

# Digital Walk-Around Project - Fat 6

## User Guide

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Labelle

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Version 1.0

### Revision History

Date	Version	Description
03/04/2022	1.0	Creation of Document
-	-	-

# 1 Features

## 1.1 Office

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- Shows where people in the organisation are at any given time, filtered by rank.
- Lets you start instant meetings with any number of employees.

## 1.2 Groups

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- Allows users to create groups of employees.
- Users can call every member of a group or subsets.
- Users can schedule future meetings with these groups.
- Shows current locations of each member of every group.

## 1.3 Favourites

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- Allows users to keep a personal favourites list of employees.
- Favourites locations will be shown next to their names.
- Users can call everyone on their favourites list.
- Users can filter groups/active meetings by their favourites to only show items containing their favourite employees.

## 1.4 Calendar

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- Shows the past, current and future scheduled meetings a user has created or been invited to.
- Clicking on a current/future meeting will display the name, date/time, participants and meeting link.
- Past meetings will also show links to recordings if they are available.
- Users can search for any other employee in the organisation to see their availability in the calendar.

## 1.5 Profile

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- The profile shows the current user's name, email and rank in the organisation.

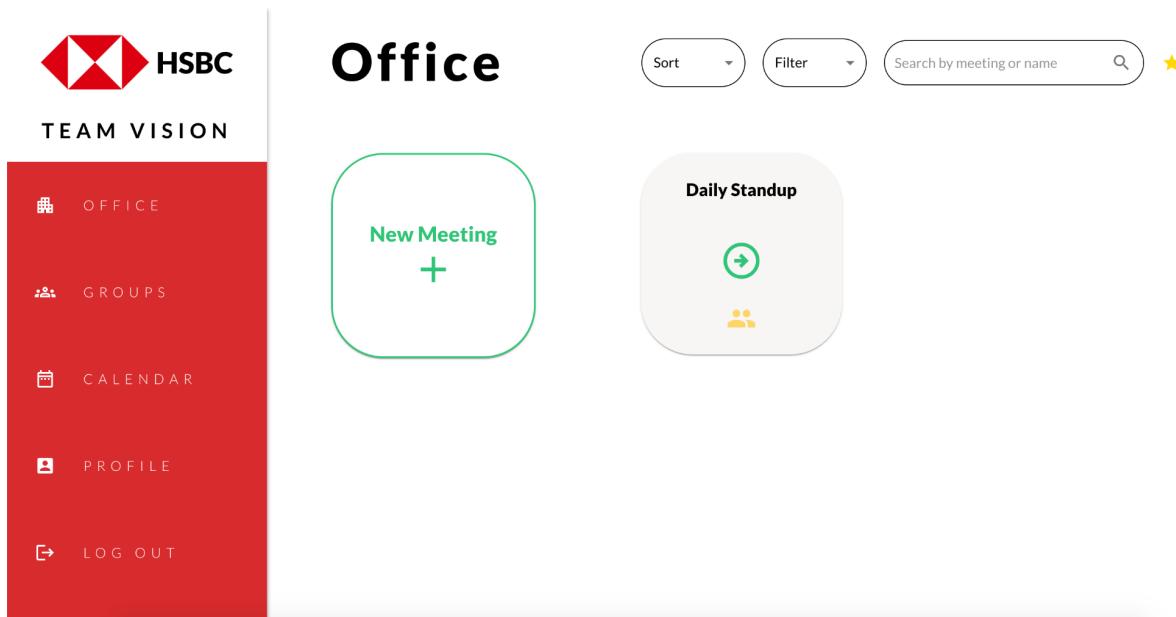
## 1.6 User Experience

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- Any incoming calls (instant or scheduled) will display a popup in the application with a link to join the call.

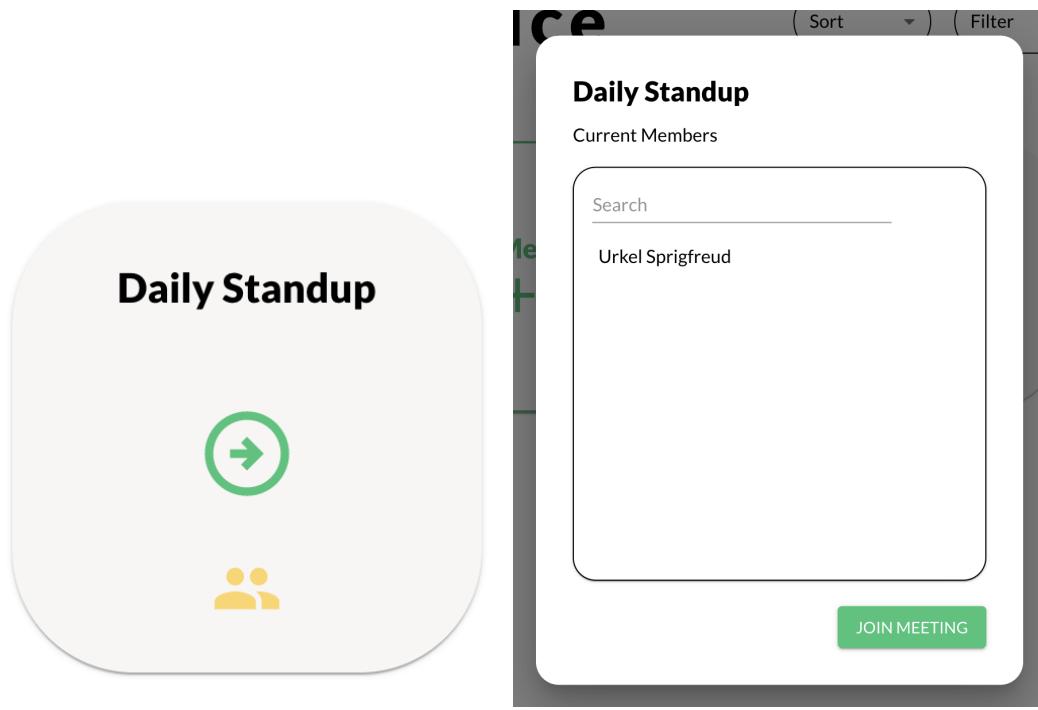
- Scheduled meetings that are 30 & 15 minutes away will display a browser notification informing the user.
- The Office and Groups pages have a robust searching/sorting system in place that allows the user to search by title or participant name as well as sort and filter by favourites.
- The instant meeting feature displays whether or not a user is currently in a Zoom meeting and unavailable for a call.
- If users do not join scheduled calls they are invited to in 2 minutes, they will be notified that they missed the meeting via email.

## 2 Office



### 2.1 Displaying All Active Meetings

- The Office page displays all the active Zoom meetings in the organisation.
- Only meetings that have started and contain a user will appear on the page.
- The Office only displays meetings created by users of the same rank or below the current user.
- Each meeting is represented by a card with a title, join link (green arrow), and participants button.
  - Clicking the green arrow will launch the Zoom meeting.
  - Clicking the participants button will open a modal displaying all the current participants in the meeting.

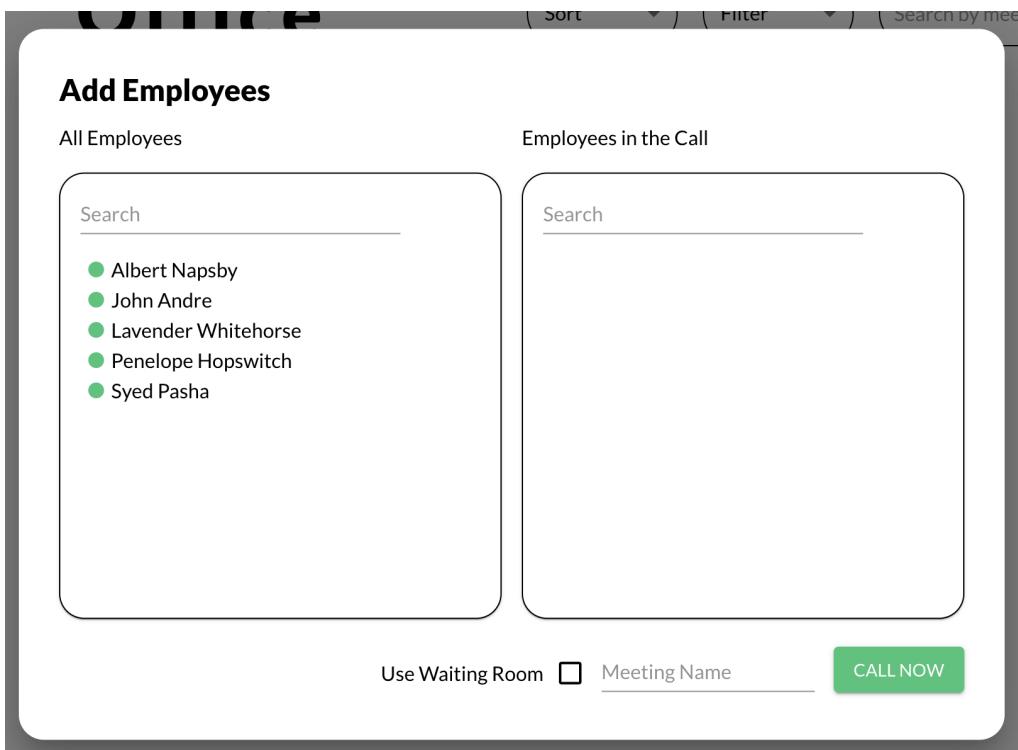


## 2.2 Creating Instant Meetings

- From the Office page, users can create instant meetings to call other employees in the organisation.
  - This will immediately notify all called members that they are receiving a call.
  - Once a user joins this call it will appear in the Office page for other people to join if they missed the incoming call notification.
- To create an instant meeting, navigate to the Office page and click on the green “New Meeting” card with a plus icon.



