



# BilFind

# Website User Manual



# BilFind

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# BilFind

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# BilFind

## Introduction to BilFind

BilFind is a digital platform designed exclusively for the Bilkent University community, serving as a campus-centric marketplace and social media platform. In BilFind, users can:

- Create posts for selling and buying items, reporting lost and found items, borrowing, renting, and donating items
- Send and reply a post comment
- Report a post
- Share a post via link
- Add a post to favorites
- View other users' posts
- Filter posts according to post type, price, and department



# BilFind



# BilFind

Login / Register

## Login / Register / Forgot Password


When a user enters the website for the first time, the user will see a login page. To register to the website, click the register at the bottom of the login button.

On the register page, fill in the required information and enter the verification code sent to your Bilkent e-mail to verify your account.

If you forgot your password, head to the login page and click the forgot password at the top of the login button. Then enter your e-mail and click on the "Send Reset Link" button". Then, head over to your Bilkent e-mail and click on the reset link to change your password.



**BilFind**

**BilFind**

### Login


E-mail

Password

[Forget Password](#)

**Login**

Don't you have an account? [Register](#)







### Register

Name

Surname

E-mail

Departments

Password

Password Again

Register

Already have an account? [Login](#)





### Enter Verification Code

Enter the verification code that we sent to ben.kimim@ug.bilkent.edu.tr in order to verify your account.

Verify

Did not receive code? [Sent Again](#)





## Reset Password

Enter your email to reset your password.

E-mail

**Send Reset Link**

Did not receive code? [Sent Again](#)





**BilFind**

Post Manual

## Create / Edit / Delete Post


To create a post:




1. Click the "Create" button on the top right of the home screen.
2. Choose the post type and fill in the requirements of the post.
3. Click the "Create" button to create the post.


To edit or delete a post, click the profile button on the top right of the home screen to access your profile page, then from your posts, click the three dots to edit or delete your post.





**BilFind**

**BilFind**

 **Create**

 **Orhun**  
orhun.aysan@ug.bilkent.

 **See All**

 **Categories**


**Price**  

Min - Max

**Departments**  

Departments


**Apply Filters**




REQUEST

**BASYS3 NEEDED**  
I am requesting Basys3 for a price, we can negotiate the price, if interested, you can send message to me

