

System Usage Guide

Accessing the application (URLs, login credentials for test accounts).

<https://capstoneapp-frontend.agreeablepebble-d64b0d17.westus.azurecontainerapps.io/>

Login:

Admin account & password:

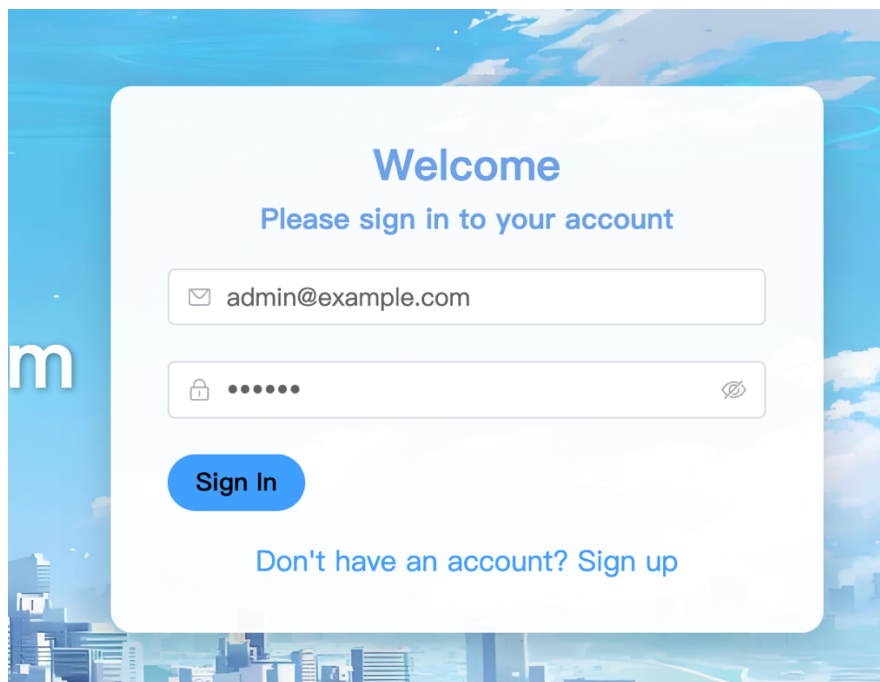
admin@example.com

123456

Navigating key features:

Sign in:

In the main page, you can sign in with your email and password.



For first time, user need to sign up for a new account:

Register

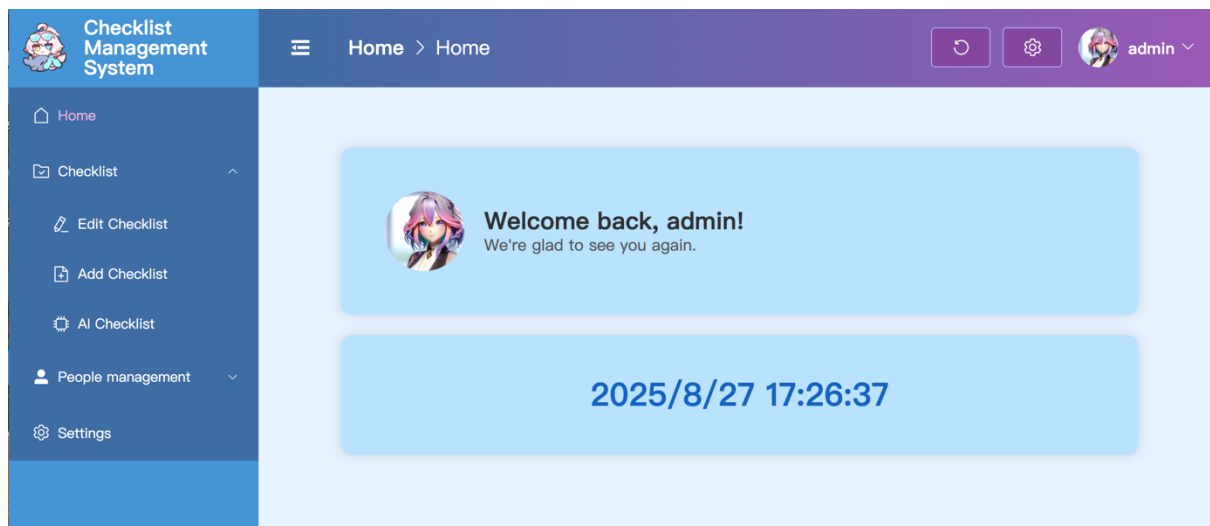
Create your account

[Sign Up](#)

[Already have an account? Sign in](#)

