Utah Hiking and Outdoors Group

Administrator User Manual

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Foreword

This booklet contains administrative step by step documentation as to how the website for the Utah Hiking & Outdoors Group functions. It can be used as a necessary manual to aid in both the management and repair purposes of the before mentioned website.

The project was planned between the months of September 2019 and December 2019 following discussions with the Utah Hiking and Outdoors Group stakeholders. Creation and implementation of the project began in February 2020 and ended April 2020.

Deployment Procedure:

- In April 2020, client will receive the source code for the project as well as the script to create and insert data into the database for the project.
- If the client decides to deploy and host the website on the web at a later date Kyle Colucci will be available to aid in deployment. Contact information will be emailed to client no later than the last day of April 2020.
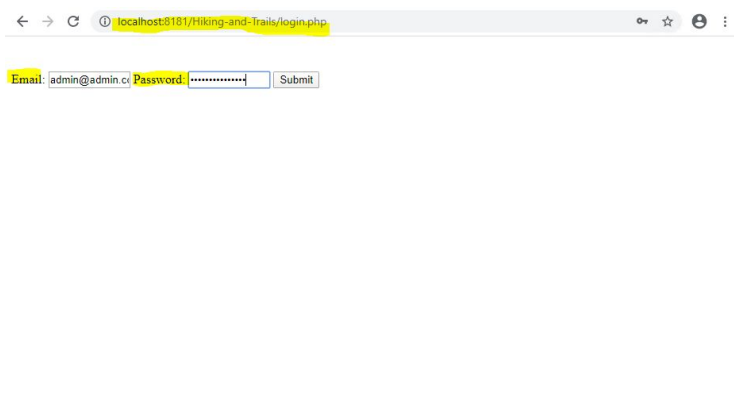
Site Functionality:

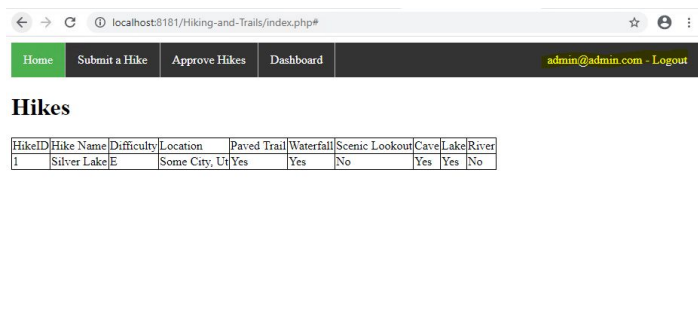**Phase 1**: Administrative Login & Visitor visual of the website.

The purpose of this phase was to enable the successful login of administrators to the website and also for the website to be made visible to visitors or users.
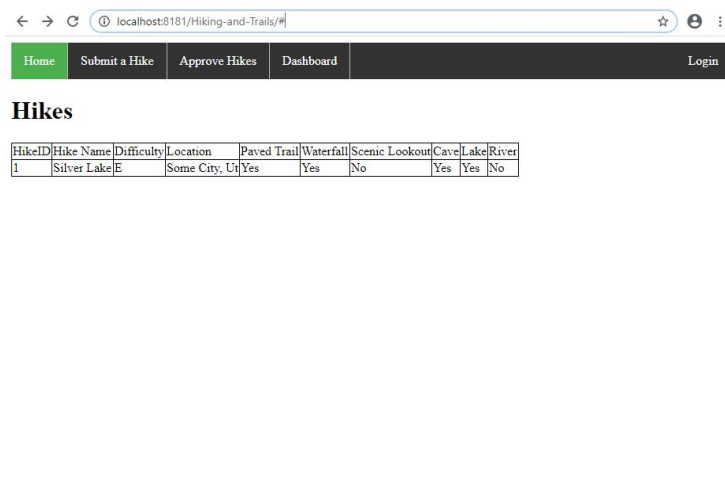

