



EVENT MANAGEMENT APPLICATION

Developed in HCL Domino Volt

Table of Contents

APPLICATION SETUP.....	3
1. Import Application	3
APPLICATION DESIGN.....	4
1. Event Management Landing Page.....	4
1.1 Landing Page	4
2. Event Owner Landing Page	4
2.1. Event Creation Page	4
3. Speaker Landing Page	5
3.1. Speaker Checks Event Details.....	5
4. Event Posting Page	6
4.1. Event Owner Posting Page	6
4.1.1. Speaker Acceptance Flow	6
4.1.2. Speaker Rejection Flow	8
5. Participant Landing Page.....	11
5.1. Anonymous User Landing Page.....	11
5.1.1. Past Events	12
5.1.2. Cal File	12
5.1.3. Upcoming Events.....	13
APPLICATION WORKFLOW	14
Event Creation Form	14
Admin (event owner) Login.....	14
Speaker Form	14
Speaker Login	14
Event Posting Form	14
Event Owner Login	14
Participant Form	14
Anonymous User Form	14
APPLICATION WORKFLOW DIAGRAM.....	15
CHANGING THE LOGO.....	16
MODIFYING CSS	18
1 CSS Sections	18

Prepared by

Galanki Alexander.

HCL Software Digital Solutions Lab Services

Document Version History

#	Version Author	Designation	Version Number	Status	Date of Submission
1.	Sanku Sai Keerthi	Senior Developer	1.0	Completed	18-05-2021
2.	Galanki Alexander	Senior Developer	2.0	Completed	02-06-2021

Document Approvers

#	Team Member	Designation	Status
1.	Jayati Chowdary	Project Manager	Reviewed
2.	Mahendra	Technical Lead	Reviewed

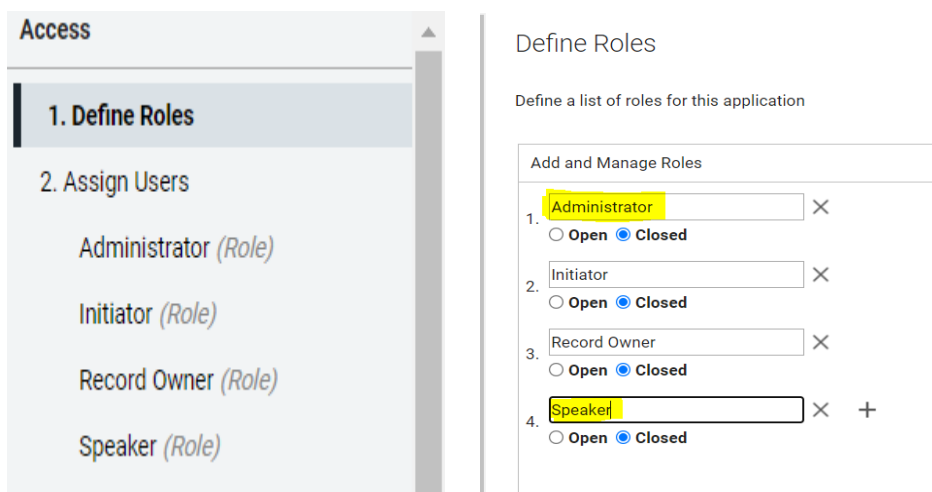
APPLICATION SETUP

1. Import Application

Import the application in your environment and uncheck the “Remove previously defined users and groups from this application” option to maintain the assigned roles.

Application Roles:

- Event Owner (Any Authenticated Domino User)
- Speaker (Any Authenticated Domino User)
- Participant (Anonymous User)



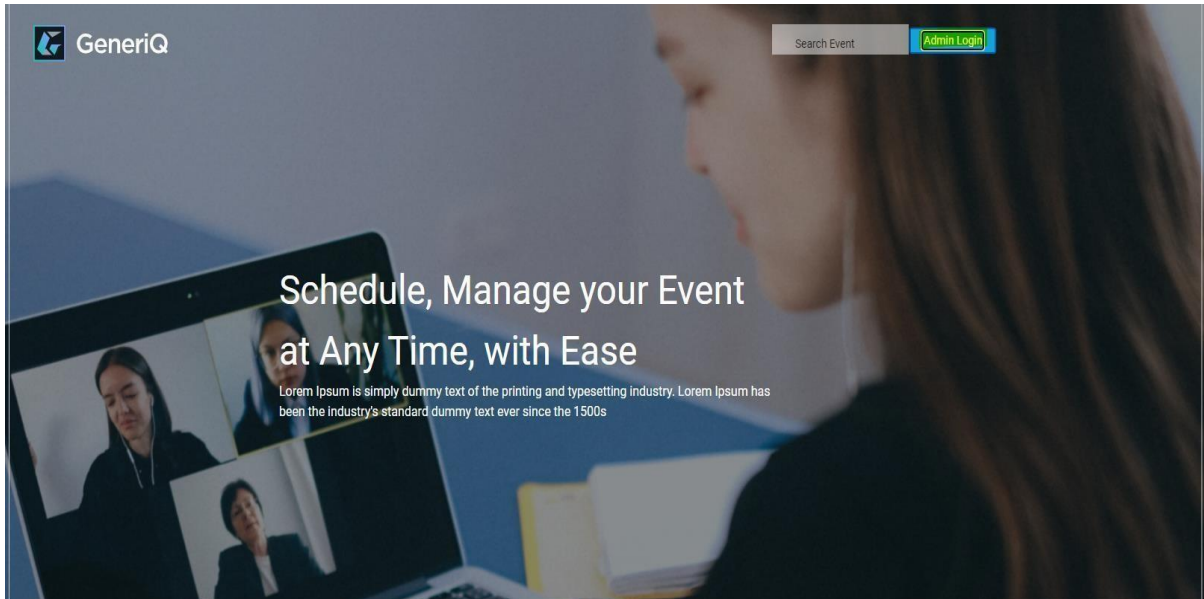
Here Event Owner is Domino Administrator. Add the Speaker details in the Domino Directory. Event Owner and Speaker field needs to be populated with the appropriate name for the application workflow to work.

