USER MANUAL

Introduction

The previous chapter discussed the system testing process, highlighting the strategies used, the test results acquired and the system performance, and also listed some recommendation for improvement from the testers. This chapter gives a detailed system user guide that is aimed at giving out easy-to-follow instructions and guidelines on how to use the application. The user guide includes administrator user guide and the regular user (staff member) guide in which a regular user and administrator are provided with the information relevant to their respective tasks. It also discusses how the user will first install the application on their mobile devices and computers and how they should continue to use it as the need arises.

System Requirements

NotePhones System® requires a computer with Windows mobile device centre, Windows Vista, or Windows 7. It also needs a phone that supports .NET Compact Framework (.NET CF) 3.0 and SQL Server CE (Compact Edition). Windows mobile devices 6.0 above support the system by default.

Application installation

In order for the user to have the application on their mobile device or computer, the user has to download the application from http://www.cs.uwc.ac.za/~amwangonde/#downloads. The file which the user must download is a NotePhones system file. Once the user has the file on their device, he or she can navigate to wherever they have saved it and tap on it to run it. When the user has tapped the file, the install interface will pop-up. When the install screen shows up, the user will be shown a number of permissions that the application needs in order to perform all its tasks. At this point, the user should select install and wait for a few seconds depending upon the performance of the device being used. After the user selects the install button, the application will install and save itself on the physical memory of the device and the application icon will be found on the phones menu screen. A user can confirm that the application is appearing in the list of programs by going to *Control Panel → Add or Remove Programs.*

Getting started

The NotePhones application window includes standard Windows components. Of particular interest are the following:

The **Title Bar** displays not just the NotePhone product title but also the name of the archive you are currently working with. The **Toolbar** provides quick ways of performing the most common tasks. The **Main Window Area** displays information about the files in the archives. Finally, the **Status Line** displays the number and sizes of currently selected files, along with other archive information.

The user can start the application by going to the menu screen where the application icon/shortcut is and tapping the icon to start the application. Interaction with the internals of the application can then begin.

Administrator user guide

This user guide is designed for administrators/secretaries to provide them with information so that they can carry out the agenda formulation and minutes recording process effectively. The user guide provides interfaces which the administrator will use on the computer and comprises of the following components: the login screen and control buttons which allow users to navigate around the system and to perform tasks.

