USER GUIDE

Table of Contents

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.
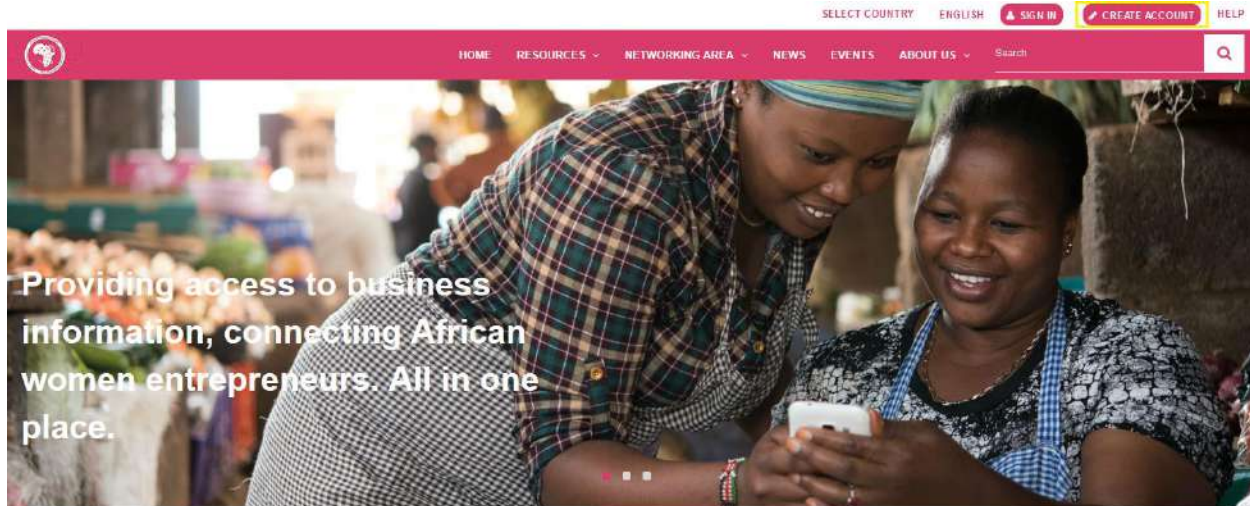
2. Getting Started

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

Users must be over 15 years old

BIRTHDATE ✱

10/05/2007

You must be at least 15 years old to create an account.

If user complete correctly the form, user will receive an email notification to verificate new user account.

Thank you for creating an account. Your email verification code was sent to devizertisgijon@gmail.com.

50MAWSP

Hello John Doe,

Your verification code is **71175f94-77ba-43db-e641-1dce808be3f8**.

Please verify your email address here.

Thanks,

50MAWSP Admin

admin@web50million.com | 50MAWSP

- Click in this link and Verify

Verify Email Address

Please enter your verification code.

EMAIL VERIFICATION CODE

71175f94-77ba-43db-e641-1dce808be3f8

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
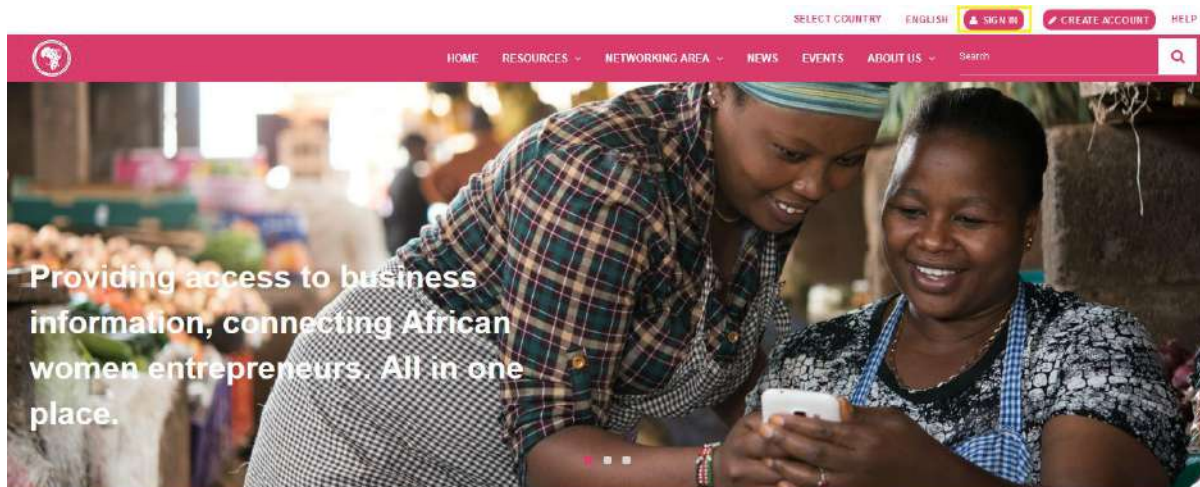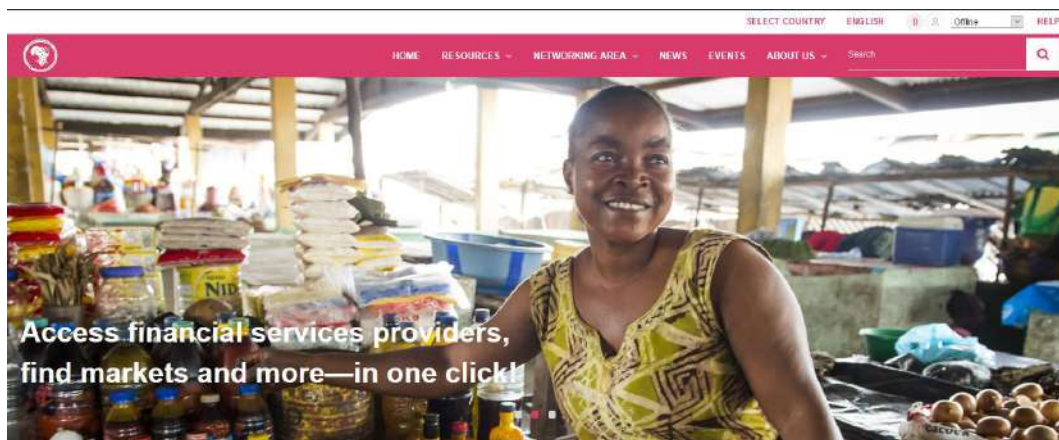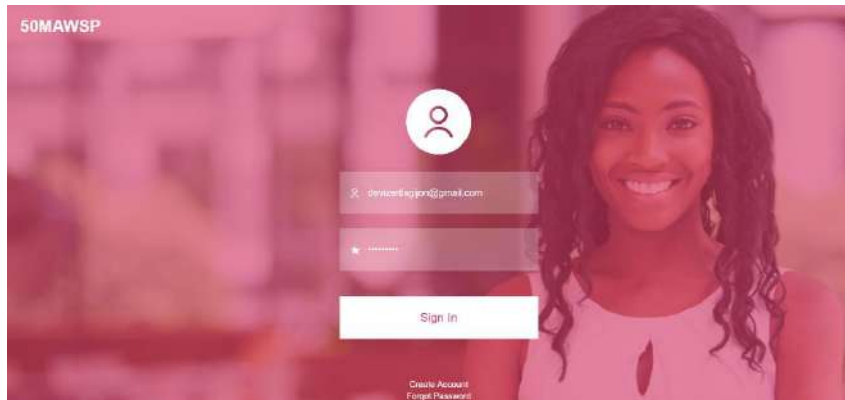

2.2. Log in

Once user has created an account can log in.

