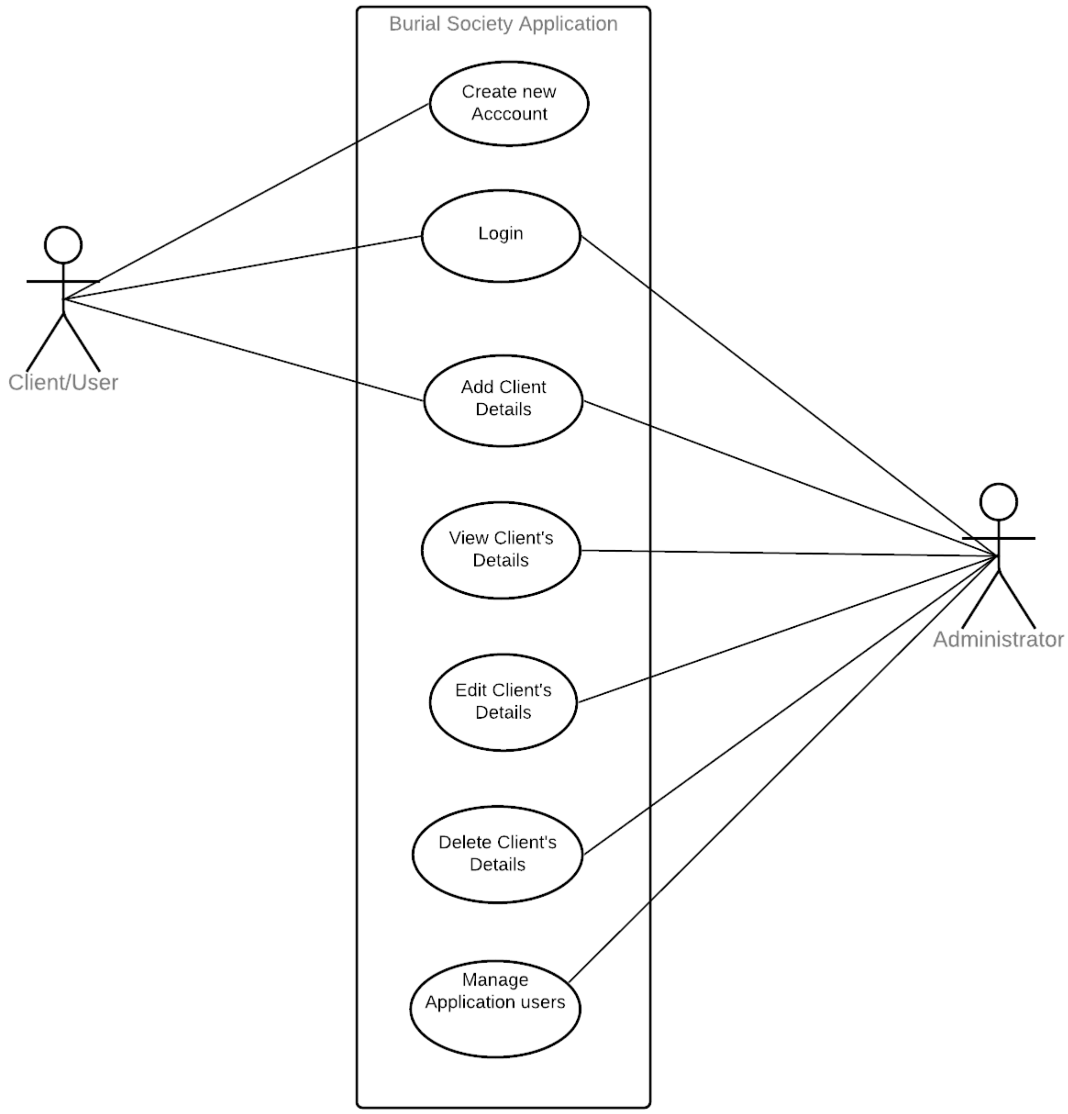

Burial Society Application
Create new Acccount
Login
Add Client Details
View Client's Details
Edit Client's Details
Delete Client's Details
Manage Application users
Client/User
Administrator

ITHEMBA

Ray Of Hope

USER MANUAL

TABLE OF CONTENT

GENERAL INFORMATION.

Welcome to the Ithemba (Ray of Hope) burial society application user manual. This manual serves as a step by step guide and system explanation of the mentioned application. This manual is not for sale, and can be distributed to parties that require information of the application. The burial society application is the electronical version of the paper-based system that was used to capture client's details. It was developed with the Java programming language and uses the SQL language to communicate with the database in which data is stored in.

SYSTEM INFORMATION

The application is made up of two modules, the administrator module. and the client module. The administrator module is only accessible to an admin, here the admin is granted all Application features. The Client module is only accessible to registered burial society clients. The application gives users a much easier and faster method to save their burial society information without having the need to do paper-work.

SYSTEM REQUIREMENTS

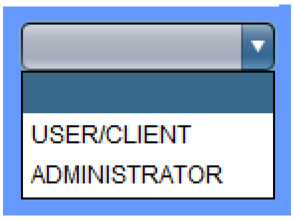
- Java Development Kit (preferably latest).
  https://www.oracle.com/za/java/technologies/javase-downloads.html
- MySQL WORKBENCH.
  https://dev.mysql.com/downloads/workbench/
- Windows (preferably 10).
- Computer

CLIENT MODULE

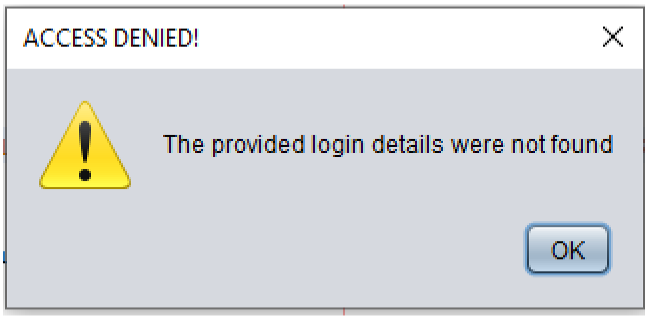
1 LOGGING IN

The login interface is always the landing interface when the application is run. On the login interface a registered user is required to enter their login details to use the application.

