VOLUNTREE

A DIGITAL VOLUNTEER TRACKING PLATFROM FOR AMBLER ARBORETUM

User Manual

Prepared on 04-26-2024

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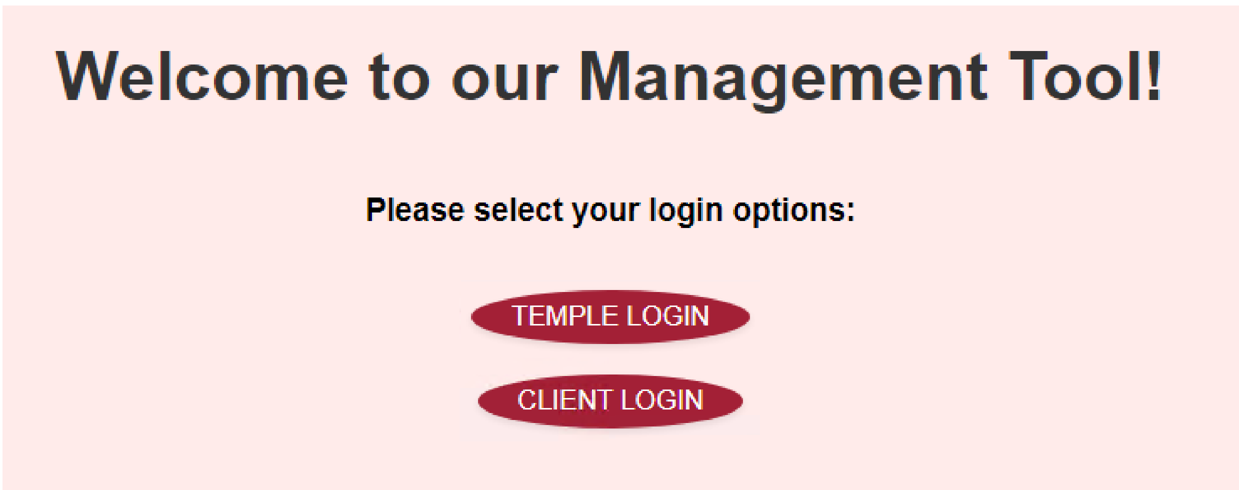
1 – Introduction- Purpose Of The System

The goal of this project management tool is to allow professors to accept/deny client proposals and assign students tasks for projects while students complete their assigned tasks and express interest in the accepted projects from the clients, allowing an interaction between the client, professors, and the students to work with one another.

2 – Initial Launch

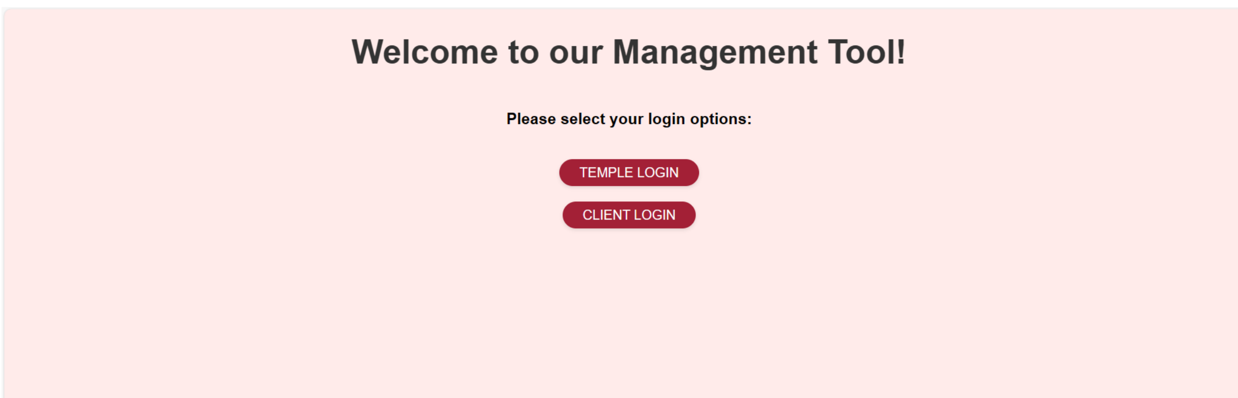
When first visiting our site, this is the page you will be met with.