- This will open a modal that displays all the employees in the organisation on the left, and all the employees you want to call on the right.
  - Employees will have a circle next to their names, green indicating that they are free, red indicating that they are busy.
  - The app prevents users from adding users to calls who are busy.
  - Both sections have a search bar that lets you find employees by name.

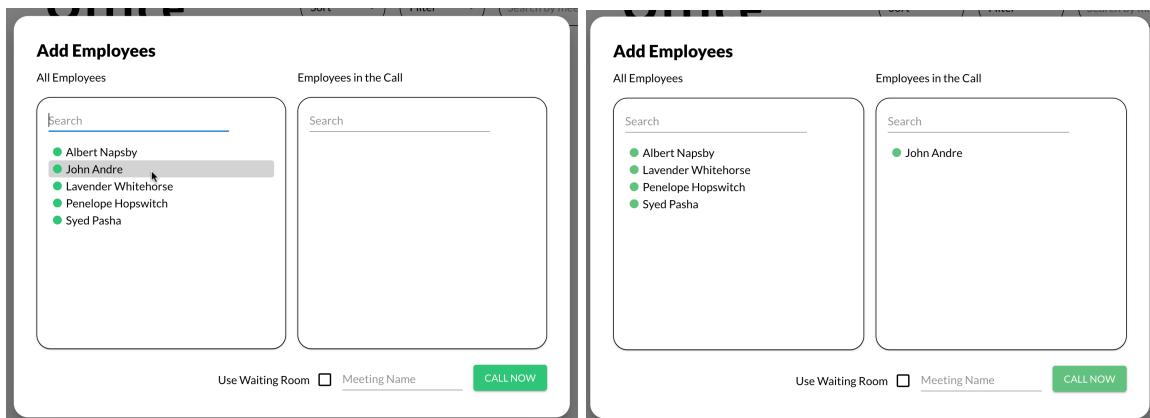


AI

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● Albert Napsby

3. Clicking on employees names on the left adds them to the call, clicking on employees names on the left removes them from the call.



4. Finally, the user must enter a name for the meeting, and click the “Call Now” button to send the invites.
  - a. Users may also choose to use a Waiting Room which prevents employees from joining without being admitted by the host.

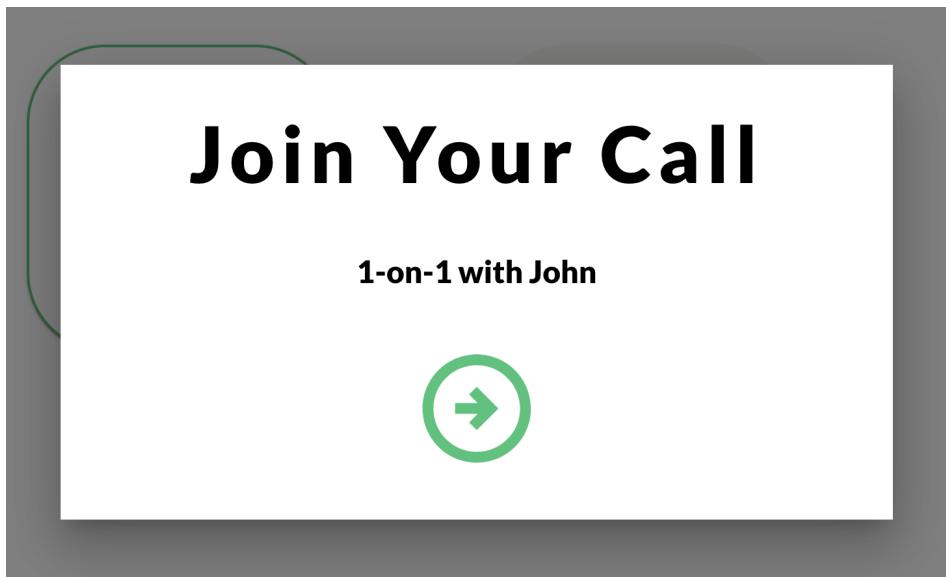
Use Waiting Room



1-on-1 with John

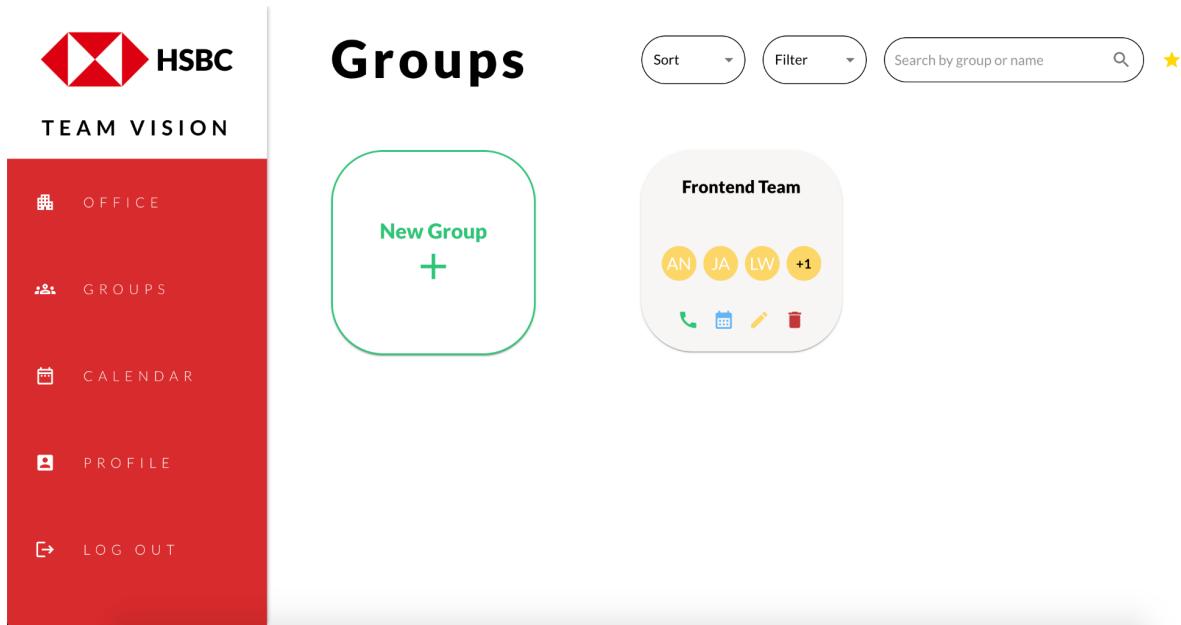
CALL NOW

5. After clicking “Call Now” the current user and any employees added to the call should get a popup with a join link to the meeting (green arrow).



6. A user must join the call before it will appear in the Office page.

# 3 Groups



## 3.1 Creating a Group

- From the Groups page, users can create groups which are subsets of all the employees in the organisation.
  - Users can then call, schedule meetings with, edit, and delete the group.
  - Groups are the only way to schedule meetings in the app.
- To create a group, navigate to the Groups page, and click on the green “New Group” card with a plus icon.



- The remaining steps are identical to creating an instant meeting from section 2.2.
- When the user clicks the “Create Group” button, the group card will appear in the Groups page.

## 3.2 Viewing Group Cards

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- Once a group is created it will appear in the Groups page as a card.



- This card shows the name of the group at the top, followed by the initials of the group members.
- At the bottom, there are 4 buttons.
  - In order from left to right they are: Call Group, Schedule Group Meeting, Edit Group, Delete Group
- To view group members and their locations, click on the Edit Group button.

## 3.3 Calling a Group

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- On each group card there is a Call Group button.
  - This button allows the user to create an instant meeting with the members of the group.
    - First, the user is prompted with a popup to remove any members of the group from the call.
- To call a group, navigate to the Groups page, find a group to call and click on the green telephone "Call Group" button.



