



Koja

User Manual



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1. Project Description

Koja is an advanced scheduling tool designed to seamlessly manage your time by integrating with your calendar and scheduling events dynamically based on your free time. It efficiently balances your professional and personal events, ensuring optimal utilisation of your time.

Koja's objective is not to replace existing scheduling or calendars but to bring an advanced element, this is through an Artificial Intelligence which will schedule the tasks for you, with no effort from you.

2.1. Landing Page

This is the first page you will see when you open the app, there are 2 options you can choose from here which are to “Learn More” and to “Get Started”. The first option will take you to a slideshow of what our app is about and with the second option, you can use your Google information to sign in to the application.



Say Goodbye To A Messy Schedule

With Koja, you can easily manage your schedule and events with the help of our advanced strategies, which means less effort from you and more time saving!

[Learn More](#)

[Get Started](#)

2.1.1. Learn More Slideshow

This is a slideshow of more details of what our app is about and how you can use it, to move to the next slide you can press the arrow button in the picture. On the 3rd slide, when you press the arrow button it will take you to the signing in section.



Integration With Existing Calendar Apps

Koja can be integrated with existing calendar apps. This allows you to easily import your existing events into Koja, and vice versa.



Artificial Intelligence Integration

As mentioned before our app is advanced, we use an Artificial Intelligence to dynamically allocate tasks for you based on your time boundaries, this means less effort for you!



Traveling Time Calculator

Based on your location and tasks, Koja will also find the travelling time between 2 locations and insert that time on your schedule. This reduces the hassle of having to calculate the traveling time manually.



2.1.2. Sign In Screen

In order to access the app, you must click the “Sign In With Google” button, after this you can enter your Google details, after everything has been verified you will be taken to our Home page.



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 Sign In With Google



Traveling Time Calculator

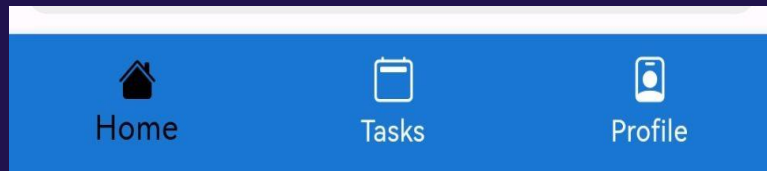
Based on your location and tasks, Koja will also find the travelling time between 2 locations and insert that time on your schedule. This reduces the hassle of having to calculate the traveling time manually.

 Sign In With Google



2.2. Navigation Menu

This is the navigation menu which you can use to move from one page to another. The leftmost button goes to Home page, the middle button goes to Tasks page and the rightmost button goes to the Profile page.

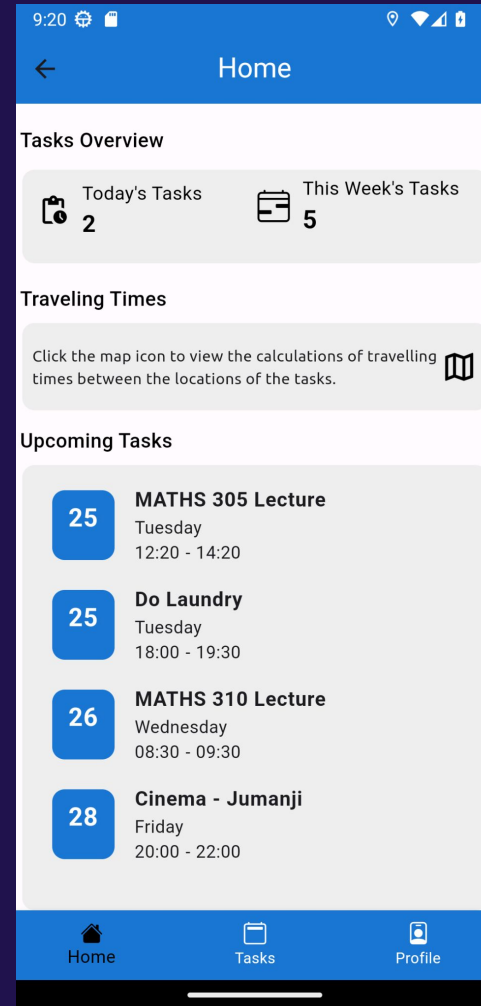


2.3. Home Page

This is a dashboard page, on the Tasks Overview block you will see the sum of all your tasks for the present day and also for the current week.

