COLLEGE OF COMPUTING, INFORMATICS & MATHEMATICS

BACHELOR OF INFORMATION SYSTEMS (HONORS)

INFORMATION SYSTEMS ENGINEERING

(CDCS266)

ENTERPRISE PROGRAMMING

(CSC584)

GROUP PROJECT

USER MANUAL

ZOO VOLUNTEER MANAGEMENT SYSTEM

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1.0 INTRODUCTION

Welcome to the Volunteer Management System user manual. This system is designed to facilitate seamless management of volunteer activities within our organization, offering tools for volunteers to reserve activity slots, administrators to approve reservations, and users to track their participation history. Whether you're a volunteer looking to engage in community initiatives, an administrator overseeing reservations, or a participant reviewing past activities, this manual provides comprehensive guidance on navigating the system's features and maximizing your involvement efficiently.

2.0 ERD
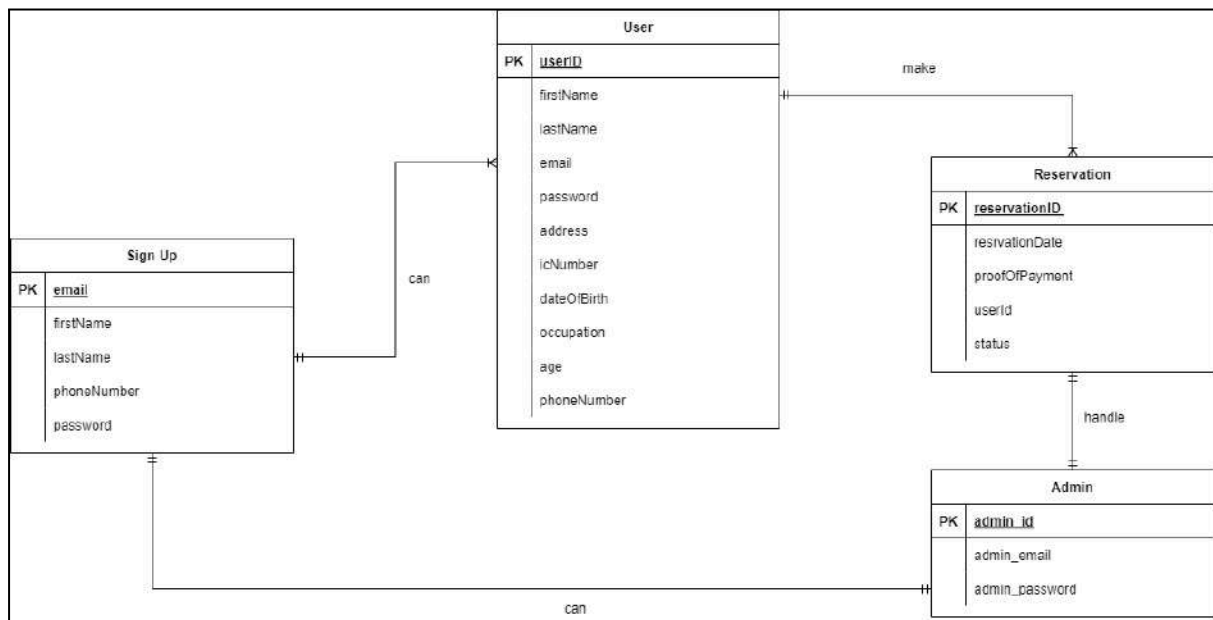
3.0 FLOWCHART
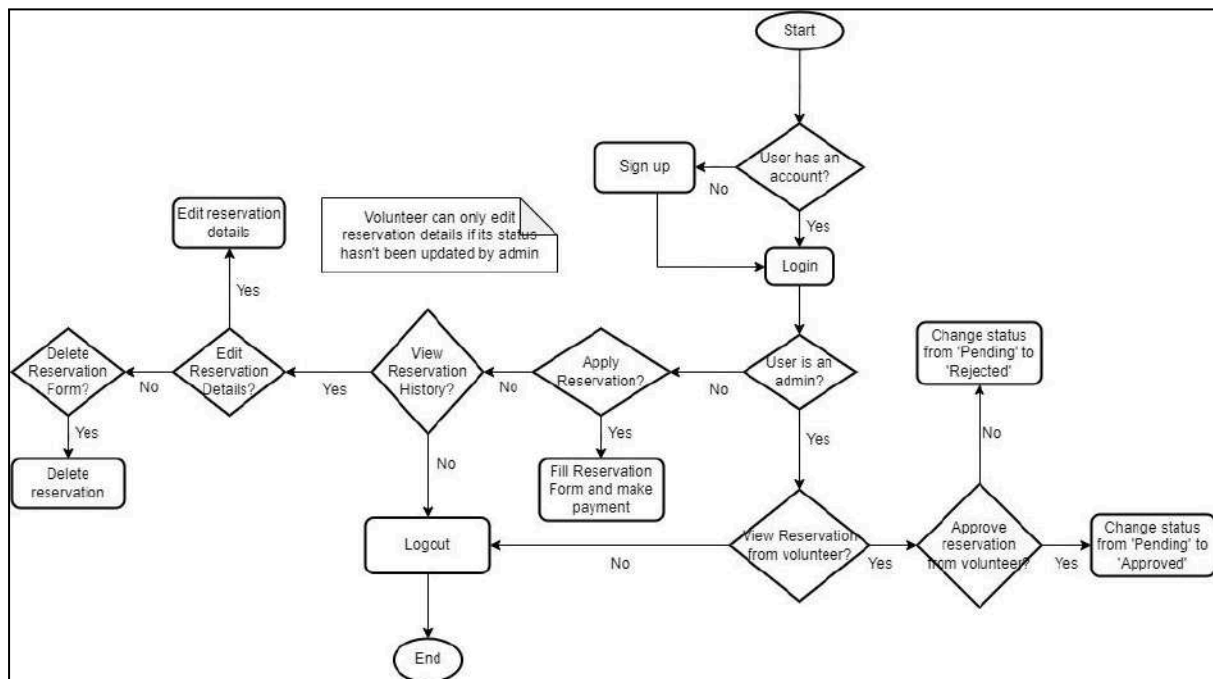
4.0 GETTING STARTED

