Web Portal Design v2

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# User Experience

The following storyboards represent the primary user experiences with the product.

## New User

A new user navigates to the product landing page and is greeted with a clean, consistent product introduction page which conveys the brand and image, describes the product to encourage the user to register, and easily allow the user to register and create an account.

* Professional, consistent logo, tagline, visual theme that conveys the product brand and image
* Clear explanation of what the product does and how it benefits the user
* Clear call-to-action in the form of a sign-up button
* Sign-up requires minimal information (email and password) in order to create an account

## Existing User

An existing user navigates to the product landing page and is able to login by providing their registered email address and password. Previously authenticated users will be issued an authentication cookie. Existing users entering the site with an unexpired authentication cookie are automatically redirected to the activity dashboard.

## Activity Dashboard – First login

After a new user has created an account, they will be directed to the activity dashboard which will be pre-populated with a “getting started” activity and actions to help the user setup the product.

### Learn About Product

There will be a category that contains a set of actions designed to help the user get started and learn about the product. The user will be encouraged to connect to other information sources, configure their user profile, and select standard activity templates which may be applicable to their lifestyle.

### Getting Started

This activity will contain a set of actions for helping the user get started with the product.

#### Connect to Google Calendar

This action will prompt the user to give consent for accessing a Google Calendar. It will provide a clear explanation of why the product is requesting access to their Calendar and what benefits the product will provide. Certain actions can create appointments on the Google Calendar and provide references between the calendar event and the activity. Once consent is provided, the action will be marked complete and the user will be directed to the Calendar settings to configure features for managing events on their Google Calendar.

* Indicate which Calendar will be used to make appointments on (MH)
* Allow user to select which Calendar will be used to make appointments on (RNH)
* Allow product to create a new Calendar for making appointments on (RNH)

#### Connect to Google Contacts

This action will prompt the user to give consent for accessing a Google Contacts. It will provide a clear explanation of why the product is requesting access to their Google Contacts and what benefits the product will provide. The product can import Google contacts as possible contacts for adding to an activity or action. Once consent is provided, the task will be marked complete.

#### Connect to Facebook

This action will prompt the user to give consent for accessing their Facebook account. It will provide a clear explanation of why the product is requesting access to their Facebook and what benefits the product will provide. Facebook information will be used to initialize their user profile and provide a list of possible contacts for adding to an activity and action. Once consent is provided, the task will be marked complete.

#### User Profile

This action will describe the benefits of providing user profile information. This information will be used to help suggest activities appropriate for their life-style. The action can direct the user to the User Profile settings, which have been pre-populated with as much information as possible if previously connected to Google and Facebook. If the user navigates to the User Profile settings, the action will be marked complete.

* First and last name (MH)
* Picture (MH)
* Gender (MH)
* Birthdate (RNH)
* Address (RNH)
* Married (RNH)
* Number of children (RNH)
  + Provide wizard for identifying spouse and children and assign colors or icons
* Occupation (NH)
* Education (NH)

#### Activity Gallery

This action will tell the user about gallery of standard activities and how to add them to their dashboard. If sufficient user profile information has been acquired the gallery can be customized to best suit the life-style of the user. This action can direct the user to the activity gallery selection page. If the user navigates to the activity gallery the action will be marked complete.

### How To …

This activity will contain a set of actions which each direct the user to a specific help topic on how to use the product. This same information is accessible via the help pages, but these highlight the primary topics for learning how to use the product.

* Understanding activities and actions
* Organizing your activities
* How to review activities for weekly and daily planning
  + How to add a new activity from the gallery
  + How to add a new action to an activity
  + How to rename, reorder, and delete an activity
* How your ‘next actions’ can be accessed from your mobile device
* How information is organized around an activity
* How to associate contacts, locations, and web links with activities and actions
* How information for an activity can be accessed from your mobile device
* How actions are used to make appointments on Google Calendar
* How to configure Google Calendar for making appointments

### Activity Planning

There will be a category that contains a couple of activities for periodically planning for new activities and reviewing existing activities. The goal is to encourage the user to consistently organize, add, review the activities in their life and make them actionable.

