



## USER GUIDE

### *Table of Contents*

Sign in Screen .....	2
Sign up Screen .....	3
Home Screen .....	4
Project Board.....	5
Project Backlog .....	6
Project Insights .....	7
Project Settings.....	9

## *Sign in Screen*



### *Sign in Screen:*

If the user is not already signed in, this will be the first screen displayed on app launch.

This screen features:

- Email address field:

To enter the email address registered when signing up for a Twig account.

- Password field:

To enter the password registered when signing up for a Twig account.

- Log in button:

Validates the authentication details and redirects the user to the home page if successful, otherwise displays a variety of error messages.

- Sign up button:

Redirects the user to the sign-up screen.

- Forgot password button

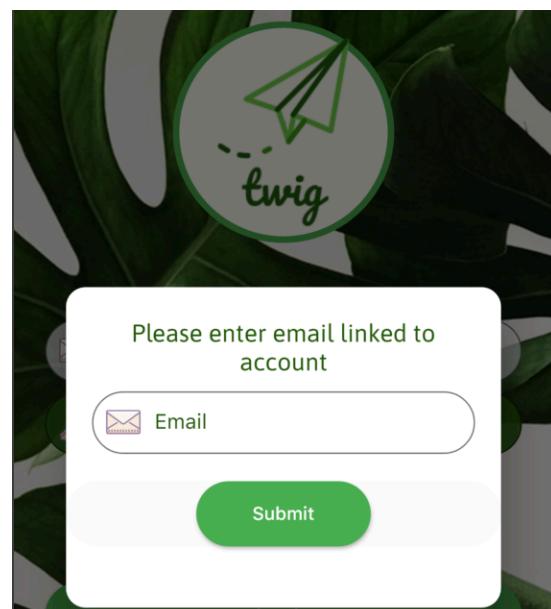
Displays a forgot password dialog.

- Email address field:

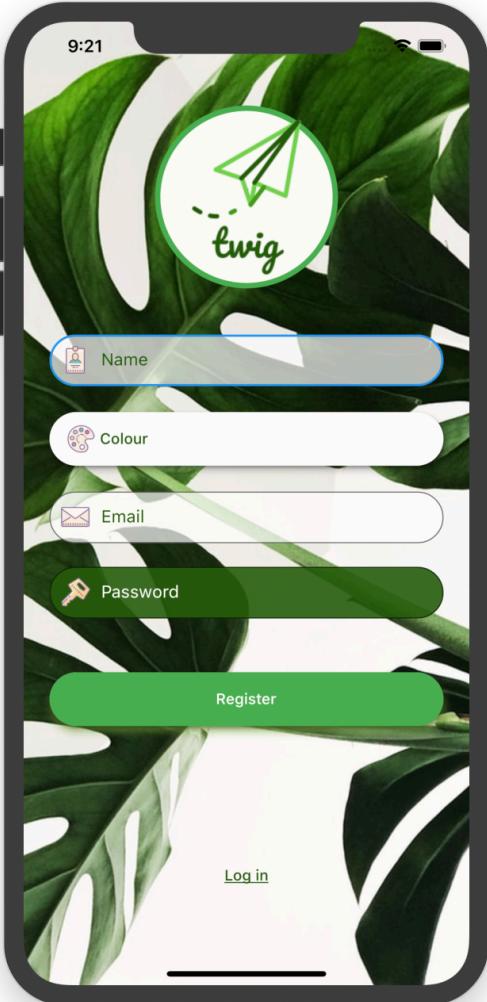
To enter the email address registered when signing up for a Twig account.

- Submit button:

Validates if the email exists in the Twig database. If successful, a password reset email will be sent to update credentials.



## *Sign up Screen*



### *Sign up Screen:*

If the user is not yet registered, this screen is where they would sign up for an account.

This screen features:

- Name field

To enter their display name.

- Email address field:

To enter an email address to be associated with a Twig account.

- Password field:

To enter a password to be associated with a Twig account.

