

# **ManageIT**

# **User Manual**





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## 1. Introduction

The TuksRes Women in Leadership Academy system user manual contains a detailed explanation of the purpose and working of all the system functions. The manual also contains explanations of every screen contained in the system as well as every error message that could possibly be displayed. The user is also provided with a detailed explanation of how to access the system's help functionality in case they may be faced with confusion when interacting with the system. The user will also be provided with a detailed explanation of each report that can be generated from the system as well as their purpose contributing to the success of the academy. The manual will provide a detailed explanation as to how to backup and restore the system's database in case of an unexpected system failure or disaster. All the information listed above will contribute to assisting the user in understanding how the system functions as well as the steps that need to be taken to interact with the system successfully.



## 2. System Implementation Procedure

### 2.1 Introduction

The following section outlines the system implementation procedure, which contains the components and instructions that need to be followed in order to setup the system for use by the final users.

There are 2 parts to the installation, the windows forms installation and the web application implementation.

Web

### 2.2 Requirements to Use ManageIT

#### 2.2.1 Back-End Requirements:

The following back-end components will be necessary for the implementation effort:

- A server to store the database
- Peripherals (such as computer monitors, mouse, keyboard etc.)

#### 2.2.2 Hardware Requirements:

The following hardware will be necessary for the implementation effort:

Hardware requirements:

- 1.6 GHz or faster processor
- 4 GB of RAM (4.5 GB if running on a virtual machine)
- 10 GB (NTFS) of available hard disk space
- DirectX 9-capable video card running at 1024 x 768 or higher display resolution

#### 2.2.3 Software Requirements:

The following software will be necessary for the implementation effort:

- SQL Server Data Tools 2014 (Available for free from the University):
  - Windows 7, Windows 7 Service Pack 1, Windows 8, Windows 8.1, Windows Server 2008 R2, Windows Server 2008 R2 SP1, Windows Server 2012, Windows Server 2012 R2
  - Supported architectures:
    - 32-bit (x86)
    - 64-bit (x64)



## 2.3 Web System Implementation Procedure

Due to the fact that ManageIT is a web-based system, the entire installation of the system will be carried out by the team. Once the system has been made live online, it will be considered as installed and useable by all relevant end users. The following steps are necessary to make this happen:

Steps:

1. Choose a server host provider
  - a. In ManageIT's case this will be Afrihost
2. Setup an account with above mentioned server host provider OR find a 3<sup>rd</sup> party server host provider, who owns the account with Afrihost and manages the hosting of the system.
  - a. We have chosen the latter for ManageIT in order to avoid the long process of setting up an account and also to ensure that the system is hosted by someone who understand how to host web-based systems once the system is handed over to the client.
3. Buy a domain name
  - a. In this case it will be [www.trwla.org.za](http://www.trwla.org.za)
4. Copy the ManageIT system across to the 3<sup>rd</sup> party server host provider's virtual machine (server)
5. Back-up and restore the database to the 3<sup>rd</sup> party server host provider's virtual machine (server)
6. Restore all connections between the system and the database
7. Deploy the system to the new domain name.
8. The system has been launched!! Now the system will be available to anyone online and can be considered as implemented.



## 2.4 Windows Form System Implementation Procedure

1. Insert installation hardware into machine (Can be disk or USB)
2. Open file to view files in installation.
3. Click on the application .exe file and run it.
4. Allow file to make changes to your computer and follow prompts for the setup.
5. Once the set-up is complete click finish.
6. You have successfully installed ManageIT onto your machine!

## 2.5 After Installation and Deploy

Once the system is up and running, users will need to be trained on how to use the system. This will be done by hosting training sessions in which the team will take the users through the training manual and assist if any confusion arises. Once the users have been trained, they will use the system in parallel with their excel based system for a few months, until they are fully comfortable using the system, at which point they will make a full crossover to using ManageIT. Once all users are using ManageIT as their primary system, the system will be considered as implemented.

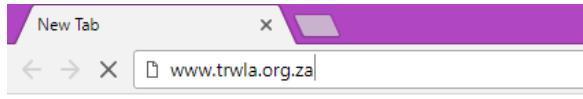
## 3. System Start Procedure

### 3.1 Login

#### 3.1.1 Purpose of function:

The purpose of the Login function is to allow members of the academy to log into the TRWLA system to access the rest of the system's functions.

#### 3.1.2 Navigation to Login function:



Navigate to your browser and enter the TRWLA website address below into the provided search bar and click ENTER on your keyboard.  
Website address: [www.trwla.org.za](http://www.trwla.org.za)

#### Navigation for admin users on the computer application:

Open the ManageIT icon on your desktop and the TRWLA Admin Login screen will be displayed.



Once the user has navigated to the TRWLA website, the TRWLA static webpage will be displayed as follows:

TRWLA Management System    Home    About    Service    Relationships    Skills    Contact    Gallery    Log in

# TuksRes Women in Leadership Academy

## Background

The TRWLA was founded by University of Pretoria (UP) student, Cyan Brown in 2015. The aim of the academy is to equip first and second year residence and day house female students at UP with life, business and leadership skills in order to foster an environment that allows young female leaders to prosper.

Our society has made large strides towards greater gender equality, however much still needs to be done in order to achieve gender parity. According to the McKinsey Global Insights (MGI) report of September 2015, Sub Saharan Africa scored just 0.57 on its gender parity score, demonstrating an urgent need to advocate for greater gender equality both in the workplace and society. Whilst we recognize that this issue has many layers, one of the aspects that have not shown much progress is that of women in senior leadership positions. It is estimated that the global ratio of female to male in leadership positions is 0.356 according to MGI, thus this academy was established to produce young women capable of changing that statistic for the better.

At the core of the academy are three components: **service**, **relationships** and **skills**.

We believe in encouraging students to invest meaningfully in community service to give back to our surroundings and invest in South Africa as well as develop a service driven leadership style. The academy highly values relationships. The culture of cultivating positive relationships in all dimensions is evident throughout the academy. Peer -learning, mentorship, emotional intelligence and teamwork are all integrated into the functioning of the academy at all levels. We aim to provide a powerful network that can be used as a platform for young women to benefit from. In order for young female leaders to succeed professionally as well as challenge the status quo and try and achieve greater gender equality in their communities, we believe in equipping them with as many skills as possible. These focus on three aspects: business, life, and leadership skills.

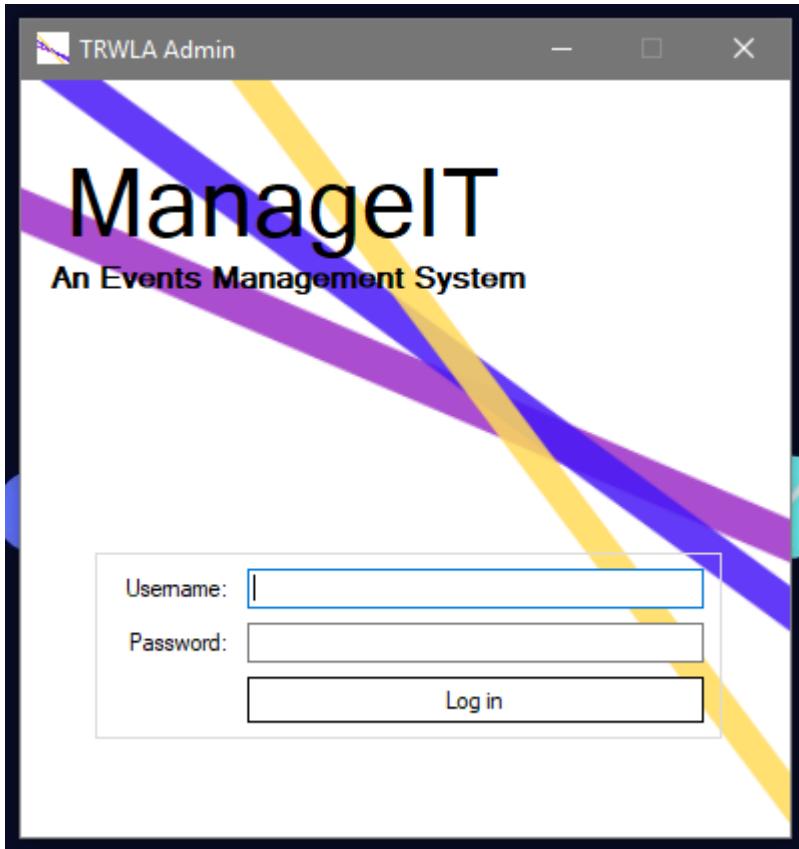
We Have a Dream  
Posted by TuksRes Women in Leadership Academy  
706 Views

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[f](#) [t](#) [g](#) [e](#)

### Admin Functionality

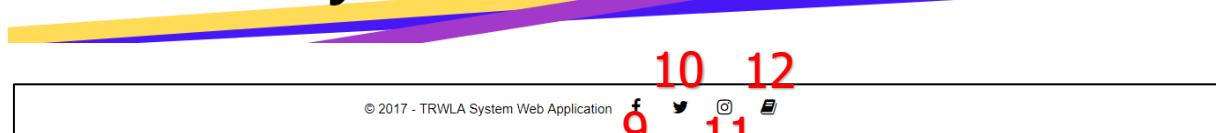
Once the ManageIT icon has been clicked on the user's desktop, the Login screen will be displayed as follows:



### 3.1.3 Screen Controls:



# TuksRes Women in Leadership Academy



1. **Home** Navigation bar item: Click this link if you want to return to the Home page of the TRWLA Website. The Home page will be explained in further detail later in the document. See **View Static Webpage** section.
  2. **About** Navigation bar item: Click this link if you want to view the details of the academy. See **View Static Webpage** section.
  3. **Service** Navigation bar item: Click this link if you want to view what the background of the academy's community service is all about as well as the purpose for the community service. See **View Static Webpage** section.
  4. **Relationships** Navigation bar item: Click this link if you would like to view the various networking relationships of the academy. See **View Static Webpage** section.
  5. **Skills** Navigation bar item: Click this link if you would like to view what skills the academy teaches its students. See **View Static Webpage** section.
  6. **Contact** Navigation bar item: Click this link if you would like to contact a representative of the TuksRes Women in Leadership Academy. See **View Static Webpage** section.



7. **Gallery** Navigation bar item: Click this link if you would like to view the images of the academy. See **View Static Webpage** section.
8. **Log in** Navigation bar item: Click this link if you would like to log into the system as seen below.
9. **Facebook icon**: Click this icon if you want to be directed to the academy's Facebook page.  
**Twitter icon**: Click this icon if you want to be directed to the academy's Twitter page.
10. **Instagram icon**: Click this icon if you want to be directed to the academy's Instagram page.
11. **Blog icon**: Click this icon if you want to be directed to the academy's blog page.

Once the user has clicked the **Login** link on the static webpage, the **Login** screen will be displayed as follows:

TRWLA Home About Service Relationships Skills Log in

# Log in

Username  1

Password  2

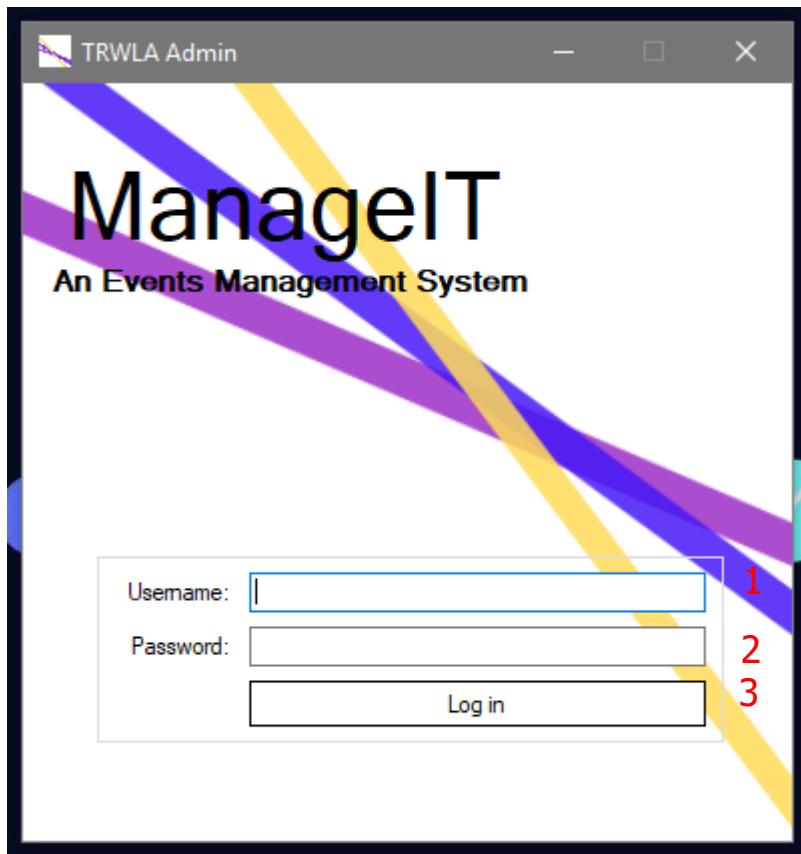
3

[Register as a new user](#) 4

[Forgot Password](#) 5

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1. **Username textbox**: Enter your username here which will be your UP student email address if you are a student or your TRWLA email address assigned to you if you are a volunteer.
2. **Password textbox**: Enter your password here.
3. **Log in Button**: Click this button to log into the system and view your main menu.
4. **Register as a new user link**: Click this link if you are a new user to the system and want to register your profile. See **Register User** section.
5. **Forgot Password link**: Click this link if you have forgotten your password and cannot log into the system. See **Check Forgotten Password** section.



The admin's Login screen control numbers will be explained in detail below:

1. **Username Textbox:** Enter your username here.
2. **Password Textbox:** Enter your password here.
3. **Login Button:** Click this button once you have entered your username and password.



### 3.1.4 Login Process:

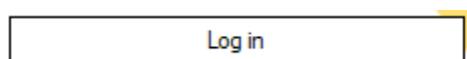
Enter your username in the Login ID textbox and your password in the Password textbox. Once you have entered your details, click the Log in button as displayed below:

Static Website:

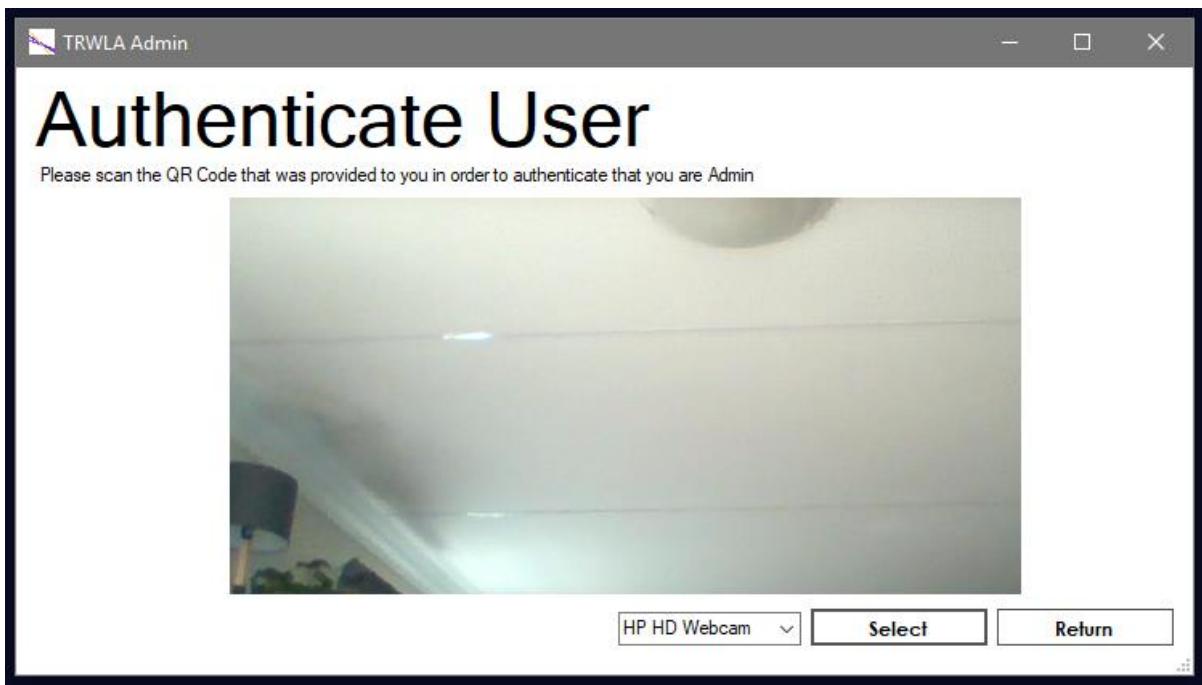


Admin Application:

Enter your username in the Username textbox and your password in the Password textbox. Once you have entered your details, click the Login button as displayed below:



Once the login button has been clicked, the QR Code screen will be displayed as follows:



Once the user has shown their QR Code to their webcam, the system will confirm and welcome the user to the system. The confirmation message is displayed as follows:



The admin member receives their QR Code via another admin member that sends them their QR Code once it has been generate for them. The process is explained in the Register Admin section.

### 3.1.5 Possible System Errors



The screenshot shows a login interface with a yellow header bar containing the word "Log in". Below it is a purple decorative graphic. The form fields are as follows:

- Username:** An input field with a placeholder "Username" and a red border indicating it is required. A tooltip below it says "The Login ID Field is Required".
- Password:** An input field with a placeholder "Password" and a red border.
- Log in:** A blue rectangular button labeled "Log in".

Below the form are two links: "Register as a new user" and "Forgot Password".

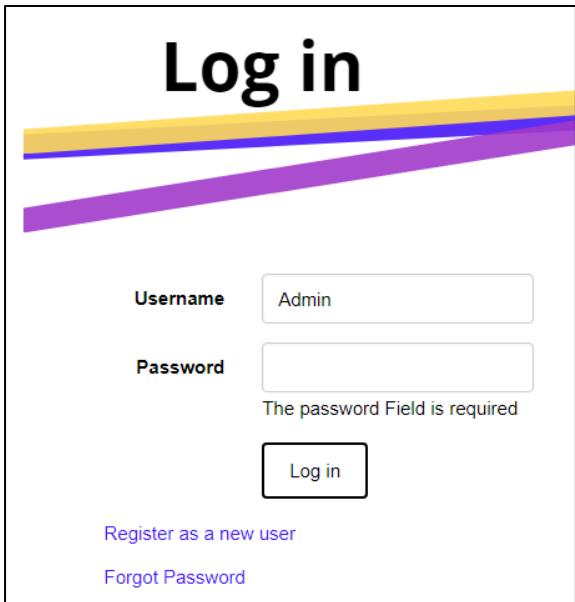
#### **Missing Login ID**

What this means:

You have forgotten to enter your Login ID into the **Login ID** textbox before clicking the **Log in** Button.

What to do:

Enter your Login ID into the **Login ID** textbox as well as your password into the **Password** textbox and click on the **Log in** Button.



The screenshot shows a login interface with a yellow header bar containing the word "Log in". Below it is a purple decorative graphic. The form fields are as follows:

- Username:** An input field with a placeholder "Username" and a red border. It contains the value "Admin".
- Password:** An input field with a placeholder "Password" and a red border. A tooltip below it says "The password Field is required".
- Log in:** A blue rectangular button labeled "Log in".

Below the form are two links: "Register as a new user" and "Forgot Password".

#### **Missing Password**

What this means:

You have forgotten to enter your Password into the **Password** textbox before clicking the **Log in** Button.

What to do:

Enter your Password into the **Password** textbox and click on the **Log in** Button.



# Log in

Username  The Login ID Field is Required

Password  The password Field is required

**Log in**

[Register as a new user](#)

[Forgot Password](#)

### Missing Details

What this means:

You have not entered any username or password and have clicked the Log In button.

What to do:

Enter your Username in the **Username** textbox and your Password into the **Password** textbox and click on the **Log in** Button.

## TRWLA Management System

Your Login Details are incorrect

Make sure that your username or password are correct.

**A Fresh Start**



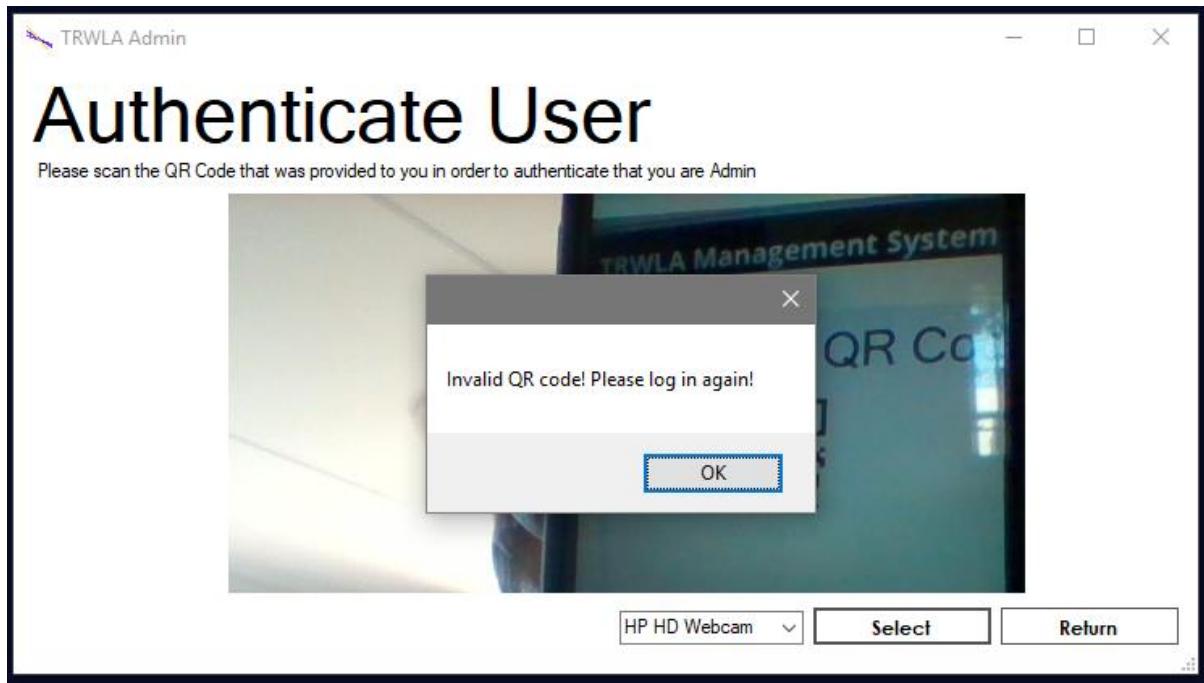
### Incorrect Login Detail

What this means:

You have entered both an incorrect Login ID and an incorrect Password into the textboxes provided.

What to do:

Click the **A Fresh Start** button and you will be redirected to the *Login* Screen to re-enter the correct **Login ID** and **Password** details into the textboxes provided.

**Admin incorrect detail**

What this means:

You have provided the incorrect QR Code to the system.

What to do:

Take a picture of the correct QR Code and click the Select Button.



### 3.1.6 Successful Login

Volunteer Main Menu will be displayed if the user is logging in as a volunteer.

The screenshot shows the Volunteer Main Menu. At the top, there is a navigation bar with links for "ManageIT", "Members", "Events", and "Content". On the right side of the navigation bar are icons for help, notifications, and user management. Below the navigation bar is the "ManageIT" logo with the tagline "An Events Management System". The main content area is divided into several sections: "Search Events" with a search bar and filter dropdown, "Manage Events" with a plus sign and minus sign button, and a section titled "Upcoming TRWLA Events" featuring two event cards. The first event card is for "Practice" on "14 October 2017" at "Keith's House" from "13:00 to 14:00". The second event card is for "Popcorn" on "07 October 2017" at "Keith's House" from "15:30 to 16:30".

Student Main Menu will be displayed if the user is logging in as a student.

The screenshot shows the Student Main Menu. At the top, there is a navigation bar with links for "ManageIT", "Home", "Volunteers", and "Content". On the right side of the navigation bar are icons for help, notifications, and user management. Below the navigation bar is the "ManageIT" logo with the tagline "An Events Management System". The main content area is divided into several sections: "Search Events" with a search bar and filter dropdown, "My Dashboard" with a gear icon, and a section titled "Upcoming TRWLA Events" featuring two event cards. The first event card is for "Practice" on "14 October 2017" at "Keith's House" from "13:00 to 14:00". The second event card is for "Popcorn" on "07 October 2017" at "Keith's House" from "15:30 to 16:30".



Admin Main Menu will be displayed if the user is logging in as an admin member.

The screenshot shows the 'TRWLA Admin' application window. At the top, there is a navigation bar with links for 'Maintenance', 'Master Data', and 'Logout'. Below the navigation bar, the title 'Vinz's Admin Dashboard' is displayed in large, bold, blue font. Underneath the title, there is a section titled 'Upcoming Events' with four categories: 'Functions', 'Community Engagements', 'Lectures', and 'General'. Each category has a count (4, 1, 3, 0) and a 'View' button. Below this section, there is a 'Member Information' section with counts for 'Students' (3), 'Volunteers' (2), and 'Guest Speakers' (1), each with a corresponding 'View' button.

Category	Count	Action
Functions	4	<a href="#">View</a>
Community Engagements	1	<a href="#">View</a>
Lectures	3	<a href="#">View</a>
General	0	<a href="#">View</a>

Category	Count	Action
Students	3	<a href="#">View</a>
Volunteers	2	<a href="#">View</a>
Guest Speakers	1	<a href="#">View</a>



## 3.2 Logout

### 3.2.1 Purpose of function:

The purpose of the Logout function is to allow the user to log out of their profile on the system once they have completed their activities on the system.

### 3.2.2 Navigation to the Logout function:

#### Volunteer Logout

→First Click on the **User** drop down list arrow located in the right-hand corner of your main menu.  
→A list of options will be displayed as shown above in the image.  
→Click on the  **Sign Out** item as displayed at the bottom of the list.  
→The **Login** Screen (as described in 3.1.3 above) will be displayed once again.

#### Student Logout

→First Click on the **User** drop down list arrow located in the right-hand corner of your main menu.  
→Click on the  **Sign Out** item as displayed at the bottom of the list.  
→The **Login** Screen (as described in 3.1.3 above) will be displayed once again.

#### Admin Logout

Logout in: **26 seconds**  
**Cancel**

→First Click on the **Logout** link on the main menu screen.  
→The system will display that the user will be logged out in the next few seconds and the user can click the **Cancel button** if they do not wish to logout.  
→The **Login** Screen (as described in 3.1.3 above) will be displayed once again.



## 3.3 System Navigation

### 3.3.1 Screen Controls of a Volunteer's Main Menu

The screenshot shows the ManageIT system interface. At the top, there is a navigation bar with links: ManageIT, Members, Events, Content, Help, and User. Below the navigation bar is a large title 'ManageIT' with the subtitle 'An Events Management System'. The main content area displays 'Upcoming TRWLA Events' with two event cards. Each card contains event details like date, time, location, and a description. Numbered labels 1 through 12 are overlaid on various parts of the interface to identify specific controls:

- 1**: ManageIT link (top left of title)
- 2**: Members drop down list (top right of title)
- 3**: Events drop down list (top center of title)
- 4**: Content link (top right of title)
- 5**: Help icon (top right corner)
- 6**: User drop down list (top right corner)
- 7**: Name of event textbox (Search Events section)
- 8**: Search button (Search Events section)
- 9**: Filter by drop down list (Search Events section)
- 10**: Add icon (Manage Events section)
- 11**: Information icon (Manage Events section)
- 12**: Information icon (Event card 1)

The screen control numbers are explained below:

- 1. ManageIT link:** Click this link if you would like to return to your main menu.
- 2. Members drop down list:** Click this link if you would like to view either the Students, Volunteers or Alumni information or to send a notification to other members in the academy.
- 3. Events drop down list:** Click this link if you would like to expand the Events sub-system options.
- 4. Content link:** Click this link if you would like to view the content on the system.
- 5. Help icon:** Click this icon to access the Help screen.
- 6. User drop down list:** Click this link to Assign User Types or Sign Out
- 7. Name of event textbox:** Enter the name of an event into the textbox.
- 8. Search button:** Click this button once you have entered search details into the textbox.
- 9. Filter by drop down list:** Click this list to filter the events by either Lectures, Community Engagements, Functions, General events or to Show All events.
- 10. Add icon:** Click this icon to create a new event.
- 11. Tick icon:** Click this icon to log event attendance of a student that attends an event.
- 12. Information icon:** Click this icon if you wish to view the selected event's details.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



💡 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



### 3.3.2 Screen controls of a Student's Main Menu

The screen control numbers are explained below:

The screenshot shows the ManageIT student main menu. At the top, there is a navigation bar with links: ManageIT, Home, Volunteers, Content, a Help icon (?), a Bell icon, and a User drop-down menu. Below the navigation bar is the ManageIT logo and tagline "An Events Management System". The main content area is titled "Upcoming TRWLA Events" and displays two event cards. Event 12 (left) is for "Practice" on "14 October 2017" at "Keith's House" from "13:00 to 14:00". Event 13 (right) is for "Popcorn" on "07 October 2017" at "Keith's House" from "15:30 to 16:30". Each event card includes a "More Details" button. To the left of the events, there is a "Search Events" section with a "Name of Event" input field (labeled 8), a search button (labeled 9), a "Filter by..." dropdown (labeled 10), and a "My Dashboard" button (labeled 11). A large question mark icon is overlaid across the top of the page.

1	2	3	4	5	6	7
ManageIT						
An Events Management System						
<b>Search Events</b> <input type="text" value="Name of Event"/> 8 <input type="button" value="🔍"/> 9 Filter by... 10 <input type="button" value="Dashboard"/> 11						
<b>Upcoming TRWLA Events</b> <div style="display: flex; justify-content: space-around;"> <div style="background-color: #e6f2ff; padding: 10px; width: 45%;"> <b>14 October 2017</b>            Practice            Look over here and see the wonder you can achieve! to            13:00 to 14:00            Keith's House  <input type="button" value="More Details"/> </div> <div style="background-color: #e6f2ff; padding: 10px; width: 45%;"> <b>07 October 2017</b>            Popcorn            Taking a leap forward is the coolest thing! to            15:30 to 16:30            Keith's House  <input type="button" value="More Details"/> </div> </div>						
12	13					

1. **ManageIT link:** Click this link if you would like to return to your main menu.
2. **Home link:** Click this link if you would like to return to your main menu.
3. **Volunteers link:** Click this link if you would like to view all a Volunteer's details.
4. **Content link:** Click this link if you would like to view all the available reading content available.
5. **? Help icon:** Click this icon if you would like some assistance with how the system works.
6. **☐ Bell icon:** Click this icon if you would like to view your notifications.
7. **☐ User drop down list:** Click this link if you would like to access the Sign Out link in order to logout of the system.
8. **Name of event textbox:** Enter the name of an event into the textbox.
9. **Search Button:** Click this button if you have entered search details into the textbox.
10. **Filter by drop down list:** Click this list to filter the events by either Lectures, Community Engagements, Functions, General Events or to Show All events.
11. **My dashboard button:** Click this button to view your dashboard with your current progress, your upcoming events and the events you've attended.
12. **☐ Symbol:** Click this symbol to find out more details about the event.
13. **☐ Symbol:** Click this symbol to RSVP as "Going" to this event.

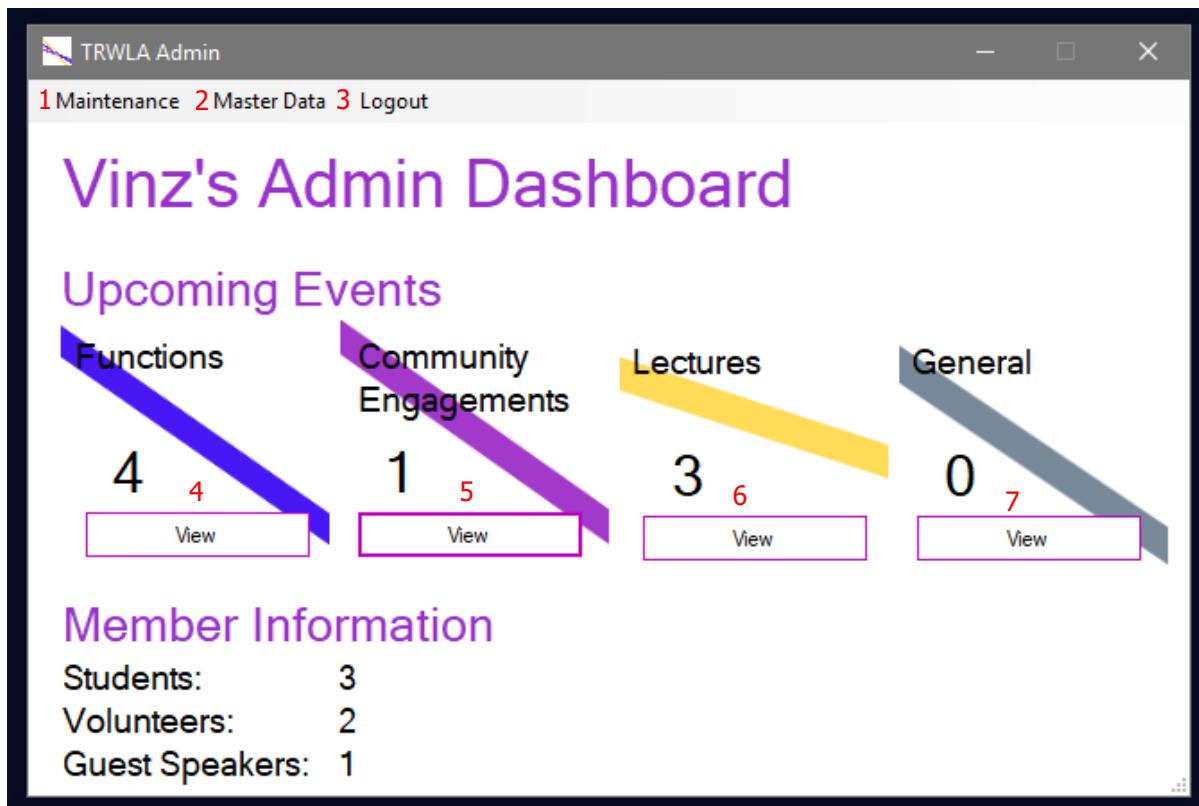
?

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



👉 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

### 3.3.3 Screen Controls of an Admin's Main Menu



The screen control numbers above are explained in detail below:

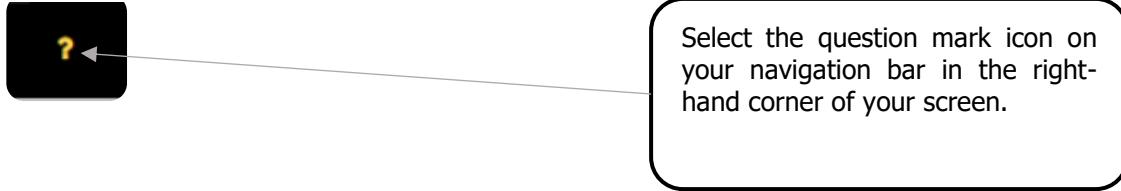
1. **Maintenance drop down list:** Click this dropdown list to choose between the options to access the Unique Codes, Audit log and the Backup and Recovery screens.
2. **Master Data link:** Click this link if you wish to view the current business rules of the academy and change them accordingly as decided by the management of the academy.
3. **Logout link:** Click this link if you wish to logout of the system.
4. **Function View Button:** Click this button if you wish to view the details of the upcoming function events.
5. **Community Engagements View Button:** Click this button if you wish to view the details of the upcoming community engagement events.
6. **Lectures View Button:** Click this button if you wish to view the details of the upcoming lecture events.
7. **General Events View Button:** Click this button if you wish to view the details of the upcoming general events.

## 3.4 Help Function

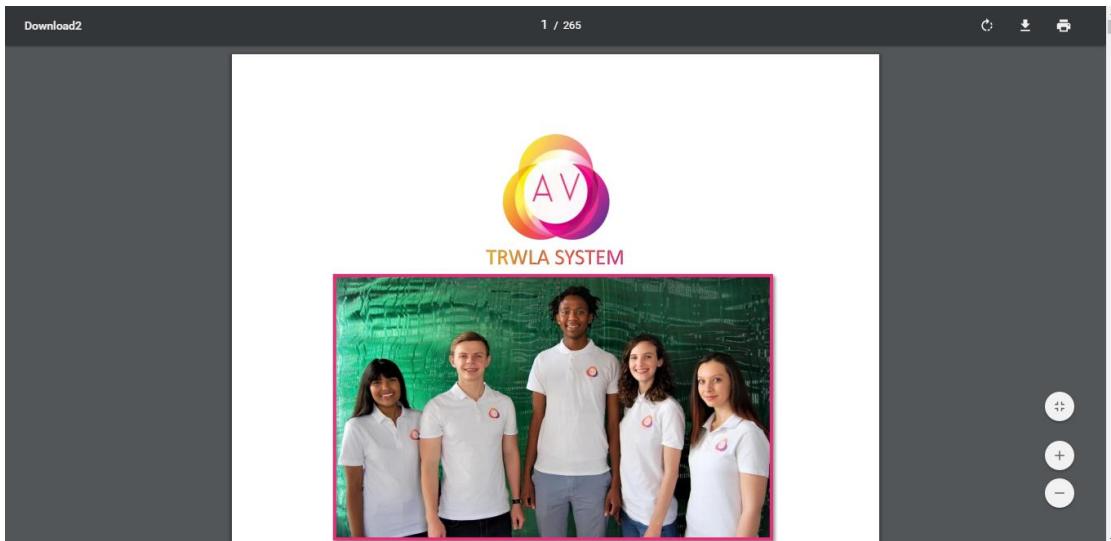
### 3.4.1 Purpose of the function

To provide the user with the necessary help if they feel that they need assistance with the system's functionalities.

### 3.4.2 Navigation to the Help function



Once the user has clicked on the Help icon, the Help screen will be displayed as follows:





## 3.5 Online Help Function

The online help function can be accessed by clicking the Help icon.

## 3.6 Additional Help Details

If the above help functionality does not assist you with your problem, please send an email to [inf370.trwla@gmail.com](mailto:inf370.trwla@gmail.com) for further help with the system.

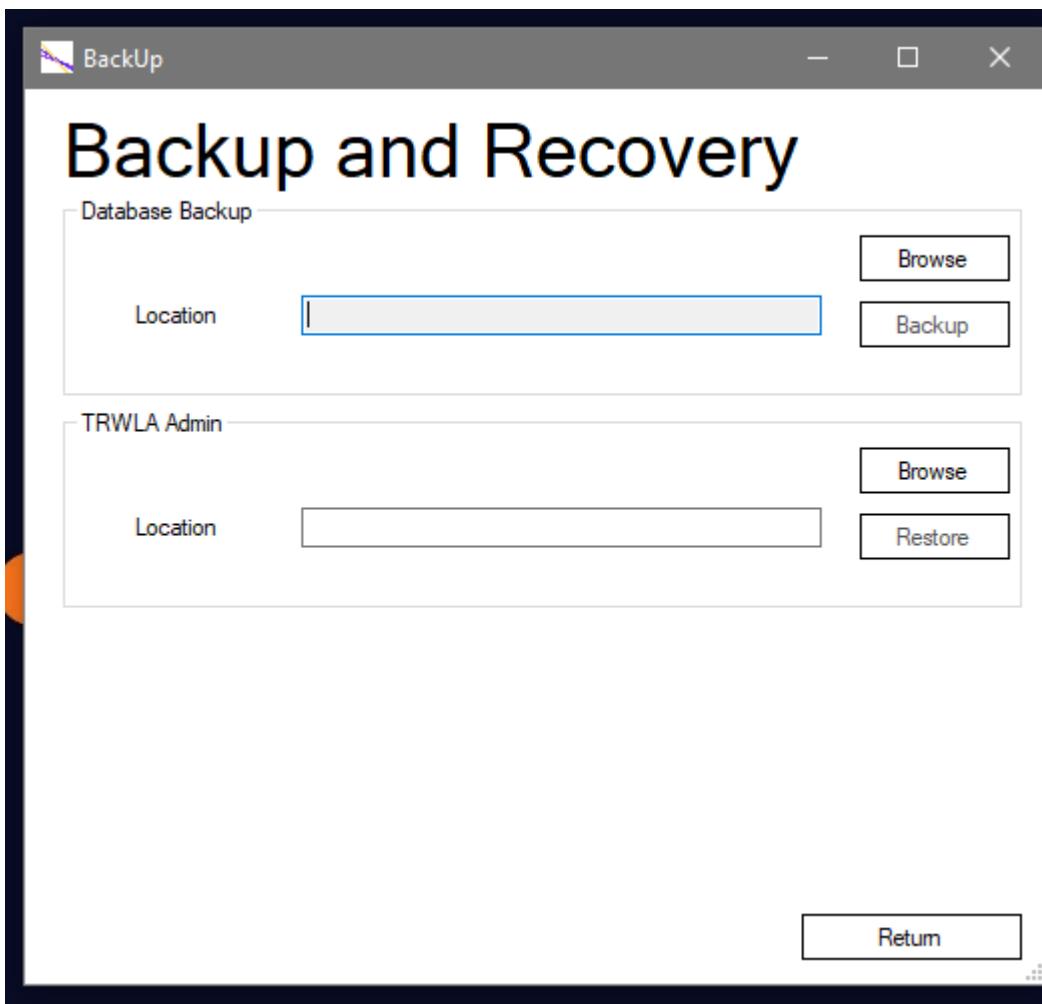
## 3.7 Backup Function

### 3.7.1 Purpose of the function

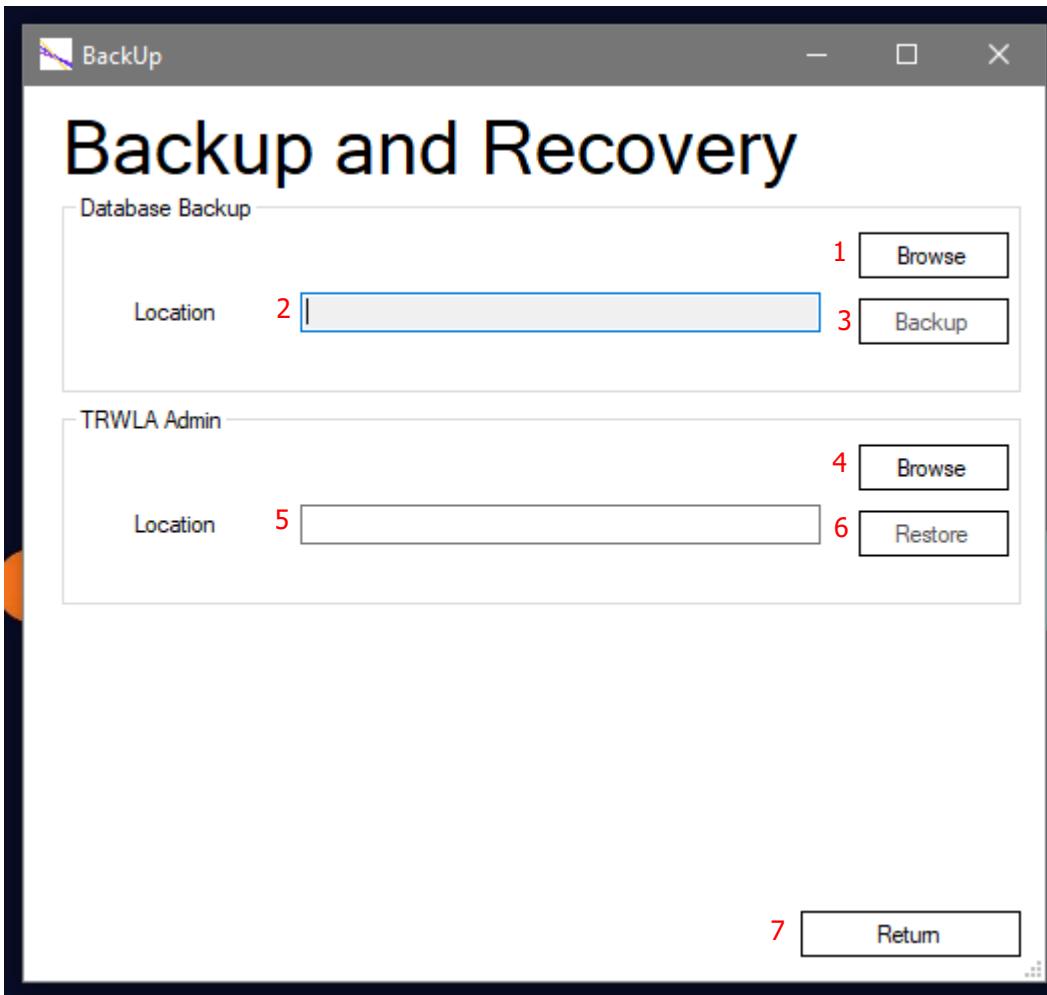
To provide admin members with the functionality of backing up the database to note lose any data on the system in case of disaster situations.



### 3.7.2 Navigation to the backup functionality



### 3.7.3 Screen Controls

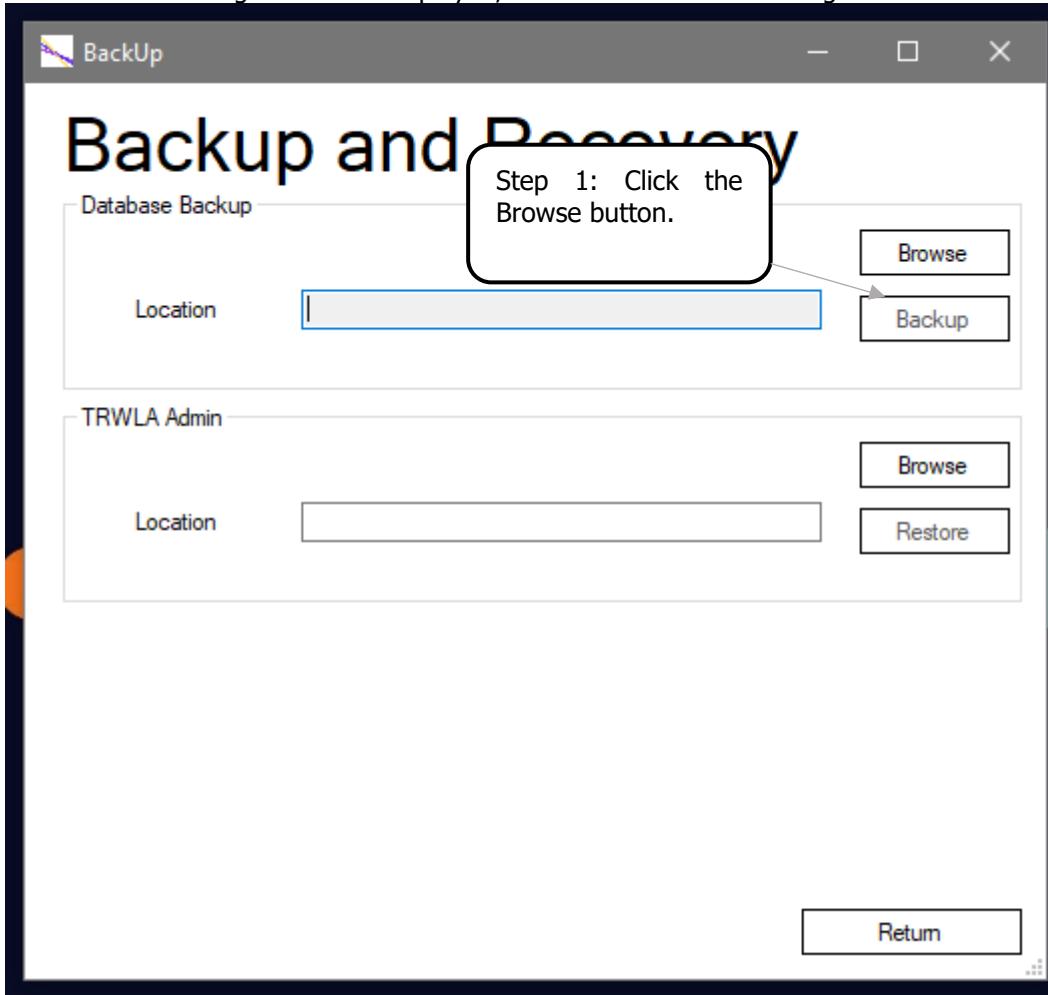


The screen control numbers above are displayed in detail below:

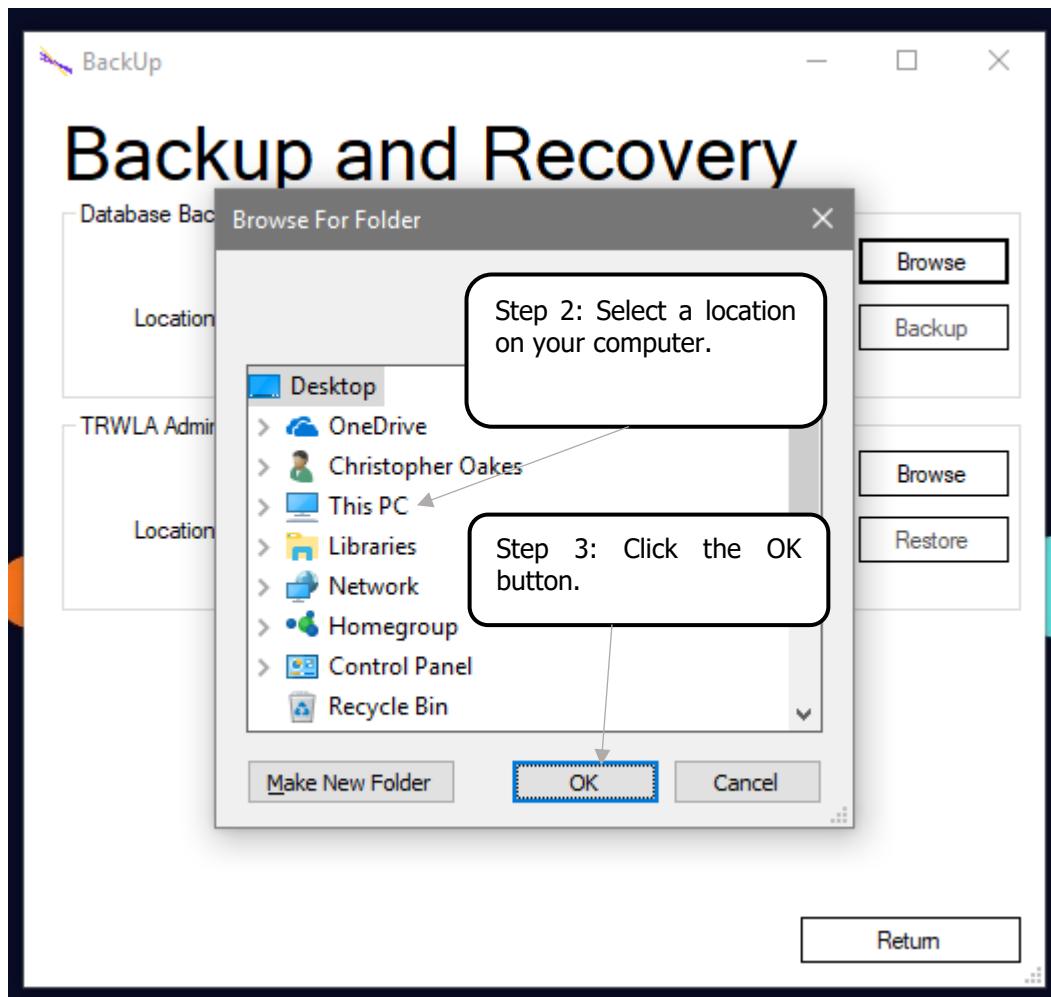
1. **Browse Button:** Click this button to open a file dialog box for you to choose where on your computer you would like to store the database backup.
2. **Location Textbox:** This is where your location will be stored once you have browsed it.
3. **Backup Button:** Click this button if you want to back up the database in your chosen location.
4. **Browse Button:** Click this button if you want to locate the database you have previously stored on your computer.
5. **Location Textbox:** This is where your location will be stored once you have browsed it.
6. **Restore Button:** Click this button if you wish to restore the database you have previously backed up.
7. **Return Button:** Click this button if you wish to return to your main menu.

### 3.7.4 Backup Process

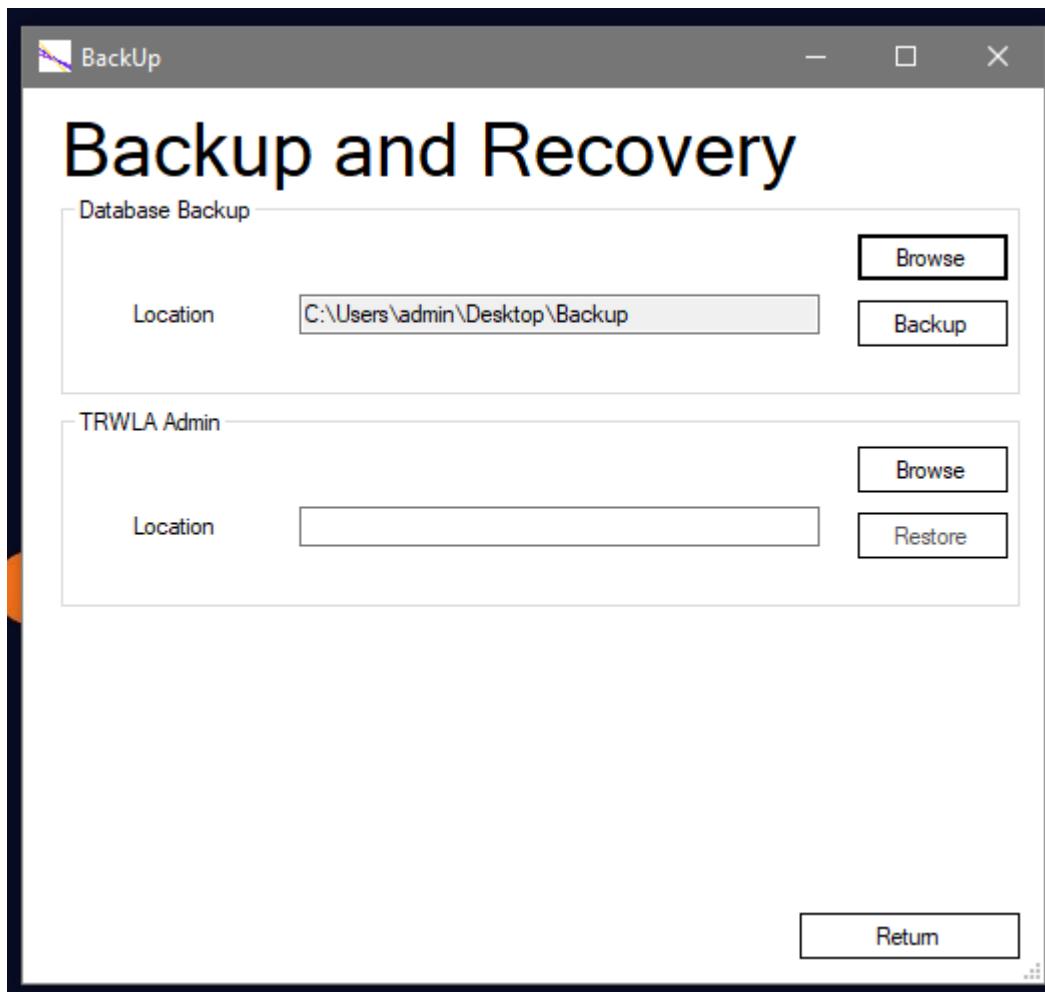
Click the Browse button. Once the browse button has been clicked, a file dialog box will be displayed. Select the location you wish to store the database backup and click the OK button. Once the confirmation message has been displayed, click the OK button once again.



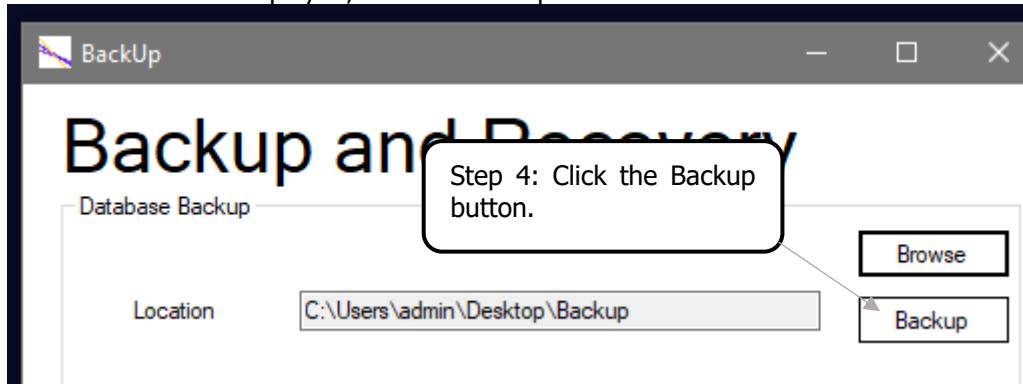
Once the Browse button has been clicked, the file dialog box will be displayed as follows:



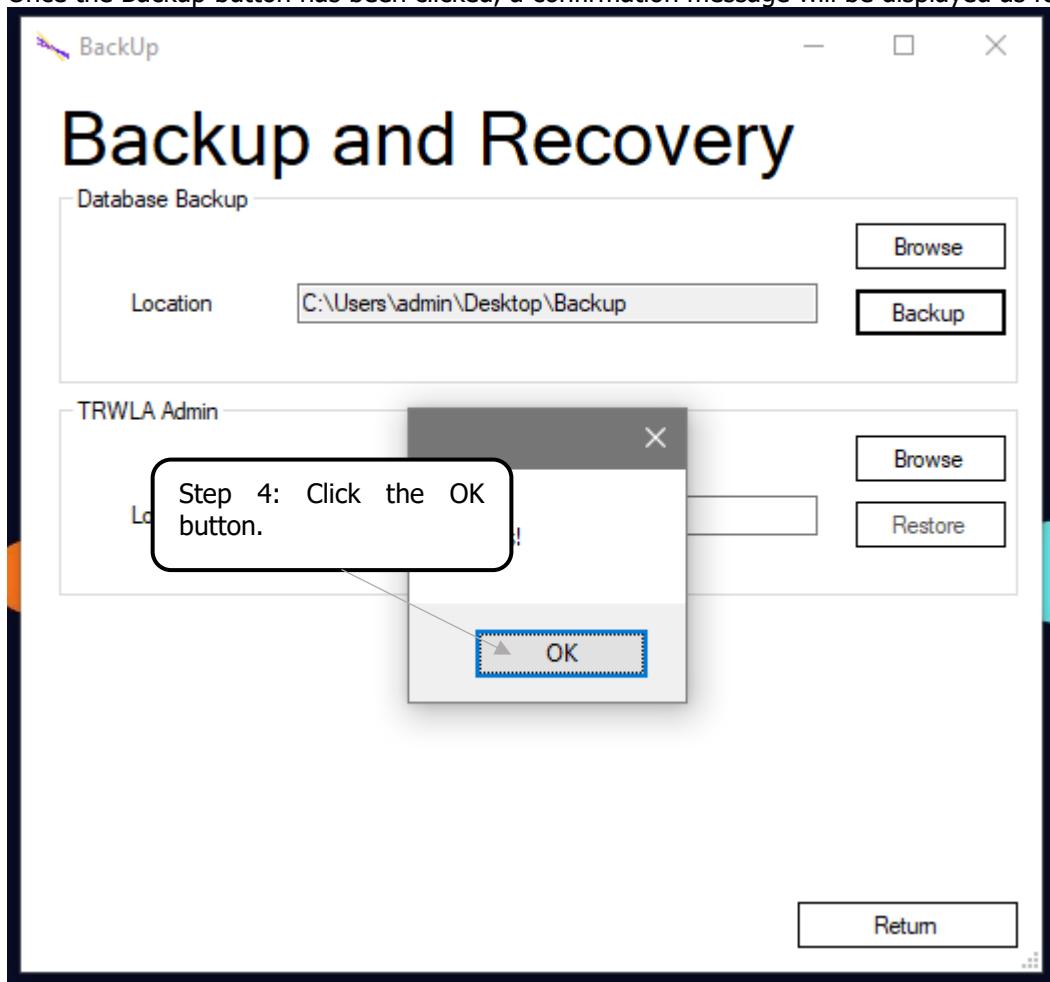
Once the OK button has been clicked, the location will be displayed in the Location textbox as follows:



Once this screen is displayed, click the Backup button.



