



USER MANUAL

For **INGO FORUM** Web Application
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Prepared by



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1. Project Overview

This project is a comprehensive management system designed for an International Non-Governmental Organization (INGO). The system is built using the Laravel framework and offers a range of features aimed at simplifying the management of content, events, member profiles, and overall site administration. The application serves three primary user roles: guests, members, and administrators, each with distinct access levels and functionalities.

2. Key Features

Frontend Interface:

- **Home Page:** The landing page for the website, displaying the latest updates, announcements, and featured content.
- **About Us Section:** Provides detailed information about the organization's mission, history, and vision.
- **News/Blogs:** A dedicated section for publishing news articles and blog posts, categorized for easy navigation.
- **Events Page:** Lists upcoming events with detailed descriptions, dates, locations, and registration/joining options.
- **Contact Page:** A form for visitors to send inquiries, along with essential contact information.
- **Member Login:** A login page for registered members to access their personalized dashboards.

3. Functionalities:

3.1. Login & Become Member:

3.1.1. Marked Point 1: "Login / Be A Member" Button

- A. Purpose:** This button is prominently displayed on the top-right corner of the website and is intended to provide quick access for users who want to either log in to their existing accounts or become new members.
- B. User Interaction:**

- a. **Existing Members:** Clicking on this button reveals two options: "**Login**" and "**Be a Member**." Existing members should select the "Login" option to access their member accounts.
- b. **New Users:** Those who are not yet members can select the "**Be a Member**" option to start the registration process and become members of the organization.

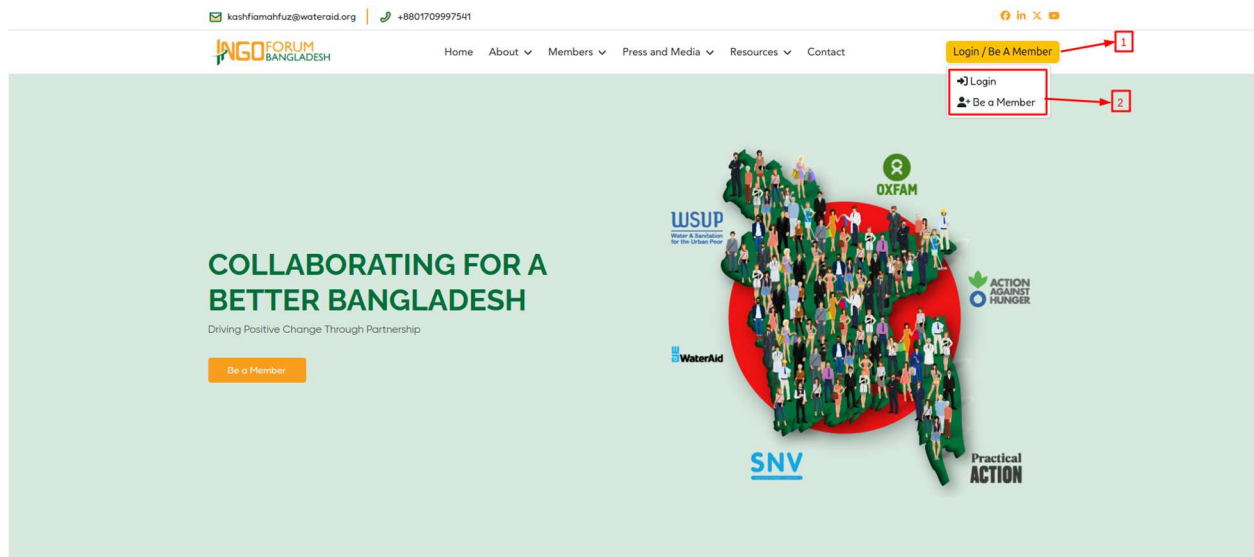


Figure 1 Login & Be a Member Button

3.1.2. Marked Point 2: Dropdown Options ("Login" and "Be a Member")

A. Login:

- a. **Functionality:** When a user clicks on the "Login" option, they will be redirected to the login page where they can enter their credentials (username/email and password) to access their member account.
- b. **Usage:** This is used by existing members who have already registered and need to log in to access member-only content, manage their profiles, or participate in events.

B. Be a Member:

- a. **Functionality:** When a user clicks on the "Be a Member" option, they will be directed to a registration page or form where they can sign up to become a member. This may involve filling out personal information, choosing a membership type, and possibly paying a membership fee.

- b. Usage:** This option is intended for new users who are interested in joining the organization as members. It provides them with the opportunity to gain access to exclusive content, participate in events, and be part of the organization's community.

The screenshot shows the top navigation bar of the INGO Forum Bangladesh website. Below the navigation bar, there is a large orange button labeled "Login". Below this button, there is a "MEMBERSHIP LOGIN FORM" with fields for "Email (For Login) *" and "Password *". There is also a "Forgot Your Password?" link next to the password field.

Figure 2 Login Page

The screenshot shows the top navigation bar of the INGO Forum Bangladesh website. Below the navigation bar, there is a large orange button labeled "Become a Member". Below this button, there is a "MEMBERSHIP REQUEST FORM" with fields for "Your Organization Details" and "Your Organization Director Details". There is also a "Forgot Your Password?" link next to the password field.

Figure 3 Become a Member Page

These two options streamline the process for users to either access their existing accounts or join the organization as new members, making it easy and intuitive for users to interact with the website.

3.1.3. Marked Point 3: "Forgot Your Password?" Link

- A. Purpose:** This link is provided for users who may have forgotten their account password. It allows them to initiate the password recovery process.

The screenshot shows the top navigation bar of the INGO Forum Bangladesh website. Below the navigation bar, there is a large orange button labeled "Login". Below this button, there is a "MEMBERSHIP LOGIN FORM" with fields for "Email (For Login) *" and "Password *". There is also a "Forgot Your Password?" link next to the password field. A red box highlights the "Forgot Your Password?" link, and a red arrow points to it from a red box containing the number "3".

Figure 4 Forgot Password Page

B. Functionality:

- a. **User Interaction:** When a user clicks on the "Forgot Your Password?" link, they will be redirected to a password recovery page.
 - b. **Password Recovery Process:** On the password recovery page, users are typically required to enter their registered email address. After submitting their email, they will receive instructions via email on how to reset their password. This usually involves clicking on a link in the email that takes them to a page where they can set a new password.
- C. **Usage:** This feature is crucial for maintaining user access to their accounts without needing administrative intervention. It provides a secure and user-friendly way for members to regain access to their accounts if they forget their password.

3.2. After Login Header Menu

3.2.1. Marked Point 4: Profile Name Display (e.g., "WaterAid")

- A. **Purpose:** Displays the name of the logged-in user or organization. It provides a quick reference to the currently active account.