1. System Requirements
- To access the system, ensure you have:
- A compatible web browser (e.g., Chrome, Firefox, Safari)
- Internet connectivity
- Login credentials provided by your system administrator

2. Accessing the System
- Navigate to the system's URL or access it through a designated portal provided by your organization.

3. Logging In
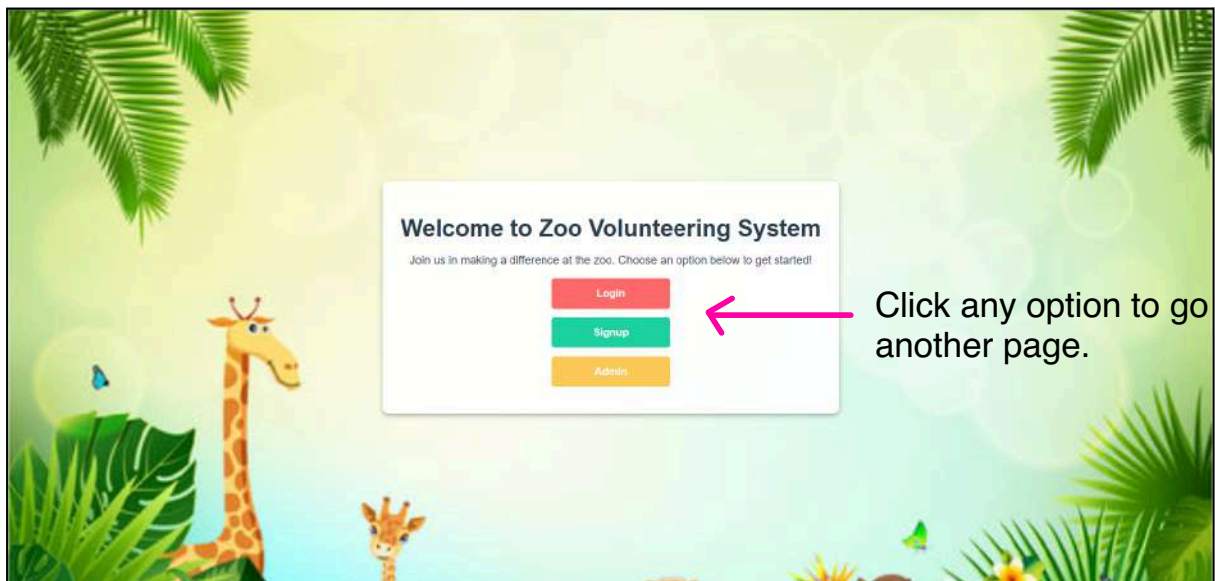- Enter your username and password on the login page.
- Click "Login" to access the system.

