

**Faculdade de Engenharia da Universidade do Porto**



# **ShortTrack**

## **User Manual**

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# 1 What is ShortTrack?

ShortTrack is a simple to-do list platform that provides you a place where you can store and manage all your tasks. You can work on your daily tasks, or in those you really can't forget, and create as many lists as you wish to organize your work, trips, shopping, etc. Furthermore, you can have groups, where you can add all your team workers, and assign tasks to them.

In each list/group you can have as many tasks as you want, and you can set due dates and add more info to each task so you, or your workers, know exactly what to do.

Additionally, when you are in a hurry and can't finish the task your boss asked you to do, you can ask for the help of a colleague with some free time.

## 2 Lists

You can have as many lists as you want, and group your tasks in different sections. Your lists can be stored locally or in the database servers, depending whether you are logged in or not. If you are in the offline version (when you aren't logged in) your lists are stored locally, in your device, and you can work without internet connection. If you want to share your lists among all your devices, you need to be logged in. Thus when you login in another device, your lists and tasks are automatically loaded into the application.

You can see all your lists on the left side of the main window, in the "Personal Lists" pane.

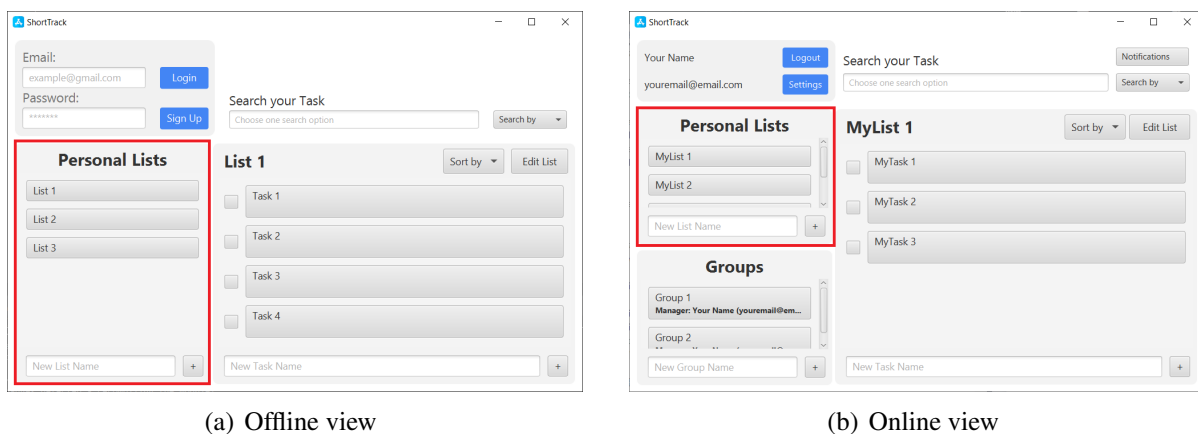


Figure 1: Localization of your lists

### 2.1 Create a list

You can create a new list by typing the new list's name, in the "New List Name" field, and pressing enter or the "+" button, on the right. Your new list will be added at the bottom of all your lists.

**Note:** All your lists need a different name. You will be prevented from creating a new list or renaming an existing one to a name that already exists.

### 2.2 Edit a list

To edit your list, select the list to open its information at your right. Then press the button "Edit List". A new window will appear, where you can change list's details, and after you are done, you can click in "Save" to apply all your changes, or in "Cancel" to undo those.

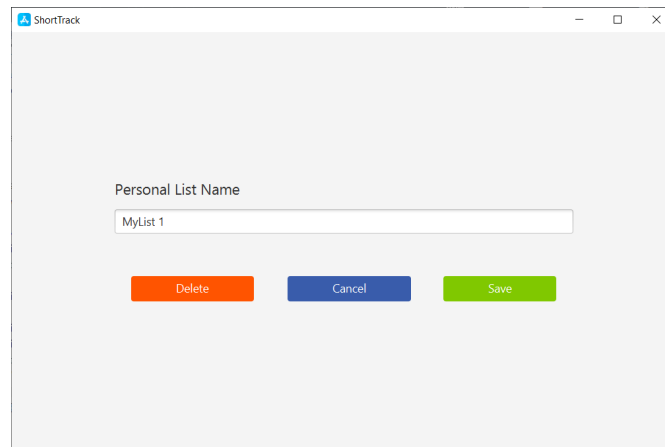


Figure 2: Edit list window

### 2.2.1 Change the name of a list

To rename your list, select the list you want and press the "Edit List" button, on the top corner of the selected list pane. Once in the new view, you can tap the list's name and you'll be able to rename it. After you're done, click "Save" to apply the changes.

