User Manual

for

Swappify

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1.General Information

1.1. Purpose of this Document

This user manual is designed to provide comprehensive guidance for users of the Swappify platform. It covers key instructions for getting started, managing profiles, initiating trade proposals, and using the platform's features effectively. The manual includes step-by-step explanations and best practices to help users navigate the barter trading system with ease and confidence.

1.2. Authorized Use Permission

Swappify is intended for individual users who wish to exchange goods and services without monetary transactions. Access is authorized for verified users who adhere to community guidelines and Admin. All users except Admin must complete the registration and verification process to participate in trades, post items, or communicate within the platform.

1.3. System Summary

Swappify is a digital barter trading platform aimed at promoting sustainable consumption by enabling users to exchange items without using money. The system emphasizes transparency, trust, and security through user authentication, advanced item search, direct trade proposals, and post-trade rating features. It fosters a community-driven ecosystem built around the principles of reuse and mutual value.

1.4. System Overview

The Swappify platform provides a user-friendly interface where users can list items, propose trades, and negotiate directly with others. The system includes:

- **User Authentication & Profile Management**: Ensures only legitimate users access the platform.
- **Item Listings & Filters**: Allows browsing and filtering of items by categories.
- **Trade Proposal System**: Enables users to initiate, accept, or reject barter offers.
- **Wishlist Functionality**: Lets users bookmark desired items for future reference.
- **Messaging Feature**: Provides a secure environment for real-time trade negotiation.
- **Rating & Review System**: Builds community trust through transparent feedback after trades.

Advanced features like admin controls, trade history logs, and email notifications enhance system reliability and user engagement. Swappify combines technology and sustainability to redefine the online trading experience.

2.Features

2.1. Login

Description:

The Login feature allows users to access their account by entering their email and password. This feature is crucial for user authentication, ensuring that only authorized users can access personalized functionalities.

How to Use:

1. Navigate to the homepage and click on the "Login" button.
2. Enter your registered email and password in the login form.
3. Click the "Submit" button to proceed.
4. Wait while the system validates your credentials.
5. If the credentials are correct, you will be logged in.
6. You will be redirected to the Home page of the platform.
7. If the input is invalid, review the displayed error messages and try again.
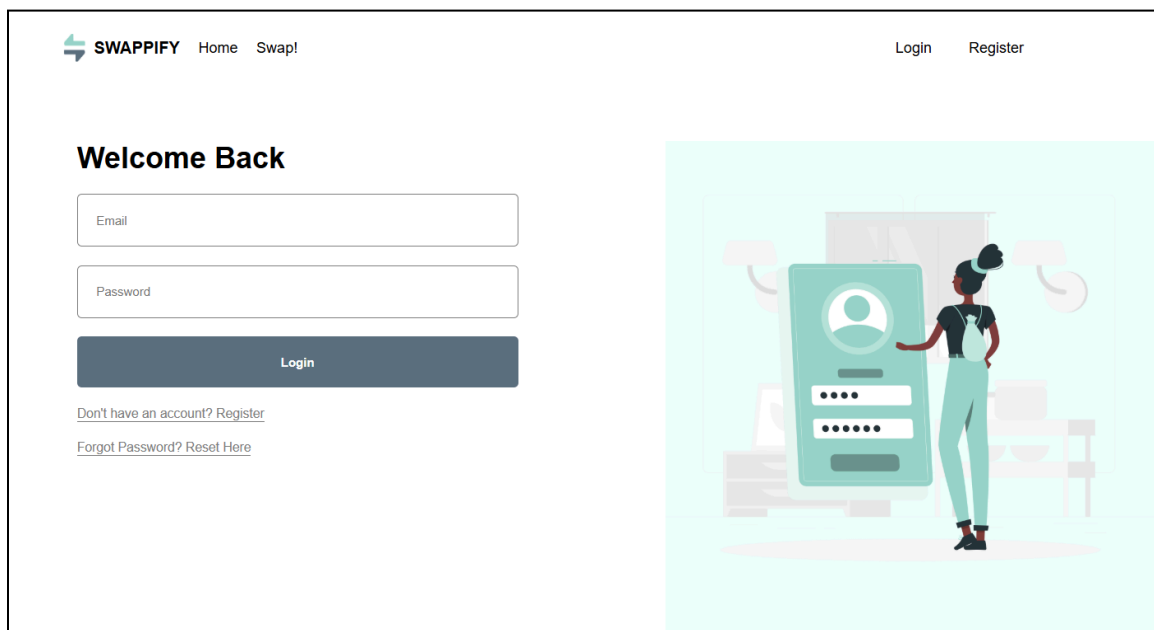8. If a system error occurs, wait and try again later.

Figure 1. Login Page

2.2. SignUp

Description:

User sign-up feature allows new users to create an account by providing required details such as their name, email, password, and other optional information. This is the first step for users to access the platform.

How to Use:

1. Navigate to the home page of the platform.
2. Click on the "Sign-Up" button.
3. Enter your name, email, password, and mobile number in the sign-up form.
4. Click the "Submit" button.
5. If the email is already registered, an error message will be shown.
6. If the inputs are valid and the email is not in use, a verification email will be sent.
7. Open your email and click on the verification link.

Figure 2. Sign Up Page

2.3. Forgot Password

Description:

The Forgot Password feature enables users to securely reset their password by receiving a new generated password via their registered email. This process allows users to regain account access quickly and safely, ensuring account security through email verification and link validation.

How to Use:

1. Navigate to the login page of the platform.
2. Click on the "Forgot Password".
3. Enter your registered email address and mobile number in the form.
4. Click the "Submit" button.
5. If the email is registered, a password reset link will be sent to your email.
6. Open your email and follow the link to receive a new password.
7. Use the new password to log in to your account.
8. If the email is not registered or inputs are invalid, review the error message and try again

Figure 3. Forget Password Page.

2.4. Profile Management

Description:

The Profile Update feature allows users to modify their account information. This includes updating details. The feature ensures that users can keep their profile current, which is crucial for maintaining effective communication and accurate information within the platform.

How to Use:

1. Log in to the platform with your valid account.
2. Click on the "Profile" button to navigate to your profile page.
3. Click the "Edit" option to enable profile editing.
4. Update the desired fields such as name, email, or mobile number.
5. Click the "Save" button to submit the changes.
6. If the input is valid, the system saves the new information and updates your profile.
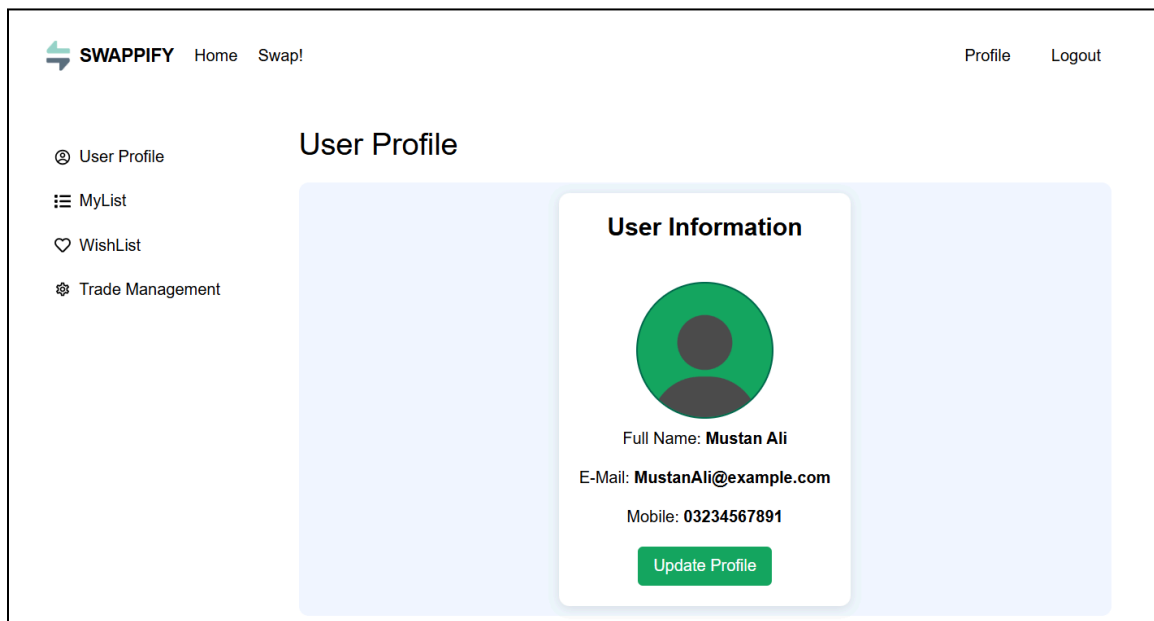7. If the input is invalid, review the error message and correct the information.
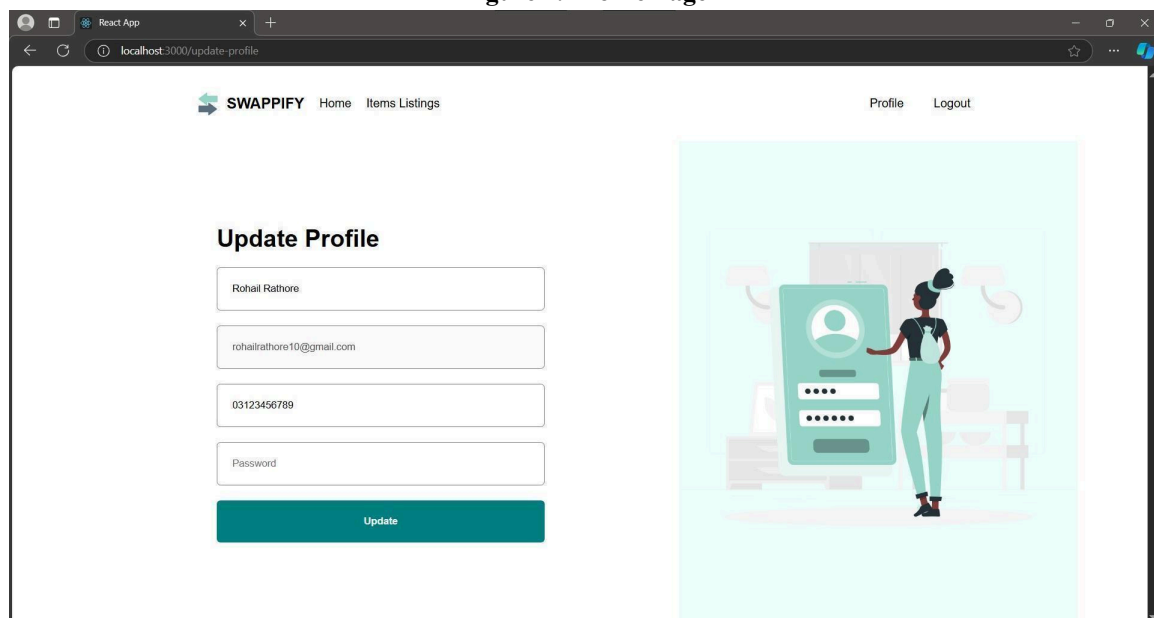

Figure 4. Profile Page

Figure 5. Update Profile Page

2.5. List Item

Description:

The List Item feature enables users to list new items for trade by providing necessary details. This feature is essential for expanding the item inventory, fostering trade opportunities.

How to Use:

1. Log in to your account on the platform.
2. Navigate to the "Add New Item" section.
3. Fill in the item details in the provided form, including uploading an image.
4. Click the "Submit" button.
5. If the input is valid, the system will save the item and display a confirmation message.
6. If the input is invalid, review the displayed error message and correct the form.
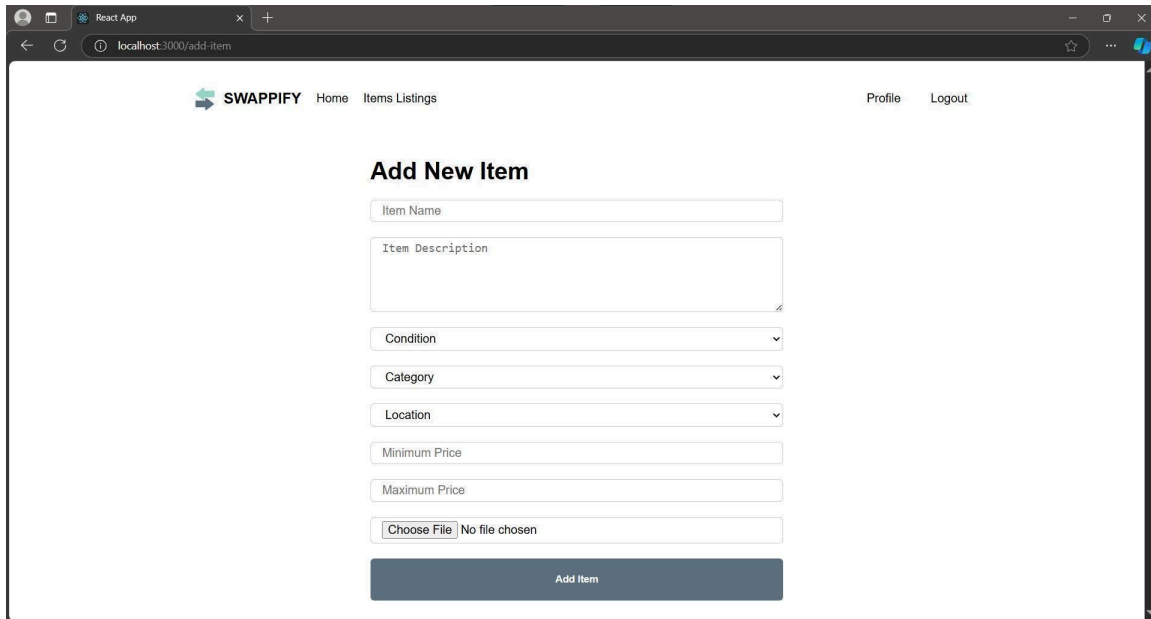
Figure 6. Add Item Page

2.6. Edit Item

Description:

The Edit Item feature allows users to modify the details of an existing item they have listed for trade. This feature is crucial for ensuring that item listings remain accurate and up-to-date, enhancing user experience and promoting effective trading.

