

User Manual

Florida Tech Carpooling

A mobile application for students to use to find and create carpooling groups based on the students location and class schedule.

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Table of Contents

1. Login and Registration

- 1.1. Logging In
- 1.1.1. Remember Me
- 1.2. Registration
- 1.3. Login Help
- 1.3.1. Forgot Password
- 1.3.2. Unconfirmed Email

2. Home Page and Navigation

- 2.1. Home Page
- 2.1.1. Today's Trips
- 2.1.2. Upcoming Group Recommendations
- 2.1.3. Future Trips
- 2.1.4. Past Trips
- 2.2. Navigation
- 2.2.1. Drop-down Navigation
- 2.2.2. Search Navigation

3. Update Profile and Settings

- 3.1. Updating Profile
- 3.1.1. Basic and Location Info
- 3.1.2. Schedule
- 3.1.2.1. One-time Event
- 3.1.2.2. Recurring Schedule
- 3.1.2.3. Edit Event
- 3.2. Updating Settings
- 3.2.1. Profile
- 3.2.2. Email
- 3.2.3. Password
- 3.2.4. Two-factor Authentication
- 3.2.4.1. Set up Two-Factor Authentication
- 3.2.4.2. Reset Two-Factor Authentication
- 3.2.5. Personal Data
- 3.2.5.1. Download Information
- 3.2.5.2. Delete Account
- 3.2.6. Privacy

4. Preferences

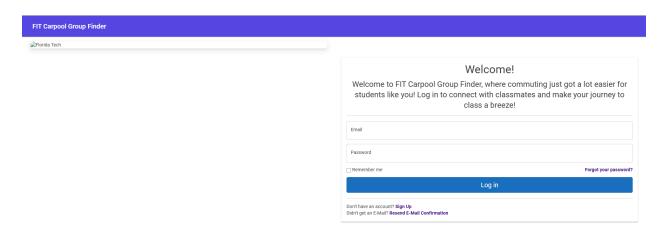
- 5. Friends
- 5.1. Sending a Friend Request
- 5.2. Receiving a Friend Request
- 5.2.1. Accepting a Friend Request

- 5.2.2. Denying a Friend Request
- 5.3. Removing a Friend
- 6. Recommended Groups
- 6.1. Join Group
- 6.2. Create Group
- 7. During Ride
- 7.1. Rider
- 7.1.1. Track Driver Location
- 7.1.2. View Driver Information
- 7.2. Driver
- 7.2.1. Generate Route
- 7.2.2. End Route
- 8. After Ride
- 8.1. Leave Rating
- 8.2. Leave Report
- 8.3. Send Review
- 9. Admin Tools
- 9.1. Update Profiles
- 9.2. Update Roles
- 9.3. Update Groups
- 9.4. Update Reviews/Ratings
- 9.5. Update Reports

1. Login and Registration

The Log In page is the first page you will see when you run the application. It will prompt you to log into your account, so you may use the app. All services unrelated to either the login or registration are unavailable as long as you have not logged into an account.

The login page looks like this:



1.1. Logging in

To log into your account, enter the email and corresponding password you used to register your account in the Email and Password field. Then, press the Log In button, and you should be taken to the Home Page.

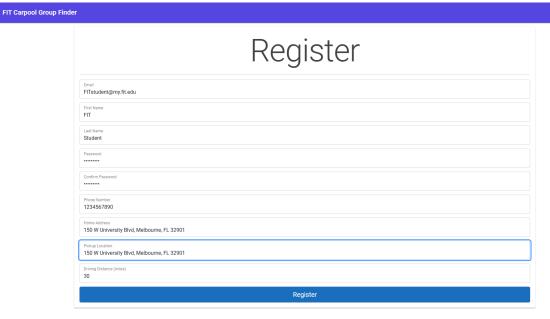
1.1.1. Remember Me

Before clicking the Log In button, you may also select the Remember Me checkbox, which will remember your account information and prevent you from needing to type your login information on future visits.

1.2. Registration

If you do not have an account, you may access the registration page by clicking the Sign Up link on the login page. Here you will be prompted to enter basic information, which is used to create an account.

The registration page looks like this:



To register your account, you will have to enter information into the fields listed on the registration page. These fields are:

Email: Your Florida Tech email (ending in @my.fit.edu).