4. User Roles and Permissions
- The system supports different user roles with varying permissions:
- Volunteer: Can make and manage reservations, view activity details.
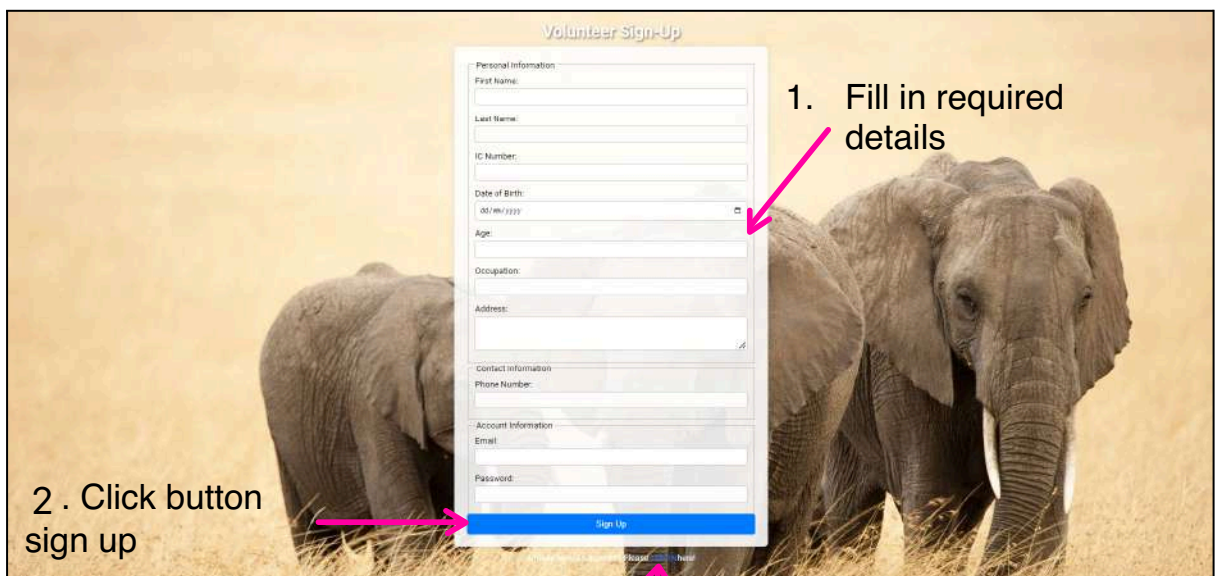
- Administrator: Has access to admin approval functions, manages user roles, and views detailed reports.
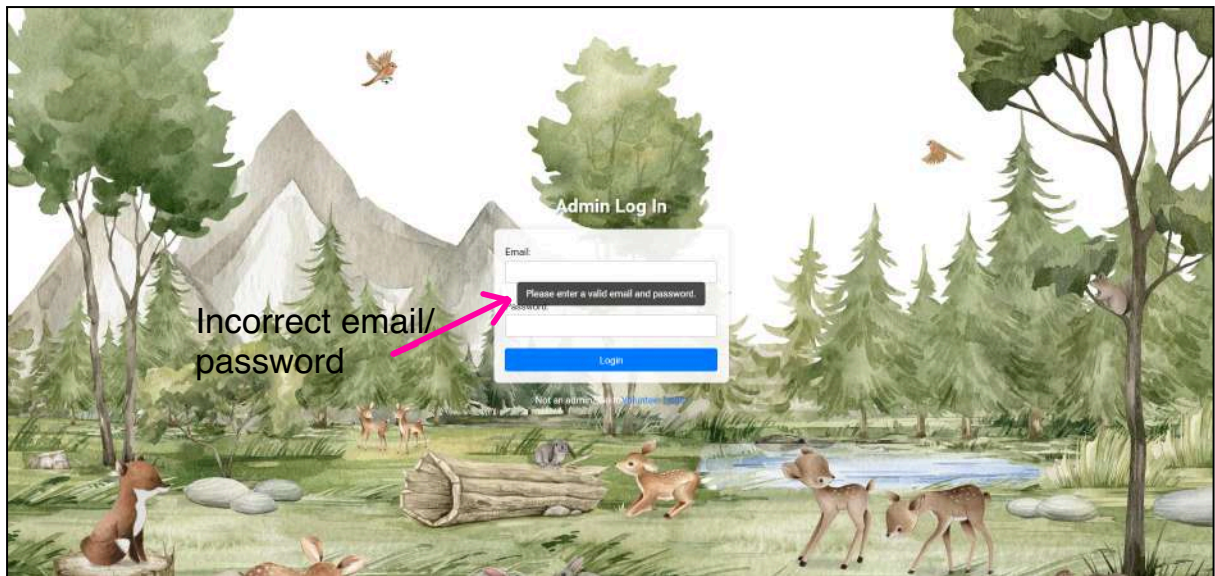
5.0 USER MANUAL

