Milestone

BCIS6809 HONOURS PROJECT

User Manual

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Chapter 1 - Introduction

1.1 Introduction

Welcome to Milestone, your dedicated goal-setting platform designed to help you achieve success, one goal at a time. Whether looking to improve personal productivity, manage professional projects, or track long-term objectives, Milestone provides the tools to create, organize, and monitor your goals using the SMART methodology.

Milestone empowers you to set Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals, ensuring that each target is clearly defined and realistic. With its intuitive interface, you can easily create new goals, update existing ones, track progress, and celebrate completed achievements.

The purpose of this user manual is to provide a comprehensive guide for navigating and utilizing all features of the Milestone platform. It serves as a step-by-step resource to help users familiarize themselves with crucial functionalities such as goal management, task management, and notes. By following the instructions outlined in this manual, users will gain a deeper understanding of how to effectively use Milestone to set, manage, and achieve their goals.

Whether you are a first-time user or have experience with the platform, this manual will ensure you have the knowledge and confidence needed to get the most out of Milestone. From setting up your account to mastering advanced features, you will find everything you need to make the most of your goal-setting journey.

Here is an overview of the contents of the user manual:

- In Chapter 2, the installation process is explained.
- In Chapter 3, getting access to the dashboard is discussed.
- In Chapter 4, the management of goals is talked through.
- In Chapter 5, the management of tasks is explained.
- In Chapter 6, the notebook function is discussed.
- In Chapter 7, the achievements and progress functions are explained.
- In Chapter 8, the Calendar is summarized.

- In Chapter 9, the Administrative role is discussed.

Let us get started on your path to success!

Chapter 2 - Installation

The Milestones prototype was created on Axure. You can access Milestone on any web browser, such as Microsoft Edge or Google Chrome.

Use the following URL to access Milestone:
https://x2dbw4.axshare.com/?id=9zar9t&g=14

Chapter 3 - Get Access to Your Milestone Dashboard

3.1 Introduction

This chapter explains how to access the Milestones Dashboard. Milestones' dashboard encompasses a range of features, such as the daily motivational message and goals and tasks of the week that keep you motivated and ready to start the day. You must create an account by registering and logging in.

3.2 Register

When navigating to the Milestone website, you will see the home page, as shown in Figure 3.1. Select Register to create an account.

Figure 3.1: Milestone Home Page

After selecting to register, you will be presented with the registration page (see Figure 3.2). Please fill in the necessary information carefully and submit it to progress to the login page.

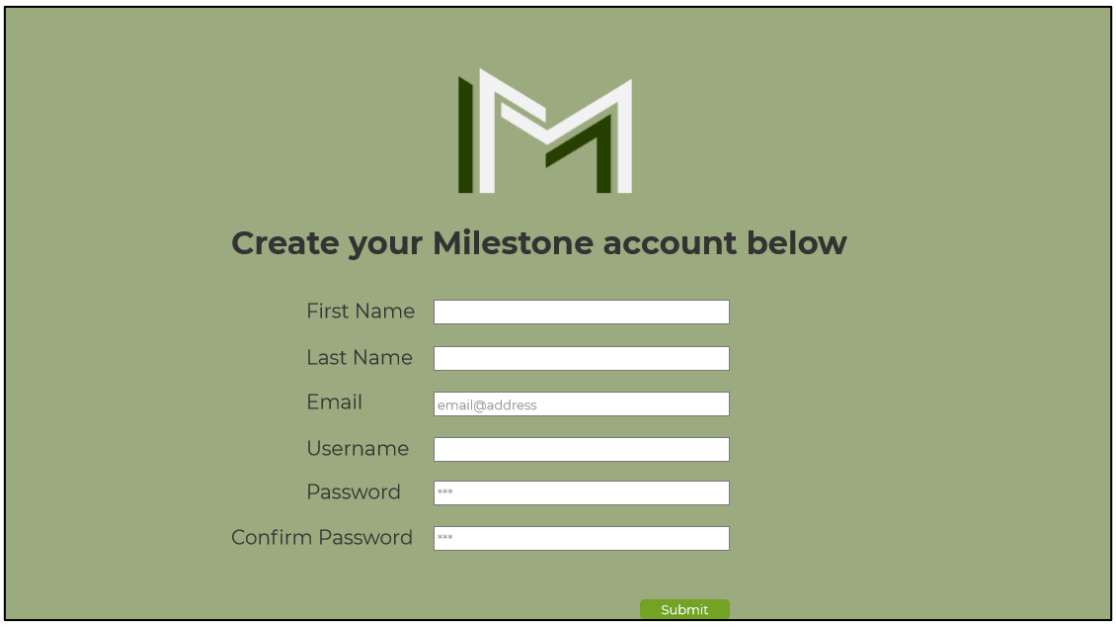

Figure 3.2: Registration

3.3 Login

After registering, you will be directed to the login page to fill in the username and password you chose during registration(see Figure 3.3). If you are an active user, you have the option to select that you forgot your password, If you chose to log in before registering an account, you also have the option to return to the registration page.

