



Note Taking Revolutionized

USER MANUAL : Beta Prototype

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1. Introduction

Mémoire is a project created with the goal of easing communication burden. It was designed with the users in mind who incorporate a number of activities within a single day. Documentation of important information is often difficult for people rushing in between different events in a single day. Often they end up using varied sources for note taking which cost them later. With Mémoire, we assure the user of a handy web-based application interface in which they can compile their notes in whichever form they like. Various modes allow users to easily store information in the required form. We give our users the freedom to take notes in the form of photos, audios, videos and text files.

We believe in a holistic approach and hence provide a single website based note taking organizer. Throughout the design phases, we have met with numerous testers to ensure system stability, usability, and efficiency. This is our final prototype to which we have arrived after numerous user testing phases and peer feedback. We would like to thank each tester for selflessly taking time out of their day to assist in the development of our project.

We would also like to express our gratitude to CK Editor for providing source codes for the text editor, w3schools.com for references on AJAX, JS, CSS and HTML and cam-recorder.com for their webcam recording website. We would also like to thank our entire team for making this project a reality. We couldn't have done it without you. Please do not hesitate to contact us at the given details if you have any questions about the product. We will be more than happy to help you with your inquiry. This manual is solely made for the purpose of guiding you to the system functionalities. We assure that you will find every detail related to our web-based application.

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2. User Account Setup

Mémoire is a web-based application and hence follows the same conventions as others. Our website link <http://sixunli.com/Project/HCI-Memoire/index.php> will directly take you to the login window. Click on the link and start using it!

2.1 New User Registration

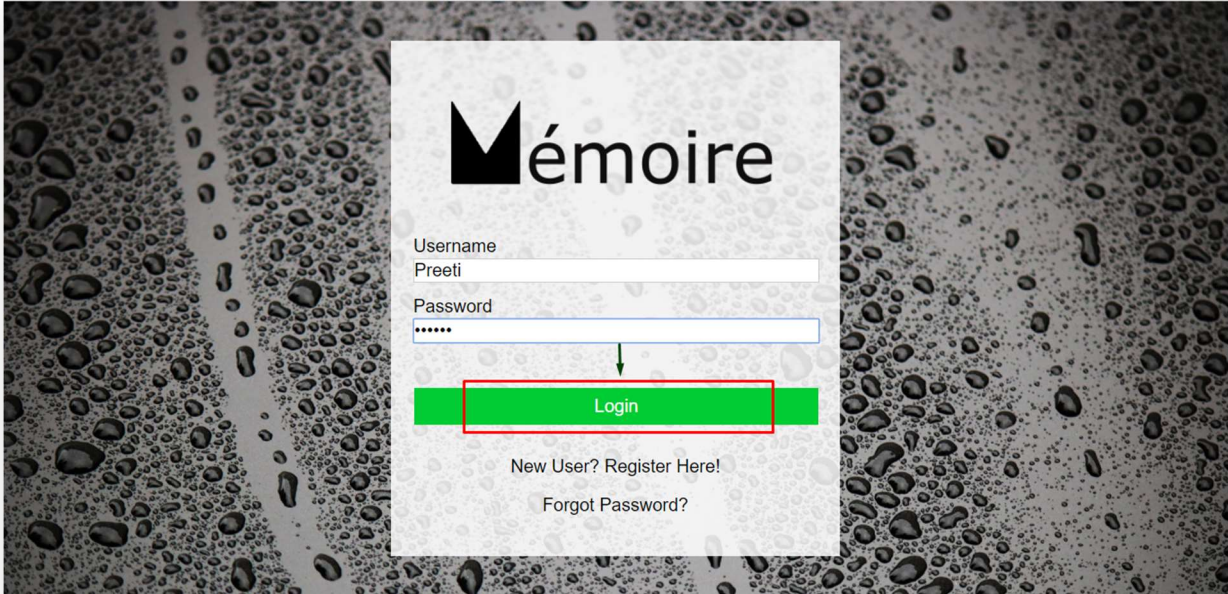
For a new user, the process of registration is pretty straightforward. The user just need to click on 'Register Here!' Prompt as shown.



You will be directed towards a Registration window right away which is shown below. Make sure you put a password within 8 to 20 character limit.



After registration, you will be directed back to the Login Window. Login with your Username and password, you are good to go!

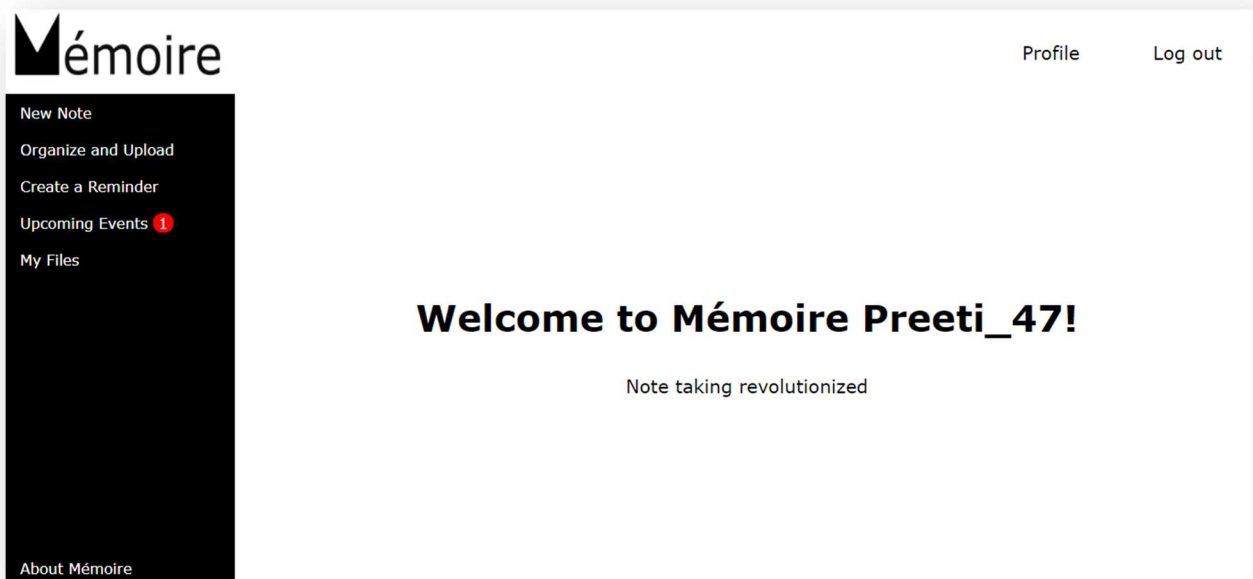


2.2 System Dependencies

With the provided functionalities, the application is highly suitable for use in laptops and tablets – tablets preferred. You can use it on the phone in the same manner but the interface will be more aesthetically pleasing on screens with comparatively higher resolution. If you are operating on a tablet, you will be able to avail all the functionalities.

