



## **VTI MOBILE USER GUIDE**

## Table of Contents

1. Introduction .....	3
2. Launching VTI Mobile.....	3
3. Getting Started.....	4
4. Home Page .....	5
5. Navigation .....	6
6. Personal Profile .....	7
7. Themes.....	8
8. The Contact List and Menus.....	9
9. Social Feeds.....	10
Posting an update .....	11
10. Weather .....	12
11. Events.....	13
12. User Menu's.....	14
View Contact Information.....	14
Chat .....	15
13. Group Menu.....	16
Group Chat.....	16
Poll .....	16
14. File Transfer .....	17
Individual File Transfer.....	17
Group File Transfer .....	19
15. Poll .....	21
Multiple Choice .....	21
True / False .....	22
Likert Scale .....	23
Open Ended.....	24
Report .....	25
16. Change Password .....	27
17. Logout .....	28

## **1. Introduction**

Welcome to this user guide which will aim to provide a quick overview of the VTI Mobile Platform. VTI Mobile is still a project that is undergoing development and we will value any suggestions and contributions on features and roadmap that will improve our product. VTI Mobile comes with a desktop version, an ipad and an android version. This document presents the VTI iPad Client.

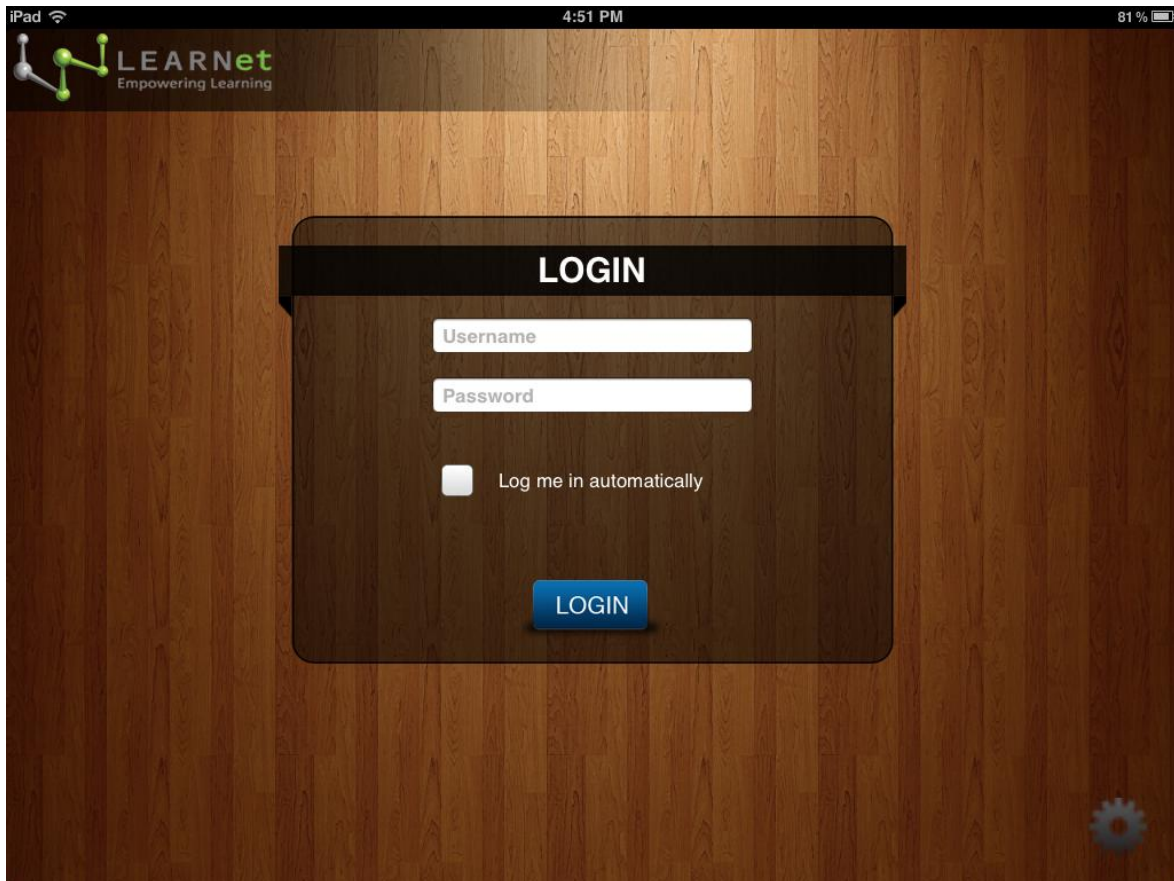
## **2. Launching VTI Mobile**



There is a VTI Mobile Icon on the iPad Launcher. Clicking on it will launch the VTI Mobile.

### 3. Getting Started

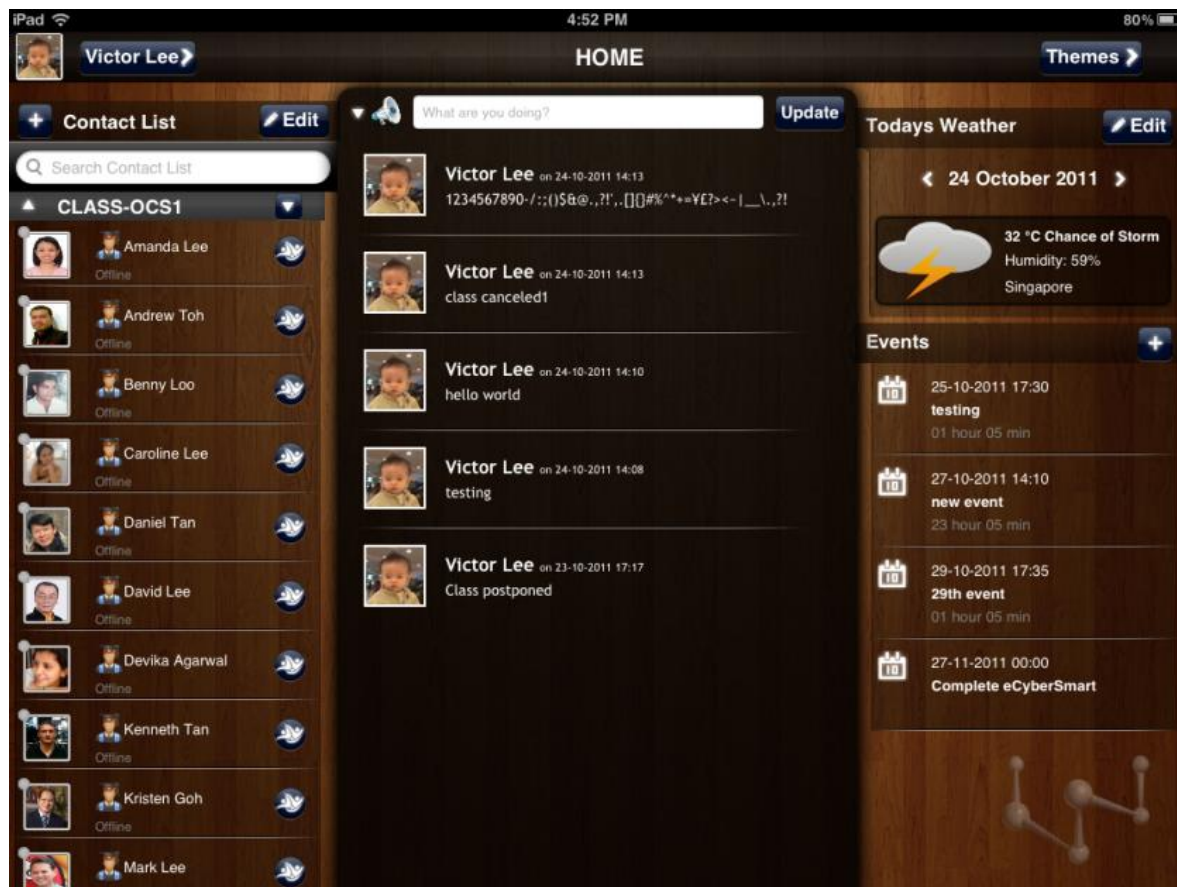
Once the VTI Mobile Application launches, users will be greeted with the login page. User can use their NRIC and their assigned password to login to the VTI Mobile Network.



Clicking on the “Log me in automatically” option stores your username and password so that future logins can be quick and easy.

## 4. Home Page

The VTI Mobile Homepage consists of a header and three sections.