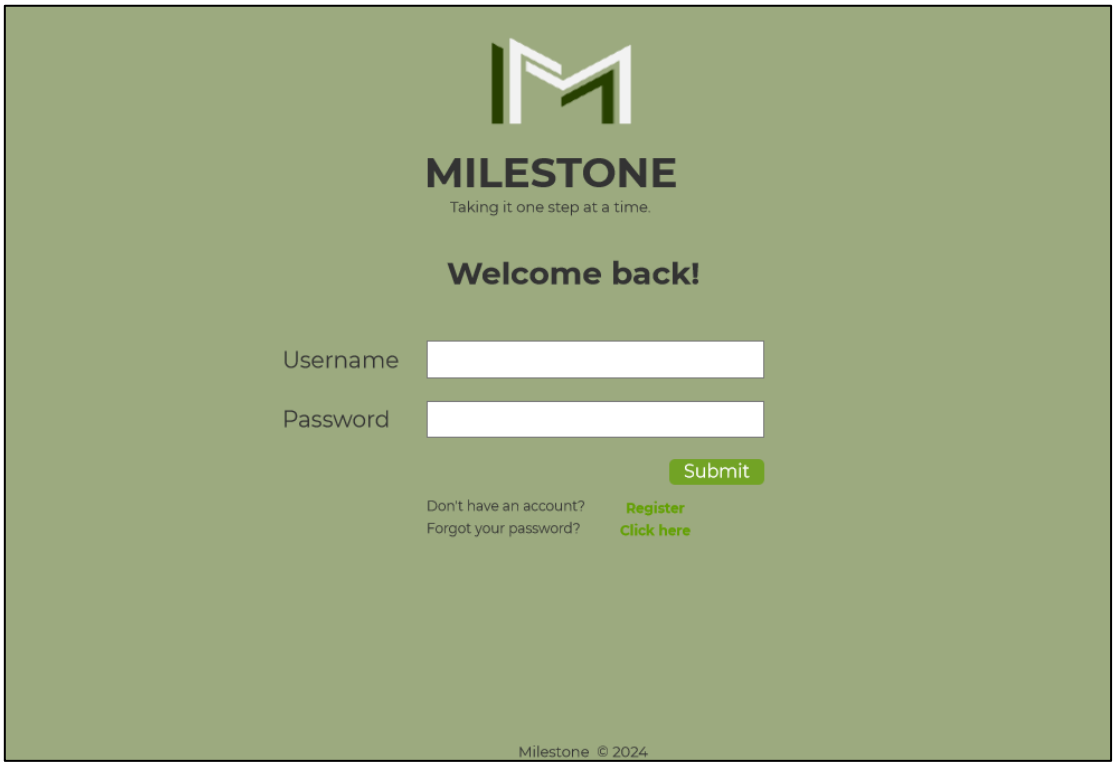

Figure 3.3: Login

3.4 The Dashboard

The Milestones Dashboard (see Figure 3.4) is an interactive page that engages you with a welcome message and daily quotes. In this case, the welcome message is “Welcome back, Tony!”.

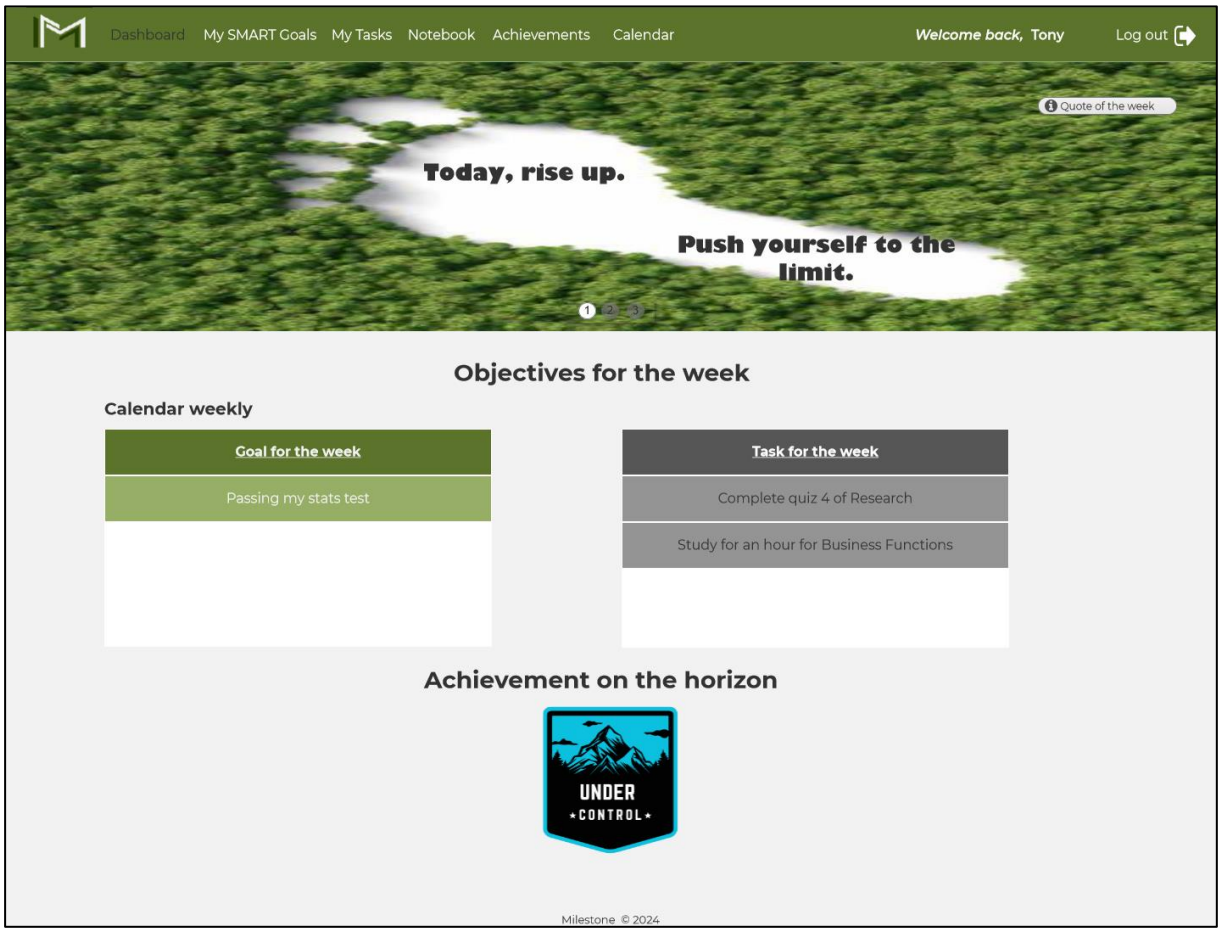

Figure 3.4: Dashboard

At the top of the dashboard lies the menu tab that elongates from the Milestone logo to the log-out button. This is displayed in Figure 3.5. The menu tab will allow you to go through all the main features of Milestone.

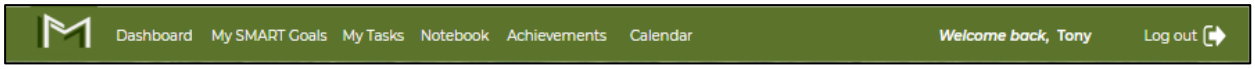

Figure 3.5: Menu tab

3.5 Log Out

If you would like to leave Milestone when you are on any page, the menu bar has a log-out button (see Figure 3.6) on the top right of the screen. Select it, and you will be prompted to confirm your request to leave or cancel. If you confirm your request by agreeing, you will be logged out.

