
User Manual

for

FindIIT

Version 1.0

Prepared by Team WebVortex

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Revisions

Version	Primary Author(s)	Description of Version	Date Completed
Initial Draft (v1.0)	Rudra Sinha Siddharth Miglani Dharajya Yug Harshadbhai Pratul Koolwal Rohan Gauranga Potukuchi Nischay Agarwal Vihaan Sapra Suyash Kapoor Aarush Narendra Ghate Shravan Agarwal	Initiated the document. Added all the necessary details.	04/04/25

1 Introduction

A. User Manual Use Case:

Although we have created an extremely accessible and easy to use interface in our website , a user manual is always necessary for new users / people unfamiliar with new kinds of software to help them get better acquainted with the same , for maximum ease of use and productivity. Our user manual gives detailed instructions for new users on how they can navigate our website , go about its functionalities and interact with its end points.

B. Project Aim:

The aim of this project is to create a dedicated lost and found platform, FindIIT, that fosters a sense of responsibility and community on campus by providing a structured and efficient way to reunite lost items with their owners. Losing personal belongings in a busy campus environment can be frustrating and disruptive, while finding an item without a clear way to return it can lead to uncertainty. This project seeks to bridge that gap by leveraging digital tools to enhance accessibility, communication, and trust among students, faculty, and staff.

By offering a streamlined approach to reporting lost and found items, this platform minimizes the time and effort required to recover belongings, reducing stress and inconvenience for users. It goes beyond traditional notice boards and campus offices by introducing a dynamic, real-time system where users can search, report, and track lost items effortlessly.

Our search and organization system that organises lost or found items based on descriptions, locations, and timestamps. We ensure institute email based authenticated access to prevent misuse, allowing only verified campus members to list and claim items. We provide a structured yet simple submission process for lost and found items, making retrieval seamless in addition to map markers which help users locate their belongings more efficiently.

C. Intended Audience:

The lost and found campus website is designed to serve all members of the campus community, including students, faculty and staff. In a dynamic environment where people frequently move between classrooms, dormitories, libraries, cafeterias, and recreational areas, the risk of misplacing personal belongings is high. This platform aims to provide a reliable solution that caters to everyone, ensuring that lost items are quickly and efficiently returned to their rightful owners.

For students, the website offers an easy way to report missing essentials such as ID cards, laptops, books, or personal accessories. Faculty and staff can also use the platform to recover misplaced teaching materials, office supplies, or personal items. By engaging the entire campus community, this initiative fosters a culture of honesty, responsibility, and mutual support, making the campus a more cooperative and considerate space for all.

2 Software Requirements

This application needs a web browser such as Google Chrome, Microsoft Edge, and similar software for it to run. The software and its dependencies may require an operating system that runs on a 64-bit architecture. The software can be accessed by clicking or typing this <http://172.27.27.236:5173/> link on any of the search engines as mentioned above.

3 Definitions

1. User:

The term "user" refers to the person who will utilize the FindIIT software in case of Losing an Item or Finding a lost item.

2. Admin:

The term "Admin" refers to the person who will utilize the FindIIT software in case of Losing an Item or Finding a lost item. It has additional functionalities to Ban/Unban a user, Make a user Admin or remove a user from Admin and Delete reported Items.

3. Report a Lost Item:

Users can report a Lost Item or a Found Item and add its Location, tags and description for efficient search.

4. Chat:

The Chat Feature is an integrated messaging system within the Lost and Found application that allows users to communicate in real time.

5. Map:

An interactive geographic interface that displays small tokens or pointers representing the reported locations of lost or found items.

6. Filter:

This feature allows users to refine displayed items based on specific criteria such as tags, location, or status (lost/found).

7. Search:

The Search Feature enables users to enter keywords or phrases to query the database of reported items. It retrieves and displays items that match the search terms, facilitating quick access to relevant records in the software.

8. Ban:

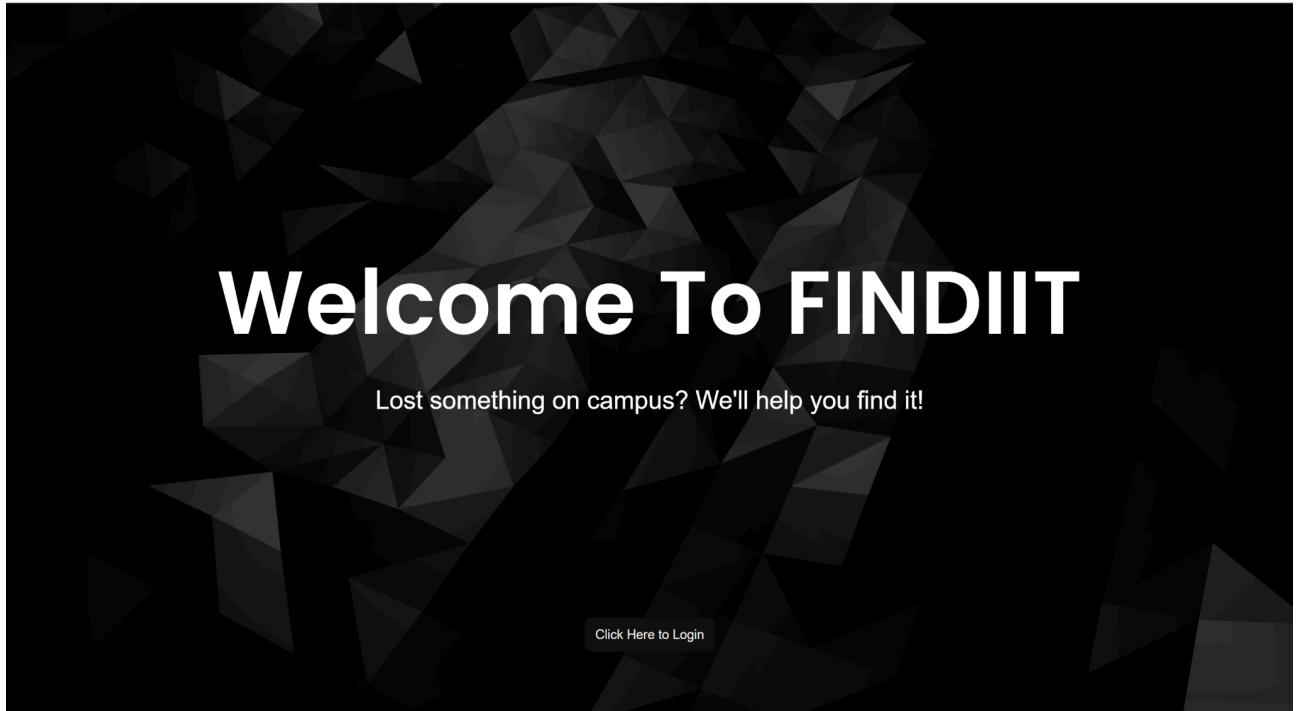
Restrict a user from using any functionality and even access the Software.

4 Functionality

A. Register/Login:

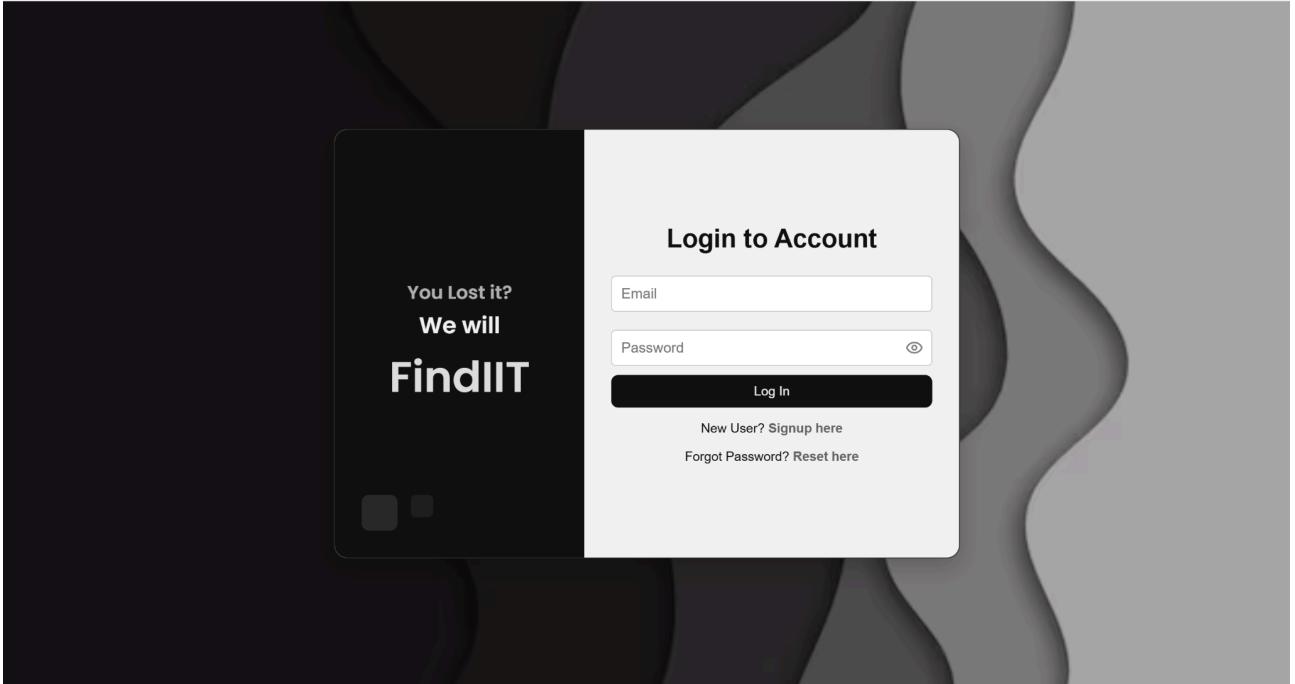
Step 1.

- When you open our site, you'll be greeted by an interactive welcome page.
- To continue, simply click the "**Click here to login**" button.



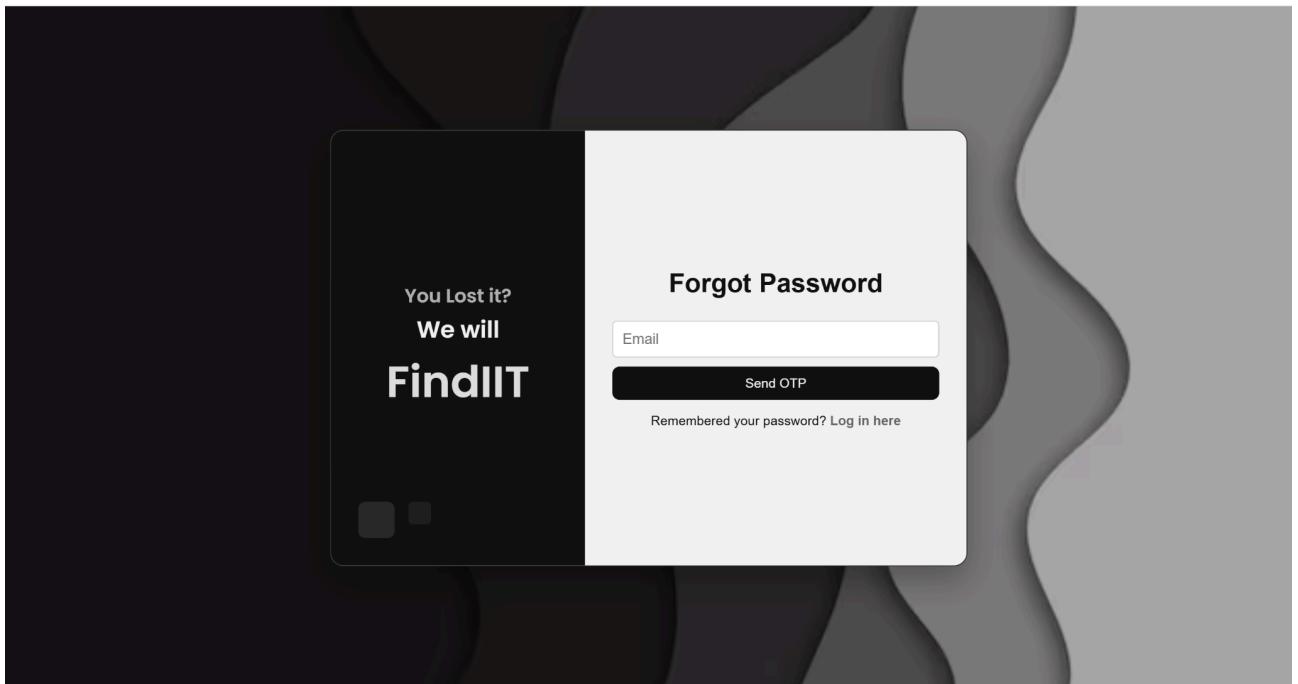
Step 2

- When you click the login button, the login page will appear.
- **Existing Users:** If you already have an account, enter your email address and password in the designated fields, then click "**Login**" to access the site.
- **Forgot Password?** If you have an account but forgot your password, click "**Reset here**" and proceed to Step 3.
- **New Users:** If you don't have an account, click "**Sign Up Here**" and proceed to Step 5.



