User Manual

Team 6

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Revision History

Date	Comments
February 28, 2016	Revision 0

1 Introduction

Quarters is a web application designed to serve as a communication platform between landlords and tenants. More specifically, it is a centralized management solution to solve the unreliable and ineffective methods of communication currently used by landlords and tenants. Registered users can create a profile, create or join a house, and access all of Quarters features. Quarters includes five core features to streamline and document shared information within each house: document storage, finances history, a calendar, maintenance ticketing, and a bulletin board.

2 Copyright Information

3 About this Manual

This manual describes how to use the Quarters web application. It gets the user going by first instructing the user how to register an account and login, and then the manual provides an overview of the core functionalities and features of Quarters. The user manual ends with instructions for troubleshooting, and finally, answers to our most frequently asked questions. Enjoy!

4 Naming Conventions and Terminology

- Tenant: A person who occupies land or property rented from a landlord.
- Landlord: A person who rents a building, an apartment, or a room to a tenant.
- House: In the context of this project, a house functions as a set which contains one or more users and stores information about the physical property, the users, and content added by those users.
- User: A user is a user of the application. A user is designated as an administrator or member of a house.
- Member: A member is a user who belongs to a house and has access to all the content shared within that house.
- Administrator: The user that creates the house is, by default, the administrator of the house. The administrator of a house is the only member of the house who can change

information about the house, upload/delete files, add/delete members, and delete the house.

- Maintenance request: A ticket created by a member of a house to inform another member of the same house of property-related maintenance that needs to be addressed.

5 Browser Requirements

Quarters is an online web application, available to all browsers with internet connection, HTML5, CSS3, Javascript-enabled. Below are compatible browser:

- Microsoft Internet Explorer (10 +)
- Microsoft Edge (any)
- Google Chrome (any)
- Mozilla Firefox (13 +)

Quarters may be functional on other browsers.

6 Tasks

6.1 Registration

Figure 1 shows a screen image of the home page.
All user must have a registered account before using Quarters. Registration process is simple and easy, only a valid email and a password is required.

Figure 2 shows a screen image of the register window.

You can create an account by following these instructions:

1. Click on "SIGN UP" button on the top of the homepage, or Click on "LOGIN" button then select "Register" tab
2. Enter a valid email address and password
3. Click on "REGISTER NOW"
4. An email will be sent to the specified email address, which will contain a link for you to activate your account.

