



TRWLA SYSTEM



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USER MANUAL

This user manual is a technical communication document intended to give assistance to the people in the academy that are going to be using the TRWLA System. This manual explains the purpose of the system functionalities as well as how do they work. It clarifies all of the possible error messages that the system can generate as well as how the help and backup and restore procedures work. The manual will also provide the users with a detailed explanation of each screen that is contained within the system.

Table of Contents

1. Introduction	7
2. System Implementation Procedure	8
3. System Start Procedure	9
3.1 Login.....	9
3.1.1 Purpose of function:	9
3.1.2 Navigation to Login function:.....	9
3.1.3 Screen Controls:.....	11
3.1.4 Login Process:	14
3.1.5 Possible System Errors.....	15
3.1.6 Successful Login	19
3.2 Logout	21
3.2.1 Purpose of function:	21
3.2.2 Navigation to the Logout function:.....	21
3.3 System Navigation	22
3.3.1 Screen Controls of a Volunteer’s Main Menu	22
3.3.2 Screen controls of a Student’s Main Menu	24
3.3.3 Screen Controls of an Admin’s Main Menu	25
3.4 Help Function	26
3.4.1 Purpose of the function	26
3.4.2 Navigation to the Help function	26
3.5 Online Help Function	26
3.6 Additional Help Details	26
3.7 Backup Function.....	27
3.7.1 Purpose of the function	27
3.7.2 Navigation to the backup functionality	27
3.7.3 Screen Controls.....	28
3.7.4 Backup Process	29
3.8 Restore Function.....	33
3.8.1 Purpose of the function	33
3.8.2 Navigation to the restore functionality	33
3.8.3 Screen Controls.....	34
3.8.4 Restore Process.....	35
3.9 Master Data Function	38
3.9.1 Purpose of the function	38

3.9.2 Navigation to the master data function	38
3.9.3 Screen Controls.....	39
3.9.4 Master Data Process	40
4. Subsystem Functionality.....	41
1. User Subsystem.....	41
1.1 Check Forgotten Password	41
1.2 Change Password	45
1.3 Deactivate Account	47
1.4 Create User Type.....	51
1.5 Update User Type	54
1.6 Delete User Type.....	56
1.7 Search Alumni	58
1.8 View Static Webpage	61
1.9 Register User	70
2. Volunteer Subsystem	79
2.1 Search Volunteer	79
2.2 Update Volunteer	82
2.3 Delete Volunteer.....	85
2.4 Create Volunteer Type	87
2.5 Search Volunteer Type.....	90
2.6 Update Volunteer Type.....	93
2.7 Delete Volunteer Type	97
2.8 Generate Unique Code	100
2.9 Register Admin.....	103
2.10 Deregister Admin	108
3. Student Subsystem	109
3.1 Search Student.....	109
3.2 Update Student.....	112
3.3 Delete Student	114
3.4 Generate Graduate List.....	117
3.5 Add Student Type.....	118
3.6 Search Student Type	121
3.7 Update Student Type	124
3.8 Delete Student Type	127
4. Venue Subsystem.....	Error! Bookmark not defined.

4.1 Add New Venue	Error! Bookmark not defined.
4.2 Search Venue	Error! Bookmark not defined.
4.3 Update Venue	Error! Bookmark not defined.
4.4 Delete Venue.....	Error! Bookmark not defined.
4.5 Add Venue Type	Error! Bookmark not defined.
4.6 Search Venue Type.....	Error! Bookmark not defined.
4.7 Update Venue Type	Error! Bookmark not defined.
4.8 Delete Venue Type.....	Error! Bookmark not defined.
4.9 Add Residence.....	Error! Bookmark not defined.
4.10 Search Residence	Error! Bookmark not defined.
4.11 Update Residence	Error! Bookmark not defined.
4.12 Delete Residence	Error! Bookmark not defined.
5. Event Subsystem	Error! Bookmark not defined.
5.1 Create Event.....	Error! Bookmark not defined.
5.2 Create Function.....	Error! Bookmark not defined.
5.3 Create Community Outreach	Error! Bookmark not defined.
5.4 Create Lecture.....	Error! Bookmark not defined.
5.5 Search Event.....	Error! Bookmark not defined.
5.6 RSVP to an Event.....	Error! Bookmark not defined.
5.7 Update Event Information	Error! Bookmark not defined.
5.8 Cancel Event.....	Error! Bookmark not defined.
5.9 Log Event Attendance	Error! Bookmark not defined.
6. Guest Speaker Subsystem.....	131
6.1 Register Guest Speaker	195
6.2 Search Guest Speaker	200
6.3 Update Guest Speaker	204
6.4 Delete Guest Speaker	208
7. Content Subsystem	211
7.1 Upload Content.....	211
7.2 Search Content.....	215
7.3 Update Content.....	218
7.4 Delete Content.....	222
7.5 Review Lecture Content.....	225
8. Reports Subsystem	226
8.1 Generate Class Attendance Report.....	226

8.2 Generate Function Attendance Report	231
8.3 Generate Community Engagement Attendance Report	236
8.4 Generate Lecture Attendance Report	241
8.5 Generate Demographics Report	246
8.6 Generate General Event Attendance Report.....	252
5. Audit Log	257
5.1 Purpose of the function	257
5.2 Navigation to the audit log	257
5.3 Screen Controls.....	258
5.4 Audit Log Process.....	259
6. Conclusion.....	261
7. Glossary.....	262
8. Sign-off by Team	264
9. Sign-off by Client.....	265

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 as a whole. 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 of 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 in order to interact with the system successfully.

2. System Implementation Procedure

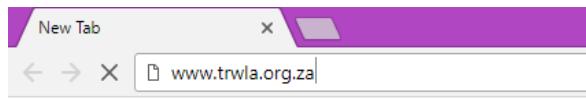
3. System Start Procedure

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

Navigation for admin users on the computer application:

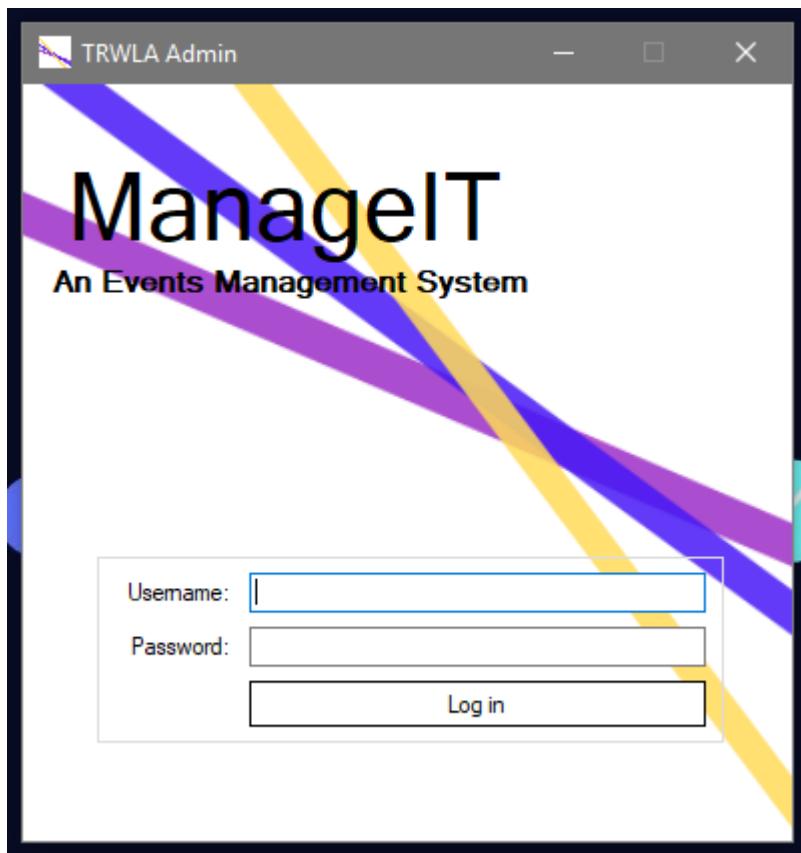
Open the ManageIT icon on your desktop and the TRWLA Admin Login screen will be displayed.

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

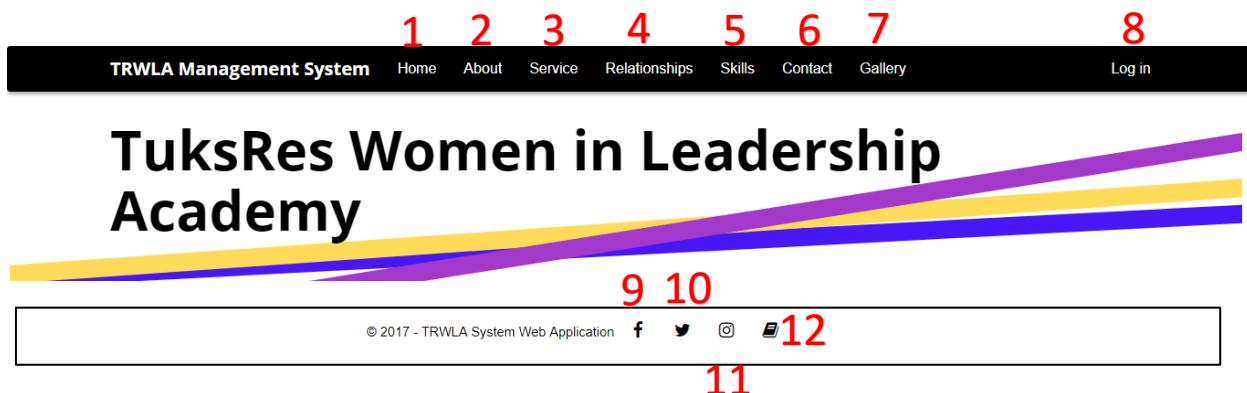
The screenshot shows the homepage of the TRWLA Management System. At the top, there is a black navigation bar with the text "TRWLA Management System" and links for Home, About, Service, Relationships, Skills, Contact, and Gallery. On the far right of the navigation bar is a "Log in" button. Below the navigation bar, the main title "TuksRes Women in Leadership Academy" is displayed in a large, bold, black font. To the left of the title is a decorative graphic consisting of three curved bands in purple, yellow, and blue. Below the title is a stylized illustration of a woman's face in profile, rendered in shades of purple and blue. The main content area begins with a section titled "Background". The text describes the founding of the academy by Cyan Brown in 2015, its aim to equip female students with life, business, and leadership skills, and the global gender equality statistics mentioned earlier. It also highlights the core components of service, relationships, and skills. The next section, "We believe", discusses the academy's focus on community service, positive relationships, and peer learning. A video player is embedded in the page, showing a woman speaking. The video details are: "We Have a Dream", posted by "TuksRes Women in Leadership Academy", and 706 views. The video player includes social media sharing icons for Facebook, Twitter, and YouTube.

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:



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 what the details of the academy are. 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.
10. **Twitter icon:** Click this icon if you want to be directed to the academy's Twitter page.
11. **Instagram icon:** Click this icon if you want to be directed to the academy's Instagram page.
12. **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 Management System Home About Service Relationships Skills Contact Gallery Log in

Log in

Login ID 1

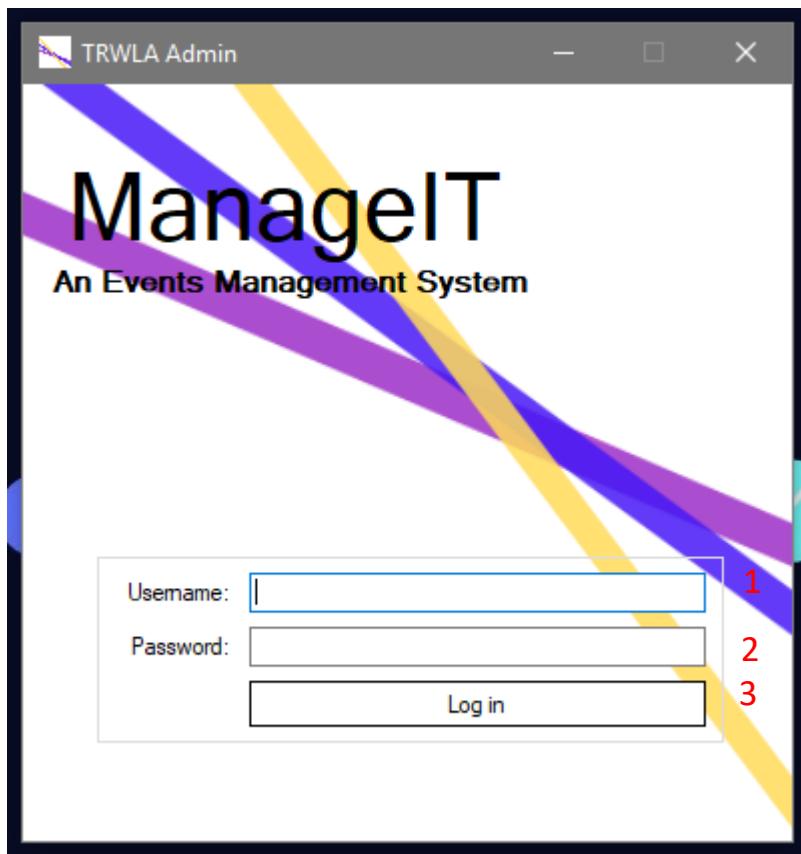
Password 2

3

[Register as a new user](#) 4

[Forgot Password](#) 5

1. **Login ID 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:



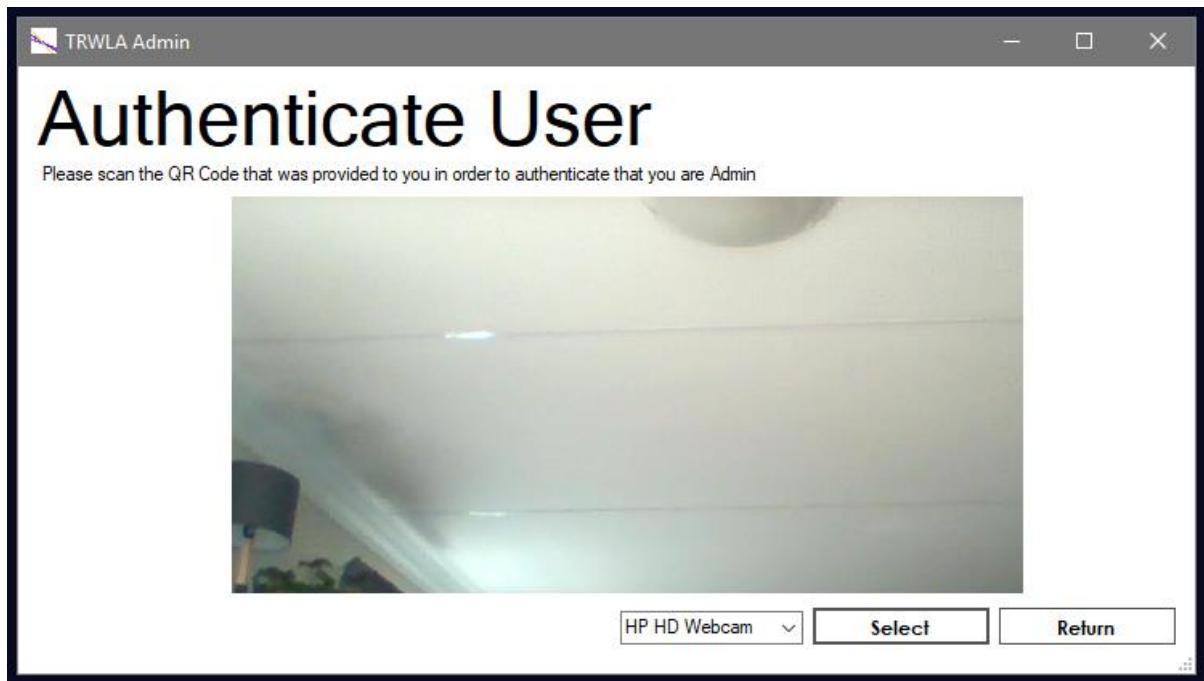
Admin Application:

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

Missing Login ID

A screenshot of a login form titled "Log in". The form has a yellow header bar. Below it, there are two input fields: "Username" and "Password". The "Username" field is highlighted with a red border and contains the placeholder text "Login ID". Below the field, an error message says "The Login ID Field is Required". To the right of the "Username" field is a "Password" field containing several dots. At the bottom of the form is a "Log in" button. At the very bottom, there are two links: "Register as a new user" and "Forgot Password".

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.

Missing Password

The screenshot shows a login interface with a yellow header bar. Below it, there are two input fields: 'Username' (containing 'Admin') and 'Password' (empty). A red error message 'The password Field is required' is displayed below the password field. A blue 'Log in' button is at the bottom. Navigation links 'Register as a new user' and 'Forgot Password' are at the bottom left.

Username	Admin
Password	

The password Field is required

Log in

[Register as a new user](#)

[Forgot 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.

Missing Details

The screenshot shows a login interface with a yellow header bar. Both the 'Username' and 'Password' fields are empty. Red error messages 'The Login ID Field is Required' and 'The password Field is required' are displayed below their respective fields. A blue 'Log in' button is at the bottom. Navigation links 'Register as a new user' and 'Forgot Password' are at the bottom left.

Username	
Password	

The Login ID Field is Required

The password Field is required

Log in

[Register as a new user](#)

[Forgot Password](#)

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.

Incorrect Login Details

TRWLA Management System Home

Your Login Details are incorrect

Make sure that your username or password are correct.

A Fresh Start



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.

- The password provided is incorrect.

Login ID Admin

Password

Log in

[Register as a new user](#)

[Forgot Password](#)

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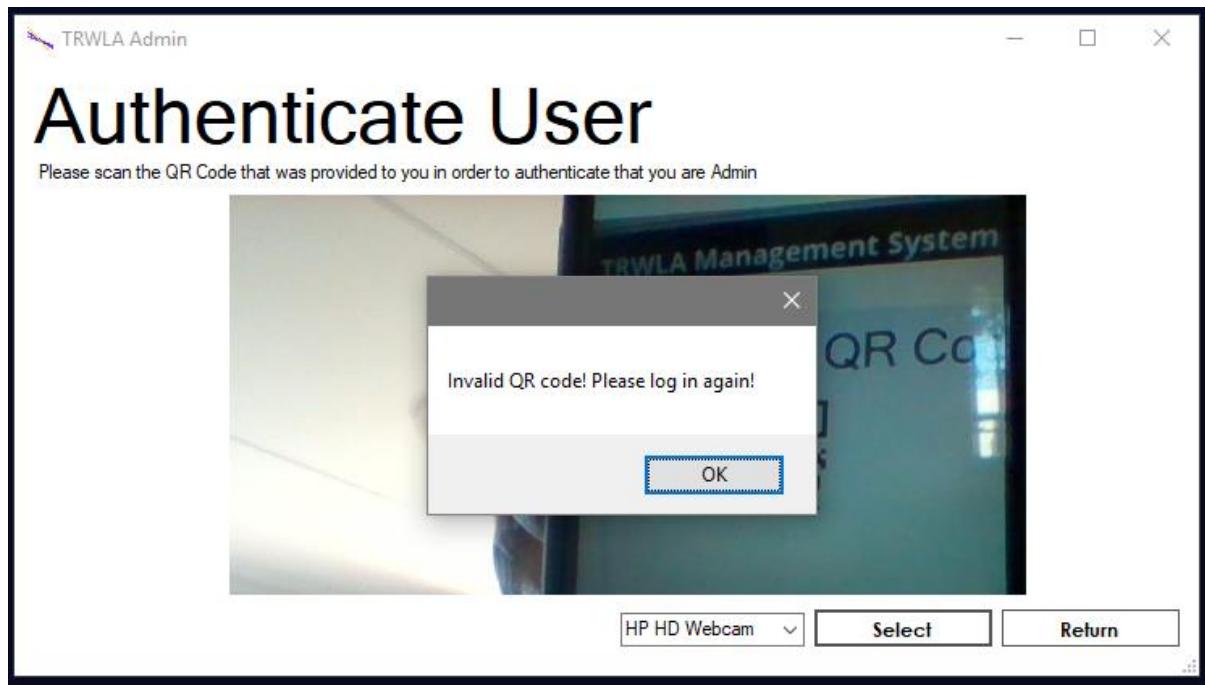
What this means:

You have entered the incorrect password in the **Password** textbox.

What to do:

Enter the correct password into the **Password** textbox and click the **Log in** button.

Admin incorrect details



What this means:

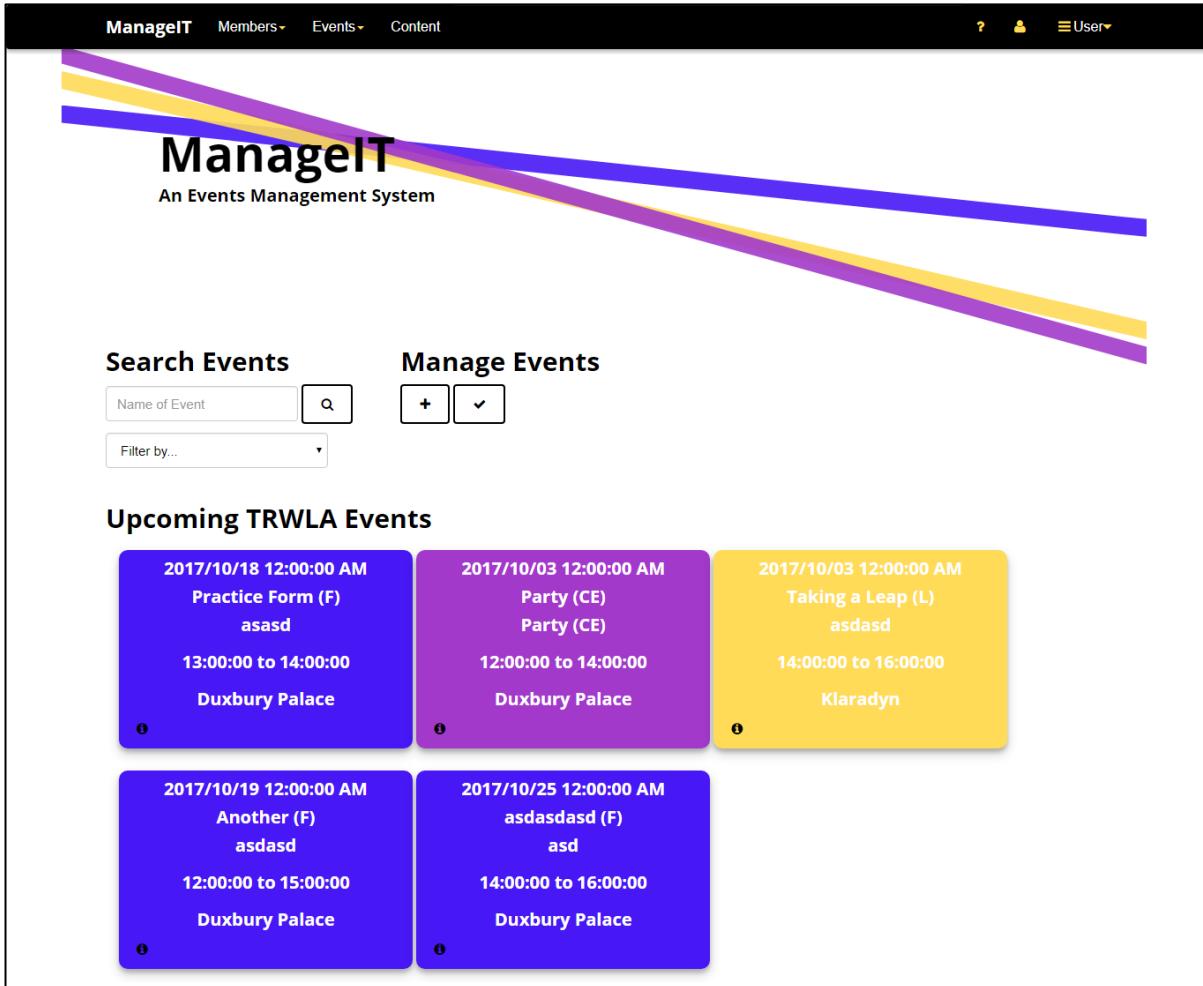
You have provided the incorrect QR Code to the system.

What to do:

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

3.1.6 Successful Login

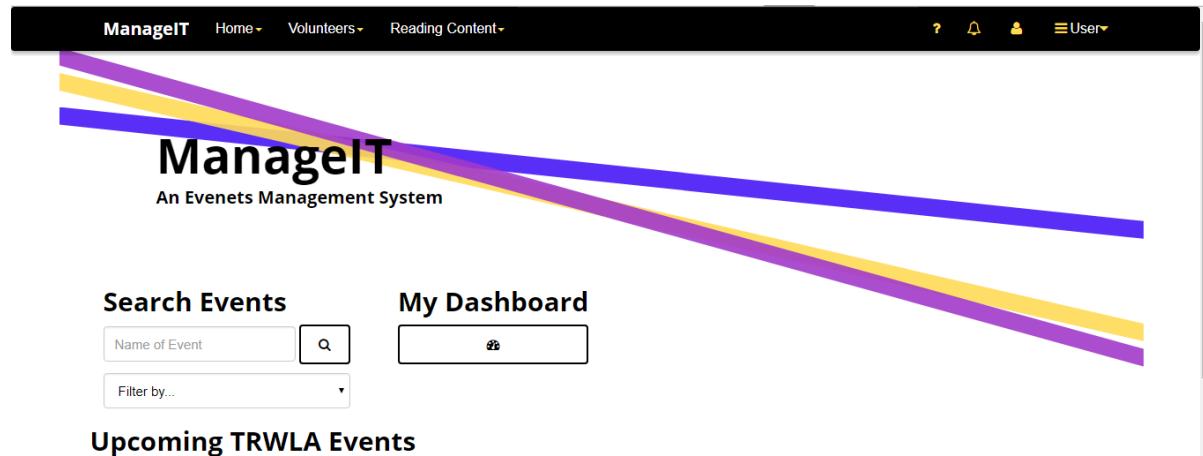
Volunteer Main Menu will be displayed if the user is logging in as a volunteer.



The screenshot shows the ManageIT 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, user profile, and user dropdown. The main content area features a large "ManageIT" logo with the subtitle "An Events Management System". Below the logo are two sections: "Search Events" and "Manage Events". The "Search Events" section includes a search input field, a magnifying glass icon, and filter options. The "Manage Events" section has a plus sign and minus sign button. Underneath these sections, there is a heading "Upcoming TRWLA Events" followed by five event cards. Each card displays event details such as date, time, name, location, and a small icon.

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

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



The screenshot shows the ManageIT Student Main Menu. At the top, there is a navigation bar with links for "ManageIT", "Home", "Volunteers", "Reading Content", and "Content". On the right side of the navigation bar are icons for help, notifications, user profile, and user dropdown. The main content area features a large "ManageIT" logo with the subtitle "An Events Management System". Below the logo are two sections: "Search Events" and "My Dashboard". The "Search Events" section includes a search input field, a magnifying glass icon, and filter options. The "My Dashboard" section has a large button with a gear icon. Underneath these sections, there is a heading "Upcoming TRWLA Events".

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

The screenshot shows a Windows application window titled "TRWLA Admin". The menu bar includes "Maintenance", "Master Data", and "Logout". The main title is "Vinz's Admin Dashboard". Below it, there is a section titled "Upcoming Events" with four categories: "Functions" (4 items), "Community Engagements" (1 item), "Lectures" (3 items), and "General" (0 items). Each category has a "View" button. Below this, there is a "Member Information" section showing counts for Students (3), Volunteers (2), and Guest Speakers (1).

Category	Count	Action
Functions	4	View
Community Engagements	1	View
Lectures	3	View
General	0	View

Category	Count
Students	3
Volunteers	2
Guest Speakers	1

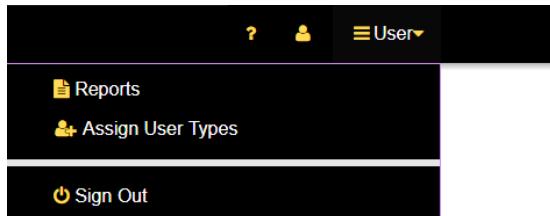
3.2 Logout

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



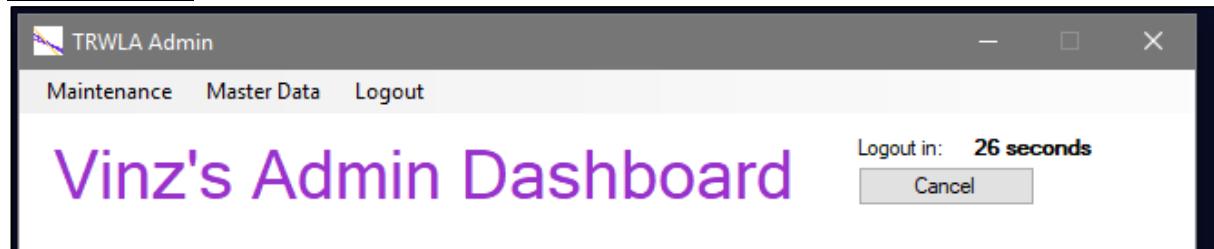
- First Click on the **User** drop down list arrow located in the right-hand corner of your main menu.
- A list of options will be displayed as shown above in the image.
- Click on the **Sign Out** item as displayed at the bottom of the list.
- The **Login** Screen (as described in 3.1.3 above) will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

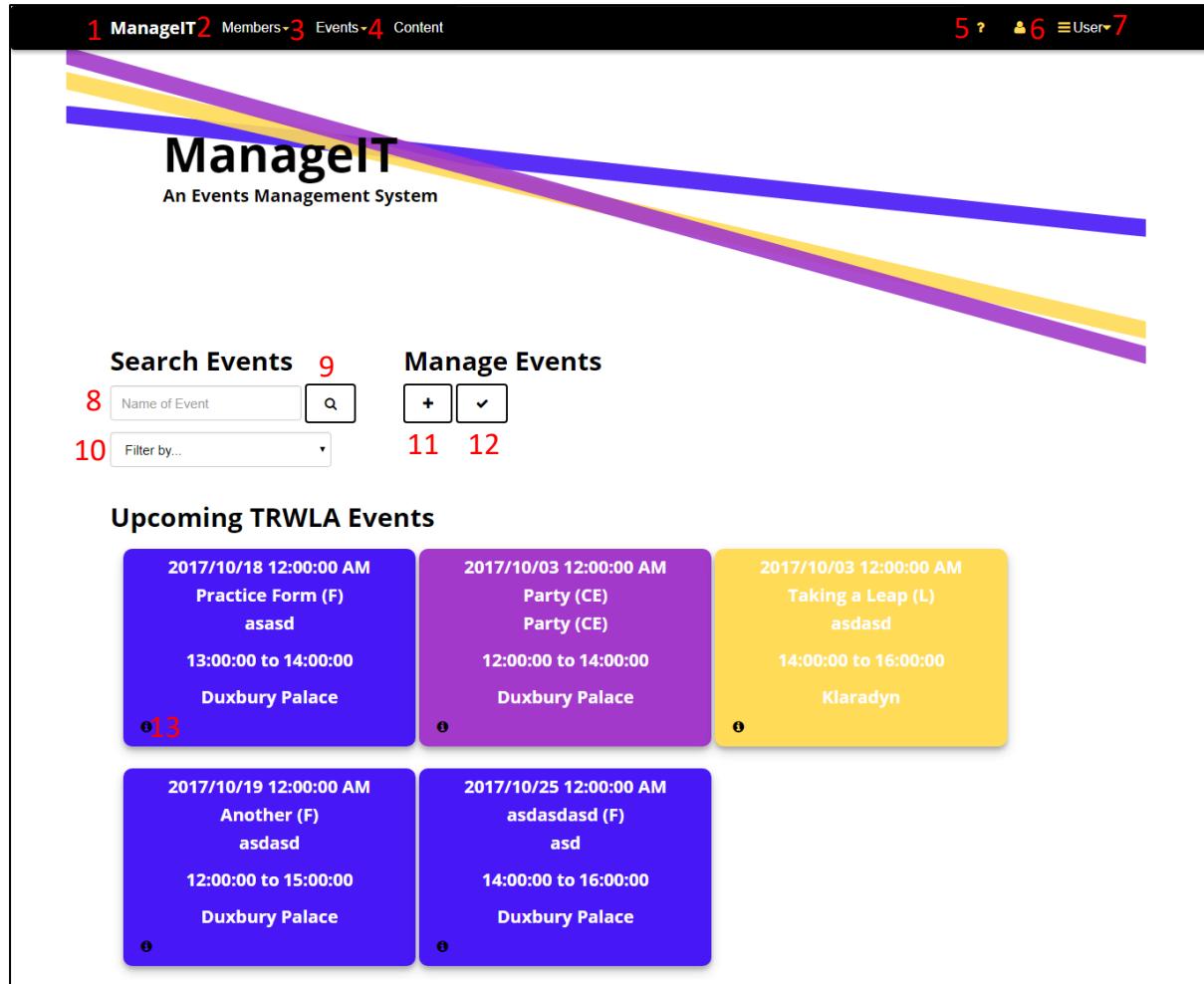
Admin Logout



- 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 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. **Profile icon:** Click this icon if you would like to edit your profile details.
7. **User drop down list:** Click this link to Assign User Types or Sign Out
8. **Name of event textbox:** Enter the name of an event into the textbox.
9. **Search button:** Click this button once 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. **Add icon:** Click this icon to create a new event.
12. **Tick icon:** Click this icon to log event attendance of a student that attends an event.
13. **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 screenshot shows the ManageIT Events Management System interface. At the top, there is a navigation bar with the following items: 'ManageIT' (highlighted in red), 'Home' (with a dropdown arrow), 'Volunteers' (with a dropdown arrow), 'Reading Content' (with a dropdown arrow), a help icon (red question mark), a profile icon (red person), and a 'User' dropdown list (with a red number '7'). Below the navigation bar is the system's logo, 'ManageIT', followed by the tagline 'An Evenets Management System'. On the left, there is a search bar with the placeholder 'Name of Event' and a magnifying glass icon. To the right of the search bar is a 'Filter by...' dropdown menu. In the center, there is a 'My Dashboard' button with a red number '11' next to it. Below these elements is a section titled 'Upcoming TRWLA Events'.

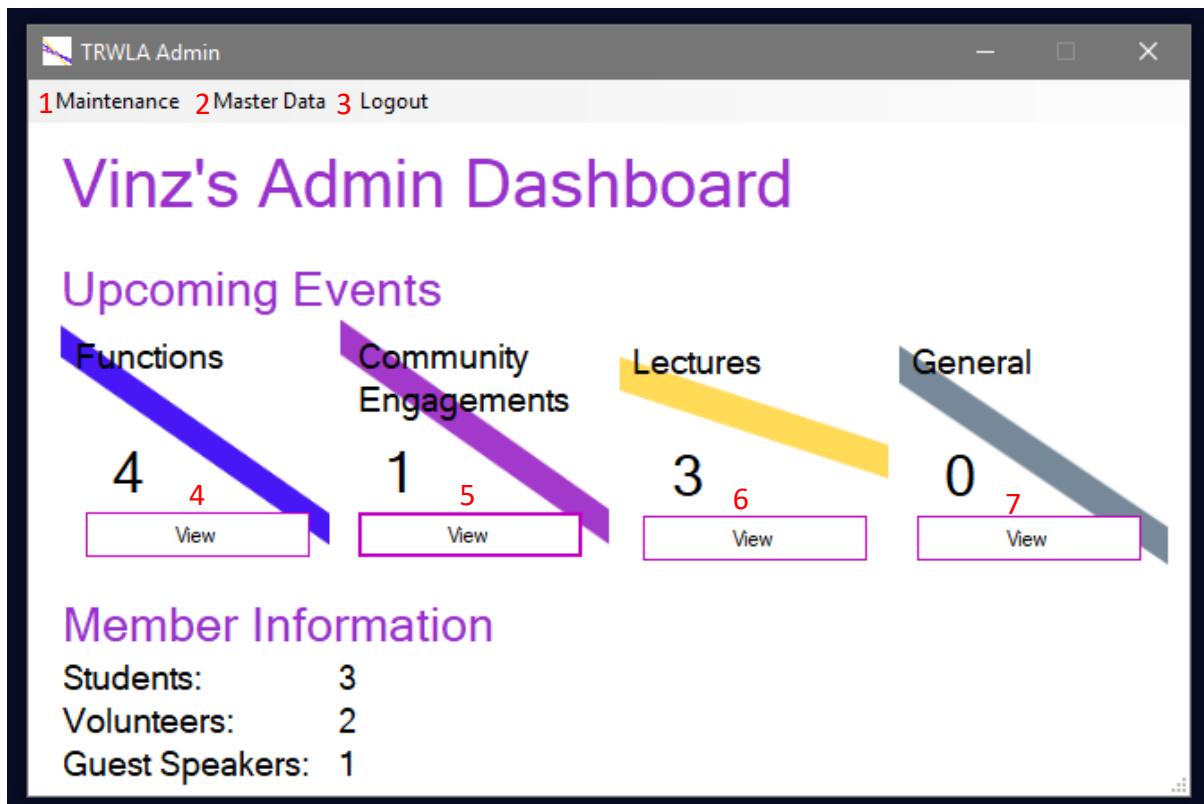
The screen control numbers are explained below:

1. **Home link:** Click this link if you would like to return to your main menu.
2. **Volunteers link:** Click this link if you would like to view all a Volunteer's details.
3. **Reading Content link:** Click this link if you would like to view all of the available reading content available.
4. **Help icon:** Click this icon if you would like some assistance with how the system works.
5. **Bell icon:** Click this icon if you would like to view your notifications.
6. **Profile icon:** Click this icon if you would like to view and edit your profile details.
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 progress icon:** Click this icon if you would like to view your progress at the academy with regards to attending events in order to graduate.

 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!

3.3.3 Screen Controls of an Admin's Main Menu



The screen control numbers above are explained in detail below:

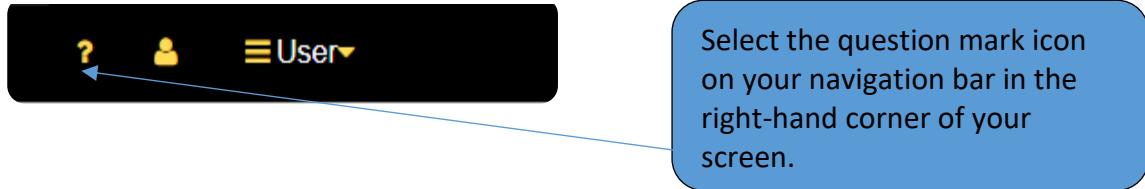
1. **Maintenance drop down list:** Click this drop down list to choose between the options to access the Unique Codes, Audit log and the Backup and Recovery screens.
2. **Master Data link:** Click this link if you wish to view the current business rules of the academy and change them accordingly as decided 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

3.6 Additional Help Details

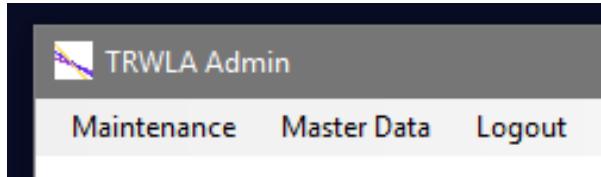
If the above help functionality does not assist you with your problem, please send an email to inf370.trwla@gmail.com for further help with the system.

3.7 Backup Function

3.7.1 Purpose of the function

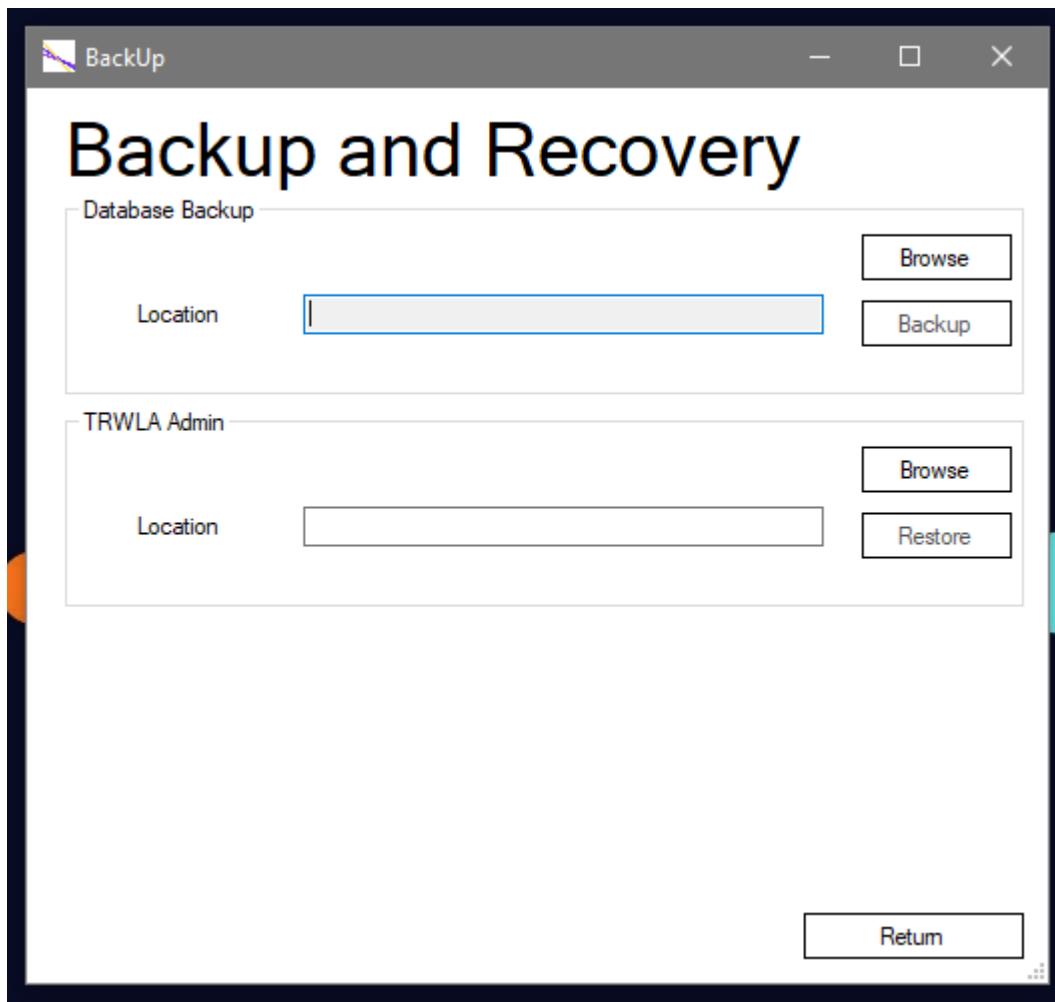
To provide admin members with the functionality of backing up the database in order to note lose any data on the system in case of disaster situations.

3.7.2 Navigation to the backup functionality

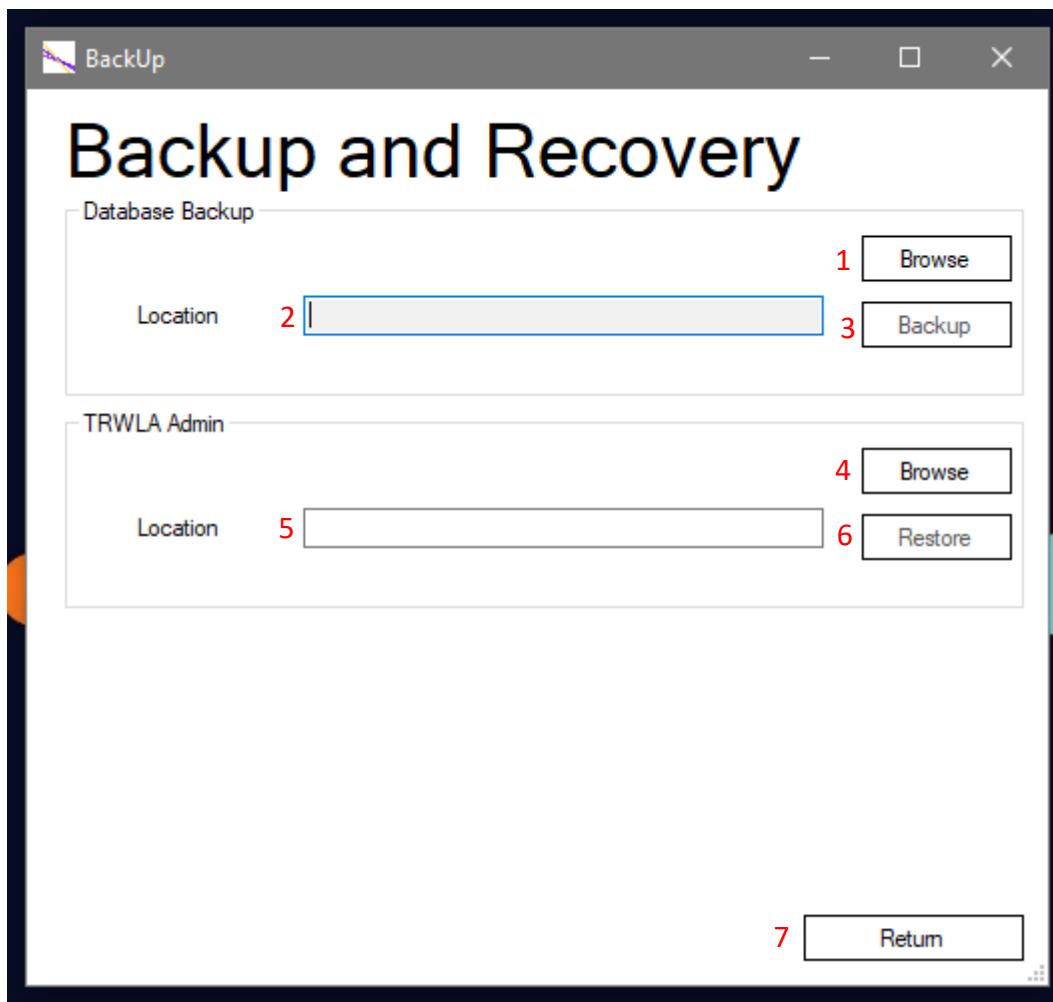


Step 1: Click the Maintenance drop down list.
Step 2: Click the Backup and Restore option.