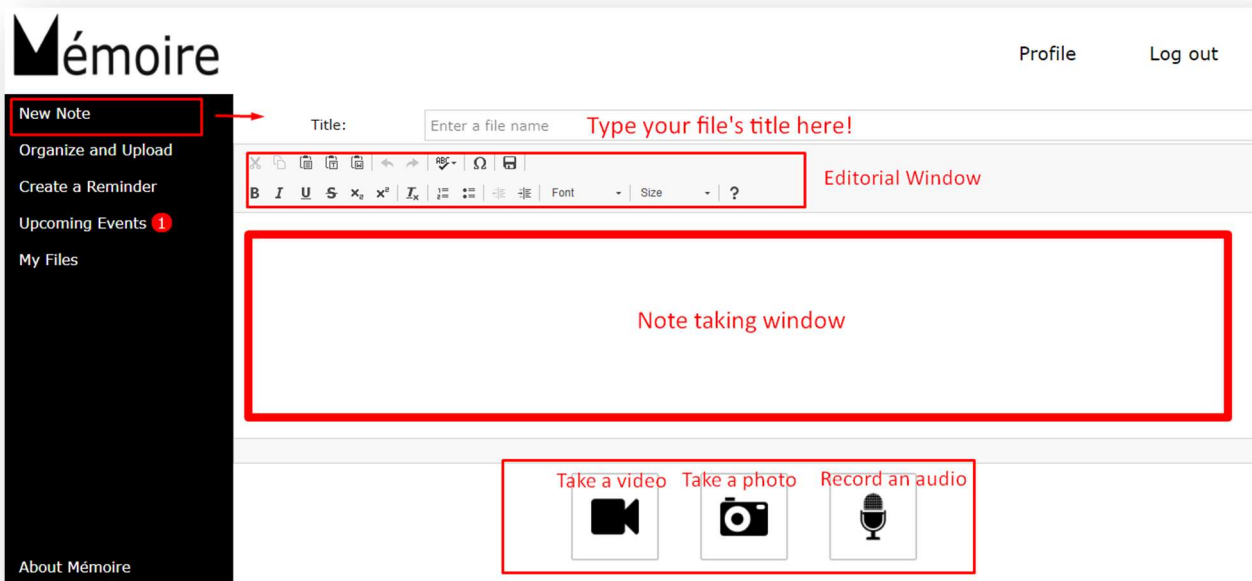
3. Getting Started - Basic Modes and Functionalities

We have taken into our considerations various instances of note taking in usual scenarios and hence broadly divided into three categories – New Note, Organize and Upload, and Create a Reminder. When you login successfully you are greeted by this window.

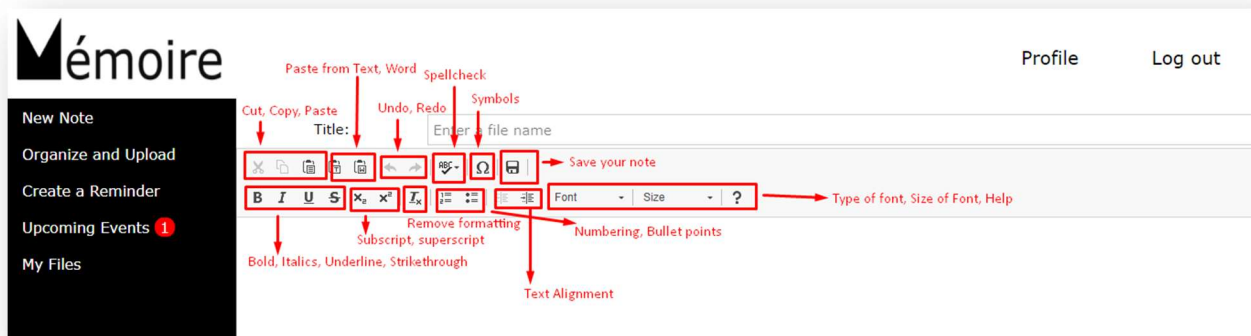


3.1. New Note

You are sitting in a class, it's about to start. You cannot find your notebook. Keep calm and open Mémoire. Go to the **New Note** option – Write the title of your note and start writing.



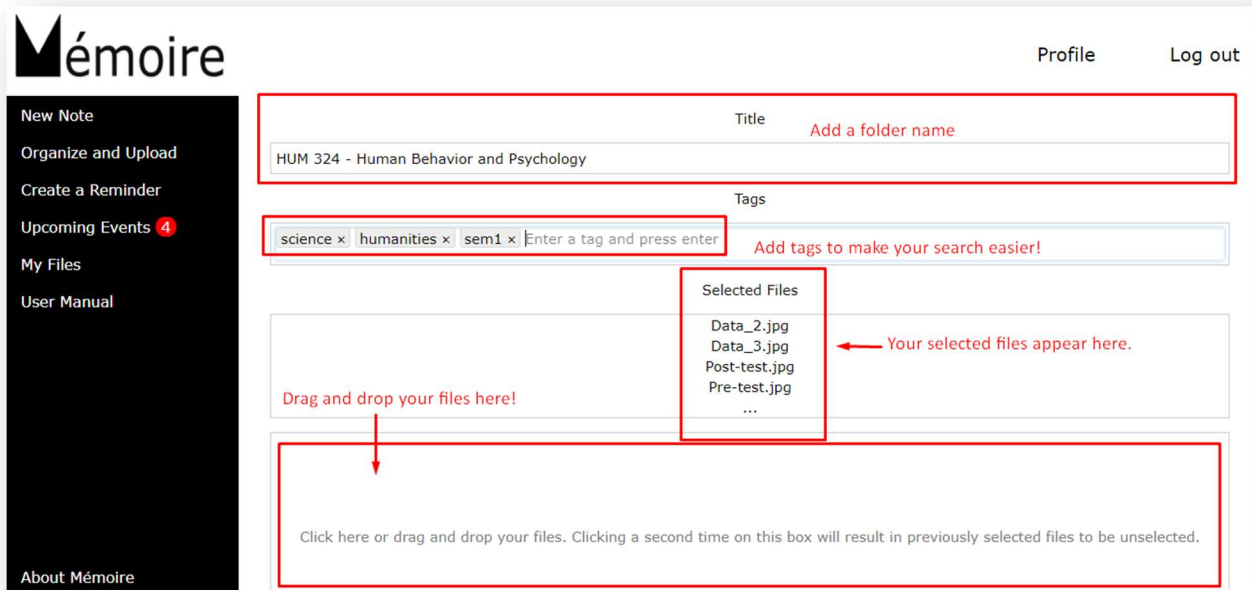
The Editorial Panel is described below with all the functions.



