

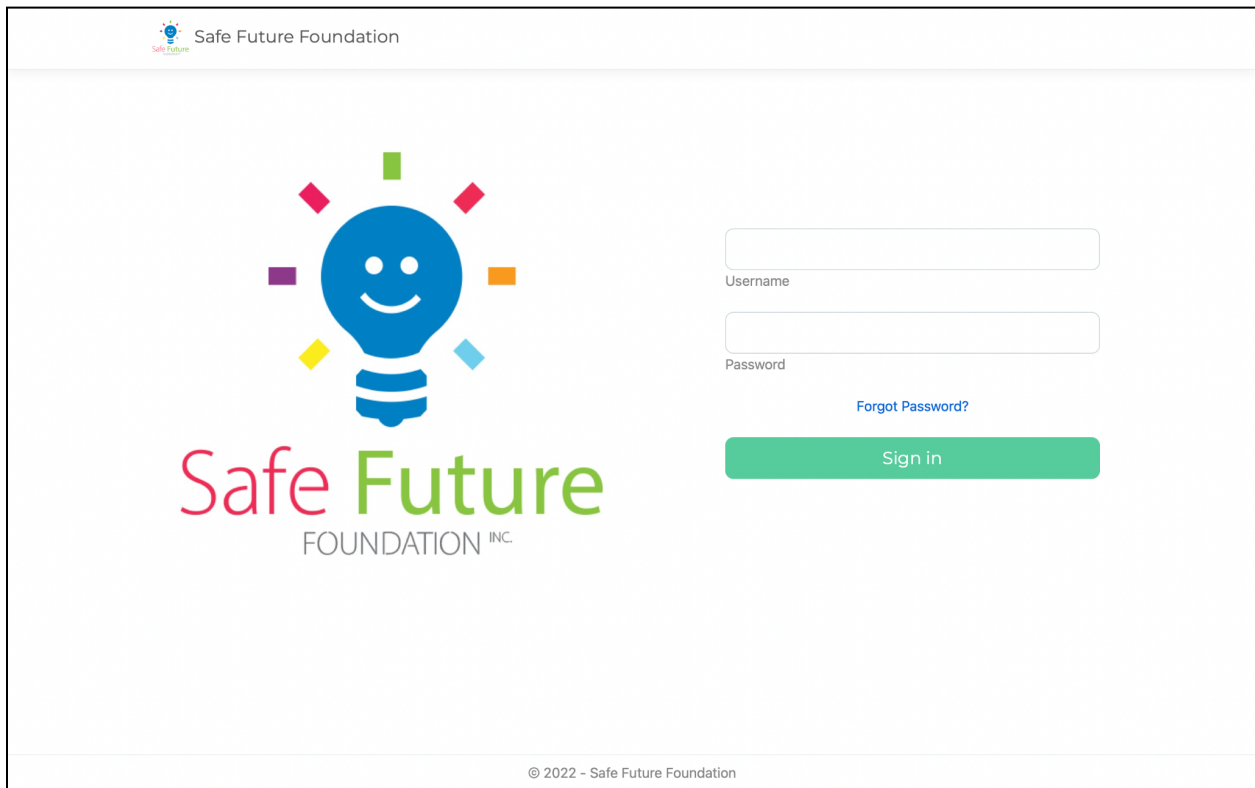
Safe Future Foundation Information
System
User Manual

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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. At the top left, there is a small logo and the text "Safe Future Foundation". The main content area features a large, colorful logo on the left, which consists of a blue lightbulb with a smiling face, surrounded by several small, multi-colored squares. Below this logo, the text "Safe Future" is written in a large, stylized font, with "Safe" in red and "Future" in green. Underneath "Safe Future", the words "FOUNDATION INC." are written in a smaller, grey, all-caps font. To the right of the logo, there are two input fields for "Username" and "Password". Below the password field is a link that says "Forgot Password?". A green "Sign in" button is located below the "Forgot Password?" link. At the bottom of the page, there is a small copyright notice: "© 2022 - Safe Future Foundation".

Safe Future Foundation

Safe Future
FOUNDATION INC.