#### Weekly Plan

This activity will contain a ‘recurring appointment’ action which schedule a 30 minute time on their calendar each week for adding and reviewing upcoming activities for the week and making them actionable. The user may modify the activity frequency, time, and duration to customize how often and when they want to do this.

#### Daily Plan

This activity will contain a ‘recurring appointment’ action which schedule a 15 minute time on their calendar each week for adding and reviewing upcoming activities for the day and making them actionable. The user may modify the activity frequency, time, and duration to customize how often and when they want to do this.

# Scenarios

The following attempts to categorize activities into a set of standard scenario types.

## Reminder (single-action)

A *reminder* is an activity that occurs at some frequency and is intended to remind the user to complete a single action. A single action will be generated and added to the activity. The user will typically want to complete, defer, or cancel the generated action.

Recurring at some frequency, short or long

Duration is day or longer (duration >= day)

Generates action when next recurrence starts

Can generate more than one action (count >= 1)

Generated action can be completed, deferred, or cancelled

Related information is usually same for all actions

**Examples**: Take out trash, Mow the lawn, Pay online bills, Pay property taxes

**Notes**: This can be accomplished with a calendar using all-day recurring appointments. When the related information is the same for all occurrences, the product value is limited. When the related information is variable, the product can reduce friction in setting those.

## Task (multi-action)

A task is an activity that occurs at some frequency and is intended to remind the user to perform a task which consists of one or more actions. The product will provide a gallery of pre-defined activities which consist of a set of possible actions. For each occurrence of the activity, the user will be presented with a sequence of possible relevant actions during the activity planning process. The user may select one or more of the possible actions to add to the activity. The user will often add other actions required for completing the task. The user will typically want to complete, defer, or cancel each action.

Recurring at some frequency, usually longer

Duration is day or longer (duration >= day)

Generates initial action to suggest a sequence of possible actions

Generate only one initial action at a time (count == 1)

Often additional actions are defined by user

Information is often attached to the related actions

Information for each related actions is often different

Information wants to be saved with activity for future use

Each action can be completed, deferred, or cancelled

**Examples**: Clean the gutters, Wash the windows, Change the oil

**Notes**: This is primary scenario for the product and one where a calendar and task list is sub-optimal. The product allows one to organize, manage information, and manage actions for a given task.

## Recurring Appointment

A recurring appointment is an activity that occurs at some frequency and is intended to schedule multiple appointments on the calendar. Recurring appointments occur at the same time each occurrence and usually at the same location with the same people. This scenario is configured by defining a single ‘schedule appointments’ action which adds events to the calendar based on the activity frequency, duration, and count.

Recurring at some frequency, usually shorter

Duration is less than a day (duration < day)

Generates appointments on calendar at given frequency, time, and duration

Can generate more than one appointment at a time (count >= 1)

Information for each appointment is usually the same

Often seasonal, where the activity wants to be activated and deactivated

**Examples**: Aerobics class, Piano lessons, Bowling league

**Notes**: This can be accomplished on a calendar using recurring appointments. When the related information is the same for all occurrences, the product value is limited. When the related information is variable, the product can reduce friction in setting those.

## Fuzzy Appointment

A fuzzy appointment is an activity that occurs at some frequency, but the exact time, location, or people will often vary. A ‘make appointment’ action will be generated at the given frequency, which will allow the user to easily take the action for pushing an appointment onto their calendar. Each occurrence is often confirmed for a different time (usually a set of times). Often the user will want a default location and people set on the appointment, or will want to quickly select from a set of relevant locations and people.

Recurring at some frequency, usually shorter

Duration is less than a day

Generates ‘make appointment’ actions at start of day with duration

Start time is usually modified and user will push onto calendar

Information for each appointment may or may not be the same

Often seasonal, where the activity wants to be activated and deactivated

**Examples**: Workout, Haircut, Dentist, Soccer practice

**Notes**: This is primary scenario for the product and one of the most common scenarios for which a calendar is sub-optimal.

