VolunteerHub

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.

Table of Contents

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
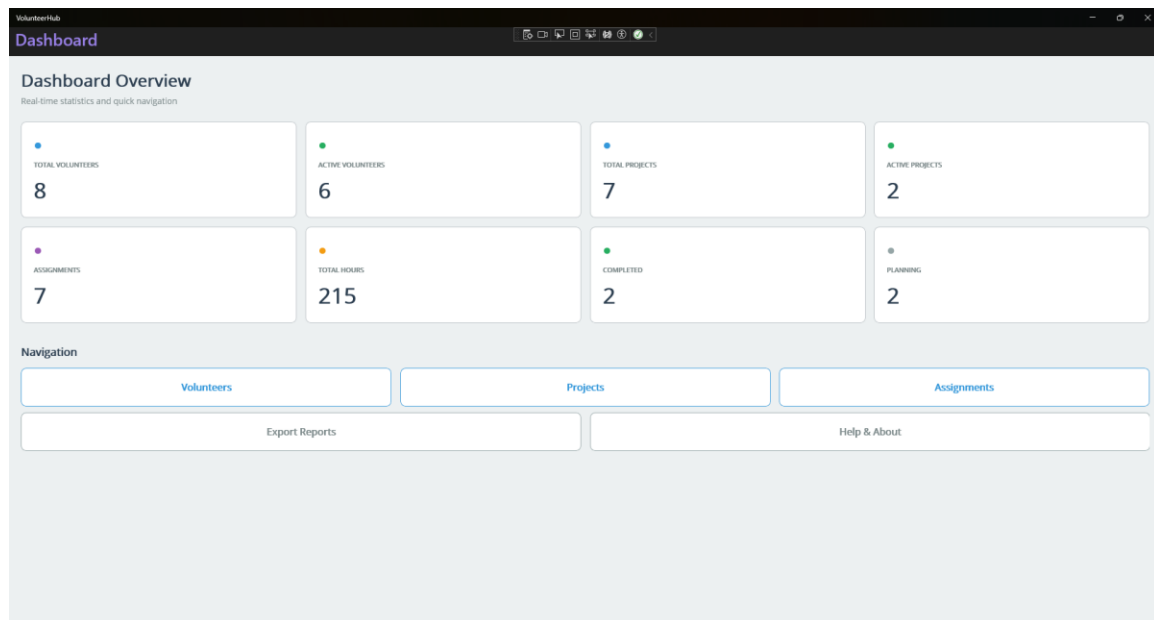
2. Dashboard Overview

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
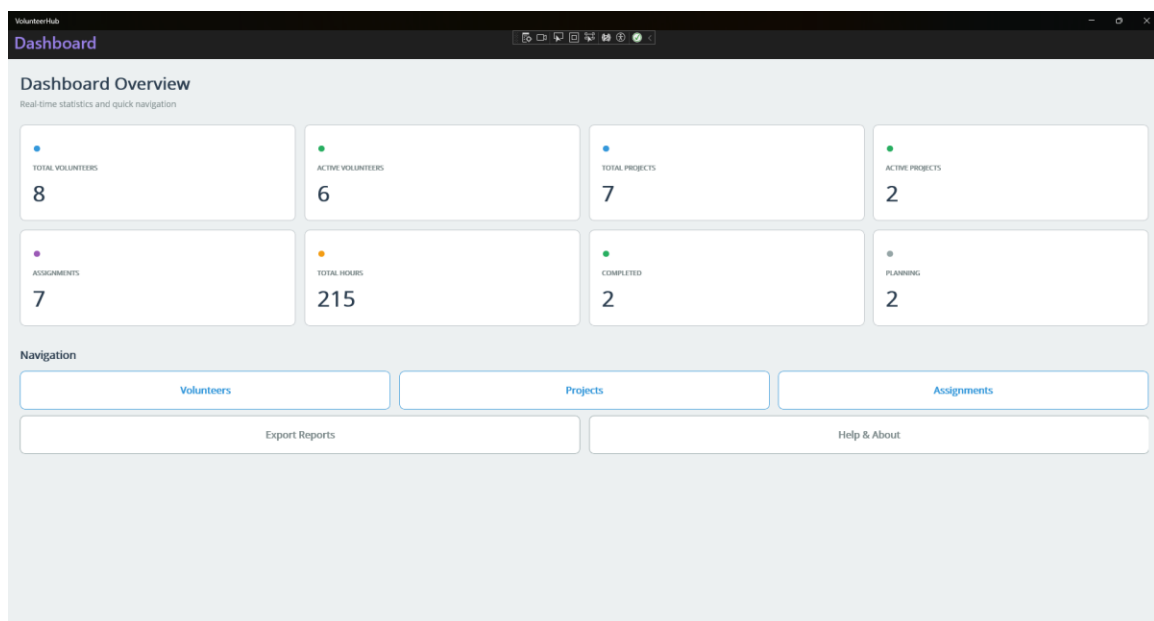
3. Managing Volunteers