There is an editor window similar to MS Word. We have provided you with a variety of options to save whatever you like in an organized form. Don't forget to save the note once you are done. If you want to edit your saved note you can do it by opening your note from 'My Files'.

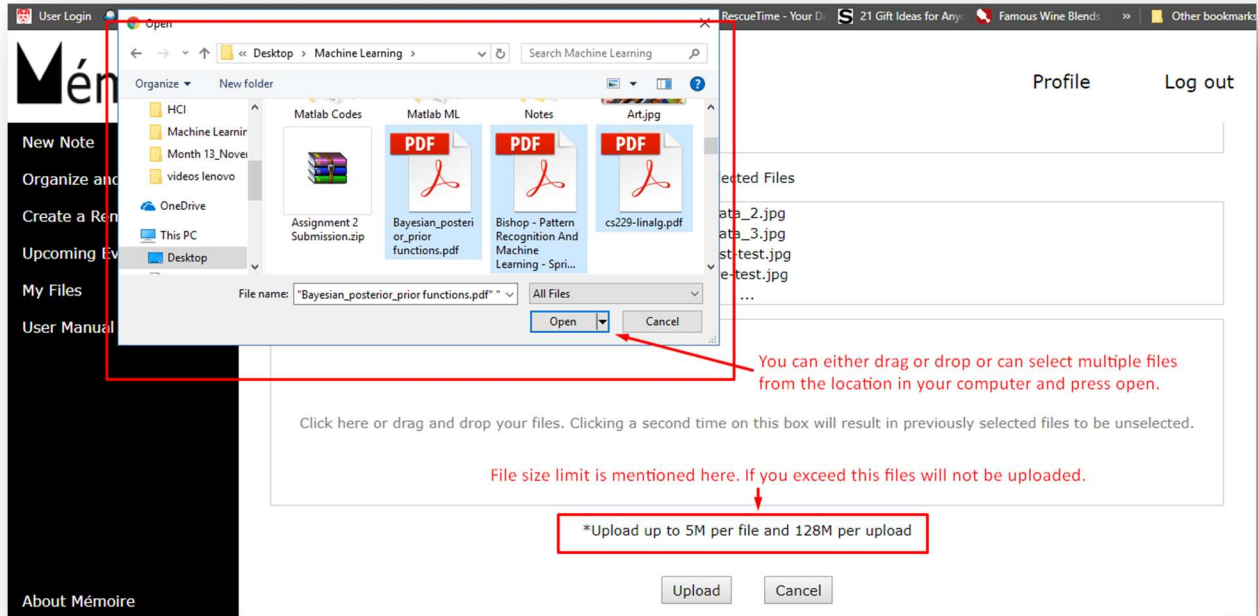
3.2. Organize and Upload

Mode Organize is for organizing your files and storing them in the cloud. You can directly upload your files and can store them in an organized form altogether. The tag feature will help you search these files later when you need them. You can also drag and drop your files to the window directly.

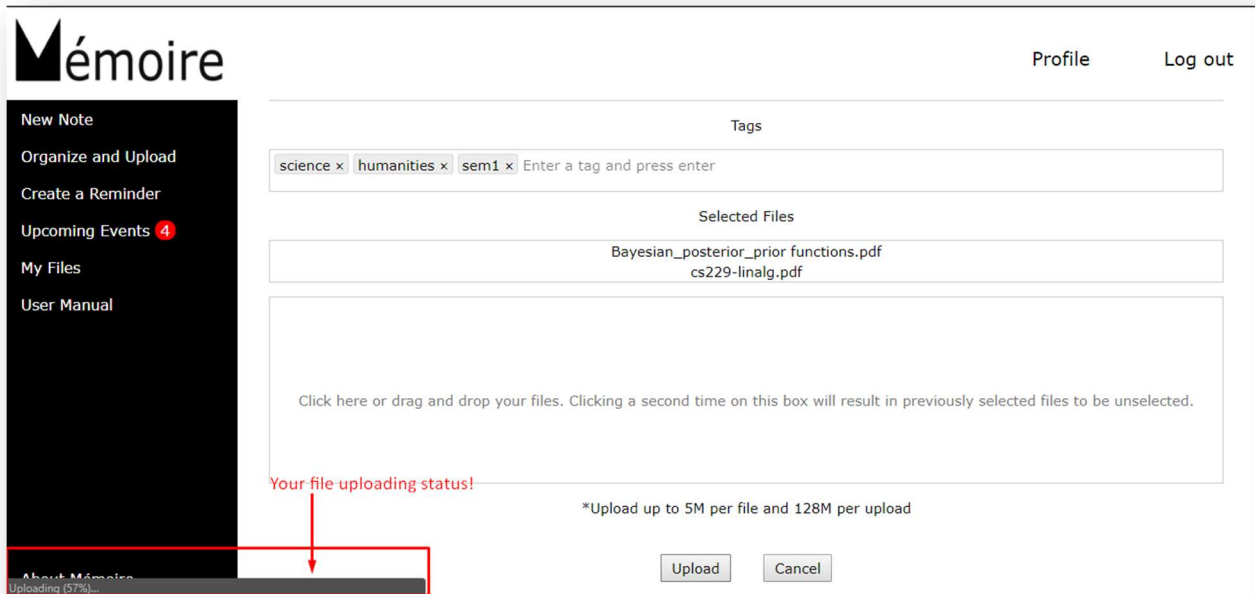


For our present server functionality, the maximum single file size limit is 5MB and total file size limit is 128MB per upload.

