Politecnico di Milano

Master of science in computer science and engineering

MeteoCal

A WEATHER BASED ONLINE CALENDAR

USER MANUAL

Meteocal features guide

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Academic Year 2014/2015

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1 Description and requirements

We want to offer a new weather based online calendar for helping people scheduling their personal events avoiding bad weather conditions in case of outdoor activities. Users, once registered, should be able to create, delete and update events. An event should contain information about when and where the event will take place, whether the event will be indoor or outdoor. During event creation, any number of registered users can be invited. Only the organizer will be able to update or delete the event. Invited users can only accept or decline the invitation. Whenever an event is saved, the system should enrich the event with weather forecast information (if available). Moreover, it should notify all event participants one day before the event in case of bad weather conditions for outdoor events. Notifications are received by the users when they log into the system.
To use Meteocal is sufficient a personal computer with a recent web browser installed. We recommend Google Chrome, Firefox or Safari updated with the latest version. However are not known compatibility issues with other browsers at the moment.
To access, type the application URL in the browser's address bar.

2 Public Functionalities

2.1 The home page

Once started, the application shows the home page (fig. 2.1) to the user. From this page you are able to reach the sign up and login functionalities. Moreover using the links in the top-right corner of the page, you can have access to project documentation and source code.

2.2 Registration and Authentication

REGISTRATION In order to use the application's functionalities you need to sign up. You can start the sign up process from the home page, by filling in the registration form in the bottom-right corner. First of all you have to provide your full name, a valid e-mail address and a password of your choice; these are required information and if you forgot one of them an error message will appear. By clicking the button "Sign up now" the system will check your information and if it is all ok you are redirected to the sign up page (fig. 2.2), where you need to confirm your password, provide your current geographic position and you can also upload a picture that will be your avatar. By clicking again on Sign up now the system confirms your registration, and from that moment on you are a Meteocal registered user.

LOGIN Once you have completed the sign up process you have to log in into the system. You can do this simple operation filling in the top-right corner form in the home page. It's sufficient to provide the chosed e-mail address and password and then click the login button. The logout panel is reachable from all application's pages and allows to exit from the application.

FORGOT PASSWORD The link forgot password is in the top-right corner form of the home page, it allows you to reset your password and it's useful if you have forgotten it. If you click this link the system will show you a page asking you to provide your e-mail address, by clicking send button a mail with password reset instructions will be sent to your address. You should follow the link on the message to get to the reset password page, which allows you to choose a new password and confirm it. Completing this procedure will change your password and from now on you can access the system using this new key.

CONTACT US At the bottom of Meteocal's public home page, you will find a module to contact the administrator. If you want to send a message, you should provide a meaningful title, a valid email address (so we can reply to you) and write the text of your message. When all the fields are filled in just click the Send Email button, a confirm message will alert you that the message has been sent.

