



**FACULTY OF COMPUTER AND MATHEMATICAL SCIENCES**

**CSC584 - ENTERPRISE PROGRAMMING**

**USER MANUAL**

**VOLUNTEER MANAGEMENT SYSTEM (VMS)**

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# VOLUNTEER MANAGEMENT SYSTEM (COMMUNITY SERVICES)



## USER MANUAL STAFF

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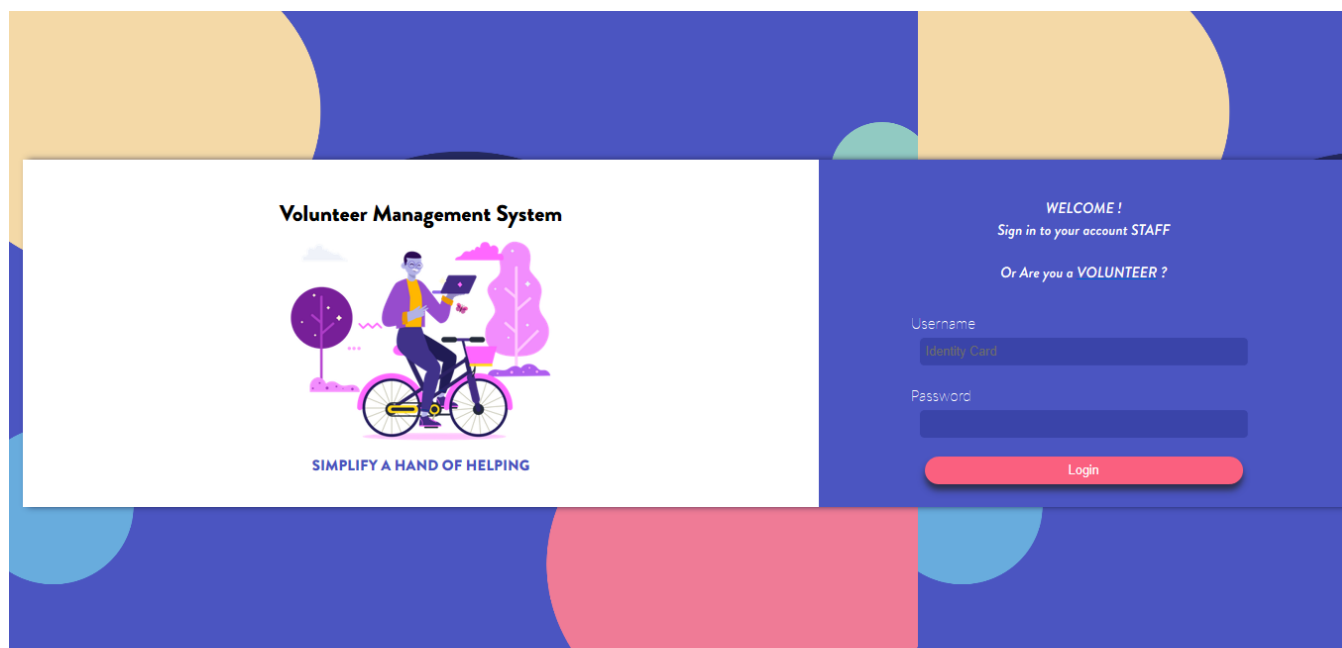
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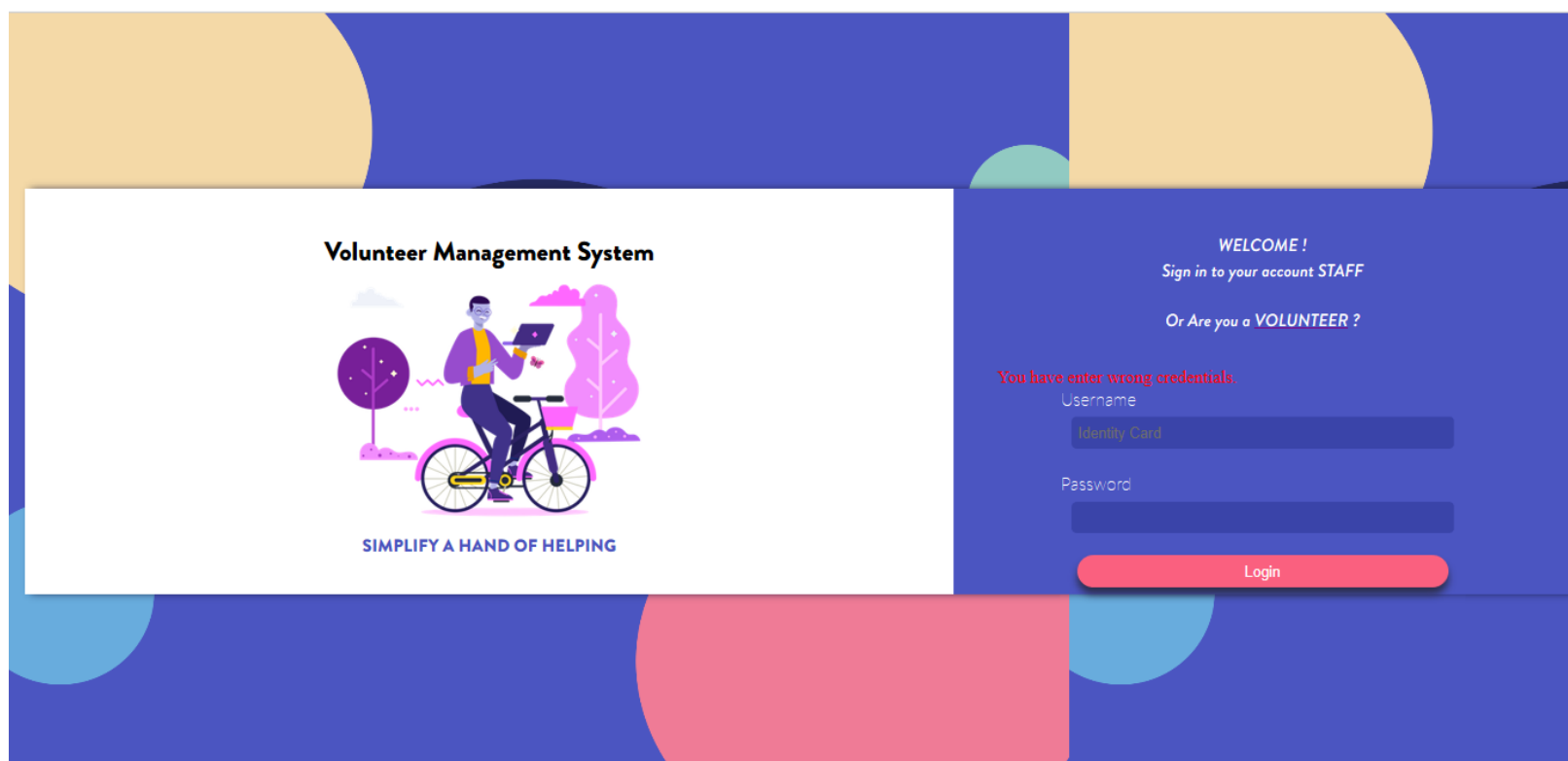
## 1.0 STAFF

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### 1.1 LOGIN STAFF



- In the Staff login page, the user will login into the system by entering their IC number and password.
- If the user is a Volunteer, the user can click on the Volunteer link to go to the Volunteer login page.

