****

**USER MANUAL**

**Project Box**

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**USER'S MANUAL**

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**1.0 GENERAL INFORMATION**

# GENERAL INFORMATION

## 1.1 System Overview

ProjectBox is a system that allows groups of users working on the same project to manage their resources which includes documents, photographs, videos and email message. The system is designed for collaborating files providing mainly three different interfaces:

* A graphic website for users
* A graphic administrator system
* A smartphone application

Each project has a project manager who creates the project and controls the users. A user could be contributors to multiple projects. The system will have one or several administrators to manage all the projects and other related information.

The contributor of ProjectBox is able to perform following actions:

* View all the projects to his/her is a contributor, and the projects he/she manages along with resources
* Search for project resources by resource type, date, creator, or name
* Add, remove download and replace resources

In addition to acting as a contributor a project manager will be able to

* Add and remove contributors from the project
* Remove and replace resources from project
* Remove a project she/he manages

The administrator of ProjectBox can perform following actions:

* Admin gets a different interface from which he can view tables for the ProjectBox which includes users, resources, announcements, and projects.
* Remove, edit or create any users, project, resources
* Edit and delete current announcements, post announcements on the home page

User can only access to the projects he/she manages or contributes. Only administrators can access the admin system. Invitation is used to send and approve requests to join a certain project. Password can be reset via email service.

## 1.2 Help Desk

All users get support if they are facing difficulties like not able to login or any other technical difficulty. Users can get e-mail at [service.projectbox@gmail.com](mailto:service.projectbox@gmail.com).

## 1.3 Organization of the Manual

The user manual is divided into the following sections as stated below:

* + 1. **System Summary (Section 2)** Provides information about the system configuration, data flows and user access levels in the system
    2. **Getting started (Section 3)** This section provides the information on how to log-in the system, use the system and procedure to log-out from the systems
    3. **Using the system (Section 4 and 5)** Thissectionprovides informationabout how to the system works and what functionalities the system provides to the users

**2.0 SYSTEM SUMMARY**

# SYSTEM SUMMARY

## 2.1 System Environment

There are software requirements to install ProjectBox system. For web user interface:

* Ruby on Rails
* SQLLite3
* JQuery
* Mac, Linux, and Windows
* Firefox, IE, Chrome

For mobile app part:

* PhoneGap freamework
* Android SDK

## 2.2 User Access Level

**User -**This group allows the user to login to the ProjectBox interface. Registered users can't access or contribute content. But this user can send request to the manager of a project to ask to join this project.

**Manger -** This group allows a user to post project announcement. They can create new resource. They can remove, replace and delete only the resources in the projects they manage. They can also replace, download, and delete their resources as contributors in other projects. A user can be manager and contributors at the same time but for different projects.

**Contributor -** This group allows a user to post, replace and download any resources item from the projects they contribute. Contributors can view and download all resources in this project, but they can only delete or replace resources which they have created.

**Administrator -** This group allows the user to login to the Administration interface. This group allows access to most administration functions. An Administrator user has all the privileges on accessing all the data. They can edit, remove and create ProjectBox users, projects and resources. They can also create admin announcement posted on home page of ProjectBox. They can also set other users as administrators.

## 2.3 Running the System

Open web browser, for local host, open “localhost:3000/login”. For server, open “<http://ec2-23-21-28-8.compute-1.amazonaws.com/>”

**3.0 GETTING STARTED**

# GETTING STARTED

## 3.1 Logging On

Once you have registered with your name, preferred name, and your validation e-mail, you simply enter your email address as username and password in the **Login Form** and click the **Sign In** button to login to the web site. For new users, they can click **Sign up** button and fill the register form showing below:

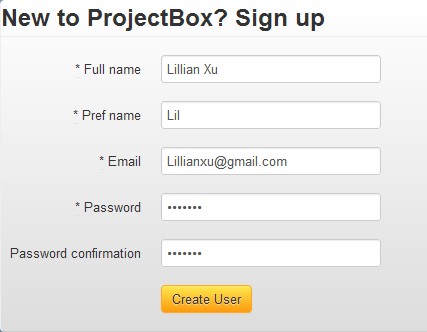


Figure 3.1.1 Registration form

Notice that people can only registered as users, they cannot register as administrators. Only existed administrators can create now administrators.

## 3.2 System Menu

Once you have logged as a user in to the web site you will notice that an **Explorer** menu appears in the left navigation pane.

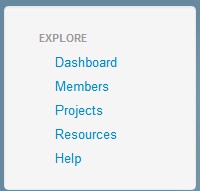


Figure 3.2.1 User menu

The following Table gives a short description of the typical menu items you are likely to see:

Table 1: User menu options

|  |  |
| --- | --- |
| Option | Details |
| Dashboard | Used to display new admin announcements and projects user has managed and contributed |
| Project | Used to search for projects |
| Members | Used to search for users in this system |
| Resources | Used to search for resources |
| Help | Used to offer help |

If you are an administrator user, the web site will show menu as:

C:\Users\yingxu\AppData\Roaming\Tencent\Users\676559976\QQ\WinTemp\RichOle\ZC$HWNB98(O(2X9YE5S4)U2.jpg

Figure 3.2.2 Admin menu

For dashboard, administrator can see the latest announcements, projects and users. For the rest options, an administrator can manage the information of announcements, projects, resources and users.

