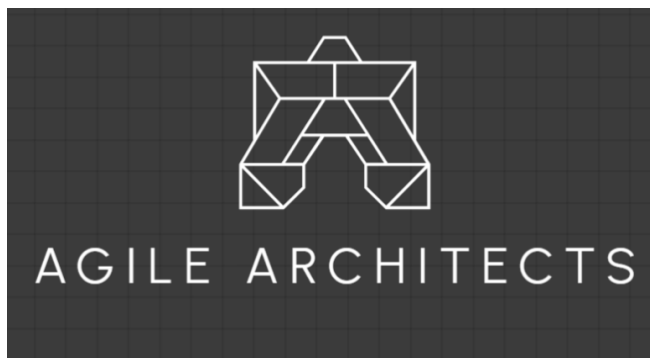




# PRONTO

## User Manual

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## Contents

Introduction .....	3
1. Pronto Mobile application for student use .....	3
1.1 Requirements .....	3
1.2 Use .....	3
1.2.1 Student login/register .....	3
1.2.2 Timetable generation .....	5
1.2.3 Navigation .....	9
1.2.4 Notifications .....	10
1.2.5 Account page.....	11
1.2.6 Edit Notification Preferences .....	12
2. Pronto Web application for lecturer use.....	13
2.1 Requirements .....	13
2.2 Use .....	13
2.2.1 Lecturer login/signup .....	13
2.2.2 Edit Module Information.....	14
2.2.3 View Recent Announcements .....	16
2.2.4 Edit Personal Information .....	16
3. Pronto Web application for Institutional admin use .....	17
3.1 Requirements .....	17
3.2 Use .....	17
3.2.1 Login/Signup .....	17
3.2.2 Lecturer Addition .....	17
3.2.3 Upload Student Files and Schedules .....	19

# Introduction

Pronto is a timetable application that aims to help students to create their university timetables in an easy and convenient way. They will also be able to receive important reminders, as well as test date and due assignment updates from lecturers, for the modules they have added. Pronto also offers a navigation feature that will enable students to search and receive directions to venues and lecture halls, making campus navigation much easier for pupils that are unfamiliar to the campus.

## 1. Pronto Mobile application for student use

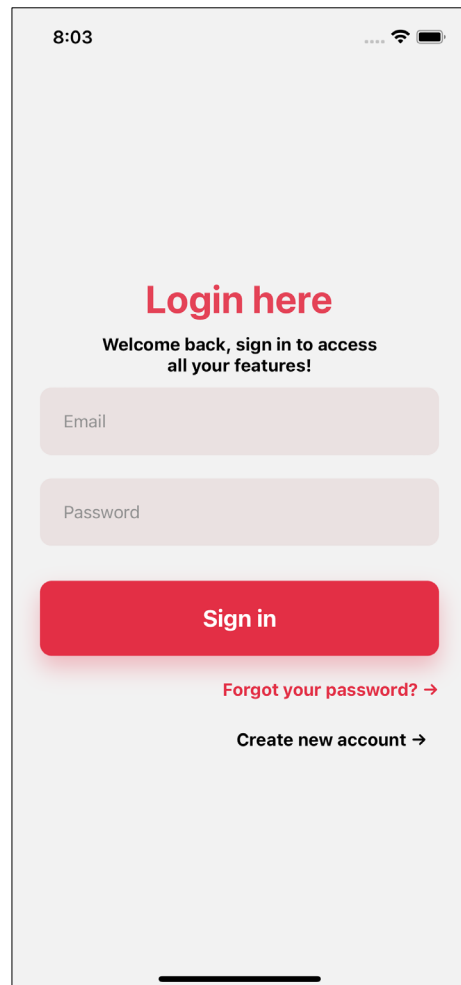
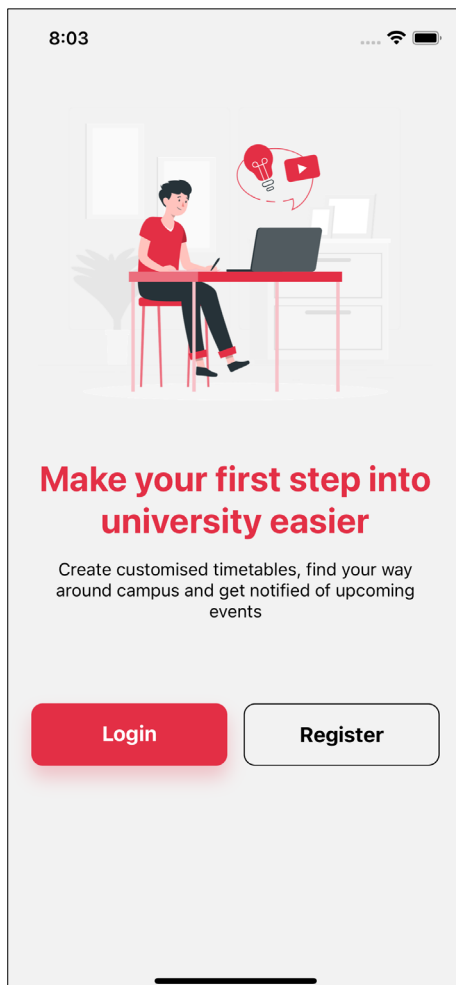
### 1.1 Requirements

- Stable internet connection

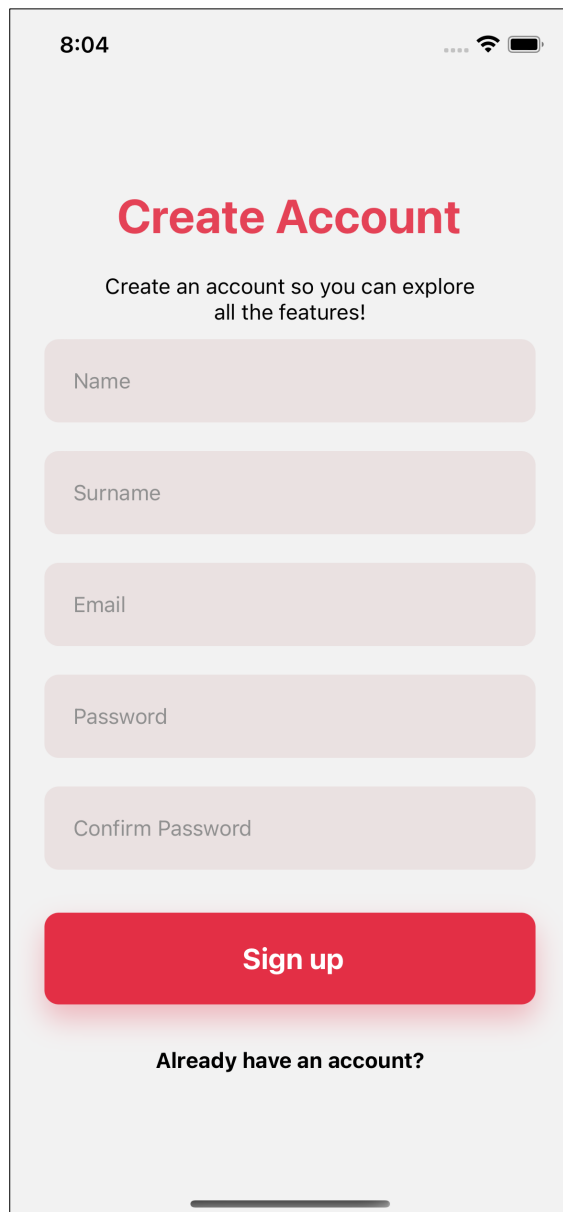
### 1.2 Use

#### 1.2.1 Student login/register

After downloading the Pronto timetable application, a student will be presented with this login/register page, where they can log into their existing account or create an account using their student email address.