- This will open a modal that displays all the members of the group by default on the right hand side.
  - Employees who will be called are on the right hand side, and employees who won't be called are shown on the left hand side.

- b. Both sections have a search bar that lets you find employees by name.

**Select members to call**

Not in call	In call
Search _____	Search _____ Albert Napsby John Andre Lavender Whitehorse Syed Pasha

Use Waiting Room  Meeting Name \_\_\_\_\_ **CALL GROUP**

3. Clicking on an employee's name on the right hand side will remove them from the call.  
 a. Clicking on a name on the left will add the employee back to the call.

**Select members to call**

Not in call	In call
Search _____	Search _____ Albert Napsby John Andre <b>Lavender Whitehorse</b> Syed Pasha

Use Waiting Room  Meeting Name \_\_\_\_\_ **CALL GROUP**

Not in call	In call
Search _____ Lavender Whitehorse	Search _____ Albert Napsby John Andre Syed Pasha

Use Waiting Room  Meeting Name \_\_\_\_\_ **CALL GROUP**

4. Finally, the user must enter a name for the meeting, and click the “Call Now” button to send the invites.  
 a. Users may also choose to use a Waiting Room which prevents employees from joining without being admitted by the host.

Use Waiting Room  Frontend Standup \_\_\_\_\_ **CALL GROUP**

5. After clicking “Call Now” the current user and all group members added to the call should get a popup with a join link to the meeting (green arrow).

# Join Your Call

## Frontend Standup



6. A user must join the call before it will appear in the Office page.

### 3.4 Scheduling a Group Meeting

- On each group card there is a Schedule Meeting button.
  - This button allows the user to create a scheduled meeting with any subset of the members of the group.
  - These scheduled meetings will appear in the calendar of the user and any invited employees.
1. To create a scheduled group meeting, navigate to the Groups page, find a group and click on the blue calendar Schedule Meeting button.



2. This will open a modal that displays all the members of the group by default on the right hand side.
  - a. Employees who will be called are on the right hand side, and employees who won't be called are shown on the left hand side.
  - b. Both sections have a search bar that lets you find employees by name.

Schedule Group Call

Not in call

Pick start date and time

04/04/2022 12:03 am

Pick end date and time

04/04/2022 12:03 am

Use Waiting Room

In call

Pick start date and time

04/04/2022 12:03 am

Pick end date and time

04/04/2022 12:03 am

Use Waiting Room

3. Clicking on an employee's name on the right hand side will remove them from the call.
  - a. Clicking on a name on the left will add the employee back to the call.

Schedule Group Call

Not in call

Pick start date and time

04/04/2022 12:03 am

Pick end date and time

04/04/2022 12:03 am

Use Waiting Room

In call

Pick start date and time

04/04/2022 12:03 am

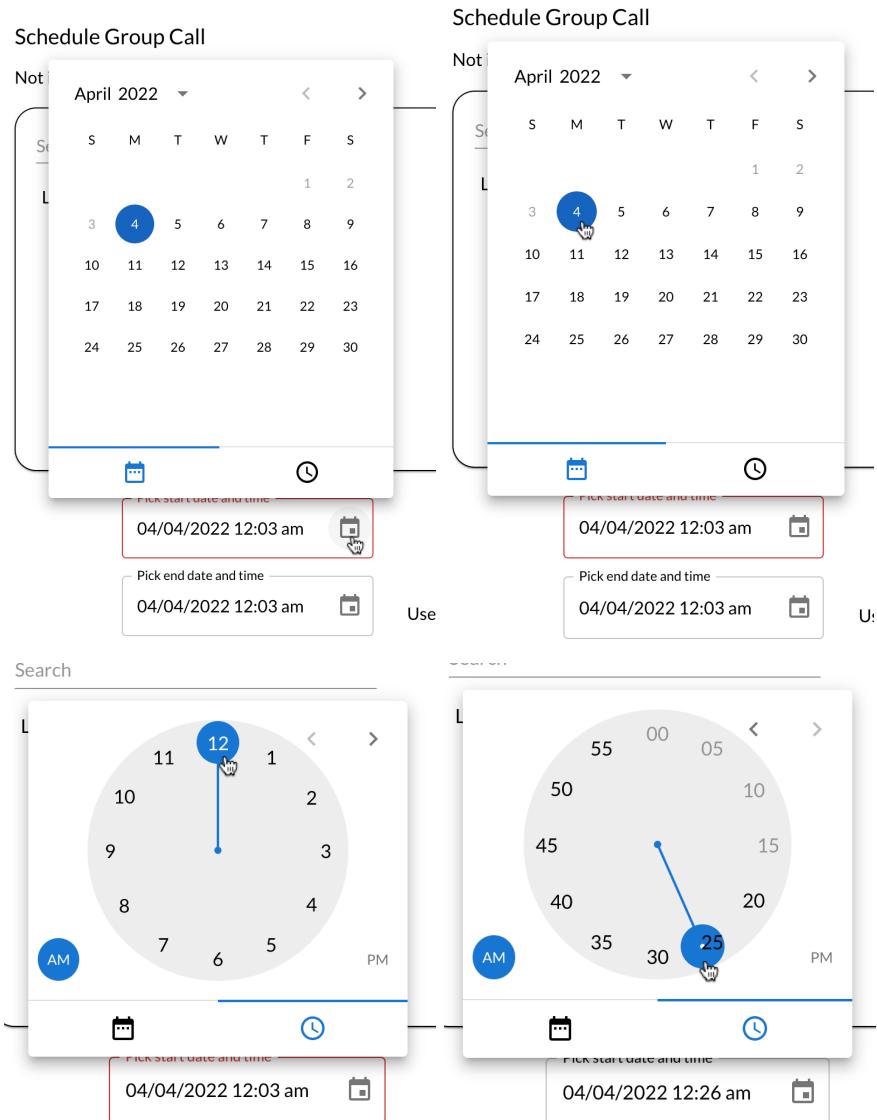
Pick end date and time

04/04/2022 12:03 am

Use Waiting Room

4. Then the user must select the start and end date/time for the scheduled meeting.
  - a. Users can enter the date and time manually, or use the calendar picker button.
  - b. Click on the calendar button next to the date/time.
    - i. Select the date, then the hour, and finally the minute for the meeting to start.
    - ii. Repeat for the end time.
  - c. Users must select a start time of at least 5 minutes from the current time.

Page 10 of 31



5. Finally, the user must enter a name for the meeting, and click the “Schedule Call” button to register the scheduled meeting.

- a. Users may also choose to use a Waiting Room which prevents employees from joining without being admitted by the host.

Pick start date and time  
04/04/2022 12:25 am

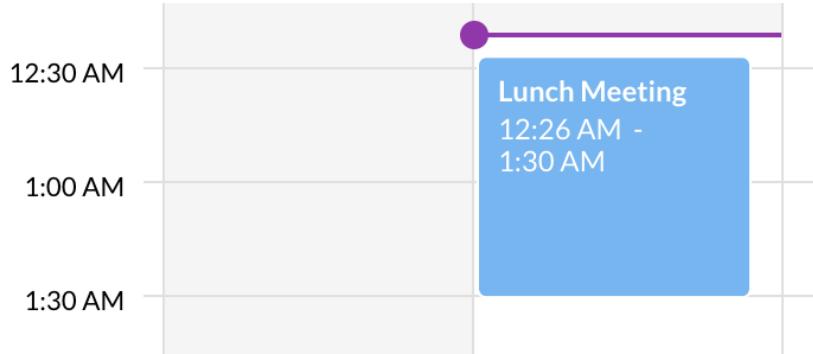
Pick end date and time  
04/04/2022 1:30 am

Use Waiting Room

Lunch Meeting

SCHEDULE CALL

6. After the meeting is scheduled it should appear in the calendar at the scheduled time.



7. If the meeting was scheduled more than 30 or 15 minutes away, when the meeting is 30 or 15 minutes away a browser notification will appear for the current user and all invited users.
8. When the scheduled time arrives, the current user and all invited users will receive a popup with a join link to the meeting (green arrow).



