Metting Schedule v1.0

For JOOMLA 3.x JOOMLA 4.0

User's Manual

October 2021

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Product :	Meeting Schedule	Written by :	Edwin CHERONT
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Revision History

Version	Date	Description
1.0.00	27-feb-2014	Initial version
1.0.01	09-mar-2014	Add description of the UserGroup and conditions in the decision style
1.0.05	07-jul-2015	Add possibility to add proposal in the front-end with a title and add possibility to have a captcha when adding an attendee. Also add a "check DB" to verify the structure of the tables used by Meeting Schedule.
1.0.12	27-oct-2021	Add Joomla 4.0 compatibility.

1. Introduction

This user manual describes the "Meeting Schedule" that is an extension for joomla that organizing meeting and find the appropriate date for this meeting.
This extension works on Joomla 3.x and 4.0.
It does not work on Joomla 2.5.

2. Installation

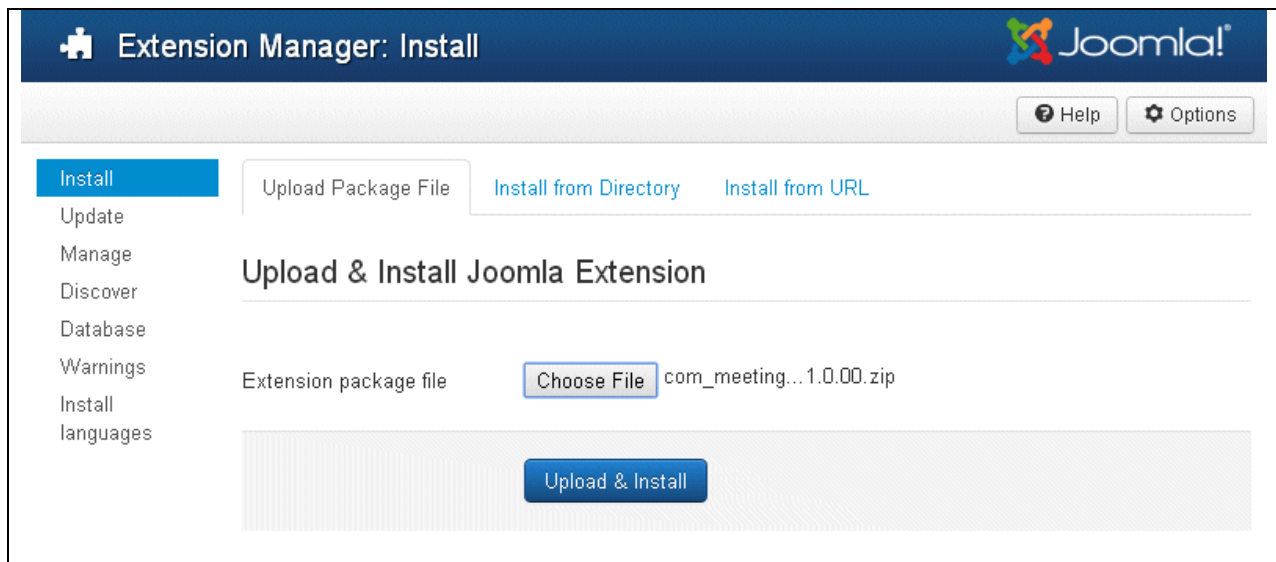Meeting Schedule is a zipped file containing the extension and this documentation:
- **com_meetingschedule_V1.0.12.zip** : is the Joomla 3.x, and 4.0 extension that allow creating your meeting and propose different date of meeting with different choices for each proposal dates.;

The installation consists in unzipping the "MeetingSchedule_unzip_first_Vx.x.x.zip" into a temporary directory.
When unzipped, you have the access to the component that you can install with the standard joomla procedure.

2.1. Joomla 3.x and 4.0 installation

The installation consists in selecting the "com_meetingschedule_V1.0.00.zip" file with browse button and after click on the "Upload File and Install" button (as shown below).

Once the installation is completed, a plugin is also installed and enabled.

When the extension is installed, it is also possible to verify the DB structures of the tables used by Meeting Schedule are valid.
This check is automatically performed during the installation but can also be called from the "check DB" button present in the "about" menu.

