

User Manual for

Neighborly

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UPRRP
1.0v

12/9/2025

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Version History

Date	Author	Version	Description
12/02/2025	Bryan Márquez	0.1	Added purpose to the introduction section
12/02/2025	Bryan Márquez	0.2	Added intended document conventions and intended audience. Also added references.
12/06/2025	Bryan Márquez	0.3	Implemented, and described Features 3, 4, and 5.
12/10/2025	Bryan Márquez	1.0	Described features 1 and 2, which were implemented by Andres.

1 Introduction

1.1 Purpose

- The user manual outlines the expected experience within *Neighborly*, a platform designed to connect volunteers with community organizations across Puerto Rico. Volunteers can browse events, manage their skills and profiles, and track their participation history, while organizations can create and manage events, coordinate with volunteers, and foster meaningful community engagement. Administrators oversee the platform by reviewing and approving events, managing users, and ensuring the community remains safe and active. This manual will guide you through the features available to your user type and help you make the most of *Neighborly*.

1.2 Document Conventions

- *Italics* are indicative of a product name, like *Neighborly*.
- **Bold** is indicative of a section within the document **OR** a means to draw attention to an option or important condition.

1.3 Intended Audience and Reading Suggestions

- This user manual caters to three user types on the *Neighborly* platform users: volunteers, organizers, and administrators. Volunteers should focus on account creation, profile management, event browsing, and tracking participation. Organizers should set up their profiles, create and manage events, coordinate with volunteers, and implement successful events. Administrators can familiarize themselves with all user experiences, especially event approval, user management, content moderation, and platform maintenance.

2 Application Components

2.1 Feature 1: Create Event

Description:

Allows organizations to submit new volunteer opportunities to the *Neighborly*. Organizations can provide event details including title, description, location, date/time, number of volunteer spots needed, and an optional image. All newly created events require administrator approval before appearing on the public timeline.

User Access

- Available to: Organizers only
- Authentication required: Yes
- Role restriction: Users must be logged in with an organizer account to access this feature

Steps to access:

1. Navigate to the Timeline page by clicking “Timeline” in the top navigation bar. As an organizer, you’ll see a green “+ Create New Event” button in the top-right section of the page. Click this button to open the event creation modal.
 - Event title
 - Description of event
 - Location
 - Start date and time
 - End date and time
 - Number of Volunteer Spots
 - Image URL
2. Once all required information is entered, it will be viewed by an admin for approval.

Step 2. click here

+ Create New Event

Show more opportunities

Step 3.1

Fill the Form

Step 3.1 Click and done!

Create New Event

Event Title *

Description *

Location *

Select a location

Start Date & Time *

12/10/2025, 12:30 PM

End Date & Time *

12/10/2025, 12:30 PM

Number of Volunteer Spots *

10

Image URL (optional)

https://example.com/image.jpg

Provide a URL to an image for your event

Cancel

Create Event

2.2 Feature 2: Timeline

Description:

The timeline is the main discovery page where users browse all approved volunteer opportunities across Puerto Rico. Events are displayed in cards showing title, location, date, organization, available spots, and descriptions. Volunteers can sign up directly from the timeline.

User Access:

- Available to: All users
- Authentication required: Yes for signing up but no for viewing.
- Role restriction:
 - Visitors: View events, must be logging in to volunteer
 - Volunteers: View and sign up for events
 - Organizers: View events and create events
 - Admins: View all events

Steps to Access:

1. The timeline - Navigate to the Timeline page by clicking "Timeline" in the top navigation bar. The page displays all approved and active volunteer opportunities ordered by start date (soonest first).
2. Browse Event Cards
 - Each event card on the timeline displays -
 - Event Image - Visual representation of the opportunity (or placeholder image if none provided)
 - Organization Badge - Organization name displayed in the top-right corner of the image
 - Event Date - When the event takes place
 - Event Location - Puerto Rico municipality where the event is located
 - Event Title - Name of the volunteer opportunity
 - Event Description - Brief overview of what the event involves
 - Available Spots - Shows "Only X spots left!" warning when 5 or fewer spots remain

- Action Buttons:
 - "More details" button - Links to the full event details page
 - "Volunteer" button - Allows volunteers to sign up for the event

3. Sign Up for Events (Volunteers Only) -

- To sign up for an event:
 - Find an event you're interested in on the timeline
 - Click the blue "Volunteer" button on the event card
 - A confirmation dialog appears asking: "Are you sure you want to sign up for '[Event Title]'?"
 - Click "OK" to confirm your sign-up, or "Cancel" to go back

4. View More Event Details

- Click the "More details" button on any event card to navigate to the full Event Details page (opportunity_details.php), which includes:

5. Load Additional Events

- At the bottom of the timeline:
 - Click the "Show more opportunities" button
 - A loading message appears: "Loading more opportunities..."
 - The system checks for additional events
 - If no more events are available, the message updates to: "No more opportunities found."
 - The button automatically hides

Assumes you are a volunteer.