Send Message



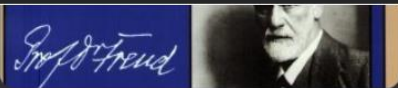
**Ege Karaahmetoglu**  
CS  
2h



FOUND

**iPhone Charger Found**  
I found this charger in the second floor of the G building


Send Message



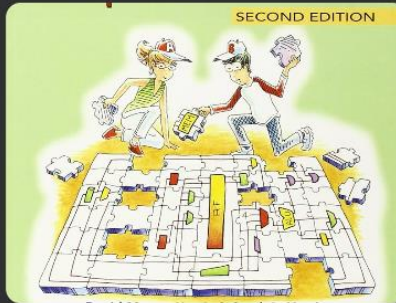
DONATION

**DONATING HUM111 BOOKS**  
I don't need the books, and want to donate them, you can reach me from comments

Send Message




**Orhun Aysan**  
IE  
2h



BORROW

**CS224 Course Book**  
I would like to borrow the CS224 course book for my midterm exam.


Send Message




LOST

**LOST CAT IN A BUILDING**  
We cannot find kedy for 1 week, please contact me if find her.

Send Message



**Ege Karaahmetoglu**  
CS  
2h




SALE


**2000 ₺  
Air Force 1**  
Used only for one week and used cleanly


Send Message


BilFind


Select Post Type


  
SALE

  
LOST

  
FOUND

  
DONATION

  
BORROW

  
REQUEST

## Create Post Preview

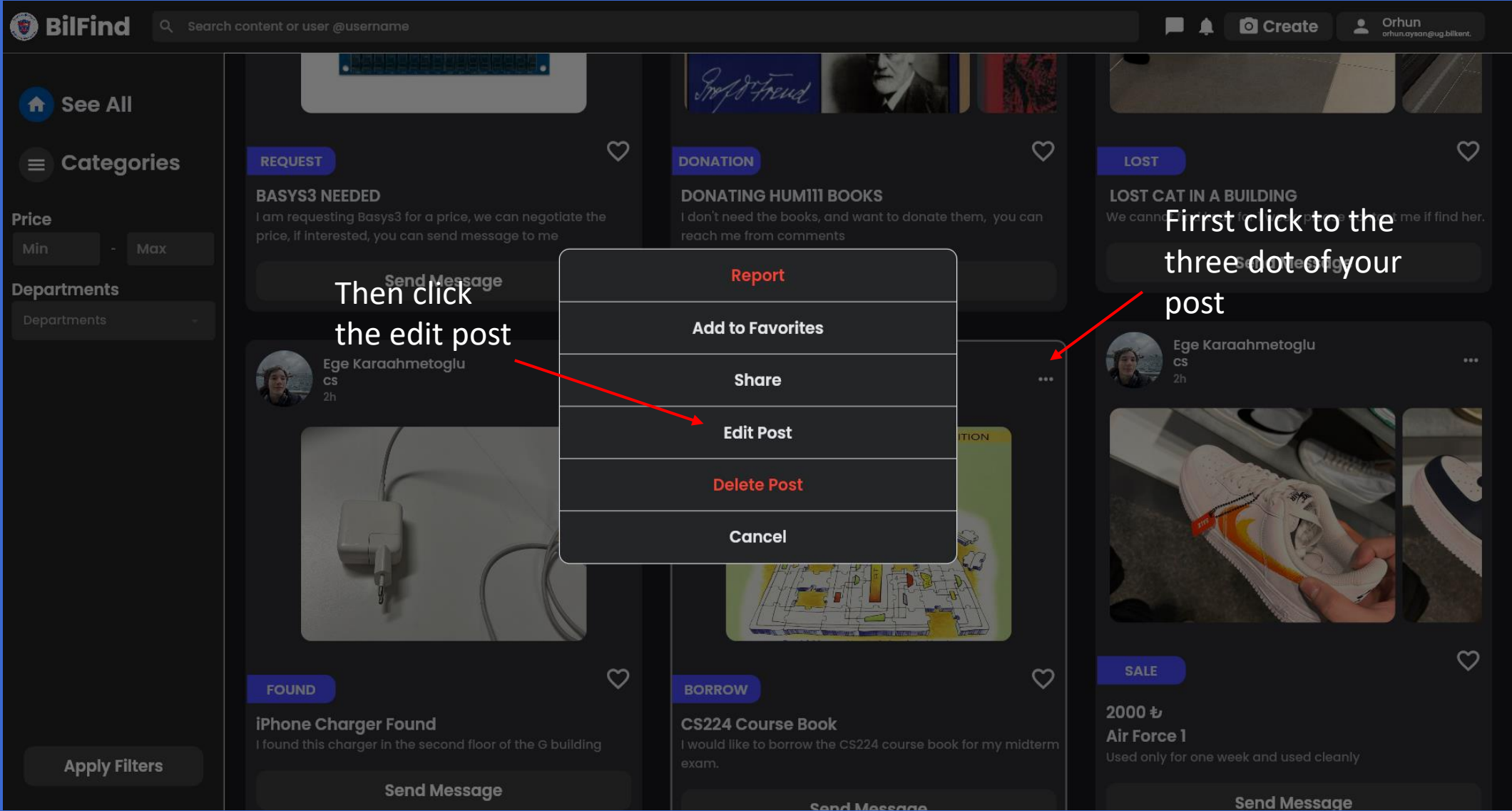
The image shows a web application interface for a marketplace. On the left is a sidebar for creating a post. It has a dark background with white text. At the top, it says 'Post Type: SALE'. Below that is a button with a photo icon and the text 'Add Photos'. Then there are four input fields: 'Title', 'Price', 'Department' (with a dropdown arrow), and 'Description'. At the bottom of the sidebar is a 'Create' button. The main area on the right is a dark gray rectangle. At the top left of this area is a user profile for 'Orhun IE' with a circular profile picture and '2s' indicating the post was made 2 seconds ago. Below the profile is a blue pill-shaped tag with the word 'SALE' in white. To the right of the tag is a white heart icon. The rest of the main area is empty.