- Click in **SIGN IN** button
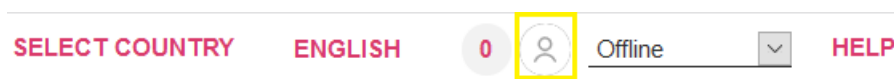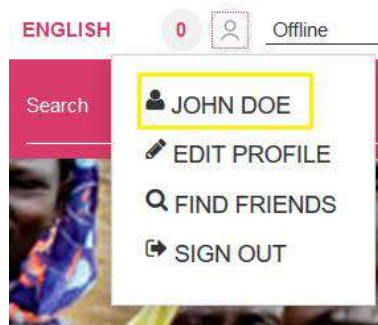

Users must authenticate with **email address**
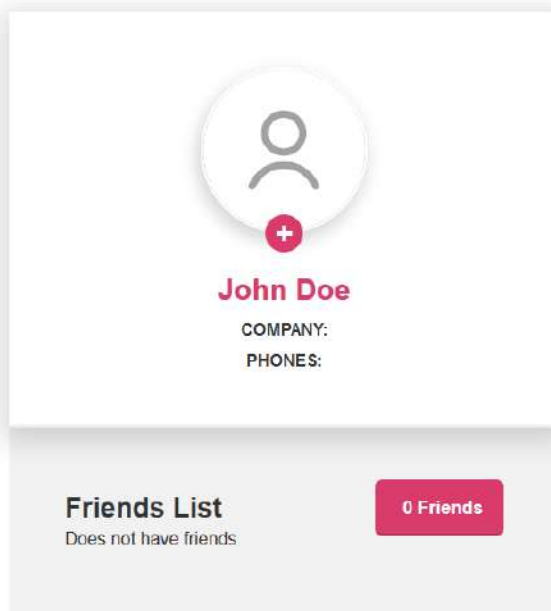
3. User Profile

3.1. Access Profile

- Click in **user icon** in top of the window

- Click in username to access to user profile

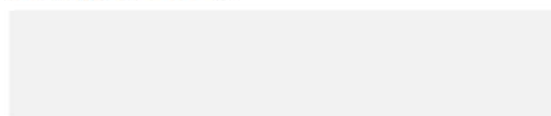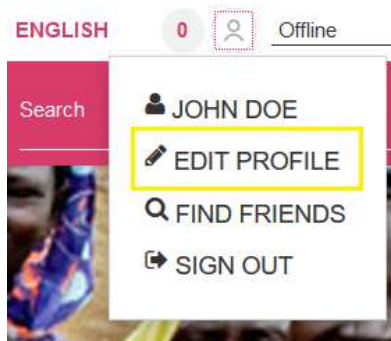## User Profile

- **Latest published post**: 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

Your profile is 30% completed.
When you complete your profile you will be able to access exclusive content on this portal.

EMAIL ADDRESS ★

devizertisgijon@gmail.com

☐ PUBLIC

LANGUAGE ★

English (United Kingdom)

FIRST NAME ★

John

LAST NAME ★

Doe

COUNTRY ★

Egypt

TIME ZONE ★

(UTC +02:00) Cairo, Blantyre, Bujumbura, Gaborone, Harare, Johannesburg, Kigali, Lubumb

TELL US ABOUT YOURSELF

JOB TITLE

Change   Delete

BIRTHDATE ★

12/05/1999

☐ PUBLIC

SEX ★

Male

INTERESTS

Select options

LOOKING FOR

Select options

| Change password	>
Personal information	>
Personal address	>
Institution (For institutions only)	>
Institution address (For institutions only)	>
Institution phones (For institutions only)	>
Documents	>
Newsletter	>

Save   Cancel

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.

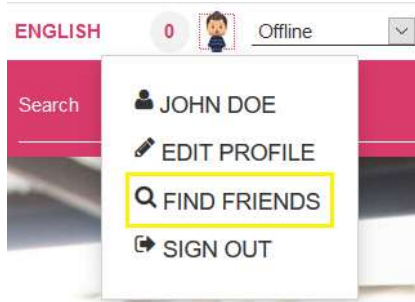Once we have complete our profile, we can see related users in our profile page:

Related Users

Sirgut Abebe

Amir Omar

Vuyisile Hlatshwayo

JOEL FAGBEDJI
AHOFODJI
ECOWAS

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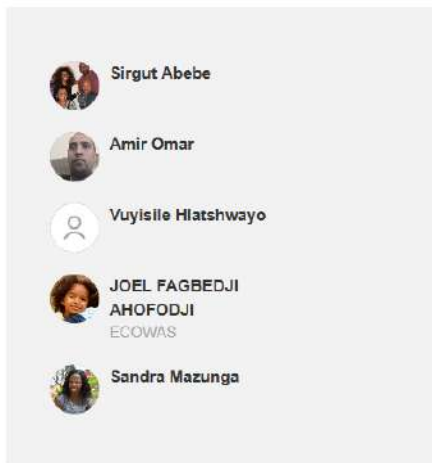
Clicking in his name we can access their user profile page.

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
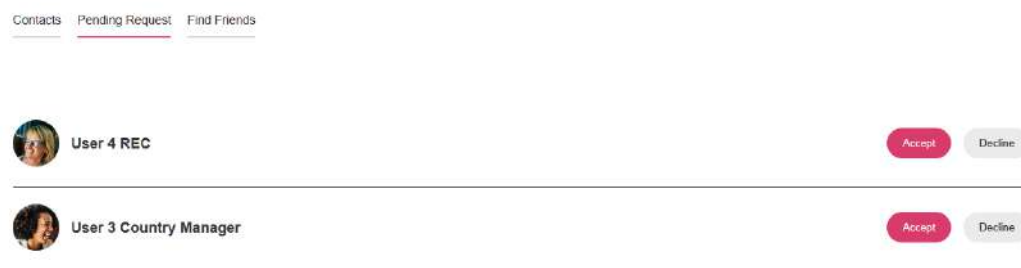- **Pending Request:** Pending friendship request

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**.

