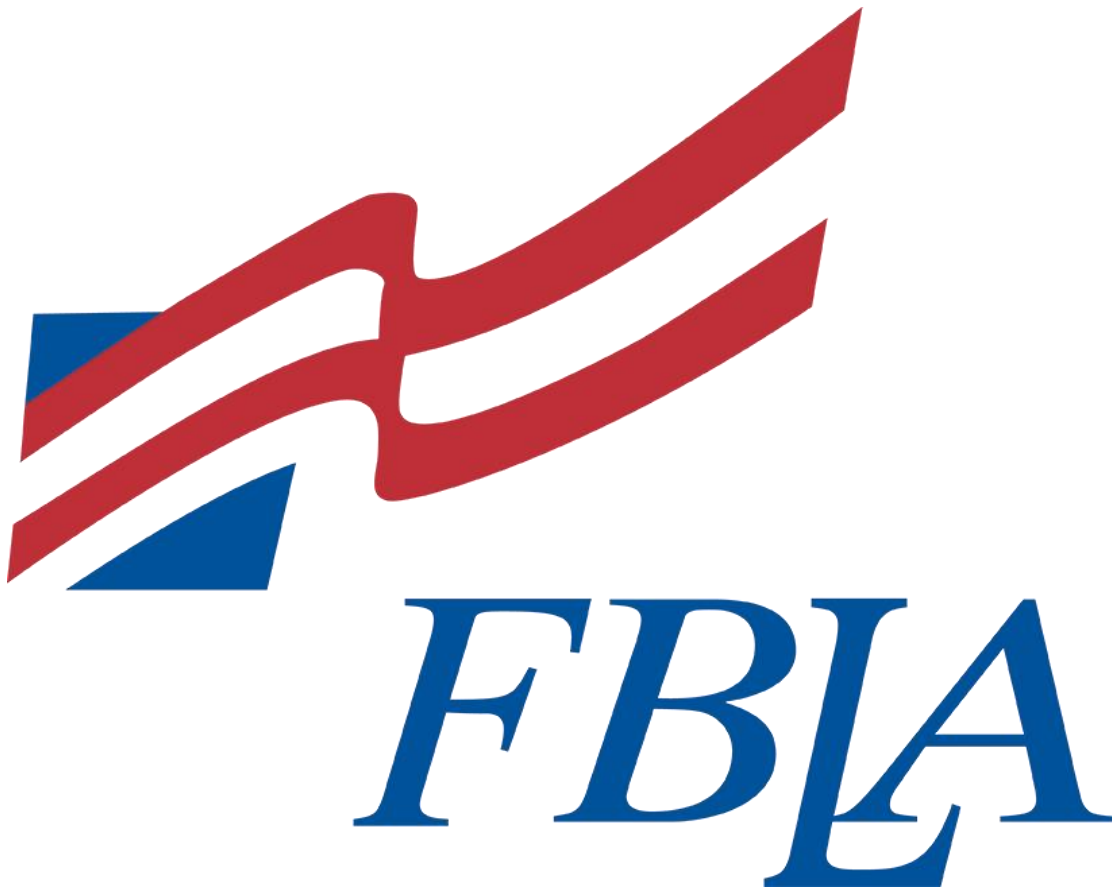# Tomely Screen Navigation & User Guide

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FBLA 2017 -2018 Mobile Application Development (NLC Submission)

Tomely Screen Navigation and User Guide

1. Guess Access
    a. Click on Student/Teacher Button on Home Page
    b. Click on "**CONTINUE AS GUEST**" button
    c. User will be navigated to the Guest page where the user can select a school and navigate to the Guest Home Screen. Users can select any book the home page or click on "All Books" to browse the books available for that school.
    ***Note: 1) Guests can only browse the books, view book details, preview and read reviews. T access full features of Tomely and to check-out/reserve books, please register.
   2) The data presented for the Guests is static data and is not stored in the Google Firebase database as it is meant as read-only purpose
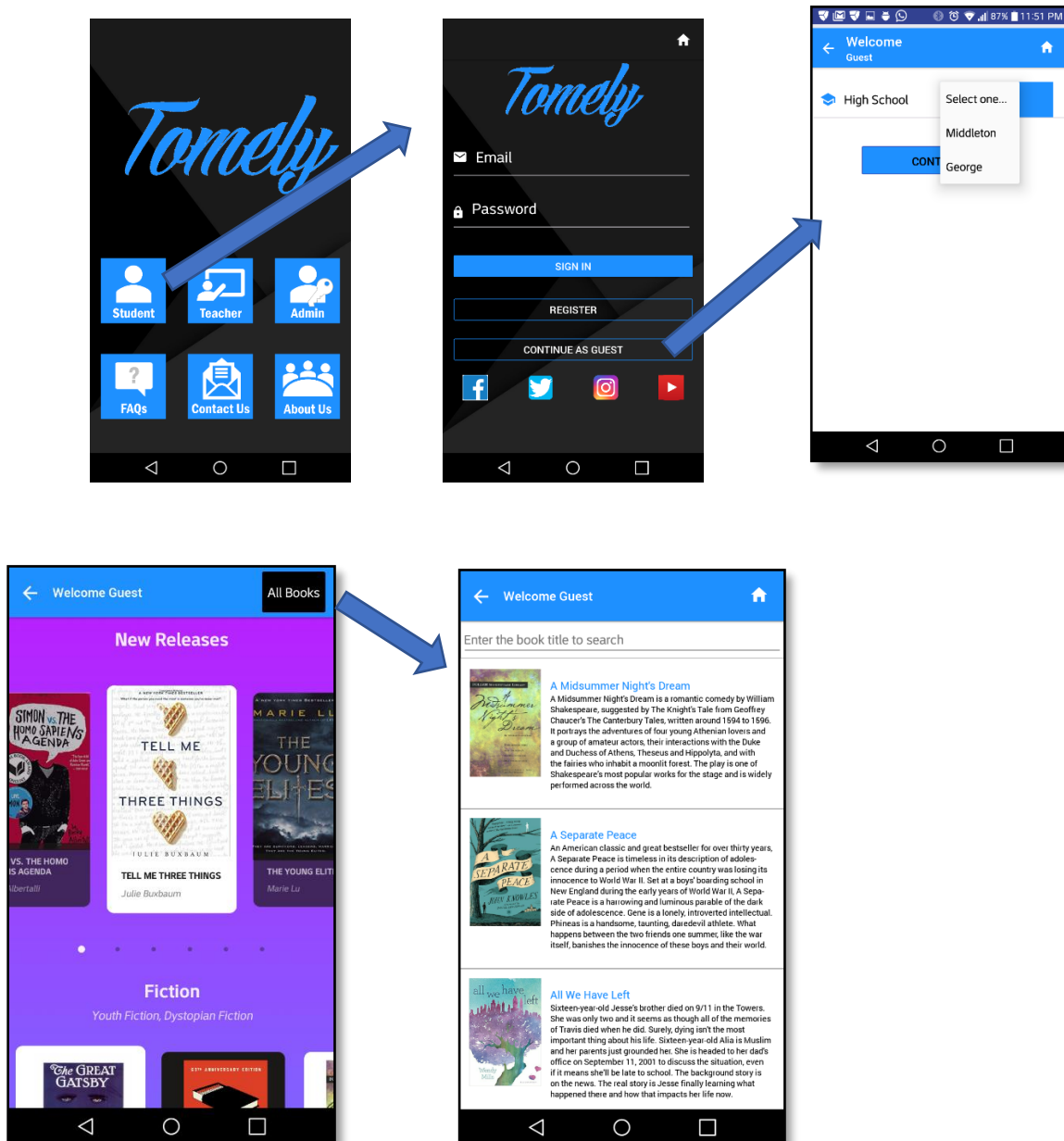
2. Register User – Setting up new Account

    a. Click on Student/Teacher Button on Home Page and click on "**REGISTER**" button

    b. User will be navigated to the Register User screen where the user can enter the profile details and register themselves as a Student or Teacher.

    ***Note: The email and password are used as the login-credentials to login to Tomely application
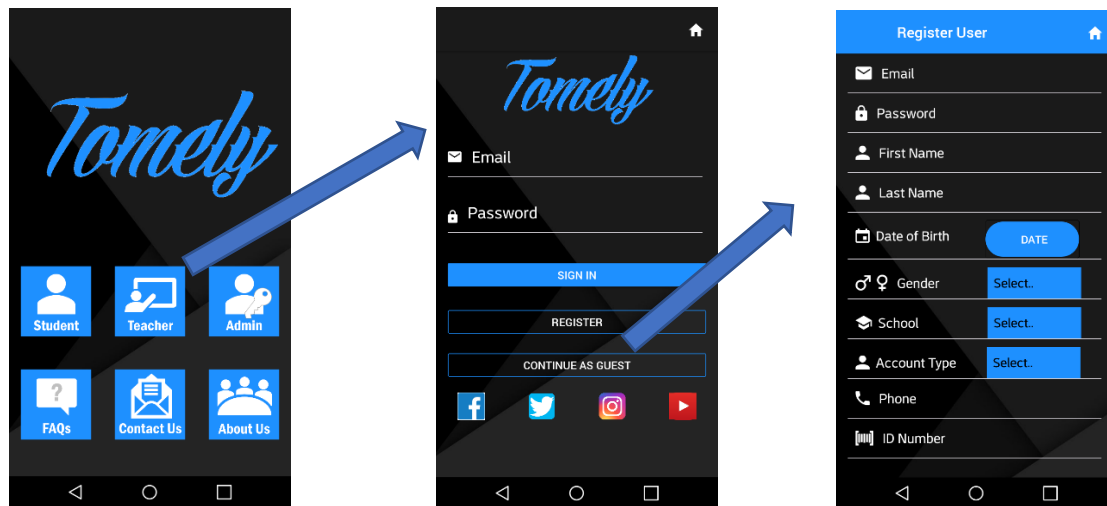

