

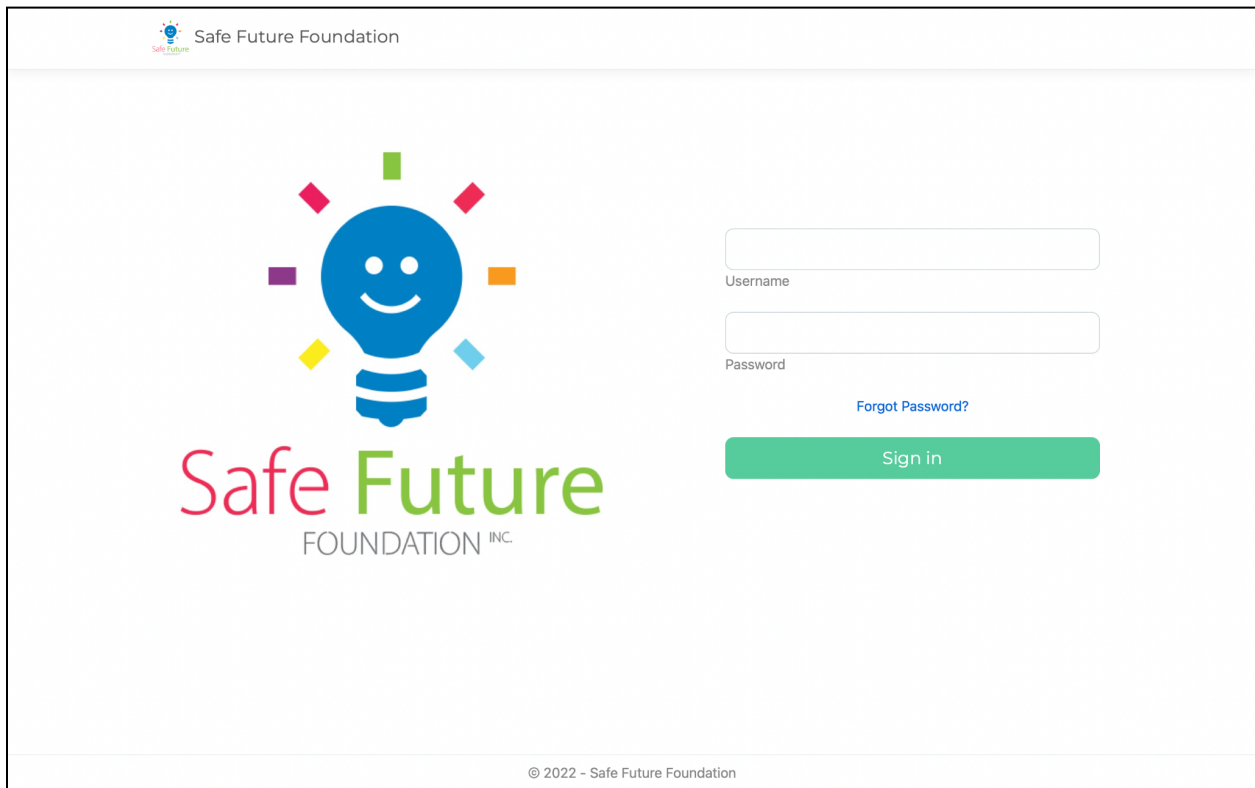
Safe Future Foundation Information
System
User Manual

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Introduction

Login

Logging in is reasonably standard for this application. Input your username and password and you will be given access to the appropriate portal(s). **If you do not have an account**, see an admin user and they can create one for you.



The image shows a web browser window displaying the login page for the Safe Future Foundation. The page has a light gray header with the Safe Future Foundation logo and name on the left. The main content area is white. On the left side of the main area is a large logo featuring a blue lightbulb with a smiling face, surrounded by eight colorful squares (green, red, orange, blue, yellow, purple, pink, and light blue). Below this logo is the text "Safe Future" in a large, colorful font (red for "Safe", green for "Future"), and "FOUNDATION INC." in a smaller, gray font below it. On the right side of the main area is a login form with two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Password?". Below the input fields is a green button with the text "Sign in". At the bottom of the page, there is a small copyright notice: "© 2022 - Safe Future Foundation".

