ALU BLOG WEBSITE USER MANUAL

Contents

1- Introduction

The African Leadership University is growing with two communities, one in Rwanda and another in Mauritius. From an institutional level, both campuses might be well linked and growing together under one institution. But, from the students' perspective, each community is separated and there doesn't exist one platform that brings both communities together to facilitate and encourage the process of communication between members, opportunities and experience sharing between students, … etc. ALU Blog platform is meant to be a joint to link both communities together under one platform with all staff and students from both campuses together to share and discuss news, opportunities, issues, … etc.

Developers Note: for installation and deployment of the application, please read the official **Readme file.**

2- Register

To become a new member in the ALU_Blog community, you need to visit the Register page. Once you navigate to the website, you will be redirected to the login page which is shown below:

- Click on the register button as shown in the picture above and you will be redirected to the registration.
- Fillin the required fields (username, email, password, verify password) following the following rules:
  - **Username Rules**: Usernames should be unique, between 2 to 20 chars long, and can include English letters, numbers, and some symbols. The following symbols **@ , & ' " ( ) < >** are not allowed to be used.
  - **Password Rules**: Passwords are provided by users and should be between 5 to 50 characters long and all chars are allowed.
  - **Password confirmation Rules:** it should match the same password as the one in the password field.

        ○ **Email Rules:** it should be unique.
- Then hit the **sign up** button as shown in the picture below:

Join Today

Username

> ahmed

Email

> a.meshref@alustudent.com

Password

> ••••••

Confirm Password

> ••••••

> SIGN UP

Already Have An Account? Login

If the information Entered is all valid, then the system will return a confirmation message and redirect to the login page. If not, then an error message will be displayed and you will see the error under each field as shown in the below:

Join Today

Username

ahmed(✖

username can't include (

Email

ahmedmeshref1998@gmail.com ✖

Your email is already registered! Please login

Password

✖

Field must be between 5 and 50 characters long.

Confirm Password

✖
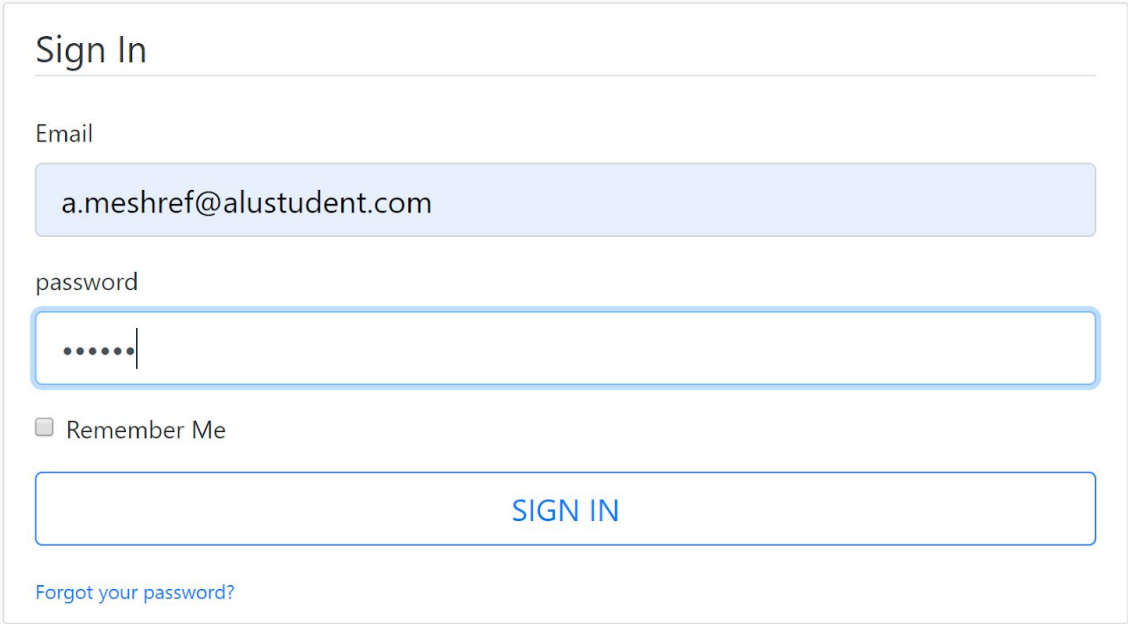
Field must be equal to password.

SIGN UP

Already Have An Account? Login

3- Login

To access all posts and platform functionality, you must login. Login page is the main landing page of the website which allows you to enter your registered email address and password, then click on **SIGN IN** button

If the email address inserted is registered with the given password, the system will redirect you to your home page which will be similar as the following picture

But, if the given email address is incorrect or unregistered, or the password is not correct you will see an error message as the following

incorrect email or password!

Sign In

Email

ahmedmeshref1998@gmail.com

password

☐ Remember Me

SIGN IN
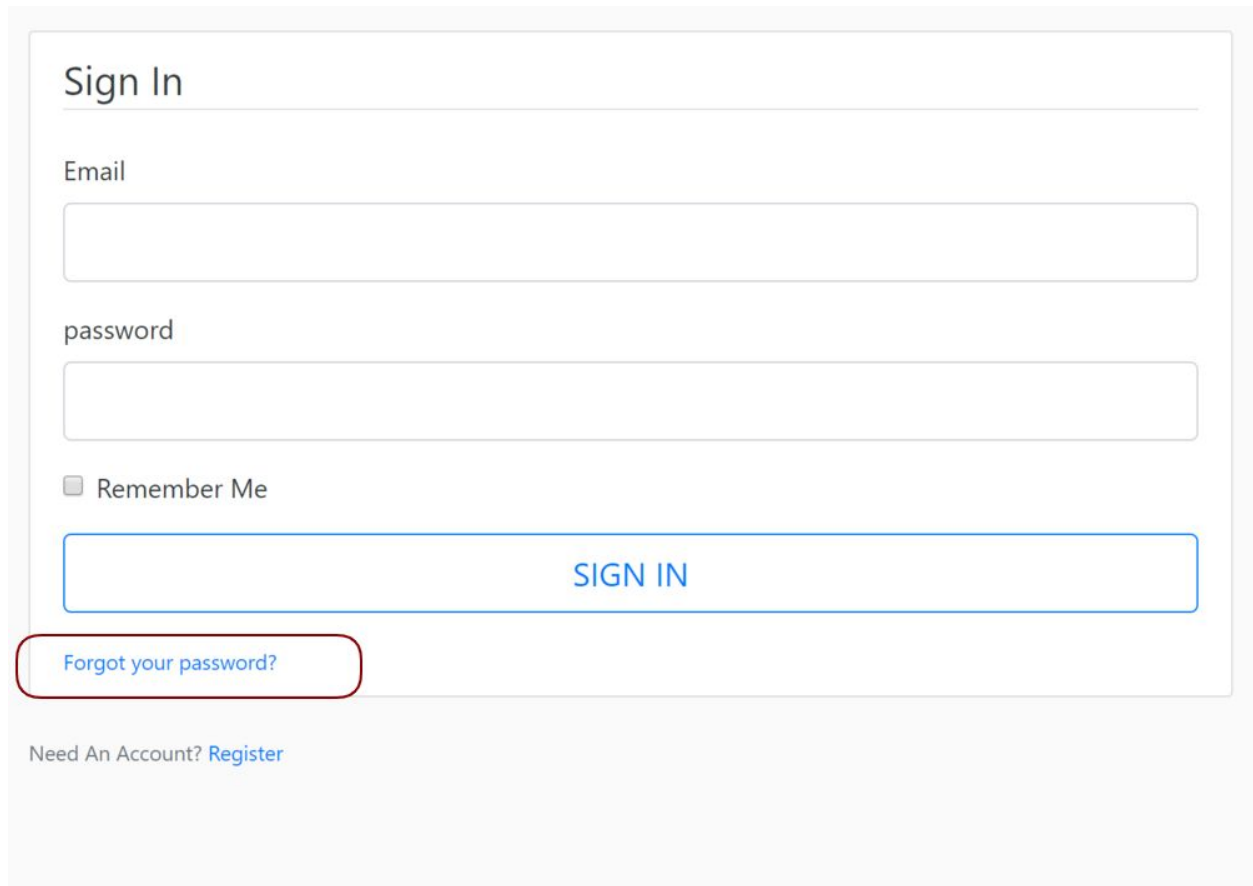
Forgot your password?

