

VERSION 1

FEB 2024

Manual



WASTE NOT

Waste Not User Guide

Learn how to use the Waste Not website by reading through this guide.

Table of Contents

The different sections below should demonstrate how to conduct the desired tasks and should outline the best ways to do so.

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USER

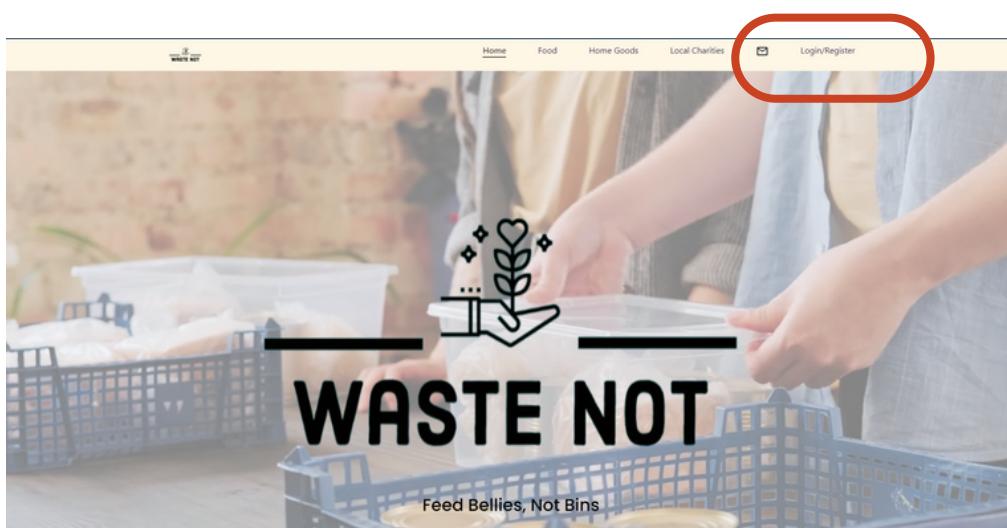
Details

Throughout this section this guide will show you the basic functions of all users, this will include:

- Register
- Login
- Forgot Password
- Delete Account
- View/ Update Profile



REGISTER



Details

In order to register for Waste Not you shall need to visit the Waste Not and in the top right hand corner there is a Login/Register button (If a user is already logged on it will display the users' first name).

When there hit the 'Sign Up' button above the login form- this will then take you to the register form

The registration form fields include:

- Email address: Enter email
- Password: Enter password
- Submit button
- Forgot password? link

The Register form should then show up. Now fill in the details inside it and hit 'Submit'

REGISTER



A photograph showing two women in a grassy field. One woman, wearing a straw hat and a striped shirt, holds a basket filled with red apples. The other woman, wearing a yellow jumpsuit, reaches out to take an apple from the basket. The background shows a body of water.

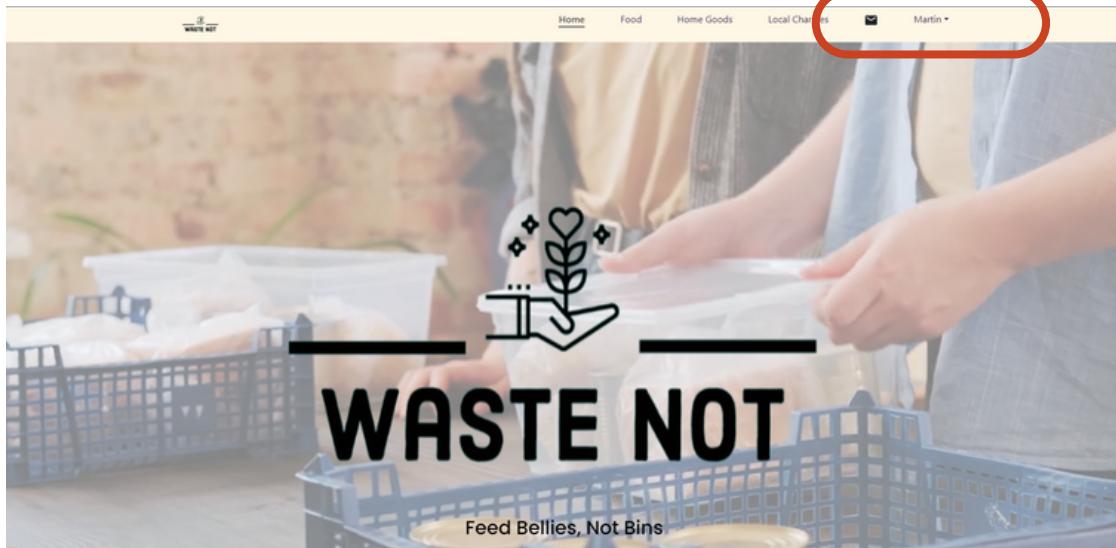
Home Food Home Goods Local Charities Login/Register