Safe Future Foundation

Safe Future
FOUNDATION INC.

Username

Password

[Forgot Password?](#)

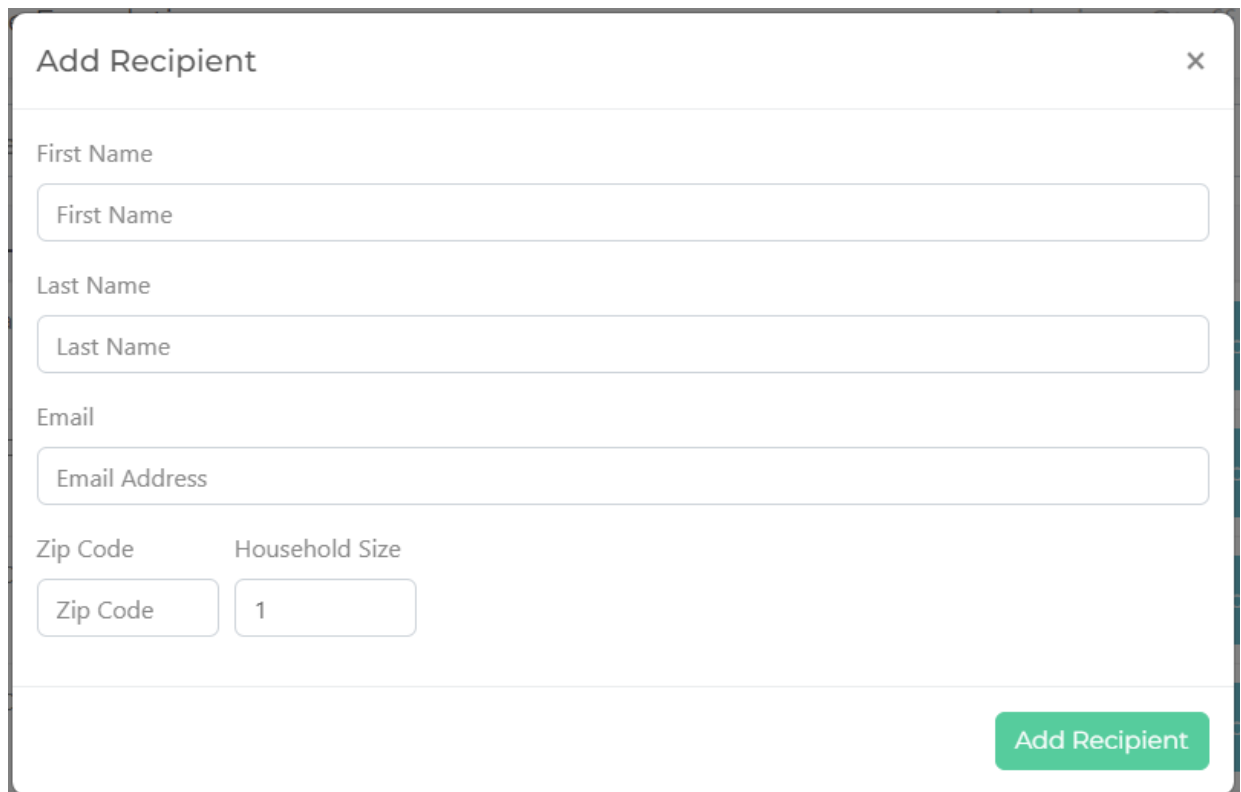
Sign in

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Staff Portal

Add Recipient

To **add** or **create** a **new recipient**, you click on the **green** button on the **bottom left** of the screen that says “**Add Recipient**”. When you click on that button, a **form** will pop up. The form will contain the fields: **First Name**, **Last Name**, **Email(Optional)**, **Zip Code**, and **Household Size**. After you complete all the **required** fields, you click on the “**Add Recipient**” button. A new recipient is now created and added to the database.