Need An Account? Register

In case you forgot your password, you can follow the instructions in the next section to reset it.

4- Reset my password

In case you forgot your account password, you can always reset it. Click on **Forgot My Password** button from the login page

The you will be redirected to insert you email address page where you can insert your account email address and click on **SUBMIT** button
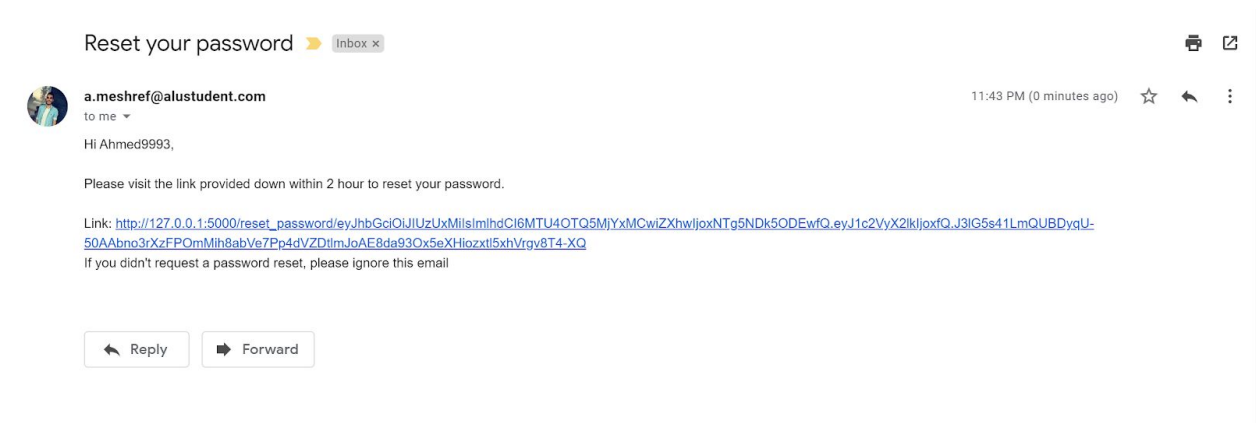
Reset Your Password

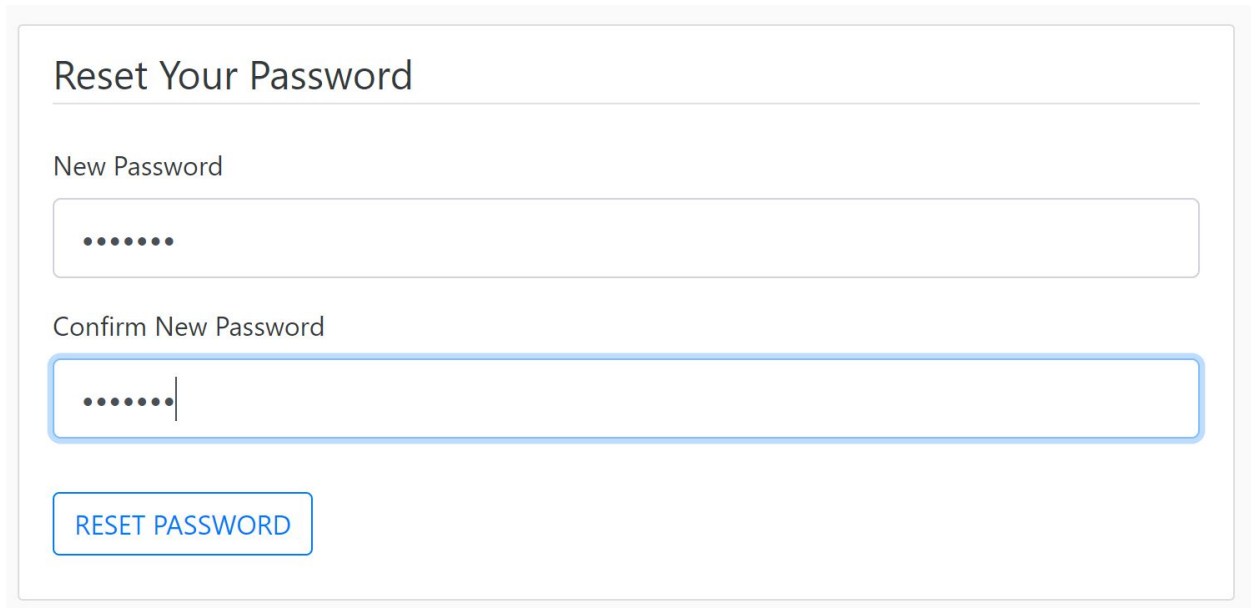Please provide the email address you used when you signed up for your ALU_Blog account.

Email

a.meshref@alustudent.com

SEND EMAIL

If you email is register in the website, you will be redirected to the login page and an email will be sent to you mail to reset your password:

Reset your password Inbox ×

a.meshref@alustudent.com   11:43 PM (0 minutes ago)
to me ▾

Hi Ahmed9993,

Please visit the link provided down within 2 hour to reset your password.

Link: http://127.0.0.1:5000/reset_password/eyJhbGciOiJIUzUxMiIsImlhdCI6MTU4OTQ5MjYxMCwiZXhwIjoxNTg5NDk5ODEwfQ.eyJ1c2VyX2lkIjoxfQ.J3lG5s41LmQUBDyqU-50AAbno3rXzFPOmMih8abVe7Pp4dVZDtlmJoAE8da93Ox5eXHiozxtl5xhVrgv8T4-XQ
If you didn't request a password reset, please ignore this email

↩ Reply   ➡ Forward

Click the link associated with the email and you will be redirected to a page to change you password with a new one and confirm it as follows

Once you have entered your password click on the **RESET PASSWORD** button which will direct you to the login page if your password matches the same rules indicated in the registration section. Then, you can login with your email address and your new password.

Note: if your new password doesn't match the rules of the platform, you will get an error message to direct you to enter a valid password.
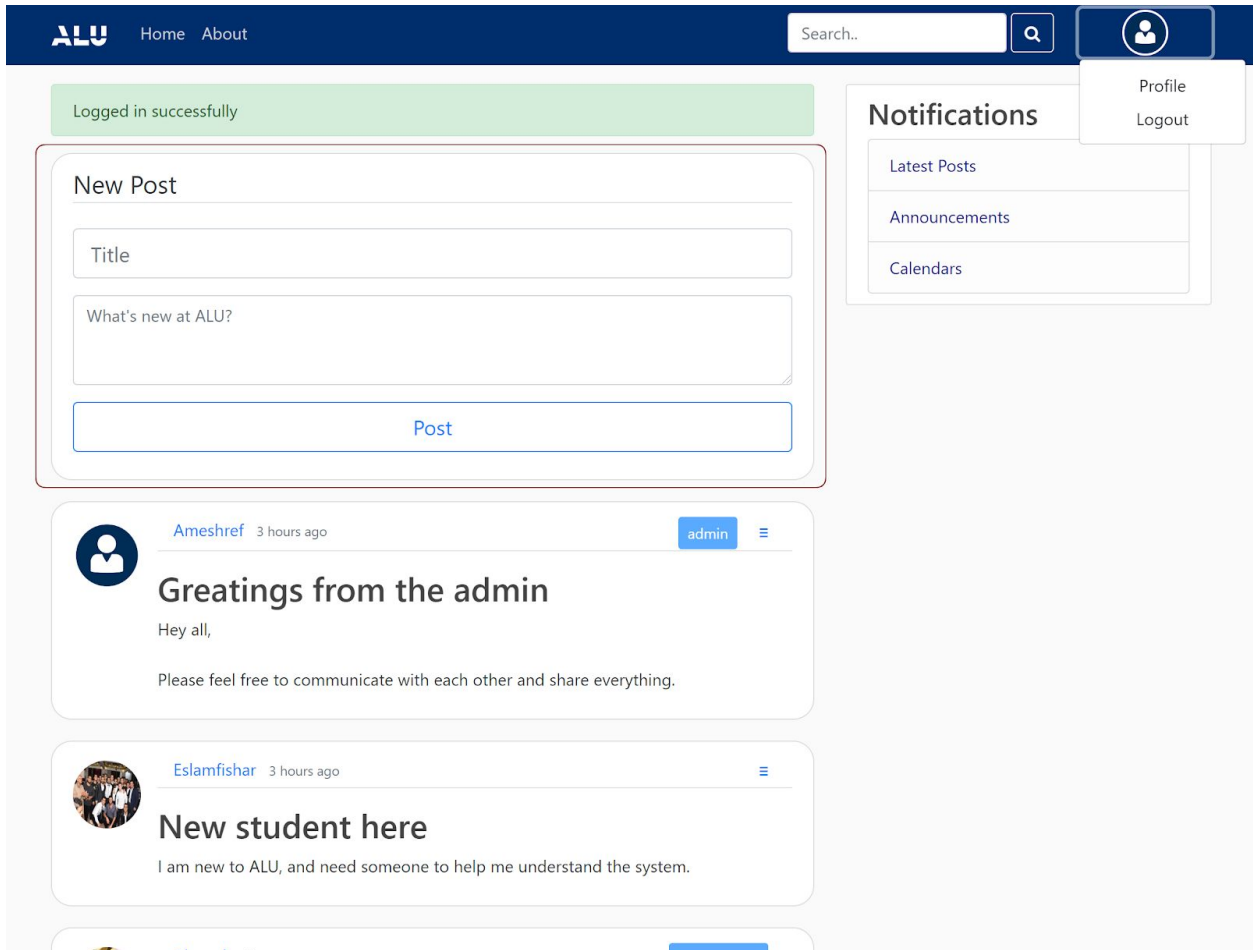
5- Home Page

