

# **E – Community: Service & Volunteer Platform**

## **User Manual**

(CSC584 – Enterprise Programming)

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# 1. Introduction

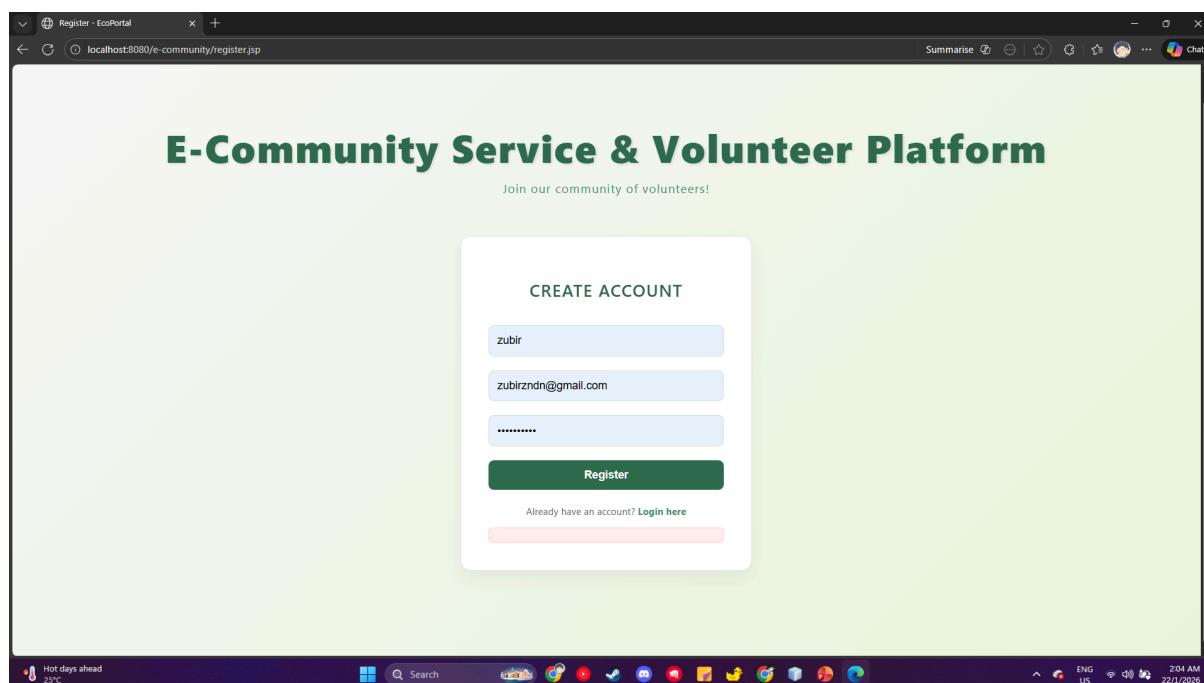
The e-Community system is a web-based platform designed to manage and support volunteer activities. It allows users to join or participate in events, track participation hours on events, and manage their personal profiles. Administrators can create, update, and manage volunteer events in the system.

This user manual provides step-by-step instructions for both users and administrators on how to use the system.

