

Software User's Manual

Sharethetraining.com

Team 11

Xiaoting Cai - *Project Manager, LCP*

Junfeng Wu - *Operational Concept Eng, SA*

Yi Ding - *Feasibility Analyst*

Shubham Gaur - *Requirements Engineering, LCP*

Dongxue Wang - *Prototyper*

Chao Lin - *Operational Concept Eng, SA*

Patrick Horng - *IIV&V*

12/01/2014

Version History

Date	Author	Version	Changes made	Rationale
12/01/14	Team11	1.0	Added expected information in each section	To comply with Instructional ICM-Sw standard

Table of Contents

Version History	ii
TABLE OF CONTENTS	III
TABLE OF TABLES	IV
TABLE OF FIGURES	V
1. Introduction.....	1
1.1 System Overview	1
1.2 System Requirements	1
2. Installation Procedures.....	2
3. Operational Procedures.....	3
4. Troubleshooting.....	22
4.1 Error Codes and Messages.....	22

Table of Tables

<i>Table 1 : sign up as course attendee</i>	<i>3</i>
<i>Table 2: sign up as trainer.....</i>	<i>15</i>
<i>Table 3: add a new course.....</i>	<i>21</i>

Table of Figures

<i>Figure 1: Which account you want to create.....</i>	<i>4</i>
<i>Figure 2: Sign up as a course attendee</i>	<i>4</i>
<i>Figure 3: My course history</i>	<i>5</i>
<i>Figure 4: basic information.....</i>	<i>6</i>
<i>Figure 5: Change password</i>	<i>6</i>
<i>Figure 6: search filter.....</i>	<i>7</i>
<i>Figure 7: search result</i>	<i>8</i>
<i>Figure 8: course detail—schedules</i>	<i>9</i>
<i>Figure 9: course detail—key points.....</i>	<i>10</i>
<i>Figure 10: review and rating I</i>	<i>11</i>
<i>Figure 11: review and rating II.....</i>	<i>11</i>
<i>Figure 12: course rating.....</i>	<i>12</i>
<i>Figure 13: trainer rating</i>	<i>13</i>
<i>Figure 14: comment.....</i>	<i>13</i>
<i>Figure 15: share function</i>	<i>14</i>
<i>Figure 16: share via email</i>	<i>14</i>
<i>Figure 17: which account you want to create</i>	<i>16</i>
<i>Figure 18: sign up as trainer.....</i>	<i>17</i>
<i>Figure 19: basic information for trainer</i>	<i>18</i>
<i>Figure 20: trainer information</i>	<i>19</i>
<i>Figure 21: trainer schedule.....</i>	<i>20</i>
<i>Figure 22: add new course.....</i>	<i>21</i>
<i>Figure 23: add a new course.....</i>	<i>22</i>

1. Introduction

1.1 System Overview

This is the End user's manual for ShareTheTraining. There are two kind of users: course attendees and trainers.

Course attendees could search course, register course, review course, rate course and share course. Trainers could provide courses and then waiting for the course to be approved by administrators. And the administrators' manual will be provided in another document.

1.2 System Requirements

1.2.1 Hardware Requirements

There is no specific hardware needed for running the system except a computer or mobile phone with internet access.

1.2.2 Software Requirements

Software required	Name and version
Operating system	Windows XP, windows 7 +
Web browser	Chrome, Safari, Firefox, IE

1.2.3 Other Requirements

There is no other requirements.

2. Installation Procedures

Installation is not required. Course attendees and trainers could use the system from the online website.

3. Operational Procedures

3.1 Functions for course attendees

3.1.1 Set up account

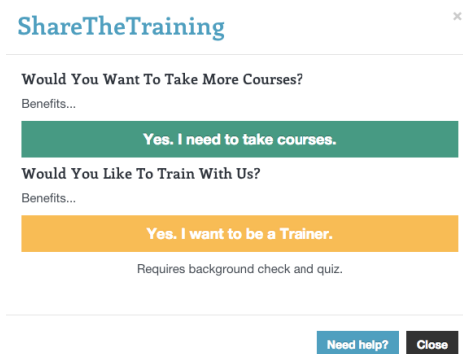
Click the button “sign up” in the homepage, then Figure 1 will be displayed. If you choose “yes, I need to take courses”, the page will be redirected to Figure 2. Course attendees need to fill in these fields: Name, Email Address, Username, Password, Re-enter Password, Street Address, Zip code, State, City and Phone. The limitations are showed in the following table 1.

When the fields are validated correctly, then click “sign up”.

Finally, you need to go to your email box to click the link in the email which is been sent by ShareTheTraining, and then the course attendee account is activated.

Field	Is required	Limitation	Example
Name	Required	Not null	DingYi
Email Address	Required	Not null, email format	dingyi@usc.edu
Username	Required	Not null, 3 characters at least	dingyi
Password	Required	Not null, 6 characters at least	123456
Re-enter Password	Required	The same with Password	123456
Street Address	Required	Not null	325 W ADAMS BLVD, CA
Zip code	Required	Not null, zip code format	90007
State	Required	Not null	CA
City	Required	Not null	LA
Phone	Optional	Phone number style	231-111-1111

Table 1 : sign up as course attendee



ShareTheTraining

Would You Want To Take More Courses?
Benefits...