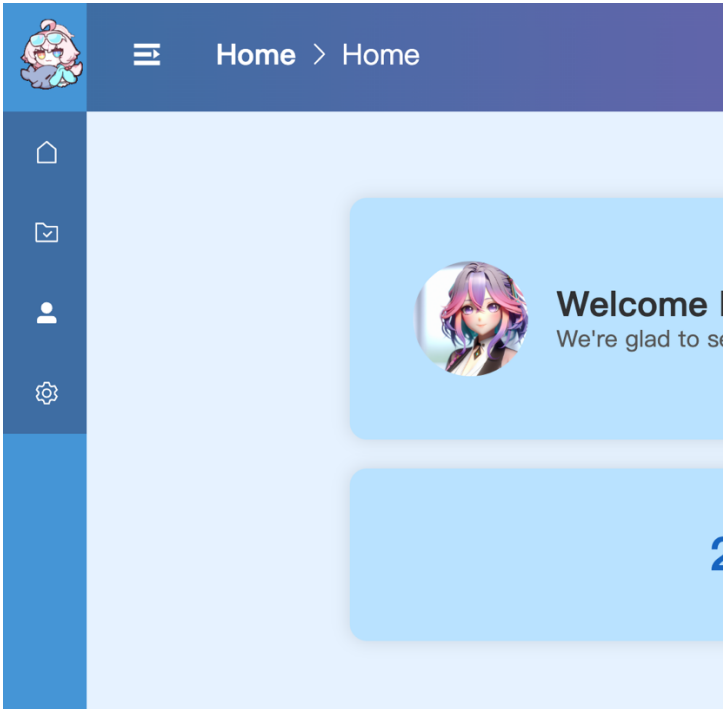
After login:

User can see the home page. All the function navigation is on the left side.



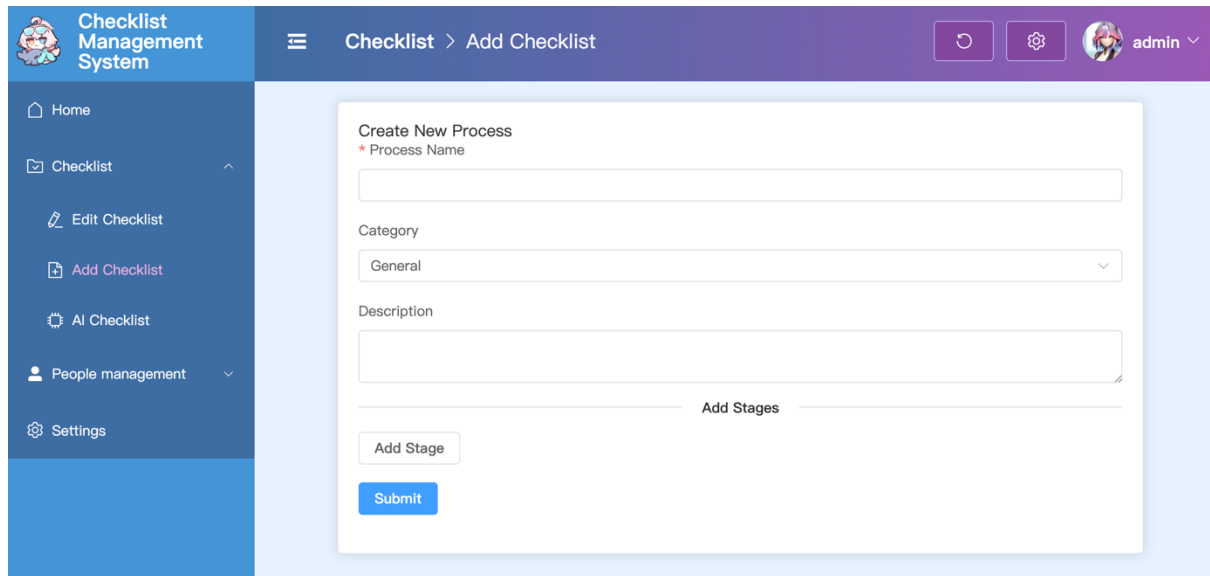
User can click this icon on the top to fold the side bar.





Add a Checklist:

On the left bar, click add checklist to add a checklist.

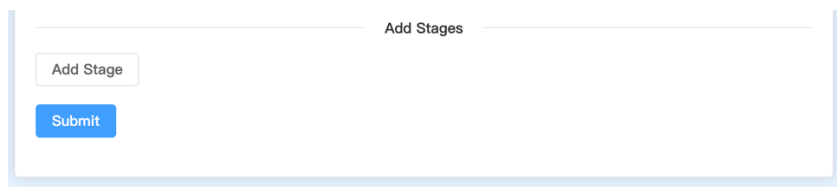


The screenshot shows the 'Add Checklist' page in the Checklist Management System. The left sidebar contains navigation links: Home, Checklist (selected), Edit Checklist, Add Checklist, AI Checklist, People management, and Settings. The main content area is titled 'Create New Process' and includes a required 'Process Name' field, a 'Category' dropdown set to 'General', and a 'Description' text area. Below these fields is an 'Add Stages' section with an 'Add Stage' button. At the bottom are 'Submit' and 'Add Stage' buttons. The top navigation bar shows 'Checklist > Add Checklist' and a user profile for 'admin'.

