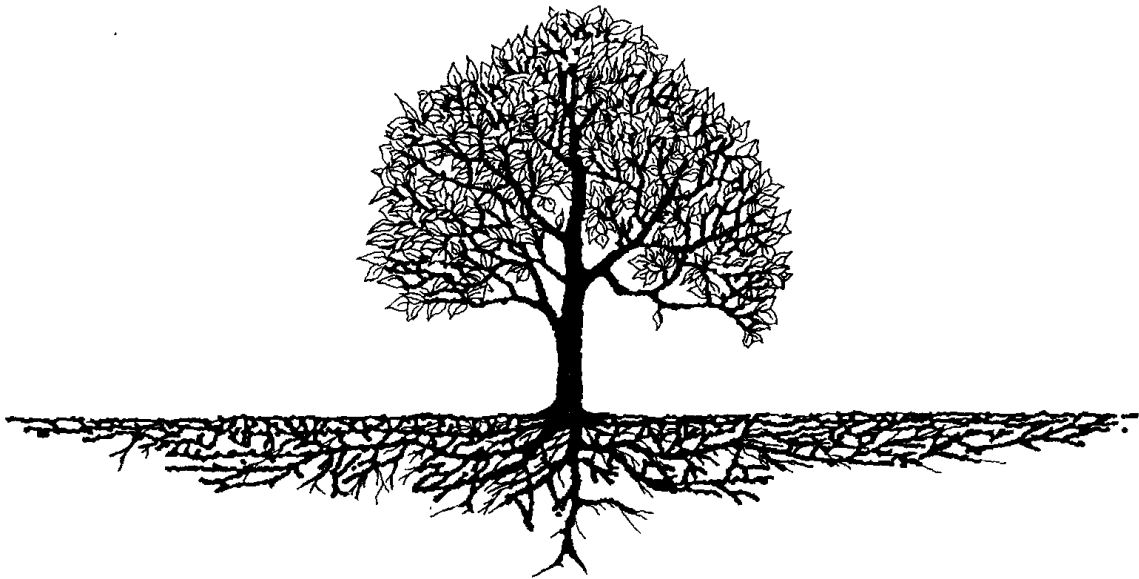


Roots User Reference Guide



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Application Overview

What is Roots?

Roots is a social network designed specifically for Northwood residents. Roots allows Northwood residents to seamlessly interact with their peers within the Northwood community. This application allows its users to interact in a one to all or a one to one fashion.

Who Can Use Roots?

Roots is only available to Northwood residents. Thus anything posted will only be able to be seen by members of the Community.

Where Can You Access Roots?

The only location where you can access roots is within the Northwood Complex using a Northwood provided internet connection.

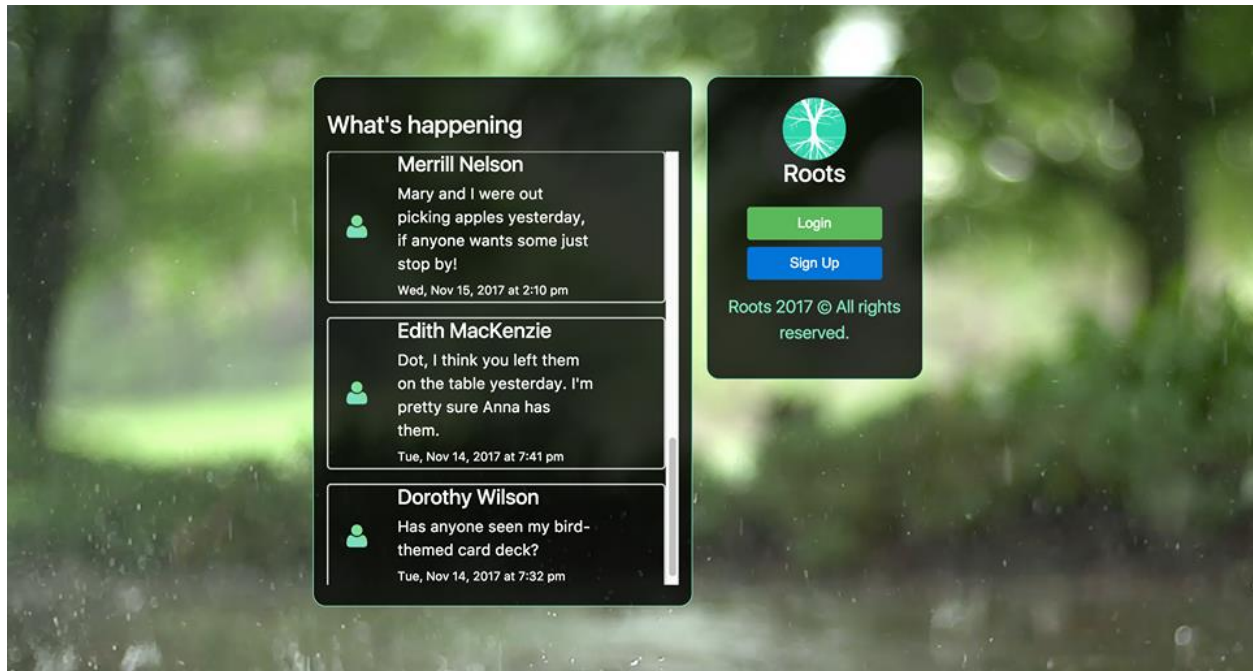
Why Should You Use Roots?