A registration form titled "Register". It includes fields for First Name, Last Name, Email Address, Password, and Confirm Password. A "Submit" button is at the bottom. The entire form area is circled in red.

When this form is submitted (ensuring all of the details are correct), you should be taken to the login screen with the details already entered, just hit 'Submit'

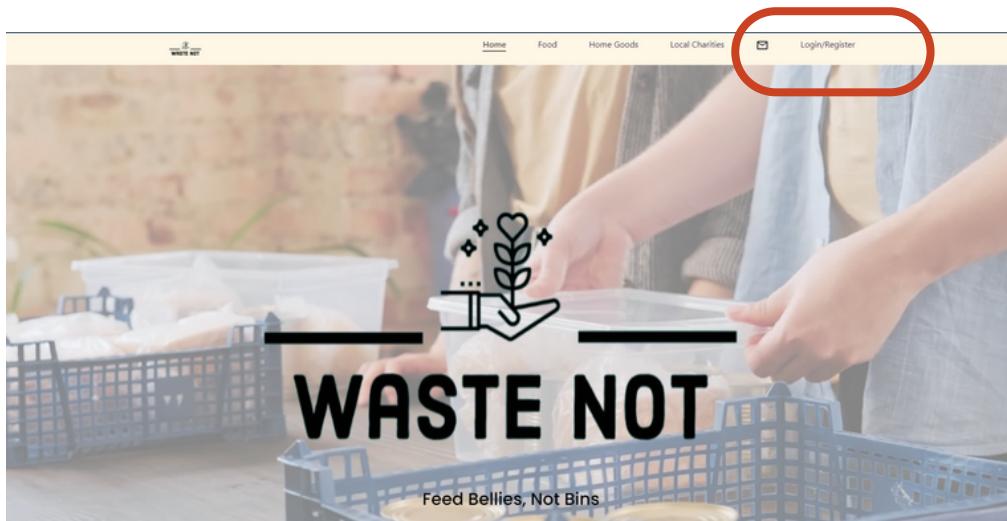
Once you hit submit you will be taken back to the home screen as a logged in user. (Shown with the user's name in the top right.)



The home screen of the Waste Not website. It features a background image of a person preparing food. Overlaid on the image is a logo consisting of a stylized plant in a hand, with the text "WASTE NOT" in large, bold, black letters below it. Smaller text at the bottom reads "Feed Bellies, Not Bins". The top navigation bar includes links for Home, Food, Home Goods, Local Charities, and a login/register section. A user profile icon with the name "Martin" is visible in the top right corner, also circled in red.

You are now Registered and Logged in.

LOGIN

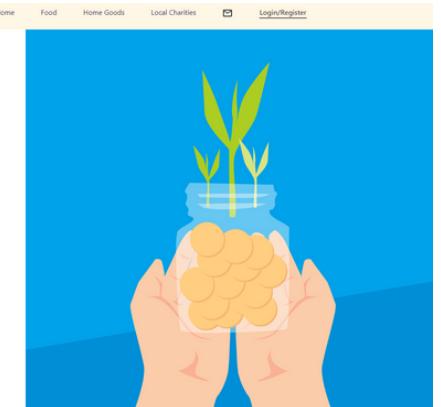


Details

In order to login for Waste Not you shall need to visit the Waste Not and in the top right hand corner there is a Login/Register button (If a user is already logged on it will display the users' first name).