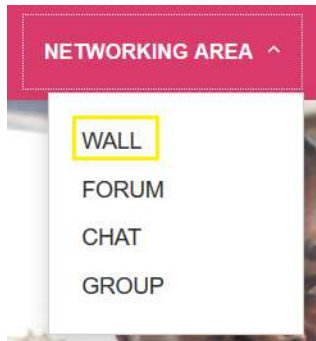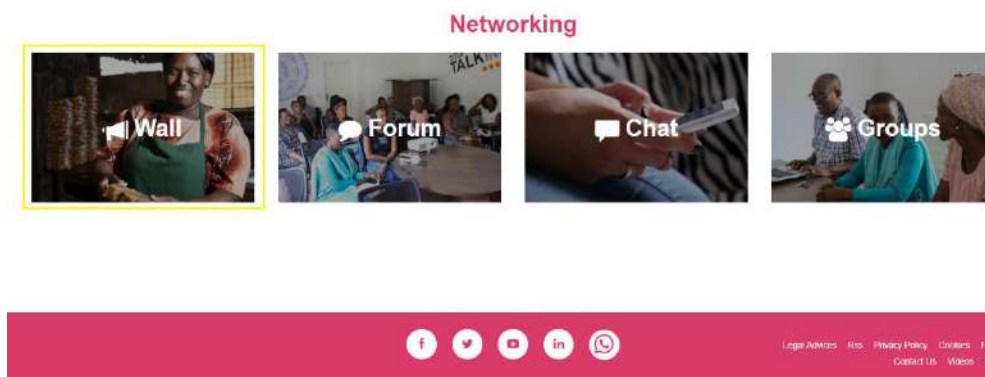Analogously, the functionality to leave following other person is included with unfollow icon.

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**.

John Doe

Friends List — 2 Friends

User 3 Country Manager

User 3 REC

User 3 Country Manager

IT courses

Courses available

User 3 Country Manager

50 MAWSP first workshop

Testing

User 3 Country Manager

Cities of Asturias

Gerum Abebe

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

Lusaka, Monday, March 25, 2019. The 50 Million African Women Speak (50MAWS) digital platform roll-out is becoming a reality after the kickoff of a two-week training workshop in Lusaka, Zambia Monday, 25th March 2019. The training workshop which will be stepped roll-out to engage the platform.

Show Full Article

Gerum Abebe

Technical Training

Technical staff training

Post content includes:

- Autor name
- List of images
- File to attach
- Ratings
- If user check this post with a like 👍 6 , the post appears in their profile page.

Favourite content

PUBLISHED 19 DAYS AGO

50m Women Project conducts training for

- - Post include unlike functionality 👎 1 .
- - Share Social Bookmarks like Twitter, Facebook, Linkedin, Mail and Whatsapp
- - Clicking in post title we can get Post detail

Gerum Abebe
1 Month Ago

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

Lusaka, Monday, March 25, 2019: The 50 Million African Women Speak (50MAWS) digital platform moved closer to becoming a reality after the kickoff of a two-week training workshop in Lusaka, Zambia Monday, 25th March 2019.

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.comesa.int/2019/03/25/50m-women-project-conducts-training-for-platform-users-as-launch-draws-near/?fbclid=IwAR17h9ELAQT9TcVBseXoa5M1s0SF6PVI49lpNaJEHwRPg9IC8P6D6RId5vc

Download File

👍 6 👎 1

✓ 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.

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
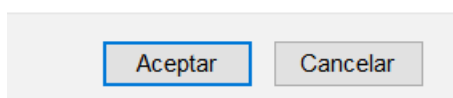
Icon ✎ to **update post**.

TITLE ★

My first post in 50MAWSP

FILE

Examinar...   No se ha seleccionado ningún archivo.

📄 indexed-using-liferay-portal-62.pdf ✖

Hello everybody from my Wall.

Submit   Cancel

6. Message Board

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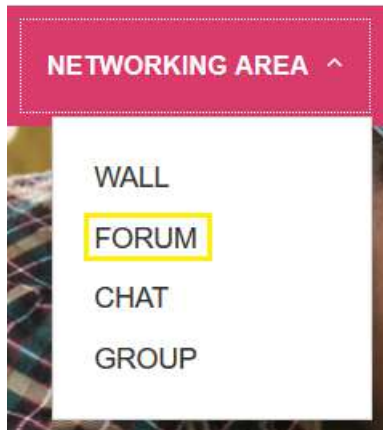
And its accessible too from home main page:

A user can access Forum functionality.
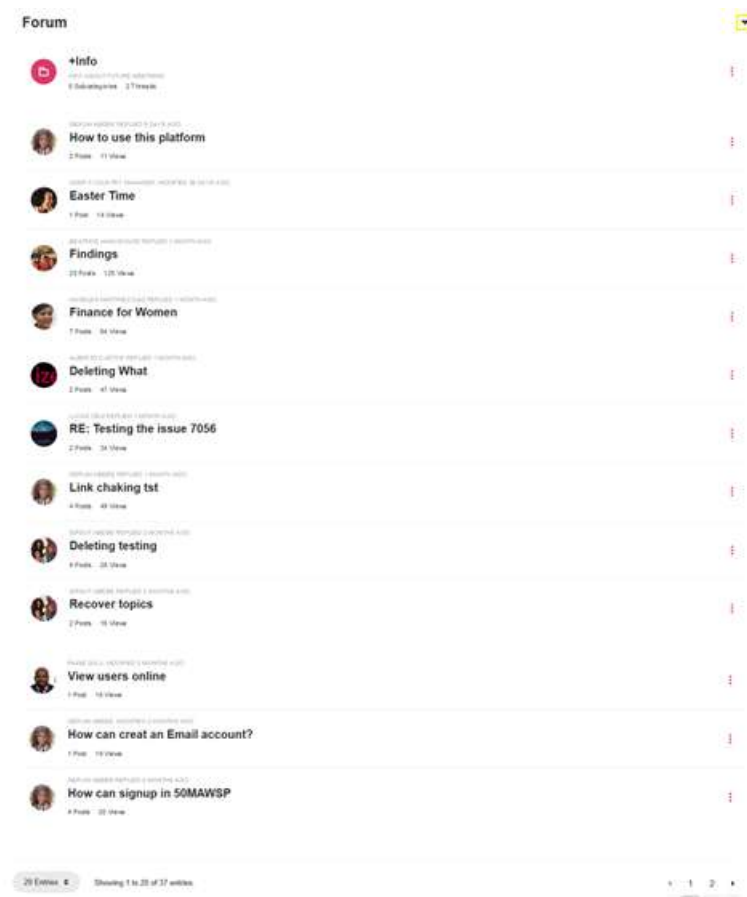
Clicking in **menu item** ▼ a forum menu is display in header. Topics can be organized in categories and subcategories by portal administrators.

