User Manual

for

Lostify

Version 1.0

Prepared by

Group#6

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Revision

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INTRODUCING LOSTIFY

Purpose

Lostify App is designed to revolutionize the way lost and found items are reported and recovered within the IIT Kanpur campus. Traditionally, students and staff have relied on batch-wise messaging groups where lost or found items are posted. This often involves first contacting a group admin, who then shares the post with the community. While this method has been somewhat effective, it comes with several inefficiencies—delays, missed messages, and dependency on moderators.

Lostify eliminates these barriers by introducing a direct, structured, and transparent approach. It provides dedicated **"Lost"** and **"Found"** sections where any registered user can instantly submit a report. By removing the need for administrative approval or middlemen, the app ensures that posts reach the community immediately and remain visible for easier tracking and discovery.

In the **Lost section**, users can submit detailed reports of missing belongings, including a description, last known location, date of loss, and contact details. Similarly, the **Found section** allows users who discover misplaced items to upload relevant information—such as a photo of the item, the discovery location, and date—making it easier for rightful owners to identify and reclaim their possessions.

This **organized structure improves visibility**, reduces the time taken to locate lost items, and increases the likelihood of successful item recovery. Unlike message groups where old posts get buried under newer ones, Lostify maintains a browsable and searchable list of all reports, offering a streamlined experience.

1. **Report Lost and Found Items Easily**
   Users can post details of their lost items, including descriptions and images, Found items can be reported, helping connect them with their rightful owners.

2. **Search for Items**
   Users can browse or search for items that have been found by others, Filters like location and date range help narrow down searches efficiently.

3. **Community-Driven Approach**
   The system relies on active participation from IITK residents,Aims to make item recovery faster and more convenient by enabling direct user-to-user interactions

Software Overview

Lostify is developed using Flutter for the frontend and **Flask for the backend**, delivering a fast, lightweight, and responsive experience optimized for Android devices. The Flutter framework ensures a modern UI, while Flask offers a robust backend that handles authentication, data storage, and real-time updates efficiently.

Although currently designed for Android, cross-platform compatibility with iOS is planned to ensure accessibility for all members of the campus.

Seamless Campus Integration:

Lostify is built **exclusively for IIT Kanpur**, tailored to its unique campus environment. From hostels and lecture halls to common areas like the canteen or library, the platform includes a curated list of locations that reflect common hotspots for lost items. This tight integration makes it easier to pinpoint where items were lost or found and helps users browse more efficiently.

Easy to Use & Accessible:

Lostify's **Flutter-based interface** ensures a smooth, modern experience, while the **Flask-powered backend** provides a **reliable and scalable infrastructure**. The platform is easy to navigate, making it **accessible to all campus residents**.

This **user guide** provides an overview of Lostify's features and step-by-step instructions for using the platform effectively. We recommend reviewing the document thoroughly before using the application.

Intended Audience

Lostify is currently intended for use only by members of the **IIT Kanpur community**, including students, professors, and faculty members. The platform is not open to outsiders, which ensures that all interactions and item exchanges remain secure, localized, and trustworthy.

Every user is verified, and item claims are monitored to prevent misuse. By encouraging direct interaction between users and fostering a culture of responsible reporting, Lostify **aims to make item recovery faster, safer, and more convenient** for everyone on campus.

Installation Guidelines

Follow the steps below to set up and run the application on your local system:

Clone the Repository
Begin by cloning the project from the GitHub repository:

```
git clone <repository_url>
```

Open the Frontend in Android Studio
Navigate to the `frontend` directory and open it using **Android Studio** for seamless Flutter development.

Fetch Dependencies
Run the following command to install all required packages and dependencies:

```
flutter pub get
```

Build and Run the App
Once the setup is complete, use **Android Studio** or the terminal to build and launch the application on your preferred device or emulator.

✅ **Note:** Ensure that Flutter SDK and required platform tools are correctly installed on your system before starting.

WELCOME PAGE

Welcome Page

The **Welcome Page** serves as the gateway to Lostify, providing users with access to its core functionalities. From here, users can navigate to different sections based on their role and requirements.

Core Functionalities:

User Login

- ○ Allows registered users to sign in and access standard features, such as posting and searching for lost or found items and managing their account.

Admin Login

- ○ Enables administrators to log in using their credentials to oversee and manage the platform efficiently.

Register now

- ○ New users can create an account to start using Lostify.

Redirection & Navigation:

- ● If a user logs out, cancels the sign-up process, or exits the password reset process, they are automatically redirected back to the **Login Page**.

- ● This ensures **smooth navigation**, keeping the platform intuitive and accessible.
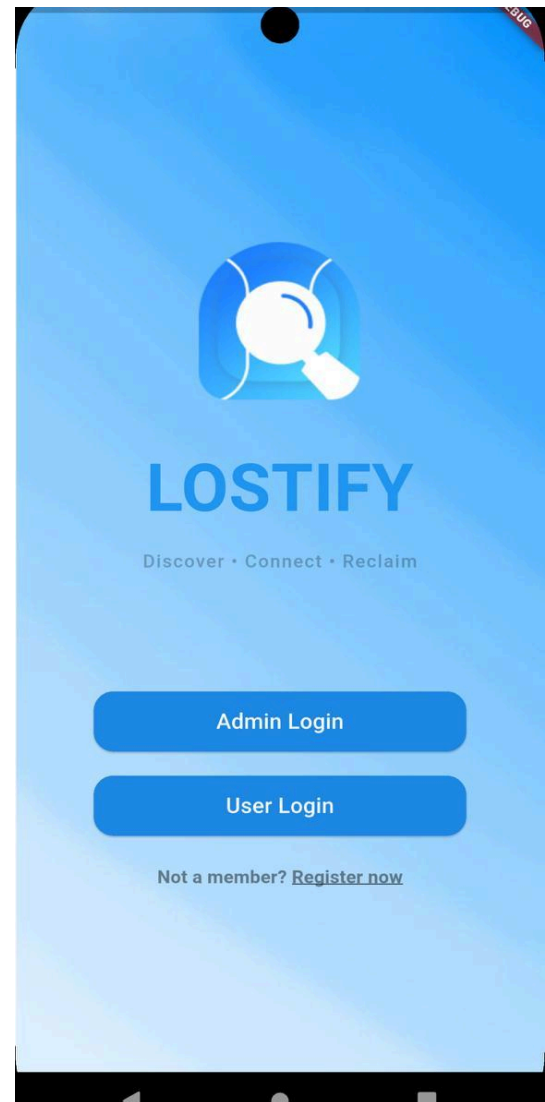
The **Welcome Page** is designed for a **seamless user experience**, making it easy for both users and admins to interact with Lostify.

SIGN UP PAGE

Sign Up
Create a new account to get started.

Username

kkrishna23

Email

kkrishna23@iitk.ac.in

Password

.....

.....

Sign Up

Enter confirmation code

Enter the 4 digit verification code sent to your registered email.

| 1 | 2 | 3 | 4 |

Resend OTP?

Continue

Sign Up Process

➢ **Click "Sign Up"** on the Welcome page .

➢ **Fill in your details** – Username*, Email, and Password. (* - Use your CC username)

➢ **Click on Signup**

➢ Create your **profile** (Refer **create profile** section)

CREATE PROFILE

Creating a New User Profile

Users are redirected to the **Create Profile page**. This step is essential to personalize their **Lostify experience** and ensure smooth functionality within the platform.

