

Let's Meet

Ethan Christensen, Kolby Kunz, Hope Welch, Lindsay Wilde

User Guide

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Why we chose a PDF for the User Guide

We decided that a PDF would be the best way for any user to access help. This is because users can have it open along with the application and follow along with the guide. This way, users that already know how the application works, won't be bothered by tips that they don't need. With the user guide being separate from the application, users can look through the guide whenever and maybe find new things out about the application that they didn't know existed because their normal use patterns didn't use every feature available.

We did consider a version within the application. Ultimately we decided not to because we liked the idea of guiding the users step by step with screenshots on how to use the application in a simple way instead of directing them on what to click within the application. Since our user guide is separate from our application, we can make design changes within the application easier without worrying about how it's going to impact the code that guides users through the app. With using a PDF, if a user runs into a bug that crashes the program, they can still view the guide to see why that might have happened.

Overview on how to use *Let's Meet*

At its core, *Let's Meet* is used for group scheduling and personal schedules. As a user, you can create your own personal schedule. This personal schedule consists of a user's personal events that they have coming up, this is essentially a user's personal calendar. The personal calendar is for the user's own needs to keep track of their upcoming events.

Users are able to form a group with each other within the app to help with scheduling times within a group. An example use case, grouping up within the app with co-workers to schedule a meeting time that works for everyone's schedule. Upon joining a group with other users, a user will be able to request a meeting with other members of the group. When a user in the group requests a meet up, the app will find a time that works with everyone's schedule and puts the co-worker meeting in their schedule. In order for *Let's Meet* to find a meeting time, users need to put their events in their personal calendar so the application knows not to plan for a meeting during certain times.

Help on how to do the basic functions within *Let's Meet* are in the Tutorials section.

