

USER MANUAL

5.1 SYSTEM OVERVIEW

The *Cdf Portal System* is a web-based application that enables users to acquire variety of services from the system.

The digital platform is aimed at enhancing service delivery at the constituency level in Kenya. Through its accessible services focused on education and security, the portal facilitates transparent governance by providing real-time information on project progress and resource allocation. Constituents can actively engage in decision-making processes through giving out their views, monitor project developments, and contribute to their community's development. By promoting citizen engagement and leveraging technology to streamline operations, the portal seeks to democratize development and foster inclusive governance, ultimately improving the quality of life within constituencies.

5.2 SYSTEM REQUIREMENTS

5.2.1 HARDWARE REQUIREMENTS

Computer -The system necessitates a computer with at least 2GB of RAM and a dual-core processor, capable of running on both Windows and Mac OS platforms. To enhance accessibility, the system should also be accessible via smartphones operating systems such as iOS and Android. This ensures users can conveniently access the system from various devices, including smartphones, to cater to diverse user preferences and needs.

5.2.2 SOFTWARE REQUIREMENTS

To access the Cdf portal system, the following software must be installed on your computer:

1. Web browser - Cdf portal is accessed through a web browser. The system supports the following browsers;
 - Google Chrome (latest version)
 - Mozilla Firefox (latest version)
 - Microsoft Edge (latest version)
 - Safari (latest version)
2. Operating System - The Cdf portal is compatible with the following operating systems:
 - Windows 7 or later

- MacOS
- Linux

5.3 SYSTEM FEATURES

5.3.1 HOME PAGE AND NAVIGATION

The *Cdf Portal* provides an intuitive and user-friendly homepage and navigation that allows users to easily access various features and functionalities of the system. The landing page is the first page that users see when he/she visits the system, and it serves as a hub for all major functions and features.



Figure 15: User interface interactive to the user (Landing page)

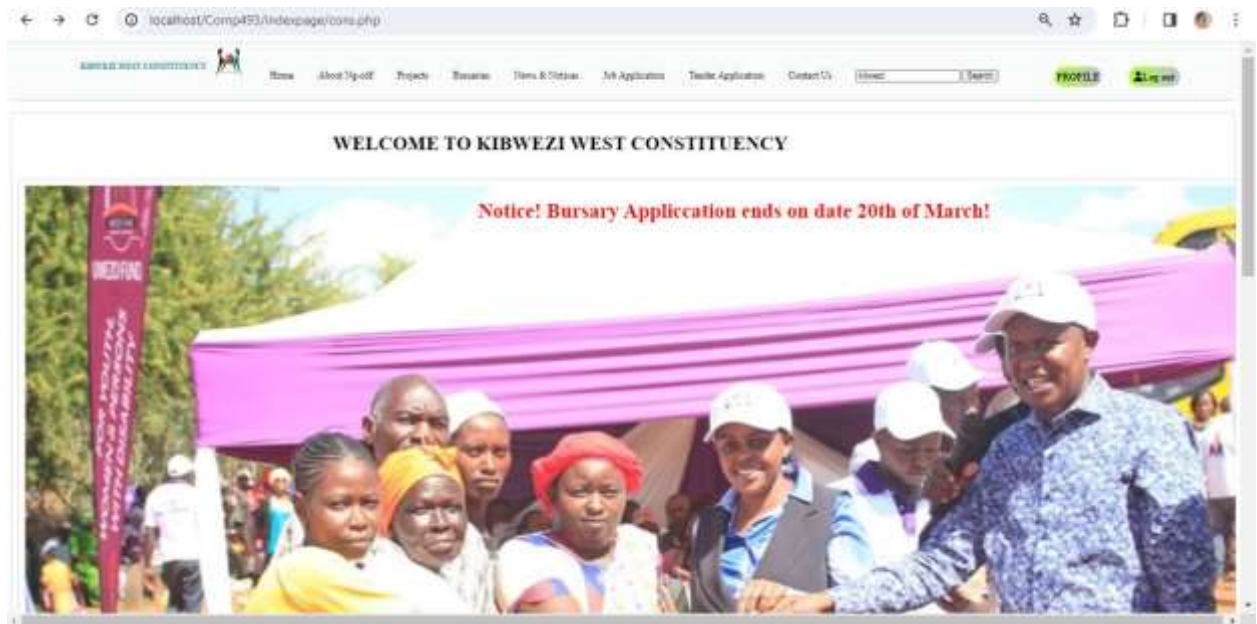


Figure 16: User interface interactive to the user (Constituency homepage)

1.3.2 NAVIGATION BAR

The navigation bar of the Constituency Development Fund (CDF) Portal includes the following buttons: Home, Bursaries, News and Notices, Job Application, Tenders Application, and Contact Us. These buttons provide quick access to key sections and features of the portal, including information about bursaries, news updates, job opportunities, tender applications, and contact details for inquiries or assistance. With clear labeling and intuitive placement, users can easily navigate to their desired destination within the portal, facilitating efficient access to essential resources and functionalities.



