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| Capstone Project Document |

**WingS**

Report #6 – User Guide

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| **WingS** | | |
| **Group Members** | Đào Trọng Nghĩa | SE03220 |
| Lê Hồng Nhiên | SE03377 |
| Tạ Ngọc Duy | SE03267 |
| Đỗ Văn Tuấn | SE03297 |
| Hoàng Tuấn Anh | SE03108 |
| **Supervisor** | Mr. Nguyễn Văn Sang | |
| **Project code** | WS | |

**- Hanoi, 12/10 -**

# SIGNATURE PAGE

AUTHOR: Đỗ Văn Tuấn 10/12/2016

Team member

REVIEWERS: Đào Trọng Nghĩa 10/12/2016

Project manager

APPROVAL: Nguyễn Văn Sang --/--/--16

Supervisor

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# Introduction

This user's manual has been developed to help users better understand the requirements that may apply to use this website by providing them simple step by step tutorials. This manual is intended to help make website's functions more accessible and their associated requirements more understandable to users.

# USER GUIDELINES

## Register

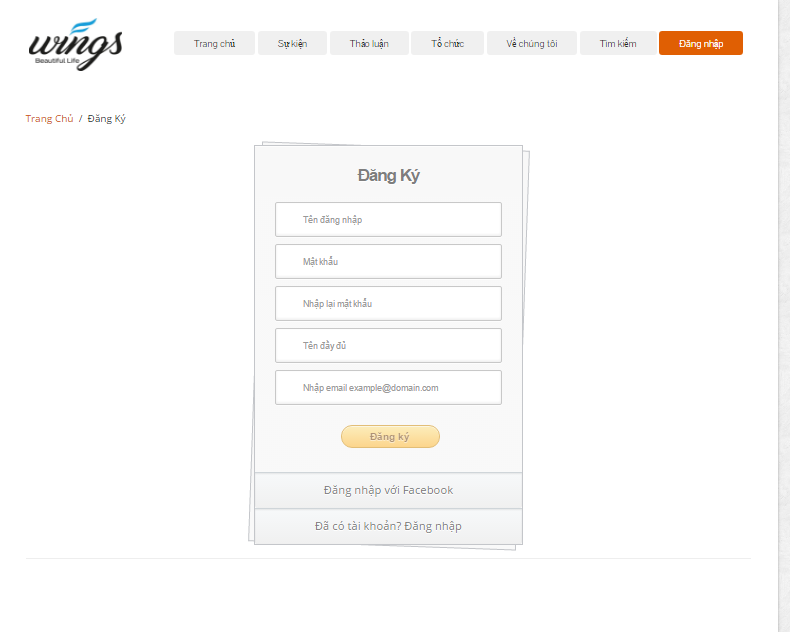
This is the first page which user will see. From this page the user can go to every page they want.

To register account on website, the users do the steps below:

Step 1: Open browser and enter to the address bar: <http://wings.com/>. Homepage is displayed.

Step 2: Click on “ăng nhập -> Đăng ký” button in header. Users will go to Register page.

Step 3: Enter information and click on Đăng ký button or User can register by choose Login with Facebook.



1. R**egister screen**

## Login

To login account on website, the users do the steps below:

Step 1: Open browser and enter to the address bar: <http://wings.com/>. Homepage is displayed.

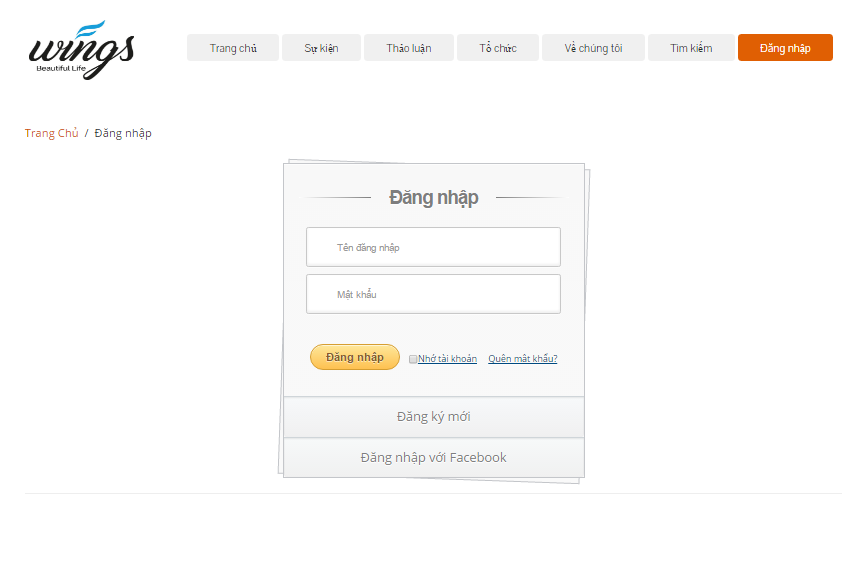
Step 2: Click on “Đăng nhập” button in header. User will go to Login page.

Step 3: User can choose Login with Facebook.

Step 3: User can choose Login with WS’account:

Step 3.1: User enter username and password

Step 3.2: Click on Login button



1. Login **page**

## Search

To use search function on website, the users do the steps below:

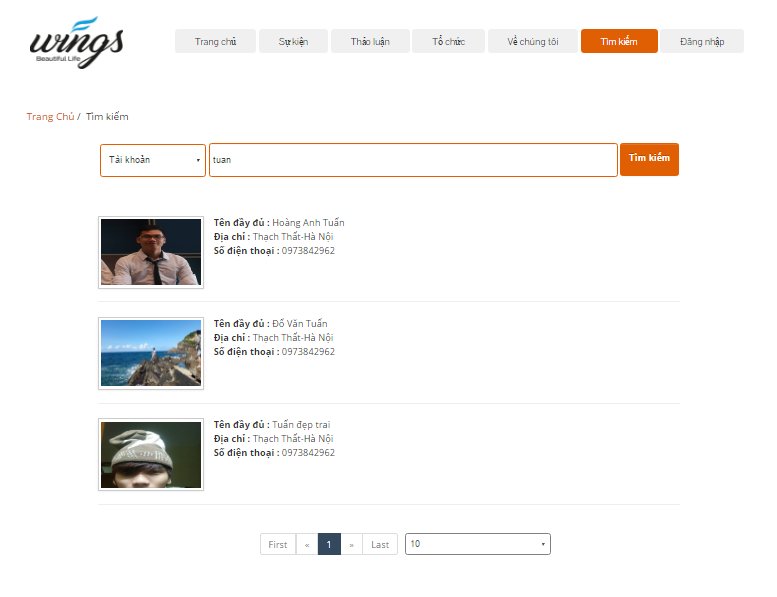
Step 1: In Home page, click “Tìm kiếm” button in header. User will go to Search page.

Step 2: Choose type search follow: Tài khoản, Cá nhân, Bài viết, Sự kiện, Tổ chức. Enter key word into text filed and click “Tìm kiếm” button or press enter.



1. Search page

Step3: Search result page is displayed.



1. Search “Tài khoản” result

## Create thread

In this page, user can create a new thread to discussion…

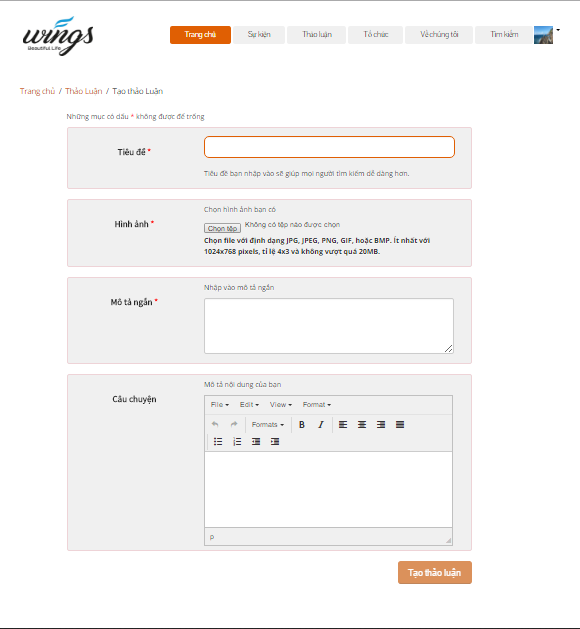
Go to Create thread page, the user do the steps below:

Step 1: Go to Homepage.

Step 2: Click on “Tạo thảo luận” button. System will go to Create thread page.

Step 3: User enter information

Step 4: Click on “Tạo thảo luận” button.



1. Create thread screen

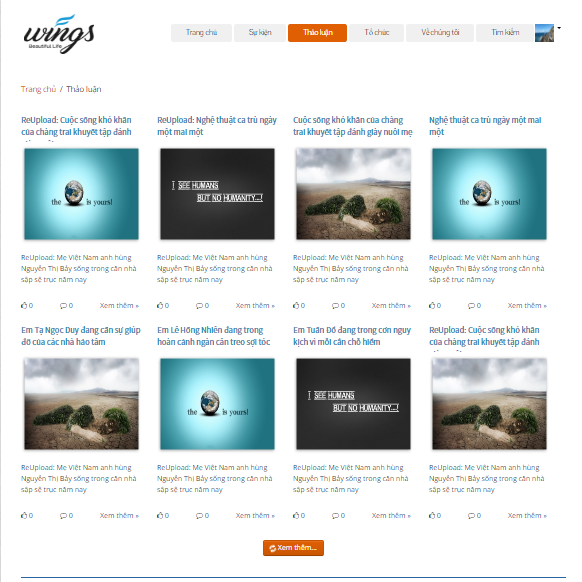
## Thread

In this page, user can view thread list, view number likes, number comments…  
Go to Thread page, the user do the steps below:

Step 1: Go to Homepage.

Step 2: Click on “Thảo luận” button in header

Step 3: Thread page is displayed and allow user can view. Thread list ordered by create date.

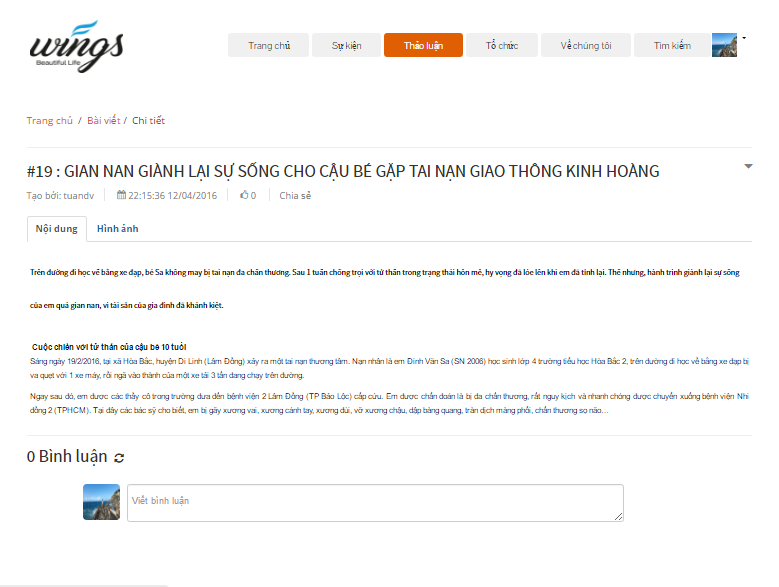


1. Thread page

## Thread detail

In this page user can view details project. And user also can like, share, comment, report.

Go to the Thread detail page, user can click any into image of thread or “Xem thêm” link in thread list.



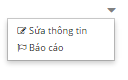
1. Thread detail screen

### Report thread

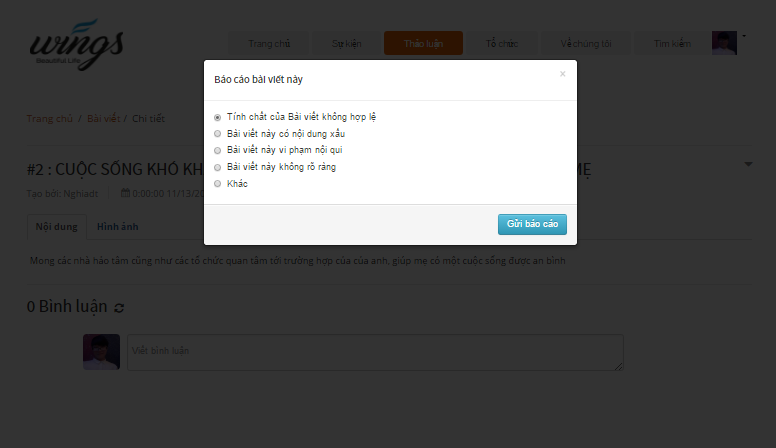
To sent report about thread user do the step below:

Step 1: Go to thread detail of a thread.