The home page is the main page of the platform where you can find
- All posts ordered from recent to older
- Your profile button
- About page button
- Add new post button
- Link to you calendar
- Announcements button
- Update your personal posts button
- Delete you personal posts button
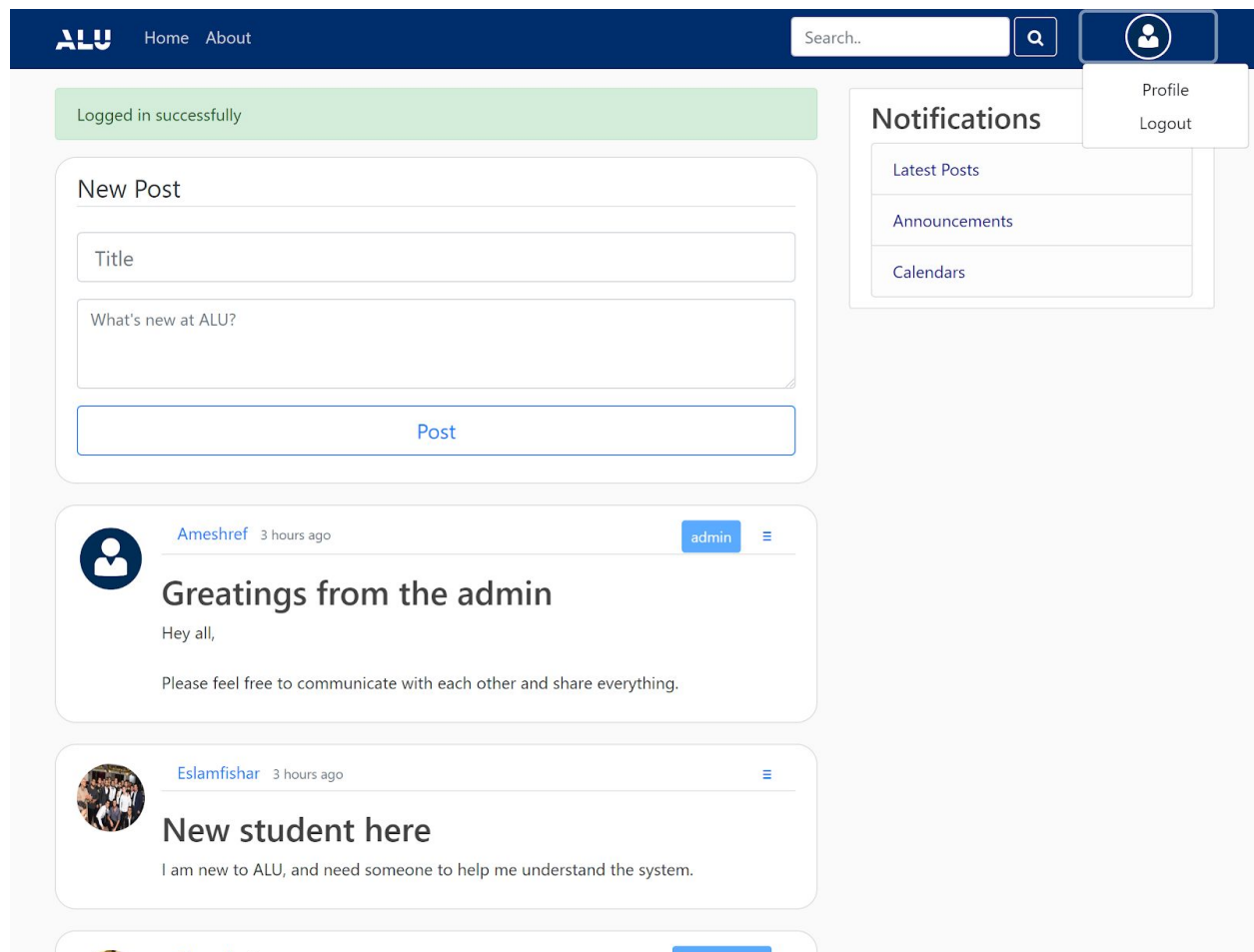
6- Add New Post

One of the main functionality of the platform is to post information which can be done by any logged in user. At the top of the **home** page you will find add new post section

To post a new information, write a title and description following the rules:
- ● Title:
  - - Title should have a minimum 2 characters and maximum 50.

- ● Description:
  - - Description should have minimum 10 characters and maximum 500.

Then, click on **POST** button

New Post

New Opportunities for CS students

soon I will be posting 10 new opportunities, stay tuned!

Post

Once you click the POST button, you will get a message indicating that it is posted successfully and you will find your post added to the home page similar to the following screenshot

New Post

Title

What's new at ALU?
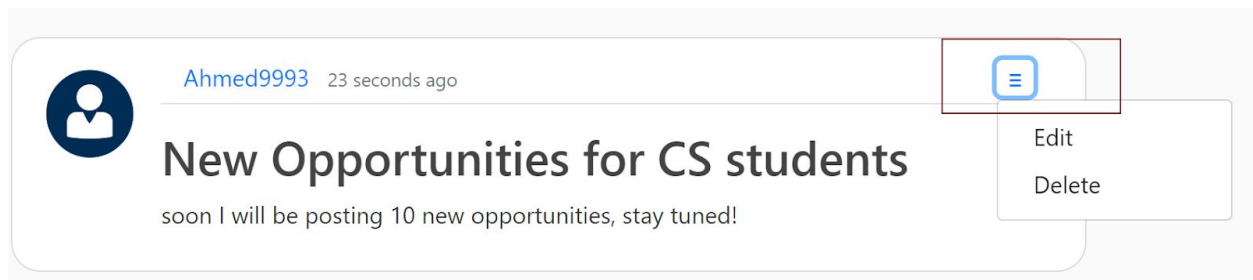
Post

Ahmed9993   1 seconds ago   ≡

New Opportunities for CS students

soon I will be posting 10 new opportunities, stay tuned!

Note: if the title or the description doesn't follow the rules, when you click on the POST button. You will see an error under each input field indicating the error message for you to fix it.

