

Introduction

What is Sociopro -

What does Sociopro do?

Sociopro is a networking platform that helps to build a secure social networking website for you. Sociopro offers you to create a secured social space where you can choose who you connect with and can share content, post, event, group, or pages.

On this platform, you can add/remove friends with existing application users, react/share/comment on users' posts, and make private conversations with other users. Also, you can publish blogs, host events, and create pages, groups, and opportunities to run your business in this application's marketplace.

Who is Sociopro for?

With this platform, you can only share your data with a group of people you want to connect with. Your data is not safe on the public social networking platform. Sociopor is a private social media platform, so any group of people can use this application for strong data security purposes. This application can be useful for:

- community
- Any kind of institute/office/project/community member.
- A group of students/teachers.

Basic terms -

Timeline:

A timeline is a list of posts and stories which will be constantly updated. After logging in to Sociopro, a user can see their timeline. Users can see uploaded pictures, and share locations, videos, events, blogs, and advertisements of their friends, groups, or pages they have followed.

Users can save, share, comment, or react to a post on their timeline. They can also share their feelings, start live videos, upload photos/videos/posts, and tag other users from the create post module.

Profile:

A Sociopro profile is a particularly personal page of a user.

This is where a Sociopro user can upload posts, images, and videos, create albums, start live videos, tag, manage friends, and provide personal information. So the other users or friends of the application can react, share, or comment on the posts.

Group:

A Sociopro group is a platform for discussion, a number of common interested people who can share their opinions, ideas, thoughts, questions, and so on. In Sociopro, groups let people connect around common objects, interests, and activities.

In a group, users can share their opinions, ideas, and content like text, images, and videos. Other group members can react and make comments on a group post. Also, a group can start the live video on a group. Users can create and join multiple groups if they want. Other existing application members can not see a group's post if they are not joined that group. Your users can also share groups in the event.

Event:

Sociopro brought a feature named "**Event**" that allows Sociopro users or an event admin to create calendar-based events. This feature helps to organize a social gathering through Sociopro.

This feature helps to organize an event through Sociopro.

Any existing user of Sociopro can host multiple events. After creating the events, a user can include information about the event, the time and date of the event, and add event-related images to the events. Also, a user can invite their friends or share an event to the timeline, groups, or pages. Also, they can mark themselves on any event as going or interested.

Story:

Sociopro has an amazing feature that allows existing user to publish their photos or videos only for 24 hours in Sociopro. It will be disrepair after 24 hours automatically. A user can upload their story from their timeline.

Getting Started

How to install Sociopro -

The installation process of Sociopro is as simple as other applications available online. Follow the steps carefully to install and run your private social media platform.

- Upload the downloaded zip(Sociopro.zip) file from CodeCanyon to your server.
- You can upload anywhere inside your public_html folder or any sub-folder you want. Just keep in mind the directory where you are.
- Unzip the file.
- Go to your preferred web browser and type the URL where you have the files.

Example: example.com/sociopro

- Unzipped the file. For example - if you have a domain example.com and unzipped the files inside the folder "**Sociopro**," the URL will be example.com/sociopro.
- The first step is installation. Before starting, you will need to have the CodeCanyon purchase code, the database name, username, password, and the database host in the installation process. You can get the purchase code from your purchase information on Codecanyon. You will need to create a new database on your server to have the database information. You will

also need to ensure that the files in /application/config/database.php and /application/config/routes.php have written permission. You should also verify if your server has PHP CURL enabled. after you hit the "**Start Installation Process**" button.

- Provide all write permissions for required files and enable the CURL.
- If everything is fine and has a green checkmark on every required file, click on the "**Continue**" button.
- You have to provide the previously created database credentials correctly. Click on the "**Continue**" button.
- Now select the "**Install**" button.
- Provide the application name and other required information. Then, Click on the "**Set me up**" button.
- Provide the administrator's email and password.
- Click on the "**Log in**" button.

Congratulation! Your Sociopro installation process is complete.

Content safety -

Sociopro is a private social media platform that is designed to share your data securely with a limited number of users.

When you use Sociopro, you have to be very responsive to using the information about your users. You have no authority to publish or use the information. Also, You can use the user's information or the Sociopro application for unethical purposes.

You can not use any contents that harm any religion, nation, state, or other thing. You are not allowed to make any discussion, promotion, share any content, or any abusive words that are against your local laws.

Note: *Sociopro does not support any unethical work.*

Login credentials

Sign up -

Signing up to Sociopro as a new user is simple as other social media platforms. With a few clicks, users can sign up for the application. To sign up for the application, users can follow the steps below:

- Go to the application credential page.
- Click on the "**Sign Up**" page.
- Provide the user's name in the "**Full Name**" field.
- Add a valid email to the "**Email**" field.
- Set a password for the Sociopro account.

- Accept the "**Terms of users**" and "**Privacy policy**" of the application.
- Click the "**Sign Up**" button to complete the Sign Up process.

[sociopro-singn-up-page.png]

Log in -

After completing the sign-up process, a user can log in to the application. Like other social media platforms, a user can easily log in to this platform. A user can follow the steps to log in to Sociopro.

- Go to the application credential page.
- Click on the "**Login**" page.
- Provide the valid email address and password of the user.
- Click on the "**Login**" button.

[sociopro-log-in-page.png]

Managing password -

If users forget their account password, they can easily recover the password through their email without any harassment. To recover the account, a user can follow the steps below:

- Go to the application credential page.
- Click on the "**forget password**" option.

[sociopro-foreting-password-1.png]

- Provide a valid email and click on the "**Send**" button. (After providing the email, a code will send to that email)

[sociopro-foreting-password-2.png]

- Provide the code number and select the "**Verify**" button.
- Add your new password to the "**Enter New Password**" option.
- Again provide your new password to the "**Confirm Password**" option.
- Click on the "**Submit**" button.

The password has been successfully recovered. Now the user can log in to Sociopro with the new password.

Sociopro Timeline

Post management -

A timeline is a list of posts and stories which will be constantly updated. After logging in to Sociopro, a user can see their timeline. Users can see uploaded pictures, and share locations, videos, events, blogs, and advertisements of their friends, groups, or pages they have followed. Users can upload and manage their text, image, and video post from the timeline.

Creating a post: (text)

To create a text post, users can follow the steps below:

- Log in to the Sociopro.
- Click on the "**Post box.**" (A user can find this post box on the top of the timeline)

[sociopro-timeline-1.png]

- Your users can write down what they want to share.
- Choose the privacy of the post (Users can make their posts public or only friends)
- Click on the "**Post**" button.

sociopro-timeline-2.png

Creating a post: (Images or videos)

To create an image or video post, users can follow the steps below:

- Log in to the Sociopro.
- Click on the "**Post box.**" (A user can find this post box on the top of the timeline)

sociopro-timeline-1.png

- Choose the privacy of the post (Users can make their posts public or only friends)
- Select the "**Photo/video**" option. (Users can upload their photos or videos from their devices)
- Click on the "**Post**" button.

sociopro-timeline-3.png

Users can change their post settings from their Profile option.

Sharing feelings/activities:

Users can also share their feelings/activities from their timelines. Other users can react or like these kinds of posts if they want. To share feelings/activities users can follow the steps below:

- Log in to the Sociopro.
- Click on the "**Post box.**"

sociopro-timeline-1.png

- Click on the "**Feelings/Activities**" option.
- Choose the privacy of the post (Users can make their posts public or only friends)
- Add any details if the users want to share.
- Choose the feelings or activities users want to share.