## 3.3 Changing User ID and Password

Once you login, your name is shown on upper right corner of the website page. A dropdown will show if the name is clicked.

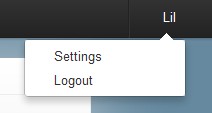
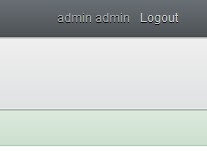


Figure 3.3.1 Modify profiles and logout

Clike **Settings**, a user update page is displayed. User can change personal information here including User ID, name, preferred name and password. After filling in the form, click **User Update** button to update user information.

## 3.4 Exit System

If users want to log out, they can click the option **Logout** below **Settings**. For administrators, they could locate the **Logout** button on right upper corner.



3.4.1 Admin log out

**4.0 User Interface**

# User interface

## 4.1 Dashboard

After login, a dashboard is displayed. It shows announcements from administrators, user menu, and the projects the current user manages and contributes. User can create a new project or find a project to join.

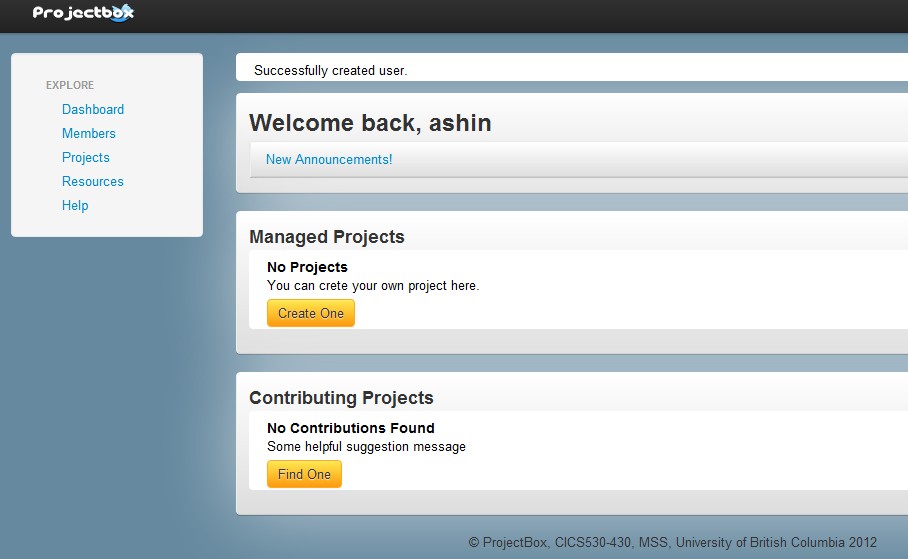


Figure 4.1.1 dashboard

## 4.2 Create New Project

A new project form will be launched after clicking **Create One** button on Managed Projects section. By filling in the form, a new project is generated.

A message will be displayed after a new project is successfully generated.

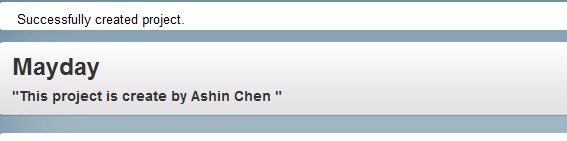


Figure 4.2.1 new project message

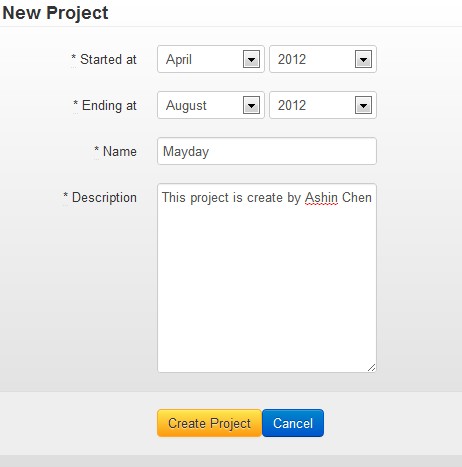


Figure 4.2.2 New project form

## 4.3 Managing projects

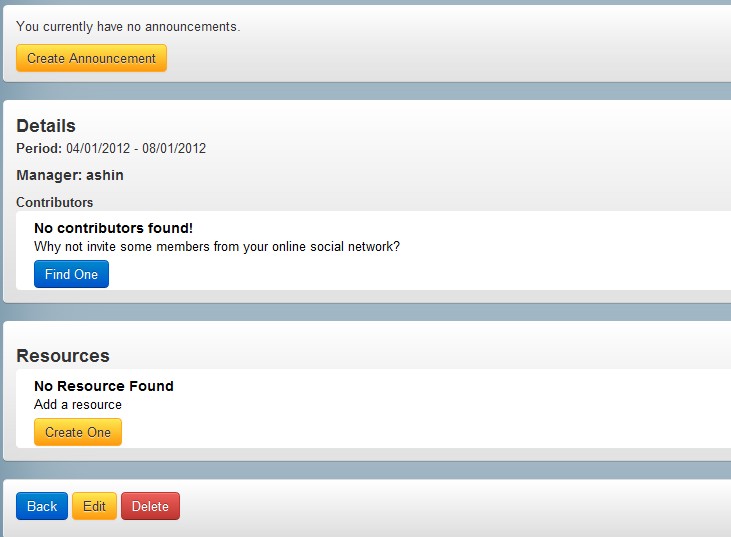


Figure 4.3.1 Manager page

### 4.3.1 Managing contributors

A project manager can invite or remove contributors from the project he/she manages. By clicking **Find One** button on **Details** section, it goes to search members page to locate the potential contributors.