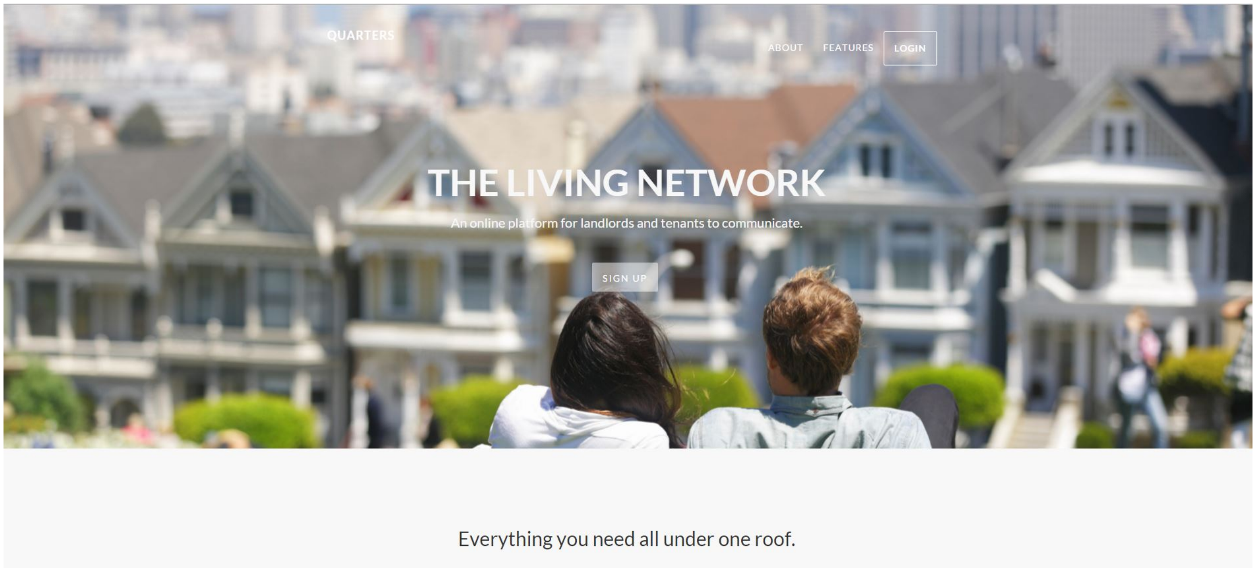

Figure 1: Screen image of home page

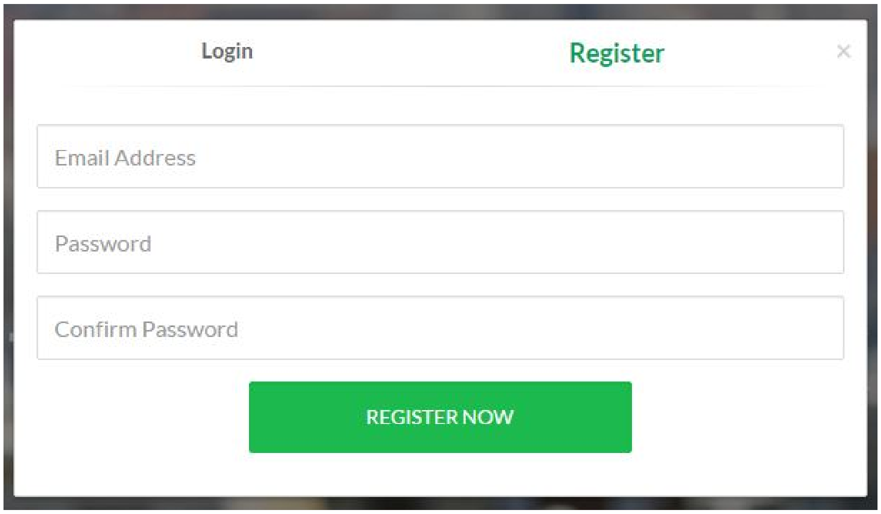

Figure 2: Screen image of register window

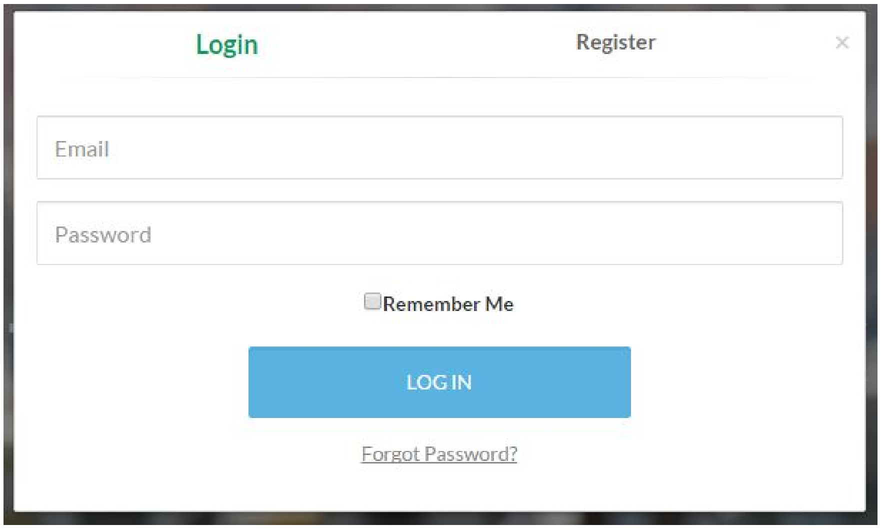

Figure 3: Screen image of login window

6.2 Login

All user must be logged in to use any of the Quarters' features. If you do you have an account, please refer to Registration section to create an account.