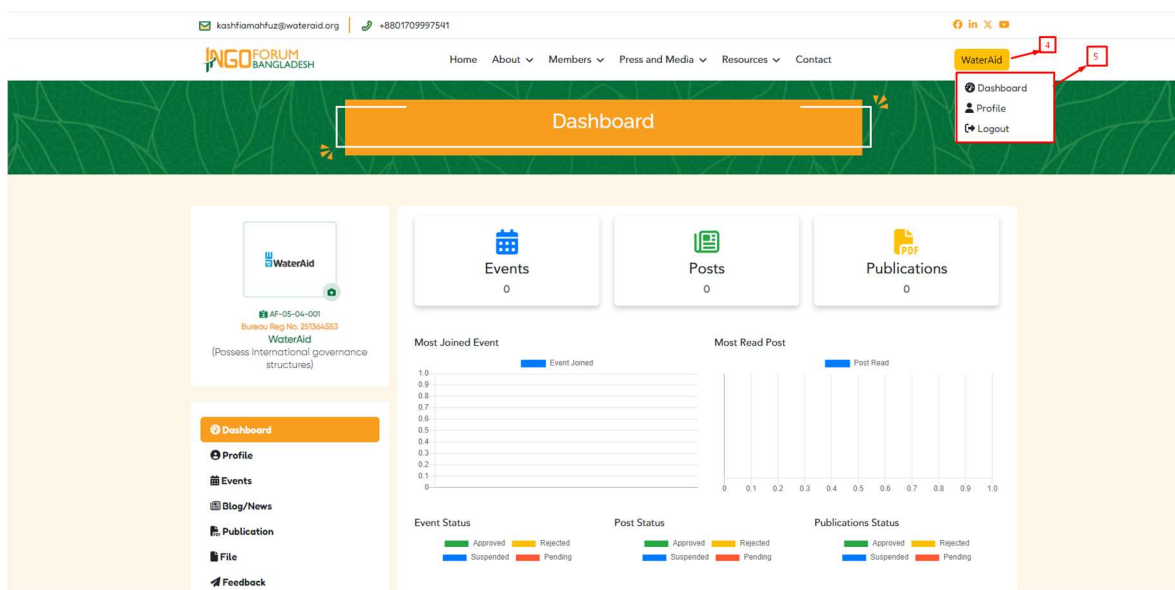


Figure 5 After Login Header Menu

3.2.2. Marked Point 5: Dropdown Menu (User Profile)

- A. **Purpose:** This menu appears when the user clicks on their profile name (e.g., "WaterAid") in the top-right corner.
- B. **Options:**
 - a. **Dashboard:** Redirects the user to their main dashboard, where they can view an overview of their activities and access various management options.
 - b. **Profile:** Allows the user to view and update their profile information.
 - c. **Logout:** Logs the user out of their session, returning them to the public-facing part of the website.

3.3. Dashboard Menu (Marked Point 6)

- A. **Purpose:** The central hub where users can get an overview of their account, including key statistics and access to different sections.

3.3.1. Marked Point 6.1: Dashboard Widgets

- i. **Events:** Displays the total number of events.
- ii. **Posts:** Displays the total number of posts.
- iii. **Publications:** Displays the total number of publications.
- iv. **Graphs:** Shows graphical representations of the most joined events, most read posts, and the status of events, posts, and publications.

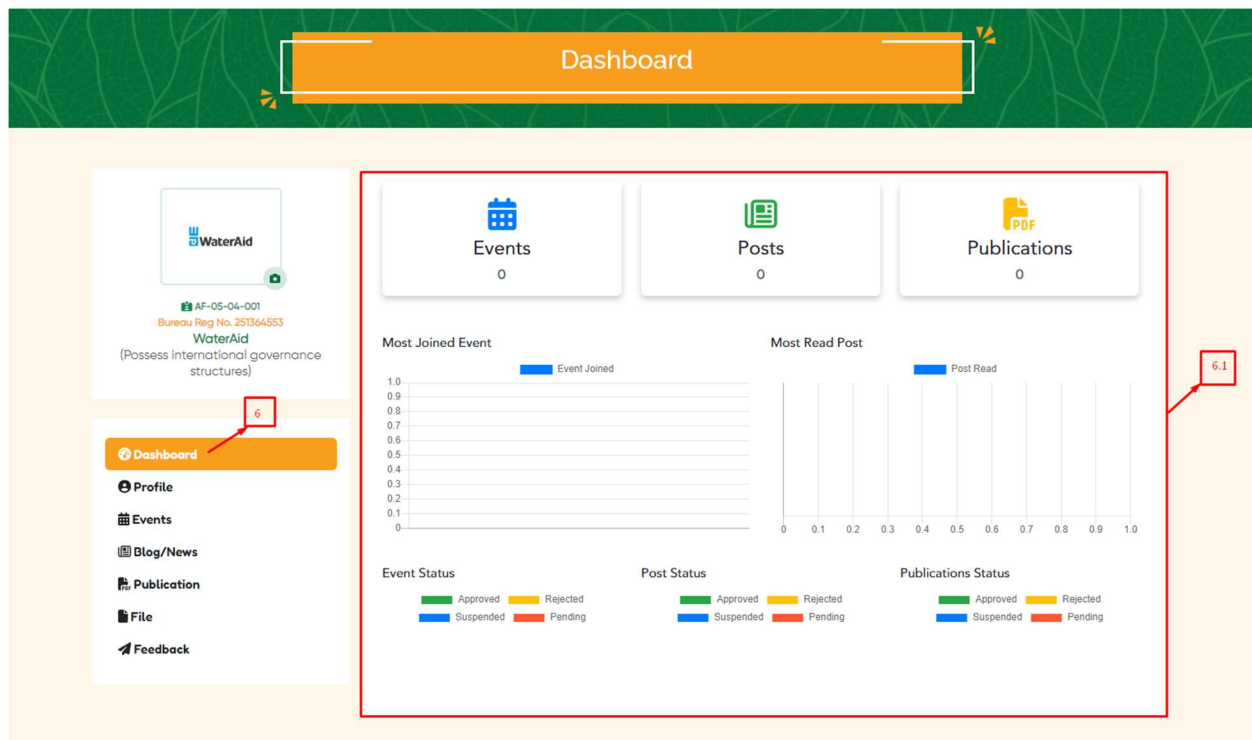


Figure 6 Member Dashboard Page

3.4. Profile Management Menu (Marked Point 7)

Purpose: This section allows users to manage their organizational profile and personal information.

3.4.1. Marked Point 7.1: Information Tab

Organization Details: Users can view and update their organization's name, website, email, registration number, and address. It also includes director details like name and email.

- **Marked Point 7.1.1:** Edit Icons - Users can click on these icons to edit the respective fields.

