

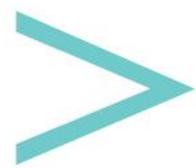
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**Interreg**  
**POCTEFA**



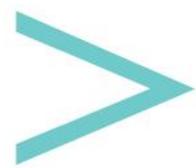
## BERTAN MUGI Content Manager User Manual



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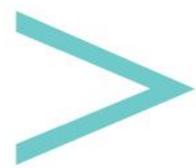
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## INTRODUCTION

The Sakana Development Agency and the Sakana-based Commonwealth of Social Services have created a tool for demand-responsive transport management called BERTAN MUGI.

BERTAN MUGI has an Android and iOS mobile device application that can be downloaded from the Google Play Store (Android) and the App Store (iOS). It can also be accessed through its website to manage the content; here, we can generate the different routes and define schedules, prices, places, etc.

The following document explains the structure and operation of the content manager.



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## ACCESS

A Manager is a web tool which can be accessed through any browser using the following URL:

<https://bihartech.com/BDPET/NAVARRA/GestorContenidosTransporte/index.html>

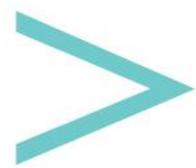
After loading, the following login page is displayed:



The screenshot shows a login interface for 'GESTOR TRANSPORTE'. It features a dark grey background with a black header bar at the top containing the text 'GESTOR TRANSPORTE'. Below the header, there are two white input fields. The first is labeled 'Username' and the second is labeled 'Password'. To the right of the password field is a small eye icon. Below the input fields is a white button with the text 'ENTRAR'.

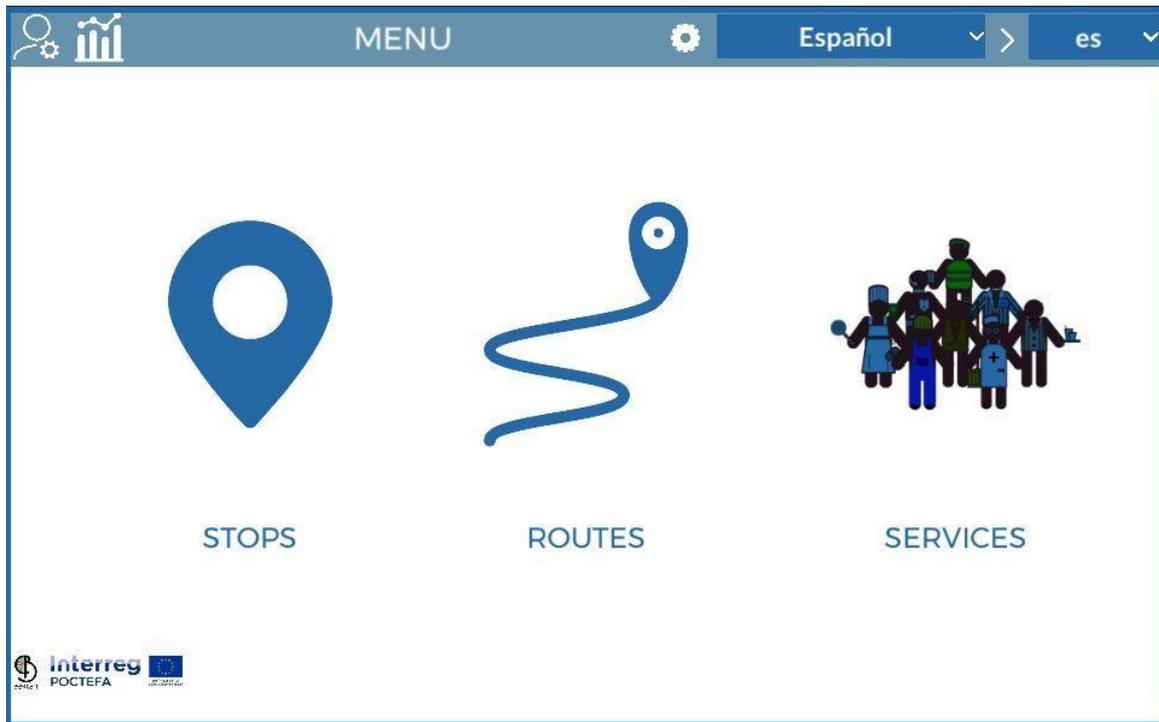
Here, you must enter the administrator credentials we have sent you (username and password).

If correct, we can proceed to the next "Main Menu" page.



## MAIN MENU

On this page, we access the different parts of the manager, as well as the control/management of users and statistics and languages of the application, located at the top bar.

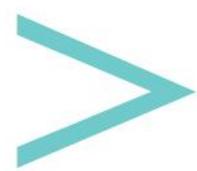


In the central part, we have the following sections:

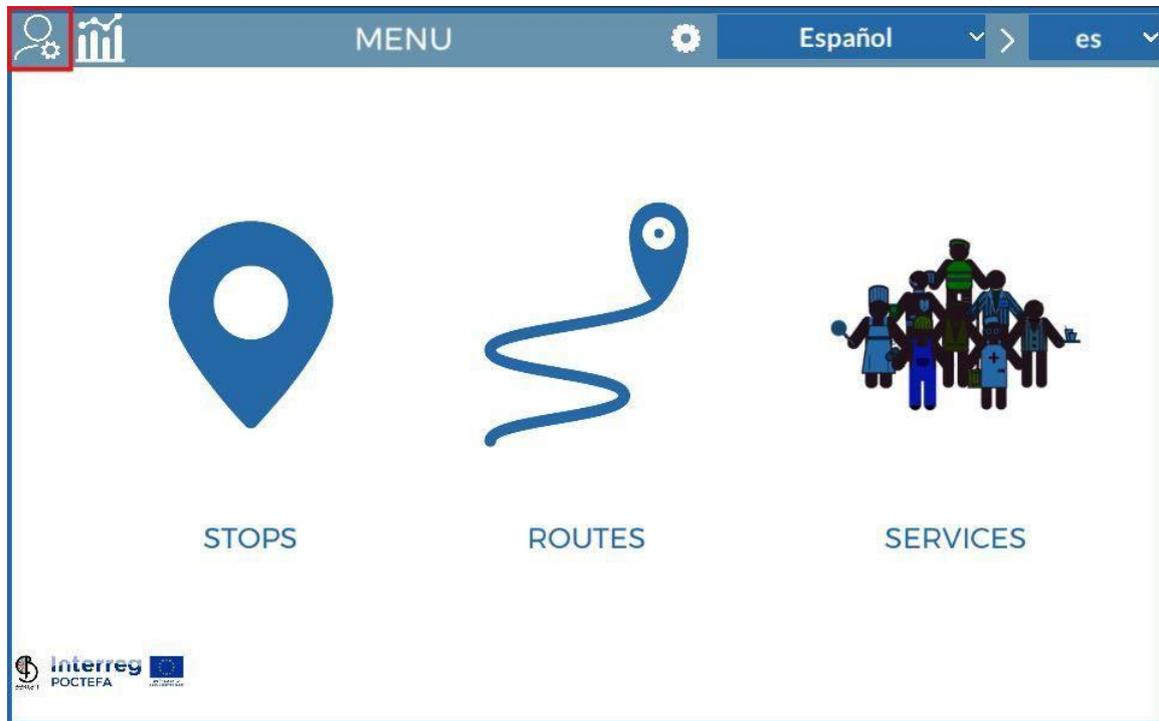
**STOPS:** Creation/Edition of the different stops that will complete the routes.

