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Faculty of Engineering, Built Environment & IT  
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COS301 - Software Engineering

## Coviduous

User Manual

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# 1 Introduction

**Coviduous** is an app that companies and their employees can use to facilitate office space bookings during the COVID-19 pandemic. The app is divided into two distinct subsystems, related to the two different types of customers mentioned before. The **User** subsystem is how employees will interact with the app. They have the option to view available office spaces, book an office space, view their current bookings, view announcements that are made by their companies, view notifications sent to them, and manage their COVID-related health documentation. The **Admin** subsystem is how employers will interact with the app. They have the option to manage floor plans, manage employee shifts, manage company-wide announcements, send notifications to employees, and view reports based on their company's statistics.

The following sections detail how to use the app in its current state.

## 2 Home

When first opening the app, you are greeted with the home screen. Here you can select whether you are a company member (such as an employee or employer) or a visitor. Clicking on the "company member" button will take you to the login screen.

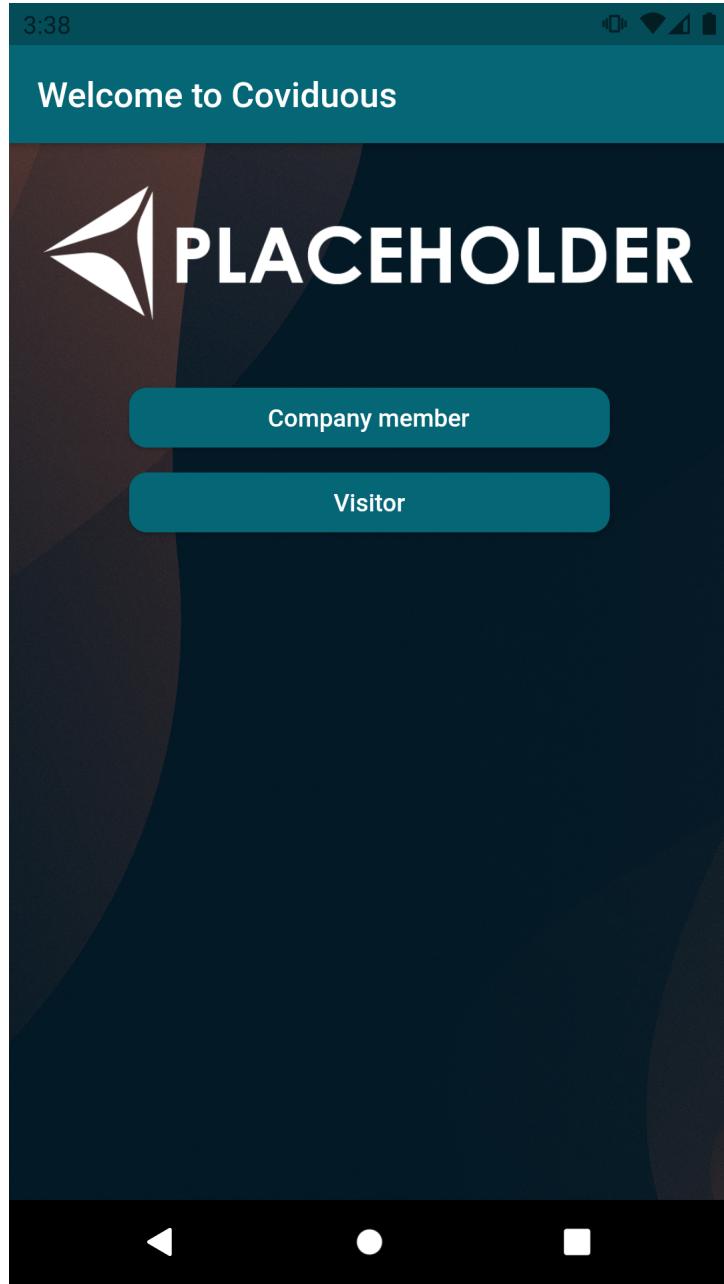


Figure 1: Home screen

### 3 Login

If you already have an account, you can enter your email address and password, and tap on the "Submit" button. Depending on your detected user type (user or admin), you will be taken to either the user homepage or admin homepage. Admins are the employers in charge of a company and users are the employees. Tap on the back button to return to the home screen.

If you forgot your password, you can tap on the "Forgot password?" text to take you to the password reset screen.

If you do not have an account, you can tap on the "Register" button in the top right corner of the screen, which will take you to the main registration screen.

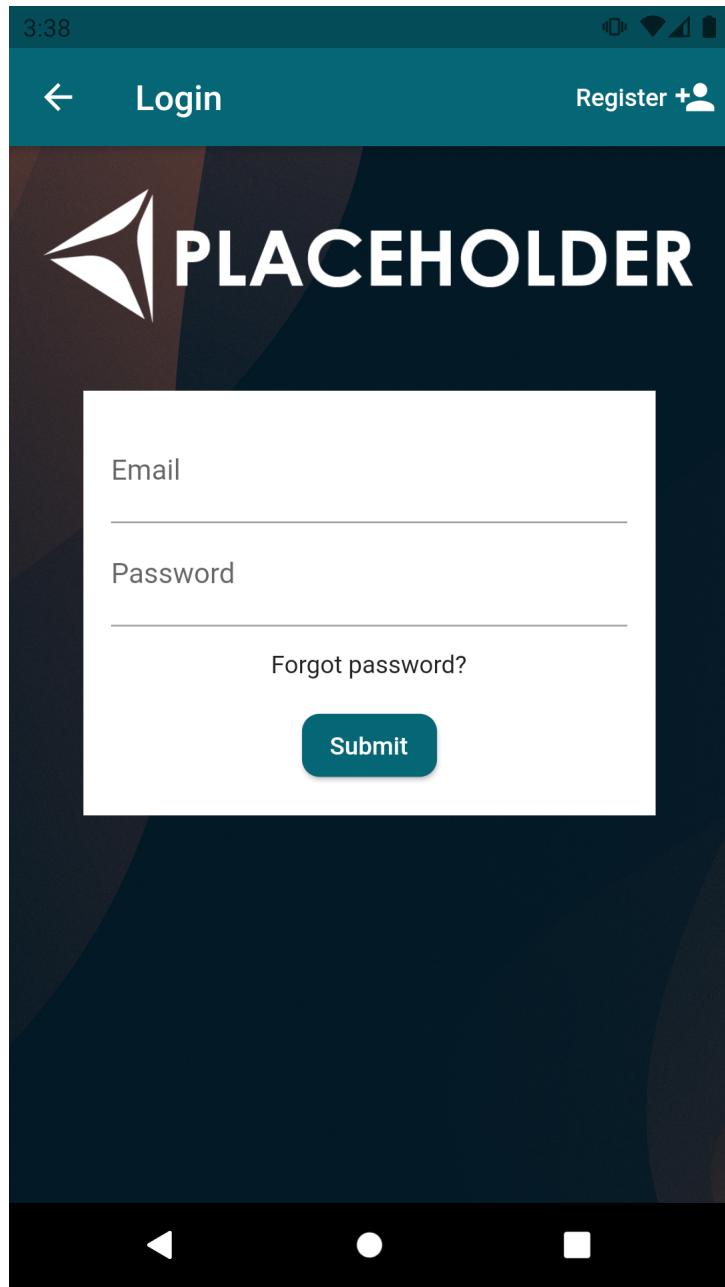


Figure 2: Login screen

### 3.1 Reset password

To reset your password, enter the email address you registered with, and tap "Reset password". An email will then be sent to you, containing instructions on how to reset your password.

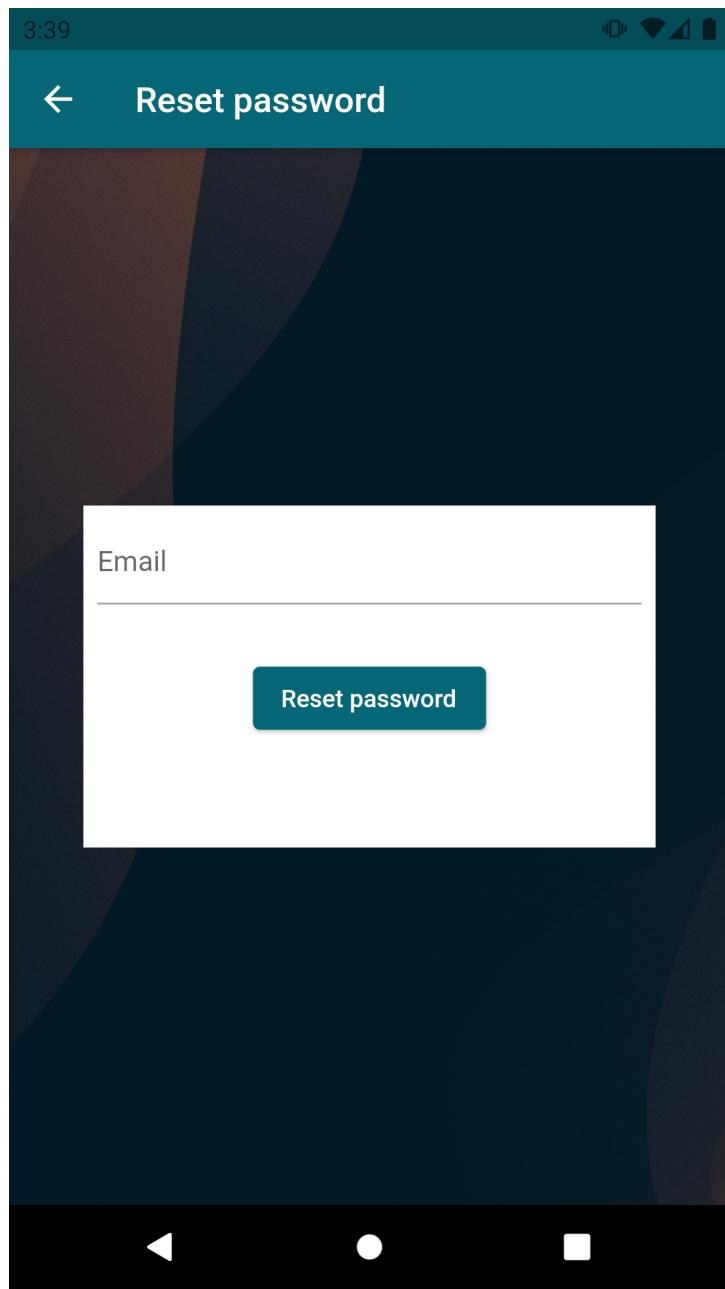


Figure 3: Reset password screen

## 4 Register

This page gives you the option to register as either an admin or a user. Tap on either button to go to the appropriate registration page. Tap the back button to return to the home screen.

Tap on the "Log in" button in the top right corner of the screen to return to the login screen.

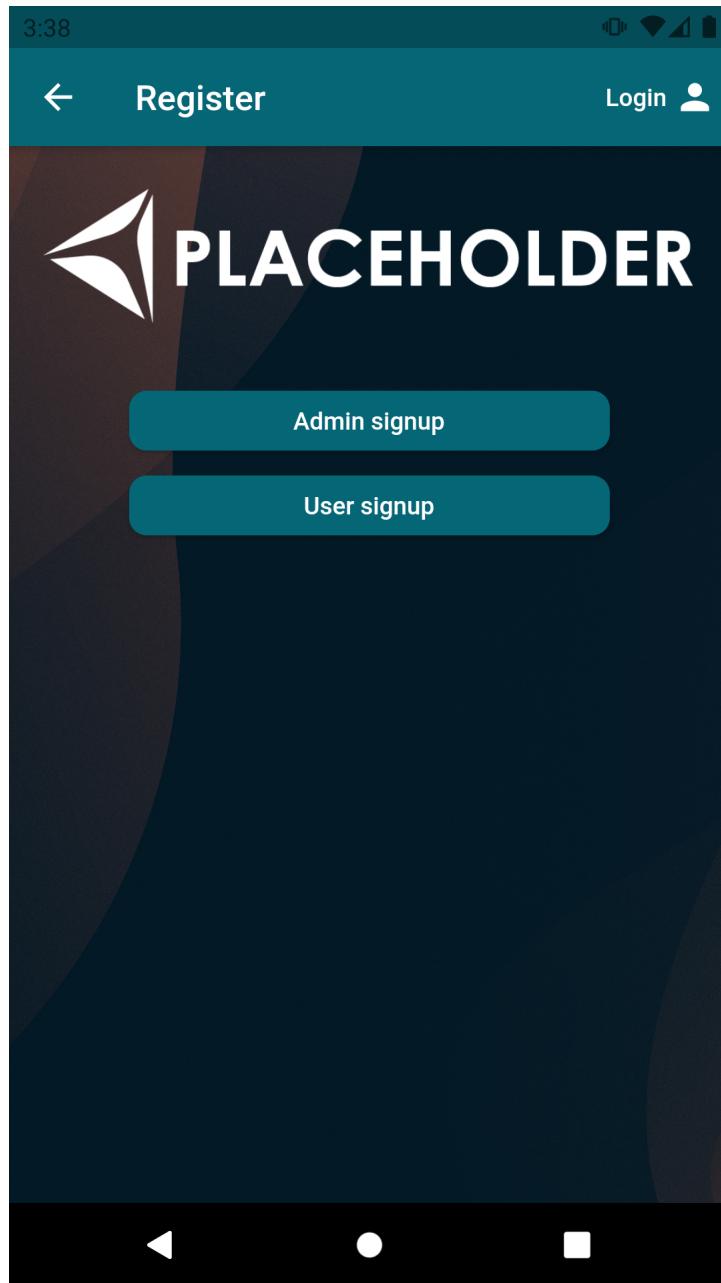


Figure 4: Registration screen

### 4.1 Register as an admin

To register a new account, enter your first name, last name (family name), email address, a username, a password, a company ID, your company name, and your company address. Confirm your password in the "confirm password" box as well, and then select "Submit". If your account creation was successful, you will be redirected to the login screen to sign in. Tap on the back button to return to the main registration screen.

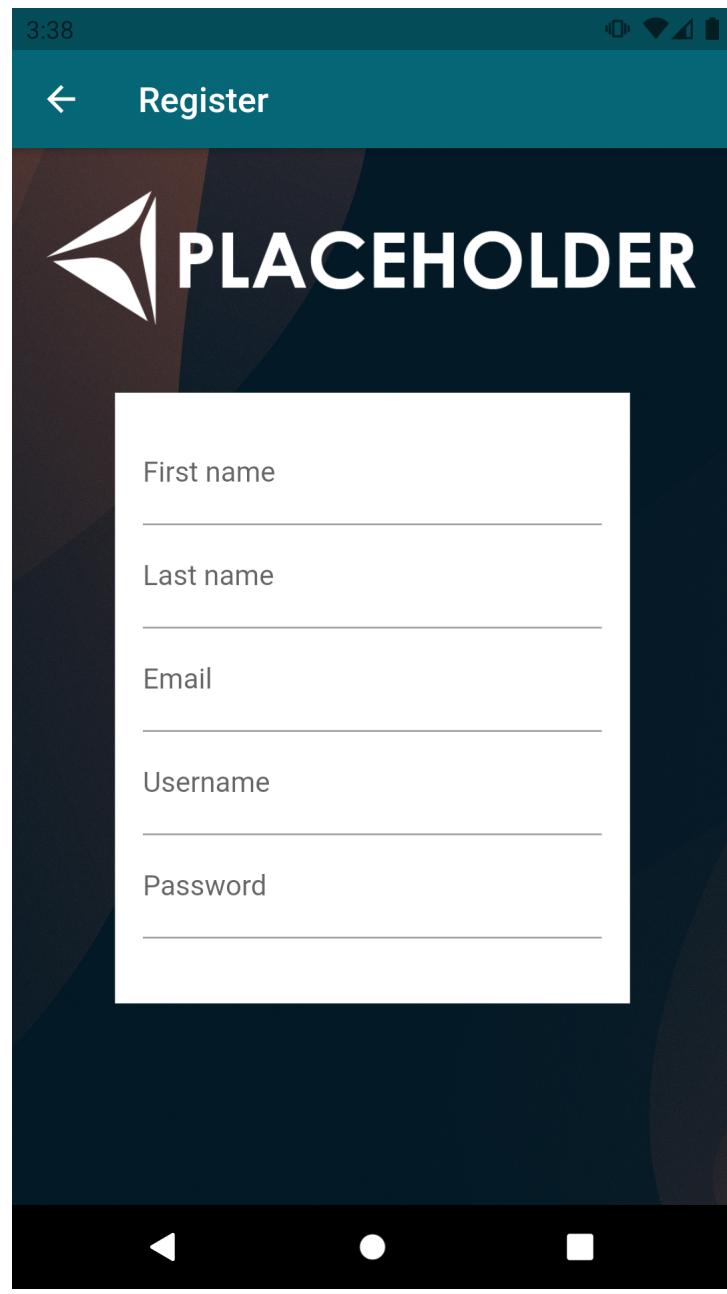


Figure 5: Admin registration screen

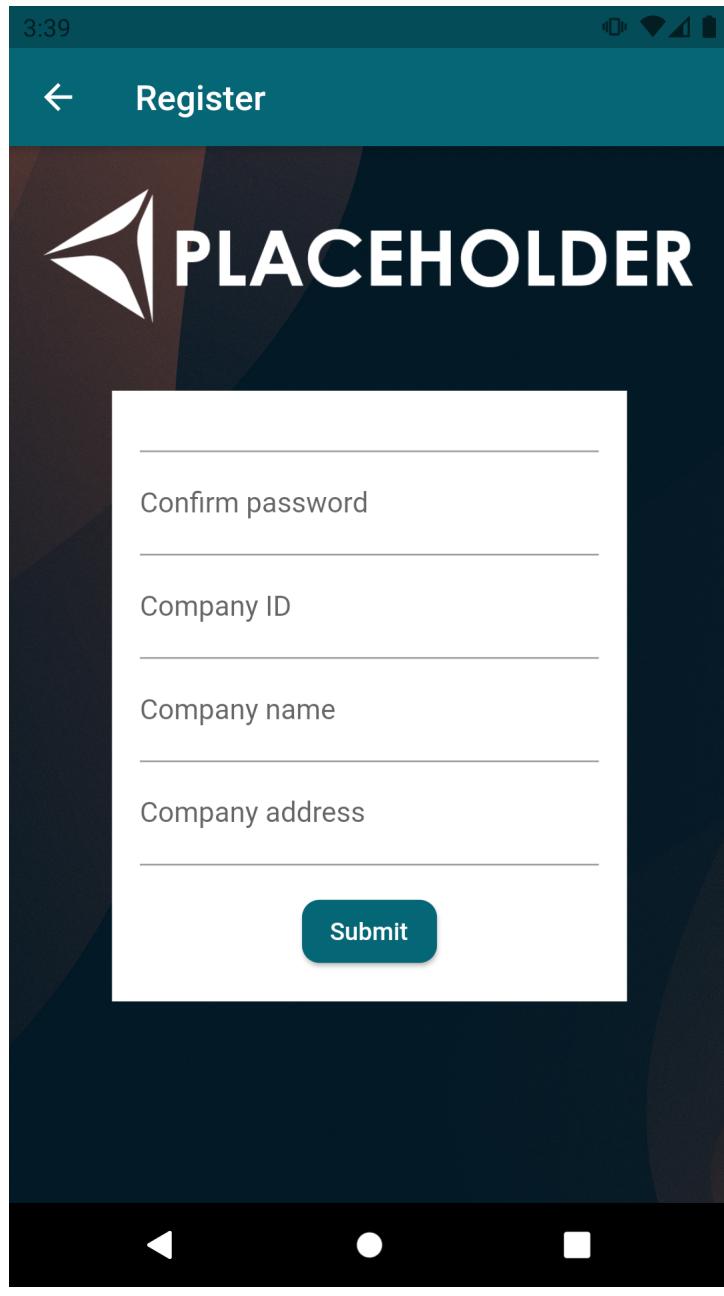


Figure 6: Admin registration screen

## 4.2 Register as a user

Similarly to the admin registration page, enter your first name, last name (family name), email address, a username, a password, and the company ID provided by your admin. Confirm your password in the "confirm password" box as well, and then select "Submit". If your account creation was successful, you will be redirected to the login screen to sign in. Tap on the back button to return to the main registration screen.