Viewing Volunteers

1. Click "Volunteers" on the Dashboard

2. View the list of all volunteers with their details

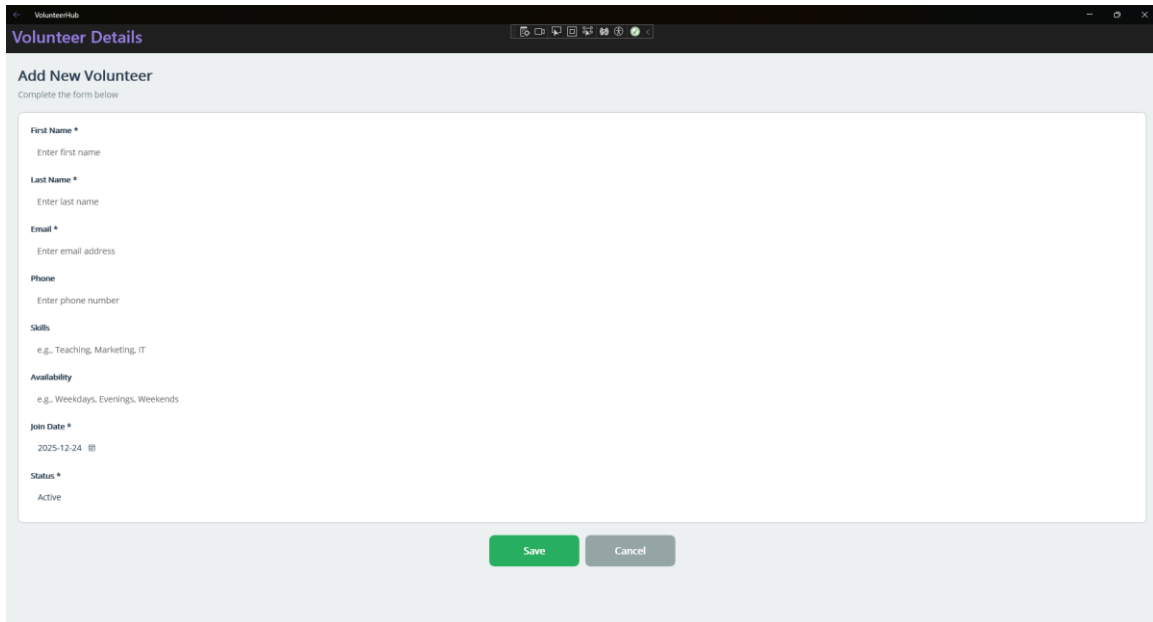3. Each card shows: name, status, email, phone, and skills
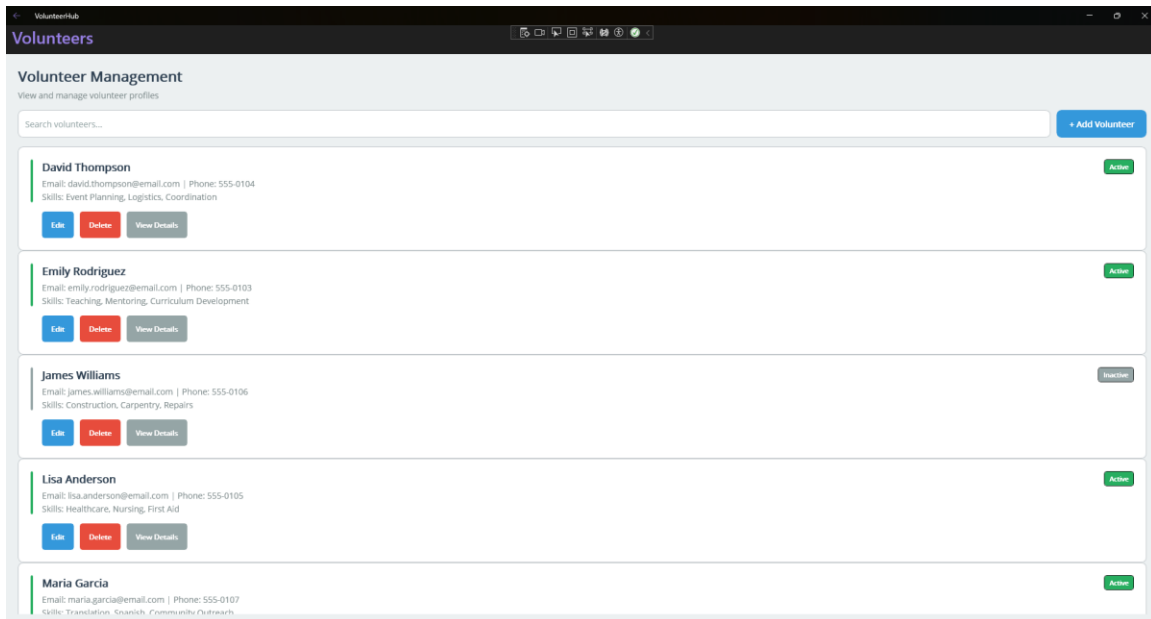
Searching for Volunteers

