

Eco Action Tracker User Guide

Summary

Eco Action Tracker is a system that enables users to track environmentally friendly actions they take. After the user registers for the site, user can report when they take actions and earn points toward their total, weighted based on the significance of the action. User can create groups to keep track of actions taken by members of a class, family, or other collective unit--and can even create competitions to encourage other users to work toward a goal within a particular amount of time. Finally, users can create actions for their group and submit them for global admin approval, suggesting new environmentally friendly actions that all users of the system can take to help the environment.

Registration

To register for an account, user navigates to site homepage and enters information into the registration form. After pressing submit, user is redirected to their profile page.

Basic Usage

Once redirected to their profile page, user will see a list of global actions that they can take organized by category. To record an action, click on the action title. User will see the description of the action along with any fields about the action that need to be filled in. After filling in any necessary information, click the "I did this!" button at the lower right of the action box. User's global point total will update in the header.

Groups

Creating a Group

From the user profile page, user will see a list of groups under the heading "My Groups." This list will be empty at first. To create a group, click "Make A New Group." Enter the desired group name, then click "Create Group." The new group will appear as a link under "My Groups"; click the link to access the group page.

Joining Groups

To join an existing group, search for the group name in the search bar in the header and navigate to the group's page. Click "Request to join" next to the group title; status will change to "Request Pending." Once a group admin has approved the join request, the user will appear on the group leaderboard.

Viewing a Group

All groups that a user belongs to are displayed under the header "My Groups" on the user profile landing page. Click on the group name to view the group page, which displays the competitions in a group (explained below), group leaderboard, and link to summary statistics (explained below).

Managing a Group

The user who created a group is automatically an admin of that group. To access admin functions, click "Edit group" next to the group title on the group page. Admin view will open, showing all actions, competitions, users, admins, and requests to join the group.

Adding and Removing Group Actions

On the admin view, click "Add Action" in the actions header. The category is a simple text description such as "recycling" or "water" that relates to the action. The default point value is the default amount of points a user is given when user takes this action. The daily maximum points is the cap on points that a single user can earn by taking this action in a single day, to encourage users to take actions consistently over a period of time.

To add fields to an action, click the plus sign next to the "Add fields:" header. The field name is a simple text field that describes the field. The field weight is a numerical multiplier for the field, so that different fields can carry different levels of importance. When the user takes the action, the weighted value of the field will be added to the default value of points associated with the action.

Any points earned by taking group actions will only appear on the group leaderboard, not in the global points displayed in the header. Only group members can take actions created within the group, though if an action is approved as global, it will be available for anyone to take.

To remove a group action, click the black X button at the right side of the action on the admin view.

Submitting Group Actions for Global Approval

If admin would like to submit a group action for global use, click the globe button next to “Submit for global approval.” The status will change to “Pending global approval.” Once a global admin has approved the action, the action status will change to “Global!” and the globe will turn bold.

Managing Group Users

On the admin view, admins can add users, add other admins, and approve requests to join the group. Click “Add User,” type the new user’s username, and click the “Add User” button below the username field to add a new user. Click the black X button to remove a user. Similarly, click “Add Admin” to add new admins and click either the plus or X buttons to approve or deny a join request.

Summary Statistics

From the main group view page, click on “Summary Statistics” at the bottom of the page to view a donut chart showing the five actions that contributed the most points to a group as well as the distribution of activity throughout the past week.

Competitions

Group admins can create competitions for users within their group, selecting a subset of the group actions for the users to focus on for a set amount of time. Of course, users can still record all group actions during the competition, but the competition encourages users to push each other in a specific area.

Creating a Competition

On the group admin view, click “Add Competition” to create a competition for the group. The competition name and description are text fields to describe the competition. Select a start and end date for which the competition is active, as well as which actions admin wishes to include in the competition.

Viewing a Competition

There are several ways to view a competition:

1. After adding the competition from the admin view, the competition will display in the competitions list. Click on the title to navigate to the competition page.
2. From the main group page, competitions are displayed in a list under the heading “Competitions.” Click on the title to navigate to the competition page.

3. From the user profile landing page, competitions are displayed in a list on the right side under the heading “My Competitions.” Click on the title to navigate to the competition page.

Participating in a Competition

All users in a group are added to the group’s competitions by default. Taking actions toward a competition is the same as taking actions for the group or global actions; simply click on the action title from the user profile landing page, fill in the appropriate fields, and click the “I did this!” button.