Forum

Message Boards Home   Recent Posts   My Posts   My Subscriptions

Search

Post New Thread

● Subscribe

Home

📁 **+Info**
INFO ABOUT FUTURE MEETINGS
0 Subcategories   2 Threads

⋮

Clicking in **Post New Thread** button, user can create a new topic:

Forum   ▼

SUBJECT ★
Best laptops 2019

Body

Write your content here...

Attachments   >

Categorization   >

Related Assets   >

More Settings   >

Permissions   >

Publish   Save as Draft   Cancel

Forum

+ Post New Thread   🔒 Permissions   ⊘ Unsubscribe   Move to the Recycle Bin

JOHN DOE, MODIFIED 7 SECONDS AGO

Best laptops 2019

🚩 Flag   👍 0   👎 0   ⋮

Younging   Posts: 1   Join Date: 15/05/19   🔍 Recent Posts

Best laptops 2019

Reply to Main Thread

User is subscribed to this topic and can edit thread details clicking in **menu icon**.

REPLY

REPLY WITH QUOTE

QUICK REPLY

EDIT

- Log in with other user **(User 3)** and go to **Forum** page, we subscribe to this topic

Forum

+Info
INFO ABOUT FUTURE MEETINGS
0 Subcategories   2 Threads
  ⋮

JOHN DOE, MODIFIED 6 MINUTES AGO
Best laptops 2019
1 Post   1 View
  SUBSCRIBE   ⋮

GERUM ABESE REPLIED 6 DAYS AGO
How to use this platform
2 Posts   11 Views
  ⋮

- Click in **topic title** to go to topic detail page.
- Click in **menu item** and **Reply. Publish** a new response.

Forum

+ Post New Thread   ⊘ Unsubscribe

JOHN DOE, MODIFIED 12 MINUTES AGO.

Best laptops 2019

Youngling   Posts: 1   Join Date: 15/05/19   🔍 Recent Posts

REPLY
REPLY WITH QUOTE
QUICK REPLY

Best laptops 2019

Reply to Main Thread

Forum

Replying To:

John Doe, modified 16 Minutes ago.   ⚑ Flag   👍 0   👎 0
Best laptops 2019
Youngling Posts: 1 Join Date: 15/05/19 🔍 Recent Posts

Best laptops 2019

SUBJECT *

RE: Best laptops 2019

Body

DELL are fantastic.

Attachments	>
Categorization	>
Related Assets	>
More Settings	>
Permissions	>

Publish   Save as Draft   Cancel

7. Groups

We can access Groups functionality from **Networking Area,** in navigation menu:
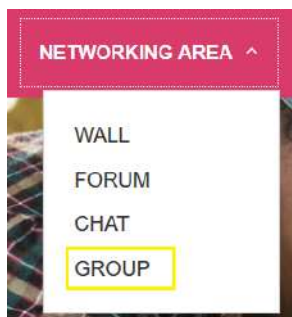
And its accessible too from home main page:

A user can view all groups created in portal:
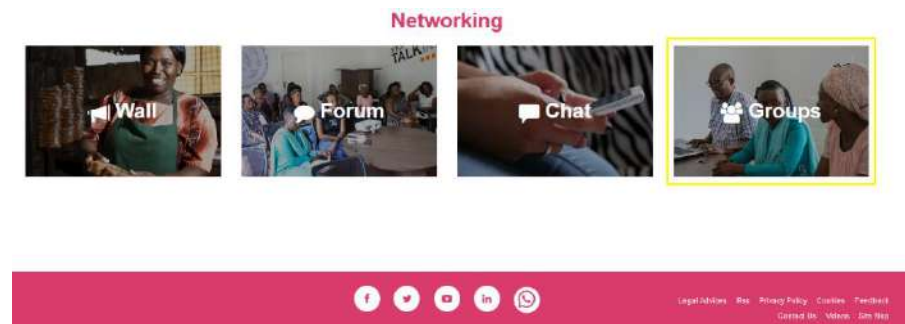

- With user **John Doe** click in **Create a new Group** button

TITLE *

Egypt Market

DESCRIPTION *

News about Egypt market

OPEN

NO

GROUP CONTENT

Save   Cancel

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

Groups List

Create a new Group

EGYPT MARKET	EMAIL GROUP	COMESA FRENCH
News about Egypt market	email group	French group
👥 2	👥 1	👥 2
You are a member of this group	Join Group	You are a member of this group

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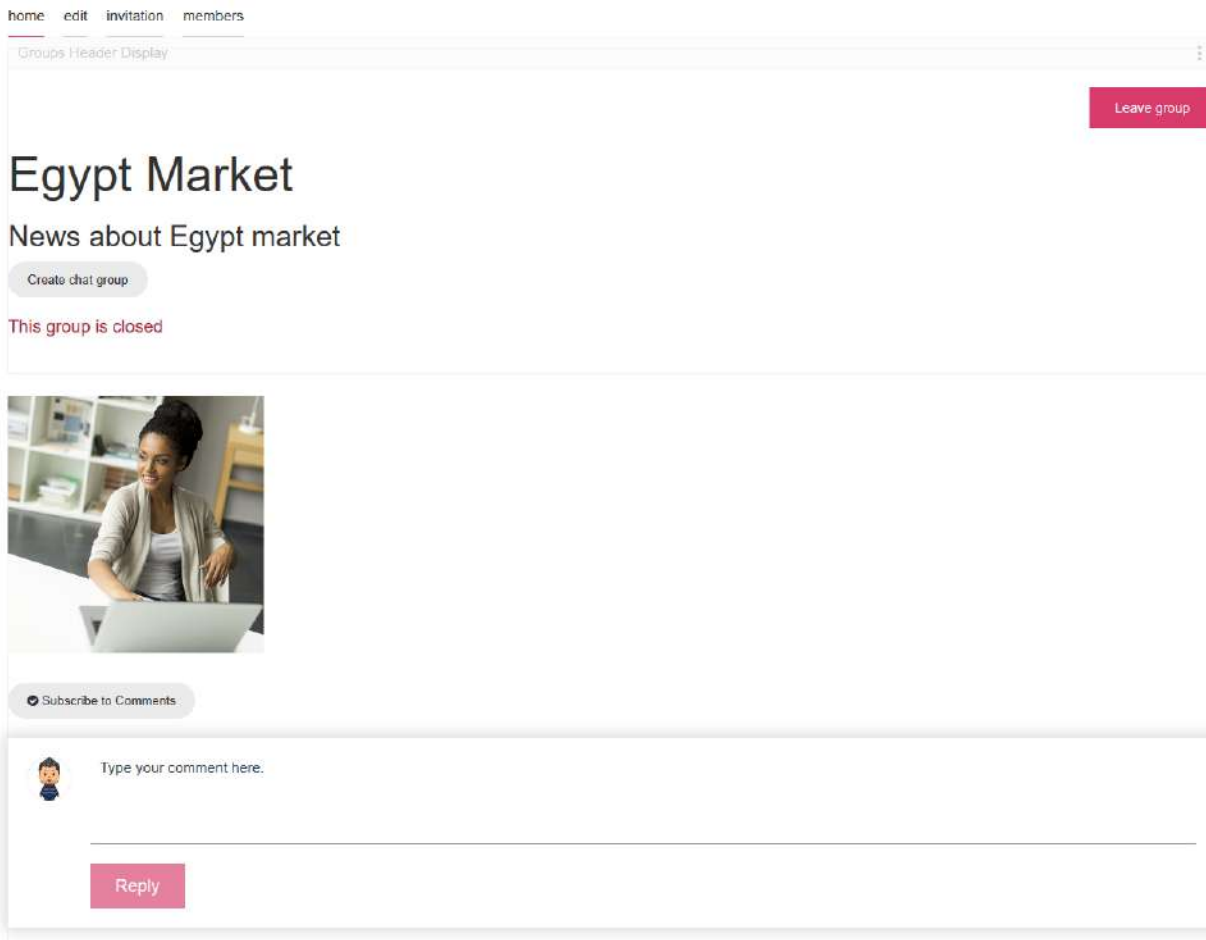
Users in portal need to **join in a group** to view group web contents, chat in group and type comments. In groups list page exits a button **Join Group** and detail page shows a **Join** button too if user is not member.