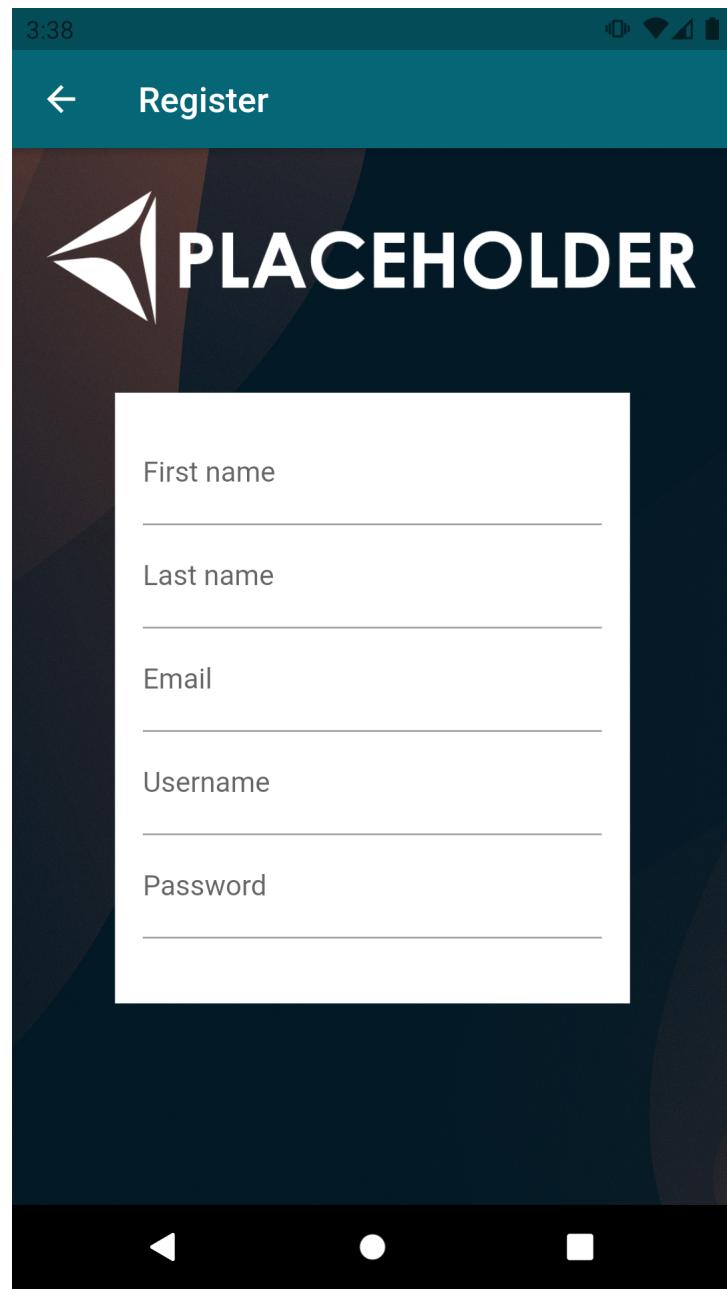


Figure 7: User registration screen

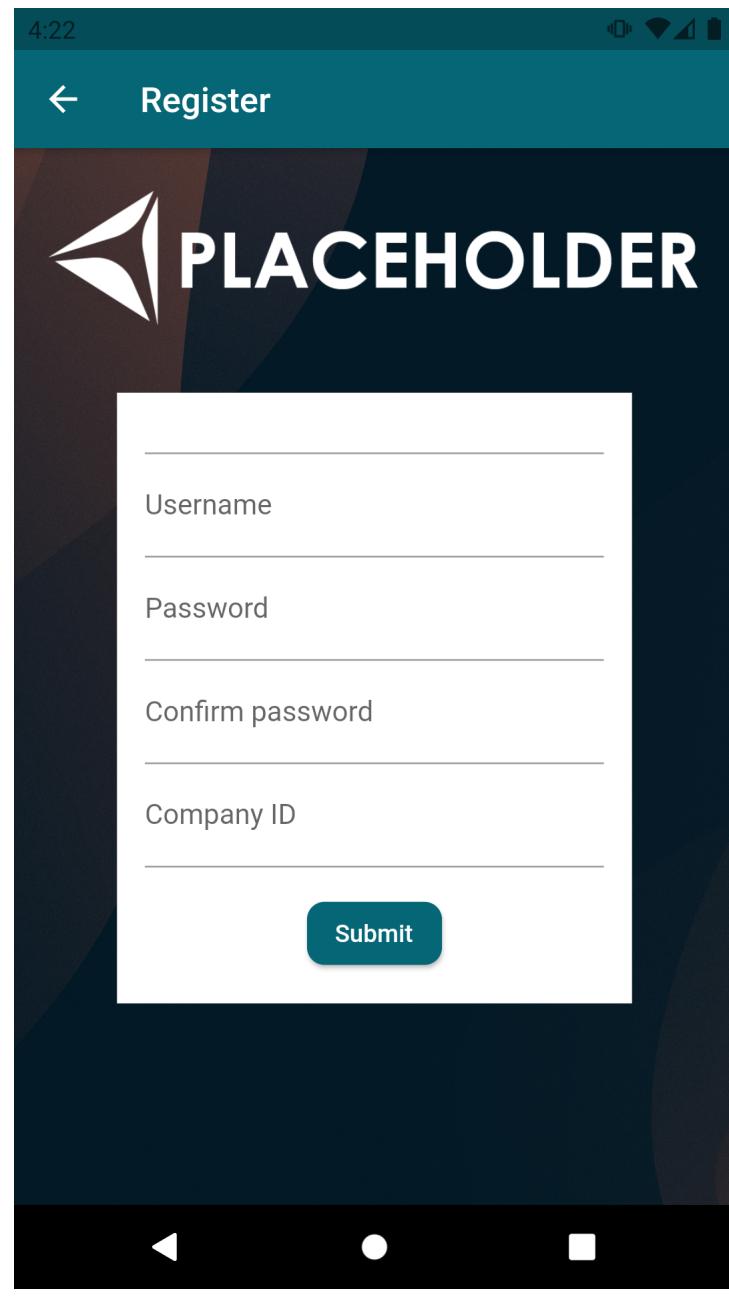


Figure 8: User registration screen

## 5 User homepage

On the user homepage, you are given a selection of buttons, which will take you to different parts of the app. You can also log out by tapping the "Log out" button at the bottom right of the screen, or manage your personal account by tapping the "Manage account" button at the bottom left of the screen.

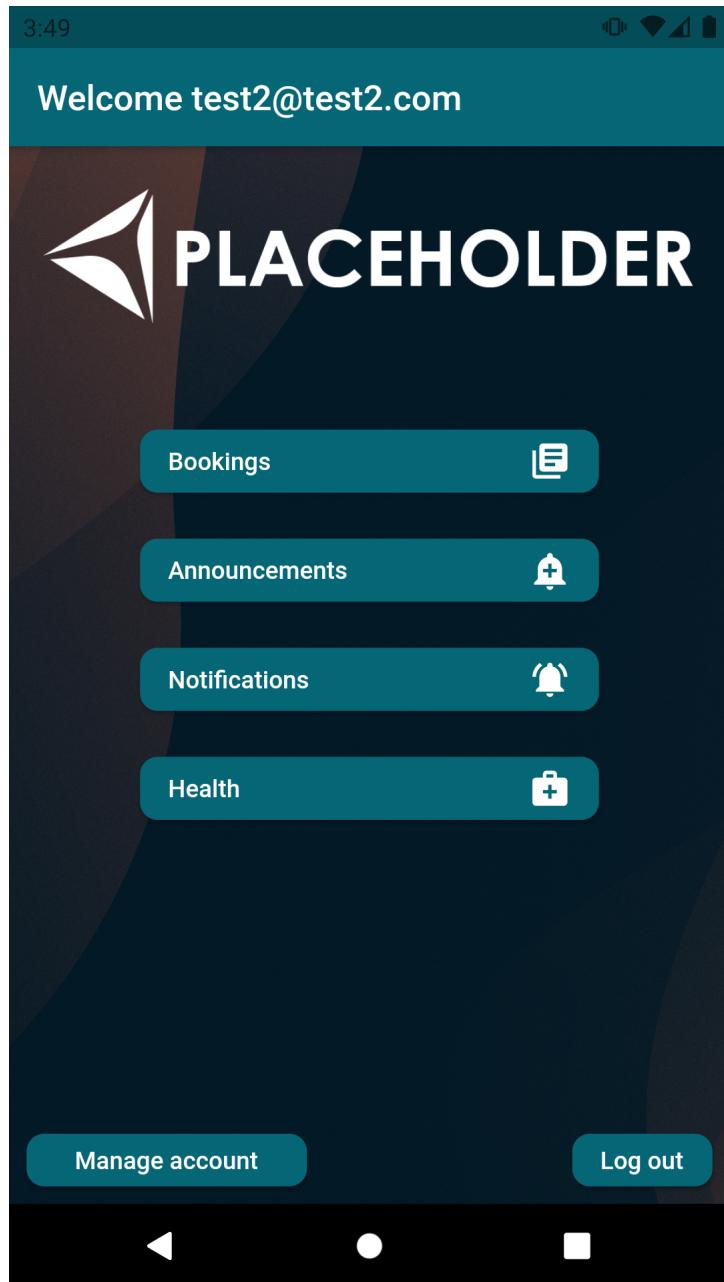


Figure 9: User homepage

### 5.1 Bookings

On this screen, you can tap the "Book an office space" button to take you to the list of office spaces that are available to book, or you can tap the "View current bookings" button to view and manage any spaces you have booked so far. Tap on the back button to return to the user homepage.

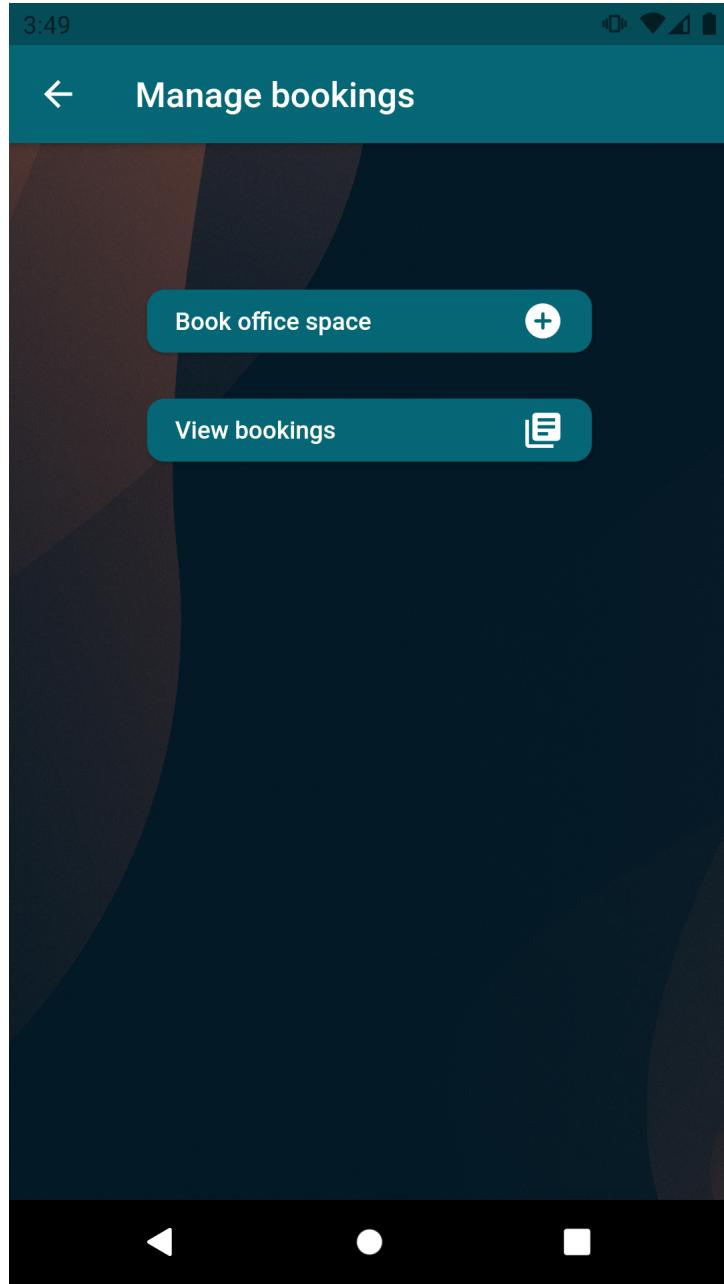


Figure 10: Booking homepage

### 5.1.1 Book an office space

On this screen, you can view office spaces (floor plans) your company has created. If there are none, a message will be displayed to inform you. In that case, please contact your admins or wait for your company's floor plans to be registered. You can tap the back button to return to the booking homepage.

Each space will be listed, showing the number of floors, the number of rooms, the maximum capacity of the building, and the current capacity. You can tap the "View" button on any of the floors to proceed.

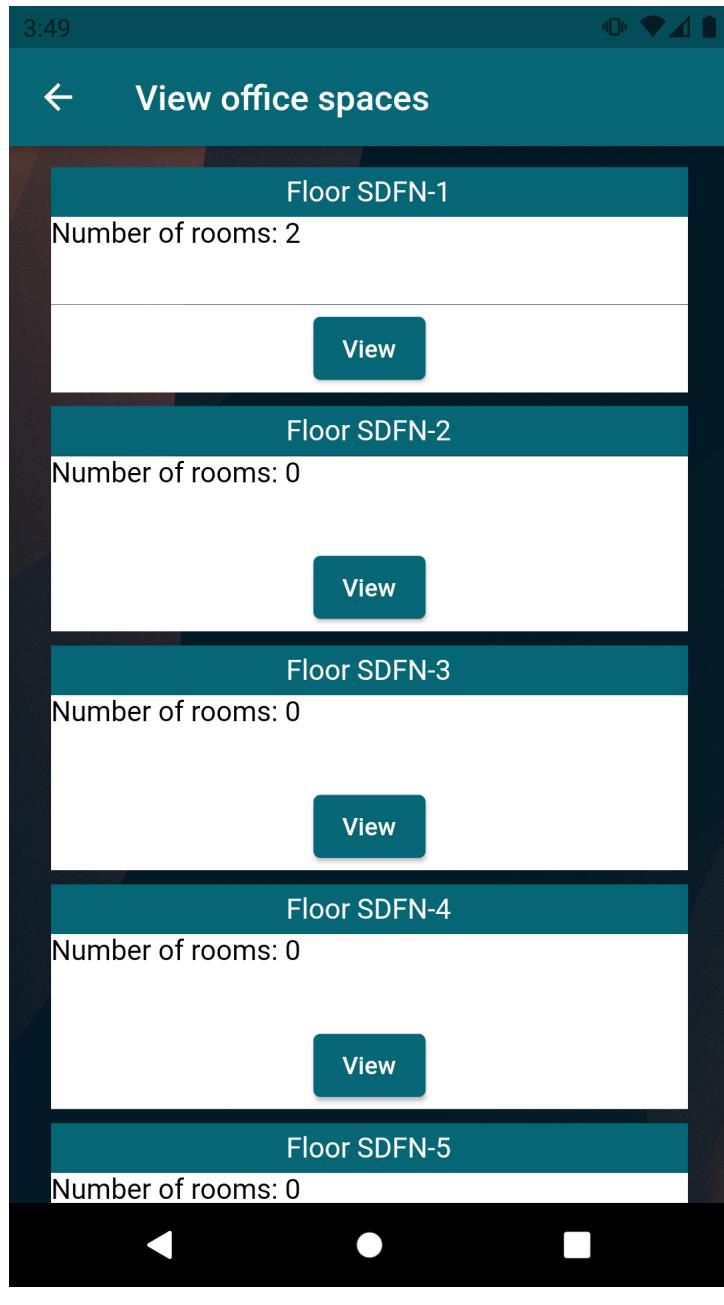


Figure 11: View available floors

Next, you will be shown a list of rooms that exist in the floor you selected, if they exist. If there are no rooms available, please contact your admins or wait for them to be added. You can tap on one of the "View" buttons as before, or tap on the back button to return to the previous page.

