User Manual

Local's Atlas

Only the BEST recommendations

Local's Atlas 2023

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App

1. Registration and Login

Login form

When entering the application a login form will appear, this form allows the entry of our login credentials.

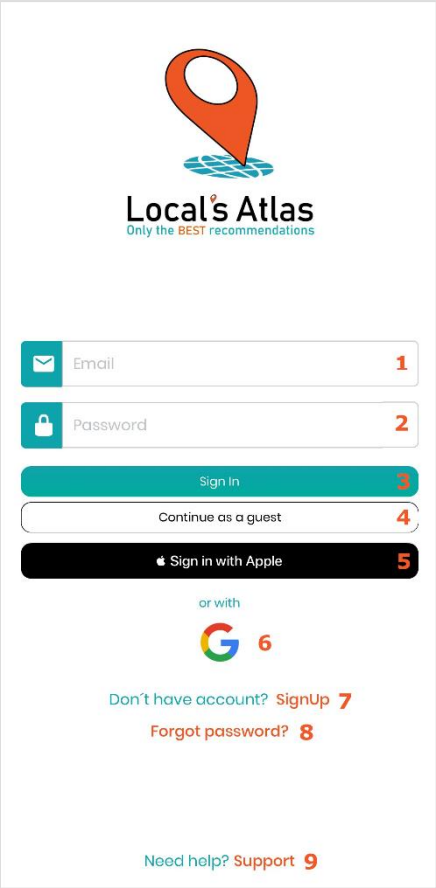


FIGURE 1

Item #1 Email: Email of the user with which the REG was carried outstroke on the platform

Item #2 Password: Registered Password

Item #3 Registration with own credentials

The "Login" button allows you to navigate to the custom user registration interface.

In case of not having the credentials, it is necessary to register, for the following options:

Item #4 Continue as Guest

It allows you to log in with a guest user, preview of the APP, this user allows you to observe limited content and restricts access to multiple sections that require a configured user profile.

Item #5 Signing Up or Signing in with an Apple Account (IOS Only)

Pressing the login button allows you to run a registration with credentials of your Apple account linked to your device.

Item #6 Sign up or sign in with a Google Account

To use Google's automatic registration, you need to press the Google login button.

NOTES: Both for Google and Apple account login. - If the user is already registered with a Google/Apple account, pressing this button will proceed directly with the login.

Item #7 Clicking on the "Registration" button will navigate to the account creation form, where the user can apply a record with the data of their preference.

Item #8 Support access. - Support chat access button

User Registration Form

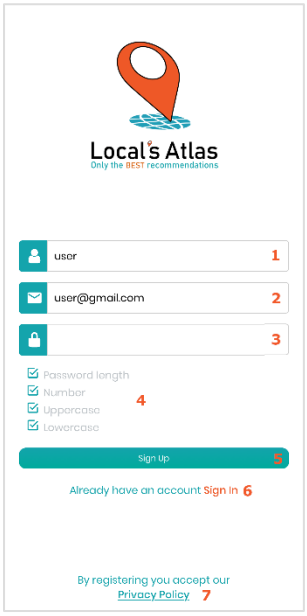


FIGURE 2

The registration Allows you to insert custom logging parameters to bind the user with Local's Atlas.

Item #1 User field corresponds to the username with which you will be identified within the Local's Atlas community.

Item #2 Email linked to the account, in case of selecting the verification option by mail, it will be to this account that the verification token is sent.

Item #3 Account Password

Item #4 Password validation parameters.

Item #5 User Registration Button

Item #6 Navigation button to the login interface if you have login credentials.

Item #7 Navigation link to privacy policy view

NOTES: If you do not meet the password validation parameters, it is not possible to continue with the registration process.

2. Account Validation

Validation method selection form

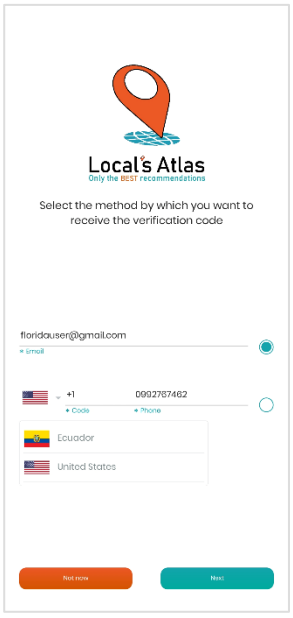


FIGURE 3

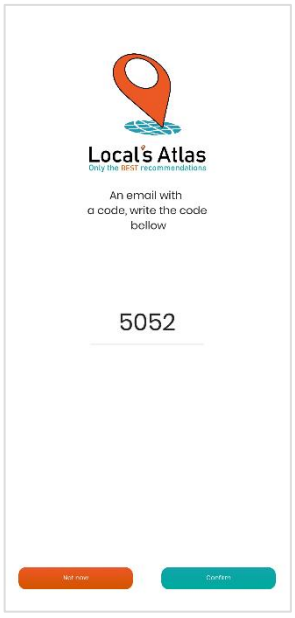


FIGURE 4

Before validating the Local's Atlas account, the user must select the validation method (email, phone) to which an account verification token will be sent.

The next screen (Figure #4) shows a token injection form. Once the token is entered and sent for validation. Local's Atlas will proceed to provide the required access to your environment.

NOTES: If at any point in the validation process this is canceled, Local's Atlas allows you to run account validation each time the user tries to log in from the login interface.

To attempt the login of a NON-VALIDATED account, the credentials with which the user/password account registration was made must be used.

