

Product Instruction

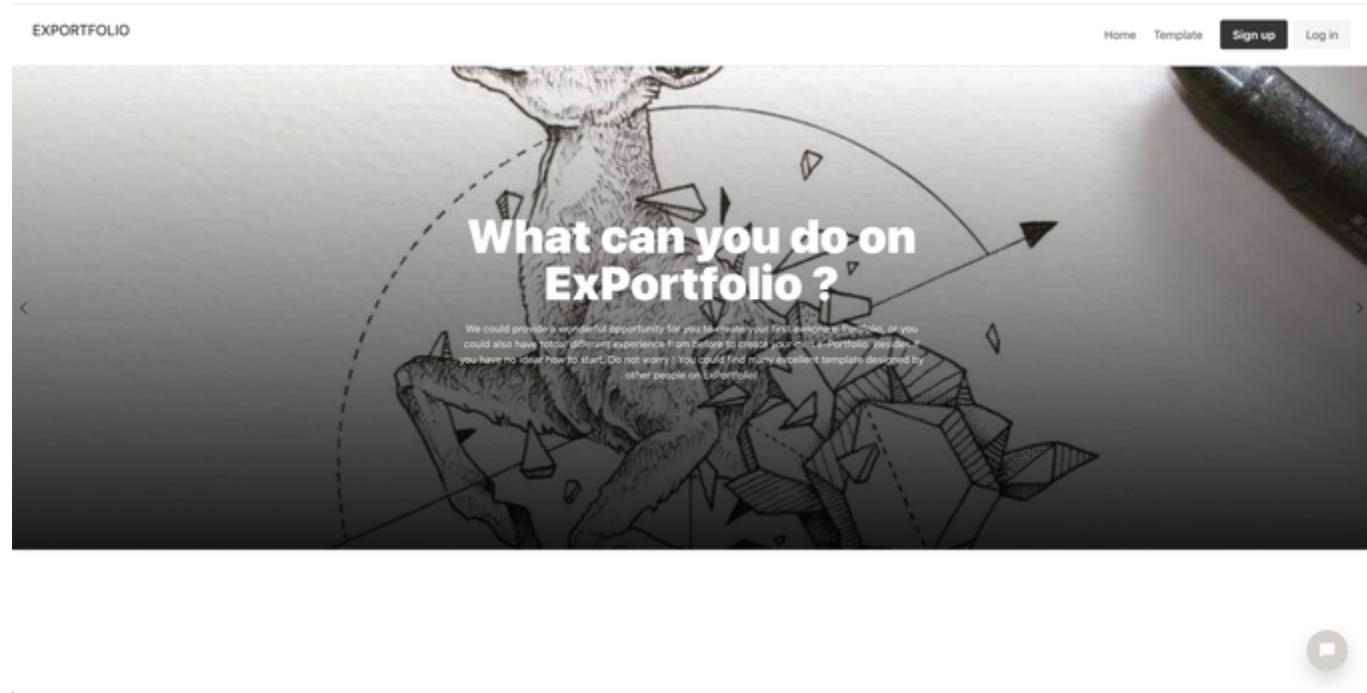
ExPortfolio

Product Instructions

Overview

The web application **ExPortfolio** is designed for people to create their own portfolio and share it with others. Click the URL to enter **ExPortfolio h** <https://exportfolio.herokuapp.com/>

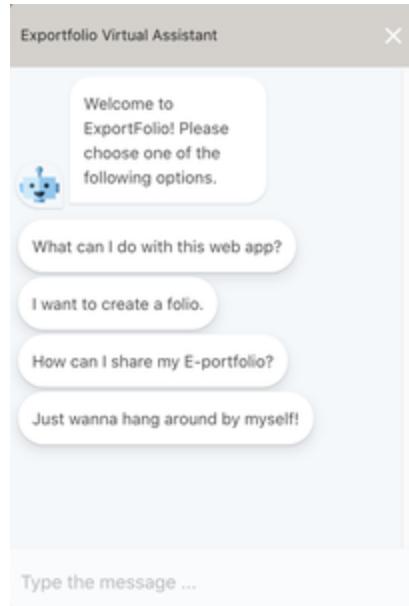
Home Page



Home page of ExPortfolio

Carousel is used in the Home Page which tells how ExPortfolio will benefit the users and instructs them how to create their exciting portfolio with ExPortfolio.

