

# User Manual: How to Operate *Lost and Found*

Version: 1.0  
Created On: 07/24/2018  
Last Modified: 07/25/2018

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## GETTING TO THE WEB APP

Enter <https://lost-and-found-ddb76.firebaseio.com/> into your web browser's address bar.

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## HOME PAGE & MAP VIEW

When you first open the web application, you will see the home page—a map of the UCSC campus, populated with various map markers (in the form of emoji icons). You can always return to this page by clicking the “Home” button on the blue navigation bar at the top of the page.

### NAVIGATING THE MAP

**Move** to different areas of the map by clicking and **dragging**.

**Zoom** in and out of the map by holding down the “Control” key while using the mouse scroll wheel, or by using Google Maps’ built in zoom buttons in the bottom right corner. (Note that if you attempt to move outside the boundaries of UCSC, the map will automatically drag the view back to the campus.)

### VIEWING THE MAP MARKERS

Each map marker represents different items that have been reported as lost or found on the UCSC campus;

**Smiling emoji** face represents items that have been found.

**Crying emoji** face represents items that have been lost.

**Click on a marker** to view the information about that item. An information window will pop up, listing the type of item, a picture of the item (if applicable), a description of the item, and the contact information of the person who submitted the report. You can close the window by clicking the ‘x’ in the right corner of the window.

**Toggle** the display of the markers by clicking the “**Display**” button on the blue navigation bar at the top of the page, then clicking the check-boxes in the drop-down menu.

**Checkbox** means that type of marker (for lost items or for found items) will be displayed on the map.

**Unchecked box** means the corresponding type of marker will not be displayed.

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## LIST VIEW

To check the list view of all items ( rather than the map view) **Click** the “**Display**” button at the top of the page, found in the blue navigation bar, and **click** the “**List View**” button in the drop-down menu. There is a card for every item that has been reported, listing the type of item, a picture of the item (if applicable), the description of the item, the contact information of the person who submitted the report, and the date and time the item was lost or found.

**Clicking** the “**Location**” button for an item will take you back to the home page and open the information window for the associated map marker.

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## SIGN IN

You must sign in before you can submit your own report for a lost or found item.

To sign in, **click** the “**Sign In**” button on the blue navigation bar at the top of the page. This will redirect you to Google’s Authentication services, where you can sign in with your Google account.

After signing in, you will be taken back to the previous page you were on. There are some new, additional features now that you are an authorized user!

### ACCOUNT SIDE PANEL

**Clicking** the **three horizontal lines** in the top left corner of the blue navigation bar will open your personalized side panel. You can see the picture and name associated with the account you are signed in with. There is also a “Profile” button that will take you to your profile page, a “Sign Out” button that will sign you out of your account, and a list of your submission history. Clicking an item in the list will take you to the home page, with the map centered around the marker representing that item and it’s information window open.

### PROFILE

You can view your personal profile page either through the side panel (as discussed above) or by **clicking your name** in the top right corner of the blue navigation bar. Your profile page displays your picture and email address. You can also see a history of the items you’ve reported, separated between lost items and found items.

### SIGN OUT

You can sign out of your account at any time either through the side panel (as discussed above) or by **clicking the “Sign Out”** button at the top of the page, in the blue navigation bar.

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## REPORTING LOST OR FOUND ITEMS

**Submit a report** for a lost or found item ( must be signed in and on the map page) by simply **clicking** the location on the map that corresponds to where you lost or found the item. The submission form will pop up.

### **SUBMISSION FORM**

At the top of the form, you can **collapse and uncollapse the form by clicking** the button on the far **left of the teal bar**. Also in the teal bar at the top of the form, you can switch between tabs: to report a found item **click “Add Found Item,”** and to report a lost item **click “Add Lost Item.”**

Fill out the fields on the form appropriately:

- **Item Type:** 1-2 words classifying the item (e.g. “bottle,” “ID card,” “keys”)
- **Item Description:** a brief description of the item (e.g. “yellow Hydroflask with lots of Santa Cruz stickers”)
- **Contact Email:** your preferred email address for contact
- **Date:** the (estimated) date that you found or lost the item
- **Time:** the (estimated) time that you found or lost the item
- **Image:** You can choose whether to attach a picture of the item. To upload a picture from your computer, click the tab “Upload Image” on the blue bar, click the button “Browse,” and select your image. Only image files will be allowed, and any images larger than 400 pixels in width or height will be automatically resized. Alternatively, you can link to an image stored elsewhere on the internet by clicking the tab “Image URL” on the blue bar and entering the picture’s URL in the text field.

After you have filled out all required fields, you can **submit the report by clicking the “Submit”** button at the bottom of the form. This will close the submission page; you can now see your newly submitted marker, displayed on the map.

Alternatively, you can **click “Close”** button on the submission form **to close the form without submitting a report.**