Only a student with an email address that belongs to a registered institution will be able to create an account, and they can do so by entering the following information. They will then be sent a code to verify their email address, and upon successfully logging in they will be taken to the timetable page.



8:04

## Create Account

Create an account so you can explore all the features!

Name

Surname

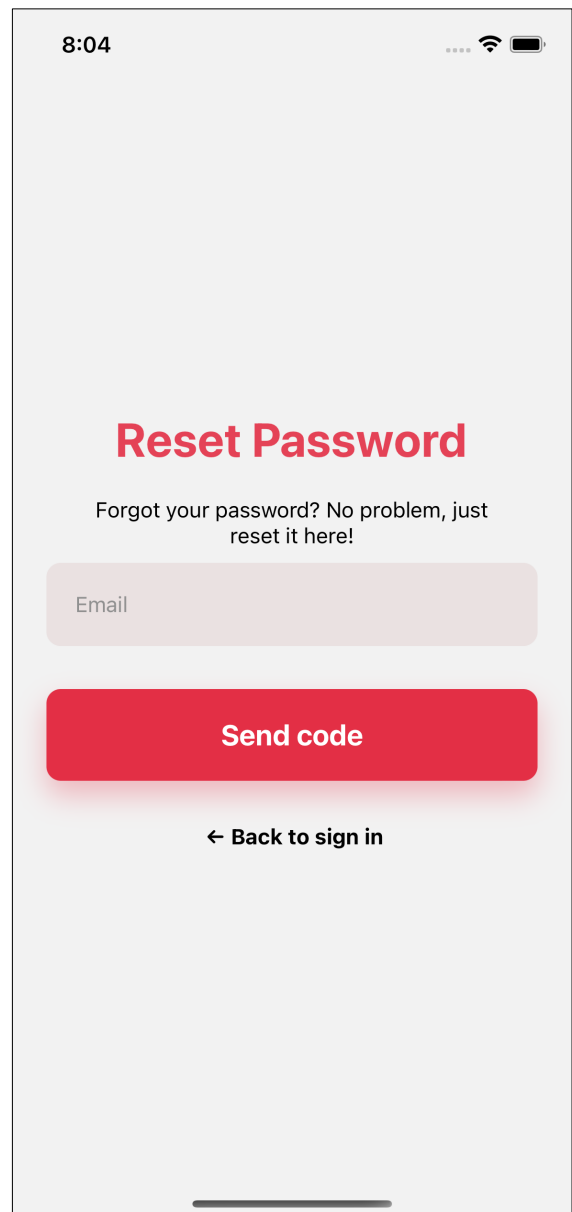
Email

Password

Confirm Password

**Sign up**

Already have an account?



8:04

## Reset Password

Forgot your password? No problem, just reset it here!

Email

**Send code**

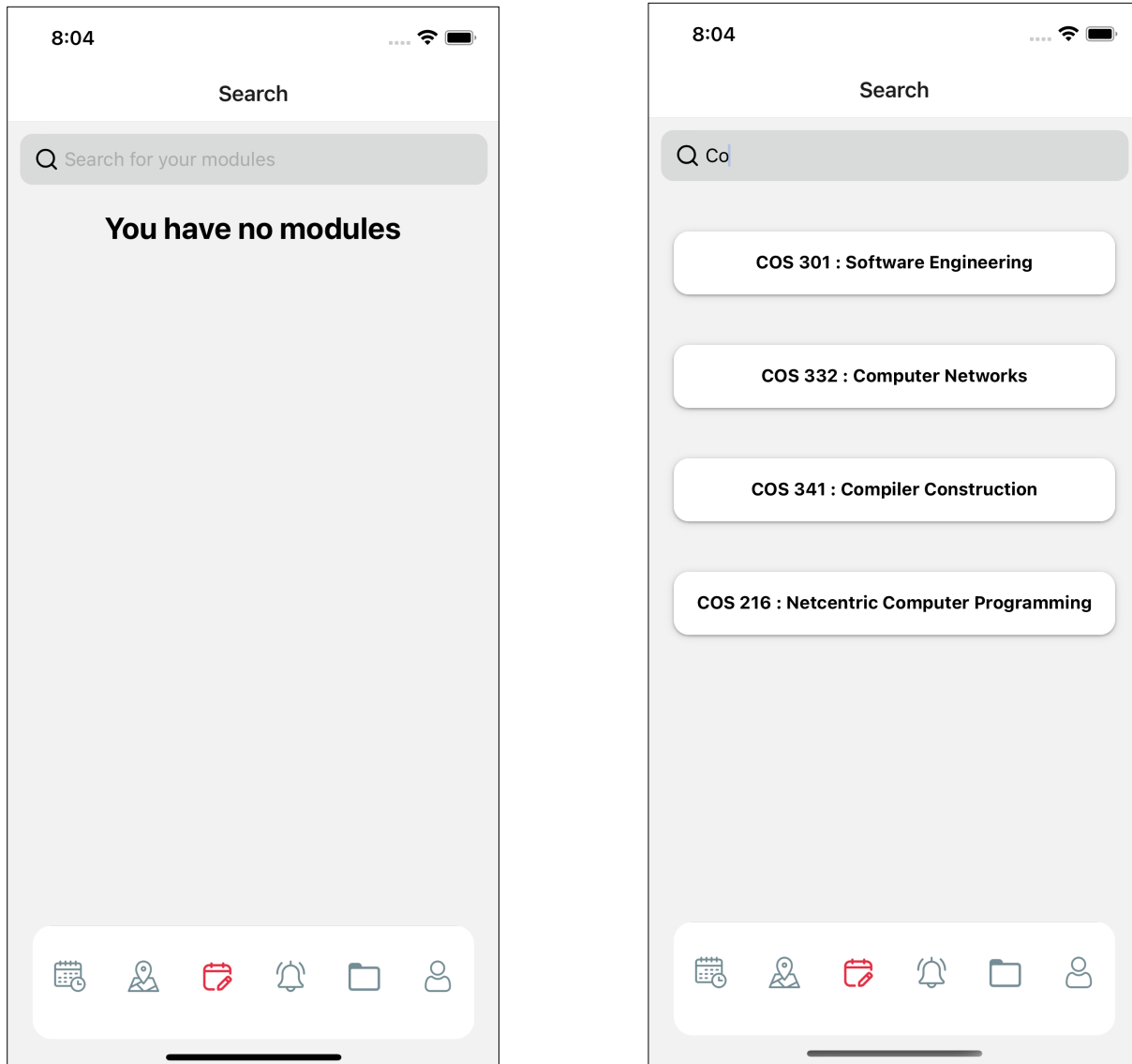
[← Back to sign in](#)

Should a user forget their password, they may also go to the “forgot your password?” page as above, where they will be emailed a code and be able to follow the steps to reset their password.