# 2. System Access

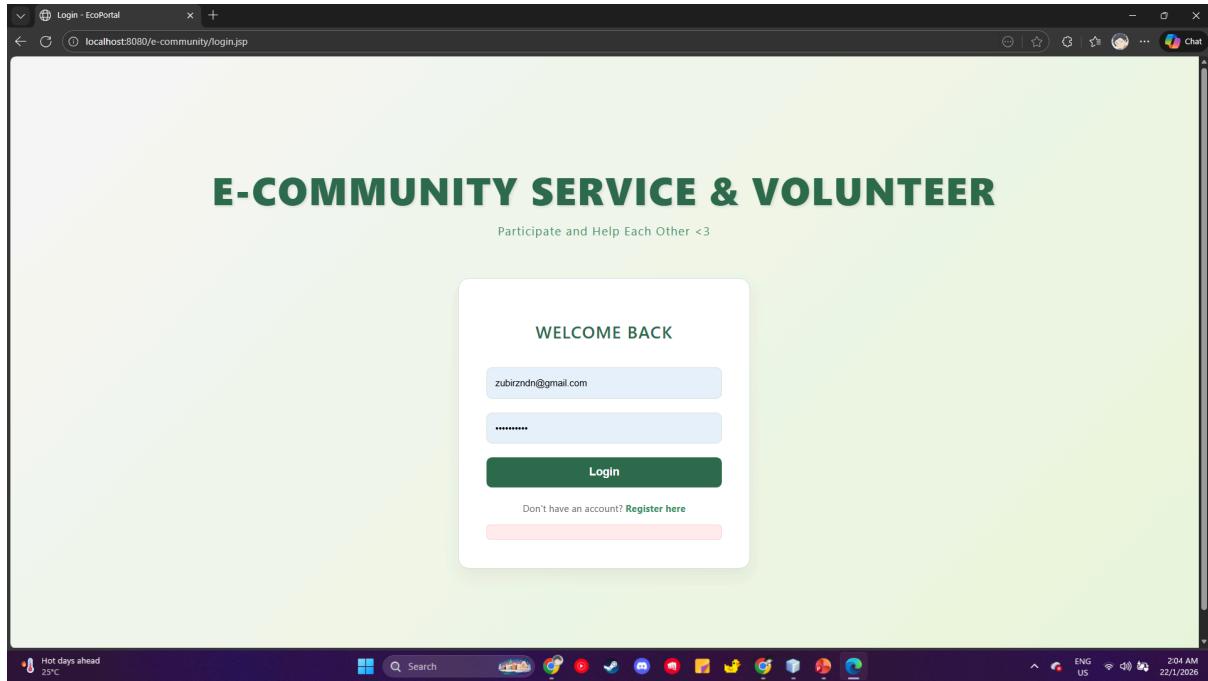
## 2.1 User Registration

1. Open the e-Community website using any web browser.
2. Click on the Register button.
3. Enter the required details such as name, email, and password.
4. Click Sign Up to create an account.
5. After successful registration, the user will be redirected to the login page.



## 2.2 User Login

1. Open the e-Community website.
2. Enter your registered email and password.
3. Click Login.
4. After successful login, the system will direct the user to the dashboard.



## 2.3 User Logout

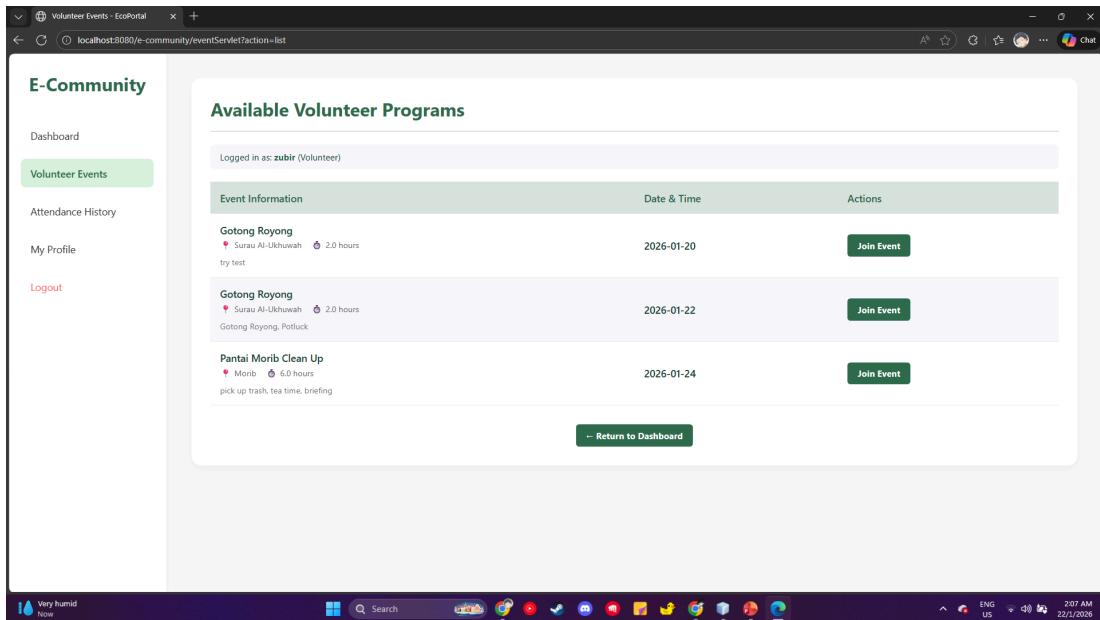
1. From the dashboard, click on the Logout button.
2. The system will end the session and redirect the user to the login page.

