
User Manual

for

Echo

Version 1.1

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Purpose

ECHO serves as the dedicated blogging platform for the IIT Kanpur community, providing a centralized space where students and faculty can share their voices, experiences, and academic insights. The current lack of a unified platform results in scattered content across various social media platforms, making it difficult to maintain a cohesive community dialogue and proper content moderation.

- Students' voices and experiences are dispersed across multiple platforms, reducing the impact and reach of valuable campus discussions
- There is no centralized system to ensure appropriate content moderation specific to IITK community guidelines
- Discovering relevant campus-related content becomes challenging without proper organization and categorization
- The community lacks a way to track trending topics and popular discussions specific to campus life

Most of our team members have experienced these limitations firsthand. When tasked with developing a solution, we created ECHO - a platform that amplifies the voices of the IITK community while maintaining proper content oversight. ECHO addresses these challenges in the following ways-

- Users can seamlessly browse, save, and interact with blog posts through an intuitive and clean interface
- The platform features a smart categorization system with tags, making content discovery effortless
- Administrators have access to a dedicated dashboard for efficient content moderation and community management
- The save feature allows users to build their personal collection of valuable posts for future reference
- The entire system is designed to echo the voices of the IITK community while maintaining appropriate content standards

Audience

ECHO is designed to serve the diverse needs of the IIT Kanpur community through its blogging platform. The platform accommodates different levels of user engagement, from passive readers to active content creators and moderators.

Blog Viewers

- Blog Viewers are users who primarily consume content on the platform. They can browse posts, save interesting content for later reference, and interact with the platform through features like reporting inappropriate content, all without needing to create posts themselves

Administrators

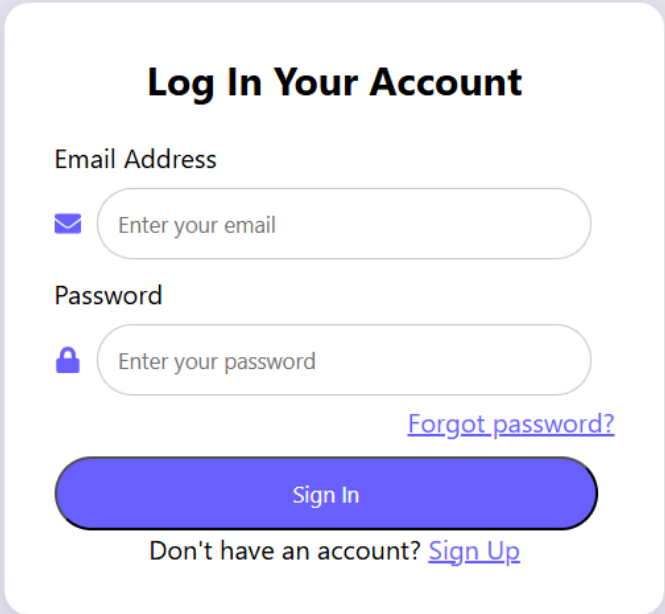
- Administrators are responsible for platform moderation through a dedicated admin dashboard. They monitor content, handle reported posts, manage user warnings, and ensure community guidelines are followed to maintain a healthy environment for all users.

Blog Posters

- Blog Posters are active participants who contribute content to the platform. While having all the capabilities of Blog Viewers, they also create and share their experiences, insights, and knowledge through blog posts, helping build a rich repository of campus experiences and academic discussions.


Signup and Login

1. Login page




Log In Your Account

Email Address

 Enter your email

Password

 Enter your password

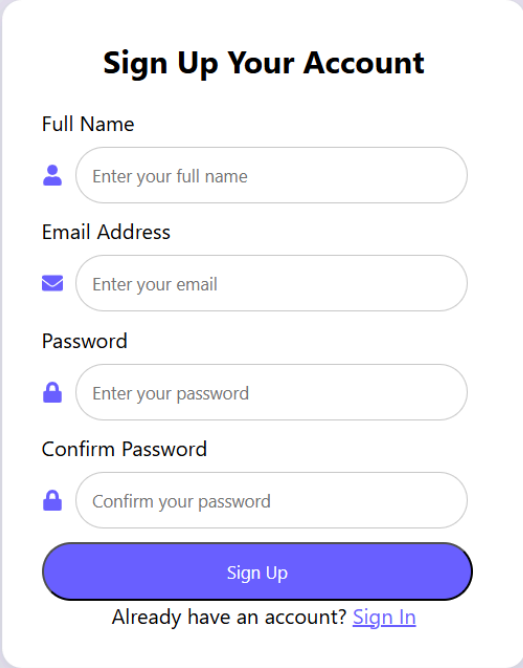
[Forgot password?](#)

Sign In

Don't have an account? [Sign Up](#)


- When you open the website , you land on this Login page.
- Firstly you should Sign up on the website to use it. For that you should click on the Sign up button. It will redirect you to the Sign up page.
- If you already have an account then you can use the Login credentials to login into the website.
- In case you forgot your password, you should click the “Forgot password?” button and follow the steps to recover your password.


2. Sign Up page





The image shows a 'Sign Up Your Account' form centered on a light purple background. The form is a white rounded rectangle with a subtle shadow. It contains five input fields, each with a label and a small icon to its left: 'Full Name' with a person icon, 'Email Address' with an envelope icon, 'Password' with a lock icon, and 'Confirm Password' with a lock icon. Each input field has a light gray placeholder text. Below the input fields is a prominent blue 'Sign Up' button. At the bottom of the form, there is a link that says 'Already have an account? [Sign In](#)'.