Username

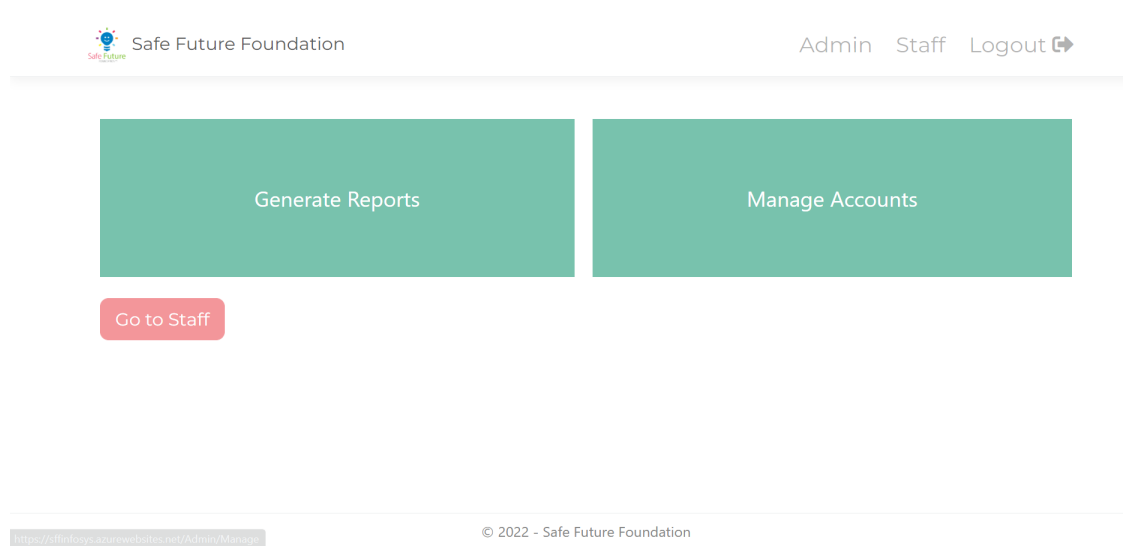
Password

[Forgot Password?](#)

Sign in

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Administrator Portal

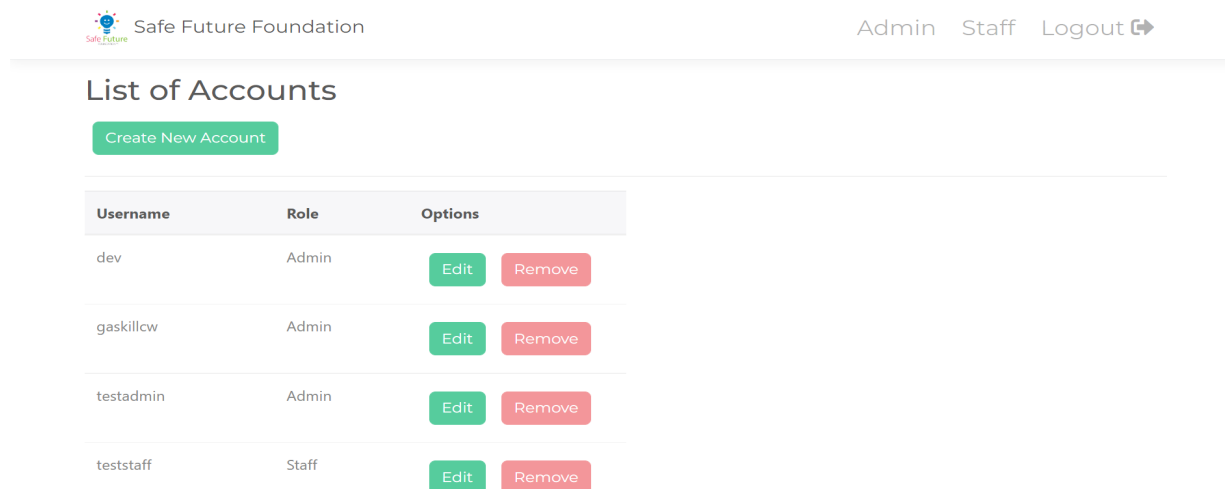


View of the Admin Portal

Manage Accounts

Select the “Manage Accounts” button on the Admin Portal page to create a new account, delete an account, or make changes to an existing account.

This will bring you to the List of Accounts as shown below.




View of the Manage Accounts Page


Creating a New Account

To **add** or **create** a **new account** you will click on the **green** button labeled, “**Create New Account**” button. Clicking this button will take you to a new page with a form to fill out. The form will contain the **required** fields: **Username**, **Password**, **Role**, **Security Question**, and **Answer**. It is important to note that the **Password** length must be 8 characters or more.

Once you have entered and selected the appropriate fields, you click on the **green** button located below the last field. The button is labeled, “**Create User**”. A new account has now been created and can be used.

If you would like to cancel the creation of this account, you can select the **red** button that is labeled, “**Back to Accounts**”. The account has not been created.

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Admin Staff Logout 

Create New User Account


Username:

Password:

Role:

Choose a role: 

Security Question:

Choose a security question: 

Answer:

Create User Back to Accounts

View of the Create New User Account Form


Editing an Existing Account


To **edit** or **change** an existing account, click the **green** button located to the right of the desired account. The button is labeled, “**Edit**”. It is important to select the “Edit” button located on the same **row** as the account that you want to edit.

Once clicked, you will be taken to the Edit Account form. From here you can change any or all of the fields: **Username**, **Role**, **Security Question**, and **Answer**.

To **save** the account with the changes you have made, you click the **green**, “**Save Changes**”, button located at the bottom of the form. This has updated the account with the new changes.