# BilFind






# Edit Post





BilFind


Alternatively you  
can see your  
posts from your  
profile page


 **BilFind**



 **Create**

 **Orhun**  
orhun.aysan@ug.bilkent.

 **See All**


 **Categories**

**Price**

-

**Departments**

**Apply Filters**




REQUEST


**BASYS3 NEEDED**

I am requesting Basys3 for a price, we can negotiate the price, if interested, you can send message to me

Send Message



**Ege Karaahmetoglu**  
CS  
2h

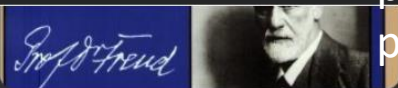


FOUND

**iPhone Charger Found**

I found this charger in the second floor of the G building

Send Message




DONATION

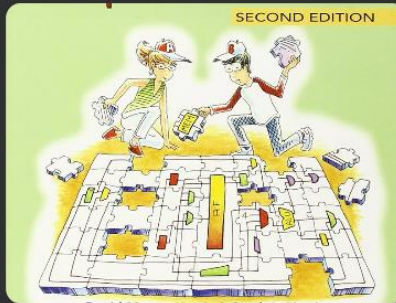
**DONATING HUM111 BOOKS**

I don't need the books, and want to donate them, you can reach me from comments

Send Message



**Orhun Aysan**  
IE  
2h




BORROW

**CS224 Course Book**

I would like to borrow the CS224 course book for my midterm exam.

Send Message




LOST


**LOST CAT IN A BUILDING**

We cannot find kedy for 1 week, please contact me if find her.

Send Message



**Ege Karaahmetoglu**  
CS  
2h



SALE

**2000 ₺  
Air Force 1**

Used only for one week and used cleanly

Send Message

BilFind

# Delete Post

The screenshot shows the BilFind app interface. On the left, there's a sidebar with 'See All', 'Categories', 'Price' (Min - Max), and 'Departments' (Departments). The main area displays a grid of posts. A post titled 'BASYS3 NEEDED' is highlighted. A context menu is open over this post, showing options: 'Report', 'Add to Favorites', 'Share', 'Edit Post', 'Delete Post' (highlighted in red), and 'Cancel'. A red arrow points from the text 'Then click the delete post to delete your post' to the 'Delete Post' option. Another red arrow points from the text 'First click to the three dot of your post' to the three-dot menu icon on the post.

**BilFind** Search content or user @username

**See All**

**Categories**

**Price**  
Min - Max

**Departments**  
Departments

**Apply Filters**

**REQUEST**

**BASYS3 NEEDED**  
I am requesting Basys3 for a price, we can negotiate the price, If interested, you can send message to me

**DONATION**

**DONATING HUM111 BOOKS**  
I don't need the books, and want to donate them, you can reach me from comments

**LOST**

**LOST CAT IN A BUILDING**  
We cannot find our cat, if anyone finds her, please let me know, I will reward me if find her.

**FOUND**

**iPhone Charger Found**  
I found this charger in the second floor of the G building

**BORROW**

**CS224 Course Book**  
I would like to borrow the CS224 course book for my midterm exam.

**SALE**

**2000 ₺ Air Force 1**  
Used only for one week and used cleanly

**Context Menu:**  
Report  
Add to Favorites  
Share  
Edit Post  
Delete Post  
Cancel

**Text Annotations:**  
Then click the delete post to delete your post  
First click to the three dot of your post



**BilFind**


## Detailed Post View




To see the post details, click the post on the home screen. In the detailed view, you can send a comment and reply to a comment.