First Name: Your first name. **Last Name:** Your last name.

Password: Your selected password for this account. It must contain at least one capital letter,

number, and special character.

Confirm Password: The exact same text you wrote in the password field.

Phone Number: Your phone number.

Home Address: The address where you currently live.

Pickup Location: The location where you would like to be picked up and dropped off for

carpooling trips.

Driving Distance: The maximum distance you would like to drive in a single trip.

Once all the fields are filled with valid information, you can register by clicking the Register button. This will send a confirmation email to the email you listed in the Email field. Before your account is usable you must confirm your email.

1.3. Login Help

If you can not log into your account, it is likely one of two errors: a forgotten password or an unconfirmed email.

1.3.1. Forgot Password

If you have forgotten the password to your account, you may click on the Forgot Password link on the Login page. This will take you to the Forgot Password page:

FIT Carpool Group Finder

Forgot your password? Enter your email.

Email FITstudent@my.fit.edu

Reset password

Here you may enter the email used to register your account. You will be sent an email, allowing you to change your password to a new one.

1.3.2. Unconfirmed Email

If you can not log into your account, you may not have confirmed your email. You may click the Resend E-mail Confirmation button on the Login page to visit the Resend Email Confirmation page:

FIT Carpool Group Finder

Resend email confirmation Enter your email.

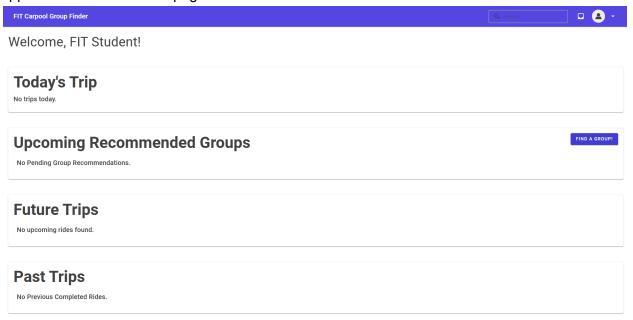
Email

Resend

Here you may enter the email used to register your account. You will be sent an email prompting you to confirm your account registration. Once you have confirmed your account, attempt to log in again.

2. Home Page and Navigation

After logging in, you will be sent to the Home page, which acts as a central hub for all of the app's features. The Home page looks like this:



2.1. Home Page

The Home page has four different sections: Today's Trip, Upcoming Recommended Groups, Future Trips, and Past Trips.

2.1.1. Today's Trip

Displays a reminder of the user's carpooling trips which are happening today, if there are none, it will appear empty.

2.1.2. Upcoming Recommended Groups

2.1.3. Future Trips

Displays a list of future trips involving the user.

2.1.4. Future Trips

Displays a list of trips involving the user which took place in the recent past.

2.2. Navigation

Using the app's navigation, you can move to other pages in the application. These pages are:

Home: The central hub of the application, which displays upcoming and recent rides.

Profile: Allows you to update any personal information and enter your schedule into the app.

Preferences: Allows you to enter preferences for your trips.

Rider: Gives crucial information for a current trip as a rider. **Driver:** Gives crucial information for a current trip as a Driver. **Group Finder:** Suggests carpooling groups which a user may join.

Friends: Allows you to access and edit your friends list. **Directions:** Provides directions for a carpooling route.

User Details: Displays a preview of what your profile would look like to another user.

Settings: Allows you to update crucial account information, such as passwords and privacy.

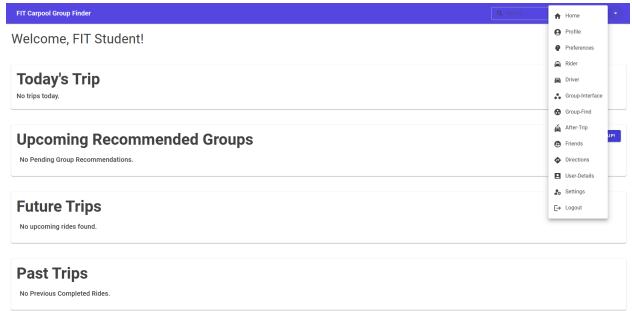
Log Out: Logs you out of your account, taking you back to the Login page.

There are two ways to do this: with the drop down menu and the search bar. Both of these are in the upper right corner of the screen.

