

# **Expo Database Manual**

## **Description & Instructions**

SEVEN HILLS FOUNDATION

# Table of Contents

Table of Contents .....	1
Introduction .....	2
Part I: Database Descriptions .....	3
Homepage .....	4
2017 EXPO IQP .....	5
Database .....	6
Part II: Instructions for Altering Database .....	14
Edit page (e) .....	15
Create page (c) .....	16
More actions (m) .....	17
Additional Instructions .....	17

# Introduction

The purpose of the database is to house all information regarding every aspect of the Expo so that Seven Hills can later reference this for future events and Expos. The database includes important aspects that can be used and referenced by Seven Hills Foundation to help develop a future Expo. The database was developed on Google sites so that every time they want to create something new for the database, it is created through Google Drive. Additionally, a well-organized folder consisting of all the files in the database. The information in this database is extremely precise with all information it contains, as they are all the exact documents and information we use to help create the Expo.

# Part I: Database Descriptions

Homepage .....	4
2017 EXPO IQP.....	5
Expo Images .....	5
Expo Videos .....	5
Final IQP Report .....	5
Database .....	6
Surveys .....	7
Contacts .....	8
Calendar .....	10
Thought Box.....	11
Staff Discussion Board.....	11
Event Coordination .....	12

# Homepage

The **Home** page of the site is an introduction to the site.

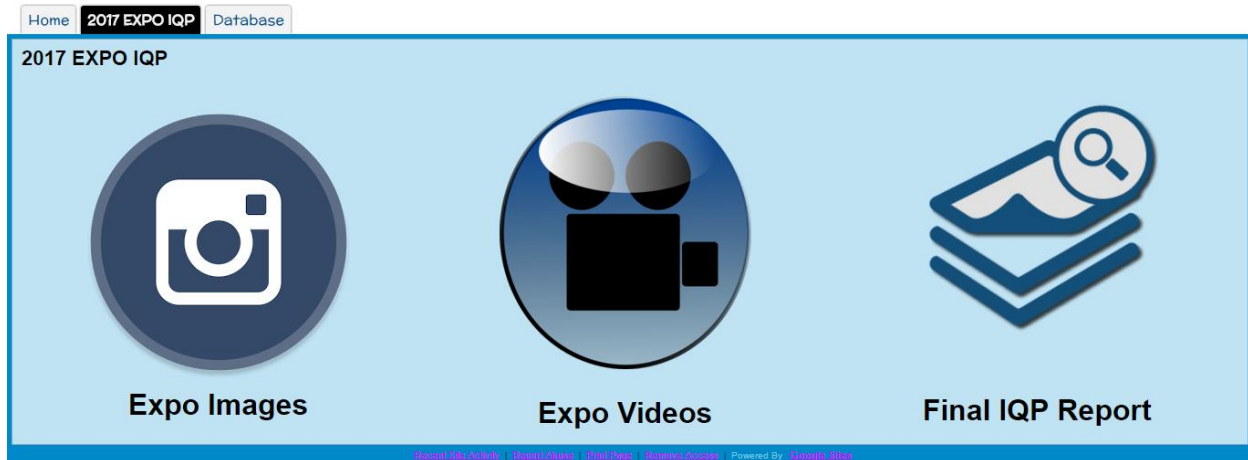


[Home](#) [2017 EXPO IQP](#) [Database](#)

## 2017 Expo Team Picture



## 2017 EXPO IQP



### Expo Images

In this page, there is a slideshow of pictures that were taken from the 02/22/2017 Expo.

### Expo Videos

In this page, there is a clip of the Expo during the morning session during the 02/22/2017 Expo.

