User Documentation: HUH Connect MadCo

Overview

This Property Management System is a web-based application designed to manage property data efficiently while supporting role-based access for different user types. The application includes three roles:

- **Administrator**

- **Volunteer**

- **Social Worker**

Each user role has access to specific features based on their responsibilities.

Getting Started

1. Accessing the Website

- Open a web browser and navigate to the system's URL.

- Ensure a stable internet connection for optimal performance.

2. Login

1. Reach the homepage.

2. Enter your registered email and password.

3. Click **Submit**.

4. You'll be redirected based on your user role.

Note: Access to pages is role-restricted. Unauthorized access attempts redirect users to an access denied or login page.

User Roles & Functionalities

Administrator

Dashboard: Admin users land on a dashboard with full visibility and management tools.

Property Management

- **Create Property:** Fill out a form with property details (name, address, status, etc.).

- **Read Properties:** View a list or table of all properties.

- **Update Property:** Edit existing property records.

- **Delete Property:** Remove properties from the database.

- **Filter/Search:** Use filters like address, number of bedrooms, or property type to search.

User Management

- **Create User:** Add a new user (Volunteer or Social Worker). Provide role, email, and password.

- **Read Users:** View a list of all users.

- **Update User:** Edit user information or role.

- **Delete User:** Remove user accounts.

Volunteer

Dashboard: Volunteers can view and manage property data except for deletion.

Property Management

- **Create Property:** Submit new property information.

- **Read Properties:** Browse the full list of properties.

- **Update Property:** Edit existing property entries.

- **Filter/Search:** Use filters to search by criteria such as income requirements, availability, etc.

No access to user management or property deletion.

Social Worker

Dashboard: A read-only view tailored for quick information access.

Property Viewing

- **Read Properties:** View all properties available in the system.

- **Filter/Search:** Search for properties using specific filters (e.g., address, occupancy status).

Cannot create, edit, or delete properties or access user management features.

Navigation & Features

Filtering & Searching

All roles have access to filtering tools (within their scope):

- **Search Bar:** Keyword-based filtering (e.g., address, contact information, additional notes).

- **Dropdowns/Checkboxes:** Income requirements, availability, criminal record, etc.

Property Fields

- Location

- Landlord Contact Information

- Availability

- Bedrooms

- Bathrooms

- Property Type

- Pets Allowed

- ADA Accessibility

- Income Requirements

- Prior History Allowed

- Additional Information

- Property Images

Workflow Examples

Adding a Property (Admin & Volunteer)

1. Login to the system.

2. Navigate to the Properties section.

3. Click the "Add Property" button.

4. Fill in required fields:

5. Click "Submit" to save the property.

Updating a Property (Admin & Volunteer)

1. Go to the Properties section.

2. Locate the property you wish to update (use filters or search).

3. Click the "Edit" button.

4. Modify the desired fields.

5. Click "Save Changes".

Deleting a Property (Admin only)

1. Access the Properties list.

2. Use filters or search to find the property.

3. Click the "Delete" button.

Creating a User (Admin only)

1. Navigate to the Admin page..

2. Click Users and add a new user..

3. Enter user details:

   ○ Name

   ○ Email

   ○ Role (Volunteer or Social Worker)

   ○ Temporary password

4. Submit the form.

5. The user will be added and appear in the user list.

Settings & Account

- **Profile Management:** Update personal details (email, name).

- **Change Password:** Accessible under profile settings.

- **Logout:** Ends your session securely.

Frequently Asked Questions (FAQ)

Q: I forgot my password. What should I do?

Contact a system administrator to reset your password..

Q: Can a Volunteer create a user?

No, only Administrators have access to user management.

Support

For technical issues or role access requests, contact a system administrator via the support page or email one of the following: **StLech2002@gmail.com dtv157@gmail.com**