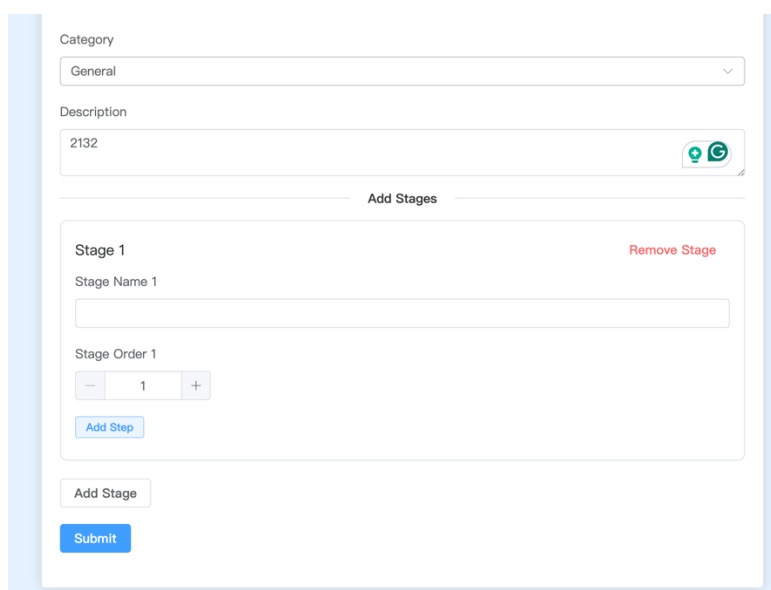
Process name is required to create a checklist.

Add a Stage:

Click the add stage button to add a task stage for the checklist.



This close-up shows the 'Add Stages' section of the form. It features an 'Add Stage' button and a 'Submit' button.



This close-up shows the configuration for 'Stage 1'. It includes a 'Category' dropdown set to 'General', a 'Description' field containing '2132', and a 'Stage Name 1' field. Below the name field is a 'Stage Order 1' section with a minus button, the number '1', and a plus button. An 'Add Step' button is located below the order section. A 'Remove Stage' link is visible in the top right corner of the stage configuration box. At the bottom are 'Add Stage' and 'Submit' buttons.

For each stage, click “add step” to add a step for completion.

Stage 1

Remove Stage

Stage Name 1

Stage Order 1

—

1

+

Add Step

Step 1

Remove Step

Step 1 Name

Description

Resource URL

For each stage and step, click “Remove Stage/Step” to remove a stage or step.

Remove Stage

Remove Step

Submit

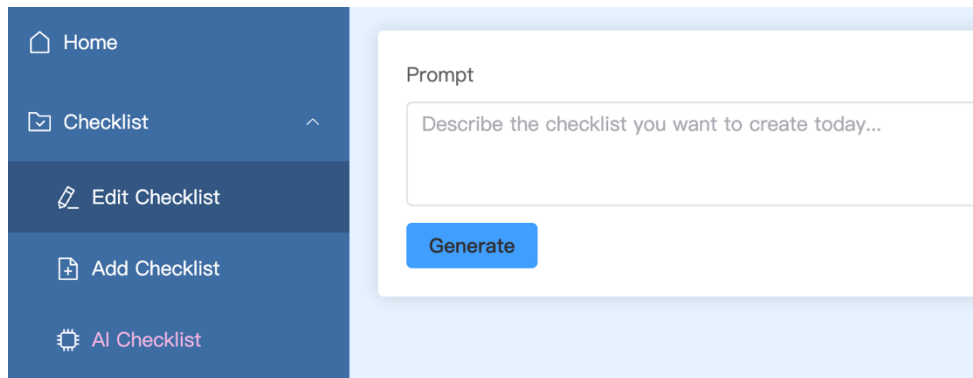
After completion, click “Submit” to add a checklist.

Add Stage

Submit

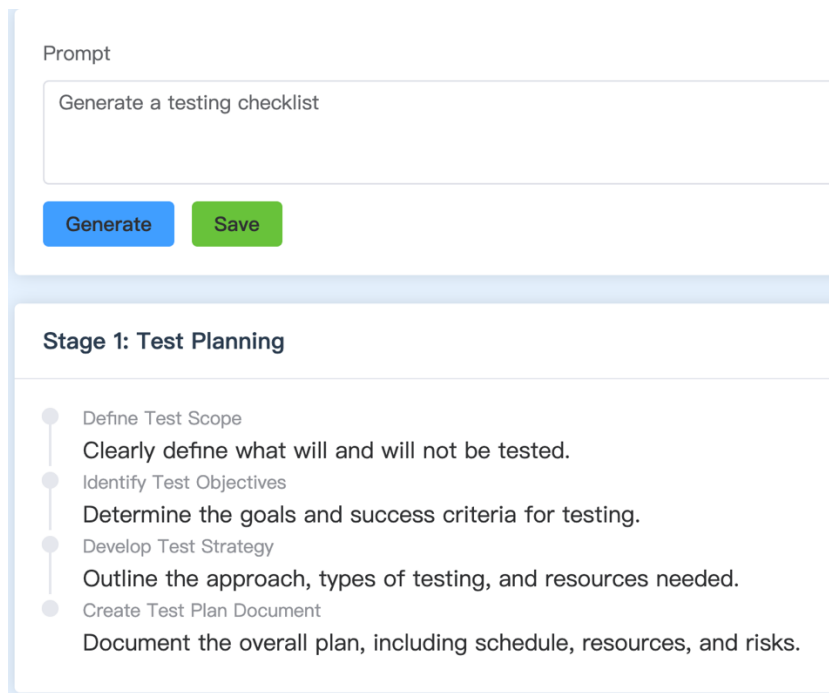
Add checklist using AI:

On the left, click “AI Checklist”. In the “Prompt box” describe the checklist you want to complete or the steps and stages required in your checklist.



The screenshot shows a sidebar on the left with the following items: Home (house icon), Checklist (checklist icon), Edit Checklist (pencil icon), Add Checklist (plus icon), and AI Checklist (gear icon). The main area on the right has a 'Prompt' label above a text input field containing the placeholder text 'Describe the checklist you want to create today...'. Below the input field is a blue 'Generate' button.

After the preview displayed, click “Save” to save the checklist.

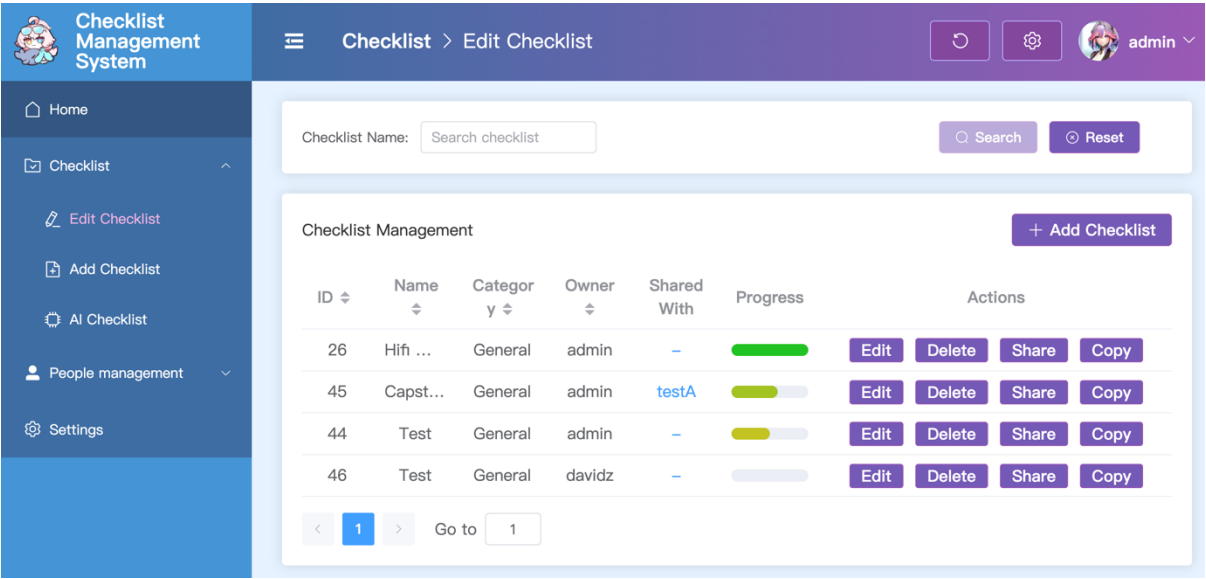


The screenshot shows the 'Prompt' section with the input 'Generate a testing checklist' and two buttons: 'Generate' (blue) and 'Save' (green). Below this is a section titled 'Stage 1: Test Planning' which contains a vertical list of steps, each with a grey circle icon and a description:

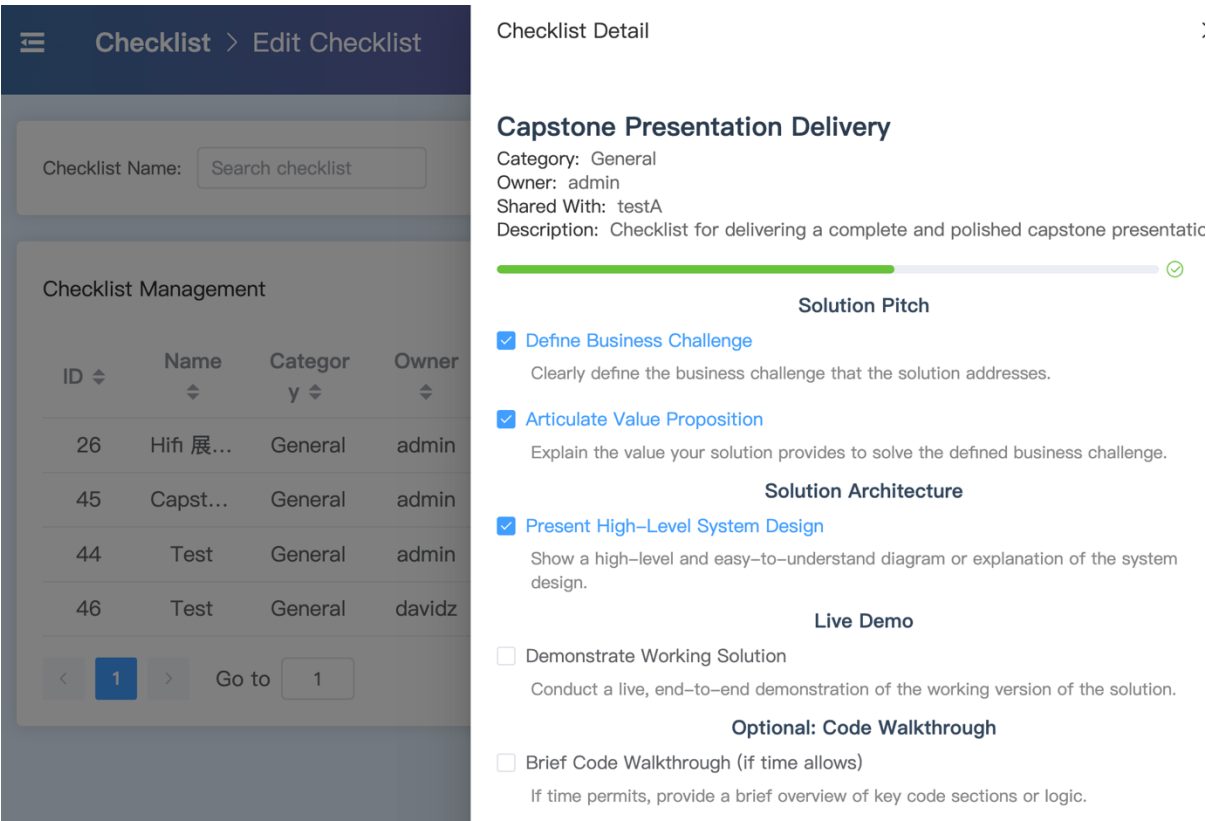
- Define Test Scope
Clearly define what will and will not be tested.
- Identify Test Objectives
Determine the goals and success criteria for testing.
- Develop Test Strategy
Outline the approach, types of testing, and resources needed.
- Create Test Plan Document
Document the overall plan, including schedule, resources, and risks.

View, Edit checklist:

On the left bar, click “Edit Checklist”



Click the checklist you want to view to use the checklist



Edit checklist:

In the action column, click “Edit” to edit a checklist.

Actions

EditDeleteShareCopy

Edit Checklist

* Process Name

Hifi 展参观清单

Category

General

Description

为高效参观 Hifi 展会，确保体验和收获的完整清单。

Add Stages

Stage 1

Remove Stage

Stage Name 1

展前准备

Stage Order 1

-

1

+

Add Step

Step 1

Remove Step

Step 1 Name

确定展会信息

Make sure to submit the change after completion.

Submit

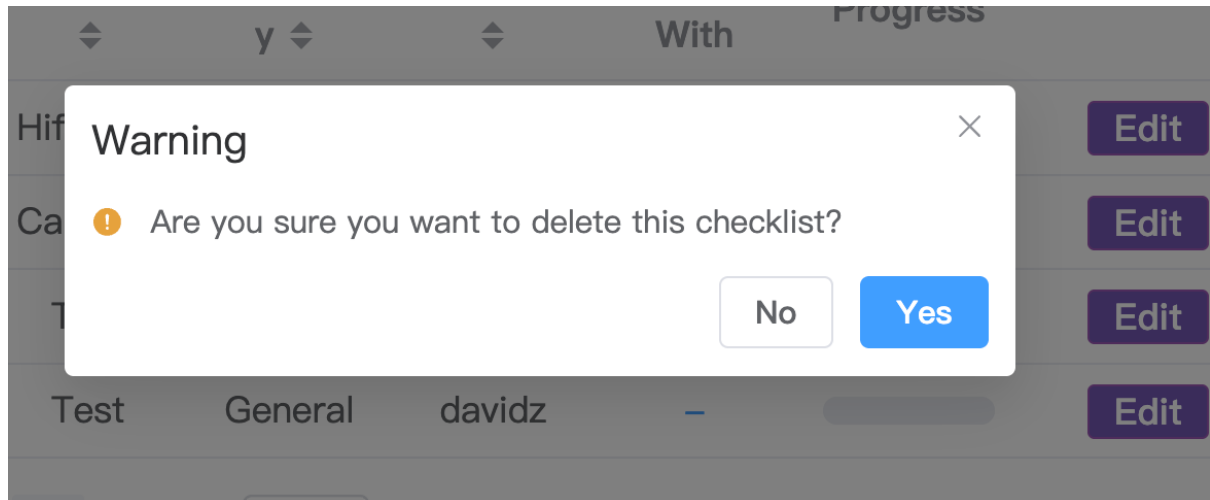
Delete a checklist:

In the action column, click “Delete” to remove a checklist.