Figure 3.6: Log out

Chapter 4 - Manage your Goals

4.1 Introduction

The primary purpose of Milestone is for you to achieve your academic goals, and the ‘My SMART Goals’ feature allows you to manage your goal by creating, viewing, editing, marking as achieved, and deleting the goal. This chapter will provide more details about this.

4.2 My SMART Goal Page

When you click to enter the ‘My SMART Goals’ page, Figure 4.1 will be the first thing displayed. Here, you can create your goals and manage them whenever you can.

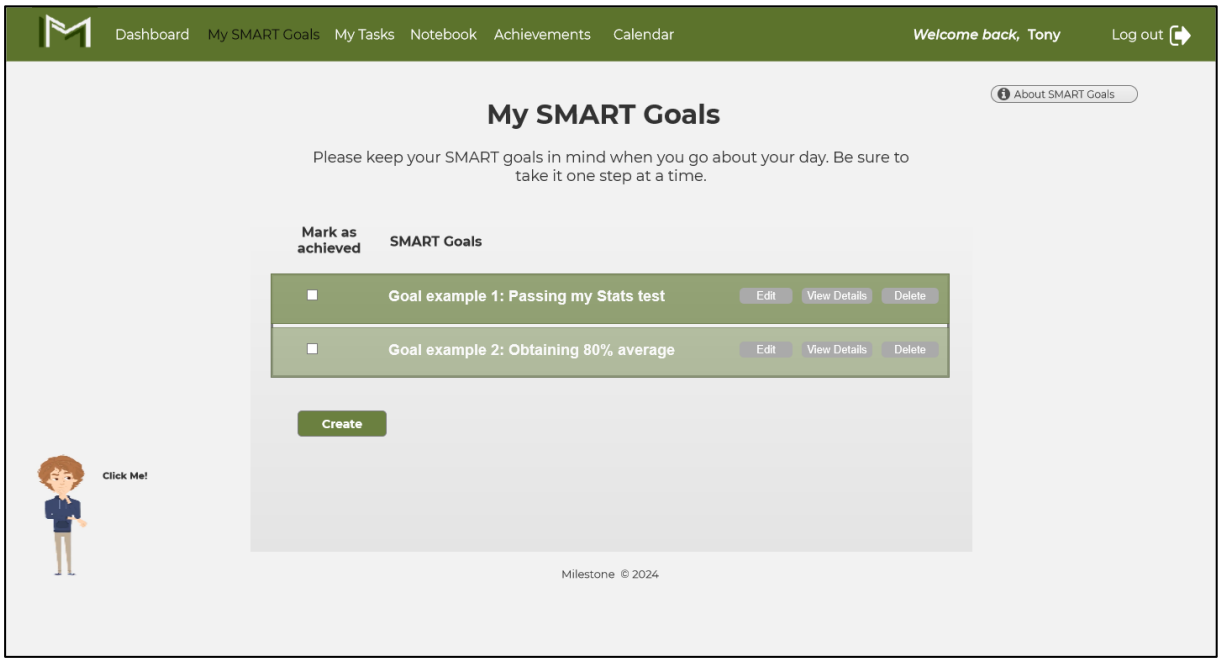

Figure 4.1: My SMART Goals Page

4.3 Create SMART Goals

You must follow steps that conform to the SMART goal principles to create a goal. The steps below explain the steps to follow when creating a SMART goal.

Step-by-step description:

1. Create your goal by selecting the ‘Create’ button (see Figure 4.1).

2. The ‘Create your Goal’ page will be displayed (see Figure 4.2).
3. Fill in the necessary information by answering the questions.
4. Select the ‘Save’ button to create the goal. (Alternatively, you can select the ‘Cancel’ button if you no longer want to create a goal.).
5. Once the goal is created, you will be redirected back to the ‘My SMART Goals’ page, where your goal will be visible.