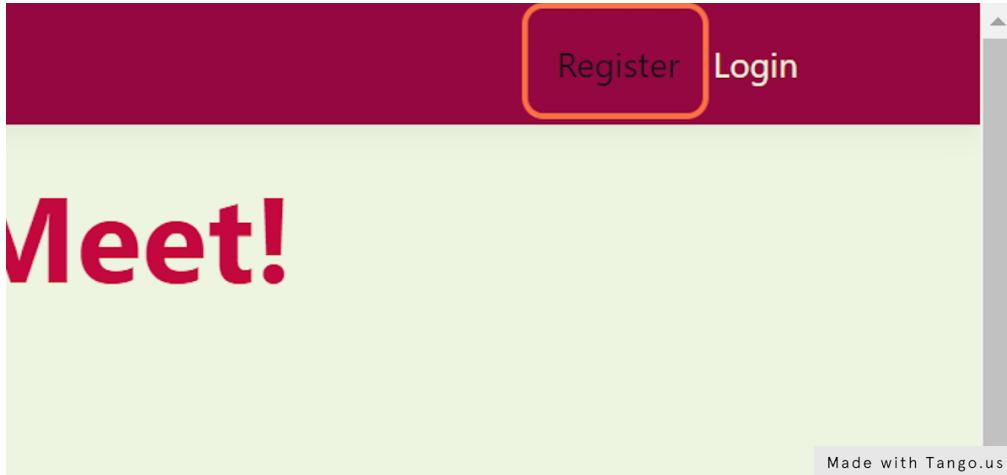
Tutorials

Website Tutorials

Creating an account

1. Go to the project site

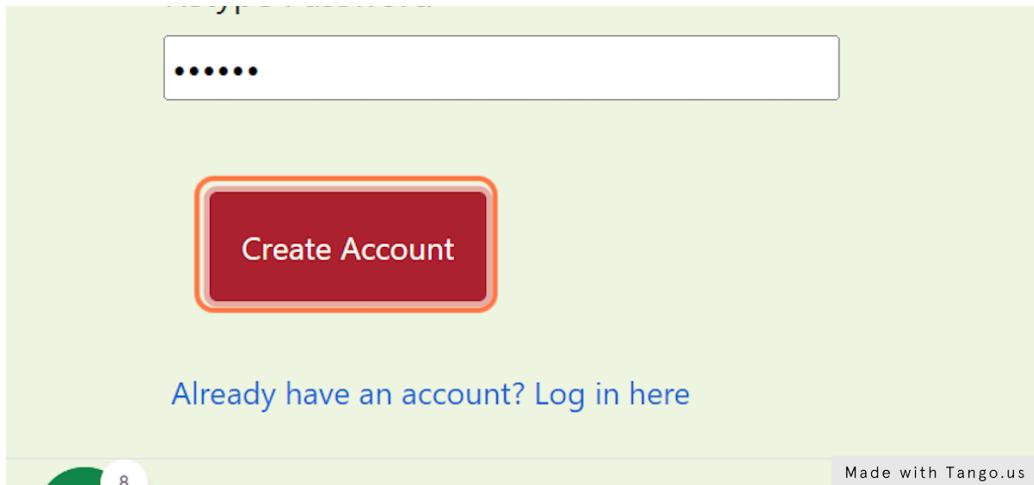
2. Click on Register



3. Enter the required field info

A screenshot of a registration form with a light green background. The title 'Register here' is centered at the top in a dark font. Below the title, there are three input fields: 'Username' with the value 'test2', 'FirstName' with the value 'FirstName', and 'LastName'. In the bottom right corner of the form, there is a small grey box containing the text 'Made with Tango.us'.

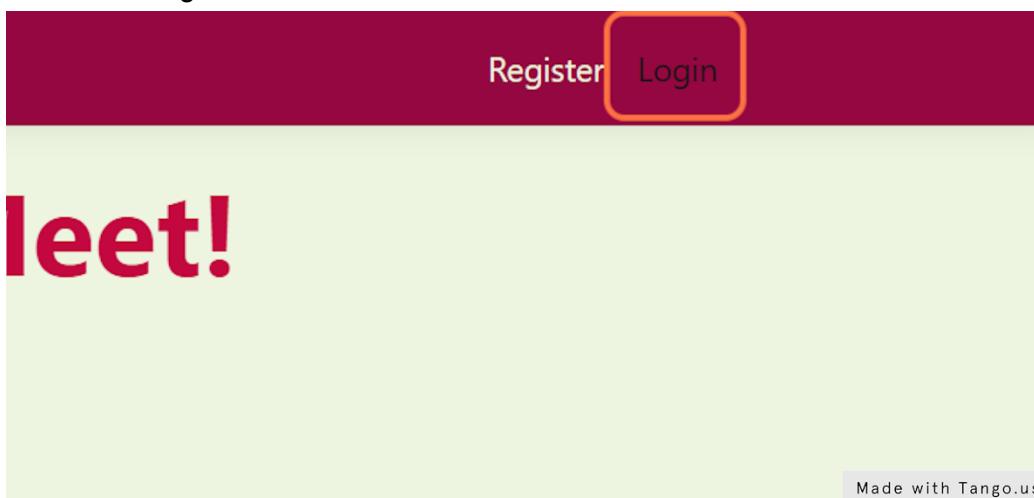
4. Click on Create Account



Logging in (Must create an account first)

1. Go to Project Site

2. Click on Login



3. Enter required info

Welcome to L

Log in

Username

Password

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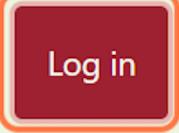


4. Click on Log in

.....

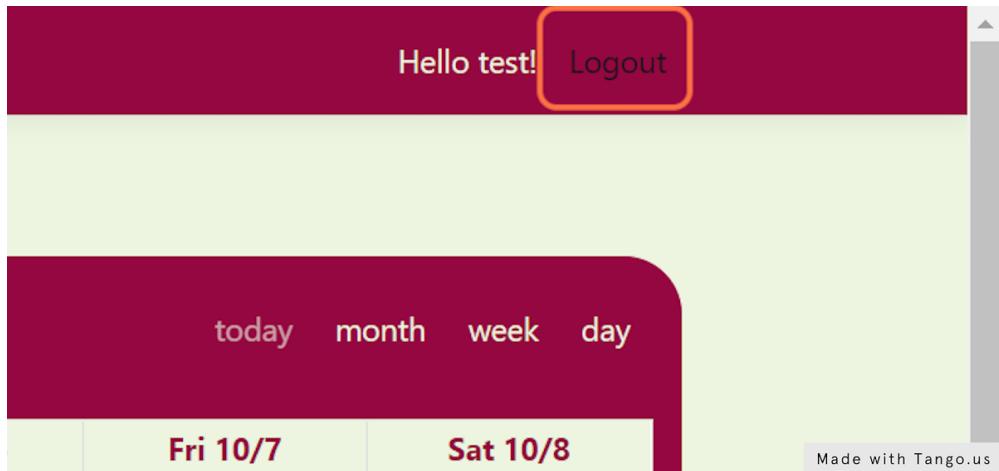
No Account? [Click here to register](#)

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Logging out (Must log in first)

