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STREAM

'cuz we've all been there

User Manual

Welcome to STREAM

STREAM is an Android application that allows students to collaborate efficiently and effectively in group projects.

Getting Started

Once you have downloaded STREAM onto your android device it's time to make an account! You have two options, either sign up with facebook, or create an account with your email. If you already have an account go ahead and sign back in.
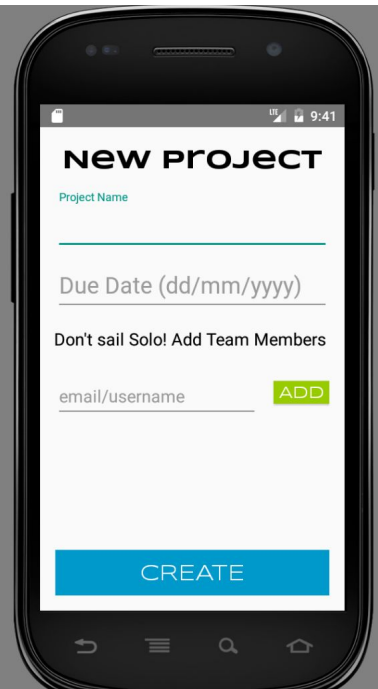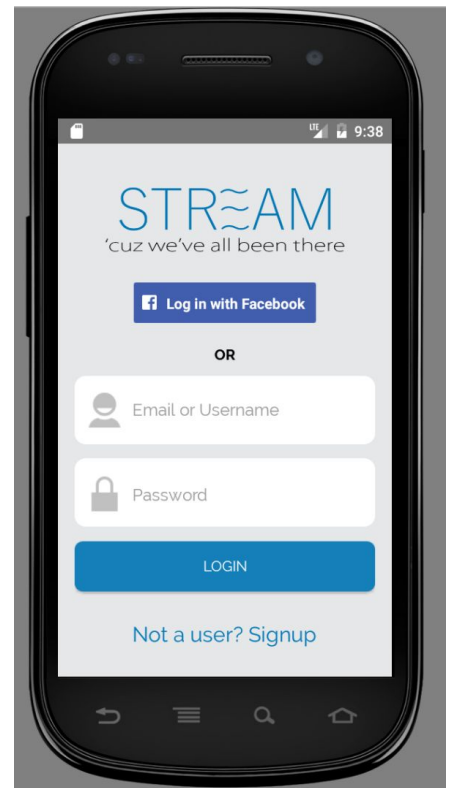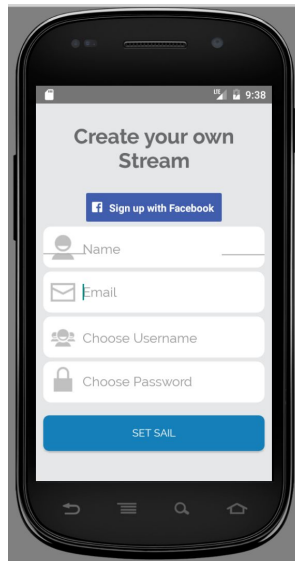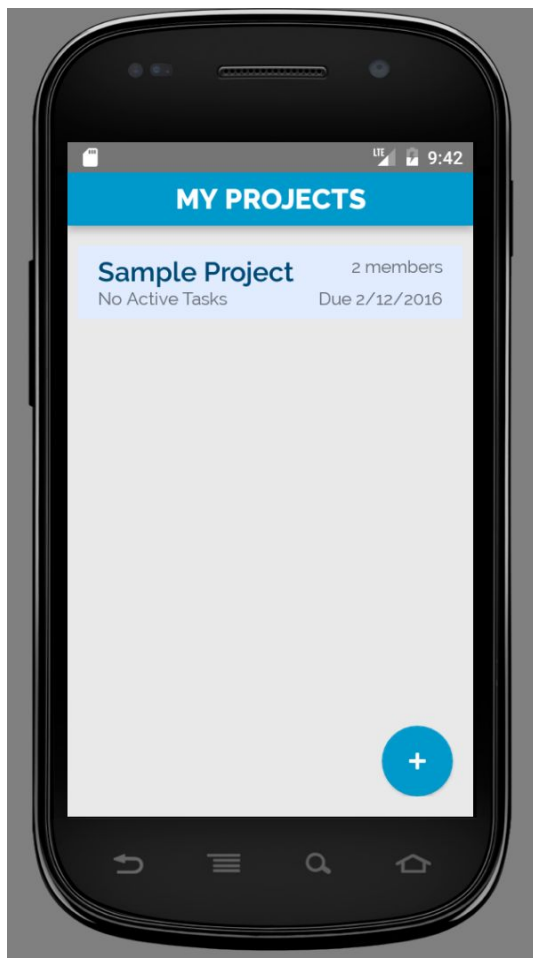
Projects
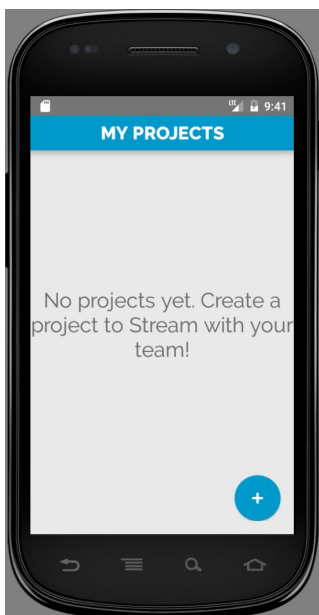
You can't manage a project if it doesn't exist. This is your Project page. This will hold all of your active projects. Press the + button in the bottom left hand corner to create a new project.

