USER GUIDE
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1. Introduction

1.1. Purpose and Scope

This document provides a detailed guide for final users of 50MAWSP platform.

This user manual is designed to help with the different services that are available through the webportal. Everything from when you first log in to the web-portal to when you as a more experienced user require help with a longer description of the different functions. This guide is to be used as an aid to understand the web portal in order to utilize all the functionality that this portal has to offer.

1.2. Intended Audience

The intended audience of this document is people that want to use 50MAWSP platform, a dynamic online networking platform for women entrepreneurs to access real-time information on financial and non-financial services, connecting them with one another.

2. Getting Started

One of the primary functions of a web portal is to restrict access to different pages, content, and web applications. These kinds of portal resources should only be accessible by the appropriate users.

You need to be log in 50MAWSP portal to be able to use networking tools like wall, forums, chat, groups or to get access to all news details stored in portal.
2.1. Register in platform

- Click in **CREATE ACCOUNT** button

User must fill in this form

**Create an account**

- **Email Address**: devitzorig@gmail.com
- **Language**: English (United Kingdom)
- **First Name**: John
- **Last Name**: Doe

Users must be over 15 years old
If user complete correctly the form, user will receive an email notification to verify new user account.

- Click in this link and Verify
If user has an account created and doesn’t remember password, with **Forgot Password** link user can request to be sent a new password by mail.

### Recover password

2.2. Log in

Once user has created an account can log in.

- Click in **SIGN IN** button

Users must authenticate with **email address**
3. User Profile

3.1. Access Profile

- Click in user icon in top of the window
- Click in username to access to user profile

User Profile

Latest published post
There are no Posts

Favourite content
There are no Posts

Groups List

Friends List
Does not have friends

Related Users

- Latest published post: We can see latest post published in our wall.
- Favourite Content: We can see post marked with like.
- Group List: We can see your list of groups that we are members.
- Friends List: We can see the list of users that are us friends in portal.
- Related Users: We can see the list of users related with us through common interest.
3.2. Edit Profile

- Click in **Edit Profile** button
At first we have a warning message about percentage profile completed. Only users with 100% have access to restricted access information.

Public check allows us to limit fields that have public visibility from other user accounts.
Once we have complete our profile, we can see related users in our profile page:

Clicking in his name we can access their user profile page.

4. Social Media Services

4.1. Friends

- Click in Find Friends button
This page shows a list of users with infinite scroll. We have a search form to look for a user by name.

If a user is connected, we will see a green icon to show current status.

- **Find Friends**: Search other users
- **Contacts**: List of friend users
- **Pending Request**: Pending friendship request
Other user (User 4 REC) can send a friendship request, clicking in

Now user John Doe has a new pending request, he can Accept or Decline invitations.

If user accept request, user will search friends in contacts tab.

User can break friendship with this icon
John Doe profile is updated:

4.2. Follow

When a user follows other portal users their posts should be visible in her personal wall.

Analogously, the functionality to leave following other person is included with unfollow icon.
5. Wall

We can access Wall functionality from **Networking Area**, in navigation menu:

And its accessible too from home main page:

A user can view a list of **post** contents that has created or view post from other portal users that are **friends** or are **followed**.
50MAWSP

Profile Picture

50 MAWSP 2nd workshop

City of Tarragona

50th Women Project conducts training for platform users as launch draws near

Technical Meeting

Technical meeting
Post content includes:

- Autor name
- List of images
- File to attach
- Ratings
- If user check this post with a like, the post appears in their profile page.
50m Women Project conducts training for platform users as launch draws near


The training will equip users with the required skills to manage the platform setting the stage for its official launch later this year.

For more information: https://www.comsoca.net/2018/03/26/50m-women-project-conducts-training-for-platform-users-as-launch-draws-near/

Download File

Subscribe to Comments

Type your comment here.

Reply
We can create new post with **Create Post** button:

Fill in the post request form, we can attach images (until 5) or a document file.

**TITLE**

My first post in 50MAWSP

**FILE**

Hello everybody from my Wall.

Submit  Cancel

**Reload** wall page
We have permission to manage our own post.

Icon 🗑️ to delete post, if we click in this icon we will open modal confirm window

Are you sure to delete the post?

Aceptar  Cerrar

Icon 📊 to update post.
6. Message Board

We can access Message Board functionality from Networking Area, in navigation menu:
And its accessible too from home main page:
A user can access Forum functionality.

Clicking in menu item ▼ a forum menu is displayed in the header. Topics can be organized in categories and subcategories by portal administrators.
Clicking in **Post New Thread** button, user can create a new topic:
User is subscribed to this topic and can edit thread details clicking in menu icon.

