

Cloverville Community Manager

(FOR INTERNAL USE ONLY – GREEN BOB & DON)

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1. Introduction

Cloverville Community Manager is an internal tool designed exclusively for Cloverville administrators (Green Bob and Don).

Its purpose is to:

- Track member participation
- Manage daily and weekly community tasks
- Control the community points economy
- Maintain administrative settings
- Monitor individual performance

Access is limited to approved administrators only.

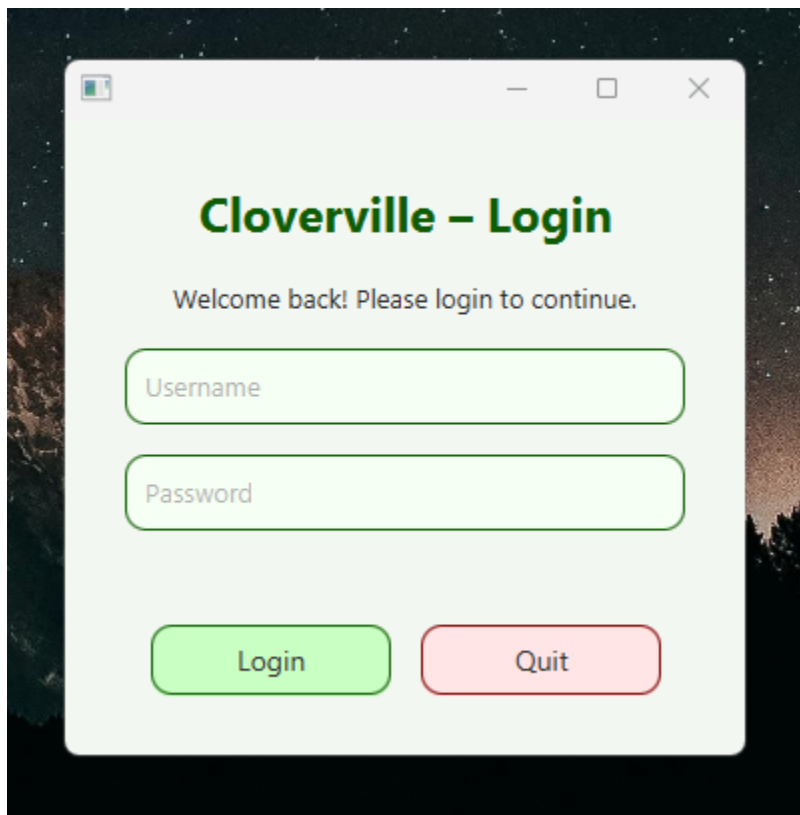
2. Access & Login

Each administrator has a personal account stored in “account.json”, located in the **JSON** Folder.

Login Steps:

1. Launch the application.
2. Enter your **username**.
3. Enter your **password**.
4. Click **Login**.

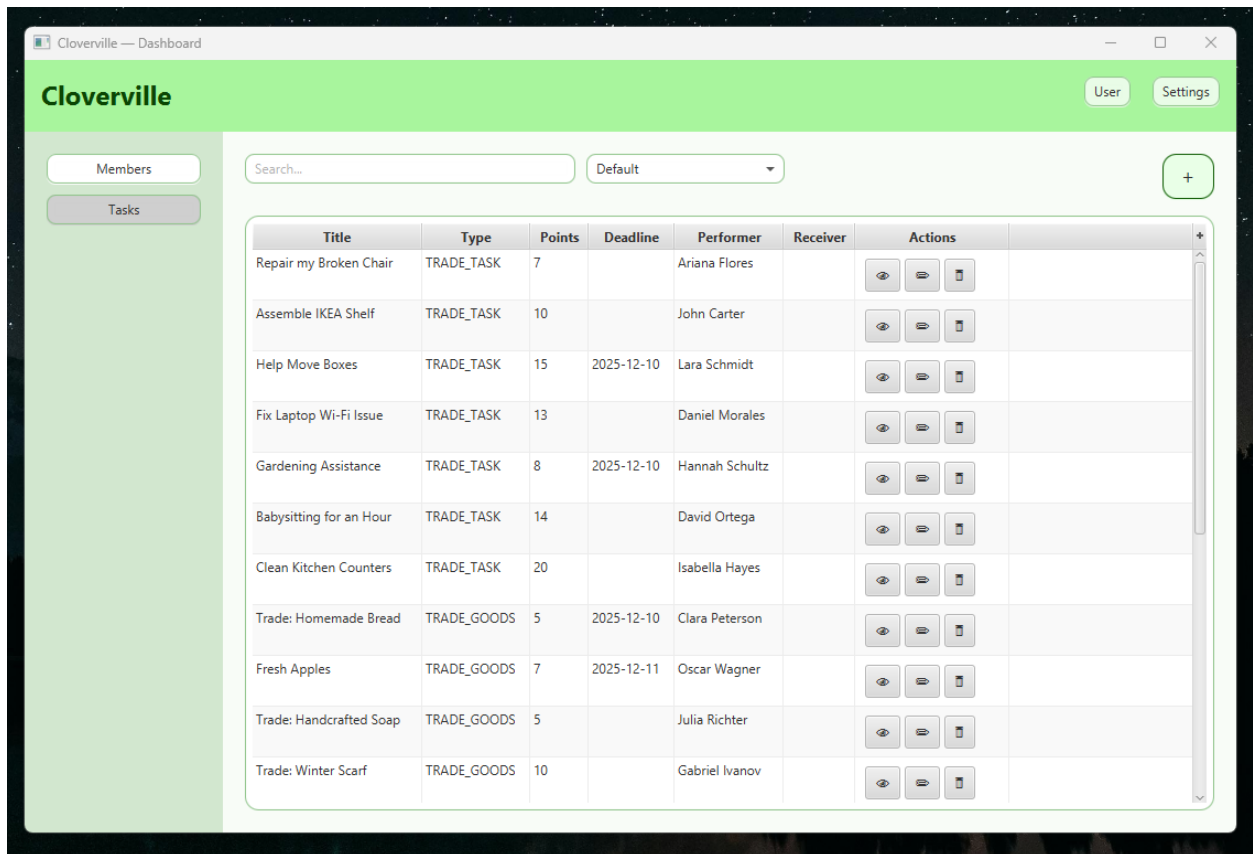
If credentials are correct, you will be redirected to the dashboard.



