USER MANUAL

Team 11

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CSI 3335 Database Group Project

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Introduction

Our website is a tool which provide our users an online space to create groups and tasks, and manipulate their groups and tasks by associating with other users registering our website. This is a cool website helping people who need to schedule their groups and tasks well-organized. On our website, users can create their own group, edit the group, delete the group, add user to it and remove user from it. Users can also create their own tasks, edit it and delete it. Each task has several properties except the name which users can set, such as category, due date, priority and progress description. And tasks can be shared with one or more groups. Following are some simple tutorials of our website to instructing our users on how to use the key features on our website.

Part I Register & Login

When you open our website, you will see three tabs on the top of the page: Home, Login and Register.

And there will be a message reminding you that you need to log in to proceed.

a) If you already have an account on our website:
    1. Click the blue tab “Login” on the top of the page or the “log in” in the message. Then the website will take you to the Login Page.
    2. Enter your User Name and Password to log into your account.

b) If you haven’t have an account on our website:
    1. Click the tab “Register” on the top of the page. Then the website will take you to the Register Page.
       Or you can click the blue tab “Login” on the top of the page or the “log in” in the message. And you will see a message on the bottom saying that “Do not have an account? Register”. Click “Register”.
    2. Now, you will see the Register Page.
    3. Follow the requirements of Username and Password on the Register Page to pick your Username and Password.
    4. When you finish, click “Submit”. Then your will be logged in automatically.

The tab “Log out ” on the top of the page can log you out.

Part II Home Page & User Account

After log in our website, you will see a message on the page showing your Username and UserId. This is the Home Page of your account. You can view all your account information here. And there is also a “Home” tab on the top of the page. Anytime you want to come back to your Home Page, just click the tab “Home”, then the website will take you back to your Home Page.

Part III Group

There is a tab “Group” on the top of the page. If you want to view and edit your current group information, click tab “Group”. If you created a group, you will see a list of names of groups called “Group you created” on the current page. If you are added to others’ groups, you will see a list of names of groups called “Group you joined” on the current page. Otherwise, you will only see the tab “Create Group”.

a) If you want to create a group, click on “Create Group”.
    1. Enter your Group Name and Group Description, and then click “Submit”. (Attention: Group Name cannot be empty, space or special characters. Group Description can be empty.)
    2. Wait a second, and then the website will take you to the page which show all the information of the group you just created.
    3. On this page, you will see four tabs called “Add User”, “Remove User”, “Edit Group” and “Delete Group”.
        i. If you want to add a user to your group, click “Add User”.
            1. The page will show the ids of the current users in your group.
            2. Enter the UserId of the user you want to add, then click “Submit”.
            3. If you successfully add that user, you will see a message in green says “User was successfully added”.
            4. Then you can click the tab “Back” to go back to the group information page.
        ii. If you want to remove a user from your group, click “Remove User”.
            1. The page will show the ids of the current users in your group.
            2. Enter the UserId of the user you want to remove, then click “Submit”.
            3. If you successfully remove that user, you will see a message in green says “User was successfully removed”.
            4. Then you can click the tab “Back” to go back to the group information page.
        iii. If you want to edit your Group Name and/or Group Description, click “Edit Group”.
            1. The page will show the current Group Name and Group Description of your group.
            2. Edit the group information you want, then click “Submit”.
            3. If you successfully edit the group information, you will see a message says “Edit succeed”.
            4. Wait a second, then the page will take you to the group information page.
        iv. If you want to delete a group, click “Delete Group”.
            1. The page will show all the information of the current group.
            2. Enter the group id of the group you want to delete, then click “Submit”. (Attention: You can only enter the group id of the current

group. If you want to delete other group you created, you need to go to that group's information page)
3. If you successfully delete the group, you will see a message says "GROUP DELETED!"
4. Wait a second, then the page will take you to the group information page.

b) If you want to edit the group information of an existing group you created before, click on that group's name under the title "Group you created". Then follow the steps in a) 3.

c) If you want to view the group information of the group you joined, click on that group's name under the title "Group you joined".
   1. The page will show all the group information of that group. (Attention: You can only view the information instead of changing it because you are not the creator of that group.)
   2. Click the tab "Group" on the top of the page to go back to the Group page.