A dialog will pop up asking you for information to create your new project. This include the name of the projects, the due date and all the members in the project. Members have to be members of stream, so make sure all your teammates sign up!


You've created your first project! The project will display the number of members, the due date and the number of active tasks. This lets you know how much you and your team have left to do! Tap on the header to check out what's happening.
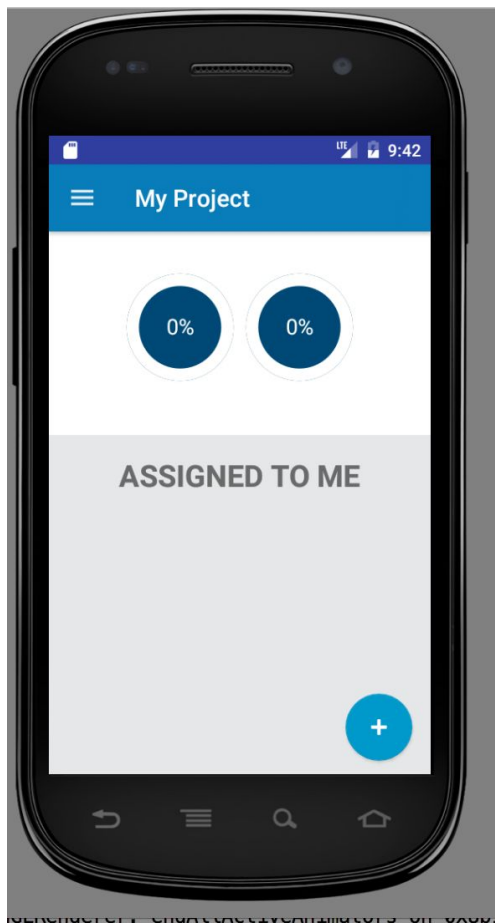
This is your home page. Its pretty boring right now but that's because the project is empty. Next tap the menu at the top right corner to navigate the app.