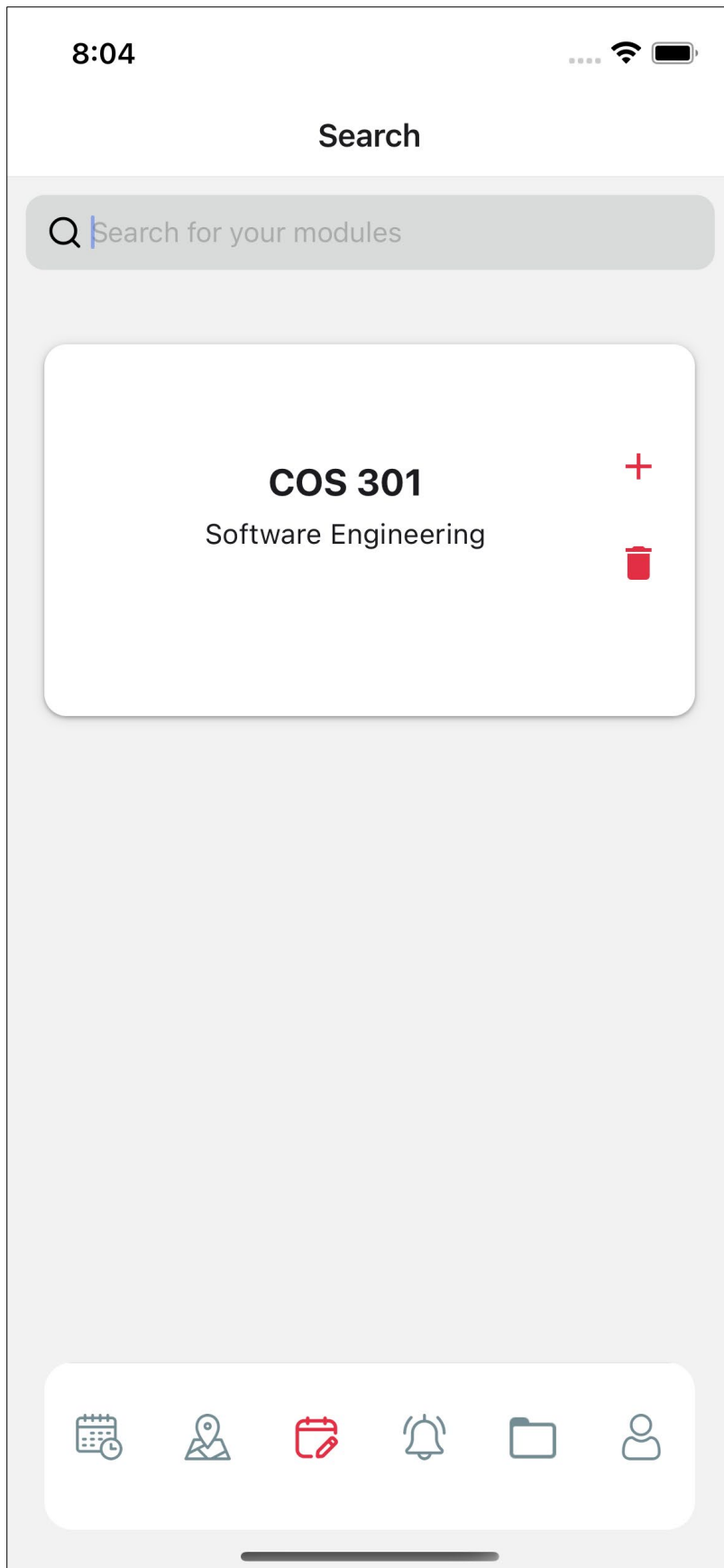
### 1.2.2 Timetable generation

After successful login, the user will be taken to the timetable page, which will be empty until they add modules and activities to the timetable. They can do so by taking the following steps:

Step 1: In the edit timetable page (selected on the bottom nav bar), the user can search for the module that they wish to add to the timetable.



By selecting the module of choice, it will be listed in the students list of modules which is displayed in the edit timetable page from now on, as shown below.



Step 2: By tapping on the module's plus icon, the student will be presented with menus of the module's activities (which comprises of lectures, tutorials and practicals). They may also tap the delete icon to remove the module from their timetable (and edit timetable page).

Step3: Select your desired timeslot for each activity (any clash will be highlighted to help the user make the right timeslot choices) and save your changes for them to be added to the timetable.

8:05

...

📶

🔋

Search

🔍 Search for your modules

COS 301

Software Engineering

Lecture 1

📅 Select time

▼

Lecture 2

📅 Select time

▼

✓ Save

📅

📍

📅

🔔

📁

👤

8:05

...

📶

🔋

Search

🔍 Search for your modules

COS 301

Software Engineering

Lecture 1

📅 ...

▼

Monday: 11:30-12:20 (IT 2-27)