**BilFind**

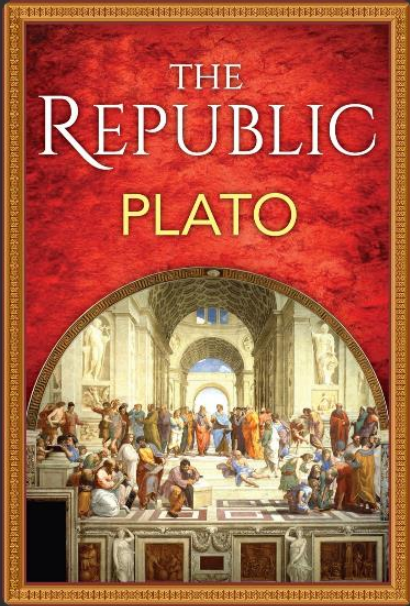
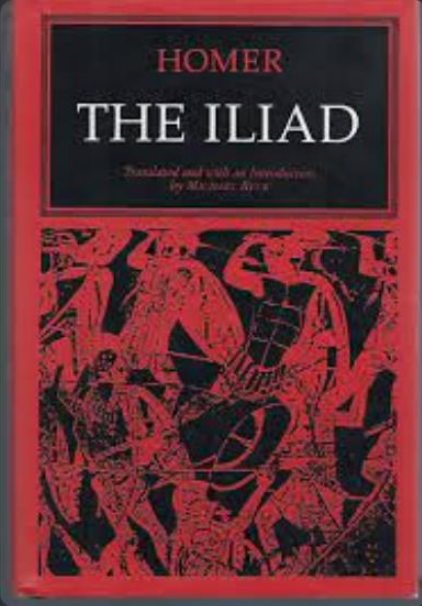
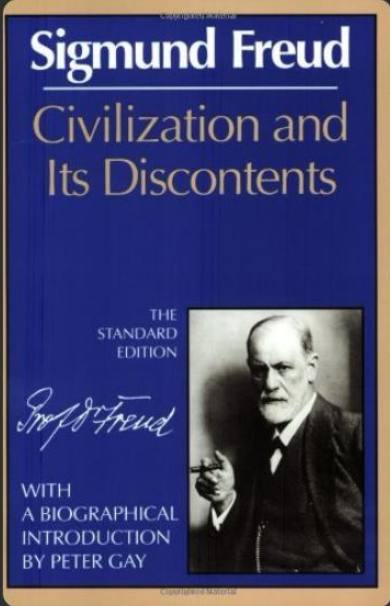


 **BilFind**


 Create

 **Orhun**  
orhun.aysan@ug.bilkent.


 **Serhat Merak**  
CS  
1h




**DONATION**  
**DONATING HUMIII BOOKS**  
I don't need the books, and want to donate them, you can reach me from comments  
[See more](#)



**Comments (2)**

 **Orhun Aysan** Hi, where can we meet?  
1m  
--- Hide Replies Reply

 **Serhat Merak** We can meet at the B building.  
7s

**Write a Comment**

What do you think about this post?

Send




## Report / Favorite / Share / View Account

Click the three dots to report the post, add it to the favorites, share it via a link, or view the post owner's account.




The post link is automatically copied to your clipboard when you click share.





**BilFind**


**BilFind**

Search content or user @username

 Create

 Orhun  
orhun.aysan@ug.bilkent.

 See All

 Categories

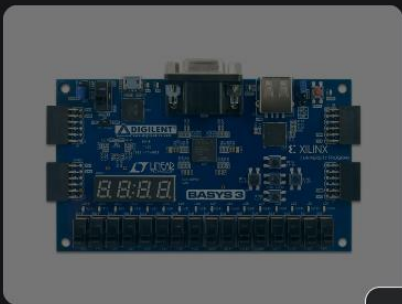
Price

Min - Max

Departments

Departments

Apply Filters

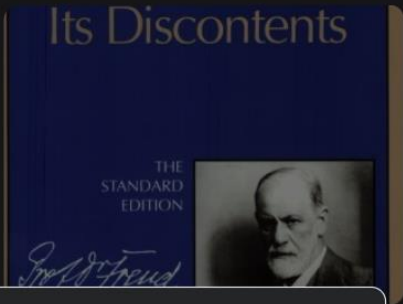


**REQUEST**

**BASYS3 NEEDED**

I am requesting Basys3 for a price, we can negot price, if interested, you can send message to me

Send Message




**Report**

Add to Favorites

Share

View Account

Cancel




**LOST**

**LOST CAT IN A BUILDING**

We cannot find kedy for 1 week, please contact me if find her.