3. Dashboard Overview

The Dashboard provides access to all core modules of the system:

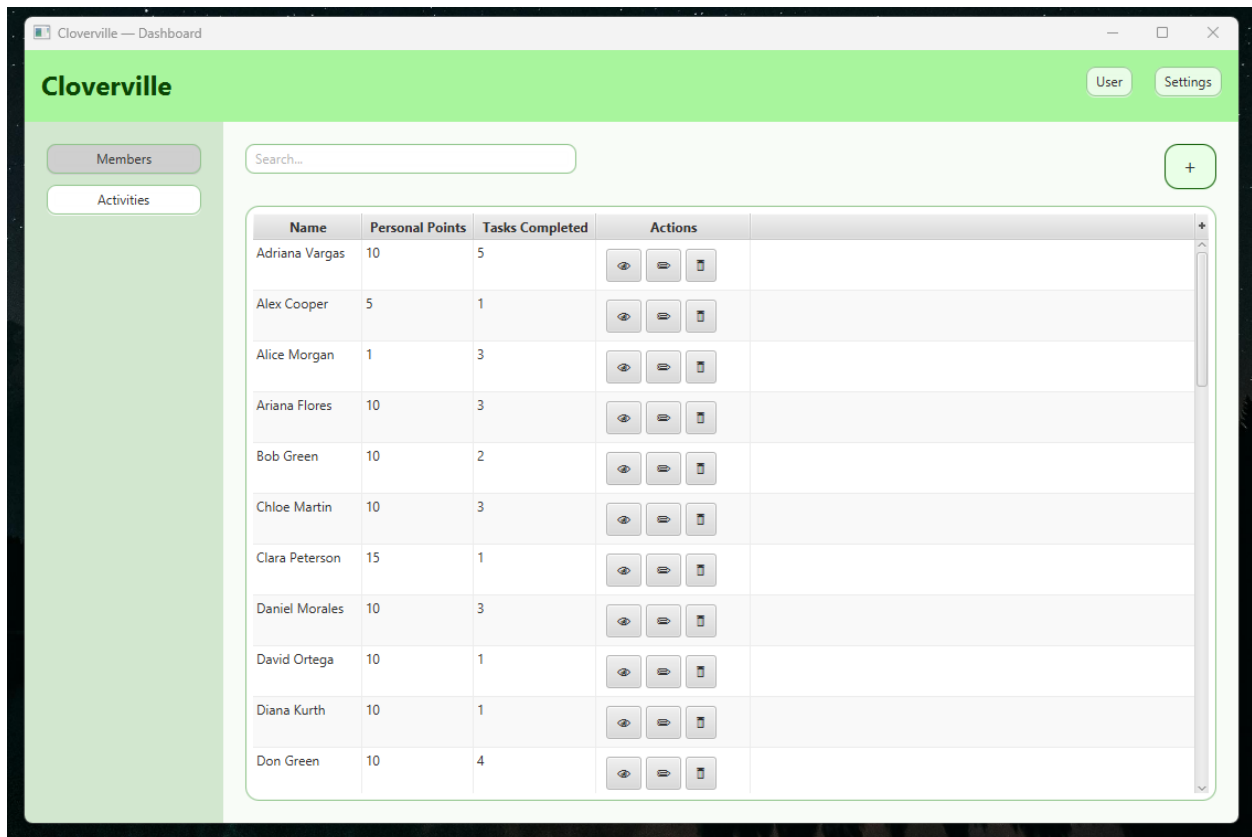
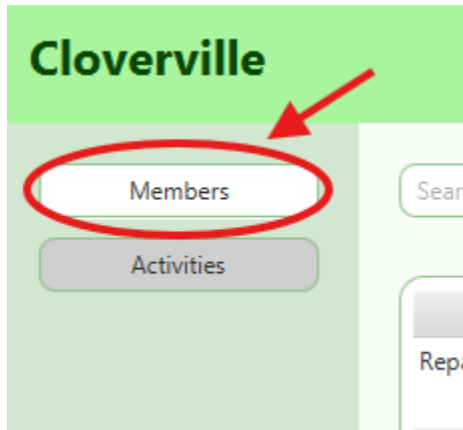
- Member Management
- Activity Management
- Your User Account
- Settings



4. Managing Members

4.1 View All Members

Pressing the “**Members**” button, displays all registered members sorted alphabetically.



Cloverville — Dashboard

Cloverville


































User Settings

Members

Activities

Search...

