

USER GUIDE

A comprehensive guide for the
Saggezza App

Team 15

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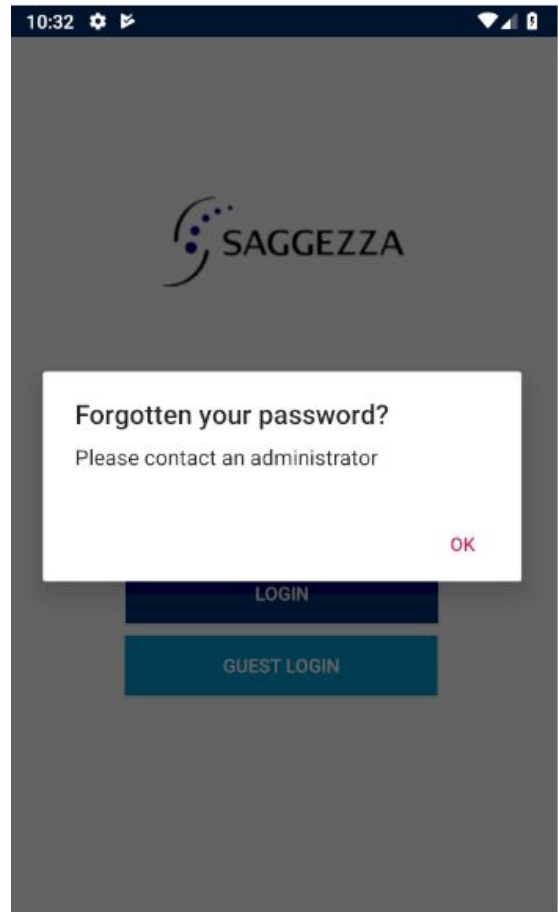
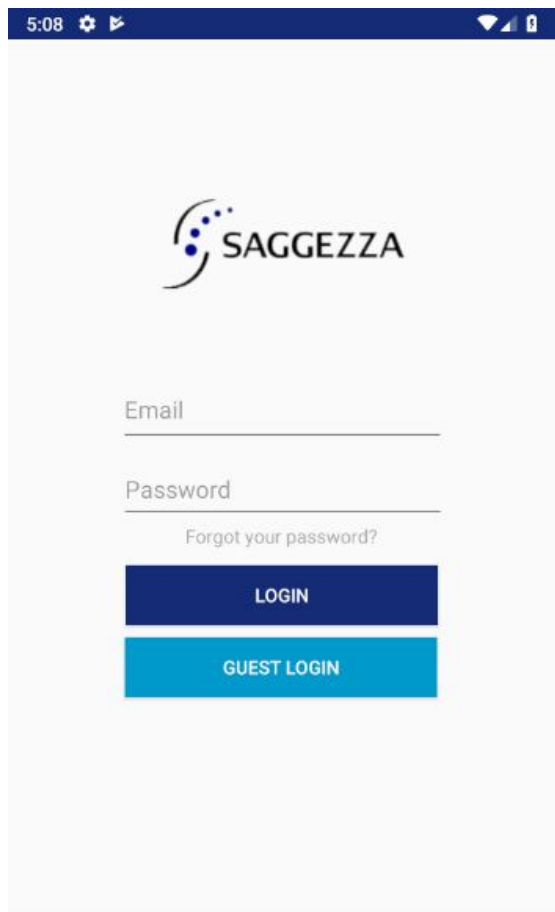
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Software and Hardware requirements

These are the minimum requirements necessary to be able to support the app.

- Android 7.0 (API 28) and up
- At least 5 MB of memory space
- Able to connect to the Internet (WiFi, Mobile data)

Login Screen and Forgot Password



1. Username

- Every user are given credentials within the company, those credentials are inserted here (i.e a@b.com).

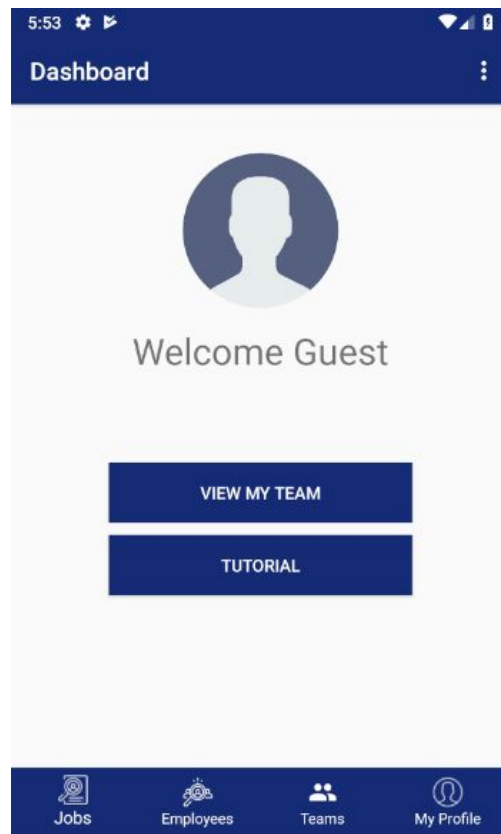
2. Password

- Along with those credentials the user should insert their password that they have either set, or if it's the initial password given by the company. In the scenario where the user forgets their password they can use the Forgot Password function.