Sign Up Your Account

Full Name
 Enter your full name

Email Address
 Enter your email

Password
 Enter your password

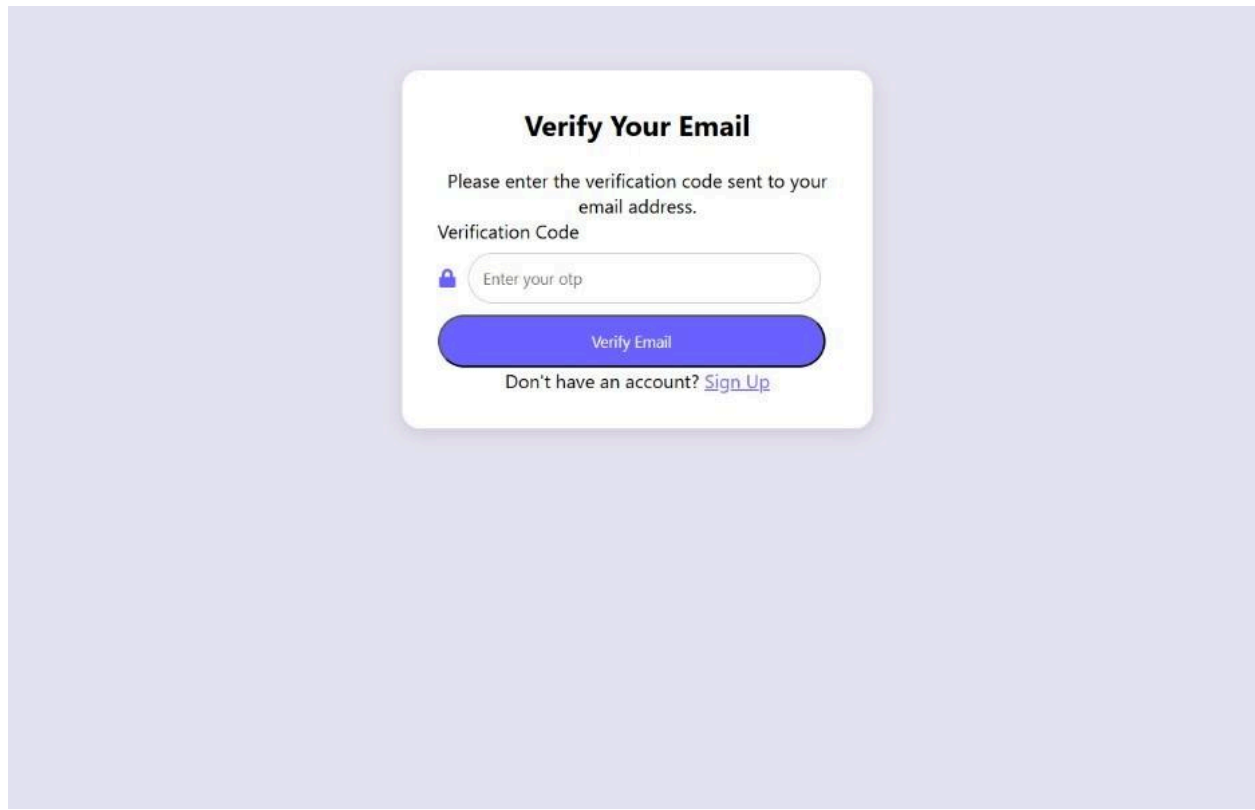
Confirm Password
 Confirm your password

Sign Up

Already have an account? [Sign In](#)

- This is the Sign up page.
- Here you should provide your valid credentials to create an account.
- After successfully entering all the valid details click on Sign up.
- After pressing Sign up you will be redirected to the OTP page.


3.Email Verification page

The image shows a web page for email verification. It has a light purple background. In the center is a white rounded rectangle with a subtle shadow. Inside this rectangle, the title "Verify Your Email" is at the top in bold. Below it is a message: "Please enter the verification code sent to your email address." followed by the label "Verification Code". There is a text input field with a lock icon on the left and the placeholder text "Enter your otp". Below the input field is a blue button with the text "Verify Email". At the bottom of the white box, it says "Don't have an account? [Sign Up](#)".

Verify Your Email

Please enter the verification code sent to your email address.

Verification Code

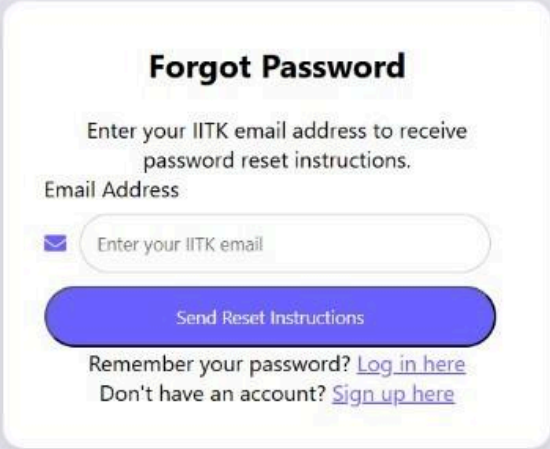
 Enter your otp

Verify Email

Don't have an account? [Sign Up](#)

- An OTP will be sent to your email. Enter that OTP here and click Verify Email.
- After successful verification it will redirect you to the Login page where you will enter the details of your account and login into the website.


4. Forgot Password page



The image shows a 'Forgot Password' form centered on a light purple background. The form is a white rounded rectangle with a subtle drop shadow. At the top, the title 'Forgot Password' is in bold black text. Below it, a message says 'Enter your IITK email address to receive password reset instructions.' followed by the label 'Email Address'. There is a text input field with a blue envelope icon on the left and the placeholder text 'Enter your IITK email'. Below the input field is a blue button with white text that says 'Send Reset Instructions'. At the bottom of the form, there are two links: 'Remember your password? [Log in here](#)' and 'Don't have an account? [Sign up here](#)'.

- You will be redirected to this page if you press the Forgot password button on the login page. Enter your registered email in the box.
- A link will be sent to your registered email id which will take you to the reset password page.

5. Reset Password page



The image shows a 'Reset Your Password' form centered on a light purple background. The form is white with rounded corners and a subtle shadow. It contains the following elements: a title 'Reset Your Password', a instruction 'Please enter your new password below.', a label 'New Password', a password input field with a lock icon and placeholder text 'Enter new password', a label 'Confirm Password', a password input field with a lock icon and placeholder text 'Confirm new password', a blue 'Reset Password' button, and a link 'Remember your password? [Log in here](#)'.

Reset Your Password

Please enter your new password below.

New Password

Enter new password

Confirm Password

Confirm new password

Reset Password

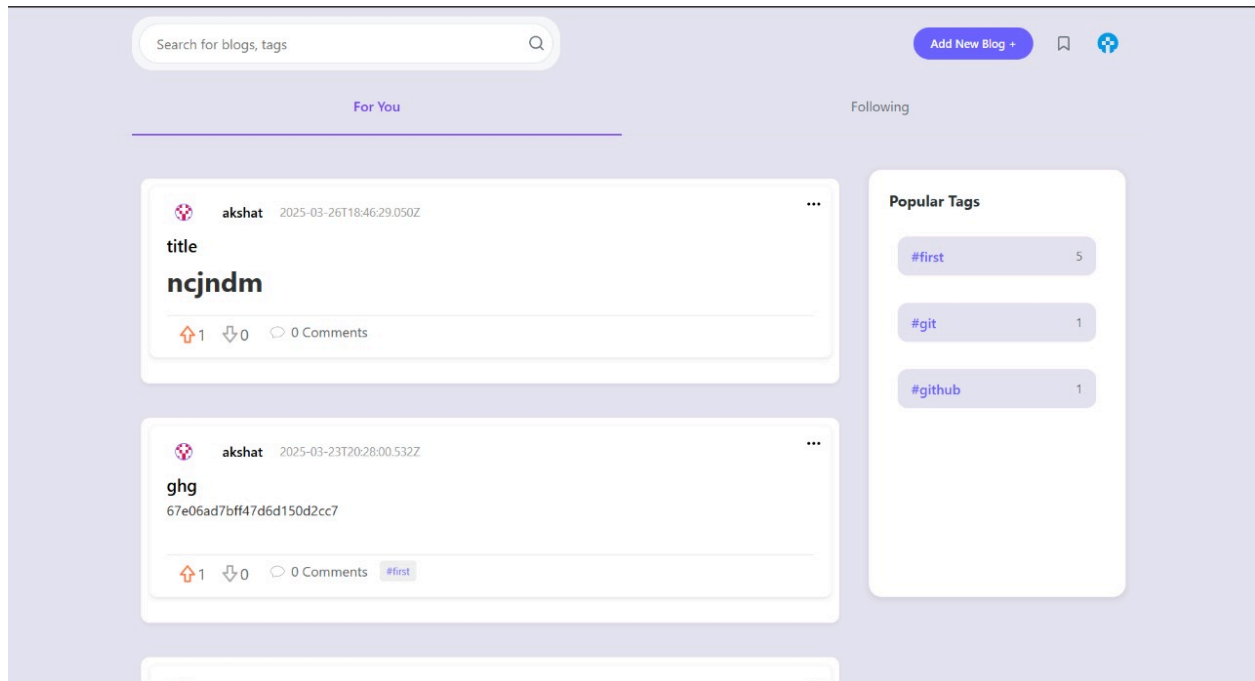
Remember your password? [Log in here](#)