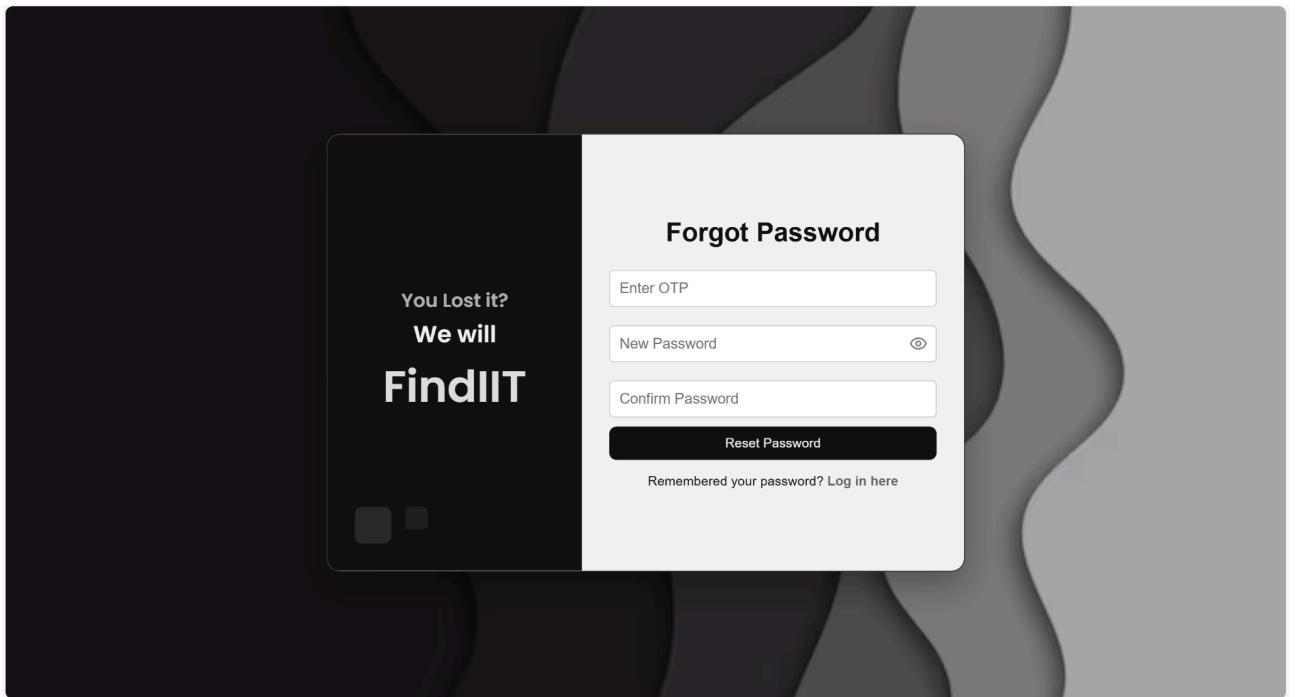
Step 3

- Please enter your email address, and an OTP will be sent to it once you click "Send OTP."



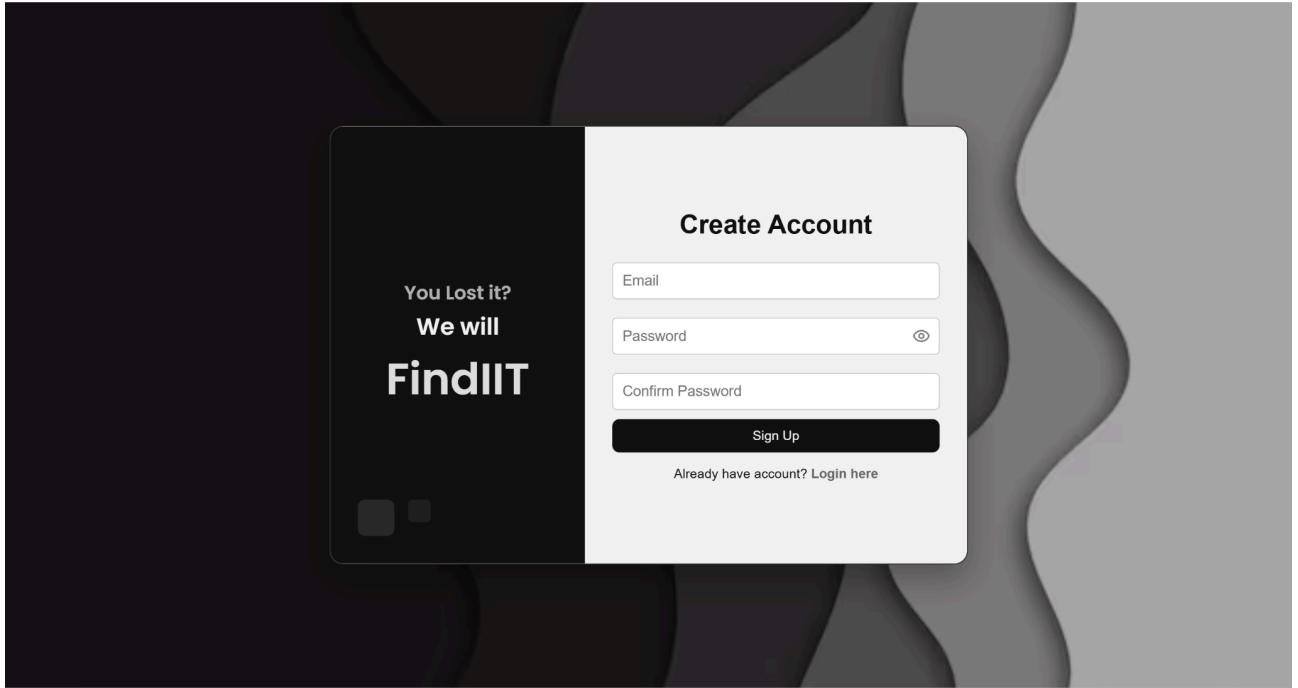
Step 4

- Please enter the OTP sent to your email in the fields below.
- After that, create your new password and click "Reset Password."
- You will be redirected to the login page. Follow Step 2 to proceed



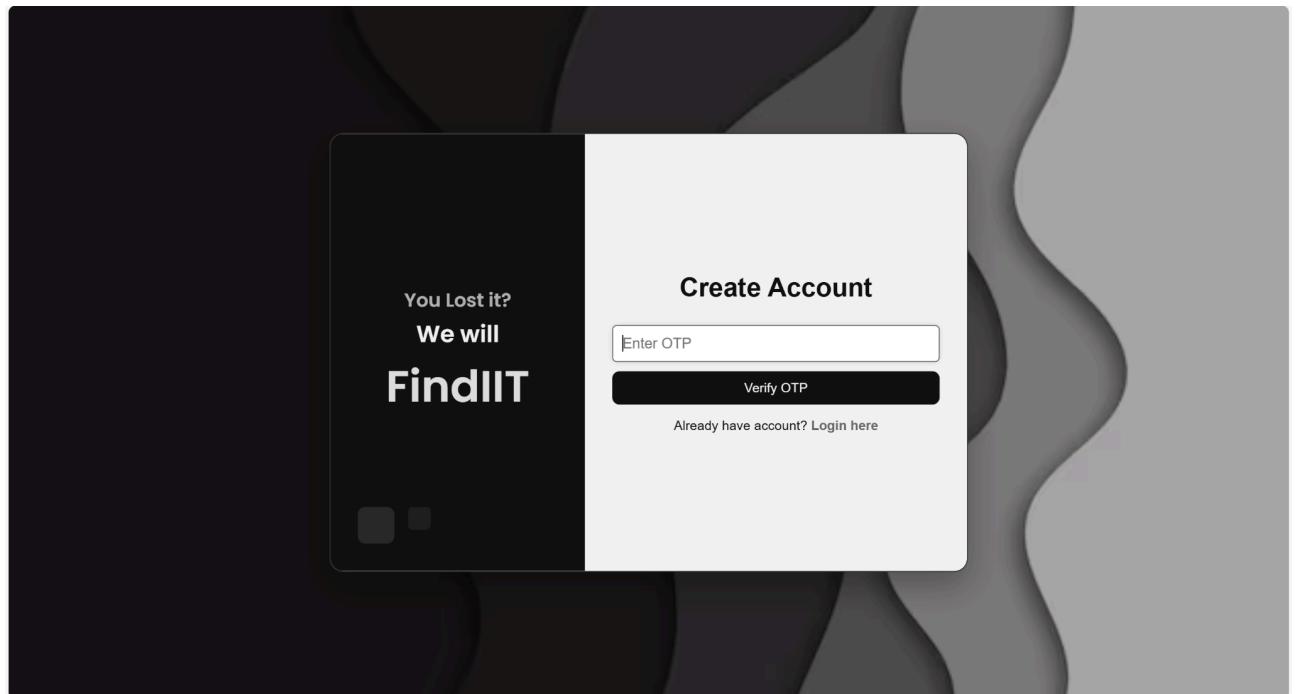
Step 5

- If you're a new user, this is the page to create your account.
- Please enter your IITK email ID in the top field and create a secure password for your account
- You will need to enter the password twice for confirmation.
- Once you've filled in all the details, click "Sign Up," and an OTP will be sent to your email.



Step 6

- After entering the OTP on the page and clicking "Verify OTP," your account will be created
- You will then be redirected to the login page. Follow Step 2 to proceed.

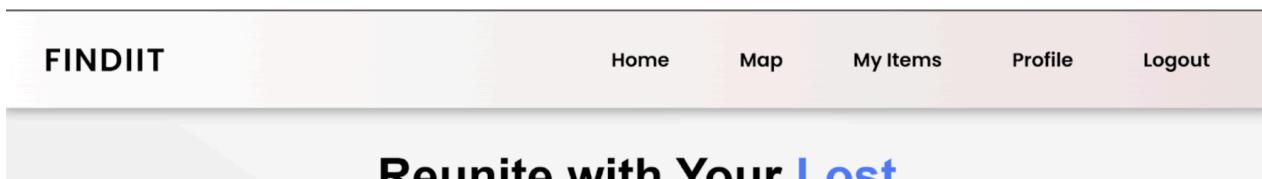


B. Navigating the Home Page:

The **Home Page** is the starting point for finding or reporting lost items. It provides quick access to core features such as **searching for items**, filtering results, and browsing by category. Through the Navbar which includes the Logo of FINDIIT, you can perform the following operations:

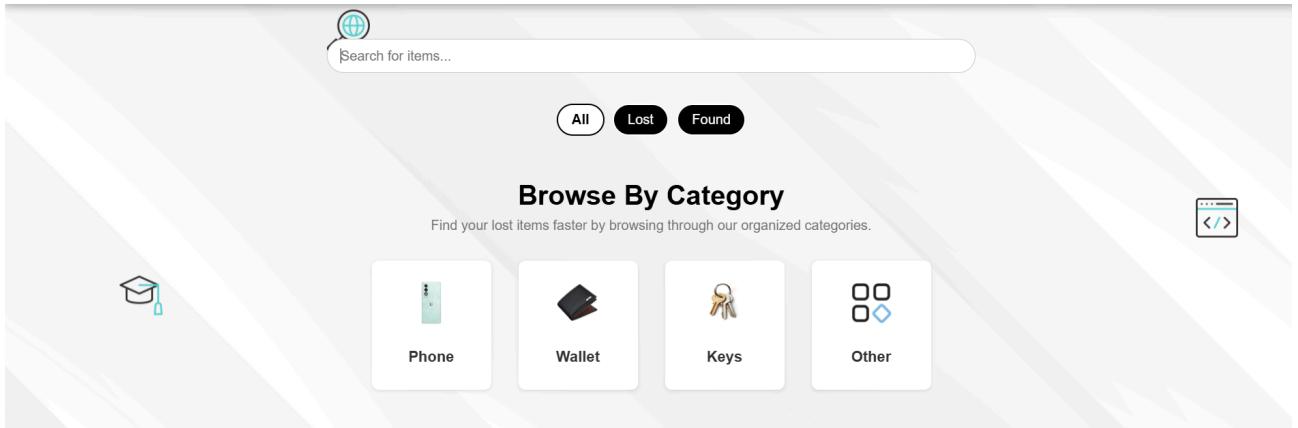
a. Header Navigation

- **Logo / App Name:** Identifies the application (“FINDIIT”).
- **Home:** This button returns the user to this main homepage from anywhere in the app.
- **Map:** Displays an interactive map with markers for lost/found items with a hyperlink to the items page, to quickly navigate the user’s item with corresponding location. Refer to section F for more details.
- **My Items:** Shows a personalized list of items the user has reported. Refer to section G for more details.
- **Profile:** Allows access to account settings and personal information, with an option to update your information. Refer to section H for more details.
- **Logout:** Logs out of the current session.



b. Content

- **Tagline (Reunite with Your Lost Belongings):** Briefly describes the app’s purpose—helping users locate and reclaim lost items.
- **Search Bar:**
 - **Function:** Lets you quickly search for items by keywords (e.g., “phone,” “wallet,” “keys”).
 - **Usage:** Refer to Section C.
- **Filters:**
 - **Function:** Lets you filter items by status/category.
 - **Usage:** Refer to Section C.