Step 2: Click  in thread detail page. System will display:



Step 3: Click on “Báo cáo”. Dialog Report will display :

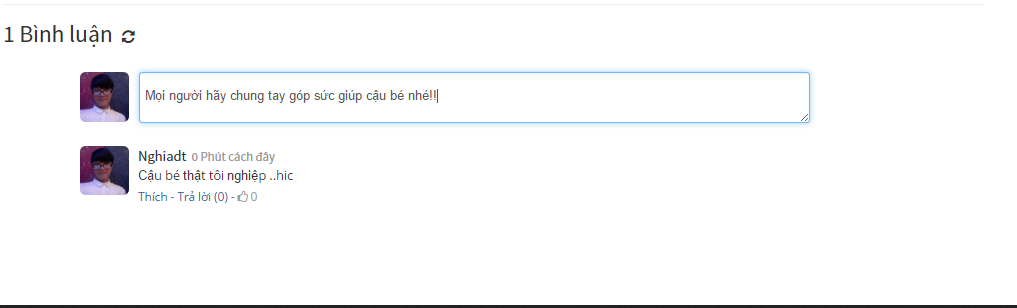


1. Dialog report

Step 4: Choose a reason which you want see and click on “Gửi báo cáo” button.

### Comment thread

User can comment all of things relate about thread



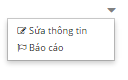
1. Comment screen

## Edit thread

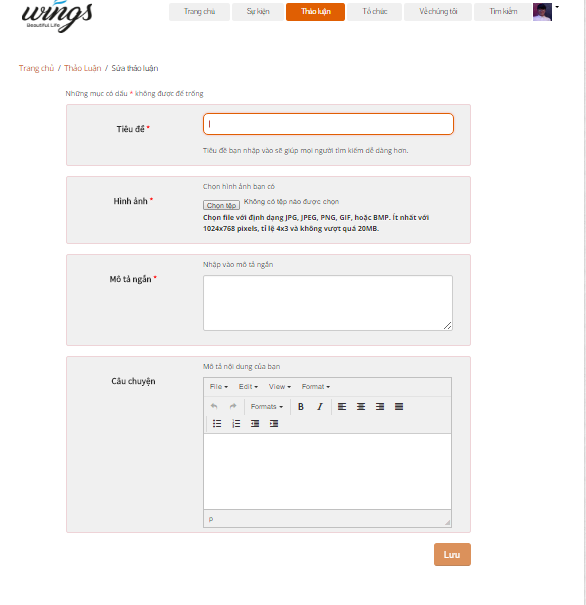
To edit thread user do the step below:

Step 1: Go to thread detail page .

Step 2: Click  in thread detail page. System will display:



Step 3: Click on “Sửa thông tin”. User go to edit thread page.



1. Edit thread screen

Step 4: Edit information and click “Lưu” button.

## Create Event

In this page, user can create a new event to raise Donate.

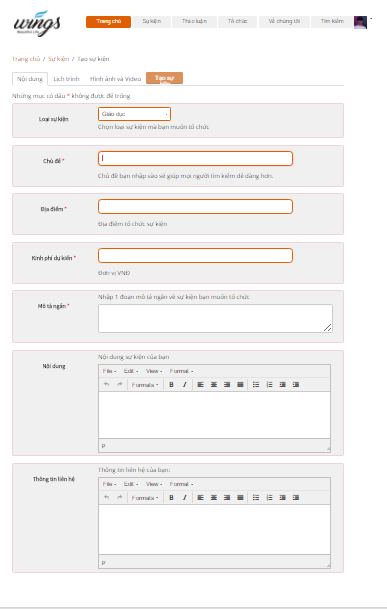
Go to Create event page, the user do the steps below:

Step 1: Go to Homepage.

Step 2: Click on “Tạo sự kiện” button. User will go to Create event page.

Step 3: User enter information

Step 4: Click on “Tạo sự kiện” button.



1. Create Event screen

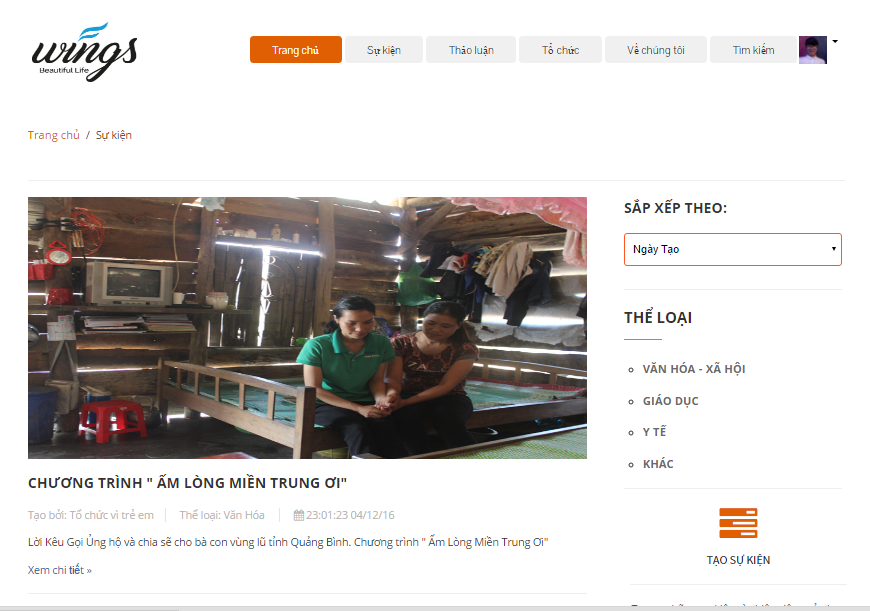
## Event

In this page, user can view event list and filter event by create date, point, type…   
Go to Event page, the user do the steps below:

Step 1: Go to Homepage.

Step 2: Click on “Sự kiện” button in header

Step 3: Event page is displayed and allow user can view.

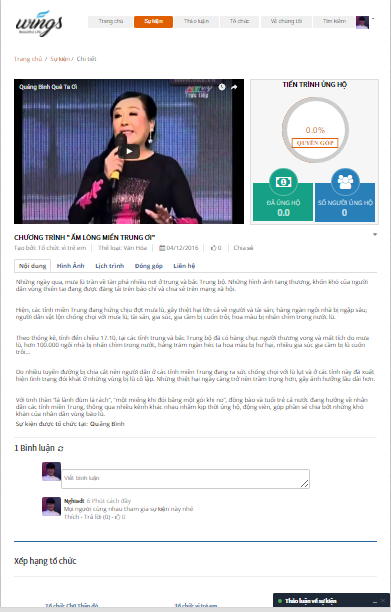


1. Event page screen

## Event Detail

In this page user can view details event. And user also can like, share, comment, report, Donate, Chat room, see video, process of Donate.

Go to the Event detail page, user can click any into image of event or “Xem chi tiết” link in event list.



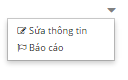
1. Event Detail Screen

### Report event

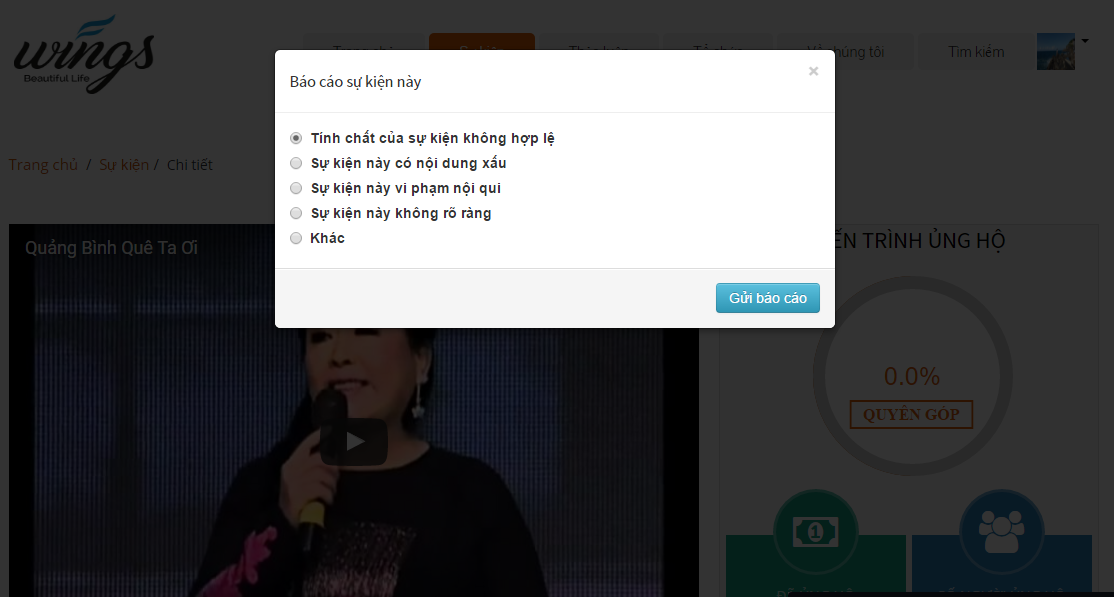
To send report about event, user do the step below:

Step 1: Go to event detail of a event.

Step 2: Click  in event detail page. System will display:



Step 3: Click on “Báo cáo”. Dialog Report will display :

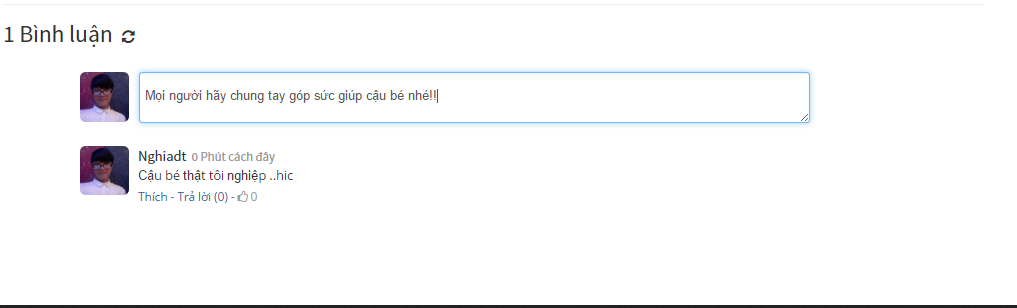


1. Dialog report event

Step 4: Choose a reason which you want see and click on “Gửi báo cáo” button.

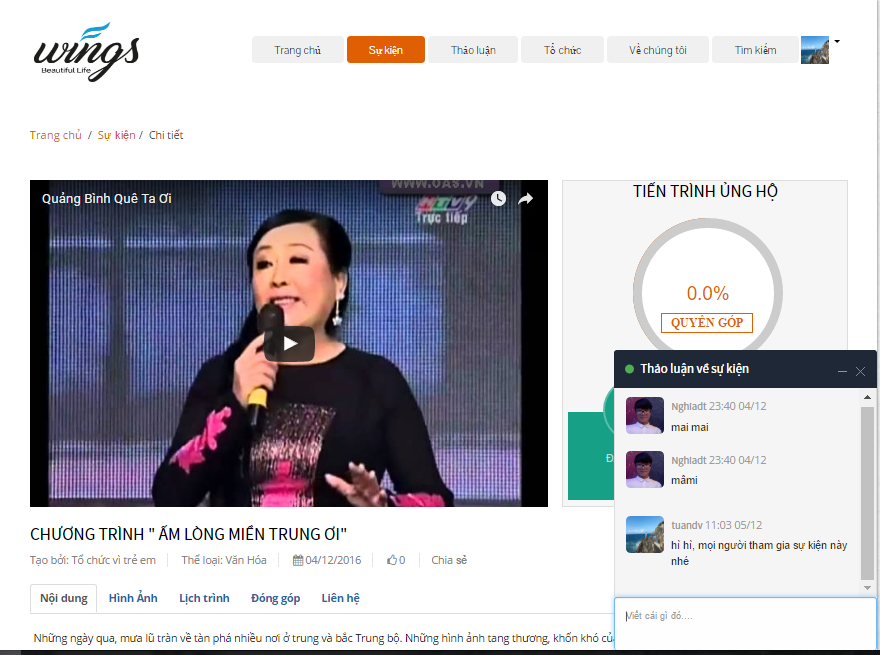
### Comment event

User can comment all of things relate about event.



1. Comment event screen

### Chat room

User can chat any thing about event.  


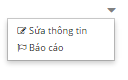
1. Chat room screen

## Edit Event

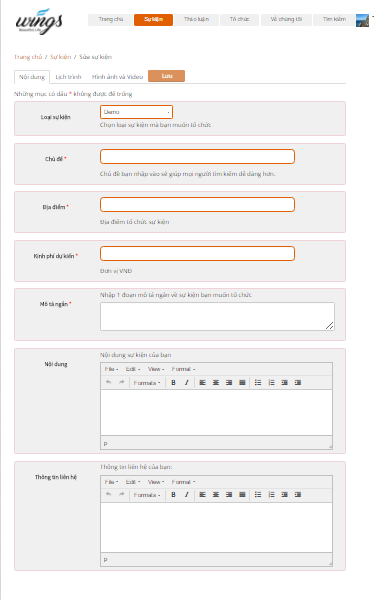
To edit event user do the step below:

Step 1: Go to event detail page .