Figure 3 shows a screen image of the login window.

You can login by following these instructions:

1. Click on "LOGIN" on the top of the homepage, or Click on "SIGN UP" button and switch to "Login" tab
2. Enter your registered email address and password
3. Click on "LOG IN"

6.3 House Management

If the user has just registered on Quarters and they are not yet a member of a house, the user shall be prompted with a modal window asking them to either Join or Create a house. If the user is already a member of a house this same modal can be accessed by pressing the House Management button on the left side of the navigation bar at the top of the page. ****** ADD IMAGE OF THE HOUSE MANAGEMENT BUTTON HERE ******

6.3.1 Create House

1. From the House Management modal window, press the "Create" button, which can be found in the bottom right corner of the modal window. The contents of the modal

window will now display a form that the user must complete in order to create the house.

2. Once all of the required fields have been completed (required fields are labeled), press the "Create" button, which can be found in the bottom right corner of the modal window. From here the user will be redirected to the House Management modal.

6.3.2 Join House

1. From the House Management modal window, press the "Join New" button, which can be hound in the bottom right corner of the modal window. The contents of the modal window will now display a text field labeled "Invitation Code".

2. Enter the invitation code corresponding to the house they wish to join, and then press the "Join" button, which can be found in the bottom right corner of the modal window. From here the user will be redirected to the House Management modal.

6.3.3 Leave House

1. From the House Management modal window the user shall select the house that they wish to leave by using the radio buttons associated with each house.

2. Once the house has been selected, press the "Leave House" button, which can be found at the top left of the modal window. A new modal window will then pop up, asking the user to confirm that they want to leave the house.

3. Press the "OK" button at the bottom right of the modal window. From here the user will be redirected to the House Management modal, and the house that they left will no longer be included in the list of available houses.

6.3.4 Set Default House

1. From the House Management modal window the user shall select the house that they wish to set as default by using the radio buttons associated with each house.

2. Once the house has been selected, press the "Set Default" button, which can be found at the top left of the modal window. From here the user will be redirected to the House Management modal, and the house that they set as default will already be selected (indicated by the radio button associated with the house).

6.3.5 Select House

1. From the House Management modal window the user shall select the house that they wish to select by using the radio buttons associated with each house.

2. Once the house has been selected, press the “Select” button, which can be found at the bottom right of the modal window. From here the user will be redirected to the House Management modal. The contents of the rest of the site will now correspond to the house that the user has selected.

6.4 User Profile

6.4.1 View User Profile

1. On the right side of the navigation bar, found at the top of the page, the email address of the user will be displayed with an arrow indicating a drop down menu. Press this button to reveal the “User profile” option.

2. Press the “User Profile” option. From here the user will be able to see all of the information relevant to their account.

6.4.2 Edit User Profile Information

(Note: Users are only able to edit their own information)

1. From the user profile page (see previous section for how to access this page), press the “Edit” button, which is located to the right of the user’s name. This will allow the user to manually edit any fields they wish to update.

2. To edit an item click the related input field and type the new information.

3. To complete the editing process click the “Save” button located at the bottom of the form.

6.5 House Information

6.5.1 View House Information

1. Click the house information button, which is the first option listed in the side bar of the application. The label of the button will be the address of the house that the user is currently viewing.

2. The user will now see the House Information page which is divided into three sections, General Information, Members, and Documents.

3. Beside each member of the house there is a button labeled “View”, which will take the user to the User Profile page for that member.

6.5.2 Edit House Information

(Note: In order to edit house information the user must be the Administrator of that house)

1. From the House Information page, click the button labeled "Modify", which is located on the right side of the General Information bar.
2. To edit an item click the related input field and type the new information.
3. To complete the editing process click the "Save" button located at the bottom of the form.