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



3.7.3 Screen Controls

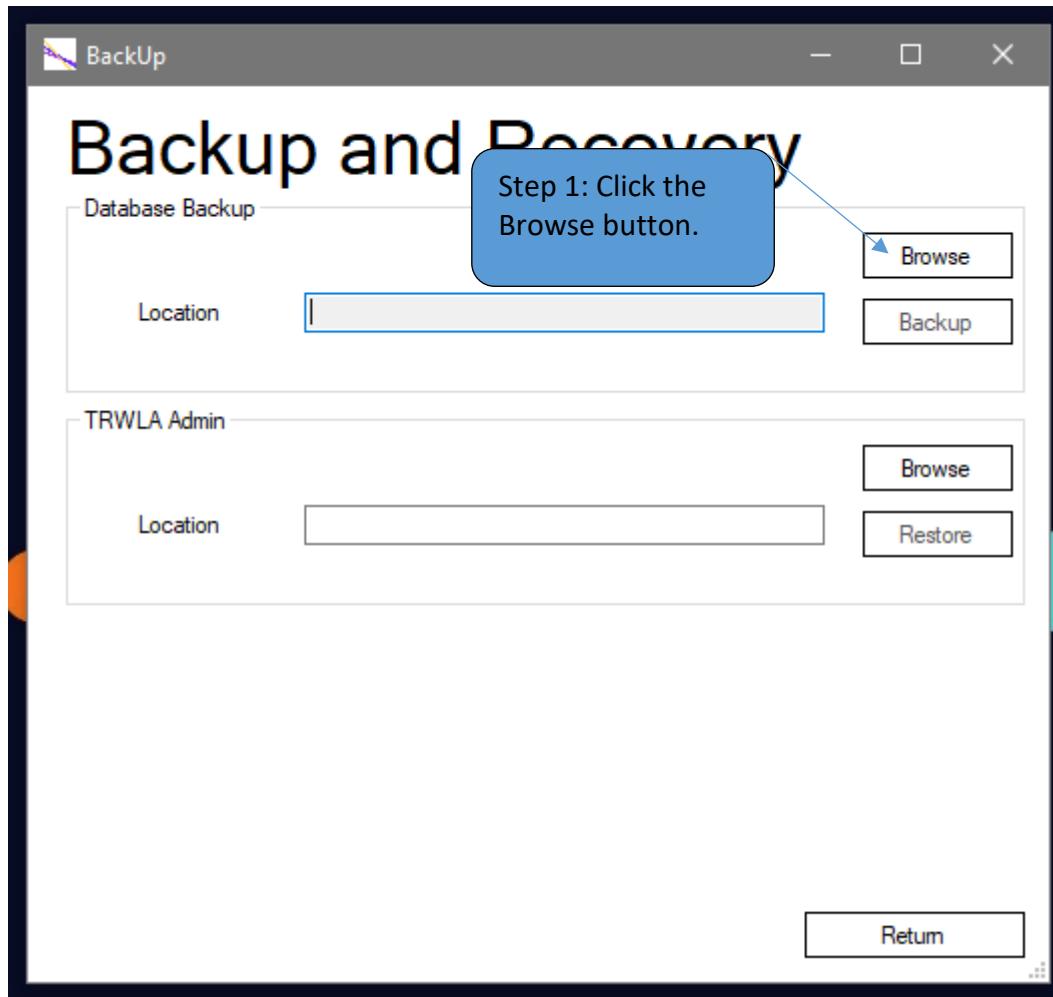


The screen control numbers above are displayed in detail below:

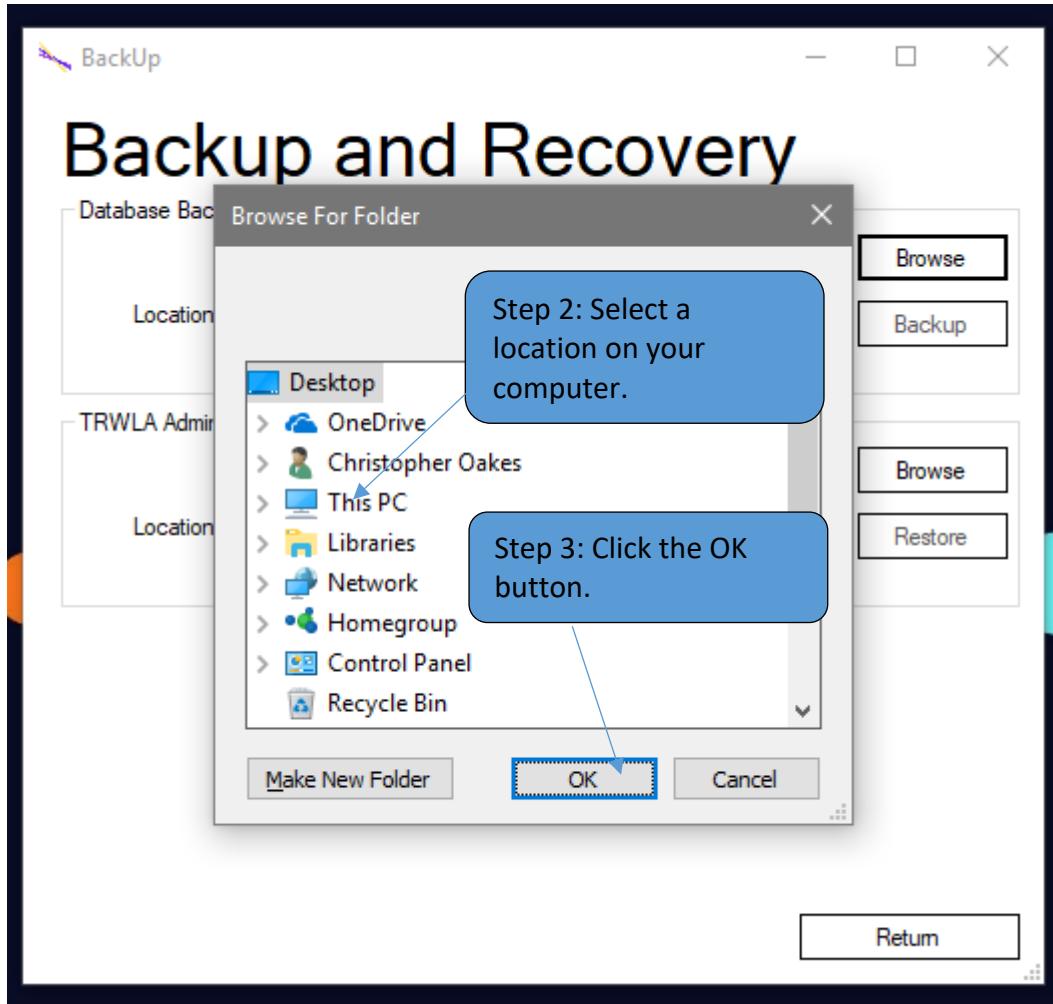
1. **Browse Button:** Click this button to open up a file dialog box in order for you to choose where on your computer you would like to store the database backup.
2. **Location Textbox:** This is where your location will be stored once you have browsed it.
3. **Backup Button:** Click this button if 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

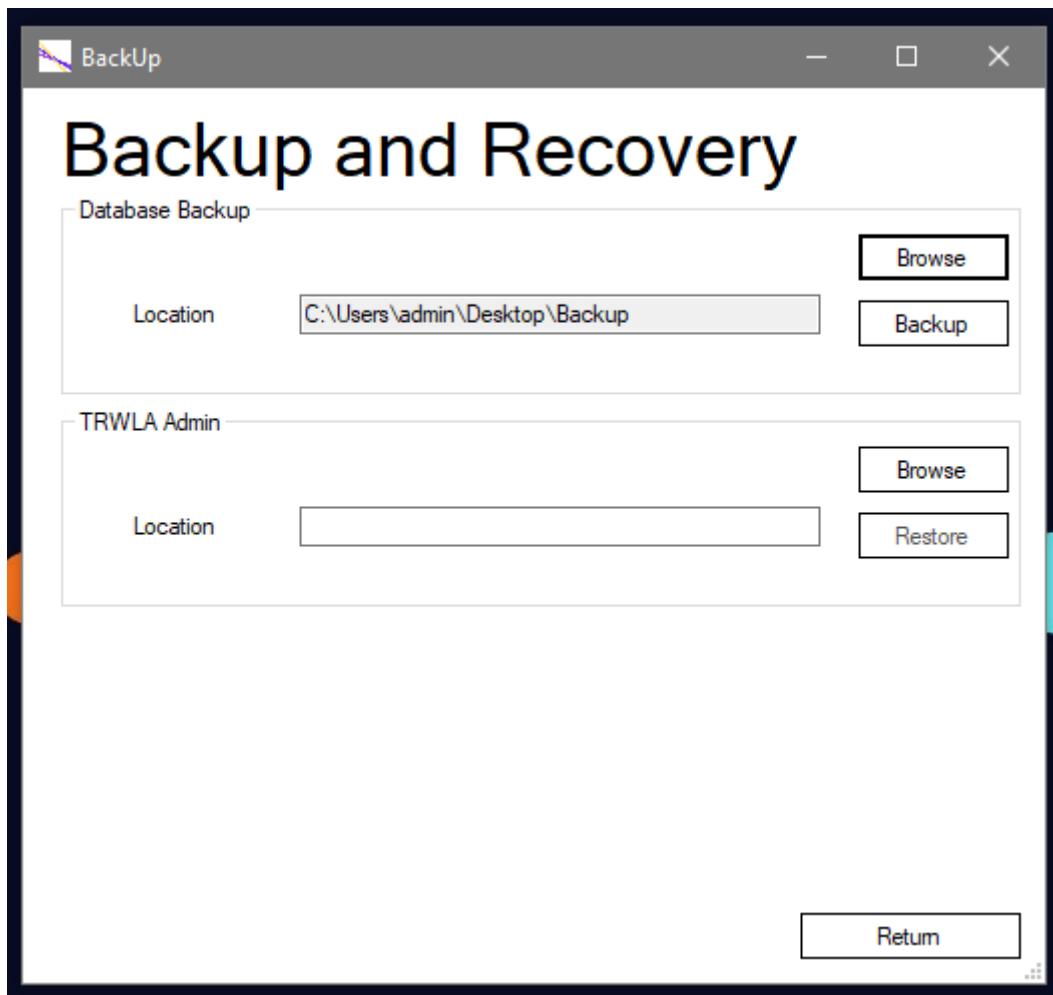
Click the Browse button. Once the browse button has been clicked, a file dialog box will be displayed. Select the location you wish to store the database backup and click the OK button. Once the confirmation message has been displayed, click the OK button once again.



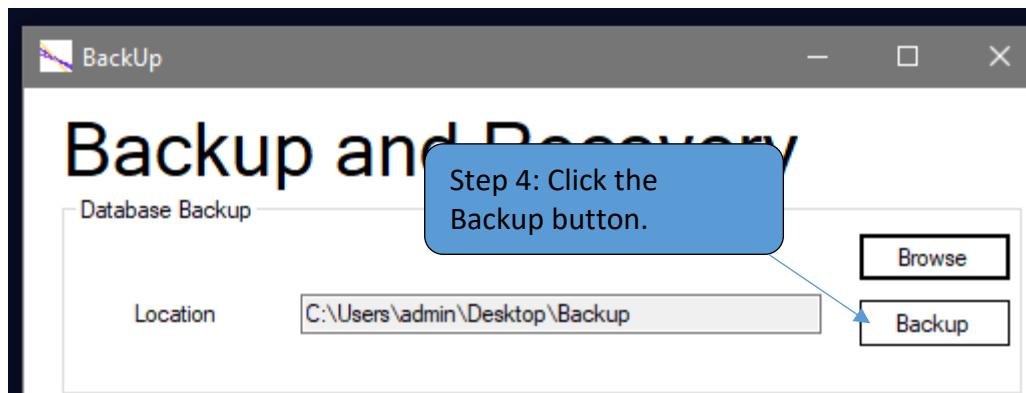
Once the Browse button has been clicked, the file dialog box will be displayed as follows:



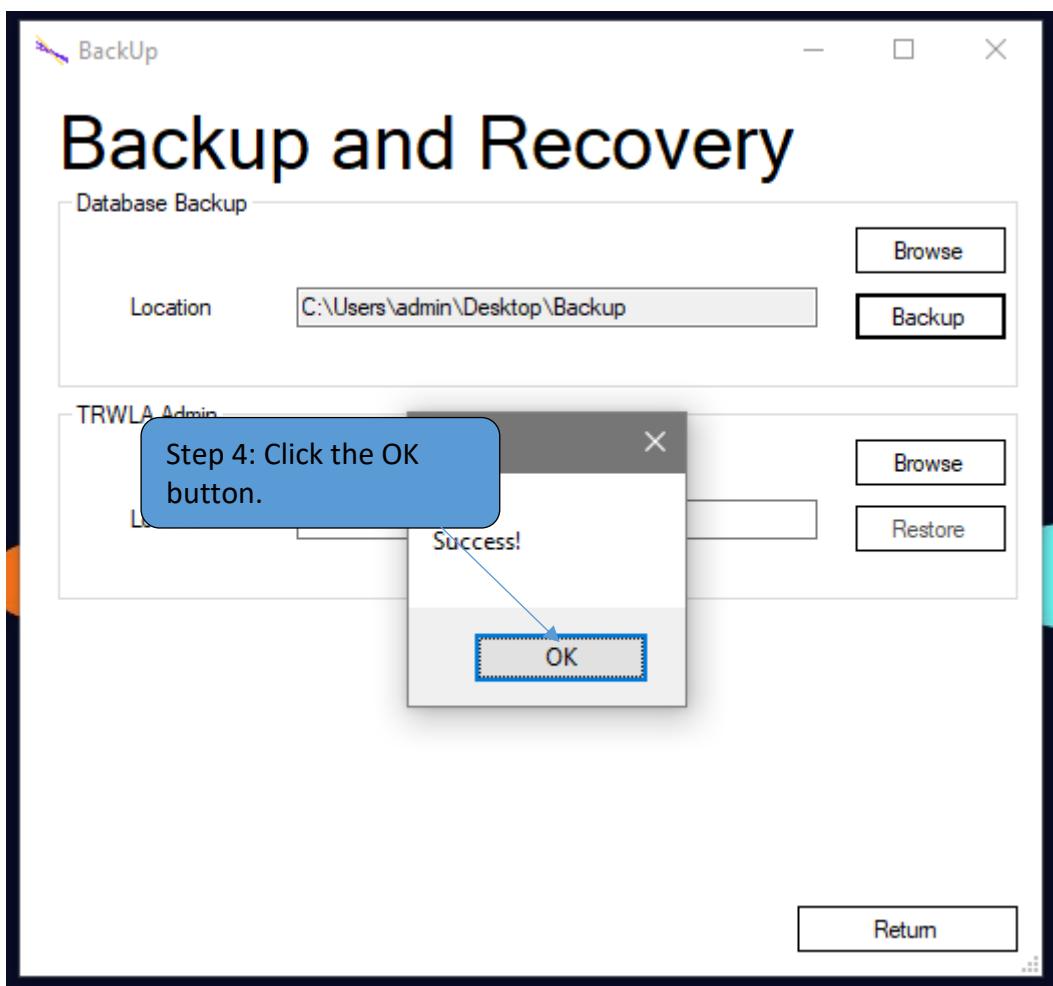
Once the OK button has been clicked, the location will be displayed in the Location textbox as follows:



Once this screen is displayed, click the Backup button.



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

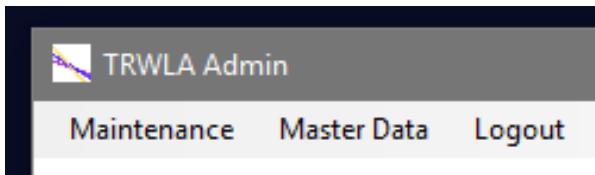


3.8 Restore Function

3.8.1 Purpose of the function

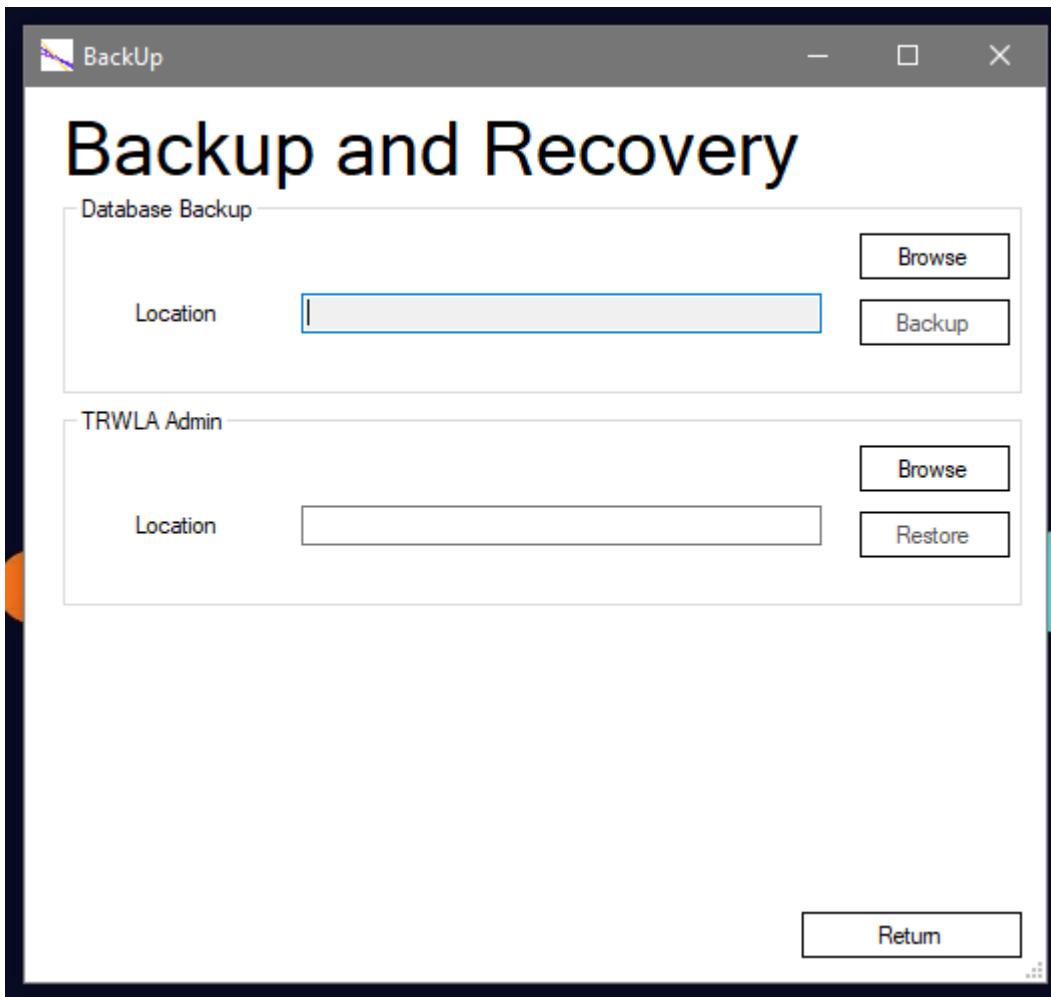
To give admin members the functionality to restore the database in case of a disaster situation in order to restore lost data.

3.8.2 Navigation to the restore functionality

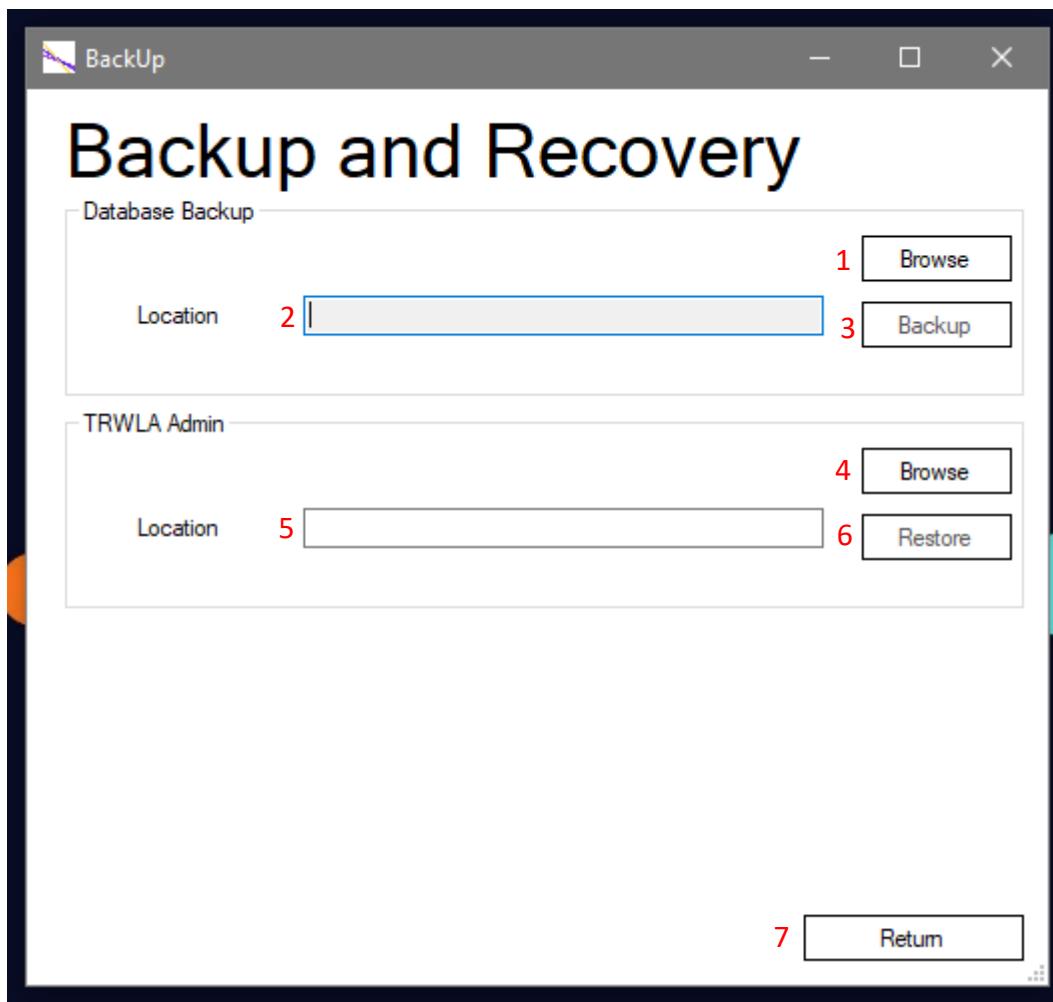


Step 1: Click the Maintenance drop down list.
Step 2: Click the Backup and Restore option.

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

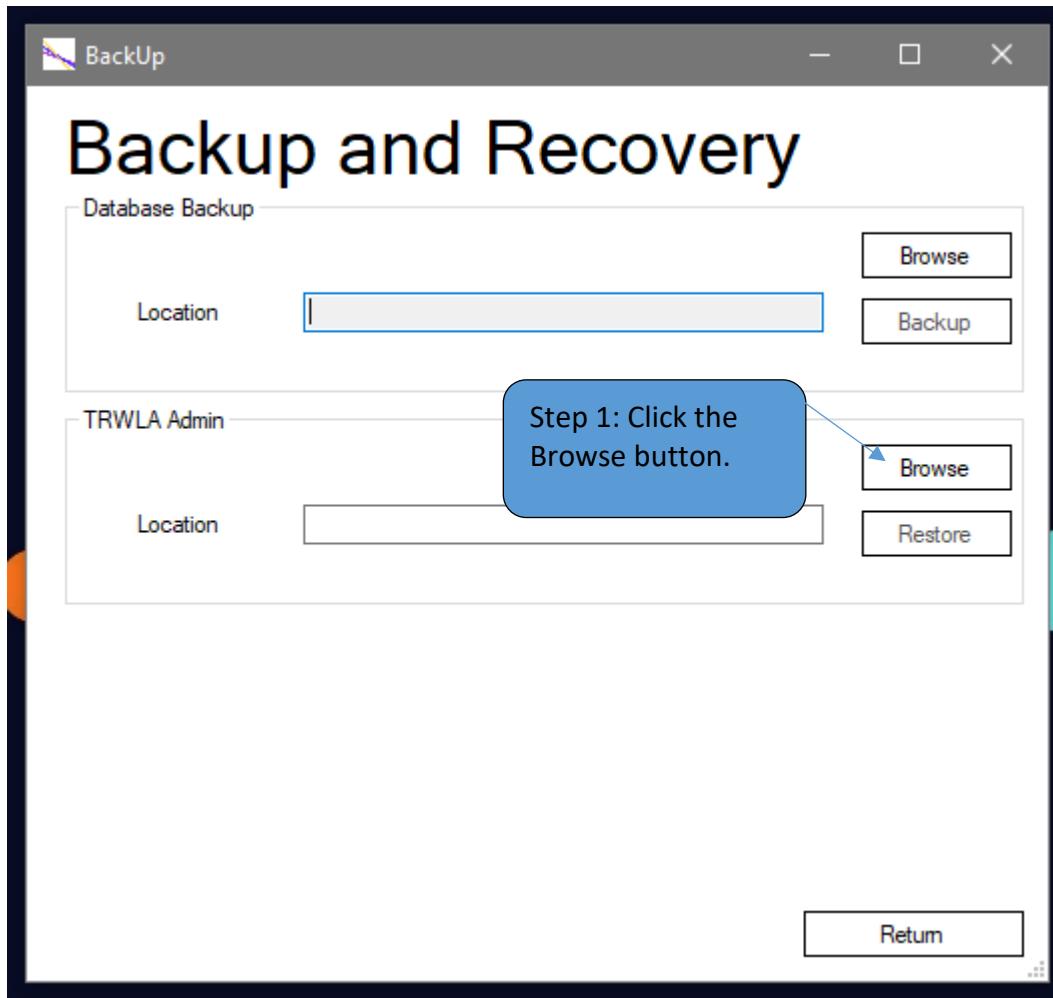


The screen control numbers above are displayed in detail below:

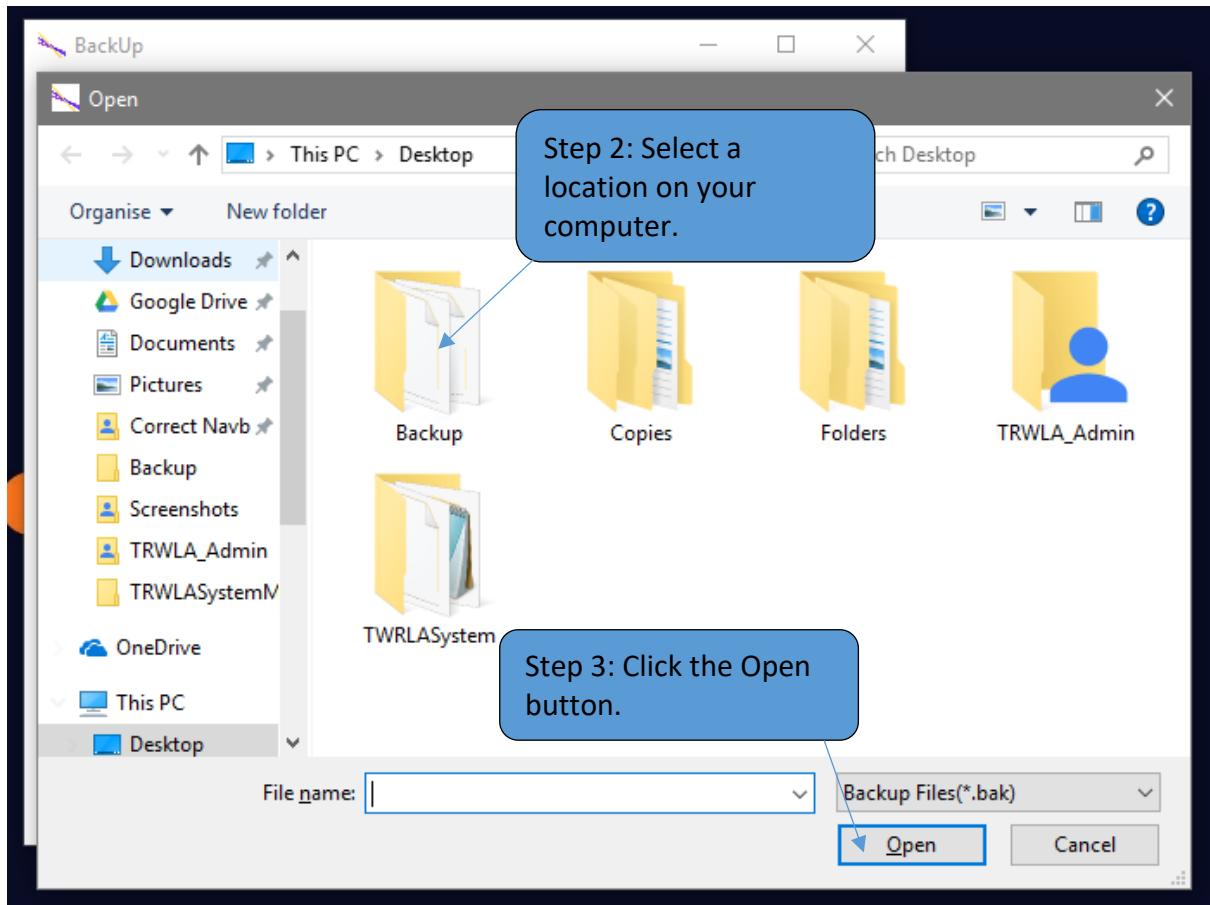
1. **Browse Button:** Click this button to open up a file dialog box in order for you to choose where on your computer you would like to store the database backup.
2. **Location Textbox:** This is where your location will be stored once you have browsed it.
3. **Backup Button:** Click this button if 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

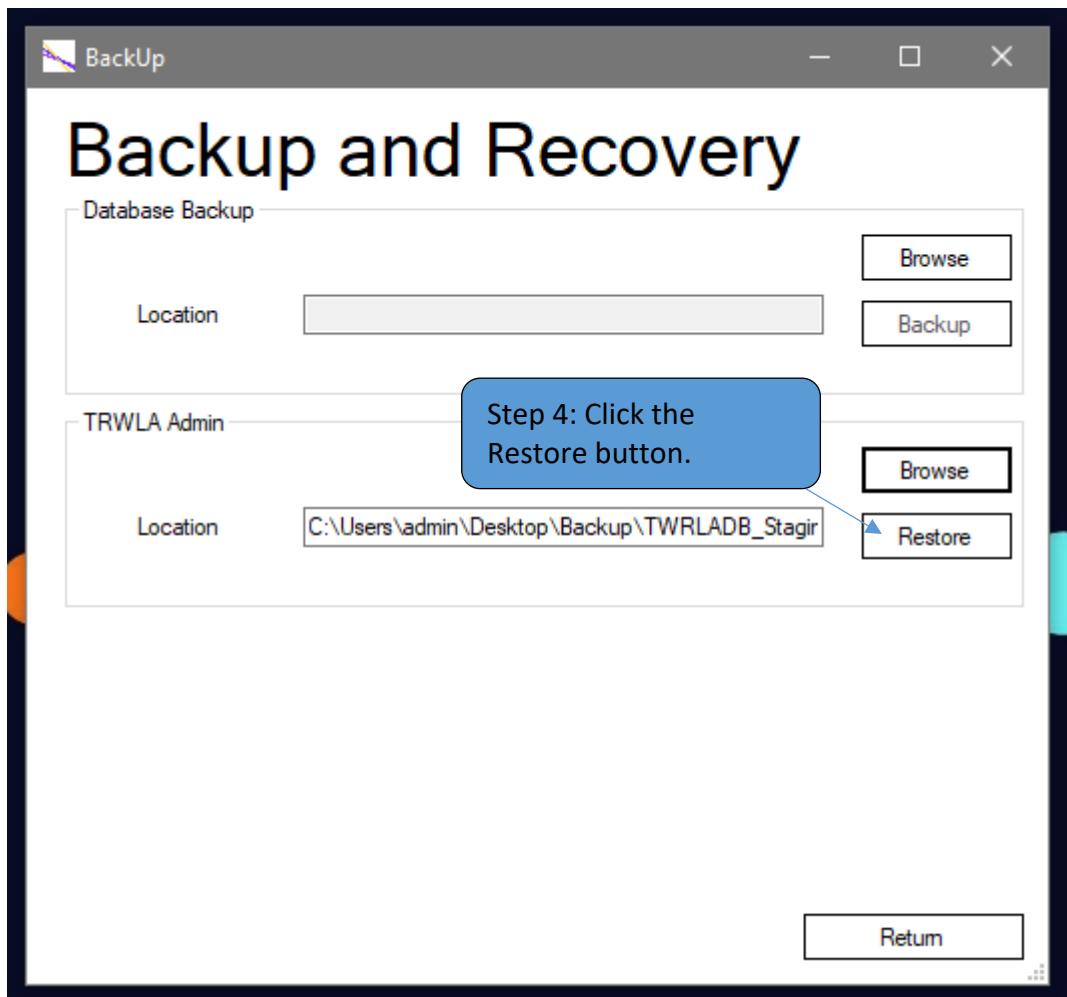
Click the Browse button. Once the browse button has been clicked, a file dialog box will be displayed. Select the location you stored a previous database backup and click the OK button. Once the confirmation message has been displayed, click the OK button once again.



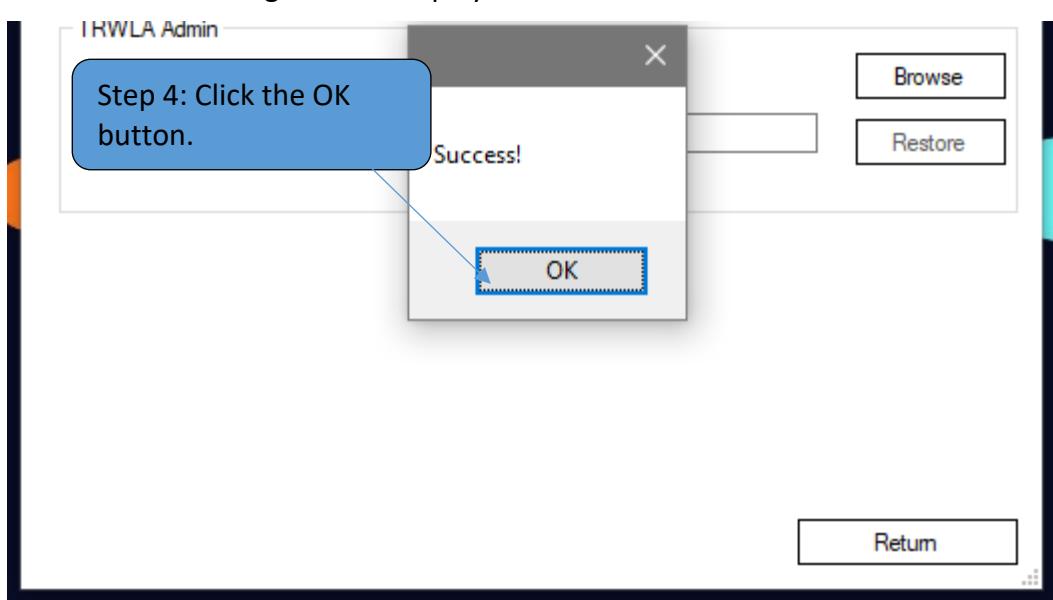
Once the browse button has been clicked, a file dialog box will be displayed as follows:



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, in order 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:

The screenshot shows the "TRWLA Master Data" screen. It contains several input fields for different types of attendance, each with an up/down arrow to adjust the value. The fields and their current values are:

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

At the bottom of the screen are two buttons: "Update" and "Return".

3.9.3 Screen Controls

The screenshot shows a Windows application window titled "TRWLA Admin". The main title of the screen is "TRWLA Master Data". Below the title, there are seven data entry fields, each with a number and a control icon to its right. At the bottom are two buttons: "Update" and "Return". Red numbers 1 through 9 are overlaid on the screen to indicate specific controls:

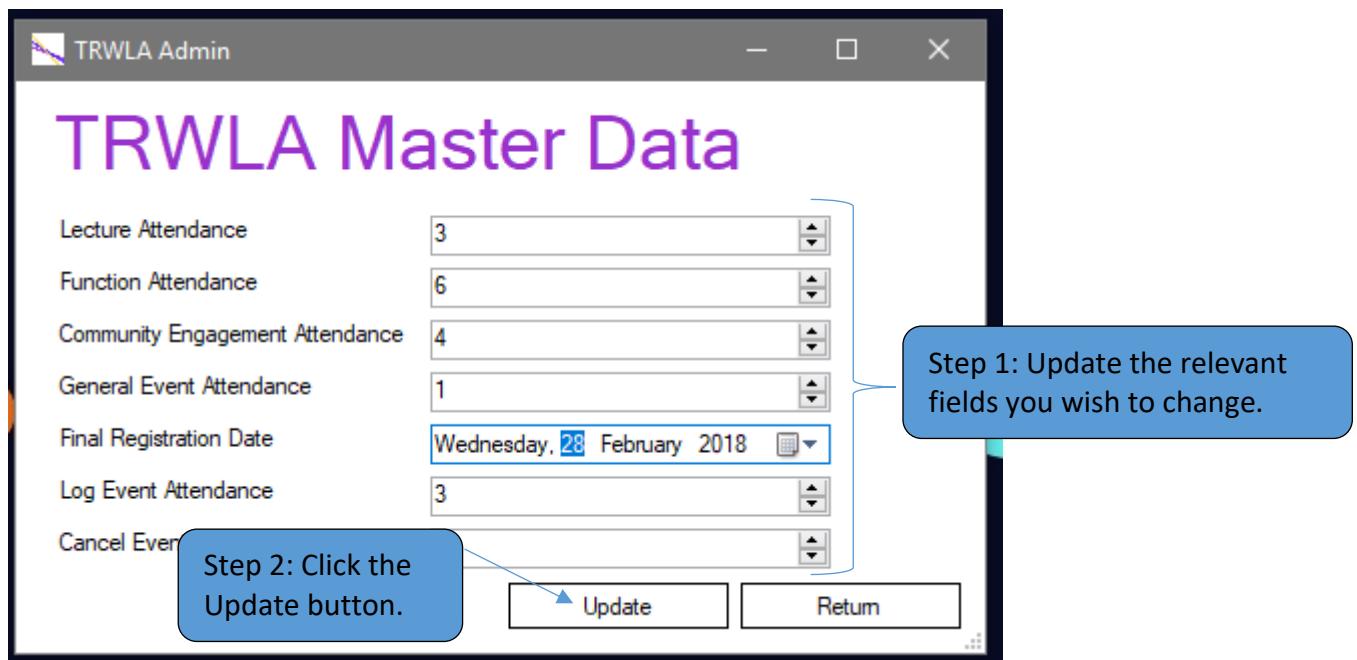
Control Number	Field Description	Value
1	Lecture Attendance	3
2	Function Attendance	6
3	Community Engagement Attendance	4
4	General Event Attendance	1
5	Final Registration Date	Wednesday, 28 February 2018
6	Log Event Attendance	3
7	Cancel Event	1
8	Update Button	Update
9	Return Button	Return

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

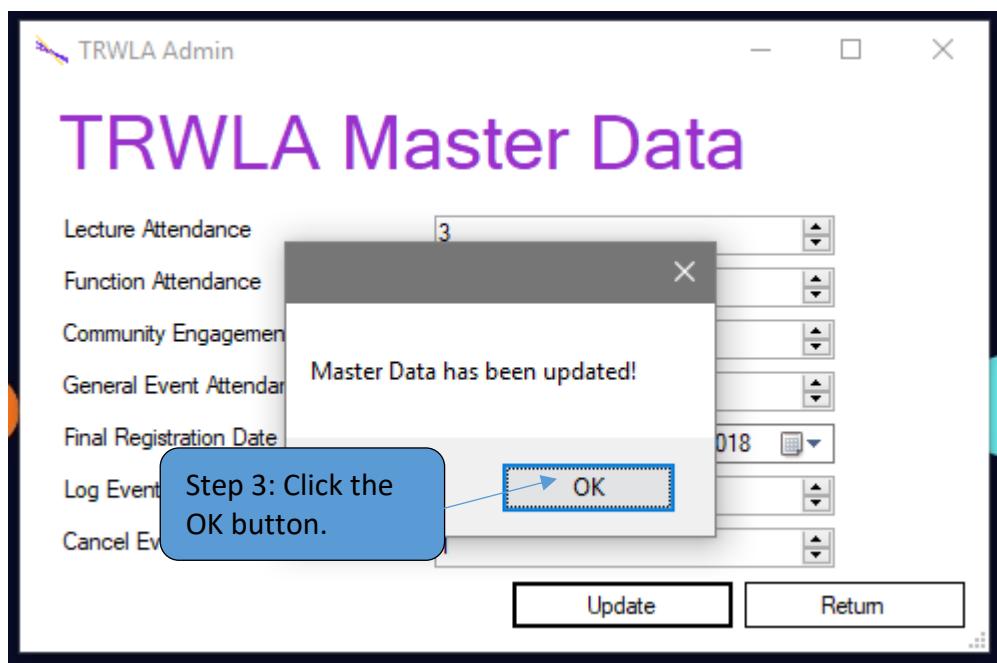
1. **Lecture Number Picker:** Select the number of lectures that a student needs to attend in order to graduate from the academy.
2. **Function Number Picker:** Select the number of functions that a student needs to attend in order to graduate from the academy.
3. **Community Number Picker:** Select the number of community engagements that a student needs to attend in order to graduate from the academy.
4. **General Event Attendance Picker:** Select the number of general events that a student needs to attend in order 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 amount 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 in order 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.



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



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:

The screenshot shows the login page of the TRWLA Management System. At the top, there is a black header bar with the text "TRWLA Management System" and three menu items: "Home", "About", and "Service". Below the header, the word "Log in" is prominently displayed in large black letters. There are two input fields: "Login ID" and "Password". Below these fields is a "Log in" button. To the right of the "Log in" button, a blue callout box contains the text "Step 1: Click here". Further down, there are two links: "Register as a new user" and "Forgot Password". A blue arrow points from the "Forgot Password" link to the same blue callout box. At the bottom of the page, there is a copyright notice: "© 2017 - TRWLA System Web App".

Figure 1

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

The screenshot shows the "Forgot your password?" page. At the top, there is a black header bar with the text "TRWLA Management System" and seven menu items: "Home", "About", "Service", "Relationships", "Skills", "Contact", and "Gallery". On the far right of the header is a "Log in" button. The main content area has a yellow and purple decorative header. Below the header, the text "Forgot your password?" is displayed in large black letters. There is a sub-instruction: "Lets start the process of getting you a new password". Below this, there is an "Email" input field containing the value "u142847@stuks.co.za". To the right of the input field, a blue callout box contains the text "Step 2: Enter your email address here.". Below the input field is a "Proceed" button. A blue arrow points from the "Proceed" button to another blue callout box containing the text "Step 3: Click this button.". At the bottom of the page, there is a copyright notice: "© 2017 - TRWLA System Web App".

Figure 2

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

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

SecurityAnswer

Please Answer your security question:

What is your mom's maiden name?

Lydia

Step 4: Enter the answer to your security question here.

Step 5: Click the Submit Button.

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The security question displayed in the above screen is the question the user has 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 submit button has been clicked the Reset Password screen will be displayed as follows:

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

Reset password

Please enter a enter a new password

New Password
.....

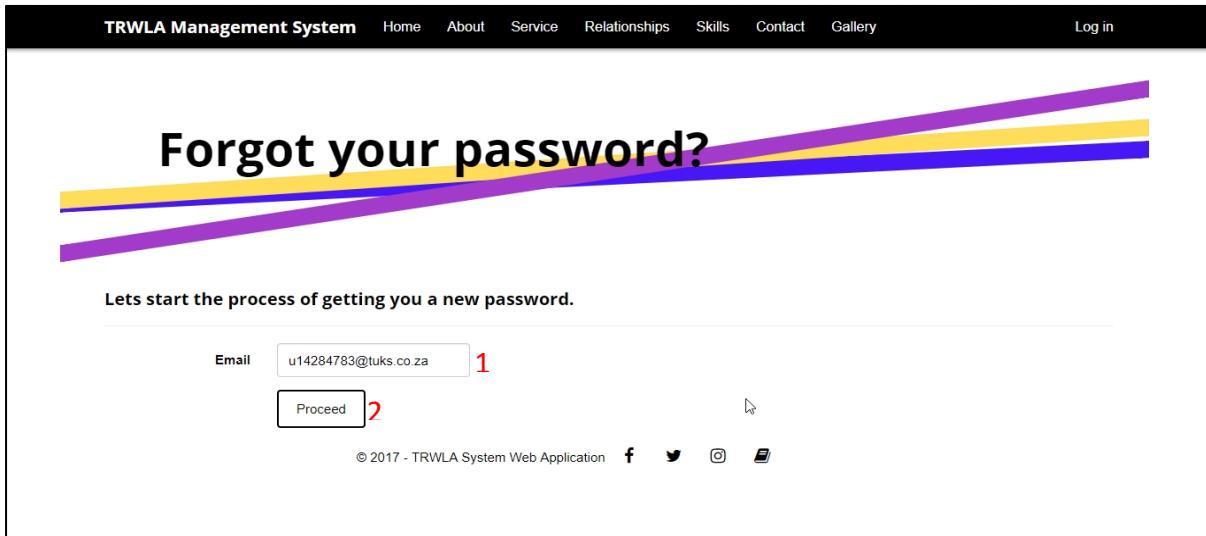
Confirm New Password
.....

Reset

© 2017 - TRWLA System Web Application f t i

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

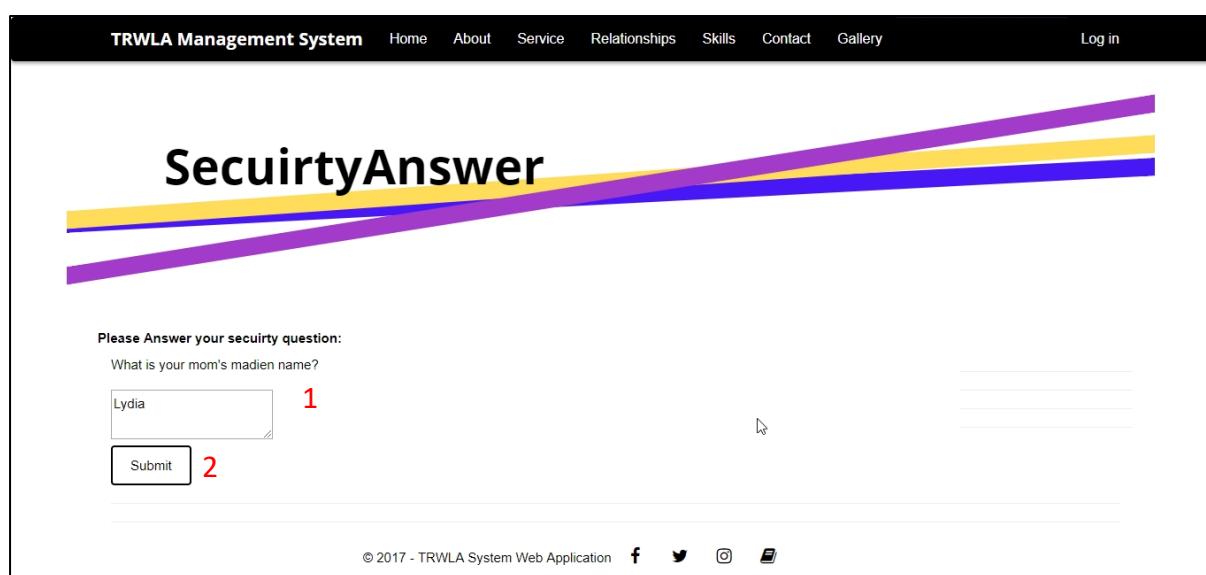
1.1.3 Screen Controls



The screenshot shows a web page titled "Forgot your password?". Below the title, a sub-instruction reads "Let's start the process of getting you a new password." A form field labeled "Email" contains the value "u14284783@tuks.co.za" with a red number "1" next to it. Below the email field is a "Proceed" button with a red number "2" 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.

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 web page titled "Security Answer". A sub-instruction reads "Please Answer your security question:". Below this, a question "What is your mom's maiden name?" is displayed. A text input field contains the value "Lydia" with a red number "1" next to it. Below the input field is a "Submit" button with a red number "2" 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.

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:

The screenshot shows a web page titled "Forgot your password?". Below the title is a yellow and purple decorative bar. A sub-header says "Lets start the process of getting you a new password." A bullet point error message states "• The Email field is required." Below this is an "Email" label next to an empty text input field, and a "Proceed" button.

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.

The screenshot shows a web page titled "Forgot your password?". Below the title is a yellow and purple decorative bar. A sub-header says "Lets start the process of getting you a new password." A bullet point error message states "• The Email field is not a valid e-mail address." Below this is an "Email" label next to an input field containing "apples", and a "Proceed" button.

What this means:

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

What to do:

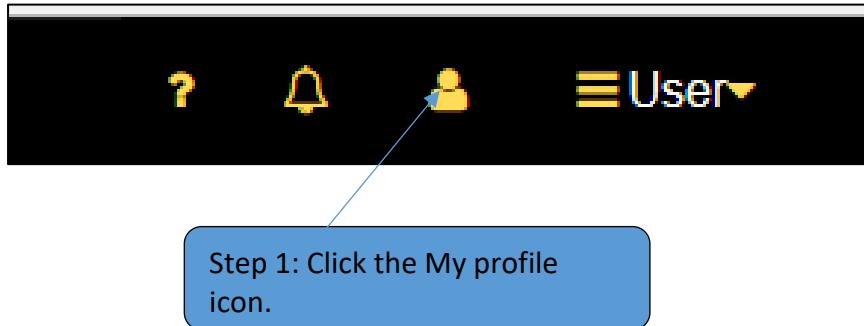
Enter a valid email address linked to your profile into the **Email** textbox and click on the **Email Link** Button.

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



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

1.2.3 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!

1.2.4 Change Password Process

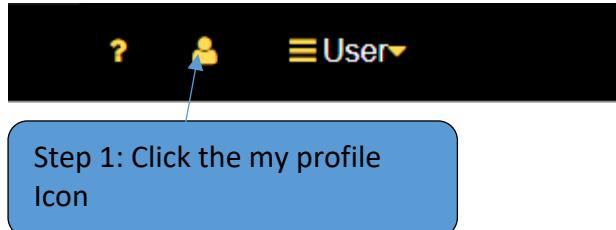
1.2.5 Possible System Errors

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



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

ManageIT Members Events Content Reports

EditProfile

Noma's profile

StudentNumber	14284783
FirstName	Noma
LastName	Hadebe
UserTypeID	Student
Email	noma@tuks.co.za
DoB	1995/10/11 12:00:00 AM
PhoneNumber	0893123456
Degree	BCom
YearOfStudy	2017/01/01 12:00:00 AM
ResID	Nerina

Save

Danger Zone

Deactivate Your Account | Change Your Password

1.3.3 Screen Controls

The screenshot shows the 'EditProfile' screen for 'Noma's profile'. The page has a black header with 'ManageIT' and navigation links for Members, Events, Content, and Reports. On the right, there's a user icon and a dropdown for 'User'. The main content area has a yellow and purple decorative bar at the top. Below it, the title 'EditProfile' is displayed. A section titled 'Noma's profile' contains several input fields:

StudentNumber	14284783	1
FirstName	Noma	2
LastName	Hadebe	3
UserTypeID	Student	4
Email	noma@tuks.co.za	5
DoB	1995/10/11 12:00:00 AM	6
Phonenumber	0893123456	7
Degree	BCom	8
YearOfStudy	2017/01/01 12:00:00 AM	9
ResID	Nerina	10

Below the form is a 'Save' button labeled '11'. Underneath the form is a 'Danger Zone' section containing two buttons: 'Deactivate Your Account' labeled '12' and 'Change Your Password' labeled '13'.

The screen control numbers above are explained in detail below:

1. **Student number textbox:** Enter your eight digit student number here.
2. **First Name textbox:** Enter your first name here.
3. **Last Name textbox:** Enter your last name here.
4. **UserType Drop down list:** Select if you are a student or a volunteer.
5. **Email textbox:** Enter your valid email address here.
6. **DOB Date Picker:** Select your date of birth on the calendar here.
7. **Phone number textbox:** Enter your valid 10 digit phone number here.
8. **Degree textbox:** Enter your degree of study here.
9. **Year of Study Date Picker:** Select your year of study on the calendar here.
10. **ResID Drop down list:** Select your residence where you reside here/ are assigned to if you are a volunteer.
11. **Save button:** Click this button if you want to save the changes made to your profile.
12. **Deactivate your account button:** Click this button if you want to deactivate your account permanently.
13. **Change your password button:** Click here to change 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!

1.3.4 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.

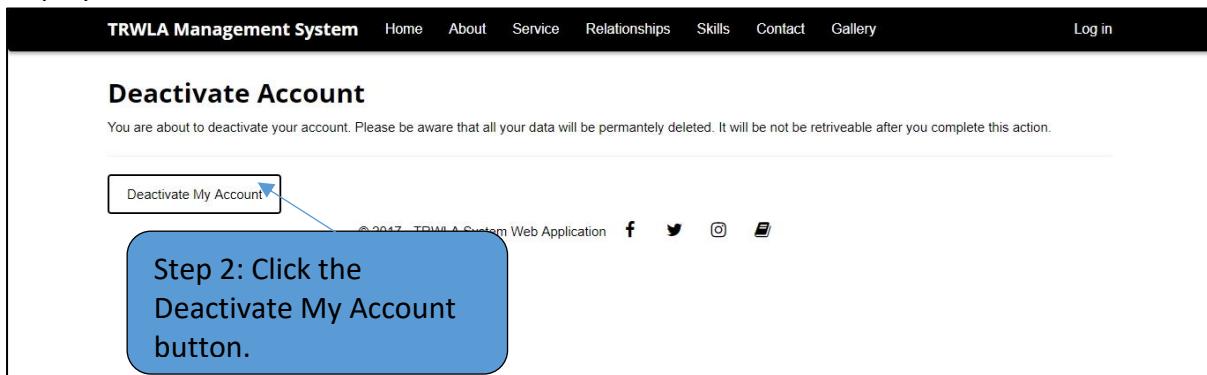
The screenshot shows the 'EditProfile' page for 'Noma's profile'. The page has a dark header with 'ManageIT' and navigation links for Members, Events, Content, and Reports. On the right, there's a user icon and a 'User' dropdown. The main content area has a purple and yellow decorative bar at the top. The profile form contains fields for StudentNumber (14284783), FirstName (Noma), LastName (Hadebe), UserTypeID (Student), Email (noma@tuks.co.za), DoB (1995/10/11 12:00:00 AM), Phonenumber (0893123456), Degree (BCom), YearOfStudy (2017/01/01 12:00:00 AM), and ResID (Nerina). A 'Save' button is at the bottom. Below the form is a 'Danger Zone' section with 'Deactivate Your Account' and 'Change Your Password' buttons. A blue callout box with the text 'Step 1: Click this button.' points to the 'Save' button.