Once the Backup button has been clicked, a confirmation message will be displayed as follows:



## 3.8 Restore Function

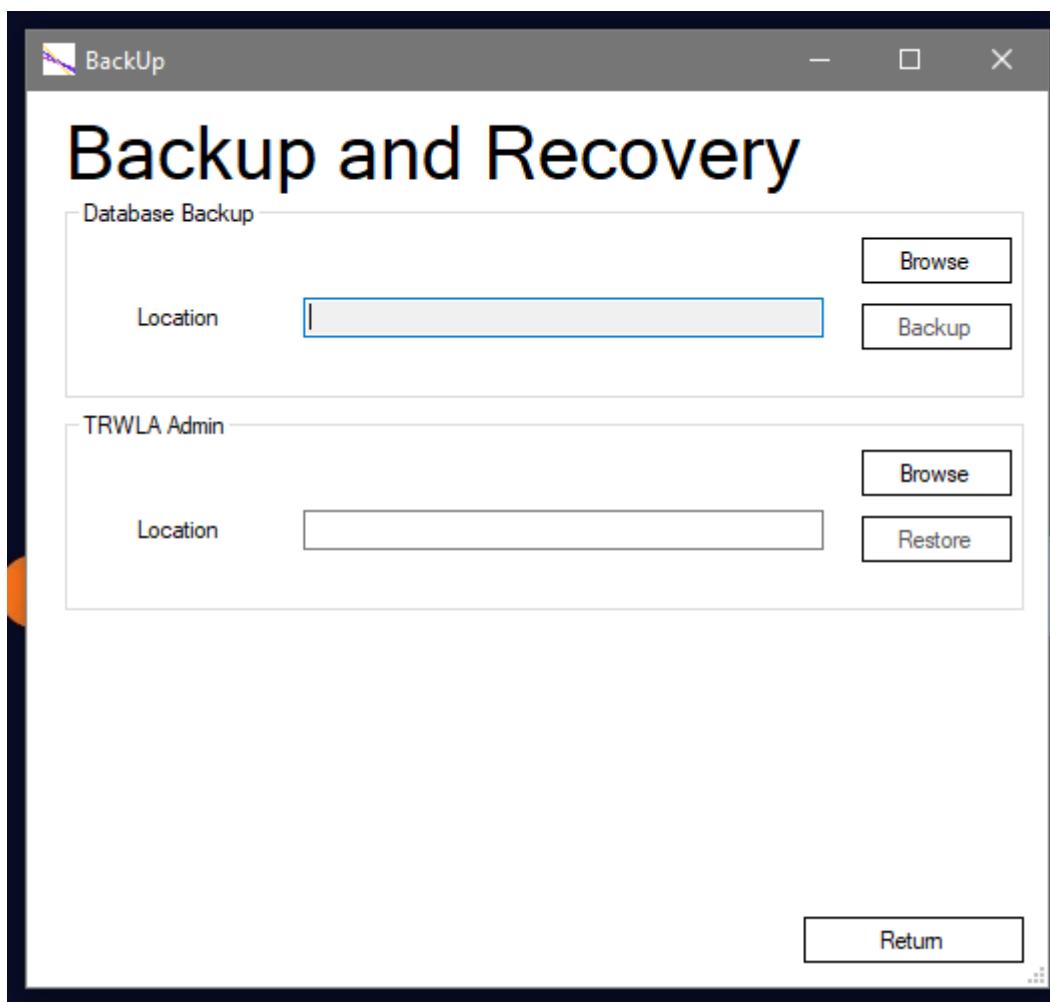
### 3.8.1 Purpose of the function

To give admin members the functionality to restore the database in case of a disaster situation to restore lost data.

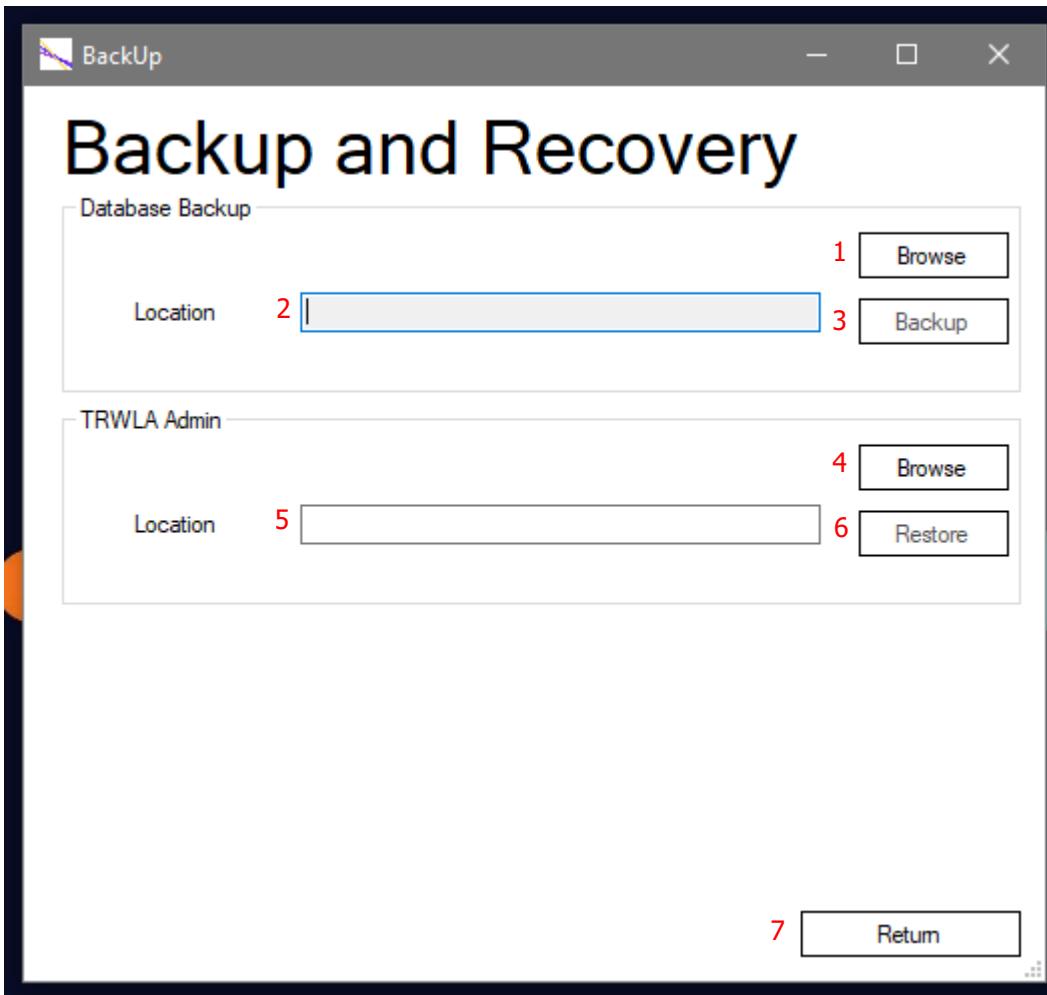
### 3.8.2 Navigation to the restore functionality



Click the Maintenance drop down list and select the Backup and Restore link. Once the link has been clicked, the Backup and Recovery screen will be displayed as follows:



### 3.8.3 Screen Controls



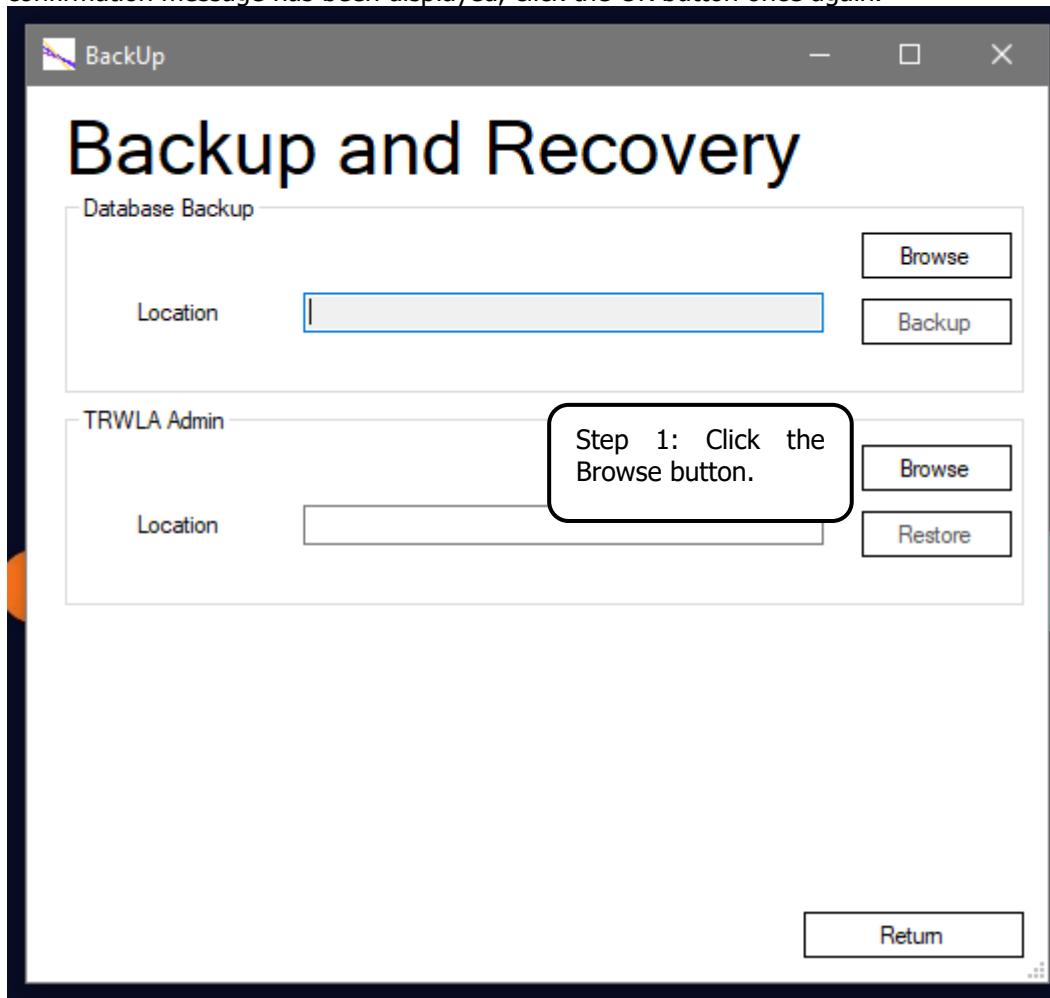
The screen control numbers above are displayed in detail below:

1. **Browse Button:** Click this button to open a file dialog box for you to choose where on your computer you would like to store the database backup.
2. **Location Textbox:** This is where your location will be stored once you have browsed it.
3. **Backup Button:** Click this button if you want to back up the database in your chosen location.
4. **Browse Button:** Click this button if you want to locate the database you have previously stored on your computer.
5. **Location Textbox:** This is where your location will be stored once you have browsed it.
6. **Restore Button:** Click this button if you wish to restore the database you have previously backed up.
7. **Return Button:** Click this button if you wish to return to your main menu.

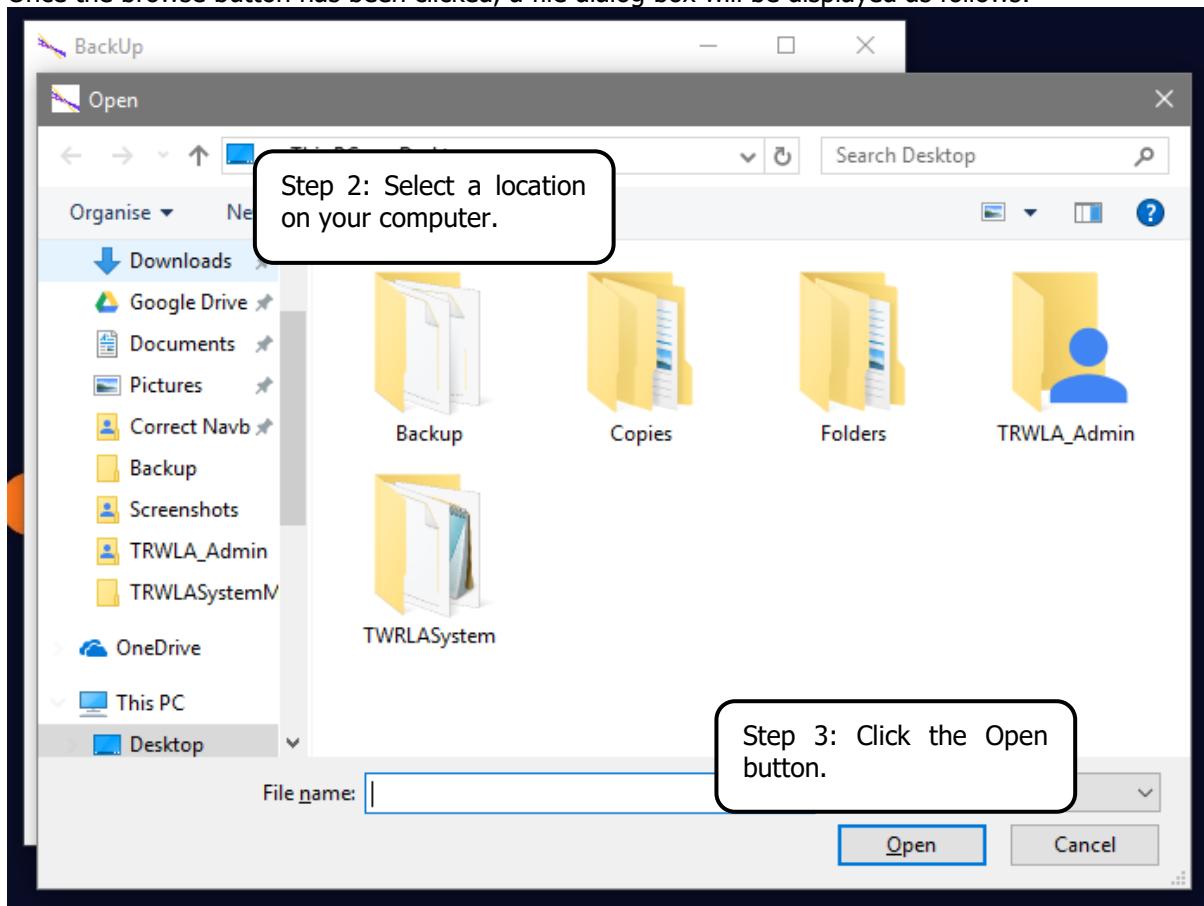


### 3.8.4 Restore Process

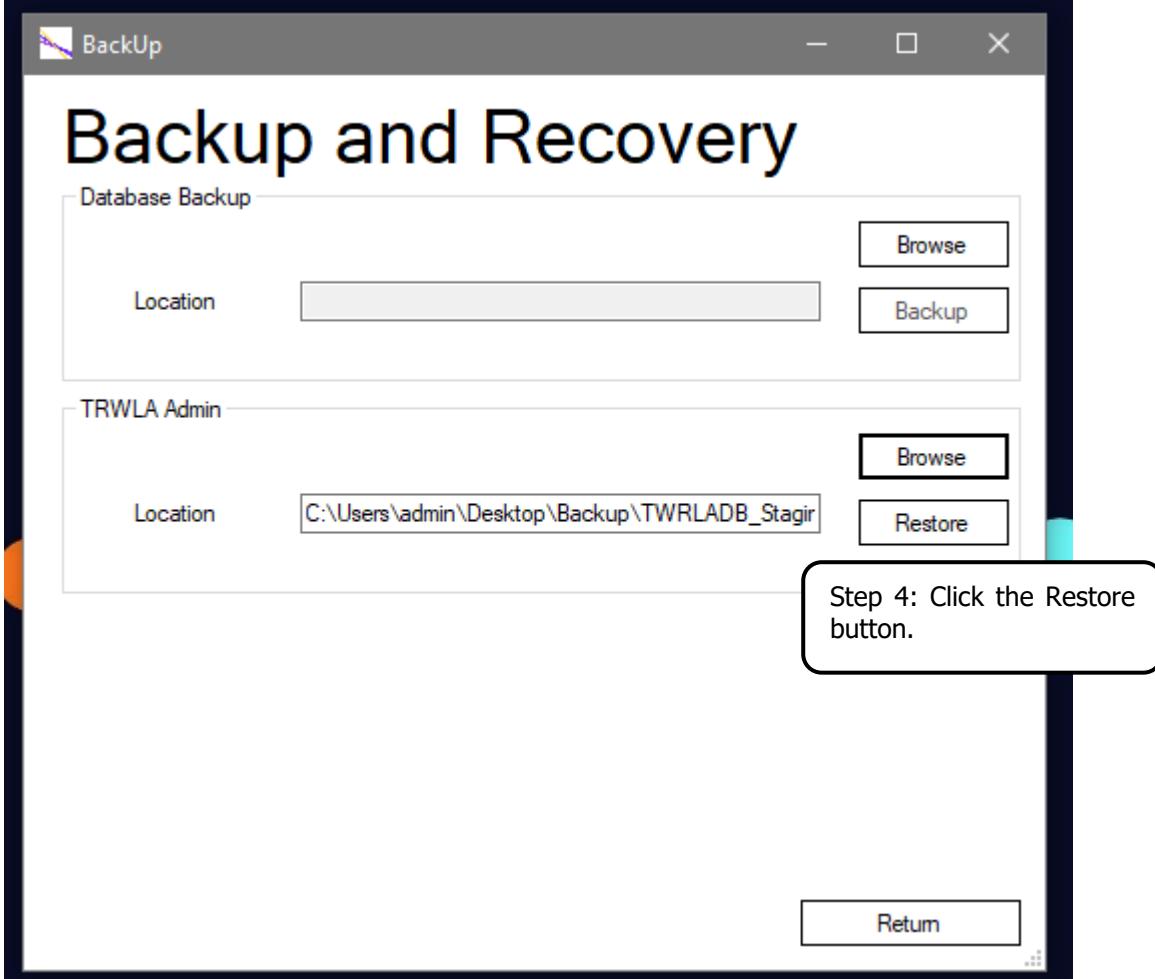
Click the Browse button. Once the browse button has been clicked, a file dialog box will be displayed. Select the location you stored a previous database backup and click the OK button. Once the confirmation message has been displayed, click the OK button once again.



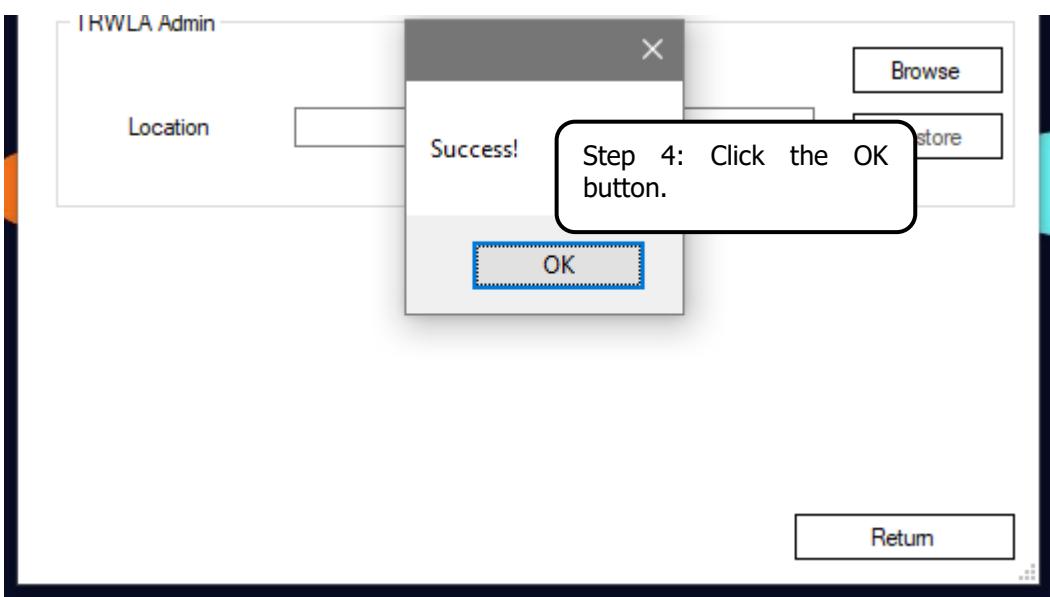
Once the browse button has been clicked, a file dialog box will be displayed as follows:



Once the Open button has been clicked, the location will display in the location textbox as follows:



Once the Restore button has been clicked, the database will be successfully restored as a confirmation message will be displayed as follows:

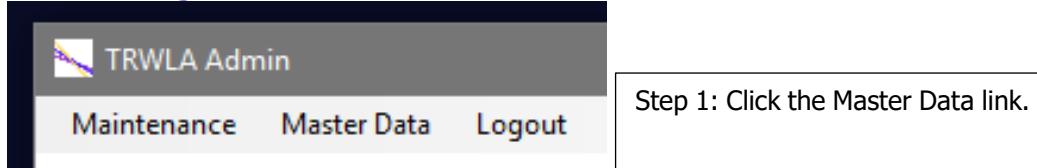


## 3.9 Master Data Function

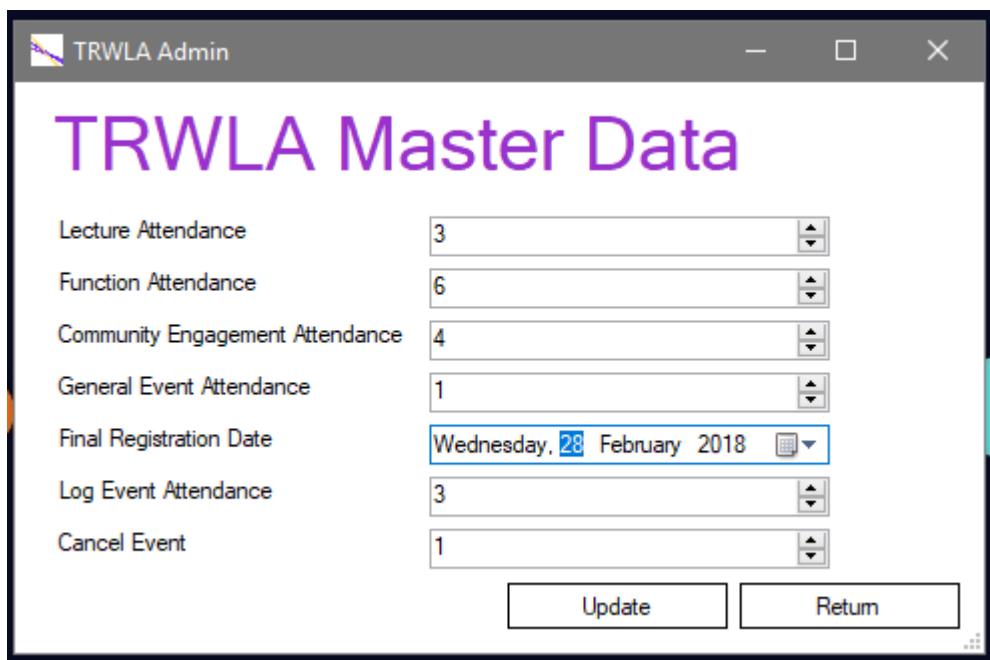
### 3.9.1 Purpose of the function

To change the business rules of the academy as it is decided by the academy, for the students to graduate at the end of each year.

### 3.9.2 Navigation to the master data function



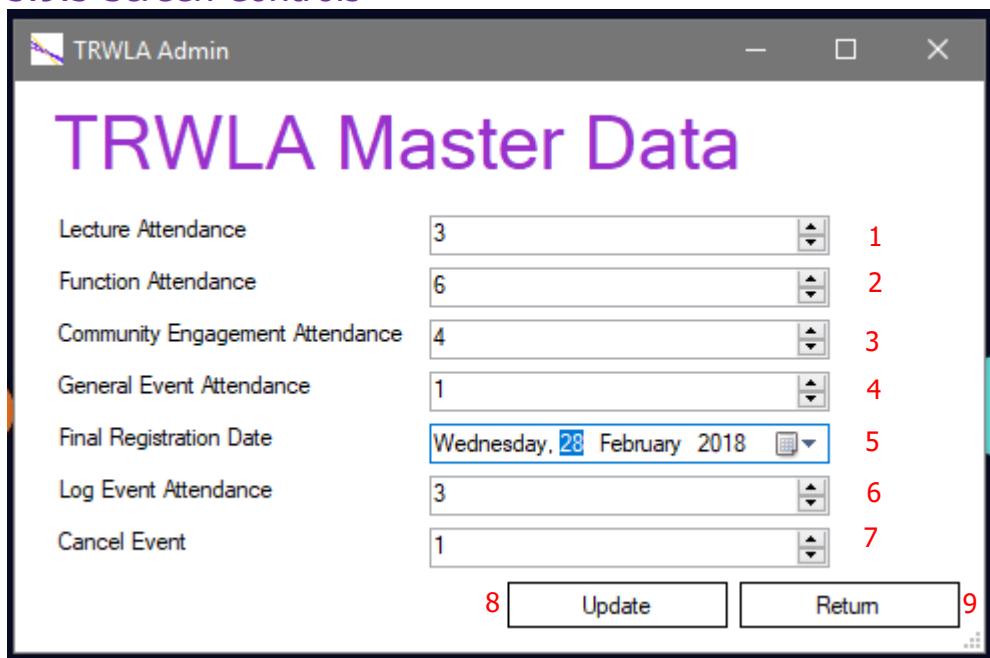
Once the Master Data link has been clicked, the Master Data screen will be displayed as follows:



Lecture Attendance	3
Function Attendance	6
Community Engagement Attendance	4
General Event Attendance	1
Final Registration Date	Wednesday, 28 February 2018
Log Event Attendance	3
Cancel Event	1

Update      Return

### 3.9.3 Screen Controls



Lecture Attendance	3	1
Function Attendance	6	2
Community Engagement Attendance	4	3
General Event Attendance	1	4
Final Registration Date	Wednesday, 28 February 2018	5
Log Event Attendance	3	6
Cancel Event	1	7

8      Update      Return 9



The screen control numbers above will be displayed in detail below:

1. **Lecture Number Picker:** Select the number of lectures that a student needs to attend to graduate from the academy.
2. **Function Number Picker:** Select the number of functions that a student needs to attend to graduate from the academy.
3. **Community Number Picker:** Select the number of community engagements that a student needs to attend to graduate from the academy.
4. **General Event Attendance Picker:** Select the number of general events that a student needs to attend to graduate from the academy.
5. **Final Registration Date Picker:** Select the final date that students can register for the academy.
6. **Log Event Attendance Number Picker:** Select the number of hours before the event begins that a volunteer can log the attendance of a student.
7. **Cancel Event Number Picker:** Select the number of days a volunteer can cancel an event before it takes place.
8. **Update Button:** Click this button if you have changed any of the master data fields.
9. **Return Button:** Click this button if you wish to return to the main menu.



### 3.9.4 Master Data Process

Select the relevant number of days or hours that the academy has decided to change for students to graduate from the academy and for volunteers to effectively control how events are managed. Once you have updated the relevant fields, click the Update button. Once you have clicked the Update button, a confirmation message will be displayed. Click the OK button once this confirmation message has been displayed.

Lecture Attendance: 3  
Function Attendance: 6  
Community Engagement Attendance: 4  
General Event Attendance: 1  
Final Registration Date: Wednesday, 28 February 2018  
Log Event Attendance: 3  
Cancel Event: 1

Step 1: Update the relevant fields you wish to change.  
Step 2: Click the Update button.

Update      Return

Once the Update button has been clicked, a confirmation message will be displayed as follows:

Lecture Attendance: 3  
Function Attendance: 6  
Community Engagement: 4  
General Event Attendance: 1  
Final Registration Date: 2018  
Log Event Attendance: 3  
Cancel Event: 1

Master Data has been updated!  
OK

Step 3: Click the OK button.

Update      Return



## 4. Subsystem Functionality

### 1. User Subsystem

#### 1.1 Check Forgotten Password

##### 1.1.1 Purpose of function:

To allow the user to log into their profile by clicking on a link sent to them via email if they have forgotten their password.

##### 1.1.2 Navigation to forgotten password function:



Log in

Username

Password

[Register as a new user](#)

[Forgot Password](#)

Step 1: Click here

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Step 1: Click on the Forgot Password link as displayed in **Figure 1**.

Step 2: Enter your email address in the textbox provided as displayed in **Figure 2**.

Step 3: Click the **Proceed** Button.

Once the user has clicked the Forgot Password link, the Forgotten Password screen will be displayed as follows:



TRWLA Management System Home About Service Relationships Skills Log in

## Forgot your password?

Lets start the process of getting you a new password.

Email  Step 2: Enter your email address here.

Step 3: Click the proceed button.

© 2017 - TRWLA System Web Application f t i e

Once the system ensures that the email address you have entered, exists in the database, the Security Answer screen will be displayed as follows:

TRWLA Home About Service Relationships Skills Log in

## Security Answer

What is first dogs name? Step 4: Enter the answer to your security question here.

Step 5: Click the Proceed Button.

© 2017 - TRWLA System Web Application f t i e

The security question displayed in the above screen is the question the user specified when they registered on the system. Take note that if the email address entered does not correspond with the email address on the database, the system will not display the user's security question and allow the user to retrieve/ change their password.

Once the Proceed button has been clicked the Reset Password screen will be displayed as follows:



TRWLA Home About Service Relationships Skills

Log in

# Change Password

New Password

© 2017 - TRWLA System Web Application

The above screen will be explained in detail in the Change Password section.



### 1.1.3 Screen Controls

The screenshot shows a "Forgot your password?" page. At the top, there is a navigation bar with "TRWLA Management System" and links for Home, About, Service, Relationships, Skills, Contact, and Gallery. On the far right of the bar is a "Log in" button. Below the bar, the main content area has a large yellow header with the text "Forgot your password?". Underneath, a sub-header says "Let's start the process of getting you a new password." There is an "Email" input field containing "u14284783@tuks.co.za" and a "Proceed" button below it. At the bottom of the page, there is a copyright notice "© 2017 - TRWLA System Web Application" followed by social media icons for Facebook, Twitter, Instagram, and YouTube.

The screen control numbers are explained in detail below:

1. **Email Textbox:** Enter a valid email address here that contains a "@" symbol, valid domain name such as Hotmail / yahoo as well as a valid dot extension. Take note that the email address entered here should be the email address used by the user to register on the system.
2. **Proceed Button:** Click this button once you have entered a valid email address.

The screenshot shows a "Security Answer" page. At the top, there is a navigation bar with "TRWLA" and links for Home, About, Service, Relationships, and Skills. On the far right of the bar is a "Log in" button. Below the bar, the main content area has a large yellow header with the text "Security Answer". Underneath, there is a question "What is first dogs name?" in a text input field. To the right of the input field is a "Proceed" button. A red number "1" is positioned to the left of the input field, and a red number "2" is positioned to the left of the "Proceed" button. At the bottom of the page, there is a copyright notice "© 2017 - TRWLA System Web Application" followed by social media icons for Facebook, Twitter, Instagram, and YouTube.

The screen control numbers are explained in detail below:

1. **Security Answer Textbox:** Enter your security answer to the security question displayed above.
2. **Submit Button:** Click this button once you have entered a valid security answer.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



?

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

#### 1.1.4 Possible system errors:

**Forgot your password?**

Lets start the process of getting you a new password.

- The Email field is required.

Email

Proceed

#### The email is required

##### What this means:

You have not entered an email address in the **Email textbox** provided and have clicked on the Email link button.

##### What to do:

Enter a valid email address linked to your profile into the **Email** textbox and click on the **Email Link** Button.

**Forgot your password?**

Lets start the process of getting you a new password.

- The Email field is not a valid e-mail address.

Email  apples

Proceed

#### What this means:

You have entered an email address in the **Email textbox** that is not a valid email address.

#### What to do:

Enter a valid email address linked to your profile into the **Email** textbox and click on the **Email Link** Button.



## 1.2 Change Password

### 1.2.1 Purpose of the function

For a user to change their password if they feel the need to do so or if they have forgotten their password.

### 1.2.2 Navigation to change password

The screenshot shows the ManageIT dashboard. At the top, there is a navigation bar with 'ManageIT' and links for 'Members', 'Events', and 'Content'. On the right side of the navigation bar is a user icon with a dropdown menu containing 'My Profile', 'Reports', and 'Sign Out'. A callout box labeled 'Step 1: Click the User icon.' points to the user icon. Below the navigation bar, the main content area features the 'ManageIT' logo and tagline 'An Events Management System'. There are two sections: 'Search Events' (with a search bar and filter dropdown) and 'Manage Events' (with a '+' button). Below these are two cards for 'Upcoming TRWLA Events': one for '14 October 2017 Practice' and another for '07 October 2017 Popcorn'. Both cards include event details like time and location.

Once the My profile icon has been clicked, the user's profile will be displayed as follows:



ManageIT Members Events Content ? User

# Vinz's profile

Name Vinz

Surname Durano

Email vinz@tuks.co.za

Date of Birth 03 February 1994

dd --- yyyy

Phone number 0741028963

[Change Password](#)

[Deactivate Account](#)

Step 3: Click the Change Password hyperlink.

Save Back

Once the change your password button is clicked, the following reset your password screen will be displayed:

TRWLA Home About Service Relationships Skills Log in

# Change Password

New Password

Change



## 1.2.3 Screen Controls

TRWLA Home About Service Relationships Skills

Log in

# Change Password

New Password  1 2© 2017 - TRWLA System Web Application [f](#) [t](#) [i](#) [e](#)

The screen control numbers above will be displayed in detail below:

1. **New Password Textbox:** Enter the new password.
2. **Reset Button:** Click this button to reset your password.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



### 1.2.4 Change Password Process

TRWLA Home About Service Relationships Skills

Log in

# Change Password

New Password

Step 1: Enter new password in textbox.

Change

Step 2: Click Change.

© 2017 - TRWLA System Web Application [f](#) [t](#) [o](#) [d](#)

### 1.2.5 Possible System Errors



## 1.3 Deactivate Account

### 1.3.1 Purpose of the function

For a user to delete their account from the system if they no longer attend the academy and no longer need access to the system's functionalities.

### 1.3.2 Navigation to deactivate account

The screenshot shows the ManageIT dashboard. At the top, there is a navigation bar with 'ManageIT' and 'Members', 'Events', and 'Content' dropdowns. On the right side of the navigation bar is a 'User' icon with a dropdown menu containing 'My Profile', 'Reports', and 'Sign Out'. A large watermark for 'ManageIT An Events Management System' is overlaid across the page. Below the navigation bar, there are two sections: 'Search Events' (with a search input and a magnifying glass icon) and 'Manage Events' (with a '+' button and a dropdown menu). Underneath these sections, there is a section titled 'Upcoming TRWLA Events' containing two event cards. The first event card is for '14 October 2017 Practice' at 'Keith's House' from '13:00 to 14:00', with the text 'Look over here and see the wonder you can achieve!'. The second event card is for '07 October 2017 Popcorn' at 'Keith's House' from '15:30 to 16:30', with the text 'Taking a leap forward is the coolest thing!'. A callout box labeled 'Step 1: Click the User icon.' points to the 'User' icon in the top right. Another callout box labeled 'Step 2: Click the My Profile' points to the 'My Profile' option in the dropdown menu.

Once the My profile icon has been clicked, the user's profile will be displayed as follows:



ManageIT Members ▾ Events ▾ Content

? User ▾

# Vinz's profile

**Name** Vinz**Surname** Durano**Email** vinz@tuks.co.za**Date of Birth** 03 February 1994

dd --- yyyy

**Phone number** 0741028963[Change Password](#)[Deactivate Account](#)[Save](#)

Step 3: Click the Deactivate hyperlink.



## 1.3.3 Screen Controls

Name	Vinz	1
Surname	Durano	2
Email	vinz@tuks.co.za	3
Date of Birth	03 February 1994	4
	dd - yyyy	5
Phone number	0741028963	6
<a href="#">Change Password</a>		7
<a href="#">Deactivate Account</a>		8
<input type="button" value="Save"/>		9
<input type="button" value="Return"/>		10

The screen control numbers above are explained in detail below:

**Name textbox:** Enter your first name here.

**Surname textbox:** Enter your last name here.

**Email textbox:** Enter your valid email address here.

**Date Of Birth Date Picker:** Select your date of birth on the calendar here.

**Phone number textbox:** Enter you valid 10-digit phone number here.

**Change password hyperlink:** Click here to change your password.

**Deactivate account hyperlink:** Click this if you want to deactivate your account permanently.

**Save button:** Click this button if you want to save the changes made to your profile.

**Return button:** Click this if you want to return to your main menu

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 1.3.4 Deactivate Account Process

Click the Deactivate Account button. Once this button is clicked, a warning screen will be displayed as will state that you will be deactivating your account permanently. Click on the Confirm button once this screen displays.

Name Vinz

Surname Durano

Email vinz@tuks.co.za

Date of Birth 03 February 1994

dd --- yyyy

Phone number 0741028963

Change Password

Deactivate Account

Step 1: Click this hyperlink.

Save



Once the Deactivate Your Account button has been clicked, a warning screen will be displayed as follows:

The screenshot shows a web application interface. At the top, there is a black navigation bar with the text "TRWLA" and links for "Home", "About", "Service", "Relationships", and "Skills". On the far right of the bar is a "Log in" button. Below the navigation bar, the main content area features a large, bold title "Deactivate Account" in black text. Underneath the title, there is a warning message: "⚠ Are you sure about this? If you deactivate your account all your data will be lost and you cannot get it back again!". To the right of this message is a rectangular button with the text "Deactivate Anyway". In the bottom right corner of the main content area, there is a callout box containing the text "Step 2: Click the Deactivate Anyway button." Below the main content area, at the bottom left, is a copyright notice: "© 2017 - TRWLA System Web Application". To the right of the notice are icons for social media platforms: Facebook (f), Twitter (t), Google+ (g+), and LinkedIn (in).

- Take note that when you click the Confirm button, your account will no longer be on the system and you will no longer have access to the system and its functionalities!



## 1.4 Create User Type

### *1.4.1 Purpose of the function:*

To create different user types that can access the system and make changes to the system accordingly. User Types include Admin, Volunteer and Student at the present moment.

### *1.4.2 Navigation to the User Type function:*

### *1.4.3 Screen Controls:*

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



1.4.4 Create User Type Process:

## 1.5 Update User Type

### 1.5.1 Purpose of the function:

The purpose of update user type function is to edit the existing details relating to a current user type and changing it based on reasons the academy chooses.

### 1.5.2 Navigation to update a user type:



### 1.5.3 Update User Types Process

#### 1.5.4 Screen Controls

1. Description Textbox: Update the user type description here.

#### 1.5.5 Possible System Errors

## 1.6 Delete User Type

### 1.6.1 Purpose of the function:

The purpose of the delete user type function is to delete a user type that is no longer needed by academy and it is no longer assigned to any profile.

### 1.6.2 Navigation to delete user type



### 1.6.3 Delete User Types Process

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

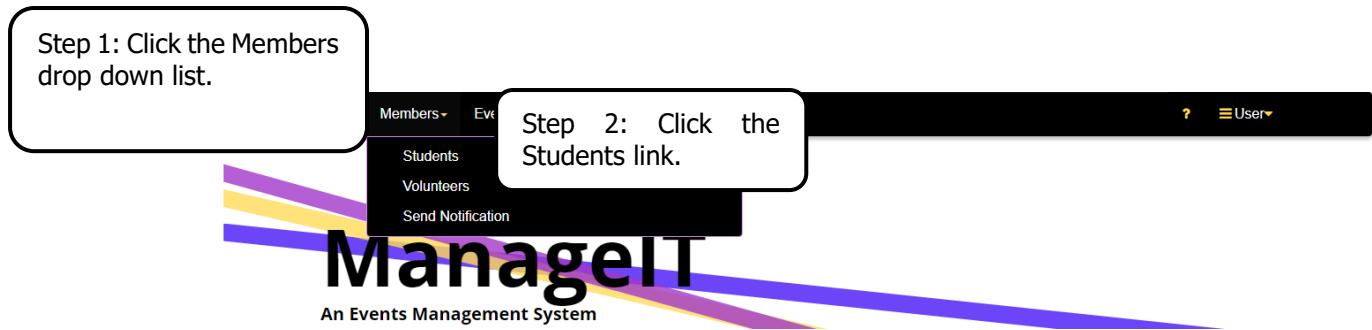


## 1.7 Search Alumni

### 1.7.1 Purpose of the function:

The purpose of the search alumni function is to view a list of students that have already graduated from the academy to invite them to special events that will host them.

### 1.7.2 Navigation to the Search Alumni Function



Once the user has clicked on the Students link, the Student screen will be displayed as follows:

The screenshot shows the "Students" screen. At the top, there is a search bar with fields for "Student Name", a magnifying glass icon, and a sorting icon. Below the search bar, the title "Active Students" is displayed above a table listing five students. The table columns include: Student Number, Name, Surname, Phone Number, Email Address, Date of Birth, Degree, Year Of Study, Res Name, and User Type. The "Graduated Students" section is also visible below the table.

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year Of Study	Res Name	User Type
15213626	Noma123	Hear123	0893123456	<a href="mailto:noma@tuks.co.za">noma@tuks.co.za</a>	07 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina	Student
15213626	Christopher	Moloko	0834074027	<a href="mailto:u15213626@tuks.co.za">u15213626@tuks.co.za</a>	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina	Student
15213626	Cailin	Smiths	0769363737	<a href="mailto:sheisbean@gmail.com">sheisbean@gmail.com</a>	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie	Student
15035892	Cailin	Smiths	0769363737	<a href="mailto:15035892@tuks.co.za">15035892@tuks.co.za</a>	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina	Student

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17045796	Michelle	Swart	0741025896	<a href="mailto:swart@tuks.co.za">swart@tuks.co.za</a>	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student

The table below Graduated Students is a list of all alumni,



### 1.7.3 Screen Controls

The screenshot shows the ManageIT application interface for managing students. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right side of the bar are 'User' and 'Logout' buttons. Below the navigation bar, the word 'Students' is prominently displayed in large black letters. Underneath this, there is a search bar labeled 'Student Name' with a magnifying glass icon (labeled 1) and a sorting icon (labeled 2). A table titled 'Active Students' follows, listing five student records with columns for Student Number, Name, Surname, Phone Number, Email Address, Date of Birth, Degree, Year Of Study, Res Name, and User Type. Each row in the table has an information icon (labeled 3) next to the User Type column. Below the active students table is another table titled 'Graduated Students', which contains one record for a student named Michelle Swart. To the right of the graduated students table is a return icon (labeled 4), which is a square with a left-pointing arrow.

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year Of Study	Res Name	User Type
15213626	Noma123	Hear123	0893123456	noma@tuks.co.za	07 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina	Student
15213626	Christopher	Moloko	0834074027	u15213626@tuks.co.za	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina	Student
15213626	Cailin	Smiths	0769363737	sheisbean@gmail.com	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie	Student
15035892	Cailin	Smiths	0769363737	15035892@tuks.co.za	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina	Student

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student

The screen control numbers are explained in detail below:

1. **Search Student Textbox:** Enter a student's name in the textbox.
2. **Search Button:** Click this button if you have entered search criteria into the Search textbox. The system will display an updated list of alumni and current students based on your search.
3. **Information icon:** Click this icon to view more details about the selected student.
4. **Return Icon:** Click this to return to the main menu.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



### 1.7.4 Search Alumni Process

First enter your search criteria into the Search textbox. Once you have entered your criteria, click on the Search button. The system will then display an updated list of alumni based on your search criteria.

The screenshot shows the ManageIT Students page. At the top, there is a navigation bar with links for ManageIT, Members, Events, Content, Help, and User. The main title "Students" is displayed prominently. Below the title, there is a search form with a "Student Name" input field and a magnifying glass icon. A callout box labeled "Step 1: Enter search details" points to this input field. To the right of the search form, another callout box labeled "Step 2: Click the search button." points to the magnifying glass icon. Below the search form, there are two sections: "Active Students" and "Graduated Students", each containing a table with columns for Student Number, Name, Surname, Phone Number, Email Address, Date of Birth, Degree, Year Of Study, Res Name, and User Type. The "Active Students" section contains four rows of data, and the "Graduated Students" section contains one row of data. A callout box labeled "Step 3: Click the information" points to the "User Type" column for the first student in the "Active Students" table.

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year Of Study	Res Name	User Type
15213626	Noma123	Hear123	0893123456	noma@tuks.co.za	07 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina	Student
15213626	Christopher	Moloko	0834074027	u15213626@tuks.co.za	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina	Student
15213626	Cailin	Smiths	0769363737	sheisbean@gmail.com	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie	Student
15035892	Cailin	Smiths	0769363737	15035892@tuks.co.za	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina	Student

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student

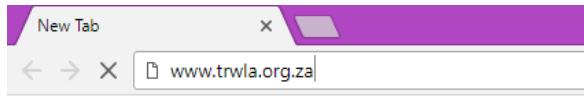


## 1.8 View Static Webpage

### 1.8.1 Purpose of the function:

The purpose of the view static webpage function is for people external to TuksRes Women in Leadership Academy to find out more information about the academy as well as for the members of the academy to log into the system to access its functionalities.

### 1.8.2 Navigation to view the static webpage



Navigate to your browser and enter the TRWLA website address below into the provided search bar and click ENTER on your keyboard.  
Website address: [www.trwla.org.za](http://www.trwla.org.za)



Once the user has navigated to the TRWLA website, the TRWLA static webpage will be displayed as follows:

TRWLA Management System    Home    About    Service    Relationships    Skills    Log in

# TuksRes Women in Leadership Academy

## Background

The TRWLA was founded by University of Pretoria (UP) student, Cyan Brown in 2015. The aim of the academy is to equip first and second year residence and day house female students at UP with life, business and leadership skills in order to foster an environment that allows young female leaders to prosper.

Our society has made large strides towards greater gender equality, however much still needs to be done in order to achieve gender parity. According to the McKinsey Global Insights (MGI) report of September 2015, Sub Saharan Africa scored just 0.57 on its gender parity score, demonstrating an urgent need to advocate for greater gender equality both in the workplace and society. Whilst we recognize that this issue has many layers, one of the aspects that have not shown much progress is that of women in senior leadership positions. It is estimated that the global ratio of female to male in leadership positions is 0.356 according to MGI, thus this academy was established to produce young women capable of changing that statistic for the better.

At the core of the academy are three components: **service, relationships and skills**.

We believe in encouraging students to invest meaningfully in community service to give back to our surroundings and invest in South Africa as well as develop a service driven leadership style. The academy highly values relationships. The culture of cultivating positive relationships in all dimensions is evident throughout the academy. Peer –learning, mentorship, emotional intelligence and teamwork are all integrated into the functioning of the academy at all levels. We aim to provide a powerful network that can be used as a platform for young women to benefit from. In order for young female leaders to succeed professionally as well as challenge the status quo and try and achieve greater gender equality in their communities, we believe in equipping them with as many skills as possible. These focus on three aspects: business, life, and leadership skills.

**We Have a Dream**  
Posted by TuksRes Women in Leadership Academy  
706 Views

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The static website contains all the relevant information about the academy that an external person or member might need to know about the academy. It also acts as a link between the students and the volunteers of the academy.



## 1.8.3 Screen Controls

The screenshot shows the homepage of the TRWLA website. At the top, there is a navigation bar with links for Home, About, Service, Relationships, Skills, and Log in. Below the navigation bar, the title "TuksRes Women in Leadership Academy" is displayed. At the bottom of the page, there is a footer area containing social media icons for Facebook, Twitter, Instagram, and a blog icon, along with the text "© 2017 - TRWLA System Web Application". Red numbers 1 through 12 are overlaid on the image to indicate specific controls or steps.

1. **Home** Navigation bar item: Click this link if you want to return to the Home page of the TRWLA Website. The Home page will be explained in further detail later in the document. See **View Static Webpage** section.
2. **About** Navigation bar item: Click this link if you want to view the details of the academy. See **View Static Webpage** section.
3. **Service** Navigation bar item: Click this link if you want to view what the background of the academy's community service is all about as well as the purpose for the community service. See **View Static Webpage** section.
4. **Relationships** Navigation bar item: Click this link if you would like to view the various networking relationships of the academy. See **View Static Webpage** section.
5. **Skills** Navigation bar item: Click this link if you would like to view what skills the academy teaches its students. See **View Static Webpage** section.
6. **Log in** Navigation bar item: Click this link if you would like to log into the system. See the **Login section** for more detail.
7. **Facebook icon**: Click this icon if you want to be directed to the academy's Facebook page.
8. **Twitter icon**: Click this icon if you want to be directed to the academy's Twitter page.
9. **Instagram icon**: Click this icon if you want to be directed to the academy's Instagram page.
10. **Blog icon**: Click this icon if you want to be directed to the academy's blog page.

## 1.8.4 View Static Webpage Process

Click on any one of the eight links, as displayed above, to view the relevant information relating to that link and to the academy. Each screen related to the links will be explained in detail below.

[Home](#)

Click on the Home link on the navigation bar of the static webpage to view the background information of the academy as well as watch a Facebook video relating to the academy, captioned "We have a dream".

The screenshot shows the TRWLA Management System interface. At the top, there is a navigation bar with links for Home, About, Service, Relationships, Skills, Contact, and Gallery. A blue arrow points from a callout box labeled "Step 1: Click the Home link." to the "Home" link in the navigation bar. To the right of the navigation bar, there is a "Log in" button.



Once the Home link has been clicked, the academy's background information will be displayed as follows:

## Background

The TRWLA was founded by University of Pretoria (UP) student, Cyan Brown in 2015. The aim of the academy is to equip first and second year residence and day house female students at UP with life, business and leadership skills in order to foster an environment that allows young female leaders to prosper.

Our society has made large strides towards greater gender equality, however much still needs to be done in order to achieve gender parity. According to the McKinsey Global Insights (MGI) report of September 2015, Sub Saharan Africa scored just 0.57 on its gender parity score, demonstrating an urgent need to advocate for greater gender equality both in the workplace and society. Whilst we recognize that this issue has many layers, one of the aspects that have not shown much progress is that of women in senior leadership positions. It is estimated that the global ratio of female to male in leadership positions is 0.356 according to MGI, thus this academy was established to produce young women capable of changing that statistic for the better.

At the core of the academy are three components: **service**, **relationships** and **skills**.

We believe in encouraging students to invest meaningfully in community service to give back to our surroundings and invest in South Africa as well as develop a service driven leadership style. The academy highly values relationships. The culture of cultivating positive relationships in all dimensions is evident throughout the academy. Peer –learning, mentorship, emotional intelligence and teamwork are all integrated into the functioning of the academy at all levels. We aim to provide a powerful network that can be used as a platform for young women to benefit from. In order for young female leaders to succeed professionally as well as challenge the status quo and try and achieve greater gender equality in their communities, we believe in equipping them with as many skills as possible. These focus on three aspects: business, life, and leadership skills.



We Have a Dream  
Posted by TuksRes Women in Leadership Academy  
706 Views

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## About

Click on the About link on the navigation bar of the static webpage to view the purpose of the academy as well as the requirements needed for students to graduate from the academy.



TRWLA Management System

Home   About   Service   Relationships   Skills   Contact   Gallery

Log in

Step 1: Click the About link.



Once the user has clicked on the About link, the academy's purpose and requirements will be displayed as follows:

# About

## About TRWLA

The TRWLA is a non-profit organisation based in the University of Pretoria. The aim of the TRWLA is to equip young women in university with the life, business and leadership skills in order to thrive as female leaders in their communities.

All women in first and second year of res are invited to participate in the TRWLA's year long leadership course, free of charge. The TRWLA is open to all female residences(including day houses) at the University of Pretoria.



## TRWLA Requirements

There are no requirements to apply for the TRWLA, but in order to graduate from the TRWLA students must:

- Attend 5 out of 6 content lessons.
- Attend one community service event.
- Attend the Gender Based Violence workshop.
- Attend at least 2 OTHER events/workshop (Excluding GBV workshop).



At the end of the academic year, all students that have completed the course are celebrated at the TRWLA awards ceremony and graduation, and are awarded a certificate of completion.

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## Service

Click on the service link on the navigation bar of the static webpage to view the academy's view on community service with girls in schools and how they train their students to teach other girls what they have been taught.

TRWLA Management System [Home](#) [About](#) [Service](#) [Relationships](#) [Skills](#) [Contact](#) [Gallery](#) [Log in](#)

Step 1: Click the service link.



Once the user has clicked on the service link, the academy's view on community service will be displayed as follows:

# Community Service

## Background

According to the Women in Leadership Census undertaken by the Businesswomen's Association in 2012, women make up 52% of the South African population but account for just 3.6% of CEO positions, 5.5% of chairperson positions, 17.1% of directorships and 21.4% of executive management positions. From this survey it is evident that there is a need for the current status quo to be changed, for more women to pursue higher levels of education, for more opportunities to be created for women and for societal structures regarding the roles of men and women to be changed in our country.

The University of Pretoria lies in close range of a number of underprivileged government schools in the city. Many of these schools foster young women who are full of leadership potential, but who do not receive the necessary cultivation and development of such skills. These young women often struggle to complete their schooling up to and including matric level and are either unable to qualify for university, fund university fees or find other work to make a success of their futures. Coming from backgrounds of low socio-economic status, opportunities for their futures are limited and these limitations are exacerbated by a lack of motivation as a result.

In a male dominated African culture, many of these women are pacified and they are not encouraged to lead in any capacity. They are not challenged to pursue tertiary education or aim for managerial positions in the business world.

This community engagement project therefore targets young women from grades 11-12 in local, underprivileged schools in Pretoria – aiming to develop leadership skills and ambitious attitudes that will encourage an increase in the number and quality of female leaders in our country. As our country strives towards gender equality, the emerging need for strong female leaders is evident.

The need for a project such as this was demonstrated by the overwhelming response and voluntary enrollment of first year residence women in the TRWLA in its first year of implementation in 2015. This stressed the need for such skills and knowledge to be developed not only at university level but also pre-university levels.

In order to graduate from TRWLA, students must attend **AT LEAST** one community service event.

## Project Goal

To empower and develop leadership qualities and attitudes within the TRWLA participants as well as adolescent females in local underprivileged schools – encouraging and improving female leadership in our country as a result.

## Project Objectives

- Emphasize the importance of servant leadership within a holistic approach to the leadership program.
- To instill hearts of humility and selflessness in the ladies of our academy.
- To allow ladies in the academy to exercise their newly gained knowledge and skills from the program and solidify their own learning through teaching.
- To equip and mobilize women to initiate their own community outreach programs.
- To empower younger female adolescents in leadership development, basic life skills and post- schooling opportunity awareness.
- To lay a solid leadership foundation in our underprivileged female adolescents to promote good decision making, skills and motivation to achieve brighter futures.
- To develop a sustainable program with strong, positive relations with the schools involved.

 For more information about TRWLA community service contact: [service@trwla.co.za](mailto:service@trwla.co.za)

## Relationships

Click on the relationships link on the navigation bar of the static webpage to view the type of events that the academy hosts for their students to network and gain the necessary skills which is needed in our society.



Step 1: Click the relationships link.

Once the user has clicked the relationships link, the academy's events to network will be displayed as follows:

## Relationships & Networking

### Building a Network

The academy highly values relationships. The culture of cultivating positive relationships in all dimensions is evident throughout the academy. Peer-learning, mentorship, emotional intelligence and teamwork are all integrated into the functioning of the academy at all levels. We aim to provide a powerful network that can be used as a platform for young women to benefit from.

The students of TRWLA are encouraged to build their relationships and widen their networks by engaging in the **events**, **workshops** and **mentorship** provided by TRWLA.

#### Events

TRWLA hosts a variety of guest speaker events throughout each academic year with the aim of cultivating students' skills and widening their network. Examples of guest speaker event themes include:

- Women in business.
- Women in education.
- Influential South African women.
- Reputation and branding.
- Vision as a leader.

#### Workshops

TRWLA students are invited and encouraged to engage in interactive workshops such as:

- Gender Based Violence and Rape Workshop hosted in conjunction with **POWA**.
- Public Speaking Workshop.
- Working World Workshop on CV Writing.

In order to graduate, TRWLA students **MUST** attend the Gender Based Violence Workshop **AND** at least 2 other events.

#### Mentorship

TRWLA Management takes the role of acting as mentors for facilitators, whilst facilitators are tasked with building mentorship relationships with TRWLA students in res. The students of the academy will then have an opportunity to mentor the schoolgirls that they work with in the community service chapter. Mentorship and role modelling are taught as a skill in content lessons.

✉ For more information about events and networking contact: [events@trwla.co.za](mailto:events@trwla.co.za)

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## Skills

Click on the skills link on the navigation bar of the static webpage to view the type of skills that the academy teaches its students.

Step 1: Click the skills link.



Once the user has clicked on the skills link, the academy's skills which they teach their students will be displayed as follows:

# Skills

## Skills

Skills are taught and developed in the content lessons, guest speaker sessions and workshops held by the TRWLA throughout the year. These focus on business, leadership and life skills.

Each residence is assigned a facilitator who will carry out 6 content lessons with her individual residence. In order to graduate from the TRWLA, students must attend **AT LEAST 5** out of the 6 content lessons. Content lessons taught by the facilitators include themes & topics such as:



### Who am I?

- How do I define myself in the context of university
- Where do I fit in? (background, aspirations, involvement)
- Personality
- Where am I going?
- Managing myself (time/life)
- Self care
- Self worth
- Boundaries



### Women in Society

- Feminism
- Diversity
- Gender-based challenges (violence/discrimination, a society where women empower women etc)
- Confidence
- Stereotypes
- My story as a woman
- Building support structures
- What holds us back as women



### Leadership Identity

- Who I am as a leader
- Preparing myself for leadership
- Growing into leadership—knowing my leadership DNA
- Opportunities for exposure and experience



### Women in the Workplace

- Women in business
- Preparing for employment (preparing CV, branding, interview, job-seeking, opportunities)
- Work skills
- Budgeting

For more information about facilitators contact: [management@trwla.co.za](mailto:management@trwla.co.za)

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## 1.9 Register User

### 1.9.1 Purpose of the function:

The purpose of the register user function is so that students that wish to join the academy can register as a user on the system and have access to the system's functionalities such as being invited to various events and having access to the content made available to them through the volunteers. Volunteers such as facilitators and directors can also register on the system to control the system and create various features.

### 1.9.2 Navigation to the register user function

TRWLA Home About Service Relationships Skills Log in

# Log in

Username

Password

[Register as a new user](#)  
[Forgot Password](#)

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Once the user has clicked on the Register as a new user link, the Register selection screen will display with the following layout:



TRWLA Home About Service Relationships Skills

Log in

# Sign Up!

Please select whether you are signing up as Student or Volunteer.

