# Eventuoso Solo

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# 1. Overview

Advertuoso Solo is advanced **calendar and event management** solution with powerful admin backoffice, reliable and robust backend, and outstanding technical support. Manage your events and enrollers easy as 1-2-3, accept payments online or offline, check and print comprehensive billing reports.

10 Reasons to Say YES! to Eventuoso Solo

- Easy-to-manage corporative or personal events
- User friendly, ajax-based frontend with great usability
- Powerful admin panel for events management, including comprehensive graphs and reports
- Flexible access controls
- Highly configurable and customizable via web-interface
- Easy to install (using included installation utility)
- Free professional installation by our specialists
- 1 year of free upgrades
- Lifetime technical support
- Ability to order custom version or customization from developer

# 2. Key Features

## Plan Your Corporate Events

No matter what your corporate event is used to be, you can plan everything. **Conferences**, which are popular and important business events. **Meetings** - very common business events in large companies used to discuss company strategies. **Team building events**, which is a key to develop and motivate teams in company. **Seminars** - educational events for training your employees. **Product Launches**, used for market introduction of new products and services. **VIP and Incentive Events**, which helps to enhance customer loyalty. **Theme Parties** and many many more events.

## Or Your Private Events

There is a lot of opportunities for private use. You can use Eventuoso Solo to plan your **Wedding**, most important days in the life of grooms and brides. Easily manage your **Birthdays**, **Anniversaries** or any other **Family Events**. You can even plan some **touristic events** with your friends while you are **travelling**.

## Use Flexible Access Controls

You can create public and private campaigns. Public campaigns will be reflected on the index page, while private stays invisible. Besides this, to access private campaign page, user have to enter special access password. So you can easily target your campaign to selected group of people. Also we implemented very handy function of public access to the list of participants so your friends can see who is going to come to your party. Public access can be turned on and off from admin panel. We also added deadline settings, which allow you to set date and time when system locks user access to new and existing enrollments (user cannot delete own booking, or create new one for given event).

## Make Comprehensive Reports

We implemented a lot of tools which will be handy to track and manage your events. One of these tools is reporting mechanism. Whatever you want to do: manage guests online at event place, or print guest list to manage them offline, manage or print billing list grouped by enroller or event, either its detailed or not, - all this stuff can be easily done with Eventuoso Solo. Also we give you quick stats and graphs to help you analyze your productivity and make decisions.

## Enjoy Administrative Functions

Manage campaigns, events and users from secure admin panel. Get reports, print it and make changes to the bookings on-the-fly. With internal markup editor you can easily modify web-templates, mail-templates and css files.
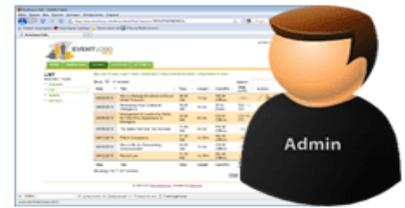
## Integrate Easily to Your Websites

Template/CSS driven system gives you great possibilities in editing and changing interface layout of Eventuoso Solo. Its very easy to adopt software so it looks and feels like your existing website. For more deeper integration (like XML feeds) or if you need to integrate some other 3rd-party service to Eventuoso Solo, you can always contact us and our professional team will help you in no time.

## Stay on the Cutting Edge of Modern Technologies

We used all modern technologies when developed our software. **jQuery** functionality with a lot of used plugins brings usability to new highest limits. **HTML5** canvas we used to render graphs allowed us to move image rendering tasks from server (decreasing server load) to client's browser. Using **CSS3** you can easily customize look & feed of pages and templates. **MySQL 5** with stored procedures gave us ability to move some business logic directly to MySQL server, which brought new level of security and speed. **MySQL innoDB** tables is much more reliable and fast compared to myISAM, we used them so you can forget about hours you spent before fixing myISAM tables structures!

## Get Free Professional Installation and Support

Initially we provide you with installation utility, which is easy to use to install Eventuoso Solo. But if you dont have time to do it yourself, or meet any problems during installation, please contact us to get free installation service. Our techs will do this job for you. We also gets all new updates and upgrades during 1 year absolutely free of charge. You also get outstanding tech support completely free.

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# 3. Administrator Guide

## 3.1 Overview

Administration section is located at /backoffice subdirectory. I.e. if you installed Eventuoso at http://www.eventuoso.com/, then to get to administration section you have to proceed to:

http://www.eventuoso.com/backoffice/

Initial username and password for admin is set as:
Username: admin
Password: password



Later you can change it in Settings section.

If you set email address for admin account in Profile section and later you forgot password, you can always use Password Reminder function by clicking on "Password Reminder" tab.
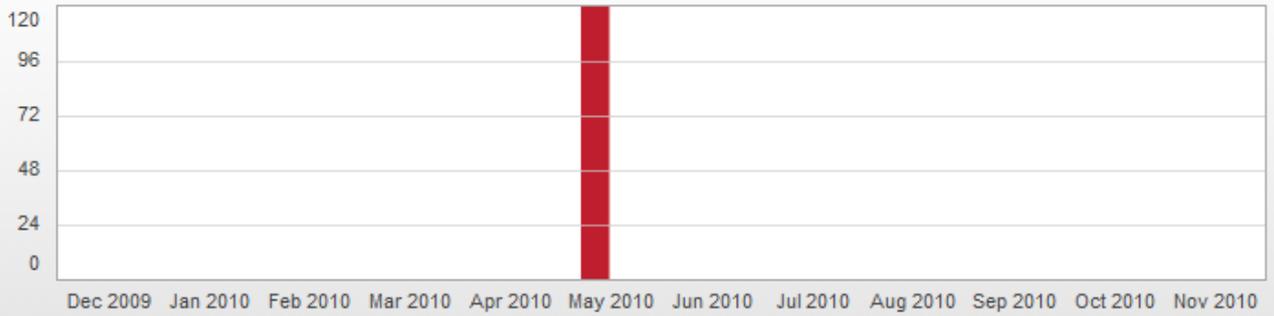
# 3.2 Home

## 3.2.1 Overview

Here you can find common statistics and graphs.

First graph shows income and due for all events during current 12 monthes (period starts 6 monthes before and ends 6 monthes ahead from now). This data helps you see level of money flows for better planning your events to maximize your income.

## Monthly Income / Due Report



■ Amount Paid   ■ Amount Due

| | Dec 2009 | Jan 2010 | Feb 2010 | Mar 2010 | Apr 2010 | May 2010 | Jun 2010 | Jul 2010 | Aug 2010 | Sep 2010 | Oct 2010 | Nov 2010 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Amount Paid | 0 | 0 | 0 | 0 | 0 | 120.00 | 0.00 | 0 | 0 | 0 | 0 | 0 |
| Amount Due | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0 | 0 | 0 | 0 | 0 |

Second graph is switchable. You can click on title: "Income / Due" or "Booking Types" to bring different graph.

Income / Due graph shows total share of income and due amount

### Income / Due

| | USD |
|---|---|
| Amount Paid | 120.00 |
| Amount Due | 0.00 |
| | 120.00 |

### Booking Types

| | Bookings |
|---|---|
| Enrolled by Users | 3 |
| Booked Anonymously | 1 |
| | 4 |

### Income / Due
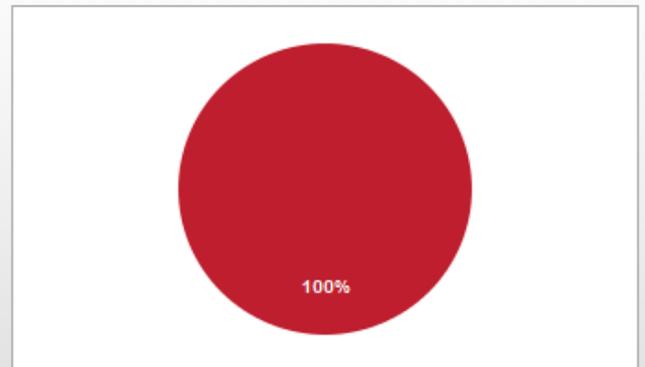


■ Amount Paid   ■ Amount Due

Booking types graph shows total share of bookings enrolled by registered users and anonymously.
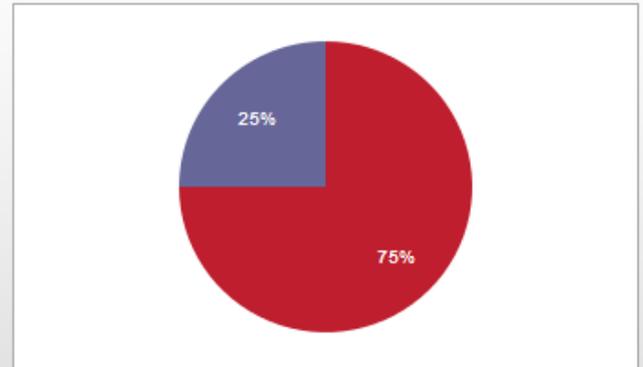
## Income / Due

|  | USD |
|---|---|
| Amount Paid | 120.00 |
| Amount Due | 0.00 |
|  | 120.00 |

## Booking Types

|  | Bookings |
|---|---|
| Enrolled by Users | 3 |
| Booked Anonymously | 1 |
|  | 4 |

**Booking Types**



■ Enrolled by Users    ■ Booked Anonymously

# 3.2.2 10 Upcoming Events

You can use this section for fast access to 10 closest upcoming events, if you need to manage participants, get reports, or edit event data.