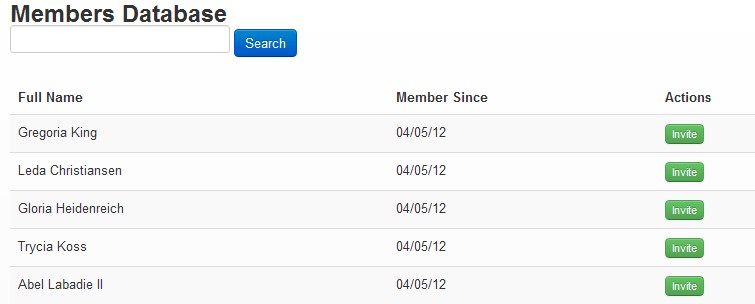


Figure 4.3.1.1. Invite contributors

### 4.3.2 Managing Resources

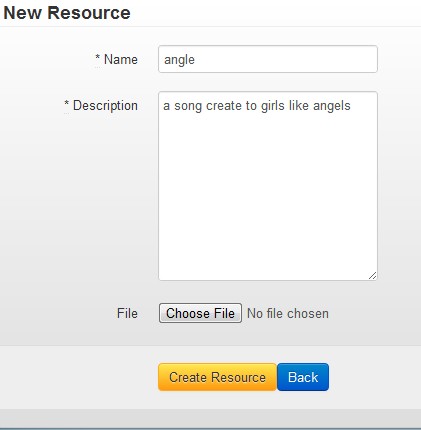


Figure 4.3.2.1 create new resource

By clicking **Create One** button on **Resource** section, a project manager can add new resource to this project. After a resource is successfully created, manager can see it on resources table. The manager can download, update and remove this resource via clicking the action buttons: **Get, Edit** and **Delete**.

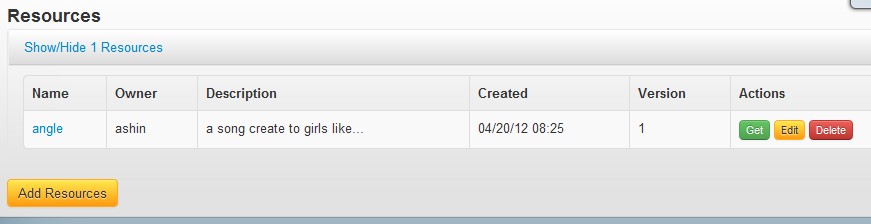


Figure 4.3.2.2 manage resource

### 4.3.3 Post an announcement

Announcement is used to send information between managers, contributors and administrators. A manager could create an announcement as project announcement. Those announcements can be seen for all the members in this project.

To post a new announcement, manager could click Create Announcement button and fill in the form.

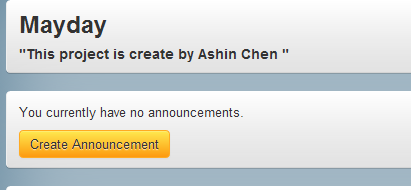


Figure 4.3.3.1 Create new announcement

### 4.3.4 Edit and destroy a project

Below the project page, a manager could see **Edit** and **Delete** buttons. Manager can change the project, start date, end date and description of managed project.

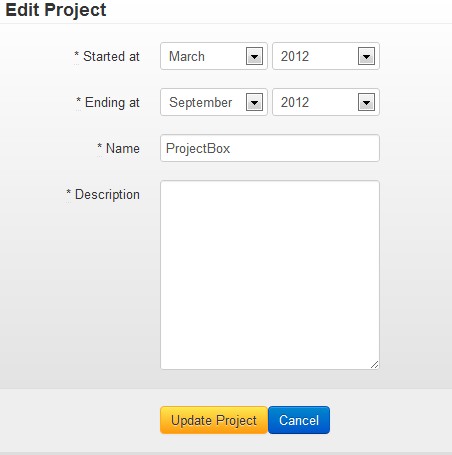


Figure 4.3.4.1 Edit project

Managers can also remove the projects they manage. Clicking **Delete** button, a confirm message is shown:

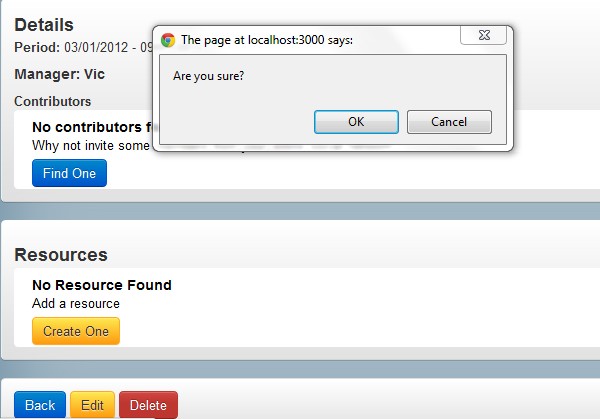


Figure 4.3.4.2 Remove project

Click **OK**, this project is removed from the system along with all the resources belong to this project.