3. Login to Tomely – Existing User

    a. Click on Student/Teacher/Admin Button on Home Page and enter email/password on login page

    b. Upon successful login, Teacher accounts will be navigated to Teacher Home Screen, Student accounts will be navigated to the Student Home page and Admin users will be navigated to the Admin Home page.

    c. Users can select any book from the Home Page or click on "All Books" to get long list view of all the books and then select a book by scrolling through the list.
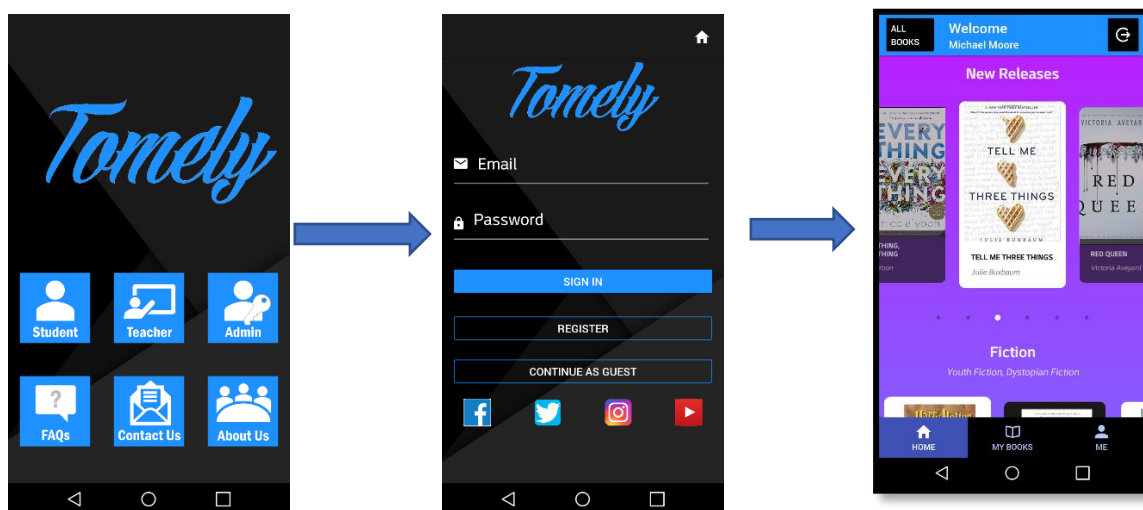
Clicking on the **"All Books"** on the Home Page will bring the below screen where user can scroll through the list of books or enter the title of the book they are looking for. The search bar will suggest matching books as the user is entering characters on the search bar.
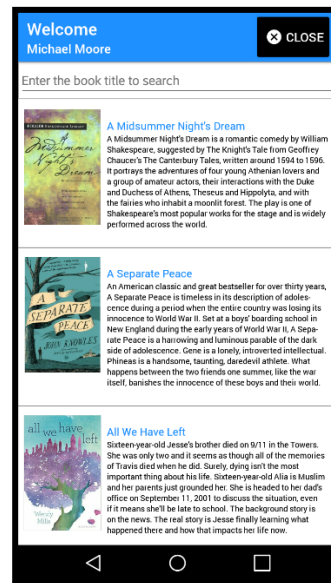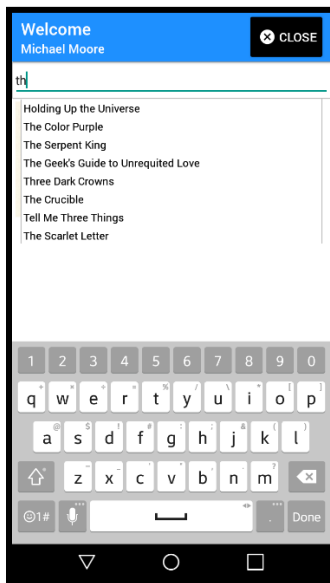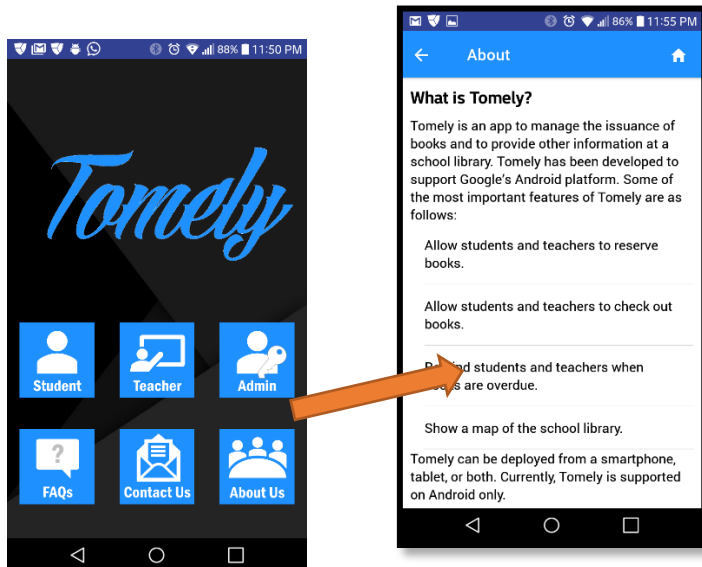

In case of login failure, a detailed error message will be displayed on the Login page. Below are some examples of login authentication errors:
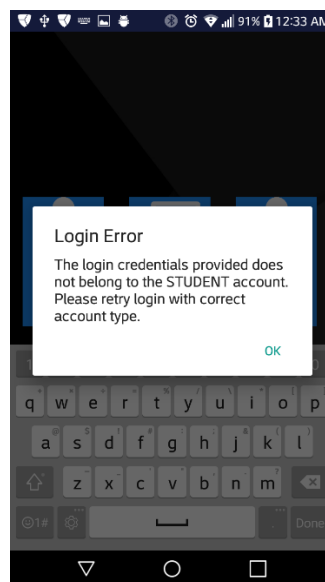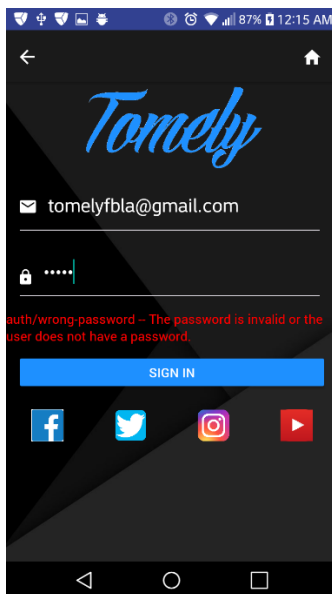
4. About Page
   a. Click on the About button on Home Page
   b. User will be navigated to the About page
   c. Accessing this page does not require login to Tomely

5. FAQ Page
   a. Click on FAQ button on Home page
   b. User will be navigated to the FAQ page
   c. The most frequently asked questions on Tomely can be found in this section.
   d. Accessing this page does not require login to Tomely

6. Contact Tomely
    a. Click on Contact Us button on Home page
    b. User will be navigated to the Contact Us page where the user can provide the Name, Email and a brief message and click on "Send". A notification message will be sent to the Admin team. The Tomely team will review the messages in the order it was received and will try to respond back within 24 hours.
   c. Accessing this page does not require login to Tomely