**Note:** All your lists need a different name. You will be prevented from creating a new list or renaming an existing one to a name that already exists.

### 2.3 Delete a list

In order to delete one of your lists, select that list, click the "Edit List" button and it will show a new tab where you can edit your list. Once it shows, you can press the "Delete" button, in the bottom left corner, which will cause an alert to appear asking for confirmation. After you have confirmed it, your list and all its tasks will be permanently deleted.

## 3 Groups

Groups allows you to add all your team mates to one place and create tasks for them. When you create a group, you are nominated as its manager and only you can manage the group (change its name and add/remove members) and create tasks for your group's members. On the other hand, as a member of the group you can see the group's information (name and members) and only the tasks assigned to you.

You can see all your groups, either as manager or as member, when you're logged in, on the left side of the main window, in the "Groups" pane. Bellow each group's name, you can see the manager's name and email of that one group.

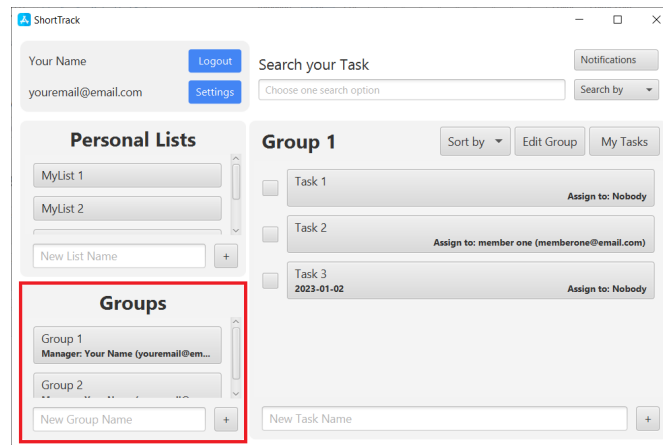


Figure 3: Localization of your groups

### 3.1 Create a group

You can create a new group, and consequently being its manager, by typing the new group's name in the "New Group Name" field and pressing enter or the "+" button on the right. Your new group will be added at the bottom of all your groups.

**Note:** All the groups you are manager of need to have a different name. You will get an error if you try to create a new one or rename an existing one with the same name of another group you are manager of.

### 3.2 See the members of a group

You can see the members of any group you belong. In order to do so, you select the group, that will appear on the right, with all its group tasks and info. Then click in the button "Edit Group", if you are the manager of the group, or "Group Members", if you are just a member of the group. Either way, a new tab will show up with the group's name and all its members.

### 3.3 Edit a group

In order to edit a group, such as rename it or manage its members, you must be the manager of the group.

If you're the manager and want to edit it, first you need to select the group and press the button "Edit Group". A new window will appear where you can change group's name and members.

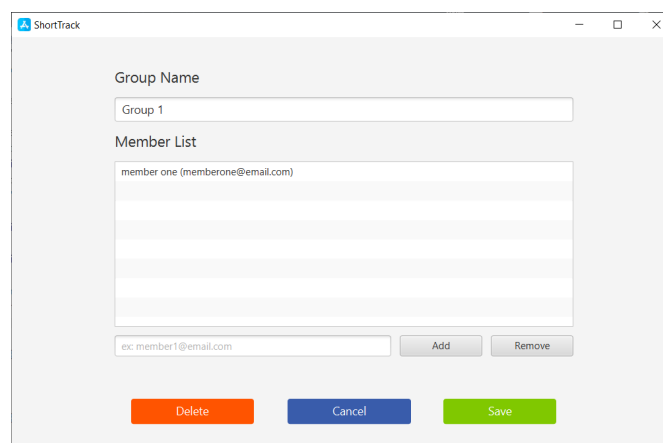


Figure 4: Edit group window

### 3.3.1 Change the name of a group

To rename your group select the group and press "Edit Group", in order to open the window where you can edit it. Once it shows you can tap the group's name and rename it. After you've done it, click "Save" to apply the changes.