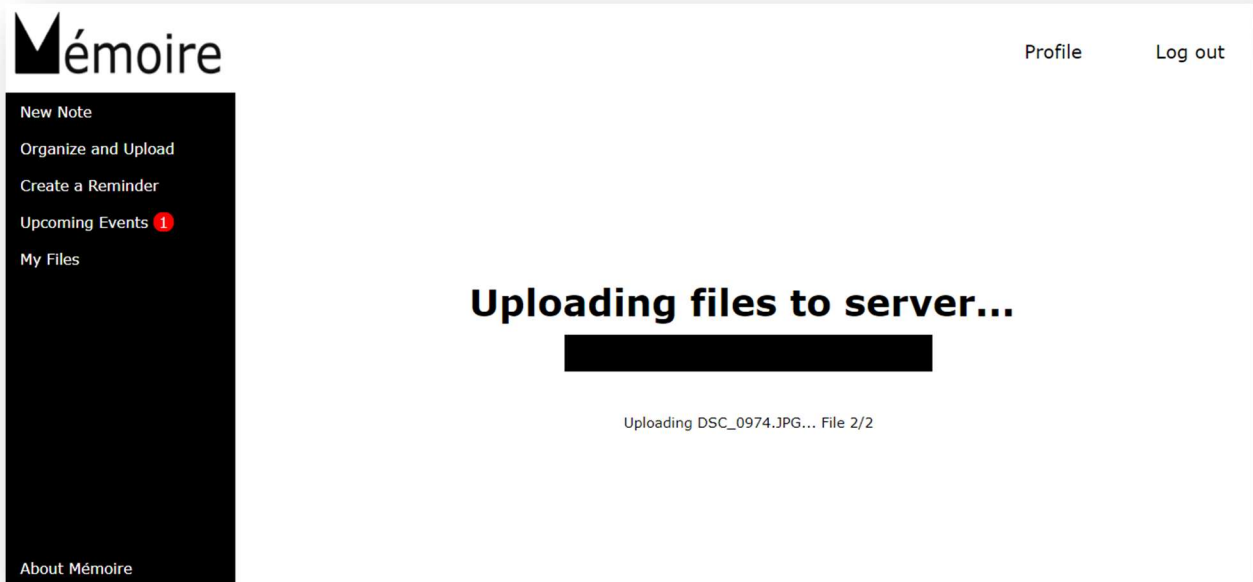
To upload a single file, just select one file from the computer and upload. To upload multiple files, select multiple files from the computer as shown on the next page. The files will appear like this in the Upload window.



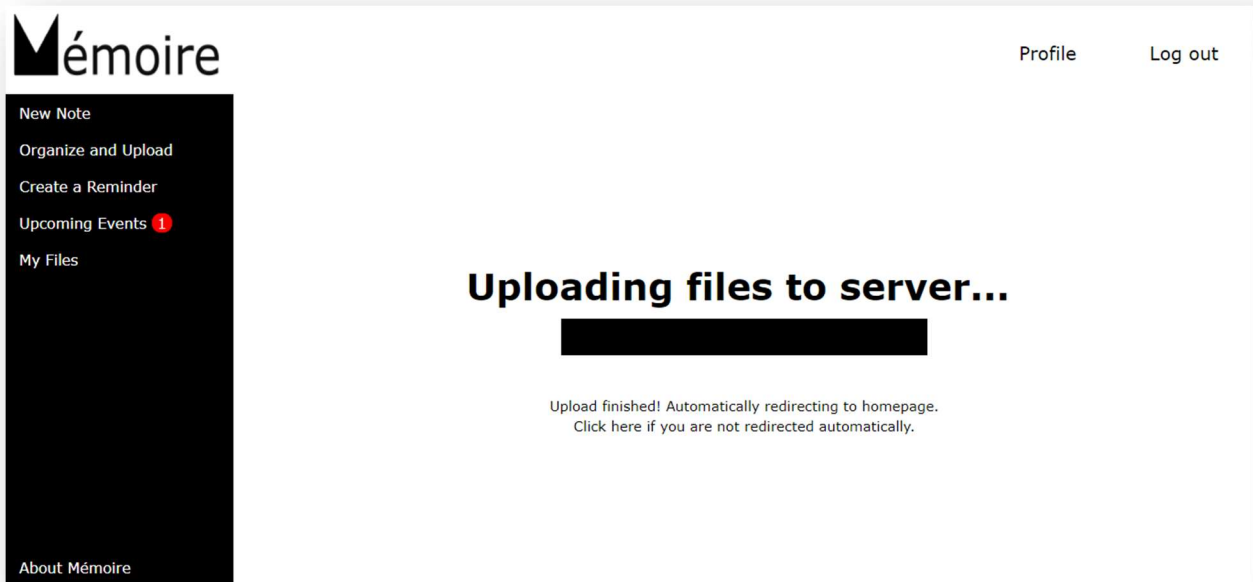
When you click on upload this window will be shown on the bottom left will be the percentage of your file being uploaded.



This window will come right after.