3. User profile

User without profile

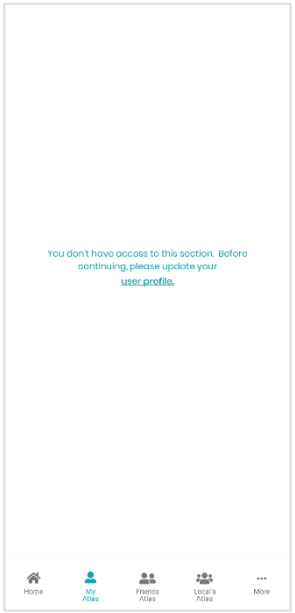


FIGURE 5

If a user does not own profile of user Exist Limitations of content display, that will be visible when trying to access the resource. (Figure #5)

This situation is mainly due to the fact that several sections require your user profile information, for example:

- Get access to your location to give you nearby suggestions.
- Image and names that will be visible when you make an interaction.

These requirements seek to improve the user experience and that of the Local's Atlas community.

User profile settings

To configure More a user profile, you can access from the options menu option "User Profile", or directly from the access links to profile configuration "User Profile" (Figure #6).

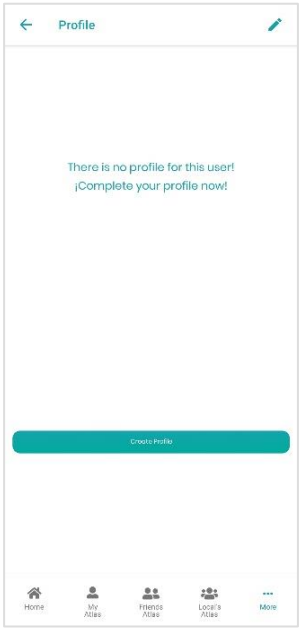


FIGURE 6

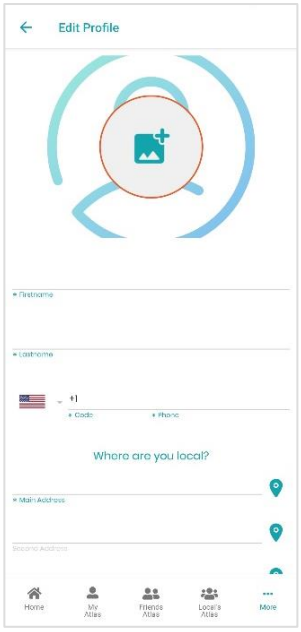


FIGURE 7

From the interface "Profile" Click on the button "Create Profile" to enter user profile information.

Profile picture selection button. - Allows you to select an image from the device's gallery.

Name. - Username

Surname. - user's last name

Code. - Allows you to select the country code

Telephone. - User's phone number

Where are your local?

The user identification section allows you to point out 3 possible addresses where the user is considered a local, which allows Local's Atlas to identify him as a local in the area, whose recommendations in the local area are considered of great value.

Additionally, you will have these addresses at hand in the search range selection list when you search the Atlas listings.

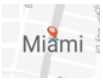
Select location-address!

Local's Atlas uses Google tools to manage location coordinates and positioning.

To access select the location click on the button

The "Google Sites" tool allows you to run the address search by text match, in addition to presenting a predictive list of possible name matches, with the site you are looking for.

Once the place has been selected, it is possible to observe the positioning indicator on the map:



The user can move his location on the map by clicking on it.

When the position indicator is in the desired direction, you can select the location by clicking on the "Capture this location" button.

The selected location will be visible in the user address box.

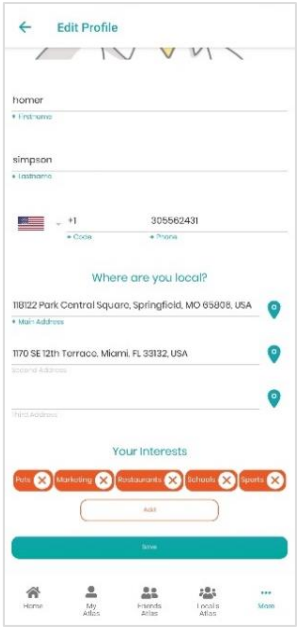


FIGURE 8

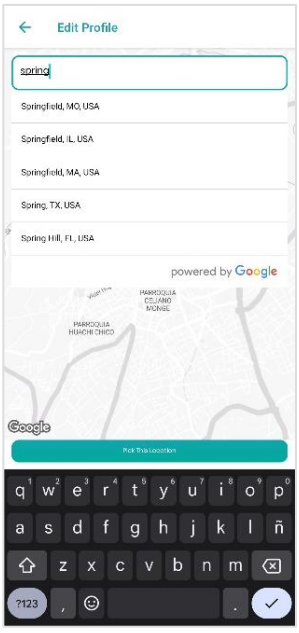


FIGURE 9

User interests

User interests are the category sets Preferably of the this, are the Topic of greater relevance to the user.

For Local's Atlas to suggest businesses in a personalized way, this is reflected in the business listings when the user applies a search or in the different business suggestion sections.

- To select interests, you must click on an element of the list. (Figure #10)
- The selection cannot be greater than 5 user interests.
- To delete a user interest, you must click on the button of the label to be deleted in the user profile screen.

NOTES: All changes made to the profile will be visible once the user clicks on the refresh or save button Save/Update, except for the profile picture that is saved or updated independently when the user selects it from the device gallery.