This is your tool bar, it shows you all the different features available to you.
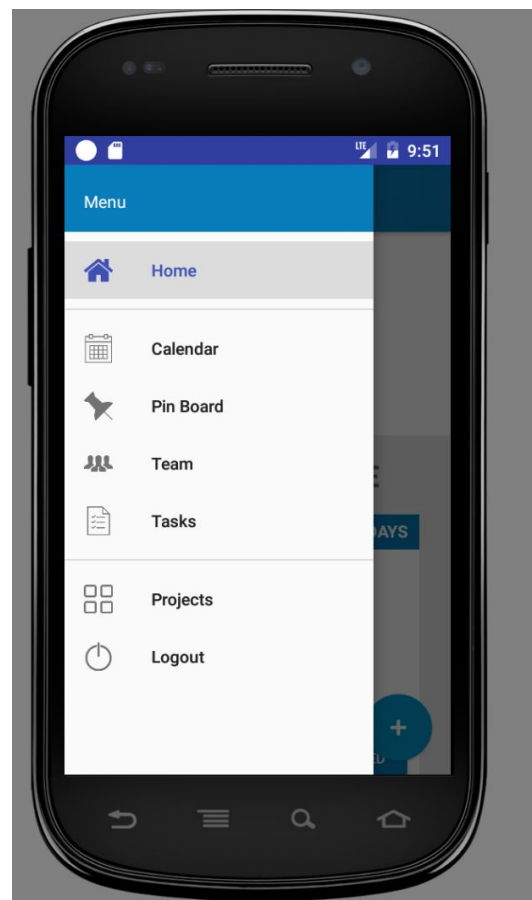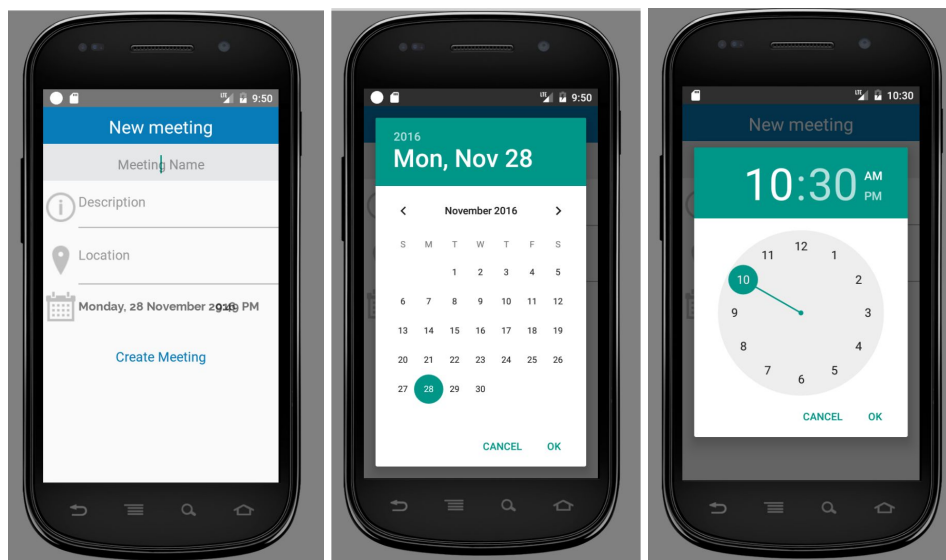
Calendar