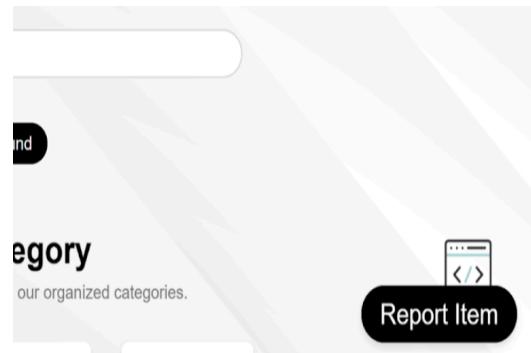


c. Browse By Category

- **Categories** (e.g., Phone, Wallet, Keys, Other):
 - **Function:** Allows users to browse items based on commonly lost/found categories and apply multiple search filters at once.
 - **Usage:** Clicking a category displays only items belonging to that category. Refer to section C for more details.
- **Item Cards:**
 - Each card shows:
 - **Label** (e.g., “LOST” or “FOUND”).
 - **Item image or Placeholder** (if no image is available).
 - **Short Description** (e.g., “Phone,” “Some wallet,” “Keys”).
 - **Tags** (e.g., color, location).
 - **Action:** Clicking on a card opens a more detailed view of the item, including the option to message the reporter or claim the item. Refer to section D for more details.

d. Report Item Button

- **Position:** Usually displayed as a floating button or in a corner of the page.
- **Function:** Allows users to **report** a new lost or found item.
- **Usage:** Clicking this button navigates to a form where you can provide details (category, description, image, location). Refer to section E for more details.



C. Searching for Items:

There are three ways to find your item:

1. Search by Keywords:

Enter any keyword related to the item. If the searched text matches the item's name, category, description, or tags, only those relevant items will be displayed on the Home page.

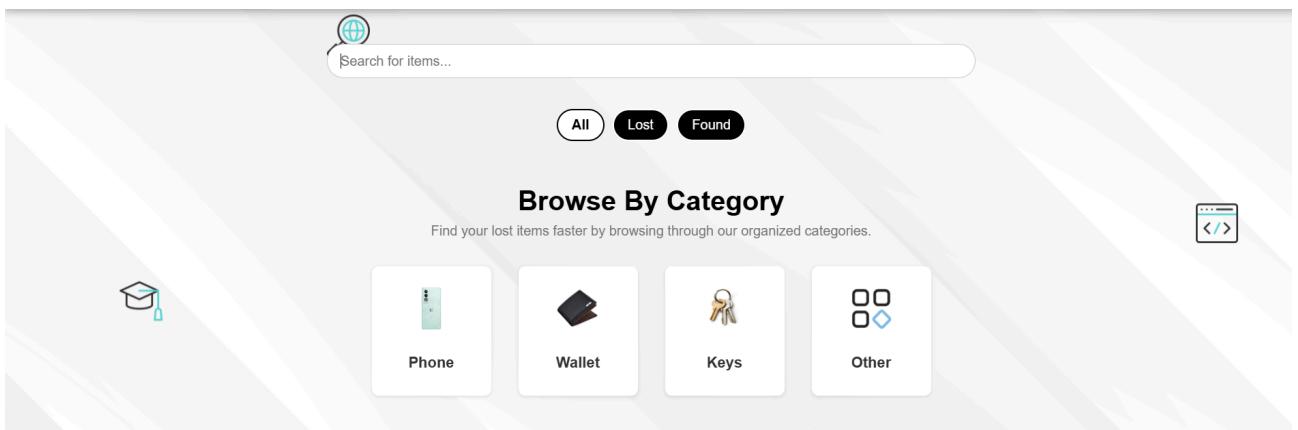
2. Filter by Status:

Choose between "All", "Lost", and "Found" to display:

- **All** – Shows all items.
- **Lost** – Displays only lost items.
- **Found** – Displays only found items.

3. Filter by Category:

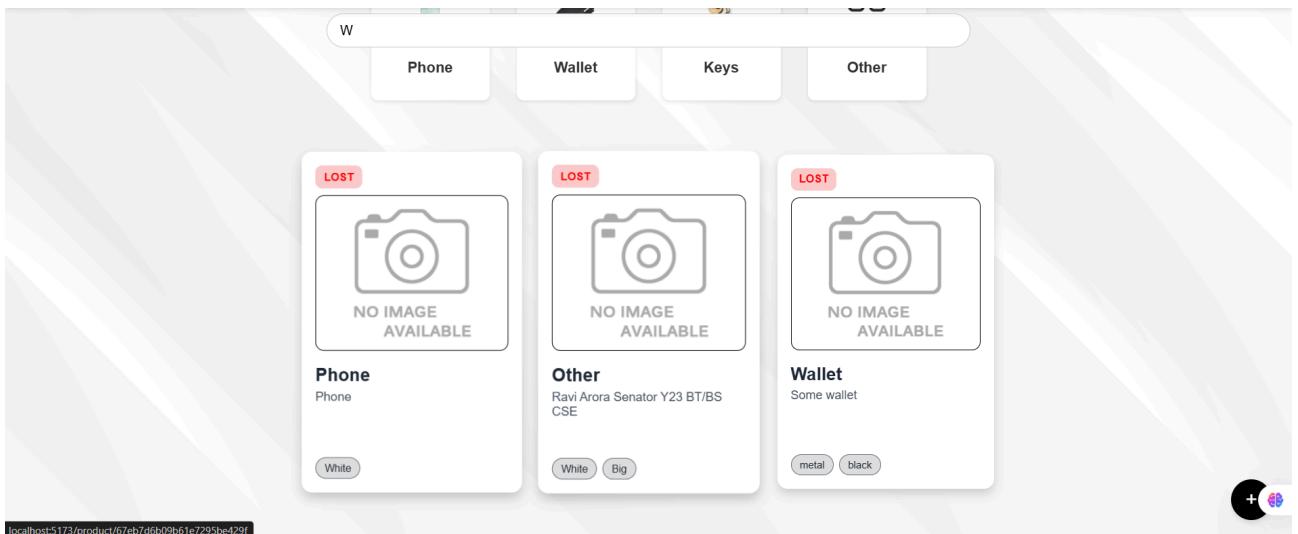
Select a specific category to view only items belonging to that category.



Note: These three options work simultaneously, allowing you to refine your search effectively.

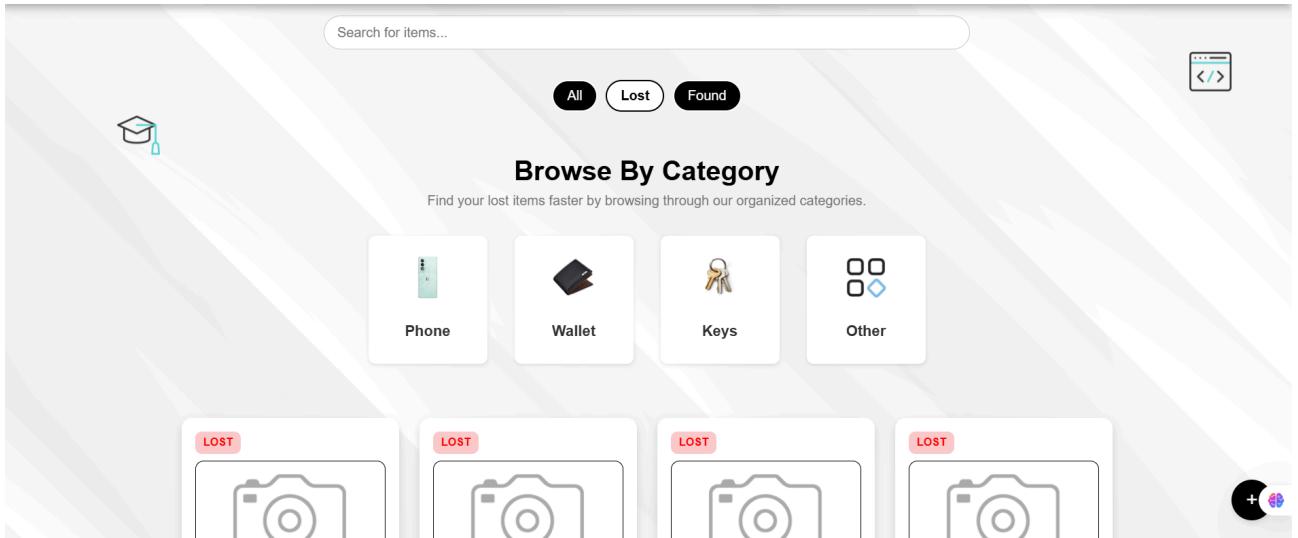
1. Search by Keyword

- **Step 1:** Type any keyword related to the item you want to search. Only items containing the searched text in any of the following fields will appear on the Home page:
 - **Item Name**
 - **Item Category**
 - **Item Description**
 - **Item Status**



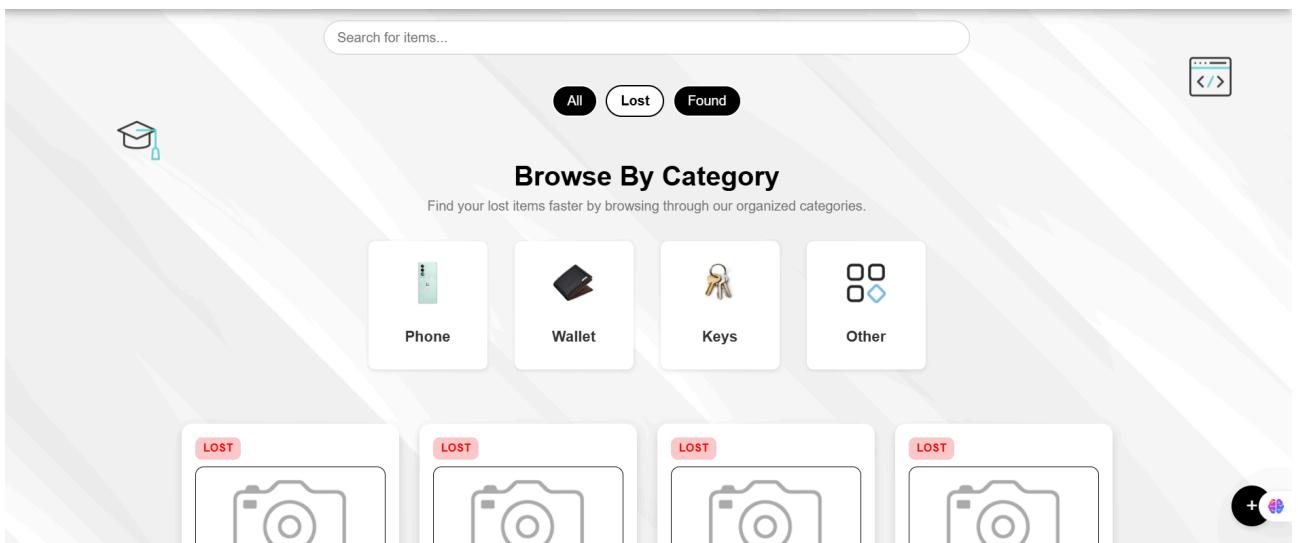
2. Filter by Status

- **Step 1:** By default, "**All**" is selected, displaying all items on the Home page.
- **Step 2:** Click on "**Lost**" or "**Found**" to view only lost or found items, respectively.
- **Step 3:** To display all items again, click on "**All**".



3. Filter by Category

- **Step 1:** By default, no category is selected.
- **Step 2:** To view items from a specific category, click on that category. Only items belonging to the selected category will be displayed, and all others will be hidden.
- **Step 3:** To show all items again, click on the selected category once more.



D. Viewing and Claiming Items:

Step 1: You can see the Item Cards on Homepage, they contain information like -

- **Label** (e.g., “LOST” or “FOUND”).
- **Item image or Placeholder** (if no image is available).
- **Short Description** (e.g., “Phone,” “Some wallet,” “Keys”).
- **Tags** (e.g., color, location).