To **cancel** the changes you have made to the account, click the **red**, “**Cancel Changes**”, button located at the bottom of the form. This has not made any changes to the account.

 Safe Future Foundation

Admin Staff Logout 

Edit Account

Username

Role:

Staff

Security Question:

What is your oldest cousin's first and last name?

Answer:

Save Changes

Cancel Changes

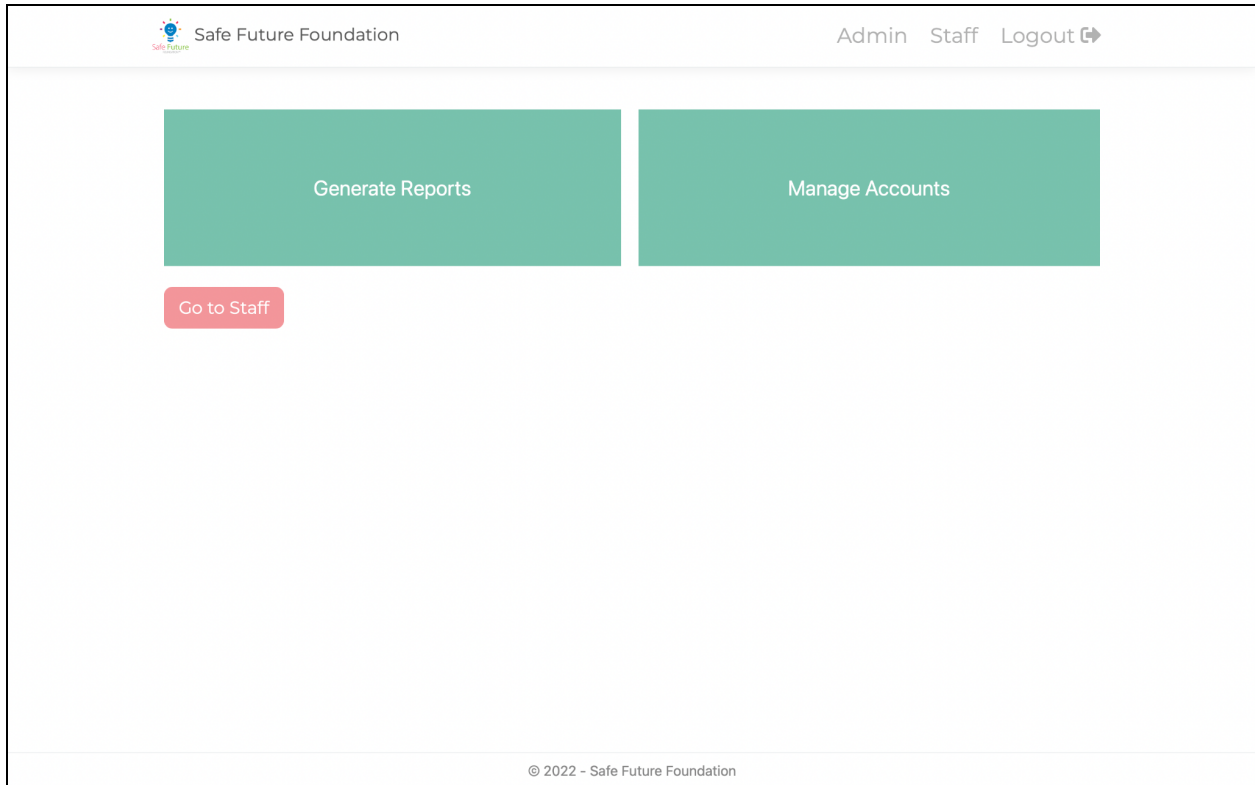
View of the Edit Account Form

Deleting an Existing Account

To **remove** or **delete** an existing account from the list of accounts and the application, you click the **red** button on the row of the account you wish to remove. The button will be directly to the right of the “Edit” button and read, “**Remove**”. Once clicked, the account will now be deleted and will no longer show on the list of accounts.


Generate Reports

First, select the **Generate Reports** button on the Admin portal (note: must be logged in as an admin user to access this feature).



Once here, you may proceed in one of two ways to get your desired report:

1. Use a **Default Report** option, including weekly, monthly, and quarterly. These reports have their date ranges specified automatically so the user does not need to provide one. Weekly does the past 7 days, months does the past 30, and quarterly does the past 90.
2. Generate a **Custom Report**. For this option you must simply specify a date range by selecting a **from date** and a **to date**. After you have selected your range, select the **Generate Report** button and your newly created CSV file will be downloaded.

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AdminStaffLogout

Generate Reports

Default Reports

WeeklyMonthlyQuarterly

Custom Reports

From: 05/02/2022 To: 05/02/2022

Generate Report

Go Back

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Once your CSV file is downloaded to your device, open it with your favorite spreadsheet program such as Microsoft Excel, Apple Numbers, or Google Sheets (below is dummy data, not real recipient information).