Index Page

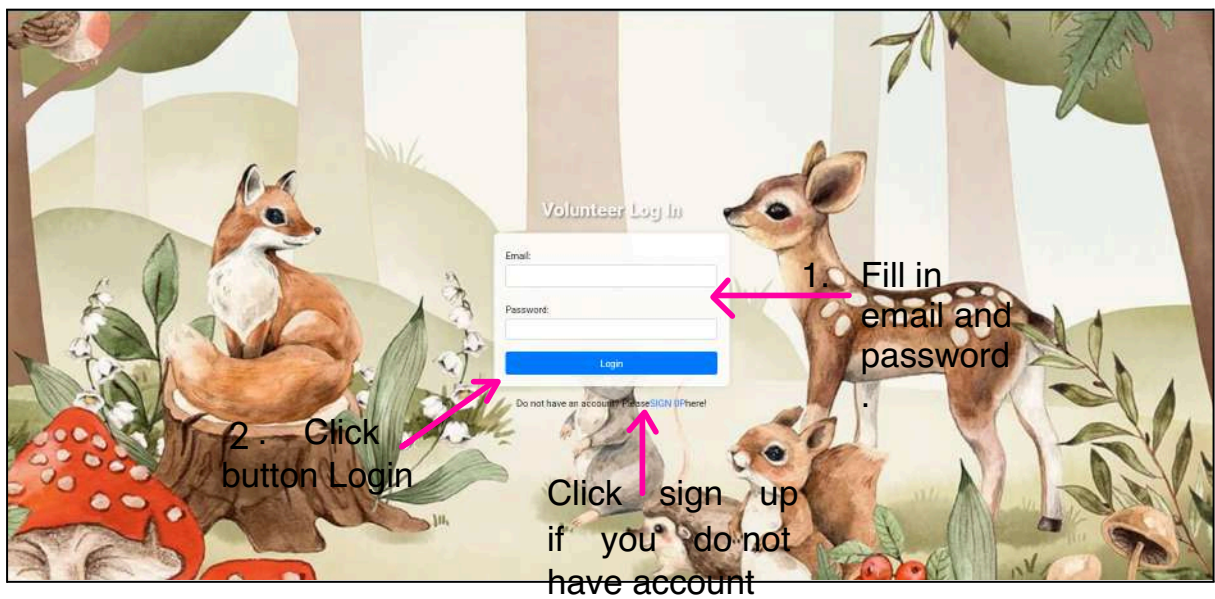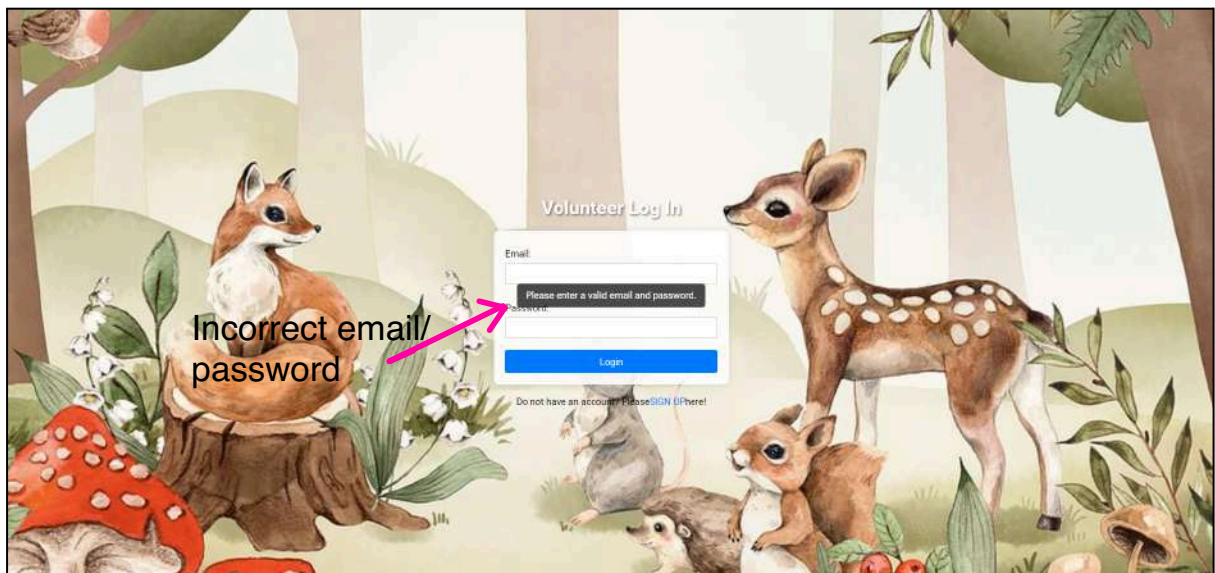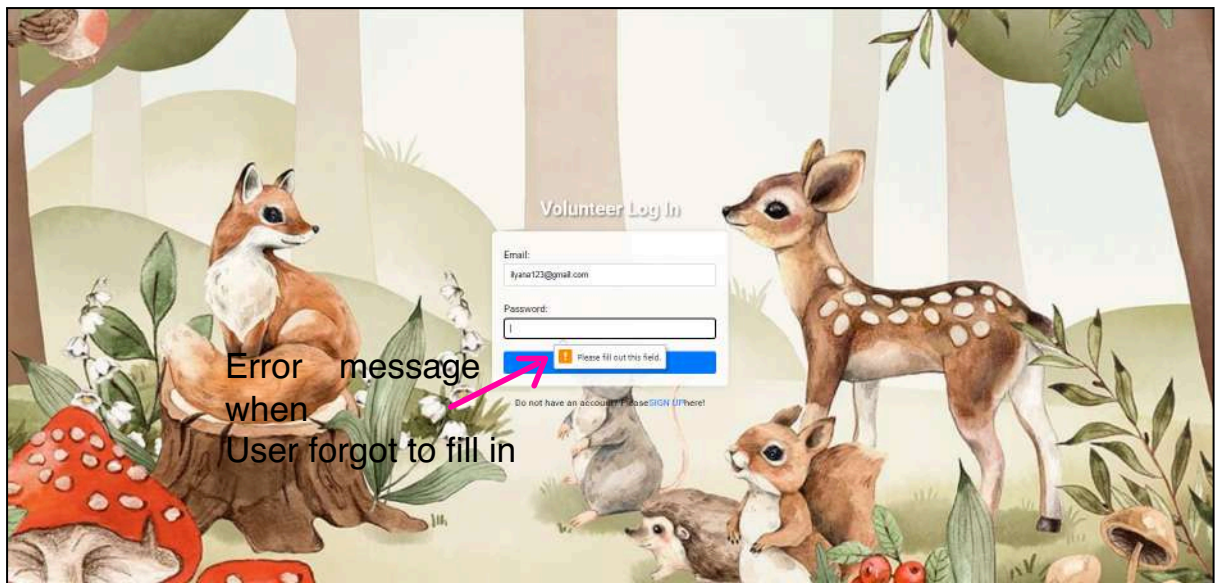Click any option to go another page.