Required Information:

Full Name

○ Enter your complete name as per official records. This helps in identification and communication.

Phone Number

○ Provide a valid and active phone number for account recovery and important notifications.

Campus Address

○ Enter your location within the campus to facilitate easy retrieval of lost items.

Designation

○ Specify your role within the institution, such as Student, Faculty, or Staff, to categorize users accordingly.

PF/Roll Number

○ Provide your PF Number (for staff) or Roll Number (for students) to verify your association with the institution.

Profile Picture

○ Upload a clear and recognizable photo to enhance user authenticity and trust within the platform.

After successfully filling in all the required details, the user must click on "**Get OTP**." Upon **verifying the OTP**, the new user is successfully registered on our platform.
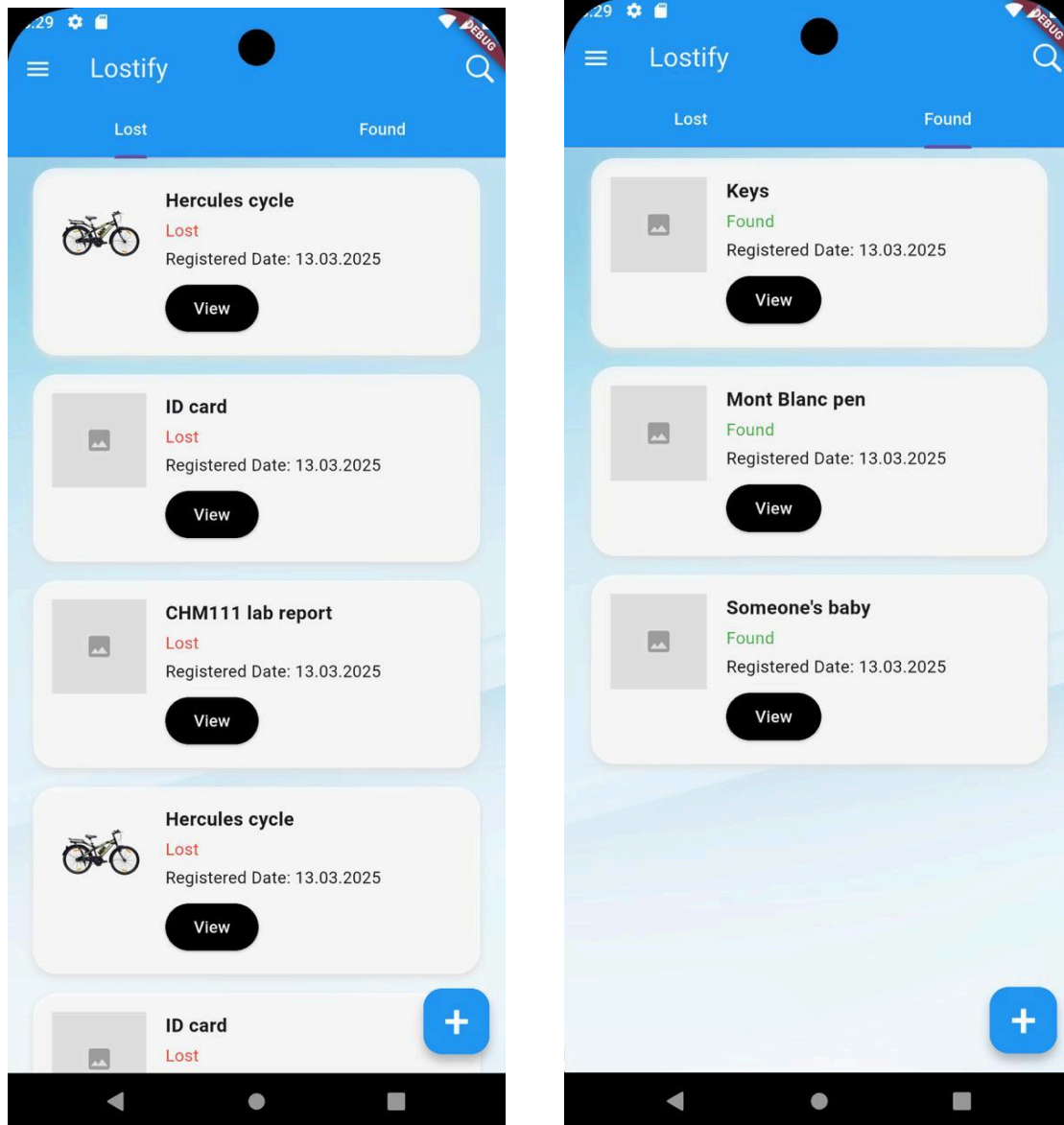
LOGIN PAGE
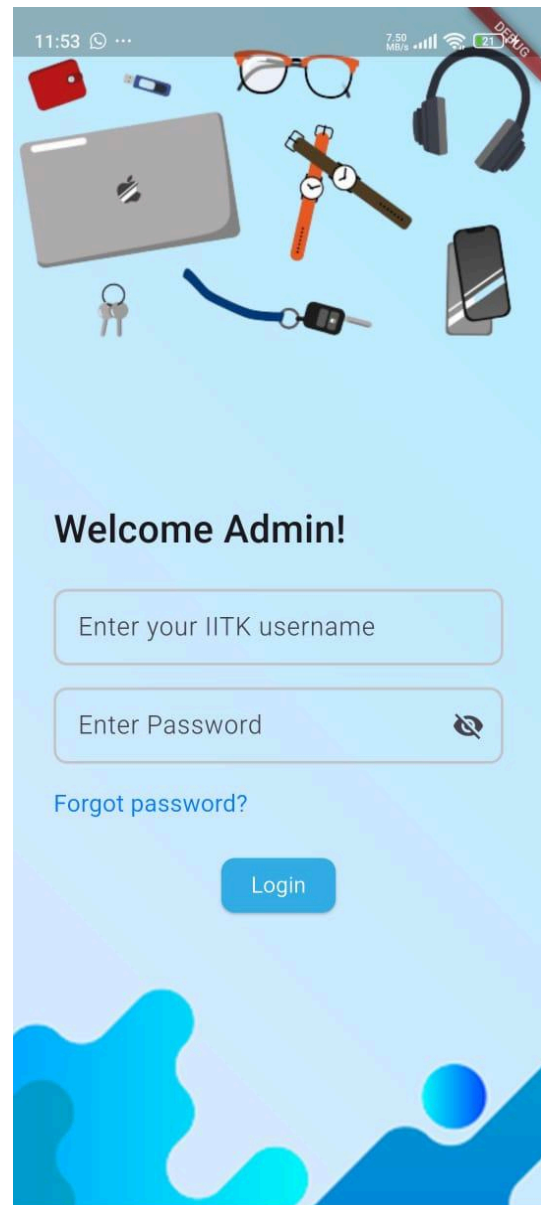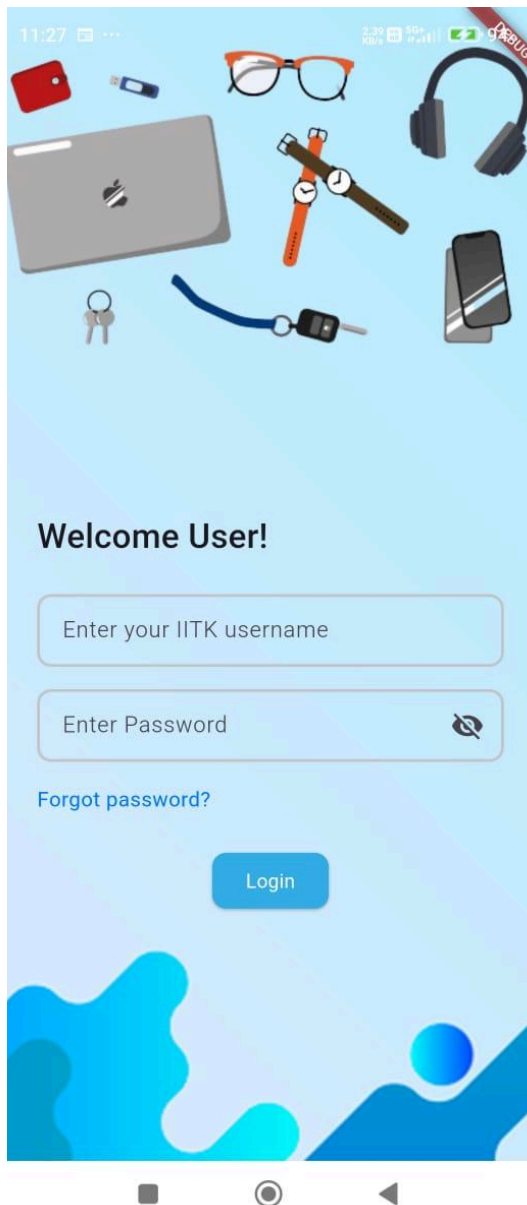
Login Process

