User Manual

Landing Page

This page is here to welcome users. Users can register by clicking the **Join** button.
By clicking on the **Login** button at the top right, users can display a login modal and can login the platform by providing their email address and password. There is also a **forgot password** link that redirects users to the change password page. Users can see a brief explanation about the site and the developers by clicking on **About Us** link.
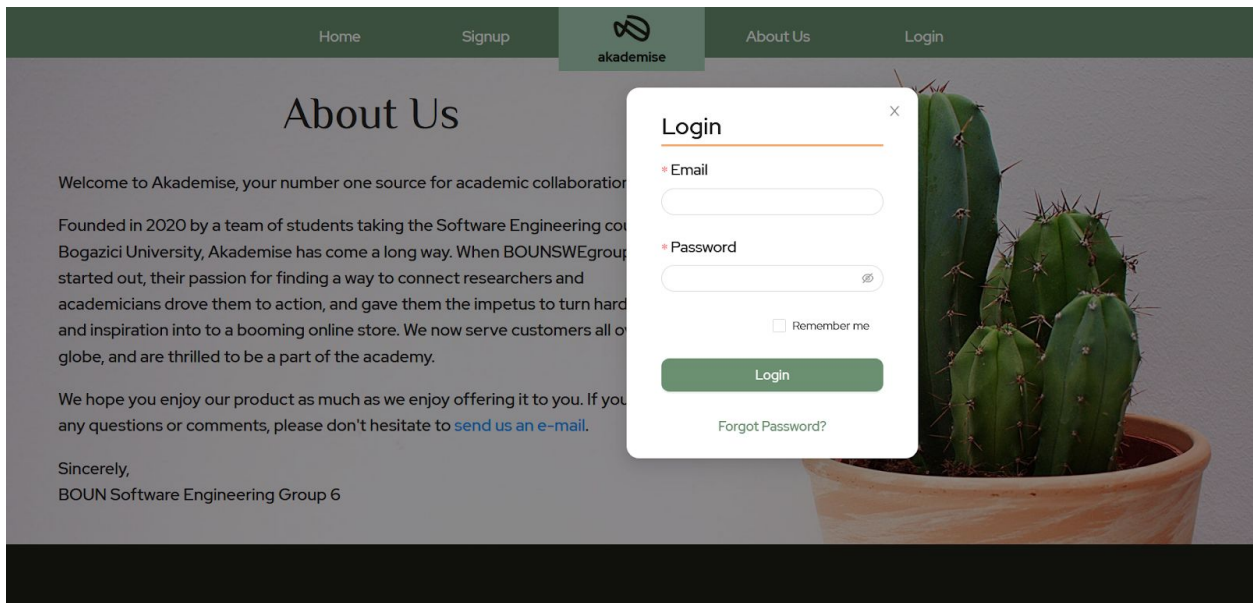
Sign Up Page

In the Sign Up page, firstly user should fill in the necessary personal information to create a new profile. These are **email address**, **password**, **name** and **surname**. If email is not

in the correct format, "Given email is not valid" error will be seen and user can not proceed without providing a valid email address. After filling these up, user clicks **Confirm** button, which will navigate the user to the validation step.

In the validation page, user enters the validation code that has been sent to his/her registered email address. And clicks next to proceed to next steps of signing up.