Calendar allows you to schedule meetings for you and your team members. Set a time and place and even send reminders to your team when a meeting is coming up.
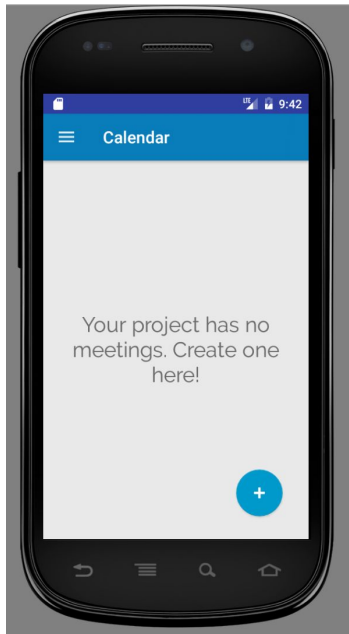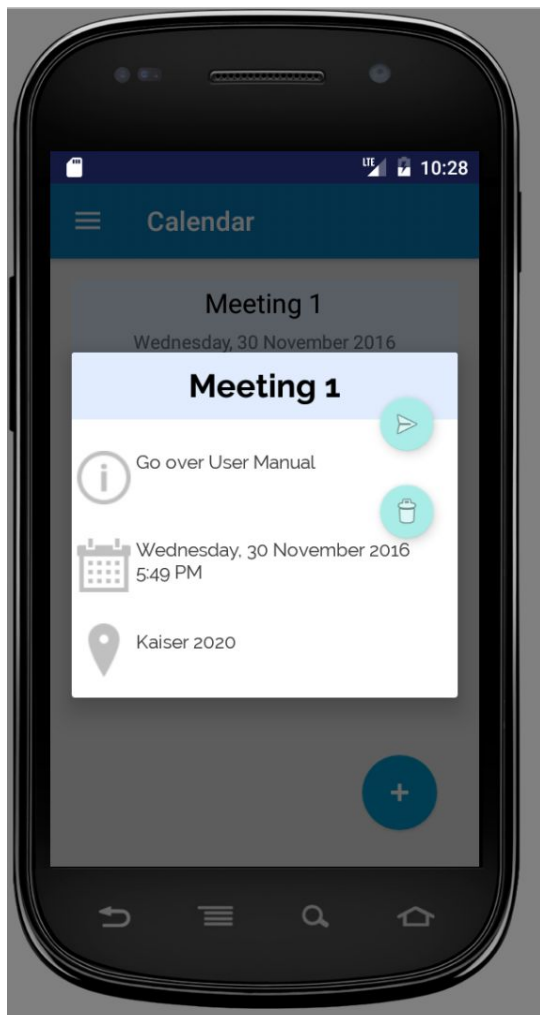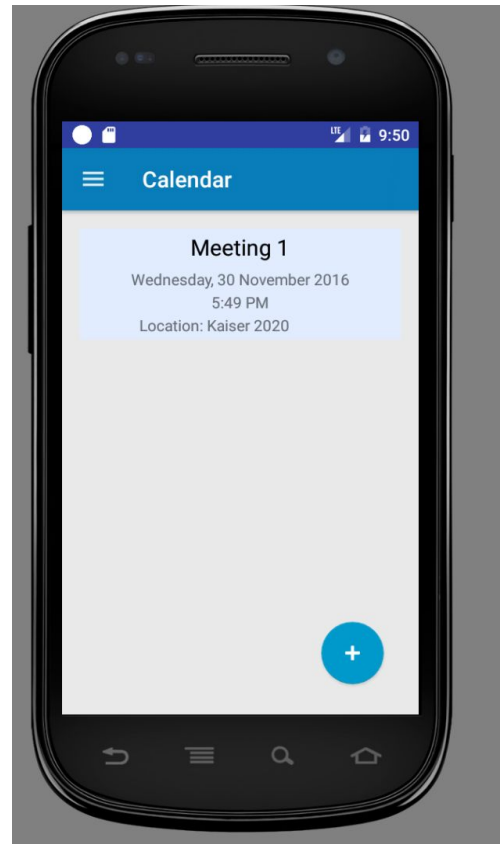

It looks like there are no meeting schedules yet. Press the action button in the bottom left hand corner to set a meeting.

Set the meeting name, give it a description, and then set the time and date!

Check out your new meeting!

You can also give your meeting another look, delete it if it isn't needed anymore using the trash icon, or send a notification to your team using the paper airplane icon.
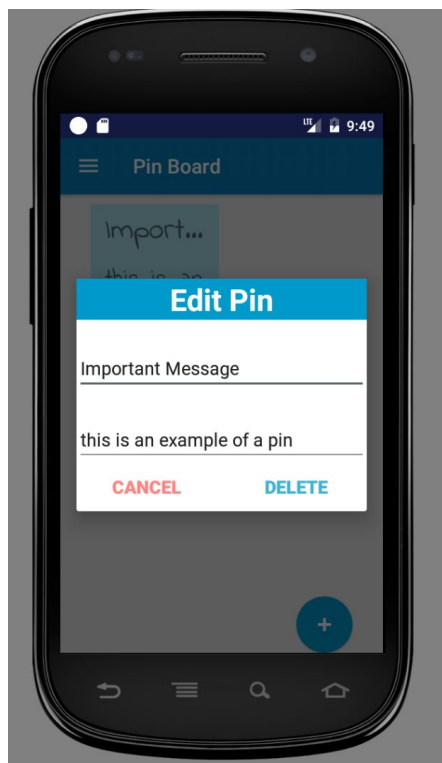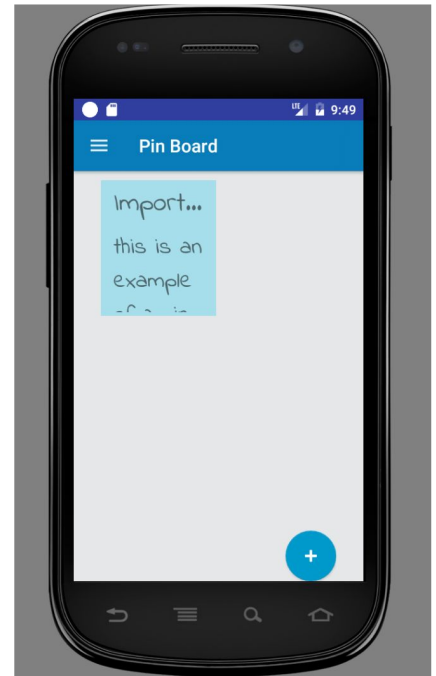
Pinboard