Under Joomla 4.0

3. Creation of meetings

3.1. Concept

The concept of "Meeting Schedule" is simple.
The objective is to be able insert "Meeting" anywhere in the website.
The display is mainly done via a "Meeting Schedule" plugin.
You can also display the content of the meetings via a menu in Joomla. This is also a component.

The administration of a meeting is also simple.
For a meeting, you can make several proposals that can be a date or something else like include food or other things.

Mainly a proposal has a title with facultative starting and finishing date/time.

For each proposal, you may provide several decision choices to the user.

The configuration of the "Multisites Custom HTML" module is simple.

3.2. Front-end

There is 2 types of display of meetings in the front-end.
Either a list of meetings
Or the list of attendees to a meeting where people can register to attends the meeting.

List of meetings

ID	Title
1	Demo #1
16	Meeting #2
13	Meeting #3

You can decide the scope to whom the meetings are displayed.
You can assign a meeting to a specific user and in this case, only this user will see the meeting.
The scope can be:
- Public: Everybody can see the meeting
- User: When you want to restrict a meeting to a specific list of users.
- All: When you want that both the public and users are displayed.

As you can see, each column of a meeting can be customized and you can also define specific processing like payment or pre-order the dish lunch in a restaurant.

Basically, a user just has to enter a pseudo and optionally an email address when you authorize anonymous submission.
When you force people to enter an email, they can be automatically registered into joomla. An email is automatically sent with a generated password.

3.3. Administration

A meeting has several attributes:

- "**Title**" that identify the meeting and give a short description
- "**Alias**" that is reserved to a later use.
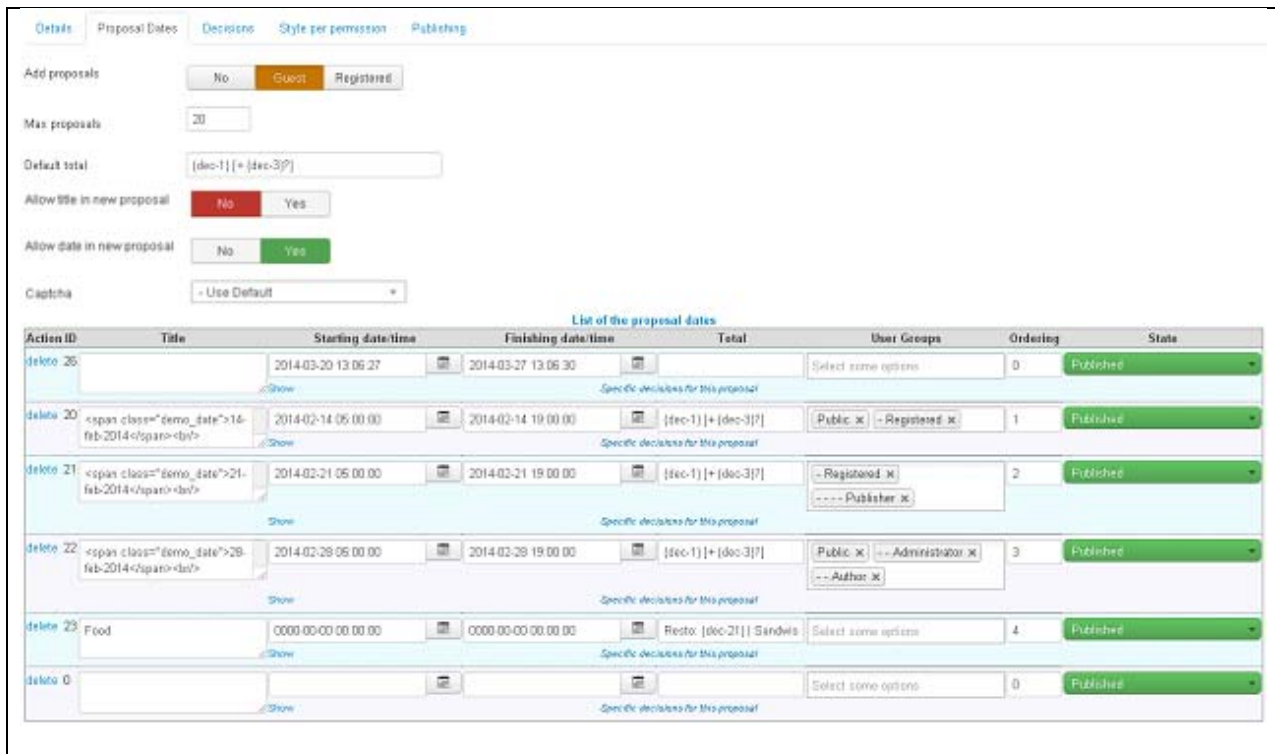
The meeting has several tabs that correspond to different themes (or fieldset)