In the Additional Information part, user fills up information about his/her academic background and research interests . She/he can choose the from the dropdown list or if it is not listed, she can add her own through typing her information in the text spaces.
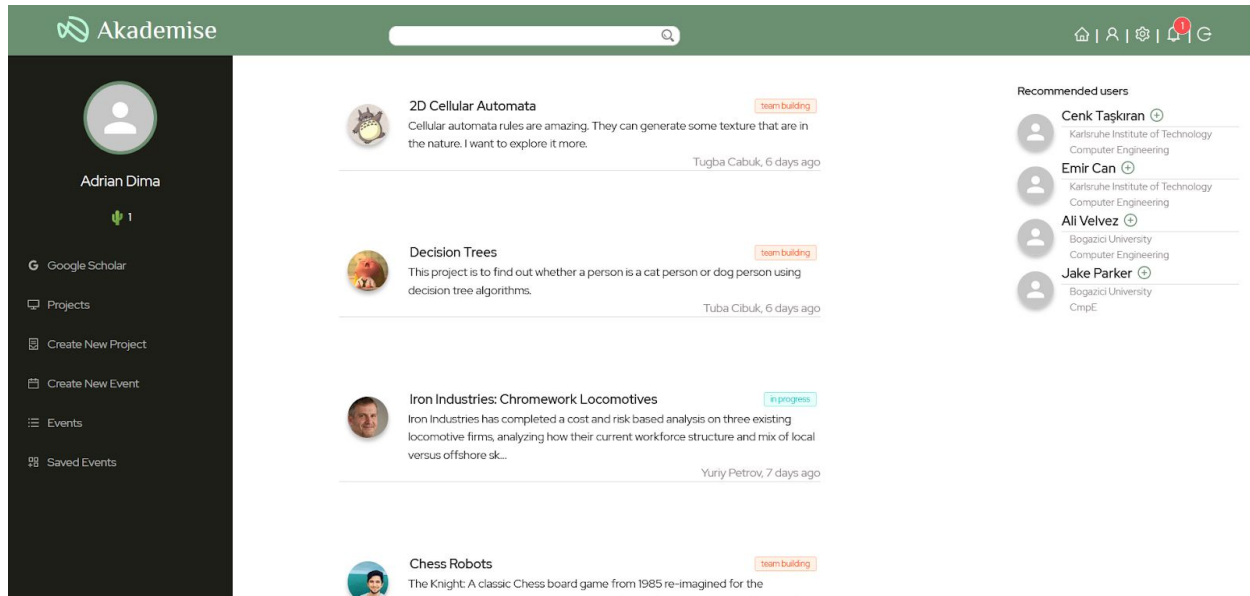
Login

The login window consists of an email entry part, a password entry part, a login button, and a forgot password choice. Email and password must be provided correctly to enter the platform. If they are entered wrongly "Wrong email or password. Try again." shows up. After filling in the email and password part, the login button is pressed and redirects to the home page.
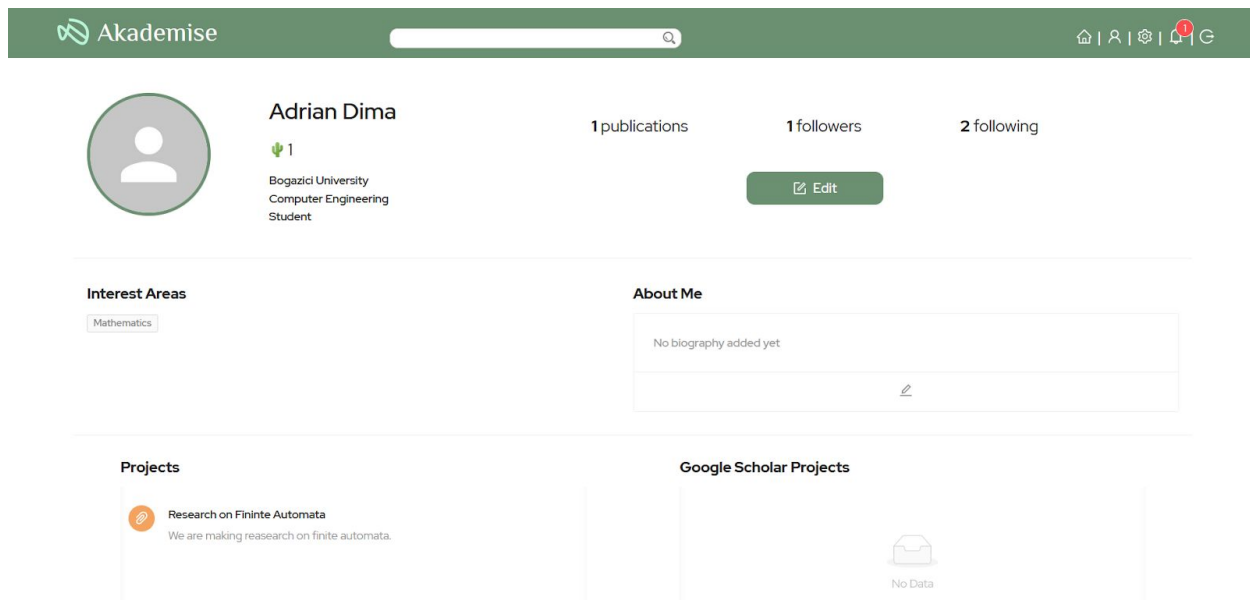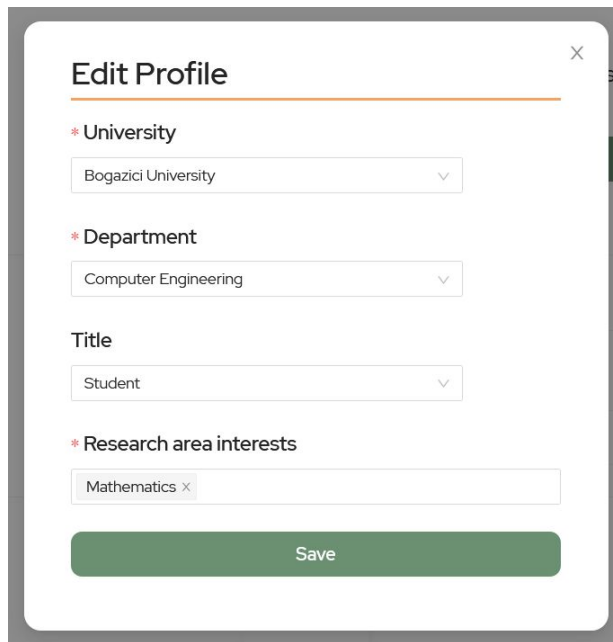
Home Page

