

CEBU INSTITUTE OF TECHNOLOGY UNIVERSITY



COLLEGE OF COMPUTER STUDIES



User Guide

for

CollaborAid

Developers

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1 Introduction

Welcome to CollaborAid – your community-driven platform for helping and getting help.

CollaborAid is designed to foster collaboration and support among users through an interactive task marketplace. Whether you need assistance or are eager to lend a hand, CollaborAid provides an environment to make every interaction productive and positive. This guide will walk you through the essential features and functions of the CollaborAid platform, ensuring you can navigate and use both the web and mobile applications with ease.

This user manual includes detailed instructions, visual aids, and helpful tips so you can make the most out of CollaborAid's capabilities. This guide will serve as your reference for accessing and operating the system efficiently.

2 General Information

CollaborAid is a web and mobile-based application designed to facilitate peer-to-peer assistance through a collaborative task-sharing system. The platform enables users to post tasks they need help with and allows others to accept and assist with those tasks, all while participating in a gamified reward system. The aim is to foster a supportive and engaging community where users help one another while gaining recognition and incentives for their contributions.

CollaborAid supports interactive engagement through its leveling system, messaging features, and real-time support, making it a dynamic environment for collaboration, productivity, and mutual growth.

2.1 System Overview

The CollaborAid system is composed of the following core functionalities:

Web Application Features (User and Admin Dashboard):

1. **User Dashboard** – Provides users with a personalized interface to manage their activities. Users can add new tasks, view their task history, recent activity, and monitor their progress over time.
2. **Admin Dashboard** – Centralized view for managing users, overseeing task activity, and distributing rewards. Admins can view and respond to user requests for administrative access.

3. **Messaging and Collaboration** – Built-in messaging allows both users and admins to communicate directly. This includes one-on-one conversations related to tasks, general inquiries, or admin responses.
4. **AI Chat Support**– A support system is integrated within the platform, featuring both AI-driven responses for frequently asked questions and live chat with support staff for more complex issues. This is accessible to both users and administrators.
5. **Profile Management** – Users can update their profile picture, username, personal bio, and password. The system also supports password recovery and basic account settings adjustments.
6. **Live Notifications** – Real-time notifications are triggered for important updates, such as new messages, task changes, admin alerts, system announcements, and support replies. These notifications are delivered through the browser (web) or push notifications (mobile).
7. **Info and Support Center** – A centralized hub for platform documentation, FAQs, terms of service, and contact forms. This ensures users have easy access to essential information and assistance.

Mobile Application Features (for General Users):

1. **Task Marketplace** – Enables users to post and accept tasks or help requests, creating a real-time collaborative environment.
2. **Messaging and Collaboration** – Facilitates one-on-one or group communication to coordinate tasks.
3. **AI Chat Support** – Built-in AI assistant and support staff chat for real-time help and inquiries.
4. **Live Notifications** – Push notifications inform users of new messages and task status updates to keep them engaged and updated.
5. **Profile Management** – Users can update their profile picture, username, personal bio.

3 Getting Started

Web Application

To use CollaborAid on your browser, simply visit:

 <https://collaboraid.vercel.app>

Mobile Application (Android)

To install the CollaborAid mobile app on your Android device:

1. Navigate to the documents folder in the CollaborAid repository.
2. Download the APK file provided.
3. Open the downloaded file and follow the on-screen instructions to install the app.

3.1 How to use the Web Application

Figure 1. Open your browser and go to collaboraid.vercel.app.

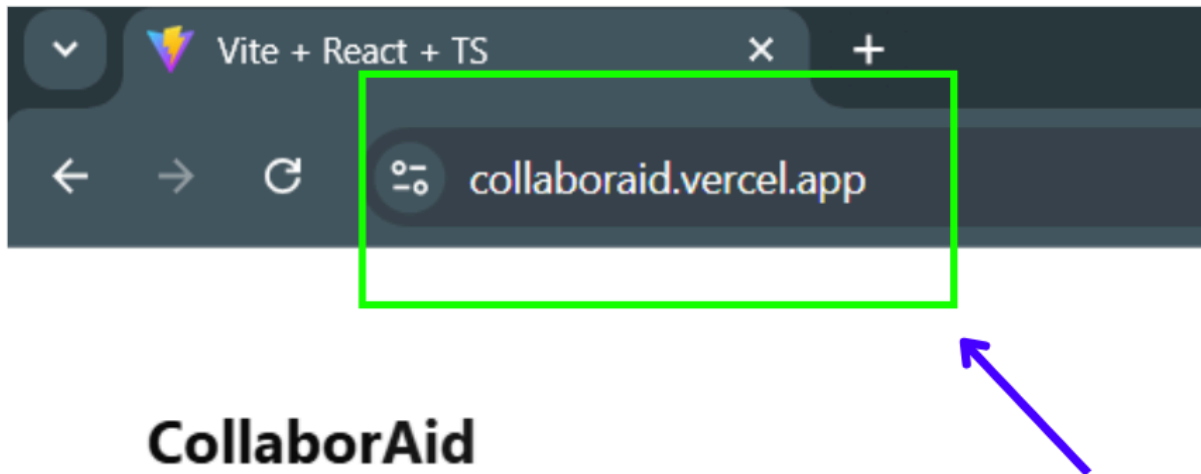


Figure 2. On the landing page, click the "Get Started" button to begin the registration process.

