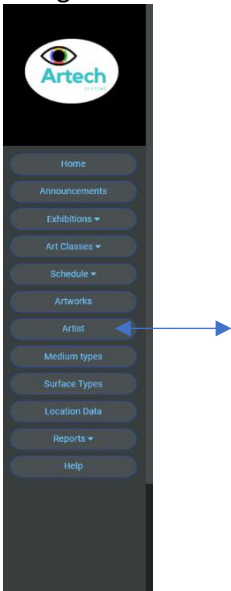
1. Ability to navigate to the Artist section successfully
2. View the Artists successfully

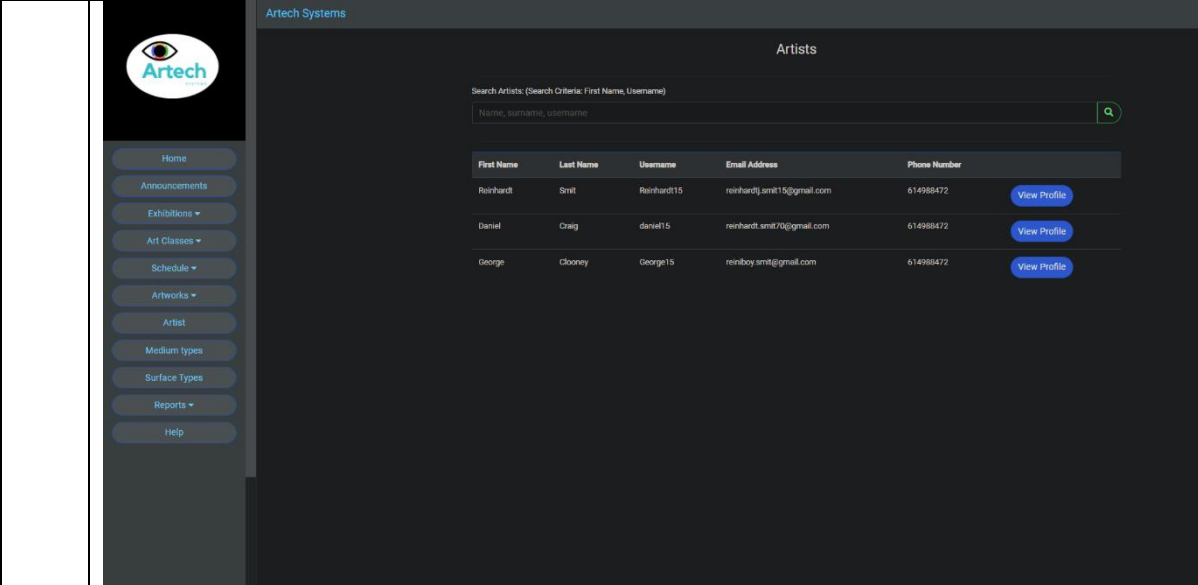
No test data to be required, just select the art class you want to view and scan and view all the artists

The Homepage will be the first page displayed as shown below:



Exercise:

Steps	
1	<p>Navigate to the Artist tab on the navigation bar.</p> 
2	<p>The Artists will be loaded as indicated below:</p>



Artech Systems

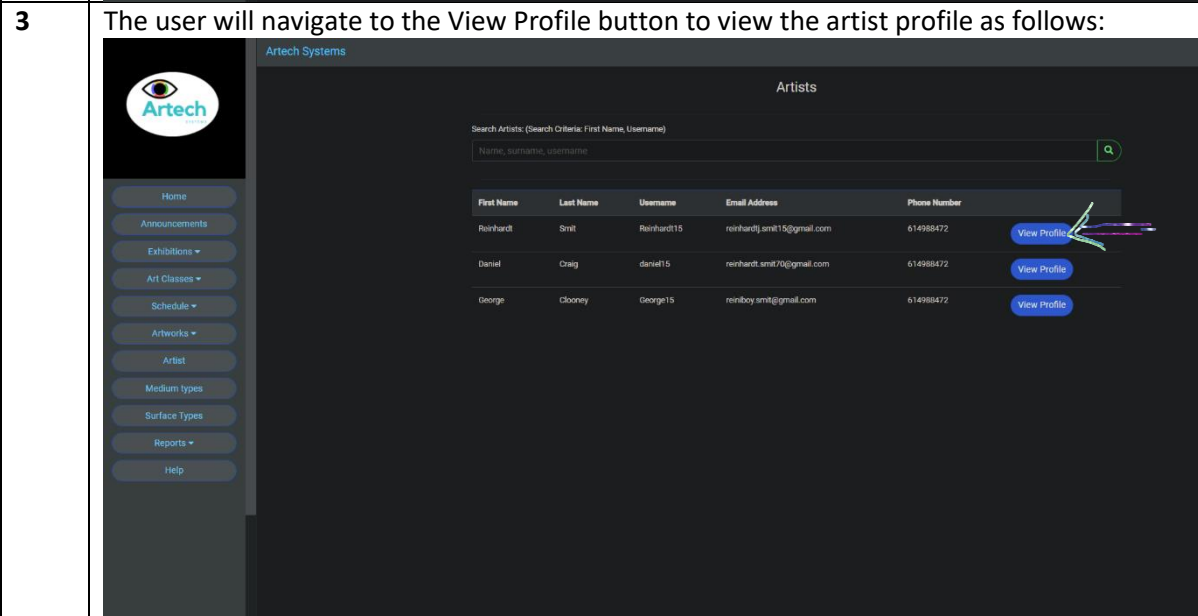
Artists

Search Artists: (Search Criteria: First Name, Username)

Name, surname, username

First Name	Last Name	Username	Email Address	Phone Number	
Reinhardt	Smit	Reinhardt15	reinhardt.smit15@gmail.com	614988472	View Profile
Daniel	Craig	daniel15	reinhardt.smit70@gmail.com	614988472	View Profile
George	Clooney	George15	reinboy.smit@gmail.com	614988472	View Profile

3 The user will navigate to the View Profile button to view the artist profile as follows:



Artech Systems

Artists

Search Artists: (Search Criteria: First Name, Username)

Name, surname, username

First Name	Last Name	Username	Email Address	Phone Number	
Reinhardt	Smit	Reinhardt15	reinhardt.smit15@gmail.com	614988472	View Profile
Daniel	Craig	daniel15	reinhardt.smit70@gmail.com	614988472	View Profile
George	Clooney	George15	reinboy.smit@gmail.com	614988472	View Profile

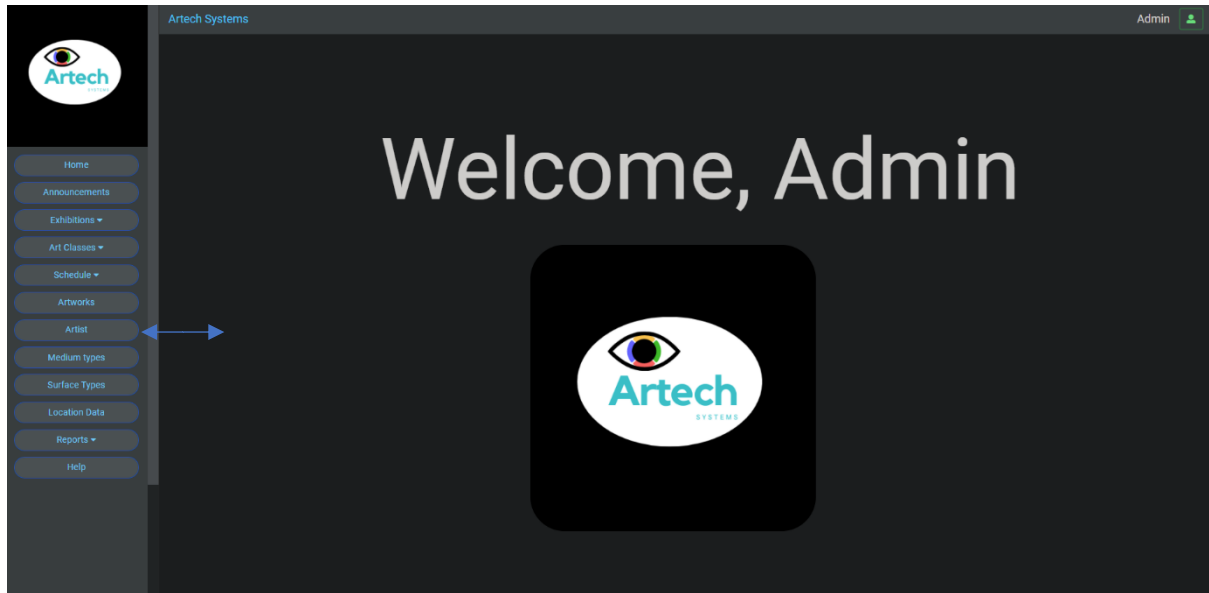
3.3.13.2 View Artist Profile

Objectives:

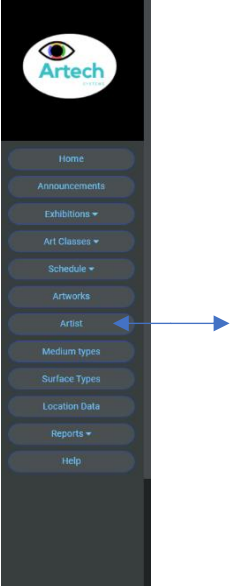
1. Ability to navigate to the Artist section successfully
2. View the Artists Profile successfully

No test data to be required, just select the art class you want to view and scan and view all the artists

The Homepage will be the first page displayed as shown below:



Exercise:

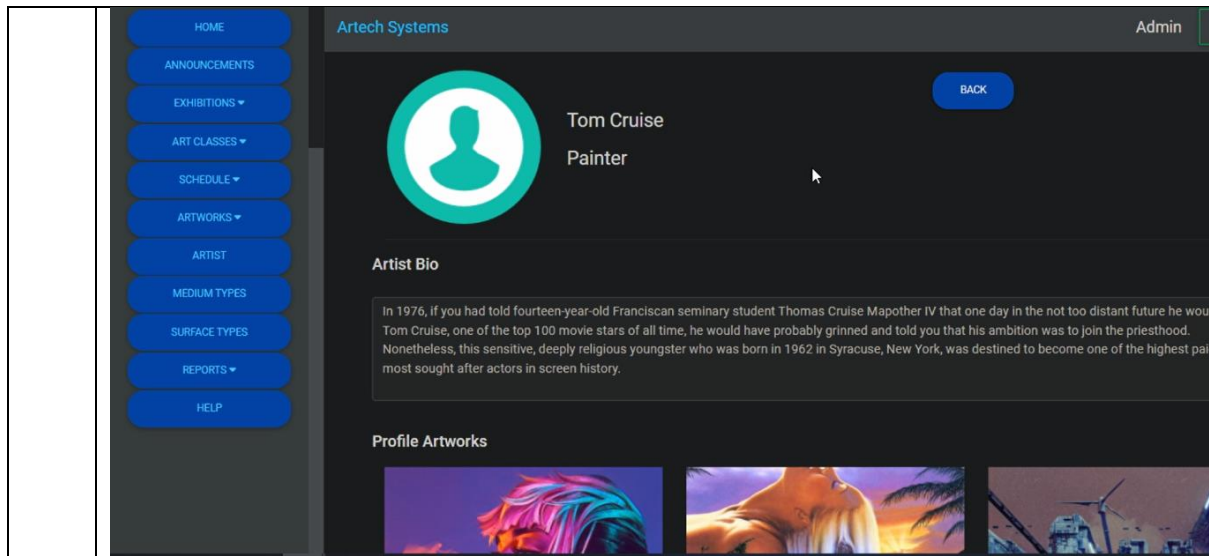
Steps	
1	<p>Navigate to the Artist tab on the navigation bar.</p> 
2	<p>The Artists will be loaded as indicated below:</p>

First Name	Last Name	Username	Email Address	Phone Number	
Reinhardt	Smit	Reinhardt15	reinhardt.smit15@gmail.com	614988472	View Profile
Daniel	Craig	daniel15	reinhardt.smit70@gmail.com	614988472	View Profile
George	Clooney	George15	reinboy.smit@gmail.com	614988472	View Profile

3 The user will navigate to the View Profile button to view the artist profile as follows:

First Name	Last Name	Username	Email Address	Phone Number	
Reinhardt	Smit	Reinhardt15	reinhardt.smit15@gmail.com	614988472	View Profile
Daniel	Craig	daniel15	reinhardt.smit70@gmail.com	614988472	View Profile
George	Clooney	George15	reinboy.smit@gmail.com	614988472	View Profile

4 This will open the Artist Profile screen where the admin can view and navigate as follows:



3.3.13.3 Search Artist

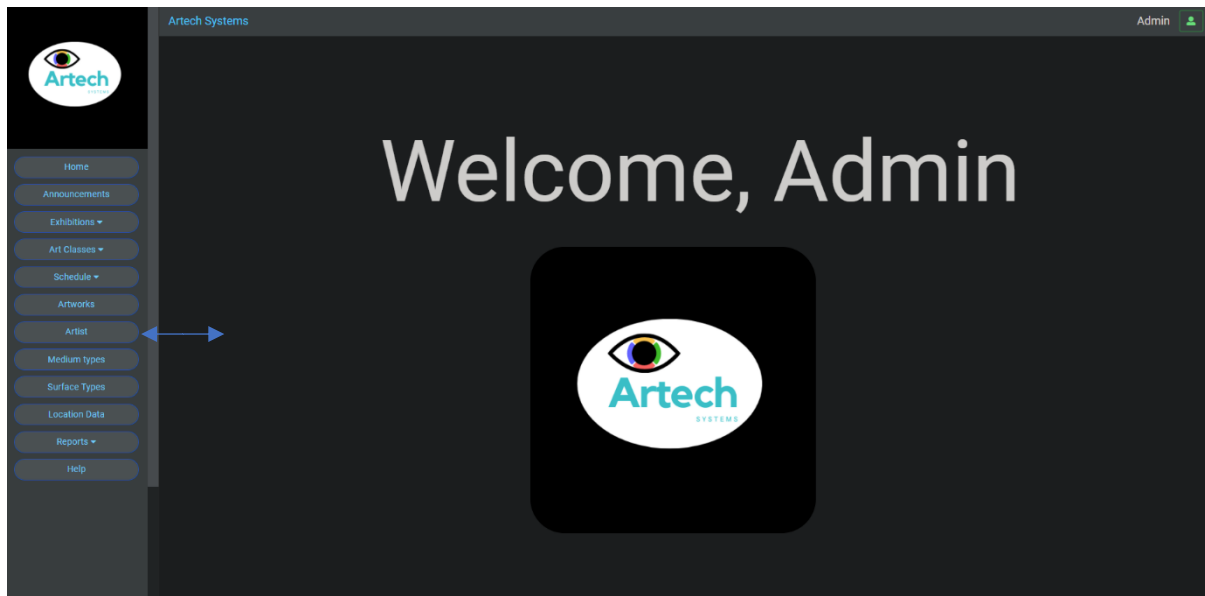
Objectives:

- 1.Ability to navigate to the Artist section successfully
- 2.Search specific artist successfully.

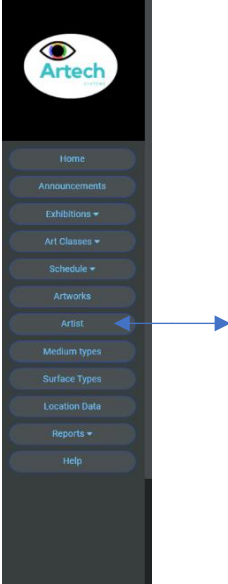
Test Data required to complete this exercise:

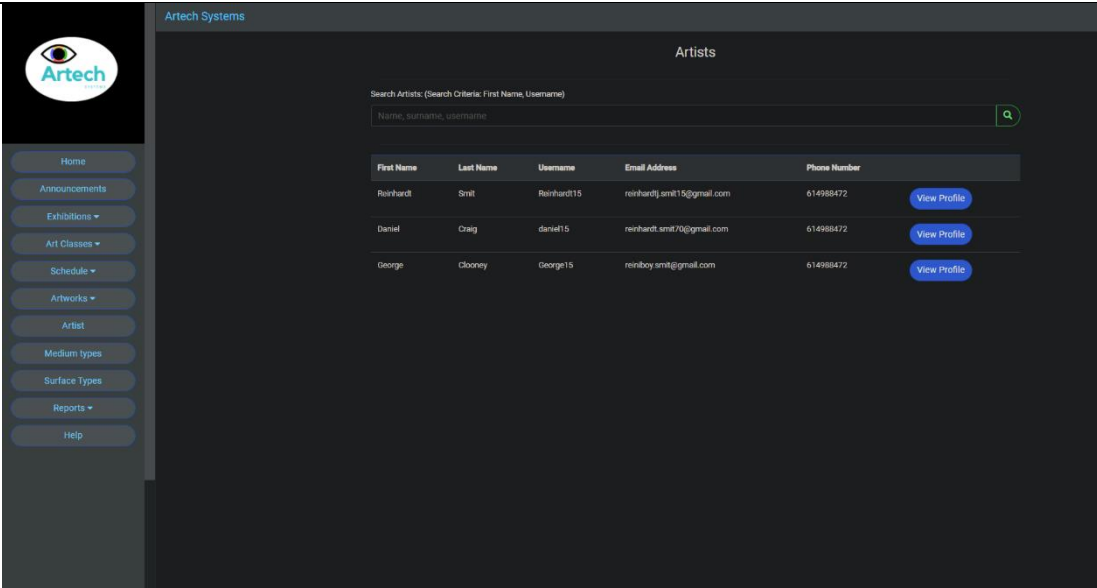
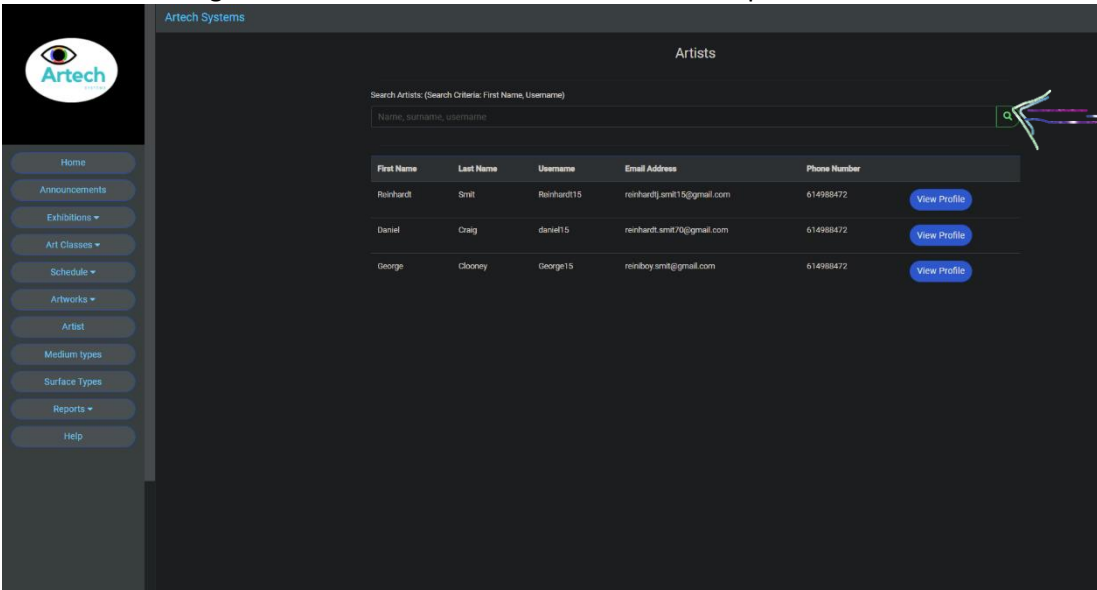
No test data is required, enter whatever keyword you desire to search.