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

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
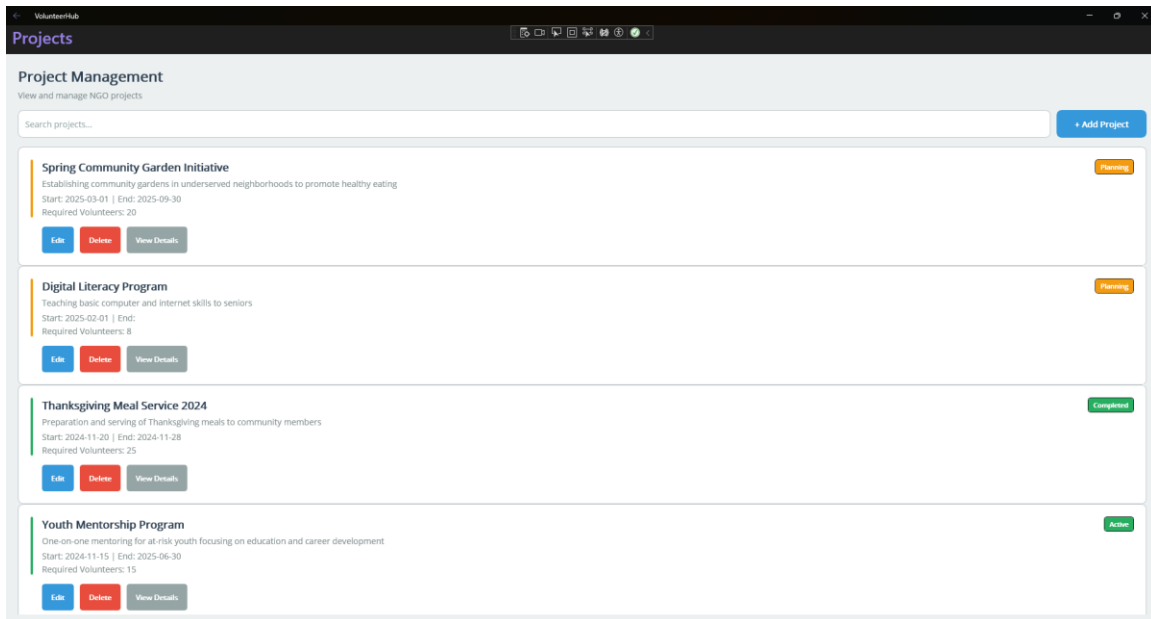
Searching for Projects

