

BILLME USER MANUAL

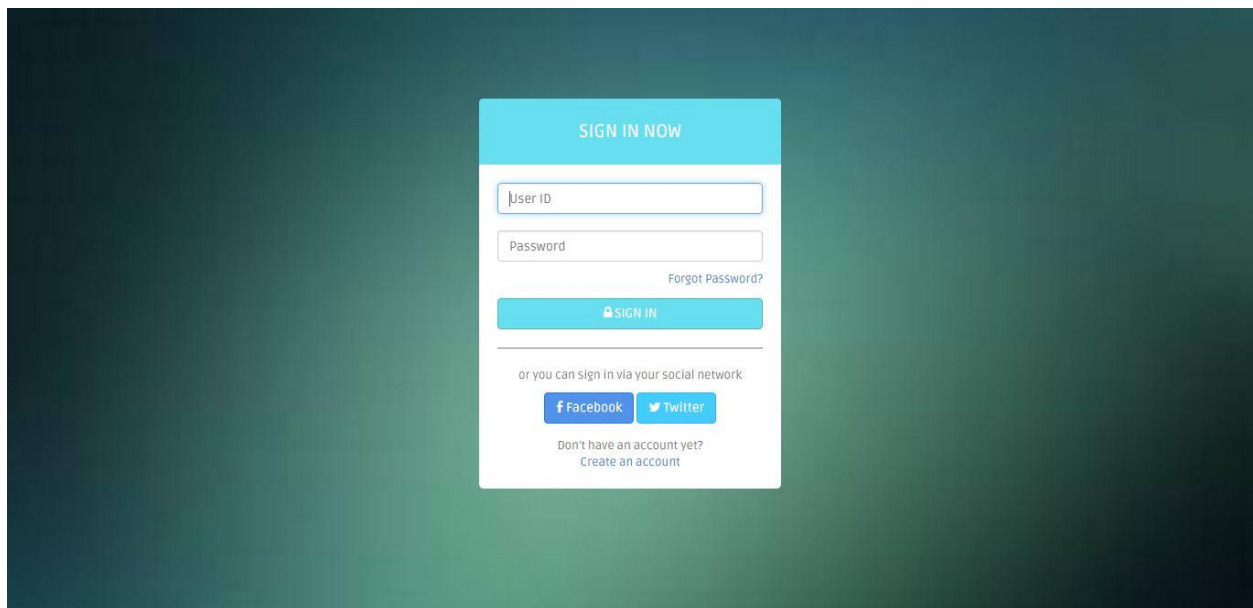
BillMe is an innovative new web tool used to collaborate with others to “split the bill”. With a wide range of functionality, there can be a lot to learn. We’ve worked to make this web application as intuitive as possible, but here are some pointers to help you get started.

To access the BillMe application, visit <https://people.eecs.ku.edu/~slopez/Dashboard/login.html>

Google Chrome is highly recommended to ensure all features work properly. If you’re interested in the backend programming powering BillMe, you can click the small link in the top left corner of the login page to run and see the output of a test suite. You can also go to <https://github.com/slopez1029/BillMe> to see the entirety of the code.

LOGIN

Before using the product you will be prompted to log in with your unique User ID and password. Careful typing in your User ID- it is case sensitive. If you don’t already have an account, you can create a new one using the link at the bottom. We’re continuing work on integrating Facebook and Twitter login, but for now you should log in using a BillMe account.



CREATING AN ACCOUNT

If you don't already have an account, you have a couple options when creating a new one. Are you creating a new group? Leave the no option checked and you'll get to choose your own group name. Pick a username (this must be unique! You'll be prompted to try again if someone already has your username) and a safe password. We ask for your email so we can send you billing notifications. If you're joining a group, check yes and make sure you know both the name of the group you're joining AND the name of the group's administrator. With this information, we can make sure you land in the right group.

If you already have an account but want a fresh start, you can also modify your access. Create your own new group or join a different group already existing using the steps above.

NOTE: If you're joining a group, you'll be splitting the bills already there!

The screenshot shows a web interface titled "Let's Get Started!". It has two main sections: "Create An Account" and "Modify Existing Account for Access".

Create An Account Section:

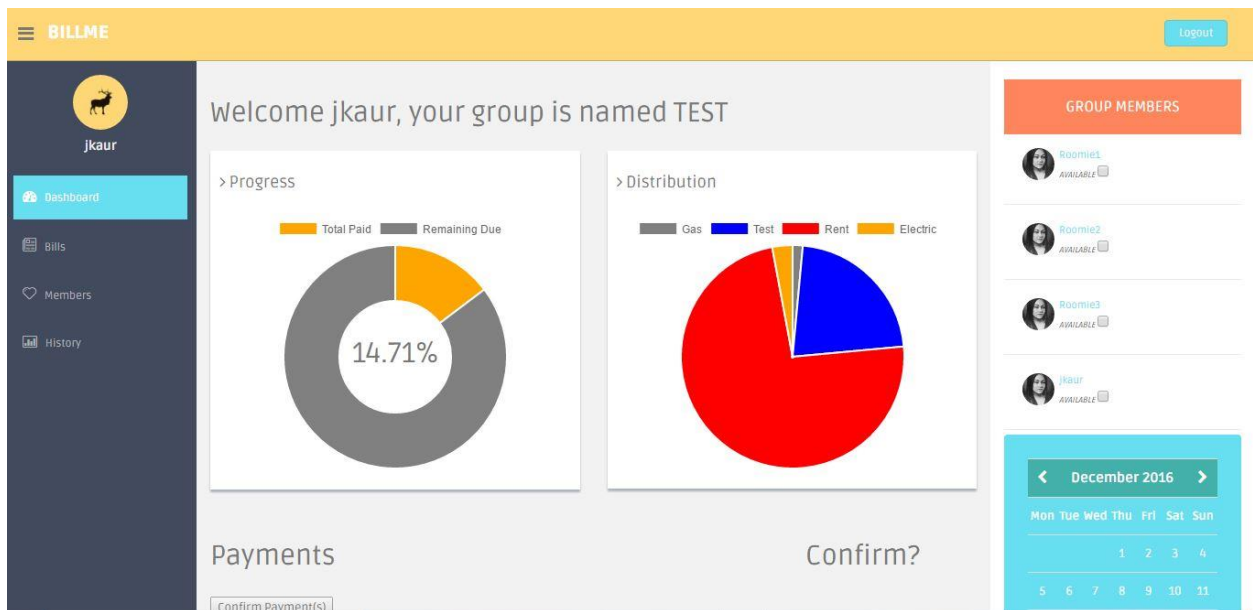
- Header: "Let's Get Started!"
- Section: "> Create An Account"
- Form: "Are you joining an existing group?" with radio buttons for "Yes" and "No". The "No" button is selected.
- Form: "Please enter the username of who started the group:" with a text input field containing "Group Admin".
- Form: Four text input fields labeled "Enter Username", "Enter Password", "Enter Email", and "Enter Group Name", followed by a blue "OK" button.

