RateMe

User Manual

Business Information Technology

Project, 646-2

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ILLUSTRATIONS TABLE

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1. Project presentation

As part of the 646-2 Project module, we were asked to create a website that would allow peer to review other presentations. The website will use MongoDB as database.

To meet the requirements of this module, we had to use an Agile methodology. So we have completed a product backlog with all the necessary files (Daily meeting, sprint review, user stories, release roadmap,…).

This user guide will present you the following points related to the website :

- Users,
- Rooms,
- Evaluation

2. Types of users

There are only two types of users but three roles

- Guest: This is the user who is not authenticated and who will only be able to use the evaluation part of the site using an ID that will be shared with him.
- Authenticated user: For this user, there are 2 roles (simple user and room manager)
  - o Simple user : This role only allows the user to use the evaluation part via a room ID or via an email invitation from the room manager.
  - o Room manager : This role is the one who will create the rooms for the evaluations, he will have to create the room with a title and a description, he will have to create groups of passages with a list of users that he will have integrated beforehand and it will be him who will decide the criteria of evaluation.
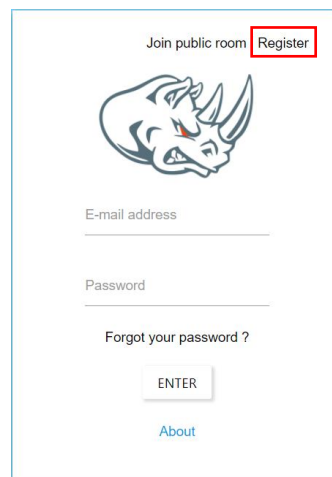
3. Vocabulary

We are going to speak about rooms and groups, to avoid confusion we will define these words :

- Rooms: a room is a zone where you find all the groups that will be evaluated. A room can be public or private. It will be private if only authenticated users can access it. If guests can evaluate, then it will be public. When a room is open, it means that users can evaluate and when it is closed, presentations and evaluations are finished.
- Groups : a group is composed of users and a room is composed of groups. Group members cannot evaluate their groups.
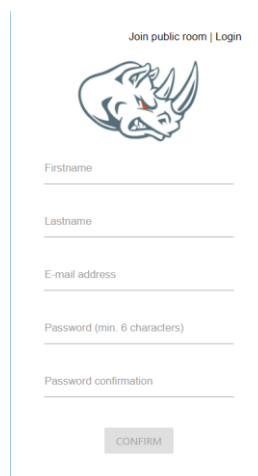
4. User manual

4.1. Register

To create an account on the site, simply click on "Register" and enter the requested details.

Figure 1 "Register" link
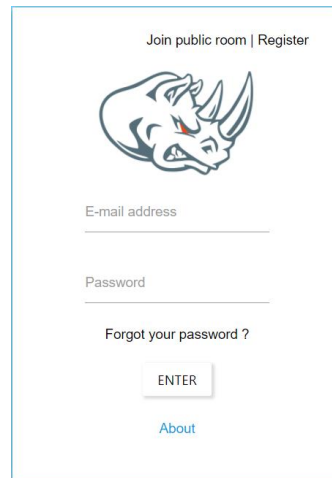
Figure 2 Create a account

4.2. Login

To log in to the site, you must be an authenticated user with an email address and password. Then click on "Login".
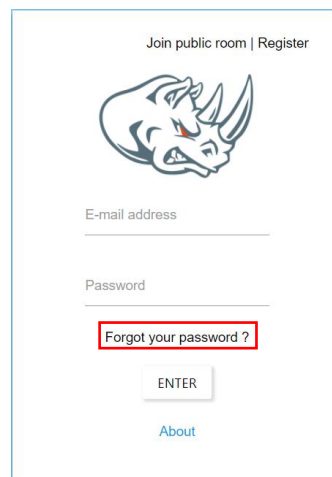
Figure 3 Connect to the website

4.3. Reset your password

If you have forgotten your password, click on the link "Reset your password" to receive an email with a link.

Figure 4 Reset your password

You must enter the email address of your account to receive the email.