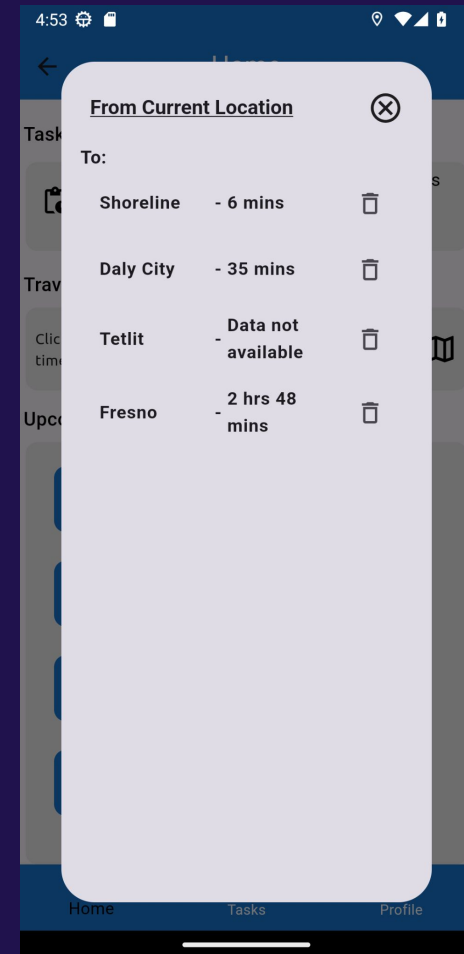
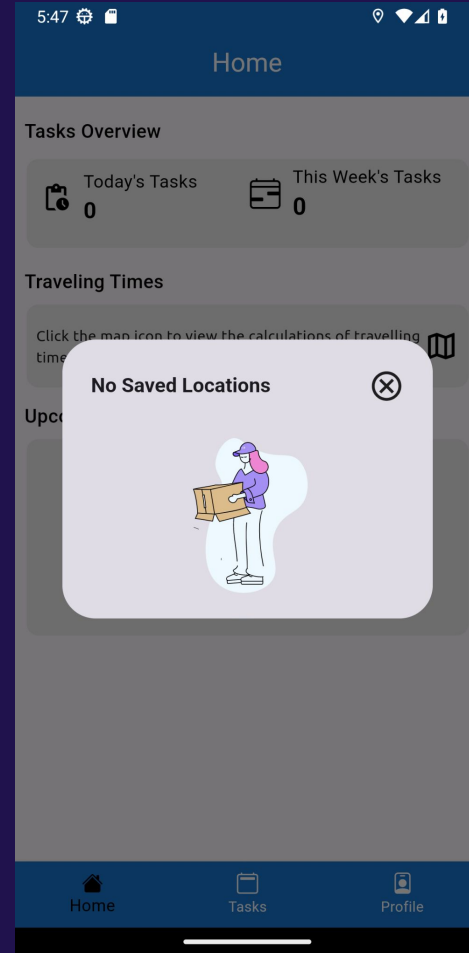
Traveling Times will show you the traveling times between your current location and locations in your calendar, including the Home and Work Location you enter in the Profile Page. Click on the map icon to display the locations.

Upcoming Events has a list of all the upcoming tasks.



2.3.1. Traveling Time

As mentioned on the previous page, when you click on the map icon on of the displays on the right will popup, this display will show all the locations and the traveling time between the current location and the locations.