**Note:** All the groups you are manager of need to have a different name. You will get an error if you try to create a new one or rename an existing one with the same name of another group you are manager of.

### 3.3.2 Add members to a group

You can add as many member as you want to your group. In order to do so, first you need to select the group and click "Edit Group" button. Once the new window appears, you type the new member's email in the text field bellow member list and press the "Add" button. Right after that, an invitation will be sent to the user with that email. You will receive a notification if he/she accepts it.

**Note:** If you try to add a member that you have already sent an invitation but the user didn't answer yet, you will get an error.

### 3.3.3 Remove members from a group

To remove a member from your group, select the group and click "Edit Group" button. Once the new window shows, you select the member you want from the member list and click the "Remove" button. After that your member will be removed from the member list. The member will be notified that he no longer belongs to your group.

## 3.4 Enter a group

You can only enter an existing group as a member if the manager invites you. Once the manager sends you an invitation you can open the notifications window by pressing the "Notifications" button in the top right corner of your screen. There you can see the invite notification and you can accept or decline it as you want. If you accept it, you will be added to that group and the manager will be notified.

## 3.5 Leave a group

If you don't want to belong to a group you have to select the group and click "Group Members" button. When the new window appears you can leave the group by pressing the "Leave" button in the bottom left corner. After that you will be removed from the group and this group won't appear to you anymore. If you leave a group the manager will be notified of so.

**Note:** This process is reversible because the manager of the group you left can invite you again later. However, the tasks that were assigned to you before will not be assigned to you when you return.

## 3.6 Delete a group

In order to delete your group you select it and press "Edit Group" button. Once the new window appears, you click the button "Delete" in the bottom left corner, which will cause an alert to appear, asking for confirmation. After you have confirmed it, your group and all its tasks will be permanently deleted.

## 4 Tasks

In each list/group you can have as many tasks as you wish. You can see all the tasks inside a list or a group you are manager of by selecting the list/group at the left side of the window. However if you are a member of the group you can only see the tasks assigned to you.

The tasks of a group have the same body of any task of a list, but they have the additional features of assigning the task to a member and ask for help. From now on the tasks of groups will be called "group tasks".

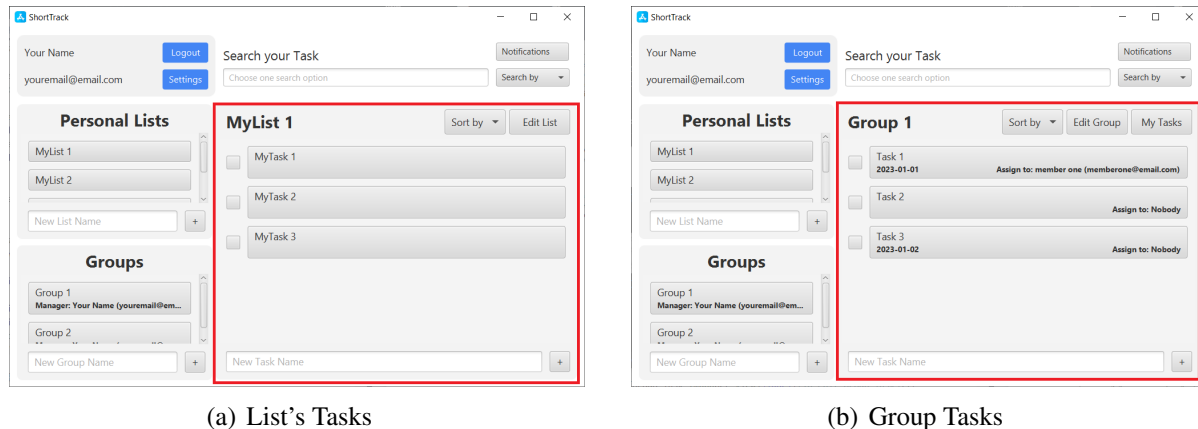


Figure 5: Localization of the tasks

### 4.1 Create a task

You can create a task in any list or group you are manager of. Select the list/group where you want your new task, type the task's name/title in the "New Task Name" field on the bottom of the window and press Enter or the "+" button on the right. Your new task will be added at the bottom of your list/group's list.