125%
ViewZoomAdd CategoryInsertTableChartTextShapeMediaCommentCollaborateFormatOrganize

Sheet 1

2022-05-02_Report

Table data was imported. Adjust Settings

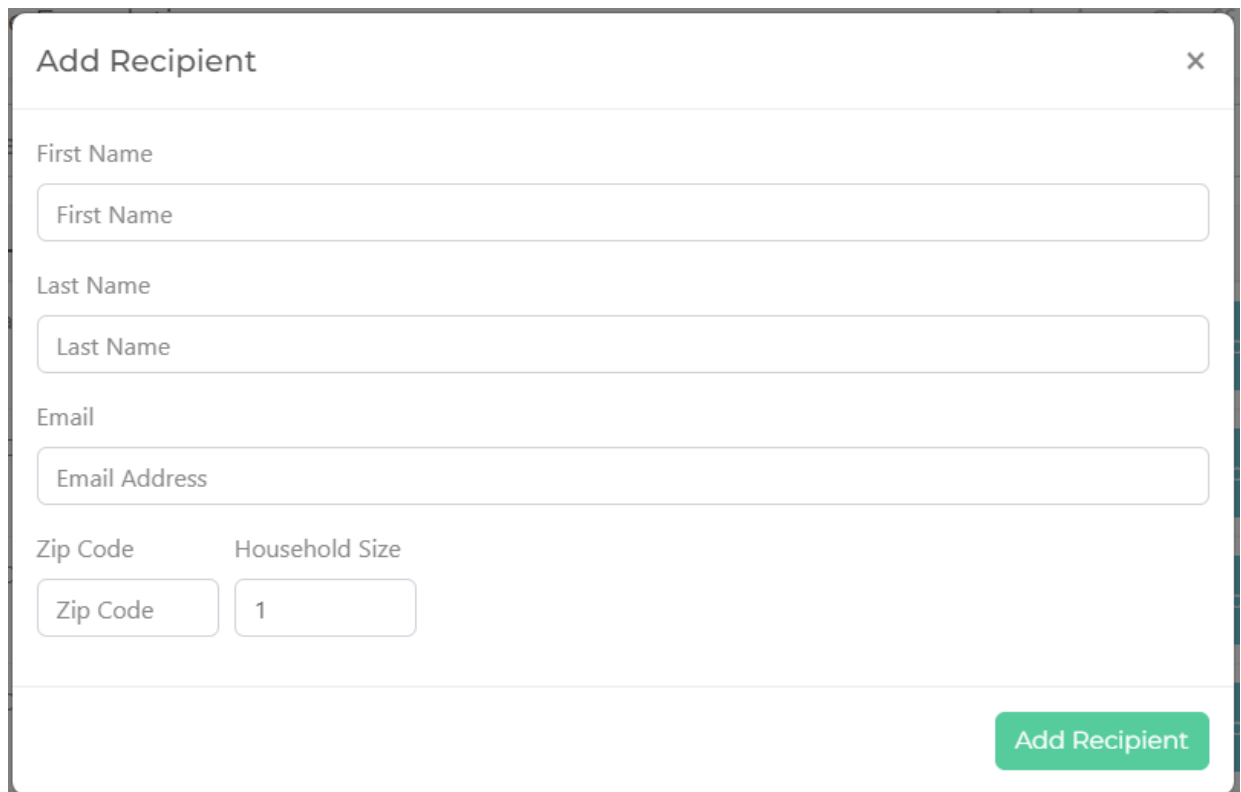
AttendanceId	EventDate	FirstName	LastName	Email	ZipCode	HouseholdSize	Notes
0858d0e0-126f-47a9-b138-016687b40f84	03/31/2022 15:25:44	Tetststw	afafafa		32245	4	x
af15fb4-cac2c-4b55-9131-057ec4e8fb58	02/18/2022 23:16:58	Alex	Derby		32256	2	test
72c04e61-65c3-4890-93ef-07251e3fa7ba	03/31/2022 15:16:25	Tetststw	afafafa		32245	4	p
c6c95511-6fe5-481e-b22a-158b27a49a29	03/31/2022 15:33:43	Tetststw	afafafa		32245	4	yyyy
356c8a03-6aca-4160-aed7-17e88fcaec1c7	04/25/2022 20:48:19	Alex	Derby		32256	2	this is a test
df4df5b-3a56-4387-9952-2a232d493b09	03/31/2022 14:55:42	Tetststw	afafafa		32245	4	t
03935994-1fde-4a43-b9fd-2c1cf6e08905	04/22/2022 17:49:13	Alex	Smith	fakeemail@fake.com	32224	2	D F
776e5d06-fa0c-4863-a834-31f34d4b14f3	03/31/2022 15:26:49	Tetststw	afafafa		32245	4	g
e42aa6a9-1c11-415c-a148-35cbc61fe52c	01/31/2022 22:27:40	Gordon	Freeman		87825	1	Had a aunt pick up supplies in stead
4b54d822-4622-4b16-a0fc-484d746a4147	01/31/2022 18:35:44	Tetststw	afafafa		32245	4	Test note
b9c18faf-b3df-4d4c-bb28-4af4137669ef	03/31/2022 15:30:53	Tetststw	afafafa		32245	4	a
8c443e3f-610e-4287-9e6a-4ba4f616429a	03/31/2022 15:23:45	Tetststw	afafafa		32245	4	x
ee128736-2c98-4179-bb41-4ed7682747a6	03/30/2022 20:35:06	Tetststw	afafafa		32245	4	got stuff
c36807ea-34af-4bad-b2b7-58b9cfacab549	03/31/2022 15:33:34	Tetststw	afafafa		32245	4	q
9c64ad7d-9621-4e70-a037-5f069e291f7f	04/09/2022 14:30:49	Alex	Derby		32256	2	F d
ff0f52c-4a72-4eee-95c2-605b80f10d7f	03/31/2022 15:07:00	Tetststw	afafafa		32245	4	test
cee34656-3fec-476d-b485-618fb0f22bdf	03/31/2022 14:57:49	Tetststw	afafafa		32245	4	a
2563024a-2e44-491c-8da6-63c780cc9db8	04/24/2022 17:20:26	Alex	Derby		32256	2	D
ca3a597e-7934-4995-89e2-6d76367e9e04	04/29/2022 17:10:44	Billy	Joel		90210	1	test colt
7595a9d4-6719-47b2-9cbc-759744890d0a	03/31/2022 15:02:33	Bob	Ross		32097	1	y
6219d0d2-7777-46e5-8b63-772d3857c87b	04/29/2022 11:33:23	John	Smith		32246	3	diapers, produce, feminine products
2db9075f-3798-4a46-8768-862c5d3fc93b	03/30/2022 17:47:39	Tetststw	afafafa		32245	4	D
8bc5a946-93cc-4d17-8296-8640b142ab65	03/31/2022 15:35:20	Alexander	Evans		32224	4	got cool stuff
441066dc-406f-4885-babc-8a3389b01e93	03/31/2022 15:24:09	Tetststw	afafafa		32245	4	x
3fa39f8f-5f17-44f1-b8a7-8e6d3dfab7de	03/31/2022 15:12:54	Tetststw	afafafa		32245	4	r
9c753540-01be-4163-9333-96b7165f9455	03/31/2022 14:52:49	Tetststw	afafafa		32245	4	tss
9c6c12c3-3b6c-49f6-bf91-9d557b471381	03/01/2022 14:52:54	Alexander	Evans		32224	4	Test from modal
1d40c123-51ff-427c-8b90-b1a8e097e9c6	03/31/2022 14:53:59	Tetststw	afafafa		32245	4	test
a6a22eb4-76b1-4672-ba85-ba7d9d6c4c4a3	01/28/2022 23:07:28	Alex	Derby		32256	2	dfdo