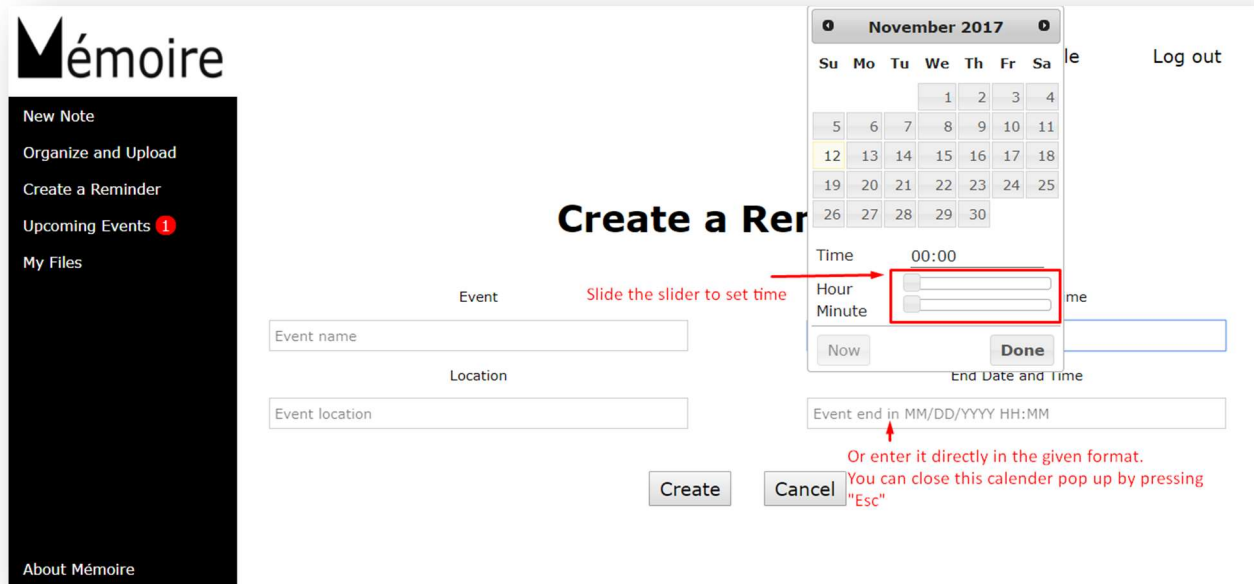
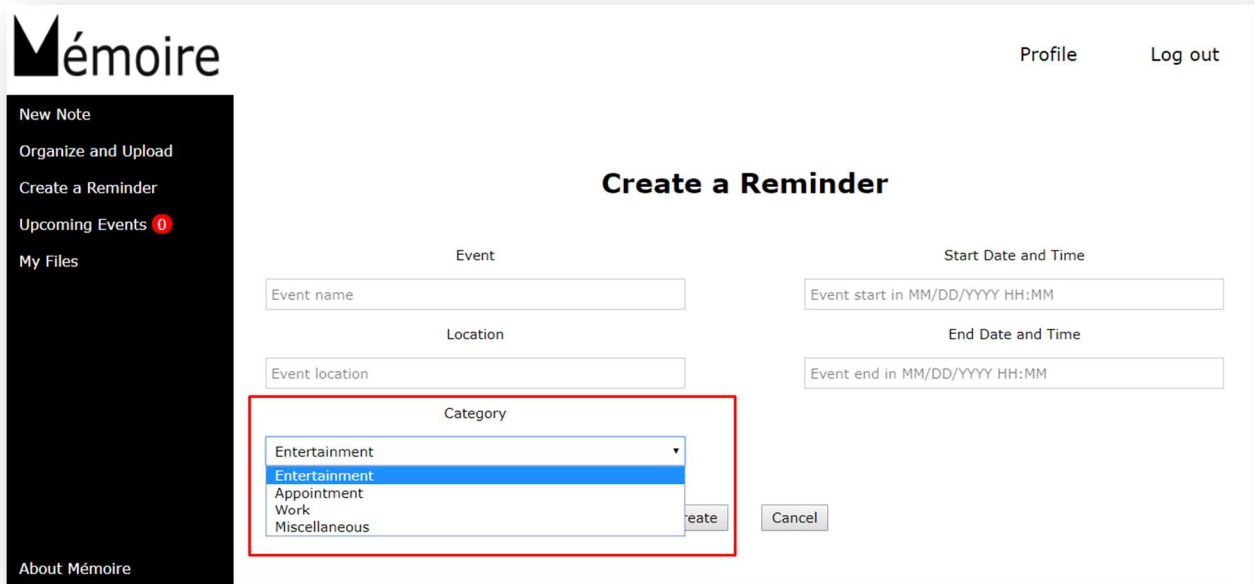
When the uploading is done, you will be greeted with this and the system will automatically go to the home page.



If you want to upload more files to the same folder. Just type folder's name in the title and upload new files. It will be saved in the same location.

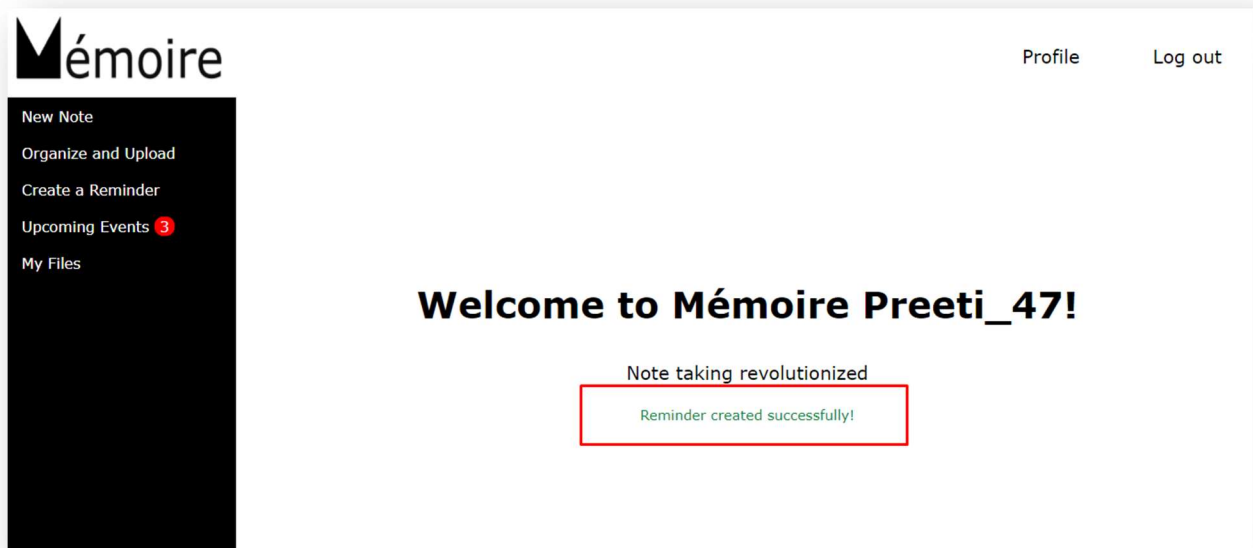
3.3. Create a Reminder

Create a Reminder Mode is made for occasions of the group meeting, discussion, and events which you have to attend in upcoming days. You can add event's name, location and time. We have added a new feature to the Beta version where you can add a category to the event and hence they will be sorted accordingly. It will assist you keeping a record of your events in an organized way.



You can set the time by clicking on Start Time and End Time text box. A window will appear when you will click there. You can also set the meeting time as the current time by clicking on 'Now' button. If you want to type in the time you can do that in a particular format as given in the text space. I.e. MM/DD/YYYY HH:MM

If you don't want the calendar to pop up just press 'Esc'. Once you have created the reminder, you will get directed towards the home page while being greeted by this message.