6.6 Document Upload

1. To view documents that are associated with a house, or to upload new documents, first navigate to the House Information page (the steps for this are described in the previous section).
2. Click the button labeled "Upload", which is located on the right side of the Documents section of the page.
3. A modal window will appear prompting the user to select a file from their system that they wish to upload.
4. Select the file to be uploaded and press the button labeled "Confirm".
5. The file will now appear in the list of documents that are associated with the current house.

6.7 Bulletin Board

The bulletin board contains post created all members of the house. These post can contain text, images and other file types. The bulletin board is also populated with information from calendar, finances and maintenances. Information is displayed in a chronological ordered, sub-sorted by priority.

6.7.1 Viewing the Bulletin Board

- The bulletin board will be the first page loaded upon selecting a house
- Otherwise clicking on the bulletin board item in the sidebar will redirect you to the bulletin page

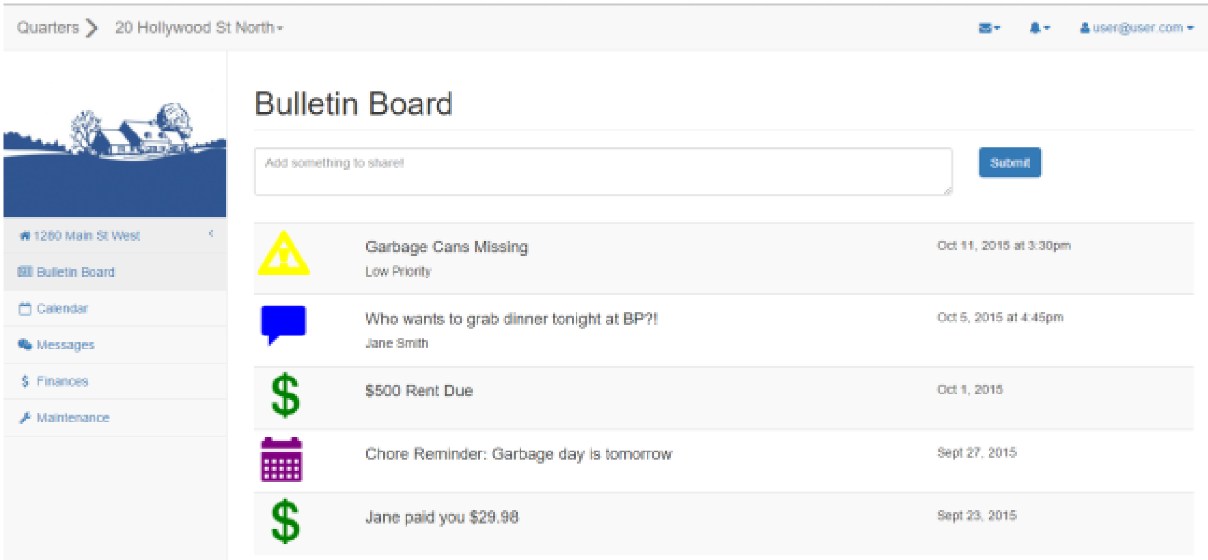

Figure 4: Screen image of Bulletin Board page

6.7.2 Creating a post

1. Click on the new post button, a modal will appear
2. Fill out information in the modal window
3. Files may be attached if necessary
4. Click on create, the post will be created and added to the bulletin board

6.7.3 Replying to a post

1. Click on view more replies
2. Post will expand and display other replies

6.7.4 Deleting a post

1. Post can only be deleted its the user's own post
2. Lick on the "Modify" and a confirmation window will appear
3. Clicking on yes will remove the post and close the window

