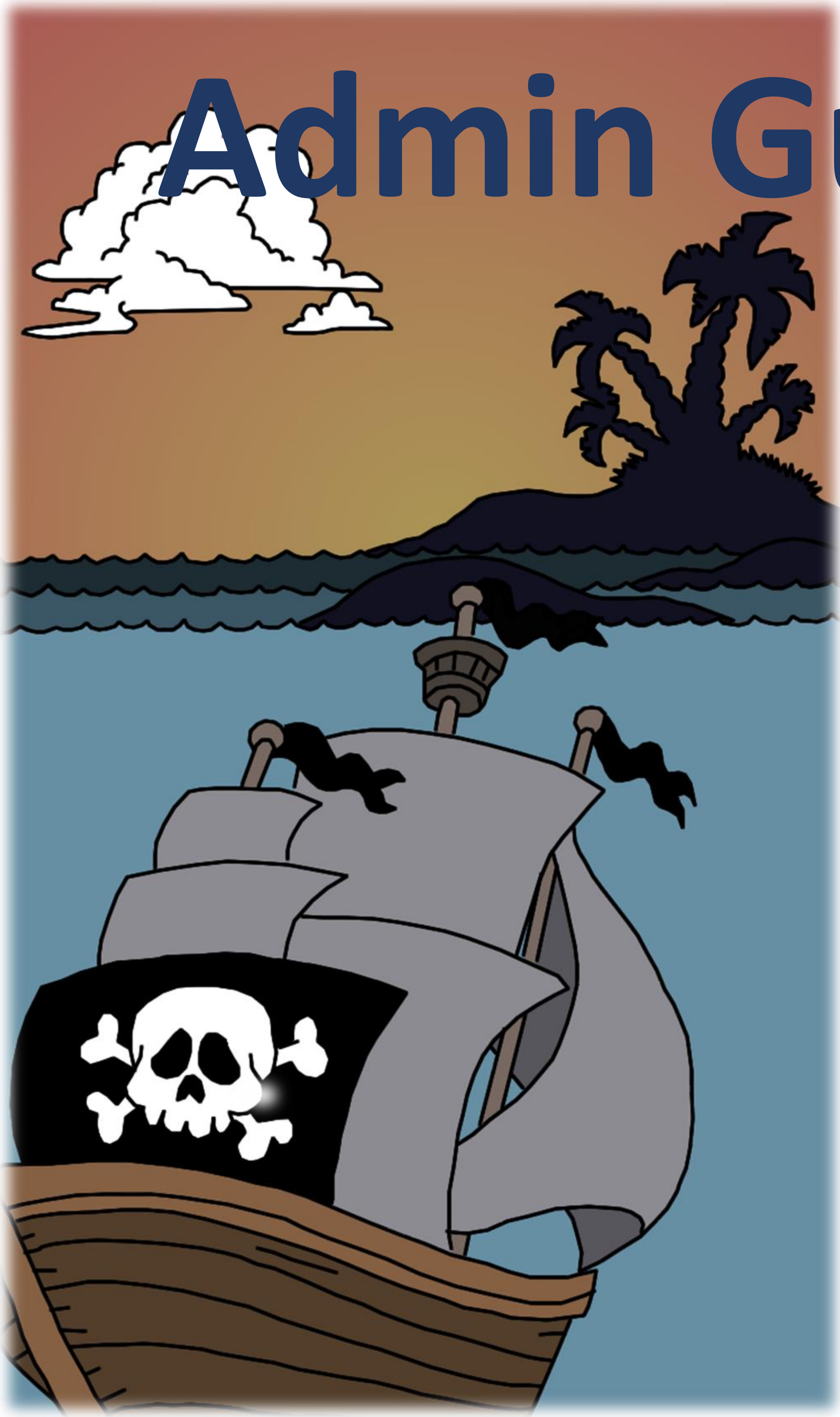
Admin Guide



March 2017

Version 1.0

Date	Version Number	Document Changes	Changes By
29/03/2017	1.0	Initial Document	Phoebe Duff
18/04/2017	1.1	Images Updated	Phoebe Duff
21/01/2017	2.0	Changed to reflect UI changes	Phoebe Duff

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[1] INTRODUCTION

[1.1] SCOPE AND PURPOSE

Thanks for downloading the admin manual for the NUSU Treasure Hunt mobile application. This application exists to make the planning and execution on real world treasure hunts easier, especially when coordinating between many users.