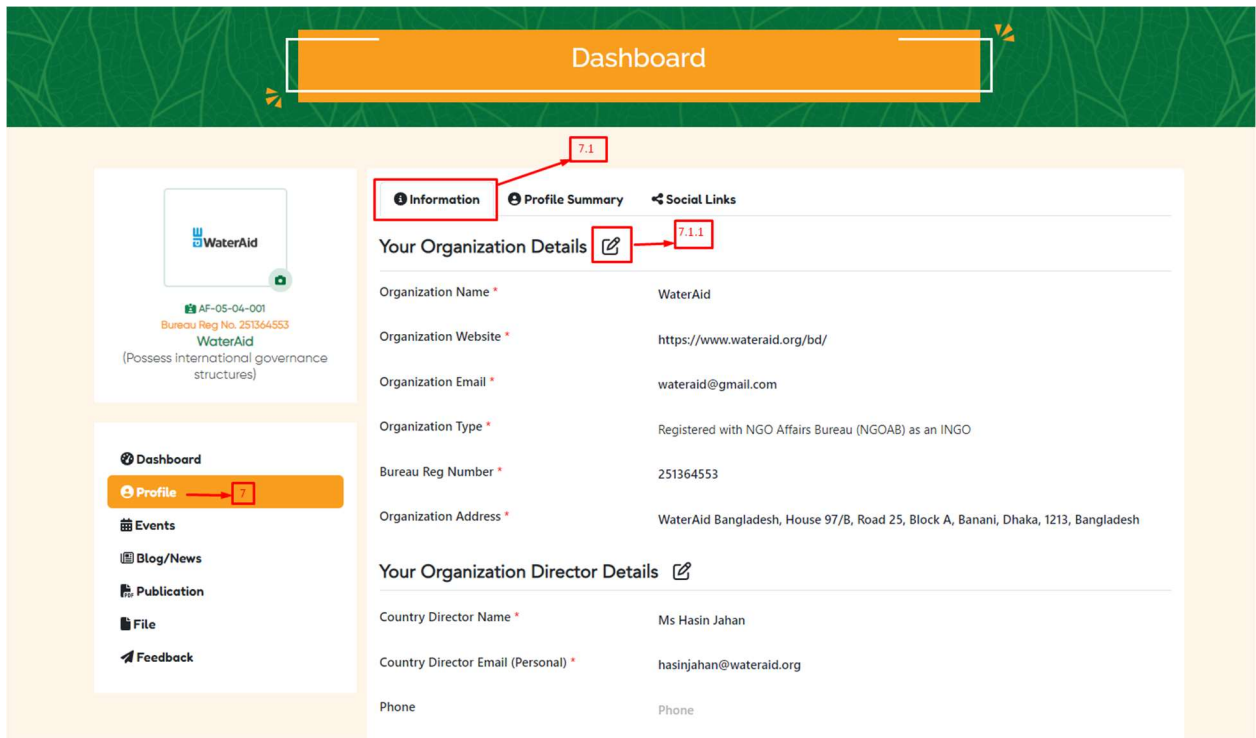


Figure 7.1 Profile Management Page (Basic Information)

3.4.2. Marked Point 7.2: Profile Summary Tab

- **Title, Subtitle, Description:** Users can view and update the organization's title, subtitle, and description.
- **Marked Point 7.2.1:** Edit Icons - Users can click on these icons to edit the respective fields.

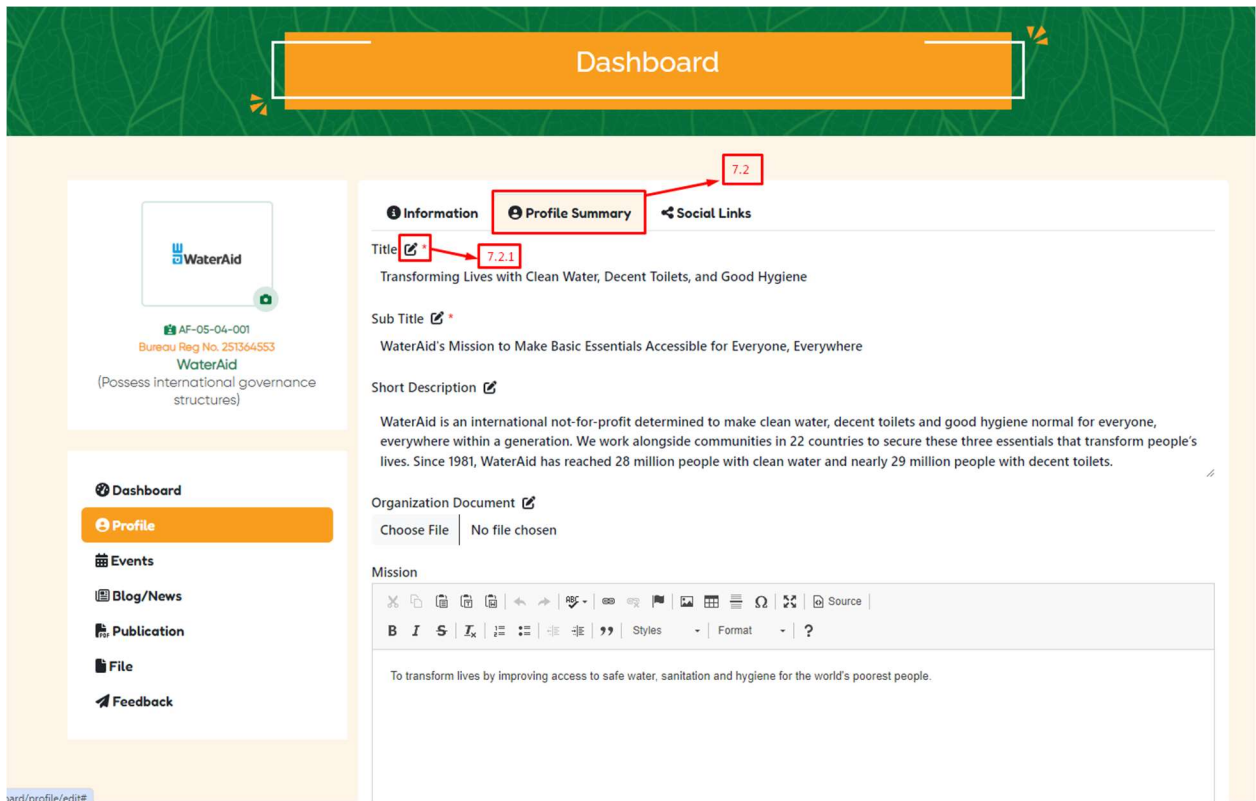


Figure 7.2 Profile Management Page (Profile Summary)

3.4.3. Marked Point 7.3: Social Links Tab

- **Social Media Links:** Users can add or edit links to their organization's social media profiles like Facebook, Twitter, LinkedIn, etc.
- **Marked Point 7.3.1: Edit Icons** - Users can click on these icons to edit the respective social media links.