Send Message




Ege Karaahmetoglu

CS

2h







Orhan Aysan

IE

2h






Ege Karaahmetoglu

CS

2h





**BilFind**

Search Post




## Search by Title / Content / User




On the top of the home screen, a search bar allows users to search posts by the title, contents, or author of the posts.


To search for posts by author, you need to prefix the search with the character "@" followed by the author's name.





**BilFind**

 **BilFind**

   **Create**

 **Orhun**  
orhun.ayson@ug.bilkent.

 **See All**


 **Categories**


**Price**

-

**Departments**

**Apply Filters**


 **Mirza Özgür Atalar**  
CS  
1h




**REQUEST**


**BASYS3 NEEDED**  
I am requesting Basys3 for a price, we can negotiate the price, if interested, you can send message to me




**Send Message**








BilFind

 **BilFind**

   **Create**

 **Orhun**  
orhun.ayson@ug.bilkent.


 **See All**


 **Categories**

**Price**  
 -


**Departments**

**Apply Filters**

 **Kaan Türkoğlu**  
ECON  
2h




**LOST**






**LOST CAT IN A BUILDING**  
We cannot find kedy for 1 week, please contact me if find her.


**Send Message**





**BilFind**



 **Create**

 **Orhun**  
orhun.aysan@ug.bilkent.

 **See All**


 **Categories**

**Price**

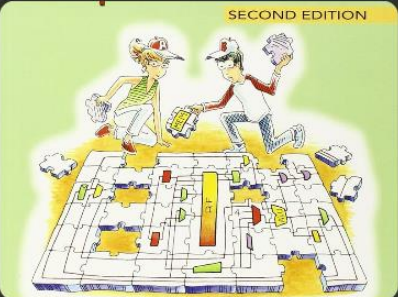
-

**Departments**

**Apply Filters**




**Orhun Aysan**  
IE  
2h



**BORROW**

**CS224 Course Book**  
I would like to borrow the CS224 course book for my midterm exam.

**Send Message**




**Orhun Aysan**  
IE  
2h

**DONATION**

**MY DONATION**  
I AM DONATING BECAUSE I AM SO GENEROUS

**Send Message**



**BilFind**



**BilFind**

Filter Post

## Filter by Category / Price / Department

On the sidebar of the home screen, you can filter posts by their categories, prices, and departments.


There are eight different categories which are: Sale, Request, Lost, Found, Borrow, Rent, Donation, and Ano







**BilFind**


# Filter by Category / Price / Department


To clear the filter, click to the "See All"