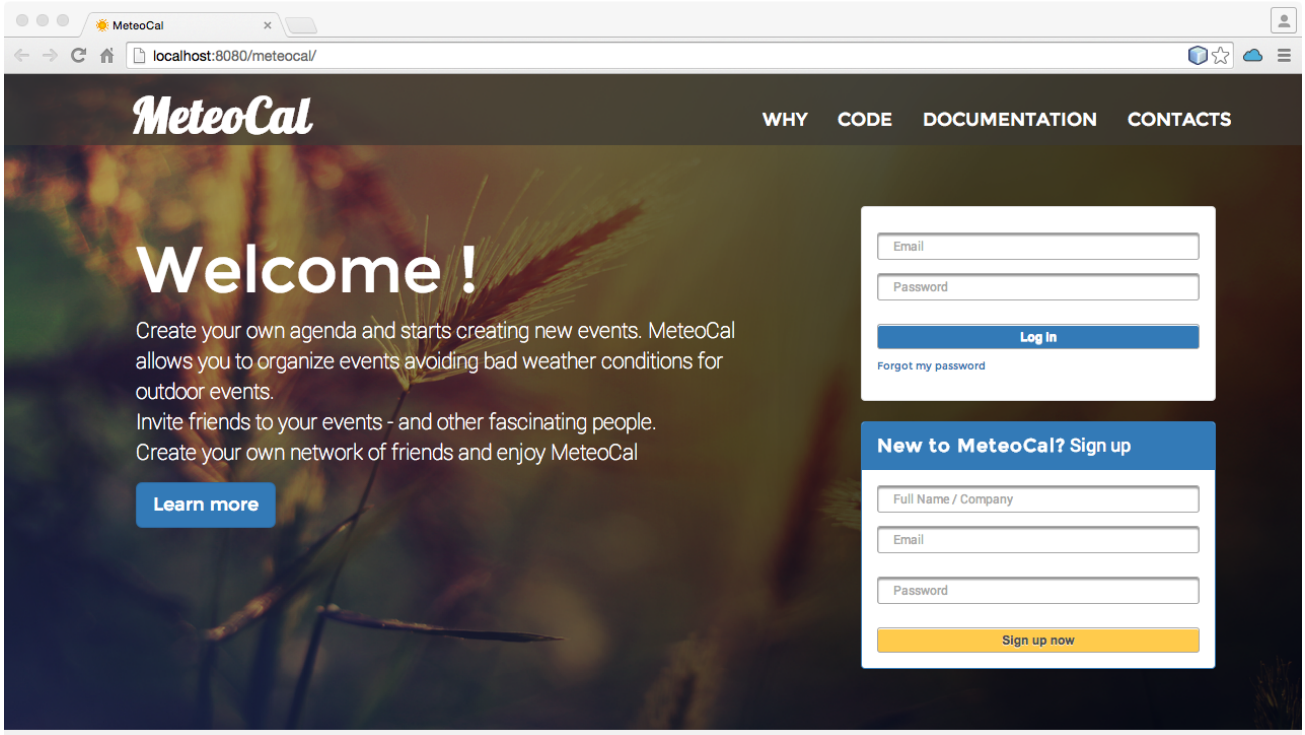

Figure 2.1: Home page

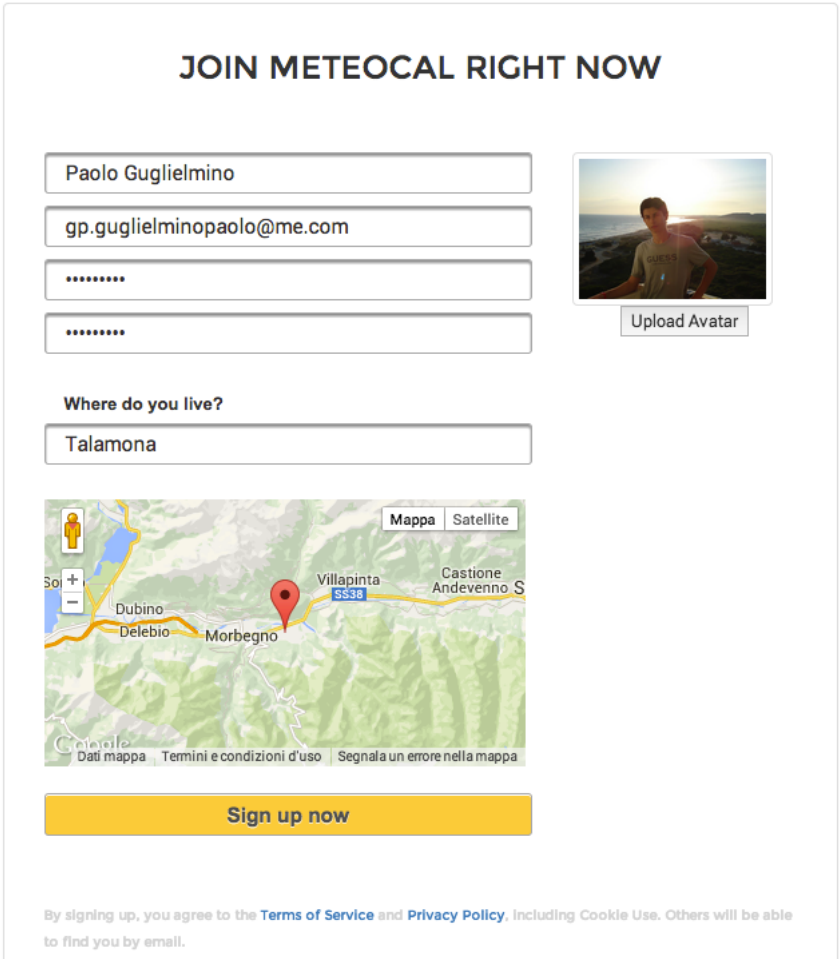

Figure 2.2: Sign Up page

3 Functionalities for registered users

3.1 Personal home page

Once logged in, the user access to his personal home page (fig. 3.1). Through this screen you can have an overview of your calendar, friends and other useful informations. This page allows you to:

- **See the current weather forecast:** in the upper part of the screen you can see the current weather forecast for your location.
- **Access to event functionalities:** by clicking a button link you can access to the creation event page or to the list of all your events.
- **Import/Export your calendar:** using the dedicated links you can do these operations (iCal format, see fig. 3.2, 3.3).
- **View your calendar in different mode:** this is the main element of the home page, you can choose which year, month, week or day you want to see.
- **Have a preview of your Following/Followers:** in the left sidebar you can see which users are in touch with you.
- **Have a preview of your commitments:** in the right sidebar you can see recent information about events you have accepted, declined or what are still pending.

Please note that following/followers and event names are direct links to the related object.

Moreover, from all the pages that a logged user can see, you can see the toolbar in the upper part of the screen which allows you to perform some operations:

- **Search for a user:** that is a search by name or surname among all the users registered to Meteocal.
- **See notifications:** you can see if you have some new notifications thanks to a small icon in the top-right corner, which signals the number of unread notifications. By clicking on this icon you can see a small dropdown menu which allows you to open a specific notification, or to view all the notifications.
- **Access to MyProfile/Logout panel:** the small icon shaped like a head in the top-right corner allows you to access to your profile page and to the logout function.