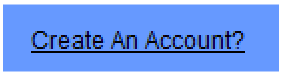
The user also has the option to select their role (User/Client) which will be verified by the system.



When an unregistered user tries to login to the system, an *Access Denied* message will be shown to alert the user. The user therefore has the option to create an account or exit.



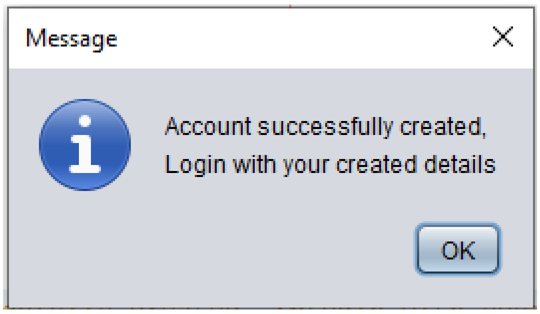
If a user is not registered to the burial society then they can click the *Create An Account* option to register for the burial society.



2 CREATING AN ACCOUNT

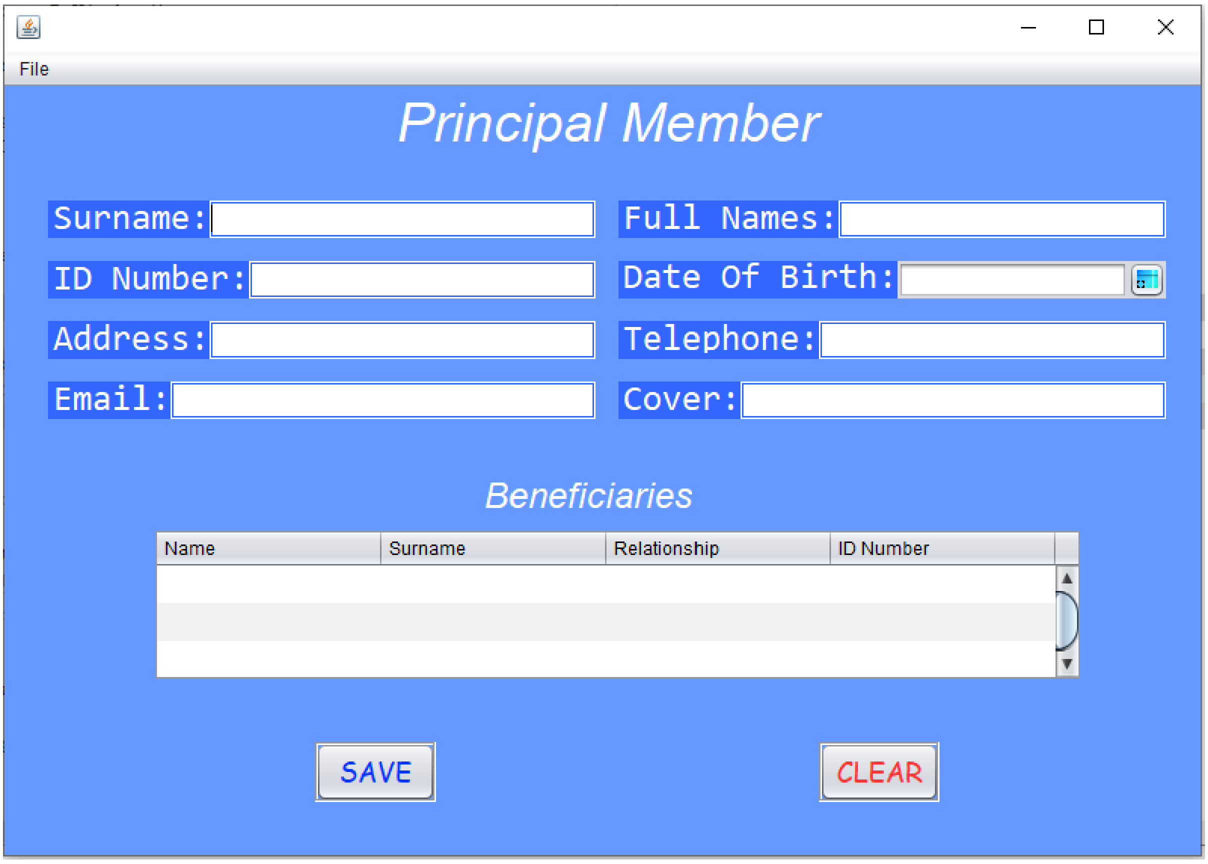
When an unregistered user clicks the *Create An Account* option the *Create Account* interface will be shown, which will require the user to enter the required registration details.

When a user has inserted the required info they can proceed and click *CREATE* button and if the account has been successfully created a message will alert a user of the succession and will then proceed to login with their details.

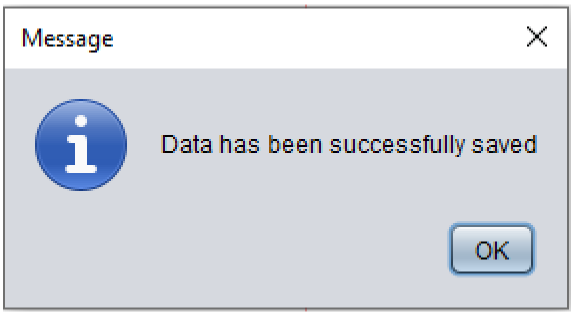


3 ADDING CLIENT DETAILS

After a user has entered their correct login details and they have been authenticated, they will proceed to the *Principal Member* interface where they will enter the required details to register a principal member, and their beneficiaries, then click the *SAVE* button to save the information to the database. *NB All the required details must be inserted*. A *CLEAR* button has been included if the user wishes to clear all the data they have entered so far.