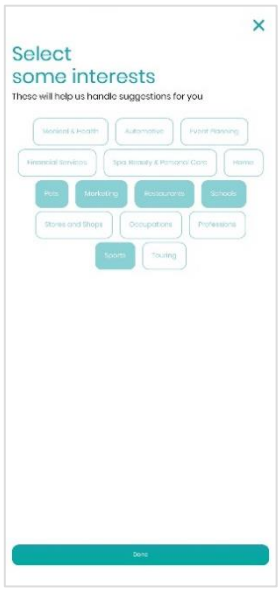


FIGURE 10

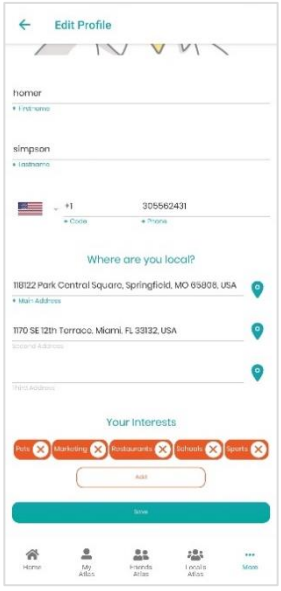


FIGURE 11

4. Home, My Atlas, Friends Atlas and Local's Atlas

Business search and filtering

All business atlas listings have business search and filtering tools, as well as quick action buttons, which allow the user to quickly access the different sections of Local's Atlas, for example: My Business, Recent Reviews, and chat.

Item #1 Field of text and search button intended for matching business search.

Item #2 Distance radius in which the search will be applied.

Item #3 Location Address and Radio Button

Item #4 Shortcut Buttons

Item #5 Data Filtering Component

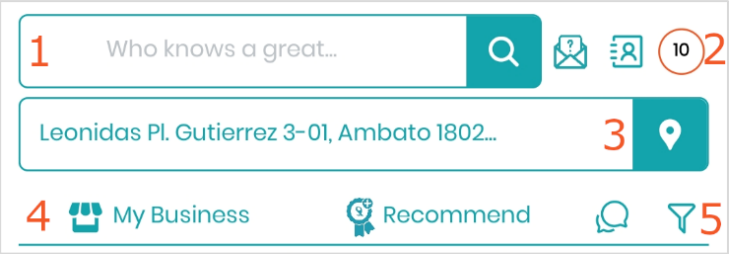


FIGURE 12

The Filtering Options for this component are:

- By distance, the closest to the selected position in Item #3
- By number of recommendations in descending order
- In chronological order, first the most recent

Distance radius

FIGURE 13

User can click on the buttons (10) or To run the opening of the location picker item #1 and search radius. From here, the listing Predictive from "Google Sites" to find an address.

The list of "My Addresses" item #2 provides immediate access to the addresses configured by the user in his profile, so he can run a search from the sites of his preference.

Item #3 gives the user the option to place their location in their current position.

Item #4 range selector, widens or reduces the search distance from the user's current position, the unit of measurement for this selection is maximum 80 km / 50 miles this will depend on the unit of measurement selected in the settings section of the app.

Item #5 "Apply" button of location selection.

Home-Home Atlas

In the HOME section the user has a view of the most recent business recommendations and requests shared by the community.

Suggestions

Recommendations section, most popular businesses, best rated by number of recommendations and sponsors.

Business Requests

Section, list of most recent business requests sent/received. To view all the recommendations, the user must slide the list horizontally.

Recently recommended Businesses Section

Reduced business ticket. - Displays the default business image, which will be displayed only when the business does not have a defined image. In addition to the pie chart with statistics of the current number of recommendations.

Extended product ticket. – In the upper right part of the business tickets the user can visualize the distance parameter at which he is from the current position.

A description of the main services provided by the business.

The main image

The "Add to My Atlas" button that allows you to open the form used to create a business recommendation.

Atlers counter button (number of recommendations) that the business currently has, in addition to executing the opening of the list of reviews and comments linked to each recommendation.

FIGURE 14

My Atlas

In "Mi Atlas" the user can find a list of those businesses to which he recommended and were stored as favorites.

The business ticket in this section presents a list of possible quick actions to apply with the business:

FIGURE 15

- Call the business.
- Start a conversation with the business.
- Open the best direction route to the establishment.
- Explore the business website.
- Share this business as a suggestion with another user.
- A navigation arrow to more business details
- A button indicating the type of recommendation assigned.
- An Atler counter button and review display

The verified business indicator is a visual element that indicates that the business was subject to a prior review process and has the certifications of being a real business with reliable information.

Atlas Friends

The " Atlas Amigos" interface allows the user to see a list of businesses that are being recommended by their friends, so they can access reliable businesses from people they trust.

The business ticket for this section presents as its main feature, a horizontal sliding list of friends who recommend this business and by clicking on their user image, it allows you to see more details of their profile.

In addition to quick options such as:

FIGURE 16

- Call to the business
- Start a conversation with the business.
- Open the best direction route to the establishment.
- Explore the business website.
- A navigation arrow to more business details
- A button to add this business to "My Atlas".
- An Atler counter button and review display

Local Atlases

The local business atlas list presents the listing of all Nearby businesses, within the search radius starting of our current position.

Local's Atlas are all community-suggested businesses that are not in "Atlas Amigos" or "My Atlas", which can be recommended by the user using the " Add to My Atlas" button visible on the business ticket.

FIGURE 17

5. Recommend a business

Recommendation Form

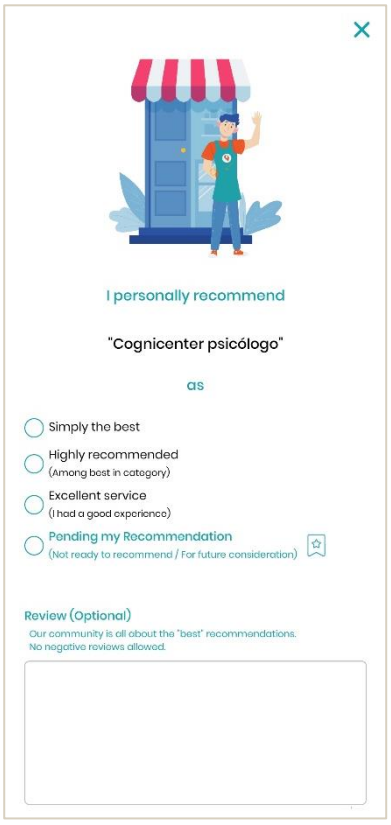


FIGURE 18

Type of recommendations

Local Atlas implements a business ranking based on the descriptive recommendation of the business and there are 4 main types of recommendation with which to rate a business:

- Simply the best
- Highly recommended
- Excellent service
- Pending (When this business is saved for later evaluation)

As optional information the user can add a review of the services provided by the business.