**ROUTES:** Creation/Edition of the different routes.

**SERVICES:** Creation/Edition of the different services we can find at the stops or in their vicinity.



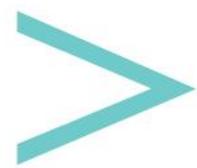
## USER MANAGEMENT



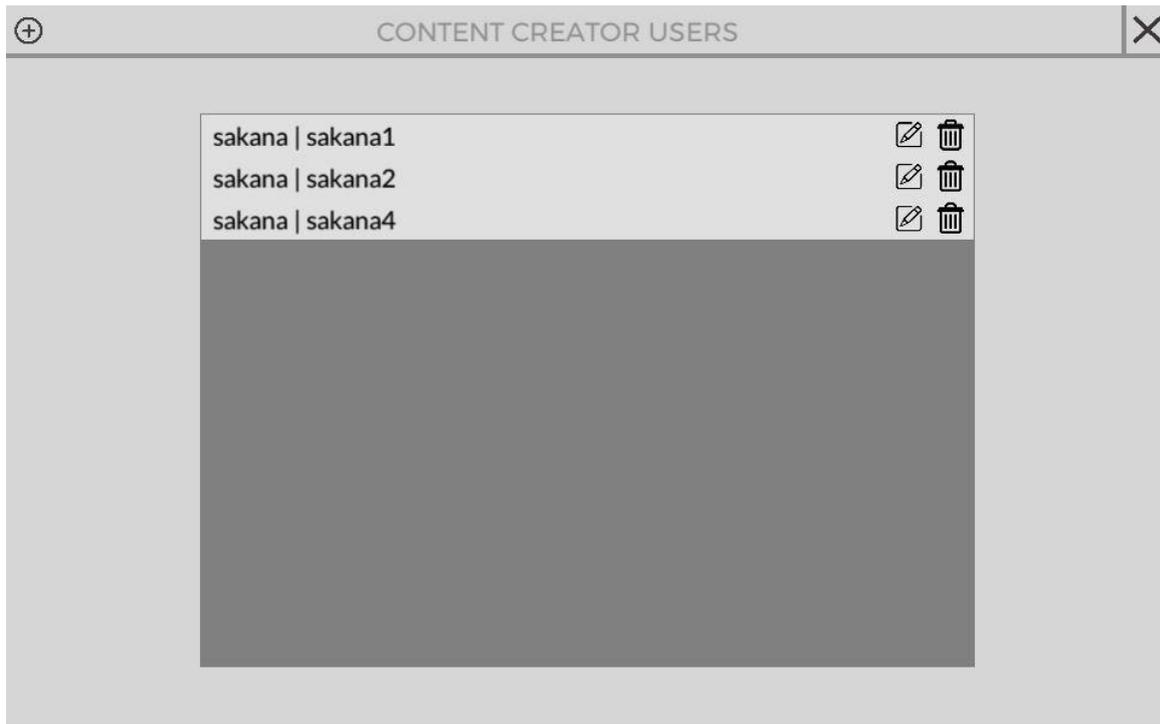
Using the button in the upper left corner, we can access a submenu for the creation of users who will have access to the manager. These users will be able to create new content, edit it or delete it, but in no case will they be able to delete anything created by other users.

The master user is the only one who can delete content from other users.

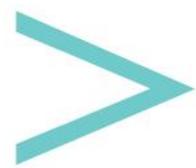
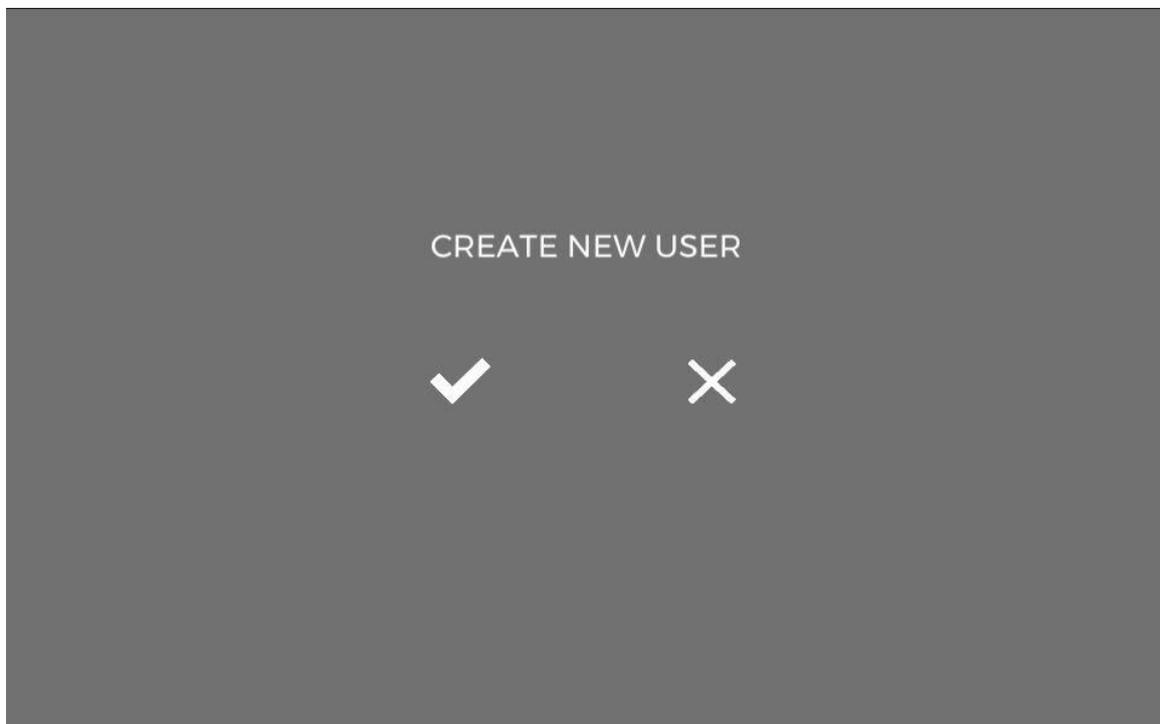
As you can see on the following page, we will be able to see the list of users created by the master user, and for each of them, we will have a button capable of editing their access data or deleting it.



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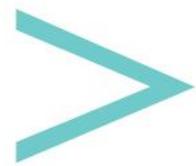
We also see a button with the + symbol at the top left, which is used to generate new users. By clicking on it, a confirmation page will appear. You must select Yes or No.