The Homepage will be the first page displayed as shown below:



Exercise:

Steps	
1	<p>Navigate to the Artist tab on the navigation bar.</p> 
2	<p>The Artists will be loaded as indicated below:</p>

	
3	<p>The user will navigate to the Search Tab to search for an artist profile as follows:</p> 
4	<p>The system will retrieve the searched item according to the search criteria.</p>

3.3.14 Surface Type

The Surface Type Screen allows to Add or Delete Surface Types.

3.3.14.1 Add Surface Type

Objectives:

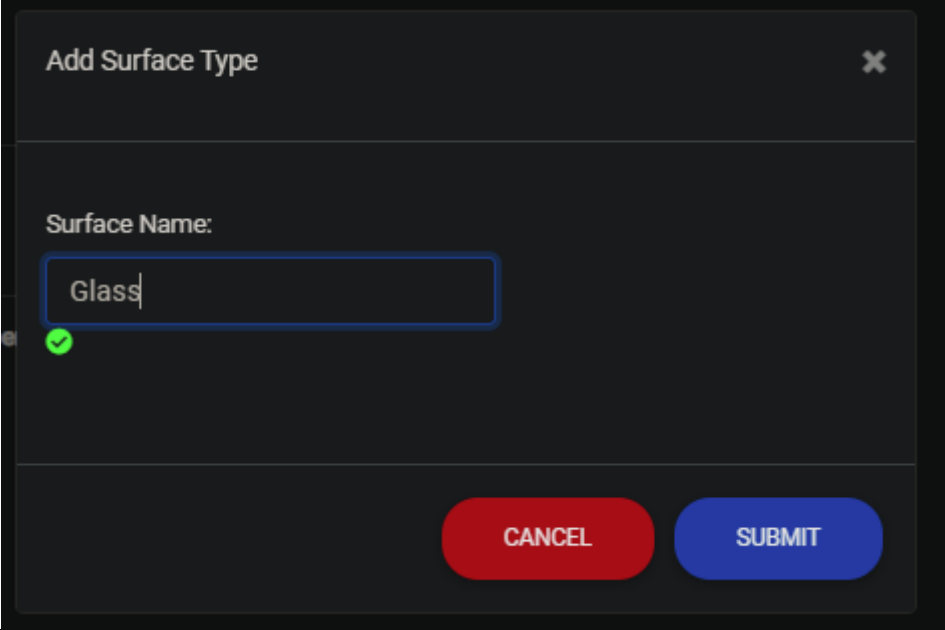
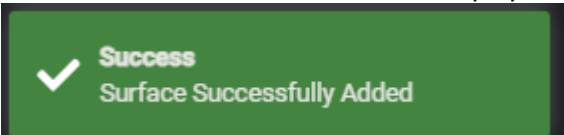
1. Navigate to Surface type
2. Add Surface Type

Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Surface Name	Glass

Exercise:

Step s	
1	<p>Navigate to the “Surface Types” tab on the Navigation Bar</p> 
2	<p>Click on the “Add Surface Type+” button on the Surface Types screen</p> 
3	<p>Enter Surface type name and click on “Submit”</p>

	
4	<p>A "Success" notification will then be displayed.</p> 

3.3.14.2 Delete Surface Type

Objectives:

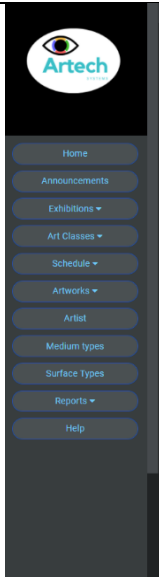
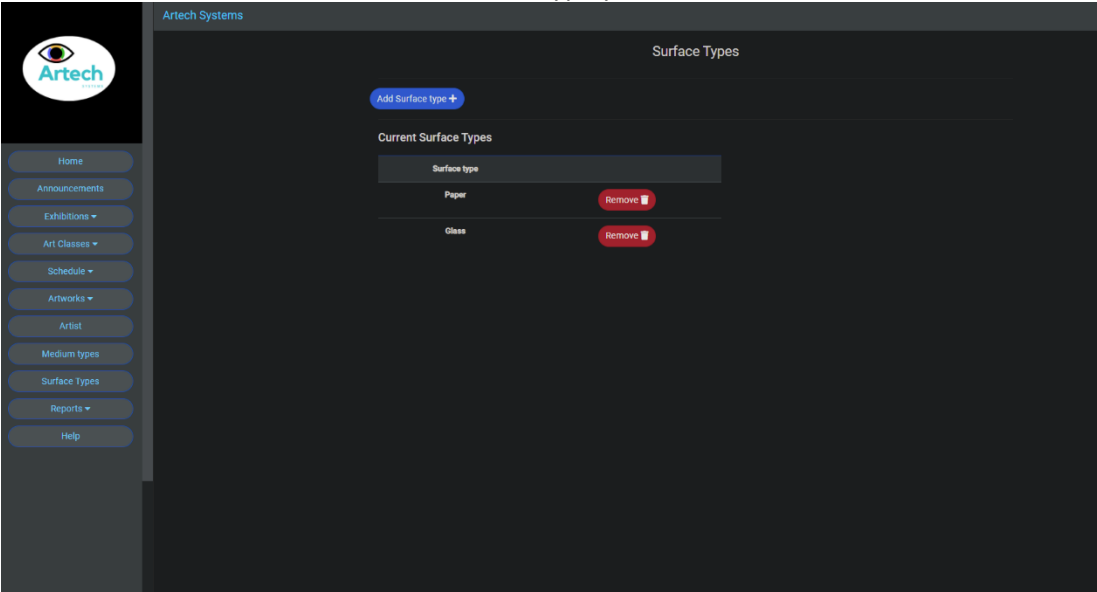
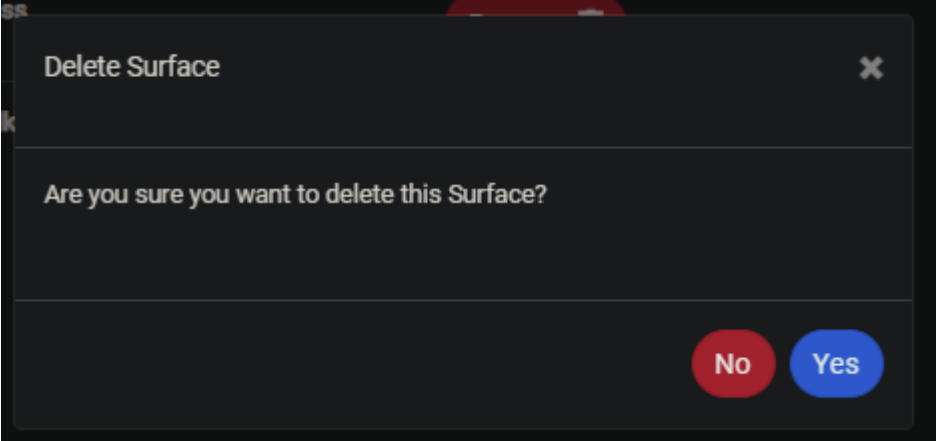
1. Navigate to Surface type
2. Delete Surface Type

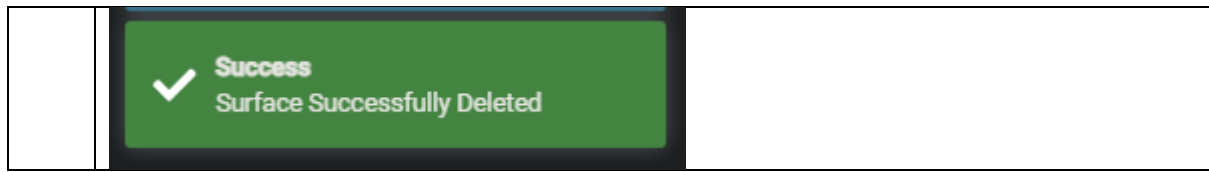
Test data Required to complete this exercise:

None

Exercise:

Step s	
1	Navigate to the "Surface Types" tab on the Navigation Bar

	
2	<p>Click on the “Remove” button of the Surface Type you want to remove</p> 
3	<p>Click on the “Yes” button</p> 
4	<p>A “Success” notification will then be displayed.</p>



3.3.15 Medium Type

The Medium Type Screen allows to Add or Delete Medium Types.

3.3.15.1 Add Medium Type

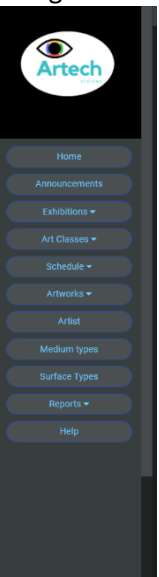
Objectives:

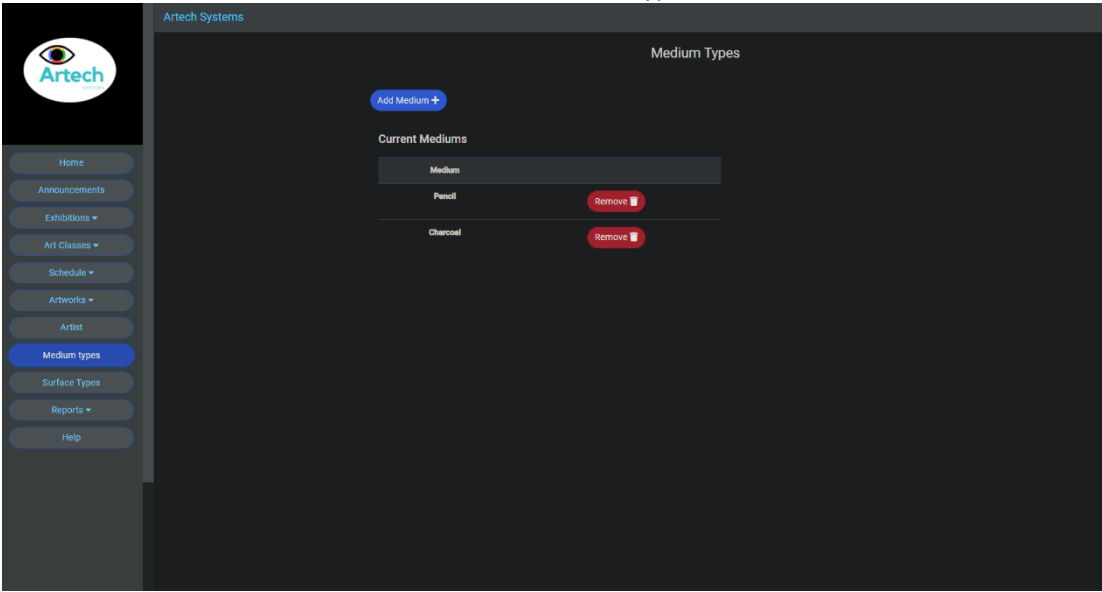
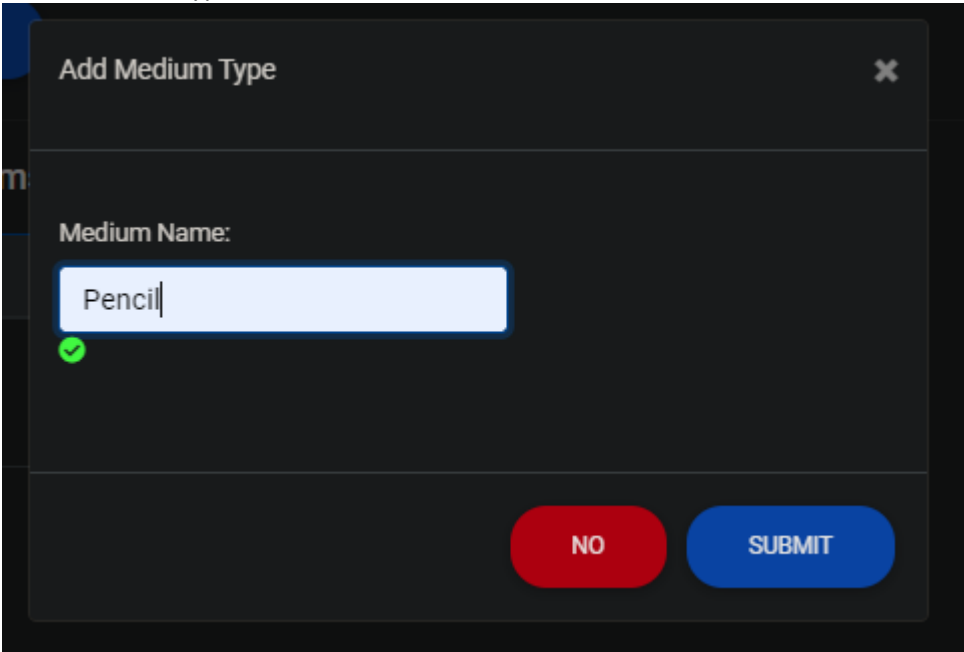
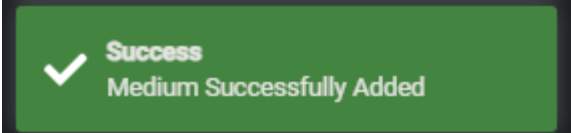
1. Navigate to Medium type
2. Add Medium Type

Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Medium Name	Pencil

Exercise:

Steps	
1	<p>Navigate to the “Medium Types” tab on the Navigation Bar</p> 

2	<p>Click on the “Add Medium+” button on the Medium Types screen</p> 
3	<p>Enter Medium type name and click on “Submit”</p> 
4	<p>A “Success” notification will then be displayed.</p> 

3.3.15.2 Delete Medium Type

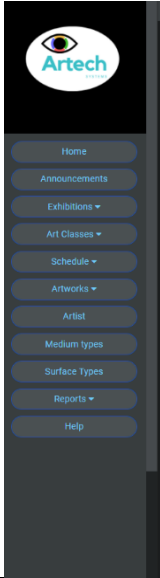
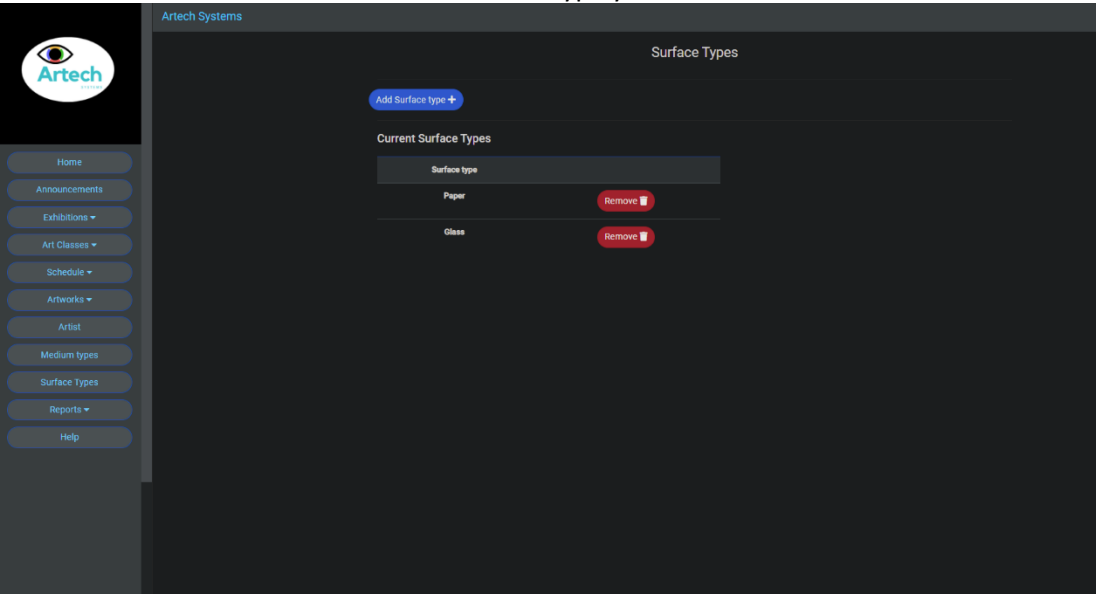
Objectives:

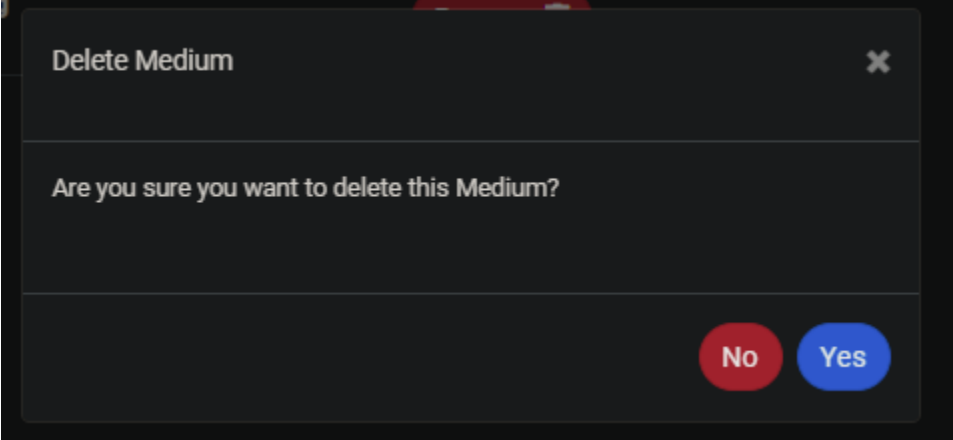
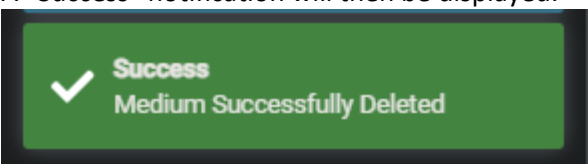
1. Navigate to Medium type
2. Delete Surface Type

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	<p>Navigate to the “Medium Types” tab on the Navigation Bar</p> 
2	<p>Click on the “Remove” button of the Medium Type you want to remove</p> 
3	<p>Click on the “Yes” button</p>

		
4	<p>A "Success" notification will then be displayed.</p> 	

3.3.16 Reports

The reports of the Artech system extract data from the database. The admin / curator uses these reports to organize the data, manage and distribute the reports in order to help make decisions and better-informed decision. The admin will navigate to the navigation part, right to the reports tab. When they hover over it, it will show sub tabs of the different reports of the system.