> ➢ Existing users and admins can log in to **Lostify** if they have already registered. The process is simple and secure:
> ➢ Select **User Login** or **Admin Login** based on your role.
> ➢ Enter your **registered username/email** and **password**.
> ➢ Upon successful login, access your **Lostify dashboard** and platform features.

HOMEPAGE

Upon **Logging in to the account**, the users are taken to the **home page**

Important Features-

Lost Section:

This section is dedicated to users who have misplaced an item. A **Post** will display important details such as:

- **Item Description** – A brief but precise explanation of the lost item.
- **Location** – The place where it was last seen.
- **Time & Date** – When the item was lost.
- **Personal Contact Details** – Information to reach out if someone finds the item.

Once submitted, the lost report becomes publicly visible to all registered users. Users can also browse or **search for similar items** using filters (refer to Search).

Found Section:

This section is for users who have found an item and want to help return it. A **Found Report** will display important details such as:

- **Item Description** – Identifying details about the found object.
- **Location & Time Found** – Where and when the item was discovered.
- **Image** – Along with other details, image is provided.

 Users who have lost an item can first scroll through this section before raising a lost report. If their item is listed here, they can contact the finder directly.

Hamburger Icon:

Located in the top-left corner, the **hamburger menu** provides access to additional features available on dashboard, giving access to other important functionalities

Plus Icon:

The **plus button** serves as the primary action button to **create a new Lost or Found report**. Clicking it prompts the user to choose between the two sections before filling in the details.

Search Icon:

The **search feature** allows users to quickly find lost or found items using:

- **Filters** – User can Filter search on Location and Range of Dates .
- **Recent Entries** – Quickly viewing the latest reports.
   This ensures users can efficiently check for their lost belongings before raising a query.

HOMEPAGE: ITEM DESCRIPTION PAGE

Item Details Page Description:

When a user clicks on the view button for the particular item on the home page, they will be directed to the **Item Details Page**, which provides comprehensive information about the lost or found item.

Key Features:

- **Item Name & Image:**
  Displays the name of the item along with a clear image to help in identification.

- **Registration Date:**
  Shows the date when the item was reported as lost or found.

- **Item Status:**
  Clearly indicates whether the item is marked as **Lost** or **Found** with a color-coded label for quick recognition.

- **Location Details:**
  Provides the last known location where the item was lost or found.

- **Description Field:**
  Users can view or provide additional details about the item, such as color, brand, special marks, or any other distinguishing features.

- **Chat:** Enables direct communication with the person who posted the item for quicker resolution.

- **Report:** Users can report a Post if it contains irrelevant or inappropriate content.
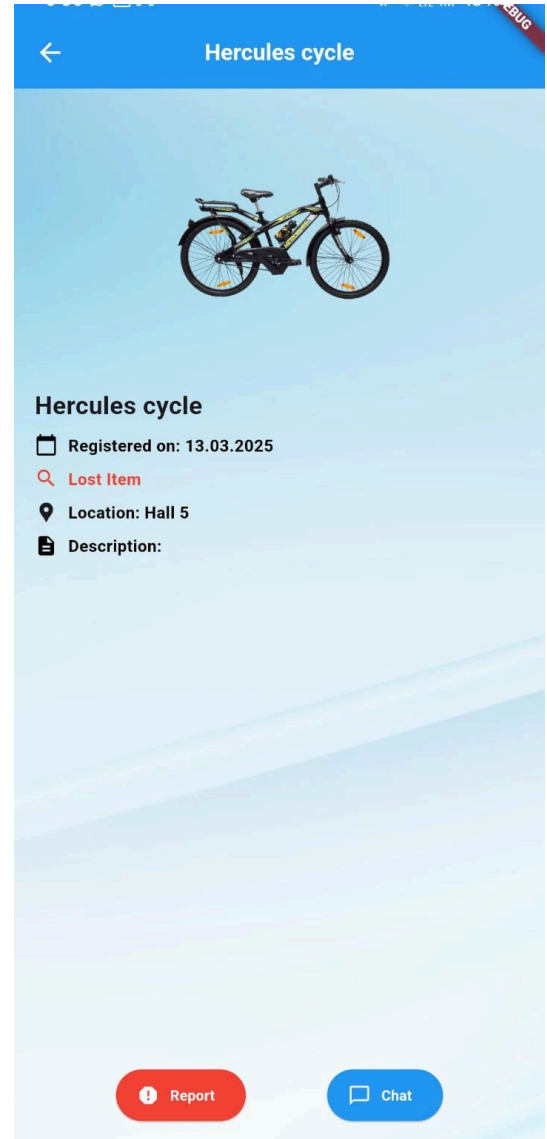
DASHBOARD

Dashboard Overview

The **Dashboard**, accessible via the **hamburger menu** in the **top-left corner**, provides users with seamless navigation to essential features, making it easy to manage lost and found items, communicate, and update personal details.

- **Your Lost Items**: Displays all lost item reports you have posted, categorized into **Active** (currently open and visible to others) and **Closed** (resolved or no longer active) queries. This helps track the status of your lost belongings.

- **Your Found Items**: Lists all items you have reported as found, also divided into **Active** (open cases awaiting claims) and **Closed** (claimed or resolved) sections, ensuring a well-organized tracking system.

- **Messages**: Provides access to all ongoing conversations related to lost and found reports, allowing users to connect directly with potential claimants or owners.

- **Edit Profile**: Enables users to update their **name, campus address, roll number, designation, phone number, and profile picture**, ensuring that their details remain accurate and up to date.

- **Change Password**: Allows users to enhance security by updating their password. Requires entering the **current password** and setting a **new one**, ensuring account safety.