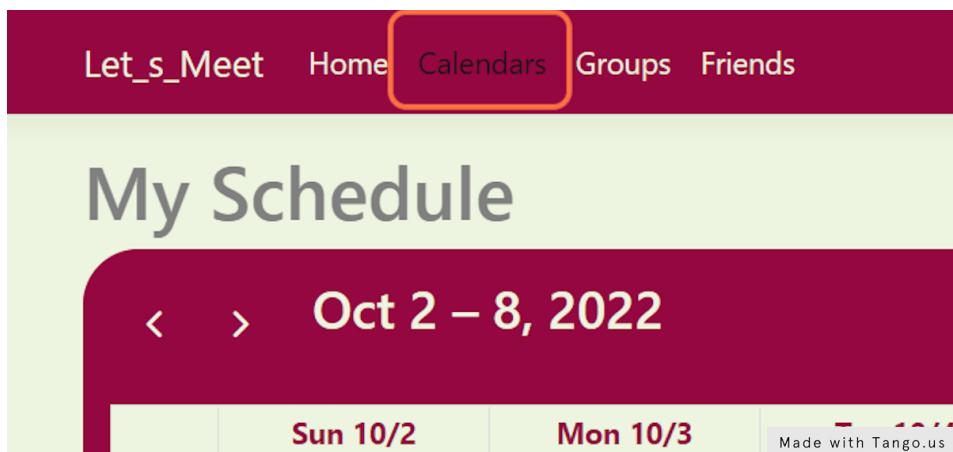
1. Go to Project site
2. Must Log in first
3. Click on Logout



Creating a Calendar (must log in first)

1. Go to Project site

2. Click on Calendars



3. Click on Create New

My Calendars

[Create New](#)

Name

Description

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4. Enter input fields

Name

Description

Color

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5. Click on Create

Test

Color

Create



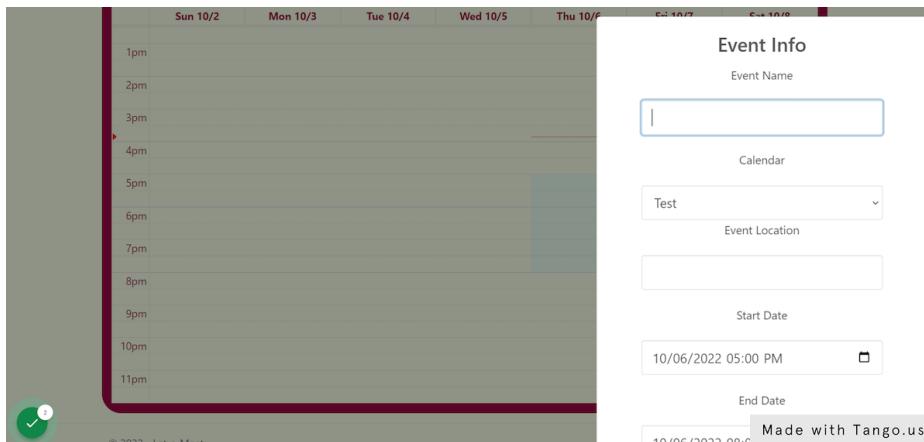
Back to List

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Creating personal schedule events, “My Schedule” (must create a calendar first)

1. Go to project site

2. Click and drag your desired time range on the calendar to bring up event popup



3. Enter or adjust input fields

The screenshot shows the "Event Info" dialog box. It includes fields for "Event Name" (containing "Test"), "Calendar" (set to "Test"), "Event Location" (empty), "Start Date" (set to "10/06/2022 10:00 AM"), and "End Date" (set to "10/06/2022 05:00 PM"). At the bottom are "OK" and "Cancel" buttons, and a "Made with Tango.us" watermark is visible at the bottom right.

Field	Value
Event Name	Test
Calendar	Test
Event Location	
Start Date	10/06/2022 10:00 AM
End Date	10/06/2022 05:00 PM