- Register Button:

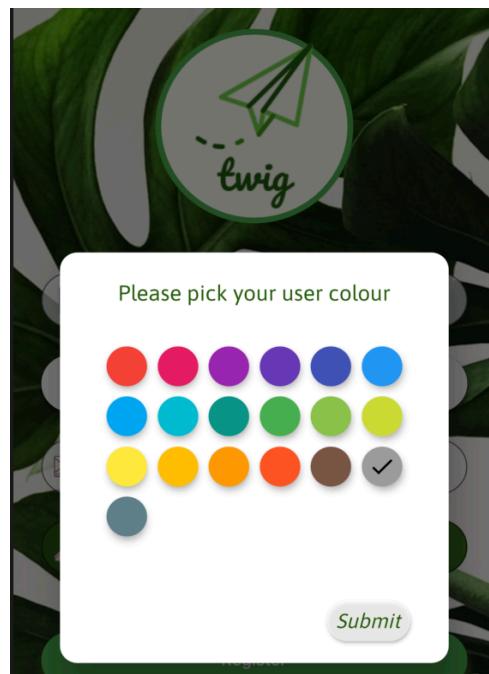
Validates user details and if successful, stores all the user details and redirects them back to the log in page.

- Log in Button:

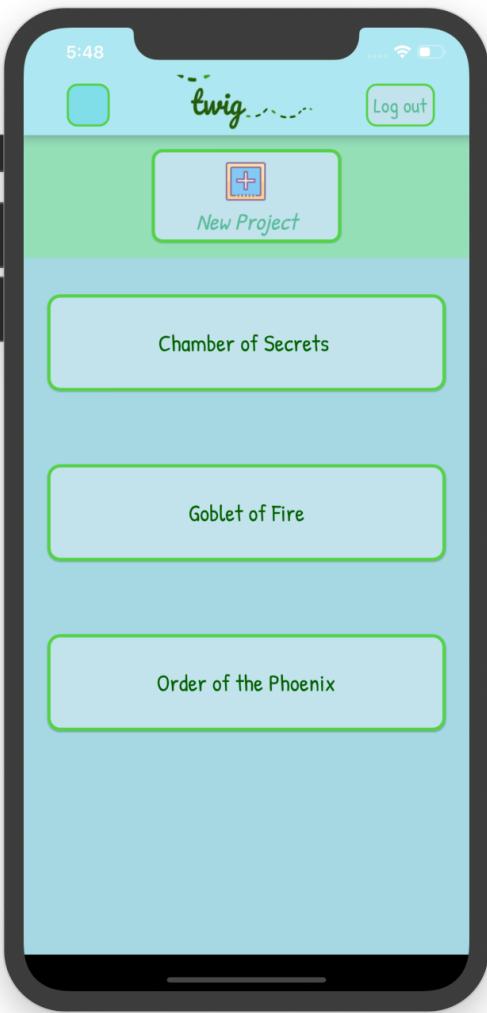
Redirects them back to the sign in screen.

- Colour picker

For users to select a colour associated with their account.



## Home Screen



## Home Screen

This screen displays all of the projects the user has created and/or is assigned to. If the user is already logged in, they will automatically be brought to the home screen when the app launches.

This screen features:

- App Bar:
  - Log out button  
Signs user out of their account and redirects them to the sign in screen.
  - User colour picker  
For users to update the colour associated with their account.
- Project Cards:

Displays a list of all the projects the user has been assigned to, including the projects they have created.

- New Project Button:

Displays a dialog to add a new project

- Name field:  
To enter the name of a new project.
- Due date picker:  
To pick the due date of a new project.
- Add button:  
Validates the form and if successful adds the project to the database and makes the creator the team leader.



## Project Board



### Project Board

This screen displays all of the tasks moved to the board for the selected project.

This screen features:

- Project Title:

Displays the name of the selected project.

- Kanban board:

Displays tasks moved from the backlog to the board, ready to be moved through stages of completion ('to do', 'in progress' and 'done') to manage and visualise project progress.

- Task cards:

Each task card represents a single work item. Once a task is assigned, the task card takes on the colour of its assignee. When a task is moved to done, an option to capture a photo of the completed work will appear.