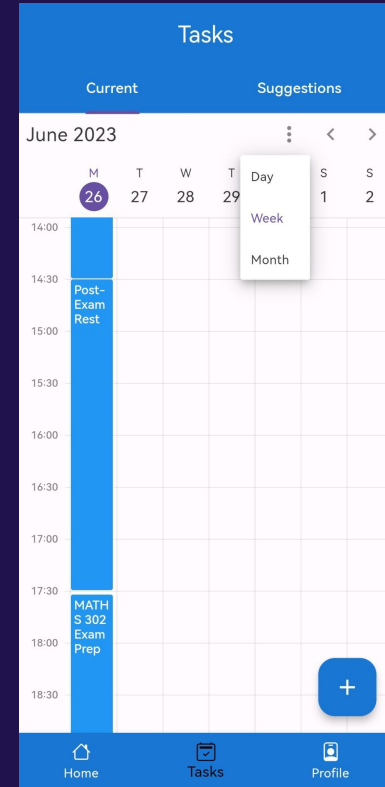


2.4. Tasks Page

On this page you will be able to see how your schedules on a day, week, or month view. You can do that by clicking on the 3-dots on top of the calendar view. The default view is week view.

To see more details of an event you can click on the calendar or the timeline, which you can also edit if there are changes to the task or event.

To know more about the plus sign on the bottom-left go to next the next slide.



2.4.1. Plus Symbol Button

This button takes you to a screen whereby you will be able to add an event into your schedule, you will be able to add the title, time interval, location, and category of the task.

Make sure to choose between “Fixed” or “Dynamic” at the top, to know more about the “Dynamic event go to the Time Boundary (Page 13) - section 2.5.1

In summary in Dynamic events you enter an event you want to do and the system will allocate the time for you based on your available space and time boundary

When entering the location click on the correct address on the list

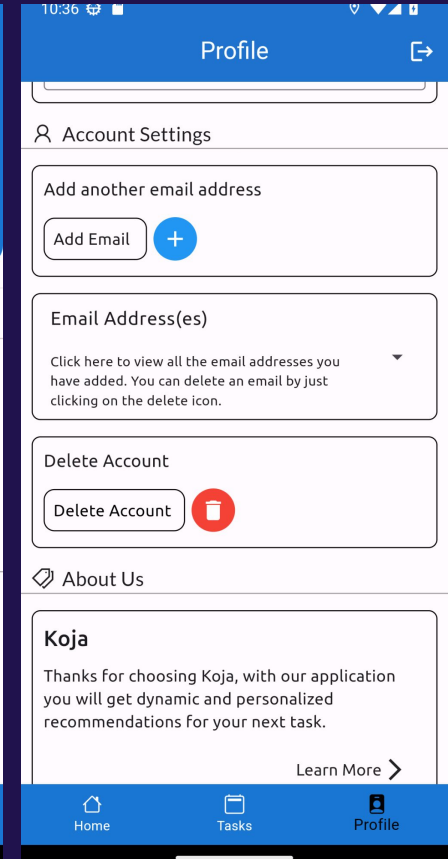
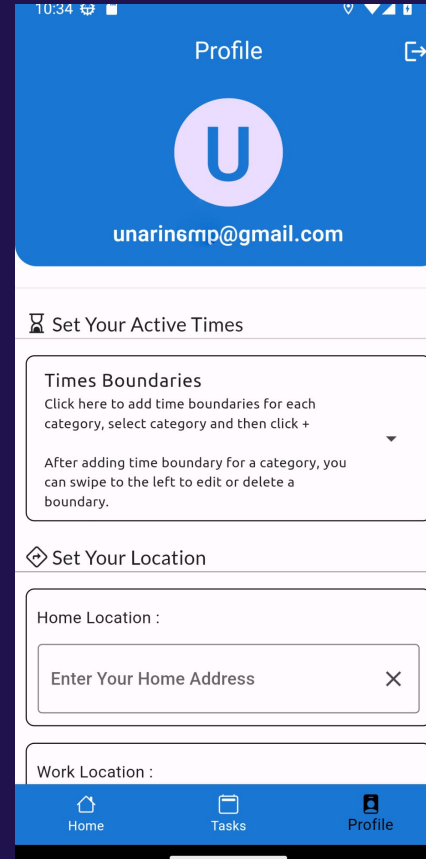
The image displays three sequential screenshots of a mobile application's 'Add Title' event creation screen. The background shows a calendar interface with a time slot selected.