At last, whoever recommends a business can add additional tips about services/products that has your criteria improved your experience in Your visit to the business:

Ask for, try, the best thing is...

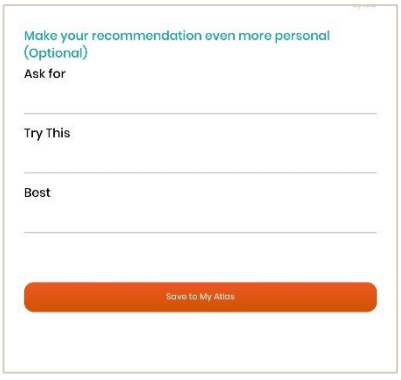


FIGURE 19

6. Register a business

Registration methods

To register a business in Local's Atlas there are 3 methods:

- The creation of detailed business when the user has all the detailed information of the business
- Creation from contacts, when the user has the phone number and business name, as a record between the contacts on their device.
- Business creation and recommendation "Quick recommendation" when the user knows at least the name and contact number of the business.

Register a business with "Quick Recommendation"

Access to this functionality is identified by the Recommend and is visible in the business search header of the Views Home, My Atlas, Atlas Friends and Local Atlas.

When you select to open the referral form, the view displays the business name and contact number fields.

If when entering the name of the business to be registered, it is already registered in Local's Atlas, a list of possible options that match the name of the business will be displayed; in this case the user can select one of the options from the list and proceed to make only the recommendation of the business.

The second option is to ignore the options and continue with the registration pointing out the name and contact number of the new business, butit is necessary to recommend the new business. For which the usermust select one of the recommendation type options and proceed with the "Save Recommendation" button.

If the registration was successful, the new business will be displayed both in the Atlas business listings and in the "My Business" section More of the App's options menu.

NOTES: Local's Atlas identifies a business by a unique contact number, so a business that is already registered cannot be re-registered. Additionally, to add detailed business information, it is necessary to apply an update of the business profile from the "My Business" option "Edit" option.

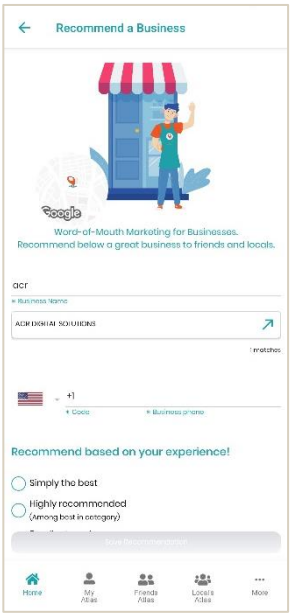


FIGURE 20

Register a business from contacts

To register business from a contact, it is necessary to access this functionality from the More options menu section "Contacts".

The "Invite Friends" view allows the user to send an invitation to join Local's Atlas or create a new business from a contact.

Create a business from contact

Select one of the contacts from the list by clicking on it.

The contact detail's view will allow you to see the name and phone numbers of this contact Item #1, From this point it is possible to edit the name with which our new business will be saved and select one of the phone numbers with which it will be linked Item #2.

As in the previous case of registration, this form also requires the user to select the type of recommendation that the business item #4 will have.

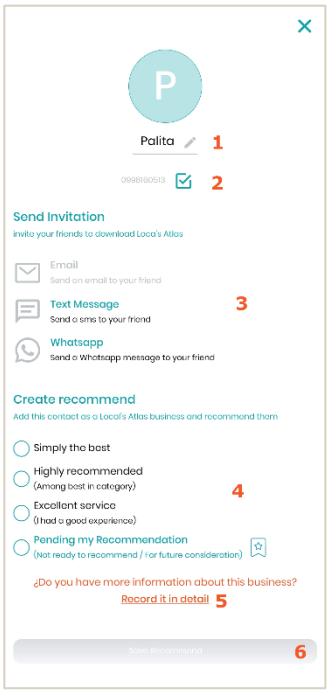


FIGURE 22

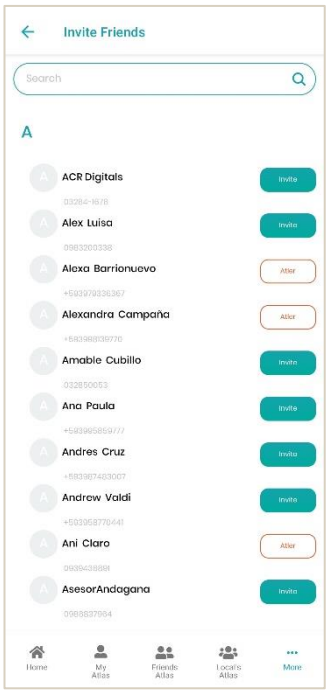


FIGURE 21

If the user has more detailed information about the business, the form will allow him to navigate to the business creation view in detail, clicking on the "Record in detail" option. Item #5.

Send an appointment to contacts

Each contact in the list has a contact status indicator button if this component has the legend "Invite" the contact is enabled to make an invitation, otherwise if it has the legend "Atler" this indicates that the contact is already registered in Local's Atlas.