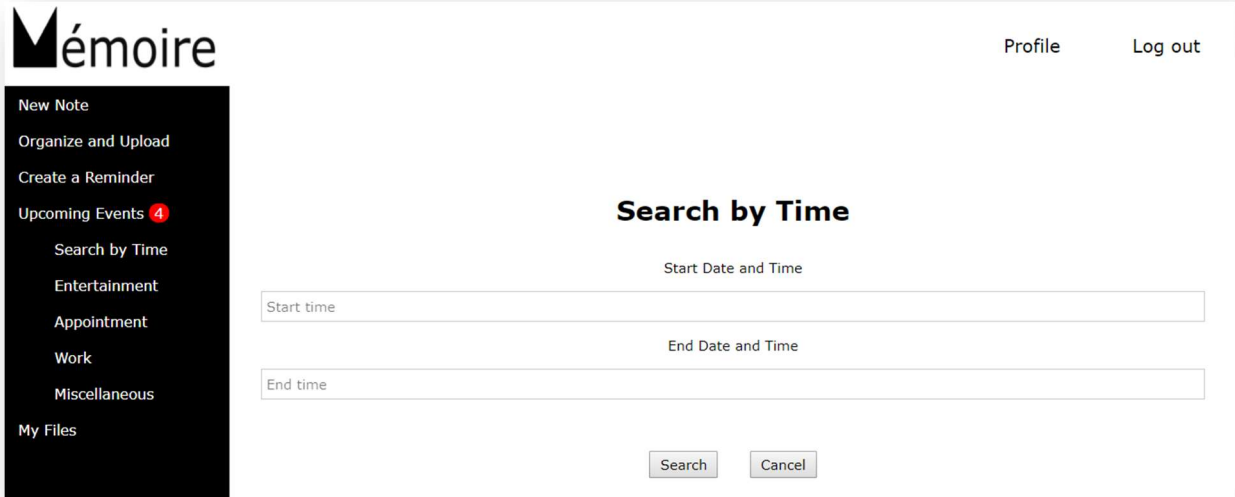


3.4. Upcoming Events

Upcoming Events takes the log of all the upcoming events. You will be reminded of it through notification. The events are shown week wise. Now in Beta version, we provide users the ability to sort events on the basis of categories. Events are generated under four different categories – Work, Appointment, Entertainment, and Miscellaneous.

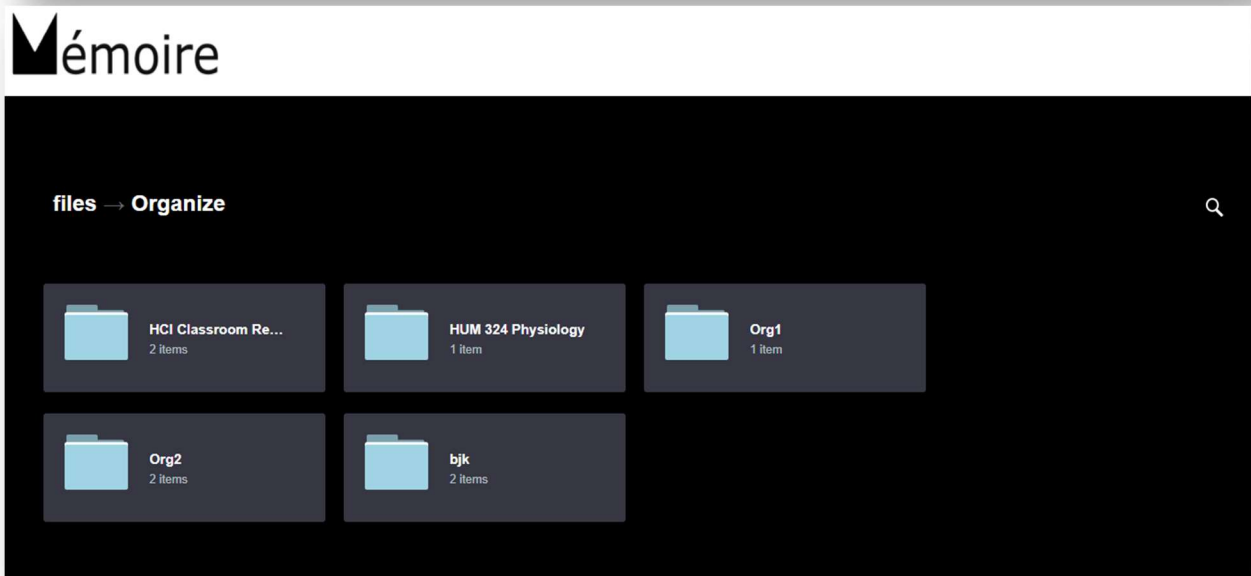
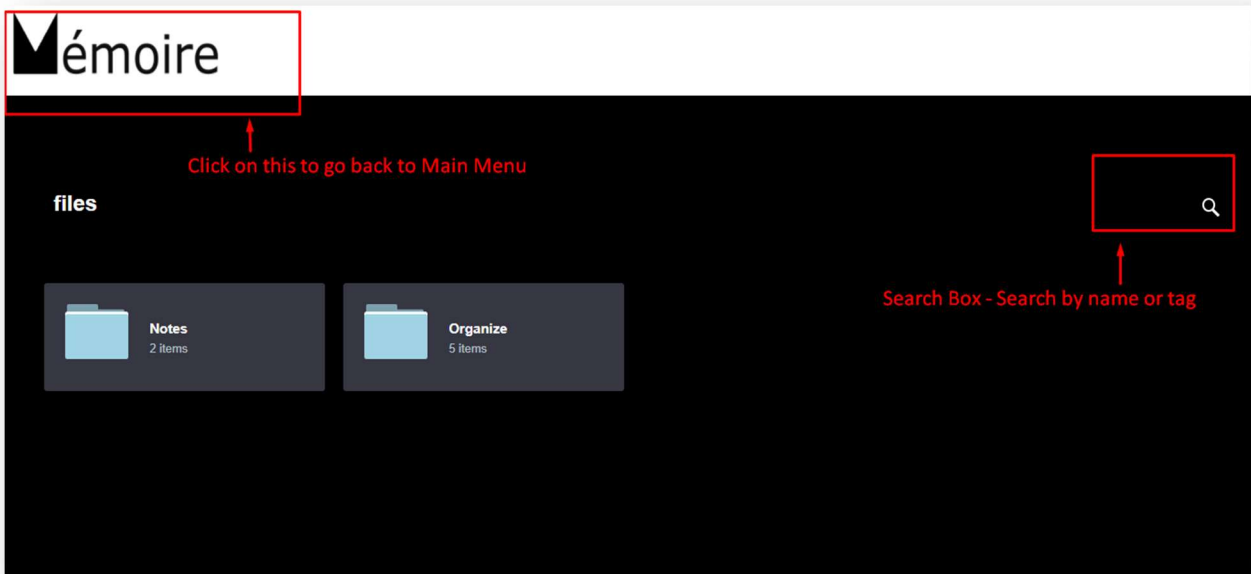
The screenshot displays the 'Upcoming Events' interface. On the left is a dark sidebar with the 'Mémoire' logo at the top. Below the logo are several menu items: 'New Note', 'Organize and Upload', 'Create a Reminder', 'Upcoming Events 4' (highlighted with a red circle and a '4' badge), 'Search by Time', 'Entertainment', 'Appointment', 'Work', 'Miscellaneous', 'My Files', and 'About Mémoire'. At the top right of the main content area are links for 'Profile' and 'Log out'. The main content area is titled 'Upcoming Events' and is divided into two sections: 'In 1 to 7 days' and 'In 2 to 4 weeks'. Under 'In 1 to 7 days', there are two event entries. The first is 'Event: Coffee Date' with start time '2017-11-29 16:00:00', end time '2017-11-29 17:00:00', location 'Ambrose Cafe', and category 'Entertainment'. The second is 'Event: Study for Midterms' with start time '2017-12-01 08:00:00', end time '2017-12-03 23:00:00', location 'Home', and category 'Work'. Under 'In 2 to 4 weeks', there is one event entry: 'Event: Meeting with Supervisor' with start time '2017-12-05 10:00:00' and end time '2017-12-05 12:00:00'. Each event entry has 'Edit' and 'Delete' buttons to its right.