APPLICATION DESIGN

1. Event Management Landing Page

1.1 Landing Page

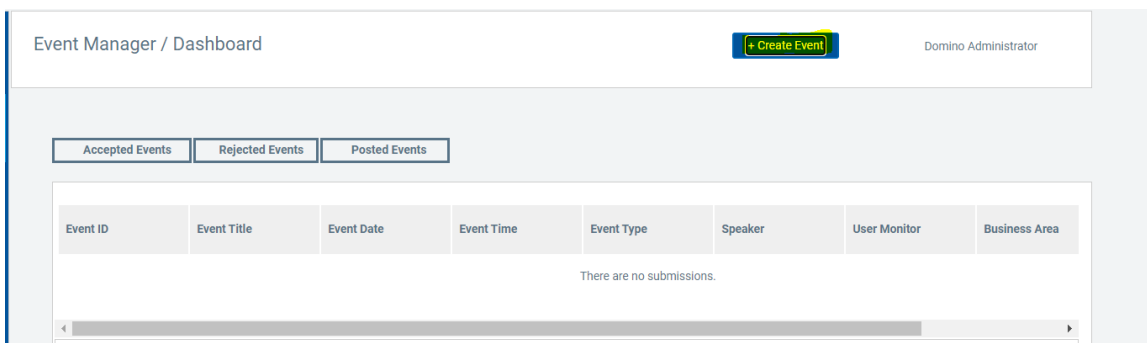
Here event owner fist needs to login with their credentials to create an event.



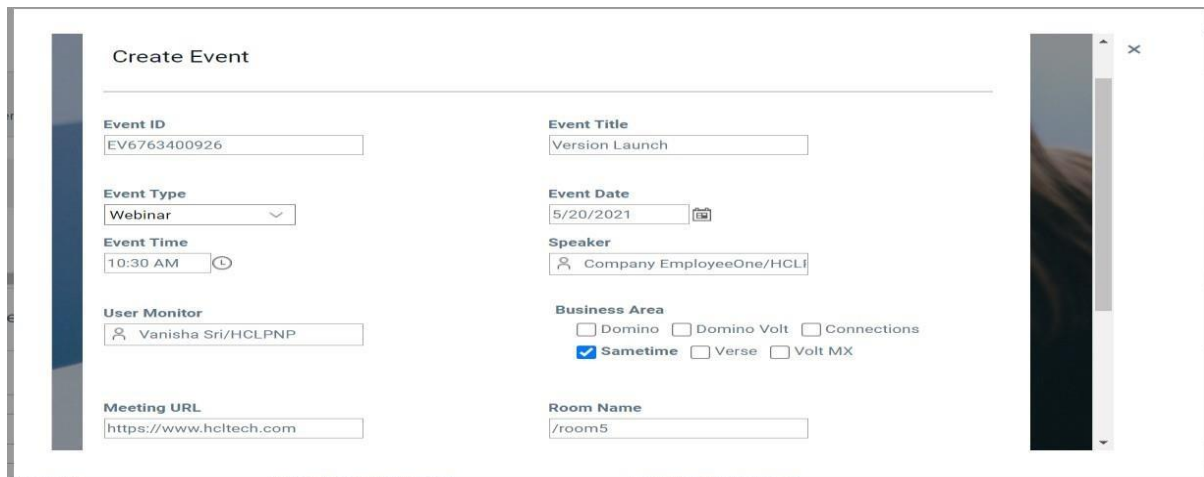
2. Event Owner Landing Page

2.1. Event Creation Page

Here event owner can create an event by clicking on “create event” button.



By clicking on “create event” button event owner will be redirected to the following page where the event owner can create an event based on the following fields.



Create Event

Event ID: EV6763400926

Event Title: Version Launch

Event Type: Webinar

Event Date: 5/20/2021

Event Time: 10:30 AM

Speaker: Company EmployeeOne/HCL

User Monitor: Vanisha Sri/HCLPNP

Meeting URL: https://www.hcltech.com

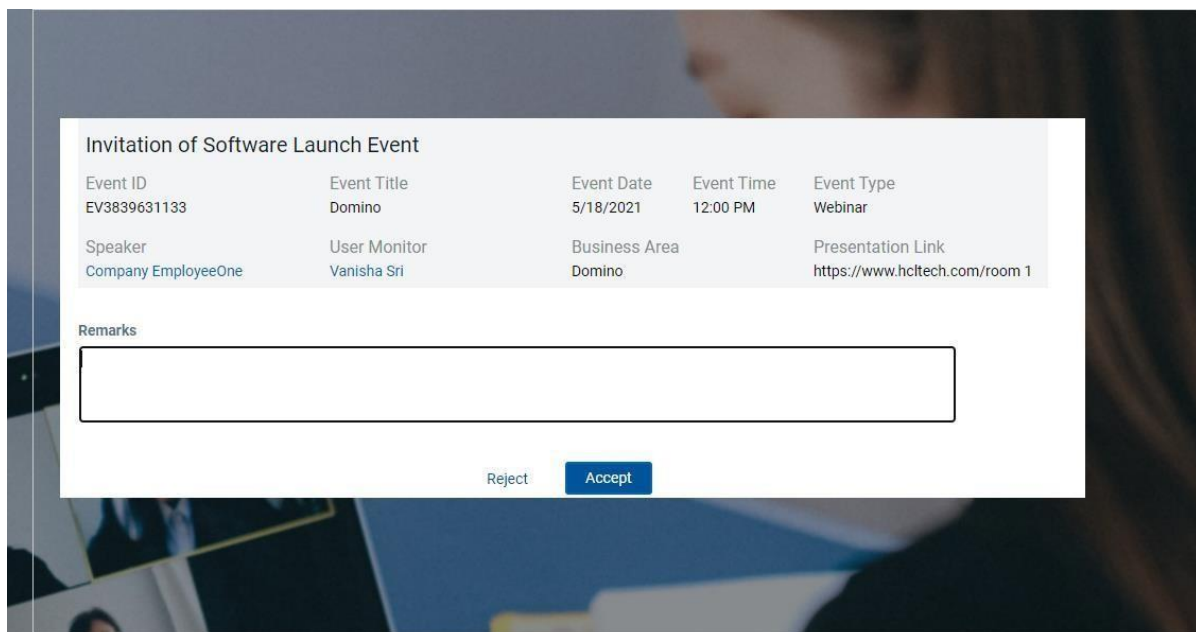
Business Area:
 Domino Domino Volt Connections
 Sametime Verse Volt MX