### **3.5 Viewing and Editing a Group**

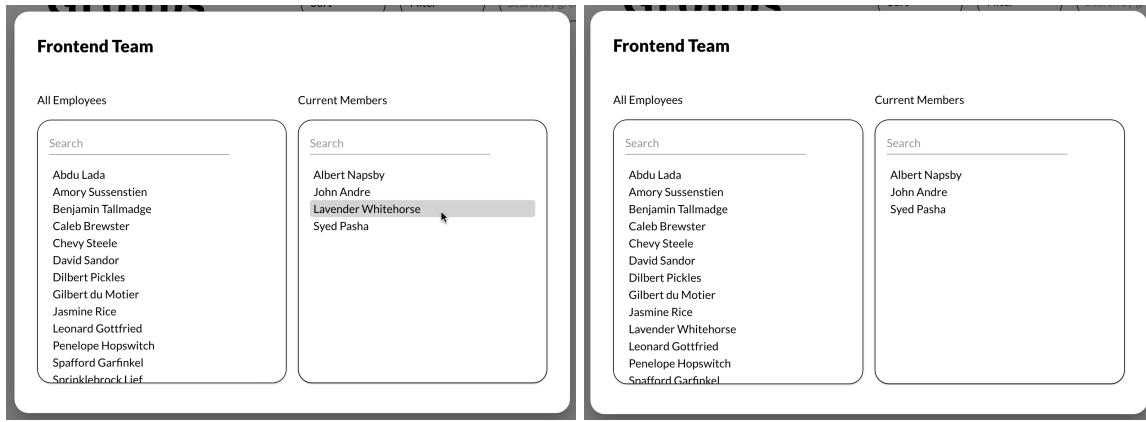
- On each group card there is an Edit Group button.
  - This button allows the user to view and edit the members of the group.
  - This popup will also show the current locations of all the members of the group.
  - Clicking off/closing this popup will automatically save the changes.
1. To view the members of a group, navigate to the Groups page, find a group, and click on the yellow pencil Edit Group button.



2. This will open a modal that displays all the members of the group on the right hand side and all the employees in the organisation who are not in the group on the left hand side.
  - a. It will also show the current locations of members of the group next to their names in the right hand side.
  - b. Both sections have a search bar that lets you find employees by name.

All Employees	Current Members
<p>Search</p> <p>Abdu Lada Amory Sussenstien Benjamin Tallmadge Caleb Brewster Chevy Steele David Sandor Dilbert Pickles Gilbert du Motier Jasmine Rice Leonard Gottfried Penelope Hopswitch Spafford Garfinkel Sprinklebrook Lief</p>	<p>Search</p> <p>Albert Napsby John Andre Lavender Whitehorse Syed Pasha</p>

3. Clicking on an employee's name on the left hand side will add them to the group, clicking on an employee's name on the right hand side will remove them from the group.

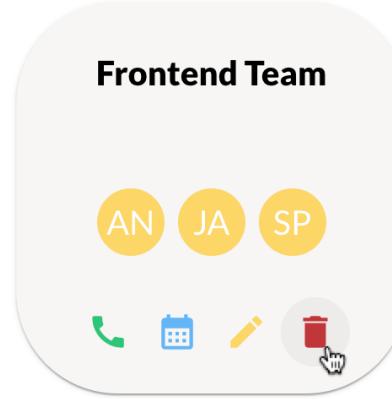


- After the user is done editing or viewing the group, clicking off the popup will close it and save the changes automatically.

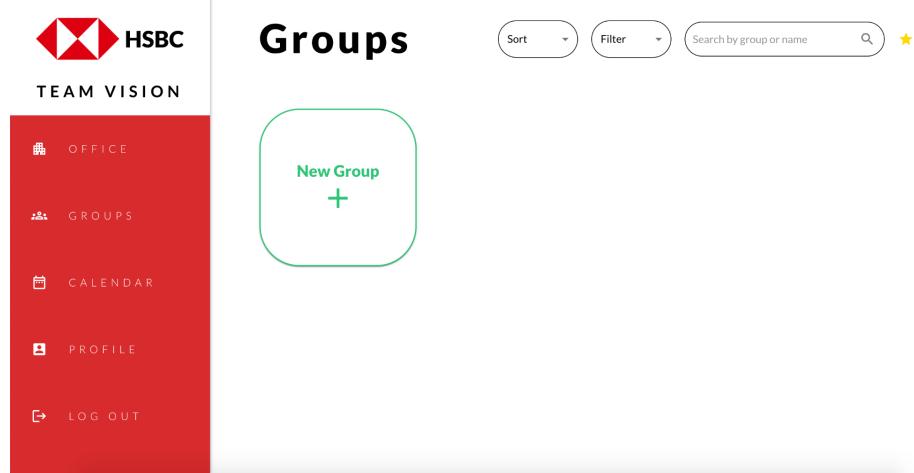


### 3.6 Deleting a Group

- On each group card there is a Delete Group button.
  - This button allows the user to delete a group.
- To delete a group, navigate to the Groups page, find a group, and click on the red garbage Delete Group button.



- This will delete the group and remove it from the Groups page.

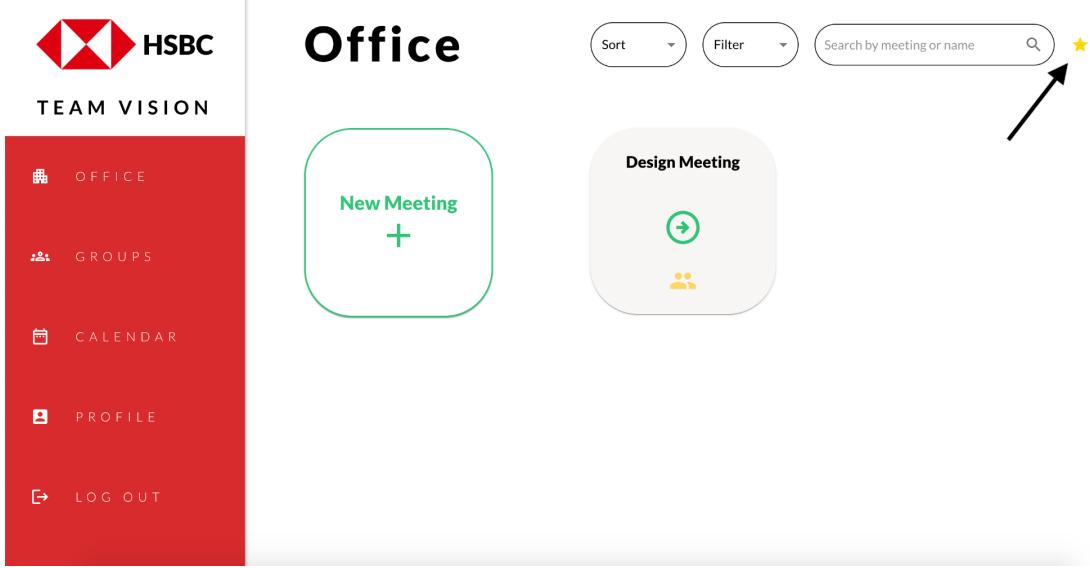


## 4 Favourites

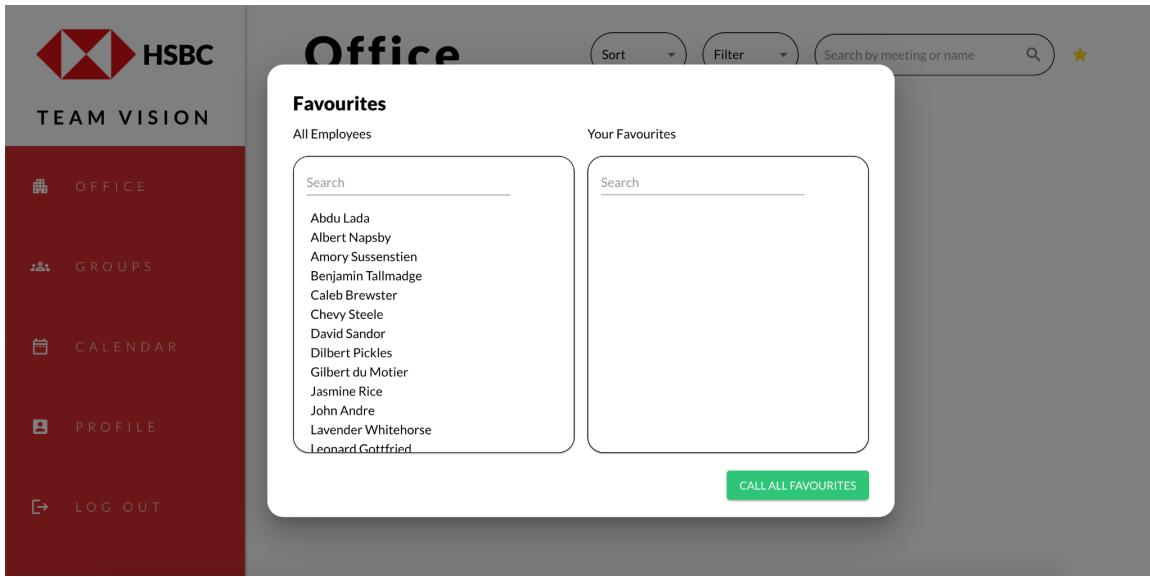
Favourites	
All Employees	Your Favourites
Search Abdu Lada Amory Sussenstien Benjamin Tallmadge Caleb Brewster Chevy Steele David Sandor Dilbert Pickles Gilbert du Motier Jasmine Rice John Andre Penelope Hopswitch Spafford Garfinkel Sprinklebrack Lief	Search Albert Napsby Lavender Whitehorse Leonard Gottfried
<b>CALL ALL FAVOURITES</b>	