## Schedule

A schedule is an activity where one uses ‘schedule appointment’ actions and related information to manage a calendar. The user may set a frequency or simply add ‘schedule appointment’ actions to facilitate in pushing appointments onto a calendar. The activity simplifies the process of defining the appointment by allowing the user to associate a set of common locations, people, and links for this activity. Often the user will want a default location and people set on the appointment, or will want to quickly select from a set of relevant locations and people. In addition, this activity will provide a ‘create public calendar’ action for establishing a dedicated calendar for this schedule which can be shared with others.

‘schedule appointment’ actions defined by user (frequency == none)

‘create public calendar’ action for sharing schedule with others

May optionally generate ‘schedule appointment’ actions

Information for each appointment may or may not be the same

**Examples**: Soccer game scheduler, Bridge club organizer, Seahawks season ticketholder

**Notes**: This is very close to managing appointments on a calendar. The product adds value in aggregating relevant information (or allowing user to attach) and use that information to more easily create the appointments. Each created appointment can also be pre-configured with a default place and people.

# User Model

The high-level user model for using the product is registration, configuration, activity organization, activity planning, and taking action.

## Registration

Registration is a one-time process for creating an account given an email address and a password. Registered users will sign-in to their account using email and password and will be issued an authentication cookie to bypass the sign-in process.

## Configuration

There are several areas of the product that require configuration in order to make the product useful. The primary configuration is for integration with a Calendar (Google). The product will integrate ‘appointment’ actions associated with activities onto the Calendar. Other features requiring setup and configuration are Facebook integration for contacts, gathering of User Profile information, display settings and user options.

## Activity Organization

This is where the user defines and organizes the recurring activities they want to schedule. An activity gallery and activity wizards can help in quickly creating and organizing activities relevant to the user.

Activities may be organized in a two-level hierarchy of categories. A category is nothing but a container for activities. An activity is a container for actions, and can be configured with a frequency at which appropriate actions will be generated or recommended during the activity planning process. These actions provide the ‘actionable’ steps required to complete the activity. One may also add actions directly to an activity. The following represents the user model for organizing activities.

Category // Folder

       Activity // List + Item

              Action // Item

       Category // List

              Action // List + Item

Activity

       Frequency // How often activity occurs

       Duration // Duration for completing activity

       Count // Number of pending actions (1)

Action

Due // Date and/or time to complete the action

Duration // Duration for completing action

Status  // Pending, Completed, Cancelled

Both activities and actions may have additional information attached to them, specifically contacts, locations, and links. Information attached to an action will be collected and aggregated on the parent activity. The aggregated information can be used to quickly access information about an activity or used to more easily configure a new action within an activity with relevant information. The information attached to an ‘appointment’ action will be synchronized with the corresponding calendar event (contacts as attendees?, location as location, links in description or gadget).

**Note**: Should action support just a single location (like the calendar event) rather than a list?

## Activity Planning

The product will encourage the user to schedule regular time (via an activity) each week and day to define and review their activities and make them actionable.

### Generated Action

Each activity will automatically generate a new pending action within that activity when the next occurrence is required (unless frequency is set to none). These pending actions will be presented during the review process such that the user may modify, defer, cancel, or complete the action.

### Recommended Actions

In many cases, the generated action will be one which presents a sequence of recommended actions which are relevant for completing an instance of the specific activity. During the planning process, the user may select from the sequence of recommended actions. The selected sequence of actions will be added to the activity as pending actions, providing an ordered list of actionable items for completing the activity.

### Appointment Actions

A common action will be to schedule an appointment on your calendar. The product will provide several actions which allow the user to easily define and push an appointment onto their calendar. The activity can provide relevant information which is made available for easily defining the details for the appointment. In addition, the product will keep the ‘appointment’ action and the calendar event synchronized. There will be ‘appointment’ actions which require the user to explicitly put a new appointment onto their calendar, and others which can be configured to automatically put appointments onto their calendar.

### Generic Action

A generic action is one which does not provide any ‘smarts’ for helping the user complete the action. These actions are given a meaningful name by the user to indicate the action that must be taken. These actions can share and utilize information with their parent activity, and support a due date, duration, and status which can be set by the user. When the user has completed the action, the status can be set to ‘completed’.