**BilFind**

 **Create**

 **Orhun**  
orhun.aysan@ug.bilkent.

 **See All**

 **Categories**

☒ Sale Item

☐ Borrow Item

☐ Donations

☐ Found Items

☐ Lost Item


☐ Requested Item

**Price**


-

**Departments**

**Apply Filters**




**Ege Karaahmetoglu**  
CS  
2h




**SALE**

**2000 ₺**  
**Air Force 1**  
Used only for one week and used cleanly

**Send Message**





# BilFind



# BilFind

## Profile Manual



## Edit Your Information and Profile Picture

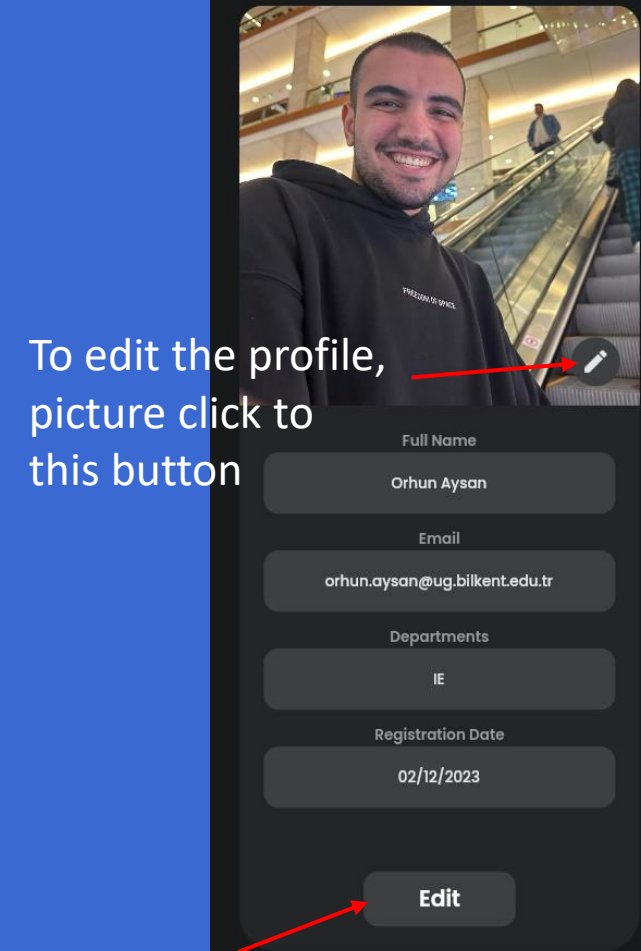
To edit your information, first, navigate to your profile page from the "Profile" button on the top right of the home screen. Then, use the "Edit" button to change your information.

To edit your profile picture, head to the profile page and use the edit icon on your profile picture.




**BilFind**




# Edit Your Information and Profile Picture




To edit the profile,  
picture click to  
this button

To edit the profile,  
click to the “Edit”  
button


 **BilFind**


 Create


 **Orhun**  
orhun.aysan@ug.bilkent.

My Posts

Favorites




 **Orhun Aysan**  
IE  
1h



BORROW

**CS224 Course Book**  
I would like to borrow the CS224 course book for my midterm exam.

Send Message

 **Orhun Aysan**  
IE  
1h

DONATION

**MY DONATION**  
I AM DONATING BECAUSE I AM SO GENEROUS

Send Message



# BilFind

Highlighted blue indicates that you are editing your information

Full Name

Orhun Aysan

Email

orhun.aysan@ug.bilkent.edu.tr

Departments

Departments ▼

Registration Date

02/12/2023





**BilFind**

Settings Manual


## Settings Manual




You can navigate to the settings page from the settings icon on the profile page. There are three different options in the settings page:


- Notification Settings: Choose your email preferences
- Account Settings: Change Password, Logout, Delete Account
- View Reports: View the status of your reports.




# Accessing settings page

**BilFind**



**Orhun**  
orhun.aysan@ug.bilkent.



Full Name

Orhun Aysan

Email

orhun.aysan@ug.bilkent.edu.tr

Departments

IE


Registration Date


02/12/2023

Edit

My Posts

Favorites

**Orhun Aysan**  
IE  
1h




**BORROW**

**CS224 Course Book**

I would like to borrow the CS224 course book for my midterm exam.

Send Message


**Orhun Aysan**  
IE  
1h

**DONATION**

**MY DONATION**


I AM DONATING BECAUSE I AM SO GENEROUS



Send Message




To access your settings page, click to this icon




 **BilFind**


 [Create](#)


 **Orhun**  
orhun.aycan@ug.bilkent.


**Notification Settings**

Email   
All


**Account Settings**

Change Password 


Logout 




Delete Account 


**Report Settings**

My Reports 




**BilFind**


 Create

 **Orhun**  
orhun.aycan@ug.bilkent.

## Reported Posts

UNDER EVALUATION

**Mirza Özgür Atalar**  
CS  
1h




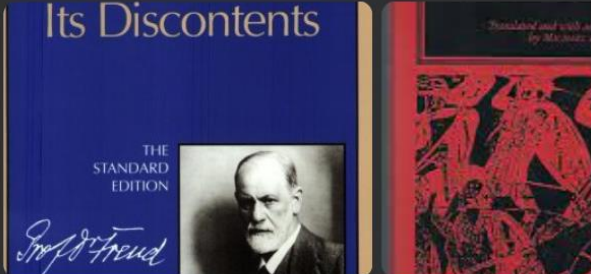
REQUEST

**BASYS3 NEEDED**  
I am requesting Basys3 for a price, we can negotiate the price, if interested, you can send message to me