How to Use:

1. Log in to your account on the platform.
2. Navigate to your listed items section.
3. Select the item you want to edit.
4. View the item details displayed in an editable form.
5. Update the desired fields such as name, description, or image.
6. Click the "Save" button to submit the changes.
7. If the input is valid, the system will save the changes and display a confirmation message.
8. If the input is invalid, review the error message and correct the information.
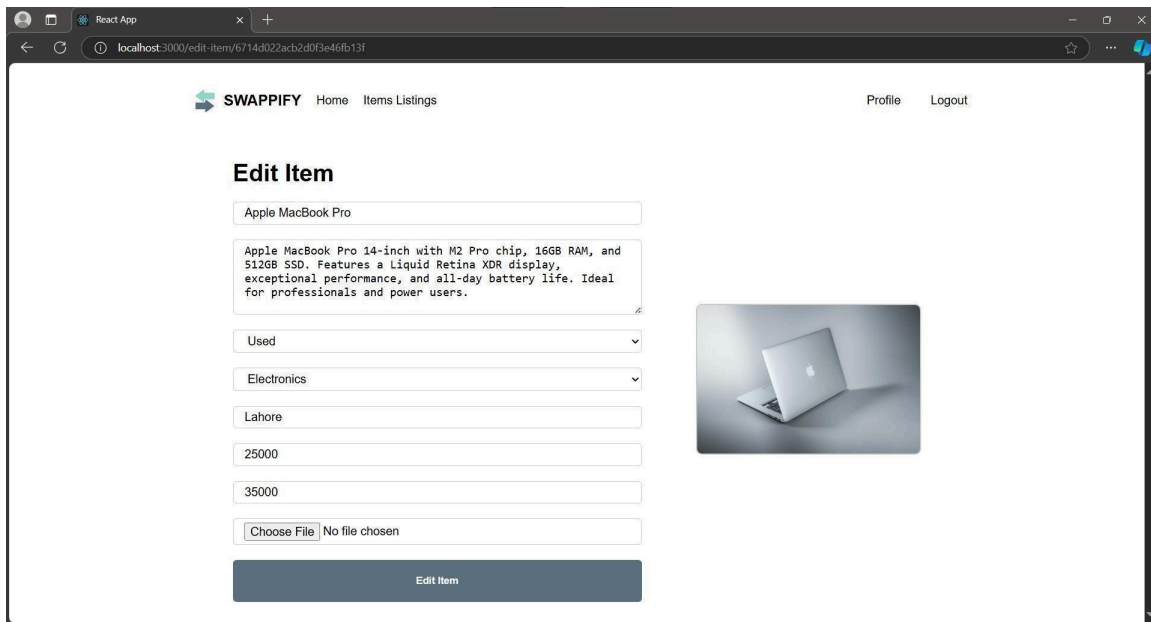
Figure 7. Edit Item Page

2.7. Delete Item

Description:
The Delete Item feature allows users to remove an existing item they have listed for trade. This feature is essential for maintaining an accurate inventory, enabling users to manage their listings effectively by removing items that are no longer available for trade.

How to Use:
1. Log in to your account on the platform.
2. Navigate to your listed items section.
3. Select the item you want to delete.
4. Click the "Delete" button associated with the item.
5. Confirm the deletion if prompted.
6. If successful, a confirmation message will be displayed.
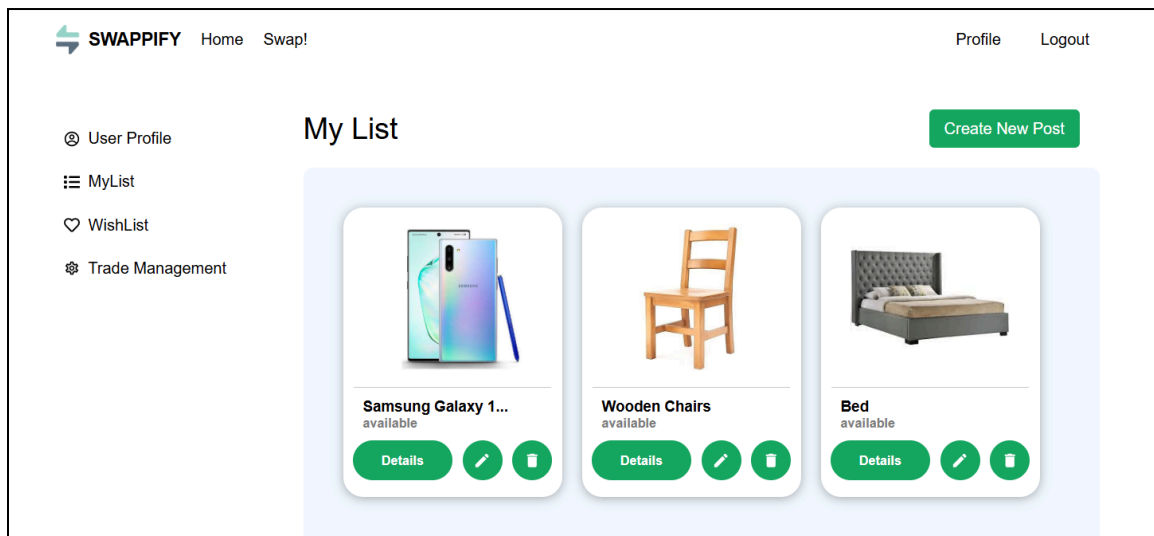7. The item will be removed from your listings and deleted from the database.

Figure 8. User Item Page

2.8. View Item Listing

Description:
The View All Item Listings feature enables users to browse and view all items available for trade. Users can see essential details for each item. This feature is crucial for facilitating informed trading decisions and enhancing user engagement by providing a comprehensive overview of the items available in the marketplace.

How to Use:
1. Navigate to the item listings page.
2. Browse through the list of available items.
3. Select the item you want to view.
4. The system will display the item's full details, including description, images, and trade options.
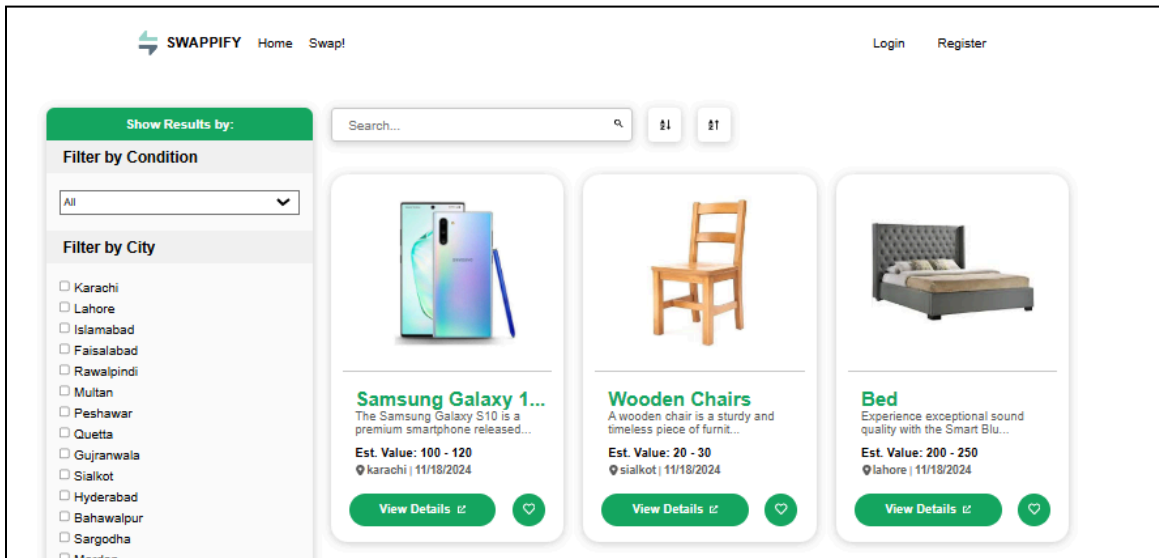5. If no items are available, a message will be shown informing you.