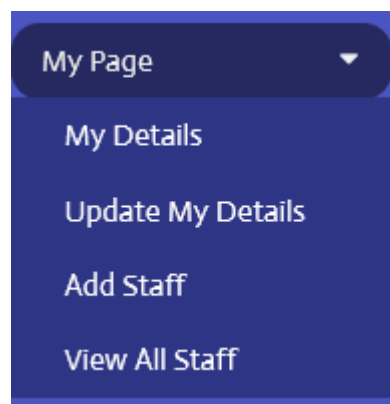


- If the user entered the wrong username or password, the error message “You have enter wrong credentials” will appear.





## 1.2 STAFF

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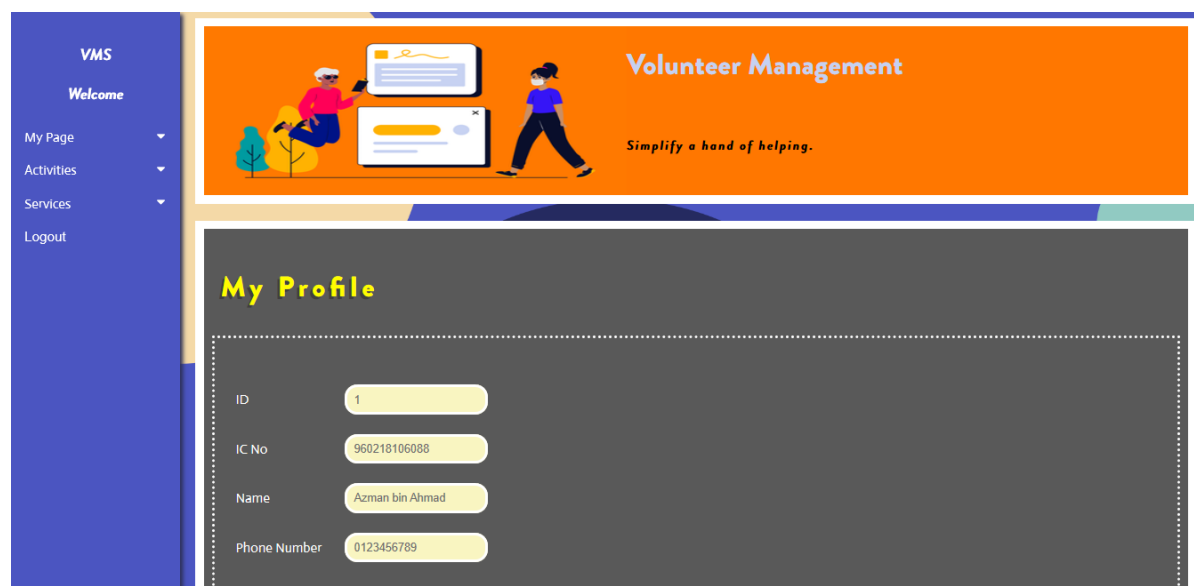
### 1.2.1 My Page Link




- Click on the  drop-down button at the sidebar.

- It will show four links which are , , , and .

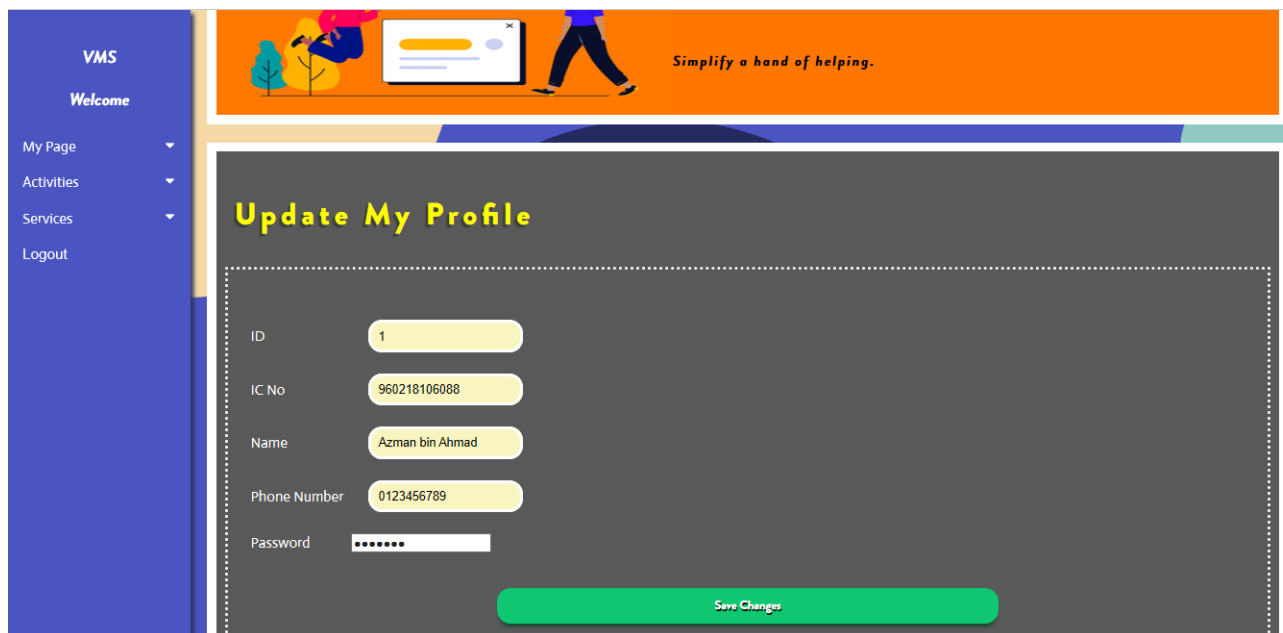
### 1.2.2 My Details



- After the user login into the system, the user will be directed to My Profile page.
- When user click on the  button, it will direct the user to My Profile page.

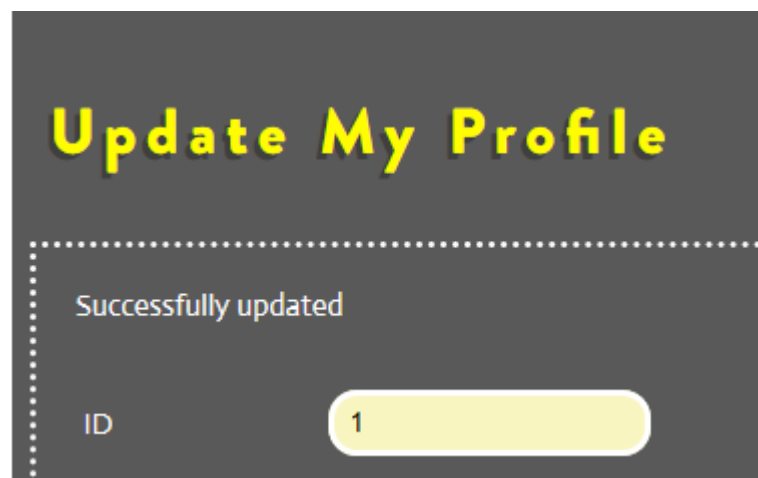


### 1.2.3 Update My Details



The screenshot shows the 'Update My Profile' form within the VMS (Volunteer Management System) interface. The left sidebar contains the VMS logo and a 'Welcome' message, followed by a dropdown menu with options: 'My Page', 'Activities', 'Services', and 'Logout'. The main content area has a header banner with the text 'Simplify a hand of helping.' and an illustration of people. Below the banner, the 'Update My Profile' form is displayed. It includes input fields for ID (1), IC No (960218106088), Name (Azman bin Ahmad), Phone Number (0123456789), and Password (masked with dots). A green 'Save Changes' button is located at the bottom right of the form.

- When user click **Update My Details** at the My Page drop-down menu.
- The user can edit their name, phone number, and password.
- Click the Save Changes button to save any changes made in the personal details.



- The report “**Successfully updated**” will appear.