- Click on the "Publish" button.

sociopro-timeline-4.png

Sharing location:

Users can also share their location on Sociopro. Other users can react or comment on these kinds of posts if they want. To share the location users can follow the steps below:

- Log in to the Sociopro.
- Click on the "Post box." (A user can find this post box on the top of the timeline)

sociopro-timeline-1.png

- Select the "Post box" option.
- Click on the "Location" option.
- Choose the privacy of the post (Users can make their posts public or only friends)
- Add any details if the users want to share.

sociopro-timeline-5.png

- Choose the location from the map
- Click on the "Publish" button.

NB: Users' friends and followers can see, react, and comment on the posts from their timelines.

Post sharing -

Users can share other users' posts they have followed in their timelines. This shared post will be automatically saved to the Profile. They can change the post settings from the Post option.

To share a post from the timeline, users can follow the steps below:

- Log in to the Sociopro.
- Go to the timeline.
- Select a post from the timeline user wants to share.
- Click on the "Share" button on the right bottom of the selected post.

sociopro-timeline-6.png

- Select the audience
- Choose the privacy of the post (Users can make their posts public or only friends)
- Add any description (If the users want to write down something about the post)
- Click on the "Share" button.

sociopro-timeline-7.png

Tagging people -

Users can add their friends, or pages to a post by tagging them. When a user tags other users in videos, photos, or posts it will add to the tagged user's profile.

To tag other users from their timelines, they can follow the steps below:

- Log in to the application.
- Click on the "**Post box**." (Users can find this post box at the top of the timeline)

sociopro-timeline-1.png

- Choose a post that they want to share. (Users can share any post, images, or videos)
- Choose the privacy of the post (Users can make their posts public or only friends)
- Click on the tag people option.
- Select users that you want to tag. (User can choose multiple users to tag in a post)
- Tap on the "**Done**" button.
- Click on the "**Publish**" option.

sociopro-timeline-8.png

Live video -

With the live video feature in Sociopro, users can share their experiences, news, or events in real-time with their friends or other users. If users end their live video, it will automatically save to the profile. To start live videos, users can navigate the steps below:

- Log in to the Sociopro.
- Click on the "**Post box**." (A user can find this post box on the top of the timeline)

sociopro-timeline-1.png

- Select the "**Live video**" option.
- Choose the privacy of the post (Users can make their posts public or only friends)
- Click on the "**Post**" button.

sociopro-timeline-9.png

The user's live streaming service will start soon after clicking on the "**Post**" button. Users can also read other users' comments and reply/make comments on their live videos in real-time.

How to react & comment on a post -

Users can comment on their friends, pages, or group posts they have followed or joined in Sociopro. They can also add different kinds of reactions to a post/comment. They are happy, sad, wow, and angry emojis. Users can not use multiple emojis/reactions at a time in a single post/comment.

Comment:

To comment on a post from the timeline, users can follow the steps below:

- Log in to the application.
- Click on the "**Timeline**" from the left menu.
- Select a post.
- Scroll to the bottom of the selected post.
- Write down a comment in the comment box.

sociopro-timeline-10.png

Users can also hide or report comments from the comment box in Sociopro. For this, they can follow the steps:

- Select a comment.
- Click on the (•••) icon on the right side of the comment.
- If the user wants to hide the comment from other users, they can click on the "**Delete Comment**" button.

sociopro-timeline-11.png

Reacts with the emojis (Post):

Users can share their feelings in a post with different kinds of emojis. They are happy, sad, wow, and angry emojis. Users can not use multiple emojis/reactions at a time in a single post. They can also react with emojis in the comment box. To add an emoji to a post, they can follow the steps below:

- Log in to the application.
- Click on the "**Timeline**" from the left menu.
- Select a post.
- Go to the bottom of the selected post.
- Hover the mouse on the "**Like**" button.
- Choose and click on an emoji (Users can see different emojis by hovering the mouse on the "**Like**" button)

sociopro-timeline-12.png

To add an emoji in the comment box, users can follow the steps below:

- Select a comment.
- Hover the mouse on the "**Like**" button of the selected comments.
- Choose and click on an emoji.

sociopro-timeline-13.png

Users can not use multiple emojis/reactions at a time in a single post/comment.

To remove an emoji from the post or comment, again select and click on the emoji.

BN: *If the users just click on the "**Like**" button, it will automatically add a like emoji to the post/comment.*

Sociopro Profile

Post management -

A Sociopro profile is a particularly personal page of a user. This is where a Sociopro user can upload posts, images, and videos, create albums, start live videos, tag, manage friends, and provide personal information. So the other users or friends of the application can react, share, or comment on the posts.

Creating a post: (text)

To create a text post, users can follow the steps below:

- Log in to the Sociopro.
- Click on the "**Post box**." (A user can find this post box on the top of the profile)

sociopro-profile-1.png

- Users can write down what they want to share.
- Choose the privacy of the post (Users can make their posts public or only friends)
- Click on the "**Post**" button.

sociopro-profile-2.png

Creating a post: (Images or videos)

To create an image or video post, users can follow the steps below:

- Log in to the Sociopro.
- Click on the "**Post box**."

sociopro-profile-1.png

- Choose the privacy of the post (Users can make their posts public or only friends)
- Select the "**Photo/video**" option. (Users can upload their photos or videos from their devices)
- Click on the "**Post**" button.

sociopro-profile-3.png

Sharing feelings/activities:

Users can also share their feelings/activities from their profiles. Other users can react or these kinds of posts if they want. To share feelings/activities users can follow the steps below:

- Log in to the Sociopro.
- Select the "**Post box**" option.

sociopro-profile-1.png

- Click on the "**Feelings/Activities**" option.
- Choose the privacy of the post (Users can make their posts public or only friends)
- Add any details if the users want to share.

- Choose the feelings or activities users want to share.
- Click on the "**Publish**" button.

sociopro-profile-4.png

Sharing location:

Users can also share their location on Sociopro. Other users can react or these kinds of posts if they want. To share the location users can follow the steps below:

- Log in to the Sociopro.
- Select the "**Post box**" option.

sociopro-profile-1.png

- Click on the "**Location**" option.
- Choose the privacy of the post (Users can make their posts public or only friends)
- Add any details if the users want to share.
- Choose the location from the map
- Click on the "**Publish**" button.

sociopro-profile-5.png

Profile picture -

A profile picture is an image of a user, that represents the user's account in Sociopro. A user's profile picture will be displayed next to the account name on any posts, comments, and mentions. Users can upload, change, or delete profile pictures from their accounts. To upload a profile picture, users can follow the steps below:

- Log in to the application
- Navigate to the "**Profile**" option from the left menu.
- Select the "**Edit Profile**" button from the top of the "**Profile**" page.

sociopro-profile-6.png

- Click on the "**Choose file**" option to upload a profile picture from the device.
- Click on the "**Update profile**" button.

sociopro-profile-7.png

If users want to change their profile picture, they can change it from their profile edit option.

Cover photo -

A cover photo is a large banner image that introduces other users to the individuality of a user. Users can upload, change, or delete the cover images from their accounts. Other users see on their timeline when a user changes their cover photo image. They can also add react with emojis or add comments on the cover photo. To change or upload an image, users can follow the steps below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Click on the "**Edit Cover Photo**" button on the top right side.

sociopro-profile-8.png

- Upload a new cover photo from the device.
- Click on the "**Upload**" button.

sociopro-profile-9.png

Tagging people -

Users can add their friends, or pages to a post by tagging them. When a user tags other users in videos, photos, or posts it will add to the tagged user's profile.