Figure 17: User navigation bar and other important action buttons

5.3.3 CONSTITUENCIES

id	1
name	ADD NEW CONSTITUENCY
constitencyName	1
location	ADD NEW CONSTITUENCY
description	ADD NEW CONSTITUENCY
project	
image1	
image2	
image3	
image4	
image5	
image6	
image7	
image8	
image9	
image10	
image11	
image12	
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image100	

Figure 18: admin section for adding constituencies(admin page)

Main Admin Adds constituency by clicking Add Constituency button

5.3.4 LOG IN FORM

This is the form used to enter log in credentials to be given access to the system. Only registered users and added constituency admins by the Main admin can log in to the system by entering their registered email and password.




[Home](#)
[Projects](#)
[Bursaries](#)
[News & Notices](#)

SOME OF THE CDF PROJECTS!

Email Address:

Password:

Not Registered? Click Register

Figure 19:Login form

Upon successful login each user is directed to his/her respective page depending on his usertype.

5.3.5 ADD NEW CONSTITUENCY

This is the form where the administrator adds new constituency to the system.

localhost/Comp493/indexpage/Admin/add_cons.php

Add Constituency

Constituency Name:

Constituency Number:

Location:

Description:

Project:

MP Name:

About MP:

Community Chair:

Community MP Chair:

Ward Representative 1:

Ward Representative 2:

Ward:

Accountant:

IT Manager:

Project Manager:

Secretary:

Security:

Security Representative:

Amount Allocated:

Image 1:

Image 2:

Image 3:

Image 4:

Figure 20: admin section for adding constituencies(admin page)

5.3.6 ADD NEW PROJECTS CONSTITUENCY ADMINS

localhost/Comp493/indexpage/consadmin/add_projects.php

Add Project

Constituency Number:

Summary:

Status:

Start Date:

Completion Date:

Amount:

Ward:

Used Amount:

Notice:

Project Image 1:

Figure 20: constituency admin section for adding projects(constituency admin page)

5.3.6 MAIN ADMIN PAGE

The main admins' page is where the admins lands after successfully logs into the system. The page has different buttons like accounts of all registered users and added constituency admins, all added constituencies, landing page details, logs and help out button. In this page the administrator can view all the entities and reports of the entire system.



Figure 21: main admin homepage

5.3.7 Constituency Admin page

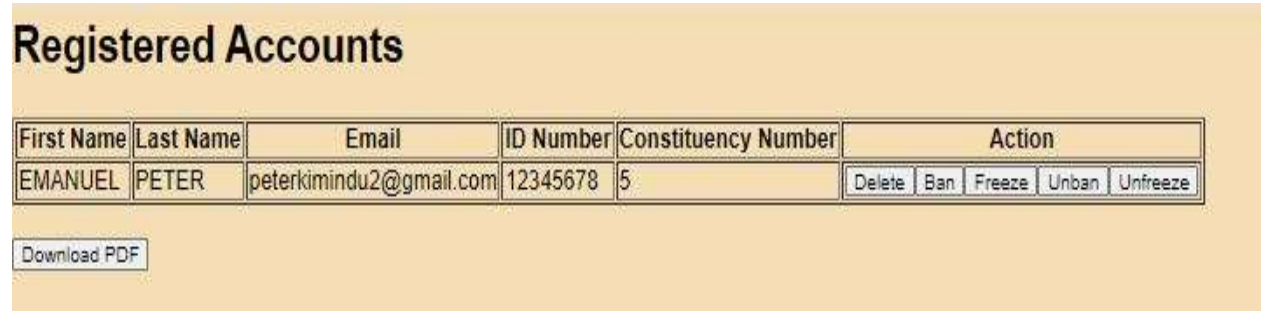
The constituency admins' page is where the constituency admins lands after successfully logs into the system. The admin is directed to his/her respective constituency under his/her management. The page has different buttons like accounts of all registered users, Projects ,Bursaries , tenders and help button. At the constituency level the admin is in-charge of all activities entailed in the system In this page the administrator can view all the entities and reports of the entire system.



Figure 22: Constituency admin homepage

5.3.8 USER MANAGEMENT

After new users have registered to the system, the admins have a page to manage their accounts. If user account is deleted, banned or frozen he/she cannot be able to log into the system.