### 1.2.4 Add Staff

VMS  
Welcome

My Page  
Activities  
Services  
Logout

## Add Staff

Identity Card Number:

Name:

Phone Number:


Password:


Confirm Password:

- Click on the **Add Staff** at the My Page drop-down menu.
- Fill up the form. You must insert
  - Identity card number
  - Name
  - Phone number
  - Password
  - Confirm password

- Click the Submit button.

- The  button will reset the form.

- The  button will send the staff details to request.



The screenshot shows the 'Add Staff' form within the VMS (Volunteer Management System) interface. The left sidebar contains navigation links: 'VMS', 'Welcome', 'My Page', 'Activities', 'Services', and 'Logout'. The main content area is titled 'Add Staff' and contains a form with the following fields:

- Identity Card Number: 000918091298
- Name: [Empty field with a red border and a tooltip that says 'This is a required field']
- Phone Number: Eg 0123456789
- Password: [Empty field with a red border]
- Confirm Password: [Empty field with a red border]

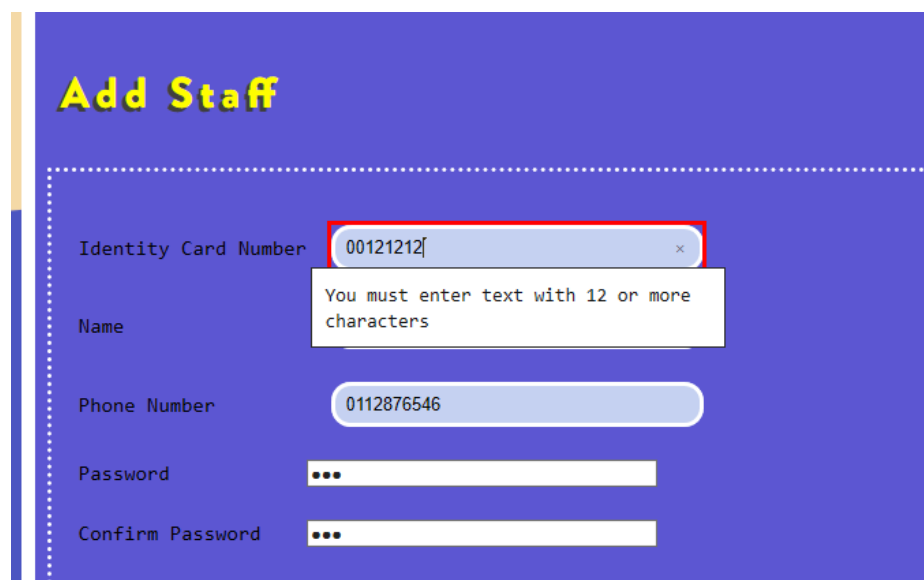
At the bottom of the form are two green buttons: 'Reset' and 'Submit'.

- You must insert all the details in the form.



The screenshot shows a blue interface for adding staff. At the top, the text 'Add Staff' is displayed in a large, bold, yellow font. Below this, a dotted white line separates the header from the form area. Inside the form area, the word 'Report' is written in a small, italicized font. Below 'Report', there is a single bullet point with the text 'Confirm password needs to match with password.' in an italicized font. At the bottom of the form, there is a label 'Identity Card Number' followed by a light blue rounded rectangular input field containing the text 'Eg:991010101010'.

- If your password and confirm password do not match, the error will appear.



The screenshot shows a web form titled "Add Staff" on a blue background. The form has several input fields: "Identity Card Number", "Name", "Phone Number", "Password", and "Confirm Password". The "Identity Card Number" field contains the text "00121212" and is highlighted with a red border. A white error message box is displayed over the "Name" field, stating "You must enter text with 12 or more characters". The "Phone Number" field contains "0112876546". The "Password" and "Confirm Password" fields are masked with dots.

**Add Staff**

Identity Card Number 00121212

Name You must enter text with 12 or more characters

Phone Number 0112876546

Password

Confirm Password

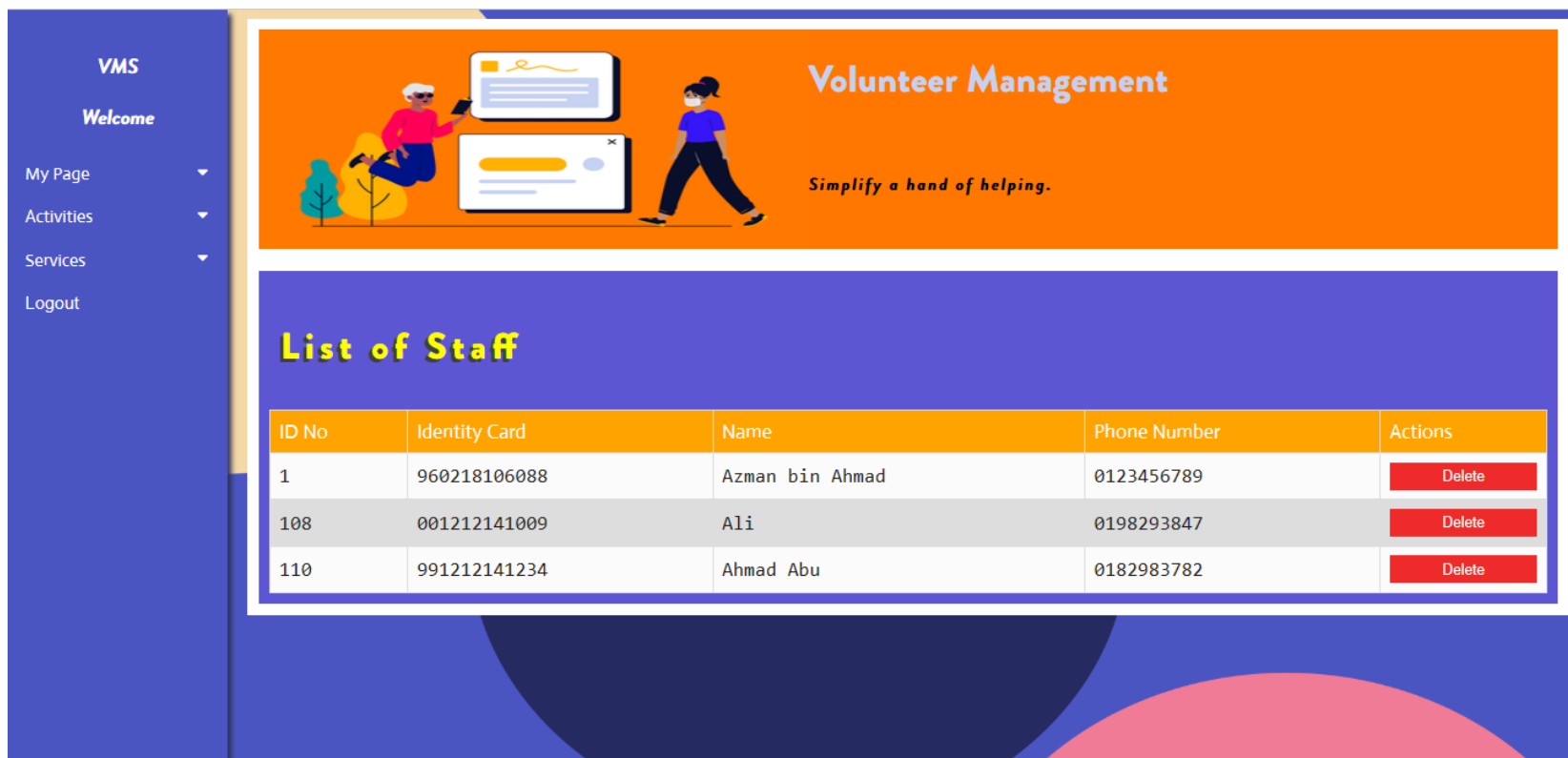
- You need to enter the exact number for the identity card number or the error will appear.