Sheet Name
Sheet 1
Background
Duplicate Sheet
Delete Sheet

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.

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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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Add Recipient

<< < 1 > >>

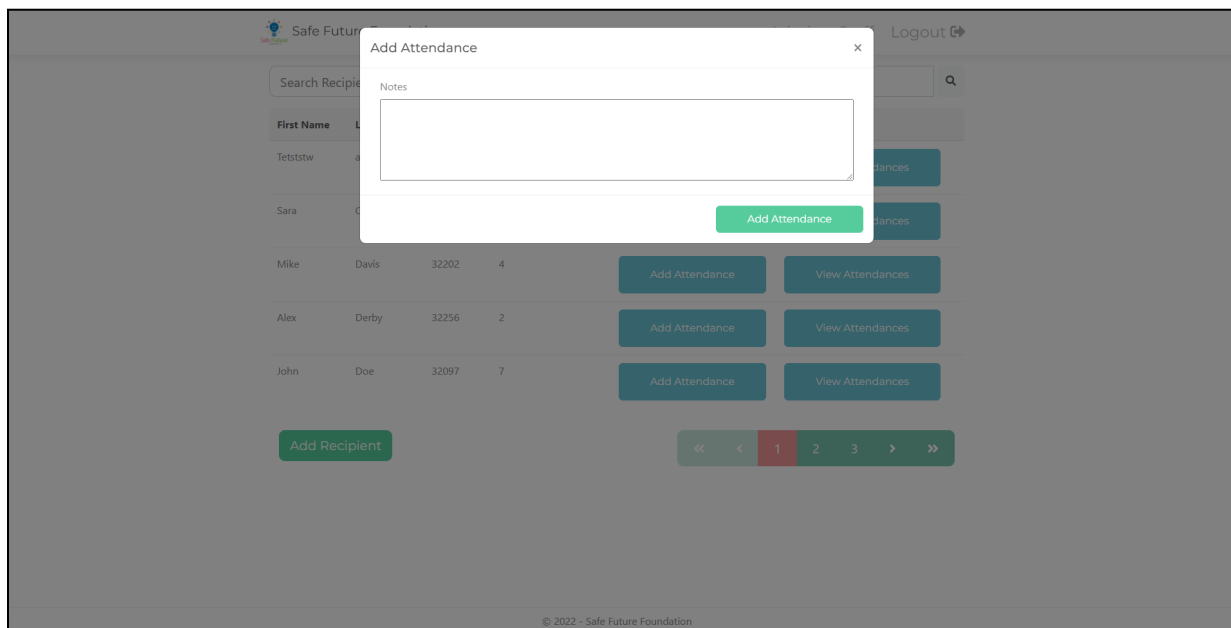
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Add Attendance