The screenshot shows the E-Community Service & Volunteer Dashboard. On the left, a sidebar menu includes 'Dashboard' (selected), 'Volunteer Events', 'Attendance History', 'My Profile', and 'Logout'. The main area features a 'Welcome, zubir!' message and a summary of volunteer activities: 'Your Total Hours' (2.0), 'Events Attended' (1), and 'Upcoming Events' (0). A yellow notification bar at the top right says, '⚠ You have past events that need attendance marking. Please mark yourself as "Attended" or "No-Show" to update your hours.' Below this, the 'My Events' section displays two entries: 'Gotong Royong' (Attended 2.0h) and 'Gotong Royong' (Registered). Both entries show details like date (2026-01-20 or 2026-01-22), location (Surau Al-Ukhwah), hours (2.0 volunteer hours), and registration date (2026-01-21). Buttons for 'View Details', 'Mark Attended', and 'Mark No-Show' are present. At the bottom, there are 'Browse More Events' and 'View Attendance History' buttons. The status bar at the bottom shows 'Hot days ahead 29°C', a search bar, and various system icons.

# 3. User Functions

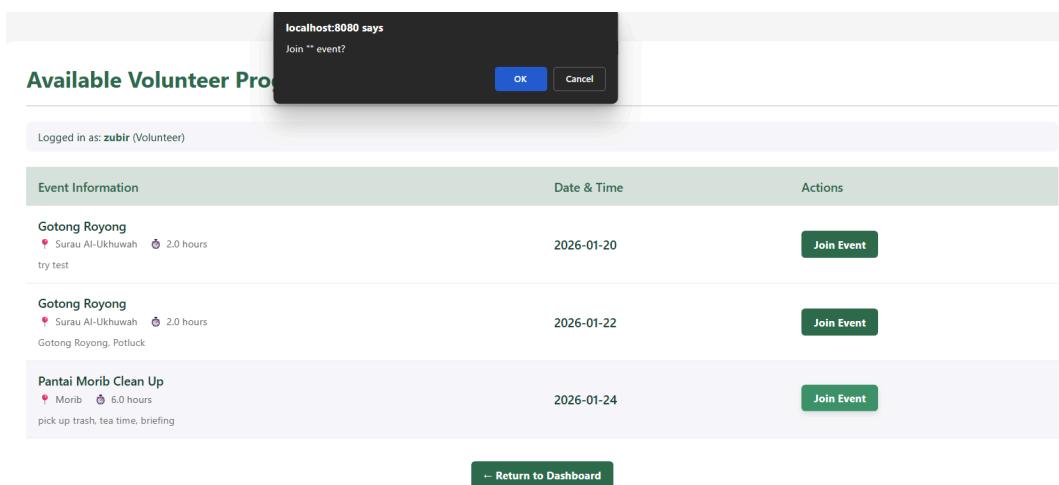
## 3.1 View Volunteer Events

1. After logging in, users can view a list of available slots for volunteer events.
2. Click on any event to join the events.



## 3.2 Join Volunteer Events

1. Select a volunteer event from the list
2. Click the Join Event button.
3. The system will confirm successful event registration.



4.

### 3.3 Mark Attendance and Record Volunteer Hours

1. Navigate to the joined event.
2. Tick the attendance checkbox for the current day or past day of the event.
3. Once attendance is marked, the system will automatically add the corresponding volunteer hours to the user's record.