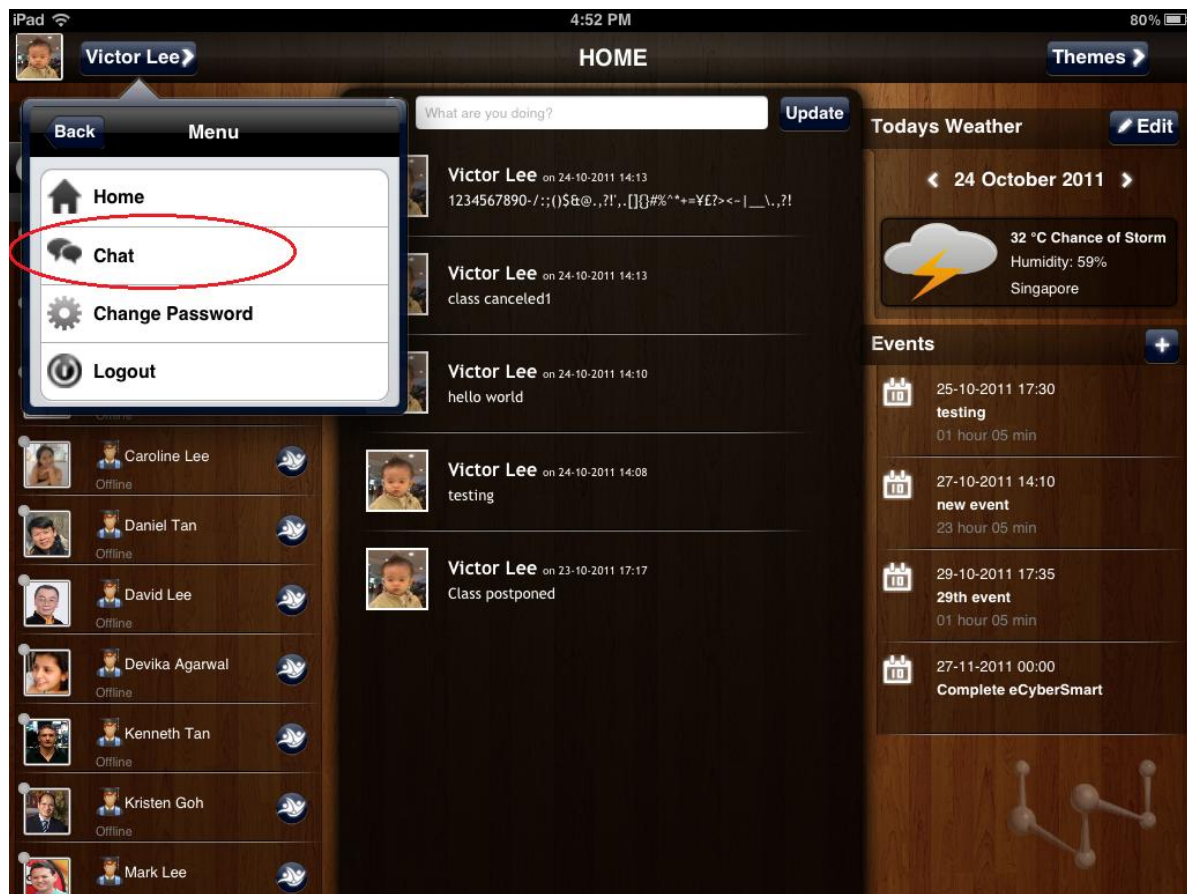
### The Basic User Interface

The top header shows the user photo icon, the user's name, the page and the Theme's button.

The central region is divided into three sections, the left section shows the contact listing sorted by the groups that users belong to. The middle section shows the latest announcements and your social wall. On the right section, we have the weather information and your personal events listed.

## 5. Navigation

Users can click on their name and a drop down menu will appear allowing them to navigate to other pages and functionalities within the system.

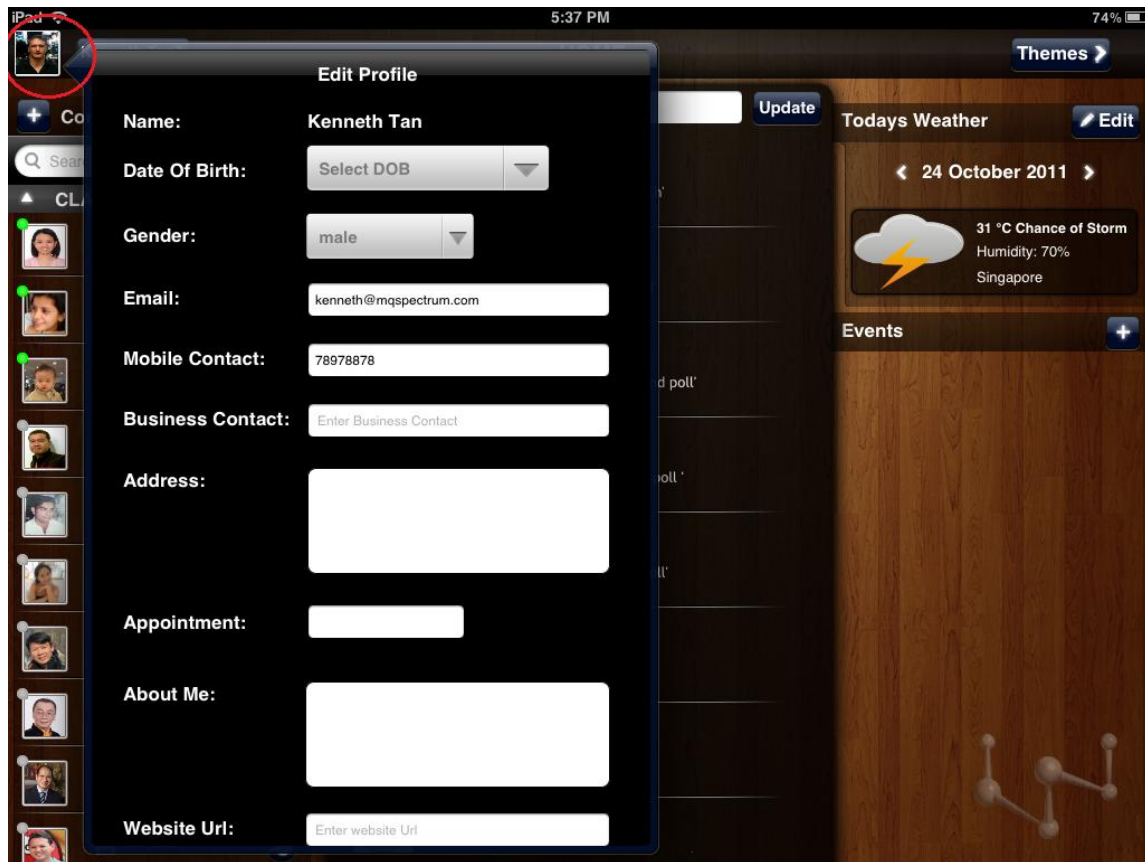


There are currently 4 options on the main menu which will be discussed further in this user guide. The menu allows users to quickly access the different parts of the application.



## 6. Personal Profile

Users can update their personal details by tapping the image profile at the top left hand corner of the screen. Please note that any information you provide are visible by anybody in the network.