Show 10 ▼ entries                                    Search: [          ]

| Date | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |
|---|---|---|---|---|---|---|
| 06/30/2010 | bvbcvb | 01:00 AM | 1h 0m | 15.00 (Online) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/03/2010 | test ss | 01:00 AM | 2h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/06/2010 | fdfgdf | 01:00 AM | 0h 15m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/16/2010 | qqqq qqq | 01:00 AM | 3h 0m | 0.00 (Both) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/18/2010 | fdfgdf 2 | 01:00 AM | 0h 15m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/28/2010 | rrr eee | 01:00 AM | 4h 0m | 10.00 (Offline) | 10 / 0 / 10 | ✏ 👥 ❌ ➡ |
| 07/30/2010 | test 1 | 01:00 AM | 3h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| Date | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |

Showing 1 to 7 of 7 entries

First  Previous  1  Next  Last

There are 7 columns represented in data table.
**Date** - shows date of event.
**Title** - event title.
**Time** - start time of event.
**Length** - duration of event.
**Cost (PO)** column shows participation cost and payment methods allowed for this event (may be 'Online', 'Offline' and 'Both').
**Slots** column shows event slots statistics - L stands for total available slots, T - shows number of taken

slots, F - let you see how many slots you still have free.
In **Actions** column you can see few pictograms which used to manage events.

You can use search tool to filter out unneeded records:



Also you may want to sort records in the table by any column:



## "Pen" tool used to edit event data



Once you click on "Pen" tool, popup with edit form will be loaded. Here is brief explanation of fields:



**Select Campaign** - here you can select campaign (switch event to other campaign if you need). Once you select campaign new Campaign Period will be loaded from database.
**Event Title** - here you can set title of event.
**Description** - event description. Put here detailed description of your event, you may include block of text in different languages if you need.
**People limit** - in case if your event is limited by seats or something, you may put here number of slots available for enrollment. Or leave 0 if you dont want to limit number of slots.
**Public Access to Participans List** - set it to *Yes* if you want to allow website visitors to see list of participants for this event. Or to *No* if you dont want to share this information.

**Campaign Period** - shows you date of start and end of campaign. You have to select event date and deadline date from this range.

**Date of Event** - date of event. When you click on the field with your mouse, small calendar will be popped and you can select date.

**Start Time of Event** - here you need to set start time of event

**End Time of Event** - here you need to set end time of event

**Deadline Date and Time** - here you need to set date and time when you stop accept new enrollments and changes to existing enrollments for this event. It can be useful if you need to know final list of participant i.e. 2 days prior event.



**Participation Cost** - enter here cost for event, or leave it 0 if its free

**Accept Payment** - you may select one of 3 choices: Online Only - to accept payments by Paypal, Offline Only - to accept payments offline (i.e. by cash), or Both



Here you have to put address where event will be held. This is important part because participants need to know exact address. Also its important data for google map module.

## "Group" tool used to manage participants



Once you click on "Group" tool, popup with participant list will be loaded.

Show 10 ▼ entries                                                                              Search: [          ]

| Date ▲ | Participant | Enrolled By | Amount Paid | Amount Due | Pay Date | Transaction ID | Actions |
|---|---|---|---|---|---|---|---|
| 05/07/2010 | Mike John | Anonymous | 120.00 | 0.00 | 05/12/2010 | AS2231232332OO | ❌ |
| Date | Participant | Enrolled By | Amount Paid | Amount Due | Pay Date | Transaction ID | Actions |

Showing 1 to 1 of 1 entries

[First] [Previous] [1] [Next] [Last]

There is 8 columns represented in this data table.
**Date** - shows date of enrollment,
**Participant** - name of participant,
**Enrolled By** - shows name of registered member who enrolled participant or Anonymous if enrollment made anonymously.
**Amount Paid** - shows amount paid by enroller,
and **amount due** - shows how much enroller owes you.
**Pay Date** - date of payment.
**Transaction ID** - paypal or offline transaction ID.
Using **Actions** toolbar you can delete booking or set is as paid (if booking still unpaid and enroller paid you in cash or any other offline methods).

If you click on "View Enroller Billing List" you will get billing report with all billing data for current even grouped by enroller. This report shows also total number of slots taken by enroller and his email address.

Show 10 ▼ entries                                                                              Search: [          ]

| Enroller ▲ | Email | Cost | Slots | Amount Paid | Amount Due | Actions |
|---|---|---|---|---|---|---|
| Anonymous | | 100.00 | 1 | 120.00 | 0.00 | ❌ |
| Enroller | Email | Cost | Slots | Amount Paid | Amount Due | Actions |

Showing 1 to 1 of 1 entries

[First] [Previous] [1] [Next] [Last]

You can also get following reports for printing: Participants List, Enroller Billing List and Detailed Enroller Billing List (detailed report also shows names of participants so enroller know who he pays for)

## "Delete" tool used to delete events

Once you click on "Delete" tool, confirmation panel will be popped and you have to confirm that you want to delete event. Once you delete event, it will be permanently deleted from database with all corresponding data (bookings information) and cannot be restored later.

## "Visit" tool used to visit event page

Once you click on this tool, new window will be opened and redirected directly to event page. You may use this URL to send it to persons you want to invite to this event.

### 3.2.3 10 Past Events

You can use this section for fast access to 10 closest past events, if you need to manage participants, get reports, or edit event data. There are 7 columns represented in data table. Date - shows date of event, Title - event title, Time - start time of event, Length - duration of event. Cost (PO) column shows participation cost and payment methods allowed for this event (may be 'Online', 'Offline' and 'Both'). Slots column shows event slots statistics - L stands for total available slots, T - shows number of taken slots, F - let you see how many slots you still have free. In Actions column you can see few pictograms which used to manage events.

Show 10 ▾ entries                                                    Search: [          ]

| Date ▲ | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |
|---|---|---|---|---|---|---|
| 06/30/2010 | bvbcvb | 01:00 AM | 1h 0m | 15.00 (Online) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/03/2010 | test ss | 01:00 AM | 2h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/06/2010 | fdfgdf | 01:00 AM | 0h 15m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/16/2010 | qqqq qqq | 01:00 AM | 3h 0m | 0.00 (Both) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/18/2010 | fdfgdf 2 | 01:00 AM | 0h 15m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 07/28/2010 | rrr eee | 01:00 AM | 4h 0m | 10.00 (Offline) | 10 / 0 / 10 | ✏ 👥 ❌ ➡ |
| 07/30/2010 | test 1 | 01:00 AM | 3h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| Date | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |

Showing 1 to 7 of 7 entries

[First] [Previous] [1] [Next] [Last]

You can use search tool to filter out unneeded records:

Show 10 ▾ entries                                                    Search: [          ]

| Date ▲ | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |
|---|---|---|---|---|---|---|

Also you may want to sort records in the table by any column:

Show 10 ▾ entries                                                    Search: [          ]

| Date ▲ | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |
|---|---|---|---|---|---|---|

**"Pen" tool used to edit event data**

Once you click on "Pen" tool, popup with edit form will be loaded. Here is brief explanation of fields:



**Select Campaign** - here you can select campaign (switch event to other campaign if you need). Once you select campaign new Campaign Period will be loaded from database.
**Event Title** - here you can set title of event.
**Description** - event description. Put here detailed description of your event, you may include block of text in different languages if you need.
**People limit** - in case if your event is limited by seats or something, you may put here number of slots available for enrollment. Or leave 0 if you dont want to limit number of slots.
**Public Access to Participans List** - set it to *Yes* if you want to allow website visitors to see list of participants for this event. Or to *No* if you dont want to share this information.



**Campaign Period** - shows you date of start and end of campaign. You have to select event date and deadline date from this range.
**Date of Event** - date of event. When you click on the field with your mouse, small calendar will be popped and you can select date.
**Start Time of Event** - here you need to set start time of event
**End Time of Event** - here you need to set end time of event
**Deadline Date and Time** - here you need to set date and time when you stop accept new enrollments and changes to existing enrollments for this event. It can be useful if you need to know final list of participant i.e. 2 days prior event.

**Payment Settings**

| | | |
|---|---|---|
| Participation Cost | 15.00 | USD |
| Accept Payment | Online Only ▼ | |

Participation Cost - enter here cost for event, or leave it 0 if its free
Accept Payment - you may select one of 3 choices: Online Only - to accept payments by Paypal, Offline Only - to accept payments offline (i.e. by cash), or Both

**Address Settings**

| | |
|---|---|
| Address | |
| City / Town | |
| State / Province | |
| Zip / Postal Code | |
| Country | |

Here you have to put address where event will be held. This is important part because participants need to know exact address. Also its important data for google map module.