3.3.16.1 Print New User Report

Objectives:

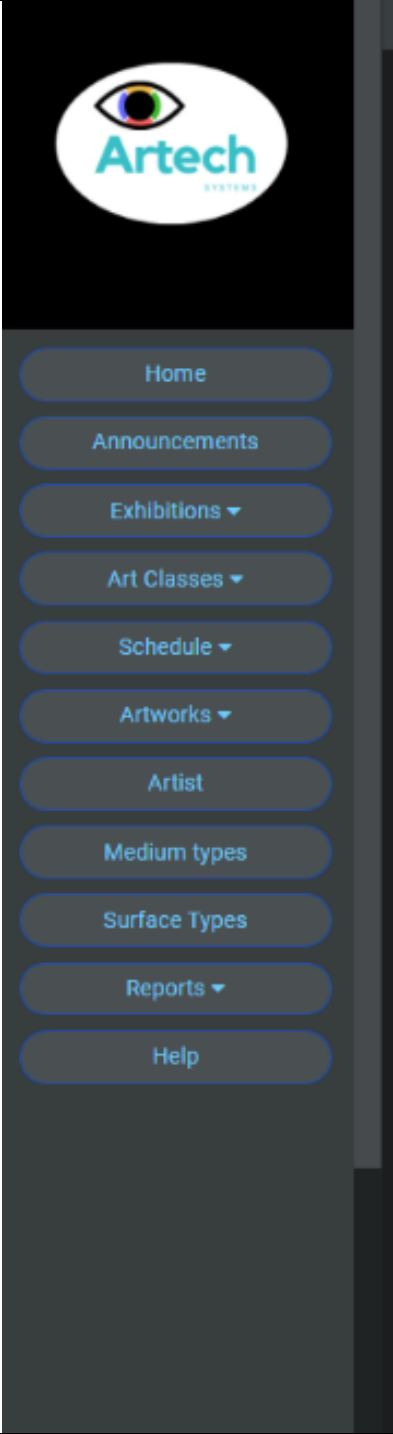
1. Navigate to Reports
2. Generate New user report
3. Print Report

Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Start Date	2021/09/09
End Date	2021/09/20

Exercise:


Steps	
1	Navigate to the "Reports" tab on the Navigation Bar

	
2	Click on the “New user Report” in the tab



GROUP 23 DELIVERABLE 09






Artech Systems

- Home
- Announcements
- Exhibitions ▾
- Art Classes ▾
- Schedule ▾
- Artworks
- Artist
- Medium types
- Surface Types
- Location Data
- Timer
- Reports ▾
 - New User Report
 - Art Class Report
 - Booking Report
 - Exhibition Report
 - Feedback Report

Artech Sys

3



Artech Systems

- HOME
- ANNOUNCEMENTS
- EXHIBITIONS ▾
- ART CLASSES ▾
- SCHEDULE ▾
- ARTWORKS ▾
- ARTIST
- MEDIUM TYPES
- SURFACE TYPES
- REPORTS ▾
- HELP

Artech SystemsAdmin

New User Report

Start-Date:

End-Date:

GENERATE NEW USER REPORT

First Name	Last Name	Email	Username	User Type
Ding	Dong	abc@def.com	DingDong	Artist
Ross	Gellar	ross@g.co.za	Ross	Artist
Chandler	Bing	bing@gmail.com	Bing	User

EXPORTPRINT



GROUP 23 DELIVERABLE 09



4	Click on the “Print” button to Print/download the report.
---	---

3.3.16.2 Print Booking Report

Objectives:

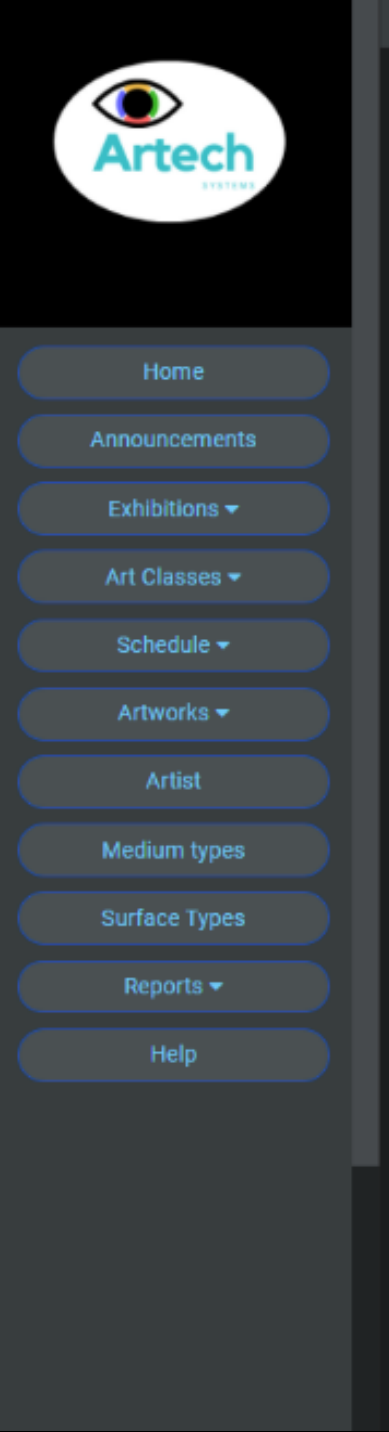
1. Navigate to Reports
2. Generate booking report
3. Print Report


Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Select Month	All Year

Exercise:

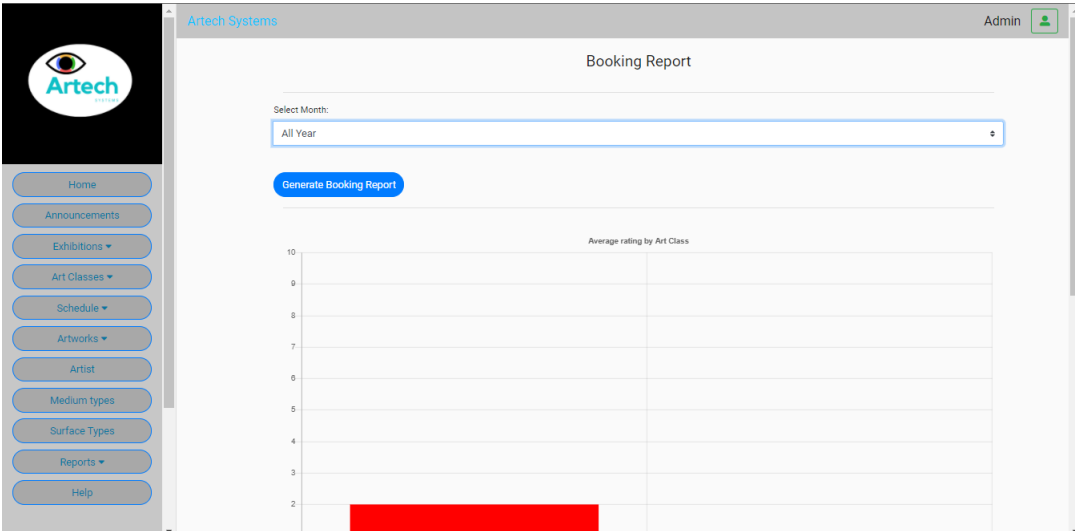
Steps	
1	Navigate to the “Reports” tab on the Navigation Bar

	
2	Click on the "Booking Report" in the tab



- Home
- Announcements
- Exhibitions ▾
- Art Classes ▾
- Schedule ▾
- Artworks
- Artist
- Medium types
- Surface Types
- Location Data
- Timer
- Reports ▾
 - New User Report
 - Art Class Report
 - Booking Report
 - Exhibition Report
 - Feedback Report

3 Select the month you want the report for and click on the “Generate booking Report” button



Artech Systems Admin

Booking Report

Select Month:

All Year

Generate Booking Report

Average rating by Art Class

Art Class	Average Rating
Art Class 1	2.0
Art Class 2	2.0
Art Class 3	2.0
Art Class 4	2.0
Art Class 5	2.0
Art Class 6	2.0
Art Class 7	2.0
Art Class 8	2.0
Art Class 9	2.0
Art Class 10	2.0



GROUP 23 DELIVERABLE 09



4	Click on the “Print” button to Print/Download the report

3.3.16.3 Art Class Report

Objectives:

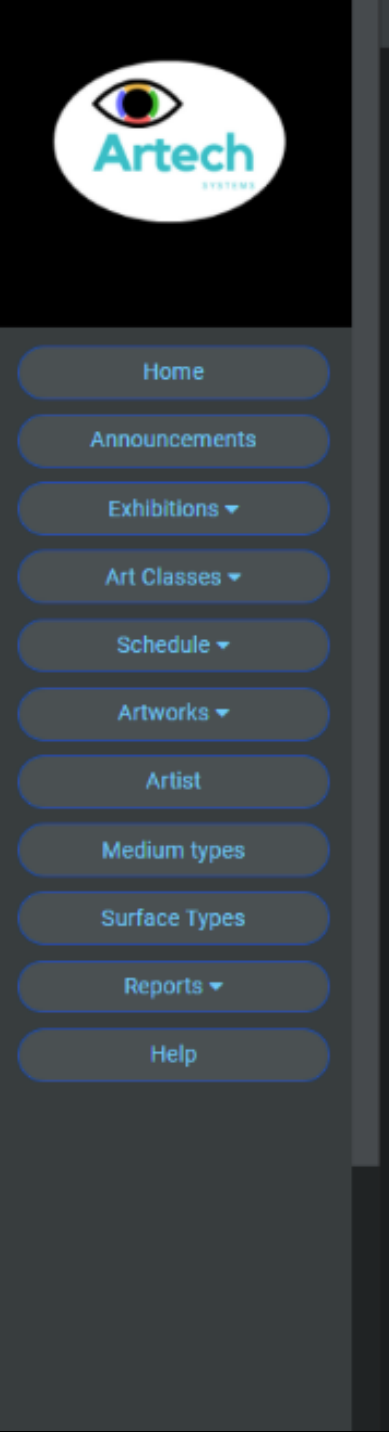
1. Navigate to Reports
2. Generate Art Class report
3. Print Report

Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Art Class	Paintings

Exercise:

Steps	
1	Navigate to the “Reports” tab on the Navigation Bar

	
2	Click on the "Art Class Report" in the tab

A vertical sidebar menu for the Artech Systems dashboard. At the top is the Artech Systems logo, which features a stylized eye with a rainbow-colored iris. Below the logo is a list of menu items: Home, Announcements, Exhibitions (with a dropdown arrow), Art Classes (with a dropdown arrow), Schedule (with a dropdown arrow), Artworks, Artist, Medium types, Surface Types, Location Data, Timer, and Reports (with a dropdown arrow). The Reports menu is currently expanded, showing a sub-menu with the following items: New User Report, Art Class Report, Booking Report, Exhibition Report, and Feedback Report.

3

Enter the Art Class you want the report for and click on the “Generate Art Class Report” button

A screenshot of the 'Art Class Report' page in the Artech Systems dashboard. The page has a header with 'Artech Systems' on the left and 'Admin' with a user icon on the right. The main title is 'Art Class Report'. Below the title is a form with a label 'Art Class:' and a dropdown menu currently showing 'Paintings'. A blue button labeled 'Generate Art Class Report' is positioned below the dropdown. Underneath the button is a table with four columns: 'Student', 'Email', 'Phone Number', and 'Payment Status'. The table contains two rows of data. At the bottom of the page are two blue buttons: 'Export' and 'Print'.



GROUP 23 DELIVERABLE 09



4	Click on the “Print” button to Print/Download the report
---	--

3.3.16.4 Exhibition Report

Objectives:

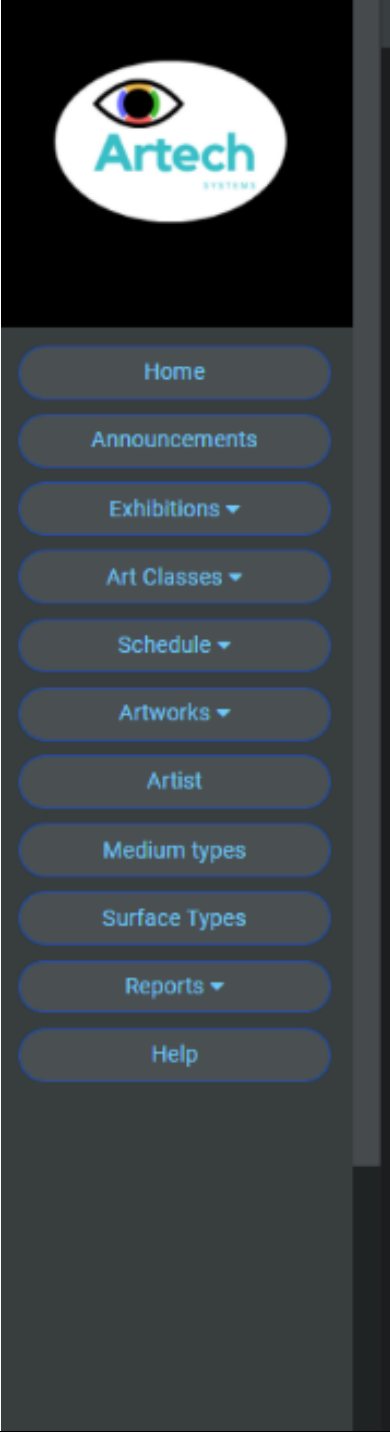
1. Navigate to Reports
2. Generate Exhibition report
3. Print Report

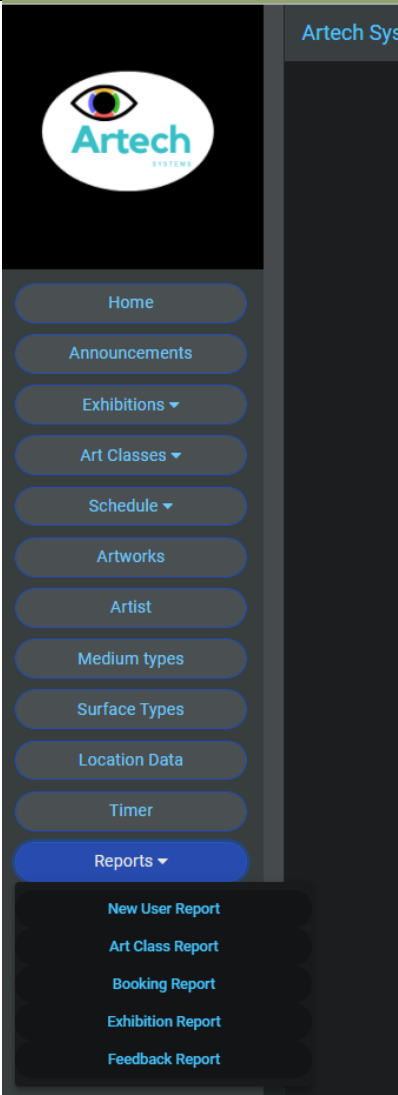
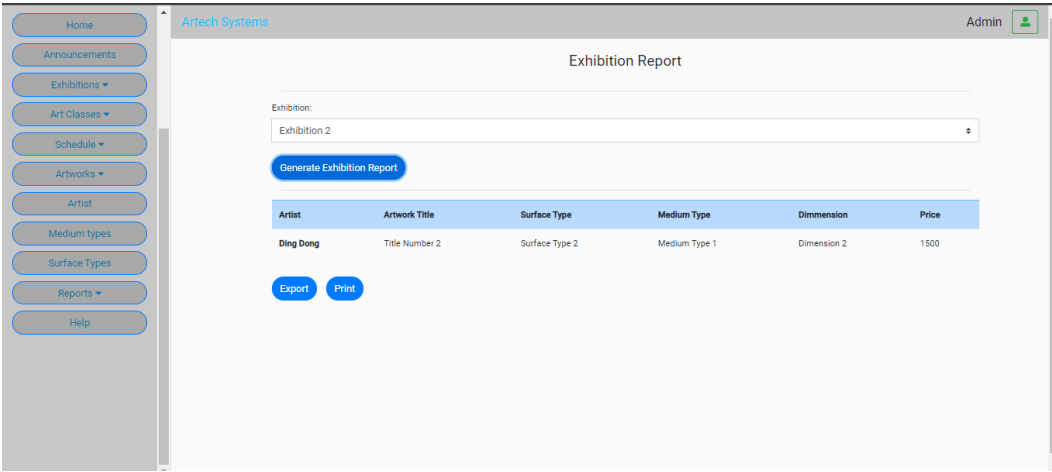
Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Exhibition	Exhibition 2

Exercise:

Steps	
1	Navigate to the “Reports” tab on the Navigation Bar

	 The image shows a mobile application interface for Artech Systems. At the top is the Artech Systems logo, which features a stylized eye with a rainbow iris and the text 'Artech SYSTEMS'. Below the logo is a vertical list of menu items, each in a rounded rectangular button: 'Home', 'Announcements', 'Exhibitions' (with a downward arrow), 'Art Classes' (with a downward arrow), 'Schedule' (with a downward arrow), 'Artworks' (with a downward arrow), 'Artist', 'Medium types', 'Surface Types', 'Reports' (with a downward arrow), and 'Help'. The background of the app is dark grey.
2	Click on the "Exhibition Report" in the tab

	
3	<p>Enter the Exhibition you want the report for and click on the “Generate Exhibition Report” button</p> 



GROUP 23 DELIVERABLE 09



4	Click on the “Print” button to Print/Download the report
---	--

3.3.16.5 Feedback Report

Objectives:

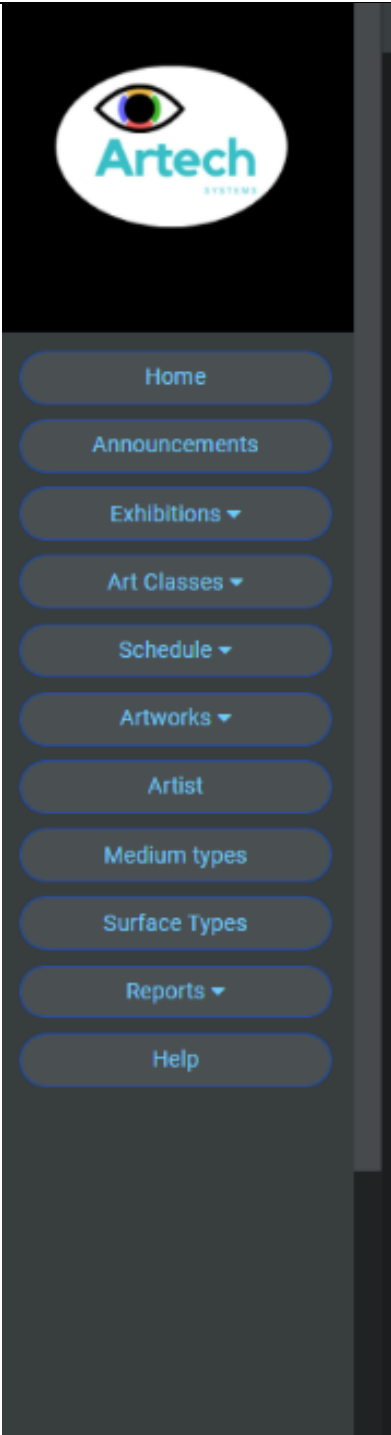
1. Navigate to Reports
2. Generate Feedback report
3. Print Report


Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Select Difficulty Level	All

Exercise:

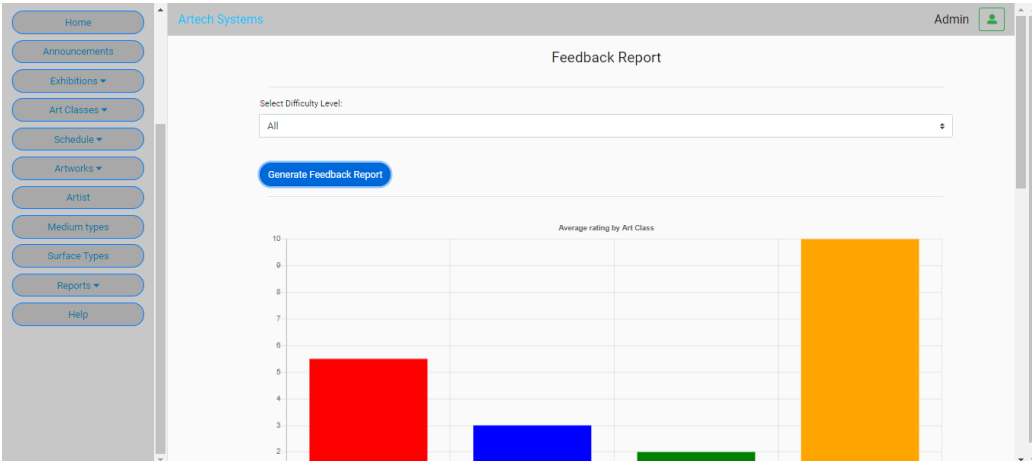
Steps	
1	Navigate to the “Reports” tab on the Navigation Bar

	 <p>The image shows a mobile application interface for Artech Systems. At the top is the Artech Systems logo, which features a stylized eye with a rainbow iris and the text 'Artech SYSTEMS'. Below the logo is a vertical list of menu items, each in a rounded rectangular button: 'Home', 'Announcements', 'Exhibitions' (with a downward arrow), 'Art Classes' (with a downward arrow), 'Schedule' (with a downward arrow), 'Artworks' (with a downward arrow), 'Artist', 'Medium types', 'Surface Types', 'Reports' (with a downward arrow), and 'Help'.</p>
2	Click on the "Feedback Report" in the tab



- Home
- Announcements
- Exhibitions ▼
- Art Classes ▼
- Schedule ▼
- Artworks
- Artist
- Medium types
- Surface Types
- Location Data
- Timer
- Reports ▼
 - New User Report
 - Art Class Report
 - Booking Report
 - Exhibition Report
 - Feedback Report

3 Enter the difficulty level you want the report for and click on the “Generate Feedback Report” button



Art Class	Average Rating
Red	5.5
Blue	3.0
Green	2.0
Orange	9.5

Help

Announcements

Exhibitions

Art Classes

Schedule

Artworks

Artist

Medium types

Surface Types

Reports

Help

Paintings

Pottery

Drawing

Sculpting

Student	Feedback	Overall Rating	Art Class
Ding Dong	great	3	Pottery
Class Teacher: Rachel True (Average Rating: 3.00%)			

Student	Feedback	Overall Rating	Art Class
Rachel Grenne	not good	2	Drawing
Class Teacher: Cristina Yang (Average Rating: 2.00%)			

Student	Feedback	Overall Rating	Art Class
Ross Gellar	Best ever	10	Sculpting
Class Teacher: Meredith Grey (Average Rating: 10.00%)			

Export

Print

Feedback_Report (3).pdf

Show all

4Click on the “Print” button to Print/Download the report

3.4 Conclusion

This Admin side training manual provided a logical walkthrough of the system and its functionality on both the administrative desktop application. The functionality of the system was illustrated by exercises that requires the user to add test data to the system. A list of skills required to use the system, as well as how to acquire these skills, was also included.

