

# SPMS registration

JACoW Team Meeting 2009 - Hamburg

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# Terminology

- **Registration**: confirmation of attendance and preferences expression
  - Prerequisite: to have an SPMS account
  - Does not include personal data (!)
  - Profile implicitly is available to conference org.
- **Fields**: single questions, items in the registration form
- **Field groups**: sets of fields for logical organisation

# In a page...

- Select which fields to have
- Organise them in an ordered sequence
- Describe what is requested – design the page
- Include images etc.

## ... several fields

- **Data type**: Date, Fee, Fee/mult, Number, Sponsorship, String
- **Display/input type**: checkboxes, Multi-line text, Multi input text, Popup, Textbox, Yes/No
  - Only a few combinations are possible
- **Fee handling**: assign a (couple of) value(s) to registration 'items'
- **Describe properties**: Required, encrypted, frozen, single, etc.

# Fees

- **Early / Late** with a "Late fee cutoff"
- **Grace period** as a system parameter
- **Counts** made by the system
- **Reports** about method of payments etc.

# Data / Display Types

		Display Type					
		Checkboxes	Multi Input Text	Multi-line Text	Popup	TextBox	YesNo
Data Type	Date	--	--	??	OK	OK	--
	Fee	OK	--	OK	OK	OK	OK
	Fee/Mult	--	--	??	OK	OK	--
	Number	OK	--	??	OK	OK	--
	Sponsorship	--	OK	--	--	--	--
	String	OK	--	OK	OK	OK	OK

If not null, apply the fee (no MULT)  
multiple fees possible w/ Checkboxes

Legenda	
??	Works, but useless
--	Nonsense
OK	Yes, go on with me!

# Methods of payment

- First, define the Payment **Types**
  - Whatever you want!
  - Input instructions for payments
  - Assign a payment cost for budget reports
  - Define access
- Special Types
  - **WAIVE** flag
  - **Credit cards** (online process)

# Online Process Payments

- More things to define
  - Define **Payment Vendors**
  - Select a Payment Vendor **in the System Parameters**
  - Define **Payment Vendor Variables**
    - **Hidden vars**: From SPMS to the CC Vendor
    - **Return vars**: From the CC Vendor to SPMS
    - Unique ID always needed
    - **Amount** also could be useful...
    - **Invoice** also needed to come back



# Reinbursements

- The system can trace all the **money transfers**
  - Automatically (Online Process)
  - Manually (Cash, Bank Transfer, etc.)
- A reimbursement actually **is** a transaction
  - We need to trace it
  - Record it by using a **minus sign** before the amount
- Not possible to actually **delete transactions** by choice

# Receipts

- **Online**, dynamic, "evolving"
- The Registration Manager can **print** all the receipts in one shot
- **Export** to CSV (Comma Separated Values) for custom receipts/**fiscal invoices**