Step 1: Click this button.

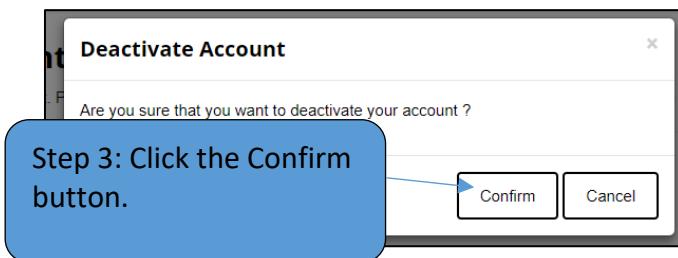
Danger Zone

Deactivate Your Account Change Your Password

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



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



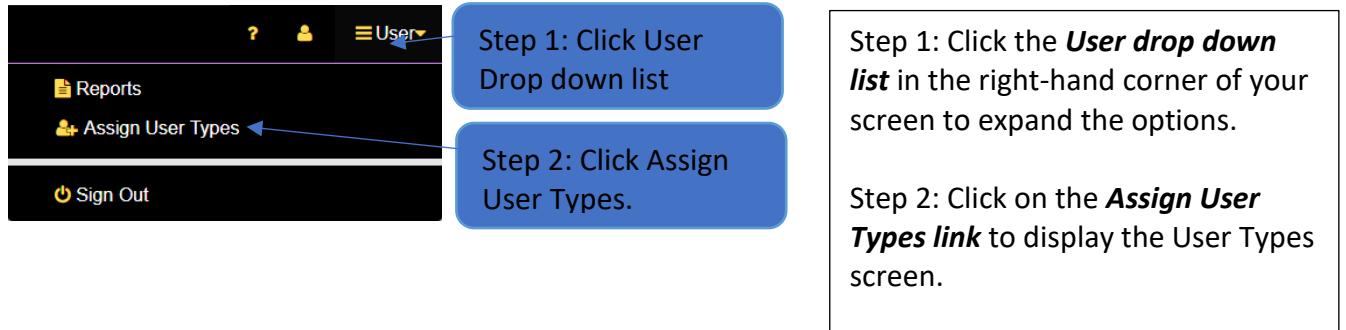
Take note that when you click the Confirm button, your account will no longer be on the system and you will no longer have access to the system and its functionalities!

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:



Once the user has clicked the Assign User Types link, the User types screen will be displayed as follows:

The screenshot shows the 'User Types' screen. At the top, there is a navigation bar with 'ManageIT' and other links like 'Members', 'Events', and 'Content'. Below the navigation bar, the title 'User Types' is centered. The main content area contains a table with two rows of data. The columns are 'User Type' (which is bolded) and 'Unique Code'. The first row has 'Description' as 'Student' and 'AccessRight' as 'Strict'. The second row has 'Description' as 'Volunteer' and 'AccessRight' as 'Flexible'. To the right of the table, there is a small rectangular button with the text 'Add a new User Type'.

User Type	Unique Code
Description	AccessRight
Student	Strict
Volunteer	Flexible

Add a new User Type

1.4.3 Screen Controls:

User Type	Unique Code
Description	AccessRight
Student	Strict
Volunteer	Flexible

The screen control numbers are explained in detail below:

1. **User Type tab:** Click this tab if you would like to view all of the current user types the system has.
2. **Unique Code tab:** Click this tab if you would like to either generate a unique code or to use an existing unique code to assign to a volunteer in order for them to register on the system. See Generate Unique Code section.
3. **Edit icon:** Click this icon if you would like to edit/ update an existing user type.
4. **Information icon:** Click this icon if you would like to view the details of an existing user type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing user type from the system.
6. **Add a new user type button.** Click this button if you would like to add a new user type to the system in order to assign the user type to specific members of the academy.

 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:

Click on the Add a new user type button to display the Create User Type screen. Enter the description of the user type into the Description textbox and the access right into the Access Right textbox. Once the details have been entered, click on the Create button.

The screenshot shows the 'Create User Type' interface. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', and 'Content'. On the right side of the bar are icons for help, user profile, and a dropdown menu labeled 'User'. The main area is titled 'Create User Type'. It has two text input fields: 'Description' (labeled 1) and 'Access Right' (labeled 2). Below these fields is a 'Create' button (labeled 3). In the bottom right corner, there's a 'Back' button (labeled 4).

The screen controls are displayed in detail below:

1. **Description textbox:** Enter the description of your choice into the textbox.
2. **Access Right textbox:** Enter the access right into the textbox, the access right should be either strict or flexible.
3. **Create button:** Click this button once you have entered the description and access right into the relevant textboxes.
4. **Back button:** Click this button if you no longer want to create a new user type but want to return to the previous screen which is the list of user types currently in the system.

Take note that only Admin members have access to the User Type functionality!

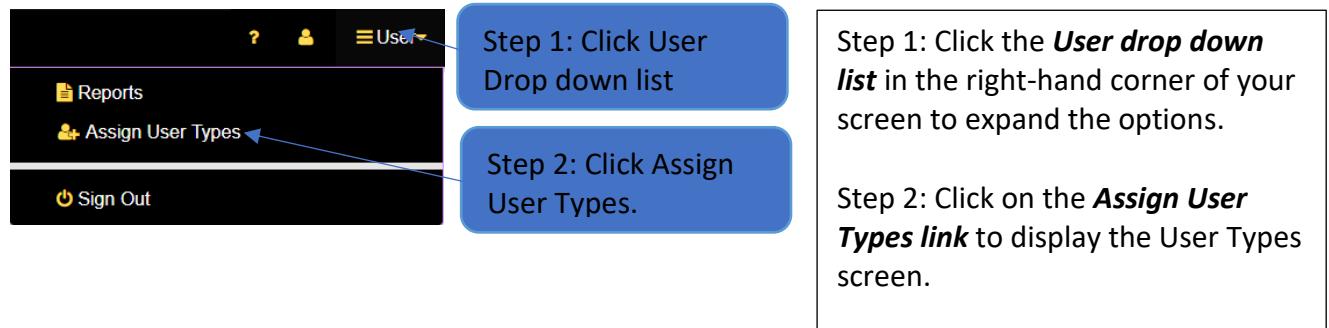
1.4.5 Possible system errors:

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:



As explained in the previous section, once the user clicks on the Assign User Types link, the User Types screen will be displayed as follows. **Take note** that the screen descriptions have already been explained in the previous section.

The screenshot shows the 'User Types' screen. At the top, there is a navigation bar with 'ManageIT' and links for 'Members', 'Events', and 'Content'. Below the navigation bar, the title 'User Types' is displayed. A table lists two user types: 'Student' (Description) with 'Strict' AccessRight and 'Volunteer' (Description) with 'Flexible' AccessRight. Both rows have three icons in the AccessRight column. At the bottom right of the table area, there is a button labeled 'Add a new User Type'.

User Type	Unique Code	AccessRight
Student		Strict
Volunteer		Flexible

Add a new User Type

1.5.3 Update User Types Process

Click on the Edit icon as displayed on the screen below next to the specific user type that you wish to update. The Update User Type screen will then be displayed based on which user type you have chosen to update.

User Type	Unique Code
Description	AccessRight
Student	Strict
Volunteer	Flexible

Step 1: Click on the edit icon.

Add a new User Type

Once you have clicked on the **Edit icon**, the **Update User Type** screen will be displayed as follows:

1

2

3

4

1.5.4 Screen Controls

1. Description Textbox: Update the user type description here.
2. Access Right Textbox: Update the access type here, options are strict or flexible.
3. Save Button: Click this button if you wish to save the changes you have made to the user type.
4. Back Button: Click this button if you wish to return to the previous screen which is the User Type screen.

1.5.5 Possible System Errors

Take note that only Admin members have access to the User Type functionality!

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



Step 1: Click User Drop down list

Step 2: Click Assign User Types.

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

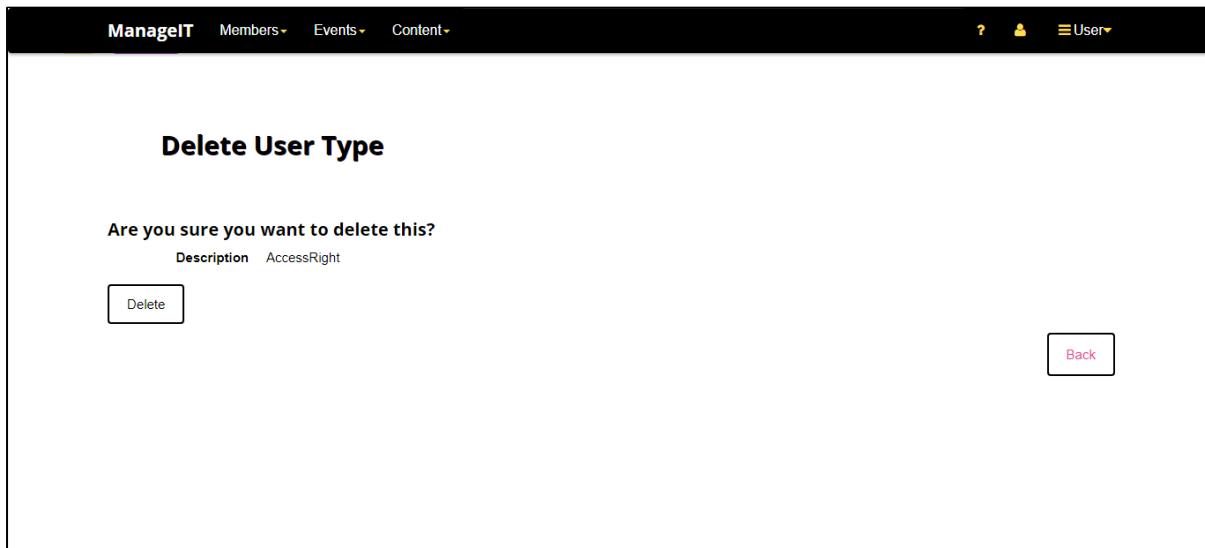
Step 2: Click on the **Assign User Types link** to display the User Types screen.

As explained in the previous section, once the user clicks on the Assign User Types link, the User Types screen will be displayed as follows. **Take note** that the screen descriptions have already been explained in the Create User Type section.

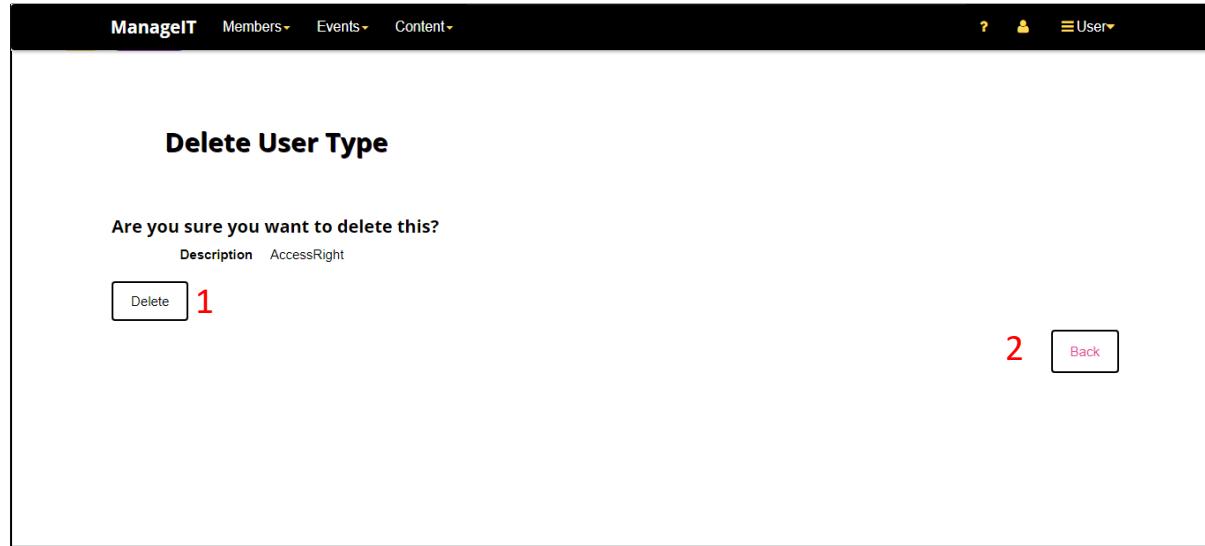
A screenshot of the 'User Types' screen. The screen has a header with 'ManageIT' and navigation links for 'Members', 'Events', and 'Content'. Below the header is a 'User Types' section with a table. The table has columns for 'User Type' and 'Unique Code'. It contains two rows: 'Student' (AccessRight: Strict) and 'Volunteer' (AccessRight: Flexible). Each row has a small 'Delete' icon to its right. At the bottom right of the table area is a button labeled 'Add a new User Type'.

1.6.3 Delete User Types Process

Click on the Trashcan icon as displayed on the screen below next to the specific user type that you wish to delete. The Delete User Type screen will then be displayed based on which user type you have chosen to delete.



1.6.4 Screen Controls



The above screen control numbers are explained in detail below:

1. **Delete Button:** Click this button if you would like to delete the selected user type.
2. **Back Button:** Click this button if you do not wish to delete the selected user type and return to the User Type Screen.

Take note that only Admin members have access to the User Type functionality!

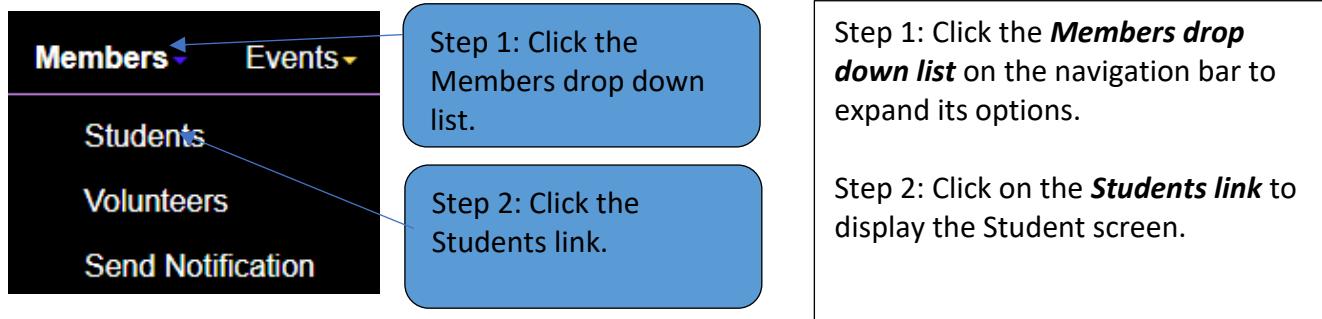
? Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

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 in order 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 Student screen displays two tables of student information:

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

1.7.3 Screen Controls

The screenshot shows the ManageIT Students page. 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 dropdown. Below the navigation bar, the page title 'Students' is displayed. A search bar is present with the placeholder 'Student Name' and a magnifying glass icon. To the left of the search bar is a red number '1', and to the right is a red number '2'. Below the search bar, there are two sections: 'Active Students' and 'Graduated Students', each containing a table with student information.

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!

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 interface. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', and 'Content' tabs. Below the title 'Students', there's a search bar labeled 'Student Name' with a magnifying glass icon. A blue callout box points to this area with the text 'Step 1: Enter search details here.' Below the search bar is a section titled 'Active Students' with a table. A second blue callout box points to the magnifying glass icon in the search bar with the text 'Step 2: Click the search button.' Further down, another section titled 'Graduated Students' has a table. A third blue callout box points to the information icon (a small person icon) next to one of the student entries with the text 'Step 3: Click the information icon.'

Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Year of Study	Residence
14284783	Noma	Hear	0893123456			1997/01/01 12:00:00 AM	Asterhof
14847834	Marche	De Waal	0587966258	march17@tuks.co.za	1994/06/01 12:00:00 AM	2017/01/01 12:00:00 AM	Madadeni

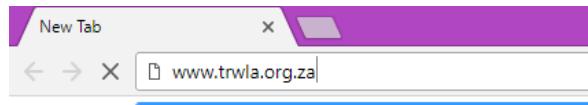
Student Number	Name	Surname	Phone Number	Email Address	Date of Birth	Year of Study	Residence
17845796	Michelle	Swart	0741025896	swart@tuks.co.za	1992/10/20 12:00:00 AM	Soil Science	2017/01/01 12:00:00 AM

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

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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The static website contains all of 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



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 what the details of the academy are. 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. See the **Login section** for more detail.
9. **Facebook icon**: Click this icon if you want to be directed to the academy's Facebook page.
10. **Twitter icon**: Click this icon if you want to be directed to the academy's Twitter page.

11. **Instagram icon:** Click this icon if you want to be directed to the academy's Instagram page.
12. **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 in order to view the background information of the academy as well as watch a Facebook video relating to the academy, captioned "We have a dream".

Step 1: Click the Home link.

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

About

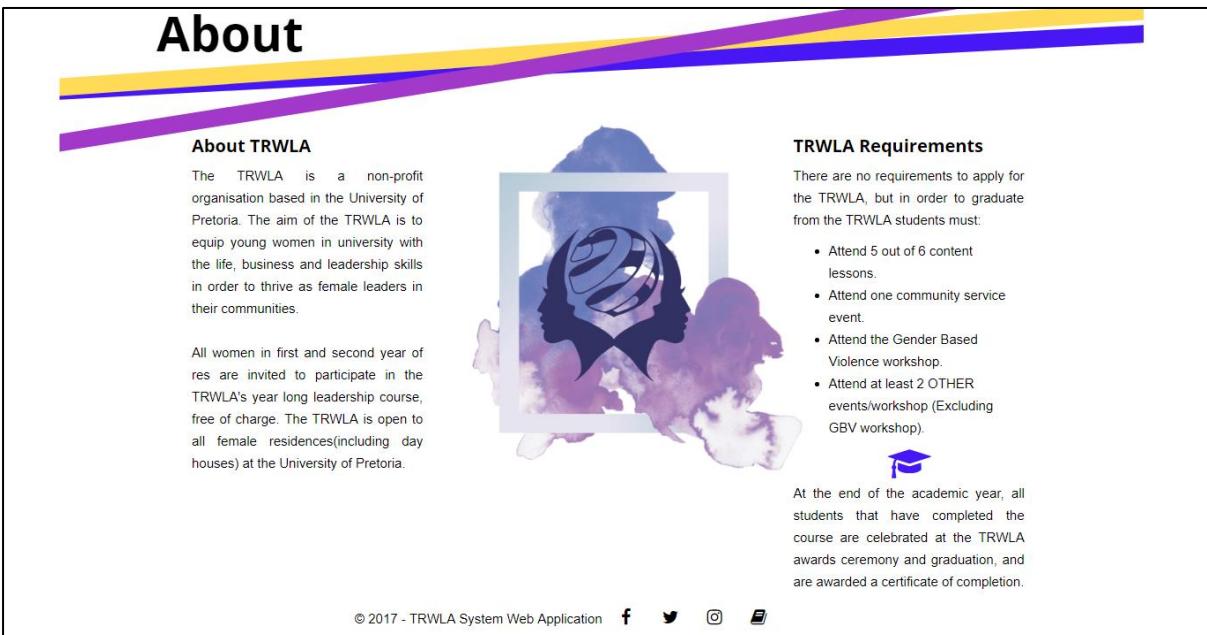
Click on the About link on the navigation bar of the static webpage in order to view the purpose of the academy as well as the requirements needed for students to graduate from the academy.



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).

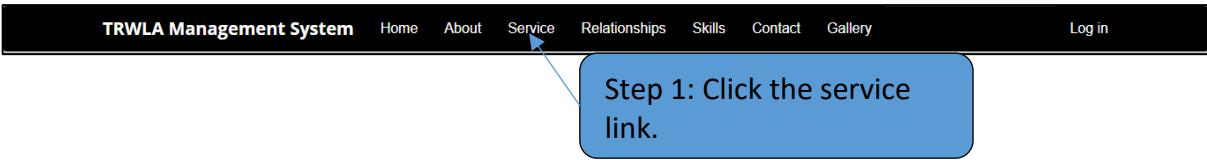


At the end of the academic year, all students that have completed the course are celebrated at the TRWLA awards ceremony and graduation, and are awarded a certificate of completion.

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Service

Click on the service link on the navigation bar of the static webpage in order to view the academy's view on community service with girls in schools and how they train their students in order 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 females 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

Relationships

Click on the relationships link on the navigation bar of the static webpage in order to view the type of events that the academy hosts in order 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 in order 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

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Skills

Click on the skills link on the navigation bar of the static webpage in order 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 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

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Contact

Click on the contact link on the navigation bar of the static webpage in order to view the contact details of the academy as well as where they are located.

TRWLA Management System

Home About Service Relationships Skills Contact Gallery Log in

Step 1: Click the contact link.

Once the user has clicked on the contact link, the contact details of the academy will be displayed as follows:

Contact.

Duxbury Palace
Elandspoort 357-Jr, Pretoria, 0002

Email: office@trwla.co.za

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Gallery

Click on the gallery link on the navigation bar of the static webpage in order to view the images of the academy.



Once the user has clicked on the gallery link, the images of the academy will be displayed as follows:

Gallery



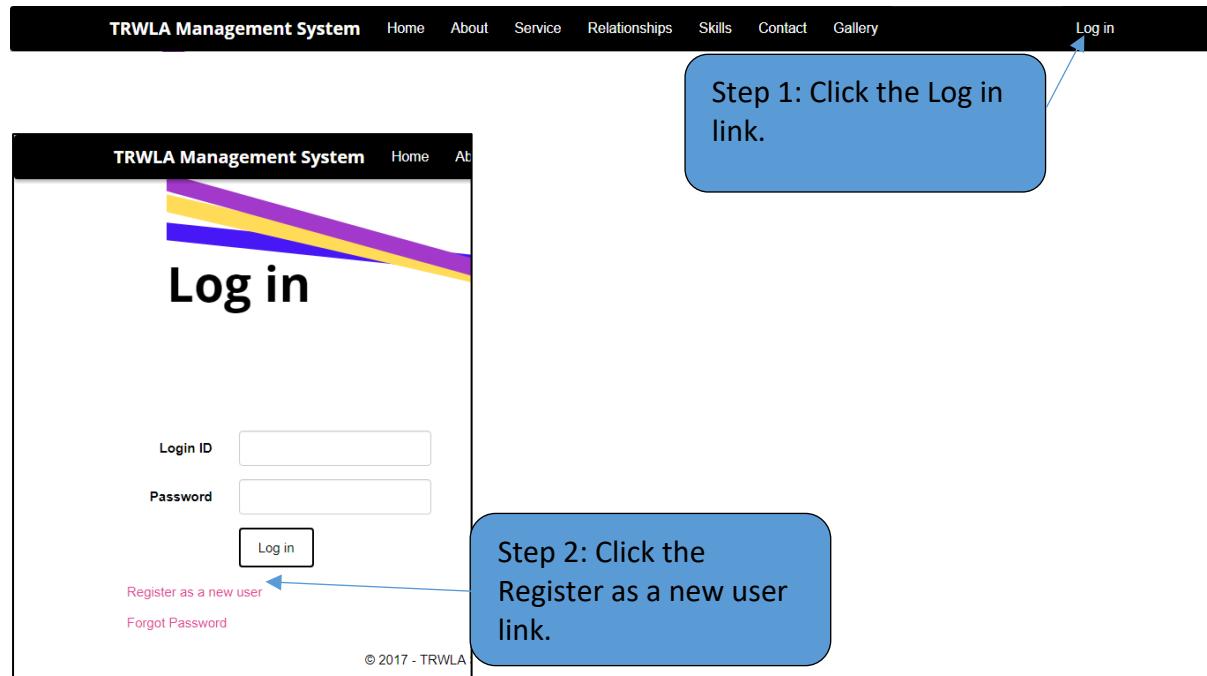
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1.9 Register User

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 in order to control the system and create various features.

1.9.2 Navigation to the register user function



Step 1: Click on the **Log in link** located in the right-hand corner of the static webpage.

Step 2: Click on the **Register as a new user link** to display the Register selection screen.

Step 3: Click on either **Register as a volunteer** or **Register as a student button**, depending on what is relevant to you.

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

Sign Up!

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

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

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

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

Sign Up!

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

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

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Click on the Register as a student button.

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:

Student Registration

Username:	Lillyflower
Password:	*****
First Name:	Lilian
Last Name:	Bauery
Student Number:	12384759
Email:	baur@twrla.co.za
Phone Number:	0758963248
Date of Birth:	1993/07/16
Academic Commencement Date:	2014/01/01
Degree:	BEng:Civil
Residence:	Klaradyn ▾
<input type="button" value="Register"/>	

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

The screenshot shows a web application interface for the TRWLA Management System. At the top, there is a black header bar with the system name "TRWLA Management System" on the left and a "Log in" link on the right. Below the header, there is a decorative graphic consisting of overlapping blue and yellow diagonal bars. The main content area has a white background and features a section titled "SecurityQuestion". Underneath this, there is a form titled "SecurityAnswer". The form contains two fields: "Security Question" (a dropdown menu set to "What is your favorite movie?") and "Security Answer" (an input field containing "Batman"). A "Create" button is located below the input fields. At the bottom of the page, there is a footer with copyright information ("© 2017 - TRWLA System Web Application") and social media links for Facebook, Twitter, Instagram, and YouTube.

SecurityQuestion

SecurityAnswer

Security Question

Security Answer

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1.9.4 Screen Controls Register Student



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

Student Registration

Username: 1

Password: 2

First Name: 3

Last Name: 4

Student Number: 5

Email: 6

Phone Number: 7

Date of Birth: 8

Academic Commencement Date: 9

Degree: 10

Residence: 11

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 have to 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 of the necessary information in the fields above.

1.9.5 Possible system errors for registering a student

The screenshot shows a registration form titled "Register As a Student". The form includes fields for Username, Password, First Name, Last Name, Student Number, Email, Phone Number, Date of Birth, Academic Commencement Date, Degree, Security Question, and Residence. Most fields have validation messages indicating they are required:

- Username:** A Username is Required
- Password:***
- First Name:**Your First Name is required
- Last Name:**Your Last Name is required
- Student Number:**Student Number Required!
- Email:**Your Email address is required
- Phone Number:**Phone Number Required!
- Date of Birth:**yyyy/mm/dd
This field is required
- Academic Commencement Date:**yyyy/mm/dd
This field is required
- Degree:**The degree field is required
- Security Question:**What is your mothers maiden name
- Residence:**Nerina

At the bottom of the form is a "Register" button.

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.

Register As a Student

Username:	<input type="text" value="Jackie"/>
Password:	<input type="password" value="...."/>
First Name:	<input type="text" value="Jackie"/>
Last Name:	<input type="text" value="Lawler"/>
Student Number:	<input type="text" value="1502201"/>
Entered student number is not valid.	
Email:	<input type="text" value="u15022014@tuks"/>
The Email field is not a valid e-mail address.	
Phone Number:	<input type="text" value="079758100001"/>
Entered phone format is not valid.	
Date of Birth:	<input type="text" value="1996/10/12"/>
Academic Commencement Date:	<input type="text" value="2015/02/02"/>
Degree:	<input type="text" value="Bcom Informatics"/>
Security Question:	<input type="text" value="What is your mothers maiden name"/>
Residence:	<input type="text" value="Erika"/>
<input type="button" value="Register"/>	

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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:

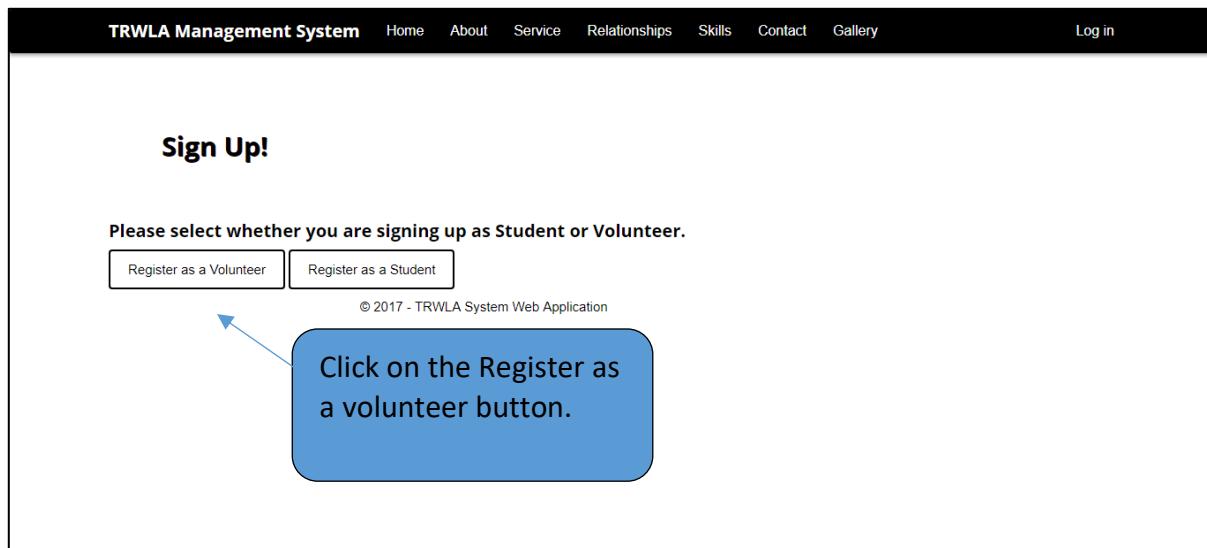
Student number: Must be 8 characters long.

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

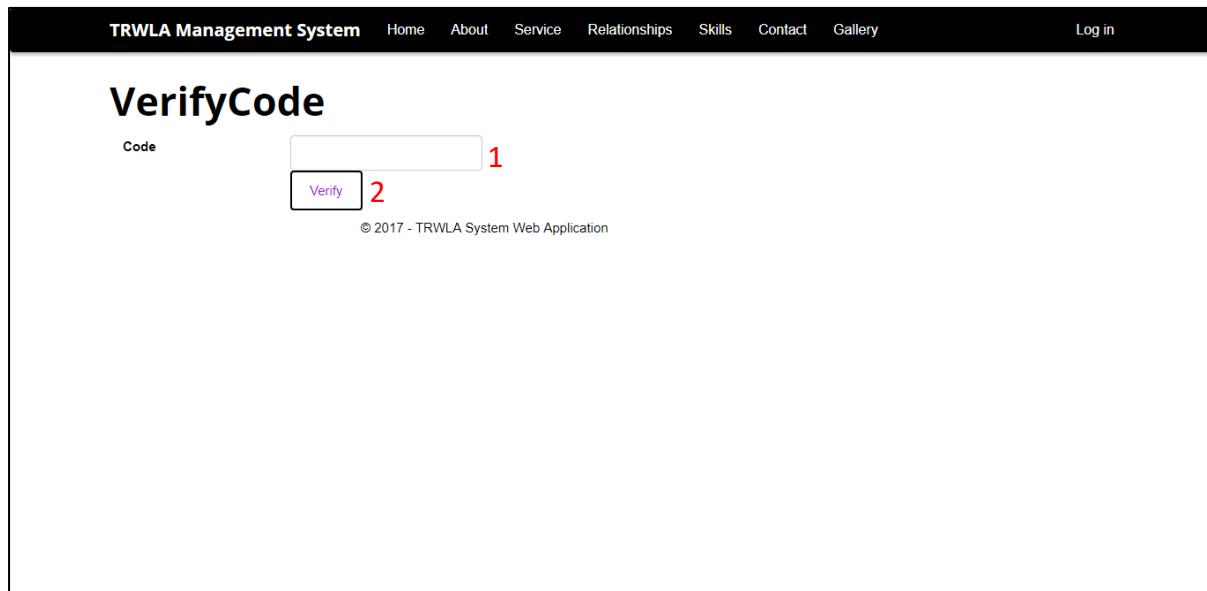


Sign Up!

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

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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:



VerifyCode

Code 1

2

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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

1.9.6 Possible Screen Errors for registering a volunteer

2. Volunteer Subsystem

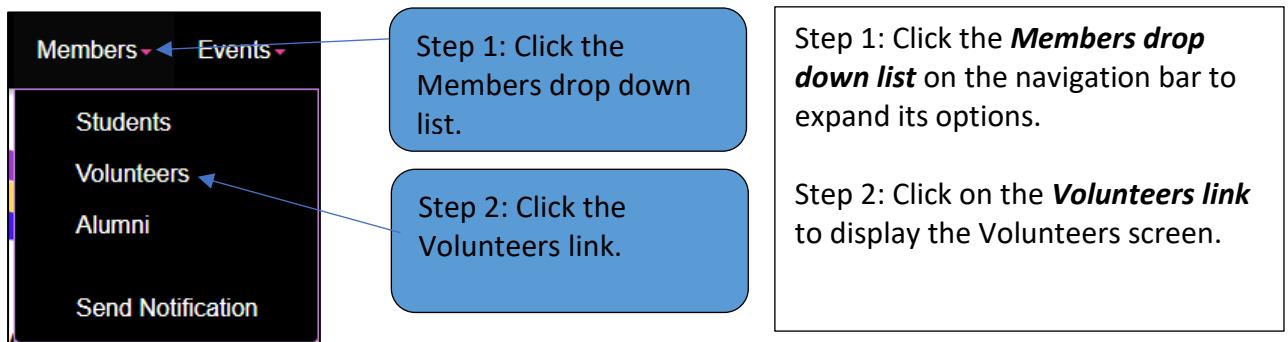
2.1 Search Volunteer

2.1.1 Purpose of the function

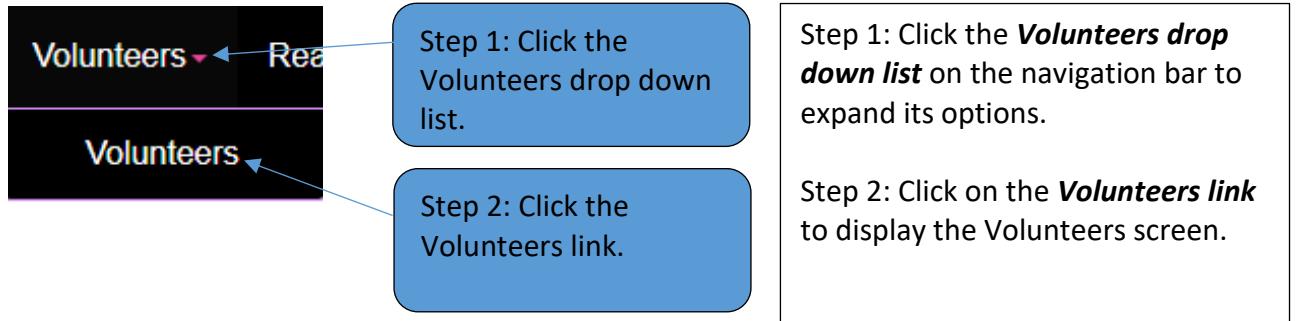
The purpose of searching for a volunteer is for members of the academy to view a volunteer's details such as their email address or phone number. It is also a way for the directors of the academy to keep track of all of the volunteers and assign them to residences respectively.

2.1.2 Navigation to the search volunteer function

As a volunteer searching for another volunteer:



As a student searching for a volunteer:



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

Volunteer user:

Volunteers - Home

[View Volunteer Types](#)

Find by name:

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator

Student user:

ManageIT Home ▾ Volunteers ▾ Reading Content ▾  User ▾

Volunteers

Volunteer Name

Active Volunteers

Name	Surname	Phone Number	Email Address	Date of Birth
Vinz	Durano	0741028963	vinz@tuks.co.za	1994/02/03 12:00:00 AM
Sarah	Swart	0821478961	sarah@tuks.co.za	1995/02/08 12:00:00 AM

2.1.3 Screen Controls

Volunteer user:

Volunteers - Home

[View Volunteer Types](#) 1

Find by name: 3

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator

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

2 4 5

The screen control numbers will be explained in detail below:

1. **View Volunteer Types Button:** Click this button if you would like to view all of the existing volunteer types that the academy has.
2. **Find by name Textbox:** Enter the name of a volunteer that you would like to view.
3. **Search Button:** Click this button to search for the volunteer after you have entered their details in the Find by name textbox.
4. **Information icon:** Click this icon if you would like to view the specific volunteer's details.
5. **Trashcan icon:** Click this icon if you would like to delete the specific volunteer from the system. **Take note** that only admin members have this functionality.

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

Student user:

Volunteers - Home

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType	Control
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator	
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator	
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator	
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator	

The screen control numbers will be explained in detail below:

1. **Find by 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.

EditProfile
SYSUserProfile

StudentNumber	15022014
FirstName	Vinz
LastName	Durano
UserTypeID	Volunteer
Email	vinz@tuks.co.za
DoB	1994/02/03 12:00:00 AM
Phonenumber	0741028963
SecurityAnswerID	What is your mothers maiden name
Degree	
YearOfStudy	
ResID	Nerina

[Save](#)

[Back to List](#)

2.2.3 Screen Controls

EditProfile

SYSUserProfile

StudentNumber	15022014	1
FirstName	Vinz	2
LastName	Durano	3
UserTypeID	Volunteer	4
Email	vinz@tuks.co.za	5
DoB	1994/02/03 12:00:00 AM	6
Phonenumber	0741028963	7
SecurityAnswerID	What is your mothers maiden name	8
Degree		9
YearOfStudy		10
ResID	Nerina	11
<input type="button" value="Save"/>		12

[Back to List](#) 13

The screen control numbers will be explained in detail below:

1. **Student Number Textbox:** Enter your valid student number here.
2. **First Name Textbox:** Enter your first name here.
3. **Last Name Textbox:** Enter your last name here.
4. **UserType ID Drop down list:** Select which User type you belong to such as a Facilitator, Director etc.
5. **Email Textbox:** Enter your valid email address here.
6. **DOB Date Picker:** Select your date of birth from the calendar.
7. **Phone Number Textbox:** Enter a valid phone number here.
8. **Security Answer ID Drop Down List:** Select a security question that you would like to use if you forget your password in the future.
9. **Degree Textbox:** Enter your degree name here.
10. **Year of Study Textbox:** Enter your year of study here.
11. **Res ID Drop down List:** Select which residence you are assigned to here.
12. **Save Button:** Click this button if you want to save the changes you have made to your profile.
13. **Back to list Link:** Click this link 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!

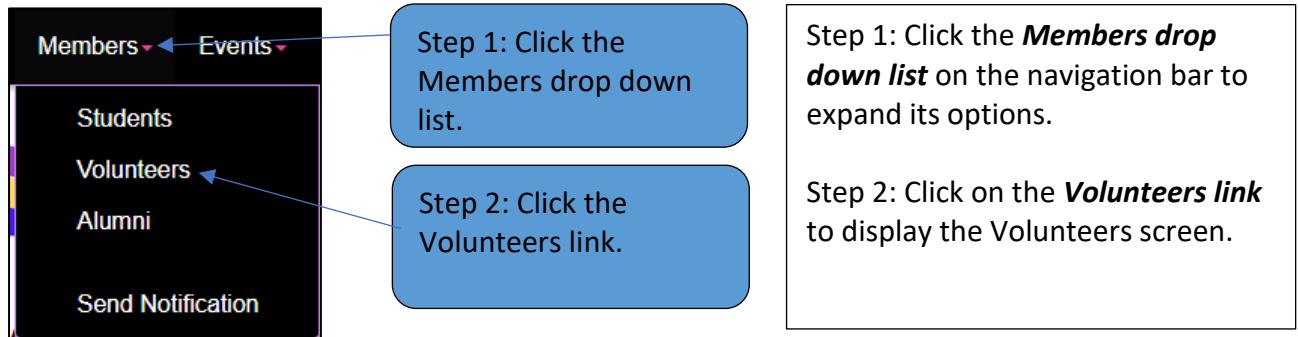
2.2.4 Possible system errors

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.

2.3.2 Navigation to the deletion of a volunteer



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

The screenshot shows the 'Volunteers - Home' page. It features a 'View Volunteer Types' button, a search bar with a placeholder 'Find by name:' and a 'search' button, and a table listing five volunteers with columns for Name, Surname, Phone Number, DoB, Active Status, User Type, and VolunteerType. Each row includes edit and delete icons.

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator

2.3.3 Screen Controls

This screenshot is identical to the previous one but includes numbered controls: '1' points to the 'View Volunteer Types' button, '2' points to the search input field, '3' points to the 'search' button, '4' points to the edit icon in the first row, and '5' points to the delete icon in the same row.

The screen control numbers will be explained in detail below:

1. **View Volunteer Types Button:** Click this button if you would like to view all of the existing volunteer types that the academy has.
2. **Find by name Textbox:** Enter the name of a volunteer that you would like to view.
3. **Search Button:** Click this button to search for the volunteer after you have entered their details in the Find by name textbox.
4. **Information icon:** Click this icon if you would like to view the specific volunteer's details.
5. **Trashcan icon:** Click this icon if you would like to delete the specific volunteer from the system. **Take note** that only admin members have this functionality.

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

2.3.4 Delete a Volunteer Process

Click the trashcan icon next to a specific volunteer that you wish to delete from the system. The system will then display a warning that you are about to delete a volunteer permanently from the system. Once the warning has been displayed click either to confirm the deletion or to cancel the deletion.

Volunteers - Home

[View Volunteer Types](#)

Find by name:

Name	Surname	Phone Number	DoB	Active	Volunteer	Facilitator	Type
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator	
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator	
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator	
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator	

Step 1: Click on the trashcan icon next to a specific volunteer.

Once the user has clicked on the trashcan icon next to a specific volunteer, a warning screen will be displayed as follows:

Delete

Are you sure you want to delete this?

Volunteer

Volunteer_Name	Marice
Volunteer_Surname	Clarie
Volunteer_Phone	082111223
Volunteer_DoB	1995/02/09 12:00:00 AM
Active_Status	Active
Description	Volunteer
VolunteerType_Des...	Facilitator

[Delete](#) | [Back to List](#)

Step 2: Click the Delete button.

Take note that only admin members can delete 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

Members ▾

Events ▾

Students

Volunteers

Alumni

Send Notification

Step 1: Click the Members drop down list.

Step 2: Click the Volunteers link.

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.

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

Volunteers - Home

[View Volunteer Types](#)

Find by name:

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType	
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator	
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator	
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator	
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator	

2.4.3 Screen Controls

Volunteers - Home

The screenshot shows a table of volunteers with columns: Name, Surname, Phone Number, DoB, Active Status, User Type, and VolunteerType. Each row has three icons at the end: a blue eye icon, a red trashcan icon, and a green edit icon. The first row is highlighted with a red border.

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator

1. View Volunteer Types
2. Find by name:
3. search
4. Information icon
5. Trashcan icon

The screen control numbers will be explained in detail below:

1. **View Volunteer Types Button:** Click this button if you would like to view all of the existing volunteer types that the academy has.
2. **Find by name Textbox:** Enter the name of a volunteer that you would like to view.
3. **Search Button:** Click this button to search for the volunteer after you have entered their details in the Find by name textbox.
4. **Information icon:** Click this icon if you would like to view the specific volunteer's details.
5. **Trashcan icon:** Click this icon if you would like to delete the specific volunteer from the system. Take note that only admin members have this functionality.

? 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

Volunteers - Home

A blue callout box points to the 'View Volunteer Types' button. A blue box contains the text: 'Step 1: Click View Volunteer Types'.

Find by name:

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator

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

Volunteer Type- Home

Volunteer Type	Action
Facilitator	
Mentor	
Boardmember	

Find by Description:

Step 2: Click the Add a new volunteer type button.

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

Create
VolunteerType

VolunteerType_Description:

Step 3: Enter the volunteer type description in the textbox.

Step 4: Click the create button.

Once the user has clicked on the create 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.

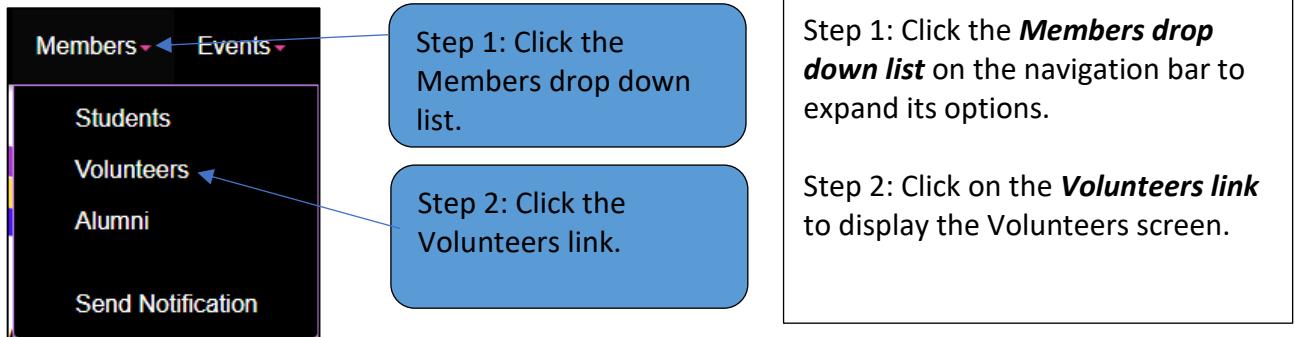
2.4.5 Possible system errors

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 the 'Volunteers - Home' page. At the top, there is a button labeled 'View Volunteer Types'. Below it is a search bar with a placeholder 'Find by name:' and a 'search' button. A table follows, displaying four rows of volunteer information:

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator

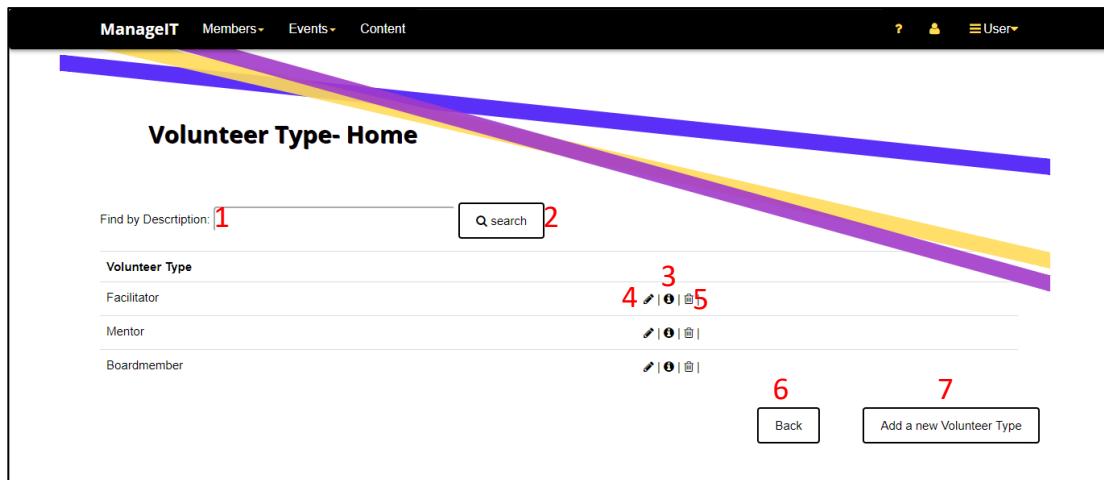
Once the Volunteers screen has been displayed, the user will click on the View Volunteer Types button and the volunteer types screen will be displayed as follows:

The screenshot shows the 'Volunteer Type - Home' page. At the top, there is a search bar with a placeholder 'Find by Description:' and a 'search' button. Below it is a table titled 'Volunteer Type' with three entries:

Volunteer Type
Facilitator
Mentor
Boardmember

At the bottom of the page are two buttons: 'Back' and 'Add a new Volunteer Type'.

2.5.3 Screen Controls



The screen control numbers will be explained in detail below:

1. **Find by Description 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. **Edit icon:** Click this icon if you wish to edit an existing volunteer type.
5. **Trashcan icon:** Click this icon if you wish to delete an existing volunteer type from the system.
6. **Back Button:** Click this button if you wish to return to the Volunteers screen.
7. **Add a new volunteer type Button:** Click this button if you wish to add a new volunteer type 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!

2.5.4 Search Volunteer Type Process

Volunteers - Home

Step 1: Click View Volunteer Types

The screenshot shows a table of volunteers with columns: Name, Surname, Phone Number, DoB, Active Status, User Type, and VolunteerType. There are five rows of data. At the top left, there is a button labeled "View Volunteer Types". A blue callout box with the text "Step 1: Click View Volunteer Types" has an arrow pointing to this button.

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator

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

ManageIT Members > Events > Content User

Volunteer Type- Home

Step 2: Enter a volunteer type description in the textbox.

Step 3: Click the Search Button.

The screenshot shows a search interface with a "Find by Description:" input field and a "search" button. Below the input field is a dropdown menu labeled "Volunteer Type" with options like "Facilitator", "Administrator", and "Moderator". A blue callout box with the text "Step 2: Enter a volunteer type description in the textbox." has an arrow pointing to the input field. Another blue callout box with the text "Step 3: Click the Search Button." has an arrow pointing to the search button. On the right side, there are three rows of search results, each showing a thumbnail, a title, and a description. At the bottom are "Back" and "Add a new Volunteer Type" buttons.

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.

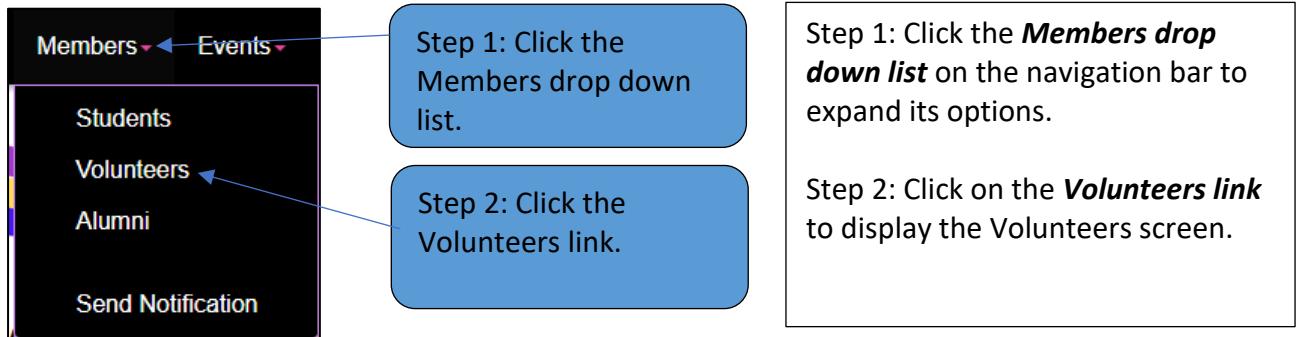
Take note that only volunteers have the functionality to search for a volunteer type.