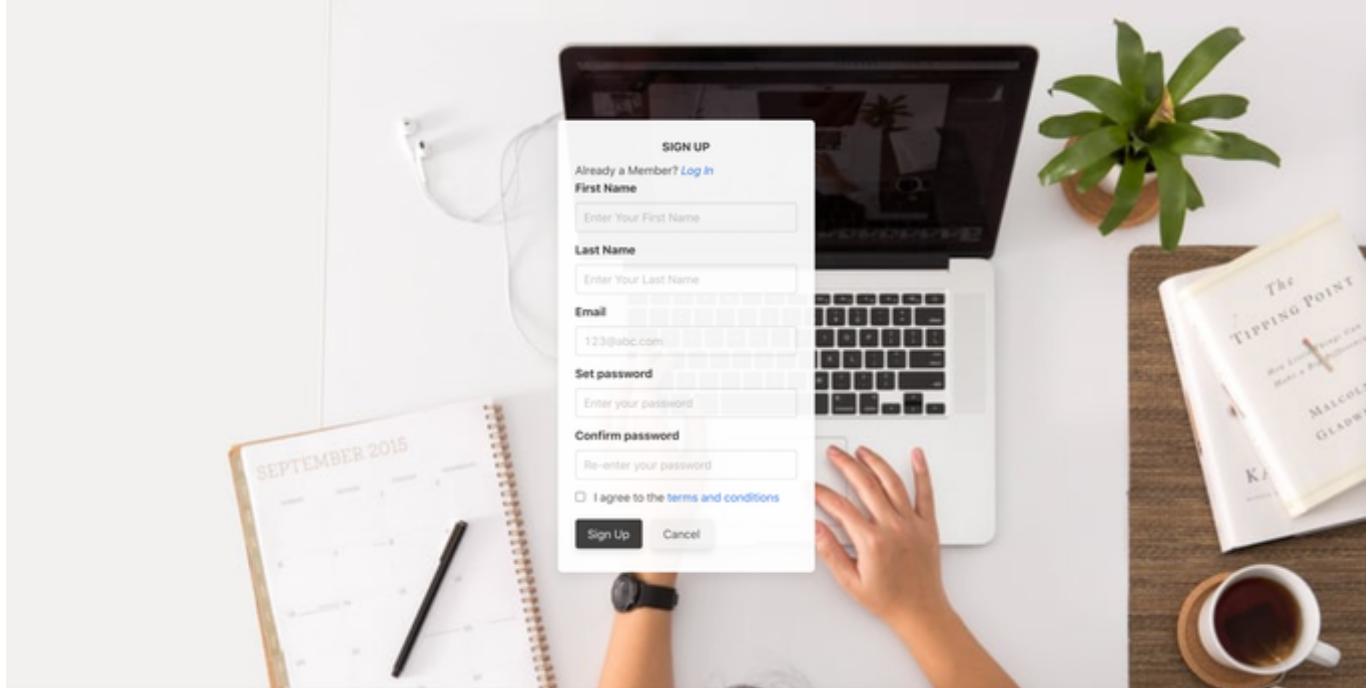
Also, by clicking the **Chat** button in the bottom right of the page, a Virtual Assistant would provide some basic operations guide of using the application. The chat could pop up on the Home Page, and the user can click the options to get what they want to know.



Virtual Assistant of ExPortfolio

SignUp

By clicking the **SignUp** button on the top right of the home page, users can proceed to the signup page.