7- Update Post

After posting any new post, you may change the title and/or description of your own posts. At the top corner of your own posts, you will find 3 dashes as shown below
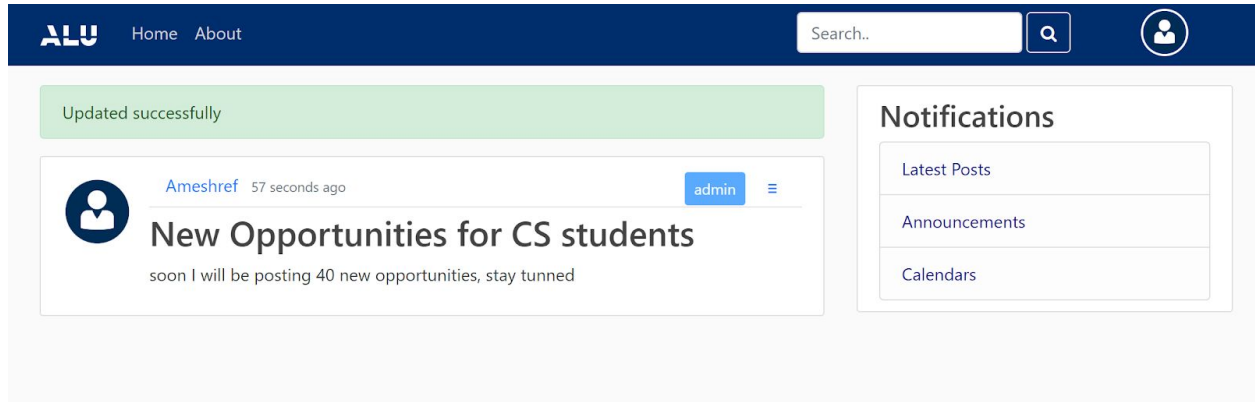

Once you click, you will see a drop down menu with two buttons Edit and Delete. Click on the **Edit** button and you will be directed to edit you post page which looks similar to the following screenshot

You will find your current title and description (content) filled with your current post's data. Then you can edit any of them following the same rules indicated in the new post section. After updating your data, click on the **Update** button. If the

new data follows the rules indicated in the new post section, you will be redirected to a page that shows you your new post with a success message similar to the following screenshot
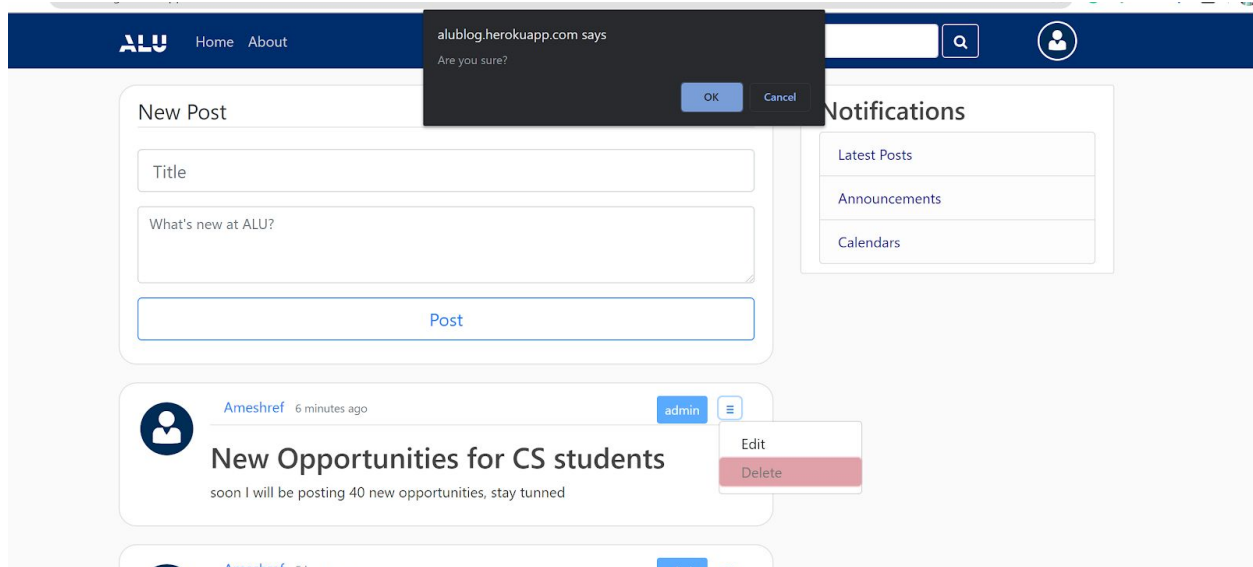
8- Delete Post

Any user can delete any of his own posts. Also, an admin can delete any post in the website if the post has any inappropriate words.

To delete a post, click the 3 dashes at the top corner of your own posts.
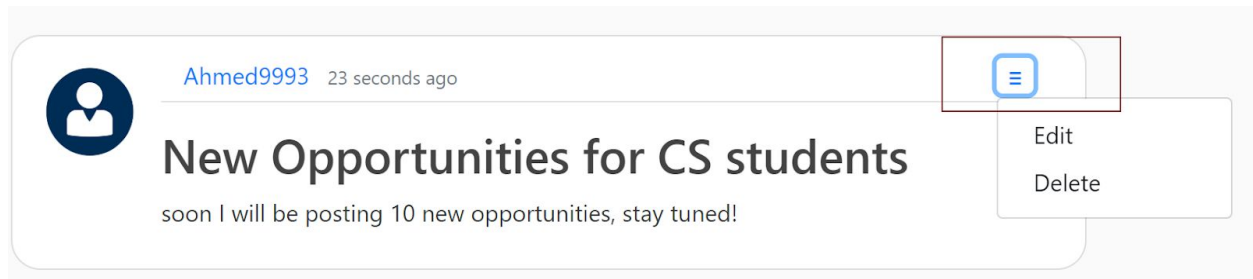
Once you click, you will see a drop down menu with two buttons Edit and Delete as shown above. Click on **Delete** button, then you will see an alert asking you to confirm the operation similar to the one in the following screenshot


Confirm the operation by clicking on the **Ok** button, then the post will be deleted.

Note: you can cancel the operation by clicking on the Cancel button from the alert message.

9- Update Profile

Any logged in user can change his profile username and/or profile picture.