First Name	Last Name	Email	ID Number	Constituency Number	Action
EMANUEL	PETER	peterkimindu2@gmail.com	12345678	5	<input type="button" value="Delete"/> <input type="button" value="Ban"/> <input type="button" value="Freeze"/> <input type="button" value="Unban"/> <input type="button" value="Unfreeze"/>

Figure 23: User management page

5.3.9 PROJECT MANAGEMENT

This page allows constituency admins to manage the various projects been undertaken in the constituency. The admins adds projects and updates on the already on going ones.

Running Projects Report										
id	constituencyNumber	project	summary	status	start	complete	amount	ward	usedamount	notice
1	5		CONSTRUCTION OF MAKINDU KMTCC ADMINISTRATION BLOCK	COMPLETED	01/02/2023	22/12/2023	7,000,000.00	MAKINDU	6,950,000	National Bursary Application ends on date 20th of March
2	5		CONSTRUCTION OF MKUINI DISPENSARY	COMPLETED	02/02/2023	13/12/2023	4,500,000.00	MOYI	4,450,000.00	

Figure 24: Project management page

5.3.10 Bursaries Management

This page allows constituency admins to manage the various bursaries application and verifications been undertaken in the constituency.

Bursary Applications														
Student Name	Phone	idNumber	Subcounty	Constituency Number	Email	Address	School	Course	Fee/allowance	Year	Reason	Application date	Registration number	Application code
Wendy Juma	741009159	7099578	5	5	wendy@gmail.com	67 90130	Mtiti	AGED	568	5	very poor	2024-03-12	1233205121	APPROG
Kimani	741009159	7099578	5	5	abdurofi@gmail.com	5 90130	Mtiti	Agroecology	567	5	POOR	2024-03-06	1233205121	APPROG

Figure 25: bursaries management page

5.3.10 Tenders Management

This page allows constituency admins to manage the various tenders application and verifications been undertaken in the constituency.

Tender Applications									
Full Name	Email	Phone	Company	Tender Name	Constituency	KRA PIN	Business Registration	Application Letter	Submission Date
KIMINDU PETER	peterkimindu2@gmail.com	0741999159	metron	selftyld	selftyld	upload Applicant_details (1).pdf	upload Applicant_details (1).pdf	upload Applicant_details (1).pdf	2024-03-08 20:24:49

Figure 25: Tenders management page

5.3.11 Jobs Management

This page allows constituency admins to manage the various Jobs application details and verifications been undertaken in the constituency.

Job Applications								
Full Name	Email	Phone	Job Applied For	Constituency Name	Resume	Application Date	ID Number	Application Letter
KIMINDU PETER	abdumoh@gmail.com	0741999159	ict	kibwezi	View Resume	2024-03-09 15:16:20	76541321	View Application Letter
Download								

Figure 26: Jobs management page

5.4 SYSTEM SUPPORT

5.4.1 SYSTEM INSTALLATION

- Get the zipped project source code.
- Extract the files using any file extractor e.g., WinRAR.
- Install the required version Xampp Version from (<https://www.apachefriends.org/index.html>).
- **Database Setup** -Access phpMyAdmin by opening your web browser and entering "http://localhost/phpmyadmin" in the address bar. If XAMPP is running on a different port or IP address, adjust the URL accordingly. Import the provided SQL file into the newly created database. This SQL file should be included in the project files or provided separately. To import, navigate to the "Import" tab in phpMyAdmin, choose the SQL file, and execute the import.
- **Project Setup** -Copy the extracted project files into the appropriate directory within the XAMPP's htdocs folder. This is typically located at **C:\xampp\htdocs** on Windows or **/opt/lampp/htdocs/** on Linux.
- **Access the System**- Open your web browser and enter the address where your XAMPP server is running. This is typically "http://localhost/".Follow any on-screen instructions or login prompts to access and use the system. Login credentials are provided in the project documentation or readme file.

5.4.2 TROUBLESHOOTING COMMON ISSUES

Problem: Unable to log in to the system

Solution:

- Confirm that the credentials entered (email and password) are correct. Passwords are case sensitive, so make sure you are using the correct case.
- Make sure that your account is registered successfully, added by the admin if constituency admin otherwise liaise with admin.

Problem: Admin Unable to add Constituency Admin

Solution:

- Ensure that you have filled all the required fields.
- Make sure you use the right password format as stated in the add new user form
- Do not use an already registered email address when filling in the form.

Problem: Constituents/Users Unable to log in

Solution:

- Ensure that your account is registered successfully.
- Contact the admin to verify your account if still unable to log in.
- Update password.

