# "BeGreen" Product Guide

Table of Contents

User Guide - Using the App

Signup/Login

To login, simply click "Login with SSO". You will be redirected to Microsoft's OAuth service where you can use your organisational email to login. Upon your first login you will be prompted to read and accept our Privacy Policy[1] - alternatively it can be found here: https://www.gdprprivacynotice.com/live.php?token=MWrVTVYaqc4UADNTg9HikhIBhSUaUXuo. As a user, you have a right to request a copy of your data from us at any point.

Notifications

Challenges can be set at any time - when that happens, we'll send you a notification via your university email, and it will look something like this:
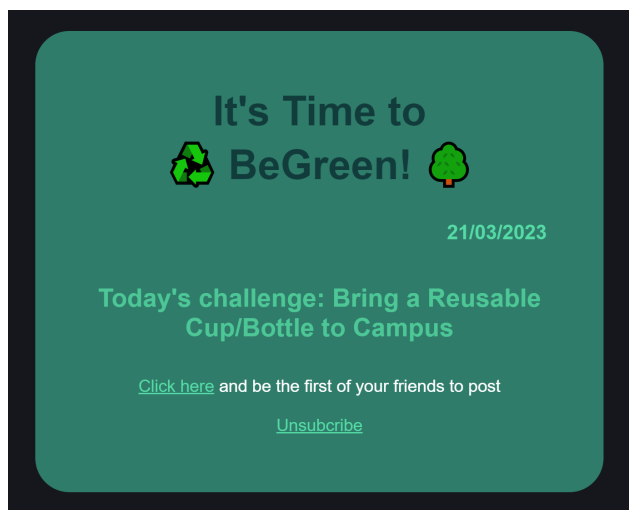
You can use the link provided or visit your Profile in order to unsubscribe from notifications, although you won't know when a new challenge is posted.

Submitting

Follow the hyperlink provided in the email (or alternatively navigate to the url *projectgreen.grayitsolutions.com/submit/*) to submit a photo of you completing the challenge. If you don't feel like submitting yet, can't complete the challenge, or just feel like seeing what your friends are up to, you can "Go to Feed" instead. But remember, you'll get the most points for submitting.

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[1] Any case not explicitly covered by this document is covered by University of Exeter's own privacy policy

Your Feed

This is where you'll see everyone's submissions. Your submission will always be listed at the top, with popular submissions from everyone from the University shown below.
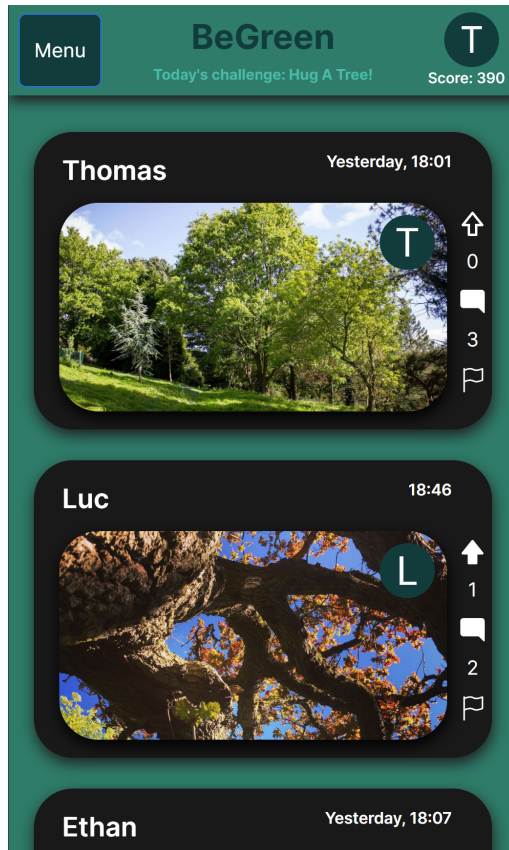
To see your friends' submissions, follow the "Friends' Submissions" link (found in the dropdown menu on mobile, or to the left on desktop). These are listed based on submission time. Points are also awarded for interacting with others, so make sure to upvote and comment on your friends' submissions too if they're being sustainable.

Your Profile

You can click on the icon in the top right to navigate to your profile (or visit projectgreen.grayitsolutions.com/history/). From here, you can see the total number of points for your account, as well as your submission history - so you can go back and see what you have posted for previous challenges. If you want to sign out, disable/enable email notifications, or delete your account, you can do so here.

Friends

Community is an important part of our mission at BeGreen. Our app gives you the ability to connect with other users, and display a custom feed made up of only your friends' submissions. Get started with friends by following the "Manage Friends" link (again, in either the dropdown menu on mobile, or on the left on desktop). You can also navigate to *projectgreen.grayitsolutions.com/friends/*. From here, you will be able to add friends by username, remove existing friends, and accept (or decline) incoming friend requests from other users.

Leaderboard

If you're feeling competitive, you can see how your points stack up against your friends, and others at the university, on the Leaderboard page - similarly found on the dropdown, or follow this link: *projectgreen.grayitsolutions.com/leaderboard/*.

Shop

As a reward for your sustainable contributions, you can redeem and manage your virtual rewards (such as profile pictures) from the Shop page using the points you've acquired. If you have purchased multiple, you can switch between them, or deactivate them from here. The link is: *projectgreen.grayitsolutions.com/store/*.

Reporting Submissions/Comments

We want you to feel safe on our platform, so if you see a submission or comment which you think is inappropriate, you can report it by clicking the associated flag icon. It will then no longer be displayed, and a Game Master will review it.