To tag other users from their profile option, they can follow the steps below:

- Log in to the application.
- Click on the "**Post box**."

sociopro-profile-1.png

- Choose a post that they want to share. (Users can share any post, images, or videos)
- Choose the privacy of the post (Users can make their posts public or only friends)
- Click on the tag people option.
- Select users that you want to tag. (User can choose multiple users to tag in a post)
- Tap on the "**Done**" button.
- Click on the "**Post**" option.

sociopro-profile-10.png

Live video -

With the live video feature in Sociopor, users can share their experiences, news, or events in real-time with their friends or other users.

- . To start live videos, users can navigate the steps below:
- Log in to the Sociopor.
 - Click on the "**Post box**."

sociopro-profile-1.png

- Select the "**Live video**" option.
- Choose the privacy of the post (Users can make their posts public or only friends)
- Click on the "**Post**" button.



The user's live streaming service will start soon after clicking on the "**Post**" button. Users can also read other users' comments and reply/make comments on their live videos in real-time.

Managing friends -

Users can become friends in Sociopro. They can send requests to each other. After becoming friends on Sociopro, users can tag each other on a post, invite to events, and see each other's posts on the timeline. They can also share, react, or comment on the post after becoming friends.

How to add a friend:

To add a friend in Sociopro, users have to send a friend request. If other users accept the request, then they became friends. Users can send a friend request in several ways in the application.

Users can search for other users on the search bar of the application. Users can see all related results in the search list. If the user found what they are searching for, they can send a friend request from there.

Users can also add a friend from their friend request. If other users send a friend request to a user, it will be added to the "**Friend Requests**" option. Follow the steps to navigate to the "**Friend Requests**" list below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Click on the "**Friend**" option. (Users can find the "**Friend**" option at the bottom of the cover photo)
- Select the "**Friend Requests**" option.

Users can see the list of their friend requests. They can accept the requests to add friends or reject the request.

Users can see their all friends on a list. Users can unfriend, unfollow, or unfollow their friends if they want. If a user unfollows someone, the user won't see their unfollowed friend's posts in the timeline, but they will still be friends. If a user blocks someone, the blocked users won't be able to see the user's profile, can not tag, won't be able to add comments, or can't invite users to events or groups.

BN: If the user wants, they can also follow or unblock a user.

To manage friends, users can follow the steps below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Click on the "**Friend**" option. (Users can find the "**Friend**" option at the bottom of the cover photo)
- Select the "**My friend**" option.



- Choose a friend from the list.
- Click on the (•••) icon for more options.
- Select the required option. (Users can unfriend/unfollow a user)

sociopro-profile-13.png

Photos and Albums -

Users can add photos and albums from their accounts. Sociopro allows users to create and share their photo albums by uploading images from their devices.

How to create an album:

To add your uploaded photo to the albums, you have to create an album. For this, you can follow the steps below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Clicks on the "**Photos**" option. (Users can find the "**Photo**" option at the bottom of the cover photo)
- Select the "**Album**" option.
- Click on the "**Create album**" option box to create a new album.

sociopro-profile-14.png

- Choose the privacy of the post (Users can make their posts public, friends, or only me)
- Add album title, sub-title, and thumbnail.
- Click on the "**Create**" button to save the album.

sociopro-profile-15.png

How to edit an album:

After creating an album, users can update their album's information from their accounts. For this, they can follow the steps below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Clicks on the "**photos**" option. (Users can find the "Photo" option at the bottom of the cover photo)
- Select the "**Album**" option.
- Choose an album from the list.
- Click on the (•••) icon for more options.
- Select the "**Edit Album**" button.
- Update the required information.
- Click on the "**Update**" button for confirmation.

How to download an album:

Sociopro offers to download an album from their accounts to their devices. To download an album, users can follow the steps below:

- Log in to the application.

- Go to the "**Profile**" option from the left menu.
- Clicks on the "**Photos**" option. (Users can find the "**Photo**" option at the bottom of the cover photo)
- Select the "**Album**" option.
- Choose an album from the list.
- Click on the (•••) icon for more options.
- Select the "**Download album**" button.

The downloading process will be started within a few moments.

How to delete an album:

Users can also remove their albums from their accounts within a few clicks. For this, they can follow the steps below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Clicks on the "**Photos**" option. (Users can find the "**Photo**" option at the bottom of the cover photo)
- Select the "**Album**" option.
- Choose an album from the list.
- Click on the (•••) icon for more options.
- Select the "**Delete Album**" button.
- Click on the "**Yes**" button for confirmation.

How to add an image to the album:

Users can add their images from their devices to the albums. For this, they can follow the steps below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Clicks on the "**Photos**" option. (Users can find the "**Photo**" option at the bottom of the cover photo)
- Click on the "**My photo**" option.
- Select the "**Add Photo/Album**" option.
- Choose an album.
- Upload images.
- Click on the "**Create**" option.

How to manage uploaded images:

Users can manage their uploaded images from their "**Profile**." They can make their uploaded images profile or cover photo. They can also download or remove an image if they want. For these, they can follow the steps below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Clicks on the "**Photo**" option. (Users can find the "**Photo**" option at the bottom of the cover photo)
- Click on the "**My photo**" option.

sociopro-profile-16.png

- Choose an image.
- Click on the (•••) icon for more options.

- Select the required option. (Users can select the make profile picture, cover photo, download, and delete options)

sociopro-profile-17.png

Videos -

Sociopro offers users to manage their uploaded videos within a few clicks. They can easily download uploaded videos to their devices or remove any of their videos from the account.

Download the videos:

To download their videos to their devices, they can follow the steps below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Clicks on the "**Videos**" option. (Users can find the "Videos" option at the bottom of the cover photo)
- Choose a video from the list.
- Click on the (•••) icon for more options.
- Select the "**Download**" button.

The downloading process will start within a few moments.

Removing a video:

To remove a video from their accounts, users can follow the steps below:

- Log in to the application.
- Go to the "**Profile**" option from the left menu.
- Clicks on the "**Videos**" option. (Users can find the "Videos" option at the bottom of the cover photo)
- Choose a video from the list.
- Click on the (•••) icon for more options.
- Select the "**Delete**" button.
- Click on the "**Yes**" button for confirmation.

Personal details -

In Sociopro personal information describes a user's introduction. Other users can know more about a user after seeing their personal information. Users can update their personal information at any time they want. They can update their intro. An intro helps to describe a user in summary. They can also update their info.

To update the **intro**, users can follow the steps below:

- Log in to the application.
- Select the "**Profile**" option from the left menu.
- Click on the "**Edit Bio**" option.

sociopro-profile-18.png

- Write down the bio and click on the "**Save Bio**" option.

sociopro-profile-19.png

To update the **info**, users can follow the steps below:

- Log in to the application.
- Select the "**Profile**" option from the left menu.
- Click on the "**Edit Info**" option.

sociopro-profile-20.png

- Update required information.
- Click on the "**Save**" button.

sociopro-profile-21.png

Sociopro Group

Group creating -

A Sociopro group is a platform for discussion, a number of common interested people who can share their opinions, ideas, thoughts, questions, and so on. In Sociopro, groups let people connect around common objects, interests, and activities. Users can join or invite their friends to groups if they want.

How to create a group:

Sociopro offers users to create multiple groups in an account. users can create a group within a few clicks. To create a group, users can follow the steps below:

- Log in to the application.
- Go to the "**Group**" option.
- Click on the "**Create New Group**" option button on the top.

sociopro-group-1.png

- Choose the privacy of the post (Users can make their group public or private)
- Provide the group title, sub-title, and description of the group.
- Set the activation status of the group.
- Upload the group's image.
- Click on the "**Create group**" button.

sociopro-group-2.png

BN: If the user selects the "**Public**" option for privacy, any user can see the posts or discussions. If the user selects the "**Private**" option for privacy, other users have to join the group to see the post or discussions.

