**Riki App User Manual**

Feature 1: Account Sign Up

Description:

The Account Sign-Up feature enables users to register and create unique accounts. This functionality ensures that we are able to keep our platform secure. For example, we can monitor users who may be spreading misinformation, and we could subsequently remove their posts. This enhances the value we offer as a site that provides trustworthy information.

How to Use:

* Click on the "Sign Up" button on the homepage.
* Fill in the required information, such as username, password, and confirm password.
* Perform the reCAPTCHA check by clicking the checkbox. You may have to click the right images if the captcha system suspects you of being a robot.
* Click Sign Up.
* Your account is now created, and you can move on to the next stage of the verification process, which is setting up multi-factor authentication.

Feature 2: reCAPTCHA for Login

Description:

The reCAPTCHA feature enhances security by presenting users with a captcha during the login process. This extra step ensures that the user is a human, preventing malicious bots from infiltrating the site. While this may be frustrating for some, it is necessary to keep the space AI free.

How to Use:

* This feature is integrated with the account sign-up feature.
* On the sign-up page, you will see a checkbox next to the text “I’m not a robot”
* Click the checkbox. You may be prompted to view shapes or images and identify based on what the prompt asks.
* This ensures you are of human origin.
* Once you see a green checkmark appear on the screen, you have passed the captcha and may continue.

Feature 3: Multi-factor Authentication (MFA)

Description:

Multi-factor Authentication adds an extra layer of security to user accounts by requiring a second form of verification through an MFA app on a cellular device. This feature ensures that the user's identity is confirmed, providing additional protection against unauthorized access.

How to Use:

* You must complete the account-sign up to see the MFA page.
* There will be a QR code on the screen.
* If you do not have an authentication app on your cell phone, click the proper online store button based on your device and download this kind of app.
* Inside the app, there will be a “+” or “Add” button. Click it and your camera will pop up.
* Point the camera at the pixelated image on the website. This adds your Riki account to the authentication app.
* You will now see “Riki(your User Name Here)” on the authentication app.
* Click the “Login Page” button at the bottom of the MFA page
* You can now login using your username, password, and 6 digit MFA code from your authentication app.
* Simply type in the code on the Riki login page before it changes on your authentication app.

Feature 4: Page version history and recovery

Description:

The History Log for Entries feature maintains a record of the past three versions of each entry in a recoverable manner. This allows users to track changes made to the content over time, promoting transparency and accountability in the editing process.

How to Use:

* Navigate to the entry you want to review.
* Click on the "Edit" button on the right sidebar of the page.
* Click either the History tab (3rd tab at the top) or the Restore Previous button at the bottom to view the previous entries by their date and time.
* Select a specific version to see and restore simultaneously the changes made during that edit.
* If that version is not one you want restored, simply follow the same process of restoration for the most recent timestamped entry.

Feature 5: User Survey when Leaving Site

Description:

The User Survey when Leaving Site feature engages users with a pop-up survey when they attempt to leave the site. This provides an opportunity for users to provide feedback to developers, contributing valuable insights for enhancing the overall user experience.

How to Use:

* When attempting to leave the site, a pop-up survey will appear.
* Complete the survey by providing feedback on your experience.
* Submit your responses to assist developers in improving the web app.