This user guide exists to help the admin to set up a treasure hunt with a step by step how to of each section

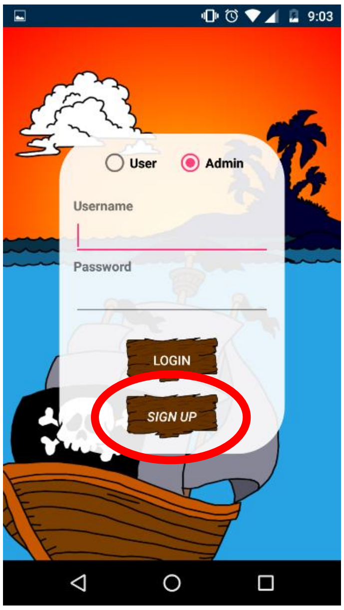
[1.1] PROCESS OVERVIEW

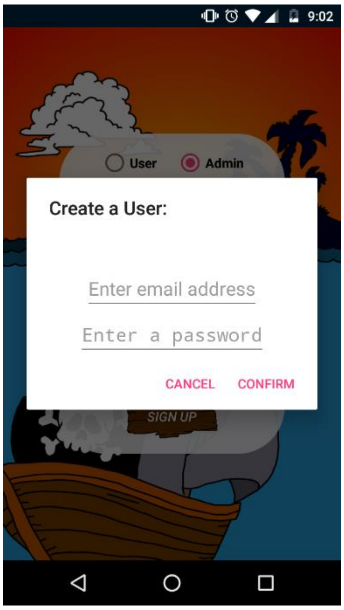
To complete the process of setting up a treasure hunt all you need to do is follow the instructions that follow, which are broken down into the following sections:

1. Signing in
2. Adding locations
3. Adding locations to a hunt
4. Creating teams
5. Starting the hunt
6. Tracking the hunt

[2] LOGGING IN

[2.1] CREATING AN ACOUNT





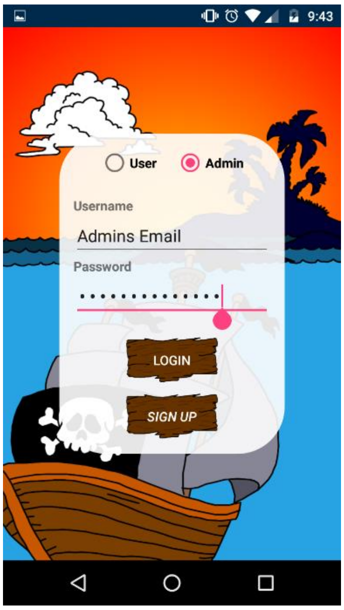
The first thing a new admin should do is set up a new account. To do this, in the log in screen, the new admin should click the 'SIGN UP' button (pictured in figure 1). This will open the pop up window shown in figure 2, the admin should then enter their email address and password into the text fields and select confirm.

Provided that the email address and password are both valid, then the app will return to the log in screen.

Sign Up fig. 1

Sign Up fig. 2

[2.2] SIGNING IN

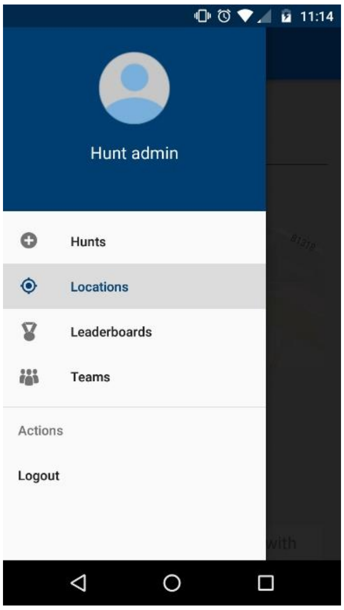


For the admin to sign in they must make sure that the 'Admin' option is selected as shown in figure 1. This will allow the admin to then put their email address and password into the text fields and select the log in button.