- **Logout**: Ends the current session, securely logging the user out .
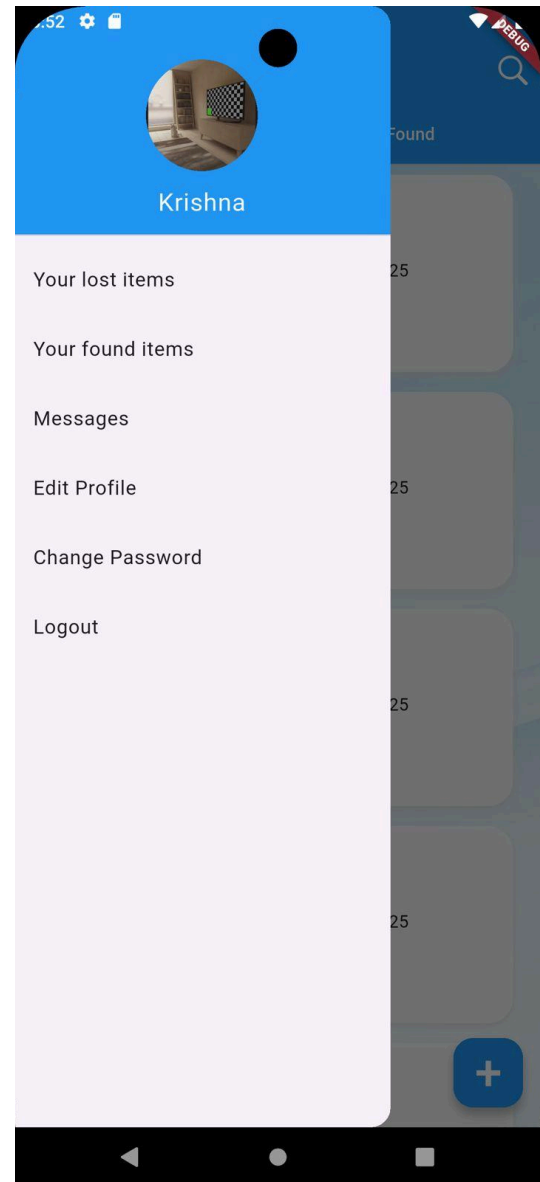
The dashboard streamlines **item management** and **profile customization**, enhancing the **Lostify experience**
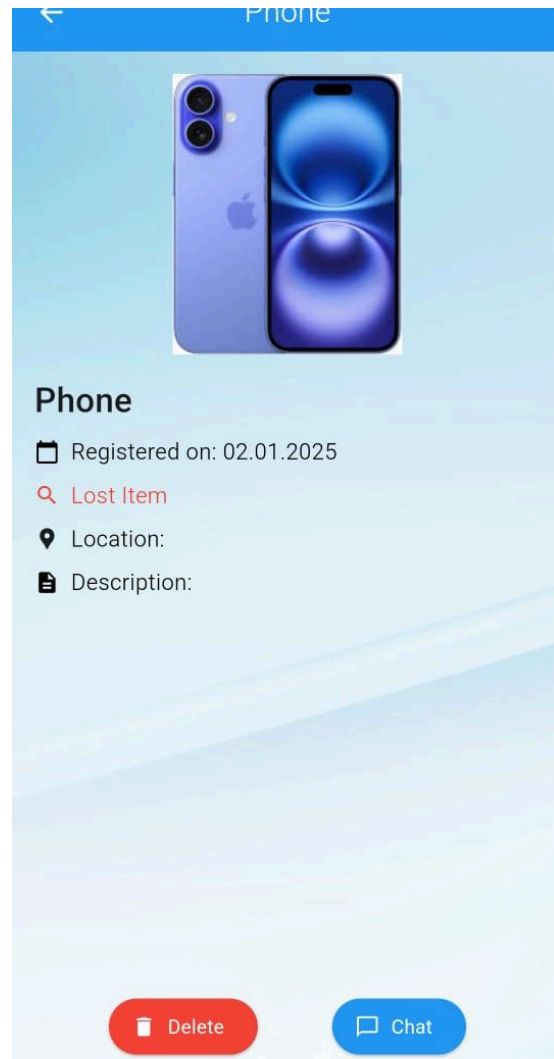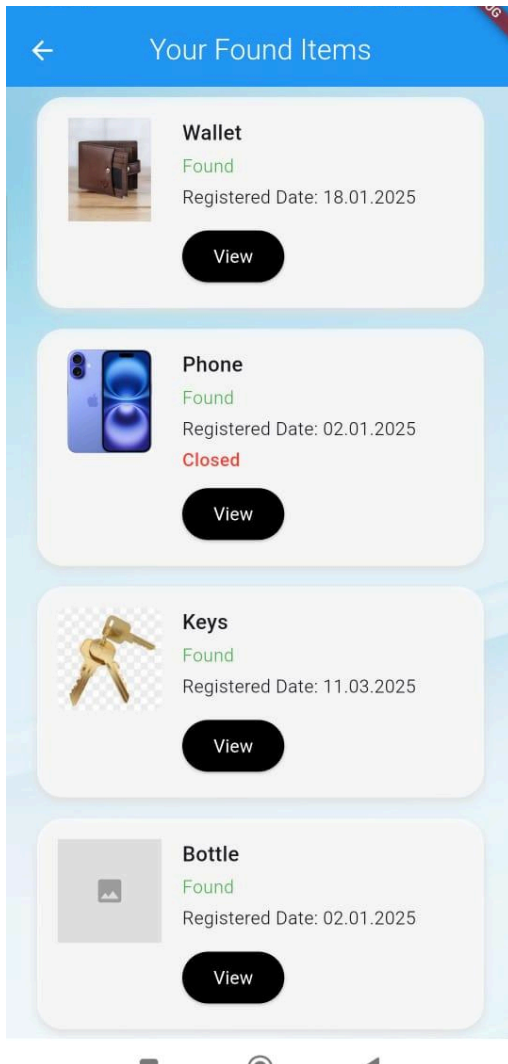
YOUR LOST ITEMS
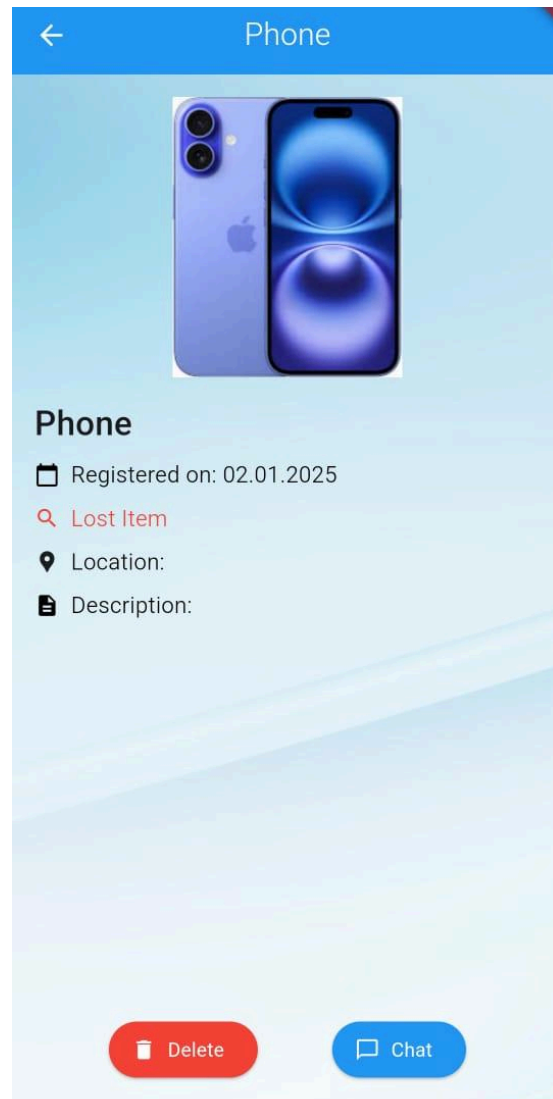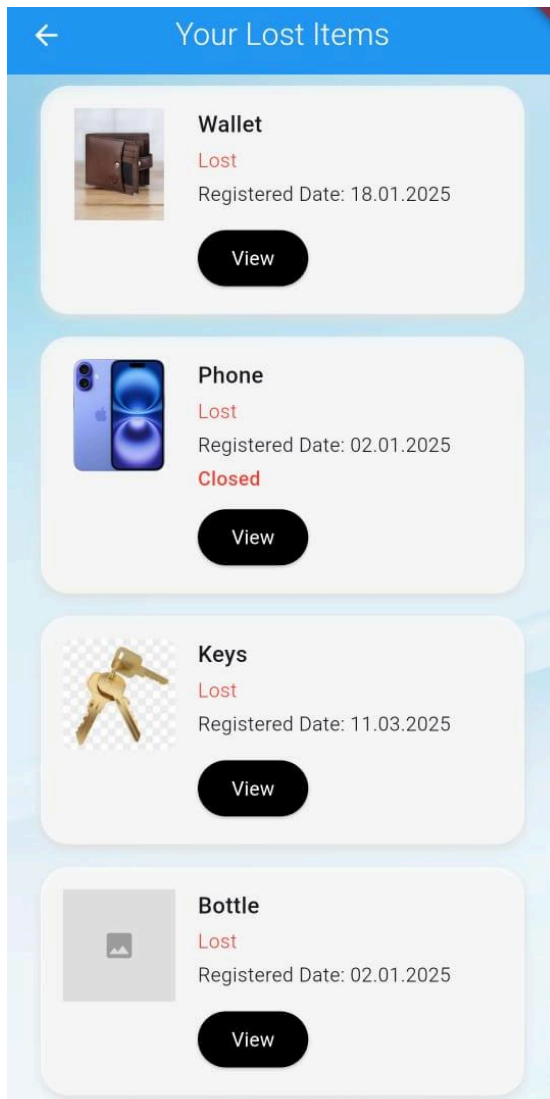
Your Lost Items