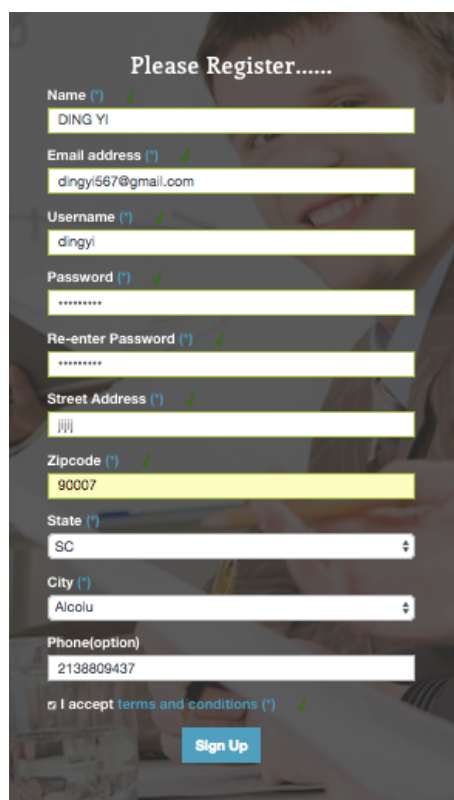
Yes. I need to take courses.

Would You Like To Train With Us?
Benefits...

Yes. I want to be a Trainer.

Requires background check and quiz.

Need help? Close

Figure 1: Which account you want to create

Please Register.....

Name (*) ✓
DING YI

Email address (*) ✓
dingyi567@gmail.com

Username (*) ✓
dingyi

Password (*) ✓

Re-enter Password (*) ✓

Street Address (*) ✓
1111

Zipcode (*) ✓
90007

State (*)
SC

City (*)
Alcolu

Phone(option)
2138809437

☒ I accept terms and conditions (*) ✓

Sign Up

Figure 2: Sign up as a course attendee

3.1.2 manage your account

When you log into your course attendee account, you could see your course history which includes: confirmed courses which you have paid for and haven't finished, done courses which are the courses you finished, and canceled courses which are the course you canceled.

You could see the details of courses by clicking button “view detail”.

The screenshot displays the 'My Course History' page. The top navigation bar includes 'ShareTheTraining' and links for 'My Account', 'Log Out', 'Contact Us', and 'FAQ'. Below this, a secondary navigation bar has 'Home', 'View Courses', 'For Trainers', and 'Why Us'. The left sidebar contains a 'My Course History' section with links for 'All courses', 'Confirmed', 'Done', and 'Canceled', followed by an 'Account Profile' section with 'Basic info' and 'Change password'. The main content area is titled 'My Course History' and lists 'Orders:'. Two order cards are shown:

- Order 1:** Date/Time: 2014-11-20 18:21:59.0, Order Number: 23213123. Course: Power Accomodation. Trainer: dada. Start Time: Wed, Nov 12, 2014. Location: Ellendale 2632 PL, Los Angeles, CA. Price: 9.99. Status: CANCELLED. View Detail button.
- Order 2:** Date/Time: 2014-11-17 19:36:52.0, Order Number: 375435205. Course: Power Accomodation. Trainer: dada. Start Time: Wed, Nov 12, 2014. Location: Ellendale 2632 PL, Los Angeles, CA. Price: 9.99. Status: CONFIRMED. View Detail button.

Figure 3: My course history

You could see the basic information about your account and edit them.

The screenshot shows the 'Basic Information' page of the ShareTheTraining application. The page has a blue header with the 'ShareTheTraining' logo and navigation links: 'My Account', 'Log Out', 'Contact Us', and 'FAQ'. Below the header is a secondary navigation bar with links: 'Home', 'View Courses', 'For Trainers', and 'Why Us'. The main content area is divided into two sections. On the left is a sidebar menu titled 'My Course History' with links: 'All courses', 'Confirmed', 'Done', 'Canceled', 'Account Profile', 'Basic info', and 'Change password'. The 'Account Profile' section is expanded, showing 'Basic info' and 'Change password'. The main section is titled 'Basic Information' and contains a photo placeholder, a table of personal details, and an 'Edit' button. The table lists the following information: Name: Dadadas, Email: Gaur@Usc.Edu, Phone: 4234333344, Address: Dadadsa, State: AK, City: Akhiok, Zipcode: 90007, and Username: Shub. At the bottom of the page is a blue footer with the text: 'Need Help Finding A Class? Email Us At ShareTheTraining@ShareTheTraining.Com'.

Basic Information	
Name:	Dadasdas
Email:	Gaur@Usc.Edu
Phone:	4234333344
Address:	Dadadsa
State:	AK
City:	Akhiok
Zipcode:	90007
Username:	Shub

Figure 4: basic information

You could change your password in change password page.