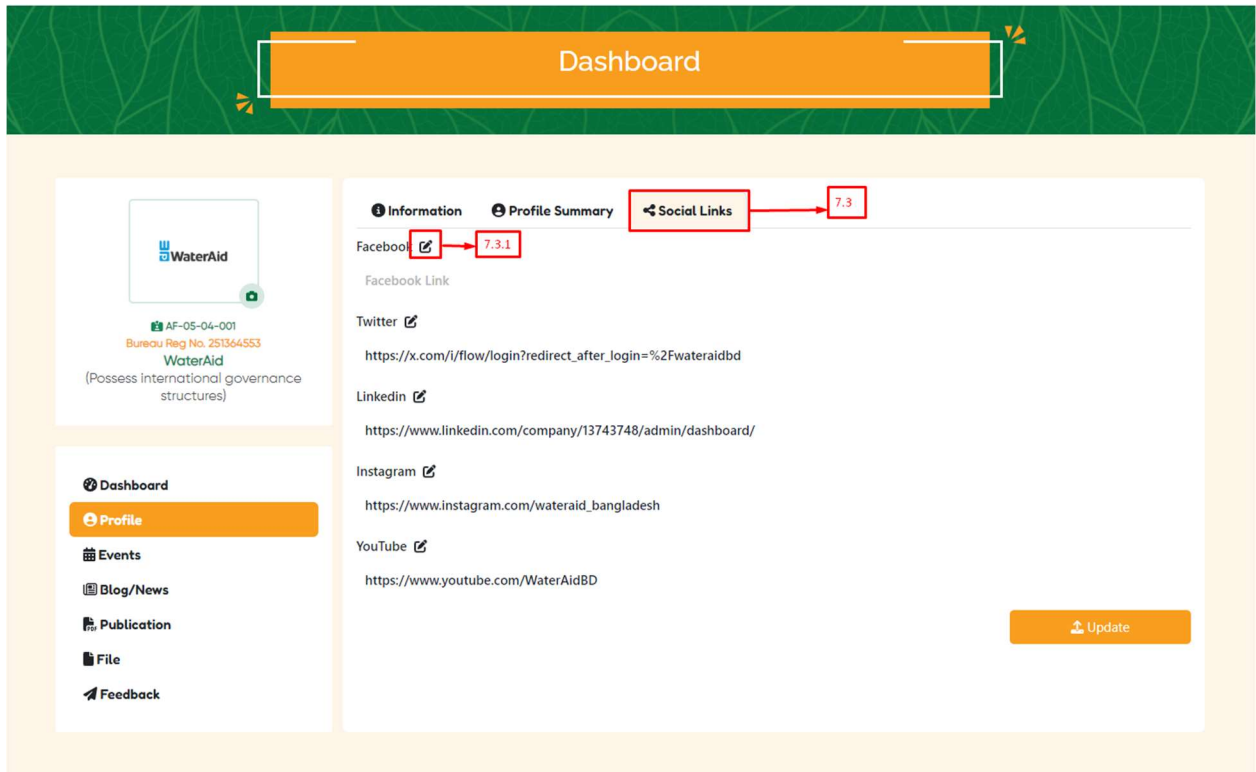


Figure 7.3 Profile Management Page (Social Links)

3.5. Event Management Menu (Marked Point 8)

Purpose: Manages events that the organization is involved in, including creating, editing, and viewing events.

3.5.1. Marked Point 8.1: All Events Tab

Displays a list of all events, with options to view, edit, or delete each event.

- **Marked Point 8.1.1:** Status - Indicates whether the event is active or inactive.
- **Marked Point 8.1.2:** View Icon - Allows the user to view detailed information about the event.
- **Marked Point 8.1.3:** Edit Icon - Allows the user to edit event details.
- **Marked Point 8.1.4:** Delete Icon - Allows the user to delete the event.

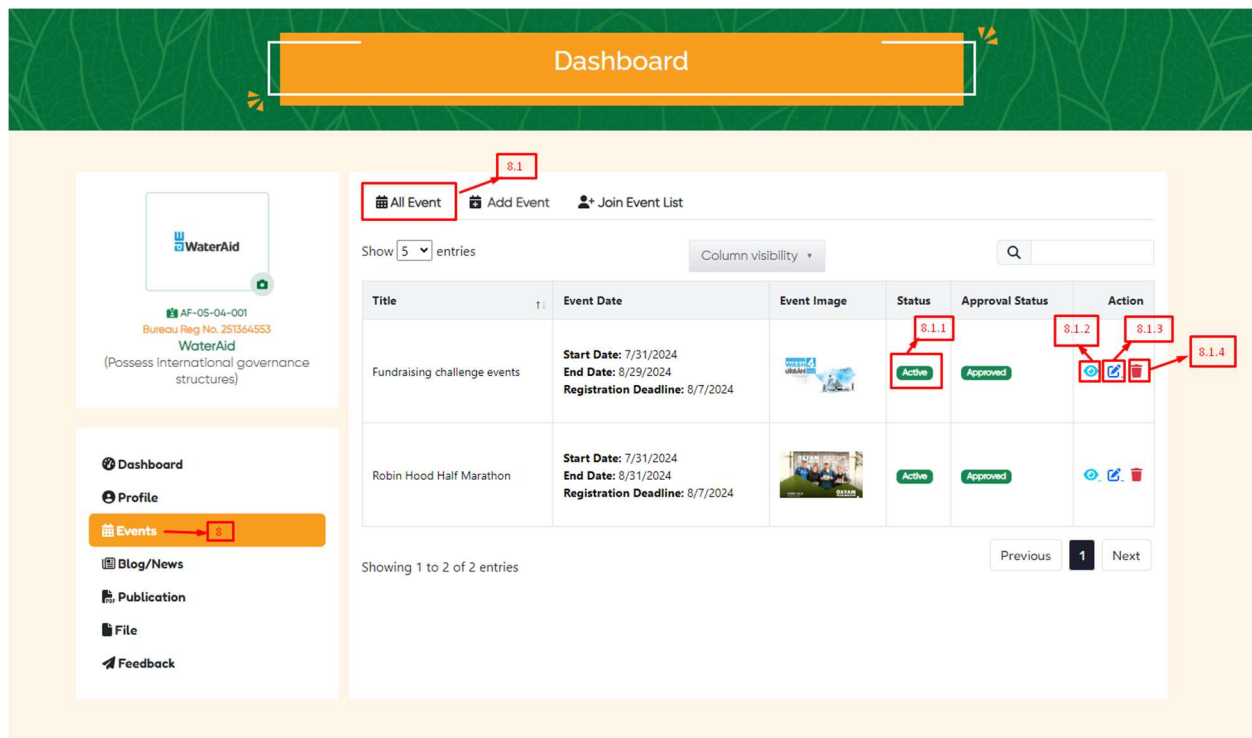


Figure 8.1 Event Management Page (All Event)