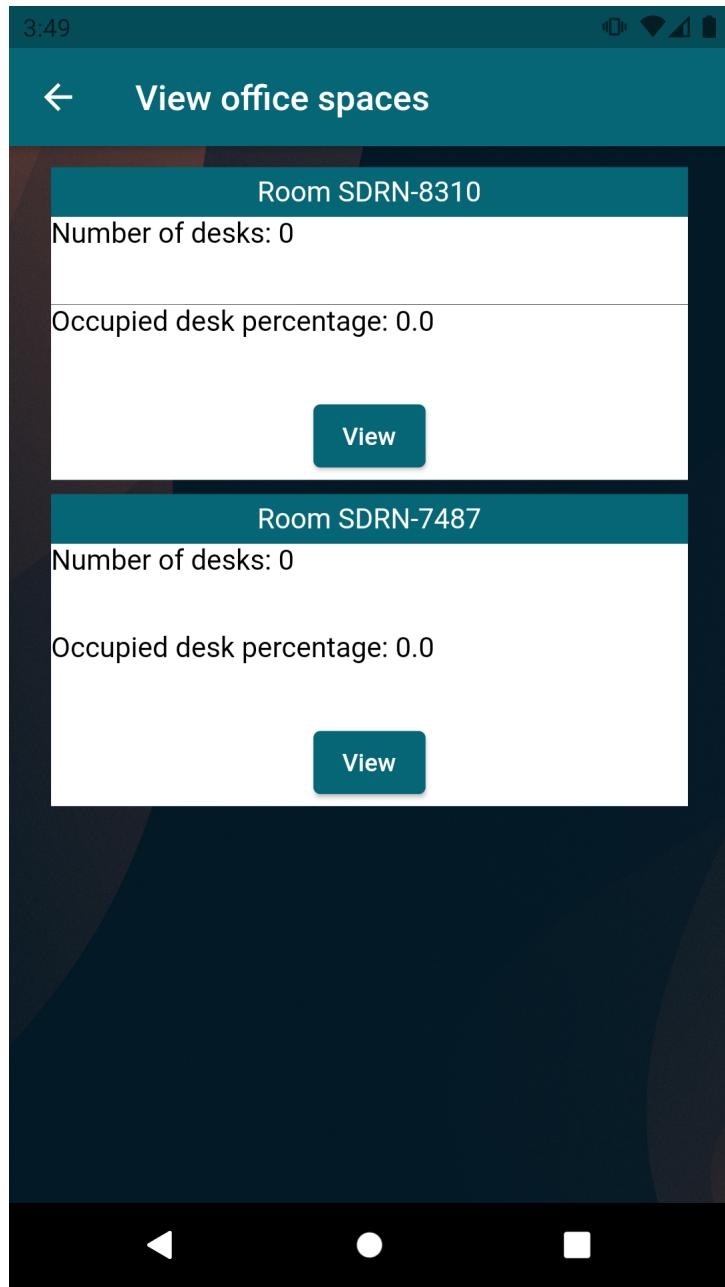


Figure 12: View available rooms

Finally, you will be shown a list of available time slots that have been created for a particular room. Tap on the "View" button to book that time slot, or tap on the back button to return to the previous page.

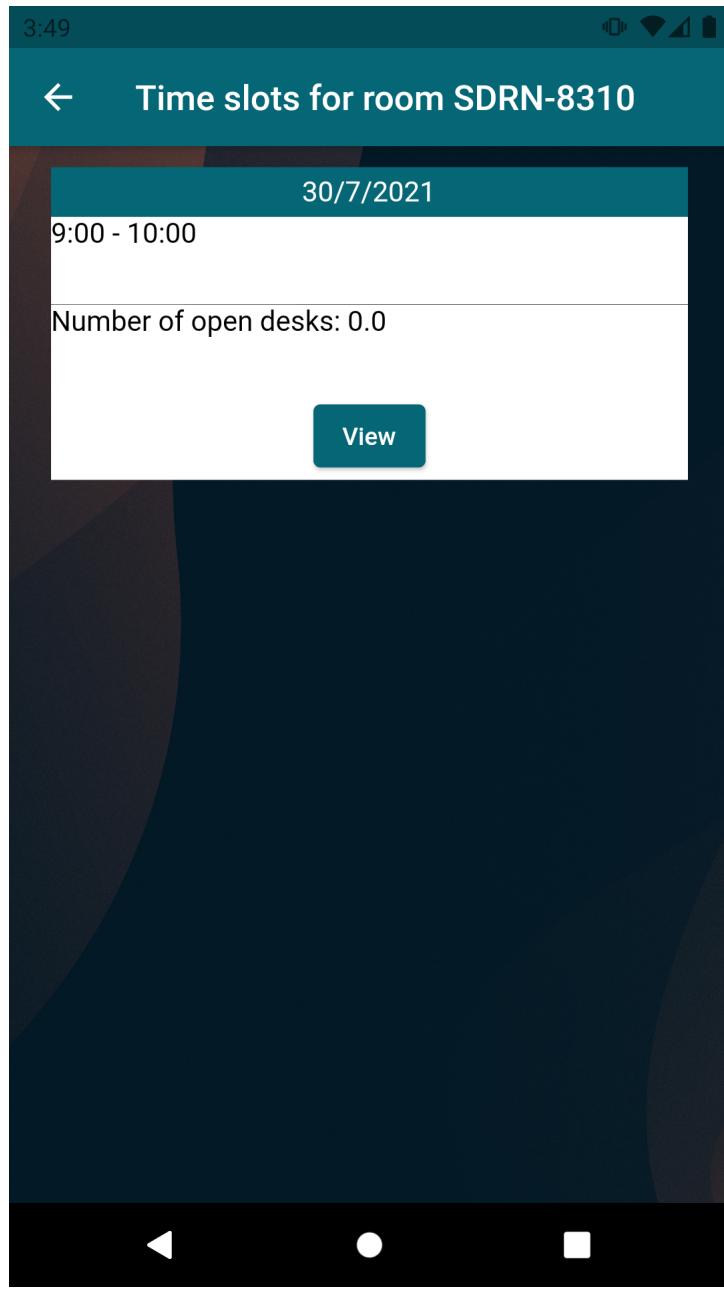


Figure 13: View available shifts

#### 5.1.2 View current bookings

This screen will show your current bookings. It displays your username, the date you booked, and the space in the building you booked.

You can tap the back button to return to the booking homepage.

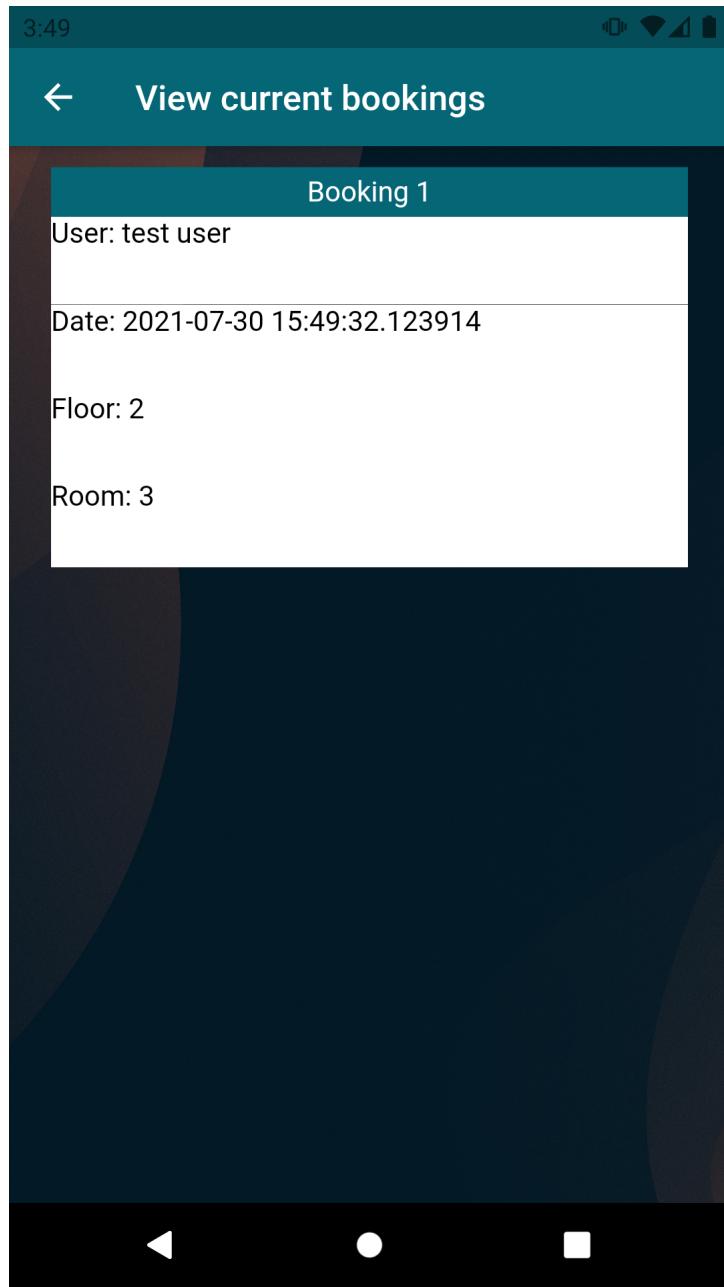


Figure 14: View current bookings

## 5.2 Announcements

This screen will show announcements your company admins have made in a list format. Each list item shows the announcement type (general or emergency), date and message.

You can tap the back button to return to the user homepage.

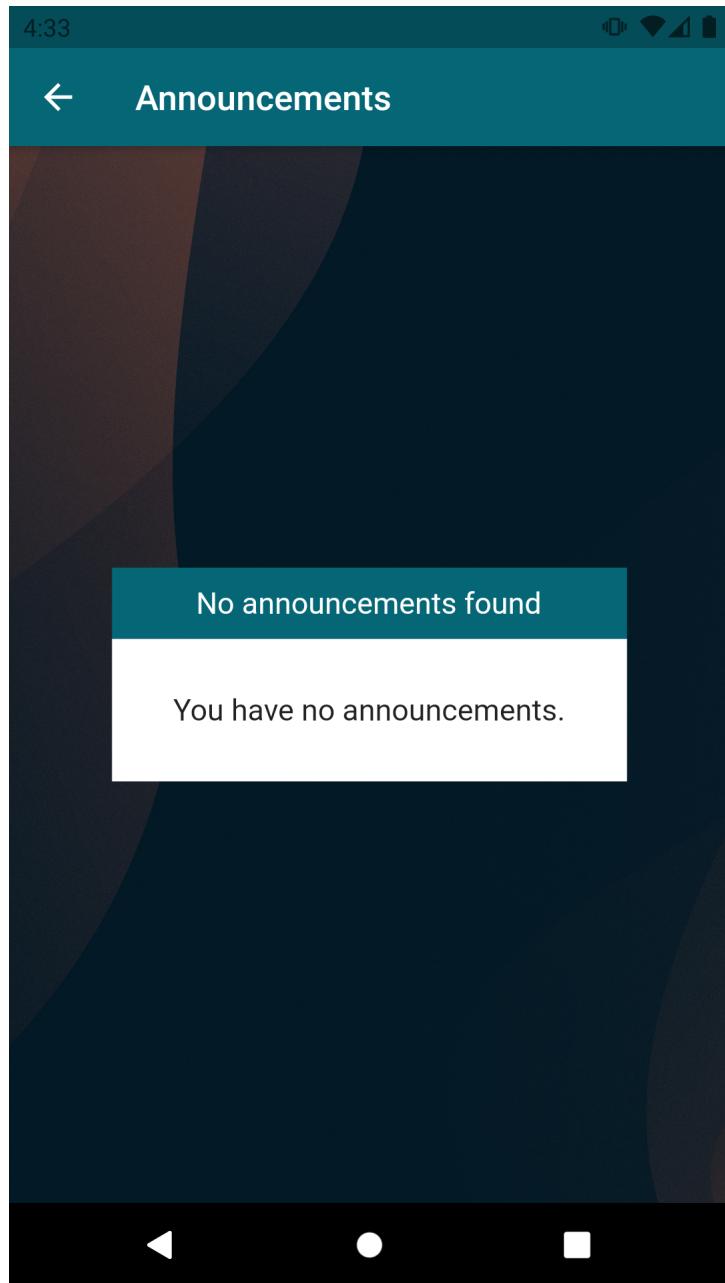


Figure 15: View company announcements

### 5.3 Notifications

This screen will show notifications a company admin has sent to you, specifically. Each list item shows the notification sender, date, and message. You can tap on one of the "Dismiss" buttons to dismiss a notification, or on the "Clear notifications" button to dismiss all of them.

You can tap the back button to return to the user homepage.

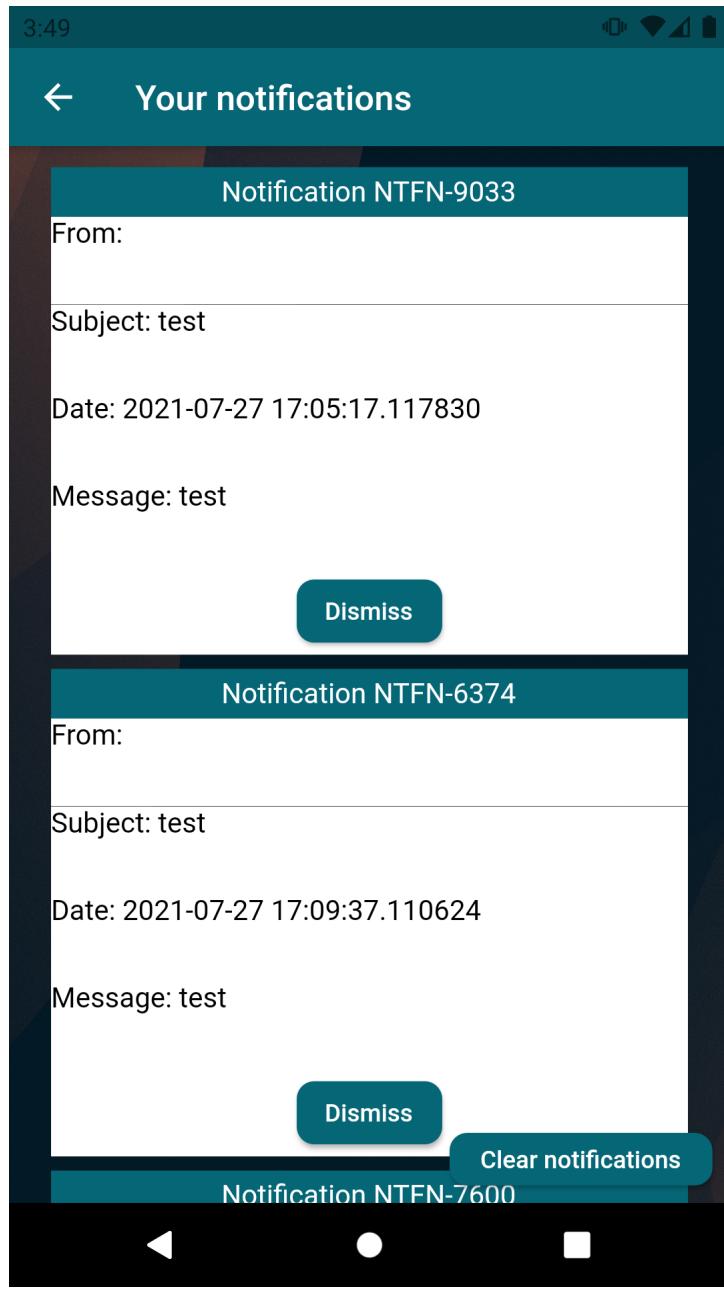


Figure 16: **View your notifications**

## 5.4 Health

This screen shows a list of buttons relating to your health and safety at your company. Here, you can complete a daily health check, view permissions granted to you, view your company's health guidelines, request access to a building, upload your COVID-19 documentation, and report an infection.

You can tap on the back button to return to the user homepage.

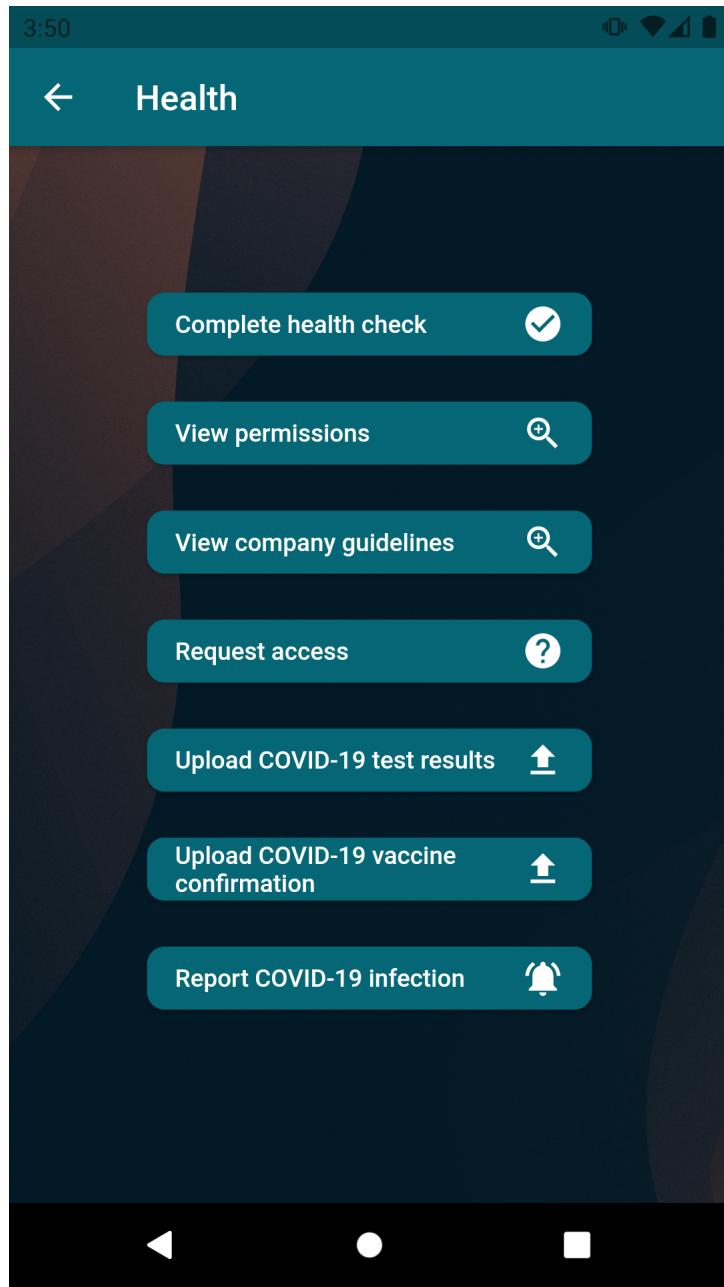


Figure 17: Health homepage

#### 5.4.1 Complete health check

This screen shows a list of buttons relating to your health and safety at your company. Here, you can complete a daily health check, view permissions granted to you, view your company's health guidelines, request access to a building, upload your COVID-19 documentation, and report an infection.

You can tap on the back button to return to the health homepage.

