

# Pierce County Gleaning Project Website Documentation

An overview for anyone who must manage the website

## Intro

So, you've been designated to manage the Pierce County Gleaning Project website. If you have experience with managing dynamic websites and some php/MySQL expertise, you should have no trouble if you use this reference. If you have little such experience, this guide will help you with the basic functions. I will try to keep the descriptions and instructions as simple, but as detailed, as I can. The first few pages here are general descriptions. Most of the details are further on where you will find specifications, access codes, and flow charts.

## Local Infrastructure

### Wamp server

Managing a website requires that the site be located in two places. First, and obviously, it is on a web server of the company that is the domain host, in this case Blue Host. When web users 'go' to your website they are getting pages from that server.

The complete website is also in a folder on a local computer where new files are developed and then uploaded to the domain host and placed on that server. To test new files on this computer requires a local server. This is a program on this computer that does exactly the same thing as the domain host's server, that is, it gets page requests from the browser, processes them and sends web pages to the browser – all on this computer.

There are several free packages to provide this capability. The site was developed using WAMP server. The version is Wampserver 2.1. It is a free package that is widely used as a local server. The website is <http://www.wampserver.com/en/>. Install the server in C:\wamp (this may be the default install setting).

### phpMyAdmin

The wampserver package installs several programs. The only one that you usually interact with directly is phpMyAdmin. This is an interface to the database tables. Using phpMyAdmin you can directly view the database tables, edit them, and backup tables. It is accessible from the system tray by clicking on the Wampserver icon and selecting phpMyAdmin. Once phpMyAdmin opens, clicking on piercecty in the left-hand list opens the site's database tables and gives you direct access to modify the local version of the database.

## **MySQL**

The database tables are in the MySQL format, the most widely used database format for dynamic web pages. The local version of the database tables is used only for testing and gets changed in the course of doing that. Periodically the local version of the database is deleted and a new, current one downloaded from the domain host. That is done by exporting the database using phpMyAdmin on the domain host and then importing it on this computer using the local phpMyAdmin.

## **Dreamweaver**

Web site development was done using the program Adobe Dreamweaver CS4. This is a program for designing and editing web pages. It also connects directly to the local web server so that pages can be tested as they are worked on. Dreamweaver also is the best way to upload new or changed web pages to the domain host server and to coordinate between the local and domain host versions. For experienced users it would be possible to manage the website using a combination of Notepad++ for editing php files and FileZilla for uploading files to the web host server. This would not be the best choice, however.

# **Remote Infrastructure**

## **Domain hosting**

The website is hosted by Blue Host. The main access point for all of the domain's features is the cPanel. That is where you start phpMyAdmin to access the 'real' database, manage email accounts, view web stats, email forwarders, etc. Access codes and links are listed in the last section of this package.

## **Email accounts**

The cPanel page gives access to the piercecountygleaningproject.org email accounts.

# **From sites to harvests in the database**

This section describes the sequence of operations as they relate to the database. Your particular organization may not use all of these functions, or may do them differently.

Crop owners register their sites through the public website page or by telephone. If by phone, a staff member will enter the information into the public site registration page. The site registration triggers an email to the Program Manager and the database manager. The owner is contacted to obtain additional information about the site and this is added to the site record. The owner signs an Entry Authorization form allowing Pierce County Gleaning Project to go on the property and harvest the produce and plans for the harvest are made with the owner. From the harvest plans - including the date, time, number of pickers, harvest leader and crops that will be harvested - a new harvest of that crop is added to the harvests list and appears on the Season Planner. A harvest

may be added to the harvests list even before scouting is done and a harvest date is selected. Its status in that case is 'unscheduled.' This is usually the case when it is likely that the site will be scouted and then immediately harvested as for some backyard harvests.

Volunteers ('pickers') register on the website. They must check off a terms of participation agreement. They receive an email with links to information that they need to participate at harvests. Registered volunteers can go to the Volunteer page of the website to: update contact information, request an automatically generated copy of their attendance history, request to be re-sent the information for harvests that they have signed up for, or read the terms of participation.

Those volunteers who have a most recent contact date (i.e. original registration or most recent harvest signup) that is 12 months old are automatically sent an email asking them to renew their registration.

When a harvest has been scheduled but is not posted for public signup, its status is 'closed.' When it is ready for sign up on the Harvests page, its status is changed to 'open.' Volunteers sign up for specific harvests on the Harvests page. They must check off a box indicating agreement with the terms of a Liability Waiver. Their roster status is automatically set to 'signup.'

Harvests may have a carpool incorporated into the signup process. Volunteers indicate if they can provide extra seats or need a seat in the carpool. For any given harvest, the carpool may be set to optional, required or not available.

If the harvest roster is full, pickers can request to be added to a waiting list. An email is sent to them that requires them to click a link to confirm the request for the waiting list. If they do that, they are added to the roster with a status of 'waiting.' Volunteers on the waiting list can check their position on the list using a link sent to them. If volunteers indicate they need a carpool ride, they are placed on the waiting list if no extra seats are available even if there are roster spots open.

Signing up for a harvest can be done on the public page or through either of two links that are found on the Harvest Details and Roster page. The first link allows signing up for any harvest. The second allows signing up for a future harvest even if it is 'closed' but enforces the picker limit. This is used for harvests with, for instance, the Select Harvest Team, where a roster needs filling but is not to be publicly posted.

After signing up for a harvest, pickers receive an email with details. The email also has a link that they can use to cancel their roster spot allowing someone else to attend instead. When they cancel, their roster status is changed to 'cancel' and the top person with 'waiting' status is changed to 'signup' and is sent an email notifying them that they are now on the regular roster. The waiting list and cancellation process also takes into account the number of carpool seats needed and available. If someone is on the roster and getting a carpool seat from someone else and the providing the seat cancels, the

one needing the seat is bumped back to the waiting list until a seat and roster spot are available.

When the harvest arrives, the roster is printed and attendance marked on it as pickers check in. The harvest leader returns the roster (and other forms) to the database manager who then enters the attendance information into the database. Those who did not show up have a status of 'absent.'

Other information is added to the record for that harvest: crops and weights harvested, where donated and the date the tax donation receipt was sent and several other pieces of data.

## Database structure

The database is just a collection of lists called 'database tables.' Various web pages add information to these tables, update it, and pull information from the lists and combine it to display in reports or web pages. There are only five main tables, and about 15 other, minor ones. Complete lists of tables and specifications are included later. The seven main database tables are:

**Sites:** The list of all the sites that have been registered. A site is a particular crop at a particular address. Each line in the table has the owner's name and contact information, the address, etc. Sites may be marked as Active or Inactive. Sites that have had harvests, but will have no other ones, should be marked as Inactive rather than deleted.

**Pickers:** A list of all the people who have registered as volunteers/pickers. This includes information such as: name and contact information, interest in leading or assisting, computer IP address, etc.

**Harvests:** A list of all the harvest sessions. Information includes, among other things, the particular crops to be harvested (this is an index number that refers to the crops list), the harvest date and time, harvest leaders (these are numbers that refer to the Pickers list), how many pickers are to be on the roster, the weight of the produce that was picked, and information to be displayed when the harvest is posted.

The status filed of the harvest table may include:

**closed** – the harvest is not available for public signup

**open** – the harvest is available for public signup. To appear on the Harvests page it must be in the future, have a date and time, have a crop listed, have a harvest leader, not be marked as only for the Select Harvest Team.

**unscheduled** – no harvest date has been set. This category allows the harvest to be placed on the season planner according to previous harvest date or expected ripe date.

**Rosters:** This is a list of all the roster slots for all harvests. Some of the information in this list are index numbers that refer back to the Pickers and Harvests tables: the harvest number, the picker number. There are also fields for attendance at that harvest, carpool seats needed or provided and computer IP address.

The 'status' field in the rosters table may include only the following entries:

- signup** - signed up for future harvest
- waiting** - on the waiting list for a future harvest
- leader** - harvest leader or co-leader (future or past harvest)
- harvested** - showed up and picked at the harvest but was not an assistant or leader
- absent** - did not show up even though on the roster
- cancel** - signed up and then cancelled the signup
- added** – volunteers who showed up for the harvest but had not signed up online

**Users:** The usernames, passwords, access level, last login date and time, and some page preferences for authorized users of the database. The access levels are:

- All** (no limits),
- Change** (can view and change information but usually not delete anything), and
- View** (can only view information, not change it). Restricted web pages check for the access level of the person logged who is on before showing the page.

**Crops:** A list of crop names that are selected from for each harvest. Each harvest record has space for up to ten different crops and their weights.

**Spots:** A list of carpool locations to select from when posting harvests. A carpool may be set for none, optional, or required. Volunteers indicate when signing up if they can provide extra seats, will drive only themselves, or need a carpool seat provided by someone else. Roster limits and the waiting list are integrated with carpool seats so that volunteers needing seats are not added to the list if no extra seats are available. Cancellations and promotions from waiting also take into account carpool seats.

## Website structure

The folder structure and location of files is best viewed in either Dreamweaver (press F8) or the Files Manager on the cPanel.

The root level of the folder structure contains the main html and php pages for public display. It also includes some of the database viewing and update pages, but which ones are there and which are in a lower folder is not always consistent. The largest subsidiary folder is Utilities. Most of the php pages and utilities are there, including the Pages Index which is the central point for navigating to most useful pages. The complete folder structure with file descriptions is in a later section.

# Maintenance

## Cron jobs

Required maintenance of the website is minimal. The domain host allows what are called 'cron' jobs. These are small php programs that run automatically every day and do things like delete obsolete information from tables so they do not get too long. The cron jobs are described in a later section.

## Backups

It is recommended that the complete database be backed up at least weekly. There is a link on the Pages Index to do that. In the event of catastrophic failure of the domain host server the database can be restored using the backup. A weekly Windows Backup that includes the website files on an external hard drive is recommended.

## Database table maintenance

With normal operation of the web site, there are occasionally database entries that need to be manually corrected or deleted. For example, new volunteers sometimes register twice if they make a mistake with the first attempt, or web-bots fill out forms with nonsense. These can be corrected either directly through phpMyAdmin through the cPanel, or by using the appropriate web page utility such as Picker Update or Harvest Update. These update pages include Delete links that are accessible only with the top level ('All') authorization.