- **Track Lost Items** – Access a list of all **lost reports** with key details such as **status** (active or closed), **registered date**, ensuring easy tracking and updates.

- **Engage, Recover & Report** – Click **"View"** to see full item details, check for updates, and use the **chat feature** to connect with potential finders. If you come across any **inappropriate or absurd posts**, you can **report them** for review.
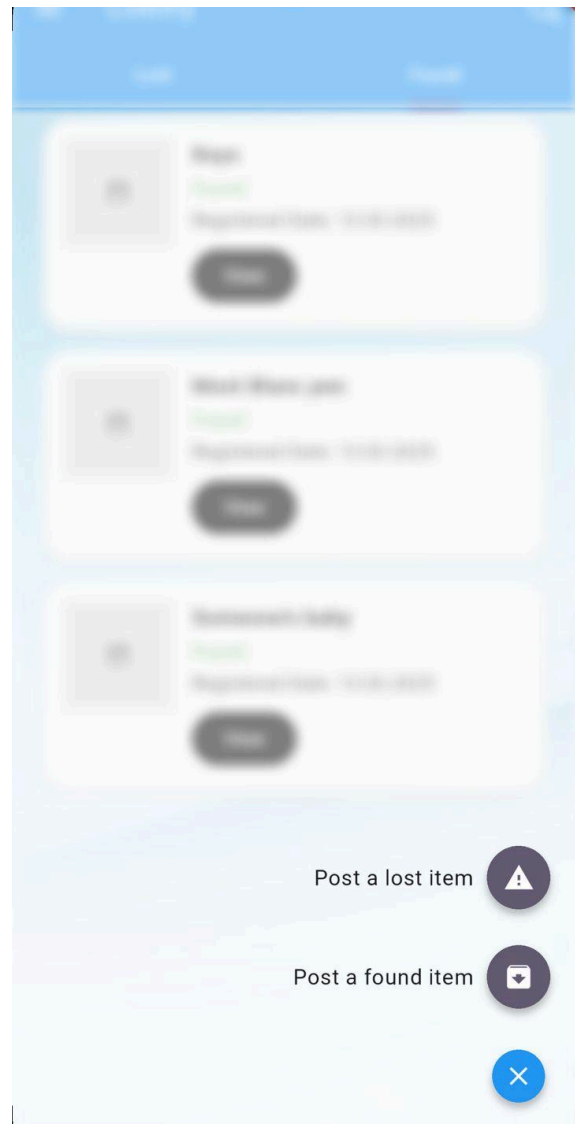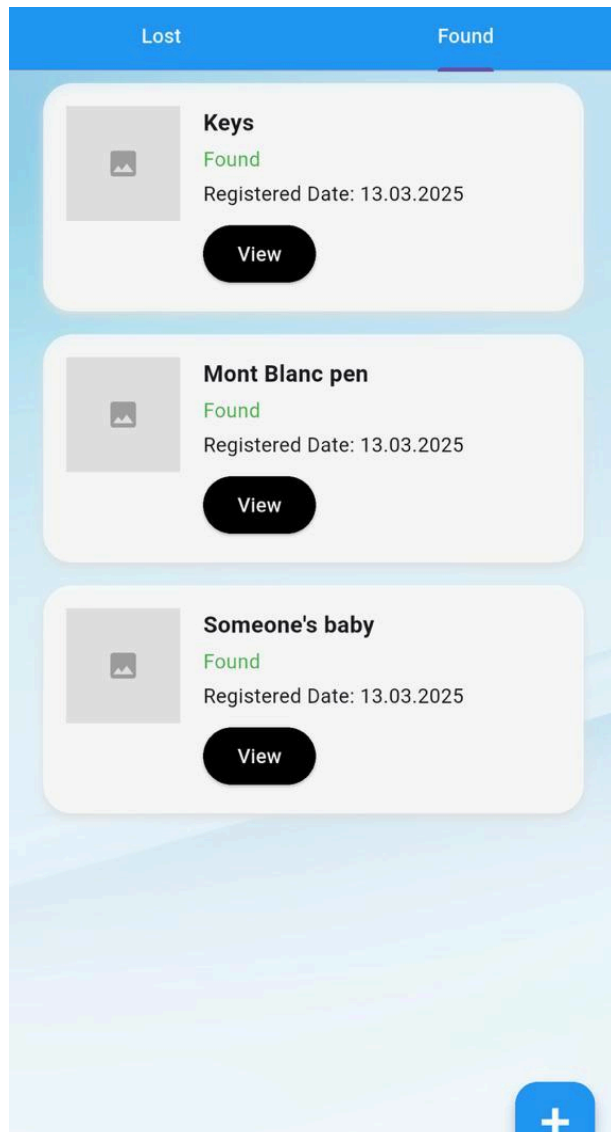
YOUR FOUND ITEMS

Your Found Items

- **Track Found Items** – View all **found reports** with key details such as **status** (**active or closed**), **registered date**, and **returned date**, ensuring organized tracking.