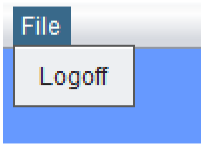


After a successful registration of the details a message will appear to notify the user.



4 LOGGING OUT

On the top left of the Principal Member interface, a menu option has been placed to allow the user to logout of the system. If a user were to logout before clicking the *SAVE* button, all the information would be lost and not saved to the database.

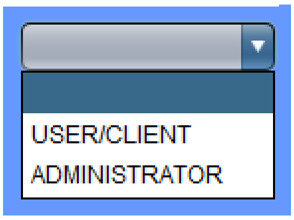


ADMINISTRATOR MODULE

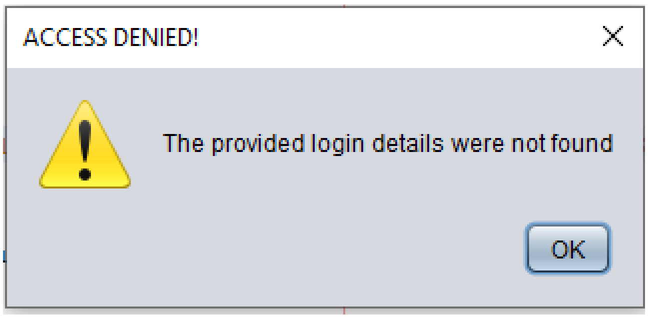
1 LOGGING IN

Just like the client's module, an administrator will insert their administrator login details to use the system.

The administrator will choose their role (*Administrator*) to login in to the *administrator dashboard.*

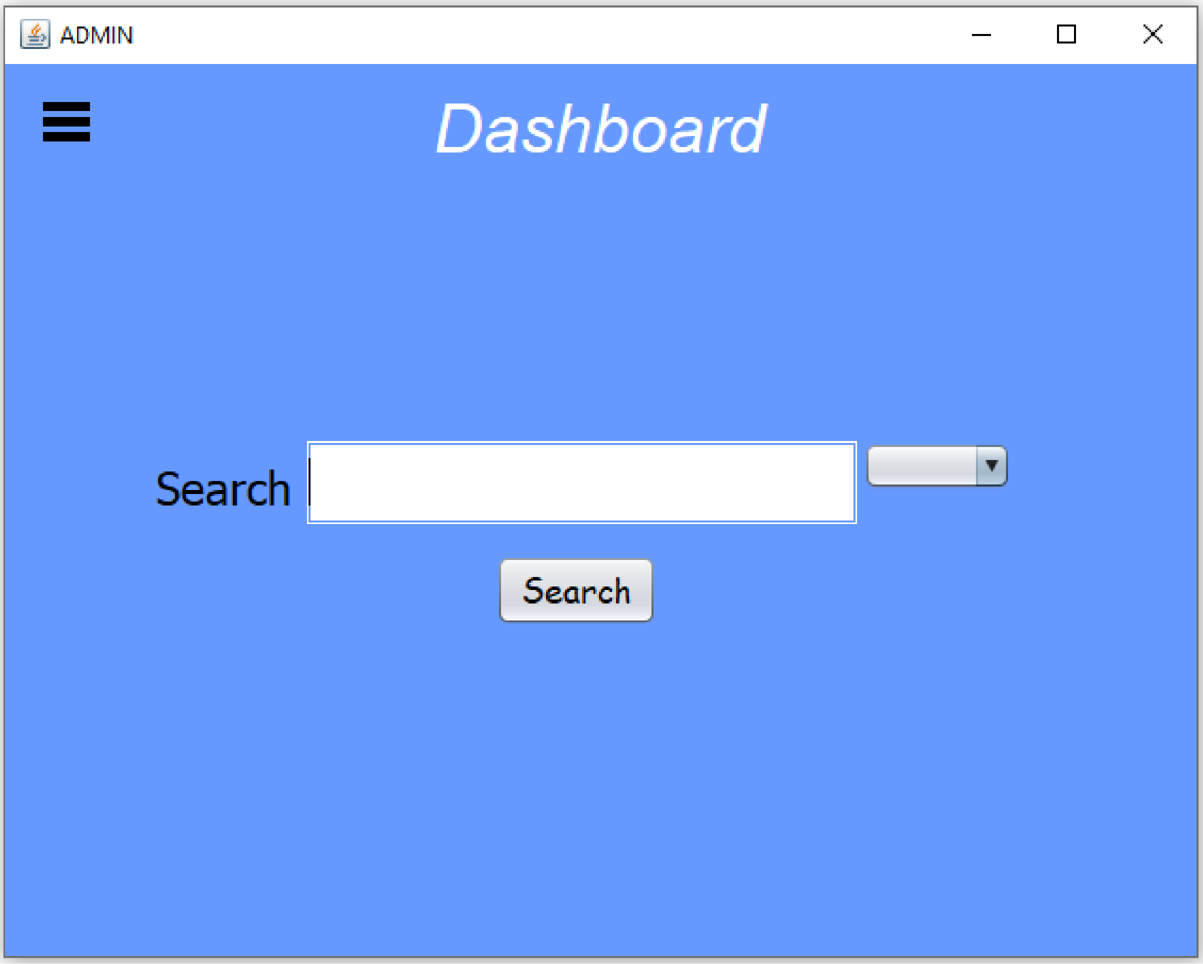


When a client or unregistered user tries to log into the system as an administrator, an *Access Denied* message will be shown to alert the user.