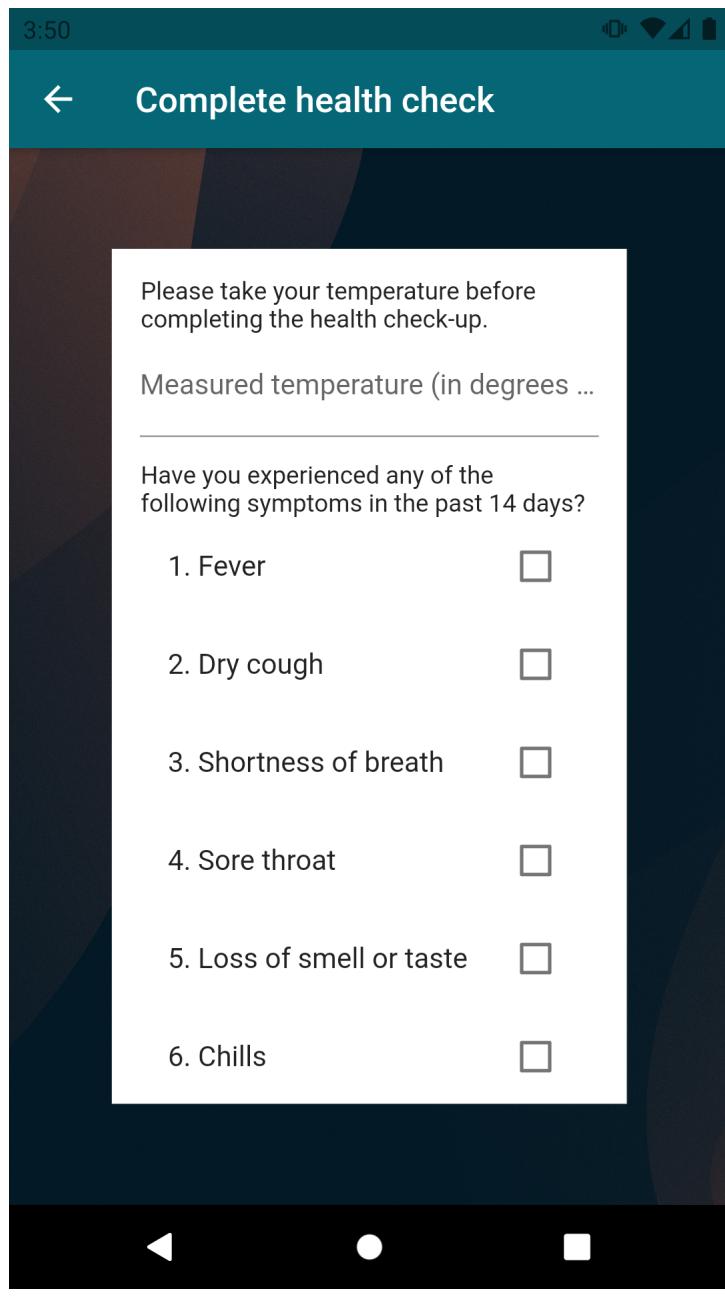


Figure 18: Health check

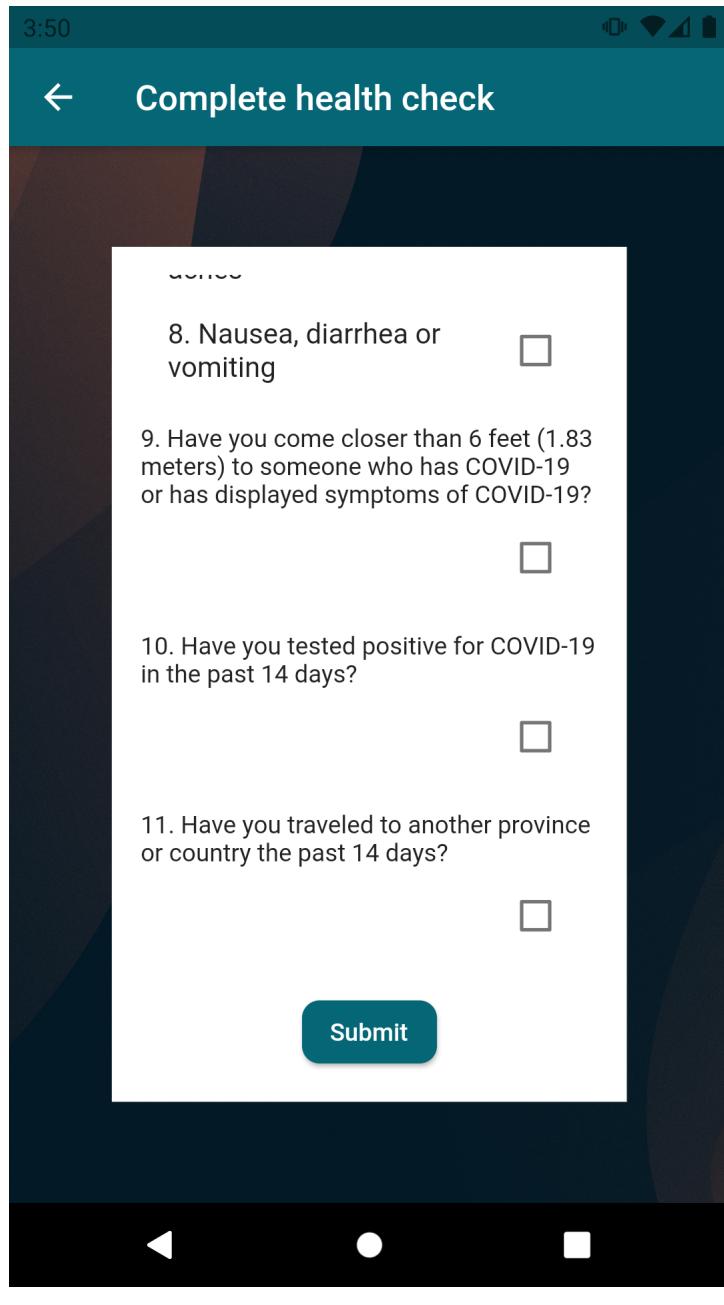


Figure 19: Health check

#### 5.4.2 View permissions

Here, you can view permissions assigned to you by your company's admins. They include the type, the issuer, and the date.

You can tap on the back button to return to the health homepage.

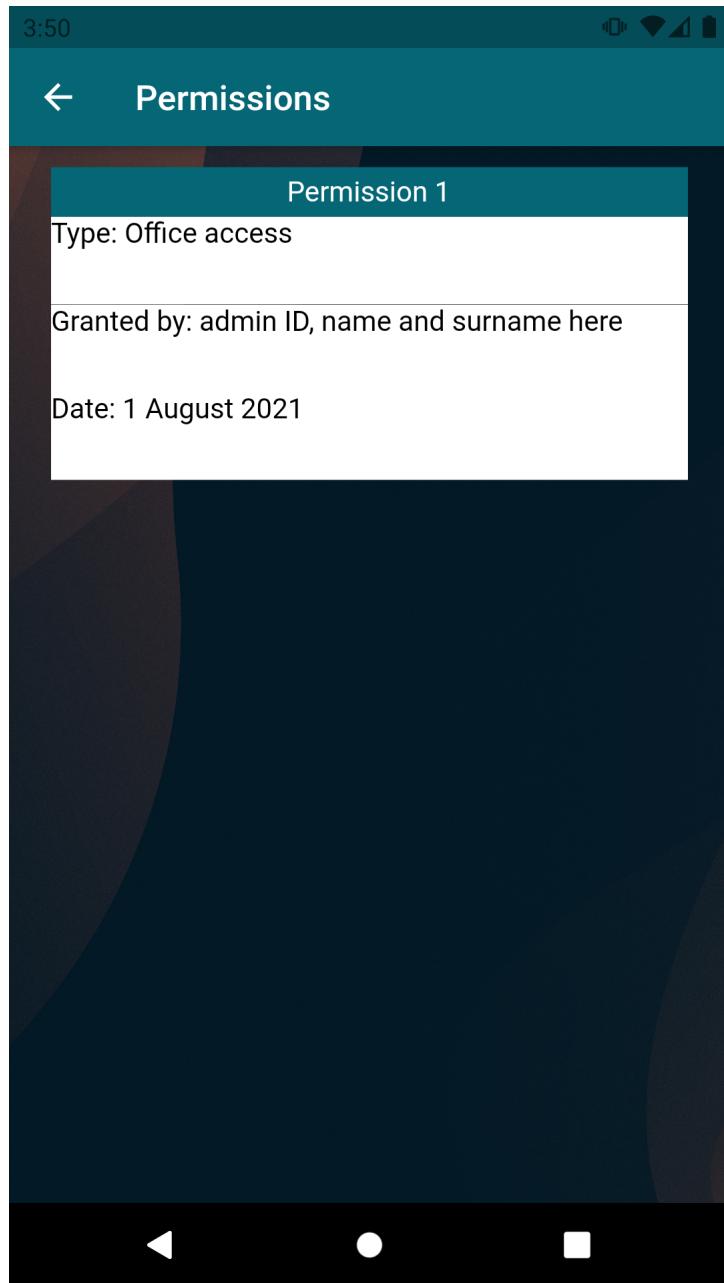


Figure 20: [View permissions](#)

#### 5.4.3 View company guidelines

This screen displays a PDF document of the company guidelines your admin has uploaded. This document will show the procedures to follow to ensure your health and safety during the pandemic.

You can tap on the back button to return to the health homepage.

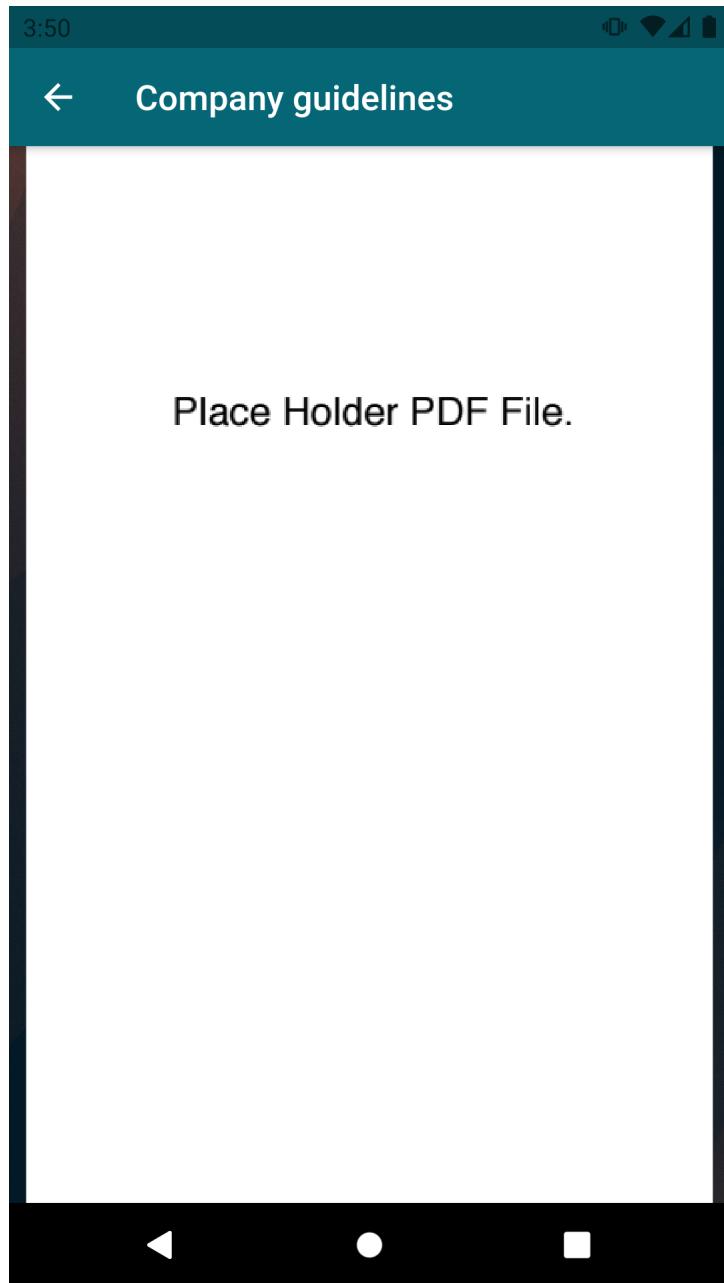


Figure 21: [View company guidelines](#)

#### 5.4.4 Request access

On this screen, you can enter your company ID, admin ID, a date, and a reason for why you want to access a particular office building. This will be sent to the admin for review.

You can tap on the back button to return to the health homepage.

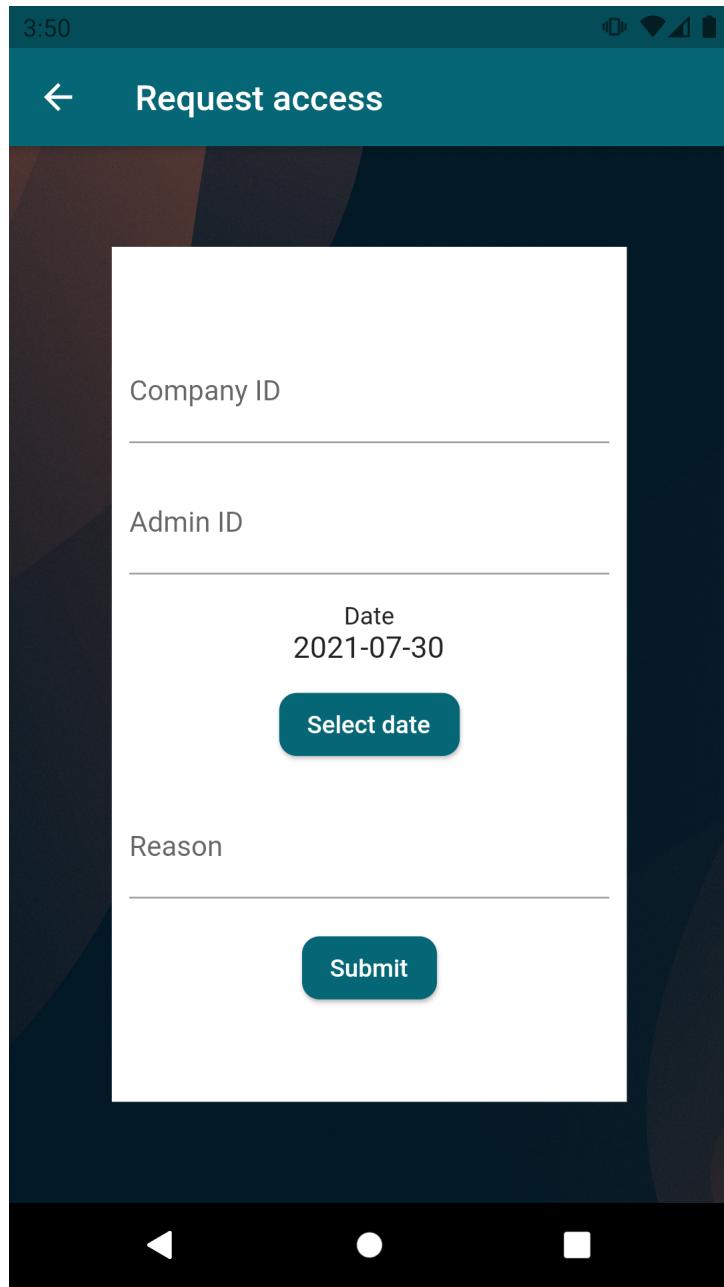


Figure 22: Request access

#### 5.4.5 Upload COVID-19 test results

If you have been tested for COVID-19, you are obliged to upload a PDF document of your results here. It will be stored and reviewed by your company's admin to determine whether you are allowed to visit physical office spaces or not.

You can tap on the back button to return to the health homepage.

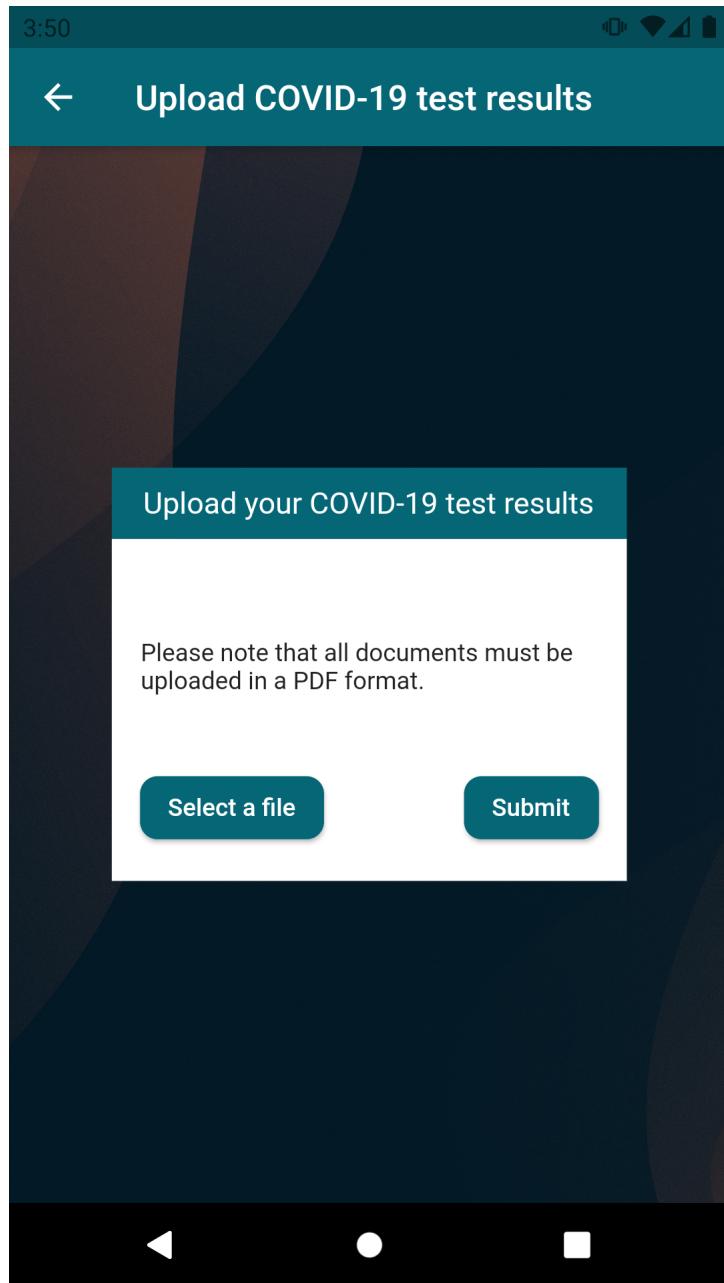


Figure 23: [Upload test results](#)

#### 5.4.6 Upload COVID-19 vaccine confirmation

If you have received a vaccine for COVID-19, you are obliged to upload a PDF document of the confirmation certificate here. It will be stored and review by your company's admin to determine whether you are allowed to visit physical office spaces or not.

You can tap on the back button to return to the health homepage.

