

# VolunteerHub

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## User Guide

### Introduction

Welcome to VolunteerHub! This guide will walk you through all features of the application, helping you efficiently manage volunteers, projects, and assignments for your organization.

VolunteerHub is designed to be intuitive and user-friendly. Each section below provides step-by-step instructions with screenshots to help you get started quickly.

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## 1. Getting Started

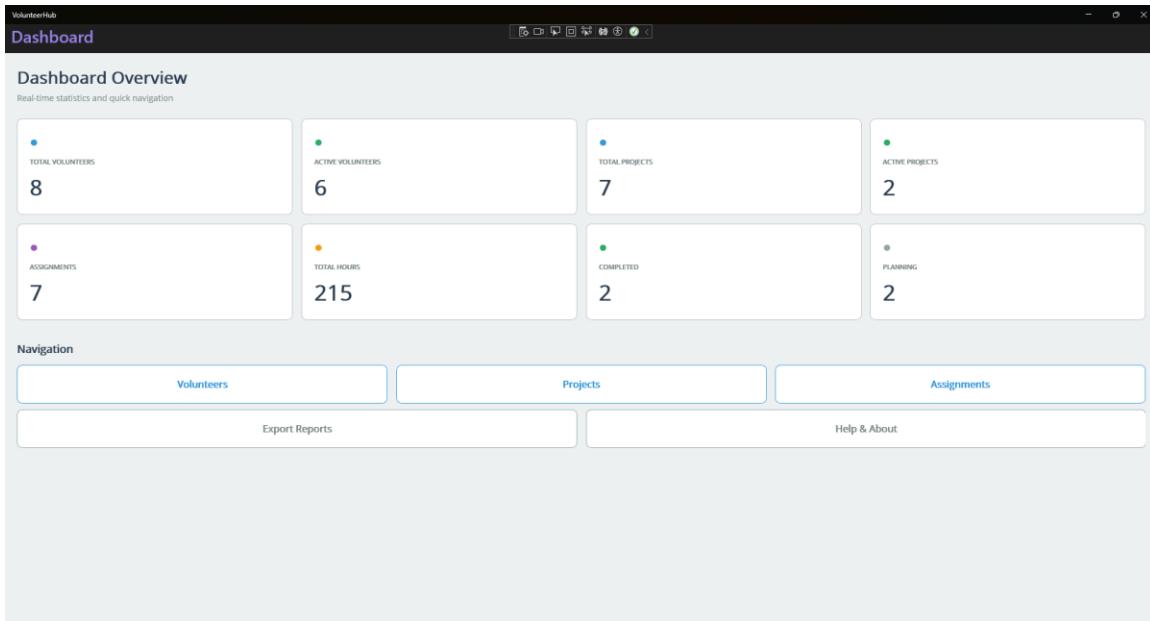
### System Requirements

- Operating System: Windows 10/11
- Framework: .NET 8.0 Runtime
- Storage: 50 MB free space
- Display: 1280x720 minimum resolution

### First Launch

When you launch VolunteerHub for the first time, the application will automatically:

1. Create the SQLite database
2. Load sample data (8 volunteers, 7 projects, 7 assignments)
3. Display the Dashboard with real-time statistics



## 2. Dashboard Overview

The Dashboard is your main control center, providing a quick overview of all system statistics.

### Statistics Display

The dashboard shows 8 key metrics:

**Total Volunteers:** Count of all volunteers in the system

**Active Volunteers:** Volunteers with "Active" status

**Total Projects:** All projects regardless of status

**Active Projects:** Projects currently in progress

**Assignments:** Total volunteer-project assignments

**Total Hours:** Sum of all hours contributed

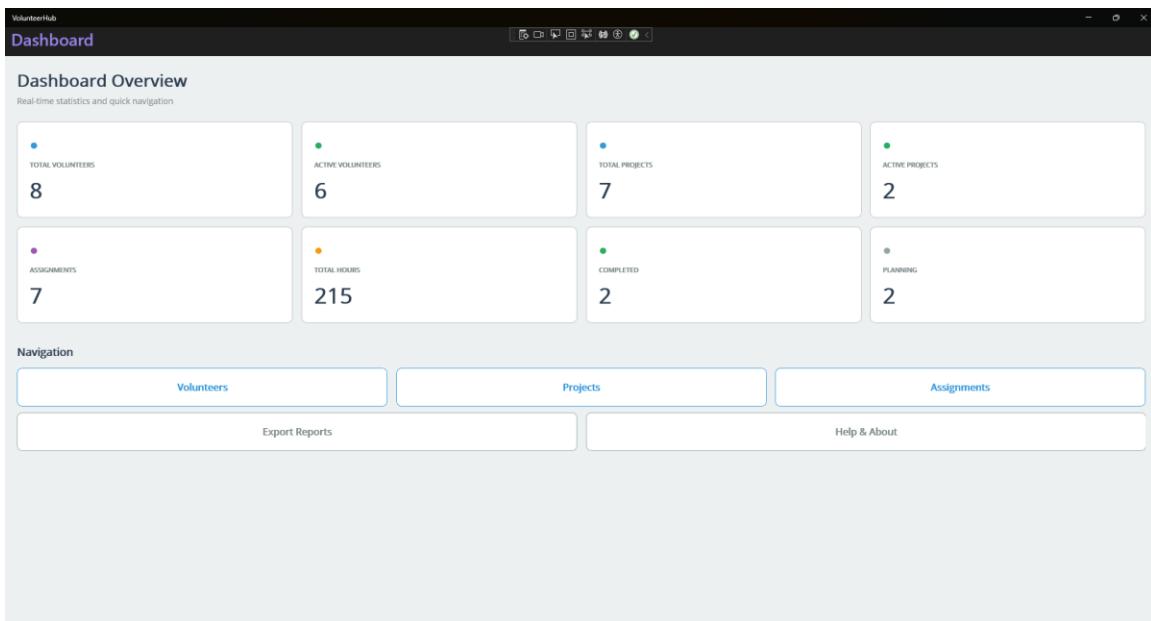
**Completed:** Projects marked as completed

**Planning:** Projects in planning phase

### Quick Navigation

Five navigation buttons provide instant access to:

- **Volunteers** - Manage volunteer profiles
- **Projects** - Manage NGO projects
- **Assignments** - Link volunteers to projects
- **Export Reports** - Generate CSV/JSON exports
- **Help & About** - Access help documentation



### 3. Managing Volunteers

#### Viewing Volunteers

1. Click "Volunteers" on the Dashboard
2. View the list of all volunteers with their details
3. Each card shows: name, status, email, phone, and skills

The screenshot displays a software application window titled 'VolunteerHub' with a sub-header 'Volunteers'. The main area is titled 'Volunteer Management' and describes it as 'View and manage volunteer profiles'. A search bar at the top right contains the placeholder 'Search volunteers...'. In the top right corner, there is a blue button labeled '+ Add Volunteer'. Below the search bar, five volunteer profiles are listed in a grid:

- David Thompson** (Active)  
Email: david.thompson@email.com | Phone: 555-0104  
Skills: Event Planning, Logistics, Coordination  
Buttons: Edit (blue), Delete (red), View Details (grey)
- Emily Rodriguez** (Active)  
Email: emily.rodriguez@email.com | Phone: 555-0103  
Skills: Teaching, Mentoring, Curriculum Development  
Buttons: Edit (blue), Delete (red), View Details (grey)
- James Williams** (Inactive)  
Email: james.williams@email.com | Phone: 555-0106  
Skills: Construction, Carpentry, Repairs  
Buttons: Edit (blue), Delete (red), View Details (grey)
- Lisa Anderson** (Active)  
Email: lisa.anderson@email.com | Phone: 555-0105  
Skills: Healthcare, Nursing, First Aid  
Buttons: Edit (blue), Delete (red), View Details (grey)
- Maria Garcia** (Active)  
Email: maria.garcia@email.com | Phone: 555-0107  
Skills: Translation, Spanish, Community Outreach  
Buttons: Edit (blue), Delete (red), View Details (grey)

#### Searching for Volunteers

1. Use the search bar at the top of the page
2. Type any part of the volunteer's name, email, or skills
3. Results filter automatically as you type
4. Clear the search box to see all volunteers again