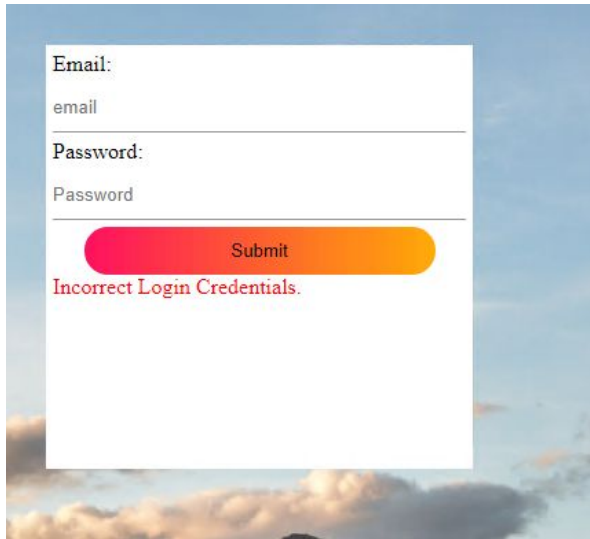Current visitor or user view

Administrator login request

Successful Administrator login

Phase 2: Administrative Login, User Login, Hike Submission, Signing Up, Administrative View, User View and Visitor view of the website.
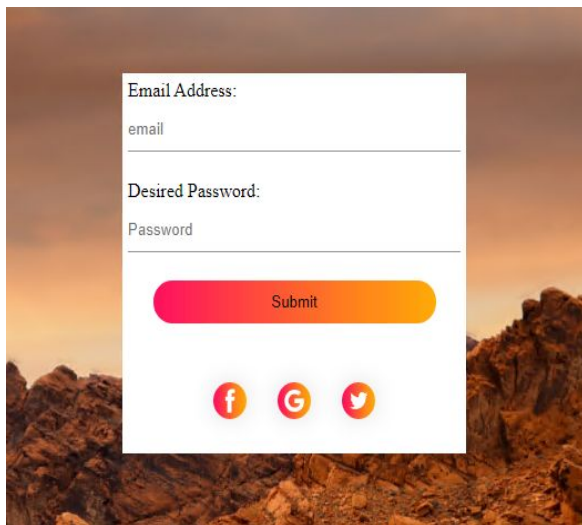
The purpose of this phase was to create the capability of logging in to the website as a user or an administrator and to ascertain that error messages work. The submission of all hikes were also testing and subsequent error messages as well. The visual view of the website was also worked on to present a more welcoming atmosphere for visitors, users and administrators.
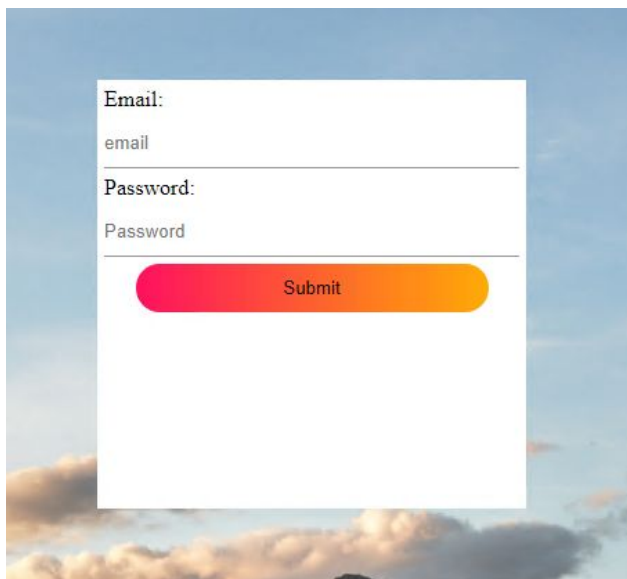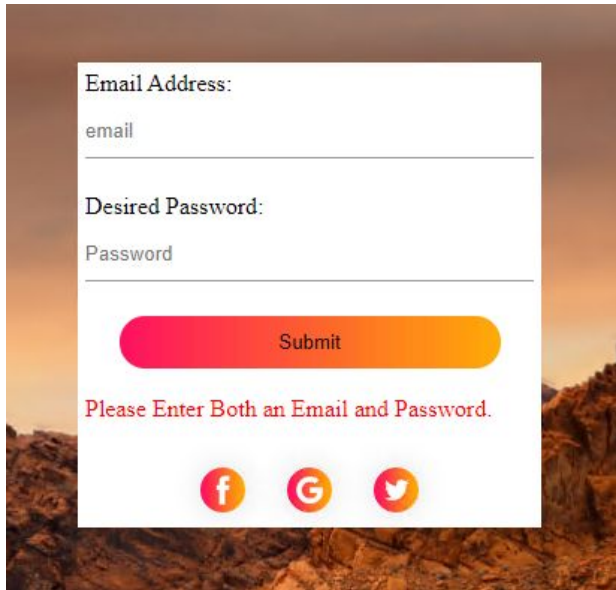