## 4.4 Contributing projects

### 4.4.1 Request to be a contributor

If a user wants to become a contributor to one project, he/she can send request to the manager of this project.

To find a project the user wants to join, we can click **Find One** button on Contributing Project section. It will lead to a project search page. After locating the project by keyword searching, user can send a request by clicking **Join** button. A message is displayed after the request is sent.

![C:\Users\yingxu\AppData\Roaming\Tencent\Users\676559976\QQ\WinTemp\RichOle\F8H](W{44VJK4I[D%S6IH87.jpg](data:image/jpeg;base64,)

Figure 4.4.1.1 Find a project to join

### 4.4.2 Contributor options

Once the manager of the project approves this request, this project is displayed under Contributing Project section. Contributors can download, remove, update and edit the resources they have created; while they can only download the resources belong to others in this project.

The contributor is also able to see the information of manager and other contributors in project. All the announcements from project manager, other contributors and administrators are displayed on Announcement section.

To create an announcement for this project, contributor can click **Create Announcement** button and fill in the new announcement form.

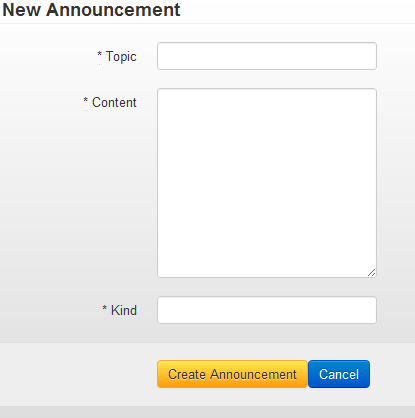


Figure 4.4.2.1 New announcement

After the announcement is created, it will be displayed along with other announcements.

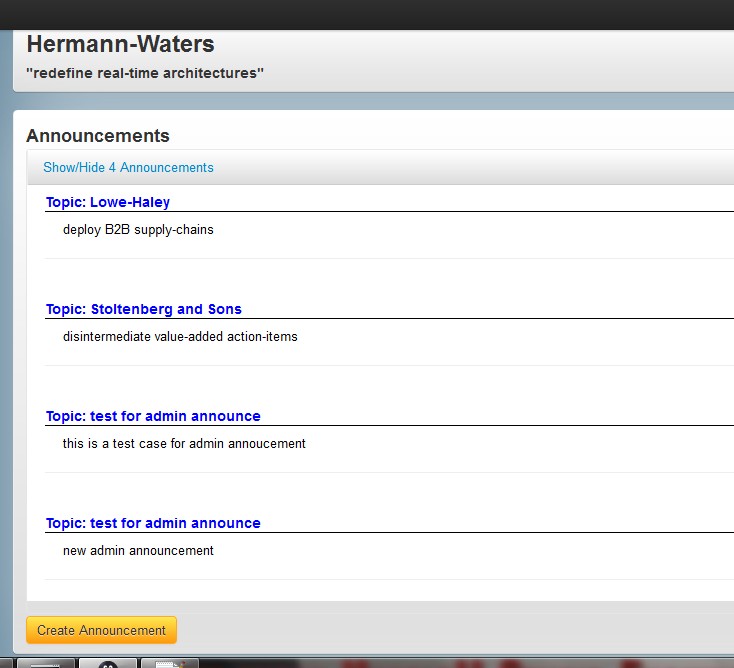


Figure 4.4.2.2 Display announcements

### 4.4.3 Quit a project

To remove a project the manager created, one can click **Quit** button to quit this project. Once confirm the quit action, the user will not be a contributor for this project.

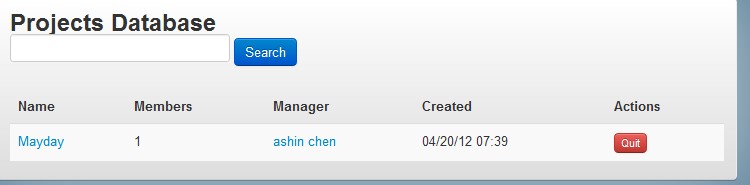


Figure 4.4.3.1 Quit as a contributor

## 4.5 Search functions

All the users can perform searching for projects, resources and members. Those search functions will support the users to find projects they want to join, the users they want to invite, the resources they want to reach, and etc.

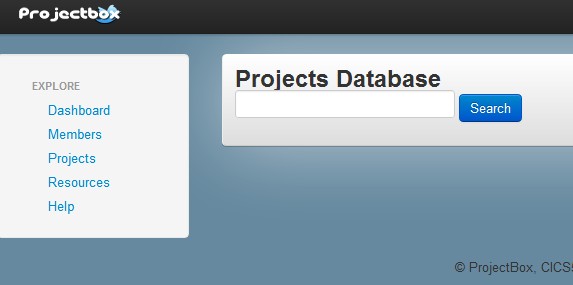


Figure 4.5.1 Search for projects

Users can use the EXPLORER menu to do the search. By clicking the options on it, a searching block is shown. After typing in the keyword, system will return all the result matching with keyword.