The screenshot shows a web browser window titled "Attendance History - EcoPortal" with the URL "localhost:8080/e-community/attendance". The left sidebar has a green header "E-Community" and links: Dashboard, Volunteer Events, **Attendance History** (highlighted in green), My Profile, and Logout. The main content area has a title "Attendance History" and subtitle "Track your volunteer attendance and hours contributed". A "Summary" section shows: Total Hours Contributed: 2.0 hours, Events Attended: 1 events, No-Shows: 0 events, Active Registrations: events, and Cancelled Registrations: events. Below is a table of events:

Event Name	Date	Hours	Status	Actions
Gotong Royong Surau Al-Ukhwah	2026-01-20 (Past)	2.0 hours	Attended	
Gotong Royong Surau Al-Ukhwah	2026-01-22 (Past)	2.0 hours	Registered	<input checked="" type="button"/> Attended <input type="button"/> No-Show
Pantai Morib Clean Up Morib	2026-01-24 (Upcoming)	6.0 hours	Registered	<input type="button"/> Cancel

At the bottom is a link "← Back to Dashboard". The status bar at the bottom shows weather (23°C Partly cloudy), search, and system icons.

## 3.4 Dashboard Overview

After logging in, users will see the dashboard which displays:

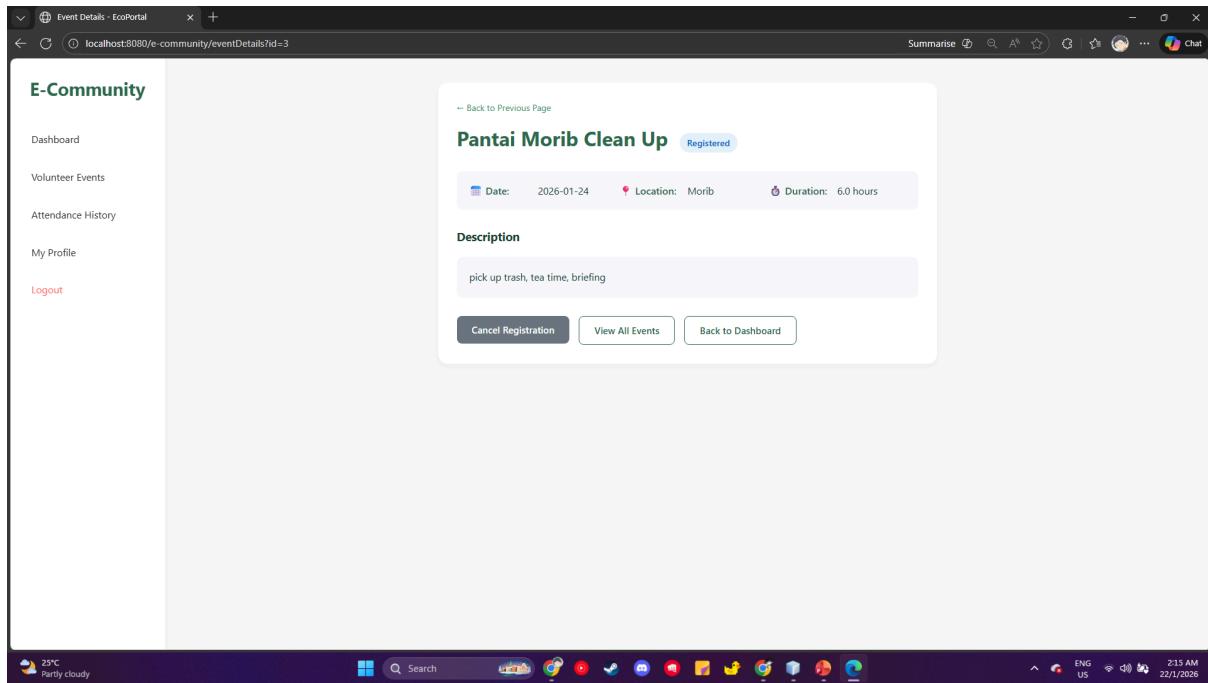
- Total volunteer hours contributed
- Number of events attended
- Upcoming volunteer events

This provides a quick summary of the user's volunteer activities.

The screenshot shows the 'Dashboard - E-community' window. On the left, a sidebar lists 'E-Community Service & Volunteer' sections: Dashboard (highlighted in green), Volunteer Events, Attendance History, My Profile, and Logout. The main area has a 'Welcome, zubir!' header and a message about past events needing attendance marking. It displays three summary boxes: 'Your Total Hours' (2.0), 'Events Attended' (1), and 'Upcoming Events' (1). Below this is a 'My Events' section with three cards. The first card for 'Gotong Royong' shows it was attended (2.0 hours) on 2026-01-21. The second card for 'Gotong Royong' shows it was registered on 2026-01-22. The third card for 'Pantai Morib Clean Up' shows it is an upcoming event (6.0 volunteer hours) registered on 2026-01-22, with options to 'Mark Attended' or 'Mark No-Show'. At the bottom are 'Browse More Events' and 'View Attendance History' buttons. The taskbar at the bottom shows weather (25°C, Partly cloudy), system icons, and the date/time (22/1/2026, 2:13 AM).