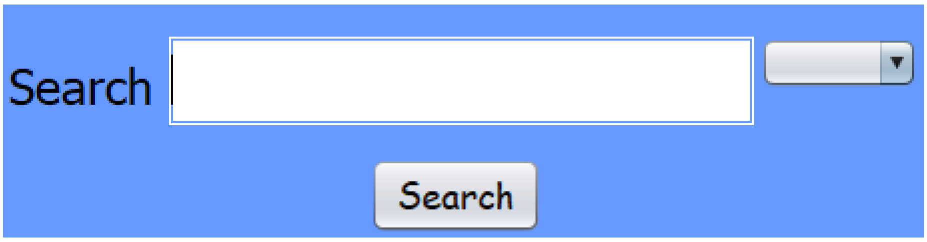
2 ADMINISTRATOR DASHBOARD

When and after the user has be verified as an admin by the system, the admin dashboard will be shown. Here the administrator is granted the administrative functions like, viewing client details, deleting client details, adding a new client and editing client details.

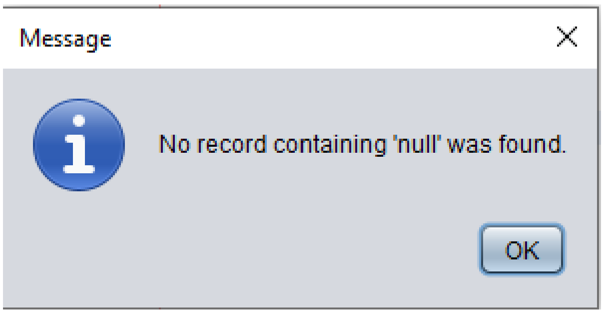


3. SEARCHING FOR A CLIENT.

One feature that is granted to the administrator is the search feature that he/her can use to search for a particular client. The admin can choose to whether search for a user through their First name, Last name or Id Number.

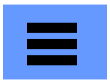


When no data matches the search criteria, a message will be returned



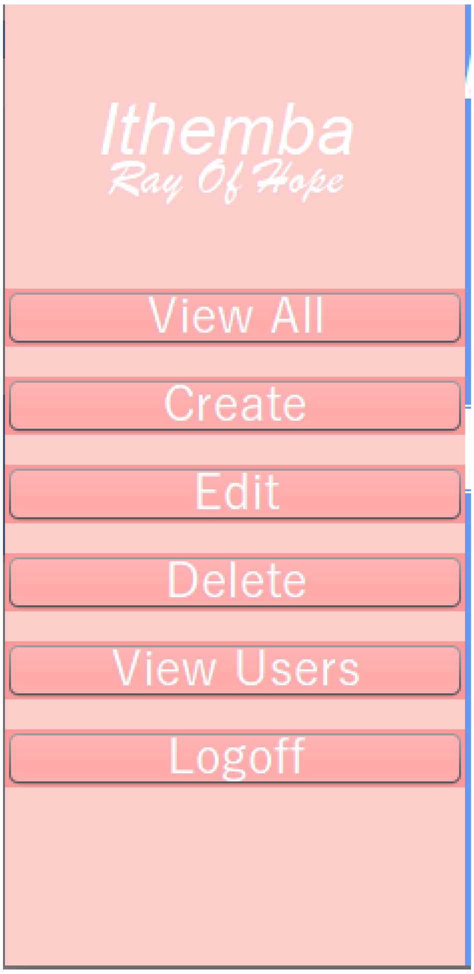
4. **ADMINISTRATOR OPTIONS.**

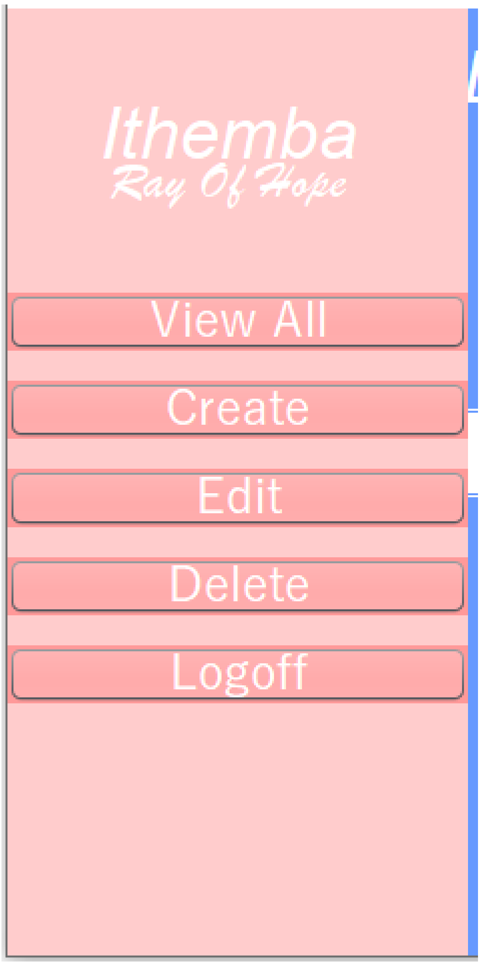
   The administrator has the ability to alter the data that is saved on the database. The admin has a variety of options of how to communicate with the database and these options are accessed through the menu drawer by click the icon displayed below.



5. **MENU DRAWER**

   After clicking the open drawer icon and the drawer will open offering the admin options to choose from. The admin can choose to either add a new client to the database, view all the client’s information, delete any client/’s information, to edit and update client details or Choose to logout of the system. At the main dashboard a “View Users” option is available for the admin to view users that use the system, here the admin has the ability to remove any users. The drawer automatically closes when a user clicks anywhere out the drawer.

