ENCOMPASS

A picture containing icon

Description automatically generatedA picture containing icon

Description automatically generated

|  |  |
| --- | --- |
| Name | Student Number |
| JULIANNA VENTER | U20433752 |
| MORGAN BENTLEY | U18103007 |
| Keabetswe Mothapo | U21543462 |
| Ronin Brookes | U19069686 |
| Sameet Keshav | U21479373 |

User Manual – Version 2

**Note: Only the implemented features are completed on the user manual**

**Table of Contents**

[1. Introduction 3](#_Toc137040396)

[2. Getting Started 4](#_Toc137040397)

[2.1 Creating an Account 4](#_Toc137040398)

[2.2 Logging In 6](#_Toc137040399)

[3. Profile Management 7](#_Toc137040400)

[3.1 Editing Your Profile 7](#_Toc137040401)

[3.2 Privacy Settings 9](#_Toc137040402)

[4. Communities 10](#_Toc137040403)

[4.1 Browsing Communities 10](#_Toc137040404)

[4.2 Joining a Community 11](#_Toc137040405)

[5. Sharing Content 12](#_Toc137040406)

[5.1 Posting Content 12](#_Toc137040407)

[5.2 Commenting and Liking Posts 12](#_Toc137040408)

[5.3 Sharing Posts 14](#_Toc137040409)

[6. Personalising Your Feed Error! Bookmark not defined.](#_Toc137040410)

[6.1 Selecting Interests **Error! Bookmark not defined.**](#_Toc137040411)

[6.2 Customizing Feed Preferences **Error! Bookmark not defined.**](#_Toc137040412)

[7. Notifications and Messaging 15](#_Toc137040413)

[7.1 Managing Notifications 15](#_Toc137040414)

[7.2 Direct Messaging 16](#_Toc137040415)

[8. Troubleshooting 17](#_Toc137040416)

[8.1 Frequently Asked Questions 17](#_Toc137040417)

[8.2 Contact Support 19](#_Toc137040418)

[9. Appendix 19](#_Toc137040419)

[9.1 Terms of Service 19](#_Toc137040420)

[9.2 Privacy Policy 19](#_Toc137040421)

1. **Introduction**

Welcome to Encompass!

Encompass is a vibrant social media application that allows you to connect with others who share your interests, ranging from movies and music to books and series. It provides a platform for you to join communities, engage in discussions, and share content related to your favourite topics. Whether you're a movie enthusiast, music lover, bookworm, or simply looking to connect with like-minded individuals, Encompass is the perfect place to explore, express, and engage.

This user manual has been created to provide you with a comprehensive guide on how to make the most of your experience with Encompass. It will walk you through the various features and functionalities available within the application, helping you navigate the platform effortlessly and ensuring that you get the most out of your interactions within the Encompass community.

In this user manual, you will find step-by-step instructions, tips, and best practices to help you:

- Create and customize your profile to showcase your interests and personality.

- Discover and join communities that align with your favourite movies, music genres, books, and series.

- Engage in discussions by posting and sharing content within your communities.

- Interact with other users through likes, comments, and sharing.

- Personalize your feed to see content that is relevant and tailored to your interests.

- Manage your privacy settings and control the visibility of your profile and posts.

- Stay informed with notifications about community updates, new posts, and interactions.

Whether you're new to social media or a seasoned user, this user manual will assist you in navigating Encompass with ease. By following the instructions provided, you'll be able to harness the full potential of the application, connect with others who share your passions, and make your Encompass experience enjoyable and engaging.

So, let's dive in and discover the exciting world of Encompass together!

1. **Getting Started**

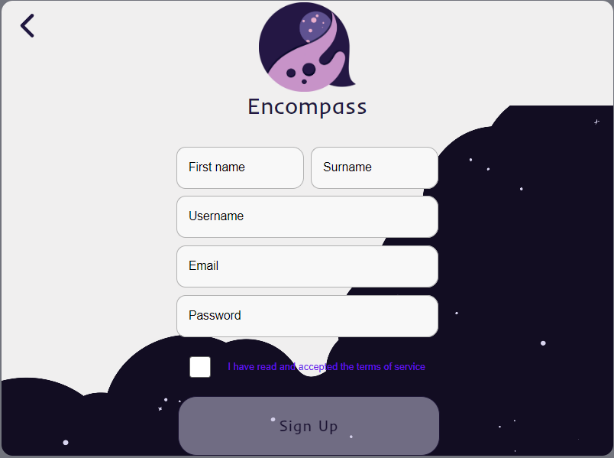
2.1 Creating an Account

To get started with Encompass, follow these steps:

A screenshot of a computer

Description automatically generated with medium confidence

Step 1: On the Encompass homepage, click on "Sign Up."