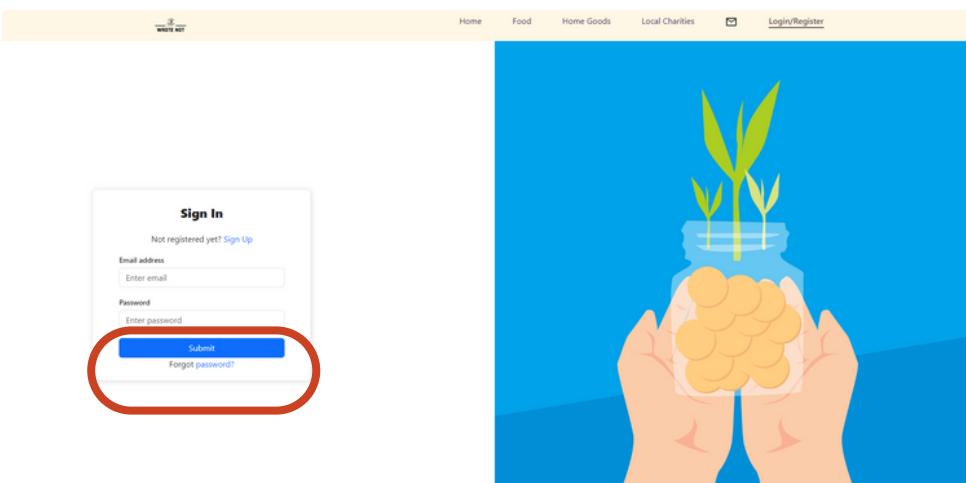
When there fill in your email and password and hit 'Submit'. If authenticated you will be taken to the home page with your first name in the top right corner.

The sign-in form has two input fields: 'Email address' and 'Password', both with placeholder text 'Enter email...' and 'Enter password...'. Below the fields is a blue 'Submit' button. A red circle highlights the entire form area.



You are now Logged in.

FORGOT PASSWORD



Details

If when logging in you realise you have forgotten your password, simply hit the 'forgot password' link under the login form.

Fill in this form with your email and receive a password reset link. Click this link and be transported to a reset form.



Password Reset
jwoodburn01@qub.ac.uk

Password

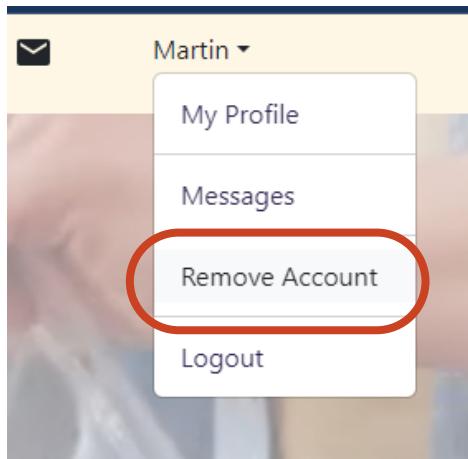
Confirm Password

Type in your new password and confirm it then hit the 'Submit' Button, you will then receive a confirmation message of the password change, now try to login again.

"**Password Changed, now try to login**"

You have reset your password

REMOVE ACCOUNT

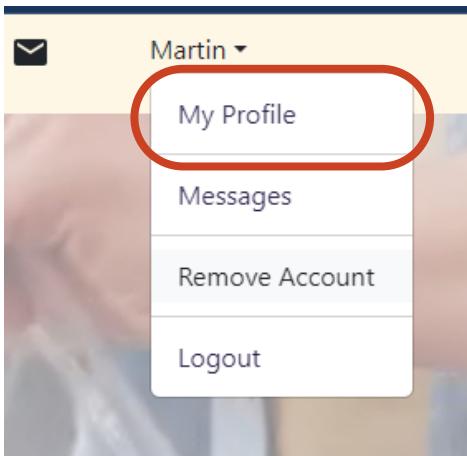


Details

When Logged in hit the dropdown with your name on it then select the 'Remove Account'. This will notify our admin that you want to remove your account. They will then delete your account for you.

