User Guide

1. New Volunteers Section

a. Adding a new Volunteer

Go to the volunteers section, then enter first name, last name, type, and location for a member then click submit.

b. Adding full details

You **must** click on a volunteer from the add more details section, then you are free to fill in the rest of the form (all fields are required but special requirements)

c. Editing full details

Click on a member in the completed section to view full details, then alter any details and click submit to save changes.

d. Viewing Accounts

Navigate to "Edit Volunteer Accounts" and select the "View Generated Accounts" at the bottom and a list should appear underneath it with all login details

e. Editing Passwords

Navigate to "Edit Volunteer Accounts" and select a login to change, then enter a new password for them
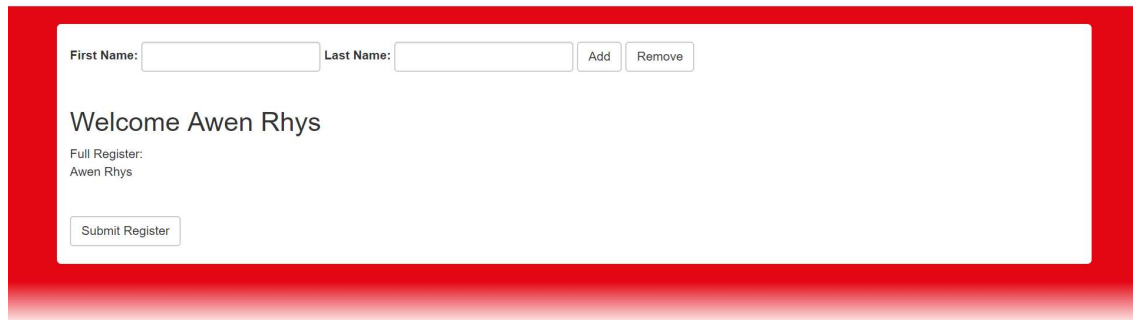
2. Registers Section

a. Creating a new register

Go to the Registers section and click "New Register". If it is Tuesday, the register will automatically be in Newport. If it is Thursday, the register will automatically be in Cardiff. In the case it is neither of them days, a screen will appear asking you to select either Newport or Cardiff. Then you will be navigated onto the add members page, which is safe to be left at the front of the meeting.
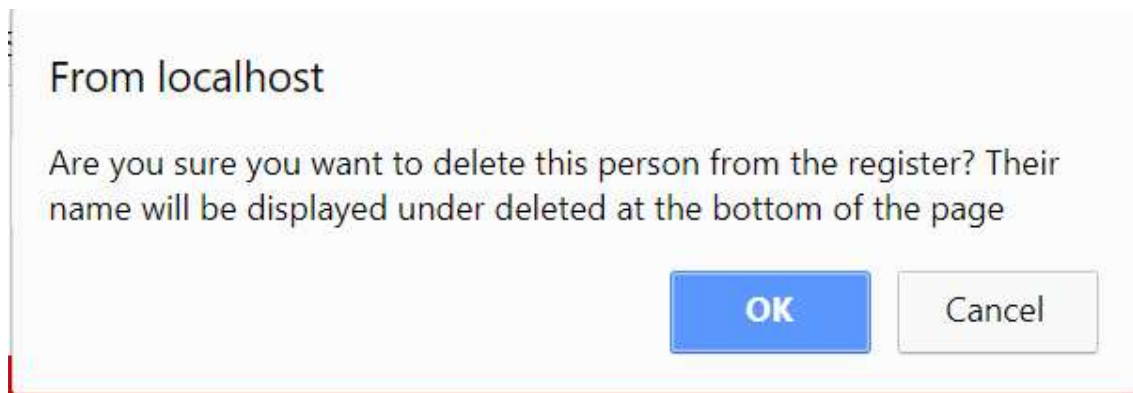
b. Adding members to a register

To add a member to a register, just input their first and last names into the textboxes and click add, and they should be added as so:

Register

First Name: [   ] Last Name: [   ] [Add] [Remove]

Welcome Awen Rhys

Full Register:
Awen Rhys

[Submit Register]

If an error saying no member has been found, the most likely error is the incorrect name being inputted in either the textboxes or originally while creating the member. If it does appear to be an error in the creation of the volunteer, the mistake can be fixed on another device to avoid exiting the register and then the register should now accept the correct account.

c. Deleting members from a register

To delete a member, simply put them in the textboxes as before and click remove, and then the following message should appear:

From localhost

Are you sure you want to delete this person from the register? Their name will be displayed under deleted at the bottom of the page

[OK] [Cancel]

And then upon clicking "OK" the page should be changed to have deleted the member as follows:

hybu
Helping you be you

First Name: [   ]   Last Name: [   ]   [Add]   [Remove]

Member Awen rhys Deleted
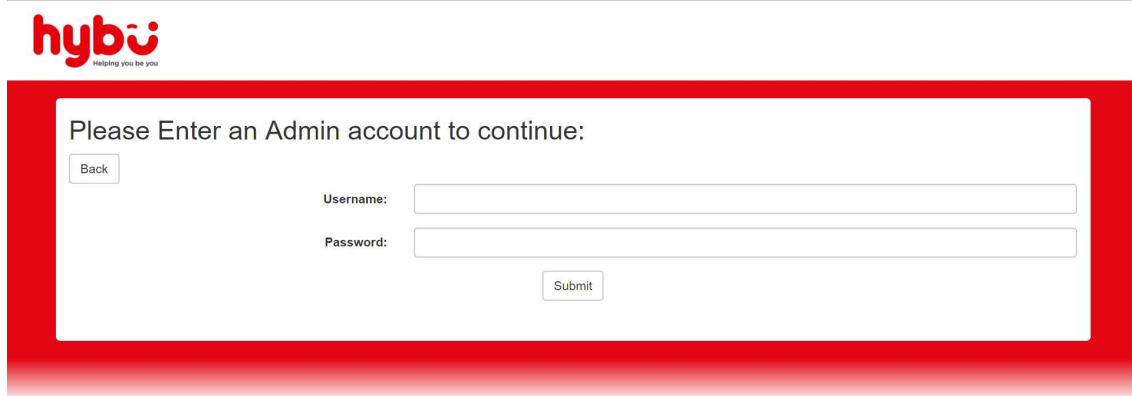
Full Register:

Deleted members:

Awen rhys

[Submit Register]

d. Adding a description to a register

Upon ending the register, the following page should appear:
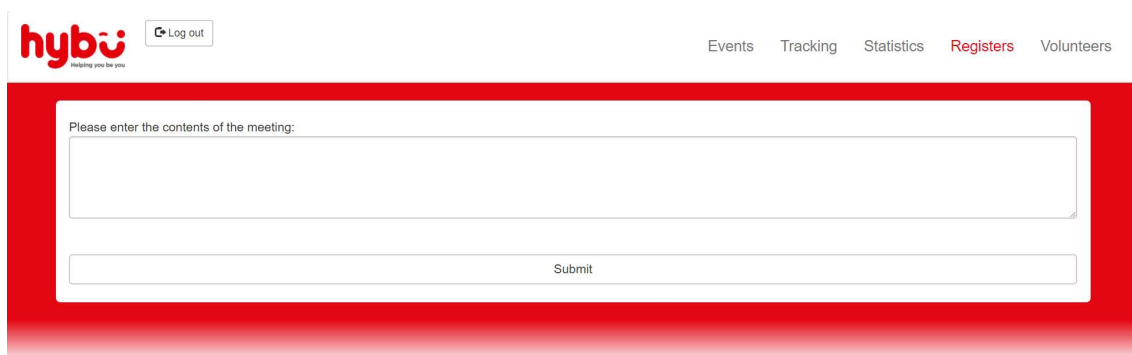
hybu
Helping you be you

Please Enter an Admin account to continue:

[Back]

Username: [   ]

Password: [   ]

[Submit]

Which is to avoid other people ending the register. Simply enter the details to the admin account, then submit, and the following page should appear:

hybu   [Log out]   Events   Tracking   Statistics   **Registers**   Volunteers
Helping you be you

Please enter the contents of the meeting:

[   ]

[Submit]

In which you can enter the contents of the meeting, and then submit it to the database.

e. Viewing registers

To view a register, simply click the "View registers" button on the registers section, and then you can navigate between Cardiff and Newport registers within the page

f. Deleting a register

To delete a register, click on the delete button on the right of the register date as seen below:

Cardiff	Newport

2018-04-09	Delete

Awen Rhys
Elinor Evans   something

2018-04-09	Delete

Awen Rhys
Jacob Morgan   stuff
Elinor Evans

Then confirm the deletion and the register should now be deleted

3. Events Section

a. Creating a new event

Select a date on the calendar, or select multiple dates through holding down shift and clicking on them. Then click "New Event" next to the textbox with dates on the bottom. Then a form will appear as so:

New Event:

Date:	2018-04-12	New Event Type:	
Type:	▼	Type:	
Start Time:	--:--	Minimum People:	
End Time:	--:--	Reaccuring?	○ Yes ○ No
Location:			

○ Practical   ○ Training

Submit

Input either a type from the dropdown list, or a new event type, and then a start time, end time, location, and type for the event(s). Then upon clicking submit, a form will come up asking for members to be inputted which can be left blank if necessary. If multiple events are being made, the member input form will appear once for each event made.

b. Creating a new event type

On the new event type section of the form shown above, enter a new type which will be the name of an event, then the minimum people for the event (which will be used to make events with too little people red), and whether the event is Reaccuring or not (yes will mean it turns up in the dropdown menu, while no will mean that it doesn't)

c. Editing an event

Go to "Edit Events" on the calendar page. Then, all **future** events will be displayed on the side. To edit one, **click** on it first to input the details into the textboxes, then edit these as necessary. Or, to edit who's attending an event click the edit attending button on the left, as seen below, and then edit members attending as usual.

Edit Event(s) on:

Type: Fun Alive Club
Date: 2018-04-12
Start Time: 13:00:00
End Time: 15:00:00
Location: School
Practical/Training: P

Edit Event Details:

EventID:	13
Date:	12/04/2018
Start Time:	13:00
End Time:	15:00
Location:	School

◉ Practical   ○ Training

[Submit] [Delete Event] [Edit Attending]

d. Editing an event type

Click on "Edit event types" on the bottom of the events page. Then click the events on the side to edit the name, minimum people, or reaccuring nature of that event type. **Event types cannot be deleted as each type is associated to at least one event, and hence deleting the event types would corrupt the data on these events.**

e. Viewing reports and what they are

Select an Event:

Type: Fun Alive Club
Date: 2018-04-12
Start Time: 13:00:00
End Time: 15:00:00
Location: School
Practical/Training: P

> Names are ordered by proficiency in this event type, with most proficient being on top. First will appear by a name if they've not done this event type before   ✕

Report for Fun Alive Club on 2018-04-12

Press Ctrl + P to Print

Event: Fun Alive Club	On: 2018-04-12	At: School

Volunteers:

Manon Evans
Jacob Morgan
Elinor Evans - First
Awen Rhys - First

To view a report, click on the "View reports" section and then all **future** events will show up as viewable. As explained at the top, names are displayed in proficiency order and anyone who hasn't done the event before has first next to their name. So in this case, Manon has been rated with higher proficiency than Jacob in past events, and Elinor and Awen haven't attended any event of this type before. To print, click Ctrl+P and the following will appear:

Allowing the report to be easily printed

4. Tracking Section

a. Tracking an event

Go to the tracking section, then all **past** and **untracked** events will display on the left hand side, upon clicking an event a form should appear as follows:

As stated on the top, all members should be added (through entering their first and last name, then clicking submit) to the list before you start clicking checkboxes, as entering a name reloads the page (and so loses any checkboxes you originally clicked). Then, click on a checkbox, and buttons should appear by their name as shown below:

Tracking

Please select an event:

Collections 2018-04-09

Event: Collections 2018-04-09

> Please add all members to the list before confirming attendances to avoid loss of data ✕

Add anybody not on list:

First Name:	
Last Name:	

Submit

Please confirm attendance to the event | **Please rate their performances**

		Good	Neutral	Bad

Elinor Evans ☐

Manon Evans ☐

Awen Rhys ☑ ○ ○ ○

Please confirm the number of hours:

Submit | Delete Event

Backtrack hours

Then you must select a proficiency (good, neutral or bad) for that used before submitting. After checking everyone who's attended, confirm an amount of hours, then submit.

b. Backtracking Hours

To backtrack hours, click "Backtrack hours" on the bottom of the tracking page. Then, enter a name, amount of hours, and whether it's practical or training. This will then create an event of type backtracking automatically with the amount of hours and type specified, then assign the name to that event. The event will be created to be in the year 0000-00-00 in order to stop them being shown on the calendar.