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 table titled 'Volunteers - Home' with columns: Name, Surname, Phone Number, DoB, Active Status, User Type, and VolunteerType. The table contains four rows of data:

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator

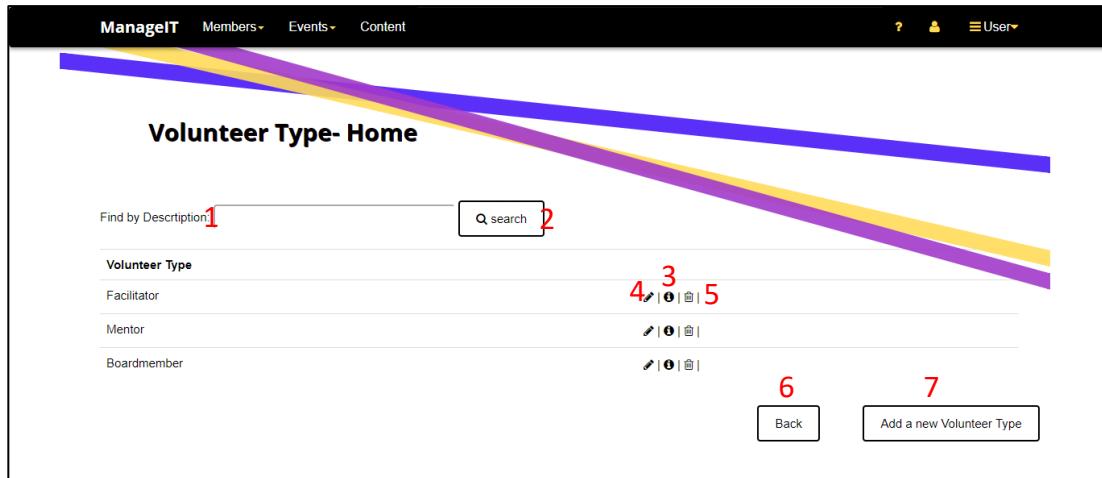
Once the Volunteers screen has been displayed, the user will click on the View Volunteer Types button and the volunteer types screen will be displayed as follows:

The screenshot shows a table titled 'Volunteer Type- Home' with columns: Volunteer Type and actions. The table contains three rows of data:

Volunteer Type	
Facilitator	
Mentor	
Boardmember	

Buttons at the bottom: Back and Add a new Volunteer Type.

2.6.3 Screen Controls



The screen control numbers will be explained in detail below:

1. **Find by Description 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. **Edit icon:** Click this icon if you wish to edit an existing volunteer type.
5. **Trashcan icon:** Click this icon if you wish to delete an existing volunteer type from the system.
6. **Back Button:** Click this button if you wish to return to the Volunteers screen.
7. **Add a new volunteer type Button:** Click this button if you wish to add a new volunteer type 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!

2.6.4 Update Volunteer Type Process

Volunteers - Home

Step 1: Click View Volunteer Types

Find by name:

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator  
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator  
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator  
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator  

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

Step 2: Click the edit icon on a specific volunteer type.

ManageIT Members ▾ Events ▾ Content ? User

Volunteer Type

Find by Description

Volunteer Type	Action
Facilitator	  
Mentor	  
Boardmember	  

Back Add a new Volunteer Type

Once the edit icon is clicked, the Edit Volunteer Type screen will display as follows:

Step 3: Edit the volunteer type.

ManageIT Members ▾ Events ▾ Content ? User

Update a Volunteer Type

VolunteerType

Description: Facilitator

Save

Step 4: Click the save button.

Back

Once the Save Button is clicked the volunteer type will be updated as well as the volunteer type list.

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

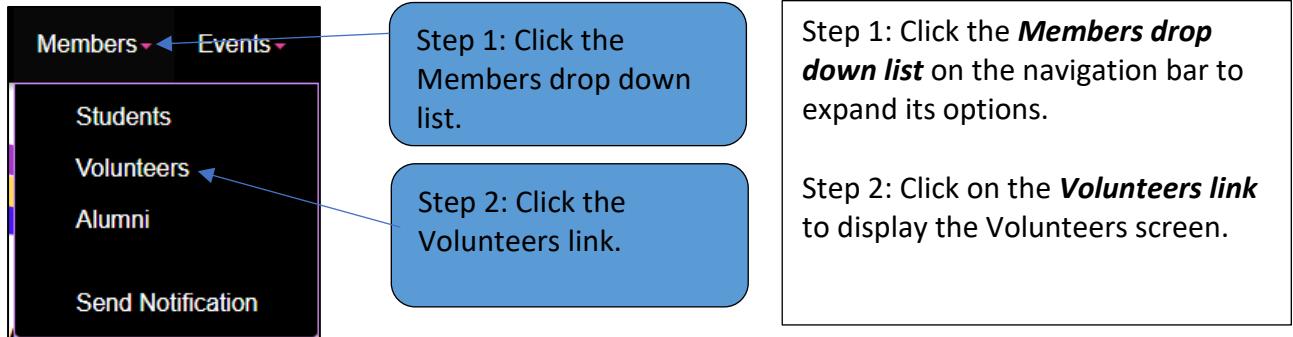
2.6.5 Possible system errors

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 the 'Volunteers - Home' page. It includes a 'View Volunteer Types' button, a search bar ('Find by name:'), and a table listing volunteers with columns: Name, Surname, Phone Number, DoB, Active Status, User Type, and VolunteerType. Each row has edit and delete icons.

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator
Mance	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator

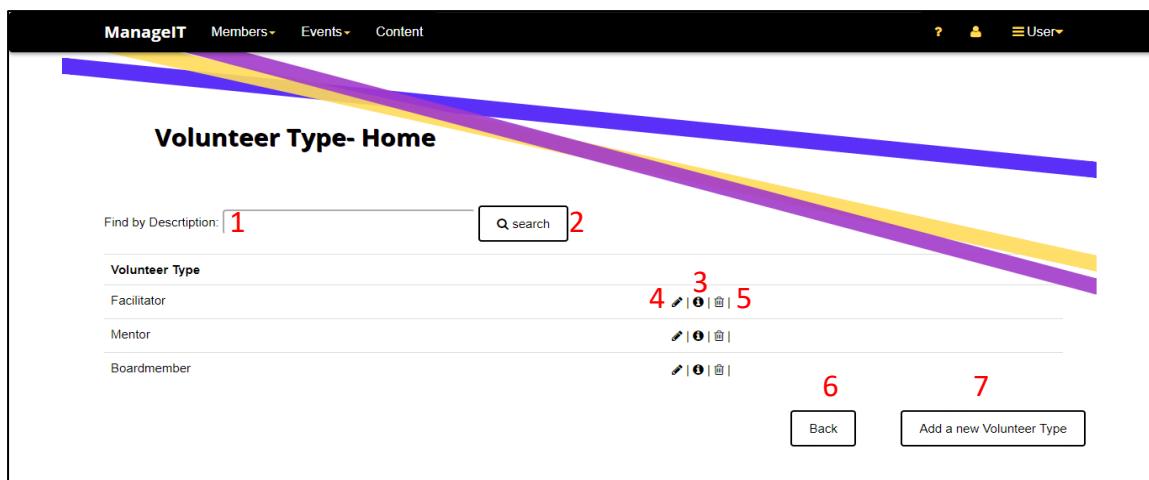
Once the Volunteers screen has been displayed, the user will click on the View Volunteer Types button and the volunteer types screen will be displayed as follows:

The screenshot shows the 'Volunteer Type - Home' page. It includes a search bar ('Find by Description:'), a table listing volunteer types with columns: Volunteer Type and actions, and buttons for 'Back' and 'Add a new Volunteer Type'.

Volunteer Type
Facilitator
Mentor
Boardmember

Back Add a new Volunteer Type

2.7.3 Screen Controls



The screen control numbers will be explained in detail below:

1. **Find by Description 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. **Edit icon:** Click this icon if you wish to edit an existing volunteer type.
5. **Trashcan icon:** Click this icon if you wish to delete an existing volunteer type from the system.
6. **Back Button:** Click this button if you wish to return to the Volunteers screen.
7. **Add a new volunteer type Button:** Click this button if you wish to add a new volunteer type to the system.

 **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

Name	Surname	Phone Number	DoB	Active Status	User Type	VolunteerType
Vuyo	Renene	0741258963	1994/06/12 12:00:00 AM	Active	Volunteer	Facilitator 
Marice	Clarie	082111223	1995/02/09 12:00:00 AM	Active	Volunteer	Facilitator 
Nyomi	Khumalo	0891225963	1992/02/06 12:00:00 AM	Active	Volunteer	Facilitator 
Ciara	Simple	0721852369	1994/11/12 12:00:00 AM	Active	Volunteer	Facilitator 

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

Volunteer Type- Home

Find by Description:

Volunteer Type

Facilitator	<input type="button" value="edit"/> <input type="button" value="trashcan"/> <input type="button" value="search"/>
Mentor	<input type="button" value="edit"/> <input type="button" value="trashcan"/> <input type="button" value="search"/>
Boardmember	<input type="button" value="edit"/> <input type="button" value="trashcan"/> <input type="button" value="search"/>

Back Add a new Volunteer Type

Once the trashcan icon is clicked, the Delete Volunteer Type screen will display as follows:

Once the Delete Button has been clicked, the Volunteer Type will be removed from the

Delete a Volunteer Type

Are you sure you want to delete this?

Description Facilitator

Step 3: Click the Delete Button.

Delete Back

system and the volunteer type list will be updated accordingly.

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 in order 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



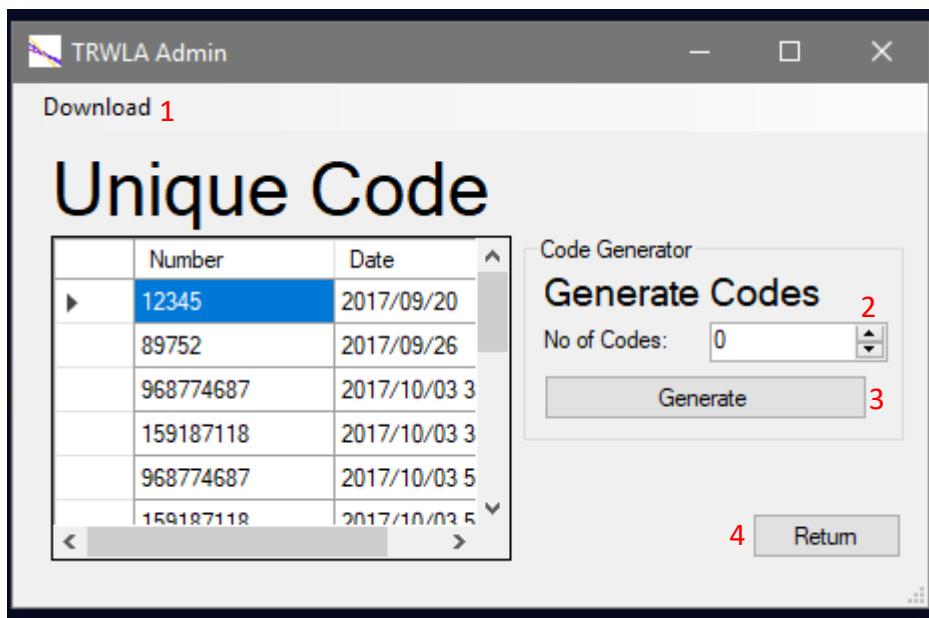
Step 1: Click the **Maintenance drop down list** in the left-hand corner of your screen to expand the options.

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:

A screenshot of a "Unique Code" screen. At the top, there is a "Download" button. The main area is titled "Unique Code" and contains a table with columns "Number" and "Date". The first row in the table is highlighted with a blue background. To the right of the table is a "Code Generator" panel with the title "Generate Codes". It includes a dropdown menu for "No of Codes" set to 0, and a "Generate" button. At the bottom right of the panel is a "Return" button.

2.8.3 Screen Controls

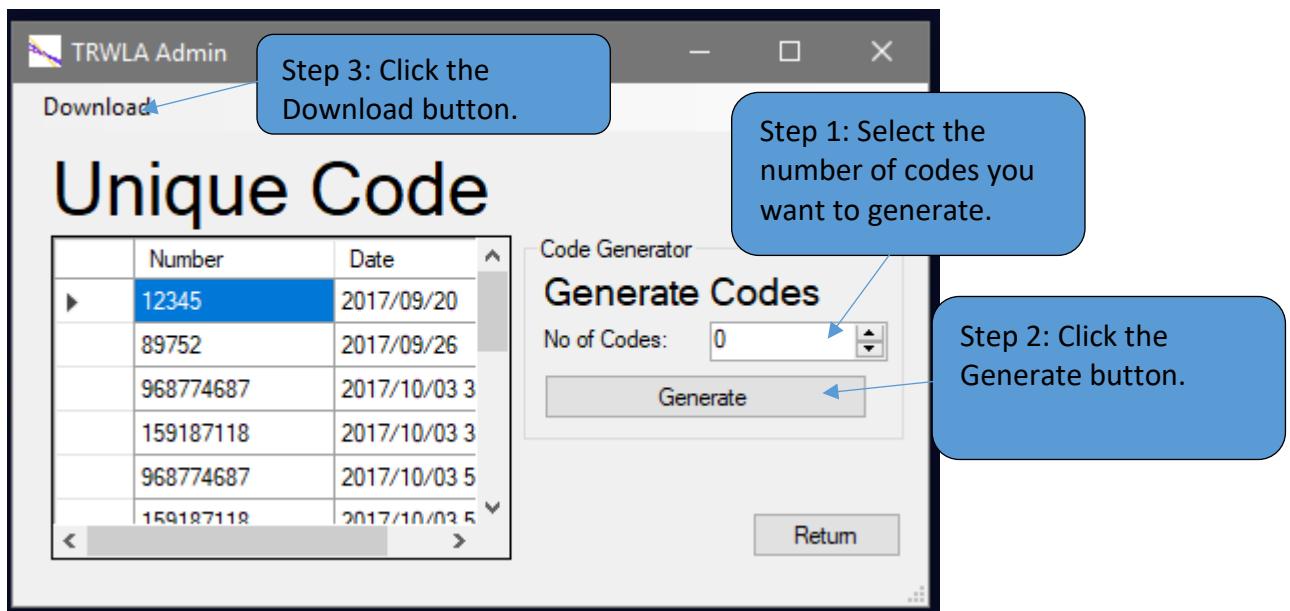


The screen control numbers above will be explained in detail below:

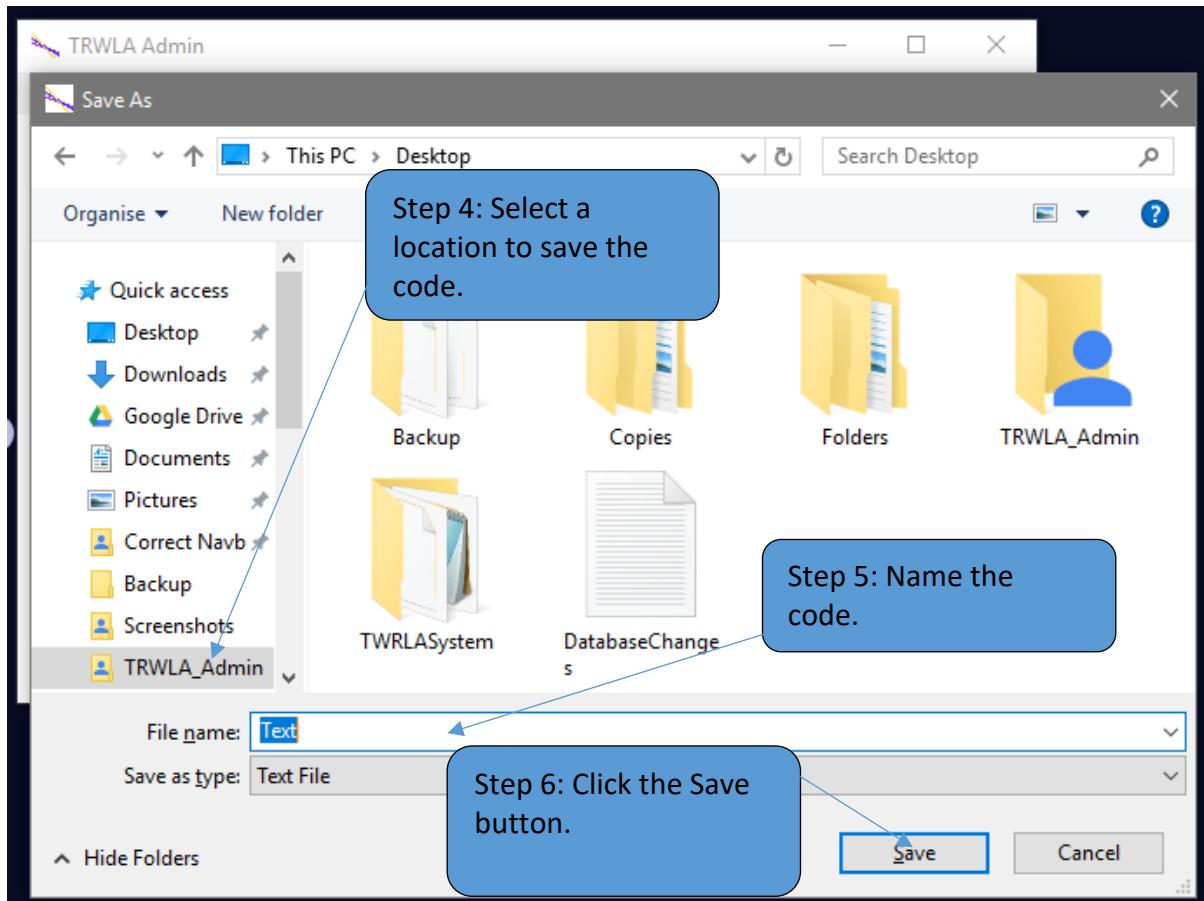
1. **Download Button:** Click this button if you wish to download the unique code generated.
2. **No of Codes number picker:** Select how many codes you would like to generate.
3. **Generate Button:** Click this button once you have selected how many codes you want to generate.
4. **Return Button:** Click this button if you want to return to your 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 up 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 in order 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 in order to make informed business decisions.

2.9.2 Navigation to the registration of an admin member

Step 1: Click the Maintenance Drop down list and click the Authentication option.

Vinz's Admin Dashboard

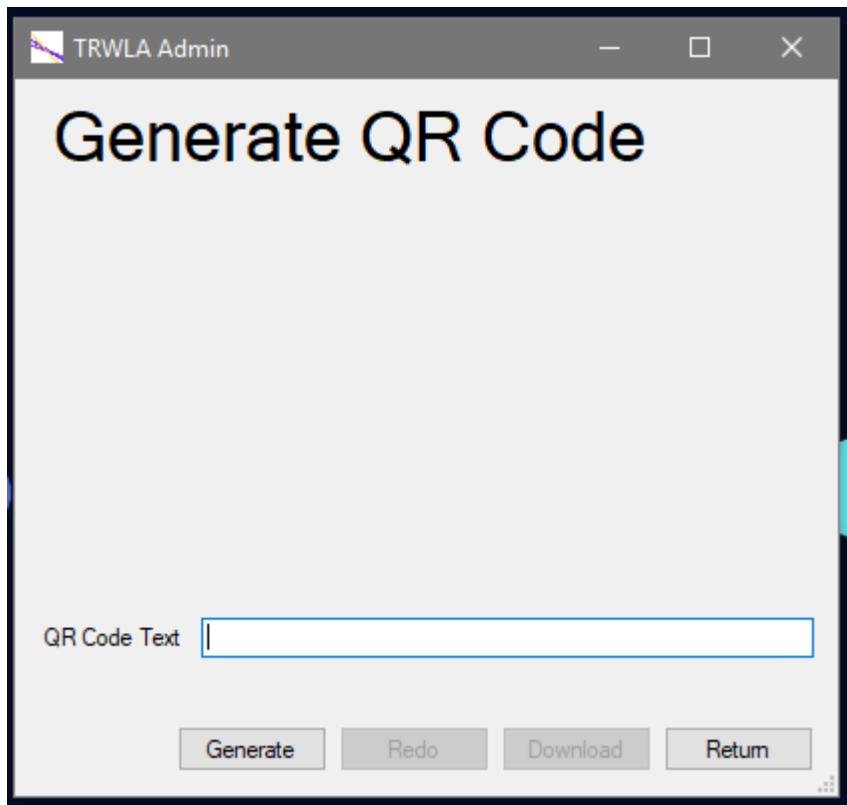
Upcoming Events

Category	Count	Action
Functions	4	View
Community Engagements	1	View
Lectures	3	View
General	0	View

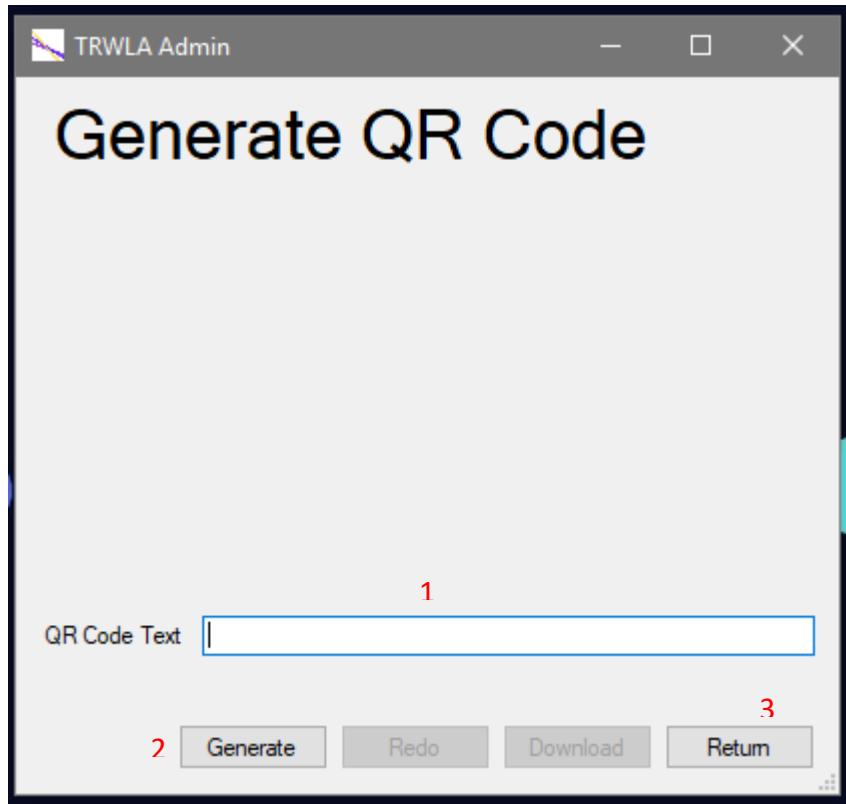
Member Information

Students:	3
Volunteers:	2
Guest Speakers:	1

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



2.9.3 Screen Controls

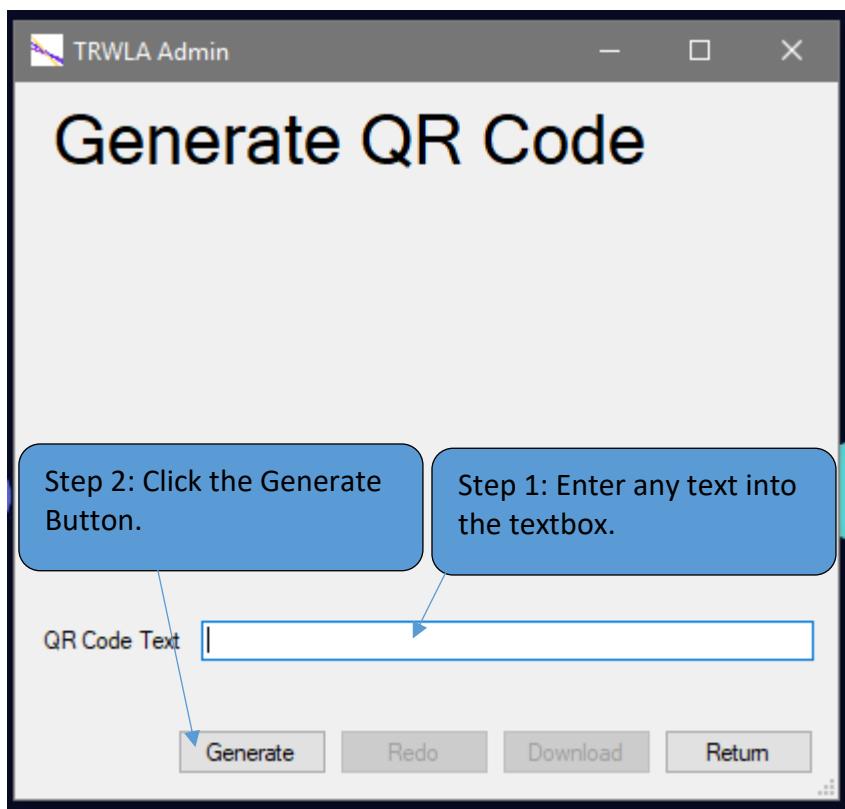


The screen control numbers above are explained in detail below:

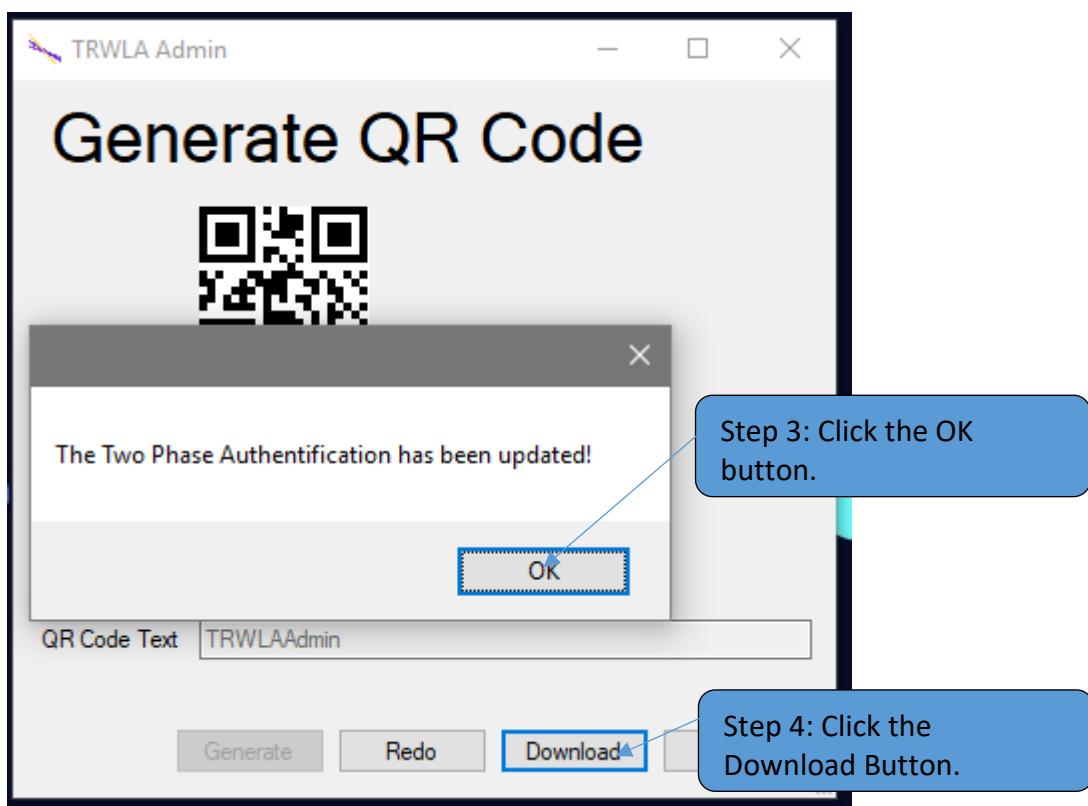
1. **QR Code Textbox:** Enter any text here that you wish the volunteer will provide for authentication such as the Volunteer's name.
2. **Generate Button:** Click this button once you have entered text into the textbox.
3. **Return Button:** Click this button if you wish to return to your main menu.

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!

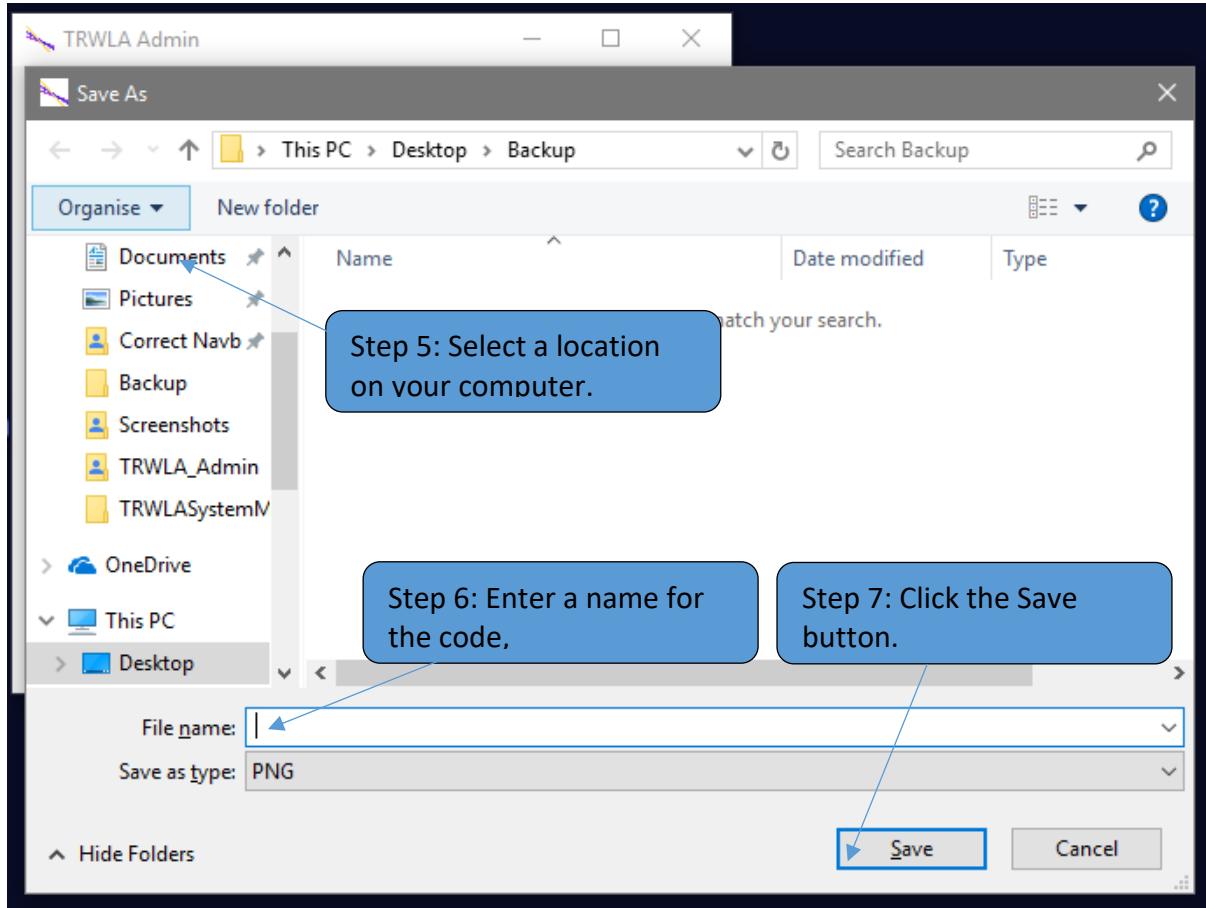
2.9.4 Register Admin Process



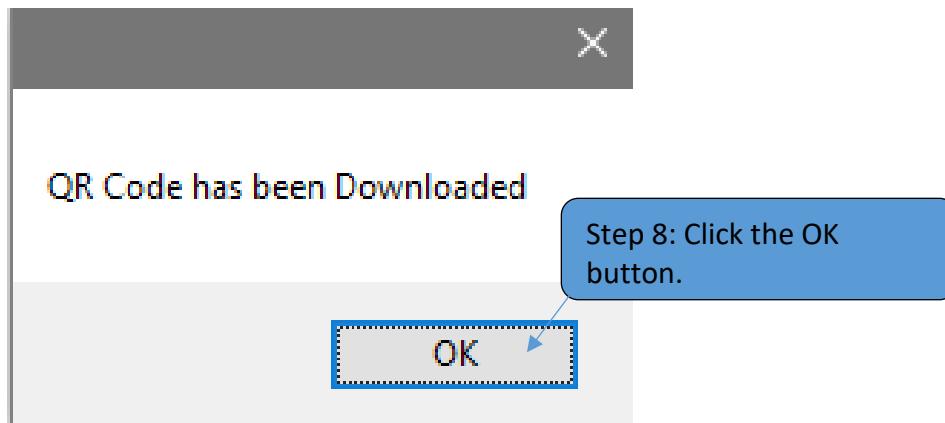
Once the generate button has been clicked, the QR Code will be generated for the user to download in order to authenticate their identity.



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.

2.10.2 Navigation to the deregistering of an admin member

2.10.3 Screen Controls

Take note that only an active admin member can deregister a volunteer as an admin member and that once a volunteer has been deregistered as an admin member, they will no longer have full control over the system!

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

2.10.4 Deregister Admin Process

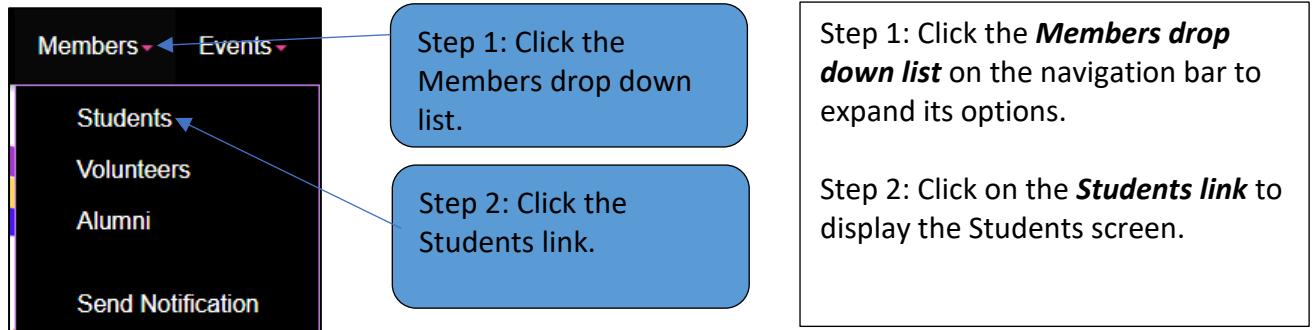
3. Student Subsystem

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:

Students - Home										
View Student Types										
<input type="text" value="Find by Name:"/> <input type="button" value="Search"/>										
Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type	
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer	
11216389	Bsc:Zoology	2012/01/01 12:00:00 AM	May	Pennyfeather	0834074027	1993/10/09 12:00:00 AM	Klaradyn	Undergrad	Student	
15511549	BA:PPE	2015/01/01 12:00:00 AM	Cailn	Van Rensburg	0742587456	1996/12/02 12:00:00 AM	Asterhof	Postgrad	Student	
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student	
41526389	BSC:IT	2014/01/01 12:00:00 AM	Tinyko	Vilakazi	083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student	
21548796	Bcom:SupplyChain	2014/01/01 12:00:00 AM	Maya	Sandros	0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student	
12635487	BEng:Electrical	2013/01/01 12:00:00 AM	Gauye	Buillgue	031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	Student	

3.1.3 Screen Controls

Students - Home

1 View Student Types

2 Find by Name: 3 search

Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer
11216389	Bsc.Zoology	2012/01/01 12:00:00 AM	May	Pennyfeather	0834074027	1993/10/09 12:00:00 AM	Klaradyn	Undergrad	Student
15511549	BA.PPE	2015/01/01 12:00:00 AM	Cain	Van Rensburg	0742587456	1996/12/02 12:00:00 AM	Asterhof	Postgrad	Student
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student
41526389	BSC.IT	2014/01/01 12:00:00 AM	Tinyko	Vilakazi	083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student
21548796	Bcom:SupplyChain	2014/01/01 12:00:00 AM	Maya	Sandros	0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student
12635487	BEng Electrical	2013/01/01 12:00:00 AM	Gauye	Buillgue	031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	Student

4 Information Icon 5 Trashcan Icon

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

- View Student Types Button:** Click this button if you want to view the existing student types on the system.
- Find by 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 Find by name textbox.
- Information Icon:** Click this icon if you wish to view a student's details.
- Trashcan Icon:** Click this icon if you wish to delete a student from 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!

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 - Home

Step 1: Enter search details into the textbox.

Step 2: Click the Search Button.

Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer
11216389	Bsc.Zoology	2012/01/01 12:00:00 AM	May	Pennyfeather	0834074027	1993/10/09 12:00:00 AM	Klaradyn	Undergrad	Student
15511549	BA:PPE	2015/01/01 12:00:00 AM	Cain	Van Rensburg	0742587456	1996/12/02 12:00:00 AM	Asterhof	Postgrad	Student
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student
41526389	BSC:IT	2014/01/01 12:00:00 AM	Tinyko	Vilakazi	083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student
21548796	Bcom:SupplyChain	2014/01/01 12:00:00 AM	Maya	Sandros	0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student
12635487	BEng Electrical	2013/01/01 12:00:00 AM	Gauye	Buillgue	031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	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 'Lilian'. The title 'Lilian's profile' is displayed prominently. Below it is a form with the following fields:

Student Number	12384759
First Name	Lilian
Last Name	Bauery
Email	baur@twrla.co.za
DoB	1993/07/16 12:00:00 AM
Phone number	0758963248
Degree	BEng Civil
Year Of Study	2014/01/01 12:00:00 AM
Res:	None

Below the form is a 'Danger Zone' section containing two buttons: 'Deactivate Your Account' and 'Change Your Password'.

3.2.3 Screen Controls

Lilian's profile

Student Number	12384759
First Name	Lilian
Last Name	Bauery
Email	baur@twrla.co.za
DoB	1993/07/16 12:00:00 AM
Phone number	0758963248
Degree	BEng:Civil
Year Of Study	2014/01/01 12:00:00 AM
Res:	None

Save

Deactivate Your Account | Change Your Password

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. **First Name Textbox:** Enter your first name here.
3. **Last Name Textbox:** Enter your last name here.
4. **UserType ID Drop down list:** Select which type of user are you from the list.
5. **Email Textbox:** Enter your valid email address here with an "@" symbol, a valid domain name and a valid extension.
6. **DOB Date Picker:** Select your date of birth from the calendar.
7. **Phone Number Textbox:** Enter your valid 10 digit + phone number here.
8. **Security Answer ID Drop down list:** Select which security question you would like to answer if you forget your password in the future.
9. **Degree Textbox:** Enter your degree name here.
10. **Year of Study Date Picker:** Select the date you started studying at the University from the calendar.
11. **Res ID Drop down list:** Select which residence you reside at here.
12. **Save Button:** Click this button if you want to save the changes you have made to your profile.

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!

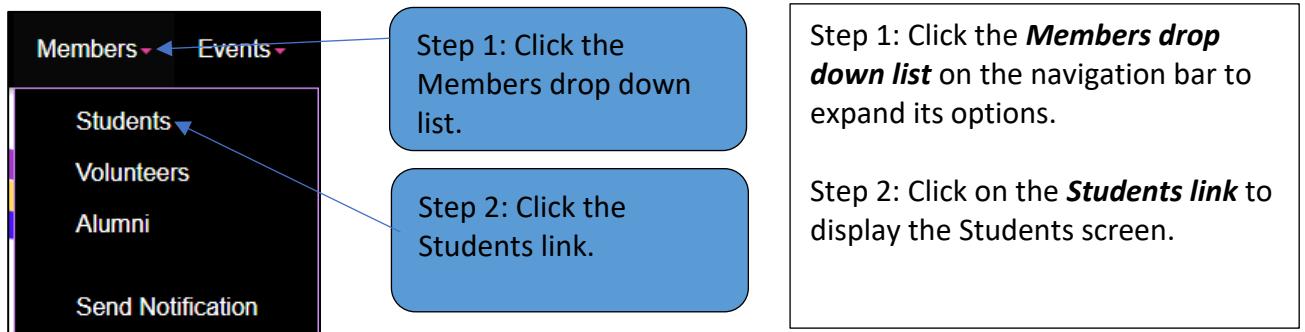
3.2.4 Possible system errors

3.3 Delete Student

3.3.1 Purpose of the function

The purpose of deleting a student from the system is so that admin members can keep track of all the current students at the academy and delete those that have left the academy.

3.3.2 Navigation to the deletion of a student



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

Students - Home										
View Student Types										
<input type="text" value="Find by Name:"/> <input type="button" value="search"/>										
Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type	
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine Oakes		0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer	
11216389	Bsc:Zoology	2012/01/01 12:00:00 AM	May Pennyfeather		0834074027	1993/10/09 12:00:00 AM	Klaradyn	Undergrad	Student	
15511549	BA:PPE	2015/01/01 12:00:00 AM	Cailn Van Rensburg		0742587456	1996/12/02 12:00:00 AM	Asterhof	Postgrad	Student	
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine Oakes		0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student	
41526389	BSC:IT	2014/01/01 12:00:00 AM	Tinyko Vilakazi		083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student	
21548796	Bcom:SupplyChain	2014/01/01 12:00:00 AM	Maya Sandros		0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student	
12635487	BEng:Electrical	2013/01/01 12:00:00 AM	Gauye Builgue		031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	Student	

3.3.3 Screen Controls

Students - Home										
<input type="button" value="View Student Types"/> 1										
<input type="text" value="Find by Name:"/> 2										
<input type="button" value="search"/> 3										
Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type	
15213626	Bcom Informatics AM	2017/01/01 12:00:00	Christine Oakes		0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer	4  
11216389	Bsc.Zoology AM	2012/01/01 12:00:00	May	Pennyfeather	0834074027	1993/10/09 12:00:00 AM	Klaradyn	Undergrad	Student	4  
15511549	BA:PPE AM	2015/01/01 12:00:00	Cain Van Rensburg		0742587456	1996/12/02 12:00:00 AM	Asterhof	Postgrad	Student	4  
15213626	Bcom Informatics AM	2017/01/01 12:00:00	Christine Oakes		0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student	4  
41526389	BSC.IT AM	2014/01/01 12:00:00	Tinyko Vilakazi		083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student	4  
21548796	Bcom:SupplyChain AM	2014/01/01 12:00:00	Maya	Sandros	0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student	4  
12635487	BEng Electrical AM	2013/01/01 12:00:00	Gauye Builgue		031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	Student	4  

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

- View Student Types Button:** Click this button if you want to view the existing student types on the system.
- Find by 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 Find by name textbox.
- Information Icon:** Click this icon if you wish to view a student's details.
- Trashcan Icon:** Click this icon if you wish to delete a student from 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!

3.3.4 Delete Student Process

Click on the trashcan icon next to a student that you wish to delete from the system. The system will then display a warning screen that the student will be permanently deleted from the system. Click the delete button once this screen is displayed.

Students - Home

[View Student Types](#)

Find by Name:

Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer
11216389	Bsc Zoology	2012/01/01 12:00:00 AM	May	Pennyfeather	0834074027				
15511549	BA:PPE	2015/01/01 12:00:00 AM	Cain	Van Rensburg	0742587456				
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student
41526389	BSC:IT	2014/01/01 12:00:00 AM	Tinyko	Vilakazi	083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student
21548796	Bcom:SupplyChain	2014/01/01 12:00:00 AM	Maya	Sandros	0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student
12635487	BEng:Electrical	2013/01/01 12:00:00 AM	Gauye	Builingue	031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	Student

Step 1: Click the trashcan icon.

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

Delete

Are you sure you want to delete this?

Student

StudentNumber 15213626
Graduate 1
Degree Bcom Informatics
YearOfStudy 2017/01/01 12:00:00 AM
Student_Name Christine
Student_Surname Oakes
Student_Phone 0834074027
Student_DoB 1996/10/18 12:00:00 AM
ActiveStatus Active
Res_Name Erika
StudentTypeDescription Postgrad
Description Student

Step 2: Click the Delete Button.

Take note that once a student is deleted, they will be permanently deleted from the system and database and that only volunteers can delete students.

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.

3.4.2 Navigation to the generation of the graduate list

3.4.3 Screen Controls

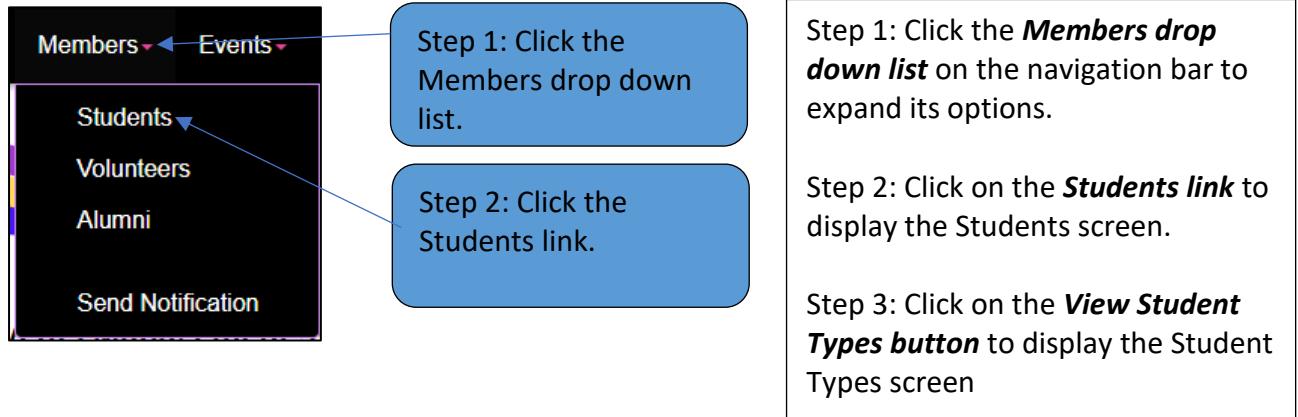
3.4.4 Generate Graduate List Process

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 - Home screen displays a table of student records. A callout box highlights the "View Student Types" button at the top left of the table area.

Students - Home

Step 3: Clicks the View Student Types Button.

Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type	Actions	
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer		
11216389	Bsc.Zoology	2012/01/01 12:00:00 AM	May	Pennyfeather	0834074027	1993/10/09 12:00:00 AM	Klaradyn	Undergrad	Student		
15511549	BA-PPE	2015/01/01 12:00:00 AM	Cain	Van Rensburg	0742587456	1996/12/02 12:00:00 AM	Asterhof	Postgrad	Student		
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student		
41526389	BSC:IT	2014/01/01 12:00:00 AM	Tinyko	Vilakazi	083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student		
21548796	Bcom:SupplyChain	2014/01/01 12:00:00 AM	Maya	Sandros	0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student		
12635487	BEng Electrical	2013/01/01 12:00:00 AM	Gauye	Buillgue	031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	Student		

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

The screenshot shows the 'Student Type - Home' page. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', and 'Content'. Below the navigation bar, the title 'Student Type - Home' is centered. A search bar with the placeholder 'Find by name:' and a 'search' button are located above the list of student types. The list is titled 'Student Type' and contains two items: 'Undergrad' and 'Postgrad', each with edit and trashcan icons. A blue-bordered button at the bottom right says 'Add a new Student Type'.

3.5.3 Screen Controls

The screenshot is identical to the one above, but it includes red numbers 1 through 6 to identify specific controls. Number 1 points to the 'Find by name:' textbox. Number 2 points to the 'search' button. Number 3 points to the edit icon for 'Undergrad'. Number 4 points to the trashcan icon for 'Undergrad'. Number 5 points to the edit icon for 'Postgrad'. Number 6 points to the 'Add a new Student Type' button.

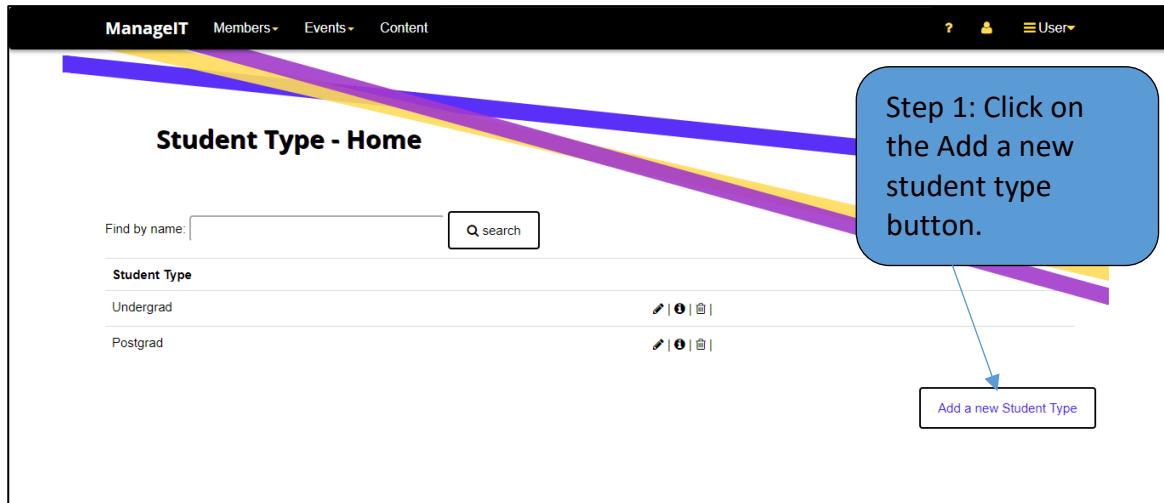
The screen control numbers are explained in detail below:

1. **Find by name 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. **Edit icon:** Click this icon if you would like to update a student type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing student type.
6. **Add a new student type Button:** Click this button if you would like to add a new student type to the system.

