



**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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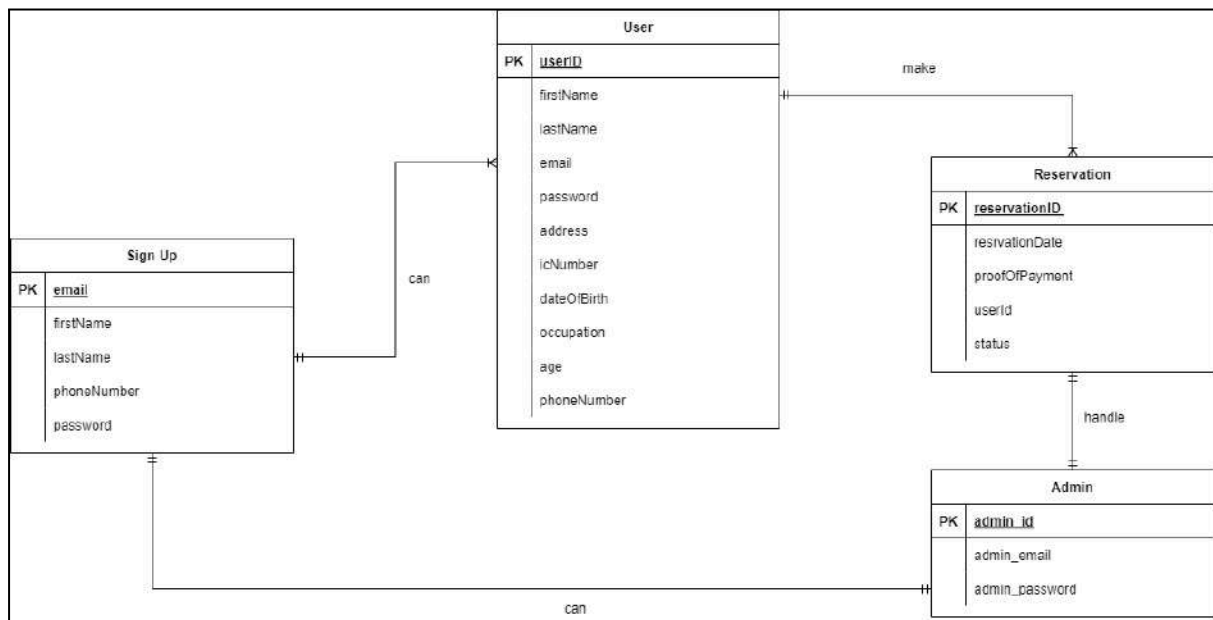
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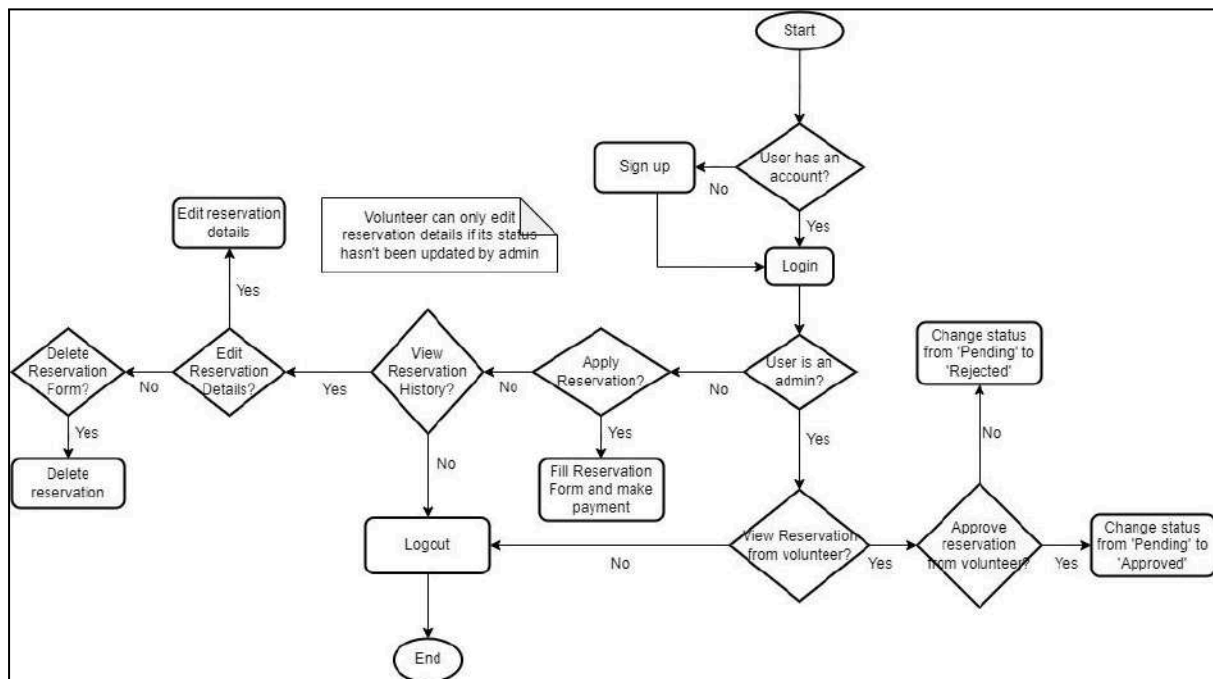
1.0 INTRODUCTION