2.2.1. Drop Down Navigation

By clicking on the small white triangle, a list of options to navigate to will appear. To move pages, simply click the option from the list of pages that you would like to visit.

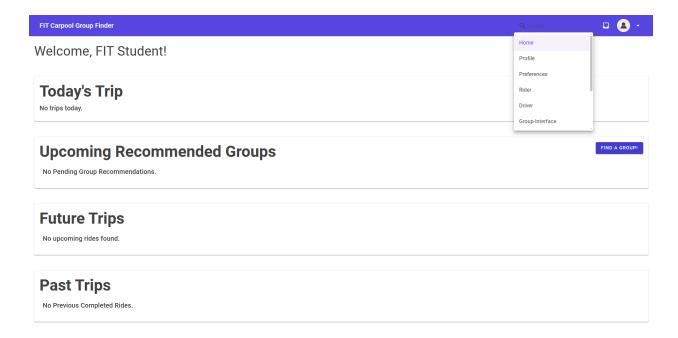
The Drop-down Navigation looks something like this:



2.2.2. Search Navigation

By clicking on the search bar, you may type in a page's name. To move pages, enter the name of the page you would like to visit, then click on the search icon.

The Search Navigation looks like this:



3. Update Profile and Settings

At any time, you may update your account information. The public information can be changed in the Profile page, while private information and settings can be changed in the Settings page.

3.1. Updating Profile

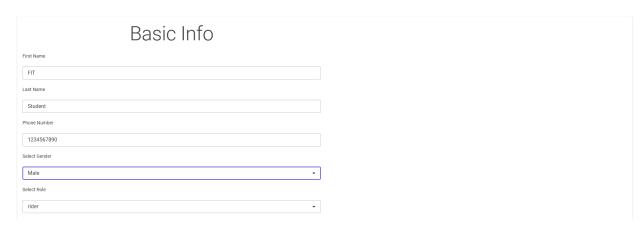
The Profile page allows you to update your profile information. It has three sections: Basic, Location, and Schedule. Once you've changed your information, click the Update Profile Data button below the Location Info section to save it.

3.1.1. Basic and Location Information

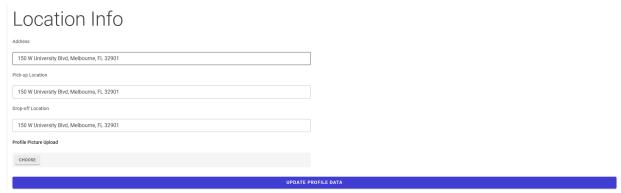
The Basic Info section contains basic identifying information about the user. It has five fields: First Name, Last Name, Phone Number, Gender, and Role. The Location Info section has three fields: Home, Pick-up, and Drop-off Location. Below the Location Info section is a small box, which allows you to upload a profile picture.

The Basic Info section looks like this:

Update User Profile

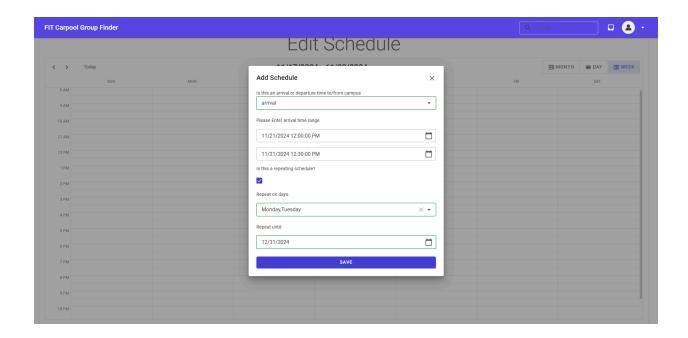


The Location Info section looks like this:



3.1.2. Schedule

The Edit Schedule section allows you to edit your schedule by placing events on the calendar. You may do so by selecting a position on the calendar which will bring up a pop-up window which looks like this:



3.1.2.1. One-time Event

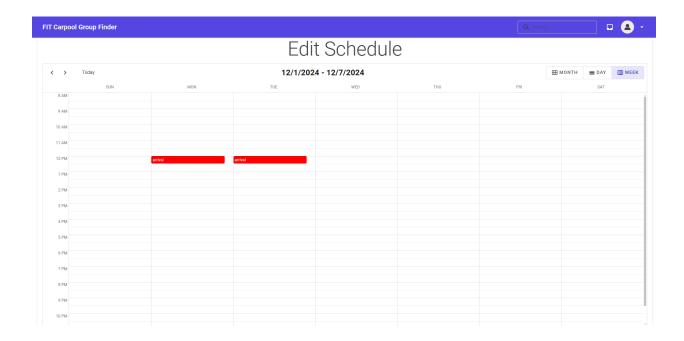
In the pop up window, you can customize the event you just created. You can select whether the trip should be to or away from the Florida Tech campus, and you can set the latest time you are willing to show up late. Click the Save button, then update your user profile to save the changes.