To change your profile, click on the persona flag at the top right corner of the website which will display a drop down menu which is shown in the following screenshot
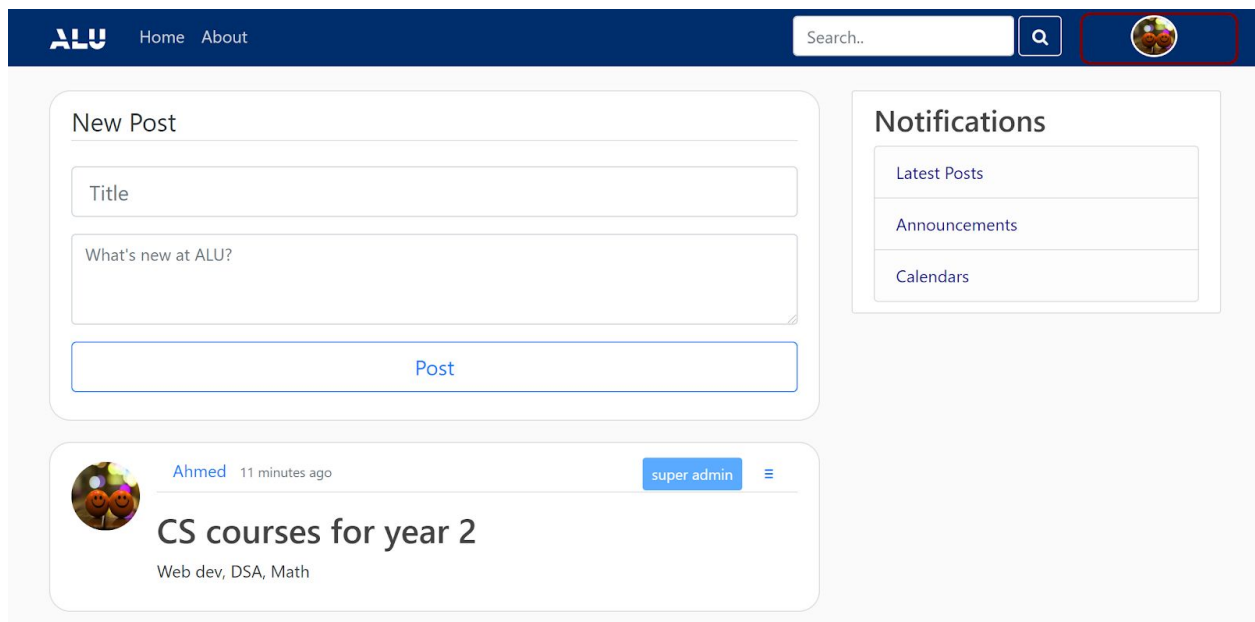
From the drop down menu, click on **PROFILE** button which will redirect you to the your profile page which looks similar to the one in the following screenshot
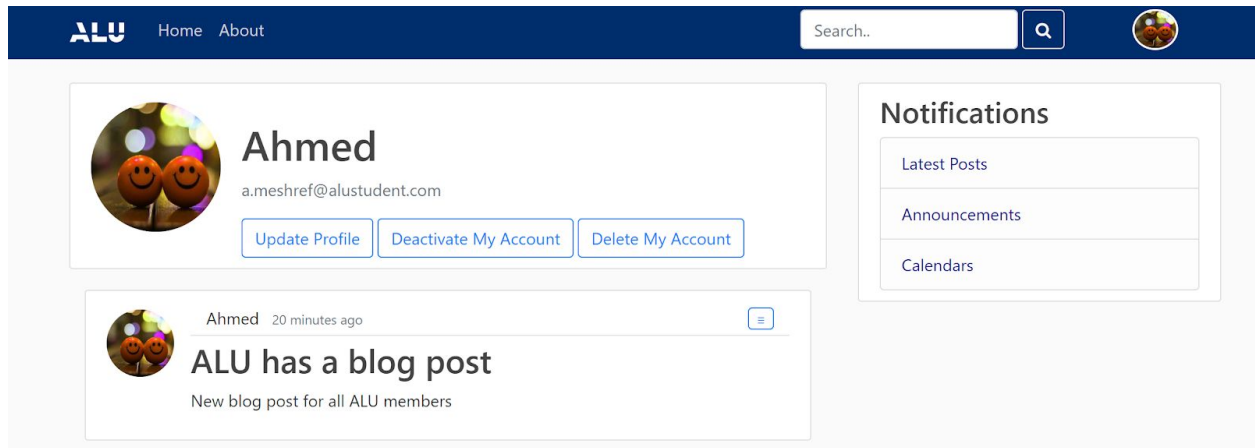
To change your profile picture and/or username, click on the **UPDATE PROFILE** button
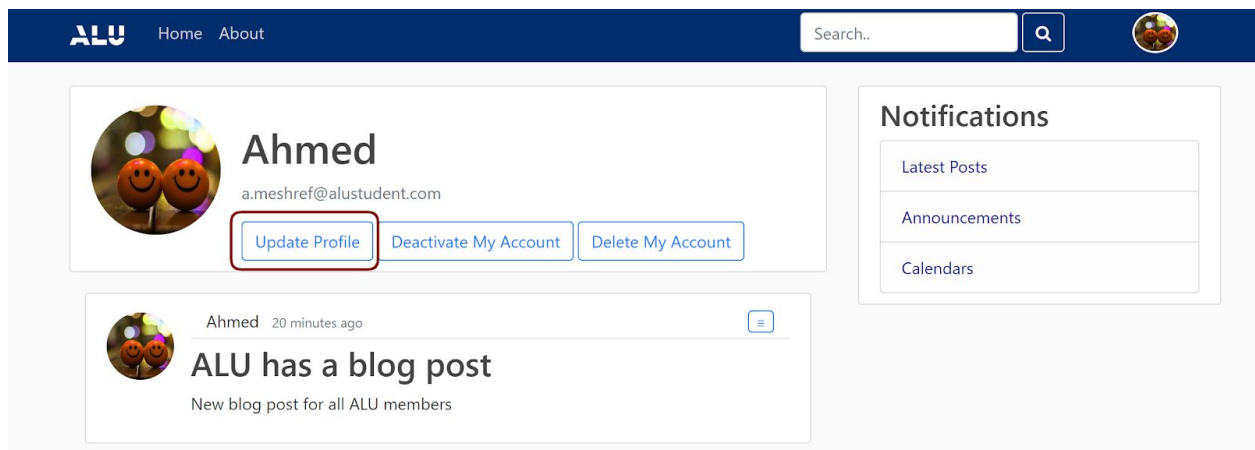
You will be redirected to change your profile page where you can change your username and/or upload a new profile picture, then click **SAVE CHANGES** button

Note: the new username must follow the same username rules indicated in the registration section.

If the new data is correct, the system will updated your data and display a success message similar to the following screenshot
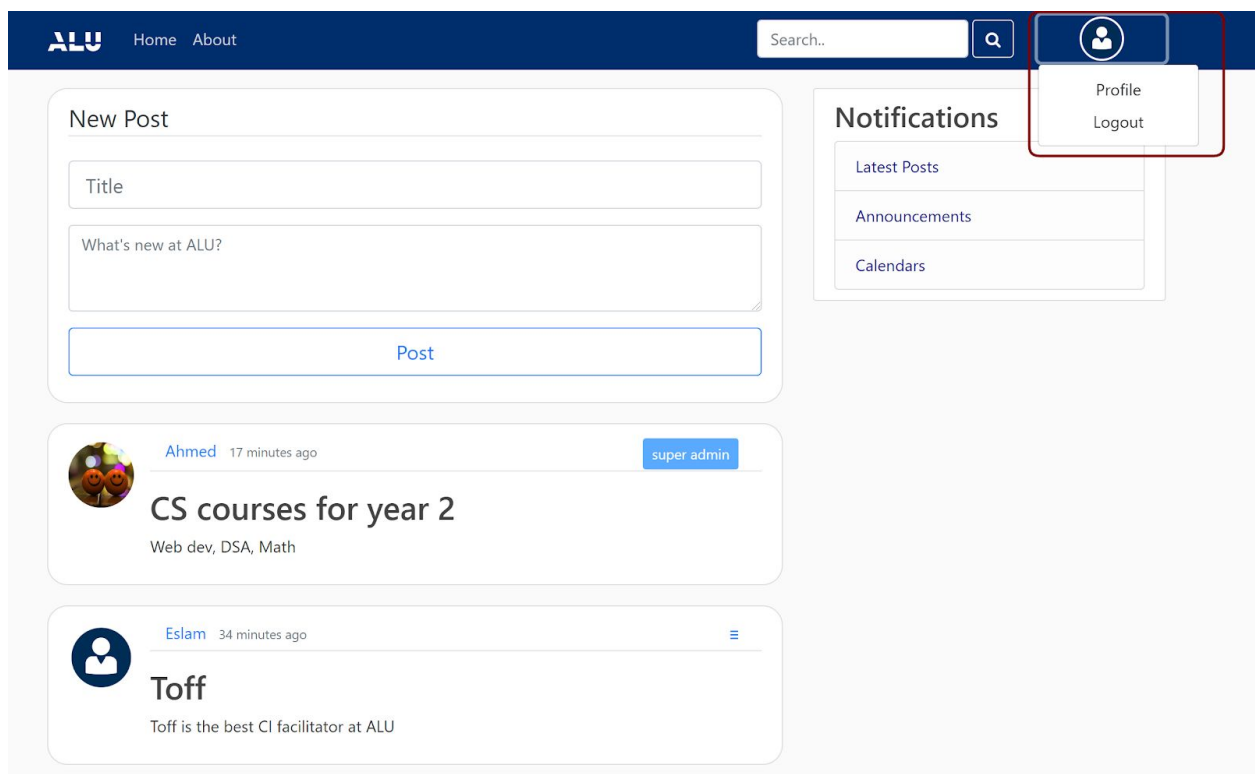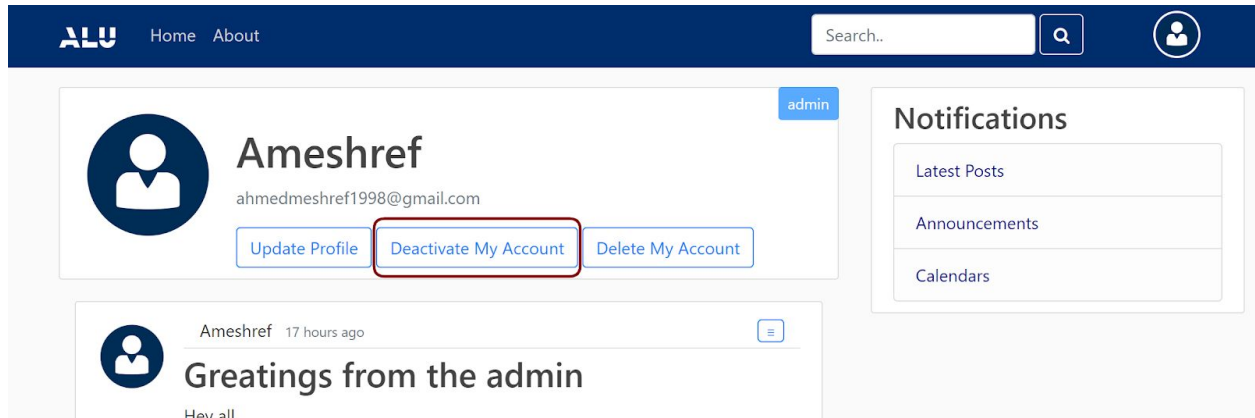
10- Deactivate My Account

