

TRAVELA – User Manual

1. Introduction

Travela is a user-friendly tool designed to help you plan, organize, and manage your trips effectively. Whether you're traveling solo, with family, or in a group, this application provides features and functionalities to simplify your trip planning process. This user manual will guide you through the various aspects of using the application.

2. Getting Started

2.1 Installation

- Visit your device's app store (Google Play Store or Apple App Store).
- Search for "Travela" and tap on the app icon.
- Click on the "Install" button to download and install the application on your device.

2.2 Account Creation

- Launch Travela on your device.
- Click on the "Sign Up" button to create a new account.
- Provide the required information such as name, email address, and password.
- Provide answers to the follow-up questionnaire that asks your top 3 cities.
- Follow the on-screen prompts to complete the registration process.

3. User Interface Overview

3.1 Home Screen

- Upon logging in, you will be directed to the home screen.
- The home screen provides an overview of popular destinations and suggestions according to your questionnaire results.

3.2 Navigation Bar

- Access the navigation bar located at the bottom of the page.
- The navigation menu allows you to navigate between different sections of the application, such as trips, map, groups, home, and profile page.

3.3 Drawer

- Access the drawer located in the upper left corner.
- The drawer menu allows you to navigate between different sections of the application, such as favorites and profile page. You can also log out from here.

4. Group Page

4.1 Adding Travel Companions

To collaborate with your travel companions and plan a trip together, you first need to have friends to form a group. You can add friends during the process of forming a group or via the "Add Participants" button located in the upper right corner menu of the Groups page you can also see your friend requests in here.

4.2 Forming a Group:

- Go to the Groups page in the application.
- Click on the "Form Group" button to create a new travel group.
- Follow the prompts to set a group name and customize the group settings.
- While creating the group, you will have the option to add friends by entering their usernames.
- Send the invitations by clicking on the "Send Friend Request" button.

4.3 Adding Travel Companions to an Existing Group:

- Navigate to the Groups page in the application.
- Find the group you want to add travel companions to.
- Click on the group to open its details.
- Look for the "Add Participants" button located in the upper right corner menu.
- Click on the button to invite travel companions to join the trip.
- Enter their usernames in the provided field.
- Send the invitations by clicking on the "Send Friend Request" button.

4.4 Common Date

The Group Common Date feature in the Groups page allows group members to find a suitable date that works for everyone.

- Go to the Groups page.
- Select the desired group.
- Click on the group to open its details.
- Look for the "Show Common Date" section that is located in the upper right corner menu.
- In the Common Date section, group members can view a calendar of available dates.
- This feature helps in determining the best date for scheduling trips, activities, or meetings.
- Group members can discuss and finalize the date based on the common availability.

4.5 Polls

The Polls feature in the Groups page allows you to create and conduct polls to gather opinions and make group decisions.

- Go to the Groups page.
- Find the desired group.
- Click on the group to open its details.
- Look for the "Polls" section.
- Create a poll by providing a question and options.
- Share the poll with group members.
- Group members can cast their votes, and the results will be displayed once everyone has voted.
- Use the poll results to make informed decisions.

4.6 Chat

The Chat feature in the Groups page enables seamless communication and collaboration among group members.

- Go to the Groups page.
- Find the desired group.
- Click on the group to open its details.
- Locate the "Chat" section.
- Enter your messages in the chat input box.
- Press Enter or click on the send button to send your message.
- Group members can view and respond to the messages in real-time.
- Use the chat to discuss trip details, share ideas, and coordinate plans.
- The chat history is saved, allowing you to refer back to previous conversations.

5. Creating a New Trip

To create a new trip, follow these steps:

5.1. Go to the Trips page: From the home screen, navigate to the Trips page.

5.2. Start a New Trip:

- On the Trips page, locate the "Arrange Trip" button.
- Click on the button to initiate the trip creation process.

5.3. Choose a Group or Individual Trip:

- In the trip creation process, you will have the option to choose between a group trip or an individual trip.
- If you want to plan a trip with your travel companions, select one of the groups you have from the list shown on the screen. If you prefer to plan a trip on your own, select the option for an individual trip.

5.4. Provide Trip Details:

- Once you've chosen the type of trip, you will be prompted to provide trip details.
- First, choose a destination from group suggestions or popular destinations.
- If desired, you can add accommodation and transportation details.
- Fill in the necessary information, such as the destination, dates, and any other relevant details for your trip.
- Leaving them blank is also an option.

5.5. Save the Trip to Drafts:

- After providing the trip details, save the trip to drafts.
- You can see your drafts and your friends' drafts under the group page of your group when you click the "Trip Options" button.
- Saving the trip to drafts allows your group members to review and discuss the trip before finalizing.

6. Review and Select the Trip:

- Once your group decides on the trip you want to go with, navigate back to the Trips page.

- Look for the "Upcoming Trips" section, where you can find the trips you have created or joined.
- Select the desired trip from the list of upcoming trips to proceed with the planning process.

7. Maps Page

The Maps page provides a visual representation of your previous trips as well as the trips taken by your friends. Here's how to navigate the Maps page:

7.1. Access the Maps Page:

- From the home screen or main menu, locate and select the Maps option.
- This will take you to the Maps page, where you can view a map with trip locations and routes.

7.2. View Your Previous Trips:

- On the Maps page, you will find a section dedicated to displaying your own previous trips.
- These trips will be marked on the map with pins or markers, indicating the destinations you have visited.

7.3 Posting Photos:

- Within the "My Previous Trips" map section, you can click on a specific trip pin to view more details about that trip.
- In the trip details view, you will have the option to post photos from that trip.
- Click on the "Post Photos" button and select the photos you want to upload from your device.
- Once uploaded, the photos will be associated with that specific trip and visible to your friends.

8. Personalization and Settings

8.1 User Profile

- Access your user profile by clicking on the profile icon from the navigation bar or the account icon from the drawer.
- The profile page allows you to see your available dates or change your available dates. You can also see your friends and group count.
- Update your profile information, including name, profile picture, and contact details by clicking the edit icon.
- After making any changes, click on the "Save" button to update your profile.

9. Troubleshooting and Support

- If you encounter any issues or require assistance while using the TraveLa application, you can reach out to the support team via the "Support" section within the application that is located in the drawer.
- Provide detailed information about the problem you're facing, and the support team will assist you in resolving the issue.