The screenshot shows the 'Change Password' page of the ShareTheTraining application. The page has a blue header with the 'ShareTheTraining' logo and navigation links: 'My Account', 'Log Out', 'Contact Us', and 'FAQ'. Below the header is a secondary navigation bar with links: 'Home', 'View Courses', 'For Trainers', and 'Why Us'. The main content area is divided into two sections. On the left is a sidebar menu titled 'My Course History' with links: 'All courses', 'Confirmed', 'Done', 'Canceled', 'Account Profile', 'Basic info', and 'Change password'. The 'Account Profile' section is expanded, showing 'Basic info' and 'Change password'. The main section is titled 'Change Password' and contains three input fields for 'Original password', 'New password', and 'Confirm New password'. Below the input fields are two buttons: 'Save' and 'Cancel'. At the bottom of the page is a blue footer with the text: 'Need Help Finding A Class? Email Us At ShareTheTraining@ShareTheTraining.Com'.

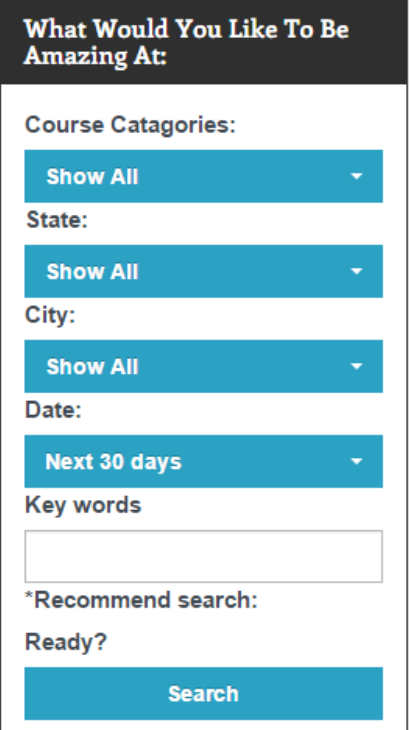
Figure 5: Change password

3.1.3 Search course

If you want to search courses in ShareTheTraining, you could use the search filter to select items which are course categories, state, city and date.

By clicking the item “state”, you could see the label ”show courses nearby”. When you click the label, the system will identify your location automatically and then the search result will be courses near you now.

Another way to search course is to fill in keywords to search course. The search filter showed in figure 6 will occur in almost every page. The keywords could be course name, trainer name, and course key points and so on. The abbreviate keywords are also feasible to search courses.



What Would You Like To Be Amazing At:

Course Catagories:
Show All ▾

State:
Show All ▾

City:
Show All ▾

Date:
Next 30 days ▾

Key words

***Recommend search:**
Ready?

Search

Figure 6: search filter

When you click button “search” in the search filter, the page will be redirected to the search result page.

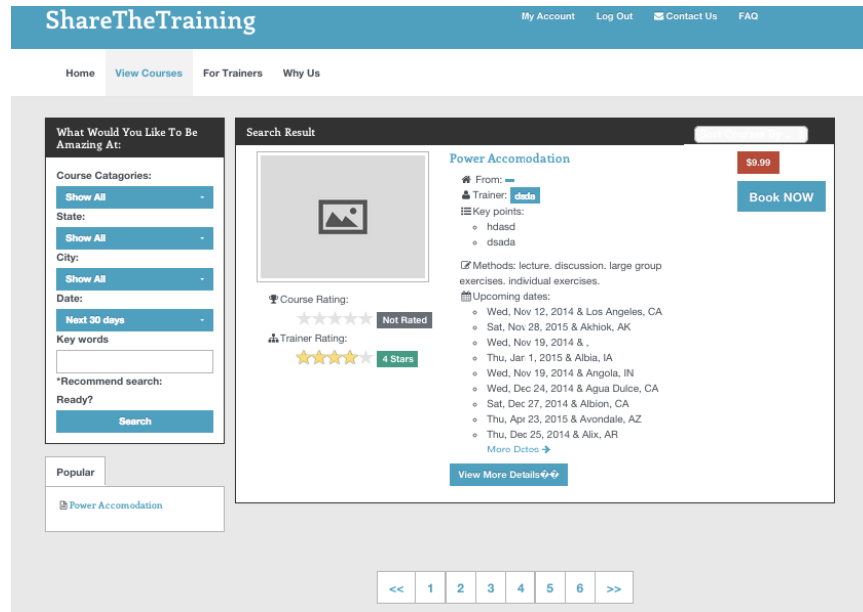


Figure 7: search result

3.1.4 Register course

If you click “book now” or “view more details” in search result page in figure 7, the page will be redirected to the course detail page in figure 8. You could see all the schedules, overview and key points for this course in figure 8 and figure 9.

Looking through all the available dates, you could choose one of them by clicking at “book online”. Then the page will be redirected to course payment page to pay for this course which will be managed by EventBrite.

What Would You Like To Be Amazing At:

Course Catagories:

Show All

State:

Show All

City:

Show All

Date:

Next 30 days

Key words

Ready?