Room Name: /room5

3. Speaker Landing Page

3.1. Speaker Checks Event Details

Speaker receives an email when event is created by event owner. Speaker can view event details by clicking on “link” provided in email.



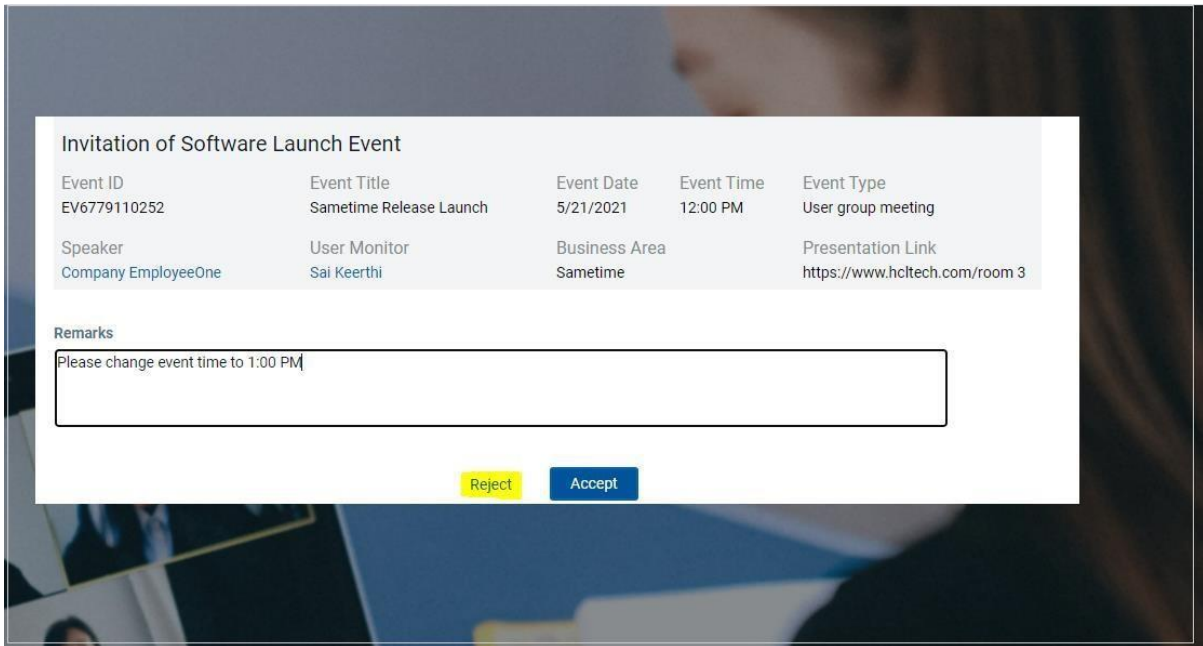
Invitation of Software Launch Event

Event ID	Event Title	Event Date	Event Time	Event Type
EV3839631133	Domino	5/18/2021	12:00 PM	Webinar

Speaker	User Monitor	Business Area	Presentation Link
Company EmployeeOne	Vanisha Sri	Domino	https://www.hcltech.com/room 1

Remarks

Speaker accepts/rejects the event based on the requirement.



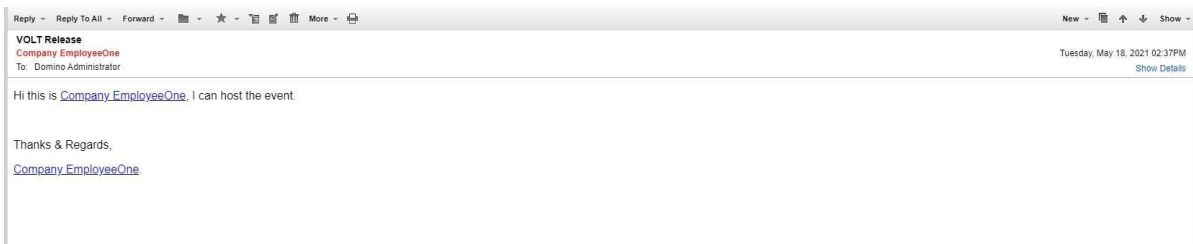
Speaker can reject the event by mentioning remarks and click on “Reject” button.