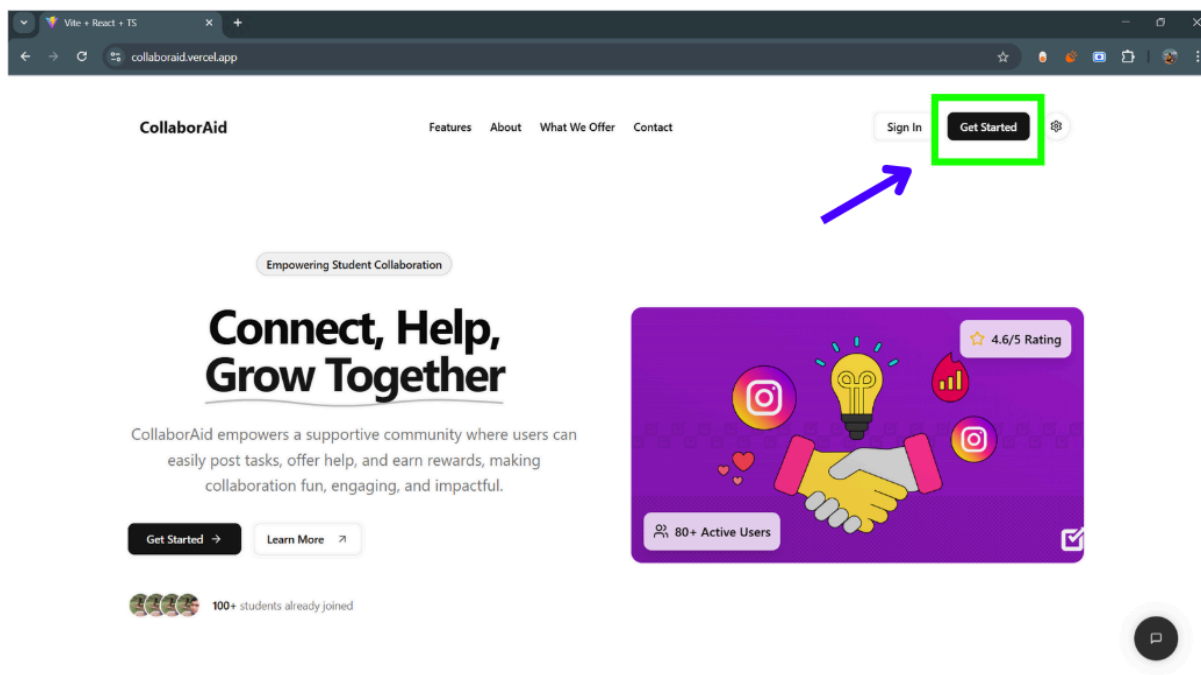


Figure 3. You'll be prompted to either log into your existing account or create a new one. To register, you can sign in with your Google account or manually fill out the registration form.

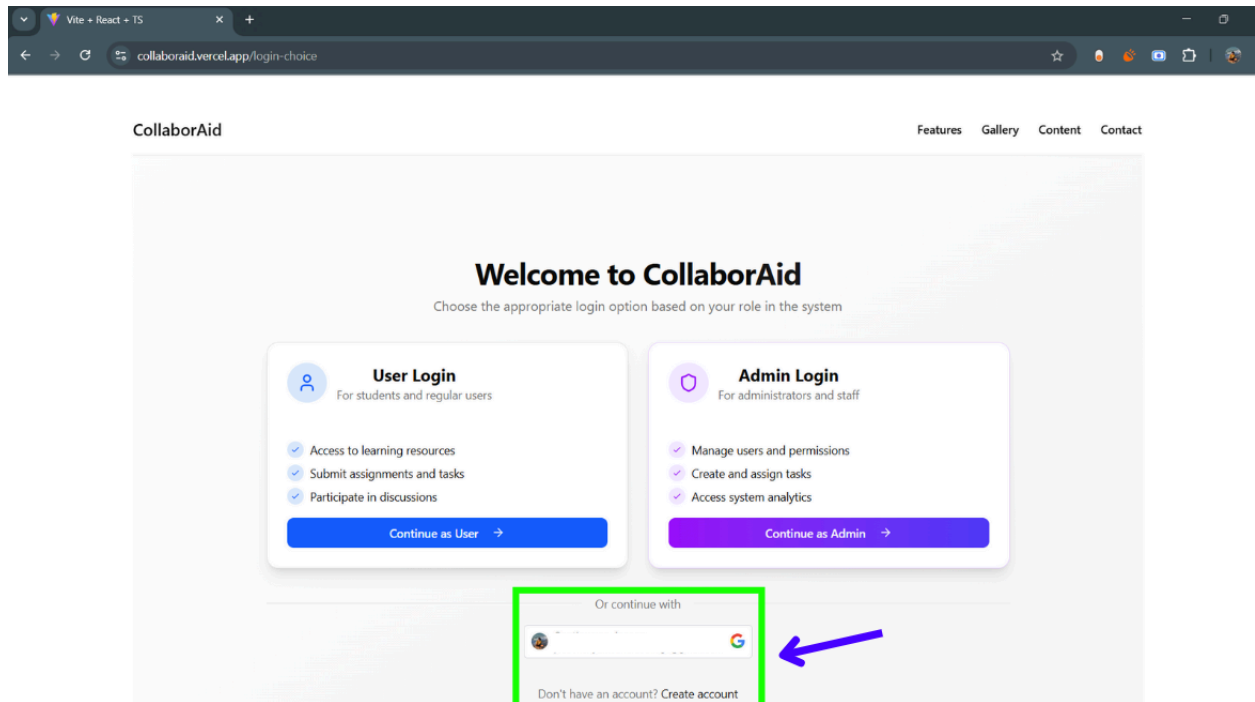


Figure 4. If creating a new account manually, fill in the required fields, agree to the terms and conditions, and click "**Sign In**" to log in.