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

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
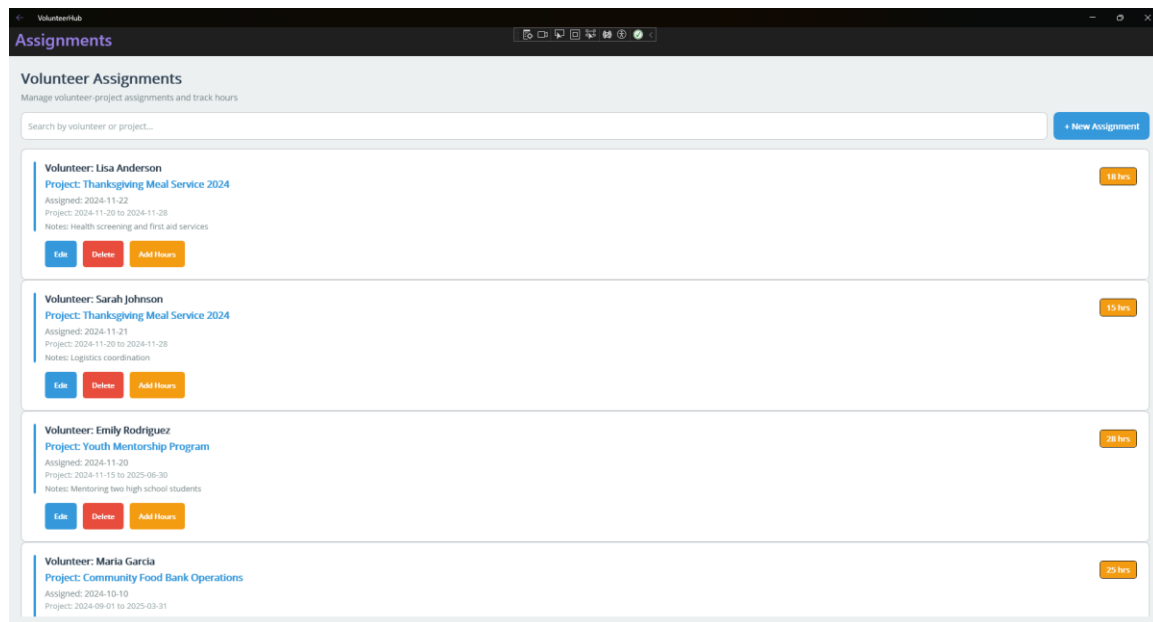
Creating a New Assignment

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"