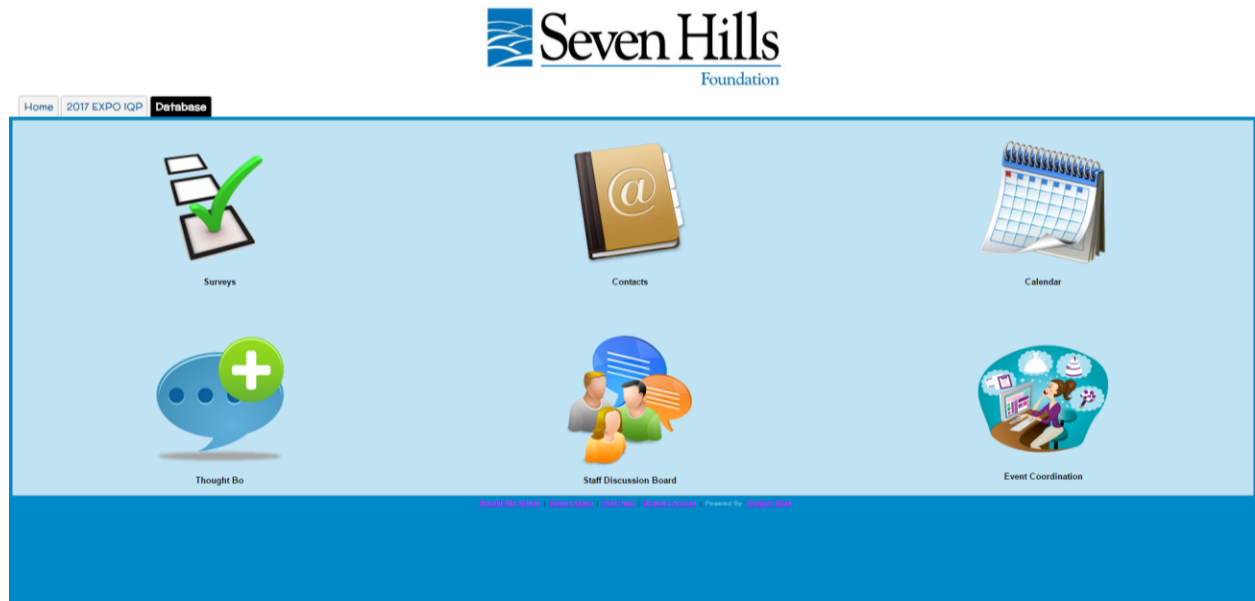
Also in this page is a video of the workshop from the 02/22/2017 Expo.

### Final IQP Report

In this page, the IQP report submitted on 3/3/2017 is provided.

# Database

The database page is the location of Surveys, Contacts, Calendar, Thought Box, Staff Discussion Board, & Event Coordination.



## Surveys



[Home](#)
[2017 EXPO IQP](#)
[Database](#)

Survey Name	Expo Stage	Survey Target	Survey Description	Expo	Results
<a href="#">Staff Information Survey</a>	Pre-Expo	Staff	The purpose of this survey is to try to establish the means for the Expo. It was not used.	02/22/2017	N/A
<a href="#">SuperUser Survey</a>	Pre-Expo	SuperUsers	This survey was created to find out what the SuperUsers would need. It was not used but instead done through email.	02/22/2017	N/A
<a href="#">Sponsor Survey</a>	Pre-Expo	Sponsors	This survey was not used but it was developed in order to reach out to potential Sponsors for the Expo.	02/22/2017	N/A
<a href="#">Morning Exit Survey</a>	During Expo	Attendees	This survey was used during the Expo to collect responses from the attendees as they exited.	02/22/2017	<a href="#">Results</a>
<a href="#">Afternoon Exit Survey</a>	During Expo	Attendees	This survey was used during the Expo to collect responses from the attendees as they exited.	02/22/2017	<a href="#">Results</a>
<a href="#">Exit Survey (Combined Morning &amp; Afternoon Results)</a>	During Expo	Attendees	This is a combination of both Morning Exit Survey and Afternoon Exit Survey to collect total responses	02/22/2017	<a href="#">Results</a>
<a href="#">Post-Expo Vendor Survey</a>	Post-Expo	Vendors	The purpose of this survey is to collect the Vendors responses after the Expo	02/22/2017	<a href="#">Results</a>
<a href="#">Post-Expo Staff Survey</a>	Post-Expo	Staff	The purpose of this survey is to collect the Staff responses after the Expo	02/22/2017	<a href="#">Results</a>
<a href="#">Attendee Expo Feedback Survey</a>	Post-Expo	Attendee	This survey was sent to the attendees that wanted to assist the Expo team with additional questions	02/22/2017	<a href="#">Results</a>