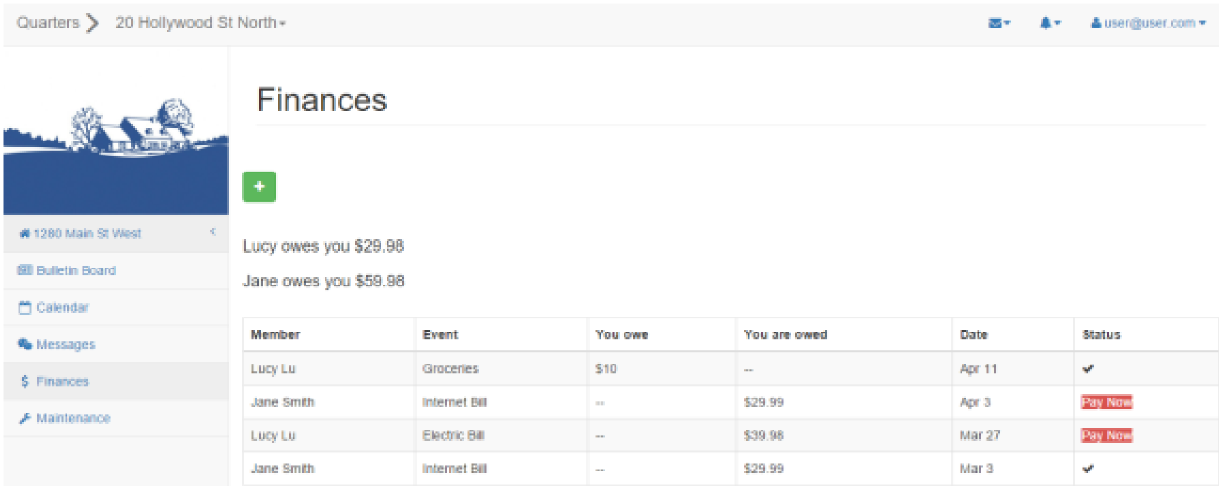

Figure 5: Screen image of Finances page

6.7.5 Filtering post types

1. Click on the types button on the top left, this will display a dropdown menu with different types
2. Select the desired type
3. Display will be updated with posts displayed from that specific type

6.8 Finance

To access the Finance page, click on "Finance" under the navigation bar. The Finance page displays a list of all "shared bills" to be split between members in the house. It keeps track of when the bills took place, its participants, how much is owed by each person, and whether they've paid or not.
Figure 5 shows a screen image of Finances page.

6.8.1 Add a bill

Figure 6 shows a screen image of "Add bill" modal window.

1. To add a bill, click on the "+" button at the top of the Finance page. A pop-up modal will appear with the fields for user input.
2. Select an event type for the bill(choose "other" if none of the predefined type applies)
3. Fill out a description of the bill
4. Pick the date the bill took place