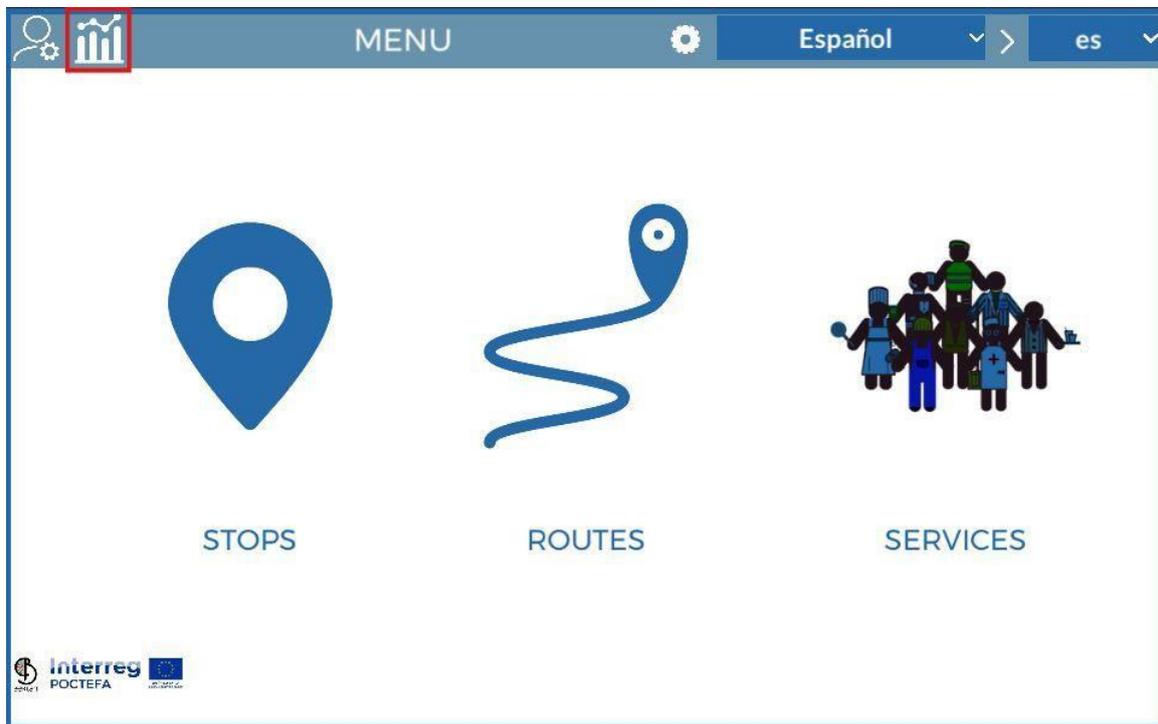
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If NO is chosen, the page is hidden, and we return to the user list. If YES is selected, a user is generated in the database with a default username and password, which we will have to modify by clicking the edit button.

*\*It is important to note that an automatic saving is carried out every time something is modified in the manager, whether it is a text field, selecting any option or modifying any information. This way, you will not have to worry about clicking any save button.*

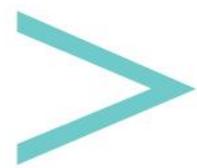


## STATISTICS

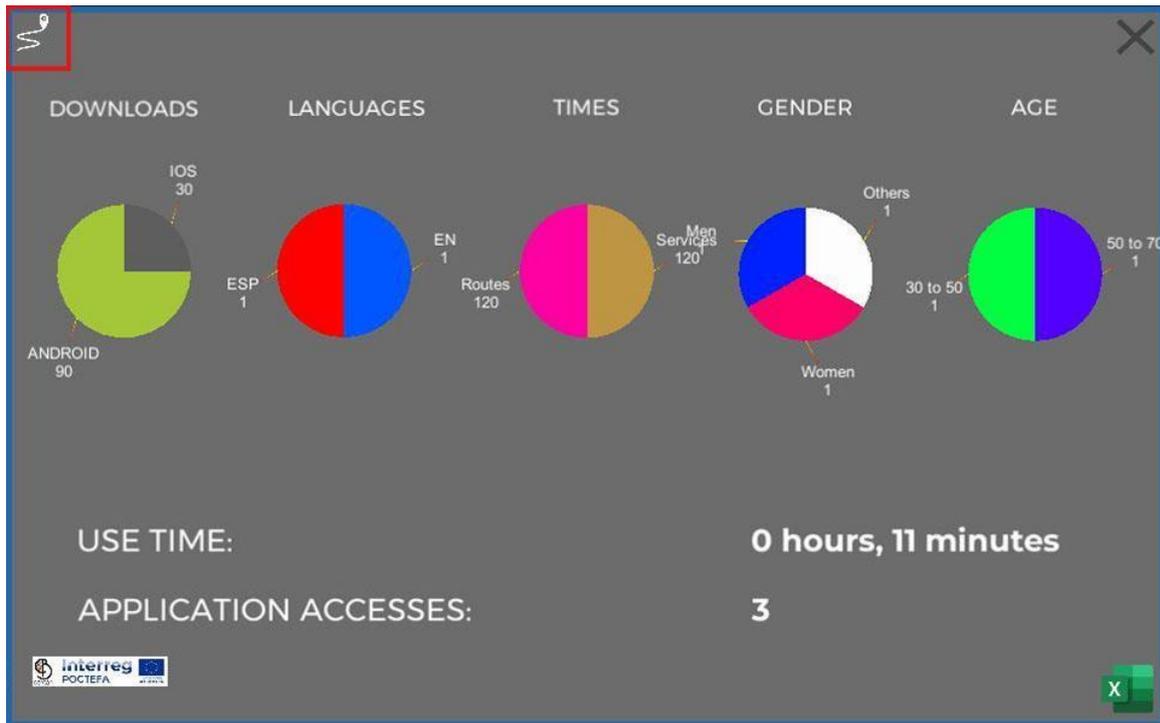


Clicking on the icon marked in red, we can access the statistics page. Here, we can see the number of downloads on the different mobile platforms, the languages of the mobile device of the person using the app, the times they spent in the various sections of the app, and the gender of the person using the app (if they provided such information), as well as the age of the user (which is also requested within the mobile app), the total user time of use and the number of times all users have accessed the app.