The screenshot shows a web form titled "Add Staff" with a blue background. The form contains five input fields: "Identity Card Number" (990102081166), "Name" (Zainul), "Phone Number" (01121111), "Password", and "Confirm Password". The "Phone Number" field is highlighted with a red border, and a white error message box is displayed below it, stating: "You must enter text with 10 or more characters".

- You need to enter the correct phone number or the error will appear.

### 1.2.5 View All Staff



The screenshot displays the Volunteer Management system interface. On the left is a dark blue sidebar with the following menu items: VMS, Welcome, My Page (with a dropdown arrow), Activities (with a dropdown arrow), Services (with a dropdown arrow), and Logout. The main content area has an orange header with the title 'Volunteer Management' and the tagline 'Simplify a hand of helping.' Below the header is a blue section titled 'List of Staff' in yellow text. This section contains a table with the following data:

ID No	Identity Card	Name	Phone Number	Actions
1	960218106088	Azman bin Ahmad	0123456789	<a href="#">Delete</a>
108	001212141009	Ali	0198293847	<a href="#">Delete</a>
110	991212141234	Ahmad Abu	0182983782	<a href="#">Delete</a>

- Click on the **View All Staff** at the My Page drop-down menu.
- You will see the list of staff.



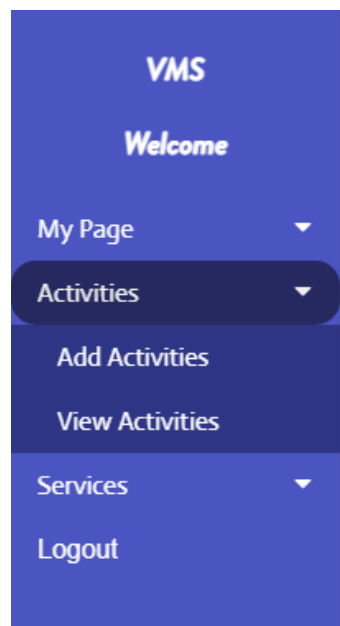
ID No	Identity Card	Name	Phone Number	Actions
1	960218106088	Azman bin Ahmad	0123456789	<a href="#">Delete</a>




- Choose the row you delete.
- The [Delete](#) button will delete the information of the row.

## 1.3 ACTIVITIES

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### 1.3.1 Activities Page Link



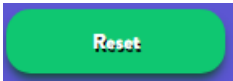

- Click the  drop-down at the sidebar.
- It will show two links,  and .

### 1.3.2 Add Activities

The screenshot shows the 'Add New Activities' form within the Volunteer Management System (VMS). The interface has a blue sidebar on the left with navigation links: 'VMS', 'Welcome', 'My Page', 'Activities', 'Services', and 'Logout'. The main content area has an orange header with the title 'Volunteer Management' and the tagline 'Simplify a hand of helping.' Below the header, the form is titled 'Add New Activities' in yellow. A dashed box indicates the form area, with the instruction 'Fill in below!'. The form contains the following fields: 'Activity Name' (text input), 'Description' (text input), 'Activity Location' (text input), 'Date' (date picker with a calendar icon), and 'Service Category' (dropdown menu with 'Cleaning' selected). At the bottom of the form are two green buttons: 'Reset' and 'Submit'.

- Click the **Add Activities** at Activities drop-down menu.
- Fill up the form. You must insert:
  - Activity Name.
  - Description.
  - Activity Location.
  - choose the Date.
  - Choose the Services Category.
- And click the Submit button.



- The  button will reset the form.
- The  button will send the activity details to request.

**Add New Activities**

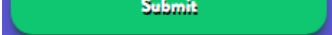
*Fill in below!*

*Report*

- *Please enter activity name*
- *Please enter activity date*

Activity Name

- You must insert all details or else the error report will show up.

- After fill up all the field and press , it will redirect to View Activities.



- The report “**Successfully add activities id**” of Activities ID added will show.

### 1.3.3 View Activities



- Click the **View Activities** at Activities drop-down menu.
- You will see a list of Activities.

Activities ID	Name	Service Category	Description	Location	Date	Action
1	HELP ORPHAN	Teaching	Lets help orphan around Terengganu	Terengganu	2022-02-08	<div>Update</div> <div>Delete</div>

- Choose the row you want to update or delete.
- The 

Update

 button will redirect you to Activities Update.
- The 

Delete

 button will delete the information at that row.

### 1.3.4 Update Activities

- Click the 

View Activities

 at Activities drop down.

Activities ID	Name	Service Category	Description	Location	Date	Action
1	HELP ORPHAN	Teaching	Lets help orphan around Terengganu	Terengganu	2022-02-08	<div>Update</div> <div>Delete</div>

- Choose an activity.
- Click 

Update

 button will redirect you to Activities Update.

VMS  
Welcome  
My Page  
Activities  
Services  
Logout

## Volunteer Management

Simplify a hand of helping.

### Update Activities

Fill in below!

Activity ID: 1

Activity Name: HELP ORPHAN


Description: Lets help orphan around Terengganu

Activity Location: Terengganu

Date: 08/02/2022

Service Category: Cleaning

Submit

- The page will retrieve the information from View Activities.
- Update any field below:
  - Activity Name
  - Description
  - Activity Location
  - Date
  - Service Category
- The  button will send the activity updated details to be updated.




**Update Activities**

Fill in below!

Report

- Please enter activity location

Activity ID

- You must insert all details or else the error report will show up.
- After fill up all the field and press , it will redirect to View Activities.

**View Activities**

Report

- Successfully update activities 1

Activities ID	Name	Service Category	Description	Location	Date	Action
1	HELP ORPHAN	Donate	Lets help orphan around Terengganu	Terengganu	2022-02-08	<a href="#">Update</a> <a href="#">Delete</a>

- The report **“Successfully update activities id”** of Activities ID updated will show.

### 1.3.5 Delete Activities

- Click the **View Activities** at Activities drop down.

Activities ID	Name	Service Category	Description	Location	Date	Action
1	HELP ORPHAN	Teaching	Lets help orphan around Terengganu	Terengganu	2022-02-08	<div>Update</div> <div>Delete</div>

- Choose the row you want to delete.
- Click the **Delete** button.
- The **Delete** button will delete the information at that row.

## View Activities

Report

- Successfully delete activities 208

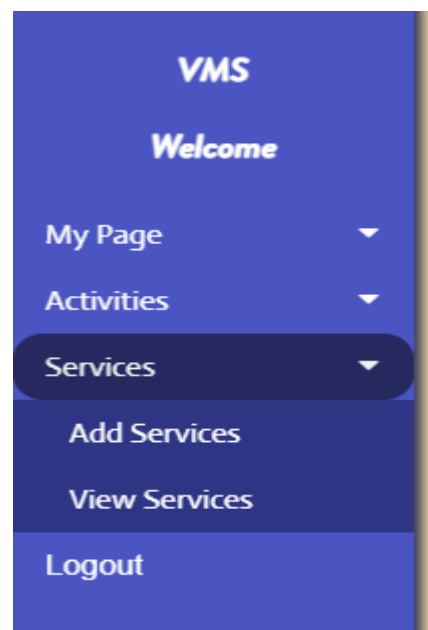
Activities ID	Name	Service Category	Description	Location	Date	Action
1	HELP ORPHAN	Teaching	Lets help orphan around Terengganu	Terengganu	2022-02-08	<div>Update</div> <div>Delete</div>




- The report **"Successfully delete activities id"** of Activities ID we select to delete will show.

## 1.4 SERVICES

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### 1.4.1 Services Page Link



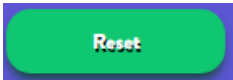

- Click the  drop-down at the sidebar.
- It will show two links,  and .