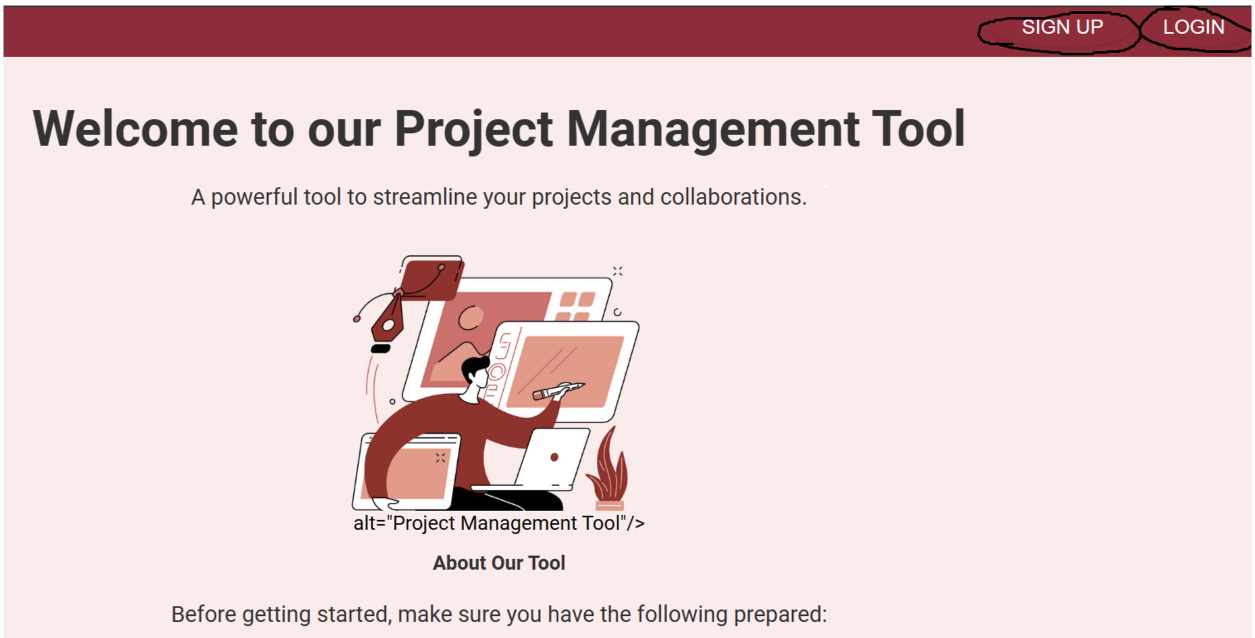
Students and Professors will press temple login, which will redirect them to either the student dashboard or the professor dashboard. Clients will press client login, which will redirect them to the client landing page.

3 – Client Sign Up and Log In

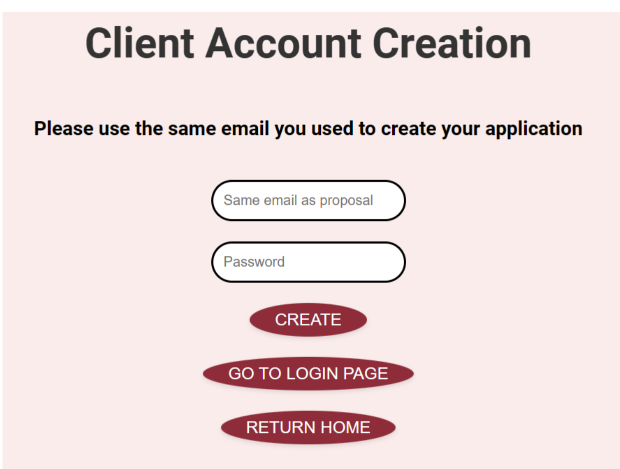
Here, we are going to demonstrate how a client would create their own account and then sign in to that account.



First when the client loads up the project management tool, they will be greeted with this start up page seen in the screenshot above. They will then click on the “Client Login” button where they will then be redirected to the welcome to the project management introduction page for clients where they can then sign up or log in as seen in the screenshot below.



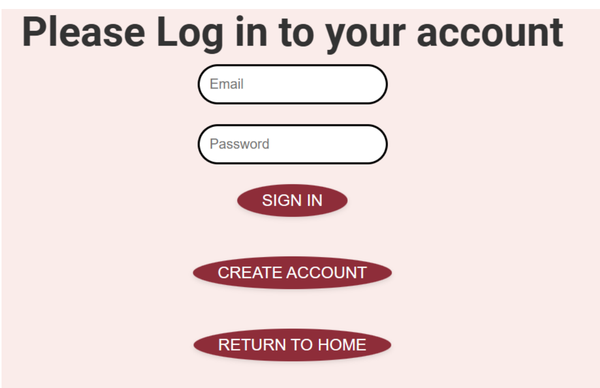
There are two buttons in the top-right corner, the “SIGN UP” and “LOGIN” buttons. If you need to create a new account, you would select the “SIGN UP” button, and it would bring you to this page:



Creating Account

The information you would put for creating your client account is:
Email: Providing an email address you would like to use to be able to sign into your account.
Password: Creating a password you would like to set for your account.