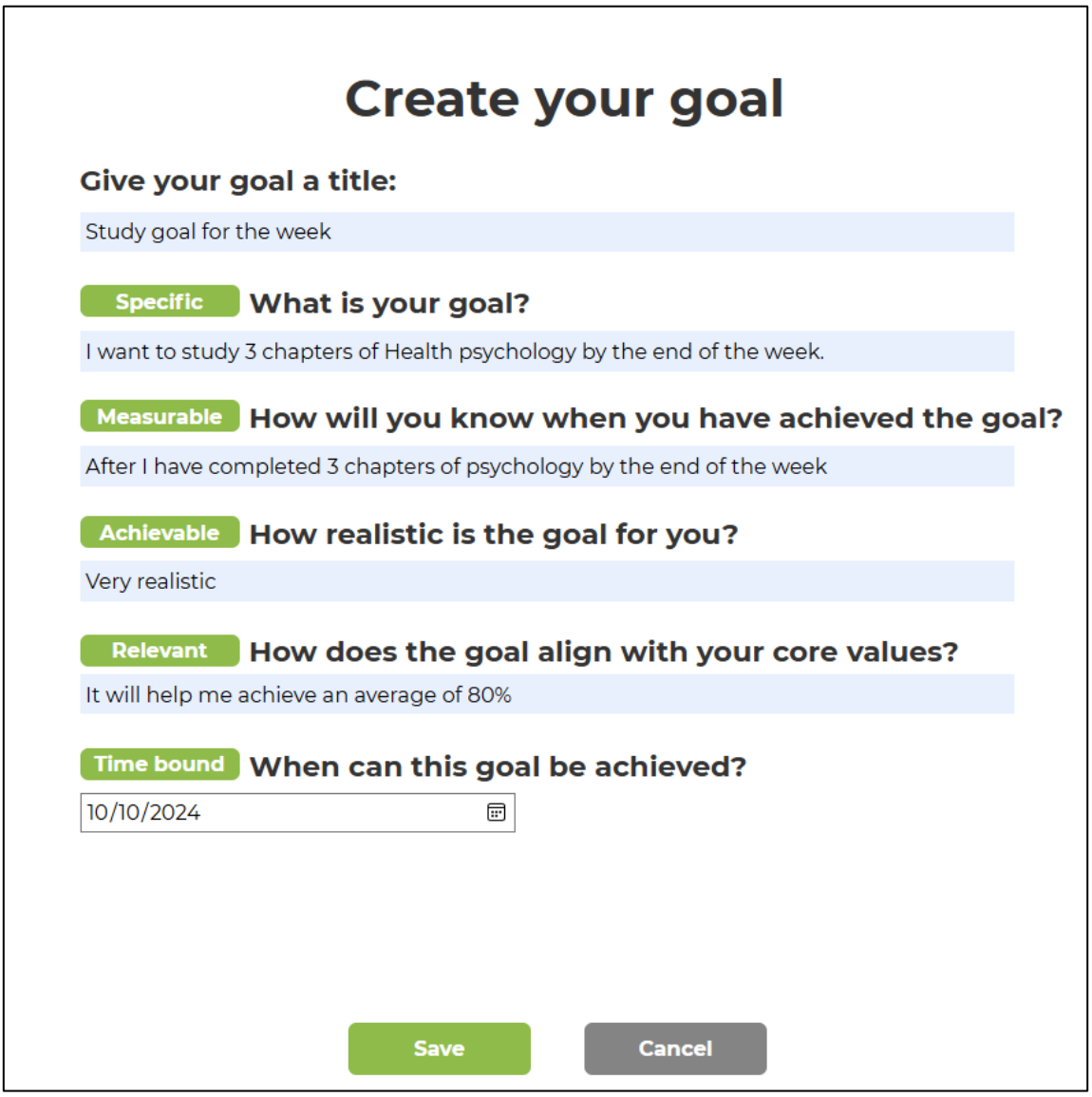

Figure 4.2: Creating a SMART Goal

4.4 View SMART Goals

After creating and saving your goal, the goal you created will be displayed in a row (see Figure 4.3). When you want to view the contents, click ‘View Details’, and the same ‘Create your goal’ page will appear, showing the information you saved.

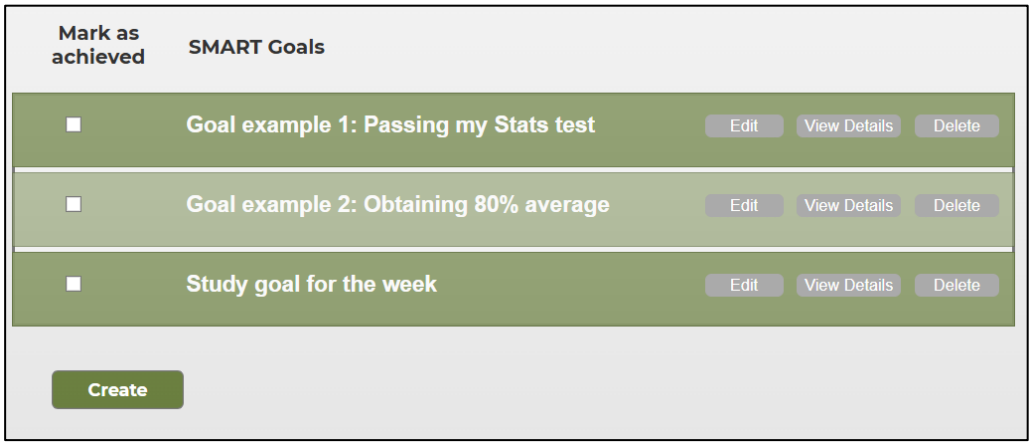

Figure 4.3: SMART Goal View Details

4.5 Edit SMART Goals

When editing a goal, it must have been created first. Figure 4.4 shows what you will see when you click to edit your goal. You are more than welcome and can edit any aspect of the goal. The goal will automatically be updated.

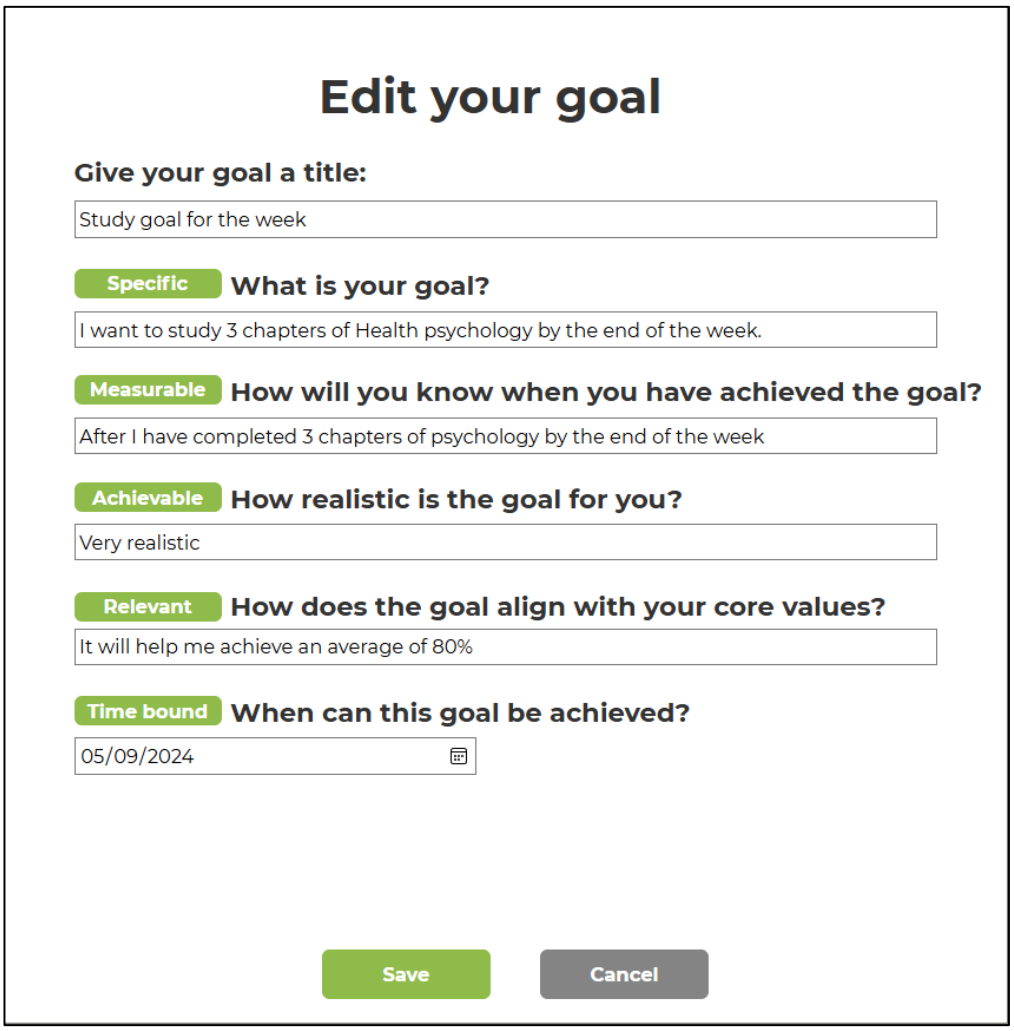

Figure 4.4: Edit SMART Goal

4.6 Delete SMART goal / Mark goal as Achieved

To delete the goal, select ‘Delete’ to delete the goal and confirm the deletion of the goal. After completing the process, it no longer displays in Milestone on the dashboard or Calendar. Figure 4.5 displays where to delete the SMART goal and tick to mark the goal as achieved.