- This is the reset password page. Here you can reset your password by entering a new password.
- After pressing the “Reset Password” button, your password would be reset and you would be required to login again using the new password.

Blog Viewer and Admin Features

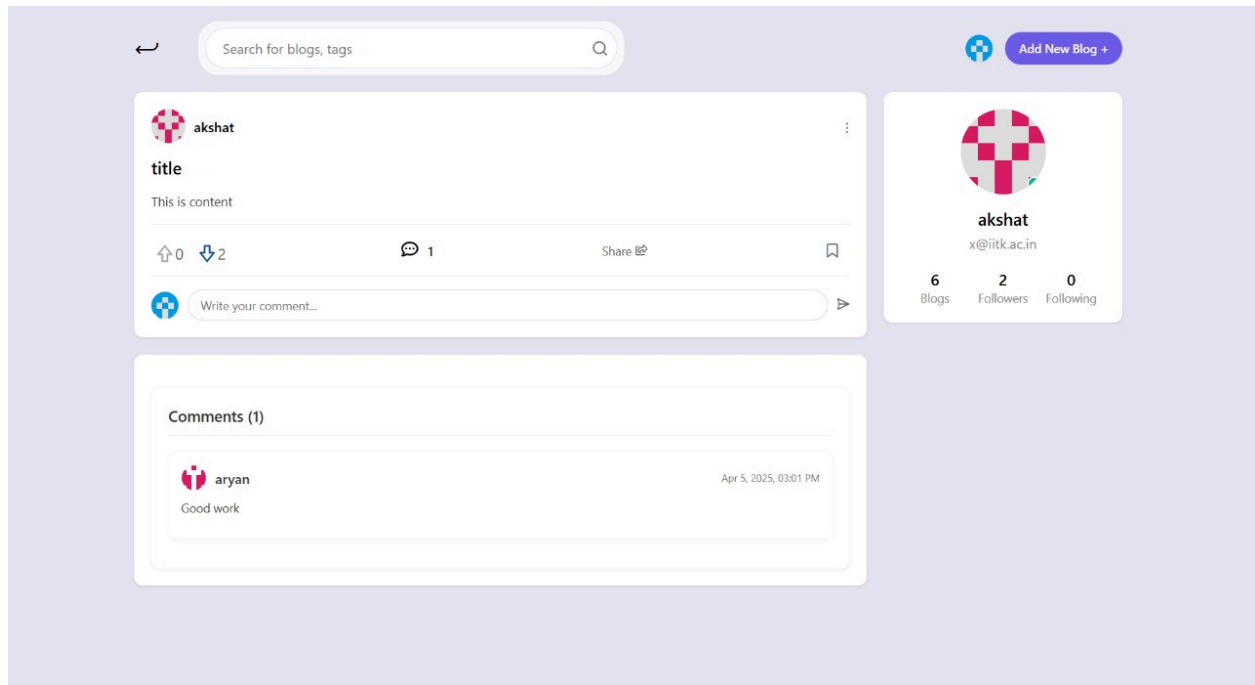
Blog Viewing

Home Page Navigation



- The Home page has two main tabs at the top:
 - **For You:** Displays popular blogs and recommended content.
 - **Following:** Shows blogs from users you follow.
- You can switch between these tabs by clicking on them.
- The sidebar on the right shows popular tags and trending topics.
- To add a new blog, click on the "Add New Blog +" button in the top right corner.

Single Blog Page



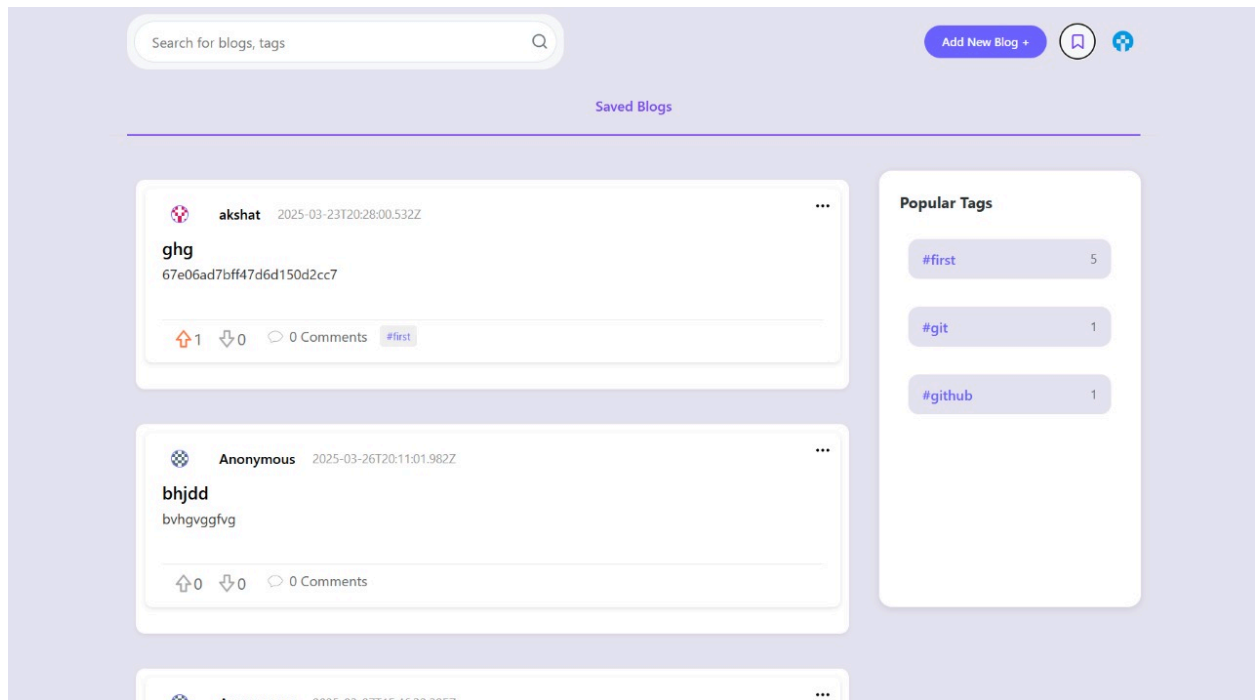
- When you click on a blog post from any page, you'll be taken to the Single Blog Page.
- This page displays:
 - The author's profile picture and name at the top
 - The full blog content
 - Tags associated with the blog
 - Interactive options at the bottom
- The blog interaction options include:
 - **Upvote/Downvote buttons:** To rate the blog
 - **Comments count:** Shows total number of comments
 - **Share button:** To share the blog with others
 - **Bookmark button:** To save the blog for later reading
 - The right sidebar shows the author's profile information including their blog count, followers, and following count.