Clicking on a card opens a more detailed view of the item, that is illustrated in this figure -

The screenshot shows a detailed view of a found item. At the top right is a green "FOUND" badge. Below it is a placeholder icon for an image, with the text "NO IMAGE AVAILABLE". To the right is the "Item Information" section, which includes the category "Phone", description "iphone 16 pro max ultra", and tags "omega". Below this is the "Contact Information" section, showing the poster's email "ashravan23@iitk.ac.in" and contact number "9876543211". Further down is the "Time Information" section, indicating the posting date as "April 5, 2025 at 04 PM". At the bottom right is a "Delete" button. On the left side of the main content area is a map of a campus area with buildings labeled "Control Room", "Auditorium", and "India Post Office - IIT Kanpur, 208016". The map also shows street names like "Fourth Ave" and "Third Ave" and building numbers. At the bottom of the map are Google map controls and coordinates: "Latitude: 26.512362303867505, Longitude: 80.23332595825195".

This contains the following information -

- **Lost / Found Item Details:** Large heading at the top, with a small “LOST/FOUND” badge to indicate item status.
- **Image Placeholder:** A rectangle for the item image. Shows No Image Available if no Image was entered by the reporter.
- **Item Information:** Contains all the details of the item i.e. item category, item description and tags added by the reporter.

- **Contact Information:** This section contains mail id and contact details of the reporter.
- **Time Information:** Shows the Date and Time when the item was reported.
- **Map:** This shows the real time location of the Reported Item.
- **Claim / Delete Buttons:** Action buttons at the bottom to Delete the item(this action is only supported if you are an Admin/ reporter).

To **Claim** an item,

Step 1: Click on the Claim button, this will send the request to the Reporter on their IITK mail id.

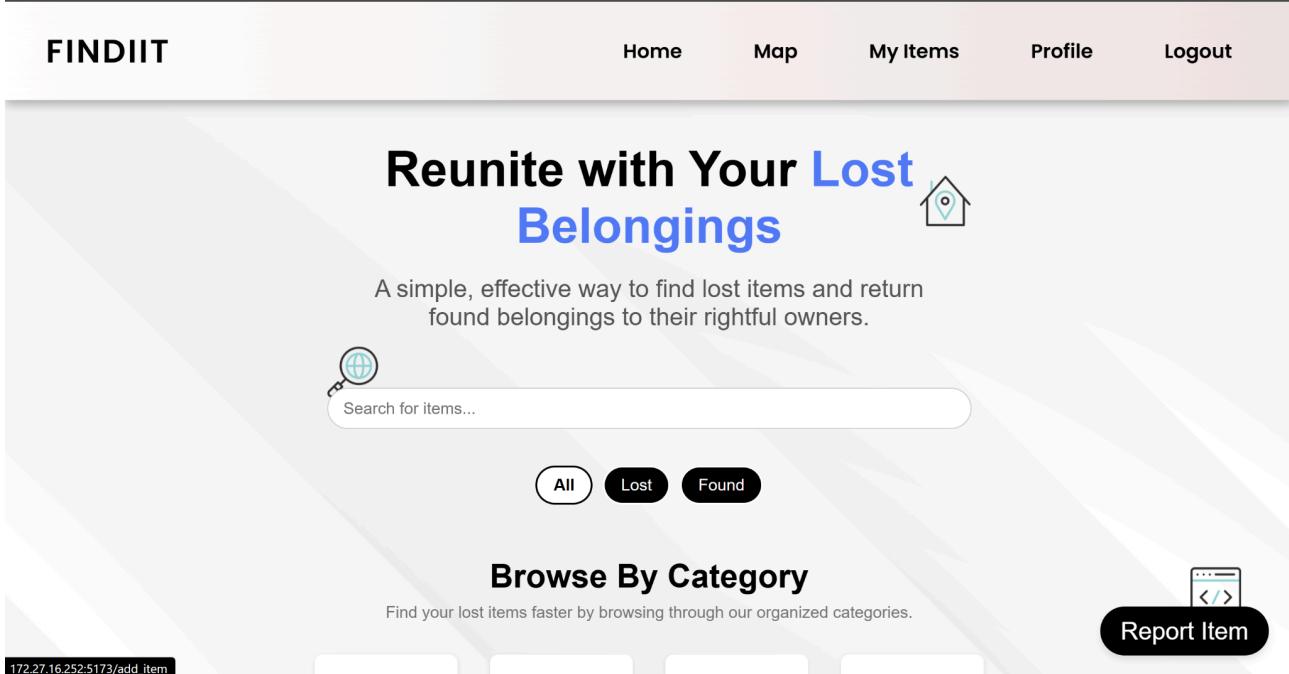
Step 2: The reporter can either Accept or Reject the request. Acceptance is must in order to claim the item. The user can chat with the reporter in order to convince them. For further details on Chat refer to Section I.

Step 3: Once successfully claimed, the item will be sent in the list of Resolved items and will not be available for further searches.

E. Reporting Items:

Step 1 :

- Locate and click on the '+' icon at the bottom right of the screen



Step 2:

- A pop up of the following sort should open up :

Report a Product

Product Status

Lost Product Found Product

Select Product Category

Select

Product Description

Write a brief description of the Product

Add tags (separate by commas)

e.g. Metal, Black, Wallet

Location or Gate

Enter location

Location Coordinates

Contact Details

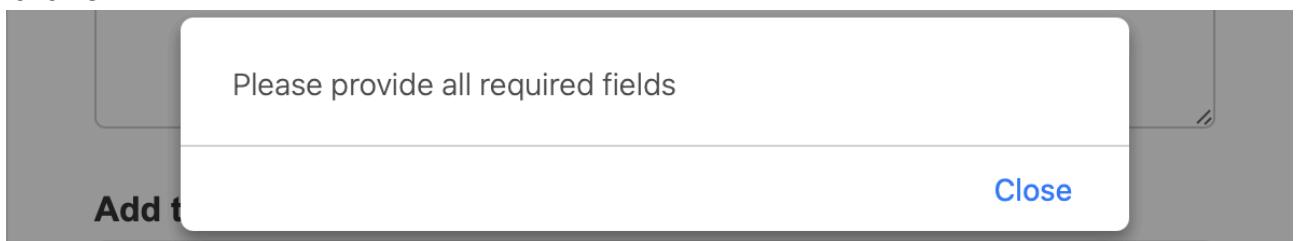
Phone number, email, etc.

Image URL

Choose File no file selected

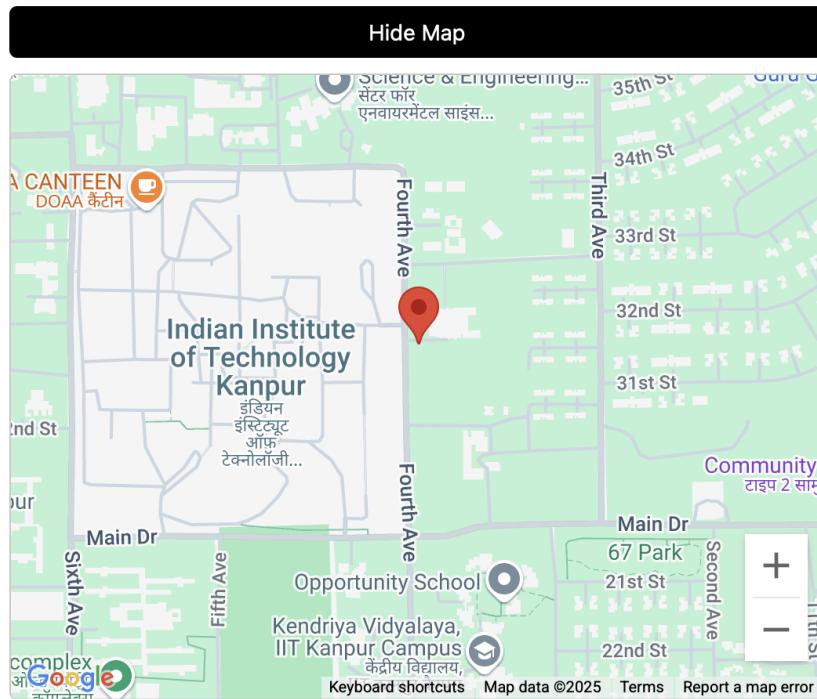
Step 3:

- Fill in the required details. Apart from Product description , Tags and Image Upload , the other fields are mandatory. If any fields are incomplete , you will be prompted as follows :



Step 4:

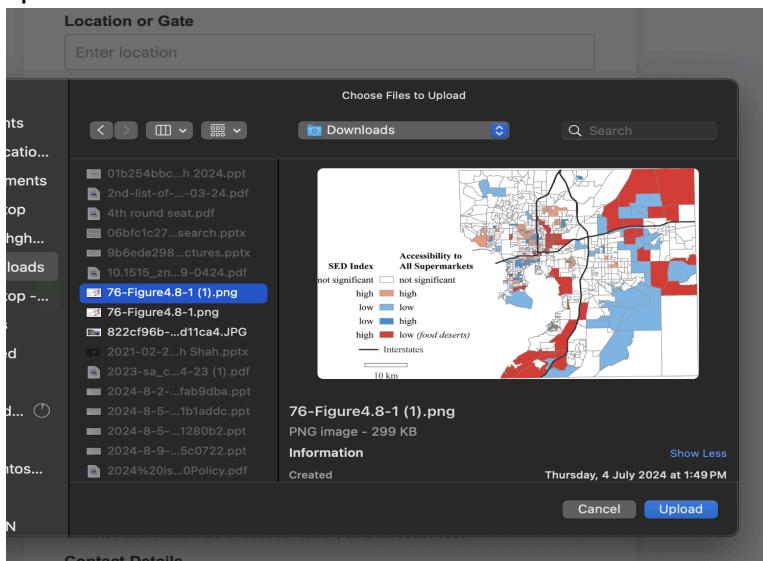
- Click on the “Open Map to Select Location” button , which will open an interactive map. Scroll to zoom and click on the location at which the item was lost or found. You can re-click to change the location.

Location Coordinates

Selected coordinates: 26.51283542440227, 80.2355035078059

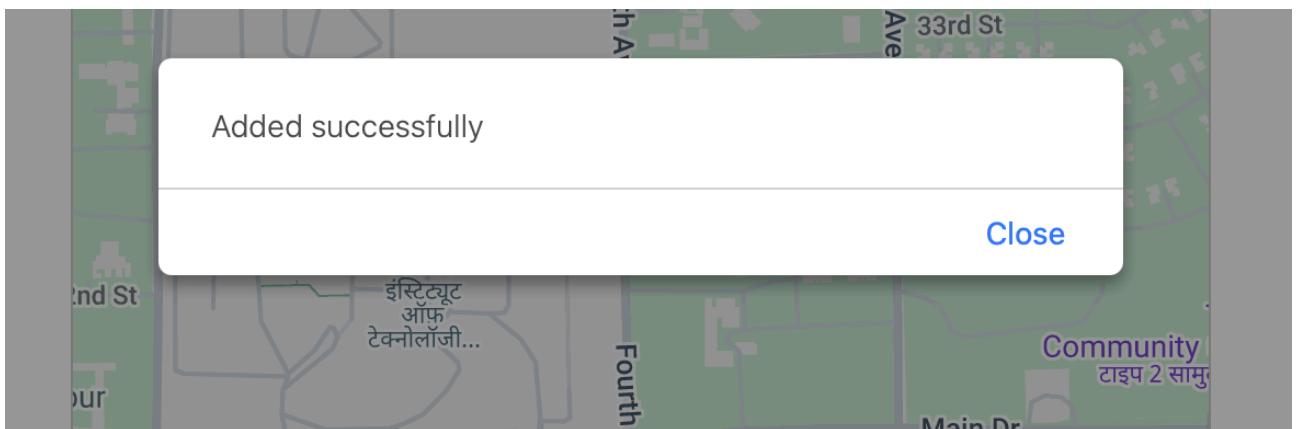
Step 5:

- Click on the Upload image (if available) which will open your filesystem for image upload



Step 6:

- After clicking submit report , you will be prompted and taken back to the home feed , where your report should now be visible