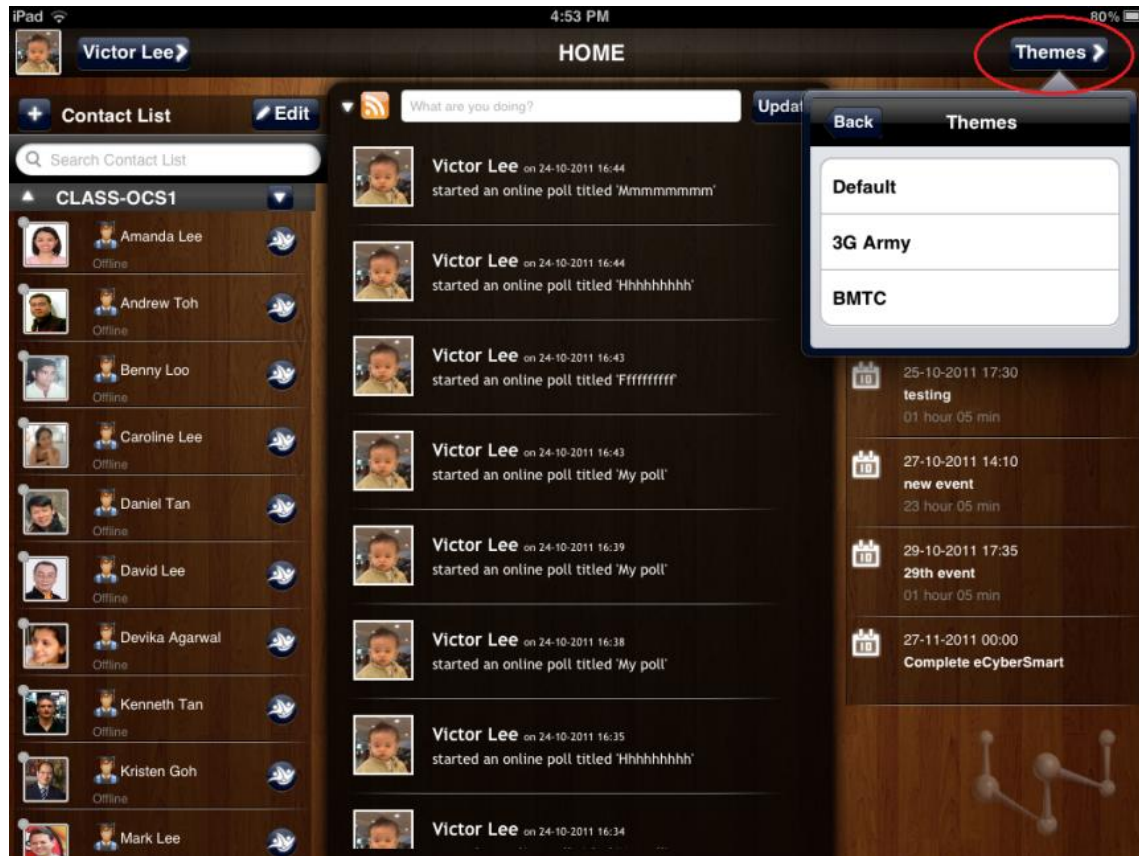
The personal profile allows you to update your

- Date of Birth
- Gender
- Email
- Mobile Contact
- Business Contact
- Address
- Appointment
- About Me
- Website URL

## 7. Themes

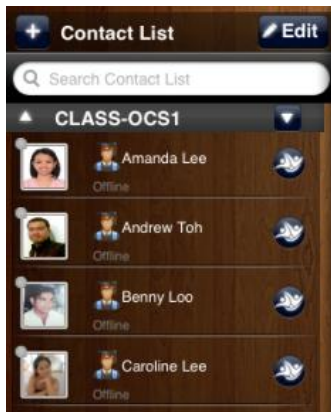
There are currently 3 different themes that users can choose from the theme drop down menu.

To change the theme tap on “Themes” at the top right hand corner of the screen





## 8. The Contact List and Menus

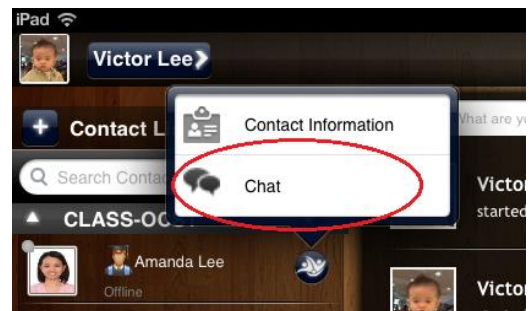


The left section of the screen shows the contact roster. This roster is sorted by the classes followed by the users. Users who are online will appear on the top of the list. User can collapse the list and expand them anytime by clicking on the class header.

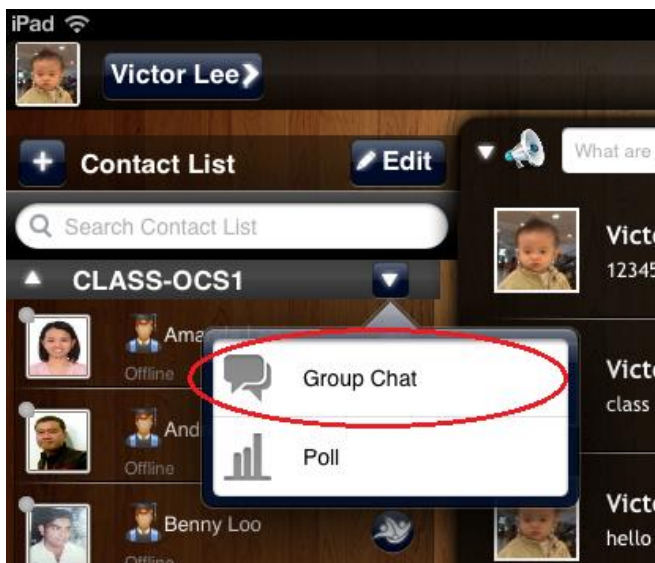
To filter the list or search for a contact, simply click on the Search Contact List field and enter the contact name or part of his/her name. The list will automatically narrow down your search terms.

To see only those contacts who are online, click on the edit button and you will be presented with the "Shown Online Users" toggle.

There are two menu which are available here, one is the user menu. Clicking on the icon on the right of the user name will launch the user menu as shown on the right. Users can view the contact information or chat with that user.

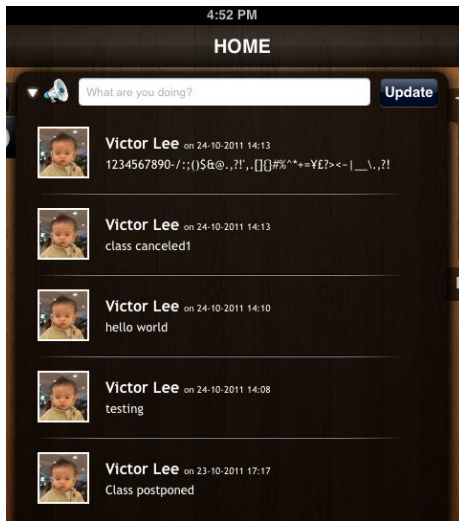


The group menu is accessed by clicking on the down button on the group header as shown below. Users can star / join the group chat or start a poll.



## 9. Social Feeds

Social feed are a great way to keep up to date about user status, assignments and poll.



By default when we login, we are shown the announcements denoted by the notification icon on the top left hand corner.

The “What are you doing ?” text box allows you to update your status and post it to the rest of the community.

The list of feeds following that shows the feeds that users have updated.

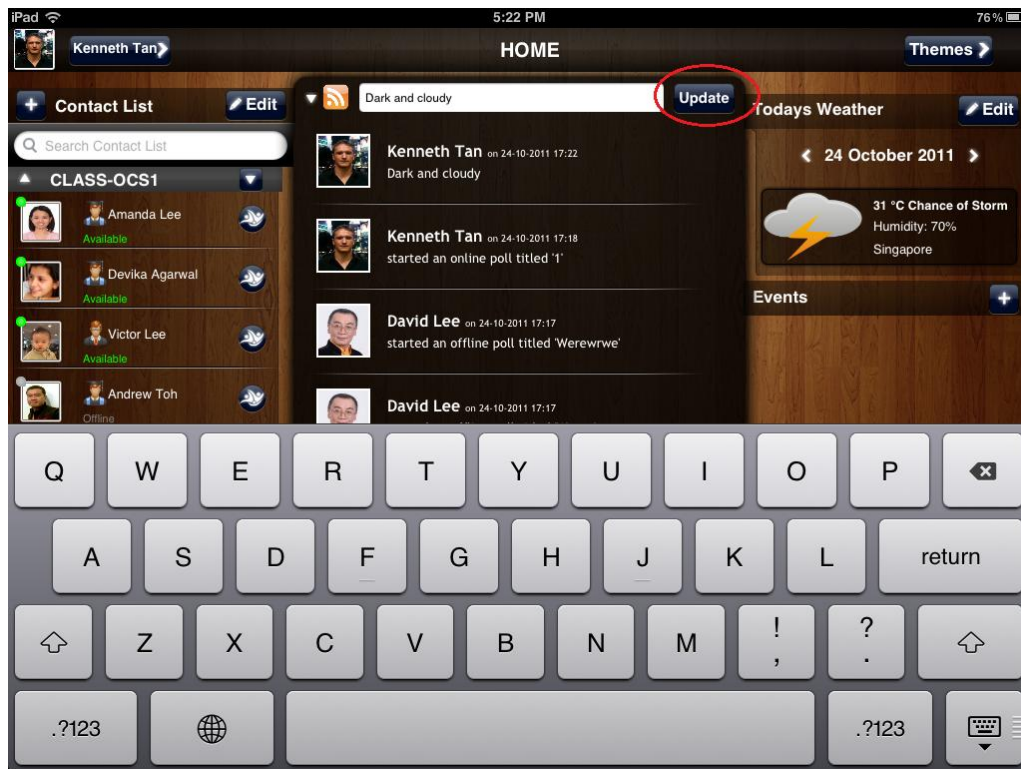
Social feed are separated into two categories – “Announcements” and “All updates”. By default when users login, they are show the “Announcements”.