### Smart Actions

The previous two types of actions are examples of ‘smart’ actions which will be supported by the product. In addition to these, there are many other actions which can be implemented to help make the action ‘actionable’. The ‘smart’ actions which should be considered are:

* Recommend actions for providing a sequence of recommended actions for an activity
* Schedule appointment for explicitly adding an appointment to your calendar
* Recurring appointment for automatically adding appointments to your calendar
* Create calendar for creating a public calendar for scheduling appointments
* Call for making phone call
* Email or text for sending an email or text
* Goto requires traveling to a specific location
* Find requires a search of information on the internet
* Ask a friend posts to Facebook asking friends for recommendations
* Rate an experience post to Facebook your experience for completing an activity or action
* Get recommendations provide list of recommended services for completing an action

## Taking Action

The primary goal of organizing and planning your activities is to get to the point where you have a list of ‘actionable’ items you can complete. In addition, it would be useful if these ‘actionable’ items could be organized into groups which indicate a context for which they can be completed. (e.g. making a call, driving to a location, requiring a computer, requiring another person, in office, at home, etc…)

The product will always provide a ‘next actions’ list which is prioritized by the due dates of all the pending actions across all of your activities. In addition, the ‘next actions’ list will be grouped by actions with the same ‘context’ required for completing that action.

The ‘next actions’ list will always be accessible via a mobile device by accessing a link to a mobile web page that is added to your calendar on the current day.

# Examples

The following will describe how an activity is defined to support each of the activity scenarios and how the activity and actions integrate with a Calendar.

## Reminder

The first example is an activity to remind one to take out the trash each Tuesday. One could add the disposal company as a contact on the activity. This contact could be marked as a default, and would be added as a contact to all actions created within the activity.

Activity

Name: Take out trash

Frequency: Once per week, Tuesday

Duration: All day

Count: 4

Contacts

Disposal Company (default)

While this activity is active, it will generate four pending actions for the next four Tuesdays. When the date for the nearest action is past, the next action will be generated, such that there are always four pending actions.

Actions

Name: Take out trash

Due: {date}

Duration: All day

Status: Pending

Contacts

Disposal Company

The status for each generated actions is ‘pending’. The user can change the status to ‘completed’ or ‘cancelled’, or the user may defer the action (push back a day or more). A ‘pending’ action whose due date has passed will flagged as ‘important’ in the ‘next actions’ list.

There are two possible options for integrating all-day appointments with Google calendar. One could add an all-day event to the calendar OR one could create a task. The only advantage to the task, is that is provides a nice checkbox for indicating a status of ‘completed’. A major disadvantage to using a task is that it is not supported by the calendar applications in most mobile devices. For completeness, both options are described, but it is recommended that the calendar integration be utilized.

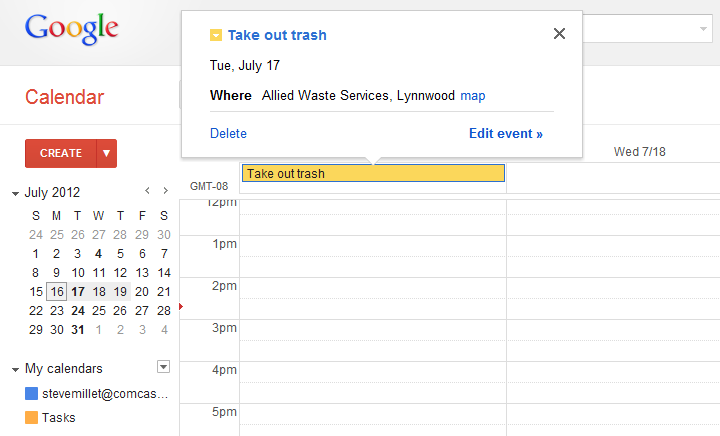
### Calendar Integration

For each appointment added to the activity, an all-day event will be added to the calendar. The event will be given a color to indicate it is associated with an appointment in the product.