You have removed your account

VIEW / UPDATE ACCOUNT



Details

When Logged in hit the dropdown with your name on it then select the 'My Profile' option, this will take you to the profile page.

When here you can see your account details and your own 'Current Listings' as well as your 'Claimed Listings'. Here as well by clicking the pencil icon beside the 'Profile Details' title you can update details.

This will then show a form filled in with your details, edit these if you wish and you can personalise your profile with a new profile pic as well. Once finished hit the 'Update' button and your details will be updated.

Update Profile

First Name	Martin
Last Name	Sheen
Email Address	msheen@example.com
Password	(empty)
Confirm Password	(empty)
User Profile Image	Choose file No file chosen

You have viewed/ updated your account

REPORT A USER

The screenshot shows a user profile for 'Jamie Martin'. On the left, there is a large image of a round bread loaf. To the right, there is a blue profile picture of a person. Next to the profile picture, the name 'Jamie Martin' and the text 'Waste Not User since' are displayed. Below the profile picture are two icons: a person icon and an envelope icon, both of which are circled in red.

Details

To report a user you go to one of their items, hit the profile icon that will take you to their page, then you hit the report icon shown below.

The screenshot shows a user profile for 'Bob Marley'. On the left, there is a large image of Bob Marley's face. To the right, there is a blue profile picture. Above the profile picture, the name 'Bob Marley' and the text 'Waste Not member since 2023' are displayed. A red circle highlights the profile picture. Below the profile picture, there is a section titled 'User Details' with the same information. Further down, there is a section titled 'User's Current Listings' showing two items: a bowl of food and a burger. To the right, there is a 'Report User' modal window. The modal has a title 'Report User' and a text input field asking 'Please Enter Why You Want To Report This User'. At the bottom of the modal are two buttons: 'Close' and 'Report', with 'Report' being red.

Then you fill in the reporting reason and hit 'Report'.

You have now reported a user

DONATING

Details

Throughout this section this guide will show you how to donate items and functions surrounding that:

- List an Item
- Update Listings
- Respond to Messages
- Donate to Charities
- View Your Listings



LIST AN ITEM

The screenshot shows the 'Food' section of the Waste Not website. The 'Food' tab is active in the top navigation bar. Below the navigation, there is a search bar labeled 'Search Food'. The main content area displays four items in a grid:

- Bread Loaf - Round**: Spare loaf of bread 3 days old, not planning on using it for anything. Contains: Wheat. Located in South Belfast.
- Apple Crumble**: Apple crumble portion left over from last nights dinner. Contains: Dairy, Wheat. Located in North Belfast.
- Burger**: Last nights burger, was 2 for one for got both but didn't eat this one. Contains: Wheat. Located in North Belfast.
- Peanut Pie**: Fresh peanut pie. Contains: Nuts. Located in East Belfast.

At the bottom right of the page content, there is a blue 'Add New' button, which is also circled in red.

Details

Once logged in hit either the Food or Home Goods tab in the navbar, this will take you to those pages. Then hit the 'Add New' button to open the form.

The 'Add New Item' modal is displayed. It contains the following fields:

- Item Type**: A dropdown menu with 'Select...' as the placeholder.
- Item Name**: A text input field with 'e.g. Old Sofa' as a placeholder.
- Item Description**: A large text area for item details.
- Item Image**: A file upload field with 'Choose file' and 'No file chosen' labels.
- Item Location**: A text input field with 'e.g. South Belfast' as a placeholder.

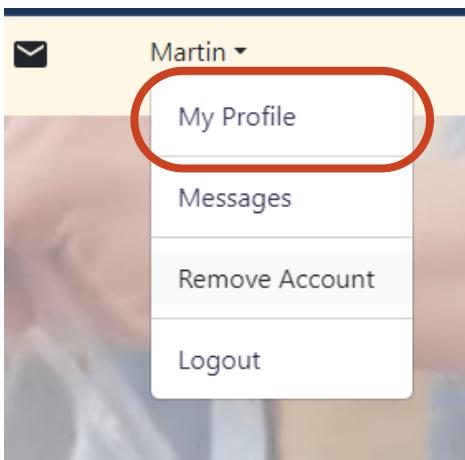
At the bottom of the modal are two buttons: 'Close' and 'Post'.