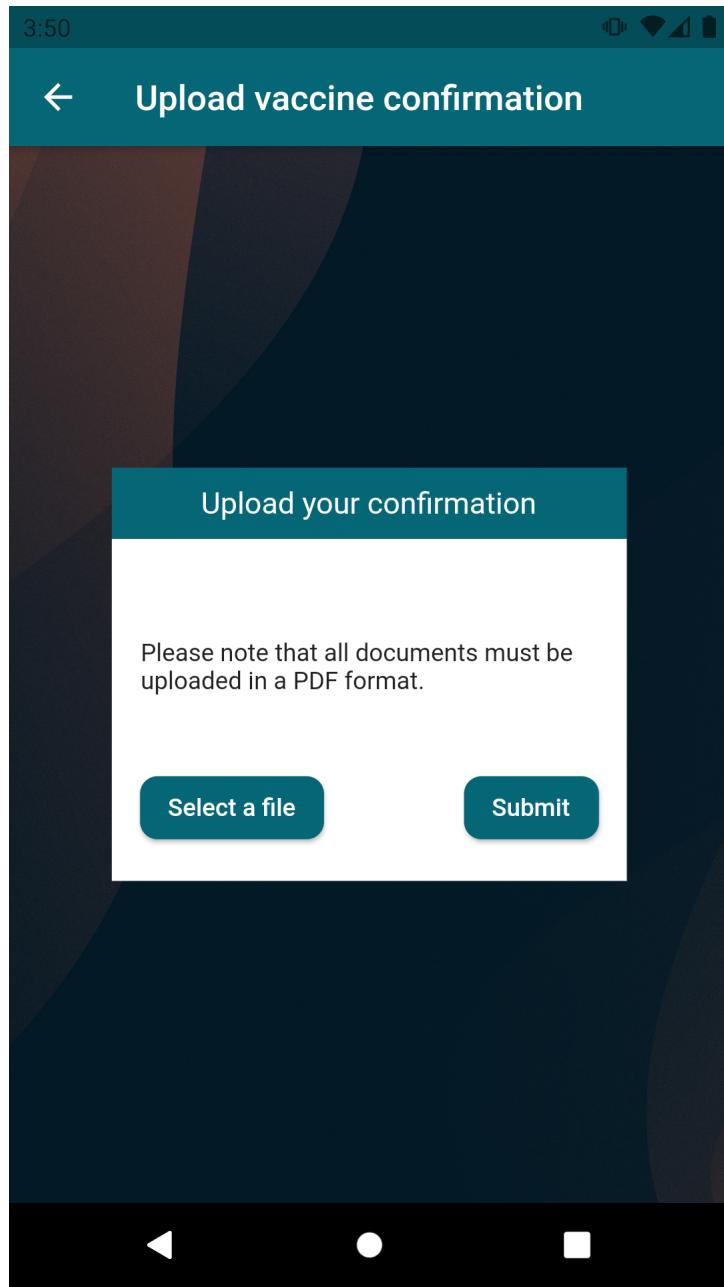


Figure 24: Upload vaccine confirmation

#### 5.4.7 Report COVID-19 infection

If you have tested positive for COVID-19 or you suspect that you have caught it, you can quickly alert your company's admin through this page. Enter your email and password and tap on "Report".

You can tap on the back button to return to the health homepage.

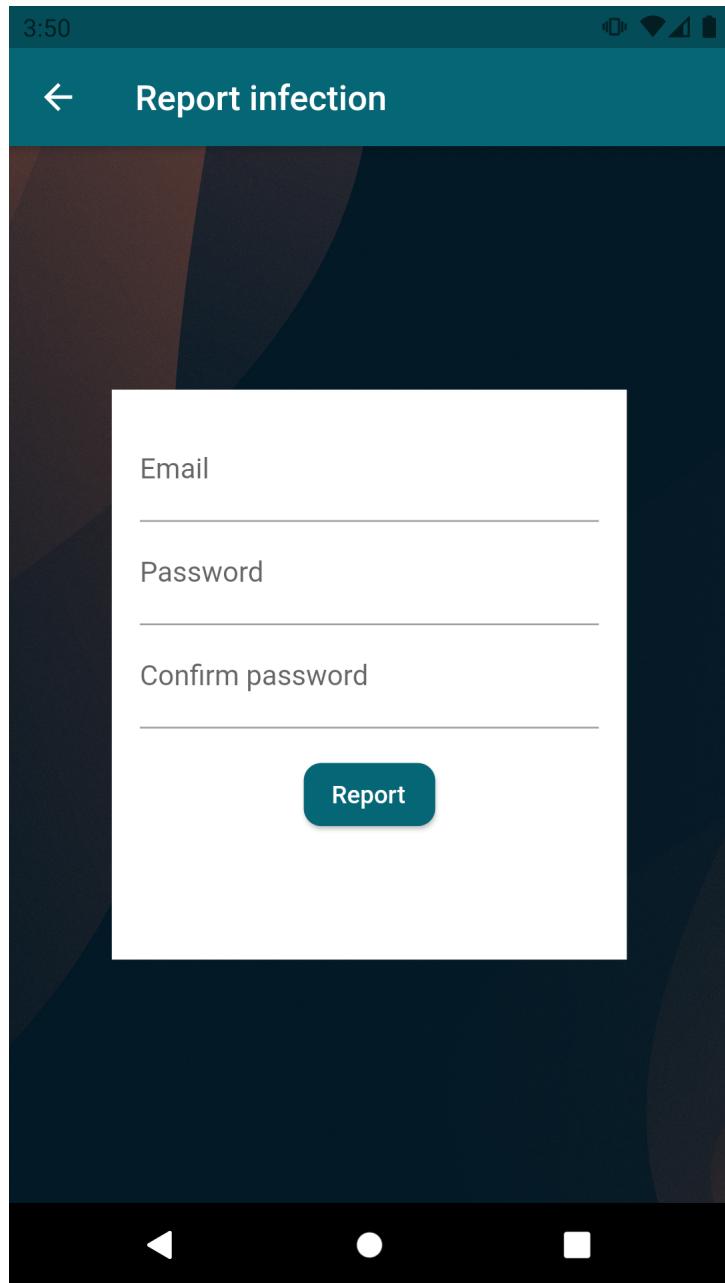


Figure 25: Report infection

## 5.5 Manage account

On this screen, you can choose to update your account credentials (email, username, etc.), reset your password, or delete your account.

You can tap the back button to return to the user homepage.

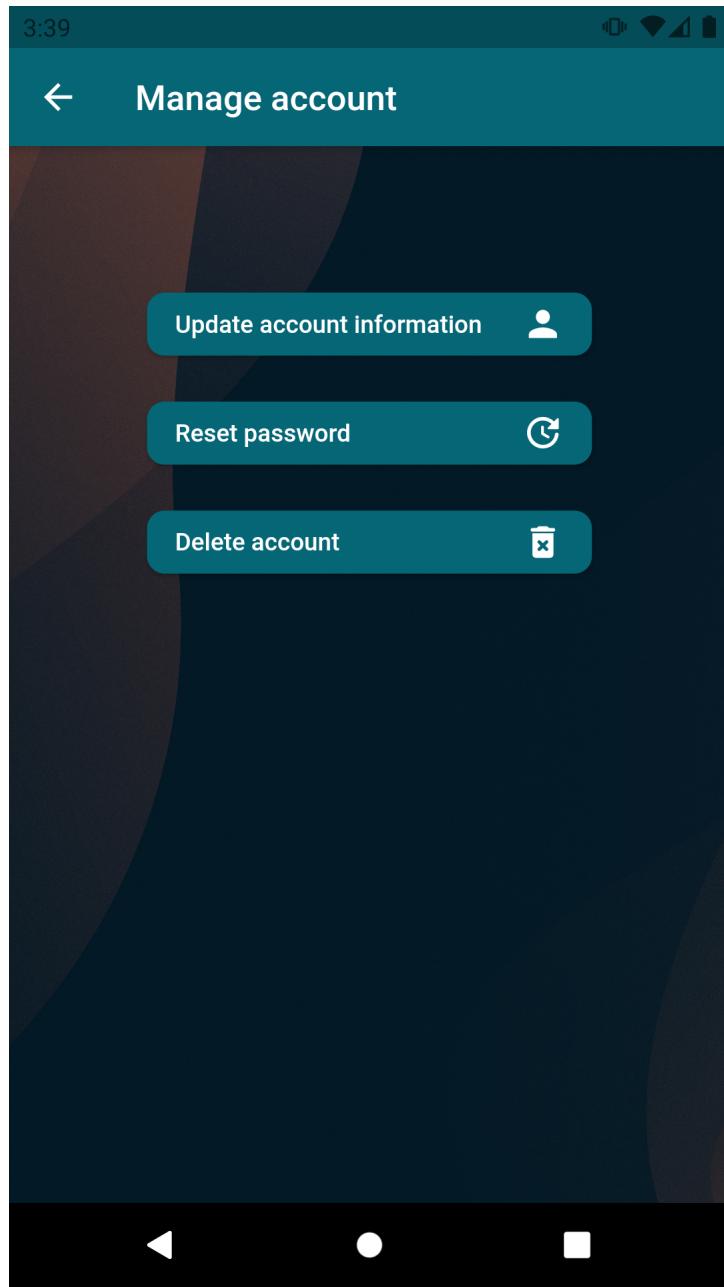


Figure 26: User manage account

### 5.5.1 Update account information

On this screen, you can update your account information, such as your name or email address. You are also required to enter your current password and confirm that you allow these changes to be made.

You can tap the back button to return to the manage account screen.

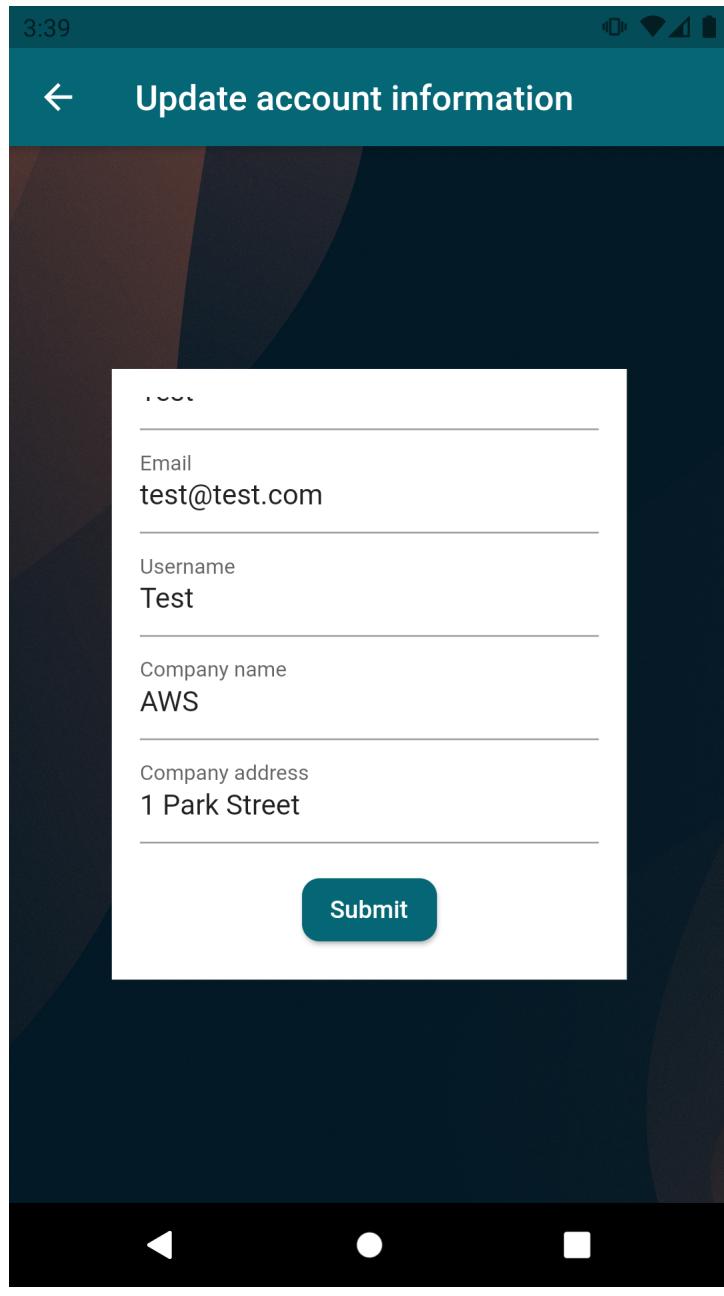


Figure 27: Update account information

### 5.5.2 Reset password

To reset your password, enter the email address you registered with, and tap "Reset password". An email will then be sent to you, containing instructions on how to reset your password.

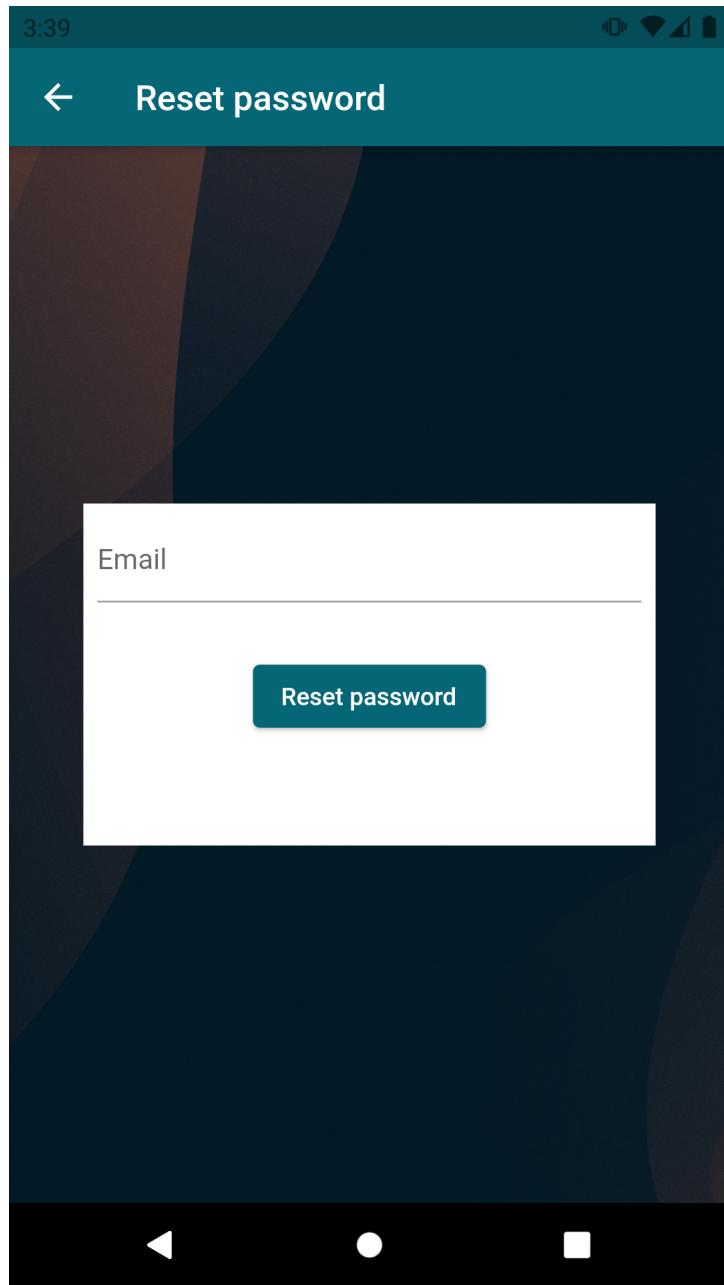


Figure 28: Reset password screen

### 5.5.3 Delete account

To delete your account, enter your email, password, and company ID. A dialog box will pop up to confirm whether you really want to delete your account or not. Please note that this operation is **not reversible** if you choose to go through with it. After your account is deleted, you will be returned to the login screen.

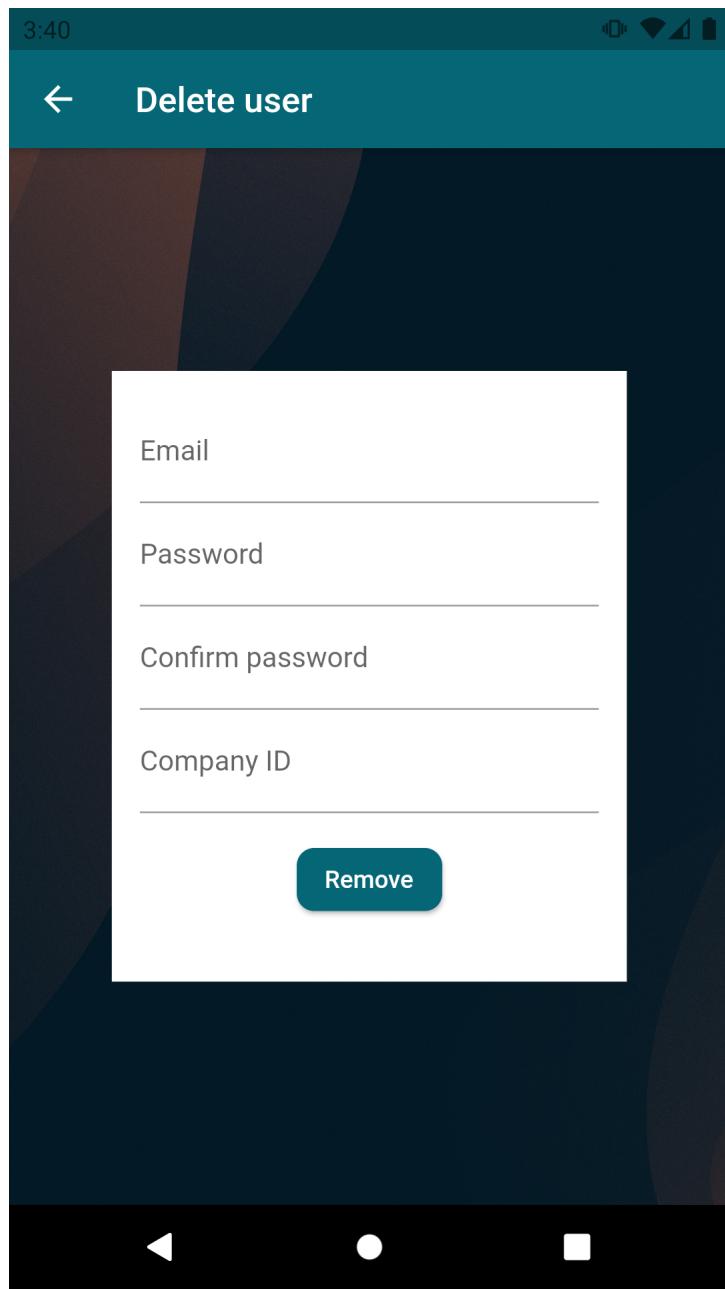


Figure 29: Delete account screen

## 6 Admin homepage

On the admin homepage, you are also given a selection of buttons, which will take you to different parts of the app, which are explained in the sections below. You can also log out by tapping the "Log out" button at the bottom right of the screen, or manage your company's account by tapping the "Manage account" button at the bottom left of the screen.