#### Adding a New Volunteer

1. Click the "+ Add Volunteer" button (top right)
2. Fill in the required fields (marked with \*):
  - First Name
  - Last Name
  - Email
  - Join Date
  - Status (Active or Inactive)

3. Optionally add: Phone, Skills, Availability

4. Click "Save" to add the volunteer

5. Click "Cancel" to discard changes

The screenshot shows a computer window titled "VolunteerHub" with a sub-titile "Volunteer Details". The main title of the form is "Add New Volunteer" with the instruction "Complete the form below". The form fields include:

- First Name \***: Input field with placeholder "Enter first name".
- Last Name \***: Input field with placeholder "Enter last name".
- Email \***: Input field with placeholder "Enter email address".
- Phone**: Input field with placeholder "Enter phone number".
- Skills**: Input field with placeholder "e.g., Teaching, Marketing, IT".
- Availability**: Input field with placeholder "e.g., Weekdays, Evenings, Weekends".
- Join Date \***: Date input field showing "2025-12-24" with a calendar icon.
- Status \***: Input field showing "Active".

At the bottom right are two buttons: a green "Save" button and a grey "Cancel" button.

## Editing a Volunteer

1. Find the volunteer in the list

2. Click the "Edit" button on their card

3. Modify any information in the form

4. The "Last Modified" timestamp updates automatically

5. Click "Save" to confirm changes

## Deleting a Volunteer

1. Find the volunteer in the list

2. Click the "Delete" button

3. Confirm the deletion in the popup dialog

4. The volunteer is permanently removed from the system

**WARNING:** Deleting a volunteer will also delete all their assignments. Consider marking them as "Inactive" instead.

## **Viewing Volunteer Details**

1. Click the "View Details" button on any volunteer card
2. A popup shows all volunteer information
3. Click "OK" to close the details view

## 4. Managing Projects

### Viewing Projects

1. Click "Projects" on the Dashboard
2. View all projects with their status, dates, and requirements
3. Color-coded status badges indicate: Planning, Active, Completed, or Cancelled

Project Name	Description	Status
Spring Community Garden Initiative	Establishing community gardens in underserved neighborhoods to promote healthy eating	Planning
Digital Literacy Program	Teaching basic computer and internet skills to seniors	Planning
Thanksgiving Meal Service 2024	Preparation and serving of Thanksgiving meals to community members	Completed
Youth Mentorship Program	One-on-one mentoring for at-risk youth focusing on education and career development	Active

### Searching for Projects

Use the search bar to filter by project name, description, or status.

### Adding a New Project

1. Click the "+ Add Project" button
2. Enter required information:
  - Project Name
  - Start Date
  - Status (Planning/Active/Completed/Cancelled)
  - Required Volunteers (number)
3. Optionally add:
  - Description
  - End Date (or check "No End Date" for ongoing projects)
4. Click "Save" to create the project

The screenshot shows a window titled "Project Details" under the "VolunteerHub" header. The main title is "Add New Project" with the sub-instruction "Complete the form below". The form contains the following fields:

- Project Name \***: A text input field with placeholder text "Enter project name".
- Description**: A text input field with placeholder text "Enter project description".
- Start Date \***: A date input field set to "2025-12-24".
- End Date (Optional)**: A date input field set to "2026-03-24" with a radio button next to it labeled "No End Date".
- Status \***: A dropdown menu currently showing "Planning".
- Required Volunteers \***: A text input field set to "5".

At the bottom right of the form are two buttons: a green "Save" button and a grey "Cancel" button.

## Editing a Project

1. Find the project and click "Edit"
2. Modify any field, including status
3. Tip: Update status to "Completed" when project finishes
4. Click "Save" to confirm

## Deleting a Project

1. Click the "Delete" button on a project
2. Confirm deletion in the dialog
3. Associated assignments will also be removed

## Project Status Meanings

**Planning:** Project is being prepared, not yet started

**Active:** Project is currently in progress

**Completed:** Project has finished successfully

**Cancelled:** Project was cancelled before completion

## 5. Managing Assignments

Assignments link volunteers to projects and track their contributed hours.