This is your pinboard, it acts as a communal place for your whole team to write down important notes relating to the project. Go ahead and tap the action button to create a new pin
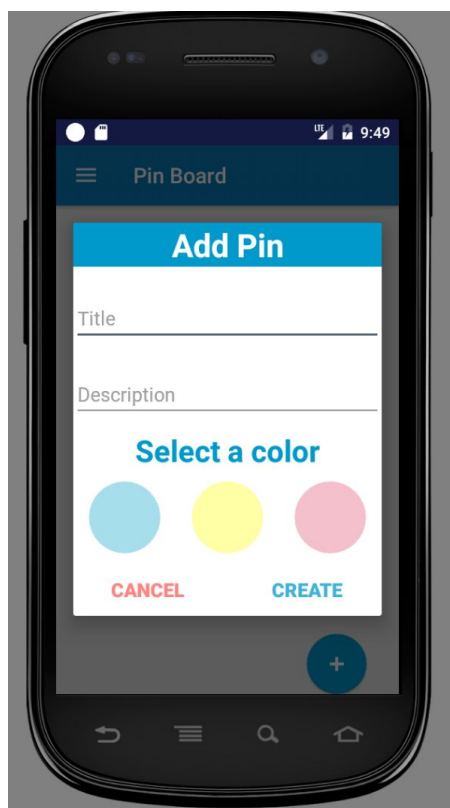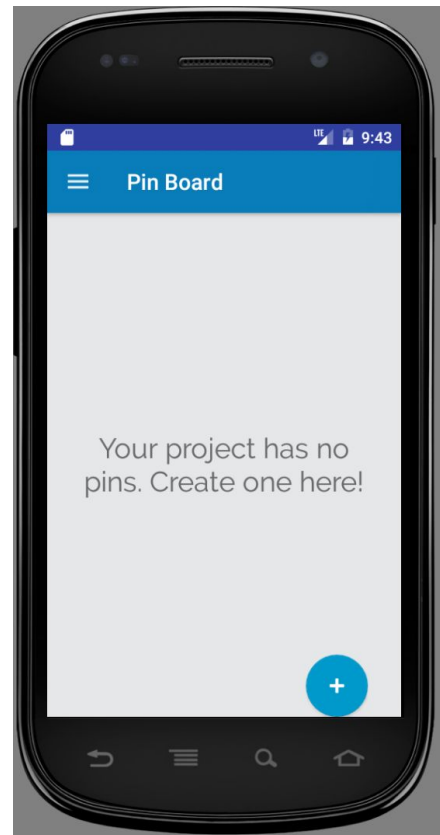
Give your note a title and jot down some details. Even pick a colour to make it more personal.
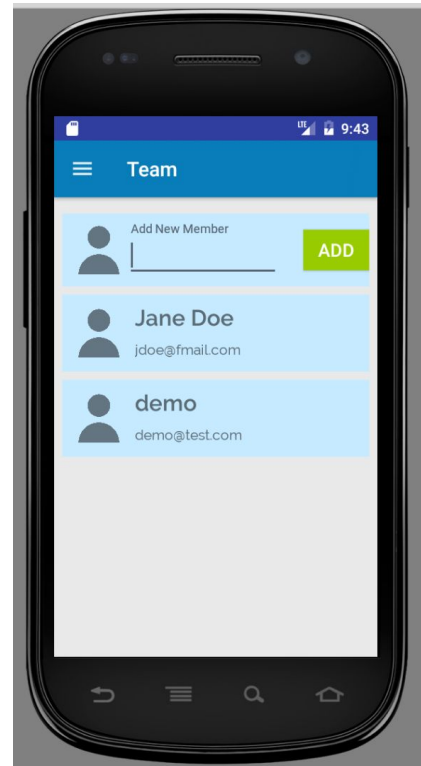
There you go, everyone can now see this pin and your teammates can add new ones of their own.
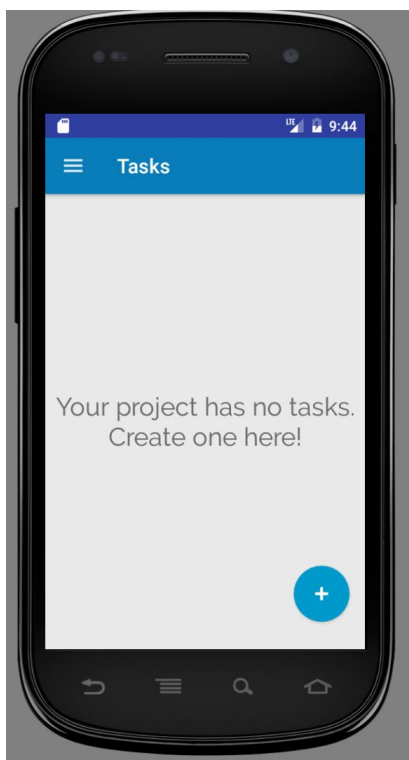
Feel free to edit your pin if you made a mistake.