4. Event Posting Page

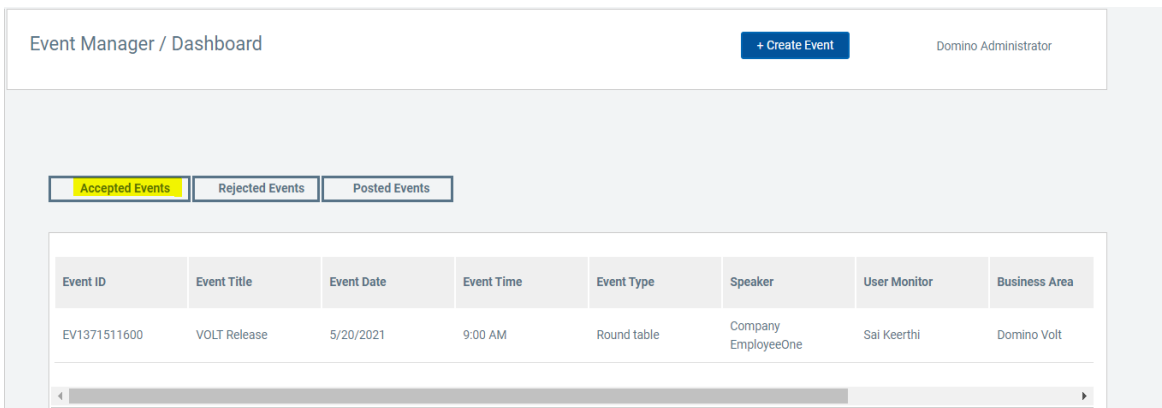
4.1. Event Owner Posting Page

4.1.1. Speaker Acceptance Flow

If speaker accepts the event, then an email is sent to event owner as shown below.



Event Owner can check the events accepted by speaker by clicking on “accepted events” button.



By selecting desired event, event owner can check details of event and can post event by clicking on “post event” button.

The screenshot shows the 'Event Manager / Dashboard' interface. At the top right, there is a '+ Create Event' button and the user name 'Domino Administrator'. Below the header, there are three tabs: 'Accepted Events', 'Rejected Events', and 'Posted Events'. The 'Accepted Events' tab is active, displaying a table with the following data:

Event ID	Event Title	Event Date	Event Time	Event Type	Speaker	User Monitor	Business Area
EV1371511600	VOLT Release	5/20/2021	9:00 AM	Round table	Company EmployeeOne	Sai Keerthi	Domino Volt

Below the table, the 'Event Details' section is visible, featuring a '+ Post Event' button. The details are as follows:

Event ID	Event Title	Event Date
EV1371511600	VOLT Release	5/20/2021
Event Time	Event Type	Speaker
9:00 AM	Round table	Company EmployeeOne
User Monitor	Business Area	Presentation Link
Sai Keerthi	Domino Volt	https://www.hcltech.com/room 2
		Status
		Accepted

Once event is posted by the event owner, it will be displayed in the table as shown below. Event owner can view all the past events, upcoming event and past event repository by using the buttons as shown.

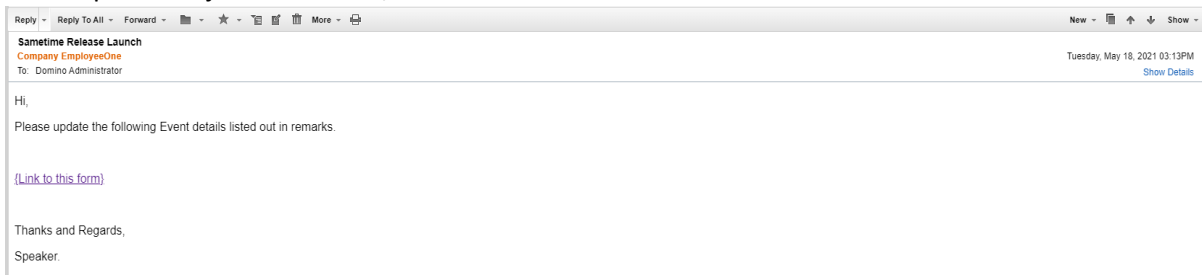
The screenshot shows the 'Event Manager / Dashboard' interface with the 'Upcoming Events' tab selected. At the top right, the user name 'Domino Administrator' is visible. Below the header, there are three tabs: 'Past Events', 'Upcoming Events', and 'Past Event Repository'. The 'Upcoming Events' tab is active, displaying a table with the following data:

Event ID	Event Title	Event Date	Event Time	Event Type	Speaker	User Monitor	Business Area
EV1371511600	VOLT Release	5/20/2021	9:00 AM	Round table	Company EmployeeOne	Sai Keerthi	Domino Volt