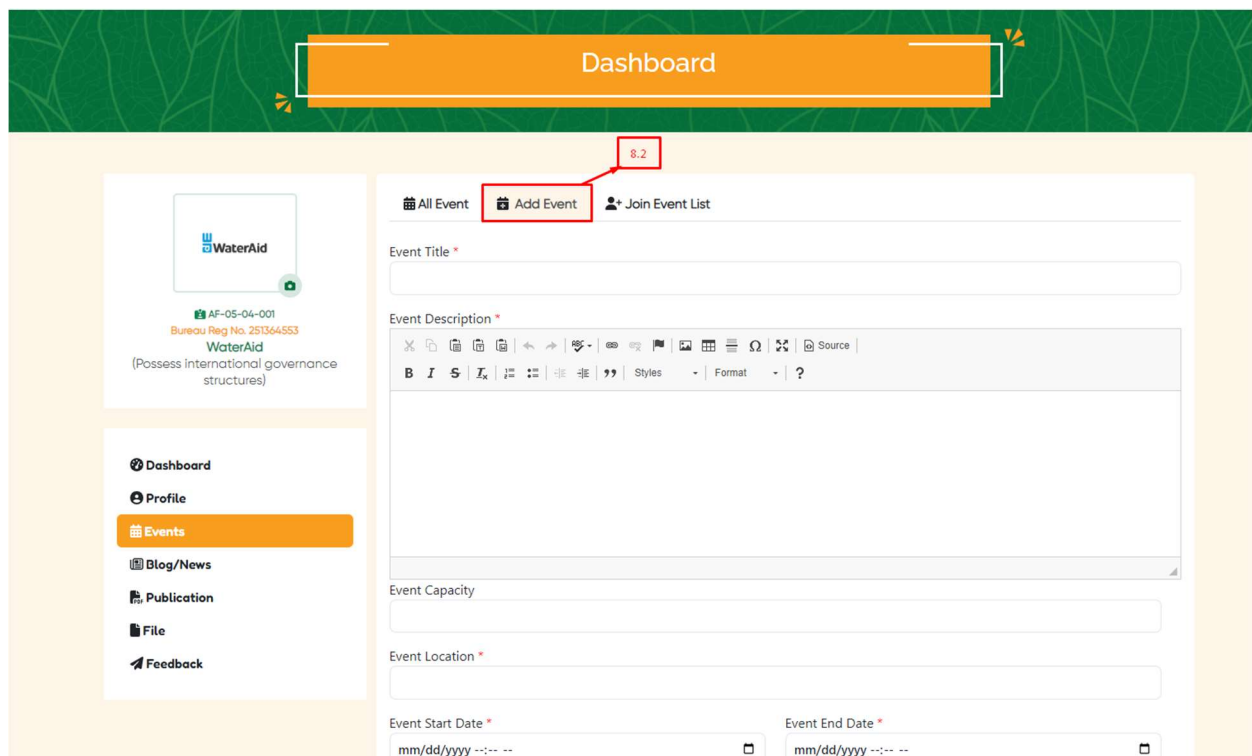


Figure 8.2 Event Management Page (Add New Event)

3.5.2. Marked Point 8.2: Add Event Tab

Provides a form for adding a new event with fields like event title, description, capacity, location, start date, and end date.

3.5.3. Marked Point 8.3: Joined Event List Tab

Shows a list of attendees who have joined the event, including their name, email, phone number, and guest information.

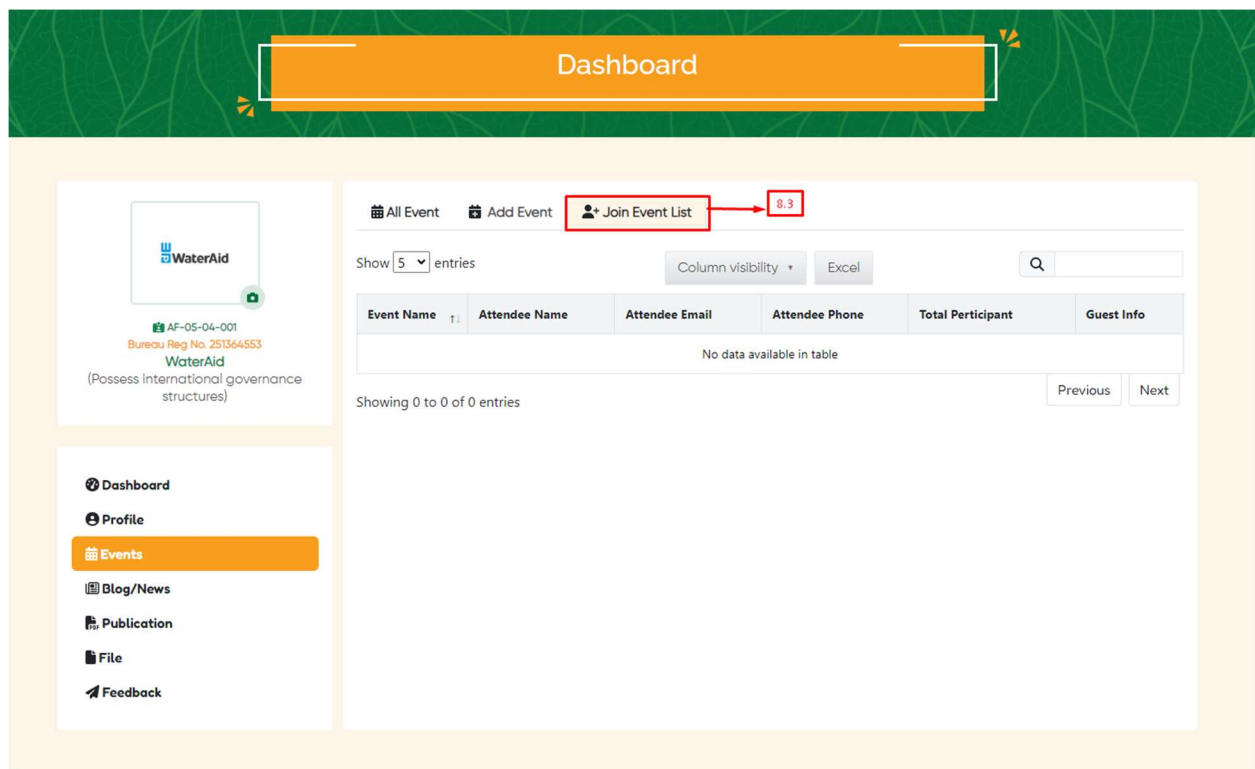


Figure 8.3 Event Management Page (Joined Event List)

3.6. Blog/News Management (Marked Point 9)

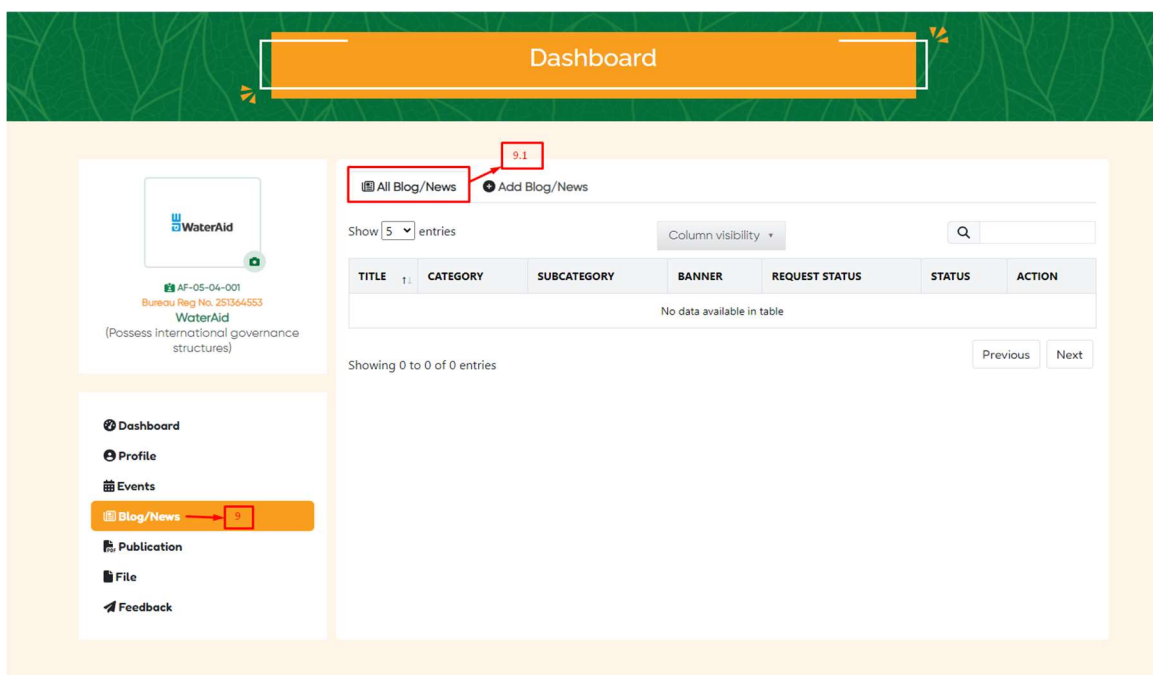


Figure 9.1 Blog Management (All Blog/News)

Purpose: Manage blog posts or news articles for the organization.