Step 2: Click  in event detail page. System will display:



Step 3: Click on “Sửa thông tin”. User go to edit event page.



1. Edit Event screen

Step 4: Edit information and click “Lưu” button.

## Create organization

In this page, user can create a new organization to create events.

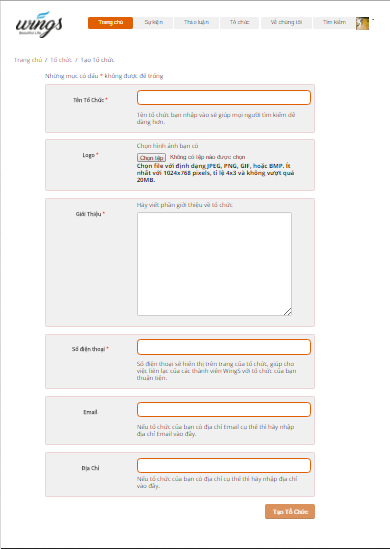
Go to Create organization page, the user do the steps below:

Step 1: Go to Homepage.

Step 2: Click on “Tạo tổ chức” button. User will go to create organization page.

Step 3: User enter information

Step 4: Click on “Tạo tổ chức” button.



1. Create organization screen

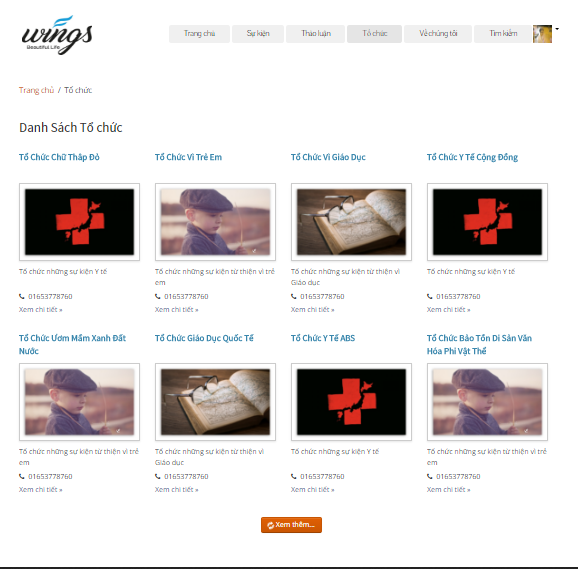
## Organization

In this page, user can view organization list.  
Go to Organization page, the user do the steps below:

Step 1: Go to Homepage.

Step 2: Click on “Tổ chức” button in header

Step 3: Organization page is displayed and allow user can view.

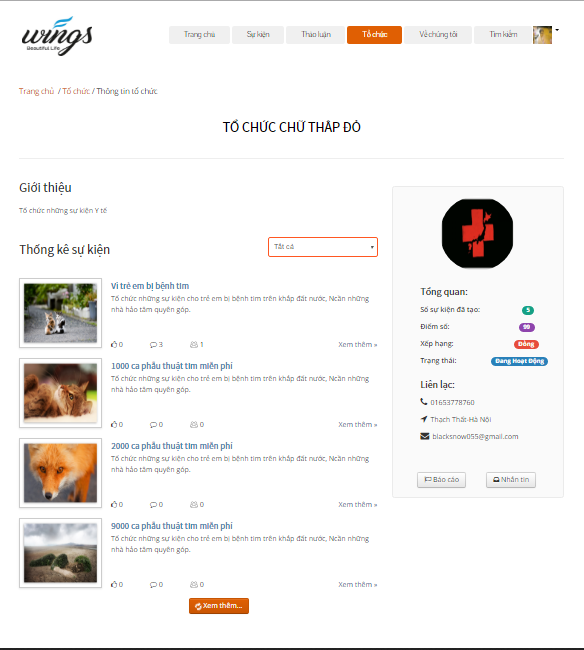


1. Organization screen

## Organization detail

In this page user can view details organization. And user also can inbox, report.

Go to the Organization detail page, user can click any into image of organization or “Xem chi tiết” link in organization list.



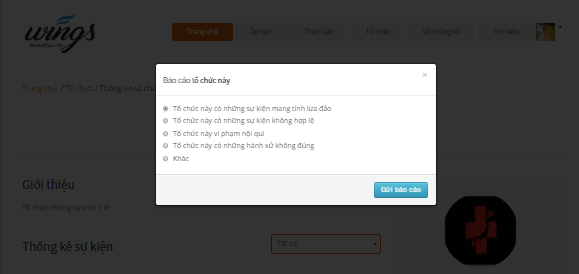
1. Organization detail screen

### Report organization

To send report about organization, user do the step below:

Step 1: Go to organization detail of organization.

Step 2: Click “Báo cáo” button in organization detail page. Dialog Report will display:



1. Dialog report organization

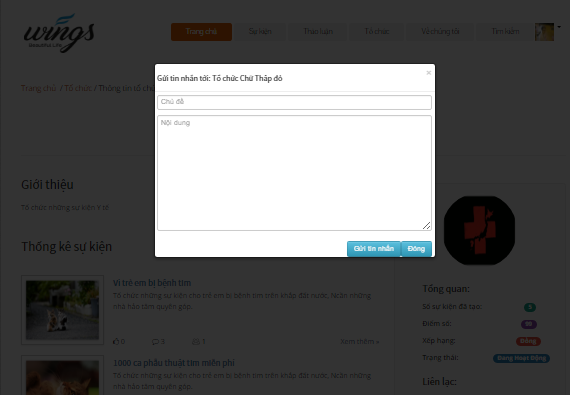
Step 3: Choose a reason which you want see and click on “Gửi báo cáo” button.

### Send message to Organization

To send message to organization, user do the step below:

Step 1: Go to organization detail of organization.

Step 2: Click “Nhắn tin” button in organization detail page. Dialog Message will display:



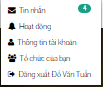
1. Dialog message screen

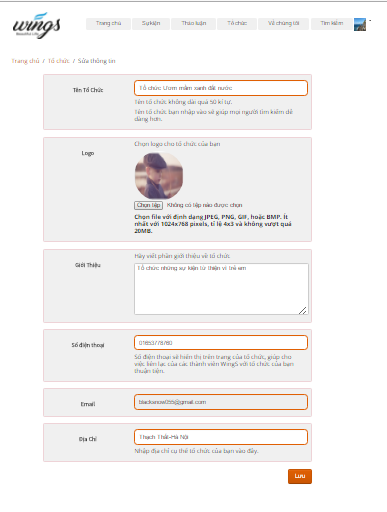
Step 3: Enter content what you want message to organization, and click “Gửi tin nhắn” button.

## Edit Organization

To edit organization user do the step below:

Step 1: Click  in header. System will display:



Step 2: Click on “Tổ chức của bạn”. User go to organization detail page, and click on “Sửa thông tin” button. User will go to Edit Organization page:  


1. Edit Organization screen

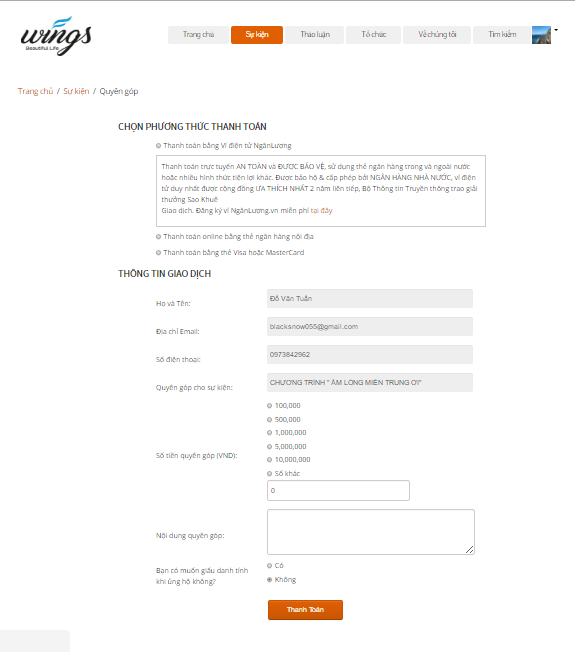
Step 3: Enter information and click on “Lưu” button.

## Donate Event

This is the most importance feature. To use this fearture user do the steps below:

Step 1: From event details page, click on “Quyên góp” link. System go to donate project page.

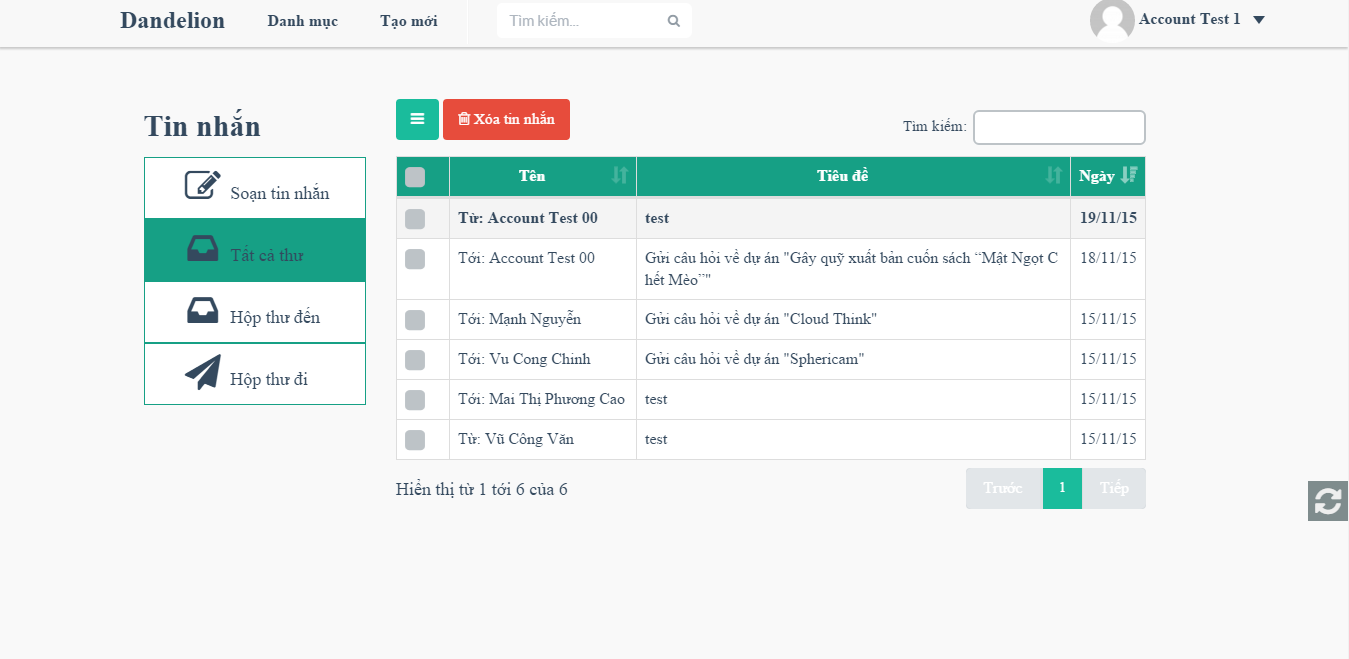
Step 2: Choose payment methods, numbers of money , enter content and click on “Thanh toán” button. System go to the Ngân lượng and backer complete some of step in Ngân lượng to donate success event.



1. Donate event screen

## Message

In this page user can view messages to create new message, delete message, view message conversation.



