

# **Pickify User Manual**

## ➤ **Introduction**

Pickify is an online platform that enables users to create, share, and participate in polls. This manual provides step-by-step guidance for two primary user roles: **Poll Creators** and **Participants**.

## ➤ **User Roles**

### 1. **Poll Creator**

Responsibilities:

- Create and share polls.
- View and analyze poll results.
- Add and view comments on polls.

### 2. **Participant**

Responsibilities:

- Respond to polls.
- Add and view comments on polls.
- Share polls with others.

## ➤ **Getting Started**

### **New User Registration**

1. Access the Pickify website.
2. Click **Create Account** on the login page.
3. Enter the required details (e.g., username, password, email).
4. Submit the form and receive a confirmation message.
5. Log in using your new credentials.

### **Login for Existing Users**

1. Navigate to the login page.
2. Enter your username and password.
3. Click **Login**:

- If credentials are valid, proceed to the homepage.
- If invalid, reenter the credentials or reset the password.

## ➤ **Poll Creator Guide**

### **Creating a Poll**

1. Log in as a Poll Creator via this link <https://pickify.onrender.com> .
2. Click **Create Poll** on the homepage.
3. Choose the poll type:
  - Multiple Choice
  - Q&A
  - Word Cloud
4. Complete the poll creation form:
  - Enter a title.
  - Add participant email addresses.
  - Set a timer and other poll options.
5. Submit the form:
  - If valid, the poll is successfully created.
  - If invalid, reenter the required details.

### **Sharing a Poll**

1. After creating a poll, click **Share Poll**.
2. The system generates a poll link.
3. Share the link via email or copy it for manual distribution.

### **Viewing Results**

1. Navigate to the **Analytics Page**.
2. View real-time results for your polls.

### **Adding Comments**

1. Click on a poll from the **View Polls Created by Me** section.
2. Go to the comments section.

3. Add your comment or view existing comments.

## ➤ **Participant Guide**

### **Joining a Poll**

1. Receive the poll link via email or from another participant.
2. Click the link to access the poll:
  - If the link is valid, proceed to the poll.
  - If invalid, request a new link.

### **Voting on a Poll**

1. View the poll question and options.
2. Select your choice and submit your vote.
  - If valid, you receive a success message.
  - If invalid, reattempt voting.

### **Sharing a Poll**

1. After joining a poll, click **Share Poll**.
2. The system generates a shareable link.
3. Distribute the link via email, chat, or social media.

### **Adding Comments**

1. Navigate to the comments section after voting.
2. Add your comment or view existing ones.

## ➤ **System Features**

### **1. Notification System**

- Notifies Poll Creators and Participants about poll activities via email.

### **2. Real-Time Analytics**

- Displays poll results dynamically.

### **3. Error Handling**

- Validates input for login, poll creation, and voting.

- Provides error messages and reentry options for invalid actions.

### ➤ **Troubleshooting**

- **Forgot Password:** Use the "Forgot Password" option on the login page to reset your password.
- **Poll Sharing Issues:** Retry sharing or contact support if sharing fails.
- **Voting Errors:** Ensure all required fields are filled in before submitting your vote.

### ➤ **Frequently Asked Questions**

**Q1:** Can I create multiple polls at once?

**A1:** Yes, after completing a poll, click **Make Another Poll** to start a new one.

**Q2:** How do I see the polls shared with me?

**A2:** Navigate to **View Polls Shared with Me** on the homepage.

**Q3:** Can participants share polls with others?

**A3:** Yes, participants can use the **Share Poll** option to distribute the link.

**Q4:** Can I update an existing poll?

**A4:** Polls cannot be edited after creation. Create a new poll if changes are needed.

### ➤ **Contact Support**

For further assistance, please contact the Pickify support team via email at [garciaa12@mymail.nku.edu](mailto:garciaa12@mymail.nku.edu) or [dioufn2@mymail.nku.edu](mailto:dioufn2@mymail.nku.edu) or the helpdesk on the website.