✓ Save

📅

📍

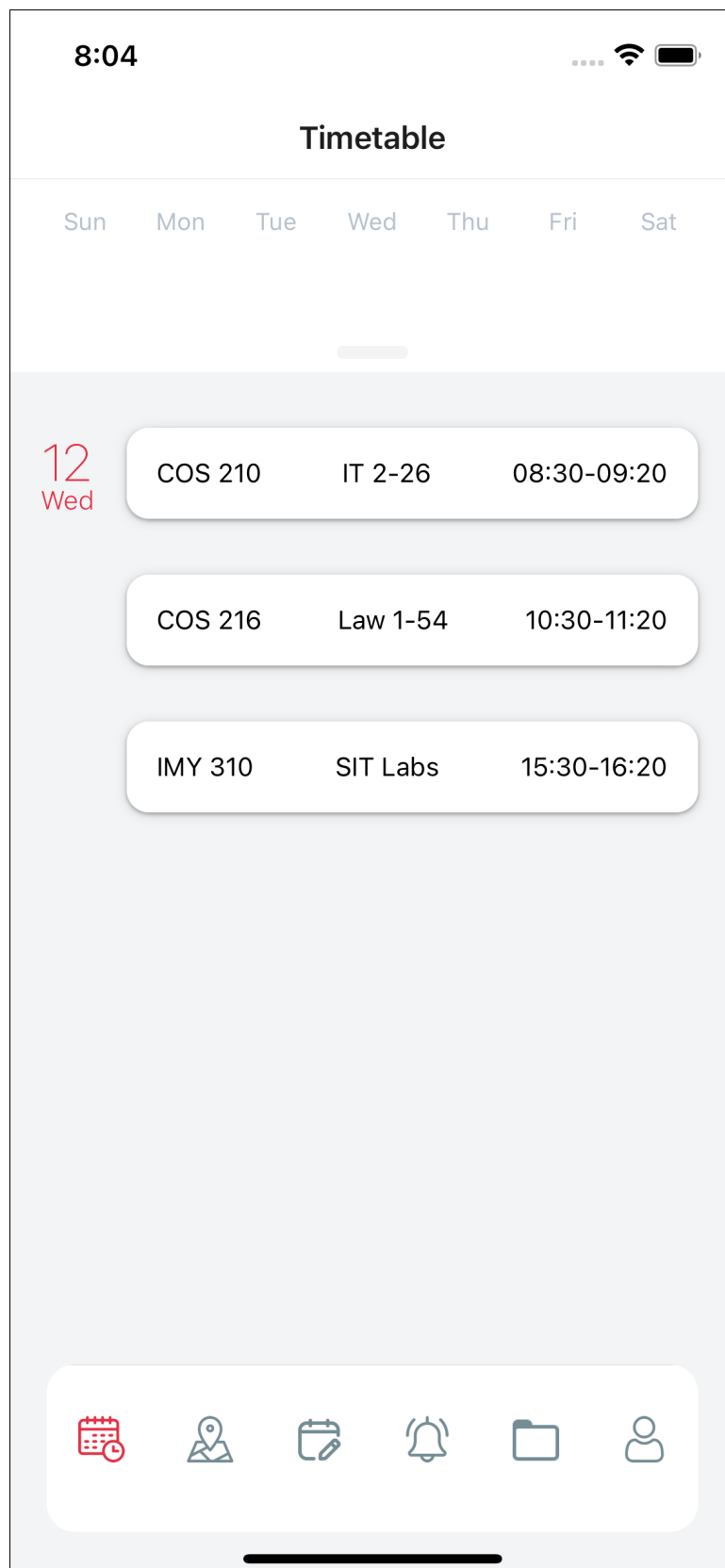
📅

🔔

📁

👤

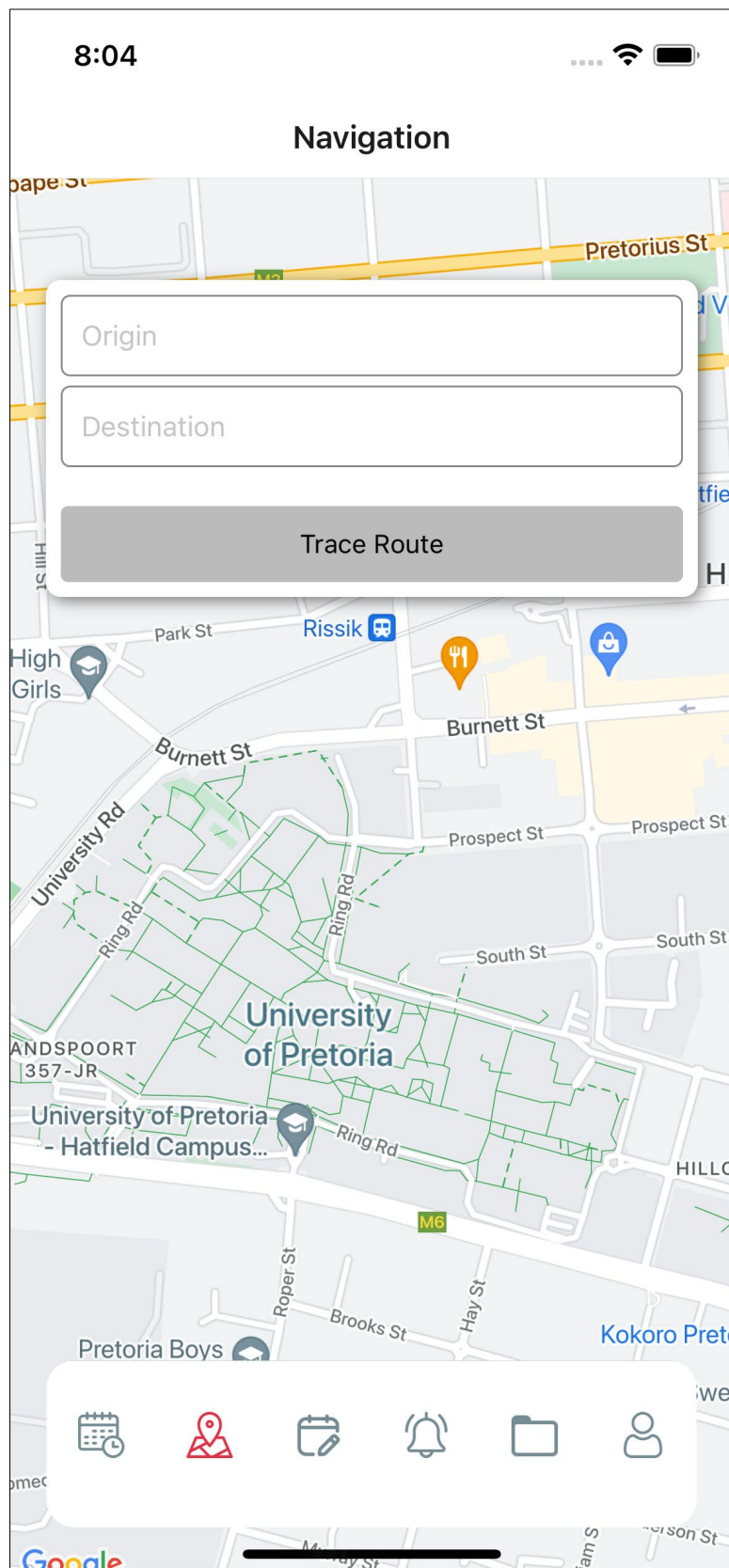
Here is an example of what a students populated timetable page will look like for the day, showing their activities with information such as subject, time and venue. They can also swipe down to see a calendar view to select dates and see their activities for days further in future.