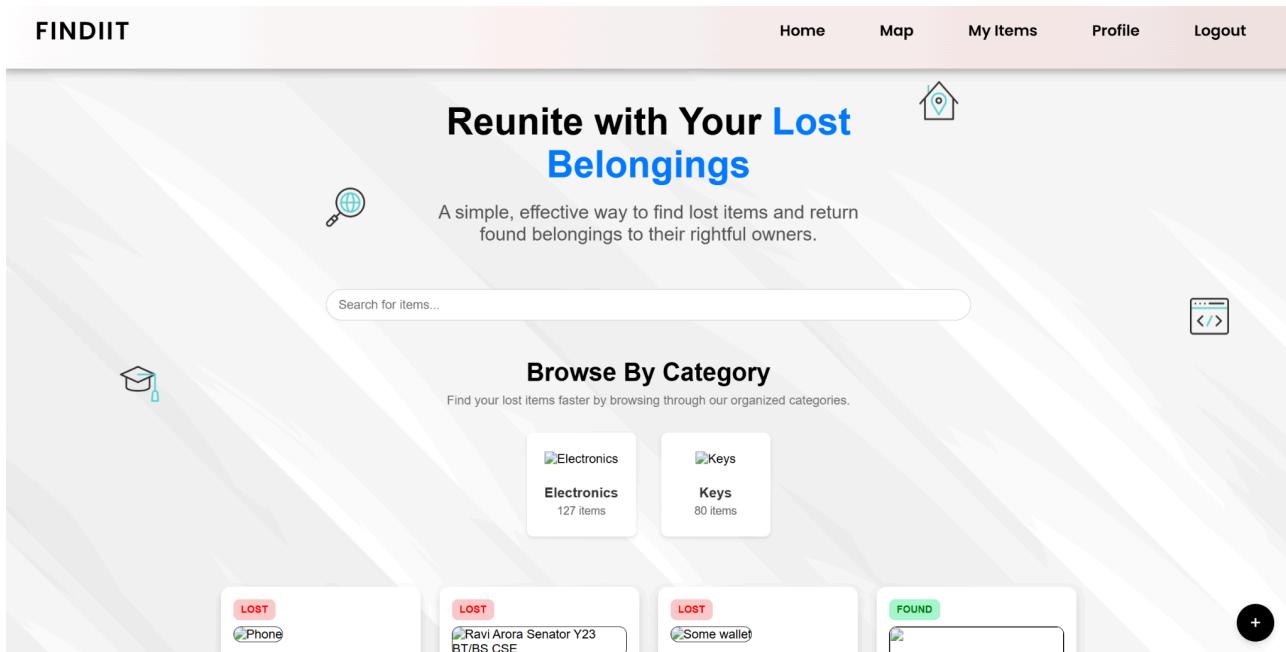


172.27.16.252:5173/product/67ea85f215ab8bcd8b0b1c0d

F. Accessing the Map:

How to Access

- Navigate to the **Home Page**.
- Locate the **Map Page** option and click on it to open the interactive map.



Features

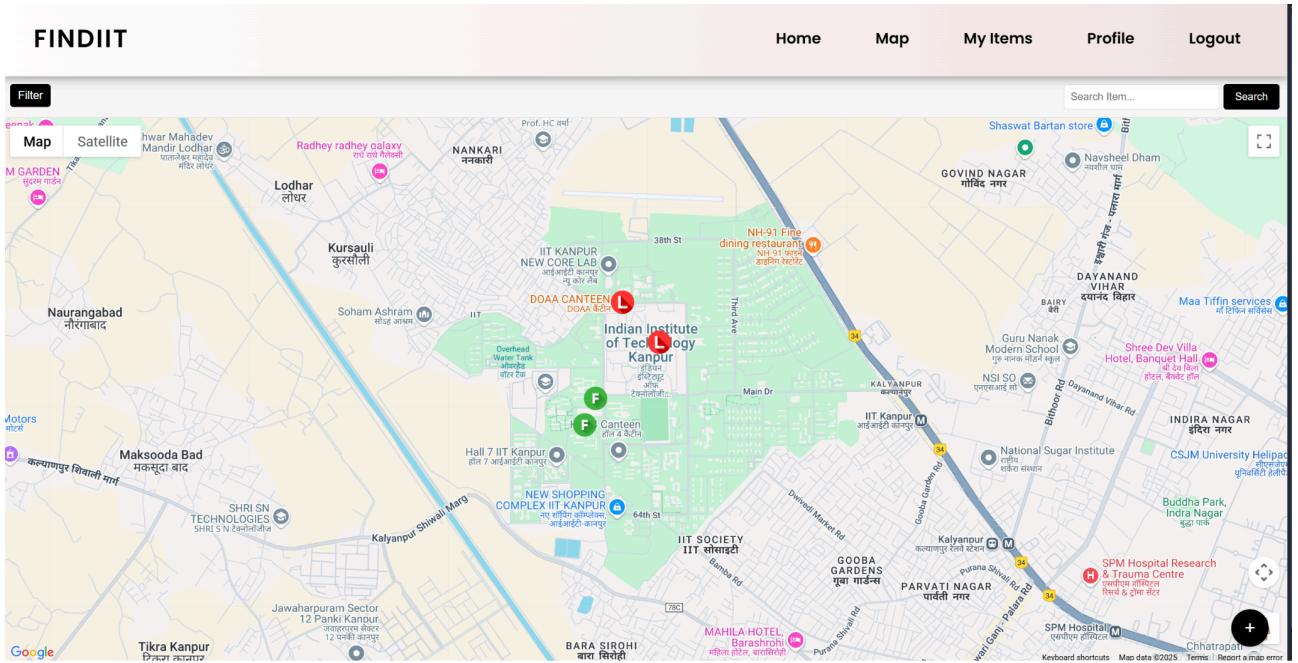
1. Browsing the Map

The map provides an interactive interface with the following utilities:

- **Switch Map View:** Users can toggle between **Map** and **Satellite** views using the on-screen control in the top-left corner.
- **Zoom In/Out:** Use the + and - buttons on the bottom-right to zoom in or out.
- **Pan and Drag:** Click and drag to move the map around.
- **Full-Screen Mode:** Click the full-screen button (top-right) for an expanded view.
- **Street View:** Drag the **yellow pegman** icon (bottom-right) onto a location for street-level exploration.
- The map displays **lost and found items** with markers.

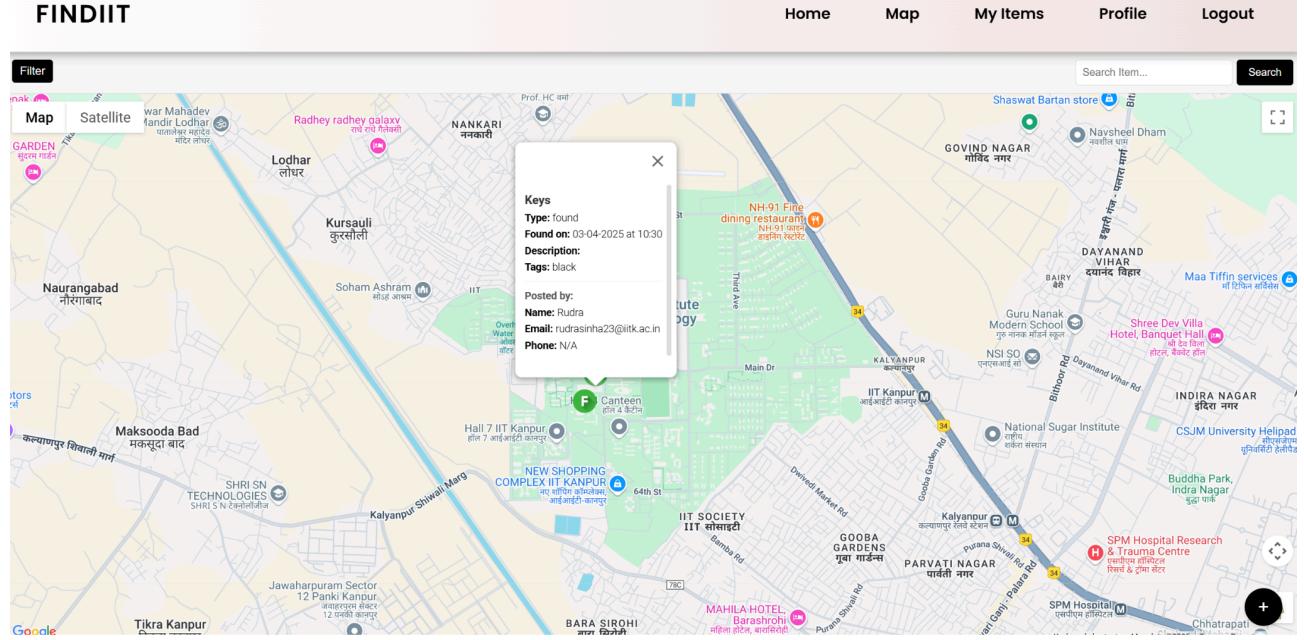
2. Viewing Item Details

- Clicking on a **lost or found item marker** opens an **item card** with more details.
- The item card displays information such as item name, type (lost/found), date, description,tags and information of the user who posted this.



3. Navigating to Item View Page

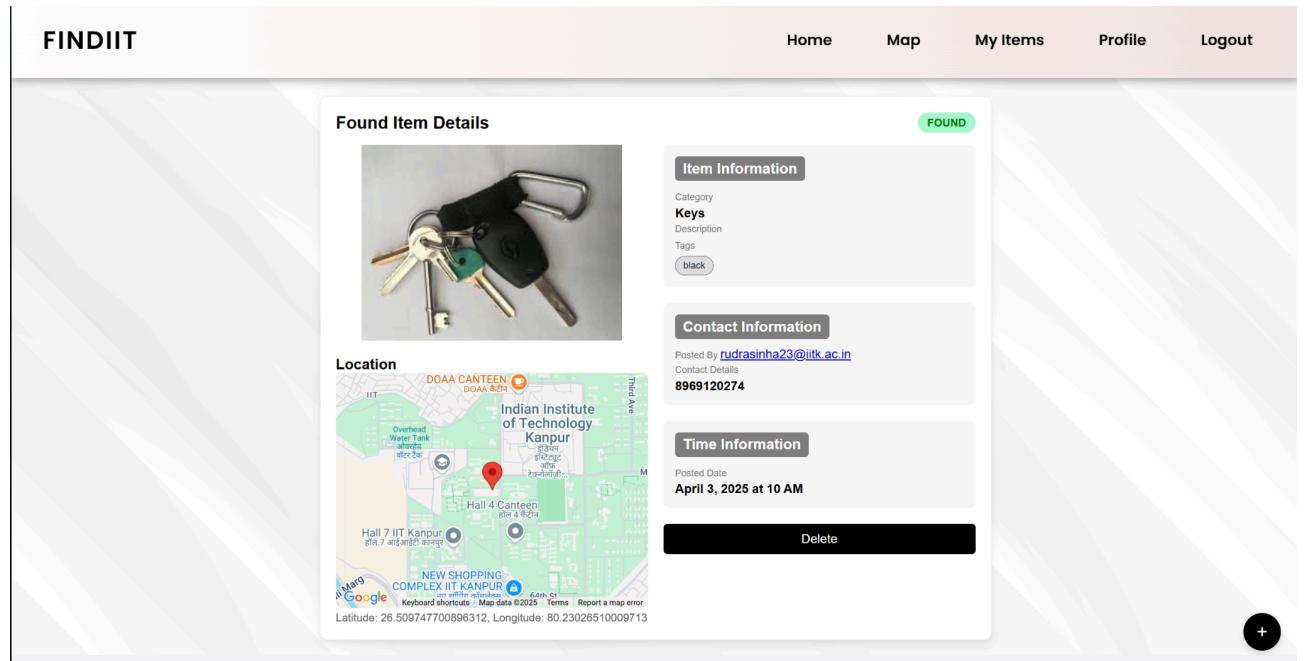
- Clicking on an item card redirects the user to the home page item view page, where full details of the selected item can be seen.



