**Tài liệu huấn luyện Chatbot – Hệ thống hỗ trợ nông nghiệp FamilyFarm**

1. **View profile**

* Step 1: Log in to the system.
* Step 2: Click on your avatar or name in the upper right corner of the screen.
* Step 3: In the menu that appears, select "My Profile".
* You have arrived at your personal profile page.

1. **Update profile**

* Step 1: Log in to the system.
* Step 2: Click on your avatar or name in the upper right corner of the screen.
* Step 3: In the menu that appears, select "My Profile".
* Step 4: On the personal profile page, find the "Basic Information" section and click the "Edit Information" button.
* Step 5: Enter the information you want to change in the corresponding fields.
* Step 6: Click the "Save" button to complete.

1. **View list post**

* Step 1: Select the Post tab on the menu bar
* Step 2: Users can access their personal page to see a list of their posts
* Step 3: Users access a group to see a list of posts in that group

1. Create post

* Step 1: user accesses home page, or personal page
* Step 2: user clicks on input box
* Step 3: fills out post creation form
* Step 4: Click "PUBLISH" button

1. Edit post

* Step 1: User accesses personal page
* Step 2: Click on the 3 dots button on each post
* Step 3: User fills out the post update form
* Step 4: Click the save post button

1. Restore post

* Step 1: User accesses the trash page when clicking on the avatar
* Step 2: Click on the 3 dots button on each post
* Step 3: Click on the Restore post button

1. Delete post

* Step 1: User accesses personal page
* Step 2: Click on the 3 dots button on each post
* Step 3: Click on the Delete post button

1. Search post

* Step 1: user enters keyword into search bar on header
* Step 2: click search icon or press enter

1. Report post

* Step 1: User accesses the list page displaying posts
* Step 2: Click on the 3 dots button on other people's posts
* Step 3: Click Report post
* Step 4: Fill in the reason why you report this post
* Step 5: Click send

1. Unsave post

* Step 1: User accesses the saved posts list page
* Step 2: Click on the 3 dots button on other people's posts
* Step 3: Click the Unsave post button

1. Share post

* Step 1: Go to the article list page
* Step 2: Click the Share button on the article
* Step 3: Fill in the content in the form before sharing, you can leave it blank
* Step 4: Click the share button

1. Save post

* Step 1: Go to the post list page
* Step 2: Click on the 3 dots button on other people's posts
* Step 3: Click the save post button

1. View list reaction

* Step 1: Access the article list page
* Step 2: Click on the reaction icon at the bottom left of each article
* Step 3: Users can view the list of user reactions on that article, which can be viewed by reaction type

1. Reaction to post

* Step 1: Go to the article list page
* Step 2: Click on the reaction icon at the bottom right of each article
* Step 3: Select 1 of the reactions in the list that appears

1. Reaction to comment

* Step 1: Go to the article list page
* Step 2: Click on the reaction icon below each comment
* Step 3: Choose 1 of the reactions from the list that appears

1. View list friend

* Step 1: Go to your profile page
* Step 2: Click the see all button in the friends section, below the personal information section

1. View list of friend request

* Step 1: Click on the Friend link on the menu
* Step 2: Click on the friend request tab to see the list

1. Send request to be friend

* Step 1: Click on the Friend link on the menu bar
* Step 2: Select the friend suggestion tab
* Step 3: Click the add friend button to send an invitation

1. Response to friend request

* Step 1: Click on the Friend link on the menu bar
* Step 2: Select the friend request tab to see the list of friend requests
* Step 3: Click the accept or decline button to respond

1. Unfriend

* Step 1: Go to the profile page of the user you are friends with.
* Step 2: Click the “Friended” button.
* Step 3: Select “Unfriend” from the menu that appears.
* Step 4: Confirm the action.

1. Follow expert

* Step 1: Go to the expert's profile page
* Step 2: Click the “Follow” button.

1. Unfollow expert

* Step 1: Go to the profile of the expert you are following.
* Step 2: Click the “Following” button.
* Step 3: Select “Unfollow”.
* Step 4: The system will update the status.

1. View list comment

* Step 1: Open any post.
* Step 2: Scroll down to the comments section.
* Step 3: Click the comments button to open the entire list.

1. Comment a post

* Step 1: Access the article you want to comment on.
* Step 2: Enter the content in the “Write a comment…” box.
* Step 3: Press Send or Enter.