Notes: Only Instructors are able to post announcements.

## Posting an update

To post a status update, users can type in their status and click on the update button. Their status update will be pushed to the users. There can be upto 3 minutes delay in receiving the status updates on the clients machines.



Note: If you are an instructor, you will be given a choice to post the message as an announcement or as a status update.

## 10. Weather

User can view the weather of their current location, Information such as temperature and weather condition and forecast are shown on the right of the screen in the HOME page.



User can change the country by tapping “Edit” on the left hand corner of the screen.

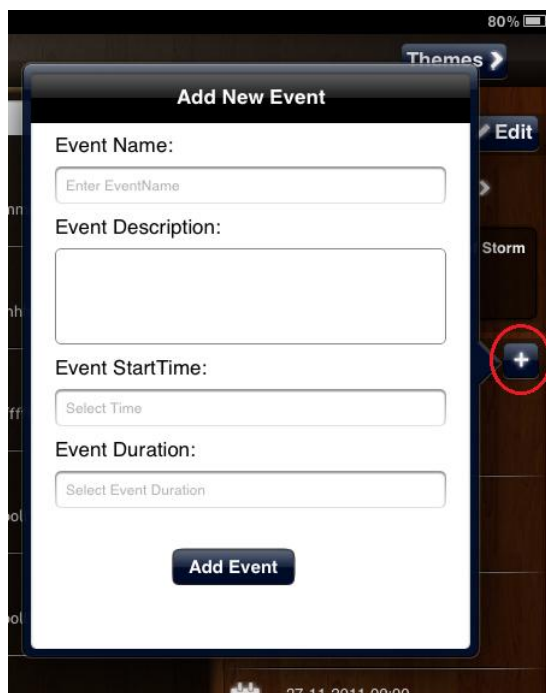


## 11. Events

Users can currently add personal events to alert themselves of upcoming assignments or events.



Clicking on the “+” sign at the top allows us to add new events.



Once created the event reminder appears below the weather forecast.

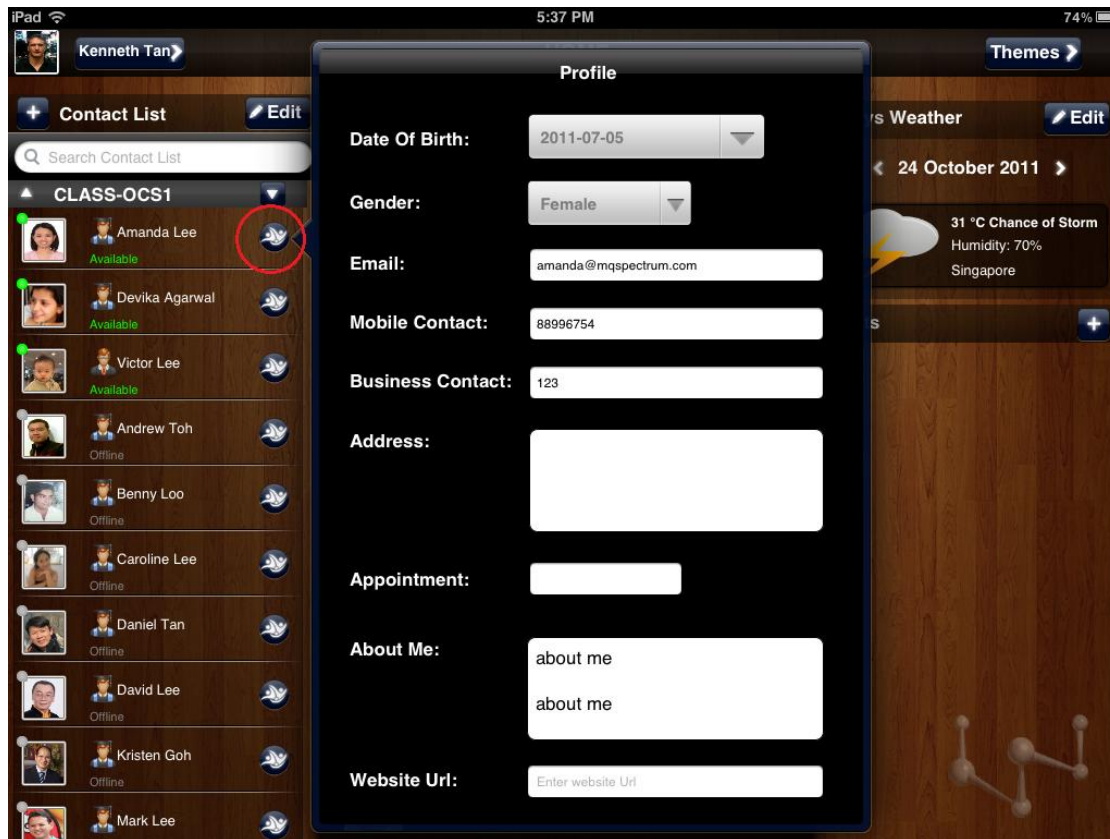
Note: Events which has expired will not show up.



## 12. User Menu's

### View Contact Information

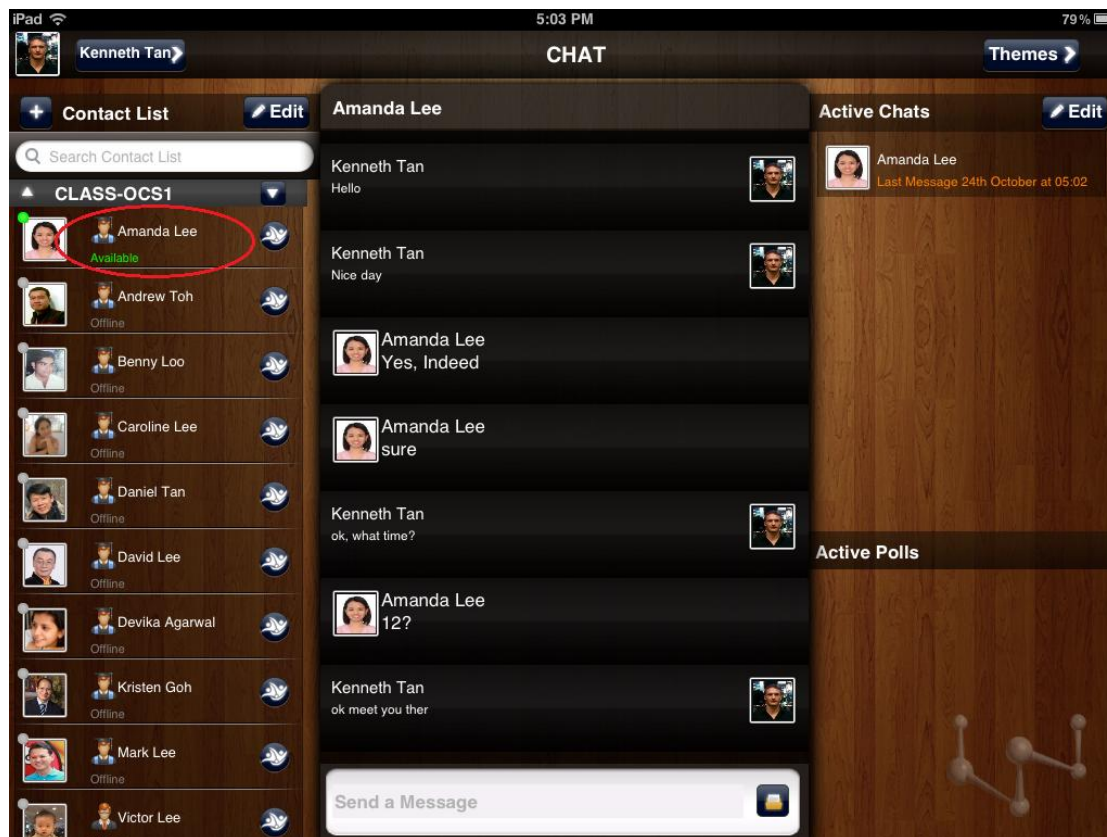
Users are also able to view information of anyone in the class by tapping the icon next to the contact's name and selecting the "Contact Information" option.