Figure 4.5: Deleting a goal and Marking a Goal as Achieved

After marking the goal as achieved, it remains on Milestone to ensure that a goal record is present.

Chapter 5 - Manage your tasks

5.1 Introduction

Another prominent feature of Milestone is its tasks, which can be managed anytime. ‘My Tasks’ allows you to manage your task by creating, viewing, editing, marking it as complete, and deleting it. This chapter will provide more details about this.

5.2 My Task Page

With a single click to enter the ‘My Tasks’ page (see Figure 5.1) will be the first thing displayed. Here, you can create your tasks and manage them whenever you can.

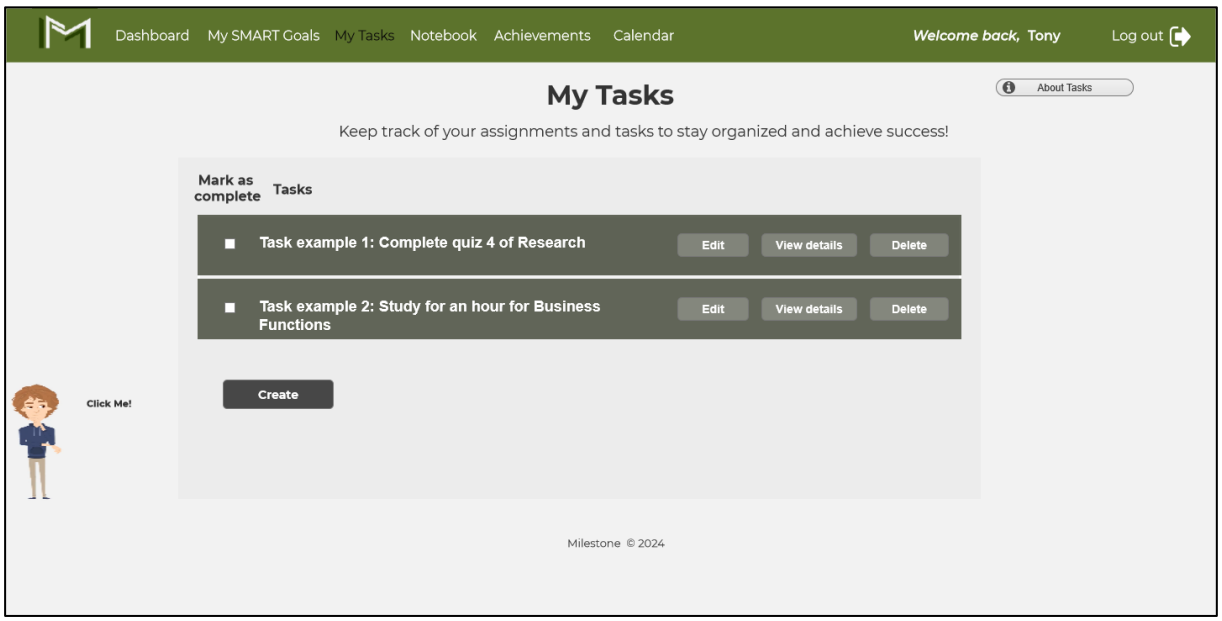

Figure 5.1: My Task Page

5.3 Create Tasks

To manage tasks, you must create a task first. The steps below explain the steps to follow when creating a task.

Step-by-step description:

1. Create your goal by selecting the ‘Create’ button (see Figure 5.1).
2. The ‘Create your task’ page will be displayed (see Figure 5.2).
3. Fill in the necessary information.

4. Select the ‘Save’ button to create the task. (Alternatively, you can select the ‘Cancel’ button if you no longer want to create a task.).

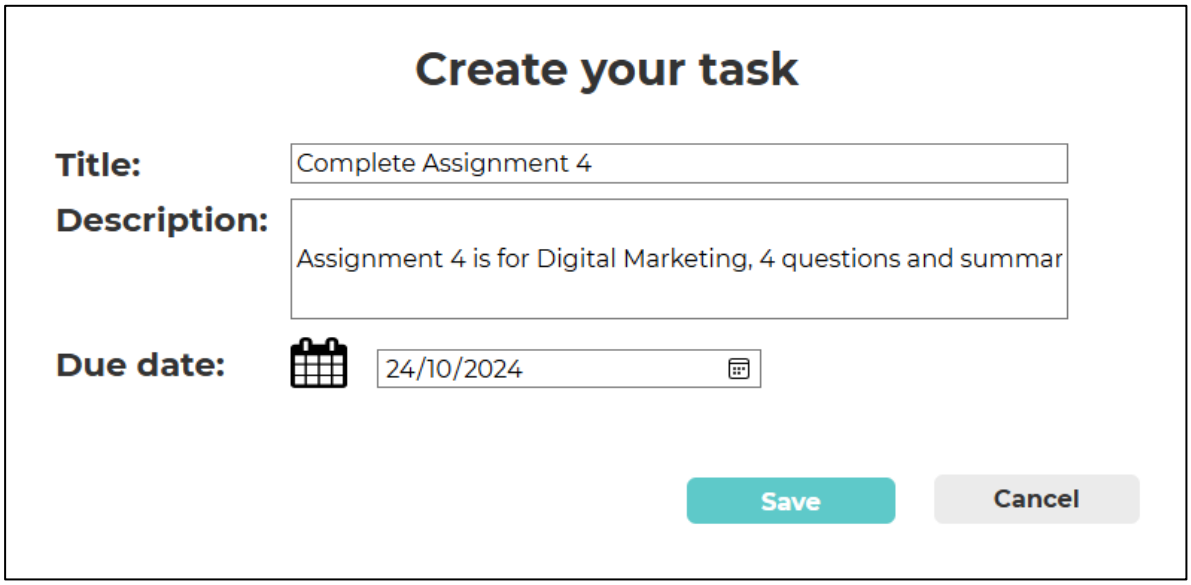

Figure 5.2: Create Task

Once the task is created, you will be redirected to the ‘My Task’ page, where your goal will be visible.