4. Click on OK to create personal schedule event

10/06/2022 09:00 PM

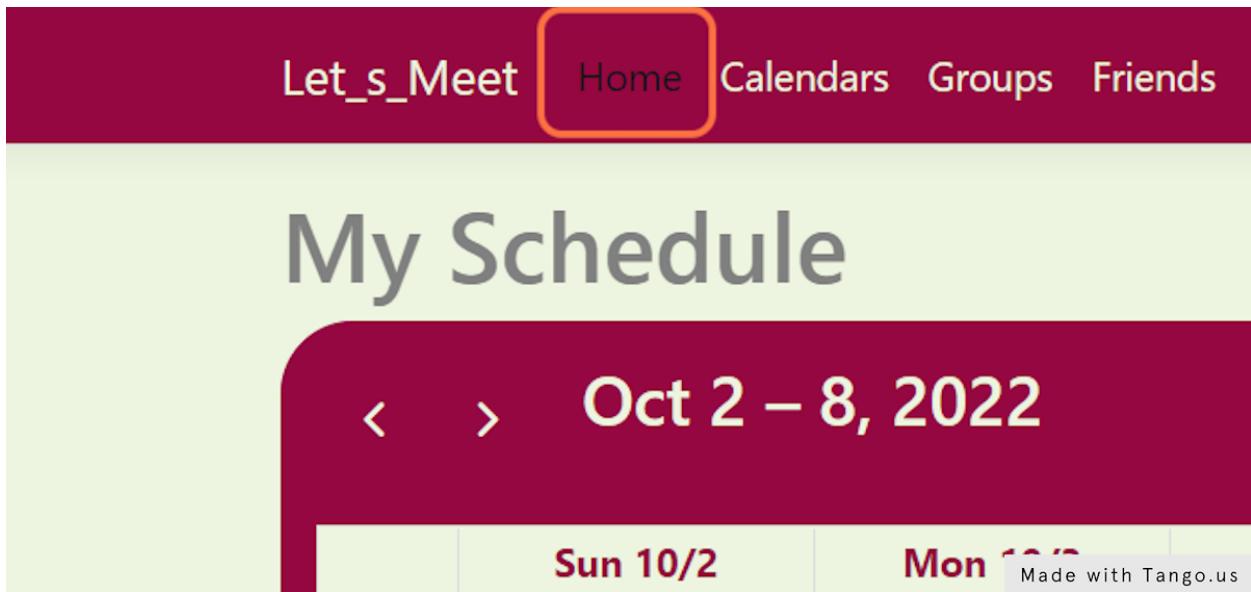


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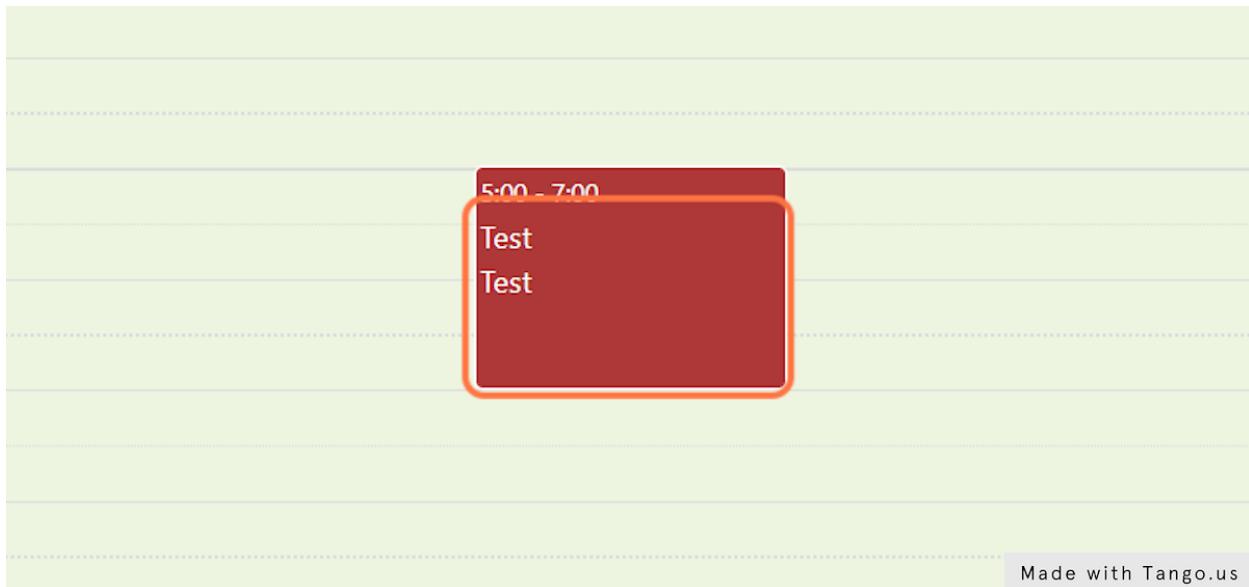
Deleting events on personal schedule, “My Schedule” (must create personal schedule event first)

