User Manual

For

Audarya

Version 1.0

Group no. IT#03

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Revision History

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| **Name** | **Date** | **Reason For Changes** | **Version** |
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# Introduction

## Abstract

The “Audarya” is a website which helps people to find the closest recipient for their donations based on the user’s location and other specification like intended age group, type of donation, type of organization to donate and more. The application can be accessed through its online website.

Owners of various non-profit organizations like NGO’s can provide their organization information using the web-portal. This information will act as the bases for the search results displayed to the user. An administrator uses the web-portal in order to administer the system and keep the information accurate. The administrator can, for instance, verify organization owners and manage user information.

## Purpose and scope

The purpose of this document is to provide the users of the “Audarya” website a detailed walkthrough to help them navigate and enjoy all benefits of the features of the website easily. The user manual contains all the vital information which would enable a user to use this website as required. This manual also includes a description of the system and tutorials for proper use of the website.

## Intended Audience

This document is intended for all the users planning to use this website. This includes the organizations which accept the donations through the website, the donors who wish to donate through our website and the administrator who acts as the man in the middle. It highlights the basic functioning of “Audarya” to make it more accessible and user friendly.

# System Specifications

## Operating environment

We have used HTML, CSS, JavaScript and Bootstrap for frontend since it is a web application. For backend we have used MySQL and PHP.

## System Features

**Feature: Create an account**

In order to create an account an organization owner should register on the web-portal

**Feature: Organization owner log-in**

In order to use the system an organization owner should be logged in to the web-portal

**Feature: Manage information**

In order to manage information an organization owner should be logged in to the web-portal

**Feature: Administrator log in**

In order to administer the system an administrator should be logged in to the web-portal

**Feature: Verify organization owner**

In order to allow a organization owner to use the system an administrator should be able to verify the organization owner

**Feature: Manage organization types**

In order to have a list of organization types an administrator should be able to manage the organization type.

**Feature: Manage products accepted by the organization**

In order to have a list of products an administrator should be able to manage the products

**Feature: Manage organization information**

In order to manage organization information an administrator should be logged in to the web-portal

**Feature: Manage users**

In order to keep track of the users an administrator should be able to manage the users

**Feature: Manage organization owners**

In order to keep track of the organization owner an administrator should be able to manage the organization owners

## Safety and Security Requirements

**Security of the communication between the system and server**

The messages should be encrypted for log-in communications, so others cannot get user-name and password from those messages.

**Security of accounts**

If an organization owner tries to log in to the web portal with a non-existing account then the organization owner should not be logged in. The organization owner should be notified about log-in failure.

**Security of accounts**

If an admin tries to log in to the web portal with a non-existing account then the admin should not be logged in. The admin should be notified about log-in failure.

**Security of organization owners accounts**

An organization owner and IP address should not be able to log-in for a certain time period after three times of failed log-in attempts.

**Security of admin accounts**

An admin and IP address should not be able to log-in to the web portal for a certain time period after three times of failed log-in attempts.

**The security of creating account for users of the system**

If a user wants to create an account and the desired user name is occupied, the user should be asked to choose a different user name.

**The security of creating account for organization owners of the system**

If an organization owner wants to create an account and the desired user name is occupied, the organization owner should be asked to choose a different user name.

# Tutorial

## Requirements

Web browser

Internet Access

## Using the web application

### Homepage

The homepage of the website servers a set of elements and also provides links to other pages to the user.

The various elements that are included in the home page include:

News

Achievements

Notifications

### Register

If the user intends to donate or if the user is an organization who is visiting the site for the first time, then they have to register themselves by clicking on the Register Button option. And if they have already SIGNED UP then they need to click on LOGIN option.

As user will click on register option, a screen will appear where it will ask to select whether he/she wants to sign as a donor or as a receiver. In order to register, the user needs to provide the relevant information and then click on the submit button.

### Log in

To log in, the user has to go to the login page by clicking the login button on the homepage. There the user has to select whether he/she is a donor or receiver or admin and accordingly provide the right username and password.

### Donor login

When a donor logs in, by default for all donors their personal information is shown.

There is a navigation bar which navigates through below listed options:

1. **Donations:**

Lists all previous donations by the donor

1. **Donate:**

There are set of checkboxes which prioritize the donors’ donation and accordingly lists of organizations are suggested to him in the form of a collapse list.

1. **Edit profile:**

Donor can edit his profile.

1. **Check reply:**

Donor receives reply from organizations to which he has sent a request.

### Admin login

Admin has the authority to update many fields shown in the website.

There is a navigation bar which navigates through below listed options:

1. **Update gallery**

All the pictures shown in the gallery page are displayed with a delete button for each image and also an upload button to add new images.

1. **Notifications:**

Various notifications which organizations intend to post on the website need to first accept by the admin. All these notifications along with their details are present with an accept and a delete button for each notification.

1. **Achievements:**

Any recent achievements by the application can be posted by filling the relevant fields in the form and uploading an image related to the event.

1. **News:**

Any news can be posted by filling the relevant fields in the form and clicking the submit button.

1. **Registrations:**

Admin receives requests from organizations for registrations. Admin either accepts their request by clicking the accept button or rejects their request by clicking the delete button.

### Organization login

When a receiver logs in, by default for all organizations their personal information is shown.

There are some links which navigate through below listed options:

1. **Precious accepted donations:**

Lists all previous accepted donations by the organization through the website

1. **Create notification:**

To create any notification that the organization intends to post on the website, it has to fill certain form and send it to the administrator for his acceptance.

1. **Edit profile:**

Organization can edit his profile.

1. **Check request:**

Checks for any request sent by any donor for any donation and send back a message if accepted.

# References

* <https://cours.etsmtl.ca/mgl800/private/Normes/ieee/106387.pdf>IEEE Standard for Software User Documentation
* https://en.wikipedia.org/wiki/Softwaredocumentation Definitions and Conventions to be followed.