Send Message

UNDER EVALUATION

**Serhat Merak**  
CS  
1h



DONATION

**DONATING HUMIII BOOKS**  
I don't need the books, and want to donate them, you can reach me from comments

Send Message





**BilFind**

Chat Manual

## Chat Manual


If you want to chat with the post owner, click on the "Send Message" button on the post.




You can navigate to the chat page and see your chats from the message box icon at the top of the home screen.


On the chat screen, you can select which post you want to chat, and send messages to the post owner.




**BilFind**


 **BilFind**


 Create

 **Orhun**  
orhun.oyson@ug.bilkent.

### Inbox

 Search people

 **Mirza Özgür Atalar**  
On post - BASYS3 NEEDED  
1 milyar vericen 1h

 **Mirza Özgür Atalar**

aklınızda bir fiyat var mı

12600tl olur mu

olmaz olur mu

10 bin dolar verdi samimi söylüyorum vermedim

10 lira ver yeter ya

10 lira 10 milyar mı yapıyo olum

o zaman

1 milyar vericen

Write message





# BilFind

# Admin Manual

## Admin Manual

Admins can access the admin panel from their profile page.

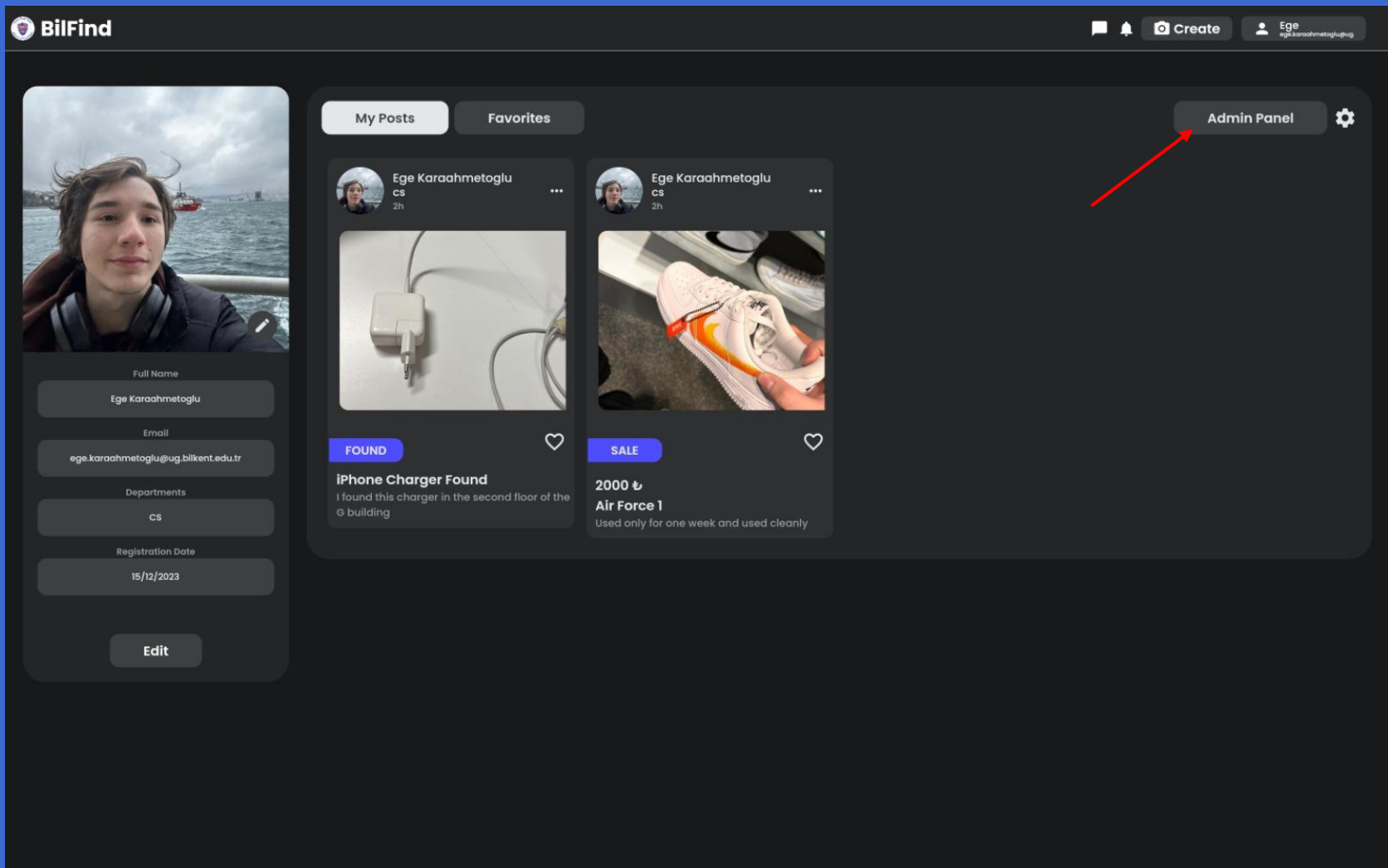
In the admin panel, the admin can view all reports and accept and reject them. If an admin accepts a report, the post is deleted from the website.