home

Egypt Market

News about Egypt market

This group is closed

Join

There are no results.

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   edit   invitation   members

- **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

home | edit | invitation | members

Leave group

Egypt Market

News about Egypt market

This group is closed

Users | Requests

Edit Group

Betty Mondon

Delete

John Doe

Delete

- Administrator can update group detail with **Edit group** button
- In botton 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.

CONFIRMATION

Are you sure you want to delete the user from this group?

Yes | No

- Click in **Requests** tab, administrator can **Accept / Reject** user's requests.

Users | Requests
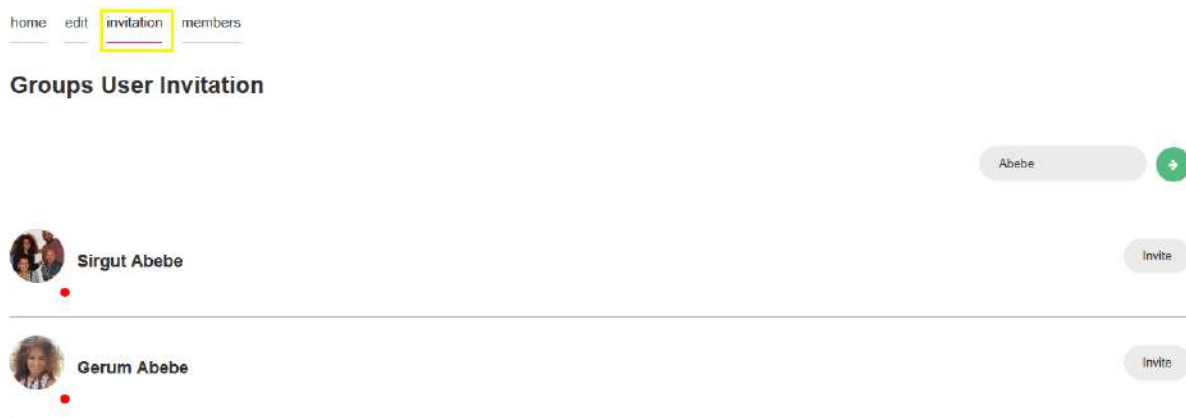
Edit Group

Gerum Abebe

Accept | Reject

When a user is accepted in a group, she must receive an **email confirmation**

Administrator can **send invitation** to other users.

Users can view group user's members
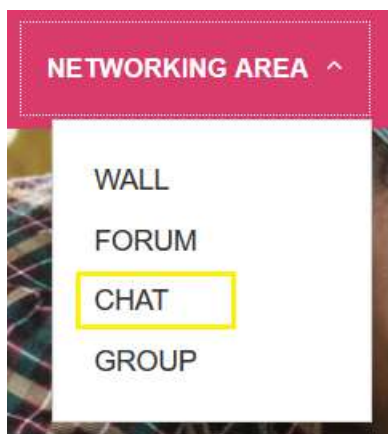

8. Chats

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

And its accessible too from home main page:

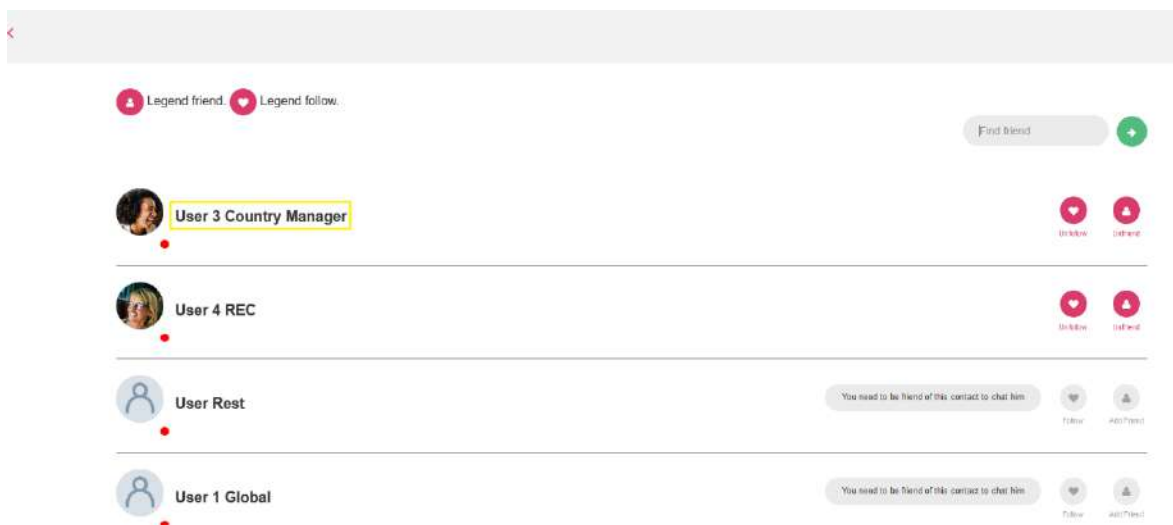## Networking

A user can view all chats conversation with other users in portal.
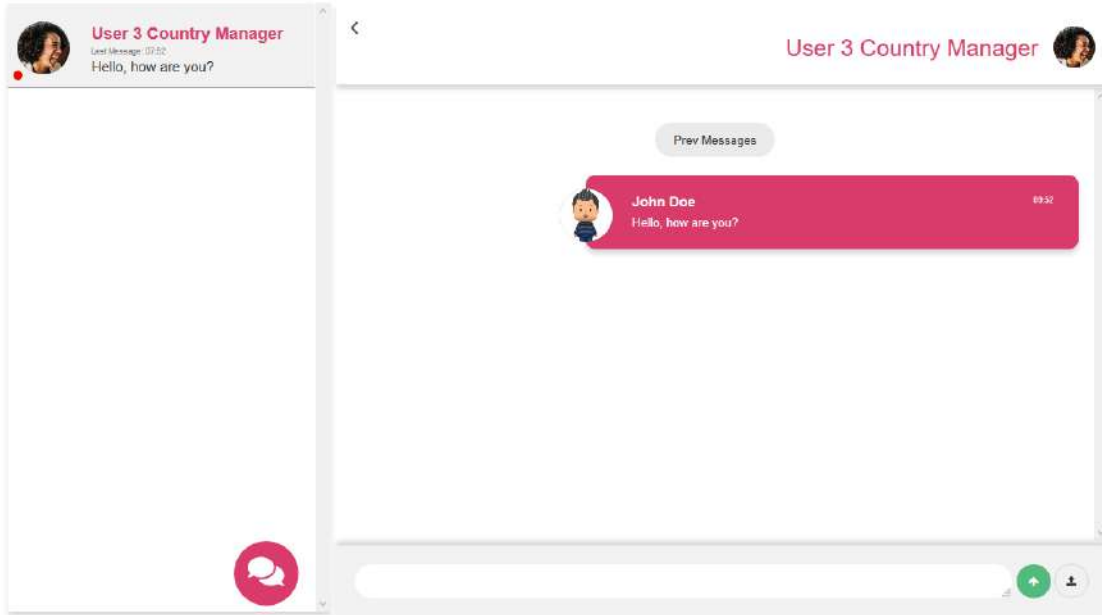

New conversation

No conversations

- Click in **New Conversation** button

Legend friend. Legend follow.

Find friend

User 3 Country Manager

User 4 REC

User Rest — You need to be friend of this contact to chat him

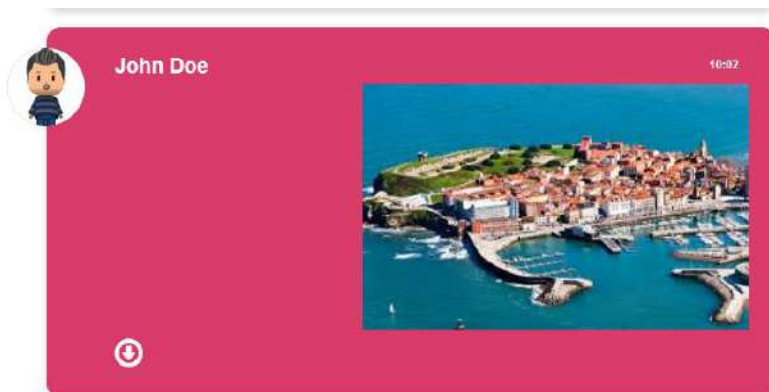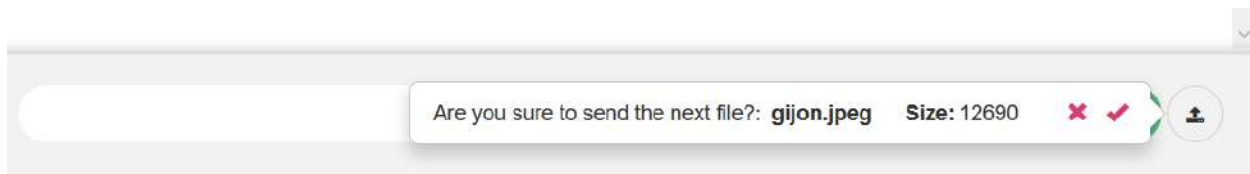User 1 Global — You need to be friend of this contact to chat him

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

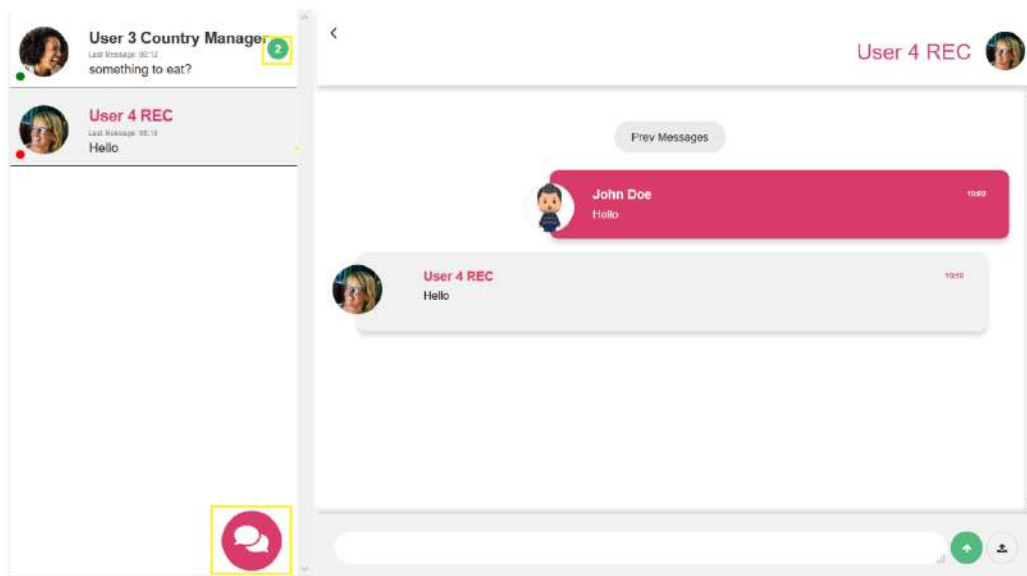Click in **username** to open a new chat window

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:

home   edit   invitation   members

Leave group
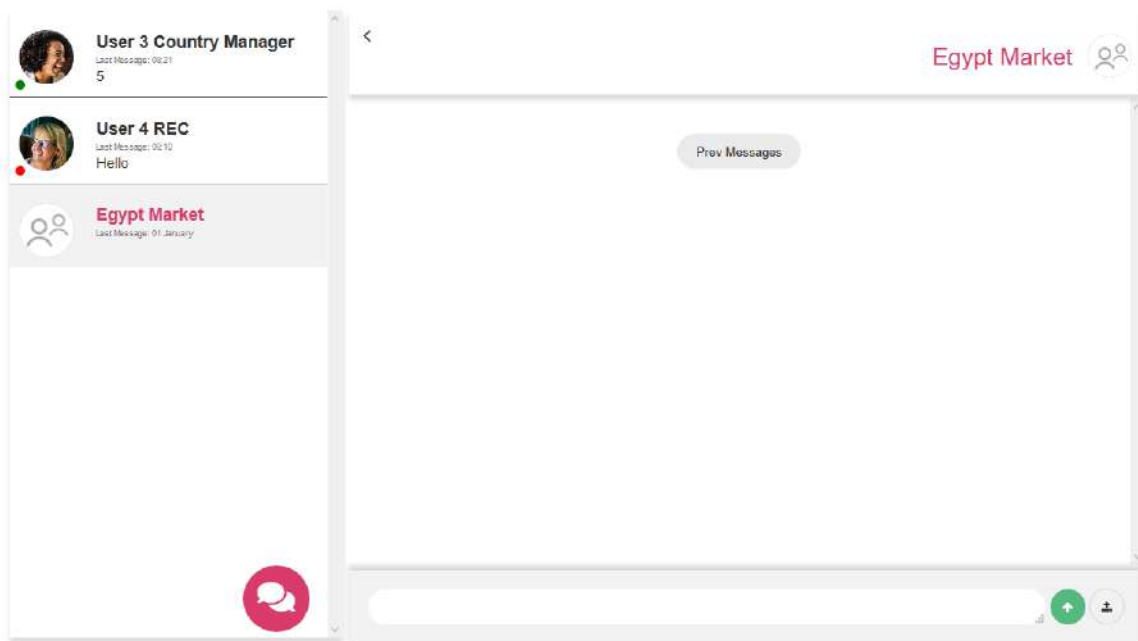
Egypt Market

News about Egypt market

Create chat group

This group is closed

User 3 Country Manager
Last Message: 09:21
5

User 4 REC
Last Message: 09:10
Hello

Egypt Market
Last Message: 01 January

Egypt Market

Prev Messages

All users in group can access to this group chat.

9. User Notifications

- Click in **number icon** in top of the window. This number is the user notifications

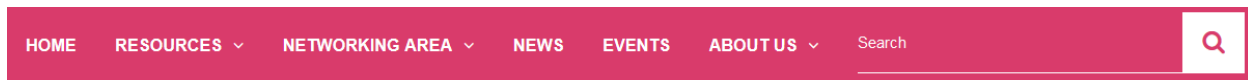that **doesn't read**.

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.Portal Navigation

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 autenthicated users.
- **News:** List of lates news
- **Events:** Access to Calendar
- **About us:** Global information (platform, features, objetives, 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.
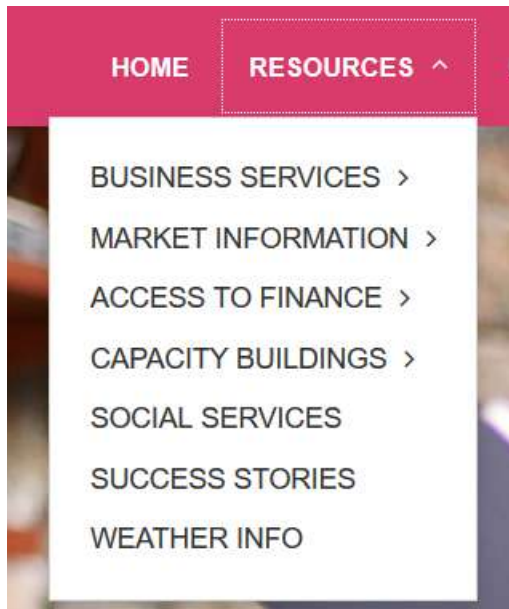
We need to know the country name in order to get scope menu.

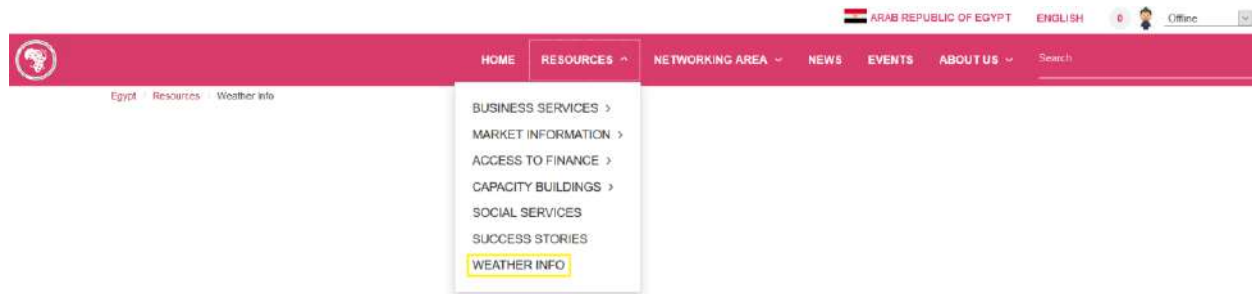With authenticated users we have to check **country field** in **profile** user to get site country

- User **John Doe** can access Egypt site pages from **Resource** menu

BUSINESS SERVICES >
MARKET INFORMATION >
ACCESS TO FINANCE >
CAPACITY BUILDINGS >
SOCIAL SERVICES
SUCCESS STORIES
WEATHER INFO

HOME   RESOURCES ^   NETWORKING AREA ~   NEWS   EVENTS   ABOUT US ~   Search

Egypt / Resources / Weather Info

For guest users we have to apply HTML Geolocation API in order to get the geographical position of a user. The first time thay user access has to allow their location.

web50million.desa.izertis.com wants to   ×

📍 Know your location

Allow   Block
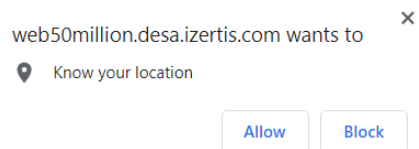
If there is a problem related to the identification of the country (user block their location or country where user is try to connect is not an African member state), the system will show you a **pop up** to manually select a specific country when user accesses to resources menu items.

MEMBERS STATES

Benin	Ethiopia	Malawi	South Sudan
Burkina Faso	Gambia	Mali	Sudan
Burundi	Ghana	Mauritius	Tanzania
Cape Verde	Guinea	Niger	Togo
Comoros	Guinea-Bissau	Nigeria	Tunisia
D.R. Congo	Ivory Coast	Rwanda	Uganda
Djibouti	Kenya	Senegal	Zambia
Egypt	Liberia	Seychelles	Zimbabwe
Eritrea	Libya	Sierra Leone	
Eswatini	Madagascar	Somalia	

Select country

In order to manually get information about any country, we should click in **country name** to get countries list pop up