Group invitation -

Sociopro offers to send group invitations from one user to others. This means that users can send invitations to their friends to join the groups. In the same way, other users can send an invitation to a user to join the groups.

How to send a group invitation:

To send the group invitations, users can follow the steps below:

- Log in to the application.
- Go to the "**Group**" option from the left menu.
- Select a group (Users have to select a group that they want to send an invitation to)
- Click on the "**Invite**" button.

sociopro-group-3.png

- Select the friends and click on the "+" button. (User can send multiple invitations at a time)
- Click on the "**Invite Group**" button to send the invitation.

sociopro-group-4.png

How to join a group from the invitation:

Users can also join a group through their friend's invitation. To join a group from the invitations, users can follow the steps below:

- Log in to the application.
- Go to the "**Group**" option from the left menu.
- Select a group (Users have to select a group that they want to send an invitation to)
- Select a group from the invitation list.
- Click on the "**Join**" button.

sociopro-group-4.png

Group discussion -

A Sociopro group is a platform for discussion, a number of common interested people who can share their opinions, ideas, thoughts, questions, and so on. Users can make discussions, publish posts, add comments or reactions to a post, or share a post from a group.

How to publish a post on a group: (Text)

To create a text post on the group, users can follow the steps below:

- Log in to the Sociopro.
- Go to the "**Group**" option from the left menu.

- Select a group from the list
- Click on the "**Post box**."

sociopro-group-5.png

- Users can write down what they want to share.
- Choose the privacy of the post (Users can make their posts public, friends, or only me)
- Click on the "**Post**" button.

sociopro-group-6.png

How to publish a post on a group: (Photo/Video)

To create a photo or video post on the group, users can follow the steps below:

- Log in to the Sociopro.
- Go to the "**Group**" option from the left menu.
- Select a group from the list
- Click on the "**Post box**."

sociopro-group-5.png

- Click on the "**Photos/videos**" option
- Upload photos/videos from the list
- Choose the privacy of the post (Users can make their posts public, friends, or only me)
- Users can add any text with photos/videos.
- Click on the "**Publish**" button.

sociopro-group-7.png

How to share posts from the groups:

Users can follow the steps to share from the groups:

- Log in to the Sociopro.
- Go to the "**Group**" option from the left menu.
- Select a group.
- Choose a post from the selected group.
- Click on the "**Share**" button from the bottom of the post.

sociopro-group-8.png

- Select an option, where users want to share the post.
- Click on the "**Share**" button.

sociopro-group-9.png

How to copy a post link from the group:

Group members can also copy a post link from their groups. To copy a post link or report to a post, users can follow the steps below:

- Log in to the application.
- Navigate to the "**Group**" from the left menu.

- Select a joined group.
- Select a post.
- Click on the (•••) icon on the right side of the post.

sociopro-group-10.png

- Select the "Copy Link/Report Post" option.

How to comment on a post from the group:

Users can comment on the posts of their joined groups. They can also add different kinds of reactions to a post/comment. They are happy, sad, wow, and angry emojis. Also, users can reply to other user's comments in the groups to continue the discussion.

To comment on a post from a group they have joined, users can follow the steps below:

- Log in to the application.
- Click on "**Group**" from the left menu.
- Select a group.
- Choose a post.
- Scroll to the bottom of the selected post.
- Write down a comment in the comment box and click on the enter button to send the comment.

sociopro-group-11.png

Group members -

Your users can see the group members. If the group is public, everyone in the application can see the group members. But the group is private, only the group's people can see the group members.

To manage the group members from the group, the group admin can follow the steps below:

- Log in to the application.
- Select the "**Group**" option from the left menu.
- Select a group from the list.
- Choose the "**People**" option.

sociopro-group-12.png

- Users can see the group members.

How to manage a group album -

Only the group admin can create and manage the group album. If the group is public, other users can see the group albums and photos. But the group is a private group, only the group members can see the group albums and photos.

How to create a group album:

Only the group admin can create the group album in Sociopro. To add uploaded group photos to the albums, the group admin has to create an album. For this, the group admin can follow the steps

below:

- Log in to the application.
- Go to the "**Group**" option from the left menu.
- Select a group from the list.
- Clicks on the "**Media**" option.
- Click on the "**Create album**" option box to create a new album.

sociopro-group-13.png

- Choose the privacy of the post (Users can make their posts public, friends, or only me)
- Add album title, sub-title, and thumbnail.
- Click on the "**Create**" button to save the album.

sociopro-group-14.png

The group album has been created successfully.

How to edit a group album:

After creating the group album, the group admin can update their album's information from their accounts. For this, they can follow the steps below:

- Log in to the application.
- Go to the "**Group**" option from the left menu.
- Select a group from the list.
- Clicks on the "**Photos**" option. (Users can find the "**Photo**" option at the bottom of the cover photo)
- Select the "**Album**" option.
- Choose an album from the list.
- Click on the (•••) icon for more options.
- Select the "**Edit Album**" button.
- Update the required information.
- Click on the "**Update**" button for confirmation.

How to download an album:

Group users can download the group album from their account to their device in Sociopro. To download an album, users can follow the steps below:

- Log in to the application.
- Go to the "Group" option from the left menu.
- Select a group from the list.
- Clicks on the "photos" option. (Users can find the "Photo" option at the bottom of the cover photo)
- Select the "Album" option.
- Choose an album from the list.
- Click on the (•••) icon for more options.
- Select the "Download album" button.

The downloading process will be started within a few moments.

How to delete an album from the group:

Only the group admin can remove a group album from the application. To remove an album from the group, the group admin can follow the steps below:

- Log in to the application.
- Go to the "Group" option from the left menu.
- Select a group from the list.
- Clicks on the "photos" option. (The group admin can find the "Photo" option at the bottom of the cover photo)
- Select the "Album" option.
- Choose an album from the list.
- Click on the (•••) icon for more options.
- Select the "Delete Album" button.
- Click on the "Yes" button for confirmation.

How to add an image to the group album:

The group admin can also add their group images from their devices to the albums. For this, they can follow the steps below:

- Log in to the application.
- Go to the "Group" option from the left menu.
- Select a group from the list.
- Clicks on the "photos" option. (The group can find the "Photo" option at the bottom of the cover photo)
- Click on the "My photo" option.
- Select the "Add Photo/Album" option.
- Choose an album.
- Upload images.
- Click on the "Create" option.

How to manage uploaded images from the group album:

The group admin can manage their group's uploaded images from their group. They can make their uploaded images profile or cover photo of the groups. They can also download or remove an image if they want. For these, they can follow the steps below:

- Log in to the application.
- Go to the "Group" option from the left menu.
- Select a group from the list.
- Clicks on the "photos" option. (The group admin can find the "Photo" option at the bottom of the cover photo)
- Click on the "My photo" option.
- Choose an image.
- Click on the (•••) icon for more options.
- Select the required option. (Users can select the make profile picture, cover photo, download, and delete options)

Live video in the group -

Group members can start live videos in a group. Only the group members can see the live video if any group members start the live video. Users can share their experiences, news, or events in real time with their group members through the live video feature.

To start live videos, users can navigate the steps below:

- Log in to the Sociopro.
- Go to the "**Group**" option from the left menu.
- Select a group from the list.
- Click on the "**Post box.**" (A user can find this post box at the top of the group)
- Click on the "**More**" option.
- Select the "**Live video**" option.
- Choose the privacy of the post (Users can make their posts public, friends, or only me)
- Click on the "**Post**" button.

