

Hello!

Welcome to cookQ's alpha release! You are part of the very first group of people to get a look at and try out the platform.

Below are some simple guidelines that will help you along the way. We suggest you read them before starting off, but everything is setup to be as intuitive as possible, and you can always come back to these at any point.

We feel very honored to be able to share cookQ with you and equally thankful for your collaboration. THANK YOU!

1. Click on <http://alpha.cook-q.com> to go to cookQ;
2. When the pop-up asks for authentication:
 - username: **alpha**
 - password: **portland**
3. Finally accept the terms and conditions to access cookQ!

Guidelines to testing cookQ in its alpha phase

“The alpha phase of the release life cycle is the first phase to begin **software testing**”
- Wikipedia;

1. When arriving at <http://alpha.cook-q.com>, after the first authentication (that will be removed from the next version) you will be WELCOMED.

Press the 'get started now' button to start creating an account.

2. You will land on a page where you will be invited to JOIN the community.

Fill in your NAME (your real name)/ USERNAME (the name you would like to go by and appear on the platform). If you'd like your name to appear rather than your username, select the option 'use full name'. Type in your EMAIL address in the respective area and create a PASSWORD. Please retype your password in the PASSWORD CONFIRMATION area to validate. *You are all set!* You are now

authenticated, next time you visit the community simply click '[sign in](#)'.

3. From this point on, you will see a **FEEDBACK & HELP** bar on the right side of the page. Whenever you have an idea or a problem you would like to share with us, please click this tab. You will be prompted to fill in a simple form where you can enter and send us your idea - Press the '[Post Idea](#)' tab to send. Be sure to indicate your email address, just in case we need to contact you with follow-up questions. On the left hand side of this page you can also find useful information on CookQ, as well as a close representation of what you are creating, i.e., a Cook qCard. This would be a good time to read up to get a clearer idea of what cookQ is all about; we've made things short and simple - we really value your time and don't want to take up to much of it.

4. After you've created your account, you'll be taken to the **EXPLORE QCARDS** page. You should see a note on the top of the page saying you have signed up successfully. Right below this message, you will have the following options: **EXPLORE/ CREATE (QCARD)/ ACTIVITY FEED**.

The **EXPLORE** option will lead you to a page with a variety Cook qCards created by other users. Ultimately you will be able to explore qCards by category: **FEATURED/ NEWEST/ TRENDING/ POPULAR**.

'Featured': consist of a rotating selection of qCards. "Newest": consist of the most recent posted qCards. 'Trending': consist of qCards with high recent activity, i.e., with many 'likes' and/ or 'forks'(a fork - branch - happens when you make a copy of a qCard; you will possess an exact copy that will always reference the original author but that you can modify) in a short period of time. 'Popular': consist of qCards with the most total likes.

In **ACTIVITY FEED** you can consult who on the platform, including yourself, is joining, liking, creating or forking qCards on CookQ.

Finally, and this is where you get 'cookin', to create your Cook qCard click '[Create](#)'!

Note: You can access your profile or account at any point on the upper right hand corner of each page. See end of document for more detail on your profile and account functionalities.

5. **CREATE A QCARD!** If you haven't yet, this would be a good time to click on the FEEDBACK & HELP bar on the right side of the page. Once there, click on 'What is the core functionality of CookQ?' to get a general idea of what a Cook qCard is and how it will potentially look. Press the 'start' tab on the right hand side of the page to begin creating your qCard.

You will be prompted to fill in the 'Recipe Title'/ 'Yield' (the quantity of finished product the recipe will produce, e.g.: 20 cookies)/ Servings (the number of portions, e.g., a yield of 20 cookies will feed 10 people, rendering therefore 10 portions)/ 'Portion' (the size of a serving, e.g., each of the 10 portions above will be made up of 2 cookies) and a brief 'Description' of your recipe. You can press the green button 'Save Changes' at any time and continue editing the card.

Under the 'Description' text area, you can find a group of tabs that you will use to create your qCard. These are: 'Ingredients'/ 'Procedure'/ 'Notes'/ 'Details'/ 'Preview'. We suggest starting with 'Ingredients' but you are free to access any tab at any time.

Once you press **'Ingredients'** you will be asked to list all the ingredients of your recipe; add the first ingredient by clicking on the 'Add ingredient' tab. You are now ready to input your **'1st Ingredient'**!

You will want to fill in the 'Ingredient Name', the 'Ingredient Quantity' (this can be expressed in units, cups or cup fractions, teaspoons or tablespoons or in weight, grams/kilos or ounces/pounds) and indicate if it is a required Ingredient by selecting the 'Required' option. Now, give your ingredient a 'Color'! By clicking in the color box, you will be prompted to choose a color off the palette. Do so by choosing an approximate color on the narrower right sidebar that can afterwards be adjusted in the larger color box by clicking over the area that better represents the color you want to use to represent the ingredient. Once you've picked your color, click 'Choose' to apply. The color box should now have the color you've chosen.

You can continue adding ingredients and following this process by clicking on the 'add ingredient' tab.

To remove an ingredient click the 'remove' tab located at the top of the insert ingredient procedure.

To save changes, click on the 'save changes' tab at the bottom of the insert ingredient procedure. (Note: Every time you save changes, you will be given the possibility to see your qCard by clicking on 'show your qCard' displayed at the top

right hand side of your card area)

Click on **'Procedure'** to describe your recipe in as many as 7 -140 character steps. Create and add a step by clicking on **'Add step'**. You will be given a text area to write down each step.

For any additional notes, click **'Notes'** to create and add notes as done in **'Procedure'**. In this alpha release **'Details'** will be inactive. In the Beta release and once CookQ is officially launched, this area will serve to keep any important detail of your recipe, such as, source, associated links, etc.

In this alpha release **'Preview'** will be inactive. In the Beta release and once CookQ is officially launched, you will be able to preview your Cook qCard before publishing it. Save changes at any point and take a look at your card by clicking on **'show your qCard'** as mentioned above. Here you can also fork or edit your recipe. If you want to delete your recipe you can use the big red button **'Delete qCard'** at the bottom of the edit page.

You have tested the functionalities of this first version of cookQ. We hope you enjoyed it, which if you did, please tell your friends about us and don't forget to like us on Facebook (<http://www.facebook.com/Cookq?ref=hl>) and Twitter (<https://twitter.com/cookQcard>) where we will be posting updates very soon.

Finally, if there is any concept that you think hasn't been covered or if you have any doubt or need assistance, don't hesitate contacting us either through our FEEDBACK & HELP page or email address hello@cook-q.com.

Thank you!

Additional Information:

Profile

As of now, your profile will contain a designated space to upload your profile picture, though presently inactive, and your username. This section is under development to allow the user to share more information in the future version.

Account

From your profile page you can access your account settings and edit by clicking the top right side button 'edit account'

Thanks, again!

The cookQ Team: Allan, Emanuele and Christine