[Register as a Volunteer](#) [Register as a Student](#)

Step 3: Click on the relevant option that is applicable to you.

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Once the user has selected the applicable button, the Registration screen applicable to the user type will be displayed.

### 1.9.3 Registration Process

#### Student Registration

Once the student user has clicked on the Register as a Student button, the Registration screen applicable to the student will be displayed as follows:

**TRWLA** Home About Service Relationships Skills

Log in

# Student Registration

Username:

Password:

Name:

Surname:

Student Number:

Email:

Phone Number:

Date of Birth:  dd --- yyyy

Academic Commencement Date:  dd --- yyyy

Degree:

Residence:  Nerina ▾



Once the Register button has been clicked, the Security Question screen will be displayed as follows:

TRWLA Management System Home About Service Relationships Skills Contact Gallery

Log in

## Student Registration

Username:	<input type="text" value="Lillyflower"/> 1
Password:	<input type="password" value="*****"/> 2
First Name:	<input type="text" value="Lilian"/> 3
Last Name:	<input type="text" value="Bauery"/> 4
Student Number:	<input type="text" value="12384759"/> 5
Email:	<input type="text" value="baur@twrla.co.za"/> 6
Phone Number:	<input type="text" value="0758963248"/> 7
Date of Birth:	<input type="text" value="1993/07/16"/> 8
Academic Commencement Date:	<input type="text" value="2014/01/01"/> 9
Degree:	<input type="text" value="BEng.Civil"/> 10
Residence:	<input type="text" value="Klaradyn"/> 11
<input type="button" value="Register"/> 12	



The screen control numbers above are explained in detail below:

1. **Username Textbox:** Enter your preferred username in this textbox. **Note** that you will must use this username to log into the system on future occasions.
2. **Password Textbox:** Enter your preferred password in this textbox. It should preferably be 8 characters or more, consist of at least one Capital letter, one number and one symbol. **Note** that you will have to use this password to log into the system on future occasions.
3. **First Name Textbox:** Enter your first name here.
4. **Last Name Textbox:** Enter your last name here.
5. **Student Number Textbox:** Enter your eight-digit student number here assigned to you by the University of Pretoria when you first registered.
6. **Email Textbox:** Enter a valid email address here which includes an @ symbol.
7. **Phone Number Textbox:** Enter your phone number here whether it be a local South African number or an International Phone number.
8. **Date of Birth Date Picker:** Expand the calendar and select your date of birth from the calendar or type in your date of birth in the space provided.
9. **Academic Commencement Date Picker:** Expand the calendar and select your academic date of commencement at the University of Pretoria or type in the date in the space provided.
10. **Degree Textbox:** Enter the name of your degree here.
11. **Residence Drop down list:** Expand the residence drop down list and select which residence you reside at.
12. **Register Button:** Click this button if you have entered all the necessary information in the fields above.



## 1.9.5 Possible system errors for registering a student

TRWLA Management System Home About Service Relationships Skills Contact Gallery

Log in

# Student Registration

**Username:**   
A Username is Required**Password:**   
A Password is Required**Name:**   
Your Name is required**Surname:**   
Your Surname is required**Student Number:**   
Your Student Number is Required**Email:**   
Your Email address is required**Phone Number:**   
Your Phone Number Required!**Date of Birth:**  yyyy/mm/dd  
Your Date of Birth is required**Academic Commencement Date:**  yyyy/mm/dd  
This field is required**Degree:**   
The degree field is required**Residence:**  None ▾**Register**© 2017 - TRWLA System Web Application [f](#) [t](#) [o](#) [e](#)

Error: "The ### is required"

**What this means:**

There are fields that are empty but are required for registration purposes.

**What to do:**

Enter the missing information in the required fields and then click the **Register** button.



## Student Registration

Username:	<input type="text"/>	A Username is Required
Password:	<input type="password"/>	A Password is Required
Name:	<input type="text"/>	Your Name is required
Surname:	<input type="text"/>	Your Surname is required
Student Number:	<input type="text"/>	Your Student Number is Required
Email:	<input type="text"/>	Your Email address is required
Phone Number:	<input type="text"/>	Your Phone Number Required!
Date of Birth:	<input type="text"/> yyyy/mm/dd	Your Date of Birth is required
Academic Commencement Date:	<input type="text"/> yyyy/mm/dd	This field is required
Degree:	<input type="text"/>	The degree field is required
Residence:	<input type="text"/> None	

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Error: "The ### is not valid".

**What this means:**

There are fields that are not in the correct format.

**What to do:**

Enter the information in the correct format as follows:

Student number: Must be 8 characters long.

Email: Must have an "@" symbol next to a valid domain name such as Hotmail, yahoo etc. as well as a valid extension such as .com or.co.za.

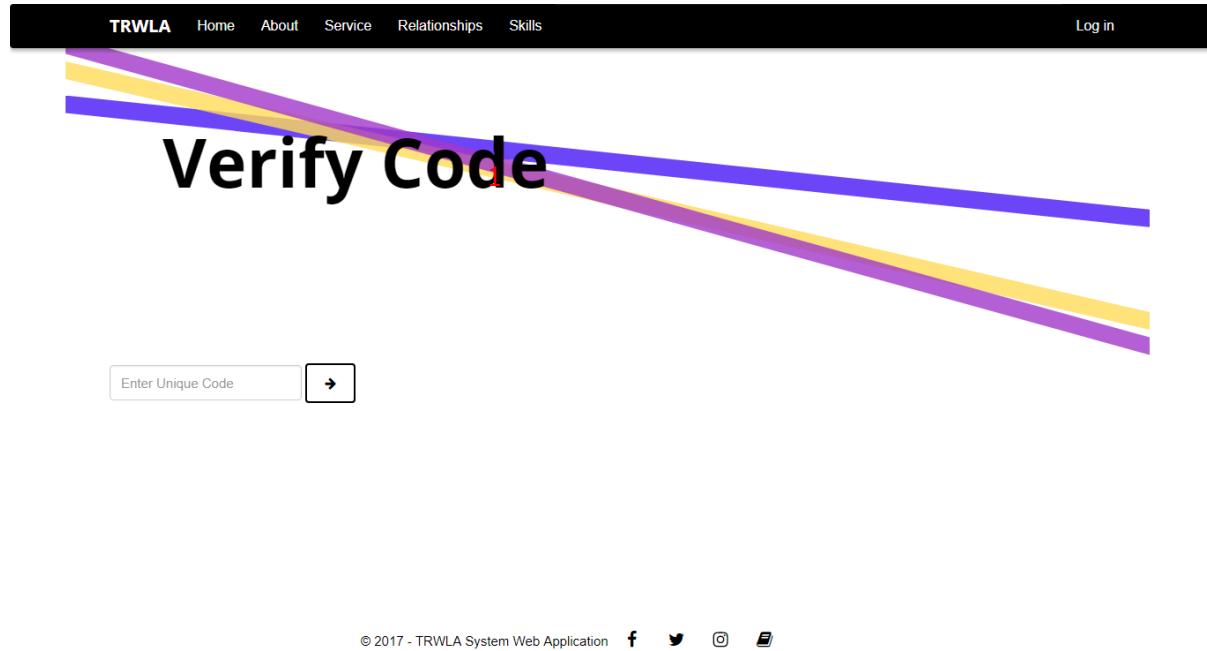
Phone number: The number must be more than 10 characters.



## 1.9.6 Registration Process for registering a volunteer

### Volunteer registration

Once the volunteer user has clicked on the Register as a Volunteer button, the Unique Code screen will display for the volunteer to enter the unique code assigned to them by an admin member and the screen is displayed as follows:



The screenshot shows a web page titled "Verify Code". At the top, there is a navigation bar with links for "TRWLA", "Home", "About", "Service", "Relationships", "Skills", and "Log in". Below the title, there is a large input field labeled "Enter Unique Code" with a placeholder text "Enter Unique Code" and a right-pointing arrow button next to it. At the bottom of the page, there is a copyright notice "© 2017 - TRWLA System Web Application" followed by social media icons for Facebook, Twitter, Instagram, and YouTube.

Step 1: The volunteer will enter the unique code given to them into the ***Code textbox***.

Step 2: The volunteer will then click the ***Verify button*** where the system will verify if the code is correct and will display the ***Volunteer Registration screen***.



## 1.9.5 Screen Controls Register Volunteer

TRWLA Home About Service Relationships Skills

Log in

# Volunteer Registration

Username:	<input type="text"/>
Password:	<input type="password"/>
Name:	<input type="text"/>
Surname:	<input type="text"/>
Email:	<input type="text"/>
Date of Birth:	<input type="text"/> dd --- yyyy
Phone Number:	<input type="text"/>

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## 1.9.6 Possible Screen Errors for registering a volunteer

TRWLA Management System Home About Service Relationships Skills Contact Gallery

Log in

# Volunteer Registration

Username: 

A Username is required

Password: 

A Password is Required

Name: 

Your Name is required

Surname: 

Your Name is required

Email: 

Your Email address is required

Date of Birth:  yyyy/mm/dd

Your Date of Birth is required

Phone Number: 

Phone Number Required!

Register

© 2017 - TRWLA System Web Application [f](#) [t](#) [i](#) [e](#)**A venue username is required**

What this means:

You haven't entered a username. You cannot leave the username textbox empty as it is a required field.

What to do:

Enter a username

**A venue password is required**

What this means:

You haven't entered a password. You cannot leave the username textbox empty as it is a required field.

What to do:

Enter a password

**Your name is required**

What this means:

You haven't entered a name. You cannot leave the name textbox empty as it is a required field.

What to do:

Enter a name

**Your surname is required**

What this means:

You haven't entered a surname. You cannot leave the surname textbox empty as it is a required field.

What to do:

Enter a surname

**Your email address is required**

What this means:

You haven't entered an email. You cannot leave the email textbox empty as it is a required field.

What to do:

Enter an email address

**Your date of birth is required**

What this means:

You haven't selected a date of birth. You cannot leave the date of birth field empty as it is a required field.

What to do:

Choose a date of birth.

**Your phone number is required**

What this means:

You haven't entered a phone number. You cannot leave the phone number textbox empty as it is a required field.

What to do:

Enter a phone number



## 2. Volunteer Subsystem

### 2.1 Search Volunteer

#### 2.1.1 Purpose of the function

The purpose of searching for a volunteer is for members of the academy to view a volunteer's details such as their email address or phone number. It is also a way for the directors of the academy to keep track of all the volunteers and assign them to residences respectively.

#### 2.1.2 Navigation to the search volunteer function

As a volunteer searching for another volunteer:

Step 1: Click the **Members drop down list** on the navigation bar to expand its options.

Step 2: Click on the **Volunteers link** to display the Volunteers screen.

As a student searching for a volunteer:

Step 1: Click on the **Volunteers link** on the navigation bar.

Once the user has clicked on the **Volunteers link**, the Volunteers screen will be displayed as follows:

Volunteer user:

ManageIT Members Events Content ? User

# Volunteers

Volunteer Name

**Active Volunteers**

Name	Surname	Phone Number	Email Address	Date of Birth	Action
Vinz	Durano	0741028963	vinz@tuks.co.za	03 Feb 1994	
Sarah	Swart	0821478961	sarah@tuks.co.za	08 Feb 1995	
Christine	Oakesh	0834074027	u15213626@tuks.co.za	07 Oct 2017	
Amololo	Amololo12	0834074027	amo@gmail.com	07 Oct 2017	
Christine	Oakesish	0834074027	u14213626@tuks.co.za	18 Oct 1996	

Student user:

ManageIT Home Volunteers Content ? User

# Volunteers

Volunteer Name

**Active Volunteers**

Name	Surname	Phone Number	Email Address	Date of Birth	Action
Vinz	Durano	0741028963	vinz@tuks.co.za	03 Feb 1994	
Sarah	Swart	0821478961	sarah@tuks.co.za	08 Feb 1995	
Christine	Oakesh	0834074027	u15213626@tuks.co.za	07 Oct 2017	
Amololo	Amololo12	0834074027	amo@gmail.com	07 Oct 2017	
Christine	Oakesish	0834074027	u14213626@tuks.co.za	18 Oct 1996	



### 2.1.3 Screen Controls

Volunteer user:

The screenshot shows the 'Volunteers' section of the ManageIT application. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user profile icon. The main title 'Volunteers' is displayed prominently. Below the title is a search bar with a placeholder 'Volunteer Name', a magnifying glass icon for 'Search', and a grid icon for 'View Types'. A table titled 'Active Volunteers' lists six entries with columns for Name, Surname, Phone Number, Email Address, Date of Birth, and an information icon. At the bottom right of the table is a 'Return' button. Red numbers 1 through 5 are overlaid on the interface to identify specific controls.

Name	Surname	Phone Number	Email Address	Date of Birth	
Vinz	Durano	0741028963	vinz@tuks.co.za	03 Feb 1994	<b>4</b> ⓘ
Sarah	Swart	0821478961	sarah@tuks.co.za	08 Feb 1995	ⓘ
Christine	Oakesh	0834074027	u15213626@tuks.co.za	07 Oct 2017	ⓘ
Amololo	Amololo12	0834074027	amo@gmail.com	07 Oct 2017	ⓘ
Christine	Oakesish	0834074027	u14213626@tuks.co.za	18 Oct 1996	ⓘ

The screen control numbers will be explained in detail below:

1. **Volunteer Name Textbox:** Enter the name of a volunteer that you would like to view.
2. **Search Button:** Click this button to search for the volunteer after you have entered their details in the Find by name textbox.
3. **View Volunteer Types Button:** Click this button if you would like to view all the existing volunteer types that the academy has.
4. **Information icon:** Click this icon if you would like to view the specific volunteer's details.
5. **Return Button:** Click this button if you wish to return to your main menu.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

**!** Tip: Don't know what an icon means? Hover over the icon to see what the control does.

**Student user:**

1  
Volunteer Name  2

Name	Surname	Phone Number	Email Address	Date of Birth
Vinz	Durano	0741028963	vinz@tuks.co.za	03 Feb 1994
Sarah	Swart	0821478961	sarah@tuks.co.za	08 Feb 1995
Christine	Oakesh	0834074027	u15213626@tuks.co.za	07 Oct 2017
Amololo	Amololo12	0834074027	amo@gmail.com	07 Oct 2017
Christine	Oakesish	0834074027	u14213626@tuks.co.za	18 Oct 1996

The screen control numbers will be explained in detail below:

1. **Volunteer Name Textbox:** Enter a volunteer's name in the textbox to search for them on the system and view their details.
2. **Search Button:** Click this button once you have entered a volunteer's name in the Find by name textbox.
3. **Information icon:** Click this icon if you want to view a specific volunteer's details.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



## 2.2 Update Volunteer

### 2.2.1 Purpose of the function

The purpose of the update a volunteer function is for the volunteer to update their details on the system.

### 2.2.2 Navigation to the update volunteer function



Step 1: Click the **My Profile icon** on the navigation bar in order to edit your details.

Once the volunteer has clicked on the My Profile icon, the volunteer's profile will be displayed in editable format for them to update their details accordingly.

A screenshot of a profile editing page. At the top, there is a navigation bar with "ManageIT", "Members", "Events", "Content", a question mark icon, and a user icon. The main title "Vinz's profile" is centered above a form. The form contains the following fields:

Name	Vinz
Surname	Durano
Email	vinz@tuks.co.za
Date of Birth	03 February 1994
	dd --- yyyy
Phone number	0741028963

Below the form are two small links: "Change Password" and "Deactivate Account". At the bottom right are two buttons: "Save" and a back arrow icon.



### 2.2.3 Screen Controls

The screenshot shows the ManageIT profile editing screen for a user named Vinz. The screen has a black header with navigation links: ManageIT, Members, Events, Content, ?, and User. The main title is "Vinz's profile". Below the title are several input fields and controls:

- Name:** Vinz (marked with red number 1)
- Surname:** Durano (marked with red number 2)
- Email:** vinz@tuks.co.za (marked with red number 3)
- Date of Birth:** 03 February 1994 (marked with red number 4)
- Phone number:** 0741028963 (marked with red number 5)
- Change Password:** Link (marked with red number 6)
- Deactivate Account:** Link (marked with red number 7)
- Save Button:** A button labeled "Save" (marked with red number 8)
- Return Button:** A button with a left arrow icon (marked with red number 9)

The screen control numbers will be explained in detail below:

1. **Name Textbox:** Enter your first name here.
2. **Surname Textbox:** Enter your surname here.
3. **Email Textbox:** Enter your valid email address here.
4. **Date of Birth Textbox:** Enter your date of birth in the format displayed on the screen below the textbox.
5. **Phone Number Textbox:** Enter a valid phone number here.
6. **Change Password Link:** Click this link if you wish to change your password.
7. **Deactivate Account link:** Click this link if you wish to deactivate your account.
8. **Save Button:** Click this button if you want to save the changes you have made to your profile.
9. **Return Button:** Click this button if you want to return to your main menu screen.

Take note that volunteers can only edit their own profiles and it cannot be edited by an admin member.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



## 2.2.4 Possible system errors

ManageIT Members Events Content ? User

## Vinz's profile

Name Vinz  
The First Name must be at least 6 characters long.

Surname Durano

Email vinz@tuks  
The Email field is not a valid e-mail address.

Date of Birth yyyy/mm/dd  
Your Date of Birth is required

Phone number 0741028963

Save

Danger Zone

Deactivate Your Account Change Your Password

Return

**Your first name must be at least 5 characters long**

What this means:  
You haven't entered a long enough name.

What to do:  
Enter a name longer than 6 characters long.

**The email field is not a valid email address**

What this means:  
You haven't entered a valid email address

What to do:  
Enter a valid email address

**Your date of birth is required**

What this means:

You haven't entered a date of birth.  
You cannot leave the date of birth field  
empty as it is a required field.

What to do:

Enter a date of birth date



## 2.3 Delete Volunteer

### 2.3.1 Purpose of the function:

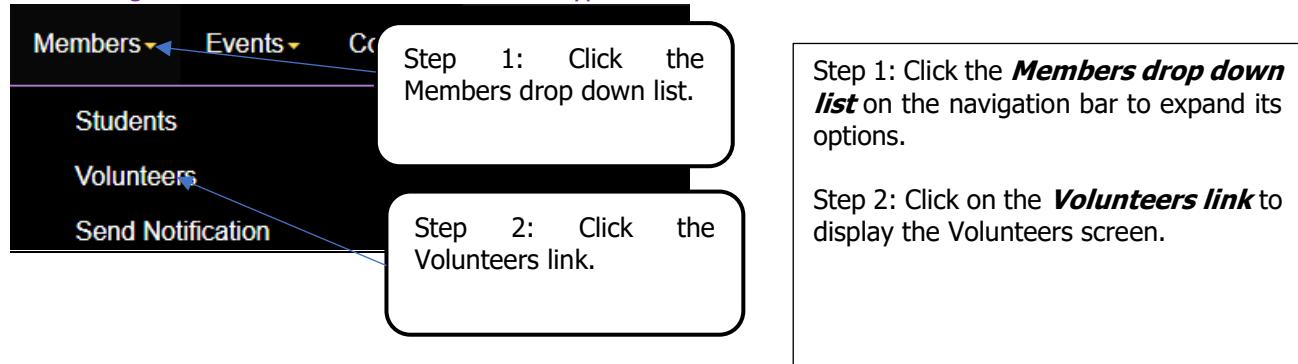
The purpose of deleting a volunteer from the system is if the volunteer no longer works at the academy and therefore no longer needs access to the system. Please refer to the deactivate account section. Admin members may not delete another volunteer but a volunteer can only deactivate their own account. This is for safety purposes as to not lose unnecessary data regarding volunteers.

## 2.4 Create Volunteer Type

### 2.4.1 Purpose of the function

The purpose of creating a volunteer type is to assign these volunteer types to volunteers. The various volunteer types include facilitators, directors, mentors and board members. Therefore, the purpose is to create a new type if a new type of volunteer arises.

### 2.4.2 Navigation to the creation of a volunteer type





Once the user has clicked on the **Volunteers link**, the **Volunteers screen** will be displayed as follows:

The screenshot shows a web application interface for managing volunteers. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', a help icon, and a user profile icon. The main title 'Volunteers' is prominently displayed in large, bold letters. Below the title is a search bar with a placeholder 'Volunteer Name', a search button, and a filter button. A section titled 'Active Volunteers' contains a table with the following data:

Name	Surname	Phone Number	Email Address	Date of Birth	Action
Vinz	Durano	0741028963	vinz@tuks.co.za	03 Feb 1994	
Sarah	Swart	0821478961	sarah@tuks.co.za	08 Feb 1995	
Christine	Oakess	0834074027	u15213626@tuks.co.za	07 Oct 2017	
Amololo	Amololo12	0834074027	amo@gmail.com	07 Oct 2017	
Christine	Oakesish	0834074027	u14213626@tuks.co.za	18 Oct 1996	

A small back arrow icon is located at the bottom right of the table area.



### 2.4.3 Screen Controls

The screenshot shows the 'Volunteers' section of the ManageIT application. At the top, there's a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user profile icon. The main title 'Volunteers' is displayed prominently. Below the title is a search interface with a 'Volunteer Name' input field, a 'Search' button (numbered 2), and a 'View Types' button (numbered 3). A table titled 'Active Volunteers' lists several individuals with their details: Name, Surname, Phone Number, Email Address, and Date of Birth. Each row has a 'View' icon (numbered 4) at the end. At the bottom right of the table area is a 'Return' button (numbered 5).

The screen control numbers will be explained in detail below:

1. **Volunteer name Textbox:** Enter the name of a volunteer that you would like to view.
2. **Search Button:** Click this button to search for the volunteer after you have entered their details in the Find by name textbox.
3. **View Volunteer Types Button:** Click this button if you would like to view all the existing volunteer types that the academy has.
4. **Information icon:** Click this icon if you would like to view the specific volunteer's details.
5. **Return Button:** Click this button if you wish to return to your main menu.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



## 2.4.4 Create Volunteer Type Process

ManageIT Members ▾ Events ▾ Content ? User ▾

# Volunteers

Step 1: Click the Volunteer Types button.

Volunteer Name

Active Volunteers					
Name	Surname	Phone Number	Email Address	Date of Birth	Action
Vinz	Durano	0741028963	vinz@tuks.co.za	03 Feb 1994	
Sarah	Swart	0821478961	sarah@tuks.co.za	08 Feb 1995	
Christine	Oakesh	0834074027	u15213626@tuks.co.za	07 Oct 2017	
Amololo	Amololo12	0834074027	amo@gmail.com	07 Oct 2017	
Christine	Oakesish	0834074027	u14213626@tuks.co.za	18 Oct 1996	

Once the user has clicked on the View Volunteer Type button, the Volunteer Types screen will be displayed as follows:

ManageIT Members ▾ Events ▾ Content ? User ▾

# Volunteer Types

Search Volunteer Types  
Name of Volunteer Type

Volunteer Type
Facilitator
Mentor

Step 2: Click the Add button.

Once the user has clicked on the Add button, the Create Volunteer Type screen will be displayed as follows:



ManageIT Members▼ Events▼ Content

? User▼

# Create a New Volunteer Type

Description

Step 3: Enter a description here.

Step 4: Click the Save button.

Save

←

Once the user has clicked on the save button, the volunteer type will be successfully created and will be displayed in the list of current volunteer types. The new volunteer type can now be assigned to members of the academy on the system.

Take note that only admin members have the functionality to create a volunteer type.

## 2.4.5 Possible system errors

ManageIT Members▼ Events▼ Content

? User▼

# Create a New Volunteer Type

Description

A Description is Required

Create

Return

### A description is required

What this means:

You haven't entered a volunteer type description

What to do:

Enter a volunteer type description

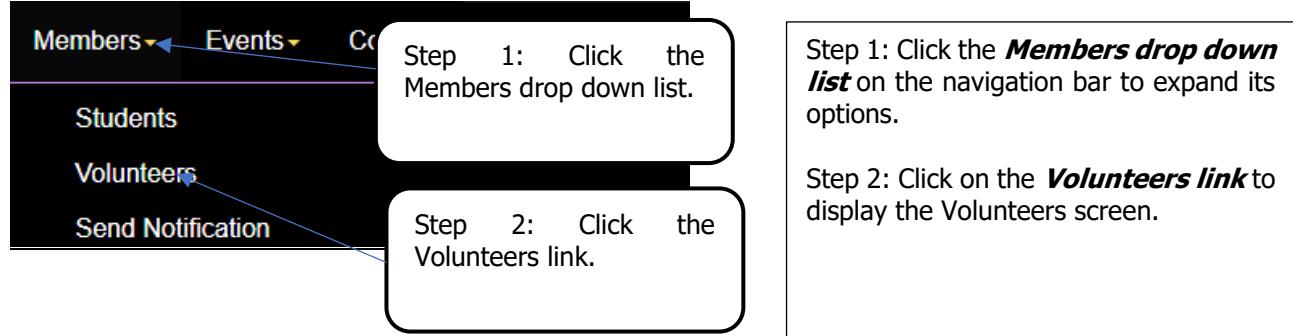


## 2.5 Search Volunteer Type

### 2.5.1 Purpose of the function:

The purpose of searching for the volunteer type is for a user to view what types of volunteer types currently exist on the system.

### 2.5.2 Navigation to the search of a volunteer type





Once the user has clicked on the **Volunteers link**, the **Volunteers screen** will be displayed as follows:

The screenshot shows a web application interface. At the top is a navigation bar with the "ManageIT" logo, "Members", "Events", "Content", a help icon, and a user dropdown. Below the navigation bar is a large title "Volunteers". Underneath the title is a search bar with a placeholder "Volunteer Name", a magnifying glass icon, and a sorting icon. A section titled "Active Volunteers" contains a table with the following data:

Name	Surname	Phone Number	Email Address	Date of Birth	Action
Vinz	Durano	0741028963	vinz@tuks.co.za	03 Feb 1994	
Sarah	Swart	0821478961	sarah@tuks.co.za	08 Feb 1995	
Christine	Oakesh	0834074027	u15213626@tuks.co.za	07 Oct 2017	
Amololo	Amololo12	0834074027	amo@gmail.com	07 Oct 2017	
Christine	Oakesish	0834074027	u14213626@tuks.co.za	18 Oct 1996	

At the bottom right of the table area is a back arrow icon.

Once the Volunteers screen has been displayed, the user will click on the View Volunteer Types button and the volunteer types screen will be displayed as follows:

The screenshot shows a web application interface. At the top is a navigation bar with the "ManageIT" logo, "Members", "Events", "Content", a help icon, and a user dropdown. Below the navigation bar is a large title "Volunteer Types". Underneath the title is a search bar with a placeholder "Name of Volunteer Type", a magnifying glass icon, and a sorting icon. A section titled "Search Volunteer Types" contains a table with the following data:

Volunteer Type	Action
Facilitator	
Mentor	

At the bottom right of the table area are two buttons: a plus sign icon and a back arrow icon.



## 2.5.3 Screen Controls

The screenshot shows the 'Volunteer Types' section of the ManageIT application. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user profile icon. Below the navigation bar, the title 'Volunteer Types' is displayed in large, bold letters. Underneath the title, there is a search bar labeled 'Search Volunteer Types' with a placeholder 'Name of Volunteer Type' and a magnifying glass icon. To the right of the search bar is a red number '2'. Below the search bar, there is a table with two rows. The first row has a single cell containing 'Facilitator' with a red number '3' to its left. The second row has two cells, one containing 'Mentor' and another containing a small circular icon with a dot, with a red number '4' to its left. At the bottom right of the table area are two buttons: a red '+' button with a red number '4' to its left and a red left arrow button with a red number '5' to its left.

The screen control numbers will be explained in detail below:

1. **Name of Volunteer Type Textbox:** Enter a volunteer type description here.
2. **Search Button:** Click this button after you have entered the volunteer type description in the textbox.
3. **Information icon:** Click this icon if you would like to view the details of the volunteer type.
4. **Add Button:** Click this button if you wish to add a new volunteer type.
5. **Return Button:** Click this button if you wish to return to the Volunteers screen.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



## 2.5.4 Search Volunteer Type Process

Step 1: Enter a Volunteer type here.

Step 2: Click the Search Button.

Alternative Step: Click the info icon.

Once the volunteer type has been searched, the volunteer type list will be updated with the search results based on the search criteria of the user.

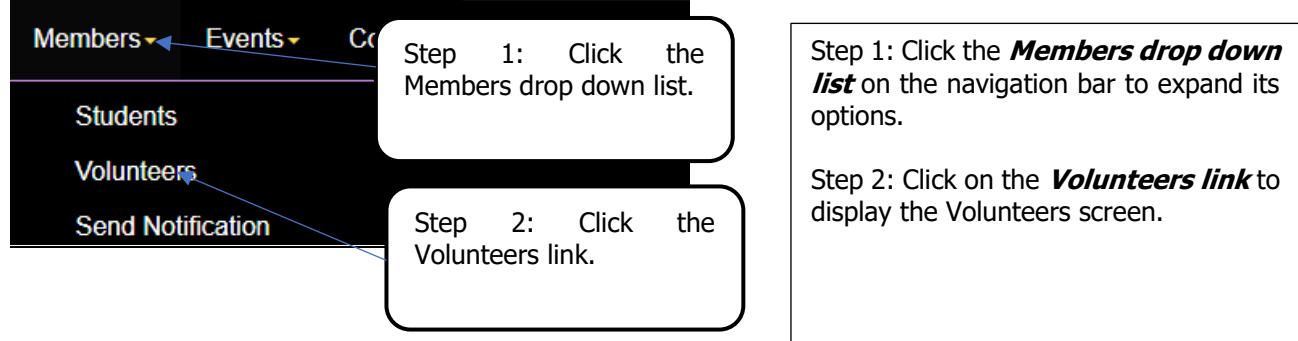
Take note that only volunteers have the functionality to search for a volunteer type.

## 2.6 Update Volunteer Type

### 2.6.1 Purpose of the function

The purpose of updating a volunteer type is that when the academy decides to change a volunteer type on the system, they can do so.

### 2.6.2 Navigation to the updating of a volunteer type





Once the user has clicked on the **Volunteers link**, the **Volunteers screen** will be displayed as follows:

The screenshot shows a web application interface with a black header bar. The header contains the "ManageIT" logo, navigation links for "Members", "Events", and "Content", and user account information. Below the header, the main content area features a large, stylized title "Volunteers" with overlapping purple and yellow bars. A search bar with a placeholder "Volunteer Name" and a magnifying glass icon is positioned above a table. The table is titled "Active Volunteers" and lists six rows of data. Each row includes columns for Name, Surname, Phone Number, Email Address, Date of Birth, and a small info icon. At the bottom right of the table is a small square button with a left arrow.

Name	Surname	Phone Number	Email Address	Date of Birth	
Vinz	Durano	0741028963	vinz@tuks.co.za	03 Feb 1994	
Sarah	Swart	0821478961	sarah@tuks.co.za	08 Feb 1995	
Christine	Oakesh	0834074027	u15213626@tuks.co.za	07 Oct 2017	
Amololo	Amololo12	0834074027	amo@gmail.com	07 Oct 2017	
Christine	Oakesish	0834074027	u14213626@tuks.co.za	18 Oct 1996	

Once the Volunteers screen has been displayed, the user will click on the View Volunteer Types button and the volunteer types screen will be displayed as follows:

The screenshot shows a web application interface with a black header bar. The header contains the "ManageIT" logo, navigation links for "Members", "Events", and "Content", and user account information. Below the header, the main content area features a large, stylized title "Volunteer Types" with overlapping purple and yellow bars. A search bar with a placeholder "Name of Volunteer Type" and a magnifying glass icon is positioned above a table. The table is titled "Volunteer Type" and lists two rows of data. Each row includes columns for the type name and a small info icon. At the bottom right of the table are two small square buttons, one with a plus sign and one with a left arrow.

Volunteer Type	
Facilitator	
Mentor	



## 2.6.3 Screen Controls

The screenshot shows the 'Volunteer Types' page of the ManageIT application. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user profile icon. The main title 'Volunteer Types' is displayed prominently. Below the title is a search bar labeled 'Search Volunteer Types' with a placeholder 'Name of Volunteer Type' and a magnifying glass icon. To the right of the search bar is a red number '2'. Below the search bar is a table with two rows: 'Facilitator' and 'Mentor'. To the right of the 'Mentor' row is a red number '3' followed by a small circular icon. At the bottom right of the page are two buttons: a red 'Add' button with a plus sign and a red 'Return' button with a left arrow. To the right of these buttons is a red number '4' above the 'Add' button and a red number '5' above the 'Return' button.

The screen control numbers will be explained in detail below:

1. **Name of Volunteer Type Textbox:** Enter a volunteer type description here.
2. **Search Button:** Click this button after you have entered the volunteer type description in the textbox.
3. **Information icon:** Click this icon if you would like to view the details of the volunteer type.
4. **Add Button:** Click this button if you wish to add a volunteer type.
5. **Return Button:** Click this button if you wish to return to the Volunteers screen

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 2.6.4 Update Volunteer Type Process

Once the user has clicked on the View Volunteer Types button, the Volunteer Types screen will be displayed as follows:

The screenshot shows a top navigation bar with 'ManageIT' and 'User' dropdowns. Below it is a large title 'Volunteer Types'. Underneath, there's a search bar labeled 'Search Volunteer Types' with a placeholder 'Name of Volunteer Type' and a magnifying glass icon. Two rows of data are listed: 'Facilitator' and 'Mentor', each with an info icon (a blue circle with a white question mark) and a delete icon (a red circle with a white minus sign). At the bottom right are a '+' button and a back arrow button.

Once the info icon is clicked, the Volunteer Type Details screen will display as follows:

The screenshot shows a top navigation bar with 'ManageIT' and 'User' dropdowns. Below it is a large title 'Volunteer Type Details'. Underneath, there's a 'Description' field containing 'Facilitator'. At the bottom right are three edit icons: a pencil, a lock, and a back arrow.

Once the Edit icon button has been clicked, the Edit Volunteer Type screen will be displayed as follows:



Step 3: Update the description field.

Step 4: Click the Save button.

Once the Save button has been clicked, a confirmation message will be displayed as follows:

Step 5: Click the Confirm Button.

Once the Confirm button has been clicked, the Volunteer Type will be updated.

Take note that only admin members have the functionality to update a volunteer type.



## 2.6.5 Possible system errors

A screenshot of a web application titled "Update a Volunteer Type". The page has a black header bar with the "ManageIT" logo, navigation links for "Members", "Events", and "Content", and user icons for help, profile, and user management. Below the header, the main content area has a light gray background with a large yellow-to-purple diagonal gradient bar. The title "Update a Volunteer Type" is centered in bold black font. Below the title is a form field labeled "Description" with an empty input box. A red error message "A Description is Required" is displayed below the input box. At the bottom right are two buttons: "Save" and "Return".

**Description**   
A Description is Required

**A description is required**

What this means:  
You haven't entered a volunteer type description

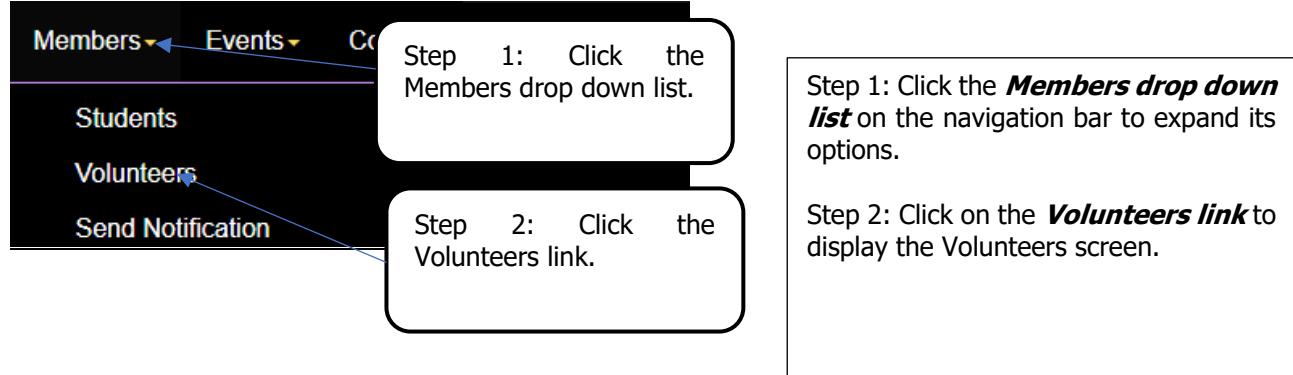
What to do:  
Enter a volunteer type description

## 2.7 Delete Volunteer Type

### 2.7.1 Purpose of the function

The purpose of deleting a volunteer type is if that type is no longer used on the system or if the academy decides that the volunteer type should be deleted.

### 2.7.2 Navigation to the deletion of a volunteer type





Once the user has clicked on the **Volunteers link**, the **Volunteers screen** will be displayed as follows:

The screenshot shows a web application interface. At the top, there is a navigation bar with links for "ManageIT", "Members", "Events", and "Content". On the far right of the navigation bar are icons for help ("?") and user profile ("User"). Below the navigation bar, the main content area features a large, stylized title "Volunteers" with overlapping purple and yellow bars. Underneath the title is a search bar with a placeholder "Volunteer Name", a magnifying glass icon, and a sorting icon. A section titled "Active Volunteers" contains a table with the following data:

Name	Surname	Phone Number	Email Address	Date of Birth	Action
Vinz	Durano	0741028963	vinz@tuks.co.za	03 Feb 1994	
Sarah	Swart	0821478961	sarah@tuks.co.za	08 Feb 1995	
Christine	Oakesh	0834074027	u15213626@tuks.co.za	07 Oct 2017	
Amololo	Amololo12	0834074027	amo@gmail.com	07 Oct 2017	
Christine	Oakesish	0834074027	u14213626@tuks.co.za	18 Oct 1996	

At the bottom right of the table area are two buttons: a square button with a left arrow and a square button with a plus sign.

Once the Volunteers screen has been displayed, the user will click on the Volunteer Types button and the volunteer types screen will be displayed as follows:

The screenshot shows a web application interface. At the top, there is a navigation bar with links for "ManageIT", "Members", "Events", and "Content". On the far right of the navigation bar are icons for help ("?") and user profile ("User"). Below the navigation bar, the main content area features a large, stylized title "Volunteer Types" with overlapping purple and yellow bars. Underneath the title is a search bar with a placeholder "Name of Volunteer Type", a magnifying glass icon, and a sorting icon. A section titled "Search Volunteer Types" contains a table with the following data:

Volunteer Type	Action
Facilitator	
Mentor	

At the bottom right of the table area are two buttons: a square button with a plus sign and a square button with a left arrow.



## 2.7.3 Screen Controls

The screenshot shows the 'Volunteer Types' page. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a help icon, and a user dropdown. Below the navigation is a large title 'Volunteer Types'. Underneath the title is a search section labeled 'Search Volunteer Types' with a text input field (1) and a magnifying glass icon (2). A table follows, listing 'Volunteer Type' with two entries: 'Facilitator' and 'Mentor', each with an info icon (3). At the bottom right are two buttons: a red-bordered '+' button (4) and a red-bordered '←' button (5).

The screen control numbers above are explained in detail below:

1. **Name of Volunteer Type Textbox:** Enter a volunteer type description here.
2. **Search Button:** Click this button after you have entered the volunteer type description in the textbox.
3. **Information icon:** Click this icon if you would like to view the details of the volunteer type.
4. **Add button:** Click this button if you wish to add a volunteer type.
5. **Return Button:** Click this button if you wish to return to the Volunteers screen.

**Tip:** Don't know what an icon means? Hover over the icon to see what the control does.

## 2.7.4 Delete Volunteer Type Process

Click the info icon next to the specific volunteer type to view its details. Once the volunteer types details have been displayed, click the delete icon button and a warning message will be displayed stating that you are about to delete a volunteer type permanently. Click the Confirm button on this message.

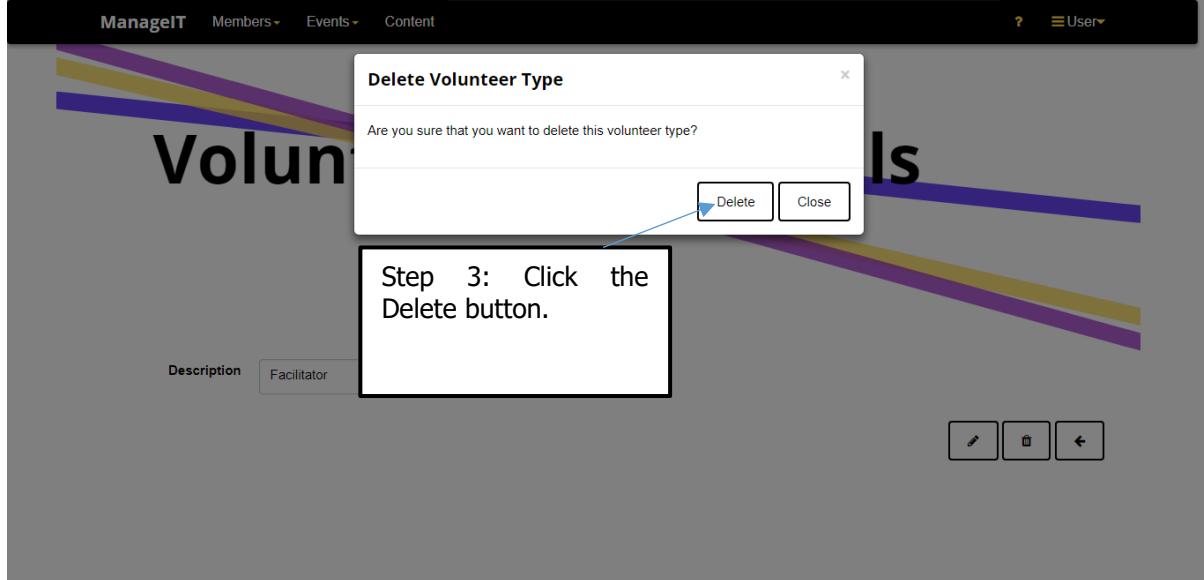


The screenshot shows the 'Volunteer Types' page. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a help icon, and a user dropdown. Below the navigation bar, the title 'Volunteer Types' is displayed. A search bar labeled 'Search Volunteer Types' with a placeholder 'Name of Volunteer Type' and a magnifying glass icon is present. A table lists 'Volunteer Type' entries: 'Facilitator' and 'Mentor'. To the right of the table is a callout box with the text 'Step 1: Click the info icon.' and an arrow pointing to the information icon (a small 'i') next to the 'Mentor' entry. Below the table are two buttons: a plus sign button and a back arrow button.

Once the information icon has been clicked, the Volunteer Types details page will be displayed as follows:

The screenshot shows the 'Volunteer Type Details' page. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a help icon, and a user dropdown. Below the navigation bar, the title 'Volunteer Type Details' is displayed. A table lists 'Description' and 'Facilitator'. To the right of the table is a callout box with the text 'Step 2: Click the delete button icon.' and an arrow pointing to the delete icon (a small trash can) in the row for 'Facilitator'. Below the table are three buttons: a pencil icon, a delete icon, and a back arrow icon.

Once the delete icon button has been clicked, a warning modal will be displayed as follows:



Once you click the Delete button, the volunteer type will be permanently deleted. Take note that only admin members have the functionality to delete a volunteer type.

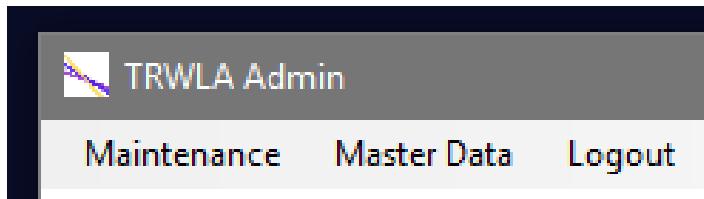
 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

## 2.8 Generate Unique Code

### 2.8.1 Purpose of the function

The purpose of generating a unique code is for admin members to assign the unique codes to volunteers for them to register on the system. It is important that not everyone can register as a volunteer and that is why the use of a unique code restricts unwanted system users. The unique code will be listed as active when not used and inactive when it has been used by a volunteer.

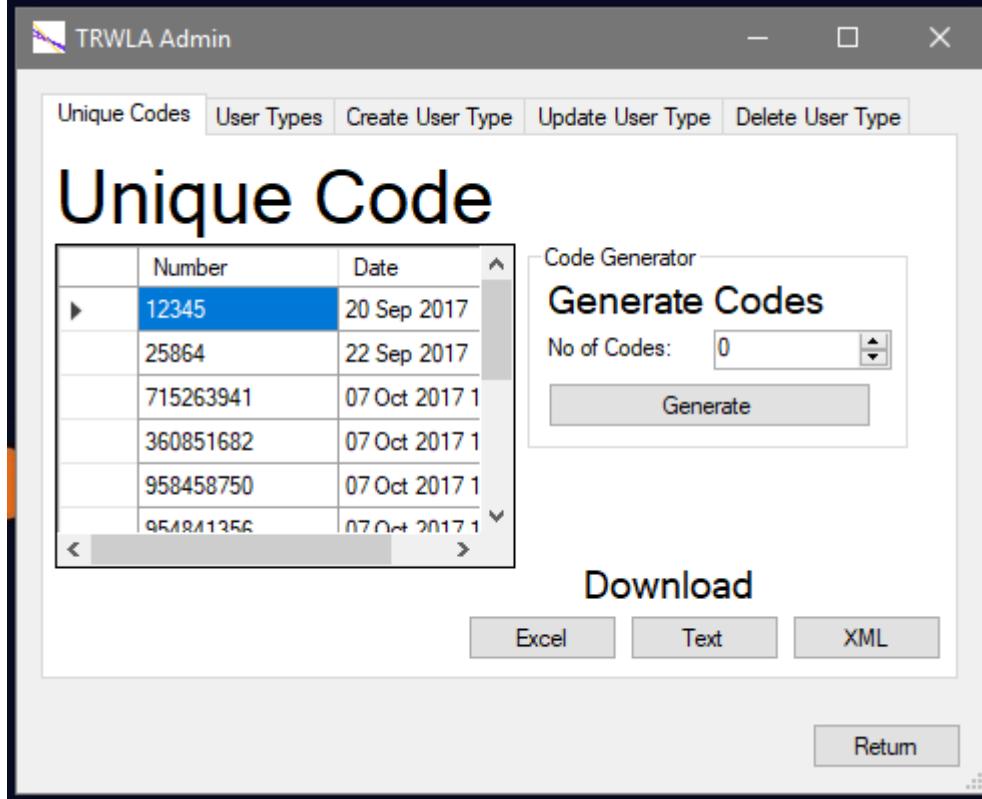
### 2.8.2 Navigation to the generation of a unique code



Step 1: Click the **Maintenance drop down list** in the left-hand corner of your screen to expand the options.

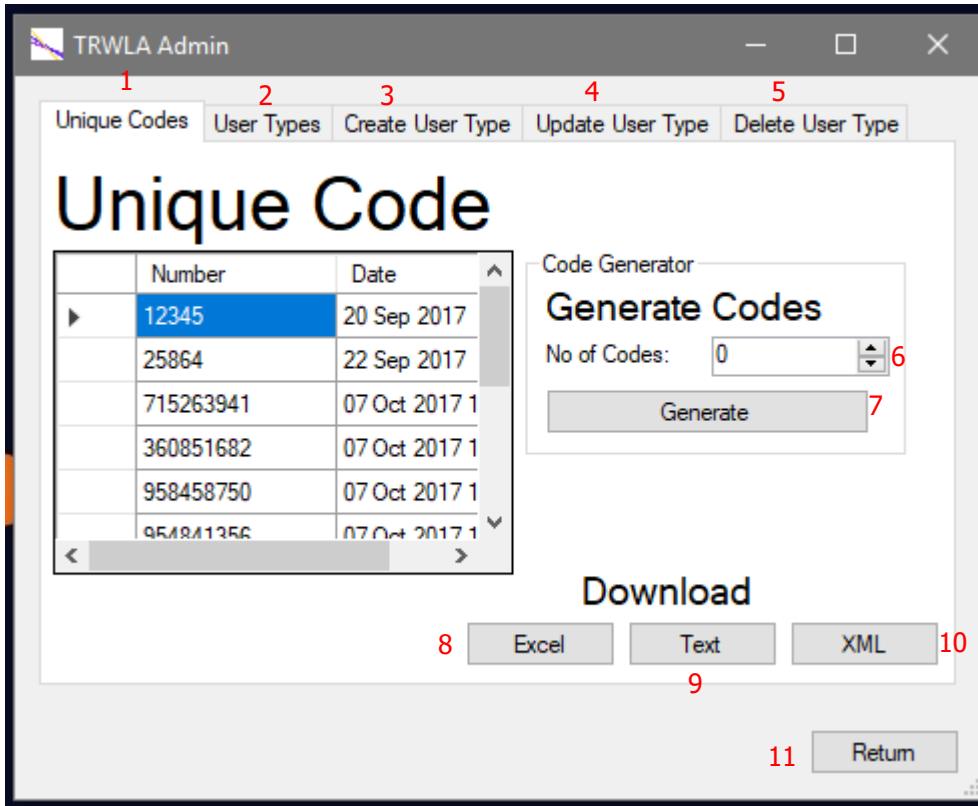
Step 2: Click on the **Unique Code link** to display the Unique Code screen.

Once the user has clicked the Unique Code link, the Unique Code screen will be displayed as follows:



Number	Date
12345	20 Sep 2017
25864	22 Sep 2017
715263941	07 Oct 2017 1
360851682	07 Oct 2017 1
958458750	07 Oct 2017 1
954841356	07 Oct 2017 1

### 2.8.3 Screen Controls

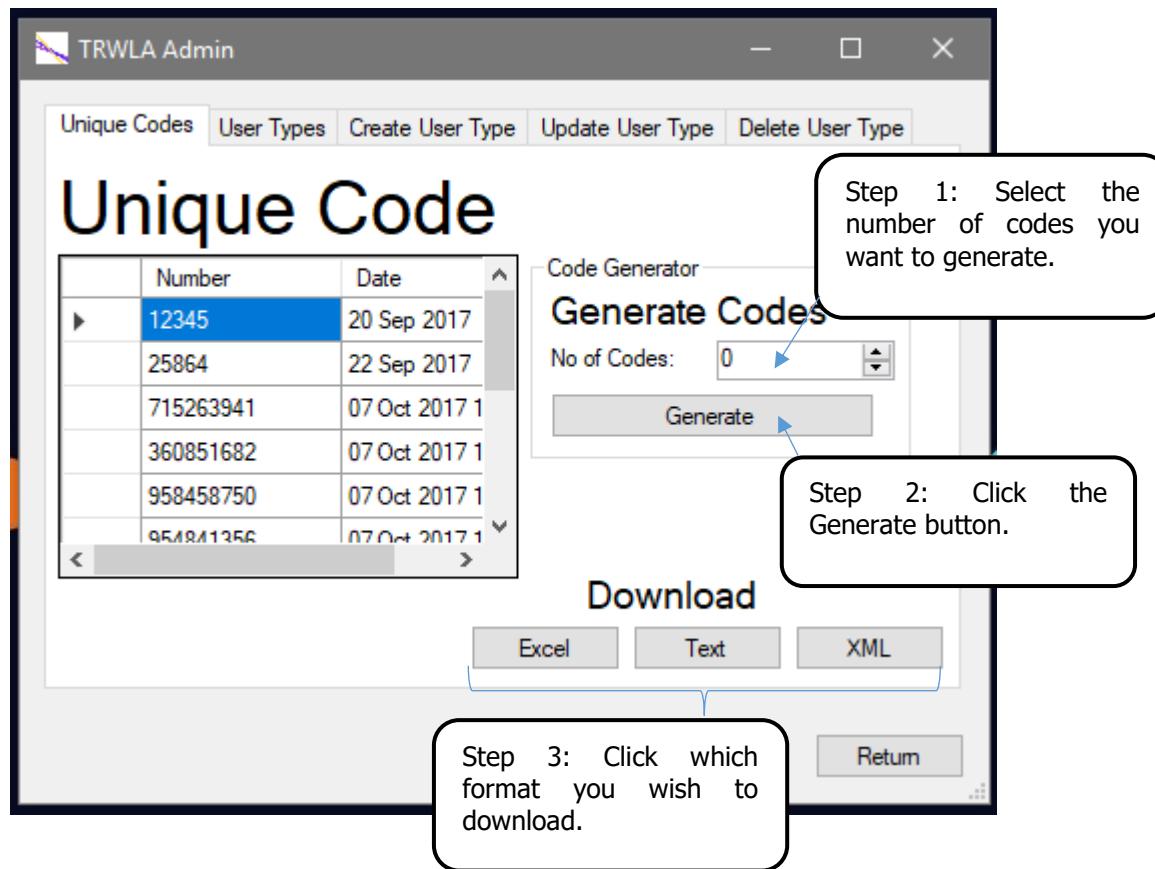


The screen control numbers above will be explained in detail below:

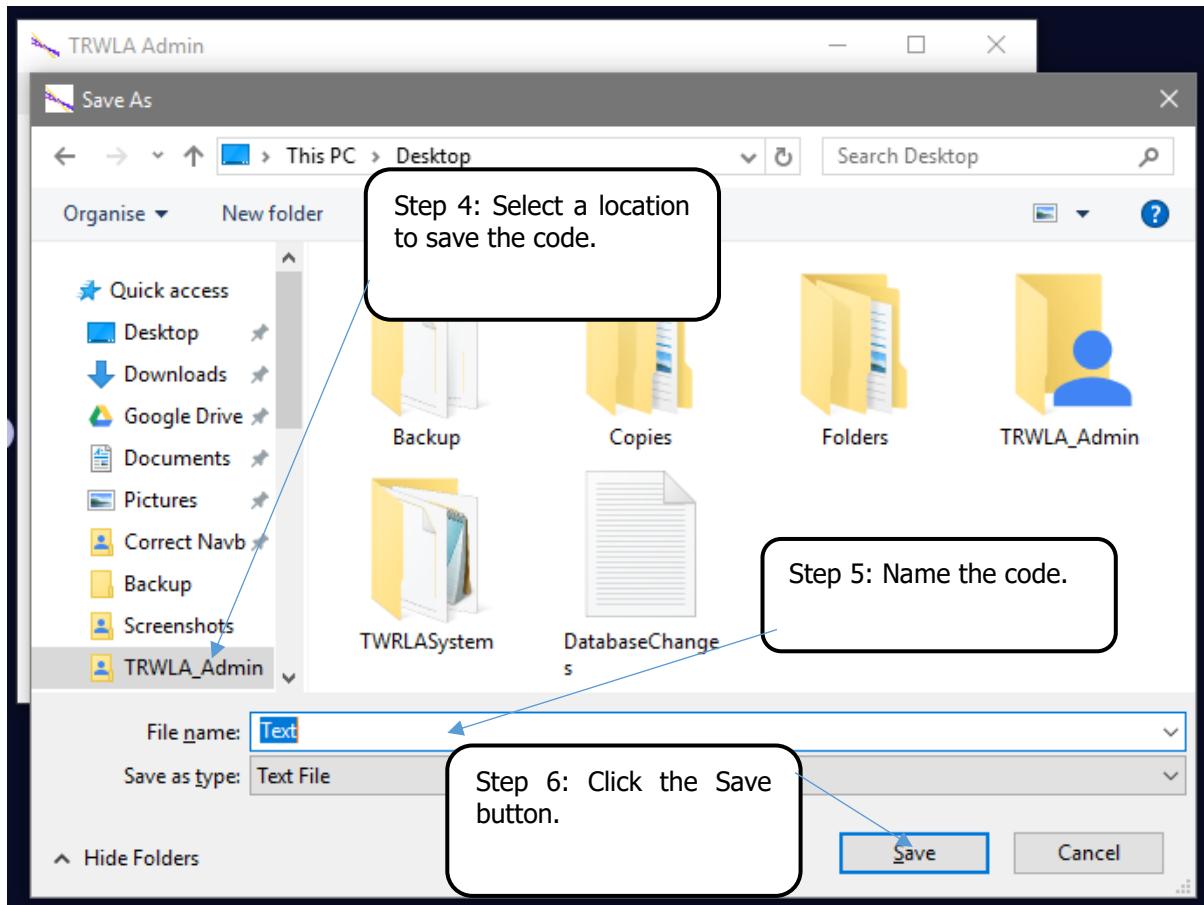
1. **Unique Codes Tab:** Click this tab if you wish to generate or download a unique code.
2. **User Types Tab:** Click this tab if you wish to view all of the current user types in the system.
3. **Create User Type Tab:** Click this tab if you wish to create a new user type.
4. **Update User Type Tab:** Click this tab if you wish to update a user type.
5. **Delete User Type Tab:** Click this tab if you wish to delete a user type.
6. **Code Number Picker:** Select the number of codes you wish to generate on the system.
7. **Generate Button:** Click this button to generate the codes you have selected.
8. **Excel Button:** Click this button if you wish to download the user code as an excel file.
9. **Text Button:** Click this button if you wish to download the user code as a text file.
10. **XML Button:** Click this button if you wish to download the user code as an xml file.
11. **Return Button:** Click this button if you wish to return to the main menu.

#### 2.8.3 Generate Unique Code Process

Select how many codes you would like to generate from the number picker. Once you have selected how many codes, click the generate button. The code will then be displayed in the table on the screen with the current date. If you wish to download the code to give it to a member to register as a volunteer on the system, you can send the code to them.



Once you click the Download button, the system will open a file dialog box for you to save the code on your computer for further use. The file dialog box is displayed as follows:



Once the save button has been clicked, the unique code will be successfully downloaded and can be passed on to prospective volunteers to register on the system.

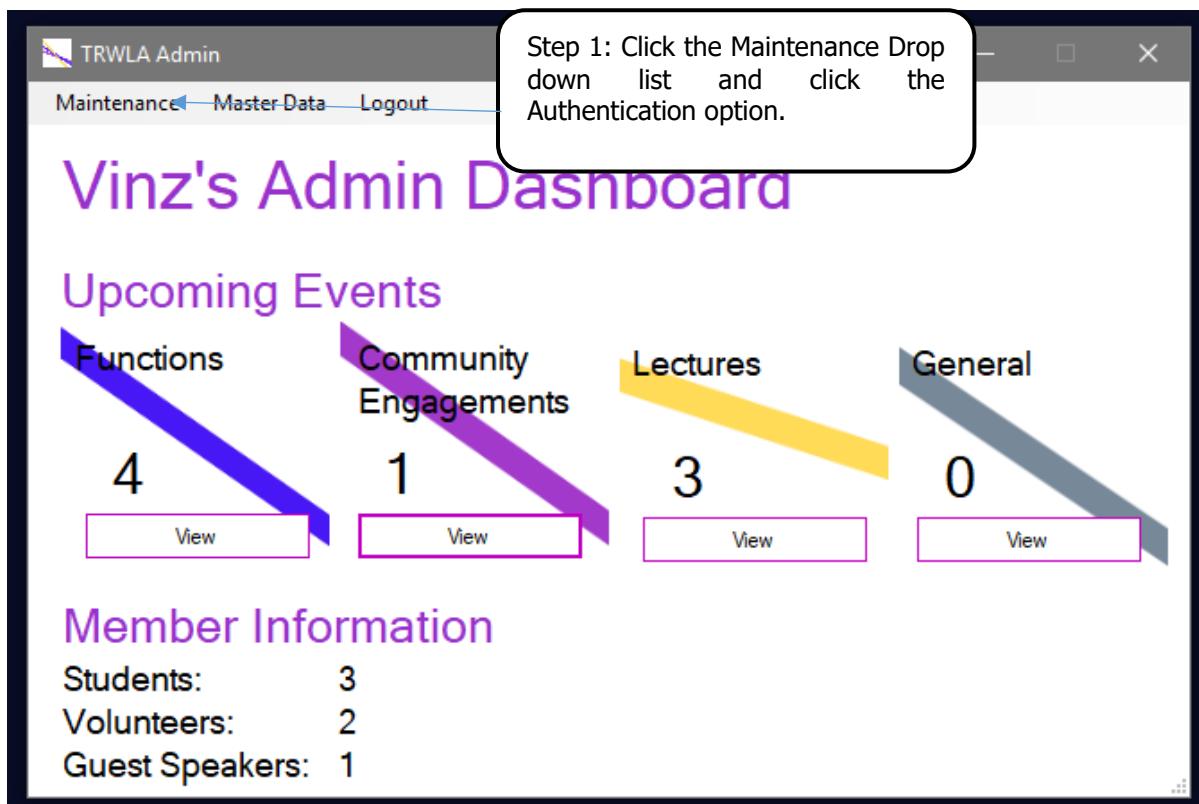
Take note that only admin members have the functionality to generate a unique code.