The user's live streaming service will start soon after clicking on the "**Post**" button. After starting the live video, other users can comment, and react to that video. The live video hosting user can also reply to other users' comments through the live video service in real-time.

Page creating -

Sociopro Page

Page creating -

In Sociopro, the page is a platform where artists, public figures, businesses, brands, and organizations can connect with their followers or customers. If a user likes or follows a page on Sociopro, they will be seeing the updated post, events, and news in their timeline.

Sociopro offers users to create multiple pages from an account. Within a few minutes, users can create pages on Sociopro. To create a page, users can follow the steps below:

- Log in to the application.
- Go to the "**Page**" option from the left menu.
- Click on the "**Create Page**" button to add a new page.
- Add the page and choose the category (The admin can create the category from their account)
- Write down the description on the "**Page bio**" option.
- Upload an image for the page. (Users can upload the image from their device)

The page has been created successfully.

Post sharing -

In Sociopro, the page is a platform where artists, public figures, businesses, brands, and organizations can connect with their followers or customers.

The page admin can upload and manage posts on Sociopro. The users can see the updated posts from their timeline if they follow or like a page. Users can comment and react with emojis on a post from their account. They can also download, share, or report a page's post if they want.

How to publish a post on a page: (Text)

Only the page admin can publish the posts on the page. To publish a text post on the page, users can follow the steps below:

- Log in to the Sociopro.
- Go to the "Page" option from the left menu.
- Select a page from the list
- Click on the "Post box." (A user can find this post box on the top of the page)
- The page admin can write down what they want to share.
- Choose the privacy of the post (The page admin can make their posts public, friends, or only me)
- Click on the "Post" button.

How to publish a post on a group: (Photo/Video)

To publish a photo or video post on the post, the page admin can follow the steps below:

- Log in to the Sociopro.
- Go to the "Page" option from the left menu.
- Select a page from the list
- Click on the "Post box." (A user can find this post box on the top of the page)
- Click on the "Photos/videos" option
- Upload photos/videos from the list
- Choose the privacy of the post (The page admin can make their posts public, friends, or only me)
- The page admin can add any text with photos/videos.
- Click on the "Publish" button

Page profile image -

A page profile picture can be an image of artists, public figures, businesses, brands, or organizations that represents their pages in Sociopro. Artists, public figures, businesses, brands, or organizations' profile pictures will be displayed next to the page name on any posts, comments, and mentions.

- Log in to the application.
- Navigate to the "Page" option from the left menu.
- Select a page from the list.
- Select the "**Edit Profile**" button from the top of the "**Page**" page.
- Upload the profile image from the "Update profile"
- Click on the "**Choose file**" option to upload a profile picture from the device.
- Click on the "Edit page" button.

The page followers can see comments or reactions from their timelines.

Page cover image -

A cover photo is a large banner image that introduces other pages or users to the individuality of artists, public figures, businesses, brands, or organizations page. The page followed or liked users can see the page's cover images from their timeline if the page change or updates cover images.

The page admin can upload the cover photo of a page. For this, they can follow the steps below:

- Log in to the application.
- Go to the "Page" option from the left menu.
- Select a page from the list.
- Click on the "Edit Cover Photo" button on the top right side.
- Upload a new cover photo from the device.
- Click on the "Upload" button

How to manage page album -

Only the page admin can create and manage the page album. In Sociopro, a page is a public platform, any user of your application can see the page albums and photos. Users can also download, comment, or react with emojis to the photo album from the page if they want.

How to create a group album:

Only the page admin can create the page album in Sociopro. To add uploaded page photos to the albums, the page admin has to create an album. For this, the page admin can follow the steps below:

- Log in to the application.
- Go to the "Page" option from the left menu.
- Select a page from the list.
- Clicks on the "photos" option. (The page admin can find the "Photo" option at the bottom of the cover photo)
- Select the "Album" option.
- Click on the "Create album" option box to create a new album.
- Add album title, sub-title, and thumbnail.
- Click on the "Create" button to save the album.

The page album has been created successfully.

How to edit a page album:

After creating the page album, the page admin can update their album's information from their accounts. For this, they can follow the steps below:

- Log in to the application.
- Go to the "Page" option from the left menu.
- Select a page from the list.
- Clicks on the "photos" option. (The page admin can find the "Photo" option at the bottom of the cover photo)
- Select the "Album" option.
- Choose an album from the list.
- Click on the (•••) icon for more options.

- Select the "Edit Album" button.
- Update the required information.
- Click on the "Update" button for confirmation.

How to download a page album:

Any Sociopro users can download the page album from their account to their device in Sociopro. To download an album, users can follow the steps below:

- Log in to the application.
- Go to the "Page" option from the left menu.
- Select a page from the list.
- Clicks on the "photos" option. (Users can find the "Photo" option at the bottom of the cover photo)
- Select the "Album" option.
- Choose an album from the list.
- Click on the (•••) icon for more options.
- Select the "Download album" button.

The downloading process will be started within a few moments.

How to delete an album from the page:

Only the page admin can remove a group album from the application. To remove an album from the page, the page admin can follow the steps below:

- Log in to the application.
- Go to the "Page" option from the left menu.
- Select a page from the list.
- Clicks on the "photos" option. (The page admin can find the "Photo" option at the bottom of the cover photo)
- Select the "Album" option.
- Choose an album from the list.
- Click on the (•••) icon for more options.
- Select the "Delete Album" button.
- Click on the "Yes" button for confirmation.

How to add an image to the page album:

The page admin can also add their page images from their devices to the albums. For this, they can follow the steps below:

- Log in to the application.
- Go to the "Page" option from the left menu.
- Select a page from the list.
- Clicks on the "photos" option. (Users can find the "Photo" option at the bottom of the cover photo)
- Click on the "My photo" option.
- Select the "Add Photo/Album" option.
- Choose an album.
- Upload images.
- Click on the "Create" option.

How to manage uploaded images from the page album:

The page admin can manage their page's uploaded images from their group. They can make their uploaded images profile or cover photo of the groups. They can also download or remove an image if

they want. For these, they can follow the steps below:

- Log in to the application.
- Go to the "Page" option from the left menu.
- Select a group from the list.
- Clicks on the "photos" option. (The page admin can find the "Photo" option at the bottom of the cover photo)
- Click on the "My photo" option.
- Choose an image.
- Click on the (•••) icon for more options.
- Select the required option. (Users can select the make profile picture, make the cover photo, download, and delete options)

Live videos on Page -

The page admin can start live videos on a page. Only the group members can see the live video if any group members start the live video. Users can share their experiences, news, or events in real time with their group members through the live video feature.

To start live videos, users can navigate the steps below:

- Log in to the Sociopro.
- Go to the "Group" option from the left menu.
- Select a group from the list.
- Click on the "Post box." (A user can find this post box at the top of the group)
- Click on the "More" option.
- Select the "Live video" option.
- Choose the privacy of the post (Users can make their posts public, friends, or only me)
- Click on the "Post" button.

The page admin's live streaming service will start soon after clicking on the "Post" button. After starting the live video, other users can comment, and react to that video. The live video hosting user can also reply to other users' comments through the live video service in real-time.

Suggested Pages -

A user can see the suggested page list from their account. This list depends on the user's friend's page following activities.

For example, if a user's friend likes a page named "X." The user can also see the page name "X" on their suggested page list.

The suggested page list is always updated based on their friend's page-like activities. A user can like or follow a page and see that page's post on their timeline through the suggested page.

To navigate the suggested page, the user can follow the steps below:

- Log in to the application.
- Go to the "Page" option from the left menu.
- Click on the "Suggested page" option.
- Users can see the list of suggested pages here.