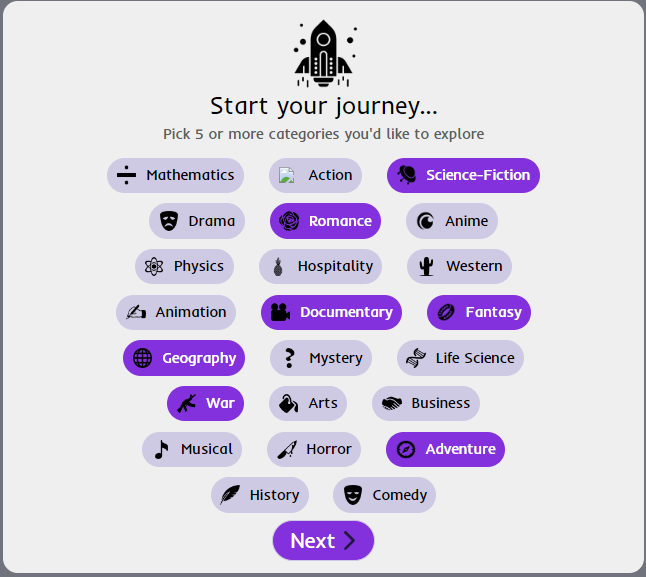
Step 2: Fill in the required information, such as your name, surname, desired username, email address, and password.

A screenshot of a login form

Description automatically generated

Step 4: Review the terms and conditions, privacy policy, and click "Sign Up" to complete the process.



Step 5: A few categories of

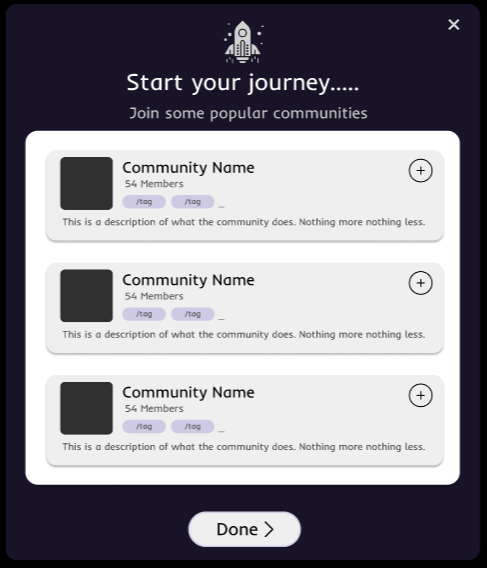
interest will show up. Choose the

ones that apply to you – you are

allowed to choose as many as

you desire. Click “Next” when you

are happy.



Step 6: A few recommended communities show up. Click on the “+” button on the communities you would like to join. When you are satisfied, you must click “Done”.

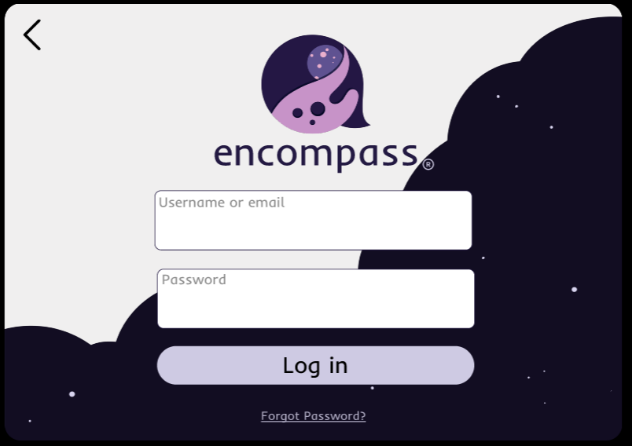
2.2 Logging In

To log in to your Encompass account, follow these steps:

A screenshot of a computer

Description automatically generated with medium confidence

Step 1: On the Encompass homepage, click on "Log In."



Step 2: Enter your registered email address and password.

Step 3: Click "Log In" to access your Encompass account dashboard.