### 1.4.2 Add Services

The screenshot shows the 'Volunteer Management' interface. On the left is a dark blue sidebar with a menu containing 'VMS', 'Welcome', 'My Page', 'Activities', 'Services', and 'Logout'. The 'Services' item is highlighted with a dropdown arrow. The main content area has an orange header with the title 'Volunteer Management' and the tagline 'Simplify a hand of helping.' Below this is a large purple box titled 'Add New Services' in yellow. Inside the purple box, there is a dashed white border containing a form. The form has three fields: 'Services Name' (a text input), 'Description' (a larger text area), and 'Staff Name' (a dropdown menu currently showing 'adib'). At the bottom of the form are two green buttons: 'Reset' and 'Submit'.

- Click the **Add Services** link at **Services** drop-down menu.
- Fill up the form. You must insert:
  - Services Name
  - Description
  - Staff Name
- Click button **Submit** to add the **Services Details**.



- The  button will reset the form.
- The  button will send the service details to request.

A blue rectangular form titled 'Add New Services' in large yellow text. Below the title is the instruction 'Fill in below!'. A dashed white line separates the header from the input area. Inside the input area, the word 'Report' is displayed, followed by a bulleted error message: 'Please enter a services name'. At the bottom, there is a label 'Services Name' next to a light blue rounded input field.

- You must insert all details of **Services** or else the error report will show up.

### 1.4.2 View Services Added

**Volunteer Management**  
Simplify a hand of helping.

### View Services Details

Report

- Successfully update activities 304

Services ID	Services Name	Services Description	Staff Name	Action
1	Cleaning	Helping cleaning especially during disaster is a big help.	Faiz	<a href="#">Update</a>
2	Chaperone	Chaperone a field trip	Faiz	<a href="#">Update</a>
3	Animal shelter	Volunteer at animal shelter	Faiz	<a href="#">Update</a>
102	Teaching	Teaching people crafting, art and etc	Faiz	<a href="#">Update</a>
202	Donate	Donate unused item.	Faiz	<a href="#">Update</a>
302	Crafting	Create craft create happiness.	Alia	<a href="#">Update</a>
303	Cooking	Cook for the need.	Sarah Aziz	<a href="#">Update</a>
304	Organizing Event	Organizing event	Sarah Aziz	<a href="#">Update</a>

Total: 8

- Click the [View Services](#) link at Services drop-down menu.
- You will see a list of **Services Details**.


Services ID	Services Name	Services Description	Staff Name	Action
1	Cleaning	Helping cleaning especially during disaster is a big help.	Faiz	<a href="#">Update</a>
2	Chaperone	Chaperone a field trip	Faiz	<a href="#">Update</a>

- Choose the row if you want to update the **Services Details**.
- The [Update](#) button will redirect you to **Services Update**.

### 1.4.3 Update Services

- Click the  at **Services** drop down menu.

Services ID	Services Name	Services Description	Staff Name	Action
1	Cleaning	Helping cleaning especially during disaster is a big help.	Faiz	<a href="#">Update</a>
2	Chaperone	Chaperone a field trip	Faiz	<a href="#">Update</a>
3	Animal shelter	Volunteer at animal shelter	Faiz	<a href="#">Update</a>
102	Teaching	Teaching people crafting,art and etc	Faiz	<a href="#">Update</a>
202	Donate	Donate unused item.	Faiz	<a href="#">Update</a>
302	Crafting	Create craft create happiness.	Alia	<a href="#">Update</a>
303	Cooking	Cook for the need.	Sarah Aziz	<a href="#">Update</a>
304	Organizing Event	Organizing event	Sarah Aziz	<a href="#">Update</a>

- Choose a services.
- Click  button will redirect you to Services Update.





## Update Services

Fill in below!

Services ID: 1

Services Name: Cleaning

Description: Helping cleaning especially during disaster is a big help

Staff Name: Faiz

Submit

The page will retrieve the information from the **View Services**.

- Update any field below:
  - Services Name
  - Description
  - Staff Name

- The  button will send the activity updated details to be updated.



**Update Services**

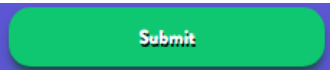
*Fill in below!*

*Report*

- Please enter services name.*

Services ID

**Submit**

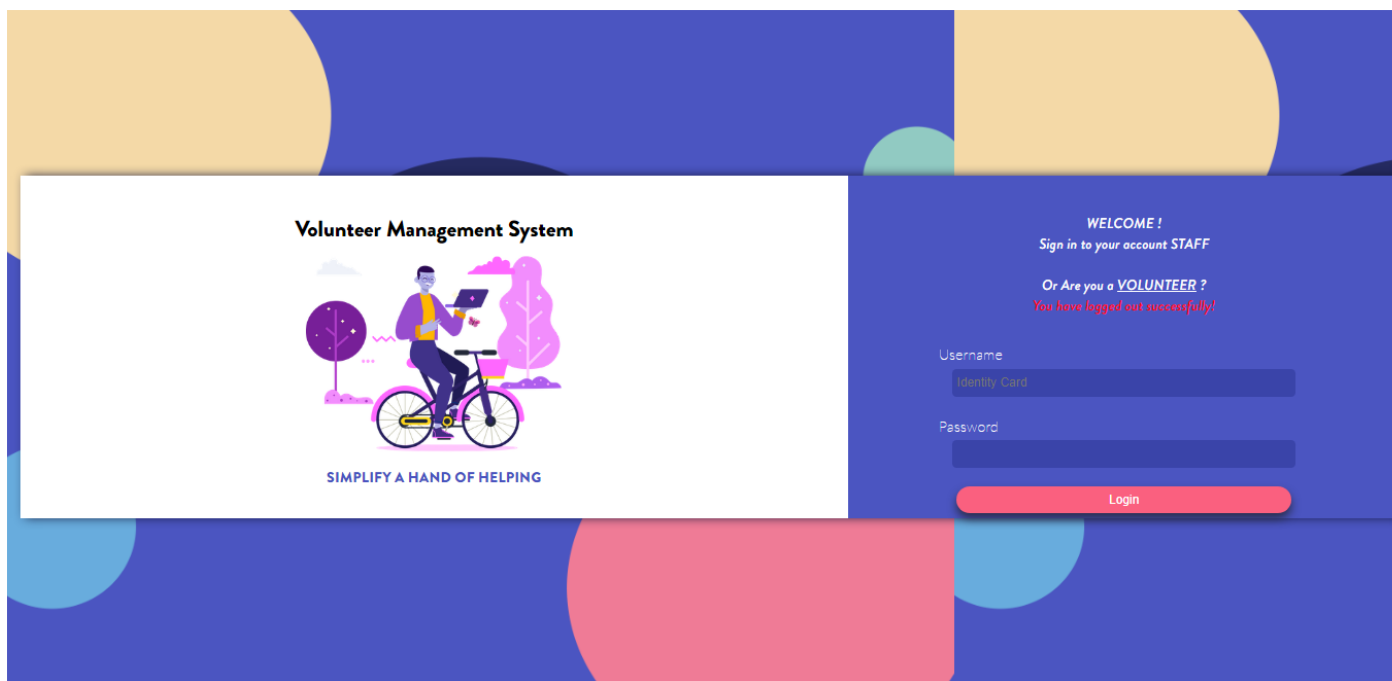
- You must insert all details or else the error report will show up.
- After fill up all the field and press , it will redirect to **View Services**.