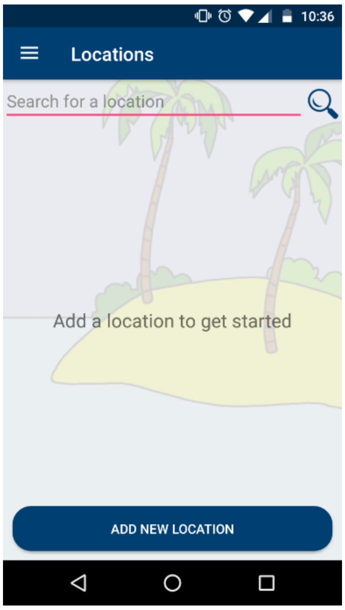
Admin Sign In fig. 1

[3] CREATING A HUNT

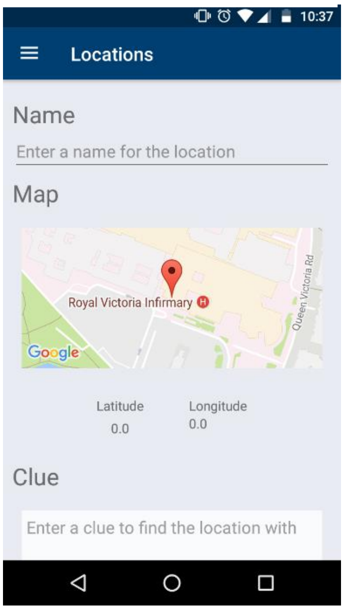
[3.1] CREATING LOCATIONS



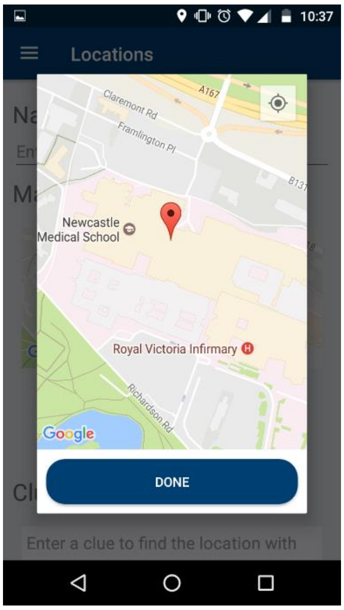
Locations fig. 1



Locations fig. 2



Locations fig. 3



Locations fig. 4

Before being able to create a hunt the admin will need to save all the locations within the hunt. The first thing the admin should do is to choose the 'Locations' option within the side menu, this is shown in figure 1. The side menu is accessed by clicking the sandwich icon in the top left of the app.

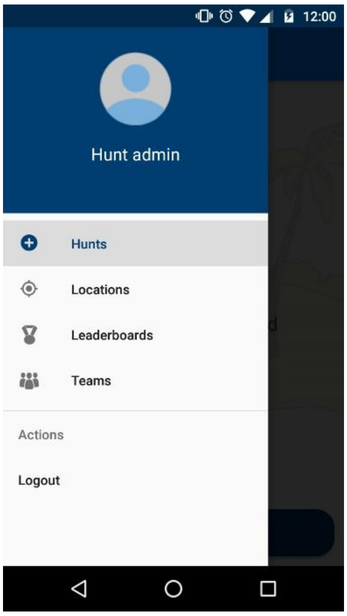
Once the locations page has been accessed the admin should see it looks like figure 2. This is because there are no current locations saved.

To add a new location, click the 'ADD NEW LOCATION' button at the bottom of the screen. This will open a new page shown in figure 3. The admin should enter the name of the location, pin point it on the map and fill out a corresponding clue for the location.

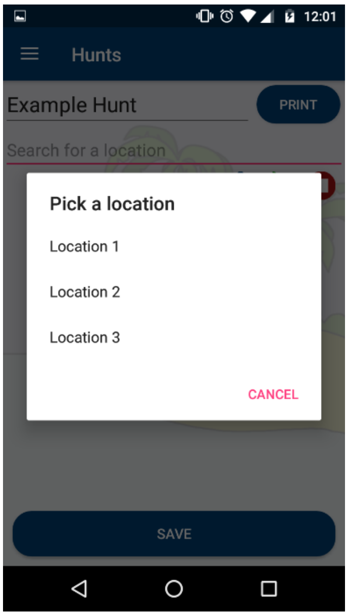
When the admin clicks on the map to change the pin pointed location it will open a pop up box which is shown in figure 4. From this pop up box, the admin can move the map around and change the pin.

Once more than one location has been saved the admin should see a list of all the locations they have saved on the main screen.