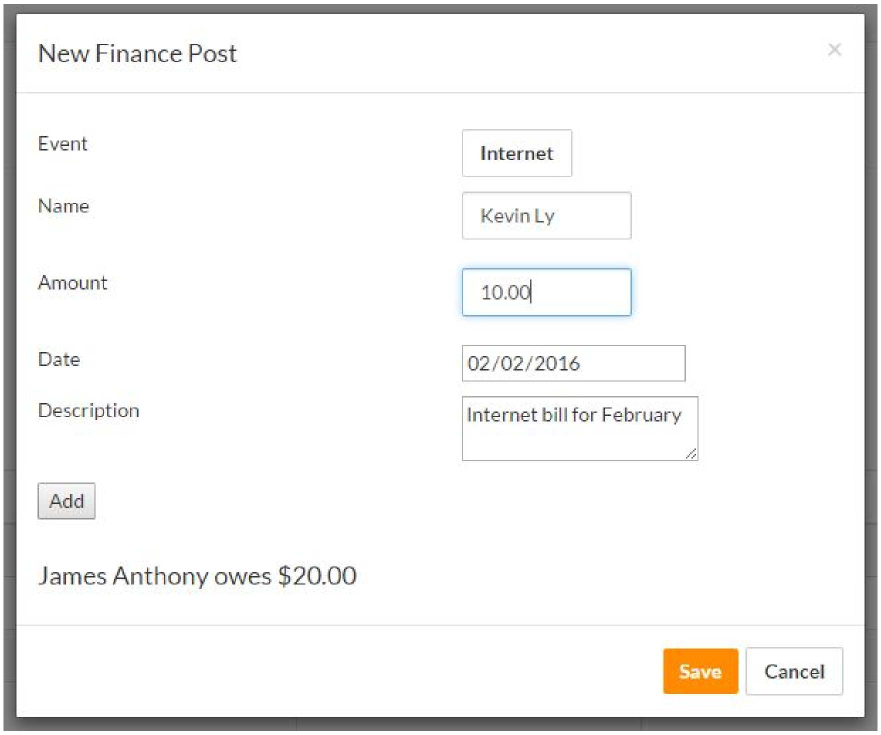

Figure 6: Screen image of "Add bill" modal window

5. Choose the name of a payer of the bill
6. Enter the amount that payer owes
7. Click "Add"
8. Repeat step 5-7 for other payers
9. Click "Save" when all informations are filled out

6.8.2 Mark bill as "Paid"

Once a portion of the bill has been paid, the payee or the payer can mark that portion of the bill as "Paid"

1. Click on "Pay now" button beside the bill entry, a prompt window will open.
2. Click "Confirm"

6.9 Maintenance

To access the Maintenance page, click on "Maintenance" under the navigation bar. The Maintenance page displays a list of all the maintenance tickets created in the house in

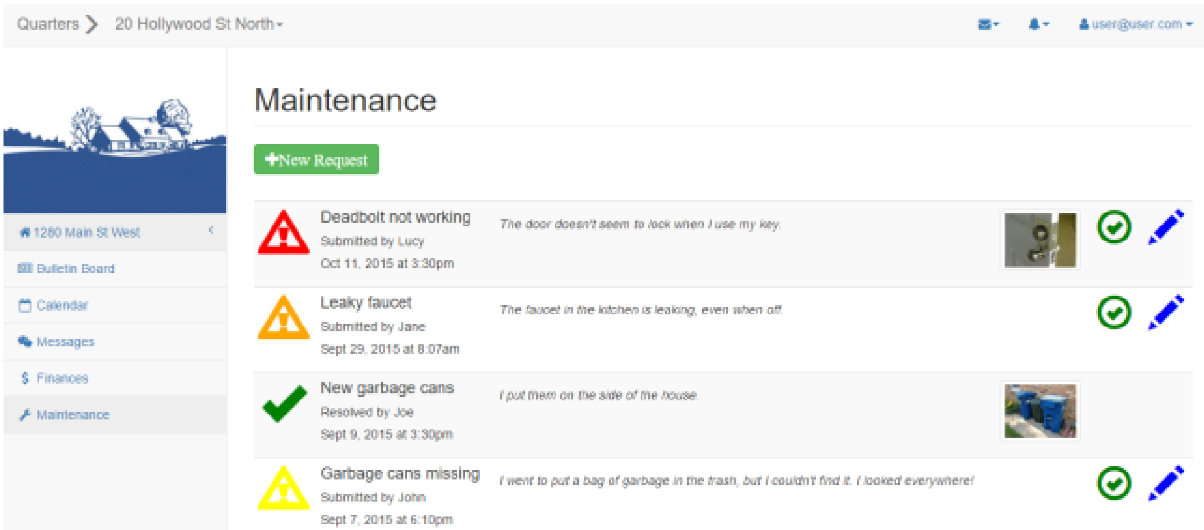

Figure 7: Screen image of Maintenance page

chronological order. It allows a user to send maintenance requests to another user for them to address and resolve. Any user can send a request to any user in the same house. Each request has a priority level assigned to it to inform the receiver of the urgency of a response. Figure 7 shows a screen image of the Maintenance page.

6.9.1 Add a Ticket

1. To add a ticket, click on the "New Request" button' at the top of the Maintenance page. A pop-up modal will appear with fields for user input.
2. Fill out the fields. Note: All fields marked with an asterisk (*) must be filled.
3. Click the "Submit" button at the bottom of the modal. The modal will close.
4. The new request will display at the top of the Maintenance page above all of the other tickets.

6.9.2 Edit a Ticket

Only the creator of a ticket can edit the same ticket.

