User Manual of The Republic

Contents

1   Signing Up

To create an account on The Republic:

1. Fill in your details in the relevant fields.

2. Click "Signup" at the bottom of the screen.

2   Logging In

To access your account:

1. Click on "login".

2. Fill in your details in the relevant fields.

3. Click "Login" at the bottom of the screen.

3   Homepage

After logging in, you will be taken to the homepage. This page displays various issue posts and provides access to key features of the platform.

4   Navigation Bar

The Navigation Bar consists of two main sections:

4.1   General Section

Includes:

- Home page
- Visualization
- Reports
- Notifications page

4.2   Accounts Section

Allows users to manage their accounts, including:

- Profile
- Settings
- Logout option

5   Creating a Post

To report an issue:

1. Write your issue in the input box.

2. Select a category for your issue.

3. Select a mood that represents your issue.

4. Pick your location.

5. (Optional) Include an image.

6. Choose to be anonymous or not by clicking the checkbox.

7. Click "Post" to submit your issue.

6   Making a Comment

To comment on an issue:

1. Click on the chatbox icon of the specific issue.

2. Type your comment in the input box.

3. Click "Send" to post your comment.

7   Subscription and Filtering

7.1   Subscribing

1. Click on the green bell icon.

2. Choose what you want to subscribe to:

   - Specific Issue
   - Category
   - Location

7.2   Filtering and Sorting

Use the right-hand sidebar to:

1. Sort issues by:

   - Newest
   - Oldest

- Most Comments

2. Filter issues by:
    - Your subscriptions
    - Different categories
    - Your location

8   Profile Page Management

To manage your profile:

1. Click on "Profile" in the left sidebar.

2. Click on "Edit Profile".

3. Add or modify the relevant information.

4. Click "Save" to apply the changes.

9   Analytics

The Analytics page has two main components:

9.1   Reports Tab

Displays various reporting charts.

1. To filter the reporting charts, click on the "filter charts" button.

9.2   Visualization Tab

Provides an explorative diagram.

1. Navigate to the Visualization tab.

2. Click on different circles in the diagram for more information.

10   Setting Your Location

To set or update your location:

1. Navigate to your profile page.

2. Click on "Edit Profile".

3. Click on "Update Location".

4. Choose to use a pin location or manually type your location.

11   Leaderboard

The Leaderboard showcases the point system of the platform.

11.1   Features

- Displays your ranking and points.
- Shows ranking and points of the top 10 users.

11.2   Filtering the Leaderboard

1. Ensure your location is set in your profile.
2. Click on "filter" in the Leaderboard.
3. Choose to filter by:
   - Country ranking
   - Province ranking
   - City ranking
   - Suburb ranking

12   Point System

Our platform uses a point system to encourage positive contributions:

12.1   Positive Actions

- Resolving an issue: +100 points (first time), +50 points (thereafter)
- Posting issues: +50 points (first time), +20 points (thereafter)
- Leaving a comment on an open issue: +10 points
- Reacting to an issue: +5 points

12.2   Negative Actions

- Falsely resolving someone else's issue: -75 points
- Breaking community guidelines: -200 points

  Note: If your score falls below -150, your account may be blocked.

13   Organizations

Organizations allow for collaborative issue reporting and management.

13.1 Key Features

- Create or join organizations
- Manage organization membership
- Post organization-specific content
- View organization activity logs
- Set join policies for organizations

13.2 Creating an Organization

1. Navigate to the Organizations page.
2. Click on "Create Organization".
3. Fill in the organization details (name, description, etc.).
4. Set the join policy (open, request to join, or invite-only).
5. Click "Create" to finalize.

13.3 Joining an Organization

1. Search for the organization you want to join.
2. Click on the organization to view its details.
3. Click "Join" or "Request to Join" (depending on the organization's policy).
4. If it's a request, wait for approval from the organization admin.

13.4 Managing Organization Members

1. Go to your organization's page.
2. Click on "Members" or "Manage Members".
3. Here you can view all members, remove members, or promote members to admin status.

13.5 Posting Organization Content

1. Navigate to your organization's page.
2. Look for a "Create Post" or "New Post" button.
3. Write your post and add any relevant attachments.
4. Click "Post" to publish the content to your organization's feed.

13.6   Viewing Organization Activity Logs

1. Go to your organization's page.

2. Look for an "Activity" or "Logs" section.

3. Here you can view recent actions and events within the organization.

13.7   Downloading Detailed Reports

1. Navigate to your organization's page.

2. Look for a "Reports" or "Analytics" section.

3. Click on "Download Report"

4. Enter your email and the report will be emailed to you once it is ready.

Note: Detailed reports may include information such as:

- Member engagement statistics

- Issue resolution rates

- Top contributors within the organization

- Trending categories or locations for reported issues

- Overall organization growth and activity metrics

These reports can help organization administrators make data-driven decisions and track the organization's impact over time.