Team

This page gives you a look at everyone on your team. Forgot to add someone? No problem just enter their username here!
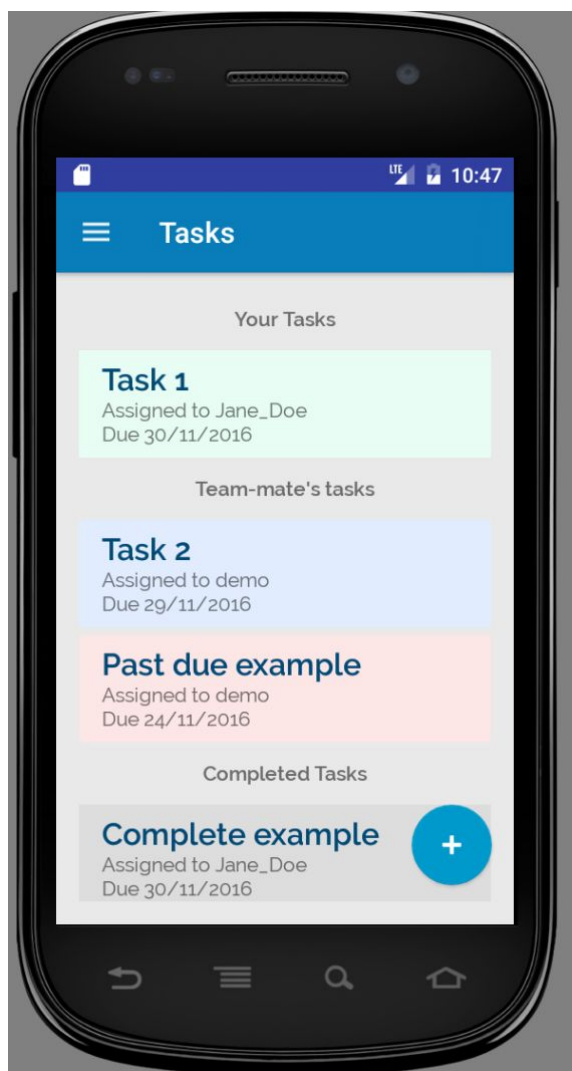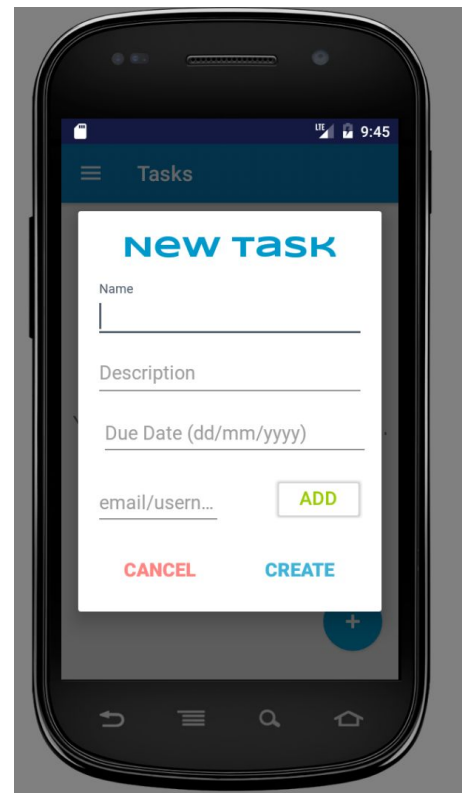
Tasks

The whole point of Stream is to get your project done as efficiently as possible, and what better way to do that than with a to do list! The page will keep track of all of the task for your team. Go ahead and press the action button to create your first task.