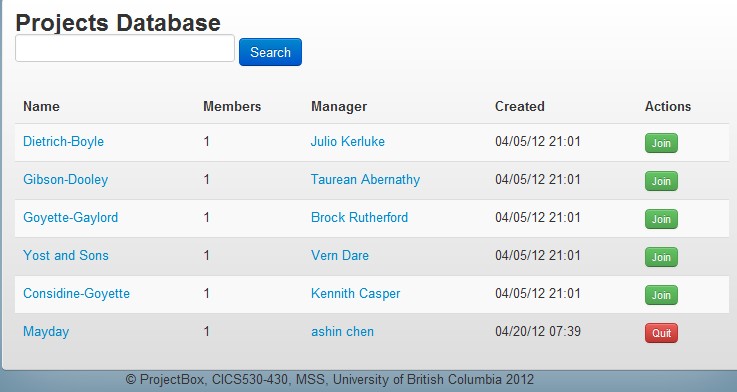


Figure 4.5.2 Searching result

**5.0 Admin System**

# Admin system

## 5.1 Dashboard

After successfully logging in as administrator, a dashboard of admin system is displayed.

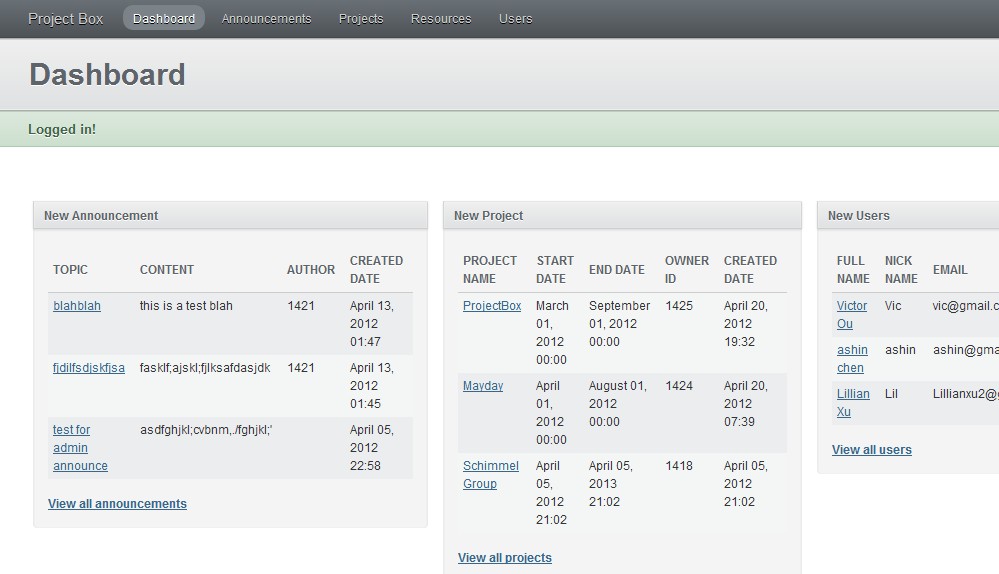


Figure 5.1.1 Admin system dashboard

Administrators can view the latest announcements, users and resources from dashboard. Administrators can click the hyperlink below the table to view all the announcements, users and resources.

## 5.2 Announcement management

Administrators can manage existed announcements. They can also post admin announcement shown on the user interface.