1. To edit a ticket, click on the blue pencil to the right of the relevant ticket. A pop-up modal will appear with editable fields.
2. Edit the appropriate fields.
3. Click on the "Submit" button at the bottom of the modal. The modal will close.
4. The updated ticket will display in its original ordering.

6.9.3 Delete a Ticket

Only the creator of a ticket can delete the same ticket.

1. To delete a ticket, click on the red "X" to the right of the relevant ticket. A confirm modal will appear.

2. Click "OK" to delete the ticket. The modal will close.

3. The deleted ticket will no longer be displayed.

6.9.4 Resolve a Ticket

Only the receiver of a ticket can resolve the same ticket.

1. To resolve a ticket, click on the green checkmark to the right of the relevant ticket. A confirm modal will appear.

2. Click "OK". The modal will close.

3. The resolved ticket will display at the top of the Maintenance page above all of the other tickets. A green checkmark will replace the priority level symbol that was originally displayed on the left of the ticket.

6.10 Calendar

To access the Calendar page, click on "Calendar" under the navigation bar. The Calendar page displays a calendar showing all events created by members of the same house. Any user can add an event to the house's calendar. Figure 8 shows a screen image of the Calendar page.

6.10.1 Change Calendar View

1. The default calendar view is monthly. To change the calendar view, above the calendar, to the right, click the "Month" or "Week" or "Day" button. The calendar view will change.

6.10.2 Move Forward or Backward

1. To move the calendar forward to the next month/week/day, above the calendar, to the left, click the ">" button.

2. To move the calendar backward to the previous month/week/day, above the calendar, to the left, click the "<" button.

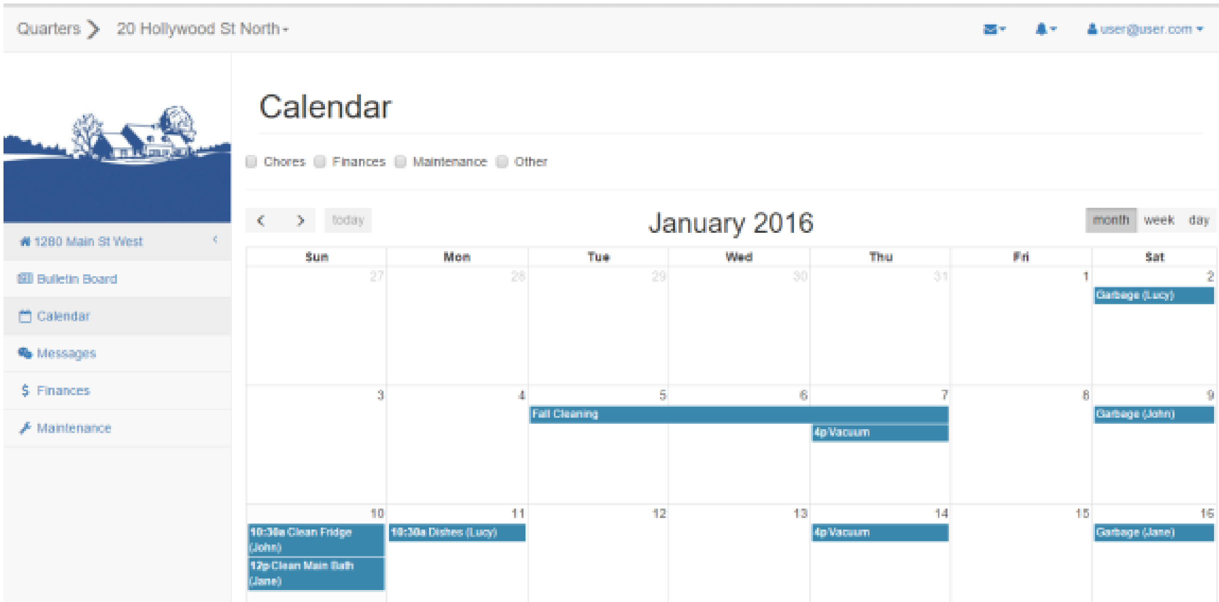

Figure 8: Screen image of Calendar page

6.10.3 Add an Event

To add an event to the calendar, there are two methods:
Method 1:

1. Navigate to the desired day (and time if in week or day view).
2. Click on the desired day (and time if in week or day view). A pop-up modal will appear with fields for user input.
3. Fill out the fields. Note: All fields marked with an asterisk (*) must be filled.
4. Click the "Submit" button at the bottom of the modal. The modal will close.
5. The new event will display on the calendar.