Student/Teacher Functions

7. Browse Books
    a. Click on Student/Teacher Button on Home Page, enter email/password at Sign In page
    b. Launches the Home Page
    c. Users can select a book from the Home Page or click on "All Books" to get long list view of all the books and select a book by scrolling through the list.
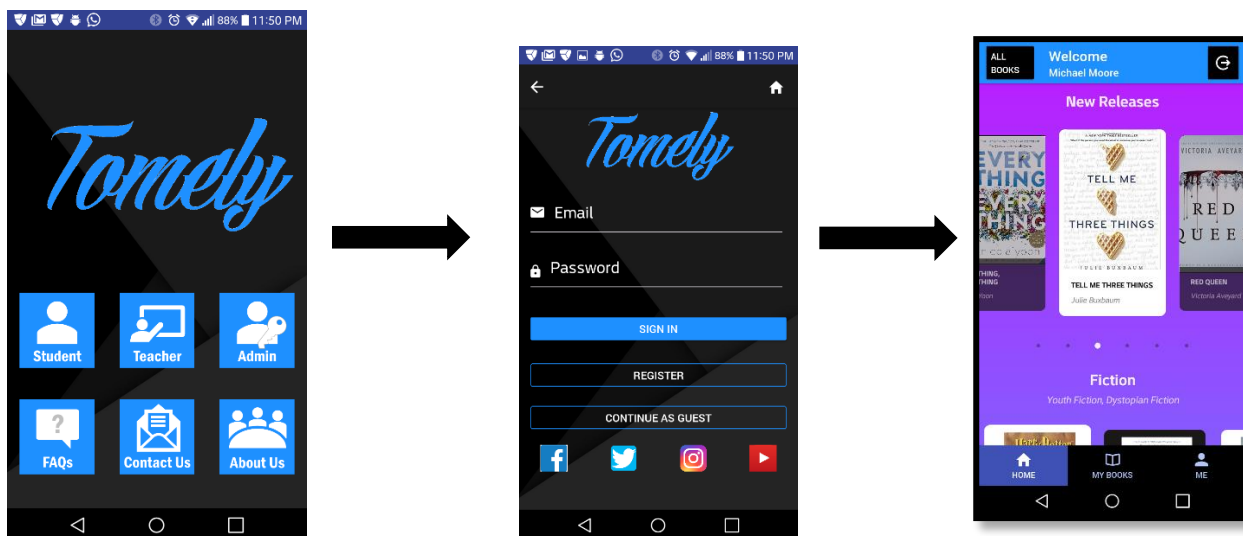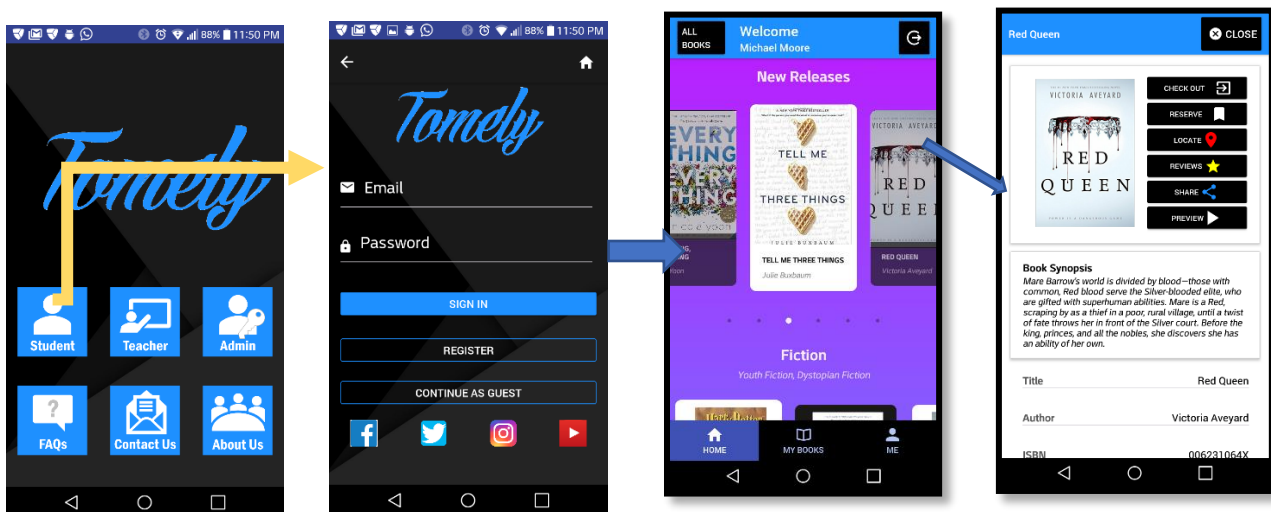
Clicking on the "All Books" on the Home Page will bring the below screen where user can scroll through the list of books or enter the title of the book they are looking for. The search bar will suggest matching books based as the title is being entered on the search bar.
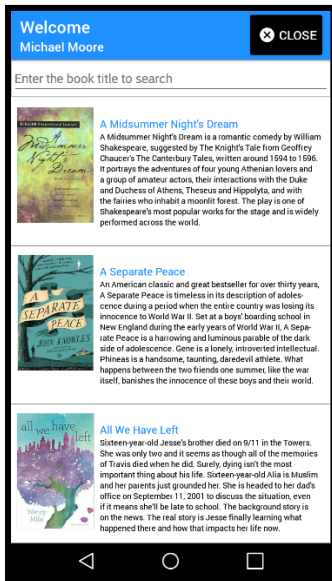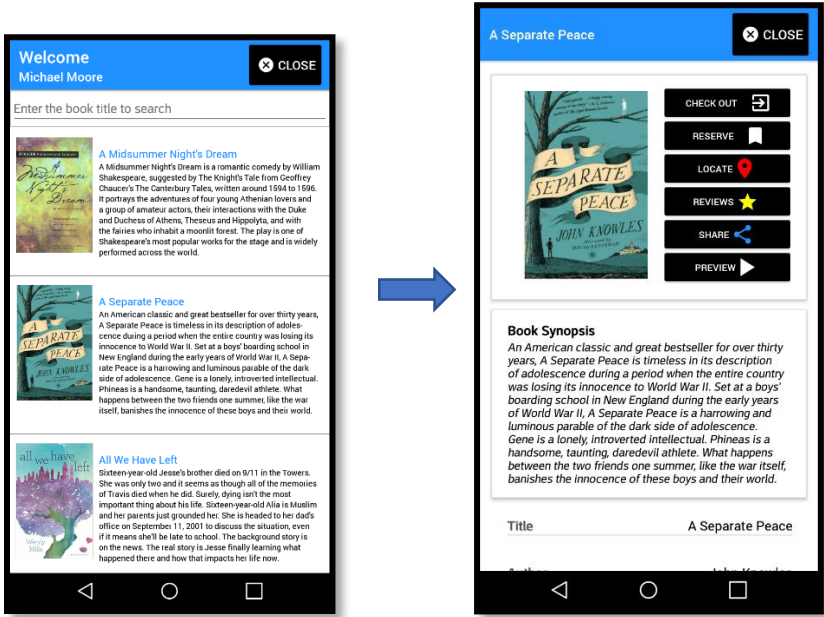

8. View Book Details

   a. Click on Student/Teacher Button on Home Page and enter email/password at Sign In page
   b. On Student Home Page, click on any book
   c. The book details page is displayed with enlarged cover page of the book, book synopsis and other functional buttons like Reserve/Check Out, Locate, Reviews, Share and Preview.
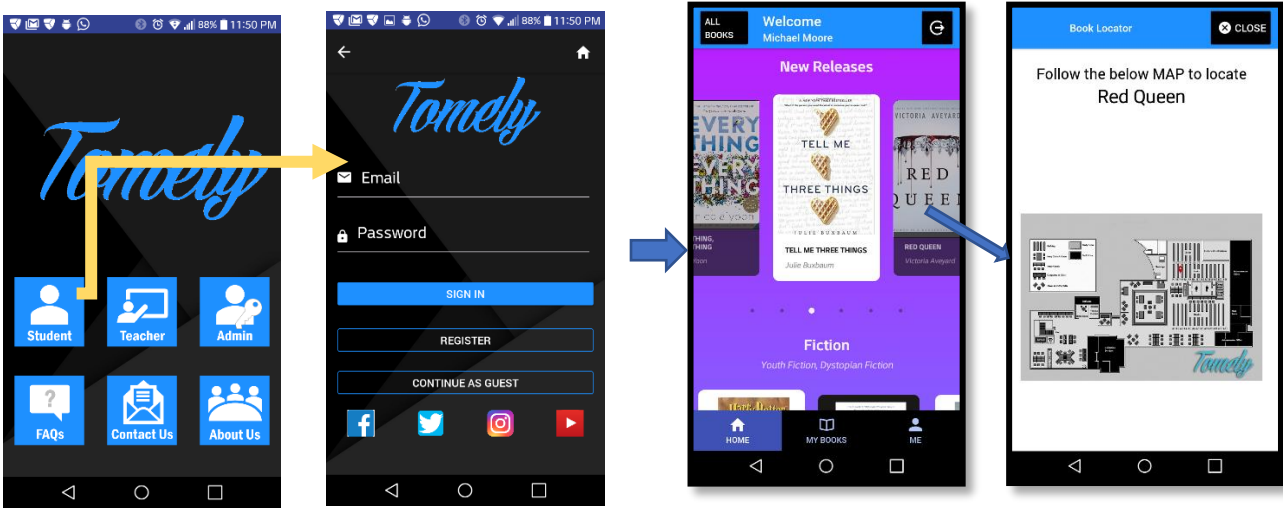
Users can also access the book details page by clicking on the "All Books" on the Home Page where the users can scroll through the list of books or enter the title of the book they are looking for. Clicking on any book will navigate to the book details page.
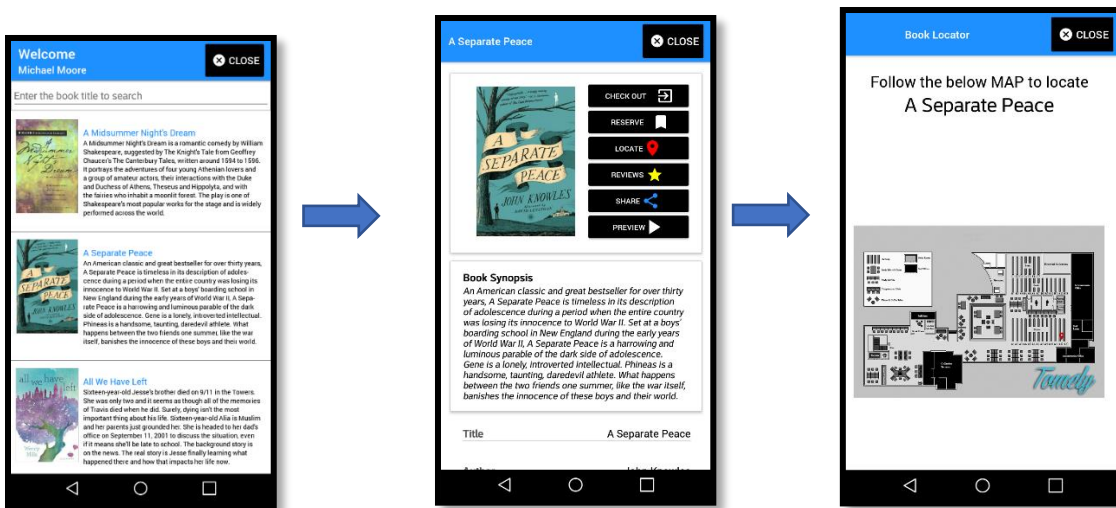

9. Locate Book

    a. Click on Student/Teacher Button on Home Page and enter email/password at Sign In page

    b. On Student Home Page, click on any book

    c. The book details page is displayed with cover page of the book, book synopsis and other functional buttons like Reserve/Check Out, Locate, Reviews, Share and Preview