The screenshot shows a modal window titled "Add Recipient" with a close button (X) in the top right corner. The form contains the following fields:

- First Name**: A text input field with the placeholder text "First Name".
- Last Name**: A text input field with the placeholder text "Last Name".
- Email**: A text input field with the placeholder text "Email Address".
- Zip Code**: A text input field with the placeholder text "Zip Code".
- Household Size**: A text input field with the value "1".

At the bottom right of the form is a green button labeled "Add Recipient".

Search Recipients

When you first get to the **Staff** portal, a table with all the **past service recipients** is shown. In the table, there's information about **recipients' first name, last name, zip code, and household size**. On top of the table, there is the **Search Bar**, which you can use to search for past recipients. The search bar allows you to input text such as the recipient's **name**, or **last name**(it is not case sensitive), and after you click **Enter** or the **Magnifying Glass** on the **right**, recipients whose name matches the name entered will show up. In case the recipient **does not exist**, **no names** will appear when searching.

Safe Future Foundation

Admin Staff Logout

First Name	Last Name	Zip Code	Household Size		
Tetststw	afafafa	32245	4	Add Attendance	View Attendances
Sara	Calli	32256	3	Add Attendance	View Attendances
Alex	Derby	32256	2	Add Attendance	View Attendances
John	Doe	32097	7	Add Attendance	View Attendances
Alexander	Evans	32224	4	Add Attendance	View Attendances

Add Recipient

<< < 1 2 3 > >>

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Safe Future Foundation

Admin Staff Logout

Add Recipient

<< < 1 > >>

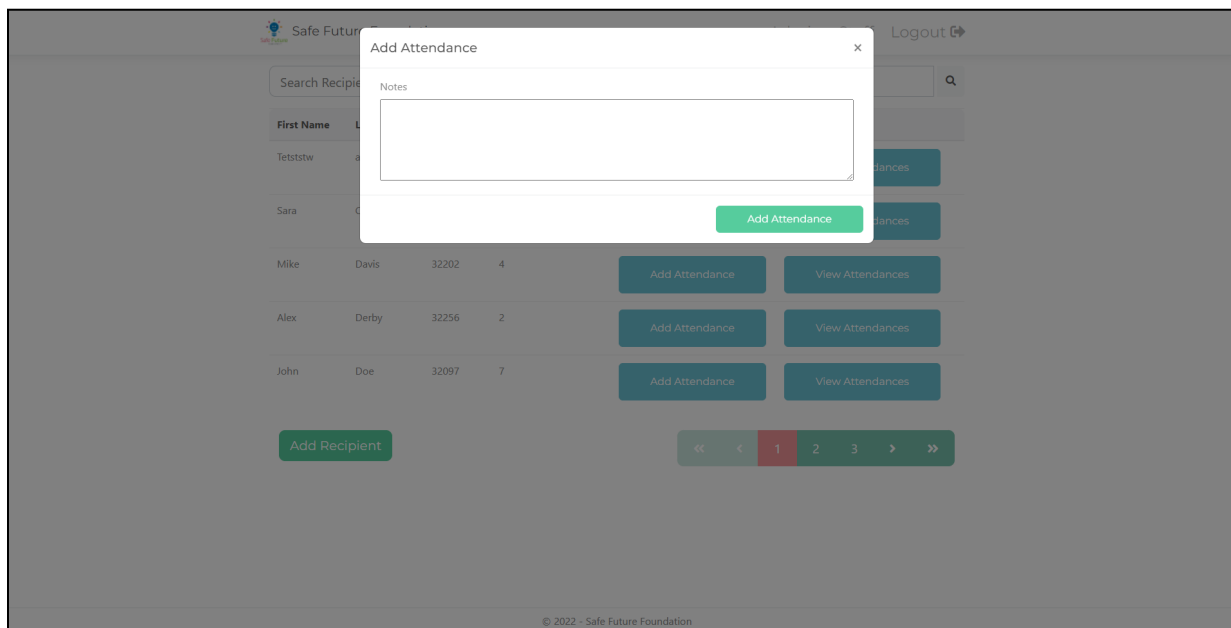
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Add Attendance

Within the volunteer homepage is the list of recipients currently in the SFFIS database in an HTML table. Each row in the table consists of the basic information regarding a single recipient as well as buttons to view their attendances (“View Attendances”) and log their attendance to an event (“Add Attendance”).

