Event App – Web / iOS / Android Functional Spec

Red – Defect

Green – New Request

Black – Complete

**Brief:**

An iOS and Android events app + CMS that keeps users informed on their meeting or incentive travel. Creation of a parent app which will then house sub, program apps. Ability to have a program app standalone if needed. The program app is used to provide the user access, by program, to their personal agenda, group agenda, attendee/sponsor/speaker/exhibitor information, google map, floor maps, photo gallery, social feed, event information, edit their profile, and receive messages, notifications and reminders. Programs to be monitored internally utilizing a CMS. App is currently in progress at an estimated 50% completion.

**Use Case:**

To keep participants informed during their group travel program, meeting, or event and allow them digital social and networking opportunities.

**Design + Assets**

* App and CMS is at apx 50% completion. Defects need to be addressed and new requirements have been added. Twillo messaging.

**API**

* Existing Mobile App built on Xamarin platform
* Existing CMS built on ASP.NET MVC
* Existing APIs built on ASP.NET C#

**User Access Rules**

* Users must exist in API to gain access
* A user will either enter their pre-existing password, or create a password if nonexistent in API
* Send forgot password link and require code confirmation to reset password at login
* A user will only see the event(s) in which they are registered for

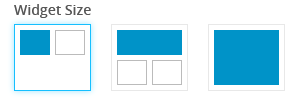
**General Architecture**

* APIs:
  + Login API - to verify email and password
  + Verify Email API - to verify Email in case of user forgot the password
  + Update password API - to update Galactic with the new password
  + Get Attendee Info API - to receive User Company, bio, position, etc.
  + Get Pax Activities API - to receive user’s registered activities
  + Get Program Activities API - to receive all activities of an event
  + Get Program Attendees API - to receive all attendees of an event
  + Get Event Info API - to receive Event Detail
  + Get Attendees By Activity API - to receive all attendees of an event activity
* All color themes to be editable on CMS
  + To include: Header, homepage text, countdown blocks, map overlay, session/activity arrows, link colors, nav bar icons, menu text, menu color, content text, content background, app icon (loading and menu), my account circle block (upper right name/account info)
* Systematic refreshes or when CMS is updated. Auto sync even when app is running in the background. User ability to swipe down to refresh instantly.
* On menu have: Last App Update was [time] ago.
  + Ability to display by program
* Display an alert at the top of the app if no Wi-Fi or data connection that says: No Internet Connection.
* Attendee and speaker circle/block to display initials if no photo available
* Exhibitor/Vendors to display as star icon if no photo available
* Allow CMS option to open URLs within app or outside of app
* In CMS allow all page titles to be modified
* Ability to show/hide any section
* Send alerts – must push notification even if the app is closed
  + When a user receives a message
  + When a push notif is sent via CMS to groups
  + When a push notif is sent via CMS to all
  + When a push notif is sent via CMS to take a survey
  + Calendar reminder – when activity is in [time] minutes
* Fit all images to photo box – do not stretch or add bars to image to make it fit
* Ability to turn on/off all modules, pages and features by program
  + If a feature is not in use – ex. No location/map for an activity – do not display
* Ability to rename all sections & features
* Users will download a Galactic app, then based on which trip(s) they’ve registered for, they will see their programs. Users will not have to download a new app for each trip.
* Ability to clone master app and use as white label.