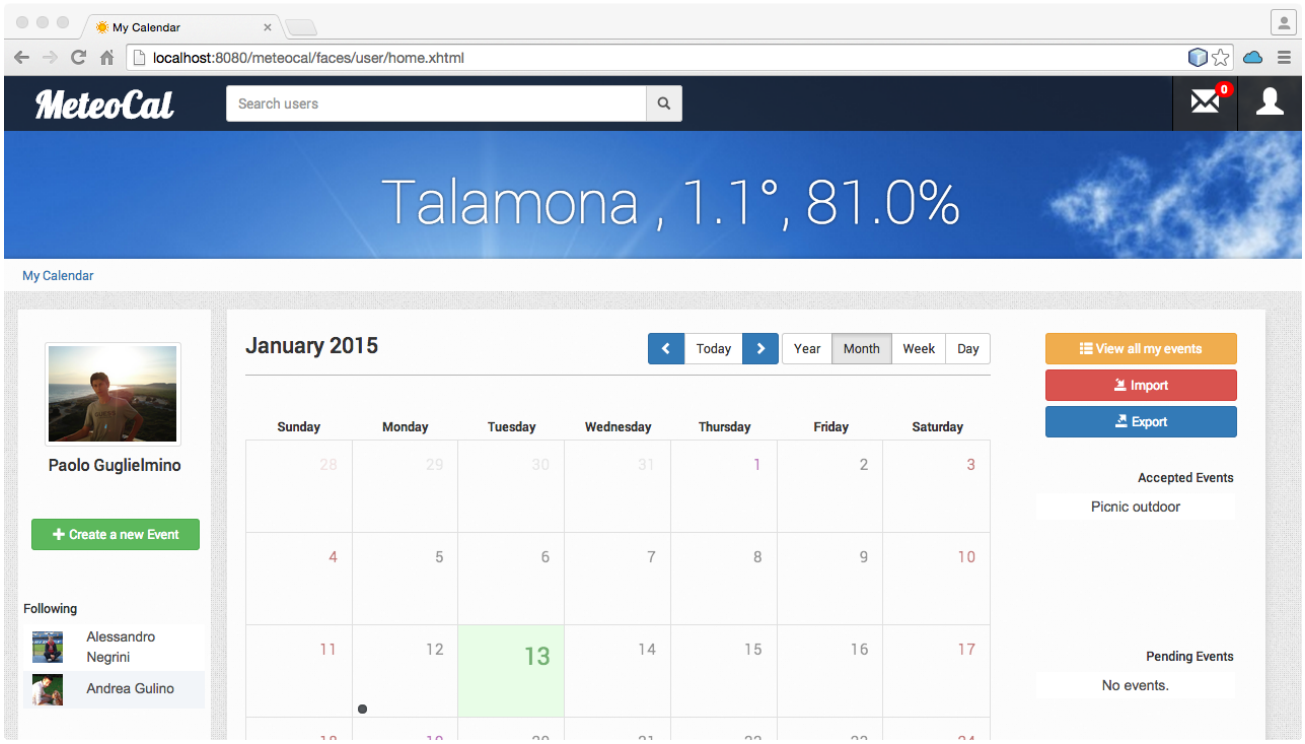

Figure 3.1: Personal Home Page

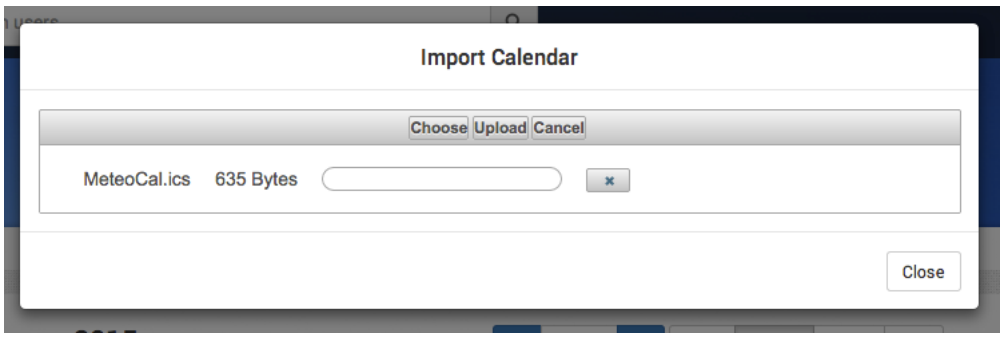

Figure 3.2: Import calendar

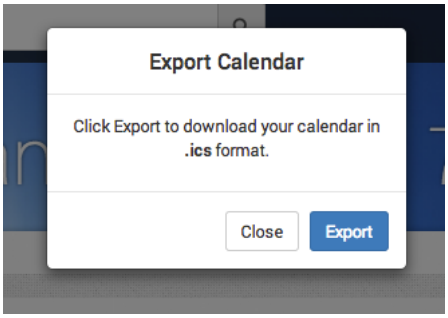

Figure 3.3: Export calendar

3.2 Profile page

Via the link MyPorfile, which is visible in all the pages, you can access to your personal profile. Here you have an overview of your personal data, you can edit them in the dedicated sections, and you can also decide to delete your profile.

Choosing the section My Personal Info (fig. 3.4) you can update your personal information:

- **Fullname:** your name and surname or company name, cannot be empty, this data allows you to be found by another user through the search user functionality.
- **City:** your current city, cannot be empty, this data is used to provide your current location weather forecasts.
- **Avatar:** a small picture that users see near your name, you can change it clicking on Change Avatar button to upload a new image.

Once you have changed all fields, you can save the changes clicking on the Save button.

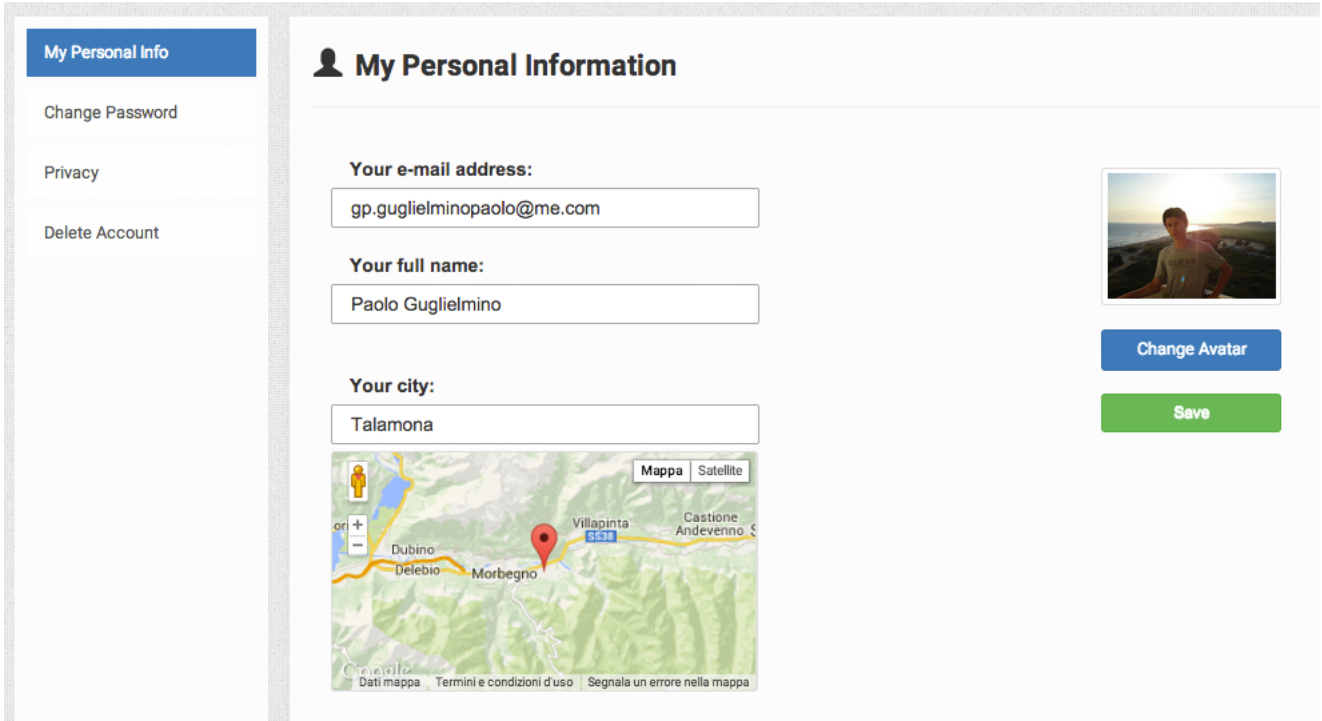

Figure 3.4: My Personal Info

Choosing the section Change Password (fig. 3.5) you can choose a new password for your account. You are required to provide the old password, the new password and confirm it. If some field is empty or filled with unacceptable data the system shows an error message. Clicking on the Save button you perform the password update.

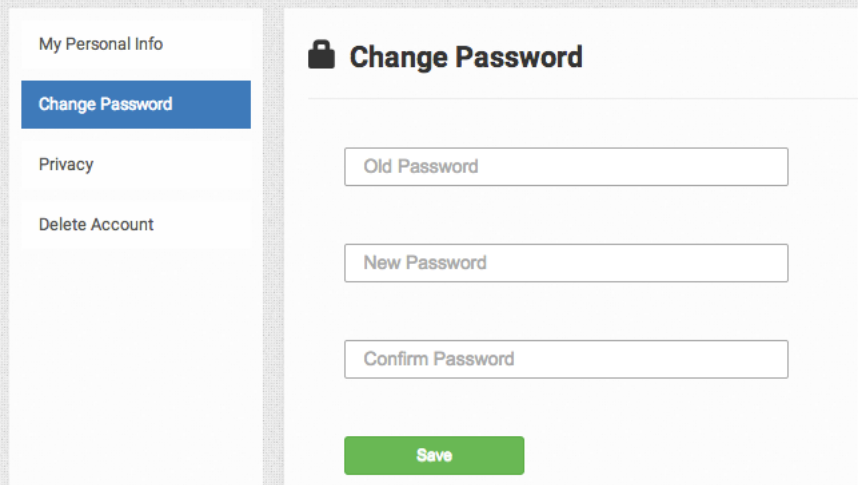

Figure 3.5: Change Password

Choosing the section Privacy (fig. 3.6) you can modify your calendar visibility from private to public or vice versa. This operation is performed through a switch and a button to confirm.