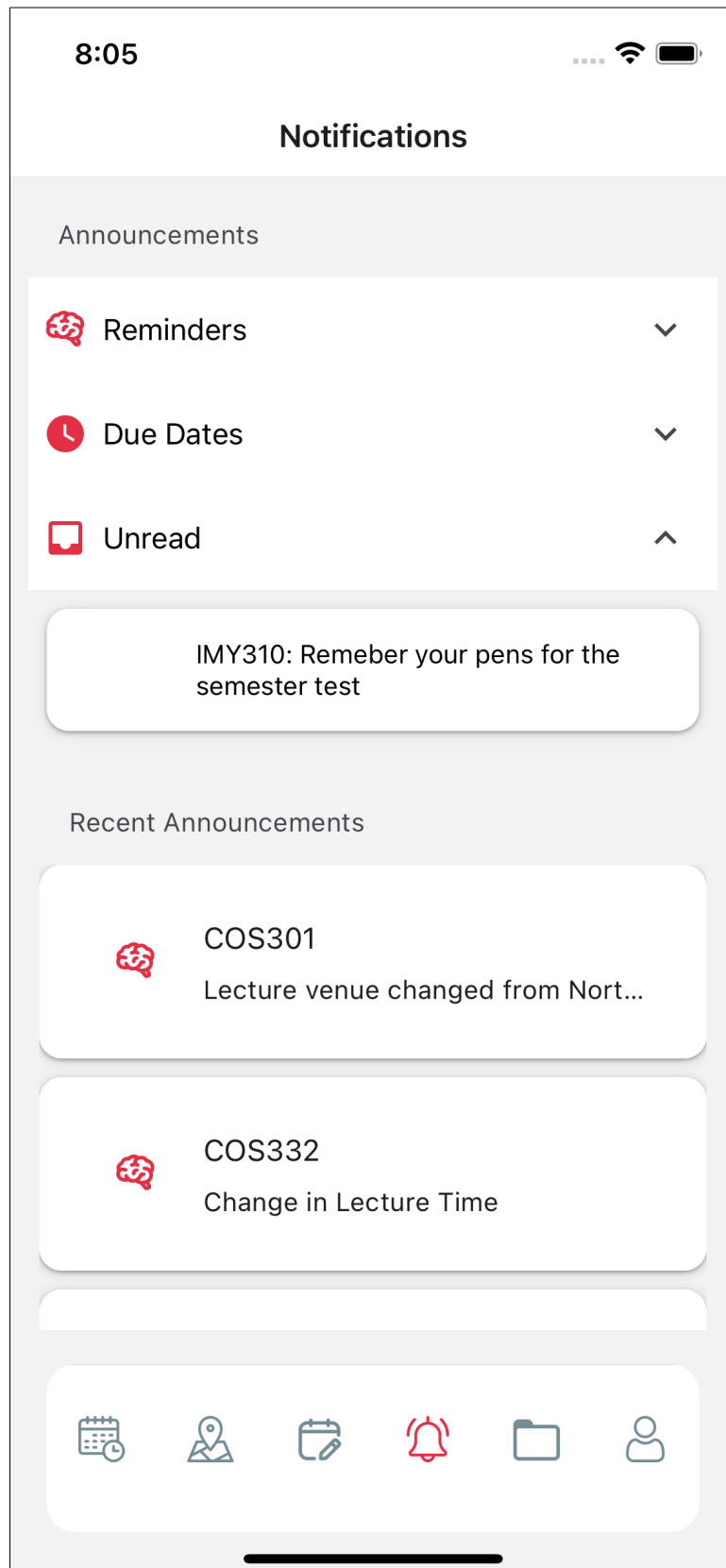
### 1.2.3 Navigation

A student can enter the navigation page from the nav bar, and type in their origin (current building location), destination (lecture venue) and click the “Trace Route” button to be shown directions to the venue that they are looking for.



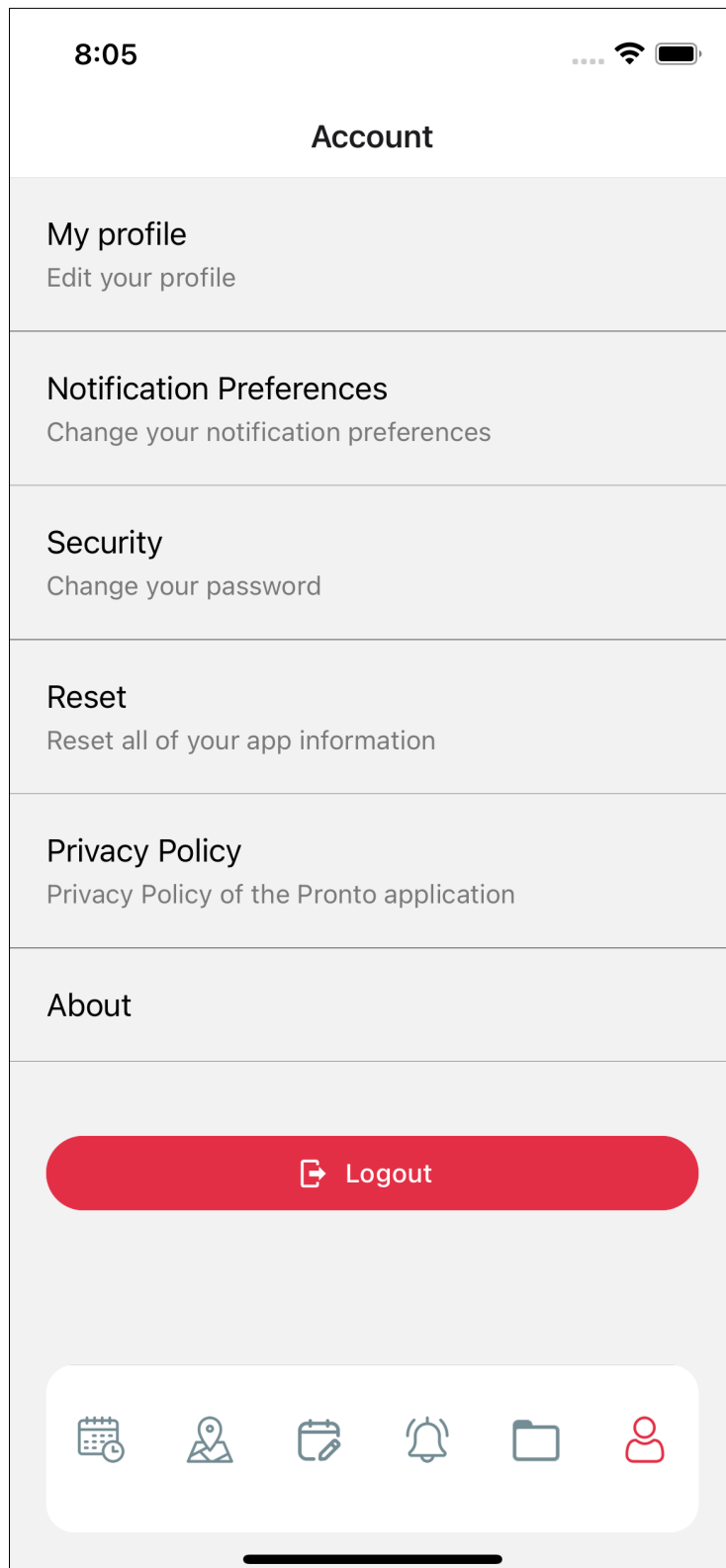
#### 1.2.4 Notifications

A student can navigate to their notifications page to see recent announcements from lecturers of their prescribed modules, which includes important reminders, due dates, and important test information.