Commenting on Blogs

- To add a comment to a blog:
 - Scroll to the comment section below the blog content
 - Type your comment in the text field
 - Press Enter or click the send button (arrow icon) to post

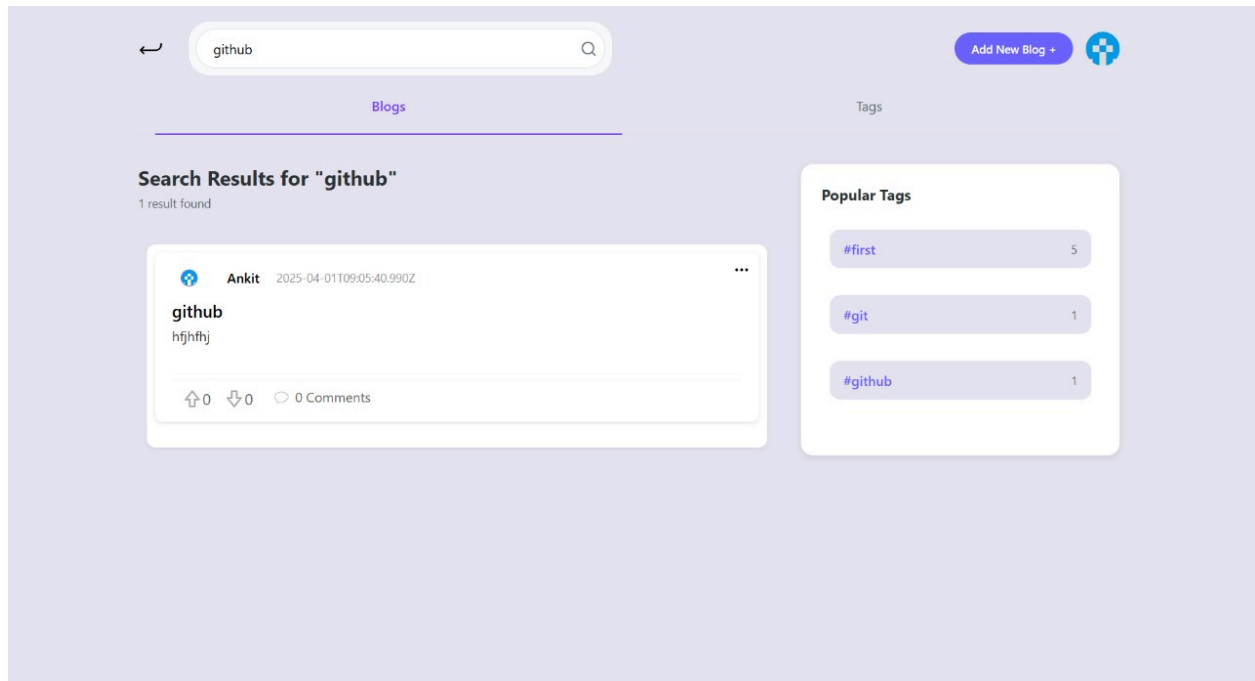
- Your comment will appear in the comments list with your profile picture and name
- For your own comments, you'll see additional options:
 - **Edit:** Allows you to modify your comment
 - **Delete:** Permanently removes your comment.

Saving Blogs for Later



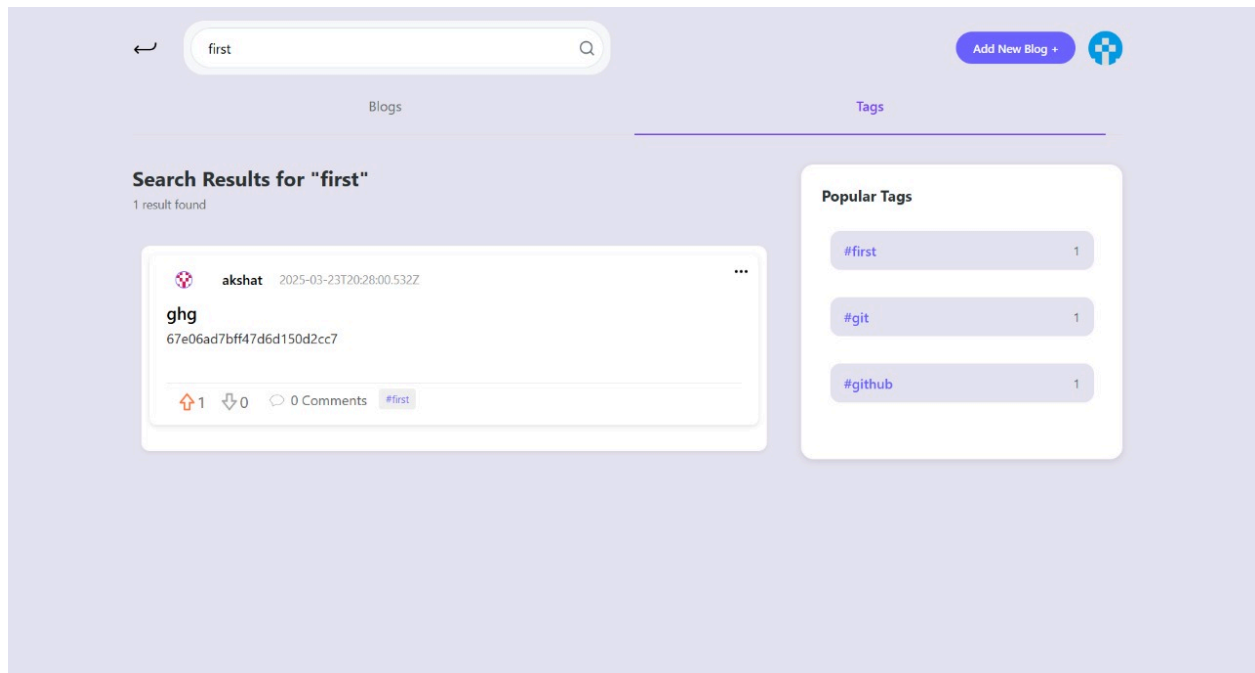
- To save a blog for later reading:
 1. Click the bookmark icon in the blog actions bar
 2. The icon will change color to indicate the blog has been saved
- To access your saved blogs:
 1. Click on the bookmark icon in the top navigation bar
 2. This will filter your view to show only saved blogs
 3. You can click on any saved blog to read it in full