## 3.5 View Events Details

1. Navigate to the dashboard.
2. Click View Details on any events.



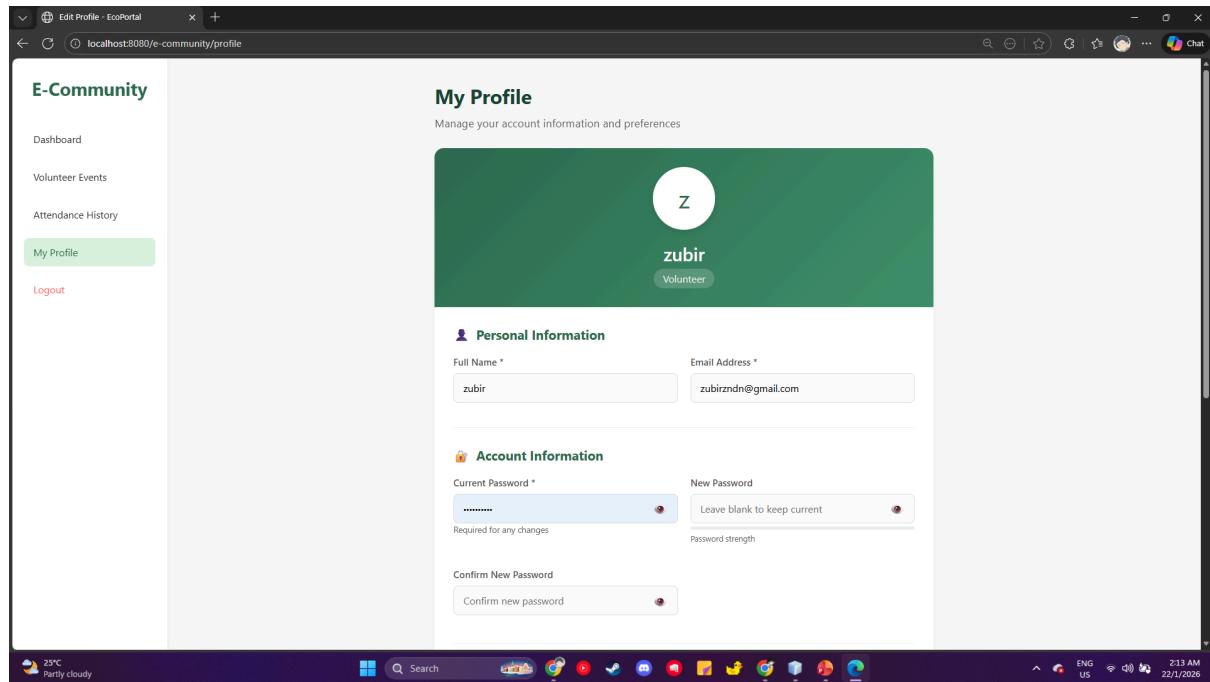
## 3.6 Edit User Profile

3. Navigate to the Profile section.

4. User can update:

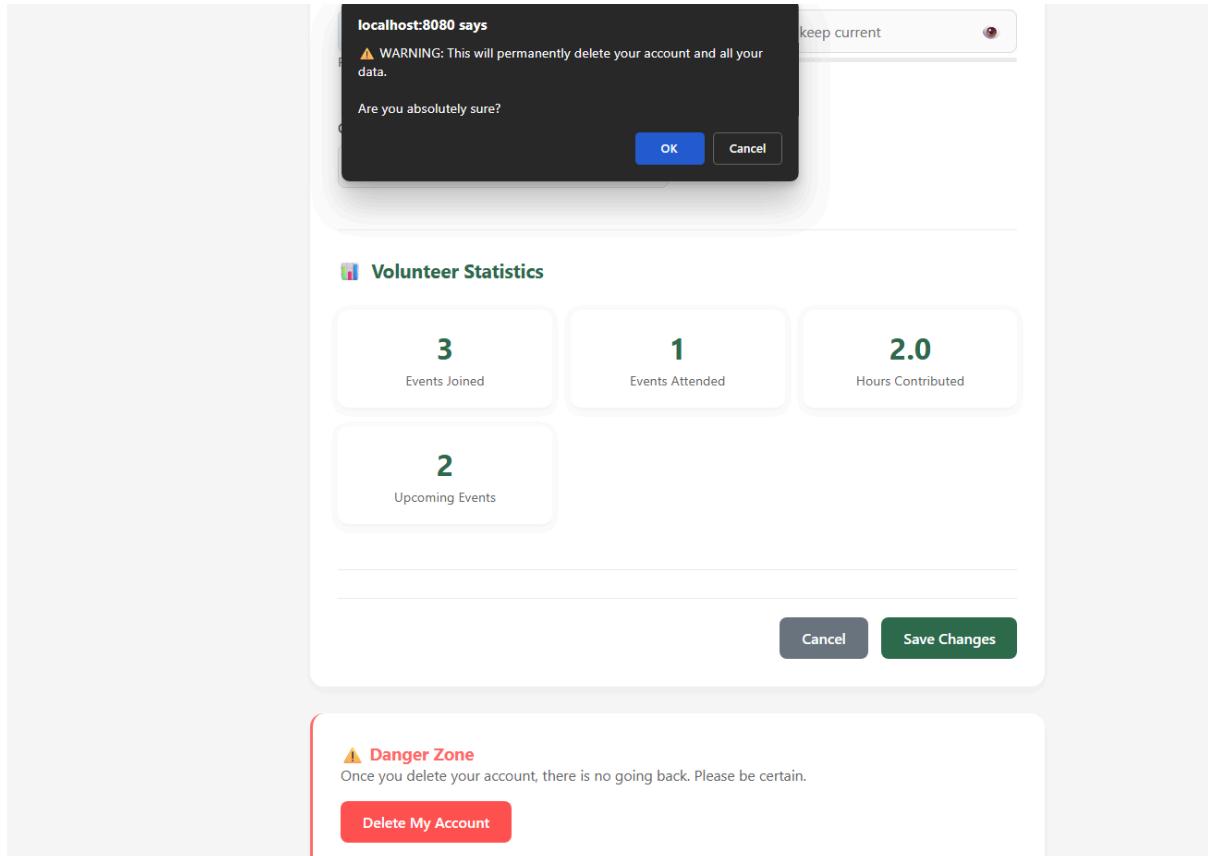
- Name
- Email
- Password