To **log a new attendance** to an event for a recipient, search for the recipient in the search bar above the recipients table and locate them within the list.

Next, click the **Add Attendance** button in the row. A pop-up box should appear on screen with a text area to type any notes about that recipient’s attendance (writing a note is not required).



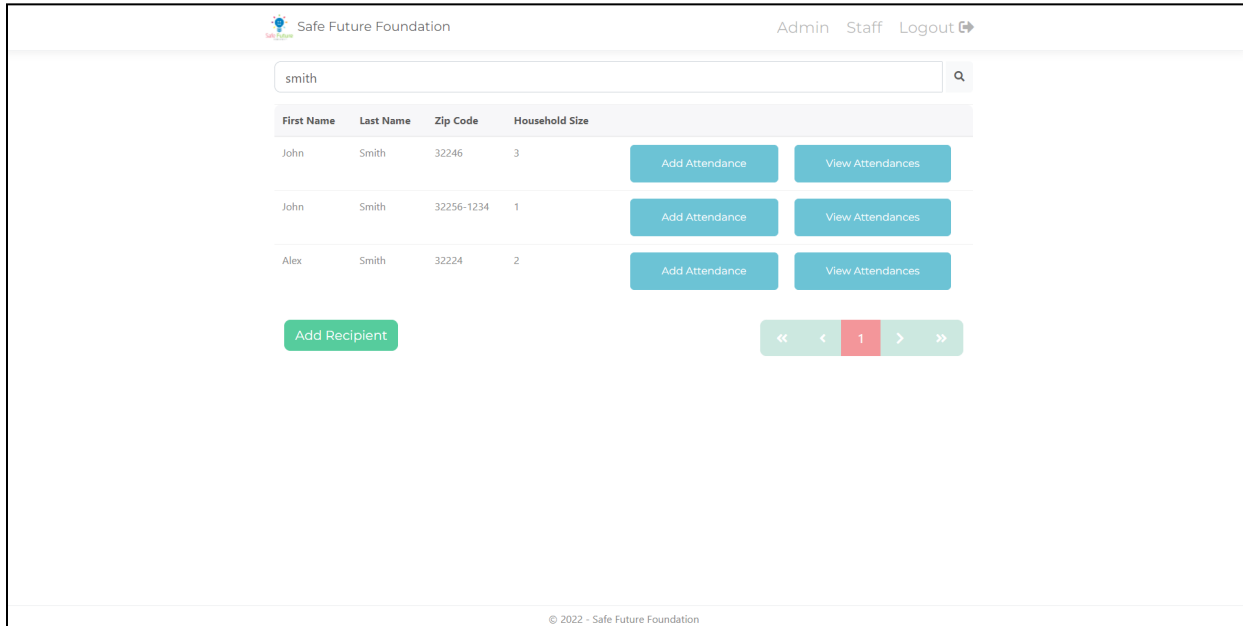
View of the Add Attendance popup

Finally, once any notes have been written, click the green **Add Attendance** button at the bottom right of the pop-up box. The pop-up box should disappear and the attendance added to the database. Any errors that may arise will display in a red alert above the Notes text area.

View Attendances

Within the volunteer homepage is the list of recipients currently in the SFFIS database in an HTML table. Each row in the table consists of the basic information regarding a single recipient as well as buttons to view their attendances (“View Attendances”) and log their attendance to an event (“Add Attendance”).

To view the attendances for a recipient, search for the recipient in the search bar above the recipients table and locate them within the list.