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.

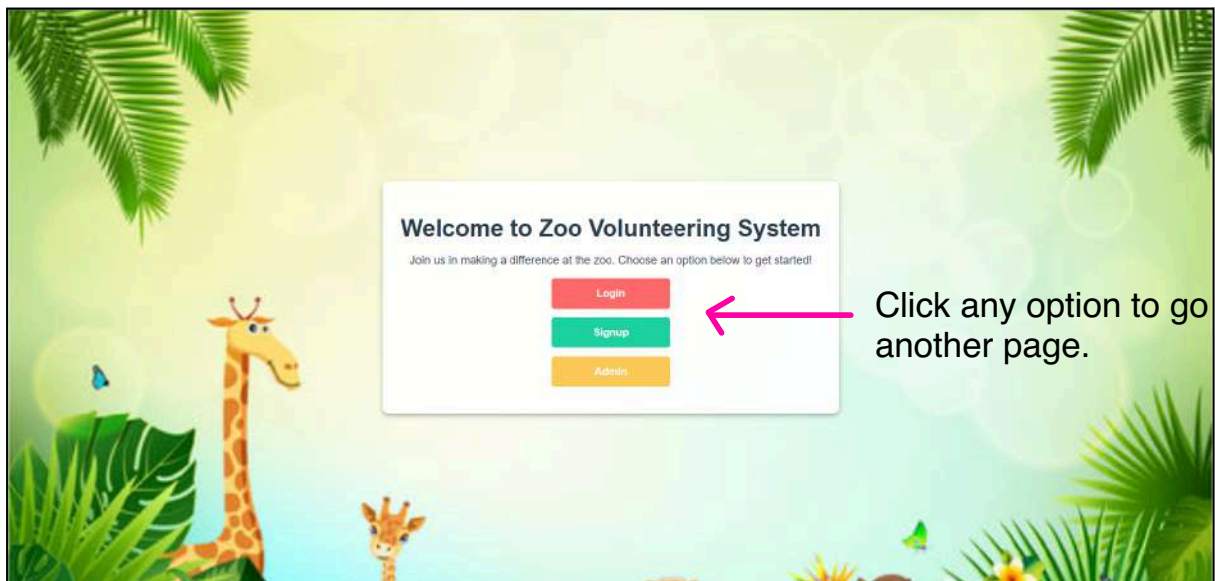
4. User Roles and Permissions

- The system supports different user roles with varying permissions:
- Volunteer: Can make and manage reservations, view activity details.