1. Go to Project site

2. Click on Home

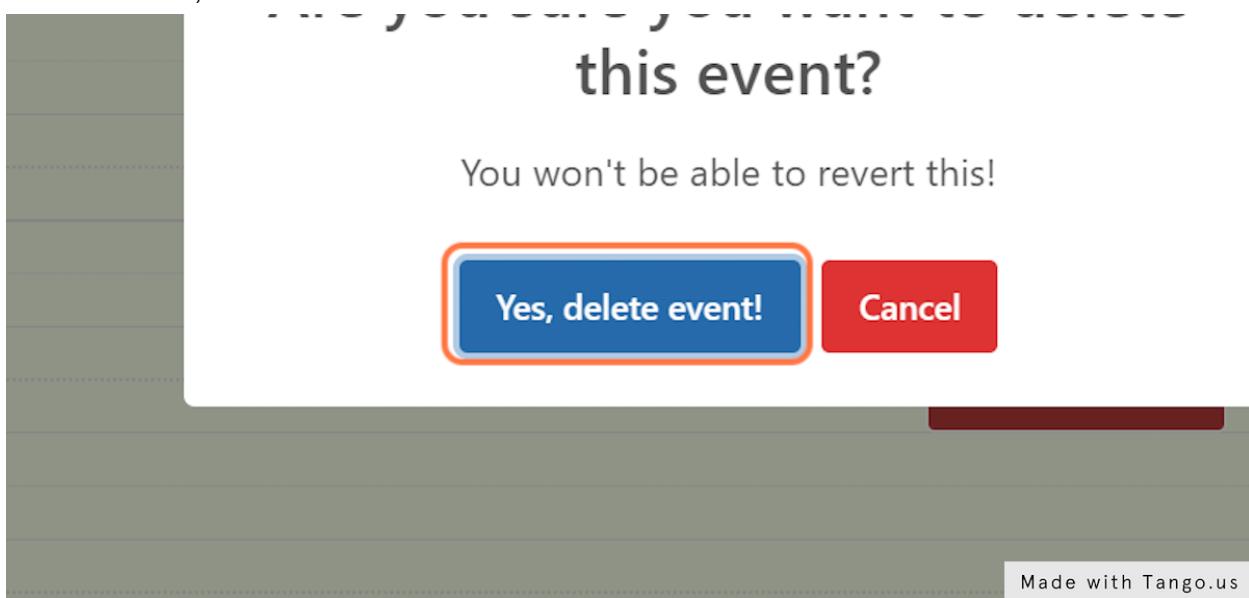


3. Click on the event to delete



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4. Click on Yes, delete event!

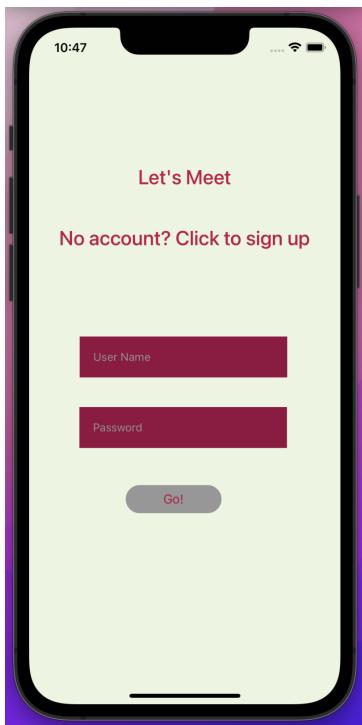


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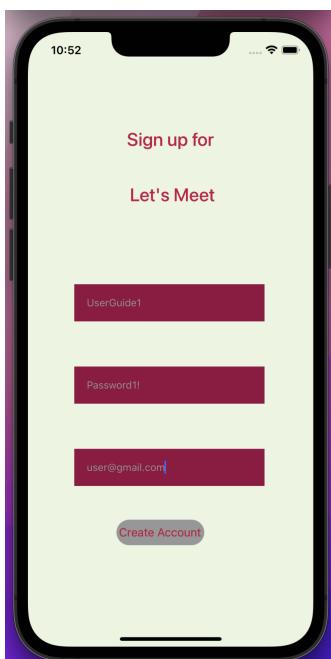
Mobile Tutorials

Creating an account

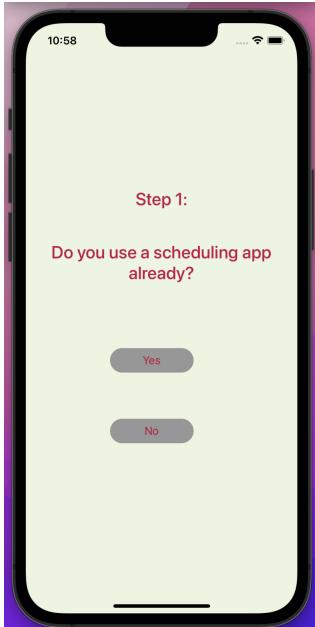
1. Upon opening app, click “No account? Click to sign up”