Actions



Then click “Yes” to remove a checklist.



If you are not the **owner**, or you don’t have the permission for delete any checklist, this request will **not** be proceeded.

Copy a checklist as your own:

In the action column, click “Copy” to copy a checklist as your own.

Actions



46	Test (Copy)	General	davidz	—	<div></div>	Edit	Delete	Share	Copy
47	Test (...)	General	admin	—	<div></div>	Edit	Delete	Share	Copy

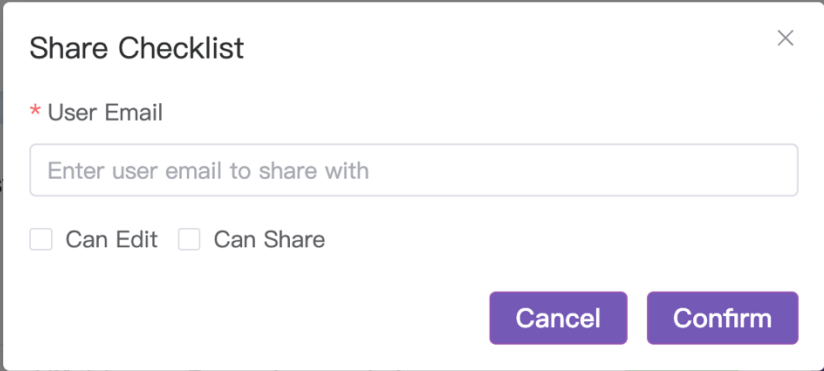
Share a checklist:

In the action column, click “Share” to share a checklist with another user.

Actions

[Edit](#)[Delete](#)[Share](#)[Copy](#)

Enter the user email then confirm to finishing sharing.



A modal dialog titled "Share Checklist" with a close button (X) in the top right corner. It contains a red asterisk followed by the text "User Email". Below this is a text input field with the placeholder text "Enter user email to share with". Under the input field are two checkboxes: "Can Edit" and "Can Share". At the bottom right of the modal are two buttons: "Cancel" and "Confirm".

Click “Can Edit” to allows other user edit your checklist.

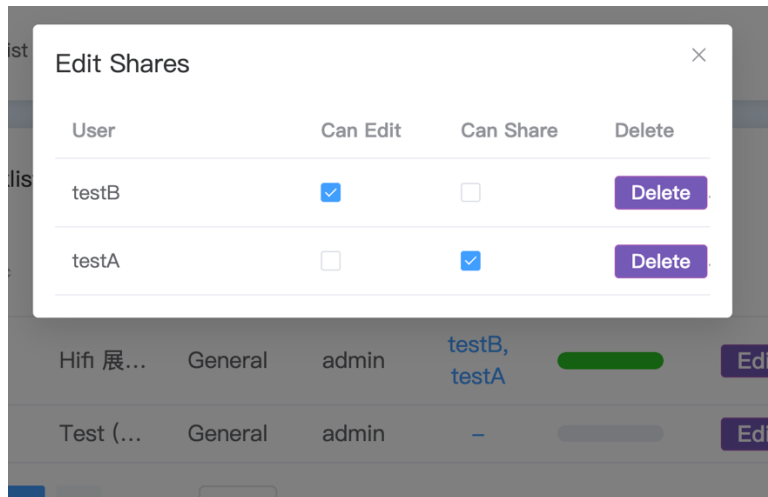
Click “Can Share” to allows other user share your checklist.

Edit sharing status:

If you shared a checklist with other user, their user name will be listed under “Shared With” column. Click their names:

ID	Name	Category	Owner	Shared With	Progress	Actions			
26	Hifi ...	General	admin	testB, testA	<div></div>	Edit	Delete	Share	Copy
47	Test (...)	General	admin	—	<div></div>	Edit	Delete	Share	Copy

Here you can edit their permission or stop sharing.



Search a checklist:

Enter a checklist name to find a checklist with related name.

Checklist Name:

All checklist with name “Hifi” will be posted.

Checklist Name:

Checklist Management

ID	Name	Category	Owner	Shared With	Progress	Actions			
26	Hifi ...	General	admin	testB, testA	<div></div>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Share"/>	<input type="button" value="Copy"/>

<


1

>

Go to

People management (permission required):

On the left side, click “Permission” to manage all users.