Admins can ban the users from users' profile pages.



**BilFind**


# Admin Panel Access



BilFind

### Reported Posts

REJECTED

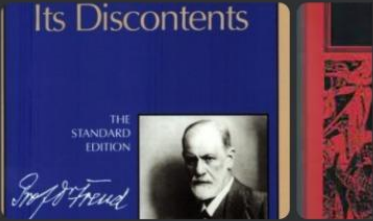


Serhat Merak

COMD

2h

...




DONATION

**DONATING HUMIII BOOKS**  
I don't need the books, and want to donate them, you can reach me from comments

♡

UNDER YOUR EVALUATION




Mirza Özgür Atalar

CS

2h

...



REQUEST


**BASYS3 NEEDED**  
I am requesting Basys3 for a price, we can negotiate the price, if interested, you can send message to me

♡

Accept

Reject

UNDER YOUR EVALUATION




Göksun Çamurdan

CS

5d

...



SALE


**123 ₺ göksun**  
xcm  
<zbcöjxöb<zvxz<vmn<xbzvm<bnm<vbmnxzbnm<bvmn<

♡

Accept

Reject

ACCEPTED



Serhat Merak

COMD


1d




...


SALE


**120 ₺**  
aaadasdaswd  
aa

♡

**BilFind**

 Create

 **Orhun**  
orhun.aycan@ug.bilkent.



Full Name

Ege Karaahmetoglu12

Email

ege.karaahmetoglu@ug.bilkent.edu.tr

Departments


CS


Registration Date

15/12/2023

**Ban**

Posts

**Ege Karaahmetoglu12**  
CS  
2h





**FOUND**

**iPhone Charger Found**

I found this charger in the second floor of the G building

**Send Message**

**Ege Karaahmetoglu12**  
CS  
2h



**SALE**

**2000 ₺**

**Air Force 1**

Used only for one week and used cleanly

**Send Message**





**BilFind**

Report a Bug

## Report a Bug

To report a bug you found on our website, you can send an e-mail to [bilfind.bilkent@gmail.com](mailto:bilfind.bilkent@gmail.com) in the template:

Title: "BilFind Bug -" followed by a brief description of the bug.

Example: "BilFind Bug - deleted accounts can not be created again."



**BilFind**



**BilFind**

Known Bugs

## Known Bugs

Even if a comment is short, it has see more option. When you click the see more option, nothing happens.

When the user filters the posts and then clicks on the "See All" button, the filter stays in the search bar, but all the posts are loaded.



**BilFind**