MIDDLE EAST TECHNICAL UNIVERSITY

DEPARTMENT OF COMPUTER ENGINEERING

USER MANUAL

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June 15,2010

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1 INTRODUCTION

Moby System is both a mobile and web application, aims to solve some problems in SME's and improve efficiency. It provides some functionalities to users such as:

- Access and organize project information
- View and organize documents
- View and organize events
- Send messages to other users

2 WEB SIDE OF MOBY

At web side of Moby, users can see details of a project, documents and events related to themselves, also can view their messages and send new messages to other users. All of these opportunities can be reach by using the modules which are described below.

2.1 LOGIN

To conduct defined operations on projects, the user should be login first. The login task can be performed via a login interface page, which requests the username and password of the user. As shown in Figure 1, the login interface page contains two blank rows corresponding to username and password of the user to login. After the user enters the requested information, the "Login" button should be pressed.

Figure 1: Login Interface

If user enters correct user name and password, the main page of Moby is viewed. In main page as shown in Figure 2, upcoming events and news about the company can be seen in news&updates part. At the bottom of the page, there are profile and exit links. If user press exit link, he/she leaves from the system.

Figure 2: *Main Page*

If the profile link is pressed, user can see his/her personal information and update this information if presses "Edit Profile" button.

Figure 3: *Profile Page*

2.2 DOCUMENT MODULE

Document module of the interface is used for creating and viewing the documents for the related user. The defined operations in the document module are read,delete and upload operations. Using these operations, the user can read, delete or upload documents for the corresponding project. When Documents link is pressed, the documents page appears as in figure 2. As can be seen in figure 2, for each specifically defined document in the project, there are read and delete operations. Also at the bottom of the page, there is a link for uploading a new document called "Upload a new document".

Figure 4: Documents Page

2.2.1 Document Upload

When "Upload a new document" link is pressed, the document upload page is appeared. This page requests the project name on which the document is added. After the peoject is selected for document addition, the "Add" button should be pressed. The document upload page can be seen in figure 3.

Figure 5: Document Upload Page

2.3 EVENT MODULE

To conduct operations on events, events link should be pressed and the events page is appeared. Once events page is openned, all of the events are visualized and can be read. As can be seen in figure 4 of events page, the operations defined for each of the events are update and delete operations. Also a new event can be created by pressing the "Create new event" link at the bottom of the page.

Figure 6: *Events Page*

2.3.1 Event Update

Update operation is defined for all events, and if pressed, the event update page appears for updating of the corresponding event. As can be seen in figure 5, the user should enter new date and address for the event to be updated.

Figure 7: *Event Update Page*

2.3.2 Event Creation

Once "Create new event" link is pressed in events page, the new event creation page appears. As seen in figure 6, the event creation page requests the name, date and address of the event to be created. Also, project on which the event is added should be selected. To end the create operation "Create" button should be pressed.

Figure 8: Create Event Page

2.4 MESSAGE MODULE

Viewing and sending messages operations can be done by using message module. Messages link is pressed from the top menu to open the main page of messages. From this page, user can read or delete his/her messages by pressing "Read" or "Delete" links as can be seen in Figure 9.

Figure 9: *Messages Page*

2.4.1 Message Send

If the user press "Send a New Message" link on top of the messages menu, the page for sending messages in Figure 10 is appeared and user can send messages to other users on the system by choosing from combo box. After sending the message, he/she can send another message to a different user or return to messages menu by clicking "Return Messages" link.