1. **Profile Management**

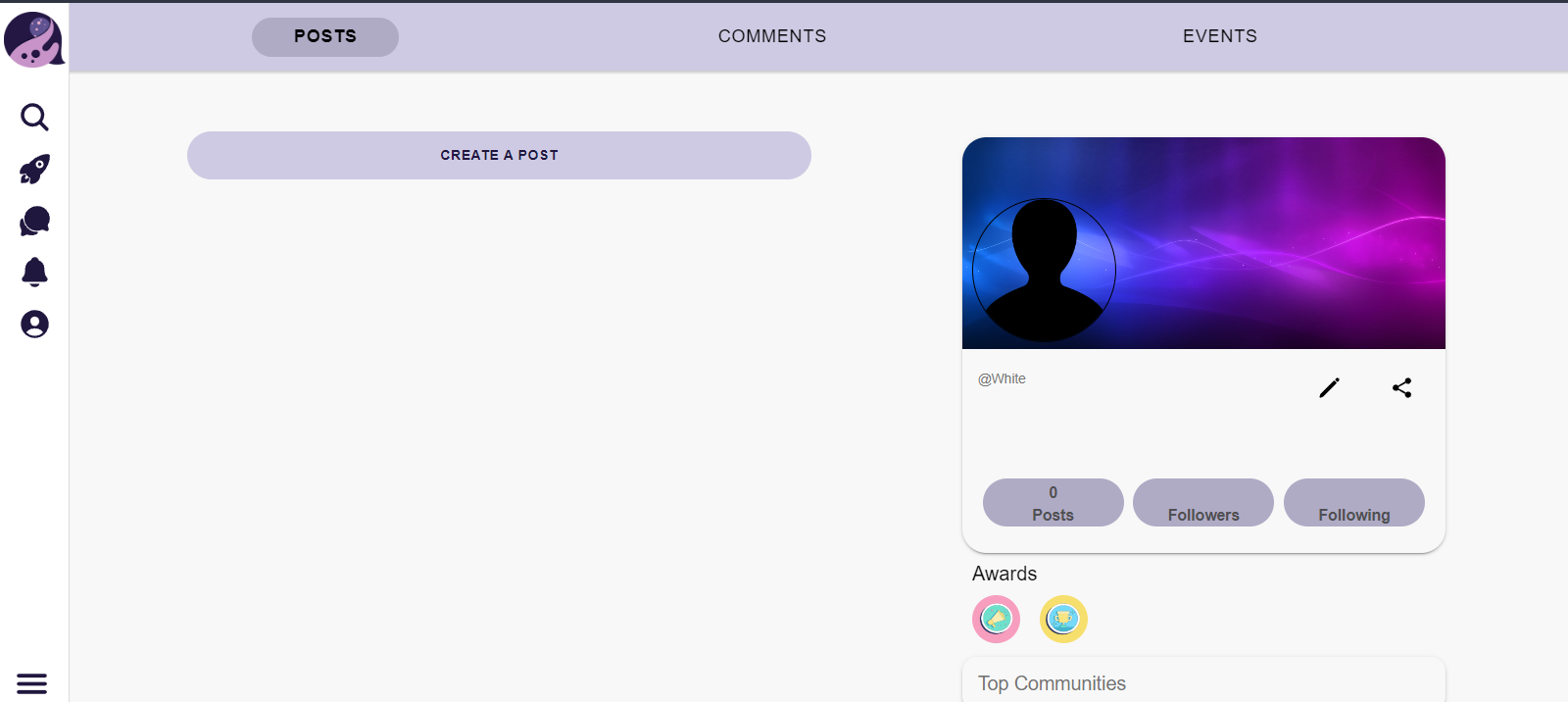
3.1 Editing Your Profile

Your Encompass profile allows you to showcase your interests and personality. To edit your profile, follow these steps:

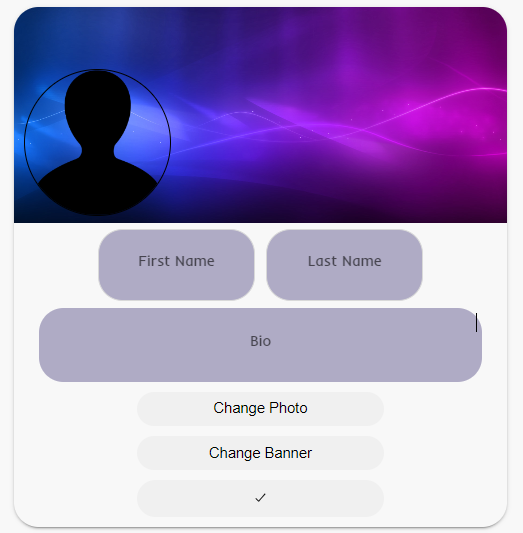
A screenshot of a computer

Description automatically generated

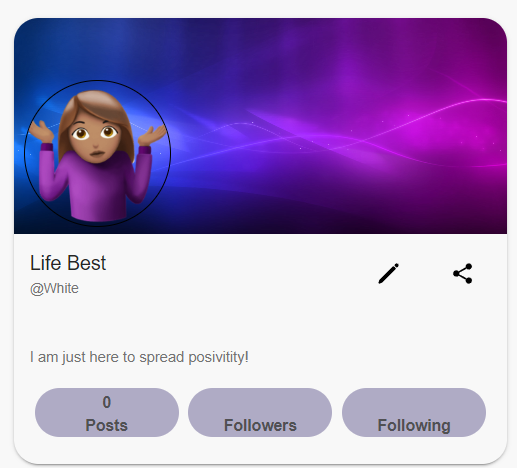
Step 1: Navigate to your profile page by clicking on your profile tab on the navigation bar.



Step 2: Click on the "Edit Profile" button.



Step 3: Update your profile picture, bio, and any other desired information.



Step 4: Click on the "Save" button to save your changes.