Services ID	Services Name	Services Description	Staff Name	Action
1	Cleaning	Helping cleaning especially during disaster is a big help.	Faiz	<a href="#">Update</a>
2	Chaperone	Chaperone a field trip	Faiz	<a href="#">Update</a>
3	Animal shelter	Volunteer at animal shelter	Faiz	<a href="#">Update</a>
102	Teaching	Teaching people crafting,art and etc	Faiz	<a href="#">Update</a>
202	Donate	Donate unused item.	Faiz	<a href="#">Update</a>
302	Crafting	Create craft create happiness.	Alia	<a href="#">Update</a>
303	Cooking	Cook for the need.	Sarah Aziz	<a href="#">Update</a>
304	Organizing Event	Organizing event	Sarah Aziz	<a href="#">Update</a>

- The report **"Services successfully Updated"** of Services ID updated will show.

## 1.5 LOGOUT STAFF

- When user click on  button, the user will be redirected to the Login page.



- The message, **"You have logged out successfully!"** will appear.

# VOLUNTEER MANAGEMENT SYSTEM (COMMUNITY SERVICES)



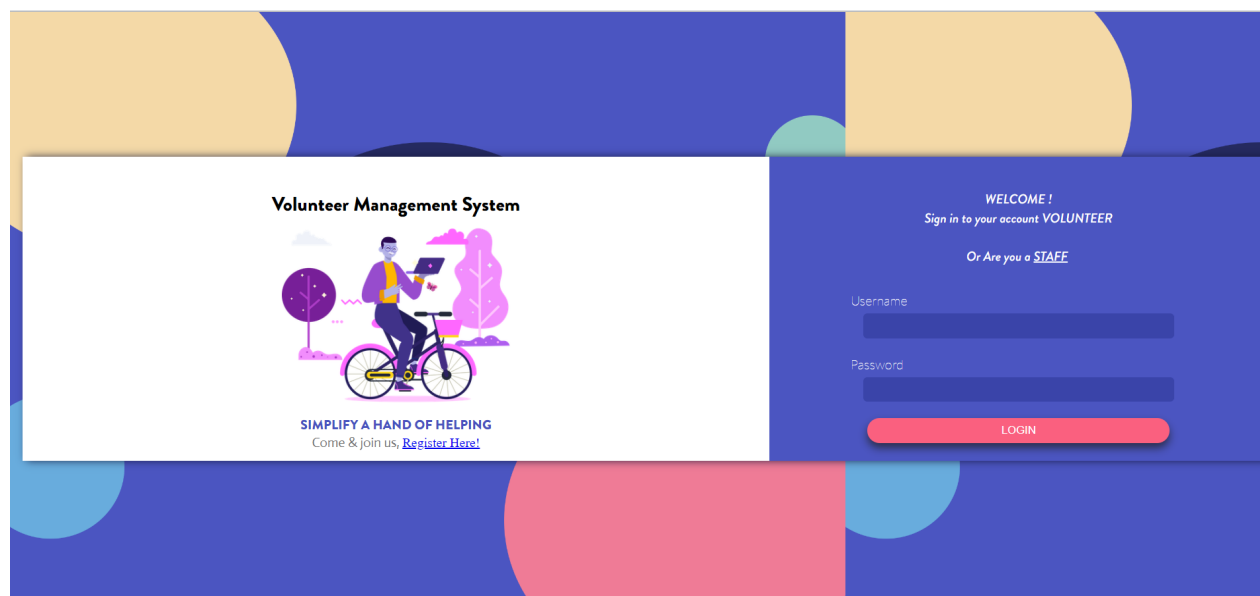
## USER MANUAL VOLUNTEER

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## 2.0 VOLUNTEER

---

### 2.1 LOGIN VOLUNTEER



- In the Volunteer login page, the user will login into the system by entering the IC number and password.
- If the user is a Staff, click on the **Staff** link to go to the Staff login page.

## 2.2 REGISTER VOLUNTEER

---

**Volunteer Management System**

WELCOME  
Sign in to your account  
Or Are you a new user?

Username  
Password  
Log In

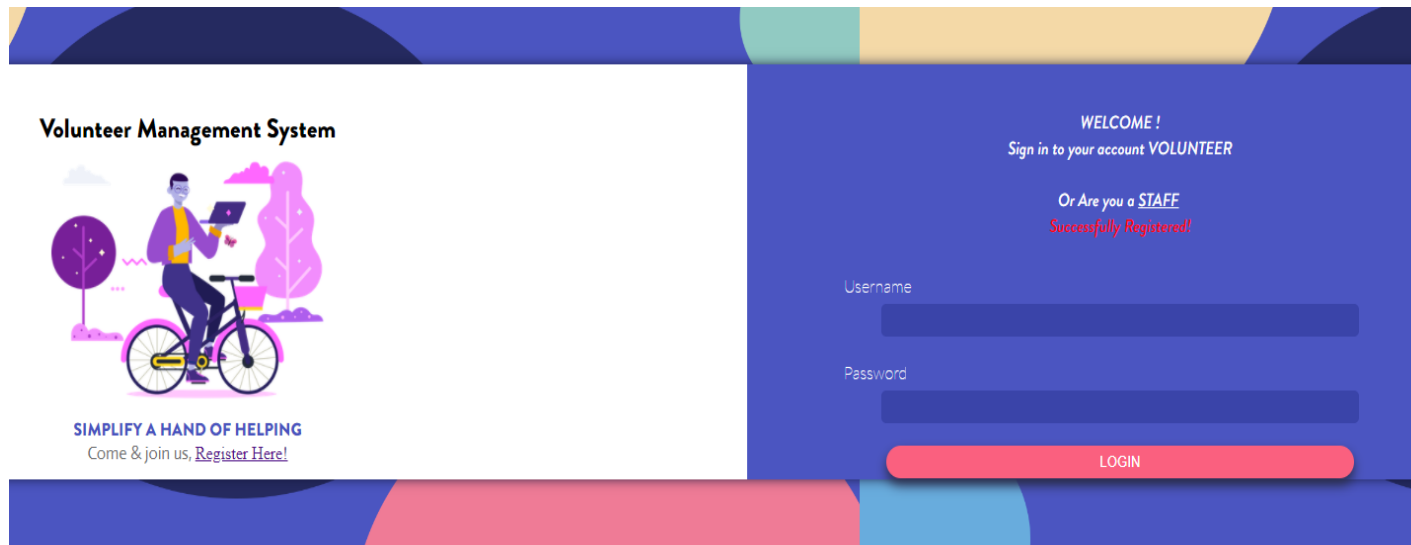
**Interested In Volunteering?**  
Simply fill in the form and click register once ready.

**Fill in below**  
Register here in under a minute!

Name  
IC Number  
Telephone  
Email  
Password  
Confirm Password  
REGISTER

VMS  
Welcome Volunteer  
Login  
Register Here!

- The user can register to be a Volunteer by clicking on the link **Register Here!** provided on the left side.



- The user will be redirected to the Login page after registering.
- The message “**Successfully Registered!**” will appear.



## 2.3 MY PAGE

### 2.3.1 My Profile



- After the user login into the page, the user will be directed to My Profile page.
- Click My Profile on the left navigation bar to view the volunteer's personal details.
- The user can edit the profile by clicking the Edit button.

VMS  
Welcome  
My Page  
My Profile  
Change Password  
Activities  
Logout

**Volunteer Management**  
*Simplify a hand of helping.*

**Update My Profile**

Name: Anuar Zain  
IC Number: 700215143121  
Telephone: 0147852359  
Email: anuarzain@gmail.com

SAVE CHANGES

- After clicking the Edit button, the user will be directed to the Update My Profile page.
- The user can edit their name, telephone number and email.
- Click the Save Changes button to save any changes made in the personal details.