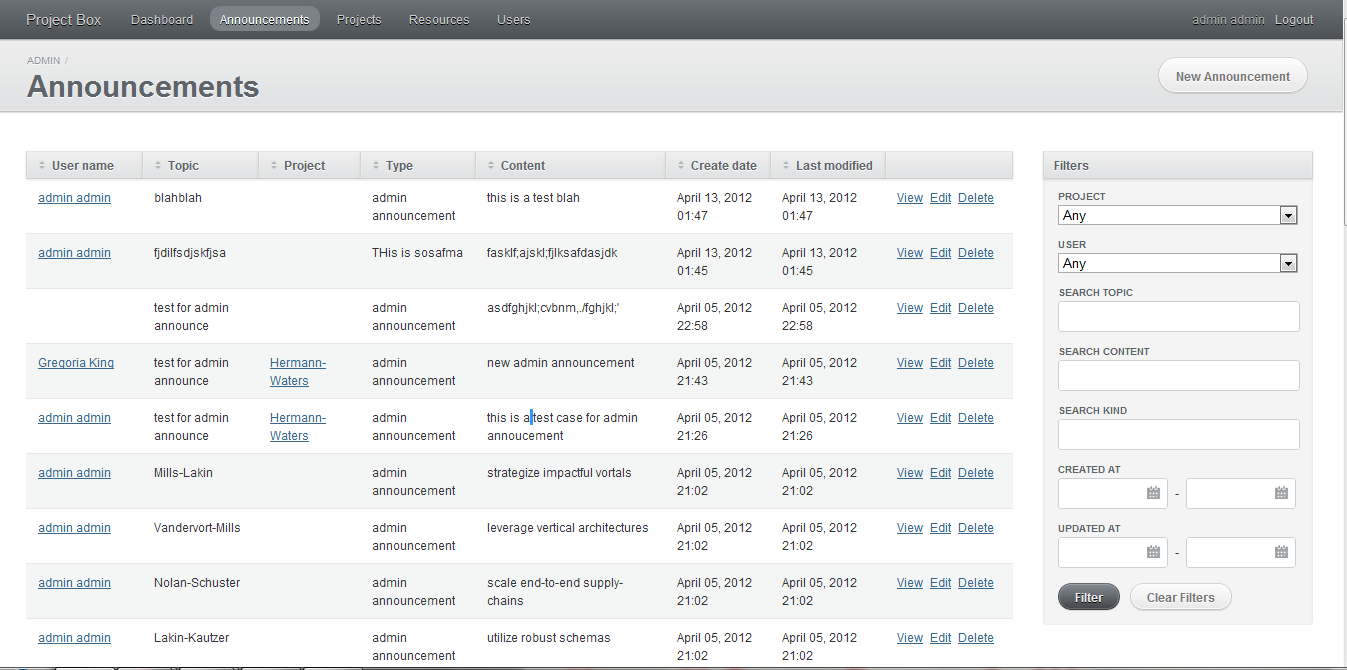


Figure 5.2.1 Announcement page

To view the details of an announcement, click **View** button. To edit the announcement, click **Edit** button. To remove an announcement, click **Delete** button.

To post a new announcement, click New Announcement button on the right upper of the page. It will create a new admin announcement.

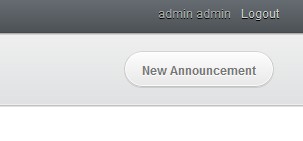


Figure 5.2.2

Admin system also allows filtering the data matching certain conditions. Right of the table is the filter to do this. Administrators can input the conditions they want. Admin system allows multiple filtering.

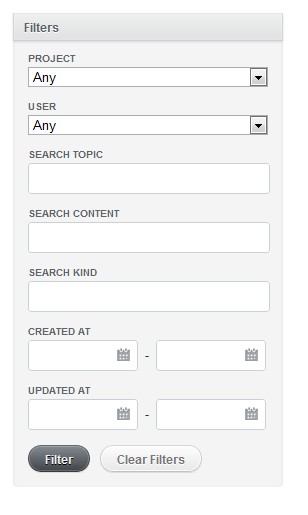


Figure 5.2.3 Filter

## 5.3 Project Management

Administrators can manage existed project. They can also create new project.

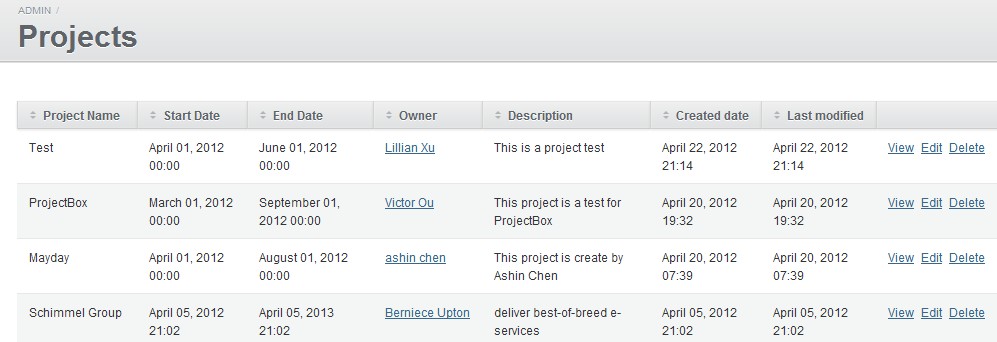


Figure 5.3.1 Project page

To view the details of a project, click **View** button. To edit the project, click **Edit** button. To remove a project, click **Delete** button. For project viewing page, two sidebars are shown along with details of this project. One sidebar is contributors belong to this project, one is resources includes in this project. Administrator can click the hyperlink of those contributors and resources to see the detail.

To create a new project, click New Announcement button on the right upper of the page. It will create a new project.

Admin system allows filtering the project matching certain conditions. Right of the table is the filter to do this. Administrators can input the conditions they want. Admin system allows multiple filtering.

## 5.4 Resource management

Administrators can manage existed resources. They can also create new resource.