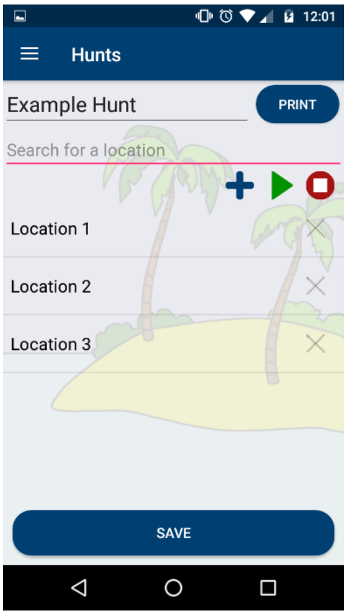
[3.2] ADDING LOCATIONS TO A HUNT



Hunts fig. 1



Hunts fig. 2



Hunts fig. 3

Hunts fig. 4

Accessing the hunt page is exactly like accessing the locations page, by clicking the sandwich icon in the top left of the screen, this is shown in figure 1.

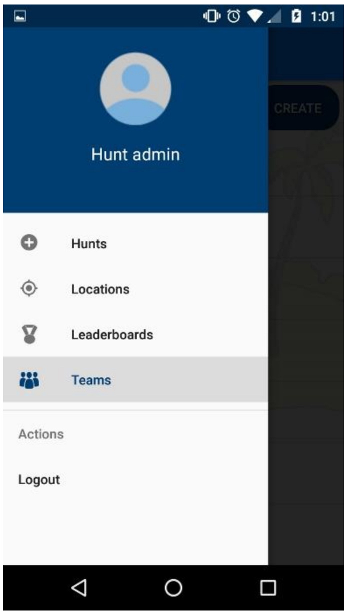
To create the first hunt the admin needs to click the ‘ADD NEW HUNT’ button at the bottom of the screen. When in this page the admin should click the ‘+’ button and select which of the saved locations they want to add to this hunt. This is shown in figure 2.

Within the pop up screen the admin should select all the locations they want to be included in the hunt. To save this hunt the admin should click ‘Save’. To abort the creation of this, hunt the admin should click ‘Exit’.

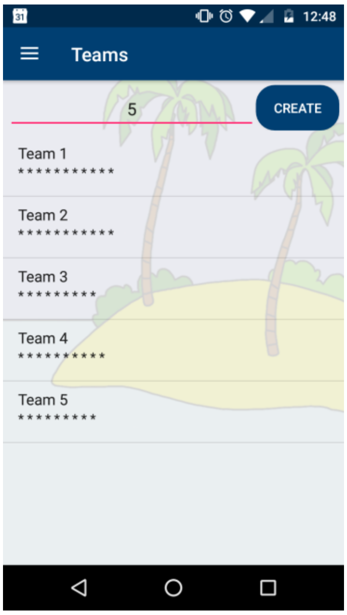
After all locations have been added the screen should look like figure 3. The admin can remove locations by clicking the ‘x’ next to each location name.

The last thing the admin should do in this screen is to click the ‘PRINT’ button right next to the hunt name. This will open a PDF document as shows in figure 4. Within this PDF document are all the QR codes which are to be places at each physical location in the hunt, this is downloadable and should be printed and each QR code displayed prior to the hunt.

[3.3] CREATING TEAMS



Teams fig. 1

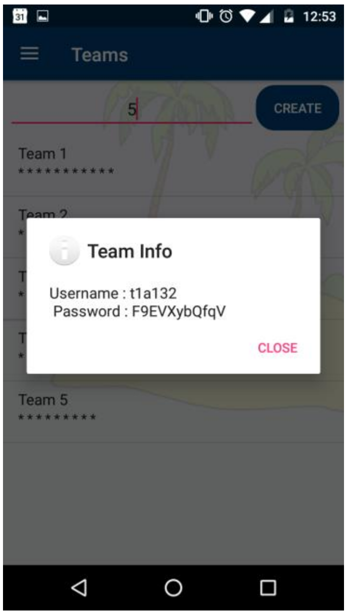


Teams fig. 2

For the admin to allow users to participate in the hunt, they need to crate randomly generated user names and passwords for each team. To get to the 'Teams' page, the admin must select it from the menu. This is shown in figure 1.