To send an invitation, you must select a contact number from the list of numbers belonging to the contact and select the method of sending item #4:

- Email (If the contact has a registered email)
- Text message
- WhatsApp Message

When sending the message and item #6, your contact will receive an invitation link, when you open this link, it will redirect you to the official site of Local's Atlas, where the platforms and download links of the app are displayed.

Register a business in detail

Key facts

To use this method the user must navigate to the option create business from the options menu or can enter from the administration their businesses "My Business".

Once here, the first view to appear will be the main data of the business, it is necessary to fill in the fields:

- Name
- Description of services provided, or products offered
- Select the country code and enter the contact number
- Enter the business website (optional)
- Select the location of the establishment or staff

Now, click on "Next"

NOTES: If the user wants to cancel the creation process, he can do it by clicking on the exit option.

FIGURE 23

Opening hours

The business in the process of creation can be assigned 3 types of opening hours:

- Open 24/7, if the business does not close 24 hours 7 days a week or corresponds to the number of a service provider with whom customers can contact at any time of the day.
- Business hours, when the business has different hours for each day of the week, which can be configured independently for each day.
- Single schedule, when the business has a single schedule, for different days of the week.

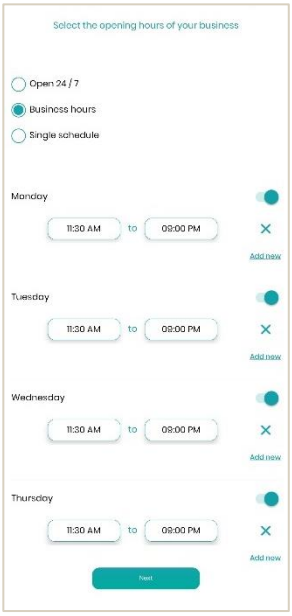


FIGURE 25

To start setting up schedules:

1. We select the type of schedule.
2. We activate the business days for this time and proceed to add an item for this day
3. When you click on a time item, 11:30 AM a time selection component will be displayed, which allows you to choose the hour, minutes, and the AM/FM format. To move between hours, it is necessary to move up / down the time lists and in the case of format selection only by pressing on one of the radio buttons.
4. Click OK
5. If the selected schedule is not correct, you will always have at hand the option ✕, to eliminate it.

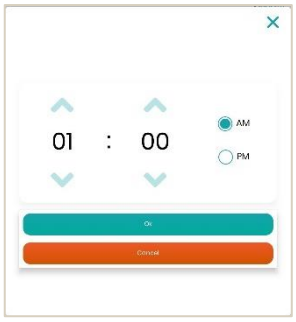


FIGURE 24

NOTES: A schedule of operation must have both a start and a final time, if not and only an initial or an end time is added when proceeding to store the schedule data, these elements will not be considered in the registry.

Business categories and tags

To select the categories of a business it is only necessary to move the category listings by clicking on ▼. Subsequently, depending on the selected category, a list of subcategories related to it will be loaded, these can be chosen depending on the services provided by the business.

You can choose a main category and its related subcategories and optionally a second category with its respective subcategories.

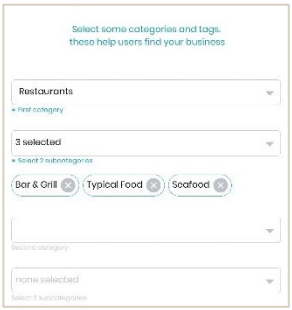


FIGURE 26

Business tags improve searches, so to point out business tags it is necessary to choose the keywords that best represent the services and features provided by the business. So, when the community looks for a business related to these services, The Community Local's Atlas You can find this business more easily.

To add a tag:

- Type the keyword in the "Tags" box, then press the "Enter" key on your keyboard.
- If you want to remove an item from the list, use the delete button restaurant ⊗, visible on each tag.

FIGURE 27

Links to social networks

To add business profile links, it is necessary to navigate to the user profile in the different social networks, when you reach that point herself You can observe that each social network offers a business profile link, and this link must be copied on the clipboard for subsequently to the click on paste, this be pasted in the box of text of the social network corresponding.

FIGURE 28

Main image of business and gallery

A Local's atlas business features a profile picture which will be the image Main of the business in all listings of Atlas, y several Gallery images.

The user creator and owner of the business can select from the gallery of his device a single profile image and a maximum of 10 images as gallery.

To select an image the user must click on the selection button

Before saving the changes made, if an image is going to be discarded from the list, the user can delete that image by clicking on the button , located in the upper right corner of each gallery image.

Clicking on "Save" concludes with the business creation wizard and the business created can be viewed both in "Local Atlas" and in the "My Business" section of the options menu.

FIGURE 29

FIGURE 30

7. Friends

Atlers Friends

A Local's Atlas user is given the pseudonym "Atler." To add friends to your "Atlers Amigos" list you can access the Friends feature from the options menu More.

The Local Atlas community seeks the collaborative relationship of each user, you can add the friends you want and share your experiences with them, there is always a friend willing to help you with your business requirements or promote your business by recommending it.

The main view of Friends has 3 tabs

- Requests, where you will find the friend requests received
- Friends, where your Atlers friends are.
- Add, where you can search for users and send a friend request

Send friend request

The search bar allows you to find friends by matching username, first name, last name, and email

To send a friend request "Add Friend" click on "Add Friend".