## 2.9 Register Admin

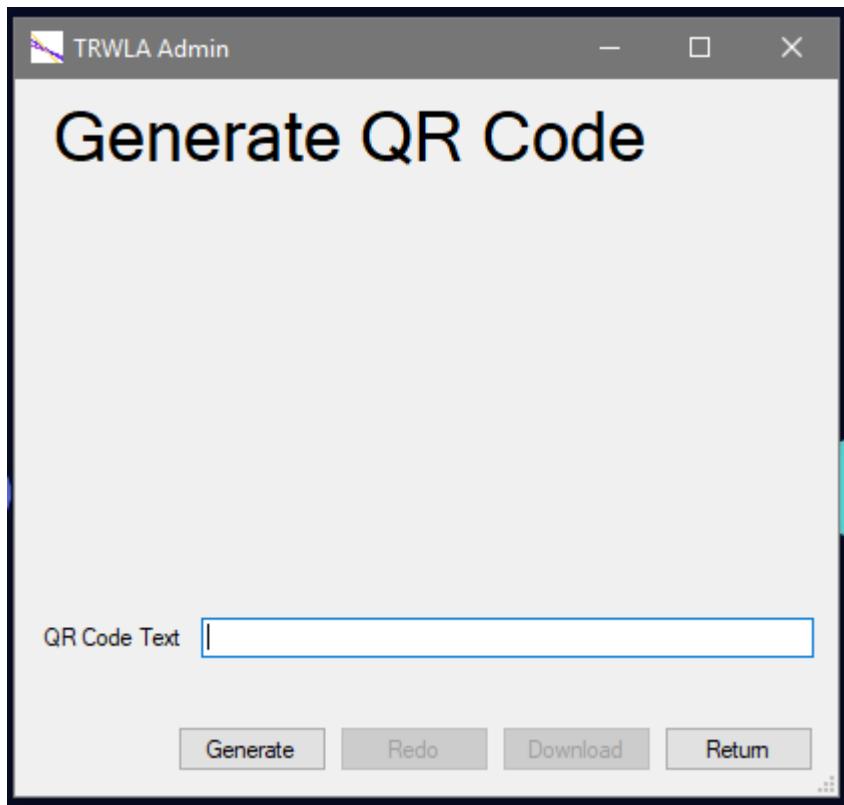
### 2.9.1 Purpose of the function

The purpose of registering a volunteer as an admin member is to allow only a certain amount of people to have total control and functionality over the system and to generate reports to make informed business decisions.

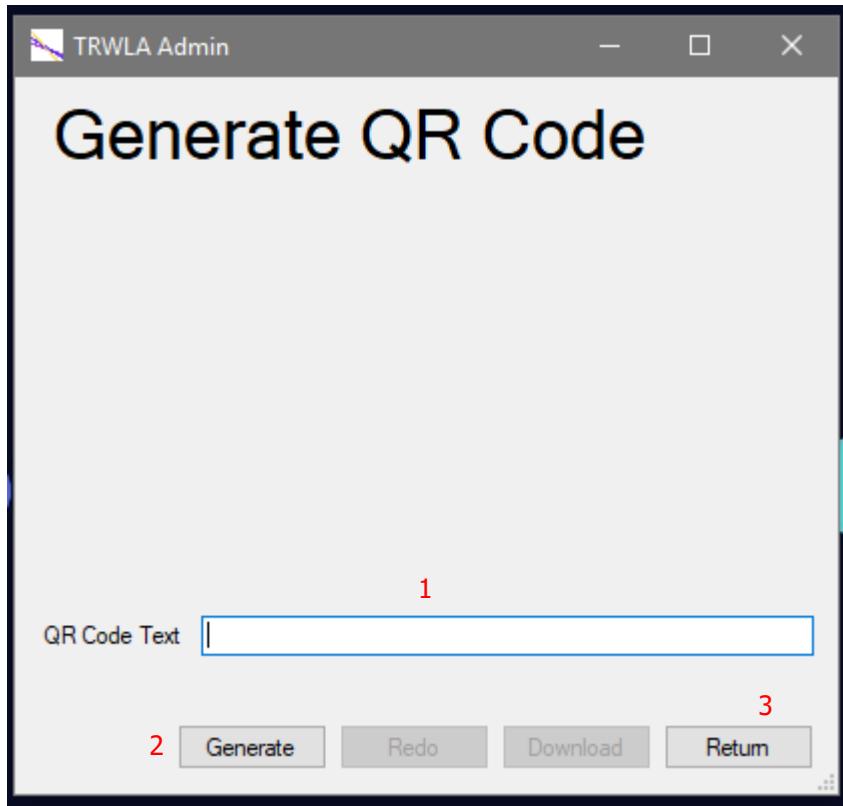
### 2.9.2 Navigation to the registration of an admin member



Once the Authentication option has been clicked, the Generate Unique Code screen will be displayed as follows:



## 2.9.3 Screen Controls

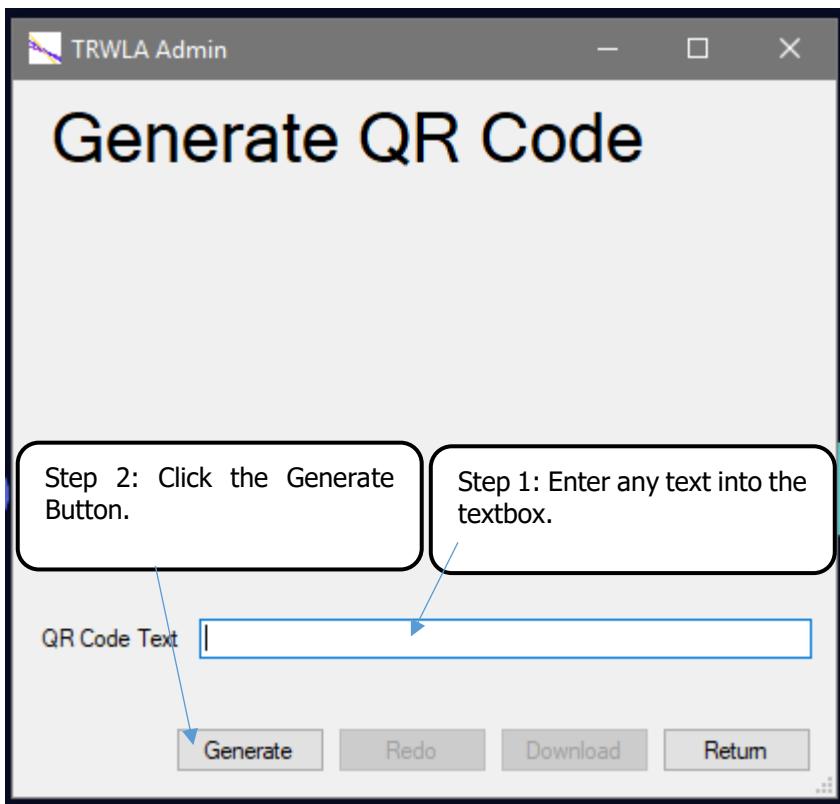


The screen control numbers above are explained in detail below:

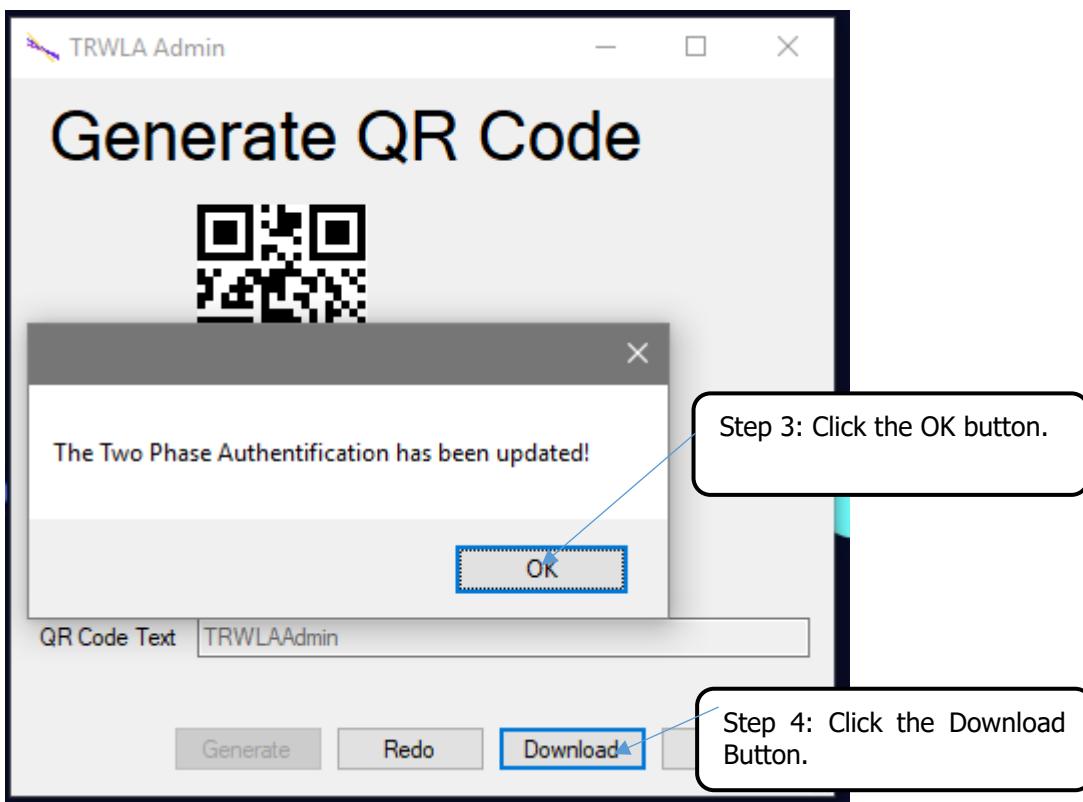
1. **QR CodeTextbox:** Enter any text here that you wish the volunteer will provide for authentication such as the Volunteer's name.
2. **Generate Button:** Click this button once you have entered text into the textbox.
3. **Return Button:** Click this button if you wish to return to your main menu.

Take note that only an active admin member can register a volunteer as an admin member and that once a volunteer has been registered as an admin member, they will have full control over the system!

## 2.9.4 Register Admin Process

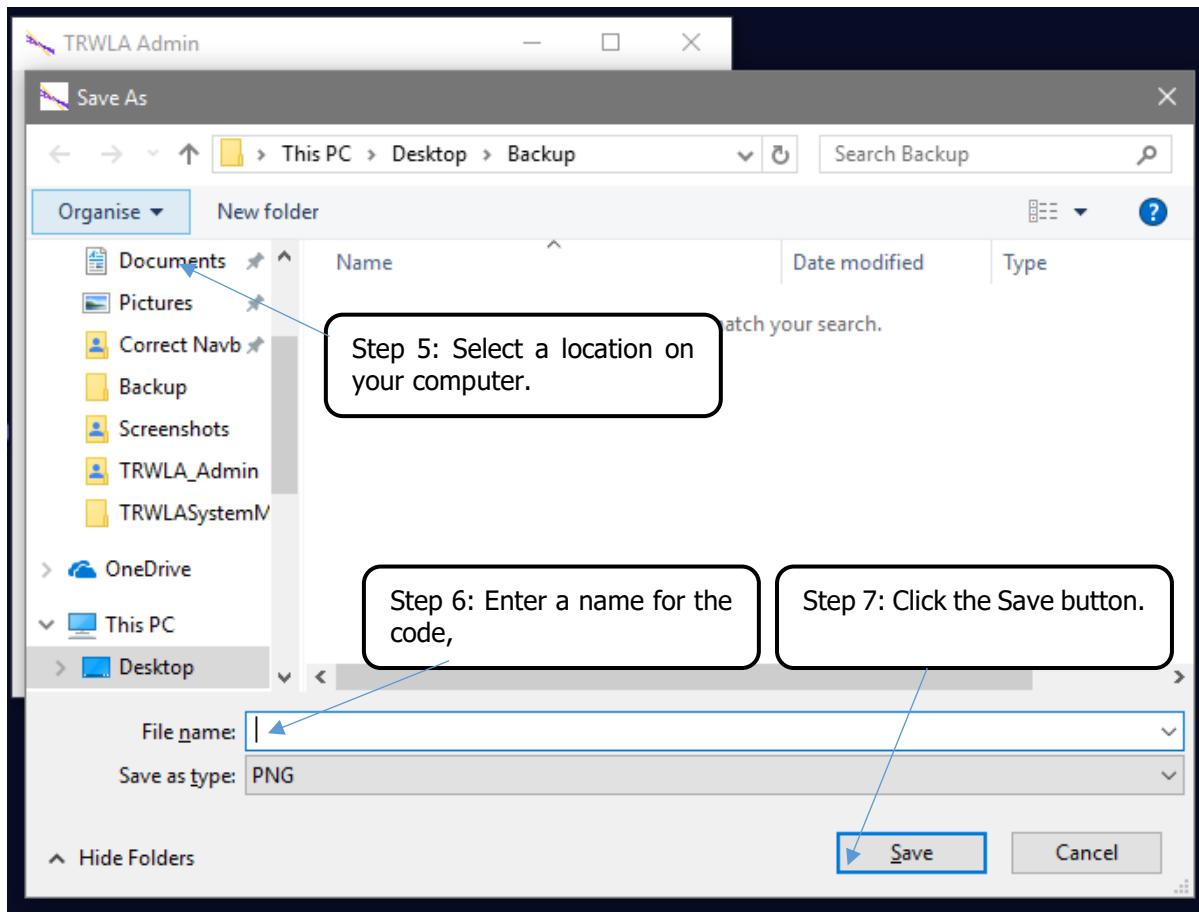


Once the generate button has been clicked, the QR Code will be generated for the user to download to authenticate their identity.

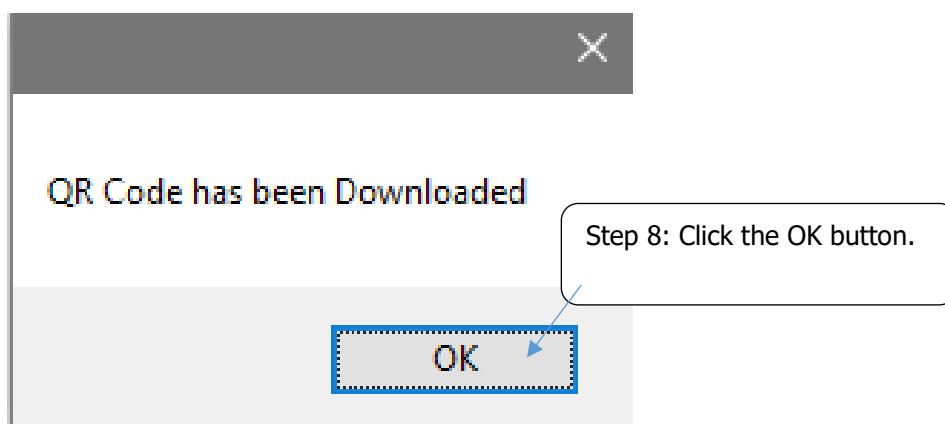




Click the Download button to save the QR Code on your computer and email it to the volunteer or through any communications medium which you prefer.



Once the Save button has been clicked, a confirmation message screen will be displayed as follows:



The QR Code will now be successfully downloaded and can be given to the volunteer who has been chosen to be a prospective admin member. The volunteer will then be given access to the computer application and will have to use their QR code to log into the system.

## 2.10 Deregister Admin

### 2.10.1 Purpose of the function

The purpose of deregistering an admin member is that if the academy decides that the member should no longer be in control of the system for a specific reason or if the member is no longer part of the academy. The process will work exactly like the Generate Unique Code section except that an admin member will generate a new code and not give it to the volunteer who is no longer an admin member.

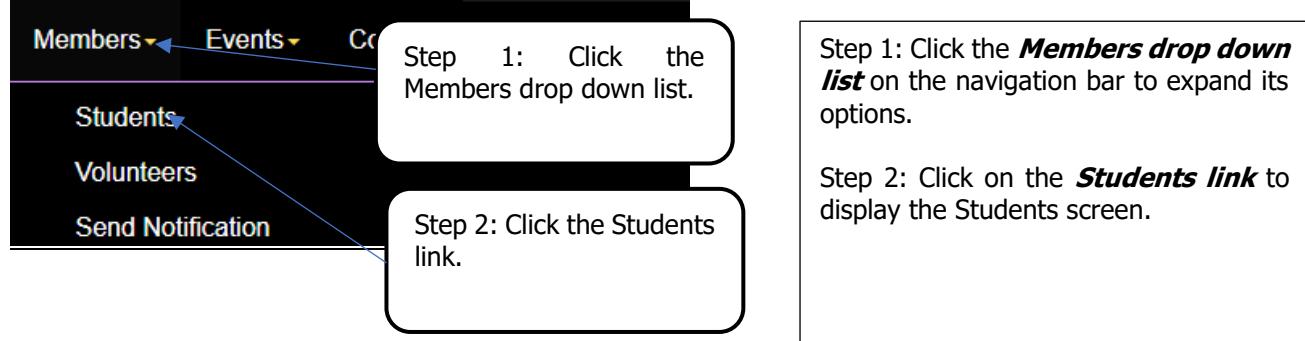
## 3. Student Subsystem

### 3.1 Search Student

#### 3.1.1 Purpose of the function

The purpose of searching for a student is so that volunteers can have access to the students' details in case they need to contact them.

#### 3.1.2 Navigation to the searching of a student





Once the user has clicked on the Students link, the Students Screen will be displayed as follows:

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year Of Study	Res Name	User Type
15213626	Noma123	Hear123	0893123456	<a href="mailto:noma@tuks.co.za">noma@tuks.co.za</a>	07 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina	Student
15213626	Christopher	Moloko	0834074027	<a href="mailto:u15213626@tuks.co.za">u15213626@tuks.co.za</a>	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina	Student
15213626	Cailin	Smiths	0769363737	<a href="mailto:sheisbean@gmail.com">sheisbean@gmail.com</a>	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie	Student
15035892	Cailin	Smiths	0769363737	<a href="mailto:15035892@tuks.co.za">15035892@tuks.co.za</a>	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina	Student

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17845796	Michelle	Swart	0741025896	<a href="mailto:swart@tuks.co.za">swart@tuks.co.za</a>	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student



### 3.1.3 Screen Controls

The screenshot shows the 'Students' section of the ManageIT application. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user dropdown. Below the navigation is a large title 'Students'. Underneath the title is a search bar with a placeholder 'Student Name', a magnifying glass icon (labeled 1), and a list icon (labeled 2). To the right of the search bar is a button with three horizontal lines (labeled 3). The main area is titled 'Active Students' and contains a table with five rows of student data. The last row in this table is highlighted with a red border and has a red number '4' next to the information icon. Below this is another table titled 'Graduated Students' with one row of data. To the right of the second table is a red number '5' next to a left arrow icon.

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year Of Study	Res Name	User Type
15213626	Noma123	Hear123	0893123456	noma@tuks.co.za	07 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina	Student
15213626	Christopher	Moloko	0834074027	u15213626@tuks.co.za	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina	Student
15213626	Cailin	Smiths	0769363737	sheisbean@gmail.com	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie	Student
15035892	Cailin	Smiths	0769363737	15035892@tuks.co.za	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina	Student

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student

The screen control numbers above will be explained in detail below:

- Student name Textbox:** Enter the name of a student that you wish to find.
- Search Button:** Click this button after you have entered search details in to the textbox.
- View Student Types Button:** Click this button if you want to view the existing student types on the system.
- Information Icon:** Click this icon if you wish to view a student's details.
- Return Button:** Click this icon if you wish to return to the main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

### 3.1.4 Search Student Process

Enter a student's name or specific letters into the textbox and click the Search button. The system will display an updated list of students according to your search details.



# Students

Step 1: Enter search details into the textbox.

Step 2: Click the Search Button.

## Active Students

Student Number	Name	Surname	Phone Number	Email Address	Year Of Study	Degree	Res Name	User Type
15213626	Noma123	Hear123	0834567890	noma123@tuks.co.za	01 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina Student
15213626	Christopher	Moloko	0834074027	u15213626@tuks.co.za	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina Student
15213626	Cailin	Smiths	0769363737	sheisbean@gmail.com	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie Student
15035892	Cailin	Smiths	0769363737	15035892@tuks.co.za	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina Student

## Graduated Students

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student



Take note that students do not have the functionality to search for other students on the system.



## 3.2 Update Student

### 3.2.1 Purpose of the function

The purpose is to allow a student to update their details on the system.

### 3.2.2 Navigation to the updating of a student

Step 1: Click the **My Profile icon** on the navigation bar in order to edit your details.

Once a user has clicked on the Profile icon, the Edit Profile screen will display with the user's details in an editable format for them to update accordingly.

The screenshot shows the 'Edit Profile' screen for a user named 'Noma123'. The page title is 'Noma123's profile'. The form contains the following fields:

Student Number	15213626
Name	Noma123
Surname	Hear123
Email	noma@tuks.co.za
Date of Birth	07 October 2017
	dd --- yyyy
Phone number	0893123456
Degree	BCom Informatics
Year Of Study	01 Jan 2017 00:00:00
Res	Nerina ▾

Below the form are two links: 'Change Password' and 'Deactivate Account'. At the bottom right are 'Save' and 'Back' buttons.



### 3.2.3 Screen Controls

The screenshot shows a profile edit screen for a user named Noma123. The screen has a black header with the ManageIT logo, a navigation bar with Home, Volunteers, Content, and User icons, and a main content area with a large title "Noma123's profile". Below the title are several input fields:

- Student Number:** 15213626 (labeled 1)
- Name:** Noma123 (labeled 2)
- Surname:** Hear123 (labeled 3)
- Email:** noma@tuks.co.za (labeled 4)
- Date of Birth:** 07 October 2017 (labeled 5)
- Phone number:** 0893123456 (labeled 6)
- Degree:** BCom Informatics (labeled 7)
- Year Of Study:** 01 Jan 2017 00:00:00 (labeled 8)
- Res:** Nerina (labeled 9)
- Change Password:** (labeled 10)
- Deactivate Account:** (labeled 11)
- Save Button:** (labeled 12)
- Return Button:** (labeled 13)

The screen control numbers will be explained in detail below:

1. **Student Number Textbox:** Enter your valid 8-digit student number as assigned to you by the University of Pretoria.
2. **Name Textbox:** Enter your name here.
3. **Surname Textbox:** Enter your surname here.
4. **Email Textbox:** Enter your valid email address here with an "@" symbol, a valid domain name and a valid extension.
5. **Date of Birth Textbox:** Enter your date of birth based on the format displayed on the screen below the textbox.
6. **Phone Number Textbox:** Enter your valid 10 digit + phone number here.
7. **Degree Textbox:** Enter your degree name here.
8. **Year of Study Date Picker:** Select the date you started studying at the University from the calendar.
9. **Res Drop down list:** Select which residence you reside at here.
10. **Change Password link:** Click this link if you wish to change your password.
11. **Deactivate Account link:** Click this link if you wish to deactivate your account.
12. **Save Button:** Click this button if you want to save the changes you have made to your profile.
13. **Return Button:** Click this button if you wish to return to your main menu.

Take note that students can only edit their own profiles and it cannot be edited by an admin member.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



## 3.2.4 Possible system errors

ManageIT Home▼ Volunteers▼ Reading Content▼ ? 🔔 User▼

## Noma's profile

Student Number: 1428478

Name: Noma  
The First Name must be at least 6 characters long.

Surname: Hea  
The Last Name must be at least 6 characters long.

Email: noma@tuks.co

Date of Birth: yyyy/mm/dd  
Your Date of Birth is required

Phone number: 0893123456

Degree: BCom  
The Degree must be at least 6 characters long.

Year Of Study: 2017/01/01 12:00:00 AM

Res: None ▾

Save

**The first name must be at least 6 characters long**

What this means:  
You haven't entered a long enough name

What to do:  
Enter a long enough name

**The last name must be at least 6 characters long**

What this means:  
You haven't entered a long enough last name

What to do:  
Enter a long enough last name

**The degree must be at least 6 characters long**

What this means:  
You haven't entered a long enough degree

What to do:  
Enter a long enough degree





### 3.3 Delete Student

#### 3.3.1 Purpose of the function

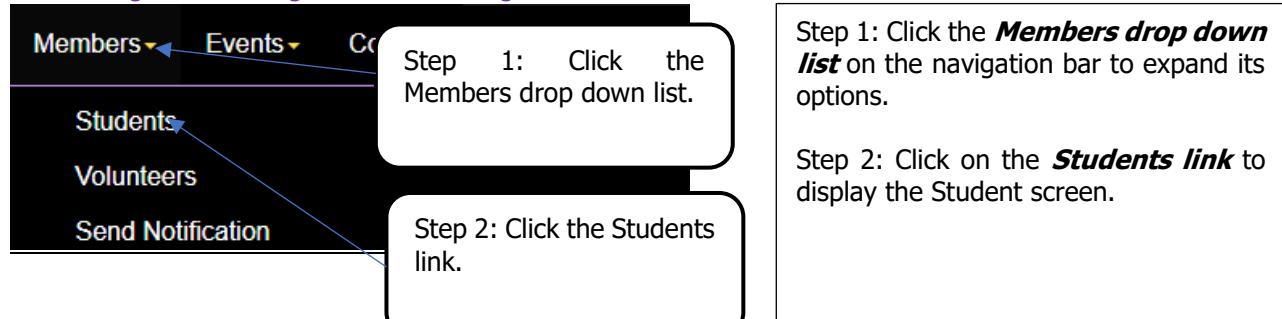
Students cannot be deleted, they can only be notified to deactivate their account once they are no longer involved with the academy. See the Deactivate Account section for more details.

### 3.4 Generate Graduate List

#### 3.4.1 Purpose of the function

The purpose of generating a graduate list is for the academy to determine which of the students currently enrolled at the academy is ready to graduate from the academy based on their event attendance and progress. The graduate list is displayed when you view all of the student's details.

#### 3.4.2 Navigation to the generation of the graduate list



Once the user has clicked on the **Students link**, the Student screen will be displayed as follows:

**Active Students**

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year of Study	Residence
14284783	Noma	Hear	0893123456	noma@tuks.co.za	1995/10/11 12:00:00 AM	BCom	2017/01/01 12:00:00 AM	Asterhof
14847834	Marche	De Waal	0587966258	march17@tuks.co.za	1994/06/14 12:00:00 AM	BCom	2017/01/01 12:00:00 AM	Klaradyn

**Graduated Students**

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year of Study	Residence
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	1992/10/20 12:00:00 AM	Soil Science	2017/01/01 12:00:00 AM	Erika



### 3.4.3 Screen Controls

The screenshot shows the ManageIT application interface for managing students. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right side of the navigation bar are icons for help, user profile, and user management. The main title 'Students' is displayed prominently. Below the title, there is a search bar labeled 'Student Name' with a magnifying glass icon and a red number '1' indicating it is the first control. To the right of the search bar is a red number '2' next to the magnifying glass icon. Further down, there are two tables: 'Active Students' and 'Graduated Students', each with its own set of columns and data rows. Red numbers '3' are placed next to the information icons in both tables.

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year of Study	Residence
14284783	Noma	Hear	0893123456	noma@tuks.co.za	1995/10/11 12:00:00 AM	BCom	2017/01/01 12:00:00 AM	Asterhof
14847834	Marche	De Waal	0587966258	march17@tuks.co.za	1994/06/14 12:00:00 AM	BCom	2017/01/01 12:00:00 AM	Klaradyn

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year of Study	Residence
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	1992/10/20 12:00:00 AM	Soil Science	2017/01/01 12:00:00 AM	Erika

The screen control numbers are explained in detail below:

1. **Search Student Textbox:** Enter a student's name in the textbox.
2. **Search Button:** Click this button if you have entered search criteria into the Search textbox. The system will display an updated list of alumni and current students based on your search.
3. **Information icon:** Click this icon to view more details about the selected student.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

### 3.4.4 Generate Graduate List Process

Once the student link is clicked, the graduate list is displayed in the second table.

This screenshot shows the same ManageIT application interface as the previous one, but the 'Graduated Students' table is now populated with data. The 'Active Students' table remains the same as in the previous screenshot.

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year of Study	Residence
14284783	Noma	Hear	0893123456	noma@tuks.co.za	1995/10/11 12:00:00 AM	BCom	2017/01/01 12:00:00 AM	Asterhof
14847834	Marche	De Waal	0587966258	march17@tuks.co.za	1994/06/14 12:00:00 AM	BCom	2017/01/01 12:00:00 AM	Klaradyn

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year of Study	Residence
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	1992/10/20 12:00:00 AM	Soil Science	2017/01/01 12:00:00 AM	Erika



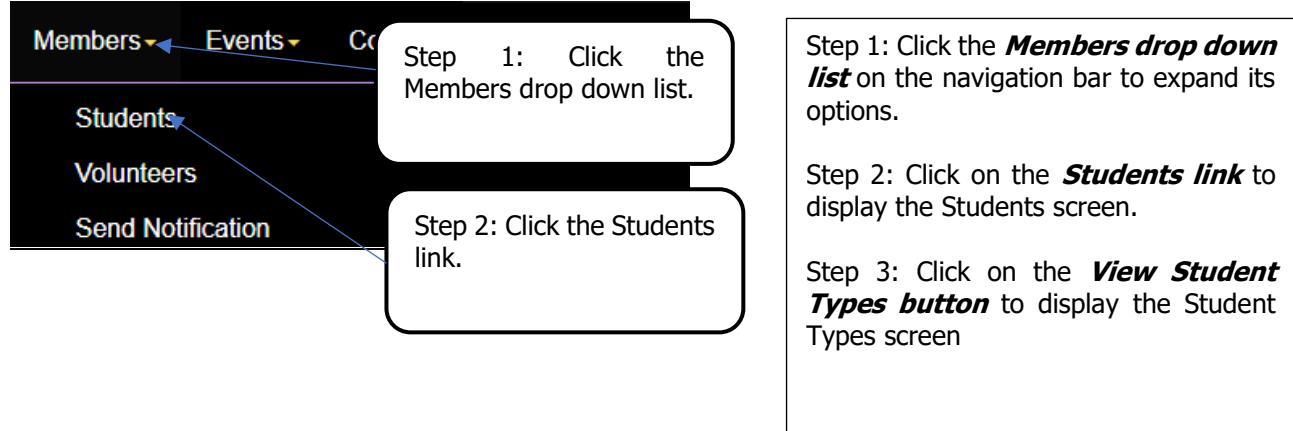


## 3.5 Add Student Type

### 3.5.1 Purpose of the function

The purpose of adding a student type is so that if the academy decides to add more student types to the system, they are then able to do so.

### 3.5.2 Navigation to the addition of a student type



Once the user has clicked on the Students link, the Students Screen will be displayed as follows:

The Students screen displays two sections: Active Students and Graduated Students.

**Active Students**

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year Of Study	Res Name	User Type
15213626	Noma123	Hear123	0893123456	noma@tuks.co.za	07 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina	Student
15213626	Christopher	Moloko	0834074027	u15213626@tuks.co.za	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina	Student
15213626	Cailin	Smiths	0769363737	sheisbean@gmail.com	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie	Student
15035892	Cailin	Smiths	0769363737	15035892@tuks.co.za	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina	Student

**Graduated Students**

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student



Once the View Student Types Button has been clicked, the Student Types screen will be displayed as follows:

The screenshot shows the 'Student Types' page. At the top left is a search bar labeled 'Search Student Types' with a placeholder 'Name of Student Type' and a magnifying glass icon. Below it is a table with two rows. The first row has 'Undergrad' and an information icon. The second row has 'Postgrad' and another information icon. At the bottom right are two buttons: a plus sign inside a square and a left arrow inside a square.

### 3.5.3 Screen Controls

The screenshot shows the same 'Student Types' page as above, but with numbered controls overlaid. Control 1 points to the 'Name of Student Type' input field. Control 2 points to the magnifying glass search button. Control 3 points to the information icons next to 'Undergrad' and 'Postgrad'. Control 4 points to the plus sign button. Control 5 points to the left arrow button.

The screen control numbers are explained in detail below:

1. **Name of Student Type Textbox:** Enter a student type name here.
2. **Search Button:** Click this button if you have entered a student type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a student type.
4. **Add button:** Click this button if you wish to add a Student Type.
5. **Return Button:** Click this button if you wish to return to the Students Page.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



### 3.5.4 Add Student Type Process

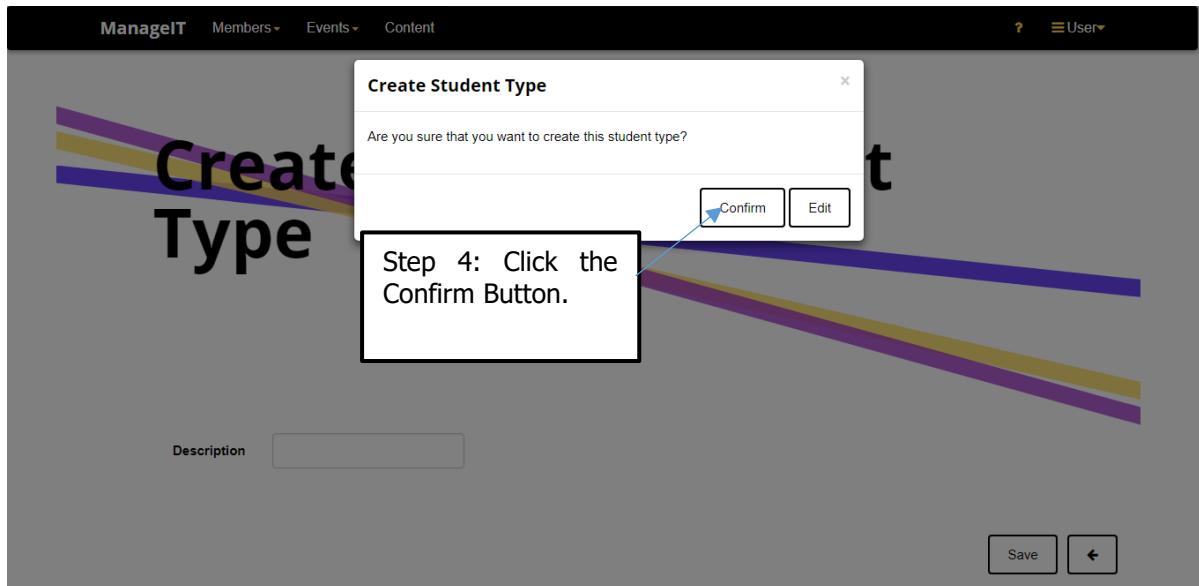
Click on the Add a new student type button and the Add Student Type screen will be displayed. Once the screen is displayed, enter the relevant information and click on the Create button.

The screenshot shows the ManageIT interface with a navigation bar at the top. The main content area is titled "Student Types". It features a search bar labeled "Search Student Types" with a placeholder "Name of Student Type" and a magnifying glass icon. Below the search bar, there is a table with two rows. The first row contains the text "Student Type" and two buttons: "Undergrad" and "Postgrad". To the right of the table, a callout box with a black border contains the text "Step 1: Click on the Add a new student type button." A blue arrow points from this text to the "Undergrad" button. At the bottom right of the page are two small buttons: one with a left arrow and one with a right arrow.

Once the Add a new student type button is clicked, the Add Student Type screen will be displayed as follows:

The screenshot shows the ManageIT interface with a navigation bar at the top. The main content area is titled "Create a New Student Type". It features a form with a single input field labeled "Description" containing the placeholder "Enter a new student type description here.". To the right of the input field is a "Save" button with a blue arrow pointing to it. Another callout box with a black border contains the text "Step 3: Click on Create Button." A blue arrow points from this text to the "Save" button.

Once the Create button has been clicked, the new student type will be added to the system and can thereafter be assigned to a student.



Take note that only admin members have the functionality to add a new student type.

### 3.5.5 Possible System Errors

The screenshot shows a 'Create a New Student Type' form. A validation message 'A Description is Required' is displayed above the 'Description' input field. A callout box highlights the message with the text 'A description is required'.

**A description is required**

What this means:  
You haven't entered a volunteer type description

What to do:  
Enter a volunteer type description

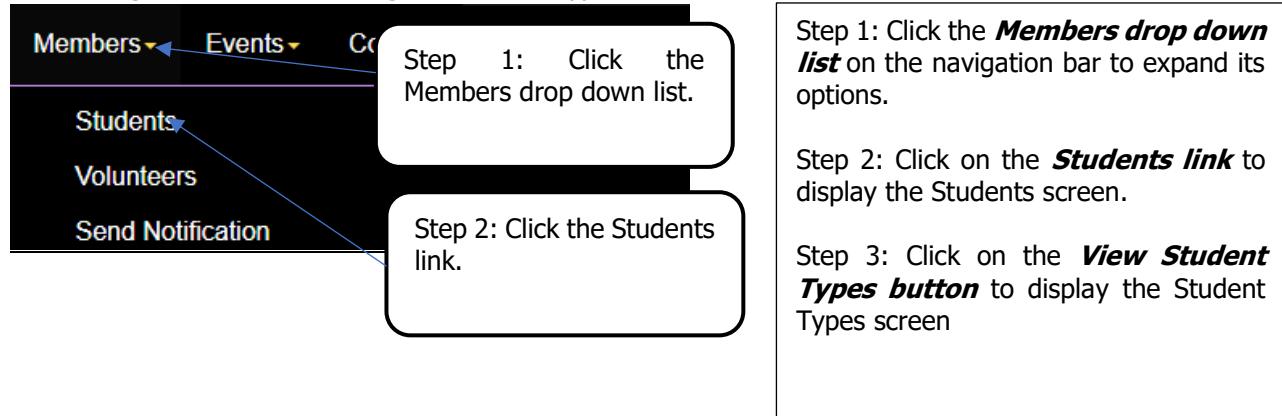


## 3.6 Search Student Type

### 3.6.1 Purpose of the function

The purpose of searching a student type on the system is so that if an admin member wants to see what the student types on the system are, they then have the functionality to do so.

### 3.6.2 Navigation to the searching of a student type



Once the user has clicked on the Students link, the Students Screen will be displayed as follows:

**Active Students**

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year Of Study	Res Name	User Type
15213626	Noma123	Hear123	0893123456	noma@tuks.co.za	07 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina	Student
15213626	Christopher	Moloko	0834074027	u15213626@tuks.co.za	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina	Student
15213626	Cailin	Smiths	0769363737	sheisbean@gmail.com	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie	Student
15035892	Cailin	Smiths	0769363737	15035892@tuks.co.za	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina	Student

**Graduated Students**

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student



Once the View Student Types Button has been clicked, the Student Types screen will be displayed as follows:

The screenshot shows the ManageIT interface with the 'Student Types' page. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user dropdown. The main title 'Student Types' is prominently displayed. Below it is a search section labeled 'Search Student Types' with a text input field and a magnifying glass icon. A table lists student types: 'Undergrad' and 'Postgrad', each with an information icon. At the bottom right are 'Add' (+) and 'Return' (left arrow) buttons.

### 3.6.3 Screen Controls

The screenshot shows the same 'Student Types' page as above, but with numbered controls overlaid. Control 1 points to the 'Name of Student Type' input field. Control 2 points to the magnifying glass search button. Control 3 points to the information icons next to 'Undergrad' and 'Postgrad'. Control 4 points to the 'Add' (+) button. Control 5 points to the 'Return' (left arrow) button.

The screen control numbers are explained in detail below:

1. **Name of Student Type Textbox:** Enter a student type name here.
2. **Search Button:** Click this button if you have entered a student type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a student type.
4. **Add button:** Click this button if you wish to add a Student Type.
5. **Return Button:** Click this button if you wish to return to the Students Page.



**Tin:** Don't know what an icon means? Hover over the icon to see

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



### 3.6.4 Search Student Type Process

Enter a student type name in the Find by name textbox and then click the Search button. The system will then display the student types relevant to the search details entered.

Step 1: Enter the student type here.

Search Student Types

Name of Student Type

Student Type

Undergrad

Postgrad

Step 2: Click the search button.

[+]

[←]

Once the Search Button has been clicked, the list of student types will be updated according to the search details entered in the textbox.

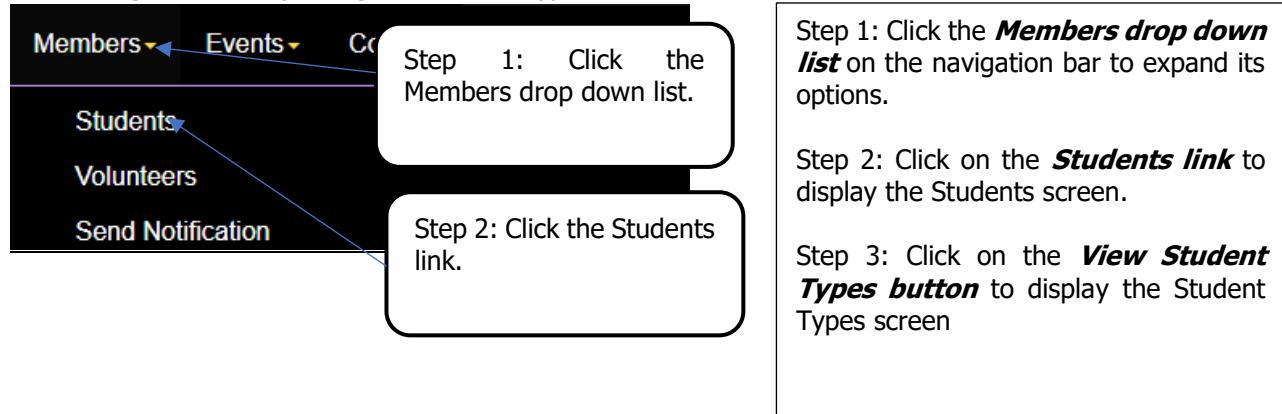
Take note that only admin members have the functionality to search a student type.

## 3.7 Update Student Type

### 3.7.1 Purpose of the function

The purpose of updating a student type is so that if the academy decides that a student type needs to be updated, they will then have the functionality to do so.

### 3.7.2 Navigate to the updating of a student type



Once the user has clicked on the Students link, the Students Screen will be displayed as follows:

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year Of Study	Res Name	User Type
15213626	Noma123	Hear123	0893123456	<a href="mailto:noma@tuks.co.za">noma@tuks.co.za</a>	07 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina	Student
15213626	Christopher	Moloko	0834074027	<a href="mailto:u15213626@tuks.co.za">u15213626@tuks.co.za</a>	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina	Student
15213626	Cailin	Smiths	0769363737	<a href="mailto:sheisbean@gmail.com">sheisbean@gmail.com</a>	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie	Student
15035892	Cailin	Smiths	0769363737	<a href="mailto:15035892@tuks.co.za">15035892@tuks.co.za</a>	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina	Student

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17845796	Michelle	Swart	0741025896	<a href="mailto:swart@tuks.co.za">swart@tuks.co.za</a>	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student



Once the View Student Types Button has been clicked, the Student Types screen will be displayed as follows:

The screenshot shows the 'Student Types' page. At the top left is a search bar labeled 'Search Student Types' with a placeholder 'Name of Student Type' and a magnifying glass icon. Below it is a table with two rows. The first row contains 'Undergrad' and an information icon. The second row contains 'Postgrad' and another information icon. At the bottom right are two buttons: a white square with a black plus sign and a white square with a black left arrow.

### 3.7.3 Screen Controls

The screenshot shows the 'Student Types' page with numbered controls overlaid. Control 1 points to the 'Name of Student Type' textbox. Control 2 points to the magnifying glass search button. Control 3 points to the information icons next to 'Undergrad' and 'Postgrad'. Control 4 points to the add button. Control 5 points to the return button.

The screen control numbers are explained in detail below:

1. **Name of Student Type Textbox:** Enter a student type name here.
2. **Search Button:** Click this button if you have entered a student type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a student type.
4. **Add button:** Click this button if you wish to add a Student Type.
5. **Return Button:** Click this button if you wish to return to the Students Page.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



### 3.7.4 Update Student Type Process

Click on the edit icon next to a specific student type that you wish to update. The Update screen will then be displayed where you can edit the existing student type details and then click on the Save button.

The screenshot shows the ManageIT interface with the 'Student Types' section. A table lists two student types: 'Undergrad' and 'Postgrad'. The 'Undergrad' row has an edit icon (pencil) to its right. A callout box labeled 'Step 1: Click on the info icon.' points to the edit icon. Below the table are two buttons: a plus sign (+) and a back arrow (←).

Once the info icon has been clicked, the Student Type Details screen will be displayed as follows:

The screenshot shows the 'Update a Student Type' page. It displays the 'Undergrad' student type with a text input field containing 'Undergrad'. A callout box labeled 'Step 2: Edit the existing student type details.' points to the input field. Another callout box labeled 'Step 3: Click the save button.' points to a 'Save' button at the bottom right. Below the input field is a 'Description' label. At the bottom right are 'Save' and 'Back' buttons.

Once the Save button has been clicked, the student type will be updated accordingly.

Take note that only admin members have the functionality to update student types.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



## 3.7.5 Possible system errors

ManageIT Members Events Content ? User

## Update a Student Type

Description  A Description is Required

**A description is required**

What this means:

You haven't entered a volunteer type description

What to do:

Enter a volunteer type description

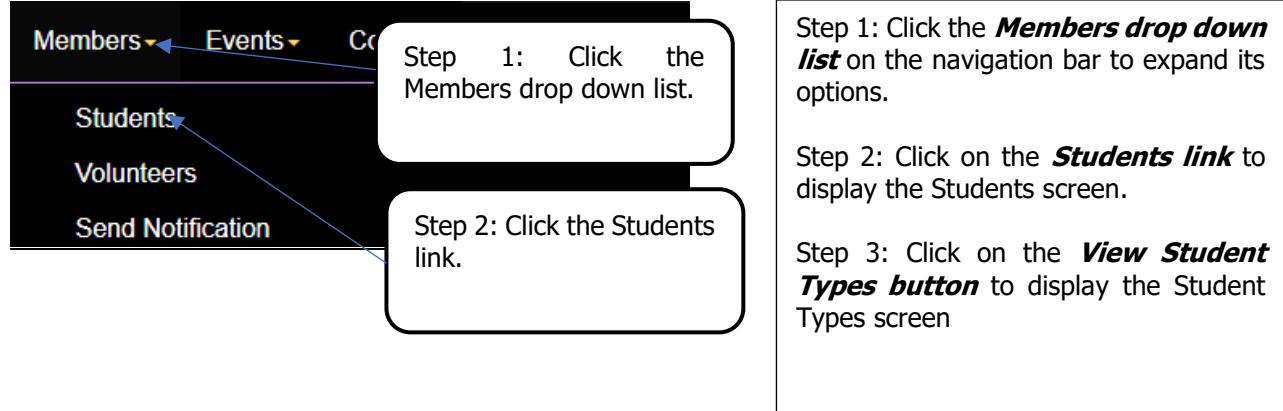


## 3.8 Delete Student Type

### 3.8.1 Purpose of the function

The purpose of deleting a student type is so that if the academy decides that a student type is not used and should therefore be deleted, they then have the functionality to do so.

### 3.8.2 Navigation to the deletion of a student type



Once the user has clicked on the Students link, the Students Screen will be displayed as follows:

The Students screen interface includes a navigation bar with ManageIT, Members, Events, Content, a help icon, and User dropdown. The main title is "Students". Below the title is a search bar with "Student Name" input, a magnifying glass icon, and a filter icon. A callout box labeled "Step 3: Clicks the View Student Types Button." points to the "View Student Types" button. The screen is divided into two sections: "Active Students" and "Graduated Students".

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Degree	Year Of Study	Res Name	User Type
15213626	Noma123	Hear123	0893123456	noma@tuks.co.za	07 Oct 2017	BCom Informatics	01 Jan 2017 00:00:00	Nerina	Student
15213626	Christopher	Moloko	0834074027	u15213626@tuks.co.za	02 Oct 2017	BCom Informatics	02 Oct 2017 00:00:00	Nerina	Student
15213626	Cailin	Smiths	0769363737	sheisbean@gmail.com	04 Dec 1996	BCom Informatics	26 Jan 2015 00:00:00	Magritjie	Student
15035892	Cailin	Smiths	0769363737	15035892@tuks.co.za	03 Oct 2017	BCom Group Work	15 Jul 2017 00:00:00	Nerina	Student

Student Number	First Name	Last Name	Phone Number	Email Address	Phone number	Degree	Year Of Study	Res Name	User Type
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	20 Oct 1992	Soil Science	01 Jan 2017 00:00:00	Klaradyn	Student



Once the View Student Types Button has been clicked, the Student Types screen will be displayed as follows:

The screenshot shows the 'Student Types' page. At the top left is a search bar labeled 'Search Student Types' with a placeholder 'Name of Student Type' and a magnifying glass icon. Below the search bar is a table titled 'Student Type' with two rows: 'Undergrad' and 'Postgrad', each accompanied by an information icon. At the bottom right are two buttons: a white square with a black plus sign (+) and a white square with a black left arrow (←).

### 3.8.3 Screen Controls

The screenshot shows the 'Student Types' page with numbered controls overlaid. Control 1 points to the 'Name of Student Type' input field. Control 2 points to the magnifying glass search button. Control 3 points to the information icons next to 'Undergrad' and 'Postgrad'. Control 4 points to the '+' button at the bottom right. Control 5 points to the left arrow button at the bottom right.

The screen control numbers are explained in detail below:

1. **Name of Student Type Textbox:** Enter a student type name here.
2. **Search Button:** Click this button if you have entered a student type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a student type.
4. **Add button:** Click this button if you wish to add a Student Type.
5. **Return Button:** Click this button if you wish to return to the Students Page.



**Tin:** Don't know what an icon means? Hover over the icon to see

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



### 3.8.4 Delete Student Type Process

Click on the trashcan icon next to a specific student type. Once the icon has been clicked, a warning screen will be displayed notifying the user that the student type will be permanently deleted. Click the Delete Button once this warning screen is displayed.

The screenshot shows the 'Student Types' section of the ManageIT application. At the top, there's a search bar labeled 'Search Student Types' with a placeholder 'Name of Student Type' and a magnifying glass icon. Below the search bar, there are two entries: 'Undergrad' and 'Postgrad'. To the right of each entry is a small info icon (a letter 'i' inside a circle). A blue arrow points from a callout bubble containing the text 'Step 1: Click on the info icon.' to one of these info icons. At the bottom right of the page are two buttons: a plus sign (+) and a left arrow.

Once the info icon has been clicked, the Delete Student Type screen will be displayed as follows:

The screenshot shows a modal dialog box titled 'Delete Undergrad' with the message 'Are you sure that you want to delete Undergrad's Information off of the system?'. It contains two buttons: 'Delete' and 'Cancel'. A blue arrow points from a callout bubble containing the text 'Step 2: Click on the Delete Button.' to the 'Delete' button.

Once the Delete button has been clicked, the student type will be deleted permanently from the system and the database.

## 4. Venue Subsystem

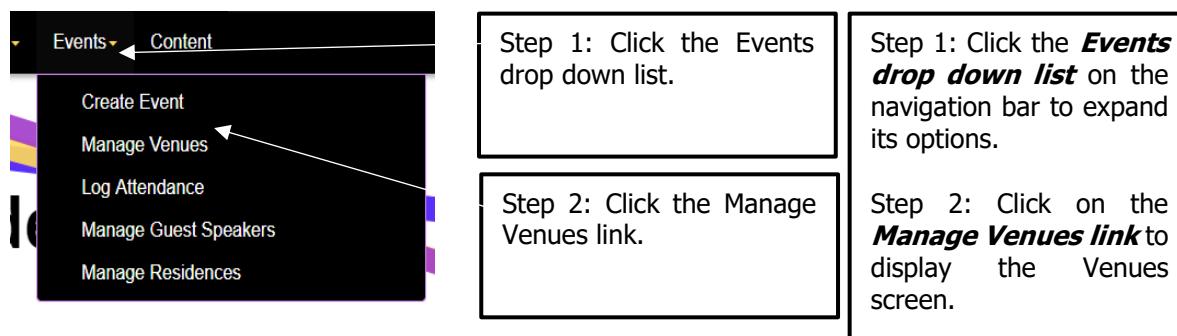
### 4.1 Add New Venue

#### 4.1.1 Purpose of the function

The purpose of adding a venue is so that if the academy decides to add more venues for events to the system, they are then able to do so.



#### 4.1.2 Navigation to the addition of a venue



Once the user has clicked on the Manage Venues link, the Venues Screen will be displayed as follows:

#### 4.1.3 Screen Controls

The screenshot shows the 'Venues' screen with the following controls numbered:

- Name of Venue Textbox**: A text input field for entering the venue name.
- Magnifying glass icon Button**: A button used for searching by venue name.
- Sort by icon**: An icon for sorting the listed venues.
- Description icon**: An icon for viewing details about a venue.
- Create a New Venue Button**: A button for adding a new venue.

Venue Name	Address	Description
Keith's House	22nd Street, Menlo Park, Pretoria	House

The screen control numbers are explained in detail below:

- Name of Venue Textbox**: Enter a venue name here.
- Magnifying glass icon Button**: Click this button if you have entered a venue in the textbox to search by.
- Sort by**: Click to sort the venues
- Information icon**: Click this icon if you would like to view the details about a venue.
- Create a New Venue Button**: Click this button if you would like to add a new venue to the system.

#### 4.1.4 Process to adding a venue

Click on the Create a New Venue button and the Create Venue screen will be displayed. Once the screen is displayed, enter the relevant information and click on the Create button.



ManageIT Members Events Content ? User

# Venues

Search Venues

Name of Venue	Address	Description
Keith's House	22nd Street, Menlo Park, Pretoria	House

Step 1: Click the Create a New Venue Button.

Once the Add a new venue button is clicked, the Add Venue screen will be displayed as follows:

ManageIT Members Events Content ? User

# Create Venue

Venue Name:

Street Number:

Street Name:

Suburb:

City:

Province:

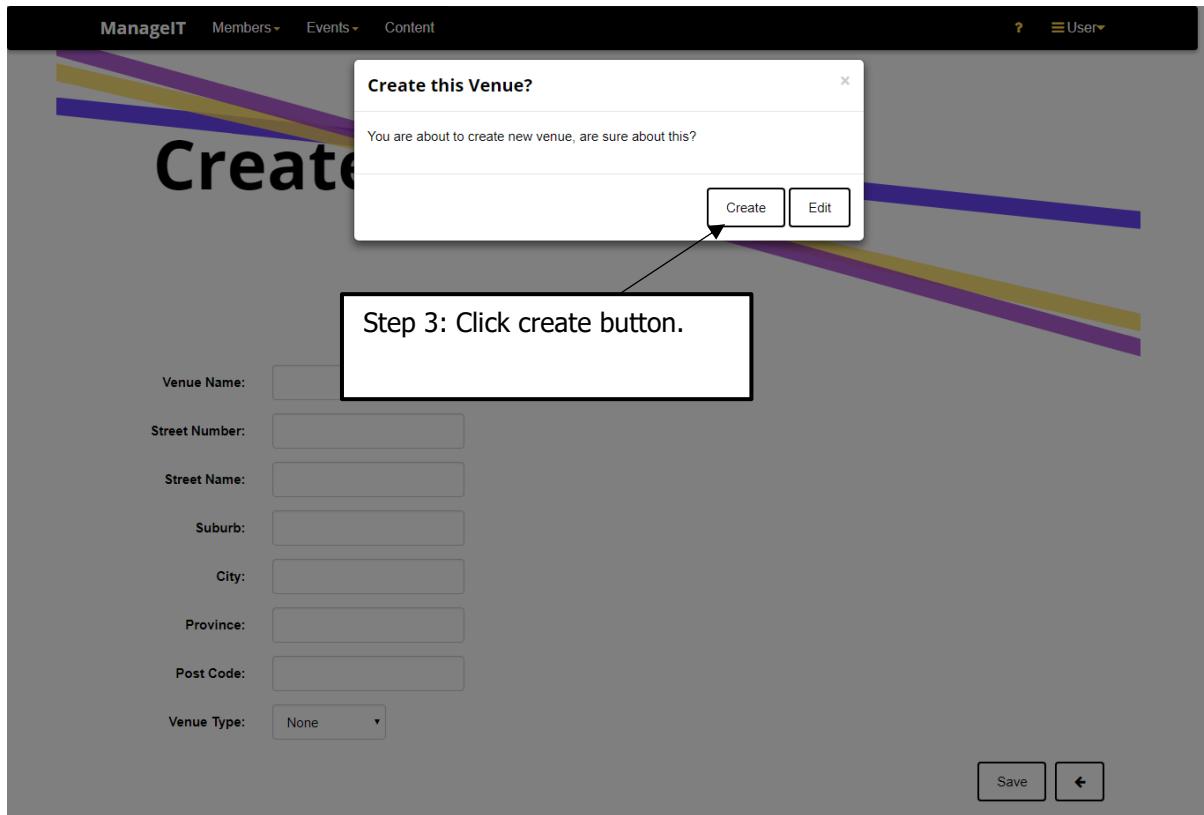
Post Code:

Venue Type:

Step 2: Enter new venue details into the textboxes.

Step 3: Click save button.

Once the Create button has been clicked, the following modal will be displayed.



Once the create button is clicked, the new venue details will be saved to the system.

Take note that only volunteers and admin members have the functionality to add a new venue.



## 4.1.5 Possible System Errors

ManageIT Members Events Content ? User

# Create Venue

Venue Name:  A venue name is required

Street Number:  A street number is required

Street Name:  A street name is required

Suburb:  A suburb is required

City:  A city is required

Province:  A venue name is required

Post Code:  A postcode is required

Venue Type:

**A venue name is required**

What this means:  
You haven't entered a venue name.  
You cannot leave the venue name textbox empty as it is a required field.

What to do:  
Enter a venue name

**A street number is required**

What this means:  
You haven't entered a street number.  
You cannot leave the street number textbox empty as it is a required field.

What to do:  
Enter a street number

**A street name is required**

What this means:  
You haven't entered a street name.  
You cannot leave the street name textbox empty as it is a required field.

What to do:  
Enter a street name

**A suburb is required**

What this means:  
You haven't entered a suburb. You cannot leave the suburb textbox empty as it is a required field.

What to do:  
Enter a suburb

**A city is required**

What this means:

You haven't entered a city. You cannot leave the city textbox empty as it is a required field.

What to do:

Enter a suburb

**A province is required**

What this means:

You haven't entered a province. You cannot leave the province textbox empty as it is a required field.

