**USER MANUAL**



<http://140.184.171.210/~jh_lobo/app/downtown.html>

APPLICATION FOR CHAMBER of COMMERCE

May 20, 2017

Janice Lobo

VIVEK KARUNAKARAN

**Introduction:**

The objective of this application is to build a website for Downtown Halifax Business Commission, which will enable them to track their member company’s sales and other information such as employee size, office space, tax paid. The application will further allow the admin (Downtown Business commission & David Sobey Centre) to generate reports and view business trends.

The users of this application can be broadly classified into two categories namely Business Members and Administrator.

**Business members/ Users:**

**Create Business Button** – This button can be used to register a user that belongs to a specific business.

**Reset Password Link**– The link allows an existing business member to reset their password using their registered email ID.

**Forgot password Link** – The link allows the user to retrieve their password through an email by the email ID provided by the user.

**Login Button** – The business user must login using his registered email ID and password.

**Membership Data Entry**:  
a. **Enter Data:** Menu -> Membership Data Entry -> Enter Data

* Select the month range for which the data is to be entered.
* Provide the data for the KPI displayed.
* Save the data for aggregate comparison.

b. **Edit Data:** Menu -> Membership Data Entry -> Edit Data

* Edit data page, will allow you to view the previously entered data.
* Select the month range for which the data is to be entered.
* Provide the data for the KPI displayed.
* Save the data for aggregate comparison.

**Terms and Conditions:**This menu can be used to view terms and conditions to use the application.

**Profile:**  
Shows the users profile, including company name and the business type.

Allows the user to edit any required information.

**Administrator:**

**Add Attributes Menu:**  
a. **Add KPI:** Menu -> Add Attributes -> Add KPI  
Admin can add a new KPI using this option.  
b. **Select KPI:** Menu -> Add Attributes -> Select KPI  
A table containing all the KPI will appear, allowing the Admin to select the required KPI's for data collection corresponding to that month range.  
c. **Add Month Range:** Menu -> Add Attributes -> Add Month Range  
Month range can be selected depending on the month range the Admin wants to collect data for.   
d. **Add Business Type:** Menu -> Add Attributes -> Add Business Type  
New Business Type can be added by the Admin using this option.

**User Menu:**  
Shows the users details, including company name and the business type.

Admin can delete any user if required.

**Report Menu:**

Admin can view or download reports using this option.