- Left Screenshot (Fixed Event):** The 'EVENT TYPE' is set to 'Fixed'. The 'FROM' time is 'Fri, Jul 28, 2023' at '10:52'. The 'TO' time is 'Fri, Jul 28, 2023' at '12:52'. The 'TIME BOUNDARY' is set to 'School'. The 'RECCURENCE' is set to 'None'. The 'Meeting's Location' is shown with a search icon (X). At the bottom are 'Save' and 'Cancel' buttons.
- Middle Screenshot (Dynamic Event):** The 'EVENT TYPE' is set to 'Dynamic'. The 'For' field shows 'Fri, Jul 28, 2023'. Below is a 'Select Duration' section with 'Hours' and 'Minutes' inputs. The 'TIME BOUNDARY' is set to 'School'. The 'Select Priority Level' is set to 'Low'. The 'RECCURENCE' is set to 'None'. The 'Meeting's Location' is shown with a dropdown arrow (v). At the bottom are 'Save' and 'Cancel' buttons.
- Right Screenshot (Add Title View):** The title is 'Add Title'. The 'FROM' time is 'Fri, Jul 28, 2023' at '10:55'. The 'TO' time is 'Fri, Jul 28, 2023' at '12:55'. The 'TIME BOUNDARY' is set to 'School'. The 'RECCURENCE' is set to 'None'. The location is 'Brooklyn House, Lynnwood Road, X'. Below the location is a text input field containing 'Brooklyn House, Lynnwood F' and a search icon (X). At the bottom are 'Save' and 'Cancel' buttons.

2.5. Profile Page

This is where you will be able to save your information. At the beginning of the page you will find your Google email address, then on the top right you will see an icon which is like exiting a door, when you press it you will be signed out, and taken to the landing page.

As you scroll down you will see blocks written “Time Boundaries”, “Location”, “Account Settings” and “About Us”, all of these blocks will be explained in the following slides



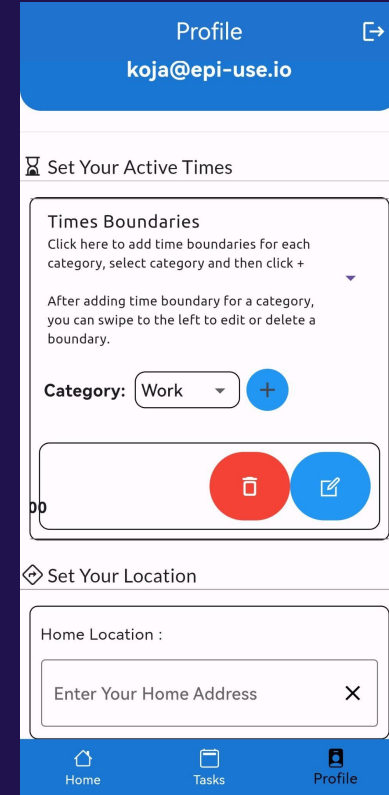
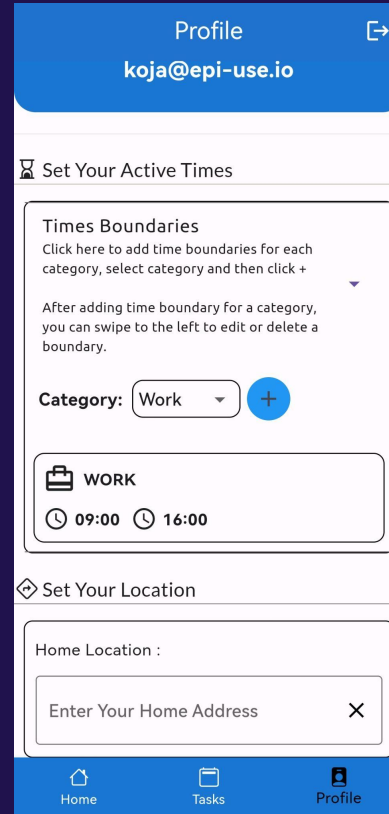
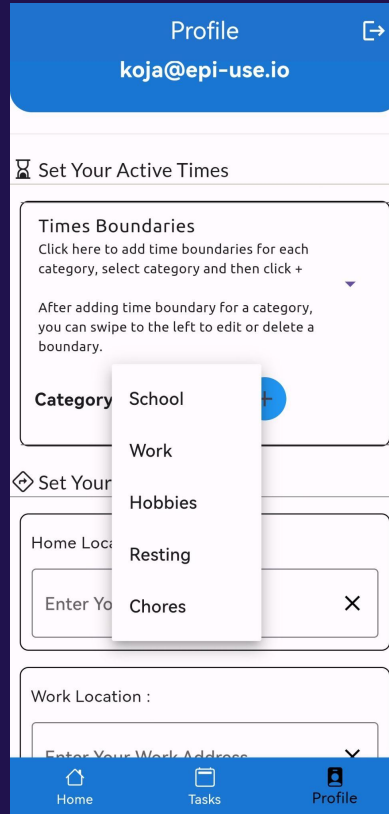
2.5.1. Time Boundary Block