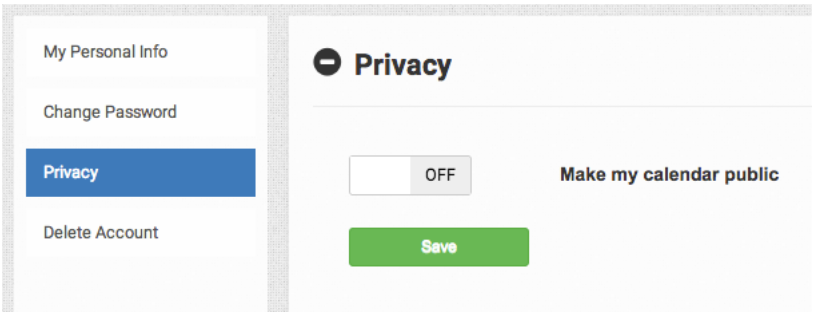

Figure 3.6: Calendar Privacy

In the end, the section Delete Account is dedicated to the most delicate operation, it is non-reversible, so a switch and a confirm button allows you to perform this operation. If you confirm you will not be a Meteocal user any longer, your profile information will be deleted and also you events will disappear.

3.3 Search users

The toolbar in the upper part of the screen (fig. 3.7) allows you to search a user by name or surname (or part of them), once you find it, you can see his/her profile (fig. 3.8) and calendar (if it's public). When you start typing the name to search, the system shows a dropdown menu with the closest results. By clicking on one of these users you are redirected to his profile page, where you can find all his public information (like his calendar and his followers) and decide to follow/unfollow him.

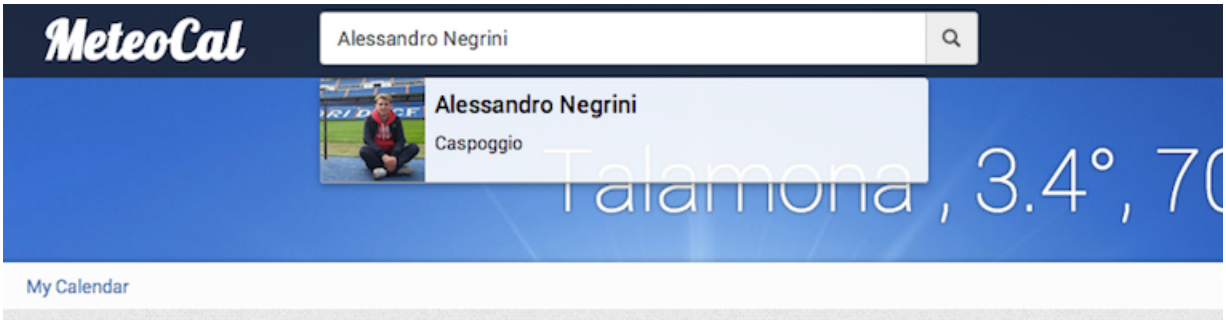

Figure 3.7: Search User

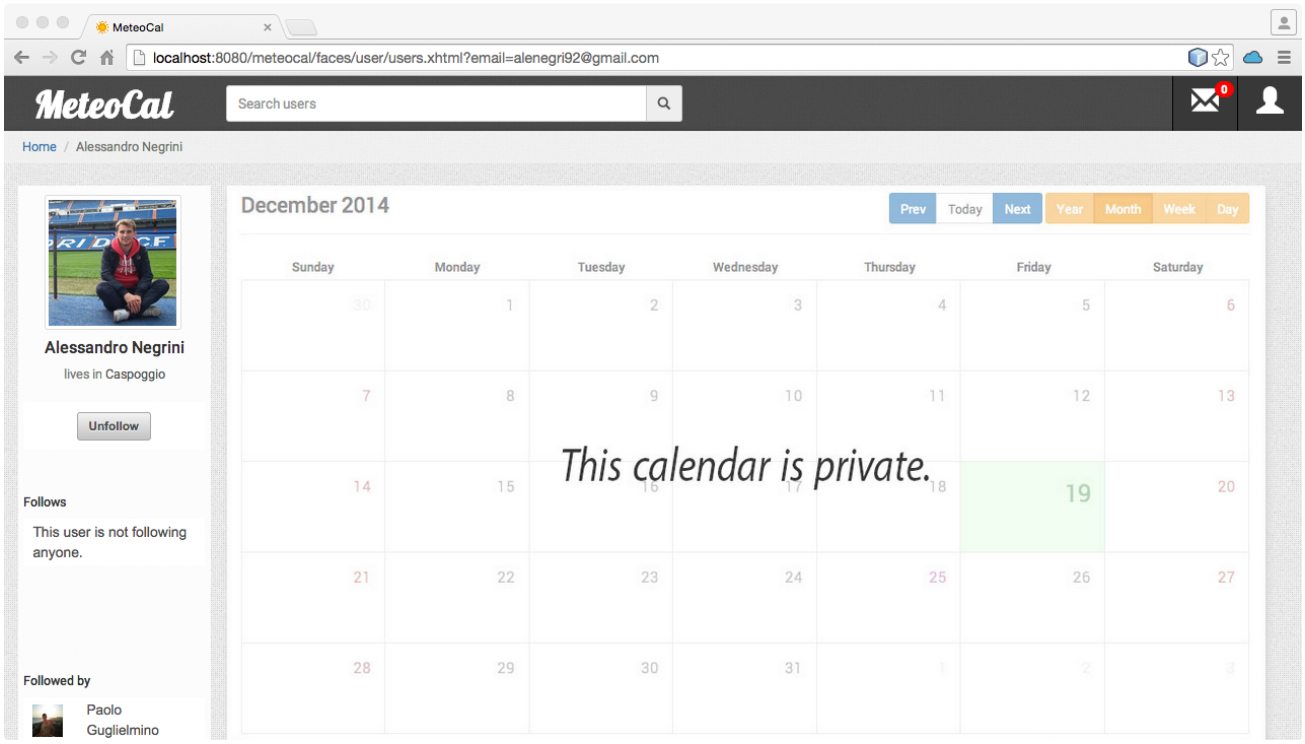

Figure 3.8: Searched User Profile

3.4 Event creation

To create a new event you must be logged in the system and use the dedicated button "Create a new Event" in the left side bar of the home page. The system will redirect you to a new page with a form to fill in with event's details, for example you are asked to provide a name for the event, a start date and an end date. Some fields are required, others are not. However if you leave blank some mandatory field you will see an error message in the page until you fill in the specific field. Even if you provide inconsistent data the system will alert you, for example if you select an end date earlier than the start date. Let's see in detail the fields of event creation:

- **Event title:** this is the event name, also shown to other users.
- **Location:** the geographic location where the event will take place, it's split in 3 fields which are City (mandatory), Address and Civic number. Thanks to Google Maps you can have a representation of the selected location just to have an idea of how to get there. You also have to declare if the event will take place indoor or outdoor, and optionally you can provide some additional information about the location.
- **Start date/End date:** these fields allows you to choose the start date and hour and the end one. You can also set event repetition daily or weekly.
- **Description:** a brief description of the event, you can also use the FAQs to complete this field.
- **Social link:** these fields allows you to link your event to another one on Facebook or Twitter (fig. 3.9).
- **Meteo settings:** select the condition above which you can be notified for outdoor events (i.e. select 'Rain' if you want to be notified in case of rain or worse, according to the weather trigger provided, see fig. 3.10).
- **Listing privacy:** select event privacy (private or public, see fig. 3.11).