Give your task a name, a quick description to remind you what the task is about, a due date, and then assign it to one of the people on the team.

Tasks are split into a couple of different sections. Green tasks at the top are yours. Blue tasks in the middle are assigned to your team-mates. The grey tasks at the bottom have been completed. Red tasks show the task is overdue.

Pressing on a task will take you to a more detailed look at a task. Press the paper airplane icon to send a notification, the wrench to edit your task, or the trash to delete it. Done this task? Mark it as complete using the check box at the bottom.

Reminders come in two forms. If the task is still active you'll be given the option to reminder the assignee anonymously. If the task is complete, you'll be sending a review notification, where you can give notes on what the assignee needs to change.
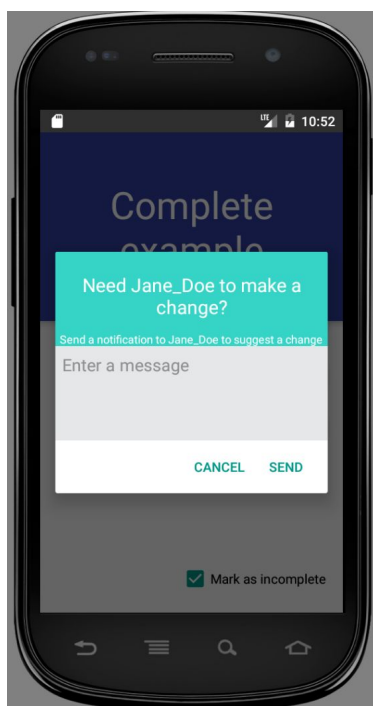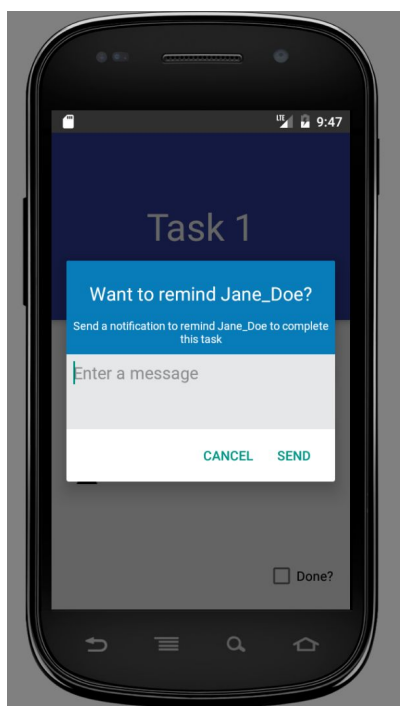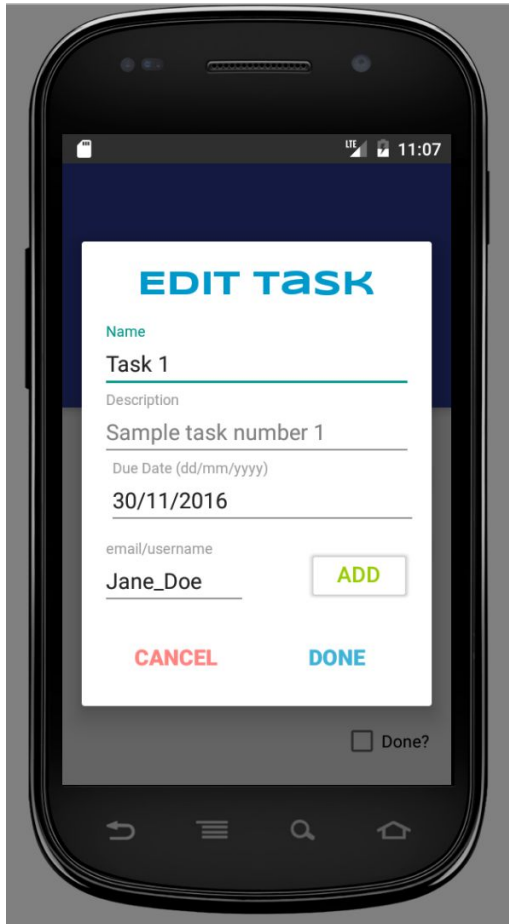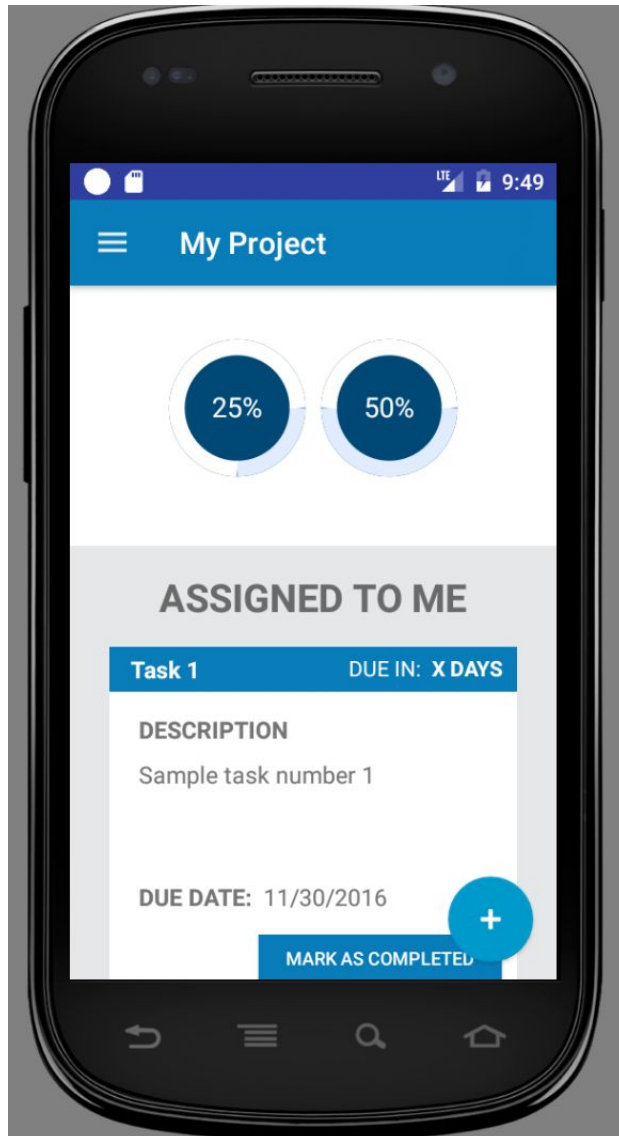
If you are editing your task, you only need to make your changes, no need to enter all the information back in.