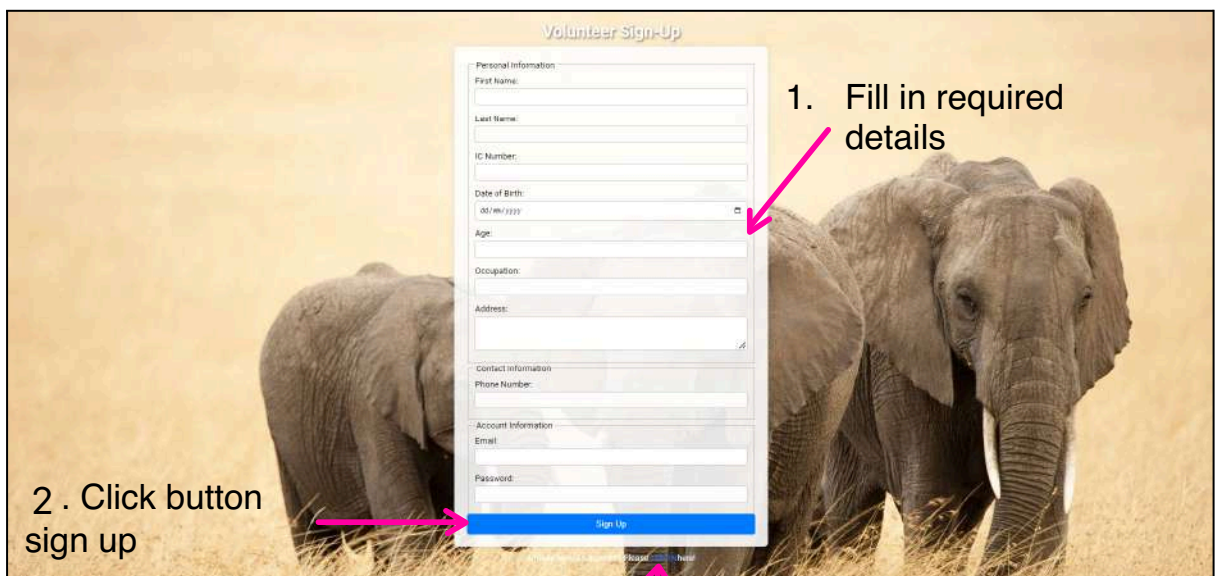
- Administrator: Has access to admin approval functions, manages user roles, and views detailed reports.