 Checklist Management System

Home

Checklist

People management

Permission

Role

Settings

People management > Permission

Refresh

Settings

admin

User Name:

Search

Reset

+ Add User

Delete User

<input type="checkbox"/>	#	Name	Email	Role	Create Date	Update Date	Operations
<input type="checkbox"/>	81898...	qp	qp@e...	mana...	2025...	2025...	<div>EditPassDelete</div>
<input type="checkbox"/>	b5002...	John	John...	admin	2025...	2025...	<div>EditPassDelete</div>
<input type="checkbox"/>	38733...	testA	a@t.c...	user	2025...	2025...	<div>EditPassDelete</div>
<input type="checkbox"/>	9fa2d...	admin	admin...	admin	2025...	2025...	<div>EditPassDelete</div>
<input type="checkbox"/>	53f102...	delete...	a3124...	user	2025...	2025...	<div>EditPassDelete</div>
<input type="checkbox"/>	75797...	13776...	j1@1.c...	user	2025...	2025...	<div>EditPassDelete</div>
<input type="checkbox"/>	7af72...	Patrick	abc@...	user	2025...	2025...	<div>EditPassDelete</div>
<input type="checkbox"/>	4142b...	user123	lser12...	user	2025...	2025...	<div>EditPassDelete</div>
<input type="checkbox"/>	891d7...	testB	b@t.c...	user	2025...	2025...	<div>EditPassDelete</div>
<input type="checkbox"/>	259f1c...	davidz	gdzha...	user	2025...	2025...	<div>EditPassDelete</div>

<1>

Go to 1

Edit a user’s role, userinfo:

In the operation column, click “Edit”:

Operations

Edit

Pass

Delete

And edit a user’s information in the window:

teUpdate
Date

2025-...
2025-...
2025-...

Edit User

×

* User Name

qp

* Email

qp@example.com

* Role

manager

Avatar

https://avatars.githubusercontent.com/u/91

Confirm

Cancel

Assign a different role:

Click “Role” to assign a different role to a user.

* Role

manager

manager

admin

user

Password Change:

In the operation column, click “Pass”:

Operations

Edit

Pass

Delete

Enter new password to change a password for a user

Change Password

User testA

Name
* Password

Enter password

Submit

Close

Role and permission management:

On left panel, click “Role”

The screenshot shows the 'Role management' page in the Checklist Management System. The left sidebar contains a menu with 'Home', 'Checklist', 'People management', 'Permission', 'Role', and 'Settings'. The 'Role' option is highlighted. The main content area has a header 'People management > Role' and a search bar for 'Role Name'. Below the search bar are buttons for '+ Add Role' and 'Delete Role'. A table lists existing roles with columns for a checkbox, a number, 'Role Name', and 'Operations' (Edit, Delete). The roles listed are 'manager' (3), 'admin' (2), and 'user' (1). At the bottom, there is a pagination control showing '1' of 1 items.

	#	Role Name	Operations
<input type="checkbox"/>	3	manager	<button>Edit</button> <button>Delete</button>
<input type="checkbox"/>	2	admin	<button>Edit</button> <button>Delete</button>
<input type="checkbox"/>	1	user	<button>Edit</button> <button>Delete</button>

Add a role:

Click “add role”:

Then add a customized role with selected permission.

People management > Role

Role Name:

+ Add Role

Delete Role

<input type="checkbox"/>	#	Role Name
<input type="checkbox"/>	3	manager
<input type="checkbox"/>	2	admin
<input type="checkbox"/>	1	user

< 1 >

Go to

Add Role

*

Role Name

Description

People Permissions

☐ Add People

☐ Delete People

☐ Edit People

☐ Edit Password

Role Permissions

☐ Add Role

☐ Edit Role

Checklist Permissions

☐ Share

☐ Share Any

☐ Edit

☐ Edit Any

☐ Delete

☐ Delete Any

☐ Add

Submit

Cancel

Edit Role

In the Operations column, select “Edit”

Operations

Edit

Delete

Then edit the permission for a role.