Deleting Your Account

If you do want to delete your account, you can do so from the Profile page. Note this will delete all associated submissions, comments, and upvotes, and we won't be able to get them back if you change your mind.

Game Master Guide - Deploying the App
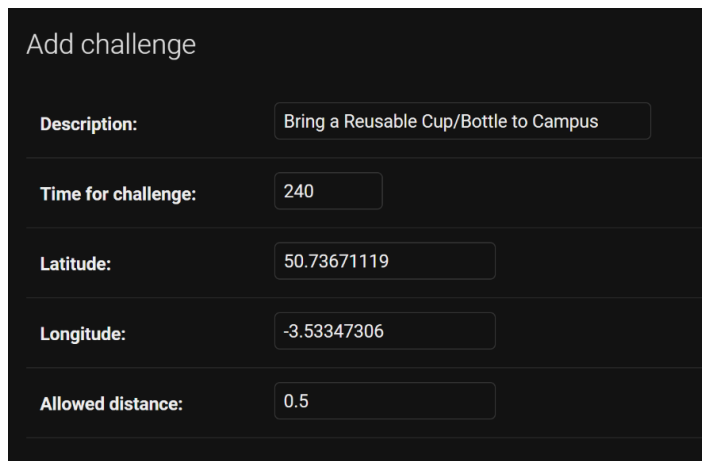
Initial Setup

If you are using *projectgreen.grayitsolutions.com*, you can skip this step, but make sure you request that a developer add your account as a Game Master.

If you are intending to redeploy for your own organisation, make sure to change the list of allowed domains - see the redeployability section in the GitHub repo README (github.com/r-3than/Group17-ECM2434#redeployability). Only users using an email address in the allowed domain(s) will be able to login with the Single-Sign-On service, so there is no need to manually restrict users from outside the organisation.

Creating Challenges

We've provided some example challenges within the package - these are intended as a starting point, feel free to remove them or expand on them as you wish.

To create your own challenges, go to the admin page and select the Challenges tab. From here, you can click **Add Challenge +**, and choose a relevant description for the challenge. You may also set parameters such as GPS data for location-sensitive challenges, and the maximum allowed distance from that location for users to post a submission. Below shows an example challenge with a time frame of 4 hours, and a geolocation condition of a 1 km diameter circle centred on Exeter University campus.

In the case that you might want to set a non-location specific challenge, it is possible to set the allowed distance to zero - this will disable location checking on submissions.

Publishing Challenges

To publish a challenge to users of the app, navigate to the list of available challenges on the Challenges tab, and highlight the desired Challenge using the tick box. Now, select "Publish Challenge" from the Actions dropdown and click go.

This is now the current challenge. All users will have received an email notification and can begin to post their submissions.

Content Curation (Reporting and Reviewing)

While we hope users would use our app responsibly, given it is linked to their university email, there is always a chance that someone may post something inappropriate. We want everyone to feel safe on our platform, so users have the ability to flag a submission or comment they see if they feel it is inappropriate, and it will not be shown in the feed until it is reviewed. As a Game Master, it is your job to review flagged content. Once you review it, it won't be re-reportable by users. If you review it as not suitable, it will be deleted (and the user will have their post removal counter incremented).

Submissions

An outstanding reported submission will show up at the top of the Submissions tab. To review a submission, highlight it using the tick box. Then, from the Actions dropdown, select either "Approve Submission(s)" to reinstate it, or "Deny Submission(s)" to remove it. If you spot a non-reported submission that you want to remove, first run the "Report Submission(s)" action, then "Deny Submission(s)", and it will be removed.

Comments

In addition to user reports, comments can also be flagged by our profanity filter when they are posted. It doesn't cover every eventuality (hence why users also have the option to report) but should catch any obvious offensive words. In the case of a false positive, you can still overrule the report. As with submissions, any reported comments will show at the top of the Comments tab, and have a similar set of actions for dealing with reports.

User Misconduct

The app provides a log of activity (*projectGreen/gameMaster.log*), and will flag if a user's account has a history of anti-social behaviour including false reports or having many comments/submissions removed. These metrics can be seen from the Profile tab on the admin page, making it easy to follow up on such incidents.

Creating Virtual Rewards

Our current reward system allows users to spend their points on profile pictures for their account. As with the challenges, we have some options already available within our deployment, but it is very easy to add more. In the admin page, navigate to the StoreItem tab, and click **Add Store Item +**. This will allow you to upload a picture, set a price, and also assign a text colour for the overlay. Click save and this item will now be shown in the store page.

If redeployed, this rewards system could be further expanded to include other rewards - for example, vouchers for university services - which would hopefully better incentivise use of the app.

Branding

Our Mission

BeGreen is a django-powered web-based social media app, designed to encourage sustainability on campus through the use of what we've dubbed "eco-challenges". Users can submit photos of them completing the assigned sustainable activity, and also interact with submissions of their friends and others on the app by upvoting and commenting.

We use a points system, coupled with leaderboards and virtual rewards (see user guide) to incentivise user engagement with our platform. Users can receive points for submitting, upvoting and commenting.

For this project, we also tried to put a large focus on considerations towards redeployability. Our hope is that the University of Exeter's drive for sustainability and climate action acts as an example that many other universities choose to follow.

Our Image

We've tried to be as consistent with the University of Exeter's colours, where possible, throughout the app. The palette can be found on page 7 of the brand book, linked below: brand.exeter.ac.uk/wp-content/uploads/2022/09/University-of-Exeter_Brand-Book.pdf

Our app uses the Inter font family, chosen for its smooth readability and bold presence. Licencing details can be found at: https://fonts.google.com/specimen/Inter/about.