Any logged in user can deactivate his profile for any dedicated period of time. Once you deactivate your account, you won't have access to your posts and account till you activate your account.
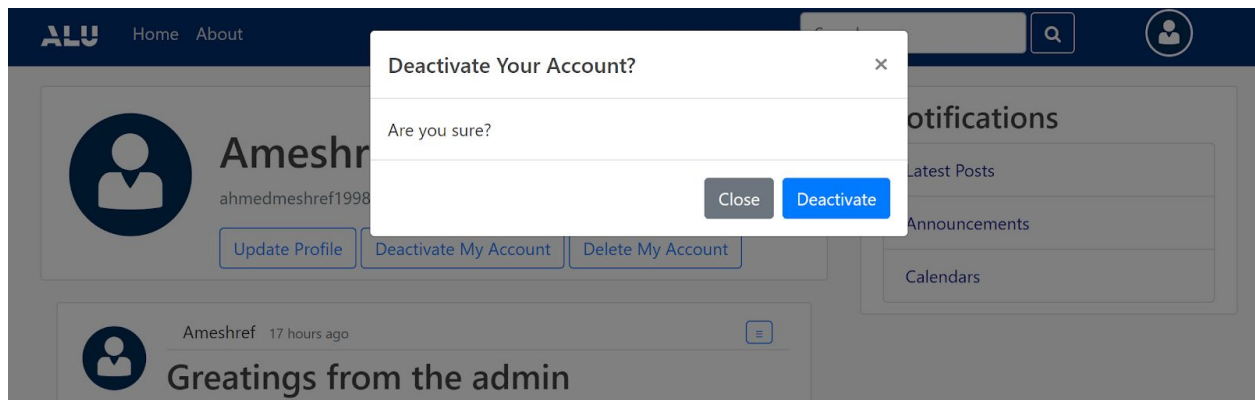
To deactivate your account, click on the persona flag at the top right corner of the website which will display a drop down menu which is shown in the following screenshot

From the drop down menu, click on **PROFILE** button which will redirect you to your profile page. From your profile page, click on the **DEACTIVATE ACCOUNT** button shown in the following screenshot

Once you click on the **DEACTIVATE ACCOUNT** button, you will see an alert pop-up asking you to confirm the operation similar to the one in the following screenshot

If you want to deactivate your account, click the **DEACTIVATE** button from the pop-up and you will be logged out and a success message will appear on the top of the screen. If you want to cancel the operation, press the CLOSE button from the pop-up.

Note: Activate Your Account

If you want to activate/restore your account, please login with your old username and password and your account will be activated again.

11- Delete My Account

Any logged in user can Delete his account and data permanently from the platform. Deleting your account will wipe all of your data (posts, comments, and account) from the system and you won't have the ability to restore your account or data back.

To delete you account, click on the persona flag at the top right corner of the website which will display a drop down menu which is shown in the following screenshot
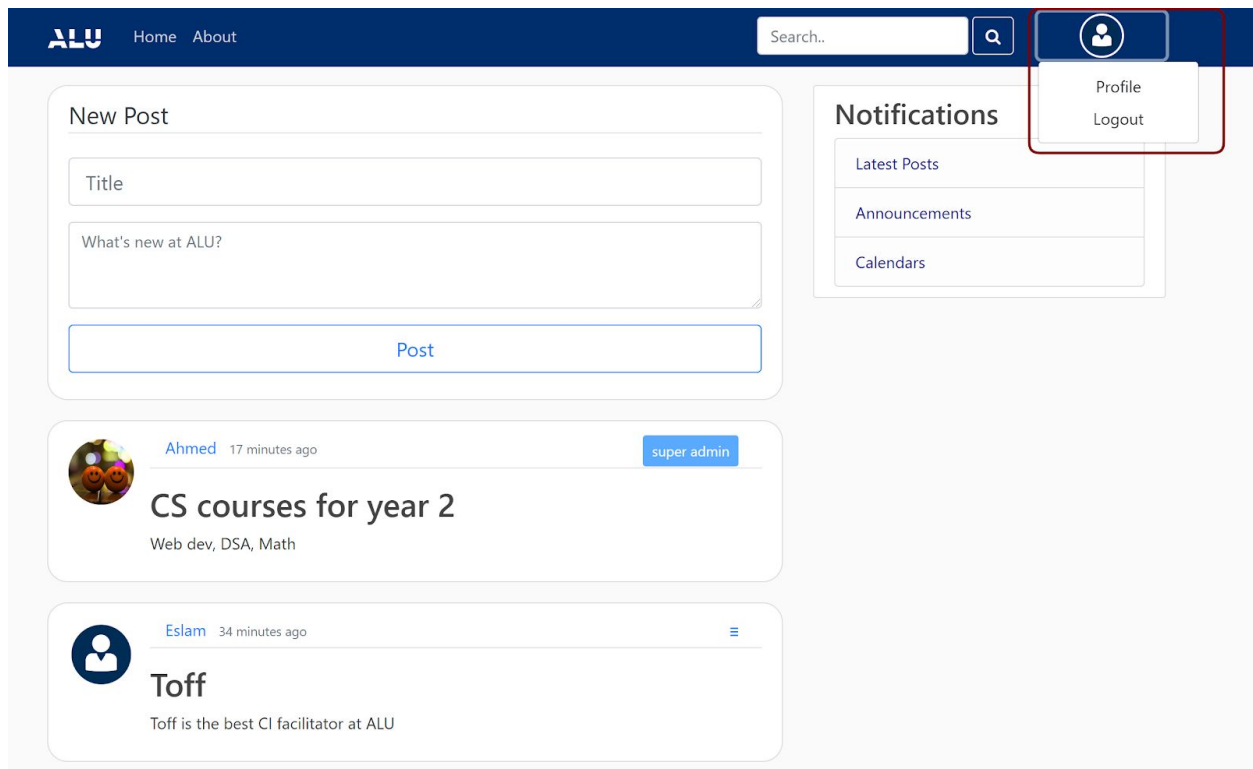
From the drop down menu, click on **PROFILE** button which will redirect you to your profile page. From your profile page, click on the **DELETE ACCOUNT** button shown in the following screenshot
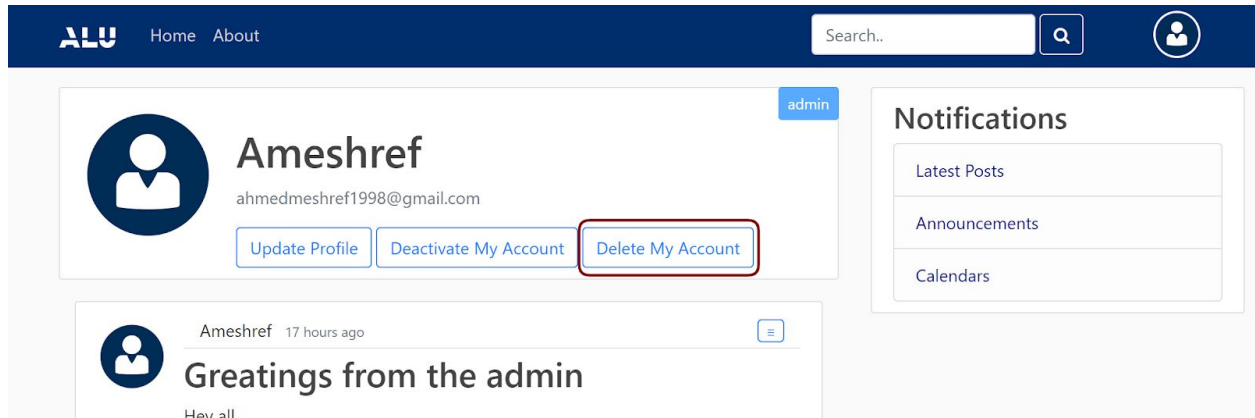
Once you click on the **DELETE ACCOUNT** button, an alert pop-up will be displayed asking you to confirm the operation similar to the one in the following screenshot
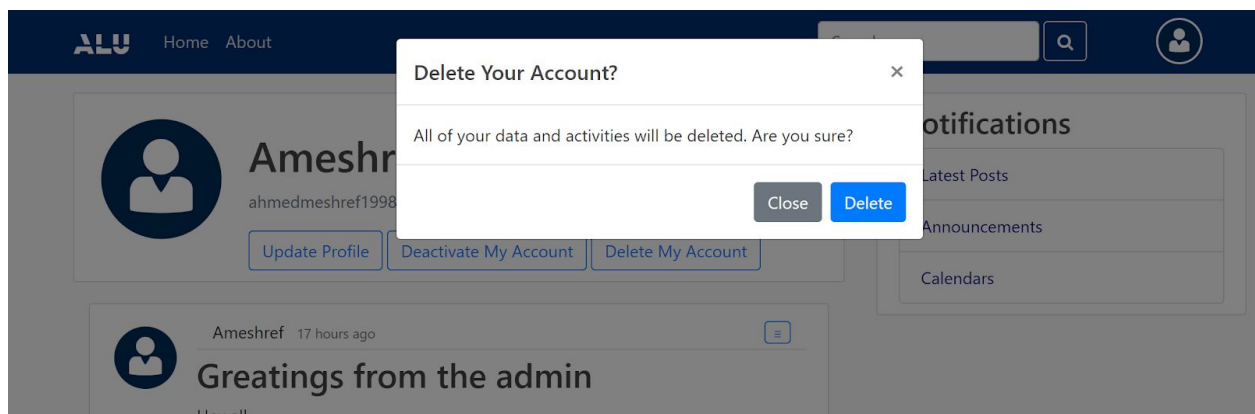