Liked Pages -

Users can see a page's posts and update after liking that page. They can see the posts on their timeline. The users can also unlike a page if they want or see their previous liked pages from their account within a few clicks.

To navigate the suggested page, the user can follow the steps below:

To find the previous liked page list, the user can follow the steps below:

- Log in to the application.
- Go to the "Page" option from the left menu.
- Click on the "Liked Page" option.
- Users can see the list of liked pages from here.

To unfollow a page, users can click on the "Unlike" button from the list. If the users are unlike a page, they will no longer get any posts or updates on their timeline.

Sociopro blogs

Blog creating -

Sociopro offers to publish blogs from their accounts. The Sociopro blog is a platform where users can publish online diaries or journals. Users can create and publish their blogs in text or image content. They can update or remove their blogs from the platform within a few clicks. If a user publishes a blog to Sociopro, other users can read or see their blogs, and comments, or reacts with emojis.

How to publish a blog:

Users can multiple blogs from their accounts. To publish a blog, users can follow the steps below:

- Log in to the application.
- Go to the "Blog" option from the left menu.
- Click on the "Create Blog" button.
- Add the title name and select the category (The application admin can create the category)
- Add tags to find the blog easily.
- Write down or attach the blog text or image content.
- Upload the blog cover image (Users can upload the images from their device)
- Click on the "Create post" button to publish the blog.

My Articles -

Users can see their all previous published blogs on a platform in Sociopro. They can also update or remove their blogs from their account within a few clicks.

How to update a blog:

To update the information on their previously published blogs, users can follow the steps below:

- Log in to the application.
- Go to the "Blog" option from the left menu.
- Click on the "My Article" button.
- Select a blog/article from the list.
- Click on the (•••) icon for more options.
- Select the "Edit Article" button from the list.
- Update the required information.
- Click on the "Update" post button.

How to delete a blog:

To delete a previously published blog, users can follow the steps below:

- Log in to the application.
- Go to the "Blog" option from the left menu.
- Click on the "My Article" button.
- Select a blog/article from the list.
- Click on the (•••) icon for more options.
- Select the "Delete Article" button from the list.
- Click on the "Yes" button for confirmation.

Blog managing -

The Sociopro blog is a platform where users can publish online diaries or journals. Users can publish any blogs based on their interests. Other users can see or read these blogs, add their comments, reacts with emojis, and share on other social media platform (Facebook, Twitter, Linkedin, and Telegram).

How to see the user's blogs:

A user can see or read other users' blogs in Sociopro. For this, they can follow the steps below:

- Log in to the application.
- Go to the "Blogs" option from the left menu.
- Users can see the other listed blogs at the bottom of the application.
- Select and click on any blog that the user wants to read or interested in.

How to comment or react on a blog:

Users can comment or react to a post if they want. To comment or react to a blog, users can follow the steps below:

- Log in to the application.
- Go to the "Blog" option from the lift menu.
- Users can see the other blogs list at the bottom of the application.

- Select and click on any blog that the user wants to read or interested in.
- Click on the "Comment" option from the bottom of the blog/article.
- Write down a comment and click on the enter button to save the comment.
- Select the like button icon to react to the blog. (If users want to add different emojis, they can hover their mouse on the like icon and select different emojis for the blog)

BN: If a user comments or reacts to the post, it can see everyone in the application.

How to share a blog:

Users can share blogs with other platforms within a few clicks. They can share any blog on Facebook, Twitter, Linkedin, and Telegram. For this, they can follow the steps Below:

- Log in to the application.
- Go to the "**Blog**" option from the left menu.
- Users can see the other blogs list at the bottom of the application.
- Select and click on any blog that the user wants to read or interested in.
- Select the "**Share**" option at the bottom of the blog image.
- Select a social media icon.
- Provide the required information about your selected social media
- Share the blogs on social media.

Sociopro Event

Creating event -

Sociopro users can host calendar-based events in Sociopro. With this feature, users can help to organize a social gathering through Sociopro. Also, users can invite their friends, and mark an event as going or interested. A Sociopro user can host multiple events. After creating the events, a user can include information about the event, the time and date of the event, and add event-related images to the events. Also, a user can invite their friends or share an event to the timeline, groups, or pages.

How to create and publish an event:

Users can multiple events from their accounts. To publish an event, users can follow the steps below:

- Log in to the application.
- Go to the "**Event**" option from the left menu.
- Click on the "**Create Event**" button.
- Choose the privacy of the post (Users can make their posts public, friends, or only me)
- Add the event title, date, and event location.
- Describe the events.
- Upload the blog cover image (Users can upload the images from their device)
- Click on the "**Create Event**" button to publish the blog.

NB: If the users select the "**Public**" option as privacy, anyone in the application can mark themself as going or interested. If the users select the "**Private**" option as privacy, the users can mark themself as going or interested in who will get the invitation.

My Event -

Users can see their all previous hosted events on a platform in Sociopro. They can also update or remove any events from their account within a few clicks.

How to update an event:

To update the information on their previously hosted event, users can follow the steps below:

- Log in to the application.
- Go to the "**Event**" option from the left menu.
- Click on the "**My Event**" button.
- Select an event from the list.
- Click on the (•••) icon for more options.
- Select the "**Edit Event**" button from the list.
- Update the required information.
- Click on the "**Update**" post button.

How to delete an event:

To delete a previously hosted event, users can follow the steps below:

- Log in to the application.
- Go to the "**Event**" option from the left menu.
- Click on the "**My Event**" button.
- Select an event from the list.
- Click on the (•••) icon for more options.
- Select the "**Delete Event**" button from the list.
- Click on the "**Yes**" button for confirmation.

How to share an event:

To share a hosted event, users can follow the steps below:

- Log in to the application.
- Go to the "**Event**" option from the left menu.
- Click on the "**My Event**" button.
- Select an event from the list.
- Click on the (•••) icon for more options.
- Select the "**Share Event**" button from the list.
- Select a platform.
- Click on the "**Share**" button for confirmation.

Event managing -

Users can see other public events in their accounts if they want. They can also mark themselves as interested in going if they want. If the group is public, other users can see all activities about the event.

How to share a blog:

Users can share an event with other platforms within a few clicks. They can share any public event on their timeline, message, group, or other platforms. For this, they can follow the steps Below:

- Log in to the application.
- Go to the "**Event**" option from the left menu.
- Users can see the public event list at the bottom of the application.
- Select and click on any event that the user wants to go to or is interested in.
- Click on the (•••) icon for more options.
- Select the "**Share event**" option at the bottom of the event image.
- Choose an option where the user wants to share the event.
- Click on the "**Share**" button.

Interest or going to an event:

If the users want, they can participate in any public event. They can show their interest by clicking on the "**Interested**" or "**Going**" button. To show their interest in an event, users can follow the steps below:

- Log in to the application.
- Go to the "**Event**" option from the left menu.
- Users can see the public event list at the bottom of the application.
- Select and click on any event that the user wants to go to or is interested in.
- Click on the "**Interested**" or "**Going**" button.

NB: *The user's friends can see the event information from their account.*

Inviting to an event:

Users can also invite their friends to the events. For this, the users can follow the steps below:

- Log in to the application.
- Go to the "**Event**" option from the left menu.
- Users can see the public event list at the bottom of the application.
- Select and click on any event that the user wants to go to or is interested in.
- Click on the (•••) icon from the side of the "Interested" button.
- Select the "**Invite**" option.
- Choose friends for the invitation. (Click on the "+" icon for invitation)
- Click on the "**Invite**" option to send the invitation.