1. Message screen

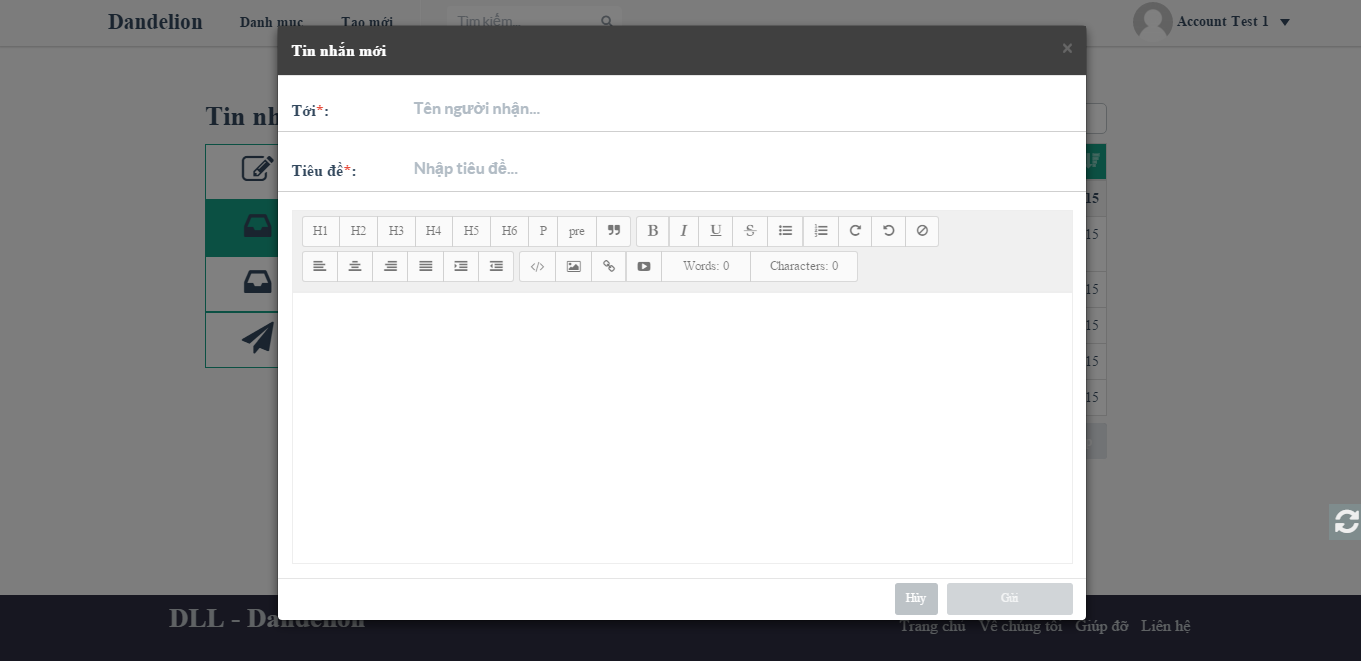
### Sent message

To sent message user do the steps below:

Step 1: Click on avatar in header, then click on Message “Tin nhắn” button. System go to message page.

Step 2: Click on “Soạn tin nhắn” button.

Step 3: Enter information and click sent button.



1. Sent message

### Delete message

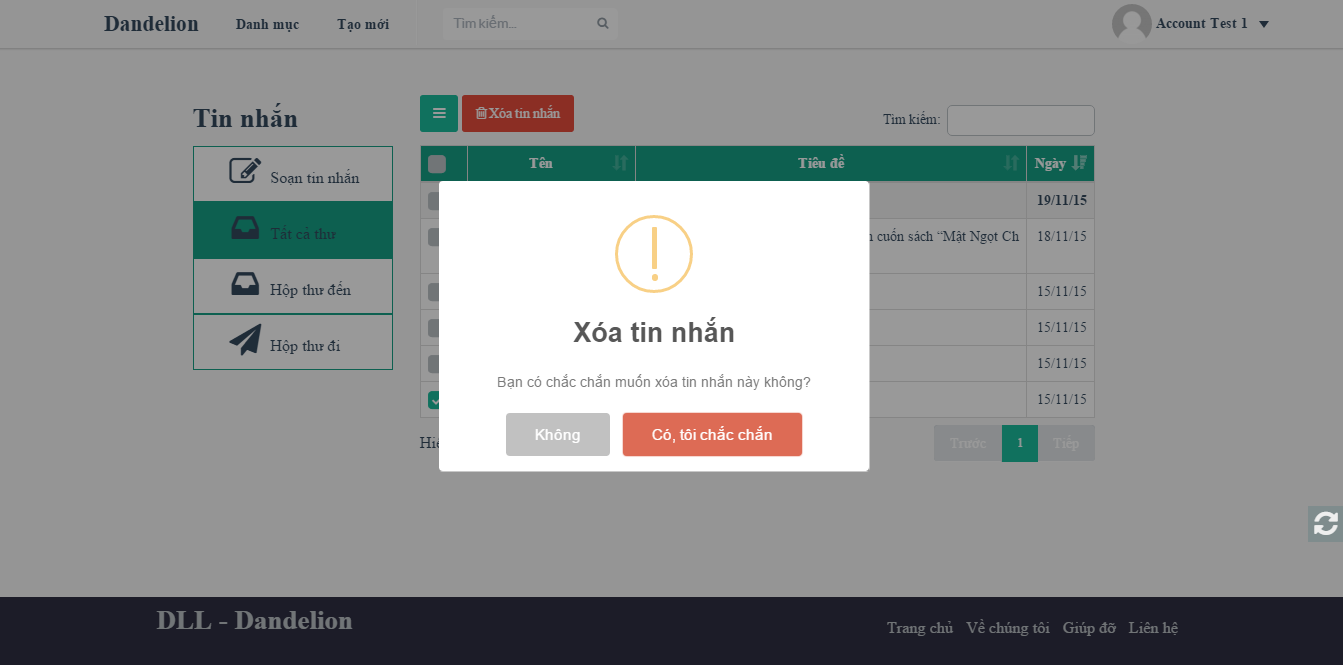
To delete message user do the steps below:

Step 1: Click on avatar in header, then click on Message “Tin nhắn” button. System go to message page.

Step 2: Select message want to delete.

Step 3: Click delete button, confirm delete

Step 4: Click Yes to delete messages, No to cancel.



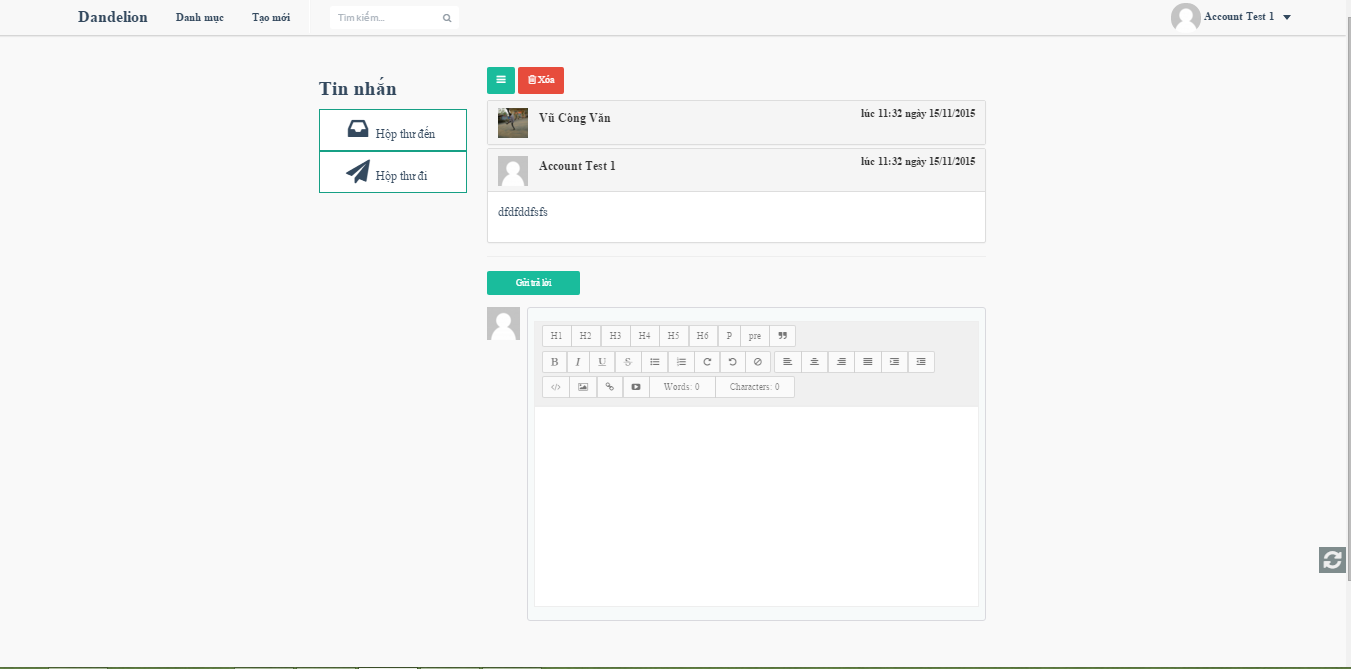
1. Delete message screen

### Message view

In this page, user can sent and receive message create a conversation. To view conversation user do the steps below:

Step 1: Click on avatar in header, then click on Message “Tin nhắn” button. System go to message page.

Step 2: Click on a message to view conversation.



1. Message view screen

## Project management

In this page help user manage project created, backed, reminded.

### Created project

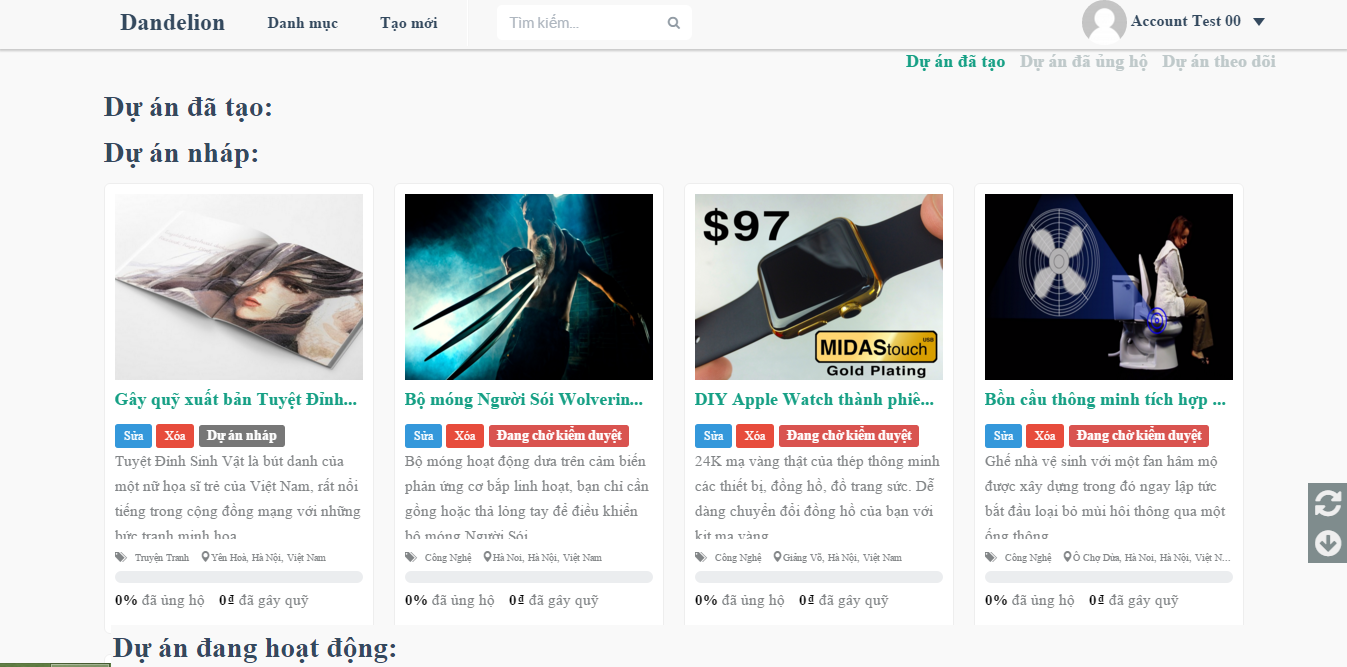
To view project created user do the steps below:

Step 1: Click on avatar in header, then click on Created Project “Dự án đã tạo” button. System go to created project page.

Step 2: User can delete draft project.

Step 2: Or User can edit draft project, running project.

Step 2: Or User can view list backer of running project.



