To access and login to our server:

1. Go to <https://ssadcms.herokuapp.com>
2. Login with:
   1. Username: admin
   2. Password: ssadcms123

To access different function:

* Create new account (administrator only)
  1. Click on “Manage Account”
  2. Click on “CREATE” to create new account
  3. Input all details
  4. Click “Submit”
  5. The new account will be shown on the “Manage User Accounts” page
* Reset password (administrator only)
  1. Click on “Manage Account”
  2. Click on “Reset Password” for the intended account
  3. Input the new password and new password confirmation
  4. Click “Confirm”
  5. The account password has changed
* Delete account (administrator only)
  1. Click on “Manage Account”
  2. Click “Delete” for the intended account
  3. Click “Confirm”
  4. The deleted account will be reflected on the “Manage User Accounts” page
* Input incident reports
  1. Click on “Input Report”
  2. Input all details
  3. Click “Submit”
  4. It will be redirected back to the home page
  5. The input queries will be reflected on the home page with a color marker accordingly to the type of emergency
* View incident report
  1. Click on “Details” for the intended report
  2. Click on “Description” for more information
  3. The full description will be displayed
* Resolve incident
  1. Click on “Details” for the intended report
  2. Click on “Resolve” to resolve the report
  3. The report has been resolved and the details for resolve will be displayed
* Create civilian data
  1. Click on “Civilian Data”
  2. Click on “CREATE” to create new civilian data
  3. Input all detail
  4. Click on “Submit”
  5. The new civilian data will be shown on the “Manage Civilian Data” page
* Update civilian data
  1. Click on “Civilian Data”
  2. Click on “Update” for the intended civilian
  3. Modify the details
  4. Click on “Submit”
  5. The new changes for the civilian data will be reflected on the “Manage Civilian Data” page
* Delete civilian data
  1. Click on “Civilian Data”
  2. Click “Delete” for the intended civilian
  3. Click on “Confirm”
  4. The deleted account will be reflected on the “Manage Civilian Data” page
* Send mass message to the public
  1. Click on “Mass Message”
  2. Input the details for email subject, message and region
  3. Click on “Submit”
  4. Email sent to all civilian in that region
* View archive incident
  1. Click on “Archive Report”
  2. All the report will be displayed
     1. Click on “Details” on the intended report for more details
     2. Click on “Resolve” to resolve incident
* View user profile
  1. Click on “Profile”
     1. Click on “Change Password” to change password
     2. Click on “Logout” to log out of account
* Account log out
  1. Click on “Logout”
  2. It will be redirected back to the home page