- **Engage, Return & Report** – Click **"View"** to check **item details**, and use the **chat feature** to connect with potential **owners**. If you find any **inappropriate** or **misleading posts**, you can **report** them for review.

MAKING A POST

Creating Posts in Lostify

By **clicking the bottom-right button**, users can access options to **create a new post**:

- **Post a Lost Item**

- **Post a Found Item**

    Selecting either option will direct users to the respective **Lost Item or Found Item page**, where they can enter **details, upload images, and submit** the post effortlessly.

POST A LOST ITEM

Report a Lost Item:

Enter Title and Description

- ○ In the Title field, provide a short and clear name for your lost item (e.g., "Black Leather Wallet" or "Red Backpack").

- ○ In the Description box, add important details such as brand, color, any distinguishing marks, and where you last saw the item.

Upload an Image

○ Click on the image upload box to select a picture of your lost item.

○ You can choose an existing photo from your gallery .

Proceed to Next Step

○ Once you have filled in the required details, click the "Next" button to continue.

○ You may be asked to provide additional information like the last known location or contact details in the next ste*p.*

Best Practices for Filling Out the Form:

✔ *Be Specific: The more details you provide, the easier it will be for others to identify your item.*

✔ *Use a Clear Image: A well-lit photo of your item increases the chances of the item being found.*

✔ *Mention Contact Info (if applicable): Ensure that people can reach you if they find your item.*

POST A FOUND ITEM

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Post a Found Item – Easy & Accurate Reporting

The **"Post a Found Item"** feature allows users to report discovered items efficiently, helping rightful owners locate their lost belongings. The process ensures clarity and accuracy through the following key steps:

● **Location & Time Entry**

○ Specify the **exact location** where the item was found, either by selecting from a dropdown list or entering it manually.

○ Enter the **date and time** of discovery to ensure accurate record-keeping and improve search relevance.

○ Provide the **detailed location** where the item was found.

- **Mandatory Image Upload**

    - Uploading a **clear photo** of the found item is required to enhance identification and prevent false claims.

    - Ensure the image is **well-lit and high quality**, showing key details like unique markings, labels, or brand logos.

- **Title & Description**

    - Add a **concise title** summarizing the item and where it was found (e.g., *Black Leather Wallet near Main Library*).

    - Provide a **detailed description**, including size, color, brand, material, and any unique identifiers such as **engravings, serial numbers, or personal markings**.

    - If applicable, mention **contents** (e.g., ID cards, keys, or other objects inside a wallet or bag) to further improve matching accuracy.

- **Final Submission & Availability**

    - Clicking **"Next"** submits the report, making the item visible to potential claimants.

   - Owners can browse the platform, search for their lost items, and contact for retrieval.

This structured approach ensures a smooth and transparent lost-and-found process, increasing the chances of reuniting items with their rightful owners.

MESSAGING IN CHATS

Engaging in Discussions for Lost/Found Items

The **Chat Interface** in Lostify provides a seamless way for users to communicate regarding lost and found items. It includes essential features for **text messaging, image sharing, and chat management** to ensure efficient coordination.

- **Upload from Gallery & Camera** – Users can **attach images** directly from their gallery or capture a **real-time photo** using the in-app camera. This helps in verifying item details and confirming ownership.

- **Real-Time Messaging** – The chat allows users to **exchange text messages** instantly, ensuring smooth communication between the finder and the item owner.

- **Chat Categories (Active & Closed Chats)** –

  - **Active Chats:** Ongoing conversations between users regarding lost and found items.

  - **Closed Chats:** Completed discussions where the item has been successfully returned or is no longer active. Users can still **review past messages** for reference.

- **User Profile & Close Chat Option** – Each conversation displays the **profile picture** of the other user for easy identification. Users can **close chats** once the matter is resolved.
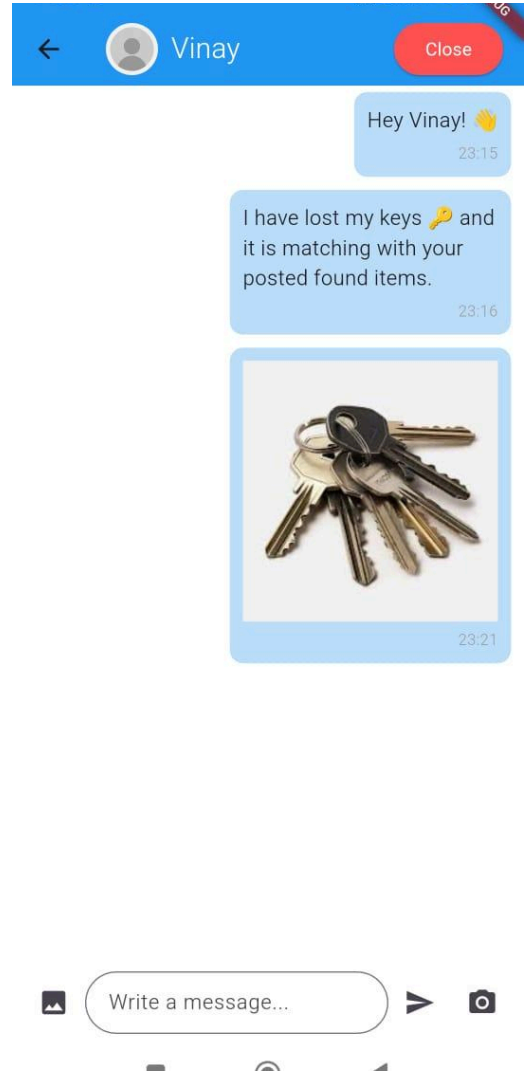
This feature enhances Lostify's usability, allowing for **efficient, transparent, and secure** communication within the platform.

EDIT PROFILE

Existing Profile changes

The **Edit Profile** page allows campus residents to update their personal details within the Lost and Found system. This ensures accurate identification and seamless communication in case of lost or found items.

Updating Profile Image

- Tap on the **camera icon** to select a profile image from your device.
- You may either take a new photo or choose an existing one.
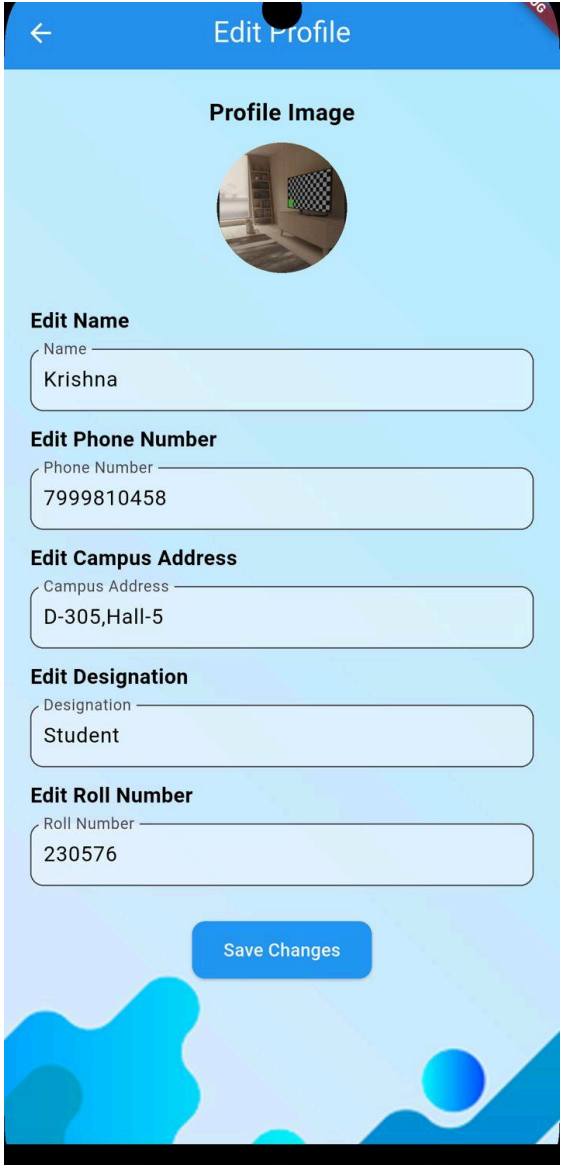- The image will be updated upon saving changes.