Figure 9. Listed Items Page

2.9. Search & Filter

Description:
The Search and Filter feature allows users to quickly find specific items by entering keywords or applying various filters. This feature is essential for improving user experience, making navigation efficient, and ensuring that users can easily access the items they are interested in.

How to Use:
1. Navigate to the item listings page.
2. Enter a keyword in the search bar or select filter options such as category or condition.
3. Click the search button or apply the filters.
4. Wait while the system retrieves matching items.
5. Browse through the filtered list of items.
6. Select an item to view its detailed information.
7. If no items match your search or filters, a message will be displayed.
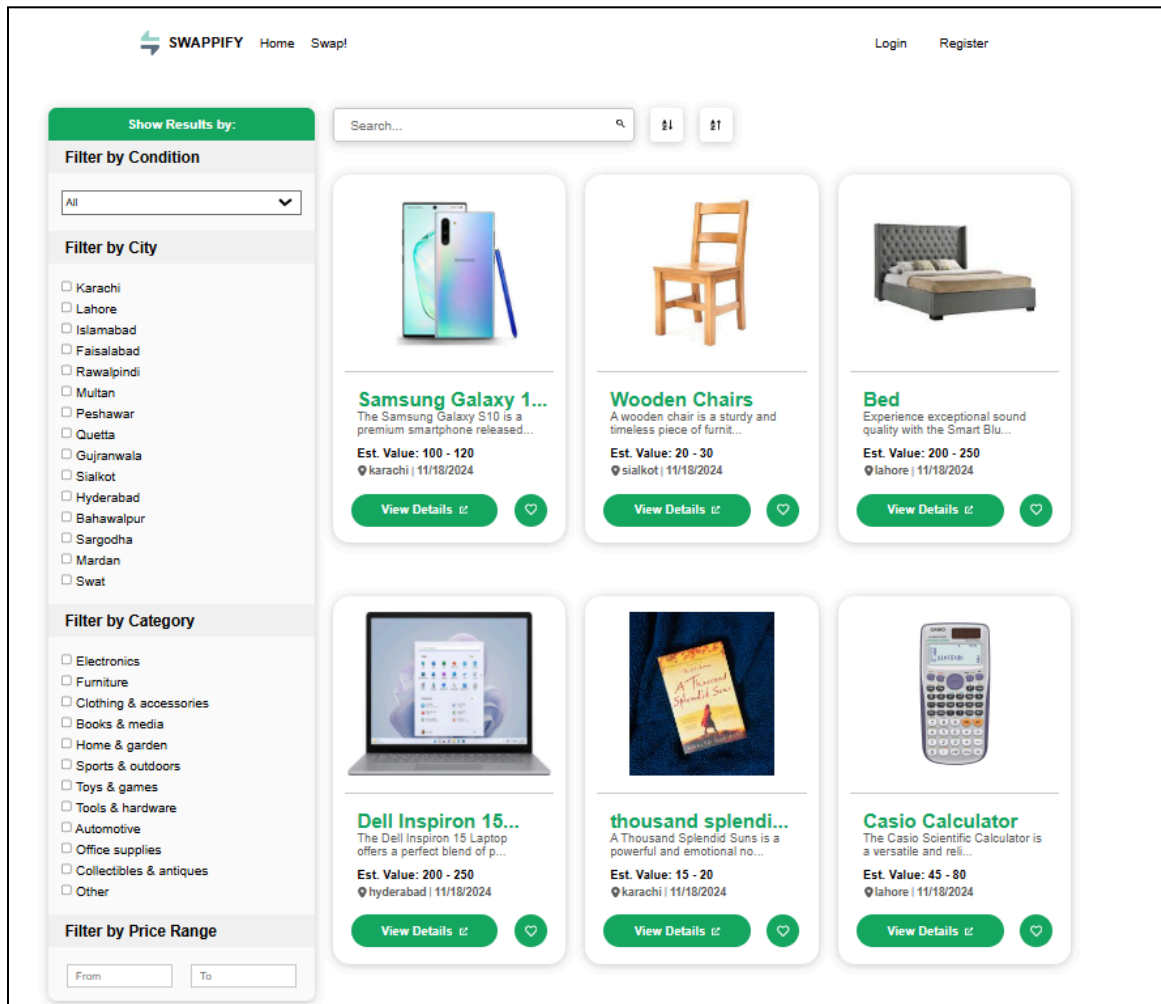
Figure 10. Listed Items Page

2.10. Add to Wishlist

Description:
The Wishlist feature allows users to save items of interest for future reference. Users can easily add items to their wishlist, enabling them to find desired items without having to search for those items repeatedly.

How to Use:
1. Log in to your account on the platform.
2. Navigate to the item listings page.
3. Find the item you want to save for later.
4. Click the "Add to Wishlist" button associated with the item.
5. Wait for the confirmation message: "Item added to wishlist."

2.11. View Wishlist

Description:
The View Wishlist feature allows users to access and browse items they have previously added to their wishlist. This functionality enables users to easily find and review their saved items without needing to search for them again.

How to Use:
1. Log in to your account on the platform.
2. Navigate to your wishlist section via your profile.

3. Wait while the system loads your saved wishlist items.
4. Browse through the list of items saved in your wishlist.
5. Click on any item to view its full details, including owner info and trade options.
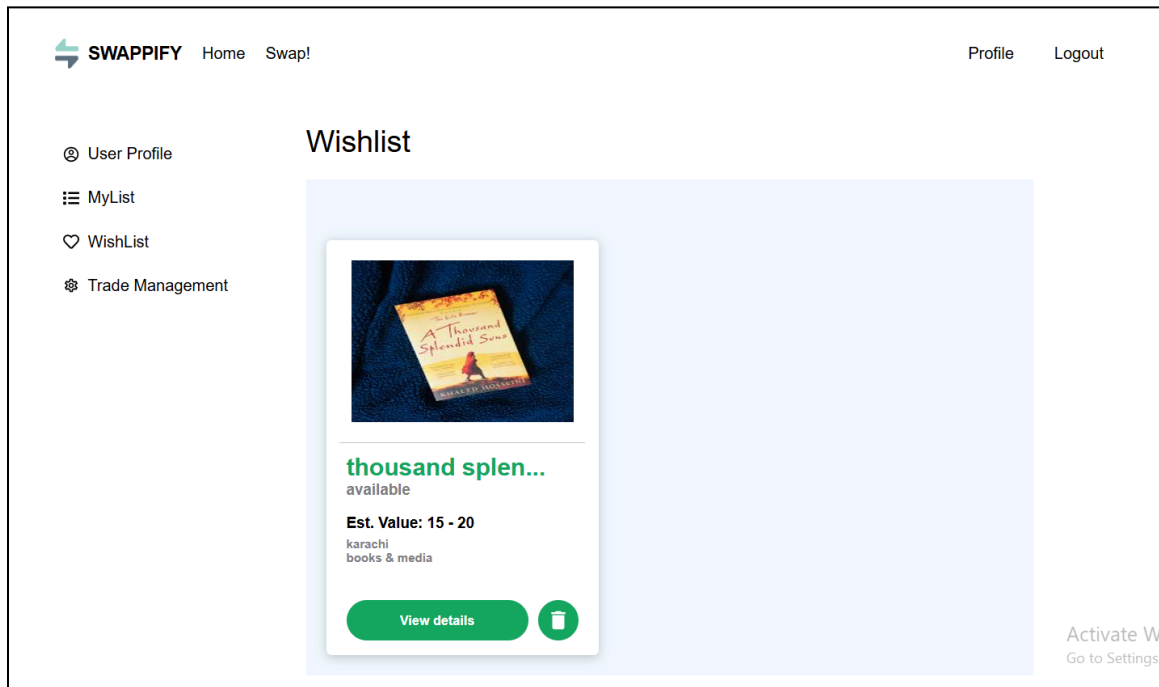6. If your wishlist is empty, a message will be displayed: "Your wishlist is empty".