3.1.2.2. Recurring Schedule

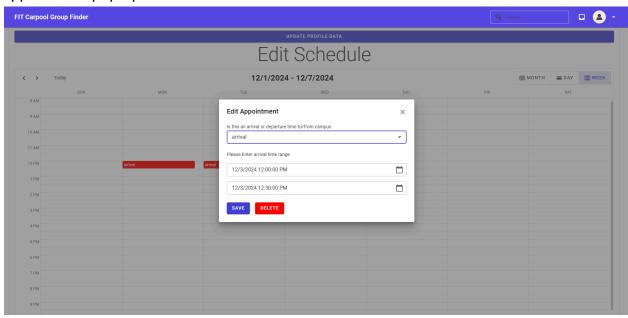
In the pop up window, you can select the ability to turn an event into a recurring event by ticking the "Is this a repeating schedule?" checkbox. If checked, you can select which days the event takes place on, and until what date the schedule repeats until. Click the Save button, then update your user profile to save the changes.

3.1.2.3. Edit Event

Once an event is created, your calendar will look like this:



If you want to edit an event, click on the event in the calendar, and a popup window will appear. The pop up window looks like this:



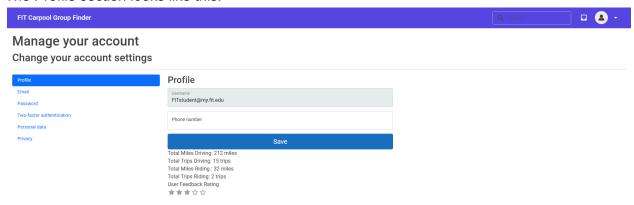
This pop up window allows you to edit the time of the event, as well as whether it is an arrival or a departure. You may click the Save button to update your changes, or the Delete button to remove the event.

3.2 Updating Settings

The Setting page allows you to update more crucial information about your account. It has six sections: Profile, Email, Password, Two-factor Authentication, Personal Data, and Privacy.

3.2.1. Profile

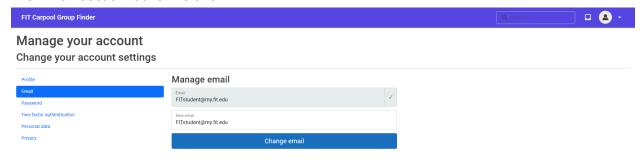
The Profile section looks like this:



It allows you to change your phone number by typing a new phone number and clicking the Save button.

3.2.2. Email

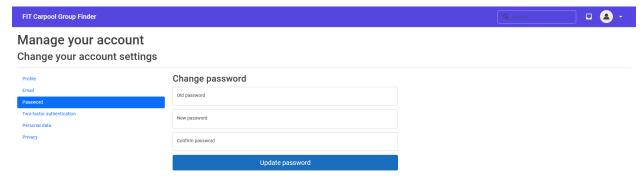
The Email section looks like this:



It allows you to change your email address to a different email address. The new email address must be your Florida Tech address ending in @my.fit.edu. Click Change email to change the account's email to the newly inputted email.

3.2.3. Password

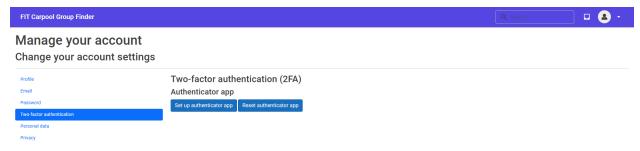
The Password section looks like this:



In it you can change your password by typing your old password in the Old Password field, your desired password in the New Password field, and typing it again in the Confirm Password field. Then, click the Update Password button.