 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.



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

The screenshot shows the 'Create a New Student Type' form. The title is 'Create a New Student Type' and the sub-section is 'StudentType'. It contains a 'Student Type' input field and a 'Create' button. In the bottom right corner, there is a 'Back to List' button. Two blue callout boxes provide instructions: one pointing to the 'Student Type' input field with the text 'Step 2: Enter a new student type description here.', and another pointing to the 'Create' button with the text 'Step 3: Click on Create 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.

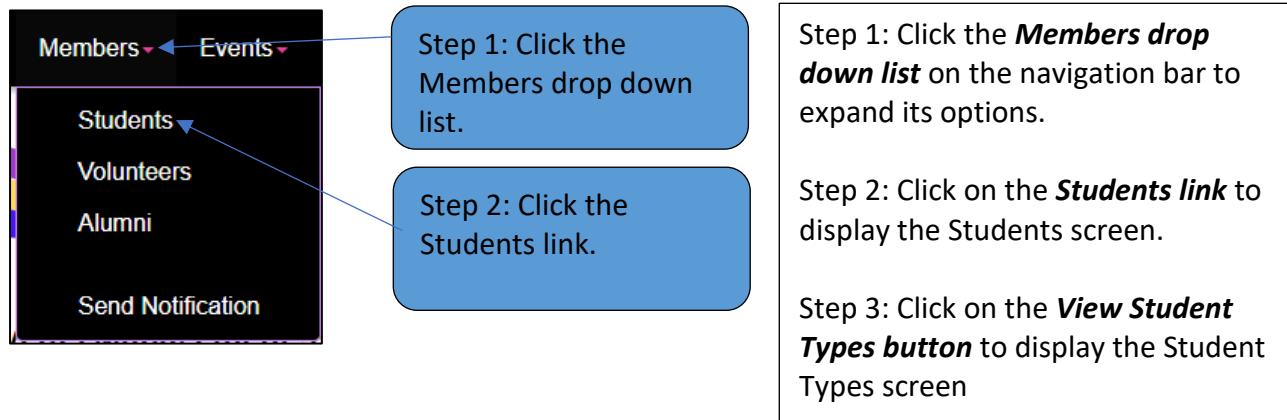
3.5.5 Possible System Errors

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:

The Students screen displays a header 'Students - H' and a 'View Student Types' button, which is highlighted with a blue callout box labeled 'Step 3: Clicks the View Student Types Button.'. Below the header is a search bar with 'Find by Name:' and a 'search' button. The main area is a table listing student records:

Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type	Action	Action
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer		
11216389	Bsc:Zoology	2012/01/01 12:00:00 AM	May	Pennyfeather	0834074027	1993/10/09 12:00:00 AM	Klaradyn	Undergrad	Student		
15511549	BA:PPE	2015/01/01 12:00:00 AM	Cailn	Van Rensburg	0742587456	1996/12/02 12:00:00 AM	Asterhof	Postgrad	Student		
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student		
41526389	BSC:IT	2014/01/01 12:00:00 AM	Tinyko	Vilakazi	083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student		
21548796	Bcom:SupplyChain	2014/01/01 12:00:00 AM	Maya	Sandros	0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student		
12635487	BEng Electrical	2013/01/01 12:00:00 AM	Gauye	Buillgue	031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	Student		

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

The screenshot shows the 'Student Type - Home' page. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', and 'Content'. Below the title 'Student Type - Home', there's a search bar labeled 'Find by name:' with a placeholder and a 'search' button. A table lists two student types: 'Undergrad' and 'Postgrad', each with edit and trashcan icons. In the bottom right corner, there's a blue-bordered button labeled 'Add a new Student Type'.

3.6.3 Screen Controls

The screenshot is identical to the one above, but it includes red numbers 1 through 6 placed over specific elements to indicate their functions: 1 points to the 'Find by name:' textbox, 2 points to the 'search' button, 3 points to the information icon, 4 points to the edit icon, 5 points to the trashcan icon, and 6 points to the 'Add a new Student Type' button.

The screen control numbers are explained in detail below:

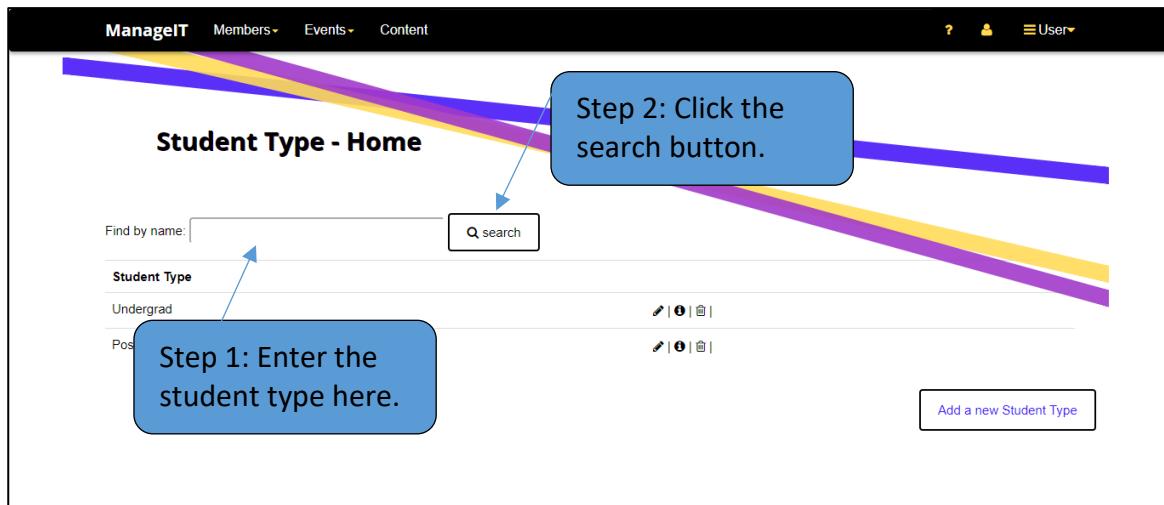
1. **Find by name Textbox:** Enter a student type name here.
2. **Search Button:** Click this button if you have entered a student type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a student type.
4. **Edit icon:** Click this icon if you would like to update a student type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing student type.
6. **Add a new student type Button:** Click this button if you would like to add a new student type 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!

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.



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

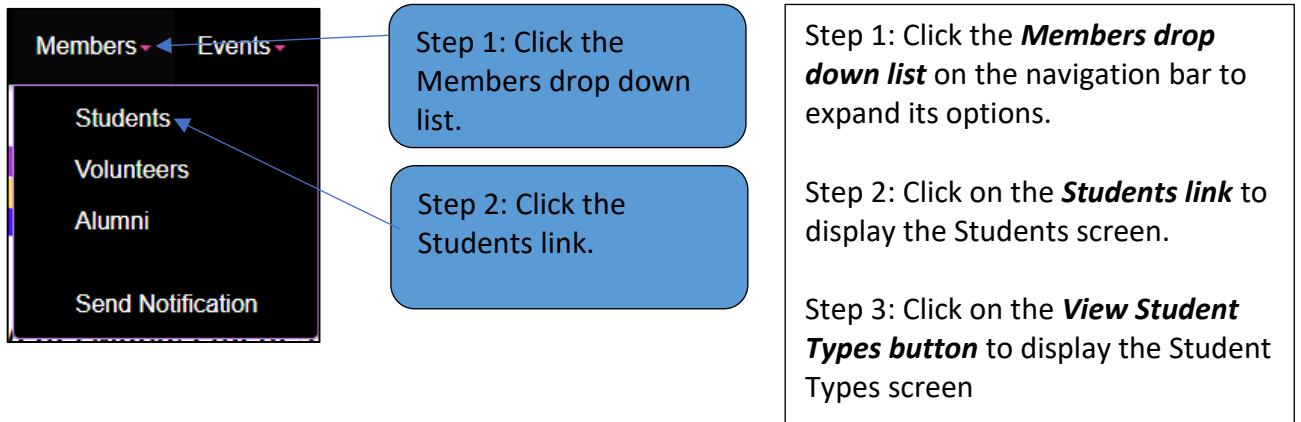
Take note that only admin members have the functionality to search a student type.

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:

The Students screen displays a list of student records. At the top left, it says "Students - K". Below that is a "View Student Types" button, which is highlighted with a blue arrow pointing to it from the previous diagram. The screen includes a search bar with "Find by Name:" and a "search" button. The table columns are:

Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer
11216389	Bsc:Zoology	2012/01/01 12:00:00 AM	May	Pennyfeather	0834074027	1993/10/09 12:00:00 AM	Klaradyn	Undergrad	Student
15511549	BA:PPE	2015/01/01 12:00:00 AM	Cailn	Van Rensburg	0742587456	1996/12/02 12:00:00 AM	Asterhof	Postgrad	Student
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student
41526389	BSC:IT	2014/01/01 12:00:00 AM	Tinyko	Vilakazi	083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student
21548796	Bcom:SupplyChain	2014/01/01 12:00:00 AM	Maya	Sandros	0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student
12635487	BEng:Electrical	2013/01/01 12:00:00 AM	Gauye	Buillgue	031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	Student

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

The screenshot shows the 'Student Type - Home' page. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', and 'Content'. Below the navigation bar, there is a search bar labeled 'Find by name:' with a placeholder 'Undergrad' and a search button labeled 'search'. The main content area is titled 'Student Type' and lists two entries: 'Undergrad' and 'Postgrad'. Each entry has three icons to its right: a pencil icon for editing, a magnifying glass icon for details, and a trashcan icon for deleting. At the bottom right of the content area is a blue button labeled 'Add a new Student Type'.

3.7.3 Screen Controls

The screenshot is identical to the one above, but it includes red numbers 1 through 6 to point to specific controls. Number 1 points to the 'Find by name:' textbox. Number 2 points to the 'search' button. Number 3 points to the edit icon for 'Undergrad'. Number 4 points to the details icon for 'Undergrad'. Number 5 points to the trashcan icon for 'Undergrad'. Number 6 points to the 'Add a new Student Type' button.

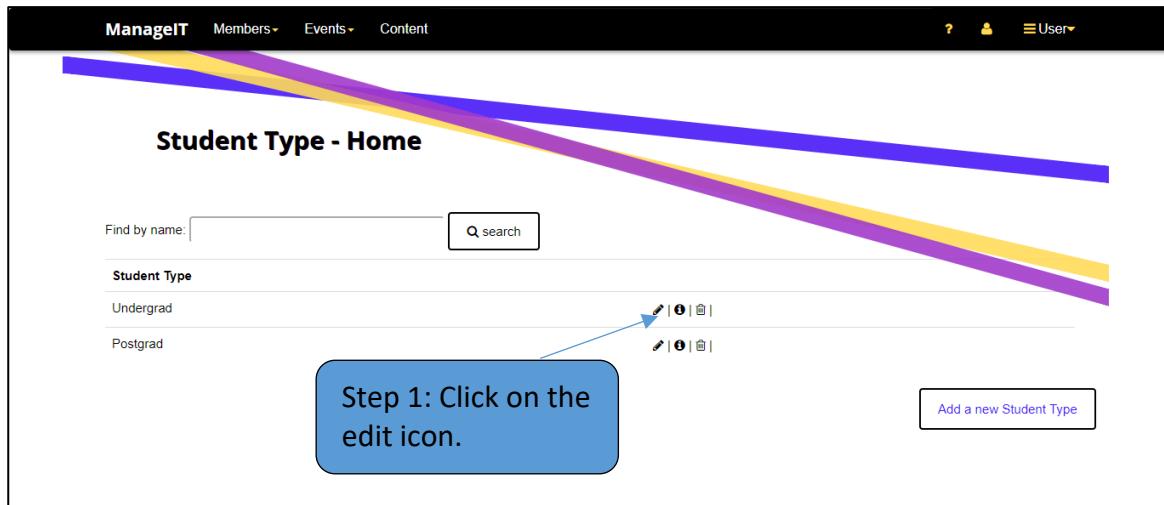
The screen control numbers are explained in detail below:

1. **Find by name 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. **Edit icon:** Click this icon if you would like to update a student type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing student type.
6. **Add a new student type Button:** Click this button if you would like to add a new student type to the system.

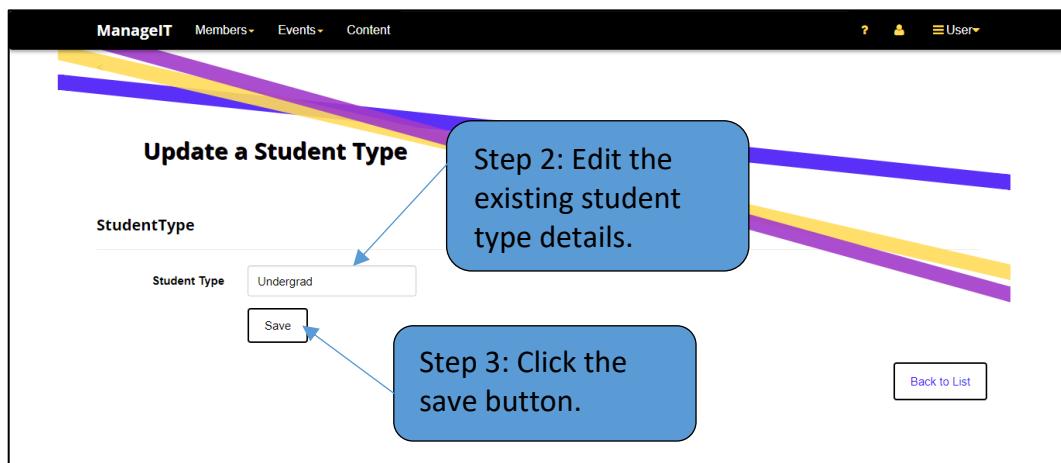
 Tip: Don't know what an icon means? Hover over the icon to see what the control does.

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.



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



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!

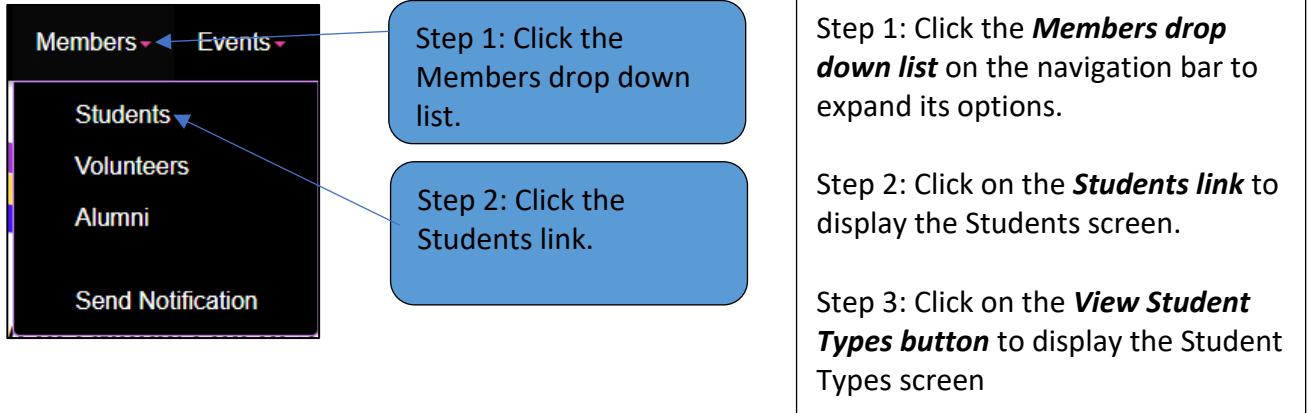
3.7.5 Possible system errors

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 screenshot shows the 'Students' screen with a title 'Students -'. A blue callout box highlights the 'View Student Types' button. The screen includes a search bar ('Find by Name: []') and a search button ('search'). Below is a table of student data with columns: Student Number, Degree, Academic Commencement Date, Student Name, Student Surname, Phone Number, DoB, Residence, Student Type, User Type, and two small icons (edit and delete). Each row contains a unique student record with specific details like degree (e.g., Bcom Informatics, BA.PPE), name (e.g., Christine Oakes, Pennyfeather), and residence (e.g., Nerina, Klaradyn).

Student Number StudentNumber	Degree	Academic Commencement Date	Student Name	Student Surname	Phone Number	DoB	Residence	Student Type	User Type
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Nerina	Undergrad	Volunteer
11216389	Bsc.Zoology	2012/01/01 12:00:00 AM	May	Pennyfeather	0834074027	1993/10/09 12:00:00 AM	Klaradyn	Undergrad	Student
15511549	BA.PPE	2015/01/01 12:00:00 AM	Cailn	Van Rensburg	0742587456	1996/12/02 12:00:00 AM	Asterhof	Postgrad	Student
15213626	Bcom Informatics	2017/01/01 12:00:00 AM	Christine	Oakes	0834074027	1996/10/18 12:00:00 AM	Erika	Postgrad	Student
41526389	BSC:IT	2014/01/01 12:00:00 AM	Tinyko	Vilakazi	083589745	1993/10/09 12:00:00 AM	Vividus Ladies	Postgrad	Student
21548796	Bcom:SupplyChain	2014/01/01 12:00:00 AM	Maya	Sandros	0213654789	1994/03/10 12:00:00 AM	Asterhof	Postgrad	Student
12635487	BEng:Electrical	2013/01/01 12:00:00 AM	Gauye	Buillgue	031258963	1992/10/10 12:00:00 AM	Klaradyn	Postgrad	Student

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

The screenshot shows the 'Student Type - Home' page. At the top, there is a search bar labeled 'Find by name:' with a placeholder 'Undergrad' and a 'search' button. Below the search bar, the title 'Student Type' is followed by a table with two rows. The first row contains 'Undergrad' and three icons: a pencil, a person, and a trashcan. The second row contains 'Postgrad' and three identical icons. In the bottom right corner of the page area, there is a blue button labeled 'Add a new Student Type'.

3.8.3 Screen Controls

The screenshot is identical to the one above, but with red numbers 1 through 6 placed over specific elements to indicate their functions:

- 1: Find by name Textbox (highlighting the input field).
- 2: Search Button (highlighting the search button).
- 3: Information icon (highlighting the pencil icon).
- 4: Edit icon (highlighting the person icon).
- 5: Trashcan icon (highlighting the trashcan icon).
- 6: Add a new student type Button (highlighting the blue 'Add a new Student Type' button).

The screen control numbers are explained in detail below:

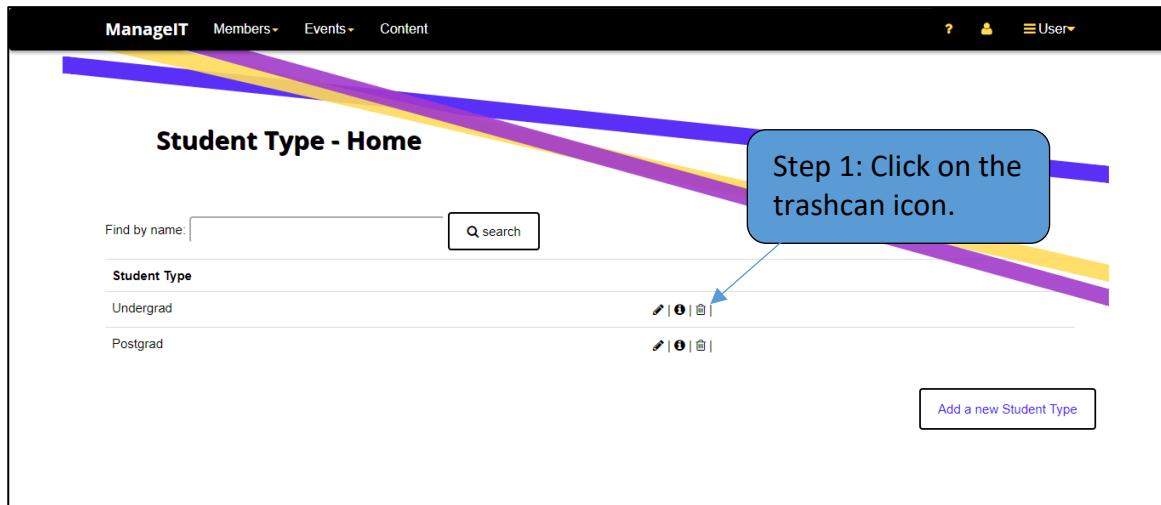
1. **Find by name Textbox:** Enter a student type name here.
2. **Search Button:** Click this button if you have entered a student type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a student type.
4. **Edit icon:** Click this icon if you would like to update a student type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing student type.
6. **Add a new student type Button:** Click this button if you would like to add a new student type to the system.

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

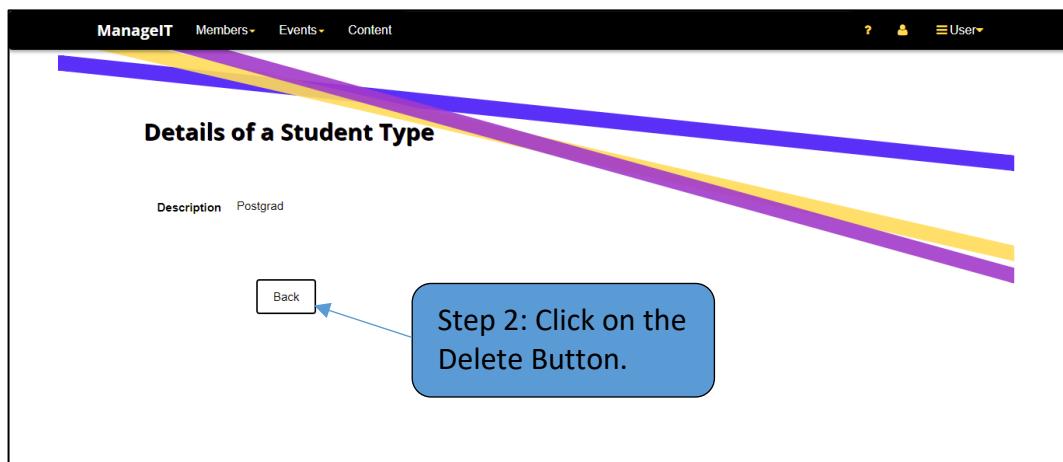
 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

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.



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



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

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

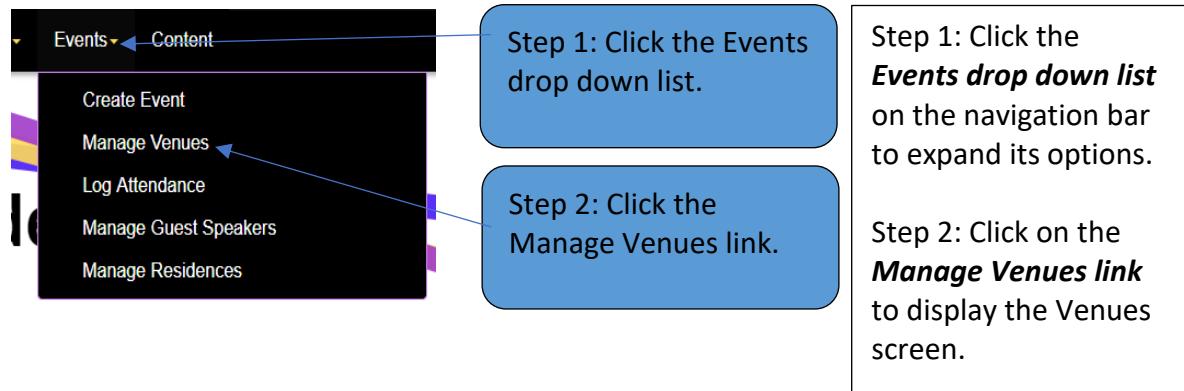
4. Venue Subsystem

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:

The screenshot shows the 'Venues' screen. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', and user profile icons. Below the navigation bar, the word 'Venues' is prominently displayed. The main content area is titled 'Search Venues' and contains a search bar with a placeholder 'Name of Venue' and a magnifying glass icon. Below the search bar is a table with one row, showing a venue entry:

Venue Name	Address	Description
Bravo's	Prospect Street, Hatfield, Pretoria	None

At the bottom of the screen are two buttons: 'Create a New Venue' and 'Return'.

4.1.3 Screen Controls

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 to search by.
3. **View Venue Types Icon Button:** Click this Button if you would like to view the venue types page.
4. **Edit icon:** Click this icon if you would like to edit a venue.
5. **Information icon:** Click this icon if you would like to view the details about a venue.
6. **Create a New Venue Button:** Click this button if you would like to add a new venue to the system.
7. **Return Button:** Click this button if you would like to return to the events screen.

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

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.

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:

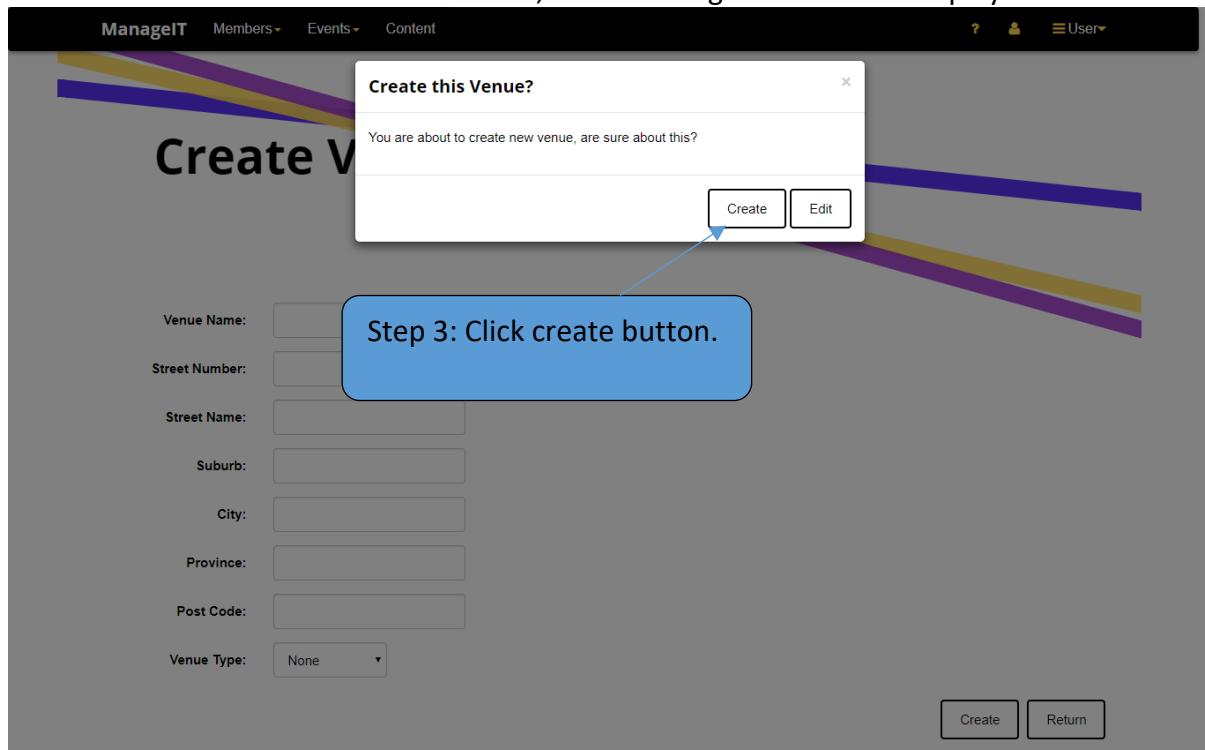
Post Code:

Venue Type:

Step 2: Enter new venue details into the textboxes.

Step 3: Click create 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

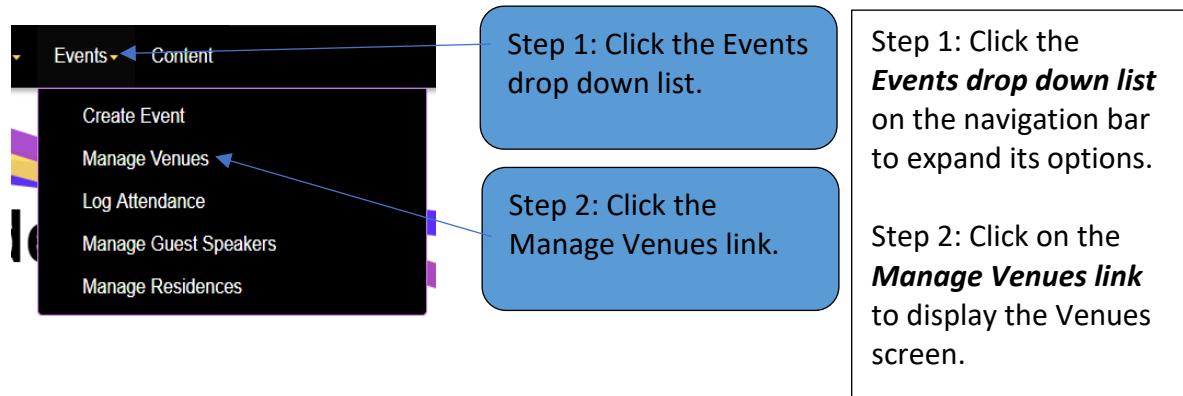
If the user enters a value that is invalid in a textbox, a warning message will be shown indicating the value entered is invalid.

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 a title "Search Venues". It features a search bar with fields for "Name of Venue" and "Address", along with a search icon and a sort icon. Below the search bar is a table with one row containing a venue entry. The table columns are "Venue Name", "Address", and "Description". The entry shows "Bravo's" as the venue name, "Prospect Street, Hatfield, Pretoria" as the address, and "None" as the description. To the right of the table are two small icons. At the bottom of the screen are two buttons: "Create a New Venue" and "Return".

Venue Name	Address	Description
Bravo's	Prospect Street, Hatfield, Pretoria	None

Create a New Venue Return

4.2.3 Screen Controls

The screenshot shows the 'Venues' search results. The search bar contains 'Bravo's'. The table has one row with the following data:

Venue Name	Address	Description
Bravo's	Prospect Street, Hatfield, Pretoria	None

Below the table are two buttons: 'Create a New Venue' and 'Return'.

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. **Edit icon:** Click this icon if you would like to update a venue.
5. **Information icon:** Click this icon if you would like to view the details about a venue.
6. **Create a New Venue Button:** Click this button if you would like to add a new venue to the system.
7. **Return Button:** Click this button if you would like to return to the home page

 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.

Venues

Search Venues

Name of Venue

Venue Name Address Description

Step 1: Enter the venue here.

Step 2: Click the search button.

Aspect Street, Hatfield, Pretoria

None

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

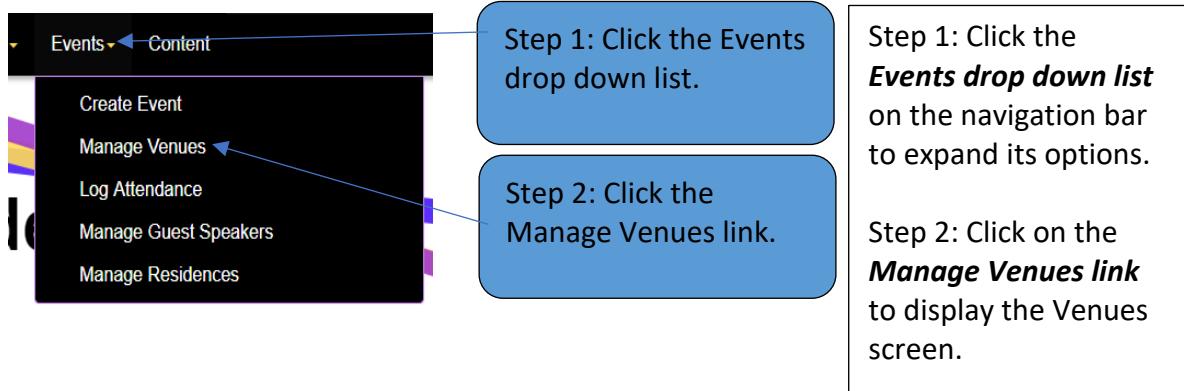
None

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



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

The screenshot shows the 'Venues' search interface. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', and 'Content' links, along with user icons for help, profile, and user management. Below the navigation bar is a large decorative graphic consisting of overlapping yellow, purple, and blue diagonal bars. The main title 'Venues' is centered above a search form. The search form includes a 'Name of Venue' input field, a magnifying glass search button, and a sorting icon. A table displays one venue entry: 'Bravo's' with address 'Prospect Street, Hatfield, Pretoria' and description 'None'. To the right of the table are edit and information icons. At the bottom are 'Create a New Venue' and 'Return' buttons.

4.3.3 Screen Controls

This screenshot is identical to the first one but includes numbered callouts to identify specific UI elements:

- 1** Name of Venue Textbox: The input field where you enter the venue name.
- 2** Magnifying glass icon Button: The button used to search for a venue.
- 3** View Venue Types icon Button: The button to view venue types.
- 4** Edit icon: The icon to update an existing venue.
- 5** Information icon: The icon to view details about a venue.
- 6** Create a New Venue Button: The button to add a new venue.
- 7** Return Button: The button to return to the home page.

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. **Edit icon:** Click this icon if you would like to update a venue.
5. **Information icon:** Click this icon if you would like to view the details about a venue.
6. **Create a New Venue Button:** Click this button if you would like to add a new venue to the system.
7. **Return Button:** Click this button if you would like to return to the home page

 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

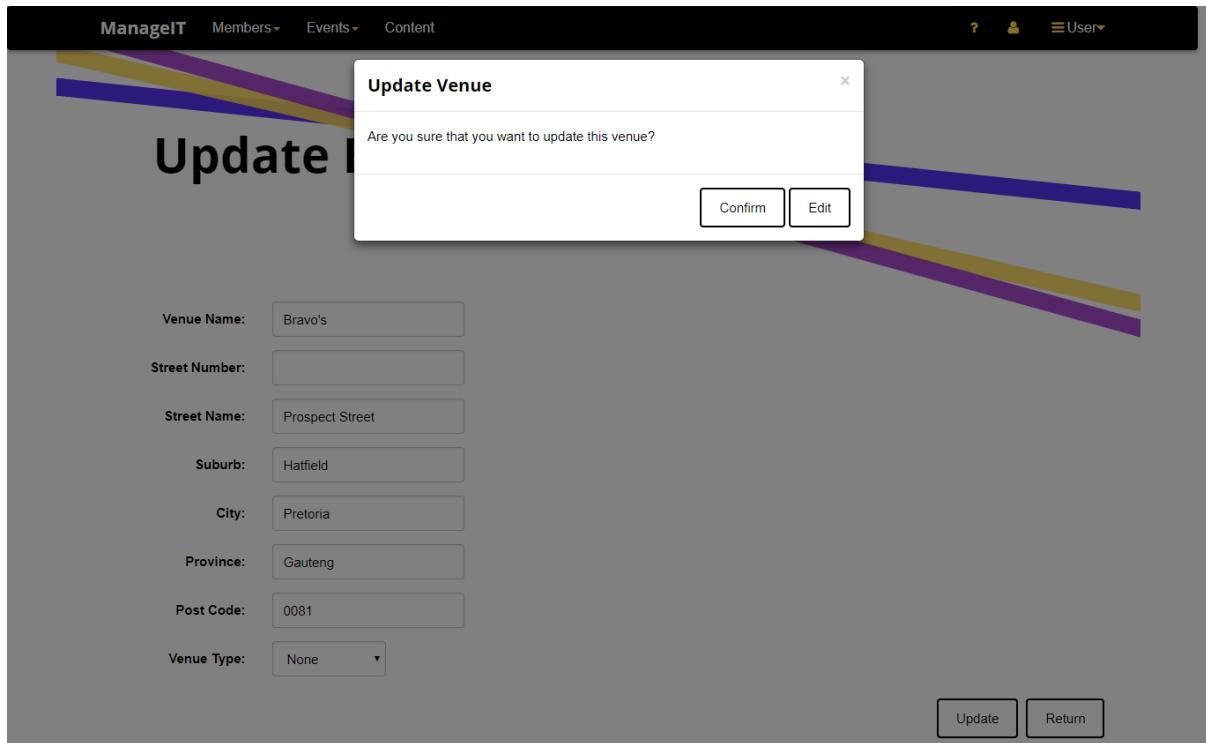
Click on the edit icon next to a specific venue that you wish to update. The Update screen will then be displayed where you can edit the existing venue details and then click on the Update button.

The screenshot shows the 'Venues' section of the ManageIT application. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', and 'Content' tabs. Below the navigation bar is a search bar labeled 'Search Venues' with fields for 'Name of Venue' and buttons for 'Search' and 'Reset'. The main area displays a table with one row for 'Bravo's'. The columns are 'Venue Name' (Bravo's), 'Address' (Prospect Street, Hatfield, Pretoria), and 'Description' (None). To the right of the 'Description' column is an edit icon (pencil and delete). At the bottom of the page are buttons for 'Create a New Venue' and 'Return'.

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

The screenshot shows the 'Update Bravo's' screen. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', and 'Content' tabs. The main area displays a form for updating venue details. The fields are: 'Venue Name' (Bravo's), 'Street Number' (empty), 'Street Name' (Prospect Street), 'Suburb' (Hatfield), 'City' (Pretoria), 'Province' (Gauteng), 'Post Code' (0081), and 'Venue Type' (None). A blue callout box labeled 'Step 2: Edit the existing venue details.' points to the 'Suburb' field. Another blue callout box labeled 'Step 3: Click the Update Button.' points to the 'Update' button at the bottom right of the form. Below the form are 'Update' and 'Return' buttons.

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

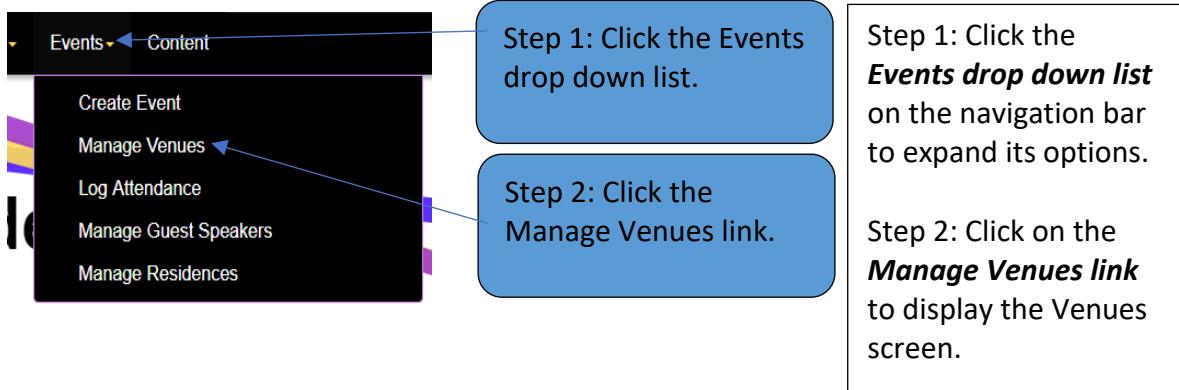
If the user enters a value that is invalid in a textbox, a warning message will be shown indicating the value entered is invalid.

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:

Venue Name	Address	Description
Bravo's	Prospect Street, Hatfield, Pretoria	None

4.4.3 Screen Controls

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. **Edit icon:** Click this icon if you would like to update a venue.
5. **Information icon:** Click this icon if you would like to view the details about a venue.
6. **Create a New Venue Button:** Click this button if you would like to add a new venue to the system.
7. **Return Button:** Click this button if you would like to return to the home page.



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.

The screenshot shows the ManageIT application interface. At the top, there is a navigation bar with 'ManageIT' and links for 'Members', 'Events', and 'Content'. On the right side of the nav bar are icons for help, user profile, and user management. Below the nav bar, the main title 'Venues' is displayed. Underneath the title, there is a search bar labeled 'Search Venues' with fields for 'Name of Venue' and search buttons. A table lists venue details: 'Venue Name' (Bravo's), 'Address' (Prospect Street, Hatfield, Pretoria), and 'Description' (None). To the right of the table, there are two buttons: 'Create a New Venue' and 'Return'. A blue callout box with a white border and rounded corners points to the information icon (a small info symbol) next to the 'Bravo's' entry in the table. The text inside the callout box reads 'Step 1: Click on the information icon.' A blue arrow points from the bottom of the callout box down towards the information icon in the table.

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

Venue Name: Bravo's

Venue Type: None

Street Number:

Street Name: Prospect Street

Suburb: Hatfield

City: Pretoria

Province: Gauteng

Step 2: Click on the Delete Button.

Update Delete Return

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

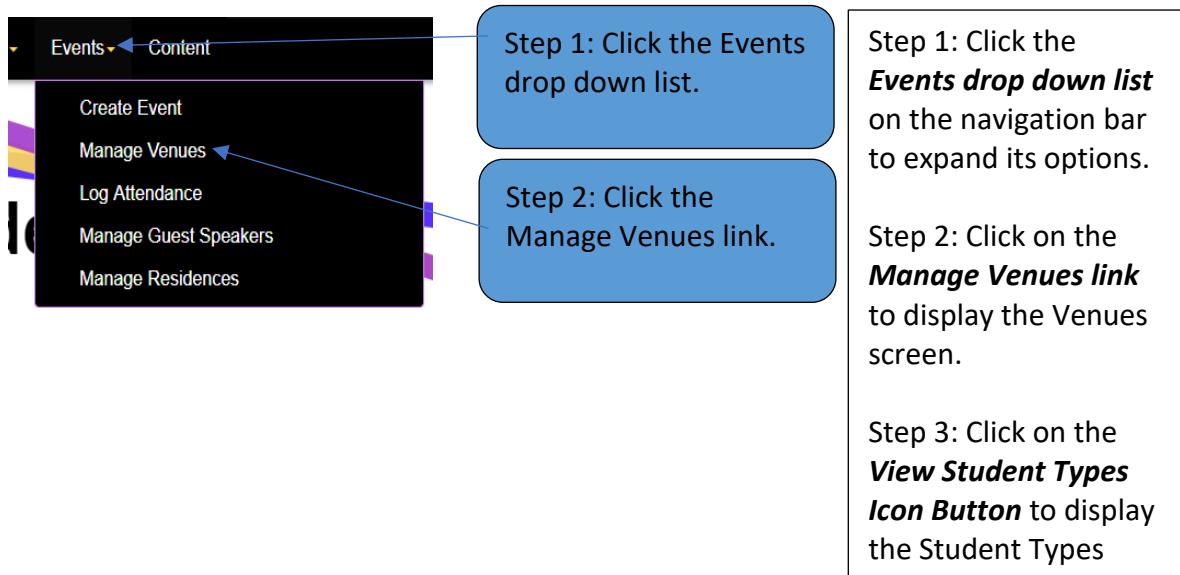
If the venue has been/is assigned to an event it cannot be deleted from the system.

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:

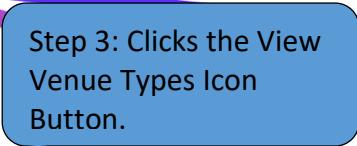
ManageIT Members▼ Events▼ Content ? User▼

Venues

Search Venues

Venue Name	Address	Description
Bravo's	Prospect Street, Hatfield, Pretoria	None  

Create a New Venue **Return**



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
None   
House   
Hall   
Lecture Hall   
School   

Add Venue Type **Return**

4.5.3 Screen Controls

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. **Edit icon:** Click this icon if you would like to update a venue type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing venue type.
6. **Add a New Venue Type Button:** Click this button if you would like to add a new venue type to the system.
7. **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 the ManageIT software interface with a dark header bar containing 'ManageIT', 'Members', 'Events', 'Content', and 'User' navigation items. Below the header is a search bar with a placeholder 'Venue Type' and a magnifying glass icon. The main content area is titled 'Venue Type' and displays a table of venue types with columns for 'Description' and actions. The table includes rows for 'None', 'House', 'Hall', 'Lecture Hall', and 'School'. Each row has a set of icons for edit, delete, and other operations.

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

Add Venue Type **Return**

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

The screenshot shows the ManageIT software interface with a dark header bar containing 'ManageIT', 'Members', 'Events', 'Content', and 'User' navigation items. Below the header is a search bar with a placeholder 'Venue Type' and a magnifying glass icon. The main content area is titled 'Create a Venue Type' and displays a form with a 'Venue Type Name:' label and a text input field. Two blue callout boxes provide instructions: 'Step 2: Enter a new venue type description here.' pointing to the input field, and 'Step 3: Click on Create Button.' pointing to a 'Create' button at the bottom right of the form.

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

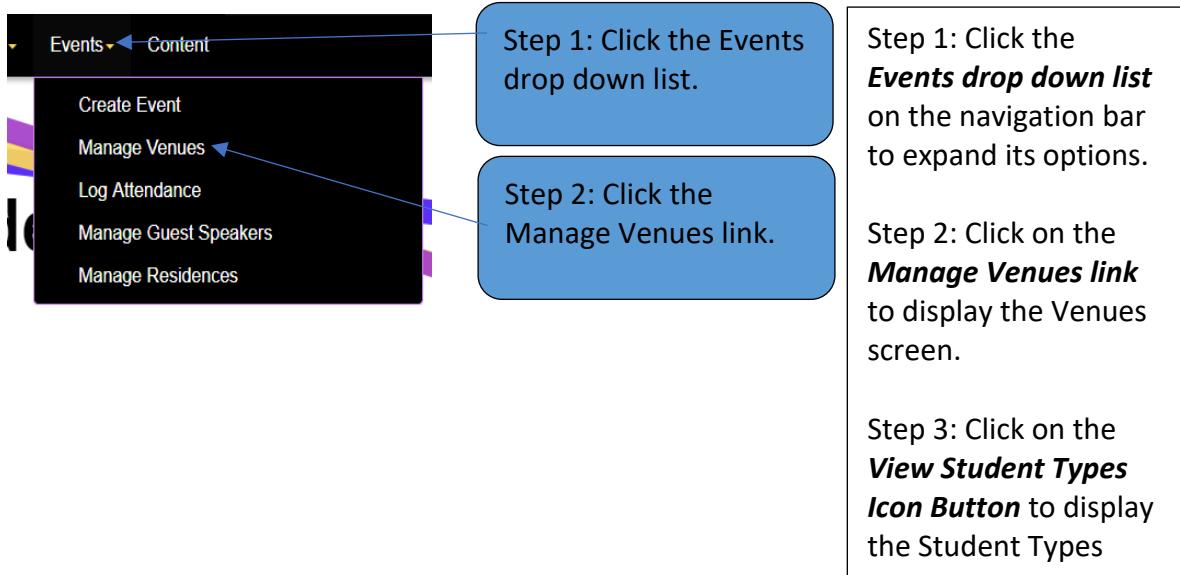
If the user enters a value that is invalid in the textbox, a warning message will be shown indicating the value entered is invalid.

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



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

The screenshot shows the 'Venues' search interface. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', and a 'User' dropdown. Below the navigation bar is a search section titled 'Search Venues' with a 'Name of Venue' input field, a magnifying glass search icon, and a 'View Venue Types' icon (represented by a grid icon). The main area displays a table with one row for 'Bravo's'. The table columns are 'Venue Name', 'Address', and 'Description'. At the bottom right are 'Create a New Venue' and 'Return' buttons.

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:

ManageIT Members Events Content User

Venue Type

Venue Type	
Description	
None	
House	
Hall	
Lecture Hall	
School	

4.6.3 Screen Controls

ManageIT Members Events Content User

Venue Type

Venue Type	
Description	
None	
House	
Hall	
Lecture Hall	
School	

The screen control numbers are explained in detail below:

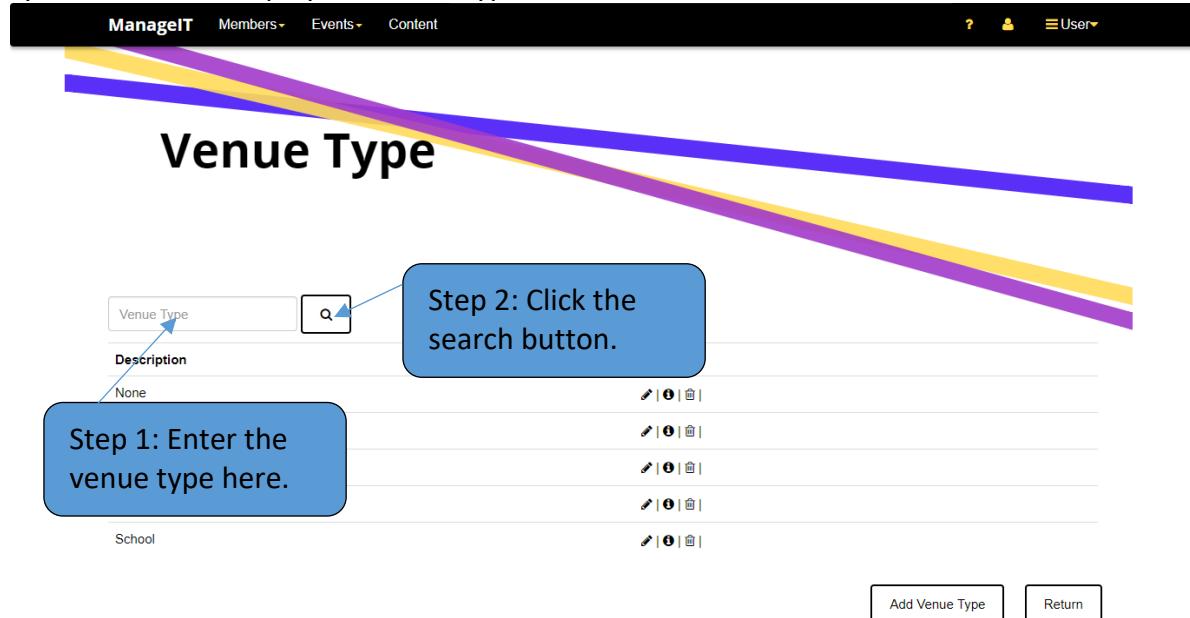
- Venue Type Textbox:** Enter a venue type name here.
- Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
- Information icon:** Click this icon if you would like to view the details about a venue type.
- Edit icon:** Click this icon if you would like to update a venue type.
- Trashcan icon:** Click this icon if you would like to delete an existing venue type.
- Add a New Venue Type Button:** Click this button if you would like to add a new venue type to the system.

7. **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.



The screenshot shows the 'ManageIT' software interface. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', and user icons. Below the header, the title 'Venue Type' is displayed. On the left, there's a search form with a text input field labeled 'Venue Type' and a magnifying glass search button. To the right of the search form, there's a list of venue types, each with a set of icons for edit, delete, and add operations. Two blue callout boxes with arrows point to specific elements: one pointing to the 'Venue Type' input field and another pointing to the search button. At the bottom right, there are 'Add Venue Type' and 'Return' buttons.