All the admin must do is type in the number of teams they want to create and press the 'CREATE' button. An example of this is shown in figure 2.

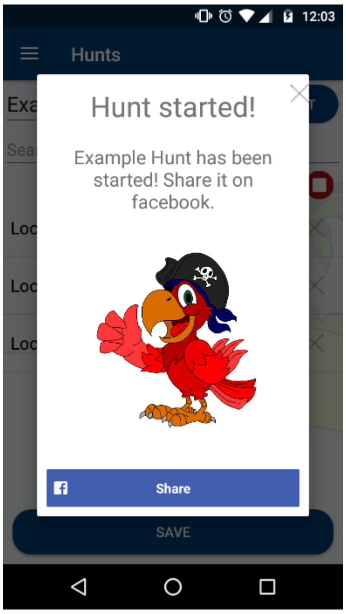
To view the username and password of the teams the admin should click on each team, this will open a pop up as shown in figure 3.



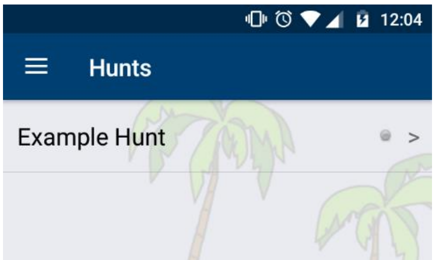
Teams fig. 3

The admin must then inform the teams of their usernames and passwords so they can participate in the hunt.

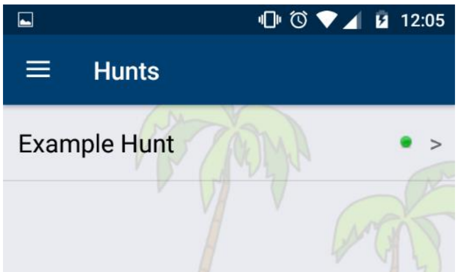
[3.4] STARTING THE HUNT



Starting the Hunt fig. 1



Starting the Hunt fig. 2



Starting the Hunt fig. 3

When the admin is happy with the hunt they have created and they would like to start the hunt and make it active all they need to do is to click the play button within the hunt they want to run.

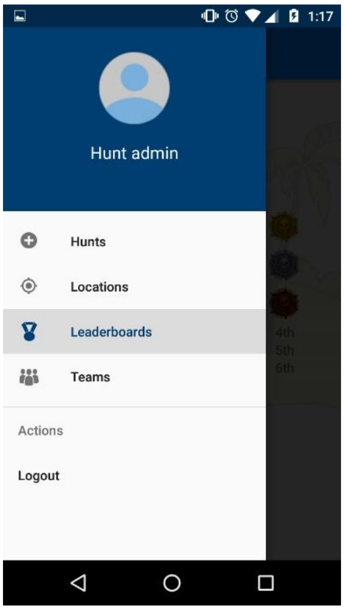
When this button has been pressed and the admin has confirmed they will see a pop up allowing them to share this on social media.

The admin will know which hunts are running when they look at the main hunts screen. If the small circle next to the hunt name is green, it is running, if not then it is not.

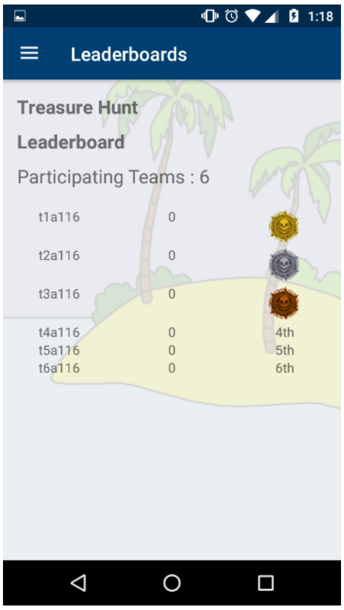
This is shown in figure 2 and 3.

When a hunt is active the admin can track the hunt to see the progress and ranking of all teams involved.

[3.4] TRACKING THE HUNT



Tracking fig. 1



Tracking fig. 2

If the admin wants to track the progress of an active hunt this can be done from the 'leader board' which can be accessed by the main menu, shown in figure 1.

Within this screen the admin can see the top three teams and the positioning of every other team in relation to each other. As the teams' complete locations they also earn points. The admin can see the points of all the teams from this screen.