**Note:** All the tasks inside a list/group need to have a different name. You will get an error if you try to create a new one or rename an existing one with the same name of another task.

### 4.2 Edit a task

You can edit all the tasks of any of your lists and groups managed by you. However if you aren't the manager of the group but the task is assigned to you, you can only change its description and its state (completed or not).

Thereby, in order to edit a task, you click on the task you want. Then a new window will appear where you can change the available contents of the task. Even though you have not enough privileges to edit it, you can still see all the information of the task.

After you are done, you can save all the changes by pressing "Save" or cancel all of them by pressing "Cancel".



(a) List's Task

(b) Group Task (Manager view)

(c) Group Task (Member view)

Figure 6: Edit task window

#### 4.2.1 Change the name of a task

To rename a task press the task's name in the list/group it belongs to and it will open a new window where you can edit it. Once it shows you can tap the task's name (first field) and rename it. After you've done it, click "Save" to apply the changes.

**Note:** All the tasks inside a list/group need to have a different name. You will get an error if you try to create a new one or rename an existing one with the same name of another task.

#### 4.2.2 Change the state of a task

You have two ways of marking a task as completed or as unfinished. The first one is to click in the rectangle at the left of task's name. The other way is to press in the task in order to open the edit task window. Then check/uncheck the state check box, lastly press "Save" to apply the changes.

#### 4.2.3 Change due date of a task

You can use the due dates to keep everything on track. In order to add or change the due date of a task, you press the task's name to open the edit task window. Once it appears you click in the little calendar icon bellow the task's name and choose the date you want.

If you want to remove the due date of the task you click in the "Clear" button at the right of the date.

Once you're finished click the "Save" button to apply all the changes. You can see the due date in the main window below the task's name.

#### **4.2.4 Change description of a task**

If you want to add any extra information to the task, you can add a description. In order to do so, you select the task to open the edit task window. Once it shows, you can type anything you want in the description text box. When you're done, click "Save" to apply the changes.

### **4.3 Assign task to a member**

#### **(Group Task only)**

In a group the manager can assign task to its members. Select the task, which will open the edit task window. Then, select the member you want to assign, from the menu below the task's name. If you don't want anyone to be assigned to a task you need to select the "nobody" option of the menu.

In order to apply the changes, click the "Save" button in the bottom of the window.

**Note:** You also can assign tasks to yourself, even though you are the manager.

### **4.4 Ask for help in a task**

#### **(Group Task only)**

If you're assigned to a task that you know you can't finish in time, you can ask the help of the other members of your group. In order to ask for help, you select the task which will open the edit task window. When it shows, you press the "Ask for help" button at the right of the assign to menu.

Once you do it, a notification will be sent to all the other members of the group, including the manager. If someone accepts your request, you will be notified and the task will be assigned to them instead.

### **4.5 Answer to a help request**

#### **(Group Task only)**

If someone in your group is having problems finishing their tasks and you have some free time left, you can help him. When a member of a group asks for help in a task you will be notified and you accept (or decline) it.

In order to answer to a help request open the notifications window by clicking in the "Notification" button on the top right corner of the window. Once it opens, you click in the "Accept" button to accept it or in the "Decline" button to refuse.

If you accept a task the member who asked for it will be notified and the task will show as assigned to you.

### **4.6 Search for tasks**

If you can't find a task, you are looking for the one with a specific due date or the one you created yesterday (or in any other day) you can search for it.

You can search by three categories that you can select in the menu at the right of the search bar: name, deadline or created date.