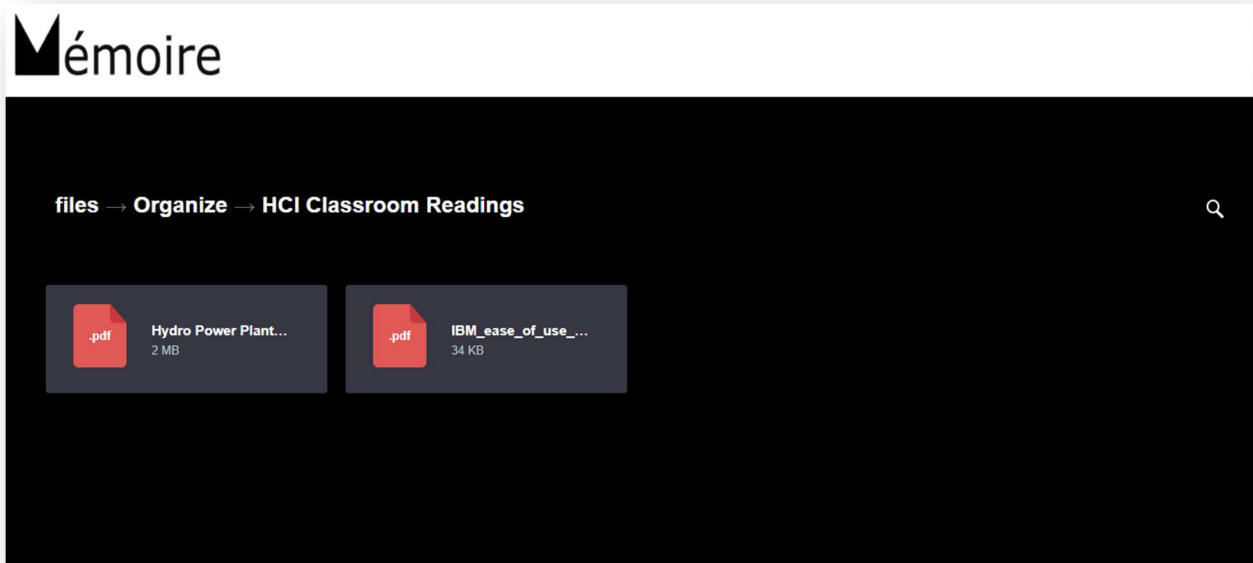
There is also an option to edit and delete the event if you want to. You can also search any event by a given time window. If users need to see their occupancy during a day, they can enter the time window here by specifying the date and start and end time. All the events for the time slot will be enlisted based upon time priority when they click on search button as shown on next page.



3.5. My Files

When you click on my files you will be directed towards this window. This window comprises of all such files and notes that you have saved till now. You can search for your files using the search option on the top right. Topic-based classification and the tag-based search can be done whatever is needed. You have two folders. One maintained for notes and other for your organized files in separate folders as you created them in ‘Organize and Upload’. You can always go back to the main menu by clicking on the logo on top.





3.6. About Mémoire



4. Profile Settings

The user can change their profile details by clicking on 'Profile' option in the top right.

The screenshot shows the 'Your Profile at a Glance' page. The top left features the 'Mémoire' logo. The top right has a 'Profile' button (highlighted with a red box) and a 'Log out' link. A dark sidebar on the left contains links for 'Change Password', 'Change Name', 'Change Email', and 'About Mémoire'. The main content area displays the title 'Your Profile at a Glance' and three input fields: 'First Name' with the value 'Preeti', 'Last Name' with the value 'Vyas', and 'Email' with the value 'Preetivyas0407@gmail.com'.

4.1. Change User Name

The screenshot shows the 'Change Name' page. The top left features the 'Mémoire' logo. The top right has 'Profile' and 'Log out' links. The dark sidebar on the left contains links for 'Change Password', 'Change Name', 'Change Email', and 'About Mémoire'. The main content area displays the title 'Change Name' and two input fields: 'First Name' with the placeholder 'Your first name' and 'Last Name' with the placeholder 'Your last name'. At the bottom, there are 'Submit' and 'Cancel' buttons.