### Viewing Assignments

1. Click "Assignments" on the Dashboard
2. See all volunteer-project pairings
3. Each card shows: volunteer name, project name, hours, assignment date

The screenshot shows the 'Assignments' page in the VolunteerHub application. At the top, there's a search bar labeled 'Search by volunteer or project...' and a blue button '+ New Assignment'. Below the search bar, there are four assignment cards, each representing a different volunteer-project pairing:

- Volunteer: Lisa Anderson**  
Project: Thanksgiving Meal Service 2024  
Assigned: 2024-11-22  
Project: 2024-11-20 to 2024-11-28  
Notes: Health screening and first aid services  
Hours: 18 hrs
- Volunteer: Sarah Johnson**  
Project: Thanksgiving Meal Service 2024  
Assigned: 2024-11-21  
Project: 2024-11-20 to 2024-11-28  
Notes: Logistics coordination  
Hours: 15 hrs
- Volunteer: Emily Rodriguez**  
Project: Youth Mentorship Program  
Assigned: 2024-11-20  
Project: 2024-11-15 to 2025-06-30  
Notes: Mentoring two high school students  
Hours: 20 hrs
- Volunteer: Maria Garcia**  
Project: Community Food Bank Operations  
Assigned: 2024-10-10  
Project: 2024-09-01 to 2025-03-31  
Hours: 25 hrs

Each card has three buttons at the bottom: 'Edit' (blue), 'Delete' (red), and 'Add Hours' (yellow).

### Creating a New Assignment

1. Click "+ New Assignment"
2. Select a volunteer from the dropdown
  - Only Active volunteers appear in the list
3. Select a project from the dropdown
  - Only Active and Planning projects appear
4. Set the Assignment Date (defaults to today)
5. Enter Hours Contributed (defaults to 0)
6. Optionally add Notes
7. Click "Save"

The screenshot shows a "New Assignment" form titled "Assignment Details". It includes fields for "Select Volunteer" (with placeholder "Click here to choose a volunteer"), "Select Project" (with placeholder "Click here to choose a project"), "Assignment Date" (set to "2025-12-24"), "Hours Contributed" (set to "0"), and "Notes" (with placeholder "Optional notes about this assignment"). At the bottom are "Save" and "Cancel" buttons.

**TIP:** You cannot assign the same volunteer to the same project twice. Use "Edit" to update existing assignments.

## Adding Hours to an Assignment

Quick method:

1. Find the assignment
2. Click "Add Hours" button
3. Enter the number of hours to add
4. Hours are added to the current total
5. Click "OK" to confirm

Full edit method:

1. Click "Edit" on the assignment
2. Modify any field including hours
3. Click "Save"

## Deleting an Assignment

1. Click "Delete" on the assignment card
2. Confirm deletion

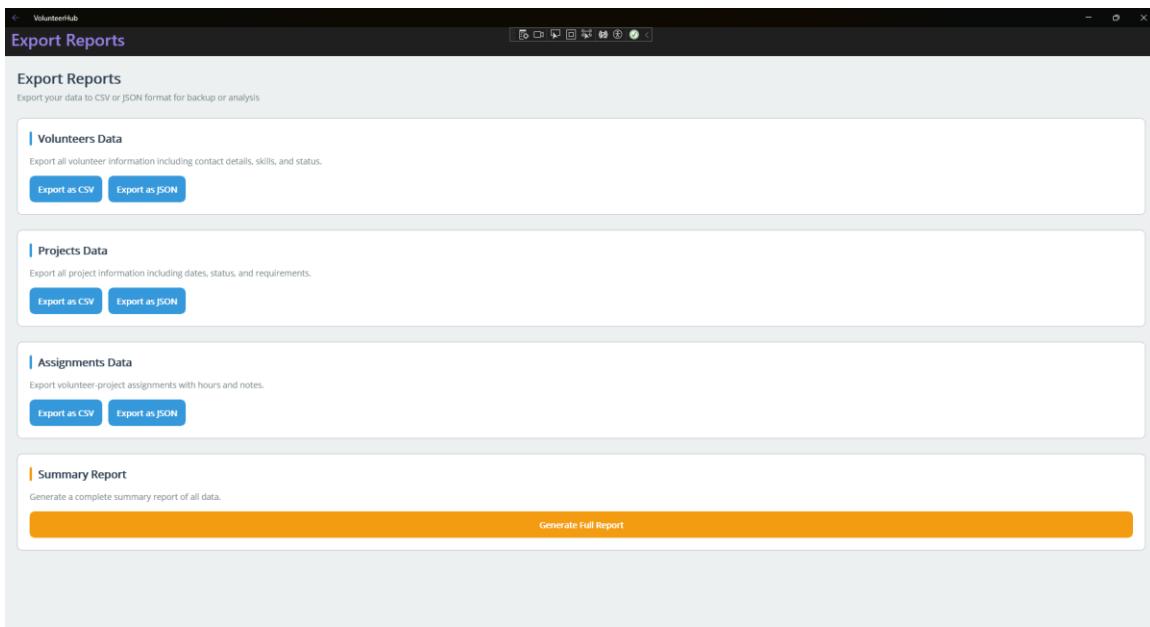
3. This does NOT delete the volunteer or project

