**The Shakespeare Folios Project User Guide**

The functions of the site include the ability to:

* Register
* Login
* Uploading Folios
* Collaborating on Folios
* Searching for Folios
* Viewing All Questions
* Viewing a Single Question

Step by step guide:

**1.0 Viewing Folios**

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| Users may view all Folios in our records. By clicking the “Folios” button on the top navbar, this will direct them to the “Folios Page”. |  |
| The “Folios Page” display all the folios in a three-column long table. Each column contains the SFP Number, Edition and Owner accordingly.  Once there, users may sort the table according to SFP number, Edition or Owner.  They may also use the search bar located above the table to search based on to SFP number, Edition or Owner. |  |
| When a user selects an individual folio from the “Folios Page” PHP code will create a current folio session to render the designated folio on the “Folio Page”.  The user will then be directed to the corresponding “Folio Page”. |  |

**2.0 Uploading Folios**

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| Successfully logged in users may upload folios from their account to the website.  They do this by clicking the “Post” button located on the top navbar and bottom left of the “Profile Page”, this will direct them to the “Upload Page”. |  |
| When directed there, users must provide valid information about a there Folio in the form of text.  Once submitted, the system will the use front end HTML code to verify valid entries have been entered in the text fields before passing the data to the back end. If the information is invalid, HTML code will display a relating error, keeping the user on the “Upload Page”.  Once valid data has been entered it will be passed to the upload PHP code, which will attempt to insert the questions information into the “Question” table. |  |
| Once a user has successfully uploaded a question the will be redirected to their profile page. |  |

**3.0 Register/Login**

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| Users may register with an account on our system. They do this by clicking the “Register” button on the top navbar, this will direct them to the “Register page”.  Once there, potential account owners must provide their first name, last name, a unique username, email address and password. |  |
| When submitted, the system will the use front end HTML code to verify valid entries have been entered in the first name, last name, email and password fields before passing the data to the back end. If the information is invalid, HTML code will display a relating error, keeping the user on the “Register Page”.  Once a user has successfully registered they will be able to upload questions and respond to other uploaded questions. Along with all other functionalities listed above. |  |
| Successfully registered users may log in to their account from our website. They do this by clicking the “Login” button on the top navbar, this will direct them to the “Login page”.  Once there, account owners must provide their username and password.  When submitted, the system will the use front end HTML code to verify valid entries have been entered in the email and password fields before passing the data to the back end. If the information is invalid, HTML code will display a relating error, keeping the user on the “Login Page”. |  |
| To do that we must first hash the selected password using the MD5 hashing algorithm. If the username exists in the “User” table PHP code will create a login user session constructed from the username and redirect them to their “Profile Page”.  Once a user has successfully logged in they will be able to upload questions and respond to other uploaded questions. Along with all other functionalities listed above. |  |

**4.0 Collaborating**

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| Users will be able to invite other registered users to collaborate on their uploaded folios.  These collaborators may alter and or add information/pictures to the folios that they are given permission to.  Collaborators may only edit posted folios not delete them.  The deleting of folios operation is entitled to the original user that posted the folio along with editing.  This is done by clicking the “Invite Collab” button located on the left navbar of a “Folio Page”. |  |
| Once there a register username must be inserted to invite. Once submitted HTML code will verify an entry has been made before passing the data to the PHP code. |  |
| Otherwise the username will be inserted into the “Collaborator” table and the user will be redirect back to the corresponding “Folio Page” with a message about successfully inviting the user. |  |
| Successfully logged in users may collaborate on other folios they have been invited to.  This is done by clicking the “Collab” button located on the left navbar of a “Folio Page”.  Once clicked, the user will be directed to the “Collaborate Page” which will contain all of the folio’s information in the form of editable text boxes. |  |
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| When submitted, the system will the use front end HTML code to verify required entries have been entered before passing the data to the back end. If the information is invalid, HTML code will display a relating error, keeping the user on the “Collaborate Page”.  Once valid data has been entered it will be passed to the collaborate PHP code, which will attempt to set the new folio information in the “Folio” table.  Once done the user will be directed back to the corresponding “Folio Page” with a message about the successful collaboration. |  |

**5.0 Searching for Folios**

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| Users may search for Folios based on selected attributes. They do this by clicking the “Browse” button on the top navbar, this will direct them to the “Browse Page”.  Once there, users must select an Edition and owner to filter the Folios by. |  |
| Once data has been selected it will be passed to the search PHP code, which will attempt to select from the “Folio” table where the edition and owner fields matche.  If no Folios match in the “Folio” table PHP code will display a message informing the user that no results have been found. |  |
| Otherwise, PHP code will direct the user to the “Browse Results Page” with the resulting Folio matches.  From there the user may go back to the “Browse Page” or select a folio to view. |  |