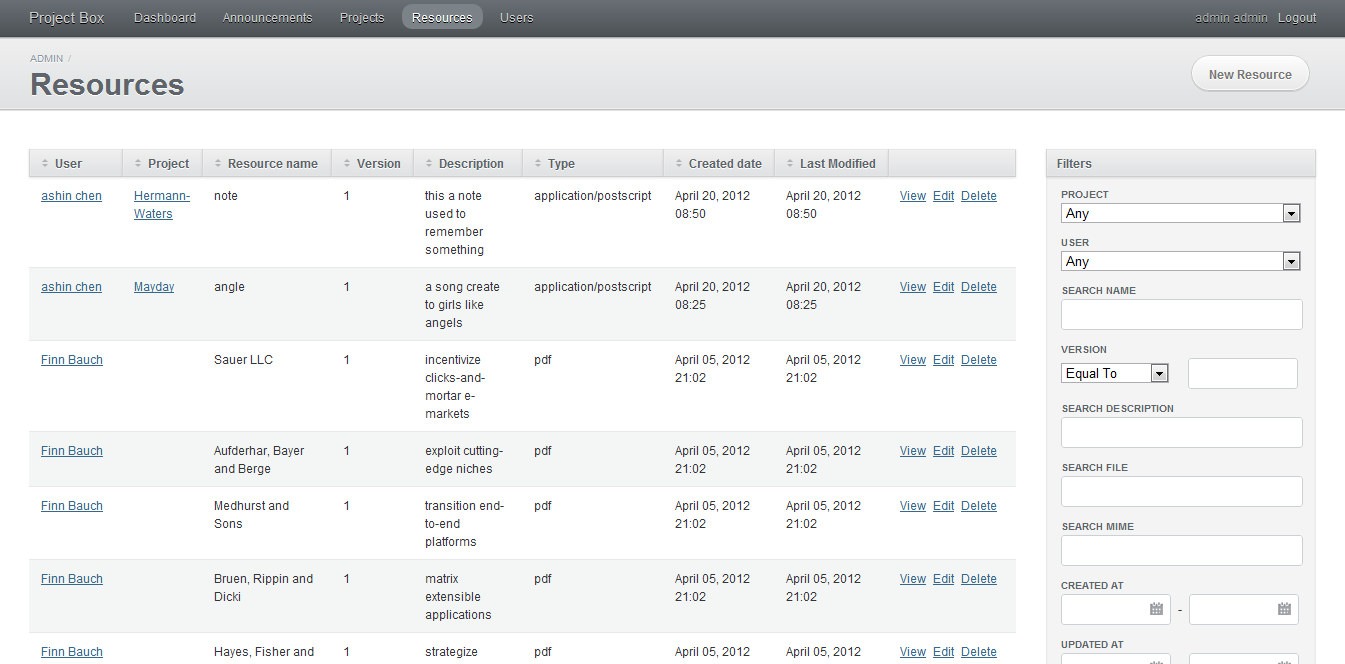


Figure 5.4.1 Resource page

To view the details of a resource, click **View** button. To edit the resource, click **Edit** button. To remove a resource, click **Delete** button.

To create a new resource, click New Announcement button on the right upper of the page. It will create a new resource.

Admin system allows filtering the resource matching certain conditions. Right of the table is the filter to do this. Administrators can input the conditions they want. Admin system allows multiple filtering.

## 5.5 User management

Administrators can manage existed users. They can also create new user or set existed users as administrators.

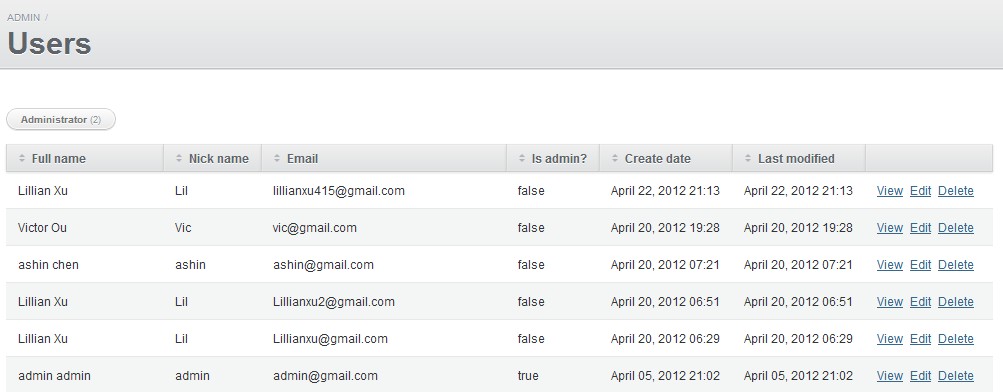
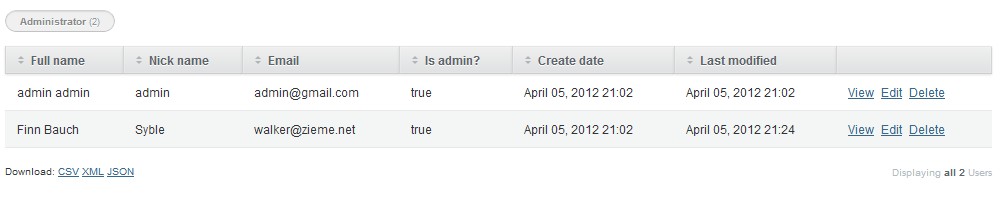


Figure 5.5.1 User page

To view the details of a user, click **View** button. To edit the user, click **Edit** button. To remove a user, click **Delete** button. To view all the administrators for this system, click **Administrator** scope above the user table to view all the administrator information.



For edit user page, administrators can set the edited user as administrators.

To create a new user, click New Announcement button on the right upper of the page. It will create a new resource.

Admin system allows filtering the resource matching certain conditions. Right of the table is the filter to do this. Administrators can input the conditions they want. Admin system allows multiple filtering.