5.4 View Tasks

After creating and saving your task, the task you created will be displayed in a row, which is displayed in Figure 5.3. When you want to view the contents, click ‘View Details’, and the same create task form will appear, showing the information you saved.

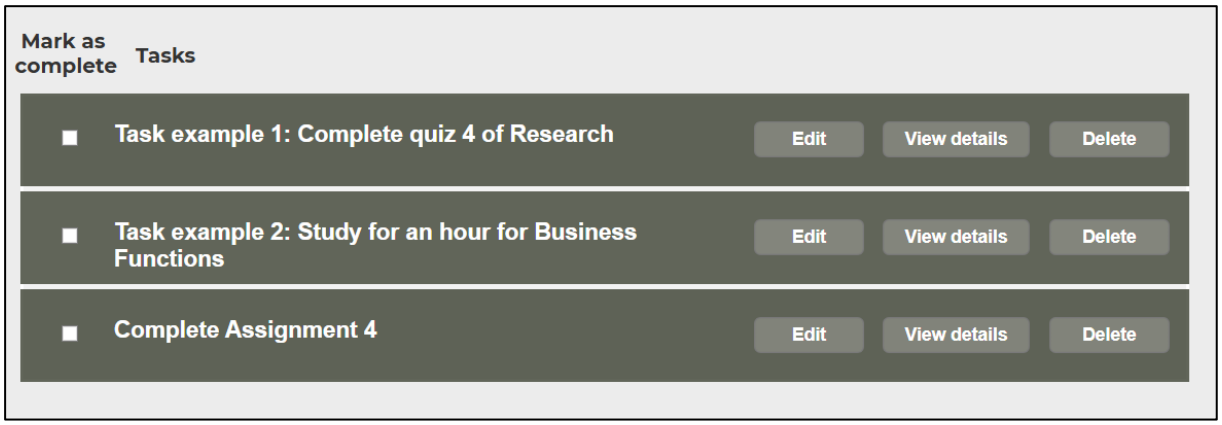

Figure 5.3: View Tasks

5.5 Edit Tasks

When editing a task, it must have been created and not completed to be edited. Figure 5.4 represents what is displayed when you click to edit your task. You are more than welcome to edit any aspect of the task, such as the title, description, and date. The task will automatically be updated.

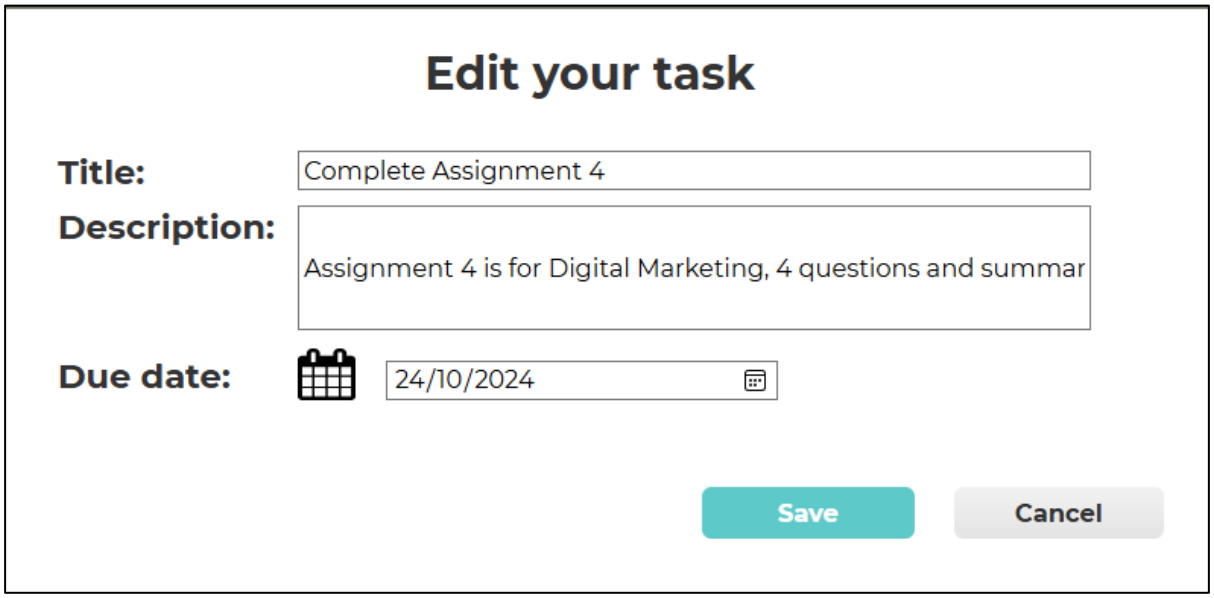

Figure 5.4: Edit Task

5.6 Delete Task / Mark task as Completed

To delete the task, click ‘Delete’ to delete the task and confirm the deletion of the goal. After the process is completed, it no longer displays in Milestone on the dashboard or Calendar. Figure 5.5 displays where to delete the task and tick to mark it as completed. After marking the task as completed, it remains on Milestone as a task record is present.

Figure 5.5: Delete task/ Mark task as Completed

Chapter 6 - Note your Notebook

6.1 Introduction

The notebook is essential because it lets you keep notes on Milestone. A total of four notes are created and are readily available if you choose to create them. You may erase its contents as a form of deleting the note.

6.2 Notebook Page

When you click to get access to the Notebook page, the page indicated in Figure 6.1 will be the first thing you see.