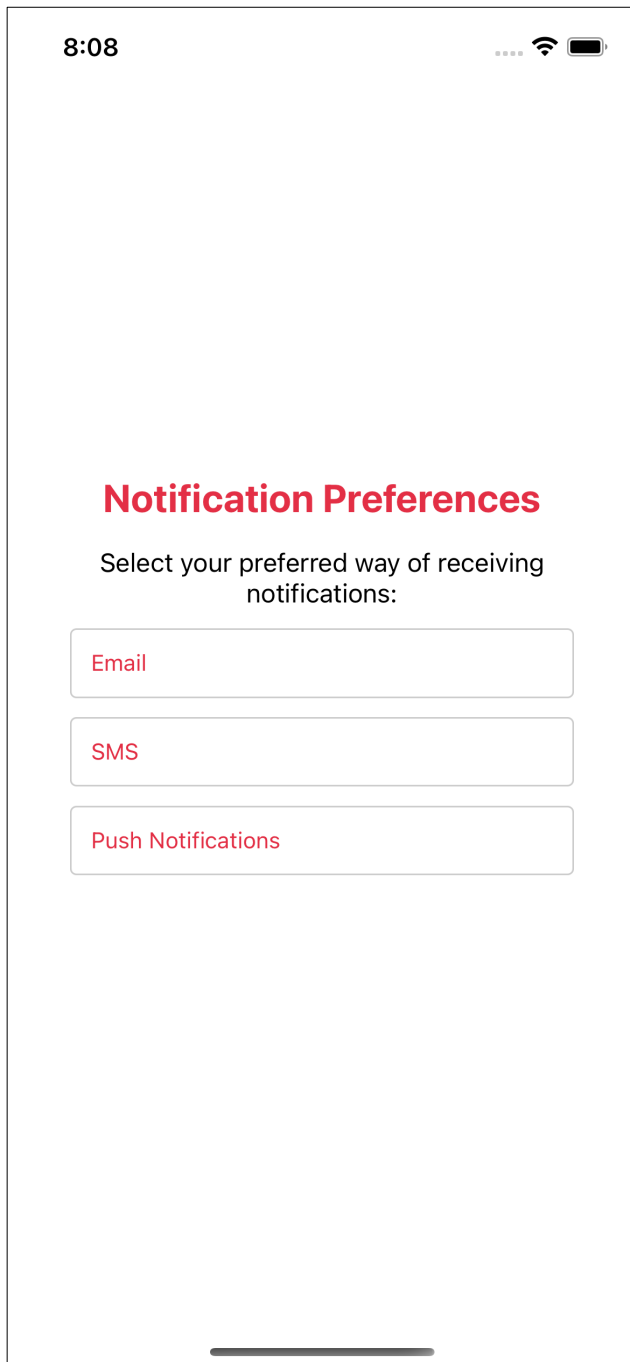
### 1.2.5 Account page

A student can view and make important decisions about their account, such as changing their password, reset app information, edit notification preferences and more. They can also log out of their account from this page.



### 1.2.6 Edit Notification Preferences

After selecting “Notification Preferences” in the Account page, the user can select their preferred method of notification receiveal, and save the option, as shown below.



8:08

**Notification Preferences**

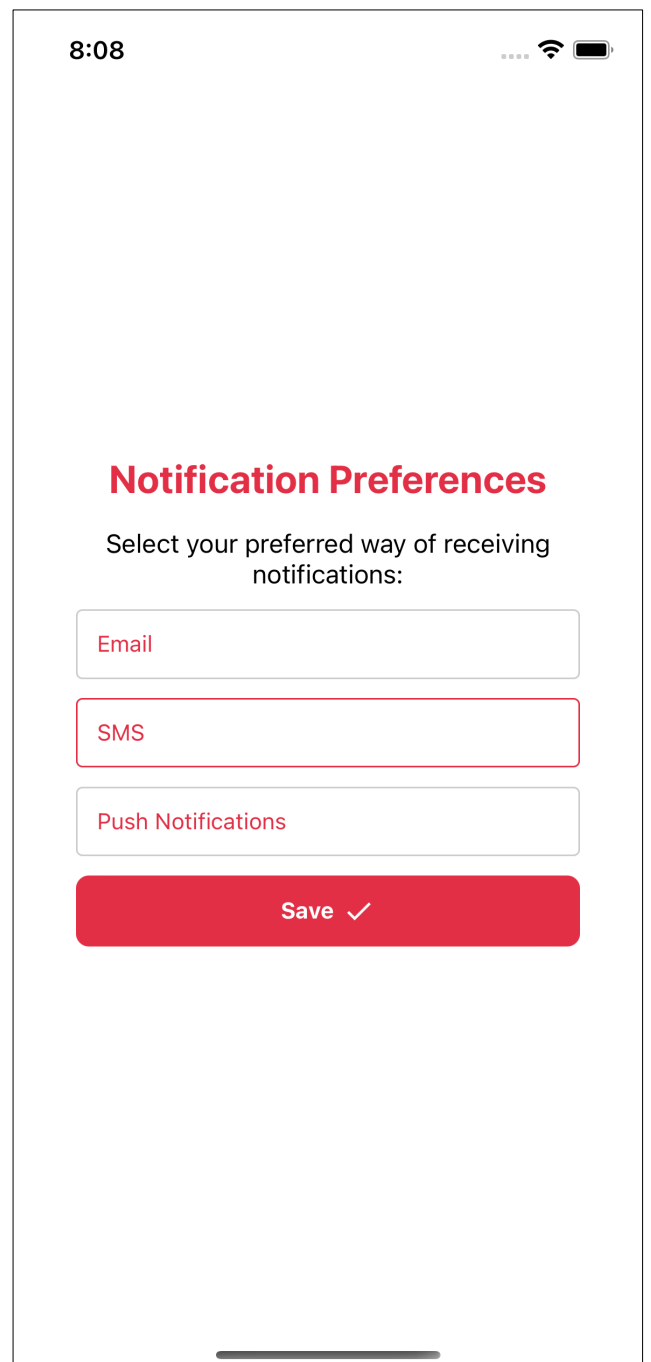
Select your preferred way of receiving notifications:

Email

SMS

Push Notifications

This screenshot shows the 'Notification Preferences' screen in a mobile app. At the top, the status bar displays the time '8:08' and signal/battery icons. The title 'Notification Preferences' is in bold red text. Below it, the instruction 'Select your preferred way of receiving notifications:' is in black. There are three white rectangular buttons with rounded corners, each containing a notification method in red text: 'Email', 'SMS', and 'Push Notifications'. The bottom of the screen shows a grey home indicator bar.