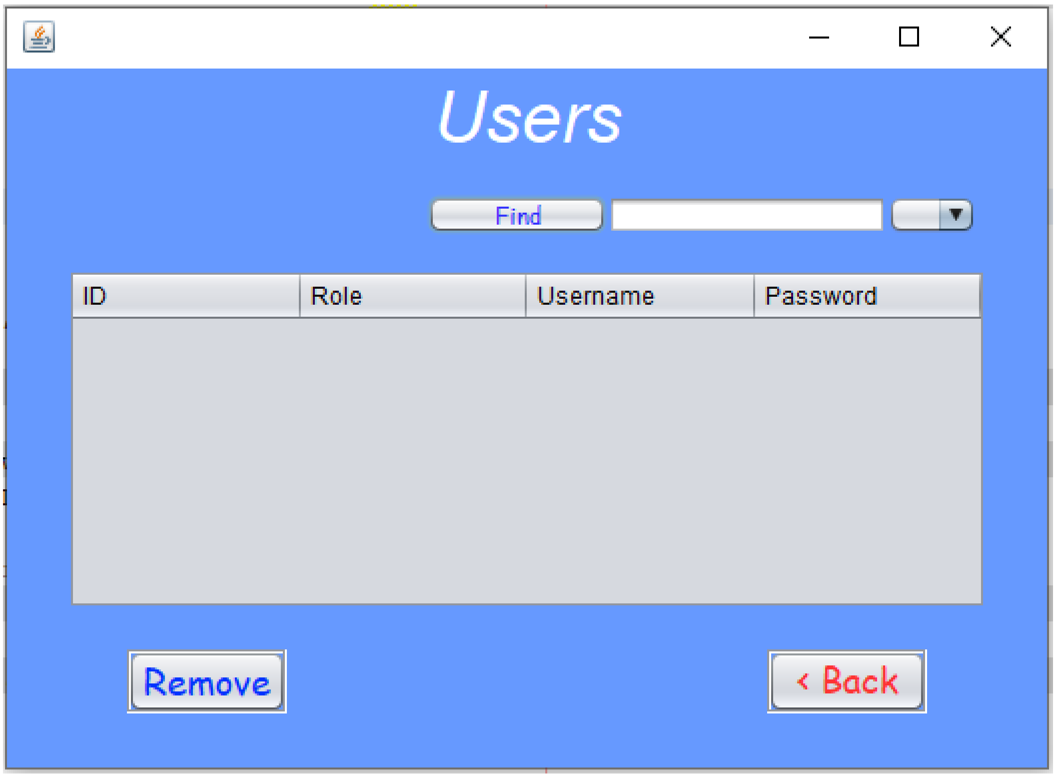




6. VIEW SYSYTEM USERS

The View Users option opens the Users interface where user login data is shown.

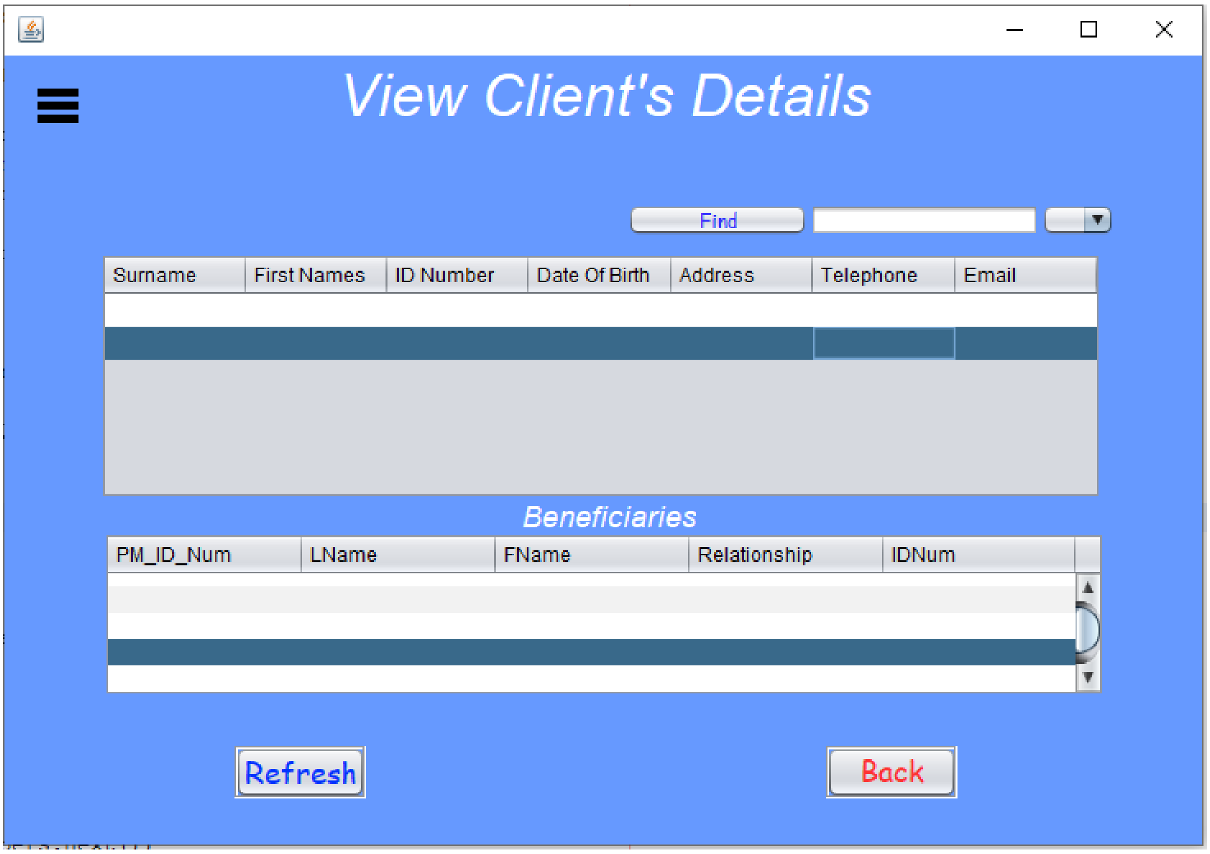
In this interface the administrator can view all registered users, giving the administrator the option to either just view user's login data or to remove a particular user. To delete a user the admin must select the user they would like to remove then click the *REMOVE* button, a message will appear when data is deleted successfully. The search feature has been included on this interface. NB: for data security all users' passwords have been encrypted.