+

Name	Personal Points	Tasks Completed	Actions
Adriana Vargas	10	5	  
Alex Cooper	5	1	  
Alice Morgan	1	3	  
Ariana Flores	10	3	  
Bob Green	10	2	  
Chloe Martin	10	3	  
Clara Peterson	15	1	  
Daniel Morales	10	3	  
David Ortega	10	1	  
Diana Kurth	10	1	  
Don Green	10	4	  

4.2 Add Member

1. Click on the “**Plus**” sign while in the **Members’ Table**.



2. Enter:
 - Name
 - Starting personal points (10 by default)
 - Tasks completed (0 by default)

A screenshot showing a 'Create Member' dialog box overlaid on a table. The dialog box has a title bar with a minus, maximize, and close button. The title is 'Create Member'. It contains three input fields: 'Name' with the value 'Alex Cooper', 'Points' with a value of 10, and 'Tasks Completed' with a value of 0. There are 'Create' and 'Close' buttons at the bottom right. The background table has a header 'Name' and several rows of member names: Adriana Vargas, Alex Cooper, Alice Morgan, Ariana Flores, Bob Green, Chloe Martin, and Clara Peterson. Clara Peterson's row shows values 15 and 1 in the second and third columns respectively.

3. Click **Create**.

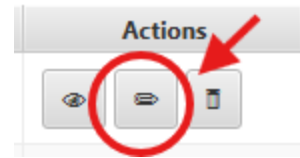
System validations include:

- No special characters
- Max length: 30 chars
- **Unique name** (duplicates receive automatic suffix)

Alex Cooper	5	1
<u>Alex Cooper (1)</u>	10	0

4.3 Edit Member

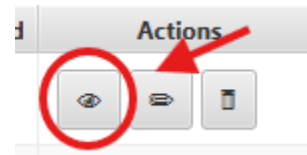
1. In the Members table, click the **Edit icon** next to a member.
2. Modify desired fields.

A screenshot of a dialog box titled 'Edit Member'. It has three input fields: 'Name:' with the value 'Alex Cooper', 'Personal Points:' with the value '5', and 'Tasks Completed:' with the value '1'. At the bottom right are two buttons: 'Save' and 'Cancel'.

3. Click **Save**.

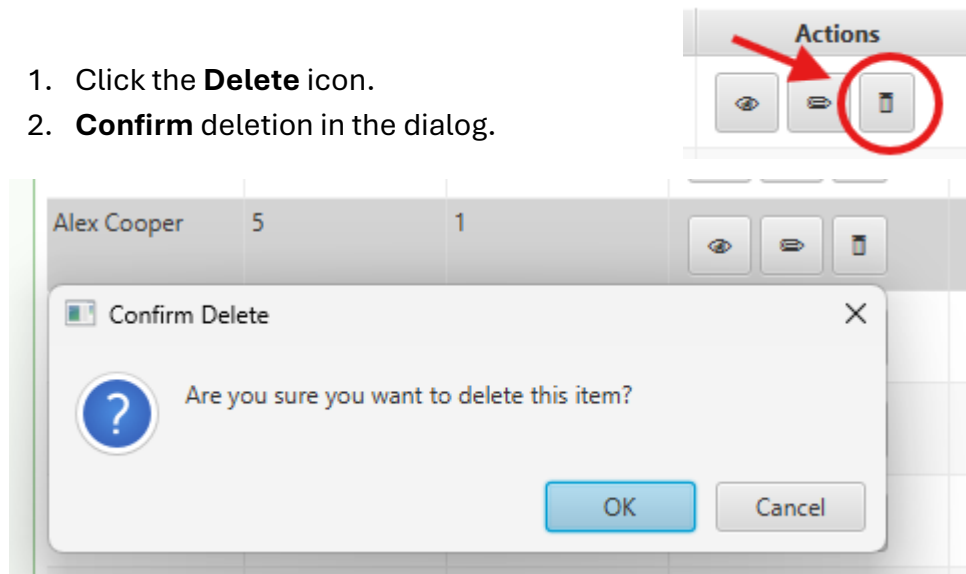
4.4 View Member

1. In the Members table, click the **View icon** next to a member.
2. The details will be displayed, with buttons to either **Edit** the member, **Delete** the member or **Close** the tab

A screenshot of a dialog box titled 'Member Details'. It displays the member's information: 'Name: Alex Cooper', 'Personal Points: 5', and 'Tasks Completed: 1'. At the bottom are three buttons: 'Edit' (green), 'Delete' (red), and 'Close' (green).