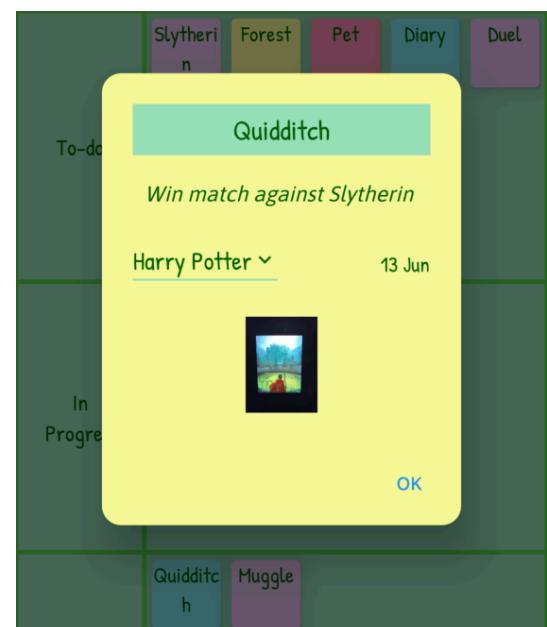
Tapping a task card once brings up its details.

Double tapping a task card twice returns it to the backlog.

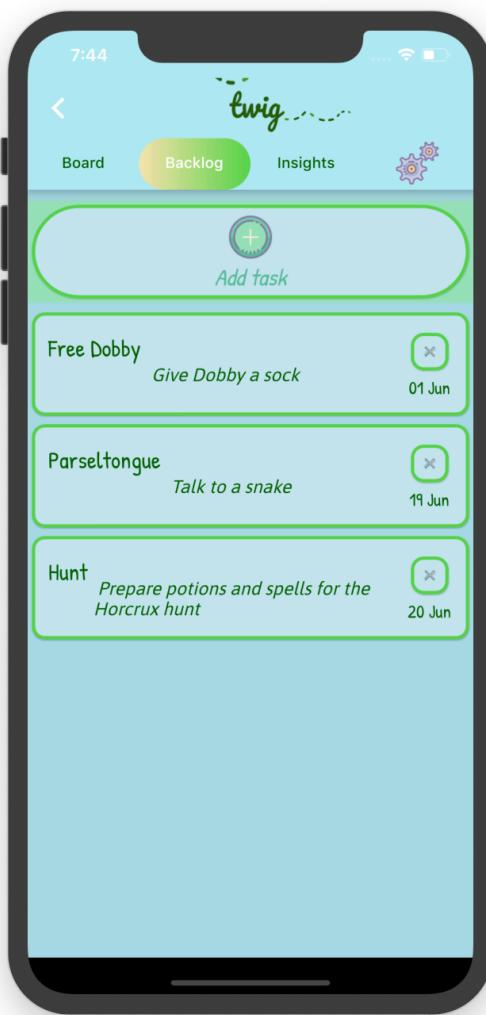
- Task details dialog:

Displays the task details in a dialog pop up:

- Task description
- Assignee picker:  
A dropdown picker to assign a project assignee to the task.
- Due date picker:  
To pick the due date of a new project.
- Captured photo thumbnail:  
Displays a thumbnail photo of work completed. Clicking on this thumbnail will enlarge to a full-size image of the photo.



## Project Backlog



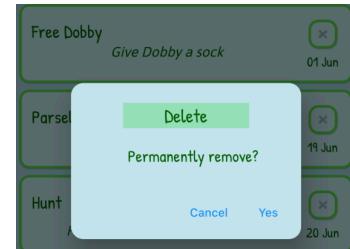
### Project Backlog

This screen displays the backlog tasks for the project, from here they can be moved to the Kanban board. This screen features:

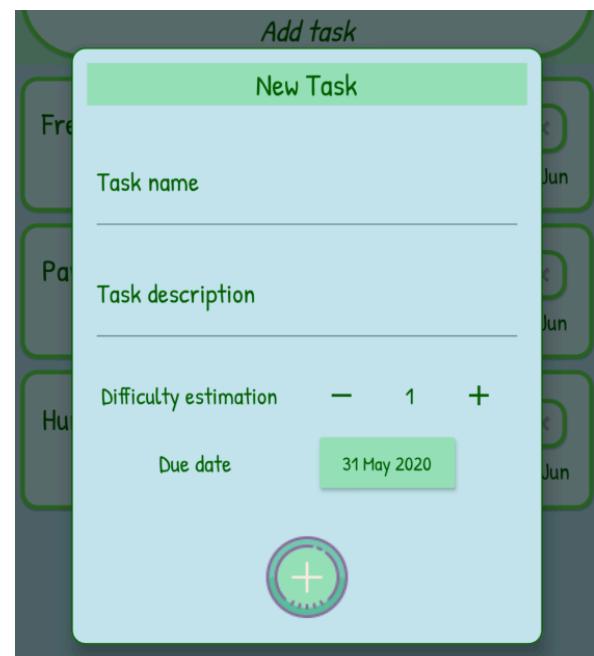
- Task Cards:

Displays a list of tasks created by project assignees. These are project tasks that will need to be completed eventually but are not currently being worked on.