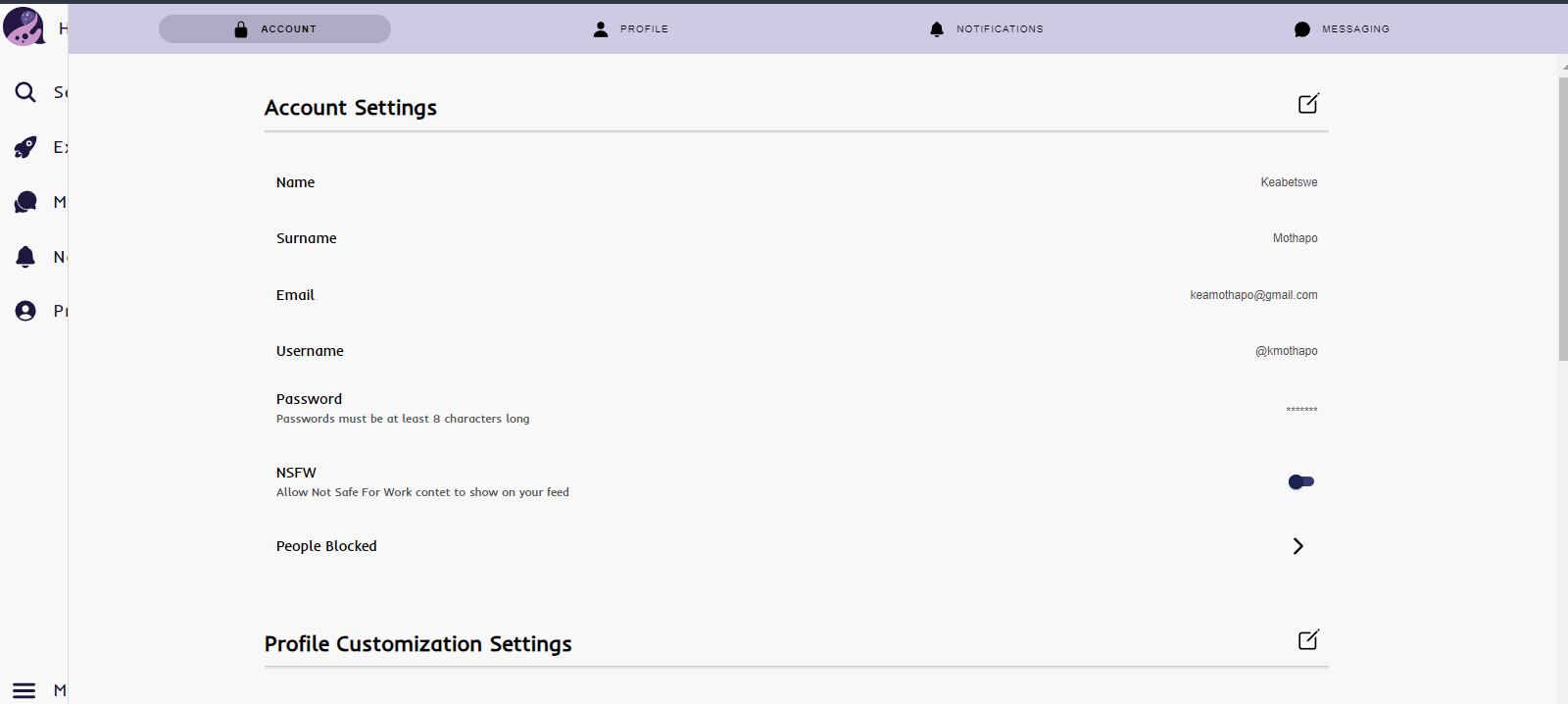
3.2 Privacy Settings

Encompass provides privacy settings to give you control over the visibility of your profile and posts. To manage your privacy settings, follow these steps:

A screenshot of a computer

Description automatically generated

Step 1: Navigate to your setting by clicking on the “More” button and then on “Settings”.



Step 2: Click on the "Privacy Settings" option.

Step 3: Adjust the desired privacy settings for your profile and posts.

A screenshot of a computer

Description automatically generated

Step 4: Click on the "Save" button to save your changes.

1. **Communities**

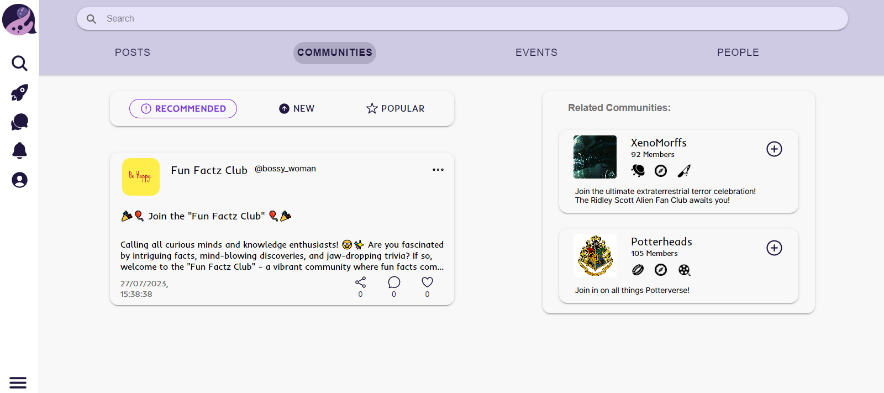
4.1 Browsing Communities

Encompass offers a wide range of communities based on different interests. To browse communities, follow these steps:

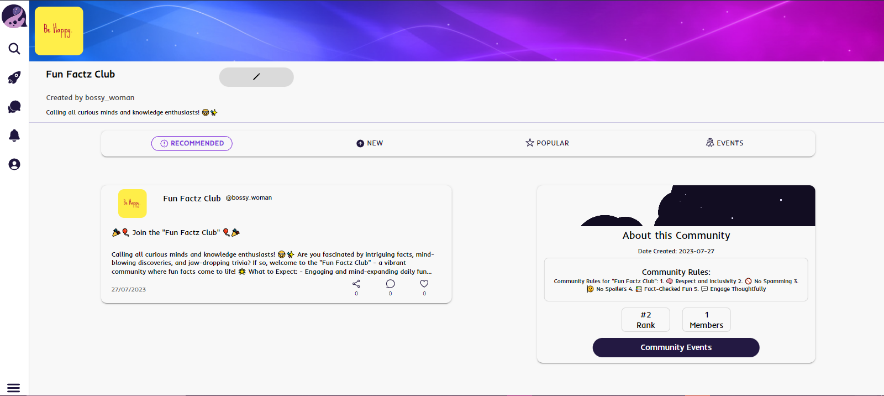
A screenshot of a computer

Description automatically generated

Step 1: Click on the "Explore" tab in the navigation menu.