Figure 5 Put your email

After you receive an email with a link

Figure 6 Email reset

The link takes you to a page where you enter a new password. You still need to confirm by clicking on "OK" and your password will be updated

Figure 7 New password

4.4. Logout

There are two ways to logout

- By clicking on the "logout" button in the navbar.

Figure 8 Logout button in the navbar
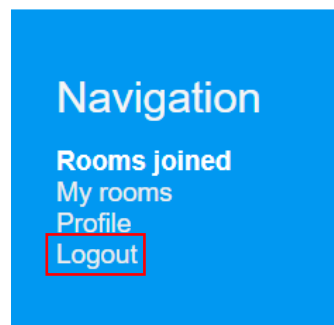
- Or in the footer.

Figure 9 Logout button in the footer

The website will redirect you to the login page.

4.5. Join a room

Whether you are an authenticated user or a guest, you can join a room using its ID, there are two ways where you can do it :

- In the login page.

- Or in the search filed in the navbar.

4.6. Rooms joined page

4.6.1. Landing page

Once you are connected you have access to a summary page listing all the rooms you have joined that are still open.

Figure 10 List of rooms joined

4.6.2. Room page

If you click on the "Enter room" button, it is possible to see all the groups that you must evaluate.

Figure 11 "Enter room" button

When you arrive on the room page, you have all the groups with their members.

Figure 12 Groups with members

When you click on a group, you can evaluate the criteria defined by the room manager.

ZTest room with three groups of two - group1Vote
Vote

Participants: Zuber Lucien, De Girolamo Dan

contenu

Value : 4

forme

Value : 2

crit

Value : 2

BACK TO THE ROOM   VOTE

Figure 13 Evaluation page

Then click "Vote".

4.7. Rooms created page

This is a view to manage the rooms you have created or to create a new one. Rooms are sorted by status (new, open, close). Several actions are available from the Actions dropdown.

Figure 14 My rooms page

4.7.1. Room's information

By clicking on the eye, you can see the room information (ID, URL and QRCode) to share it with users.

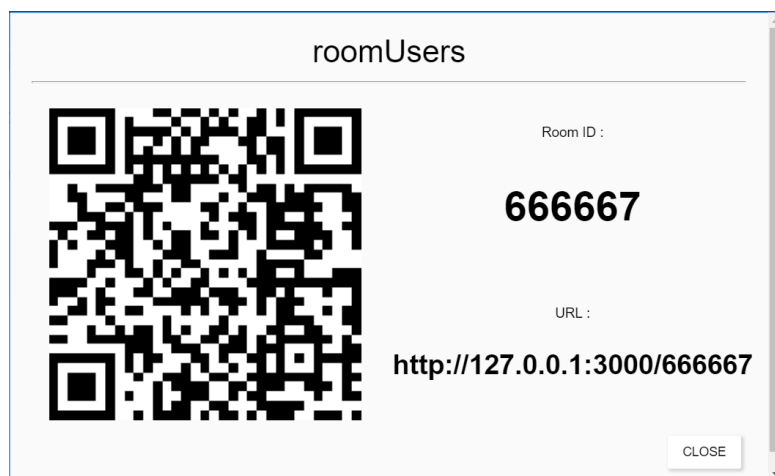**Figure 15 "Info" button**

Figure 16 Room's info

4.7.2. Close or open a room

When a room is created, its status is closed, so it is necessary to open the room so that the evaluations can be done and at the time of closing the votes, it must be closed again.

Figure 17 Close a room

4.7.3. Edit a room

If a room has not yet received a vote, it is possible to edit it. Therefore, modify all room details (users, title, criterias, groups, etc.)

Figure 18 Edit a room

4.7.4. Clone a room

You can clone a room to keep the same information.

Figure 19 Clone a room

Figure 20 Cloned room

4.7.5. Delete a room

You can delete a room by clicking on the delete button.

Figure 21 Delete a room

4.7.6. Create a new room

You can create a new room by clicking the "Add" button.

Figure 22 Create a room

4.7.7. Room's details

You must give a title and description of the presentations that will be evaluated in this room. You must choose the type of room it will be (public or private). There is also the option to put a "Additional comments" field for additional remarks during the evaluation. Then press "next".