When users are logged in, the first page they land on is their home page. First thing to notice here is the feed. The content on the home page is determined by the users' interests and projects of users that are followed by them. There are also some user recommendations at the right side, users can follow those users by clicking on follow button or click on the name of the recommended user's name and navigate to the profile of them.

Profile Page

Here is the profile page. At this page, there is quite a lot of information about the user. Let's cover them one bite at a time. First of all, at the top left there is a name, profile picture, cactus score (number of ups), and affiliation. To upload a profile picture to the system user can click on to the profile picture. Then we see publication, follower and following numbers. Users' both Akademise projects and scholar projects are displayed. There is also a biography part, users can edit their own biography by simply clicking the edit button below the "About Me" text box. There are also interest areas of the user is displayed as well, by clicking those tags users can see related projects at the Akademise platform.


By clicking the edit button users can edit their profile in more detail. They can add or remove interests and change their university, department, and title.

Search
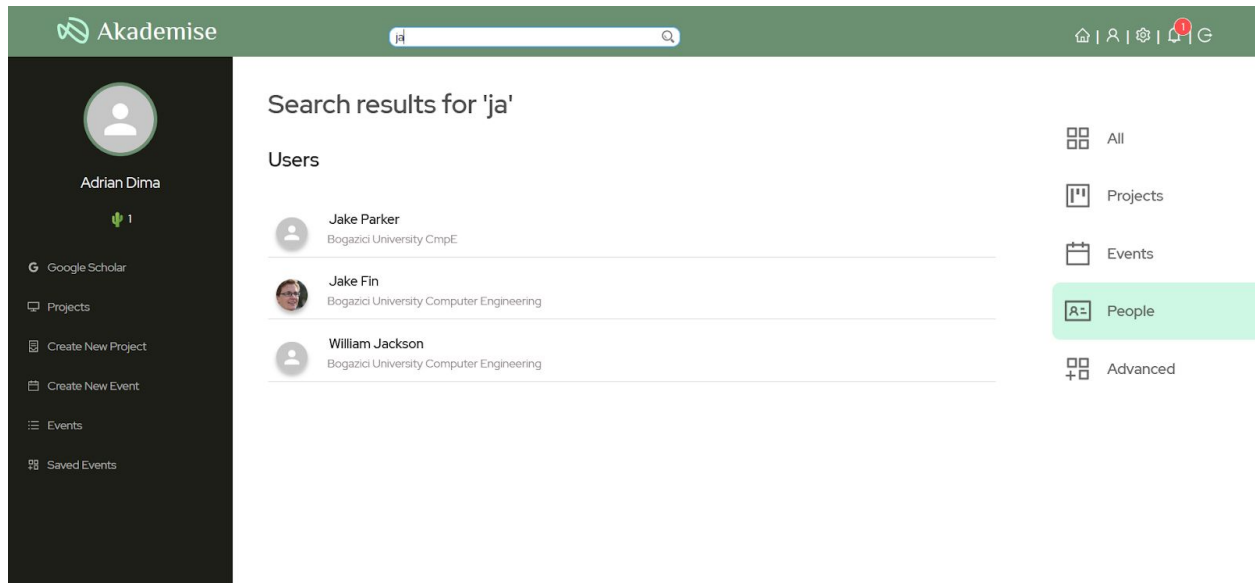
When users perform a search by using the search bar at the header, they are redirected to this page to show search results. There are several search types (all, people, project, event, and advanced) and for each of those there are related buttons at the right side of the screen. When users select a search type, results are filtered accordingly. If users want to make a more advanced search, they can choose the advanced search type. So that they can filter results by interest tags as well.