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).



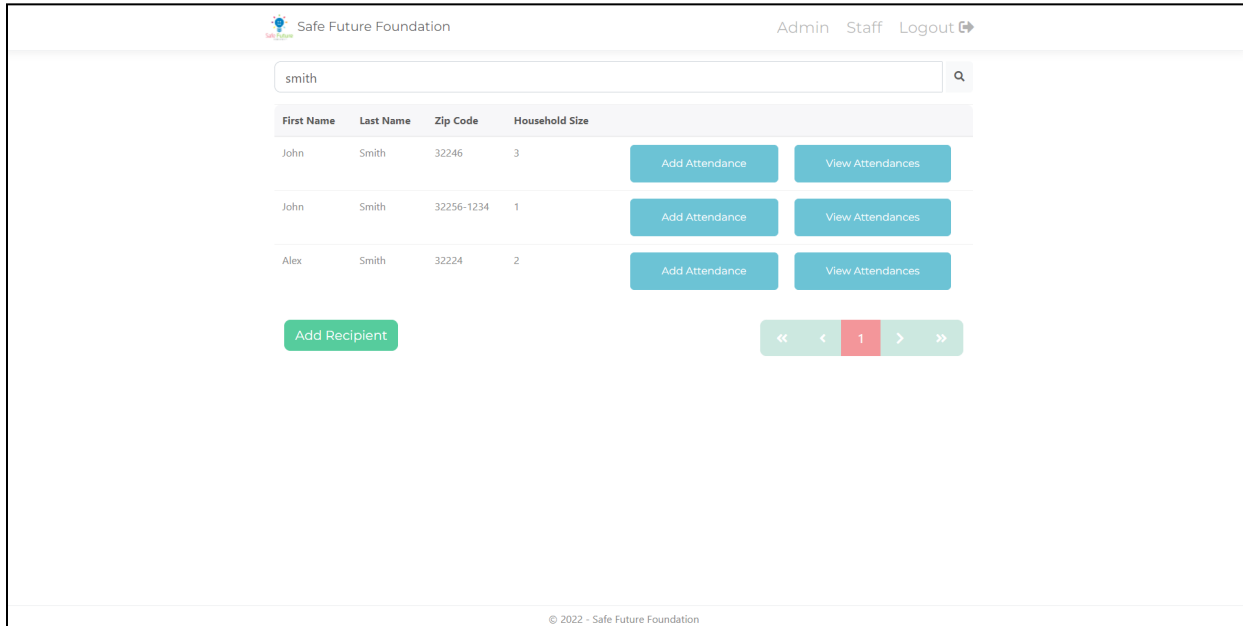
View of the Add Attendance popup

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.



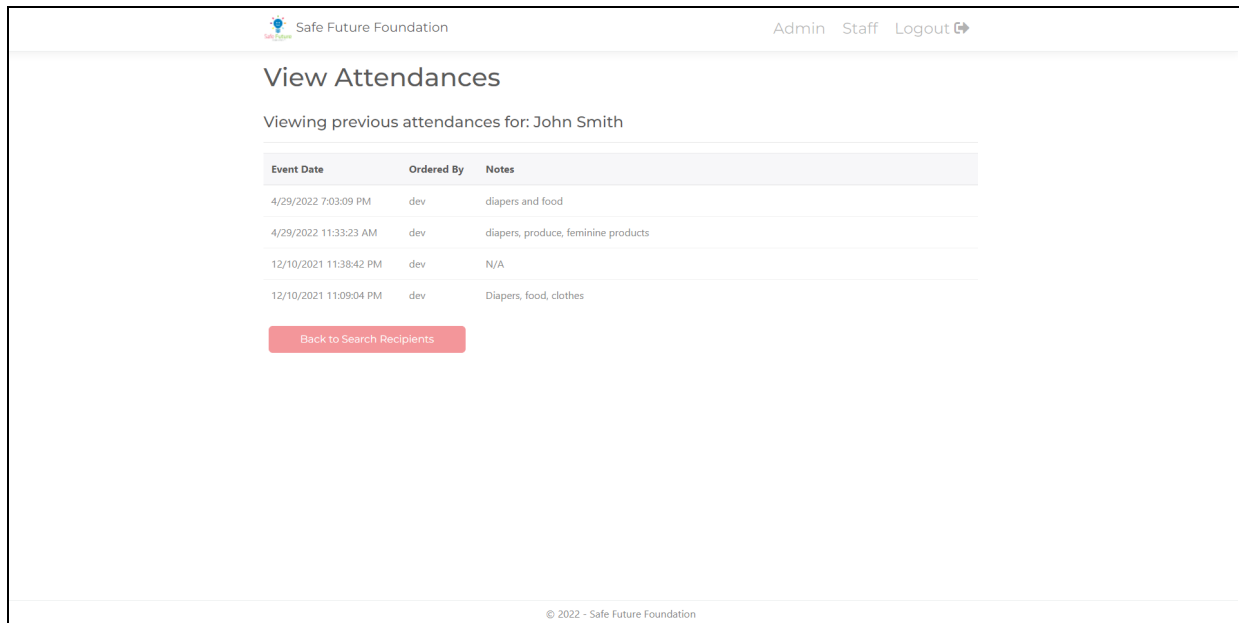
The screenshot shows the Safe Future Foundation volunteer homepage. At the top, there is a navigation bar with links for 'Admin', 'Staff', and 'Logout'. Below the navigation bar is a search bar containing the text 'smith'. Under the search bar is a table with the following columns: 'First Name', 'Last 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' '>' '>>'.