3.2.4. Two-factor Authentication

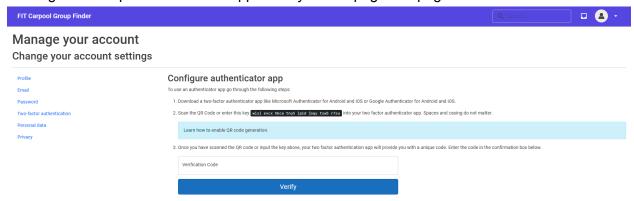
The Two-factor Authentication section looks like this:



It has two buttons: Set up Authentication App and Reset Authentication App.

3.2.4.1. Set up Two-Factor Authentication

Clicking the Set up Authentication App takes you to a page this page:



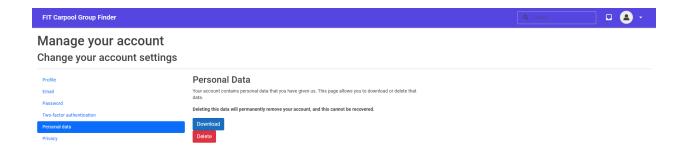
Following the instructions will set up two-factor authentication.

3.2.4.2. Reset Two-Factor Authentication

Clicking the Reset Authentication App will remove your two-factor authentication, then send you to the Set up Authentication App page.

3.2.5. Personal Data

The Personal Data section looks like this:



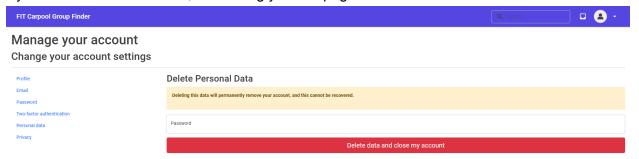
It has two buttons: Download and Delete

3.2.5.1. Download Information

If you click the Download button, your browser will download your account information.

3.2.5.2. Delete Account

If you click the Delete button, it will bring you this page:



To delete your account, you must enter your password and confirm that you want to delete it. **WARNING:** If you click the Delete button, your account will be deleted permanently.

3.2.6. Privacy

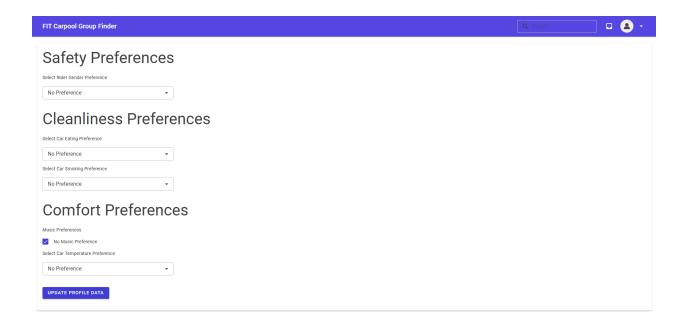
The Privacy section looks like this:



You can choose whether your address and phone number are made public or not. For both options, you can choose whether to Share with No One, Share with Friends, Share with Group Driver, or Share with Group Passengers.

4. Preferences

The preferences page allows you to change your riding preferences. It looks like this:



The preferences page has five fields: Rider Gender, Eating, Smoking, Music, and Temperature. In the gender preferences you can select whether they want to ride with the opposite gender, the same gender, or have no preference.

In the eating and smoking preferences you can select whether you want eating or smoking, no eating or smoking, or have no preference.

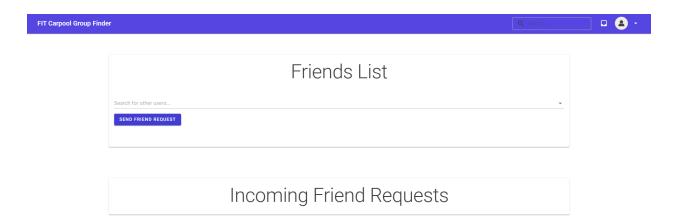
In the music preferences you can select whether you want or do not want music.

In the temperature preferences, you can select whether you want the car to be hotter, colder, or have no preference.

Once you have filled the fields to your liking, click the Update Profile Data button to save your changes.