NB: *The user's friends will get the notification if the user sends the event invitation.*

Sociopro videos and shorts

Creating videos and shorts -

Users can see the videos of their friends or follow/like pages, or groups in Sociopro. They can also share, comment, react, or save videos or shorts if they want. After publishing a video or short, it will be saved on the profile. To publish a video or short, the users can follow the steps below:

- Log in to the application.
- Go to the "**Videos and Shorts**" option from the left menu.
- Click on the "**Create**" button.
- Choose the privacy of your videos. (Users can choose the Public or Private option)
- Provide the video title.
- Choose a video category. (Users can choose the Videos or Shorts option.)
- Upload the video or short from the device.
- Click on the "**Create**" button.

NB: If the users select the "**Public**" option as privacy, anyone in the application can the videos. If the users select the "**Private**" option as privacy, anyone can not see the published videos in the application.

Managing videos -

To watch all the latest videos, comment, share, or react to a video users can follow the steps below:

Sharing a video:

To share videos to the user's timeline, message, group, or other social media, users can follow the steps below:

- Log in to the application.
- Go to the "**Videos and Shorts**" option from the left menu.
- Click on the "**Videos**" button.
- Select a video.
- Click on the "**Share**" button from the bottom of the selected video.
- Choose a platform to share. (User can share videos to the timeline, message, group, and other social media)
- Click on the "Share" button.

Comment and reactions:

Users can comment or react with different emojis to the videos in Sociopro. Other users in the application can also reply to your comments if they want.

To comment, users can follow the steps below:

- Log in to the application.
- Go to the "**Videos and Shorts**" option from the left menu.
- Click on the "**Videos**" button.
- Select a video.
- Click on the "**Comment**" button from the bottom of the video.
- Write down a comment and click on the "**Enter**" button.

NB: Users can remove their comments whenever they want.

To react to a video, users can follow the steps below:

- Log in to the application.
- Go to the "**Videos and Shorts**" option from the left menu.
- Click on the "**Videos**" button.
- Select a video.
- Click on the like from the bottom of the video.
- Users can hover over the like icon for more emojis.

NB: The users can remove emojis whenever they want.

Saving a video:

Users can also save a video from Sociopro if they want. For this, they can follow the steps below:

- Log in to the application.
- Go to the "**Videos and Shorts**" option from the left menu.
- Click on the "**Videos**" button.
- Select a video.
- Click on the (•••) icon from the top left side of the video.
- Select the "**Save video**" button.

Managing shorts -

To share shorts to the user's timeline, message, group, or other social media, users can follow the steps below:

- Log in to the application.
- Go to the "**Videos and Shorts**" option from the left menu.
- Click on the "**Shorts**" button.
- Select a Short.
- Click on the "**Share**" button from short.
- Choose a platform to share. (User can share shorts to the timeline, message, group, and other social media)
- Click on the "**Share**" button.

Comment and reactions:

Users can comment or react with different emojis to the shorts in Sociopro. Other users in the application can also reply to your comments if they want.

To comment on the short, users can follow the steps below:

- Log in to the application.
- Go to the "**Videos and Shorts**" option from the left menu.
- Click on the "**Shorts**" button.
- Select a short.
- Click on the "**Comment**" icon from the short.
- Write down a comment and click on the "**Enter**" button.

NB: Users can remove their comments from the short whenever they want.

To react to a video, users can follow the steps below:

- Log in to the application.

- Go to the "**Videos and Shorts**" option from the left menu.
- Click on the "**Shorts**" button.
- Select a short.
- Click on the like icon from the short.
- Users can hover over the like icon for more emojis.

NB: The users can remove emojis whenever they want.

Saving a short:

Users can also save a short video from Sociopro if they want. For this, they can follow the steps below:

- Log in to the application.
- Go to the "**Videos and Shorts**" option from the left menu.
- Click on the "**Shorts**" button.
- Select a short.
- Click on the (•••) icon from the top left side of the video.
- Select the "**Save video**" button.

Sociopro Marketplace

Adding products -

Sociopro's marketplace is normally described as a marketplace where your users can purchase or sell their products with one another. Users can add, remove, filter, or search their results on the marketplace. They can also make real-time conversations with buyers or sellers.

Your users can add multiple products to the platform. To add a product to the marketplace, your users can follow the steps below:

- Log in to the application.
- Select the "**Marketplace**" option from the left menu.
- Click on the "+" icon to add a new product.
- Provide product title, title, price, and location.
- Select the product category, condition, status, brand, and description.
- Upload the product images. (Users can upload images from their devices)
- Click on the "**Submit**" button.

The product has been updated on the platform. Now, other users can see or purchase products in the application.

My products -

Your users can see the list of their previously added products. They can edit or remove from the platform. To see the previously added product list, users can follow the steps below:

- Log in to the application.
- Select the "**Marketplace**" option from the left menu.
- Click on the "**My product**" icon to add a new product.

Your users can see their all products in one place.

How to edit products:

Your users can edit their product info within a few clicks. For this, they can follow the steps below:

- Log in to the application.
- Select the "**Marketplace**" option from the left menu.
- Click on the "**My product**" icon to add a new product.
- Select a product from the list.
- Click on the "**Edit**" icon from the selected icon.
- Update required information.
- Click on the "**Submit**" button.

How to delete products:

To delete products from the list, your users can follow the steps below:

- Log in to the application.
- Select the "**Marketplace**" option from the left menu.
- Click on the "**My product**" icon to add a new product.
- Select a product from the list.
- Click on the "**Delete**" icon from the selected icon.
- Click on the "**Yes**" button for confirmation.

Purchasing products from the Sociopro marketplace -

Your users can purchase products and make delivery by themself through their conversation. They can make conversation between buyers and sellers in Sociopro. For this, they can follow the step below:

- Log in to the application.
- Select the "**Marketplace**" option from the left menu.
- Choose a product from the list.
- Click on the blue button from the selected item.
- Select the "**Chat**" icon to make a conversation with that product seller.

Your users can also search for their products on the search bar. They can filter their result with the product category, condition, price, brand, and location.

Saving a product from the Sociopro marketplace -

Your users can save their products if they want in the future. To save the product, they can follow the steps below:

- Log in to the application.
- Select the "**Marketplace**" option from the left menu.
- Choose a product from the list.
- Click on the blue button from the selected item.
- Select the "**Save**" icon to save the product.

Sharing products from the Sociopro marketplace -

Your users can share a product to their timeline, message, group, or other social media like Facebook, Twitter, Linkedin, and Telegram. To share a product, users can follow the steps below:

- Log in to the application.
- Select the "**Marketplace**" option from the left menu.
- Choose a product from the list.
- Click on the blue button from the selected item.
- Select the "**Share**" icon for that product.
- Choose an option to share the product.
- Click on the "**Share**" button.

Sociopro story

Adding stories -

Your users can add multiple stories at a time from their accounts. They can publish their photos or videos only for 24 hours. It will be disrepair after 24 hours automatically. Your users can upload their stories from their timelines. They can publish text, images, or short videos to their stories. Other users can react with emojis or comment on the stories if they want.

To add stories, your users can follow the steps below:

- Log in to the application.
- Select the "**Timeline**" option from the left menu.
- Click on the "**Create Story**" button from the top of the page.
- Select the privacy of the stories. (Users can choose the public, friends, or only me option)
- Choose the background of the stories.
- Select the type of story. (Users can choose the text or videos/images option.)
- Click on the "**Share to story**" button option.

Stories have been published for 24 hours.

NB: When your users choose the "**Public**" option as privacy, everyone in the application can see the stories. If your users choose the "**Friends**" option as privacy, the user's friends can see stories. If the users select the "**Only me**" option as privacy, only the users can see their stories for 24 hours.