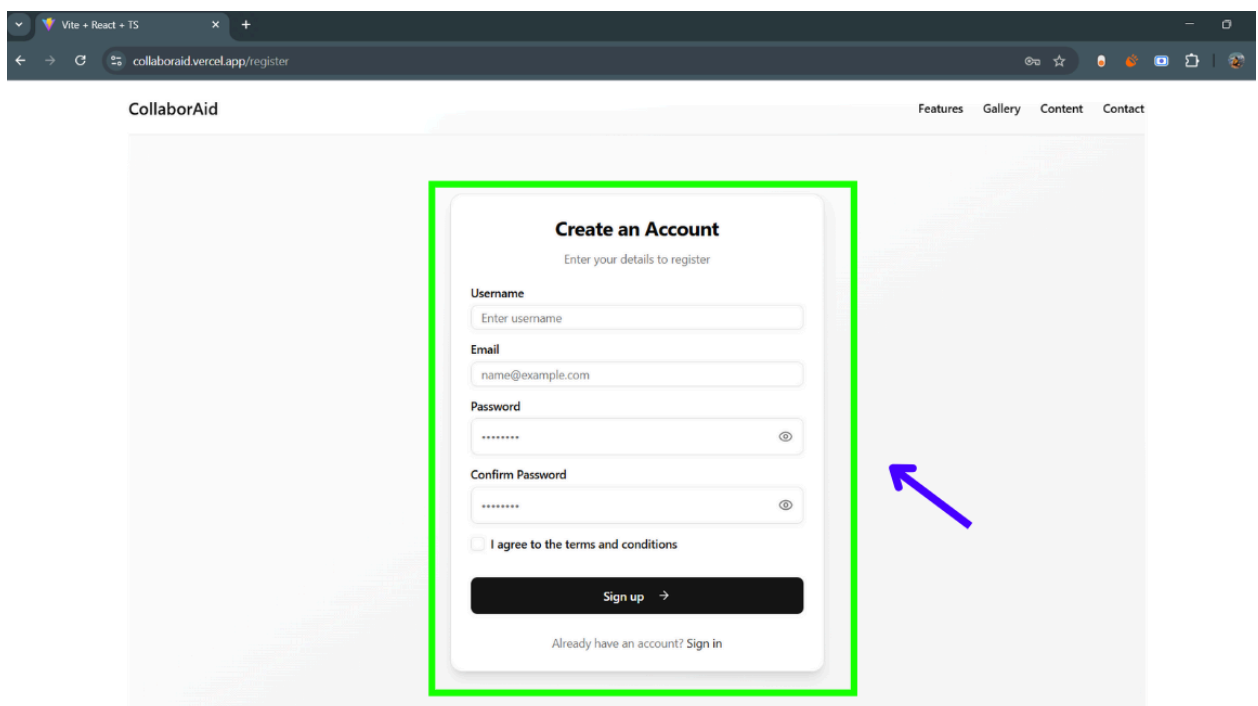


Figure 5. After logging in, you'll be directed to your **User Dashboard**, where you can view a summary of your activity, including active tasks, recent task history, unread messages, and notifications.

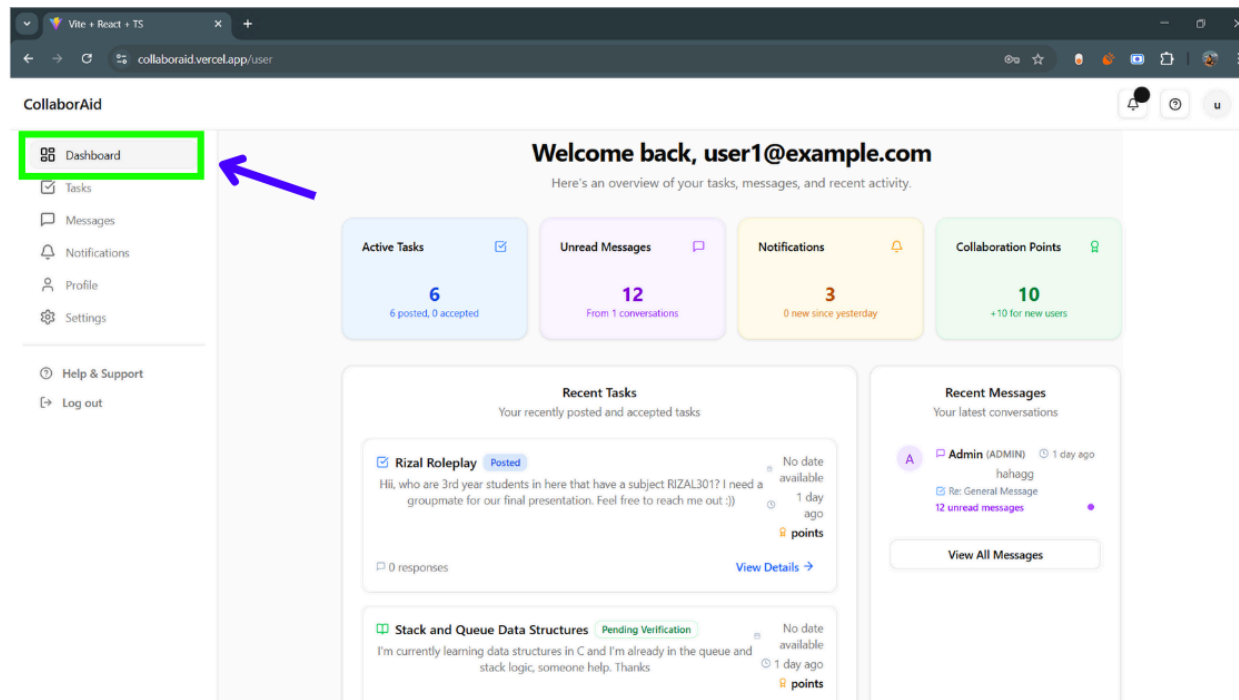


Figure 6. In the **Tasks** section, you'll find all your posted tasks. You can **edit**, **delete**, or **create new tasks** by clicking the **"Create Task"** button.