Roots allows users to contribute and interact with the Northwood community as a whole. This allows users to be more involved and aware of activities and the views of their peers. Thus creating a more enjoyable experience for residents.

Essential Operations & Features

Sign-Up

Creating an account is essential for many features of Roots. To begin to account creation process simply press the “Sign-up” button found on the home screen of the application.



An account consists of a Name, a UserName, and a password (as seen in the photo below). The Name is your personal name. This is the name that people will see when you submit a post, or will search for when wanting to send you mail. It is recommended that you use both your first and last name to avoid any possible confusion between users.

The UserName is what will be required for you to log-in to your account. This can be as simple or as complex as you wish, however no two people may have the same UserName. If you do choose one that has already been chosen you will be asked to choose a different UserName.

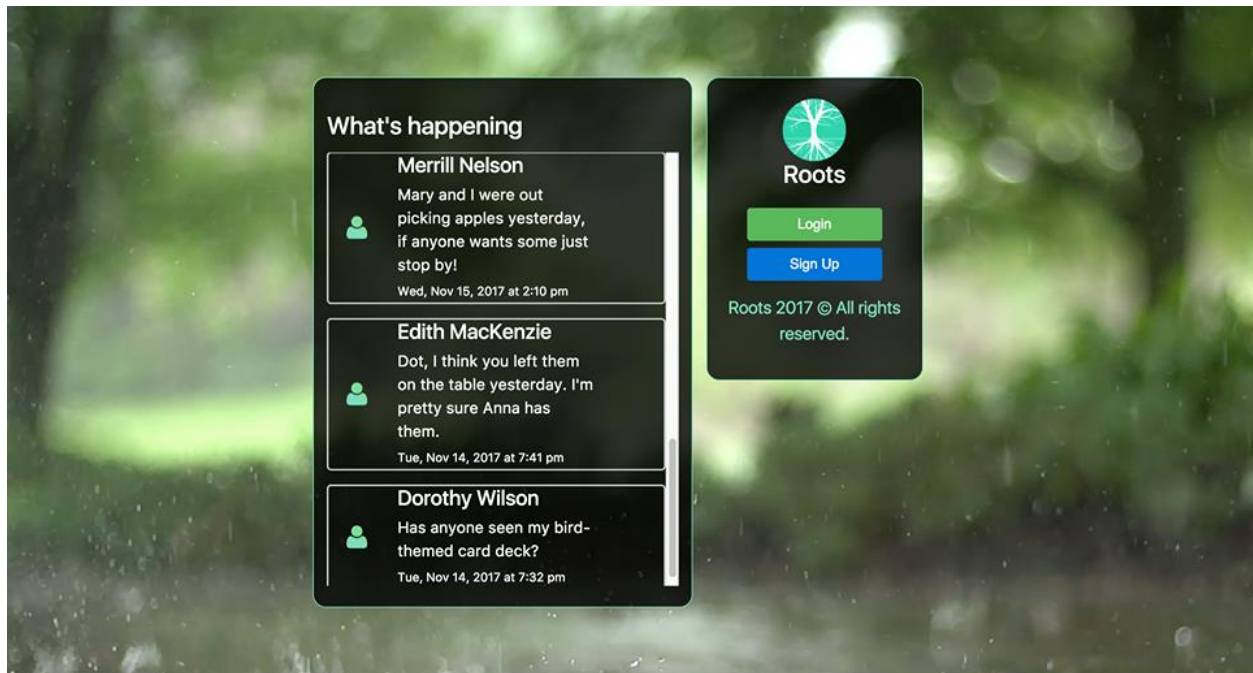
The password can be even more simplistic than the UserName, you may make it as complex or as simple as you wish, or you can leave it blank and only remember your UserName to log-in.