What to do:

Enter a province

**A postcode is required**

What this means:

You haven't entered a post code. You cannot leave the post code textbox empty as it is a required field.

What to do:

Enter a post code

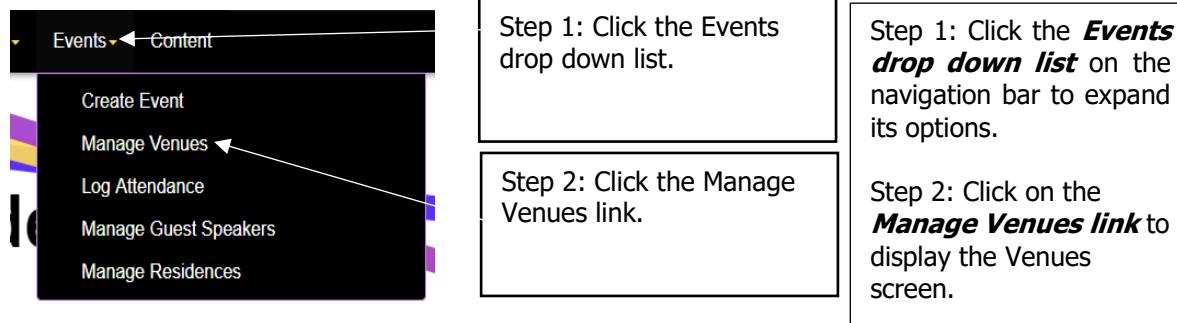


## 4.2 Search Venue

### 4.2.1 Purpose of the function

The purpose of searching a venue is so that if the academy decides to see the details of the venue for events to the system, they are then able to do so.

### 4.2.2 Navigation to the searching of a venue



Once the user has clicked on the Manage Venues link, the Venues Screen will be displayed as follows:

The screenshot shows the 'Venues' screen with the following details:

Search Venues		
Venue Name	Address	Description
Keith's House	22nd Street, Menlo Park, Pretoria	House

At the bottom right of the table is a blue '+' button.

### 4.2.3 Screen Controls

The screenshot shows the 'Venues' screen with numbered controls:

1. A text input field labeled 'Name of Venue'.
2. A magnifying glass icon representing the search button.
3. A grid icon representing the sort/filter button.
4. A red circled number '4' next to the 'House' description for Keith's House.
5. A blue '+' button at the bottom right.



The screen control numbers are explained in detail below:

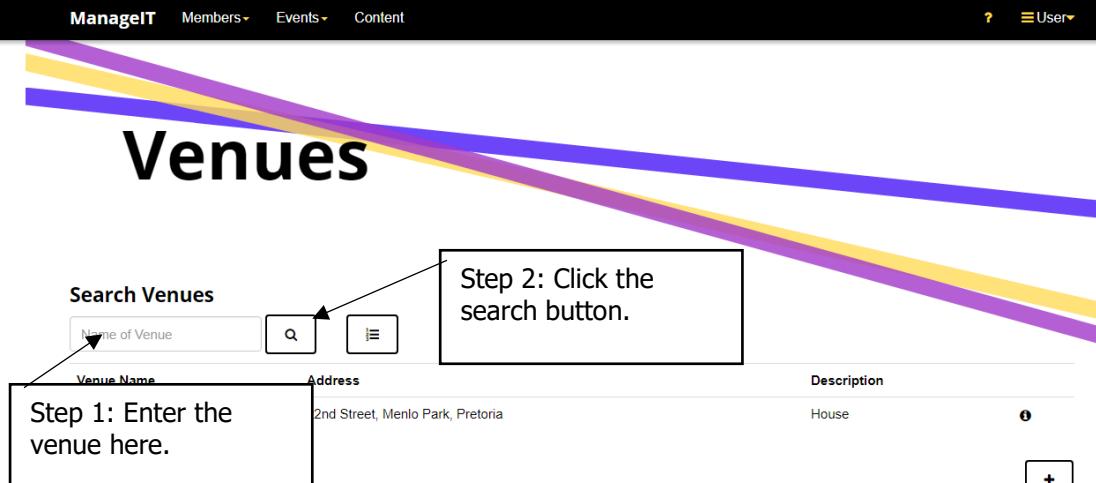
1. **Name of Venue Textbox:** Enter a venue name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue in the textbox.
3. **View Venue Types Icon Button:** Click this Button if you would like to view the venue types page.
4. **Information icon:** Click this icon if you would like to view the details about a venue.
5. **Create a New Venue Button:** Click this button if you would like to add a new venue to the system.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

#### 4.2.4 Process to searching for a venue

Enter a venue name in the Name of Venue textbox and then click the Search button. The system will then display the venues relevant to the search details entered.



ManageIT Members▼ Events▼ Content ? User▼

# Venues

Search Venues

Step 1: Enter the venue here.

Step 2: Click the search button.

Venue Name	Address	Description
2nd Street, Menlo Park, Pretoria	House	



Once the Search Button has been clicked, the list of venues will be updated according to the search details entered in the textbox.

Take note that only volunteers and admin members have the functionality to search a venue.

#### 4.2.5 Possible System Errors

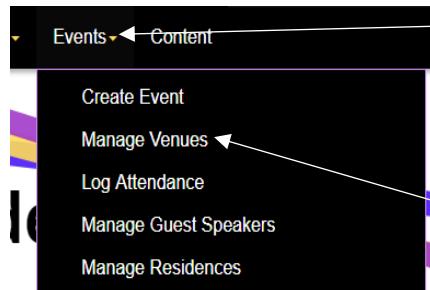
None

### 4.3 Update Venue

#### 4.3.1 Purpose of the function

The purpose of updating a venue is so that if the academy needs to update venues for events to the system, they are then able to do so.

#### 4.3.2 Navigation to the updating of a venue



Step 1: Click the Events drop down list.

Step 2: Click the Manage Venues link.

Step 1: Click the **Events drop down list** on the navigation bar to expand its options.

Step 2: Click on the **Manage Venues link** to display the Venues screen.

Once the user has clicked on the Manage Venues link, the Venues Screen will be displayed as follows:

The screenshot shows the 'Venues' screen with a search bar at the top labeled 'Search Venues'. Below the search bar is a table with three columns: 'Venue Name', 'Address', and 'Description'. A single row of data is shown: 'Keith's House', '22nd Street, Menlo Park, Pretoria', and 'House'. To the right of the table is a small button with a '+' sign.

Venue Name	Address	Description
Keith's House	22nd Street, Menlo Park, Pretoria	House

#### 4.3.3 Screen Controls

The screenshot shows the 'Venues' screen with numbered controls overlaid on specific elements:

- Control 1:** Points to the 'Name of Venue' textbox.
- Control 2:** Points to the magnifying glass icon button next to the 'Name of Venue' textbox.
- Control 3:** Points to the sort/filter icon button next to the magnifying glass icon.
- Control 4:** Points to the edit icon in the 'Description' column of the table.
- Control 5:** Points to the '+' button at the bottom right of the screen.

The screen control numbers are explained in detail below:

1. **Name of Venue Textbox:** Enter a venue name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue in the textbox.



3. **View Venue Types Icon Button:** Click this button if you would like to view the venue types page.
4. **Information icon:** Click this icon if you would like to view the details about a venue.
5. **Create a New Venue Button:** Click this button if you would like to add a new venue to the system.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

#### 4.3.4 Process to updating a venue

Click on the edit icon next to a specific venue that you wish to update. The Update screen will then be displayed where you can edit the existing venue details and then click on the Update button.

The screenshot shows a list of venues. One venue, "Keith's House", is highlighted. A callout box with the text "Step 1: Click on the details icon." has an arrow pointing to the edit icon (pencil symbol) located to the right of the venue's description.

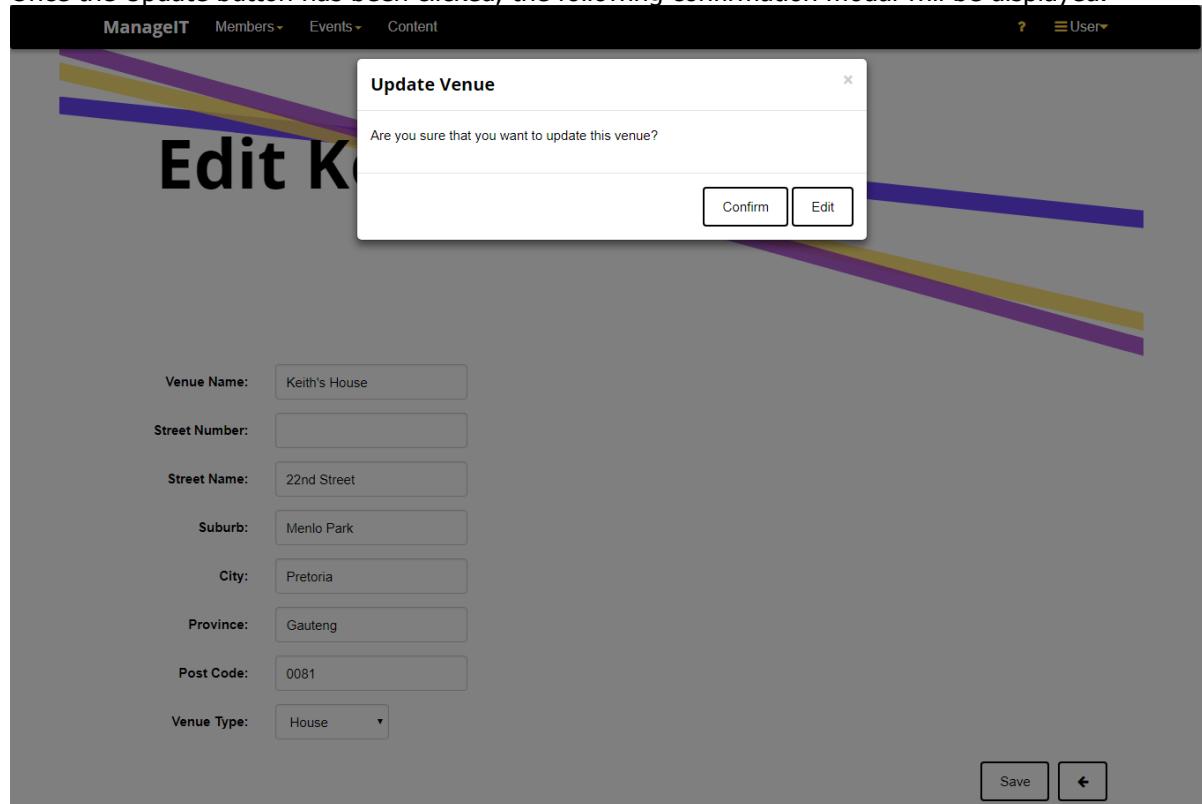
The screenshot shows the "Keith's House Details" update page. It contains form fields for venue name, type, street number, name, suburb, city, and province. A callout box with the text "Step 2: Click on the edit icon." has an arrow pointing to the edit icon (pencil symbol) located at the bottom right of the page.



Once the edit icon has been clicked, the Update Venue screen will be displayed as follows:

The screenshot shows the 'Edit Keith's House' page. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a help icon, and a user dropdown. Below the navigation is a large title 'Edit Keith's House'. The main area contains a form with the following fields:  
Venue Name: Keith's House  
Street Number:   
Street Name: 22nd Street  
Suburb: Menlo Park  
City: Pretoria  
Province: Gauteng  
Post Code: 0081  
Venue Type: House   
To the right of the form, there are two callout boxes with arrows pointing to the 'Save' button:  
Step 3: Edit the existing venue details.  
Step 4: Click the save Button.  
At the bottom right are two buttons: 'Save' and a back arrow.

Once the Update button has been clicked, the following confirmation modal will be displayed.



Once the update button is clicked the system will save the updated venue details to the system.

Take note that only volunteers and admin members have the functionality to update a venue.



?

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

#### 4.3.5 Possible System Errors

The screenshot shows a 'Create Venue' form with several required fields highlighted in red. The fields and their validation messages are:

- Venue Name:** A venue name is required.
- Street Number:** A street number is required.
- Street Name:** A street name is required.
- Suburb:** A suburb is required.
- City:** A city is required.
- Province:** A venue name is required.
- Post Code:** A postcode is required.
- Venue Type:** None

At the bottom right of the form are two buttons: 'Save' and a back arrow.

##### **A street number is required**

What this means:  
You haven't entered a street number.  
You cannot leave the street number textbox empty as it is a required field.

What to do:  
Enter a street number

##### **The street name must be at least 5 characters long**

What this means:  
You cannot enter a street name that is less than 5 characters long as it is a standard that street names are longer than 5 characters.

What to do:  
You must enter a longer valid street name.

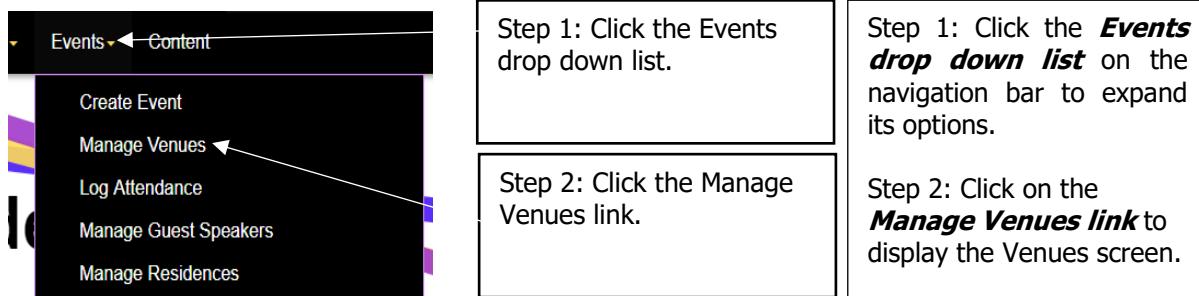


## 4.4 Delete Venue

### 4.4.1 Purpose of the function

The purpose of deleting a venue is so that if the academy decides to no longer use that venue, they are then able to do so.

### 4.4.2 Navigation to the deleting of a venue



Once the user has clicked on the Manage Venues link, the Venues Screen will be displayed as follows:

The screenshot shows the 'Venues' screen. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a help icon, and a user profile icon. Below the navigation bar, the word 'Venues' is prominently displayed in large, bold letters. Underneath, there's a search bar labeled 'Search Venues' with fields for 'Name of Venue' and search icons. A table lists venue details: 'Venue Name' (Keith's House), 'Address' (22nd Street, Menlo Park, Pretoria), and 'Description' (House). A small edit icon is next to the address. In the bottom right corner of the table area, there's a '+' button.



## 4.4.3 Screen Controls

The screenshot shows the 'Venues' section of the ManageIT application. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the far right of the navigation bar are a help icon and a 'User' dropdown menu. The main title 'Venues' is displayed prominently. Below the title is a search bar labeled 'Search Venues' with a placeholder 'Name of Venue'. To the right of the search bar are three buttons: a magnifying glass icon (labeled 2), a list icon (labeled 3), and a plus icon (labeled 5). Below the search bar is a table with three columns: 'Venue Name', 'Address', and 'Description'. A single row in the table represents 'Keith's House' located at '22nd Street, Menlo Park, Pretoria' with a description of 'House'. To the right of this row is an information icon (labeled 4). At the bottom right of the screen is a large plus icon (labeled 5).

The screen control numbers are explained in detail below:

1. **Name of Venue Textbox:** Enter a venue name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue in the textbox.
3. **View Venue Types Icon Button:** Click this button if you would like to view the venue types page.
4. **Information icon:** Click this icon if you would like to view the details about a venue.
5. **Create a New Venue Button:** Click this button if you would like to add a new venue to the system.



**Tip:** Don't know what an icon means? Hover over the icon to see what the control does.

## 4.4.4 Process to deleting a venue

Click on the information icon next to a specific venue. Once the icon has been clicked, the details of the venue will be displayed, then click the delete button which displays a warning screen. Click the Delete Button once this warning screen is displayed.



Step 1: Click on the information icon.

**Venues**

Search Venues

Name of Venue	Address	Description
Keith's House	22nd Street, Menlo Park, Pretoria	House

+ [New]

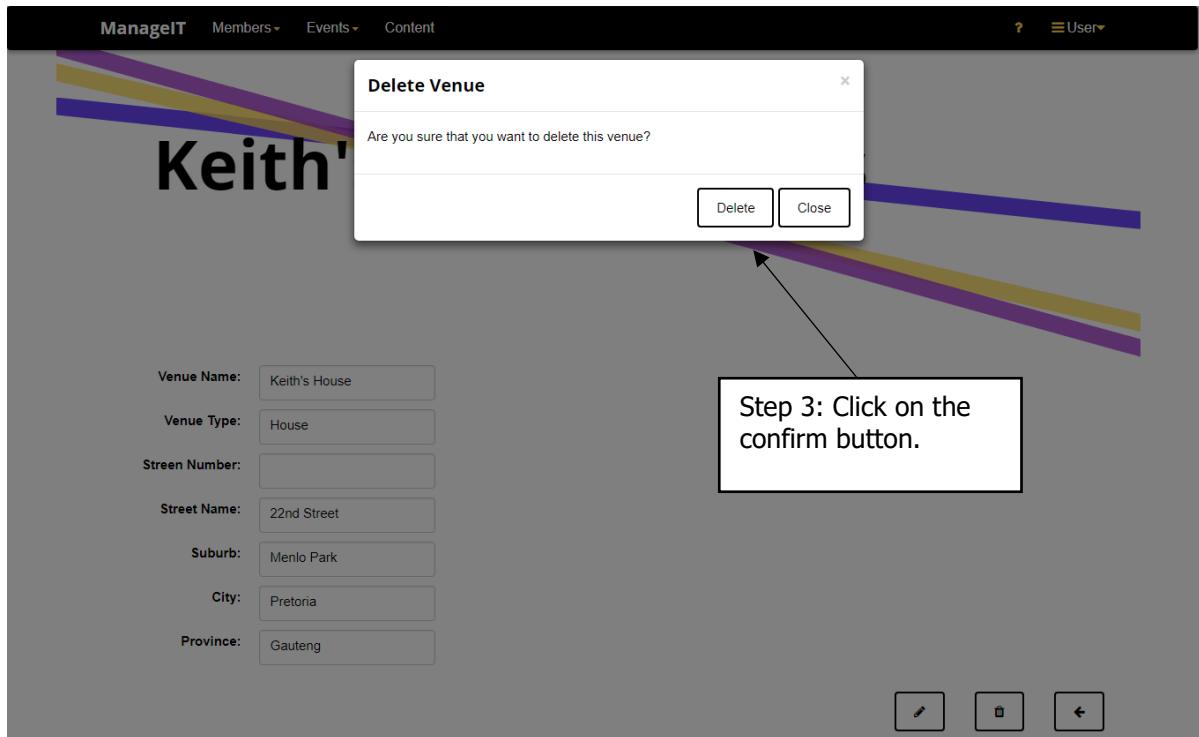
Once the information icon has been clicked, the Venue Details screen will be displayed as follows:

Step 2: Click on the Delete Button.

**Keith's House Details**

Venue Name:	Keith's House
Venue Type:	House
Street Number:	
Street Name:	22nd Street
Suburb:	Menlo Park
City:	Pretoria
Province:	Gauteng

[Edit] [Delete] [Back]



Once the Delete button has been clicked, the venue will be deleted permanently from the system and the database.

Take note that only volunteers and admin members have the functionality to delete venues.

#### 4.4.5 Possible System Errors

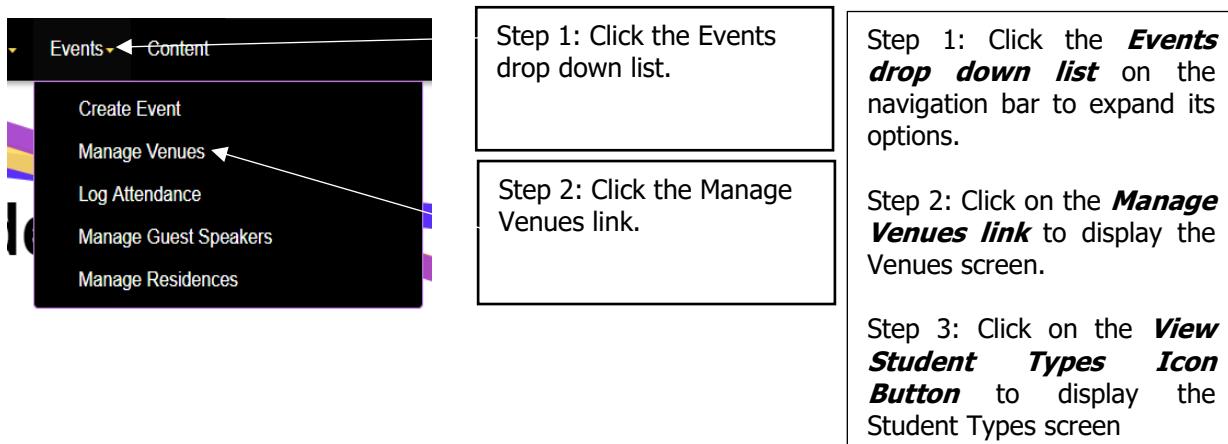
If the venue has been/is assigned to an event it cannot be deleted from the system.

### 4.5 Add Venue Type

#### 4.5.1 Purpose of the function

The purpose of adding a venue type is so that if the academy decides to add more venue types to the system, they are then able to do so.

#### 4.5.2 Navigation to the adding of a venue type



Once the user has clicked on the Manage Venues link, the Venues Screen will be displayed as follows:



Step 3: Clicks the View Venue Types Icon Button.

**Venues**

Search Venues

Venue Name	Address	Description
Keith's House	22nd Street, Menlo Park, Pretoria	House

+ ↻

Once the View Venue Types icon has been clicked, the Venue Types screen will be displayed as follows:

**Venue Type**

Venue Type	Description	Action
House		ⓘ
Lecture Hall		ⓘ
University		ⓘ

+ ↻



## 4.5.3 Screen Controls

The screenshot shows a web application interface for managing venue types. At the top is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a help icon, and a user profile icon. Below the navigation is a large title 'Venue Type'. The main area contains a search bar labeled 'Venue Type' with a magnifying glass icon, followed by a red number '2'. Below the search bar is a table with three rows, each representing a venue type: 'House' (with a red number '3'), 'Lecture Hall' (with a red number '4'), and 'University' (with a red number '5'). At the bottom right of the table are two buttons: a red '+' button and a red left arrow button.

The screen control numbers are explained in detail below:

1. **Venue Type Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Add a New Venue Type Button:** Click this button if you would like to add a new venue type to the system.
5. **Back to Venues Button:** Click this button if you would like to go back to the venues page.



**Tip:** Don't know what an icon means? Hover over the icon to see what the control does.



#### 4.5.4 Process to adding a venue type

Click on the Create a New Venue Type button and the Create Venue Type screen will be displayed. Once the screen is displayed, enter the relevant information and click on the Create button.

The screenshot shows a black header bar with the 'ManageIT' logo, 'Members', 'Events', 'Content', and 'User' links. Below the header, the word 'Venue Type' is prominently displayed in large, bold, black letters. Underneath, there is a table with a single row containing three items: 'House', 'Lecture Hall', and 'University'. To the left of the table is a search bar labeled 'Venue Type' with a magnifying glass icon. At the bottom right of the table area, there are two buttons: a white square with a black plus sign (+) and a white square with a black left arrow (←).

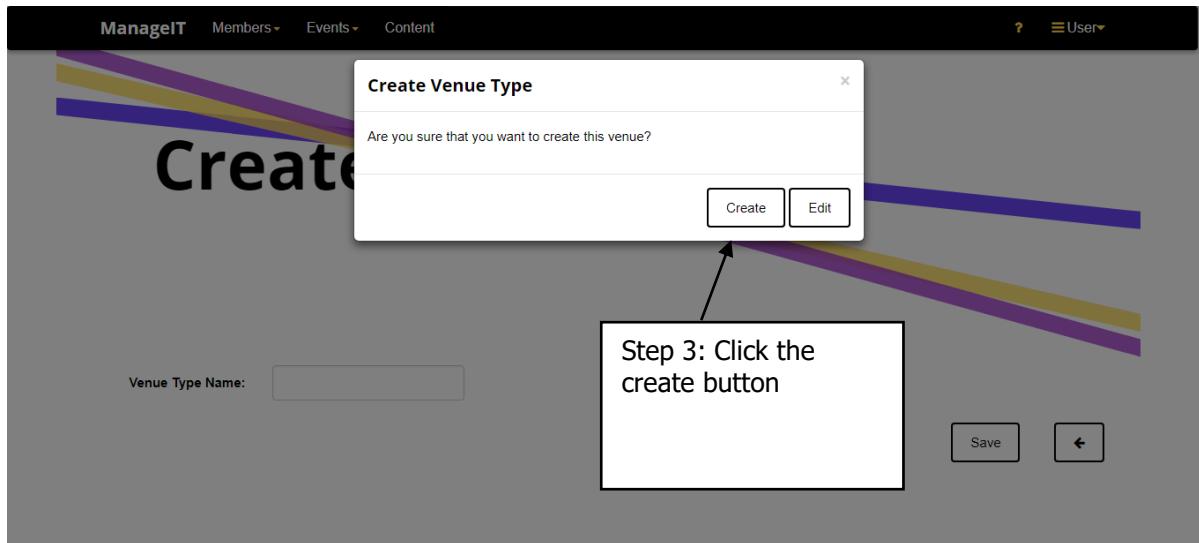
Step 1: Click on Add a New Venue Type button.

The screenshot shows a black header bar with the 'ManageIT' logo, 'Members', 'Events', 'Content', and 'User' links. Below the header, the title 'Create a Venue Type' is displayed in large, bold, black letters. On the left, there is a label 'Venue Type Name:' followed by an empty input field. To the right of the input field are two boxes: one for 'Step 2' (describing entering a new venue type description) and one for 'Step 3' (describing clicking the save button). Both boxes have arrows pointing to their respective 'Save' and '←' buttons at the bottom right.

Step 2: Enter a new venue type description here.

Step 3: Click on save Button.

Once the Add a new venue type button is clicked, the Create Venue Type screen will be displayed as follows:

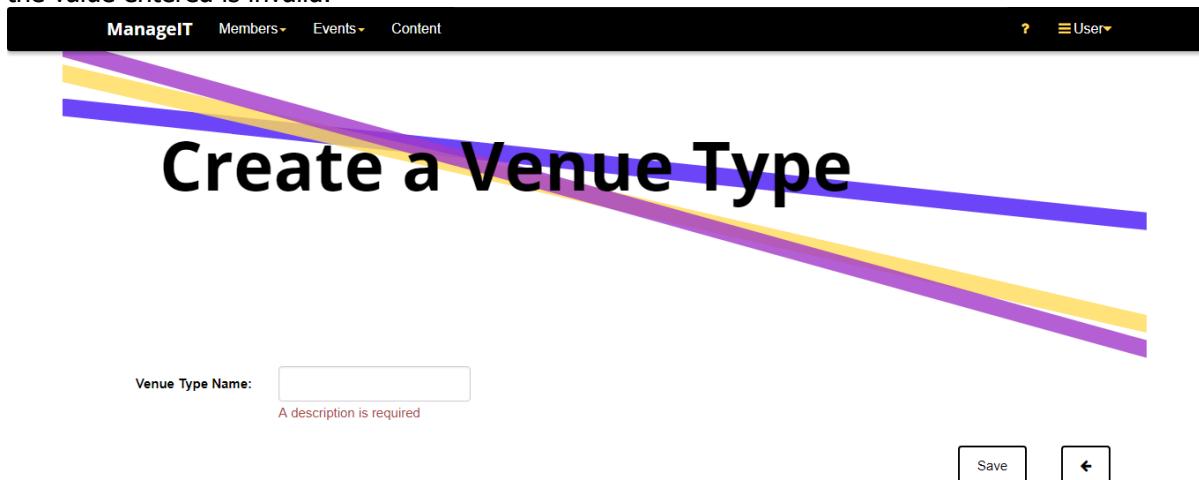


Once the Create button has been clicked, the new venue type will be added to the system and can thereafter be assigned to a venue.

Take note that only volunteers and admin members have the functionality to add a new venue type.

#### 4.5.5 Possible System Errors

If the user enters a value that is invalid in the textbox, a warning message will be shown indicating the value entered is invalid.



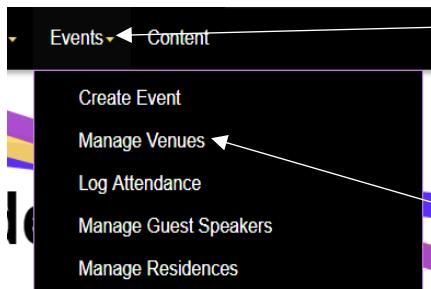


## 4.6 Search Venue Type

### 4.6.1 Purpose of the function

The purpose of searching a venue type is so that if the academy decides to search for venue types on the system, they are then able to do so.

### 4.6.2 Navigation to the searching of a venue type



Step 1: Click the **Events** drop down list.

Step 2: Click the **Manage Venues** link.

Step 1: Click the **Events drop down list** on the navigation bar to expand its options.

Step 2: Click on the **Manage Venues link** to display the Venues screen.

Step 3: Click on the **View Student Types Icon Button** to display the Student Types screen

Once the user has clicked on the Manage Venues link, the Venues Screen will be displayed as follows:

Step 3: Clicks the View Venue Types Icon Button.

Once the View Venue Types icon has been clicked, the Venue Types screen will be displayed as follows:



Venue Type

Description	
House	edit
Lecture Hall	edit
University	edit

+ ←

#### 4.6.3 Screen Controls

1 Venue Type 2

3

4 + 5 ←

The screen control numbers are explained in detail below:

1. **Venue Type Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Add a New Venue Type Button:** Click this button if you would like to add a new venue type to the system.
5. **Back to Venues Button:** Click this button if you would like to go back to the venues page.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



#### 4.6.4 Process to searching a venue type

Enter a venue type name in the Find by name textbox and then click the Search button. The system will then display the venue types relevant to the search details entered.

Once the Search Button has been clicked, the list of venue types will be displayed according to the search details entered in the textbox.

Take note that only volunteers and admin members have the functionality to search a venue type.

#### 4.6.5 Possible System Errors

None

### 4.7 Update Venue Type

#### 4.7.1 Purpose of the function

The purpose of updating a venue type is so that if the academy decides to update a venue type to the system, they are then able to do so.

#### 4.7.2 Navigation to the updating of a venue type

Once the user has clicked on the Manage Venues link, the Venues Screen will be displayed.

5:



ManageIT Members Events Content ? User

# Venues

Step 3: Clicks the View Venue Types Icon Button.

Search Venues

Venue Name	Address	Description
Keith's House	22nd Street, Menlo Park, Pretoria	House

+ ↶

Once the View Venue Types icon has been clicked, the Venue Types screen will be displayed as follows:

ManageIT Members Events Content ? User

# Venue Type

Venue Type

Description
House
Lecture Hall
University

+ ↶



## 4.7.3 Screen Controls

Description	
House	• 3
Lecture Hall	•
University	•

1. **Venue Type Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Add a New Venue Type Button:** Click this button if you would like to add a new venue type to the system.
5. **Back to Venues Button:** Click this button if you would like to go back to the venues page.

**Tip:** Don't know what an icon means? Hover over the icon to see what the control does.

## 4.7.4 Process to updating a venue type

Click on the edit icon next to a specific venue type that you wish to update. The Update screen will then be displayed where you can edit the existing venue type details and then click on the Save button.



The screenshot shows a list of venue types. At the top left is a search bar with 'Venue Type' and a magnifying glass icon. Below it is a table with columns for 'Description' and 'Edit'. The 'Description' column lists 'House', 'Lecture Hall', and 'University'. The 'Edit' column contains three edit icons (pencil). A callout box with a black border and white background points to the first edit icon with the text 'Step 1: Click the details button.' Below the table are two small square buttons with '+' and '-' symbols.

Once the edit icon has been clicked, the Update Venue Type screen will be displayed as follows:

The screenshot shows the 'Venue Type Details' screen. At the top left is a search bar with 'Description' and a dropdown menu showing 'House'. A callout box with a black border and white background points to the dropdown menu with the text 'Step 1: Click on the details icon.' At the bottom right are three buttons: a pencil icon for edit, a trash can icon for delete, and a back arrow icon. A second callout box with a black border and white background points to the edit button with the text 'Step 2: Click on the edit button.'

Once the Update button has been clicked, the venue type will be updated accordingly.



ManageIT Members Events Content ? User

# Update a Venue Type

Venue Type Name:

Step 2: Edit the existing venue type details.

Step 3: Click the Update button.

Save Cancel

Take note that only volunteers and admin members have the functionality to update venue types.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

#### 4.7.5 Possible System Errors

If the user enters a value that is invalid in the textbox, a warning message will be shown indicating the value entered is invalid.

ManageIT Members Events Content ? User

# Create a Venue Type

Venue Type Name:

A description is required

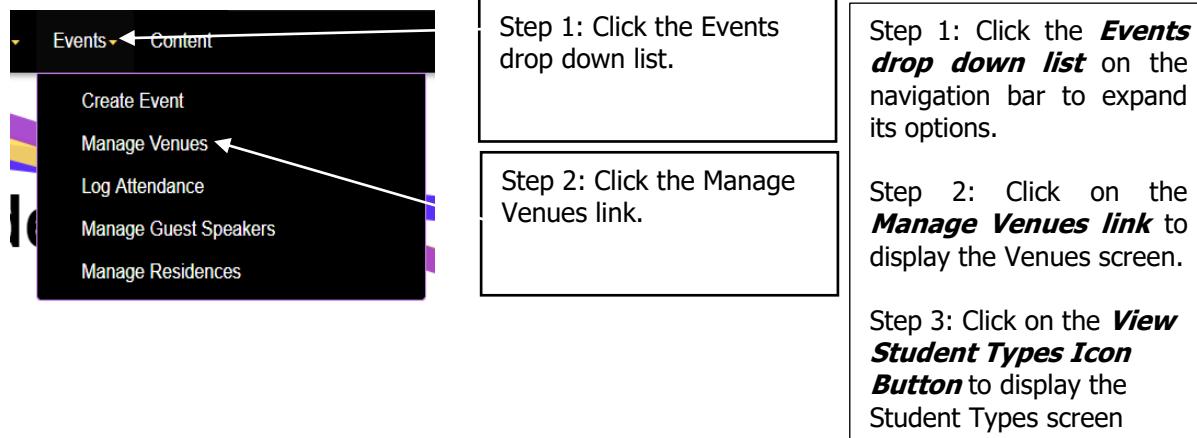
Save Cancel

## 4.8 Delete Venue Type

### 4.8.1 Purpose of the function

The purpose of deleting a venue type is so that if the academy decides to no longer use that venue type, they are then able to do so.

### 4.8.2 Navigation to the deleting of a venue type



Once the user has clicked on the Manage Venues link, the Venues Screen will be displayed as follows:

The Venues screen displays the following interface:

- Search Venues:** Includes a "Name of Venue" input field, a magnifying glass icon button, and a grid icon button.
- Table Headers:** Venue Name, Address, Description.
- Data Rows:**

Venue Name	Address	Description
Keith's House	22nd Street, Menlo Park, Pretoria	House
- Add Button:** A plus sign icon button in the bottom right corner.

**Step 3: Clicks the View Venue Types Icon Button.**

Once the View Venue Types icon has been clicked, the Venue Types screen will be displayed as follows:



Venue Type

Description	
House	ⓘ
Lecture Hall	ⓘ
University	ⓘ

+ ←

#### 4.8.3 Screen Controls

1 Venue Type 2

Description	
House	ⓘ 3
Lecture Hall	ⓘ
University	ⓘ

4 + 5 ←

1. **Venue Type Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Add a New Venue Type Button:** Click this button if you would like to add a new venue type to the system.
5. **Back to Venues Button:** Click this button if you would like to go back to the venues page.

**Tip:** Don't know what an icon means? Hover over the icon to see what the control does.



#### 4.8.4 Process to deleting a venue type

Click on the trashcan icon next to a specific venue type. Once the icon has been clicked, the delete venues type screen will be displayed notifying the user that the venue type will be permanently deleted. Click the Delete Button once this warning screen is displayed.

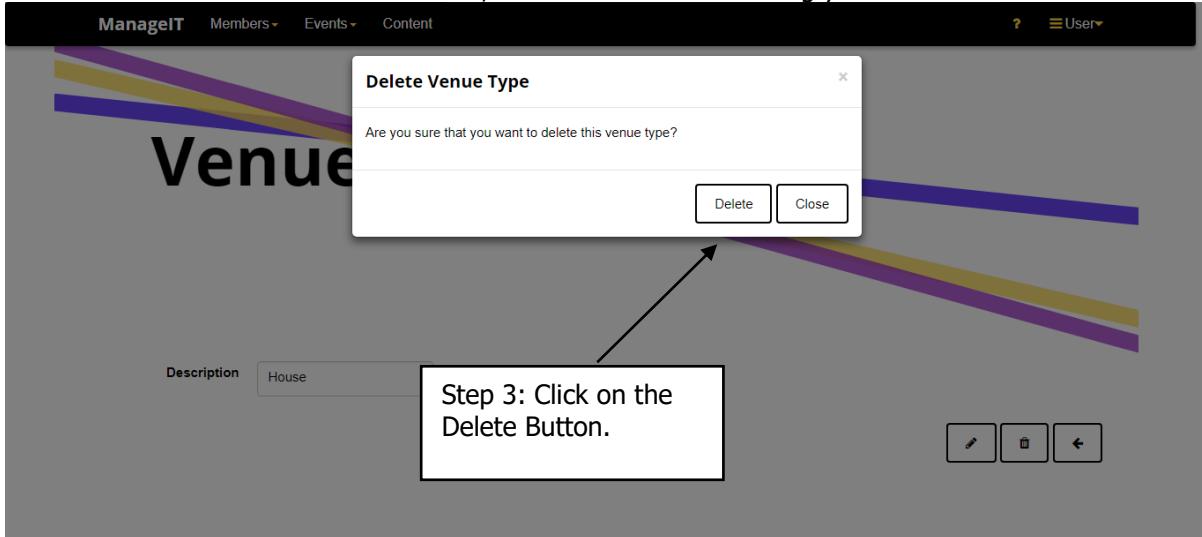
The screenshot shows a list of venue types: House, Lecture Hall, and University. Each item has a trashcan icon to its right. A callout box with the text "Step 1: Click on the details icon." points to the trashcan icon for "House". Below the list are two buttons: a plus sign (+) and a left arrow.

Once the trashcan icon has been clicked, the Details of Venue Type screen will be displayed as follows:

The screenshot shows a single row for "House" with a trashcan icon. A callout box with the text "Step 2: Click on the Delete Button." points to the trashcan icon. Below the row are three buttons: a pencil, a trashcan, and a left arrow.



Once the Delete button has been clicked, the modal will show asking you to confirm as follows:



Once you click this button the venue type will be deleted from the system.

Take note that only volunteers and admin members have the functionality to delete venue types.

#### 4.8.5 Possible System Errors

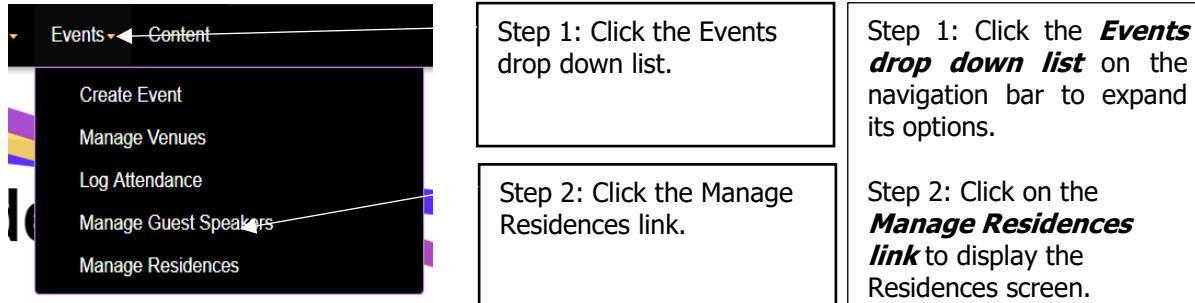
If a venue type is assigned to a venue, it cannot be deleted.

## 4.9 Add Residence

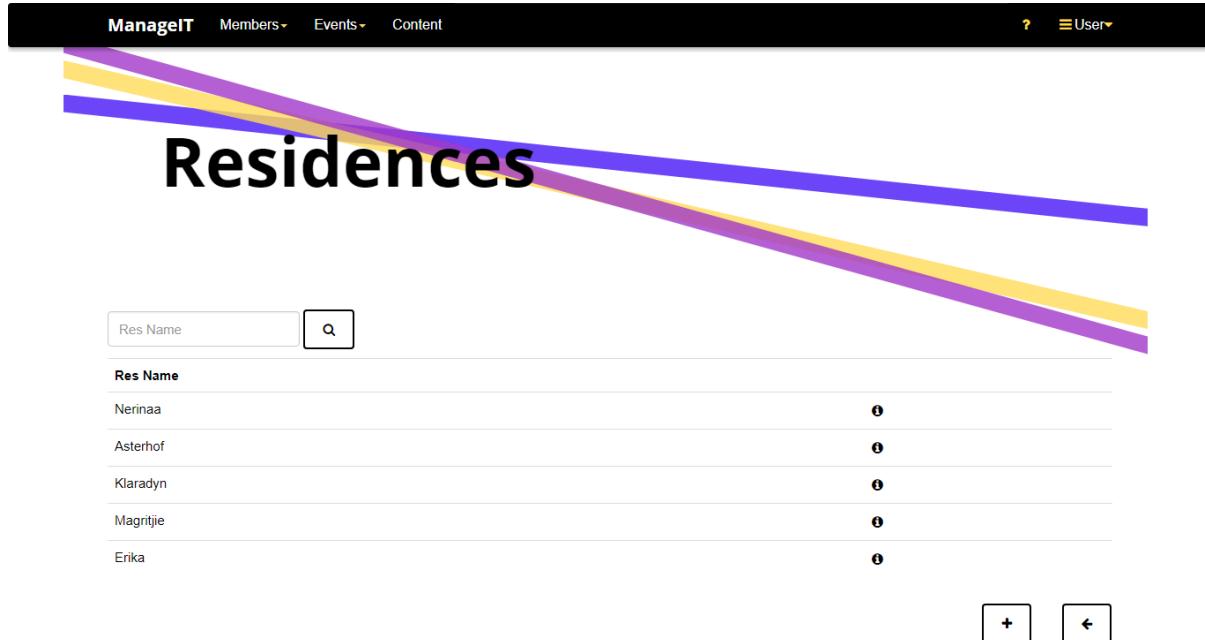
### 4.9.1 Purpose of the function

The purpose of adding a residence is so that if the academy decides to add more residences to the system, they are then able to do so.

### 4.9.2 Navigation to the adding of a residence



Once the user has clicked on the Manage Residences link, the Residences Screen will be displayed as follows:



Res Name

Res Name	Action
Nerinaa	
Asterhof	
Klaradyn	
Magritjie	
Erika	



## 4.9.3 Screen Controls

1 Res Name 2

Res Name

Nerinaa	3
Asterhof	4
Klaradyn	5
Magritjie	6
Erika	7

4 5

The screen control numbers are explained in detail below:

1. **Res Name Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Create icon:** Click this icon if you would like to create a new residence
5. **Back icon:** Click this icon if you would like to go back to main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



#### 4.9.4 Process to adding a residence

Click on the Add Residence button and the Create a Residence screen will be displayed. Once the screen is displayed, enter the relevant information and click on the Create button.

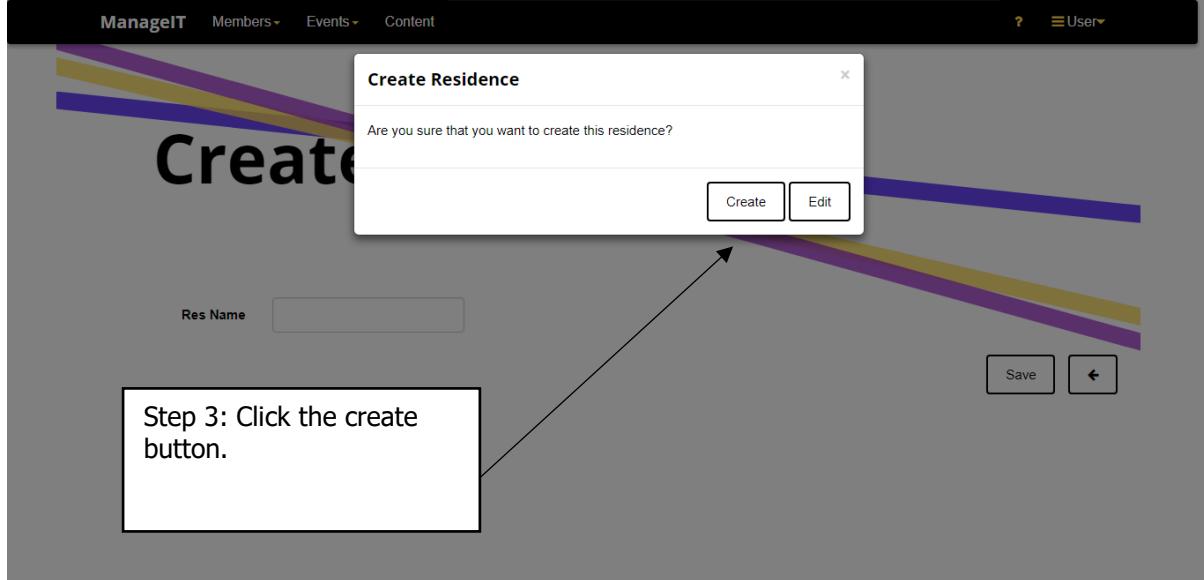
The screenshot shows the 'Residences' page of the ManageIT application. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', '?', and 'User'. The main content area has a title 'Residences' and a search bar with a placeholder 'Res Name' and a magnifying glass icon. Below the search bar is a table with a single column labeled 'Res Name'. The table contains six rows with the following data: Nerinaa, Asterhof, Klaradyn, Magritjie, and Erika. To the right of the table is a large callout box with the text 'Step 1: Click the add residence button.' A black arrow points from this callout box to a '+' button located at the bottom right of the table.

Once the Add Residence button is clicked, the Create a Residence screen will be displayed as follows:

The screenshot shows the 'Create a Residence' page. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', '?', and 'User'. The main content area has a title 'Create a Residence' and a form with a 'Res Name' input field. To the right of the input field is a large callout box with the text 'Step 2: Click the save button.' A black arrow points from this callout box to a 'Save' button located at the bottom right of the form.



Once the save button has been clicked, the following warning screen will be displayed.



Once the Create button is clicked, the residence will be added to the system and can thereafter be assigned to students and events.

Take note that only admin members have the functionality to add a residence.

#### 4.9.5 Possible System Errors



**A residence name is required**

What this means:

You have to enter a residence name as it is the only field required when creating a residence. Cannot leave the field empty.

What to do:

Enter a residence name

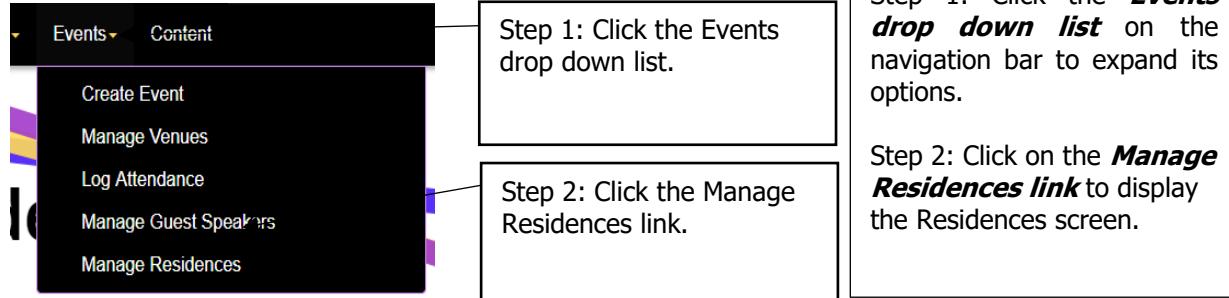


## 4.10 Search Residence

### 4.10.1 Purpose of the function

The purpose of searching a residence is so that if the academy decides to search the details of a residence on the system, they are then able to do so.

### 4.10.2 Navigation to the searching of a residence



Once the user has clicked on the Manage Residences link, the Residences Screen will be displayed as follows:

Res Name	
Nerinaa	⊕
Asterhof	⊕
Klaradyn	⊕
Magritjie	⊕
Erika	⊕



## 4.10.3 Screen Controls

1 Res Name 2

Res Name

Nerinaa 3

Asterhof

Klaradyn

Magritje

Erika

4 + 5 ←

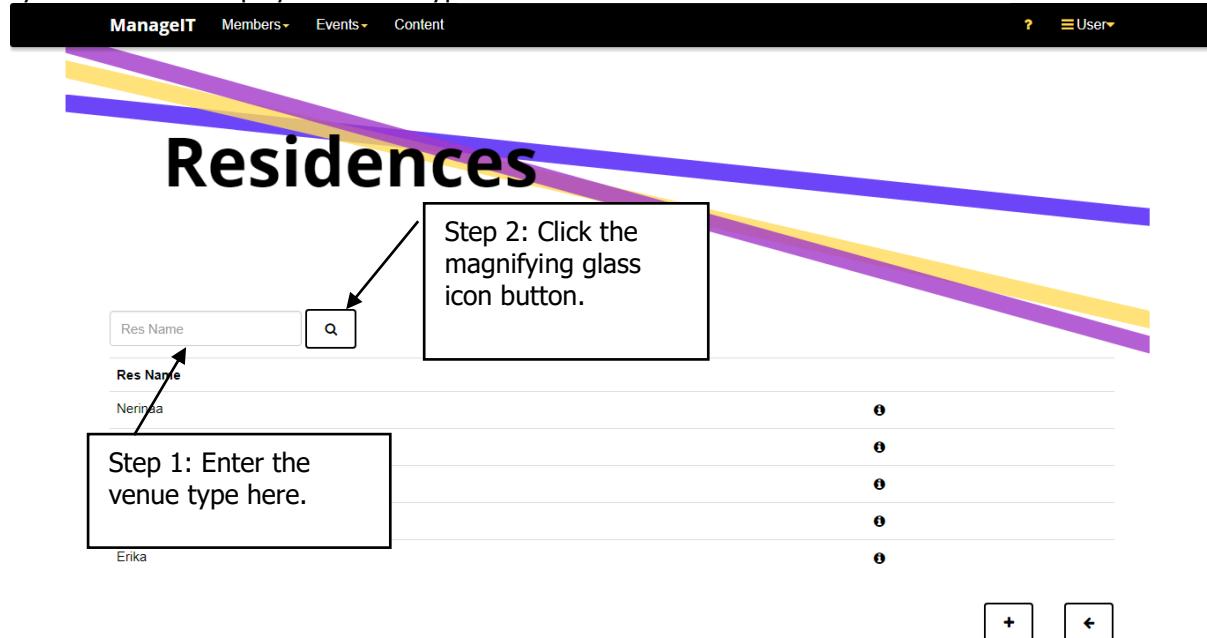
The screen control numbers are explained in detail below:

1. **Res Name Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Create icon:** Click this icon if you would like to create a new residence
5. **Back icon:** Click this icon if you would like to go back to main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

#### 4.10.4 Process to searching a residence

Enter a residence name in the Res Name textbox and then click the magnifying glass icon button. The system will then display the venue types relevant to the search details entered.



Once the magnifying glass icon Button has been clicked, the list of residences will be displayed according to the search details entered in the textbox.

Take note that only volunteers and admin members have the functionality to search a residence.

#### 4.10.5 Possible System Errors

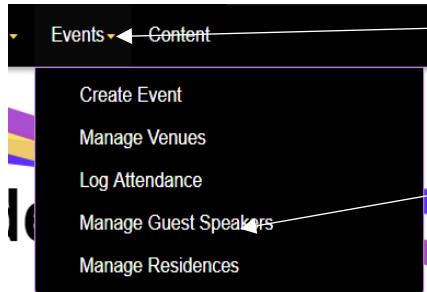
None

## 4.11 Update Residence

### 4.11.1 Purpose of the function

The purpose of updating a residence is so that if the academy decides to update the details of a residence on the system, they are then able to do so.

### 4.11.2 Navigation to the updating of a residence



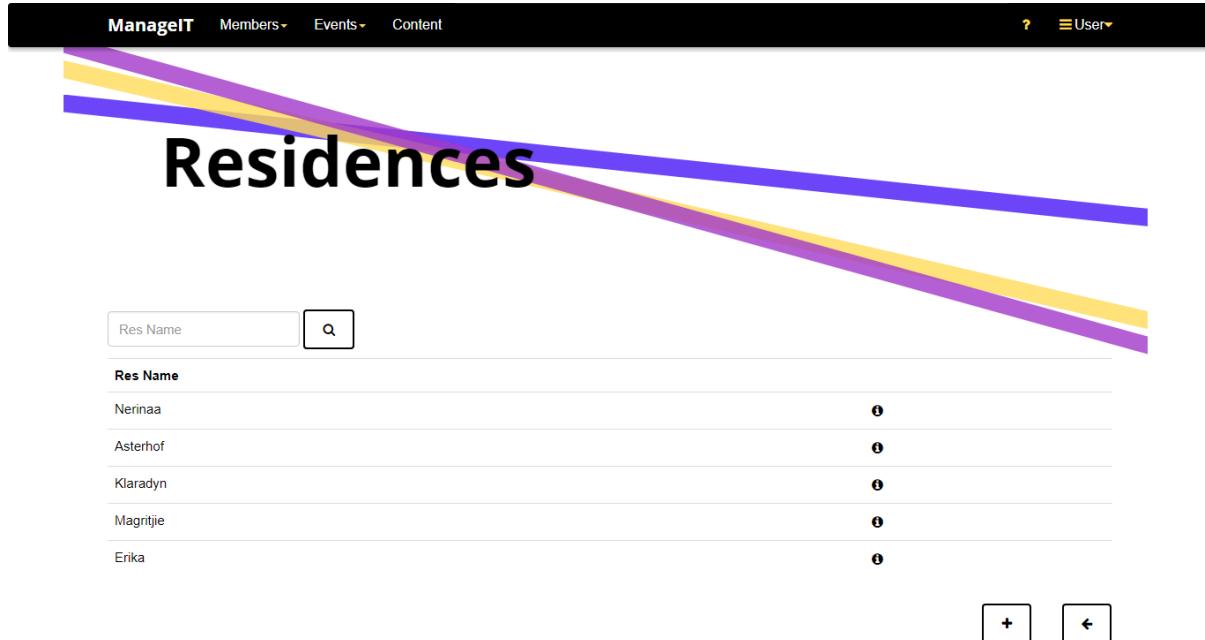
Step 1: Click the Events drop down list.

Step 2: Click the Manage Residences link.

Step 1: Click the **Events drop down list** on the navigation bar to expand its options.

Step 2: Click on the **Manage Residences link** to display the Residences screen.

Once the user has clicked on the Manage Residences link, the Residences Screen will be displayed as follows:



Res Name	Action
Nerinaa	
Asterhof	
Klaradyn	
Magritjie	
Erika	



## 4.11.3 Screen Controls

The screenshot shows the 'Residences' screen of the ManageIT application. At the top is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a help icon, and a user dropdown. The main content area has a large title 'Residences'. Below it is a table with five rows, each containing a residence name and an information icon. At the bottom are five numbered callouts: 1 points to a 'Res Name' input field, 2 points to a magnifying glass search icon, 3 points to an information icon next to a residence name, 4 points to a create icon (+), and 5 points to a back icon (left arrow).

The screen control numbers are explained in detail below:

1. **Res Name Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Create icon:** Click this icon if you would like create a new residence
5. **Back icon:** Click this icon if you would like to go back to main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



#### 4.11.4 Process to updating a residence

Click on the edit icon next to a specific residence that you wish to update. The Update screen will then be displayed where you can edit the existing residence details and then click on the Save button.

The screenshot shows a list of residence names: Nerinaa, Asterhof, Klaradyn, Magritjie, and Erika. A callout box labeled "Step 1: Click on the details icon." points to the edit icon (pencil icon) next to the "Nerinaa" entry. The interface includes a search bar at the top left and a navigation bar with "ManageIT", "Members", "Events", "Content", and "User" tabs.

Once the edit icon has been clicked, the details screen will be displayed as follows:

The screenshot shows the "Nerinaa Details" page. It displays the residence name "Nerinaa" and the number of students "6". A callout box labeled "Step 2: Click on the edit icon." points to the edit icon (pencil icon) in the bottom right corner of the form. The interface includes a navigation bar with "ManageIT", "Members", "Events", "Content", and "User" tabs.



Once the edit icon is selected the following edit page will show:

ManageIT Members Events Content ? User

# Update

Residence Name

Step 3: Click on the save button.

Save ←

Once the Update button has been clicked, the following warning screen will be displayed.

ManageIT Members Events Content ? User

# Update

Residence Name

Step 4: Click on the update

Update Edit

Save ←

Once the Update Button is clicked, the residence will be updated accordingly.

Take note that only admin members have the functionality to update residences.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



## 4.11.5 Possible System Errors

The screenshot shows a web-based application interface. At the top, there is a navigation bar with links for "ManageIT", "Members", "Events", and "Content". On the far right of the navigation bar are icons for help, user profile, and user management. Below the navigation bar, the main content area has a large, stylized title "Update Residence" in black text. Underneath the title, there is a form field labeled "Res Name" containing the letter "N". A validation message below the field states, "The residence name must be at least 5 characters long." At the bottom right of the form area are two buttons: "Update" and "Return".

**The residence name must be at least 5 characters long**

What this means:  
You cannot enter a residence name that is less than 5 characters long as it is a standard that residence names are longer than 5 characters.

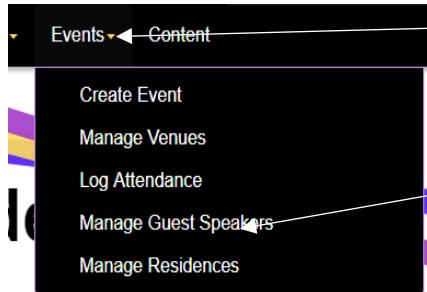
What to do:  
Enter a longer valid residence name

## 4.12 Delete Residence

### 4.12.1 Purpose of the function

The purpose of deleting a residence is so that if the academy decides to delete the details of a residence on the system, they are then able to do so.