5.0 USER MANUAL

Index Page

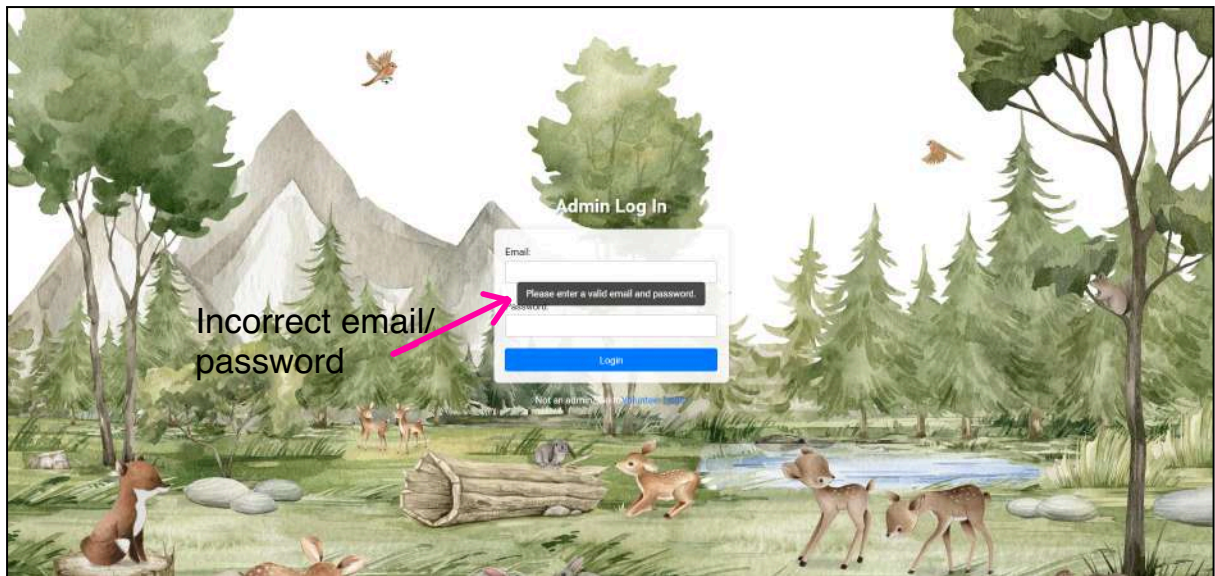


Signup Page

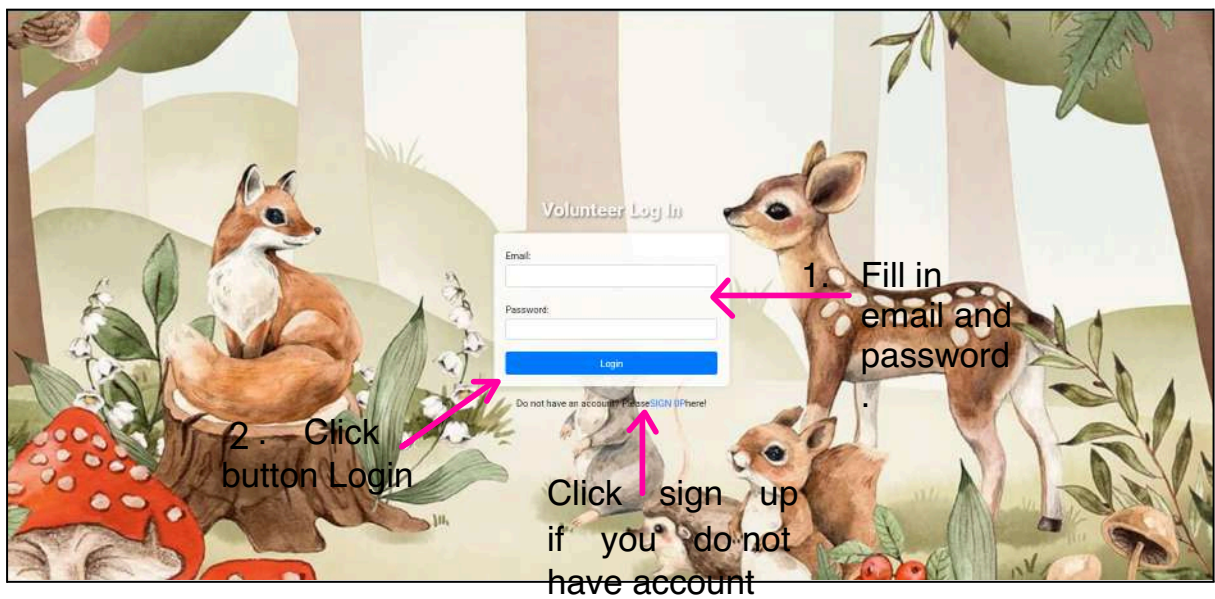


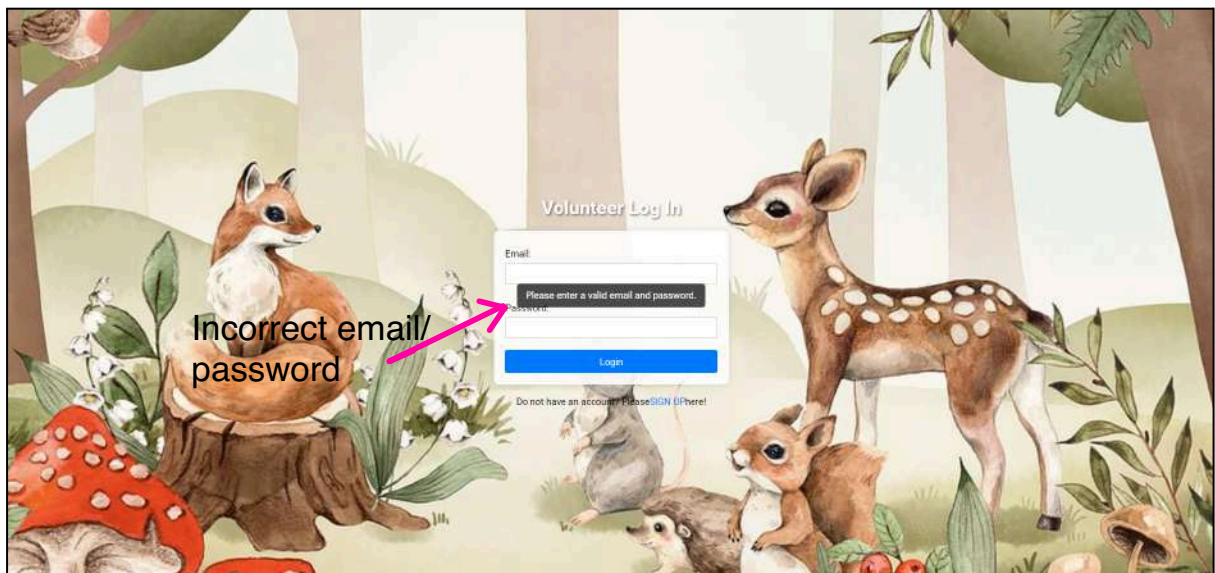
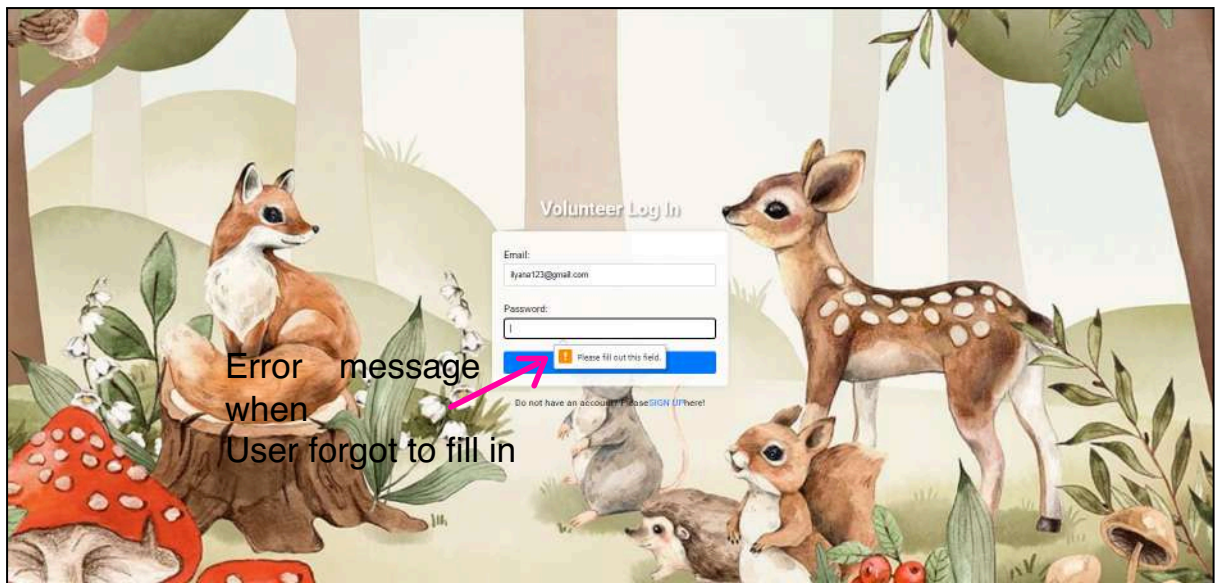
The Signup Page displays a "Volunteer Sign-Up" form overlaid on a background image of two elephants in a savanna. The form is divided into several sections: "Personal Information" (First Name, Last Name, IC Number, Date of Birth, Age), "Occupation", "Address", "Contact Information" (Phone Number), and "Account Information" (Email, Password). A blue "Sign Up" button is at the bottom of the form. A pink arrow points from the text "1. Fill in required details" to the "Date of Birth" field. Another pink arrow points from the text "2. Click button sign up" to the "Sign Up" button. A third pink arrow points from the text "Click Log in if users already have account" to a "Log In" link at the bottom of the page.