## Chat

User can click on the “Chat” menu from the user’s menu to chat with the user directly. Any user can start an individual chat session with one another.



The chat interface is organised into three sections. The left contact list, the middle chat area and the right section which shows the active chats and polls that are ongoing.

Quick Tip 1: To chat with any user (for example: Amanda Lee), we can simply click on the user and the chat with that user will appear. Last 20 conversations will also be pulled out from the system.

Quick Tip 2: We can also access the chat area by selecting the Chat Menu from the Navigation Menu (i.e. clicking on the user’s name)

## 13. Group Menu

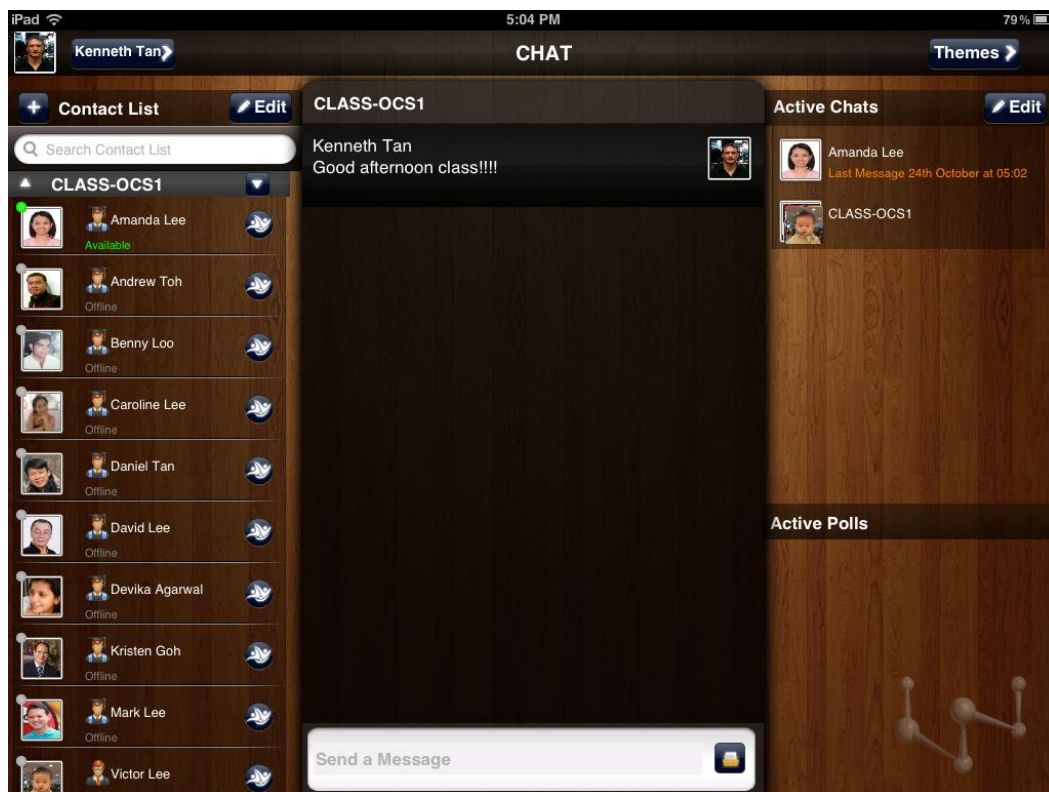
There are two options under the Group Menu, the Group Chat and the Poll items. Group Chat allows anyone in the selected class to chat with one another. The Poll allows users to start and end a poll and get update graphs and reports.

### Group Chat

To Start a Group Chat, Tap on 'Group Chat' in the class header.



A new group chat session is opened and the active chat listing will be updated.



### Poll

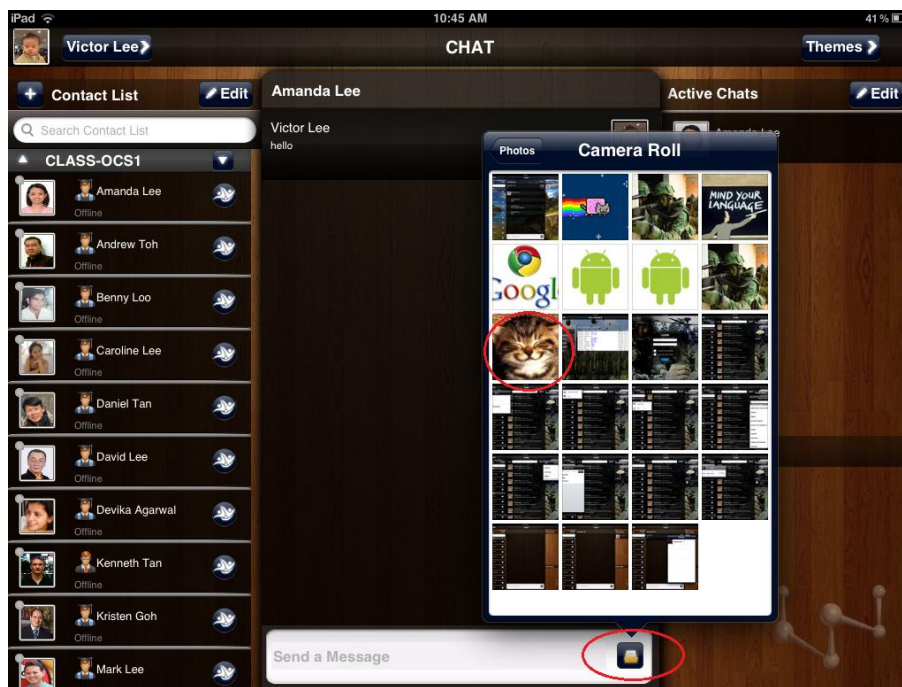
Poll will be discussed later in this guide.

## 14. File Transfer

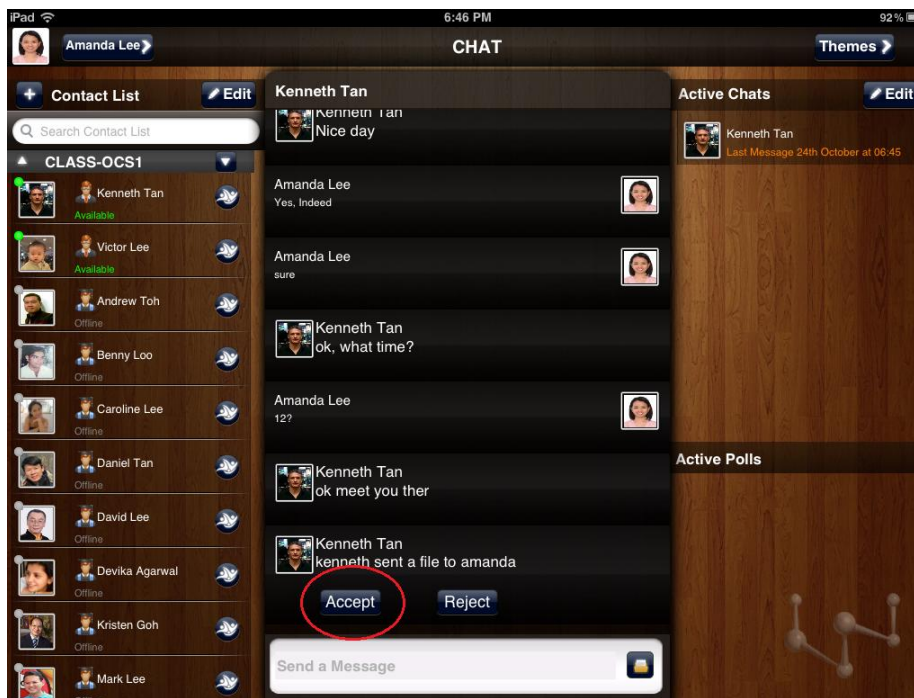
Users can transfer image and video files via the built in file transfer option available in the chat screen. Please note that only instructors are able to transfer files in group sessions.