In this section you can set certain times in which you do certain tasks, to be able to do that just press on the block and you will see a box written “School”, you can click it to select between Work, hobbies,resting and chores.(Left Picture)

After doing so you can press the blue button with a plus symbol, a screen will appear where you will set the interval of times you do that specific task, and the set time will be added on the block.(Middle Picture)

After setting your time boundary on the block with that information you can swipe to the left inorder to delete or edit that time boundary.(Right Picture)

Smart Events - The time which is set on this page is going to be used to allocate the “Dynamic” event on your schedule, it looks at the range and allocates the event to the open space within that range which accommodate the whole duration of event you want to do.



2.5.2. Location Block

There is two blocks the first one is for your home location and the second one is for your work or location, when you enter your location a list of all the places with that particular name will appear and then you can select the one which is yours.

Both this locations will be saved and you can view how long it would take you to go to them on the Home Page.

The screenshot shows the 'Profile' page of a mobile application. At the top is a blue header with the word 'Profile' and a share icon. Below the header is a section titled 'Set Your Location'. It contains two input fields: 'Home Location :' with a placeholder 'Enter Your Home Address' and a clear button (X), and 'Work Location : Union Buildings,' with a placeholder 'union buil' and a clear button (X). Below these fields is an 'About Us' section with the heading 'Koja' and a paragraph: 'Thanks for choosing Koja, with our application you will get dynamic and personalized recommendations for your next task.' At the bottom right of this section is a 'Learn More >' link. The footer is a blue bar with three icons: 'Home', 'Tasks', and 'Profile'.