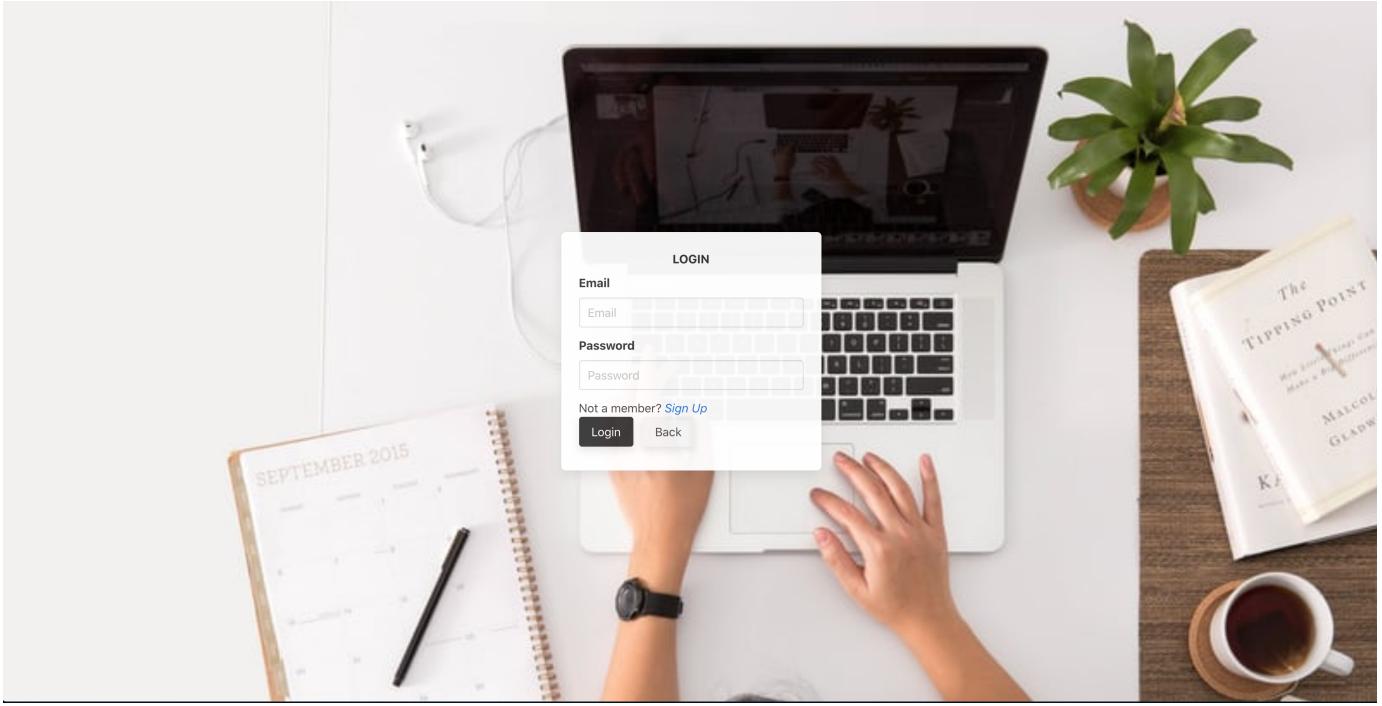


SignUp page of ExPortfolio

In order to Signup an ExPortfolio account, user need to enter some personal details list above and agree to the terms and conditions. Also, the email is a login credential, so email should be unique to other accounts. After users provide all valid information and click SignUp, they could successfully create an ExPortfolio account and proceed to the portfolio page to make their first Portfolio.

Login

If users already had an ExPortfolio account, they could simply click the **Login** Button on Home Page or SignUp page to proceed to Login Page.



Login page of ExPortfolio

When users provide existing and valid login credentials and click login, they redirect to their own portfolio page.

Portfolio Page

After users create or go back to their ExPortfolio account, they could see their own Portfolios in the Portfolio page.

The screenshot shows the user interface of the ExPortfolio platform. On the left, there is a sidebar with the following options:

- + Create
- Start With Templates
- My Folios** (highlighted with a blue background)
- Settings

The main content area displays the following information:

My Folios

Recent Activity

There are no portfolios listed under 'Recent Activity'.

Example of user's own Portfolio page with no Portfolio

Create an E-Portfolio

1. Click the **Create** button on the user's Portfolio Page.

2. Enter the name of the E-Portfolio.
3. Press Enter/return on the keyboard.
4. An awesome E-Portfolio created.

The screenshot shows a web-based application for creating portfolios. At the top, there's a navigation bar with 'Home', 'Template', 'Example', and 'Logout' buttons. The main area is titled 'Create Folio' with a sub-section 'Example of creating a folio'. On the left, a sidebar has buttons for '+ Create', 'Start With Templates', 'My Folios' (which is selected and highlighted in blue), and 'Settings'. The main content area is titled 'My Folios' and shows a single portfolio item named 'Example Portfolio'. Below the portfolio name is a placeholder text 'This is the description'. At the bottom of this card are four small icons: a gear, a pencil, a person, and a share symbol. A red rectangle highlights the pencil icon, indicating it's the edit button.

Example after creating first E-Portfolio

Edit the E-Portfolio

This screenshot shows the 'Edit' page for the previously created 'Example Portfolio'. The top part displays the portfolio name 'Example Portfolio' and the description 'This is the description'. Below this is a large, empty text area for editing. At the bottom of the page are four buttons: a gear (Settings), a pencil (Edit, highlighted with a red box), a person (Preview), and a share symbol (Share). The pencil icon is the focus of the 'Edit' process.