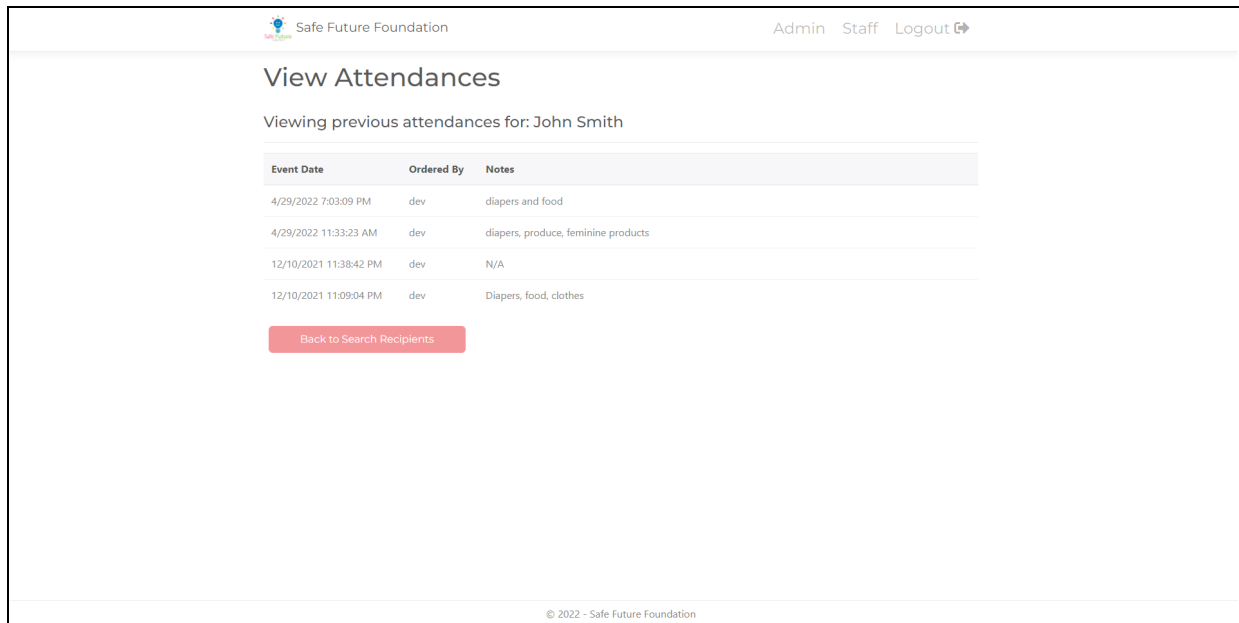
The screenshot shows the Safe Future Foundation volunteer homepage. At the top, there is a navigation bar with links for Admin, Staff, and Logout. Below this is a search bar containing the text "smith". Under the search bar is a table with the following columns: First Name, Last Name, Zip Code, and Household Size. The table contains three rows of data:

First Name	Last Name	Zip Code	Household Size
John	Smith	32246	3
John	Smith	32256-1234	1
Alex	Smith	32224	2

Below the table, there is a green button labeled "Add Recipient". To the right of the table, there are two columns of buttons: "Add Attendance" and "View Attendances". At the bottom of the page, there is a pagination bar showing "1" in a red box, indicating the current page. The footer of the page reads "© 2022 - Safe Future Foundation".

