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 <u>https://eipl.org/reservations</u>

Data Block/Allow Portal <u>https://mobilebeacon.secure.force.com//onlineAllowBlock?accountid=0011H00001PGAqI&conta</u> <u>ctid=0031H00001pXNtQ</u>

** 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

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OVERVIEW

1	In the second second second second		1				
INFORMATION	<< < > >> To	lay Septer	mber 2018				
NO RESERVATION SELECTED	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 1
2 OPTIONS							
PERIOD VIEW INVENTORY	2	3	4	5	6	7	8
DEVICES SHOWN ✓ HS1 ✓ HS2 ✓ HS3 ✓ HS4 ✓ HS5 ✓ HS6	9	10	11	12	13	14	15
 ✓ HS7 ✓ HS8 ✓ HS9 ✓ HS10 ✓ ALL/NONE 	16	17	18	19	20	21	22
³ Search Date Availability Start date	23	24	25	26	27	28	29
mm / dd / yyyy	30	1	2	3	4	5	6
End date							
mm / dd / yyyy							
CHECK AVAILABILITY							

1. <u>Information Card:</u> 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. <u>Calendar:</u> 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 availability" screen. This will be demonstrated in the next section.



This will bring up the add reservation dialog.

	AI	DD NEV	W RESERVATI	ON		
START DATE				END DATE Required		_
Patron First Nan Patron Barcode	ne	< >	*	Optional Notes	16	-
Required						<u>///.</u>
	Device			•		
	regared				CANCEL	SUBMIT

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.

		ADD	NEW RESERVATIC	N		
	START DATE 2018-09-21			END DATE 2018-10-4		
<u>.</u>	_{Required} Patron First Name		±	Required Patron Last Name		
8	Patron Barcode	~	=	Optional Notes		
	Required				///.	
		Hot Spot1 (NOT AVAIL	ABLE)	1		
		Hot Spot2		Ť		
		Hot Spot3			CANCEL	SUBMIT
		Lat Shat/		•		

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.

•	Required Patron First Name		÷	Required Patron Last Name	
	Patron Barcode O	× >	=	Optional Notes	
	BARCODE MANDATORY				<i>III.</i>

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 availability. 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.



		DI	EVICE AVAILABILI For 2018-09-20 - 2018-09-23 ding 2 day grace periods post	IT۱ retu	/ rn)		
Ma 20	ot Spot #1 organi, Thomas (21474)18-09-21 00:00:00 - 20	33647) 18-10-04 00:00:00				Þ	NA
		ADI	D NEW RESERVAT		N		
	START DATE 2018-09-20		t		END DATE 2018-09-23		
÷	Required Patron First Name			•	Required Patron Last Name		_
8	Patron Barcode		÷ :	_	Optional Notes		
	Required					///.	
		Device Hot Spot2			~ h		
		Required					_
						CANCEL	SUBMIT
	ot Spot #6						

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.

INFORMATION	VIEW RESERVATION: HS1			
DEVICE: HS1	START DATE 2018-09-21 00:00:00	END DATE 2018-10-04 00:00:00		
START: Fri, 9/21	Patron First Name	Patron Last Name L Morgani		
END: Thurs, 10/4 P. BARCODE: 2147483647	Patron Batcode 2147483647			
P. FIRST: Thomas				
P EDIT		CANCEL SAVE		

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".

DEVICE INVENTORY

۲	Hot Spot #1 EIPL BARCODE: 3 0626 00329 5686 WIRELESS KEY: 9E9D8FFC MEID: 256 691 622 701 607 744 DEVICE SERIAL: 320784039389
	Hot Spot #2 EIPL BARCODE: 3 0626 00329 5736 WIRELESS KEY: 9E9D8F7D MEID: 256 691 622 701 607 443 DEVICE SERIAL: 320784039262
	Hot Spot #3 EIPL BARCODE: 3 0626 00329 5777 WIRELESS KEY: 9E9D8FF7 MEID: 256 691 622 701 607 733 DEVICE SERIAL: 320784039384
	Hot Spot #4 EIPL BARCODE: 3 0626 00329 5819 WIRELESS KEY: 9E9D9000 MEID: 256 691 622 701 607 748 DEVICE SERIAL: 320784039393
	Hot Spot #5 EIPL BARCODE: 3 0626 00329 5728 WIRELESS KEY: 9E9D8F6F MEID: 256 691 622 701 607 321 DEVICE SERIAL:
۲	Hot Spot #6 EIPL BARCODE: 30626003348220 WIRELESS KEY: 5946230a MEID: 35924104594623

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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 Wa	rp Connect 256	6691622701607744	(631) 388-9631	Lost/Stolen	•					
Allo	Mobile Deacon. 46 Internet Access. 4 Nonprefit. 4 Less.									
Device ZTE Wa	THANK YOU!									
_	Block Data Summary	ummary of your request to block of allow data to yo	ur device(s) is listed below:							
Req	Device	MEID (DEC)	PTN	Request Reason						
rou na	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 vou for beins a loval Mobile Beacon customer.