Neighorly

Timeline Admin Panel Sign

Upcoming Opportunities

Discover volunteer opportunities in your community.

Nov 15, 2025 San Juan
Limpieza de Playa Ocean Park
Únete a nosotros para limpiar la playa de Ocean Park y mantener nuestro litoral limpio.

More details  Volunteer 

Nov 20, 2025 Bayamón
Reforestación Parque Central
Ayúdanos a plantar árboles nativos en el Parque Central de Bayamón.

More details  Volunteer 

Nov 25, 2025 Ponce
Compañía para Ancianos Hogar Dulce Hogar
Pasa tiempo con residentes del hogar de ancianos, juega dominó y comparte historias.

More details  Volunteer 

Step 1. Click here

Step 2. View events

Step 3. Sign up

or

View more details of events that interest you!

Assumes you are an organizer

Upcoming Opportunities

Discover volunteer opportunities in your community.

+ Create New Event

Nov 15, 2025 - San Juan

Limpieza de Playa Ocean Park

Únete a nosotros para limpiar la playa de Ocean Park y mantener nuestro litoral limpio.

More details Volunteer

Nov 20, 2025 - Bayamón

Reforestación Parque Central

Ayúdanos a plantar árboles nativos en el Parque Central de Bayamón.

More details Volunteer

Nov 25, 2025 - Ponce

Compañía para Ancianos Hogar Dulce Hogar

Pasa tiempo con residentes del hogar de ancianos, juega dominó y comparte historias.

Somrisas para Puerto Rico

2.3 Feature 3: Volunteer Profile

Description:

The Volunteer Profile feature allows users to view and manage their personal information, skills, and event participation in.

User Access

- Available to: Volunteers only
- Authentication required: Yes
- Role restriction: Users must be logged in with a volunteer account to access this feature

Steps to access:

1. View Profile - Click the "Profile" button in the top navigation bar to access your volunteer profile page. The profile displays your personal information including:

 - Full name and phone number
 - Selected skills and expertise
 - Active events you're currently participating in
 - Past events
2. Manage Event Participation - To stop participating in an active event, click the "Do you want to stop participating?" link next to any active event. A confirmation dialog will appear to prevent accidental removal. Once confirmed, the event automatically moves to the "Past Events" section with a status indicating you stopped participating.
3. Edit Profile Information - Click the "Edit Profile" button to access the edit mode. Here you can update:

 - Email address and phone number
 - First and last name
 - Location
 - Skills
 - Password
4. After making changes, click "Save" to update your profile or "Cancel" to discard changes and return to view mode.

Step 1. Click me

Greetings @maria_garcia :)

User information

1. Name and Last name

Maria García

2. Phone Number

787-123-4567

3. Skills

Teaching, First Aid, Elderly Care

Active Events you are participating in

1. Limpieza de Playa Ocean Park

Do you want to stop participating?

2. Compañía para Ancianos Hogar Dulce Hogar

Do you want to stop participating?

Events that you have participated in but are no longer active

No past events

Edit Profile

Step 2.

click me if you wish to stop participating in an event.

Step 3.

if you wish to edit details, click here.

Edit profile

Email

maria.garcia@email.com

Phone

787-123-4567

First name

María

Last

García

Password

New password

Repeat new password

Step 4.

Change information
as necessary

Skills

- Administration
- Animal Care
- Art
- Childcare
- Cleaning
- Construction
- Cooking
- Elderly Care
- First Aid
- Fundraising
- Gardening
- Language
- Music
- Sports
- Teaching
- Technology

Location

San Juan

Cancel **Save**

Step 4.
Change information
as necessary

Step 5.
Save

or

Step 6.
Cancel

2.4 Feature 4 Organizer Profile

Description

The Organizer Profile feature enables organizations to manage their organizational information, view their created events, and control active campaigns from a centralized dashboard.

User Access

- Available to: Organizers only
- Authentication required: Yes
- Role restriction: Users must be logged in with an organizer account to access this feature

Steps to access:

1. View Organization Profile - Click the "Organization" button in the top navigation bar to access your organizer profile page. The profile displays your organizational information including:
 - Organization name
 - Phone number and email address
 - Location
 - Active events your organization is currently running
 - Past events
2. Manage Event Campaigns - To end an active campaign, click the "End campaign" link next to any active event. A confirmation dialog will appear to prevent accidental termination. Once confirmed, the event status changes to "cancelled" and automatically moves to the "No longer active" section.
3. Edit Organization Information - Click the "Edit Organization" button to access the edit mode. Here you can update:
 - Organization name
 - Email address and phone number
 - Location
 - Password
4. After making changes, click "Save" to update your organization profile or "Cancel" to discard changes and return to view mode.