### 4.12.2 Navigation to the deleting of a residence



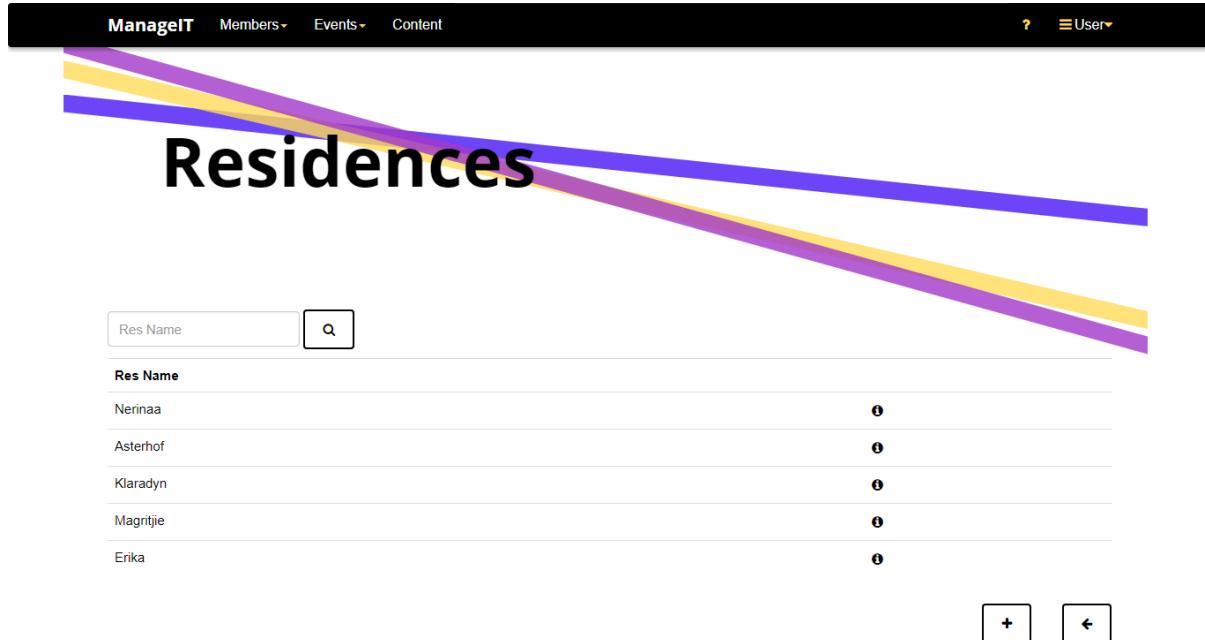
Step 1: Click the **Events** drop down list.

Step 2: Click on the **Manage Residences** link to display the Residences screen.

Step 1: Click the **Events drop down list** on the navigation bar to expand its options.

Step 2: Click on the **Manage Residences link** to display the Residences screen.

Once the user has clicked on the Manage Residences link, the Residences Screen will be displayed as follows:



Res Name

Res Name	
Nerinaa	
Asterhof	
Klaradyn	
Magritjie	
Erika	

+ ←



## 4.12.3 Screen Controls

1 Res Name 2

Res Name

Nerinaa 3

Asterhof

Klaradyn

Magritjie

Erika

+ 4 ← 5

The screen control numbers are explained in detail below:

1. **Res Name Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Create icon:** Click this icon if you would like create a new residence
5. **Back icon:** Click this icon if you would like to go back to main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



#### 4.12.4 Process to deleting a residence

Click on the trashcan icon next to a specific residence. Once the icon has been clicked, a warning screen will be displayed notifying the user that the residence will be permanently deleted. Click the Delete Button once this warning screen is displayed.

The screenshot shows a web application interface titled "Residences". At the top, there is a navigation bar with links for "ManageIT", "Members", "Events", and "Content". On the right side of the navigation bar are "Help" and "User" buttons. Below the navigation bar, the main content area is titled "Residences". It contains a search bar with "Res Name" and a magnifying glass icon. A table lists six residence names: Nerinaa, Asterhof, Klaradyn, Magritje, and Erika, each followed by a small trashcan icon. At the bottom right of the table are two buttons: a plus sign (+) and a left arrow (←).

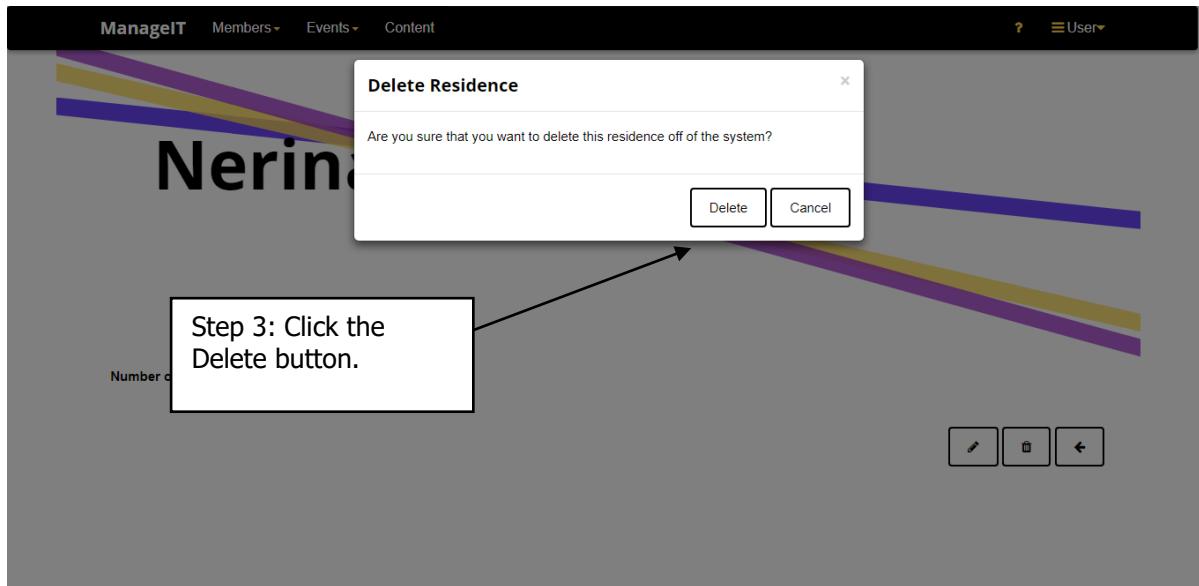
Step 1: Click on the trashcan icon.

Once the trashcan icon has been clicked, the Delete Residence screen will be displayed as follows:

The screenshot shows a web application interface titled "Nerinaa Details". At the top, there is a navigation bar with links for "ManageIT", "Members", "Events", and "Content". On the right side of the navigation bar are "Help" and "User" buttons. Below the navigation bar, the main content area is titled "Nerinaa Details". It displays the residence name "Nerinaa" and the number of students "6". At the bottom right, there are three buttons: a pencil icon for edit, a trashcan icon for delete, and a left arrow (←).

Step 2: Click on the Delete Button.

Once the delete button is clicked the following warning screen will be displayed:



Once the delete Button is clicked, the residence will be deleted from the system.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

#### 4.12.5 Possible System Errors

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

A residence assigned to an event or a student cannot be deleted.

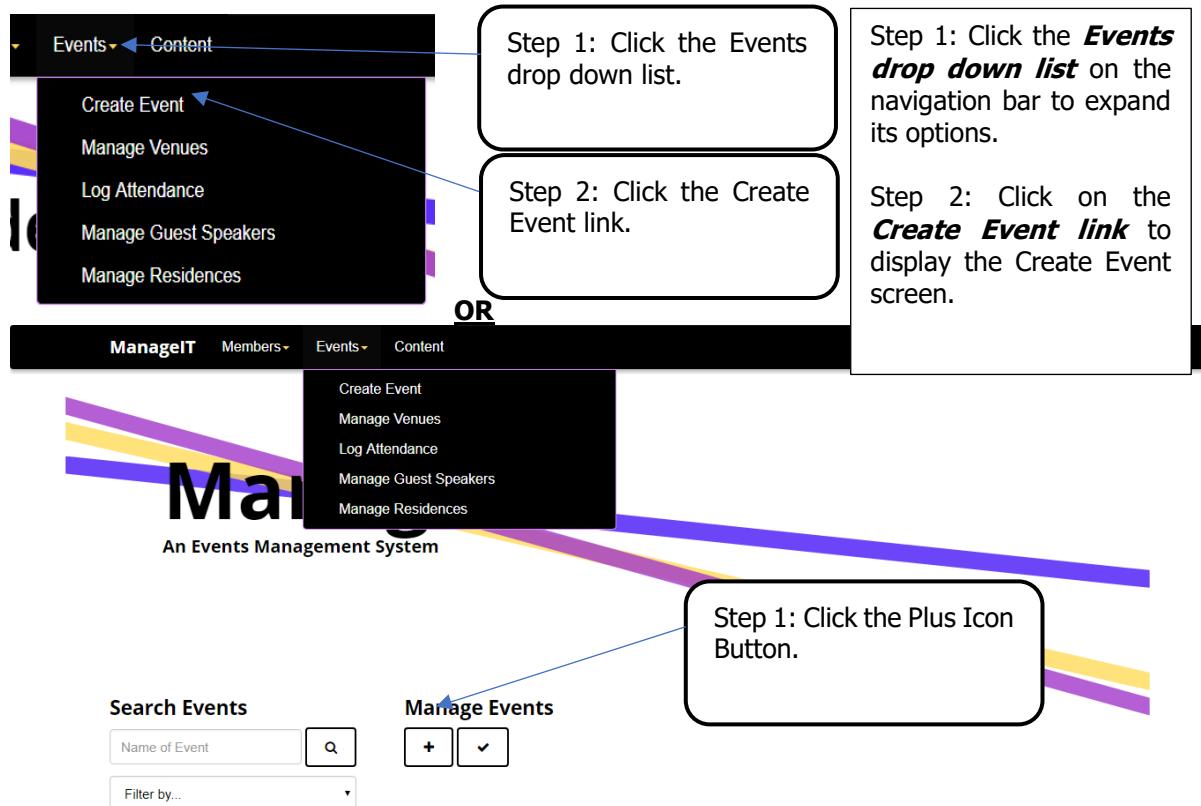
## 5. Event Subsystem

### 5.1 Create General Event

#### 5.1.1 Purpose of the function

The purpose of creating an event is so that if the academy decides to add an event on the system, they are then able to do so.

#### 5.1.2 Navigation to the creation of a general event



Once the user has clicked on the Create Event Button or Plus Icon Button, the Event Type Screen will be displayed as follows:



ManageIT Members▼ Events▼ Content

? User▼

# Event Type

Choose an Event Type

## Function

**About:** These events are aimed at events where Guest Speakers come to provide inspirational and motivational messages to the girls of TRWLA. Also, this Event Type caters to all events that fall outside of the norm the events held at TRWLA.



## Community Engagement

**About:** These events focus on giving back to the community in the best way possible. By sending the students out there to make a difference and empower women across our community by giving them skills they otherwise would not have!



## Lecture

**About:** These types of events focus on the pure content sessions between facilitators and the students that live at the residences. It helps the student gain knowledge about the certification and TRWLA.



## General

**About:** When none of the events match what you are looking for, then this is the event for you. These events cater for the graduation ceremony and events open to the general public.

Step 2: Click the Add button.



Once the Add button has been clicked, the general event screen will be displayed as follows:



ManageIT Members ▾ Events ▾ Content

? User ▾

# General Event

Create a General Event

Name:

Summary:

Description:

Date:  dd --- yyyy

Start Time:  --:--

End Time:  --:--

Theme:

Guest Speaker:  None [Register Guest Speaker](#)

Residence:  Nerinaa [Add Residence](#)

Venue:  None [Add Venue](#)

Content:  None [Upload Content](#)

[Save](#) [Cancel](#)



### 5.1.3 Screen Controls

ManageIT Members ▾ Events ▾ Content ? User ▾

# General Event

Create a General Event

Name:  1

Summary:  2

Description:  3

Date:  dd --- yyyy 4

Start Time:  5

End Time:  6

Theme:  7

Guest Speaker:  8

[Register Guest Speaker](#) 9

Residence:  10

Venue:  11

[Add Venue](#) 12

Content:  13

[Upload Content](#) 14

15 Save ← 1

1. **Name Textbox:** Enter an event name here.
2. **Summary Textbox:** Enter a summary of the event here.
3. **Description Textbox:** Enter a description of the event here.
4. **Date Picker:** Choose a date from the Date Picker.
5. **Start Time Picker:** Choose a start time from the time picker.
6. **End Time Picker:** Choose an end time from the time picker.
7. **Theme Textbox:** Enter a theme in this textbox.
8. **Guest Speaker Dropdown List:** Choose a guest speaker from that list.
9. **Register Guest Speaker Hyperlink:** Click this hyperlink if you want to register a new guest speaker.
10. **Residence Dropdown List:** Choose a residence from that list.
11. **Venue Dropdown List:** Choose a venue from that list.
12. **Add Venue Hyperlink:** Click this hyperlink to add a new venue.
13. **Content Dropdown List:** Choose content from that list.
14. **Upload Content Hyperlink:** Click this hyperlink to add new content.
15. **Save Button:** Click this button to create an event
16. **Return Button:** Click this button to return to the events page.



#### 5.1.4 Process to creating an event

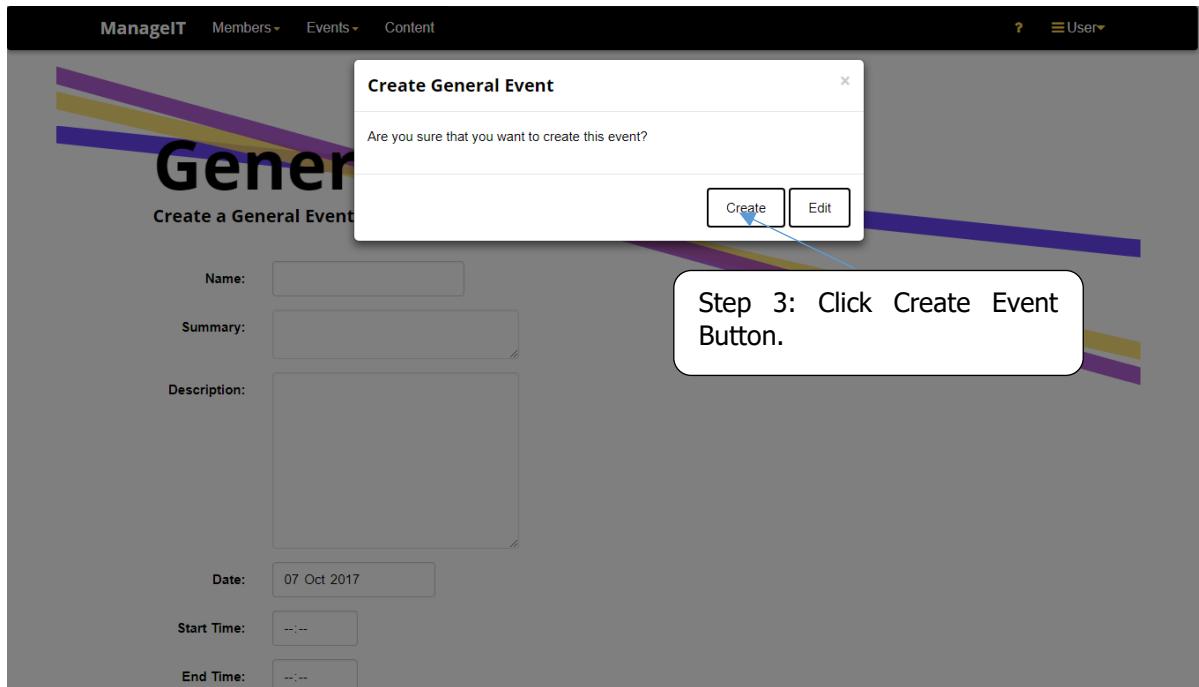
Navigate to create a new general event page by following 5.1.2. Once the screen is displayed, enter the relevant information and click on the Create button.

The screenshot shows the 'Create a General Event' form. It includes fields for Name, Summary, Description, Date, Start Time, End Time, Theme, Guest Speaker (with a 'Register Guest Speaker' link), Residence, Venue, and Content (with 'Upload Content' links). A blue bracket on the right side groups the first seven fields under the heading 'Step 1: Enter general event details.' Another blue bracket groups the last three fields under the heading 'Step 2: Click Save Button.' Below the form is a horizontal bar with 'Save' and 'Cancel' buttons.

**Step 1: Enter general event details.**

**Step 2: Click Save Button.**

Once the Create Event Button is clicked, the following confirmation message screen will be displayed:



Once the create button is clicked, the event will be saved to the system.



### 5.1.5 Possible System Errors

ManageIT Members ▾ Events ▾ Content ? User ▾

**General Event**  
 Create a General Event

**Name:**  An event name is required

**Summary:**  A summary is required

**Description:**  A description is required

**Date:**

**Start Time:**  A start time is required

**End Time:**  An end time is required

**Theme:**  A theme is required

**Guest Speaker:**  Register Guest Speaker

**Residence:**

**Venue:**  Add Venue

**Content:**  Upload Content

Create Event

#### Invalid Name

**What this means:**

You have not entered an event name

**What to do:**

Enter a name for the event

#### No summary

**What this means:**

You have not entered an event summary

**What to do:**

Enter a summary for the event of at least 6 characters

#### No Description

**What this means:**

You have not entered an event description

**What to do:**

Enter a description for the event.

**Invalid Start Time**

What this means:

You have not selected an event start time.

**What to do:**

Select a start time from the time picker

**Invalid End Time**

What this means:

You have not selected an event end time.

**What to do:**

Select an end time from the time picker

**Invalid Theme**

What this means:

You have not entered an event theme

**What to do:**

Enter a theme for the event

## 5.2 Create Function

### 5.2.1 Purpose of the function

The purpose of creating a function is so that if the academy decides to add a function event on the system, they are then able to do so.

### 5.2.2 Navigation to the creation of a function



**OR**



ManageIT Members Events Content

ManageIT  
An Events Management System

Search Events

Name of Event

Filter by...

Manage Events

+ ✓

Step 1: Click the Plus Icon Button.

**Upcoming TRWLA Events**

Date	Event Name	Location	Details
2017/10/18 12:00:00 AM	Practice Form (F) asasd	Duxbury Palace	13:00:00 to 14:00:00
2017/10/03 12:00:00 AM	Party (CE) Party (CE)	Duxbury Palace	12:00:00 to 14:00:00
2017/10/03 12:00:00 AM	Taking a Leap (L) asdasd	Klaradyn	14:00:00 to 16:00:00
2017/10/19 12:00:00 AM	Another (F) asdasd	Duxbury Palace	12:00:00 to 15:00:00
2017/10/25 12:00:00 AM	asdasdasd (F) asd	Duxbury Palace	14:00:00 to 16:00:00

Once the user has clicked on the Create Event Button or Plus Icon Button, the Event Type Screen will be displayed as follows:



ManageIT Members▼ Events▼ Content

? User▼

# Event Type

Choose an Event Type

## Function

**About:** These events are aimed at events where Guest Speakers come to provide inspirational and motivational messages to the girls of TRWLA. Also, this Event Type caters to all events that fall outside of the norm the events held at TRWLA.



## Community Engagement

**About:** These events focus on giving back to the community in the best way possible. By sending the students out there to make a difference and empower women across our community by giving them skills they otherwise would not have!



Step 3: Click the Create Button.

## Lecture

**About:** These types of events focus on the pure content sessions between facilitators and the students that live at the residences. It helps the student gain knowledge about the certification and TRWLA.



## General

**About:** When none of the events match what you are looking for, then this is the event for you. These events cater for the graduation ceremony and events open to the general public.



Once the create button under the function event type is selected, the following screen will be displayed.



ManageIT Members ▾ Events ▾ Content

? User ▾

# Function

Create a Function Event

Name:

Guest Speaker:  [Register Guest Speaker](#)

Date:

Start Time:

End Time:

Theme:

Venue:  [Add Venue](#)

Summary:

Description:





### 5.2.3 Screen Controls

ManageIT Members Events Content ? User

# Function

Create a Function Event

Name:	<input type="text"/> 1
Guest Speaker:	None <input type="button"/> 2
	<a href="#">Register Guest Speaker</a> 3
Date:	<input type="text"/> 4
Start Time:	<input type="text"/> 5
End Time:	<input type="text"/> 6
Theme:	<input type="text"/> 7
Venue:	None <input type="button"/> 8
	<a href="#">Add Venue</a> 9
Summary:	<input type="text"/> 10
Description:	<input type="text"/> 11
<input type="button" value="Save"/> 12 <input type="button" value="←"/> 13	

The screen control numbers are explained in detail below:

1. **Name Textbox:** Enter an event name here.
2. **Guest Speaker Dropdown List:** Choose a guest speaker from that list.
3. **Register Guest Speaker Hyperlink:** Click this hyperlink if you want to register a new guest speaker.
4. **Date Picker:** Choose a date from the Date Picker.
5. **Start Time Picker:** Choose a start time from the time picker.
6. **End Time Picker:** Choose an end time from the time picker.
7. **Theme Textbox:** Enter a theme in this textbox.
8. **Venue Dropdown List:** Choose a venue from that list.
9. **Add Venue Hyperlink:** Click this hyperlink to add a new venue.
10. **Summary Textbox:** Enter a summary of the event here.
11. **Description Textbox:** Enter a description of the event here.
12. **Save Button:** Click this button to create an event
13. **Return Button:** Click this button to return to the events page.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.



#### 5.2.4 Process to creating a function

Navigate to create a new function page by following 5.2.2. Once the screen is displayed, enter the relevant information and click on the Create button.

ManageIT Members Events Content ? User

# Function

Create a Function Event

Name:

Guest Speaker:  None

Date:  dd --- yyyy

Start Time:  --:--

End Time:  --:--

Theme:

Venue:  None

Summary:

Description:

Step 1: Enter required function details.

Step 2: Click Save Button.

Once the Save Button is clicked, the event will be added to the system.



## 5.2.5 Possible System Errors

ManageIT Members Events Content

? User

# Function

Create a Function Event

Name:	<input type="text"/>	An event name is required
Guest Speaker:	<input type="text"/> None	<a href="#">Register Guest Speaker</a>
Date:	<input type="text"/> 2017/10/05	You cannot make an event in the past
Start Time:	<input type="text"/> --:-- --	A start time is required
End Time:	<input type="text"/> --:-- --	An end time is required
Theme:	<input type="text"/>	A theme is required
Venue:	<input type="text"/> None	<a href="#">Add Venue</a>
Summary:	<input type="text"/>	
Description:	<input type="text"/>	

A summary is required  
A description is required

[Create Event](#)[Return](#)**Invalid Name**

**What this means:**

You have not entered an event name

**What to do:**

Enter a name for the event

**Invalid Date**

**What this means:**

You have not selected an event date.

**What to do:**

Select a date from the date picker

**Invalid Start Time**

**What this means:**

You have not selected an event start time.

**What to do:**

Select a start time from the time picker

**Invalid End Time**

**What this means:**

You have not selected an event end time.

**What to do:**

Select an end time from the time picker

**Invalid Theme**

**What this means:**

You have not entered an event theme

**What to do:**

Enter a theme for the event

**No summary**

**What this means:**

You have not entered an event summary

**What to do:**

Enter a summary for the event of at least 6 characters

**No Description**

**What this means:**

You have not entered an event description

**What to do:**

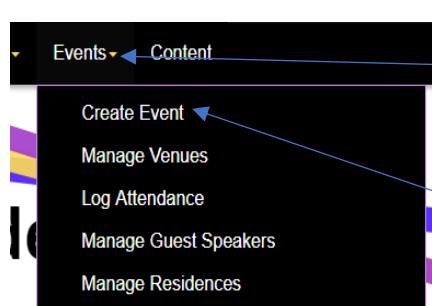
Enter a description for the event.

## 5.3 Create Community Outreach

### 5.3.1 Purpose of the function

The purpose of creating a community outreach event is so that if the academy decides to add a community outreach event on the system, they are then able to do so.

### 5.3.2 Navigation to the creation of a community outreach event



Step 1: Click the **Events** drop down list.

Step 2: Click the **Create Event** link.

Step 1: Click the **Events drop down list** on the navigation bar to expand its options.

Step 2: Click on the **Create Event link** to display the Create Event screen.

**OR**



Step 1: Click the Plus Icon Button.

**Upcoming TRWLA Events**

Date	Event Name	Description	Location	Time
2017/10/18	Practice Form (F) asasd	13:00:00 to 14:00:00	Duxbury Palace	12:00:00 AM
2017/10/03	Party (CE) Party (CE)	12:00:00 to 14:00:00	Duxbury Palace	12:00:00 AM
2017/10/03	Taking a Leap (L) asdasd	14:00:00 to 16:00:00	Klaradyn	12:00:00 AM
2017/10/19	Another (F) asdasd	12:00:00 to 15:00:00	Duxbury Palace	12:00:00 AM
2017/10/25	asdasdasd (F) asd	14:00:00 to 16:00:00	Duxbury Palace	12:00:00 AM

Once the user has clicked on the Create Event Button or Plus Icon Button, the Event Type Screen will be displayed as follows:



ManageIT Members▼ Events▼ Content

? User▼

# Event Type

Choose an Event Type

## Function

**About:** These events are aimed at events where Guest Speakers come to provide inspirational and motivational messages to the girls of TRWLA. Also, this Event Type caters to all events that fall outside of the norm the events held at TRWLA.



## Community Engagement

**About:** These events focus on giving back to the community in the best way possible. By sending the students out there to make a difference and empower women across our community by giving them skills they otherwise would not have!



Step 3: Click the Create Button.

## Lecture

**About:** These types of events focus on the pure content sessions between facilitators and the students that live at the residences. It helps the student gain knowledge about the certification and TRWLA.



## General

**About:** When none of the events match what you are looking for, then this is the event for you. These events cater for the graduation ceremony and events open to the general public.



Once the create button under the community engagement event type is selected, the following screen will be displayed.



ManageIT Members ▾ Events ▾ Content

? User ▾

# Community Engagement

Create a Community Engagement Event

Name	<input type="text"/>
Start Time:	<input type="text"/>
End Time:	<input type="text"/>
Date	<input type="text"/>
Venue	<input type="text"/> None <input type="button" value="▼"/>
<a href="#">Add Venue</a>	
Content	<input type="text"/> None <input type="button" value="▼"/>
<a href="#">Upload Content</a>	
Theme	<input type="text"/>
Summary	<input type="text"/>
Description	<input type="text"/>



### 5.3.3 Screen Controls

The screenshot shows the 'Community Engagement' event creation form. A purple diagonal line runs from the top-left to the bottom-right. Red numbers 1 through 13 are placed over various fields and buttons to indicate their function:

- 1**: Name Textbox (text input field for event name)
- 2**: Start Time Picker (time picker dropdown)
- 3**: End Time Picker (time picker dropdown)
- 4**: Date Picker (date input field with placeholder dd - yy)
- 5**: Venue Dropdown List (dropdown menu showing 'None')
- 6**: Add Venue Hyperlink (blue link text)
- 7**: Content Dropdown List (dropdown menu showing 'None')
- 8**: Upload Content Hyperlink (blue link text)
- 9**: Theme Textbox (text input field for event theme)
- 10**: Summary Textbox (text input field for event summary)
- 11**: Description Textbox (large text area for event description)
- 12**: Save Button (button labeled 'Save')
- 13**: Return Button (button labeled with a left arrow icon)

The screen control numbers above are explained in detail below:

- Name Textbox:** Enter an event name here.
- Start Time Picker:** Choose a start time from the time picker.
- End Time Picker:** Choose an end time from the time picker.
- Date Picker:** Choose a date from the Date Picker.
- Venue Dropdown List:** Choose a venue from that list.
- Add Venue Hyperlink:** Click this hyperlink to add a new venue.
- Content Dropdown List:** Choose content from that list.
- Upload Content Hyperlink:** Click this hyperlink to add new content.
- Theme Textbox:** Enter a theme in this textbox.
- Summary Textbox:** Enter a summary of the event here.
- Description Textbox:** Enter a description of the event here.
- Create Event Button:** Click this button to create an event
- Return Button:** Click this button to return to the events page.

**Tip:** Don't know what an icon means? Hover over the icon to see what the control does.



### 5.3.4 Process to creating a community outreach event

Navigate to create a new function page by following 5.3.2. Once the screen is displayed, enter the relevant information and click on the Create button.

The screenshot shows a web-based application interface for creating a community engagement event. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', a help icon, and a user profile dropdown. Below the navigation bar, the main title 'Community Engagement' is displayed in large bold letters, followed by a subtitle 'Create a Community Engagement Event'. The form contains several input fields: 'Name' (text box), 'Start Time' and 'End Time' (time pickers), 'Date' (date picker), 'Venue' (dropdown menu with 'None' selected, and a link to 'Add Venue'), 'Content' (dropdown menu with 'None' selected, and a link to 'Upload Content'), 'Theme' (text box), 'Summary' (text area), and 'Description' (large text area). Two callout boxes with arrows point to specific actions: one box labeled 'Step 1: Enter required community engagement details.' points to the input fields, and another box labeled 'Step 2: Click Save Button.' points to the 'Save' button located at the bottom right of the form.

Once the Save Button is clicked, the event will be added to the system.



## 5.3.5 Possible System Errors

ManageIT Members Events Content ? User

# Community Engagement

Create a Community Engagement Event

Name  An event name is required

Start Time:  A start time is required

End Time:  An end time is required

Date  You cannot make an event in the past

Venue  Add Venue

Content  Upload Content

Theme  A theme is required

Summary  A summary is required

Description  A description is required

Invalid Name

**What this means:**  
You have not entered an event name  
**What to do:**  
Enter a name for the event

Invalid Start Time

**What this means:**  
You have not selected an event start time.  
**What to do:**  
Select a start time from the time picker

Invalid End Time

**What this means:**  
You have not selected an event end time.  
**What to do:**  
Select an end time from the time picker

**Invalid Date**

**What this means:**

You have not selected an event date.

**What to do:**

Select a date from the date picker

**Invalid Theme**

**What this means:**

You have not entered an event theme

**What to do:**

Enter a theme for the event

**No summary**

**What this means:**

You have not entered an event summary

**What to do:**

Enter a summary for the event of at least 6 characters

**No Description**

**What this means:**

You have not entered an event description

**What to do:**

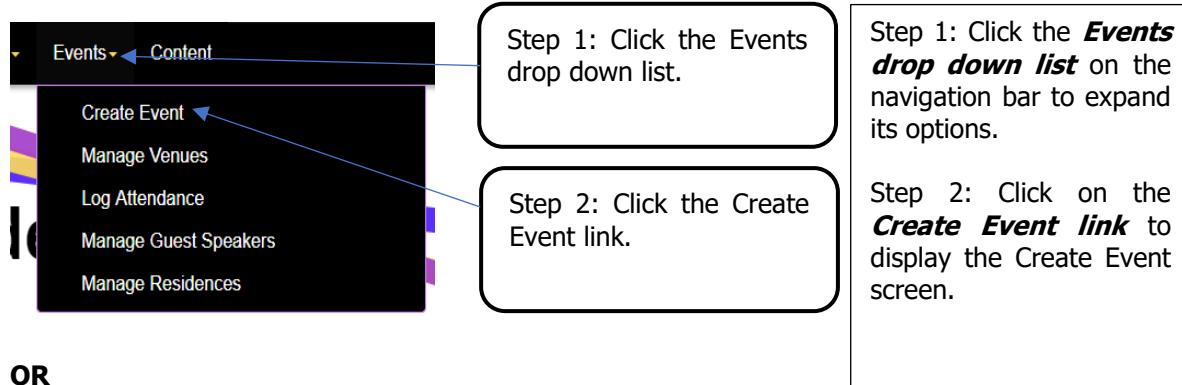
Enter a description for the event.

## 5.4 Create Lecture

### 5.4.1 Purpose of the function

The purpose of creating a lecture is so that if the academy decides to add a lecture on the system, they are then able to do so.

### 5.4.2 Navigation to the creation of a lecture



**OR**



Step 1: Click the Plus Icon Button.

Date	Event Name	Location	Time
2017/10/18 12:00:00 AM	Practice Form (F) asasd	Duxbury Palace	13:00:00 to 14:00:00
2017/10/03 12:00:00 AM	Party (CE) Party (CE)	Duxbury Palace	12:00:00 to 14:00:00
2017/10/03 12:00:00 AM	Taking a Leap (L) asdasd	Klaradyn	14:00:00 to 16:00:00
2017/10/19 12:00:00 AM	Another (F) asdasd	Duxbury Palace	12:00:00 to 15:00:00
2017/10/25 12:00:00 AM	asdasdasd (F) asd	Duxbury Palace	14:00:00 to 16:00:00

Once the user has clicked on the Create Event Button or Plus Icon Button, the Event Type Screen will be displayed as follows:



ManageIT Members Events Content ? User

# Event Type

Choose an Event Type

## Function

**About:** These events are aimed at events where Guest Speakers come to provide inspirational and motivational messages to the girls of TRWLA. Also, this Event Type caters to all events that fall outside of the norm the events held at TRWLA.



## Community Engagement

**About:** These events focus on giving back to the community in the best way possible. By sending the students out there to make a difference and empower women across our community by giving them skills they otherwise would not have!



## Lecture

**About:** These types of events focus on the pure content sessions between facilitators and the students that live at the residences. It helps the student gain knowledge about the certification and TRWLA



## General

**About:** When none of the events match what you are looking for, then this is the event for you. These events cater for the graduation ceremony and events open to the general public.



Step 2: Click the Create Button.



Once the create button under the lecture event type is selected, the following screen will be displayed.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



ManageIT Members ▾ Events ▾ Content

? User ▾

# Lecture

Create a Lecture Event

Name	<input type="text"/>
Start Time:	<input type="text"/>
End Time:	<input type="text"/>
Date	<input type="text"/> dd --- yyyy
Content	<input type="button" value="None"/> <input type="button" value="Upload Content"/>
Theme	<input type="text"/>
Residence	<input type="button" value="Nerinaa"/>
Summary	<input type="text"/>
Description	<input type="text"/>



### 5.4.3 Screen Controls

ManageIT Members Events Content ? User

# Lecture

Create a Lecture Event

Name	<input type="text"/> 1
Start Time:	<input type="time"/> 2
End Time:	<input type="time"/> 3
Date	<input type="date"/> 4
Content	<input type="list-item"/> None 5 <a href="#">Upload Content</a> 6
Theme	<input type="text"/> 7
Residence	<input type="list-item"/> Nerinaa 8
Summary	<input type="text"/> 9
Description	<input style="height: 100px; vertical-align: top; margin-top: 10px;" type="text"/> 10
<input type="button" value="Save"/> 11 <input type="button" value="←"/> 12	

The screen control numbers are explained in detail below:

1. **Name Textbox:** Enter an event name here.
2. **Start Time Picker:** Choose a start time from the time picker.
3. **End Time Picker:** Choose an end time from the time picker.
4. **Date Picker:** Choose a date from the Date Picker.
5. **Content Dropdown List:** Choose content from that list.
6. **Upload Content Hyperlink:** Click this hyperlink to add new content.
7. **Theme Textbox:** Enter a theme in this textbox.
8. **Residence Dropdown List:** Choose a residence from that list.
9. **Summary Textbox:** Enter a summary of the event here.
10. **Description Textbox:** Enter a description of the event here.
11. **Create Event Button:** Click this button to create an event
12. **Return Button:** Click this button to return to the events page.



**Tip:** Don't know what an icon means? Hover over the icon to see what the control does.

### 5.4.4 Process to creating a lecture

Navigate to the create a new function page by following 5.2.2. Once the screen is displayed, enter the relevant information and click on the Create button.



# Lecture

Create a Lecture Event

Name	<input type="text"/>
Start Time:	<input type="text"/>
End Time:	<input type="text"/>
Date	<input type="text"/> dd --- yyyy
Content	<input type="text"/> None <a href="#">Upload Content</a>
Theme	<input type="text"/>
Residence	<input type="text"/> Nerinaa
Summary	<input type="text"/>
Description	<input type="text"/>

Step 1: Enter required community engagement details.

Step 2: Click Save Button.



Once the Save Button is clicked, the event will be added to the system.



### 5.4.5 Possible System Errors

ManageIT Members Events Content ? User

## Lecture

Create a Lecture Event

Name	<input type="text"/>	An event name is required
Start Time:	<input type="text"/>	A start time is required
End Time:	<input type="text"/>	An end time is required
Date	<input type="text" value="2017/10/06"/>	You cannot make an event in the past
Content	<input type="button" value="None"/>	<a href="#">Upload Content</a>
Theme	<input type="text"/>	A theme is required
Residence	<input type="button" value="Nerina"/>	
Summary	<input type="text"/>	A summary is required
Description	<input type="text"/>	A description is required

#### Invalid Name

**What this means:**  
You have not entered an event name  
**What to do:**  
Enter a name for the event

#### Invalid Start Time

**What this means:**  
You have not selected an event start time.  
**What to do:**  
Select a start time from the time picker

#### Invalid End Time

**What this means:**  
You have not selected an event end time.  
**What to do:**  
Select an end time from the time picker

**Invalid Date****What this means:**

You have not selected an event date.

**What to do:**

Select a date from the date picker

**Invalid Theme****What this means:**

You have not entered an event theme

**What to do:**

Enter a theme for the event

**No summary****What this means:**

You have not entered an event summary

**What to do:**

Enter a summary for the event of at least 6 characters

**No Description****What this means:**

You have not entered an event description

**What to do:**

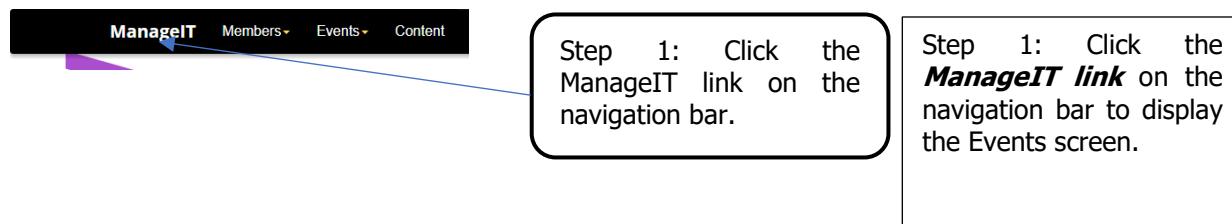
Enter a description for the event.

## 5.5 Search Event

### 5.5.1 Purpose of the function

The purpose of searching an event is so that if the academy decides to search the details of an event on the system, they are then able to do so.

### 5.5.2 Navigation to the searching of an event



The following Events page will be displayed:



ManageIT Members Events Content ? User

# ManageIT

An Events Management System

## Search Events

Name of Event

Filter by...

## Manage Events

### Upcoming TRWLA Events

<p>2017/10/18 12:00:00 AM Practice Form (F) asasd 13:00:00 to 14:00:00 Duxbury Palace</p>	<p>2017/10/03 12:00:00 AM Party (CE) Party (CE) 12:00:00 to 14:00:00 Duxbury Palace</p>	<p>2017/10/03 12:00:00 AM Taking a Leap (L) asasd 14:00:00 to 16:00:00 Klaradyn</p>
<p>2017/10/19 12:00:00 AM Another (F) asasd 12:00:00 to 15:00:00 Duxbury Palace</p>	<p>2017/10/25 12:00:00 AM asdasdasd (F) asd 14:00:00 to 16:00:00 Duxbury Palace</p>	



### 5.5.3 Screen Controls

The screenshot shows the ManageIT Events Management System interface. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right side of the navigation bar are icons for help, user profile, and user management.

The main area features a large 'ManageIT' logo with the subtitle 'An Events Management System'. Below the logo are two sections: 'Search Events' and 'Manage Events'.

**Search Events:** This section contains a 'Name of Event' input field (1), a magnifying glass search icon (2), and a 'Filter by...' dropdown menu (5).

**Manage Events:** This section contains a '+' button (3) for creating events, a checkmark button (4) for marking attendance, and a detailed information icon (6) for viewing event details.

**Upcoming TRWLA Events:** A grid of six event cards:

- Row 1:**
  - 2017/10/18 12:00:00 AM**  
Practice Form (F)  
asasd  
13:00:00 to 14:00:00  
Duxbury Palace
  - 2017/10/03 12:00:00 AM**  
Party (CE)  
Party (CE)  
12:00:00 to 14:00:00  
Duxbury Palace
  - 2017/10/03 12:00:00 AM**  
Taking a Leap (L)  
asasd  
14:00:00 to 16:00:00  
Klaradyn
- Row 2:**
  - 2017/10/19 12:00:00 AM**  
Another (F)  
asasd  
12:00:00 to 15:00:00  
Duxbury Palace
  - 2017/10/25 12:00:00 AM**  
asdasdasd (F)  
asd  
14:00:00 to 16:00:00  
Duxbury Palace

The screen control numbers are explained in detail below:

1. **Name of Event Textbox:** Enter an event name here.
2. **Magnifying Glass Icon Button:** Click this button to search the using the Name of Event textbox.
3. **Plus Icon Button:** Click this button to create an event.
4. **Tick Icon Button:** Click this button to log event attendance.
5. **Filter by Dropdown List:** Choose an event type from that list to filter events.
6. **Information icon:** Click this icon to view more event details.



#### 5.5.4 Process to searching an event

The screenshot shows the ManageIT system interface. At the top, there's a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right of the bar are icons for help, user profile, and user management. Below the bar, the title 'ManageIT' and subtitle 'An Events Management System' are displayed. A large search bar is present with the placeholder 'Name of Event' and a magnifying glass icon. To the right of the search bar are buttons for '+', 'v', and a dropdown menu labeled 'Filter by...'. Below the search area, the heading 'Upcoming TRWLA Events' is shown. There are five event cards displayed:

- 2017/10/18 12:00:00 AM**  
Practice Form (F)  
asasd  
13:00:00 to 14:00:00  
Duxbury Palace
- 2017/10/18 12:00:00 AM**  
Party (CE)  
Party (CE)  
12:00:00 to 14:00:00  
Duxbury Palace
- 2017/10/18 12:00:00 AM**  
Taking a Leap (L)  
asdasd  
14:00:00 to 16:00:00  
Klaradyn
- 2017/10/19 12:00:00 AM**  
Another (F)  
asdasd  
12:00:00 to 15:00:00  
Duxbury Palace
- 2017/10/25 12:00:00 AM**  
asdasdasd (F)  
asd  
14:00:00 to 16:00:00  
Duxbury Palace

Two callout boxes provide instructions:

- Step 1: Enter Event name here.**
- Step 2: Click magnifying glass icon button to search.**

Once the magnifying glass icon Button has been clicked, the list of residences will be displayed according to the search details entered in the textbox.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

#### 5.6 RSVP to an Event

##### 5.6.1 Purpose of the function

The purpose of RSVPing to an event is so that if a student decides to attend an event they can RSVP on the system, they are then able to do so.

##### 5.6.2 Navigation to the RSVPing of an event

The screenshot shows the ManageIT system interface. At the top, there's a navigation bar with links for 'ManageIT', 'Home', 'Volunteers', and 'Reading Content'. Below the bar, the title 'ManageIT' and subtitle 'An Events Management System' are displayed. A large search bar is present with the placeholder 'Name of Event' and a magnifying glass icon. To the right of the search bar are buttons for '+', 'v', and a dropdown menu labeled 'Filter by...'. Below the search area, the heading 'Upcoming TRWLA Events' is shown. There are five event cards displayed, identical to those in the previous screenshot.

Two callout boxes provide instructions:

- Step 1: Click the Home link on the navigation bar to display the Events screen.**
- Step 2: Click on the information icon**



The screenshot shows the ManageIT Events Management System dashboard. At the top, there is a navigation bar with links for "ManageIT", "Home", "Volunteers", "Reading Content", and a user profile icon. Below the navigation bar, the title "ManageIT" is displayed with the subtitle "An Events Management System". On the left, there is a "Search Events" section with a search bar and a "Filter by..." dropdown. In the center, there is a "My Dashboard" section with a small icon. To the right, there is a "Upcoming TRWLA Events" section. This section lists three events: 1. A blue event card for "Practice Form (F)" on "2017/10/18 12:00:00 AM" at "Duxbury Palace" from "13:00:00 to 14:00:00". 2. A purple event card for "Duxbury Palace" on "2017/10/18 12:00:00 to 14:00:00" at "Duxbury Palace". 3. A yellow event card for "Klaradyn" on "2017/10/18 12:00:00 AM" at "Klaradyn" from "14:00:00 to 16:00:00". An information icon (a blue circle with a white question mark) is located next to the purple event card. A callout bubble with the text "Step 2: Click the information icon for the specific event." points to this icon.

Once the icon is clicked the following event details page will be displayed:

The screenshot shows the event details page for "RSVP to General". The page has a header "RSVP to General". Below the header, there are several input fields: "Name:" (General), "Summary:" (This is a general event), "Description:" (This is a general event), "Date:" (2017/10/06 12:00:00 AM), "Time:" (14:00:00), "to" (15:00:00), and "Theme:" (Love). At the bottom right, there are two buttons: "RSVP" and "Return".



### 5.6.3 Screen Controls

The screenshot shows a form for creating an event titled "RSVP to General". The form fields are as follows:

- Name: General
- Summary: This is a general event
- Description: This is a general event
- Date: 2017/10/06 12:00:00 AM
- Time: 14:00:00
- to
- 15:00:00
- Theme: Love

At the bottom right, there are two buttons labeled 1 and 2:

- 1: RSVP
- 2: Return

The screen control numbers above will be explained in detail below:

1. **RSVP Button:** Click this button to RSVP to an event.
2. **Return Button:** Click this button to return to the Home page.

### 5.6.4 Process to RSVPing to an event

The screenshot shows the same "RSVP to General" event creation page as the previous one. A callout box with a blue arrow points from the text "Step 2: Click the RSVP button to RSVP to the event." to the "RSVP" button at the bottom right of the page.



?

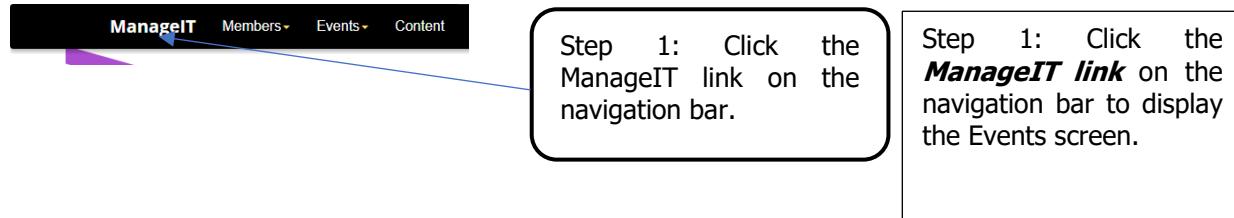
Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

## 5.7 Update Event Information

### 5.7.1 Purpose of the function

The purpose of updating an event is so that if the academy decides to change the details of an event on the system, they are then able to do so.

### 5.7.2 Navigation to updating of an event



The following Events page will be displayed:

**ManageIT**  
An Events Management System

**Search Events**

Name of Event

Filter by...

**Manage Events**

**Upcoming TRWLA Events**

Event Date	Event Name	Location	Description
2017/10/18 12:00:00 AM	Practice Form (F) asasd	Duxbury Palace	13:00:00 to 14:00:00
2017/10/03 12:00:00 AM	Party (CE)	Duxbury Palace	12:00:00 to 14:00:00
2017/10/03 12:00:00 AM	Taking a Leap (L) asdasd	Klaradyn	14:00:00 to 16:00:00
2017/10/19 12:00:00 AM	Another (F) asdasd	Duxbury Palace	12:00:00 to 15:00:00
2017/10/25 12:00:00 AM	asdadasd (F) asd	Duxbury Palace	14:00:00 to 16:00:00



### 5.7.3 Screen Controls

The screenshot shows the ManageIT Events Management System. At the top, there is a navigation bar with links for ManageIT, Members, Events, and Content, along with user profile and settings icons. Below the navigation bar, the title "ManageIT An Events Management System" is displayed. On the left, there is a search section titled "Search Events" with a "Name of Event" input field (1), a magnifying glass icon (2), and a dropdown menu "Filter by.." (5). To the right, there is a "Manage Events" section with a plus icon (3) and a tick icon (4). Below these sections, there is a heading "Upcoming TRWLA Events" followed by six event cards arranged in two rows of three. Each card contains event details: date/time, name, location, and a small information icon at the bottom.

Event Details	Event Details	Event Details
2017/10/18 12:00:00 AM Practice Form (F) asasd 13:00:00 to 14:00:00 Duxbury Palace  6	2017/10/03 12:00:00 AM Party (CE) Party (CE) 12:00:00 to 14:00:00 Duxbury Palace  3	2017/10/03 12:00:00 AM Taking a Leap (L) asdasd 14:00:00 to 16:00:00 Klaradyn  4
2017/10/19 12:00:00 AM Another (F) asdasd 12:00:00 to 15:00:00 Duxbury Palace  5	2017/10/25 12:00:00 AM asdasdasd (F) asd 14:00:00 to 16:00:00 Duxbury Palace  6	

The screen control numbers are explained in detail below:

1. **Name of Event Textbox:** Enter an event name here.
2. **Magnifying Glass Icon Button:** Click this button to search the using the Name of Event textbox.
3. **Plus Icon Button:** Click this button to create an event.
4. **Tick Icon Button:** Click this button to log event attendance.
5. **Filter by Dropdown List:** Choose an event type from that list to filter events.
6. **Information icon:** Click this icon to view more event details.

### 5.7.4 Process to updating an event

The event information icon will be clicked on the tile, this will display the event details in an editable format. The details are edited and click save to prompt confirmation modal and click save on confirmation modal to save changes.



The screenshot shows the ManageIT Events Management System. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right side of the navigation bar are icons for help, user profile, and user management. Below the navigation bar, the main title 'ManageIT' is displayed with the subtitle 'An Events Management System'. On the left, there is a search bar labeled 'Search Events' with fields for 'Name of Event' and a search icon, and a dropdown menu for 'Filter by...'. To the right, there is a section titled 'Manage Events' with '+' and checkmark buttons. The main content area is titled 'Upcoming TRWLA Events' and displays six event cards arranged in two rows of three. The events are:

Date	Event Name	Location	Description
2017/10/18 12:00:00 AM	Practice Form (F) asasd	Duxbury Palace	13:00:00 to 14:00:00
2017/10/19 12:00:00 AM	Another (F) asdasd	Duxbury Palace	12:00:00 to 15:00:00
2017/10/25 12:00:00 AM	asdasdasd (F) asd	Duxbury Palace	14:00:00 to 16:00:00
2017/10/03 12:00:00 AM	Taking a Leap (L) asdasd	Klaradyn	14:00:00 to 16:00:00

A callout bubble with the text 'Step 1: Click the information icon to view details' has an arrow pointing to the information icon (a small blue circle with a white dot) on the third event card.

Once the information icon is clicked, the following screen will be displayed



ManageIT Members ▾ Events ▾ Content

? User ▾

# Update Practice

Name: Practice

Start Time: 13:00

End Time: 14:00

Date: 14 October 2017

dd --- yyyy

Venue: Keith's House ▾  
Add Venue

Content: Practice Content ▾  
Upload Content

Theme: Loves

Summary: Look over here and see the wonder you can achieve!

Description: Look over here and see the wonder you can achieve!

Step 2: Update the event details

Step 3: Click Save button.

Save





## 5.7.5 Possible System Errors

ManageIT Members Events Content

? User

# Update Taking a Chance

Name

Guest Speaker  [Register Guest Speaker](#)

Date

Start

End

Theme   
The theme must be at least 5 characters long.

Venue  [Add Venue](#)

Summary   
The summary must be at least 10 characters long.

Description   
The description must be at least 20 characters long.

[Update Event](#)[Return](#)**Invalid Theme****What this means:**

You have not entered an event theme

**What to do:**

Enter a theme for the event

**No summary****What this means:**

You have not entered an event summary

**What to do:**

Enter a summary for the event of at least 6 characters

**No Description****What this means:**

You have not entered an event description

**What to do:**

Enter a description for the event.



## 5.8 Cancel Event

### 5.8.1 Purpose of the function

The purpose of cancelling an event is so that if the academy decides to no longer host that event and want to cancel the event on the system, they are then able to do so.

### 5.8.2 Navigation to the cancellation of an event

The following Events page will be displayed:

Step 1: Click the **ManageIT link** on the navigation bar to display the Events screen.

Step 2: Click the **information icon** on the relevant tile

**ManageIT**  
An Events Management System

**Search Events**  
Name of Event    
Filter by...

**Manage Events**  
+

**Upcoming TRWLA Events**

Event Details	Date	Time	Location
Practice Form (F) asasd 13:00:00 to 14:00:00 Duxbury Palace	2017/10/18 12:00:00 AM		
Party (CE) Party (CE) 12:00:00 to 14:00:00 Duxbury Palace	2017/10/03 12:00:00 AM		
asdasd 14:00:00 to 16:00:00 Klaradyn			
Another (F) asdasd 12:00:00 to 15:00:00 Duxbury Palace	2017/10/19 12:00:00 AM		
asdadasd (F) asd 14:00:00 to 16:00:00 Duxbury Palace	2017/10/25 12:00:00 AM		

Step 1: Click the information icon for the specific event.

Once the information icon is clicked, the following screen will be displayed.



ManageIT Members ▾ Events ▾ Content

? User ▾

## Details on Practice

**Name:** Practice**Summary:** look here!**Description:** look here!**Date:** 2017/10/06 12:00:00 AM**Time:** 13:00:00

to

14:00:00

**Theme:** Love**Assigned Content:** Practice Content**Residence:** Nerina

### Student Reviews on Practice

Name of Student

Student Review

Rating



### 5.8.3 Screen Controls

The screenshot shows the ManageIT Events Management System. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right side of the navigation bar are icons for help, user profile, and user management. Below the navigation bar, the title 'ManageIT' and subtitle 'An Events Management System' are displayed. The main area is titled 'Upcoming TRWLA Events' and lists six events in two columns. Each event card contains the date, time, name, location, and a small information icon. Red numbers 1 through 6 are overlaid on specific controls: 1 points to the 'Name of Event' input field; 2 points to the magnifying glass search button; 3 points to the plus icon for creating an event; 4 points to the tick icon for attendance; 5 points to the filter dropdown menu; and 6 points to the information icon for viewing details.

Date	Event Name	Location
2017/10/18 12:00:00 AM	Practice Form (F) asasd 13:00:00 to 14:00:00 Duxbury Palace	
2017/10/03 12:00:00 AM	Party (CE) Party (CE) 12:00:00 to 14:00:00 Duxbury Palace	
2017/10/03 12:00:00 AM	Taking a Leap (L) asdasd 14:00:00 to 16:00:00 Klaradyn	
2017/10/19 12:00:00 AM	Another (F) asdasd 12:00:00 to 15:00:00 Duxbury Palace	
2017/10/25 12:00:00 AM	asdasdasd (F) asd 14:00:00 to 16:00:00 Duxbury Palace	

The screen control numbers are explained in detail below:

1. **Name of Event Textbox:** Enter an event name here.
2. **Magnifying Glass Icon Button:** Click this button to search the using the Name of Event textbox.
3. **Plus Icon Button:** Click this button to create an event.
4. **Tick Icon Button:** Click this button to log event attendance.
5. **Filter by Dropdown List:** Choose an event type from that list to filter events.
6. **Information icon:** Click this icon to view more event details.

### 5.8.4 Process to cancelling an event

Once the information icon is clicked the details of an event will display. Then click the cancel event button to cancel the event.



ManageIT Members Events Content ? User

## Details on Practice

Name: Practice

Summary: look here!

Description: look here!

Date: 2017/10/06 12:00:00 AM

Time: 13:00:00  
to  
14:00:00

Theme: Love

Assigned Content: Practice Content

Residence: Nerina

Step 1: Click the cancel event button.

Student Reviews on Practice

Name of Student	Student Review	Rating
		<input type="button" value="Update"/> <input type="button" value="Cancel Event"/> <input type="button" value="Return"/>

Once the cancel event button is clicked, the event will be deleted from the system.

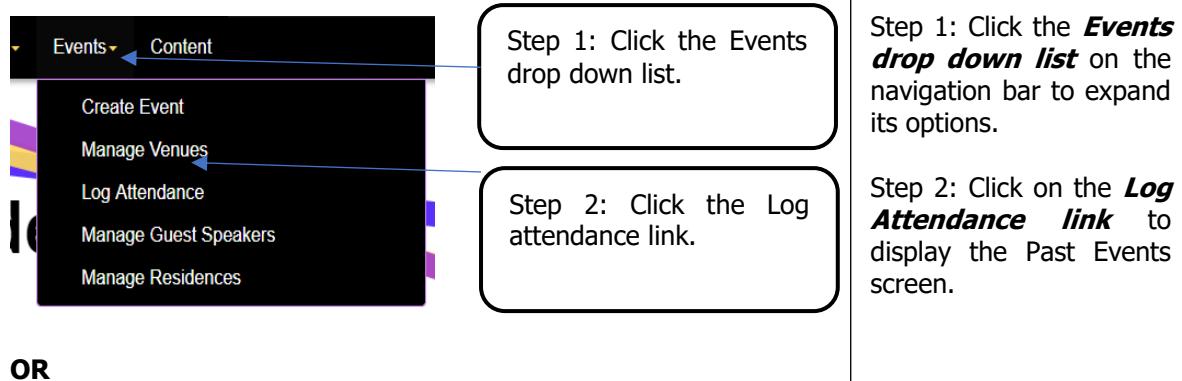


## 5.9 Log Event Attendance

### 5.9.1 Purpose of the function

The purpose of logging event attendance is so that if the academy wants to track the progress of students and see who attends events, they are then able to do so.

### 5.9.2 Navigation to logging event attendance



OR

The screenshot shows the ManageIT interface with the following elements:

- Top Navigation:** ManageIT, Members, Events, Content, User.
- Title:** ManageIT  
An Events Management System
- Search Events:** Name of Event, Filter by...
- Manage Events:** Buttons for +, -, and a Tick icon.
- Upcoming TRWLA Events:**
  - 2017/10/18 12:00:00 AM: Practice Form (F)  
asasd  
13:00:00 to 14:00:00  
Duxbury Palace
  - 2017/10/03 12:00:00 AM: Party (CE)  
Party (CE)  
12:00:00 to 14:00:00  
Duxbury Palace
  - 2017/10/03 12:00:00 AM: Taking a Leap (L)  
asdasd  
14:00:00 to 16:00:00  
Klaradyn
  - 2017/10/19 12:00:00 AM: Another (F)  
asdasd  
12:00:00 to 15:00:00  
Duxbury Palace
  - 2017/10/25 12:00:00 AM: asdasdasd (F)  
asd  
14:00:00 to 16:00:00  
Duxbury Palace

A callout box points to the 'Manage Events' button with the text: "Step 1 & 2: Click the Tick Icon Button."

Once the user has clicked on the Log Attendance Button or Tick Icon Button, the Log events attendance Screen will be displayed as follows:



**Log Event Attendance**

Step 3: Click this icon.

Please select an event

Name of Event	Date of Event	Start of Event	End of Event	Venue
Popcorn	07 October 2017	15:30		ouse

Alternative Step: Click the past events icon.

Or Click the Past events button, for the past events screen.

**Log Attendance**

Events from the past week

Name of Event	Date of Event	Start of Event	End of Event	Venue
Rate	05 October 2017	13:00	14:00	Nerinaa
Time	05 October 2017	17:00	18:00	None
asdadasd	05 October 2017	19:00	20:00	None
Chris's Event	05 October 2017	12:00	15:00	None
asdadasd	06 October 2017	03:00	04:00	None
Taking a Chance	06 October 2017	14:00	15:00	Keith's House
Practices	06 October 2017	13:00	14:00	Nerinaa
Popcorn	07 October 2017	15:30	16:30	Keith's House



Once the RSVP'd members icon is clicked, the following screen will be displayed:

The screenshot shows a search interface with a 'Name of student' input field and a magnifying glass search button. Below it is a table with columns: Name, Surname, Student Number, Email, and Degree. A single row displays: Noma123, Hear123, 15213626, noma@tuks.co.za, and BCom Informatics. To the right of the table is a checkmark icon. At the bottom are two buttons: a plus sign (+) and a left arrow (←). A callout box with a black border contains the text: "Step 4: Click the tick icon next to a student." A blue arrow points from this text to the checkmark icon in the table.

Name	Surname	Student Number	Email	Degree
Noma123	Hear123	15213626	noma@tuks.co.za	BCom Informatics

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

### 5.9.3 Screen Controls

The screenshot shows the same search interface and table as the previous screenshot. Red numbers are overlaid to identify specific controls: '1' is above the 'Name of student' input field; '2' is above the magnifying glass search button; '3' is to the right of the checkmark icon in the table; '4' is to the left of the plus sign (+) button; and '5' is to the left of the left arrow (←) button.