### Individual File Transfer

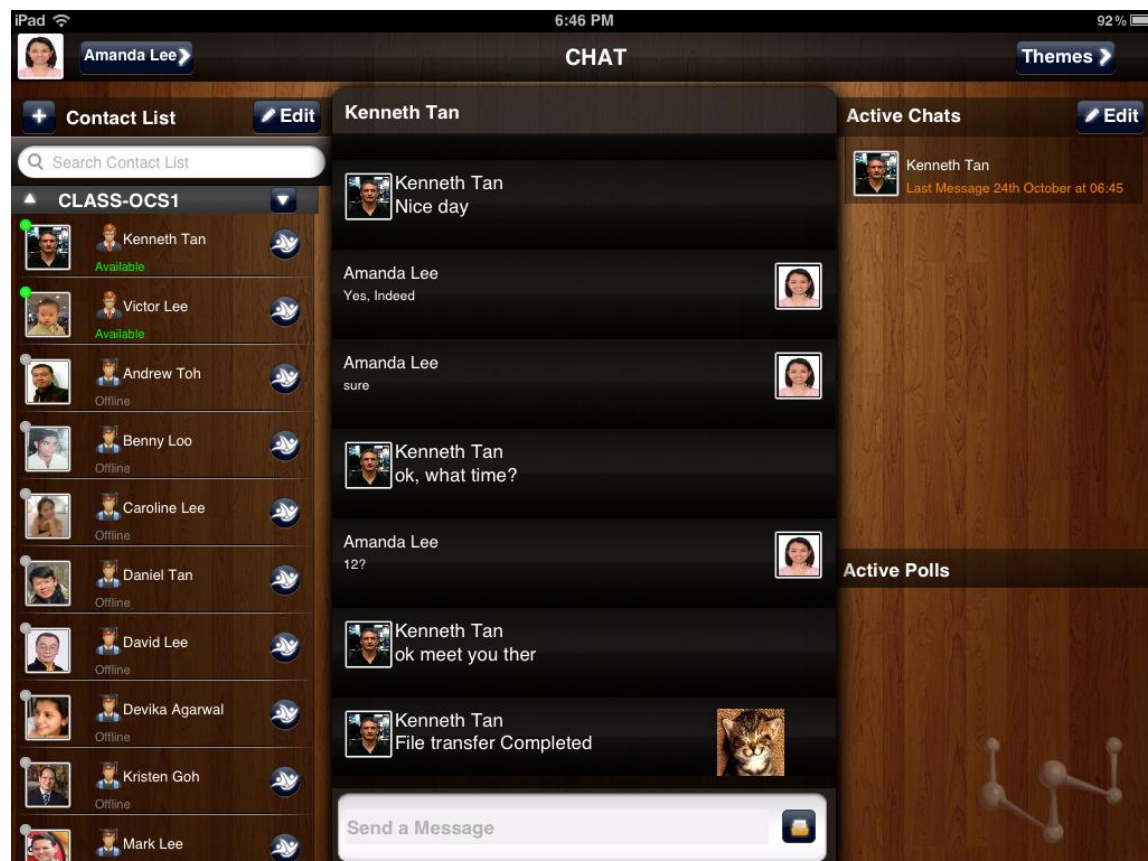
The file transfer can be accessed by the chat window. Tap the icon at the bottom of the screen next to the chatbox.



The recipient of the file needs to accept the file

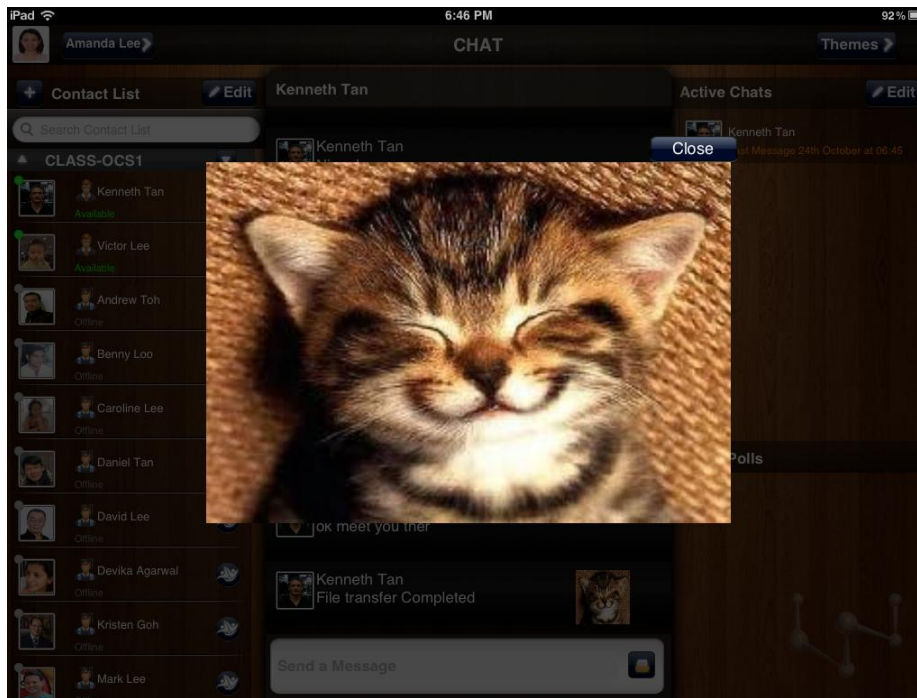


After file transfer is completed, a preview thumbnail is shown in the chat



Tapping on the thumbnail shows a full size image.

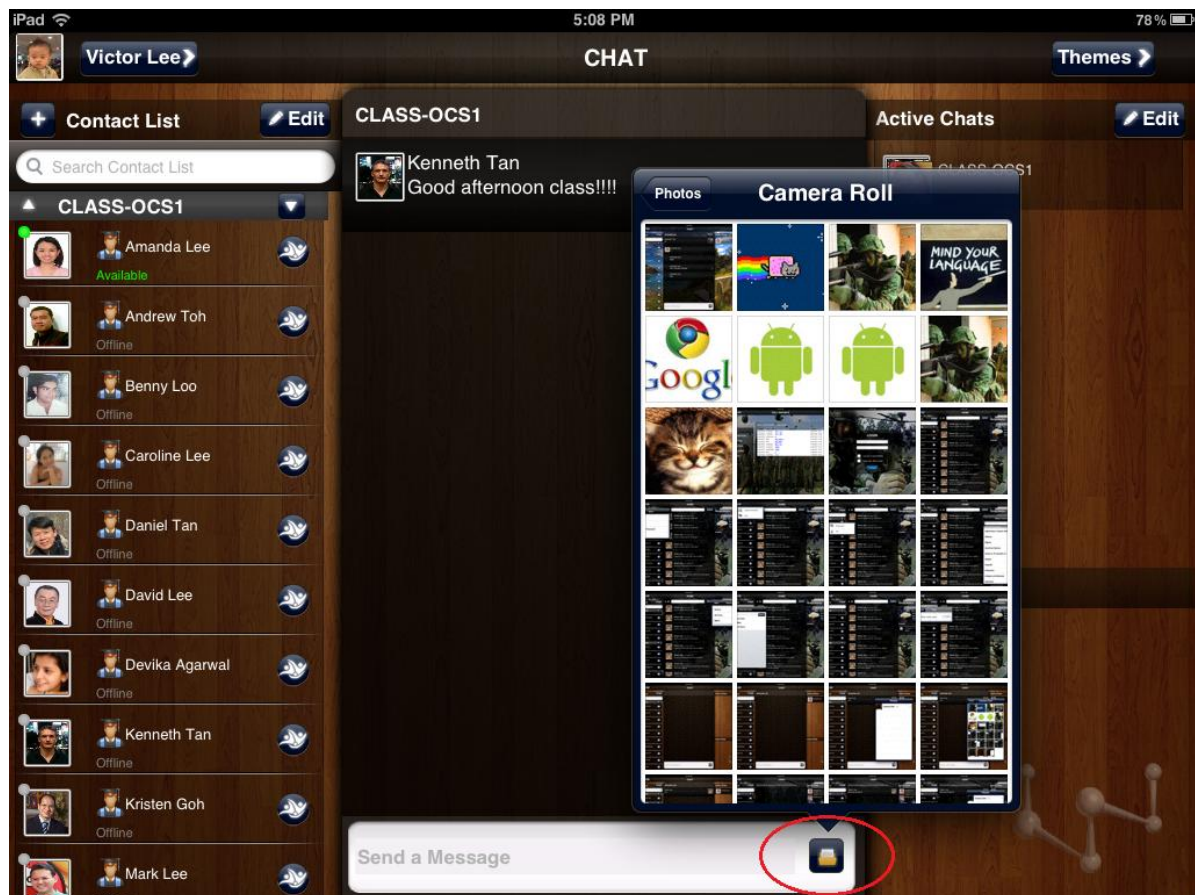




Note: Once file transfer is completed, a preview window appears in the chat and the picture or video is automatically saved in the photo album on the iPad and can be accessed anytime.