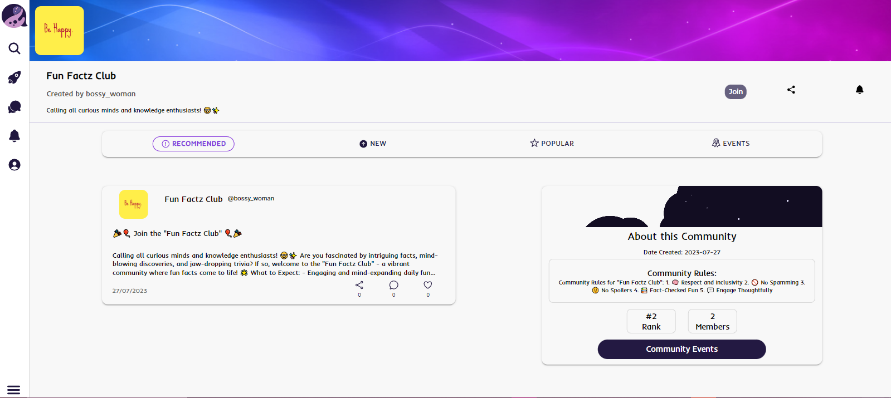
Step 2: Search for your preferred keyword and use the ‘communities’ filter button to explore specific communities.



Step 3: Click on a community to view its details and posts.

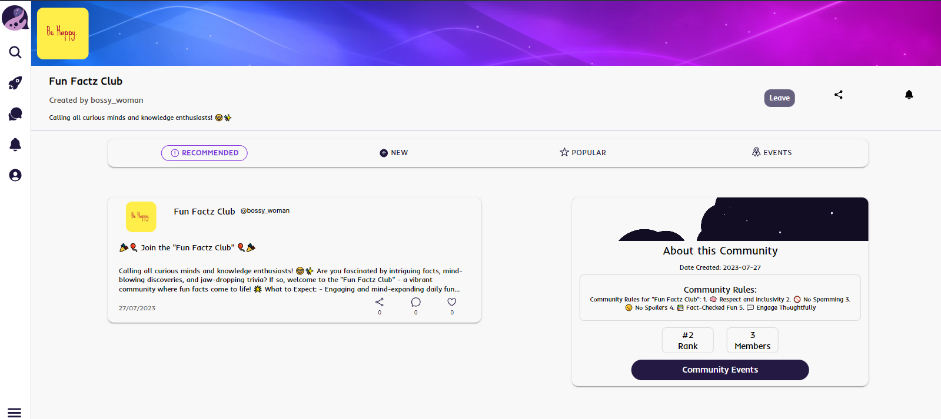
4.2 Joining a community

To join a community on Encompass, follow these steps:



Step 1: Go to the community page by browsing or searching for the desired community.

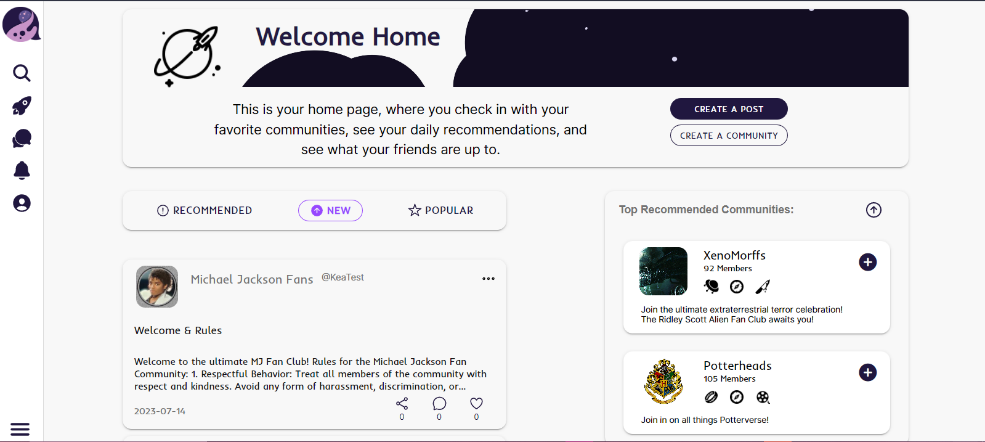
Step 2: Click on the "Join" button.

Step 3: You may leave a community anytime you desire. Note that private and restricted communities will have to approve your request to join and public ones will allow you to automatically join.

1. **Sharing Content**

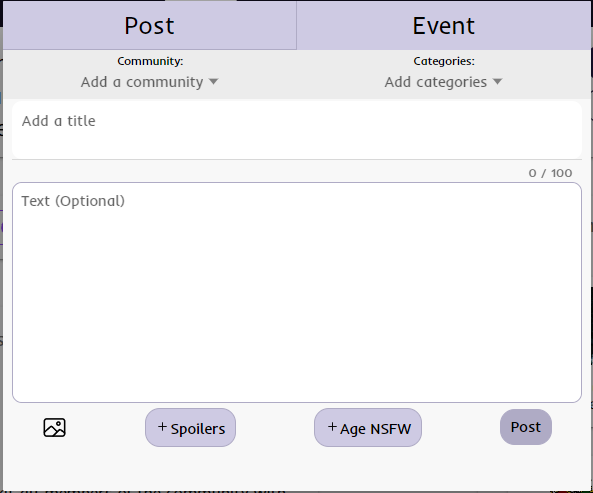
5.1 Posting Content

To post content within a community, follow these steps:



Step 1: Go to feed page.