**"Group" tool used to manage participants**



Once you click on "Group" tool, popup with participant list will be loaded. There is 8 columns represented in this data table. Date - shows date of enrollment, Participant - name of participant, Enrolled By - shows name of registered member who enrolled participant or Anonymous if enrollment made anonymously. Amount Paid - shows amount paid by enroller, and amount due - shows how much enroller owes you. Pay Date - date of payment. Transaction ID - paypal or offline transaction ID. Using Actions toolbar you can delete booking or set is as paid (if booking still unpaid and enroller paid you in cash or any other offline methods).

View Participant List | **View Enroller Billing List**
**Print Participant List | Print Enroller Billing List | Print Detailed Enroller Billing List**

Show 10 ▼ entries                                                                 Search: 

| Date ▲ | Participant ⇕ | Enrolled By ⇕ | Amount Paid ⇕ | Amount Due ⇕ | Pay Date ⇕ | Transaction ID ⇕ | Actions |
|---|---|---|---|---|---|---|---|
| 05/07/2010 | Mike John | Anonymous | 120.00 | 0.00 | 05/12/2010 | AS2231232332OO | ❌ |
| Date | Participant | Enrolled By | Amount Paid | Amount Due | Pay Date | Transaction ID | Actions |

Showing 1 to 1 of 1 entries

First | Previous | 1 | Next | Last

If you click on "View Enroller Billing List" you will get billing report with all billing data for current even grouped by enroller. This report shows also total number of slots taken by enroller and his email address.

Show 10 ▼ entries                                                                   Search:

| Enroller ▲ | Email | Cost | Slots | Amount Paid | Amount Due | Actions |
|---|---|---|---|---|---|---|
| Anonymous | | 100.00 | 1 | 120.00 | 0.00 | ❌ |
| Enroller | Email | Cost | Slots | Amount Paid | Amount Due | Actions |

Showing 1 to 1 of 1 entries

First   Previous   1   Next   Last

You can also get following reports for printing: Participants List, Enroller Billing List and Detailed Enroller Billing List (detailed report also shows names of participants so enroller know who he pays for)

**"Delete" tool used to delete events**

Once you click on "Delete" tool, confirmation panel will be popped and you have to confirm that you want to delete event. Once you delete event, it will be permanently deleted from database with all corresponding data (bookings information) and cannot be restored later.

**"Visit" tool used to visit event page**

Once you click on this tool, new window will be opened and redirected directly to event page. You may use this URL to send it to persons you want to invite to this event.

[TOP]

# 3.2.4 Running Events

You can use this section for fast access to currently running events, if you need to manage participants, get reports, or edit event data. It may be very useful if you accept offline payments on the fly, right before event and you have access to website to get list of participants and set bookings as paid right when you get payment for it. There are 7 columns represented in data table. Date - shows date of event, Title - event title, Time - start time of event, Length - duration of event. Cost (PO) column shows participation cost and payment methods allowed for this event (may be 'Online', 'Offline' and 'Both'). Slots column shows event slots statistics - L stands for total available slots, T - shows number of taken slots, F - let you see how many slots you still have free. In Actions column you can see few pictograms which used to manage events.

| Date ▲ | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |
|---|---|---|---|---|---|---|
| 06/30/2010 | bvbcvb | 01:00 AM | 1h 0m | 15.00 (Online) | - / 0 / - | |
| 07/03/2010 | test ss | 01:00 AM | 2h 0m | 0.00 (Offline) | - / 0 / - | |
| 07/06/2010 | fdfgdf | 01:00 AM | 0h 15m | 0.00 (Offline) | - / 0 / - | |
| 07/16/2010 | qqqq qqq | 01:00 AM | 3h 0m | 0.00 (Both) | - / 0 / - | |
| 07/18/2010 | fdfgdf 2 | 01:00 AM | 0h 15m | 0.00 (Offline) | - / 0 / - | |
| 07/28/2010 | rrr eee | 01:00 AM | 4h 0m | 10.00 (Offline) | 10 / 0 / 10 | |
| 07/30/2010 | test 1 | 01:00 AM | 3h 0m | 0.00 (Offline) | - / 0 / - | |
| Date | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

You can use search tool to filter out unneeded records:

Also you may want to sort records in the table by any column:

**"Pen" tool used to edit event data**

Once you click on "Pen" tool, popup with edit form will be loaded. Here is brief explanation of fields:

**Select Campaign** - here you can select campaign (switch event to other campaign if you need). Once you select campaign new Campaign Period will be loaded from database.
**Event Title** - here you can set title of event.
**Description** - event description. Put here detailed description of your event, you may include block of text in different languages if you need.
**People limit** - in case if your event is limited by seats or something, you may put here number of slots available for enrollment. Or leave 0 if you dont want to limit number of slots.
**Public Access to Participans List** - set it to *Yes* if you want to allow website visitors to see list of participants for this event. Or to *No* if you dont want to share this information.



**Campaign Period** - shows you date of start and end of campaign. You have to select event date and deadline date from this range.
**Date of Event** - date of event. When you click on the field with your mouse, small calendar will be popped and you can select date.
**Start Time of Event** - here you need to set start time of event
**End Time of Event** - here you need to set end time of event
**Deadline Date and Time** - here you need to set date and time when you stop accept new enrollments and changes to existing enrollments for this event. It can be useful if you need to know final list of participant i.e. 2 days prior event.



Participation Cost - enter here cost for event, or leave it 0 if its free

Accept Payment - you may select one of 3 choices: Online Only - to accept payments by Paypal, Offline Only - to accept payments offline (i.e. by cash), or Both

**Address Settings**

| | |
|---|---|
| Address | |
| City / Town | |
| State / Province | |
| Zip / Postal Code | |
| Country | |

Here you have to put address where event will be held. This is important part because participants need to know exact address. Also its important data for google map module.

**"Group" tool used to manage participants**



Once you click on "Group" tool, popup with participant list will be loaded. There is 8 columns represented in this data table. Date - shows date of enrollment, Participant - name of participant, Enrolled By - shows name of registered member who enrolled participant or Anonymous if enrollment made anonymously. Amount Paid - shows amount paid by enroller, and amount due - shows how much enroller owes you. Pay Date - date of payment. Transaction ID - paypal or offline transaction ID. Using Actions toolbar you can delete booking or set is as paid (if booking still unpaid and enroller paid you in cash or any other offline methods).

View Participant List | **View Enroller Billing List**
**Print Participant List | Print Enroller Billing List | Print Detailed Enroller Billing List**

Show 10 ▼ entries                                                         Search: [        ]

| Date ▲ | Participant ⇕ | Enrolled By ⇕ | Amount Paid ⇕ | Amount Due ⇕ | Pay Date ⇕ | Transaction ID ⇕ | Actions |
|---|---|---|---|---|---|---|---|
| 05/07/2010 | Mike John | Anonymous | 120.00 | 0.00 | 05/12/2010 | AS2231232332OO | ❌ |
| Date | Participant | Enrolled By | Amount Paid | Amount Due | Pay Date | Transaction ID | Actions |

Showing 1 to 1 of 1 entries

First  Previous  1  Next  Last

If you click on "View Enroller Billing List" you will get billing report with all billing data for current even grouped by enroller. This report shows also total number of slots taken by enroller and his email address.

**View Participant List** | View Enroller Billing List
**Print Participant List | Print Enroller Billing List | Print Detailed Enroller Billing List**

Show 10 ▼ entries                                                         Search: [        ]

| Enroller ▲ | Email ⇕ | Cost ⇕ | Slots ⇕ | Amount Paid ⇕ | Amount Due ⇕ | Actions |
|---|---|---|---|---|---|---|
| Anonymous | | 100.00 | 1 | 120.00 | 0.00 | ❌ |
| Enroller | Email | Cost | Slots | Amount Paid | Amount Due | Actions |

Showing 1 to 1 of 1 entries

First  Previous  1  Next  Last

You can also get following reports for printing: Participants List, Enroller Billing List and Detailed Enroller Billing List (detailed report also shows names of participants so enroller know who he pays for)

**"Delete" tool used to delete events**



Once you click on "Delete" tool, confirmation panel will be popped and you have to confirm that you want to delete event. Once you delete event, it will be permanently deleted from database with all corresponding data (bookings information) and cannot be restored later.

**"Visit" tool used to visit event page**



Once you click on this tool, new window will be opened and redirected directly to event page. You may use this URL to send it to persons you want to invite to this event.

# 3.3 Campaigns

## 3.3.1 Overview

Here you can find campaign statistics and graphs.

First graph shows number of campaigns started during current 12 monthes (period starts 6 monthes before and ends 6 monthes ahead from now). This data helps you see your activity.