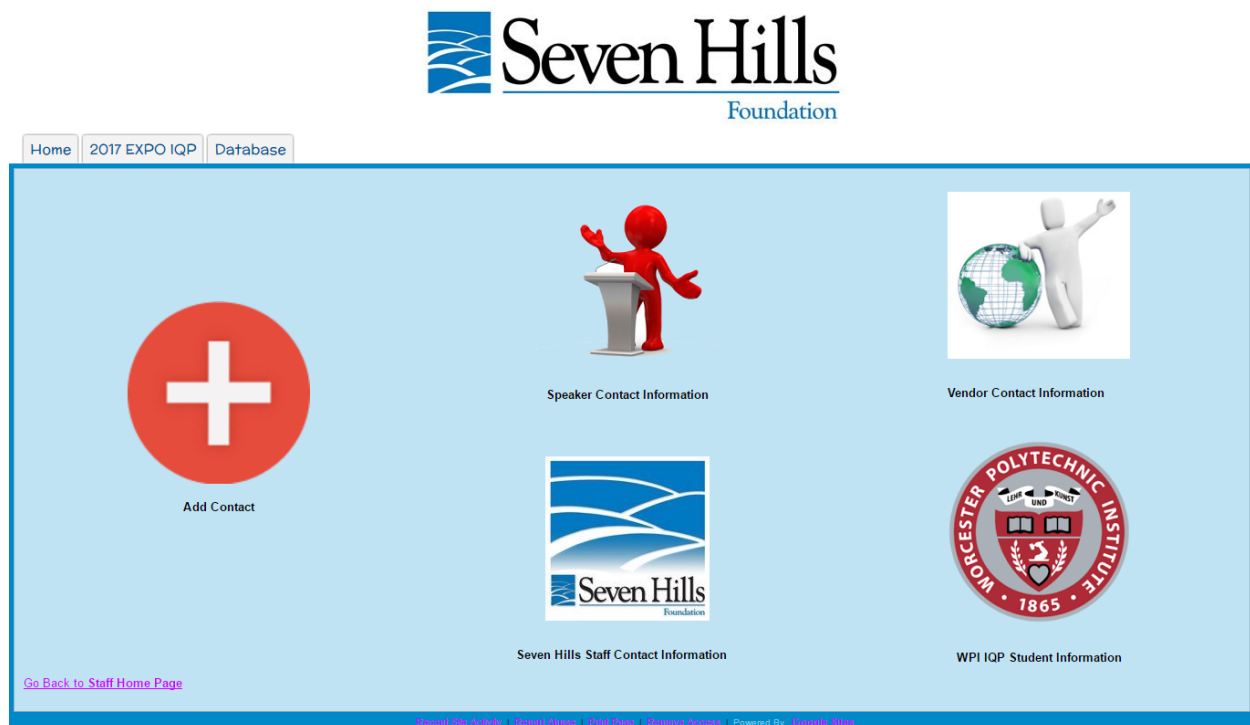
The Survey page provides each survey that we have developed throughout the Expo development stage. The organization of this page is as follows:

- Survey Name (Including link to each survey)
- Expo Stage
- Survey Target: This section will be helpful when determining which type of personnel the survey has been used for.
- Survey Description: This section describes what the purpose of each survey is.
- Expo Date: The purpose of this section is to help the user determine which Expo the survey was created for.
- Results: This selection holds a link that when clicked will redirect the user to the results of each survey. If the Results section is labeled “N/A”, then it means that the survey was created but never actually implemented.