Select what option you are looking to upload in the dropdown, either 'Food' or 'Home Goods' (This will determine if Categories/Allergens come up) and then fill in all of the details in the list and select an image, then hit 'post' this will upload your item into the selected location (Food or Home Goods).

You can then view your item in the selected page.

You have listed an item

VIEW / UPDATE LISTINGS



Details

When Logged in hit the dropdown with your name on it then select the 'My Profile' option, this will take you to the profile page, where you can view your listings.

Once there you can see 'Your Current Listings', click the one you want to view / update.

Click on this and it will take you to the item page.

On this page click on the pencil icon beside the name and it will bring up an update form.
Or if you want to remove a listing hit the delete button.

VIEW / UPDATE LISTINGS

Update Item

Item Name

Item Description

Lantern, found in the attic, might still work. Think it just needs oil.

User Profile Image

Choose file No file chosen

Item Location

West Belfast

Close Update

You can now update the details of this form in whatever way you wish. Once complete, hit the 'Update' button and this will update the existing item.

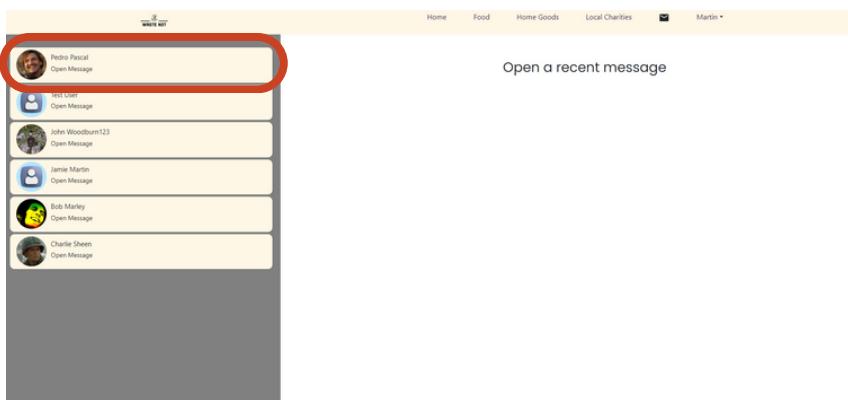
You have updated an item

RESPOND TO MESSAGES

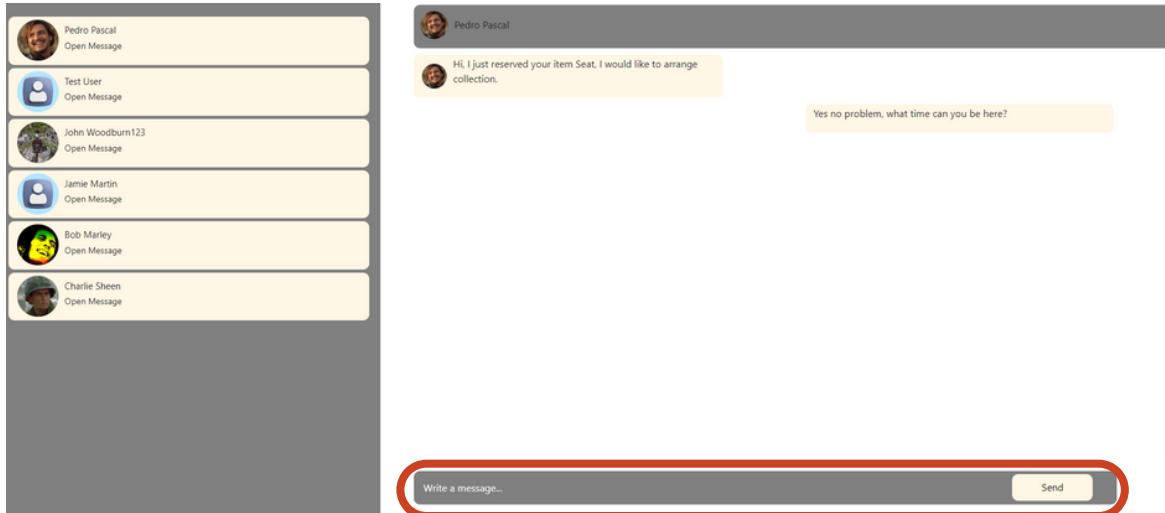


Details

When users enquire or reserve one of your items, you will receive a message in our chat system. In order to view these messages you will need to click on the chat button on the right of the nav bar, as an email icon.



This will bring up the chat page with the recent chats on the left, sorted by newest conversation and a chat window on the right, when you select a chat it will show the conversation.



You can reply to the conversation by entering a message in the message box and hitting send as shown above.

You have responded to a message

VIEW CHARITIES



Details