Then you type the sub string/date you are looking for in the search bar. You need to follow the right format in order to the searching tool work properly. When you select the option you want, you will get a message with the right format:

- By Name: you type in the sub string you are looking for
- By Deadline: you type in the due date with the format "yyyy-mm-dd"
- By Created Date: you type in the date with the format "yyyy-mm-dd"

In order to search you press the enter keyboard. All the matching tasks, either from a list or a group, will appear bellow. At the right of each task found, you can see where it belongs (if it's from a list or from a group, and its name).

**Note:** If you type something in the search bar and press enter without selecting an option, you will get an error remarking that.

**Note:** If there are no matching tasks, nothing will change and you will be notified that nothing was found.

## 4.7 Sort tasks

You can sort the tasks of a list or a group. There are four sorting options:

- Name - It sorts alphabetically (A-Z)
- Created Date - It puts the oldest ones above the newer ones
- Deadline - It puts the ones with a closest deadline above the others
- Completed - It puts the ones unfinished above the completed ones

**Note:** You can also sort the tasks found during a search.

## 4.8 Delete a task

In order to delete a task, you select it, which will open the edit task window. Once the new view shows, you click the button "Delete" in the bottom left corner of your window. After that your task will be permanently deleted.

# 5 Accounts

You need an account to join or create groups and to access your personal lists in another devices.

## 5.1 Login to your account

If you already have an account, you login by typing your email and password in the intended fields at the top left corner of the main window. After you have completed both fields press enter or the "Login" button.

If you have typed in the right credentials you will be logged in and all your lists and groups will be loaded into the application. Otherwise you will get an error message and you should check if your email and password are correct before trying again.

After you have logged in, your name and email will be shown in the top left corner of your window.

## 5.2 Create a new account

If you don't have an account you can create a new one. Click in the "Sign Up" button at the top left corner, bellow the "Login" button, which will open a new view. Then you complete all the fields with your data: your first and last names, email and password. Once you've finished you press the "Create" button. If all of your data are valid you will create a new account, you will be logged in and you can work right away. Otherwise you will get an error message with some instructions that you should follow.

**Note:** You can type any first and last names you want, but we recommend you to type your real ones in order to help other users identify you.

**Note:** Even though you can type in any name, your name cannot include numbers or empty characters, such as spaces or tabs.

**Note:** Your email needs to be valid and unique, meaning you cannot create multiple accounts with the same email.

**Note:** Your password needs to be at least 8 characters length.

## 5.3 Edit your account

You can edit all the information of your account. To open the edit account window you click in the "Settings" button at the top left corner, bellow the "Logout" button.

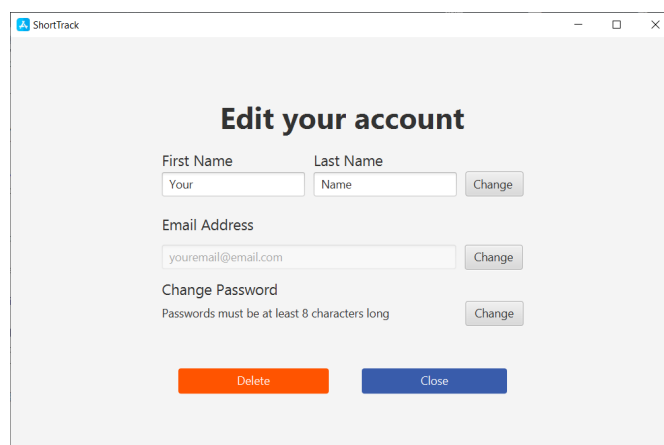


Figure 7: Edit account window

### 5.3.1 Change your name

If you have created your account with a wrong name or you have changed it since then you can change your first and/or last names. Click in the "Settings" button which will open a new window. Once it shows, type in your new first/last names and click the "Change" button at the right to apply the changes.

**Note:** You can type any first and last names you want, but we recommend you to type your real ones in order to help other users identify you.

**Note:** Even though you can type in any name, your name cannot include numbers or empty characters, such as spaces or tabs.