Search Functionality



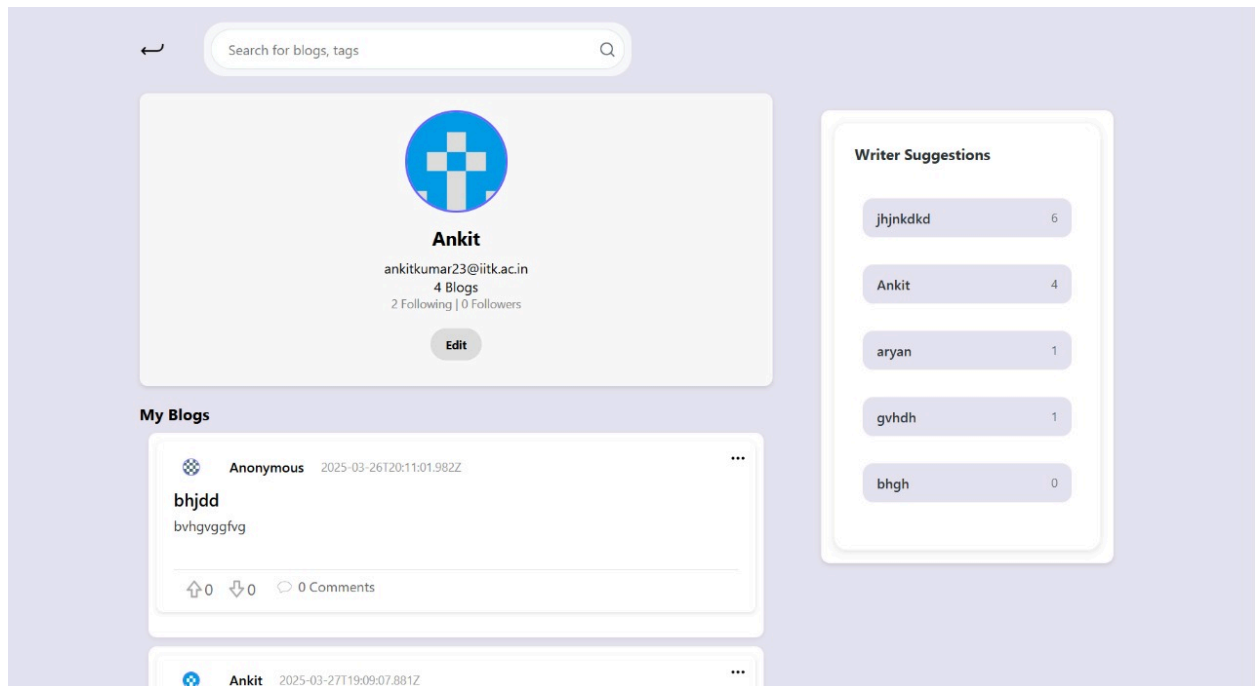
- To search for specific blogs or tags:
 - Enter keywords in the search bar at the top of any page
 - Press Enter or click the search icon
 - You'll be redirected to the Search Results page
- The Search Results page has two tabs:
 - **Blogs**: Shows blog posts matching your search query
 - **Tags**: Shows blogs associated with tags matching your search terms
- Each search result displays:
 - The blog title and preview
 - Author information
 - Vote count and comment count
 - Associated tags
- Click on any blog in the search results to read the full post

Tag-Based Navigation



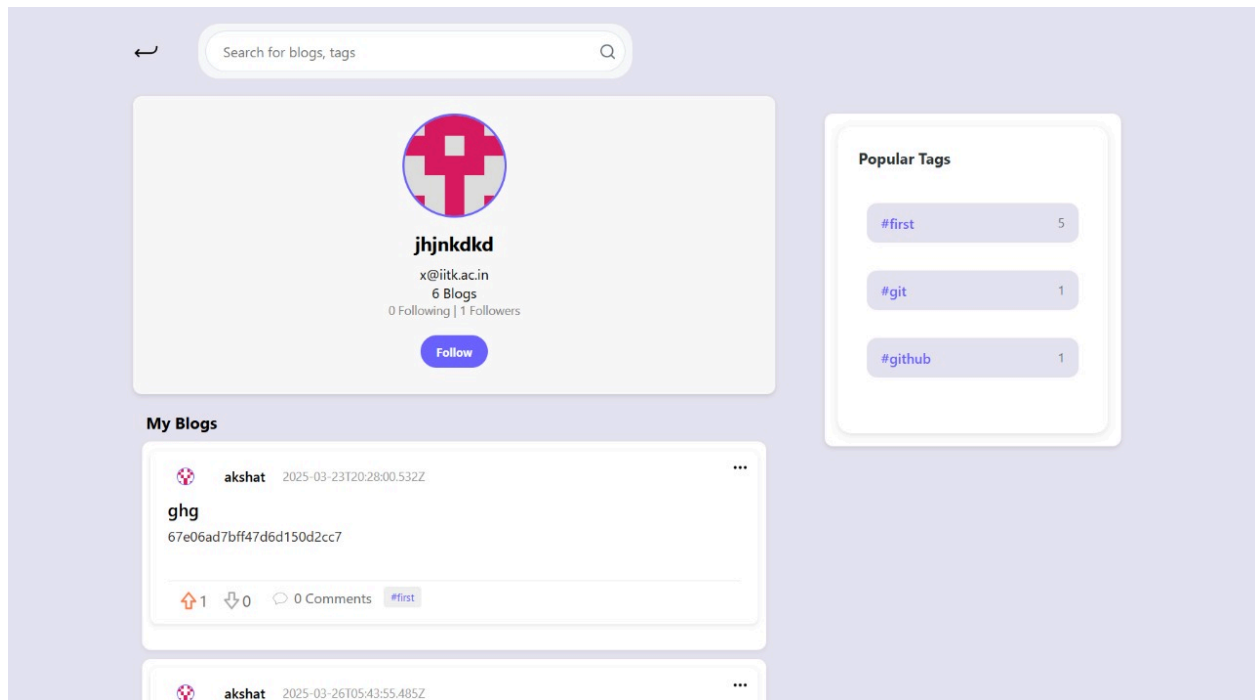
- You can browse blogs by tags in several ways:
 1. Click on a tag from the sidebar on the home page
 2. Click on any tag displayed on a blog post
 3. Search for a tag using the search bar
- The tag results page will show all blogs associated with the selected tag
- You can further refine your browsing by clicking on additional tags