## 6. Exporting Data

VolunteerHub allows you to export all data for backup, reporting, or analysis purposes.

### Accessing Export Features

Click "Export Reports" on the Dashboard to open the export page.



### Exporting Volunteers

1. Choose format:
  - "Export as CSV" - spreadsheet-compatible format
  - "Export as JSON" - data interchange format
2. Click the desired export button
3. File is saved to your Downloads folder
4. Success message shows the file path

### Files created:

- volunteers.csv or volunteers.json
- projects.csv or projects.json
- assignments.csv or assignments.json

### Exporting Projects

Same process as volunteers - choose CSV or JSON format.

## **Exporting Assignments**

Same process - exports include volunteer names and project names.

## **Generating Summary Report**

1. Click "Generate Full Report"
2. A text file with all statistics is created
3. Includes totals for volunteers, projects, assignments, and hours
4. Saved as summary\_report.txt in Downloads folder

## **Opening Exported Files**

- CSV files can be opened in Excel, Google Sheets, or any text editor
- JSON files can be opened in any text editor or imported to other systems
- Summary reports are plain text files

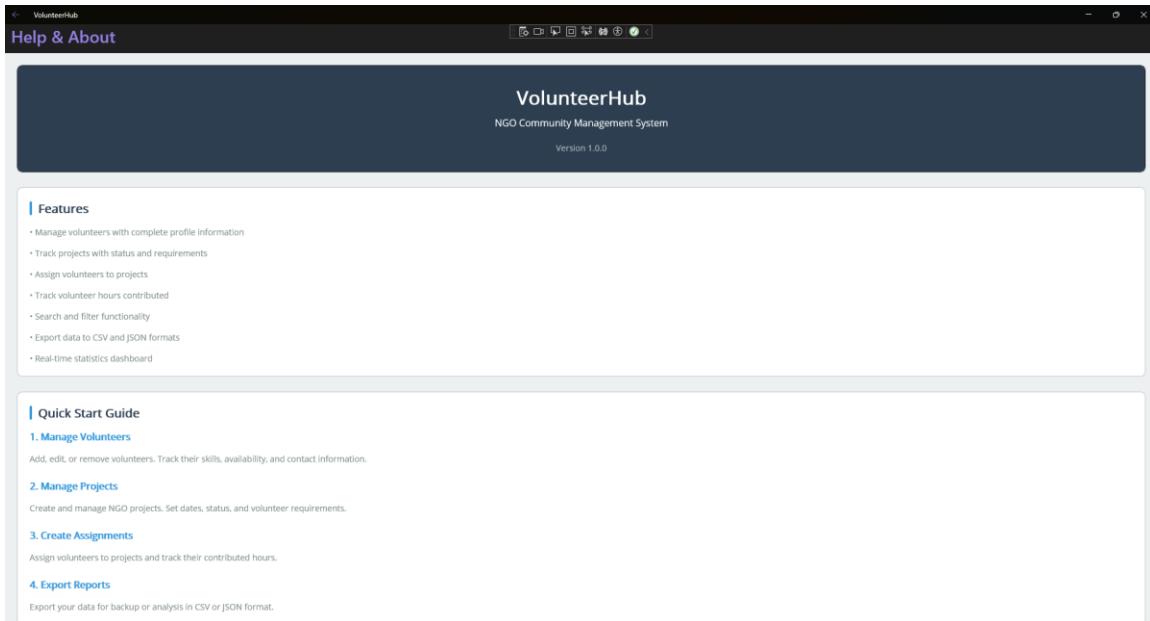
## 7. Help & About

### Accessing Help

Click "Help & About" on the Dashboard.