Figure 23 Room's details

4.7.8. Criterias

This is a view to add criteria to be evaluated in the different groups. With the search bar, you can create new criteria simply by writing them. All the criteria that the user creates are stored and therefore reusable with the help of autocompletion.

It is possible to change the weight of a criteria to change the importance of certain points. You can delete a criteria if you have made a mistake and confirm all your criteria by clicking on "next".

Figure 24 Add criterias

4.7.9. Administrators

This is a view to add administrators, if multiple users can manage the room.

You must enter the mail in the search bar. All authenticated users will appear using autocompletion. If you added the wrong user, you can delete it with the trash. When you have all the necessary administrators, click on "next".

Figure 25 Add administrators

4.7.10. Users

It is a view to add users to the room to be able to distribute them afterwards in groups to evaluate.

You must enter the mail in the search bar. All authenticated users will appear using autocompletion. If you added the wrong user, you can delete it with the trash. When you have all the necessary users, click on "next".

Figure 26 Add users

4.7.11. Groups

This is a view to share users in groups for evaluations.

First, you need to know how many groups are needed to assign a group to each user. You can create a new group with the button "Add new group". The group title is editable, and you can delete the group by clicking on the cross.

Figure 27 Add new group

If the presentations are individual and therefore a group contains only one user, there is an "automatic repartition" button that creates a group per user and names it according to the user name.

Figure 28 Individual repartition

Finish the room creation by clicking on "Finish creation".

4.8. Results

If a room is closed and with evaluations, a "Stats" button appears to see statistics of the results.

Figure 29 "Stats" button

By clicking on the "Stats" button, you will arrive on a view with the list of groups and by clicking on a group, you will see the statistics of its evaluations.
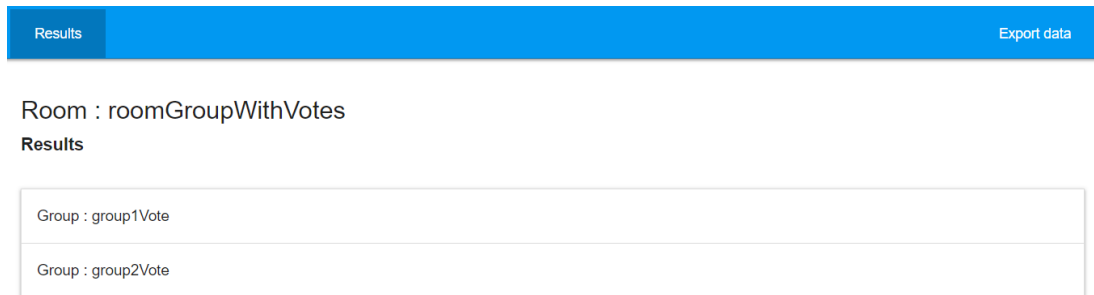

Figure 30 List of groups in results

In the statistics you can see the average and median by criteria, group members, number of voters, overall group average, criteria and their weight.
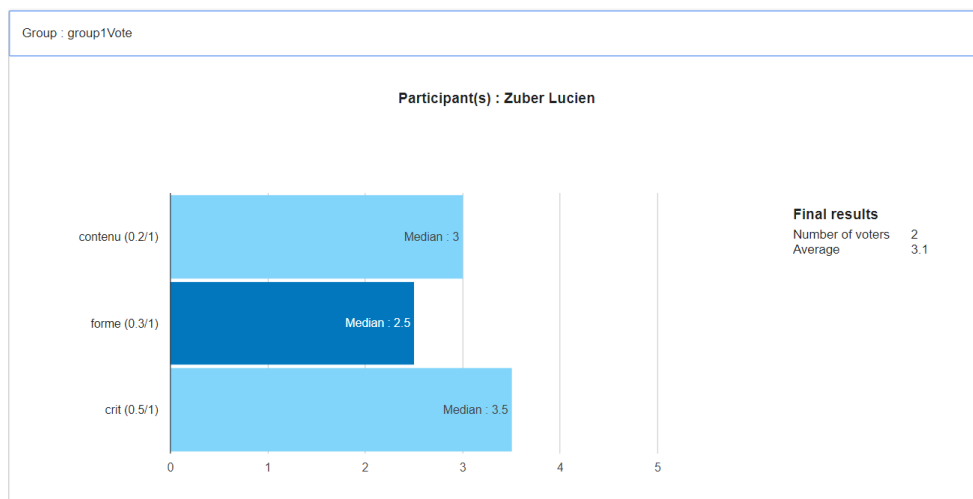