* *Recipients in table*

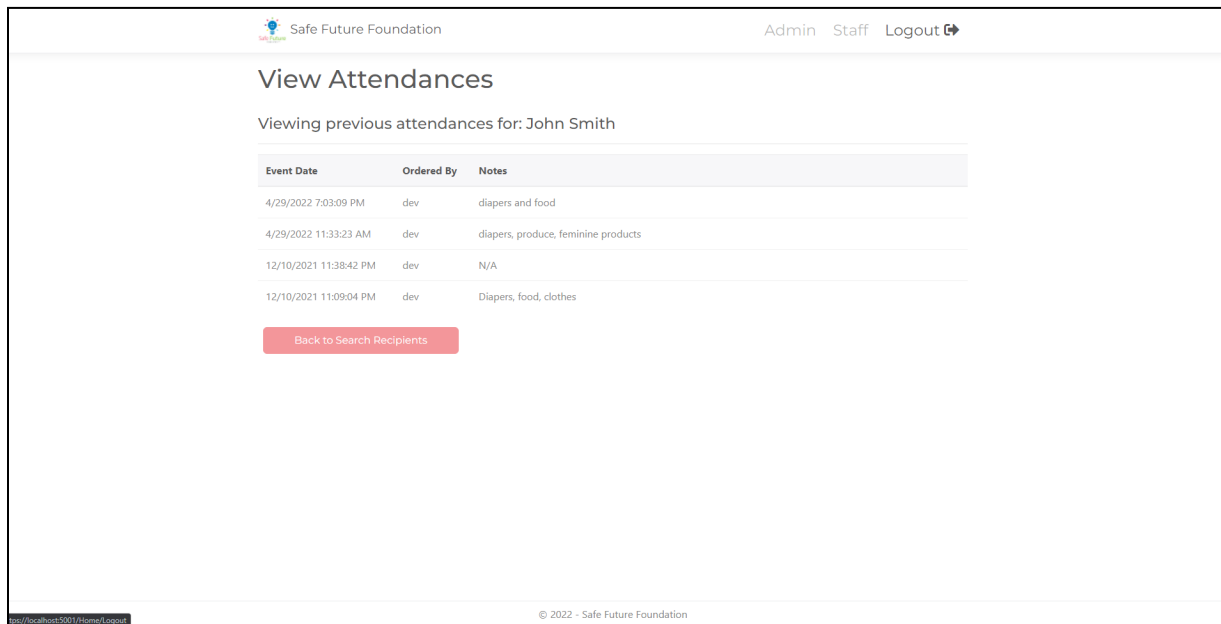
Next, click the **View Attendances** button in the row. You will be redirected to a new web page that displays a list of all attendances for that recipient within a table. To return to the homepage, either click the red **Back to Home** button at the bottom of the web page or the Staff link in the navigation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




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).