Modify Existing Account for Access Section:

- Section: "> Modify Existing Account for Access"
- Form: "Are you joining an existing group?" with radio buttons for "Yes" and "No". The "Yes" button is selected.
- Form: Three text input fields labeled "Username", "Password", and "Enter Group Name", followed by a blue "OK" button.

WELCOME TO YOUR DASHBOARD

Once you are able to login with your username and password, the first thing you will notice are progress and distribution circle graphs. These group statistics help you manage your finances. Group members and a calendar are shown along the right for quick reminders. Tools along the top allow you to hide the navigation bar, return to the dashboard, and logout. This banner will be present across all pages on the app. On the left is the navigation bar where you can move between this dashboard, your bills, members, and bill history. This navigation bar is also always available. If you are the owner of any bills and someone has sent you payment, you can confirm the transaction here as well. More on this later!




GROUP BILLS

There are two sides to every split bill- those who pay and those who get paid! In the group bill sub tab you can look at all the bills currently being owed by the group. These can be removed using the icon on the right when everything is squared away. Each bill has its own name, total amount owed, amount paid so far (as a group), the due date and the owner of the bill. You can also create a new bill here using the box below. Enter a unique name, and the amount due as well as the due date to get it sent out to the group.

S

BILLME

Logout



Amber

Dashboard

Bills

Group



Personal

Members

History

> Group

> Bills

Bill	Amount Owed	Amount Paid	Due Date	Bill Payer	
Rent	\$ 500.00	\$ 225.00	2016-12-15	SLOPEZ	
Electricity	\$ 200.00	\$ 0.00	2016-12-16	Amber	

> Add New Bill

Enter Name of Bill

Amount Due

mm/dd/yyyy

OK

BILL TASKS JUST FOR YOU

On the personal tab, you'll get to see things that pertain to only you. Under "Owed to Group" you can see all the bills still active, and how much your cut is- this is automatically calculated so everything's fair! You can also see the amount that you've paid so far, but this isn't updated until the bill's owner has confirmed your payment. A reminder of the due date will help you stay on track.

Underneath this is the bills that you have created, and that you're collecting money for. Remember, payments are confirmed right on the dashboard when you log in! You can see how much everyone has paid so far, as well as the due date. Once everything is paid for you can confirm the removal of the bill with the green check mark.

Finally, you can choose a group bill from the dropdown menu to confirm a payment towards- you don't have to confirm payments for bills you create! This sends a notification to the owner of the bill to look at and confirm so you can all agree on the amount paid.

BILLME [Logout](#)

Amber

[Dashboard](#)

Bills

[Group](#)

[Personal](#)

[Members](#)

[History](#)

> Personal

> Owed To Group

Bill	Amount Owed	Amount Paid	Due Date
Rent	75.00	0.00	2016-12-15

> Added By Me

Bill	Amount Owed	Amount Paid	Split Cost	Due Date	Paid?
Electricity	200.00	0.00	50.00	2016-12-16	✓

> Confirm Payment

Rent Amount [OK](#)

BILL WHO?

In the Members tab you can see everyone in your group. Hopefully you know these people. Here you have to options to remove current members and add new ones by username. If you remove a member by accident you can always add them back!

The screenshot displays the BILLME web application interface. At the top, a yellow header bar contains the BILLME logo on the left and a Logout button on the right. A dark blue sidebar on the left features a user profile for 'jkaur' with a yellow circular avatar and a list of navigation links: Dashboard, Bills, Members (highlighted in light blue), and History. The main content area has a light gray background. It starts with a '> Group' section, followed by a '> Members' section. Below this is a table with two columns: 'Username' and 'Remove?'. The table lists four members: Roomie1, Roomie2, Roomie3, and jkaur, each with a red remove button. At the bottom, there is an '> Add New Member' section with an 'Enter Username' input field and an 'OK' button.

Username	Remove?
Roomie1	
Roomie2	
Roomie3	
jkaur	

CHECK OUT SOME STATS

In your history tab you can get a top level view of the group bill paying activities. Both charts shown below are automatically updated as you continue using the app. The progression chart shows you the fluctuations of your bills from payment to payment, and how long it takes to get each paid off. The comparison chart lets you see a straightforward display of your recurring bills as they compare to the past. You can't interact with these because their updates are automated.



THAT'S ALL FOLKS

And that's a brief overview of all the amazing possibilities of this app! As you can see the features lend to a powerful, yet intuitive tool to help you carry out your everyday bill paying need. Thanks for using BillMe!