Figure 10: *Send Message Page*

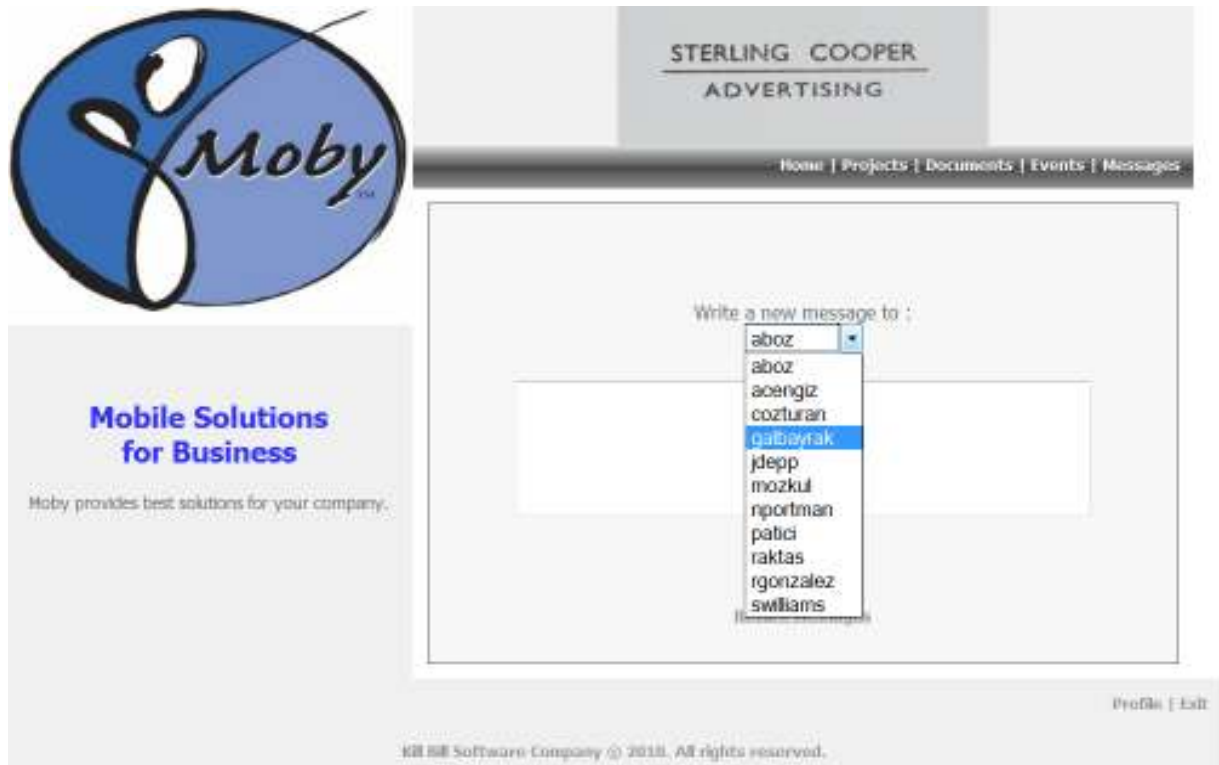## 2.5 PROJECTS TAB

If user presses projects link on the top menu, he/she reaches his/her projects and information about them. After choosing a project from appeared projects, a new menu is shown and user can view other people working on that project, events and documents related to project, also the project schedule can be viewed from the left menu on the page by pressing appropriate buttons.

Figure 11: *Project Main Page*

3 ANDROID PART OF MOBY

User can do the same operations mentioned in the web part, with the mobile phone which has Android OS. The modules to use the system is mentioned below.

3.1 LOGIN

As done in web side, the user should login to the system from the login page in Figure 12. From the exit button at the bottom of the page, user can leave the system and return to the main menu of the phone. If the user enters correct username and password, he/she is directed to main menu. In main menu, the user can view news&updates and upcoming events. Also, he/she can reach projects, documents, messages, events tabs from this menu.

Figure 12: Login and Main Page

3.2 PROJECTS MENU

When the user presses projects button, list of projects is appeared in another menu. User can choose one of the projects and directed to this project main page. In main page of project, the user can see people, events or documents of the project from the buttons at the left as shown Figure 14. Also, the user can exit from the system by pressing exit button.
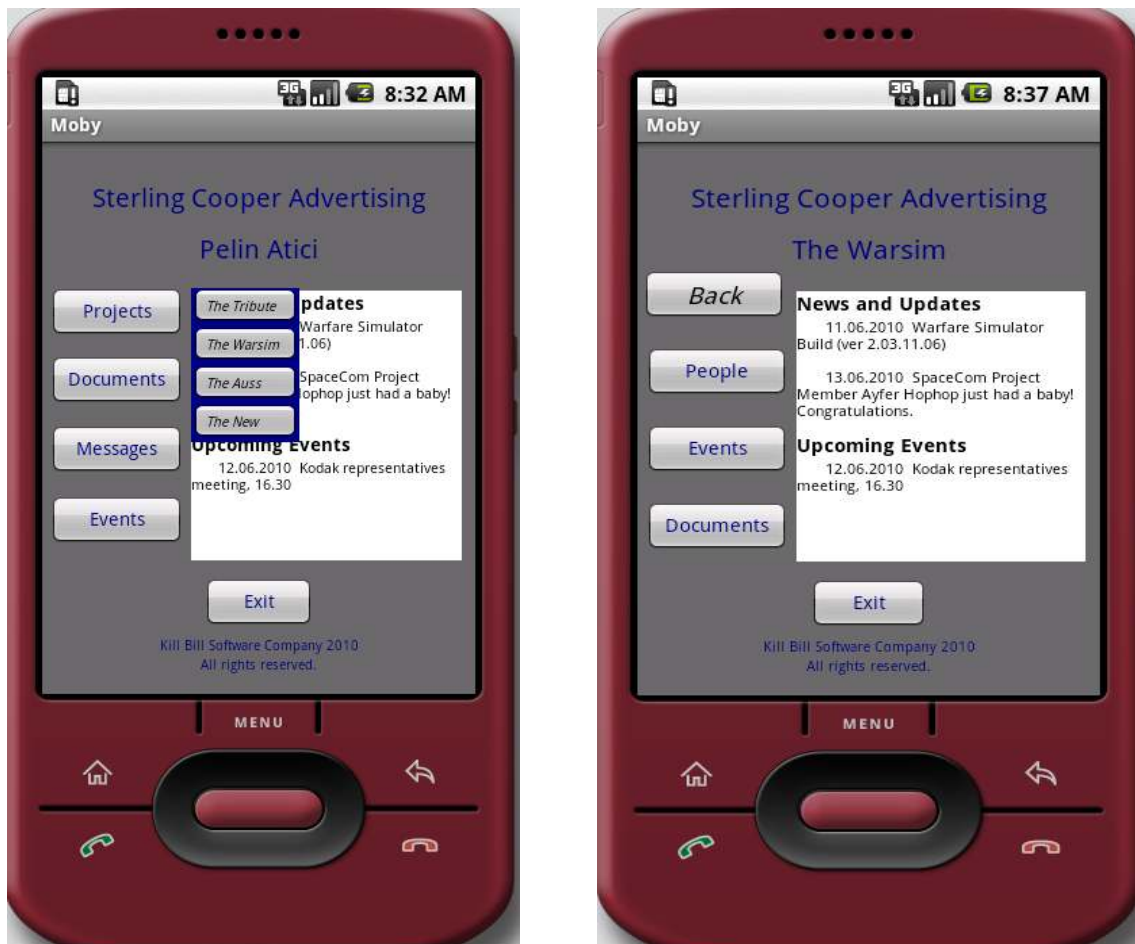
Figure 13: *Project Main Page*