* *Recipients in table*

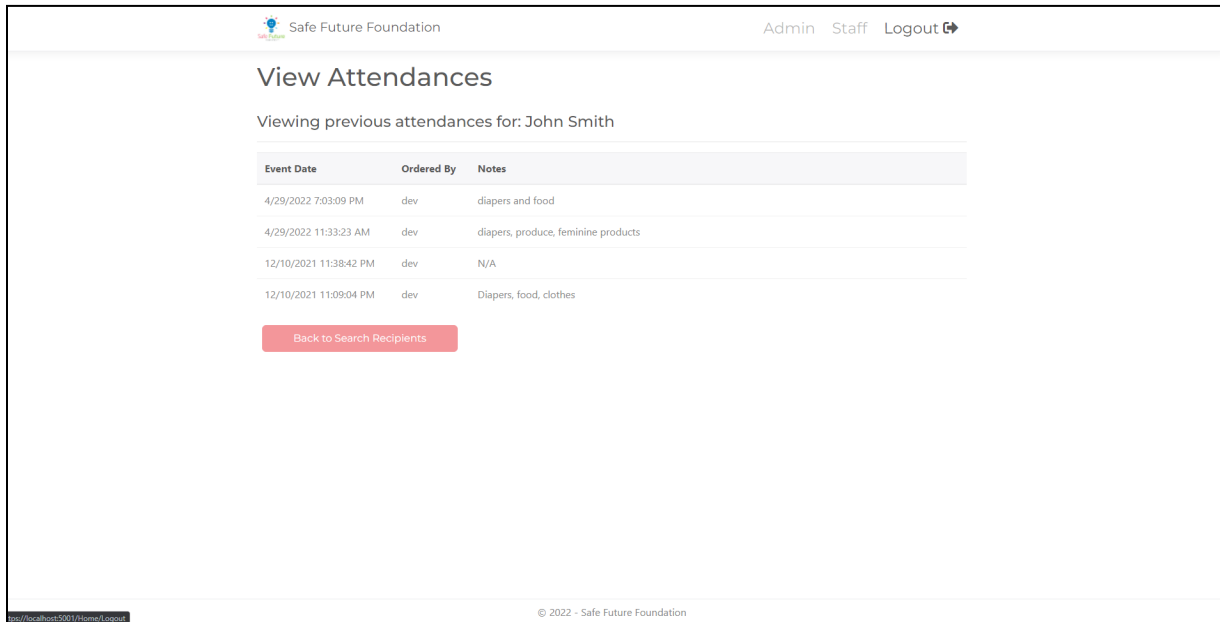
Next, click the **View Attendances** button in the row. You will be redirected to a new web page that displays a list of all attendances for that recipient within a table. To return to the homepage, either click the red **Back to Home** button at the bottom of the web page or the Staff link in the navigation bar at the top of the web page.



View of the View Attendances page

Logout

To log out of the application, click the **Logout** link in the navigation bar at the top of the webpage. This will sign you out of the application and redirect you to the **Login** page.



The screenshot shows a web application interface for the Safe Future Foundation. At the top, there is a navigation bar with the logo and name 'Safe Future Foundation' on the left, and links for 'Admin', 'Staff', and 'Logout' on the right. The main content area is titled 'View Attendances' and indicates that the user is viewing previous attendances for 'John Smith'. Below this, there is a table with three columns: 'Event Date', 'Ordered By', and 'Notes'. The table contains four rows of data. At the bottom of the table, there is a red button labeled 'Back to Search Recipients'. The footer of the page shows the URL 'http://localhost:5001/home/logout' on the left and the copyright notice '© 2022 - Safe Future Foundation' on the right.