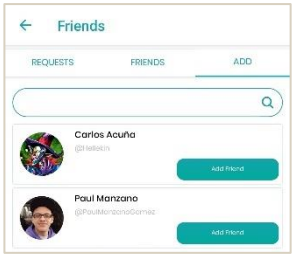


FIGURE 31

Friends tab

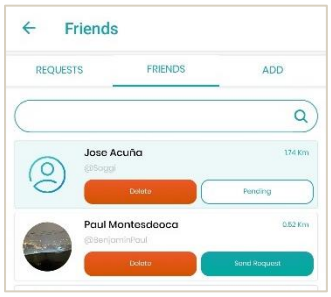


FIGURE 32

The Atler user ticket element allows you to observer Basic user information and close to my current location, to obtain More information Click on the user profile picture, this way you access a view more detailed information about the Atler.

From the user ticket element, it is also possible to execute a business request, if the friend request sent has been accepted, otherwise the ticket will show an Atler with a status of "Pending".

8. Business Requests

Request

A business request allows the user to ask for a recommendation about a business that requires at that time, through this request the user receives recommendations from people (Atlers) in whom he trusts.

The business request is an element that can be directed towards a limited group of users depending on the selection of the sending user.

To access the recommendations section the user can do it from the access button visible in the search header of the Atlas list. Additionally from the options menu More, section "Business Requests".

Create a request

To create a request:

1. En the question section item #1 You can point out the details about what the user is looking for. These data could include an establishment name, details about the activity, a nearby address, among others. Any type of information that helps Whoever receives this request to better understand your requirement.
2. Select distance radius item #2 maximum on which receivers of the message will be searched.
3. Receiving Atlers listing tag
4. Audience selection buttons item #3 direct, friends and locals; These allow you to select the recipient group or audience of the request.

The user selection interface (Figure #34) allows you to select the recipients of the request, for "Direct" a single recipient is selected; for "Friends" you can select one or more recipient recipients and finally the "Local" option allows you to select one or more recipient users, whether these are friends or not, if they are in the selected distance range.

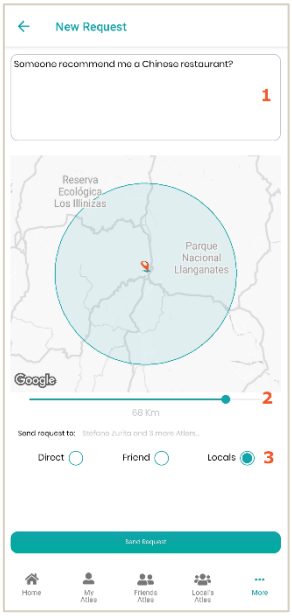


FIGURE 33

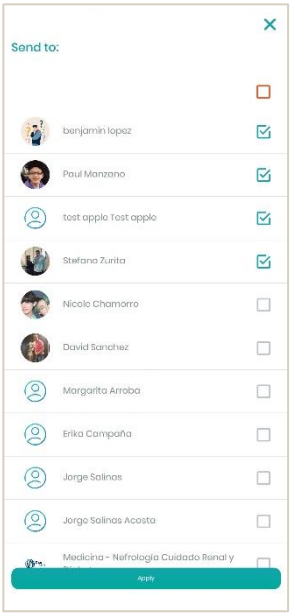


FIGURE 34

Requests received

A user can send a business recommendation in response to a request received, this business must be part of the businesses stored in "My Atlas" as own recommendations.

To send a response the user must:

1. Select a request from the list of business requests received in the “Received" tab

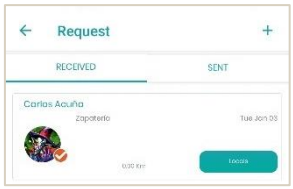


FIGURE 35

2. Click on the "Select a business" button

FIGURE 36

3. Once the list of businesses stored in "My Atlas" is displayed, click on the option Select, visible in the business ticket component to select it.

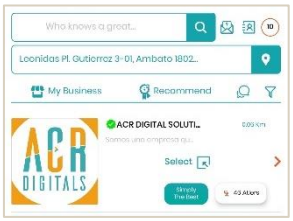


FIGURE 37

4. Once the selection is made, the user can choose to change the selection made "Change selection" or continue with the process by clicking on "Send Recommendation"

FIGURE 38

Requests submitted

The list of applications sent is visible on the "Sent." By clicking on a listing request, we can see more details about this.

FIGURE 39

By looking at the details of the request, if it was sent to multiple recipients: you can see the group of responses received for the business request, otherwise a single response will be observed. This usually happens when the shipping method is “Direct" or was sent to a single user.

From the list of answers, it is possible for the user to add a business to "My Atlas" using the "Add to My Atlas" ticket button Add to My Atlas, in which case the business recommendation interface will be displayed.

The counter button of Atlers is replaced by the review button, which contains Review the review of the user who recommended this business.

NOTES: If a long time has passed between the request and there is still no response, the user can mark the question as "Answered" in case they want to disable the answer for a specific user.

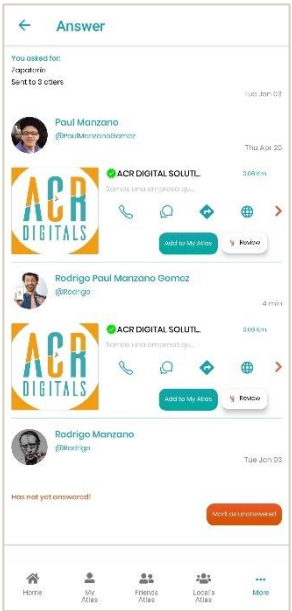


FIGURE 40

9. Travel

Plan a trip

This functionality allows you to plan a schedule with the possible businesses and schedules to visit during a trip, for which it suggests a list of options around a radius of distance according to the location selected in the creation of the trip. In short, its main objective is to facilitate the planning and enjoyment of your trip.