Method 2:

1. Click on the "New Event" button at the top of the Calendar page. A pop-up modal will appear with fields for user input.
2. Fill out the fields. Note: All fields marked with an asterisk (*) must be filled.
3. Click "Submit" button at the bottom of the modal. The modal will close.
4. The new event will display on the calendar.

6.10.4 Edit an Event

Only the creator of an event can edit the same event.

1. To edit an event, navigate to the desired event on the calendar.
2. Click on the desired event. A pop-up modal will appear with editable fields.
3. Edit the appropriate fields.
4. Click on the "Submit" button at the bottom of the modal. The modal will close.
5. The updated event will display on the calendar.

6.10.5 Delete an Event

Only the creator of an event can delete the same event.

1. To delete an event, navigate to the desired event on the calendar.
2. Click on the desired event. A pop-up modal will appear.
3. Click on the "Delete" button beside the "Submit" button at the bottom of the modal. A confirm modal will appear.
4. Click "OK" to delete the event. The modals will close.
5. The deleted event will no longer be displayed on the calendar.

6.11 Notifications

Various alerts will be sent to the user when requested. They can be viewed in the notifications dropdown as well as the notifications page. These notifications include updates and changes in a bulletin post, tagged in finances, ticking or bulletin post, upcoming events in calendar etc.

6.11.1 Viewing Notifications

1. Clicking on the bell icon on the navbar will dropdown
2. Latest notifications can be viewed here
3. Further alerts can be found by click on the last item in the drop down "View all notifications";

6.11.2 Accessing post related to notification

1. Open the notification dropdown or in the overall notification view
2. clicking on an item will redirect you to post's page

7 Troubleshooting

7.1 Overview

Quarters has ensured that no fatal errors will occur on the client's machine, with weekly thorough unit-tests all possible cases are covered. This section will attempt to cover common problems that will occur while running quarters.

7.2 Internet Connection

Quarters is a web application that must have an active communication to the world wide web. If quarters does not load or other actions cease to function please double check the internet status.

7.3 Visual Glitches

Since quarters relies on the functionality of HTML 5 and CSS 3, as well as JavaScript, the browser you use must be compatible with these markup languages. Visual Glitches may occur if the browser does not satisfy these requirements. See Browser Requirements to get full list of compatible browsers.

7.4 File not Uploaded

Large files uploaded may be interrupted during the file transfer process. Please ensure stable internet connection and try again

7.5 Pages loading slowly

Server may be under going high demands. Connection may be unstable.

8 Frequently Asked Questions

1. **I forgot my password. What do I do?**
   If you have forgotten your password you can click the "Forgot my password" link below the "LOG IN" button. You will be requested to enter your email and a confirmation email to reset your password will be sent to your email account.

2. **How do I change my password?**
   Head on over to User Profile settings. There you will find a field to change your password. You'll need to know your current password to make the change.

3. **I am a tenant and a landlord, can I be both?**
   Yes! Of course you can, however, Quarters does not differentiate between tenants and landlords in terms of accessibility of features. Instead, users are either designated as basic members of a house, or as an administrator of a house. By default, whoever created the house is the administrator. But a house can have more than one administrator, so if you are a landlord, just send a message to your current administrator requesting administrative access. Check out what additional access Administrators get in the Naming Conventions and Terminology section.

4. **Can there be more than one administrator in a house?**
   Yes! Just send a message to your current administrator requesting administrative access.

5. **Can I be a member of more than one house?**
   Totally! Check out the House Management section for instructions on how to create or join another house.

6. **Is Quarters free?**
   You betcha!