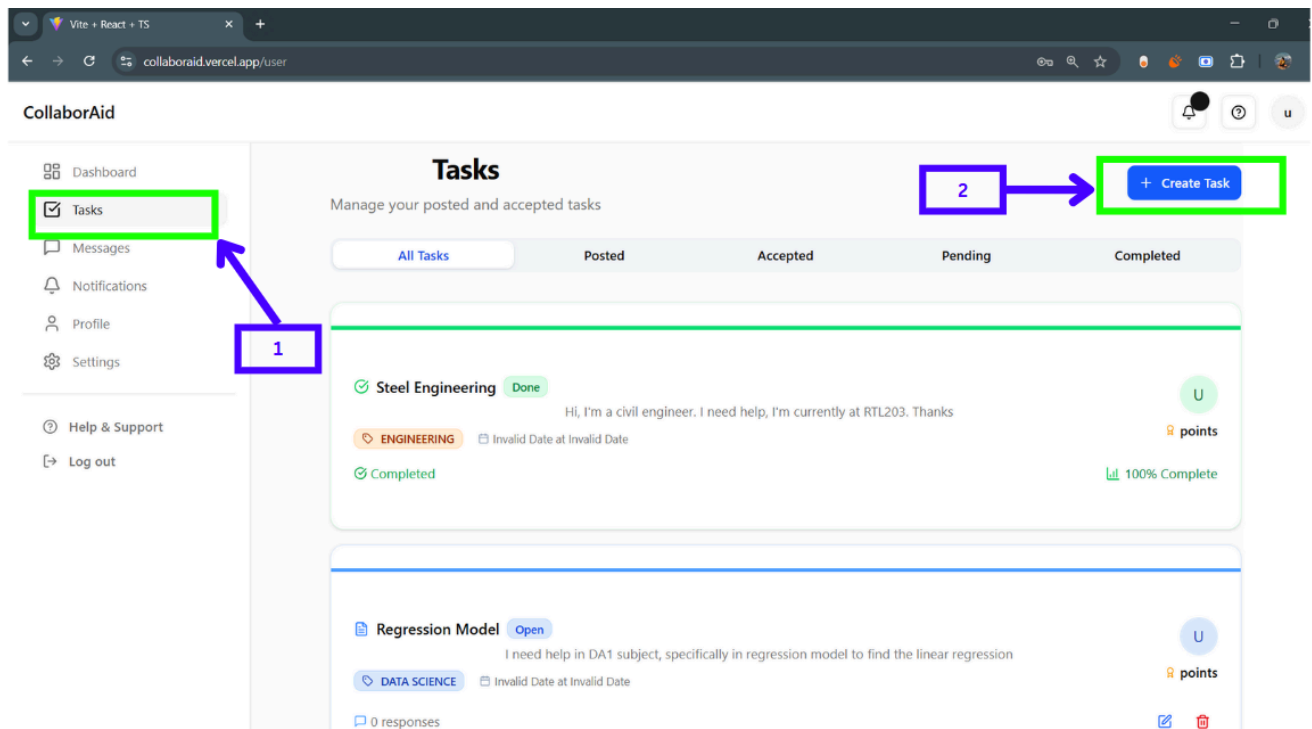


Figure 7. Navigate to the **Messages** section to view your chat history and send new messages to other users or support staff.

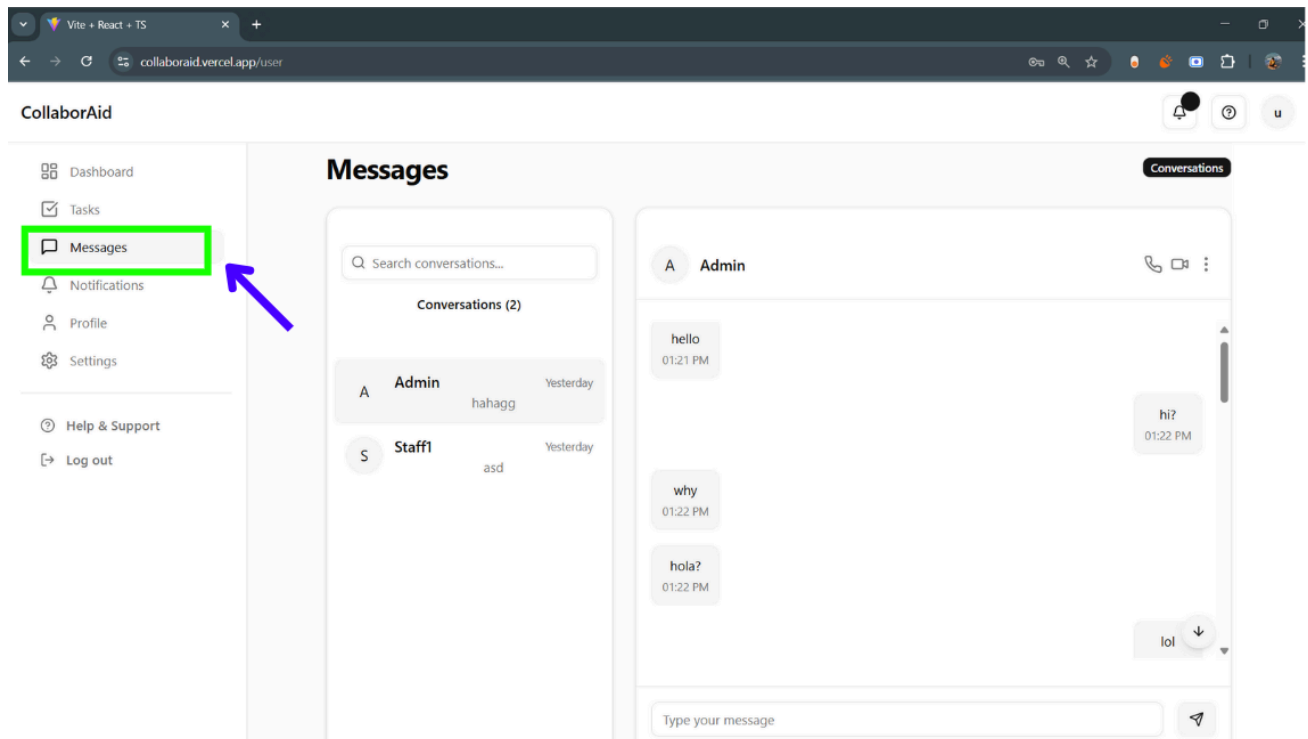


Figure 8. The **Notifications** section displays real-time alerts, including task updates, message notifications, and system announcements.