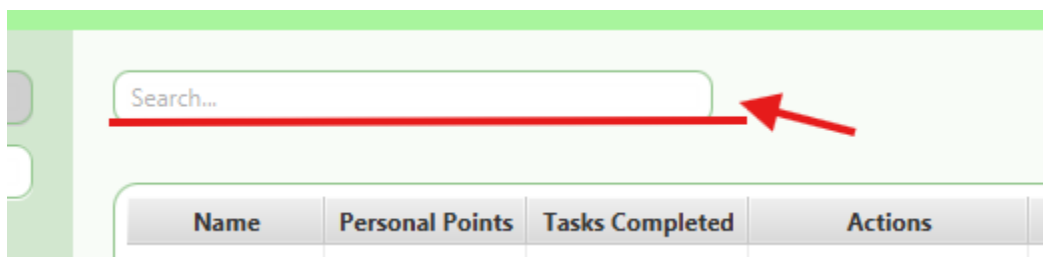
4.5 Delete Member

1. Click the **Delete** icon.
2. **Confirm** deletion in the dialog.



4.6 Search Member

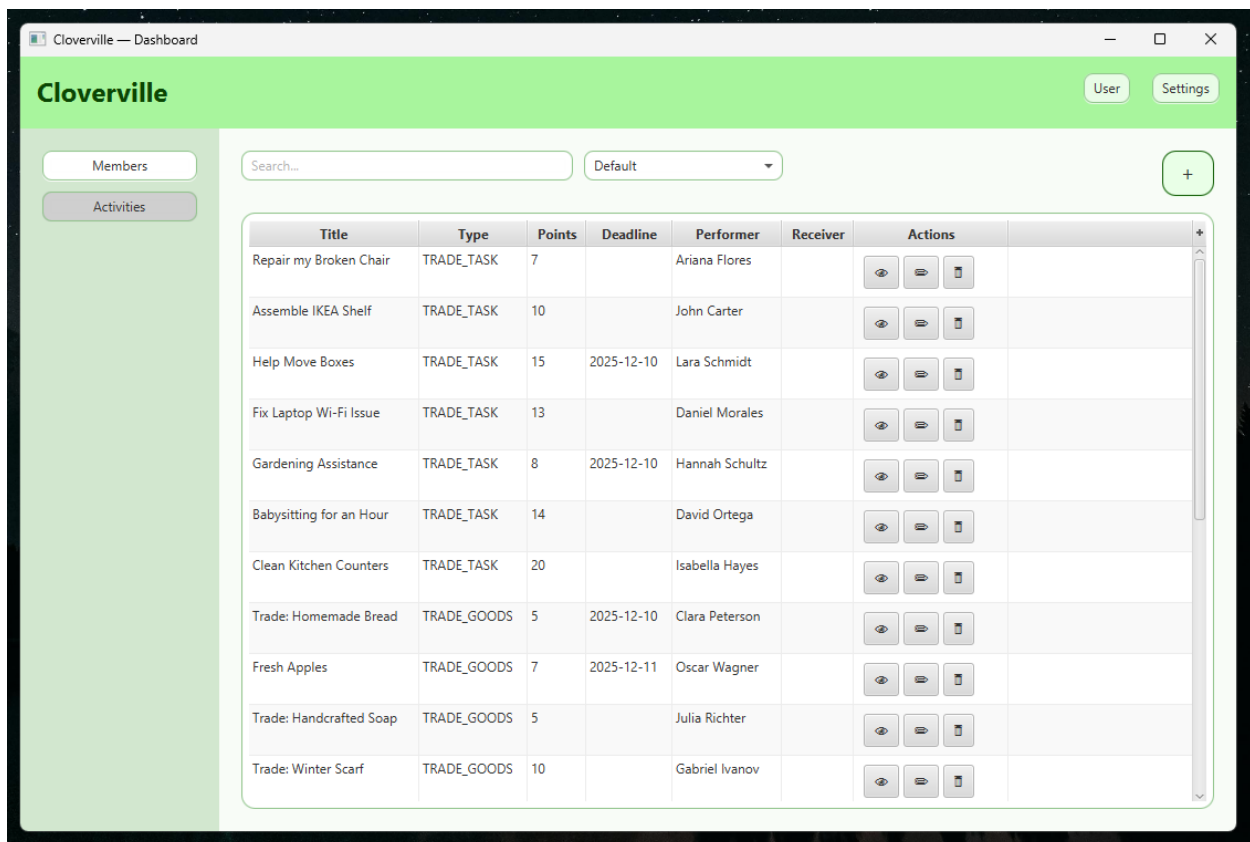
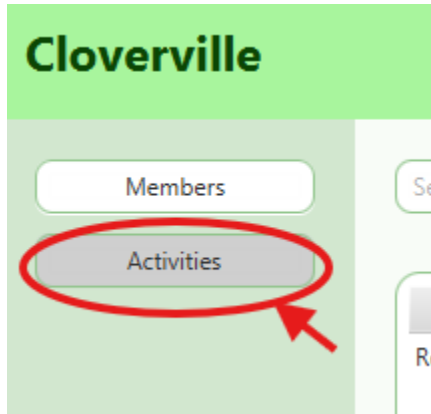
Use the search bar to locate members by **full or partial name**, the Table updates automatically.




































5. Managing Tasks

5.1 View All Tasks

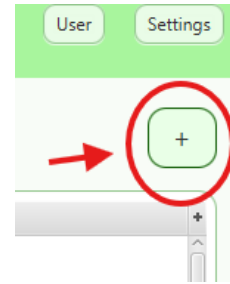
Pressing the “Tasks” button, displays all registered tasks.

A screenshot of the Cloverville Dashboard. The dashboard has a green header with the 'Cloverville' logo and 'User' and 'Settings' buttons. On the left is a sidebar with 'Members' and 'Activities' buttons. The main area contains a search bar, a 'Default' dropdown, and a table of tasks. The table has columns for Title, Type, Points, Deadline, Performer, Receiver, and Actions. The table lists 12 tasks, including 'Repair my Broken Chair', 'Assemble IKEA Shelf', 'Help Move Boxes', 'Fix Laptop Wi-Fi Issue', 'Gardening Assistance', 'Babysitting for an Hour', 'Clean Kitchen Counters', 'Trade: Homemade Bread', 'Fresh Apples', 'Trade: Handcrafted Soap', and 'Trade: Winter Scarf'. Each task row has three action icons: an eye, a speech bubble, and a mobile phone icon.