Step 2: Click on the "Create Post" button.

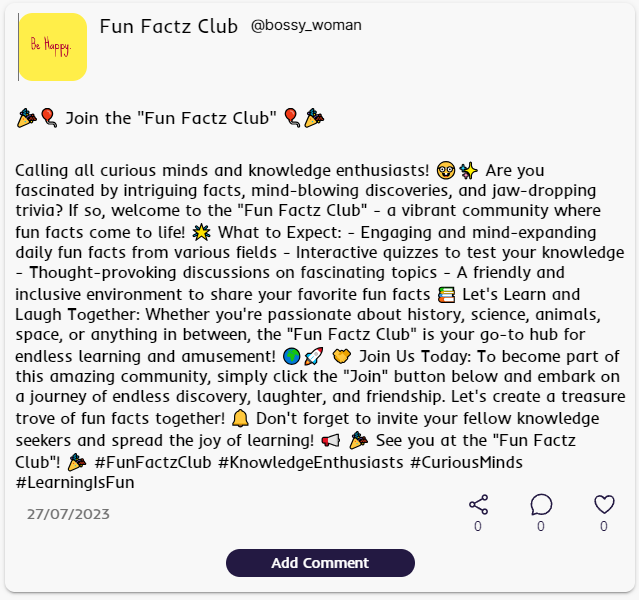
Step 3: Compose your post by adding text, images, or other relevant media. Note: It is compulsory to associate a post with a community.

Step 4: Click on the "Post" button to share your content with the community.

5.2 Commenting and Liking Posts

Engage with posts by commenting and liking them.

To comment on a post, follow these steps:



Step 1: Go to the post you want to comment on.

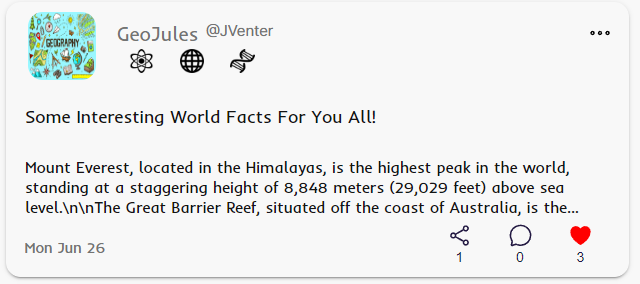
A screenshot of a social media post

Description automatically generatedA screenshot of a social media post

Description automatically generated

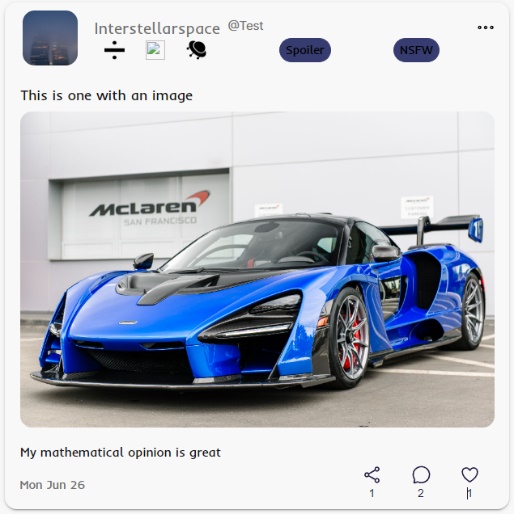
Step 2: Enter your comment in the Step 3: Click on the "Post" button

provided comment box. to submit your comment.



To like a post, click on the ‘like’ button on a post.

5.3 Sharing Posts

To share a post with others, follow these steps:

A blue sports car parked in a parking lot

Description automatically generated

Step 1: Go to the post you want to share. Step 2: Click on the "Share" button below the post.

Step 3: A link to the post will be copied to your clipboard and you can paste it to share.

1. **Notifications and Messaging**

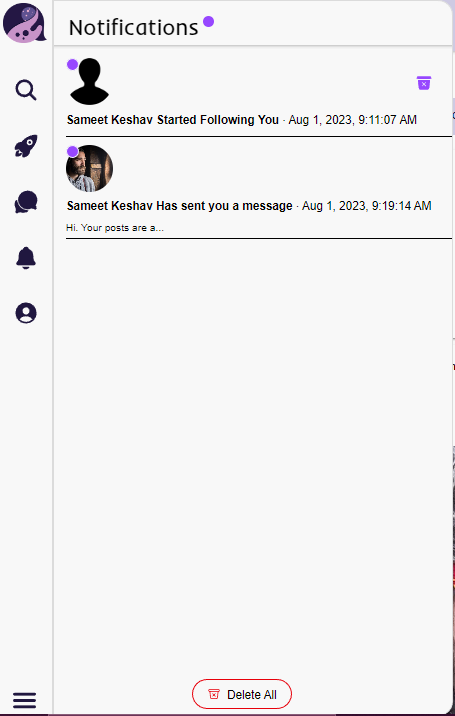
6.1 Managing Notifications

Encompass provides notifications to keep you updated on community activity, new posts, comments, and mentions. To manage your notifications, follow these steps:

A screenshot of a social media post

Description automatically generated

Step 1: Click on the notification bell icon in the left navigation bar.