**App Architecture**

* Account Info
  + Edit profile
    - Add photo
    - Name
    - Email (not editable)
    - Job Title
    - Company
    - Bio
    - Website
    - Twitter
    - Facebook
    - LinkedIn
    - Change Password
  + Preferences
    - Toggle yes/no for:
      * Enable Messaging
      * Attendee Messaging Emails
      * Alert Emails
  + My Notes
    - Ability to email to themselves using the email on the account only
  + Favorited Documents
    - Ability to email to themselves using the email on the account only
  + Messages
  + Logout
  + Switch Events
    - Only displays if a user is passed through API with more than 1 program
* Personal Agenda
  + Allow to view all or view by day
  + Allow to view as list or calendar
  + Default to list view
  + If prior to event start date: default view to first day of the program
  + If during event: default view to current date
  + If after event: default view to first day of the program
  + Display: date, time, location, name
  + When specific activity is selected display:
    - Date, Time, Location, Map, Description, Photo, Add Notes, Attendees, Documents, Surveys
* General Agenda
  + A list of all general activities – all activities which are open to all participants
  + + ability to add to Personal Agenda (bookmarking)
  + Once an activity/session is selected, display like Personal Agenda
* Attendees
  + On “all attendee screen,” display:
    - First Name, Last name, Company name, title, photo
    - Sorted by last name
  + When an attendee is clicked display:
    - Above plus, “send a message”, bio, social links
* Speakers
  + On “all attendee screen,” display:
    - First Name, Last name, Company name, title, photo
    - Sorted by last name
  + When an attendee is clicked display:
    - Above plus, “send a message”, bio, social links, sessions
  + Ability to show speakers with attendees as well as excluded from attendees. On/off by program
* Sponsors
  + Sponsors Main Page Display:
    - Tiled boxes with logo, name, sponsorship level
    - Sort by sponsorship level, then alphabetical
  + When clicked display:
    - Booth number, speakers, logo, bio, website, social links, sponsorship level
* Exhibitors
  + Exhibitors Main Page Display:
    - list with logo, name, booth/location
    - Sort alphabetical
  + When clicked display:
    - Booth number, speakers, logo, bio, website, social links, sponsorship level
* Floor Maps
  + Allow user to switch between maps via a drop down
  + When location is clicked, details will display, when details are clicked, link to session, sponsor, exhibitor as applicable
* Google Maps
  + Google maps, allow user to get directions within app
  + Google maps, allow user to view google info about destinations
* Photo Album
  + Allow users to swipe through
  + Save/send ability
    - Tap and hold
* Documents
  + Add from CMS to activity, speaker, sponsor, exhibitor
  + Ability to favorite docs which would display under account
  + Ability to save/share docs outside of app
* Messaging
  + User to user
  + User to Admin
  + Push Notification
* Activity Feed
  + Ability for everyone to see who liked a post. On/off by pgrm.
  + Ability to publicly comment on posts.
  + Ability to tag people and locations
  + Users can post just text without photo/video
  + When photos are uploaded, the default photo size constraint box should rotate with the orientation of the photo so that whether the photo is portrait or landscape, there will not be black bars, etc. on the sides of the photos. All photos fit to screen.
* Push Notifications
  + Ability to send a push notification to any assortment/ grouping (i.e. all, specific activity, etc.) of attendees that will function as a standard mobile push notification.
* Event Info
  + Sections of rich text fields
  + Can be external link or internal page
* Surveys
  + Send a poll question as a push to attendees.
  + Surveys can display in the surveys tab or by activity. CMS ability to control if it displays on either or both.
  + Surveys – ability to turn on/off display
    - Rating – 1-5 stars
    - Text – user can type a response
    - Select One – user selects one response from a list of options
    - Select Multiple – User selects multiple from a list of options
  + Surveys will only display for those who have the activity on their agenda

**CMS Architecture**

* App home page
  + All widgets are able to be reordered
  + All can be created in the following sizes (except count down)
    - 
  + Widget Types:
    - Image Widget:
      * Options
        + Image
        + Overlay text
        + Link to: app section, website, no link