## Monthly Stats Report
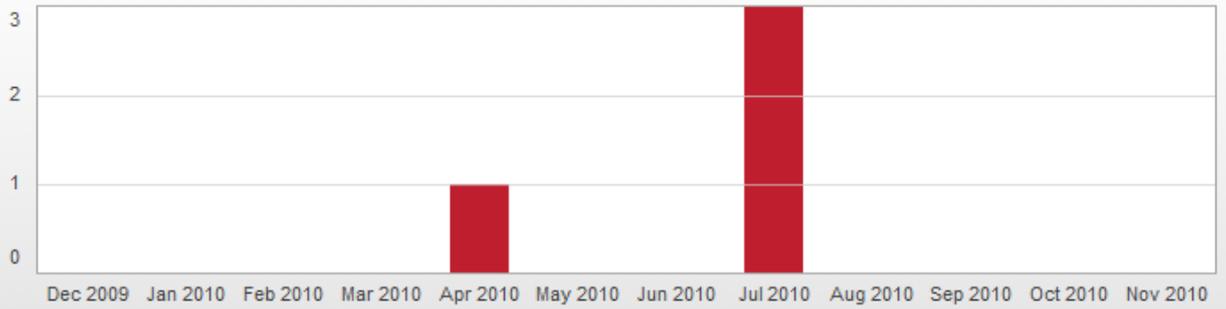


■ Campaigns

|  | Dec 2009 | Jan 2010 | Feb 2010 | Mar 2010 | Apr 2010 | May 2010 | Jun 2010 | Jul 2010 | Aug 2010 | Sep 2010 | Oct 2010 | Nov 2010 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Campaigns | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 | 0 | 0 | 0 | 0 |
|  |  |  |  |  |  |  |  |  |  |  |  | 4 |

Second graph is switchable. You can click on title: "Campaigns by Type" or "Campaigns by Access" to bring different graph.

Campaigns by Type graph shows shares of different types of campaigns: expired, currently active and upcoming

### Campaigns by Type

|  | Campaigns |
|---|---|
| Expired | 0 |
| Currently Active | 1 |
| Upcoming | 3 |
|  | 4 |

### Campaigns by Access

|  | Campaigns |
|---|---|
| Private | 0 |
| Public | 4 |
|  | 4 |

## Campaigns by Type
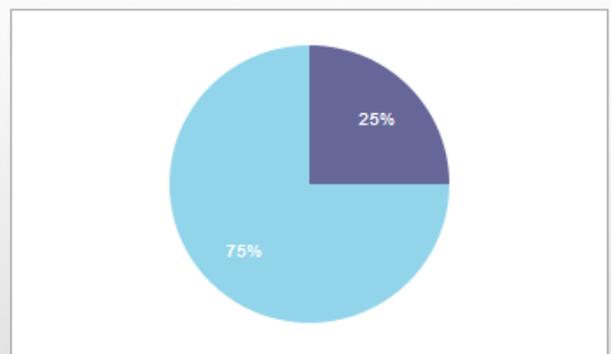


■ Expired    ■ Currently Active    ■ Upcoming

Campaigns by Access graph shows shares of campaigns with different kind of access: private and public.

## Campaigns by Type

| | Campaigns |
|---|---|
| Expired | 0 |
| Currently Active | 1 |
| Upcoming | 3 |
| | 4 |

## Campaigns by Access

| | Campaigns |
|---|---|
| Private | 0 |
| Public | 4 |
| | 4 |

**Campaigns by Access**



■ Private  ■ Public

100%

## 3.3.2 List

In this section you can see complete list of events. You can get list of All events, list of events for Last 30 Days, Last 7 Days, Yesterday, Today, Tomorrow, Next 7 Days, Next 30 Days by clicking on green link.

All | Last 30 Days | Last 7 Days | Yesterday | Today | Tomorrow | Next 7 Days | Next 30 Days

Show 10 ▼ entries                                                    Search: 

| Date | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |
|---|---|---|---|---|---|---|
| 05/27/2010 | Dinner with friends X | 03:15 PM | 2h 15m | 100.00 (Offline) | 40 / 1 / 39 | ✏ 👥 ❌ ➡ |
| 06/04/2010 | test 2 | 06:00 AM | 3h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/05/2010 | test 3 | 06:00 AM | 3h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/06/2010 | test 4 | 06:00 AM | 3h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/07/2010 | test 19 -1 | 06:00 AM | 1h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/07/2010 | test 19 -3 | 08:00 AM | 2h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/07/2010 | test 19 -2 | 08:00 AM | 1h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/17/2010 | Asd err 46 | 10:00 AM | 2h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/18/2010 | Bla kak kak | 04:00 AM | 0h 15m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/18/2010 | Testoo | 08:00 AM | 1h 15m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| **Date** | **Title** | **Time** | **Length** | **Cost (PO)** | **Slots (L/T/F)** | **Actions** |

Showing 1 to 10 of 34 entries

First Previous 1 2 3 4 Next Last

There are 7 columns represented in data table.
***Date*** - shows date of event.
***Title*** - event title.

***Time*** - start time of event.

***Length*** - duration of event.

***Cost (PO)*** column shows participation cost and payment methods allowed for this event (may be 'Online', 'Offline' and 'Both').

***Slots*** column shows event slots statistics - L stands for total available slots, T - shows number of taken slots, F - let you see how many slots you still have free.

In ***Actions*** column you can see few pictograms which used to manage events.

You can use search tool to filter out unneeded records:



Also you may want to sort records in the table by any column:



## "Pen" tool used to edit event data



Once you click on "Pen" tool, popup with edit form will be loaded. Here is brief explanation of fields:



***Select Campaign*** - here you can select campaign (switch event to other campaign if you need). Once you select campaign new Campaign Period will be loaded from database.

***Event Title*** - here you can set title of event.

***Description*** - event description. Put here detailed description of your event, you may include block of text in different languages if you need.

***People limit*** - in case if your event is limited by seats or something, you may put here number of slots available for enrollment. Or leave 0 if you dont want to limit number of slots.

***Public Access to Participans List*** - set it to *Yes* if you want to allow website visitors to see list of participants for this event. Or to *No* if you dont want to share this information.

**Campaign Period** - shows you date of start and end of campaign. You have to select event date and deadline date from this range.
**Date of Event** - date of event. When you click on the field with your mouse, small calendar will be popped and you can select date.
**Start Time of Event** - here you need to set start time of event
**End Time of Event** - here you need to set end time of event
**Deadline Date and Time** - here you need to set date and time when you stop accept new enrollments and changes to existing enrollments for this event. It can be useful if you need to know final list of participant i.e. 2 days prior event.



**Participation Cost** - enter here cost for event, or leave it 0 if its free
**Accept Payment** - you may select one of 3 choices: Online Only - to accept payments by Paypal, Offline Only - to accept payments offline (i.e. by cash), or Both



Here you have to put address where event will be held. This is important part because participants need to know exact address. Also its important data for google map module.

## "Group" tool used to manage participants



Once you click on "Group" tool, popup with participant list will be loaded.

Show **10** entries                                                                          Search:

| Date | Participant | Enrolled By | Amount Paid | Amount Due | Pay Date | Transaction ID | Actions |
|------|-------------|-------------|-------------|------------|----------|----------------|---------|
| 05/07/2010 | Mike John | Anonymous | 120.00 | 0.00 | 05/12/2010 | AS2231232332OO | ❌ |
| Date | Participant | Enrolled By | Amount Paid | Amount Due | Pay Date | Transaction ID | Actions |

Showing 1 to 1 of 1 entries

First   Previous   1   Next   Last

There is 8 columns represented in this data table.
*Date* - shows date of enrollment,
*Participant* - name of participant,
*Enrolled By* - shows name of registered member who enrolled participant or Anonymous if enrollment made anonymously.
*Amount Paid* - shows amount paid by enroller,
and *amount due* - shows how much enroller owes you.
*Pay Date* - date of payment.
*Transaction ID* - paypal or offline transaction ID.
Using *Actions* toolbar you can delete booking or set is as paid (if booking still unpaid and enroller paid you in cash or any other offline methods).

If you click on "View Enroller Billing List" you will get billing report with all billing data for current even grouped by enroller. This report shows also total number of slots taken by enroller and his email address.

View Participant List | View Enroller Billing List
**Print Participant List | Print Enroller Billing List | Print Detailed Enroller Billing List**

Show **10** entries                                                                          Search:

| Enroller | Email | Cost | Slots | Amount Paid | Amount Due | Actions |
|----------|-------|------|-------|-------------|------------|---------|
| Anonymous |  | 100.00 | 1 | 120.00 | 0.00 | ❌ |
| Enroller | Email | Cost | Slots | Amount Paid | Amount Due | Actions |

Showing 1 to 1 of 1 entries

First   Previous   1   Next   Last

You can also get following reports for printing: Participants List, Enroller Billing List and Detailed Enroller Billing List (detailed report also shows names of participants so enroller know who he pays for)

## "Delete" tool used to delete events



Once you click on "Delete" tool, confirmation panel will be popped and you have to confirm that you want to delete event. Once you delete event, it will be permanently deleted from database with all corresponding data (bookings information) and cannot be restored later.

## "Visit" tool used to visit event page

Once you click on this tool, new window will be opened and redirected directly to event page. You may use this URL to send it to persons you want to invite to this event.

## 3.3.3 Search

In this section you can search campaigns. You can search in Campaign Titles and Campaign IDs (ID is internal database ID of record).