Editing Personal Details

Users can modify the following details by entering the correct information in the respective fields:

- **Name** – Enter or update your full name

- **Phone Number** – Provide a valid mobile number .

- **Campus Address** – Enter your IITK hostel or residential address.
- **Designation** – Specify your role (e.g., Student, Faculty, Staff).

- **Roll Number** – Students should enter their IITK roll number for verification.
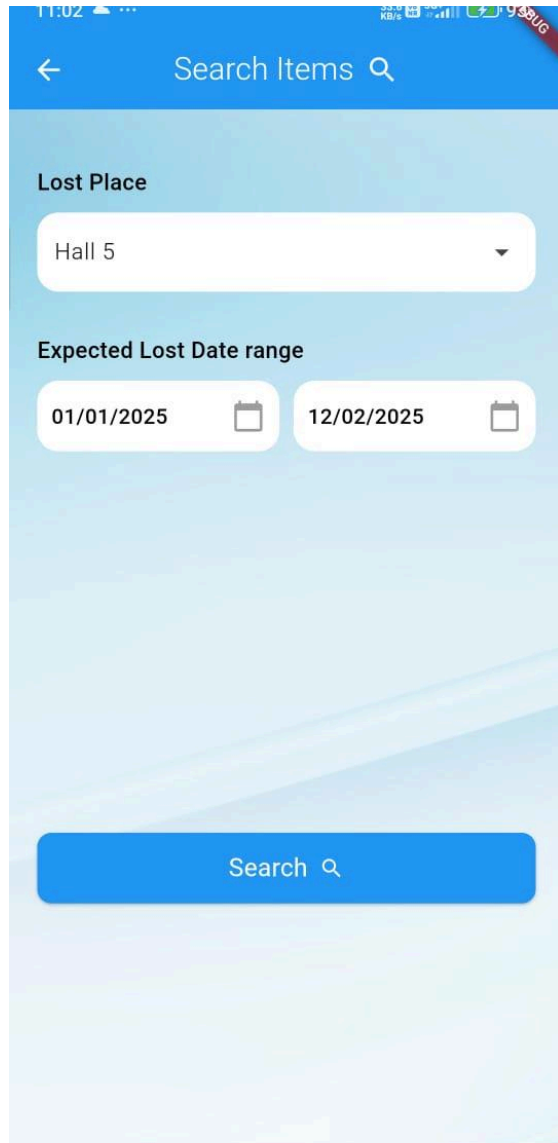
Saving Changes

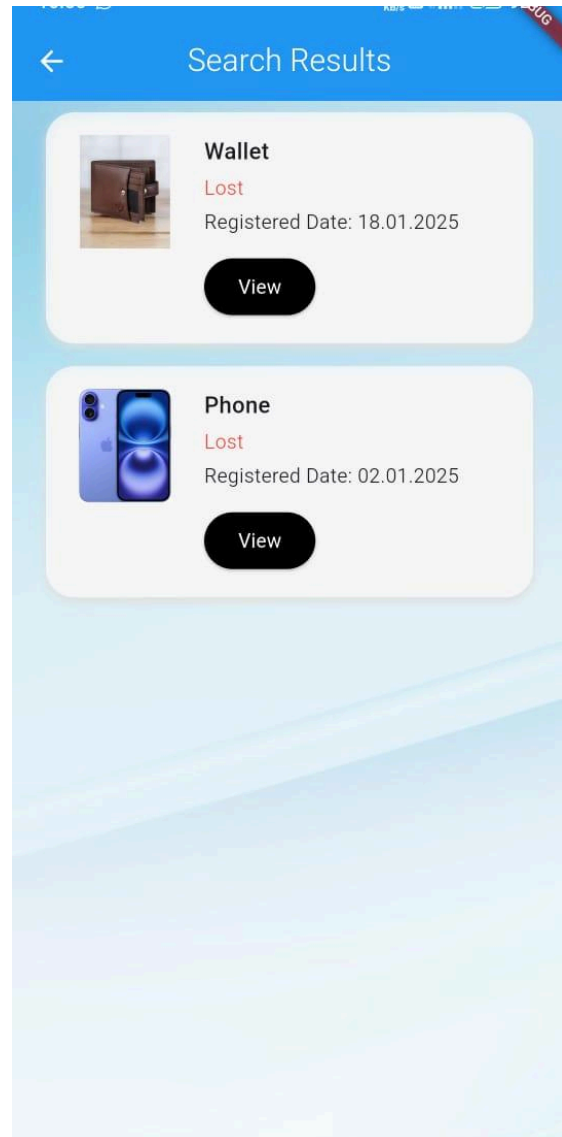- After updating the required fields, tap the **"Save Changes"** button.

SEARCH ITEMS

Search Items Page

The **Search Items** page helps users efficiently locate their missing belongings by filtering results based on location and time. The process is simple and consists of three key steps:

- **Selecting the Lost Place**

  - Tap on the dropdown field labeled **"Search location…"** to specify where the item was lost.

  - Start typing the name of the location (e.g., *"Hall"*, *"Library"*, *"Cafeteria"*)—a list of relevant suggestions will appear.

  - Choose the correct location from the dropdown to refine search accuracy.

- **Choosing the Expected Lost Date Range**

  - Tap the **calendar icon** next to the **"Start Date"** and **"End Date"** fields.

  - Select the approximate date when the item went missing.

  - If unsure, expand the date range to increase the number of search results and improve the chances of finding the lost item.

- **Searching for Items**

  - After setting the **location and date range**, tap the **"Search"** button.

  - The system will generate and display a list of lost item reports matching the entered criteria.

  - Users can browse through the results and check descriptions or images to identify their missing belongings.

This intuitive search process helps users quickly filter and locate lost items, improving the chances of successful recovery.