7. VIEW CLIENT DATA

When the administrator has chosen the *View All* options from the drawer, they will be taken to the View All interface.

Here they will be able to view all the client's data from the database. The data will be shown a table, and if no data is currently present in the database, a message will appear.

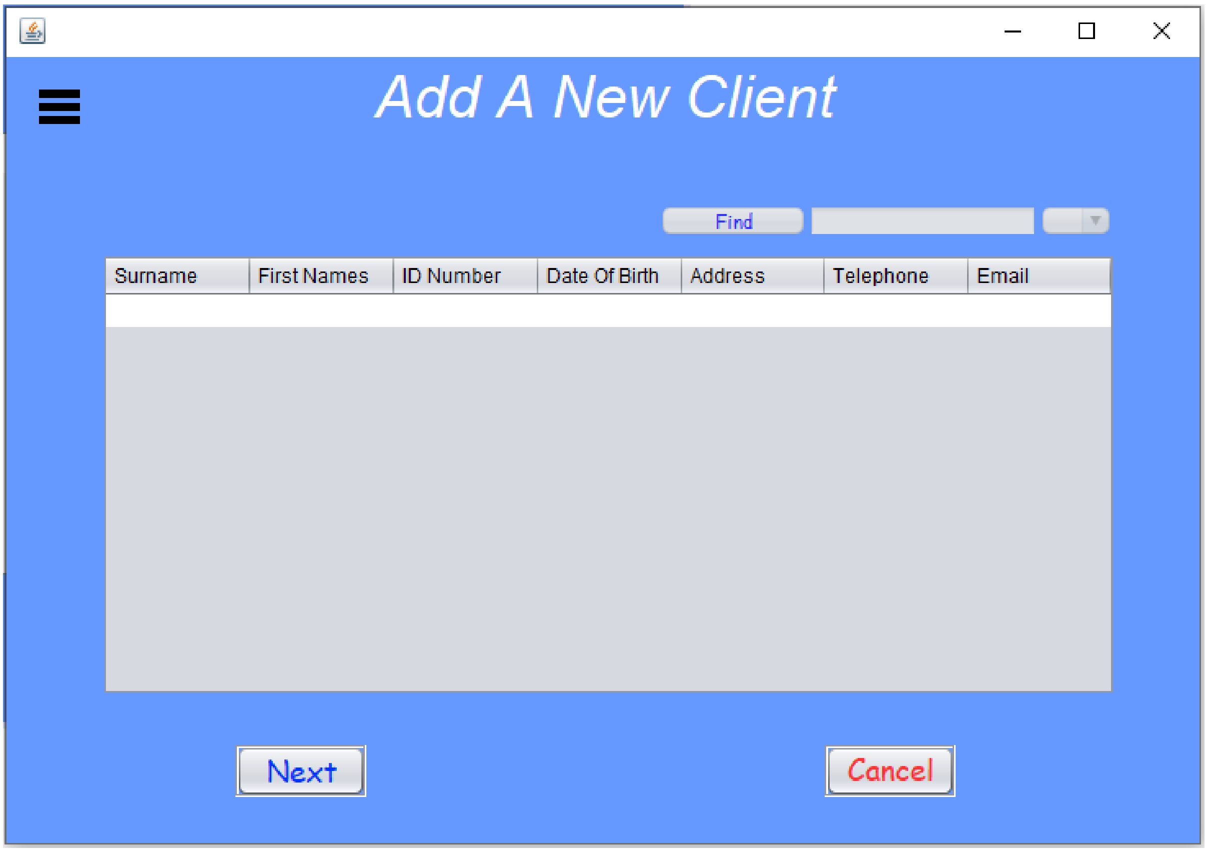


On the top right of the table is a text field that the administrator can use to search for a particular client in case tons of data is on the table.

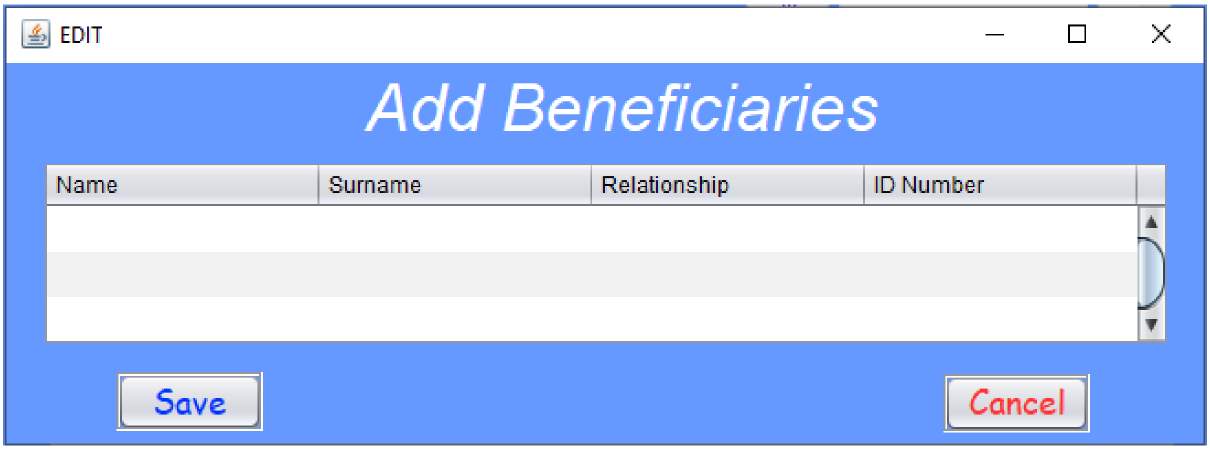
8. CREATE NEW CLIENT

When the admin clicks the *Create* option on the drawer, the system will prepare the interface for new data to be added.