Viewing User Profiles



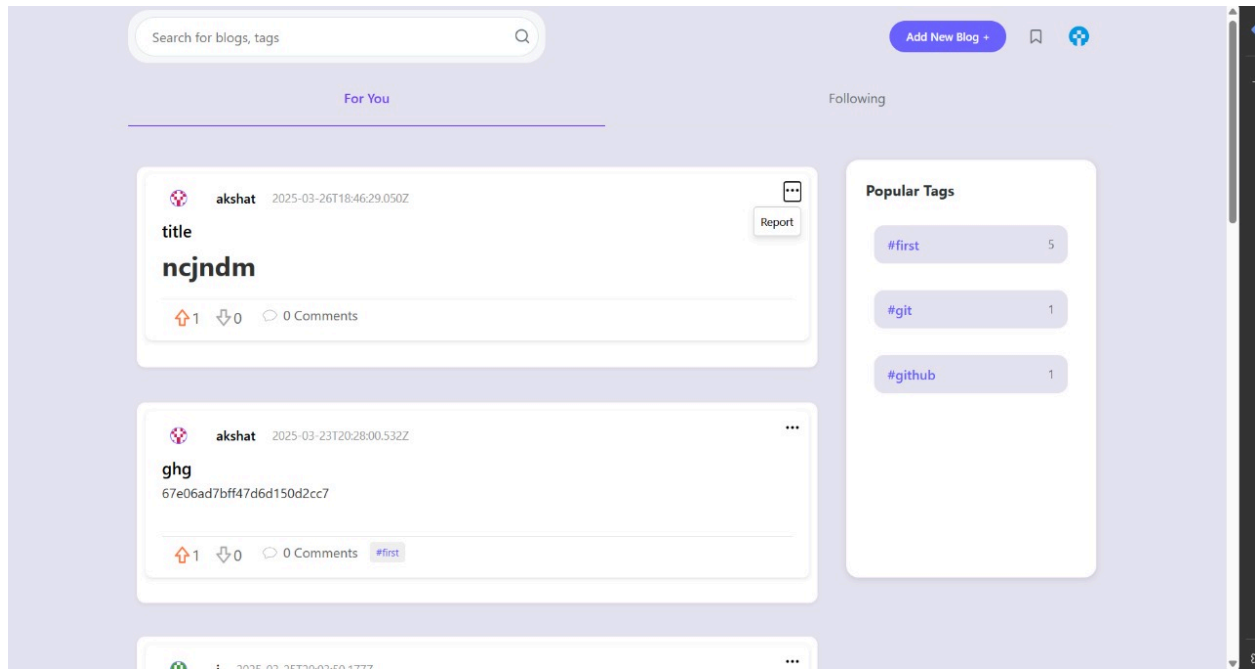
- To view a user's profile:
 - Click on their profile picture or name from anywhere in the application
 - You'll be taken to their profile page which displays:
 - Their profile picture and name
 - Email address (if public)
 - Blog count
 - Following and followers counts
 - A list of their published blogs
 - A list of their published blogs
- If you're viewing another user's profile:
 - You'll see a "Follow" button to follow/unfollow them
 - You can browse through their public blogs
- If you're viewing your own profile:
 - You'll see an "Edit" button to update your profile information
 - You can view all your blogs, including drafts and anonymous posts

Following Other Users



- To follow another user:
 - Navigate to their profile page
 - Click the "Follow" button
 - The button will change to "Following" to indicate you are now following them
- To unfollow a user:
 - Go to their profile page
 - Click the "Following" button
 - You will no longer see their posts in your "Following" tab
- Following users allows you to:
 - See their new blogs in your "Following" tab
 - Stay updated with their content
 - Build your personalized feed

Reporting Inappropriate Content

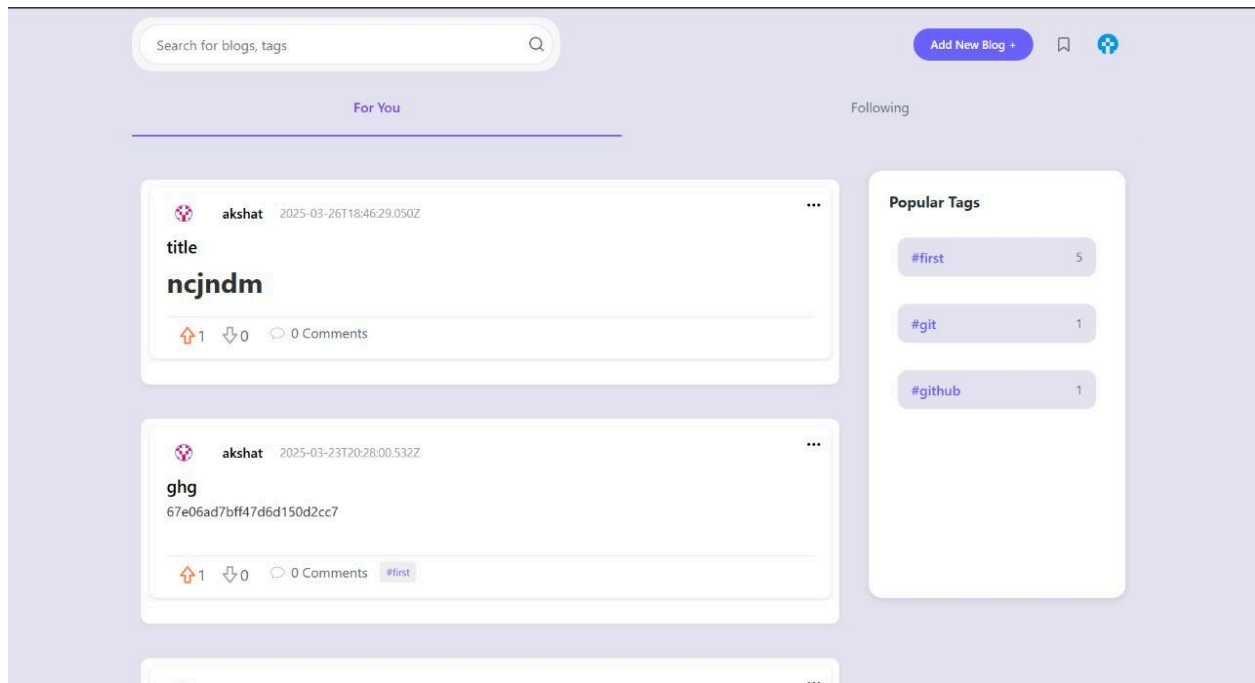


- If you encounter content that violates community guidelines:
 1. Click on the three dots menu (⋮) in the top right corner of the blog
 2. Select "Report" from the dropdown menu
 3. The blog will be flagged for review by administrators
- After reporting, you'll see a confirmation message