The new login format for users and admins

 If a user or admin provides incorrect login credentials an error message is displayed.

 This is the sign-up form for users who would like an account with the organization's website and would like to submit hikes.

If the new user does not provide both an email address and password an error message will appear prompting them to do so. If this is not completed an account will not be created.

This is the hike submission form which becomes accessible once a user has signed into his or her profile or the user has created an account.

 This is the error message which is activated if a hiker or user does not provide the necessary information to submit a hike.
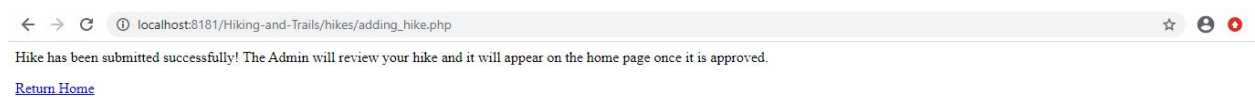
Once a user submits a hike the administrator will then review the hike to approve or disapprove it. (**Note**: The approval process will be demonstrated in the next phase of the project)

Administrators are directed to this page once they have provided the necessary login credentials. Here they can approve/disapprove hikes submitted by users.

Users are directed to this page once they have provided the necessary login credentials and can add or submit hikes which will then be posted.
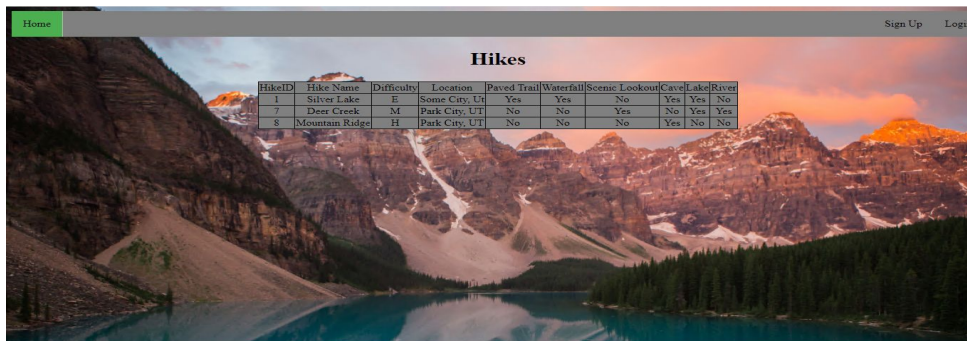
Once a viewer navigates to the webpage they can see the list of hikes posted by members without needing to create an account.