Here the admin can add a new client's details and save them to the database, after the admin is finished adding the required data, the admin can click the *NEXT* button to proceed to the beneficiary's interface. The search feature is not available for the *Create New Client* option as new data is being created and not viewed.



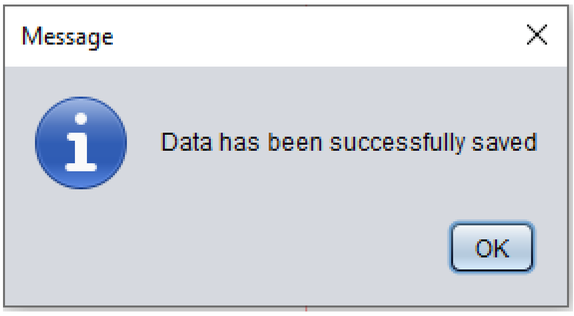
The add Beneficiaries interface is where the admin will complete the registering of a new client by adding the client's beneficiary's details.



After the admin has added both the principal member details and beneficiary details, they can save the new details by clicking *SAVE* or clicking *CANCEL* to cancel the operation. The search feature is not available for the *Create New Client* option as new data is being created and not viewed.

save the new details or click *CANCEL* to return to the Admin Dashboard. The search feature is not available for the *Create New Client* option as new data is being created and not viewed.

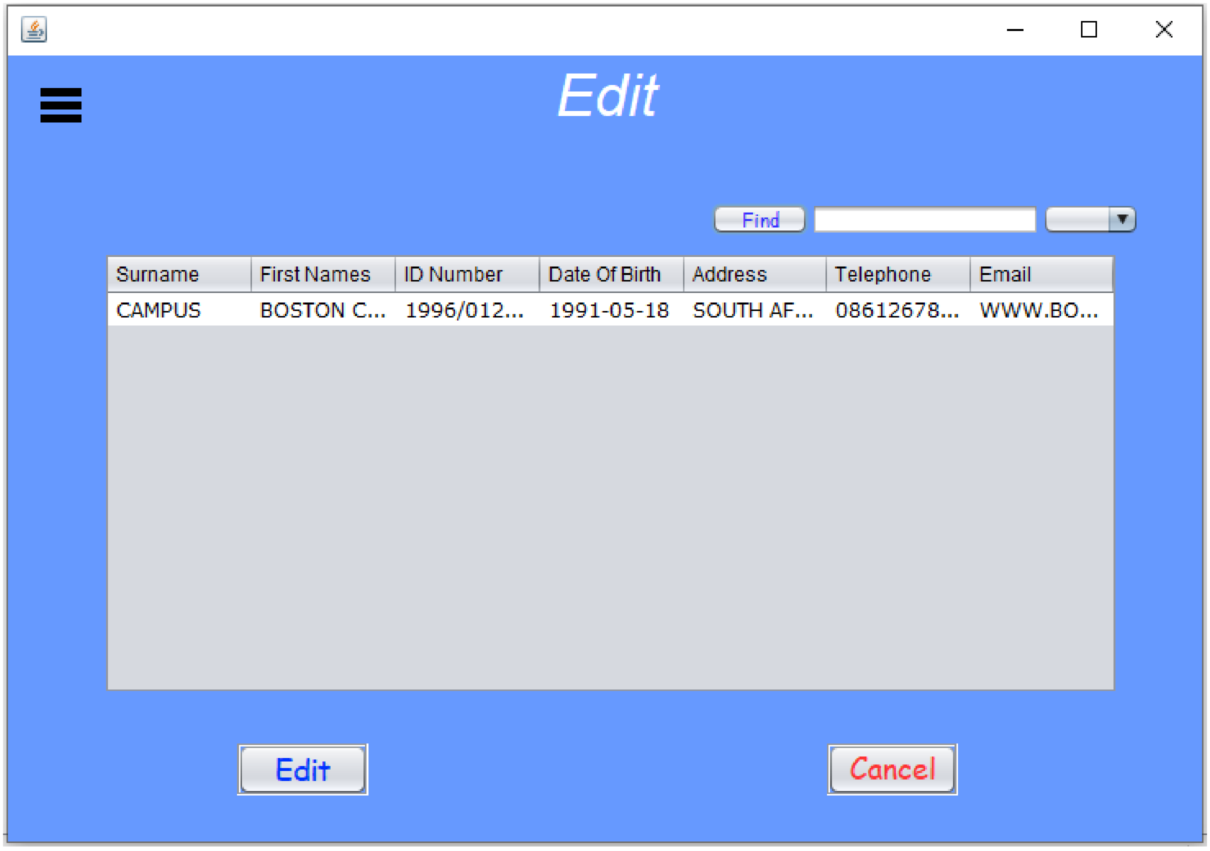
When the data is added successfully a message will be shown.



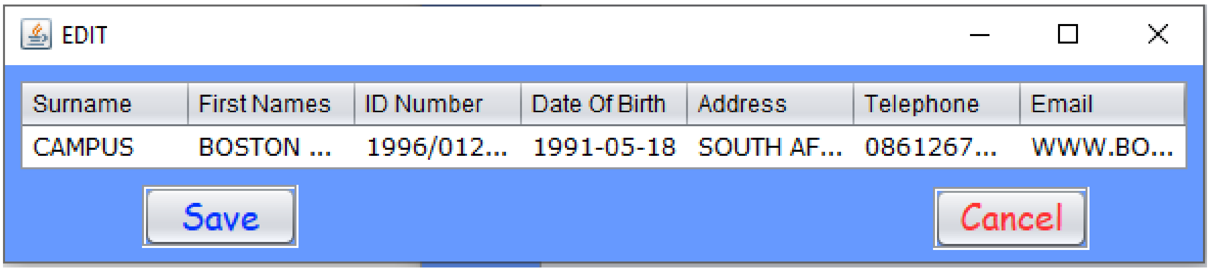
9. **EDIT CLIENT DETAILS**

If the admin clicks the *Edit* option on the drawer the system will prepare the interface for data to be edited.