Title	Type	Points	Deadline	Performer	Receiver	Actions
Repair my Broken Chair	TRADE_TASK	7		Ariana Flores		  
Assemble IKEA Shelf	TRADE_TASK	10		John Carter		  
Help Move Boxes	TRADE_TASK	15	2025-12-10	Lara Schmidt		  
Fix Laptop Wi-Fi Issue	TRADE_TASK	13		Daniel Morales		  
Gardening Assistance	TRADE_TASK	8	2025-12-10	Hannah Schultz		  
Babysitting for an Hour	TRADE_TASK	14		David Ortega		  
Clean Kitchen Counters	TRADE_TASK	20		Isabella Hayes		  
Trade: Homemade Bread	TRADE_GOODS	5	2025-12-10	Clara Peterson		  
Fresh Apples	TRADE_GOODS	7	2025-12-11	Oscar Wagner		  
Trade: Handcrafted Soap	TRADE_GOODS	5		Julia Richter		  
Trade: Winter Scarf	TRADE_GOODS	10		Gabriel Ivanov		  

5.2 Add Task

1. Click on the “**Plus**” sign while in the **Tasks’ Table**.
2. Choose the **Activity Type**



Create Activity

Activity Type:

Title:

Description:

GREEN
TRADE_TASK
TRADE_GOODS
COMMUNAL

Green: Designed for individual sustainability actions that benefit the environment but do not directly affect other community members.

Examples: cycling to work, eating vegan for a week, using energy-efficient lighting.

Points: Green points are added to the **community pool** to inspire others.

Trade Task: Designed for tasks performed to facilitate trade between members, where personal points are exchanged for services.

Example: helping someone with their gardening in exchange for points.

Points: Personal points are used on trade offers.

(The Performer gives out their points to the Receiver for the Service)

Trade Goods: Designed for offering goods (physical items) within the community for exchange.

Examples: vegetables, eggs, homemade compost, or any item residents may trade for personal points.

Points: Personal points are spent to claim or trade goods.

(The Performer gets the Receiver’s points for the Goods sold/traded)

Communal: Designed for weekly shared community tasks that benefit all residents.

Examples: preparing communal meals, cleaning shared spaces, maintaining the garden.

Points: Personal points are awarded to participants for their contribution. Recurring tasks have fixed points; occasional bonuses may be added to encourage participation.

3. Fill in the **Fields** required for the chosen **Activity Type**.

Create Activity

Activity Type: COMMUNAL

Title: Test Purpose

Description: Activity Designed to test the Application

Points: 10

Deadline: 12/17/2025

Performer:

Receiver:

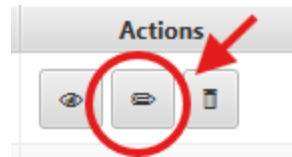
Create Close

4. Click **Create**.

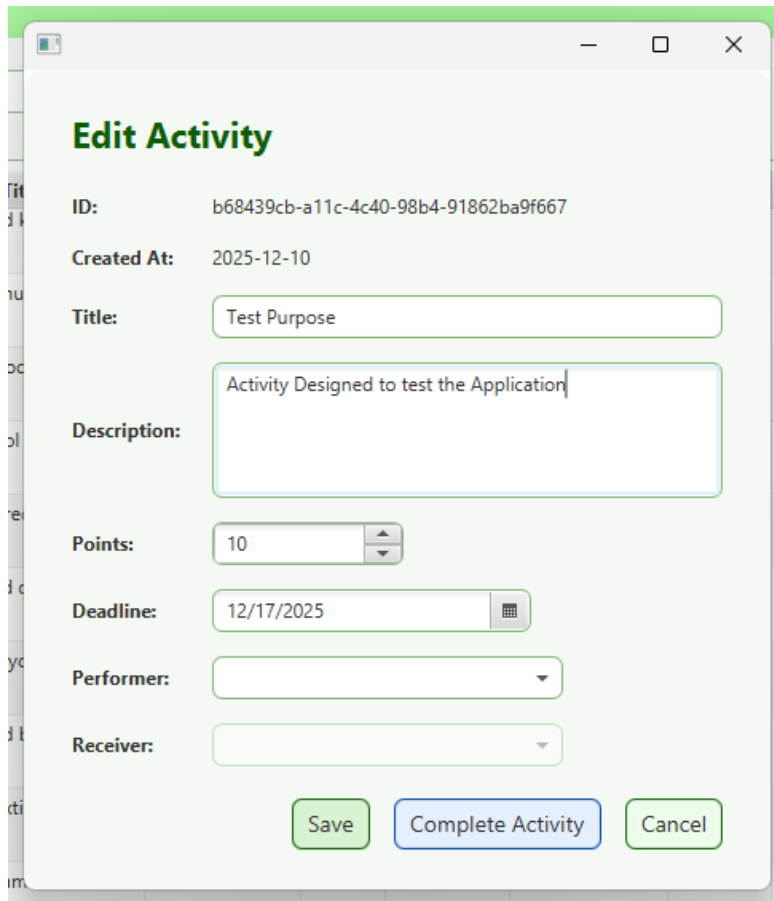
Test Purpose	COMMUNAL	10	2025-12-17				
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5.3 Edit Activity

1. Click the **Edit icon** for the activity.



2. Update any fields.

A screenshot of a dialog box titled 'Edit Activity'. The dialog box has a light green background and a white border. It contains the following fields and controls:

- ID:** b68439cb-a11c-4c40-98b4-91862ba9f667
- Created At:** 2025-12-10
- Title:** Test Purpose
- Description:** Activity Designed to test the Application
- Points:** 10
- Deadline:** 12/17/2025
- Performer:** (dropdown menu)
- Receiver:** (dropdown menu)
- Buttons:** Save, Complete Activity, Cancel

3. Save (Complete Activity in Chapter 5.4)

5.4 Complete Activity

1. Follow **steps 1 & 2** from **Chapter 5.3 “Edit Activity”**
2. Mark the activity as **Completed** by clicking the **Complete Activity** button.
3. **Points Allocation:**
 - **Green Activities:** Green points are added to the **community pool**.
 - **Communal Activities:** Personal points are awarded to the members who completed the task (**The Performer**).
 - **Trade Task:** Assign the **Performer** (who receives the service) and **Receiver** (who does the task). **The Performer** gives out their personal points to the **Receiver** for the completed service.
 - **Trade Goods:** Assign the **Performer** (who offers the goods) and **Receiver** (who claims the goods). The **Performer** receives the **Receiver’s** personal points in exchange for the goods.
4. Once completed, the activity will:
 - The system will automatically update points based on the activity type and the performer/receiver configuration.
 - The activity will be recorded in the **History.txt** file, keeping a permanent log of all completed activities for reference and auditing purposes.

Edit Activity

ID: 4a3f0e5a-ca7e-4d3f-b24e-d873cf490da7

Created At: 2025-12-07

Title: Assemble IKEA Shelf

Description: I need help assembling my medium-sized Ikea shelving unit.

Points: 10

Deadline:

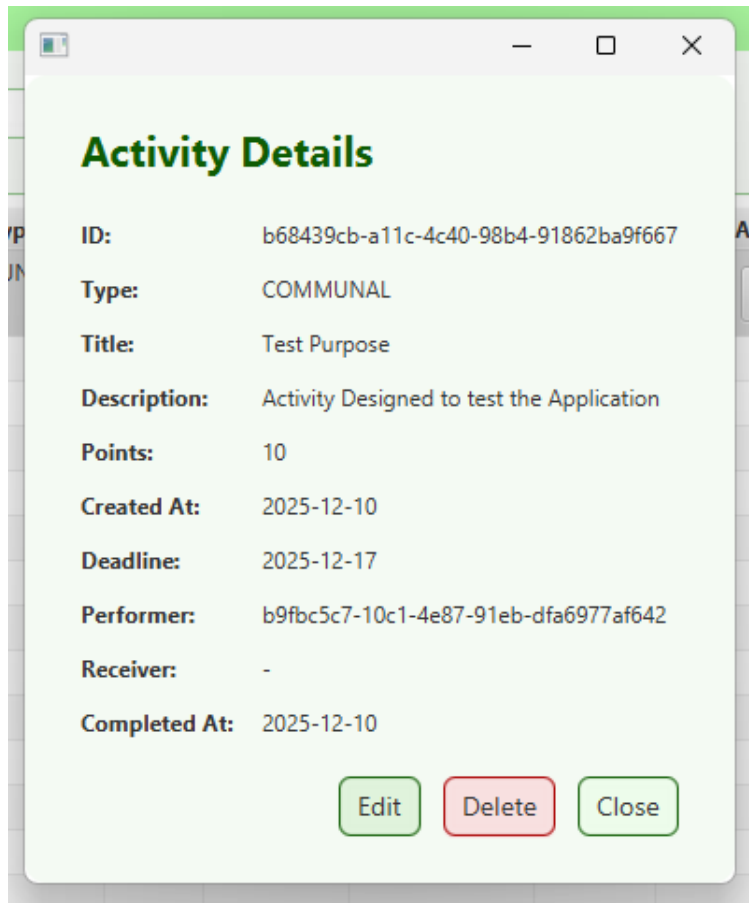
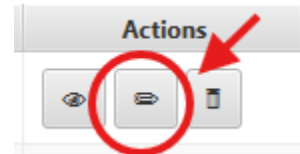
Performer: John Carter

Receiver: Adriana Vargas, Alex Cooper, Alice Morgan, Ariana Flores, Bob Green, Chloe Martin (1), Clara Peterson, Daniel Morales, David Ortega, Diana Kurth

Save Cancel

5.5 View Activity

1. In the Activity table, click the **View icon** next to an activity.
2. The details will be displayed, with buttons to either **Edit** the Activity, **Delete** the Activity or **Close** the tab

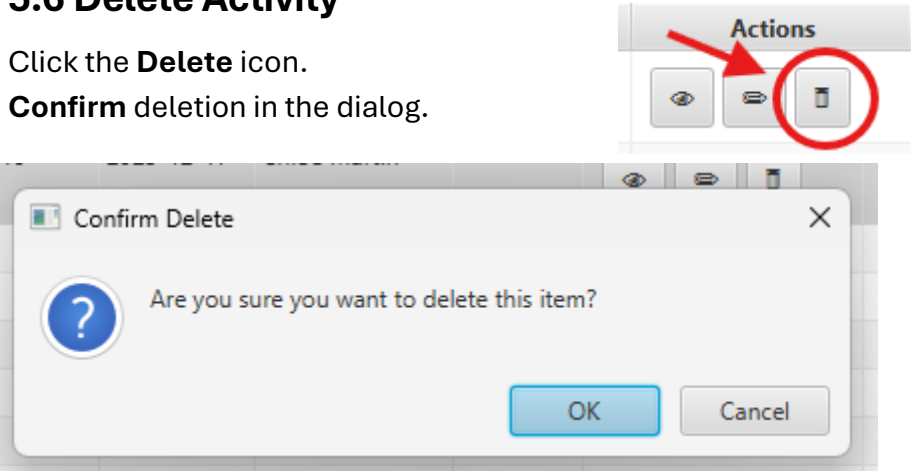
A screenshot of a modal window titled 'Activity Details'. The window has a light green background and a white border. It contains a list of activity details and three buttons at the bottom: 'Edit', 'Delete', and 'Close'.