The screenshot shows the 'Volunteer Management' interface. On the left is a blue sidebar with navigation links: 'VMS', 'Welcome', 'My Page', 'My Profile', 'Change Password', 'Activities', and 'Logout'. The main content area has an orange header with the title 'Volunteer Management' and the tagline 'Simplify a hand of helping.' Below this is a dark grey section titled 'My Profile'. At the top of this section, a red message states 'Successfully updated'. Below the message are four input fields: 'Name' (Anwar Zain), 'IC Number' (700215143121), 'Telephone' (0147852369), and 'Email' (anwarzain52@gmail.com). A green 'EDIT' button is at the bottom right of the profile section.

- **“Successfully updated”** will appear on the form indicating the changes made in My Profile page.

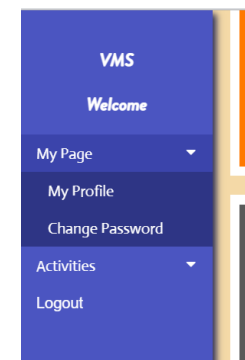
This screenshot shows the 'Update My Profile' form. It has a dark grey background with a yellow title 'Update My Profile'. The form contains four input fields: 'Name' (Siti Asiah Basarudin), 'IC Number' (000507140820), 'Telephone' (empty), and 'Email' (sitiasiah@yahoo.com). A green 'SAVE CHANGES' button is located at the bottom right of the form.

This screenshot shows the 'Update My Profile' form with an error message. The title is 'Update My Profile'. A red error message at the top says '[Please enter the phone number]'. The input fields are: 'Name' (Siti Asiah Basarudin), 'IC Number' (000507140820), 'Telephone' (0195287681), and 'Email' (sitiasiah@yahoo.com). A green button is partially visible at the bottom right.

- The error message will appear if the user fills in the incomplete form.

### 2.3.2 Change Password

The screenshot shows the VMS interface. On the left is a blue navigation bar with the following menu items: VMS, Welcome, My Page (with a dropdown arrow), My Profile, Change Password, Activities (with a dropdown arrow), and Logout. The main content area has an orange header with the text 'Volunteer Management' and 'Simplify a hand of helping.' Below the header is a grey box titled 'Change Password' in yellow. Inside this box are three input fields: 'IC Number' (with a yellow placeholder), 'New Password', and 'Confirm New Password'. A green button labeled 'CHANGE PASSWORD' is at the bottom of the form.



- Click Change Password on the left navigation bar to make changes to the password.
- User will be directed to the Change Password page.

The screenshot shows the Volunteer Management System (VMS) interface. On the left is a blue sidebar with the following menu items: VMS, Welcome, My Page, My Profile, Change Password, Activities, and Logout. The main content area has an orange header with the title 'Volunteer Management' and the tagline 'Simplify a hand of helping.' Below the header is a grey box titled 'Change Password' in yellow. Inside this box, there are three input fields: 'IC Number' with the value '700215143121', 'New Password' with masked characters '\*\*\*\*', and 'Confirm New Password' with masked characters '\*\*\*\*'. A green button labeled 'CHANGE PASSWORD' is positioned at the bottom of the form.

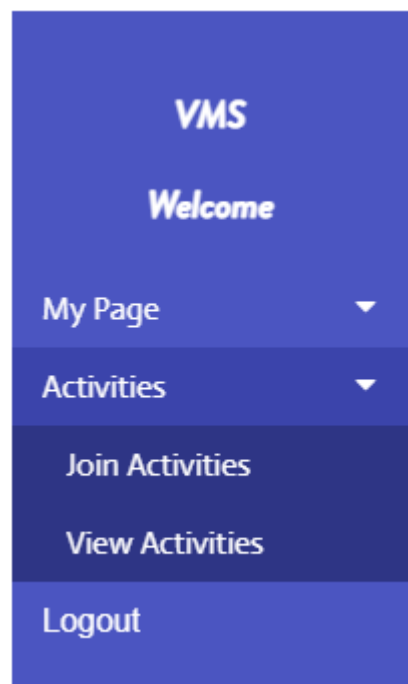
- Enter user's IC number, new password and re-confirm the new password.



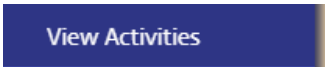
- **“Password successfully updated”** will appear on the form indicating the changes made in the Change Password page.

- **“Password and Confirm Password not match”** will appear in the form if the new password and re-confirm new password are not the same.
- **“User does not exist!”** will appear when the user enters the wrong IC number.

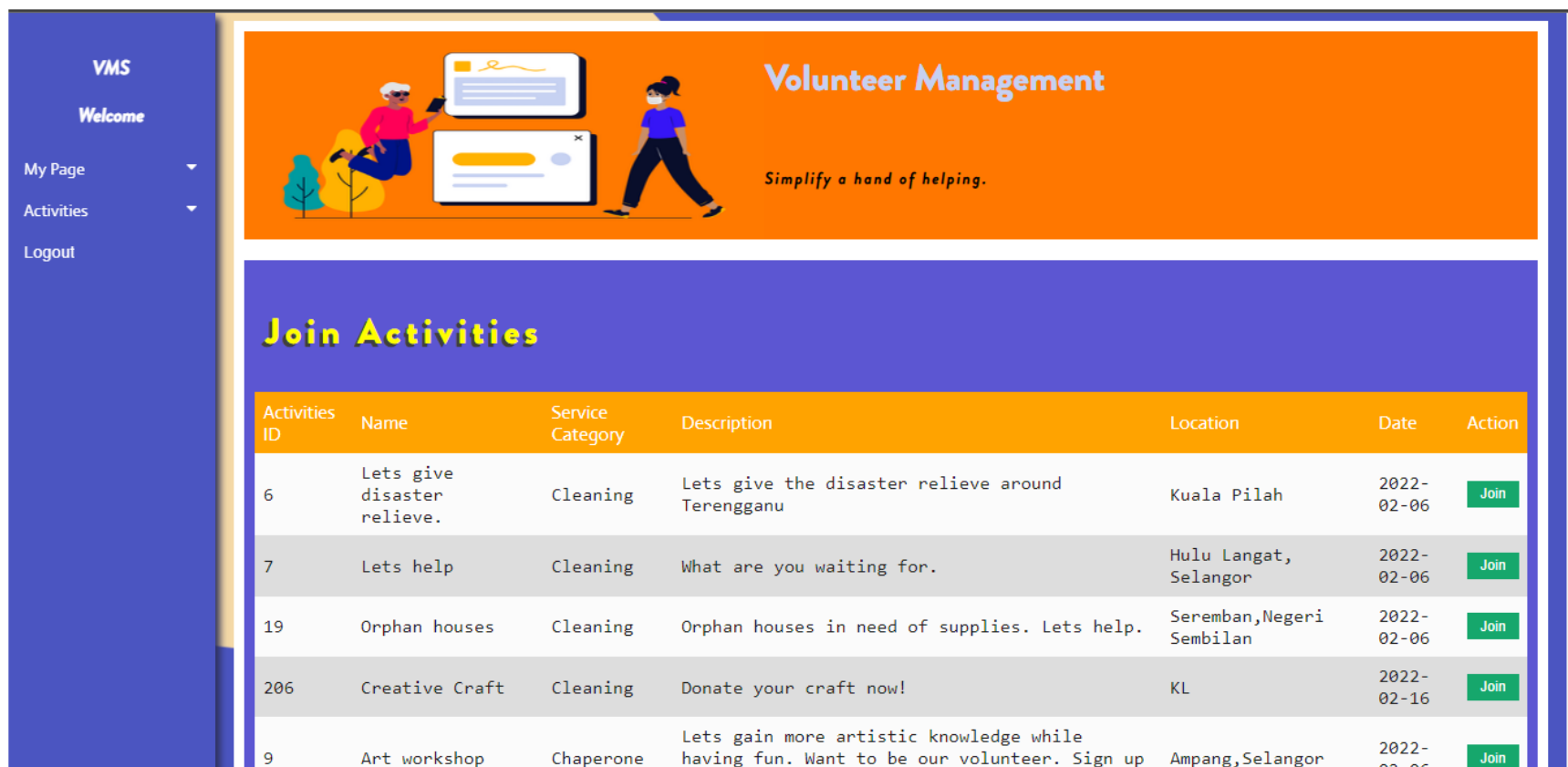
## 2.4 ACTIVITIES

### 2.4.1 Activities Page Link



- Click the  drop-down at the sidebar.
- It will show two links,  and .