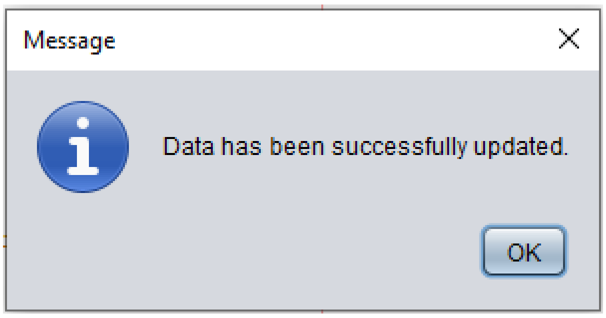
The admin will then have to select the row they wish to edit. When the admin has selected the data, they wish to edit they can then proceed by clicking the *EDIT* button or click *CANCEL* to return to the Admin Dashboard.



A new interface will be shown where they can edit the client’s details that they have selected. When editing is complete the admin can then click the *SAVE* button to save the edited data to the database or *CANCEL* to close the editing interface.

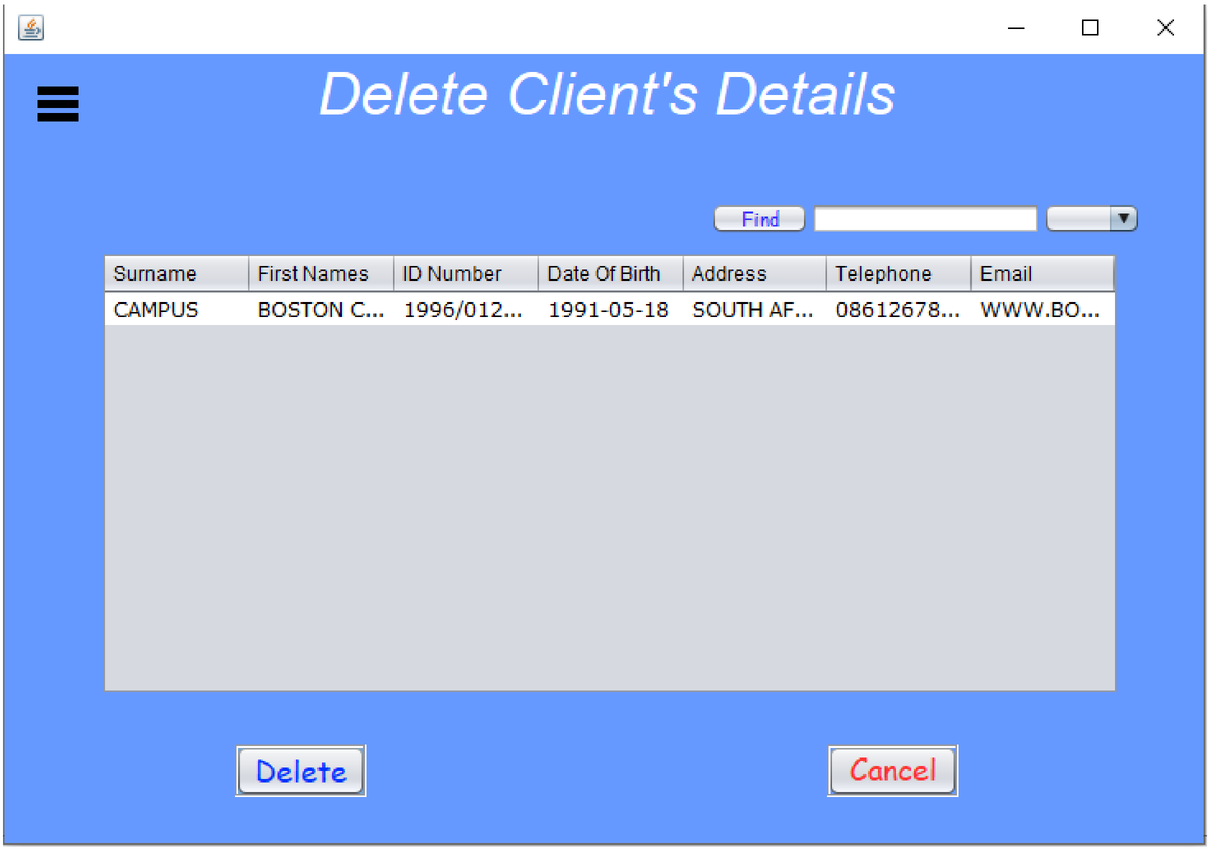


When data has been successfully updated a message will be shown.

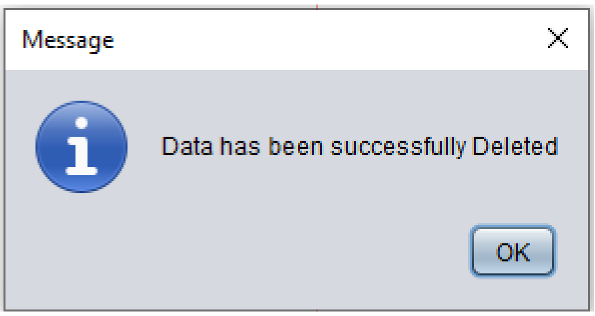


9. DELETE CLIENT DETAILS

The Delete interface will be shown when the user clicks *Delete* from the open drawer, here an admin can delete client's details by selecting the record on the table and clicking the *DELETE* button.



After the details have been deleted successfully a message will be shown and the deleted data will be removed.



10. LOGGING OUT

The last option available on the drawer is the logout option to allow the admin to logout of the system. If a user were to logout before clicking the *SAVE* button, all the information would be lost and not saved to the database.

CONTACT DETAILS

For enquiries please contact *Sfisonxumalo69@gmail.com* or Call *065 165 5665.*

For more information about our company and project, please visit *www.sMalumz.co.za*
THANK YOU. ENJOY YOUR DAY!