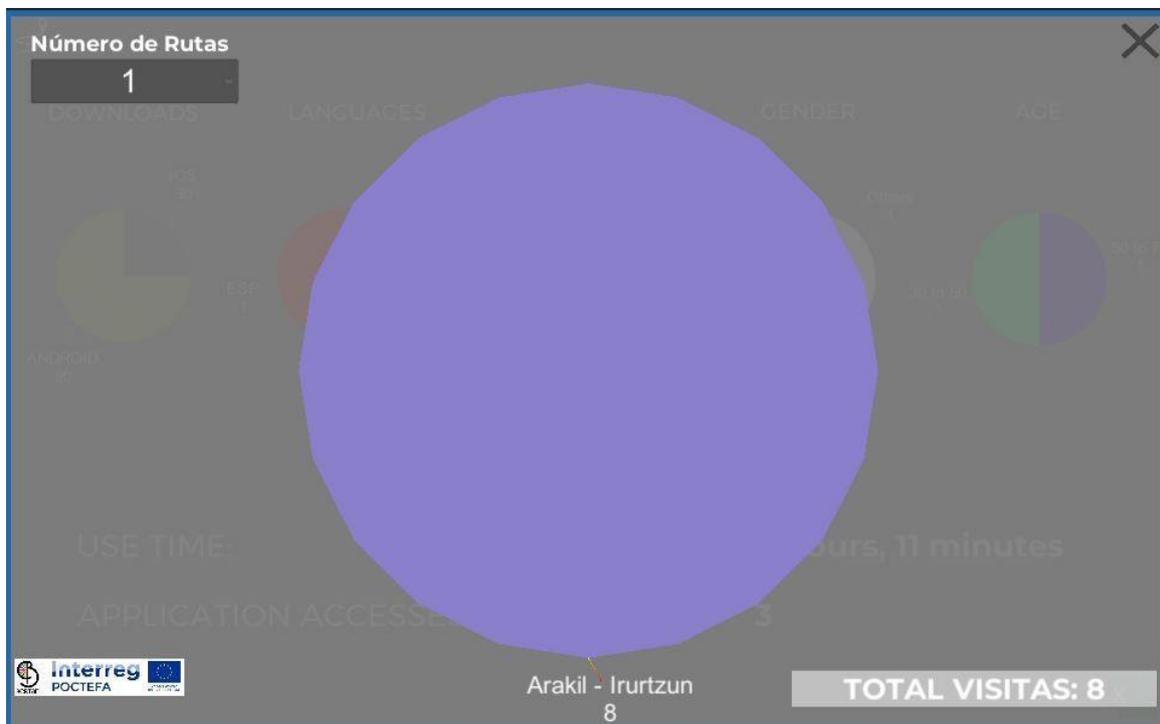
If we click on the icon at the top left:



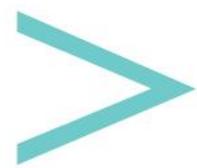
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A page with the usage information of the different routes will appear:



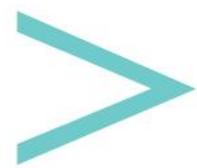
Here, in the drop-down list, we can select how many routes we want to see in the central graph. Each route will appear with a different colour, and below the route's name, we will see the number of people who have used it.



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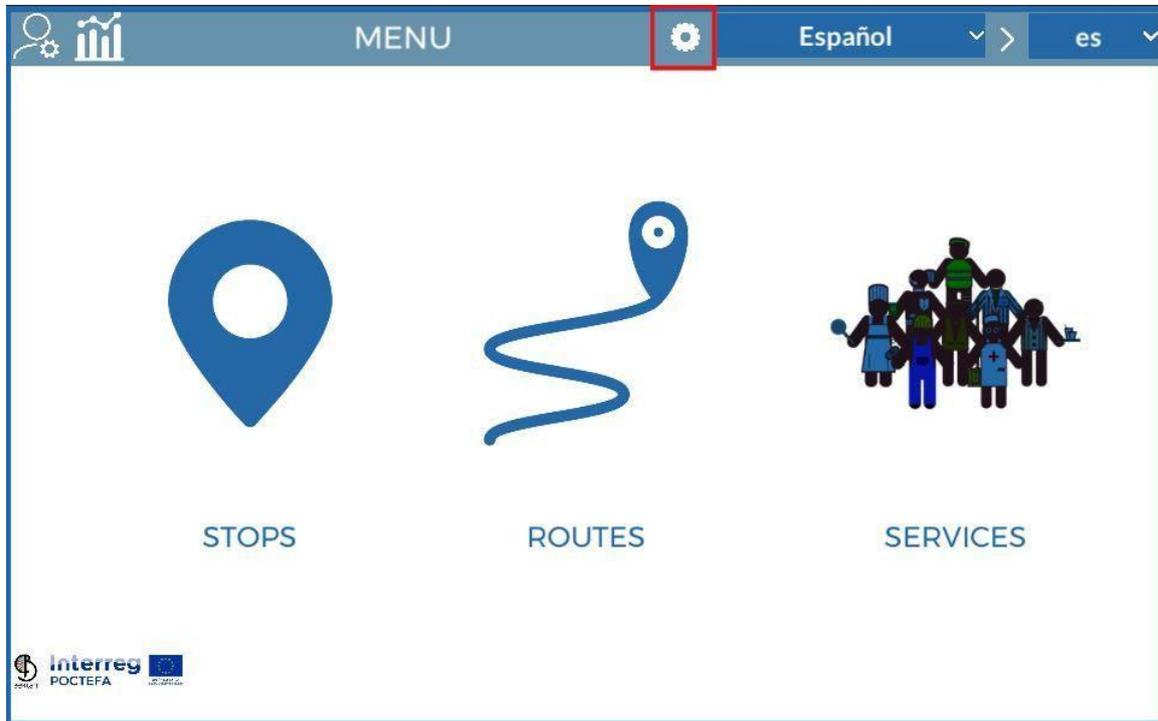
The bottom right shows the total routes used through the app until now.

All this information can be exported to an Excel file using the button on the bottom right:

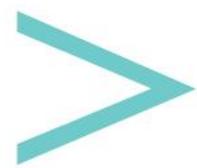
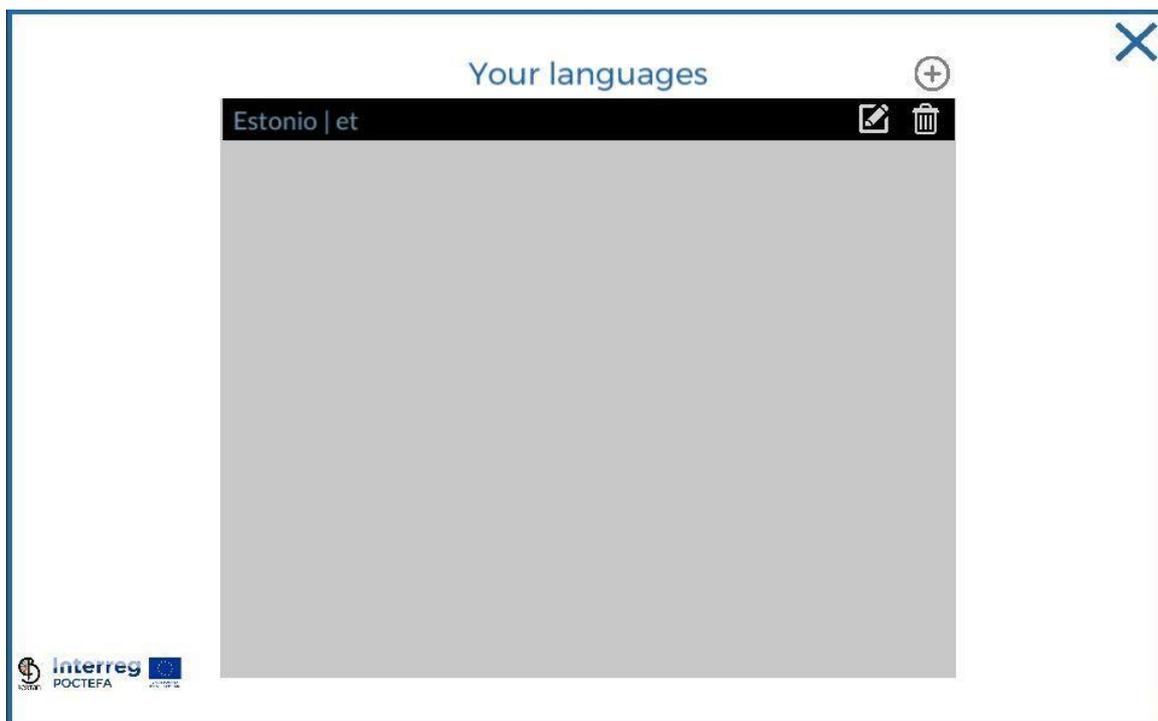


## LANGUAGES

The default languages are Basque, Spanish, English and French, and you can add more by clicking on the button highlighted in red.