3.3.1. Detail

- "**Header**" This is a free html text that is displayed before the list of attendees. So when the meeting is display with the plugin, it allows you adding a header.
- "**Footer**" is displayed after the list of attendees to the meeting.

- "**email notification**" when it is present, an email is sent to the list that is specified. Each email must be separated by a semi-column (;)
- "**CSS URL**" allows using a specific CSS file when the meeting. So that, you can customize the display of the list of attendees to the meeting.
- "**List of User IDs**" : when it is present, it allows restrict the display of the meeting to the user Ids that are specified in this field. Each user ID must be separated by a comas (,).
- "**Anonymous allowed**" is a flag that allow decide if you accept attendee to submit without email address. Otherwise the email address is required and this automatically creates a joomla user when it does not exists yet.
- "**Published**" that allow publish or not the meeting.
- "**Language**" that selecting for which language the meeting is created.

3.3.2.Proposal

- "**Add proposal**" is an indicator that allows you defining if you authorise to the visitor to create alternative proposal to the meeting. It is possible to authorise the guest (anonymous) or require that the users are registered to make new alternative proposal. By default it is no allowed to create alternative proposal in the front-end.
- "**Max proposal**" define the maximum of proposal for this meeting. It allows restrict the maximum of proposal that can be created in the front-end.
- "**Default total**" is the total formula that is used when a proposal is created in the front-end..

- "**Allow title in new proposal**" is a flag that allow creating a new proposal in the front-end with the title field. That could be used for example to allow people proposing themes or subject of a meeting and vote for them.
- "**Allow date in new proposal**" is a flag that allow creating a new proposal in the front-end with the date field.
- "**Captcha**" allow selecting the type of captcha to submit attendee and new proposal in the front-end.
- "**Title**" is the top of the column of a meeting. It can contain html text. When the field is empty, it is computed based on the starting/finishing date time.
- "**Starting date/time**" is the date/time when start the meeting.
- "**Finishing date/time**" is the date/time when the meeting is expected to be finished. This date/time is also used till when a user can submit to attend the meeting.
- "**Total**" is a special field that describe how to compute the total in the footer of the attendees. You can use keywords like {dec-#} where # is the decision number for which the count must be performed. When you introduce a value like [whatever {dec-#} whatever] then when the {dec-#] result by zero, all the [.... 0 ....] is removed.
- "**User Groups**" When present, it allows restrict the access to this proposal to the users present in the groups selected. When combined with the "style per permission" tabs, this also allows modifying the "decision style" of this proposal. So that, you can for example "display only" the proposal to some user group and provide "combo box" to other groups.
- "**Ordering**" is the order in which you want that the proposals are displayed to the users.

When you create a new meeting, you have the choice to either re-use decision from another meeting or create new decisions for this meeting.
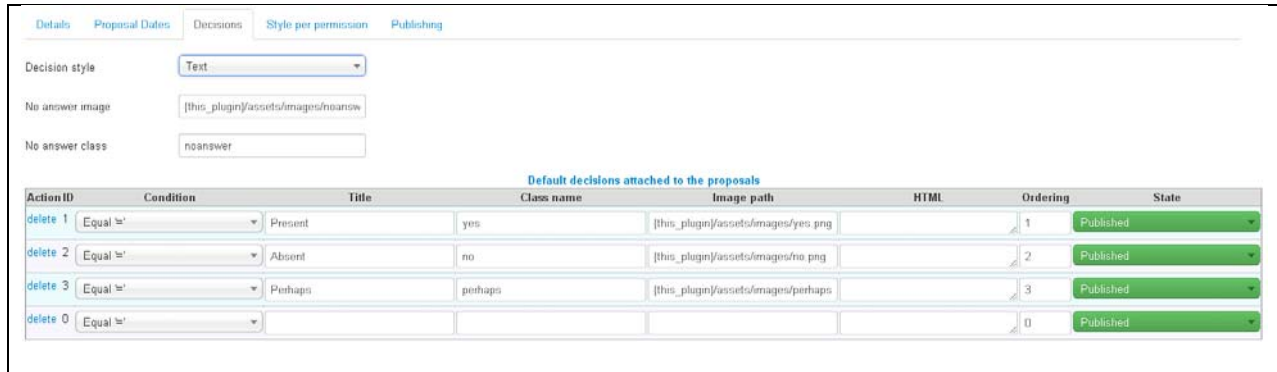
3.3.3. Re-use decisions from another meeting