# Normal operation

The most common, regular tasks of the database manager during the season include the following:

## New picker registration

When new pickers register, an email is sent to the Program Director and database manager. This usually can just be deleted. Occasionally the registration will be flagged as a possible duplicate. This can usually be verified using the Picker Finder and matching up registration information or the Picker Duplicates Finder: <http://www.piercecountygleaningproject.org/Utilities/duplicates.php> which searches for all possible duplicates and lets you merge the information if indicated. If two people with identical names do register there is a field in the Pickers table ( 'dupname' ) that should be manually changed to 'Yes' for both registrants. This tells some other pages about the duplication.

## Rosters

Rosters are nearly entirely automatic and duplicates are largely prevented. Occasionally one may happen and can be found using the Roster Duplicates utility and then simply deleting one of the entries. Other adjustments to rosters may be needed when leaders forget to register. These are all handled through the Update Rosters utility.

### **New site registration**

New site registrations trigger emails to the Program Manager and database manager. Other fields would be amended using Site Update after talking with the owner or scouting the site.

### **Posting harvests**

The easiest way to add a harvest is to find the site on the sites list and use the 'add a new harvest' link in the details pane. Updating a harvest is most commonly done from the Season Planner's 'update harvest details' link. A new harvest can also be added by going first to Harvest Update and clicking on the 'Add a new harvest' Harvest link.

### **Bulk email**

If Pierce County Gleaning Project's web host has a limit on emails and so cannot be used for mass mailings of harvest announcements or newsletters, a bulk email service such as MailChimp may be used. Email lists can be generated in several formats for uploading to a bulk email service.

Newsletters and other announcements (other than harvest notices) are composed and sent from the user interface on that site. Utilities on the Pierce County Gleaning Project site can generate lists to upload to a bulk email service.

### **Recording attendance**

Harvest leaders turn in paper rosters marked with attendance and these need to be entered into the rosters table. There is a utility specially designed to make this easy: <http://www.salemharvest.org/Utilities/rosterupdate-attendance.php>

Instructions are available in the Page Help file for this page and many other pages. For pages with a help file, this is found by clicking on the 'Page Help' link on the right side of the third row of the top navigation bar of database pages.

### **Editing page text**

Many of the public, informational pages can be edited directly by users with 'All' access. Once logged in, a pencil icon is shown at the bottom of these pages. Clicking on the icon opens a form that contains the html code of the text portion of the page. There is a link to a help file about editing html text. Any valid html tags can be entered. The html code is stored in a database record and then extracted and inserted into the page when normal viewers open the page.

### **Changing color themes**

A Utility is linked in the Pages Index that is used to edit the color scheme in the stylesheet. Multiple themes can be saved.

### **Database users and security**

User names and passwords are stored in a database table. Users are added and passwords are changed with the Database Users Manager that is linked from the Pages Index. Only users with 'All' access level can access that page. The database contains only information that is essentially what can be found in a phone book, and does not store sensitive information like social security numbers or credit card numbers and so it does **not** have encrypted passwords. It is possible to add encryption at the request of your organization, but it would mean more cumbersome procedures for adding users and changing passwords. It is recommended that users be given only the level of access that is necessary for their role in the organization. 'All' should be limited to only those people that need to delete information and to monitor other users' access.

## piercecountycleaningproject.org Files and Folders

This table contains all files that are on the local version of the site as of 12/22/2014. The comments include the most significant links from and to it, any unusual procedures or coding. Files that require more extensive explanation and description are listed again following this table.

Index.php files that are marked ' – not authorized' are inserted into some folders to prevent listing of the folder's contents if only the folder path is known. Paths in this table use a backslash to show local file structure. On the web site these are of course forward slashes.

piercecountycleaningproject\	Root folder
about.php	<b>Public page.</b> Basic text describing PCGP.
backyardinfo.php	<b>Public Page.</b> Information for backyard crops owners prior to registration
cancel.php	Receives coded harvest number and coded picker ID in a query string and cancels roster signups. Promotes next person on the waiting list and sends that person an email. <b>See details below.</b>
confirm.php	Receives coded harvest number and coded picker ID and places person on harvest waiting list and sends email.
contact.php	<b>Public page.</b> Lists PCGP people and contact numbers and email addresses.
database.css	stylesheet for database pages.
documents.php	<b>Public page.</b> Download links for public documents – mostly pdfs. [not developed]
dup-registrations.php	Linked from signup.php if finds duplicate picker registrations. May never be triggered. May be obsolete.
dup-signup.php	One exit from signup.php if picker is



	already signed up for a harvest.
FAQ.php	<b>Public page.</b> Frequently Asked Questions.
farminfo.php	<b>Public page.</b> How farm crops harvests are managed.
harvestlist.php	<b>Public page.</b> Main page listing harvests available for signup. <b>See details below.</b>
harvestlist-master.php	Lists all harvests in the harvests table. Allows sorting by various headers. Has links to more details of each harvest.
harvestroster.php	Lists all details, rosters, picker experience for a harvest. <b>See details below.</b>
harvestroster-piercecty-packet	Print format of the PCGP harvest packet for harvest leaders to take to the harvest.
harvestroster-print.php	Print format of the standard harvest packet for harvest leaders to take to the harvest.
harvestroster-print-packet.php	Select Harvest Team harvest packet for printing.
harvestroster-printselect.php	Harvest packet with selected sections.
harvestroster-selectpages.php	Allows selecting sections to include in harvest packet.
hthank.php	<b>Public page.</b> Linked from signup.php. Presents harvest details from longinfo field of harvests table after picker has signed up. The page receives coded picker ID and plaintext harvest ID to look up details. The picker ID is used to find the picker address and obtain turn-by-turn directions from there to the harvest site.
hwaiting.php	<b>Public page.</b> One exit from signup when picker signs up for waiting list. Informs that email has will be send if promoted to roster.
index.php	<b>Public page. Home page</b>
login.php	Login for database pages.
photos.php	<b>Public page.</b> Links to harvest photos on Flickr.
pickerinsert.php	<b>Public page.</b> New picker registration. inserts into pickers table. Sends email to staff.
pickerinsert-error.php	<b>Public page.</b> Displays errors and prompts from volunteer registration form.
piercecty-template.css	temporary file for working on themeupdate.php
piercecty.css	Stylesheet for public pages
piercecty.ste	Dreamweaver site definition file
press.php	<b>Public page.</b> News and notices

signup.php	<b>Public page.</b> Form for signing up for a harvest. The most complex page on the site. See details below.
site_registration.php	<b>Public page.</b> Form for registering new sites. Inserts site in sites table. Sends email to harvest director and database manager.
sorry.php	Handles multiple exits from signup page depending on 'sorry' query string.
supporters.php	<b>Public page.</b> List of supporters. Linked from sidebar links
thankyou.php	<b>Public page.</b> thanks for registering as a volunteer
thankyou-site.php	<b>Public page.</b> thanks for registering a site
thankyou-update.php	<b>Public page.</b> thanks for updating registration info
volunteer.php	<b>Public page.</b> Options for registered pickers to get harvest history, current signups, update/renew registration, attendance history
waitstatus.php	Receives coded picker ID and displays all harvests is on a waiting list for.
<b>\Connections\</b>	
index.php	- not authorized
piercecty.php	Database connection script for the current server. Detects whether local or production server
piercecty-cron.php	Database connection for cron jobs [may be obsolete]
<b>\customize</b>	
themeupdate.php	Manages color theme of public pages.
uploadslides.php	Uploads photos for the home page slider.
<b>\datepick</b>	folder for third party public domain scripts to show calendar displays of dates
<b>\documents\</b>	Contains pds for download or simply storage
index.php	- not authorized
<b>\pdf\</b>	Third party library of scripts for generating pdf files.
<b>\help\</b>	help files for database pages linked

	through the top navigation bar. See folder for complete list.
help.php	This is the central link for help. It detects the referring page and routes to the corresponding help page.
\images\	<b>Website images folder. subfolders include banners, logos, Nav buttons, slides</b>
\includes\	php 'includes' files for various purposes
AdminNav1.inc.php	There are three includes files for the navigation bar that heads most php pages. They are named AdminNav1.inc.php, AdminNav2.inc.php, AdminNav3.inc.php. Which one is called with 'includes' statements depends on the directory level of the file that calls them. AdminNav1 is called by root level pages, AdminNav2 by e.g. Utilities/ pages, etc. Changes to the links in the AdminNav navigation bar need to be done in all three files whenever there is a change.
AdminNav2.inc.php	see above
AdminNav3.inc.php	see above
converter.inc.php	Contains two functions: convarr() returns an array of crop names and weights given a harvest ID number. cropstring() returns a comma separated list of crops given a harvest number.
customtxt.inc.php	Controls display and update of editable text within public pages.
dencode.inc.php	contains two functions: decode() and encode() called whenever picker IDs need to be encrypted or decrypted. This is used for obscuring picker IDs when they used in query strings on url links so that a picker cannot, for instance, cancel someone else's roster spot.
emailer.inc.php	Contains function that sends signup emails in cancel.php and signup.php
fixroster.inc.php	Contains function that justifies the roster and waiting list. Used in cancel.php and signup.php
footer.inc.php	Copyright and Salem Harvest logo footer
hittracker.inc.php	inserted into any php page that is to be

	tracked for IP addresses. It inserts records into the hits table
index.php	- not authorized
levelcheck.php	Manages page authorization level
navlinks.inc.php	Public page navigation bar – top level
navlinks2.inc.php	Public page navigation bar – second level
photoswap.js	javascript script for home page photos
sqlcleaner.php	contains GetSQLValueString function for sanitizing MySQL input
<b>\jscolor\</b>	Third-party, NGU licensed utility for selecting and inserting color values.
<b>\Mail-API\</b>	Scripts and pages related to email
eMailer.php	Utility for sending email. See details below.
<b>\mobile\</b>	Folder of harvestlist, attendance, signup and sorry, the three necessary pages of signing up for a harvest, in small screen format for phones.
attendance-m2.php	attendance entry utility for small screens
harvestlist-m.php	
signup-m.php	
piercecty-m.css	mobile stylesheet
sorry-m.php	
<b>\Newsletter\maillist\</b>	
mailinsert.php	Add a name to the supplemental mailing list.
maillist.php	Show the supplemental mailing list.
mailupdate.php	Update the supplemental mailing list.
<b>\Owners\</b>	Folder for files related to crop owners
envelope-pdf.php	generates pdf envelope for mailing to crop owner
owners-sendsurvey.php	Linked from harvestlist.php. Precomposes a survey request and sends it to crop owner after harvest.
receipt-pdf.php	Generates pdf receipt for owner
Survey-owners.php	Accessed by link in email sent to owners.
surveyresults-owners.php	Owner survey results
surveythankyou-owners.php	Thanks for taking the survey
<b>\Pickers\</b>	Folder of pickers pages mostly linked from the PickersInfo page (Volunteer).

