USER GUIDE

GROUP 15

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1.0 Creating a User Account

The user should open a web browser and go to the website of the company that needs an account to register as a new user account. The user should search for a link or button on the website that will allow them to register a new account. The user should next adhere to the directions to provide all essential data, including their login, password, email address, and other pertinent data. When all the necessary data has been supplied, the user should submit the form, and a profile should be created.

2.0 Navigating the Home Page

The home page for this website is very simple. It consists of the company logo in the top left hand corner, a search bar in the top right hand corner, and a navigation bar located directly underneath the logo.

The navigation bar includes the following options: Home, About, Services and Contact.

The Home page is further divided into sections, each section featuring a different topic. The sections are: About Us, Our Services, Our Review, and Contact Us. At the bottom of the page, there is a footer with description of the tourism forum as well as links to the Terms & Conditions and Privacy Policy.

Overall, the home page is very straightforward and easy to navigate.

3.0 Searching for Content:

A user types a question or a word into a search engine to find information on the platform. This is known as a search query. A single word or a full sentence can be used in a search query.

In response to a user's search query, a search engine searches its index of information and displays the most pertinent results. The search engine analyses the user's query using algorithms to discover which websites and publications best meet their needs. Next, the results are ordered by relevancy, with the most pertinent results showing up first.

3.1 Posting Reviews

User commit not to publish any content/review when uploaded it that is any of the following:

• Untrue, incorrect, or deceptive

• violating a third party's ownership, invention, trademarks, proprietary rights, other intellectual rights, or their right to confidentiality or to enjoy a certain amount of public visibility

• rude, insulting, intimidating, dangerous, or an infringement on another person's rights

• Illegal or in some other way in violation of any municipal, state, federal, or international legislation

 • risky for youngsters

• offensive or impolite

• Spyware or anything else connected to business and/or commerce without our prior written approval

• Other dangerous or destructive software, such as worms, viruses, or other programmes designed to harm or interfere with any network or computer system.

• In any other case, we reserve the right to deem anything unsuitable or offensive. We reserve the right to delete any content that we determine, in our sole discretion, to be undesirable or objectionable or that otherwise violates these Terms. Additionally, we have the right to suspend or delete any account that disobeys these rules.

4.0 Managing User Profile

Maintaining your profile is crucial for keeping your personal data secure and current. Here are some pointers for maintaining their profile:

i. Regularly update your profile: Make sure your information is accurate and updated. This entails changing your contact information, employment history, credentials, and other critical information.

ii. Verify Your Privacy Settings: Verify that the proper degree of privacy is selected in your privacy settings. Ensure that you are at ease with who may read your profile.

iii. Keep an eye on what's being said about you online by monitoring your public profile. Frequently look for your name to keep an eye out for any postings or remarks about you.

iv. Establish a Positive Reputation: Make sure your profile accurately represents who you are. Post reviews that demonstrates your professional side and your knowledge and experience.

v. Be Legally Aware: Watch out for any uploaded anything that can be seen as defamatory or libellous. Ensure that you are not breaking any laws or placing yourself at danger of legal action. You can be sure that your profile is safe by observing these suggestions.

5.0 Troubleshooting Common website Issues

Below are few steps to take when encountering problems accessing the website.

5.1 Website is not loading:

-Check your internet connection and make sure it is working properly.

-Check the browser you are using to make sure you are using an up-to-date version.

-Check to make sure your DNS is configured correctly.

 -Check the website's server to make sure it is up and running.

-Clear your browser's cache and cookies.

-Disable any browser extensions or add-ons.

5.2 Website is slow to load:

-Check for large media files that might be slowing down the page.

-Check for any outdated code that needs to be updated.

-Check the website's server to make sure it is up and running.

-Check for any plugins or scripts that are running slowly.

-Check your internet connection and make sure it is working properly.

-Clear your browser's cache and cookies.

5.3 Images not loading:

-Check the file path of the images to make sure they are all correct.

-Check the file type of the images and make sure they can be displayed in the browser.

-Check the size of the images and make sure they are not too large.

-Clear your browser's cache and cookies.

-Disable any browser extensions or add-ons.

5.4 Links not working:
-Check the links to make sure they are all correct.

-Check to make sure the page the link is pointing to is active and up-to-date.

-Check the file type of the link and make sure it can be opened in the browser.

-Check the website's server to make sure it is up and running.

-Clear your browser's cache and cookies.

-Disable any browser extensions or add-ons.

6.0 Resetting Your Password
Users can change their password, if necessary, by visiting our website and clicking the "Forgot Password" link. User account's email address will be requested when clicked and user will then get a message with instructions on how to reset their password. User might be required to supply more information or respond to security questions to confirm their identity depending on the website or application. After completing the procedures, user will be allowed to change the password for their account.

7.0 Reporting Abuse
The best course of action to take if you come across any instances of abuse or harassment on our website is to report it to the website's customer service or moderators. Many websites have

stated rules that make it clear they will not tolerate abuse or harassment and will take necessary action if it is brought to their attention. The offending userwill receive a warning, be put on hold, or even have their access to the website terminated, depending on the restrictions of the website. Police will be notified of the abuse especially if it's severe or involves threats of harm.