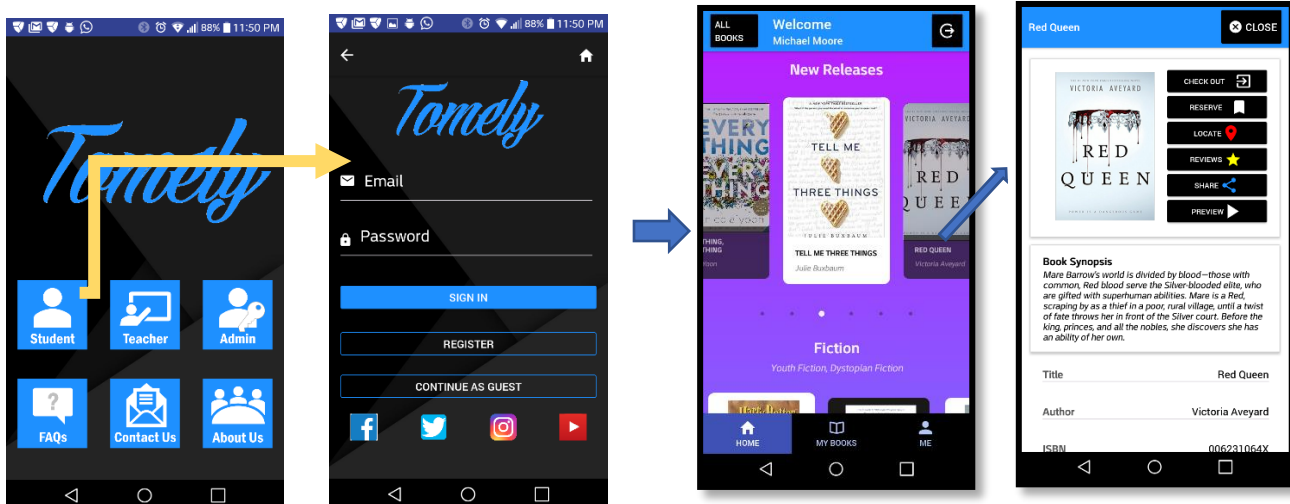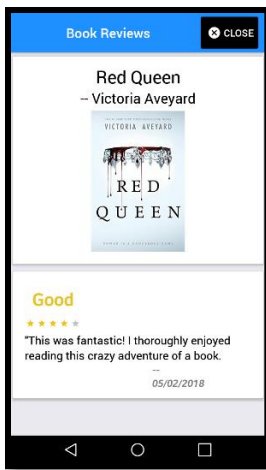   d. Now, click on "**Locate**" button to display the location of the book

Users can also locate the book by clicking on the "All Books" on the Home Page, select a book by scrolling through the list or enter the title of the book they are looking for. Clicking on any book will navigate to the book details page where user can click on "**Locate**" button to identify the book location
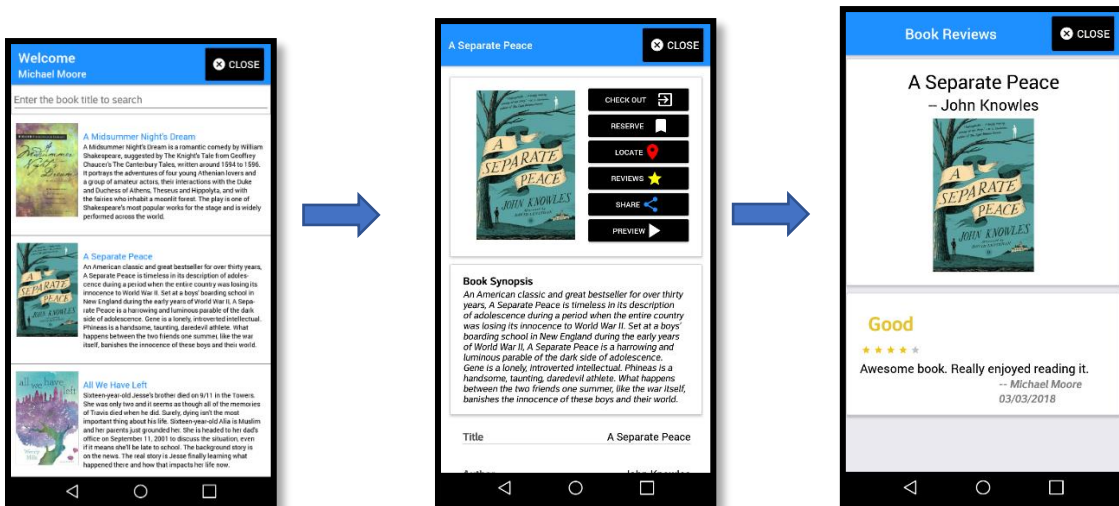
10. Read Reviews

a. Click on Student/Teacher Button on Home Page and enter email/password at Sign In page

b. On Student Home Page, click on any book

c. The book details page is displayed with cover page of the book, book synopsis and other functional buttons like Reserve/Check Out, Locate, Reviews, Share and Preview

d. Now, click on "**Reviews**" button to navigate to the Book Reviews screen where reviews/ratings posted by other users can be viewed
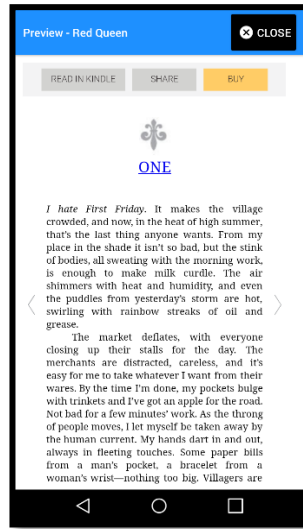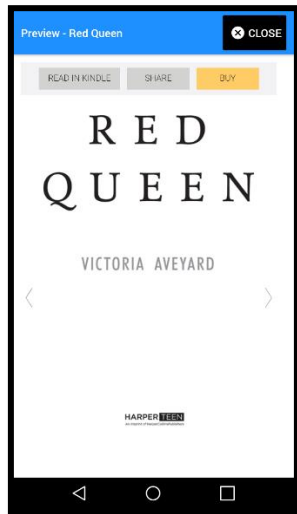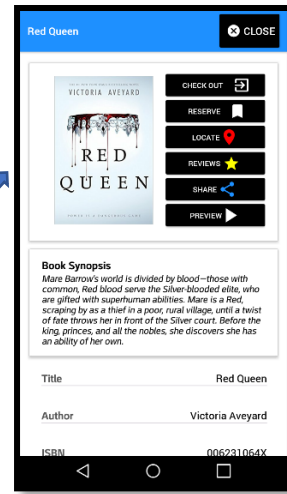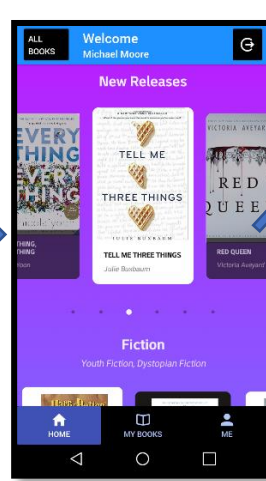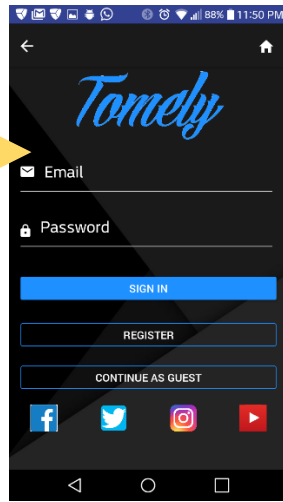
Users can also read reviews on the selected book by clicking on the "All Books" on the Home Page, select a book by scrolling through the list or enter the title of the book they are looking for. Clicking on any book will navigate to the book details page where user can click on "**Reviews**" button to identify the read reviews/ratings posted by other users.

11. Preview Book

a. Click on Student/Teacher Button on Home Page and enter email/password at Sign In page
b. On Student Home Page, click on any book
c. The book details page is displayed with cover page of the book, book synopsis and other functional buttons like Reserve/Check Out, Locate, Reviews, Share and Preview
d. Now, click on "**Preview**" button to navigate to the Amazon Kindle's preview screen where user can preview the book powered by Amazon kindle preview feature.
e. Users can also click on the "BUY" tab on the preview screen if they wish to buy the book directly from Amazon

Users can also preview the selected book by clicking on the "All Books" on the Home Page, select a book by scrolling through the list or enter the title of the book they are looking for. Clicking on any book will navigate to the book details page where user can click on "**Preview**" button to identify the read reviews/ratings posted by other users.
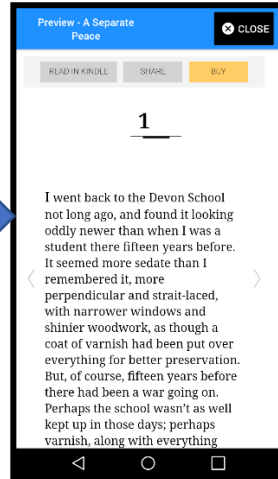
12. Share Book

    a. Click on Student/Teacher Button on Home Page and enter email/password at Sign In page

    b. On Student Home Page, click on any book

    c. The book details page is displayed with cover page of the book, book synopsis and other functional buttons like Reserve/Check Out, Locate, Reviews, Share and Preview

    d. Now, click on "**Share**" button to open apps like Email, Gmail, Messenger, Google Voice, WhatsApp etc that allows sharing content.