AttendanceRequest.php	Form for volunteer request of attendance history
ContactUpdate.php	Form for updating contacts. coded link from email sent to picker
ContactUpdateLink.php	Requests coded link to update registration information
CurrentSignups.php	Coded query used to compile and email current signups
NewPickers.php	Information for new volunteers
noname-history.php	<b>Public page.</b> Linked from attendance history request when the name entered could not be found.
noname-signups.php	<b>Public page.</b> Linked from current signups request when the name entered could not be found.
noname-update.php	Could not find coded ID for updating picker registration information.
noquerycode2.php	No query code attached to link
ParticipationTerms.php	Displays terms of participation. Linked through pickerinsert.php and elsewhere
thankyou-update2.php	Thanks for updating/renewing picker registration.
\uploads\	Temporary storage for files uploaded for attachment to emails using the eMailer.
\Utilities\	Main folder for pages and utilities.
attendance-data.php	Compiles large list of attendance statistics from the rosters table. Sortable on several columns and at two levels of sorting
calculator.php	General purpose algebraic calculator with some useful conversion features
ContactLists.php	Generates lists in three formats from rosters, volunteers, sites
cron.php	Stored locally in Utilities, but on the production server in the cronjobs folder. Performs database table maintenance and sends emails to pickers asking to update registration. Runs automatically every night.
cropmanager.php	Utility for adding, updating and deleting crop names in the Crops table
databasebu.php	Downloads a copy of the complete database for backup
duplicates.php	Checks for duplicate picker registrations. Does a merge of info if duplicates found

	and merge is requested. Merge combines roster signups.
EntryAuthorization.php	Received crop ID number and displays customized Limited Entry Authorization form for the owner's signature
ErrorLogs.php	Displays error logs for several folders
harvestdelete.php	Deletes a harvest
harvestinsert.php	Adds a harvest to the harvests table
harvestupdate.php	Updates a harvest in the harvest table
index.php	- not authorized
IntervalReport.php	Compiles statistics about sites, crops, harvests and registrations over an interval of time.
IPfinder.php	Takes an IP address and searches pickers and rosters tables for the person or persons
loginviewer.php	Displays log of user signons
merge.php	Linked from duplicates.php. Merges pickers histories when there are duplicate names
PageDescriptions.php	Brief descriptions of significant pages
PagesIndex.php	Main index and navigation hub for database pages
pageslogviewer.php	Displays log of pages viewed where they have had the includes file to do this
pickerdelete.php	Deletes a picker
pickerfind.php	Utility for finding pickers. Supports search by portions of last name, first name, email address. Also encodes and decodes picker Id numbers for testing.
pickerlist.php	Lists pickers by groups with individual info and update links.
pickerlist-ajax.php	works with pickerlist of obtain individual picker info via ajax request
pickerupdate.php	Updates a pickers info in the table.
Reports.php	Generates and stores dynamic lists compiled from the database tables. See details below.
rosterdelete.php	Deletes a roster entry
rosterdupdelete.php	Deletes duplicate entries in the roster table. Probably obsolete.
roster-duplicates.php	Finds duplicate roster entries. Probably obsolete.
rosterinsert.php	Inserts a new roster entry.
rosterupdate.php	Updates a roster entry.

rosterupdate-attendance.php	Utility for rapid entry of harvest attendance from the roster turned in by the harvest leader. Supports one letter entries for all statuses of attendance. Orders list exactly as the paperwork is ordered for touch type entry.
rosterviewer.php	Displays the roster table entries for a harvest, a picker or a status.
seasonplanner.php	Main page for organizing harvest information. See details below.
sitedetail.php	Receives site ID number and displays all sites table information for that site.
sitedetail-plaintext.php	unformatted version of sitedetail.php for copying into email.
sitelist.php	Lists sites in the sites table. Default is all active sites. Allows filtering by active, venue, and sorting. Mouseover site rows uses Javascript to display detail in the right side pane with links for adding a harvest at this site, and updating details.
siteupdate.php	Updates information for the sites table
spotmanager.php	Adds, updates and deletes carpool meeting spots that can be selected for each harvest.
users.php	Manages authorized users usernames and passwords.
voldetail.php	Receives picker Id as query string and displays info in pickers table
waitinglist-manager.php	Linked from harvestroster.php. Allows promotion of waiting list names to the regular roster and adjusting the picker limit for the harvest. Automatically sends email to the promoted people.
<b>\Utilities\Hits\</b>	
page-hits.php	Displays hits table contents compiled from pages containing the hittracker includes.
<b>\Utilities\php routines\</b>	Folder for various experiments or minimalist pages for trying our php scripts.
Describe database.php	Displays the web server's php settings
<b>\WordPress\</b>	WordPress installation

## Detailed Descriptions of Selected Files

Selected files are described with attention to programming details. The complete contents of online Page Help files are listed after this section.

### **eMailer.php**

eMailer sends email to addresses drawn from those in the database tables. It can search for individual's names using only partial strings. Possible matches on the strings are placed in an array to select from to add to the recipients list. The recipients list is a SESSION variable that persists through re-entries to the page.

Dropdown lists allow adding preformed groups to the recipients list.

A table output from the Report Generator can be pasted into a field. It is then parsed and added to the recipients array.

Attachments can be added to the email.

The coding is straightforward. The only trick is using SESSION variables to store recipients so that there can be repeated re-entries to the page to add names without losing the existing ones.

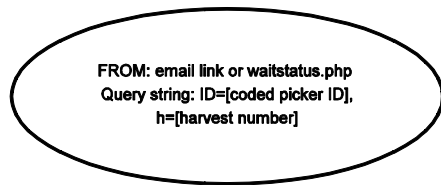
### **cancel.php**

When pickers sign up for harvests, they receive an email with a link to use if they need to cancel the spot on the roster. The link includes the harvest number and their encoded ID number. The page first confirms their request to cancel, then goes through a series of filters to identify the person, the harvest and the roster status. If these are passed, then the roster tables entry is marked 'cancel.' (However, if the roster status was 'waiting' then the roster entry is simply deleted.) After the roster entry is cancelled, the waiting list is examined. If there is someone waiting, and the canceller had status of 'leader', 'signup' or 'intake', then the top waiter is promoted to the regular roster by changing the status to 'signup'. That person is sent an email announcing the promotion to the roster.

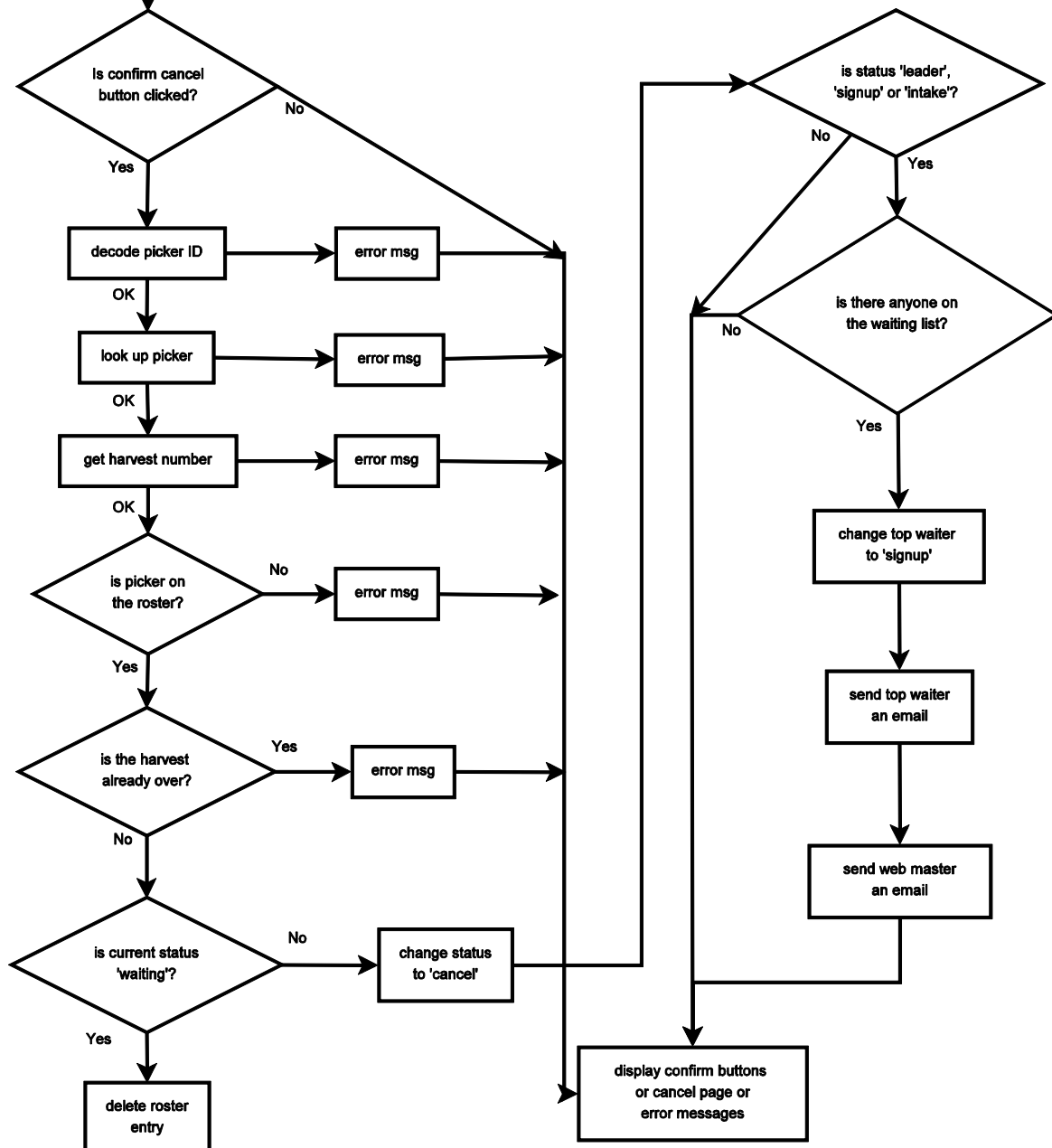
Not that if the top waiter needs a carpool seat but none is available, the next person on the waiting list would be promoted.