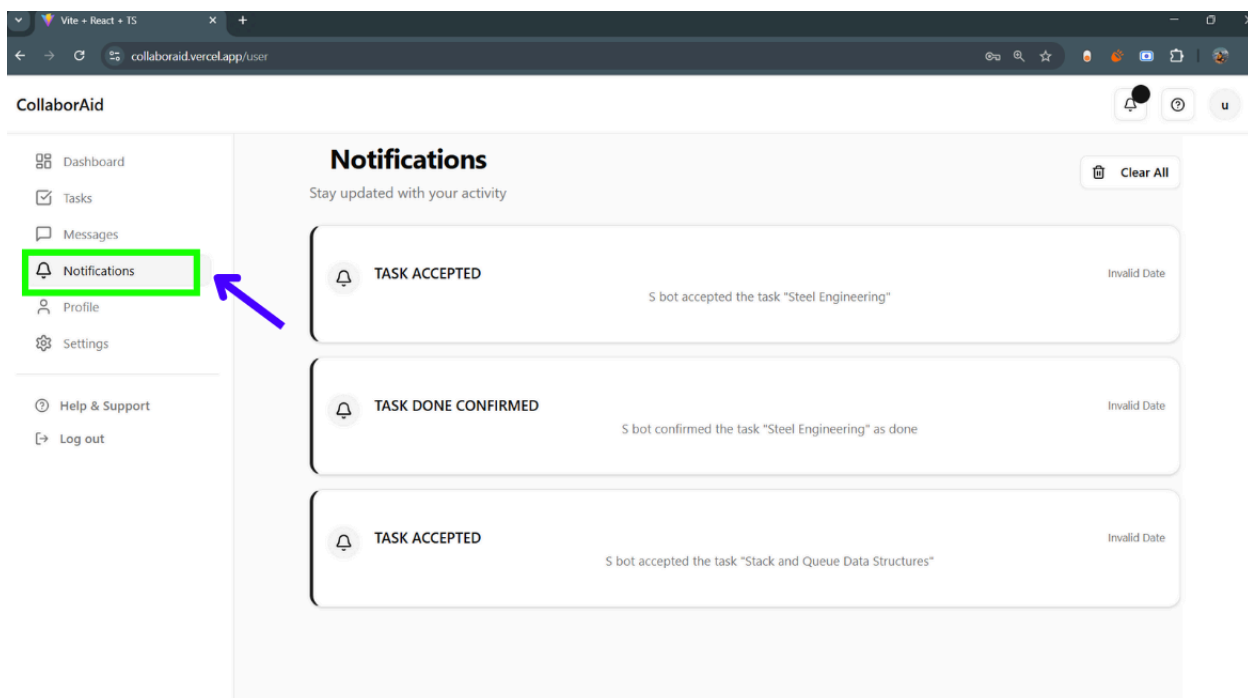


Figure 9. In the **Profile** section, you can manage your personal details such as your profile picture, username, bio, and reset your password.

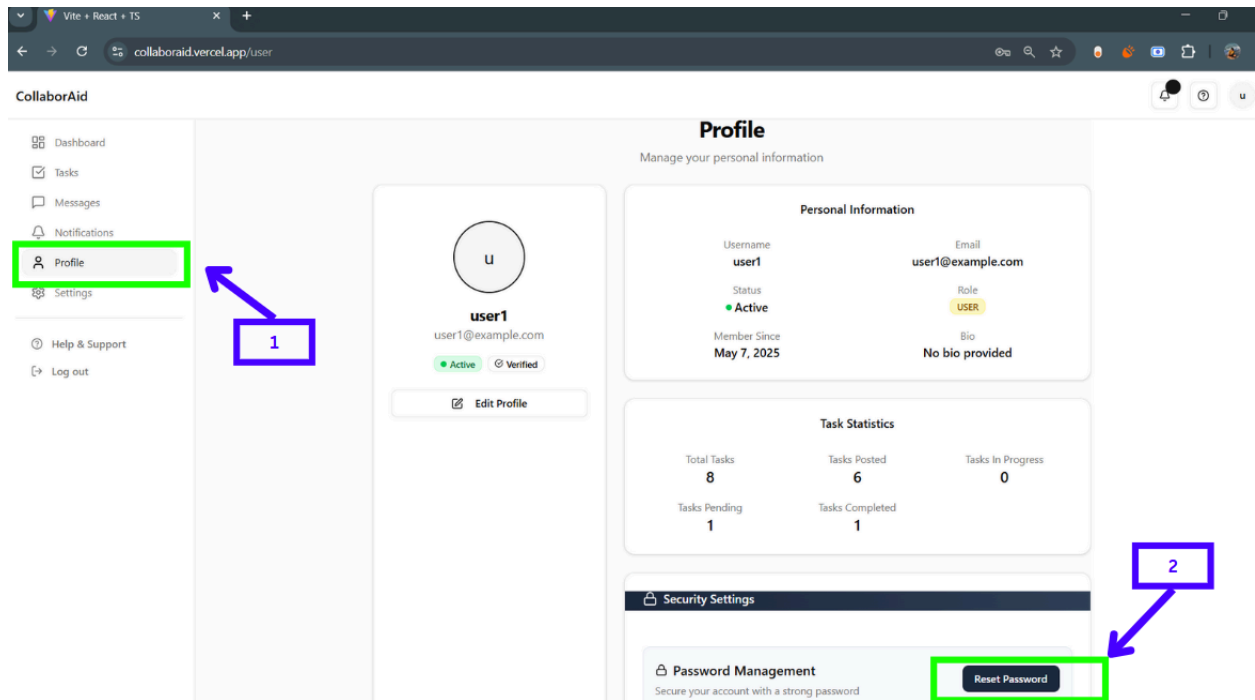


Figure 10. Go to the **Settings** menu to customize your experience—switch between light or dark mode, blur sensitive data, and more.

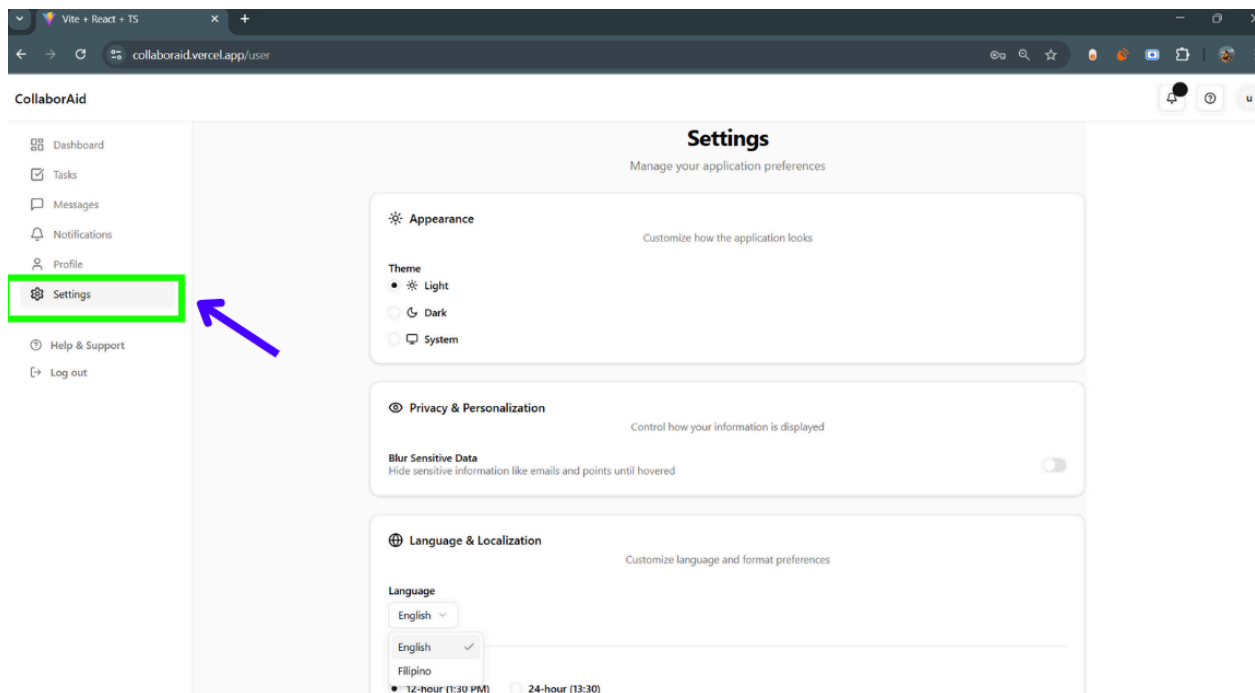


Figure 11. Click on the **Help & Support** section to open a new tab with the AI Assistant for instant help. You can also view a list of available support staff and message them directly for assistance.