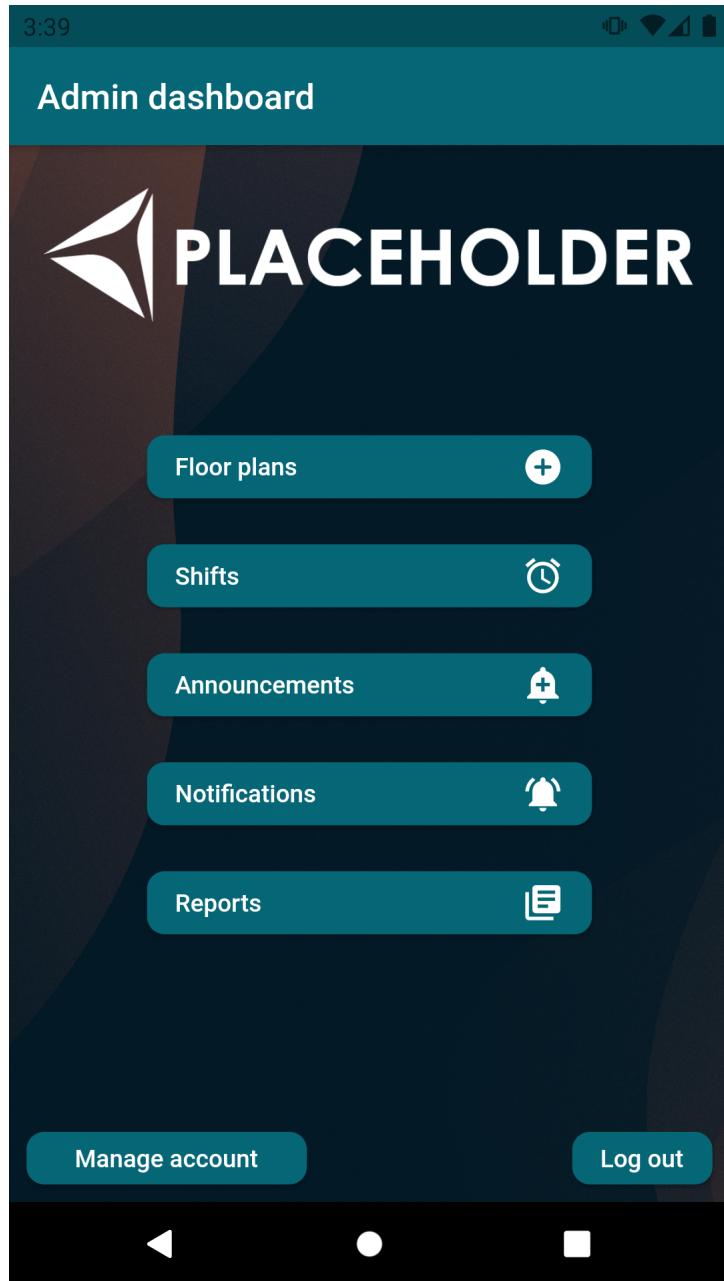


Figure 30: Admin homepage

### 6.1 Floor plans

Here, you will be given a selection of buttons that will allow you to either create a floor plan, modify a floor plan, or delete a floor plan.

You can tap the back button to return to the admin homepage.

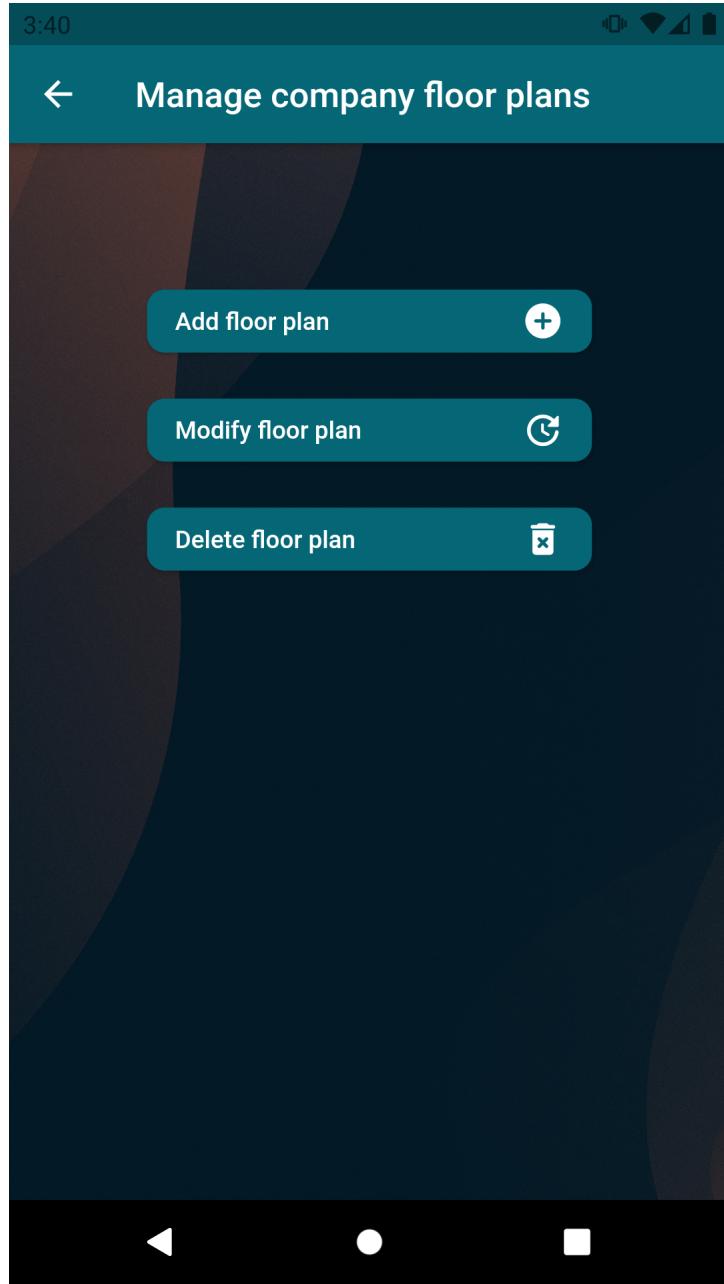


Figure 31: Floor plan homepage

#### 6.1.1 Add floor plan

On this screen, you can add a new floor plan to your company through which employees can book. Enter the number of floors to generate a new floor plan.

You can tap the back button to return to the floor plan homepage.

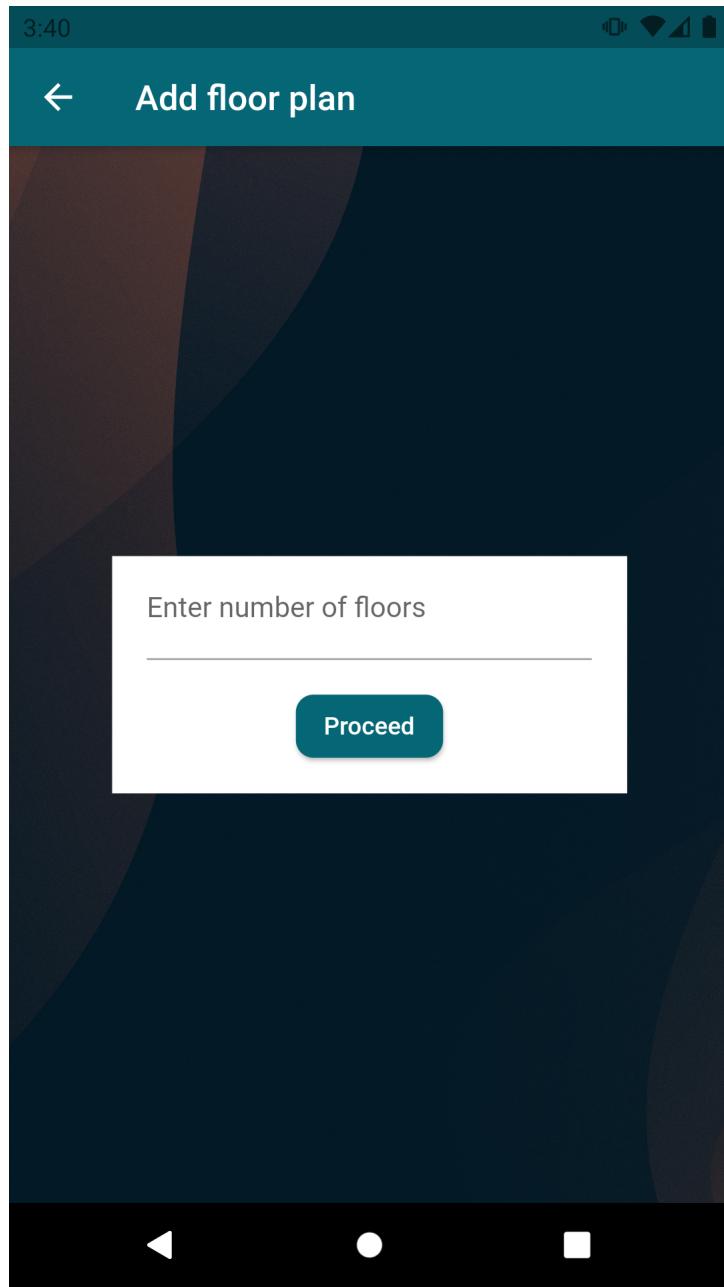


Figure 32: Add a floor plan

Next, you will be shown the list of floors that were generated. They all start off with no rooms assigned to them. You can tap on one of the "Edit" buttons to edit a particular floor, a "Delete" button to remove that floor, or the "Add floor" button in the bottom left corner of the screen to add a new floor.

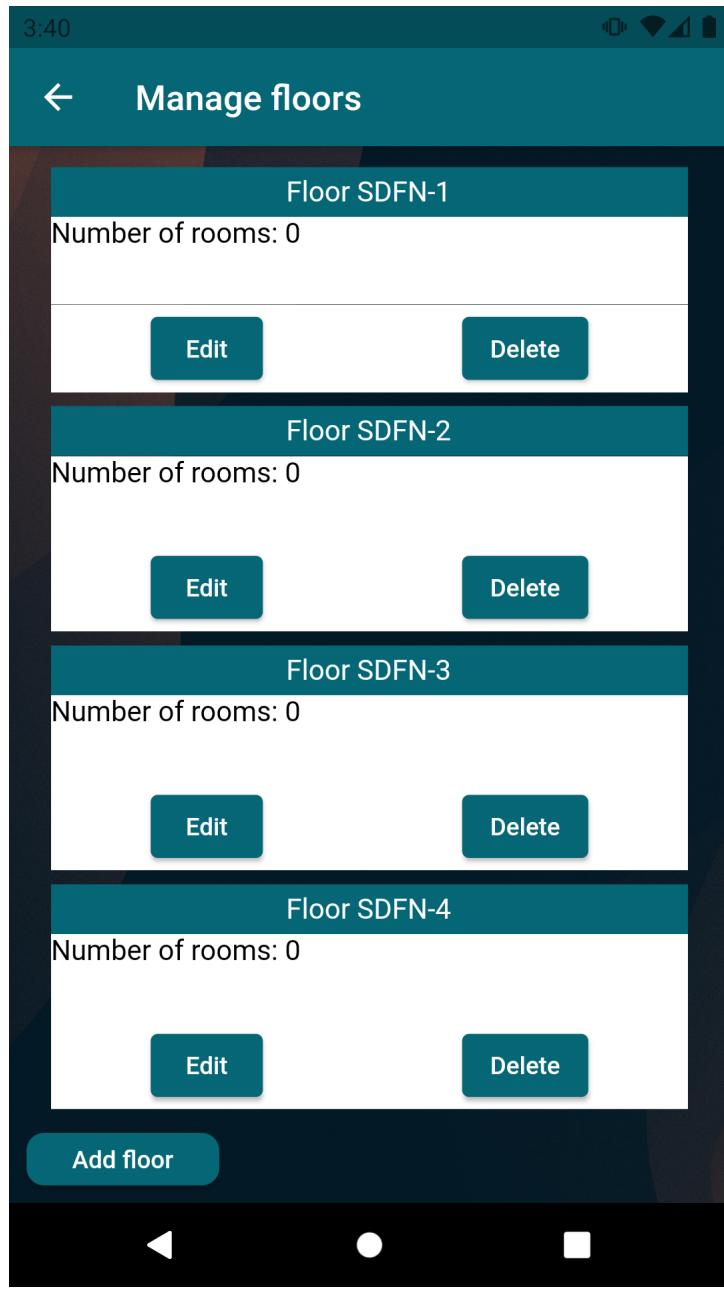


Figure 33: Modify floors

If you tap on "Edit", you will be shown a list of rooms assigned to the floor, if they exist. Like the previous screen, you can add, edit or delete rooms.

You can also tap the back button to return to the previous screen.

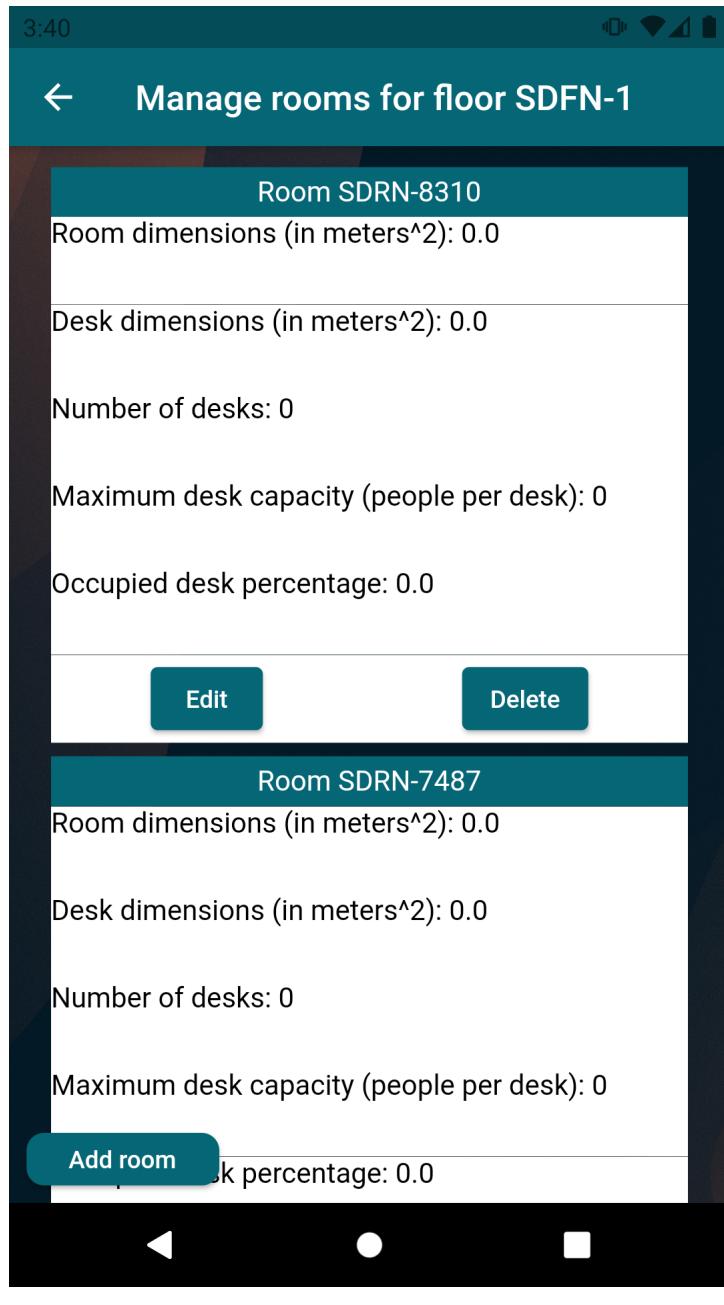


Figure 34: Modify rooms

If you tap on "Edit", you can edit a room's details, such as its number or name, its area, and information relating to the desks inside it. You will be prevented from saving the room's details if the room area, desk area, number of desks, or maximum capacity are zero (0), or if the room number is blank.

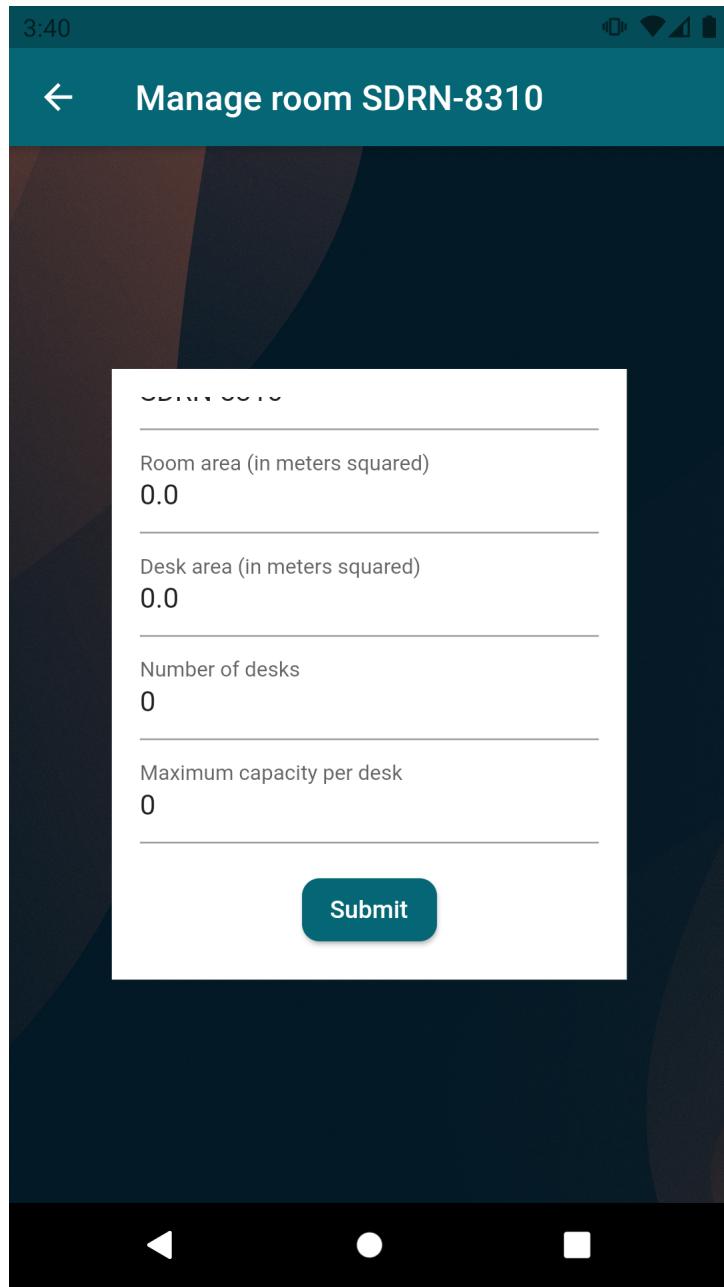


Figure 35: Edit room details

#### 6.1.2 Modify floor plan

This section functions similarly to the add floor plan section, in that you are shown a list of floors and rooms to navigate through and edit. All of the screens look identical, but the extra step of creating a floor plan is not present.

#### 6.1.3 Delete floor plan

To delete a floor plan, enter your email, password, and company ID. Then, tap on the "Remove" button. The app will authenticate your details and warn you that deleting a floor plan is irreversible.

You can also tap on the back button to return to the floor plan homepage.