Login screen

The first step for the administrator user to be able to use the system is to get authentication through the login page. The login page requires the administrator to enter a username and password (see Figure 15). The following steps are to be carried out during this login process
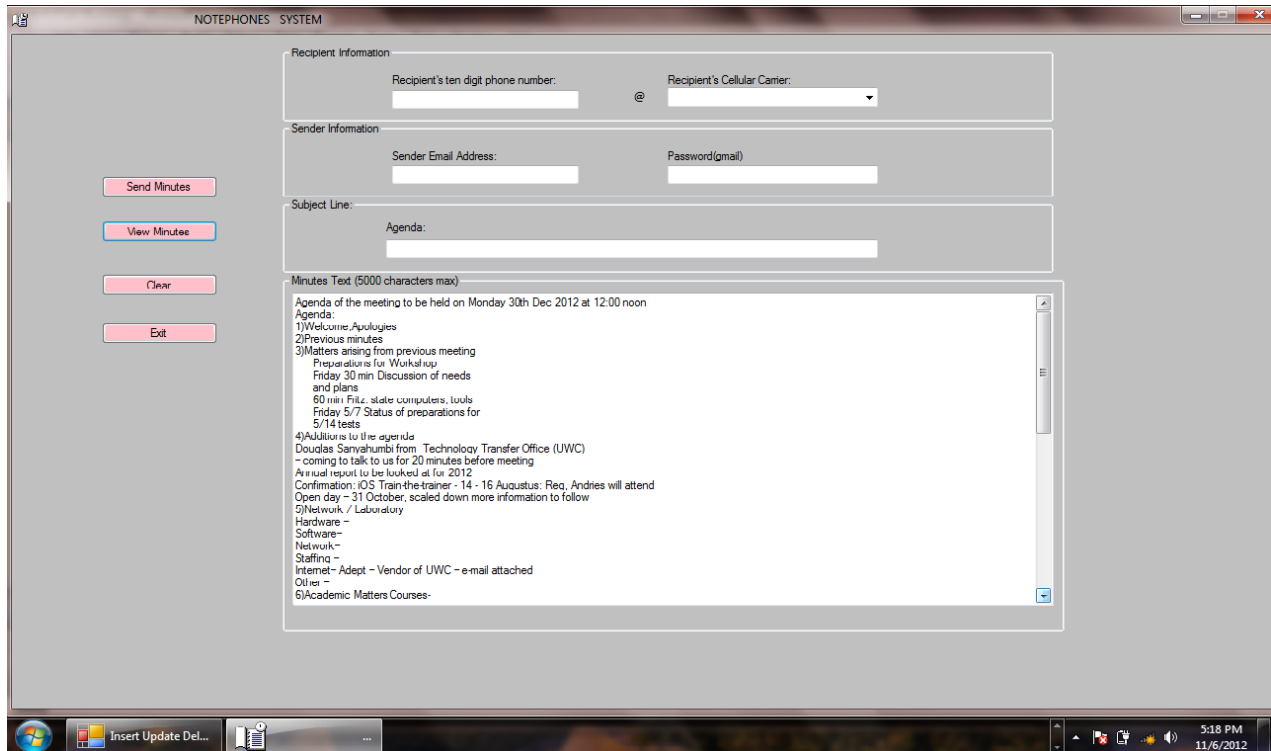
- Enter username and password
- Click on the 'Login' button. Note that if login information is incorrect, access will be denied
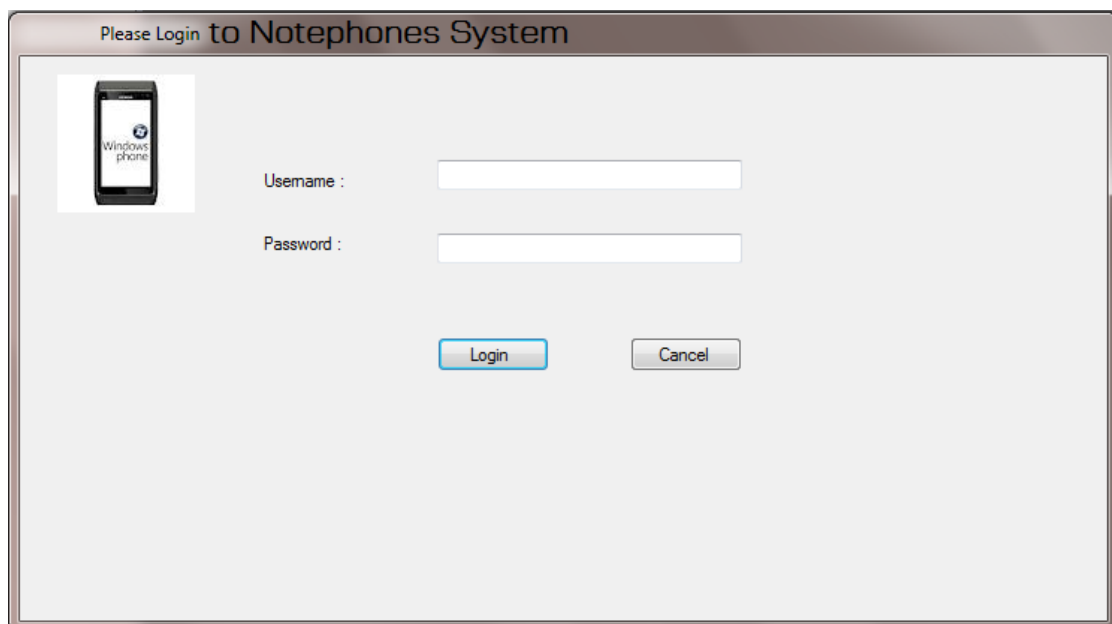
Figure 1: Login screen

Creating a new agenda

Once the administrator is logged into the system, he or she must fill in relevant information in the text boxes provided. The agenda and minutes created must then be sent to all staff members by clicking a 'send minutes' control button as shown in Figure 16 below:.