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

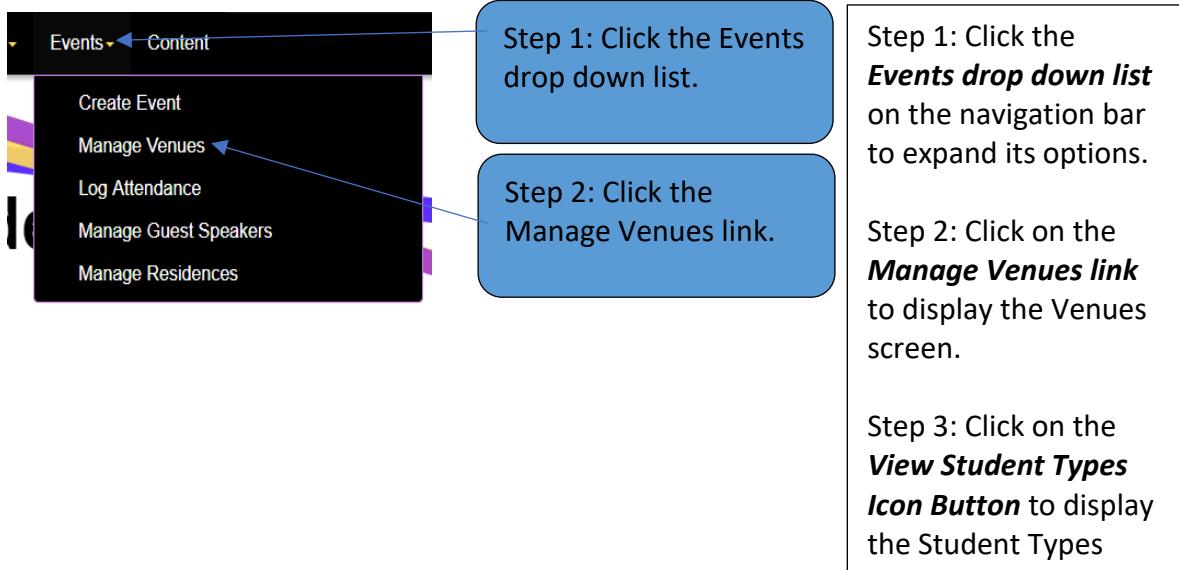
None

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 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:

ManageIT Members Events Content User

Venue Type

Venue Type	
Description	
None	
House	
Hall	
Lecture Hall	
School	

4.7.3 Screen Controls

ManageIT Members Events Content User

Venue Type

Venue Type	
Description	
None	4
House	5
Hall	
Lecture Hall	
School	

6 7

The screen control numbers are explained in detail below:

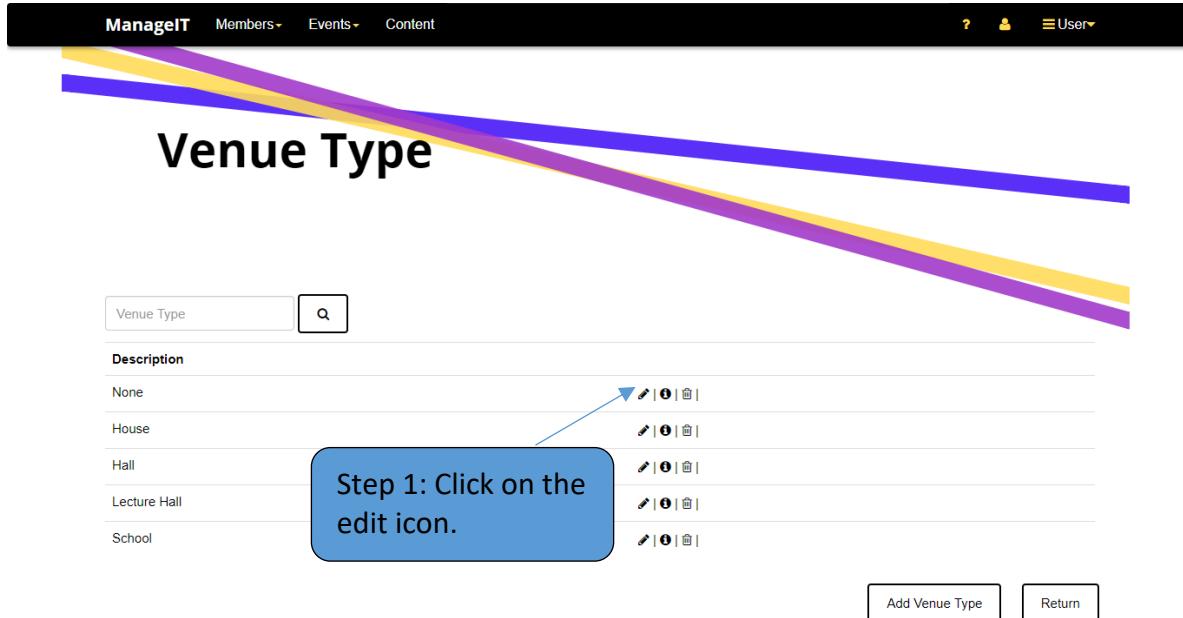
- Venue Type Textbox:** Enter a venue type name here.
- Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
- Information icon:** Click this icon if you would like to view the details about a venue type.
- Edit icon:** Click this icon if you would like to update a venue type.
- Trashcan icon:** Click this icon if you would like to delete an existing venue type.
- Add a New Venue Type Button:** Click this button if you would like to add a new venue type to the system.

7. **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

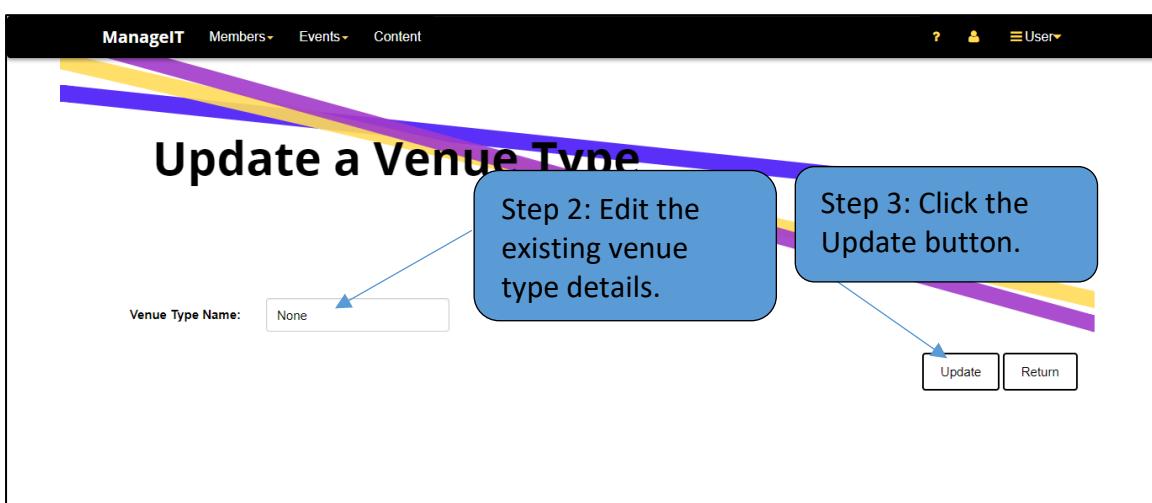
Click on the edit icon next to a specific venue type that you wish to update. The Update screen will then be displayed where you can edit the existing venue type details and then click on the Save button.



Description	
None	
House	
Hall	
Lecture Hall	
School	

Add Venue Type Return

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



Venue Type Name: None

Step 2: Edit the existing venue type details.

Step 3: Click the Update button.

Update Return

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

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

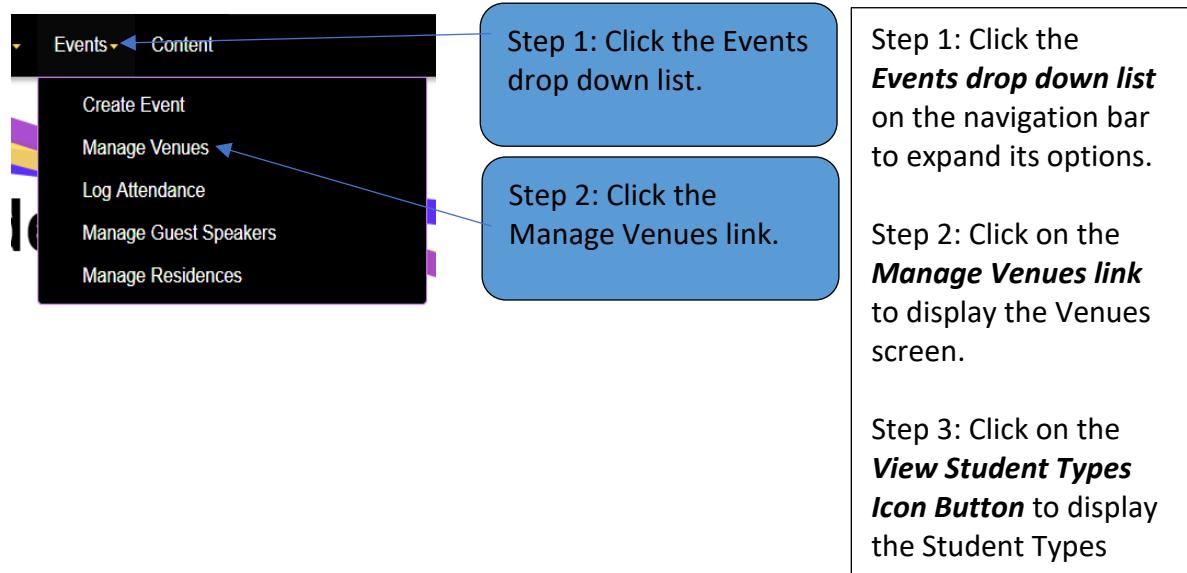
If the user enters a value that is invalid in the textbox, a warning message will be shown indicating the value entered is invalid.

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:

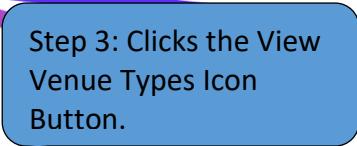
ManageIT Members▼ Events▼ Content ? User▼

Venues

Search Venues

Venue Name	Address	Description
Bravo's	Prospect Street, Hatfield, Pretoria	None  

Create a New Venue **Return**



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	Search
Description	
None	  
House	  
Hall	  
Lecture Hall	  
School	  

Add Venue Type **Return**

4.8.3 Screen Controls

The screenshot shows the 'Venue Type' page 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 user profile icons and a 'User' dropdown menu. Below the navigation bar, the title 'Venue Type' is displayed. The main content area contains a search bar with a placeholder 'Venue Type' and a magnifying glass icon. A table lists five venue types: 'None', 'House', 'Hall', 'Lecture Hall', and 'School', each with an edit icon (pencil), a trashcan icon, and a details icon. At the bottom of the page are two buttons: 'Add Venue Type' and 'Return'.

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. **Edit icon:** Click this icon if you would like to update a venue type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing venue type.
6. **Add a New Venue Type Button:** Click this button if you would like to add a new venue type to the system.
7. **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.

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

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.

Venue Type

Venue Type	
None	
House	
Hall	
Lecture Hall	
School	

[Add Venue Type](#) [Return](#)

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

Delete None

Are you sure you want to delete this venue type?

Venue Type Name:

[Delete](#) [Return](#)

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

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

4.8.5 Possible System Errors

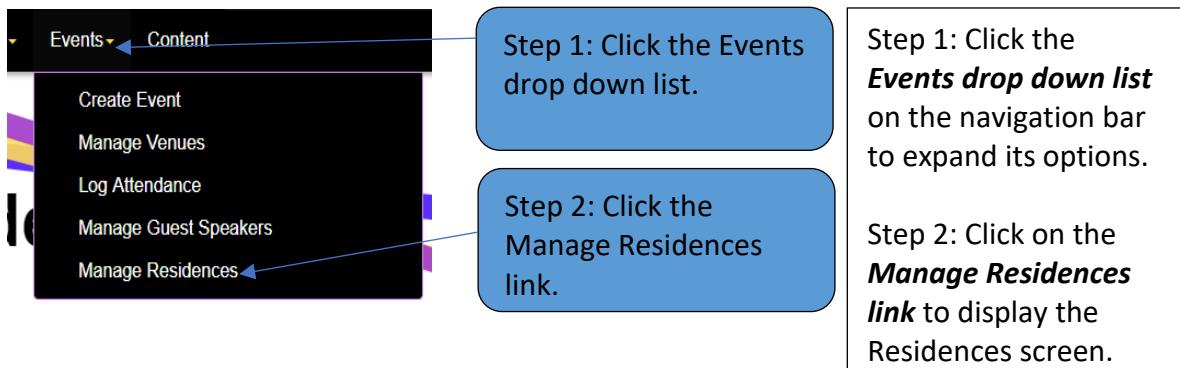
If a venue type is assigned to a venue, it cannot be deleted.

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:

The screenshot shows the 'Residence's' screen. At the top, there is a search bar with 'Res Name' and a magnifying glass icon. Below the search bar is a table with eight rows, each representing a residence. The columns are 'Res Name' and 'Actions'. The actions column contains icons for edit, delete, and copy. The residence names listed are: Nerina, Asterhof, Erika, Klaradyn, Magritjie, Madelief, and Vividus Ladies. At the bottom right of the table is a button labeled 'Add Residence'.

Res Name	Actions
Nerina	
Asterhof	
Erika	
Klaradyn	
Magritjie	
Madelief	
Vividus Ladies	

Add Residence

4.9.3 Screen Controls

The screenshot shows a software application window titled "ManageIT". The top navigation bar includes links for "Members", "Events", and "Content", along with user profile icons. The main content area has a title "Residence's" and a search bar with a magnifying glass icon. Below the search bar is a table with columns for "Res Name" and "Actions". The table lists seven residence names: Nerina, Asterhof, Erika, Klaradyn, Magritje, Madelief, and Vividus Ladies. Each name has a row of four icons: a pencil, a person, a trash can, and a question mark. A red number "6" is positioned next to the "Add Residence" button at the bottom right.

Res Name	Actions
Nerina	4 1 5 3 2
Asterhof	4 1 5 3 2
Erika	4 1 5 3 2
Klaradyn	4 1 5 3 2
Magritje	4 1 5 3 2
Madelief	4 1 5 3 2
Vividus Ladies	4 1 5 3 2

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. **Edit icon:** Click this icon if you would like to update a venue type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing venue type.
6. **Add Residence Button:** Click this button if you would like to add a residence to the system.

 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.

ManageIT Members▼ Events▼ Content

User

Residence's

Res Name

Res Name	
Nerina	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>
Asterhof	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>
Erika	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>
Klaradyn	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>
Magritje	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>
Madelief	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>
Vividus Ladies	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>

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

ManageIT Members▼ Events▼ Content

User

Create a Residence

Residence

Res Name

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

ManageIT Members▼ Events▼ Content

User

Create a

Create Residence

Are you sure that you want to create this residence?

Residence

Res Name

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

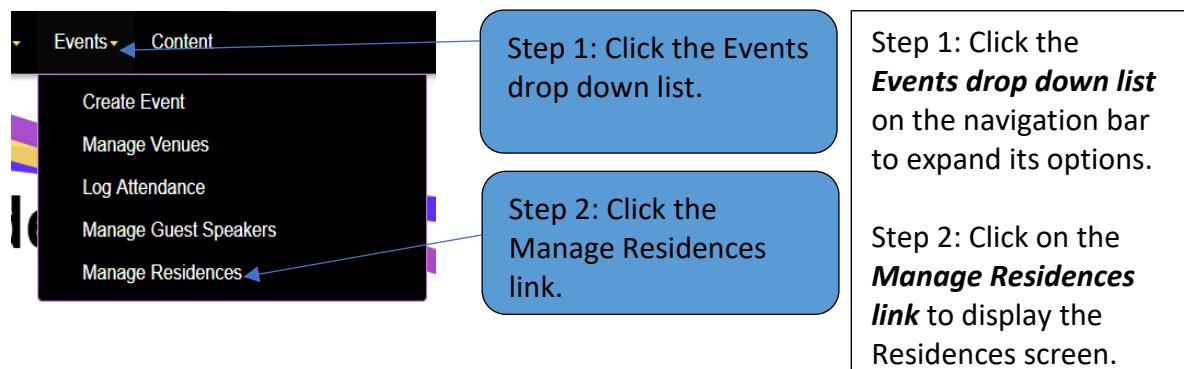
If the user enters a value that is invalid in the textbox, a warning message will be shown indicating the value entered is invalid.

4.10 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:

A screenshot of the 'Residence's' screen. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', a help icon, a user profile icon, and 'User'. Below the navigation bar, the title 'Residence's' is displayed in large, bold, black font. On the left side, there is a search bar with a placeholder 'Res Name' and a magnifying glass icon. The main content area shows a table with a list of residences. The table has two columns: 'Res Name' and actions. The 'Res Name' column lists: Nerina, Asterhof, Erika, Klaradyn, Magritjie, Madelief, and Vividus Ladies. To the right of each residence name are three small icons: a pencil, a person, and a clipboard. At the bottom right of the table is a button labeled 'Add Residence'.

Res Name	
Nerina	✎ ⚡ 📄
Asterhof	✎ ⚡ 📄
Erika	✎ ⚡ 📄
Klaradyn	✎ ⚡ 📄
Magritjie	✎ ⚡ 📄
Madelief	✎ ⚡ 📄
Vividus Ladies	✎ ⚡ 📄

4.10.3 Screen Controls

The screenshot shows a software interface titled "ManageIT" with a navigation bar for Members, Events, and Content. The main area is titled "Residence's". It displays a list of residence names: Nerina, Asterhof, Erika, Klaradyn, Magritjie, Madelief, and Vividus Ladies. Each name has three icons to its right: a pencil (edit), a question mark (information), and a trashcan (delete). At the top left is a red box labeled "1" over a "Res Name" input field and a magnifying glass icon labeled "2". At the bottom right is a red box labeled "6" over a "Add Residence" button.

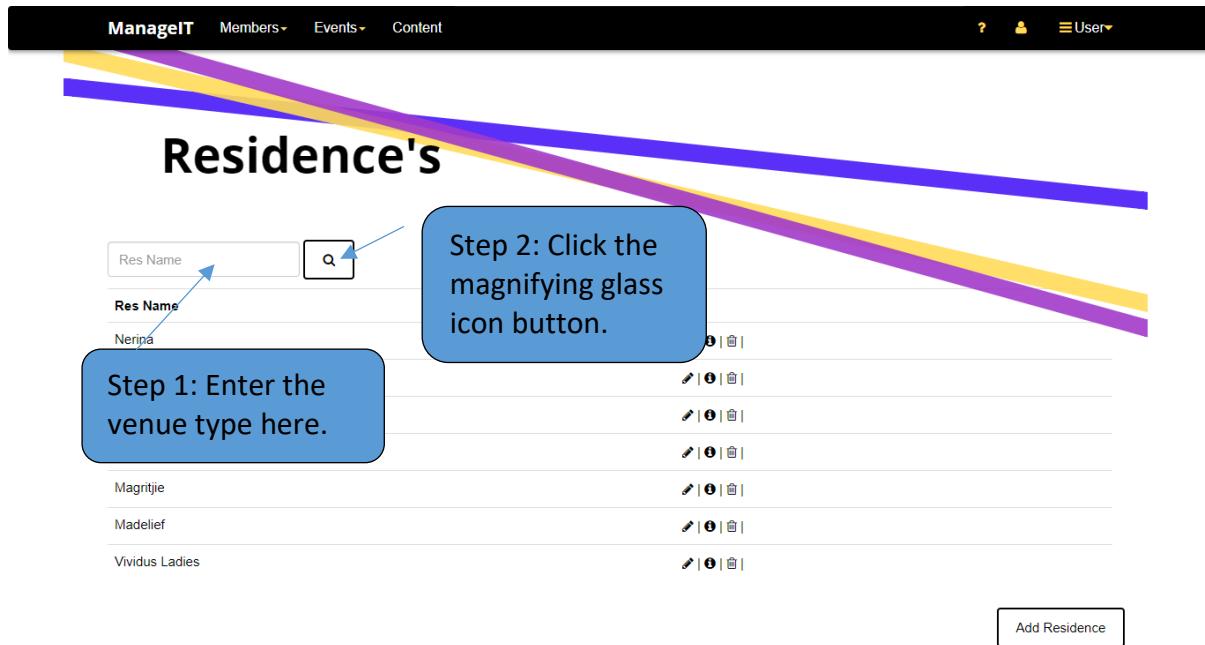
The screen control numbers are explained in detail below:

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. **Edit icon:** Click this icon if you would like to update a venue type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing venue type.
6. **Add Residence Button:** Click this button if you would like to add a residence to the system.

 **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

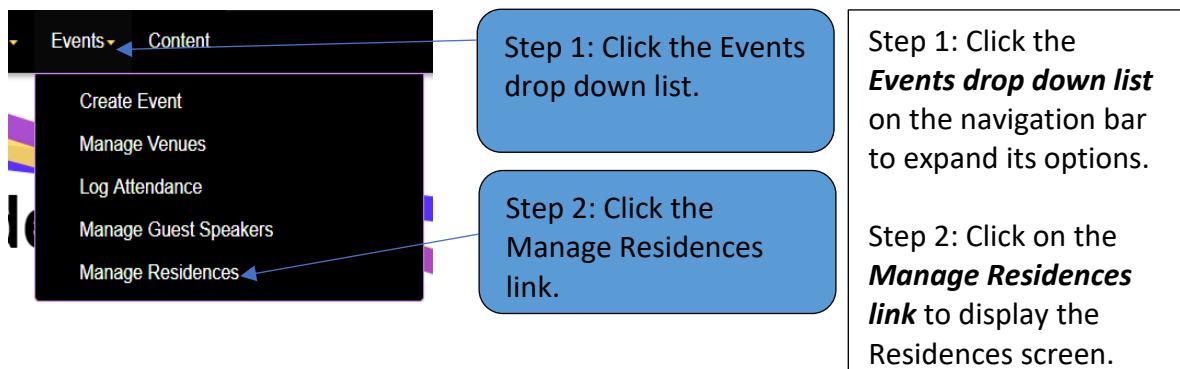
None

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



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

The screenshot shows a software interface titled "ManageIT" with a navigation bar at the top. The main content area is titled "Residence's". It contains a search bar with the placeholder "Res Name" and a magnifying glass icon. Below the search bar is a table with the following data:

Res Name	
Nerina	
Asterhof	
Erika	
Klaradyn	
Magritje	
Madelief	
Vividus Ladies	

At the bottom right is a button labeled "Add Residence".

4.11.3 Screen Controls

The screenshot is similar to the one above, but with numbered controls overlaid on specific elements:

- 1: Points to the "Res Name" text input field.
- 2: Points to the magnifying glass icon button.
- 3: Points to the information icon (a small blue square with a white question mark).
- 4: Points to the edit icon (a pencil icon).
- 5: Points to the trashcan icon (a small trash bin icon).
- 6: Points to the "Add Residence" button at the bottom right.

The screen control numbers are explained in detail below:

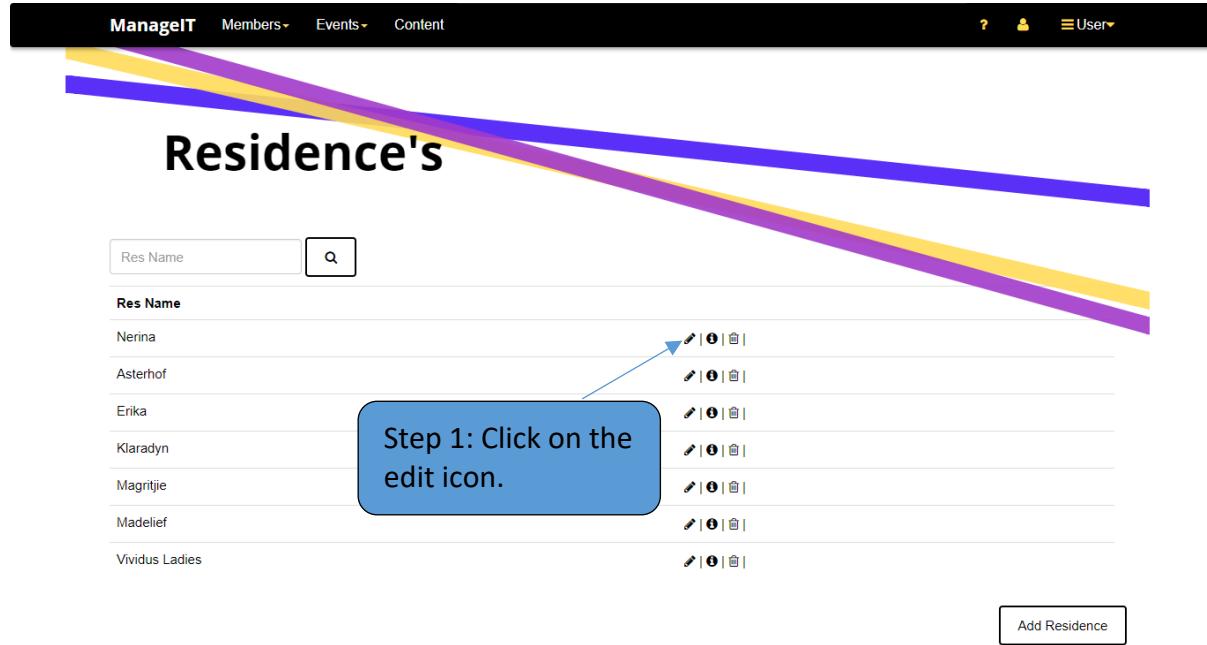
1. **Res Name Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Edit icon:** Click this icon if you would like to update a venue type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing venue type.

- Add Residence Button: Click this button if you would like to add a residence to the system.

 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.



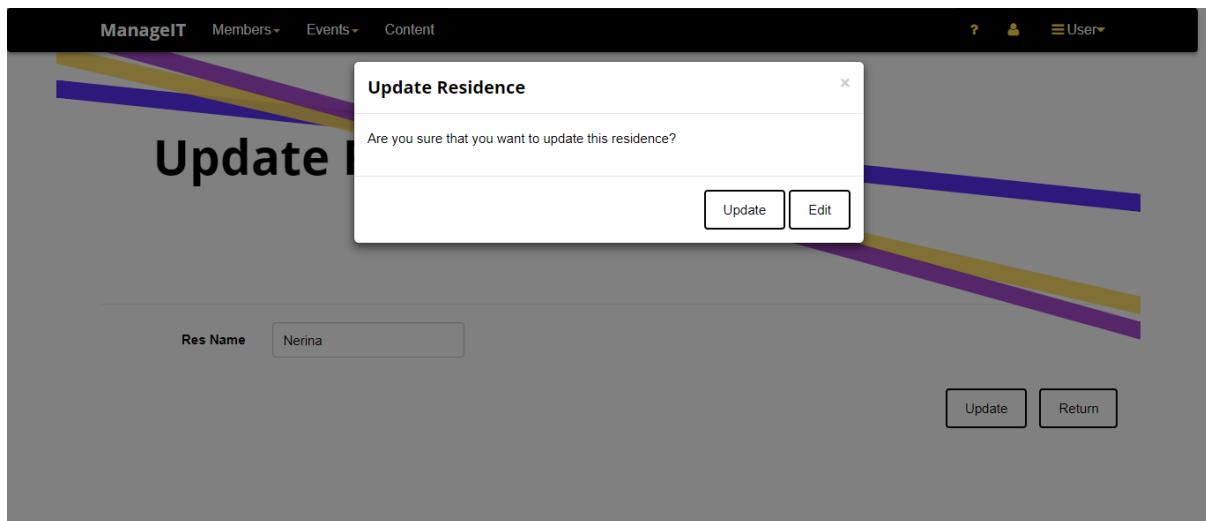
The screenshot shows the ManageIT application interface. At the top, there is a navigation bar with 'ManageIT' and other menu items. Below the navigation bar, the title 'Residence's' is displayed. On the left, there is a search bar labeled 'Res Name' with a magnifying glass icon. The main content area lists several residence names in a table format. To the right of each name is a set of three icons: a pencil (edit), a person (details), and a trash can (delete). A blue callout box with the text 'Step 1: Click on the edit icon.' has an arrow pointing to the edit icon next to the residence 'Nerina'. At the bottom right of the page, there is a button labeled 'Add Residence'.

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



The screenshot shows the 'Update Residence' form. At the top, the title 'Update Residence' is displayed. Below it, there is a table with one row containing a 'Res Name' column and a text input field containing 'Nerina'. At the bottom of the form are two buttons: 'Update' and 'Return'.

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



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

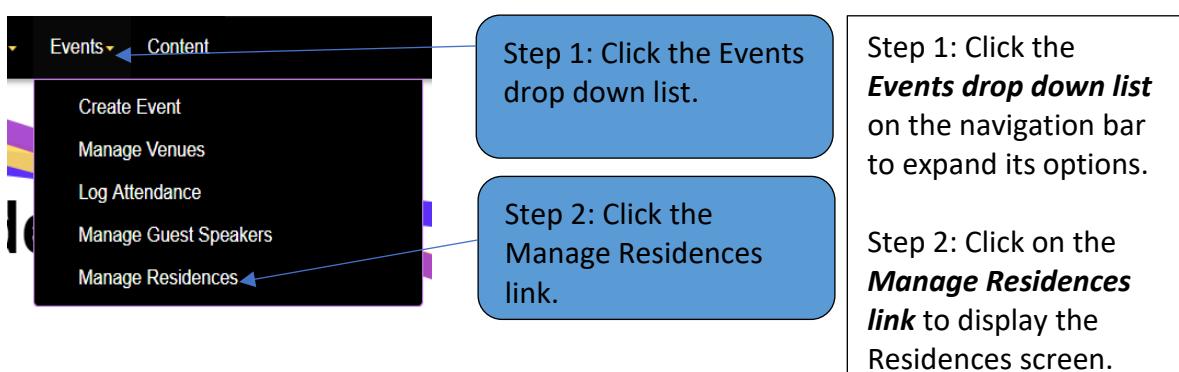
If the user enters a value that is invalid in the textbox, a warning message will be shown indicating the value entered is invalid.

4.12 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



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

The screenshot shows a software interface titled "ManageIT" with a dark header bar containing "ManageIT", "Members", "Events", and "Content" buttons. On the right side of the header are three user icons: a question mark, a person, and a gear labeled "User". Below the header, the main title "Residence's" is displayed in large, bold, black font. Underneath the title is a search bar with a placeholder "Res Name" and a magnifying glass icon. A table follows, with each row representing a residence name: Nerina, Asterhof, Erika, Klaradyn, Magritje, Madelief, and Vividus Ladies. Each row has four icons at the end: a pencil (Edit), a person (Details), a trash can (Delete), and a refresh symbol (Refresh). At the bottom right of the table area is a button labeled "Add Residence".

4.12.3 Screen Controls

This screenshot is identical to the one above, but it includes red numbers 1 through 6 to point out specific UI elements. Number 1 points to the "Res Name" input field. Number 2 points to the magnifying glass search icon. Number 3 points to the information icon (a small person icon) in the first row of the table. Number 4 points to the edit icon (a pencil icon) in the same row. Number 5 points to the trashcan icon (a trash can icon) in the same row. Number 6 points to the "Add Residence" button at the bottom right.

The screen control numbers are explained in detail below:

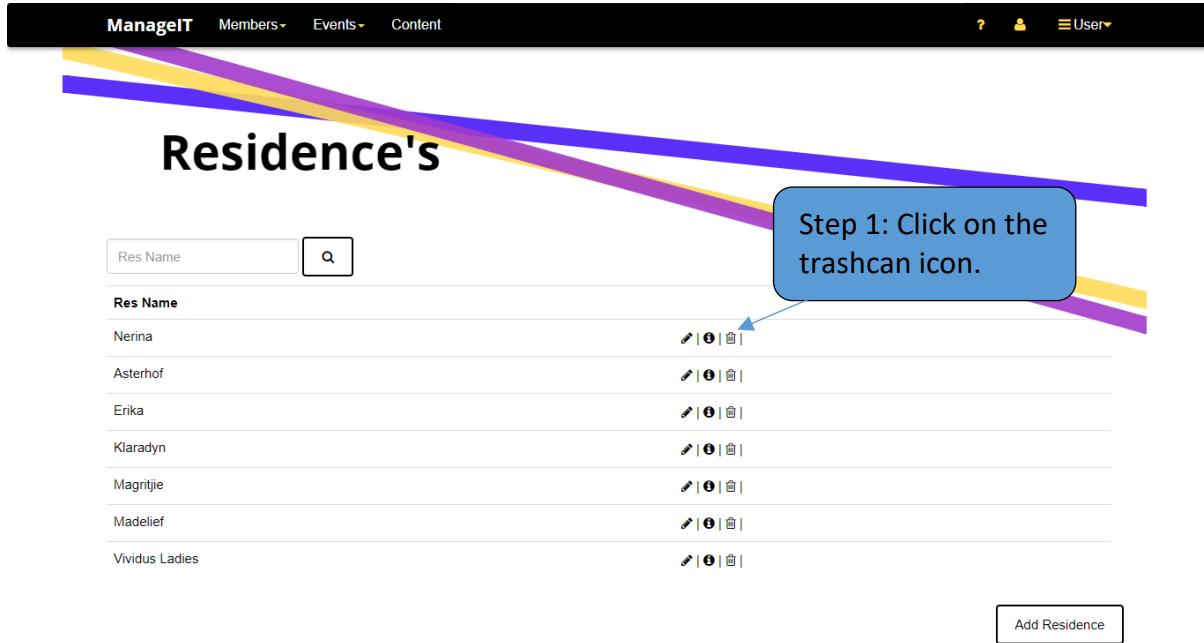
1. **Res Name Textbox:** Enter a venue type name here.
2. **Magnifying glass icon Button:** Click this button if you have entered a venue type in the textbox.
3. **Information icon:** Click this icon if you would like to view the details about a venue type.
4. **Edit icon:** Click this icon if you would like to update a venue type.
5. **Trashcan icon:** Click this icon if you would like to delete an existing venue type.

- Add Residence Button: Click this button if you would like to add a residence to the system.

 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-based application interface titled "Residence's". At the top, there is a navigation bar with links for "ManageIT", "Members", "Events", and "Content", along with user profile icons. Below the navigation bar is a search bar with a placeholder "Res Name" and a magnifying glass icon. The main content area displays a table of residence names:

Res Name	
Nerina	 
Asterhof	 
Erika	 
Klaradyn	 
Magritjie	 
Madelief	 
Vividus Ladies	 

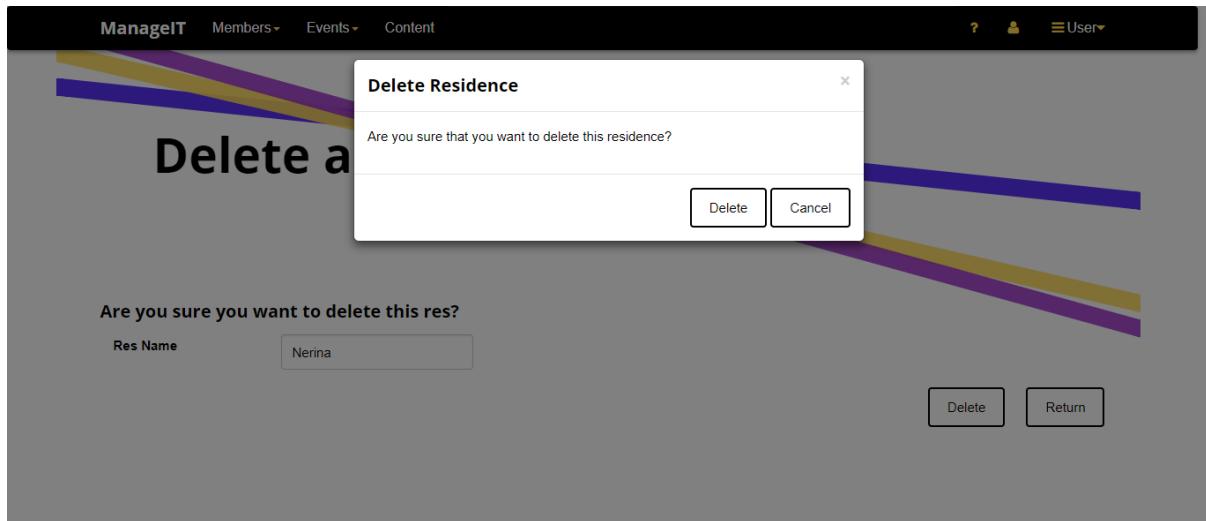
A blue callout box with the text "Step 1: Click on the trashcan icon." has an arrow pointing to the delete icon next to the residence "Nerina". In the bottom right corner of the page, there is a button labeled "Add Residence".

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



The screenshot shows a confirmation dialog titled "Delete a Residence". It asks the user "Are you sure you want to delete this res?". Below the question, there is a text input field labeled "Res Name" containing the value "Nerina". At the bottom of the dialog are two buttons: "Delete" and "Return". A blue callout box with the text "Step 2: Click on the Delete Button." has an arrow pointing to 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.

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

4.12.5 Possible System Errors

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

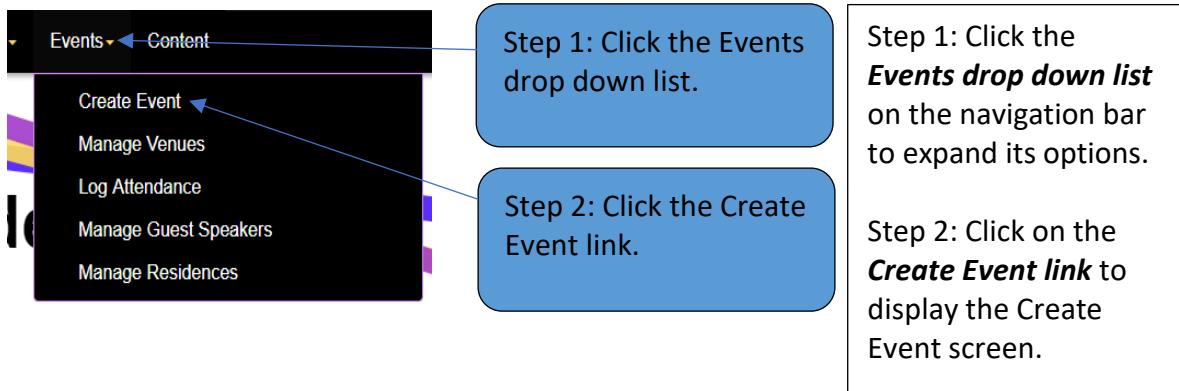
5. Event Subsystem

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



OR

ManageIT Members Events Content

?

User

ManageIT

An Events Management System

Search Events

Name of Event

Filter by...

Manage Events

Step 1 & 2: Click the Plus Icon Button.

Upcoming TRWLA Events

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

Upcoming Events

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

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.

Create

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!

Create

Lecture

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

Create

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.

Create

Step 3: Click the Create Button.

Return

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

5.1.3 Screen Controls

5.1.4 Process to creating an event

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

5.1.5 Possible System Errors

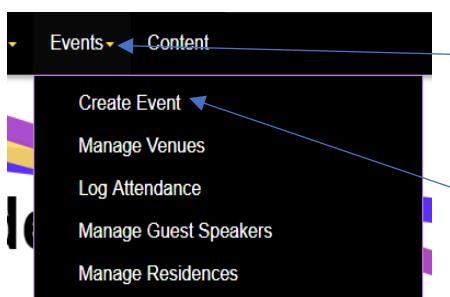
If the user enters a value that is invalid in a field, a warning message will be shown indicating the value entered is invalid.

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



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

The screenshot shows the 'ManageIT' events management system. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', and 'Content' links, along with user profile icons. Below the navigation is the 'ManageIT' logo and tagline 'An Events Management System'. On the left, there's a sidebar with 'Search Events' and a 'Filter by...' dropdown. To the right, there's a section titled 'Manage Events' with a 'Plus Icon Button' (a blue square with a white '+' sign). Below this, there's a grid titled 'Upcoming TRWLA Events' showing six event cards:

Date	Event Name	Description	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)	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

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

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.

[Create](#)

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!

[Create](#)

Lecture

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

[Create](#)

Step 3: Click the Create Button.

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.

[Create](#)

[Return](#)

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

Function

Create a Function Event

Name

Guest Speaker [Register Guest Speaker](#)

Date

Start Time

End Time:

Theme

Venue [Add Venue](#)

Summary

Description

[Create Event](#)[Return](#)

5.2.3 Screen Controls

The screenshot shows a web application interface for creating an event. 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 content area has a title 'Function' and a subtitle 'Create a Function Event'. The form consists of several input fields and dropdown menus, each labeled with a red number from 1 to 13. The fields include:

- Name (Textbox) - 1
- Guest Speaker (Dropdown List) - 2
- Register Guest Speaker (Hyperlink) - 3
- Date (Textbox) - 4
- Start Time (Textbox) - 5
- End Time (Textbox) - 6
- Theme (Textbox) - 7
- Venue (Dropdown List) - 8
- Add Venue (Hyperlink) - 9
- Summary (Textbox) - 10
- Description (Textbox) - 11

At the bottom right of the form are two buttons: 'Create Event' (button 12) and 'Return' (button 13).

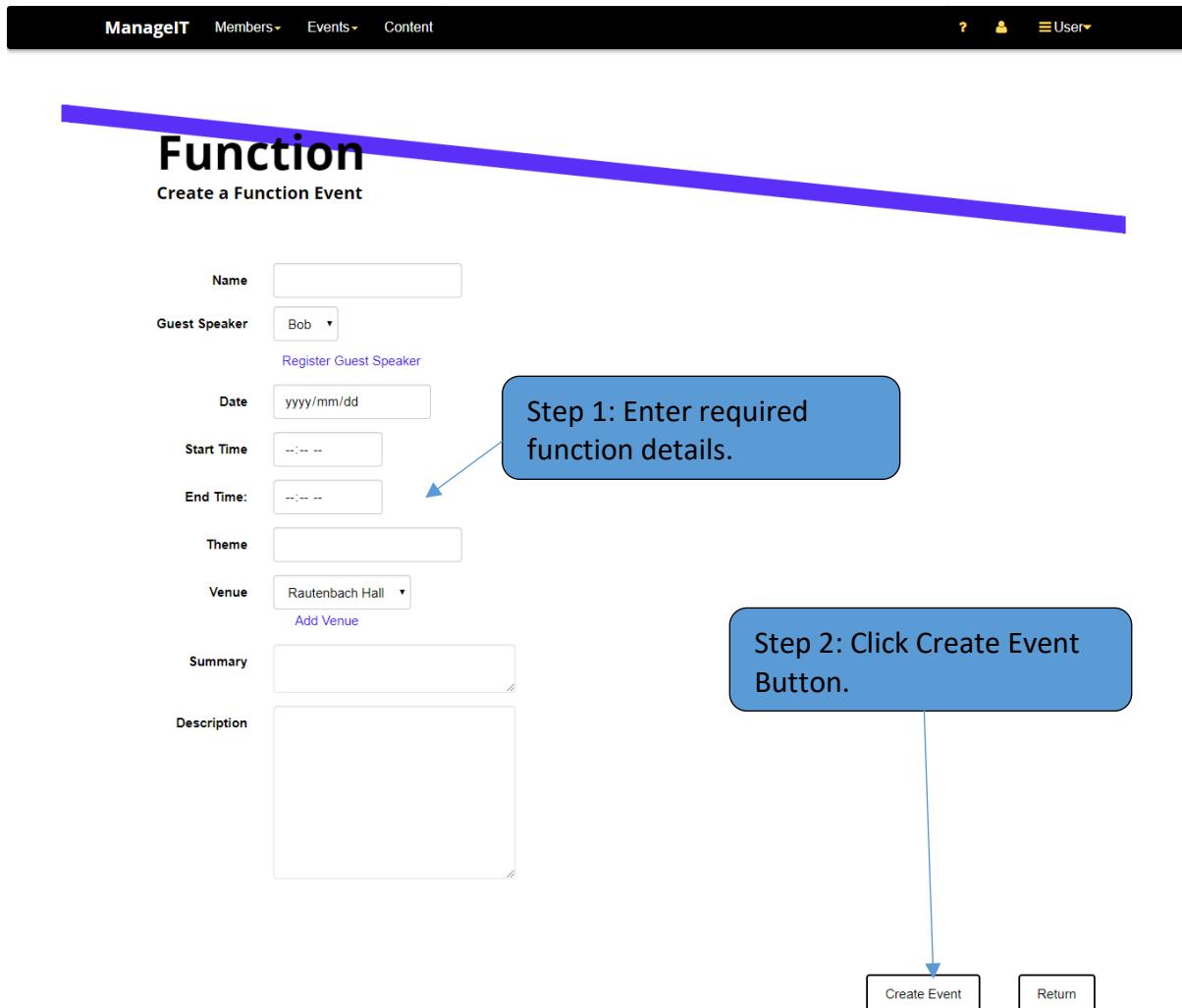
The screen control numbers are explained in detail below:

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. **Create Event 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 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.



ManageIT Members Events Content ? User

Function

Create a Function Event

Name

Guest Speaker Bob

Date

Start Time

End Time:

Theme

Venue Rautenbach Hall

Summary

Description

Step 1: Enter required function details.

Step 2: Click Create Event Button.

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

5.2.5 Possible System Errors

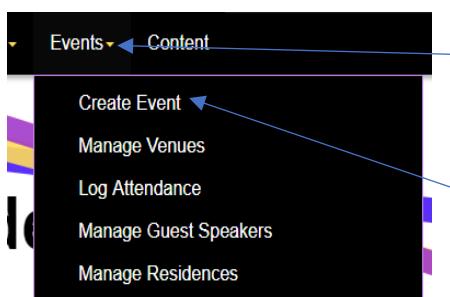
If the user enters a value that is invalid in a field, a warning message will be shown indicating the value entered is invalid.

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

A screenshot of the ManageIT Events Management System. The top navigation bar includes 'ManageIT', 'Members', 'Events', and 'Content' tabs, along with user profile icons. The main area features a large 'ManageIT' logo with the tagline 'An Events Management System'. Below the logo is a search bar labeled 'Search Events' with fields for 'Name of Event' and 'Filter by...'. To the right is a 'Manage Events' section with a 'Plus Icon Button' (a blue square with a white '+' sign). A callout box points to this button with the text 'Step 1 & 2: Click the Plus Icon Button.' Below this are sections for 'Upcoming TRWLA Events' and 'Past Events', each displaying a grid of event cards.

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

Event Type

Choose an Event Type

Function

About: These events are aimed at events where Guest Speakers speak inspirational and motivational messages to the girls of TRWLA. It caters to all events that fall outside of the norm the events held at TRWLA.

Step 3: Click the Create Button.

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!

[Create](#)

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.

[Create](#)

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.

[Create](#)

[Return](#)

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

Community Engagement

Create a Community Engagement Event

Name

Start Time:

End Time:

Date yyyy/mm/dd

Venue Rautenbach Hall ▾
[Add Venue](#)

Content Looking Forward ▾
[Upload Content](#)

Theme

Summary

Description

[Create Event](#) [Return](#)

5.3.3 Screen Controls

The screenshot shows a web application interface for creating a community engagement event. At the top, there's a navigation bar with 'ManageIT' and 'User' dropdowns. The main title 'Community Engagement' is displayed prominently, followed by the subtitle 'Create a Community Engagement Event'. Below this, there are several input fields and controls:

- Name:** A text input field labeled 'Name' (control 1).
- Start Time:** A time picker input field labeled 'Start Time:' (control 2).
- End Time:** A time picker input field labeled 'End Time:' (control 3).
- Date:** A date picker input field labeled 'Date' (control 4).
- Venue:** A dropdown menu labeled 'Venue' showing 'Rautenbach Hall' (control 5), with a 'Add Venue' link below it (control 6).
- Content:** A dropdown menu labeled 'Content' showing 'Looking Forward' (control 7), with a 'Upload Content' link below it (control 8).
- Theme:** A text input field labeled 'Theme' (control 9).
- Summary:** A text input field labeled 'Summary' (control 10).
- Description:** A large text area labeled 'Description' (control 11).

At the bottom right are two buttons: 'Create Event' (control 12) and 'Return' (control 13).

The screen control numbers 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 the 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 the 'Community Engagement' form. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', and user profile icons. Below the navigation bar, the title 'Community Engagement' is displayed, followed by the sub-instruction '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 showing 'Rautenbach Hall' with an 'Add Venue' link), 'Content' (dropdown menu showing 'Looking Forward' with an 'Upload Content' link), 'Theme' (text box), 'Summary' (text area), and 'Description' (large text area). A purple diagonal bar is drawn across the top of the form. Two blue callout boxes with arrows point to specific fields. The first callout, pointing to the 'Venue' field, contains the text 'Step 1: Enter required community engagement details.' The second callout, pointing to the 'Create Event' button at the bottom right, contains the text 'Step 2: Click Create Event Button.' At the bottom right of the form, there are two buttons: 'Create Event' and 'Return'.

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

5.3.5 Possible System Errors

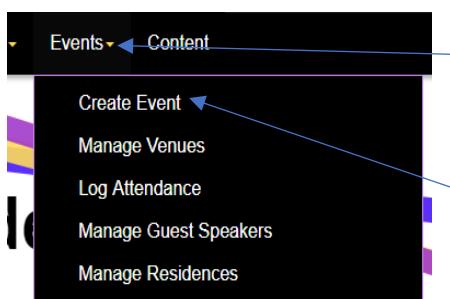
If the user enters a value that is invalid in a field, a warning message will be shown indicating the value entered is invalid.

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



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

A screenshot of the 'ManageIT' Events Management System. The top navigation bar includes 'ManageIT', 'Members', 'Events', and 'Content' tabs, along with user icons. The main area features a large 'ManageIT' logo and the tagline 'An Events Management System'. Below the logo is a search bar with fields for 'Name of Event' and 'Filter by...' and a search icon. To the right is a 'Manage Events' section with a 'Plus Icon Button' (a blue square with a white '+' sign) and a downward arrow button. A callout box points to the Plus Icon Button with the text 'Step 1 & 2: Click the Plus Icon Button.' Below this are sections for 'Upcoming TRWLA Events' and 'Past Events', each displaying a grid of event cards.