5. Friends

The friends list page allows you to add other users as friends. It looks like this:

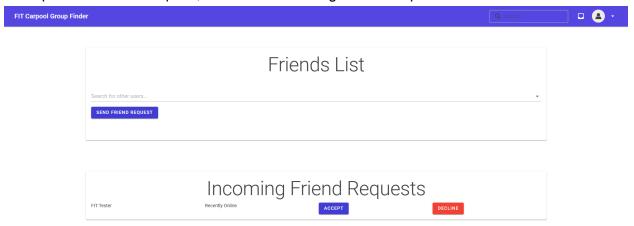


5.1. Sending a Friend Request

To send a friend request, search the user you want to friend in the search bar, using their name. Once you've selected a user, click on the Send Friend Request button to send them a friend request.

5.2. Receiving a Friend Request

To respond to a friend request, look under Incoming Friend Requests. It will look like this:



You can either accept or reject a friend request.

5.2.1. Accepting a Friend Request

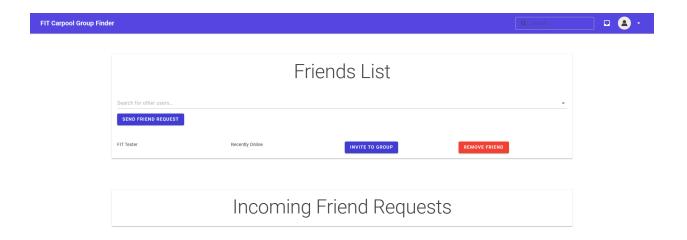
To accept the friend request, click the Accept button. You both will be added to each other's friend lists.

5.2.2. Rejecting a Friend Request

To deny the friend request, click the Deny button. The friend request will be removed from your Incoming Friend Requests, and the user will be notified that their friend request was denied.

5.3. Removing a Friend

When you have another user added as a friend, it will look like this:

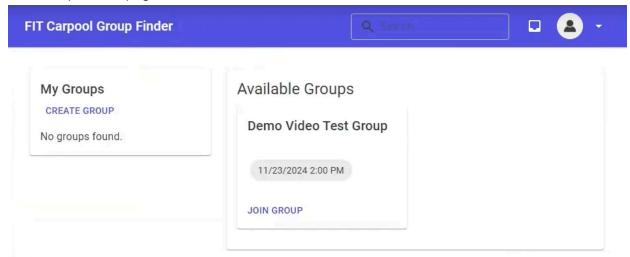


To remove this user as a friend, click the Remove button. You will both be removed from each other's friend lists.

6. Group Finder

In the Group Finder page, you can view a list of recommended groups for you to join based on your location, schedule, and preferences. You can then select groups to join.

The Group Finder page looks like this:

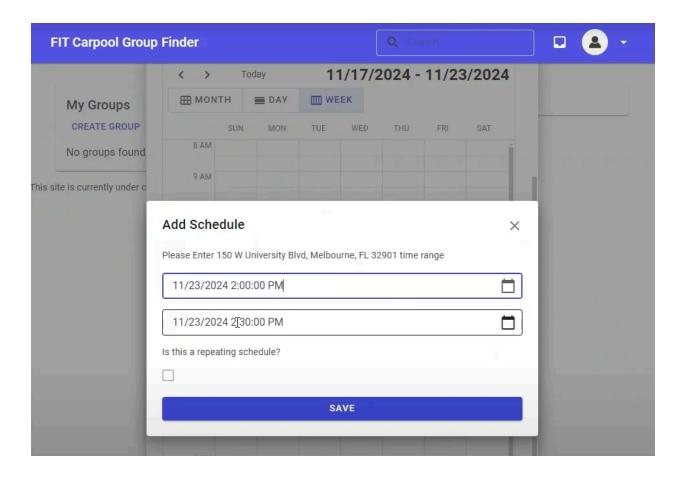


6.1. Join Group

To join a recommended group, click the Join Group button. The group will now appear under the My Groups section.

6.2. Create Group

To create a group, click the Create Group button under the My Groups section. It will create a pop up window which looks like this:



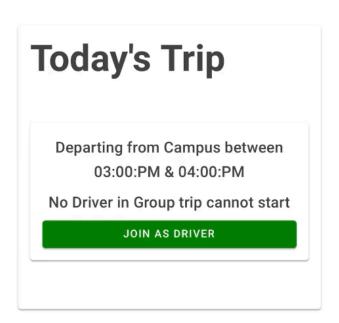
In this window, you will need to give the group a name and a schedule. To learn how to create a schedule, check Section 3.1.2. Schedule.