### 5.3.2 Change your email

To change your email open the settings window by clicking in the "Settings" button. Then press the button "Change" at the right of your email. After that, the email field will be editable and a new field will appear where you have to type your current password. When you're done,

press the "Save" button at the right of your email in order to change, or "Cancel" to cancel the change.

**Note:** Your new email needs to be valid and unique, meaning you cannot change your email to another that as an account linked to.

### **5.3.3 Change your password**

In order to change your password you click the "Settings" button to open the edit account window. Once it shows, press the "Change" button at the right of the "Change password" label. After that, three fields will appear and you have to complete them with your current password, new password and confirm the new password, respectively. When you finish click "Save" to apply the change, or "Cancel" to cancel any change.

**Note:** Your new password needs to be at least 8 characters length.

## **5.4 Delete your account**

If you want to delete your account and all your data, click the button "Settings" to open the edit account window. Then press the "Delete" button at the bottom left corner of your window, which will cause an alert to appear asking for confirmation. After you have confirmed it, your account and all your data will be permanently deleted, meaning your account, the groups you were manager of and all your lists will be deleted.

# **6 Tips and tricks**

## **6.1 Efficiency**

When you are creating a new task or a new group, if you click the "+" button instead of press enter, you will open the respective edit window where you can add more information to it, such as a due date, description or assigned to member of a task or add members to the group.

This way you can save a little of time when you are creating your tasks and groups.

## **6.2 Page reload**

The main window, in the logged in version, is updated once in a while, when you make some specific actions, such as changing windows, but you can manually update it by pressing the "F5" keyboard. This option is also available when you are in the notifications window and want to update your notifications.

Thus you can always have your tasks, groups and notifications up to date.

# **7 Troubleshooting**

If you are having any problem in our application, you can check the list bellow to see if any of this errors is related to yours. If your problem isn't listed bellow you should search in the section where the action you are trying to make is explained .

If this document is not enough to help you, please contact the developers of the application.

## 7.1 Connection error

If you're getting connection errors when you are using our application, you should follow the following steps:

- If you are directly connected to FEUPNET:
  1. Make sure you are connected to a valid network and that airplane mode is off.
  2. If you are connected via WiFi, turn it off and on again, to reconnect. Check if it worked.
  3. Restart your device. Check if it worked.
  4. Check with other private link, such as "<https://db.fe.up.pt/phppgadmin/>". If you can reach the link, contact the developers of the application or your device manufacturer. Else contact the FEUP services for help.
- If you are outside of FEUPNET:
  1. In order to use ShortTrack outside of FEUPNET you need to be connected to it through a VPN. Please, check if you are correctly connected.
  2. Restart your VPN connection. Check if it worked.
  3. Make sure you are connected to a valid network and that airplane mode is off.
  4. If you are connected via WiFi, turn it off and on again, to reconnect. Maybe you have to connect the VPN again. Check if it worked.
  5. Restart the router and connect everything again. Check if it worked.
  6. Check with other private link, such as "<https://db.fe.up.pt/phppgadmin/>". If you can reach the link, contact the developers of the application or your device manufacturer. Else contact the FEUP services for help.

## 7.2 Account deleted error

If you get an error telling you that your account was deleted, it means that you or someone else entered your account in another device and deleted it. You will return to the offline version of the application and won't be able to enter your account anymore.

If it was deleted by someone else, it means that someone knew your email and your password. You should change all the passwords in all the other services.

## 7.3 Group deleted error

If you get an error telling you that the group was deleted when trying to edit a task or a group, it means that the manager deleted this group and its contents are no longer available. This group will be removed from your group's list and you won't see it anymore.

## 7.4 Task deleted error

If you get an error telling you that the group task was deleted when you were trying to edit it, it means that the manager deleted this task and you don't need to finish it anymore, in theory.

## **7.5 Not enough privileges to edit a task**

If you get an error telling you that you haven't enough privileges to edit a task, it means that the task, that was assigned to you and you were editing (changing the description or state), is no longer assigned to you, meaning the manager assigned it to another else and you don't have access to it anymore.