When you want to view our sponsored charities and donate to them you just have to view the Local Charities page, here we have a list of charities that we have partnered with.

A screenshot of the Local Charities page. On the left, there's a sidebar with a search bar, an 'A-Z' button, and sections for 'Sponsored Charity' (listing South-West Belfast Foodbank) and 'Sponsored Charity' (listing Walk INN Community Project). A red circle highlights the 'More Info' button next to the South-West Belfast Foodbank entry. The main area features a map of Northern Ireland with various towns and cities labeled. A red circle highlights the 'Local Charities' tab at the top of the page.

Here you can search / scroll through our charities and select one you want to view by hitting the 'More Info' button. This will then take you to their home page, where you can find out more about them and even donate to them.

You have viewed our charities

RECEIVING

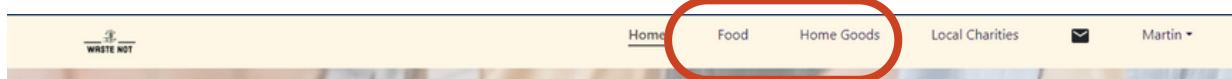
Details

Throughout this section this guide will show you how to receive items and functions surrounding that:

- View Items
- Contact a Donator
- Reserve a Listing



VIEW ITEMS



Details

When you want to view items on our website you can select either the 'Food' or 'Home Goods' tabs on our website or can scroll to the bottom of the home screen to view a few examples.

Bread Loaf - Round Spare loaf of bread 3 days old, not planning on using it for anything. Contains: Wheat South Belfast	Apple Crumble Apple crumble portion left over from last nights dinner Contains: Dairy, Wheat North Belfast	Burger Last nights burger, was 2 for one for got both but didn't eat this one. Contains: Wheat North Belfast	Peanut Pie Fresh peanut pie Contains: Nuts East Belfast

Once here you can filter items by using the search bar, or allergen dropdown to select your allergen (we will display everything except the allergen selected), the listings are shown with an image, name, description , allergen and location to help with choosing. To view an item further just click on one of the items and it will take you to its listing page.