Click Save Changes to update profile information.



### 3.6 Delete User Account

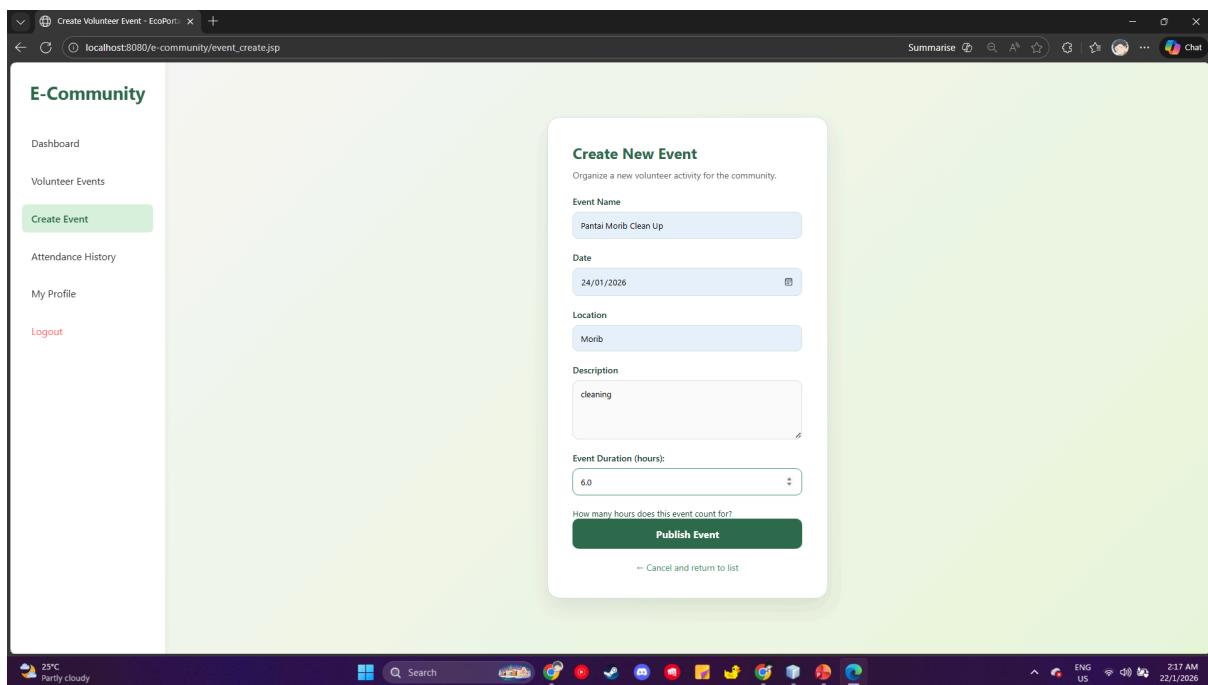
1. Go to the Profile section.
2. Select Delete Account
3. Confirm the action when prompted
4. The system will permanently remove the user account and related data



