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CITS3200 Professional Computing

Project Documentation:
United Nation Regional Centre of Expertise WA

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Installation guide

1. Introduction:

This installation guide for the UNRCE WA Web App will walk you through the steps to install and configure the web application on your server or local development environment

2. Installation Steps:

Follow these steps to install the UNRCE WA Web App:

1. **Clone Git Repository:**

```
git clone https://github.com/Syncline-blip/UN-RCE-WA-Database.git
```

2. **Navigate to the Project Directory:**

```
cd UN-RCE-WA-Database/UNRCE_project
```

3. **Install Dependencies:**

```
pip install -r requirements.txt
```

4. **Setting up PostgreSQL to locally run a database**
   - 4.1. Navigate to the official PostgreSQL download page for Windows: https://www.enterprisedb.com/downloads/postgres-postgresql-downloads
   - 4.2. Choose the version you want and click on the "Download" link.
   - 4.3. After the download is complete, run the installer.
   - 4.4. Follow the installation prompts. When prompted for installation components, make sure "pgAdmin 4" and "Command Line Tools" are checked.
   - 4.5. During the installation, you'll be prompted to set a password for the PostgreSQL superuser (`postgres`). Remember this password as you'll need it to connect to your databases.
   - 4.6. Once installed, you can find PostgreSQL command-line tools (like `psql`) in the PostgreSQL installation directory, usually something like: `C:\Program Files\PostgreSQL\13\bin\`.
   - 4.7. Once everything is installed, it is advisable to use the terminal at this stage
   - 4.8. From the terminal enter: cd "C:\Program Files\PostgreSQL\13\bin"

4.9. Connect to the default PostgreSQL database: psql -U postgres, use the password you used during the initial installation.

4.10. Once psql launches and you are logged in enter: CREATE DATABASE unrce. Please ensure to call the database as unrce and not UNRCE as the app looks for ‘unrce’ database

4.11. Create a manager account to manage the database: CREATE USER admin WITH PASSWORD 'yourpassword';

4.12. Grant permission for admin to access the database: GRANT ALL PRIVILEGES ON DATABASE unrce TO admin ;

4.13. Assuming you have followed these steps, you are now ready to migrate the models to the database

4.14. In the website, ensure you are in a terminal in the same directory as ‘manage.py’ i.e “cd /UN-RCE-WA-Database/unrce_project”

4.15. From here, you want to run ‘python3 manage.py makemigrations’ -> “python3 manage.py migrate’ to shape the database according to the website’s database structure.

4.16. Assuming you have followed these steps, the website now has an accessible database to upload projects and store user information.

User guide

1. Introduction

1.1 Purpose

- The purpose of the United National Regional Centre of Expertise WA web application was built to be a medium for UNRCE members, organisations and individuals to express their interest in a given project, view available projects, upload documents, create and edit reports. The web application allows for a seamless User Interface and Experience where one can easily navigate around

1.2 Key features and functionality

Registration and Authentication:

- New Users (new members/organisations) are able to register for an account using their email address while existing users can sign up using their username and password

Design and User Experience:

- The responsive design of the web application is aimed at enabling users to express their interest to a new/existing project, create/edit reports, browse projects and express an interest to become a UNRCE member
- Each web page was created by following the UWA and SDG style guides with consideration of the UNRCE hero and logo, implementing a central consistent UNRCE theme throughout the web page

1.3 Audience

- The UNRCE WA web app is aimed towards existing UNRCE WA members /organisations and new UNRCE WA interested in being part of the membership. The app is also geared towards the general public who might be interested in understanding more about goals and vision of UNRCE WA and the involvement in projects

2. Getting Started

2.1 Registration & Login

2.1.1 Registration Process

1. **Accessing Registration Page:**
    - Navigate to the UNRCE WA web app homepage
    - Click on the “Register” button located at the top right corner of the webpage
2. **Filling in Details:**
    - **Username:** Enter your username for your UNRCE WA account
    - **Email Address:** Enter a valid email address. This will be used for communication

- **First name:** Enter your first name
- **Last name:** Enter your last name
- **Organisation:** If applicable, enter the name of your organisation or institution
- **Password:** Choose a strong password. It should be a combination of letters, numbers and special characters to ensure security
- **Confirm password:** Ensure that your password matches by entering your password

3. **Completion of Registration:**
    - Once logged in for the first time, you can access your user profile

2.1.2 Login Process

1. **Accessing Login Page:**
    - Navigate to the UNRCE WA web app homepage
    - Click on the "Login" button located at the top right corner of the webpage
2. **Entering Credentials:**
    - **Username:** Enter your registered username
    - **Password:** Enter the password you chose during registration
3. **Forgotten Password:**
    - If you forget your password, click on the "Forgot Password" link
    - Contact the UNRCE WA for further assistance

3. Header Menu Functionality

3.1 Navigating the Dashboard

3.1.1 Accessing the Dashboard

- Upon successful login, you'll be directed to the homepage (initial landing page). This is the control centre where you'll access all the primary functions and features of the UNRCE WA web app