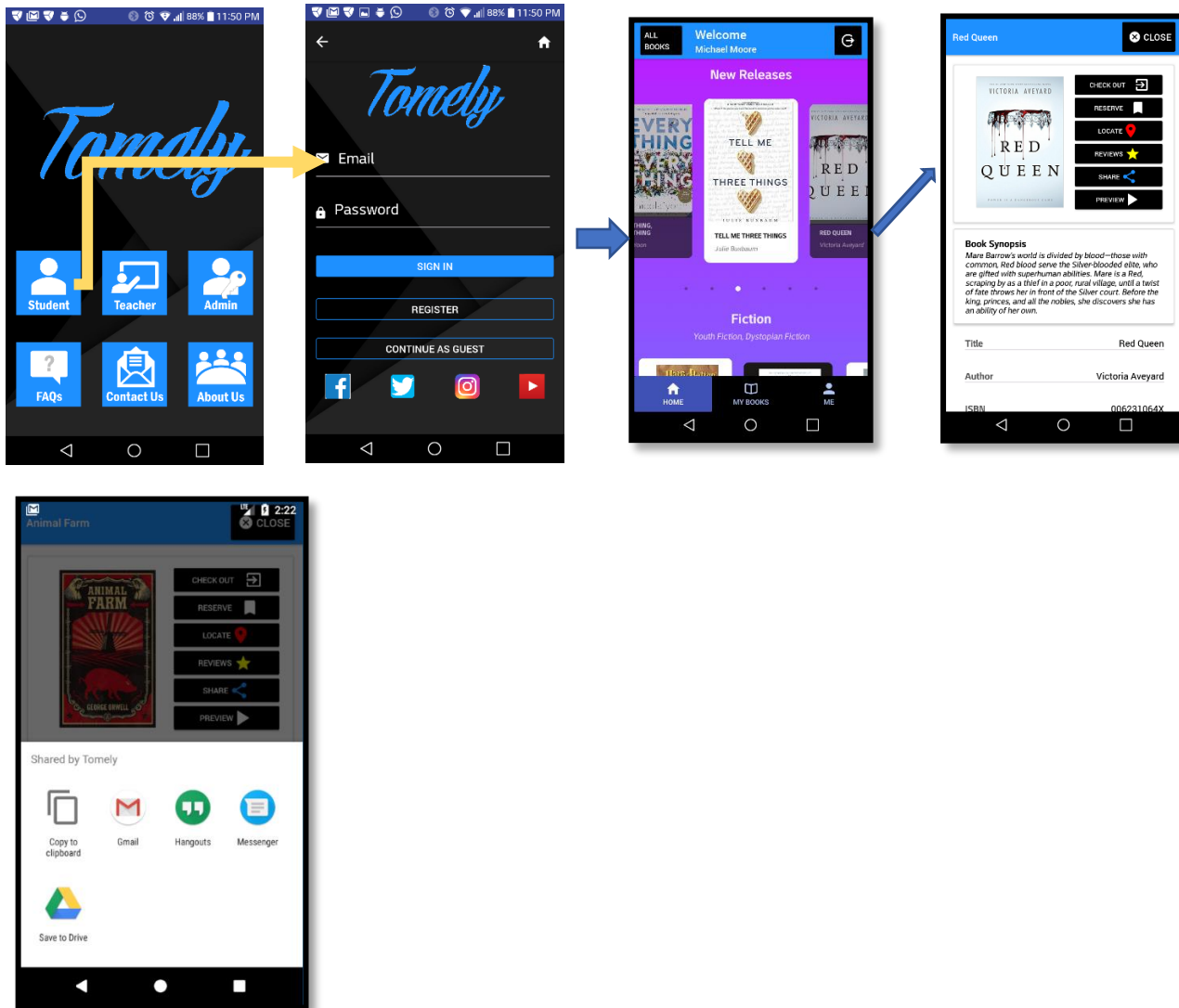   e. User can select any one of the apps and share the book details like Title, Author and Summary
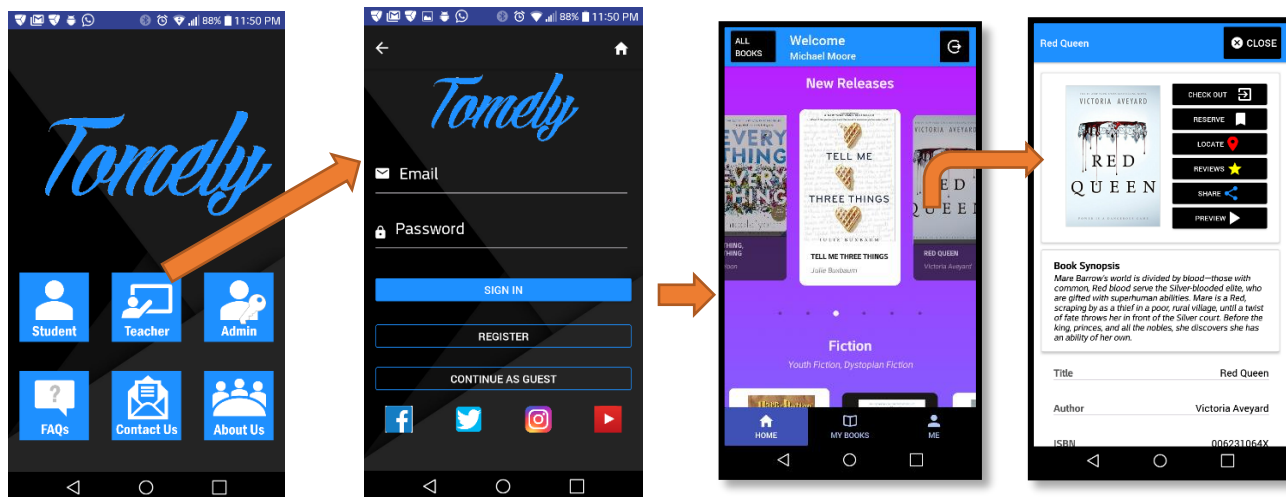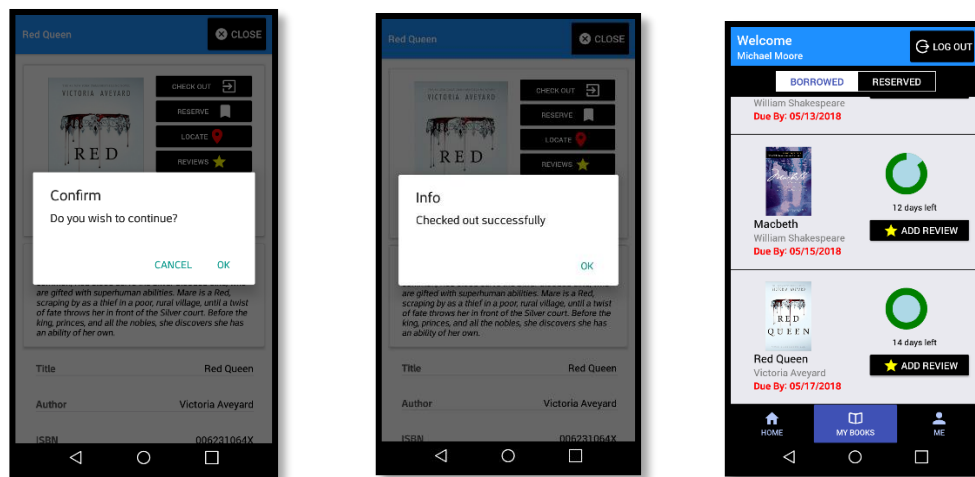

Users can also Share the selected book by clicking on the "All Books" on the Home Page, select a book by scrolling through the list or enter the title of the book they are looking for. Clicking on any book will navigate to the book details page where user can click on "**Share**" button to share the book details through one of the apps that enables sharing content.
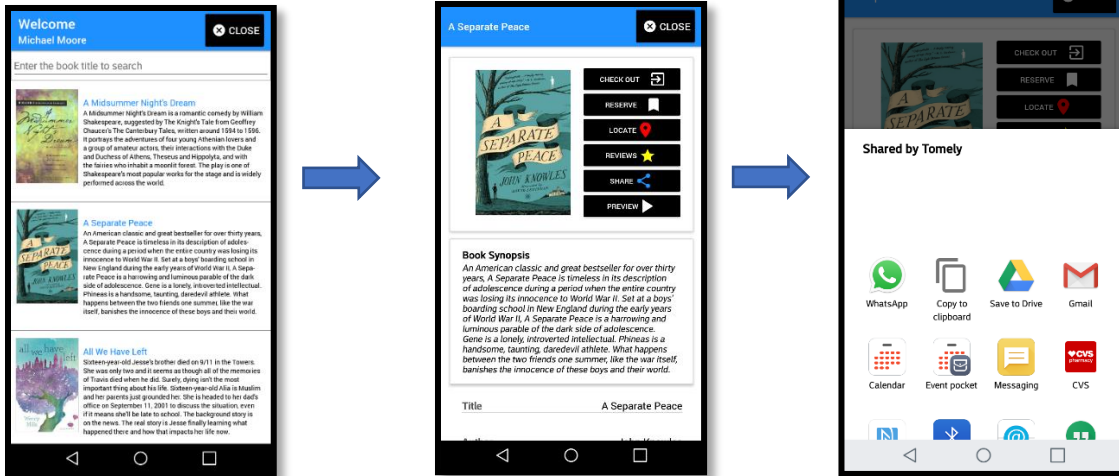
13. Check Out Books

    a. Click on Student/Teacher Button on Home Page and enter email/password at Sign In page

    b. On Student Home Page, click on any book

    c. The book details page is displayed with cover page of the book, book synopsis and other functional buttons like Reserve/Check Out, Locate, Reviews, Share and Preview

    d. Now, click on "**CHECK OUT**" button

    e. A confirmation dialog is presented. User can click on "Yes" to continue or "No" to cancel the "CHECK OUT" step

    f. Upon clicking "Yes", the selected book will be checked out after certain performing some pre-validations.

Users can also check out a selected book by clicking on the "All Books" on the Home Page, select a book by scrolling through the list or enter the title of the book they are looking for. Clicking on any book will navigate to the book details page where user can click on "**CHECK OUT**" button to borrow a book from the library.