3.6.1. Marked Point 9.1: All Blog/News Tab

- i. Displays a list of all blogs or news articles, with options to view, edit, or delete each one.

3.6.2. Marked Point 9.2: Add Blog/News Tab

- ii. Provides a form for adding a new blog post or news article, with fields like title, slug, category, and details.

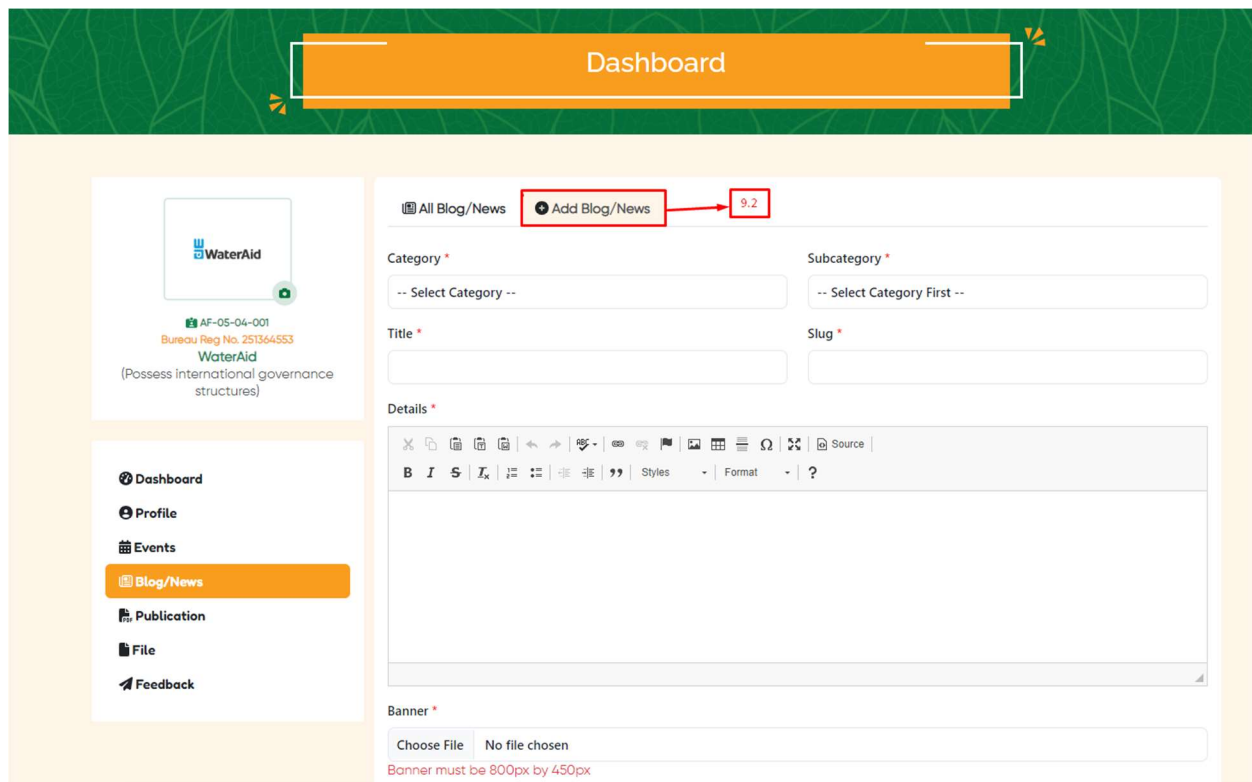


Figure 9.2 Blog Management (Add new Blog/News)

3.7. Publications Management Menu (Marked Point 10)

Purpose: Manage publications that the organization wants to share.

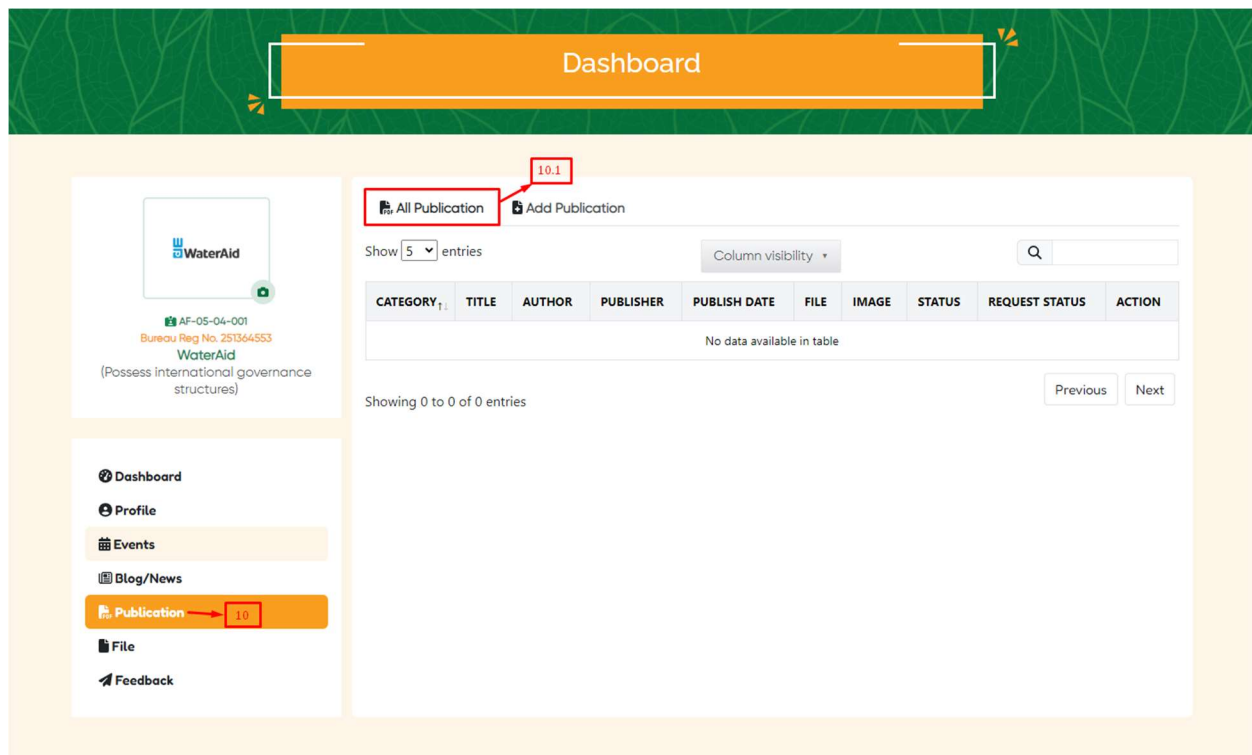


Figure 10.1 Publication Page (All Publication)

3.7.1. Marked Point 10.1: All Publications Tab

Displays a list of all publications, with options to view, edit, or delete each one.