A further complication is that if someone cancels who is providing a carpool seat for someone else on the roster, that extra seat also goes away. In this case the person needing the seat is returned to the waiting list (and a waiter is promoted) and send an email with the bad news.





## cancel.php



## harvestlist.php

This is the public page of harvests that are listed as available for signup. To appear on this page, a harvest must be in the future and have a status of 'open.' It should also have an assigned harvest leader, a short description of the harvest ('otherinfo') and longer instructions and directions ('longinfo').

A couple coding quirks are noted: There are commented-out lines at the beginning that can be used to screen for particular IP addresses and divert the user to another page. This can be used when users have been identified as a problem, banned from harvests, or are using plugins to poll the page too frequently.

The text of 'no harvests' is randomly altered to thwart bot plugins that detect page changes to alert people not wanting to manually check the page frequently.

## harvestroster.php

Harvest roster is linked to with a harvest ID number in the query string. It displays a large and varied amount of information about the harvest.

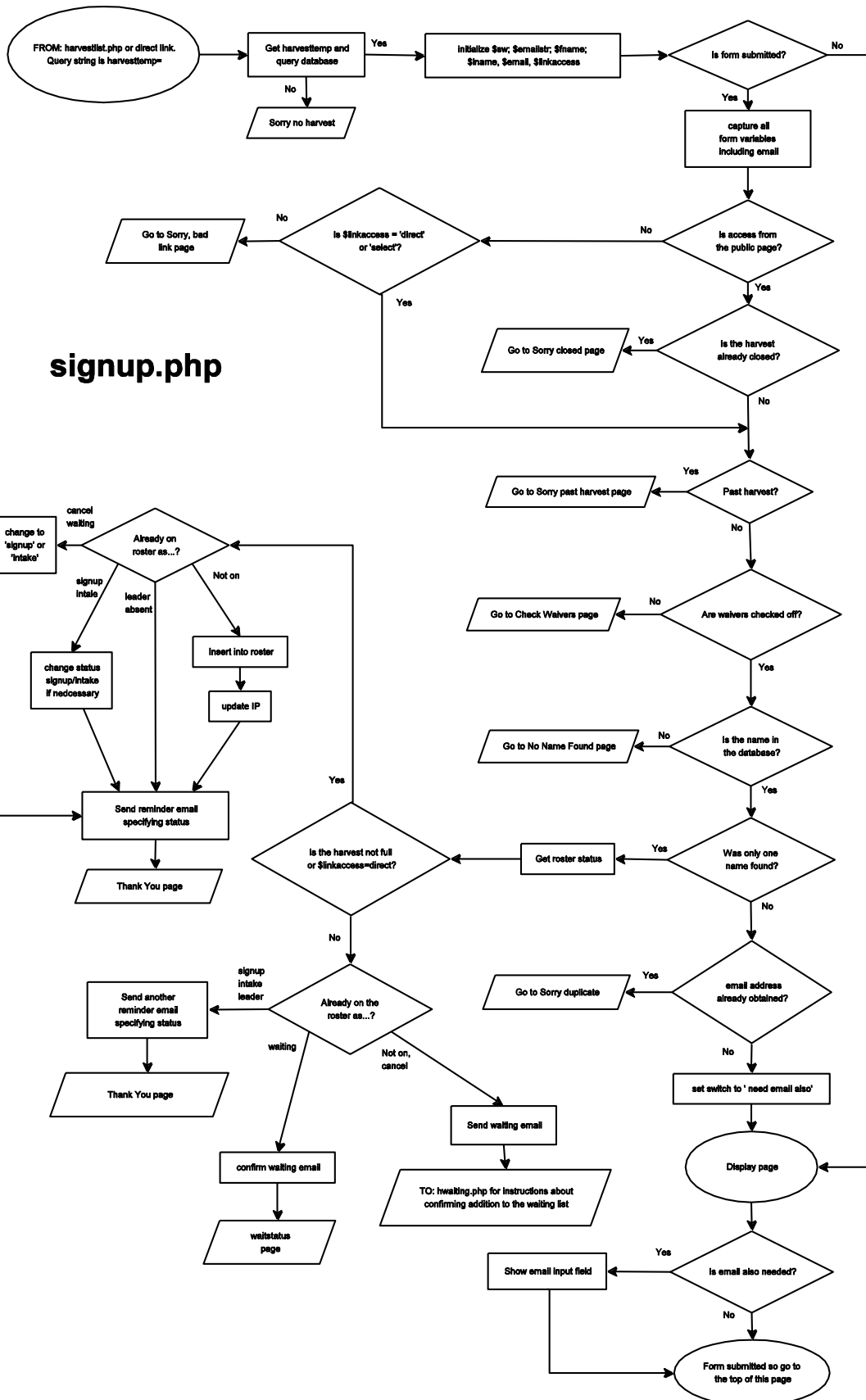
harvestroster.php was one of the first pages to be written and shows the sometimes verbose conventions used by Dreamweaver such as long variable names like '\$colname\_rsHarvestcrop'. Other files will show evidence of this heritage also.

## signup.php

Signup.php is the most complex page on the website. It is usually reached by selecting a harvest to sign up for on the harvestlist.php page. The basic function is to add pickers to the roster for that harvest, and send them an email, but there are many contingencies and error traps needed.

If access is through the public page then the harvest must be current and open. Access through 'direct' link from the harvestroster.php page means the harvest does not have to be open or current. Last, access through a 'select' link enforces only the picker limit. If a picker is added to the roster, then the IP address and the most recent contact date in the picker table are also updated.

The flow chart and code comments explain the various contingencies. (Note: this graphic has not been updated to reflect the carpool feature.)



## Reports.php

This utility generates reports directly from MySQL query strings that are entered into a form. Most users do not know how to write these so a library of past queries is stored in the table sqllibraries. Clicking on a link in the Reports Library list loads the query into the form. It is then generated by clicking on 'Show this report'.

A few coding tricks are noted:

The user's level of access is checked and the 'delete' and 'update' options are shown only to those with 'all' access level. Their \$pow ('power') variable is set to 1 and referred to in the html section.

The utility has two hidden functions available to the admin user whose \$pow variable is set to 2.

**copy:** Copy is not a standard MySQL command. The format of the command is 'copy fromtable where fromfield=xxx' where fromfield is an ID index number such as ID\_picker. It makes one copy of a record.

It is implemented here by populating an temporary table with the record to be copied, changing its ID number to NULL and inserting it back into the fromtable. IT automatically gets a new ID index number. Of course, the copied record then needs to be changed to make it unique.

**delete:** The admin user can also use the utility to delete records using the standard MySQL query format. Be VERY careful with this to avoid permanent deletion of essential records. Always use it only to delete single records using the 'where ID\_fieldname=xxx' clause in the query.

## seasonplanner.php

The season planner is the central page for managing harvests. It uses Javascript mouseover events to switch from calendar to list mode in the main pane, and to select harvest details to show in the right pane. The season planner lists all harvests from the harvest list that meet the filter criteria (year, venue, status).

Special coding: The filter and sort values are saved in each users record in the user table and reloaded the next time they access the page, even in another session.

When the page loads the right pane popups are constructed for all the harvests but are set to not display. Their display property is set to 'show' when the line in the list or the entry in the calendar is moused over.

The calendar div is a table that is built one day at a time, starting a new row every seven days and checking if the next harvest on the date-sorted list has been reached. If it has, then the harvest is added to the table within that calendar cell.

Each row gets an id equal to the week of the year so that the rows can be anchors. When the page is loaded the current week is scrolled to (after the first single digit weeks of the year).

## Page Help files

### Calculator help

The calculator computes the numeric value of algebraic expressions entered into the form text area at the top. Expressions can be entered using the keypad in the calculator or by clicking in the text area and typing. As an algebraic calculator it allows the use of parentheses. There is a memory storage that's contents are shown below the memory buttons. The memory is accessed with the following buttons:

**MC:** Clear memory

**MR:** Retrieve the memory value to the main text area

**MS:** Switch the memory with the value in the text area

**M+:** Add the current value to the memory

**M-:** Subtract the current value from the memory

Typing the 'Tab' key will put the cursor into the main window if keyboard entry is preferred. Then 'Enter' will produce the result.

If characters other than 0-9, (,),/,\*,+,-,p,o,w and E are entered, the message 'Illegal character' will be displayed.

If an undecipherable expression with valid characters is entered, a question mark will be added to the expression.

There is no key entry for raising a number to a power (squaring, square root, etc.). However, the keyboard can be used to type the following expression: pow(base, exponent) to be calculated. For instance, the square root of 3 would be entered as pow(3,.5)

Scientific notation may be used in expressions, for example, 3.14E3 (three point one four times ten to the third power.)

Clicking on 'More' in the title bar opens several rows of conversion utilities. Clicking on these will convert the number in the main window to the units indicated.

## **Carpool help**

Some harvests will have a carpool. Not all harvests will have one and when there is one it is usually optional. The carpool works by setting a time and location where everyone in the carpool will meet before driving to the harvest. Volunteers join the carpool by indicating when they sign up whether they need a ride or can give rides to others. The software keeps track of how many rides are needed and how many extra ones are being offered. The **Harvests** page shows how many extra carpool seats are being offered.

If you want a ride in the carpool, check the box that says '*Check here if you want a carpool ride from another volunteer.*'

If you can give a ride for one or more volunteers, put the number of extra seats that you can provide in the space that says '*If you can drive and provide extra seats for other volunteers, put the number of extra seats in the box.*' If you are offering a ride in the carpool, remember that someone else will be counting on you.

If you need a seat in the carpool, but none is available yet, you will be put on the waiting list until someone signs up who can offer a ride. You will then be added to the harvest roster and sent an email with the details. Be aware that if you are getting a ride from someone else through the carpool and the person giving the ride has to cancel from the harvest, you may be bumped back to the waiting list. If this happens you will be sent an email, so it is important to check your email up until you leave for the carpool meeting spot.

If you are on the waiting list because you need a ride, and then find that you can get to the harvest yourself, you can go to the harvests page and sign up again if there are still open spots on the roster. You will no longer be on the waiting list or in the carpool.

## **Crop list help**

This page lists all crops that have been registered.

The crops that are listed in the main table can be filtered by selecting drop-down lists for 'Venue', Status [All, Active, Inactive], and sorted by [Ripe date, date registered, crop type, crop owner] and then clicking on 'Filter.'

The first few letters of an owner's last name may be typed in and the list will be filtered for that name.