ID:	b68439cb-a11c-4c40-98b4-91862ba9f667
Type:	COMMUNAL
Title:	Test Purpose
Description:	Activity Designed to test the Application
Points:	10
Created At:	2025-12-10
Deadline:	2025-12-17
Performer:	b9fbc5c7-10c1-4e87-91eb-dfa6977af642
Receiver:	-
Completed At:	2025-12-10

At the bottom of the modal, there are three buttons: 'Edit' (green border), 'Delete' (red border), and 'Close' (green border).

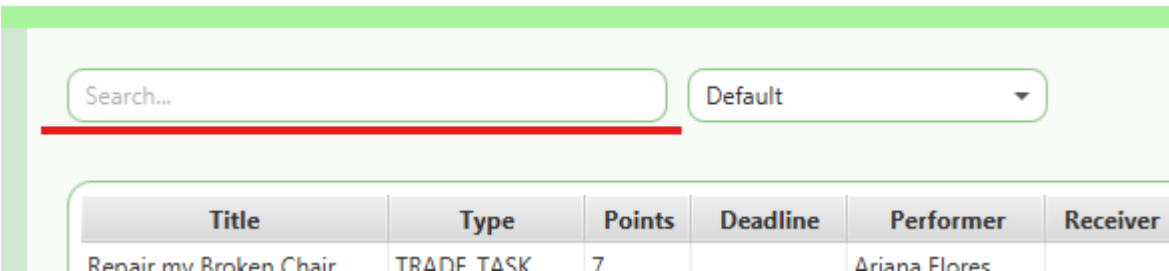
5.6 Delete Activity

- 1. Click the **Delete** icon.
- 2. **Confirm** deletion in the dialog.

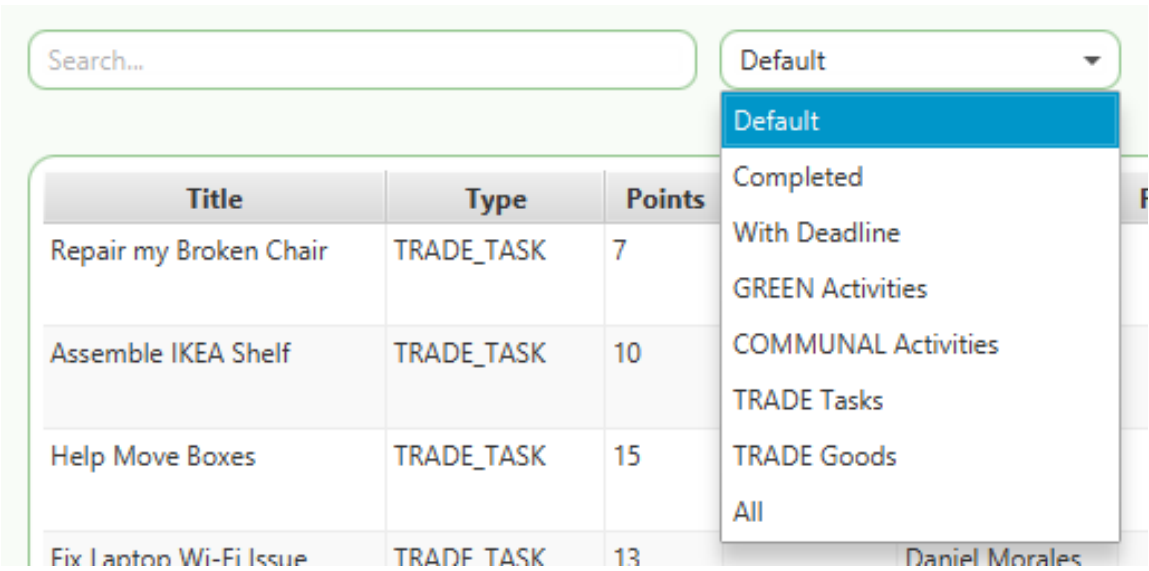


5.7 Search & Filter Activities

Use the search bar to locate Activities by **full or partial Activity Title**, the Table updates automatically.



Select an option from the **Filter Dropdown** to view only the activities that correspond to that specific type or status. (**Default** – Uncompleted Activities)