## Contacts

The Contacts Page stores contact information of important Expo development resources. The resources are divided into four categories to provide easy access to the needed category. These four categories include: Speaker Contact Information, Vendor Contact Information, Seven Hills Staff Contact Information, and WPI IQP Student Information. The user is also given the option to add a contact.



## Add Contact

In the Add Contact Page, the user is given the option to add a contact into three different categories, which are Staff Contact Information, Vendor Contact Information, & Speaker Contact Information.

## **Staff Contact Information**

The staff contact information page is the part of the database that holds the Seven Hills Staff that we have reached out to and are working with throughout the project. The list is organized by (from left to right) Name, Job Title, Office Location, Email, and Phone.

The reason that this page is important is because it should help any future IQP or Seven Hills Staff member that would like to contact any of which person is on

## **Vendor Contact Information**

The Vendor Contact page holds the contact information regarding all the contacts of all the vendors that we have researched and reached out to. The page is organized (left to right) Company Name, Name, Address, Primary Email, Secondary Email, Primary Phone, Secondary Phone, Information, and how we could use them.

The reason that this page is important is because it should help any future IQP or Seven Hills Staff member that would like to contact any of which person is on there. It will be used as a reference for any questions when developing an expo in the future.

## **Speaker Contact Information**

The Speaker Contact page holds the contact information regarding all the contacts of all the speakers that we have researched and reached out to. The page is organized (left to right) Company Name, Name, Address, Primary Email, Secondary Email, Primary Phone, Secondary Phone, Information, and How can we use them.

The reason that this page is important is because it should help any future IQP or Seven Hills Staff member that would like to contact any of which person is on there. It will be used as a reference for any questions when developing an expo in the future.

## **WPI IQP Contact Information**

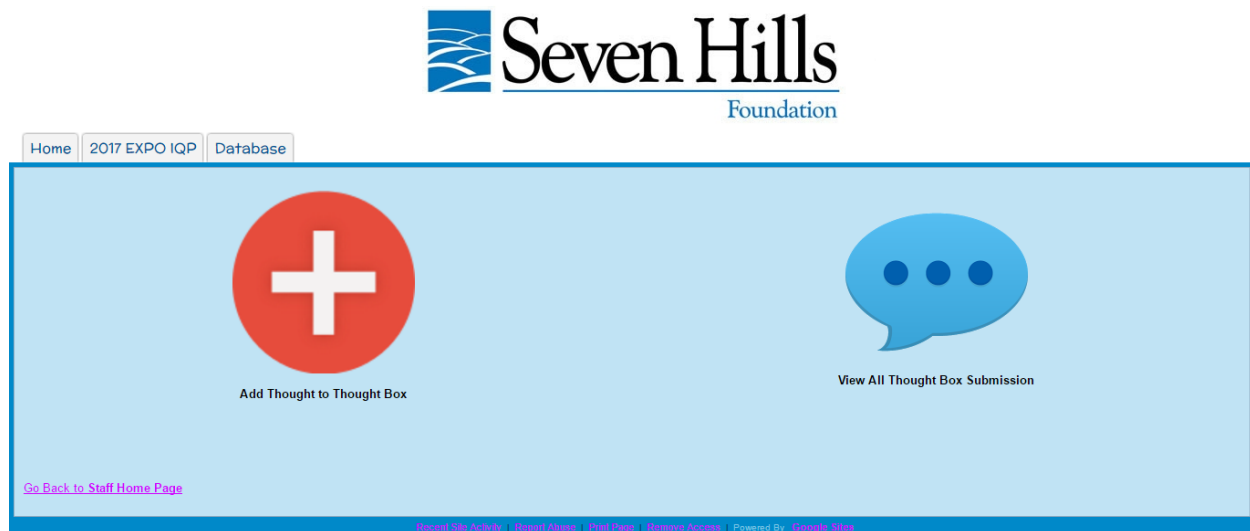
On this page, there is a list of all of the WPI students and professors who took part in setting up the Expo. It also has the email aliases that we used to get into contact with each other and the vendors for the Expo. This provides all the information regarding the students and professors and how to get into contact with them. Seven Hills can use this spreadsheet later on if they ever have a question regarding the Expo project or the database. This ensures that Seven Hills will be able to use everything in the future.