The "Plan your Trip" functionality is visible from the options menu and to configure a trip, the following steps must be followed:

1. Create a new trip by accessing + in the "My Trips" view, this will display a new item registration form.
2. Enter the required information in the "New Trip" view
    - A distinctive name
    - Select the approximate location of the place
    - Start and end date of the trip
    - A description
3. Save

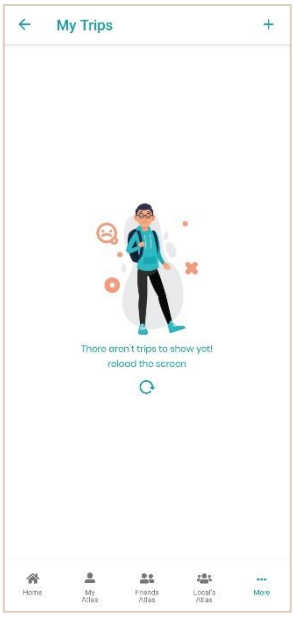


FIGURE 41

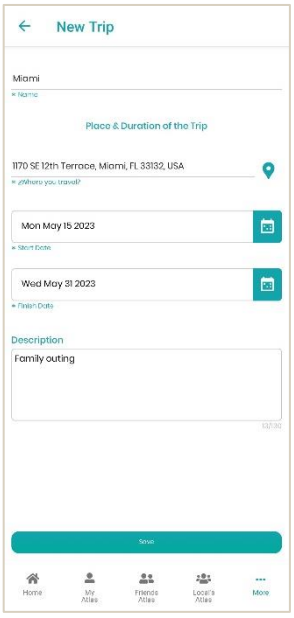


FIGURE 42

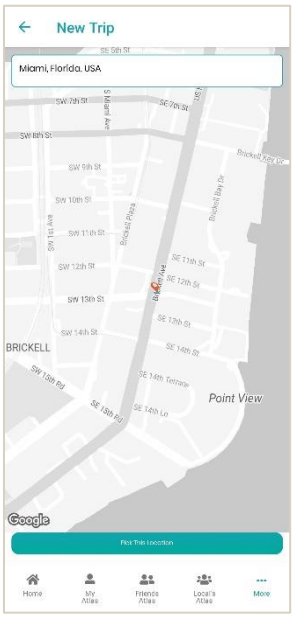


FIGURE 43

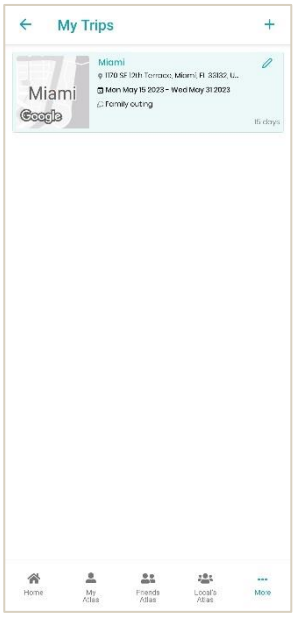


FIGURE 44

4. When opening the created trip, the "Travel Schedule" view will be displayed where we can add a “Stop" of travel that corresponds to a business item to visit, to add a business as a stop we follow the following steps

    - Select the business to visit using the radio button Select
    - Configure schedule and duration of the visit to this business.
    - Add a description

5. Click on "Add to Trip"

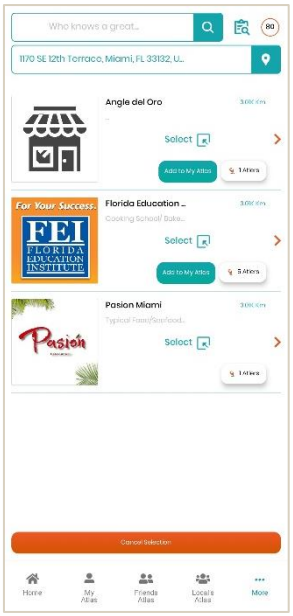


FIGURE 45

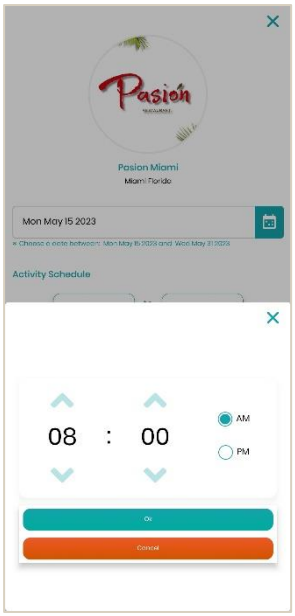


FIGURE 46

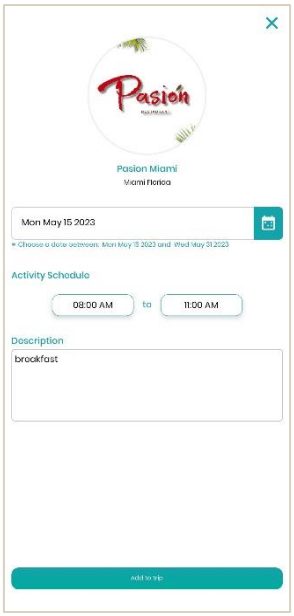


FIGURE 47

6. The user can observe the planning of his trip in "Travel Schedule" where each element "Stop" has action buttons among which stands out , which executes "Visit Record" function in charge of indicating that the place was visited. De this way the status of the trip is kept updated.

FIGURE 48

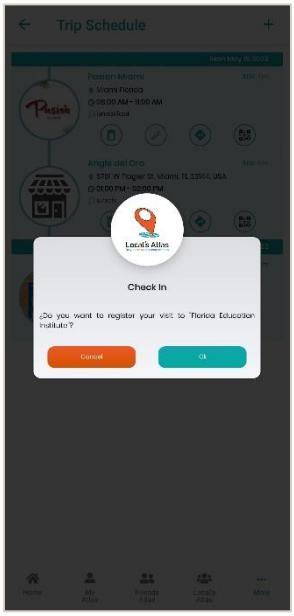


FIGURE 49

7. Finally, a visited business presents a status indicator "Visited", which allows it to be differentiated from the rest of the elements.