Example of the Edit button

Example Portfolio

P > SPAN

Submit



Example of editing the portfolio

When users finish their creation of the portfolio, click **Submit** button and the browser redirect to user's own folio page and this portfolio may list on the portfolio list.

View the E-Portfolio

1. Click the **View** button.
2. Redirect to the view page.

Example of the Edit button

EXPORTFOLIO

Home Template Example Logout

Example Portfolio

Example Portfolio of ExPortfolio



Example of viewing the portfolio

After viewing the portfolio, users could click the **user** button which near logout or back button of the browser to go back to their portfolio page.

Share the E-Portfolio

The screenshot shows a user's portfolio page. On the left, there's a sidebar with a gear icon, a pencil icon, and a share icon. The main content area displays a portfolio titled "Example Portfolio of ExPortfolio" with a description "This is the description". To the right, a list of steps for sharing is shown:

1. Click the **Share** Button
2. Link of your portfolio is automatically copied to clipboard
3. Paste your E-Portfolio link to others

Example of Share

Portfolio Management

Privacy of Portfolio

The privacy of the portfolio is important as some user don't want their unfinished portfolio can be seen.

Therefore, users can set the privacy of specific portfolio.

The screenshot shows a user's portfolio page. On the left, there's a sidebar with a gear icon, a pencil icon, and a share icon. The main content area displays a portfolio titled "Example Portfolio of ExPortfolio" with a description "This is the description". To the right, a list of steps for setting privacy is shown:

1. Put the mouse on **setting** button
2. Simply click the **Set Private** button.
3. All done! This portfolio is set private to others

Example of Set Private Button

After setting the privacy to private, even if someone else has the owner's portfolio link, they will only see the example below.

EXPORTFOLIO

Home Template **Sign up** Log in

Example Portfolio

This portfolio has been set private by the portfolio owner.



Example of viewing other's private Portfolio

To set the privacy back to the public, just put the mouse on setting button and click Set Public.

Delete E-Portfolio

Deleting an E-Portfolio is easy, but ExPortfolio system will ask the user whether they really want to delete it because the delete operation cannot undo.

Example Portfolio

This is the description

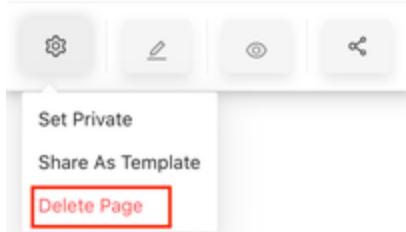
Example Portfolio of ExPortfolio

Example of Delete E-Portfolio

1. Put the mouse on setting button
2. Click the **Delete Page** button.
3. Reconsider
4. Click **Yes, I confirm!** to delete or **No** to go back

Do you want to delete this portfolio?

Yes, I confirm! **No**



EXPORTFOLIO

Templates

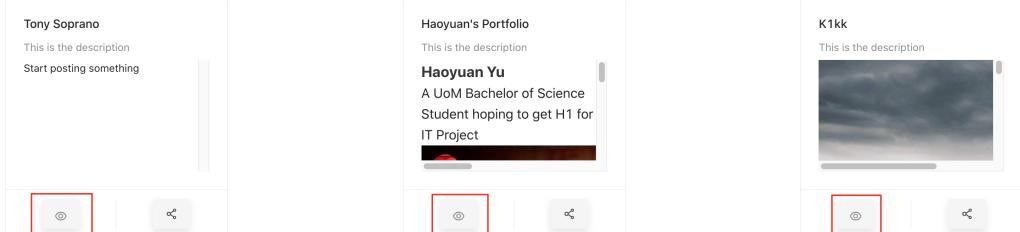
View Templates

Some templates are available for people to view.

1. Click the **Template** button on the header bar.
2. Click the **View** button under the template.
3. Browser redirects to view page.

Home Template **Sign up** Log in

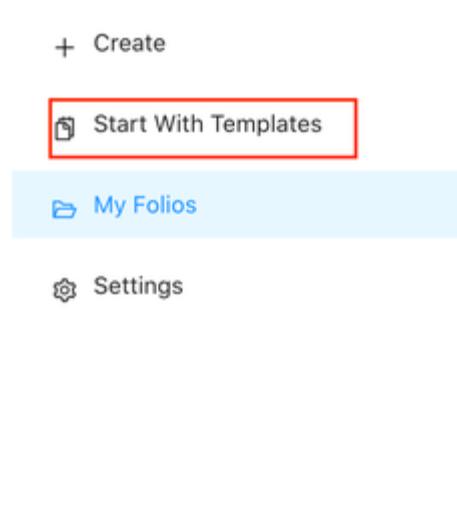
Templates



Example of viewing template

Use Templates

1. Login to the ExPortfolio app.
2. Click **Start With Templates**



3. Browser redirects to the Template page
4. Choose your favourite template
5. Click the **Add** button under the template