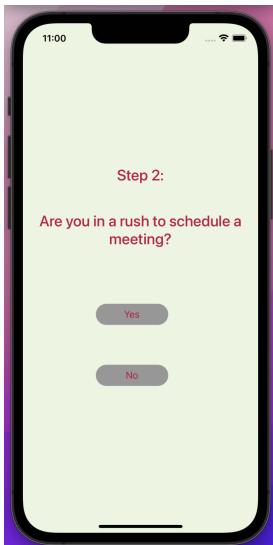
2. Type your new username, password, and email into text boxes, then click “Create Account”



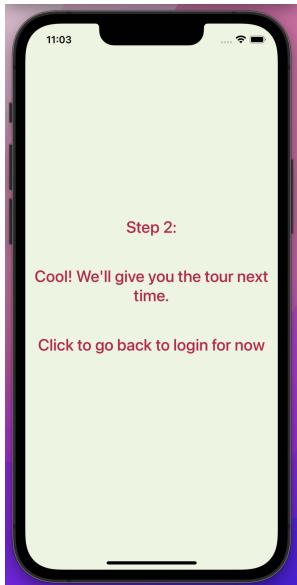
3. Next, the app will take you through the setup process. If you don't have a schedule you want to import from elsewhere and need to manually create one in the app, click "No". *If you do have a schedule you want to import right now, go to step 7.*



4. It will then ask you if you are in a rush to schedule a meeting. If you are, click "yes"



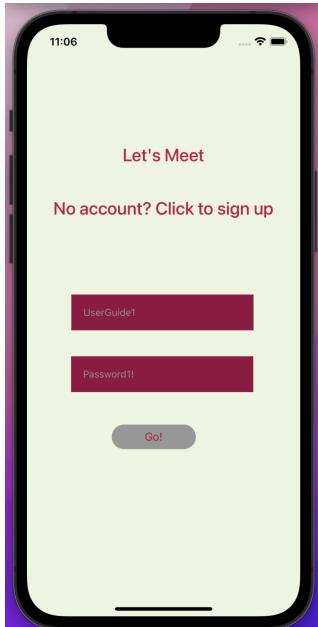
5. Click "Click to go back to login for now" to actually login



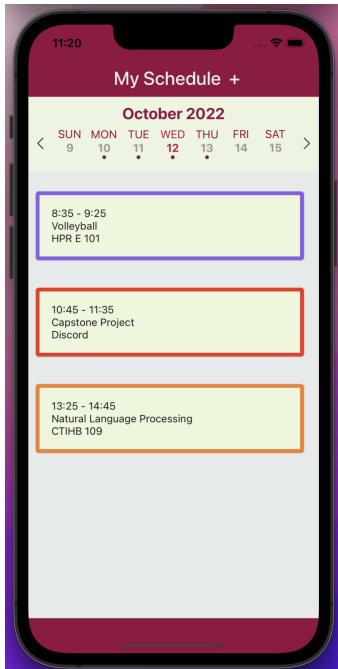
6. You will be brought back to the Login screen. See the **Logging In** tutorial for next steps.
7. *Other path for importing schedule. Not very flushed out, probs best to not include since we don't have the import feature implemented?*

Logging in

1. Upon opening app, type your username and password, and click “Go!”

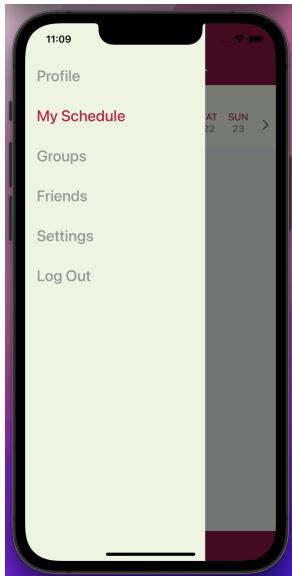


2. The app will take you to the current day in your schedule after loading your events.



Logging out

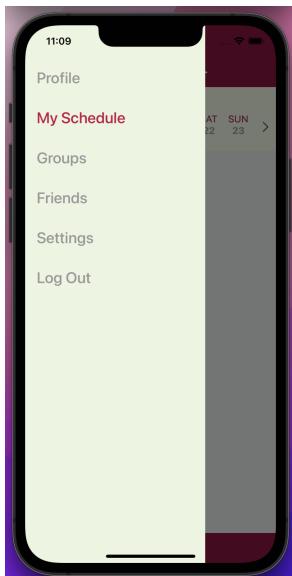
1. Swipe from left to right on the side of your screen to open the navigation drawer