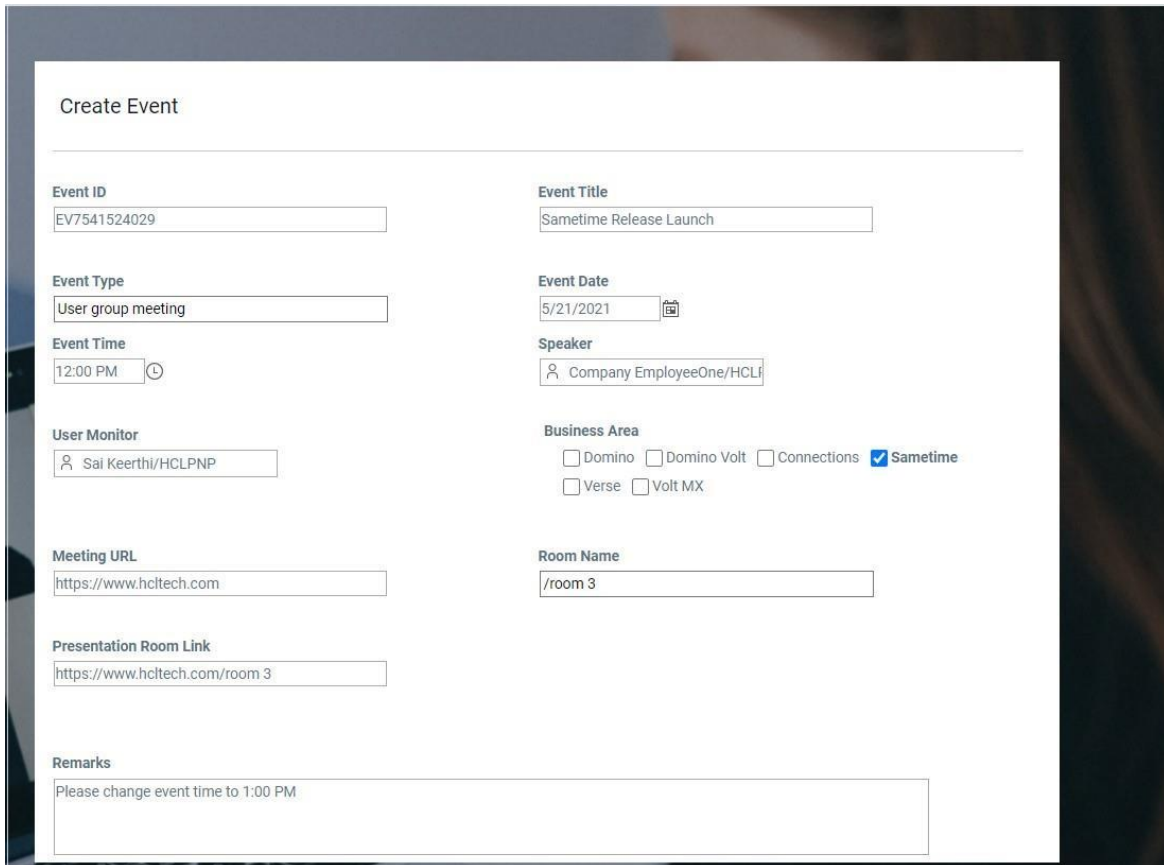
Below the table, there are icons for adding (+), editing (pencil), and deleting (trash) an event. A horizontal scrollbar is visible at the bottom of the table area.

4.1.2. Speaker Rejection Flow

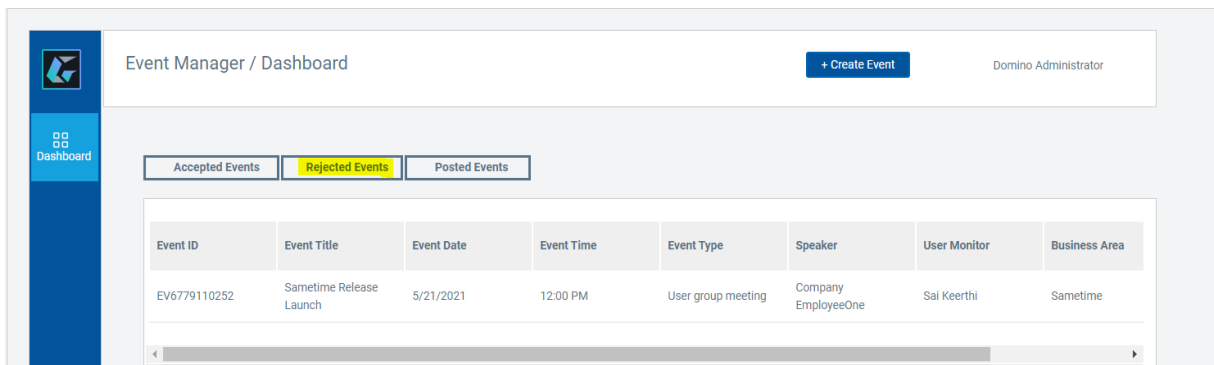
If speaker rejects the event, then an email is sent to event owner as shown below.



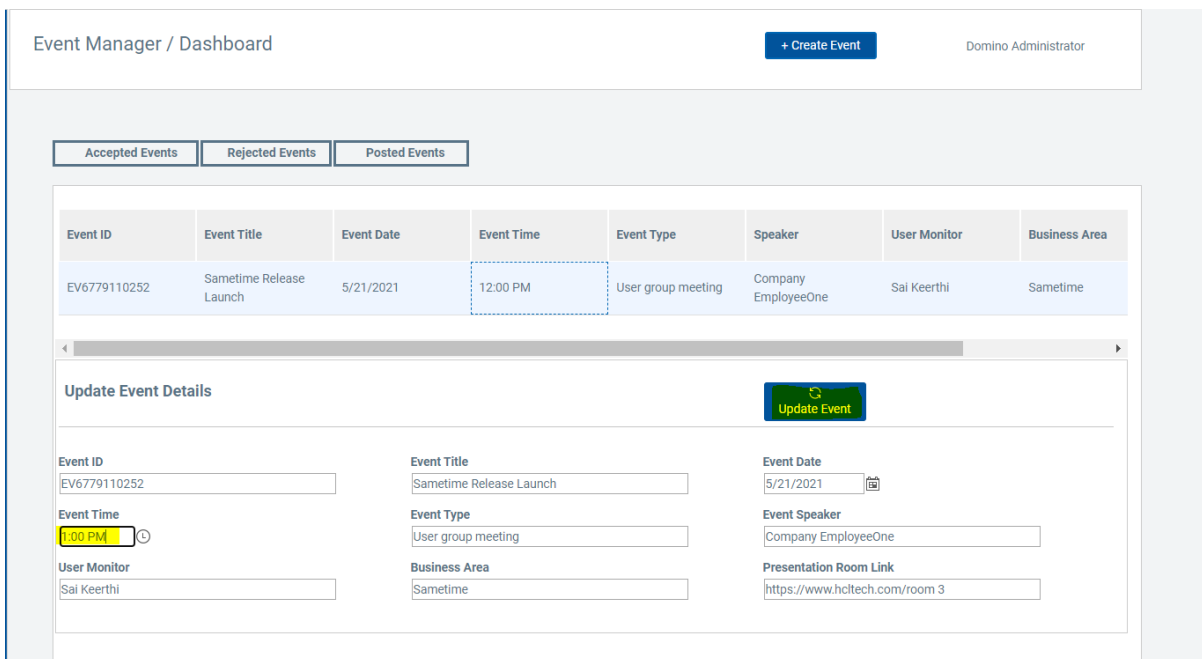
Event Owner can view the remarks mentioned by speaker by clicking on “link” provided in email.