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

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.

Create

Community Engagement

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

Step 3: Click the Create Button.

Create

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

Create

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.

Create

Return

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

Lecture

Create a Lecture Event

Name	<input type="text"/>
Start Time:	<input type="text"/> --:-- --
End Time:	<input type="text"/> --:-- --
Date	<input type="text"/> yyyy/mm/dd
Content	Looking Forward ▾ Upload Content
Theme	<input type="text"/>
Residence	<input type="text"/> Nerina ▾
Summary	<input type="text"/>
Description	<input type="text"/>

5.4.3 Screen Controls

The screenshot shows the 'Lecture' creation page. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', and user profile icons. Below the title 'Lecture' and subtitle 'Create a Lecture Event', there are several input fields and dropdowns:

- Name:** Textbox (1)
- Start Time:** Time picker (2)
- End Time:** Time picker (3)
- Date:** Date picker (4)
- Content:** Dropdown list (5) with options 'Looking Forward' and 'Upload Content' (6)
- Theme:** Textbox (7)
- Residence:** Dropdown list (8) with option 'Nerina'
- Summary:** Textbox (9)
- Description:** Textarea (10)
- Create Event Button:** Button (11)
- Return Button:** Button (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.

ManageIT Members Events Content ? User

Lecture

Create a Lecture Event

Name:

Start Time:

End Time:

Date: yyyy/mm/dd

Content: Looking Forward

Theme:

Residence: Nerina

Summary:

Description:

Step 1: Enter required community engagement details.

Step 2: Click Create Event Button.

Create Event Return

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

5.4.5 Possible System Errors

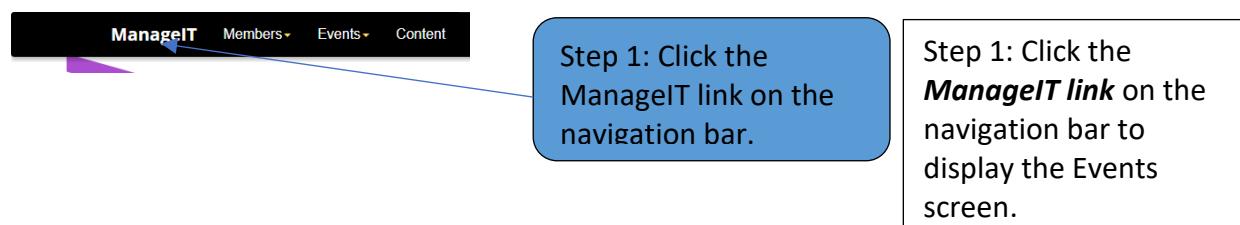
If the user enters a value that is invalid in a field, a warning message will be shown indicating the value entered is invalid.

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:

The screenshot shows the 'Events' page of the ManageIT system. 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 title 'ManageIT' is prominently displayed, followed by the subtitle 'An Events Management System'. To the left of the main content area, there is a search section titled 'Search Events' with fields for 'Name of Event' and a search icon, and a dropdown menu for 'Filter by...'. To the right of the search section is a 'Manage Events' section with a '+' button and a '-' button. The main content area is titled 'Upcoming TRWLA Events' and displays five event cards. The first three cards are purple, and the last two are blue. Each card contains event details such as date, name, location, and time.

Date	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

5.5.3 Screen Controls

ManageIT Members Events Content

?

User

ManageIT

An Events Management System

Search Events

1 Name of Event 2

Filter by... 5 3 4

Manage Events

Upcoming TRWLA Events

Event Details	Date	Time	Location	Attendee Count
Practice Form (F) asasd 13:00:00 to 14:00:00 Duxbury Palace	2017/10/18 12:00:00 AM			0 6
Party (CE) Party (CE) 12:00:00 to 14:00:00 Duxbury Palace	2017/10/03 12:00:00 AM			0
Taking a Leap (L) asasd 14:00:00 to 16:00:00 Klaradyn	2017/10/03 12:00:00 AM			0
Another (F) asasd 12:00:00 to 15:00:00 Duxbury Palace	2017/10/19 12:00:00 AM			0
asdasdasd (F) asd 14:00:00 to 16:00:00 Duxbury Palace	2017/10/25 12:00:00 AM			0

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 interface. At the top, there's a navigation bar with 'ManageIT' and other menu items. Below it is the system logo 'ManageIT An Events Management System'. The main area has two sections: 'Search Events' and 'Manage Events'. In the 'Search Events' section, there's a text input for 'Name of Event' with a magnifying glass icon button next to it, and a dropdown for 'Filter by...'. Two blue callout boxes provide instructions: 'Step 1: Enter Event name here.' points to the input field, and 'Step 2: Click magnifying glass icon button to search.' points to the magnifying glass icon. Below these are sections for 'Upcoming TRWLA Events' and 'Upcoming Events'. Each section contains several event cards, each with a date, title, location, and time range.

Date	Title	Location	Time Range
2017/10/18 12:00:00 AM	Practice Form (F) asasd	Duxbury Palace	13:00:00 to 14:00:00
2017/10/09 12:00:00 AM	Party (CE) Party (CE)	Duxbury Palace	12:00:00 to 14:00:00
2017/10/25 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

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.

5.5.5 Possible System Errors

None

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

5.6.3 Screen Controls

5.6.4 Process to creating an event

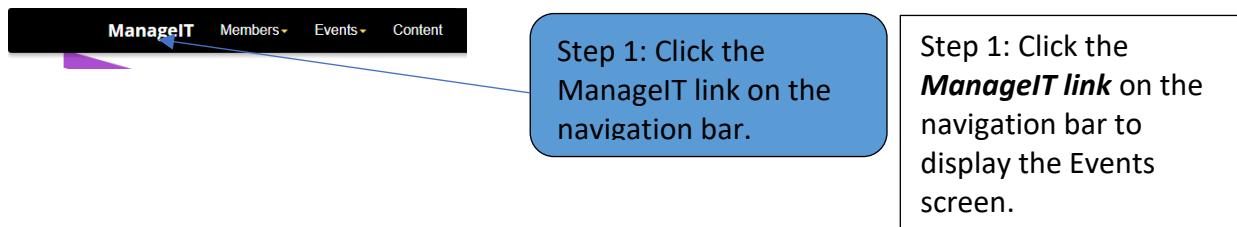
5.6.5 Possible System Errors

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:

The screenshot shows the 'Events' page of the ManageIT system. At the top, there is a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. Below the navigation bar, the title 'ManageIT' and subtitle 'An Events Management System' are displayed. On the left, there is a 'Search Events' section with a search input field and a magnifying glass icon, followed by a 'Filter by...' dropdown menu. To the right, there is a 'Manage Events' section with a '+' and '-' button. The main area displays a grid of events under the heading 'Upcoming TRWLA Events'. The events are listed in two rows:

Event Date	Event Name	Description
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)	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

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 is the system logo, "ManageIT An Events Management System". The main area is titled "Search Events" and "Manage Events". It features a search bar with a name field (1), a magnifying glass icon (2), a dropdown filter by type (5), and buttons for creating (3) and managing (4) events. Below this, a section titled "Upcoming TRWLA Events" displays six event cards. The first three cards are purple, and the last three are blue. Each card contains event details: date/time, name, location, and duration. An information icon (6) is located at the bottom left of each purple card.

Date/Time	Name	Location	Duration
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

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 top bar are icons for help, user profile, and user management. Below the top bar, the main title 'ManageIT' is displayed in large letters, with 'An Events Management System' underneath it. A decorative graphic of overlapping colored bars (purple, yellow, blue) is positioned behind the title.

Search Events

Name of Event

Filter by...

Manage Events

Upcoming TRWLA Events

Date	Event Name	Description	Location	Time
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	Making a Leap (L)	asdasd	Klaradyn	14:00:00 to 16:00:00

Step 1: Click the information icon to view details

A callout bubble with this text points to the information icon (a small blue circle with a white dot) located next to the 'Practice Form (F)' event entry.

Once the information icon is clicked, the following screen will be displayed

Update Being confident (F)

Name	Being confident (F)
Guest Speaker	Bob ▾
	Register Guest Speaker
Date	yyyy/mm/dd
Time	11:20 AM
End Time:	01:00 PM
Theme	Confidence
Venue	Rautenbach Hall ▾
	Add Venue
Summary	How to be confident
Description	Teaches you how to be confident

Step 2: Update the event details

Step 3: Click update event to save.

[Update Event](#) [Return](#)

5.7.5 Possible System Errors

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



Step 1: Click the ManageIT link on the navigation bar.

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

The following Events page will be displayed:

ManageIT

An Events Management System

Search Events

Manage Events

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)
asasd

14:00:00 to 16:00:00

Klaradyn



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



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, along with user profile and settings icons. Below the navigation bar is the system logo, "ManageIT An Events Management System". The main area is divided into two sections: "Search Events" and "Manage Events". The "Search Events" section contains a search input field (1), a magnifying glass icon (2), and a dropdown filter by type (5). The "Manage Events" section contains a plus icon (3) and a tick icon (4). Below these sections is a heading "Upcoming TRWLA Events" followed by a grid of six event cards. The events are:

Date	Event Name	Description	Location	Action
2017/10/18 12:00:00 AM	Practice Form (F)	asasd	Duxbury Palace	6
2017/10/03 12:00:00 AM	Party (CE)	Party (CE)	Duxbury Palace	
2017/10/03 12:00:00 AM	Taking a Leap (L)	asdasd	Klaradyn	
2017/10/19 12:00:00 AM	Another (F)	asdasd	Duxbury Palace	
2017/10/25 12:00:00 AM	asdadasd (F)	asd	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

The screenshot shows the ManageIT Events Management System. At the top, there's a navigation bar with links for 'ManageIT', 'Members', 'Events', and 'Content'. On the right, there are user profile and settings icons. Below the header, the system title 'ManageIT' is displayed with the subtitle 'An Events Management System'. The main content area is titled 'Upcoming TRWLA Events' and lists five events in a grid. Each event card includes a date, time, name, location, and a small information icon. A blue callout bubble with white text points to the information icon of the second event from the top-left. The text inside the callout bubble reads: 'Step 1: Click the information icon to view details'.

Date	Event Details	Location
2017/10/18 12:00:00 AM	Practice Form (F) asasd 13:00:00 to 14:00:00 Duxbury Palace	
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	
2017/10/03 12:00:00 AM	Taking a Leap (L) asdasd 14:00:00 to 16:00:00 Klaradyn	

Once the information icon is clicked, the following screen will be displayed

5.8.5 Possible System Errors

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 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

5.9.3 Screen Controls

5.9.4 Process to logging event attendance

5.9.5 Possible System Errors

5.9 Send Notification

5.9.1 Purpose of the function

The purpose of sending a notification is so that the academy can notify members of any important changes and events.

5.9.2 Navigation to sending a notification

5.9.3 Screen Controls

5.9.4 Process to send a notification

5.9.5 Possible System Errors

5.11 View Notification

5.9.1 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.

5.9.2 Navigation to view a notification

5.9.3 Screen Controls

5.9.4 Process to view a notification

5.9.5 Possible System Errors

None

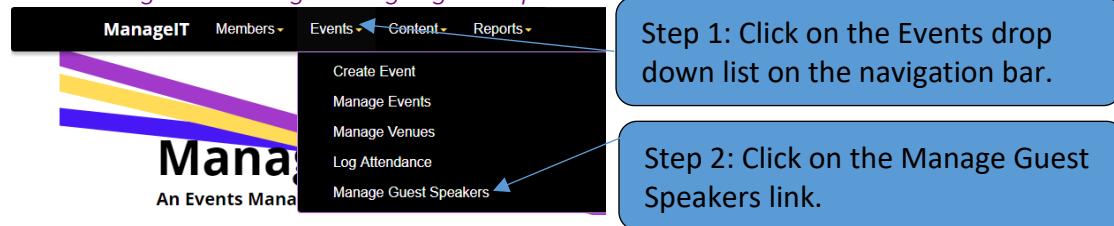
6. Guest Speaker Subsystem

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 a web application interface titled "Guest Speakers". At the top, there is a navigation bar with links for "ManageIT", "Members", "Events", and "Content". On the right side of the header, there are icons for help, user profile, and user management. Below the header, the main content area features a large title "Guest Speakers" in bold black font. Underneath the title is a section titled "Search Guest Speakers" with a search input field labeled "Name of Guest Speaker" and a magnifying glass icon. There is also a dropdown menu labeled "Filter by...". A table displays search results for one guest speaker: Name (Melissa), Surname (Koch), Phone Number (0834459859), Email Address (director@trwla.co.za), and Picture Link (with edit and delete icons). At the bottom of the page are two buttons: "Register Guest Speaker" and "Return".

Name	Surname	Phone Number	Email Address	Picture Link
Melissa	Koch	0834459859	director@trwla.co.za	

6.1.3 Screen Controls

1 Name of Guest Speaker 2 Search Button
3 Filter by... 4 Edit icon 5 Information icon
6 Register Guest Speaker 7 Return

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. **Edit icon:** Click this icon if you would like to update an existing guest speakers' details on the system.
5. **Information icon:** Click this icon if you wish to view a selected guest speakers' details.
6. **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.
7. **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

The screenshot shows the 'Guest Speakers' section of the ManageIT application. 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...'. A table displays guest speaker information with columns for Name, Surname, and Phone Number. One row in the table shows 'Melissa' in the Name column, 'Koch' in the Surname column, and '0834459859' in the Phone Number column. To the right of the table, a blue callout box contains the text: 'Step 1: Click the Register Guest Speaker Button.' An arrow points from this callout to a button labeled 'Register Guest Speaker' located at the bottom right of the screen. Other buttons visible include 'Return' and a 'Picture Link' button.

Once the Register Guest Speaker Button has been clicked, the Register Guest Speaker screen will be displayed as follows:

The screenshot shows the 'Register Guest Speaker' form. 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...'. A table displays guest speaker information with columns for Name, Surname, and Phone Number. One row in the table shows 'Melissa' in the Name column, 'Koch' in the Surname column, and '0834459859' in the Phone Number column. To the right of the table, a blue callout box contains the text: 'Step 2: Enter the relevant details into the textboxes.' Another blue callout box below it contains the text: 'Step 3: Click on the Register Button.' A curly brace on the left side of the form groups the 'Name', 'Surname', 'Phone Number', 'Email', and 'Picture Link' textboxes. The 'Register' button is located at the bottom right of the form, along with a 'Return' button.

Take note of the following information that needs to be entered into the above textboxes:

Name textbox: Enter the Guest Speaker's name here.

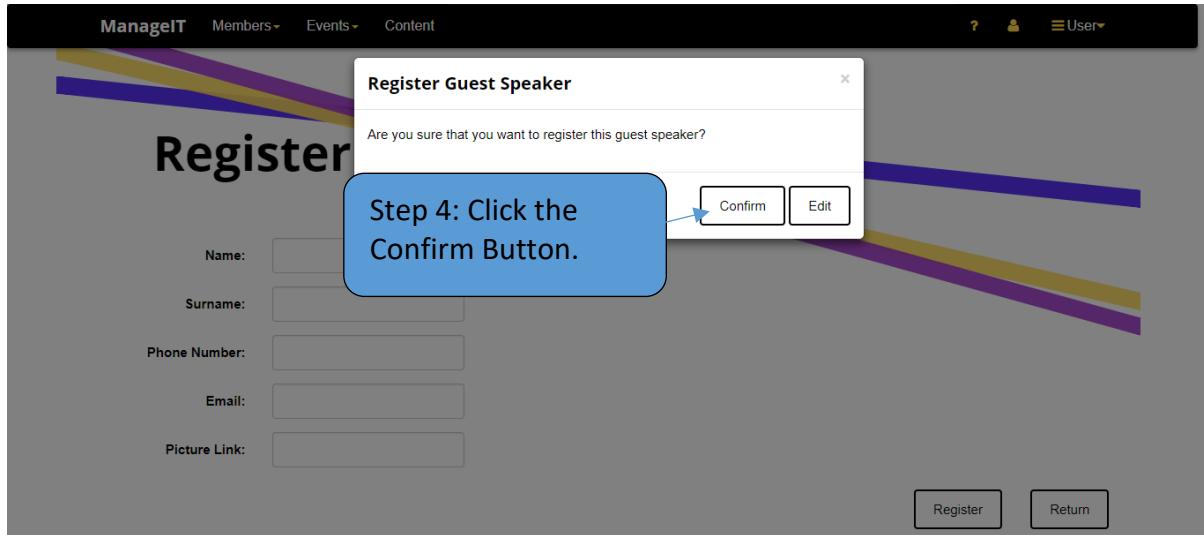
Surname textbox: Enter the Guest Speaker's surname here.

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.

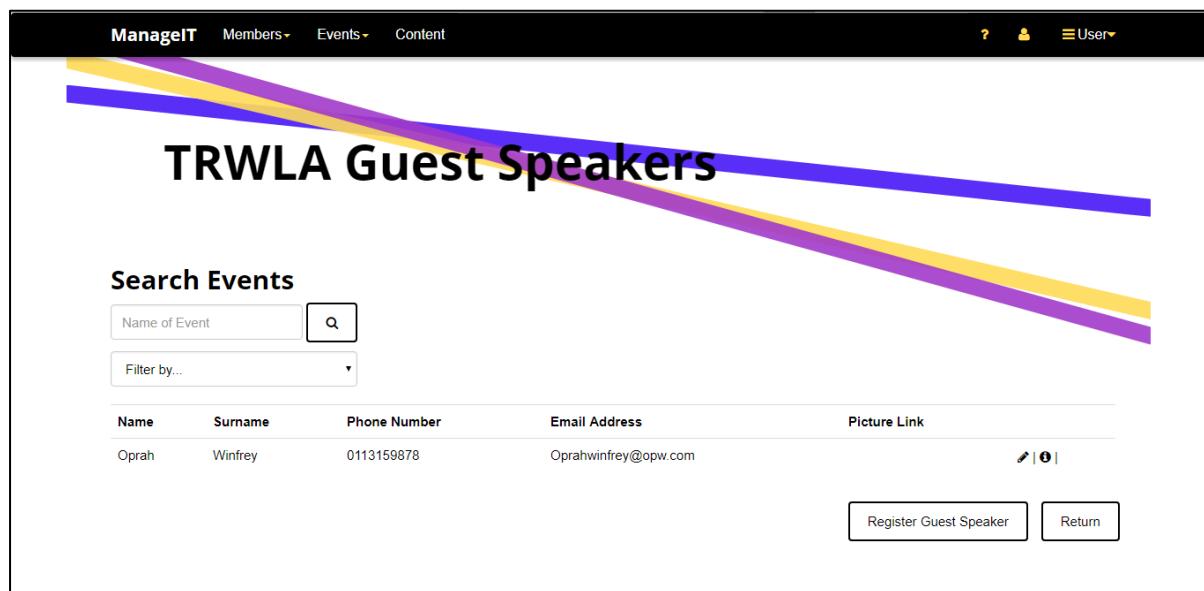
Email Textbox: Enter a valid email address here which contains a "@" symbol, a valid domain such as Hotmail@yahoo and a valid dot extension at the end.

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:



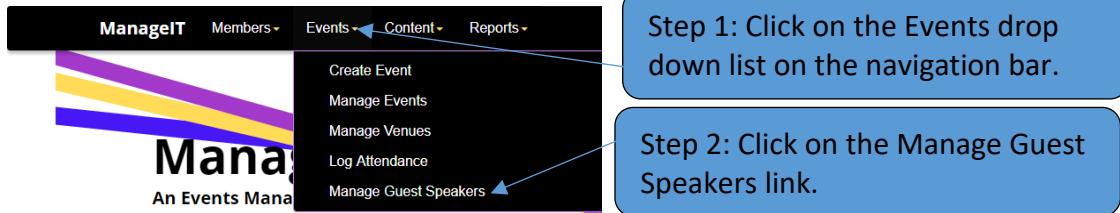
6.1.5 Possible screen errors

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 header with the title 'Guest Speakers'. Below the header, there is a search form titled 'Search Guest Speakers' with fields for 'Name of Guest Speaker' and a search button. There is also a dropdown menu labeled 'Filter by...'. Below the search form, there is a table with columns: Name, Surname, Phone Number, Email Address, and Picture Link. One row is visible in the table, showing 'Melissa Koch' with phone number '0834459859' and email 'director@trwla.co.za'. In the 'Picture Link' column, there is a small thumbnail image followed by edit and delete icons. At the bottom of the screen, there are two buttons: 'Register Guest Speaker' and 'Return'.

6.2.3 Screen Controls

The screenshot shows a web-based application titled "Guest Speakers". At the top, there's a navigation bar with "ManageIT", "Members", "Events", "Content", and user profile icons. Below the title, there's a search section labeled "Search Guest Speakers" with a "Name of Guest Speaker" input field (1), a magnifying glass search button (2), and a dropdown menu for filtering (3). A table displays guest speaker details: Name (Melissa), Surname (Koch), Phone Number (0834459859), Email Address (director@trwla.co.za), and Picture Link (4, showing a profile picture and edit icon). At the bottom are buttons for "Register Guest Speaker" (6) and "Return" (7).

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. **Edit icon:** Click this icon if you would like to update an existing guest speakers' details on the system.
5. **Information icon:** Click this icon if you wish to view a selected guest speakers' details.
6. **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.
7. **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

The screenshot shows the 'Guest Speakers' search interface. At the top, there is a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', and user profile icons. Below the navigation bar, the title 'Guest Speakers' is displayed. A search form titled 'Search Guest Speakers' contains a text input field labeled 'Name of Guest Speaker' and a search button with a magnifying glass icon. A dropdown menu labeled 'Filter by...' is also present. The main content area displays a table with columns: Name, Surname, Phone Number, Email Address, and Picture Link. One row is shown for 'Melissa Koch' with the phone number '0834459859' and email 'director@trwla.co.za'. At the bottom right are 'Register Guest Speaker' and 'Return' buttons.

Step 1: Enter a Guest Speaker's name in the textbox.

Step 2: Click the Search Button.

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

The screenshot shows the 'Guest Speakers' search results. The search form and table structure are identical to the previous screenshot. A blue callout box with rounded corners points to the information icon (a small person icon) next to the 'Email Address' column for the speaker 'Melissa Koch'. The callout text reads: 'Optional Step 3: Click on the information icon to view details.'

Once the information icon has been clicked, the Guest Speaker's details will be displayed as follows:

The screenshot shows a web application interface titled "ManageIT". The top navigation bar includes links for "Members", "Events", and "Content", along with user profile and help icons. The main content area features a purple header banner with the text "Melissa 's Information". Below the banner is a form with the following fields:

Name:	Melissa
Surname:	Koch
Phone Number:	0834459859
Email:	director@trwla.co.za
Picture Link:	[Empty input field]

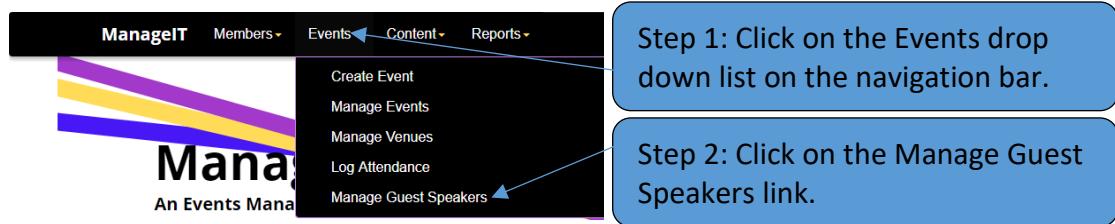
At the bottom right of the form are three buttons: "Update", "Delete", and "Return".

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 screenshot shows the 'Guest Speakers' search results page. The title 'Guest Speakers' is prominently displayed at the top. Below it is a search section titled 'Search Guest Speakers' with fields for 'Name of Guest Speaker' and a search icon. There is also a 'Filter by...' dropdown menu. The main content area displays a table with one row of data:

Name	Surname	Phone Number	Email Address	Picture Link
Melissa	Koch	0834459859	director@trwla.co.za	

At the bottom of the page are two buttons: 'Register Guest Speaker' and 'Return'.

6.3.3 Screen Controls

The screenshot shows the 'Guest Speakers' search interface. At the top, there's a navigation bar with 'ManageIT', 'Members', 'Events', 'Content', and user icons. The main title 'Guest Speakers' is centered above a search form. The search form includes a 'Name of Guest Speaker' input field (labeled 1), a search button (labeled 2), and a 'Filter by...' dropdown (labeled 3). Below the search form is a table with columns: Name, Surname, Phone Number, Email Address, and Picture Link. One row is shown with data: Melissa, Koch, 0834459859, director@trwla.co.za, and a picture link icon (labeled 4). At the bottom are two buttons: 'Register Guest Speaker' (labeled 6) and 'Return' (labeled 7).

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. **Edit icon:** Click this icon if you would like to update an existing guest speakers' details on the system.
5. **Information icon:** Click this icon if you wish to view a selected guest speakers' details.
6. **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.
7. **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

The screenshot shows the 'Guest Speakers' section of the ManageIT application. At the top, there's 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...'. A table lists guest speakers with columns: Name, Surname, Phone Number, Email Address, and Picture Link. The 'Picture Link' column contains a URL and two edit icons (pencil and delete). Buttons at the bottom are 'Register Guest Speaker' and 'Return'.

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:

The screenshot shows the 'Update Melissa's Information' form. It has fields for Name (Melissa), Surname (Koch), Phone Number (0834459859), Email (director@trwla.co.za), and Picture Link. A large blue callout box points to the fields with the text 'Step 2: Edit the details accordingly.' Another blue callout box points to the 'Update' button with the text 'Step 3: Click the Update Event Button.' Buttons at the bottom are 'Update' and 'Return'.

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

The screenshot shows a confirmation dialog box titled 'Update Guest Speaker'. The message inside says 'Are you sure that you want to update this guest speaker's information?'. A blue callout box points to the 'Confirm' button with the text 'Step 4: Click the confirm button.' There are also 'Edit' and 'Cancel' buttons in the dialog.

Once the Confirm button has been clicked, the guest speaker's information will be updated accordingly.

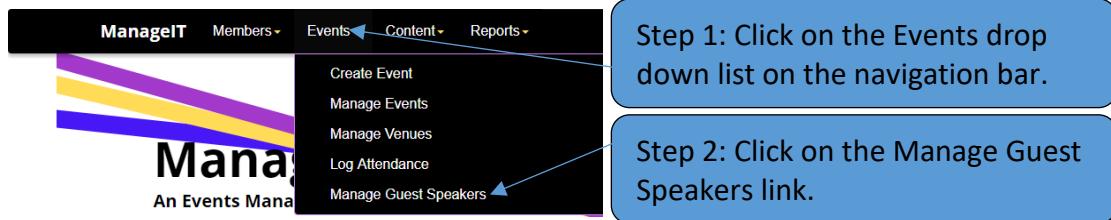
6.3.5 Possible System Errors

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



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:

Guest Speakers

Search Guest Speakers

Name of Guest Speaker

Filter by...

Name	Surname	Phone Number	Email Address	Picture Link
Melissa	Koch	0834459859	director@trwla.co.za	<input type="button" value="P"/> <input type="button" value="U"/>

6.4.3 Screen Controls

The screenshot shows a web-based application titled "Guest Speakers". At the top, there is a navigation bar with links for "ManageIT", "Members", "Events", and "Content". On the right side of the header are icons for help, user profile, and user management. The main title "Guest Speakers" is displayed prominently. Below the title is a search section titled "Search Guest Speakers" containing a text input field labeled "Name of Guest Speaker" (marked with red number 1), a search button with a magnifying glass icon (marked with red number 2), and a dropdown menu labeled "Filter by..." (marked with red number 3). A table below the search section displays guest speaker details: Name (Melissa), Surname (Koch), Phone Number (0834459859), Email Address (director@trwla.co.za), and Picture Link (represented by a small thumbnail image). To the right of the table are three red icons: a pencil (Edit icon) (marked with red number 4), an information sign (Information icon) (marked with red number 5), and a plus sign (Register Guest Speaker button) (marked with red number 6). At the bottom right are two buttons: "Register Guest Speaker" and "Return" (marked with red number 7).

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. **Edit icon:** Click this icon if you would like to update an existing guest speakers' details on the system.
5. **Information icon:** Click this icon if you wish to view a selected guest speakers' details.
6. **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.
7. **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' section of the ManageIT application. 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...'. A table displays guest speaker information with columns: Name, Surname, Phone Number, Email Address, and Picture Link. In the 'Picture Link' column for the entry 'Melissa Koch', there is an edit icon (pencil) and an information icon (info symbol). A blue callout box with a white border and rounded corners contains the text: 'Step 1: Click on the information icon next to the specific guest speaker.' A blue arrow points from the bottom right of this callout box to the information icon in the table.

Once the information icon has been clicked, the guest speaker's details will be displayed as follows:

The screenshot shows the detailed information for 'Melissa Koch'. The page title is 'Melissa 's Information'. On the left, there is a form with fields: Name (Melissa), Surname (Koch), Phone Number (0834459859), Email (director@trwla.co.za), and Picture Link (empty). On the right, a blue callout box with a white border and rounded corners contains the text: 'Step 2: Click the Delete Guest Speaker Button.' A blue arrow points from the bottom right of this callout box to the 'Delete' button in the bottom right corner of the page. Other buttons visible are 'Update' and 'Return'.

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 with the title 'Delete Melissa'. The main message inside the box is 'Are you sure that you want to delete Melissa 's information off of the system?'. A blue callout box with a white border and rounded corners contains the text: 'Step 3: Click the Delete Guest Speaker Button.' A blue arrow points from the bottom right of this callout box to the 'Delete' button in the bottom right corner of the dialog box. Another button in the dialog box is 'Close'.

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.

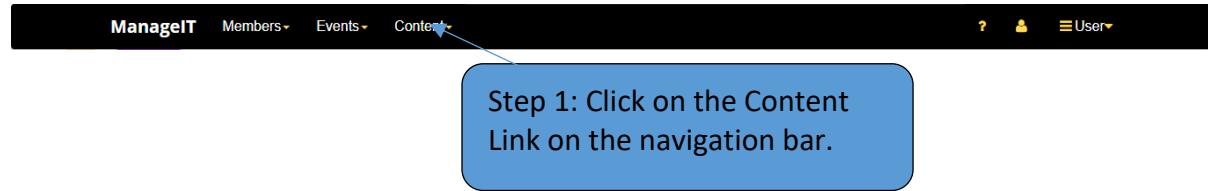
7. Content Subsystem

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.

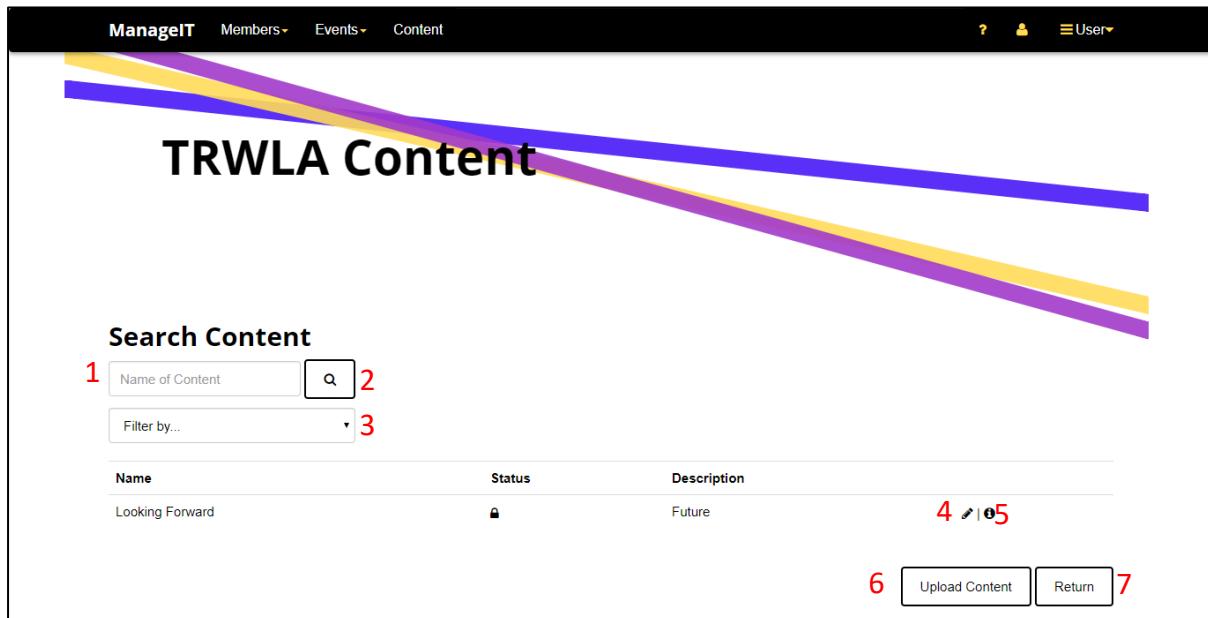
7.1.2 Navigation to the uploading of content



Once the Content link has been clicked, the Content screen will display all of the existing content on the system as follows:

A screenshot of the 'Content' screen. The title 'TRWLA Content' is centered at the top. Below it is a search section titled 'Search Content' with fields for 'Name of Content' and a magnifying glass icon, and a dropdown menu labeled 'Filter by...'. A table below shows a single row of content: 'Name' (Looking Forward), 'Status' (locked), and 'Description' (Future). At the bottom right are two buttons: 'Upload Content' and 'Return'.

Name	Status	Description
Looking Forward	🔒	Future



7.1.3 Screen Controls

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. **Filter by Drop down list:** Select a filter in order to update the list of content according to the filter selected. Filters include to Show all content, Name, Locked and Unlocked.
4. **Edit icon:** Click this icon if you wish to update existing content on the system.
5. **Information icon:** Click this icon if you wish to view the details of the specific content.
6. **Upload Content Button:** Click this button if you wish to upload new content to the system.
7. **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 a search interface titled "Search Content". It includes a search bar for "Name of Content" and a dropdown for "Filter by...". Below is a table with three rows:

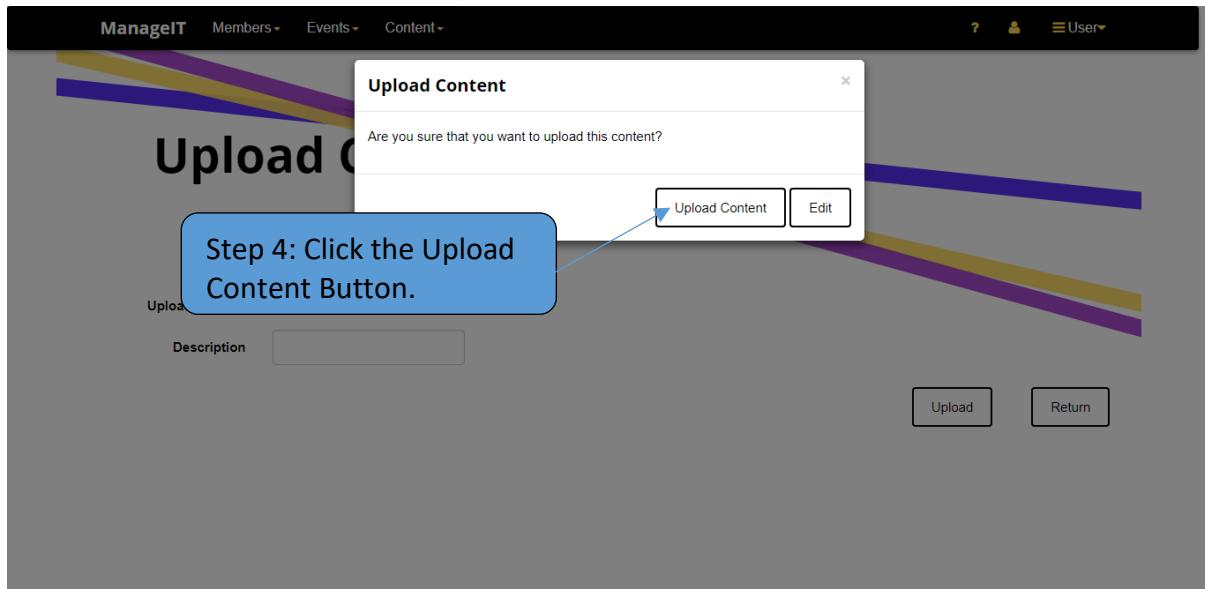
Name	Status	Description	Actions
Looking Backward	🔒	Taking the plunge together	Edit Delete
Looking Forward	🔒		Edit Delete
Strike a pose	🔒		Edit Delete

A blue callout box points to the "Upload Content" button at the bottom right of the screen, with the text: "Step 1: Click the Upload Content button."

Once the button has been clicked, the Upload Content screen will display as follows:

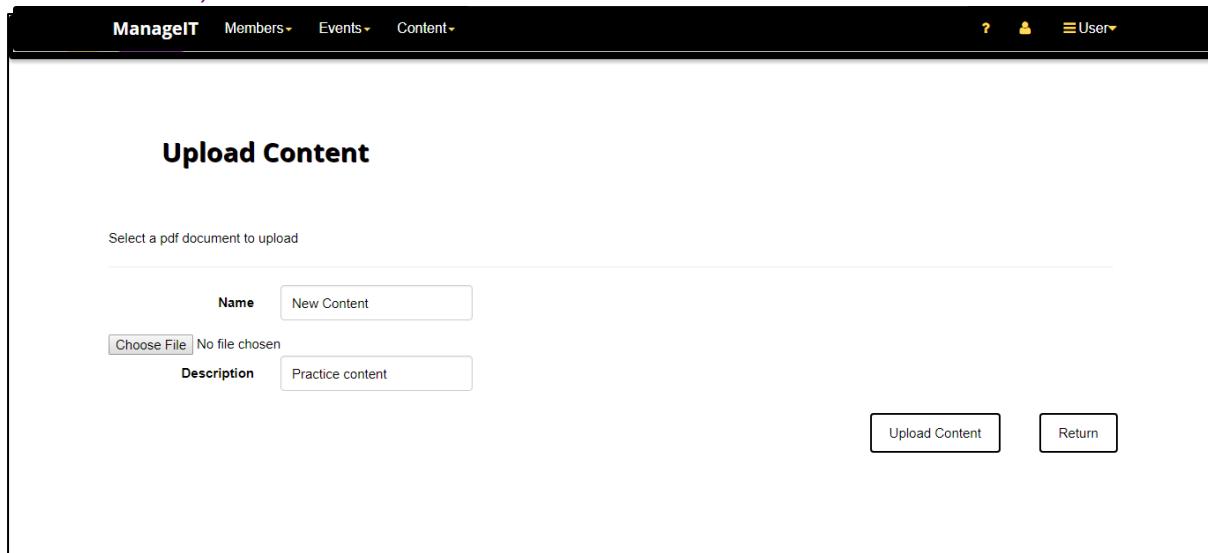
The screenshot shows an "Upload Content" form. It has three text input fields: "Name", "Upload Content", and "Description". A blue callout box points to the "Name" field with the text: "Step 2: Enter the content information in the textboxes." Another blue callout box points to the "Upload" button at the bottom right with the text: "Step 3: Click the Upload Button."

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:

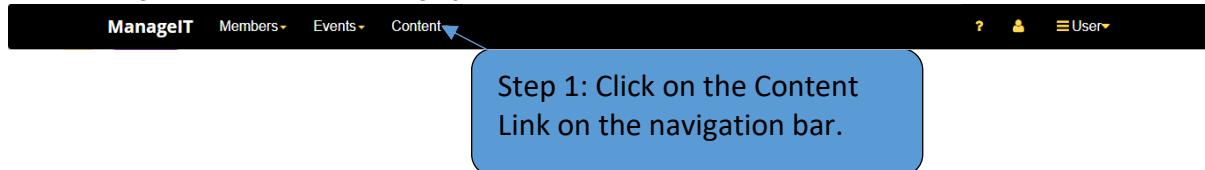
Upload a document with a pdf format.

7.2 Search Content

7.2.1 Purpose of the function

To search for existing content on the system in order to view the content or download it for specific use.

7.2.2 Navigation to the searching of content



Once the Content link has been clicked, the Content screen will display all of the existing content on the system as follows:

A screenshot of the 'TRWLA Content' search interface. The page has a light gray background with decorative diagonal stripes in yellow, purple, and blue. At the top, there is a header with the title 'TRWLA Content'. Below the header is a section titled 'Search Content' containing two input fields: 'Name of Content' and a search icon, followed by a dropdown menu labeled 'Filter by...'. The main area displays a table of content items:

Name	Status	Description	Action
Looking Backward	🔒	Taking the plunge together	✍️ 🗑️
Looking Forward	🔒	Taking the plunge	✍️ 🗑️
Strike a pose	🔒	Making everything better for you	✍️ 🗑️

At the bottom right of the table area are two buttons: 'Upload Content' and 'Return'.

7.2.3 Screen Controls

The screenshot shows a web application titled "TRWLA Content". At the top, there's a navigation bar with "ManageIT", "Members", "Events", "Content", and a user icon. Below the title, there's a search section labeled "Search Content" with a "Name of Content" input field (1) and a magnifying glass search button (2). A dropdown menu labeled "Filter by..." (3) is also present. The main area displays a table of content items:

Name	Status	Description	Actions
Looking Backward	🔒	Taking the plunge together	4 5
Looking Forward	🔒	Taking the plunge	4 5
Strike a pose	🔒	Making everything better for you	4 5

At the bottom right, there are two buttons: "Upload Content" (6) and "Return" (7).

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. **Filter by Drop down list:** Select a filter in order to update the list of content according to the filter selected. Filters include to Show all content, Name, Locked and Unlocked.
4. **Edit icon:** Click this icon if you wish to update existing content on the system.
5. **Information icon:** Click this icon if you wish to view the details of the specific content.
6. **Upload Content Button:** Click this button if you wish to upload new content to the system.
7. **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.

The screenshot shows the 'Content' section of the ManageIT application. At the top, there are navigation links: ManageIT, Members, Events, Content (which is selected), and Reports. On the right, there are user profile and settings icons. The main area has a title 'TRWLA Content'. Below it, there's a search form with a 'Name of Content' input field, a 'Search' button, and a 'Filter by' dropdown menu. Three blue callout boxes provide instructions:

- Step 1: Enter a specific content's name in the Name of Content field.**
- Step 2: Click the Search Button.**
- Step 3: Click the information icon.**

Below the search form, there's a table with two rows of content items. Each row includes a small image, the content name, its status (e.g., Locked or Unlocked), and a detailed description. At the bottom right of the content area are 'Upload Content' and 'Return' buttons.

Once the information icon has been clicked, the content's details will be displayed in detail along with a download link as follows:

The screenshot shows the 'Looking Backward' content detail page. At the top, there are navigation links: ManageIT, Members, Events, Content, and User. The main title is 'Looking Backward Information'. Below it, there are several detail fields:

Name:	Looking Backward
Status:	Locked
Description:	Taking the plunge together
Download Content:	Download

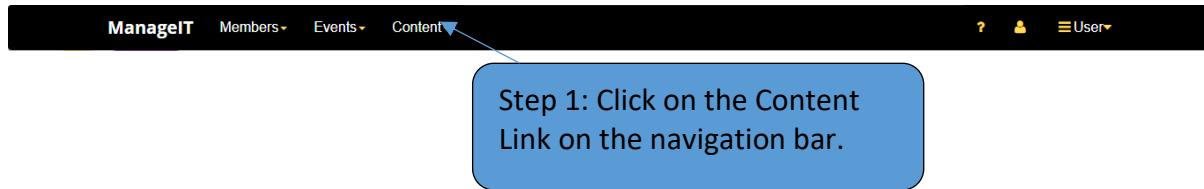
At the bottom right are 'Update', 'Delete Content', and 'Return' buttons.

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



Once the Content link has been clicked, the Content screen will display all of the existing content on the system as follows:

A screenshot of the 'Content' screen. The title 'TRWLA Content' is at the top. Below it is a search bar labeled 'Search Content' with fields for 'Name of Content' and 'Filter by...'. A table lists three content items:

Name	Status	Description	Actions
Looking Backward	🔒	Taking the plunge together	
Looking Forward	🔒	Taking the plunge	
Strike a pose	🔒	Making everything better for you	

At the bottom right are two buttons: 'Upload Content' and 'Return'. A blue callout box with a black border and rounded corners is positioned over the first edit icon in the 'Actions' column. Inside the box, the text 'Step 2: Click on the edit icon.' is written in black. A blue arrow points from the top edge of the callout box down to the edit icon.

Once the edit icon has been clicked, the selected content's details will be displayed as follows:

The screenshot shows the ManageIT software interface with a navigation bar at the top. The main title "Update Looking Forward" is displayed prominently. Below it, there are three input fields: "Name" (containing "Looking Forward"), "Content Status" (with a lock icon), and "Content Description" (containing "Future"). At the bottom right are two buttons: "Update Content" and "Return".

7.3.3 Screen Controls

The screenshot shows the same ManageIT software interface as above, but with five red numbers (1 through 5) placed over specific elements to indicate screen controls:

- 1: Points to the "Name" textbox containing "Looking Forward".
- 2: Points to the "Content Status" section, specifically the lock/unlock icon.
- 3: Points to the "Content Description" textbox containing "Future".
- 4: Points to the "Update Content" button.
- 5: Points to the "Return" button.

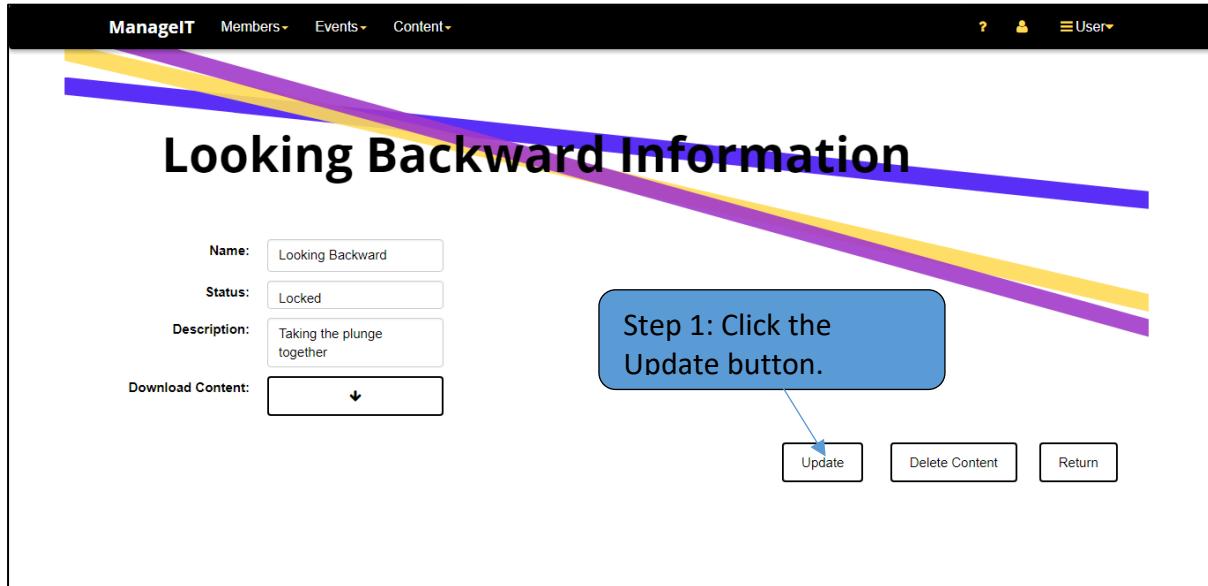
The screen control numbers above will be explained in detail below:

1. **Name Textbox:** Enter/Update the content's name here.
2. **Status Textbox:** 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.

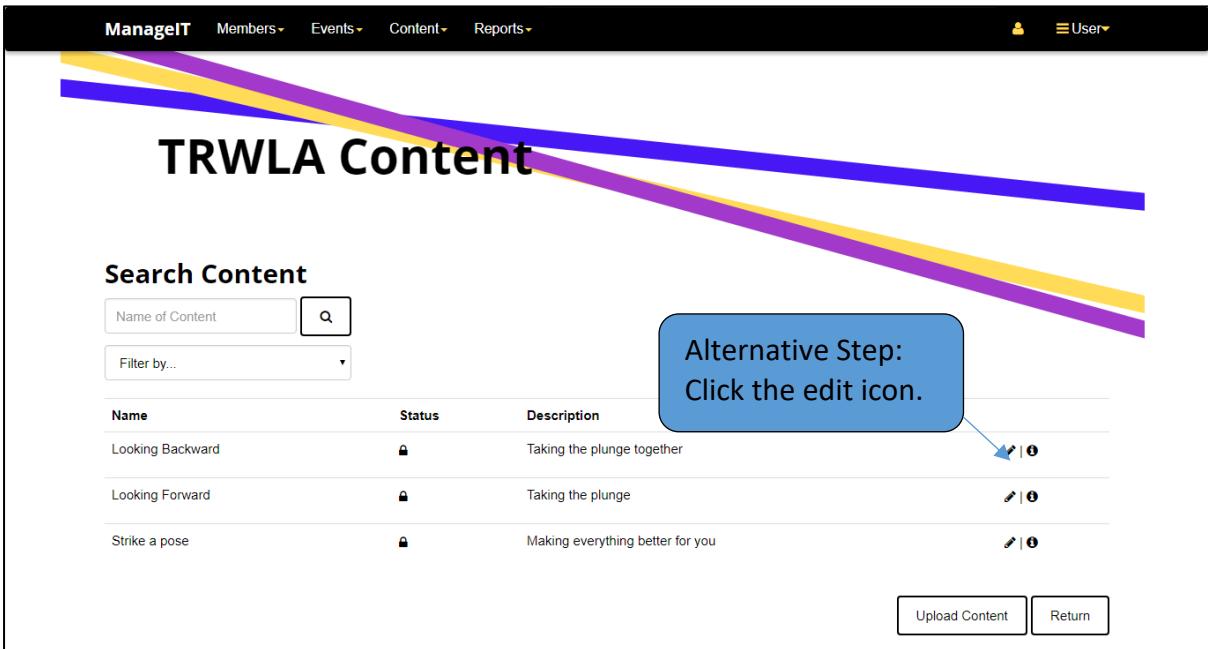
? Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

7.3.4 Update Content Process

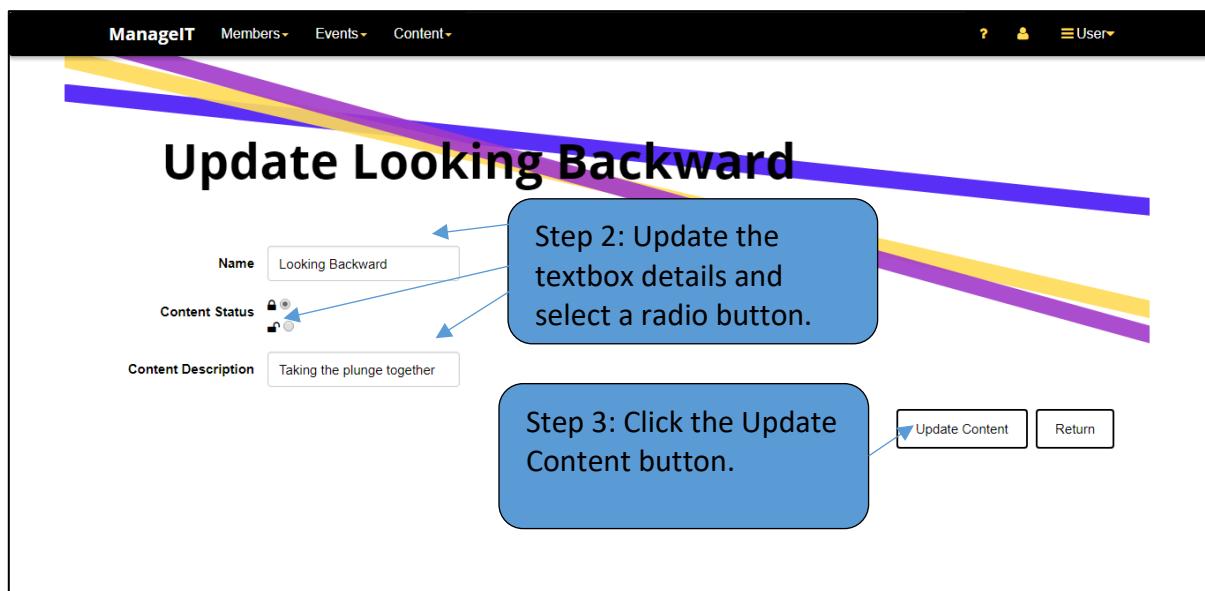
Click the Update button on the specific content's details page and the update content screen will be displayed. Alternatively, a user can click the edit icon next to the specific content and the Update Content screen will be displayed. Once the screen is displayed update the existing descriptions in the textboxes and click the Update button once you have updated the fields accordingly.



