Hotspot Management and Reservation Calendar Reference

This document outlines the basic functionality of the hotspot reservation calendar.

Calendar functions include
- Add/Remove/Edit reservations
- View Currently Reserved Device
- Search Availability by date
- Look up device Information

Links:

Calendar Address
https://eipl.org/reservations

Data Block/Allow Portal
https://mobilebeacon.secure.force.com//onlineAllowBlock?accountid=0011H00001PGAqI&contactid=0031H00001pXNtQ
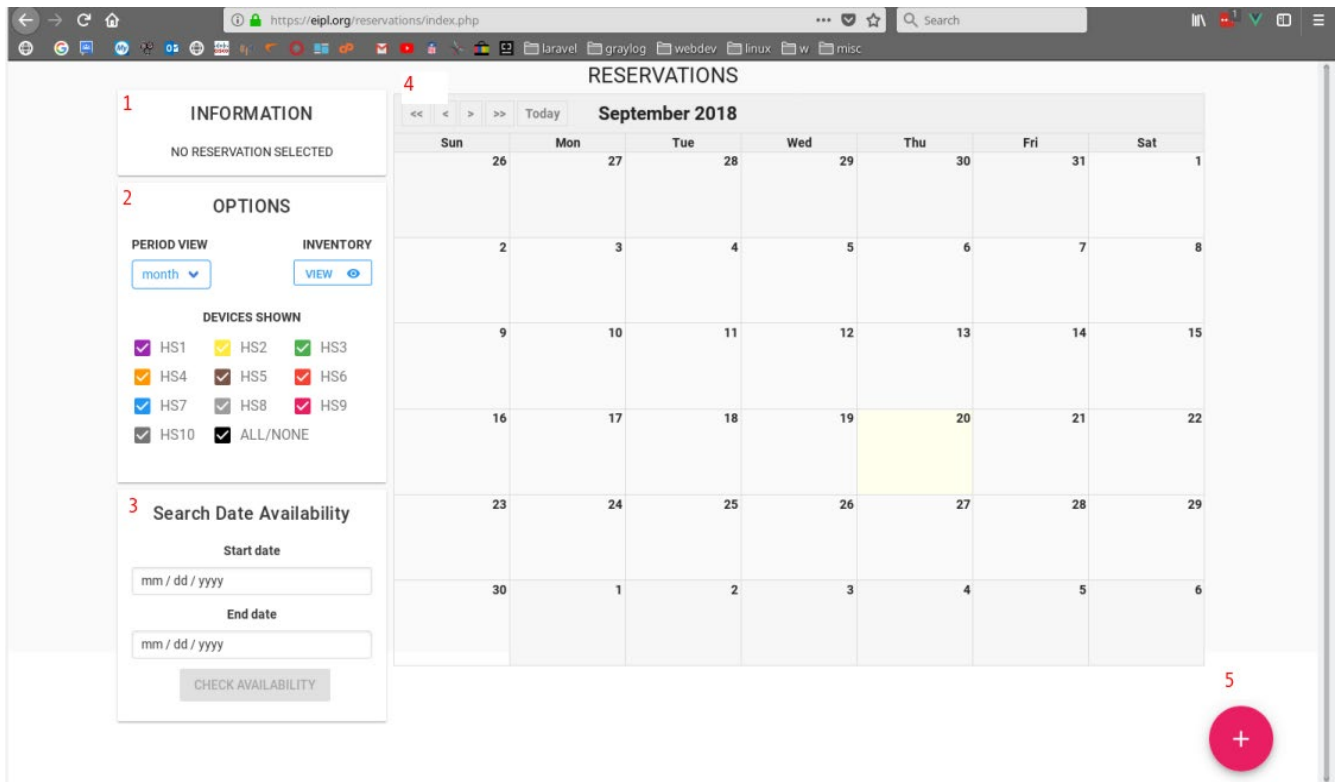
** NOTE: ONLY USE FIREFOX TO VIEW THE CALENDAR**
(after compiling the website for production there seems to be some visial glitches using other browsers.
This will be fixed soon)

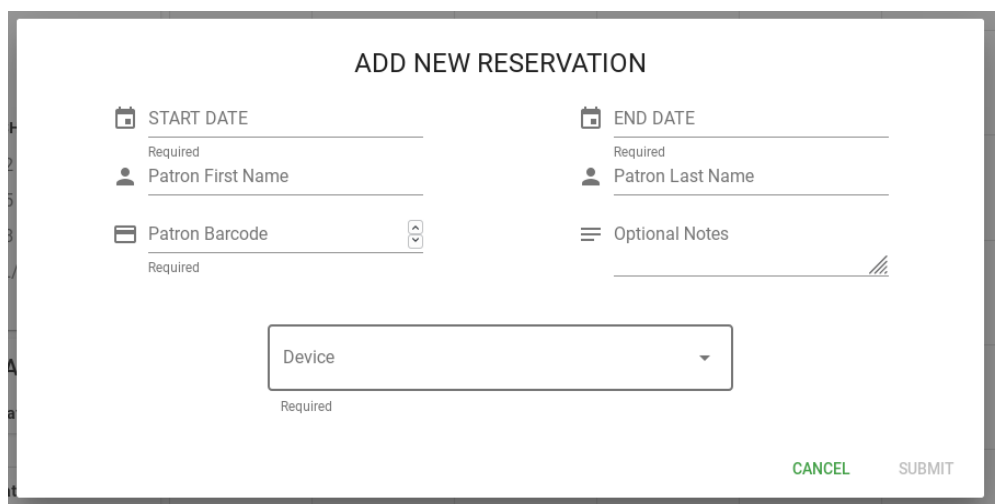The following sections are included in this document

OVERVIEW

1. **Information Card:** shows a brief summary of a selected reservation. Reservations are selected by clicking on their colored bar on the calendar. (examples to follow)

2. **Options Card:** Includes a view selector (month/week/year), a button to view all the hotspot devices in the catalog and their respective information and a device filter which allows the devices on the calendar to be shown or hidden.