8:08

**Notification Preferences**

Select your preferred way of receiving notifications:

Email

SMS

Push Notifications

Save ✓

This screenshot shows the 'Notification Preferences' screen, similar to the previous one, but with an additional 'Save' button. The status bar at the top shows '8:08' and icons. The title 'Notification Preferences' is in bold red. The instruction 'Select your preferred way of receiving notifications:' is in black. The three notification method buttons ('Email', 'SMS', 'Push Notifications') are in red text on white backgrounds. Below these buttons is a prominent red button with the text 'Save' and a white checkmark icon. The bottom of the screen features a grey home indicator bar.

## 2. Pronto Web application for lecturer use

### 2.1 Requirements

- Stable internet connection
- Access to a supported browser such as Chrome, Firefox, or Edge

### 2.2 Use

#### 2.2.1 Lecturer login/signup

A lecturer can access the Pronto website where they will be presented with the login/signup page. A Lecturer with a registered account may simply login with their institution email address.

The screenshot shows a split-page interface. The left side is white and contains the 'Lecturer Login' section. At the top is the Pronto logo (a calendar icon with a pencil) and the word 'PRONTO'. Below this is the title 'Lecturer Login'. There are two input fields: 'Email' and 'Password'. Below the 'Password' field is a red 'SIGN IN' button. Below the button is a link that says 'Forgot your password?'. The right side of the page has a solid red background and contains the text 'No Account?' in white. Below this is a smaller line of text: 'Click here to verify a lecturer account'. At the bottom of this section is a white 'SIGN UP' button.

To create an account, click the sign-up button on the right and enter the prompted information (shown below). Lecturer accounts can only be created after being verified with the institutions database of lecturer email addresses, and much like student accounts they will be sent a verification code to complete their account creation.

The screenshot shows a split-page interface. The left side has a solid red background and contains the text 'Have an account?' in white. Below this is a smaller line of text: 'Please sign in to access all of Pronto's features'. At the bottom of this section is a white 'SIGN IN' button. The right side is white and contains the 'Create Lecturer Account' section. It has five input fields: 'Name', 'Surname', 'Email', 'Password', and 'Confirm Password'. Below the 'Confirm Password' field is a red 'SIGN UP' button.

Should a lecturer forget their password, they may go through the reset password process by clicking on the forgot password link in the sign in section.

After successful login, the lecturer will be taken to their homepage which is in the “Edit Module Information” tab on the nav bar, listing the modules they are responsible for, and from which they can take further action.

### 2.2.2 Edit Module Information

**Step 1:** Select the module you would wish to make additions to:

The screenshot shows a web interface for a lecturer's dashboard. On the left is a sidebar with the University of Pretoria logo, the name 'Stefan Gruner', and three menu items: 'Edit Module Information', 'Recent Announcements', and 'Edit Personal Information'. At the bottom of the sidebar is a red 'Log Out' button. The main content area is titled 'Modules' and contains two rounded rectangular buttons: 'COS341- Compiler Construction' and 'COS132- Imperative Programming'.

**Step 2:** Click on the update of choice (posting an important reminder, due assignment, or adding/deleting lecture venues) and a dropdown menu will appear, fill in the valid information and make a post for subscribed students to receive.

This screenshot shows the same dashboard but with the 'COS341- Compiler Construction' module selected. The main content area now displays a dropdown menu with the following options: 'Post reminder', 'Post due assignment', 'Add lecture venue', and 'Remove lecture venue'. The 'Post reminder' option is expanded, revealing a form with three input fields: 'Title:', 'Body:', and 'Date:'. The 'Date:' field includes a date picker icon. A red 'Post' button is located at the bottom of the expanded form.

To add a Lecture venue, type in the building name in the “Venue” field and suggested locations for the venue from google API will appear. The lecturer can confirm that the coordinates on the map are correct and add the venue to the module.

UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Stefan Gruner

Edit Module Information

Recent Announcements

Edit Personal Information

Log Out

Post reminder

Post due assignment

Add lecture venue

Venue:

For development purposes only

University of Pretoria

Add venue

Remove lecture venue

The Lecturer can also remove venues by simply clicking the “Remove lecture venue” dropdown and delete icon, in case of venues changing mid-way through the semester, or any other issues with the originally uploaded venue that may need to be changed.

UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Stefan Gruner

Edit Module Information

Recent Announcements

Edit Personal Information

Log Out

## COS341- Compiler Construction

Post reminder

Post due assignment

Add lecture venue

Remove lecture venue

IT 4-4

### 2.2.3 View Recent Announcements

The lecturer can navigate to this page to see a list of all the announcements they have recently posted (in chronological order) with information such as the subject, date posted and post content.

The screenshot shows a web interface for a lecturer. On the left is a sidebar with the University of Pretoria logo, the name 'Stefan Gruner', and three menu items: 'Edit Module Information', 'Recent Announcements' (which is highlighted), and 'Edit Personal Information'. At the bottom of the sidebar is a red 'Log Out' button. The main content area is titled 'Recent Announcements' and displays two announcement cards. The first card is for 'COS132' dated '22/05/2023' and contains the text 'No class from Thursday 1 June' and 'Please note that due to the completeion of the sylabus in this mornings lecture, there will be no class tomorrow or from here forth:'. It has a red 'OPTIONS' button with a dropdown arrow. The second card is for 'COS341' dated '20/05/2023' and contains the text 'Date of final exam' and 'Please note that the exam date is the 15th of June at 09.30. The exam will be 3 hours.' It also has a red 'OPTIONS' button. A 'Delete' button with a trash icon is visible between the two cards, appearing to be part of the first card's options menu.

If there are any issues with an announcement, the lecturer may simply click options button and delete the post.

### 2.2.4 Edit Personal Information

Information such as the Lecturer's name (for example, in the case of a surname change) and email address can only be changed via Institutional Admins updating them in the lecturer database, and thus can only be done through contact with an admin. A lecturer can however change their password from this page, by clicking on the dropdown and following the prompts to update it.

The screenshot shows the 'Personal Information' page. The sidebar is identical to the previous page. The main content area is titled 'Personal Information' and shows a form with three fields: 'Name:' with the value 'Stefan Gruner', 'Role:' with the value 'Lecturer', and 'Email address:' with the value 'Stefan.Gruner@up.ac.za'. Below this is a 'Change Password' section with a red upward arrow icon. It contains three input fields: 'Old password:', 'New password:', and 'Confirm password:'. At the bottom of this section is a red 'Update' button.