Step 1. click me

The screenshot shows the Neighbory app interface. At the top, there's a navigation bar with 'Neighbory' on the left and 'Timeline', 'Organization', and 'Sign Out' on the right. Below the navigation is a section titled 'Organization' with 'Organization information'. It lists: 1. Organization name (Comunidad Puerto Rico), 2. Phone Number (787-678-9012), 3. Email (info@comunidadpr.org), and 3. Location (San Juan). Under 'Active Events', there are two items: 1. Limpieza de Playa Ocean Park (with an 'End campaign' button) and 2. Reparación de Viviendas Caño Martín Peña (with an 'End campaign' button). A red arrow points from the text 'Step 2. Manage Events' to the 'End campaign' button for item 1. Another red arrow points from the text 'Step 3.' to the 'Edit Organization' button at the bottom.

Step 2. Manage Events

Step 3.

Edit Organization

Step 3.

Edit necessary information

Edit Organization

Email

Organization name

Phone

Password

New password

Repeat new password

Location

Cancel **Save**

Step 4.

Save

or
Cancel

2.5 Feature 5 Admin Panel

Description

The Admin Panel provides administrators with comprehensive oversight and management capabilities for the entire Neighborly platform, including event approvals, user management, and platform moderation.

User Access

- Available to: Administrators only
- Authentication required: Yes
- Role restriction: Users must be logged in with an admin account to access this feature
- Security features:
 - Admin users cannot be deleted by other admins
 - Self-deletion is prevented
 - All destructive actions require confirmation

Steps to access:

1. Access Admin Dashboard - Click the "Admin Panel" button in the top navigation bar to access the administrative dashboard. The panel is divided into three main sections:
 - Pending Event Approvals
 - All Users
 - All Events
2. Approve or Reject Events - In the "Pending Event Approvals" section, review events awaiting approval:
 - Click "Approve" to publish the event and make it visible to volunteers
 - Click "Reject" to decline the event
 - Each action requires confirmation via a dialog to prevent accidental changes
 - Approved events move out of the pending section and appear in the "All Events" table
3. Manage Users - In the "All Users" section, view and manage all registered users:

- View user information including ID, username, email, role, and location
 - Click "Delete" to remove non-admin users from the platform
 - Admin users are protected and display "Admin" text instead of a delete button
 - Administrators cannot delete themselves
 - Each deletion requires confirmation via a dialog
- 4. Manage All Events** - In the "All Events" section, oversee all platform events:
- View event details including status and approval state
 - Unapproved events display "Approve" and "Reject" buttons for quick action
 - Click "Delete" to permanently remove any event from the database
 - Each deletion requires confirmation via a dialog
 - Events display color-coded status badges for easy identification

Step 1. click me

Timeline Admin Panel Sign Out

Admin Panel

Pending Event Approvals

Event ID	Title	Organizer	Date	Location	Action
5	Taller de Compostaje Comunitario	ayuda_verde	2025-12-10 10:00:00	Caguas	Approve Reject
6	Distribución de Alimentos Comunidad San José	sonrisas_pr	2025-12-12 09:00:00	Carolina	Approve Reject

Step 2. Approve or Reject events

All Users

User ID	Username	Email	Role	Location	Actions
1	maria_garcia	maria.garcia@email.com	volunteer	San Juan	Delete
2	carlos_rod	carlos.rodriguez@email.com	volunteer	Bayamón	Delete
3	ana_martinez	ana.martinez@email.com	volunteer	Ponce	Delete
4	jose_santos	jose.santos@email.com	volunteer	Carolina	Delete
5	laura_diaz	laura.diaz@email.com	volunteer	Caguas	Delete
6	comunidad_pr	info@comunidadpr.org	organizer	San Juan	Delete
7	ayuda_verde	contact@ayudaverde.org	organizer	Ponce	Delete
8	sonrisas_pr	volunteer@sonrisaspr.org	organizer	Bayamón	Delete
9	admin_neighborhoodly	admin@neighborly.pr	admin	San Juan	Admin

Step 3. Remove if needed

All Events

Event ID	Title	Organizer	Status	Approved	Start Date	Actions
6	Distribución de Alimentos Comunidad San José	sonrisas_pr	active	No	2025-12-12 09:00:00	Approve Reject Delete
5	Taller de Compostaje Comunitario	ayuda_verde	active	No	2025-12-10 10:00:00	Approve Reject Delete
4	Reparación de Viviendas Caño Martín Peña	comunidad_pr	active	Yes	2025-12-05 08:30:00	Delete
3	Compañía para Ancianos Hogar Dulce Hogar	sonrisas_pr	active	Yes	2025-11-25 14:00:00	Delete
2	Reforestación Parque Central	ayuda_verde	active	Yes	2025-11-20 09:00:00	Delete
1	Limpieza de Playa Ocean Park	comunidad_pr	active	Yes	2025-11-15 08:00:00	Delete

Step 4. View all events.

3 References

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- Oracle. MySQL Documentation. Retrieved October 6, 2025, from <https://dev.mysql.com/doc/>