1. Created project screen

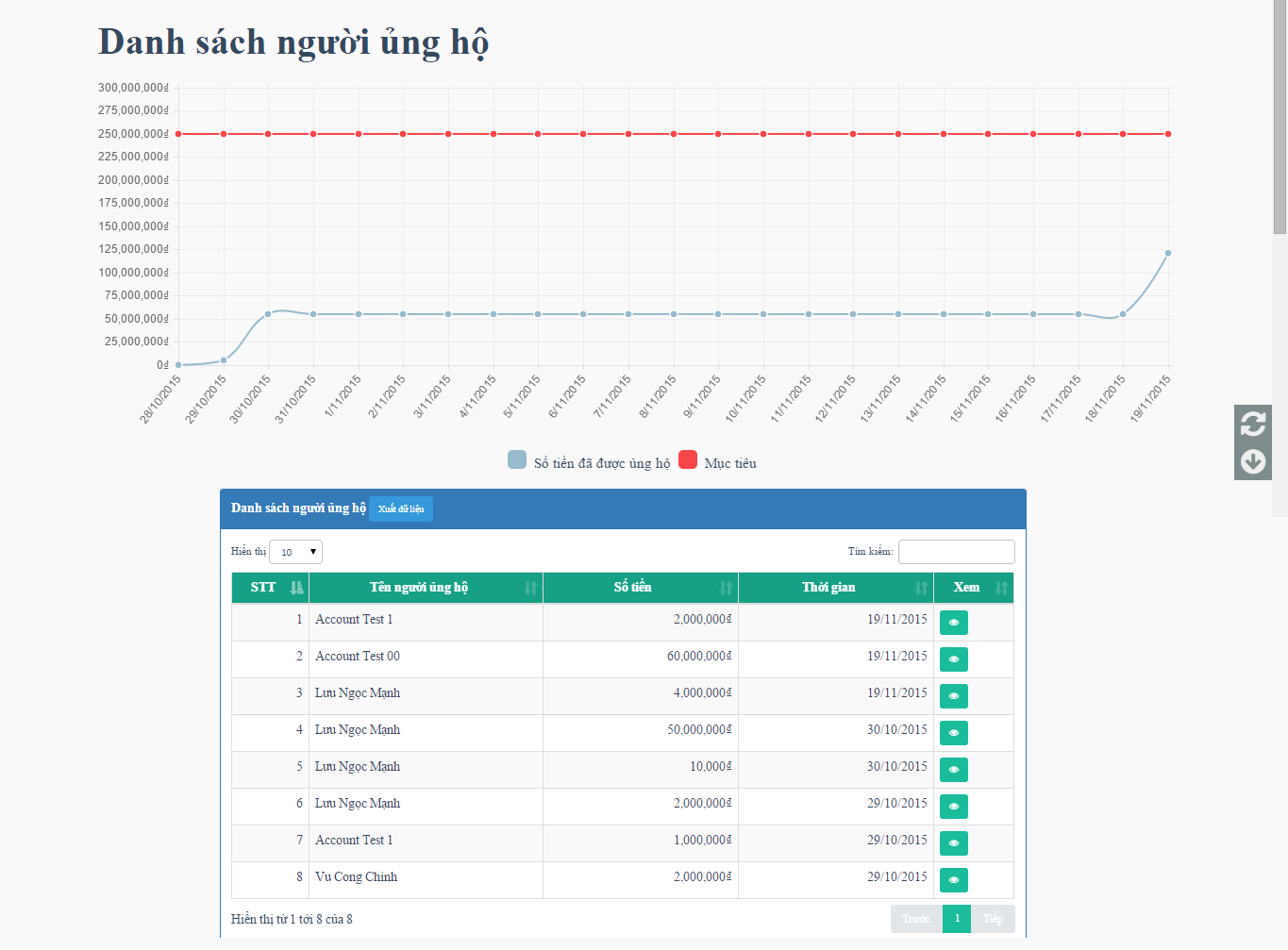
### List backer project

To view list backer user do the steps below:

Step 1: Click on avatar in header, then click on Created Project “Dự án đã tạo” button. System will go to created project page.

Step 2: Click on view list backer of project. System will go to list backer page

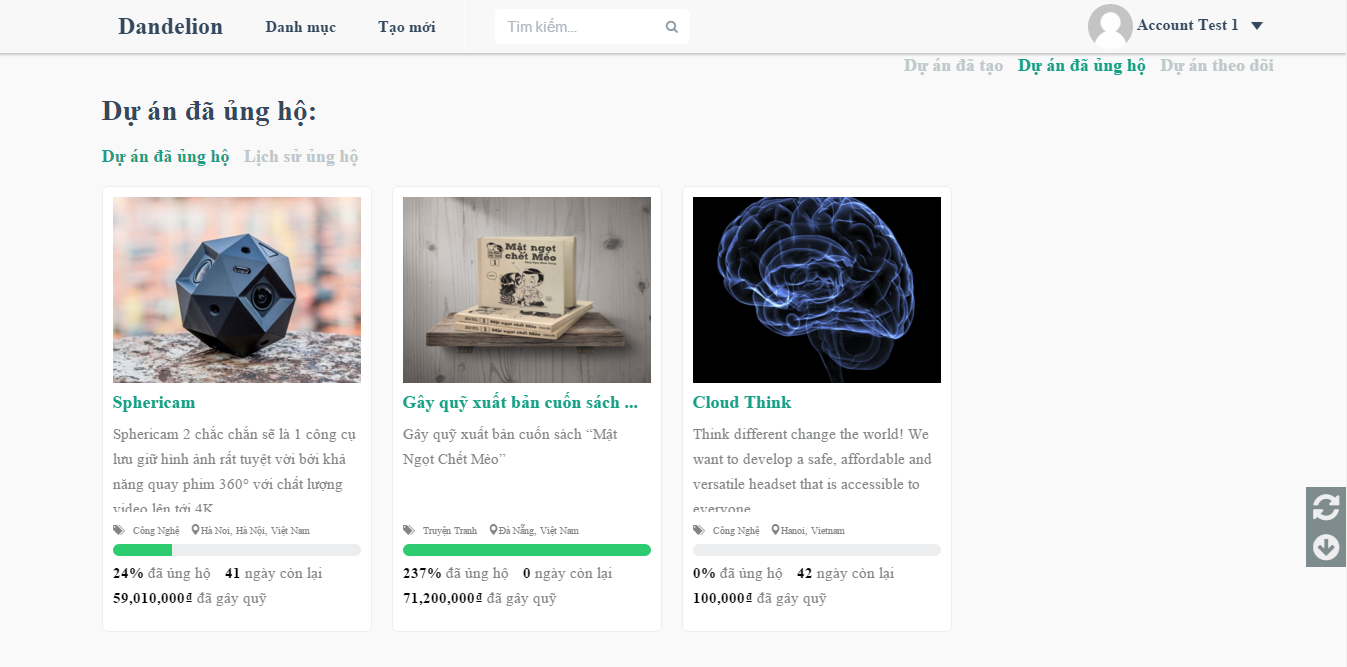
Step 3: Choose a backer and click view backing details.



1. List backer screen

### Backed project

In this page help user manage project backed. To view project backed user do the steps below:

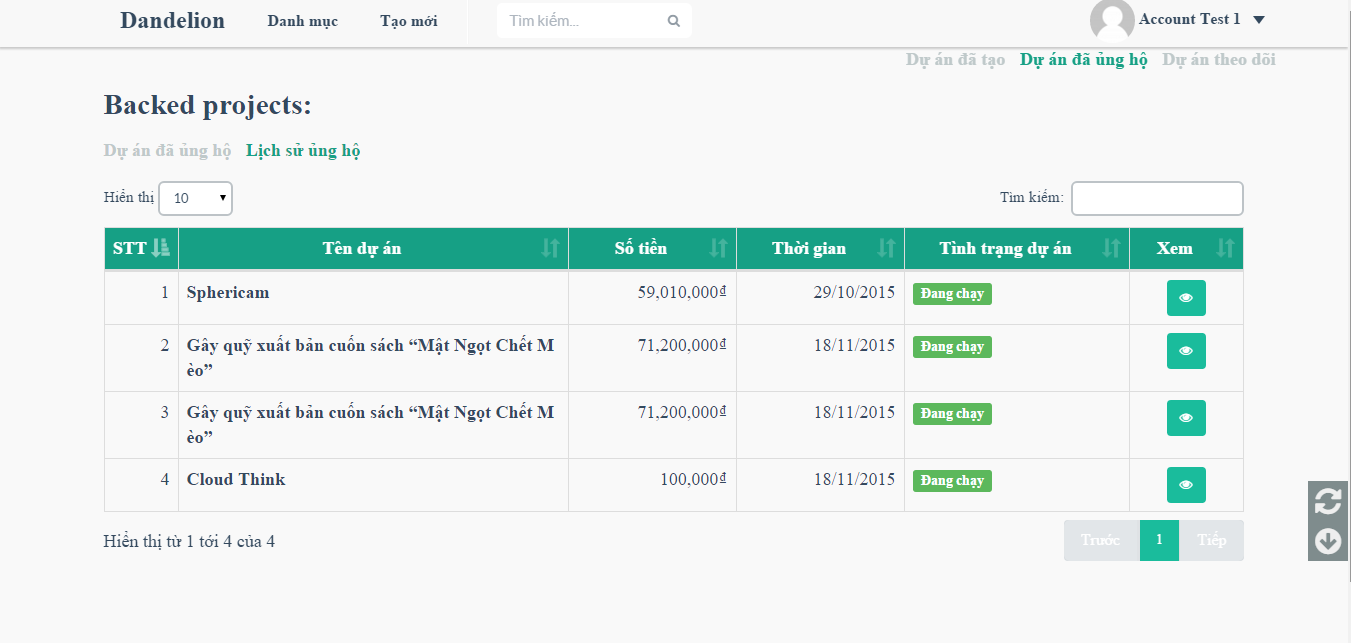


1. Backed project screen

Step 1: Click on avatar in header, then click on Backed Project “Dự án ủng hộ” button. System will go to backed project page.

Step 2: Click on “Lịch sử ủng hộ”

Step 3: Choose a project and click view details.



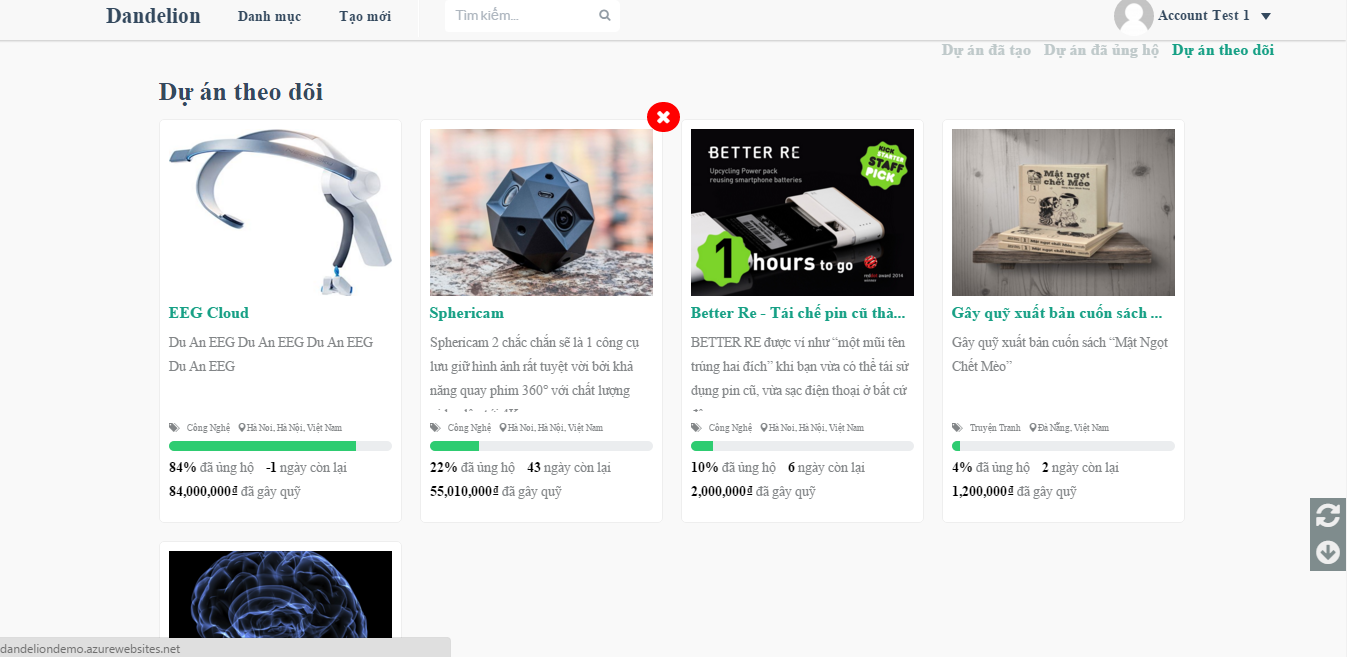
1. Backed project history screen

### Starred project

To view project reminded user do the steps below:

Step 1: Click on avatar in header, then click on Backed Project “Dự án theo dõi” button. System will go to backed project page.