7. During Ride

During a scheduled trip you can take on two roles: a Rider and a Driver. Whether you are a Rider or a Driver depends on whether you have a car and when you last drove.

7.1. Rider

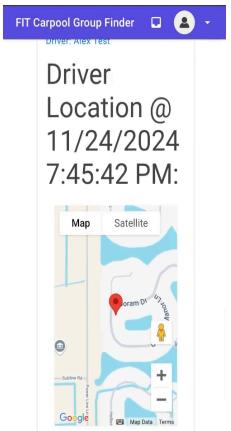
If you are a rider, you can access the Rider page by using the Today's Trip section in the Home Page. It looks like this:



Once you are in the Rider page you can look at the driver's location and information.

7.1.1. Track Driver Location

To track a driver's location, look at the Driver Location section, which looks like this:



It will show you the last known location of your group's driver, and what time they were last tracked.

7.1.2. View Driver Information

To look at a driver's information, look at the driver information section, which looks like this:

It shows the following information:

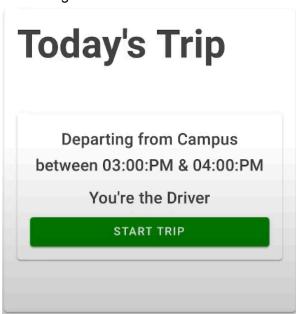
Name: The driver's full name.

Profile Picture: A picture of the driver. **Car Picture:** A picture of the driver's car.

License Plate: The driver's license plate number.

7.2. Driver

If you are the driver, you can access the Driver page by using the Today's Trip section in the Home Page. It looks like this:



Once you have started the trip you will be taken to this page:



7.2.1. Generate Route

To generate directions for the trip, click the Generate Directions button. This will generate a route between your, all riders in your group, and the Florida Tech campus. An arrival trip will start at your home address and end at campus, a departure trip will start at campus and end at your home address.

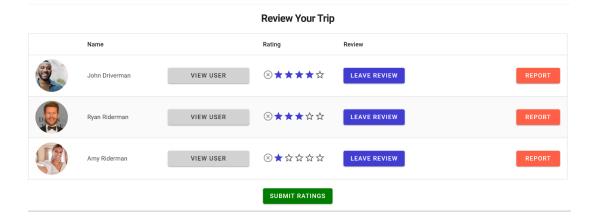
7.2.2. End Route

To end the trip, the driver must click the End Route button. This should be done once the driver (and all the riders) arrive at the Florida Tech campus. This will end the During Ride process, and allow the users to interact with the features found in Section 8. After Trip, found below.

8. After Trip

After your trip, you will be taken to the After Trip page, where you can leave ratings, leave reviews, and send reports.

The After Trip page looks like this:

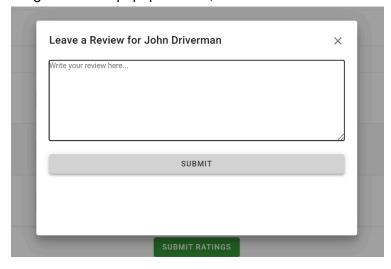


8.1. Leave Rating

To send a rating, click on the star icons next to the user you would like the rate. You can select the star you would like your rating to be or delete the rating by clicking the X button. Once you are finished with all your ratings, click the Submit Ratings button to save your ratings.

8.2. Leave Review

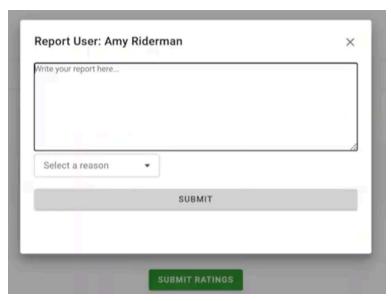
To send a review, click on the Leave Review button next to the user you would like the rate. You will get a review popup window, which looks like this:



Write your review in the review text box, and hit the Submit button when you're ready to submit your review. If you want to cancel your review, click the X button.