- "**Default decision item**" allow selecting a meeting and view the associated decisions. If the decisions correspond to your need, you can just re-use them or provide new values.

3.3.4.Decisions common to all proposals of the meeting

When defined, this replace the potential reference to a "default decision item".

- "**Decision style**" allows selecting how the proposal choices must be provided to the user. You have the choice between:
    - Combo box (Single choice)
    - Radio button (Single choice)
    - Check box (Multiple choices).
    - Free text
    - Display only
- "**no answer image**" When working with multiple proposal and that some proposal are hidden to some group of users then it may happen that you have some proposal without any answers. This allows displaying a specific image when "no answer" is present.
- "**no answer class**" is the class name that is added when "no answer" is detected.
- "**condition**" is available when the "text" decision style is selected. It is used to provide the condition that can convert a free text value to its decision identification.
- "**Title**" is the text that will be displayed a choice in the combo-box provided to the user.
- "**Class name**" is the name of the class that is used when this choice is selected by the attendee. You can use predefined call name:
    - yes = green
    - no = red
    - perhaps = orange
- "**Image path**" is the image that is displayed when this choice is selected. You can use the keywords:
    - {baseurl} that correspond to the Full URL of your current website.
    - {thisPlugin}, {this_plugin}, {pluginurl} that correspond to {baseurl}/plugins/system/meetingschedule/meetingschedule
- "**html**" is a free html text that you want display just below the choice when it is selected. This allows you adding parameters when the choice is selected. As a <form> can not be included inside the <form> of the attendees to the meeting, any <form> is automatically moved into a "popup" field. So that it is

no more present inside the attendees <form>. It is also possible to force moving an html section into the "popup" field. This is possible with the keyword {popup}........{/popup}
- "**ordering**" define the order in which the choice are displayed.
- "**published**" allow publish (or hide) the choice in the decision list.

3.3.5.Specific decisions to a proposal

It is also possible to have a specific decision choice for a particular proposal.
This is the case for example when you want proposes different kind of food during this meeting or book something.

As you can use any HTML string associated to a decision, you can also perform payment processing, make reference to article, add some field to be saved into the same time as the attendee submission.

Here it is a sample that use the free "instantpaypal" plugin to process a payment.
```
{popup}{instantpaypal}action=pay,price=15,productname=Restaurant{/instantpaypal}{/popup}
<div class="dish" style="margin-top:60px">
<select name="{paramPrefix}[dish]">
<option value="fish">Fish</option>
<option value="meal">Meal</option>
</select>
</div>
```

The first line use the {popup}. . . . . {/popup} tag to move the content of the paypal form into a popup division that is outside of the attendee <form>

The other section allows you providing additional choices that are saved in the DB because the additional parameters are prefixed with {paramPrefix}
This is the case of the
```
<select name="{paramPrefix}[dish]">
```