All | Expired | Currently Active | Upcoming

Show 10 ▾ entries                                                                    Search:

| Title | Access | Registration | Start Date | End Date | Events | Actions |
|-------|--------|--------------|------------|----------|--------|---------|
| Banzaiiii | Public | Yes | 07/03/2010 | 07/10/2010 | 0 | ✏ ✖ ➡ |
| IT 2010 | Public | Yes | 07/01/2010 | 07/31/2010 | 0 | ✏ ✖ ➡ |
| My Birthday 2 | Public | Yes | 04/28/2010 | 08/31/2010 | 34 | ✏ ✖ ➡ |
| Oracle Development Tools User Group Kaleidoscope 2010 | Public | Yes | 07/13/2010 | 08/26/2010 | 0 | ✏ ✖ ➡ |
| Title | Access | Registration | Start Date | End Date | Events | Actions |

Showing 1 to 4 of 4 entries

First   Previous   1   Next   Last

There are 7 columns represented in data table.
**Title** - campaign title.
**Access** - type of access (public or private). Private mode makes campaign accessible only by special access password.
**Registration** - shows if visitor have to register before he can enroll.
**Start Date** - date of campaign start.
**End Date** - date of campaign end.
**Events** column shows number of events registered for this campaign. If you click on number you will be taken to the list of these events.
In **Actions** column you can see few pictograms which used to manage campaigns.

You can use search tool to filter out unneeded records:

Show 10 ▾ entries                                                          Search:
Title          ▲   Access ⇅   Registration ⇅   Start Date ⇅   End Date ⇅   Events ⇅   Actions

Also you may want to sort records in the table by any column:

Show 10 ▾ entries                                                          Search:
Title          ⬆   Access⬇   Registration⬇   Start Date⬇   End Date ⬇   Events⬇   Actions

**"Pen" tool used to edit campaign data and manage campaign logo image**

✏ ✖ ➡

Once you click on "Pen" tool, popup with edit form will be loaded. Here is brief explanation of fields:

**Campaign Settings**

Campaign Title      IT 2010

*Campaign Title* - here you can set title of campaign

**Security Settings**

Access Mode      Public ▼

Registration Required      Yes ▼

*Access Mode* - you can select Public or Private mode. Public mode let anyone visit and see campaing/events pages and information and enroll for events. Private mode let access to all campaign related information by special access password you have to specify if you select this option.
*Registration Required* - set it to Yes if you dont want anonymous enrollments and want to force visitors to register account prior to enrollment. Also keep in mind that only registered visitors can manage own bookings (i.e. delete booking if something changed or see list of all bookings and events he enrolled for). If you set it to No, visitors still can register, but it will not be required to enroll the event.

**Time Settings**

Select Start Date      07/01/2010

Select End Date      07/31/2010

*Select Start Date* - date of campaign start. When you click on the field with your mouse, small calendar will be popped and you can select date.
*Select End Date* - date of campaign end. When you click on the field with your mouse, small calendar will be popped and you can select date.

**Address Settings**

Address

City / Town

State / Province

Zip / Postal Code

Country

Here you can put address where campaign will be held. This data will be used to pre-populate address block for all events you will add for this campaign.
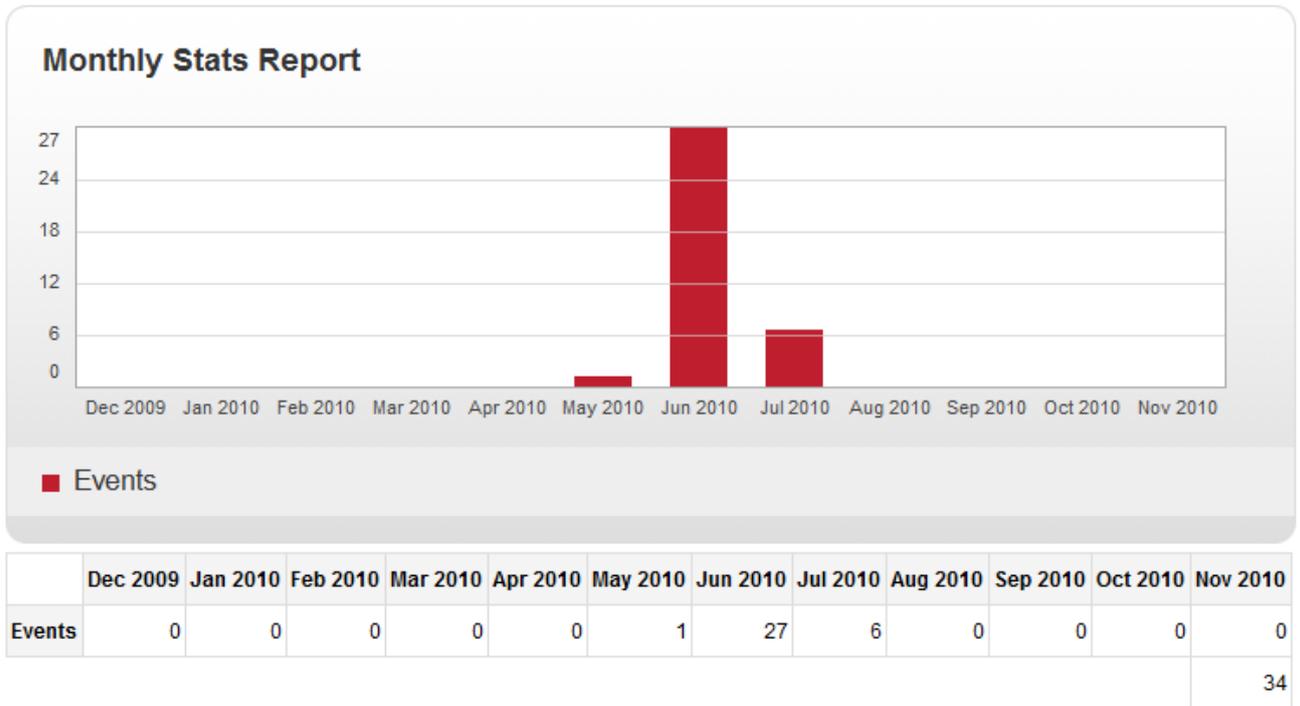
You can upload logo for campaign so your campaign page has custom look and feel. You can upload any image file: png, jpg or gif, with 280x85px size (if you upload image with other width and height, image will be resized and it may break ratio making image distorted).

**"Delete" tool used to delete campaigns**



Once you click on "Delete" tool, confirmation panel will be popped and you have to confirm that you want to delete campaign. Once you delete campaign, it will be permanently deleted from database with all corresponding data (events and bookings information) and cannot be restored later.

**"Visit" tool used to visit campaign page**



Once you click on this tool, new window will be opened and redirected directly to campaign page. You may use this URL to send it to persons you want to invite to all events grouped by this campaign.

[TOP]

# 3.3.4 Add New

Here you can add new campaign.

Here is brief explanation of fields:



*Campaign Title* - here you can set title of campaign

**Access Mode** - you can select Public or Private mode. Public mode let anyone visit and see campaing/events pages and information and enroll for events. Private mode let access to all campaign related information by special access password you have to specify if you select this option.
**Registration Required** - set it to Yes if you dont want anonymous enrollments and want to force visitors to register account prior to enrollment. Also keep in mind that only registered visitors can manage own bookings (i.e. delete booking if something changed or see list of all bookings and events he enrolled for). If you set it to No, visitors still can register, but it will not be required to enroll the event.



**Select Start Date** - date of campaign start. When you click on the field with your mouse, small calendar will be popped and you can select date.
**Select End Date** - date of campaign end. When you click on the field with your mouse, small calendar will be popped and you can select date.



Here you can put address where campaign will be held. This data will be used to pre-populate address block for all events you will add for this campaign.

[TOP]

# 3.4 Events

## 3.4.1 Overview

Here you can find event statistics and graphs.

First graph shows number of events started during current 12 monthes (period starts 6 monthes before and ends 6 monthes ahead from now). This data helps you see your activity.

## Monthly Stats Report



■ Events

| | Dec 2009 | Jan 2010 | Feb 2010 | Mar 2010 | Apr 2010 | May 2010 | Jun 2010 | Jul 2010 | Aug 2010 | Sep 2010 | Oct 2010 | Nov 2010 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Events | 0 | 0 | 0 | 0 | 0 | 1 | 27 | 6 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | 34 |

Second graph is switchable. You can click on title: "Events by Cost" or "Events by Limits" to bring different graph.