3. Forgot password

- In the scenario that the user clicks on the forgot password function, a message will come up indicating them to contact an administrator.

Welcome Screen



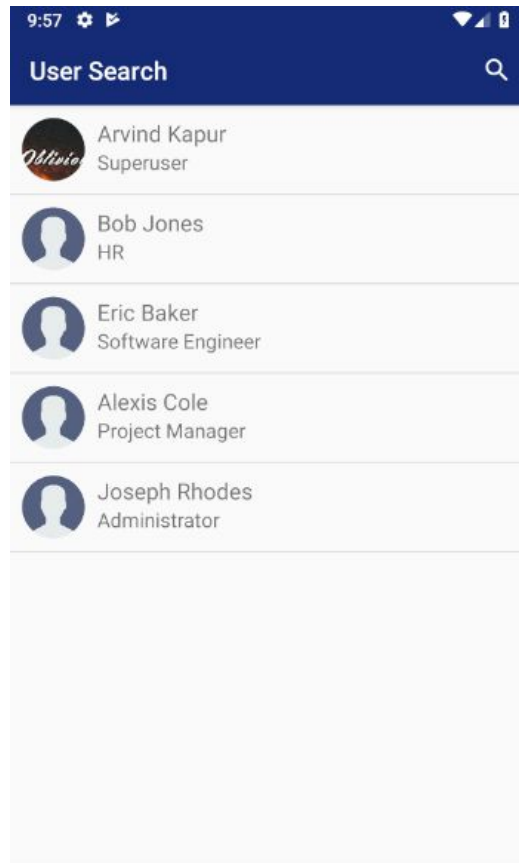
1. Future feature: View my team

- Links the user to the team they have been assigned and the people within each team.

2. Tutorial

- When the tutorial button is clicked, an interactive tutorial comes up that takes the user through the different functionalities of the app.

Employee Search Page



The user has the possibility to search for employees from the dashboard screen

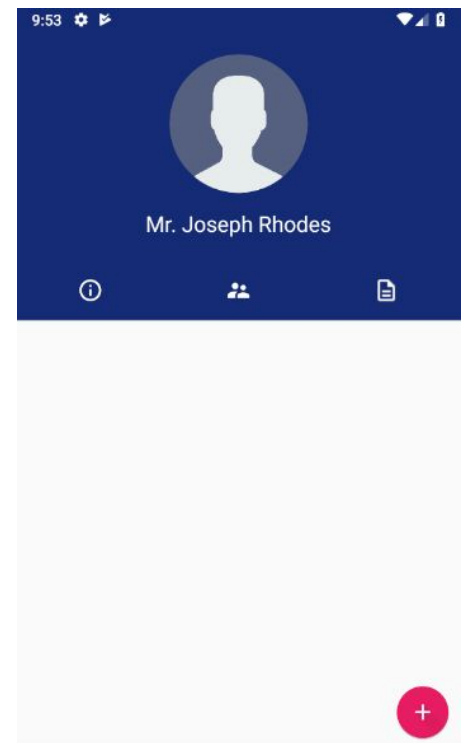
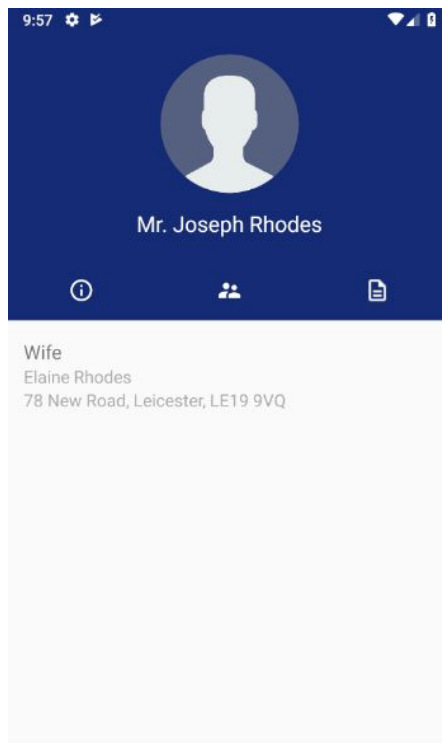
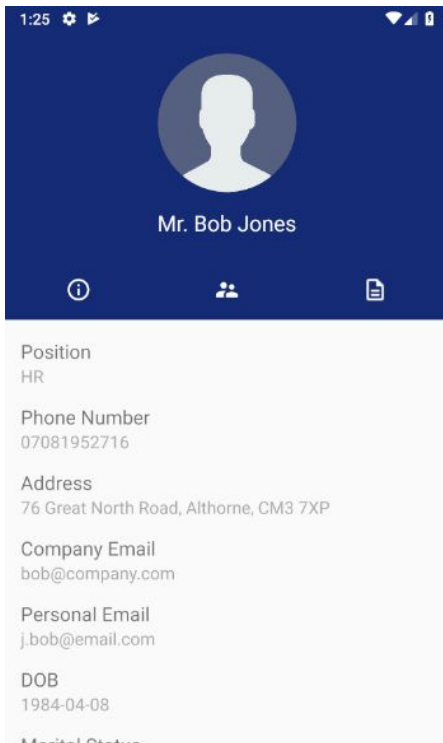
1. Search bar

- When the user clicks on the employees button a search bar will appear at the top of the screen, by clicking on it the keyboard will come up and the user can search for employees by using a keyword.