4. User Application Website Functionality

4.1 Introduction

The Desktop Application Functionality explains the functionality of the user/artist functioning on the desktop application and includes a logical walkthrough of how it will work by illustrating where input is required and providing test data to demonstrate the process to the user.

4.2 Functionality

All the screens of the user/artist functionalities on the desktop application are displayed in this section.

4.2.1 Artist/User Log in

The login page is the first page to be displayed as shown below:

4.2.1.1 Log in

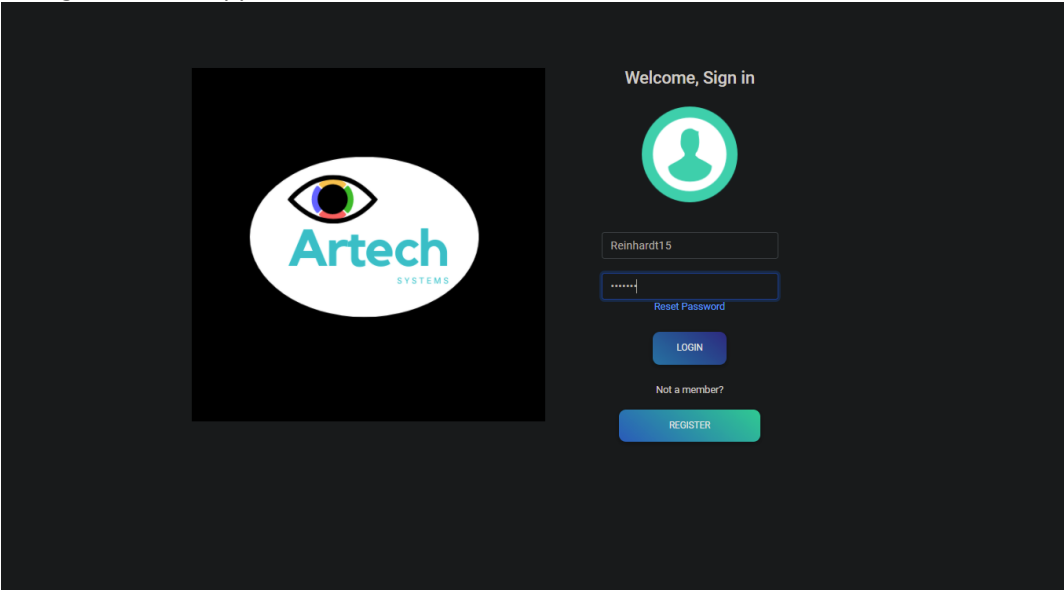
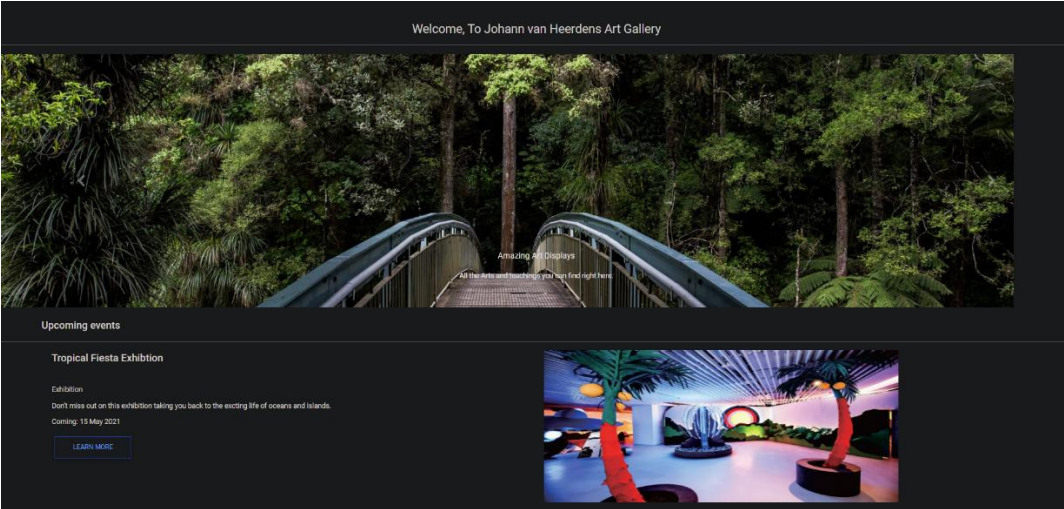
Objectives:

1. Open the desktop application
2. Enter your username and Password, and log in.

Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Username	Reinhardt@15
Password	myPassword_21

Exercise:

Steps	
1	Open the application
2	<p>A "log in" Screen appears</p> 
3	Enter your Username and Password in the provided area
4	Click on the "Login" Button
5	<p>When login is successful, you will be taken to the home page.</p> 



4.2.2 Registration

Registration into the system is required if you aren't already part of the system.

4.2.2.1 Register as User or Artist

Objectives: Register as Artist/User

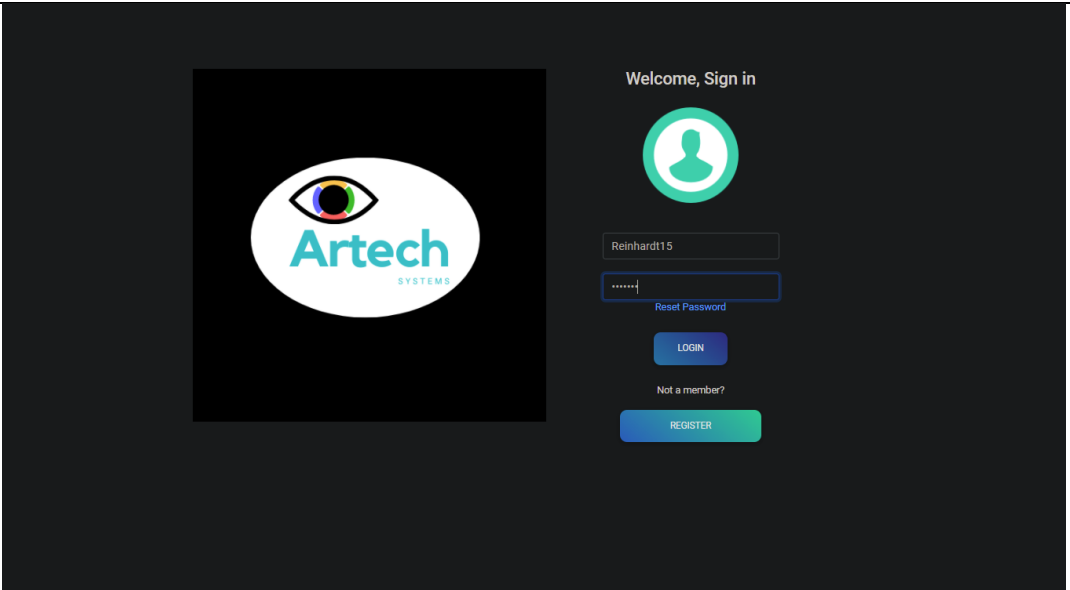
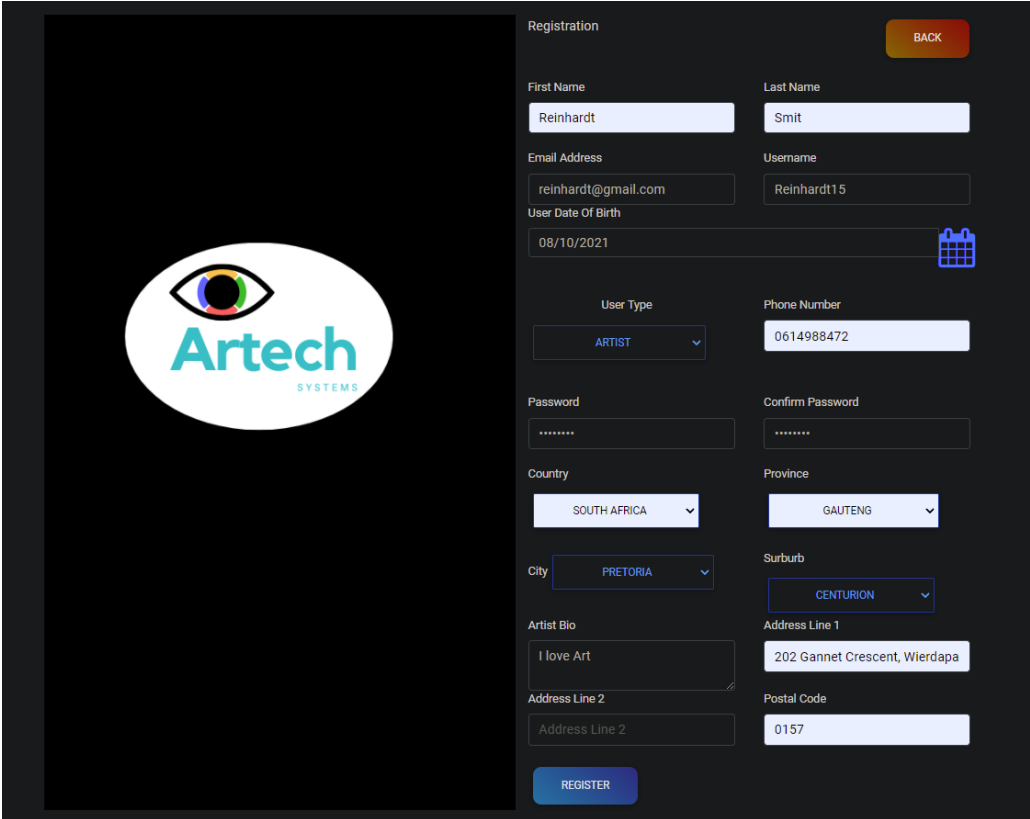
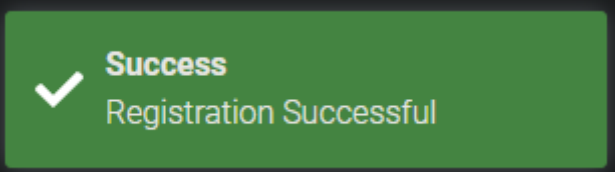
1. Open the desktop application
2. Enter your details and Register

Test data Required to complete this exercise:

Element Description	Test data to be Inserted
First Name	Reinhardt
Last Name	Smit
Email Address	reinhardt@gmail.com
Username	Reinhardt15
User Date of Birth	08/10/2021
User Type	User
Phone Number	05628376789
Password	thisismyPassword_18
Confirm Password	thisismyPassword_18
Country	South Africa
Province	Gauteng
City	Pretoria
Suburb	Centurion
Address Line 1	202 Stone Manor
Address Line 2	46 North Road
Postal Code	0157

Exercise:

Steps	
1	Click on the "Register" button in the log in screen

	
2	<p>Enter all your personal details. If you select artist type, Enter your artist Bio as well.</p> 
3	Click on the "Register" Button
4	<p>A "Success" notification will then be displayed.</p> 

4.2.3 Art Classes

This functionality is in the Art classes screen that displays all the available Art classes and allows to view specific classes when clicked on the View Class Button. It also provides information on the number of seats available in each class.

4.2.3.1 View Class


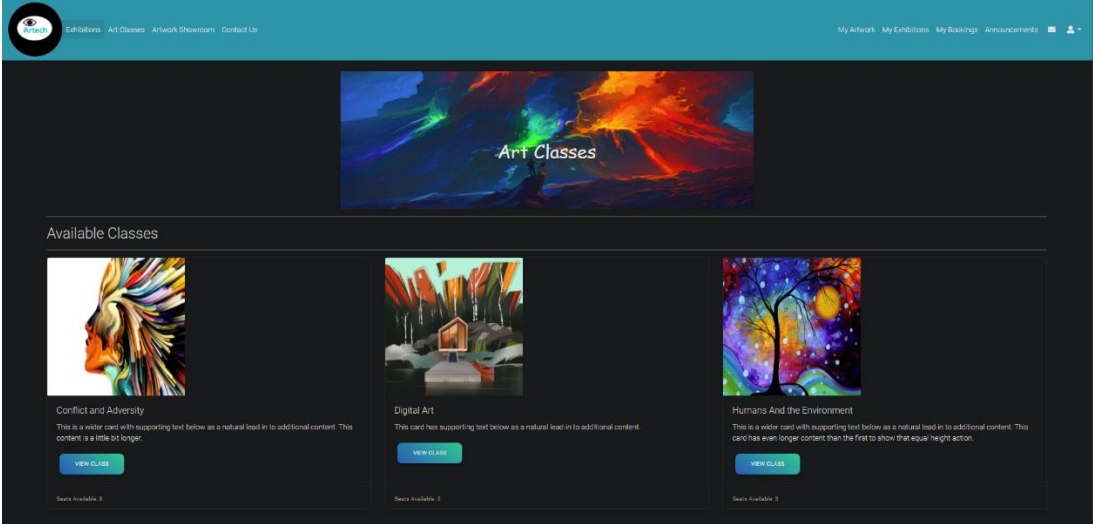
Objectives: View Class

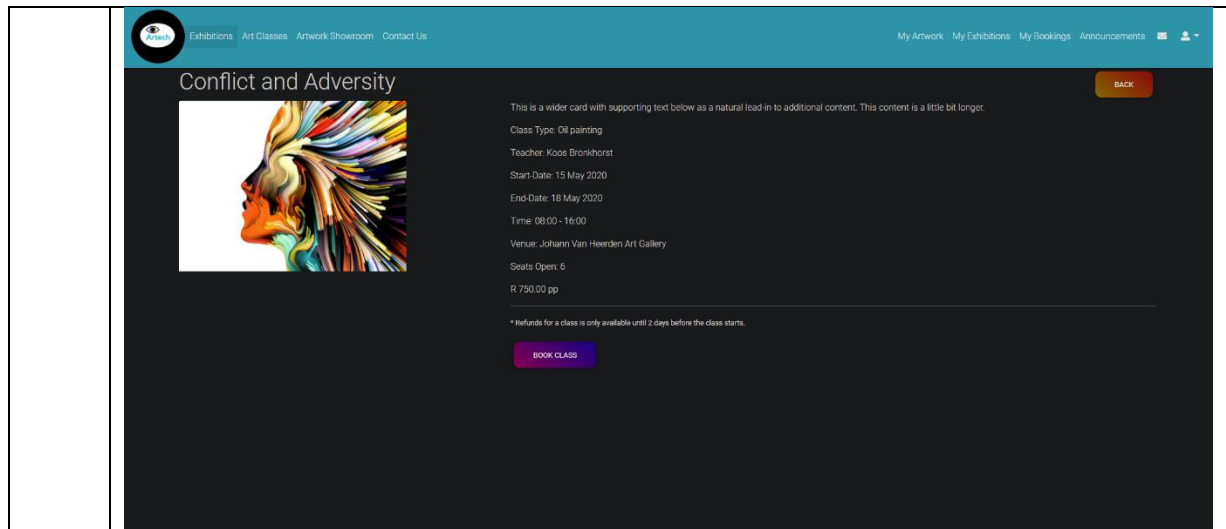
1. Navigate to the Art Classes Screen
2. View specific Class

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	<p>Click on the “Art Classes” tab on the navigation Bar on the top of the Home screen</p> 
2	<p>In the “Art Classes” screen, click on the View Class button of whichever class you would like to view.</p> 
3	View a specific Class



4.2.4 Book Class

This functionality allows to Make a booking request for a class.