A screenshot of the "Sign Up" form in the Roots app. The form has a blue header with the text "Sign Up" and a close button (an 'x' in a circle). Below the header are four input fields: "Your Name" (with a text icon on the right), "Create a Username" (with a text icon on the right), "Password" (with a password icon on the right), and "Confirm Password" (with a password icon on the right). At the bottom right of the form are two buttons: "Cancel" and "Continue".

Log-In

To log-in to the application you must first have a UserName and password. If you do not have a UserName and password please follow the steps listed within the “Sign-up” section of this document.

To begin the log-in process press the log-in button on the Roots log-in screen.



Enter your UserName in the UserName section, followed by your password, or lack of password, in its section. If the information entered is correct you will be logged in to the account. If they are invalid, an message will alert you and you must restart the log-in process using the correct UserName and Password. If you have forgotten your password please contact your system administrator.

Sign In

Username

Username

Password

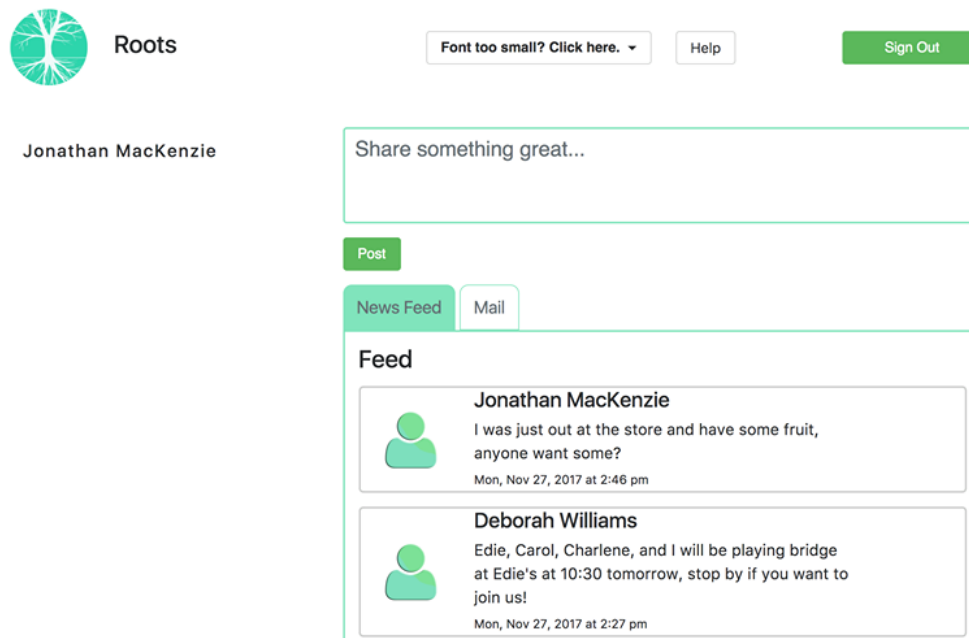
password

Cancel

Continue

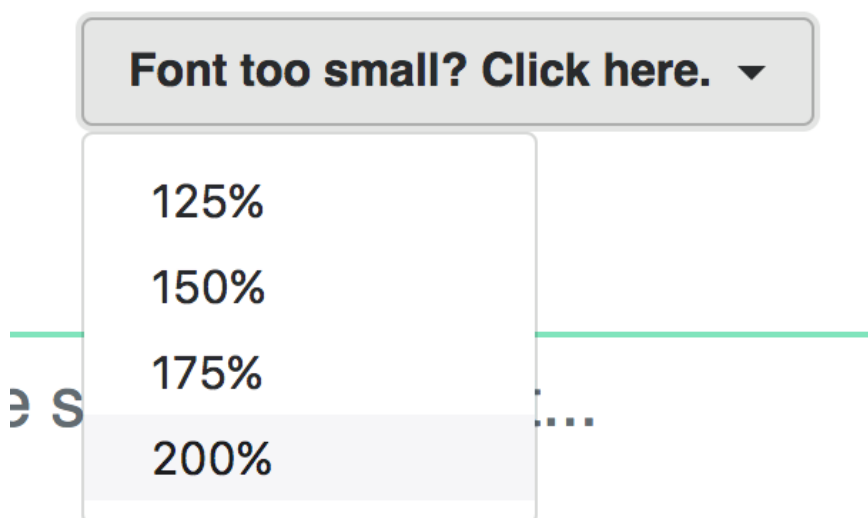
Navigating To Different Pages

Roots contains many different pages within the application available only to those who have Roots accounts. These include “News Feed” and “Mail”. To navigate to one of these pages click on the respective tab and you will immediately be taken to that page.



Adjusting Font Size

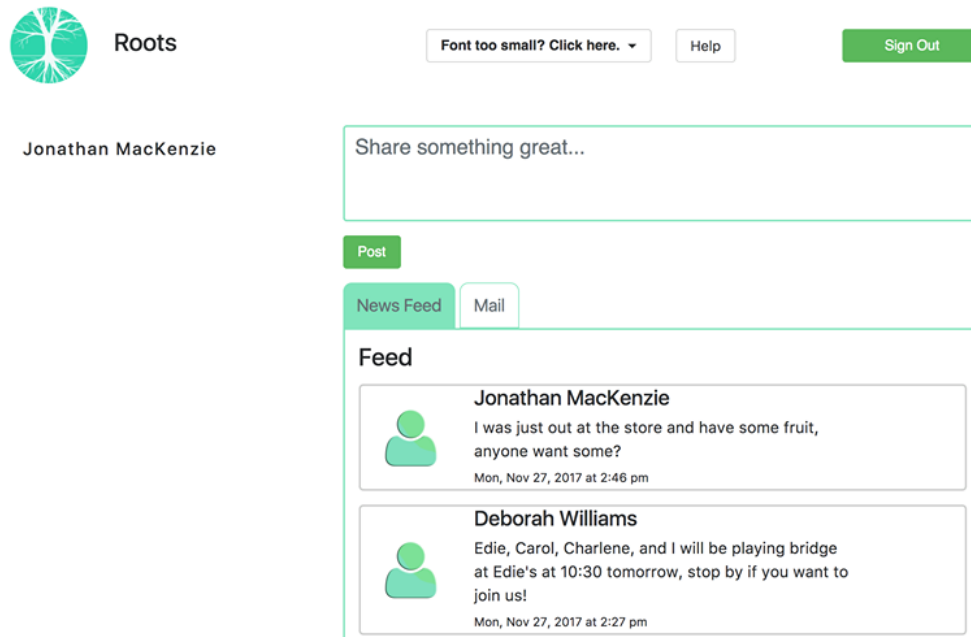
