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user manual   
Green spaces management

G132 - caffeine

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# Glossary

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| **Amenity** | A desirable or useful feature or facility of a green space. |
| **Collaborator** | A person who is an employee of the organization and carries out design, construction and/or maintenance tasks for green areas, depending on their skills. |
| **Diary** | Log or journal kept by park or garden staff to document various activities, observations, and events related to the management and maintenance of the green space. |
| **Drainage system** | Network of structures and features designed to manage the flow of water within the environment. |
| **Drinking fountain** | Public fixture or device designed to provide potable water for drinking purposes to visitors and patrons of the green space. |
| **Employee** | Same as *Collaborator*. |
| **Equipment** | The necessary items for a particular purpose. |
| **Fault** | Any malfunction or imperfection in equipment occurring within the green space. |
| **Fleet** | Group or collection of vehicles or equipment used for maintenance, transportation, or other purposes within the green space. |
| **Fleet Manager** | A person who manages the fleet park, the machines, equipment and vehicles, ensuring their good condition and assigning them to the tasks to be carried out. |
| **FM** | Acronym for *Fleet Manager*. |
| **Garden** | Garden space with or without trees with little or no equipment (may have a basic irrigation system). |
| **Green area** | Same as *Green space*. |
| **Green space** | Refers to urban parks that comprise some vegetation. |
| **Green Spaces Manager** | The person responsible for managing the green spaces in charge of the organization. |
| **Green Spaces User** | A person who uses the green spaces managed by the organization and who can through the Portal, make comments or report faults in parks and gardens on the Portal. |
| **GSM** | Acronym for *Green Spaces Manager*. |
| **GSU** | Acronym for *Green Spaces User*. |
| **HRM** | Acronym for *Human Resources Manager*. |
| **Human Resources Manager** | A person who manages human resources and defines teams based on the needs of ongoing projects and the skills of the employees. |
| **Irrigation system** | Refers to a method or system of supplying controlled amounts of water to plants, lawns, trees, or other vegetation within the area. |
| **Job** | The main occupation a collaborator has. |
| **Large-sized park** | Multi-function space with diverse garden spaces, and woods, including varied equipment and services. |
| **Lighting system** | Refers to the arrangement of lights and fixtures installed within the area to provide illumination during low-light conditions, such as nighttime or cloudy days. |
| **Machine** | Mechanical equipment or devices used for various purposes related to the management, maintenance, and improvement of the environment. |
| **Medium-sized park** | Green space with a few hundred or thousands of square meters with a wooded garden area, it includes some infrastructures such as toilets, drinking fountains, irrigation system, lighting, children’s playground. |
| **Plant material** | Material derived from plants. |
| **Playground** | Area specifically designed and equipped for children to engage in recreational activities, play, and social interaction. |
| **Portal** | A platform to post comments, and report faults and malfunctions of equipment. |
| **Power supply** | Provision of electricity or energy to support various functions, amenities, or infrastructure within the green space. |
| **Rainwater conduction** | Natural process by which rainwater moves or flows through the environment within the green space. |
| **Skill** | An ability or knowledge that a collaborator has. |
| **Task** | A piece of work to be done or undertaken. |
| **Team** | Temporary association of employees who will carry out a set of tasks in one or more green spaces. |
| **Team management** | Coordination and supervision of individuals or groups responsible for the maintenance, development, and preservation of those spaces. |
| **Tree pruning** | Selectively remove branches from a tree. |
| **Urban furniture** | Same as *Amenity*. |
| **Vehicle** | Any motorized or non-motorized mode of transportation used for various purposes within the green space. |

# Purpose and Scope

The objective of the User Manual is to provide guidance on how to effectively navigate and use the developed program, specifically for the GSM’s (Green Space Manager) and administrators.

Within the manual, these users will find clear and concise information, as well as guidelines, on operating the program and maximizing its benefits.

It covers a wide range of topics, ensuring that users have access to everything they need to resolve any issues or inquiries related to the program's basic functionalities.

# System Overview

The main goal of this program is to facilitate and provide a more organized management system to our managers and administrators. The program allows these users to control everything that involves public spaces, including its users and maintenance.

# System Features

1. Register skills that a collaborator may have | Human Resources Manager
2. Register a job that a collaborator needs to have | Human Resources Manager
3. Register a collaborator with a job and fundamental characteristics | Human Resources Manager
4. Assign one or more skills to a collaborator | Human Resources Manager
5. Generate a team proposal automatically | Human Resources Manager
6. Register a vehicle | Vehicle and Equipment Fleet Manager
7. Register a vehicle’s maintenance | Vehicle and Equipment Fleet Manager
8. Produce a list of vehicles needing maintenance | Vehicle and Equipment Fleet Manager