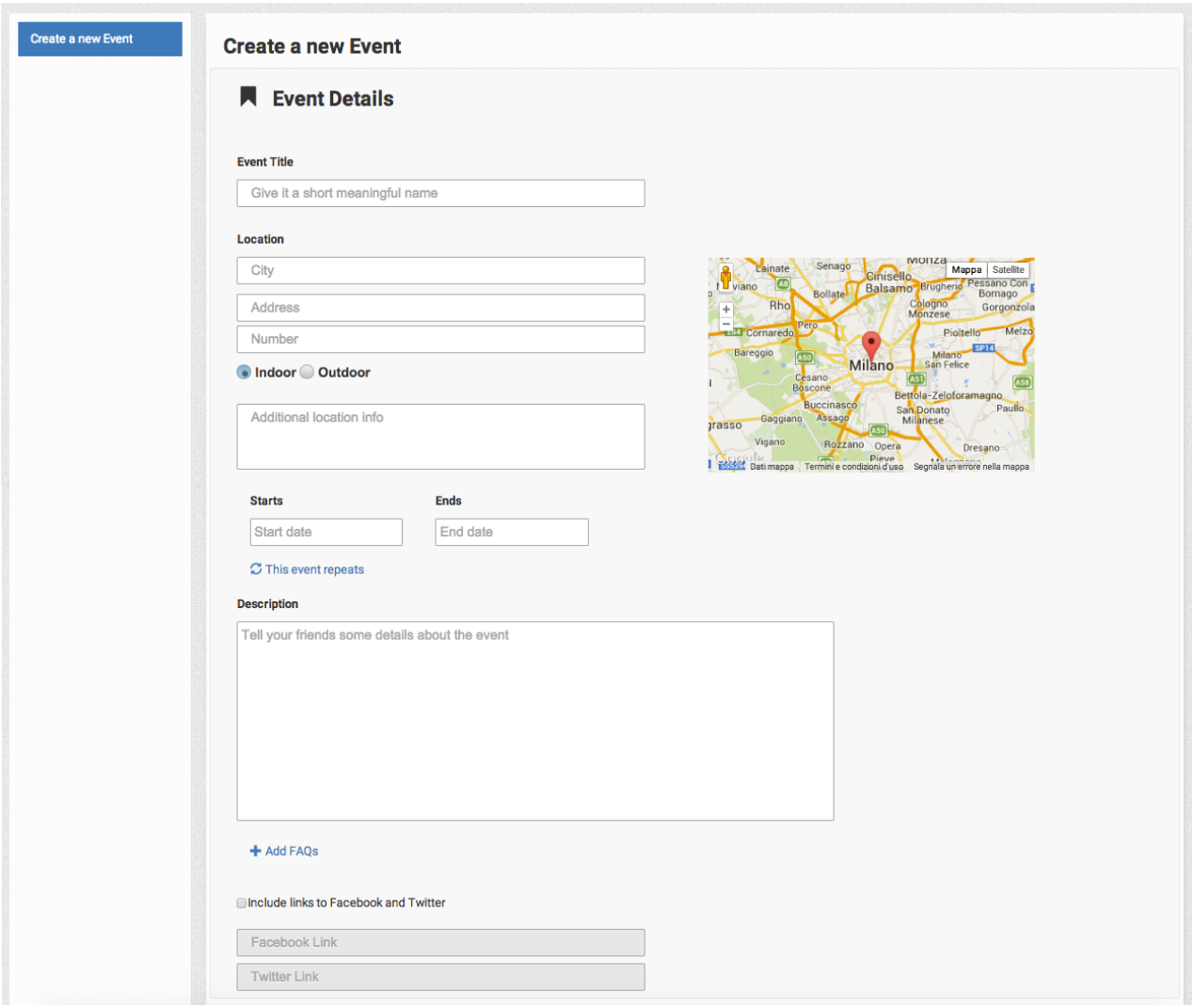

Figure 3.9: New Event main section

Figure 3.10: Meteo settings section

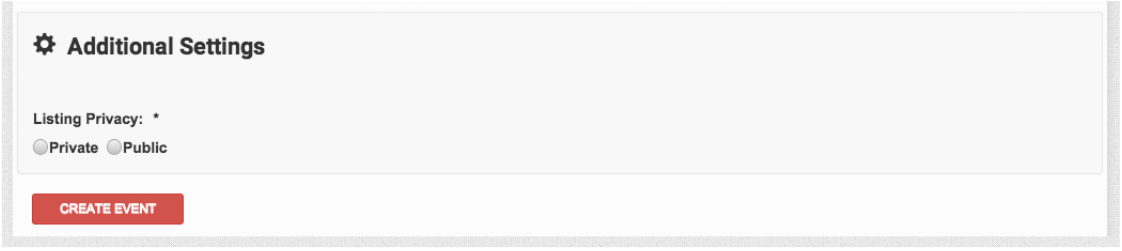

Figure 3.11: Event privacy section

3.5 Edit event

Once the event is created, if you are the creator you can edit it. You have two ways to access the event, you can click on the little circle representing the event on your calendar or you can access through the All Events page by clicking the event link. When the event opens, you are able to see the details and the people who will take part. To edit the event you have to visit the third section (fig. 3.12), which is called Edit Event. The edit page is very similar to the event overview, but here you can change the value of all the fields, the system still controls that mandatory fields are not empty and so on. Once you have updated some fields, you need to click the Save button to apply the changes. You may also decide to delete the event, you can do this operation sign the dedicated section, which is called Cancel Event (fig. 3.13). The section is reachable thanks to the navigation panel on the left.
In the end, there's another crucial function called Invite Friends. This is somewhat complicated and it's explained in detail in the next paragraph.