14. Add Reviews

    a.   Click on Student/Teacher Button on Home Page and enter email/password at Sign In page

    b.   On Student Home Page, click on "**MY BOOKS**" footer tab

    c.   On the BORROWED tab, click on the "**ADD REVIEW**" button

    d.   A confirmation dialog is presented. User can click on "Yes" to continue or "No" to cancel the "Add Review" step

    e.   Upon clicking "Yes", the user will be presented with "Add Review" page where the user can enter review comments and provide a rating by selecting the "stars".

   **Note: Tomely allows the below rating selections:

   1.   "Terrible" – 1 star

        2.   "Bad" – 2 stars

        3.   "OK" – 3 stars

        4.   "Good" – 4 stars

   5.   "Excellent" – 5 stars
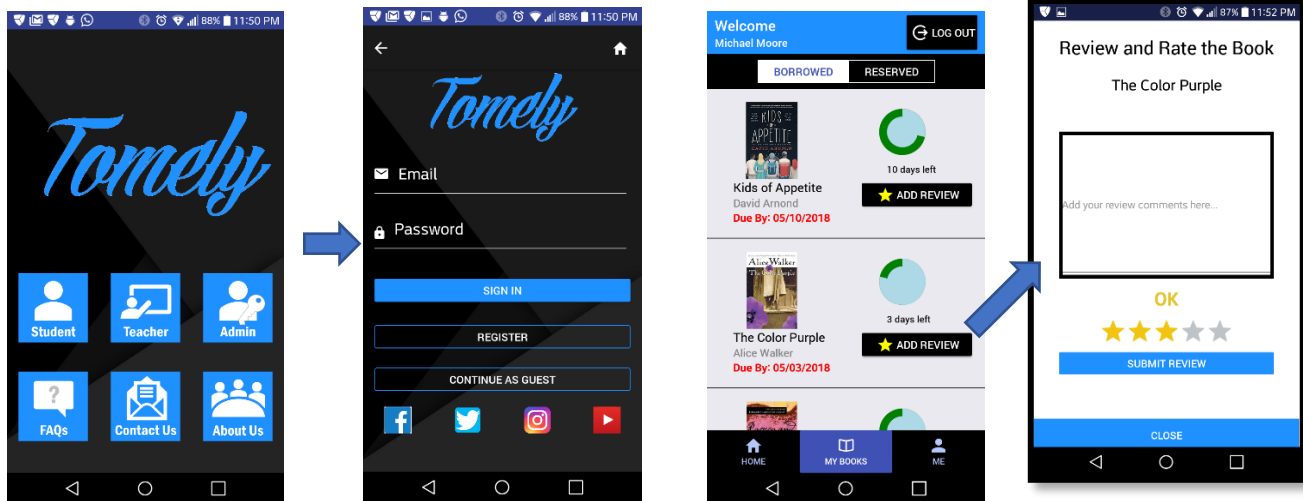
15. Reserve Books

    a. Click on Student/Teacher Button on Home Page and enter email/password at Sign In page

    b. On Student Home Page, click on any book

    c. The book details page is displayed with cover page of the book, book synopsis and other functional buttons like Reserve/Check Out, Locate, Reviews, Share and Preview

    d. Now, click on "**RESERVE**" button

    e. A confirmation dialog is presented. User can click on "Yes" to continue or "No" to cancel the "**RESERVE**" step

    f. Upon clicking "Yes", the selected book will be reserved after certain performing some pre-validations.

    g. The reserved book should now appear in the RESERVED tab within the "MY BOOKS" footer tab
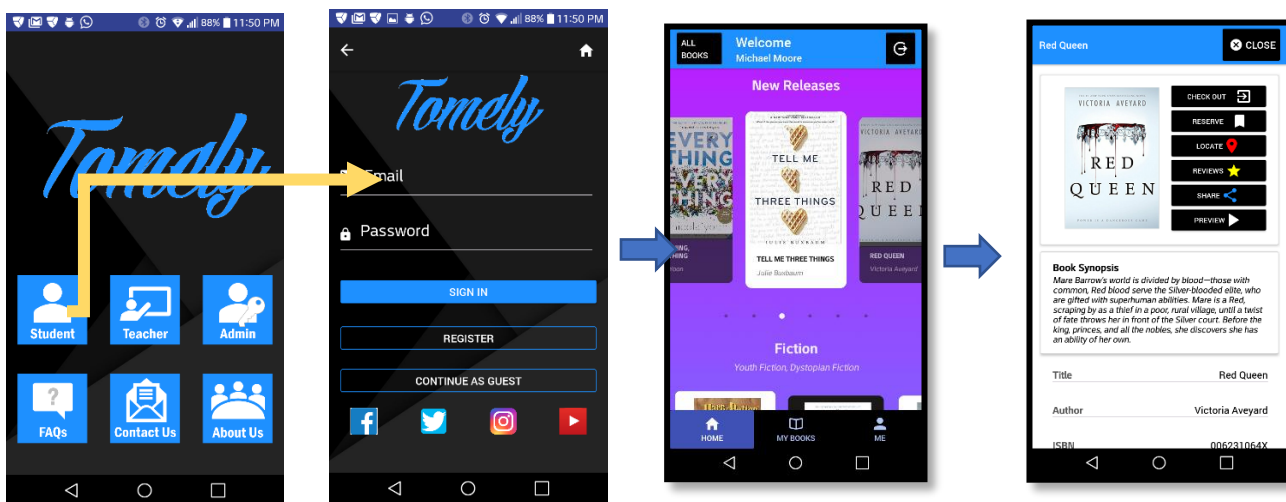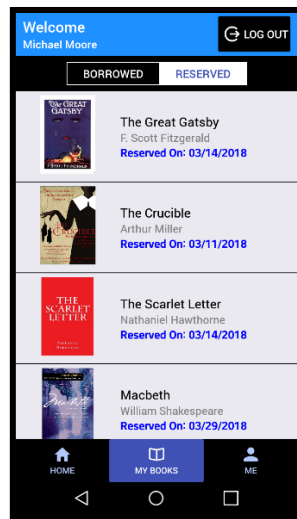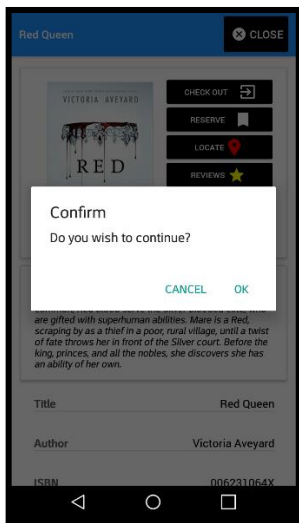
16. View User Profile (Me)

    a. Click on Student/Teacher Button on Home Page and enter email/password at Sign In page

    b. On Student Home Page, click on "Me" Tab

    c. User will be navigated to the User Profile page.
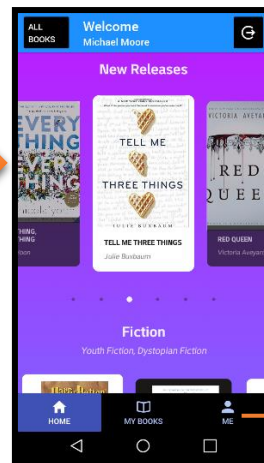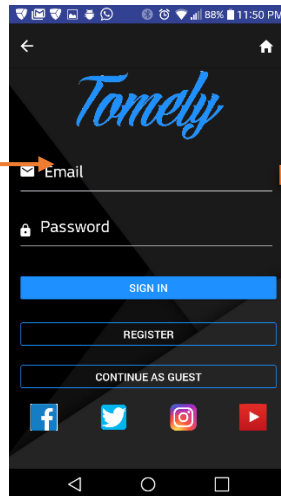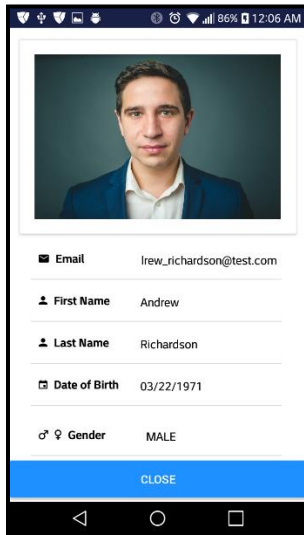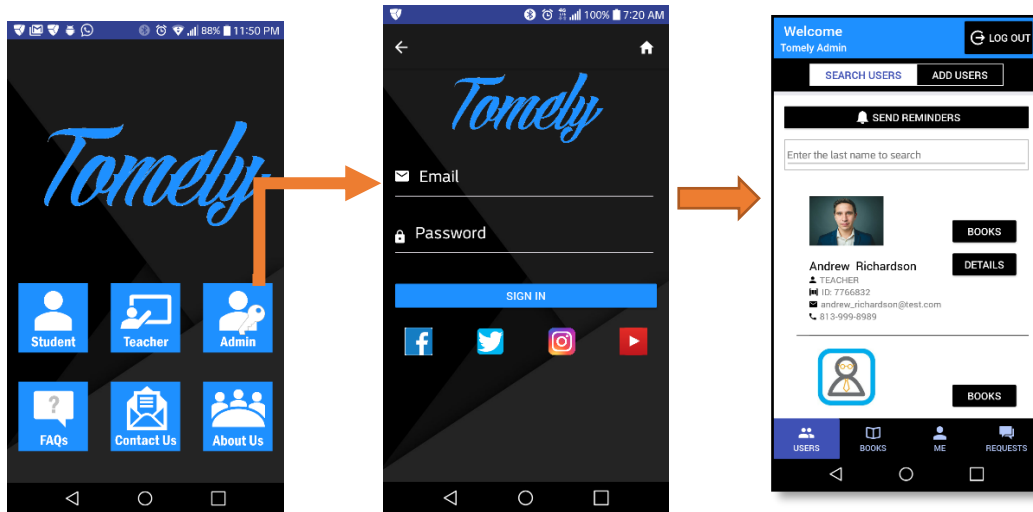