that will also save the customized field [dish] into the DB.
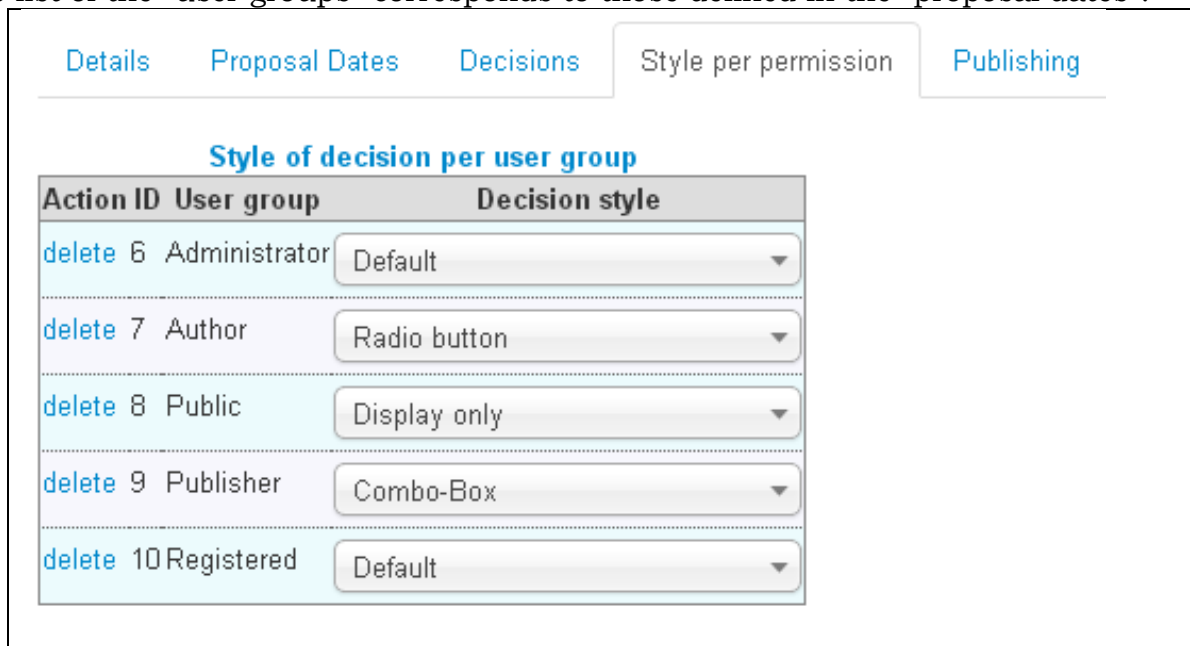
- "**decision style**" it forces using a specific "decision style" for this proposal.
  The priority in which the "decision style" is compute is:
    o "decision style" in the proposal when different of "default"
    o "decision style" present in the "user group" when it is present and different of "default"
    o "decision style" present in the "decisions" tabs.
       The default is "combo box"

3.3.6.Style per permission

The style per permission allows modifying the style of the decision depending on the "user group" permission.
So that, you can decide that some people just see some column with "display only" and that other people are able to modify the content of column. This could be helpful for an "organizer" that could report who was present at a meeting or a "professor" that could report some additional stuff like score of student to an exam.

The list of the "user groups" corresponds to those defined in the "proposal dates".

Details	Proposal Dates	Decisions	Style per permission	Publishing

Style of decision per user group

Action	ID	User group	Decision style
delete	6	Administrator	Default
delete	7	Author	Radio button
delete	8	Public	Display only
delete	9	Publisher	Combo-Box
delete	10	Registered	Default

When a "decision style" is present for a "user group", it replaces the value of the "decision style" present in the "decisions tabs".

3.4. Menu

You have 2 types of menu
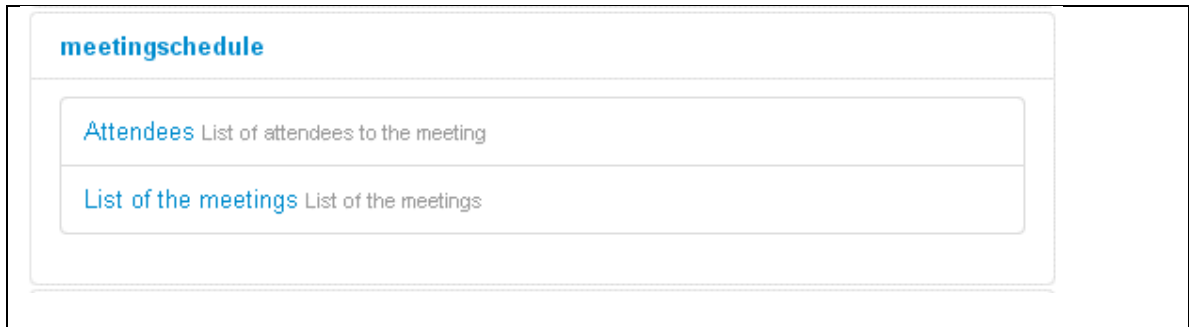
3.4.1.List of the meetings