FIGURE 50

10. Claim a Business

There are times when a business owned by a person or entity is created by another user, this is because Local's Atlas does not restrict this type of content generation, mainly because the essence of Local's Atlas is a collaborative community.

However, when the owner user requires to claim this business as his, there is the claim process "Claim Business", which will allow him to take ownership of the resource and manage it as required, for which the claim request is subject to a process of verification of prior information.

How to claim a business?

This option is visible from the Business Details environment in the options menu in the upper-right corner of the business profile picture.

To execute a claim, the following steps must be followed:

- Select the option "Claim Business"
- The "Claim" form (Figure #51) will request that the position of the user who is about to apply a claim is referential to the location of the business, this allows to control an inadequate claim of the resource.
- As additional data, you must add an email of the business, select the country code and corporate contact number.
- Once the requested data has been entered, we will continue sending the claim request by clicking on "Send", if what the user intends is to cancel the process, he can do so by pressing "Exit".

Once the claim has been sent, the user will receive a verification token that will allow the validation of the reference data.

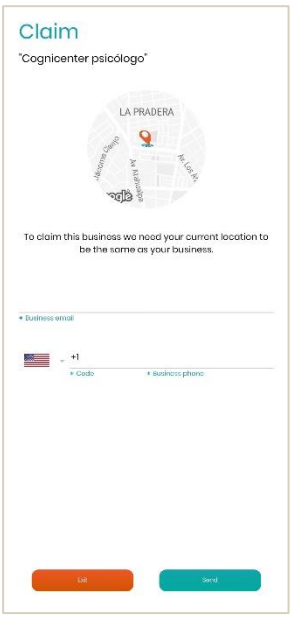


FIGURE 51

FIGURE 52

11. Reports

Report a business

There are two types of violations to report a business

1. Report by false owner

   When the user owns a business that belongs to another entity or owner.

2. Reporting Inappropriate Content

   When a user violates the policies of use and incurs any of the following violations:

   - Harassment or intimidation
   - Pornography or sexually explicit material
   - Unwanted commercial content or spam
   - Hate speech or graphic violence
   - Irrelevant to the discussion or incorrect
   - Copyrighted material

Report by false owner

After selecting the report option in the "Business Details" view, choose the item "Fake User" in the options window, this will allow you to observe the "Report False Owner" form, to generate a report, the user must enter the following information

- An email
- Select country code and contact number
- Write more details to better interpret the report request

FIGURE 53

FIGURE 54

Reporting Inappropriate Content

For this report, the user must select the "Inappropriate content" option from the pop-up window (Figure #53), from the "Report Business" form.

- The user must select one of the options in relation to the reason for the report, from the drop-down list.
- Write more details to better interpret the report request

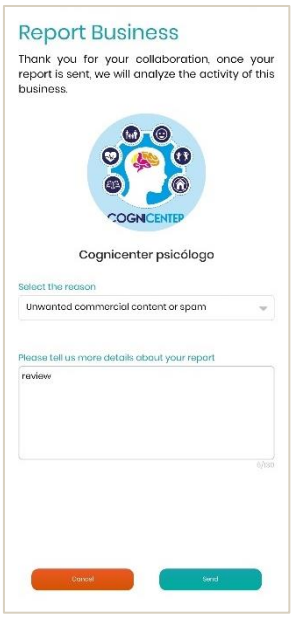


FIGURE 55

Report users

The functionality of reporting users by behavior inappropriate is visible from the options menu profile, located in the upper right corner.

To generate a user report, the reported user must have breached any of the policies of use of the App, these are:

- Being rude or insulting other people
- Phishing other Atlers' accounts
- Encouraging others to break the rules
- Misuse of comments for advertising, spam, and scam
- Knowingly exploiting a bug
- Ask for or provide personal contact information

Prior to sending the request, the user must:

- Select one of the options in the report reason selection component.
- Add a description about the report to expand the view of the problem incurred by the reported user.

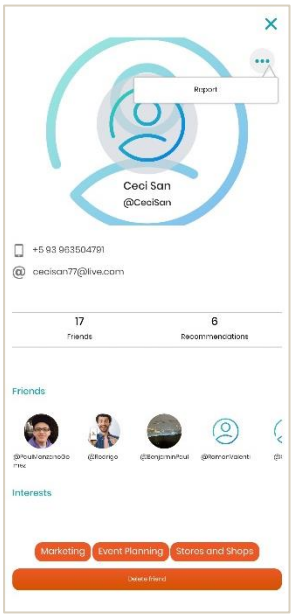


FIGURE 56

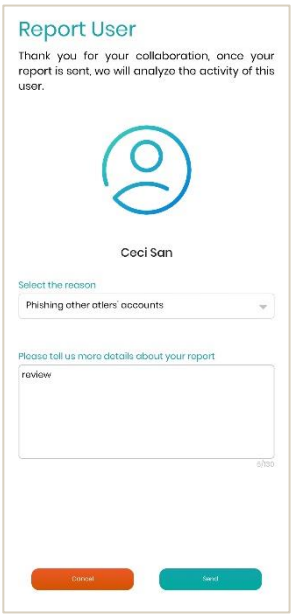


FIGURE 57

NOTES: All reports generated within an estimated time of 2 days for analysis and execution of respective sanctions, and these sanctions including the report request process, will be notified through the notification environment in the "Settings" section of the options menu.