## 2.4.2 Join Activities



**Volunteer Management**  
*Simplify a hand of helping.*

### Join Activities

Activities ID	Name	Service Category	Description	Location	Date	Action
6	Lets give disaster relieve.	Cleaning	Lets give the disaster relieve around Terengganu	Kuala Pilah	2022-02-06	<a href="#">Join</a>
7	Lets help	Cleaning	What are you waiting for.	Hulu Langat, Selangor	2022-02-06	<a href="#">Join</a>
19	Orphan houses	Cleaning	Orphan houses in need of supplies. Lets help.	Seremban, Negeri Sembilan	2022-02-06	<a href="#">Join</a>
206	Creative Craft	Cleaning	Donate your craft now!	KL	2022-02-16	<a href="#">Join</a>
9	Art workshop	Chaperone	Lets gain more artistic knowledge while having fun. Want to be our volunteer. Sign up	Ampang, Selangor	2022-02-06	<a href="#">Join</a>

- Click the **Join Activities** at Activities drop-down menu.
- You will see a list of Activities.



Activities ID	Name	Service Category	Description	Location	Date	Action
6	Lets give disaster relieve.	Cleaning	Lets give the disaster relieve around Terengganu	Kuala Pilah	2022-02-06	<a href="#">Join</a>

- Choose the row you want to join.
- The [Join](#) button will update your status as a volunteer for the activities. It then will redirect you to View Activities.

## View Activities

Report

- Successfully join activities 6

Activities ID	Name	Service Category	Description	Location	Date	Action
1	HELP ORPHAN	Donate	Lets help orphan around Terengganu	Terengganu	2022-02-08	<a href="#">Delete</a>

- The report **“Successfully join activities id”** of Activities ID joined will show.

### 2.4.3 View Activities

**Volunteer Management**  
*Simplify a hand of helping.*

### View Activities

Activities ID	Name	Service Category	Description	Location	Date	Action
1	HELP ORPHAN	Donate	Lets help orphan around Terengganu	Terengganu	2022-02-08	Delete
6	Lets give disaster relieve.	Cleaning	Lets give the disaster relieve around Terengganu	Kuala Pilah	2022-02-06	Delete
7	Lets help	Cleaning	What are you waiting for.	Hulu Langat, Selangor	2022-02-06	Delete
9	Art workshop	Chaperone	Lets gain more artistic knowledge while having fun. Want to be our volunteer. Sign up now.	Ampang, Selangor	2022-02-06	Delete

- Click the **View Activities** at Activities drop-down menu.
- You will see a list of Activities you have joined.
- The **Delete** button will **unjoin** the activities at that row.

## 2.4.4 Unjoin Activities

The screenshot displays the Volunteer Management (VMS) system interface. On the left is a dark blue sidebar with the following menu items: 'VMS', 'Welcome', 'My Page' (with a dropdown arrow), 'Activities' (with a dropdown arrow), and 'Logout'. The main content area has an orange header with the title 'Volunteer Management' and the tagline 'Simplify a hand of helping.' Below the header is a blue section titled 'View Activities' in yellow text. Underneath this title is a table with the following data:

Activities ID	Name	Service Category	Description	Location	Date	Action
1	HELP ORPHAN	Donate	Lets help orphan around Terengganu	Terengganu	2022-02-08	<a href="#">Delete</a>
6	Lets give disaster relieve.	Cleaning	Lets give the disaster relieve around Terengganu	Kuala Pilah	2022-02-06	<a href="#">Delete</a>
7	Lets help	Cleaning	What are you waiting for.	Hulu Langat, Selangor	2022-02-06	<a href="#">Delete</a>
9	Art workshop	Chaperone	Lets gain more artistic knowledge while having fun. Want to be our volunteer. Sign up now.	Ampang, Selangor	2022-02-06	<a href="#">Delete</a>

- Click the **View Activities** at Activities drop-down menu.
- You will see a list of Activities you have joined.

- Click the  button. It will **unjoin** the activities at that row.

## View Activities

Report

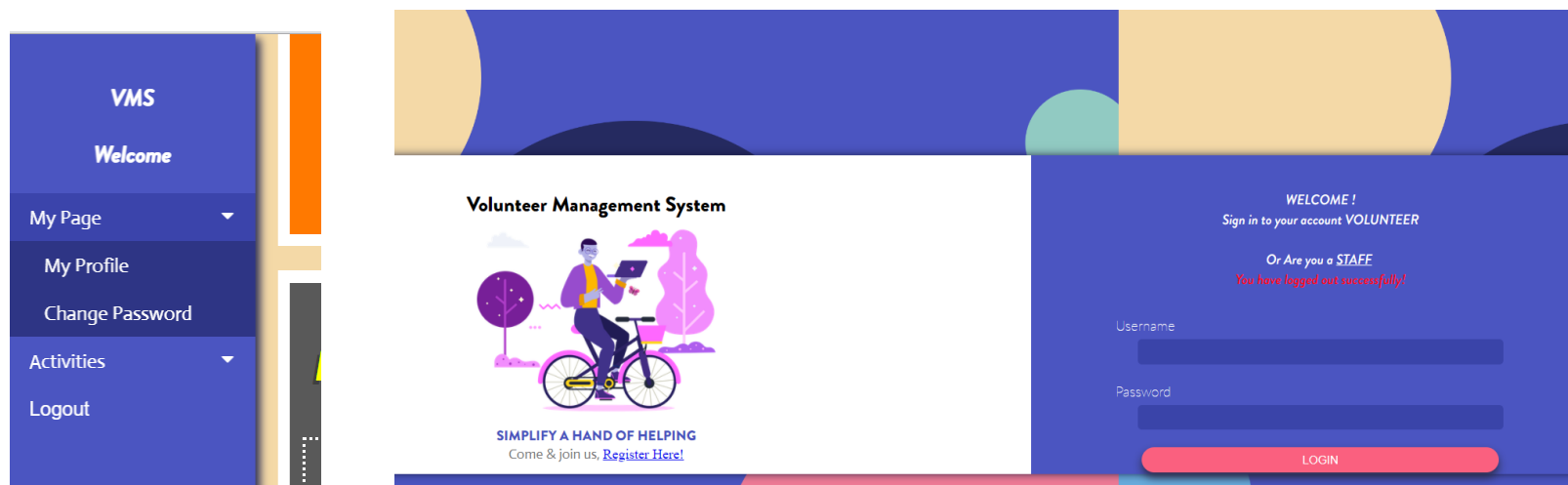
- Successfully unjoin activities 1

Activities ID	Name	Service Category	Description	Location	Date	Action
6	Lets give disaster relieve.	Cleaning	Lets give the disaster relieve around Terengganu	Kuala Pilah	2022-02-06	

- The report **"Successfully unjoin activities id"** of Activities ID deleted will show.

## 2.5 LOGOUT VOLUNTEER

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- The user will be redirected to the Login page after clicking the Logout on the left navigation bar.
- The message, **"You have logged out successfully!"** will appear.