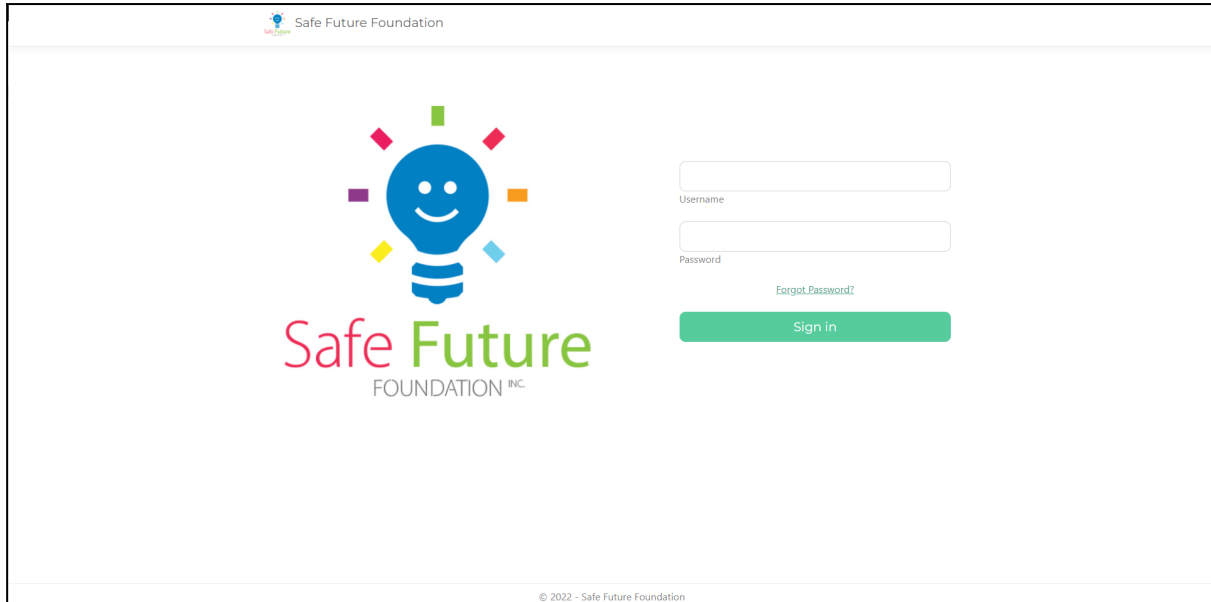
Event Date	Ordered By	Notes
4/29/2022 7:03:09 PM	dev	diapers and food
4/29/2022 11:33:23 AM	dev	diapers, produce, feminine products
12/10/2021 11:38:42 PM	dev	N/A
12/10/2021 11:09:04 PM	dev	Diapers, food, clothes

Logout link in the navigation bar, located at the top of the page

Password Recovery

In the event of a lost or forgotten password, the application gives users the ability to change their passwords by answering challenge question(s).

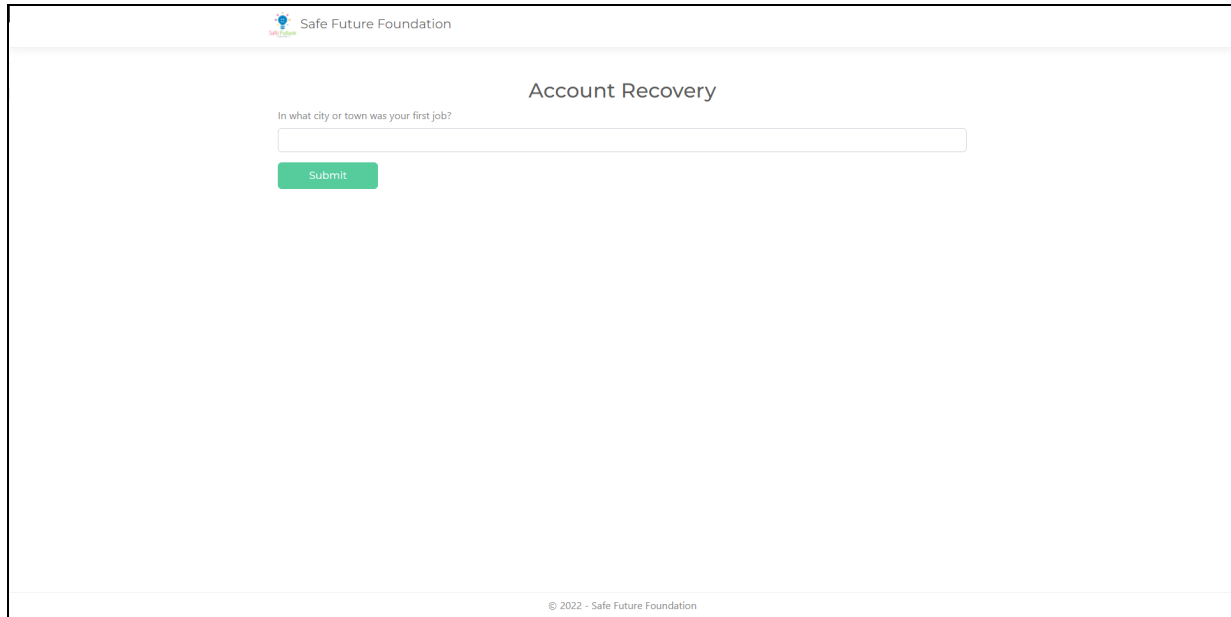
To change your password, click the Forgot Password? link located in the Login page, under the Password input field.