## Group File Transfer

1: The group file transfer function can be accessed by starting a group chat, and tapping the file transfer icon beside the chatbox – similar to the individual chat.





## 15. Poll

The poll function allows interaction among the instructors and students. Both instructors and students can start a poll – with the exception that instructors can start an online time limited poll. There are four types of poll questions namely

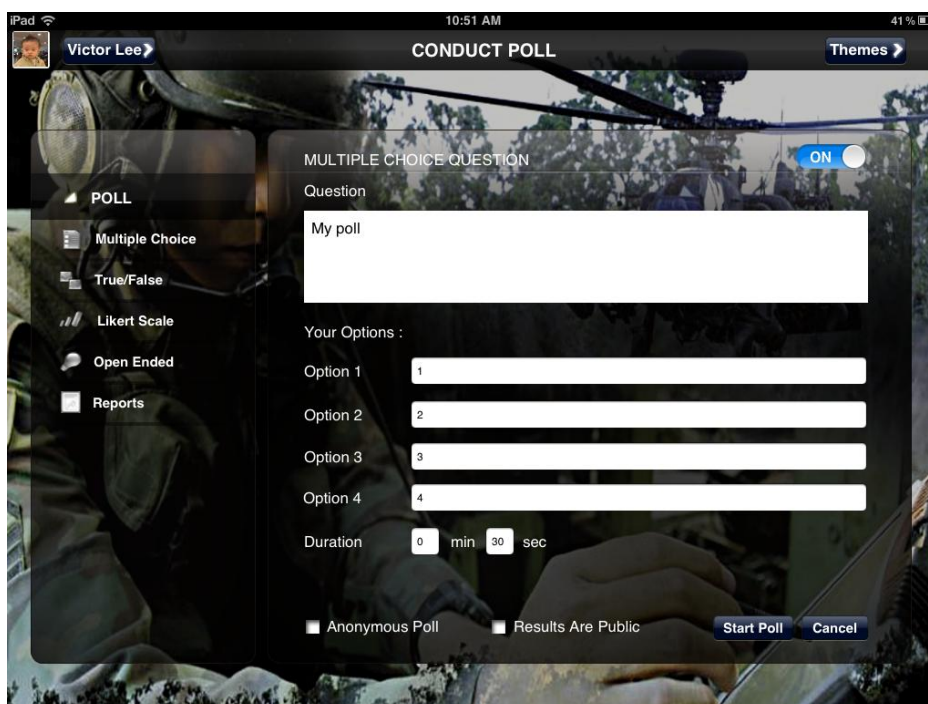
- Multiple Choice
- True/False
- Likert Scale
- Open Ended

To access the poll menu, simply click on the poll button from the group menu.



### Multiple Choice

Multiple Choice Poll allows us to send a multiple choice question. If you are an instructor, you will be given a choice to start an online poll with all the users who are currently online in the group.



The On / Off switch at the top allows instructors to toggle between an online / normal poll. The online poll sends the poll to students in the class who are currently online. The offline poll is shown when the student login and can attempt it within the poll duration.

## True / False

True False Poll allows us to conduct a poll that has two options. If you are an instructor, you will be given a choice to start an online poll with all the users who are currently online in the group.

The screenshot shows the 'CONDUCT POLL' interface on an iPad. At the top, the status bar shows 'iPad', signal strength, '10:52 AM', and '40%' battery. The app header includes a user profile for 'Victor Lee' and a 'Themes' button. A left sidebar menu lists 'POLL', 'Multiple Choice', 'True/False', 'Likert Scale', 'Open Ended', and 'Reports'. The main area is titled 'TRUE / FALSE QUESTION' with an 'ON' toggle switch. Below this is a 'Question' text input field. Under 'Your Options:', there are two input fields: 'Option 1' with the text 'True' and 'Option 2' with the text 'False'. A 'Duration' section shows '0 min 30 sec'. At the bottom, there are checkboxes for 'Anonymous poll' and 'Results are Public', followed by 'Start Poll' and 'Cancel' buttons. The background of the app is a dark image of a soldier in camouflage gear.

## Likert Scale

Likert Scale Poll allows us to conduct a poll that allows users to choose a scale range. For example one could ask – “On a scale of 1 to 5, 1 being bad and 5 being very good, how did i teach the class today?”. If you are an instructor, you will be given a choice to start an online poll with all the users who are currently online in the group.

The screenshot shows the 'CONDUCT POLL' interface on an iPad. At the top, the status bar displays 'iPad', signal strength, '10:52 AM', and '40%' battery. The app header shows a user profile for 'Victor Lee' and a 'Themes' button. A left sidebar menu lists options: 'POLL', 'Multiple Choice', 'True/False', 'Likert Scale' (selected), 'Open Ended', and 'Reports'. The main area is titled 'LIKERT SCALE QUESTION' with an 'ON' toggle switch. It contains a large text box for the 'Question'. Below this, under 'Your Options:', there are three input fields: 'Scale range:' with the value '5', 'Min Text:' with the value 'Bad', and 'Max Text:' with the value 'Very Good'. A 'Duration' section shows '0 min' and '30 sec'. At the bottom, there are two checkboxes: 'Anonymous Poll' and 'Results are Public'. 'Start Poll' and 'Cancel' buttons are located at the bottom right.

## Open Ended

Open Ended Polls allow us to solicit general feedback.

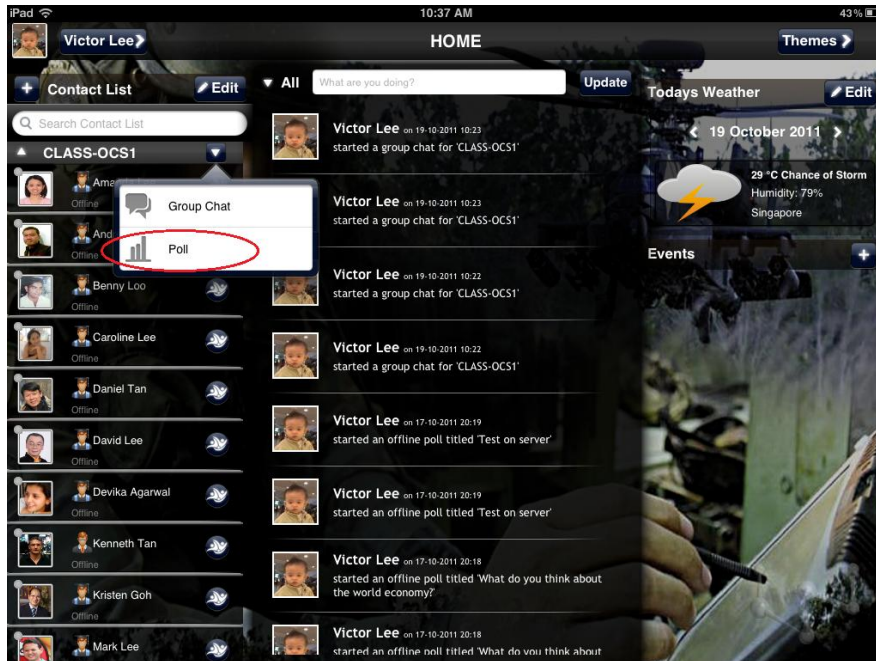
The screenshot shows the 'CONDUCT POLL' interface on an iPad. At the top, the status bar displays 'iPad', signal strength, '10:52 AM', and '40%' battery. The app header includes a user profile for 'Victor Lee' and a 'Themes' link. A left sidebar menu lists options: POLL, Multiple Choice, True/False, Likert Scale, Open Ended, and Reports. The main area is titled 'OPEN ENDED QUESTION' with a toggle switch set to 'ON'. Below this is a large text input field labeled 'Question'. At the bottom, there are controls for 'Duration' (0 min 30 sec), checkboxes for 'Anonymous Poll' and 'Results Are Public', and 'Start Poll' and 'Cancel' buttons. The background image shows a person in military gear.