Using a calendar event will allow a location to be set. If the appointment has a location, it can be set on the event. If the appointment has a single contact, the location of the contact can be set on the event. This would provide a quick link to a location and information for the disposal company while in the calendar.

Using a calendar event does not provide a means for setting the status to ‘completed’. One can delete the all-day event, which will set the event status to cancelled and remove it from the calendar. The product could interpret deleting the event as a cancellation, and set the corresponding appointment status to ‘cancelled’. It may be possible to implement a calendar event gadget that would allow the status to be changed to ‘completed’ and provide a visual indicator of status.

One can easily drag and drop the event back a day or more to defer the reminder, and the corresponding appointment will be updated.

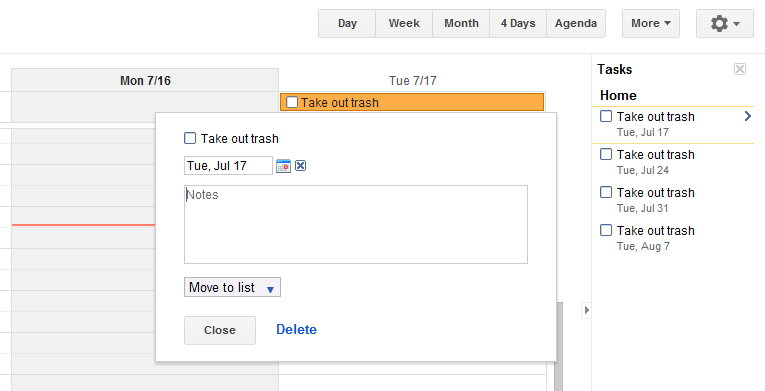


### Task Integration

For each appointment added to the activity, a task will be added to a task list. The Google tasks support a single-level for task lists, so the product would create a task list for each top-level category. In this case, let’s assume the activity was organized within the top-level category, “Home”.

For each appointment, a task named “Take out trash” will be added to the “Home” task list with the date set to the appropriate Tuesday. This causes a ‘task’ entry to be added to the calendar which includes a checkbox for easily marking the task as complete. Checking the task checkbox will set the status of the corresponding appointment to ‘completed’. Deleting a task will set the status of the corresponding appointment to ‘cancelled’. The date of the task can be modified to defer the task a day or more.

The task does include a description field, which could be used for including location or contact information. Unfortunately, when links are added to the description, they are not rendered such that they can be navigated. A user would be required to cut and paste the link into a browser.



# Features

The web portal will be designed to support the following set of features. The schedule manager will be the primary view for tracking and updating tentative appointments. This view should be integrated as tightly as possible with the Calendar user interface.

The activity organizer will focus on organizing the categories and activities one wants to track. As stated in the user model, the product must support at least a two-level categorization for organizing activities.

The product will continue to maintain folders for Contacts and Locations, but these will not be displayed in the organization hierarchy. A dedicated user-interface for managing contacts and locations could be supported.

## Category

A category is an organizing container (folders and lists). The goal is to keep the number of top-level categories a user defines and manages to less than ten. A sub category (list) can be created to further organize activities. Example of categorization:

Personal

Hair & Body

Exercise

Health Care

Home

House Maintenance

Yard Maintenance

Vacation House

Auto

Honda Ridgeline

Mazda 3

Kid’s Activities

Sophie

Beck

Finance

House

Auto

Utilities

Taxes

The following are the list of features that **MUST** be supported for managing categories.

* support two-level categorization (category and sub-category)
* view the list of categories and sub-categories
* create a new category or sub-category
* delete an existing category or sub-category
* rename an existing category or sub-category
* reorder the list of categories
* reorder a list of sub-categories
* select a current category or sub-category
* add a new activity to a category or sub-category
* delete a child activity from a category or sub-category
* view child activities by expanding or collapsing a category

The following are the list of features that **SHOULD** be supported for managing categories.

* reorder the child activities contained within a category or sub-category
* publish a public Google calendar for all appointments within a category
  + access to calendar can be set in Google
* share a category with a list of email addresses
  + send email with links to published calendar
  + provide read-only access for registered users

## Activity

The activity is the primary concept for the product. It is both a container (list) for managing a set of related appointments and an item with field values and attached data. An activity typically defines an event that occurs at some repeating frequency, where an appointment is the end result of each event for that activity.