- Log in with other user (User 3) and go to Forum page, we subscribe to this topic.
- Click in **topic title** to go to topic detail page.
- Click in **menu item** and **Reply. Publish** a new response.
7. Groups

We can access Groups functionality from Networking Area, in navigation menu:

And its accessible too from home main page:
A user can view all groups created in portal:

- With user John Doe click in Create a new Group button
We must fill in a form to create a new group:

- **Title** and **description** are mandatory
- **Open**: No (users have to send a request to join in this group) / yes (users join automatically)
- **Group Content**: Liferay’s WYSIWYG editor. We can add images from document gallery
- Click in **title group** to view group main detail page

Users in portal need to **join in a group** to view group web contents, chat in group and type comments. In groups list page exits a button **Join Group** and detail page shows a **Join** button too if user is not member.
Users can leave a group with **Leave group** button.

User can create the group is the administrator so this user can view all menu options in top of the page.

- **Home**: Main page with group content details
- **Edit**: Page to edit group details and manage user’s membership (Only administrator)
- **Invitacion**: Send invitation to other users to join in group (Only administrator)
- **Members**: List of user’s members of the group
- Administrator can update group detail with **Edit group** button
- In bottom of the page, we can see a **membership menu** with current users group and request from other users. Administrator can block user access to a group with **delete** button.

- Click in **Requests** tab, administrator can **Accept / Reject** user’s requests.
When a user is accepted in a group, she must receive an email confirmation.

Administrator can send invitation to other users.

Groups User Invitation
Users can view group user’s members

Group Users

Betty Mondon

John Doe

8. Chats

We can access Chats functionality from Networking Area, in navigation menu:

And its accessible too from home main page:
A user can view all chats conversation with other users in portal.

- Click in **New Conversation** button

At first, if you want to **chat** with somebody in portal, you need to be **friends**.

Click in **username** to open a new chat window
We can share images, audios or videos
In this page can manage all user chat conversations, put the number of message that user doesn’t read.

Click in to open a new conversation with other user.

We can create group chats in group detail page:
9. User Notifications

- Click in number icon in top of the window. This number is the user notifications.
that doesn’t read.

We can filter notifications by type:

- **Friends**: Friends request. User can **accept** or **reject**
- **Chat**: New chats messages
- **General**: Invitations send to join a group

10.1. General information

Portal is accessible by non signed users, all pages in navigation are public:

- **Home**: Main page in global scope
- **Resources**: Specific site pages generate dynamically in countries scope
- **Networking Area**: Access to collaboration applications (Wall, Chat, Groups and Forum). Only for authenticated users.
- **News**: List of latest news
- **Events**: Access to Calendar
- **About us**: Global information (platform, features, objectives, partners)
- **Search**: User can search keyword in site
The platform will be available in three languages: English, French and Arabic.

10.2. Country Local information

Country information area is related to specific site pages and specific web content in a page.
We need to know the country name in order to get scope menu.

With authenticated users we have to check **country field** in **profile** user to get site country

- User **John Doe** can access Egypt site pages from **Resource** menu
For guest users we have to apply HTML Geolocation API in order to get the geographical position of a user. The first time they access has to allow their location.

If there is a problem related to the identification of the country (user block their location or country where user is try to connect is not an African member state), the system will show you a pop up to manually select a specific country when user accesses to resources menu items.
In order to manually get information about any country, we should click in country name to get countries list pop up

11. Calendar

- Click in Events link in menu navigation
A larger area shows the Scheduler, a more detailed calendar with a number of options: you can set it to display a Day, Week, or Month, or choose a more event-oriented Agenda setting.

The calendar page displays a small monthly calendar showing an overview of upcoming events.

Many calendars are included by default: a personal calendar for the current user and a list of different calendars included in main site calendar (WEB50MILLION).

User can create and manage her personal calendar:

- Click in menu item, **Add Calendar**
- Fill in request form

- Click in Manage Calendars
- Fill in request form
Users can add events to a calendar

- Click in menu item, Add Event
<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>16/03/2019</td>
<td>10:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16/03/2019</td>
<td>11:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16/03/2019</td>
<td>16:30</td>
</tr>
</tbody>
</table>
If we’ve selected the Day or Week view, we can click on the specific time when our event begins.

Clicking in **event name** user can edit:
Additional Events functions:

- **All Day** check
- **Repeat** events
- **Details**: We can move the event to another calendar or enter a location

- **Invitations**: Invite other users (send email notifications)

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### 12. Feedback

Users will be able to send questions and suggestions to portal administrators through **Feedback** page and **Contact us** available in footer section.

- Click in *Feedback* link
We have available a form to send any request and a wiki to FAQ questions. Everybody can participate in this wiki with comments section.

- Click in All Pages

- Select one page clicking in name and we can participate in this section
How to use this platform

1. Create an email address Yahoo or G-Mail or any email account
2. Go to the registration page in the platform and fill the necessary fields
3. Go to the edit profile to finish the registration process
4. No you are ready to use the platform by navigating through out the page
5. cheers!!!!