Admin Functions

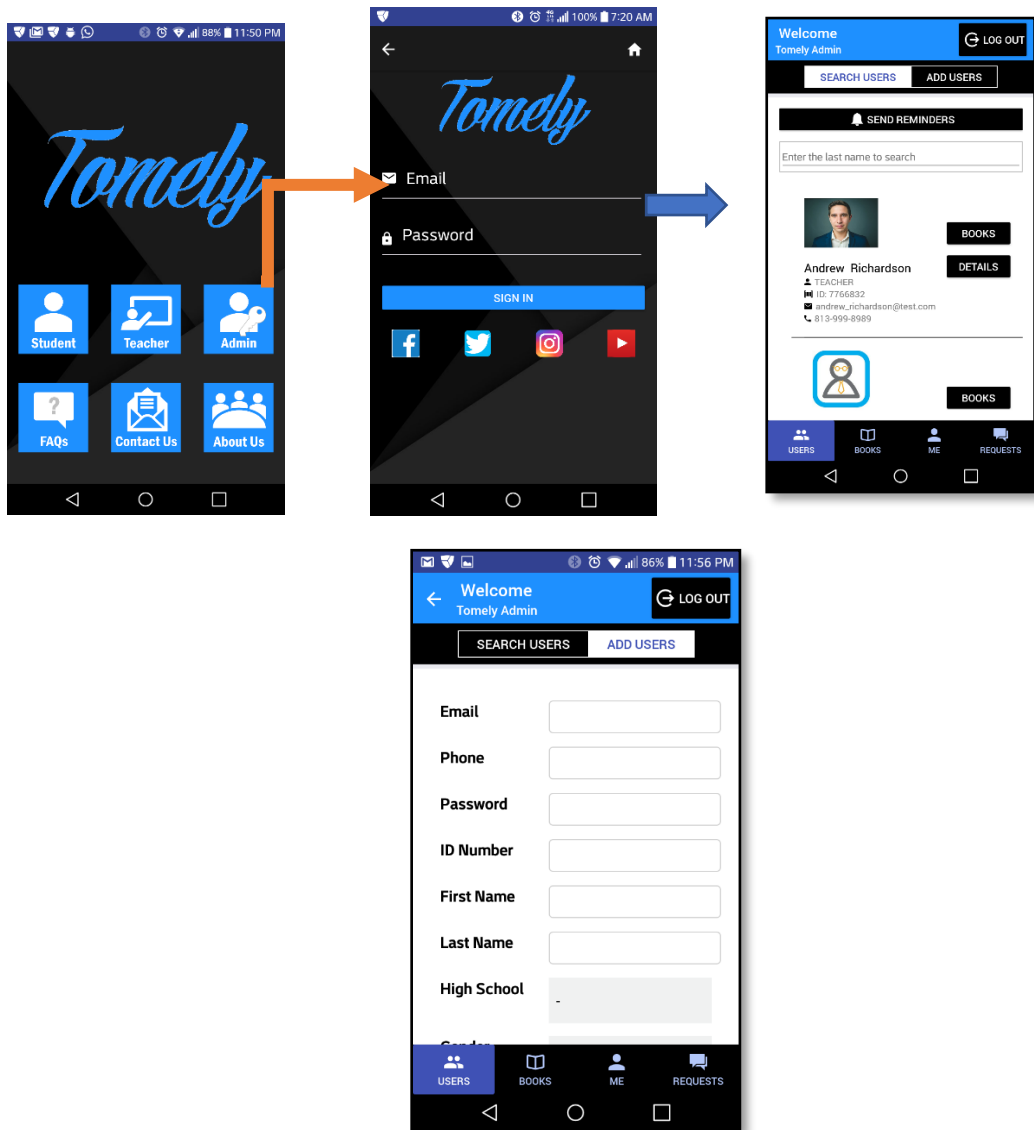## 17. Admin Home Page (Search Users is start page)

    a. Click on Admin Button on Home Page

    b. Enter email/password at Sign In page

    c. User will be navigated to the Admin Home Page with the "Search Users" tab selected as the default screen

    d. Admin can click on the "Details" button to view the User Profile details of the selected user

e. Admin can click on the "Books" button to view the books "Borrowed/Reserved" by the selected user.
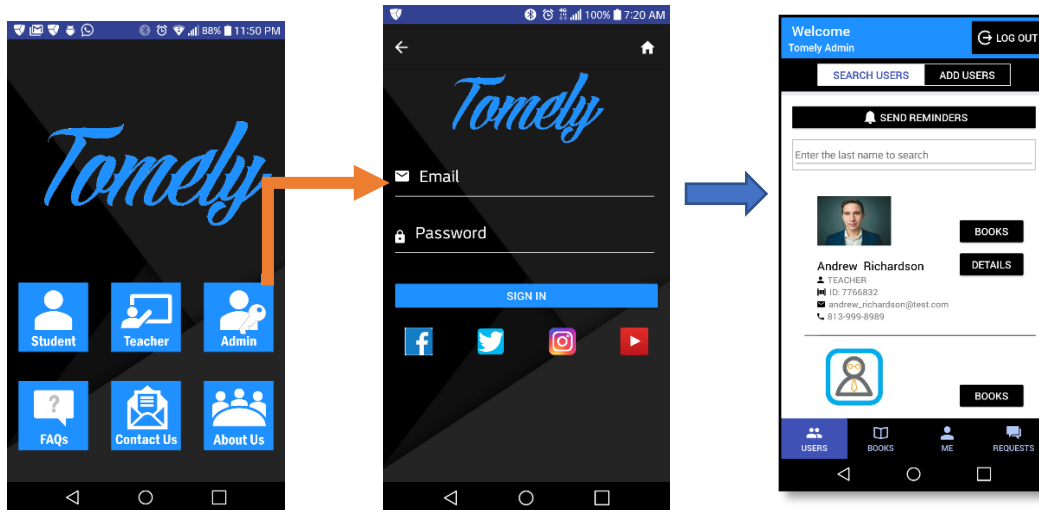

18. Admin – Add Users

a. Click on Admin Button on Home Page and enter email/password at Sign In page
b. User will be navigated to the Admin Home Page
c. Click on the "Add Users" tab
d. Admin will be navigated to the Add User screen where the user can be added to Tomely application
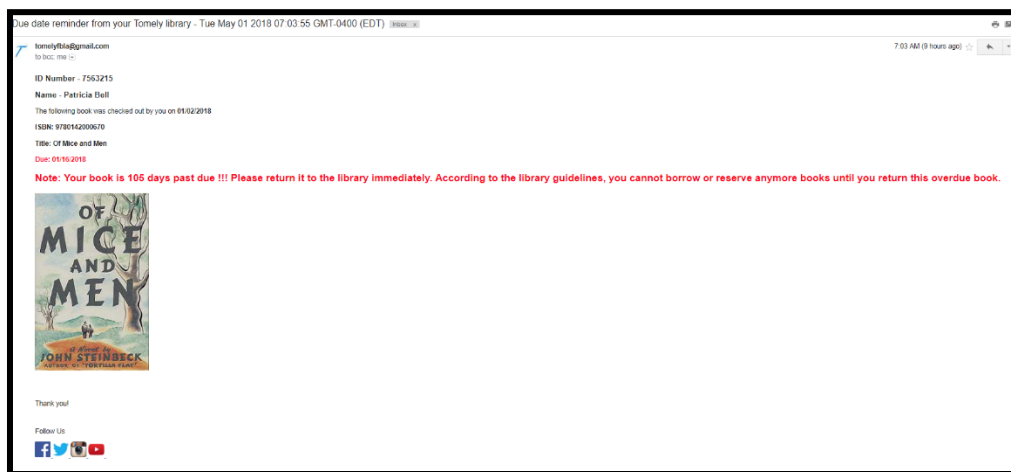
19. Admin – Send Reminders

a. Click on Admin Button on Home Page and enter email/password at Sign In page

b. User will be navigated to the Admin Home Page

c. Click on the "Send Reminders" button on the top of the screen

d. A confirmation dialog is presented. User can click on "Yes" to continue or "No" to cancel the "**Send Reminder**" step

e. Upon clicking "Yes", Tomely will send reminders to all user who have borrowed books and are due to be returned within a week or have books past due. While the Tomely app sends daily email reminders every 24 hours automatically, the "**Send Reminder**" functionality is a feature provided to the Admins to send the immediate reminders manually.

Below is a sample email notification sent by Tomely to a user who has borrowed a book and the due date is past overdue.