### 4.1 Viewing and Editing Favourites

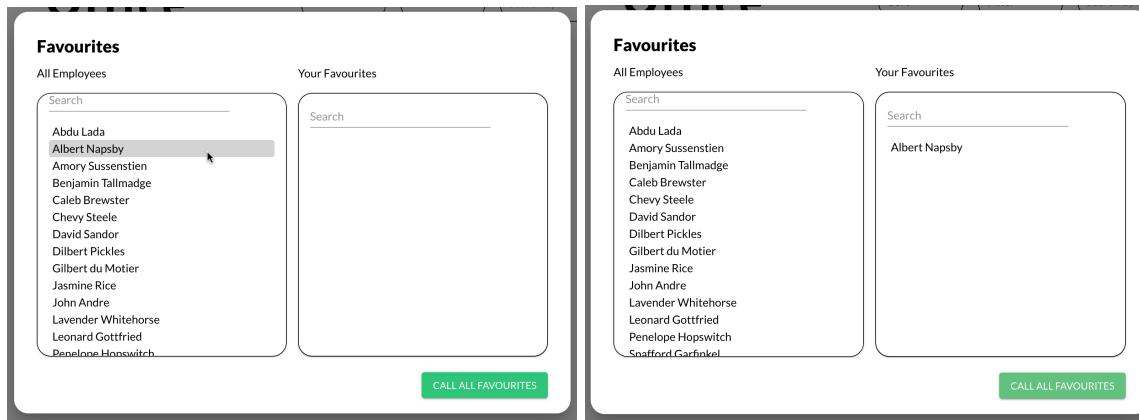
- The app allows users to keep track of one global favourites list with any number of employees in the organisation.
  - This feature can be accessed through the gold star icon in the top right of the application.
  - Users are able to call all employees in their favourites list.
  - Users can filter groups and active meetings by their favourites to only display items that include users in their favourites list.
- To view or edit favourites, on any page of the application, then click on the gold star in the top right.
    - Editing favourites works identically to editing groups.



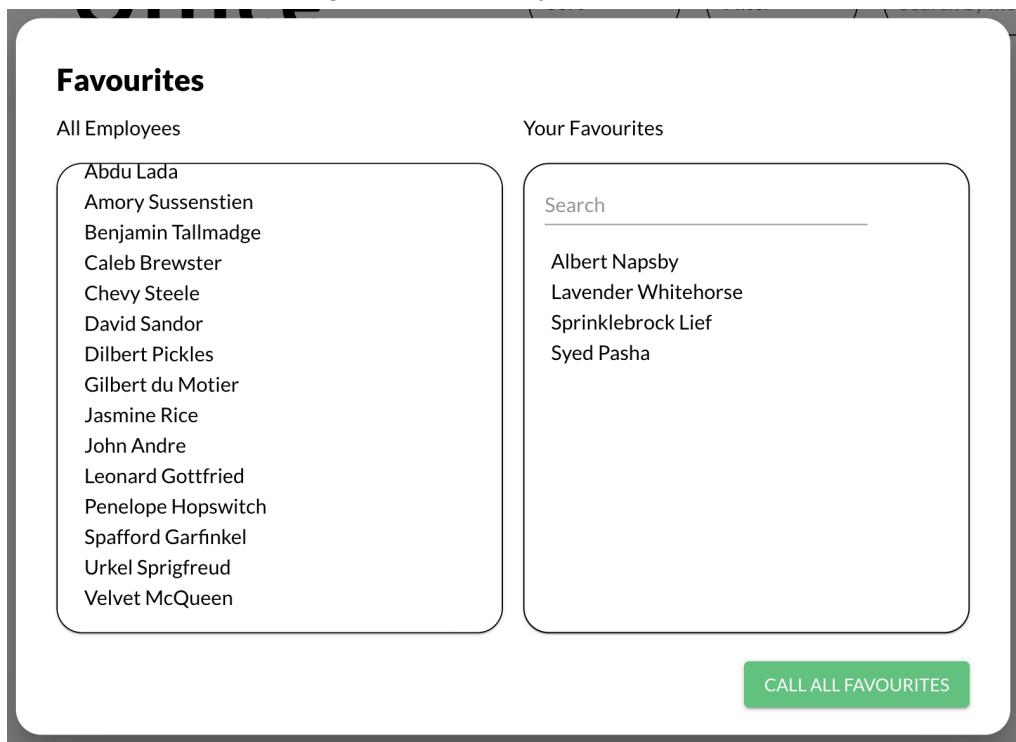
2. This will open a modal that displays all the users' favourites on the right hand side, and all the employees in the organisation who are not in the favourites list on the left hand side.
  - a. It will also show the current locations of the users' favourites next to their names in the right hand side.
  - b. Both sections have a search bar that lets you find employees by name.



3. Clicking on any employee's name on the left hand side will add them to the favourites list, clicking on an employee's name on the right hand side will remove them from the favourites list.



- After the user is done editing or viewing the favourites list, clicking off the popup will close it and save the changes automatically.



## 4.2 Calling All Favourites

- Users can call all the employees in their favourites list.
- To call all the users favourites, navigate to the on any page of the application, then click on the gold star in the top right.



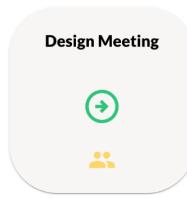
# Office

## TEAM VISION

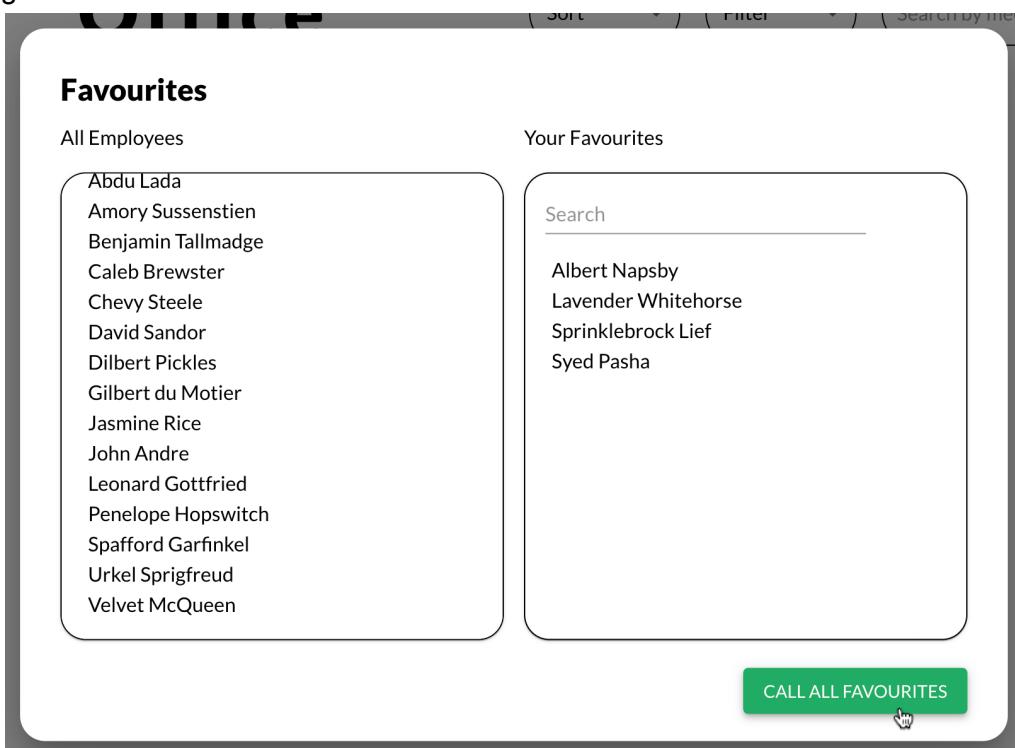
- OFFICE
- GROUPS
- CALENDAR
- PROFILE
- LOG OUT



Sort ▾ Filter ▾ Search by meeting or name



2. Once the favourites popup is open, click the “Call All Favourites” button in the bottom right.



The modal dialog has a dark gray header bar with three buttons: Sort, Filter, and Search by meeting or name. The main content area is titled "Favourites". It contains two sections: "All Employees" and "Your Favourites". The "All Employees" section lists 20 names. The "Your Favourites" section lists 4 names and includes a search input field. At the bottom right is a green button labeled "CALL ALL FAVOURITES" with a hand cursor icon pointing to it.