- "**List of user IDs**" allows restrict the meeting displayed in the list to a specific list of users that you specify with their Ids separated by a comas (,).
- "**Scope**" allows specify to whom you display the meetings. The scope can be :
  - Public
  - Users
  - All (Public + Users)
- "**Style**" is reserved for a later use. Today, there is only a look "list"

3.4.2.Attendees

- "**Choose a meeting ID**" enter the number of the meeting that you want to display.
- "**Style**" is reserved for a later use. Today, there is only a look "table"

- "**Show title**" is a flag that allows displaying the title of the meeting before the list of attendees.
- "**Show header**" is a flag that allows displaying the meeting header before the list of attendees.

- "**Show footer**" is a flag that allows displaying the meeting footer after the list of attendees.

3.5. Plugin syntax for integration anywhere

In addition to the possibility to display the meeting via the menu type, it is also possible to integrate the meeting into anywhere (ie. Inside an article).

The syntax of the plugin is:

```
{MeetingSchedule title="JUG 2014-01" | user_ids=726,728 | style = list | scope=user /}

{MeetingSchedule title="JUG 2014-01" | id=1 | style = table | show_title=1 /}
```

The parameters must be separated by a pipe "|" and are case sensitive:
- "**title**" is the title of the meeting
- "**id**" is the ID of the meeting. When not present, this is the list that is displayed.
- "**style**" : table, list. It is possible to provide any other style. Additional style can be provided into the directory /templates/XXXX/html/meetingschedule/**STYLE**.php
- "**show_title**" is the flag to show the title before the list of attendees,
- "**show_header**" is the flag to display the header before the list of attendees; By default, the show_header is FALSE;
- "**show_footer**" is the flag to display the footer after the list of attendees. By default, the show_footer is FALSE;
- "**user_ids**" when present, it can restricts the display of the meetings to the list of users specified. The users have to login to see the meeting.
- "**scope**": all, Public only, User only
- "**allow_add_proposals**" allows replacing the default value provided in the meeting in aim to be able forge a new default state. Possible values are :
  - o 0 = NO
  - o 1 = Registered
  - o 2 = Guest (visitor).
- "**max_proposals**": allows modifying the maximum number of proposals that can be created for the meeting when alternative proposal can be built from the front-end. It can replace the default value present in the "Proposals" tab in the « meeting ».

4. System requirements

The "Meeting Schedule" extension is developed and tested on Joomla 3.2.1.

4.1. Joomla 3.x and 4.0

- Joomla 3.2 or higher is required.

- MySQL 5.x or higher is required.

- PHP 5.3 or higher is required.

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    <one line to give the program's name and a brief idea of what it does.>
    Copyright (C) <year> <name of author>

    This program is free software; you can redistribute it and/or modify
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    the Free Software Foundation; either version 2 of the License, or
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    This program is distributed in the hope that it will be useful,
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    51 Franklin Street, Fifth Floor, Boston, MA 02110-1301 USA.

Also add information on how to contact you by electronic and paper mail.

If the program is interactive, make it output a short notice like this
when it starts in an interactive mode:

    Gnomovision version 69, Copyright (C) year name of author
    Gnomovision comes with ABSOLUTELY NO WARRANTY; for details type
`show w'.
    This is free software, and you are welcome to redistribute it

under certain conditions; type `show c' for details.

The hypothetical commands `show w' and `show c' should show the appropriate
parts of the General Public License. Of course, the commands you use may
be called something other than `show w' and `show c'; they could even be
mouse-clicks or menu items--whatever suits your program.

You should also get your employer (if you work as a programmer) or your
school, if any, to sign a "copyright disclaimer" for the program, if
necessary. Here is a sample; alter the names:

  Yoyodyne, Inc., hereby disclaims all copyright interest in the program
  `Gnomovision' (which makes passes at compilers) written by James Hacker.

  <signature of Ty Coon>, 1 April 1989
  Ty Coon, President of Vice

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proprietary programs. If your program is a subroutine library, you may
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