Figure 31 Statistics

4.8.1. Export data

The results can be exported into an excel file so that the room manager can use them for future calculations.
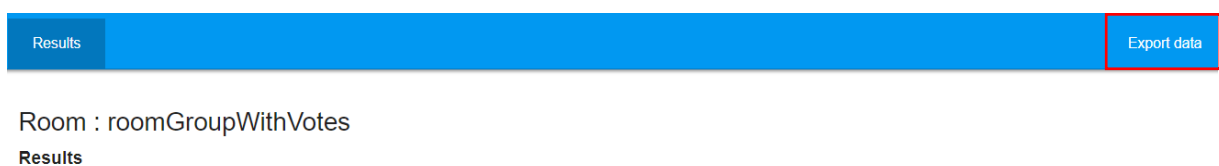

Figure 32 "Export data" button

4.9. Profile page

This is the user's profile view. There is the basic information of the user (first name, last name and email).

Figure 33 Profile page

4.9.1. Change password

It is also possible to change the password by clicking on "Change your password". You will need to enter the old password, the new one and the confirmation of the new one. Confirm the new password by clicking on "Confirm the password".

Figure 34 Change password

4.9.2. My criterias
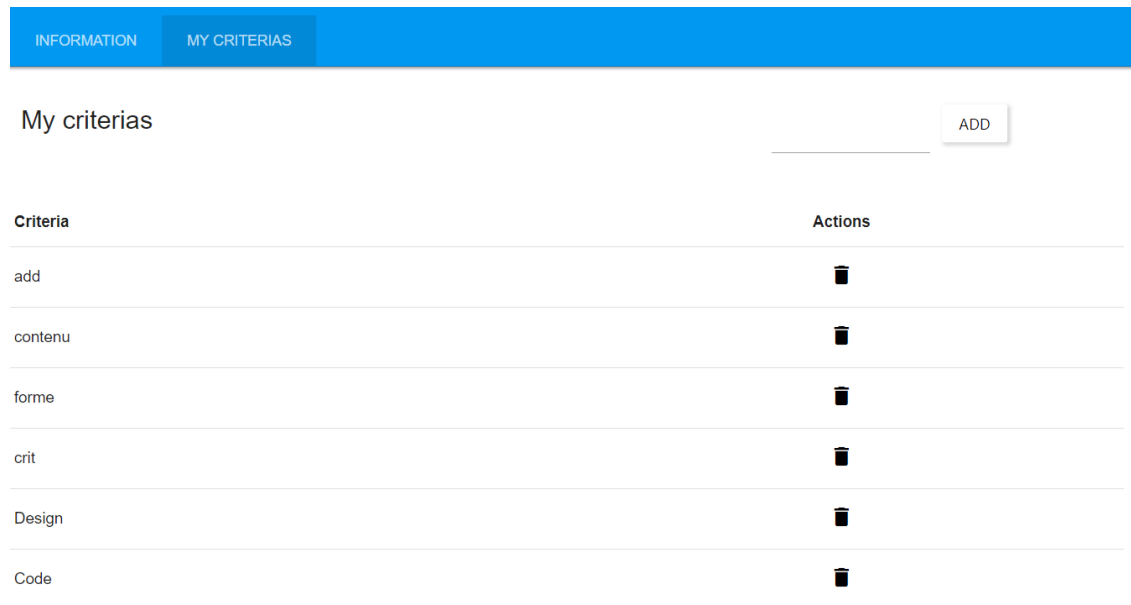
This is a view to manage your criteria. It is possible to add and remove them from this view.

Figure 35 My criterias page