11. Calendar

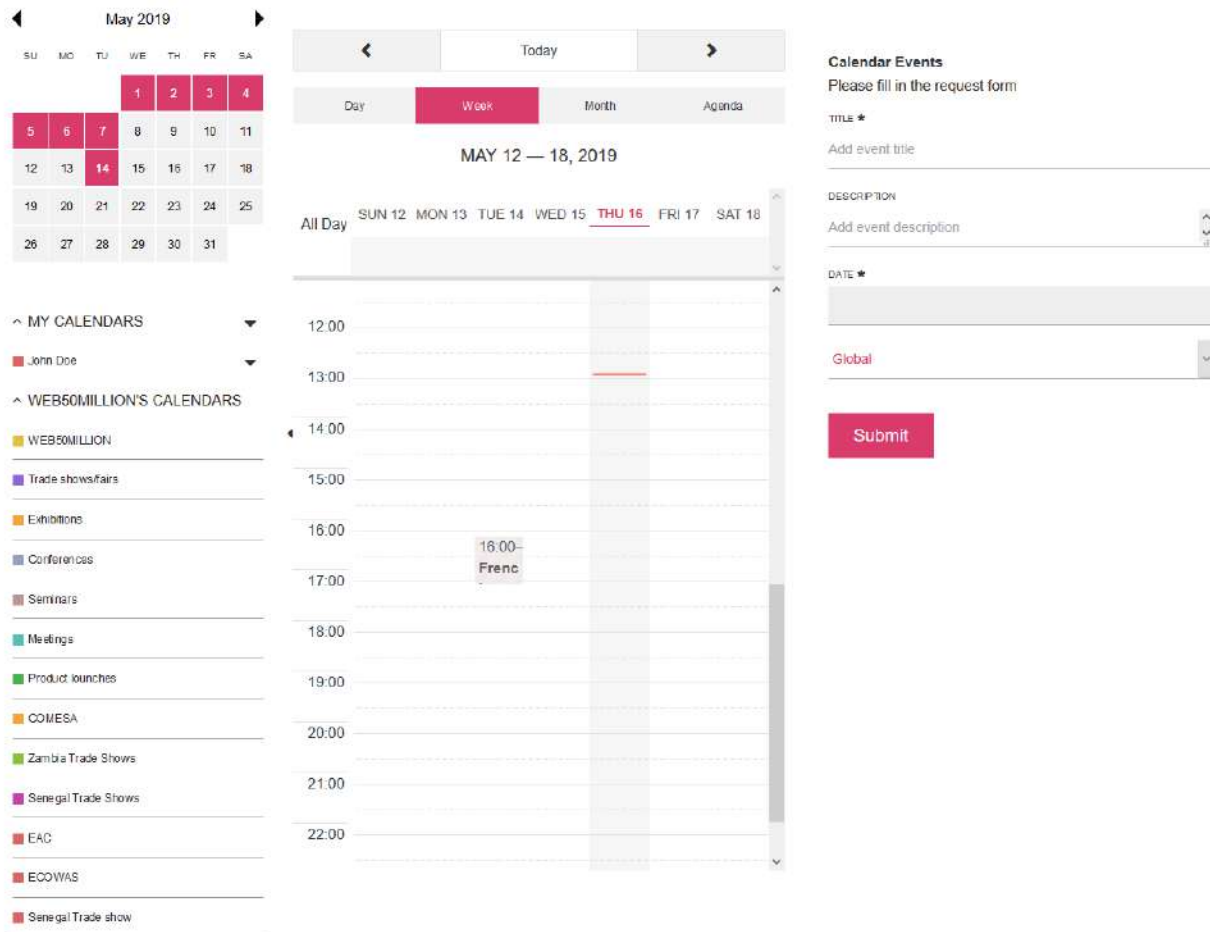- Click in **Events** link in menu navigation

Calendar

A larger area shows the Scheduler, a more detailed calendar with a number of options: you can set it to 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**
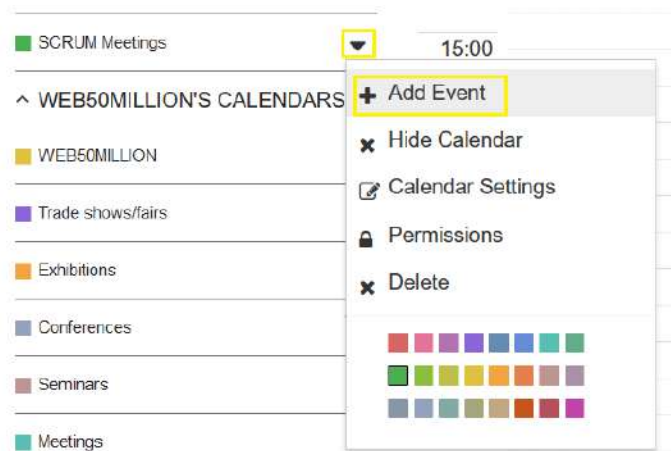
NEW EVENT

TITLE

Retrospective

STARTS DATE

16/05/2019

START TIME (UTC +02:00) CAIRO, BLANTYRE, BUJUMBURA, GABORONE, HARARE, JOHANNESBURG, KIGALI LUBUMBASHI, LUSAKA, MAPUTO, MASERU, MBABANE, TRIPOLI
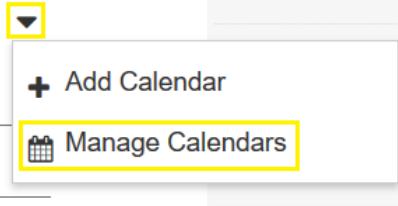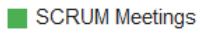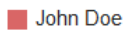
15:30

START TIME (UTC +02:00) CAIRO, BLANTYRE, BUJUMBURA, GABORONE, HARARE, JOHANNESBURG, KIGALI LUBUMBASHI, LUSAKA, MAPUTO, MASERU, MBABANE, TRIPOLI

15:30

ENDS DATE

16/05/2019

END TIME (UTC +02:00) CAIRO, BLANTYRE, BUJUMBURA, GABORONE, HARARE, JOHANNESBURG, KIGALI, LUBUMBASHI, LUSAKA, MAPUTO, MASERU, MBABANE, TRIPOLI

16:30

END TIME (UTC +02:00) CAIRO, BLANTYRE, BUJUMBURA, GABORONE, HARARE, JOHANNESBURG, KIGALI, LUBUMBASHI, LUSAKA, MAPUTO, MASERU, MBABANE, TRIPOLI

16:30

Calendar

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:

THURSDAY, MAY 16, 2019

Retrospective

Attend?	Yes — **Maybe** — **No**
When:	**Thu, May 16, 15:30 - 16:30**
Calendar:	John Doe - SCRUM Meetings ∨
Users:	**John Doe**
Resources:	—

🖨 Save   📝 Edit   👁 View Details   🗑 Delete

16:00   15:30– 16:30
Retrospective

Additional Events functions:

- **All Day** check
- **Repeat** events

Repeat Daily

Repeat:	Daily ∨
Repeat Every:	1 ∨
Stop Repeating:	◉ NEVER
	○ AFTER
	OCCURRENCES
	○ ON 16/05/2019

- **Details**: We can move the event to another calendar or enter a location

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

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

Wiki Display

FrontPage   Recent Changes   All Pages   Orphan Pages   Draft Pages

Search

< How to use this platform

📄 Details   🖨 Print

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

36 Views
👍 0 👎 0

Comments   ⌄

| 👤 | Type your comment here. |

Reply as...