If you want to confirm deleting your account, click the **DELETE** button from the pop-up and you will be logged out and a success message will appear on the top of the screen. If you want to cancel the operation, press the CLOSE button from the pop-up.

12- Search

Any user can search users on the website with their username and posts with their titles. The search text can map any part of the name, for example, if your text is "ah", then the results will include any text with "ah" in it.

To search, type your search text on the search input field at the top right corner on any page
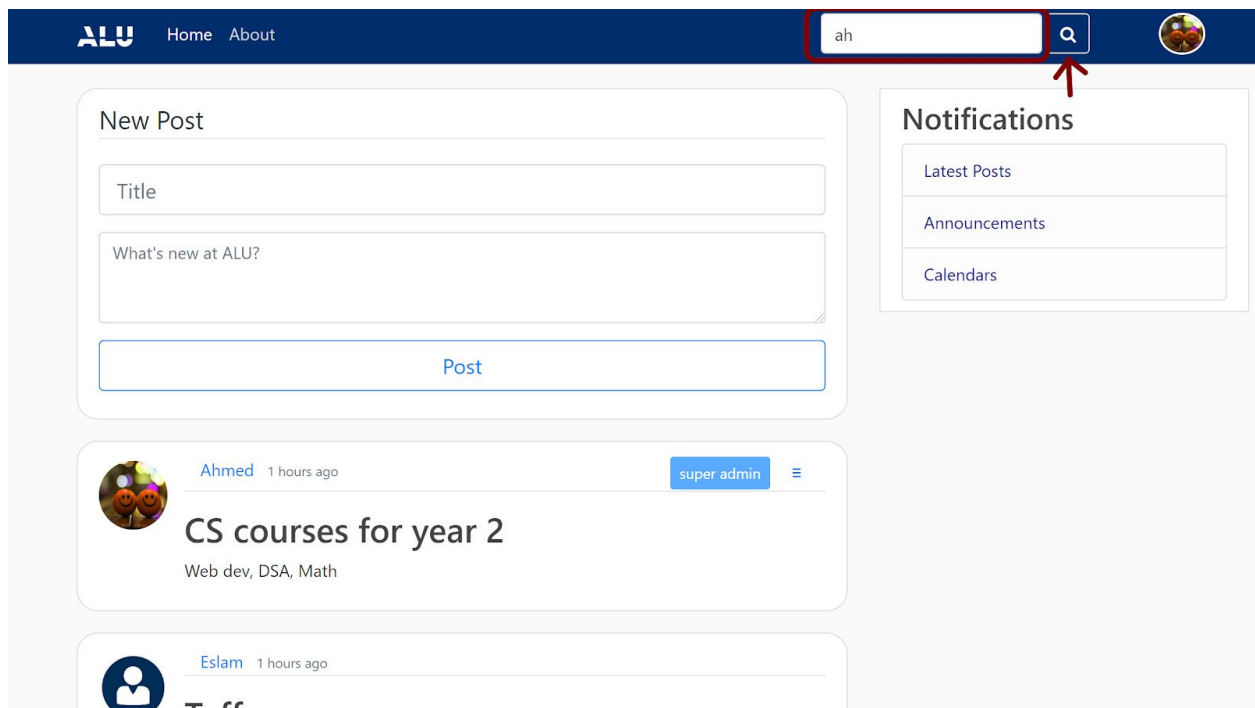
Then, click on the SEARCH icon pointed to by an arrow in the previous screenshot. You will be directed to a page similar to the one in the next screenshot with the search results (users, posts).

Note: if your search text doesn't match any part of a username or a post's title, then the results page will be empty and you will find a message "No results found".

13- Super Admin; Add new Admin

All logged in super-admin can add and/or delete admins.

To Add a new admin, click on the persona flag at the top right corner of the website which will display a drop down menu similar to the one in the following screenshot
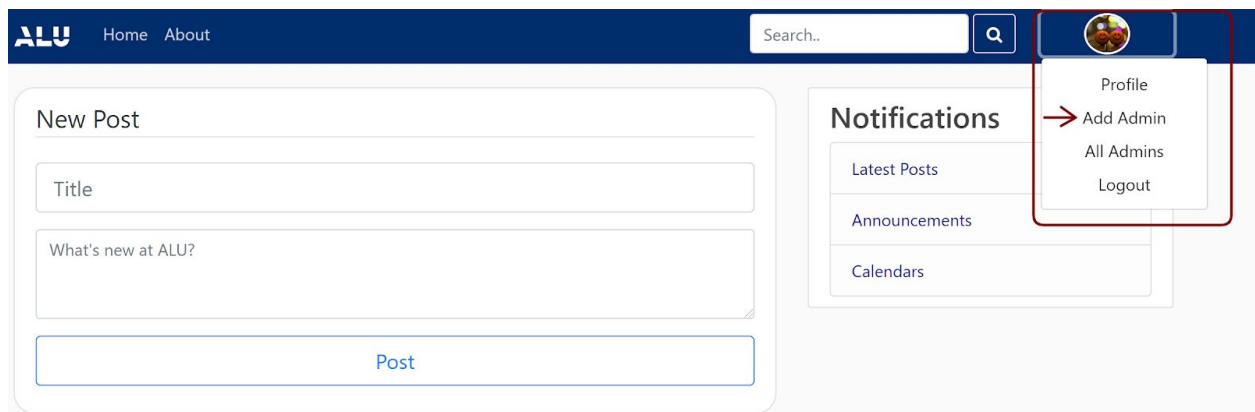
Click on the **ADD ADMIN** button which will redirect you to add a new admin page where you can enter the new admin unique user and his email, then click **REGISTER ADMIN** button

If the username is unique and the email is not been used by another user in the platform, the system will display a success message and a confirmation email will be sent to the new admin's email to set his new password.