Event Owner can view the rejected events by clicking on “rejected events” as shown below.



Event Owner can update changes by selecting the desired event, modify required field mentioned by speaker and click on “update event” button as shown below.



Once event is updated, speaker receives an email notification as shown below.



By clicking on the link provided in email, speaker can check updated details and can accept the event.

Event Manager / Dashboard Company EmployeeOne

Speaker review

Event ID: EV6779110252 Event Time: 1:00 PM User Monitor: Sai Keerthi	Event Title: Sametime Release Launch Event Type: User group meeting Business Area: Sametime	Event Date: 5/21/2021 Speaker: Company EmployeeOne Presentation Room Link: https://www.hcltech.com/room 3
---	--	--

Accept
Reject

Event Owner can check accepted events by clicking on “accepted events” button. By clicking on desired event, event owner can post the event by clicking on “post event” button as shown below.

Event Manager / Dashboard + Create Event Domino Administrator

Accepted Events
Rejected Events
Posted Events

Event ID	Event Title	Event Date	Event Time	Event Type	Speaker	User Monitor	Business Area
EV6779110252	Sametime Release Launch	5/21/2021	1:00 PM	User group meeting	Company EmployeeOne	Sai Keerthi	Sametime

Event Details + Post Event

Event ID EV6779110252	Event Title Sametime Release Launch	Event Date 5/21/2021
Event Time 1:00 PM	Event Type User group meeting	Speaker Company EmployeeOne
User Monitor Sai Keerthi	Business Area Sametime	Presentation Link https://www.hcltech.com/room 3 Status Accepted

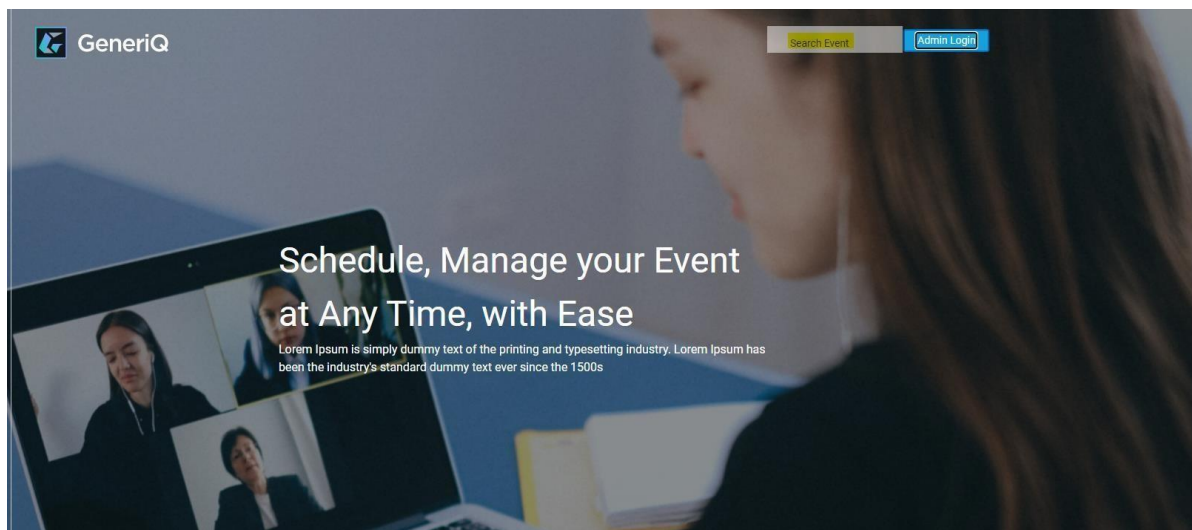
By clicking on “posted events” button event owner can view all the events posted.

Event Manager / Dashboard							Domino Administrator
Past Events		Upcoming Events		Past Event Repository			
Event ID	Event Title	Event Date	Event Time	Event Type	Speaker	User Monitor	Business Area
EV1371511600	VOLT Release	5/20/2021	9:00 AM	Round table	Company EmployeeOne	Sai Keerthi	Domino Volt
EV6779110252	Sametime Release Launch	5/21/2021	1:00 PM	User group meeting	Company EmployeeOne	Sai Keerthi	Sametime

By clicking on different buttons like past events, upcoming events, past event repository event owner can view events present in those categories.

5. Participant LandingPage

5.1. Anonymous User Landing Page



User can check the events posted by the event owner by clicking on “search event”

By clicking on “search event” user can view all the available past and upcoming events.

5.1.1. Past Events

For the past events, the user can select the desired event and the Presentation and Recording file URLs are display below.