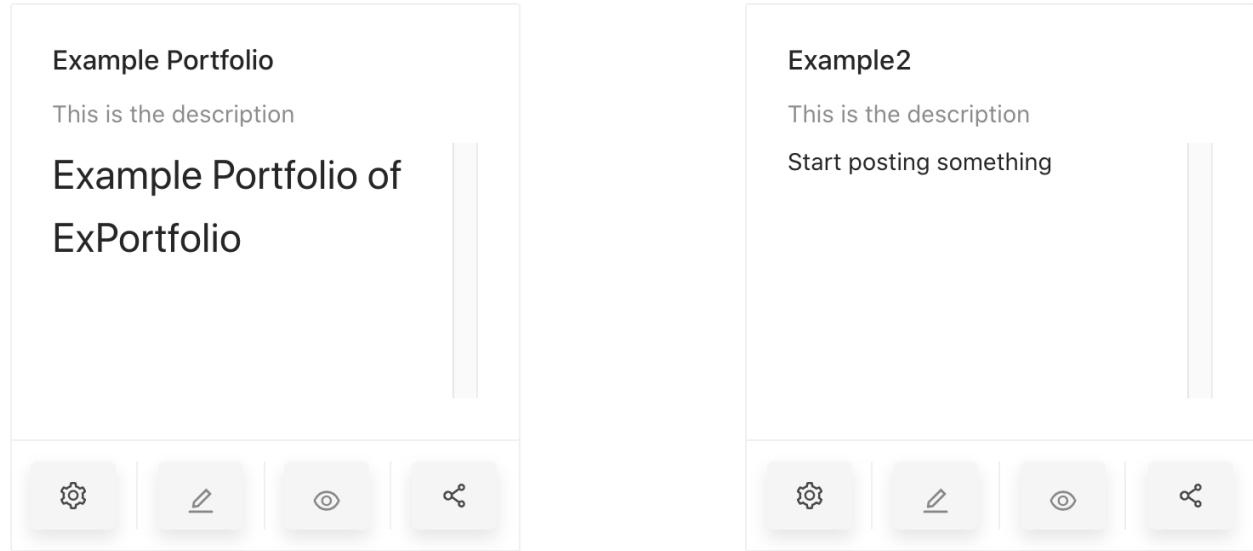
A screenshot of a 'TEMPLATES' section. It shows three template cards. Each card has a title, a description, and a preview image. The first card is titled 'Tony Soprano' with the description 'This is the description' and a placeholder 'Start posting something'. The second card is titled 'Haoyuan's Portfolio' with the description 'This is the description' and a placeholder 'Start posting something'. The third card is titled 'K1kk' with the description 'This is the description' and a preview image of a cloudy sky. Each card has three small buttons at the bottom: a grey circle, a grey square with a left arrow, and a red square with a plus sign. The red square with a plus sign is highlighted with a red rectangular border.

6. Name the template and press enter/return on the keyboard

A screenshot of a text input field. The field contains the text 'Example2'. To the right of the input field is a white button with a black border and a black 'X' icon. To the right of the button is the word 'Enter'. The entire input field and button are enclosed in a light blue rectangular border.