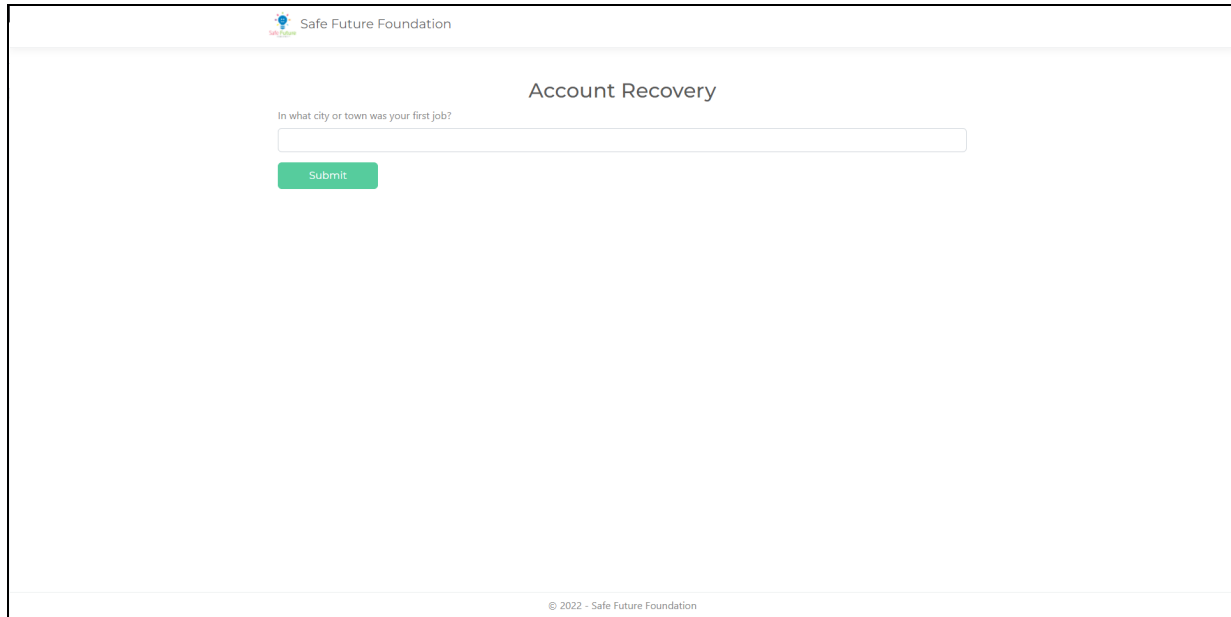
To change your password, click the Forgot Password? link located in the Login page, under the Password input field.



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

Next, enter your username in the provided field

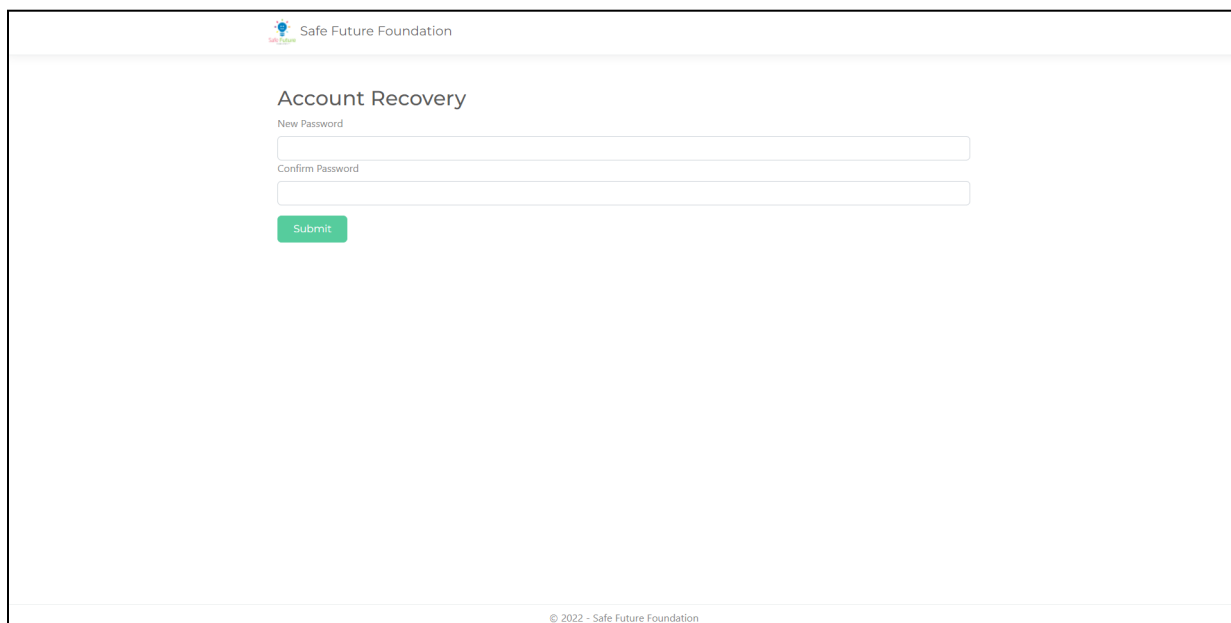
Upon entering your username, you will be asked the security question that you chose during the account creation process.



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.



This screenshot shows the 'Account Recovery' page after the security question. The title 'Account Recovery' is centered. Below it are two text input fields: 'New Password' and 'Confirm Password'. A green 'Submit' button is located below the 'Confirm Password' field. The footer displays '© 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.