**6.0 Mobile App**

# MoBILE APP

## 6.1 Login and logout

When ProjectBox app is downloaded and invoked, Login screen is displayed if not logged in.

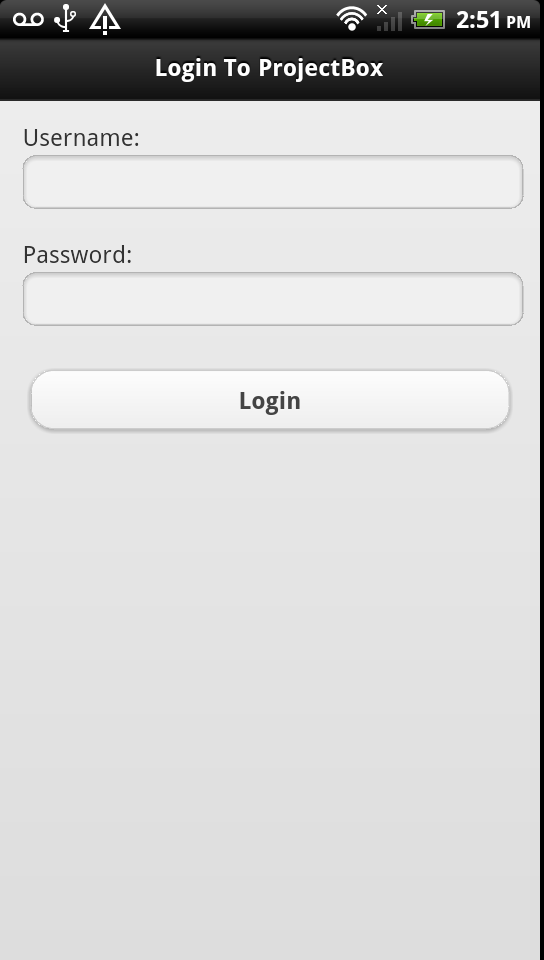


Figure 6.1.1 Login page

To log out, touch the **Logout** button on the upper right of the page.



Figure 6.1.2 Logout page

## 6.2 Manage projects and resources

After successfully logging in, a home page is displayed. It shows all the projects user manages and contributes. It also shows the created date, contributors and resources. User can touch the project to view the detail of this project. And touch **Back** to go back to home page.

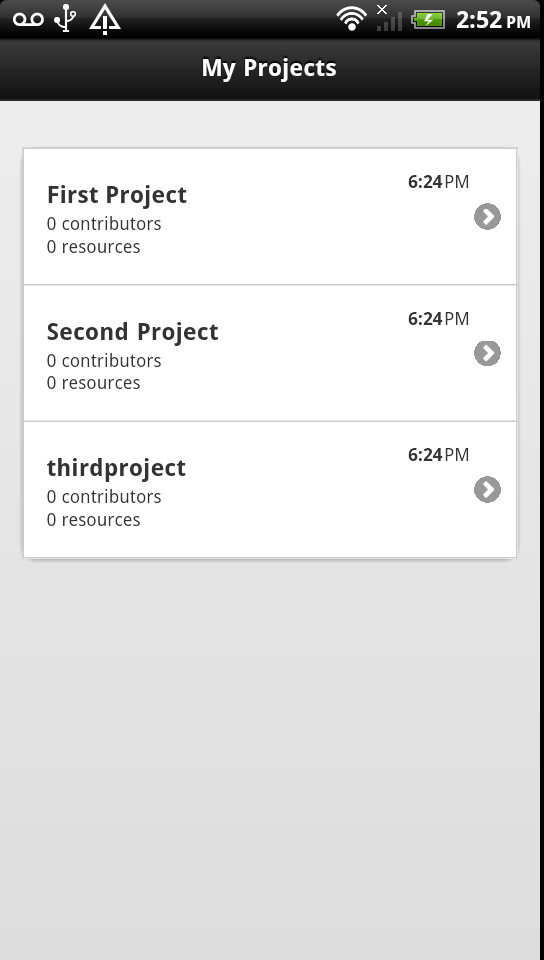


Figure 6.2.1 Mobile home page

### 6.2.1 Create and upload new photo

It is not convenient to upload and create new resources from the mobile application. But ProjectBox mobile app allows to capturing new photos and uploading it or uploading photos from photo album of the phone.

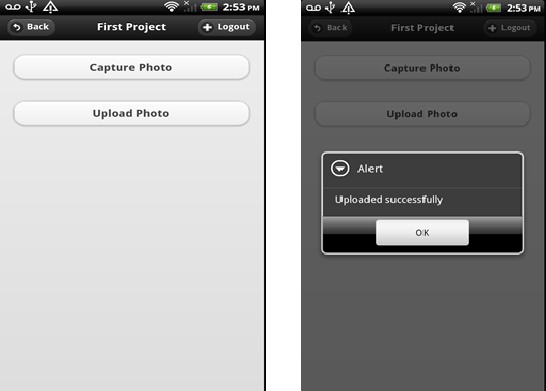


Figure 6.2.1.1 Capture and upload photo

After a photo is shot, an alert is shown to show that this picture is successfully uploaded.