4.2.4.1 Make Booking Request

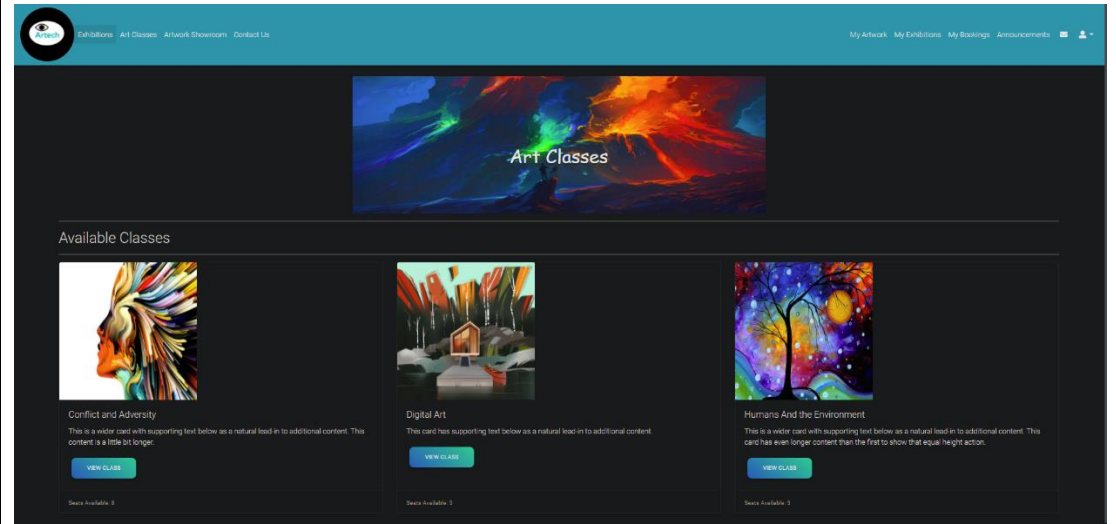
Objectives: Make Booking Request

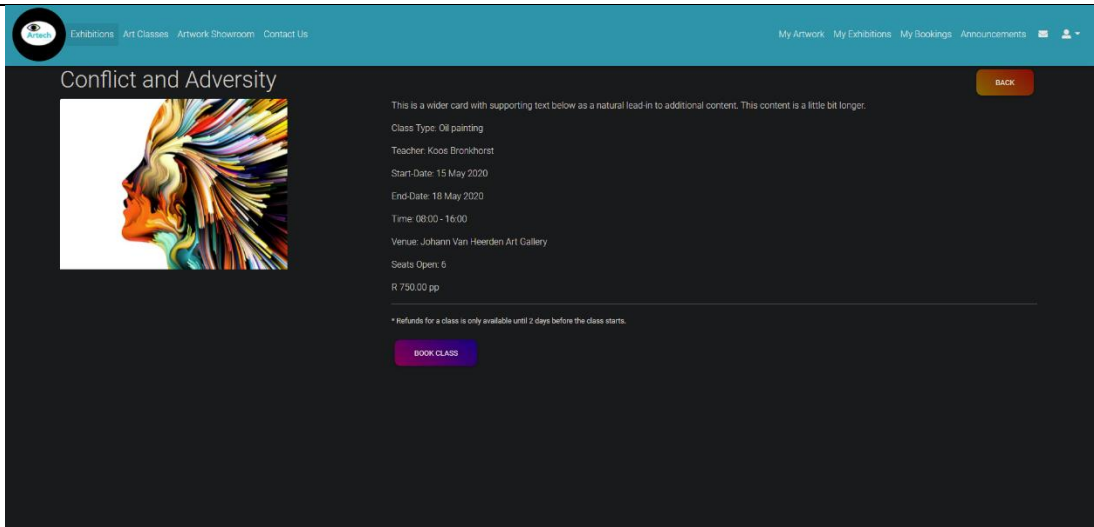
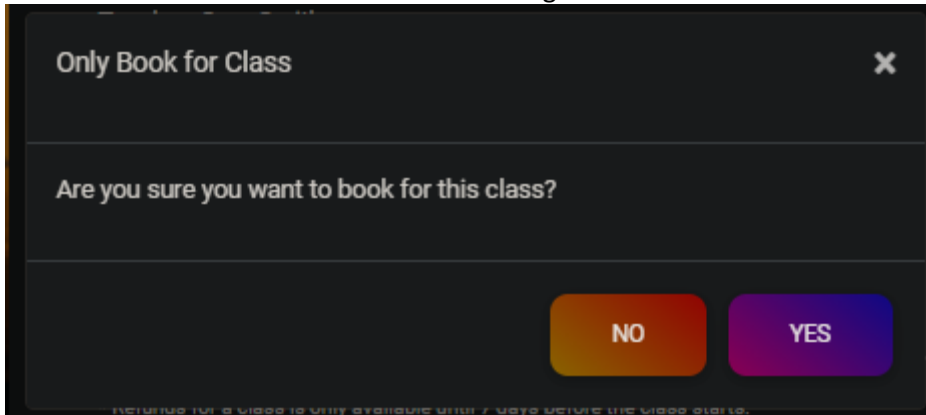
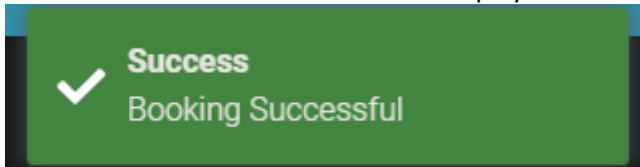
1. View the class you would like to make the booking request for
2. Make Booking request

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	<p>In the “Art Classes” screen, click on the View Class button of whichever class you would like to view and book for.</p> 
2	Click on the “Book Class” button to make a booking request.

	
3	<p>Click on the “Yes” button to make the booking</p> 
4	<p>A “Success” notification will then be displayed.</p> 

4.2.4.2 View My Bookings Screen

Objectives:



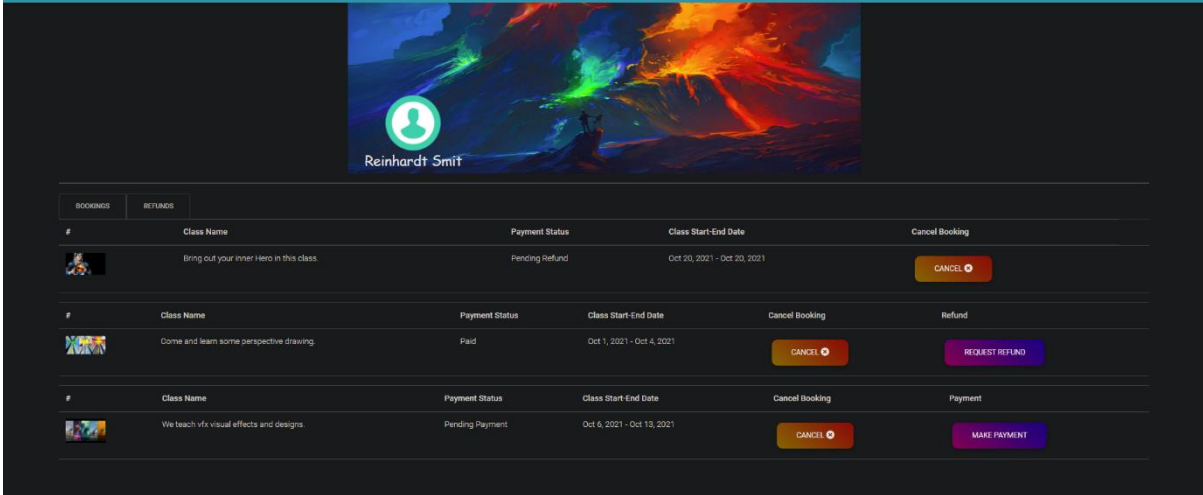
1. View the booking information.

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	Click on the “My bookings” tab on the navigation Bar on the top of the Home screen. This will take you to the My bookings page.

	 Art Classes Artwork Showroom Exhibitions My Bookings Announcements Contact Us 
2	<p>My bookings screen will be shown where the booking information such as payment status, duration of the class as well as refunds that you may have made or requested can be viewed.</p> 

4.2.4.3 Cancel booking

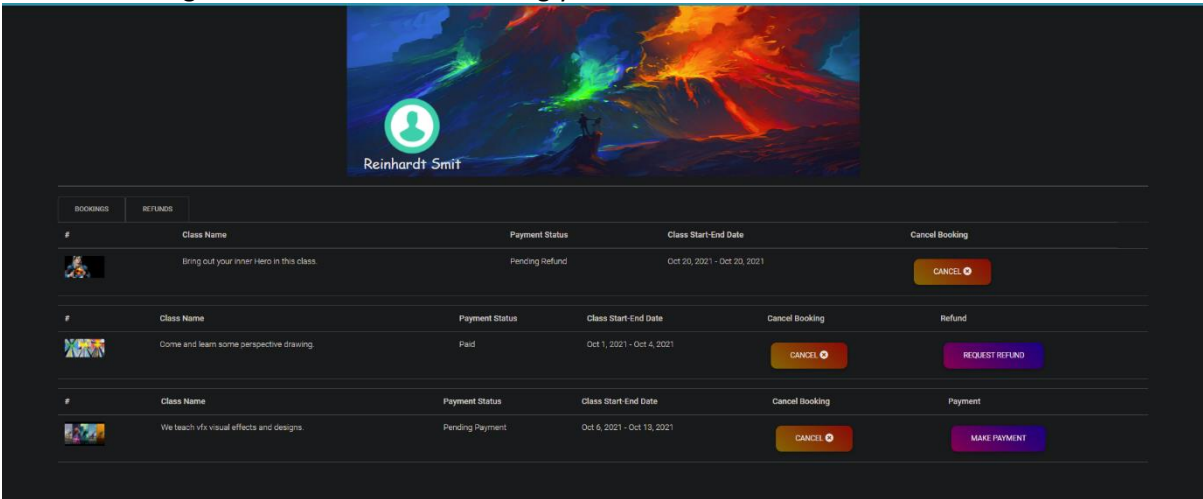
Objectives:

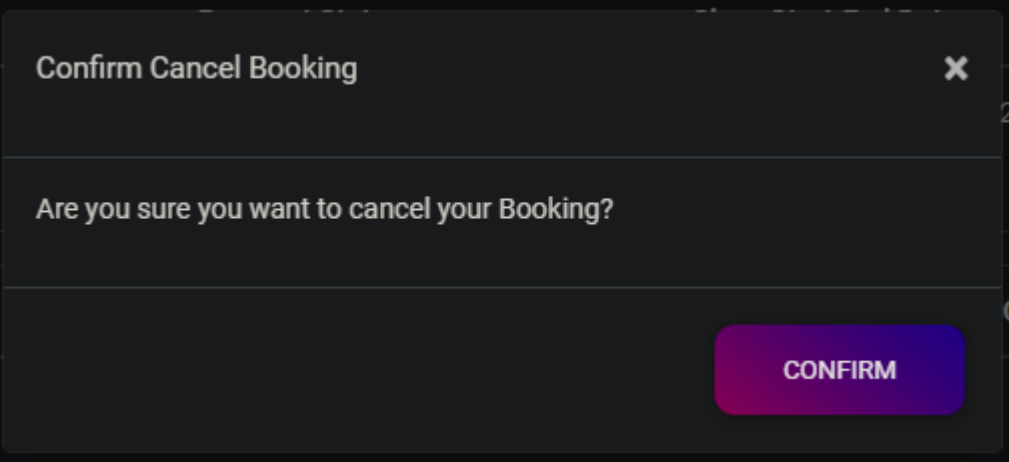
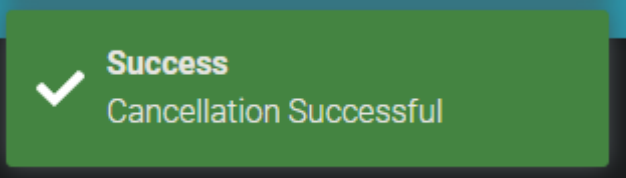
1. Cancel the Booking.

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	<p>Go to the “My Bookings” Screen from the navigation tab and click on the “Cancel” button under the “Cancel booking” Table header of the booking you wish to cancel.</p> 
2	<p>Click on the “Confirm” button to cancel the booking.</p>

	
3	<p>A "Success" notification will then be displayed.</p> 

4.2.4.4 Make Payment

Objectives:

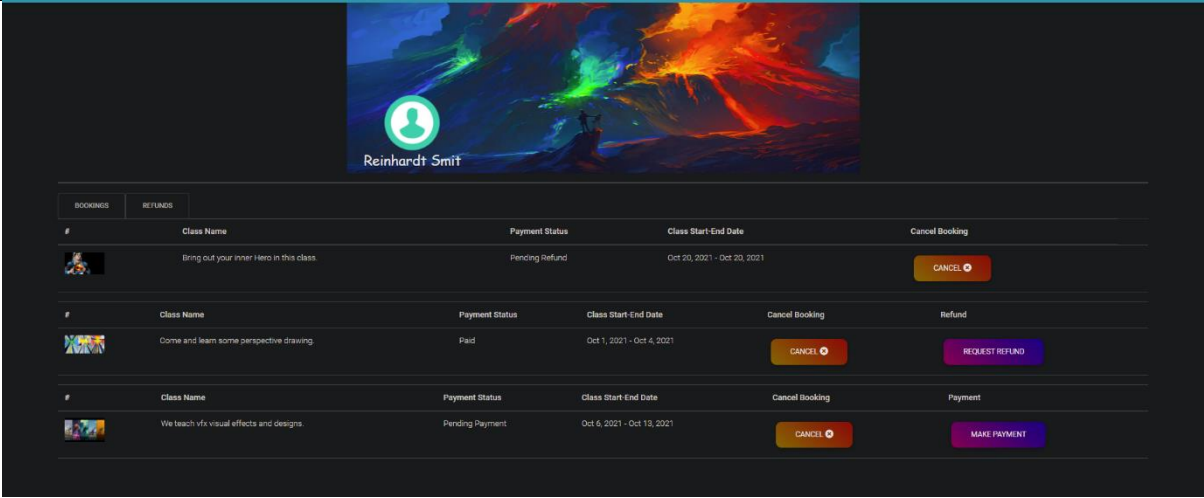
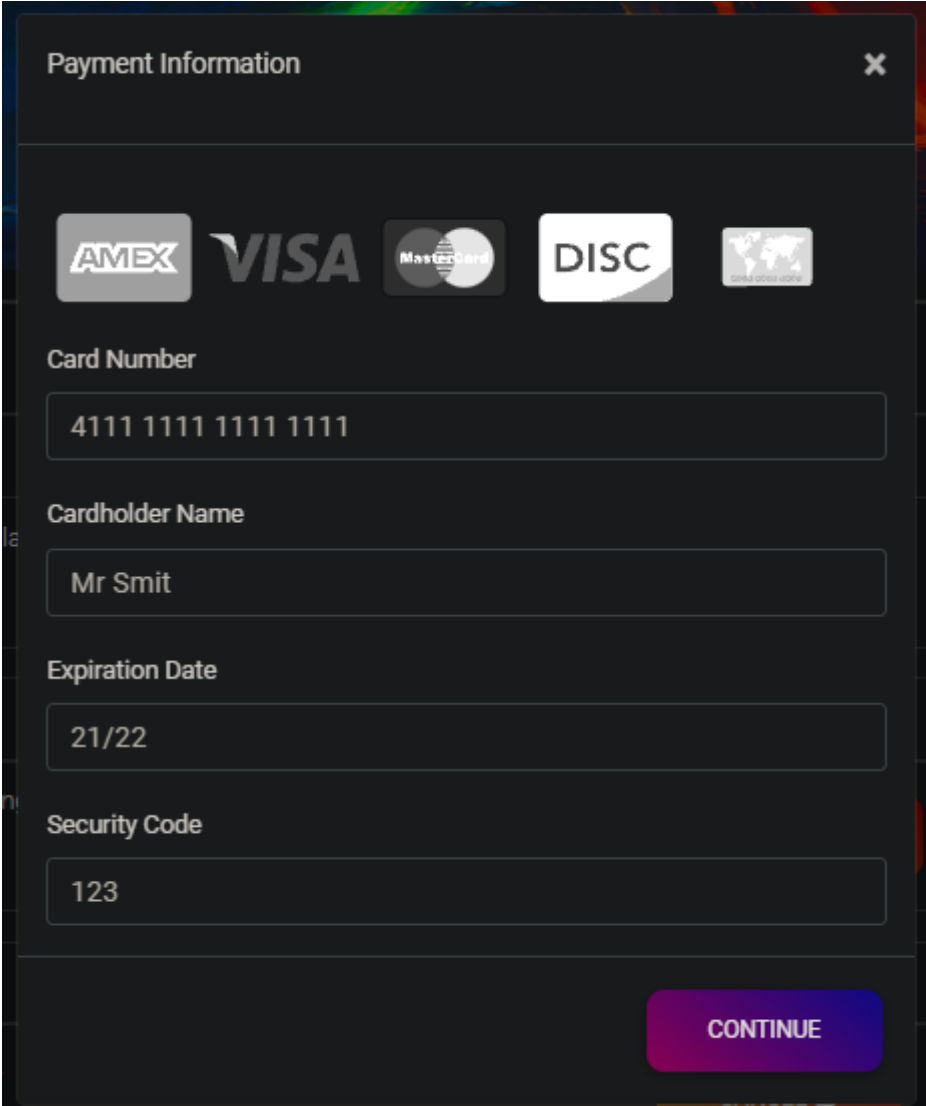
1. Make the payment for the booking.

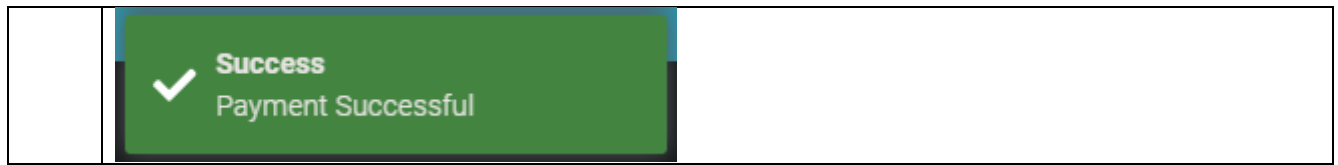
Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Card Number	4111111111111111
Cardholder Name	Mr Smit
Expiration Date	21/22
Security Code	123

Exercise:

Steps	
1	Go to the "My Bookings" Screen from the navigation tab and click on the "Make Payment" button under the "Payment" Table header of the booking you wish to cancel.