Project Create
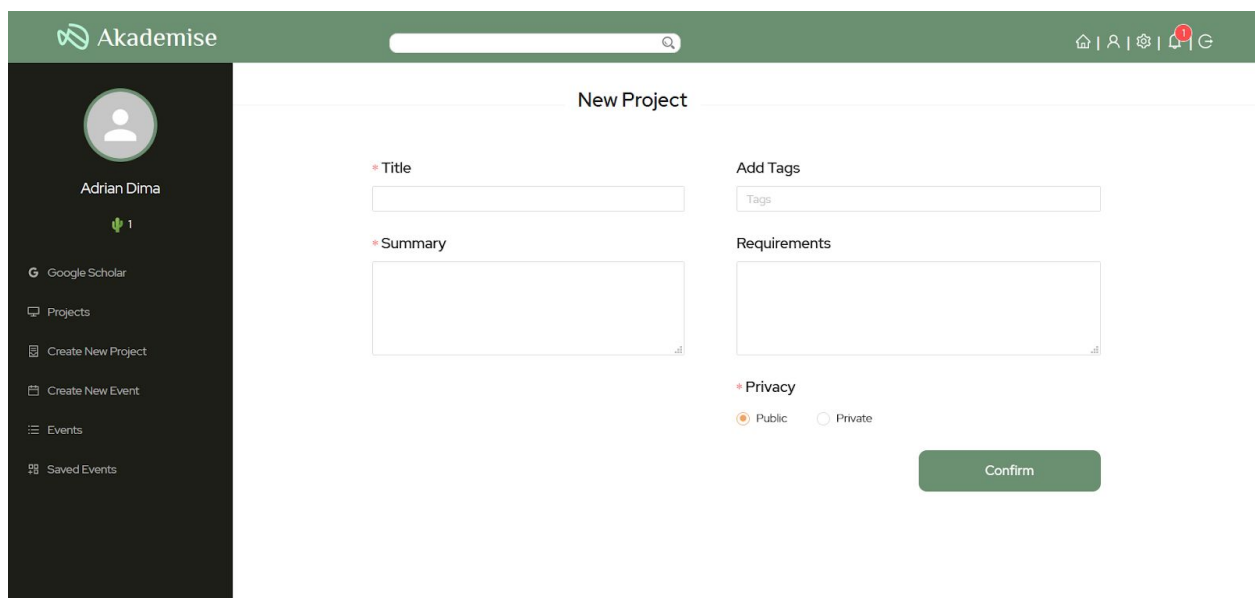
To create a new project user must enter the necessary fields for creating a project. They can navigate to this page from the sidebar menu by clicking the **Create New Project** button. In this part, the user must enter the project title, summary and the privacy of the project. Optionally, users also can enter tags and requirements. Then, click the **Confirm** button to proceed to the next page.

Project Details

At this page users can display details of the projects such as summary, requirements, collaborators, milestones, and due date of the project. If they are not already a collaborator in the project, they can send a join request by clicking the top right button. If they are already a collaborator in this project, there are edit and invite buttons at the top right side of the screen. By using those, users can either navigate to the edit project page or open a batch invite dialogue where they can select multiple users to invite to their project.

Edit Project

Users can change fields that are filled in the creation page in their own project. In addition to that, users can also Add milestones and change project status. By clicking the **Confirm** button all changes saved and redirects to the project page.

Google Scholar Link

Users can provide their google scholar link in order to display their google scholar projects on their profile page as well. To open this add google scholar link dialogue, users can click on the **Google Scholar** button on the profile sider that is at the left side of the page.