Figure 11. Wishlist Page

2.12. Item Detail

Description:

The Item Detail feature allows users to view comprehensive information about a specific item listed on the platform. This includes details such as item name, description, condition, category, images, and owner information. Users can also take actions like initiating a trade or adding the item to their wishlist.

How to Use:

1. Log in to your account on the platform.
2. Navigate to the item listings page or your wishlist.
3. Click on the item you want to view in detail.
4. Review the item details.
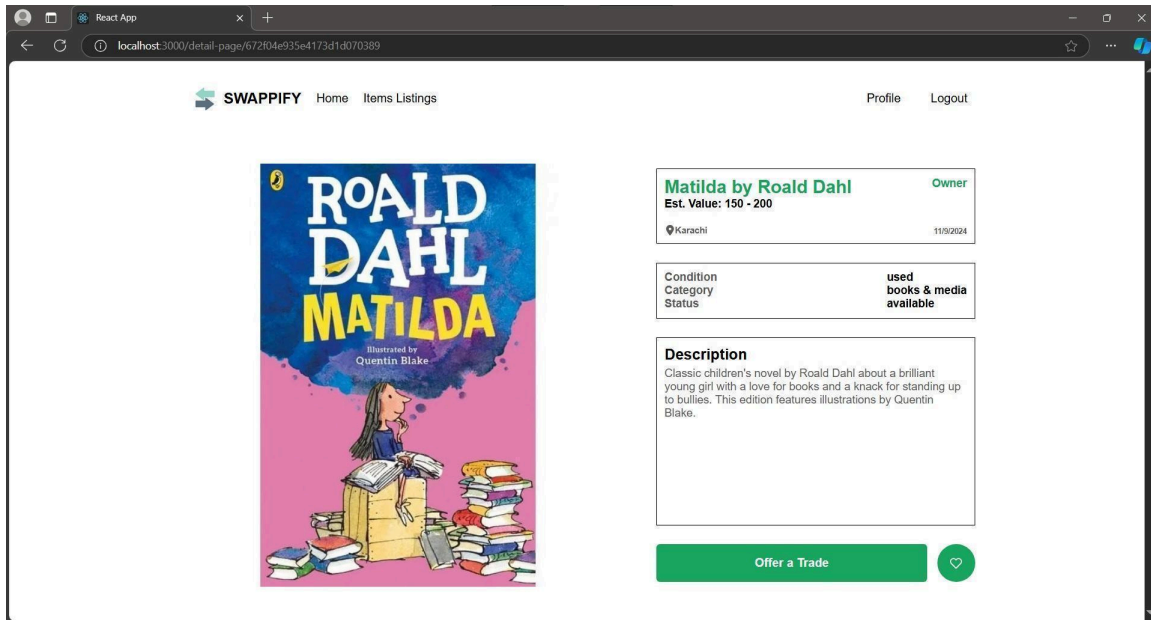
Figure 12. Item Detail Page

2.13. Trade Proposal

Description:

The Trade Proposal feature allows users to initiate a trade by proposing an exchange of items with other users. This feature enables users to communicate their interest in specific items. Users can specify which items they wish to trade. This functionality is essential for facilitating seamless and transparent trading.

How to Use:

1. Log in to your account on the platform.
2. Navigate to the item listing you want to trade for.
3. Click the "Offer Trade" button on the item page.
4. Select one of your own items to offer in exchange.
5. Click the "Submit" button to send the trade proposal.
6. Wait for the confirmation message: "Trade proposal sent."
7. If you change your mind, click cancel before submitting to abort the proposal.
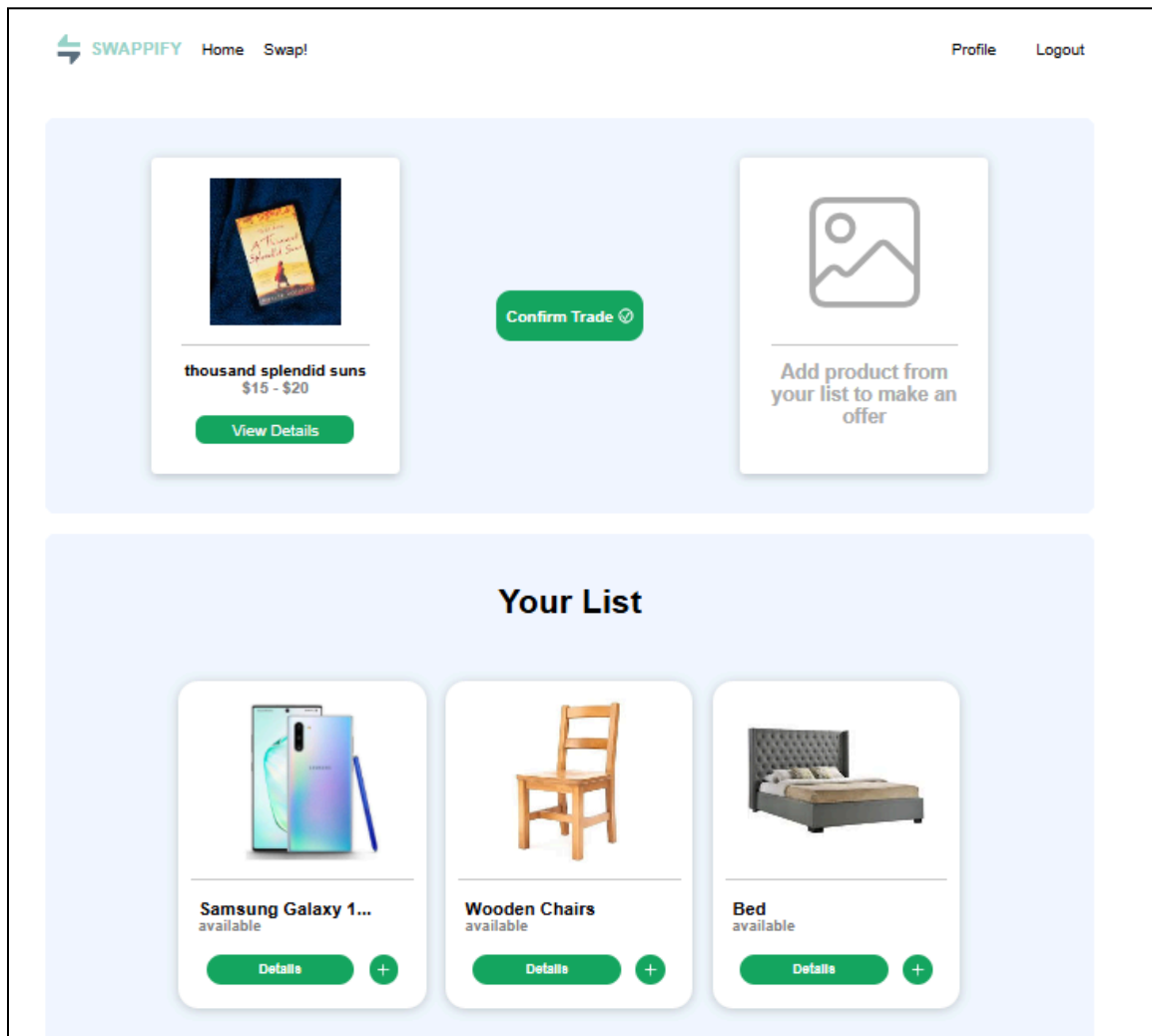
Figure 13. Trade Proposal Page

2.14. Accept Trade

Description:

The Accept Trade feature allows users to finalize a trade proposal by agreeing to the offered terms. This feature is crucial for completing transactions between users, enabling the exchange of items through the platform. It ensures smooth trade management and user engagement by facilitating successful exchanges.