Figure 2: Creating an agenda

Saving created agendas and minutes

When the agenda has been created, it can be saved by clicking 'view minutes' control button (see Figure 17). In this screen, the agenda can be edited and saved to the database (see Figure 18)
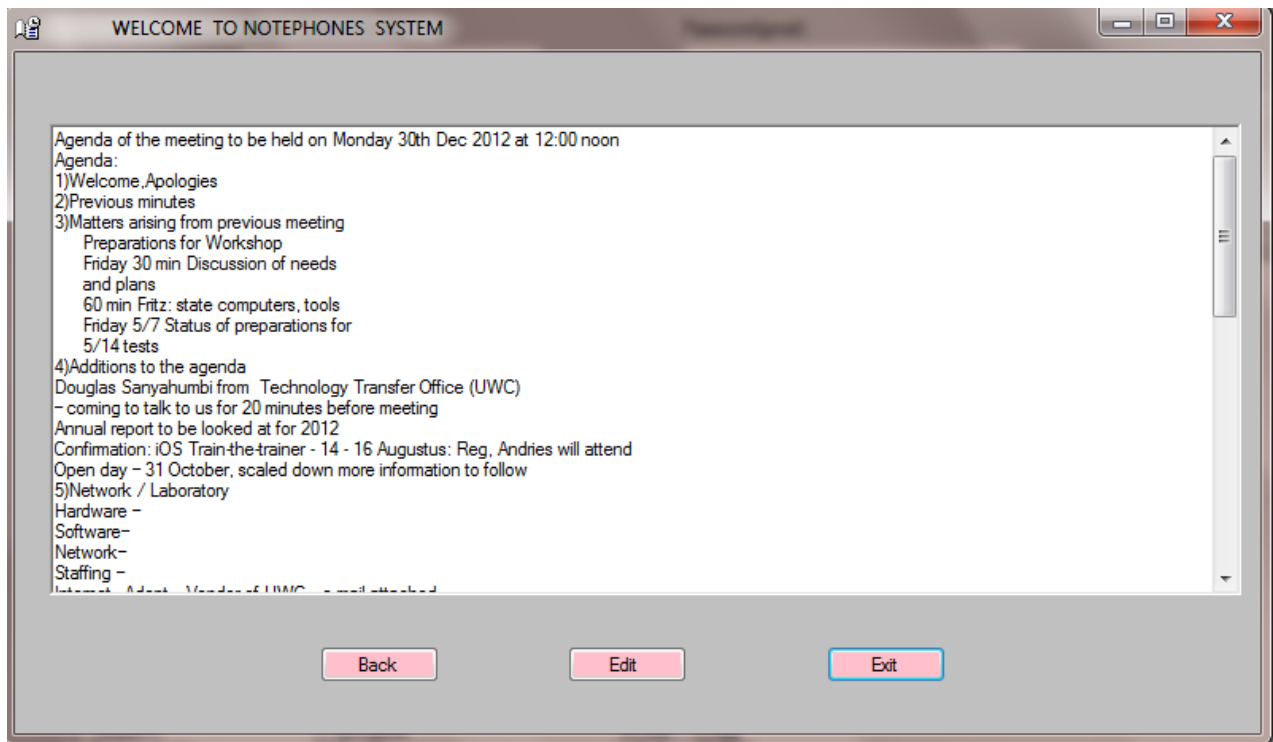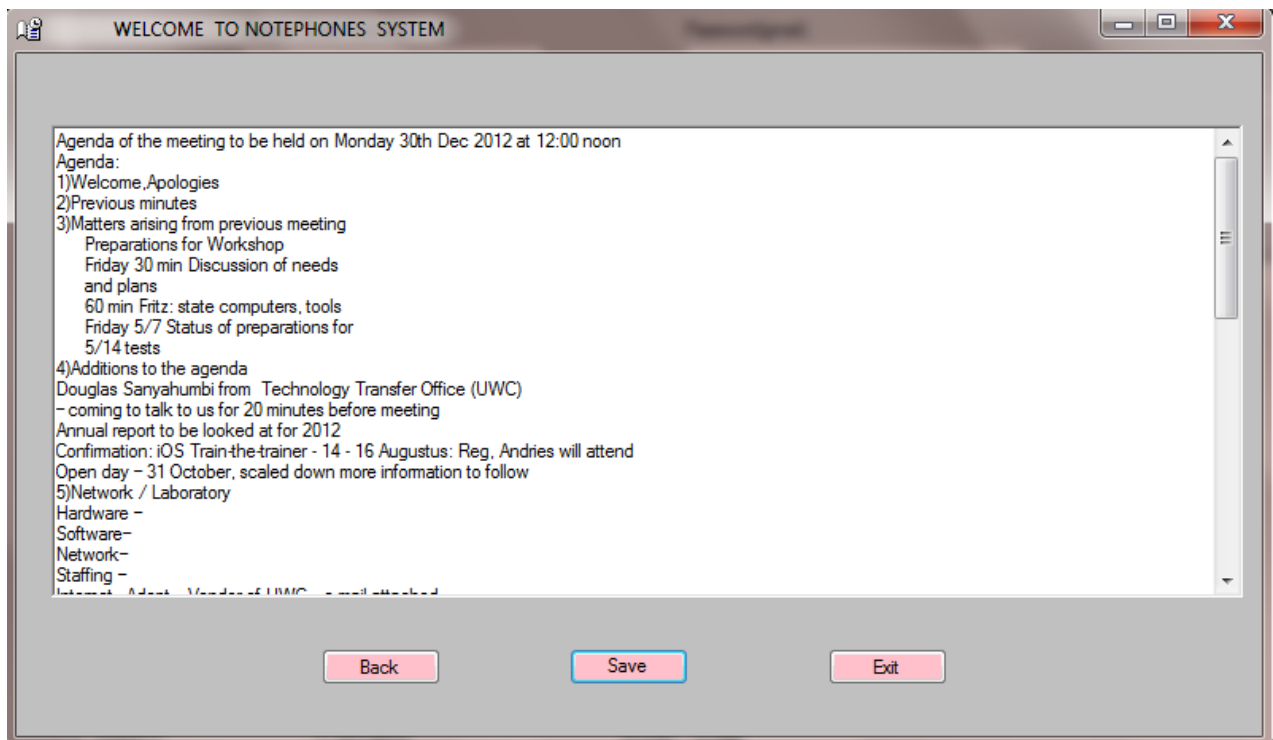
Figure 3: Edit agendas