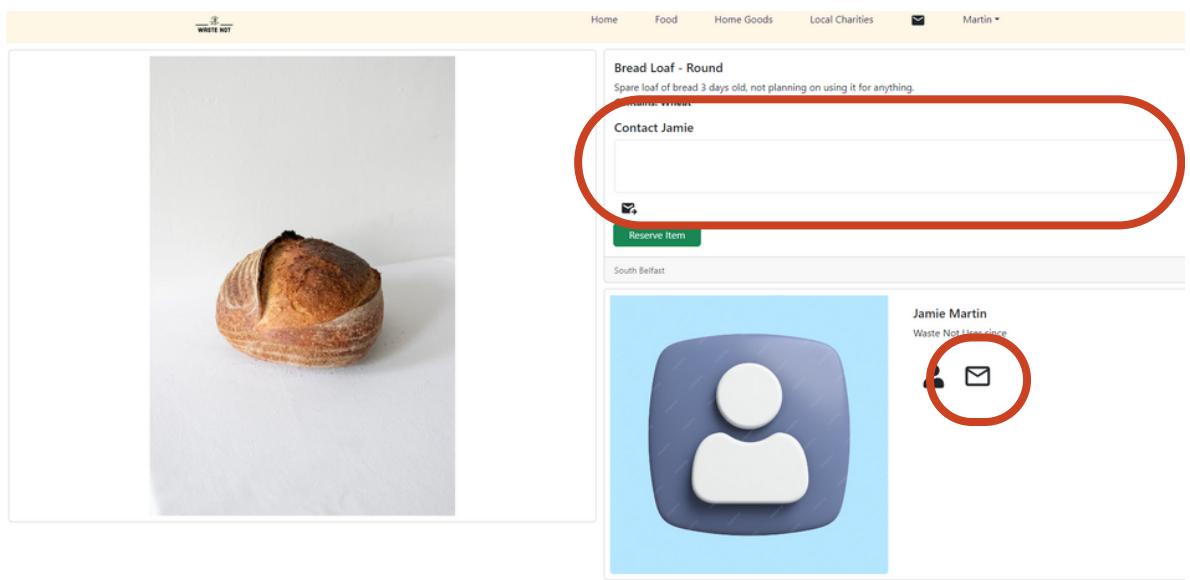
Bread Loaf - Round
Spare loaf of bread 3 days old, not planning on using it for anything.
Contains: Wheat
Contact Jamie

Reserve Item

Jamie Martin
Waste Not User since

You have now viewed available items

CONTACT A DONATOR

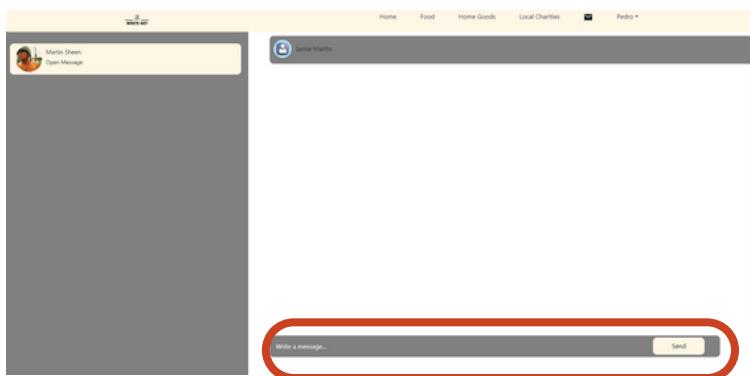


Details

When on the item listing page you will be greeted by a few methods of contacting the owner of the item. You can either send them an email by filling in the details under 'Contact Jamie' or you can hit the mail button in the profile.

For the Contact form you will enter the details and it will redirect you to your mail service with the users email and the item details as well as your message entered in, all you need to do is hit send.

For the mail icon you will be sent to the chat section of the website with the user ready to be messaged. As shown below.



You now need to enter your message and hit send.

You have now messaged a donator

RESERVE A LISTING

The screenshot shows a listing for a 'Bread Loaf - Round'. The item is described as a spare loaf of bread 3 days old, not planning on using it for anything, and contains Wheat. There is a contact form with a 'Reserve Item' button, which is circled in red. Below the listing is a user profile for 'Jamie Martin', a Waste Not User since [redacted], with a message icon.

Details

When on the item listing page you will have an option to 'Reserve Item' this will allow you to claim the item. When this button is clicked the item is removed from the available goods so will not be shown for other users and the seller is automatically sent a message from your account saying you will like to arrange collection.

To message the seller further go to the chat page from the nav bar and to view this item again you can see it in your profile under 'Claimed Listings'

The screenshot shows a user profile for 'Pedro Pascal', a Waste Not member since 2024. The profile includes a photo, a 'Profile Details' section with email (ppascal@example.com), and sections for 'Your Current Listings' (empty) and 'Your Claimed Listings'. Two items are listed here: a bread loaf and a red chair, both of which are circled in red.

You have now reserved a listing