The screen control numbers are explained in detail below:

1. **Name of Student Textbox:** Enter the name of a student here.
2. **Search button:** Click this button to search for the student entered in the textbox.
3. **Log Attendance Tick icon:** Click this icon to log the attendance of a student.
4. **Add Student button:** Click this button to add a student that did not rsvp to the event but attended.
5. **Return button:** Click this button to return to rsvp events page.



## 5.9.4 Process to logging event attendance

The screenshot shows a ManageIT interface with a navigation bar at the top. Below the navigation bar, there is a search bar with a placeholder "Name of student" and a magnifying glass icon. A table displays student information: Name (Noma123), Surname (Hear123), Student Number (15213626), Email (noma@tuks.co.za), and Degree (BCom Informatics). There is a dropdown arrow next to the degree field. At the bottom right of the table are two buttons: a plus sign (+) and a left arrow (←).

Step 1: Click the log attendance hyperlink.

Once the icon is clicked, the following screen with the student's details will be displayed:

The screenshot shows a ManageIT interface with a navigation bar at the top. Below the navigation bar, there is a search bar with a placeholder "Name of student" and a magnifying glass icon. A large title "Confirm Attendance of Michelle" is displayed prominently. Below the title, there is a form with the following fields: Student Number (17845796), Name (Michelle), Surname (Swart), Residence (Klaradyn), Degree (Soil Science), Year of Study (01 Jan 2017 00:00:00), and Date of Birth (20 Oct 1992). At the bottom right of the form are two buttons: a checkmark (✓) and a left arrow (←).

Step 2: Click the log attendance button.

Once the log attendance button is clicked, the student's attendance will be logged.

**OR**

If the student has not RSVP'd for the event and attends click the add new student button



ManageIT Members Events Content ? User

# RSVPs for Popcorn

Step 1: Click the Add New Student Button.

Name	Surname	Student Number	Email	Degree
Noma123	Hear123	15213626	noma@tuks.co.za	BCom Informatics

Once the Add Student button has been clicked, the attendance screen is displayed as follows:

ManageIT Members Events Content ? User

## Confirm Attendance of Noma

Step 2: Click the log attendance button.

Student Number:	14284783
Name:	Noma
Surname:	Hear
Residence:	Nerina
Degree:	BCom
Year of Study:	2017/01/01 12:00:00 AM
Date of Birth:	1995/10/11 12:00:00 AM

Log Attendance      Return

Once the log attendance button is clicked, the student's attendance will be logged.

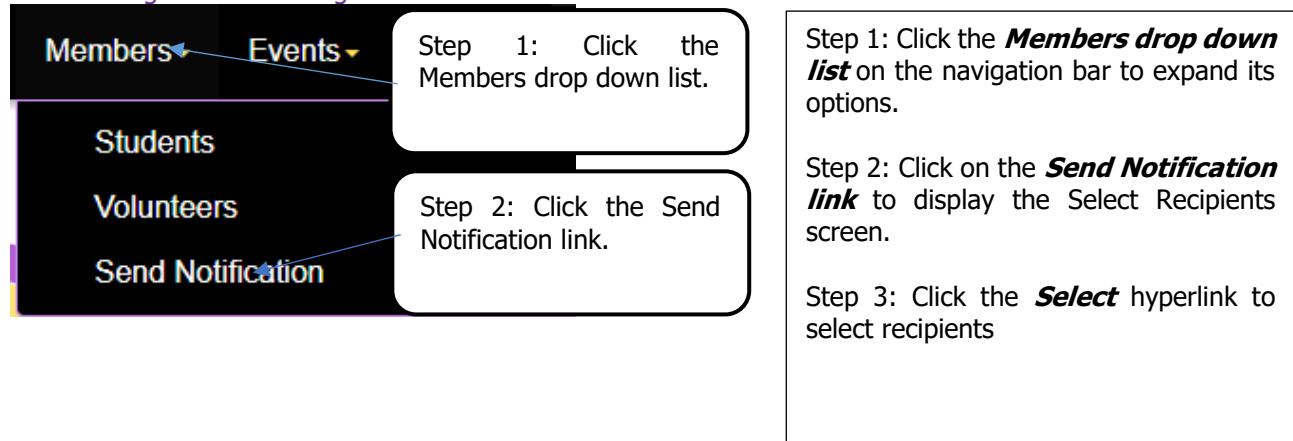


## 5.10 Send Notification

### 5.10.1 Purpose of the function

The purpose of sending a notification is so that the academy can notify members of any important changes and events.

### 5.10.2 Navigation to sending a notification



Once the link is clicked, the following screen will be displayed:

Step 3: Click the hyperlink to select recipients.

Event Name:	Event Date:	Event Start Time:	Event End Time:	
Rate	05 October 2017	13:00	14:00	<a href="#">Select</a>
Taking a Chance	06 October 2017	14:00	15:00	<a href="#">Select</a>
Practice	14 October 2017	13:00	14:00	<a href="#">Select</a>
Practices	06 October 2017	13:00	14:00	<a href="#">Select</a>
asdadasd	06 October 2017	03:00	04:00	<a href="#">Select</a>
Taking a Chance	06 October 2017	14:00	15:00	<a href="#">Select</a>
Rate	05 October 2017	13:00	14:00	<a href="#">Select</a>
Chris's Event	05 October 2017	12:00	15:00	<a href="#">Select</a>
Popcorn	07 October 2017	15:30	16:30	<a href="#">Select</a>
Popcorn	07 October 2017	15:30	16:30	<a href="#">Select</a>
Practice	14 October 2017	13:00	14:00	<a href="#">Select</a>
Popcorn	07 October 2017	15:30	16:30	<a href="#">Select</a>
Popcorn	07 October 2017	15:30	16:30	<a href="#">Select</a>

Once the hyperlink is clicked, the following screen will be displayed:



The screenshot shows the 'Write Notification' screen. At the top left is the 'ManageIT' logo. The top navigation bar includes 'Members', 'Events', and 'Content' dropdowns, along with a question mark icon and a 'User' dropdown. Below the navigation is a large, bold title 'Write Notification'. Underneath the title is a text input field labeled 'Notification Text'. To the right of the text field are two small rectangular buttons, each containing a symbol: one with a right-pointing arrow and another with a left-pointing arrow.

#### 5.10.3 Screen Controls

The screenshot shows the 'Write Notification' screen with three numbered callouts: 1 points to the 'Notification Text' input field; 2 points to the right-pointing arrow button; and 3 points to the left-pointing arrow button.

The screen control numbers are explained in detail below:

1. **Write Message Textbox:** Enter notification text here.
2. **Send Notification Button:** Click this button to return to send a notification.
3. **Return Button:** Click this button to return to the select recipients page.

#### 5.10.4 Process to send a notification

Once the recipients are selected, type a notification and click send notification to send the notification.



**Write Notification**

Step 1: Type notification here.

Notification Text

Step 2: Click the button to send notification.

Once the send notification button is clicked, the following warning message will be displayed:

**Write**

**Send Notification**

Are you sure that you want to send this notification?

Send Notification    Edit

Step 3: Click the send notification button.

Once send notification is clicked, the notification will be sent to the recipients.

## 5.11 View Notification

### 5.11.1 Purpose of the function

The purpose of viewing a notification is so that members can keep up to date with events and any changes made by the academy.

### 5.10.2 Navigation to view a notification

?       User

Step 1: Click the Bell icon.

Step 1: Click the **Bell icon** on the navigation bar to display the Notifications Screen.

Once the bell icon is clicked, the Notification screen will be displayed:



This screenshot shows the 'Notifications' section of the ManageIT application. At the top, there is a black navigation bar with the 'ManageIT' logo and links for 'Home', 'Volunteers', and 'Content'. To the right of the navigation bar are three icons: a question mark, a bell, and a user profile. Below the navigation bar, the word 'Notifications' is displayed in a large, bold, black font. A message box is visible, containing the text 'Message: Remember this!'. In the bottom right corner of the main content area, there is a small square button with a left-pointing arrow.

### 5.10.3 Screen Controls

This screenshot is identical to the one above, showing the 'Notifications' section of the ManageIT application. It includes the same black navigation bar, large 'Notifications' heading, message box, and bottom-right control button. A red number '1' is overlaid on the small square button with the left-pointing arrow, indicating it is the first control being described.

The screen control numbers are explained in detail below:

1. **Return Button:** Click this button to return to the Home page.



#### 5.10.4 Process to view a notification

Once the bell icon is clicked, the notification page will be displayed for viewing.

A screenshot of a web application interface titled "Notifications". At the top, there is a navigation bar with links for "ManageIT", "Home", "Volunteers", "Content", and "User". To the right of the navigation bar are icons for help, notifications, and user profile. The main content area has a large title "Notifications" and a message box containing the text "Message: Remember this!".

ManageIT Home Volunteers Content User

# Notifications

Message:  
Remember this!



## 6. Guest Speaker Subsystem

### 6.1 Register Guest Speaker

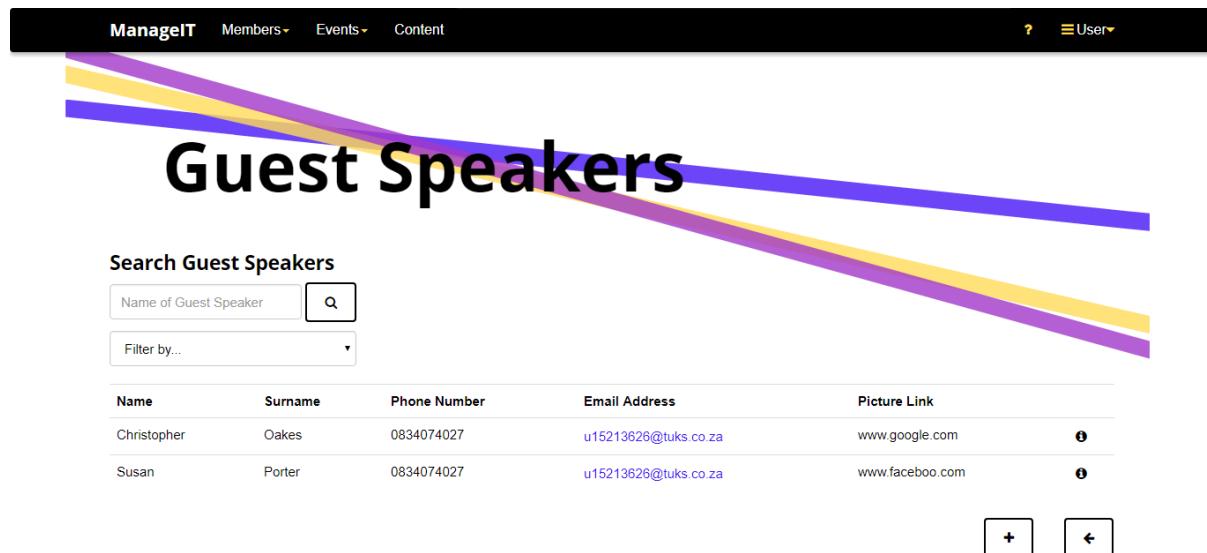
#### 6.1.1 Purpose of the function

The purpose of registering a guest speaker on the system is so that when members find new guest speakers that they wish to speak at a future event, they can then add the new guest speaker's details on the system and then when a new function event is created and the guest speaker has been chosen to speak at the event, an email will then be sent to the guest speaker.

#### 6.1.2 Navigation to registering a guest speaker



Once the Manage Guest Speakers link has been clicked, the Guest Speakers screen will be displayed as follows:



The screenshot shows the 'Guest Speakers' screen. At the top is a navigation bar with the 'ManageIT' logo, 'Members', 'Events', 'Content', a help icon, and a user profile icon. The main title 'Guest Speakers' is centered above a search bar labeled 'Search Guest Speakers'. The search bar includes a text input field 'Name of Guest Speaker' and a magnifying glass icon, followed by a dropdown menu labeled 'Filter by...'. Below the search bar is a table displaying a list of guest speakers. The table has columns for 'Name', 'Surname', 'Phone Number', 'Email Address', and 'Picture Link'. Two entries are shown: Christopher Oakes (Phone: 0834074027, Email: u15213626@tuks.co.za, Picture Link: www.google.com) and Susan Porter (Phone: 0834074027, Email: u15213626@tuks.co.za, Picture Link: www.facebook.com). At the bottom right of the table are two buttons: a '+' button and a back arrow button.



### 6.1.3 Screen Controls

The screenshot shows a web application interface for managing guest speakers. At the top, there's a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user profile icon. The main title 'Guest Speakers' is displayed prominently. Below the title is a search section labeled 'Search Guest Speakers' with a text input field (1), a search button (2), and a dropdown menu (3). A table lists two guest speakers: Christopher Oakes and Susan Porter, with columns for Name, Surname, Phone Number, Email Address, and Picture Link. To the right of each speaker are small icons: a person icon with a number (4) and a plus sign (5). At the bottom right are a return arrow icon (6) and a return button.

Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	<a href="http://www.google.com">www.google.com</a>
Susan	Porter	0834074027	u15213626@tuks.co.za	<a href="http://www.facebook.com">www.facebook.com</a>

The screen control numbers above will be explained in detail below:

1. **Find by name Textbox:** Enter a guest speaker's name in the textbox.
2. **Search Button:** Click this button once you have entered a guest speaker's name the textbox.
3. **Filter by:** Select which filter you would like to update the guest speaker index by. Filters Include Name, this filters the index in ascending order by the guest speaker's name.
4. **Information icon:** Click this icon if you wish to view a selected guest speakers' details.
5. **Register Guest Speaker Button:** Click this button if you would like to register a new guest speaker on the system in order to invite them to speak at future events.
6. **Return Button:** Click this button if you wish to return to your main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 6.1.4 Register Guest Speaker Process

ManageIT Members Events Content

? User

## Guest Speakers

### Search Guest Speakers


Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	www.google.com
Susan	Porter	0834074027	u15213626@tuks.co.za	

Step 1: Click the Register Guest Speaker Button.



ManageIT Members Events Content

? User

## Register Guest Speaker

Name:	<input type="text"/>
Surname:	<input type="text"/>
Phone Number:	<input type="text"/>
Email:	<input type="text"/>
Picture Link:	<input type="text"/>

Step 2: Enter the relevant details into the textboxes.

Step 4: Click the Confirm Button.

Step 3: Click on the Register Button.



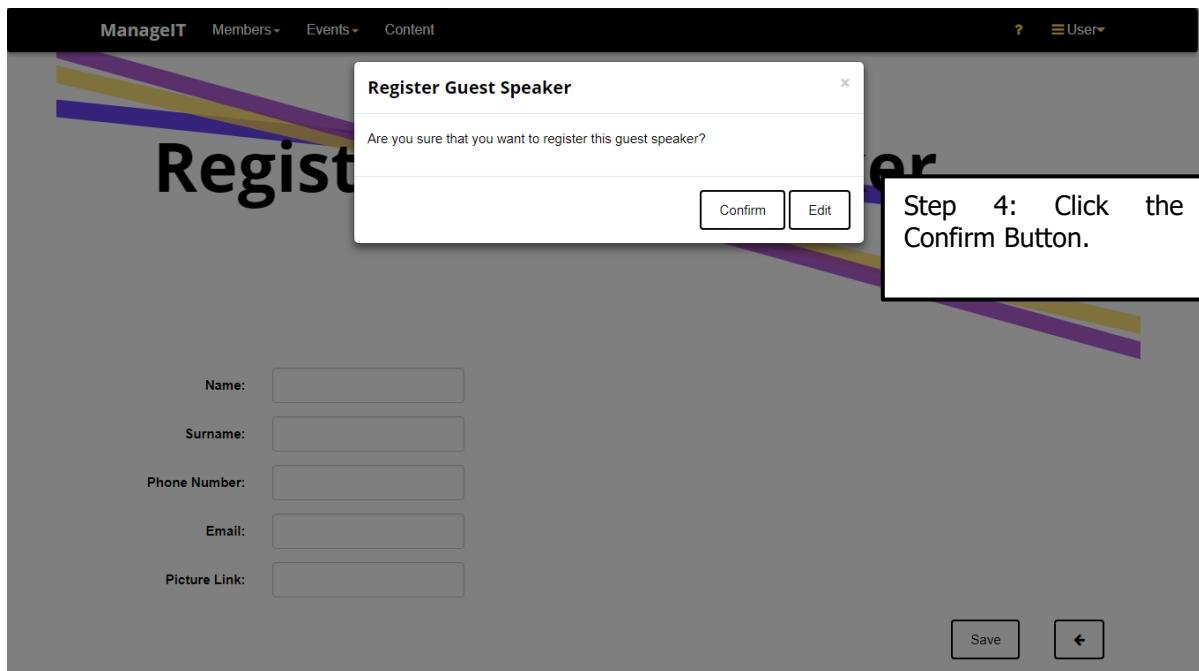
Once the Register Guest Speaker Button has been clicked, the Register Guest Speaker screen will be displayed as follows:

Take note of the following information that needs to be entered into the above textboxes:

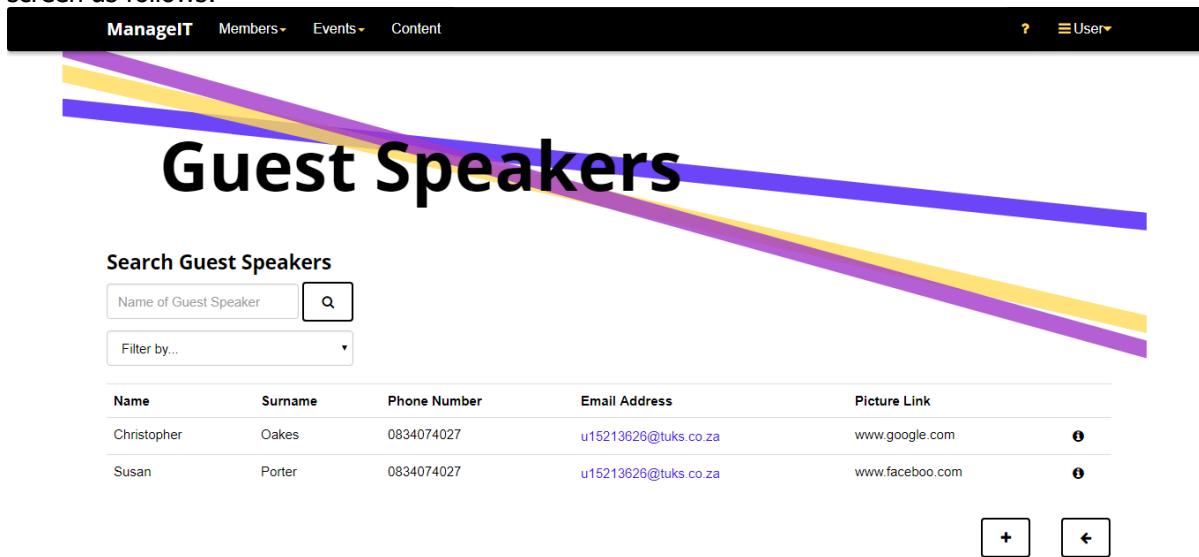
- Name textbox:** Enter the Guest Speaker's name here.
- Surname textbox:** Enter the Guest Speaker's surname here.
- Phone Number textbox:** Enter the Guest Speaker's valid phone number here. It must be more than 10 digits depending on if it is a South African number or an International number.
- Email Textbox:** Enter a valid email address here which contains a "@" symbol, a valid domain such as Hotmail@yahoo and a valid dot extension at the end.
- Picture Link Textbox:** Enter a valid link to a profile picture here. This link is essentially a google link to the guest speaker's image.



Once the Register Guest Speaker button has been clicked, a confirmation screen will be displayed as follows:



Once the Confirm Button has been clicked, the Guest Speaker will be displayed on the Guest Speaker screen as follows:





### 6.1.5 Possible screen errors

The screenshot shows a registration form for a guest speaker. The form fields and their validation messages are:

- Name:** [Input field] A name for the guest speaker is required.
- Surname:** [Input field] A surname for the guest speaker is required.
- Phone Number:** [Input field] A phone number for the guest speaker is required.
- Email:** [Input field] An email address is required.
- Picture Link:** [Input field]

At the bottom right are two buttons: "Save" and a back arrow icon.

#### Invalid Name

**What this means:**  
You have not entered a guest speaker name.  
**What to do:**  
Enter a guest speaker name.

#### Invalid Surname

**What this means:**  
You have not entered a guest speaker surname.  
**What to do:**  
Enter a guest speaker surname.

#### Invalid Phone Number

**What this means:**  
You have not entered a phone number.  
**What to do:**  
Enter a guest speaker phone number.

#### Invalid Email

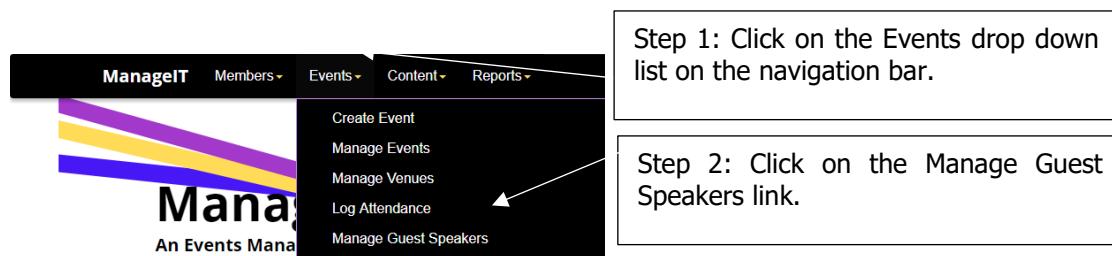
**What this means:**  
You have not entered a guest speaker email address.  
**What to do:**  
Enter a guest speaker email address.

### 6.2 Search Guest Speaker

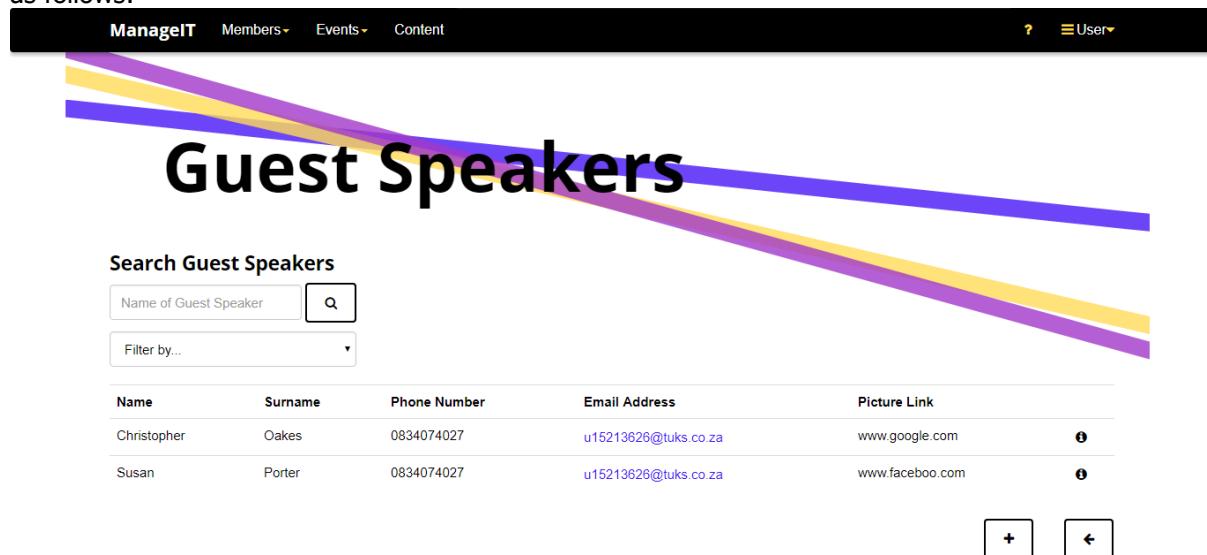
#### 6.2.1 Purpose of the function

To search for an existing guest speaker on the system in order to view their details.

## 6.2.2 Navigation to searching for a guest speaker



Once the Manage Guest Speakers link has been clicked, the Guest Speakers screen will be displayed as follows:



The screenshot shows the 'Guest Speakers' search interface. At the top, there is a search bar labeled 'Search Guest Speakers' with fields for 'Name of Guest Speaker' and a search icon. Below the search bar is a dropdown menu labeled 'Filter by...'. The main area displays a table of guest speakers with columns: Name, Surname, Phone Number, Email Address, and Picture Link. Two entries are listed: Christopher Oakes (Phone: 0834074027, Email: u15213626@tuks.co.za, Picture Link: www.google.com) and Susan Porter (Phone: 0834074027, Email: u15213626@tuks.co.za, Picture Link: www.facebook.com). At the bottom right are two buttons: a '+' button and a back arrow button.

Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	www.google.com
Susan	Porter	0834074027	u15213626@tuks.co.za	www.facebook.com



### 6.2.3 Screen Controls

The screenshot shows a web application interface for managing guest speakers. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right side of the navigation bar are 'User' and 'Help' icons. The main title 'Guest Speakers' is displayed prominently. Below the title, there is a search section titled 'Search Guest Speakers' with a text input field labeled 'Name of Guest Speaker' (marked with red number 1) and a search button (marked with red number 2). A dropdown menu labeled 'Filter by...' (marked with red number 3) is also present. The main content area displays a table of guest speaker information:

Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	<a href="#">www.google.com</a> (marked with red number 4)
Susan	Porter	0834074027	u15213626@tuks.co.za	<a href="#">www.facebook.com</a>

At the bottom right of the table are two buttons: a 'Register Guest Speaker' button (marked with red number 5) and a 'Return' button (marked with red number 6).

The screen control numbers above will be explained in detail below:

1. **Find by name Textbox:** Enter a guest speaker's name in the textbox.
2. **Search Button:** Click this button once you have entered a guest speaker's name in the textbox.
3. **Filter by:** Select which filter you would like to update the guest speaker index by. Filters Include Name, this filters the index in ascending order by the guest speaker's name.
4. **Information icon:** Click this icon if you wish to view a selected guest speakers' details.
5. **Register Guest Speaker Button:** Click this button if you would like to register a new guest speaker on the system in order to invite them to speak at future events.
6. **Return Button:** Click this button if you wish to return to your main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 6.2.4 Search Guest Speaker Process

Step 1: Enter a Guest Speaker's name in the textbox.

Step 2: Click the Search Button.

Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	www.google.com
Susan	Porter	0834074027	u15213626@tuks.co.za	www.facebook.com

Once the Search Button has been clicked, the list of guest speakers will be updated according to the search details entered into the textbox.

Optional Step 3: Click on the information icon to view details.

Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	www.google.com
Susan	Porter	0834074027	u15213626@tuks.co.za	www.facebook.com



Once the information icon has been clicked, the Guest Speaker's details will be displayed as follows:

The screenshot shows a software interface titled "ManageIT" at the top left. The top navigation bar includes "Members", "Events", "Content", a help icon, and a user profile icon. The main content area features a large title "Christopher's Information". Below the title is a form with five fields: Name (Christopher), Surname (Oakes), Phone Number (0834074027), Email (u15213626@tuks.co.za), and Picture Link (www.google.com). At the bottom right of the form are three small icons: a pen, a trash can, and a back arrow.

Name:	Christopher
Surname:	Oakes
Phone Number:	0834074027
Email:	<a href="mailto:u15213626@tuks.co.za">u15213626@tuks.co.za</a>
Picture Link:	<a href="http://www.google.com">www.google.com</a>

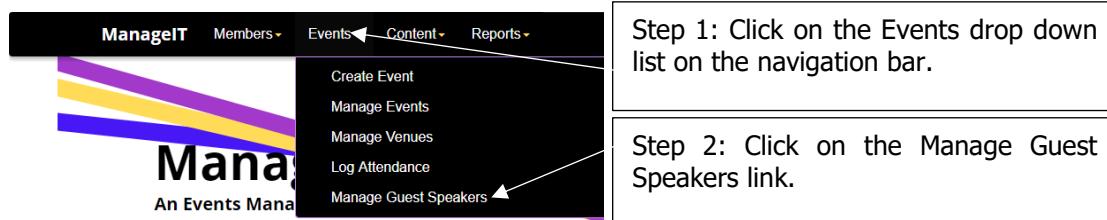


## 6.3 Update Guest Speaker

### 6.3.1 Purpose of the function

To update an existing Guest Speaker's details on the system in case it has changed.

### 6.3.2 Navigation to the updating of a guest speaker



Once the Manage Guest Speakers link has been clicked, the Guest Speakers screen will be displayed as follows:

The Guest Speakers screen displays the following interface:

- Search Guest Speakers:** Includes a search input field and a search button.
- Filter by...**: A dropdown menu for filtering results.
- Table:** A list of guest speakers with columns: Name, Surname, Phone Number, Email Address, and Picture Link.
- Actions:** Buttons for adding a new speaker (+) and navigating back (←).

Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	www.google.com
Susan	Porter	0834074027	u15213626@tuks.co.za	www.facebook.com



### 6.3.3 Screen Controls

The screenshot shows a web application interface for managing guest speakers. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right side of the navigation bar are icons for help (?) and user settings (User). Below the navigation bar, the main title 'Guest Speakers' is displayed prominently. Underneath the title, there is a search section labeled 'Search Guest Speakers' with a text input field (1) and a search button (2). A dropdown menu (3) labeled 'Filter by...' is also present. The main content area displays a table of guest speaker information:

Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	<a href="http://www.google.com">www.google.com</a> <span style="color:red;">4</span>
Susan	Porter	0834074027	u15213626@tuks.co.za	<a href="http://www.facebook.com">www.facebook.com</a> <span style="color:red;">5</span>

At the bottom right of the table area are two buttons: a '+' button (5) and a left arrow button (6).

The screen control numbers above will be explained in detail below:

1. **Find by name Textbox:** Enter a guest speaker's name in the textbox.
2. **Search Button:** Click this button once you have entered a guest speaker's name the textbox.
3. **Filter by:** Select which filter you would like to update the guest speaker index by. Filters Include Name, this filters the index in ascending order by the guest speaker's name.
4. **Information icon:** Click this icon if you wish to view a selected guest speakers' details.
5. **Register Guest Speaker Button:** Click this button if you would like to register a new guest speaker on the system in order to invite them to speak at future events.
6. **Return Button:** Click this button if you wish to return to your main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



## 6.3.4 Update Guest Speaker Process

Search Guest Speakers

Name	Surname	Phone Number	Email	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	www.google.com
Susan	Porter	0834074027	u15213626@tuks.co.za	www.facebook.com

Step 1: Click on the edit icon next to the specific guest speaker.

+ <

Once the edit icon has been clicked, the Update Guest Speaker screen will be displayed as follows:

ManageIT Members Events Content ? User

## Christopher's Information

Name: Christopher

Surname: Oakes

Phone Number: 0834074027

Email: u15213626@tuks.co.za

Picture Link: www.google.com

Step 2: Click on the edit icon at the bottom right of screen.

edit delete <



Once the edit icon has been clicked, the Update Guest Speaker screen will be displayed as follows:

ManageIT Members Events Content ? User

# Update

Name: Christopher

Surname: Oakes

Phone Number: 0834074027

Email: u15213626@tuks.co.za

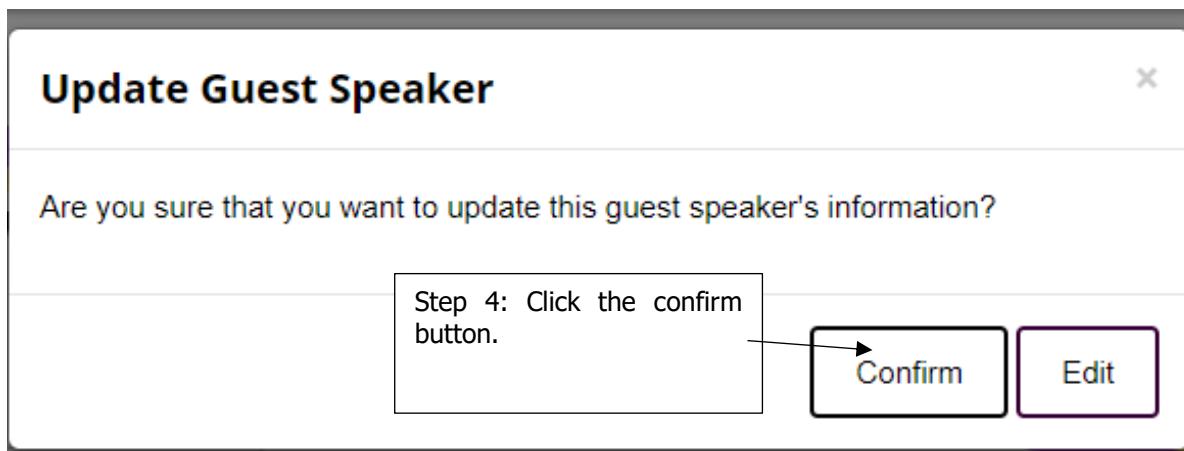
Picture Link: www.google.com

Step 3: Edit the details accordingly.

Step 4: Click the save Button.

Save ←

Once the Update Event button has been clicked, the confirmation message will be displayed as follows:



Once the Confirm button has been clicked, the guest speaker's information will be updated accordingly.



## 6.3.5 Possible System Errors

ManageIT Members Events Content ? User

## Edit Christopher's Information

Name: Christopher

Surname: O  
The surname must be at least 2 characters long.

Phone Number: 08340740  
Not a valid Phone number

Email: u15213626@tuks.co.za

Picture Link: www.google.com

Invalid Surname**What this means:**

The guest speaker's surname you have entered is invalid and needs to be at least 2 characters.

**What to do:**

Enter a guest speaker surname of 2 or more characters.

Invalid Phone Number**What this means:**

The guest speaker's phone number that you have entered is invalid and needs to be at least 10 digits.

**What to do:**

Enter a guest speaker phone number of at least 10 digits.



## 6.4 Delete Guest Speaker

### 6.4.1 Purpose of the function

To delete a guest speaker from the system if they have never spoken at a previous event before and they are not going to be used for a future event.

### 6.4.2 Navigation to the deletion of a guest speaker

The screenshot shows the ManageIT navigation bar with the following structure:

- ManageIT
- Members
- Events
- Content
- Reports

A dropdown menu is open under the Events link, containing the following options:

- Create Event
- Manage Events
- Manage Venues
- Log Attendance
- Manage Guest Speakers

Two callout boxes provide instructions:

- Step 1: Click on the Events drop down list on the navigation bar.
- Step 2: Click on the Manage Guest Speakers link.

Once the Manage Guest Speakers link has been clicked, the Guest Speakers screen will be displayed as follows:

The screenshot shows the "Guest Speakers" screen with the following elements:

# Guest Speakers

**Search Guest Speakers**

Name of Guest Speaker

Filter by...

Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	www.google.com <input type="button" value="i"/>
Susan	Porter	0834074027	u15213626@tuks.co.za	www.facebook.com <input type="button" value="i"/>



### 6.4.3 Screen Controls

The screenshot shows a web application interface for managing guest speakers. At the top, there's a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user dropdown. The main title 'Guest Speakers' is displayed prominently. Below the title is a search section titled 'Search Guest Speakers' with a text input field (labeled 1) and a search button (labeled 2). A dropdown menu labeled 'Filter by...' (labeled 3) is also present. The main content area displays a table of guest speaker information:

Name	Surname	Phone Number	Email Address	Picture Link
Christopher	Oakes	0834074027	u15213626@tuks.co.za	<a href="http://www.google.com">www.google.com</a>
Susan	Porter	0834074027	u15213626@tuks.co.za	<a href="http://www.facebook.com">www.facebook.com</a>

At the bottom right of the table are two buttons: a '+' button (labeled 5) and a left arrow button (labeled 6).

The screen control numbers above will be explained in detail below:

1. **Find by name Textbox:** Enter a guest speaker's name in the textbox.
2. **Search Button:** Click this button once you have entered a guest speaker's name the textbox.
3. **Filter by:** Select which filter you would like to update the guest speaker index by. Filters Include Name, this filters the index in ascending order by the guest speaker's name.
4. **Information icon:** Click this icon if you wish to view a selected guest speakers' details.
5. **Register Guest Speaker Button:** Click this button if you would like to register a new guest speaker on the system in order to invite them to speak at future events.
6. **Return Button:** Click this button if you wish to return to your main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



## 6.4.4 Delete Guest Speaker Process

The screenshot shows the 'Guest Speakers' page. At the top left is a search bar labeled 'Search Guest Speakers' with fields for 'Name of Guest Speaker' and a magnifying glass icon. Below it is a dropdown menu labeled 'Filter by...'. A table lists guest speakers with columns for Name, Surname, Phone Number, Email, and Picture Link. Two entries are shown: Christopher Oakes (0834074027, u15213626@tuks.co.za, www.google.com) and Susan Porter (0834074027, u15213626@tuks.co.za, www.facebook.com). To the right of the table is a callout box with the text: 'Step 1: Click on the information icon next to the specific guest speaker.' An arrow points from this text to the information icon (a small blue circle with a white dot) next to Christopher's entry.

Once the information icon has been clicked, the guest speaker's details will be displayed as follows:

The screenshot shows the 'Christopher's Information' page. It displays the details for Christopher Oakes: Name (Christopher), Surname (Oakes), Phone Number (0834074027), Email (u15213626@tuks.co.za), and Picture Link (www.google.com). To the right of the details is a callout box with the text: 'Step 2: Click the Delete Guest Speaker Button.' An arrow points from this text to the 'Delete' button in the bottom right corner of the page.

Once the Delete Guest Speaker Button has been clicked, a warning screen will be displayed that the guest speaker will be permanently deleted from the system.

The screenshot shows a modal dialog box titled 'Delete Christopher'. The question inside is 'Are you sure that you want to delete Christopher's information off of the system?'. To the right of the question is a callout box with the text: 'Step 3: Click the Delete Guest Speaker Button.' An arrow points from this text to the 'Delete' button in the bottom right corner of the dialog. The dialog also contains a 'Cancel' button.



Once the Delete Guest Speaker Button has been clicked, the speaker will be deleted permanently off the system and cannot be invited to further events.

## 7. Content Subsystem

### 7.1 Upload Content

#### 7.1.1 Purpose of the function

To upload content to the system in order for the students to have access to the content when they need to prepare for a specific event. Content can be uploaded for Lectures and Community Engagement Events.

#### 7.1.2 Navigation to the uploading of content

Step 1: Click on the Content Link on the navigation bar.

Once the Content link has been clicked, the Content screen will display all of the existing content on the system as follows:

**Search Content**

Name	Status	Description
Practice Content	Up	This is the content that you need!

**TRWLA Content**



### 7.1.3 Screen Controls

The screenshot shows the 'Content' section of the ManageIT application. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right side of the navigation bar are 'Help' and 'User' icons. Below the navigation bar, the main content area has a title 'TRWLA Content'. The content is listed in a table with columns for 'Name', 'Status', and 'Description'. One row in the table is highlighted, showing 'Practice Content' with a status icon and a description 'This is the content that you need!'. To the right of this row are two icons: a blue circle with a white dot and a red circle with a white dot. A large purple diagonal bar covers the top half of the screen. Red numbers 1 through 7 are overlaid on various controls: 1 is on the 'Name of Content' input field; 2 is on the search button; 3 is on the upload button; 4 is on the filter dropdown; 5 is on the information icon; 6 is on the return button; and 7 is on the status icon.

The screen control numbers above are explained in detail below:

1. **Name Textbox:** Enter the name of specific content here.
2. **Search Button:** Click this button if you have entered search details into the textbox.
3. **Upload Content Button:** Click this button if you wish to upload new content to the system.
4. **Filter by Drop down list:** Select a filter in order to update the list of content according to the filter selected. Filters include Show all content, Name, Locked and Unlocked.
5. **Information icon:** Click this icon if you wish to view the details of the specific content.
6. **Return Button:** Click this button if you wish to return to the main menu.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 7.1.4 Upload Content Process

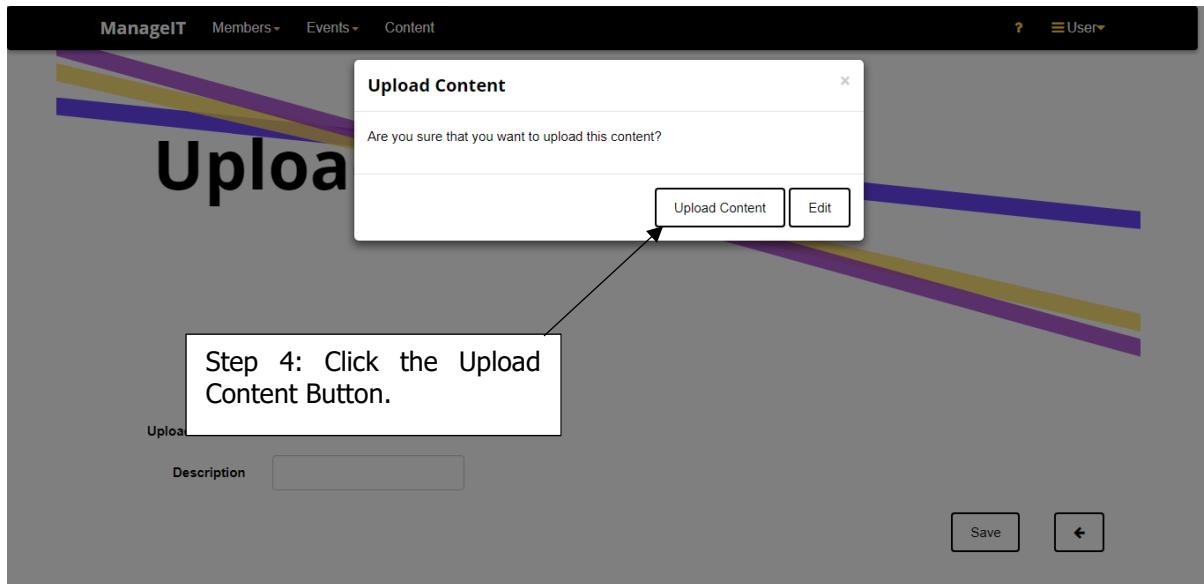
Click on the Upload Content Button. Once the screen is displayed with all of the relevant fields to fill in, enter all of the relevant information relating to the content and indicate if the content should be locked or unlocked. Locked means that the content is on the system but students cannot view it, while unlocked means that the content is on the system and the students have access to it. Once all of the fields have been filled in, click on the Upload Content Button and the content will be ready to add to future events.

The screenshot shows the 'Content' section of the ManageIT application. At the top, there is a search bar with fields for 'Name of Content' and a search icon. Below the search bar is a 'Filter by...' dropdown menu. A callout box labeled 'Step 1: Click the Upload Content button.' points to the '+' button in the search bar. The main area displays a table with columns 'Name', 'Status', and 'Description'. One row in the table is labeled 'Practice Content' with a status of 'Unlocked' and a description of 'This is the content that you need!'. At the bottom right of the content area is a back arrow icon.

Once the button has been clicked, the Upload Content screen will display as follows:

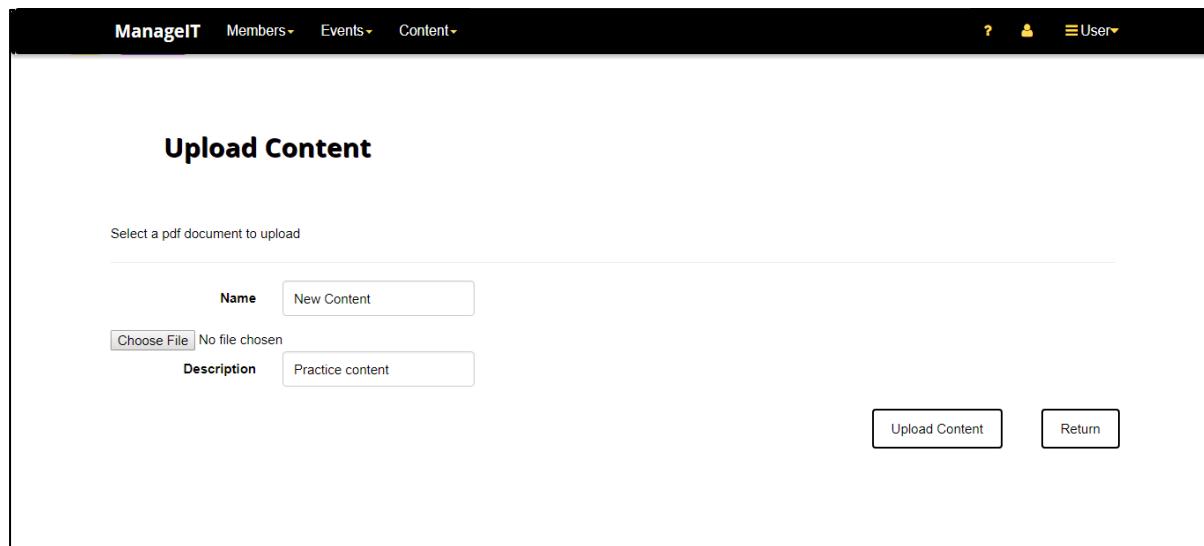
The screenshot shows the 'Upload Content' page. It features three text input fields: 'Name' (with a placeholder 'Enter name'), 'Upload Content' (with a 'Choose File' button and a message 'No file chosen'), and 'Description' (with a placeholder 'Enter description'). A callout box labeled 'Step 2: Enter the content information in the textboxes.' points to the 'Name' and 'Description' fields. Another callout box labeled 'Step 3: Click the Save Button.' points to a 'Save' button at the bottom right of the form. To the right of the 'Save' button is a back arrow icon.

Once the Upload Button has been clicked, a warning screen will be displayed that you are about to upload content to the system. Click the Upload Content button on this warning screen as displayed below:



Once this button has been clicked the content will be successfully uploaded to the system for students to download.

#### 7.1.5 Possible System Errors



Error: "Select a pdf document to upload".

#### What this means:

You have uploaded a file that is not in the pdf format.

#### What to do:

Upload a document with a pdf format.



ManageIT Members Events Content ? User

# Upload Content

Name  A name for the content is required

Upload Content  No file chosen

Description  A description for the content is required

**Missing Name****What this means:**

You have forgotten to enter you're a name for the content.

**What to do:**

Enter a name for the content.

**No File Chosen****What this means:**

You have not selected a file to upload.

**What to do:**

Click the Choose file button and select a file to upload from your device.

**Missing Description****What this means:**

You have not entered a description for the content.

**What to do:**

Enter a description describing the content you are uploading.

**7.2.1 Purpose of the function**

To search for existing content on the system to view the content or download it for specific use.

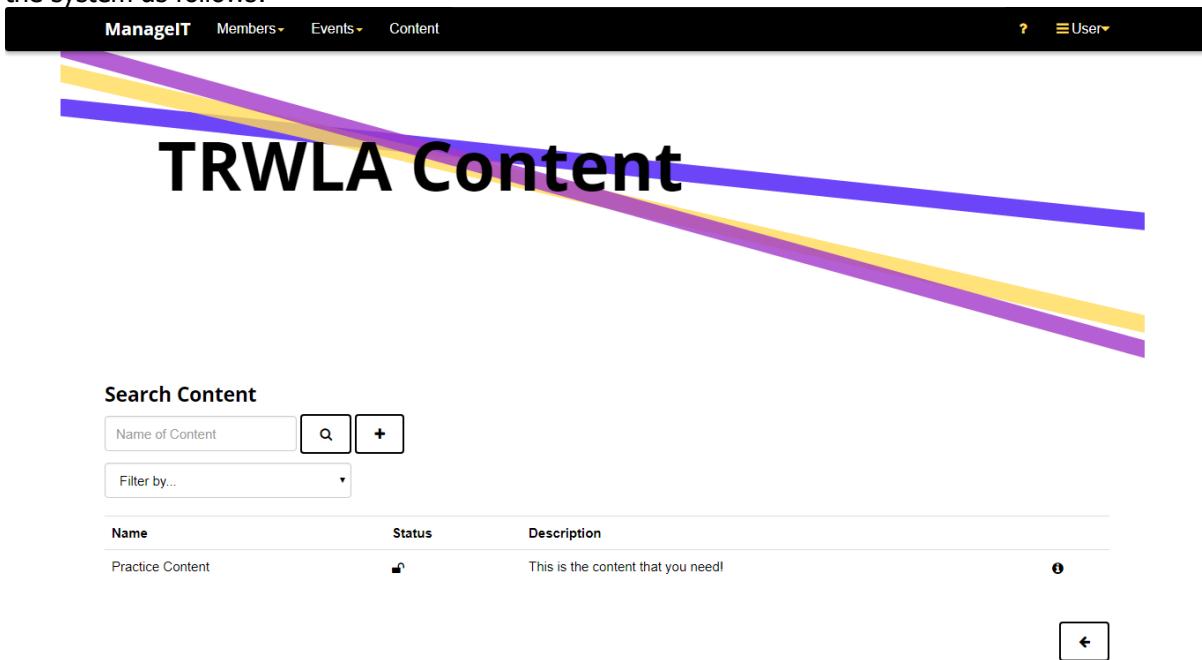
**7.2.2 Navigation to the searching of content**

ManageIT Members Events Content ? User

Step 1: Click on the Content Link on the navigation bar.



Once the Content link has been clicked, the Content screen will display all of the existing content on the system as follows:



The screenshot shows a user interface for managing content. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', 'Content', a help icon '?', and a user profile icon 'User'. Below the navigation bar, a large title 'TRWLA Content' is displayed. Underneath the title, there is a search section titled 'Search Content' with fields for 'Name of Content' (containing 'Practice Content'), a search icon, and a plus icon. There is also a dropdown menu labeled 'Filter by...'. A table below the search section displays one item: 'Practice Content' in the Name column, 'Up' in the Status column, and 'This is the content that you need!' in the Description column. To the right of the table is a small icon with a question mark. At the bottom right of the content area is a back arrow icon.

Name	Status	Description
Practice Content	Up	This is the content that you need!



## 7.2.3 Screen Controls

Search Content

1 Name of Content 2 3

4 Filter by... ▾

Name	Status	Description
Practice Content	Unlocked	This is the content that you need!

5

6

The screen control numbers above are explained in detail below:

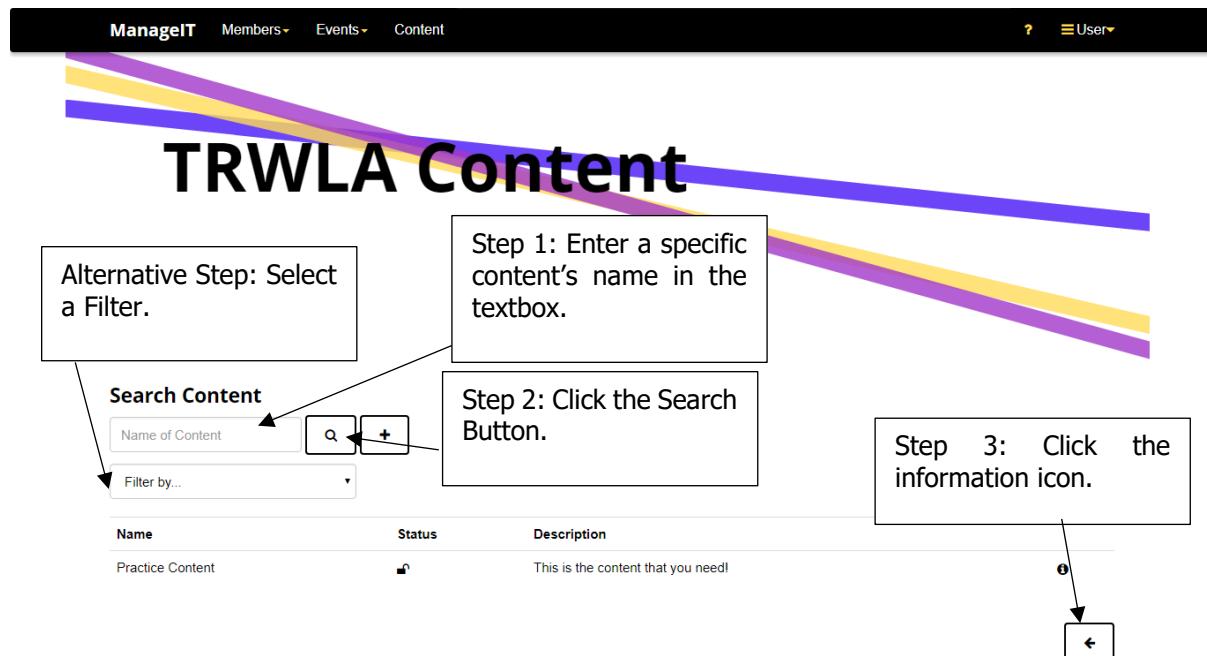
1. **Name Textbox:** Enter the name of specific content here.
2. **Search Button:** Click this button if you have entered search details into the textbox.
3. **Upload Content Button:** Click this button if you wish to upload new content to the system.
4. **Filter by Drop down list:** Select a filter in order to update the list of content according to the filter selected. Filters include Show all content, Name, Locked and Unlocked.
5. **Information icon:** Click this icon if you wish to view the details of the specific content.
6. **Return Button:** Click this button if you wish to return to the main menu.

Tip: Don't know what an icon means? Hover over the icon to see what the control does.

Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

#### 7.2.4 Search Content Process

Enter a specific content's name into the textbox and click the Search button. The screen will then be updated with the specific search results based on what you have entered into the textbox. To search further for a specific content item you can click on the Filter by drop down list arrow and four filters will be displayed as follows, show all, name, unlocked and locked. The table of content will be updated according to your filter. Once you have updated the contents and have found the specific content you have searched for, you can click on the information icon to view the details and download the content.

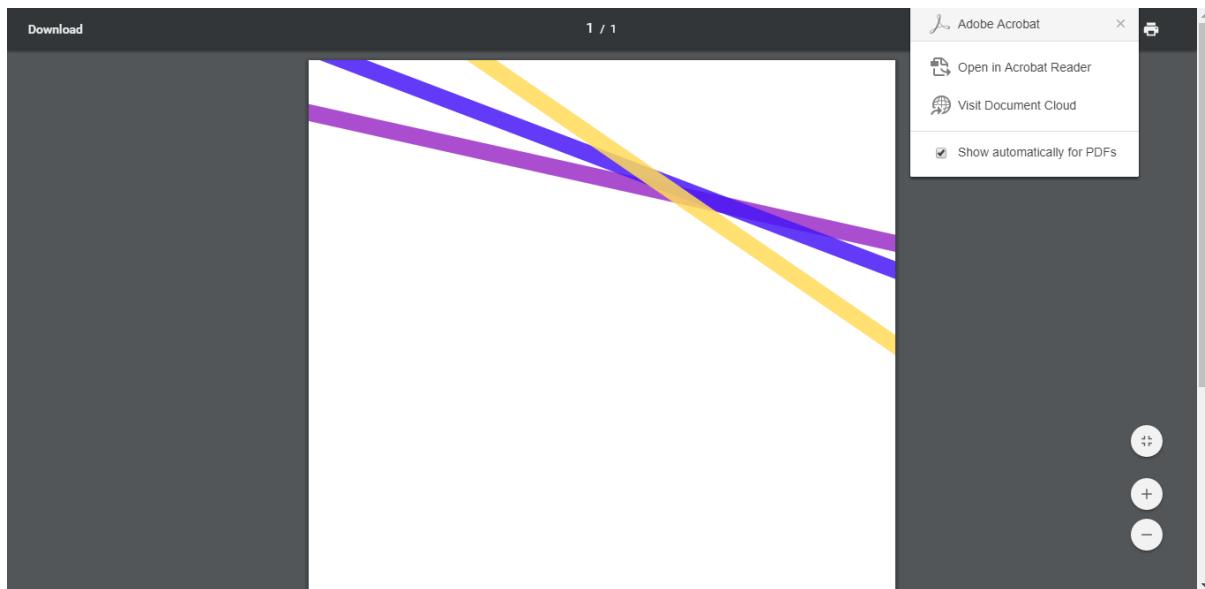


Once the information icon has been clicked, the content's details will be displayed in detail along with a download link as follows:

Name:	Practice Content
Status:	Unlocked
Description:	This is the content that you need!

Download Content:

Once the download button has been clicked, the browser will automatically display the downloaded content in a new tab:





## 7.3 Update Content

### 7.3.1 Purpose of the function

To update the content on the system based on changes made by a volunteer or a decision made by the academy. Content can be updated to be unlocked or locked. Unlocked content is visible to all students while locked content is only visible to volunteers.

### 7.3.2 Navigation to the updating of content

Step 1: Click on the Content Link on the navigation bar.

Once the Content link has been clicked, the Content screen will display all of the existing content on the system as follows:

Step 2: Click on Information icon.

Name	Status	Description
Practice Content	Unlocked	This is the content that you need!

Information icon (i)



Once the edit icon has been clicked, the selected content's details will be displayed as follows:

The screenshot shows a web-based application interface for managing content. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the far right of the navigation bar are a help icon (?) and a user profile dropdown labeled 'User'. Below the navigation bar, the main content area features a large, bold title 'Update Practice Content'. Underneath the title, there are several input fields: a 'Name' field containing 'Practice Content', a 'Content Status' section with two radio buttons (one locked, one unlocked), and a 'Content Description' field containing the text 'This is the content that you need!'. At the bottom right of the form are two buttons: 'Save' and a back arrow icon.

### 7.3.3 Screen Controls

This screenshot is similar to the one above, but it includes red numbers (1 through 5) to point out specific control elements. Number 1 points to the 'Name' text input field. Number 2 points to the 'Content Status' radio button group. Number 3 points to the 'Content Description' text area. Number 4 points to the 'Save' button. Number 5 points to the back arrow icon at the bottom right.

The screen control numbers above will be explained in detail below:

1. **Name Textbox:** Enter/Update the content's name here.
2. **Status Radio buttons:** Select the lock icon to lock the content or the unlock icon to unlock the content.



3. **Description Textbox:** Enter/ Update the content's description here.
4. **Update Button:** Click this button once you have updated the relevant fields.
5. **Return button:** Click this button if you wish to return to the main menu.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

#### 7.3.4 Update Content Process

Click the Update button on the specific content's details page and the update content screen will be displayed. Alternatively, a user can click the edit icon next to the specific content and the Update Content screen will be displayed. Once the screen is displayed update the existing descriptions in the textboxes and click the Update button once you have updated the fields accordingly.

Alternatively, the edit icon on the contents page can be clicked to edit the details as well.

The screenshot shows the 'Content' section of the ManageIT application. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user profile icon. Below the navigation bar, the title 'TRWLA Content' is displayed. On the left, there is a search bar labeled 'Search Content' with fields for 'Name of Content' and 'Filter by...'. On the right, a table lists content items. The first item in the table is 'Practice Content', which has a status of 'Up' and a description of 'This is the content that you need!'. An edit icon (a pencil symbol) is located to the right of the description for this item. A callout box with the text 'Step 1: Click the Update button.' has an arrow pointing to the edit icon. A back arrow icon is also visible at the bottom right of the content area.

Name	Status	Description
Practice Content	Up	This is the content that you need!

Once the Update button or the edit icon has been clicked, the Update Content screen will be displayed as follows:



Name: Practice Content

Content Status:  Locked  Published

Content Description: This is the content that you need!

Save Back

Once the Update Content button has been clicked, a warning screen will display stating that changes are going to be made to the content and if you confirm this. Click Confirm on this screen. Once the Confirm button has been clicked, the content will be updated accordingly and based on what the volunteer has updated it to, the content will become visible or invisible to the students of the academy.

