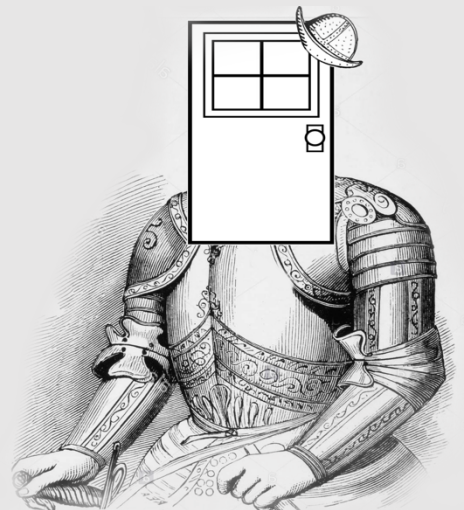


The Virtual Office Door

USER MANUAL

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Introduction

Welcome to the Virtual Office Door! We are please that you have chosen our system for your business needs and hope that this document will assist you in anyway possible. The Virtual Office Door is a powerful piece of software that functions as a new medium of communication between a virtual door owner and any guests to the door. With this software, customized specifically to your needs, you have access to the following key features:

- Easy to use widgets that can be updated on the fly
- A virtual space that can be customized to fit your needs
- Simple notification system that can be used to send urgent changes to registered guests
- A cloud ready application that boasts reliability and ease of use

The purpose of this user manual is to help you, the client, successfully install, administer, and maintain the Virtual Office Door in your actual business context going forward. Our aim is to make sure that you are able to profit from our product for many years to come!

Installation

There are multiple methods in which you can install the Virtual Office Door in your environment. The first of which is installation and deployment onto Amazon Web Services, which is one of the more advanced methods of installation. The steps on how to accomplish this are outlined in the attached “AWS Deployment Instructions” document.

For a quick and easy installation, the application can be hosted from your local machine. In order to do this, you will need to perform the following steps:

1. Install the codebase on your machine or server
2. Once installed open a terminal/command line and navigate to the directory of the application
3. Following the README in the codebase, download all of the required dependencies on to your system
4. Once the dependencies are installed run the command “python3.5 manage.py makemigrations”, after that is complete run the command “python3.5 manage.py migrate”
5. “makemigrations” creates the SQL queries that are needed to make the SQLite database file match the Django models and “migrate” performs the queries.
6. Make sure that your system is set up to run the server on the desired port (usually port 80)
7. Once all migrations are made, run the command “python3.5 manage.py runserver <IP-address> <port number>” where IP address and port number are the IP and the port number of your system that you are hosting the server from.
8. Now that your application is successfully deployed, open a beer and kick back!

Configuration and Daily Operations

For the Virtual Office Door, configuration and Daily Operations are barely a concern. The application was designed in such a way that requires low overhead maintenance on your, the client's, part. This was one of our major design decisions and we created the application this way to make it easily maintainable on any server, so long as the server itself is in a stable condition. Any possible issue or error that might arise with Django has already been documented in the Django and Django restful documentation as well which can be found here: <https://docs.djangoproject.com/en/1.11/>

Maintenance

In regards to long term maintenance, there is only one major task that would need to be completed, which is management of the database. The process for this, like most of the Virtual Office Door, is simple and has very few steps.

1. To create an admin account, navigate to the directory of the Virtual Office Door in a terminal or command line window
2. Run the following command: `python3.5 manage.py createsuperuser`
3. A prompt will appear asking you to create a username, then to create a password
4. Once this is complete, to access the administrative side of the Virtual Office Door, navigate to your website, i.e `virtualofficedoor.com/admin`
5. Once there enter in your username and password, and then you have access to each database entry for all users.

In order to maintain the codebase if any errors occur, the entire repository will be provided to you electronically as well as provided via a USB Thumb drive. Any error that might occur with Webix and/or Gridstack is also sufficiently documented in the Webix and Gridstack documentation, and the Webix support team are incredibly responsive.

Trouble-shooting

Within the Virtual Office Door some of the following errors, although incredibly unlikely, could occur:

1. A user, after uploading a profile picture for their door, is not directed to their profile page.
This issue can easily be fixed by refreshing the page which will allow you to try and submit your profile again, at which point will work and direct the user to their profile page.
2. Calendar widget will not allow me to delete/edit an event.

This is a common occurrence and is a result of not selecting the event in the calendar widget that you are trying to delete/edit. Make sure that you select (click) on the calendar event, it will be highlighted green, and then try to delete/edit the event.

3. After placing all of the widgets, then refreshing the page, the layout and widgets didn't save!

If you did not manually save the layout you created and you refreshed the page before the automatic save, then your layout was unfortunately not saved. All of your widget content does not need to be manually saved, you will just need to place the widgets again and then save the layout.

Conclusion

We hope you enjoy using the Virtual Office Door as much as we enjoyed creating it for you. We, the development team, hope you have many successfully years of using the application and wish you the best. If anything does arise or if there are any design questions please feel free to contact Tyler Tollefson, the team lead and frontend developer with any concerns at ttollefson45@gmail.com. While we are all moving on to professional careers, we would be happy to answer short questions in the coming months to help you get the product deployed and operating optimally in your organization