

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

– CanTho, April 2025 –

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

1. Edit comment

* Step 1: Go to your own comment on a post.
* Step 2: Click on the comment option (three dot) on the right of the comment.
* Step 3: Click “Edit” button
* Step 4: Enter your new comment and click the “Save” button.

1. Delete a comment

* Step 1: Go to your own comment on a post.
* Step 2: Click on the comment option (three dot) on the right of the comment.
* Step 3: Click “Delete” button
* Step 4: Confirm delete comment by clicking the “Yes, delete it” button.

1. View list group
2. Create group
3. Delete group
4. Edit setting of group
5. Add user to group
6. Delete user out group
7. View list member in group
8. Search user in group
9. Send request to join group
10. View list request join group
11. Response to request join group
12. Edit member role in group
13. View list chat of user

* Step 1: Click on your “Chat” icon in the upper right corner of the screen.
* Step 2: List chat will display.

1. Search chat

* Step 1:Click on your “Chat” icon in the upper right corner of the screen.
* Step 2: List chat will display.
* Step 3: Enter a name in the “Search chat by name” box.
* Step 4: Chat list with user whose name is searched is displayed

1. View detail of chat

* Step 1: Click on a chat from list chat
* Step 2: Chat detail of a chat is displayed

1. Send message

* Step 1: If you have never chatted with the recipient before, go to their profile page and click the Send Message button to open the chat details.
* Step 2: If you have chatted with the recipient before, in the chat detail, type a message in the input box.
* Step 3: Click the Send button to send the message.
* Step 4: If you want to send an image or file, click the File or Image icon.
* Step 5: Choose an image or file from your device.
* Step 6: Click the Send button to send the selected image or file.

1. Seen message

* Step 1: From the chat list, select and click a chat that has unread messages.
* Step 2: You will be redirected to the chat details.
* Step 3: All messages in the selected chat will be marked as read.

1. Recall message

* Step 1: In chat detail, select a message you want to recall.
* Step 2: Hover over or hold the message to display the three-dot (⋮) menu beside it.
* Step 3: Click the three-dot (⋮) menu.
* Step 4: Click the Recall message button to recall the selected message.

1. Delete chat history

* Step 1: From the chat list, hover over or hold a chat to display the three-dot (⋮) menu on the right side.
* Step 2: Click the three-dot (⋮) menu.
* Step 3: Click the Delete chat button.
* Step 4: Click the Yes, delete it! button to confirm deleting the chat history.

1. View list service
2. Send request to booking service
3. View list request of booking service
4. Pay for booking service
5. View process list
6. Search process
7. View process detail
8. Confirm process completion
9. View list notifications
10. Mark as read

* Step 1: Click on your “Chat” icon in the upper right corner of the screen.
* Step 2: Choose a notification and click on the letter (Mark as read) icon to read notification

1. Mark all as read

* Step 1: Click on your “Chat” icon in the upper right corner of the screen.
* Step 2: From list notification click on the “Mark all as read” button to read all notifications.

1. View list review
2. Add review of service
3. Create service
4. Delete service
5. Response to request booking service
6. Create process
7. Edit process
8. Delete process
9. Create process step
10. Send request to create subprocess
11. Search post in group
12. Add process step result
13. View list booking of farmer