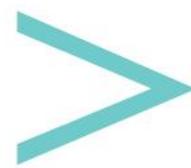
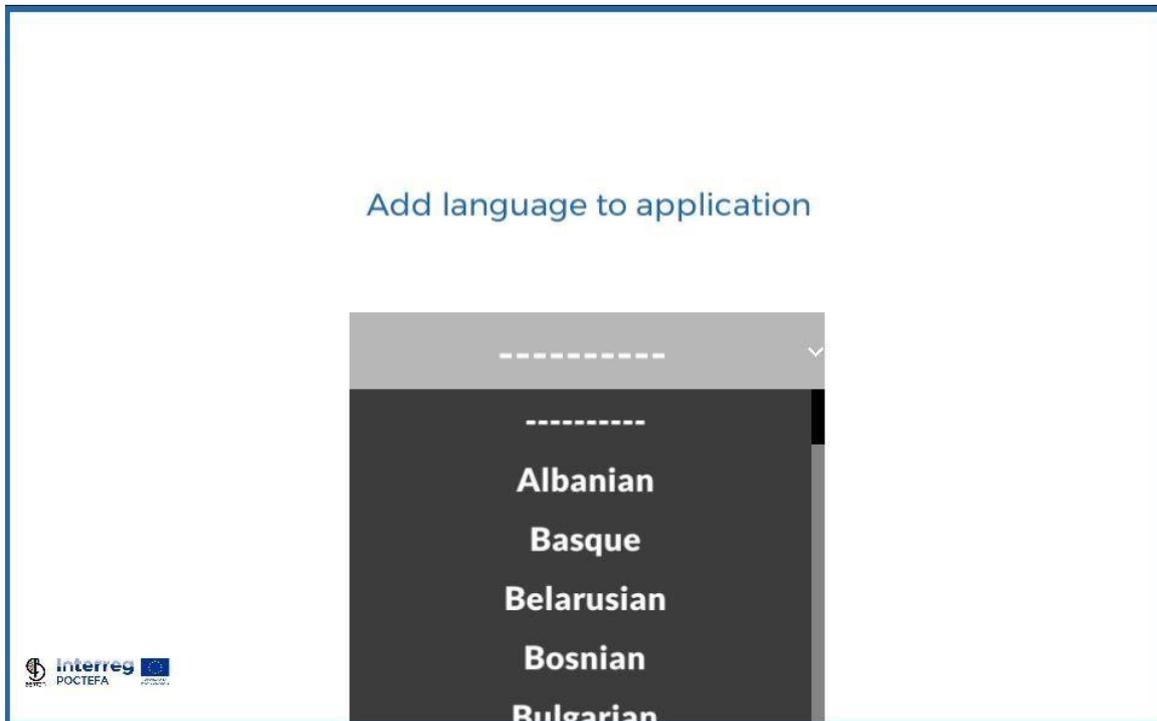


In this list, we can see the name of the language and its code (the same code that appears in Google Translate), followed by two buttons to edit or delete it.



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At the top right is a + button, which is used to add a new language. When you click on it, a drop-down will appear with the list of languages available in Google Translator. If you click on one of them, it will be incorporated into our list of languages, ready to be used.



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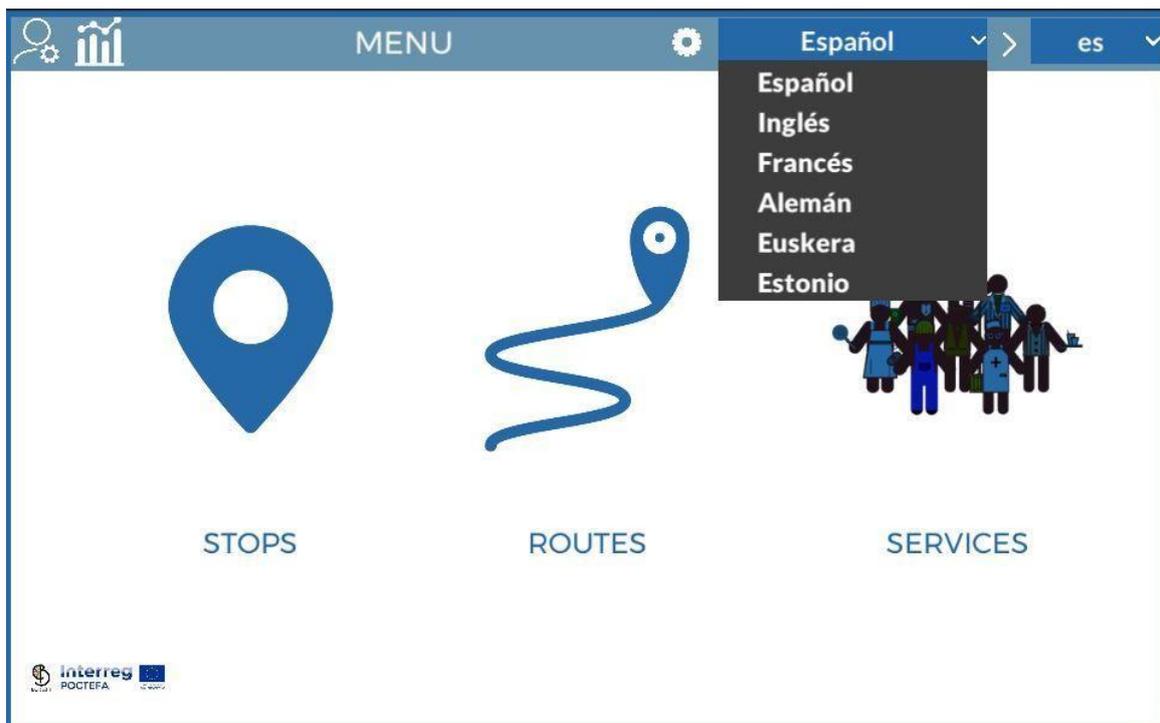
As we can see in the previous image, there are two columns, the left has the words/phrases to be translated, and the right one has editable text fields to insert the corresponding translation.

At the top left, we have a drop-down with all the languages available in Google Translator to perform an automatic translation (via the Google Translator API). Since Google Translator is not 100% reliable, all fields are editable to modify the translations.

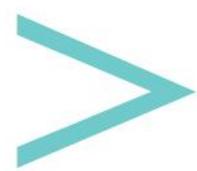
This is a valuable option to speed up the translation of simple words/expressions.

