**Team D - Phoenix**

**USER MANUAL**

1. When you open the application you will see our main page with a heading Phoenix Collaboration tool on the left top corner.
2. On the top of right corner, we have three buttons which customizes three task.
3. First button on the top right corner is to minimize the application, second is for maximizing the application and third is to close the application.
4. You will find boxes in the middle of the page where you need to sign-in/ sign up for account.
5. You will also find a one-click box where you can login with gmail accounts (only when you are already a member).
6. After you logged into account, you can see the dashboard which consists of three parts.
7. On the left most part, you will find four buttons for four different functionalities. They are chatting, sharing calendar, google drive integration and task management.
8. On the left-side, whatever the button you press then the related information will appear on the middle part of the page.
9. For chatting, you will find a space and a button at the bottom of the middle-part. In that space we type the message and if we press the button then the message will be sent to the required destination.
10. On the top of the right side, you will find the designation of user or details of the user. And also we have two functionalities about status (online/offline). Anyone of the status is displayed. For the status online it will display blue dot along with online text.
11. On the bottom of the right-side, you will find four small buttons for four functionalities. These functionalities are displayed on just above the buttons on the right side.
12. The functionalities of buttons on the right-side buttons, first button is home button to display people who are online, second button is to display groups in which we are, third button is to create/join new group and fourth button is to display individual chats.
13. On the right-side, when you find groups/ individuals you can select anyone group/individual. After selecting anyone the related information will displayed on the middle part
14. In the middle-part, we can do all the functions like sharing calendar, chat either for group or for individual.
15. All the information is stored in google drive, can refer later for further need of user.