Part IV Task

There is a tab "Task" on the top of the page. If you want to view and edit your current task information, click tab "Task". If you created a task, you will see a list of names of tasks called "Tasks you created" on the current page. If you are sharing with others' tasks, you will see a list of names of tasks called "Tasks shared with you" on the current page. Otherwise, you will only see the tab "Create Group".

a) If you want to create a task, click on "Create Task".
   1. Enter your Task Name, Task Description, Category, Due Date and Priority, then click "Submit". (Attention: Task Name cannot be empty, space or special characters. Task Description can be empty. Category can only be letters. Due Date should in the format: yyyy-mm-dd hh:mm:ss)
   2. Wait a second, and then the website will take you to the page which show all the information of the task you just created.
   3. On this page, you will see six tabs called "Add Group", "Remove Group", "Edit Task", "Delete Task", "Set Complete" and "Update Task".
      i. If you want to add a group to your task, click "Add Group".
         1. The page will show the ids of the current groups which sharing that task with you.
         2. Enter the GroupId of the group you want to add, then click "Submit".
         3. If you successfully add that group, you will see a message in green says "Succeed!"
         4. Then you can click the tab "Back" to go back to the task information page.

ii. If you want to remove a group from your task, click “Remove Group”.
    1. The page will show the ids of the current groups which sharing that task with you.
    2. Enter the GroupId of the group you want to remove, then click “Submit”.
    3. If you successfully remove that group, you will see a message in green says “Succeed!”
    4. Then you can click the tab “Back” to go back to the task information page.

iii. If you want to edit your Task information, click “Edit Task”.
    1. The page will show the current task’s information.
    2. Edit the task information you want, then click “Submit”.
    3. If you successfully edit the task information, you will see a message in green says “Succeed!”
    4. Wait a second, then the page will take you to the task information page.

iv. If you want to delete a task, click “Delete Task”.
    1. The page will show all the information of the current task.
    2. Enter the task id of the task you want to delete, then click “Submit”. (Attention: You can only enter the task id of the current task. If you want to delete other task you created, you need to go to that task’s information page)
    3. If you successfully delete the task, you will see a message in green says “Succeed!”
    4. Wait a second, then the page will take you to the task information page.

v. If you want to set a task completed, click “Set Complete”.
    1. If you successfully set the task completed, the page will take you to a new page with a message in green says “succeed!”
    2. Wait a second, then the page will take you to the task information page.
    3. Then you will find the Due Date of the task you set completed under the title “Tasks you created” changed to “[Completed]” in green.

vi. If you want to update a task progress, click “Update Task”.
    1. The page will take you to the Task Progress page.
    2. Enter the Task Progress you want, then click “Submit”.
    3. If you successfully update the task, you will see a message in green says “Succeed!”
    4. Wait a second, then the page will take you to the task information page.

b) If you want to edit the task information of an existing task you created before, click on that task’s name under the title “Tasks you created”. Then follow the steps in a) 3.

c) If you want to view the task information of the task shared with you, click on that task's name under the title "Tasks shared with you".
    1. The page will show all the task information of that task. (Attention: You can only update the Task Progress instead of changing other task information because you are not the creator of that task.)
        i. If you want to update a task progress, click "Update Task". Then follow the steps in a) 3 vi.
    2. Click the tab "Back" to go back to the Task page.

Part V Administrator

If you are an administrator, read this part.

As an administrator, you can view, edit and delete all the users and tasks information. You can also be able to ban a user if he/she violates the rules of our website.

If you are an administrator:

1. Enter your Username and Password to log in to the website following the normal login instructions.
2. When you see the Home page as a public user, add "/admin" to the end of the URL of the current website. Then press "Enter" on your keyboard.
3. If you successfully log in to the Administrator page, you will see a message says "Hi, xxx. You're an Admin."
4. If you want to view or edit the User information, click "User".
    a. If you want to edit the information of the User, click "Edit".
        i. Enter the information you want to edit. Then click "Submit"
        ii. Wait a minute, the page will take you back to the User information page, and you will see whether the information is edited. (Attention: "1" means "True" and "0" means "False")
    b. If you want to ban a User, click "Ban".
        i. You can see whether the information you edited is changed. (Attention: "1" means "True" and "0" means "False").
5. If you want to view or edit the Task information, click "Task".
    a. If you want to edit the information of the Task, click "Edit".
        i. Enter the information you want to edit. Then click "Submit"
        ii. Wait a minute, the page will take you back to the Task information page, and you will see whether the information is edited. (Attention: "1" means "True" and "0" means "False")
    b. If you want to delete a Task, click "Delete".
        i. You can see whether the information you edited is changed. (Attention: The deleted task will disappear from the list).