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# User Manual for Pickify

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## 1. Introduction

Welcome to **Pickify**, a real-time polling and analytics platform designed for collaborative decision-making. With Pickify, users can:

- Create polls with customizable options.

- Engage in discussions through real-time comments.

- View live voting results and detailed analytics.

- Export reports for record-keeping.

This manual will guide you through the features and functionalities of Pickify.

## 2. Getting Started

### System Requirements

To use Pickify, ensure your device meets the following requirements:

- **Web Browser:** Chrome, Firefox, Safari, or Edge (latest versions).

- **Internet Connection:** Stable connection for real-time updates.

### Installation and Setup

1. **Accessing Pickify:**

   - Navigate to [Pickify's Website](Pickify's Website) in your browser.

2. **Creating an Account:**

   - Click on the **Sign Up** button.

   - Fill in your details (username, email, and password).

   - Verify your email address using the confirmation link sent to your inbox.

## 3. Using Pickify

### User Registration and Login

1. **Registering:**

   - Open the Pickify homepage.

   - Click **Sign Up** and enter your email, username, and password.

   - Verify your account via email.

2. **Logging In:**

   - Click **Login** on the homepage.

   - Enter your registered email and password.

   - Click **Submit** to access your dashboard.

### Creating a Poll

1. **Navigate to Poll Creation:**

   - From your dashboard, click the **Create Poll** button.

2. **Enter Poll Details:**

   - **Title:** Provide a descriptive title.

   - **Options:** Add the options participants can choose from.

   - **Settings:** Configure settings such as:

     - Anonymous Voting.

     - Poll Closing Time.

     - Visibility of Results (real-time or after poll ends).

3. **Share the Poll:**

   - Click **Generate Link** to create a shareable link.

   - Share the link with participants via email, chat, or other platforms.


**Participating in a Poll**

1. **Access the Poll:**

   - Use the link provided by the poll creator.

2. **Cast Your Vote:**

   - Select your preferred option and click **Submit**.

3. **View Results:**

   - If allowed, see live updates of poll results as others vote.


**Adding Comments to Polls**

1. **Access the Comments Section:**

   - Open the poll and navigate to the **Comments** tab.

2. **Post a Comment:**

   - Type your comment in the provided text box and click **Submit**.

   - Optionally, tag participants using @username.

3. **Engage in Discussions:**

   - Reply to comments and upvote useful suggestions.

4. **Moderate Comments (Poll Creators Only):**

- Delete irrelevant or inappropriate comments.

**Viewing Analytics and Reports**

1. **Open Poll Results:**

   - Click on a poll from your dashboard and select **Analytics**.

2. **View Visual Representations:**

   - Analyze bar charts, pie charts, and participation metrics.

3. **Export Results:**

   - Click **Export** to download results in PDF or CSV format.


## 4. Advanced Features

**Managing Poll Settings**

- Edit poll options or settings (e.g., closing time) from the **Poll Management** tab.

- Enable or disable anonymous voting as needed.

**Exporting Results**

- Navigate to the poll's **Analytics** section.

- Click **Export** and select your preferred format (PDF or CSV).

**Notifications**

- Receive notifications for:

  - New comments on your poll.

  - Voting deadlines.

  - Completion of poll reports.


## 5. Troubleshooting

**Login Issues**

- **Forgot Password?**

  - Click **Forgot Password** on the login page.

  - Enter your registered email to receive a reset link.

- **Account Not Verified?**

- Check your email inbox (or spam folder) for the verification link.

**Poll Creation Problems**

- **Poll Not Saving?**

  - Ensure all required fields (title, options) are filled out.

  - Check your internet connection.

**Real-Time Updates Not Visible?**

- Ensure your browser supports WebSocket.

- Refresh the page or check your connection.

## 6. Contact Support

If you encounter issues not covered in this manual:

- **Email:** support@pickify.com

- **Phone:** +1-800-555-1234