8.3. Send Report

To send a report, click on the Report button next to the user you would like the rate. You will get a report popup window, which looks like this:

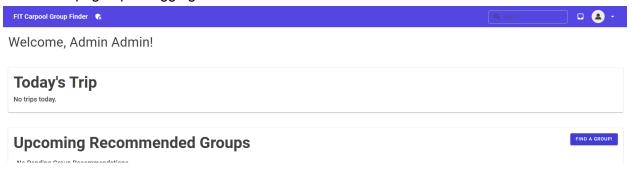


Write your report in the review text box, select your reason for reporting in the drop-down menu, and hit the Submit button when you're ready to submit your review. If you want to cancel your report, click the X button.

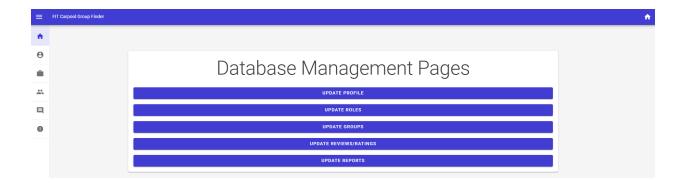
9. Admin Tools

If you are an administrator, you can access the admin home page by signing in with an account with admin permissions. **Note:** Regular users will not have access to any of these features.

Your home page upon logging in will look like this:



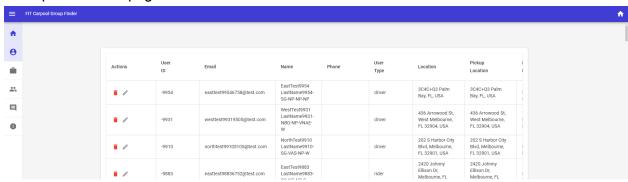
Click on the shield icon in the top left corner to view the admin home page. It will look like this:



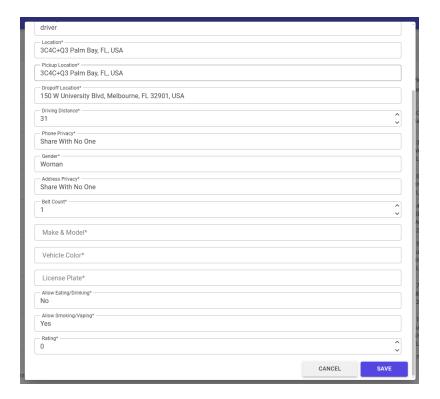
You have five options: Update Profile, Update Roles, Update Groups, Update Reviews/Ratings, and Update Reports.

9.1. Update Profile

The Update Profile page looks like this:



You can look at a table of all the different users. By clicking the pencil icon a popup will appear allowing you to edit the user's information. It looks like this:



By clicking the red trash icon, you can delete a user's profile.

9.2. Update Roles

The Update Roles page will look like this:

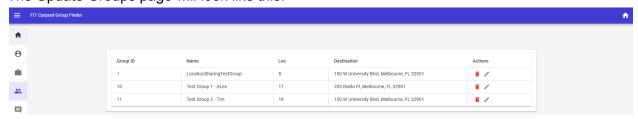


By clicking the Add User button, you can select a user form a search bar and give them admin permissions. **WARNING:** Be careful not to give the wrong user admin permissions.

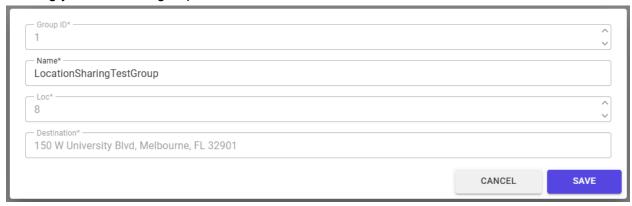
By clicking the red trash icon next to an admin, you can remove their admin permissions. **WARNING:** Be careful not to remove all admins in the system.

9.3. Update Groups

The Update Groups page will look like this:



You can look at a table of all the different groups. By clicking the pencil icon. a popup will appear allowing you to edit the group's name. It looks like this:



By clicking the red trash icon, you can delete a group.

9.4. Update Reviews/Ratings

The Update Reviews/Ratings page allows you to view all the recent reviews of trips made by users. The Update Reviews/Ratings page will look like this:



By clicking the red trash icon, you can delete a rating and its corresponding review.

9.5. Update Reports

The Update Reports page allows you to view all recent reports made by users. The Update Reports page looks like this:



You may act upon these reports by deleting a user, as described in Section 9.1. Update Profiles.

By clicking the red trash icon, you can delete a report.