2. Click "Log Out", the last item in the navigation drawer. You will be brought back to the Login screen.

Navigating the app

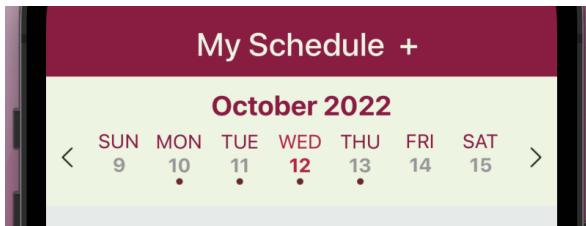
1. Swipe from left to right on the side of your screen to open the navigation drawer



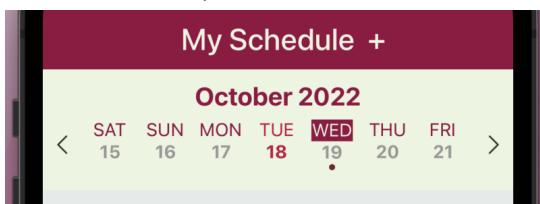
2. From here, you can click any of the items to view what you want. Since Profile and Settings are just placeholder screens for now, and since Groups and Friends are not complete, we won't show them for this version of the User Guide.

Using the calendar

1. To go to different dates on the calendar strip, you can either scroll left or right by swiping on the strip or using the arrows on either side

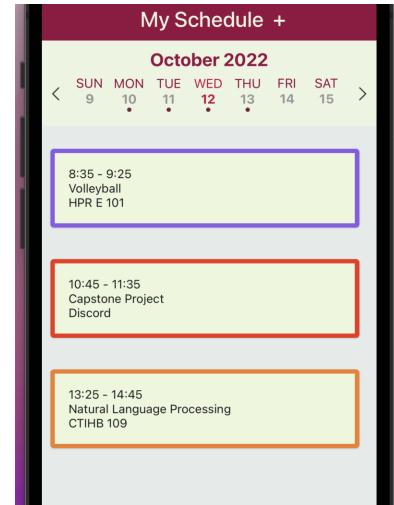
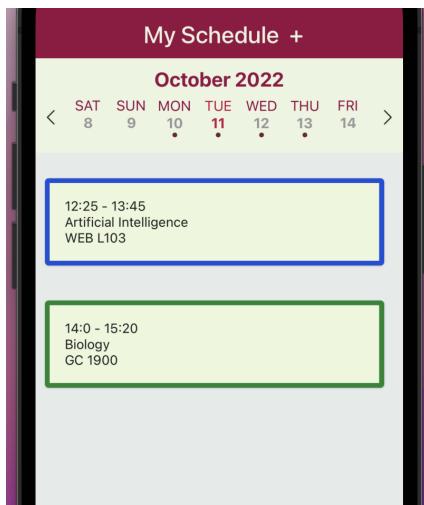


2. To select a day, tap on it. The date you selected will turn a bright red as shown on Wed 12 in the picture above.
3. When you've selected a day that is not the current date, the current date is identifiable like so: (In this example, the current date is Wed 19, but the selected date is Tue 18)



4. When a date has at least one event, the calendar strip indicates it by displaying a maroon dot below the date, as shown in the above picture.

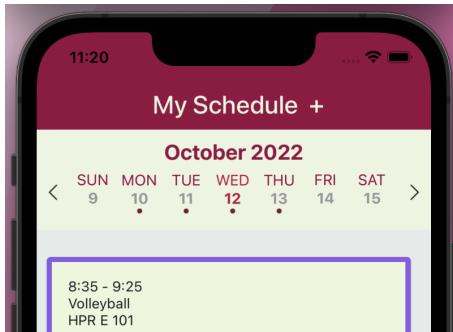
- When you select a date, the space below is filled with only the events that occur on that date. The below left picture shows Tue 11, and the below right shows Wed 12



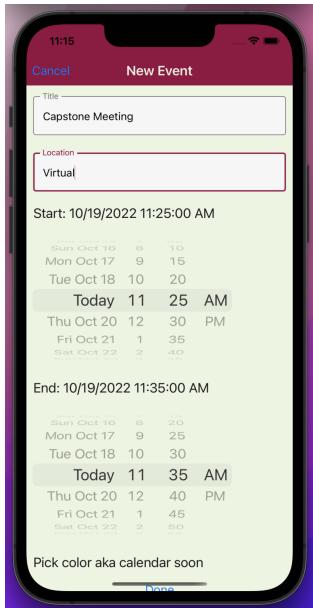
- Each event is assigned a calendar. Similar to the web version, each event's border is colored based on the calendar they belong to.
- Lastly, as you can see in the above pictures, each event displays the start and end time, the name of the event, and the location of the event.