Step 2: Click on “X” icon to cancel remind a project



1. Starred project screen

## Account management

### Change password

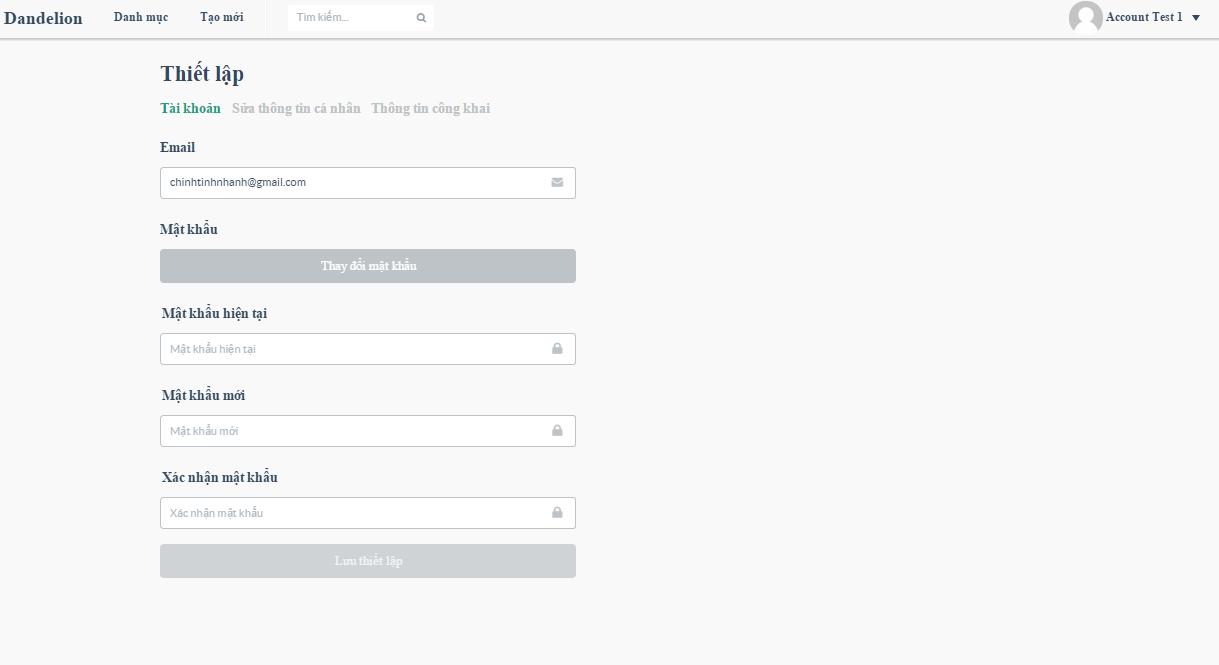
To change password user do the steps below:

Step 1: Click on avatar in header, then click on “Tài khoản” button. System will go to account project page.

Step 2: Click on “Thay đổi mật khẩu” button

Step 3: Enter current pass, new pass, confirm pass.

Step 4: Click “Lưu thiết lập” button.



1. Account screen

### Edit profile

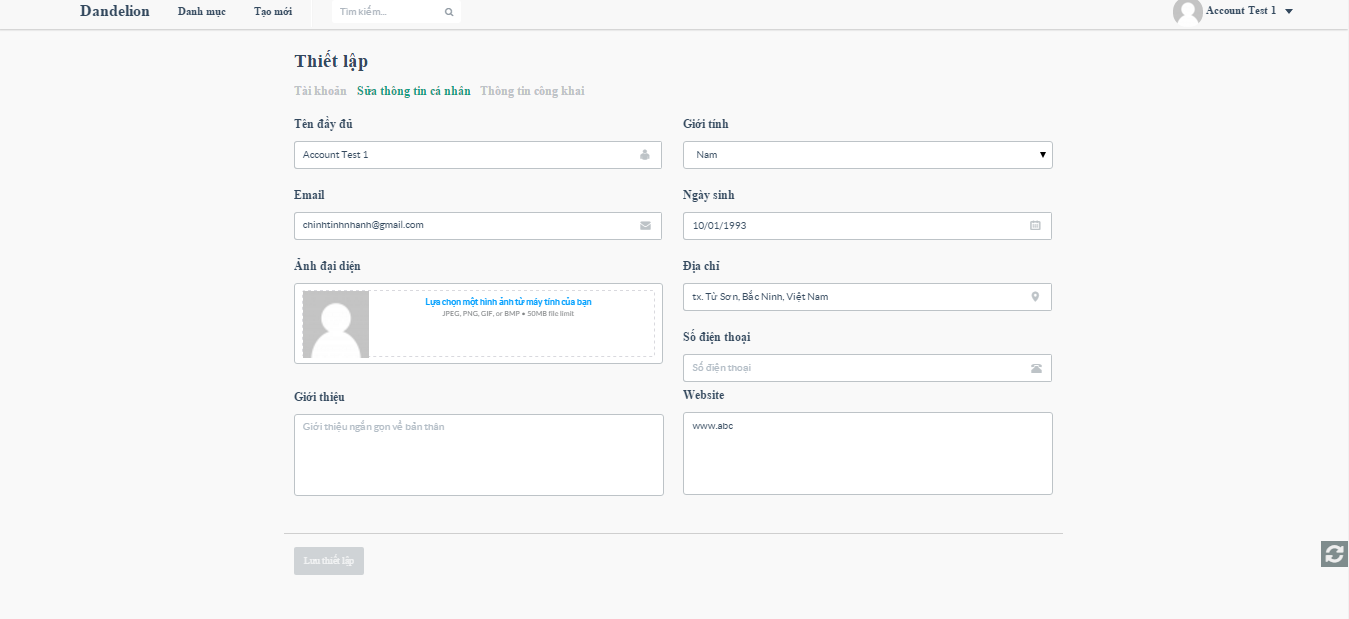
To change password user do the steps below:

Step 1: Click on avatar in header, then click on “Tài khoản” button. System will go to account project page.

Step 2: Click on “Sửa thông tin cá nhân” button

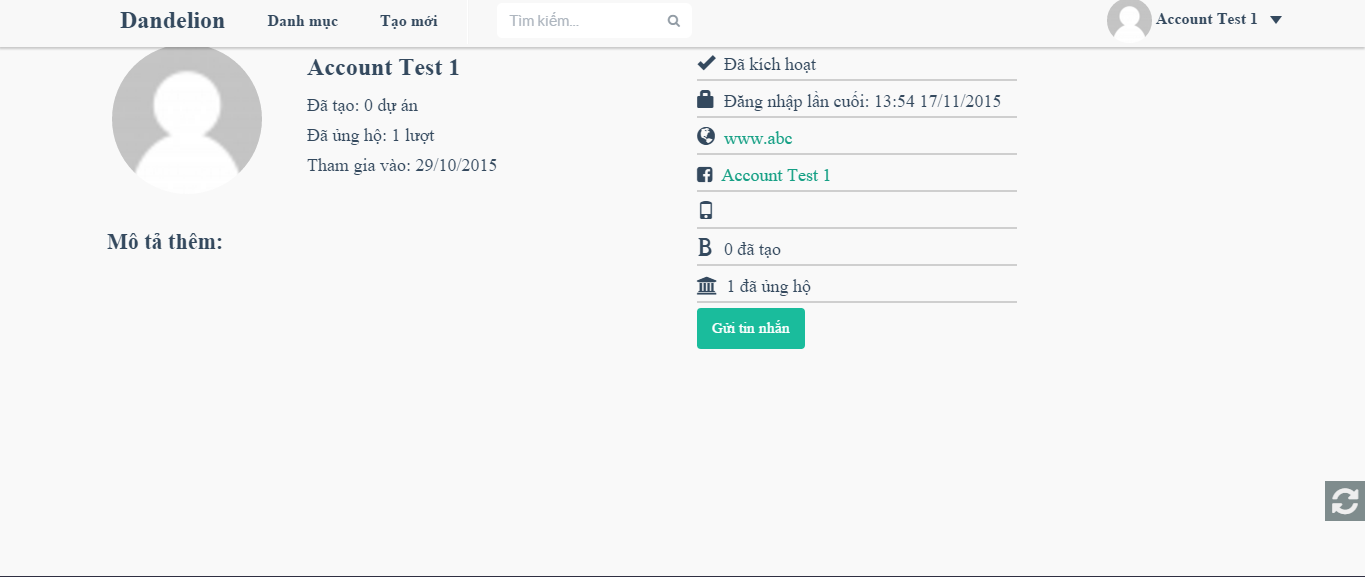
Step 3: Enter information.

Step 4: Click “Lưu thiết lập” button.



1. Edit profile screen

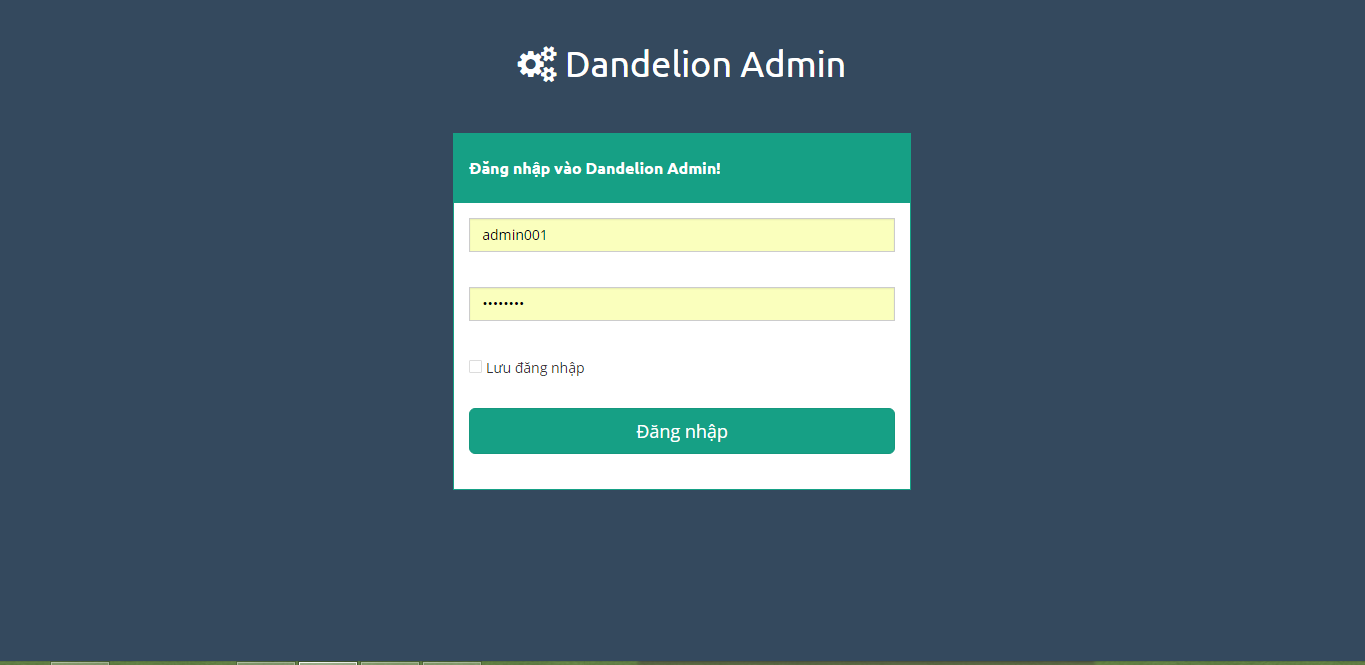
### Public profile

User can view public profile.

1. Public profile screen

## ADMIN

### Login



1. Login screen

To login admin account, the users do the steps below:

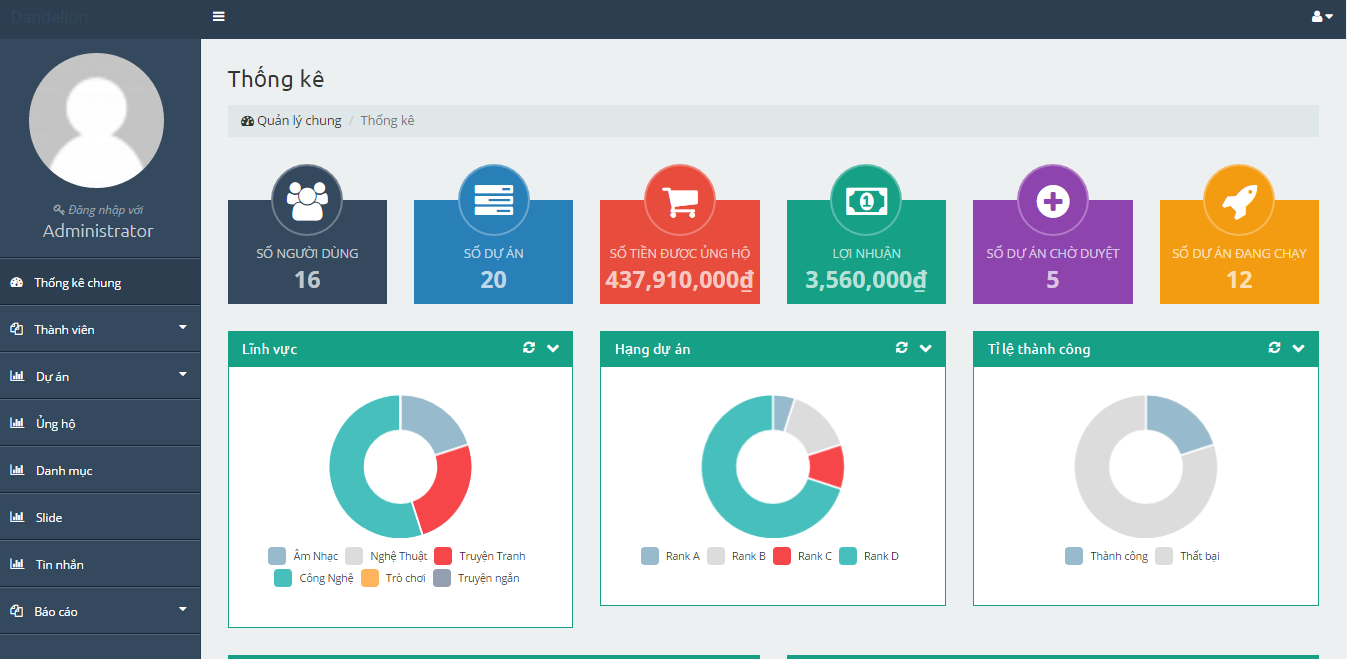
Step 1: Open browser and enter to the address bar: <http://dandelionvn.com/admin/login/>.