The screenshot shows a map of the Indian Institute of Technology (IIT) Kanpur campus and its surroundings. A callout box is open over a specific location on the map, displaying details about a found item:

Keys
Type: found
Found on: 03-04-2025 at 10:30
Description:
Tags: black

Posted by:
Name: Rudra
Email: rudrasinha23@iitk.ac.in
Phone: N/A

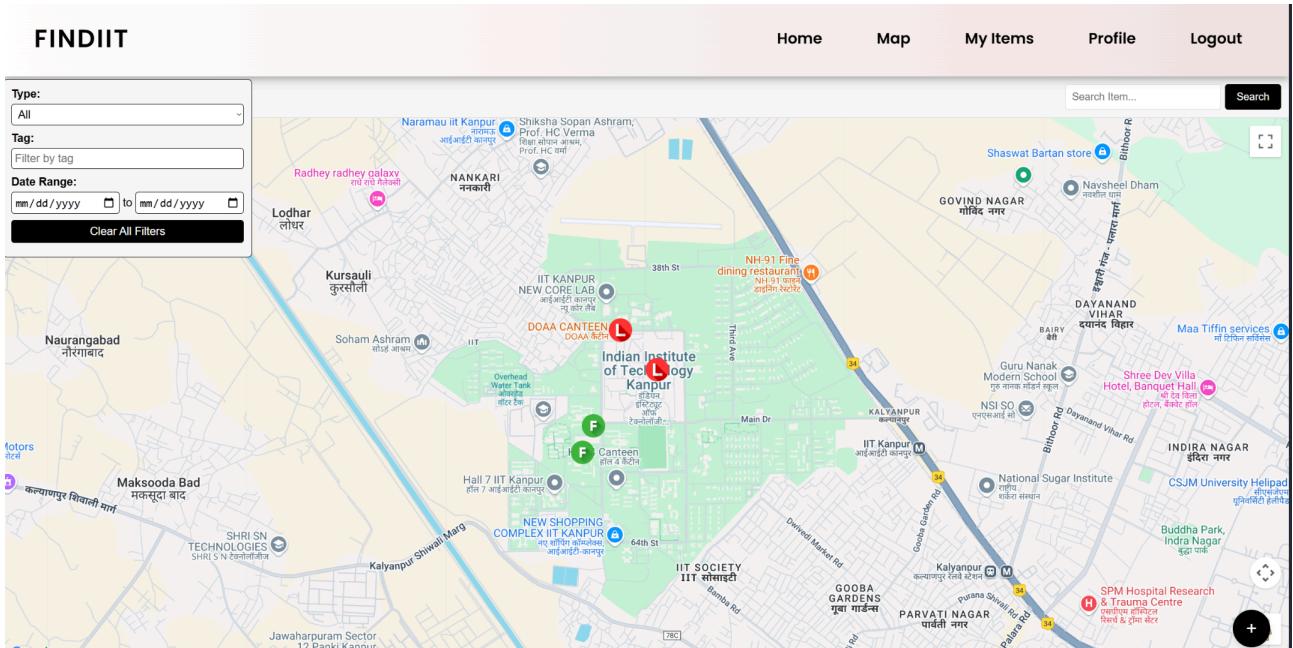


The screenshot shows the "Found Item Details" page for the item described above. The page includes:

- Item Information:** Category: Keys, Description: , Tags: black
- Contact Information:** Posted By: rudrasinha23@iitk.ac.in, Contact Details: 8969120274
- Time Information:** Posted Date: April 3, 2025 at 10 AM
- A large image of a set of keys with a black remote key fob.
- A map showing the location of the found item near the DOOA Canteen on the IIT Kanpur campus.
- Text at the bottom: Latitude: 26.509747700896312, Longitude: 80.23026510009713

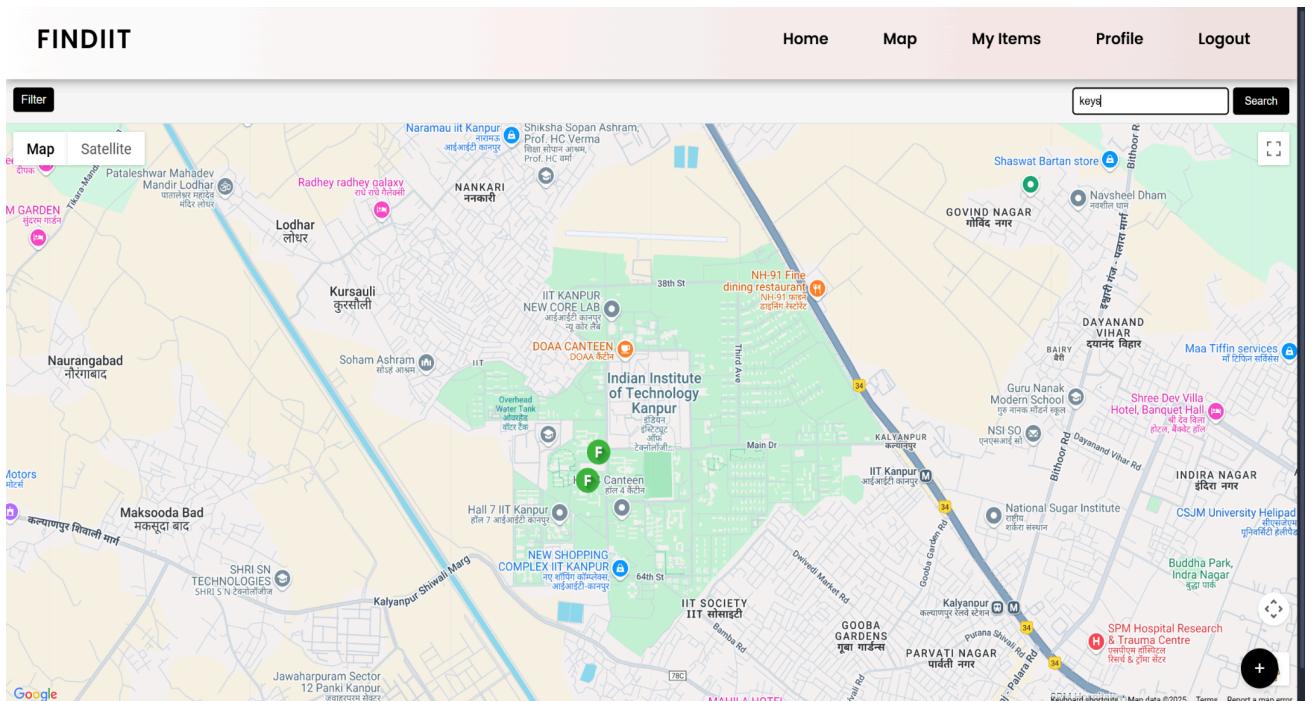
4. Filtering Items

- The **Filter** button allows users to refine their search on the map.
- Available filters:
 - Type:** Lost, Found, All
 - Date Range:** Select a start and end date to find items lost or found within a specific time frame.
 - Tags:** Search items based on specific keywords.
- Clicking **Clear Filters** resets all selected filters.



5. Searching for Items

- Users can use the **search bar** to look for specific items by name or keyword.
- Results update dynamically based on the search query.



G. View and delete your Items:

Step 1:

- Click on the My Items option in the navigation bar to open a list of items posted by you and their current status.

The screenshot shows the 'My Items' section of the FINDIIT app. At the top, there are three summary boxes: 'Total Items 2', 'Items Lost 1', and 'Items Found 1'. Below these are two item cards. The first card, 'Items Found', lists an item posted on 04-04-2025 at 02:10 from the 6th Floor, RM Building, with a green 'Found' button and a red 'Delete' button. The second card, 'Items Lost', lists an item posted on 04-04-2025 at 02:12 from Hall 12, with a pink 'Lost' button and a red 'Delete' button. A circular icon with a plus sign and a brain-like symbol is located in the bottom right corner.

List of all the items posted by you appears here.

To delete any item:

Step1:

- Click on the Delete button in front of that item.

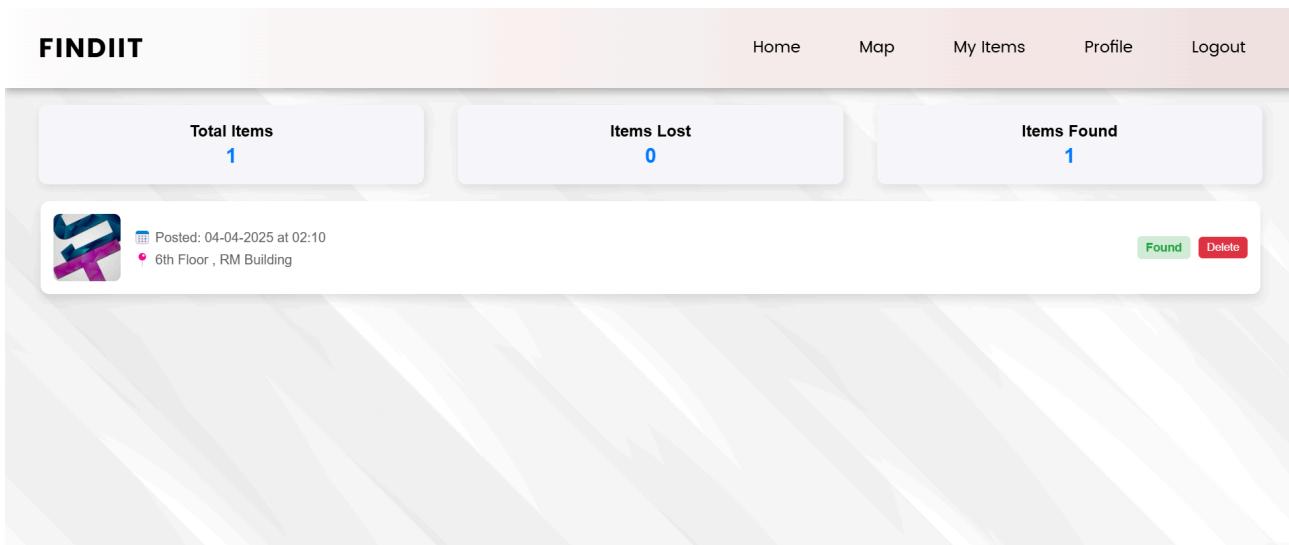
Step2:

- Confirm by clicking on yes. If you press no , nothing will happen.

The screenshot shows a confirmation dialog box in the center of the screen. The dialog box has a dark background with white text. It says 'localhost:5173 says' at the top, followed by 'Are you sure you want to delete this item?' in a smaller font. At the bottom are two buttons: 'OK' on the left and 'Cancel' on the right. In the background, the FINDIIT app's interface is visible, showing the 'My Items' section with 'Total Items 2', 'Items Lost 1', and 'Items Found 1' summary boxes. The 'Items Lost' card is highlighted, showing an item posted on 04-04-2025 at 02:10 from the 6th Floor, RM Building, with a pink 'Lost' button and a red 'Delete' button. The bottom right corner features a circular icon with a plus sign and a brain-like symbol.

Step3:

- If you press yes. The item will be deleted from the list.



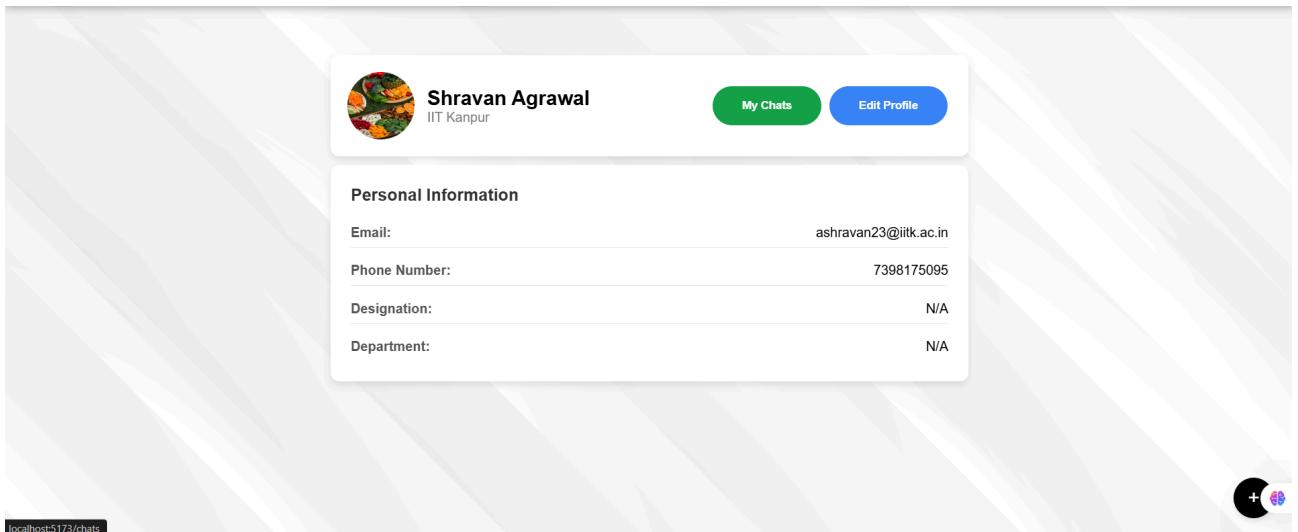
You can also open the details of the item by clicking on it. It will redirect you to the detail page for that item.

You can also see the Total Items you have posted and how many of them are lost and how many of them are found.