Although it needn't be pointed out, the lecturer can logout at any time from the nav bar.



### 3. Pronto Web application for Institutional admin use

#### 3.1 Requirements

- Stable internet connection
- Access to a supported browser such as Chrome, Firefox or Edge3.2 Use

#### 3.2 Use

##### 3.2.1 Login/Signup

Much like the lecturer login and sign up, an Institution admin may simply sign into their registered account, or they can apply to create an institutional account.

##### 3.2.2 Lecturer Addition

An Institutional admin may add lecturers to their database, with information such as the lecturer's name, email address and courses that they are responsible for. The table of lecturers will be displayed in the table at the bottom of the page. The steps to add a lecturer to the institutions database are:

Step 1: Enter the lecturers name, surname, and email address in their respective fields.

The screenshot shows a web application interface for adding a lecturer. On the left is a sidebar with the University of Pretoria logo and navigation links: Dashboard, Upload Schedule, Upload Student Files, Add/Remove Lecturer, Edit University Info, and a Log Out button. The main content area is titled 'Add a lecturer' and contains a form with fields for First Name (Liam), Last Name (Burgess), and Email address (LiamB@up.ac.za). There is a 'View' button next to the email field and a large red 'Add' button at the bottom of the form. Below the form is a section titled 'Lecturers' with a search bar and a table. The table has columns for First Name, Last Name, Email, Courses, and Remove. The table is currently empty.

Step 2: Beneath the courses label, click the “View” button to add and view the courses that the lecturer being added is responsible for. This will bring the following pop-up page:

The screenshot shows the 'Add a lecturer' form. The form has two input fields for 'First Name' (containing 'Liam') and 'Last Name' (containing 'Burgess'). A modal window is open in the center, displaying a table of courses. The table has two columns: 'Course Code' and 'Course Name'. The first row shows 'COS301' and 'Software Engineering' with a 'Remove' button. The second row shows 'COS221' and 'Database systems' with an 'Add' button. The modal also has a 'Done' button at the bottom right.

Course Code	Course Name	
COS301	Software Engineering	Remove
COS221	Database systems	Add

As you can see, the module “Software Engineering” with the course code “COS301” has already been added, and this can be removed by simply clicking the remove button next to it. The course code “COS221” with course name “Database systems” has been filled in and will be added to the lecturer’s list of courses by clicking the add button. Once all of the Lecturer’s respective modules have been added, the admin can click “done” to take them out of the pop-up menu.

Step 3: To add the lecturer with all input information into the database, click the big “add” button.

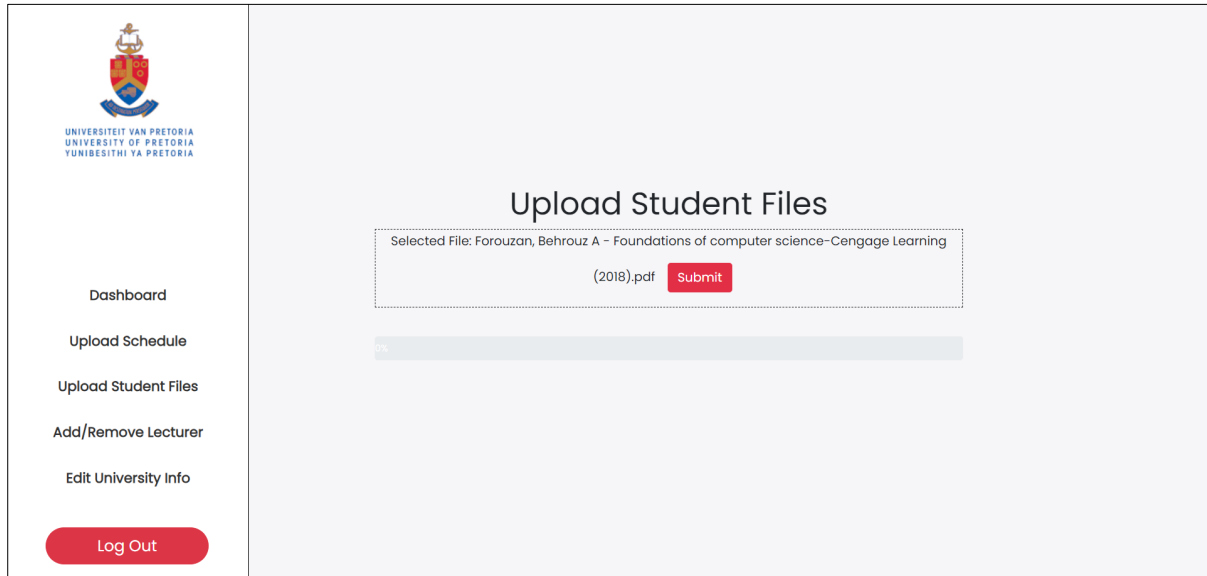
The admin can search for and remove lecturers from the table by using the search bar, and can filter the search by first name, last name or email as shown below:

The screenshot shows the 'Add a lecturer' form and the 'Lecturers' table. The form has input fields for 'First Name' (containing 'John'), 'Last Name' (containing 'Doe'), and 'Email address' (containing 'john.doe@up.ac.za'). There is a 'View' button next to the email field and a large red 'Add' button at the bottom. The 'Lecturers' table is below the form, with a search bar and a filter dropdown menu. The filter menu is open, showing options: 'First Name', 'Last Name', and 'Email'. The table has columns: 'First Name', 'Last Name', 'Email', 'Courses', and 'Remove'.

First Name	Last Name	Email	Courses	Remove
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### 3.2.3 Upload Student Files and Schedules

The admin can navigate to the “Upload schedule” or “Upload files” page, depending on what needs to be uploaded, the method is the same. They can click on the “drag and drop” box or simply drag and drop the file they wish to upload. They can then click the “Submit” button to begin the upload process.



The screenshot displays the 'Upload Student Files' page of the University of Pretoria's administrative system. On the left is a sidebar with the university's logo and a list of navigation options: Dashboard, Upload Schedule, Upload Student Files, Add/Remove Lecturer, Edit University Info, and a red 'Log Out' button. The main content area is titled 'Upload Student Files' and features a dashed box for file selection. Inside this box, it shows 'Selected File: Forouzan, Behrouz A - Foundations of computer science-Cengage Learning (2018).pdf' and a red 'Submit' button. Below the selection box is a light blue progress bar.

The progress bar below the box will show the percentage(progress) of the file upload as it is carried out, and a success or error message will indicate the status of the upload when it is complete.

The admin can access all required pages from the “Dashboard” page and edit which email addresses can have access to the institutional account in the “Edit University Info” page. Once again, the admin may log out at any time from the nav bar on the left.