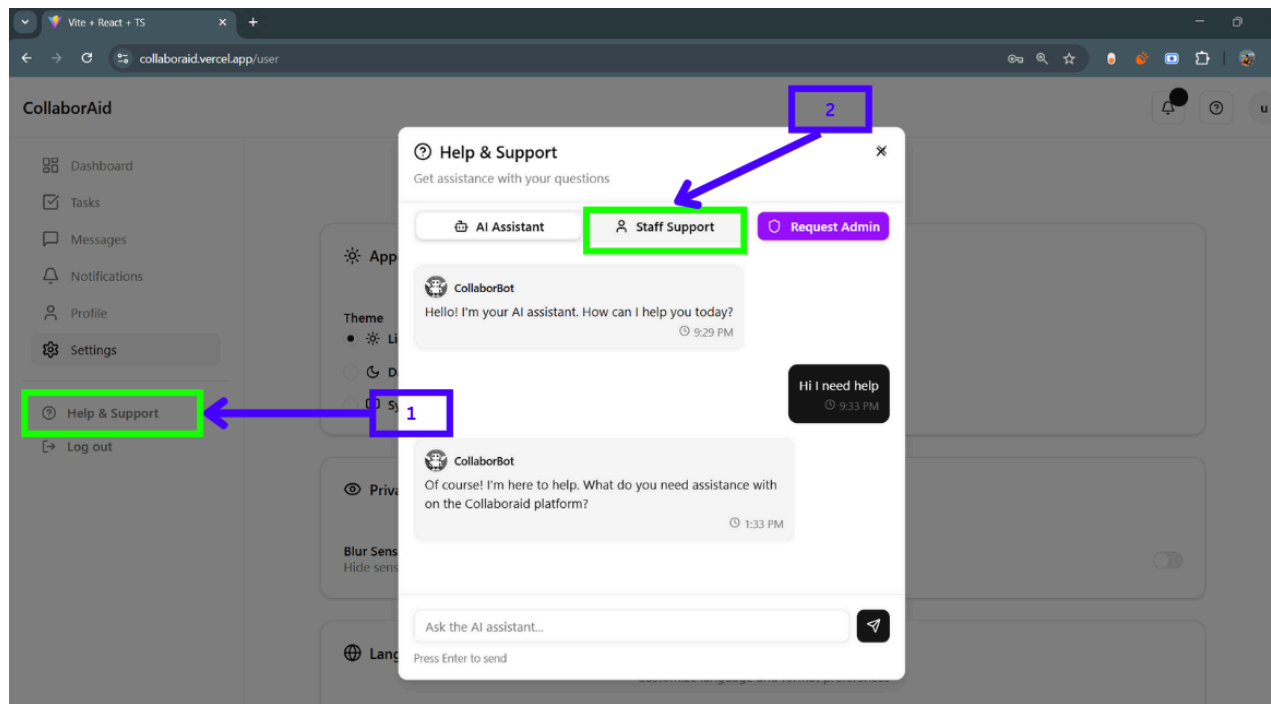
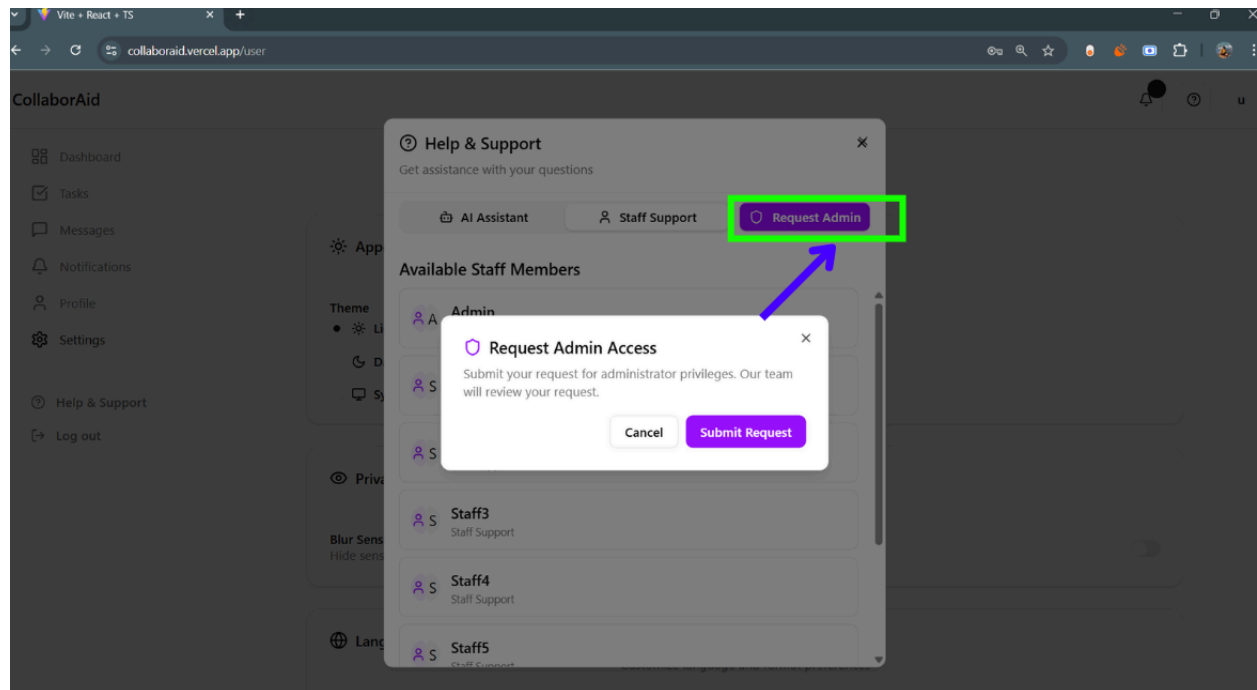


Figure 12. If you wish to become a platform admin, click the **"Request Admin Access"** button. Your request will be reviewed by the current administrators.