Adding events to personal schedule, “My Schedule”

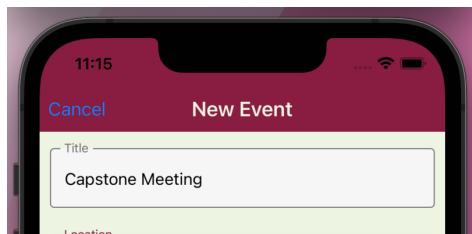
- Starting from the “My Schedule” screen, click the “+” at the top.



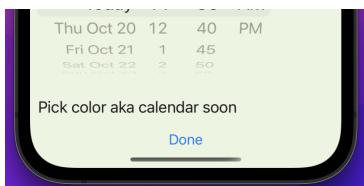
- Enter the desired information to create your new event



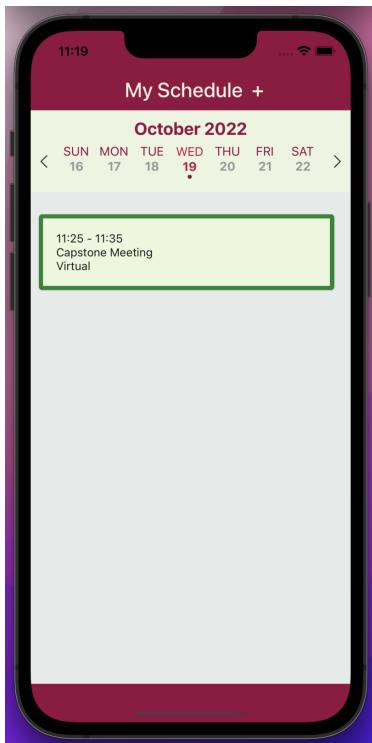
3. If you change your mind, you can hit “Cancel” at the top left. You will be brought back to the “My Schedule” screen.



4. When you are done entering the information for a new event, scroll to the bottom and click “Done”



5. You will be brought back to the “My Schedule” screen, and when you navigate to the day your event should be in, you will see it appear on the screen



Deleting events on personal schedule, “My Schedule”

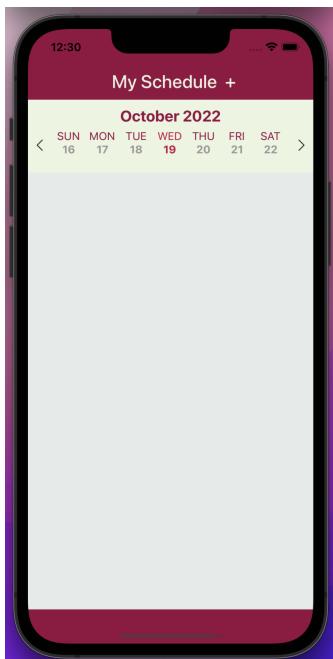
1. In this example, we want to delete “Capstone Meeting” from Wed 19.



2. Tap and hold the event you want to remove. An alert will pop up asking if you want to delete the event



3. The alert displays the event name and location for you to double check you are deleting what you want to delete. Hit “Cancel” if you change your mind, or hit “Delete” to confirm the action. If you hit “Delete”, the pop up will go away, and the event will be removed.
4. And now there are no events for Wed 19, and the calendar strip does not display a dot under the date.



Common errors

- Unable to create an account
 - This issue could be due to somebody else using the email you are trying to create an account with. Let's meet only allows one account per an email
- Unable to create a "My Schedule" event
 - This could be due to
 - i. Trying to set the ending date before starting date of the event
 - ii. Forgetting to give the event an Event Name
 - iii. Not creating a calendar for that the event
 - In all these cases the app should bring up a pop up to say what the issue is.
 - Instructions on how to create a Calendar in the app are in the Mobile and Web tutorial sections.
- (Mobile) You have to select a new date in order to get an events list to update with a new event or a deleted event. Nothing is wrong, it just doesn't rerender on its own.