The primary fields for an activity are the name, frequency, duration, and count. The frequency indicates how often the activity is performed. This field is used to determine how often an appointment is generated for this activity. The duration is the default value used on the generated appointments. The count is used to determine how many tentative appointments should be generated and maintained within the activity.

An activity can have a frequency of ‘none’ and used to explicitly manage appointments and information related to that activity. An activity can also be deactivated which temporarily stops it from generating tentative appointments and is useful for seasonal activities (e.g. sports or lawn mowing).

Activity

Name

Frequency

Duration

Count

Contacts

Locations

WebLinks

Examples of common activities are:

Personal

Hair & Body

Haircut // every month

Exercise

Workout // 3 times per week

Karate // once per week

Dentist // twice per year

Doctor // once per year

Home

House Maintenance

Clean gutters // every September

Clean furnace // twice per year

Wash windows // every May

Yard Maintenance

Mow lawn // once per week

Water pots // every 3 days

Trim hedges // every year

Auto

Honda Ridgeline

Change oil // every 4 months

Tune-up // every year

Renew Tabs // every year

Mazda 3

Change oil // every 4 months

Tune-up // every year

Renew tabs // every year

Kid’s Activities

Sophie

Soccer practice // twice a week

Soccer game // every Saturday

Beck

Wrestling practice // 3 times per week

Wrestling match // twice a week

Finance

Income taxes // once per year (April 15)

Pay bills online // twice per month

House

Loan // 1st of each month

Insurance // 15th of each month

Property taxes // twice per year (April & Oct)

Auto

Loan // 1st of each month

Insurance // 15th of each month

**Implementation Note**: An activity will be represented by a list item in the data model. In addition to the child appointments, an activity will contain field values for associating data relevant to the activity. For example, there may be a list of relevant contacts, locations, or web links. This relevant data can be used as context for defining field values for child appointments created within the activity.

The following are the list of features that **MUST** be supported for managing activities.

* rename an existing activity
* select a current activity
* modify fields of an activity
  + name, frequency, duration, count
* add a new appointment to an activity
* view list of appointments within an activity
  + sort appointments by date
  + sort completed and cancelled appointments to bottom of list
  + filter aged appointments out of list (based on setting)
  + change status of an appointment in list view ( complete or cancel )
  + defer an appointment in list view

The following are the list of features that **SHOULD** be supported for managing activities.

* delete an appointment from an activity
* manage contacts, locations, and web links associated with an activity
  + flag those contacts, locations, web links to apply to each new appointment (defaults)

## Appointments

An appointment is an item that defines an event that occurs at some start time and duration. The primary fields for an appointment are the name, start, duration, status, and description.

An appointment supports additional fields for associating contacts, a location, and web links with the appointment. This allows one to organize the people, place, and links relevant to a given appointment.

Appointment

Name

Start

Duration

Status

Description

Contacts

Location

WebLinks

The following are the list of features that **MUST** be supported for managing appointments.

* list view for an appointment and primary field values
* detail view for the fields of appointment
  + edit name, start, duration, status, description
  + add or remove contacts, location, web links
    - support auto-complete for contacts and location
    - associate with parent task or activity
    - auto-complete with parent associations first
  + link to detail view for an associated contact or location
  + link for each web link
* select a current appointment
* integrate with Google calendar (see Google Integration)

The following are the list of features that **SHOULD** be supported for managing tasks.

* automatically add contacts, location, and web links on the parent activity

## Web Links

A web link is a url to a relevant web page, with an optional display name. A web link may be associated with an activity or appointment to reference information relevant to that activity or appointment. Web links are associated with each instance of an activity or appointment.

**Implementation Note**: A list of web links is stored as a JSON array of records in a WebLinks field value.

The following are the list of features that **MUST** be supported for managing web links.