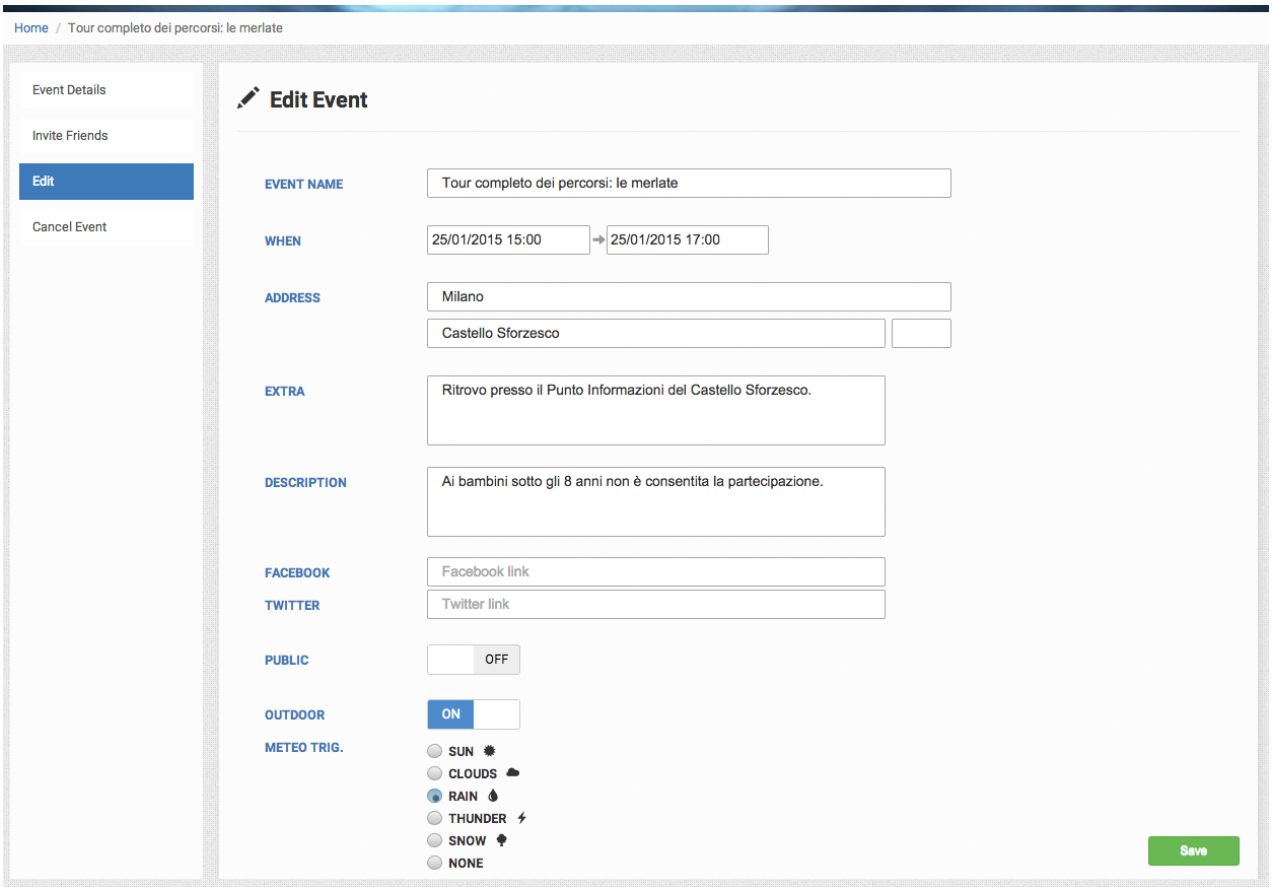

Figure 3.12: Edit Event section

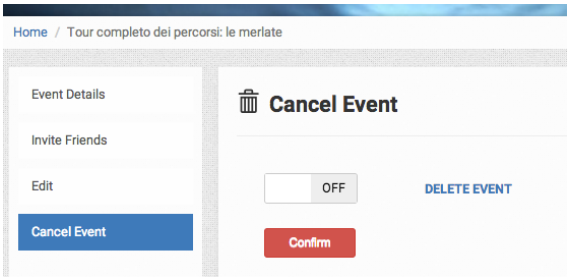

Figure 3.13: Cancel Event section

3.6 Invitation

HOW TO SEND INVITATION:
When you create an event, you may want to tell your friends about it. Meteocal provides you a function called Invite Friends. You can choose the people you want to invite among all the users registered, you can select a person that you follow or you can send an email invitation if you can't find the user in the system. There's a text area in which you can insert the text to appear on the invitation. Once you complete the guest list, just click the send button (fig. 3.14).
From now on, the users you selected will appear among "Pending" users in the event page, this means that they have received the invitation, but they still have to decide whether accept or decline. If a user accepts you will se it in the "Accepted" section, similarly if he declines will be moved in the "Declined" section.

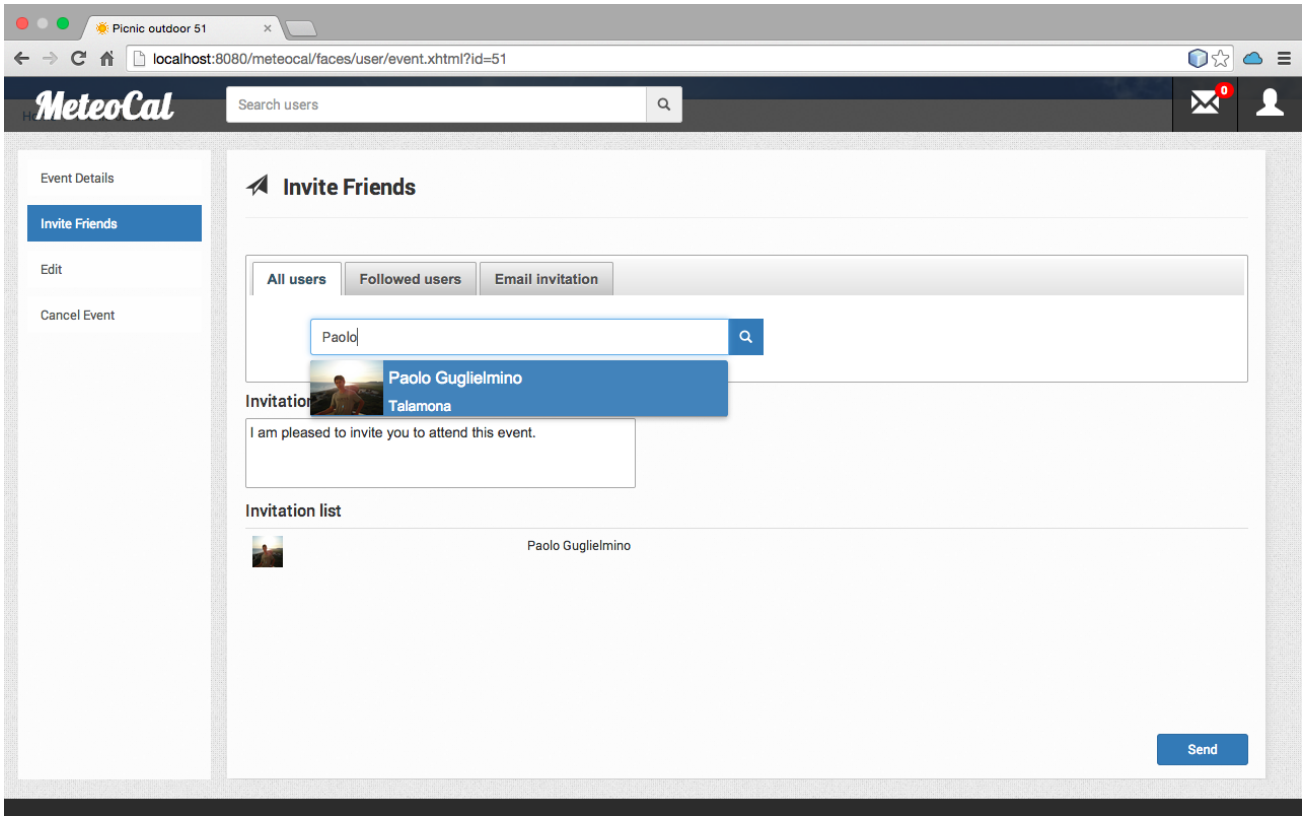

Figure 3.14: Invite a firend

HOW TO ACCEPT/DECLINE AN INVITATION:
You will receive the event via email (fig. 3.15), the message has a really simple structure, it just contains the Meteocal logo, event organizer name and a link to the event. You just have to click on the link to be redirected to the event page (if you are a logged user) otherwise the system redirects you to the signup page (if you aren't a Meteocal user).