Add Role



* Role Name

Description

People Permissions

- ☐ Add People
- ☐ Delete People
- ☐ Edit People
- ☐ Edit Password

Role Permissions

- ☒ Add Role
- ☒ Edit Role

Checklist Permissions

- ☒ Share
- ☒ Share Any
- ☒ Edit
- ☒ Edit Any
- ☒ Delete
- ☒ Delete Any
- ☒ Add

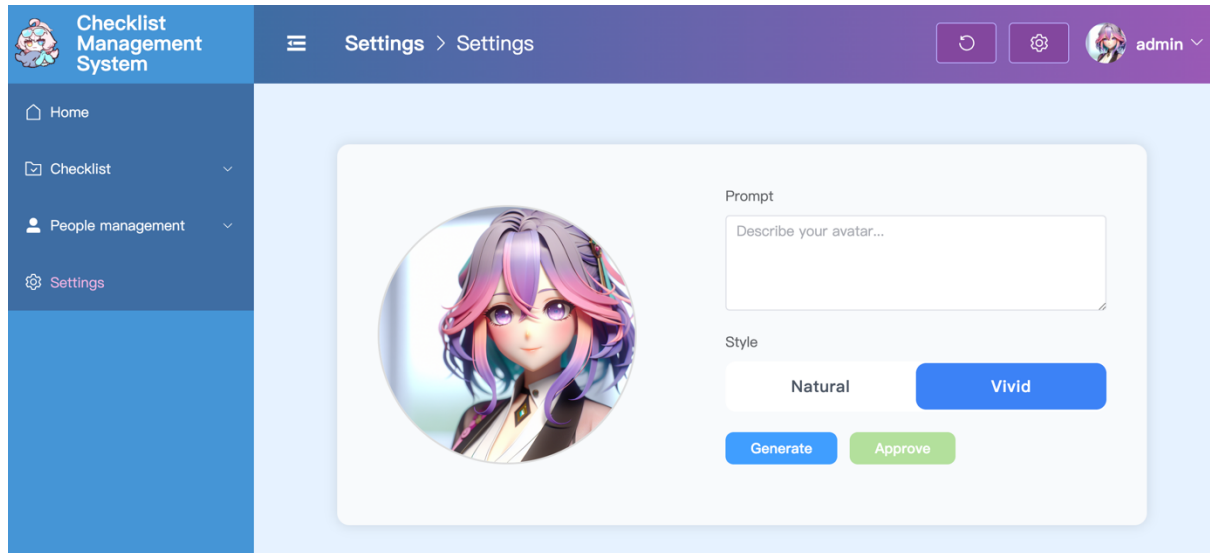
Submit

Cancel

Changing the permission for an exist role is not recommended.

User Avatar generation:

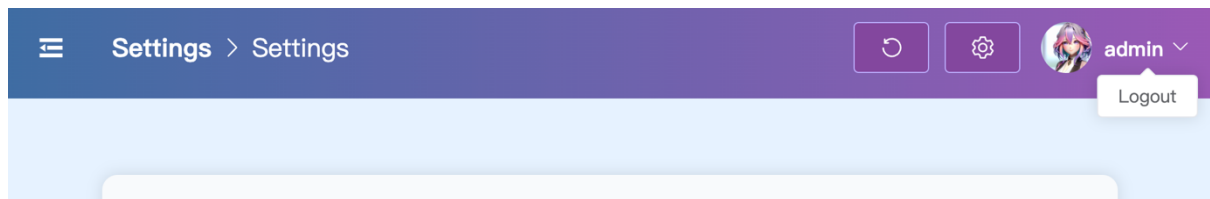
On the left panel, select “Settings”:



Enter the prompt to generate and change the user image for current user.

Logout:

Click logout on the top right corner.



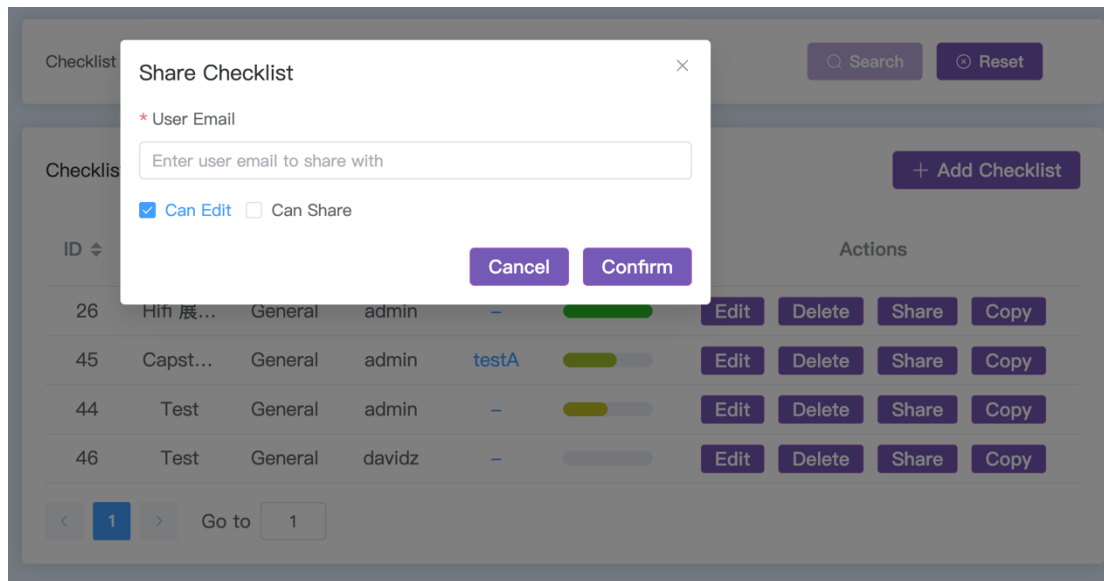
Page Refresh:

Select the reload button to reload the data and refresh the page.



Known limitations:

1.



Providing editing permission to shared users will allows the target user to:

- Editing the content of shared checklist
- Editing the checking status

For current version, by design, won't separate the permission for editing checklist content and the checking status. This may lead to some inconvenience and will be updated in further version.

2 .

Slow avatar loading speed:

The avatar generated by AI only support a high resolution of 1024*1024. This may slow down the loading speed of user's avatar.

3 .

Probability for AI content generator failure:

Both Gemini and OpenAI will check the generated content. Any non-compliant content will not be stored in the database in this project. In addition, the status of third-party AI servers may be unstable. Therefore, the above situation may result in users not receiving any content when generating images or checklists.

Support Contact:

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