In the drop-down displayed next, we can see the available languages.

By clicking on a language from the list, it will be added to the drop-down list on the right, which are the languages we use that users will see in the mobile app.



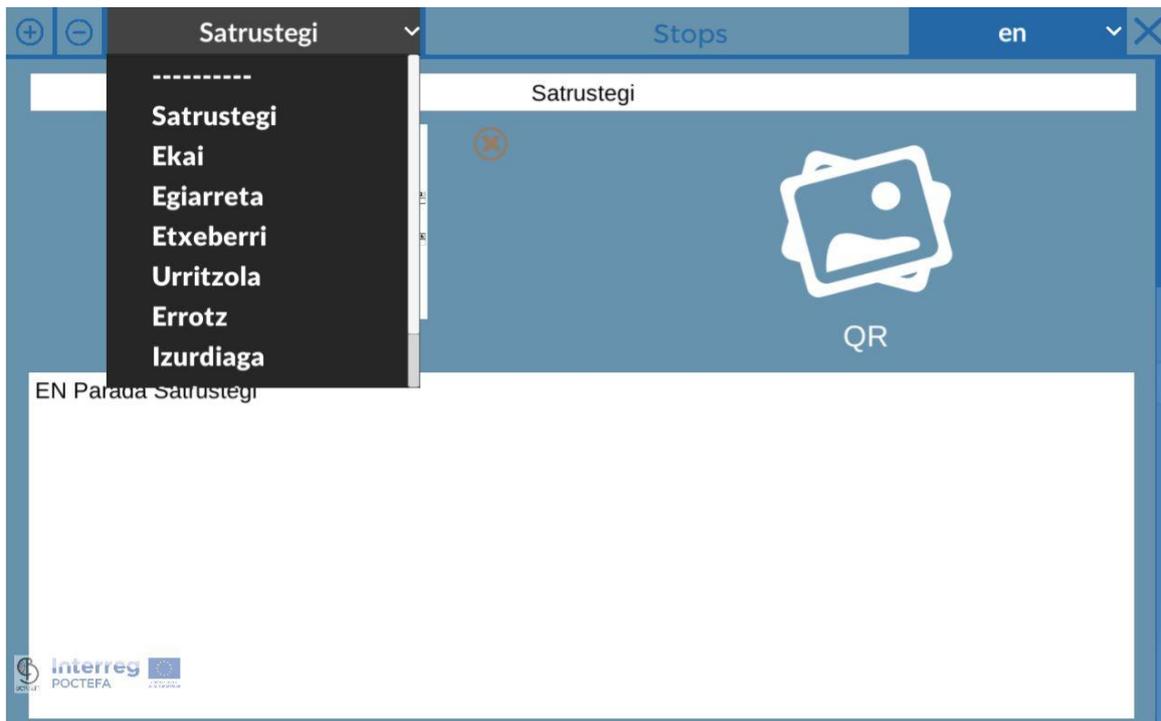
If you click on one of the languages listed on the right, we will remove it from that list and the mobile app.



## STOPS

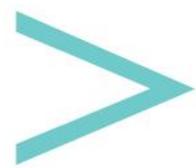
By clicking on the Stops button in the main menu, we can access the stop settings, which have been designed to scroll vertically. We can scroll up or down using the scroll bar on the right or by clicking with the mouse on the screen and dragging up or down.

The rest of the setting pages (Services and Routes) have a similar design to the Stops one, so we will explain this first section in detail and with the rest, we will only focus on the specific information.



At the top, we have a toolbar; from left to right, we find:

- Button +: Create a new stop
- Button -: Delete the selected stop
- Grey drop-down: all the stops (services or routes depending on the section) that we have created are displayed, and by clicking on one of the drop-down options, that stop is selected, showing the information we stored.
- Language drop-down: You must fill in the information for each language in this drop-down.
- X button: To exit the main menu.

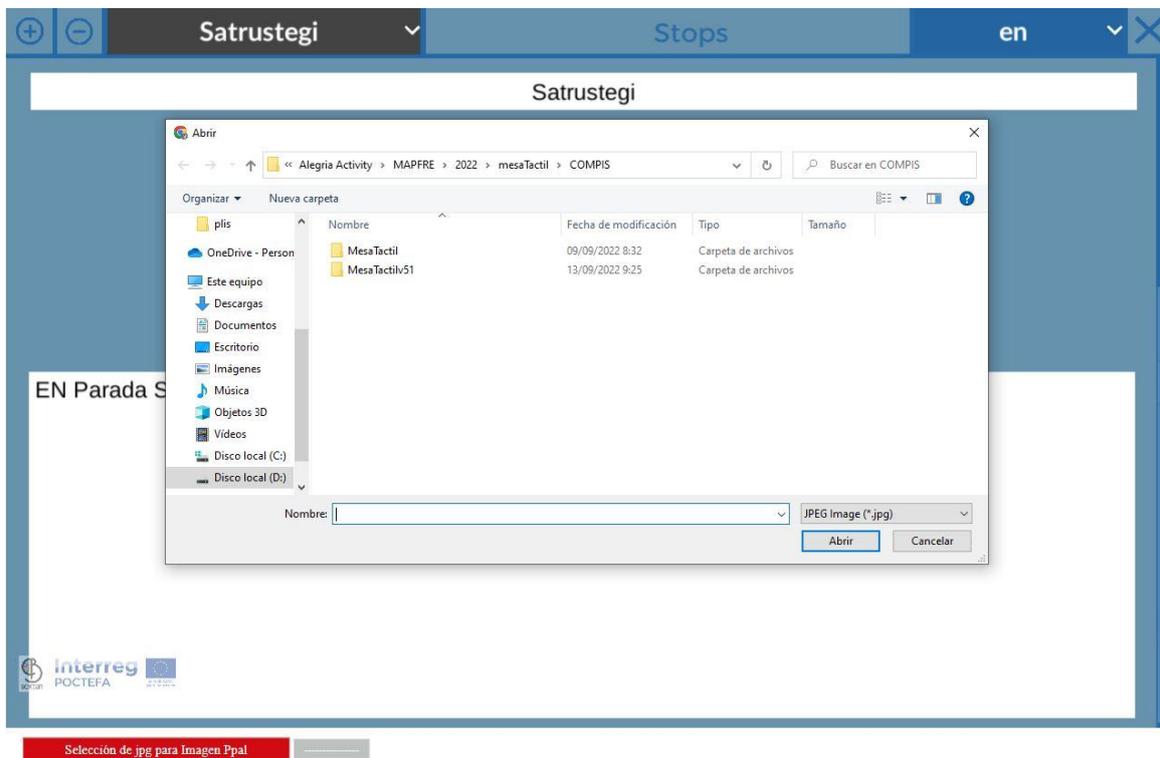


The information to be filled in for each stop are the following fields:

- Name.
- Main Image

The way to upload files is the same for any section. First, click on the icon of the main image. Next, we will see a button with a red background at the bottom, which says "Selection of jpg for Main Image".