Search

Popular

Power Accomodation

Power Accomodation

\$ Price: 9.99

Max: 20 People

From:

Trainer: Dsda

Choose Schedule Online

Share With Friends

Share With Friends

Schedules Overview & Style Key Points

Schedules:

Start Dates	Length	Location	Max Seats	Available Seats	Price	
Wed, Nov 12, 2014 • Meets: (10/12) (10/24) (10/29) (10/29)	00:00:00	Ellendable 2632 PL, Los Angeles, CA	20	<18	\$9.99	Book Online Share
Sat, Nov 28, 2015 • Meets:		,Akiok, AK	20	<20	\$9.99	Book Online Share
Wed, Nov 19, 2014 • Meets:		..	20	<20	\$9.99	Book Online Share
Thu, Jan 1, 2015 • Meets: (0/1)		dasda,Albia, IA	20	<20	\$9.99	Book Online Share
Wed, Nov 19, 2014 • Meets: (10/19)	00:00:11	dadas,Angola, IN	20	<20	\$9.99	Book Online Share
Wed, Dec 24, 2014 • Meets: (11/24)	00:00:02	USC UPC,Agua Dulce, CA	20	<20	\$9.99	Book Online Share
Sat, Dec 27, 2014 • Meets: (11/27)	00:00:20	dasda,Albion, CA	20	<20	\$9.99	Book Online Share
Thu, Apr 23, 2015 • Meets: (3/23)	00:00:20	dasdas,Avondale, AZ	20	<20	\$9.99	Book Online Share
Thu, Dec 25, 2014 • Meets: (11/25)	00:00:20	dsad,Alix, AR	20	<20	\$9.99	Book Online Share

Figure 8: course detail—schedules

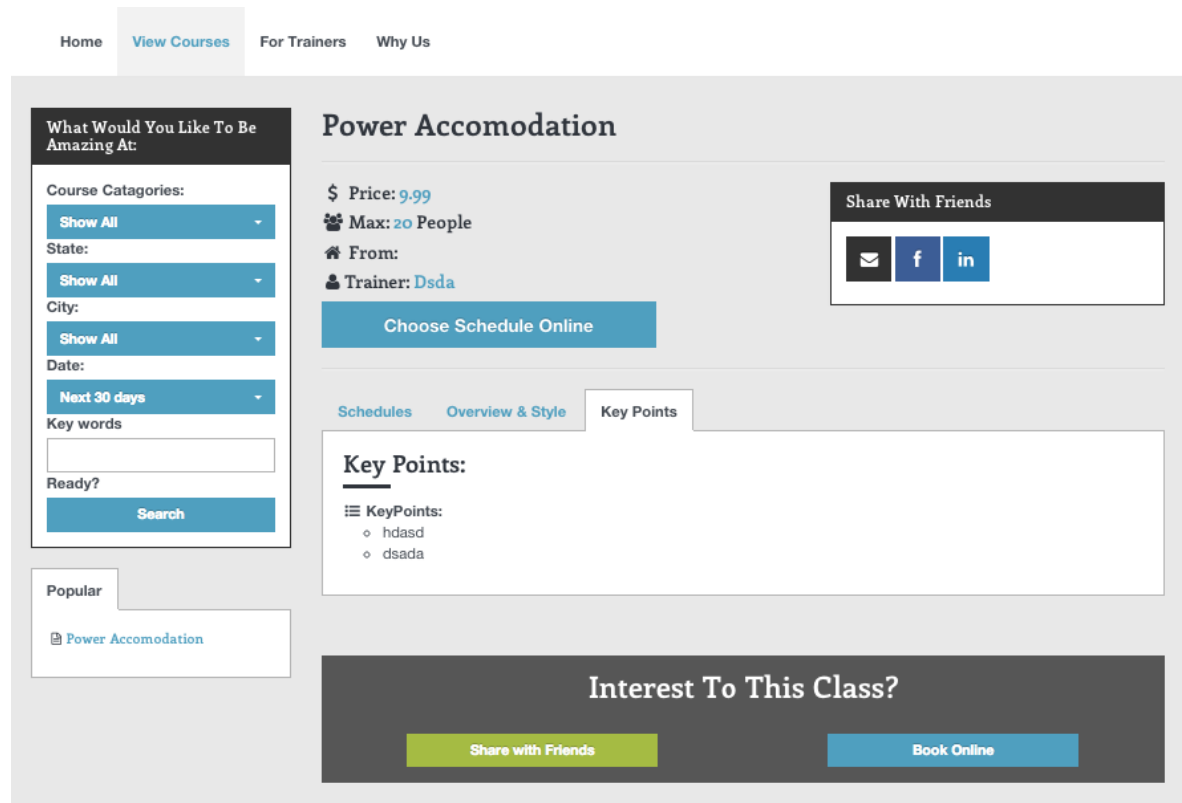


Figure 9: course detail—key points

3.1.5 Review & rating course

When you finish one course, the course will be displayed in your course history: My course history—all courses—done. You could write review and rate for the course you took and the trainer taught you. Then you could click the button “write a comment” in figure 10, the page will be redirected to course evaluation page in figure 11.

The evaluation includes: course rating, trainer rating and comment. In course rating and trainer rating, you should click the star for each evaluation item. More stars indicate more satisfaction. In comment part, you should write the overall comment for this course and trainer. Figure 12, 13, 14 show the details.

When you finished, you could click button “submit” to finish your rating and review.

Rating and review part is not required for every course attendee. They deserve the right to choose whether to finish it or not.