Update Content

Are you sure that you want to update this Content?

Confirm Edit

Step 4: Click the Confirm button.

Name: Practice Content

Content Status:  Locked  Published

Content Description: This is the content that you need!

Save Back

Take note that only Volunteers have the functionality to update content on the system.



### 7.3.5 Possible System Errors

ManageIT Members Events Content ? User

# Update P

Name  The name must be at least 2 characters long.

Content Status

Content Description

#### Name Character Length too short

##### What this means:

The name you have entered is too short to save.

##### What to do:

Enter a name with a longer character length and continue.



## 7.4 Delete Content

### 7.4.1 Purpose of the function

To delete content from the system that is not in use or assigned to an event as well as will never be used in the future.

### 7.4.2 Navigation to the deletion of content

Step 1: Click on the Content Link on the navigation bar.

Once the Content link has been clicked, the Content screen will display all of the existing content on the system as follows:

Step 2: Click on the information icon.

Once the information icon has been clicked, the selected content's details will be displayed as follows:

Practice Content Information

Name:	Practice Content	1
Status:	Unlocked	2
Description:	This is the content that you need!	3
Download Content:	<input type="button" value="▼"/>	4

5 6 7



### 7.4.3 Screen Controls

The screen control numbers above will be explained in detail below:

1. **Name Textbox:** Enter/Update the content's name here.
2. **Status Textbox:** Update the status to unlocked here. Take note that when the status is changed to unlocked, the content will become visible to all students.
3. **Description Textbox:** Enter/ Update the content's description here.
4. **Download Content Button:** Click this button if you wish to download the content to your computer.
5. **Update Button:** Click this button once you have updated the relevant fields.
6. **Delete Content Button:** Click this button if you wish to delete this content from the system. Take note that content that has been assigned to an event will not be deleted from the system.
7. **Return button:** Click this button if you wish to return to the main menu.

**?** Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

### 7.4.4 Delete Content Process

Click on the Delete Content button on the Content's details screen as displayed above. Once this button has been clicked, a warning screen will be displayed stating that the content will be permanently deleted from the system. Once this screen is displayed, click the delete Button.

The screenshot shows the 'Content' section of the ManageIT application. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a question mark icon, and a user dropdown. Below the navigation bar, the title 'Practice Content Information' is displayed. On the left, there is a form with fields for 'Name' (Practice Content), 'Status' (Unlocked), 'Description' (This is the content that you need!), and a 'Download Content' button. A callout box with the text 'Step 1: Click the Delete Content button.' points to the 'Delete Content' button. At the bottom right of the screen, there are three small icons: a pencil, a square, and a left arrow.

Once the Delete Content button has been clicked, the Delete Content modal screen will be displayed as follows:

The screenshot shows a modal dialog titled 'Delete Practice Content'. The message inside the dialog reads: 'Are you sure that you want to delete Practice Content's Information off of the system?'. A callout box with the text 'Step 2: Click the Delete Content button.' points to the 'Delete Content' button at the bottom of the dialog. The dialog also contains a 'Cancel' button.



## 7.5 Review Lecture Content

### 7.5.1 Purpose of the function

For students to rate the content and write a review on how it can be improved or how it has assisted them at events.

### 7.5.2 Navigation to the reviewing of lecture content

The screenshot shows the ManageIT dashboard interface. At the top, there is a navigation bar with links for 'ManageIT', 'Home', 'Volunteers', and 'Reading Content'. On the right side of the navigation bar are icons for a bell, a user profile, and 'User'. Below the navigation bar, the main content area features the 'ManageIT' logo and tagline 'An Events Management System'. On the left, there is a 'Search Events' section with fields for 'Name of Event' and 'Filter by...'. In the center, there is a 'My Dashboard' button, which is highlighted with a red box and an arrow pointing to it from a callout bubble containing the text 'Step 1: Click the My dashboard icon button.' To the right of the dashboard button, there is a section titled 'Upcoming TRWLA Events'. The entire interface is styled with a dark header and light-colored body sections.

Once the button is clicked, the following screen is displayed:



The screenshot shows the user interface for 'Noma's Dashboard'. At the top, there is a navigation bar with links for 'ManageIT', 'Home', 'Volunteers', 'Reading Content', and 'User'. Below the navigation bar, there are four main sections:

- My Progress**: A set of four horizontal progress bars with icons and percentages:
  - Microphone icon: 67%
  - Document icon: 40%
  - Clock icon: 0%
  - Asterisk icon: 50%
- My upcoming events**: Buttons for 'Taking a Chance' and 'Practice'.
- Events I have attended**: Buttons for 'Rate' (with a star icon), 'Practices' (with a star icon), and 'asdasdasd'.
- Step 2: Click the Lecture that you have attended to review it.**: A callout box with an arrow pointing to the 'Rate' button.

At the bottom right of the dashboard area is a 'Return' button.

Once the lecture tile is clicked, the system displays the following screen:

The screenshot shows the 'Write a review on Rate' screen. At the top, there is a navigation bar with links for 'ManageIT', 'Home', 'Volunteers', 'Content', and 'User'. Below the navigation bar, the main title is 'Write a review on Rate'. The interface includes the following elements:

- Review**: A large empty text area for writing a review.
- Rating**: A dropdown menu currently showing 'Excellent'.
- Buttons**: Two small rectangular buttons at the bottom right, one with a left arrow and one with a right arrow.

### 7.5.3 Screen Controls



ManageIT Home Volunteers Content ? User

# Write a review on Rate

Review 1

Rating Excellent ▾ 2 3 4

↶ ↶

The screen control numbers are explained in detail below:

1. **Review Textbox:** Type the review in this textbox.
2. **Rating Dropdown list:** Choose an option to rate the lecture from the dropdown list
3. **Submit Review Button:** Click button to submit the review.
4. **Return Button:** Click this button to return to the Dashboard screen

#### 7.5.4 Review Lecture Content Process

ManageIT Home Volunteers Content ? User

# Write a review on Rate

Step 1: Type the review in the textbox.

Step 2: Select a rating from the dropdown list.

Step 3: Click this button to submit the review.

Review

Rating Excellent ▾

↶ ↶

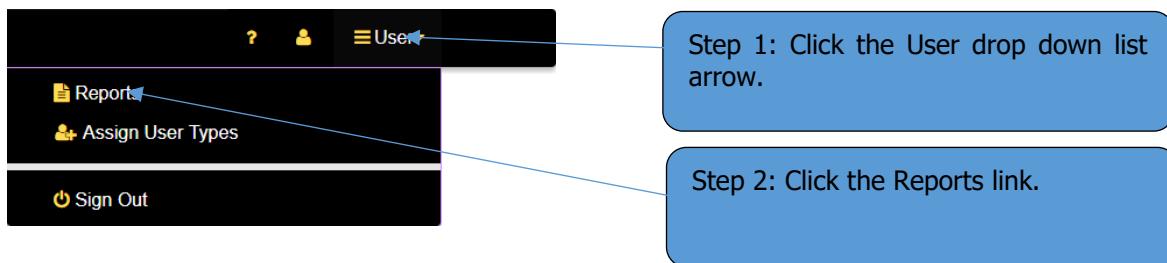
## 8. Reports Subsystem

### 8.1 Generate Class Attendance Report

#### 8.1.1 Purpose of the function

To generate a report based on the student attendance of all types of events that the academy hosts. This is used to keep track of the student's progress throughout the year.

#### 8.1.2 Navigation to the generation of a class attendance report



Once the Reports link has been clicked, the Reports screen will be displayed as follows:



ManageIT Members Events Content ? User

# TRWLA Reports

## Class Attendance

**About:** This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.

[Create](#)

## Function Attendance

**About:** A tabular report depicting the all of the students who attend the Function Type event.

[Create](#)

## Lecture Attendance Report

**About:** A tabular report depicting the all of the students who attend the Lecture Type event.

[Create](#)

## Community Engagement Attendance Report

**About:** A tabular report depicting the all of the students who attend the Community Engagement Type event.

[Create](#)

## General Event Attendance Report

**About:** A tabular report depicting the all of the students who attend the General Event Type event.

[Create](#)

## Student Demographic Report

**About:** A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of **your** academy.

[Create](#)

[Return](#)



### 8.1.3 Screen Controls

The screenshot shows the 'TRWLA Reports' section of the ManageIT application. It lists several report types with their descriptions and 'Create' buttons:

- Class Attendance**: About: This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.  
Create button (labeled 1)
- Function Attendance**: About: A tabular report depicting the all of the students who attend the Function Type event.  
Create button (labeled 2)
- Lecture Attendance Report**: About: A tabular report depicting the all of the students who attend the Lecture Type event.  
Create button (labeled 3)
- Community Engagement Attendance Report**: About: A tabular report depicting the all of the students who attend the Community Engagement Type event.  
Create button (labeled 4)
- General Event Attendance Report**: About: A tabular report depicting the all of the students who attend the General Event Type event.  
Create button (labeled 5)
- Student Demographic Report**: About: A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of your academy.  
Create button (labeled 6)

At the bottom right of the screen, there is a 'Return' button labeled 7.

The screen control numbers above are explained in detail below:

1. **Class Attendance Create Button**: Click this button if you wish to generate a class attendance report.
2. **Function Attendance Create Button**: Click this button if you wish to generate a function attendance report.
3. **Lecture Attendance Create Button**: Click this button if you wish to generate a lecture attendance report.
4. **Community Engagement Attendance Create Button**: Click this button if you wish to generate a community engagement attendance report.



5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** Click this button if you wish to generate a student demographic report.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 8.1.4 Generate Class Attendance Report Process

Click on the Create Button under the Class Attendance section.

**TRWLA Reports**

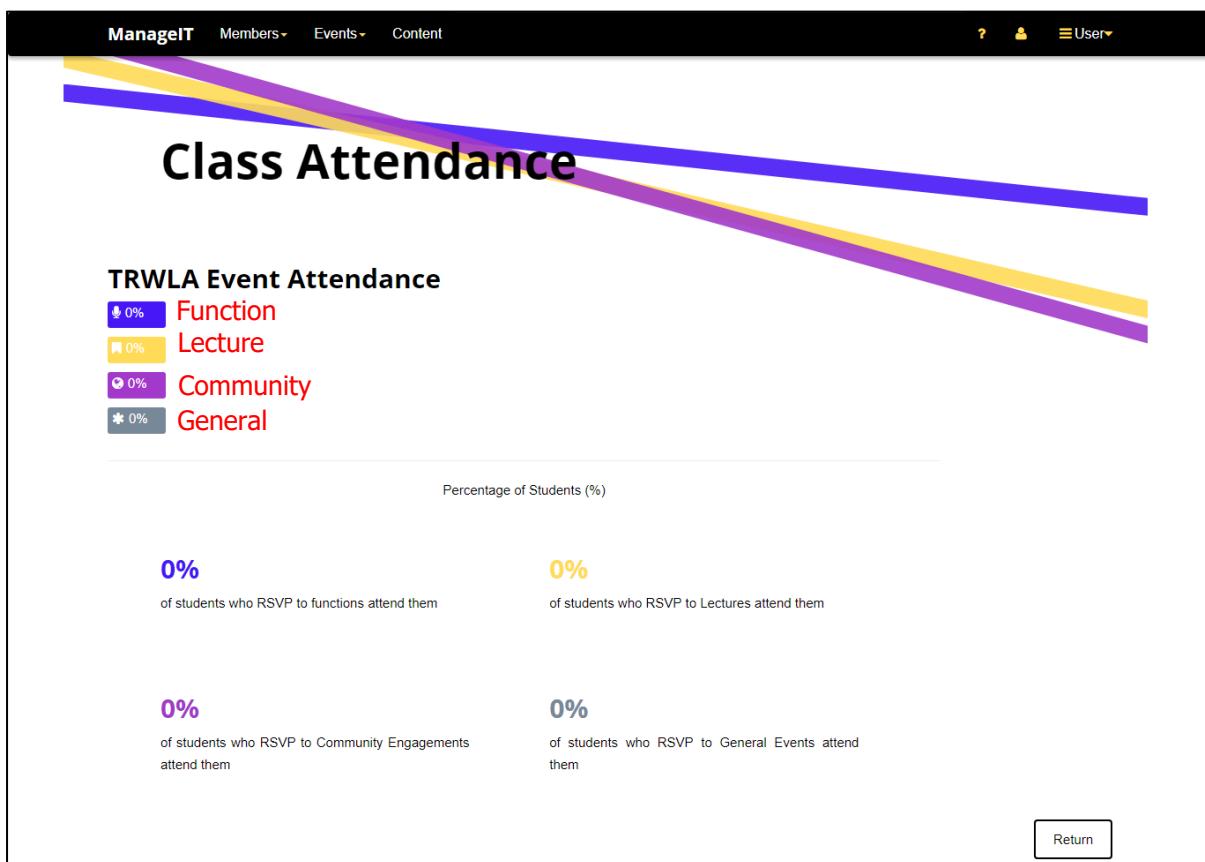
**Class Attendance**

**About:** This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.

**Create**

Step 1: Click Create Button

Once the Create button has been clicked, the Class Attendance Report will be displayed as follows:



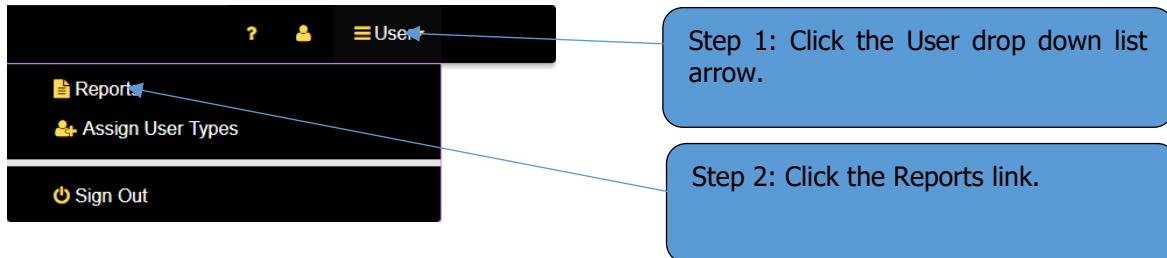
The Class Attendance Report will display the percentage of students that attend events after they have RSVP'd to them. The events are split into Functions, Lectures, Community Engagements and General events.

## 8.2 Generate Function Attendance Report

### 8.2.1 Purpose of the function

To generate a report based on the student attendance for all function events that the academy hosts. This is used to keep track of the student's progress throughout the year.

### 8.2.2 Navigation to the generation of a function attendance report



Once the Reports link has been clicked, the Reports screen will be displayed as follows:



ManageIT Members Events Content ? User

# TRWLA Reports

## Class Attendance

**About:** This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.

[Create](#)

## Function Attendance

**About:** A tabular report depicting the all of the students who attend the Function Type event.

[Create](#)

## Lecture Attendance Report

**About:** A tabular report depicting the all of the students who attend the Lecture Type event.

[Create](#)

## Community Engagement Attendance Report

**About:** A tabular report depicting the all of the students who attend the Community Engagement Type event.

[Create](#)

## General Event Attendance Report

**About:** A tabular report depicting the all of the students who attend the General Event Type event.

[Create](#)

## Student Demographic Report

**About:** A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of **your** academy.

[Create](#)

[Return](#)



### 8.2.3 Screen Controls

The screenshot shows the ManageIT software interface with the following sections and controls:

- Top Navigation:** ManageIT, Members, Events, Content, Help, User.
- Title:** TRWLA Reports
- Class Attendance:**
  - About:** This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.
  - Create Button:** A button labeled "Create" with a red number "1" to its right.
- Function Attendance:**
  - About:** A tabular report depicting the all of the students who attend the Function Type event.
  - Create Button:** A button labeled "Create" with a red number "2" to its right.
- Lecture Attendance Report:**
  - About:** A tabular report depicting the all of the students who attend the Lecture Type event.
  - Create Button:** A button labeled "Create" with a red number "3" to its right.
- Community Engagement Attendance Report:**
  - About:** A tabular report depicting the all of the students who attend the Community Engagement Type event.
  - Create Button:** A button labeled "Create" with a red number "4" to its right.
- General Event Attendance Report:**
  - About:** A tabular report depicting the all of the students who attend the General Event Type event.
  - Create Button:** A button labeled "Create" with a red number "5" to its right.
- Student Demographic Report:**
  - About:** A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of your academy.
  - Create Button:** A button labeled "Create" with a red number "6" to its right.
- Return Button:** A button labeled "Return" with a red number "7" to its left.

The screen control numbers above are explained in detail below:

- Class Attendance Create Button:** Click this button if you wish to generate a class attendance report.
- Function Attendance Create Button:** Click this button if you wish to generate a function attendance report.
- Lecture Attendance Create Button:** Click this button if you wish to generate a lecture attendance report.
- Community Engagement Attendance Create Button:** Click this button if you wish to generate a community engagement attendance report.



5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** Click this button if you wish to generate a student demographic report.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 8.2.4 Generate Function Attendance Report Process

Click on the Create Button under the Function Attendance section.

**Function Attendance**

About: A tabular report depicting the all of the students who attend the Function Type event.

Step 1: Click Create Button

Create

Once the Create button has been clicked, the Function Attendance Report will be displayed as follows:

**Function Attendance Report**

Name of Event	Date of Event	Start of the Event	End of the Event	Venue	Content	Student Number	Student Name	Student Surname
asdasd (F)	2017/10/25 12:00:00 AM	14:00:00	16:00:00	Duxbury Palace	Bob	14284783	Noma	Hear
asdasd (F)	2017/10/25 12:00:00 AM	14:00:00	16:00:00	Duxbury Palace	Bob	14284783	Noma	Hear

Step 2: Click Export to Excel Button.

Export to Excel

Return

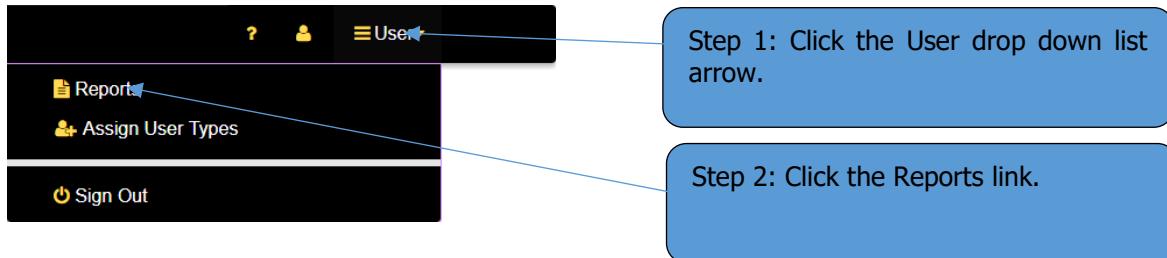
The Function Attendance report collects the names of the students that have attended a function event as well as all of the details regarding the event. The user can choose to export the report to excel to view it further.

## 8.3 Generate Community Engagement Attendance Report

### 8.3.1 Purpose of the function

To generate a report based on the student attendance for all community engagement events that the academy hosts. This is used to keep track of the student's progress throughout the year.

### 8.3.2 Navigation to the generation of a community attendance report



Once the Reports link has been clicked, the Reports screen will be displayed as follows:



ManageIT Members ▾ Events ▾ Content ? User ▾

# TRWLA Reports

## Class Attendance

**About:** This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.

[Create](#)

## Function Attendance

**About:** A tabular report depicting the all of the students who attend the Function Type event.

[Create](#)

## Lecture Attendance Report

**About:** A tabular report depicting the all of the students who attend the Lecture Type event.

[Create](#)

## Community Engagement Attendance Report

**About:** A tabular report depicting the all of the students who attend the Community Engagement Type event.

[Create](#)

## General Event Attendance Report

**About:** A tabular report depicting the all of the students who attend the General Event Type event.

[Create](#)

## Student Demographic Report

**About:** A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of **your** academy.

[Create](#)

[Return](#)



### 8.3.3 Screen Controls

The screenshot shows the 'TRWLA Reports' section of the ManageIT application. It lists several report types with their descriptions and 'Create' buttons. Red numbers 1 through 7 are overlaid on the buttons to indicate their sequence:

- Class Attendance**  
About: This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.  
**Create** 1
- Function Attendance**  
About: A tabular report depicting the all of the students who attend the Function Type event.  
**Create** 2
- Lecture Attendance Report**  
About: A tabular report depicting the all of the students who attend the Lecture Type event.  
**Create** 3
- Community Engagement Attendance Report**  
About: A tabular report depicting the all of the students who attend the Community Engagement Type event.  
**Create** 4
- General Event Attendance Report**  
About: A tabular report depicting the all of the students who attend the General Event Type event.  
**Create** 5
- Student Demographic Report**  
About: A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of your academy.  
**Create** 6
- Return** 7

The screen control numbers above are explained in detail below:

- Class Attendance Create Button:** Click this button if you wish to generate a class attendance report.
- Function Attendance Create Button:** Click this button if you wish to generate a function attendance report.
- Lecture Attendance Create Button:** Click this button if you wish to generate a lecture attendance report.
- Community Engagement Attendance Create Button:** Click this button if you wish to generate a community engagement attendance report.



5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** Click this button if you wish to generate a student demographic report.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



### 8.3.4 Generate Community Engagement Attendance Report Process

Click on the Create Button under the Community Engagement Attendance section.

**Community Engagement Attendance Report**

About: A tabular report depicting the all of the students who attend the Community Engagement Type event.

Create

Step 1: Click Create Button

Once the Create button has been clicked, the Community Engagement Attendance Report will be displayed as follows:

**Community Engagement Attendance Report**

Name of Event	Date of Event	Start of the Event	End of the Event	Venue	Content	Student Number	Student Name	Student Surname
Party (CE)	2017/10/03 12:00:00 AM	12:00:00	14:00:00	Duxbury Palace	Looking Forward	14284783	Noma	Hear

Step 2: Click Export to Excel Button.

[Export to Excel](#) [Return](#)

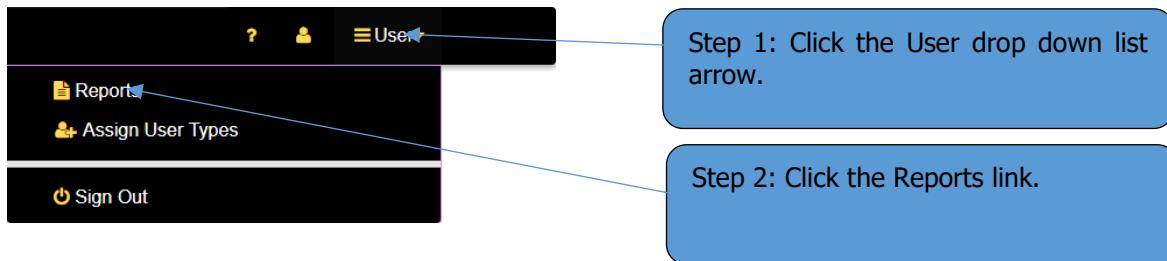
The Community Engagement Attendance report collects the names of the students that have attended a community engagement event as well as all of the details regarding the event. The user can choose to export the report to excel to view it further.

## 8.4 Generate Lecture Attendance Report

### 8.4.1 Purpose of the function

To generate a report based on the student attendance for all lecture events that the academy hosts. This is used to keep track of the student's progress throughout the year.

### 8.4.2 Navigation to the generation of a lecture attendance report



Once the Reports link has been clicked, the Reports screen will be displayed as follows:



ManageIT Members Events Content ? User

# TRWLA Reports

## Class Attendance

**About:** This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.

[Create](#)

## Function Attendance

**About:** A tabular report depicting the all of the students who attend the Function Type event.

[Create](#)

## Lecture Attendance Report

**About:** A tabular report depicting the all of the students who attend the Lecture Type event.

[Create](#)

## Community Engagement Attendance Report

**About:** A tabular report depicting the all of the students who attend the Community Engagement Type event.

[Create](#)

## General Event Attendance Report

**About:** A tabular report depicting the all of the students who attend the General Event Type event.

[Create](#)

## Student Demographic Report

**About:** A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of **your** academy.

[Create](#)

[Return](#)



### 8.4.3 Screen Controls

The screenshot shows the 'TRWLA Reports' section of the ManageIT application. It lists seven different attendance reports, each with a 'Create' button. Red numbers 1 through 7 are overlaid on the page to indicate the sequence of controls:

- Class Attendance**: Red number 1 is next to the 'Create' button.
- Function Attendance**: Red number 2 is next to the 'Create' button.
- Lecture Attendance Report**: Red number 3 is next to the 'Create' button.
- Community Engagement Attendance Report**: Red number 4 is next to the 'Create' button.
- General Event Attendance Report**: Red number 5 is next to the 'Create' button.
- Student Demographic Report**: Red number 6 is next to the 'Create' button.
- A red number 7 is located at the bottom right of the page, next to a 'Return' button.

The screen control numbers above are explained in detail below:

- Class Attendance Create Button**: Click this button if you wish to generate a class attendance report.
- Function Attendance Create Button**: Click this button if you wish to generate a function attendance report.
- Lecture Attendance Create Button**: Click this button if you wish to generate a lecture attendance report.
- Community Engagement Attendance Create Button**: Click this button if you wish to generate a community engagement attendance report.



5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** Click this button if you wish to generate a student demographic report.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 8.4.4 Generate Lecture Attendance Report Process

Click on the Create Button under the Lecture Attendance section.

**Lecture Attendance Report**

**About:** A tabular report depicting the all of the students who attend the Lecture type event.

**Create**

Step 1: Click Create Button

Once the Create button has been clicked, the Lecture Attendance Report will be displayed as follows:

**Lecture Attendance Report**

Name of Event	Date of Event	Start of the Event	End of the Event	Residence	Content	Student Number	Student Name	Student Surname
Chris (L)	2017/10/19 12:00:00 AM	12:00:00	15:00:00	Asterhof	Looking Forward	14284783	Noma	Hear
New Lecture (L)	2017/10/18 12:00:00 AM	13:00:00	14:00:00	Nerina	Looking Backward	14284783	Noma	Hear
New Lecture (L)	2017/10/18 12:00:00 AM	13:00:00	14:00:00	Nerina	Looking Backward	14847834	Marche	De Waal
NOW (L)	2017/10/04 12:00:00 AM	13:00:00	16:00:00	Nerina	Looking Forward	14284783	Noma	Hear
Taking a Leap (L)	2017/10/03 12:00:00 AM	14:00:00	16:00:00	Klarz				Hear
Taking a Leap (L)	2017/10/03 12:00:00 AM	14:00:00	16:00:00	Klarz				De Waal

Step 2: Click Export to Excel Button.

Export to Excel

Return

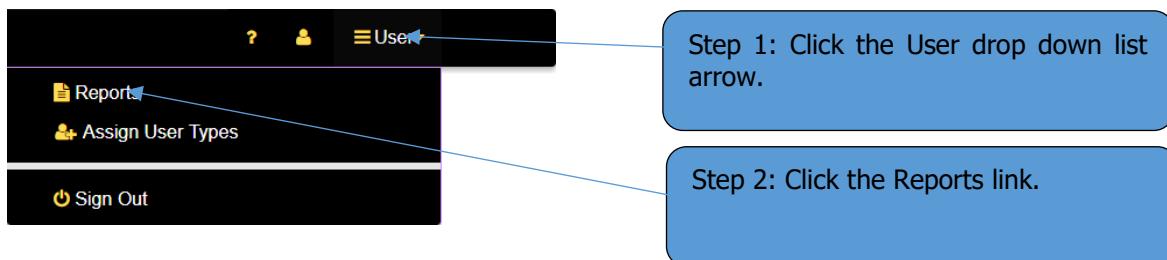
The Lecture Attendance report collects the names of the students that have attended a lecture event as well as all of the details regarding the event. The user can choose to export the report to excel to view it further.

## 8.5 Generate Demographics Report

### 8.5.1 Purpose of the function

To generate a report to determine how many students belong to the academy as well as their personal details.

### 8.5.2 Navigation to the generation of a Student Demographic report



Once the Reports link has been clicked, the Reports screen will be displayed as follows:



ManageIT Members Events Content ? User

# TRWLA Reports

## Class Attendance

**About:** This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.

[Create](#)

## Function Attendance

**About:** A tabular report depicting the all of the students who attend the Function Type event.

[Create](#)

## Lecture Attendance Report

**About:** A tabular report depicting the all of the students who attend the Lecture Type event.

[Create](#)

## Community Engagement Attendance Report

**About:** A tabular report depicting the all of the students who attend the Community Engagement Type event.

[Create](#)

## General Event Attendance Report

**About:** A tabular report depicting the all of the students who attend the General Event Type event.

[Create](#)

## Student Demographic Report

**About:** A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of **your** academy.

[Create](#)

[Return](#)



### 8.5.3 Screen Controls

The screenshot shows the 'TRWLA Reports' section of the ManageIT application. It lists seven different attendance reports, each with a 'Create' button. Red numbers 1 through 7 are overlaid on the page to indicate the sequence of controls:

- Class Attendance**: Red number 1 is next to the 'Create' button.
- Function Attendance**: Red number 2 is next to the 'Create' button.
- Lecture Attendance Report**: Red number 3 is next to the 'Create' button.
- Community Engagement Attendance Report**: Red number 4 is next to the 'Create' button.
- General Event Attendance Report**: Red number 5 is next to the 'Create' button.
- Student Demographic Report**: Red number 6 is next to the 'Create' button.
- A red number 7 is located at the bottom right of the page, next to a 'Return' button.

The screen control numbers above are explained in detail below:

- Class Attendance Create Button**: Click this button if you wish to generate a class attendance report.
- Function Attendance Create Button**: Click this button if you wish to generate a function attendance report.
- Lecture Attendance Create Button**: Click this button if you wish to generate a lecture attendance report.
- Community Engagement Attendance Create Button**: Click this button if you wish to generate a community engagement attendance report.



5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** Click this button if you wish to generate a student demographic report.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 8.5.4 Generate Student Demographics Report Process

Click on the Create Button under the Student Demographics section.

**Student Demographic Report**

**About:** A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of your academy.

**Create**

**Step 1: Click Create Button**

**Return**

Once the Create button has been clicked, the Student Demographics Report will be displayed as follows:

**ManageIT** Members ▾ Events ▾ Content ? User ▾

# Student Demographic

Name	Surname	Student Number	Date of Birth	Degree	Residence	Email
Michelle	Swart	17845796	20/10/1992	Soil Science	Nerina	swart@tuks.co.za
Noma	Hear	14284783	11/10/1995	BCom	Klaradyn	noma@tuks.co.za
Marche	De Waal	14847834	14/06/1994	BCom	Erika	march17@tuks.co.za
Jackie	Lawler	15022014	12/10/1996	Bcom Informatics	Asterhof	u15022014@tuks.co.za

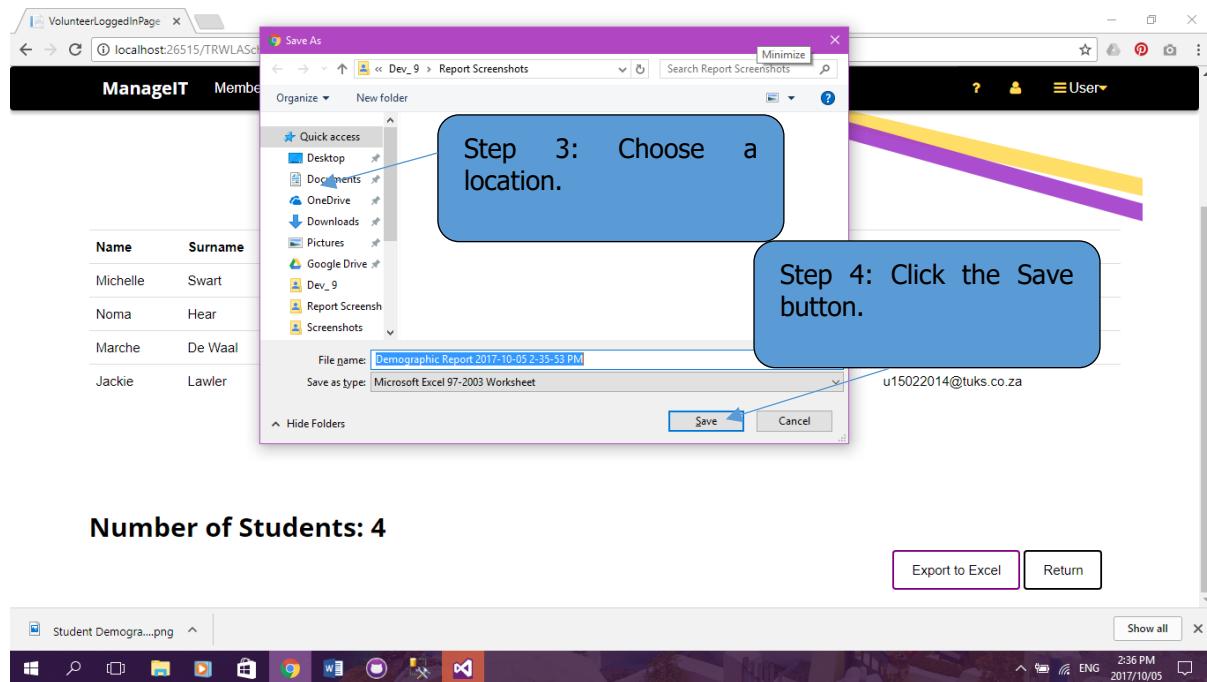
**Step 2: Click Export to Excel Button.**

**Number of Students: 4**

**Export to Excel** **Return**

The Student Demographics report collects the information about all of the students in the academy such as which degree they are studying, which residence to do they reside at and what are their personal details. The report also states how many students are currently enrolled at the academy.

Once the Export to Excel button has been clicked, a file dialog box opens for the user to select a location on their computer to store the report for further use. The file dialog looks as follows:



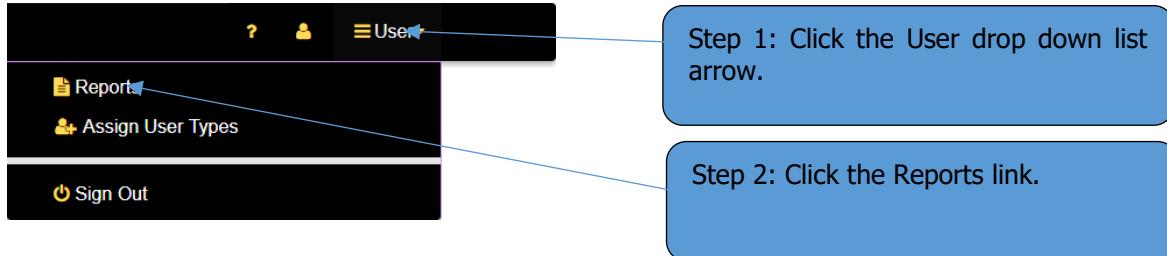
Once the Save button has been clicked, the report would have been saved in the location you have chosen.

## 8.6 Generate General Event Attendance Report

### 8.6.1 Purpose of the function

To generate a report based on how many students attend the general events that they rsvp to.

### 8.6.2 Navigation to the generation of a General Event Attendance report



Once the Reports link has been clicked, the Reports screen will be displayed as follows:



ManageIT Members Events Content ? User

# TRWLA Reports

## Class Attendance

**About:** This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.

[Create](#)

## Function Attendance

**About:** A tabular report depicting the all of the students who attend the Function Type event.

[Create](#)

## Lecture Attendance Report

**About:** A tabular report depicting the all of the students who attend the Lecture Type event.

[Create](#)

## Community Engagement Attendance Report

**About:** A tabular report depicting the all of the students who attend the Community Engagement Type event.

[Create](#)

## General Event Attendance Report

**About:** A tabular report depicting the all of the students who attend the General Event Type event.

[Create](#)

## Student Demographic Report

**About:** A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of **your** academy.

[Create](#)

[Return](#)



### 8.6.3 Screen Controls

The screenshot shows the 'TRWLA Reports' section of the ManageIT application. It lists several report types with their descriptions and 'Create' buttons. Red numbers 1 through 7 are overlaid on the page to indicate specific controls:

- Class Attendance**: About: This is a graphical report depicting the percentage of students who RSVP to each respective event type versus the amount of students who actually attend the event.  
Create button (labeled 1)
- Function Attendance**: About: A tabular report depicting the all of the students who attend the Function Type event.  
Create button (labeled 2)
- Lecture Attendance Report**: About: A tabular report depicting the all of the students who attend the Lecture Type event.  
Create button (labeled 3)
- Community Engagement Attendance Report**: About: A tabular report depicting the all of the students who attend the Community Engagement Type event.  
Create button (labeled 4)
- General Event Attendance Report**: About: A tabular report depicting the all of the students who attend the General Event Type event.  
Create button (labeled 5)
- Student Demographic Report**: About: A tabular report depicting the all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of your academy.  
Create button (labeled 6)
- Return button (labeled 7)

The screen control numbers above are explained in detail below:

- Class Attendance Create Button:** Click this button if you wish to generate a class attendance report.
- Function Attendance Create Button:** Click this button if you wish to generate a function attendance report.
- Lecture Attendance Create Button:** Click this button if you wish to generate a lecture attendance report.
- Community Engagement Attendance Create Button:** Click this button if you wish to generate a community engagement attendance report.



5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** Click this button if you wish to generate a student demographic report.

 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!



#### 8.6.4 Generate General Event Attendance Report Process

Click on the Create Button under the General Event Attendance section.

**General Event Attendance Report**

About: A tabular report depicting the all of the students who attend the General Event

Type event.

**Create**

**Step 1: Click Create Button**

Once the Create Button has been clicked, the General Events Attendance Report will be displayed as follows:

ManageIT Members▼ Events▼ Content ? User▼

# General Event Attendance Report

**Filter General Events**

**By Event Name:**

**By Residence name:**

Name of Event	Date of Event	Start of the Event	End of the Event	Student Number	Student Name	Student Surname
---------------	---------------	--------------------	------------------	----------------	--------------	-----------------

The General Event Attendance report collects the names of the students that have attended a General Event Attendance event as well as all the details regarding the event. The user can choose to export the report to excel to view it further.

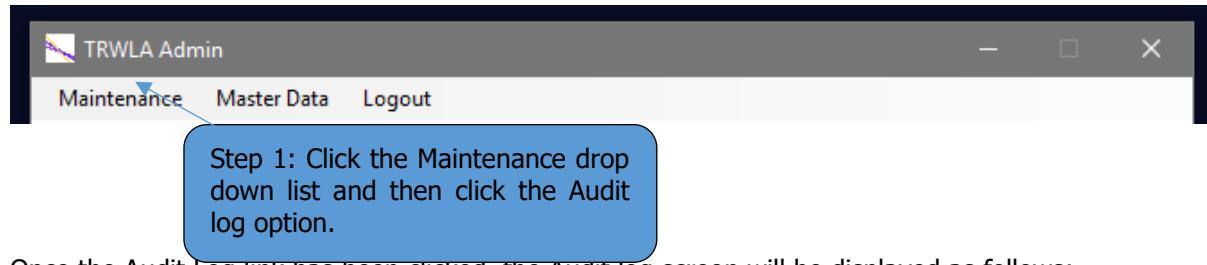


## 5. Audit Log

### 5.1 Purpose of the function

The purpose of an audit log is so that admin members can keep track of all transactions that take place on the system and who made those transactions. The types of transactions include the creation, updating, deletion and cancellation of items on the system. This is important to keep track of because the academy needs to know who has functionality on the system and if there is a mistake or unwanted transaction, they can then track the user who performed that transaction and follow up with them.

### 5.2 Navigation to the audit log

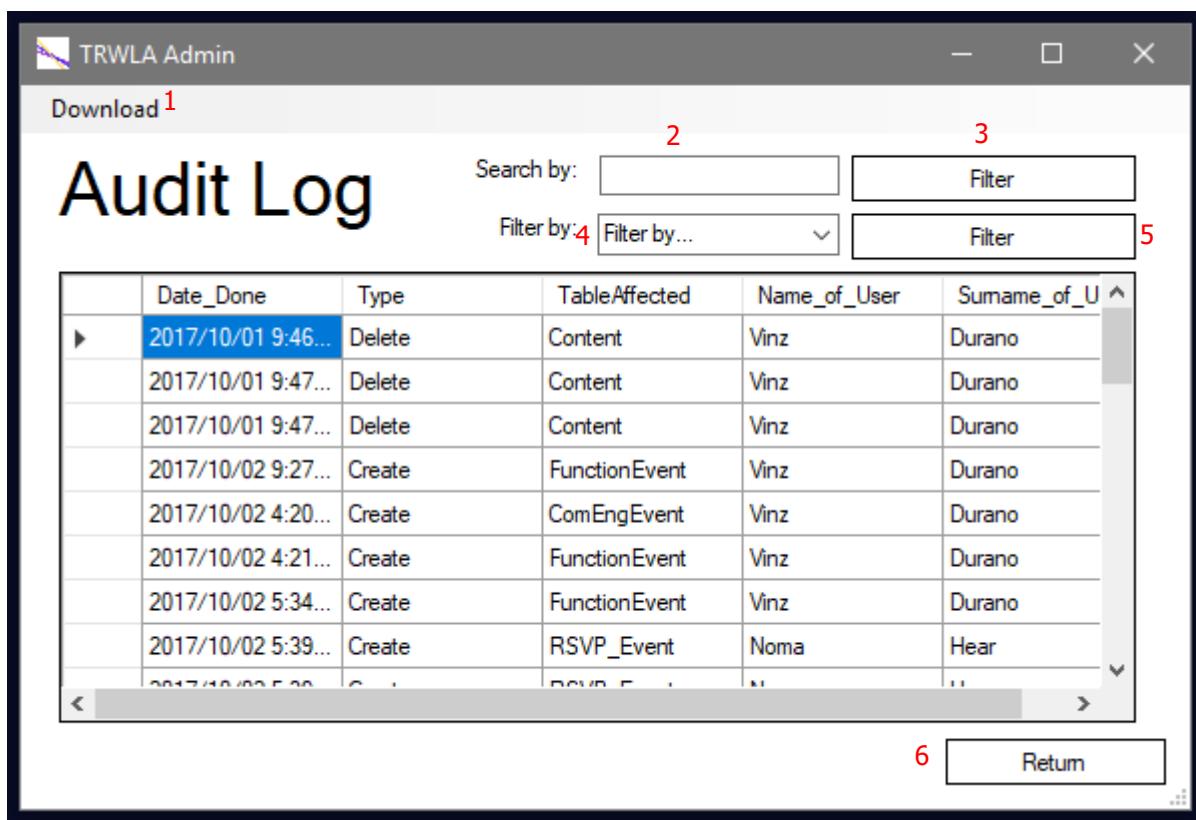


Once the Audit Log link has been clicked, the Audit log screen will be displayed as follows:

A screenshot of the "Audit Log" screen. The title "Audit Log" is prominently displayed. Below it are two search/filter sections: "Search by:" with a text input field and a "Filter" button, and "Filter by:" with a dropdown menu and a "Filter" button. The main area is a table with the following columns: Date\_Done, Type, TableAffected, Name\_of\_User, and Surname\_of\_U. The table contains several rows of transaction data. At the bottom right of the table is a "Return" button.

	Date_Done	Type	TableAffected	Name_of_User	Surname_of_U
▶	2017/10/01 9:46...	Delete	Content	Vinz	Durano
	2017/10/01 9:47...	Delete	Content	Vinz	Durano
	2017/10/01 9:47...	Delete	Content	Vinz	Durano
	2017/10/02 9:27...	Create	FunctionEvent	Vinz	Durano
	2017/10/02 4:20...	Create	ComEngEvent	Vinz	Durano
	2017/10/02 4:21...	Create	FunctionEvent	Vinz	Durano
	2017/10/02 5:34...	Create	FunctionEvent	Vinz	Durano
	2017/10/02 5:39...	Create	RSVP_Event	Noma	Hear
	2017/10/02 5:39...	Create	RSVP_Event	...	...

## 5.3 Screen Controls



The screen control numbers above will be explained in detail below:

1. **Download button:** Click this button if you wish to download the audit log as either a text file, xml or excel file.
2. **Search by textbox:** Enter specific search details into the textbox to filter the audit log according to your search, such as a volunteer name.
3. **Filter by button:** Click this button once you have entered search details into the textbox.
4. **Filter by drop down list:** Click this list to select a filter to sort the audit log by, filters include create, update and delete.
5. **Filter button:** Click this button once you have selected a filter in the dropdown list.
6. **Return button:** Click this button if you wish to return to the main menu.



## 5.4 Audit Log Process

The screenshot shows the 'Audit Log' page with the following interface elements:

- Search by:** Vinz (highlighted with a blue arrow)
- Filter by:** Create (highlighted with a blue arrow)
- Buttons:** Filter (top right) and Filter (bottom right)
- Table:** Displays audit log entries with columns: Date\_Done, Type, TableAffected, Name\_of\_User, and Surname\_of\_U.
- Text Boxes:** Step 1: Enter search details into the textbox. Step 2: Click the filter button. Alternative step: Select a filter option. Alternative step: Click the Filter button.
- Buttons:** Return (bottom right), Download (disabled)

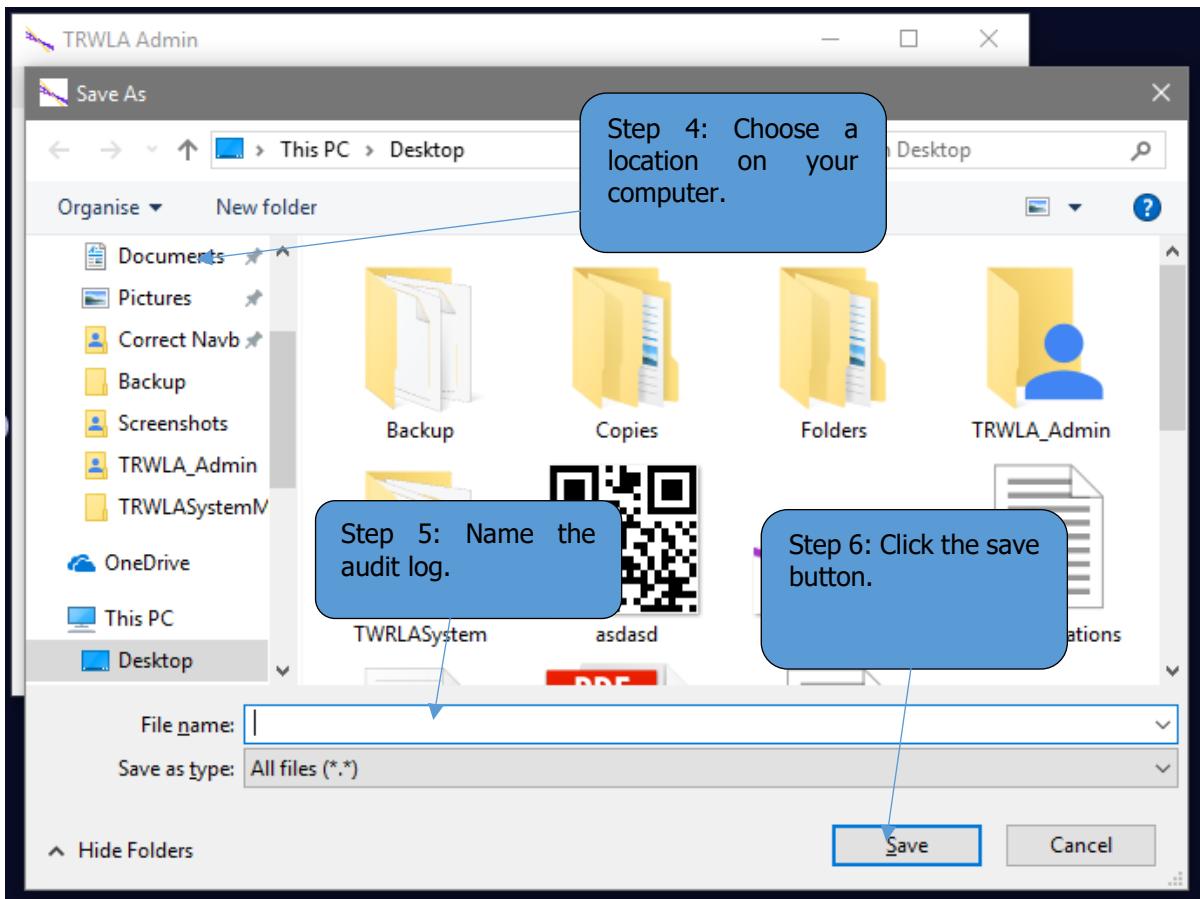
	Date_Done	Type	TableAffected	Name_of_User	Surname_of_U
▶	2017/10/01 9:46...	Delete	Content	Vinz	Durano
	2017/10/01 9:47...	Delete	Content	Vinz	Durano
	2017/10/01 9:47...	Delete	Content	Vinz	Durano
	2017/10/02 9:27...	Create	FunctionEvent	Vinz	Durano
	2017/10/02 4:20...	Create	ComEngEvent	Vinz	Durano
	2017/10/02 4:21...	Create	FunctionEvent	Vinz	Durano
	2017/10/02 5:34...	Create	FunctionEvent	Vinz	Durano
	2017/10/02 5:39...	Update	RSVP_Event	Vinz	Durano
	2017/10/02 5:39...	Update	RSVP_Event	Vinz	Durano

The screenshot shows the 'Audit Log' page with the following interface elements:

- Search by:** Vinz (highlighted with a blue arrow)
- Filter by:** Create
- Buttons:** Filter (top right) and Filter (bottom right)
- Table:** Displays audit log entries with columns: Date\_Done, Type, TableAffected, Name\_of\_User, and Surname\_of\_U.
- Text Boxes:** Step 3: Click the download button.
- Buttons:** Return (bottom right), Download (enabled)

	Date_Done	Type	TableAffected	Name_of_User	Surname_of_U
▶	2017/10/01 9:46...	Delete	Content	Vinz	Durano
	2017/10/01 9:47...	Delete	Content	Vinz	Durano
	2017/10/01 9:47...	Delete	Content	Vinz	Durano
	2017/10/02 9:27...	Create	FunctionEvent	Vinz	Durano
	2017/10/02 4:20...	Create	ComEngEvent	Vinz	Durano
	2017/10/02 4:21...	Create	FunctionEvent	Vinz	Durano
	2017/10/02 5:34...	Create	FunctionEvent	Vinz	Durano
	2017/10/02 5:39...	Update	RSVP_Event	Vinz	Durano
	2017/10/02 5:39...	Update	RSVP_Event	Vinz	Durano

Once the Download button has been clicked, a file dialog box will be displayed based on your computer's operating system. See below for an example of a Windows file dialog box:



Please take note that only admin members can access the audit log because it keeps track of transactions made by other volunteers on the system.



## 6. Conclusion

The user manual included screenshots of all the screens contained in the system as well as a description of each screen functionality. All possible error messages were also explained in detail for the user to understand how the system functions and what to do when an error message is displayed. The user was also provided with the procedure on how to implement the system as well as the backup and restore procedure. Finally, the user was provided with an explanation of the Help functionality as well as who to contact when there is no other resort to solving their system problems.



## 7. Glossary

# A

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**Add a new volunteer type** – This allows the user to create a new type of volunteer that can be assigned to a volunteer when they are added to the system.

**Add New Venue** – This allows a user to add a new venue to the system. Community Engagement, Function, and General Events can be held at this new venue.

**Add Residence** – This allows a user to add a new residence to the system. Students will be assigned to this residence and Lectures will happen here.

**Add Student Type** – This allows the user to create a new type of student that can be assigned to a student when they are added to the system.

**Add Venue Type** – This allows the user to add a new type of venue to the system that will be used in the creation of new venues. This will allow the user to know what type of venue they are choosing when they create an event.

**Admin** – A user who has access to master data on the system and access to the local version of the system.

**Alumni** – A user who has graduated from the TRWLA after receiving their certification.

**Assign User Types** – The user has the ability to assign types to users on the system. Refer to Volunteer Type and Student Type.

**Attendance** – When a student attends an event and consults with the volunteer on duty to log their attendance. This indicates that the student has attended the event.

**Audit** – This keeps a track of all transactions that happen on the system so that the Admin has a full view of what is happening on the system.

# B

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**Backup** – Make a full backup of the database of the system in order to preserve the data and prevent data loss.

# C

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**Cancel Event** – Remove an event from the TRWLA timeline if it has not yet happened or is before the Cancel Event time stipulated by the Admin measured in day/s.

**Change Password** – The user can change their password once logged into the system.

**Check Forgotten Password** – The user is able to change their forgotten password by verifying their email address and answering a security question.

**Class Attendance Report** – A graphical report that indicates the percentage of students who RSVP to events versus those who attend them.

**Community Engagement Attendance** – A tabular report indicating the amount of students who attend Community Engagement events.

**Content** – The documentation that can be assigned to a Lecture event or General event for learning purposes.

**Create Community Engagement** – Create an event that is of the type Community Engagement.

**Create Event** – Create a new event on the system.

**Create Function** – Create an event that is of the type Function.

**Create General Event** – Create an event that is of the type General.

**Create Lecture** – Create an event that is of the type Lecture.

**Create User Type** – Add a new user type to the system.

**Create Volunteer Type** – Add a new volunteer type to the system.

## D

---

**Data** – Raw facts on the system that make up the information collectively that the system uses.

**Deactivate Account** – The user deletes their account off of the system.

**Delete Content** – The user deletes the content off of the system making it inaccessible to users.

**Delete Guest Speaker** – Removes a guest speaker from the system. They can no longer be assigned to events.

**Delete Residence** – Removes a residence from the system. Students can no longer be assigned to it.

**Delete Student** – A student deactivates their account.

**Delete Student Type** – Remove the student type from the system. This student type cannot be assigned to a student.

**Delete User Type** – Removes a user type from the system. This user type cannot be assigned to a user.

**Delete Venue** – Deletes a venue off of the system. It can no longer be assigned to events.

**Delete Venue Type** – Deletes a venue type. It can no longer be assigned to a new venue.

**Delete Volunteer** – A volunteer deactivates their account.

**Delete Volunteer Type** – Remove the volunteer type from the system. This volunteer type cannot be assigned to a volunteer.

**Demographics** – The data that has the student information at its core. It focuses on the information that is pertinent to students.

**Deregister Admin** – Remove Admin access to local user by changing the QR code on the system and distributing it to all but the deregistered admin.



# E

**Error** – Something went wrong on the system and could not be handled.

**Event** – The core component of the system

# F

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**Function** – A type of event. This is an event that focuses on the Guest Speakers presenting information to the girls.

**Function Attendance** – A tabular report that represents all of the students who have attended function type events.

# G

---

**Generate Class Attendance Report** – Generates the graphical report Class Attendance.

**Generate Community Engagement** – Generates the tabular report Community Engagement Attendance.

**Generate Demographics Report** – Generates the tabular report Student Demographics.

**General Events** – The event type that caters for all aspects of the events available on the TRWLA system. It can be used to create unique events.

**Generate Function Attendance Report** - Generates the tabular report Function Attendance.

**Generate General Events Reports** – Generates the tabular report General Events Attendance.

**Generate Graduate List** – Generates a list of students who have graduated from TRWLA.

**Generate Lecture Attendance Report** – Generates the tabular report Lecture Attendance.

**Generate Unique Code** – Generates the unique codes required by volunteers to register on the system.

**Guest Speaker** – A person that is logged on the system who will be invited to speak at Function or General Events.

# H

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**Hardware Requirements** – The specifications of the machine that the system is run on to effectively run the system.

**Help** – The functionality that is able to assist the user in the event that something goes wrong, or if the user is confused as to



# I

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**Information** – What is conveyed or portrayed on the system.

**Implementation Procedure** – The procedure that is to be followed to run the system on

# J

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# K

---

# L

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**Lecture** – A type of event where content is assigned and it is held at residences.

**Log Event Attendance** – Capture that attendance of a student who is at an event.

**Login** – Use a username and password to gain access to the system.

**Logout** – Cancel the user's session on the system and return to the static web page.

# M

---

**Master Data** – Data that is stored on the system that handles the business rules behind the system.

**Maintenance** – Provides admin with the functionality to maintain the system.

**My Profile** – Allows the user to view and edit their profile information.

# N

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# O

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# P

**Password** – The unique hash encoded key that allows a user to log onto the system if it matches their username.

# Q

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# R

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**Register User** – A user registers their information in order to log onto the system for the first time.

**Report** – An amalgamation of data from the database displayed to a volunteer for analytical purposes.

**Residence** – A society that is assigned to each student on the system. It can be a day res or a permanent residence.

**Restore** – Recover the database in the event of data loss from the backup that was generated by admin.

**Review Lecture Content** – Once an event takes place, a user has the ability to write a review on the lecture that took place for feedback on the content provided.

**RSVP** – A student confirms that they will attend an event.



# S

**Search** – The user provides parameters to search for specific information on the system that is displayed on the screen.

**Search Alumni** – Search for users who have graduated from TRWLA.

**Search Content** – Search for content on the system from the content page.

**Search Event** – Search for an event on the system TRWLA Main Menu.

**Search Guest Speaker** – Search for a guest speaker on the system from the guest speaker page from the volunteer logged in view.

**Search Residence** – search for a residence from the residence page.

**Search Student** – search for a student from the student page from the volunteer logged in view.

**Search Student Type** – Search for a student type on the student type page from the volunteer logged in view.

**Search Venue** – Search for a venue from the venue page from the volunteer logged in view.

**Search Venue Type** – Search for a venue type from the venue type page from the volunteer logged in view.

**Search Volunteer** – Search for a volunteer from the volunteer page.

**Search Volunteer Type** – Search for a volunteer type from the volunteer type page from the volunteer logged in view.

Static Website



# T

**TRWLA** – TuksRes Women in Leadership Academy

**TuksRes Women in Leadership**

**Academy** – The organisation that ManageIT was built for.

**Type** – The additional information that can be applied to specific data parameters in the system.

# U

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**Unique Code** – The special codes that Volunteers use in order to register on the system.

**Update** – The editing of the information of a specific object on the system.

**Update Content** – Editing the information of content.

**Update Event Information** – Editing the information of an event.

**Update Guest Speaker** – Editing the information of a guest speaker.

**Update Residence** – Editing the information of a residence.

**Update Student** – Editing the information of a registered student.

**Update Student Type** – Editing the information of a student type.

**Update User Type** – Editing the information of a user type.

**Update Venue** – Editing the information of a venue.

**Update Venue Type** – Editing the information of a venue type.

**Update Volunteer** – Editing the information of a volunteer.

**Update Volunteer Type** – Editing the information of a volunteer type.

**User** – The person who interacts with the system.

# V

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**View Static Webpage** – A person accesses the landing page of the ManageIT system.

**Volunteer** – A user on the system who can perform most of the functionality on the system. They can Create, Search, Update and Delete a wide variety of things on the system.

**Volunteer Type** – The type that is assigned to a volunteer to indicate what role they play in the organization.

# W

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# X

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# Y



Z



## 8. Sign-off by Team

The team hereby agrees that each member has contributed towards and agrees with the contents of the above document.

Signed on this \_\_\_\_ of October 2017 at \_\_\_\_\_.

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**Cailin Smith**

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**Christopher Oakes**

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**Amogelang Moloko**

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**Achal Seechoonparsad**

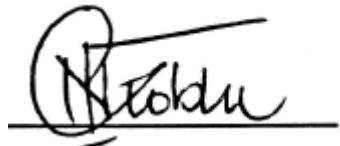
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**Jacquiline Lawler**

## 9. Sign-off by Client

I Nerene Grobler hereby agree that I have read and agree to the contents of the above document.

Signed on this the 8th of October 2017 at Pretoria.

A handwritten signature in black ink, appearing to read "Nerene Grobler". It is written over a horizontal line.

Nerene Grobler