### Help Contents

- Feature descriptions
- Quick start guide
- Usage tips
- Technical information
- Version information



## 8. Troubleshooting

### Common Issues and Solutions

**Issue:** Application won't start

**Solution:** Ensure .NET 8.0 Runtime is installed. Download from Microsoft's official website.

**Issue:** Data not saving

**Solution:** Check if you have write permissions in the application directory. Try running as administrator.

**Issue:** Cannot see exported files

**Solution:** Check your Downloads folder. The success message shows the exact file path.

**Issue:** Volunteers/Projects not appearing in assignment dropdowns

**Solution:** Only Active volunteers and Active/Planning projects appear. Check the status of your volunteers and projects.

**Issue:** Cannot create duplicate assignment

**Solution:** This is by design. Each volunteer can only be assigned to each project once. Use "Edit" to modify existing assignments.

**Issue:** Search not working

**Solution:** Clear the search box completely to reset. Search is case-insensitive and filters in real-time.

### Data Backup Recommendations

- Export data regularly (weekly recommended)
- Keep exported CSV/JSON files in a safe location
- Consider cloud storage for exported files
- Test your exports by opening them periodically

## **Performance Tips**

- Close unnecessary pages to free memory
- If the database becomes very large, consider archiving old completed projects
- Regular exports help maintain a clean working dataset

## **Best Practices**

### **Volunteer Management**

- Mark volunteers as "Inactive" rather than deleting them to preserve history
- Keep skills and availability information up to date
- Use consistent formatting for phone numbers and emails
- Regularly review and update volunteer statuses

### **Project Management**

- Update project status as they progress through stages
- Set realistic end dates or mark as "No End Date" for ongoing projects
- Use descriptive project names
- Update required volunteer numbers as needs change

### **Assignment Tracking**

- Record hours contributed regularly for accurate tracking
- Use the "Add Hours" quick button for frequent updates
- Add notes to assignments for important context
- Review assignment dates to ensure they're accurate

### **Data Management**

- Export data at least monthly for backup purposes
- Keep exported files organized by date
- Verify data integrity by spot-checking exports
- Use CSV exports for analysis in Excel
- Use JSON exports for data migration or integration

## Quick Reference Guide

### Keyboard Shortcuts

Currently, the application uses standard Windows shortcuts:

- Ctrl+C - Copy text
- Ctrl+V - Paste text
- Ctrl+A - Select all
- Enter - Confirm dialogs
- Esc - Close dialogs (Cancel)

### Navigation Map

Dashboard → Central hub with statistics

↓ Volunteers → Manage volunteer profiles

    ↓ Add/Edit → Volunteer detail form

↓ Projects → Manage NGO projects

    ↓ Add/Edit → Project detail form

↓ Assignments → Link volunteers to projects

    ↓ Add/Edit → Assignment detail form

↓ Export → Generate CSV/JSON reports

↓ Help → Help & About information

### Status Color Codes

Context	Status	Color
Volunteer	Active	Green
Volunteer	Inactive	Gray
Project	Active/Completed	Green
Project	Planning/Cancelled	Amber/Red

## Support Information

### Getting Help

For additional support or questions about VolunteerHub:

- Check the built-in Help & About section
- Review this user guide
- Contact your system administrator
- Consult the technical documentation for advanced features

### Version Information

**Current Version:** 1.0.0

**Release Date:** December 2025

**Technology:** .NET MAUI 8.0 with SQLite/EF Core

### Conclusion

Thank you for using VolunteerHub! We hope this guide helps you manage your NGO's volunteer programs efficiently. Remember to:

- Keep volunteer and project information up to date
- Track hours regularly for accurate reporting
- Export data periodically for backup
- Explore all features to maximize productivity

For best results, combine VolunteerHub with regular communication with your volunteers and consistent data entry practices.