	
2	<p>Enter the details in the “Make Payment” modal and then click on the “Continue” button.</p> 
3	<p>A “Success” notification will then be displayed.</p>



4.2.4.5 Request Refund

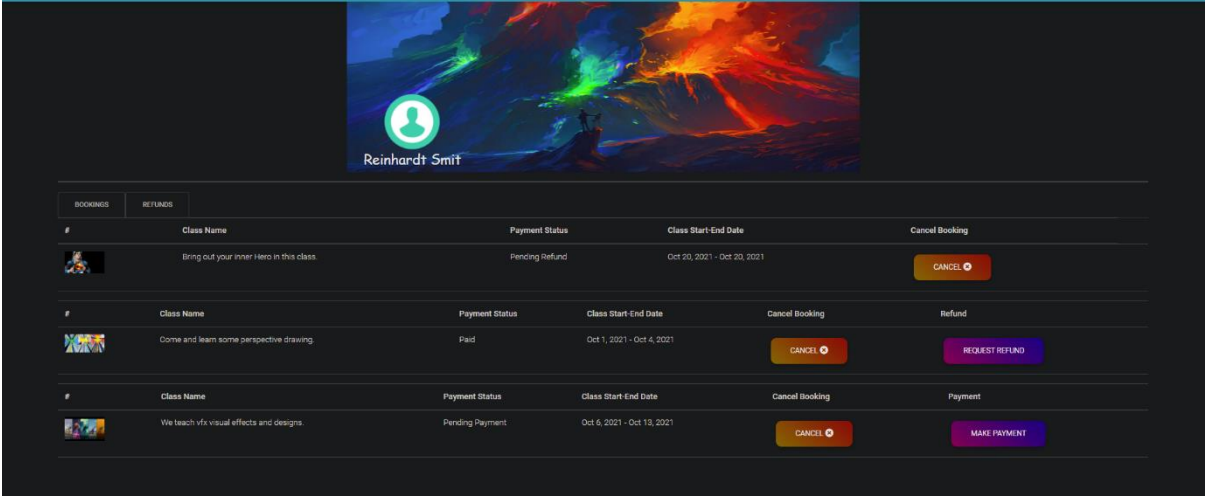
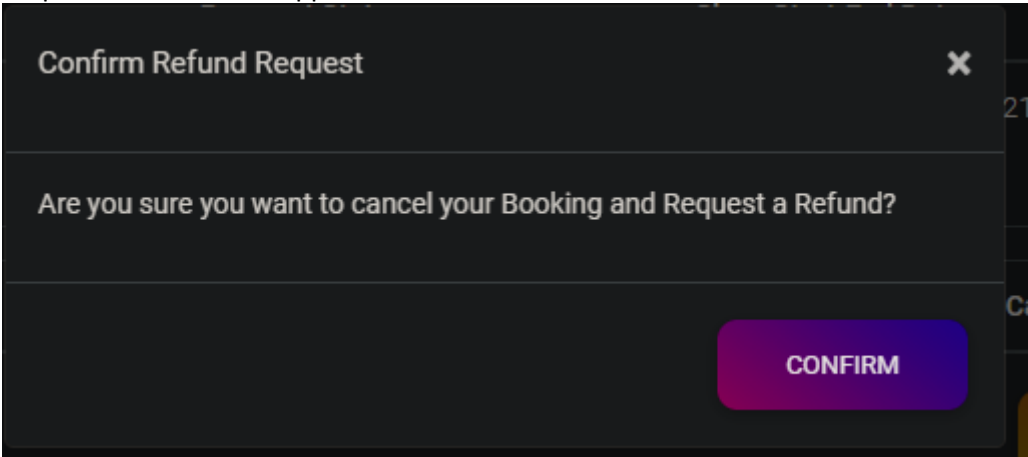
Objectives:

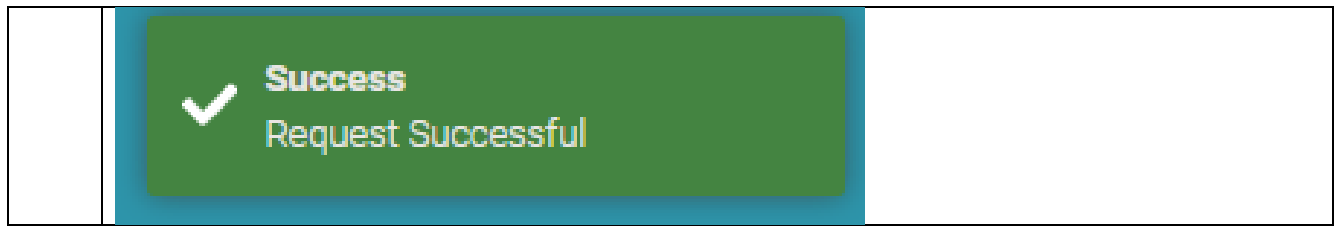
1. Make a request for refund.

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	<p>Go to the “My Bookings” Screen from the navigation tab and click on the “Request Refund” button under the “Refund” Table header of the booking you wish to cancel.</p> 
2	<p>Request Refund modal appears. Click on the “Confirm” button.</p> 
3	<p>A “Success” notification will then be displayed.</p>



4.2.5 Artwork Showroom

This functionality allows users to view Artwork Showrooms

4.2.5.1 Artwork Showroom (User)


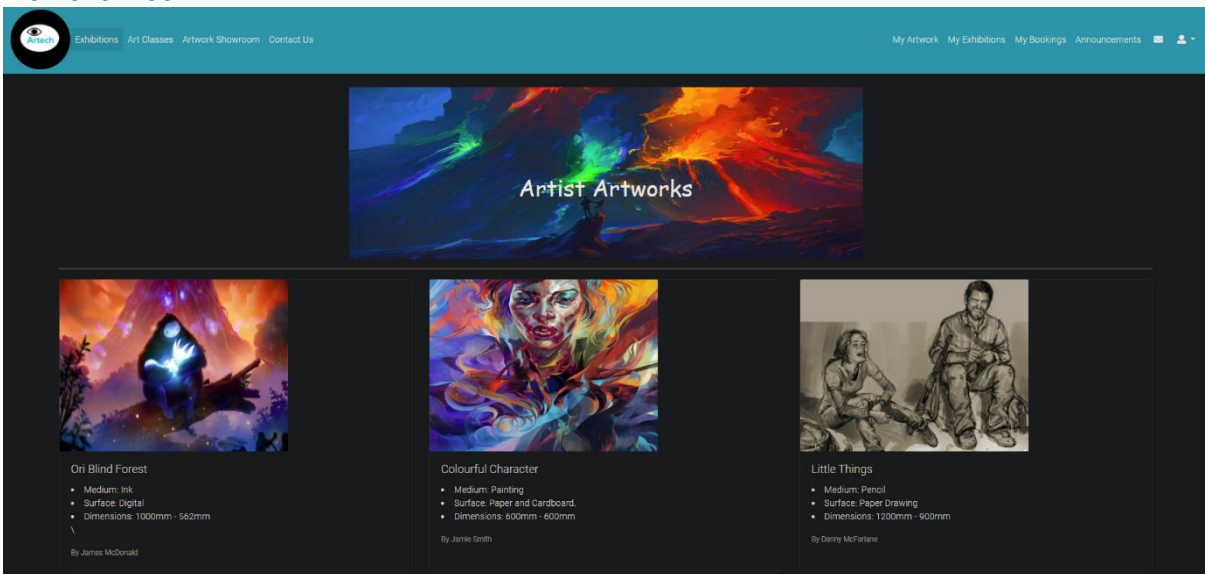
Objectives:

1. View Artwork Showroom

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	<p>Click on the “Artwork Showroom” tab on the navigation Bar on the top of the Home screen</p> 
2	<p>View Showroom</p> 

4.2.5.2 View My Artwork


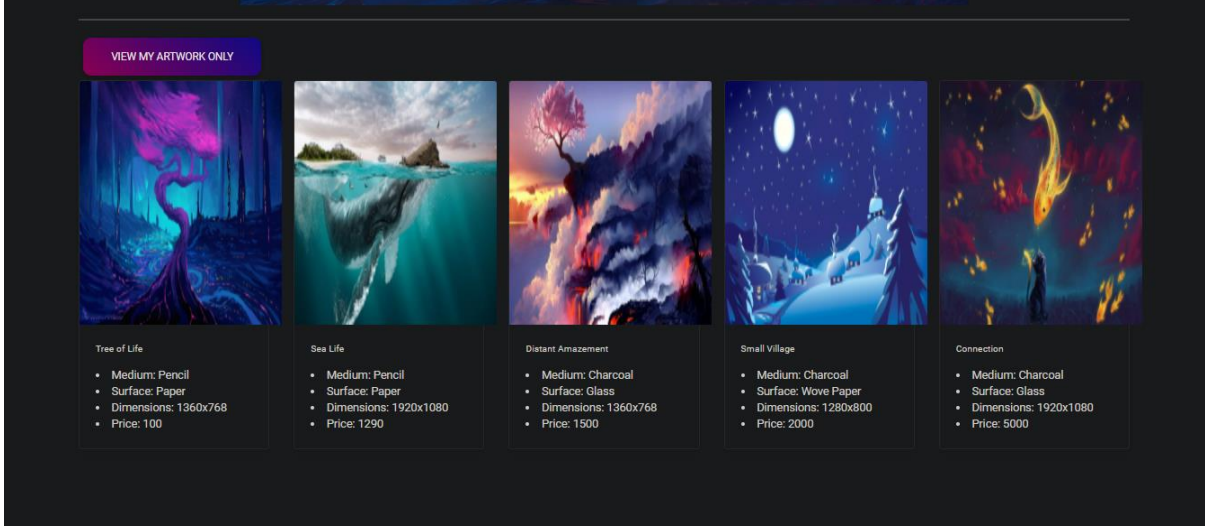
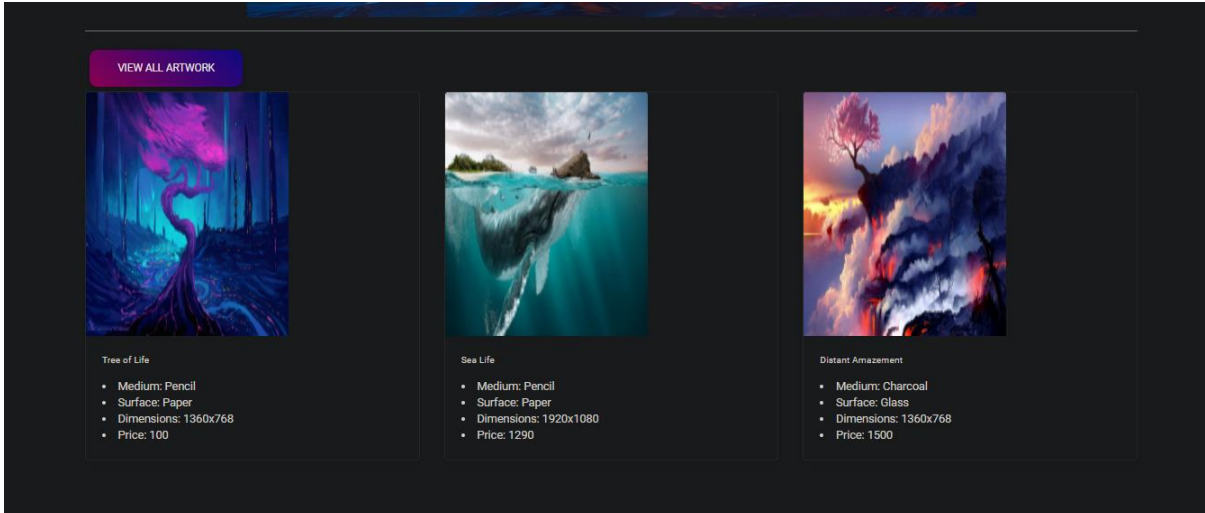
Objectives:

1. View Artists Artwork (My artwork)

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	<p>Click on the “Artwork Showroom” tab on the navigation Bar on the top of the Home screen</p> 
2	<p>Click on the “View My Artwork Only” Button to view own artworks.</p> 
3	<p>View the “My artwork” screen. To go back to all artworks Showroom, click on “View all Artwork” button.</p> 

4.2.6 Announcements

This functionality allows users to view Announcements.

4.2.6.1 View Announcements


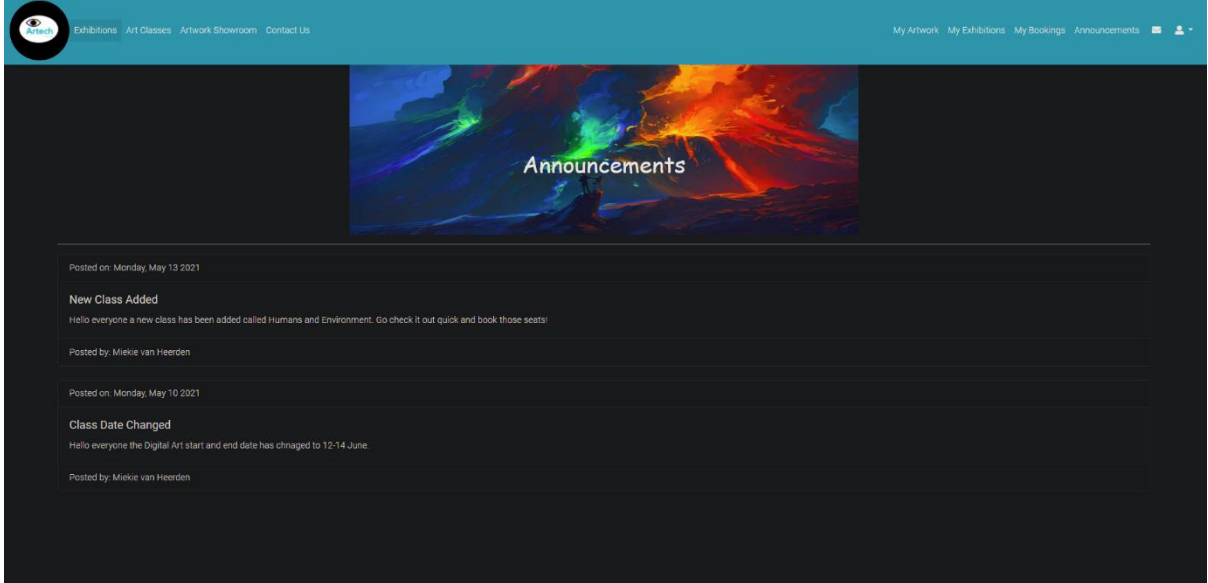
Objectives:

1. View announcements

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	Click on the “Announcements” tab on the navigation Bar on the top of the “Home” screen 
2	View Announcements 

4.2.7 Contact Us

This functionality shows the Contact Us page that shows the contact details for the Owner of the art gallery, as well as the e-mail.

4.2.7.1 View Contact us Screen


Objectives:

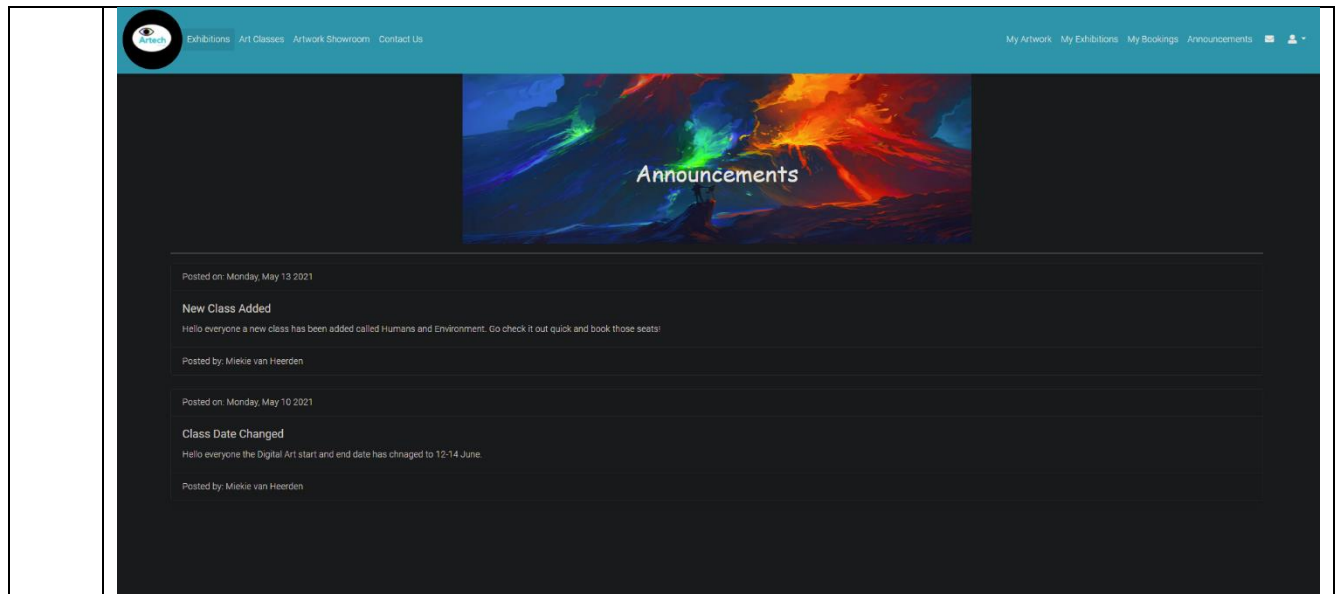
1. View Contact us Screen

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	Click on the “Contact Us” tab on the navigation Bar on the top of the “Home” screen 
2	View “Contact Us” screen



4.2.8 Exhibitions

This functionality shows the screens involved in the Exhibitions. This is where you can view all the exhibitions as well as apply for exhibitions.

4.2.8.1 View Exhibitions


Objectives:

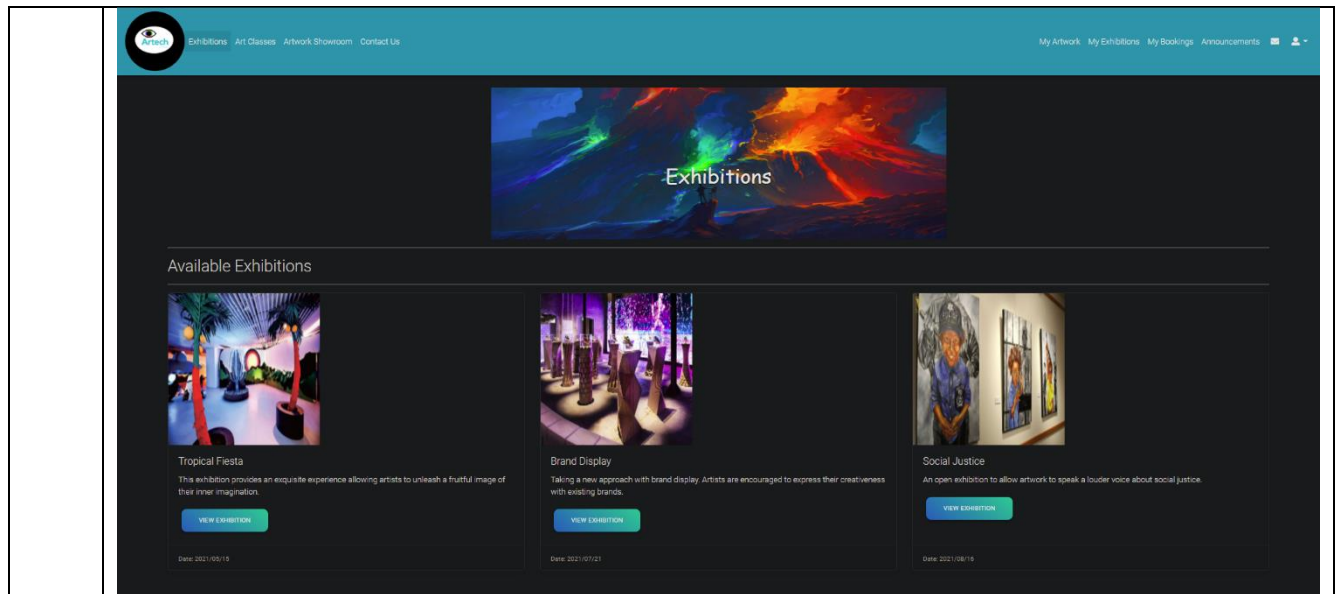
1. View Exhibitions Screen

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	Click on the "Exhibitions" tab on the navigation Bar on the top of the "Home" screen
	
2	View "Exhibitions" screen



4.2.8.2 Apply for Exhibition


Objectives:

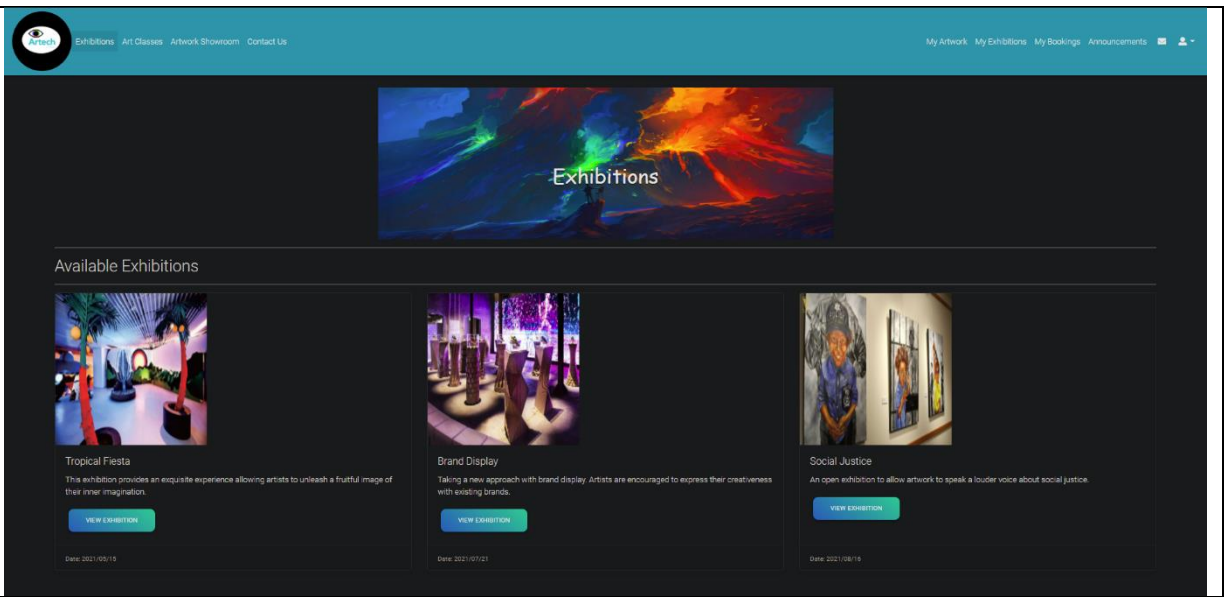
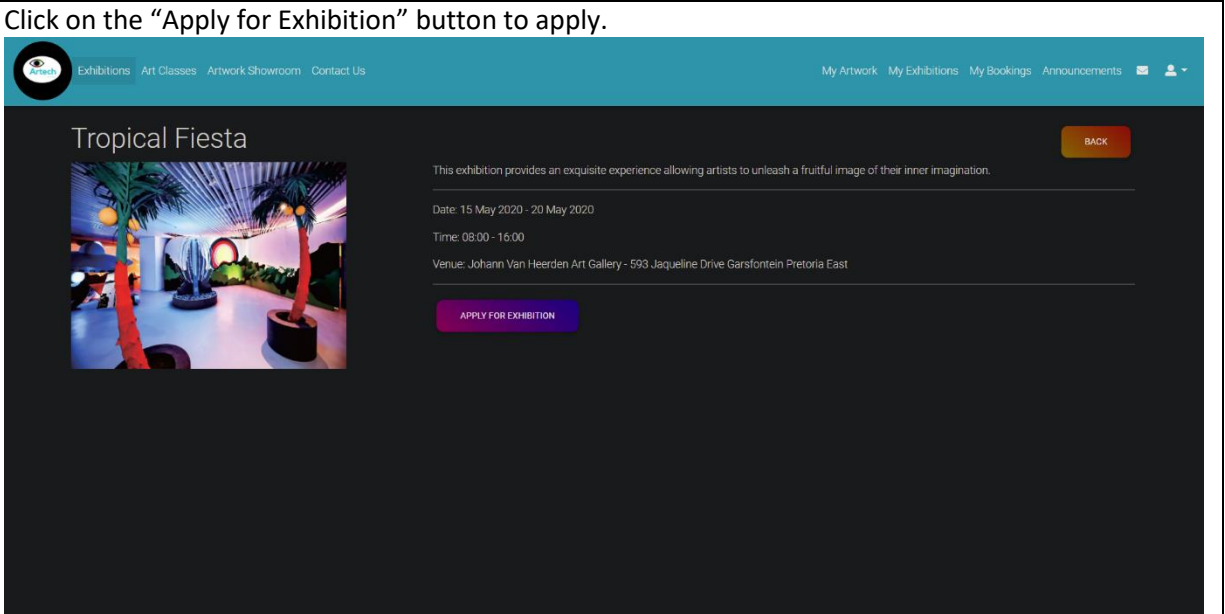
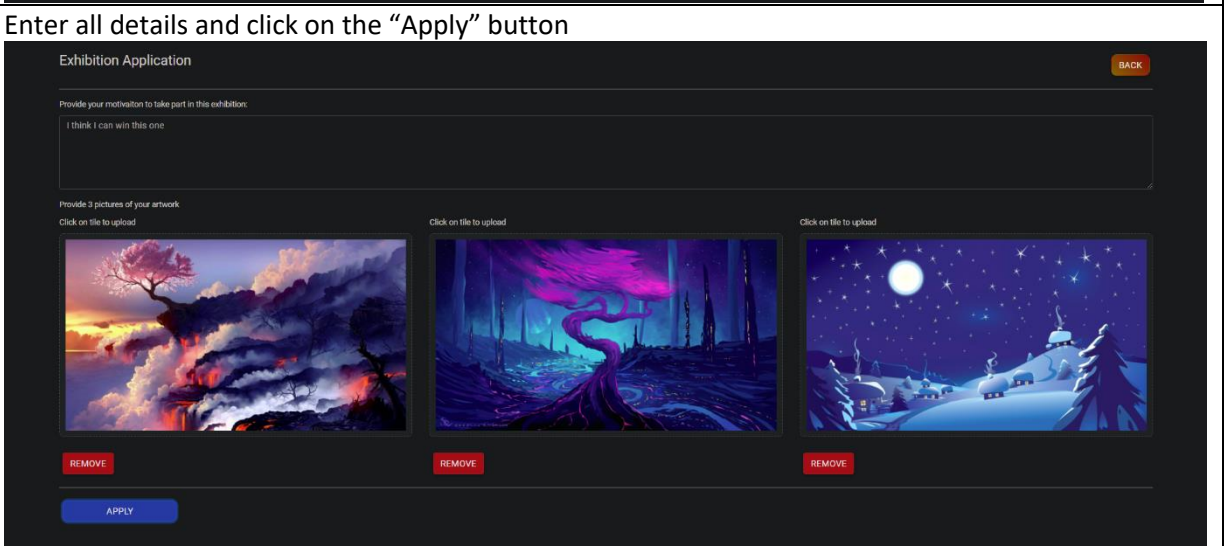
1. Navigate to view specific Exhibition
2. Apply to Exhibition

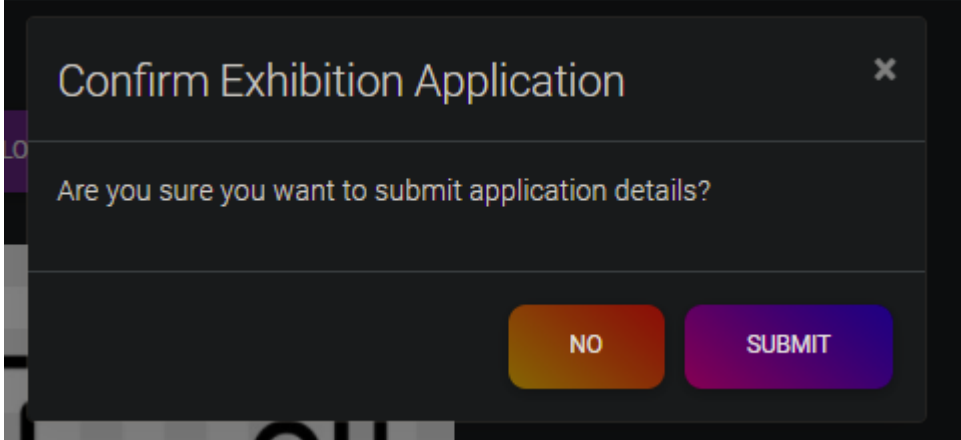
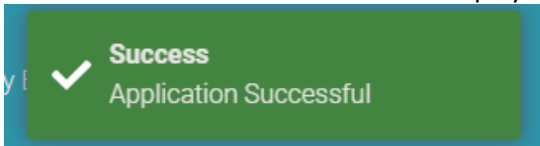
Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Motivation	I think I can win this one
Artwork 1	Image1.png
Artwork 2	Image2.png
Artwork 3	Image3.png

Exercise:

Steps	
1	Click on the "Exhibitions" tab on the navigation Bar on the top of the "Home" screen 
2	View "Exhibitions" screen and click on the "View Exhibition" button

	
3	<p>Click on the “Apply for Exhibition” button to apply.</p> 
4	<p>Enter all details and click on the “Apply” button</p> 
5	<p>Click on the “Submit” button</p>

		
6	<p>A “Success” notification will then be displayed</p> 	

4.2.8.3 Withdraw Exhibition Application

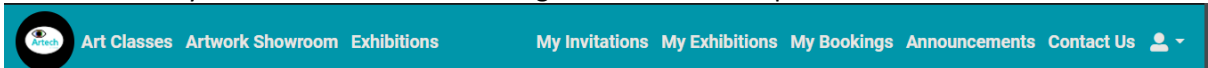
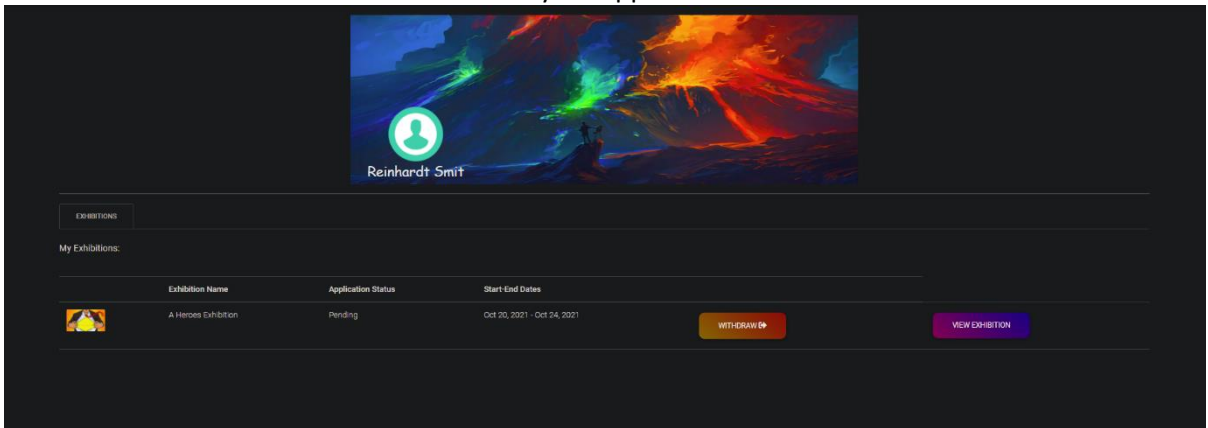
Objectives:

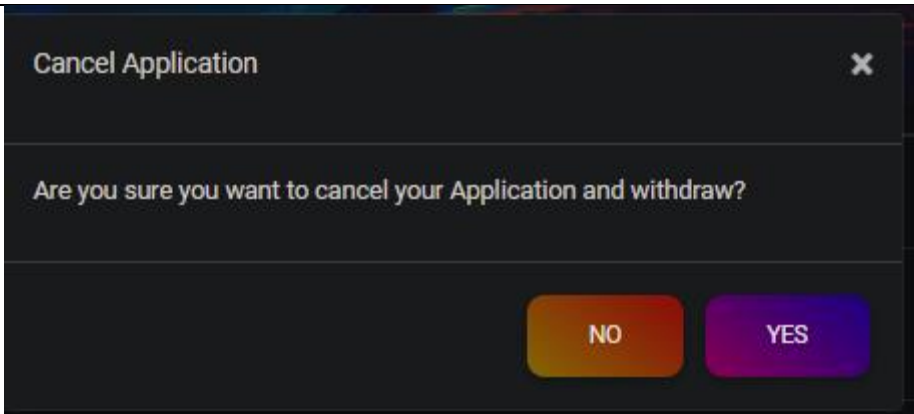
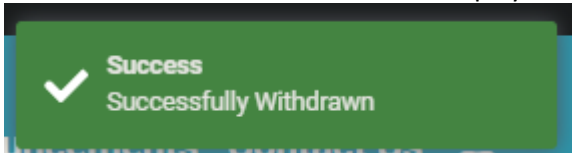
1. Navigate to My Exhibitions
2. Withdraw Exhibition Application

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	<p>Click on the “My Exhibitions” tab on the navigation Bar on the top of the “Home” screen</p> 
2	<p>Click on the “Withdraw” button to withdraw your application</p> 
3	<p>Click on the “Yes” button</p>

		
4	<p>A “Success” notification will then be displayed</p> 	

4.2.8.4 Generate (Add) Tags

This screen consists of the functionality used to generate tags. You click on the Add tag+ button to add tags.

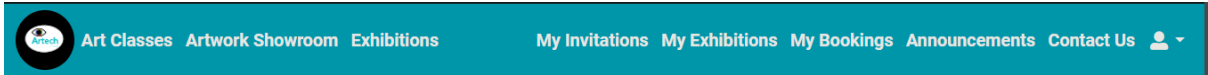
Objectives:

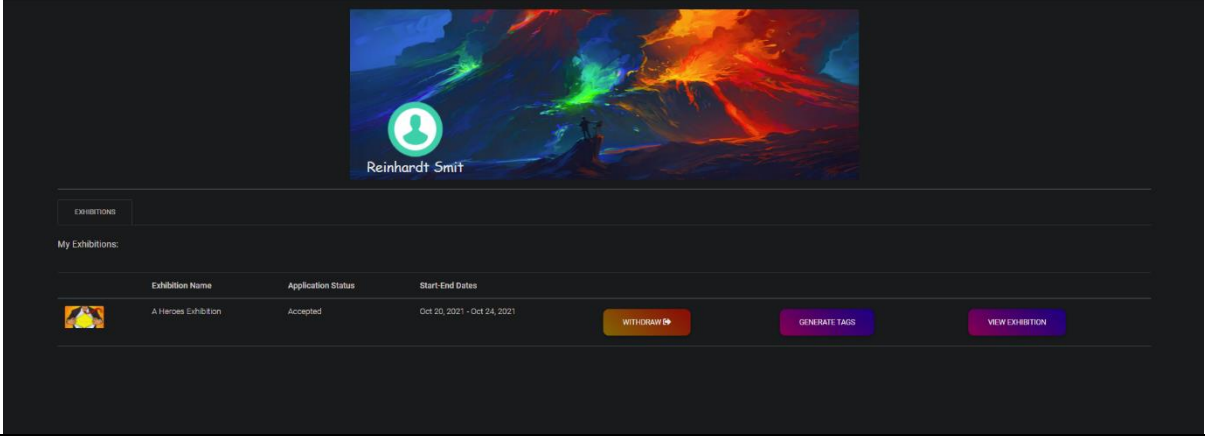
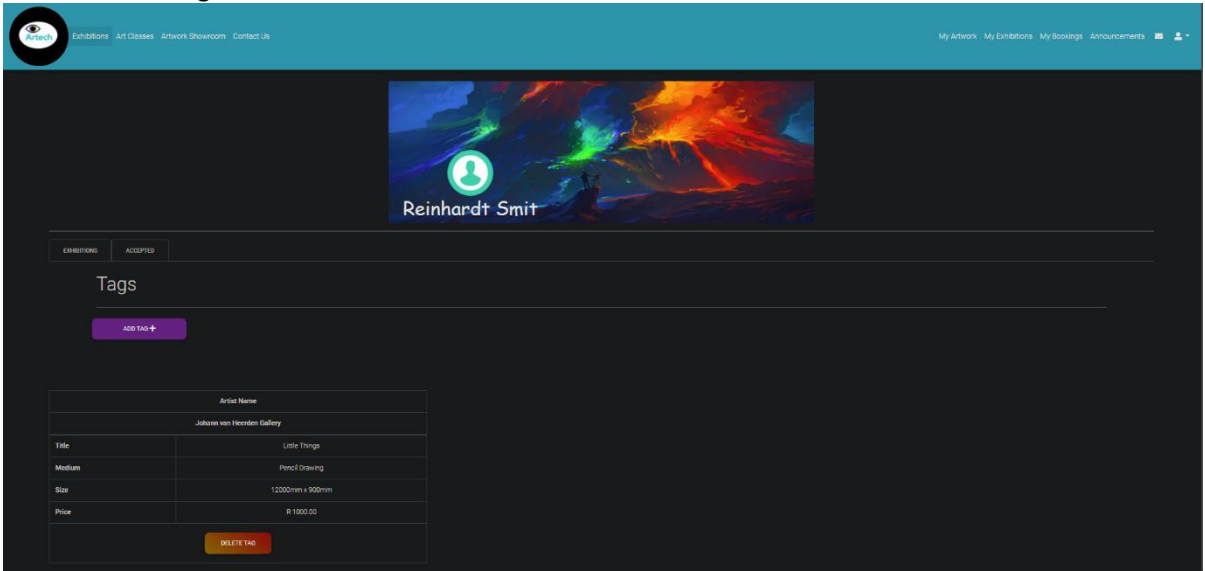
1. Navigate to My Exhibitions
2. Generate Tag

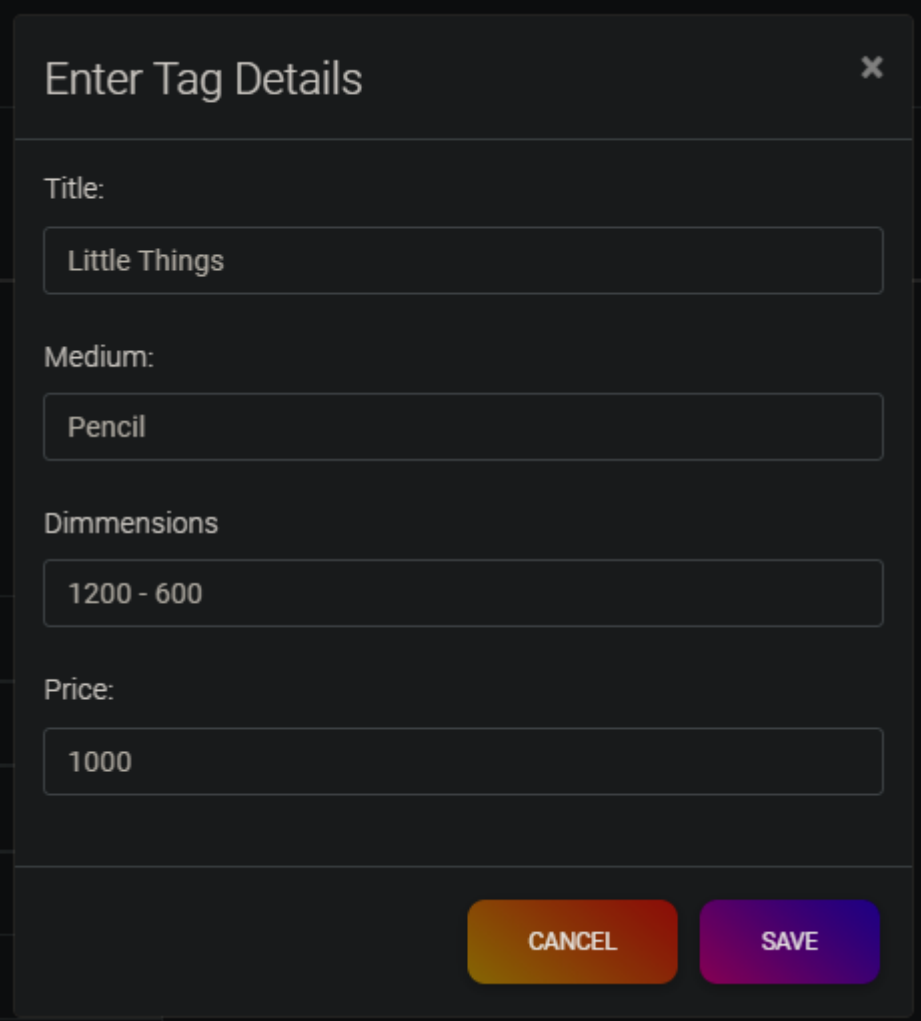

Test data Required to complete this exercise:

Element Description	Test data to be Inserted
Title	Little Things
Medium	Pencil
Dimensions	1220-600
Price	1000

Exercise:

Steps	
1	<p>Click on the “My Exhibitions” tab on the navigation Bar on the top of the “Home” screen</p> 
2	Click on the “Generate Tag” button to generate tags

	
3	<p>Click on “Add Tag+” button</p> 
4	<p>Enter Details and Click on “Save”</p>

	
5	<p>A "Success" notification will then be displayed</p> 

4.2.8.5 Delete Tags

This screen consists of the functionality used to delete tags. You click on Delete Tag button to delete that existing tag.