3.2 How to use the Mobile Application

Figure 1 - 3.

- Open the **CollaborAid** Android app.
- On the login screen, sign in with your existing account or choose to register a new one. You may also continue with your Google account for faster access.
- After logging in, you'll be directed to the **Home Page**, where you can browse the **Task Marketplace**. Tap on any task to view its details, then choose to **offer help** or **message the task creator**.

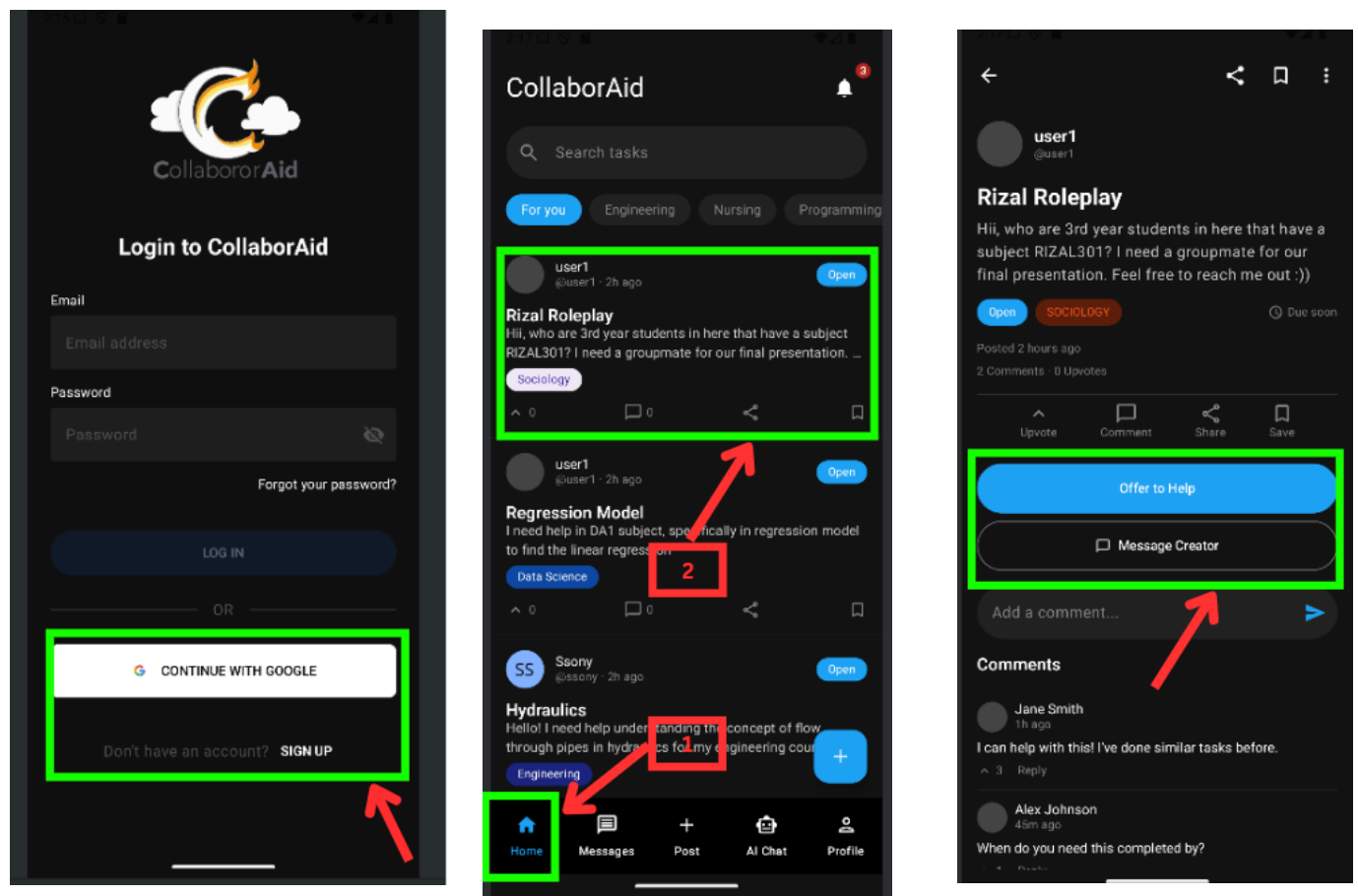


Figure 4 - 6.

- Tap on the **Messages** tab to see your list of conversations. Select a user to view the chat and send new messages.
- Go to the **Post** tab to create and submit your own task. Fill out the necessary details and publish it to the marketplace.
- In the **AI Chat** section, you can ask questions or get support through the built-in assistant, which provides instant answers and guidance.