If the user presses people button, people working on that project can be viewed. He/she can choose one of these people and see the general information about him.If user have admin priorities, add user and remove user menus are appeared and he/she can add a new person or delete a person among the people working on that project. This functionalities are shown in below figures.
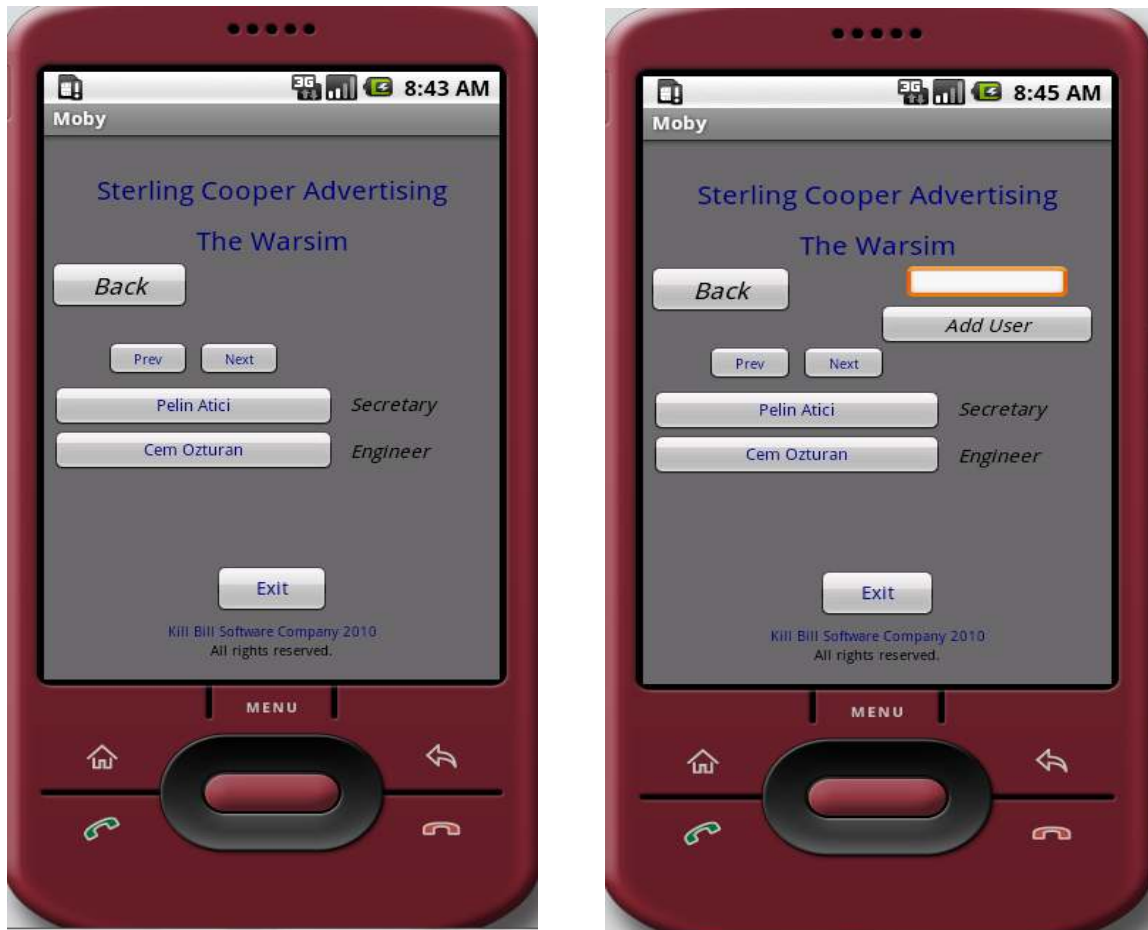
Figure 14: Project's People Page

Likewise, if the user presses events or documents buttons, he/she can reach events and documents of the chosen project.