Admin confirmation: The new admin should navigate to his email address and check the invitation email sent to him by the super admin that looks similar to the one in the next screenshot
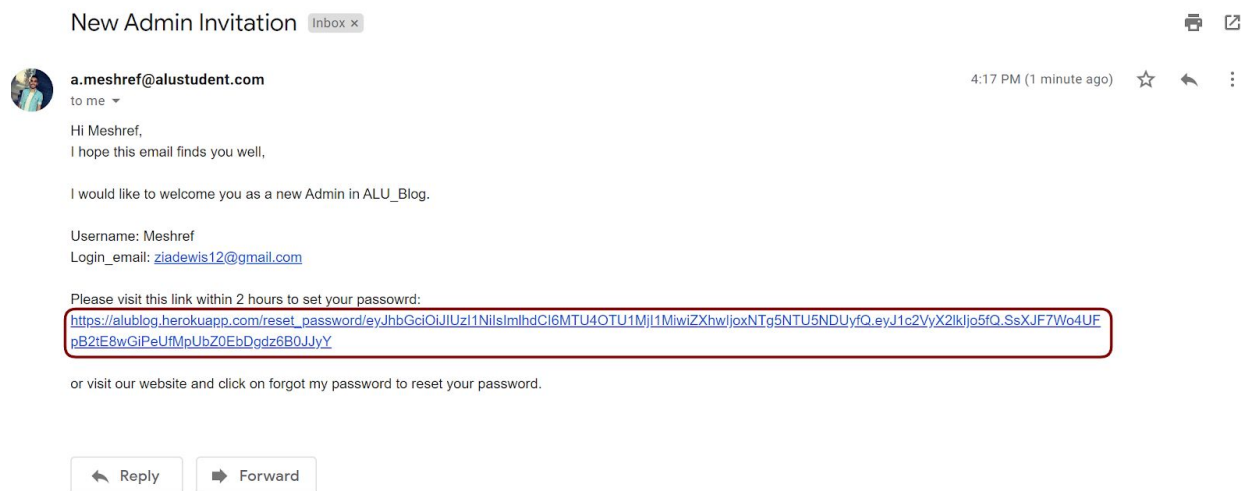
Then, the admin should click the invitation link indicated in the previous screenshot within 2 hours to set a new password to his account following the password rules in the registration section, then click on **RESET PASSWORD** button


If the password follows the rules, the system will display a success message and redirect the admin to the login page where he can login to his account. Otherwise,

the system will show the admin the error in his password and guide him to enter a correct password.
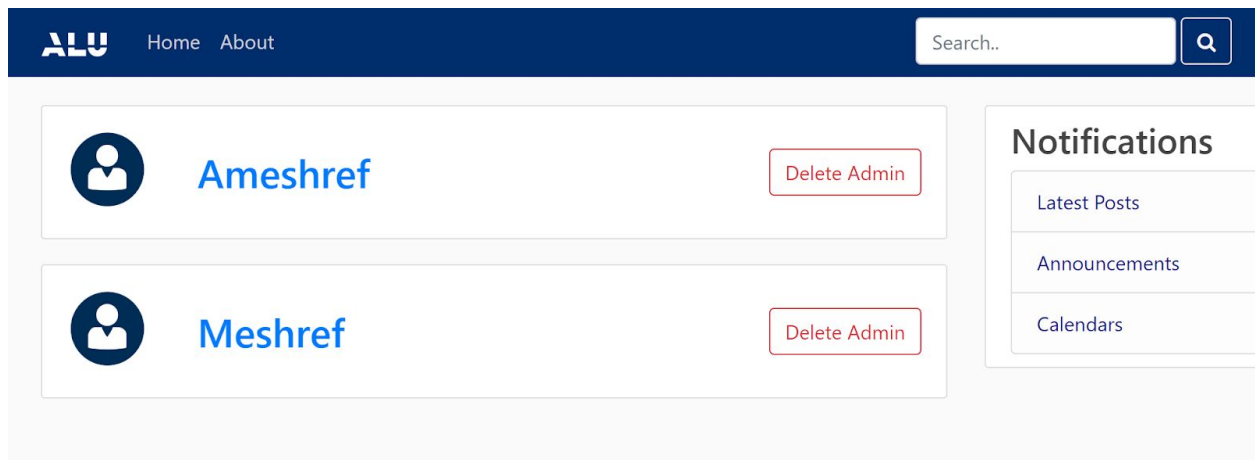
14- Super-admin; delete admin

All logged in super-admin can add and/or delete admins.

To delete a current admin, click on the persona flag at the top right corner of the website which will display a drop down menu similar to the one in the following screenshot
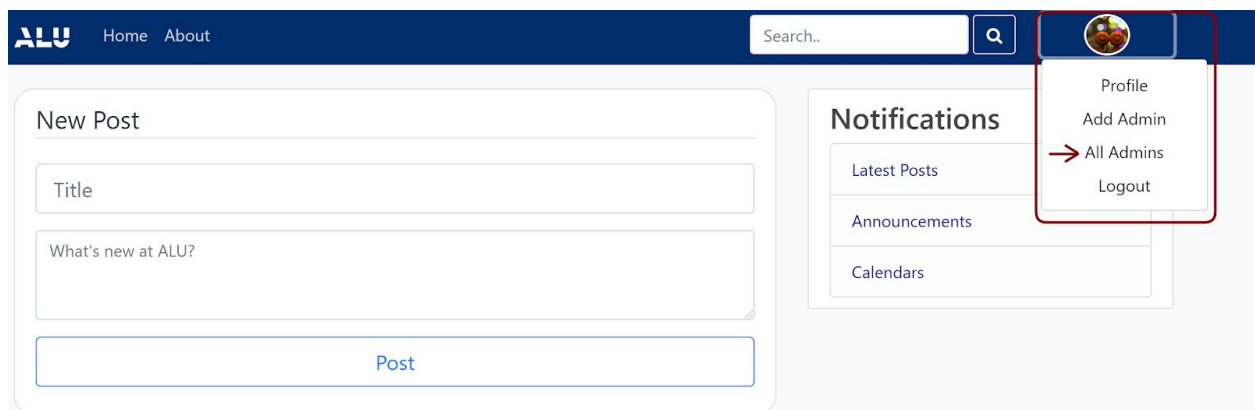
Click on the **ALL ADMINS** button which will redirect you to show all current admins page that looks similar to the one in the following screenshot

Click the DELETE ADMIN button next to the target admin to delete. A pop-up message will be displayed asking for confirmation
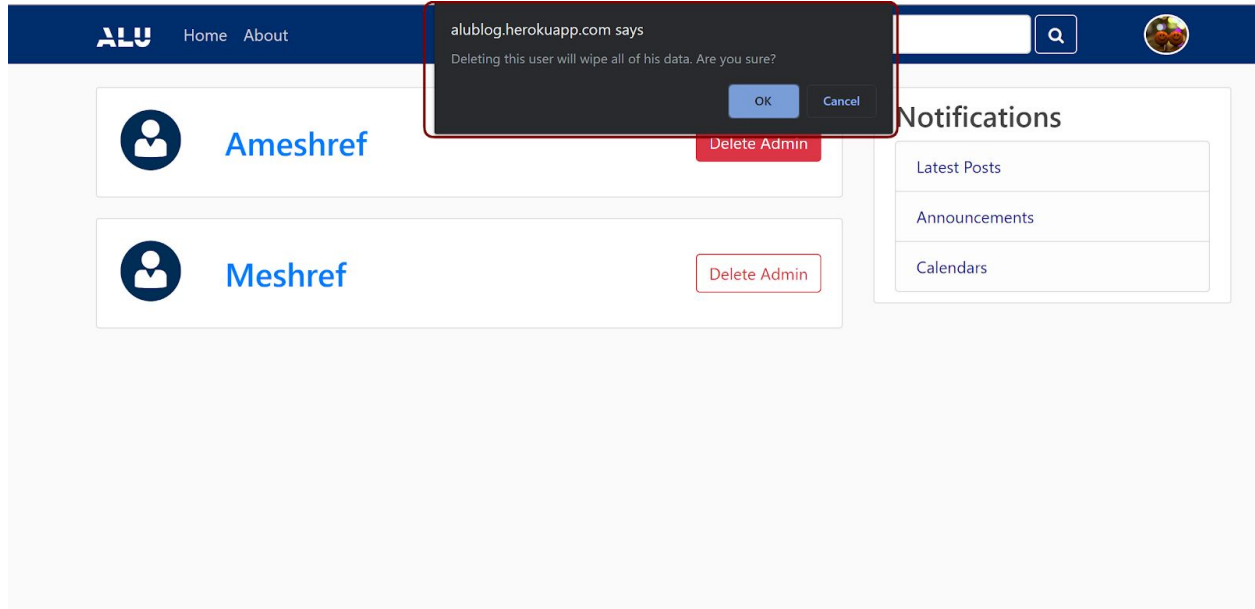
Click the OK button to delete the user or **CANCEL** to cancel the process.

Note: the super admin can use the search bar to find a target admin, look at section 12, and follow the same instructions. Also, an admin can delete a user following the same instructions.