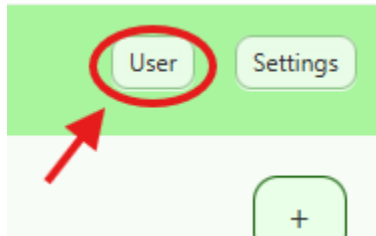


6. User Account Management

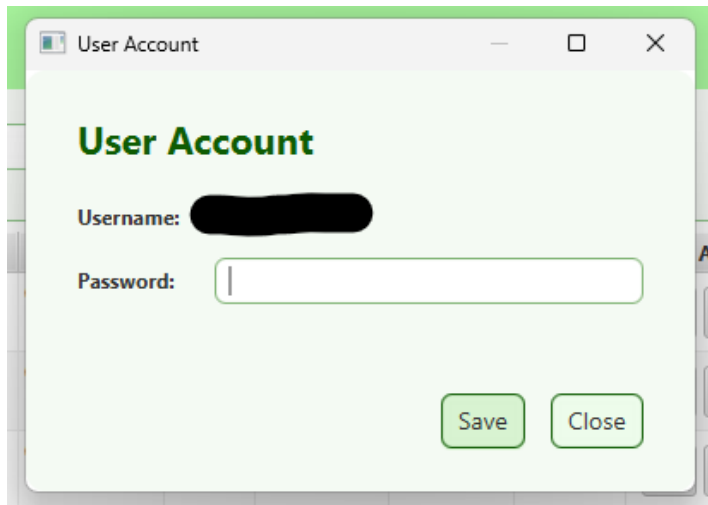
Admins can update their password from the **User Account** page.

Steps:

1. Go to **User**.



2. Enter new password.



3. Click **Save**.

7. Community Settings

Administrators can modify:

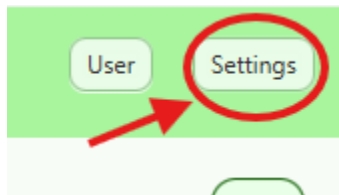
- Community goal
- Target points
- Current Community Points

Administrators can manually:

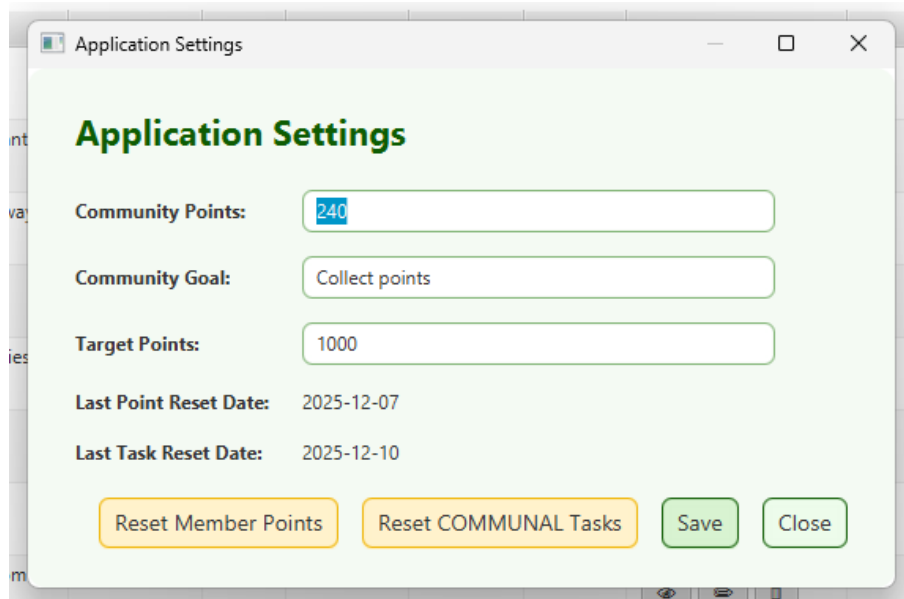
- Reset Member's points (which is scheduled to be triggered automatically every 6 months)
- Reset the Communal Activities (which is scheduled to be triggered automatically every week)

Steps:

1. Go to **Settings**.



2. Modify any Fields or press the Reset buttons if necessary.



3. Click **Save**.

8. Bonus Point System

The system includes a **weekly bonus point mechanism** to encourage participation in communal activities. It automatically rewards members who participate less frequently and resets their weekly task counts.

How It Works:

1. Calculating Bonus:

- Each member's total completed tasks for the week are checked.
- Members with fewer tasks receive a **bonus percentage** applied to their personal points:
 - **1 task or less:** 30% bonus
 - **2–3 tasks:** 20% bonus
 - **4–5 tasks:** 10% bonus
 - **More than 5 tasks:** No bonus
- The bonus is **capped** to a maximum number of points (50 points per week).

2. Resetting Weekly Task Count:

- After bonus calculation, each member's **weekly task count is reset to zero**.
- This ensures the next week starts fresh, promoting fair participation.

Example:

- Alice has completed **2 tasks** this week.
- Her personal points total is **40 points**.
- Bonus percent: **20%** → Bonus points = $40 \times 0.20 = 8 \text{ points}$.
- Alice's new personal points total is **48 points**, and her task count is reset to 0.

Admin Actions:

- The **weekly bonus and reset is applied automatically** by the system.
- Admin does **not** need to manually calculate or distribute points, but the Admin can manually trigger the reset in the **Settings** tab by **Resetting the Communal Tasks**.

9. Activity History Log

Every activity recorded in the system is stored in a **History Log** (History.txt). This ensures a permanent record of all completed tasks, traded goods, and member contributions.

Contents of the Log:

Each entry contains:

- **Completion Date**
- Activity **Type** (Green, Communal, Trade Task, Trade Goods)
- Activity **Title**
- **Performer** and **Receiver** (if applicable)
- **Points awarded or exchanged**

Usage:

- Helps track member contributions over time.
- Can be used for reporting or auditing points and activities.
- Provides a reference if a dispute arises over points or trades.

Admin Actions:

- History is updated automatically whenever an activity is completed.
- The Admin can open and review the History.txt file, located in the root folder of the application, to verify point allocations and review past activities.
- No additional steps are required to maintain this log.