

# User Documentation Guide

For Habitat for Humanity San Gabriel

## Description

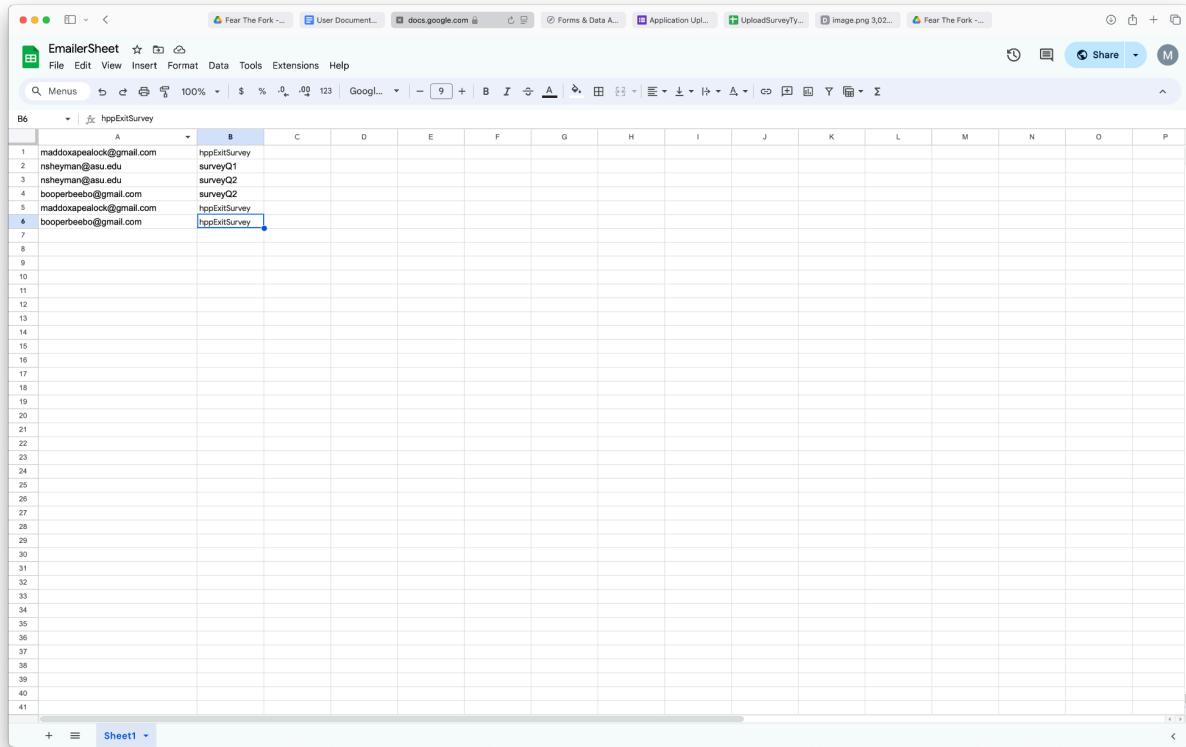
This system is multipurpose and multifunctional and is designed to fit the needs of any organization that must collect lots of information for active use. This system is cloud based and able to sync across multiple computers in real time. It provides accurate moment to moment data based on the info it receives.

This system allows the user to auto-mail customers/volunteers, as well as prompt them for survey questions and feedback. Based on this feedback, our system allows the customer to store the feedback in the database for sorting, statistics, or other needs.

The website also allows a user to upload a form done by hand, and uses the ChatGPT API to convert to text and store the data.

# Auto Mailer

The auto mailer can be used to send an automated email to a customer asking them to fill out a form. This form is very simple to use and only takes seconds.



To send the email, simply open the automailer. Next, type the email of the receiver into the first column, first available row. Then type the survey code that corresponds to the survey you would like to give out.

The following are the currently available survey codes:

Survey 1: surveyQ1

Survey 2: surveyQ2

Exit Survey: hppExitSurvey

# Application Upload Form

The application upload form allows you to digitize handwritten forms. It will automatically store the information from the form into an organized google sheet with original links back to the photos as well.

The screenshot shows a web browser window with the 'Application Upload' form. The form is titled 'Application Upload' and includes a user profile section for 'maddoxapealock@gmail.com' with a 'Switch account' link. Below this, there is a message: 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.' A red asterisk indicates required questions. The form contains five identical upload sections, each with the text 'Please upload the document to process.' and 'Upload 1 supported file: image. Max 100 MB.' Each section has an 'Add file' button. The browser's address bar shows 'forms.google.com'.

To submit a survey, simply attach the photos for each page and hit submit. The automated system powered by chatGPT's API allows us to extract the text and automatically store it in a database.

Photo Example + Sheets Example:

The screenshot shows a handwritten form titled 'Exit Simplified'. The form includes a header with the title and a brief explanation: 'This survey helps ensure we are on track with our goals and allows us to make improvements to the program for future applicants. Thank you for taking the time to fill this out and feel free to get in touch if you have questions or more to say.' Below the header, there is a section for 'Email' with a handwritten email address 'maddoxapealock@gmail.com'. The next section is a multiple-choice question: 'Over the past twelve (12) months, how often did you feel stressed and/or nervous about home repairs/maintenance?' with options: 'Always', 'Often', 'Sometimes', 'Rarely', and 'Never'. The 'Often' option is selected. The form is marked as 'Page 1 of 6'.

The screenshot shows a Google Sheet titled 'Form Responses 1'. The sheet has 18 columns and 32 rows. The first row is a header row with the following text: 'Please upload the document to process.', 'Specify which application this is.', 'Column 1', 'Column 2', 'Column 3', 'Column 4', 'Column 5', 'Column 6', 'Column 7', 'Column 8', 'Column 9', 'Column 10', 'Column 11', 'Column 12', 'Column 13', 'Column 14', 'Column 15', 'Column 16', 'Column 17', 'Column 18'. The second row contains the following data: 'Exit Survey', 'T', 'Other', 'Slightly improved', 'very unimportant', 'No', 'excellent', 'yes', 'No'. The remaining rows are empty.

# Website User Manual

The forms page: this page has links to all the google forms that were listed in the devhacks page by San Gabriel, we copied them word for word.

These form are directly linked to google sheets so all the data that the user puts into the form will immediately be added to the specific google sheet for that form and then that is visible on the Form Results page.

Form results page: this page requires that a user has the proper username and password, this can be changed inside the files. The purpose of this is for security since the forms contain personal information that shouldn't be accessible to everyone. See image below for where to change(form-results.html):

```
97     </div>
98
99     <!-- JavaScript for Access Control -->
100    <script>
101        // Predefined list of authorized users and their passwords
102        const authorizedUsers = {
103            "admin": "adminpassword",
104            "user1": "user1password",
105            "user2": "user2password"
106        };
107
108        const loginBtn = document.getElementById('login-btn');
```

As for the last page the data analysis page this page is not under lock but it allows San Gabriel to see and track some data correlations. Since we don't have real data this is all analyzed based off randomly generated data which is then analyzed and put into different graphs for San Gabriel to find correlations between things like Age and volunteer hours, or race and people in household, things that might interest them and reduce costs and increase the amount of positive impact made on the community.