All Employees
Abdu Lada
Amory Sussenstien
Benjamin Tallmadge
Caleb Brewster
Chevy Steele
David Sandor
Dilbert Pickles
Gilbert du Motier
Jasmine Rice
John Andre
Leonard Gottfried
Penelope Hopswitch
Spafford Garfinkel
Urkel Sprigfreud
Velvet McQueen

Your Favourites
Albert Napsby
Lavender Whitehorse
Sprinklebrock Lief
Syed Pasha

Search

CALL ALL FAVOURITES

3. This will send an invite for an instant meeting to all the employees in the users favourites list.

# Join Your Call

## Favourites

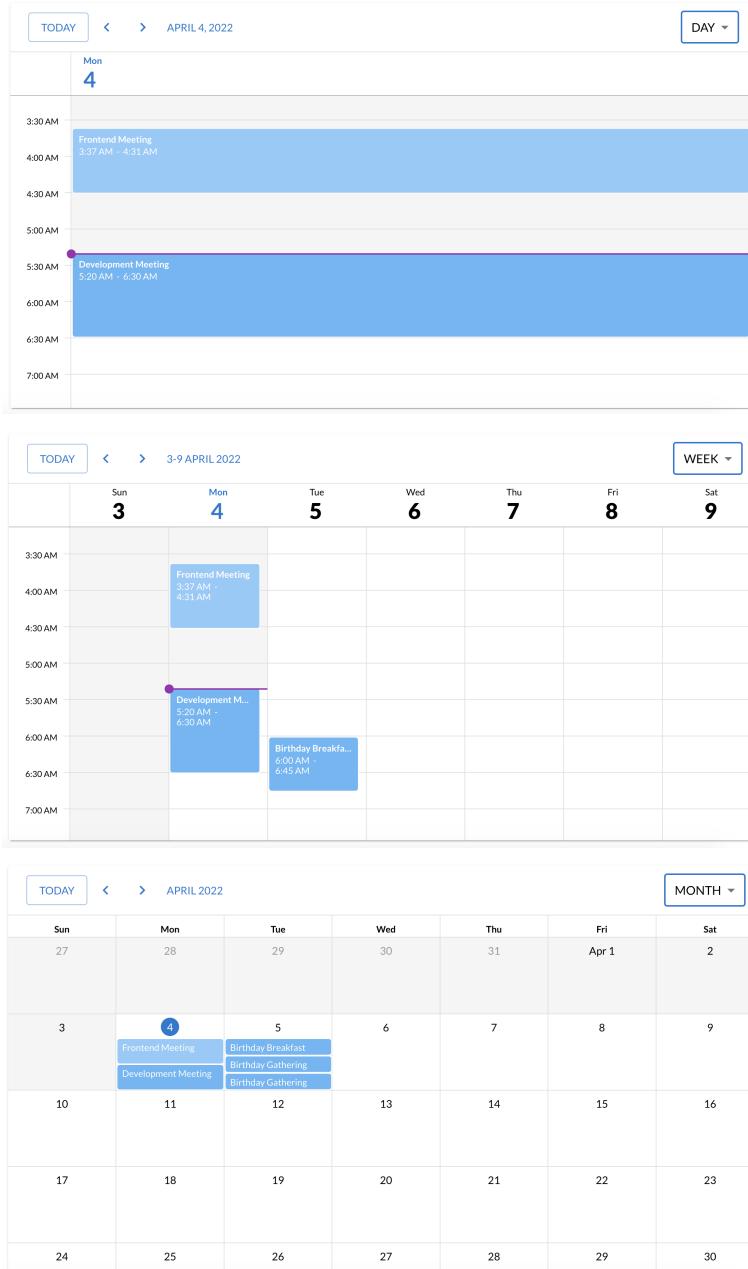


## 5 Calendar

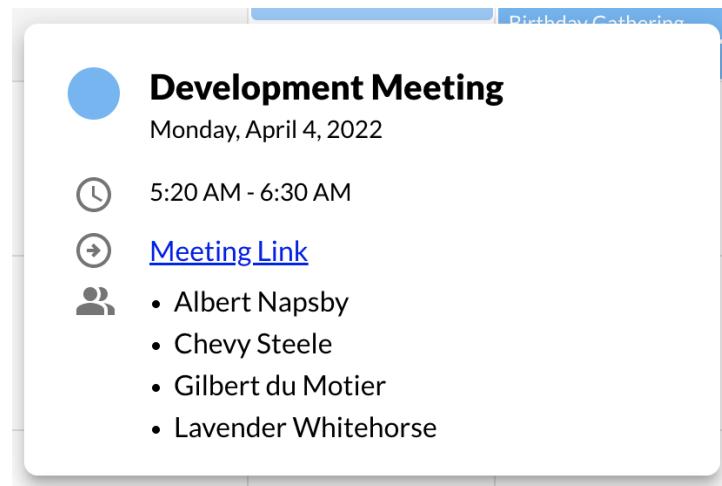
The screenshot shows the HSBC Team Vision application interface. On the left is a vertical sidebar with a red background containing icons and text for 'OFFICE', 'GROUPS', 'CALENDAR' (which is selected and highlighted in blue), 'PROFILE', and 'LOG OUT'. The main area has a white background with a large title 'Calendar'. At the top right is a search bar with placeholder text 'Search by employee name' and a yellow star icon. Below the title is a navigation bar with 'TODAY' buttons for previous and next weeks, the date '3-9 APRIL 2022', and a 'WEEK' dropdown menu. The main content is a grid representing a weekly calendar from Sunday, April 3, to Saturday, April 9. The y-axis shows time from 3:30 AM to 7:00 AM. Several events are listed: 'Frontend Meeting' (3:07 AM - 4:31 AM) on Monday, 'Development M...' (5:20 AM - 6:30 AM) on Tuesday, and 'Birthday Breakfast' (6:00 AM - 6:45 AM) on Saturday.

### 5.1 Navigating the Calendar

- The Calendar page shows the current week by default.
- On the top, users can navigate between weeks using the left and right arrow buttons.
  - To return to the current day, click the “Today” button.
  - This top bar also shows the current week/day/month.
- The dropdown in the top right of the calendar allows users to switch between Day, Week, or Month view.



- Scrolling in the main calendar window allows users to view the entire length of the day.
- Clicking on a meeting (represented by a blue box) opens a popup with more information about the scheduled meeting.



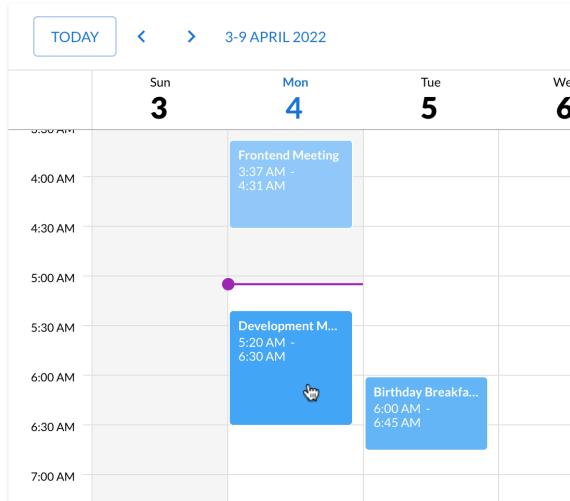
## 5.2 Viewing Past/Current/Future Meetings

- Users can view all the scheduled meetings they create or that they are invited to through the Calendar page.
- They can click on a meeting to see its name, time, and participants.
- If the meeting is currently active, or in the future, there will be a “Meeting Link” which brings the user to the meeting.
- If the meeting is in the past, and there is a recording available, all recording links and their passwords will be available for the meeting.