As the cursor is moved over crops in the main list, a detail pane appears for each one on the right side. This detail pane has information about the crop and the owner and links to pages for:

- Adding a new harvest of this crop to the harvest list and season planner, Updating the crop details,
- Showing more details about this crop than are shown in the detail pane, such as the history of harvests of that crop,
- A Google Maps aerial view of the crop.

## **Download database help**

This link directly compiles the complete database into an sql file and prompts the user to save the file on the local computer. The file that is generated can be used to restore the complete database up to the time that it was compiled in the event of loss or corruption of the current database. The database is restored using the phpMyAdmin facility in the cPanel page.

It is recommended that backups be done daily and that at least one week's worth of files be kept at all times. The file name will automatically have the day of the week appended.

To restore the database in to a previous state

First be sure that you have a file with the latest backup of the database. Restoring the database requires deleting all the records in the current one.

Log on to the cPanel page with the username twpalygj and the assigned password.

Scroll down to the Databases section and click on phpMyAdmin. A page opens that is used for direct access to the Harvest Pierce County's Gleaning Project database.

Select the \_piercecty database on the left side list. The main section will show a list of all the tables in that database.

Below the list click on 'Check All' and then select 'Empty' from the drop-down list.

Click the 'Import' tab above the list of database tables. Under 'File to Import' click 'Browse' and find the backup file on your computer. Finally, click the 'Go' button at the bottom.

## **eMailer help**

The eMailer utility looks up names and email addresses from several sources in the database and allows the user to compose and send emails without using a separate

email program. It is subject to the 200 emails per hour limit set by the domain provider and so cannot be used for mass emailings.

There are three divisions of the page:

## Email Directory

Five sources of names and addresses can be searched:

**Groups:** A drop-down list allows selecting whole groups: Harvest leaders, Database users and the Select Harvest Team. Selecting a group and clicking on 'add' adds the members of that group to the 'to' list of recipients of the email. Other groups or individuals can be further added to the recipients.

**Rosters:** Enter a harvest number and selecting a roster status category from the drop-down list. Click on 'add' and the volunteers on the roster for that harvest are added to the 'to' list of recipients of the email. The options include the usual categories of roster status: **signup**, **harvested**, **cancel**, **leader**, **waiting**, **added** and **absent**. There are three other options that combine these:

**All on roster:** Every line on the roster for that harvest including the seven types listed above.

**All attended:** After the harvest, this includes leader, intake, added and harvested, but not cancel, absent or waiting.

**All expected:** Before the harvest, everyone that is expected to attend including signup, intake and leader.

**Individuals:** Enter all or part of a first or last name, even just one letter, and then click on 'find.' All matching volunteers, crop owners and mailing list people are listed below. Clicking on 'add' next to those matching names adds them to the 'to' list of recipients of the email.

**Pasted list:** This form field accepts a portion of a table pasted from the Reports Generator. It is for customized lists of names and email addresses that are generated from the database tables. The requirements for the list are:

- The first three columns in the table are the first name, the last name, and the email address in that order.
- The table headings are **not** copied.
- Copy full rows, for example:
-



Tom	Thomas	tthomas@msn.com
Sam	Smith	piercecty@gleanweb.org
John	Jones	piercecty@gleanweb.org

After pasting the list into the form, click on 'to' or 'bcc' as needed. Check the 'to' and 'bcc' lists to make sure that everything was added correctly.

### Attachment

One file can be attached to emails. Click 'Browse...' to find a file on your computer, then 'Upload File.' Only .jpg, .txt, .rtf, .doc and .pdf files less than 1MB in size can be attached.

### Headers

The middle section of the page contains the field for entering the email subject, the sender name and email address (which is derived from the user login), and the list of email recipients.

Each recipient can be removed from the list by clicking on 'remove.'

The entire list of recipients can be cleared by clicking on 'Clear 'to' list and 'bcc' lists.'

### Message

The left section of the page has the field for the email message. When there are recipients selected, and a message subject entered, and a message typed, clicking on 'Send group email' will send the email to everyone on the 'to' and 'bcc' lists and also send a copy to the sender.

Emails to several people can be sent individually rather than as one 'to' list. To do this, put all addresses in the 'to' list; do not put any addresses in the 'bcc' list. Compose the message and click on 'Send individual emails.' A message sent this way can also be personalized with the recipient's first name. Compose the message with the percent character (%) where you want it to be replaced by the first name. For instance: Dear %, how are you? Only the first occurrence of the % symbol will be replaced with the first name.

When the individual emails option is chosen, a copy is **not** automatically sent to the sender. If you want a copy, add yourself to the 'to' list before sending.

The box at the bottom of this section shows messages as actions are taken by the user.

## **Harvest Insert help**

This page adds a new harvest to the harvest list. Changing details about existing harvests is done on the Harvest Update page. The only required field to initially add a new harvest is the crop ID number. If you add (insert) a new harvest with only the crop ID number, you can later add the rest of the information on the Harvest Update page.

**Filters** can be used to display existing harvests. Entering a harvest number or crop number in the filter, then clicking 'Show records' will display all harvests meeting those criteria. This can save typing, for instance, if you are adding a new harvest for a crop that was harvested the previous year and most of the information is the same, such as directions to the harvest. The changes for the new harvest can be made and saved.

### **Fields**

**Crop ID** - The number assigned on the crop list to the crop that will be harvested.

**Coordinator, Leader, and Co-leader ID** - The picker numbers for the people assigned to the harvest. Picker numbers can be looked up using the Picker Finder at the bottom of the page.

**Harvest Date** - Dates are entered using the format 'yyyy-mm-dd'. If the date is blank it will show up on the Season Planner as 'unscheduled.'

**Time** - The time of the harvest. This is entered from a dropdown menu.

**Type** – What kind of harvest such as Field, Pickup.

**Pickers needed** – How many roster slots will be available for signup.

**Where donated** - The food agency, such as Marion Polk Food Share or Union Gospel

**Status** - A harvest *must* also have a status to be added to the harvest list. This can be:

**closed** - This means that the harvest will not be shown on the Harvest Parties page for public signup.

**open** - This means that the harvest can be displayed on the public Harvest Parties page. To be displayed there it must also have a leader assigned. Note: even if a harvest has the status 'open' it will not appear on the Harvest Parties page if all slots are filled or if the date of the harvest has passed..

**Tax date** - The date that the tax donation receipt was sent to the crop owner. This will normally not be known when the harvest is first listed and will be left blank.

**Meeting spot** – the location the carpool participants will meet.

**Carpool** – Whether there is no carpool, optional carpool, or required carpool.

**Carpool time** – When the carpool will meet.

**Pre-signup info** - This section is for text about the harvest. It will be displayed in the Season Planner and so can be used for short pieces of information before the harvest is scheduled, such as noting that the harvest date is tentative, or who will be scouting the site. However, when the harvest is opened for signup (status = 'open') then the text in this section is shown with the open harvest list on the public Harvest Parties page as a short description of the crop and location so volunteers can decide if they want to sign up.

**Post-signup info** - This section is for text that will appear on the harvest information page that volunteers see after they sign up for the harvest. It will be inserted on that page under 'Specific information for this harvest'. It typically includes directions to the harvest, what to bring, and special considerations about the site or crop.

There is a checkbox for "Include Google Maps directions after signup:" When a person signs up for a harvest they are sent to a page (hthank.php) that gives details about the harvest including the text of "Long info." Traditionally this text has included directions to the harvest. If the checkbox is left checked then, when the hthank.php page is produced it will use the pickers' registered address and the harvest address to look up custom driving directions on Google Maps from the picker's house to the harvest, and insert them on the page. The option to uncheck this is there because there may be occasions when Google Maps cannot do that correctly. If this is the case, then simply unchecking the box in "Harvest update" will leave those directions off the page. It is recommended to leave the box checked and then sign up for the harvest (using the direct link) before opening the harvest and seeing if the directions are correct.

## **Harvest roster select pages help**

This page allows selecting pages and page breaks for printed harvest packets. The page is linked from the Harvest Details page.

By default all pages are checked. Deselect pages that you do not want to print. Check 'break' where you want a printed page break **before** the next page. Click on 'get packet' and you will see a page to print.

Note that this web page you then see does not show the page breaks that you have selected. Those apply **only** to the actual printout. You can verify that they will be as you want them by selecting 'Print preview' from the File menu in your browser.

## **Harvest Update help**

This page changes or adds information to an existing harvest. Adding new harvests is done on the Harvest Insert page.

**Filters** can be used to display existing harvests. Usually you will enter the number of the harvest that you want to update in the first space and click on 'Display harvest info'. You can also, if you are not sure of the harvest number, instead enter the crop number, the leader number, or the date. Each of these will list *all* of the harvests that meet those criteria, for instance all of the harvests done by a particular harvest leader. You can then scroll to the one that you want and change or add information. If you do this rather than putting in the harvest number, be sure that you update the right harvest. If you change the wrong one, it could be very hard to figure out what needed to be changed back.

After adding or changing information about a harvest, click on 'Save changes' and the new information will be saved and redisplayed so you can confirm the change.

## **Fields**

**Site ID** - The number assigned on the crop list to the crop that will be harvested.

**Coordinator, Leader, and Co-leader ID** - The picker numbers for the people assigned to the harvest. Picker numbers can be looked up using the Picker Finder at the bottom of the page.

**Harvest Date** - Dates are entered using the format 'yyyy-mm-dd'. If the date is blank it will show up on the Season Planner as 'unscheduled.'

**Time** - The time of the harvest. This is entered from a dropdown menu.

**Duration** – How long the harvest will take.

**Type** – What kind of harvest such as Field, Pickup.

**Calculated weight** - The number of pounds of produce that were donated. It is derived by adding the weights of the separate crops.

**Weight adjustment** – A positive or negative number that can be entered to adjust the total weight when it is known that the weight calculated from summing the crops is not correct.

**Total weight** – A calculated number that is the calculated weight plus the weight adjustment.

**Where donated** - The food agency, where the produce was donated or delivered.

**Status** - A harvest *must* also have a status to be added to the harvest list. This can be:  
**closed** - This means that the harvest will not be shown on the Harvest Parties page for public signup.  
**open** - This means that the harvest can be displayed on the public Harvest Parties page. To be displayed there it must also have a leader assigned. Note: even if a harvest has the status 'open' it will not appear on the Harvest Parties page if all slots are filled or if the date of the harvest has passed..