Signup Page

1. Fill in required details

2. Click button sign up

Click Log in if users already have account

Successful pop out message when account has been created

Admin Login Page

1. Fill in email and password.

2. Click button Login

Click volunteer Login if you are not an admin

Error message when User forgot to fill in

Incorrect email/password

Volunteer Login Page

1. Fill in email and password.

2. Click button Login

Click sign up if you do not have account

Volunteer Log In

Email:
ilyana123@gmail.com

Password:

Please fill out this field.

Error   message when
User forgot to fill in

Do not have an account? Please SIGN UP here!

Volunteer Log In

Email:

Please enter a valid email and password.

Password:

Incorrect email/
password

Login

Do not have an account? Please SIGN UP here!

Home Page

Reservation Page

1.Edit information if needed

2.Click button submit to make Reservation

Successful message after User make reservation

1. User can edit reservation if the status still 'Pending'

2. User can delete Reservation by clicking button delete

Edit reservation page

Admin Approval Page

Volunteer Management
Admin Approval

Admin Approval

Logout

Pending Reservations

Date	Name	IC Number	Phone	Email	Status	Receipt	Action	
2024-06-28						Download	Approve	Reject
2024-07-13					Rejected	Download	Approve	Reject
2024-07-19					Rejected	Download	Approve	Reject
2024-07-18	Ilyana Zahira	029918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve	Reject
2024-07-11	Ilyana Zahira	029918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve	Reject
2024-07-16	Ilyana Zahira	029918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve	Reject
2024-07-14	Ilyana Zahira	029918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve	Reject
2024-07-26	Ilyana Zahira	029918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve	Reject
2024-08-01	Ilyana Zahira	029918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve	Reject
2024-07-01	Ilyana Zahira	029918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve	Reject

1 .Admin can download User's receipt.

3 . Admin can reject user's reservation

2 .Admin can click approve to change the status