Notifications
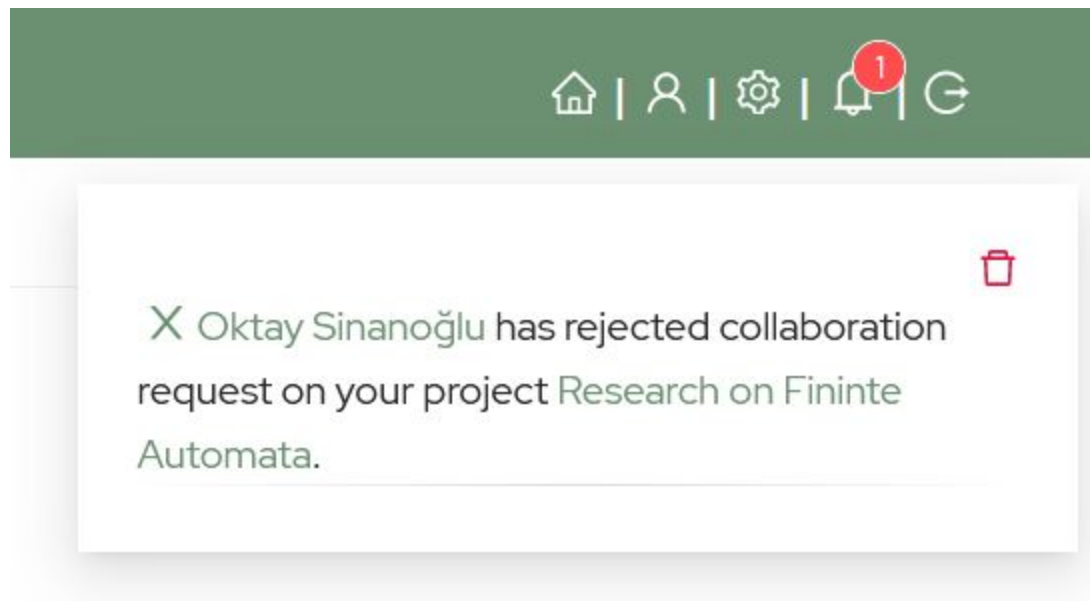
Notifications could be about:

-Being followed by a user
-being accepted or rejected to a project
-being invited to a project
-acceptance or rejection of an invitation
-being removed from a project
-collaboration requests
-collaboration invitations are shown on the notifications dialog.

Users can click the user or project to see details and remove the notification by clicking red icon.

Events
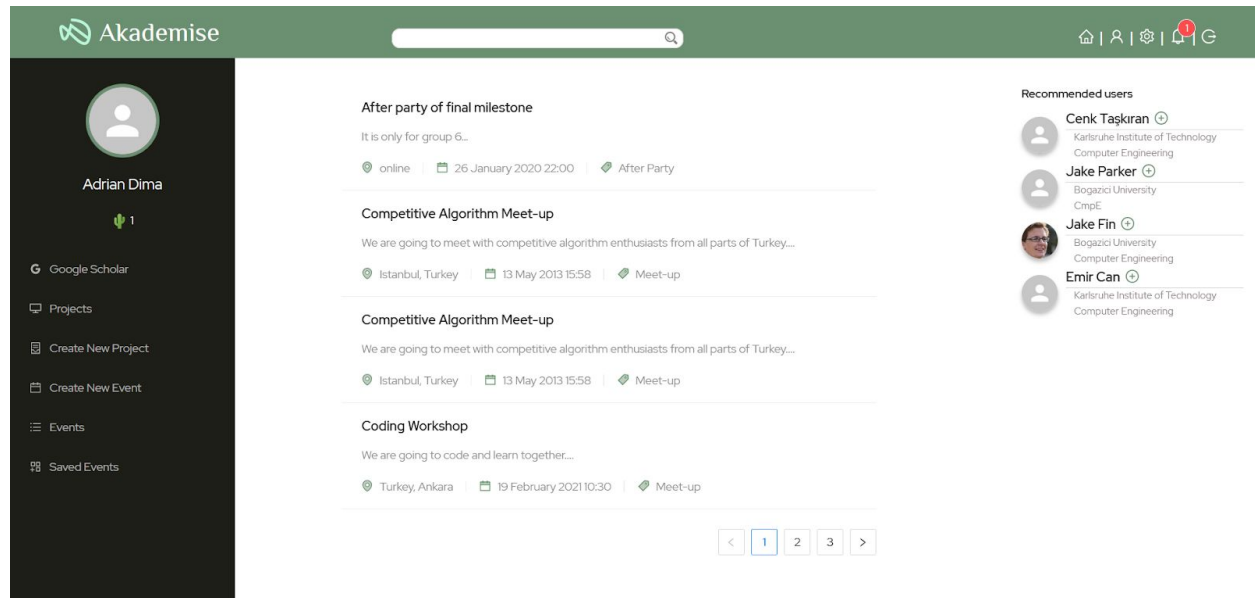
A user can see all events by clicking **Events** in the sidebar menu. In the events page, All events are listed and each event entry has its title, brief description, location and date and type. Pagination is used and divides multiple events to pages. Users can click page number bottom of the events and see the other events.