3.2 Dashboard Overview

- **Header:** Located at the top of the page, this section displays:
    - **The UNRCE WA logo:** Clicking on this will always bring you back to the home page
    - **Project dropdown:**
        - **Browse Projects:** Clicking on this will bring you to the project page where you can browse all the available UNRCE WA projects
    - **Reports dropdown:**
        - **Edit Reports:** Clicking on this will bring you to the edit reports page where you can make changes/updates to your existing reports
        - **Create Reports:** Clicking on this will take you to the create reports page where you can input information to create a report for your project

- **Membership dropdown:**
    - **Join UNRCE WA:** Clicking on this will bring you to the join UNRCE WA page where you can register an interest to become part of the UNRCE WA membership
- **Contact us:** Clicking on this will bring you to the contact us page where you can access the email and phone number to contact UNRCE WA
- **Admin dropdown:**
    - **Membership Review:** Clicking on this will allow the admin of UNRCE WA to access the list of new members who have showed interest in becoming a member of the UNRCE WA
    - **Users List:** Clicking on this will allow admin to access the list of registered and signed in users with permission to change the group allowing certain rights such as admin, visitor or member
    - **Report Review:** Clicking on this will allow admin to view the submitted reports and decide whether to approve, decline or make any changes before approving
- **Profile Icon:** Access your profile and log out option
- **Create Report Icon:** Allow for easier access to the create report page by clicking on this
- **Sidebar/Navigation Menu:** Positioned on the right side of the header when the web app is resized on a smaller screen, this is where you can click on the hamburger button to access the fields in header (project, reports, membership and contact us page)
- **Main content area:** This central space displays information relevant to the information about UNRCE WA, about us, goals and objectives, sustainable development goals and a footer bar to access the terms and conditions

4. Features & Functionalities

4.1 Browse Project

- **How to use:**

1. Navigate to the “Browse Report” page in the header.

2. You’ll notice a button labelled Toggle Filters. Click on it to reveal a set of dropdown menus and options to filter the reports listed on the page.
    - **Status:** Choose between “Ongoing” and “Completed” or view “All” statuses.
    - **Region:** Select a specific region, such as “Perth”, “Metro” or “Great Southern”.

- **Audience:** Here, you can choose one or multiple audience groups. If you want to select multiple audiences, hold down ‘Ctrl’ (on Windows/Linux) or ‘Command’ (on Mac) while clicking the options.
- **Frequency:** Choose how often the report is produced, options like “Monthly” or “Annually” etc.
- **SDGs (Sustainable Development Goals):** Select one or more goals from this dropdown. This list may vary depending on the available SDGs.

3. After setting your preferences, click the Filter button to update the list of reports.
   - **Resetting Filters:** If you wish to clear all filter settings and view all reports again, click the Reset link next to the “Toggle Filters” button.
   - **Browsing Reports:** Below the filters, you’ll see a table displaying all the reports. The table columns will show:
     - **Name of Project:** The title or name of the report.
     - **Report Status:** Indicates if the report is “Ongoing”, “Completed” or any other status.
     - **Region:** The geographical region the report pertains to.
     - **Audience:** The target audience for the report.
     - **Frequency:** How often the report is published.
     - **SDG:** The Sustainable Development Goals related to the report. It will distinguish between direct and indirect goals. Hovering over a specific row will highlight it, helping you focus on a specific report.
   - **Collapsing the Filter Section:** If you want to hide the filter options for a clearer view of the reports, click the Toggle filters button again.

4.2 Reports

4.2.1 Edit Report:

- **How to use:**

1. Navigate to the “Edit Report” section in the header

2. **Filling in Basic Details:**
   - The form begins with general details of the report. Fill out the fields provided, ensuring all necessary information is complete and accurate. For any field that might cause validation errors, an error message will be displayed below the input box.
   - **Organisation Details:** The next section to fill out is related to organisational details. Provide all necessary information for each organisation involved. If the project involves multiple organisations, use the organisation’s form sets to input details for each one.
   - **SDGs (Sustainable Development Goals):** A visual representation of all SDGs will be shown. Each SDG image can be clicked on. Below each SDG image,

options indicate whether the project is “Direct” or “Indirect” in relation to the specific SDG. Make the appropriate selection.
- **ESD Themes:** The following section involves selecting the relevant ESD themes. For each theme listed, decide whether it’s directly or indirectly related to the project and make the selection accordingly.
- **Priority Action Areas:** Similarly, for each priority action area, decide its relevance to the report—either “Direct” or “Indirect”.
- **Upload Images:** Click on the “Upload Images” section. Use the “Choose File” button to select one or multiple images related to the report. Existing images related to the report are displayed below for reference.
- **Upload Files:** The “Upload Files” section allows for attachment of relevant documents or files to the report. Use the “Choose File” button to select the necessary files. Any existing files associated with the report will be listed below. They can be clicked on to download.
- **Saving Changes:** Once all sections of the “Edit Report” page are complete, click the “Update Report” button at the bottom to save changes.

4.2.2 Create Report:

- **How to use:**

1. Opening the Report Form

- Navigate to the “Create Report” page on the website. You’ll be presented with a comprehensive form to detail your report.