My Course History

All courses

Confirmed

Done

Canceled

Account Profile

Basic info

Change password

My Course History

Orders:

2014-11-20 18:21:59.0

Order Number: 23213123

Power Accomodation

Trainer: **dsda**
Start Time: Wed, Nov 12, 2014
Location: Ellendale 2632 PL, Los Angeles, CA
Price: 9.99

Status: **DONE**
[View Detail »](#)
[Write a Comment](#)

2014-11-17 19:36:52.0

Order Number: 375435205

Power Accomodation

Trainer: **dsda**
Start Time: Wed, Nov 12, 2014
Location: Ellendale 2632 PL, Los Angeles, CA
Price: 9.99

Status: **DONE**
[View Detail »](#)
[Write a Comment](#)

Figure 10: review and rating I

My Course History

All courses

Confirmed

Done

Canceled

Account Profile

Basic info

Change password

Course Evaluation

Note: Please complete this evaluation as quickly after the course as possible. We encourage feedback, so please include any additional comments or suggestions you have so we can continue to improve. Thank you!

Order Date: 2014-11-20 18:21:59.0

Order Number: 23213123

Power Accomodation

Trainer: **dsda**
Start Time: Wed, Nov 12, 2014
Location: Ellendale 2632 PL, Los Angeles, CA
Price: \$9.99

Course

Q1.

The learning objectives and key points were clear.

Q2.

The structure was logical and flowed well.

Q3.

The content and examples were targeted and current.

Q4.

The exercises (individual and group) were effective and had clear directions.

Q5.

The visual aids supported the content.

Figure 11: review and rating II

Course

Q1.
The learning objectives and key points were clear.

       1 Star

Q2.
The structure was logical and flowed well.

       1 Star

Q3.
The content and examples were targeted and current.

       1 Star

Q4.
The exercises (individual and group) were effective and had clear directions.

       1 Star

Q5.
The visual aids supported the content.

       1 Star

Q6.
What did you like most about this course?

Q7.
Any areas that could be improved or removed?

Figure 12: course rating

Trainer

Q1.
The trainer was clear and engaging.

– ★☆☆☆☆ 1 Star

Q2.
The trainer handled questions appropriately.

– ★☆☆☆☆ 1 Star

Q3.
The trainer made good use of visual aids.

– ★☆☆☆☆ 1 Star

Q4.
The trainer was current and gave real life examples.

– ★☆☆☆☆ 1 Star

Q5.
The trainer was comfortable with the technology used.

– ★☆☆☆☆ 1 Star

Q6.
What did you like most about this trainer?

Q7.
Any areas that the trainer could improve upon?

Figure 13: trainer rating

Comment

Do you have any comment to this course or trainer?

Submit

Cancel

Figure 14: comment

3.1.6 Share course

If you think one course is so interesting and fascinating that you want to share the course information with your friends, then you click the button which shows an email style figure in figure 15.

Then the page will be redirected to the share via email page in figure 16. You should fill in the following fields: your name, your friend's email and text you want to say to your friend. All the field are required and the email should be in the correct email format.

Finally, click “Send” in share via email page, the system will automatically send a email to your friend.



Figure 15: share function

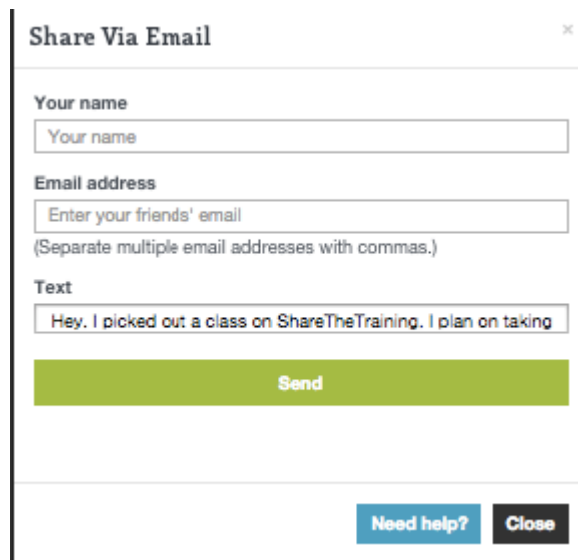
A white rectangular form titled "Share Via Email" with a close button (X) in the top right corner. It contains three input fields: "Your name" with placeholder text "Your name", "Email address" with placeholder text "Enter your friends' email" and a note "(Separate multiple email addresses with commas.)", and "Text" with placeholder text "Hey. I picked out a class on ShareTheTraining. I plan on taking". Below the fields is a large green "Send" button. At the bottom right are two buttons: "Need help?" and "Close".

Figure 16: share via email

3.2 Functions for trainers

3.2.1 set up account

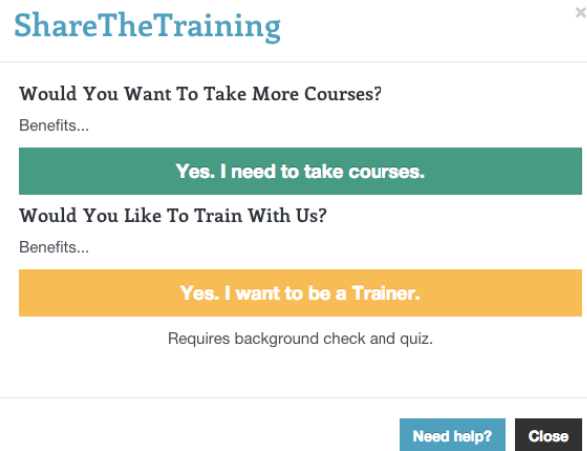
Click the button “sign up” in the homepage, then Figure 17 will be displayed. If you choose “yes, I need to take course”, the page will be redirected to Figure 18. You need to fill in these fields: Name, Email Address, Username, Password, Re-enter Password, Street Address, Zip code, State, City, Phone, Company name, Education, work experience, certificate and how far. The company name, education, work experience, certificate and how far items will be showed to administrators instead of course attendees. The limitations are showed in the following table 2.