Figure 4: Save agendas

Creating new staff member

The administrator will also be required to insert information of all new staff members, delete or update them if necessary as shown in Figure 19. By clicking on the 'agendas' control button, the administrator will be able to navigate to the creation of agendas and minutes as shown above in Figures 16, 17 and 18.
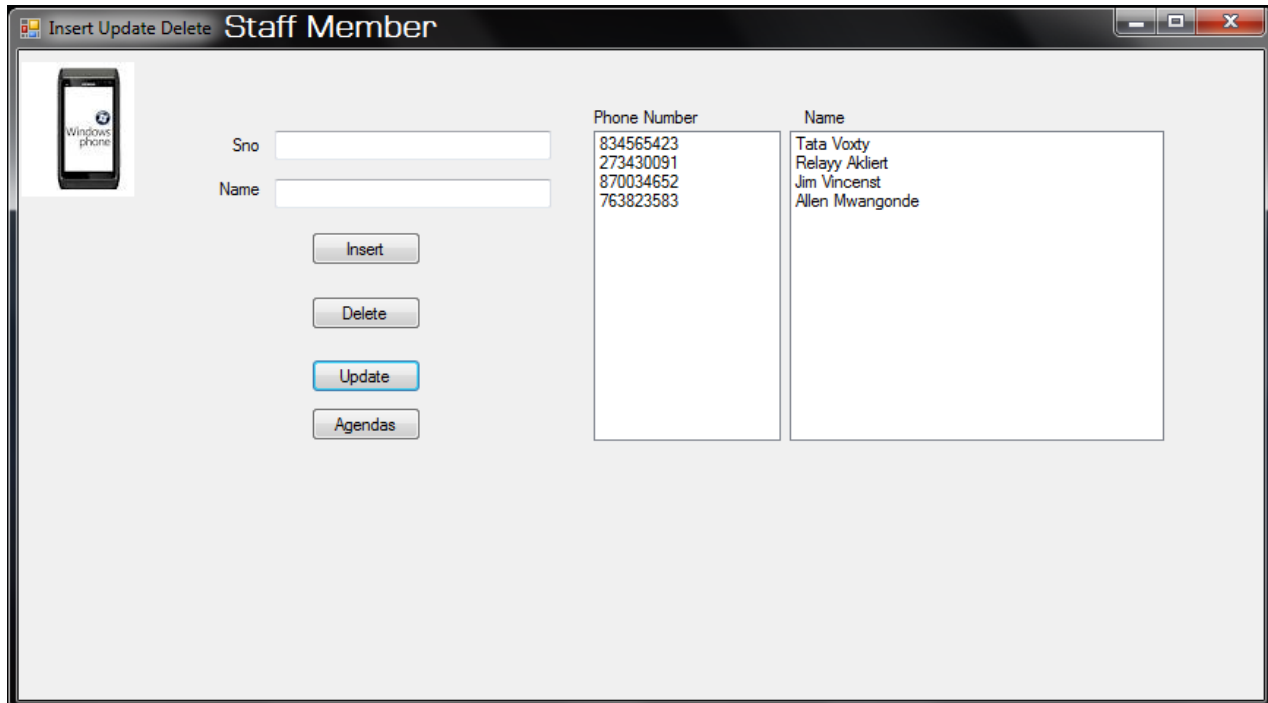
**Figure 5: Insert/delete/update Members**

Regular member user guide

This user guide is designed for regular/common users to provide them with information so that they can use the system effectively. The interfaces described in this user guide are based on the premise that the regular user will be using the application on a mobile devices while the previously described administrator user guide on the computer.

Login screen

The first step for the user to be able to use the system on a mobile device is to get authentication through the login screen. The login screen requires the user to enter a username and password (see Figure 20). The following steps are to be carried out during this login process:

- Enter username and password
- Click on the 'login' button. Note that if login information is incorrect, access will be denied
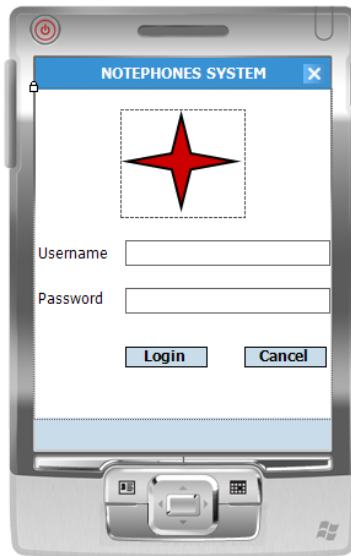
Figure 6: Login screen