Step 2: User enter username and password

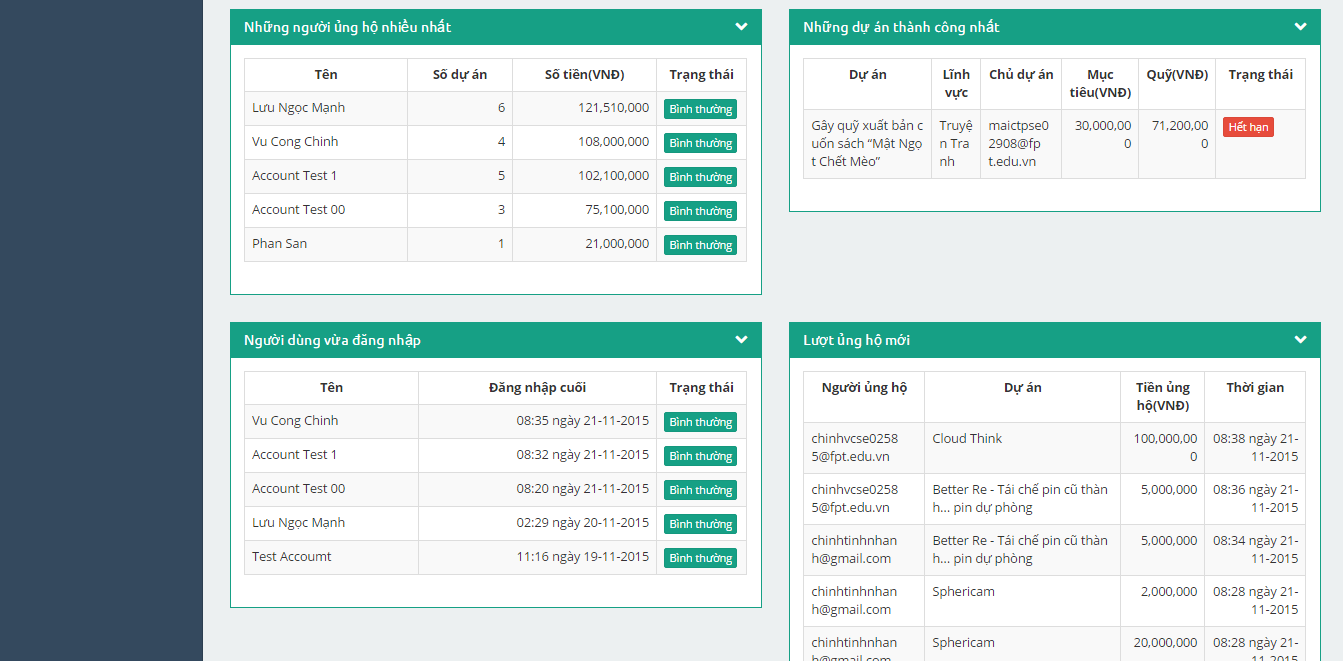
Step 3: Click on Login button

### Dashboard

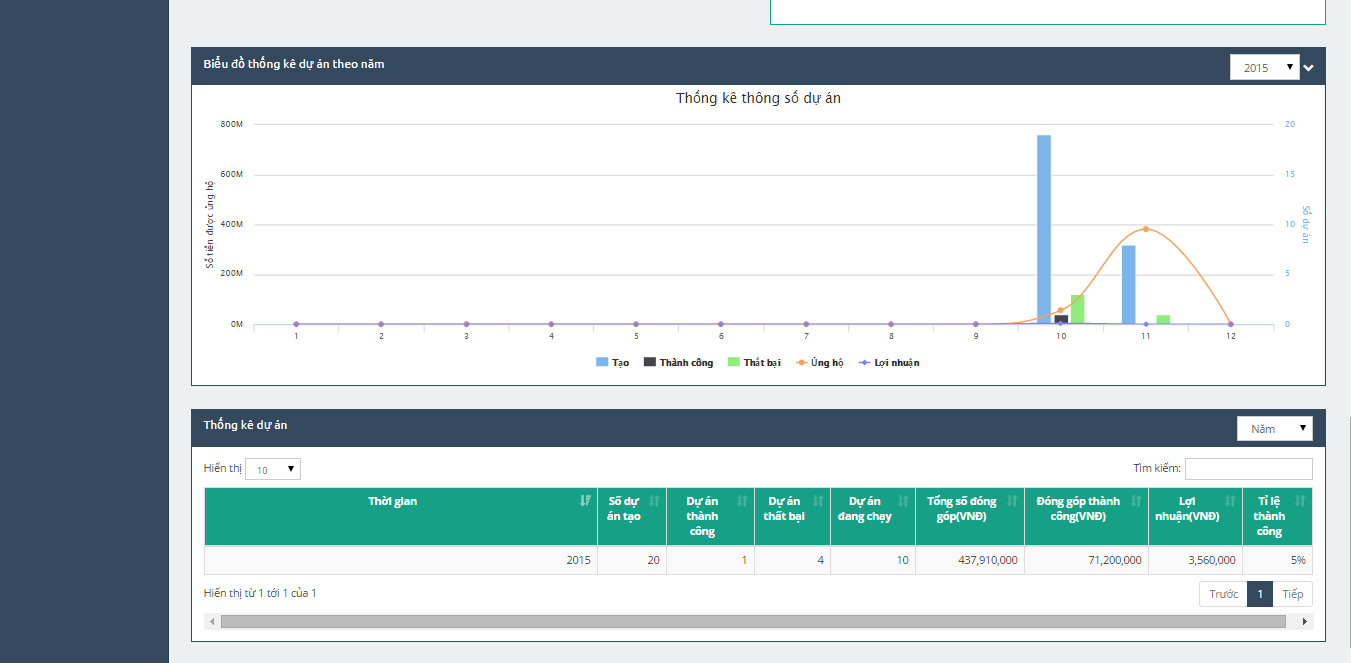
At this page, Admin can view overview about project, user, guest.



1. Dashboard 1



1. Dash board 2



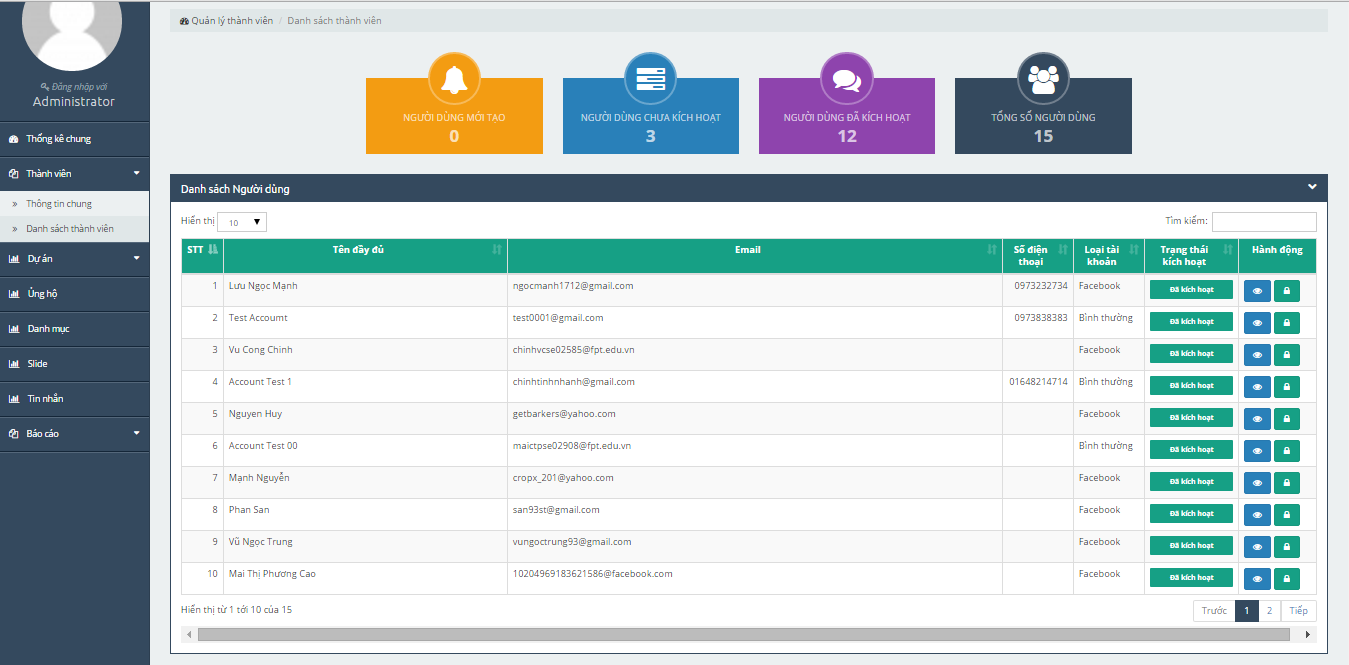
1. Dashboard 3

### Users

To lock/unlock a account. Admin do the step below:

Step 1: Go to Admin page, Click on “Danh sách thành viên”. System return list account.

Step 2: Choose account and click on lock/unlock icon button to lock/unlock account.



1. Users list screen

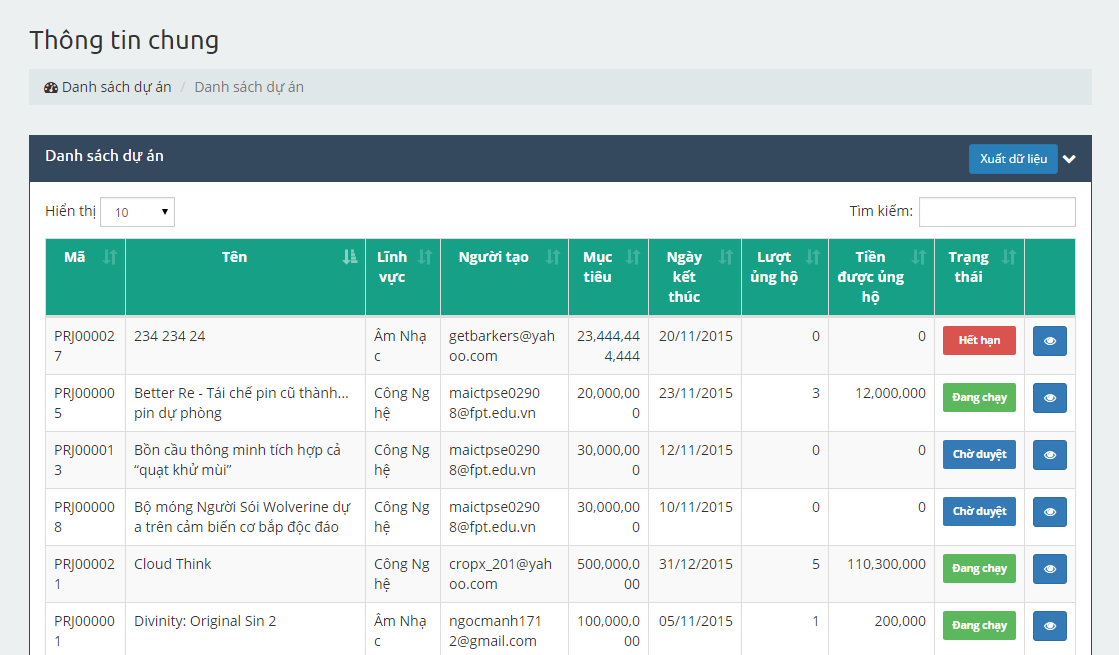
### Projects

To accept/reject project. Admin do the step below:

Step 1: Go to Admin page, Click on “Danh sách dự án”. System returns list project.

Step 2: Choose account and click view button. System go to project detail page.