**Tax date** - The date that the tax donation receipt was sent to the crop owner.

**Pre-signup info** - This section is for text about the harvest. It will be displayed in the Season Planner and so can be used for short pieces of information before the harvest is scheduled, such as noting that the harvest date is tentative, or who will be scouting the site. However, when the harvest is opened for signup (status = 'open') then the text in this section is shown with the open harvest list on the public Harvests page as a short description of the crop and location so volunteers can decide if they want to sign up.

**Post signup info** - This section is for text that will appear on the harvest information page that volunteers see after they sign up for the harvest. It will be inserted on that page under 'Specific information for this harvest'. It typically includes directions to the harvest, what to bring, and special considerations about the site or crop.

**Meeting spot** – the location the carpool participants will meet.

**Carpool** – Whether there is no carpool, optional carpool, or required carpool.

**Carpool time** – When the carpool will meet.

**Key Rec#** - Accounting index to coordinate with another database of donations.

**Delivered** – Whether the produce was delivered directly to a food pantry or was taken to the warehouse.

**Trip miles** – Distance traveled for the harvest.

**Trip hours** – Time for the entire harvest trip.

**In-kind miles** – Distance donated by volunteers.

**Cars** – Number of volunteer cars used.

**Extra hours** – Additional volunteer hours donated beyond the duration of the harvest itself.

**Crop** - Ten fields for selecting the types of crops to be harvested.

**Pounds** – Weight of each type of produce harvested.

**Update site address** – Some sites have crops at different addresses, but the sites table lists just one crop address. This field can be used to update the actual address of the crop itself when it differs from what was previously entered into the Sites table. It does the same thing as the Site Update page, but is convenient here when a harvest is being posted.

There is a checkbox for "Include Google Maps directions after signup:" When a person signs up for a harvest they are sent to a page (hthank.php) that gives details about the harvest including the text of "Long info." Traditionally this text has included directions to the harvest. If the checkbox is left checked then, when the hthank.php page is produced it will use the pickers' registered address and the harvest address to look up custom driving directions on Google Maps from the picker's house to the harvest, and insert them on the page. The option to uncheck this is there because there may be occasions when Google Maps cannot do that correctly. If this is the case, then simply unchecking the box in "Harvest update" will leave those directions off the page. It is recommended to leave the box checked and then sign up for the harvest (using the direct link) before opening the harvest and seeing if the directions are correct.

## **Formatting html text help**

Text to be inserted into pages can be typed normally. However, it will all run together into one paragraph. You can insert **HTML tags** with the text to format it into bold, italic, separated paragraphs, indented blocks, links and even tables. There are many websites where you can learn about all of the html tags. Here we will show the basic ones and how to use them.

Most HTML tags are used in pairs. One goes in front of the text you are formatting to show where that format starts, and the other goes at the end to show where it stops. Each one of a pair of HTML tags is enclosed in angle brackets. A starting tag for a paragraph looks like this: <p>. The ending tag for a paragraph is: </p>. It is the same as the opening tag but with a slash after the first angle bracket. The following table shows the tag names, their effect, and an example.

Name	Effect	Tag	Example
paragraph	Groups sentences and puts a blank line before and after them.	<p>..text...</p>	Two. Sentences.  One More.
break	Ends the line and starts a new line. Notice that this tag is used by itself, not in pairs.	 	Line 1. Line 2.

strong	Bold text.	<strong>...text...</strong>	<b>...text...</b>
emphasis	Italic text	<em>...text...</em>	<i>...text...</i>
heading	Large text	<h2>...text...</h2>	<b>...text...</b>
blockquote	Indents and groups sentences.	<blockquote>...sentences...</blockquote>	A sentence. Indented text. Back to normal.
Links	Hyperlinked text	<a href="The-full-url-goes-here">Name of link</a>	<a href="#">GleanWeb</a>
Image	Links to photos and other images	</img>	
Lists	Indented and bulleted lists	<ul> <li>The first item in the list.</li> <li>The second item in the list</li> </ul>	<ul style="list-style-type: none"> <li>• The first item in the list.</li> <li>• The second item in the list</li> </ul>

HTML tags can be combined, but must always be nested correctly.

Effect	Tag	Example
bold plus italic	<strong><em>...text...</em></strong>	<b><i>...text...</i></b>
bold inside a paragraph	<p>start of a sentence, then <strong>bold text</strong>, then normal text.</p>	Start of a sentence, then <b>bold text</b> , then normal text.

## Tables

Tables require several tags. The basic structure is shown here. It is suggested that you consult a book on html formatting if you have trouble with this feature.

```
<table border=1 cellspacing=5 cellpadding=5>
<tr><th>heading, column 1</th><th>heading, column 2</th></tr>
<tr><td>row cell, column 1</td><td>row cell, column 2</td></tr>
</table>
```

Produces:

<b>heading, column 1</b>	<b>heading, column 2</b>
--------------------------	--------------------------

row cell, column 1	row cell, column 2
--------------------	--------------------

## **Send owner survey request help**

This page is reached from the 'Send Survey' link in the Season Planner. An email to the copr owner is pre-composed and displayed in the form. The message can be edited before being sent. However, **do not** edit the link that is included in the email. It is coded with the particular harvest number and must be sent as it appears in the email.

Clicking on 'Send survey request' sends the email to the owner.

## **Picker Finder help**

All volunteers are assigned a unique identification number. Some forms require the number to be entered instead of the name. The picker finder can either look up a name from a number, or look up a number from a name.

If you want to find out the name that is assigned a particular number, type the number in the green space and press 'Enter'. The name will appear below.

If you want to find the number that is assigned to a name, type part of the last name in the green space and press 'Enter'. All names in the database that match that name will be listed with their numbers. You can type a full last name or just a few letters and all matches will be shown.

You can also search by first name by typing a space and then any number of letters from the start of the first name.

You can search by email address by typing a dash ('-') as the first character

You can decode an encrypted picker ID by typing a '+' first, or encode a picker ID by typing a period ('.')

The table at the bottom lists the most commonly used names and numbers.

## **Report Generator help**

The Report Generator draws information from all the different database tables and displays it in a table that can be viewed and copied. The **sql query** that produces the report can be modified and saved as a new report.

The form field below the heading shows the title of the current report.



The box below the title shows the **sql query** that produces the current report. If these two fields are blank then no report has been loaded.

The Reports Library always is shown at the bottom of the page. It is a list of the titles of all reports that have been saved. The titles are links that, when clicked on, load the report into the report generator.

### **Filtering the library**

The titles of reports in the Reports Library can be filtered. Enter one or more words without commas to search for that term. Enter two words separated by a comma to search for all titles with either word.

Examples:

- Entering 'leader' (without quotes) filters the library down to just the reports with that word in the title.
- Entering 'pounds per picker' (without quotes) filters to just those reports with that exact phrase in the title.
- Entering 'pounds, leader' (without quotes) yields all reports with 'pounds' or 'leader' in the title.

### **Organizing the library**

You can organize the Reports Library by defining categories of reports. These are like folders, but a report may be in more than one folder. Categories are defined by putting the name of a category at the end of the title. Put a plus sign (+) before and after each category name. The category name can be more than one word. A report title may have any number of categories attached to it. The categories that you include in report titles will appear in a table at the start of the Reports Library. Categories can be whatever you want. Possibilities are: all the reports that you use to prepare an annual report, or all the reports that one person most commonly uses.

If there are categories defined, then the Reports Library is headed by a table that includes the different categories and the reports that are in them. All of the reports that are not in any category follow the table in a list.

### **Showing a report**

After a report has been loaded (or written from scratch), clicking on 'Show this report' generates the report in a table. The table can be copied and pasted elsewhere, if needed.

The sql query for a report can be changed to make a different report. After changing the sql query, click on 'Show this report' to see the results of the change. If the sql query or title is changed, for instance to change a date range, it can then be saved as a new report by clicking in the third button.

For some signons, two other buttons can be seen: 'Save changes to report' and 'Delete.'

Most changes to reports will require detailed knowledge of the database structure, but many details can be changed without such knowledge, for instance dates, names, crops, etc. Most of these easy changes will be to elements in the sql query that are enclosed in single quotation marks.

Some signons can also use 'copy', 'update' and 'delete' commands. Update and delete use standard MySql format. The format for 'copy' is:

```
copy tablename where primarykey=xxx
```

to copy one record from tablename that has a primary key index number of xxx.

### Writing report queries

A query is the string of words and symbols that appears in the main form field under the title. Many of the queries that generate the report can be modified slightly for other conditions. The situations that are the easiest to recognize are dates in clauses such as '...where h\_date>'2012-06-01'.' h\_date is the field name for 'harvest date' and this fragment limits the report to harvests that happened after June 1, 2012. Changing the date makes a different report. Other parts of queries can be changed with a little knowledge of the fields that organize the tables in the database. A table of the fields for the four main tables is at the end of this help file.

Report queries use the mysql syntax. Many tutorials are available on the internet. Using those resources, this guide, and looking closely at the structure of queries that are already in the library you can begin to write your own. Here is the basic structure of a query:

- **'Select'** - All scripts begin with the word 'select.' A query is a command to select data from the database tables.
- **Fields list** - After 'select' comes a list of the fields that you want in the report. These show up as the headings of the table columns of the report. Field names are separated by commas. The table at the end of this help file lists all of the table fields that you can write queries about.
- **Tables list** - A list of tables that those fields whose data you want are found in. Table names are separated by commas.

- **'Where'** - You rarely want all the data in a table. The 'where' clauses of the query limit the data to just what you need. 'Where' conditions are connected by the word *and*.
- **'Group by'** - When you want data summarized, your query can group it by fields that you specify.
- **'Order by'** - The order that the data appear in the table can be specified.
- **'Limit'** - The maximum number of rows that you want in the report table.

**Example 1:** *select tlname, address from sites where crop\_type='cherries' and city='Salem'*

This query lists owner's last name and the crop address all of the cherry crops that are located in the city of Salem. Looking in the fields table at the end of this help file, you will see that 'tlname' is the name of the field for the owner's last name. The other field names are obvious in this query.

**Example 2:** *select ID\_picker, fname, lname, leader from pickers where leader<>"*

This query lists registered volunteers' first and last names and their interest in being a harvest leader if they have one and checked that box when they registered. The last term would be read as "where the leader field is not equal to an empty string."