Saved Events
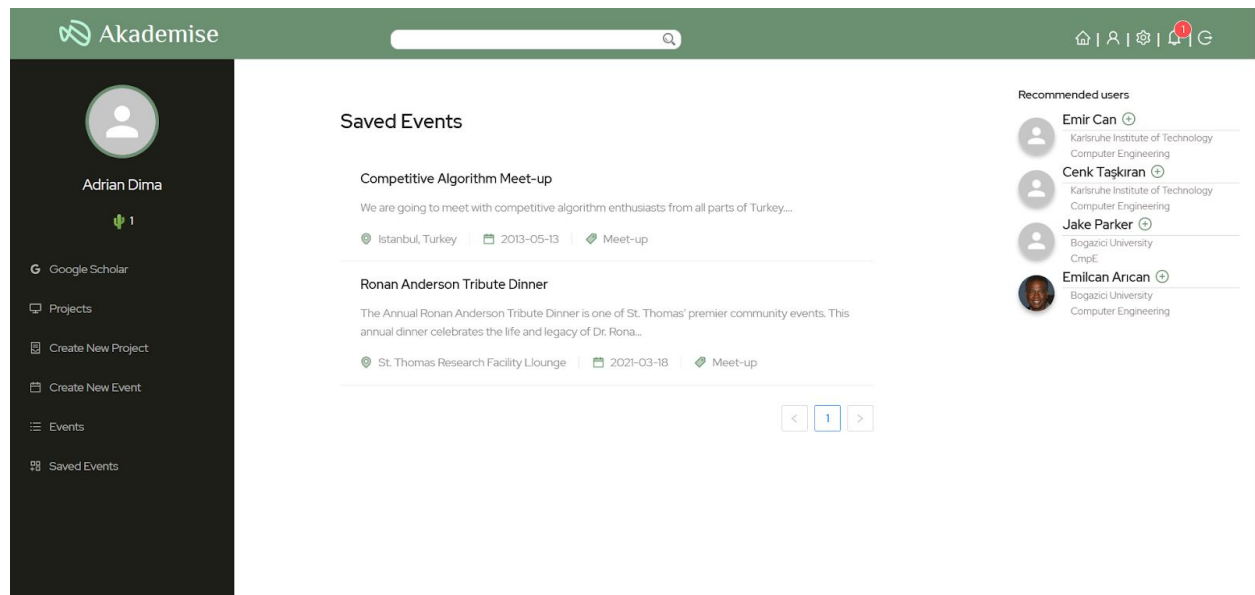
Users can navigate to this page by using the sidebar menu. As in the events page, there are brief descriptions of the events. However in this page displayed events are only the ones that are saved by the user.

Event Create

When creating an event, all the necessary information can be written in the corresponding fields, and the user can also set the privacy of the events as well as the tags s/he desires. Note that the user must enter the date with a specific time.

Event Details

When users need to see more detailed information about the event, they can check this event's details page. To navigate this page users can simply click on the event name. At this page, all the information of the events are displayed namely title, description, extra notes, date, type, location, and the link of the event. If users want to add this event to the saved events, there is a

Save Event button top right corner of the screen. If the event is already a saved one there will be a **Unsave Event** button instead.

Edit Event

The edit event page is almost identical with the event creation page. It comes in a prefilled form by the former data of the event. Users can change the fields and confirm the changes. After they hit confirm changes fields are replaced by the former ones.