7. Template is successfully added to the user's portfolio list

My Folios

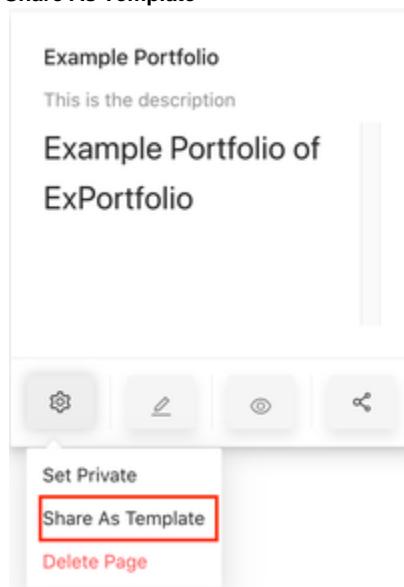


Example of the user's portfolio list after adding a template

Share As Templates

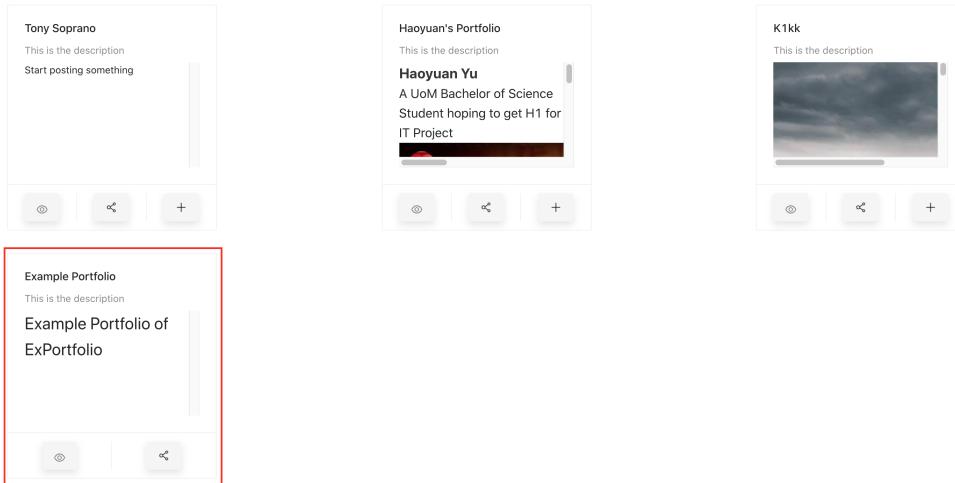
User's own portfolio can be shared as the template in Exportfolio systems, and other users can use it as a template.

1. Find the portfolio which would like to share as a template
2. Put the mouse on the Setting button and Click **Share As Template**



3. User's Portfolio will appear in the Template page

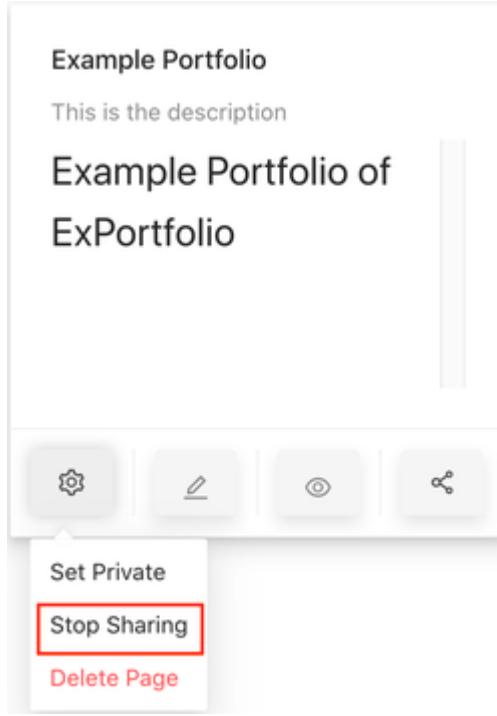
Templates



Example of Share As Template

In addition, users can also **stop sharing**.

1. Find the portfolio which would like to stop sharing
2. Put the mouse on the **Setting** button and Click **Stop Sharing**



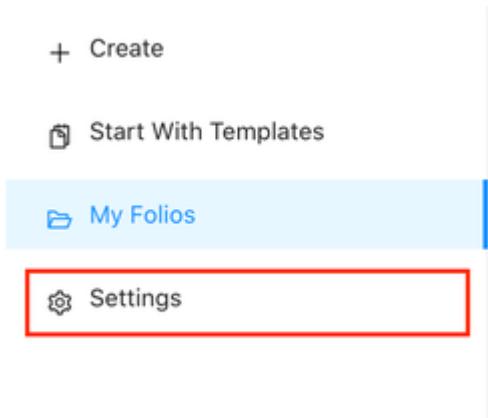
3. The portfolio will be removed from the template page.

Note: If the user clicks Set Private button, the portfolio will also be removed from the template page.

User Detail Management

Some User Details such as User name, email address and password can be updated after creating the account.

1. Login to the ExPortfolio App.
2. Click **Settings** on the sidebar of the user page.



3. Previous User information will appear.

Settings

— Username Settings —

First Name:

Last Name:

— Account Settings —

Email Address

This will be used for logging in

— Security Settings [Click To Change](#) —

Password

Confirm Password

4. If the user only changes Username or email, simply change the information in the input box.
5. If the user wants to change password, Click **Click to Change** and enter the new password.
6. Click **Update Details** to update user information.