20. Admin – Search Books

     a. Click on Admin Button on Home Page

     b. Enter email/password at Sign In page

     c. User will be navigated to the Admin Home Page

     d. Click on the "Books" footer tab

     e. Admin will be navigated to the Books screen with "Search Books" tab selected by default

     f. Admin can click on the "Details" or "Locate" button to get more details on the book or the location of the book

     g. Admin can click on the "Reviews button to view the reviews/ratings submitted by different users (teachers/users).
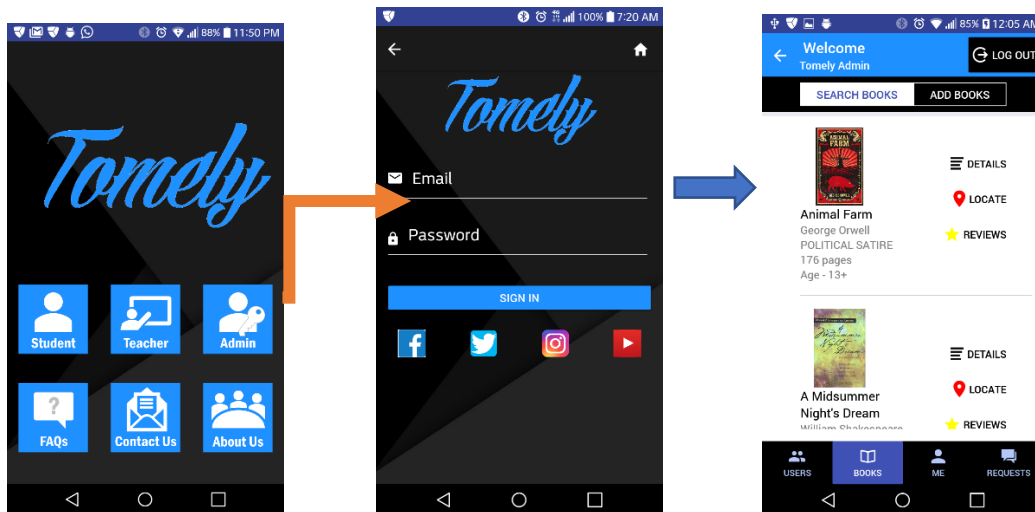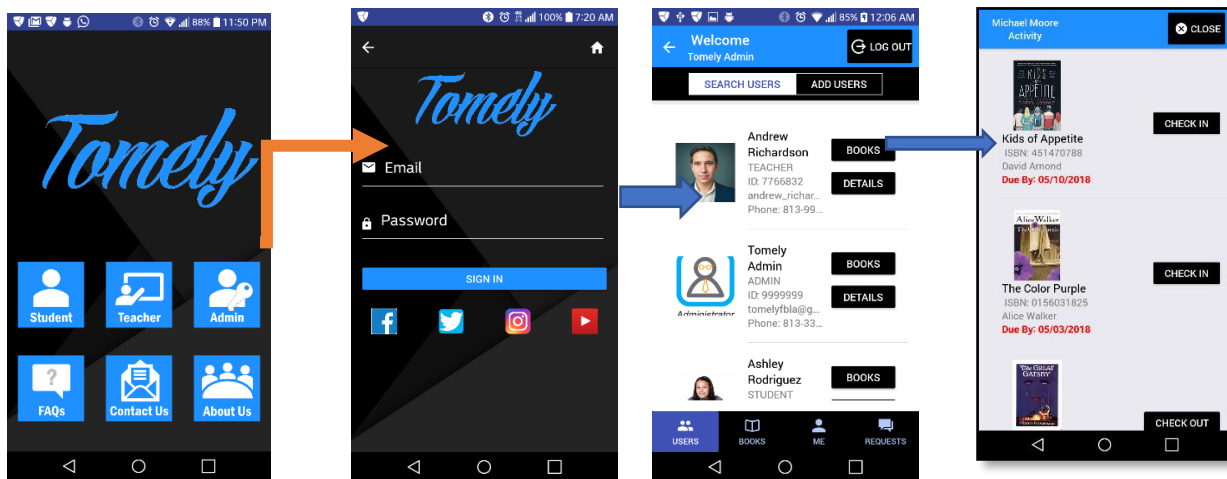
21. Admin – Add Books

    a.   Click on Admin Button on Home Page

    b.   Enter email/password at Sign In page

    c.   User will be navigated to the Admin Home Page

    d.   Click on the "Books" footer tab

    e.   Admin will be navigated to the Books screen with "Search Books" tab selected by default

    f.   Click on the "Add Books" tab to navigate to the Add Book page where admin can add books to the Tomely library database.
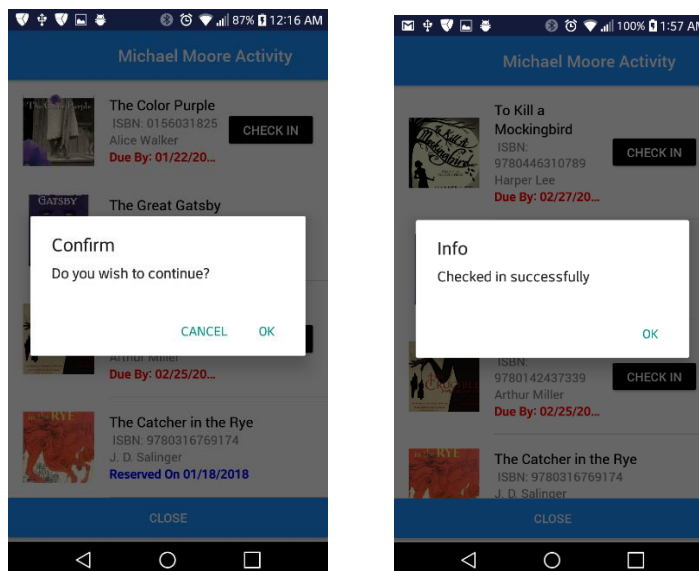

22. Admin – Check In Books

    a.   Click on Admin Button on Home Page

    b.   Enter email/password at Sign In page

    c.   User will be navigated to the Admin Home Page

    d.   User will be navigated to the Admin Home Page with the "Search Users" tab selected as the default screen

e. Find the user who is trying to check-in the book
f. Click on the "Books" button the specific user
g. All books activity for the user will be displayed.
h. Find the book the user wants to return and click on "**CHECK IN**" button. (**Note: Only the books checked-out by the users will have the "CHECK IN" button. The Reserved books will not have a "CHECK-IN" button
i. A confirmation dialog will be presented to the user. User can click on "Yes" or "No". Upon clicking on "Yes" will continue with the "Check-in" process. Clicking on "No" will cancel the "Check-in" step.


j. Upon successfully checking in the book, a popup dialog with the success message is displayed

23. Admin – Handling User Requests
a. Click on Admin Button on Home Page
b. Enter email/password at Sign In page

c. User will be navigated to the Admin Home Page
d. User will be navigated to the Admin Home Page with the "Search Users" tab selected as the default screen
e. Click on the "Requests" footer tab
f. User will be navigated to the "Requests" page with "NEW" Requests as the default page.
g. Once the request has been reviewed, Admin can click ok "Review" to mark the request as "Reviewed". The request message will now appear in the "Reviewed" tab
h. When the Admin completes the request like adding user, reset user password etc, the Admin can click on the "Complete" button to mark the request as completed.
***Note: Currently, Tomely does not send notifications back to the Users who submitted a request with the request status/updates. In the future release, we will enhance the application to notify the users of the request status and updates.
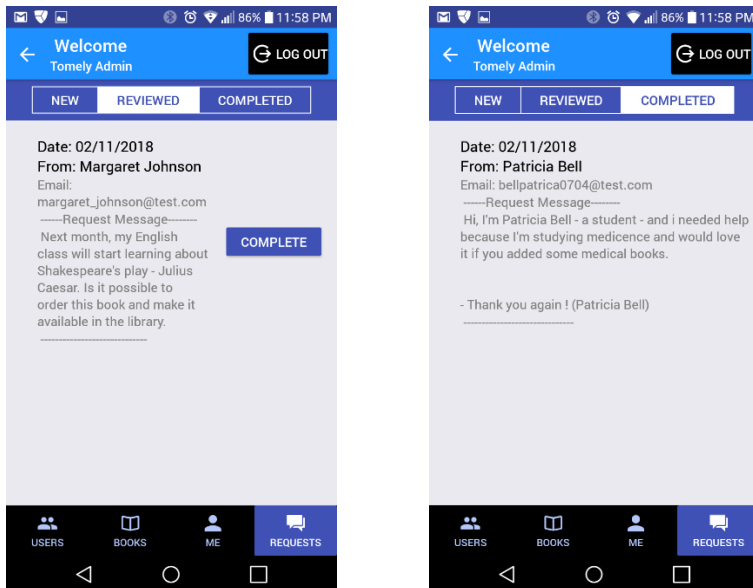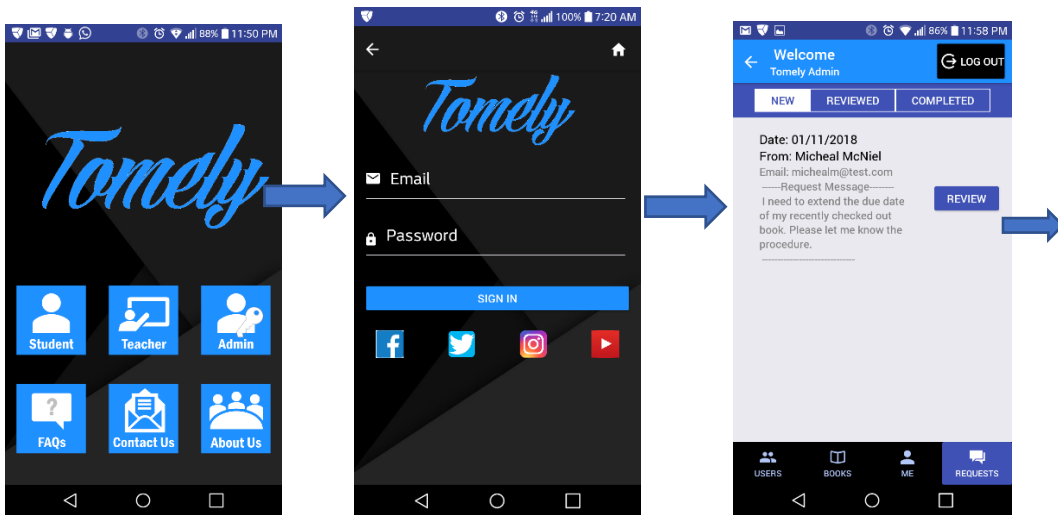
24. Connecting with Tomely

a. Click on Admin/Student/Teacher Button on Home Page
b. At the Login page, there are 4 social icons presented
c. User can click on any of these social icons and users will be navigated to the relevant website. Users can learn more about Tomely and find out latest updates by checking these websites regularly.