When the fields are validated correctly, then click “sign up”.

Finally, you need to go to your email box to click the link in the email which is been sent by ShareTheTraining to activate your account.

Field	Is required	Limitation	Example
Name	Required	Not null	DingYi
Email Address	Required	Not null, email format	dingyi@usc.edu
Username	Required	Not null, 3 characters at least	dingyi
Password	Required	Not null, 6 characters at least	123456
Re-enter Password	Required	The same with Password	123456
Street Address	Required	Not null	325 W ADAMS BLVD, CA
Zip code	Required	Not null, zip code format	90007
State	Required	Not null	CA
City	Required	Not null	LA
Phone	Optional	Phone number format	231-111-1111
Company Name	Required	Not null, 3 characters at least	usc
Education	Required	Not null	Master of usc
Work experience	Required	Not null	none
Certificate	Required	Not null	Software engineering certificate
How far	Required	Not null	9000 miles

Table 2: sign up as trainer



The image shows a web interface for 'ShareTheTraining'. At the top left is the logo 'ShareTheTraining' in blue, and at the top right is a close button 'x'. Below the logo, there are two main sections. The first section is titled 'Would You Want To Take More Courses?' and has a sub-header 'Benefits...'. Below this is a green button with the text 'Yes. I need to take courses.'. The second section is titled 'Would You Like To Train With Us?' and has a sub-header 'Benefits...'. Below this is an orange button with the text 'Yes. I want to be a Trainer.'. Underneath the orange button, there is a note: 'Requires background check and quiz.'. At the bottom right of the form, there are two buttons: 'Need help?' in blue and 'Close' in black.

ShareTheTraining x

Would You Want To Take More Courses?
Benefits...

Yes. I need to take courses.

Would You Like To Train With Us?
Benefits...

Yes. I want to be a Trainer.

Requires background check and quiz.

Need help? Close

Figure 17: which account you want to create

Note: (*) denotes required item.

Name (*)

Email address (*)

Username (*)

Password (*)

Re-enter Password (*)

Street Address (*)

State (*)

City (*)

Zipcode (*)

Phone(option)

Company Name (*)

Education (*)

Work Experience (*)

Certifications (*)

How far are you willing to travel to deliver a course without travel reimbursement? (*)

☐ I accept [terms and conditions](#) (*)

Figure 18: sign up as trainer

3.2.2 manage your account

3.2.2.1 basic information

You could see the basic information about your account and edit them by clicking at “edit” button.

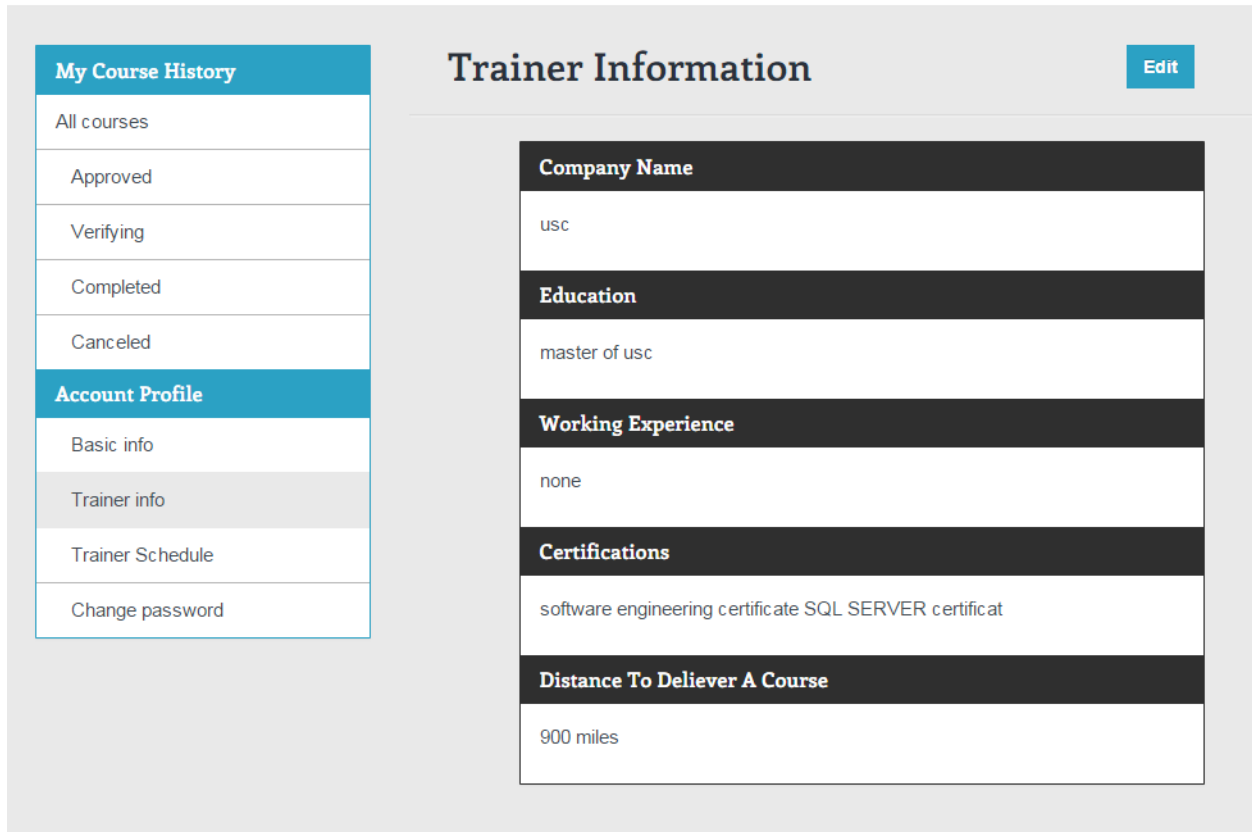
The screenshot shows a user interface for a trainer's account. On the left is a sidebar with two main sections: 'My Course History' and 'Account Profile'. 'My Course History' includes links for 'All courses', 'Approved', 'Verifying', 'Completed', and 'Canceled'. 'Account Profile' includes links for 'Basic info', 'Trainer info', 'Trainer Schedule', and 'Change password'. The 'Basic info' link is currently selected. The main content area is titled 'Basic Information' and features a photo placeholder on the left and a form on the right. The form contains the following fields: Name (YI DING), Email (Dingyi@Usc.Edu), Phone (+862138809437), Address (empty), State (CA), City (Los Angeles), Zipcode (0), and Username (empty). An 'Edit' button is located in the top right corner of the main content area.