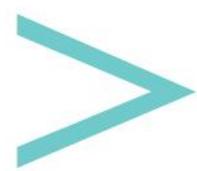
If we click on this button, a file selector appears so we can browse for the image on our computer.



Once the file is selected, a grey background button is activated next to the red one, with the label "Update (file name) in Server". To finish, we must click on this grey button to upload the file to the manager.

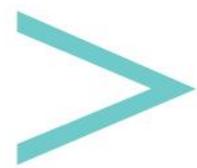
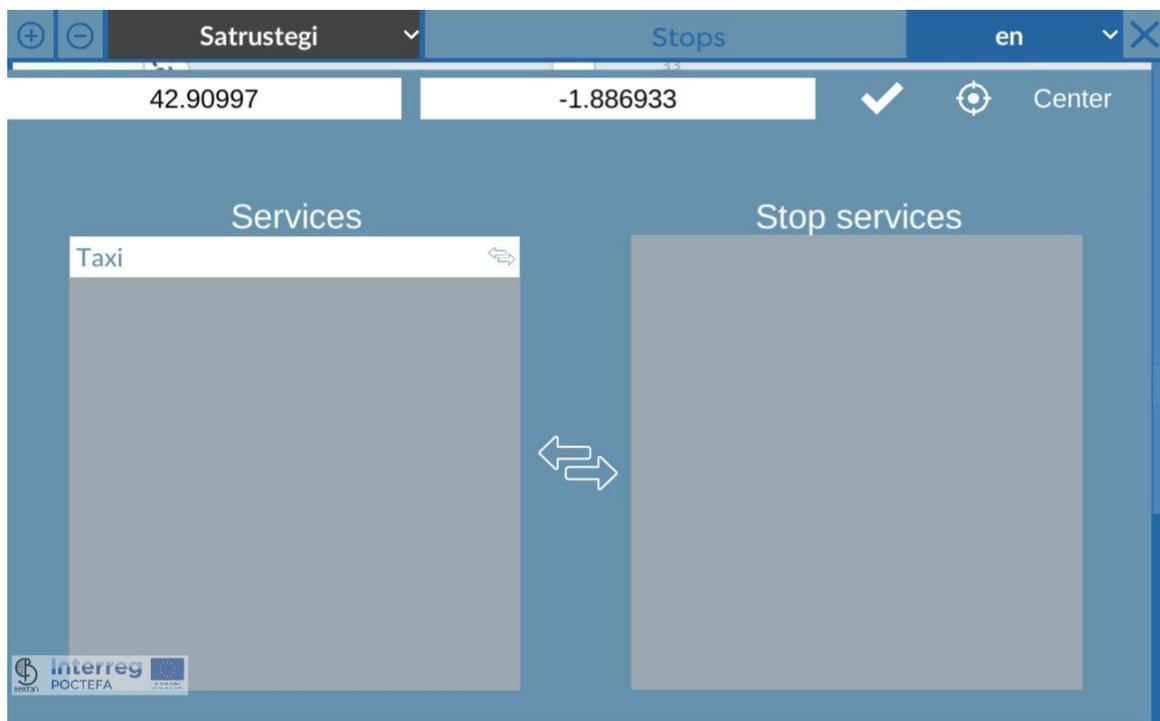
An uploading bar will appear, and once it reaches 100%, the file will already be stored on the server. Now, we can see it on the icon that we had initially clicked on.

- QR code: QR code that we can (or cannot) find at the stop to directly access your information sheet in the mobile app.
- Description: Here, we can indicate any information about the stop.
- Country and Region: All countries with their respective regions or European Union equivalents have been included.



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- GPS location: longitude and latitude of the stop, which will help to show it on the map within the mobile app. Once the coordinates have been entered, click on the V-shaped icon to see it on the map and verify that we have entered it correctly. Finally, there is a bullseye-shaped button, which centres the view on the map over the entered point.
- Tourism/Services: In the left column, we have a list of all the services that we have created; each of them has a transfer icon, which, if we click on it, we will assign such service to the stop where we are. In the same way, in the right column, we have the list of services that have been assigned to such a stop. To delete it, we click on its transfer button; next, it will appear again in the list on the left.



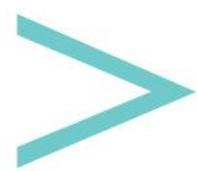
## ROUTES

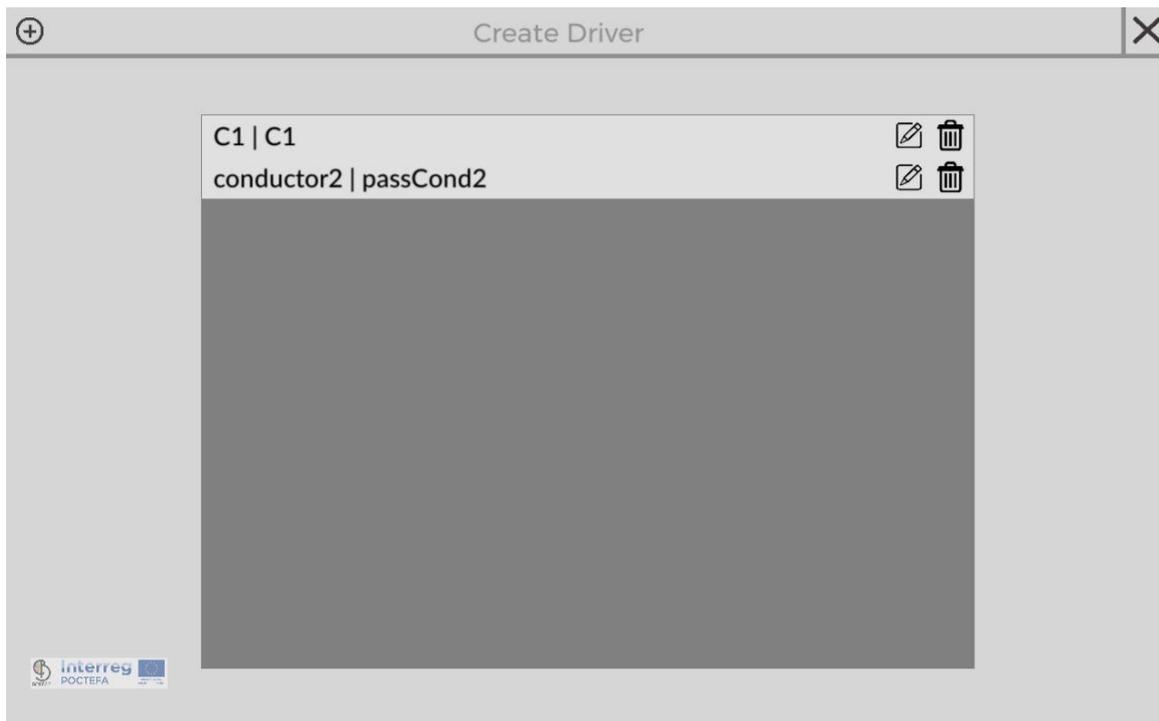
You can access the route settings by clicking on the Routes button in the main menu.