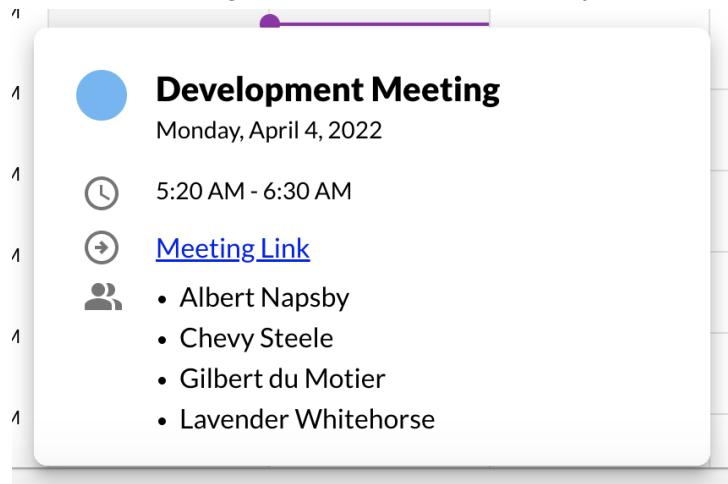
1. To view a scheduled meeting, navigate to the Calendar page.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
3:30 AM							
4:00 AM							
4:30 AM							
5:00 AM		●					
5:30 AM							
6:00 AM							
6:30 AM							
7:00 AM							

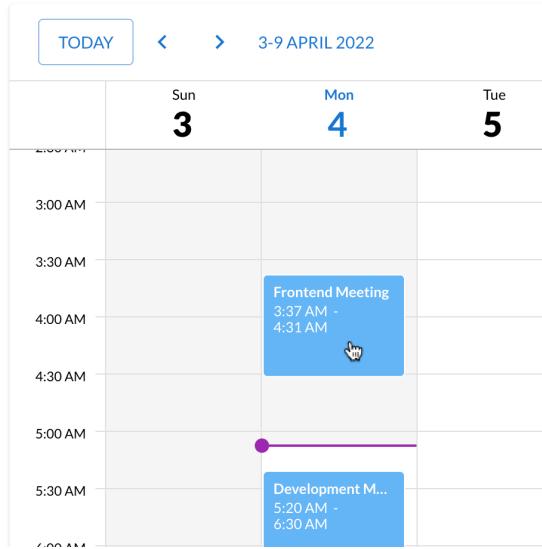
2. To view an upcoming scheduled meeting, click on one of the blue meetings in front of the purple current time indicator.



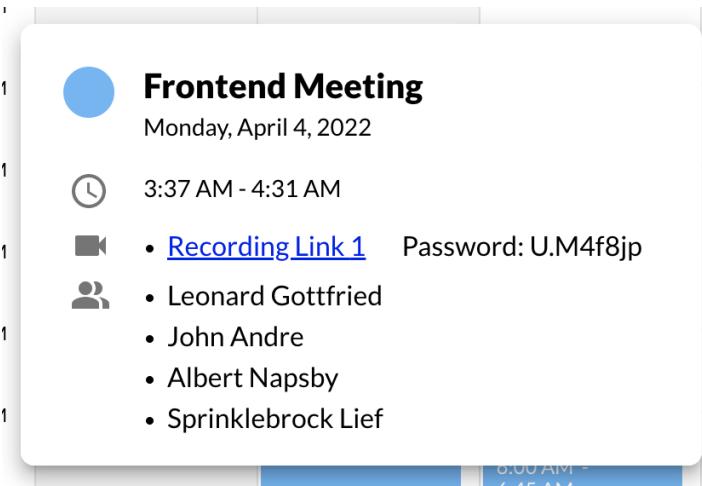
3. This will open a meeting popup with all the available information about the scheduled meeting.
  - a. It will contain the meeting name, date and time, a meeting link which will redirect the user to the meeting, and a list of all the employees invited to the meeting.



4. To view a past scheduled meeting, click on one of the blue meetings behind the purple current time indicator.



5. This will open a meeting popup with all the available information about the past scheduled meeting.
  - a. It will contain the meeting name, date and time, and a list of all the employees invited to the meeting.
  - b. It will also contain all the available recording links with the required password next to them.



6. Clicking on a recording link will take the user to the Zoom in-browser recording where they will be prompted to enter the password to gain access to the recording.

### **5.3 Viewing Other Employees Availabilities**

- Users are able to search for any other employee in the organisation in the Calendar page to view their availability with regard to their scheduled meetings.
- This view is identical to the previous calendar view, but users won't see any details about the meetings, other than their times.

1. To view other employees' availability, navigate to the Calendar page.



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-  OFFICE
  -  GROUPS
  -  CALENDAR
  -  PROFILE
  -  LOG OUT

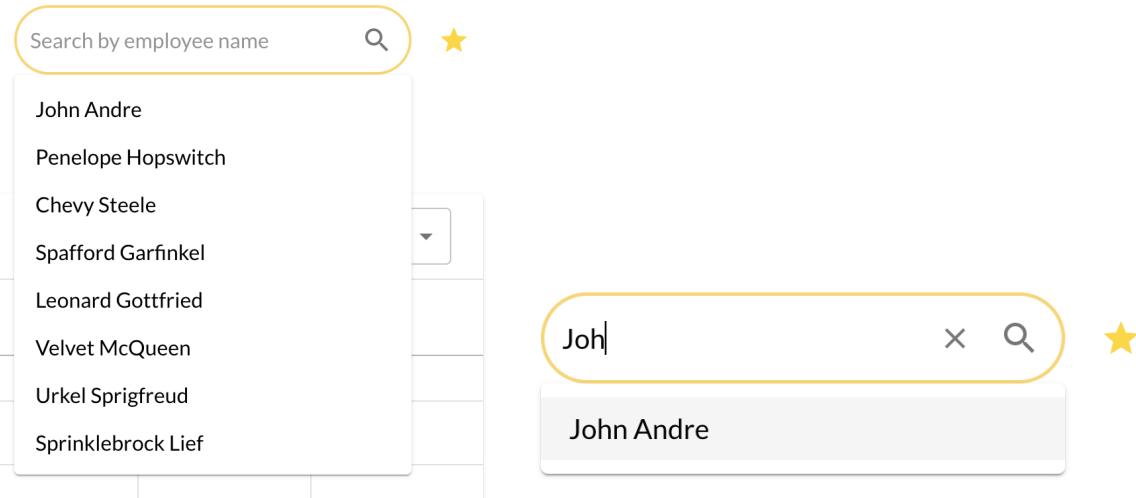
## Calendar

Search by employee name

The calendar displays the following schedule:

- Sunday, April 3:** No visible events.
- Monday, April 4:** "Frontend Meeting" from 3:37 AM to 4:31 AM.
- Tuesday, April 5:** "Development M..." from 5:20 AM to 6:30 AM. A purple dot is placed on the timeline at approximately 5:00 AM.
- Wednesday, April 6:** No visible events.
- Thursday, April 7:** No visible events.
- Friday, April 8:** "Birthday Breakfast..." from 6:00 AM to 6:45 AM.
- Saturday, April 9:** No visible events.

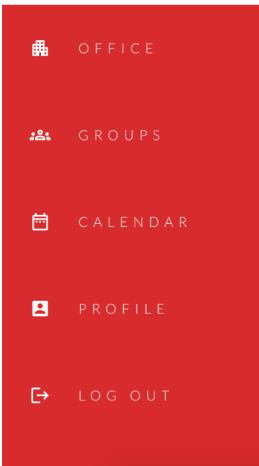
2. Click on the search bar in the top right of the screen, and enter the name of an employee to view their schedule.
    - a. It will show all the users in the organisation by default and will suggest users based on the typed input.



3. After typing the name of the employee or clicking on the autocomplete name, hit the enter key to search for this employee's availability.
    - a. This will display the calendar view with the searched employees meetings, but without any of the identifying information.

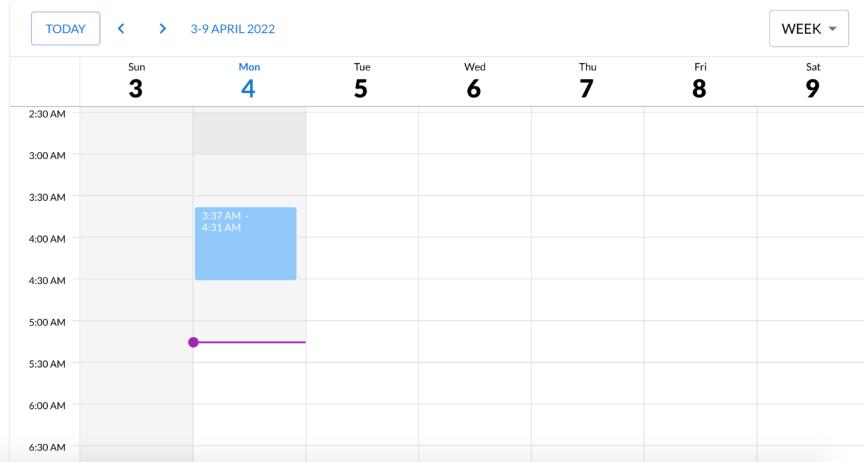


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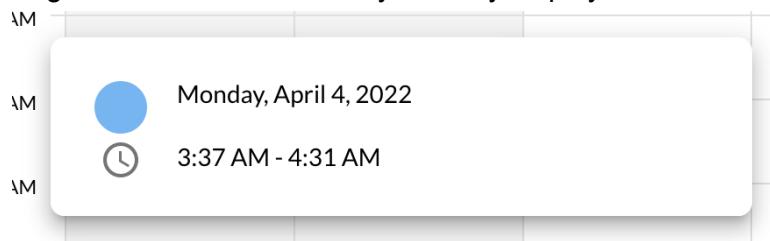


# Calendar

John Andre



4. These meetings can be clicked, but they will only display the date and time.



5. To return to the current user's calendar, click the "X" button next to the name in the search bar.

- Alternatively, delete the name of the employee in the search bar manually.
- This will return the calendar view back to the current user's calendar.