5. Statistics Section

a. Meaning of each Statistic

Overall Statistics

Overall Statistics	Personal Statistics	Filters	Residentials

Statistics

Events Completed Per Type

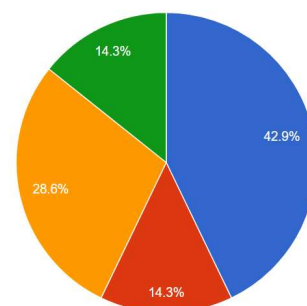Hours Logged: 76

Training hours: 50

Practical hours: 26

Average Attendance in Cardiff: 1.7 people

Average Attendance in Newport: 2 people

Number of Registered Volunteers: 6

Average proficiency: Neutral

14.3%

42.9%

28.6%

14.3%

● Fun Alive Club   ● Residential   ◄ 1/2 ▶

Hours Logged: Signifies the total amount of hours logged through the system. This includes: Event hours (both practical and training), register hours (2 hours for each attendance), and backtracked hours.

Training Hours: Signifies the total amount of training hours logged through the system. This includes: Event hours listed as training, register hours, and hours backtracked as training hours.

Practical Hours: Signifies the total amount of practical hours logged through the system. This only includes event hours listed as practical, and hours backtracked as practical hours.

Average Attendance in Cardiff/Newport: Signifies the average amount of people coming to each meeting in Cardiff and Newport. Calculated by taking the total number of attendances for Cardiff/Newport registers and dividing by total number of registers for Cardiff/Newport.

Average Proficiency: Shows the average proficiency logged. Calculated by giving each a number value, adding them up, and diving by number of proficiencies.

Pie Chart: Shows event completed by type. For example, above 42.9% of the events made were Fun Alive Club type events.

Personal Statistics

Statistics for: Awen Rhys

No of Hours Tracked: 17

Total Training Hours: 13

Total Practical Hours: 4

Average Meeting Attendance: 66.7%

Average Proficiency: Neutral

Events Completed Per Type

50%
25%
25%

● Fun Alive Club ● Residential ● Bagpacking
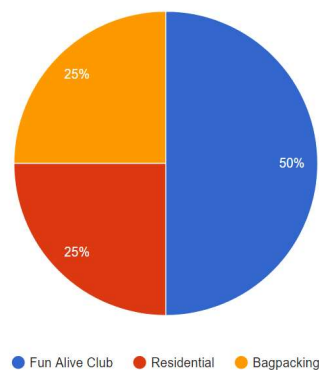
View all hours tracked for Awen Rhys

No of Hours Logged: Signifies the total amount of hours logged through the system. This includes: Event hours (both practical and training), register hours (2 hours for each attendance), and backtracked hours.

Total Training Hours: Signifies the total amount of training hours logged through the system. This includes: Event hours listed as training, register hours, and hours backtracked as training hours.

Total Practical Hours: Signifies the total amount of practical hours logged through the system. This only includes event hours listed as practical, and hours backtracked as practical hours.

Average Meeting Attendance: Shows percentage of meetings they're attending. Calculated by taking total number of their attendances to meetings and diving by number of Cardiff or Newport registers, depending on where they're based.

Average Proficiency: Shows the average proficiency logged. Calculated by giving each a number value, adding them up, and diving by number of proficiencies.

Pie Chart: Shows event completed by type. For example, above 50% of the events attended by Awen were Fun Alive Club type events.

b. Filtering through Statistics

| Overall Statistics | Personal Statistics | Filters | Residentials |

Filter By:

Completed **over** [_____] practical hours

Completed **under** [_____] practical hours

Meeting attendance **over** [____] %

Meeting attendance **under** [____] %

[Submit]

Results:

How to create a filter:

- Enter a number in **only one** of the textboxes. For completed under and over, the number signifies an amount of hours, and for attendance it signifies the percentage to be looked for
- Click submit, and the page will display results as such (in this case, completed over 5 hours was searched for);

Overall Statistics	Personal Statistics	**Filters**	Residentials

Filter By:

Completed **over** [_____] practical hours

Completed **under** [_____] practical hours

Meeting attendance **over** [_____] %

Meeting attendance **under** [_____] %

[Submit]

Results:

> **Jacob Morgan** 9 hours
> **Elinor Evans** 6 hours
> **Manon Evans** 5 hours

c. Viewing Residentials

Residentials should display as such:

Overall Statistics	Personal Statistics	Filters	**Residentials**

Residentials Tracked:

Date	Location	Attended
2018-04-06	somewhere	Awen Rhys Jacob Morgan Elinor Evans Member Four Manon Evans

And will be displayed so long as the name of the event type is exactly "Residential" or "Residentials". If the residential isn't appearing as it is under a different name, please edit the name of the event type in the events section in order for the residential to be displayed.

6. Volunteers login Section

a. What they can see

Events Section

Statistics Section