

# Foodle / Spot Manual

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## General Information

The main function of the site is for users to search for venues or reviews. Users can use the site without registering but will be limited to mostly viewing information on the site and not submitting their own venues, reviews etc. The registration process is simple and straightforward just follow the steps provided in this manual under Users. If you don't want to register you can type any keyword you want in the search field and click "Find". If you choose to register you will be able to add new venues, rate venues, write reviews, comments and more. Each of the available options are explained in more detail below.

### 1 Users

A user can be a registered user or an anonymous user. And you can use the website either in a state of logged in or without logging in. However as an anonymous user you are only allowed to search and read other people's venues and reviews.

#### 1.1 How to Register.

On the main page click on register. On the following page choose a user name, provide your name, a location and a valid email address. The user name does not need to be your real name. You receive an email where you need to confirm your account before use. Your information will be kept confidential and safe.

#### 1.2 How to Login

On the main page write your user name and password.  
Use the site as an unregistered user.  
There is no need to register or log in. Simply click on a tag or search for whatever you want.

### **1.3 User Profile.**

When you are logged in you can enter your profile in the top right corner . In your user profile you get an overview of all your submitted venues, reviews and comments. You can also see some general information such the number of reviews, venues submitted and your reputation level.

### **1.4 Preferences**

When you are logged in you can view your preferences in the top right corner. In preferences you can edit your user information such as name, password, email, and delete your account.

## **2 Venues.**

A venue is a very general term and is any kind of place you can visit. It could be restaurants, bars, clubs, coffeehouses but it could just as well be museums, amusement parks, gyms etc. Basically you can decide what is, it could be anything you want to share with other people. Only registered users are allowed to add venues.

### **2.1 How to add a Venue**

After you log in just click new venue and add the venue information. Choose your tags wisely so it is easier for people to find the given venue. Remember that when you add venue, the main point is to write in general about the given place, it is very helpful to others if you provide the correct address, opening hours, what type of place it is, what you can do there or what they offer. If you want to write your opinion about the the given place it would much better to write a Review for it after creating the venue.

### **2.2 How to rate a Venue**

When you are browsing a given venue just click on the number of stars you want to give to the venue, this will update the rating for the venue which is an average of all the ratings for the given venue.

### **2.3 How to review a Venue**

When you are browsing a given venue just click on "Write a Review". Choose a title and write your review.

## **3 Reviews**

Reviews are meant to serve as user opinions and thus provide information from real people of a given venue. As a registered user you can write reviews for any type of venue you like.

### **3.1 How to write a Review**

- First you need to log in with your user name and password. If you are not a registered user you need to register first.
- You need to select a venue you would like to review or create a new one.
- When you are browsing the venue just click on "Write a Review". Choose a title and write your review.

### **3.2 How to comment a Review**

You can easily comment any review you like. Under each review there is a link "Write a comment" click on it and write your comment and then click post.

### **3.3 How to rank a Review**

If you find that a particular review was helpful or vice versa you can rank that review. Basically it is a sort of rating for reviews. Just click on the up/down hand next to Ranking. The higher the number is in ranking it is a sign that the given review has been helpful to other users, or they agree with the author of the review.

## **4 Searching**

The main function of the website is to search for venues or reviews. There is no need to be logged in or registered to search. Just type whatever you want in the search field and click Find. There is also an advanced search available where you can select what you want to search for specifically.