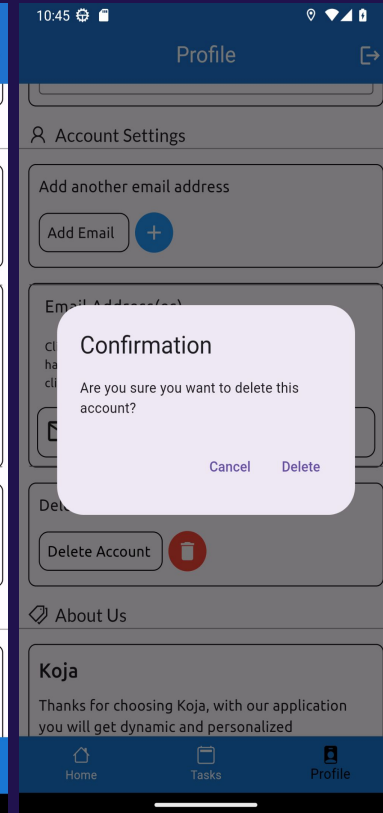
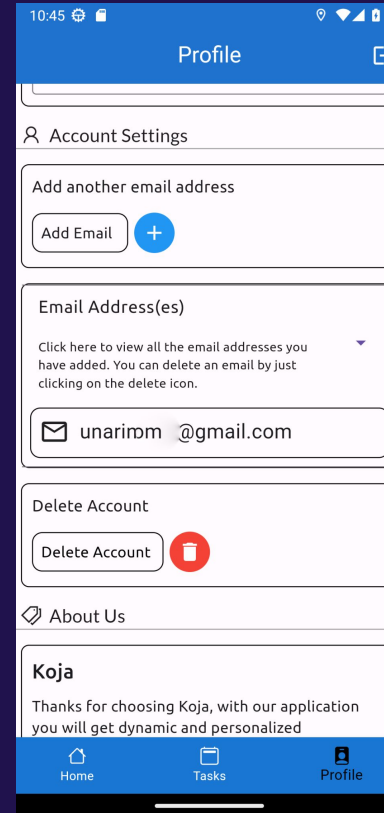
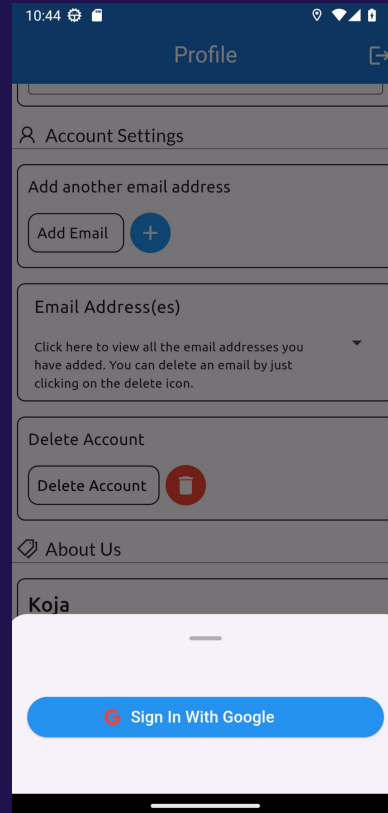
This screenshot shows the same 'Profile' page as the previous one, but with a list of suggestions displayed below the 'Work Location' input field. The suggestions are: 'Union Buildings, Government Ave, Pretoria, South Africa', 'Union Building, UNESCO Street, Ulaanbaatar, Mongolia', 'Union Building, Whitis Avenue, Austin, TX, USA', 'Union Buildings Gardens, Government Ave, Arcadia, Pretoria, South Africa', and 'Union Building, How Ming Street'. The footer is the same blue bar with 'Home', 'Tasks', and 'Profile' icons.

2.5.3. Account Settings

There is three blocks under Account Settings the first one is Add Email whereby you can sign in with an email you want to link with.(Leftmost picture)

The next block consist of email address, whereby if you have more than one email address you can delete one of the addresses(middle picture)

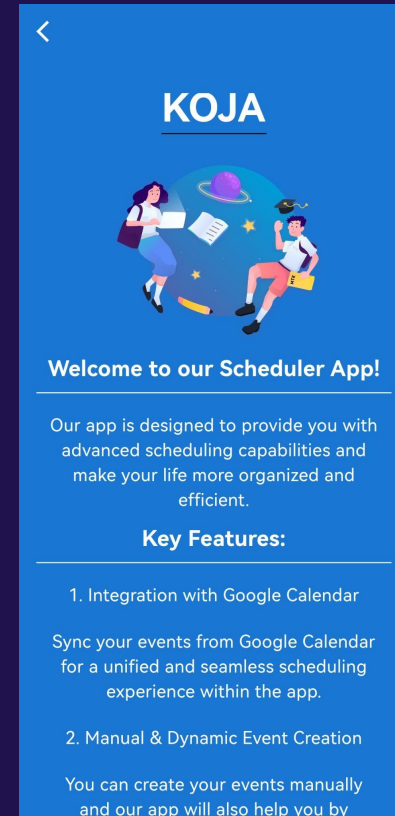
The last block consist of Delete Account which if you confirm that you do want to delete it, your information will be removed from our system.



2.6. About Us Page

After pressing the “Learn More” on the About Us section of Profile page this page will appear.

It is similar to the slideshow you saw at the landing page, this page will help you understand the objective of this application more.





The End

That is how easy it is to use Koja