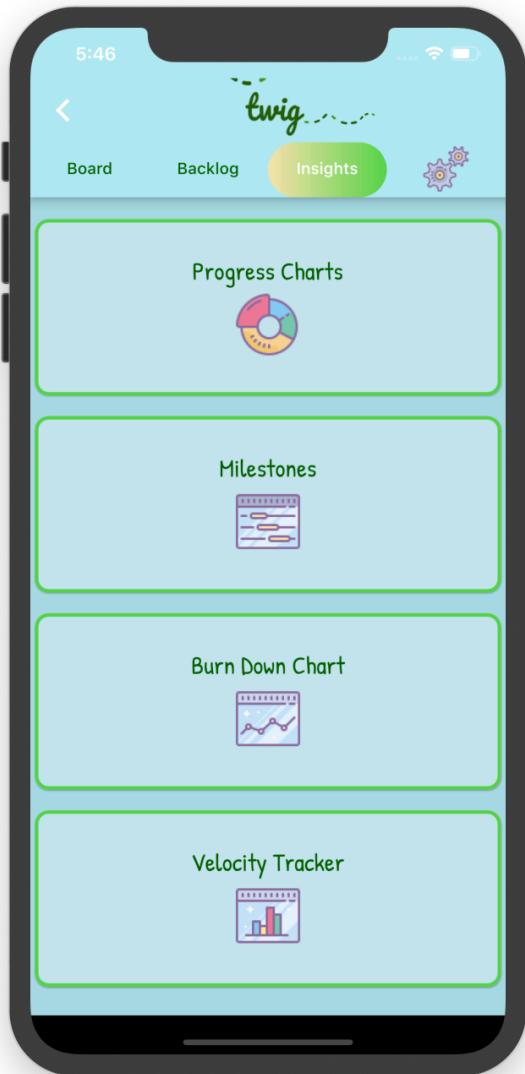
- Task name
- Task description
- Task due date
- Task deletion button:  
Displays delete confirmation dialog pop up to confirm task deletion.



- Add Task Button:  
Displays a dialog to add a new task
- Task name field:  
To enter the name of a new task.
- Task description field:  
To enter the task description of a new task.
- Difficulty estimation:  
To rate the difficulty of the new task.
- Due date picker:  
To pick the due date of a new task.
- Add button:  
Validates the form and if successful adds the task to the database.



## Project Insights



### Project Insights

This screen displays the different data visualisation available to view for the selected project.

This screen features:

- *Progress Charts*

Displays two doughnut style pie charts. The first shows the progress of the project via the statuses of the tasks, the sections are split according to the number of tasks with each status in the project. The second chart displays progress via the estimation difficulty of the tasks, the sections are split according to the difficulty of the tasks in the project.

- *Milestones*

A timeline of all tasks in the project. It displays the tasks in order of the date they are due to be completed, in a single scroll view. It also displays the current date as “today” so that users can easily see what should have been completed at the current stage of their project.