How to Use:

1. Log in to your account on the platform.
2. Navigate to your trade proposals section.
3. Select a pending trade proposal to review its details.
4. Click the "Accept" button to confirm the trade.
5. Wait for the confirmation message: "Trade accepted."
6. The other user will be notified of your acceptance.

2.15. Reject Trade

Description:

The Reject Trade feature allows users to decline incoming trade proposals they are not interested in. This feature is essential for maintaining user control over trade interactions, ensuring users only engage in desired trades.

How to Use:

1. Log in to your account on the platform.
2. Navigate to your trade proposals section.
3. Select a pending trade proposal to review its details.
4. Click the "Reject" button to decline the trade.
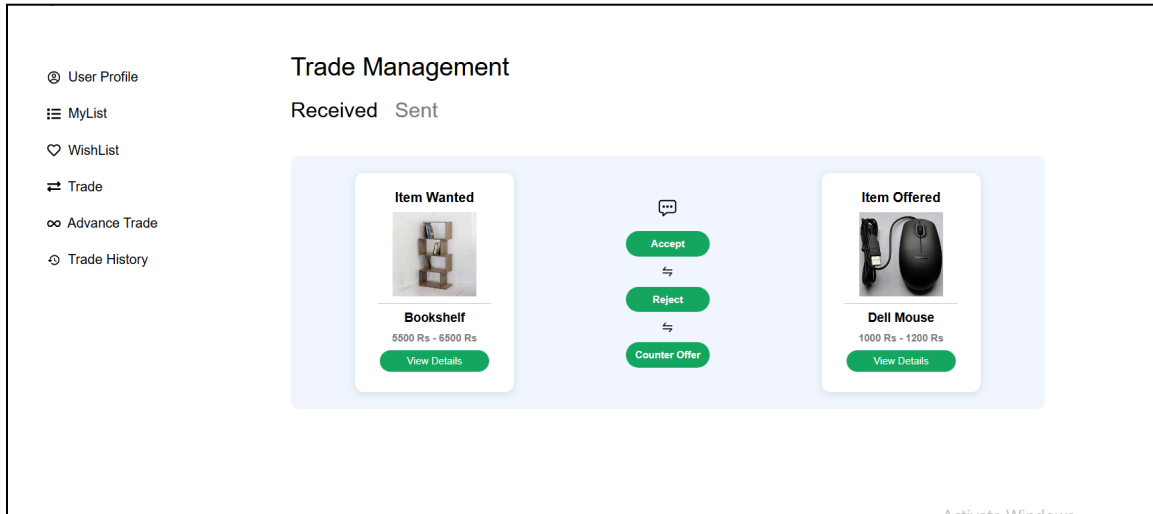
Figure 14. Trade Management: Received Request Page

2.16. Cancel Trade

Description:

The Cancel Trade feature allows users to cancel an ongoing trade proposal that they initiated. This feature ensures that users have control over their active trades and can withdraw proposals if needed.

How to Use:

1. Log in to your account on the platform.
2. Navigate to the "Sent Requests" section in your trade proposals.
3. Select the active trade proposal you want to cancel.
4. Click the "Cancel Trade" button associated with the selected trade.
5. Confirm the cancellation when prompted.
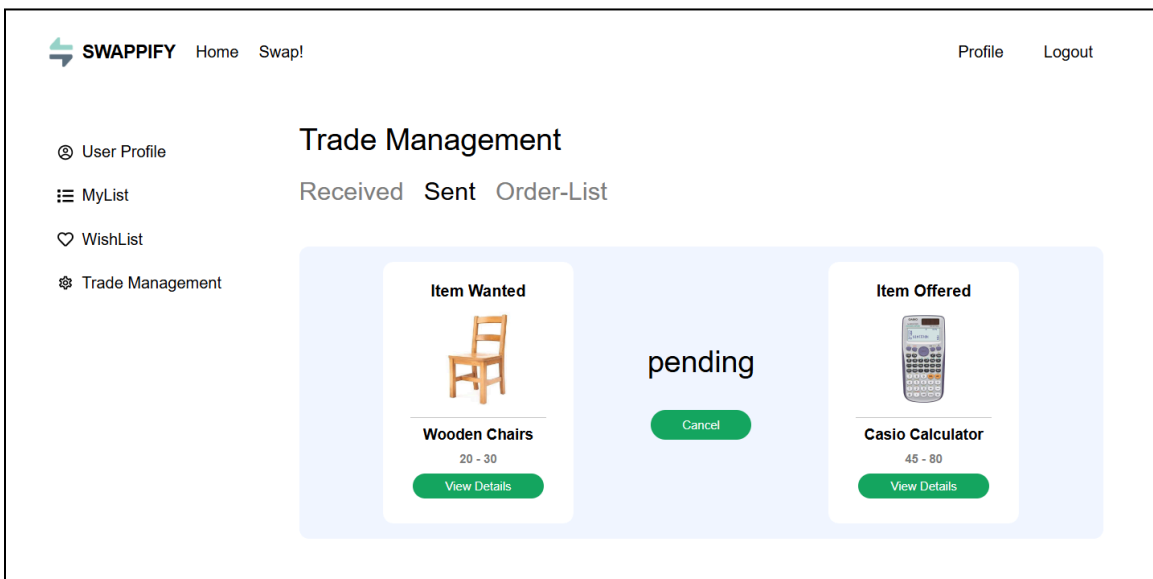
Figure 15. Trade Management: Sent Request Page

2.17. Manage Active Trade

Description:
The Manage Active Trades feature allows users to view, accept, or reject ongoing trade proposals. This feature is crucial for facilitating user engagement and ensuring that users can actively participate in trading activities.

How to Use:
1. Log in to your account on the platform.
2. Navigate to the "Trades" section from your profile.
3. The system will display a list of all active trade proposals.
4. Click "Accept" to confirm the trade or "Reject" to decline it.
5. The system will update the trade status and notify the other party.
6. If there are no active trades, the system will show: "No active trades."

2.18. Remove from Wishlist

Description:
The Wishlist feature allows users to save items of interest for future reference. Users can easily remove items from their wishlist.

How to Use:
7. Log in to your account.
8. Navigate to your Wishlist by selecting it from your profile or the main menu.
9. Browse the list of saved items.
10. Locate the item you wish to remove.
11. Click the "Remove" button associated with the item.
12. The system will update your wishlist.
13. The item will no longer appear in your wishlist.