Phase 3: Administrative Approval, Denial, and Status of New Hike Recommendations

The purpose of this phase is to allow administrator users to view hike submissions, and have the ability to approve, deny, and change the sta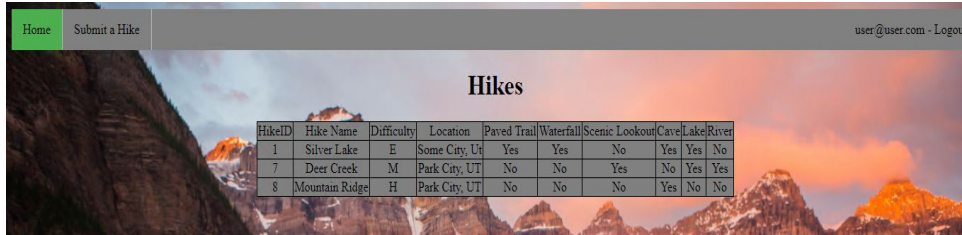tus of hike recommendations. The approval, denial, and change to a hike status can be completed through following links as demonstrated below. The approval page also gives additional information regarding the hike's details.
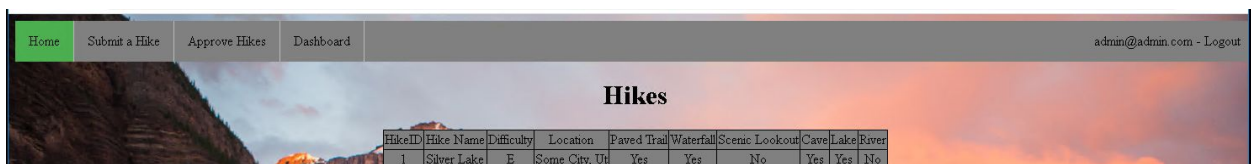
Once an administrative user logins, they can approve hikes by navigating the dashboard links on the navbar located at the top of the home page. (**Note**: only administrators can access this view upon successfully logging into their administrative account. A non-administrative user cannot click on any approval link. If a non-administrative user attempts to click on, they will be redirected to the homepage).

Statuses For Submitted Hikes:

| HikeID	Hike Name	Difficulty	Location	Paved Trail	Waterfall	Scenic Lookout	Cave	Lake	River	User	Status
1	Silver Lake	E	Some City, Ut	Yes	Yes	No	Yes	Yes	No	user@user.com	Hike Approved(Unapprove)
2	Test Hike	E	Some City, Ut	Yes	Yes	No	Yes	Yes	No	user@user.com	Hike Approved(Unapprove)
4	Deer Creek		Park City, UT	No	No	Yes	No	Yes	Yes	user@user.com	Hike Pending(Approve)
5	Deer Creek		Park City, UT	No	No	Yes	No	Yes	Yes	user@user.com	Hike Pending(Approve)
6	Deer Creek		Park City, UT	No	No	Yes	No	Yes	Yes	user@user.com	Hike Pending(Approve)
7	Deer Creek	M	Park City, UT	No	No	Yes	No	Yes	Yes	user@user.com	Hike Approved(Unapprove)

Once an administrative user clicks on the Approve Hikes page, they will be shown an approval status page for all submitted hikes. This page (as viewed above) lists the status of each hike recommendation submitted by basic users. The page additionally lists a link to approve or unapprove a hike.

When an administrative user clicks on the approve/unapprove link seen on the Approve Hikes page, they will be brought to the above page view. Through clicking the link, the administrator can change the status of a hike recommendation.

Phase 4: Overall administrative view for all hikes

The purpose of this phase is to give administrative users an overall insight to: the total number of hikes that the administrator can overlook (Total Hikes); the number of hikes that are currently available to users, the number of hikes waiting for approval (Approved Hikes); and the total number of hikes awaiting approval (Pending Hikes).
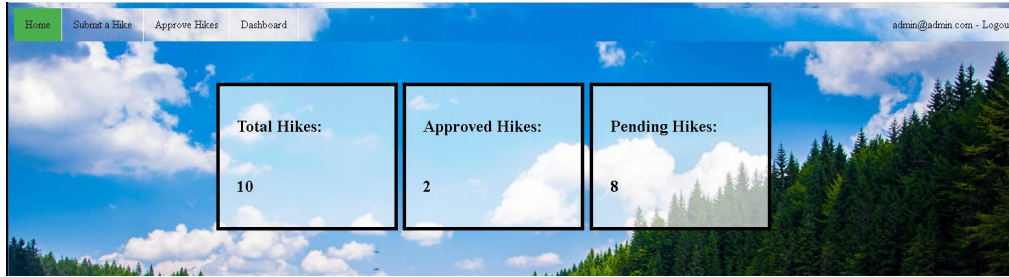
Administrative users can access the dashboard page by clicking the dashboard link located in the navbar at the top of the page. (**Note**: this view can only be accessed after a successful administrative login.)

Once the administrative user clicks on the dashboard link, they can view the total number of hike submissions (Total Hikes), the number of approved hikes, and the number of pending hikes.