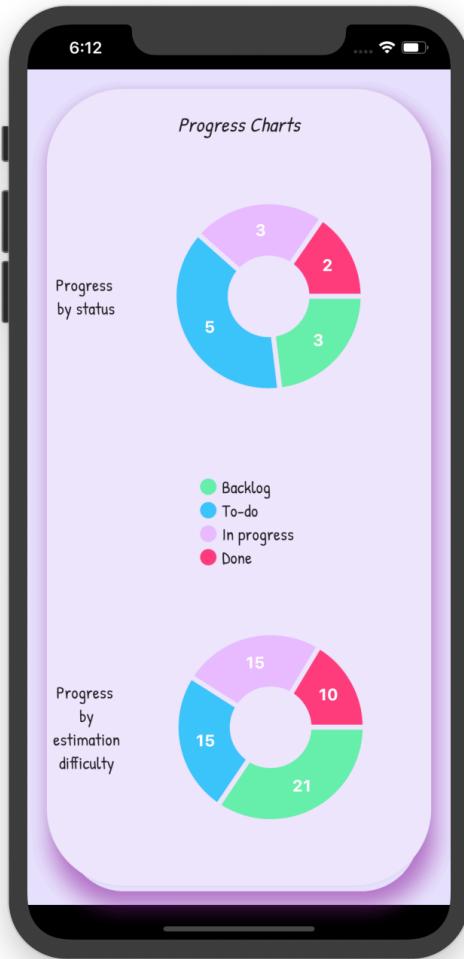
- *Burn Down Chart*

A running chart of outstanding work, presenting the work left to do against time. There are two lines on the burn down chart, the pink represents the number of incomplete tasks whilst the blue represents the remaining tasks via difficulty estimation value. Having both of these plotted can give a user more accurate visualisations of outstanding work.

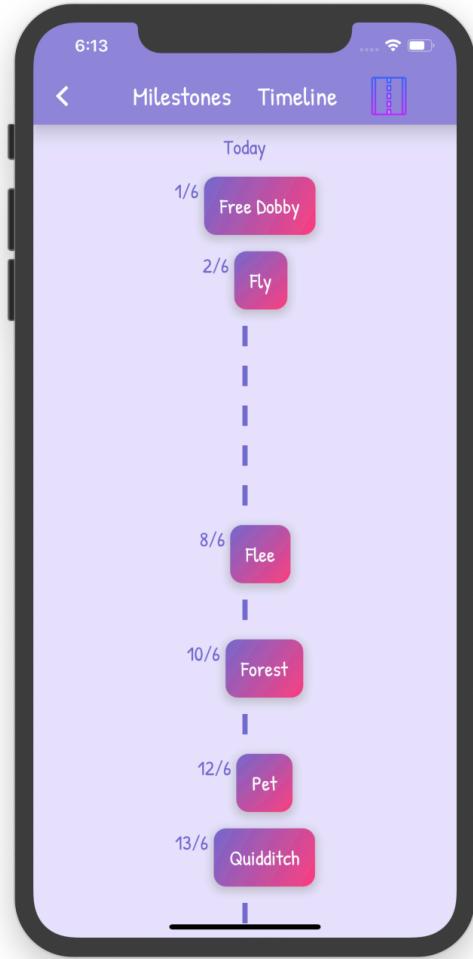
- *Velocity Tracker*

Displays the average velocity of work completed by assignees per day, for each week from the project start date to the project due date, on a bar chart. It uses task difficulty as a unit of measurement and calculates the average amount of work the project assignees get through per day for a working week. These averages make it possible measure productivity, make predictions or estimate how much work would be able to be done over a longer period of time.