By clicking on the “Font too small?” button you will be able to choose what font size you wish to have. This setting will be saved and the font will be adjusted to your personal settings whenever you are logged-in. The default for all new users is 125%.



The News Feed

What is the News Feed?

The news feed is one of many features that Roots offers. It serves as a one to all messaging system. That means that if you submit a post to the News feed everyone with access to the application will be able to see what has been posted. You can even view the News feed without having a Roots account. This is done by opening the application to the log-in page and the news feed is available to the left of the log-in and sign-up buttons.



The screenshot shows the Roots application interface. At the top left is the Roots logo, a green tree icon, followed by the name "Jonathan MacKenzie". To the right are three buttons: "Font too small? Click here. ▾", "Help", and "Sign Out". Below the logo is a text input field with the placeholder "Share something great...". Below this is a green "Post" button. Below the "Post" button are two tabs: "News Feed" (selected) and "Mail". Below the tabs is a "Feed" section containing two posts. The first post is by Jonathan MacKenzie, with the text "I was just out at the store and have some fruit, anyone want some?" and a timestamp of "Mon, Nov 27, 2017 at 2:46 pm". The second post is by Deborah Williams, with the text "Edie, Carol, Charlene, and I will be playing bridge at Edie's at 10:30 tomorrow, stop by if you want to join us!" and a timestamp of "Mon, Nov 27, 2017 at 2:27 pm".