Administrators will review reported content and take appropriate action

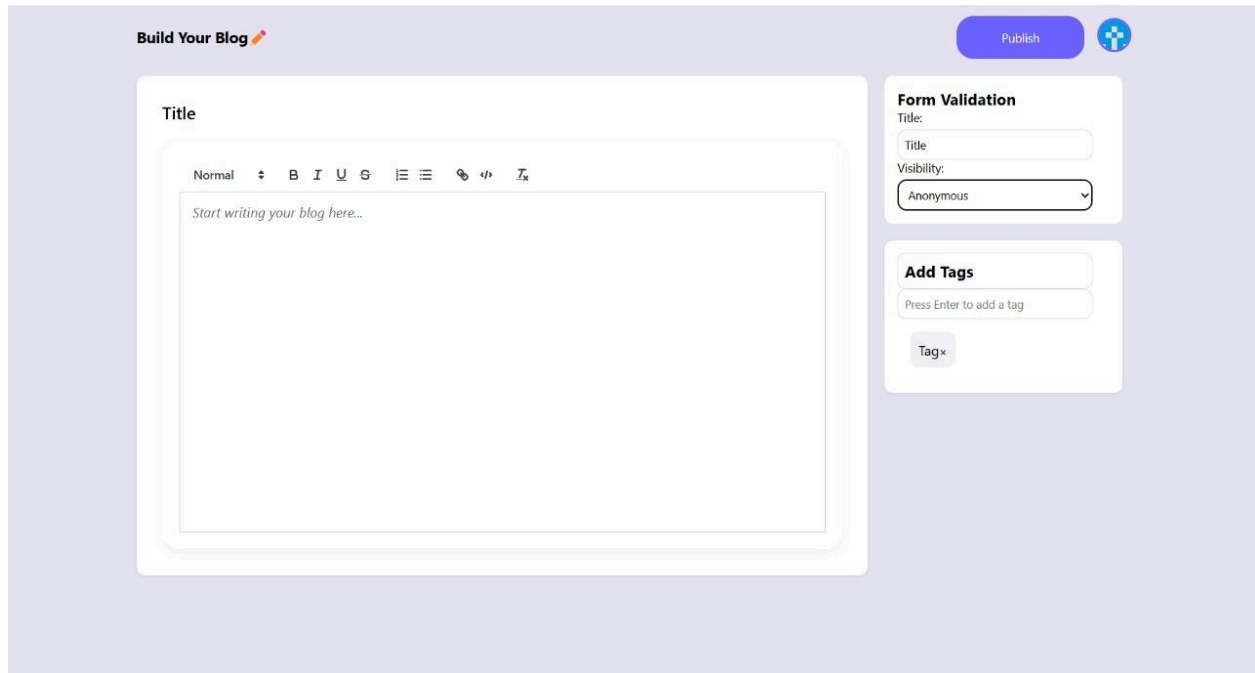
Blog Posting

Home Page



- This is how the Home Page looks like when you run the Echo software.
- Located around the centre-top lies the '**Add New Blog+**' button colored purple. If you want to upload a new blog on the platform, you need to click this option.
- After this you will be redirected to the so called Blog Writing Page.

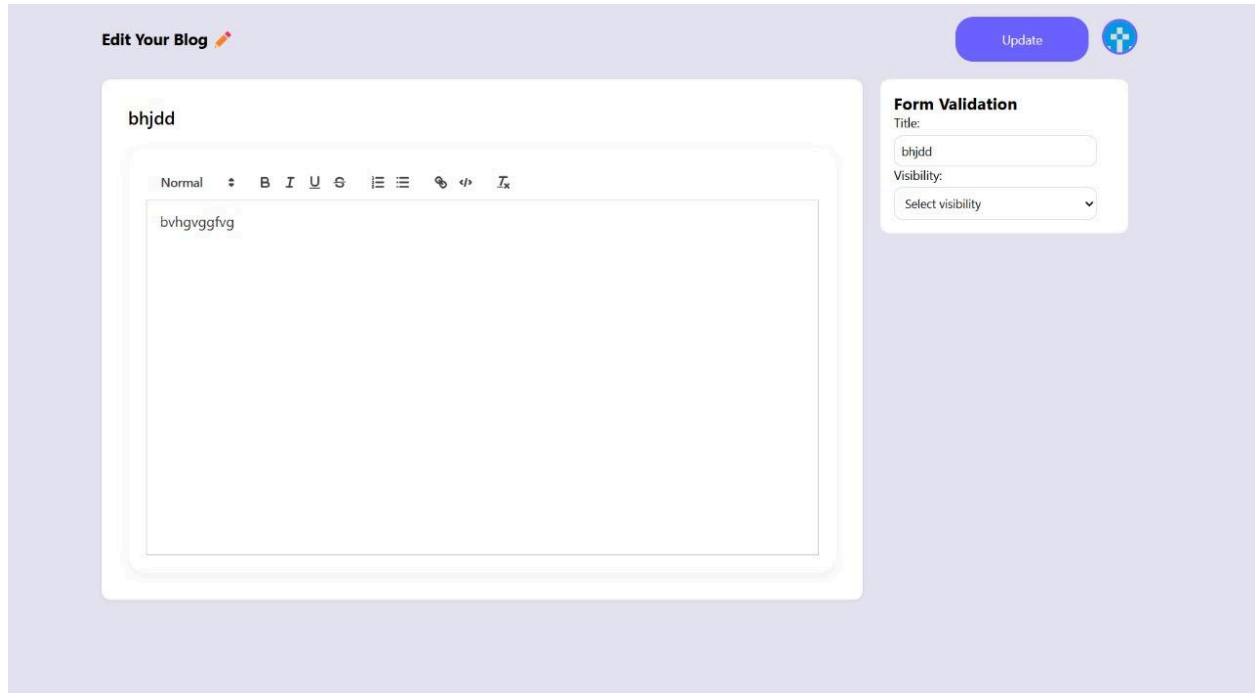
Blog Writing Page



The screenshot shows a web interface for building a blog. At the top left, it says "Build Your Blog" with a small icon. In the top right corner, there is a purple "Publish" button and a small blue icon. The main area is a large white box with a "Title" label at the top left. Below the title is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and text color. The editor area contains the placeholder text "Start writing your blog here...". To the right of the editor, there are two sections: "Form Validation" and "Add Tags". The "Form Validation" section has a "Title:" label, a text input field, a "Visibility:" label, and a dropdown menu currently showing "Anonymous". The "Add Tags" section has a label, a text input field with the placeholder "Press Enter to add a tag", and a "Tagx" button.