## Progress Charts



## Milestones Timeline



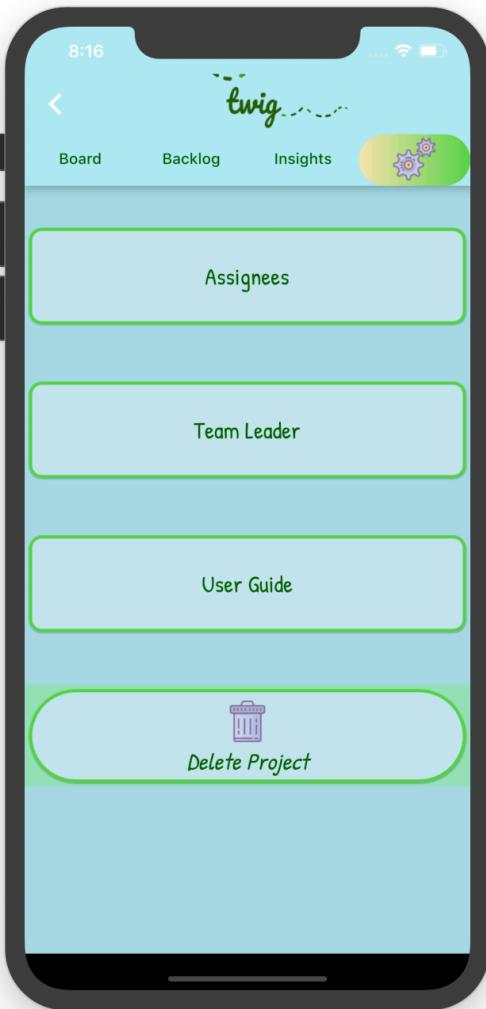
## Burn Down Chart



## Velocity Tracker



## Project Settings



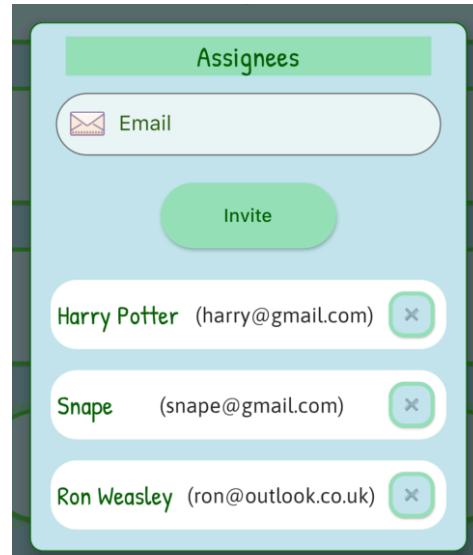
### Project Settings

This screen displays settings options, here configurations can be made for a selected project.

This screen features:

- Assignees

Displays a dialog pop up where a list of all assignees in the project can be viewed. Here, other users can be added to the project via the email linked to their Twig account.

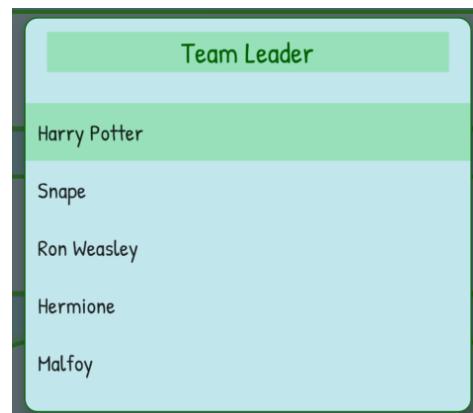


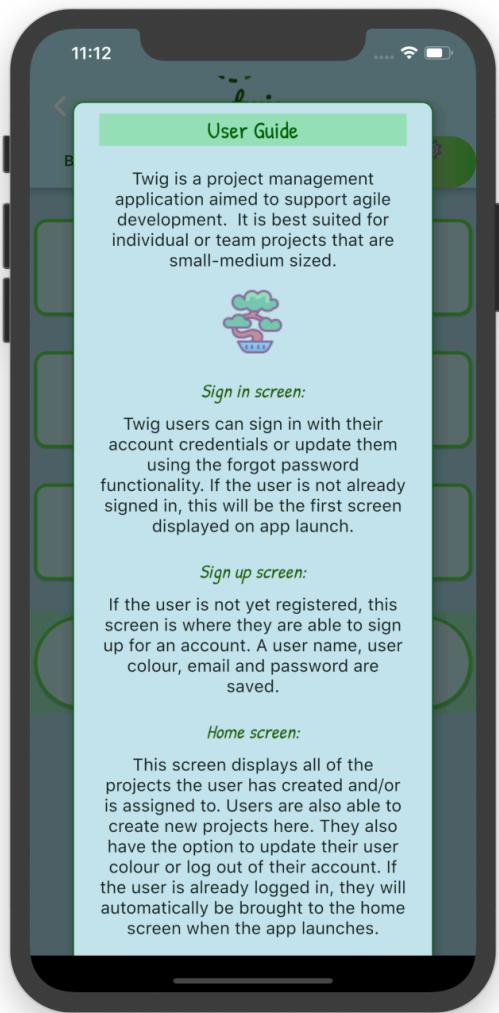
- Team Leader

Displays a dialog pop up where the team leader can be assigned. Only the current team leader is able to delegate this status to another member of the project.

- Delete Project

Displays a delete confirmation dialog. Once confirmed, the project will be deleted from the database and the user returned to the home screen. N.b. Only the team leader is able to delete a project in its entirety. If other members of the project attempt to do so, a notification explaining this will appear instead.





- **User Guide**

Displays a dialog where the user is able to read through descriptions of each screen for more understanding on how to use Twig to manage their projects.