2.19. Advanced Trade Management

Description:
The Advanced Trade Management feature allows users to create a counter trade offer, the counter offer lets the user select an item from the sender's list while keeping their previously proposed item selected. This feature facilitates seamless negotiation between traders.

How to Use:
1. Log in to your Swappify account.
2. Navigate to the "Active Trades" section.
3. Locate the trade proposal you wish to counter and click the "Counter Offer" button.
4. The trade proposal page will open with your originally proposed item pre-selected.
5. Browse the sender's item list and select items you'd like in return.
6. Click "Send Counter Offer".
7. Notify the sender.
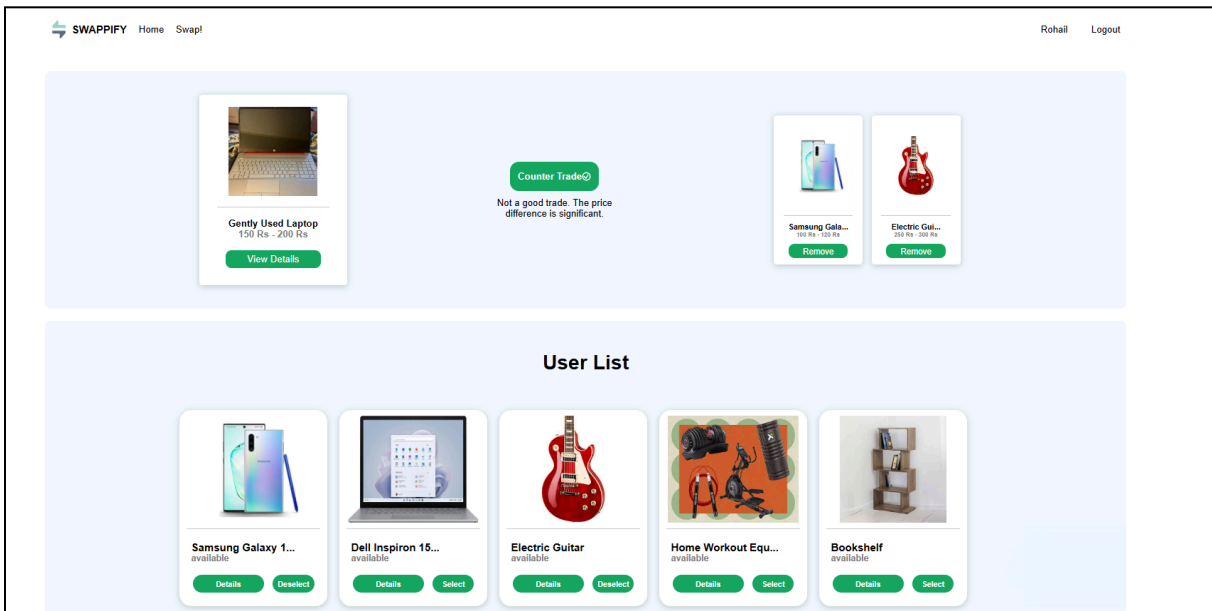8. Show confirmation: "Counter offer sent successfully."

Figure 16. Advance Trade: Sent Offer

2.20. Ban User Accounts

Description:

The Manage User Accounts feature allows admin to view user accounts and ban users if necessary. This feature is essential for maintaining a safe and secure environment on the platform.

How to Use:

1. Log in to the Admin Portal with the required permissions.
2. Navigate to the "User Accounts" section.
3. Review the list of all user accounts displayed with their account status and profile information.
4. Select the user account you want to ban.
5. Click the "Ban" button next to the selected account.
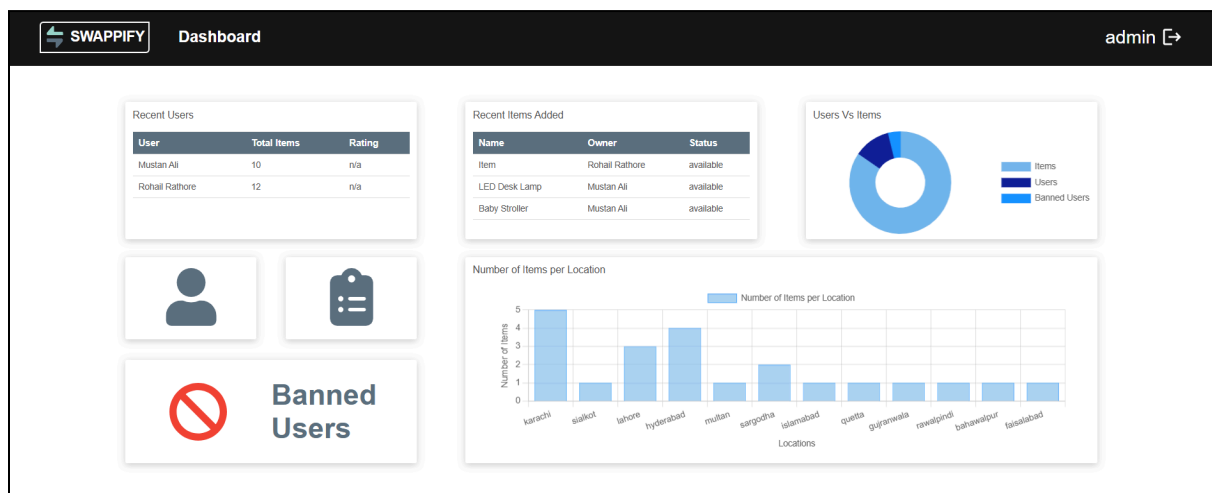
Figure 17. Admin Dashboard

Figure 18. Admin Dashboard: Users List

2.21. Delete List Items

Description:

The Manage Listed Items feature enables administrators to view, edit, or remove any items listed by users on the platform. This feature is critical for maintaining the integrity of the marketplace and ensuring compliance with platform policies.

How to Use:

1. Log in to the Admin Portal with the required permissions.
2. Navigate to the "Listed Items" section.
3. Review the list of all user-listed items with their details (title, description, category, and status).
4. Select the item you want to remove.
5. Click the "Remove" or "Delete" button for that item.
6. Wait for the system to process the deletion.

Figure 19. Admin Dashboard: Items List
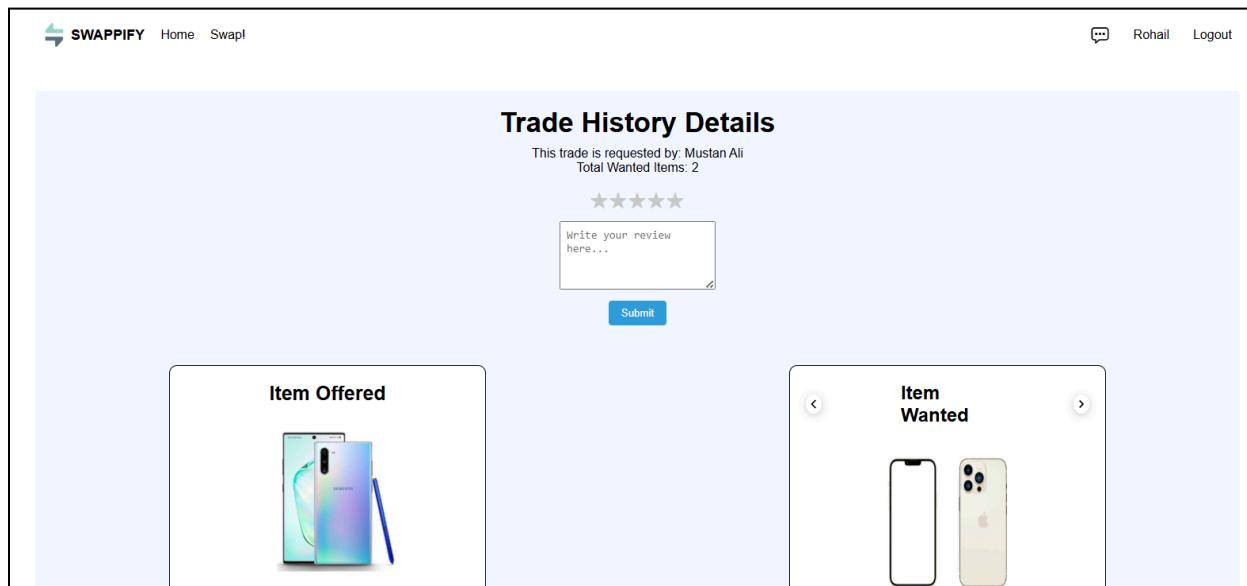
2.22. Rate and Review