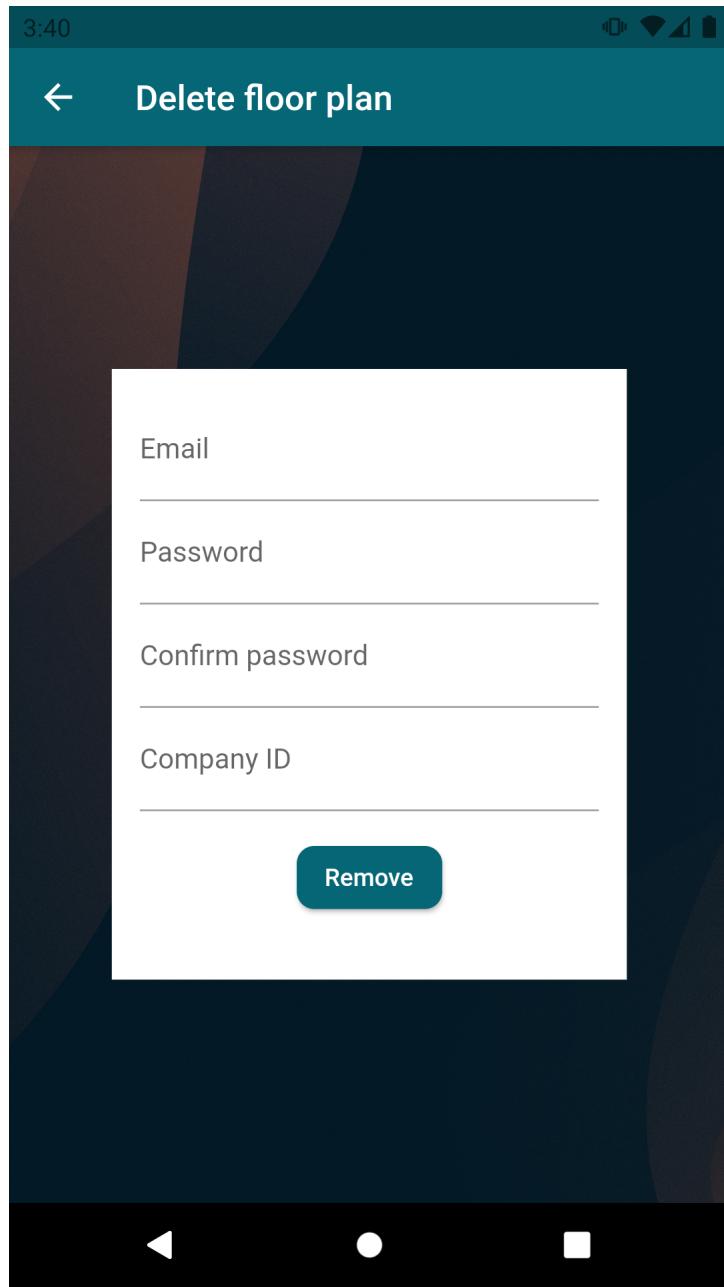


Figure 36: Delete a floor plan

## 6.2 Announcements

This screen will show announcements you or your fellow admins have made in a list format. Each list item shows the announcement ID, type (general or emergency), date and message. You also have buttons at the bottom of the screen which allow you to create or delete announcements.

You can tap the back button to return to the admin homepage.

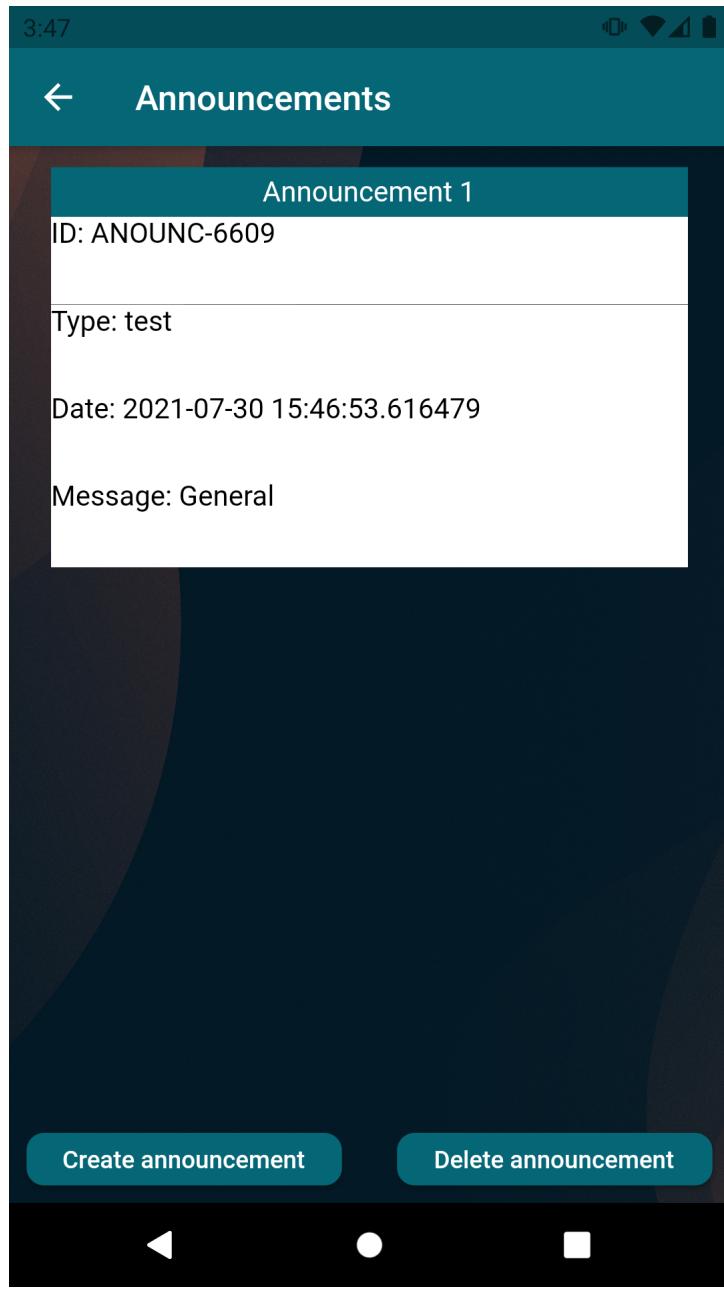


Figure 37: View announcements you or other admins have made

#### 6.2.1 Create announcement

On this screen, you can create a new announcement. Select its type, enter a topic, and enter a message to display.

You can tap the back button to return to the view announcements page.

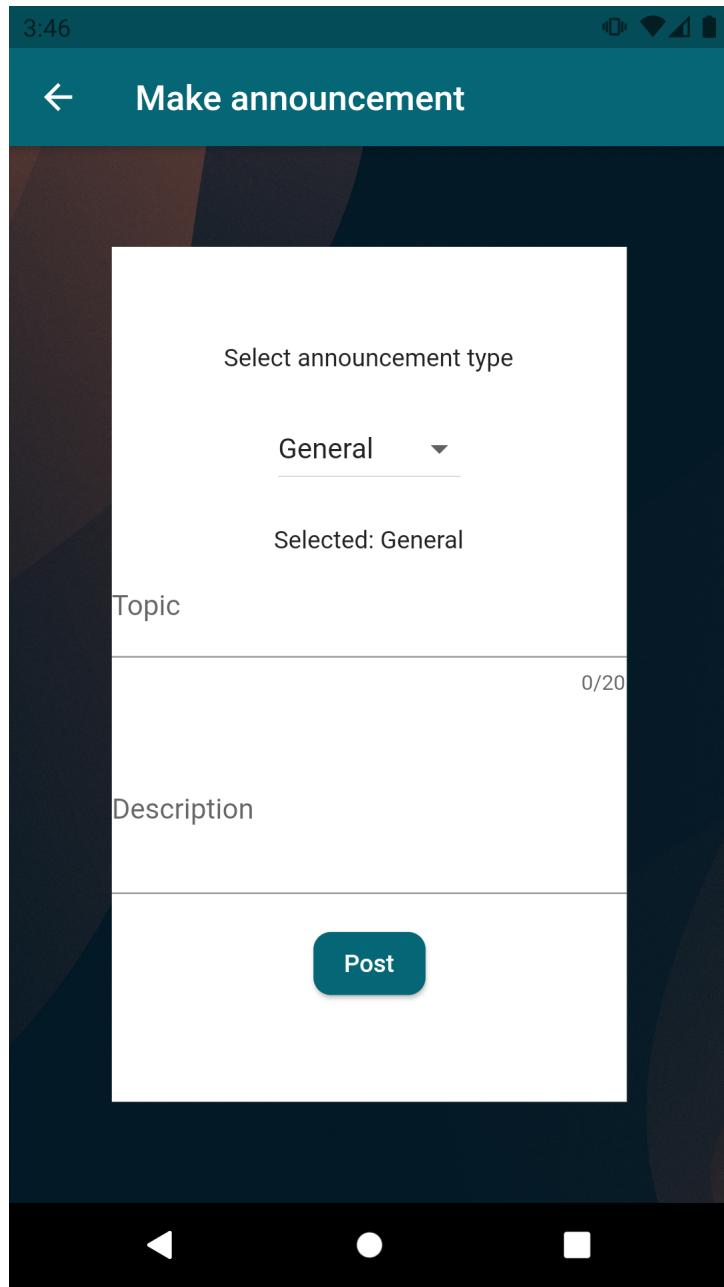


Figure 38: Create a new announcement

#### 6.2.2 Delete announcement

On this screen, you can delete an announcement by entering its ID in the text field and tapping "Proceed". This will remove the announcement and prevent it from showing in both the admin and user "view announcements" pages.

You can tap the back button to return to the view announcements page.

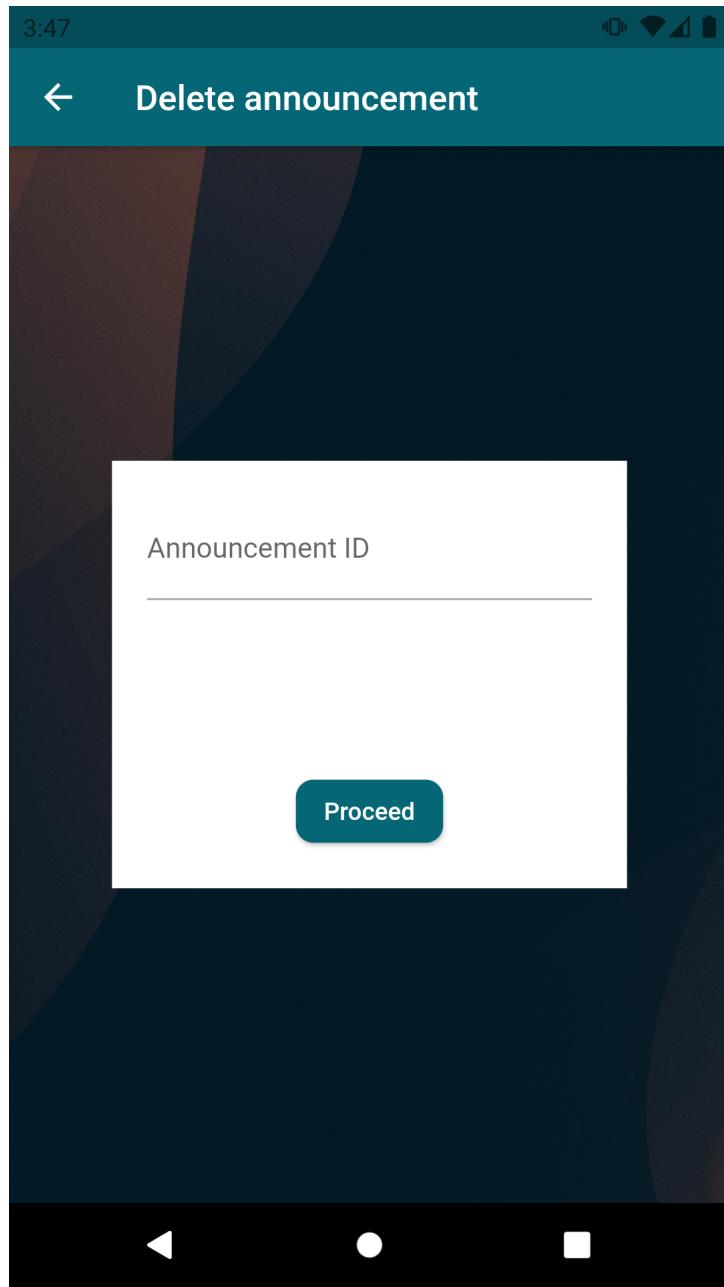


Figure 39: Delete an announcement

### 6.3 Notifications

This screen will show you a selection of two buttons. You can choose either the "Create notification" button or the "View notifications" button.

You can also tap the back button to return to the admin homepage.

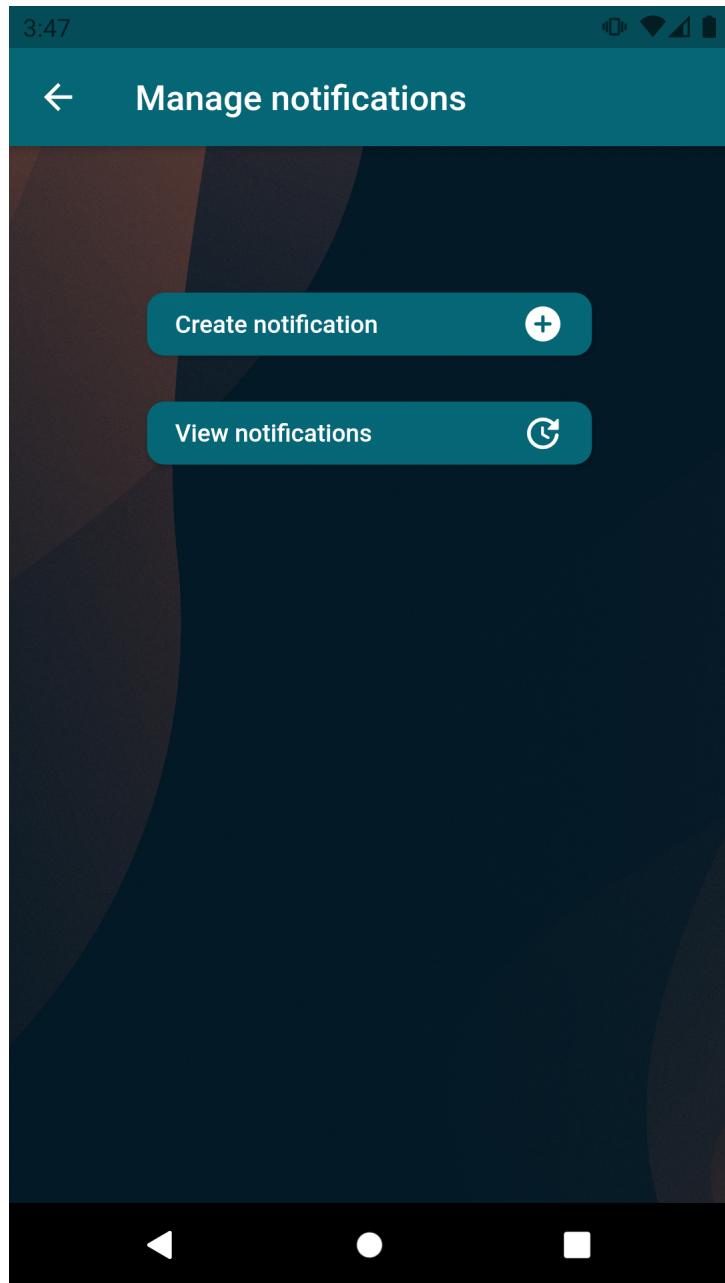


Figure 40: Admin notification homepage

#### 6.3.1 Create notification

Here, you can create a new notification similarly to creating a new announcement. Enter the subject and description for your notification and tap on the "Proceed" button.

You can also tap the back button to return to the notification homepage.

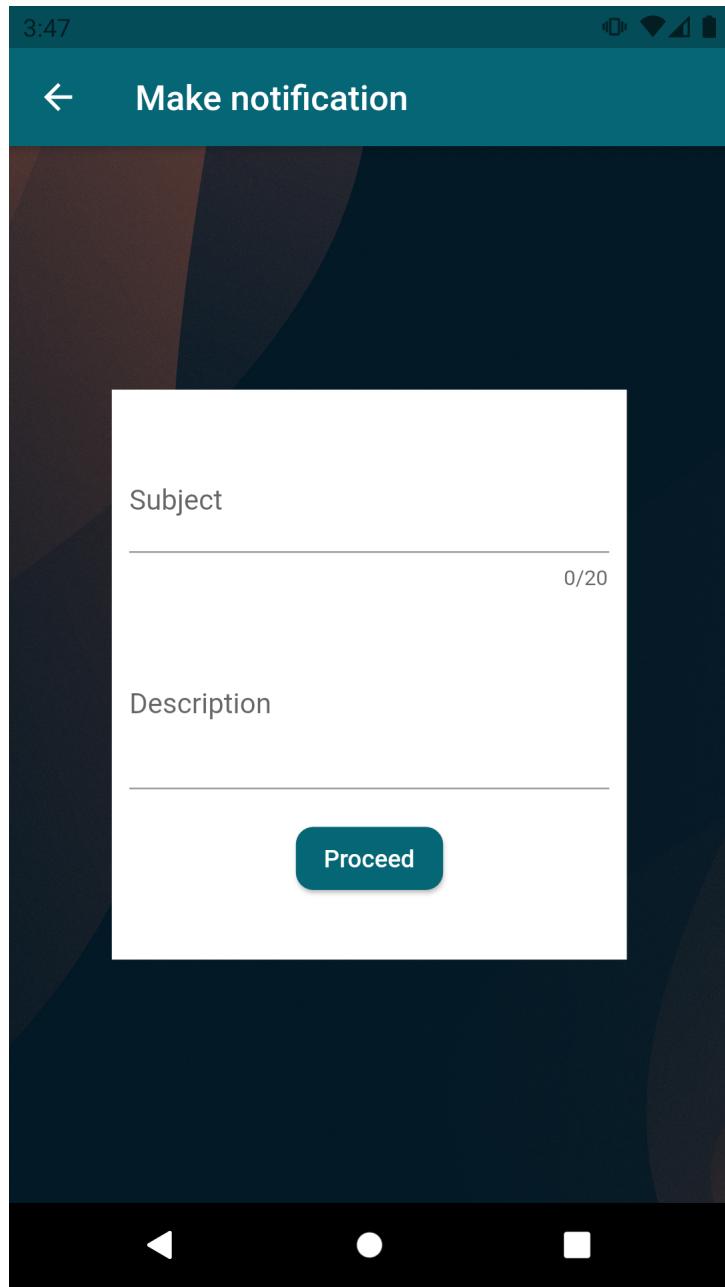


Figure 41: Create notification

Next, you can view all employees who have been assigned to this notification. If there are none, you will be prevented from sending it. Tap on either the "Add employee" button to add recipients, or the "Finish" button to send your notification.