- Here, you are provided with different writing and editing features to build your blog.
- After writing the blog, you can add different tags to your blog in the '**Add Tags**' section.
- You can also decide about the visibility of your blog whether to be kept anonymous or not, in the '**Publish**' section.
- Finally, if you click on the purple-colored '**Publish**' button, your blog will be uploaded on Echo.
- Now, If you want to edit it in future, it is explained in the next steps.

Blog Edit Page

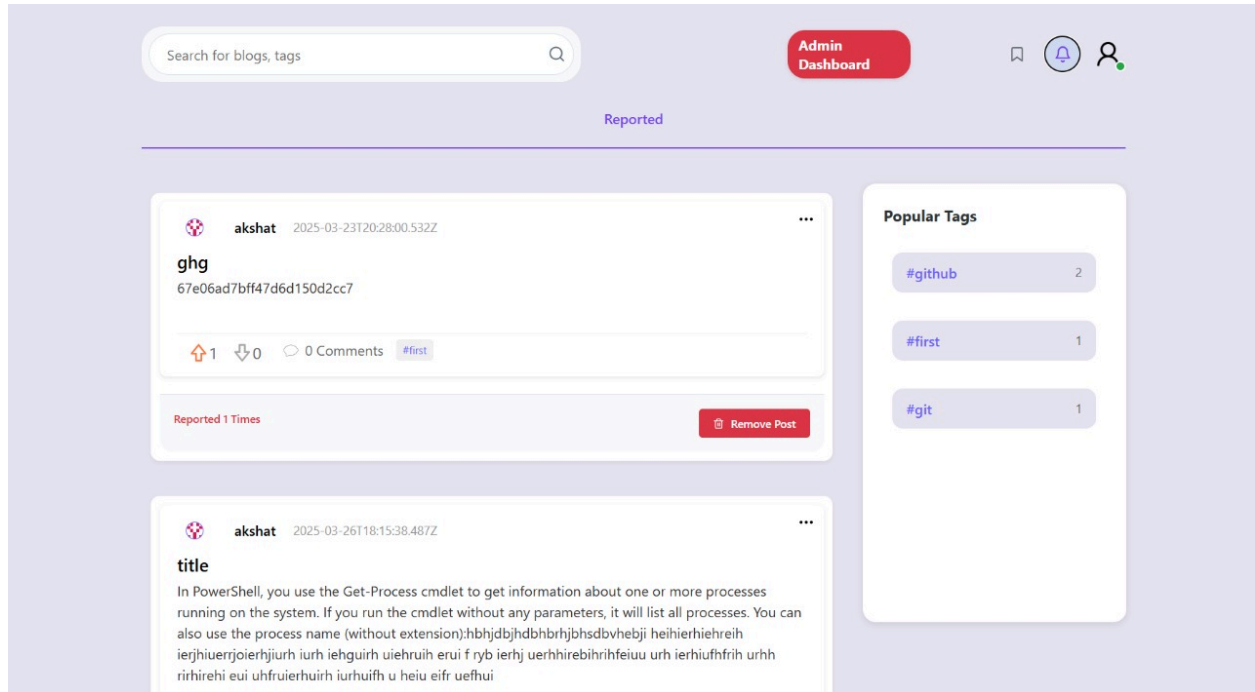


The screenshot shows a web interface for editing a blog post. At the top left, it says "Edit Your Blog" with a pencil icon. In the top right, there is a purple "Update" button and a user profile icon. The main content area is a white box with a title "bhjdd" and a rich text editor. The editor has a toolbar with options for Normal, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Link, Unlink, and Source Code. The text area contains the placeholder text "bvhgvggfvvg". To the right of the editor is a "Form Validation" panel. It includes a "Title:" field with the value "bhjdd", a "Visibility:" field with a dropdown menu showing "Select visibility", and a small blue icon at the bottom.

- After clicking on the blog you want to edit (obviously it must be one of the blogs that you had written), you will be redirected to this Blog Edit Page.
- Here you have many tools for formatting and editing to customize your content according to the needs. For example, you can change the font size of the blog heading.
- If you want to edit status and visibility, click on the purple-colored **'Edit'** button.
- Finally, after editing, click on the **'Update'** button in the top-right section.

Admin Features

Accessing Admin Dashboard



- The Admin Dashboard is only accessible to users with administrator privileges
- To access the Admin Dashboard:
 1. Log in with your admin account
 2. You'll see an "Admin Dashboard" badge at the top of the page
 3. The interface resembles the regular home page but with additional administrative controls

Admin Navigation

- The Admin Dashboard has several specialized views:
 - **For You:** Similar to the regular home page, but with moderation controls
 - **Following:** Blogs from users you follow
 - **Reported:** Shows all blogs that have been reported by users
 - **Saved:** Access to your bookmarked blogs
- Toggle between these views using the navigation tabs or the icons in the header

Viewing Reported Content

- To view reported content:
 1. Click on the bell icon in the top navigation
 2. The page will display all blogs that have been reported by users
 3. Each reported blog shows:
 - The blog content
 - Number of reports received
 - Action buttons for moderation

Moderating Reported Blogs

- For each reported blog, you have moderation options:
 1. Review the content to determine if it violates guidelines
 2. Use the "Remove Post" button to delete inappropriate content
- When you remove a post:
 1. The blog is permanently deleted from the platform
 2. The author will no longer see it in their profile
 3. All associated comments are also removed

Managing User Accounts

- While not directly shown in the interface, admins can manage user accounts through backend controls
- This includes:
 - Reviewing new user registrations
 - Handling account issues

Returning to Regular View

- While not directly shown in the interface, admins can manage to go back to regular usage through the URL by removing the '/admin'.
- This will navigate you back to the previous page or the home page
- You can toggle between admin view and regular user view at any time

Analytics and Monitoring

- The Admin Dashboard provides insights into platform activity:
 - Popular content and trending topics
 - User engagement metrics
 - Content moderation statistics
- Use these analytics to:
 - Identify popular content categories

- Monitor platform health
- Guide content moderation decisions

Advanced Blog Viewing Features

Blog Interactions

- Beyond basic reading, you can interact with blogs in several ways:
 - **Upvoting/Downvoting:** Express your opinion on blog quality
 - **Commenting:** Engage in discussions with authors and other readers
 - **Sharing:** Share interesting blogs with others via social media
 - **Saving:** Bookmark blogs to read later
- These interactions help create a dynamic community experience

Content Filtering

- Echo provides various ways to filter the content you see:
 - **For You:** Algorithmically recommended content
 - **Following:** Content from users you follow
 - **Tags:** Content filtered by specific topics
 - **Search:** Content matching specific keywords
- Use these filters to customize your reading experience and discover content that interests you

Profile Customization

- You can customize your profile to better represent yourself:
 1. Go to your profile page
 2. Click the "Edit" button
 3. Update your display name
 4. Click "Save" to apply changes
- Your profile represents you across the Echo platform and is visible to other users when they view your blogs or comments