H. Viewing and Editing your Profile:

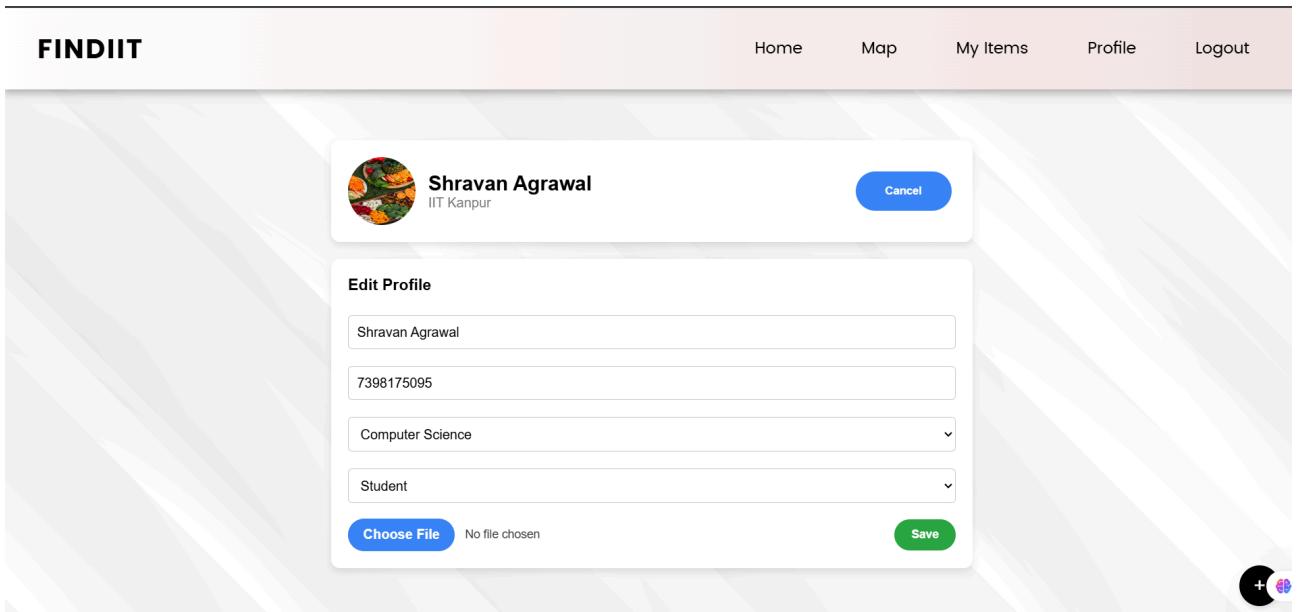
Step 1:

- To view your profile click on the **Profile** button in the navigation bar. This will open your profile page in which your Name and other Personal Information will be shown.
- You can also go to your chats page from the My Chats button.



Step 2:

- To edit your profile click on the Edit Profile button. A new page will be opened where you have access to edit any detail about yourself.



Step 3:

- Change whichever field you want to change and then click on Save.

The screenshot shows the 'Edit Profile' modal window. At the top, there is a placeholder profile picture with the name 'Shravan Agrawal' and 'IIT Kanpur' below it. On the right side of the modal are two buttons: 'Cancel' (blue) and 'Save' (green). The main area contains four input fields: a text field with 'Nischay Agrawal' (which has a red border indicating it's been changed), a text field with '7398175095', a dropdown menu set to 'Computer Science', and another dropdown menu set to 'Student'. Below these fields are two buttons: 'Choose File' (blue) and 'No file chosen' (gray). The background of the modal is white, and the overall interface has a clean, modern look.

The Profile page will get updated according to the changes you make.

The screenshot shows the user profile page for 'Nischay Agrawal' from 'IIT Kanpur'. At the top, there is a circular profile picture and the name 'Nischay Agrawal' with 'IIT Kanpur' below it. To the right of the name are two buttons: 'My Chats' (green) and 'Edit Profile' (blue). Below this section is a 'Personal Information' block containing four pairs of labels and values: 'Email:' followed by 'ashravan23@iitk.ac.in', 'Phone Number:' followed by '7398175095', 'Designation:' followed by 'N/A', and 'Department:' followed by 'N/A'. The background of the page is white, and the overall design is consistent with the previous screenshot.

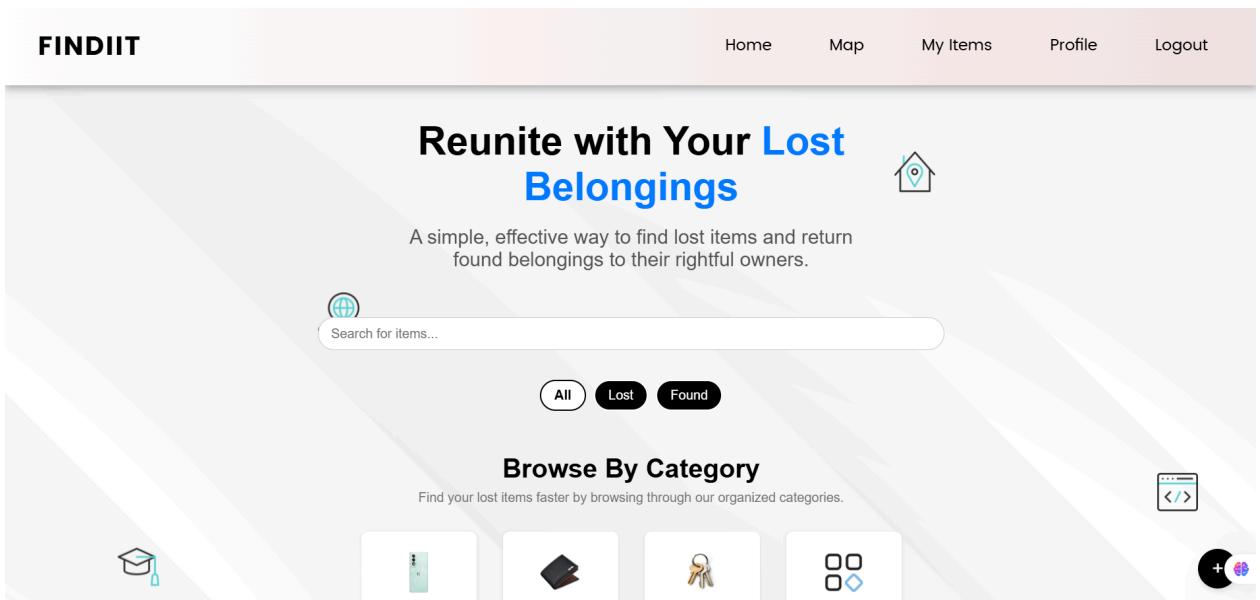
I. Chatting with other users:

There are two ways to chat with other users:

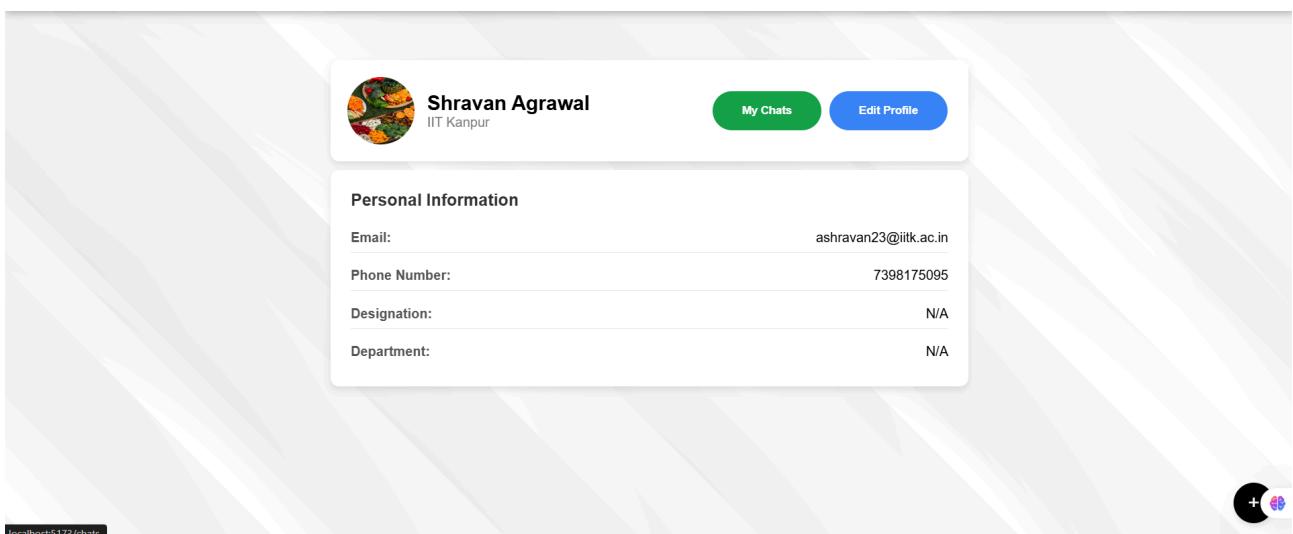
1. Chat with a Specific User or Resume an Existing Chat
2. Chat with the Person Who Posted a Lost or Found Item

Case 1: Chat with a Specific User or Resume an Old Chat

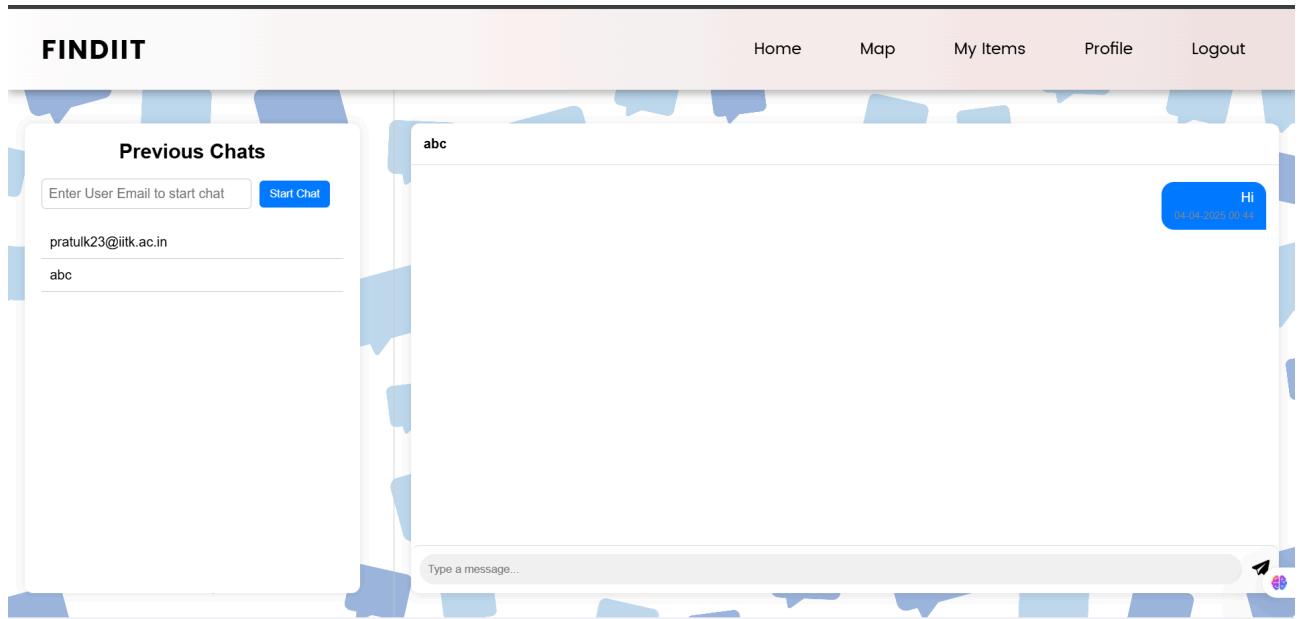
1. Click on the **Profile** option in the navigation bar to open your profile page.



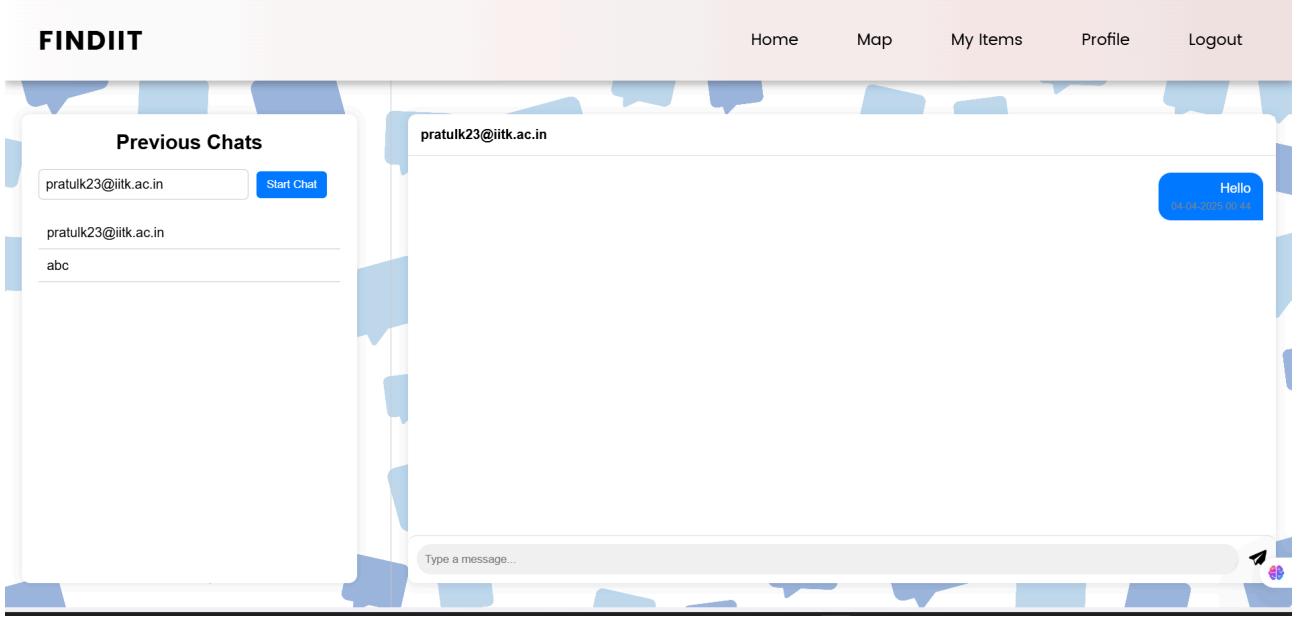
2. Click on the "**My Chats**" button.