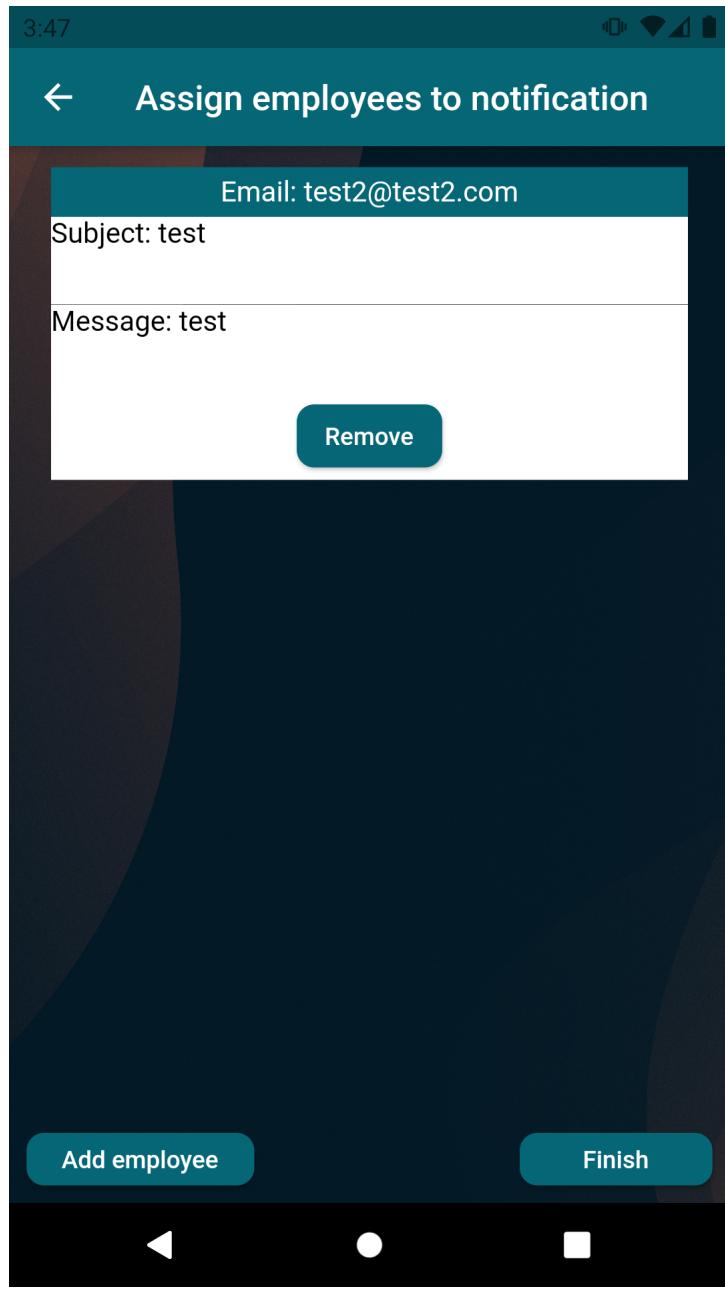


Figure 42: Assign employees to notification

To assign an employee to the notification, enter their email address.

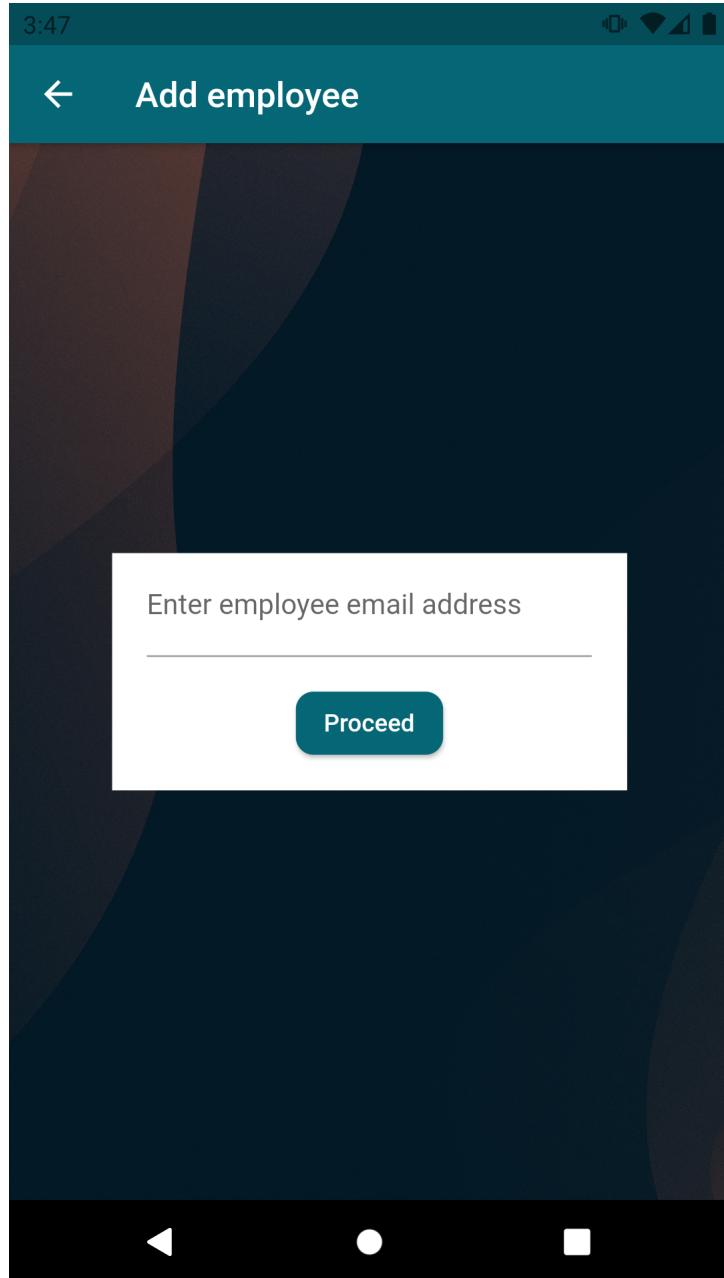


Figure 43: Add employee to notification

#### 6.3.2 View notifications

This screen will show notifications employees, visitors or another company admin have sent to you, specifically. Each list item shows the notification sender, date, and message. You can tap on one of the "Dismiss" buttons to dismiss a notification, or on the "Clear notifications" button to dismiss all of them.

You can tap the back button to return to the admin homepage.

### 6.4 Manage account

On this screen, you can choose to update your account credentials (email, username, etc.), reset your password, or delete your account.

You can tap the back button to return to the admin homepage.

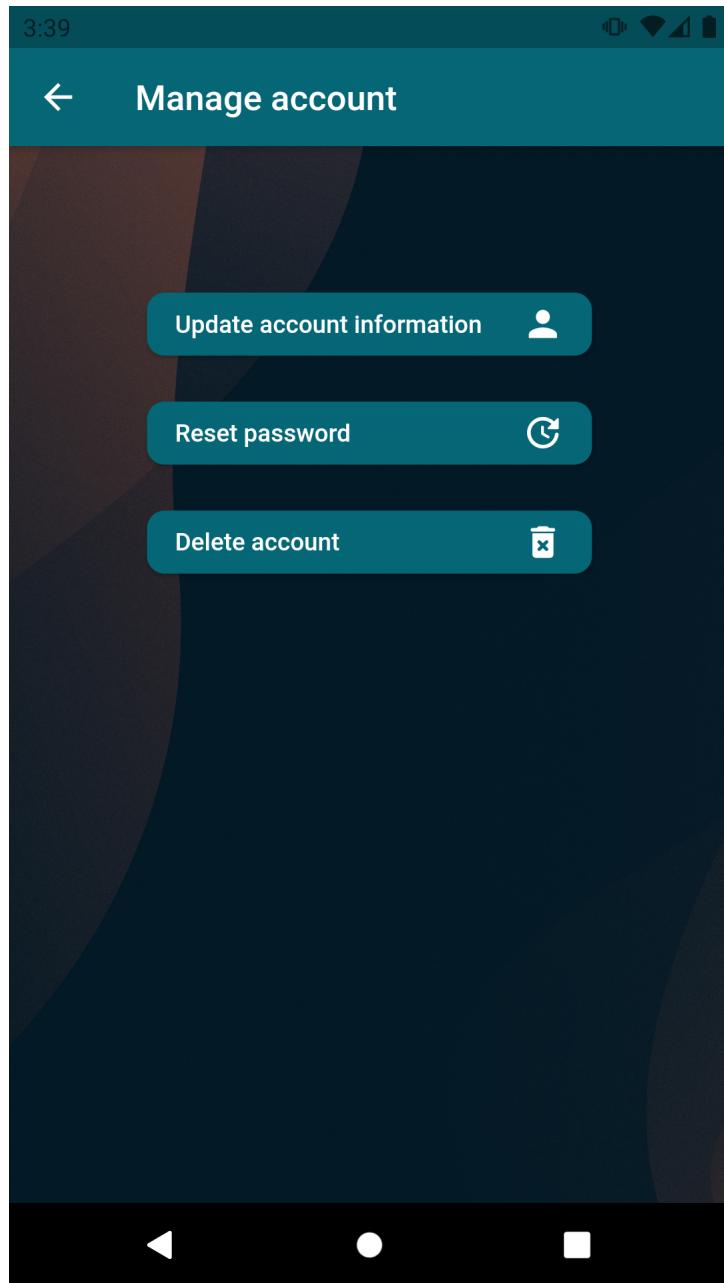


Figure 44: Admin manage account

#### 6.4.1 Update account information

On this screen, you can update your account information, such as your name or email address. You are also required to enter your current password and confirm that you allow these changes to be made.

You can tap the back button to return to the manage account screen.

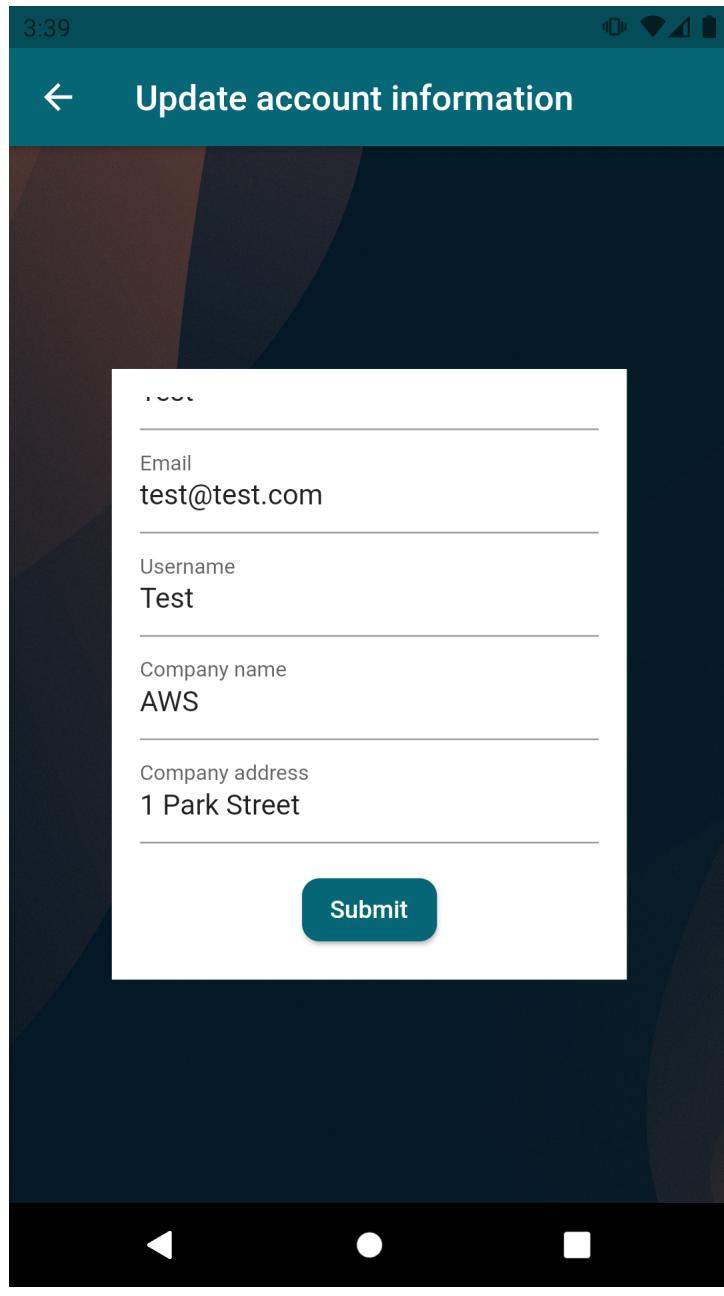


Figure 45: Update account information

#### 6.4.2 Reset password

To reset your password, enter the email address you registered with, and tap "Reset password". An email will then be sent to you, containing instructions on how to reset your password.

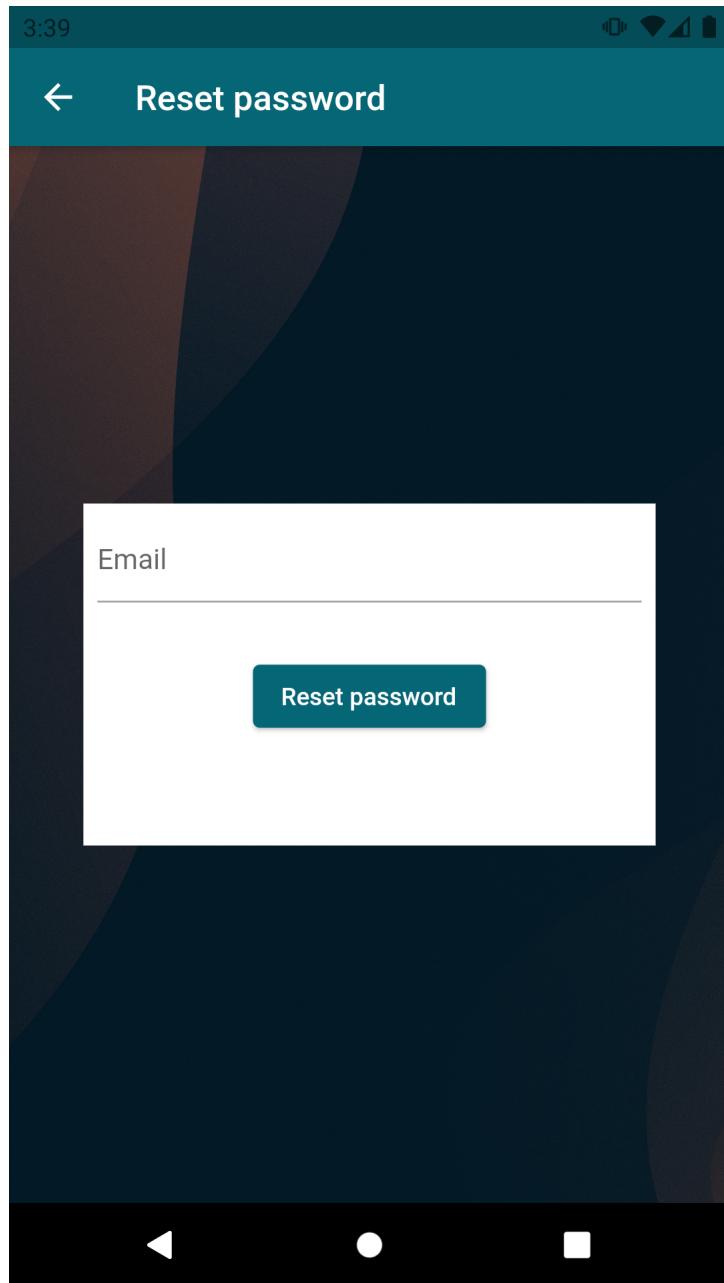


Figure 46: Reset password screen

#### 6.4.3 Delete account

To delete your account, enter your email, password, and company ID. A dialog box will pop up to confirm whether you really want to delete your account or not. Please note that this operation is **not reversible** if you choose to go through with it. After your account is deleted, you will be returned to the login screen.

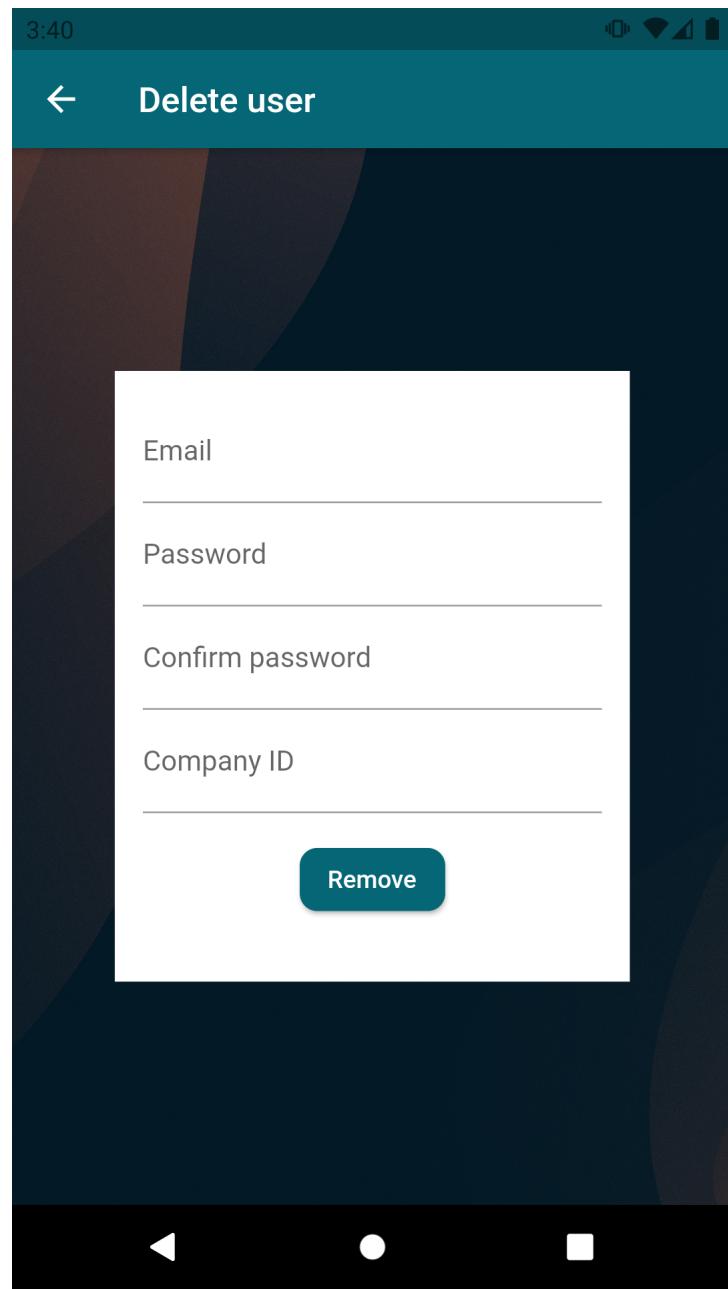


Figure 47: Delete account screen