Basic Information		Edit
Name:	YI DING	
Email:	Dingyi@Usc.Edu	
Phone:	+862138809437	
Address:		
State:	CA	
City:	Los Angeles	
Zipcode:	0	
Username:		

Figure 19: basic information for trainer

3.2.2.2 trainer information

Trainer information shows: company name, education, working experience, certifications and the distance to deliver a course which are saved when you signed up as a trainer. And at this time, you could also edit these information by clicking “edit” button.



My Course History
All courses
Approved
Verifying
Completed
Canceled

Account Profile
Basic info
Trainer info
Trainer Schedule
Change password

Trainer Information Edit

Company Name
usc

Education
master of usc

Working Experience
none

Certifications
software engineering certificate SQL SERVER certificat

Distance To Deliver A Course
900 miles

Figure 20: trainer information

3.2.2.3 trainer schedule

This is the schedule management function with a calendar style. Each trainer could drag the button “drag to mark day free” to one specific day, then the day will be marked with “available day”, indicating that administrators could arrange courses on this day for you to teach. Once you want to change schedule, you could also add “available day” at any time or delete “available day” by clicking the marking “available day”.

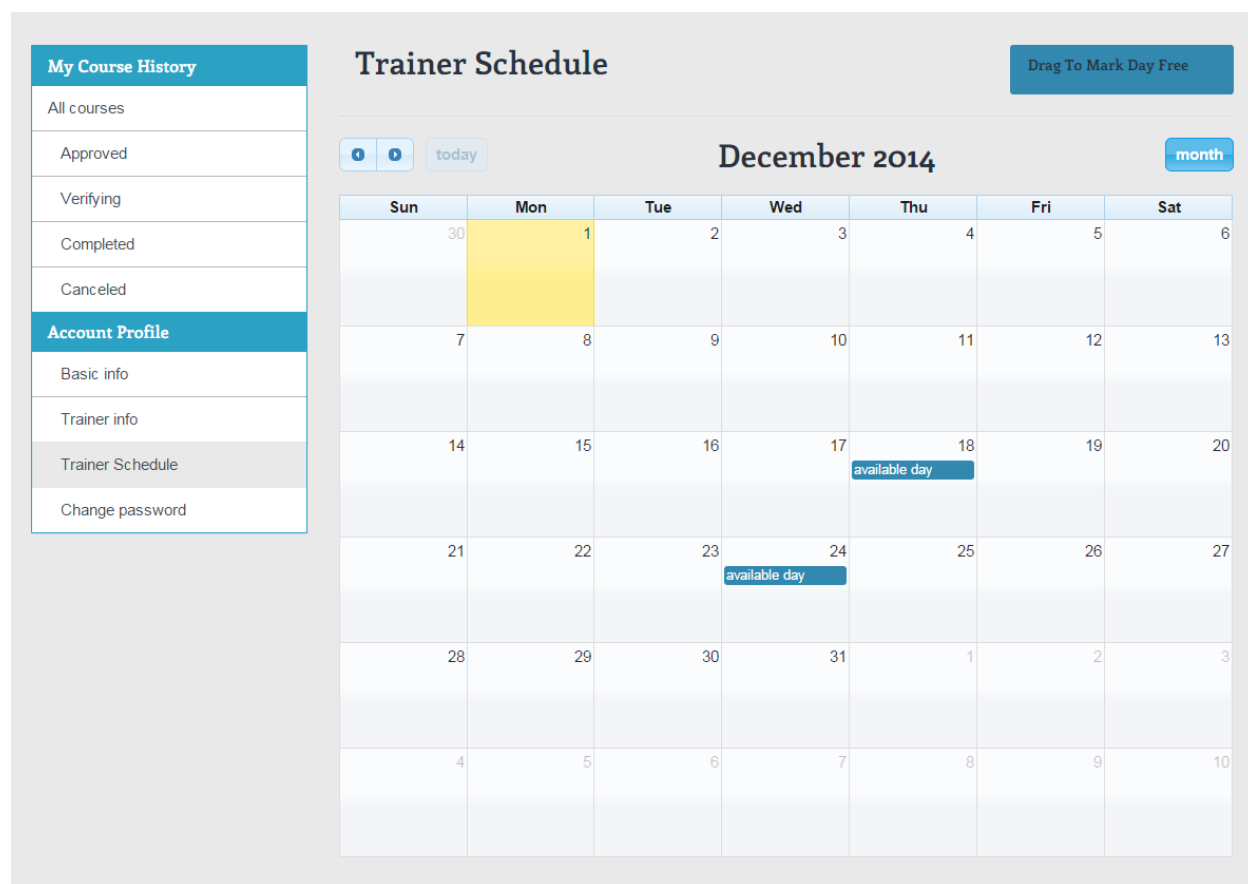


Figure 21: trainer schedule

3.2.2.4 change password

The part is same with change password part for course attendees.

3.2.3 Add a course