3. You will be redirected to the **Chats Page**.

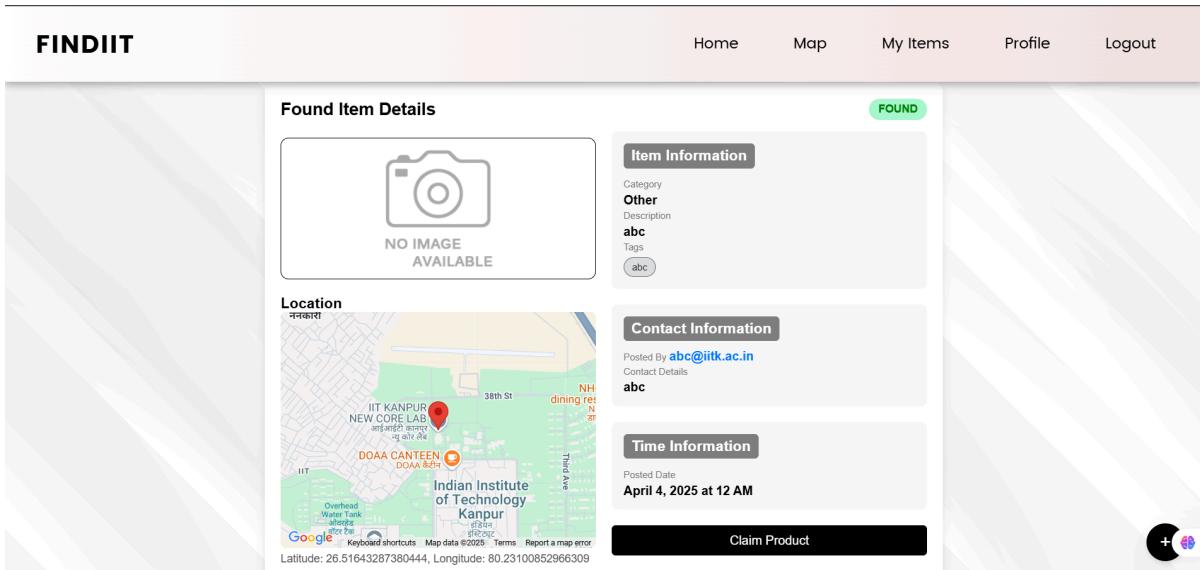


4. On the **left side**, you will see a list of your previous chats.
5. Click on a specific user to open the conversation on the **right side**.
6. You can now **send messages** and **read the other person's messages**.
7. To start a new chat with a specific person:
 - a. Enter their **email ID** in the provided field.
 - b. A **new chat window** will open on the right, where you can start messaging them

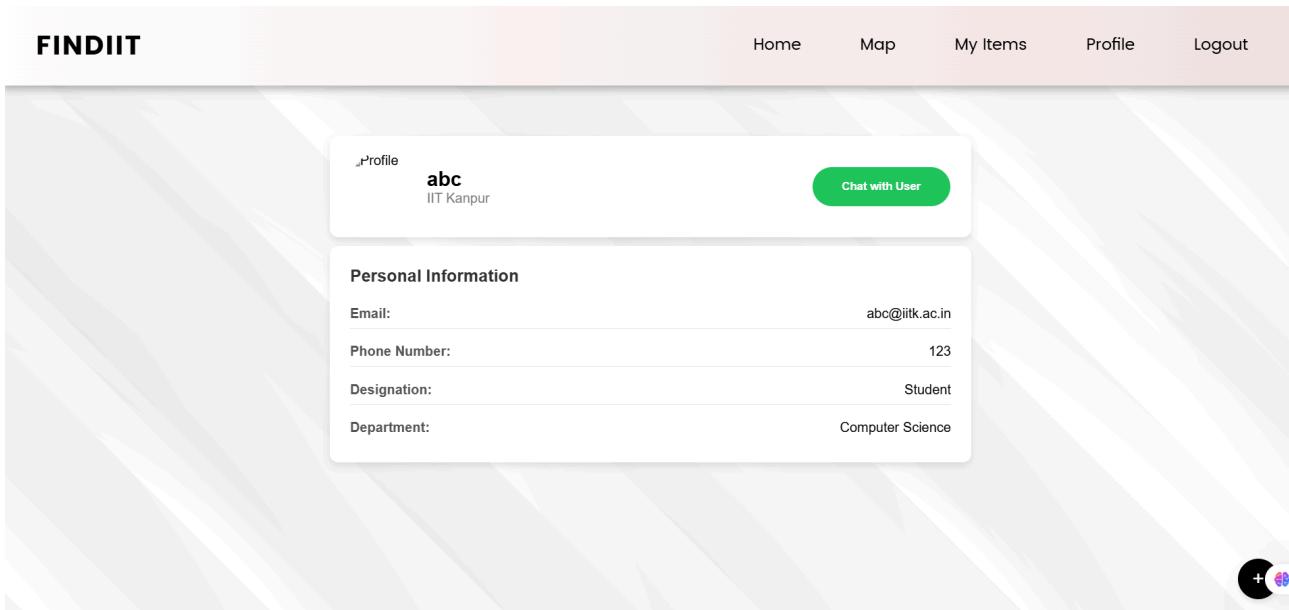


Case 2: Chat with the Person Who Posted a Lost or Found Item

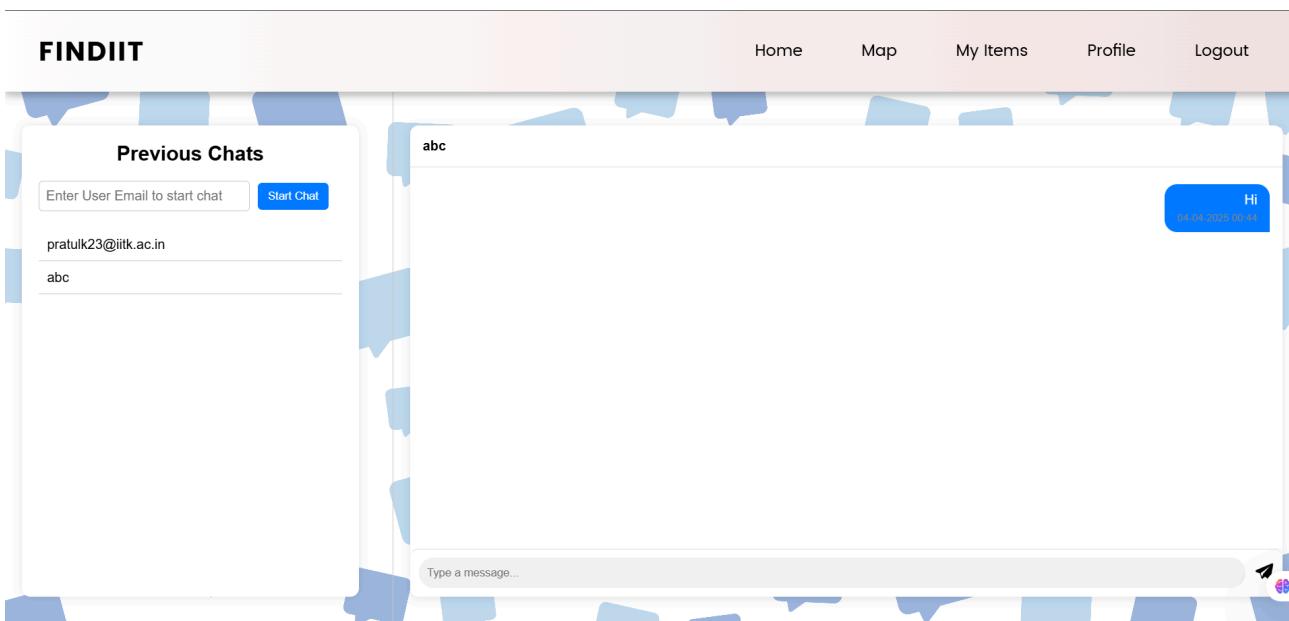
1. On the **Home Page**, click on the specific item. A new page will open, displaying all the details of the item.
2. Under the "**Posted By**" section, click on the **email ID** of the user who posted the item.



3. This will open the **profile details** of that user.
4. Click on the "**Chat with User**" button.



5. You will be redirected to the **Chats Page**, where your conversation with that person will open (including any previous chat history).



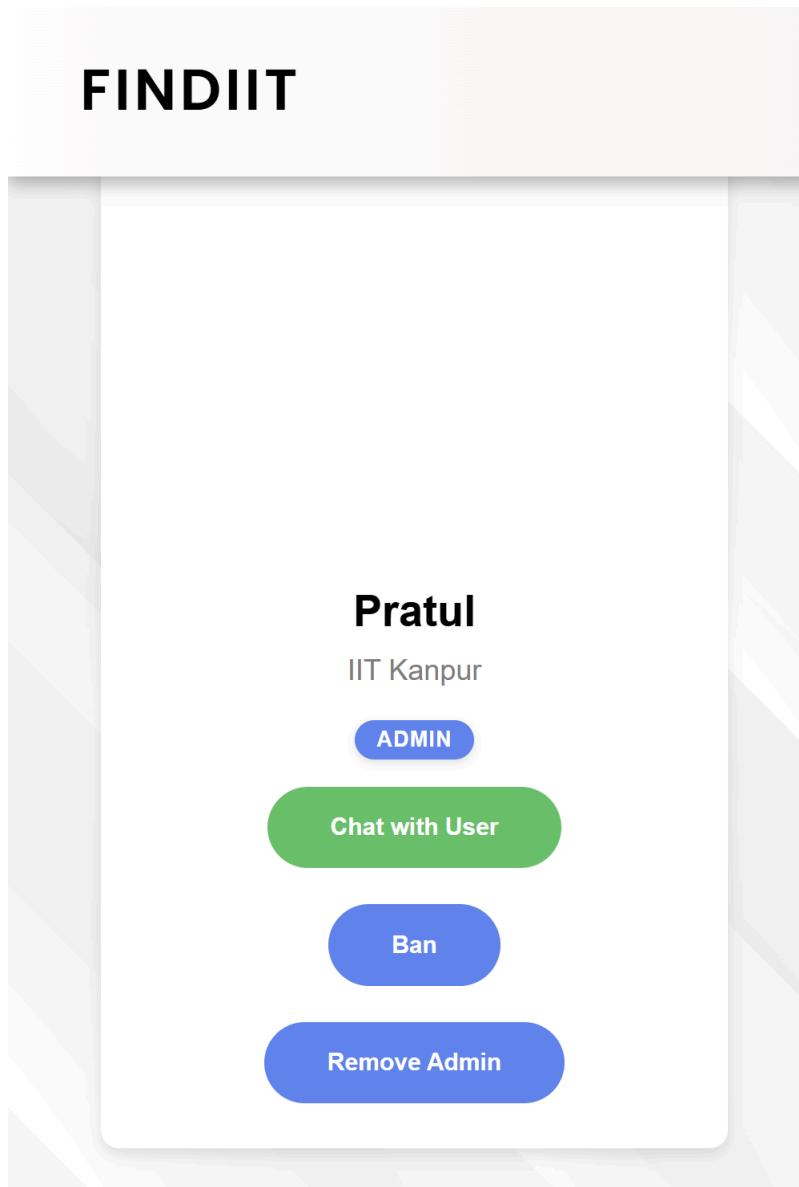
J. Admin Functionalities:

The Admin has following authority above a normal User (along with all the functionalities of a regular user):

To access these functions pertaining to the management of other users, admins need to access the required user's profile page.

This can either be done by starting a new chat with them (see Previous Section) or opening their page from one of the items they have reported.

In the profile page, the Admin will get access to buttons from the left panel:



The Admin has 4 main functions pertaining to user management. They are:

a) To ban a user:

After being Banned, the user cannot access any functionality / component of the site. This is essential for safety purposes.

b) To unban a user:

To lift up the restrictions, so that the user can use the site again.

c) To promote a user to Admin:

To increase the count of Admins.

d) To demote a user from Admin:

To take authority from a person.

In addition to the above 4 Functionalities, the Admin has another authority:

e) To delete a reported item:

The Admin can delete an item reported by any person. This is essential to maintain the integrity of the website. Refer Section D for more details.