# 4. Administrator Functions

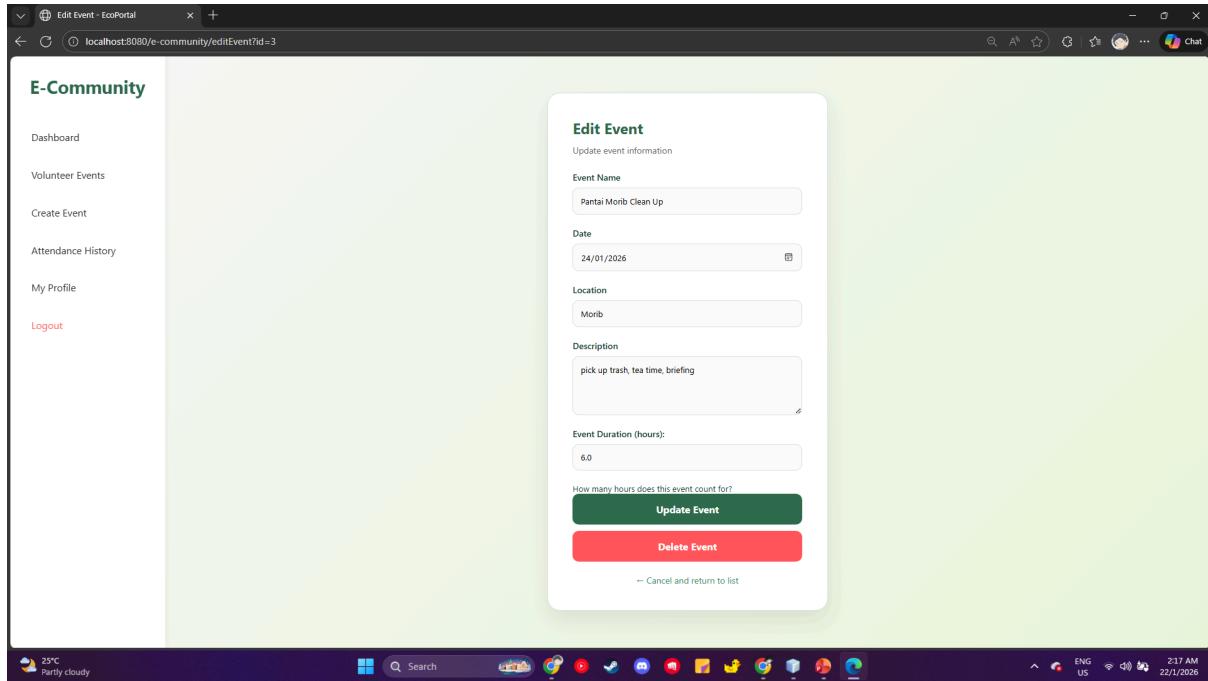
## 4.1 Create Volunteer Events

1. Log in as an administrator
2. Navigate to the Event Management section
3. Click Create Event
4. Enter event details such as title, description, date, and duration. 5. Click Save to publish the event