* view and navigate currently defined web links associated with an activity or appointment
* add, delete, and edit one or more web links for an activity or appointment
  + allow optional display name

## Contacts

A contact is an item which refers to a person and contains relevant information about a person. A contact may be associated with a task or appointment. Contact information is already present in numerous digital sources. The product will simplify the process of associating a contact and managing contact details by importing contact information from sources like Facebook, Google Contacts, phone contacts, or imported contact files. This will provide a source for all possible contacts that may want to be associated with an activity or appointment.

Contact

Name

Email

Mobile Phone

Home Phone

Work Phone

Birthdate

Address

The following are the list of features that **MUST** be supported for managing contacts.

* import and maintain a list of possible contacts from sources
* maintain list of contacts associated with activities and appointments
* import from sources, information for field values when adding a new contact
* detail view for the fields of contact
  + edit name, email, phone numbers, birthdate
  + add location for address
    - support auto-complete of locations
  + link to detail view for address location

The following are the list of features that **SHOULD** be supported for managing contacts.

* a user profile wizard for identifying family contacts
* a dedicated contact management list for viewing and managing all associated contacts

**Note**: Do we need a relationship field for contacts?

## Locations

A location is an item which refers to a place and contains relevant information about a place. A location may be associated with an activity, appointment, or contact. Location information will be retrieved using the Google Places API to support auto-complete and retrieve addresses and latitude-longitude.

Location

Name

Address

Email

Phone

Description

WebLinks

The following are the list of features that **MUST** be supported for managing locations.

* use Google Places API to auto-complete places and addresses
* maintain list of locations associated with activities, appointments, and contacts
* detail view for the fields of location
  + edit name, address, email, phone, description
    - support auto-complete of address
  + add or remove web links
  + add web link for map of address
  + optionally add web link for website of place (if provided)

The following are the list of features that **SHOULD** be supported for managing locations.

* use location bounds calculated from user profile address or device location
* a dedicated location management list for viewing and managing all associated locations

## Google Integration

The product is designed to integrate and enhance the existing tools and digital information that a person currently uses. Integration with an existing calendar is essential. The initial implementation will focus on integration with Google calendar.

### Consent

The product must clearly state what services it is requiring consent for and explain the benefits of providing that consent. The initial implementation will request consent for three services:

* calendar, offline access (MH)
* contacts (NH)

The initial consent will be retrieved using OAuth2 protocol via the browser. During the consent process a renewal token will be requested, such that future access tokens may be acquired without the browser. This will be necessary for managing the calendar via background workflows.

It would be preferable if the user could opt into each service during the consent process. In addition, there should be a means for the user to revoke consent to one or all of the services.

### Settings

A calendar settings interface will be required to allow the user to configure access to their Google services.

* enable (and disable) calendar management (MH)
* display calendar instance being managed (MH)
* select an existing calendar instance to manage (RNH)
* create a “Zaplify” calendar instance to manage (RNH)
* enable (and disable) access to contacts (NH)

### Calendar

When calendar management is enabled, any appointments created in the product will be pushed to a designated Google calendar instance. The product requires a calendar instance that has ‘owner’ access for the user, and will by default attempt to identify and use the primary calendar based on the user email address. Optimally, the calendar settings interface will allow the user to select the calendar instance to manage, and optionally have the product create a dedicated “Zaplify” calendar instance.

When pushing an appointment to the calendar, the calendar event id will be stored with the appointment item, while the item id will be stored with the calendar event. This allows the product to correlate appointments with calendar events. Any changes made to either the appointment item or calendar event will then be synchronized between the correlated item and event.

It would be really nice to allow new calendar events to be pulled into the product as an appointment. There are two requirements necessary to do this:

* a convention that indicates which calendar events should be added as an appointment
* a convention that indicates which activity or task the appointment should be contained in

**Implementation Note**: Define conventions for determining which calendar events should be pulled into the product as appointments, and which activity or task they should be pulled into.

### Contacts

## Facebook Integration

### Consent

### User Profile

### Contacts

## User Profile

### Settings

## Activity Gallery

### Suggested Activities

## Landing Page

## User Registration & Login

## Help

# User Interface & Interaction Design

TBD