



S.O.S

USER GUIDELINE

IE304 Project Part 2

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Introduction and Purpose

This is a user guide for the S.O.S. website, aimed at database staff that is responsible for the management of donations and logistics. Instructions on how to use the platform for adding donations, managing logistics companies, or generating performance reports will be provided in this guide.

Website Overview

S.O.S. offers three main tools for the management of donation, logistics, and performance measure modules. The overview of the main page is provided in Figure 1.

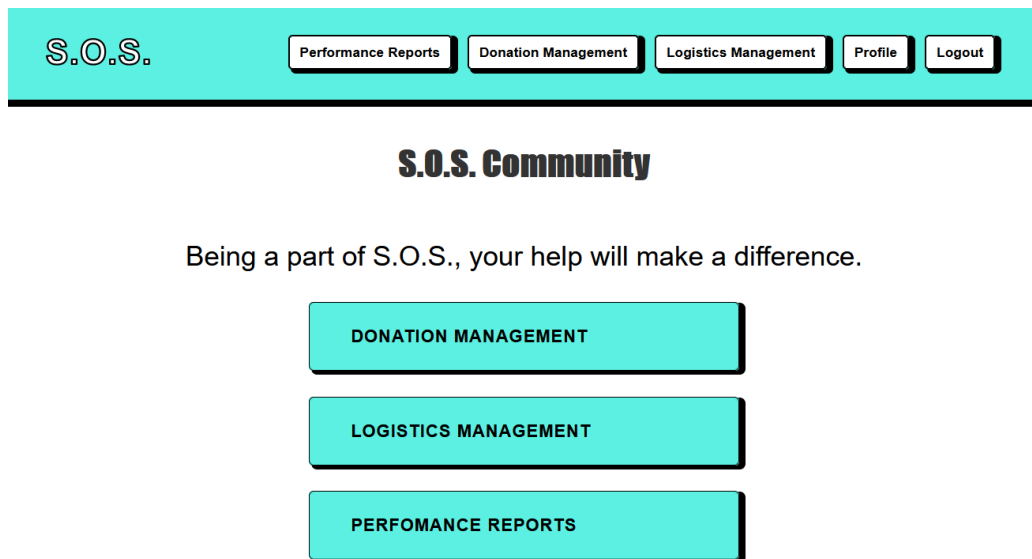


Figure 1. The layout of the main page of S.O.S.

Donation Management

Clicking on the “Donation Management” tab, you will be directed to the Donation Management page. Under this page, after filling in the necessary fields such as Donation ID, Donation Time, Donation Delivery Time, Donator ID, and Request ID, you will be able to add a new donation by clicking the “Add Donation” button. Moreover, a table showing the previous donations is visible on this page to observe, edit, or delete the donation records (See Figure 2.).

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Logistics Management

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Donation Management

Add New Donation

Donation ID:

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Donation Time:

Donation Delivery Time:

Donator Donator ID:

Request Request ID:

ADD DONATION

Donation ID	Donation Time	Donation Delivery Time	Donator ID	Request ID	Items	Currencies	Actions
4	Jan. 15, 2023	Jan. 25, 2023	Stacy Smith	6	No items donated	No currency donated	<div>Edit</div> <div>Delete</div>

Figure 2. Donation Management page.

Logistics Management

To add or manage logistics companies, you can navigate to the “Logistics Management” tab. Under this tab, you can add a new record by filling in required fields such as Company ID, Company Name, and Phone Number, and clicking on the “Add Company” button, or display the current records of the companies on the page (See Figure 3.). On the records table, you will be able to observe, edit or delete the information on the corresponding logistics companies.

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Add New Company

Company ID:

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Company Name:

Phone Number:

ADD COMPANY

Company Name	Phone	Edit	Delete
Logistics2	234-567-89011	EDIT	DELETE
Logistics3	345-678-9012	EDIT	DELETE
Logistics4	456-789-0123	EDIT	DELETE
Logistics5	567-890-1234	EDIT	DELETE
Logistics6	678-901-2345	EDIT	DELETE
Logistics7	789-012-3456	EDIT	DELETE

Figure 3. Logistics Management page.

Performance Reports

Expense Report

Accessing the “Performance Reports” tab, as can be seen in Figure 4., you can generate several reports related to expenses and their percentages corresponding to (1) Item category expenses, and (2) District logistics expenses.

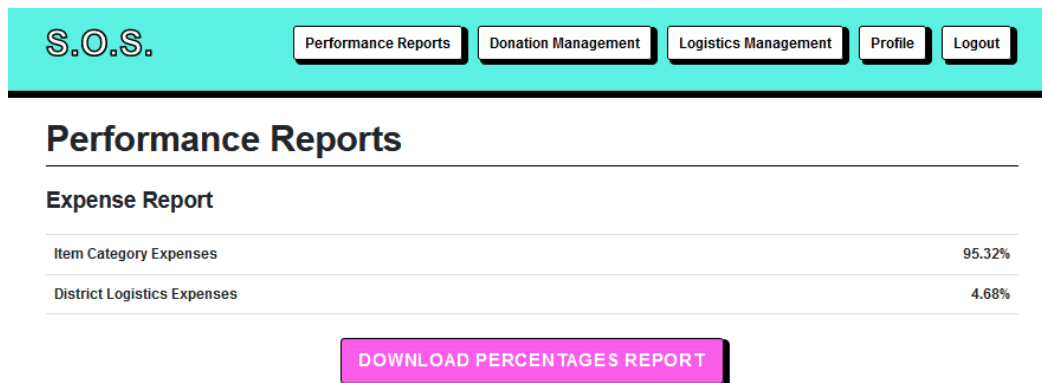


Figure 4. Performance Reports page-the Expense Report.

Item Category Expenses

The "Item Category Expenses" report (see Figure 5.) provides costs for different category items donated such as food, clothing, medical, shelter, and education expenses.

Item Category Expenses

Food	
Item ID	Total Cost
6	1800.00
1	50.00
Clothing	
Item ID	Total Cost
7	2450.00
2	200.00
Medical	
Item ID	Total Cost
8	3200.00
3	450.00
Shelter	
Item ID	Total Cost
9	4050.00
4	800.00
Education	
Item ID	Total Cost
10	5000.00
5	1250.00

DOWNLOAD ITEM COSTS REPORT

Figure 5. Performance Reports page- the Item Category Expenses report.

District Logistics Expenses

The "District Logistics Expenses" report (see Figure 6.) shows logistics costs associated with specific delivery districts. You will be able to import these reports by clicking on the download buttons for each type of performance report.

District Logistics Expenses

District	Total Logistic Cost
District7	70
District8	80
District5	50
District4	40
District3	30
District2	20

DOWNLOAD DISTRICT COSTS REPORT

Figure 6. Performance Reports page- the District Logistics Expenses report.

Conclusion

S.O.S. aims to create a centralized database where donations, logistics, and performance reports could be efficiently managed and monitored by the databases' personnel so as to ensure effective support and assistance for victims in need.

We appreciate your role as a database administrator on the S.O.S. website and recognize the importance of your contributions in managing donations, logistics, and performance reports. Thank you for your dedication to helping victims through S.O.S.!