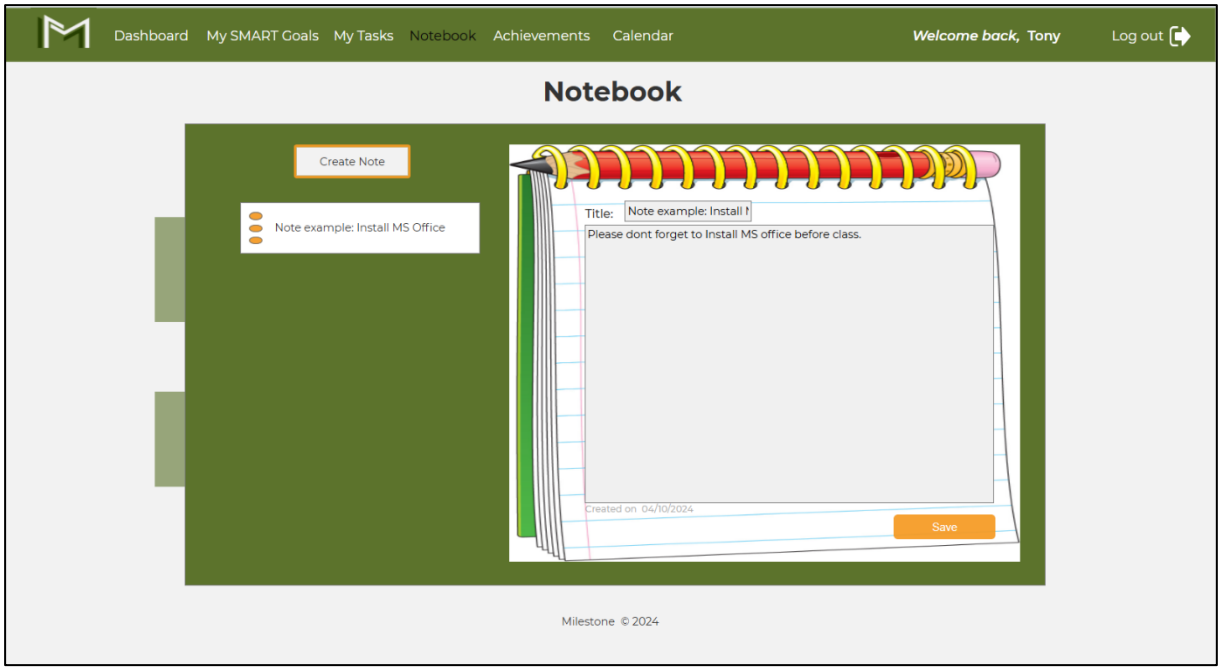

Figure 6.1: Notebook Page

6.3 Create Note

While creating notes, some steps are required to make it successful. After seeing Figure 6.1, which is the notebook page, follow the steps below to create your notes.

Step-step description:

1. Select ‘Create Note’ to create the note (see Figure 6.2).
2. Select the Note you created on the book's left side. This will mean you are about to type into note 1.

3. The note is created, so you can type in anything on the note page.
4. Select to Save your changes.

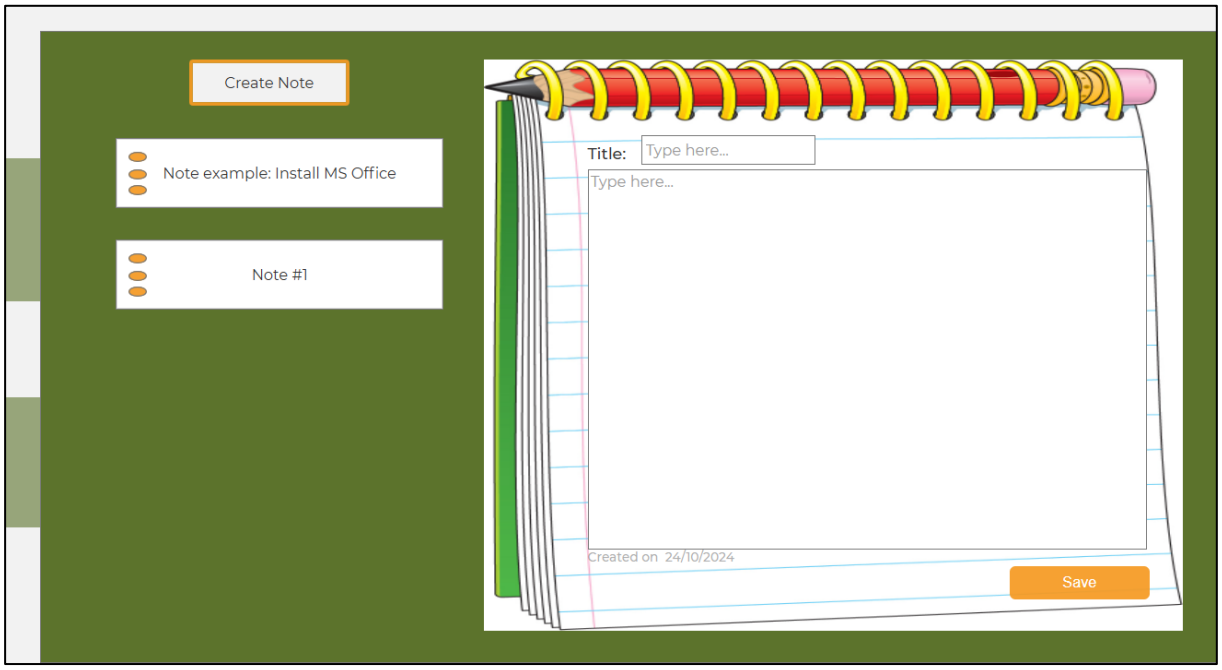

Figure 6.2: Creating a Note

Chapter 7 - Aim to achieve badges

7.1 Introduction

Achievements are awarded in the form of badges for a specific number of tasks and goals completed. You are notified when you meet the badge's requirements as you enter the Achievements page.

7.2 View Achievements and Progress

The Achievement page in Figure 7.1 displays all the badges and the progress of the tasks and goals.