The reason that this page is important is because it should help any future IQP or Seven Hills Staff member that would like to contact any of which person is on there. It will be used as a reference for any questions when developing an expo in the future.

## **Calendar**

The purpose of this page is to assist Seven Hills and WPI staff can set meeting dates, reminders and anything else related to the expo on a calendar that everyone can easily access. To use this page in the future, a calendar must be added to the page.

## Thought Box



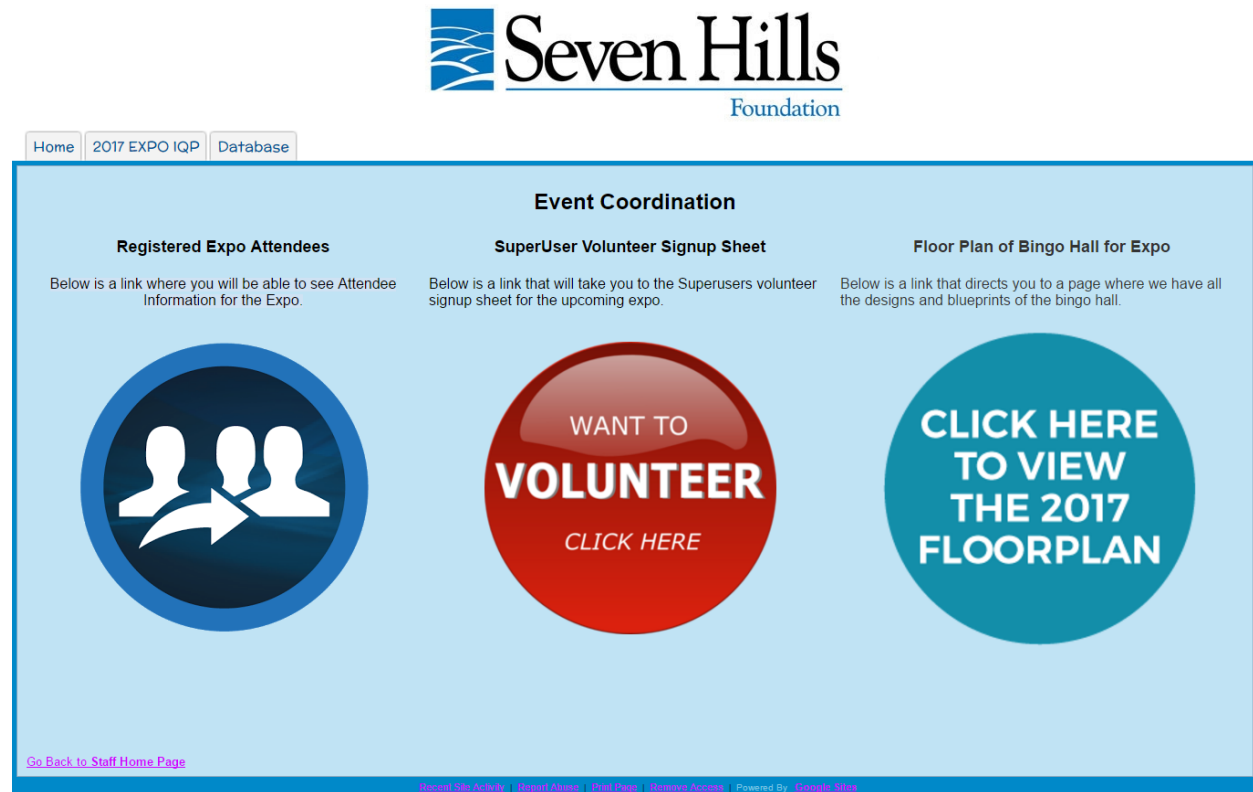
The Thought Box is a feature added to the page to allow the staff or students to add their thoughts on any topic. Different from the staff discussion board, this page allows a suggestion that isn't based off a subject. There are two parts to this page.