** Login page, highlighting the Forgot Password link under the Password field*

Next, enter your username in the provided field

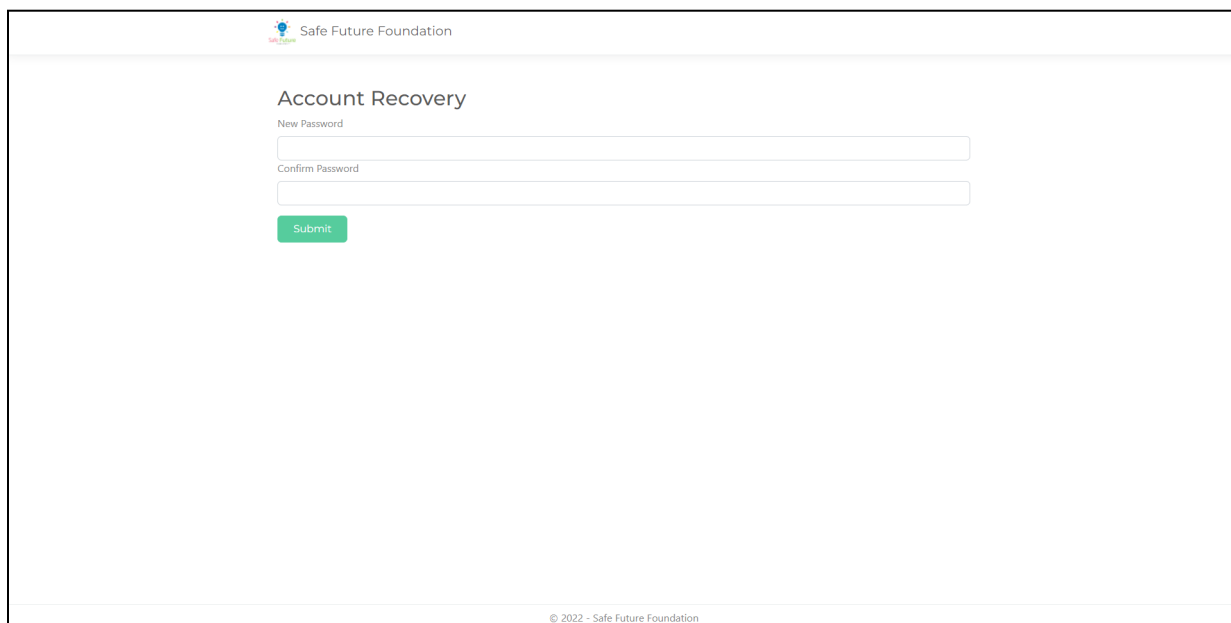
Upon entering your username, you will be asked the security question that you chose during the account creation process.



The screenshot shows the 'Account Recovery' page for the Safe Future Foundation. At the top left is the logo and name 'Safe Future Foundation'. The title 'Account Recovery' is centered. Below it is the question 'In what city or town was your first job?' followed by a single-line text input field. A green 'Submit' button is positioned below the input field. The footer contains the copyright notice '© 2022 - Safe Future Foundation'.

** View of the Account Recovery page where the user's security question is displayed*

If you successfully answered your security question, you will be redirected to a page to enter in a new password.



The screenshot shows the 'New Password' page for the Safe Future Foundation. At the top left is the logo and name 'Safe Future Foundation'. The title 'Account Recovery' is centered. Below it are two labels: 'New Password' and 'Confirm Password', each followed by a single-line text input field. A green 'Submit' button is positioned below the 'Confirm Password' input field. The footer contains the copyright notice '© 2022 - Safe Future Foundation'.

** View of the New Password page where the user submits their new password*

Once you enter your new password and submit the form, your password will be updated and you will be redirected to the home page.