As a trainer, if you want to create a new course, then you should click the button “add new course” in figure 22, and then the page will be redirected to add a new course page in figure 23. In the add a new course page, there are some fields trainers need to fill in: course name, key learning points, upload course photo, price , maximum attendees, course overview & style. The following table shows the limitations on these fields.

Finally, if you click “submit”, the new course request will be sent to administrators and be added to all courses—verifying. Once the course is approved by administrator, the course will be added to all courses—approved. Otherwise, the course will be added to all courses—cancelled.

Field	Is required	Limitation	Example
course name	Required	Not null	Software engineering
key learning points	Required	Not null	Software architecture, Software life

			cycle...
upload course photo	Optional	Jpg, jpeg, png...	Choose one picture locally
price	Required	Not null	300
maximum attendees	Required	Not null	20
course overview & style	Required	Not null	Software architecture, Software life cycle.....The method are giving lectures and discussions.

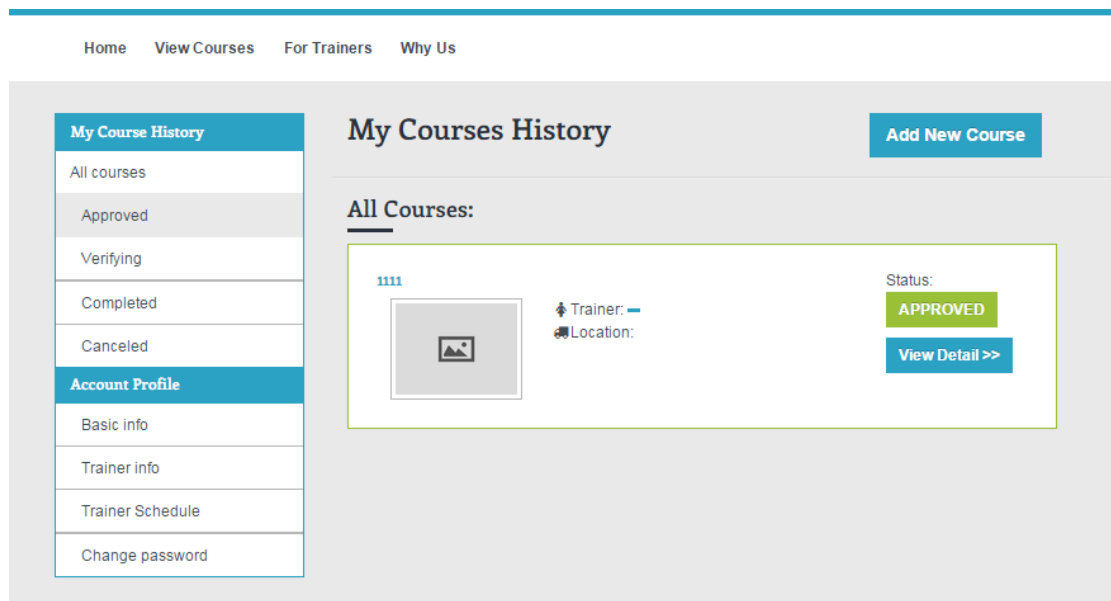
Table 3: add a new course**Figure 22: add new course**

Figure 23: add a new course

4. Troubleshooting

4.1 Error Codes and Messages

Error/Message	Meaning of the message	Action to be taken
This field is required.	The field could not be left without value.	Complete the field.
Please enter at least n characters.	The length of users' input doesn't meet the minimum number.	Edit the field to meet the required length.
Please enter a valid email address.	The format of input email address is not correct.	Edit the field to meet the required email format.