RESET/CHANGE PASSWORD
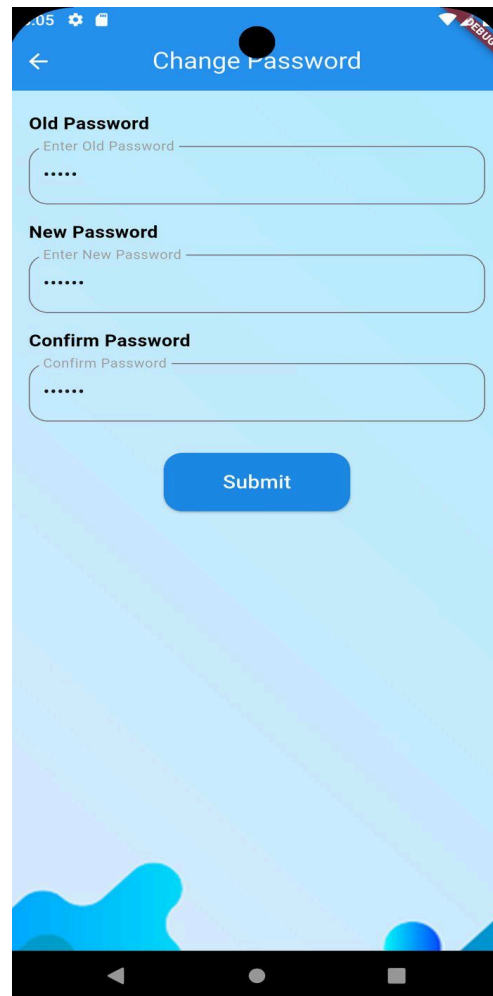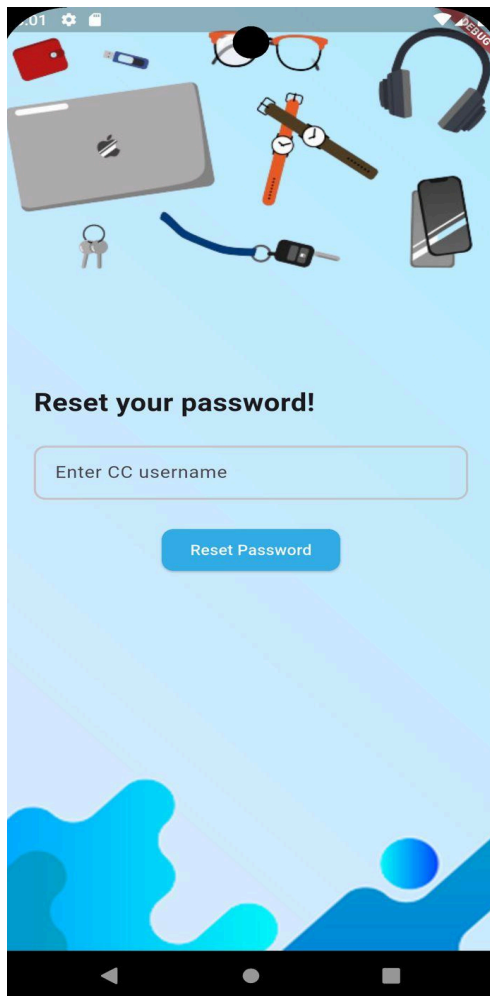
1) Password Reset

The password reset process in Lostify ensures secure account recovery and allows users to regain access if they forget their credentials.

Step 1: Initiating Password Reset

- Users enter their **User name** in the "Reset your password" page.

- Clicking **"Reset Password"** sends an email containing a **password**.

- Our system will generate a **one-time password (OTP)** and send it to the user's registered email address. The user can **enter this OTP on the login page** to

access their account temporarily. For security reasons, the email will **clearly advise the user to change this system-generated password** immediately after logging in, ensuring better privacy and long-term protection.
.

Step 2: Logging in with Temporary Credentials

● The user retrieves the **username and temporary password** from their email.

● They enter these credentials on the **Login Page** to regain access to their account.

Step 3: Changing Password

● After logging in, the user can **navigate to the "Change Password" page**.

● They must enter the **current temporary password**, set a **new password**, and confirm it.

● Clicking **"Save Changes"** updates their password successfully.

2) Change Password (Accessible via Dashboard > Change Password)

This page allows users to **securely update their account password**.

● To proceed, users must enter:

  ○ Their **Old Password**

  ○ A **New Password** of their choice

  ○ **Confirm the New Password** to ensure accuracy

● Once the fields are filled correctly, clicking the **Submit** button will update the credentials.

🔄 This feature is **Recommended** after logging in with a one-time password (OTP), allowing users to personalize and secure their account with a private password.

REPORT PAGE

Admin Report Management Page

The **Report Management Page** is an exclusive **admin** feature designed for efficiently handling **user-reported posts** and ensuring content authenticity.

- **View Reported Items** – Admins can access a list of **flagged posts**, displaying the item name, type (Lost/Found), and **report count**. This helps in identifying posts that may be **misleading, inappropriate, or spam.**

- **Monitor & Take Action** – Each post has a report f**requency count,** indicating how many users have flagged it.

- **Admins** can review detailed reports, verify concerns, and, if necessary, **remove posts with excessive reports** to maintain platform integrity.

This proactive moderation system helps ensure that Lostify remains a safe, reliable, and user-friendly platform for all users.
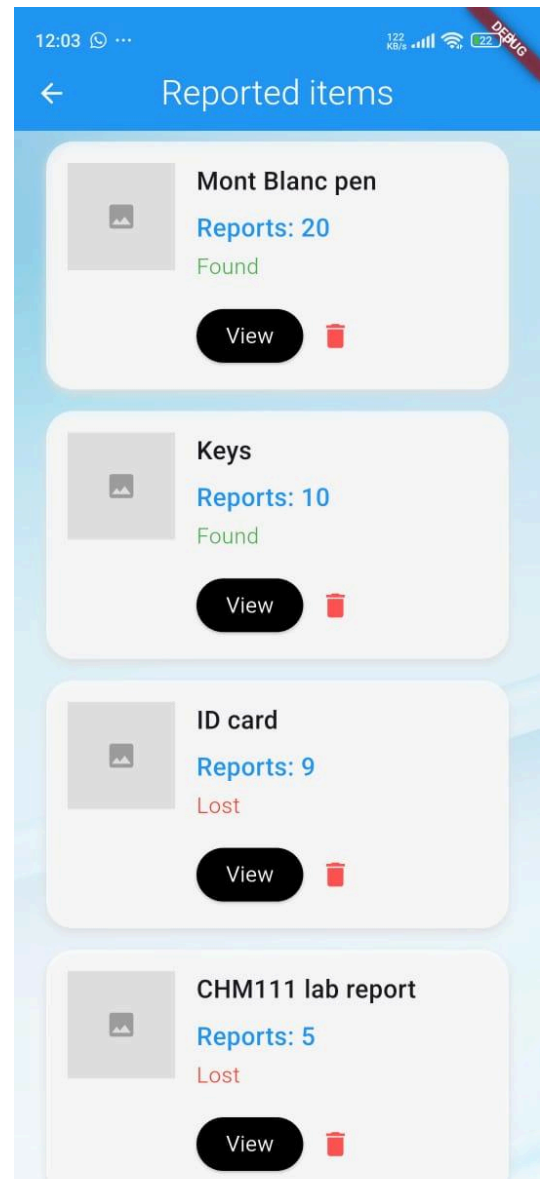
LOGOUT CONFIRMATION

Logout Confirmation Pop-Up

The **Logout Confirmation Page** in **Lostify** ensures that users do not accidentally log out of their accounts. When a user selects the **Logout** option, they are prompted with a confirmation message asking whether they want to proceed.

Key Features:

● **Confirmation Prompt** – Prevents unintended logouts by displaying a message such as:
  "Are you sure you want to log out?"

● **Action Buttons:**
  Confirm Logout – Logs the user out and redirects them to the login page.
  Cancel – Dismisses the prompt and keeps the user logged in.

  This feature enhances **user experience and security** by ensuring that users log out intentionally, preventing accidental session losses.