Creating a Post

To create a post you must be signed in to a Roots Account. Enter the message you wish to post in the section named "Share something great...". When the post satisfactory press the "submit" button and you post will be added to the news feed.



This is a close-up of the text input field and the "Post" button. The input field has the placeholder text "Share something great...". Below the input field is a green "Post" button.

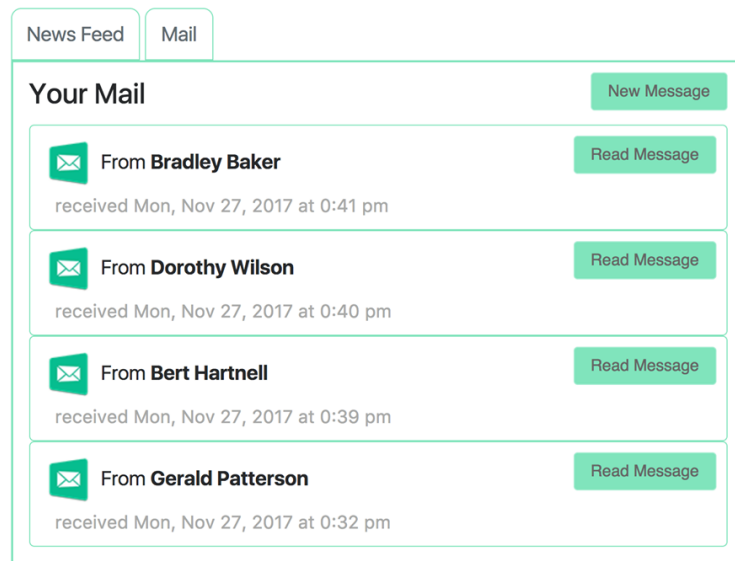
Mail

What is Mail?

Mail is a one to one messaging system, similar to an email system. You can start a conversation, reply to a message, and delete personal messages.

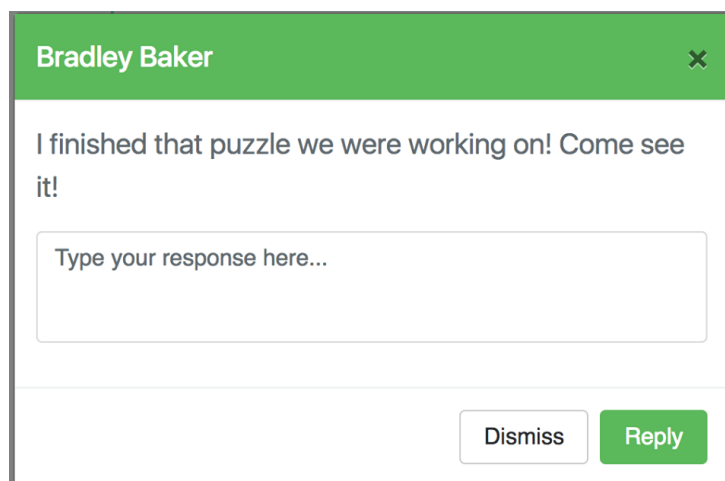
Reading Your Mail

From the “Mail” tab you can read mail you have received by pressing the “Read Message” button found to the left of the mail. Starting a Conversation



Replying to a Message

You can reply to a message from within the message itself. First open the message you wish to reply to. Then type your response in the space labeled “Type your response here...”. Once the reply is to your liking clicking the “Reply” button will send the response to the sender.



Starting a Conversation

To start a conversation with a fellow resident click on the “New Message” button. Then you must begin by entering the recipient’s name in the appropriate field. This will autocomplete giving you suggestions as you continue typing. Then you type your message in the box below and press the “Send” Button.

Note: The send button will only appear if the name you have entered is a valid User.

Send a message to someone

Type a name here...

Type your message here...

Cancel