2. Filling Out Key Details

- **Title:** Enter a descriptive title for your report in the provided text field.
- **Date:** Choose the date relevant to the report. This could be the date of an event, project commencement, or completion.

3. Adding Organisational Details

- Click the “Add Organisation” button to add details for each associated organisation.
- For each organisation, provide:
    - Name: The name of the organisation.
    - **Type:** The type or category that the organisation falls under.
- Click the “Remove” button next to its entry to remove an organisation’s details.

4. Descriptive Fields

- You’ll find several text areas and fields for entering details, such as:
- **Lessons Learned:** Key insights or lessons learned during the project or event.
- **Key Message:** The central or crucial message or takeaway from the report.
- **Relationship Activities:** Specific activities or initiatives related to the report.

- **Funding:** Details about the funding or budgetary aspects of the project.

5. Associating with Sustainable Development Goals (SDGs)
- You'll see a list of SDG icons.
    - For each SDG that's relevant to your report, choose whether its association is:
    - **Direct:** If the report directly pertains to this SDG.
    - **Indirect:** If the report indirectly relates to or influences this SDG.

6. Selecting ESD Themes and Priority Action Areas
- You will see lists of ESD themes and priority action areas.
- For each theme or area relevant to your report, select whether the association is:
    - **Direct**
    - **Indirect**

7. Uploading Media and Documents
- **Images:** Under "Upload Images", click the file selection button and choose one or multiple images from your device that you'd like to attach to the report.
- **Files:** Similarly, under "Upload Files", select any relevant documents or files to attach.

8. Submitting Your Report
- Once you've filled out all the necessary details:
- If you want to save your report without submitting it for approval, click the "Save Report" button.
- If you are ready to send the report for review or approval, click the "Submit for Approval" button.

4.3 Membership

4.3.1 Join UNRCE:

1. **Navigating to the Membership Page**
   Locate and click on the "Become a Member" link or button on the website. You'll be directed to the membership request page.
2. **Entering Organisation Details**
    - **Organisation Name**:
        a. Locate the "Organisation**"** field.
        b. Enter the name of your organisation in the provided text field.

3. **Selecting Your Sector**
    - Below the "Sector" label:

    a. Click on the dropdown menu.
    b. A list of available sectors will appear.
    c. Select the sector that best describes your organisation's primary focus area.

4. **Selecting SDGs of Interest**
    - Under the "SDGs Interested In" label:
        a. You'll see a list of available Sustainable Development Goals (SDGs).
        b. Check the boxes next to the SDGs that your organisation is particularly interested in or aligned with.

5. **Entering Additional Information or Messages**
    - In the provided text area, enter any additional information or messages you wish to convey as part of your membership request. This could be details about your organisation's mission, goals, or reasons for wanting to join UNRCE.
6. **Submitting Your Membership Request**
    - Once you've completed all the necessary details, locate the "Submit" button at the bottom of the form.
    - Click the "Submit" button to send your membership request for review.
7. **Error Messages**
    - If you see an error message after submitting, ensure you've filled out all required fields correctly.
    - Note: Any error messages that appear will automatically disappear after a few seconds. If you need to review them again, attempt to submit the form.
8. **Returning to Home Page**
    - If you wish to go back to the main UNRCE Home page without submitting a request, click on the "Back to UNRCE Home" link at the page's top-left corner.

4.3.2 Managing Membership Requests:

1. **Logging In**
    - Ensure you are logged into the administrative section of the website. Only authorised administrators will have access to the Membership Requests page.
2. **Accessing the Membership Requests Page**
    - From your admin dashboard or the admin navigation menu, locate and click on the "Membership Requests" link or option. This will direct you to the page listing all pending membership requests.
3. **Reviewing Membership Requests**
    - On the "Membership Requests" page:
        - A table displays the details of all individuals or entities awaiting approval for membership.

- Use the provided columns to evaluate each application. Ensure you verify the details, such as their organisation, sector, SDGs of interest, and any other message they might have provided.

4. **Approving Membership Requests**
   - To process and approve a membership request:
     1. Identify the desired requester's row in the table.
     2. In the "Actions" column, click on the "Approve" button.
     3. Once clicked, the member's status will change, indicating they've been granted membership.

   Note: Approval means the member gains privileges and access rights associated with their membership. Be sure of your decision before granting approval.

5. Troubleshooting

5.1 Common Issues & Solutions

5.1.1 Issue: Unable to Register

- Symptom: User fills out the registration form but cannot proceed or an error message appears
- Solution: Ensure all mandatory fields are filled out. Check if the email address is valid and not pre

5.1.2 Issue: Unable to Login

- Problem: User can't log in even after entering the correct username and password
- Solution: Clear browser cache and cookies. If the problem persists, use the "Forgot Password" link to reset the password

5.1.3 Unable to Upload Documents or Create Reports

- Problem: The platform doesn't accept certain file types or sizes
- Solution: Check the allowed file types and size limits. Convert the document to an accepted format or compress the file if it's too large

5.1.4: Changes to Reports Not Saving

- Problem: After editing a report, changes are not reflected
- Solution: Ensure you click the "Save" or "Update" button after making changes. If the problem persists, clear the browser cache and try again