Was a task marked as complete when it wasn't actually done? Go ahead and hit the check box at the bottom again and the task will go back to active.
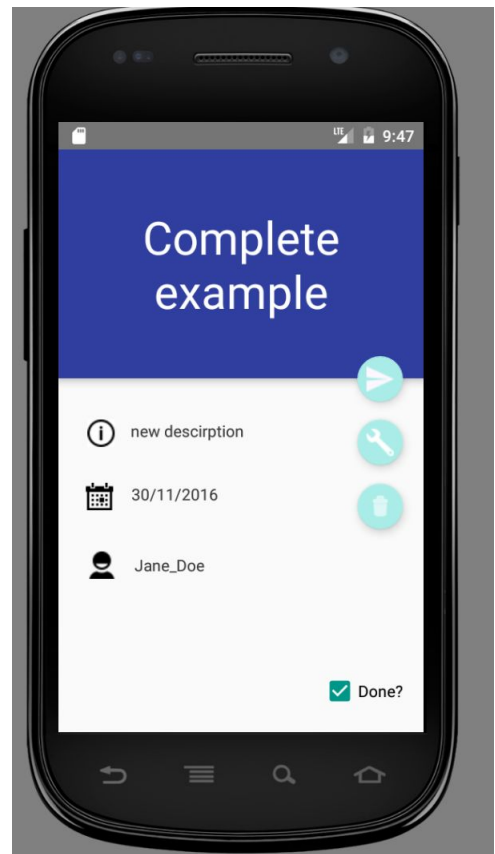
If you head back to your home page you will see that all of the tasks assigned to you are on your home page. This allows you to take a quick look at what you need to do.

The circles on the top show your and your team's progress. The bubble on the left represents how much of the total project is complete and the right-hand bubble shows how many of your own tasks have been completed.