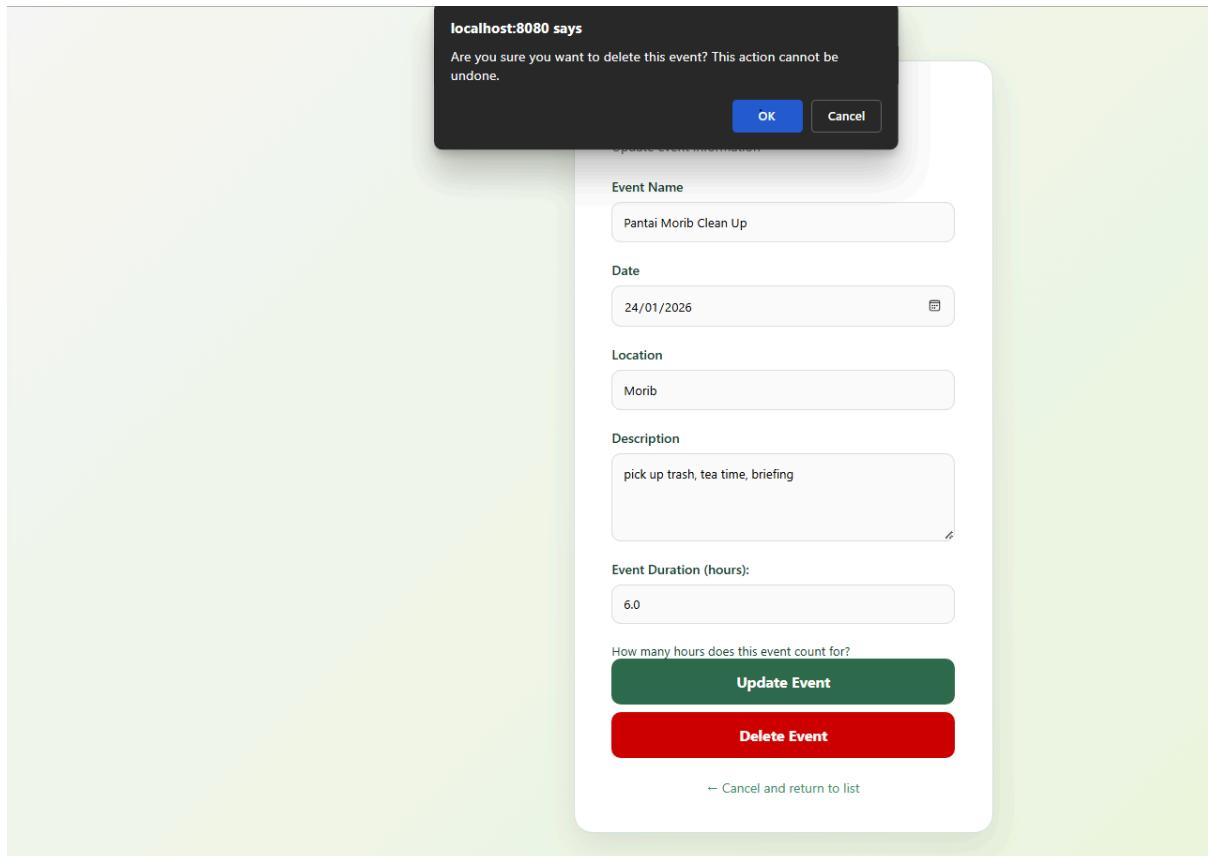
## 4.2 Edit Volunteer Events

1. From the event list, select the event to be modified
2. Click Edit Event
3. Update the necessary event details
4. Click Save Changes to apply updates



## 4.3 Delete Volunteer Events

1. Select an event from the event list.
2. Click Delete Event.
3. Confirm the deletion when prompted.
4. The event will be removed from the list.



## 5. Important Notes

- Users must be logged in to access dashboard features.
- Attendance must be marked correctly to ensure that the volunteer hours are recorded accurately.
- Deleted accounts cannot be recovered.