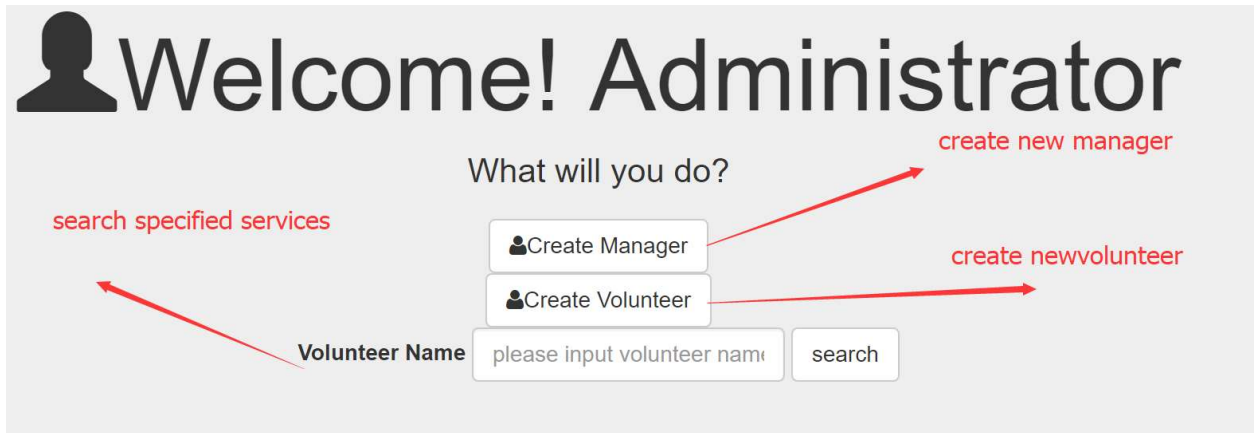


## User manual

### 1. Admin

- ① Administrator can create manager and volunteer, and search the services requests by volunteer name.



The interface shows a 'Welcome! Administrator' header with a user icon. Below it, a section titled 'What will you do?' contains three buttons: 'Create Manager', 'Create Volunteer', and a 'search' button. A text input field labeled 'Volunteer Name' with the placeholder 'please input volunteer name' is positioned between the 'Create Volunteer' button and the 'search' button. Red arrows point from the text labels to the corresponding UI elements: 'search specified services' points to the 'Volunteer Name' input; 'create new manager' points to the 'Create Manager' button; 'create newvolunteer' points to the 'Create Volunteer' button.

- ② Delete manager or volunteer

Manager email	Manager name	Object ID	
JohnSmith@email.com	John Smith	5a2e0ca2f9c75917c4b83c6f	<div>delete manager</div> <div>Delete</div>
qwer1@email.com	qwer1	5a2e0d13f9c75917c4b83c72	<div>Delete</div>

Volunteer email	Volunteer name	Object ID	
JaneDoe@email.com	Jane Doe	5a2e0ce6f9c75917c4b83c70	<div>delete volunteer</div> <div>Delete</div>
AnniAnderson@email.com	Anni Anderson	5a2e0d02f9c75917c4b83c71	<div>Delete</div>

If admin deletes volunteer, volunteer will be removed from registered service.

- ③

All services requests

Title	Date	StartTime	EndTime	Location	Requirement	
a	2017-12-13	17:00	19:00	Omni center	10	<div>confirm service</div> <div>Confirm</div>
b	2017-12-27	17:00	19:00	Omni center	19	<div>qwe1</div> <div>Confirm</div>

If admin confirms the service, admin can not cancel the service and the service cannot be signed in.

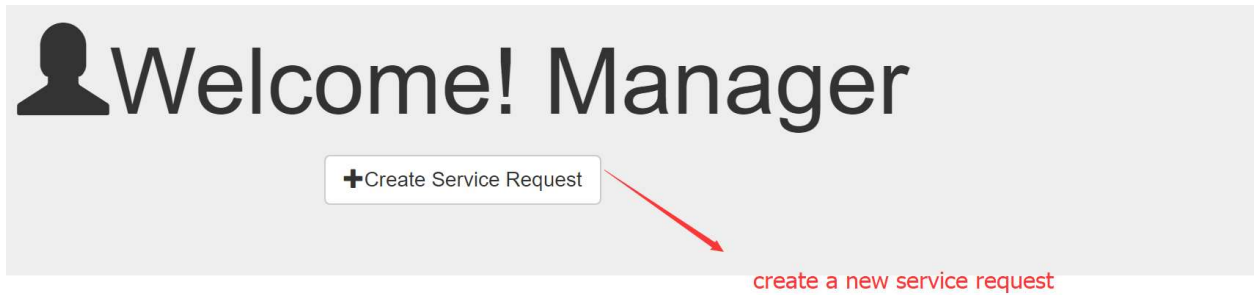
- ④

Title	Date	StartTime	EndTime	Location	Requirement	
a	2017-12-13	17:00	19:00	Omni center	10	<div>send emails to volunteers</div> <div>Send emails</div>

If a service has been confirmed, admin can click the button to send the service information to volunteers who have signed in this service.

## 2. Manager

- ① Manager can create a new service request by clicking this button



②

Title	Date	StartTime	EndTime	Location	Volunteers	
Ticket selling	2017-12-22	09:00	11:00	Community center in Onalaska	1	Delete

delete service request

If manager deletes service request, meaning this service is canceled.

## 3. Volunteer

- ① Volunteer can view all the services requests on index of volunteer website. And volunteer can sign in service request.

All service requests

Title	Date	StartTime	EndTime	Location	Requirements	
Ticket selling	2017-12-22	09:00	11:00	Community center in Onalaska	1	Sign in

click it to sign in this service

- ② The second table will show the services you have signed in.

Signed up ready

Title	Date	StartTime	EndTime	Location	Requirements	SignIn Members	
Ticket selling	2017-12-22	09:00	11:00	Community center in Onalaska	0	Nan Zhang	Cancel

cancel service

If you want to cancel the service, just click cancel button, then you can quit this service.