Events by Cost graph shows shares of free and commercial (paid) event

### Events by Cost

| | Events |
|---|---|
| Free | 31 |
| Commercial | 3 |
| | 34 |

### Events by Limits

| | Events |
|---|---|
| Limited | 3 |
| Unlimited | 31 |
| | 34 |

### Events by Cost
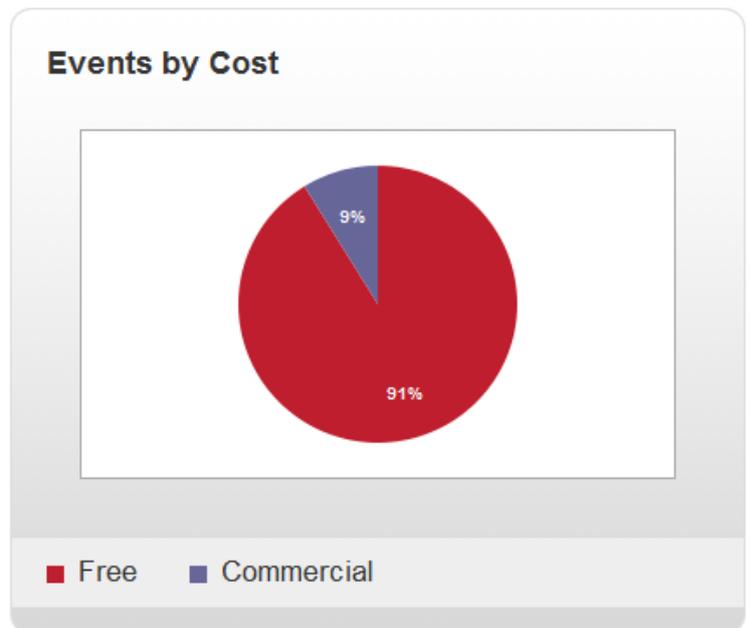


■ Free  ■ Commercial

Events by Limits graph shows shares of limited (number of slots is limited) and unlimited events

## Events by Cost

|  | Events |
|---|---|
| Free | 31 |
| Commercial | 3 |
|  | 34 |

## Events by Limits

|  | Events |
|---|---|
| Limited | 3 |
| Unlimited | 31 |
|  | 34 |

**Events by Limits**



9%

91%

■ Limited   ■ Unlimited

# 3.4.2 List

In this section you can see complete list of events. You can get list of All events, list of events for Last 30 Days, Last 7 Days, Yesterday, Today, Tomorrow, Next 7 Days, Next 30 Days by clicking on green link.

All | Last 30 Days | Last 7 Days | Yesterday | Today | Tomorrow | Next 7 Days | Next 30 Days

Show 10 ▼ entries                                                        Search:

| Date ▲ | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |
|---|---|---|---|---|---|---|
| 05/27/2010 | Dinner with friends X | 03:15 PM | 2h 15m | 100.00 (Offline) | 40 / 1 / 39 | ✏ 👥 ❌ ➡ |
| 06/04/2010 | test 2 | 06:00 AM | 3h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/05/2010 | test 3 | 06:00 AM | 3h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/06/2010 | test 4 | 06:00 AM | 3h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/07/2010 | test 19 -1 | 06:00 AM | 1h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/07/2010 | test 19 -3 | 08:00 AM | 2h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/07/2010 | test 19 -2 | 08:00 AM | 1h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/17/2010 | Asd err 46 | 10:00 AM | 2h 0m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/18/2010 | Bla kak kak | 04:00 AM | 0h 15m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| 06/18/2010 | Testoo | 08:00 AM | 1h 15m | 0.00 (Offline) | - / 0 / - | ✏ 👥 ❌ ➡ |
| Date | Title | Time | Length | Cost (PO) | Slots (L/T/F) | Actions |

Showing 1 to 10 of 34 entries

First  Previous  1  2  3  4  Next  Last

There are 7 columns represented in data table.
*Date* - shows date of event.
*Title* - event title.

***Time*** - start time of event.

***Length*** - duration of event.

***Cost (PO)*** column shows participation cost and payment methods allowed for this event (may be 'Online', 'Offline' and 'Both').

***Slots*** column shows event slots statistics - L stands for total available slots, T - shows number of taken slots, F - let you see how many slots you still have free.

In ***Actions*** column you can see few pictograms which used to manage events.

You can use search tool to filter out unneeded records:



Also you may want to sort records in the table by any column:



**"Pen" tool used to edit event data**



Once you click on "Pen" tool, popup with edit form will be loaded. Here is brief explanation of fields:



***Select Campaign*** - here you can select campaign (switch event to other campaign if you need). Once you select campaign new Campaign Period will be loaded from database.

***Event Title*** - here you can set title of event.

***Description*** - event description. Put here detailed description of your event, you may include block of text in different languages if you need.

***People limit*** - in case if your event is limited by seats or something, you may put here number of slots available for enrollment. Or leave 0 if you dont want to limit number of slots.

***Public Access to Participans List*** - set it to *Yes* if you want to allow website visitors to see list of participants for this event. Or to *No* if you dont want to share this information.

**Campaign Period** - shows you date of start and end of campaign. You have to select event date and deadline date from this range.
**Date of Event** - date of event. When you click on the field with your mouse, small calendar will be popped and you can select date.
**Start Time of Event** - here you need to set start time of event
**End Time of Event** - here you need to set end time of event
**Deadline Date and Time** - here you need to set date and time when you stop accept new enrollments and changes to existing enrollments for this event. It can be useful if you need to know final list of participant i.e. 2 days prior event.



**Participation Cost** - enter here cost for event, or leave it 0 if its free
**Accept Payment** - you may select one of 3 choices: Online Only - to accept payments by Paypal, Offline Only - to accept payments offline (i.e. by cash), or Both



Here you have to put address where event will be held. This is important part because participants need to know exact address. Also its important data for google map module.

**"Group" tool used to manage participants**



Once you click on "Group" tool, popup with participant list will be loaded.

There is 8 columns represented in this data table.
**Date** - shows date of enrollment,
**Participant** - name of participant,
**Enrolled By** - shows name of registered member who enrolled participant or Anonymous if enrollment made anonymously.
**Amount Paid** - shows amount paid by enroller,
and **amount due** - shows how much enroller owes you.
**Pay Date** - date of payment.
**Transaction ID** - paypal or offline transaction ID.
Using **Actions** toolbar you can delete booking or set is as paid (if booking still unpaid and enroller paid you in cash or any other offline methods).

If you click on "View Enroller Billing List" you will get billing report with all billing data for current even grouped by enroller. This report shows also total number of slots taken by enroller and his email address.



You can also get following reports for printing: Participants List, Enroller Billing List and Detailed Enroller Billing List (detailed report also shows names of participants so enroller know who he pays for)

**"Delete" tool used to delete events**



Once you click on "Delete" tool, confirmation panel will be popped and you have to confirm that you want to delete event. Once you delete event, it will be permanently deleted from database with all corresponding data (bookings information) and cannot be restored later.

**"Visit" tool used to visit event page**



Once you click on this tool, new window will be opened and redirected directly to event page. You may use this URL to send it to persons you want to invite to this event.

## 3.4.3 Search

In this section you can search events. You can search in Event Titles and Event IDs (ID is internal database ID of record).



There are 7 columns represented in data table.
**Date** - shows date of event.
**Title** - event title.
**Time** - start time of event.
**Length** - duration of event.
**Cost (PO)** column shows participation cost and payment methods allowed for this event (may be 'Online', 'Offline' and 'Both').
**Slots** column shows event slots statistics - L stands for total available slots, T - shows number of taken slots, F - let you see how many slots you still have free.
In **Actions** column you can see few pictograms which used to manage events.

You can use search tool to filter out unneeded records:

Also you may want to sort records in the table by any column:



**"Pen" tool used to edit event data**



Once you click on "Pen" tool, popup with edit form will be loaded. Here is brief explanation of fields:



**Select Campaign** - here you can select campaign (switch event to other campaign if you need). Once you select campaign new Campaign Period will be loaded from database.
**Event Title** - here you can set title of event.
**Description** - event description. Put here detailed description of your event, you may include block of text in different languages if you need.
**People limit** - in case if your event is limited by seats or something, you may put here number of slots available for enrollment. Or leave 0 if you dont want to limit number of slots.
**Public Access to Participans List** - set it to *Yes* if you want to allow website visitors to see list of participants for this event. Or to *No* if you dont want to share this information.



**Campaign Period** - shows you date of start and end of campaign. You have to select event date and deadline date from this range.
**Date of Event** - date of event. When you click on the field with your mouse, small calendar will be popped and you can select date.

**Start Time of Event** - here you need to set start time of event
**End Time of Event** - here you need to set end time of event
**Deadline Date and Time** - here you need to set date and time when you stop accept new enrollments and changes to existing enrollments for this event. It can be useful if you need to know final list of participant i.e. 2 days prior event.



**Participation Cost** - enter here cost for event, or leave it 0 if its free
**Accept Payment** - you may select one of 3 choices: Online Only - to accept payments by Paypal, Offline Only - to accept payments offline (i.e. by cash), or Both



Here you have to put address where event will be held. This is important part because participants need to know exact address. Also its important data for google map module.

**"Group" tool used to manage participants**



Once you click on "Group" tool, popup with participant list will be loaded.



There is 8 columns represented in this data table.
**Date** - shows date of enrollment,
**Participant** - name of participant,
**Enrolled By** - shows name of registered member who enrolled participant or Anonymous if enrollment made anonymously.
**Amount Paid** - shows amount paid by enroller,

and *amount due* - shows how much enroller owes you.
*Pay Date* - date of payment.
*Transaction ID* - paypal or offline transaction ID.
Using *Actions* toolbar you can delete booking or set is as paid (if booking still unpaid and enroller paid you in cash or any other offline methods).

If you click on "View Enroller Billing List" you will get billing report with all billing data for current even grouped by enroller. This report shows also total number of slots taken by enroller and his email address.