**Example 3:** *select year(h\_date), count(ID\_harvest), sum(weight) from harvests where pick\_num>10 and h\_date<'2012-12-31' group by year(h\_date)*

This query lists the year of the harvest dates, the number of harvests and sum of the weight of produce donated for harvests that had more than 10 pickers and happened before the year 2013. The list is grouped by the harvest year so the sum is calculated for each year and the number of harvests in each group (year) is counted.

**Example 4:** *select year(h\_date), rosters.status, count(rosters.status) from rosters, harvests where rosters.ID\_harvest=harvests.ID\_harvest and h\_date<'2012-01-01' group by year(harvests.h\_date), rosters.status order by year(harvests.h\_date), rosters.status*

This example shows how to extract data from two different tables at once. First, this query lists the year of the harvest date, the roster status (absent, harvested, etc.), and the number of volunteers in each status category and groups the results by year of the harvest and roster status. The list is limited to those harvests before 2012. It puts the list in order of, first, the year of the harvest and then the roster status.

Because information from two different tables is sought, a clause in the 'where' section is needed to join the tables together. That can be done with these two tables because both tables have a field for the number of the harvest, ID\_harvest. We need to get the roster status from the rosters table and the harvest date from the harvests table. Every row of the rosters table includes a field that says which harvest that row is from. The tables are joined by the clause ***where rosters.ID\_harvest=harvests.ID\_harvest*** that shows the field that is common to both tables. Also, because two tables are used, the name of the table is added to the field names as in ***rosters.status***.

This query outputs this table for Salem Harvest:

<b>year(h_date)</b>	<b>status</b>	<b>count(rosters.status)</b>
2010	absent	563
2010	added	7
2010	cancel	60
2010	harvested	1414
2010	intake	185
2010	leader	65
2011	absent	652
2011	added	39
2011	cancel	192
2011	harvested	1499
2011	intake	193
2011	leader	86

It is left as an exercise for the reader to determine what this query does:

***select round(sqrt(abs(pow(70\*(avg(pickers.latitude)-sites.latitude),2)-pow(50\*(avg(pickers.longitude)-sites.longitude),2))),2) as miles, harvests.ID\_harvest, crop\_type from sites, pickers, harvests, rosters where pickers.ID\_picker=rosters.ID\_picker and rosters.ID\_harvest=harvests.ID\_harvest and harvests.ID\_crop=sites.ID\_crop and pickers.latitude>44.7 and pickers.longitude<-122.7 group by crop\_type order by miles desc***

### Custom inputs for sql queries

There is a custom extension to the sql language invented specifically for the Report Generator. Any value in a where clause, for instance the 68 in '...where ID\_harvest=68...' or Dick in '...where fname='Dick'...' can be assigned in a text field input or a drop-down list. The syntax is shown in this example:

**Example 5: select fname from pickers where ID\_picker<[ID\_picker,Picker number,20] and zip=[zip,zip code,97301]**

In place of the 'where' value is a section that starts and ends with the pipe symbol '|' (This is found on the keyboard as shift-\). There are three parts to this section:

The database table record name, for instance h\_date, or ID\_picker.

The name of the field if it is a text input field. If a dropdown list is desired, then this part starts with 'dd-' followed by the database table name with the table record name. For instance, 'dd-sites'.

The default value to use if there is nothing in the input field.

The example above will make two input fields: one labeled 'Picker number', using the record name ID\_picker, and a default value of 20.

**Example 6: select count(ID\_crop) from sites where crop\_type=[crop\_type,dd-sites,'Apples'] group by crop\_type**

This example makes a drop-down list of crop types to select from and displays the number of such crops.

## **Roster update - attendance help**

This utility is for entering attendance information from a harvest roster. It uses shortcuts to quickly record the attendance at a harvest.

Enter the harvest number in the form and click on 'Show records.'

The picker number, last name, first name, and a form field for attendance will be shown for each person on the roster. The attendance field will have the signup status already in the field. Ideally, the listing in this page will exactly match that on the printed roster submitted by the harvest leader, but if there were late cancellations and promotions from the waiting list, there may be discrepancies.

Highlight the entry in the status field for the first line. Following the printed roster, enter the attendance for that picker. Shortcuts allow one letter entry:

'a' = absent

'i' = intake

'h' = harvested

'l' = leader

'c' = cancel

After entering one letter for the first roster status entry, the cursor will jump to the next line's status field and highlight the entry there. Pressing another single letter for the

attendance allows moving down the page with only one keystroke per line. This means that attendance for even large harvests can be entered quickly.

To return to the previous line, use the up-arrow key.

After entering all rows, click on 'Submit' or press [Enter]. The full word for each attendance status will be entered into the roster database and redisplayed on the page.

## **Season Planner help**

The Season Planner is the information center for all harvests. It has two views: 'Calendar' and 'List.'

**Calendar View:** The page opens in calendar view. If it is accessed from the navigation bar link then it automatically positions itself to the current week, although the entire year is viewable by scrolling. Harvests are placed in order on the days that they happened or are scheduled. Mousing over a harvest brings up the essential information about that harvest in the Details Pane at the right. The harvest details can be changed by clicking on the harvest in calendar view.

The colors of harvests in the calendar view show the steps of the planning:

- Pink: unscheduled and not yet assigned to a harvest leader



- Yellow: unscheduled but a harvest leader has been assigned



- Blue: harvest date set and status is 'closed'



- Green: harvest date set and status is 'open' for public signup



**List View:** The list view can be selected by mousing over the 'To List' square next to the filters. As with the Calendar View, mousing over harvests on the list brings up information in the Details Pane at the right. The date in the List View is either the actual harvest date (if the harvest has been scheduled), or the date of the most recent harvest (if there has been one) or the ripe date (if there has been no previous harvest). If the harvest has not been scheduled, then its status appears as 'unsched.' The owner's name in list view is a link directly to the page to change harvest details.

**Details Pane:** The right side pane shows details of the most recent harvest that was moused over. There are links to pages to view or update crop and harvest information. When appropriate, links to send bulk email notice of the harvest or a crop owner survey request or compiling pdf pages of donation receipt letters and envelopes appear there.

**Filters:** The list and calendar can be filtered by Year, Backyard or Farm, Status, or Sort direction using the four dropdown menus at the top and then clicking on 'Submit.' The filter selections are saved for each user and reloaded the next time the page is accessed.

The Season Planner draws from the harvests list, so adding rows is simply a matter of making a new harvest on the [Insert Harvest page](#) or by clicking on the 'add new harvest' link in the [Crop list](#).

The columns show the basic information about the harvest to help see at a glance the state of planning for that harvest.

The **Status** column may have three possible entries:

**closed** - This means that the harvest will not be shown on the Harvests page for public signup. All harvests are 'closed' when they are still in the planning stages.

**open** - This means that the harvest can be displayed on the public Harvests page. To be displayed there it must also have a leader assigned. Note: even if a harvest has the status 'open' it will not appear on the Harvests page if all slots are filled or if the date of the harvest has passed.

**unscheduled** – The harvest is on the harvest list but does not yet have an actual date. A harvest requires only a crop number to be listed. On the calendar view, the harvest is placed by 1) the most recent completed harvest of that crop if there was one or 2) the ripe date for the crop.

The Details Pane may include several links to view or update information about the crop and the harvest, plus two others:

#### **Owner Survey link**

This appears **only** if the harvest is past, the total yield has been entered, the owner has an email address, and a survey has not already been sent for this harvest. The link goes to a page that contains a pre-composed email inviting the owner to complete a survey. The note can be edited before being sent.

### **Spot Manager help**

This page is for adding, changing or removing carpool meeting spots from the spots table.

The database's spots table is just a list of meeting spots. Each entry in the table has an index identifier for the spot, the name of the spot, and the address.

## **Index**

The index is an integer that is used to uniquely identify that spot where it is referred to throughout the website.

## **Name**

The name of the meeting spot can be modified but remember that because meeting spots are referred to by their index throughout the site, every carpool of this meeting spot will have the new name if you change it. So, almost always, changes to the name would be simple corrections or clarifications.

## **Address, city, state, zip code**

These are the standard fields for the complete address necessary for Google Maps to determine driving directions. If in doubt, test the address in Google Maps to see if it is interpreted correctly.

## **'Add a spot' button**

Clicking this button inserts a new spot line at the top of the list. Change the name and the address. It will then show up in all dropdown lists of meeting spots on the website.

## **'Update' button**

Click this to commit the changes made to the form fields for that spot.

## **'Delete' button**

A meeting spot can be deleted from the list with this button. Keep in mind that deleting a spot means that any carpools using that spot no longer can access the spot's name or address. It is possible for the web master to restore this spot if the index number and name are known, but it would be **very rare** to delete a spot from the list. It should happen only if a spot was entered in error, or mistakenly as a duplicate, ***and there had been no carpool using that spot yet.*** If you have any doubt about deleting a spot, ask the webmaster for help.

## **Theme update help**

This page is for editing the color theme of the website.

## **The Page**



At the top left is a drop down menu for selecting from themes that have been stored in a database table. Selecting a theme and then clicking on the 'Show theme' button loads that theme from the database into the Theme update page. The colors of the theme that was selected appear in the page.

The page elements whose color can be edited are listed down the left side. Next to the description of the page elements is a table cell filled with a color and showing the hex format of the color. By clicking in the cell, the hex format of the color can be changed. A color picker palette also opens and a color can be selected by clicking on the palette.

After colors are selected for page elements, clicking on either of the 'Update theme' buttons stores the new colors in the database table and changes the colors of those page elements in the sample page on the right side. This sample page displays all of the elements in roughly the positions that they appear on public pages so that color combinations can be assessed. The database tables are not updated until 'Update theme' is clicked on.

The name of the currently displayed theme can be changed by typing in the form field at the top-left and then clicking the 'Update theme' button. This does not yet change the current, live theme that is used for the public web pages.

New themes can be added to the database. First copy the currently displayed theme by clicking on the 'Copy theme' button. The new theme will be loaded with the same name and colors, but the number in square brackets shows that it is a different theme. Then, change the name and colors and click on 'Update theme.' The new theme is updated in the database and will appear on the drop down menu.

A theme can be deleted after it is loaded by clicking on 'Delete theme.' Be sure that you have actually loaded the theme that you want to delete. You cannot delete the 'current, live theme in slot [1].'

After all editing has been done and the theme has been updated in the database, the changes can be made to the actual live stylesheet that is used to display the colors on the website's public pages. Click on the 'Update the live stylesheet' button. All public pages will now show the colors that have been chosen in the current theme (refreshing pages may be necessary for the changes to show up). Note that the new, current, live theme is also copied and stored as 'Current live theme' in the first slot [1] of the database table. This means that there is always a saved copy of the current, live theme. If you are experimenting with changes to the current, live theme, but lose track of the changes and want to restore the original, just select and load ('show theme') the copy of the current one, click on the 'Update the live stylesheet' button and the theme in slot [1] will again match the current live theme and its copy.