Click Log in if users
already have account

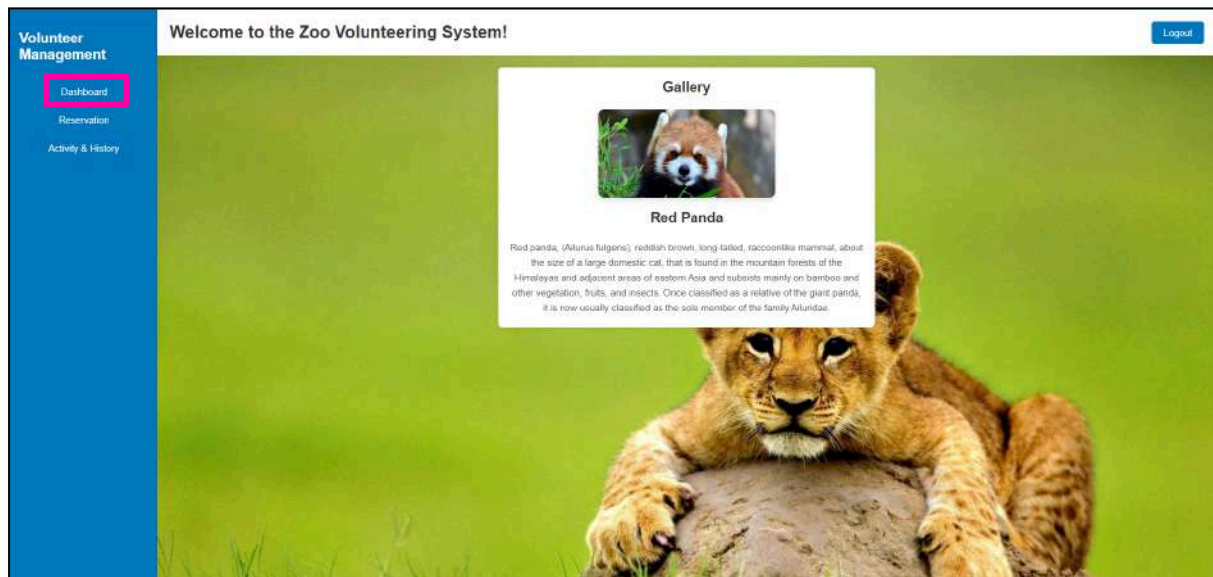


Volunteer Login Page





Home Page



Reservation Page

The screenshot shows the Reservation Page. The sidebar is the same as the Home Page, but the "Reservation" link is highlighted with a pink box. The main content area has a white header with "Reservation" and a "Logout" button. Below the header is a large background image of a lion cub. Overlaid on this is a white form titled "Volunteer Information". The form contains the following fields: "Select Date:" (with a date picker showing "28/07/2024"), "Name:" (with the text "Iyana Zafira Ismail"), "IC Number:" (with the text "020916101764"), "Phone Number:" (with the text "0132021760"), "Email:" (with the text "iyana@gmail.com"), "Date of Birth:" (with a date picker showing "18/08/2002"), "Address:" (with the text "287, LIVING @GEMINI ALAM 7/5, KUALA KEMAR, PUTRAJAYA"), "Age:" (with the text "22"), "Occupation:" (with the text "Student"), and "Attach File:" (with a "Choose File" button and the text "paymentIDProof.pdf"). Below the form is a blue "Submit" button. A pink arrow points from the text "1 .Edit information if needed" to the "Name" field. Another pink arrow points from the text "2 .Click button submit to make Reservation" to the "Submit" button.

Volunteer Management

Dashboard
Reservation
Activity & History

Reservation

Volunteer Information

Select Date:

18/07/2024

Name:

Ryana Zahra

IC Number:

828910101760

Phone Number:

8138307788

Email:

Address:

187, Loring Gugusan Alam 7/5
42300 Bandar Puncak Alam Selangor

Age:

22

Occupation:

Student

Please make a payment amount (RM35) and send the file before submit
Account number: 8281 9152453 84955523

Attach File:

Choose File

paymentProof.pdf

Submit

Reservation successful! Redirecting to Activity & History Page...

Successful message after User make reservation

Volunteer Management

Dashboard
Reservation
Activity & History

Reservation Activity

Volunteer Information

User Information

Name:

Ryana Zahra Ismail

IC Number:

828910101760

Phone Number:

8138307788

Email:

Ryana@gmail.com

Date of Birth:

2002-03-18

Address:

187, Loring Gugusan Alam 7/5 42300 Bandar Puncak Alam Selangor

Age:

22

Occupation:

Student

DATE	STATUS	ACTION
2024-07-10	Pending	Edit Delete
2024-07-11	Pending	Edit Delete
2024-07-16	Pending	Edit Delete
2024-07-14	Pending	Edit Delete
2024-07-26	Pending	Edit Delete
2024-08-01	Pending	Edit Delete
2024-07-01	Pending	Edit Delete

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

2. User can delete Reservation by clicking button delete

Volunteer Management

Dashboard
Reservation
Activity & History

Reservation Activity

Volunteer Information

Select Date:

18/07/2024

Name:

Ryana Zahra

IC Number:

828910101760

Phone Number:

8138307788

Email:

Ryana@gmail.com

Date of Birth:

18/07/2002

Address:

187, Loring Gugusan Alam 7/5
42300 Bandar Puncak Alam Selangor

Age:

22

Occupation:

Student

Attach File:

Choose File

No file chosen

Download Existing File

Submit

Edit reservation page

Admin Approval Page

Volunteer Management

Admin Approval

Logout

Admin Approval

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	02918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve Reject
2024-07-11	Ilyana Zahira	02918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve Reject
2024-07-16	Ilyana Zahira	02918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve Reject
2024-07-14	Ilyana Zahira	02918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve Reject
2024-07-26	Ilyana Zahira	02918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve Reject
2024-08-01	Ilyana Zahira	02918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve Reject
2024-07-01	Ilyana Zahira	02918101760	0138301760	ilyana@gmail.com	Pending	Download	Approve Reject

1 .Admin can download User's receipt.

2 .Admin can click approve to change the status

3 . Admin can reject user's reservation