4.2. Change Email

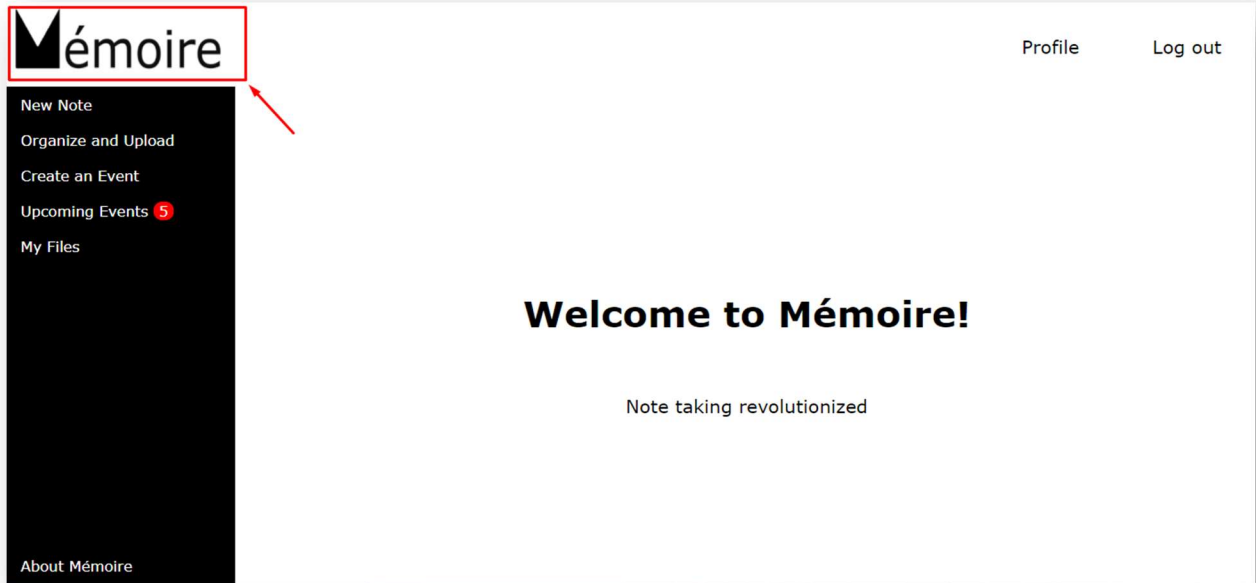
The screenshot shows the 'Change Email' form in the Mémoire application. The page has a white background with a black sidebar on the left. The sidebar contains the Mémoire logo at the top, followed by a list of navigation items: 'Change Password', 'Change Name', and 'Change Email'. At the bottom of the sidebar is 'About Mémoire'. In the top right corner of the page, there are links for 'Profile' and 'Log out'. The main content area is titled 'Change Email' in a large, bold font. Below the title are two input fields: the first is labeled 'Email' and the second is labeled 'Confirm Email'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

4.3. Change Password

The screenshot shows the 'Change Password' form in the Mémoire application. The layout is identical to the 'Change Email' form. The sidebar contains the Mémoire logo and navigation items: 'Change Password', 'Change Name', and 'Change Email'. The main content area is titled 'Change Password' in a large, bold font. Below the title are two input fields: the first is labeled 'Password' and the second is labeled 'Confirm Password'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

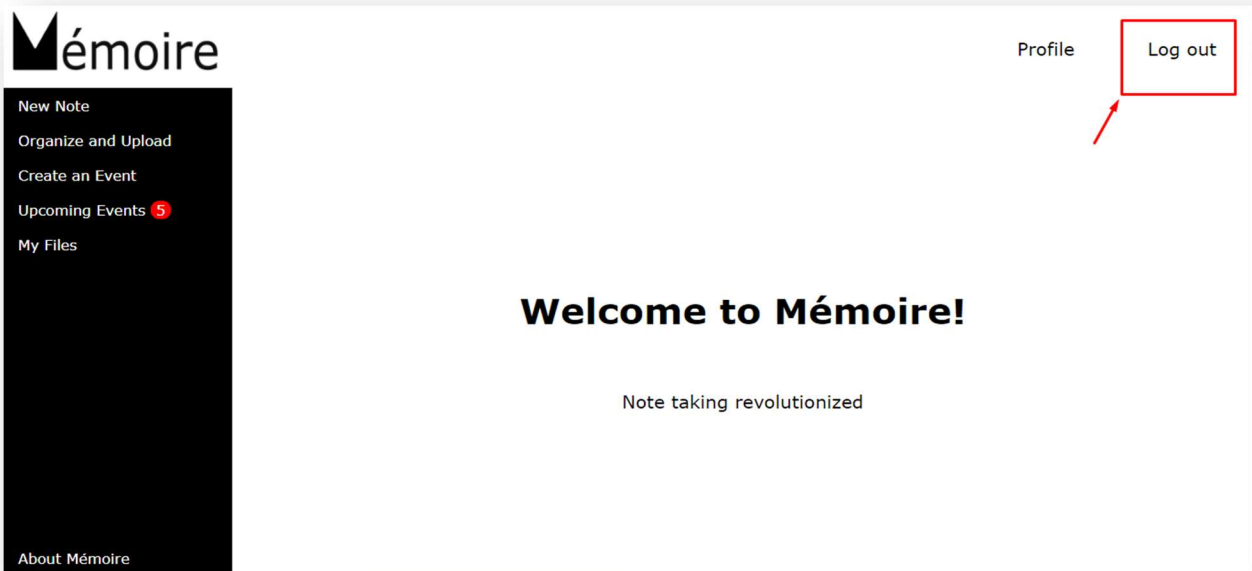
4.4. Going Back to Home Screen

User can go to the home screen any time they want by clicking on the logo on the top left corner.



4.5. Logging Out

The user can log out from our application any time he/she wants by clicking on the 'Log out' button on the top right corner of the screen.



4.6. Forgot Password

If you forgot your password, no need to worry. Just go on forgot password option in the login window. You will be directed to the below-mentioned screen.



After typing your user ID and password, you will be directed here. Change your password, you are good to go!



5. Reporting Problems

We, developers, are open to all your suggestions and reviews. Please email us if you have any suggestion and if you encounter any issue with the prototype.

6. Limitations and Future Work

As no work can ever be perfect, our system has its limitations too. We have a broad scope for future development.

We could not find a suitable plugin support for camera, audio, and video recorder, the website is lacking some functionality at that part. It just directs the user to some default plugin which doesn't allow much of a user freedom because of security issues. As our major aim of this project is including all the elements that user uses for taking notes we have incorporated these elements but coding for these elements from scratch was not feasible with respect to the timeline of the project. We have thought of using scribble option too but again due to the same issue we removed that option.

We also have some security limitations on the file uploading side and we have tried to make the uploading as user-friendly as possible but we still lack full developer freedom due to plugin limitations.

Future work may incorporate the upcoming events display in a more intuitive way. Also adding proper functionality and user freedom for the note taking using the camera, and audio-video recorder. Email based reminders and notifications can be used and the element of sharing notes among friends and colleagues can be incorporated.

7. Note for the Users from the Developers side

We at Mémoire gives all the users and testers our hearty gratitude for being a part of the development procedures by helping us out at every stage as we proceed. Our Beta prototype includes all the functionalities as proposed in the initial proposal. Few alterations are made according to the designer, users and fellow team's formative feedback. Suggestions from everyone are highly appreciated. As it is the final prototype we are all set but we are still looking for suggestions. We hope you all will be with us for further improvements in the website so as to make it more user-friendly and efficient.

Thank you from all of us at Mémoire!