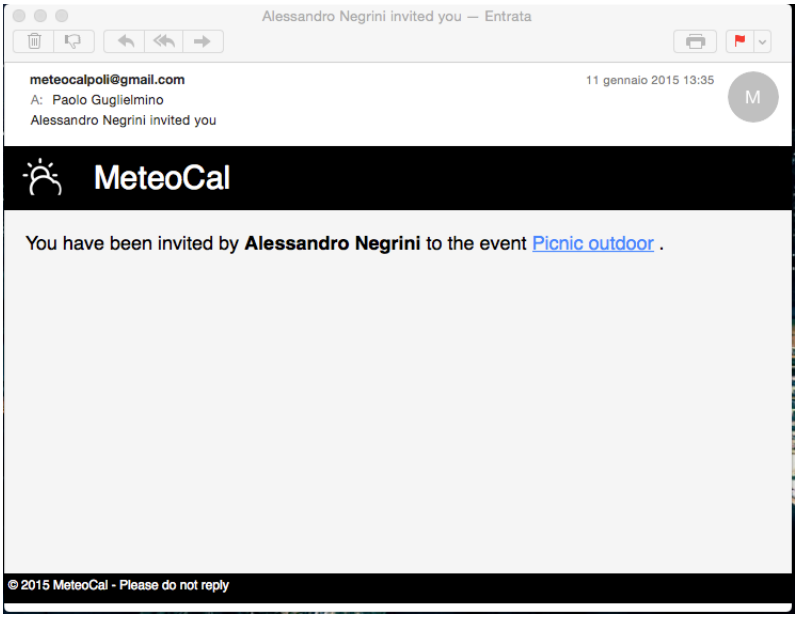

Figure 3.15: Invitation message received via email

Once you reached the event page, you will see a small menu above event title (fig. 3.16). This is a simple panel which allows you to accept or decline the invitation simply clicking on the respective button (the green one to accept or the red one to decline). Performing this operation will change your status from "Pending" to another one among "Accepted" or "Declined", event organizer will be informed about your choice. If you don't do anything, your name will stay in the "Pending" section of the event.

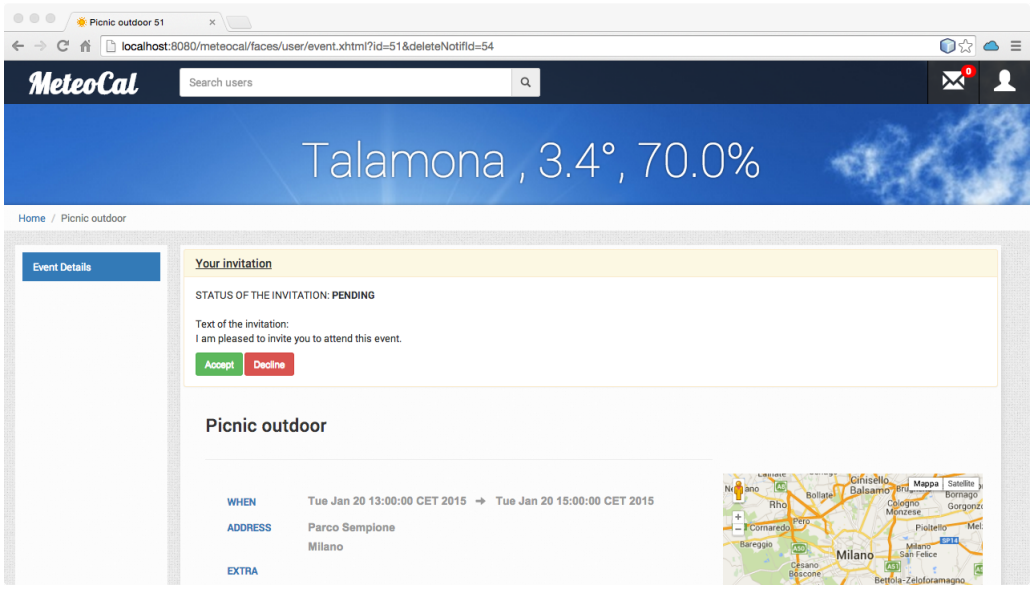

Figure 3.16: Invitation panel

Even if you accept an invitation, you have the chance to change your mind and decline it later. The invitation panel is visible (fig. 3.17) until the event takes place or it's deleted.

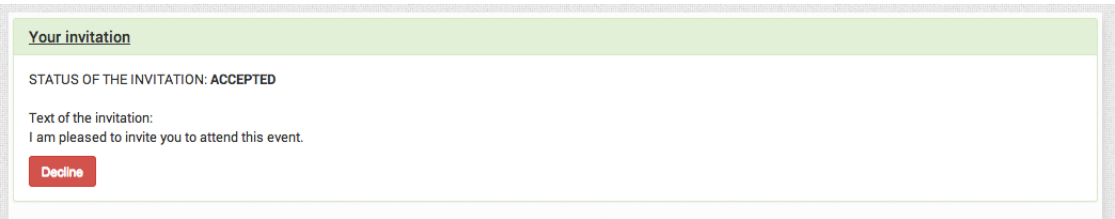

Figure 3.17: Accepted invitation

3.7 Weather alert

The main objective of Meteocal is to avoid you to organize an outdoor event in a rainy day, so the system will notify the event participants in case the forecast has changed.
If you are the event organizer, and your outdoor event will take place in three days, but forecast says that it will be a rainy day Meteocal has the solution. In fact the system will send you an email to inform you about this issue, in the message you will find a link to follow in order to get to the 10 days forecasts page (fig. 3.18). In this screen you can see the next 10 days weather forecast for your event location, so you can choose the closest sunny day. To choose the new date is sufficient clicking on the "Choose this date" button and Meteocal will show you the edit event page, with the new start date preset. You just have to decide the new end date and confirm the changes. Please note that the invited users will be informed about time change through an email notification.