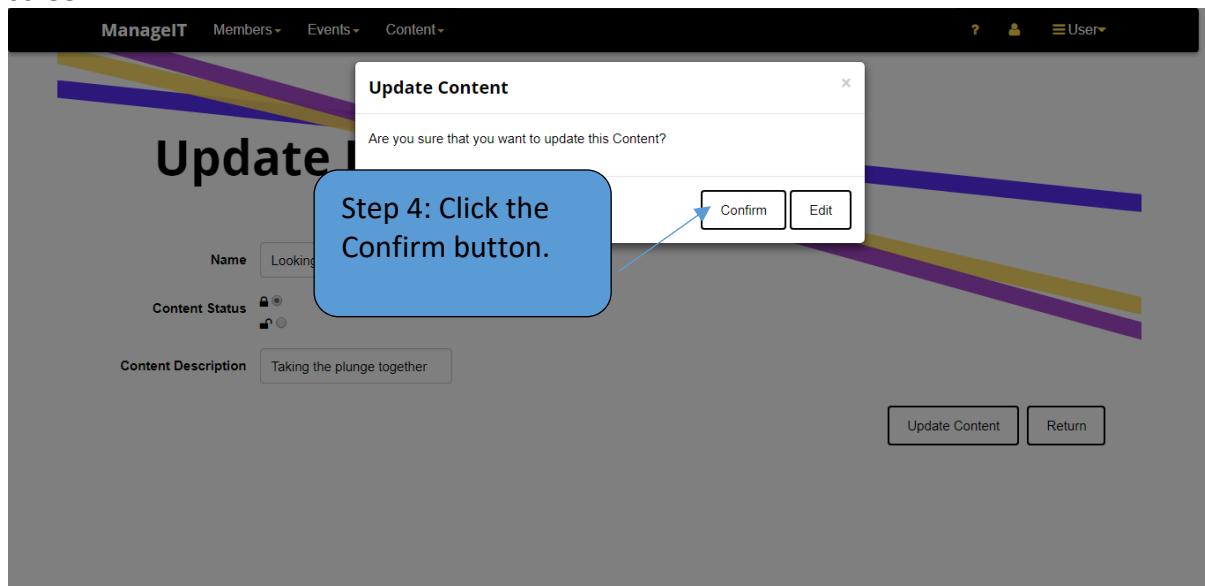
Alternatively, the edit icon on the contents page can be clicked to edit the details as well.



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



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.

Take note that only Volunteers have the functionality to update content on the system.

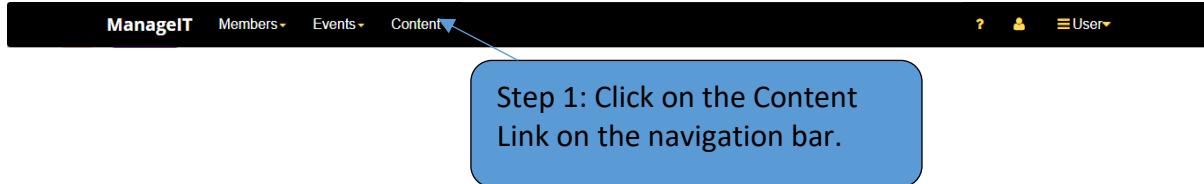
7.3.5 Possible System Errors

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



Once the Content link has been clicked, the Content screen will display all of the existing content on the system as follows:

A screenshot of the 'TRWLA Content' screen. The title 'TRWLA Content' is at the top. Below it is a search section labeled 'Search Content' with fields for 'Name of Content' and 'Filter by...'. The main area shows a table of content items:

Name	Status	Description	Actions
Looking Backward	🔒	Taking the plunge together	
Looking Forward	🔒	Taking the plunge	
Strike a pose	🔒	Making everything better for you	

A blue callout box with a black border and rounded corners is positioned over the first content item. The text inside the box reads: 'Step 2: Click on the information icon.' An arrow points from the bottom right corner of the callout box down to the information icon (a small yellow circle with a question mark) located next to the 'Description' column for the first row.

Once the information icon has been clicked, the selected content's details will be displayed as follows:

The screenshot shows the ManageIT software interface with the following details:

- Name:** Looking Backward
- Status:** Locked
- Description:** Taking the plunge together
- Download Content:** A button with a downward arrow.
- Buttons at the bottom:** Update, Delete Content, and Return.

7.4.3 Screen Controls

The screenshot shows the ManageIT software interface with numbered controls overlaid:

- 1** Name: Looking Backward
- 2** Status: Locked
- 3** Description: Taking the plunge together
- 4** Download Content: A button with a downward arrow.
- 5** Update: A button.
- 6** Delete Content: A button.
- 7** Return: A button.

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

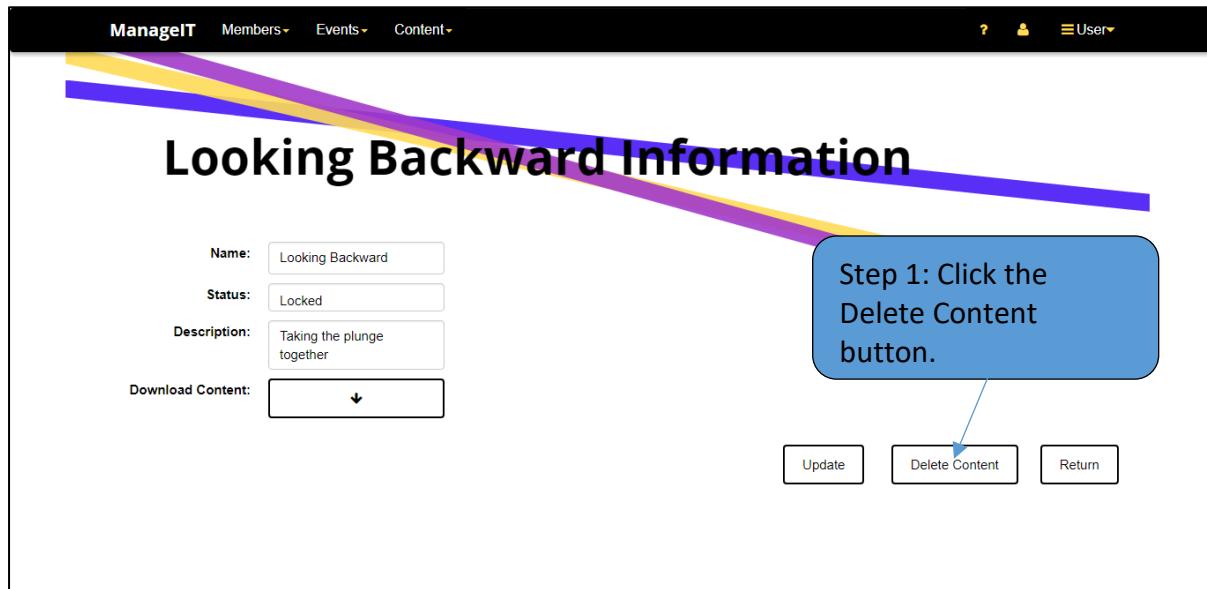
- Name Textbox:** Enter/Update the content's name here.
- Status Textbox:** Update the status to unlocked here. Take note that when the status is changed to unlocked, the content will become visible to all students.
- Description Textbox:** Enter/ Update the content's description here.
- Download Content Button:** Click this button if you wish to download the content to your computer.
- Update Button:** Click this button once you have updated the relevant fields.
- 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 Confirm Button.



Once the Delete Content button has been clicked, the Delete Content screen will be displayed as follows:

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

7.5.3 Screen Controls

7.5.4 Review Lecture Content Process

7.5.5 Possible System Errors

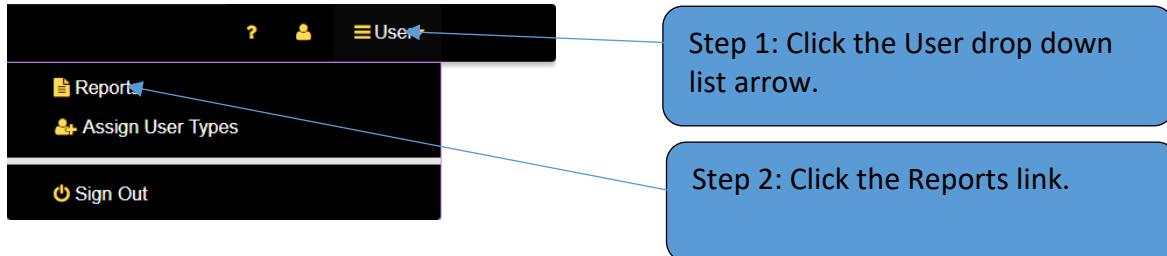
8. Reports Subsystem

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:

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 a web-based application titled "TRWLA Reports". The top navigation bar includes links for "ManageIT", "Members", "Events", and "Content", along with user profile icons. The main content area features several sections, each with a title, a brief description, and a "Create" button. Red numbers 1 through 7 are overlaid on the "Create" buttons to indicate their sequence. The sections are:

- 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

7 **Return**

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.

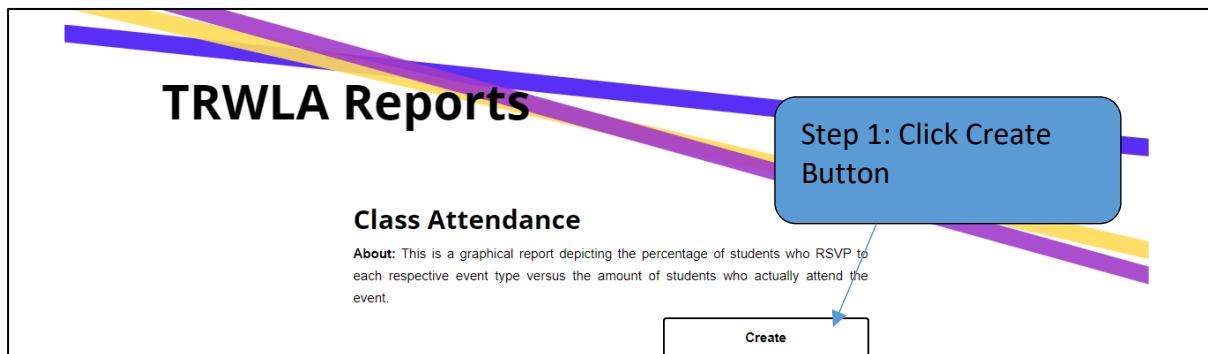
4. **Community Engagement Attendance Create Button:** Click this button if you wish to generate a community engagement attendance report.
5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** 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.

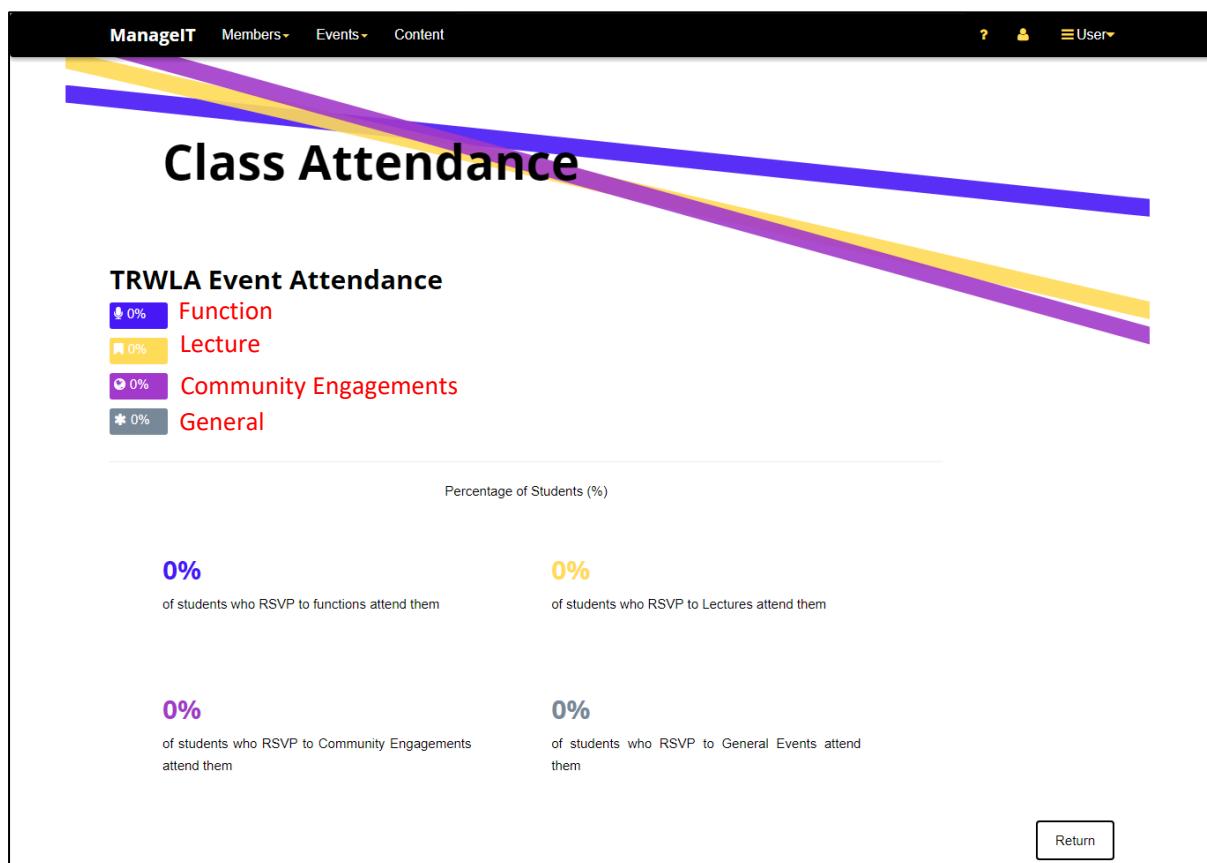
 Tip: Need help with regards to the functions on the screen? Click on the question mark (?) on your navigation bar for help!

8.1.4 Generate Class Attendance Report Process

Click on the Create Button under the Class Attendance section.



Once the Create button has been clicked, the Class Attendance Report will be displayed as follows:



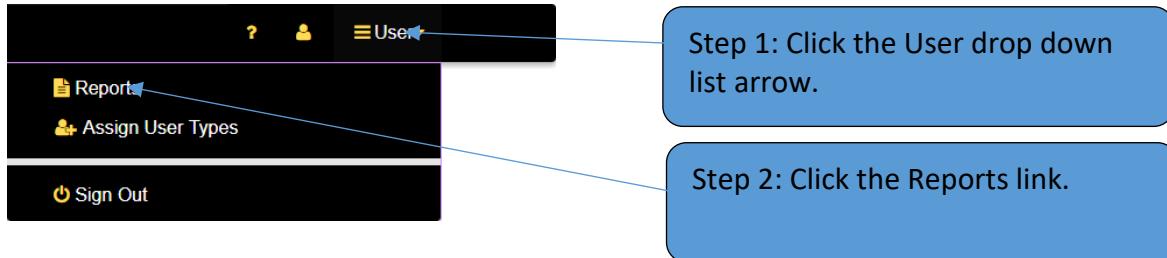
The Class Attendance Report will display the percentage of students that attend events after they have RSVP'd to them. The events are split into Functions, Lectures, Community Engagements and General events.

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:

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 a web-based application titled "TRWLA Reports". The top navigation bar includes links for "ManageIT", "Members", "Events", and "Content", along with user profile icons. The main content area features several sections, each with a title, a brief description, and a "Create" button. Red numbers 1 through 7 are overlaid on the "Create" buttons to indicate their sequence. The sections are:

- 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

7 **Return**

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.

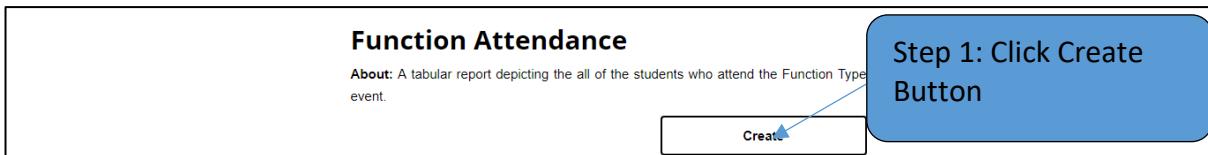
4. **Community Engagement Attendance Create Button:** Click this button if you wish to generate a community engagement attendance report.
5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** 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!

8.2.4 Generate Function Attendance Report Process

Click on the Create Button under the Function Attendance section.



Once the Create button has been clicked, the Function Attendance Report will be displayed as follows:

A screenshot of the "Function Attendance Report" page. The page has a header with "ManageIT", "Members", "Events", and "Content" tabs, and a user menu. The main content area features a large title "Function Attendance Report" with a decorative diagonal bar graphic. Below the title is a table of student attendance data. At the bottom right is a "Export to Excel" button. A blue callout bubble labeled "Step 2: Click Export to Excel Button." points to the "Export to Excel" button.

Name of Event	Date of Event	Start of the Event	End of the Event	Venue	Content	Student Number	Student Name	Student Surname
asdadasd (F)	2017/10/25 12:00:00 AM	14:00:00	16:00:00	Duxbury Palace	Bob	14284783	Noma	Hear
asdadasd (F)	2017/10/25 12:00:00 AM	14:00:00	16:00:00	Duxbury Palace	Bob	14284783	Noma	Hear

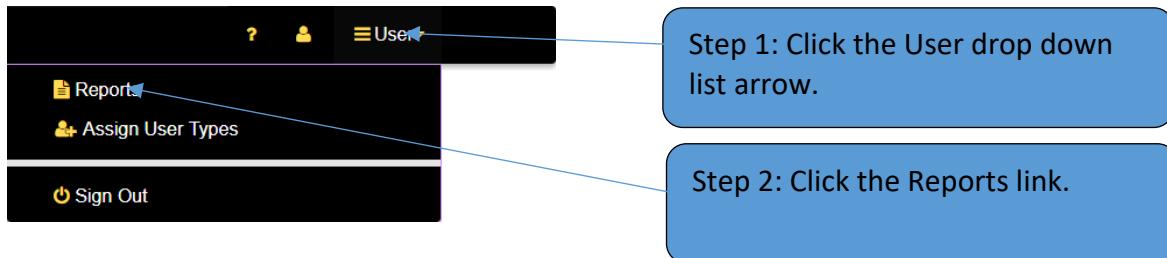
The Function Attendance report collects the names of the students that have attended a function event as well as all of the details regarding the event. The user can choose to export the report to excel to view it further.

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:

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 a web-based application titled "TRWLA Reports". The top navigation bar includes links for "ManageIT", "Members", "Events", and "Content", along with user profile icons. The main content area features several report sections, each with a "Create" button:

- 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

7 8

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.

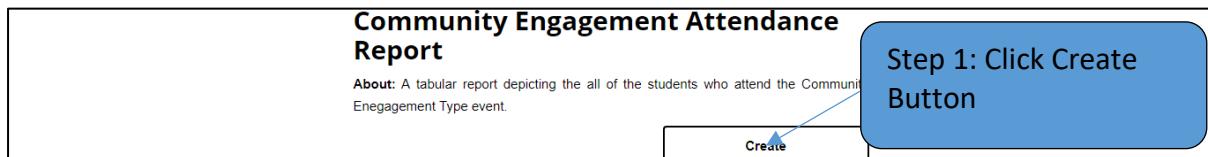
4. **Community Engagement Attendance Create Button:** Click this button if you wish to generate a community engagement attendance report.
5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** 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!

8.3.4 Generate Community Engagement Attendance Report Process

Click on the Create Button under the Community Engagement Attendance section.



Once the Create button has been clicked, the Community Engagement Attendance Report will be displayed as follows:

A screenshot of the generated "Community Engagement Attendance Report". The title "Community Engagement Attendance Report" is prominently displayed. Below it is a table with the following data:

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

A blue callout box labeled "Step 2: Click Export to Excel Button." has an arrow pointing to the "Export to Excel" button at the bottom right of the page.

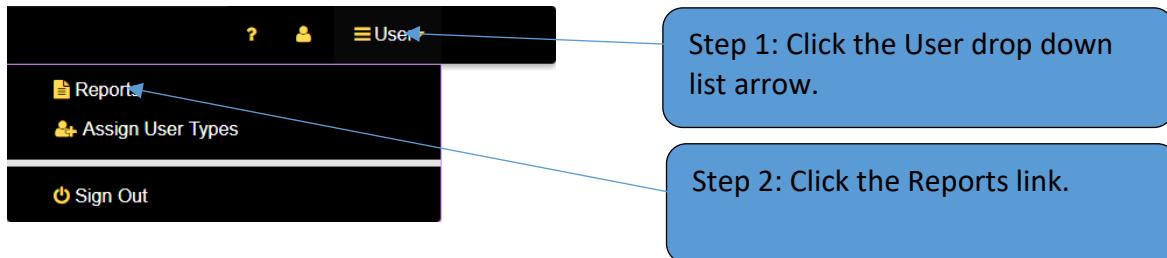
The Community Engagement Attendance report collects the names of the students that have attended a community engagement event as well as all of the details regarding the event. The user can choose to export the report to excel to view it further.

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:

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 a web-based application titled "TRWLA Reports". The top navigation bar includes links for "ManageIT", "Members", "Events", and "Content", along with user profile icons. The main content area features several report sections, each with a "Create" button:

- Class Attendance**: Described as a graphical report showing the percentage of students who RSVP to events versus actual attendance. Control number **1** is placed next to the "Create" button.
- Function Attendance**: Described as a tabular report of students attending Function Type events. Control number **2** is placed next to the "Create" button.
- Lecture Attendance Report**: Described as a tabular report of students attending Lecture Type events. Control number **3** is placed next to the "Create" button.
- Community Engagement Attendance Report**: Described as a tabular report of students attending Community Engagement Type events. Control number **4** is placed next to the "Create" button.
- General Event Attendance Report**: Described as a tabular report of students attending General Event Type events. Control number **5** is placed next to the "Create" button.
- Student Demographic Report**: Described as a tabular report of students currently at TRWLA aiming to achieve certification. Control number **6** is placed next to the "Create" button.

In the bottom right corner of the main content area, there is a red number **7** followed by 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.

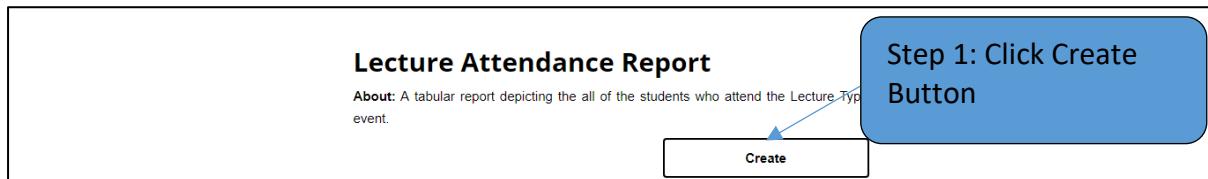
4. **Community Engagement Attendance Create Button:** Click this button if you wish to generate a community engagement attendance report.
5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** 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!

8.4.4 Generate Lecture Attendance Report Process

Click on the Create Button under the Lecture Attendance section.



Once the Create button has been clicked, the Lecture Attendance Report will be displayed as follows:

ManageIT Members Events Content ? User

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

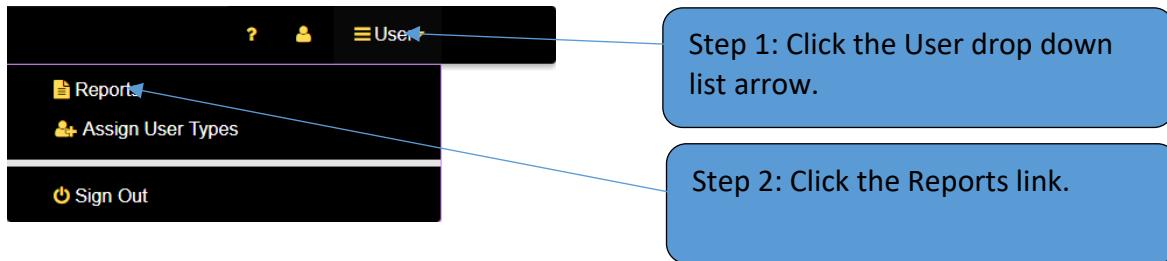
The Lecture Attendance report collects the names of the students that have attended a lecture event as well as all of the details regarding the event. The user can choose to export the report to excel to view it further.

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:

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 a web-based application titled "TRWLA Reports". The top navigation bar includes links for "ManageIT", "Members", "Events", and "Content", along with user profile icons. The main content area features several report categories with associated "Create" buttons:

- Class Attendance**: Described as a graphical report showing student RSVP percentages. A "Create" button is labeled **1**.
- Function Attendance**: Described as a tabular report of Function Type events. A "Create" button is labeled **2**.
- Lecture Attendance Report**: Described as a tabular report of Lecture Type events. A "Create" button is labeled **3**.
- Community Engagement Attendance Report**: Described as a tabular report of Community Engagement Type events. A "Create" button is labeled **4**.
- General Event Attendance Report**: Described as a tabular report of General Event Type events. A "Create" button is labeled **5**.
- Student Demographic Report**: Described as a tabular report of students currently at TRWLA aiming to achieve certification. A "Create" button is labeled **6**.

In the bottom right corner of the content area, 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!

8.5.4 Generate Student Demographics Report Process

Click on the Create Button under the Student Demographics section.

Student Demographic Report

About: A tabular report depicting all of the students currently at TRWLA aiming to achieve certification. Learn about who is a part of your academy.

Create

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

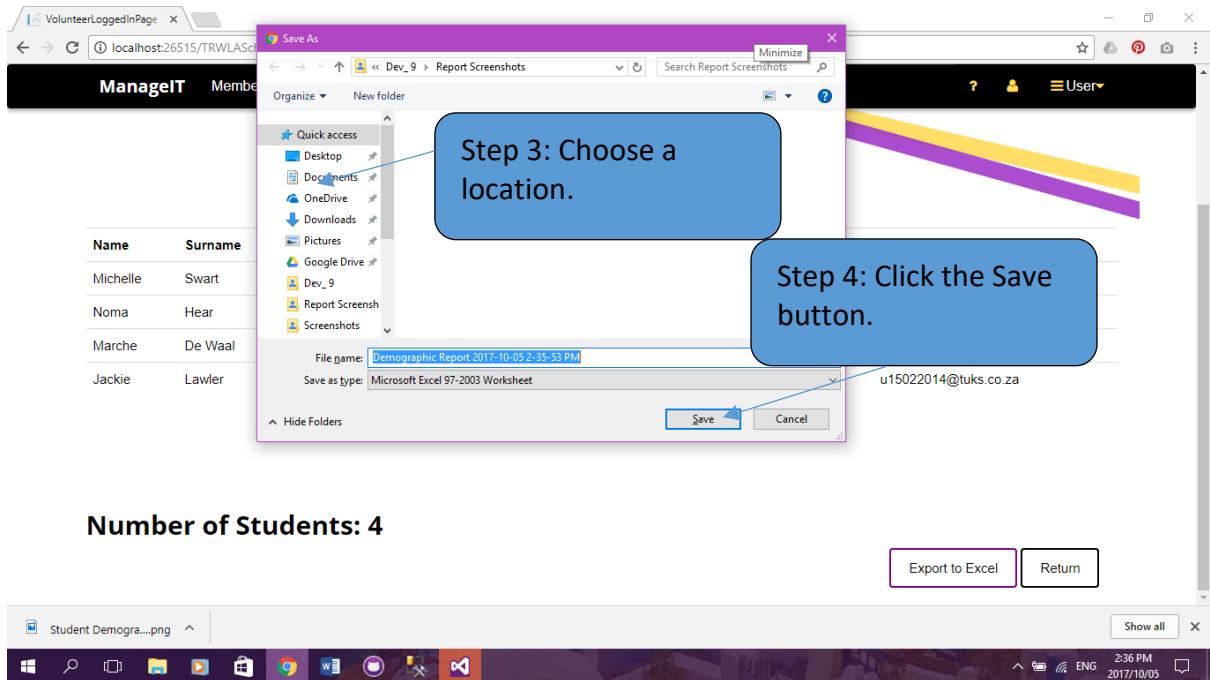
Number of Students: 4

Step 2: Click Export to Excel Button.

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:



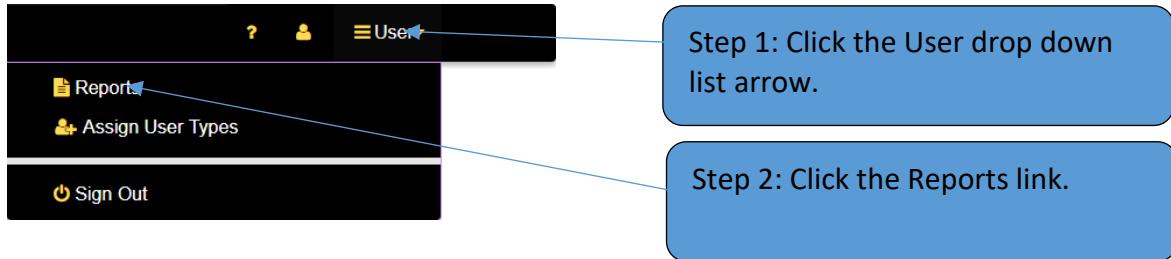
Once the Save button has been clicked, the report would have been saved in the location you have chosen.

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:

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 a web-based application titled "TRWLA Reports". The top navigation bar includes links for "ManageIT", "Members", "Events", and "Content", along with user profile icons. The main content area features several sections, each with a "Create" button:

- Class Attendance**: Described as a graphical report showing the percentage of students who RSVP to events versus actual attendance. Control number **1** is placed next to the "Create" button.
- Function Attendance**: Described as a tabular report of Function Type events. Control number **2** is placed next to the "Create" button.
- Lecture Attendance Report**: Described as a tabular report of Lecture Type events. Control number **3** is placed next to the "Create" button.
- Community Engagement Attendance Report**: Described as a tabular report of Community Engagement Type events. Control number **4** is placed next to the "Create" button.
- General Event Attendance Report**: Described as a tabular report of General Event Type events. Control number **5** is placed next to the "Create" button.
- Student Demographic Report**: Described as a tabular report of students currently at TRWLA aiming to achieve certification. Control number **6** is placed next to the "Create" button.

In the bottom right corner of the main content area, there is a red number **7** followed by 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.

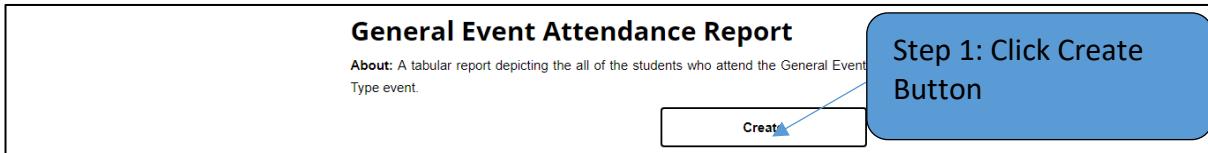
4. **Community Engagement Attendance Create Button:** Click this button if you wish to generate a community engagement attendance report.
5. **General event Attendance Create Button:** Click this button if you wish to generate a general event attendance report.
6. **Student Demographic Create Button:** 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!

8.6.4 Generate General Event Attendance Report Process

Click on the Create Button under the General Event Attendance section.



Once the Create Button has been clicked, the General Events Attendance Report will be displayed as follows:

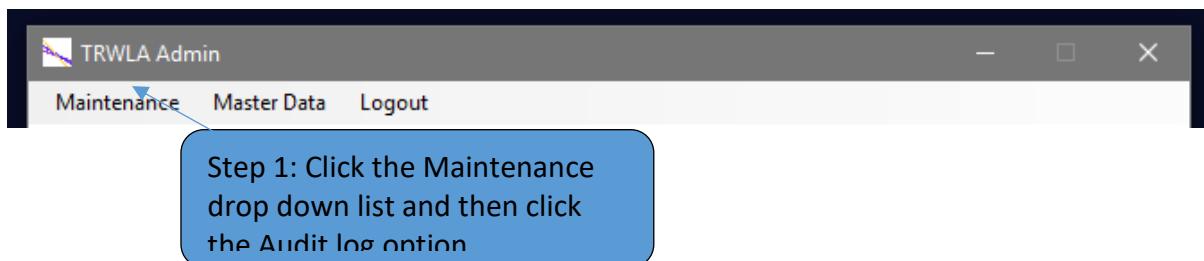
The General Event Attendance report collects the names of the students that have attended a General Event Attendance event as well as all of the details regarding the event. The user can choose to export the report to excel to view it further.

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

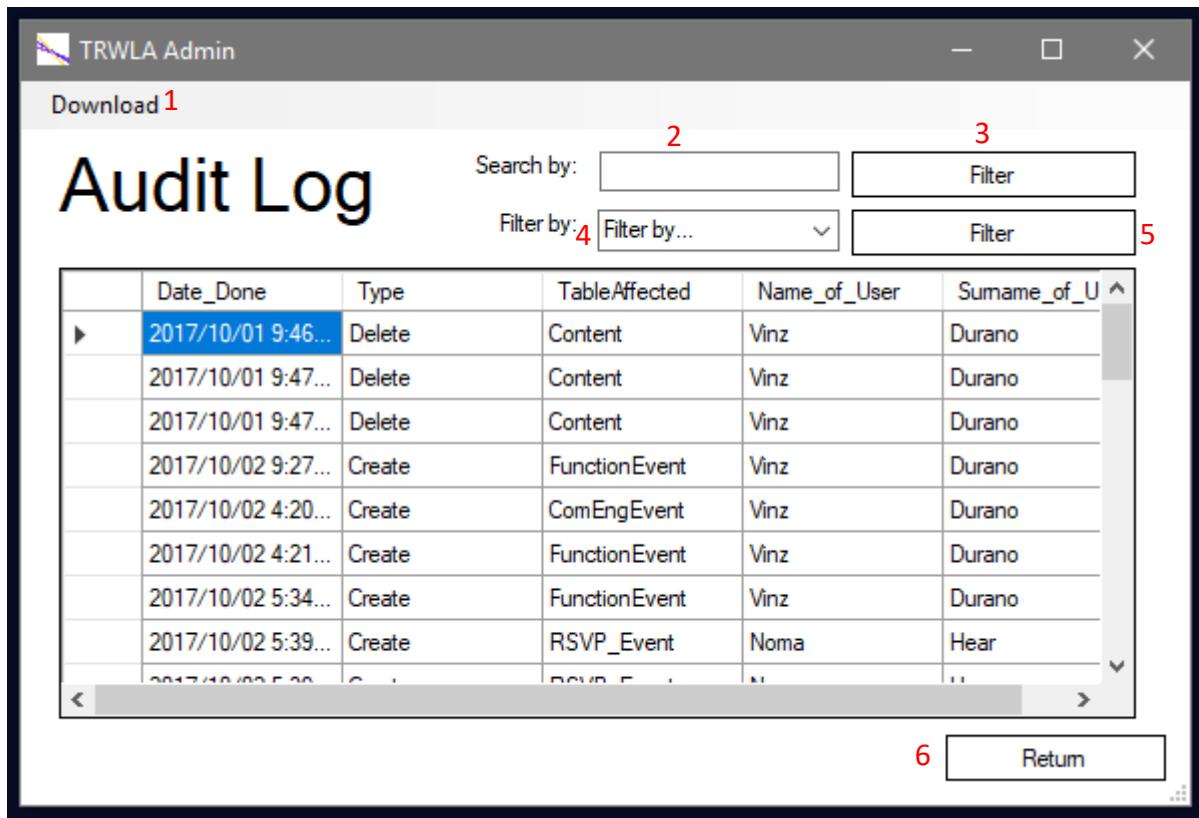


Once the Audit Log link has been clicked, the Audit log screen will be displayed as follows:

A screenshot of the "Audit Log" screen within the TRWLA Admin application. The title bar says "Audit Log". There are search and filter controls: "Search by:" with a text input and "Filter" button, and "Filter by:" with a dropdown and "Filter" button. A large table lists audit log entries. The columns are: Date_Done, Type, TableAffected, Name_of_User, Surname_of_U. The first entry is highlighted with a blue background. The table shows various transactions like Delete, Create, and FunctionEvent across different tables. At the bottom right 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	Noma	Hear

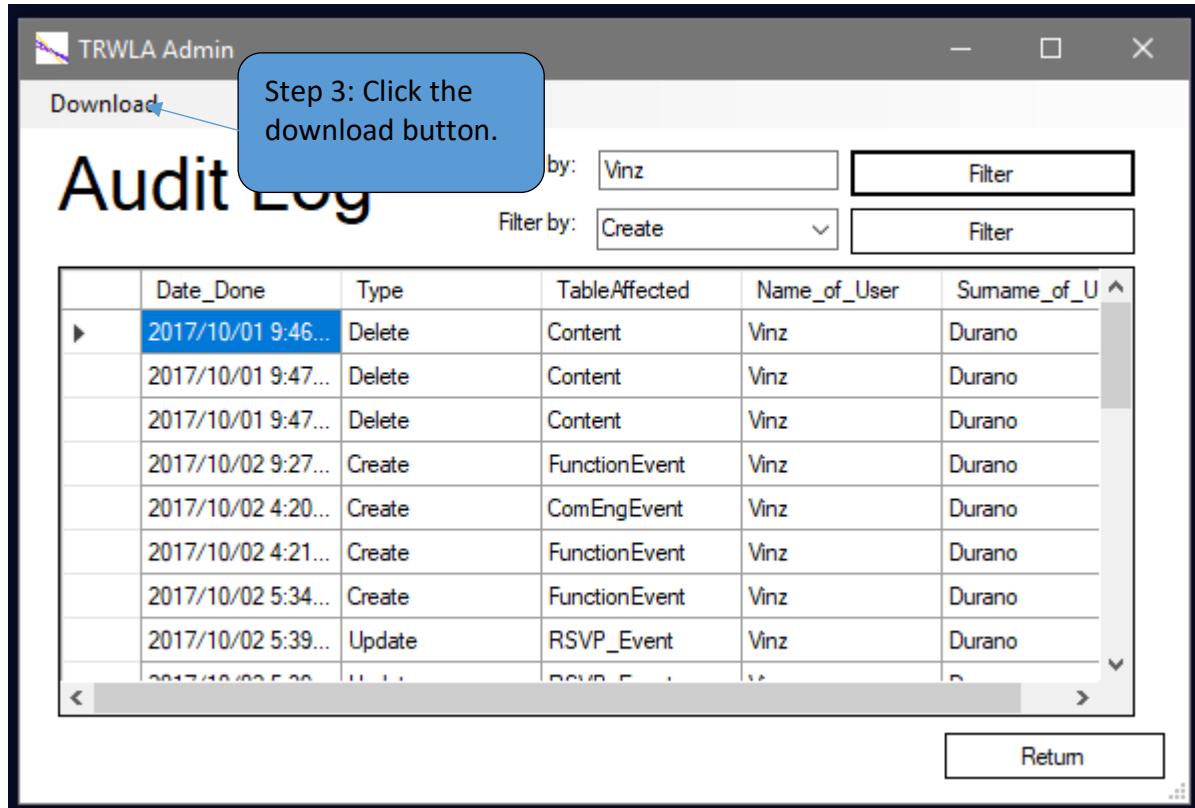
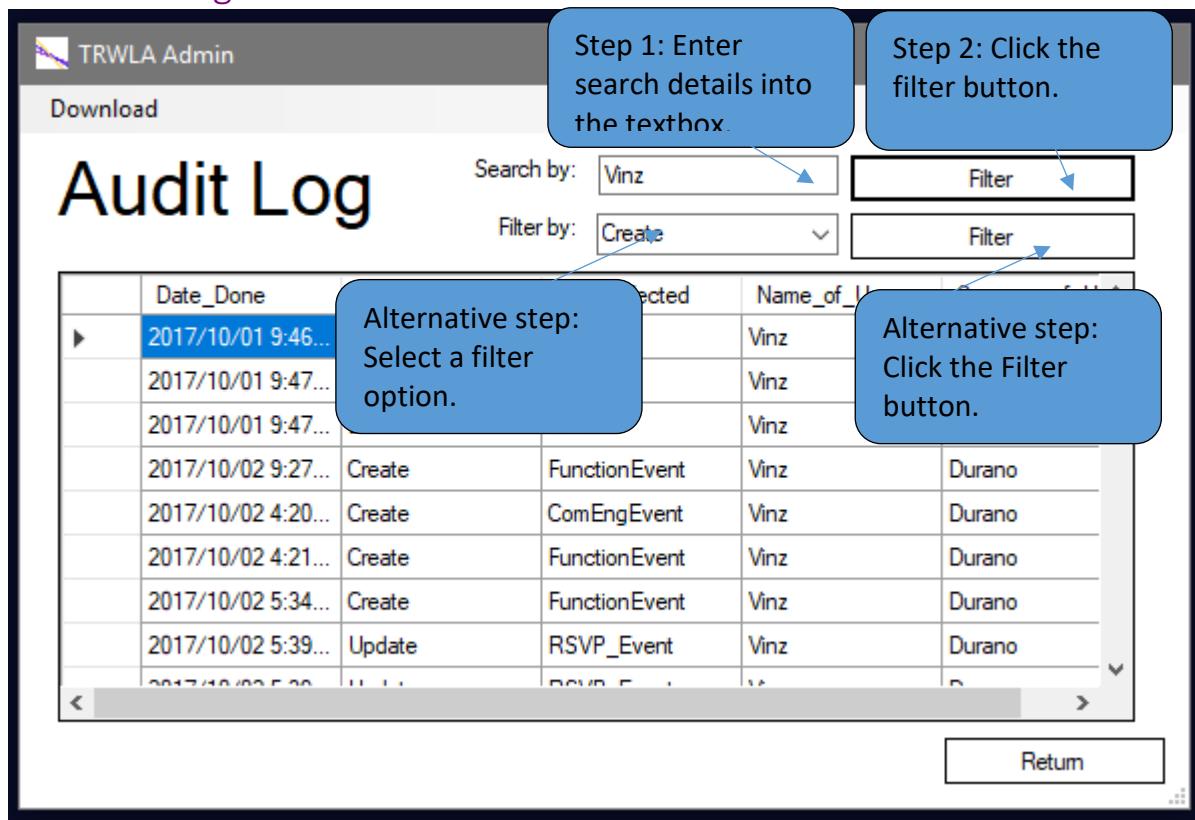
5.3 Screen Controls



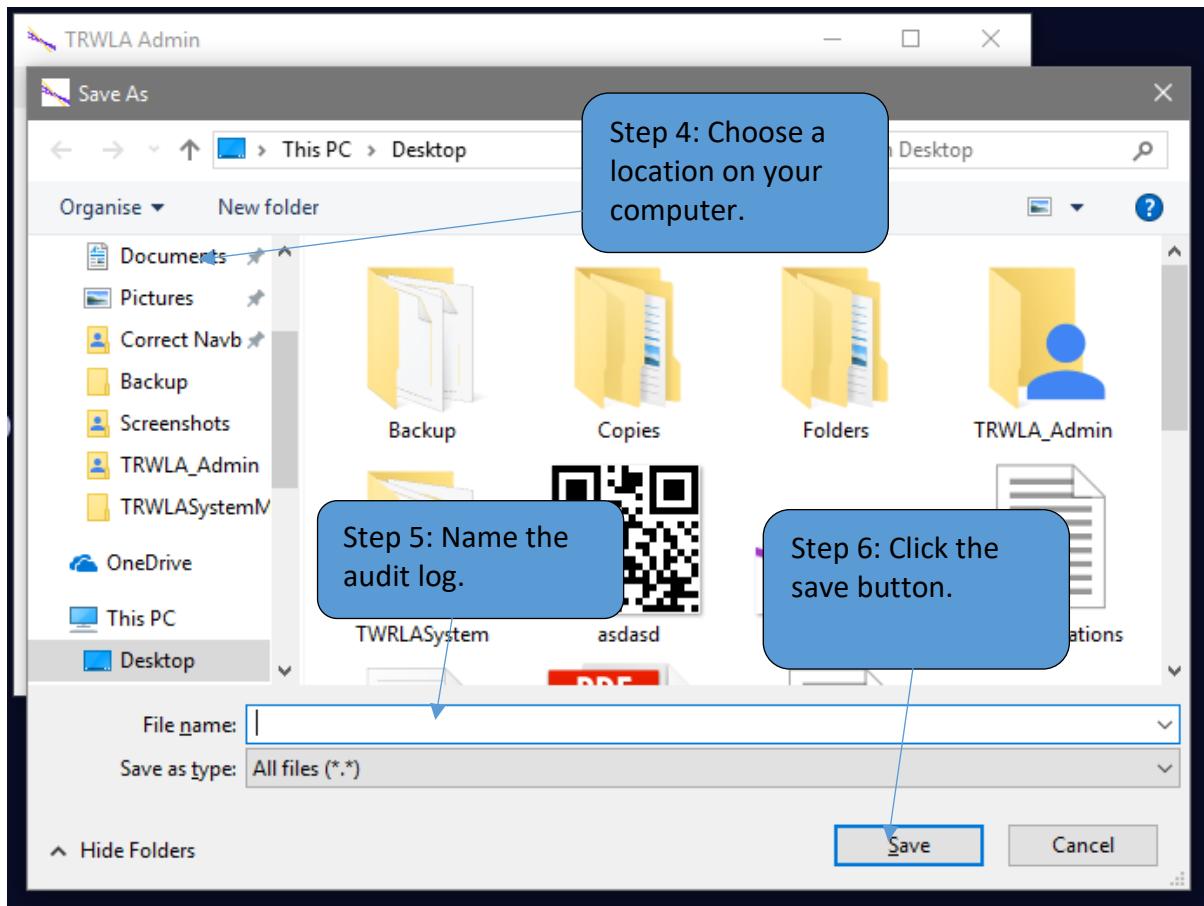
The screen control numbers above will be explained in detail below:

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 drop down list.
6. **Return button:** Click this button if you wish to return to the main menu.

5.4 Audit Log Process



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 of the screens contained in the system as well as a description of each screen functionality. All possible error messages were also explained in detail in order 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

Add a new volunteer type
Add New Venue
Add Residence
Add Student Type
Add Venue Type
Admin
Alumni
Assign User Types
Attendance
Audit

B

Backup

C

Cancel Event
Change Password
Check Forgotten Password
Class Attendance Report
Community Engagement Attendance
Content
Create Community Outreach
Create Event
Create Function
Create General Event
Create Lecture
Create User Type
Create Volunteer Type

D

Data
Deactivate Account
Delete Content
Delete Guest Speaker
Delete Residence
Delete Student
Delete Student Type
Delete User Type
Delete Venue
Delete Venue Type
Delete Volunteer
Delete Volunteer Type
Demographics
Deregister Admin

E

Error
Event

F

Function
Function Attendance

G

Generate Class Attendance Report
Generate Community Engagement
Generate Demographics Report
General Events
Generate Function Attendance Report
Generate General Events Reports
Generate Graduate List
Generate Lecture Attendance Report
Generate Unique Code
Guest Speaker

H

Hardware Requirements
Help

I

Information
Implementation Procedure

L

Lecture
Log Event Attendance
Login
Logout

M

Master Data
Maintenance
My Profile

P

Password

R

Register User
Report
Residence
Restore
Review Lecture Content
RSVP

S

Search
Search Alumni
Search Content
Search Event
Search Guest Speaker
Search Residence
Search Student
Search Student Type
Search Venue
Search Venue Type
Search Volunteer
Search Volunteer Type
Static Website
System Implementation Procedure

T

TRWLA
TuksRes Women in Leadership Academy
Type

U

Unique Code
Update
Update Content
Update Event Information
Update Guest Speaker
Update Residence
Update Student
Update Student Type
Update User Type
Update Venue
Update Venue Type
Update Volunteer
Update Volunteer Type
User

V

View Static Webpage
Volunteer
Volunteer Type

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 the ____ of October 2017 at

Cailin Smith

Christopher Oakes

Amogelang Moloko

Achal Seechoonparsad

Jacquiline Lawler

9. Sign-off by Client

I _____ hereby agree that I have read and agree to the contents of the above document.

Signed on this the ____ of October 2017 at

Bes Liebenberg