John Andre



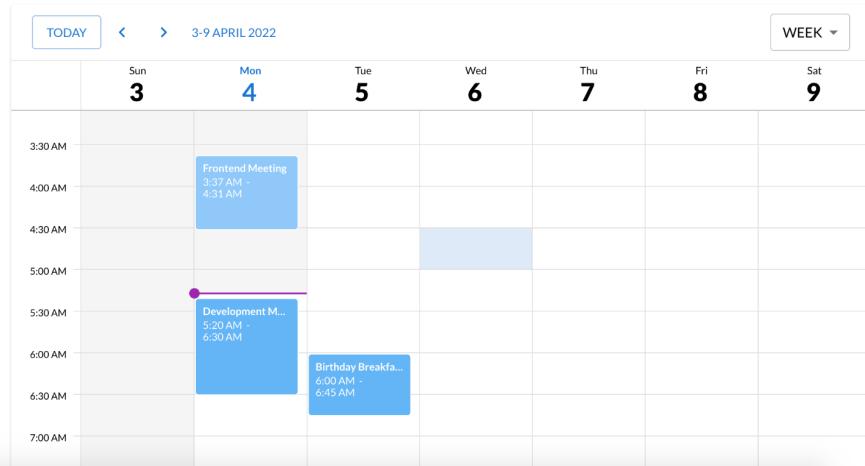


TEAM VISION



# Calendar

Search by employee name



## 6 Profile

### 6.1 Viewing the Current User

- Users can view information about themselves through the Profile page.
- This page displays the user's current avatar, name, email, and title/position/rank within the company.
- The meetings in the Office page are filtered by rank, so users can only see meetings created by employees at the same rank or below them.
  - This does not stop users from getting invites to instant/scheduled meetings from employees above them in rank.



TEAM VISION



# Profile



## Details

Name: Urkel Sprigfreud

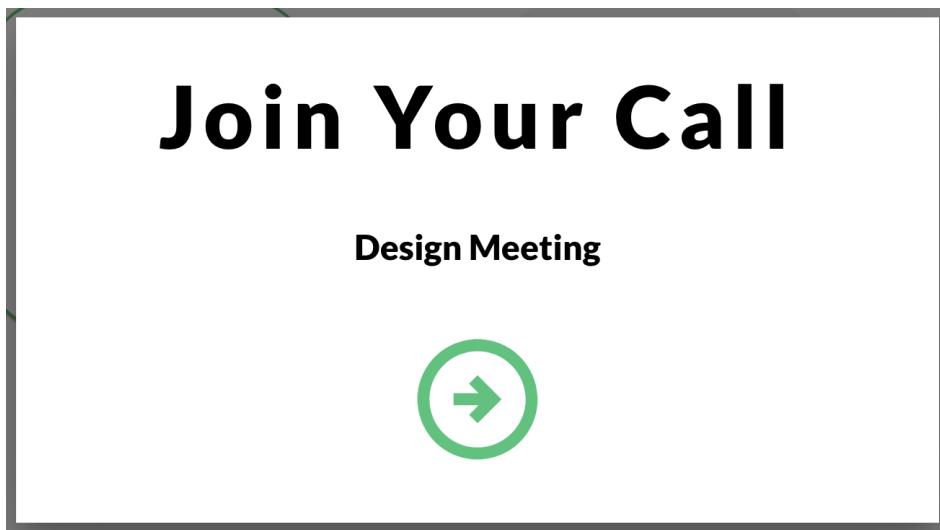
Email: fatsix6@outlook.com

Title: Vice President

# 7 User Experience

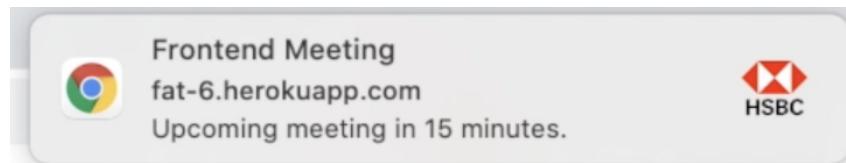
## 7.1 Incoming Call Popups

- Users will receive incoming call pop ups in the app when they are called directly through an instant meeting, group meeting, or when a scheduled meeting is starting.
- These pop ups will be received by both the host/creator of meetings, and all the invited employees.



## 7.2 30 & 15 Minute Upcoming Meeting Browser Notifications

- When a scheduled meeting is 30 minutes or 15 minutes away, invited users will receive a browser notification letting them know that the meeting is upcoming.
- Clicking on these notifications will bring the user back to the app, but will not allow them to join the meeting.

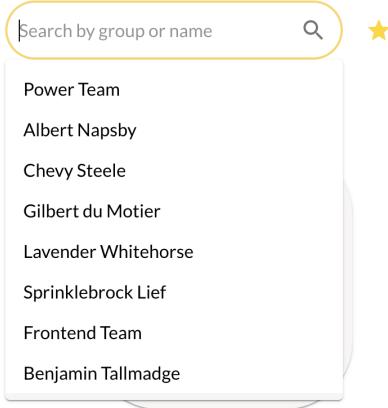
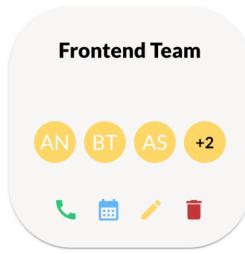


## 7.3 Searching, Sorting & Filtering

- When in the Office and Groups page, users can choose from a variety of searching, sorting or filtering options to tailor their views.
- The search bar allows users to search by meeting/group name or participant.
  - It also has an autocomplete feature which will suggest names based on what the user types.

# Groups

Sort ▾ Filter ▾ Search by group or name  



# Groups

Sort ▾ Filter ▾ Power Team Search  



- The filter dropdown allows users to filter meetings/groups displayed by the members in their favourites list.
  - This will only display meetings/groups which contain at least one user in their favourites list.

**Favourites**

All Employees      Your Favourites

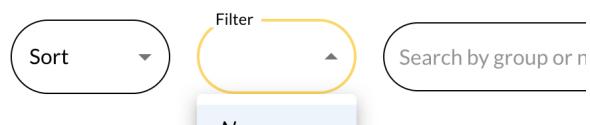
Search

- Abdu Lada
- Albert Napsby
- Amory Sussenstien
- Caleb Brewster
- Chevy Steele
- David Sandor
- Dilbert Pickles
- Gilbert du Motier
- Jasmine Rice
- John Andre
- Lavender Whitehorse
- Leonard Gottfried
- Penelope Honeymoon

Search

- Benjamin Tallmadge

[CALL ALL FAVOURITES](#)



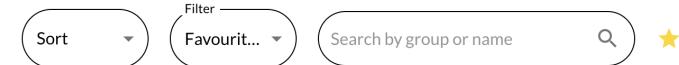
### Frontend Team

AN BT AS +2

### Pe

AN C

## Groups



All Employees

Search

Abdu Lada  
Caleb Brewster  
Dilbert Pickles  
Gilbert du Motier  
Jasmine Rice  
John Andre  
Lavender Whitehorse  
Leonard Gottfried  
Penelope Hopswitch  
Spafford Garfinkel  
Sprinklebrock Lief  
Syed Pasha  
Urkel Snriegfreud

Current Members

Search

Albert Napsby  
Amory Sussenstien  
**Benjamin Tallmadge**  
Chevy Steele  
David Sandor

- Finally, the Sort dropdown allows users to sort the meetings/groups displayed alphabetically, or reverse alphabetically by the name of the meeting/group.
  - By default, cards are displayed in alphabetical order.

## Groups

New Group +

Frontend Team

AN BT AS +2

Power Team

AN CS Gd +2

Sort ▾

None

Alphabetical

Alphabetical (reverse)

AN BT AS +2

# Groups

Sort Alphabet... Filter Search by group or name  ★



## 7.4 Missed Scheduled Meeting Emails

- If a user does not join a scheduled call they are invited to within 2 minutes of its start time, they will be notified via email that they have missed the meeting.

The screenshot shows the Microsoft Outlook interface. The left sidebar displays navigation options like Favorites, Inbox (1), Sent Items, Drafts, and Folders. The main area shows the "Inbox" folder with one item selected. The message subject is "Missed scheduled meeting: Frontend Meeting" from "fat6hsbc@gmail.com" dated "Mon 4/4/2022 3:40 AM". The message body states, "The scheduled meeting: Frontend Meet...". To the right of the message, there is a "Reply" and "Forward" button.