## Staff Discussion Board

The Staff Discussion Board is a feature that allows people to comment on a topic that is posted. This is an important feature that will store any question or response so that it can be referenced when facing another problem in the future.

## Event Coordination

These pages will allow Seven Hills to coordinate this Expo and any events in the future easily and in an organized fashion.



### Registered Expo Attendees

This page holds lists of the attendees that have attended the Expo. The user is able to look back at previous Expo's held by Seven Hills. The purpose of including this is to allow the user to gather who attended the Expo so that in the future each attendee that was registered can be contacted. This page is important because it can be used to promote a future Expo to the individuals who attended before. The page content is formatted by first and last name, email address, number of other guests, session attendee, and how they registered.

## **SuperUser Volunteer Sign-up Sheet**

This page is where the user can access the form where the superusers sign up for the Expo. Also the Results of the responses are located on this page.

## **Floor Plan of Bingo Hall for Expo**

This page holds a blueprint of the bingo hall as well as floor plans for the bingo hall. Also in this provided is the layout for the Expo from our first draft to our final draft.

## Part II: Instructions for Altering Database

Edit page (e).....	15
Insert.....	15
Insert Uploaded Image.....	15
Insert Link.....	16
Input Survey .....	16
Input Spreadsheet .....	16
Input Calendar .....	16
Create page (c) .....	16
More actions (m).....	17
Edit Site Layout.....	17
Additional Instructions.....	17
Re-Using Survey .....	17

## Edit page (e)

### Insert

**In the Insert tab there are three categories: *Common, Gadgets, and Google.***

**In the Common Section:** upload an image, create a link, make a table of contents, create a subpage listing, and add a horizontal line.

**In the Gadgets Section:** recent posts, recently uploaded files, recent list items, create a textbox, create an html textbox, and add more gadgets.

**In the Google Section:** Apps script, add a calendar, add a chart, insert from google drive, add photos & post from Google+ account, create a group, create a google hangout, insert map, and insert YouTube video.

**Google Drive:** Documents, Drawings, Folder, Form, Image, Presentation, Spreadsheet, and Video

*After editing the page remember to click “Save” located in the top right corner of the webpage.*

*If you would not like to save your changes click “Cancel” located in the top right corner of your webpage.*

### Insert Uploaded Image

Select **Edit page** tab → **Insert** → **Image** → **Upload Images** → Select the **Image** that you wish to input → Click **Open** → Then Select **OK** → Select **Save**



## Insert Link

Select **Edit page** tab → **Insert** → **Link** → Select the **Link Location** that you wish to input →  
Then Select **OK** → Select **Save**

## Input Survey

Select **Edit page** tab → **Insert** → Move the cursor over **Drive** → Select **Form** → Select the  
**Form that you wish to input** → Click **Select** → Change the Display Options → Select **Save**

## Input Spreadsheet

Select **Edit page** tab → **Insert** → Move the cursor over **Drive** → Select **Spreadsheet** → Select  
the **spreadsheet that you wish to input** → Change the Display Options → Select **Save**

## Input Calendar

Go to the **Calendar** page → Click on **Edit page** → **Insert** → **Select Calendar** → Select the  
calendar that you will insert into the page → **Save** the page once the calendar is place into the  
page.

## Create page (c)

**When creating a page in google sites, you must provide the following:**

**Name** your page → Select **template** to use (In the case of this database, you will most likely use  
the “Web Page” option) → Select **Location** → Select **Create** located at the top of the page.

*If you would not like to create this page select **Cancel** also located at the top of the page.*

## More actions (m)

### Edit Site Layout

Go to the **More Items** button → select **Edit Site Layout**



## Additional Instructions

### Re-Using Survey

When re-using a survey it is important to make a copy of the survey so that the results are not altered.

Open the survey that you would like to re-use → In the top right corner other survey, click the **Edit this form** tab → Select the **More** tab in the top right corner of the Survey → Select **Make a copy** → **Rename** the Survey → **Save**