3.7.2. Marked Point 10.2: Add Publication Tab

Provides a form for adding a new publication, with fields like title, category, author, publisher, and publication file.

Dashboard

WaterAid
AF-05-04-001
Bureau Reg No. 251364553
WaterAid
(Possess international governance structures)

- Dashboard
- Profile
- Events
- Blog/News
- Publication**
- File
- Feedback

All Publication **Add Publication** 10.2

Category * -- Select Category -- Title *

Author * Publisher * Publish Date * mm/dd/yyyy

Short Description *

Please fill out this field.

Publication File * Image *
Choose File No file chosen Choose File No file chosen

Submit

Figure 10.2 Publication Page (Add Publication)

3.8. File Management Menu (Marked Point 11)

Purpose: Manage files that the organization wants to share or keep privately.

Dashboard

WaterAid
AF-05-04-001
Bureau Reg No. 251364553
WaterAid
(Possess international governance structures)

- Dashboard
- Profile
- Events
- Blog/News
- Publication
- File** 11
- Feedback

Public File 11.1 Shared File My File Add File

Show 5 entries Column visibility

TITLE	CATEGORY	SUBCATEGORY	DESCRIPTION	ADDED BY	DOWNLOAD
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Figure 11.1 File Management Page (Public File)

3.8.1. Marked Point 11.1: Public File Tab

Displays files that are available publicly, with options to download or view details.

3.8.2. Marked Point 11.2: Shared File Tab

- Displays files that are shared with specific users or groups, with options to download or view details.
- **Marked Point 11.2.1:** Download Icon - Allows the user to download the shared file.

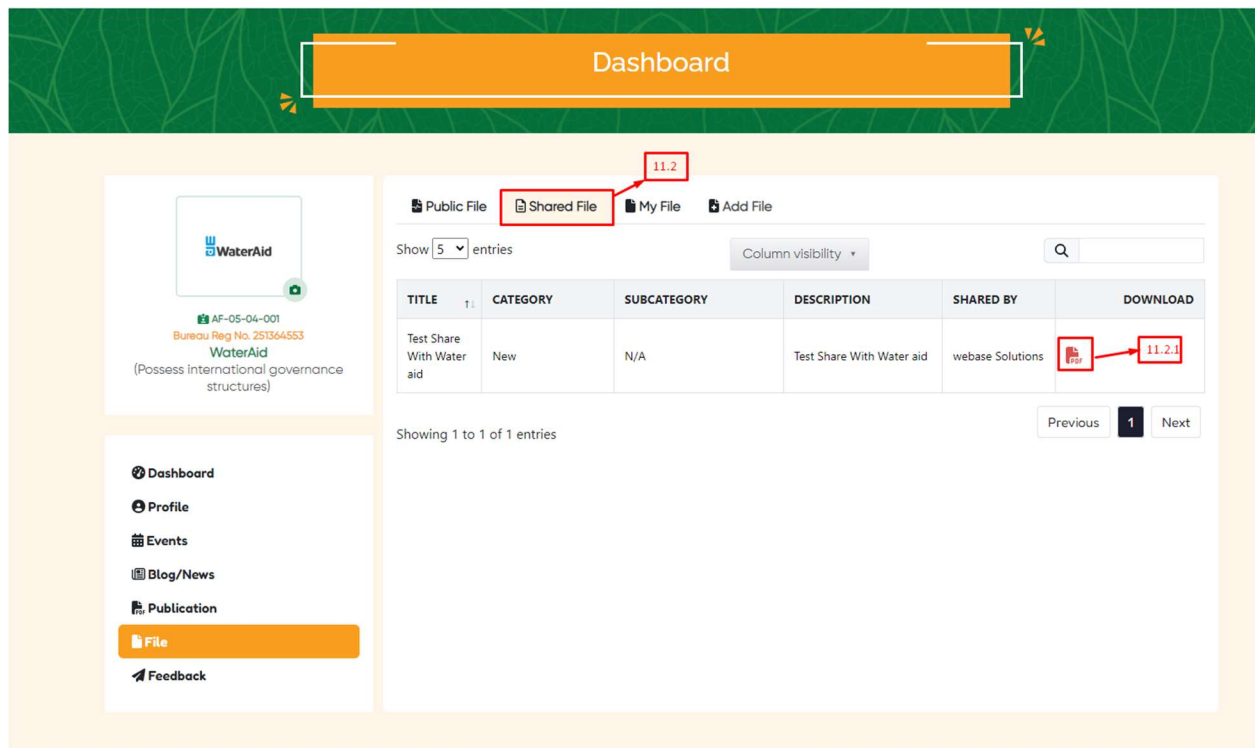


Figure 11.2 File Management Page (Shared File)

3.8.3. Marked Point 11.3: My File Tab

Displays files that belong to the user or organization.

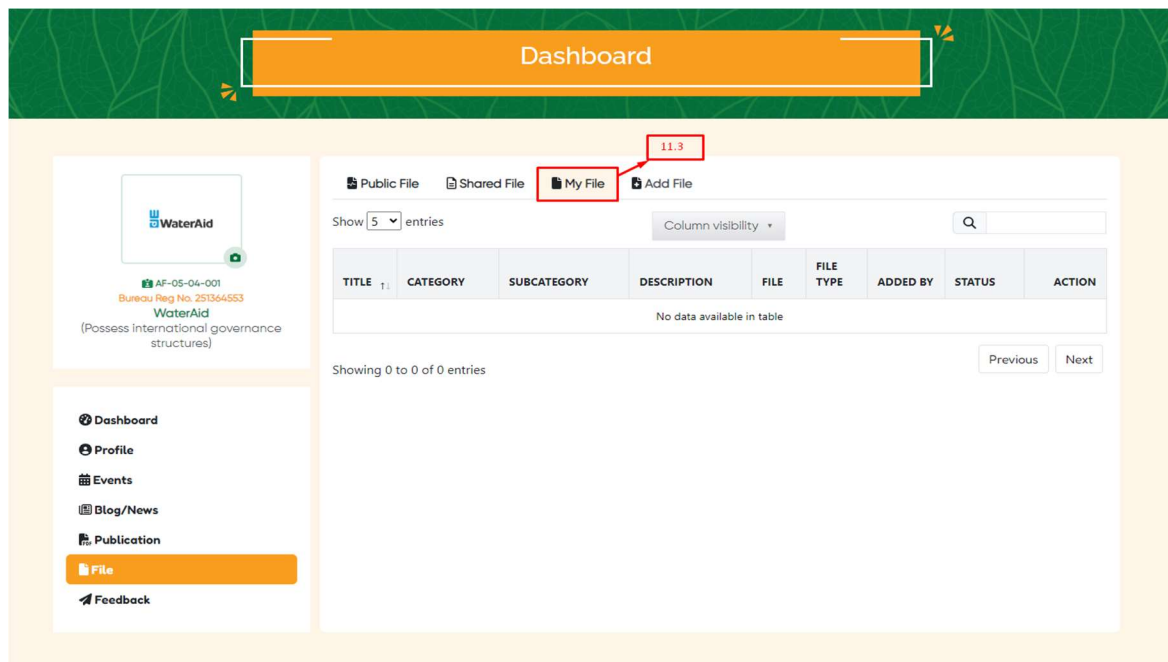


Figure 11.3 File Management Page (My Files)

3.8.4. Marked Point 11.4: Add File Tab

Provides a form for adding a new file, with fields for title, category, subcategory, and attachment.