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.
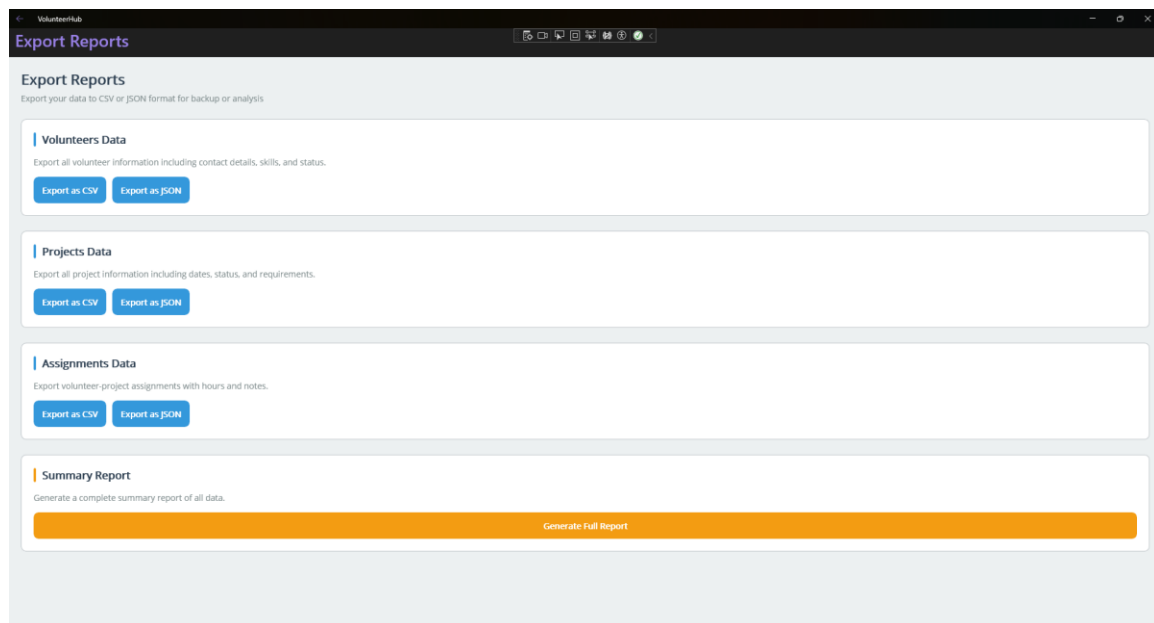
Exporting Volunteers

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
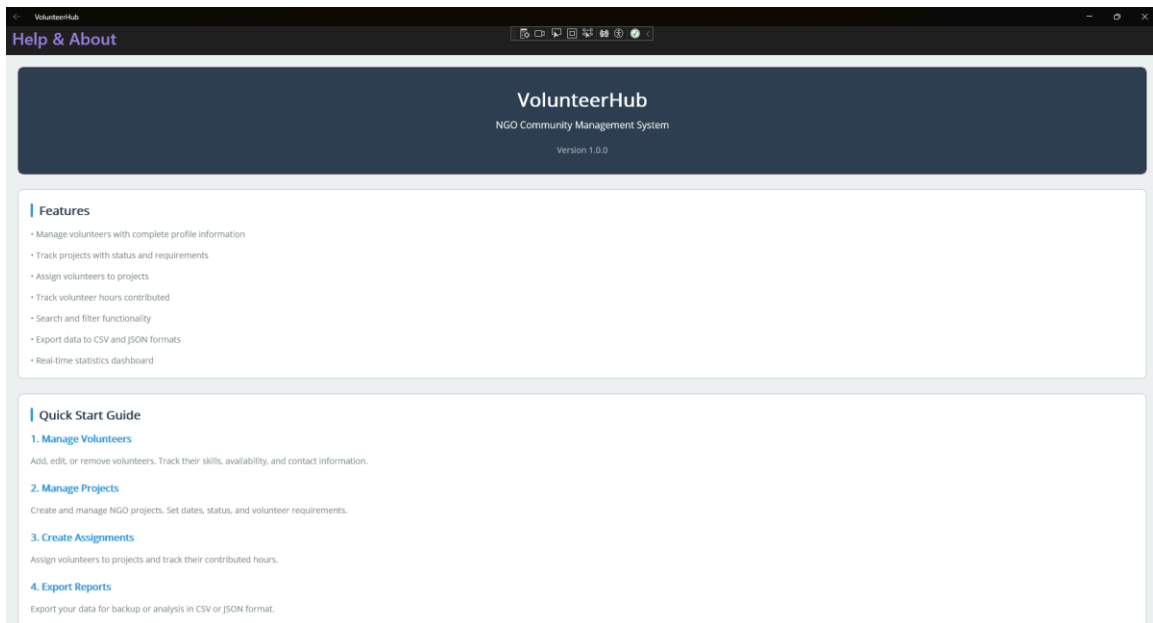- Summary reports are plain text files

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.