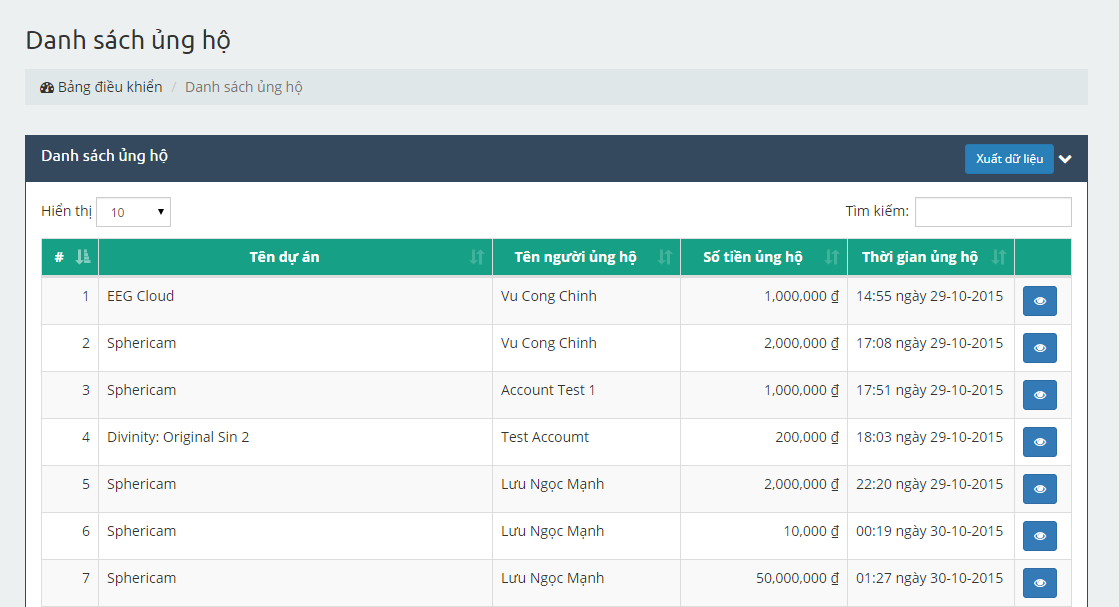
Step 3: Click “Chấp nhận/Từ chối” button to accept/reject project.



1. Projects list screen

### Backing

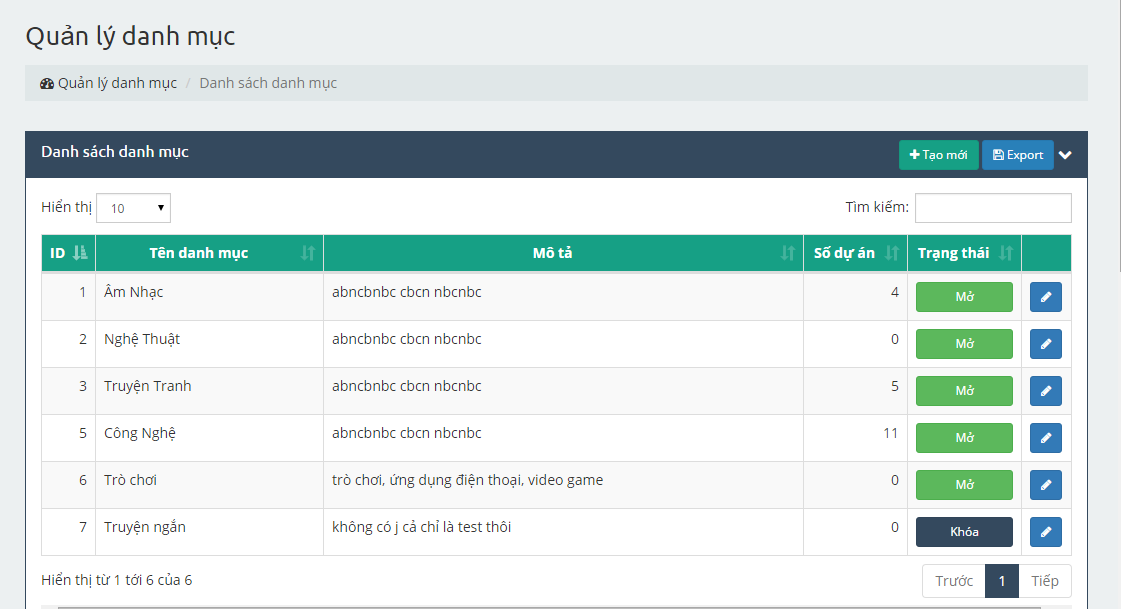
Admin can manage list banker.



1. Backing list screen

### Category

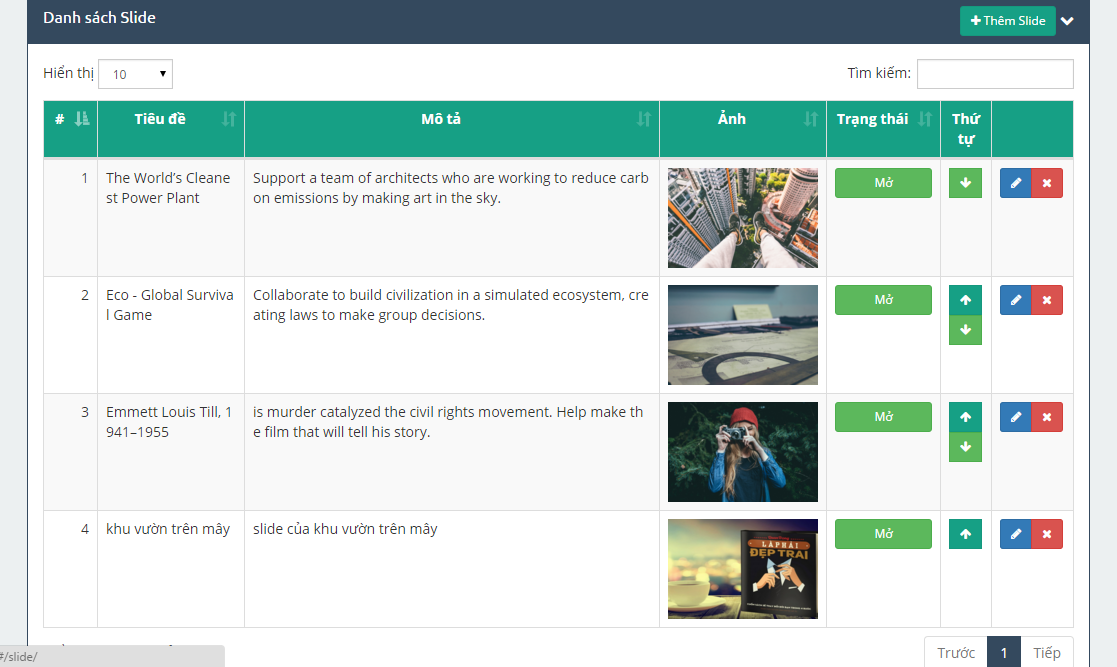
Admin can manage categories. (Create new, edit, lock, unlock category)



1. Category management screen

### Slider

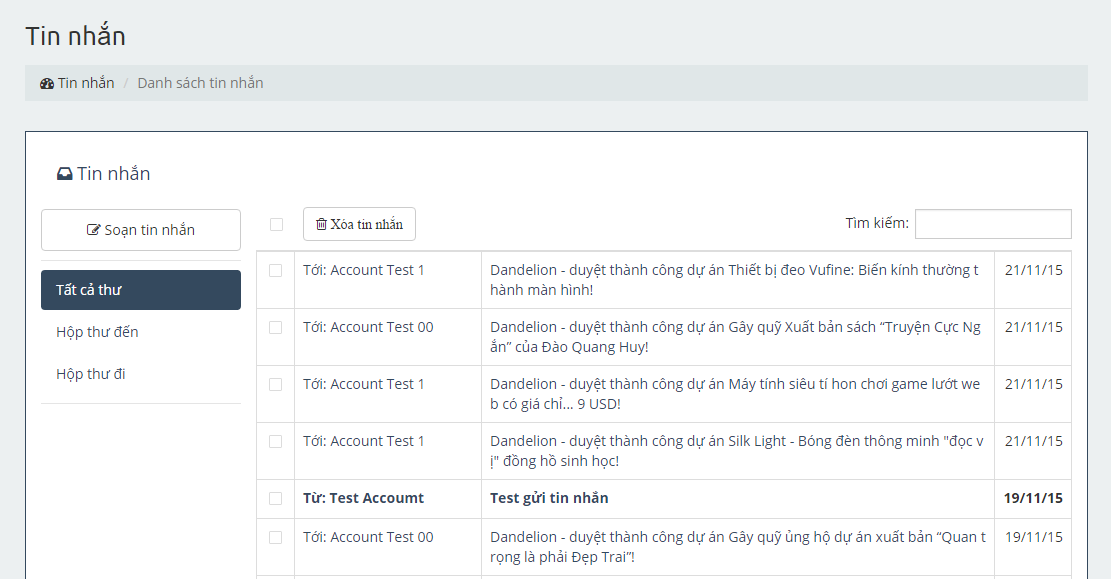
Admin can manage sliders. (Create new, edit, lock, unlock slider)



1. Slider management screen

### Message (same as message of user)

Admin can manage message. (Create sent, receive, delete message)



1. Message screen

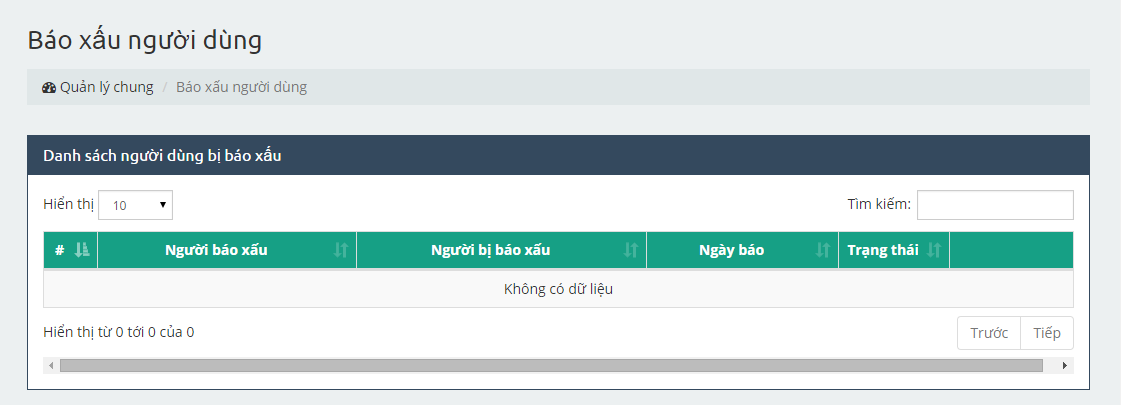
### Report

#### Report user

Step 1: Click on Báo cáo người dung

Step 2: Choose user to report

Step 3: Click on Accept/Reject



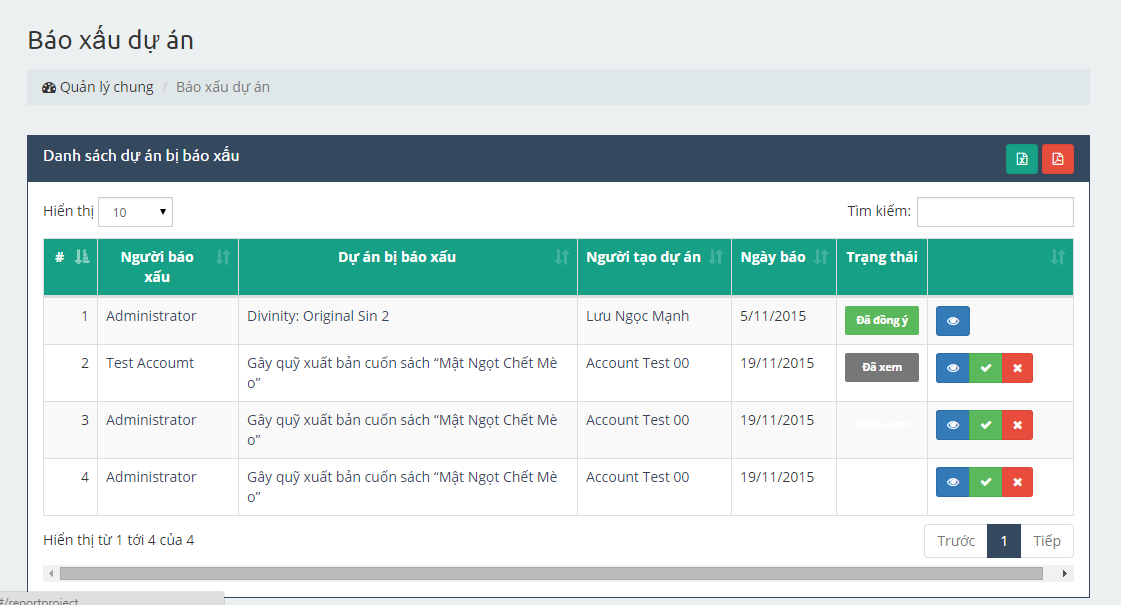
1. Report user management screen

#### Report project

Step 1: Click on Báo cáo dự án

Step 2: Choose project to report

Step 3: Click on Accept/Reject



1. Report project management screen