In events menu, he/she can choose an event and view the general information about that event and participants of event. Similar to the people menu, if the user has admin authorizities, he/she can add participants to the event or delete an existing participant from the event.
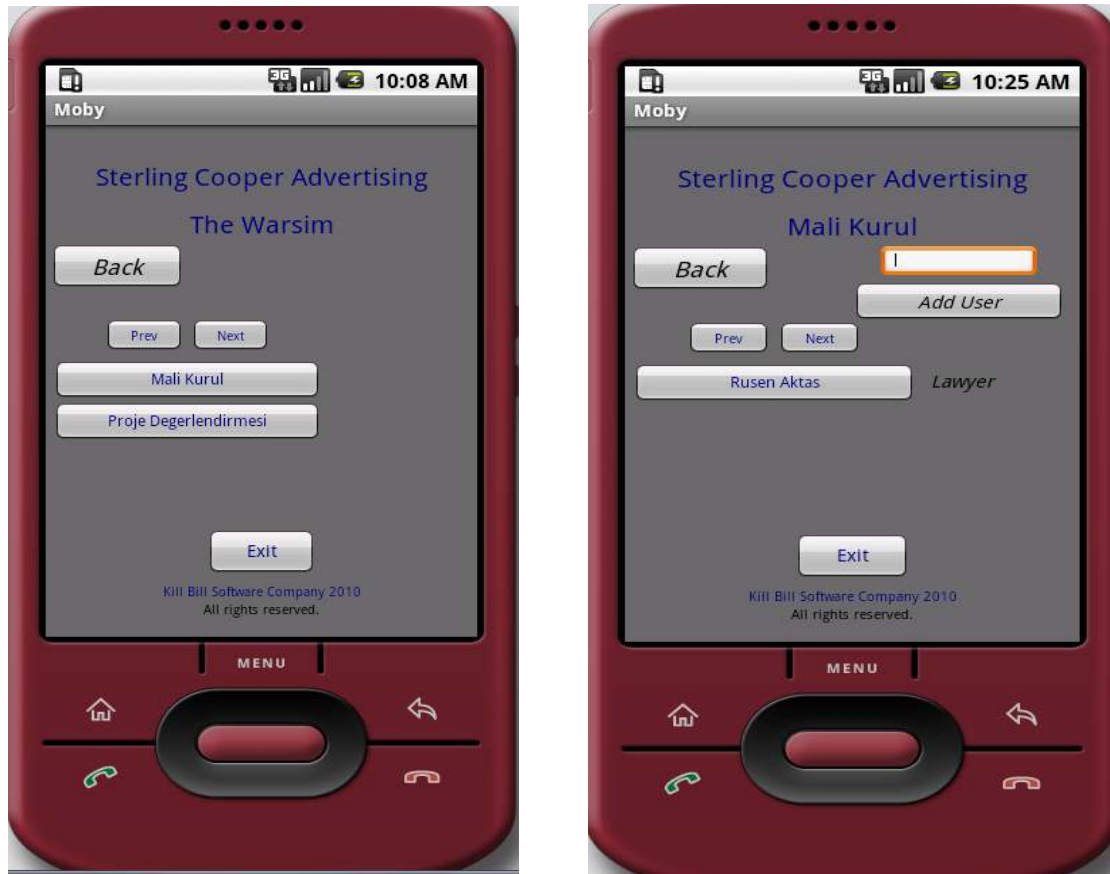
Figure 15: Project's Event Page

3.3 DOCUMENTS AND EVENTS MENU

By pressing back button at the top of the page, the user can return the main menu. With the events and document buttons in the main menu, he/she can view all events and documents related to himself/herself.

3.4 MESSAGES MENU

If the user presses messages button, another menu appears which includes notifications and personal messages submenus.

In personal messages menu, the user can view, read or delete his/her own messages. In this menu, the user can differentiate whether messages are read before or not by looking their color. Unread messages are red and read messages are black. Also, he/she can reply the messages which he read.

In notifications menu, the user can view notifications about the event which the user is added to or deleted from. Also, the user can view the information about the events that he is added as participant.

Figure 16: Messages Page