## Technical details

The retrieval, update and storage of themes into the database is straightforward. All the colors are simply saved as separate fields in the table named 'custom3.' Changing the current live stylesheet is trickier. The code for the themeupdate page includes a template of the stylesheet with color number values replaced by the column name of the color in the database table. In the stylesheet template you will see lines like: '#sidebar { background: #sidebg1; }' where 'sidebg1' is the name of the database table column 'sidebarbg1' which stands for 'sidebar background gradient top.' When the live stylesheet is changed, 'sidebg1' is replaced by the color number such as 'ca1254'.

This means that if changes to the structure of the live stylesheet are made, or stylesheet elements are added, the exact same changes **must** also be made to the stylesheet template in the code of this page. If it is not, then when the theme is later changed the newly generated stylesheet will not have the more recent structure changes. It might be best to always make stylesheet changes by doing them directly in the code for the Theme update page and then generating a new stylesheet from that.

The template code is a string in double-quotes that is directly assigned to a variable. The contents of the template must not contain double-quotes for things such as font-family: 'Times New Roman', Times, serif;. Always use single-quotes inside the stylesheet template.

If a stylesheet needs to be changed by adding new, editable color values these steps must be taken:

- 1) Add the name of the field as a new column to the custom3 table, including its description in the Comments field.
- 2) Add a sample of the element, with its style information to the sample page,
- 3) Add the style code to the template string using the name of the color field in place of a color number,
- 4) Add the field to the mysql database update code above the html,
- 5) Load a theme,
- 6) change the color of the new field, update the theme, generate a new live stylesheet.

## Database users manager help

This page is used for adding database users, changing fields like passwords and usernames, and deleting users. The page is accessible by only users with 'all' access level.

The page opens with a form that lists all current users. Each field can be changed on the form and the record updated for that person by then clicking on 'Update'.

A new user can be added by clicking on the 'Add user' button. A new line appears at the top of the list. Fill in the fields and then click on 'Update.' NOTE: If the user is also a registered volunteer (in the 'pickers' table) then the ID\_user field should be the same as the ID\_picker in the pickers table. You can look this up by using the Picker Finder form at the bottom. This keeps a couple of pages synched up - particularly the eMailer.

Delete a user by clicking the 'Delete' button. You will be prompted to confirm the deletion or to cancel it.

## **Waiting List Manager help**

The Waiting List Manager is linked from the top of the harvest roster page. After signup has begun for a harvest, and the roster has filled and a waiting list begun, there are times it may be useful to be able to easily increase the harvest's picker limit.

However, doing this just through Harvest Update may open the harvest for more signups, but does not move those on the waiting list into the new roster slots.

However, this can be done in the Waiting List Manager. As separate steps:

- The harvest's picker limit can be raised (it cannot be lowered). Enter the new picker limit and click 'Update.'
- Any number of pickers on the waiting list ('waiters') can be promoted to the roster all at once. The page promotes them in the order in which they were placed on the waiting list. It also sends each of them the same email notification that they would receive if they had been promoted through a cancellation. Enter the number of waiters to be promoted and click 'Promote.'
- The waiting list for that harvest can be deleted. This should be done only after the harvest is completed (even if it is closed before the harvest), as the action is permanent and it is only when the harvest is completed that the waiting list is no longer needed. Pickers are not notified that the waiting list has been deleted. Click on 'Delete.'

Care should be taken with all promotions and deletions in the Waiting List Manager as the changes are permanent and unrecoverable.



# MySQL Database Tables Specifications

Go to phpMyAdmin to see full specification of data type.

crops		
Field	Key or Default	
ID_crop	PRIMARY KEY auto_increment	
name		crop name
whenripe		typical ripe date

custom2		
Field	Key or Default	
pagename		page where editable text will be inserted
pagetext		text to insert

custom3		
Field	Key or Default	
ID		ID of the color theme. Each record contains 34 colors that are inserted into the stylesheet
name		theme name
bodycolor		body text
bodybg1		body background gradient top
bodybg2		body background gradient bottom
containerbg		container background
containerborder		container border
mainlink		main content links
mainvisit		main content links visited
mainhover		main content links hover
inputfocs		input field background
textfocus		text field background
h3color		heading 3
h4color		heading 4
thbg		table header background
thcolor		table header text
rowbg		table row background
rowcolor		table row text
indentdivbg		indent div background
indentdivbor		indent div border
footerbg		footer background
footercolor		footer text
navbg		navigation bar background

navcolor		navigation bar text
navhoverbg		navigation bar hover background
flycolor		flyout menu text
buttoncolor		button text form
buttonbor		button border
buttonbg1		button background gradient top
buttonbg2		button background gradient bottom
buttonlink		button text link
buttonvisit		button text link visited
buttonhover		button text link hover
buttonhovbg1		button hover gradient background top
buttonhovbg2		button hover gradient background bottom
buttonactivecolor		button text link active

## harvests

Field	Key or Default	
ID_harvest	PRIMARY KEY auto_increment	
ID_site	secondary key	sites ID
ID_leader	secondary key, 0	pickers ID
ID_leader2	secondary key	pickers ID
ID_coordinator	secondary key	pickers ID
h_date	0000-00-00	date
h_time		time
duration		hours of harvest
carpool	none	type of carpool
pooltime		carpool meeting time
spot	0	carpool meeting spot
adjwgt		weight adjustment
calcwgt		calculated weight
totwgt		total weight
pick_num		number of roster slots
SHT	No	Select Harvest Team only
where_to		where delivered or stored
otherinfo		pre-signup info
longinfo		post-signup info
gmap	Yes	include Google Maps directions
status	closed	(closed, open, unscheduled)
taxdate		date receipt sent
summary		Yes/No paperwork done
surveysent	No	Yes/No owner survey sent
KeyRec		Accounting number
type		type of harvest
delivered		Delivered or not

miles		Trip miles
triphours		Trip hours
kindmiles		Volunteer in-kind vehicle miles
volcars		Number of volunteer cars used
volextra		Extra volunteer hours
crop1		Type of produce harvested
wgt1		Weight of crop1
crop2		
wgt2		
crop3		
wgt3		
crop4		
wgt4		
crop5		
wgt5		
crop6		
wgt6		
crop7		
wgt7		
crop8		
wgt8		
crop9		
wgt9		
crop10		
wgt10		

## hits

Field	Key or Default	
index	PRIMARY KEY auto_increment	
whenhit		
page		
IPAddress	000.000.000.000	

## loginlog

Field	Key or Default	
loginindex	PRIMARY KEY auto_increment	
username		
password		
datein		
timein		
status		failed or okay
IPAddress		

## mailarchive

Field	Key or Default	
index	PRIMARY KEY auto_increment	
whensent		
tolist		
bcclist		
fromname		
fromemail		
message		
subject		

## maillist

Field	Key or Default	
ID_mail	PRIMARY KEY auto_increment	
lname		
fname		
organization		
phone		
phone2		
email		
address		
city		
state	OR	
zip		
otherinfo		

## pickers

Field	Key or Default	
ID_picker	PRIMARY KEY auto_increment	
lname		last name
fname		first name
phone		
phone2		
email		
address		
city		
state	WA	
zip		
assistance		Yes/No On food assistance?
dupname	No	More than one with this name?
harvester	Yes	Yes/No
leader		Yes/No



scout		Yes/No
weekemail		Yes/No Do you want weekly email notices?
weekphone		Yes/No Do you want weekly phone calls?
how_hear		
other_info		
regdate		picker registration date
contactdate		most recent roster signup or registration renewal
waive_date		Select Harvest Team yearly waiver date
latitude		
longitude		
IP_picker		Most recent IP address from signups or registration
selectteam	No	on the select harvest team? (Yes / No)
emerg	--missing--	emergency contact
ephone	--missing--	emergency contact phone

## rosters

Field	Key or Default	
ID_rosters	PRIMARY KEY auto_increment	unique roster number
ID_harvest	secondary key	unique harvest number
ID_picker	secondary key, 0	unique picker number
regdate		signup date
status	signup	(signup, cancel, absent, leader, intake, waiting)
IPaddress		IP address of signup
seats	0	Number of carpoolseats providing (>0) or needed (-1)

## sites

Field	Key or Default	
ID_site	PRIMARY KEY auto_increment	
farm		name of the site
location		where on the property
region		general area
crops		list of crops grown
size		how large
property_rel		owner, renter, etc
landlord		text about property_rel
height		crop height
present		Yes/No Owner to be present at harvests?
when_ripe		
disease		Yes/No
disease_text		
spray		Yes/No Spray used?
spray_text		text about spray

contact1		contact full name
phone1		telephone of contact1
email1		email of contact1
contact2		
phone2		
email2		
contact3		
phone3		
email3		
maddress		mailing address of owner/farm
mcity		mailing city
mstate	WA	mailing state
mzip		mailing zip
address		address of the crop
city		city of the crop
state	WA	state of the crop
zip		zip of the crop
website		owner or farm website url
howhear		
otherinfo		
latitude		
longitude		
venue		backyard, farm, market, pickup
authdate		date of Entry Authorization
Active	Yes	Active site or not
regdate	date	Registration date

## spots

Field	Key or Default	
ID_spot	PRIMARY KEY auto_increment	
name		Name of carpool location
address		carpool location address
city		
state	WA	
zip		

## sqllibrary

Field	Key or Default	
id	PRIMARY KEY auto_increment	
title		Report title
sqlquery		MySQL query string of the report

## store

Field	Key or Default	
storeindex	PRIMARY KEY auto_increment	
name		
value		

### surveyowner

Field	Key or Default	
survey_num	PRIMARY KEY auto_increment	
ID_harvest	secondary key	
surveydate		
crops		which crops
most		what liked most?
better		what could do better?
other		
quote		may we quote you

### temp

Field	Key or Default	
id	PRIMARY KEY auto_increment	
text		

### users

Field	Key or Default	
userindex	PRIMARY KEY auto_increment	
ID_user	secondary key	same as picker ID number
user_name		
user_password		
level		public, view, change, all
postYear	2014	saved preferences for season planner
postvenue	All	
postStatus	All	
postSort	asc	
lastlogin		date and time of last login