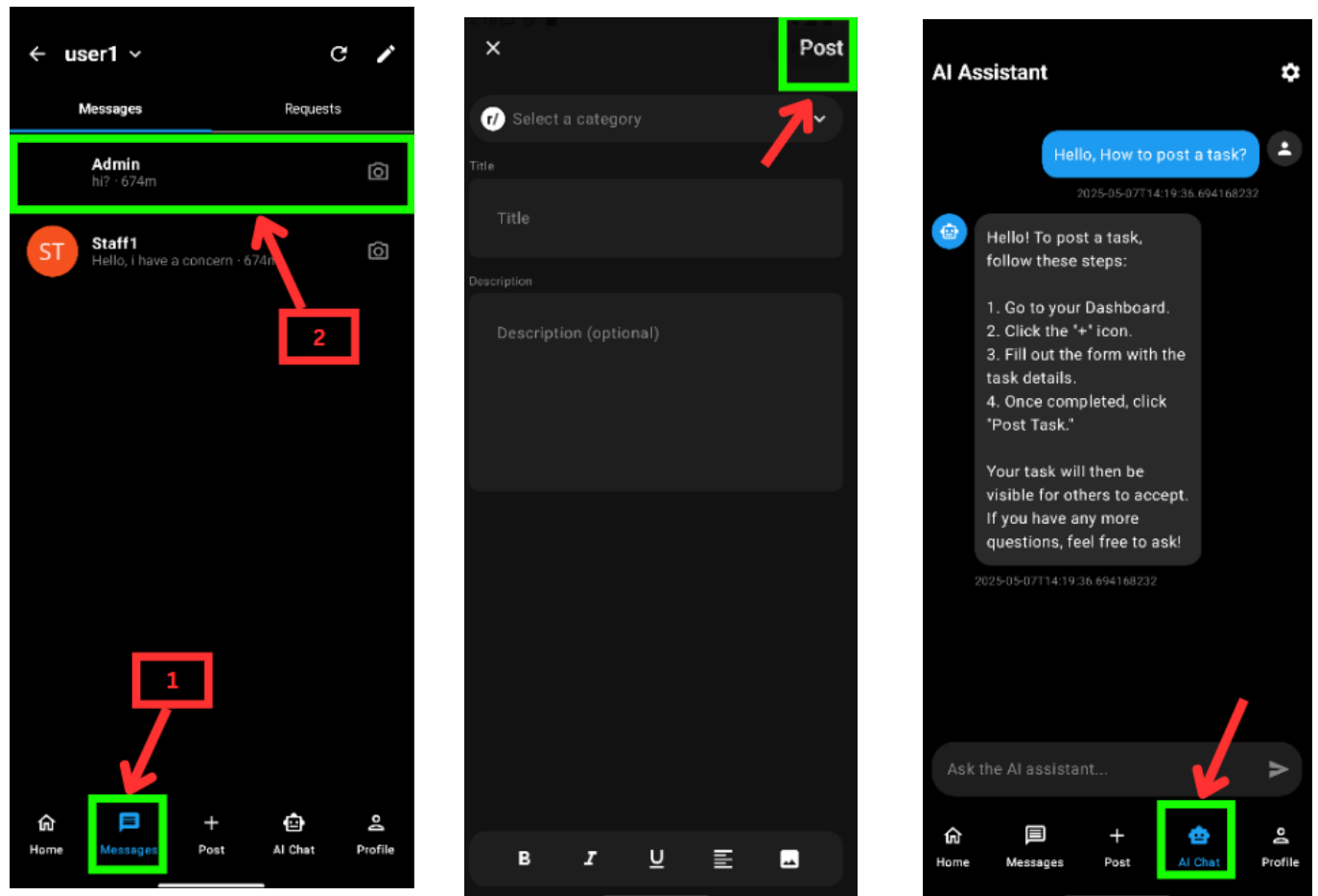


Figure 7 - 9.

- Navigate to the **Profile** section to view your **posted**, **accepted**, and **completed** tasks.
- Tap the **Edit** button to update your profile information such as your name, bio, or profile picture.
- To stay informed, click the **bell icon** to preview your latest **notifications**.

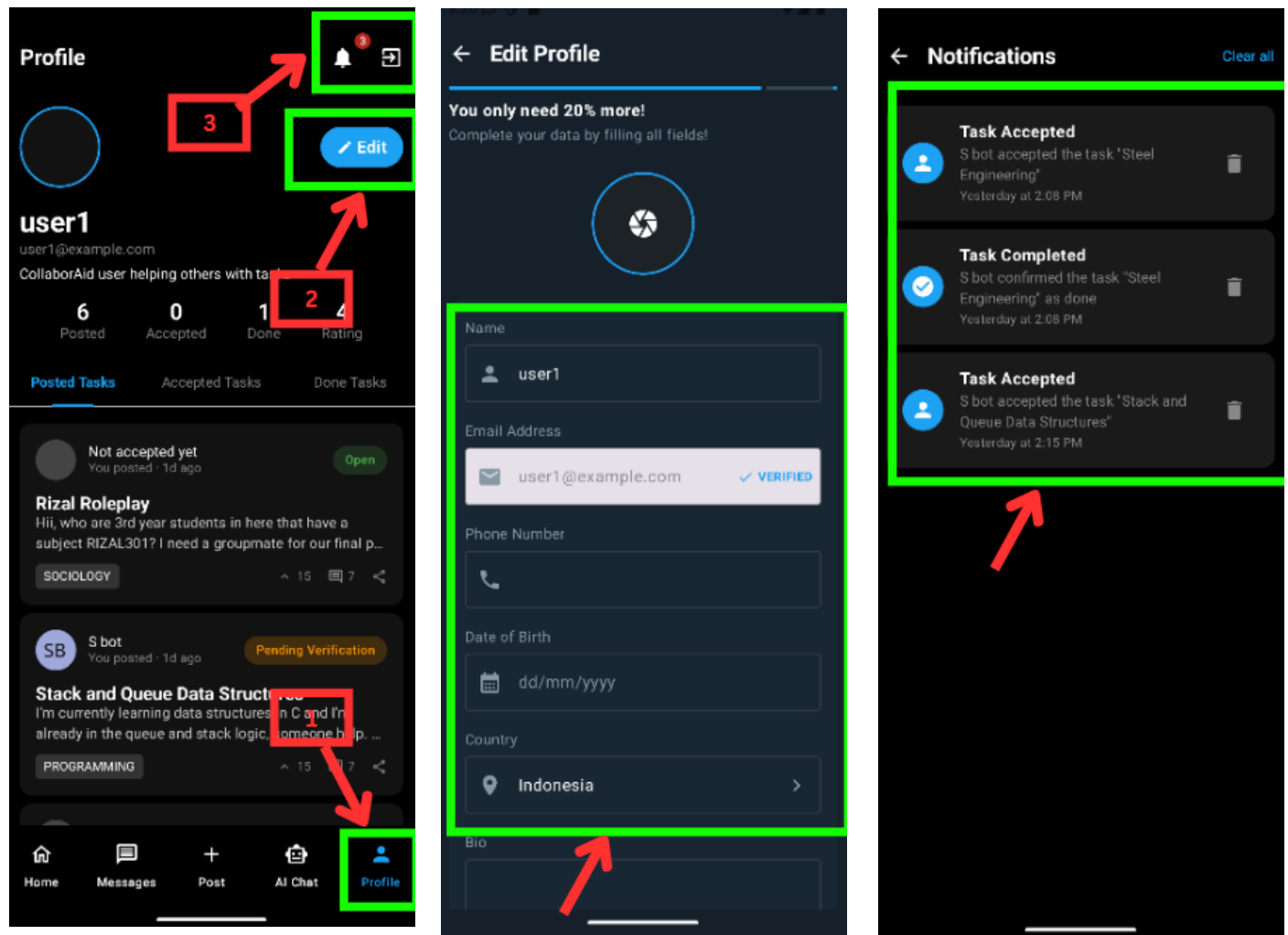


Figure 10. From your profile, tap on any specific task to view its **progress bar** and **current status**, helping you track how your task is progressing or being completed.