The screenshot shows the 'ROUTES' configuration page for a route named 'Arakil - Irurtzun'. The interface includes a top navigation bar with a language dropdown set to 'en' and a close button. Below the route name, there is a description: 'EN Ruta que empieza en Arakil y termina en Irurtzun'. The configuration area is divided into several sections: 'Available seats' is set to 22; 'Schedule' shows a weekly pattern with 'M' (Monday) highlighted in black, and 'T' (Tuesday) through 'S' (Sunday) in white; a specific schedule entry shows 'Irteera 11:44' and 'Itzuli 13:46' with a trash icon; a 'Round Trip' checkbox is checked with a green checkmark; and at the bottom, there are options to 'Contact to reserve a seat' via 'Telephone' or 'Email'. Logos for 'interreg POCTEFA' and 'ITZULI' are visible in the bottom left corner.

At the top bar, a new icon related to the Stops section manages driver users. These users can enter the mobile app using driver mode.

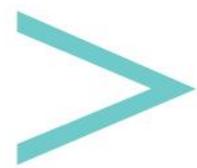
By clicking on this button, we find a similar page to that of the creation of users manager; with the + button at the top left, we create new drivers that we can edit or delete from the list.

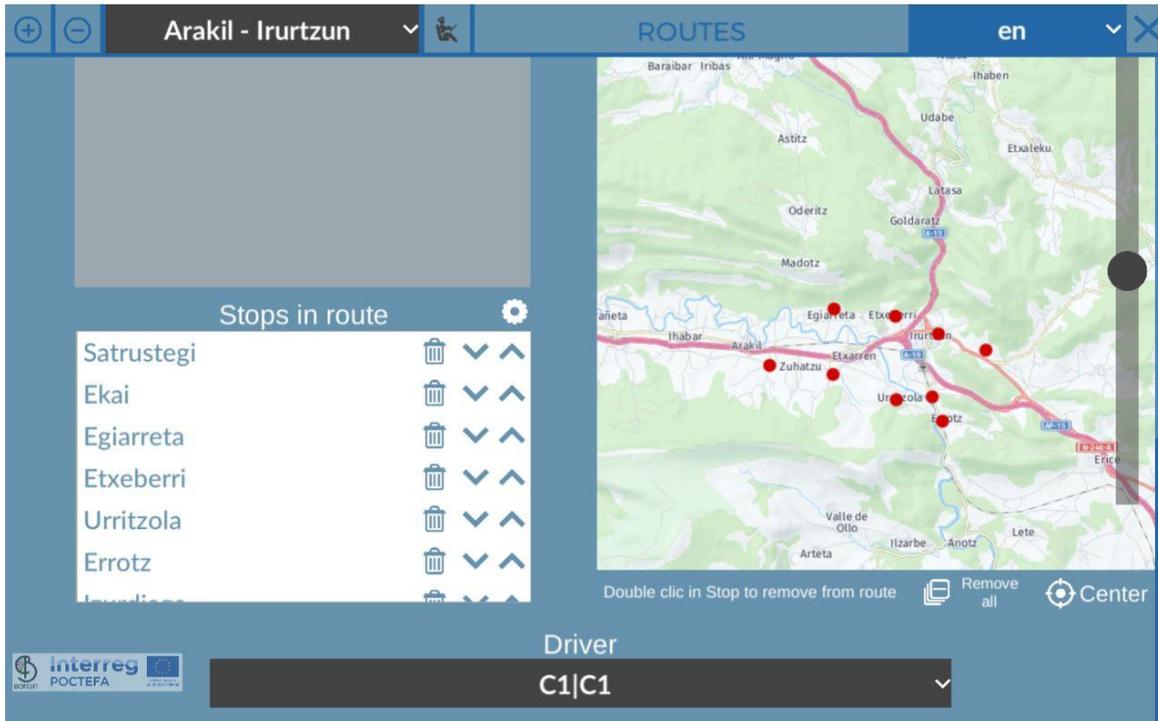




The information to be filled in for each route is:

- Name.
- Description.
- Available seats: Number of available seats for transportation.
- Round-trip: It indicates that if the route has a round-trip, we assume that a round-trip has the same stops that we filled before but in the opposite direction.
- Schedule: There are seven buttons (M, T, W, R, F, S, U) corresponding to the days of the week. You must select one by one and click on the + button above the list to add schedules to that day. It is necessary to fill in the time of Outbound and the time of Return (in case we have selected Round-trip).
- Telephone: You can call to make a phone reservation.
- E-mail: You can write to make a reservation.
- Website: Web link that users can visit from the mobile app.
- All Stops: List of all available stops. We will assign the stop to the current route by clicking on the transfer button. It will be moved from the list of stops to the "Route Stops", located at the bottom. We will also see it on the map on the right side (which, as we see at the bottom, has buttons to remove all the stops at once, centre the view on the map, and by double-clicking on one of the stops, we remove it from the current route).





- Route Stops: We have added stops from the available stops list. Each item in the list has an up arrow, a down arrow and a trash button. The trash can is to remove the stop from the route, while with the arrows, we can organise them. The route will start with the stop at the top of the list and end at the one below.

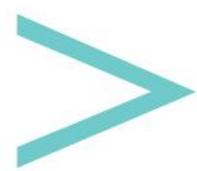
Above the route stop list is a button (cogwheel) to set the different sections of the route.

It is understood as a section, the journey that goes from one stop to the next (hence the importance of organising them).

If we look at the list of sections, we see that each one starts at the stop shown on the left and ends at the stop on the right.

For each section, it is necessary to define an estimated duration to carry out this journey and the cost that this section has for the user.

With this information included in the mobile app, we will indicate the time and price of the trip.



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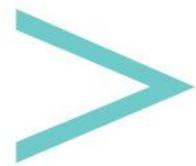
Sections configuration

The screenshot displays a configuration window for bus sections. It contains four rows, each representing a route between two stations. Each row includes a bus icon, the origin and destination station names, and two dropdown menus for 'Duration(min)' and 'Price(€)'. The routes and their settings are as follows:

Origin Station	Destination Station	Duration (min)	Price (€)
Satrustegi	Ekai	5	1, 0
Ekai	Egiarreta	10	1, 0
Egiarreta	Etxeberri	5	0, 35
Etxeberri	Urritzola	5	0, 50

Logo: interes POCTEFA

Driver: We will see a list with all the drivers to select who will take the route.



## SERVICES

By clicking on the Services button on the main menu, we will access the settings of the services we can find at the stops.

The screenshot shows a web interface for editing a service. The top navigation bar is blue and contains a dropdown menu with 'Taxi', the word 'SERVICES', and a language dropdown with 'en'. Below this is a white input field with the text 'Taxi'. The main content area is blue and contains a white icon of a photo gallery with the text 'Main Image' below it. Underneath is a large white text area with the placeholder text 'Long description'. At the bottom left, there are logos for 'interreg POCTEFA' and the European Union flag.

The information to be filled in for each stop is the following:

- Name.
- Main Image
- Description.
- Address.
- Telephone.
- E-mail.
- Website.
- Facebook Link.
- Twitter Link.
- Instagram Link.
- GPS location: coordinates longitude and latitude to locate you on the map.