Description:

The Rate Users After Trades feature enables users to provide feedback and ratings for their trading partners after completing a trade. This feature enhances trust within the community by allowing users to share their experiences.

How to Use:

1. Log in to your account after completing a trade.
2. Navigate to the "Rate Trade" section from your dashboard or trade history.
3. Fill out the rating form by selecting a star rating (e.g., 1 to 5 stars).
4. Write your review about the trade experience.

5. Click the "Submit" button to send your feedback.

Figure 20. Trade Review Page

2.23. Email Notification

Description:

The Alert Users to Important Trade Updates feature notifies users about significant changes in trades, such as trade changes, new trade proposals, or trade cancellations. This ensures users are promptly informed to make timely decisions.

How to Use:
1. Ensure your email address is registered and verified in your account settings.
2. Perform or wait for a relevant activity (receive trade proposal, trade accepted, or account update).
3. Check your email inbox for a notification from the platform.

2.24. Trade History

Description:

The View Past Trades feature allows users to access a history of their completed trades, enhancing transparency and record-keeping. This feature is essential for users to track their trading activities and assess their trading patterns.

How to Use:
1. Log into your account on the platform.
2. Navigate to the "Trade History" section from the main menu or user dashboard.
3. View the list of your trades, including item details, trade partners, and dates.
4. Select a specific trade from the list to view more detailed information about that trade.
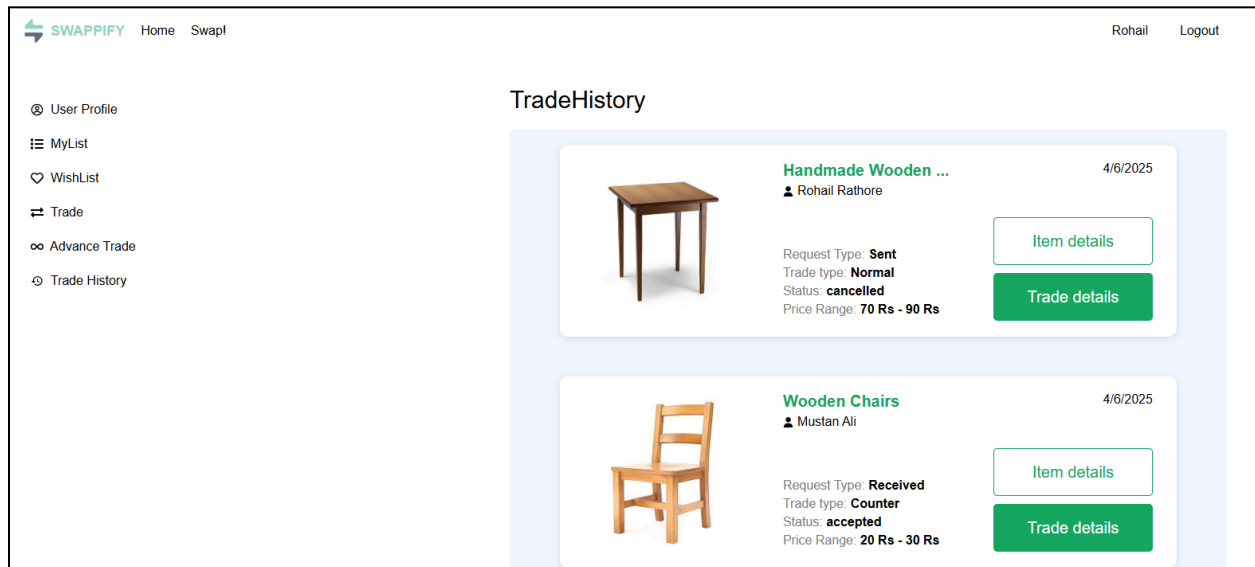5. Review the full trade details including items exchanged, counterparties involved, and trade status.

Figure 21. Trade History

2.25. Send Message

Description:

The Send Messages feature enables users to communicate with other users to negotiate trades or arrange meetups. This functionality fosters interaction and collaboration within the platform.

How to Use:

1. Log into your account on the platform.
2. Navigate to an active trade or select a user you want to message.
3. Open the messaging interface where you can compose your message.
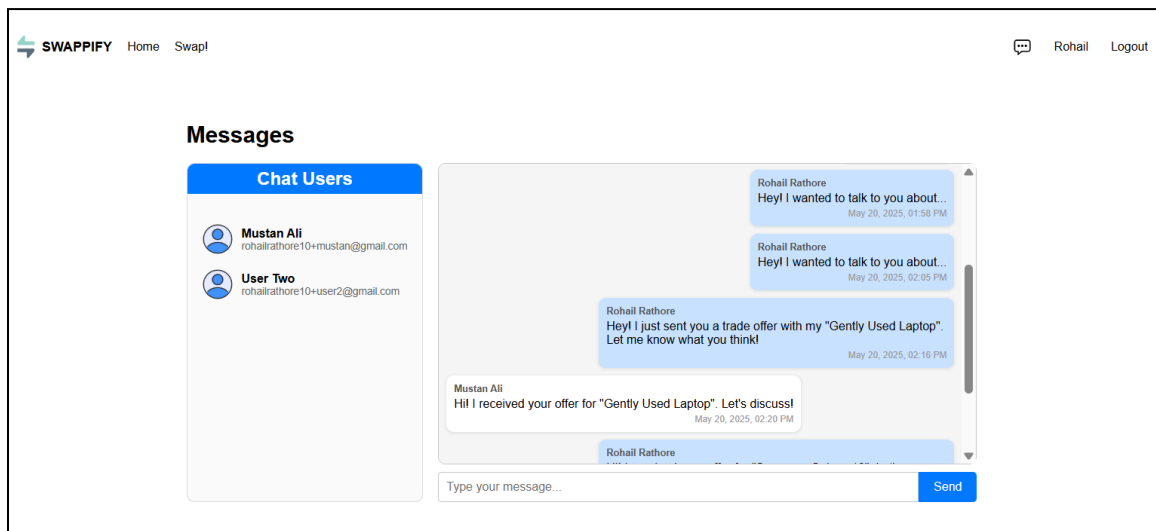4. Type your message in the text box.
5. Click the "Send" button to deliver your message to the recipient.

Figure 22. Message System