Tabbed control buttons

It is necessary to point out that since the phone screen is relatively smaller than a computer or laptop, tabbed control (with great creativity) is used to segregate the functionality in multiple tabs so that the screen breathes with space and does not look jammed up (see Figure 21). Once the regular user is logged into the system, he or she must then use the simple and easy to use tabbed controls to fill in relevant information the text boxes provided. The various tabbed controls provided such as viewing minutes from 'message' button and adding minutes from 'add' button can be used to view the messages and edit the minutes respectively. Editing can be done in cases where the regular user assumes that the administrator omitted certain details during minutes creation process. The user may also launch requests for new agendas and minutes and send an apology from the 'menu' button as shown in Figure 22.
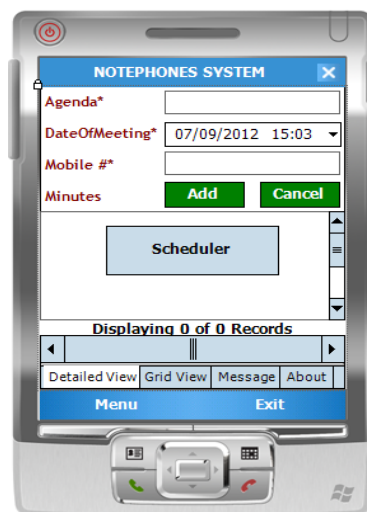
Figure 7: Tabbed control buttons

Figure 22 also shows the 'scheduler' button which will automatically close the application after 10 seconds of inactivity. This is done to prevent, when the code fires, the window from remaining open and consume the phone's valuable memory and hence drain the battery. Clicking the 'scheduler' button before 10 seconds expire will ensure continuity of the system for the current session. It is important to note that the 'scheduler' time can be modified, that is, a user can make the system delay for longer than 10 seconds before closing automatically. Lastly, the 'exit' button is the button that the user will select when in order to escape the application to the phone home screen. Thus, this button frees all resources which are used by the application. It is also important for the purpose of starting over should the user wish to do so.
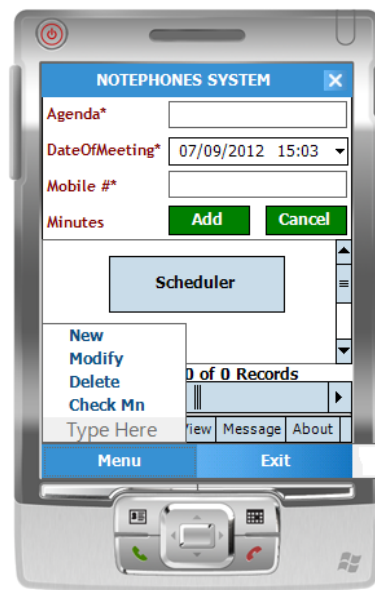
Figure 8: Menu control button

Conclusion

This chapter has discussed the user guide documentation. The user guide included administrator user guide and the regular user (staff member) guide in which a regular user and administrator are provided with the information relevant to their respective tasks. The chapter has also discussed how the user will first install the application on their mobile devices and computers and how they should continue to use it as the need arises. The following chapter provides a summary about the NotePhones System and the research carried out through this project.

SUMMARY

This thesis studied several aspects of managing minutes of a meeting in mobile devices including data modeling and design theory, query processing, modifications and versioning, and the application of minutes in mobile devices. The next paragraphs summarize the main contributions of this thesis and discuss general directions for future research arising from therefrom.

The NotePhones System project was proposed and carried out with a view to address problems experienced when managing meeting minutes with a web-based system and the traditional paper-based minute management system. The main aim of the project was to go a step further by providing a mobile-based system for managing minutes. This thesis has documented the development of a mobile management system. Generally, the chapters in this thesis discuss the basic processes followed to achieve the completion of this project. These are requirements gathering, analysis, design, coding, implementation, testing and maintenance. The Interactive Model was the software development process used in this project. The requirements were gathered in chapter one and were analysed in chapter two and three. Designing, coding, implementation and testing processes followed in chapters four through seven respectively. The steps were iterated a number of times. Maintenance was however not part of the scope of this project.

All the objectives that have not been met while implementing the system for the purpose of this project are considered for future work. A very general direction for future research is to explore other minutes management applications that could benefit from the incorporation of techniques from the mobile-based system. One such candidate is Information Extraction (IE), whose goal is to extract structured data from semi-structured data or from unstructured information such as plain text (Marc, 2001). Information extraction is an inherently uncertain process. Thus, capturing the of minutes data produced by IE, and sending the minutes to the user as a 'first-class' part of the result, may improve IE's overall utility and usability.