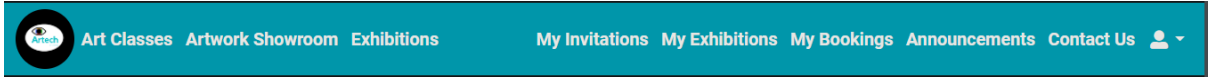
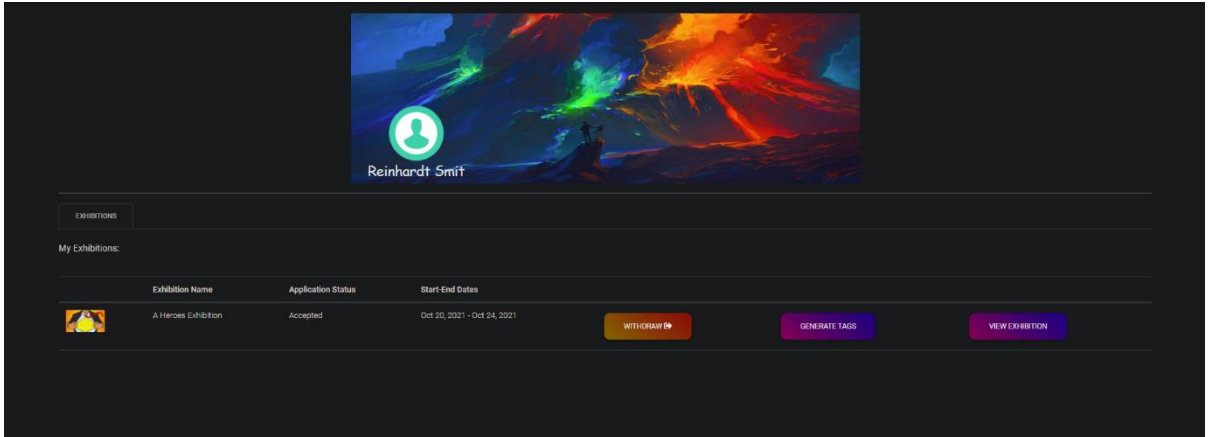
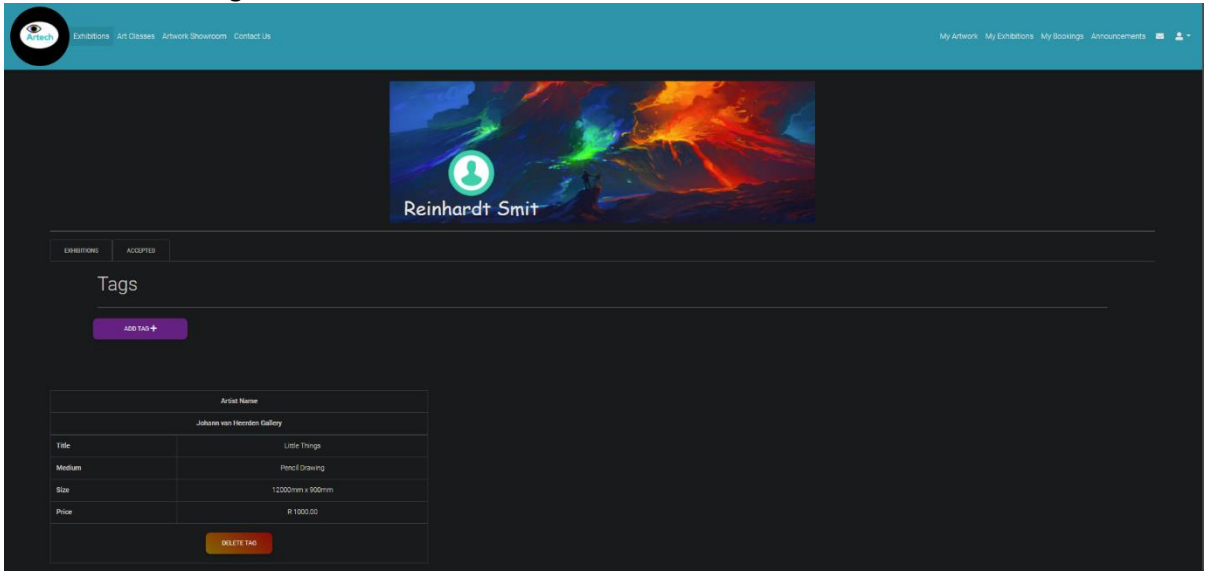
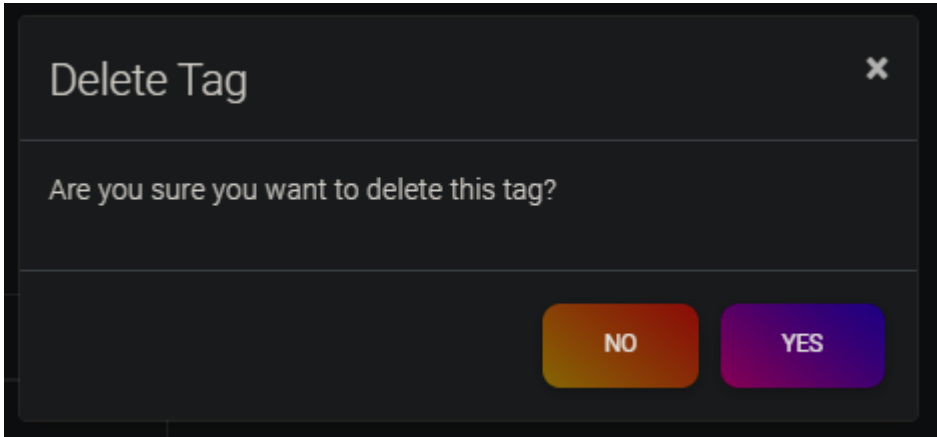
Objectives:

1. Navigate to My Exhibitions
2. Delete Tag

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	<p>Click on the “My Exhibitions” tab on the navigation Bar on the top of the “Home” screen</p> 
2	<p>Click on the “Generate Tag” button</p> 
3	<p>Click on “Delete Tag” button</p> 
4	<p>Click on the “Yes” button</p> 
5	<p>A “Success” notification will then be displayed</p>



4.2.9 Profile Icon

This functionality shows the screens that show the Profile of the user/Artist. This also provides you with an option to log out of the system.

4.2.9.1 Log out


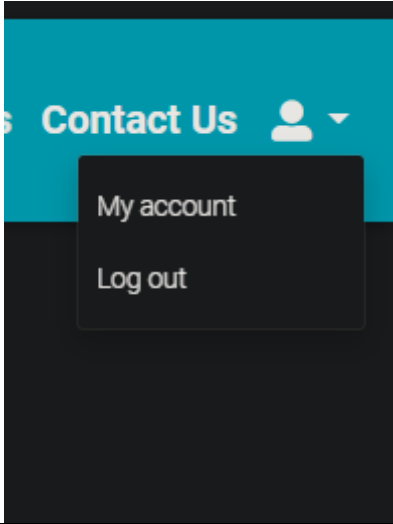
Objectives:

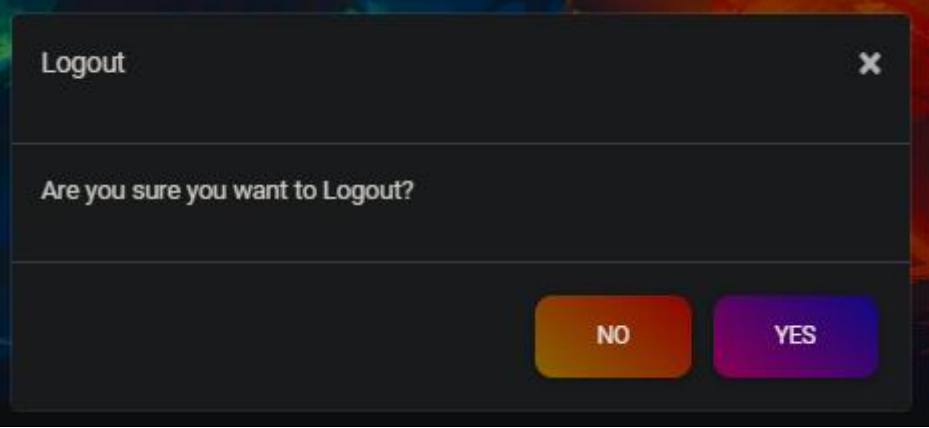
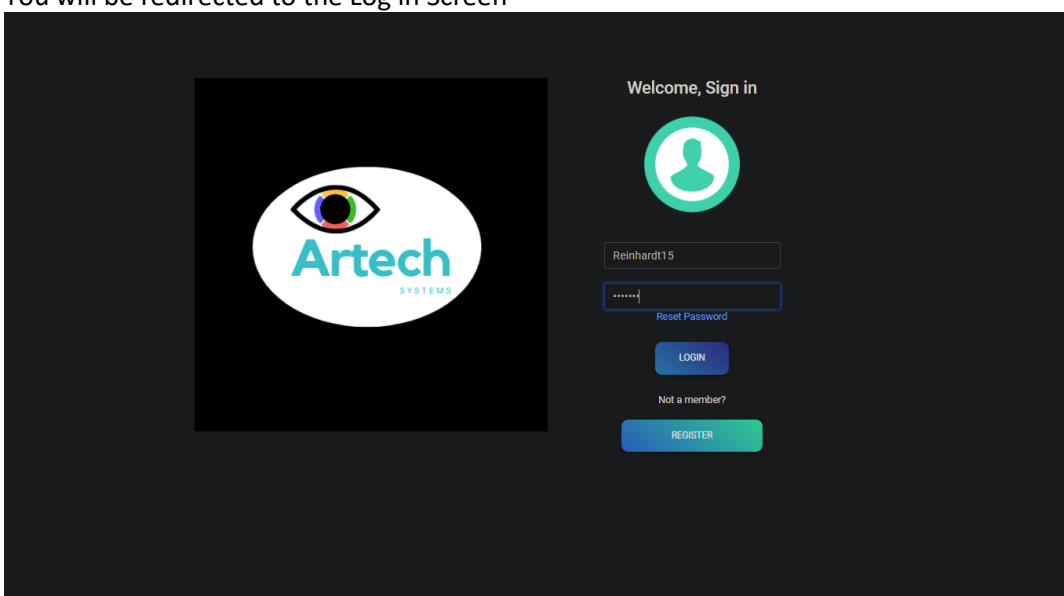
1. Log out of the system

Test data Required to complete this exercise:

None

Exercise:

Steps	
1	Click on the Profile icon tab on the navigation Bar on the top right of the “Home” screen 
2	Click on “Log out” 
3	Click on “Yes”

	
4	<p>You will be redirected to the Log in Screen</p> 

4.2.9.2 Update User/Artist profile

Objectives:


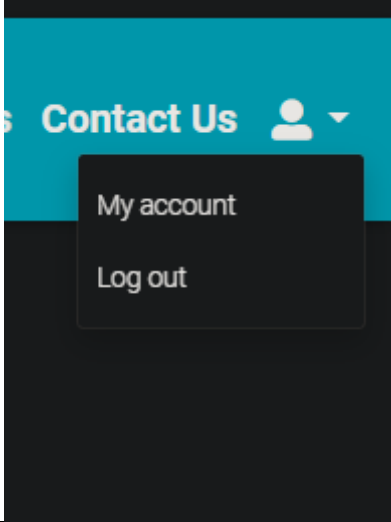
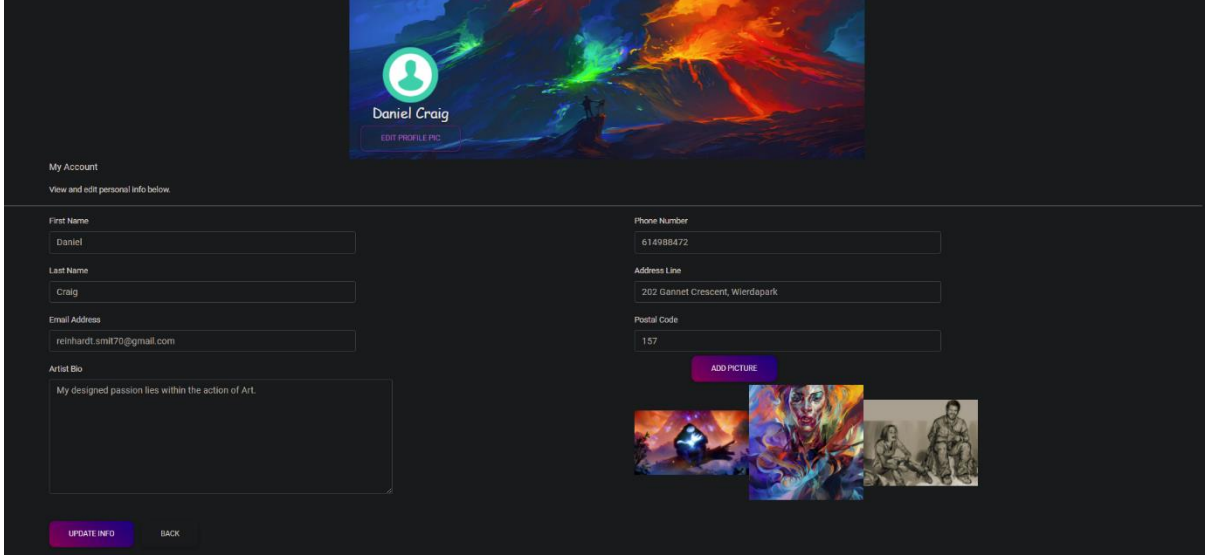
1. Update User/Artist Profile

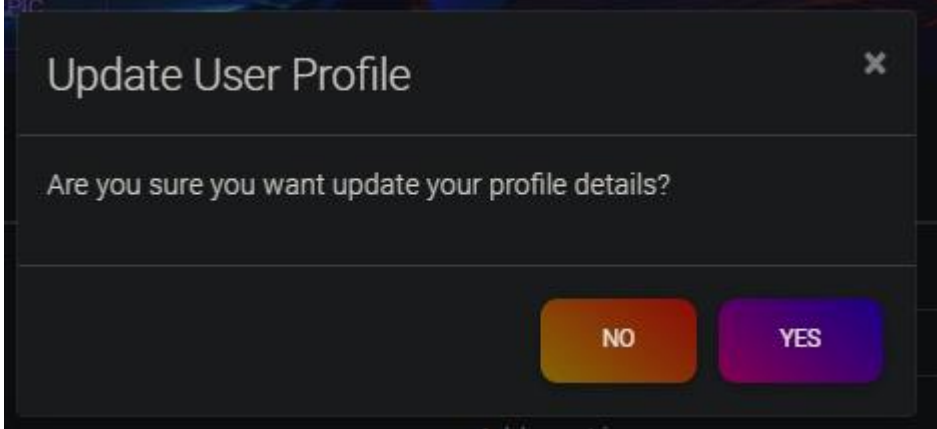
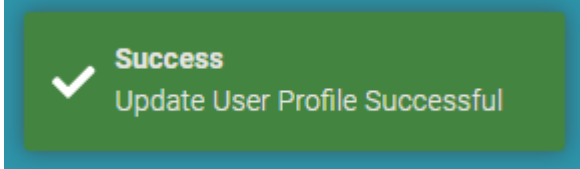
Test data Required to complete this exercise:

Element Description	Test data to be Inserted
First Name	Daniel
Last Name	Craig
Email Address	Reinhardt.smit70@gmail.com
Artist Bio	My designed passion lies within the action of art
Phone Number	614988472
Address Line	202 Gannet Crescent, Wierdapark
Postal code	157
Image 1	Sky.png
Image 2	Abstract.png

Image 3 | Charcoal.png

Exercise:

Steps	
1	<p>Click on the Profile icon tab on the navigation Bar on the top right of the “Home” screen</p> 
2	<p>Click on “My account”</p> 
3	<p>Enter details you wish to update, click on “Add picture” to add images, and then click on the “Update Info” button.</p> 
4	<p>Click on “Yes”</p>

		
5	<p>A "Success" notification will then be displayed</p> 	

4.3 Conclusion

The Desktop Application Functionality explained the functionality of the user/artist functioning on the desktop application and included a logical walkthrough of how it will work by illustrating where input is required and providing test data to demonstrate the process to the user.

5. Glossary

5.1 Introduction

The glossary contains main terms and terminology used in the desktop application as well as in the administrative website and the user website.

5.2 Glossary

	Term	Definition	Page reference
A	Artwork	Illustrations, photographs or other non-textual material prepared for inclusion in a publication.	58 - 69
	Artist	A person who creates paintings or drawings as a profession or hobby.	69 – 76, 98, 100, 121 - 123
	Artwork Showroom	A page, place or building where visual art is displayed.	109 - 110
	Art Class	A class or group of students who are taught art together	14 – 51, 55, 89 – 92, 92 – 94, 102 - 103
	Admin	The administration of a business , organization.	5-8, 31,

	Announcement	A formal public statement about a fact , occurrence or intention.	8-10, 110 – 111
	Application	A formal request to be considered for a position or to be allowed to have or do something, submitted to authority , institution or organization.,	20 – 24, 115 - 116
B	Booking	An act of reserving accommodation , a ticket, a class, etc in advance.	86 – 88, 103 - 106
D	Delete	Remove, obliterate or erase something from the system so that it does not appear anymore.	17-19, 38 – 41, 48 – 51, 67 – 69, 78 – 80, 81 – 83, 118 - 120
E	Exhibition	A public display of works or art or items of interest , held in an art gallery or museum.	10 – 24, 29, 56 – 58, 112 - 120
F	Feedback	Information about reactions to a product, a person’s performance or system performance of a task.	95 - 98
M	Medium Type	The different materials that an artist utilizes to create artwork.	80 - 83
P	Participants	A person who takes part in something	24 – 28
S	Surface Type	The part of the artwork most often denied in illusory arts, that is seen though and is not necessarily level.	76 - 80
	Schedule	A plan for carrying out a process or procedure .	54 - 58
	Search	Try to find something by looking or otherwise seeking carefully and thoroughly	12-14, 26 – 28, 31 – 32, 44 – 45, 74 - 76
R	Refund	Pay back money typically to customer who is unsatisfied.	51 – 54, 108 - 109
T	Tags	A personal signature that contains artist name, also known as moniker . Used to identify an artwork .	29 – 31, 116 -120
	Teacher	A person who teaches , in this case art.	31 – 41
U	Update	Make the function more modern or up to date .	14 – 17, 35 – 37, 45 – 48, 62 – 67, 121 - 123

5.3 Conclusion

The glossary contained the most important terminology in the system.

6. Conclusion

This document provided a logical walkthrough of the system and its functionality of both the user and the admin side on the website. The functionality of the system was illustrated by exercises that required the user to add test data to the system. A list of skills required to use the system, as well as how to acquire these skills, was also included.