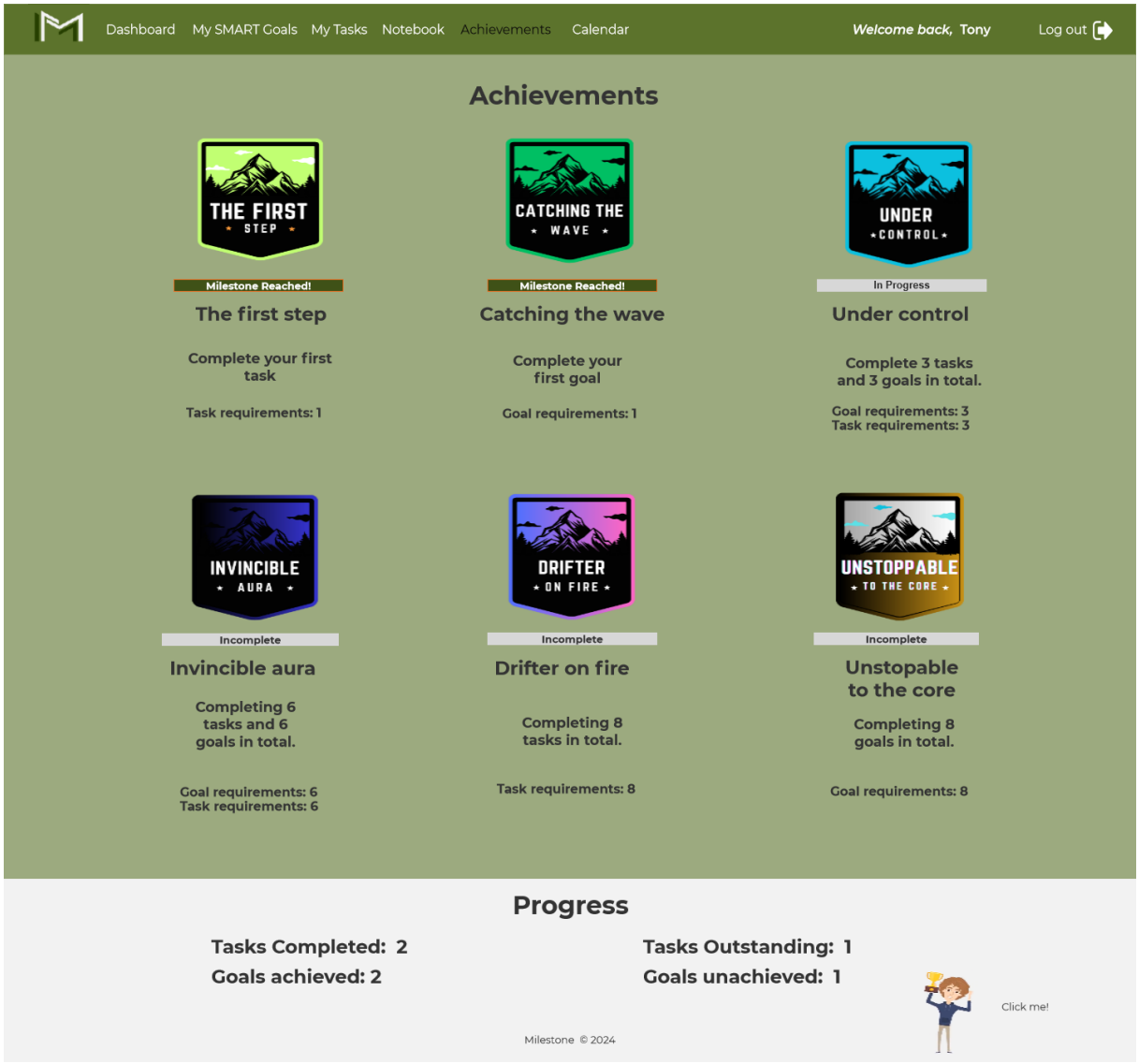

Figure 7.1: Achievements and Progress

Chapter 8 - Remember your Calendar

8.1 Introduction

The Calendar encompasses the goals and tasks that you have created. This is a simplistic display of all the tasks and goals still to be completed.

8.2 View Calendar

The Calendar in Figure 8.1 shows its functionality, displaying all the task deadlines and SMART Goals.

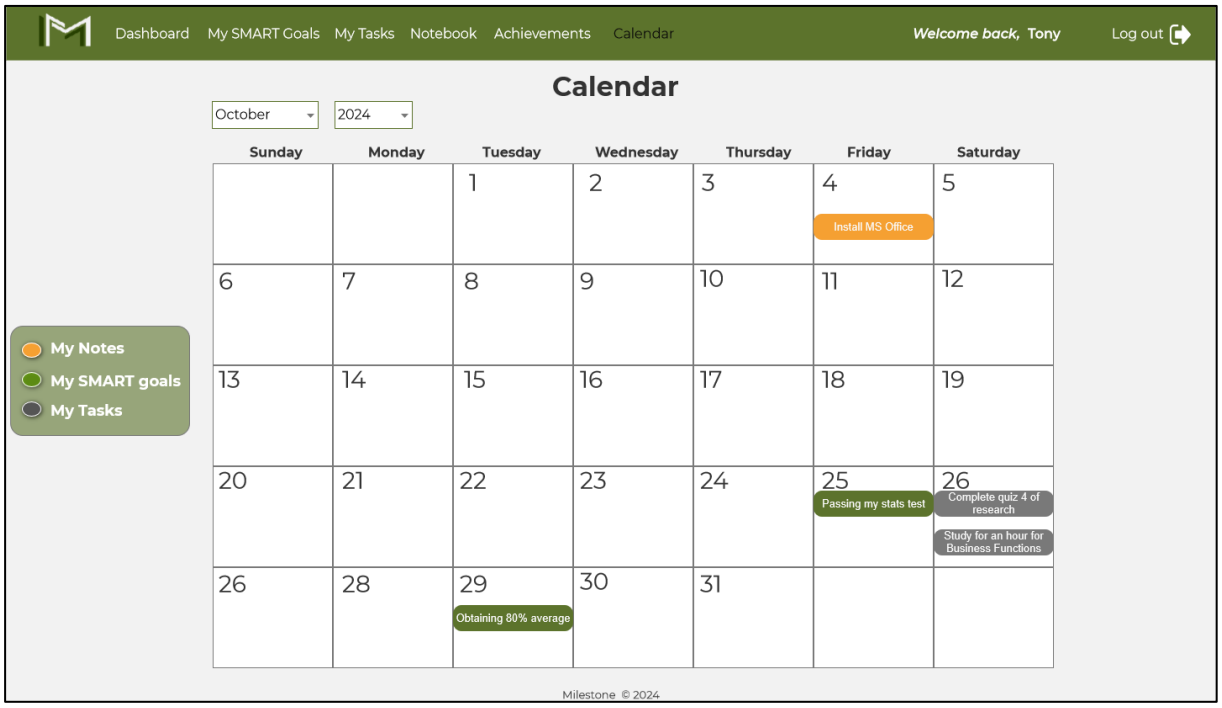

Figure 8.1: Calendar

Chapter 9 - The Administrator

9.1 Introduction

The administrator can unblock users who have failed to submit the correct credentials three times. The administrator does this when the user has requested to be unblocked and the administrator approves.

9.2 Administrator Page

After logging in, the administrator will see the users that Milestone has blocked. Select unblock to unblock them (see Figure 9.1).

Figure 9.1: Administrator