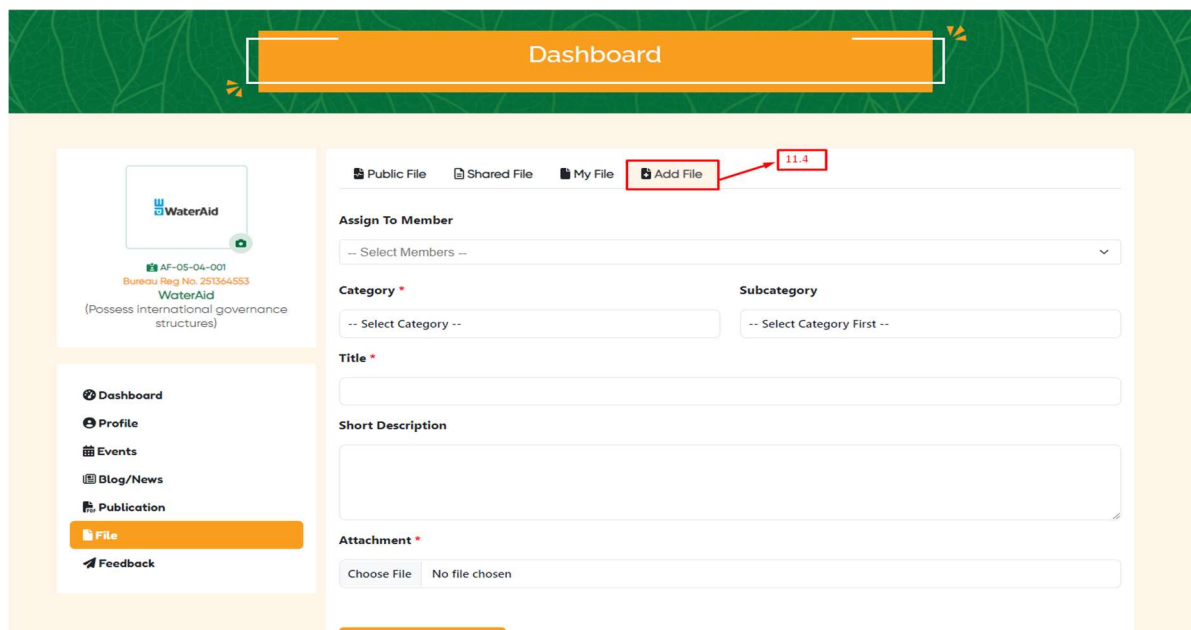


Figure 11.4 File Management Page (Add new file)

3.9. Feedback Management Menu (Marked Point 12)

Purpose: Manage feedback received from users or other organizations.

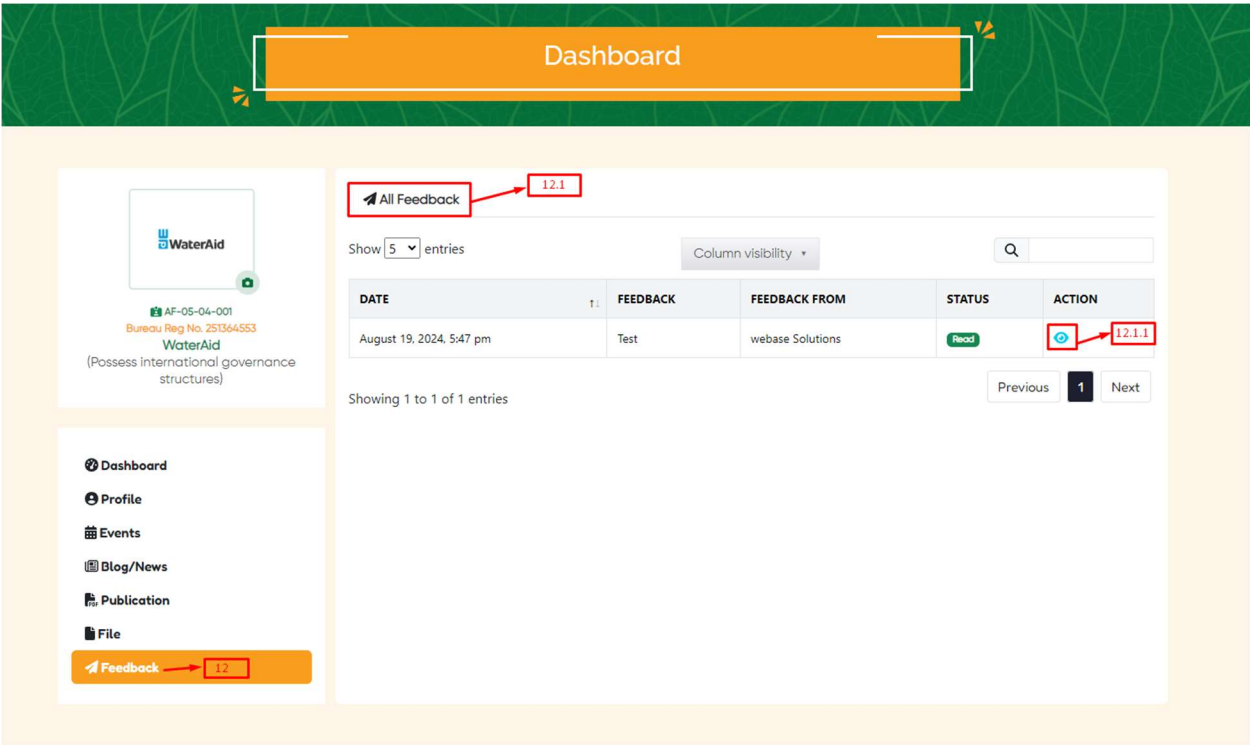


Figure 12 Feedback Page

3.9.1. Marked Point 12.1: All Feedback Tab

- Displays all feedback entries, with options to view details or mark them as read/unread.
- **Marked Point 12.1.1:** View Icon - Allows the user to view the details of the feedback

4. Conclusion

This user manual provides a comprehensive overview of the functionalities and features available to users within the INGO management system. Whether you're an administrator managing content, events, and publications, or a member accessing your profile and participating in events, the system is designed to be intuitive and user-friendly. By following the steps outlined in this guide, users can efficiently navigate the platform, ensuring that all organizational and user-specific tasks are completed seamlessly. The system's robust feature set is built to support the dynamic needs of an INGO, empowering users to focus on driving positive change.