If app section is selected, show list of sections

If website is selected, allow url box

* + - Countdown Widget
      * Require date and time
    - Google map widget
      * Require overlay text
      * Map address
    - Agenda widget
      * Displays attendee’s next 3 upcoming scheduled agenda
    - Social Widget
      * Show 3 most recent posts
    - Document Widget
      * Link to a pdf, jpg, png
      * Select if open in app or external browser
* Personal Agenda
  + Connected to API – pull date, time, location, description automatically, but allow to be edited on CMS
  + Ability to add map (linked to location)
  + Ability to add documents
  + Description is rich text block
  + Surveys – ability to turn on/off display
    - Rating – 1-5 stars
    - Text – user can type a response
    - Select One – user selects one response from a list of options
    - Select Multiple – User selects multiple from a list of options
  + Surveys will only display for those who have the activity on their agenda
  + Group activities to send push notifications – E.X. send notification to all (and only those) participating in the scuba activity.
  + Auto push notifs – CMS ability to turn auto notifs on/off
    - Location Change
    - Time Change
    - [time] min reminder – require time on CMS set up
  + Ability to display or hide by each activity: Show Date, Time, Location, Map, Description, Photo, Add Notes, Attendees, and Documents
* General Agenda
  + Allow bookmarking (ability for a user to add to their Personal Agenda) to be turned on/off by program
  + Booking marking on: If a user adds themselves to an activity, add them to the activity group for push notifications
  + Ability to display who is attending each event – on/off per program
  + Allow adding documents by activity/session
  + Ability to display or hide by each activity: Show Date, Time, Location, Map, Description, Photo, Add Notes, Attendees, and Documents
  + All options on Personal Agenda
* Attendees/speakers – on CMS
  + Transfer via API all available info, if user adds in their own bio, transfer back
* Sponsors/exhibitors – CMS
  + Allow setting sponsorship level and icon
  + Exhibitors sort by alpha or booth number
    - Default alpha
  + Sponsors sort by level then by alpha
* Event Info
  + Allow info sections which allow rich text fields and photos
  + Sections can be a link or a page
  + Each section can be named in CMS and icon changed.
* Google Maps
  + Allow set location via google maps
  + Google maps, allow CMS to pin points of interest
  + Allow directions and functionality in google maps
* Floor Maps
  + Allow floor maps as pdf, png, jpg,
  + On floor maps, allow to highlight particular areas by pins and/or blocks
    - Ability to add details (multiple) per pin or block
  + Link floor maps to sessions, sponsors, exhibitors
  + Option to assign maps to specific activities and hide on main map tab
* Activity Feed
  + Ability to download photos posted to the activity feed in a bulk download
  + Moderate posts
* Push notifications
  + Ability to push text as well as polls/surveys
  + Ability to send to groups (i.e. certain activities, speakers, executives, etc.), individuals, and all
  + Select if we want an email to applicable users sent as well
* Photo album
  + Allow batch uploads, batch delete
  + On/off for description
  + Fit photos to screen
* Documents tab + documents on sessions
  + Ability to link a document to a specific session, speaker, sponsor, exhibitor
  + If linked to session/activity do not show in main documents section unless the user is linked to that session
  + Ability to add solely to documents tab – i.e. display independent of session, speaker, etc
  + Ability to select open within app URL, external browser, and ability to add as pdf, jpg, png
* Groups
  + Ability to create groups. Auto create groups by activity
* Admin
  + On app: Ability to create an admin group within the app as a user. Role Based. – EX: Danish, Kelly and Asad are all in the admin chat group. Users can chat with the admin and Danish, Kelly, or Asad can reply as themselves, within the group so all other admins can view the response. Each admin would have their own login. An admin could have multiple “roles” associated with their login. That way they could interact as themselves, but could also perform the function of an admin
    - This would be determined on a CMS Level
    - This would be a feature of an admin account. They would have an additional messaging page where they could group message as admins
  + On CMS: Ability to set up multiple roles and users and keep an audit of each user’s actions
* Reporting CMS
  + Ability to create reports that display all content of messages sent and received via the in app mailbox with the admin: attendee name, time/ date stamp, contents of message.
  + Report who downloaded the app and when
  + Download all photos
  + Survey reports – by survey, by user, by question
  + App usage: iOS, Android, etc.
  + Top pages visited
  + Top saved activities
  + Participant: messages sent, messages received, messages read

**App Refreshes**

* App automatically updates each time it is opened, even if running in background
* User can swipe down for an immediate refresh
* Available for off line access from the last time the app was updated – displays offline notice when applicable