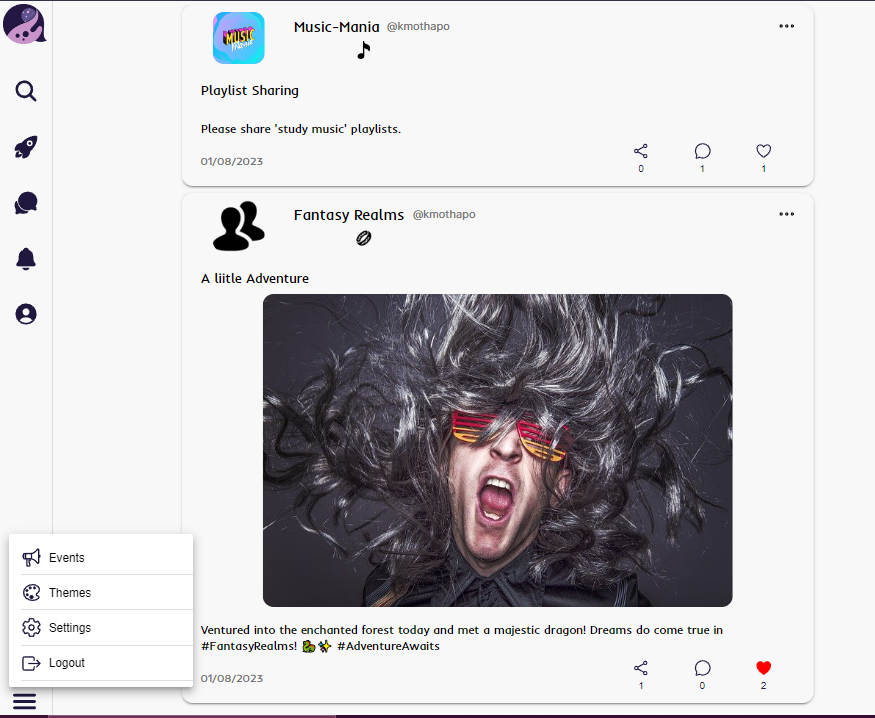


Step 2: Review your notifications and click on a notification to view its details.

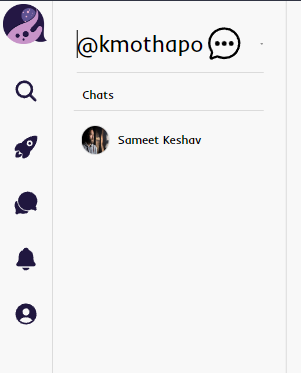
Step 3: To adjust notification settings, click on the "Settings" option on the overlay.

6.2 Direct Messaging

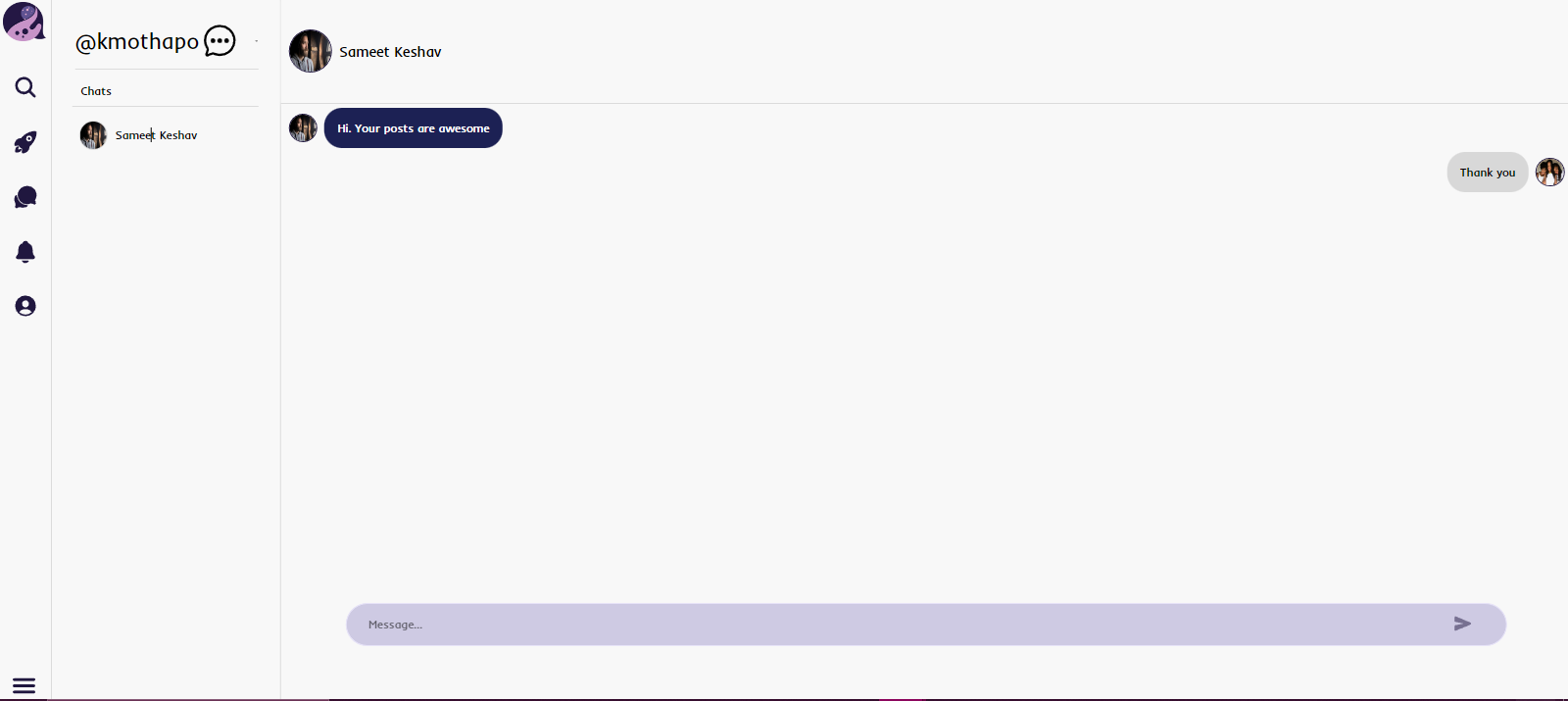
Encompass allows you to engage in direct messaging with other users. To send a direct message, follow these steps:

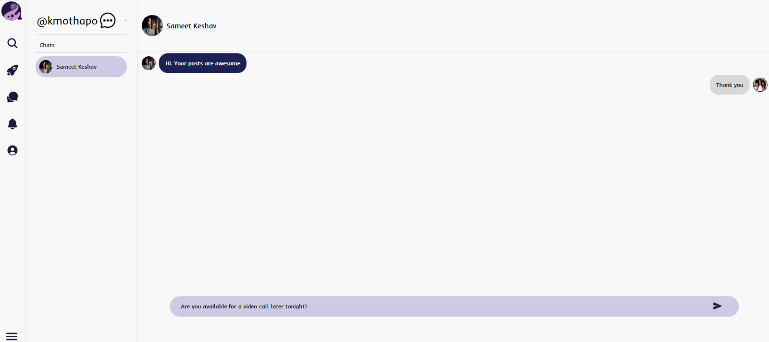
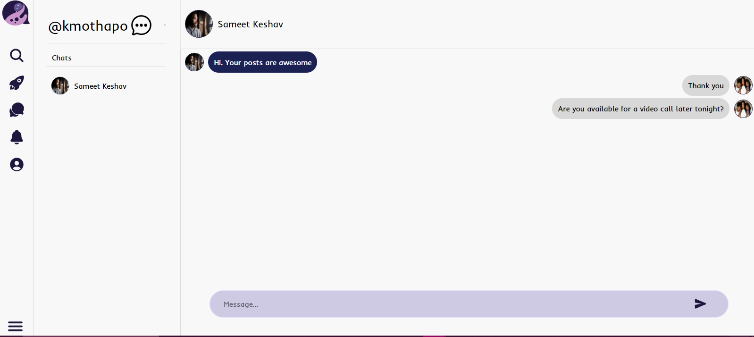


Step 1: Go to the message button on the nav bar.



Step 2: Click on the person you want to message.



Step 3: Compose your message in the provided message box.

Step 4: Click on the "Send" button to send your message.

1. **Troubleshooting**

7.1 Frequently Asked Questions

Q: How do I reset my password?

A: To reset your password, follow these steps:

* Go to the Encompass login page.
* Click on the "Forgot Password" option.
* Follow the instructions provided to reset your password.

Q: How do I report inappropriate content or user behavior?

A: To report inappropriate content or user behavior, follow these steps:

* Go to the post or user profile you want to report.
* Click on the "Report" option.
* Provide details about the issue and submit the report.

Q: How can I delete my Encompass account?

A: If you wish to delete your Encompass account, please follow these steps:

* Log in to your Encompass account.
* Go to your profile page.
* Click on the "Account Settings" option.
* Look for the "Delete Account" section.
* Follow the provided instructions to permanently delete your account.

Q: Can I change my username on Encompass?

A: Yes, you can change your username on Encompass. Follow these steps to update your username:

* Log in to your Encompass account.
* Go to your profile page.
* Click on the "Edit Profile" button.
* Locate the "Username" field.
* Enter your desired username.
* Click on the "Save" button to update your username.

8.2 Contact Support

If you encounter any issues or have further questions, please contact our support team for assistance. You can reach us through the following channels:

Email: [perfectstrangers.tuks@gmail.com](file:///C:\Users\NTOLO%20LOGISTICS\OneDrive\Documents\GitHub\Encompass\Documentation\Other%20Documents\perfectstrangers.tuks@gmail.com)

GitHub: [Encompass Project](https://github.com/COS301-SE-2023/Encompass)

1. **Appendix**

9.1 Terms of Service

Please refer to the Encompass Terms of Service for information regarding the terms and conditions governing the use of the Encompass application. They can be found here: [Terms and Conditions](https://drive.google.com/file/d/19_B5Lvao5w0gVXGbCyhZEyy2yNYUMzVu/view?usp=sharing)

9.2 Privacy Policy

Please review the Encompass Privacy Policy to understand how your personal information is collected, used, and protected within the Encompass application They can be found here: [Privacy Policy](https://drive.google.com/file/d/1xu-9Jfy-31uRF0A4ixM75OaE-2hXBbt3/view?usp=sharing)

A picture containing icon

Description automatically generated