View Participant List | View Enroller Billing List
Print Participant List | Print Enroller Billing List | Print Detailed Enroller Billing List

Show 10 ▼ entries                                                                    Search:

| Enroller ▲ | Email | Cost | Slots | Amount Paid | Amount Due | Actions |
|-----------|-------|------|-------|-------------|------------|---------|
| Anonymous |       | 100.00 | 1   | 120.00      | 0.00       | ✖ |
| Enroller  | Email | Cost | Slots | Amount Paid | Amount Due | Actions |

Showing 1 to 1 of 1 entries

First | Previous | 1 | Next | Last

You can also get following reports for printing: Participants List, Enroller Billing List and Detailed Enroller Billing List (detailed report also shows names of participants so enroller know who he pays for)

**"Delete" tool used to delete events**

Once you click on "Delete" tool, confirmation panel will be popped and you have to confirm that you want to delete event. Once you delete event, it will be permanently deleted from database with all corresponding data (bookings information) and cannot be restored later.

**"Visit" tool used to visit event page**

Once you click on this tool, new window will be opened and redirected directly to event page. You may use this URL to send it to persons you want to invite to this event.

[TOP]

# 3.4.4 Add New

Here you can add new event.

Here is brief explanation of fields:

**Select Campaign** - here you can select campaign (switch event to other campaign if you need). Once you select campaign new Campaign Period will be loaded from database.
**Event Title** - here you can set title of event.
**Description** - event description. Put here detailed description of your event, you may include block of text in different languages if you need.
**People limit** - in case if your event is limited by seats or something, you may put here number of slots available for enrollment. Or leave 0 if you dont want to limit number of slots.
**Public Access to Participans List** - set it to *Yes* if you want to allow website visitors to see list of participants for this event. Or to *No* if you dont want to share this information.



**Campaign Period** - shows you date of start and end of campaign. You have to select event date and deadline date from this range.
**Date of Event** - date of event. When you click on the field with your mouse, small calendar will be popped and you can select date.
**Start Time of Event** - here you need to set start time of event
**End Time of Event** - here you need to set end time of event
**Deadline Date and Time** - here you need to set date and time when you stop accept new enrollments and changes to existing enrollments for this event. It can be useful if you need to know final list of participant i.e. 2 days prior event.



**Participation Cost** - enter here cost for event, or leave it 0 if its free
**Accept Payment** - you may select one of 3 choices: Online Only - to accept payments by Paypal, Offline Only - to accept payments offline (i.e. by cash), or Both

**Address Settings**

Address

City / Town

State / Province

Zip / Postal Code

Country

Here you have to put address where event will be held. This is important part because participants need to know exact address. Also its important data for google map module.
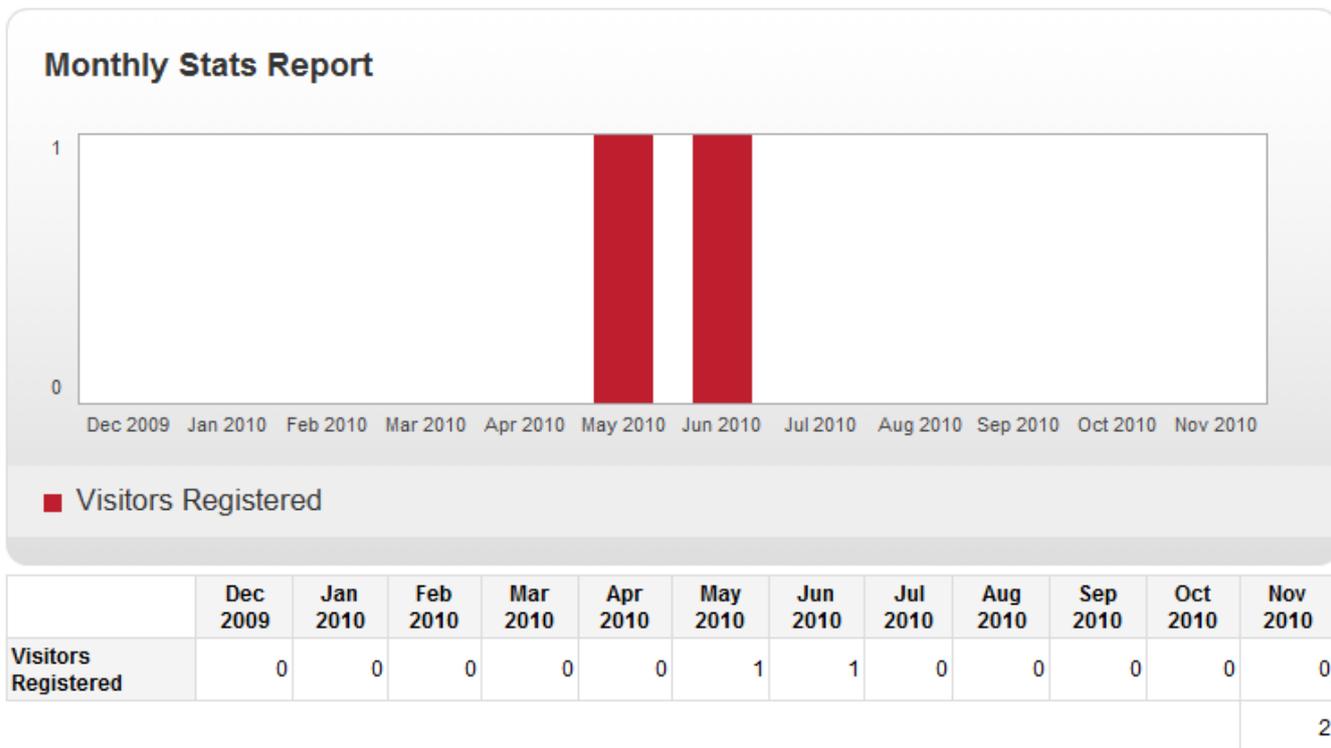
# 3.5 Visitors

## 3.5.1 Overview

Here you can find visitor statistics and graphs.

First graph shows number of visitors registered during current 12 monthes (period starts 6 monthes before and ends 6 monthes ahead from now).

**Monthly Stats Report**



■ Visitors Registered

| | Dec 2009 | Jan 2010 | Feb 2010 | Mar 2010 | Apr 2010 | May 2010 | Jun 2010 | Jul 2010 | Aug 2010 | Sep 2010 | Oct 2010 | Nov 2010 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Visitors Registered | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | 2 |

## 3.5.2 List

In this section you can see complete list of registered visitors.

There are 6 columns represented in data table.
*Join Date* - date when visitor registered account
*Name*  - last and first name of visitor
*Email*  - email address of visitor
*Password*  - password
*Booked* - total number of slots booked by visitor
In *Actions* column you can see few pictograms which used to manage visitor account.

You can use search tool to filter out unneeded records:



Also you may want to sort records in the table by any column:



## "Group" tool used to get list of all bookings made by particular visitor



Once you click on "Group" tool, popup with billing report for particular visitor will be loaded.



There is 8 columns represented in this data table.
*Date* - shows date of enrollment,
*Participant* - name of participant,
*Event*  - shows title of event visitor enrolled for.
*Amount Paid* - shows amount paid by enroller,
and *amount due* - shows how much enroller owes you.
*Pay Date* - date of payment.

*Transaction ID* - paypal or offline transaction ID.
Using *Actions* toolbar you can delete booking or set is as paid (if booking still unpaid and enroller paid you in cash or any other offline methods).

If you click on "View Common Billing List" you will get billing report with all billing data for this visitor grouped by event.

View Detailed Billing List | View Common Billing List
Print Detailed Billing List | Print Common Billing List

Show 10 ▼ entries                                                    Search: [          ]

| Event ▲ | Amount Paid ⇕ | Amount Due ⇕ | Actions |
|---------|---------------|--------------|---------|
| Dinner 2 | 0.00 | 0.00 | ❌ |
| Event | Amount Paid | Amount Due | Actions |

Showing 1 to 1 of 1 entries

[First] [Previous] [1] [Next] [Last]

You can also get these 2 reports for printing.

### "Delete" tool used to delete accounts

Once you click on "Delete" tool, confirmation panel will be popped and you have to confirm that you want to delete visitor account. Once you delete account, it will be permanently deleted from database with all corresponding data (bookings information) and cannot be restored later.

[TOP]

## 3.5.3 Search

In this section you can search visitor accounts. You can search in Email Addresses, Last Names and Account IDs (ID is internal database ID of record).

Show 10 ▼ entries                                                    Search: [          ]

| Join Date ▲ | Name ⇕ | Email ⇕ | Password ⇕ | Booked ⇕ | Actions |
|-------------|--------|---------|------------|----------|---------|
| 06/14/2010 | Doe, Joe | joedoe@yourdomain.com | qwe123 | 2 | 👥 ❌ |
| Join Date | Name | Email | Password | Booked | Actions |

Showing 1 to 1 of 1 entries

[First] [Previous] [1] [Next] [Las...

There are 6 columns represented in data table.
*Join Date* - date when visitor registered account
*Name* - last and first name of visitor
*Email* - email address of visitor
*Password* - password
*Booked* - total number of slots booked by visitor
In *Actions* column you can see few pictograms which used to manage visitor account.