Event Details

Date Month Business Area Speaker

Past Events | Upcoming Events

Event ID	Event Title	Event Date	Event Time	Event Type	Speaker	Business Area
EV9275208174	Domino Version Update	5/10/2021	5:00 PM	Round table	demo User3	Domino
EV2333886995	Domino	6/9/2021	2:15 AM	Round table	demo User3	Domino

Event Details

Event ID:

Event Title:

Event Date:

Event Time:

Event Type:

Speaker:

User Monitor:

Business Area:

Presentation Room Link:

Presentation File:

Recording File:

5.1.2 Cal File

For the calendar view this “CAL File” need to be place in domino server path.

This PC > New Volume (D:) > HCL > Domino > Data > domino > html > cal

Name	Date modified	Type	Size
main	20-05-2021 10:03	Cascading Style Sh...	40 KB
main	20-05-2021 10:03	JavaScript File	682 KB

APPLICATION WORKFLOW

Event Creation Form

Admin (event owner) Login

- By using this form event owner can create an event.
- After creating an event and submitting the event, an email notification will be sent to the speaker.

Speaker Form

Speaker Login

- Speaker can view the event details by clicking on the link provided in the email.
- After checking the event details speaker can accept/reject the event.
- Speaker needs to upload presentation and recording files once event is finished.
- An email notification will be sent to the event owner when speaker accepts/rejects the event.

Event Posting Form

Event Owner Login

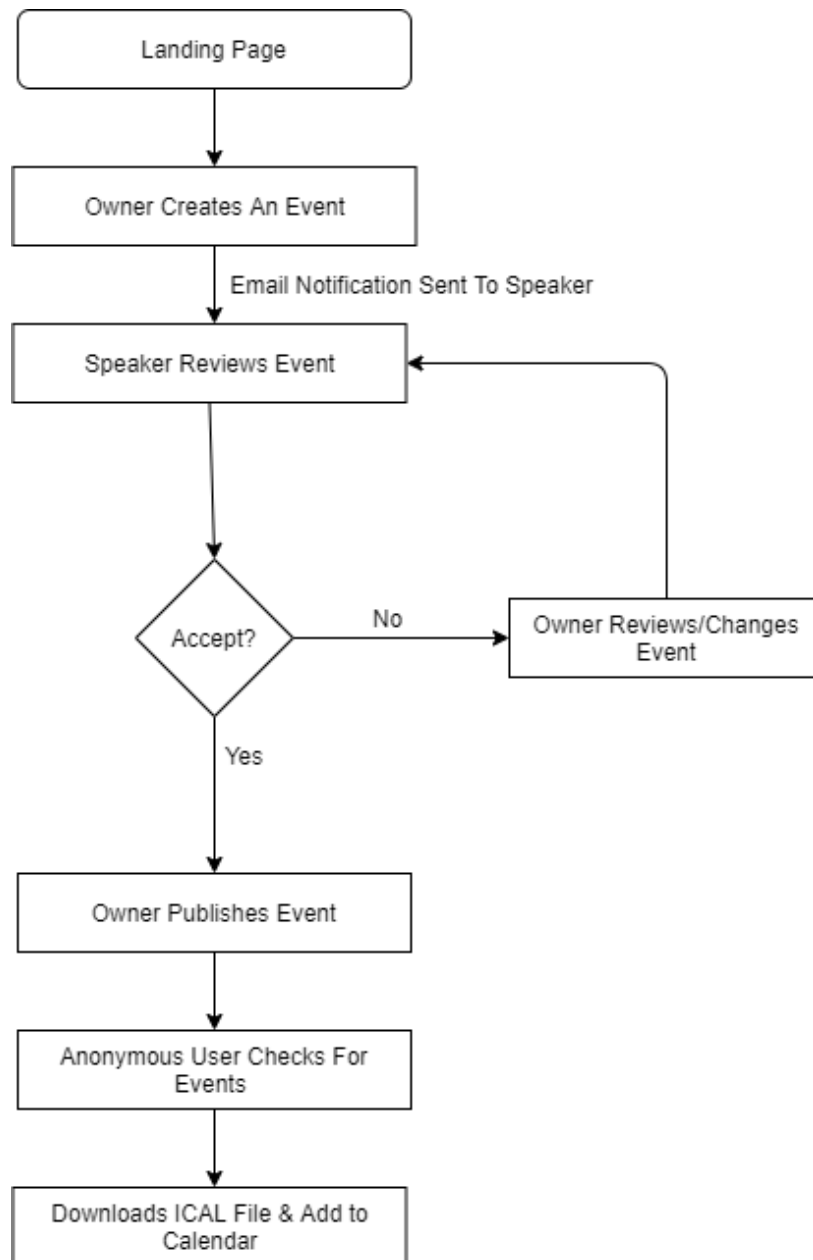
- Event Owner can check the accepted and rejected events in the table and can take appropriate action.
- If speaker accepts an event, then event owner can post the event.
- By clicking on an event, event owner can post the event by clicking on “post event” button.
- If speaker rejects any event, event owner can view the details by clicking on the link provided in the email.
- To update changes mentioned by speaker, event owner can click on rejected events button above the table.
- Event Owner clicks on any rejected event, modifies the changes and click on “update event” button to update the details.
- When event owner updates the details, email notification is sent to speaker.
- Speaker can view the event details and accepts/rejects the event.

Participant Form

AnonymousUser Form

- Any anonymous user can search for events by clicking on “search event” button.
- User can click on an event and download ICAL file.
- User can open ICAL file and add to their Calendar in order to get notified about the upcoming events.