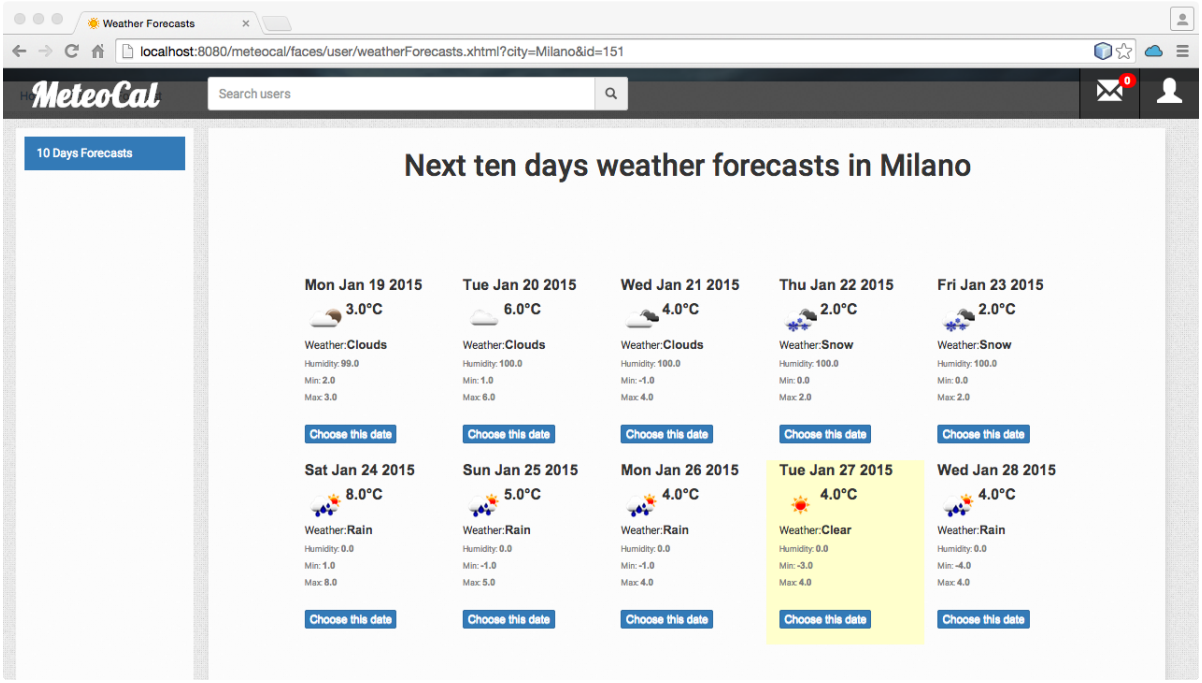

Figure 3.18: Next 10 days forecasts

4 Administration

Meteocal has a default Administrator account, which is identified by the email address: **"meteocalpoli@gmail.com"** and password: **"Administrator1"**. If you want to have access to the admin control panel, you must authenticate with this credentials. Once you completed the login procedure you are logged into the system as an administrator. You still have all normal user's functions, but in addition you can access to the Admin Panel from a link in the left side bar of the home page (fig. 3.19).

The administrator panel (fig. 3.20) is really simple, in fact there's only one option, which consists in the possibility to change the frequency with which the system updates weather forecasts for events. You can choose among a set of preset parameters, which are 1, 5 or 12 hours. As usual, you are asked to confirm your choice by clicking a button.

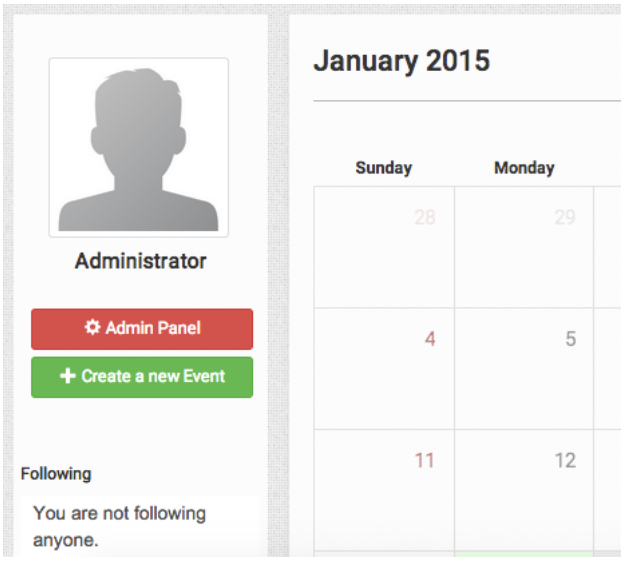

Figure 4.1: Differences in Admin home page

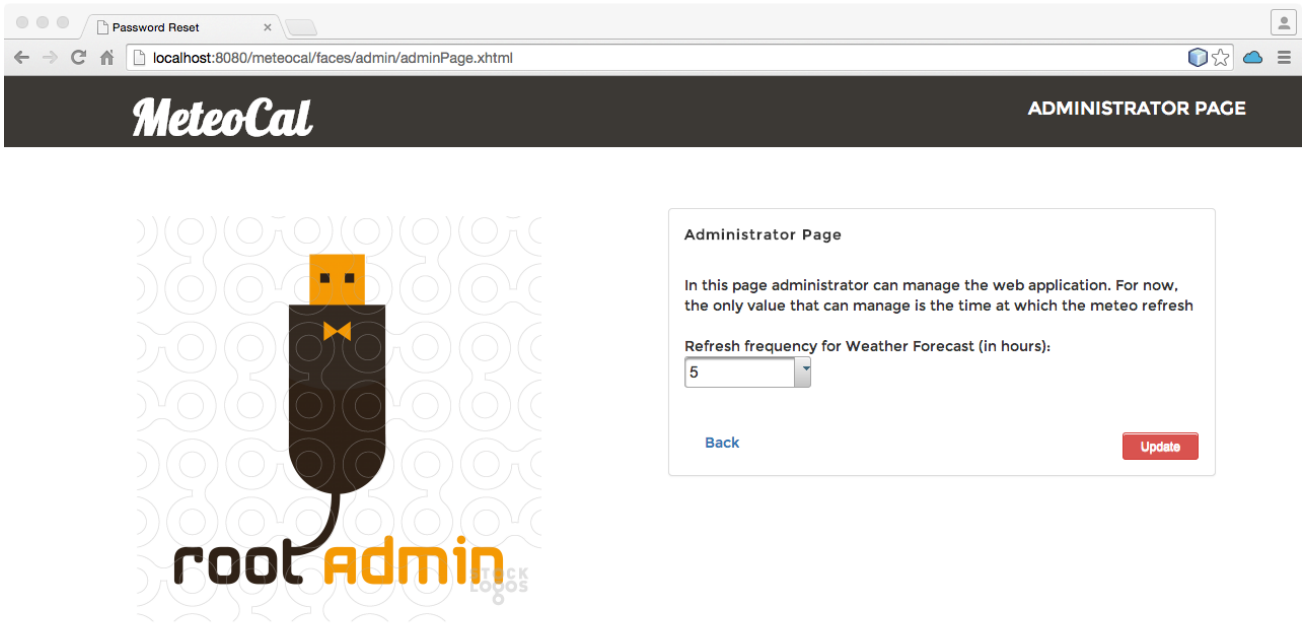

Figure 4.2: The Admin control panel