3. **Availability Card:** Set a date range to display all the devices' availability within it.

4. **Calendar:** Displays reservations.

5. **Add Reservations Button:** Opens the add reservation dialog window

ADDING RESERVATIONS

There are two possible ways to add a reservation to the calendar. The main, most direct way is to click the "add reservation" button located in the bottom right hand corner of the window. The second way is to add the reservation from the "search availabilty" screen. This will be demonstrated in the next section.

This will bring up the add reservation dialog.

The following 7 Fields will be available to fill out:
START DATE: required
END DATE: required
FIRST NAME: optional
LAST NAME: optional
BARCODE: required
NOTES: optional
DEVICE: required (dropdown menu)

When clicking the start date field and date picker window will open up to select the desired date to start the reservation. Upon selection, if empty, the end date field will automatically be populated 14 days from the start date. This can be changed by clicking the end date field picking a new date.

After both starting and ending dates are set, the device drop down menu will disable any devices that already have been reserved within that period. If a device is selected before setting these dates it will reset the selection to "none" and will need to be selected again. This functionality (should) ensures there will be no double booked devices.

If all required fields are accepted on submission the window will close and display a green alert at the top of the page report the reservation has been added. You should see the new reservation displayed on the calendar now.

If any of the required fields are missing or contain invalid characters the form will report as such in red letters. Any issues missed by the form will be conveyed by a red alert at the top of the screen explaining what needs to be adjusted.

Checking availability

It is possible to easily search the availability within a specified time range. Using the availability card enter a start and end date to list all the devices and their current availabilty. If a device is already reserved it will be denoted by a red icon and the reservation's details (date out, date in, patron info, etc).

If a device is available it will be denoted with a green icon. Clicking the icon on the right will open the "add reservation" dialog. The date fields will be pre-populated with those searched as well as the device but can be changed to whichever dates are requested.

VIEWING AND MODIFYING RESERVATIONS

Reservations can be viewed in detail, edited and deleted. By clicking on a reservation's colored bar in the calendar the "information" card will populate with an overview of its details. Clicking on the bar again will hide them. The included details are the following:

Device reserved, start date, end date, patron barcode, patron first name and patron last name. Following the information list there will be an edit button. This will open the "edit reservation" dialog.


In the bottom left hand corner of the edit dialog will be two icons. Clicking the red trash can will delete the reservation (user will be prompted to confirm first). The yellow pencil will enable the name, barcode and notes fields. If the device or reservation dates need to be changed it is required the reservation be deleted and a new one created.

VIEWING DEVICE INFORMATION

To display general information of the devices available click on the inventory view button on the left hand side in the "options" card.
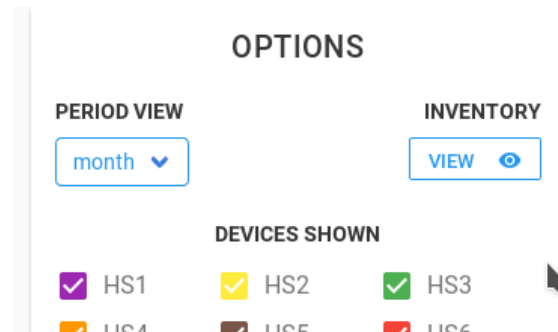
This will display each device with their respective picture, internal barcode, default wireless password, MEID and serial number. The MEID will be required for the next section: "Blocking and Allowing Data".

BLOCKING AND ALLOWING DATA

If a device is past due it is required that staff block the data for the unit. This can be achieve by following the link provided on the first page of this document. Only the link is required to access the portal, there is no sign in or password.

The first section of the page lists all the devices owned by us. Each device listed has a MEID number next to their device name. You will need to refer to the calendar's inventory list to find the MEID number of the device to be turned on or off.

Once the MEID is determined you will select "Past Due" from the drop down menu then click the continue button at the bottom. Once confirmed you will receive a confirmation screen. Please print this screen to PDF and save it to the following folder on the staff J drive. \tech\DOCUMENTS\DOCUMENTATION\Mobile Hotspots\BLOCK DATA REQUEST CONFIRMATIONS

To enable data on a device once returned select the checkbox next to the device at the bottom of this page and click the continue button at the bottom.

| ZTE Warp Connect | 256691622701607744 | (631) 388-9631 | Lost/Stolen ▾ |

mobilebeacon.
4G Internet Access. 4 Nonprofits. 4 Less.

Allo

Device

ZTE W:

THANK YOU!

Your request has been submitted for processing. A summary of your request to block or allow data to your device(s) is listed below:

Req **Block Data Summary**

You ha

Device	MEID (DEC)	PTN	Request Reason
ZTE Warp Connect	256691622701607443	(631) 433-2712	Past Due

Requests to block or allow data are typically completed within a few hours, but please note that changes can take up to 24 hours. Requests submitted after 5:00PM EST will be processed the next business day. You will receive a confirmation email detailing your request. If you have any questions, please contact service@mobilebeacon.org. Thank you for being a loyal Mobile Beacon customer.