2. Drop-down list

- After searching a list of all employees matching the string typed in the search bar will appear, by clicking on them it will lead you to their individual page with their information.

Profile Screen



1. Information

- Anyone who goes on an employee's profile will be capable of seeing the employee's information; it will show public, private or admin only information depending on their permissions.

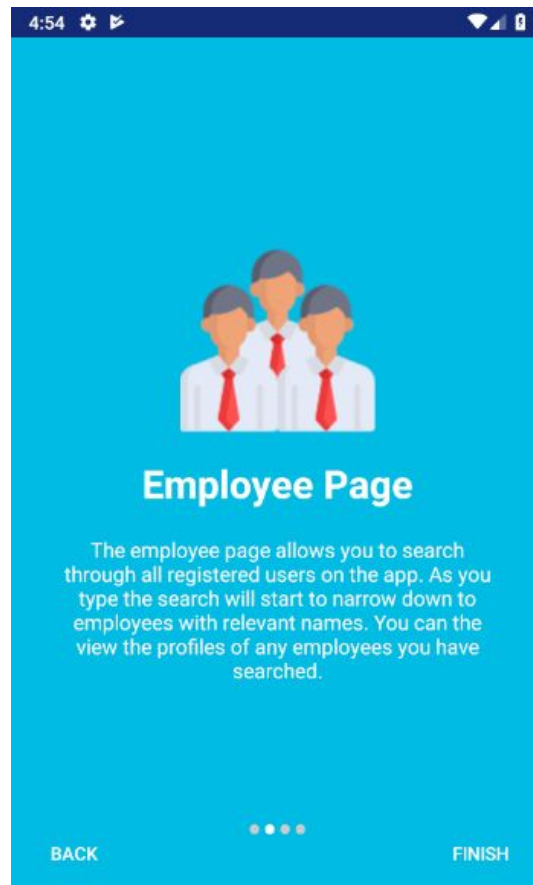
2. Edit

- In the scenario some of the information is wrong, or you need to update some personal details such as your phone number, there is always the edit option. By tapping on the information that needs to be updated the user is able to amend those details and save the changes.
- By clicking on the default profile image the user also has the possibility to upload a picture from their phone onto the app.

3. Upload files

- The user also has the option to upload personal documents from the app such as scans of passports or DBS certificates by clicking on the "+" button on the bottom right corner of the screen.

Tutorial



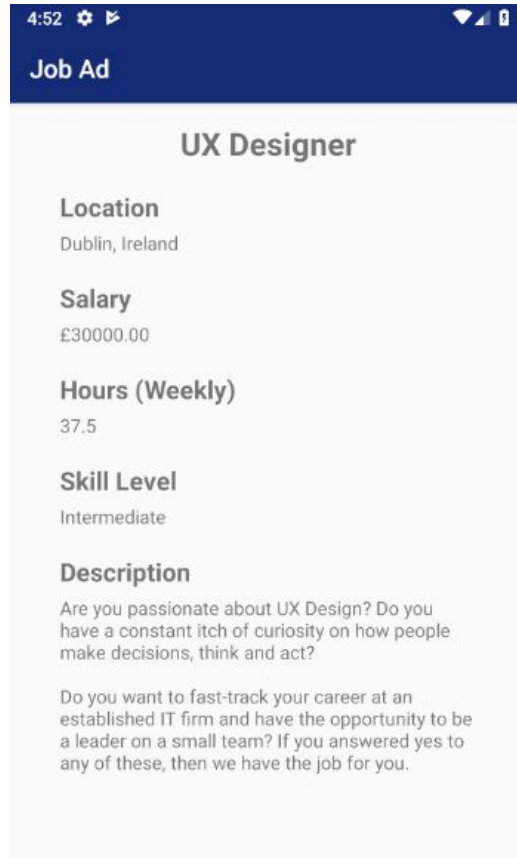
1. Functionalities within App

- When launching the app for the first time an interactive tutorial comes up which explains the user the different functionalities of the system.

2. Information

- The tutorial will go into detail about how the user can edit their own personal information, how to search for other employees within the company and view their information; how to search for job adverts and the permissions that users with admin accounts possess.

Job Search



1. Search bar and Drop-down list

- Any user will have the possibility to search for job adverts within the company. This functionality can be accessed from the dashboard by clicking on the *Jobs* button.
- A search tool will come up where the user can type keywords related to the job position they are searching for and all related job adverts will appear.

2. Job description

- Upon clicking on the job advert the user will be redirected to a different screen containing more relevant information about the job such as location, salary, weekly hours and a description of the position.