Messaging & Notifications

How to send messages -

Your users can send messages to other users in the application. They can also send videos or images within a few clicks. To send the message as text, videos, or images, your users can follow the steps below:

- Log in to the application.
- Select the message icon from the right top menu.
- Choose a friend from the chat list. (Users can search for their friend's name on the search bar)
- Type a message or click on the image icon to send videos or images from the devices.
- Click on the "**Send**" icon.

How to remove a message:

Your users can remove a message if they want. For this, they can follow the steps below:

- Select a sent message.
- Click on the more icon from the side of the message.
- Tap on the "**Remove**" option.

After clicking on the "**Remove**" button, the message will be removed for everyone.

How to see my notifications -

Your users will get notifications if the user gets any kind of request, or invitation in Sociopro. To the notifications, users can follow the steps below:

- Log in to the application.
- Select the bell icon from the right top menu.
- See the notifications list.

Admin panel

Page category -

You can manage the page categories from the admin panel of your application. Your users can select these categories when they are creating pages on your application. You can add, update, or remove page categories within a few clicks.

Adding page category:

You can add this page category from the admin panel of your application. For this, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Page**" option from the left menu.
- Select the "**Create category**" option from the sub-menu.
- Provide the new category name.
- Click on the "**Submit**" button for confirmation.

You have successfully added a page category to your application.

Editing page category:

You can easily update the information of a page category from the admin panel of your application. For this, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Page**" option from the left menu.
- Select the "**Category**" option from the sub-menu.
- Choose a category from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Edit**" option.
- Update required information.
- Click on the "**Submit**" button for confirmation.

Deleting page category:

To remove the page category from your application, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Page**" option from the left menu.
- Select the "**Category**" option from the sub-menu.
- Choose a category from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Delete**" option.
- Click on the "**Yes**" button for confirmation.

Marketplace -

Sociopro's marketplace is generally described as a marketplace where your users can purchase and sell products with one another. You can manage brands and categories from the backend as an admin.

Category

Adding marketplace category:

You can add the marketplace categories. Your users can select these categories when they are adding or viewing a product from the marketplace. To add the marketplace category, You can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Marketplace**" option from the left menu.
- Select the "**Category**" option from the sub-menu.
- Click on the "**Create**" button to add a new category.
- Provide the new product category name.
- Click on the "**Submit**" button.

Editing marketplace category:

You can easily edit your marketplace categories. For this, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Marketplace**" option from the left menu.
- Select the "**Category**" option from the sub-menu.
- Choose a category from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Edit**" option.
- Update required information.
- Click on the "**Submit**" button for confirmation.

Deleting marketplace category:

To remove the marketplace category from your application, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Marketplace**" option from the left menu.
- Select the "**Category**" option from the sub-menu.
- Choose a category from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Delete**" option.
- Click on the "**Yes**" button for confirmation.

Brand

Adding brand:

You can add multiple brands to your application. Your users can select these brands to add or view a product from the marketplace. To add a brand to the application, You can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Marketplace**" option from the left menu.
- Select the "**Brand**" option from the sub-menu.
- Click on the "**Create**" button to add a new category.
- Provide the new code category name.
- Click on the "**Submit**" button.

Editing brand:

You can easily edit your added brand information. For this, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Marketplace**" option from the left menu.
- Select the "**Brand**" option from the sub-menu.
- Choose a brand from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Edit**" option.
- Update required information.
- Click on the "**Submit**" button for confirmation.

Removing a brand:

To remove a brand from your application, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Marketplace**" option from the left menu.
- Select the "**Brand**" option from the sub-menu.
- Choose a brand from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Delete**" option.
- Click on the "**Yes**" button for confirmation.

Blogs -

Your users can publish online diaries or journals on the Sociopro blog. You can manage the blog categories, and your users can use these categories to add blogs to your application.

Adding new blog categories:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Blog**" option from the left menu.

- Select the "**Create Category**" option from the sub-menu.
- Provide the new blog category name.
- Click on the "**Submit**" button.

Editing blogs categories:

You can easily edit your added blog category information. For this, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Blog**" option from the left menu.
- Select the "**Category**" option from the sub-menu.
- Choose a blog category from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Edit**" option.
- Update required information.
- Click on the "**Submit**" button for confirmation.

Removing a blog category:

To remove a blog category from your application, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Blog**" option from the left menu.
- Select the "**Category**" option from the sub-menu.
- Choose a blog category from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Delete**" option.
- Click on the "**Yes**" button for confirmation.

Ads -

You can run multiple ads and earn revenue from your application. You can add, update, or remove any ad from your application within a few clicks.

Adding new ads:

To add new ads to your application, you can follow the step below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Sponsored post**" option from the left menu.
- Select the "**Create Ad**" option from the sub-menu.
- Provide the ad's title and URL.
- Upload the ad's image. (You can upload images from your device)
- Provide the ad's description.
- Click on the "**Submit**" button.

Updating ads information:

You can easily update your added ad information. For this, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Sponsored post**" option from the left menu.
- Select the "**Add**" option from the sub-menu.
- Choose an ad from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Edit**" option.
- Update required information.
- Click on the "**Submit**" button for confirmation.

Removing an ad:

To remove an ad from your application, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Sponsored post**" option from the left menu.
- Select the "**Ads**" option from the sub-menu.
- Choose an ad from the list.
- Click on the "**Actions**" button for more options.
- Select the "**Delete**" option.
- Click on the "**Yes**" button for confirmation.

Managing reported post -

Your users can report any post on your application. You can ban or review reported posts from the backend as an admin. For this, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Reported post**" option from the left menu.
- Select the "**List**" option from the sub-menu.
- Select a from the list.
- Choose the view/ban icon to take the action.
- Select the "**Yes**" option after clicking on the "**Ban**" icon.

BN: If you click the "**Ban**" icon, the post will be removed from the app. The reported post can be viewed by using the "**View**" icon.

Settings

System settings -

You can configure the system settings in the application as an admin. To configure the system settings, you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Settings**" option from the left menu.
- Select the "**System settings**" option from the sub-menu.
- Provide the system name, title, email, phone, fax, address, footer, and footer link.
- Click on the "**Update**" button to save your data.
- Upload the system logos and click on the "**Update logo**" button.

You can also update the version of your program for a better user experience. Select the update file from your device and then click the "**Update**" option in the "**System settings**."

Custom page -

You can add your application's page description, privacy policy, and terms and conditions. For this you can follow the steps below:

- Log in to the application as an admin.
- Select and click the user option from the top right of the application.
- Choose the "**Go to admin panel**" option.
- Click on the "**Settings**" option from the left menu.
- Select the "**Custom Page**" option from the sub-menu.
- Write down the information and click on the "**Submit**" button for confirmation.

SMTP settings -

You can configure the SMTP settings as an admin. To configure the SMTP setting for your application, you follow the steps below:

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**SMTP settings**" option from the sub-menu.
- Provide the Protocol, SMTKP SSL, SMTP host, and port.
- Add User name and password.
- Click on the "**Save**" button to save your information.

About -

In this settings panel, you can get complete information about your application. To get the basic information, you can navigate to the "

About" option from "**Settings**." For this, you can follow the steps below:

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Select the "**About**" option from the sub-menu.

In this settings option, you can:

- Check the current software version.
- Look for a new version.
- Check the PHP version.
- Change the curl status.
- See the purchase code.
- Overview of the purchase code status.
- Support expiry date.
- Customer name.

Also, you can get customer support from this panel. For this, you have to select the "**Customer support**" option.