You can use search tool to filter out unneeded records:

Also you may want to sort records in the table by any column:



## "Group" tool used to get list of all bookings made by particular visitor



Once you click on "Group" tool, popup with billing report for particular visitor will be loaded.



There is 8 columns represented in this data table.
*Date* - shows date of enrollment,
*Participant* - name of participant,
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*Amount Paid* - shows amount paid by enroller,
and *amount due* - shows how much enroller owes you.
*Pay Date* - date of payment.
*Transaction ID* - paypal or offline transaction ID.
Using *Actions* toolbar you can delete booking or set is as paid (if booking still unpaid and enroller paid you in cash or any other offline methods).

If you click on "View Common Billing List" you will get billing report with all billing data for this visitor grouped by event.

You can also get these 2 reports for printing.

**"Delete" tool used to delete accounts**



Once you click on "Delete" tool, confirmation panel will be popped and you have to confirm that you want to delete visitor account. Once you delete account, it will be permanently deleted from database with all corresponding data (bookings information) and cannot be restored later.

# 3.6 Settings

## 3.6.1 Profile

You can change your profile settings, i.e email address or your name here. Its important so you set correct email address for your account because if you forget your password, having correct email address associated with your account is only way to restore it.



Also there is form to change your access password. For security reason your current password is masked by '*'. To change password you need to type your new password and repeat your password to the next field.

## 3.6.2 Config

This section used to configure software. You have to be careful here, if you misconfigure mysql settings, software will stop to work.

## Common Settings

| | |
|---|---|
| URL to Eventuoso root directory | http://www.eventuoso.net |
| Path to sendmail | /usr/sbin/sendmail -t |
| Administrative email address | sandbox@td-systems.com |
| Currency | US Dollar ▼ |
| Date/Time settings | USA ▼ |
| Session life (min) | 30 |
| Demo mode | On ▼ |

**URL to Eventuoso root directory** - URL to directory where you have installed Eventuoso script. Without trailing slash.

**Path to sendmail** - path to sendmail MTA on Unix/Linux system. Usually its /usr/sbin/sendmail or /usr/lib/sendmail. With path you have to set -t option if applicable (see image above).

**Administrative email address** - email address which will be used to send mail from and to receive system messages (like payment or error notifications).

**Currency** - you can select one of 4 main currencies: USD, EUR, GBP and RUR which will be used for Paypal payments and on public pages

**Date/Time settings** - you can select USA (12-hour AM/PM time system, mm/dd/yyyy dates) or Europe (24-hour time system, dd/mm/yyyy dates). This parameter user for date and time formatting on web pages and forms.

**Session life (min)** - set number of minutes auth session will live. Means once you logged into backoffice, you will be automatically kicked when your session is expired (if you idle more than session life).

**Demo mode** - should be set to 'Off'. If you set it to 'On' you will not be able to use 'Settings' section inside backoffice and will have to do all changes to files and configs manually using FTP or SSH client.

## Mysql Settings

| | |
|---|---|
| Mysql hostname | [Secured in Demo] |
| Mysql database name | [Secured in Demo] |
| Mysql username | [Secured in Demo] |
| Mysql password | •••••••••••••••••• |

**Mysql hostname** - hostname of server where you have your mysql database running (usually 'localhost')
**Mysql database na**me - name of database used with Eventuoso system
**Mysql username** - mysql user login name assigned to database
**Mysql password** - password of this user

## API Settings

| | |
|---|---|
| Google maps API key | ABQIAAAAwXdW7pzf1PGHXcHpy |

You have to get API key for Google Maps service. First you need to register with Google, then proceed to Google Maps API section and sign up for key for your domain name. If you have troubles with setting up API key with Google, contact us with your domain name and we get API key for you.

**Payment Settings**

Paypal Username
sandbox@td-systems.com

If you going to accept online payments via Paypal, you have to have Paypal account. If you have one, you need to put here your paypal username (email).
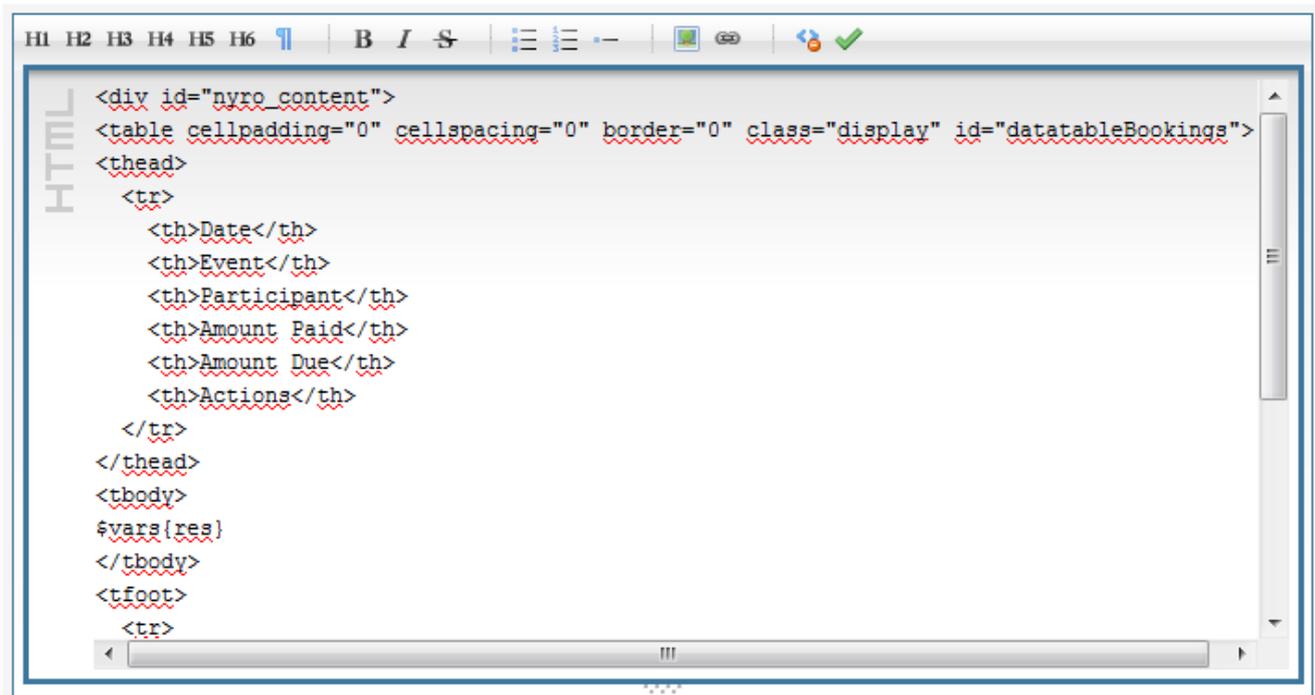
## 3.6.3 Edit Templates

You can edit HTML templates using this section. First you need to select template you want to edit using drop down menu, and when template is loaded to MarkItUp editor, you may edit it, preview and save changes

**Select Template to Edit**

bookings ▼          Edit

```
H1 H2 H3 H4 H5 H6 ¶    B  I  S        ≡ ≡ •—     🖼 ⊕    ◁ ✓

<div id="nyro_content">
<table cellpadding="0" cellspacing="0" border="0" class="display" id="datatableBookings">
<thead>
  <tr>
    <th>Date</th>
    <th>Event</th>
    <th>Participant</th>
    <th>Amount Paid</th>
    <th>Amount Due</th>
    <th>Actions</th>
  </tr>
</thead>
<tbody>
$vars{res}
</tbody>
<tfoot>
  <tr>
```

Save Changes

## 3.6.4 Edit Mail Templates

You can edit mail templates using this section. First you need to select template you want to edit using drop down menu, and when template is loaded to MarkItUp editor, you may edit it and save changes. Mail templates are plain text templates so make sure you dont use tags.

**Select Mail Template to Edit**

user_payment ▼ Edit

```
Payment received

Booking ID: $vars{bid}
Amount received: $vars{mc_gross} $vars{currency}
Transaction ID: $vars{txn_id}

Booking has been set as paid
```

[TOP]

## 3.6.5 Edit CSS

You can edit CSS files using this section. First you need to select CSS file you want to edit using drop down menu, and when it is loaded to MarkItUp editor, you may edit it and save changes.

## Select CSS File to Edit

dataTables ▼    Edit

**B** *I* ~~S~~    | 🔤 🔤 | ⊞ AV ⋮≡ | ≡▾ ≡▾ | 🖼 | CSS

```
/*
 *  File:         demo_table.css
 *  CVS:          $Id$
 *  Description:  CSS descriptions for DataTables demo pages
 *  Author:       Allan Jardine
 *  Created:      Tue May 12 06:47:22 BST 2009
 *  Modified:     $Date$ by $Author$
 *  Language:     CSS
 *  Project:      DataTables
 *
 *  Copyright 2009 Allan Jardine. All Rights Reserved.
 *
 *  ************************************************************************
 *  DESCRIPTION
 *
 * The styles given here are suitable for the demos that are used with the standard
DataTables
 * distribution (see www.datatables.net). You will most likely wish to modify these
```

Save Changes