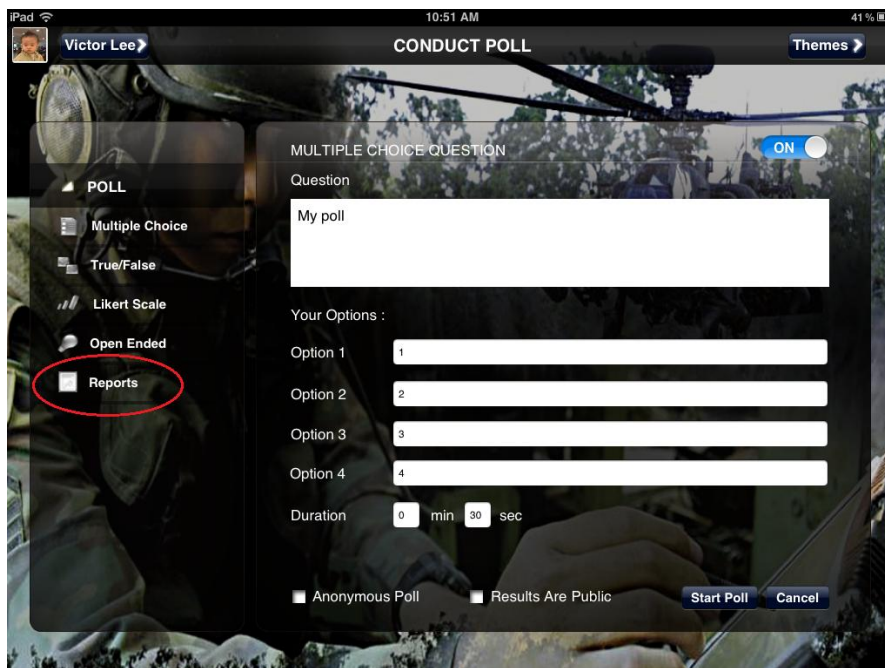
## Report

Users who started a poll can check the result of their poll by going to the poll report.

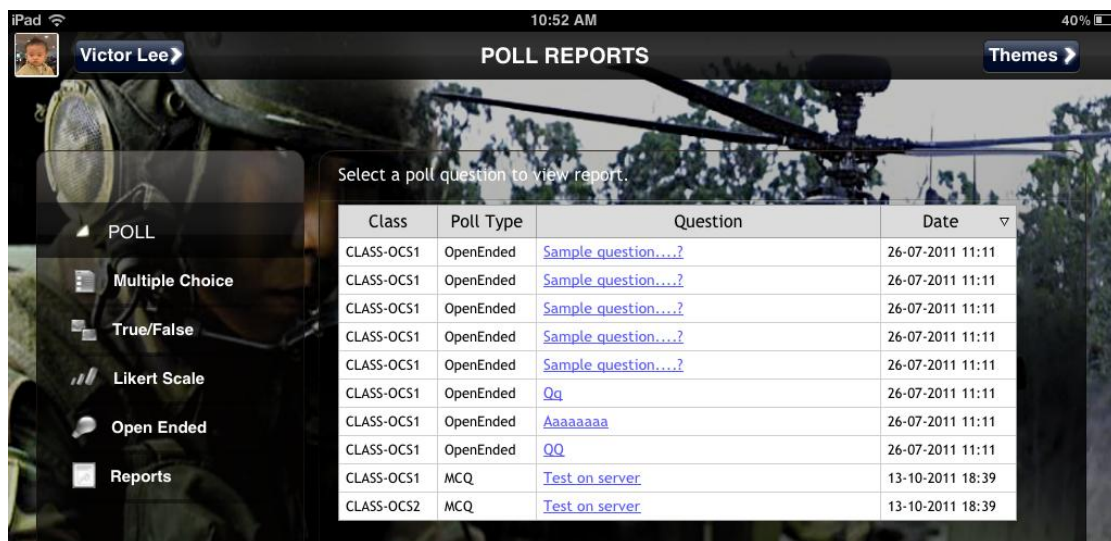
To access the poll tap on the class header then tap on 'Poll'



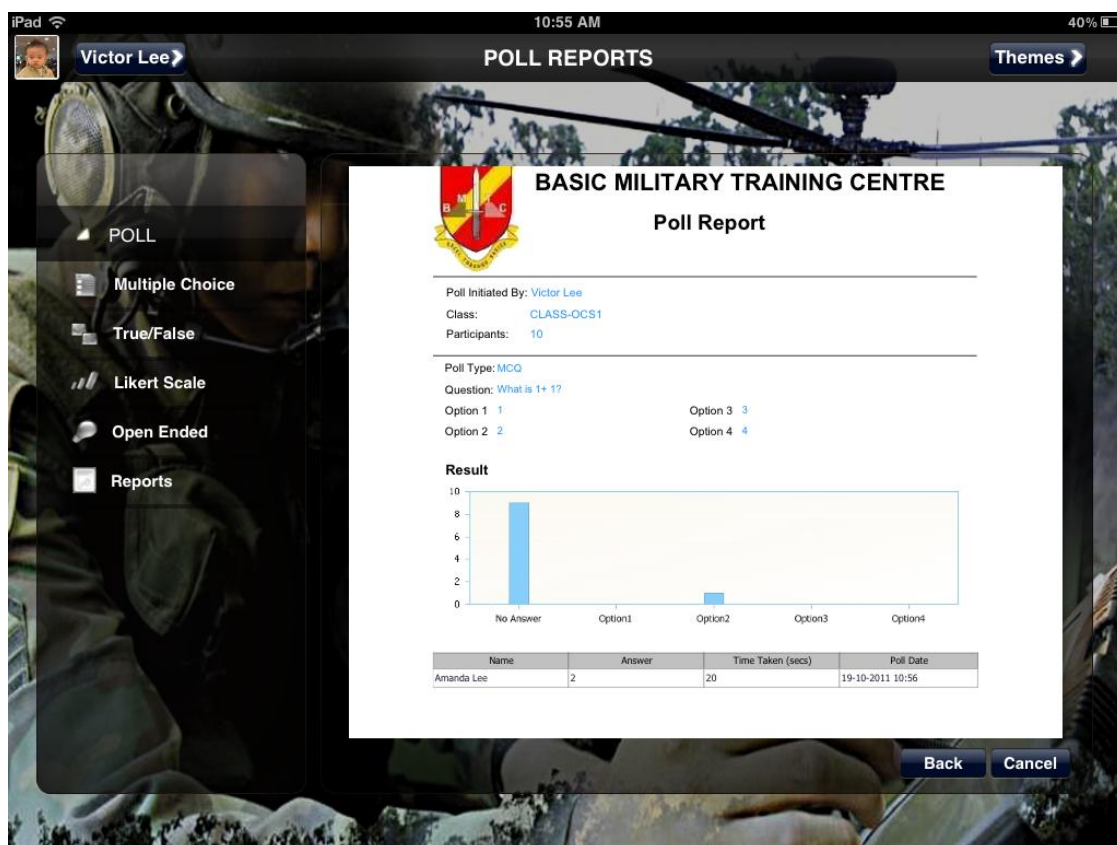
At the poll selection page tap on 'Reports'



Here you can view poll you created.



Selecting a report will display the poll report.

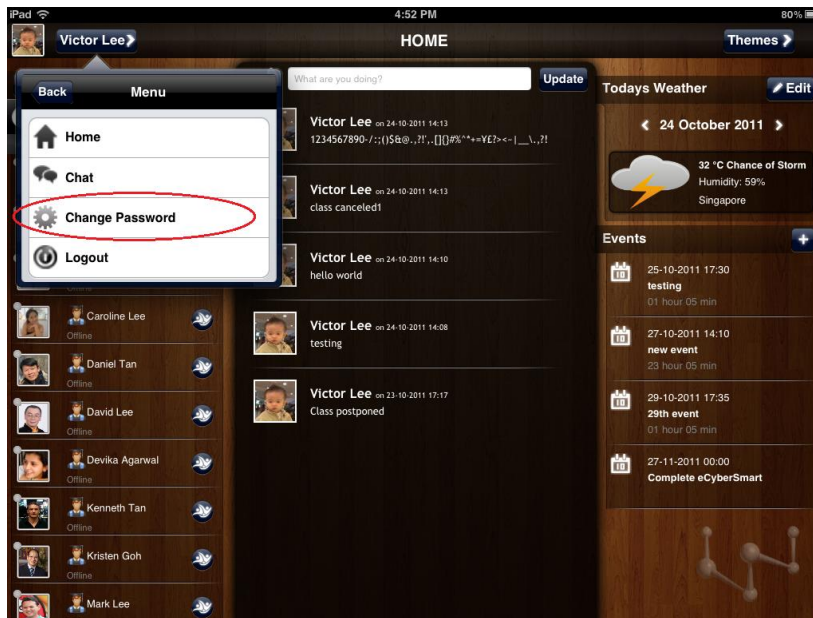




## 16. Change Password

For security purpose you should change your password often, to avoid your account from being compromised.

To change the password, tap on “Change Password” from the menu.



2: Enter your new password.



## 17. Logout

From the menu, select “Logout”