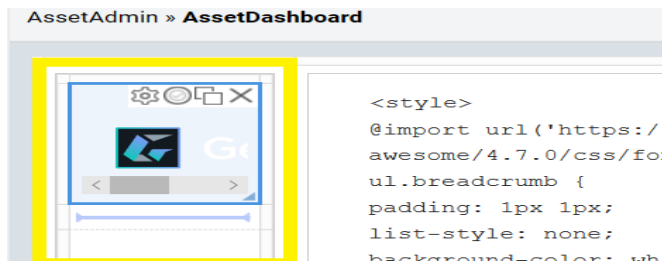
APPLICATION WORKFLOW DIAGRAM



CHANGING THE LOGO

Edit the application and open every page. Follow the steps below to apply the logo of your choice:

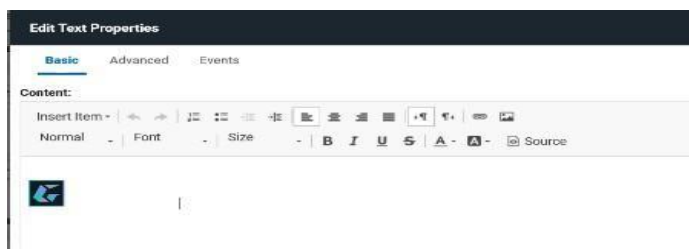
- Go to the side-nav section of the page. The highlighted section in the below image.



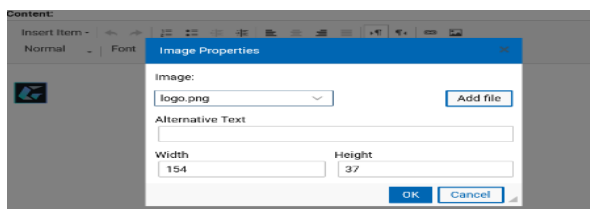
- In the side-nav section, click the first textbox with the default company logo as shown in the below image.



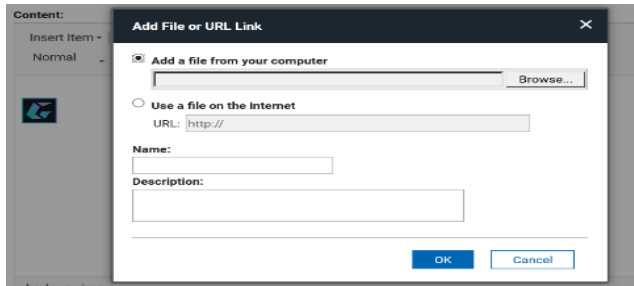
- Upon clicking the text box, a dialogue box will open with the textbox properties as shown below



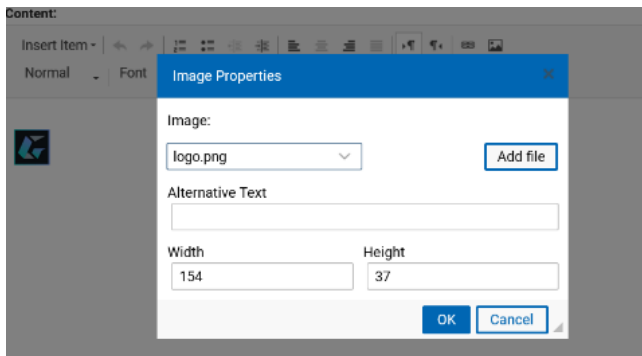
- Remove the existing default logo and add your customized logo in it.
- To add new logo, click on the **image icon** on the top right which contains image properties.



- Select the image from the existing images or add new image from outside the application using the **Add file button**. A dialogue box will be opened as shown below.



- Give the name and description and click on **OK**. Now the image is added to your volt application.
- Add the logo with the custom width and height as shown below.



- Click on **APPLY** and **OK** to apply the changes made and to set the new logo.

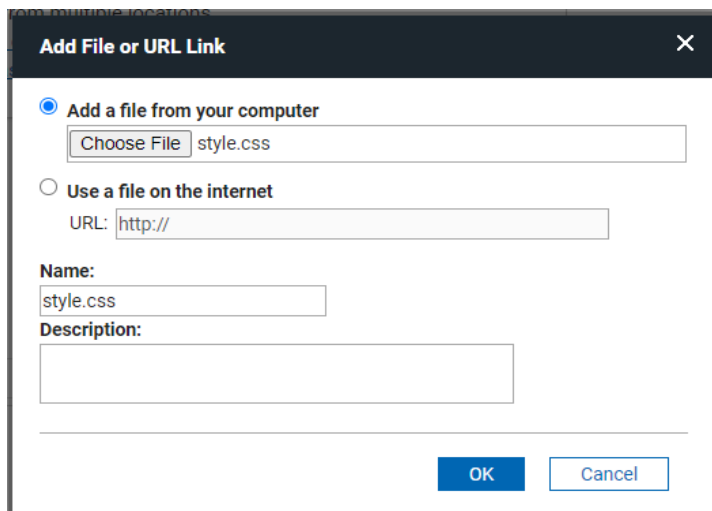
MODIFYING CSS

You can add your custom stylesheets using the instructions given here https://help.hcltechsw.com/domino_volt/1.0/ex_css_toc.html

The CSS used in this application is named 'style.css' and it can be further modified as needed.

Go to Settings>>Files and click on "Add" button and add your custom cascading style sheet file as shown below.

Click on "Choose file" select your custom CSS file and click on "OK".



1 CSS Sections

- Buttons
 - Default buttons like Submit, Next, Back and Custom buttons CSS properties are given in this section.
- Sections
 - The properties of sections in the application can be controlled from here.
- Tabs
 - Tab CSS properties like tab checked and unchecked.
- Text and Text boxes
 - The text boxes width, height, padding and the text headings size, font etc. are specified here.
- Side Nav
 - The customization of the side nav bar like background colour, boarder-radius etc. is given here.
- Table
 - Table colour, alternative rows colour, column headings etc. are customized here.