Here, you would sign up for an account. If you have already created an application, please use the same email address used for the application for your account. After that, the system will say if the account has been created successfully. If so, click the "Go to Login Page" to be brought to this page:

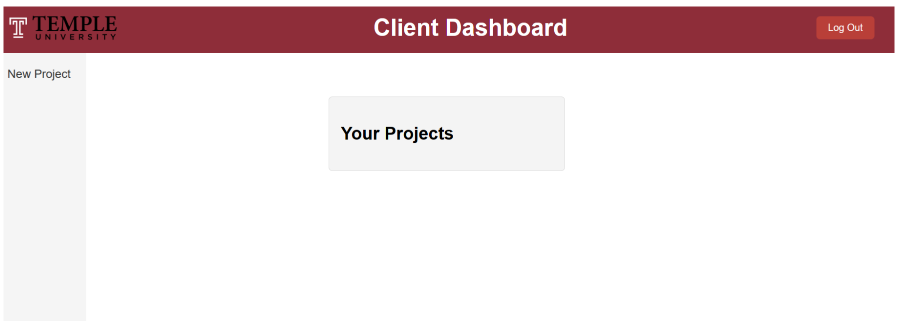


Logging in

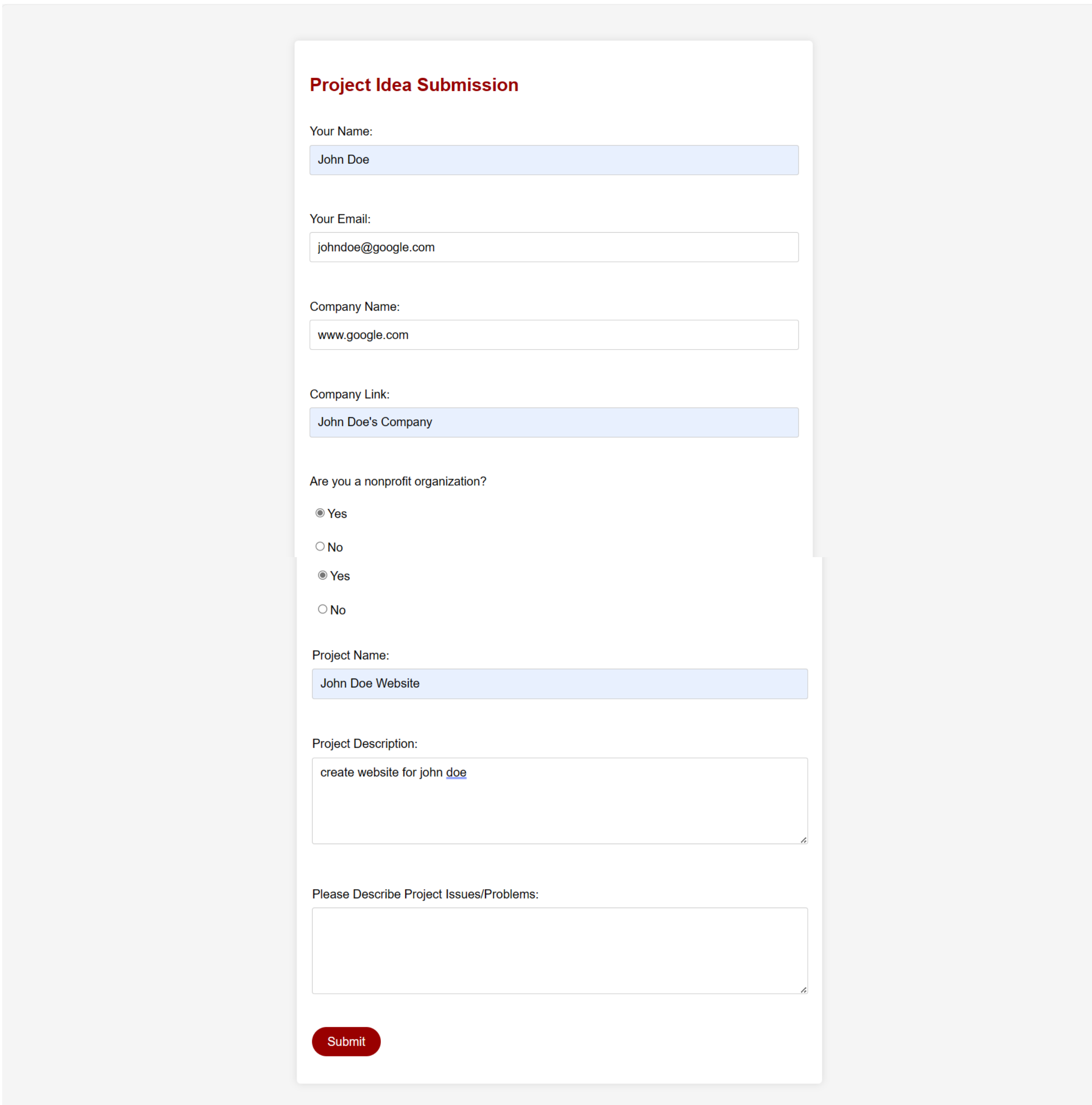
The information you would put for logging into your client account is:
Email: Providing the email address you used to create your account with to sign into your account.
Password: Entering the password you created your account with to log into your account.

All you would need to do is use the email address and password used for the account, and you would then be brought to the client dashboard page

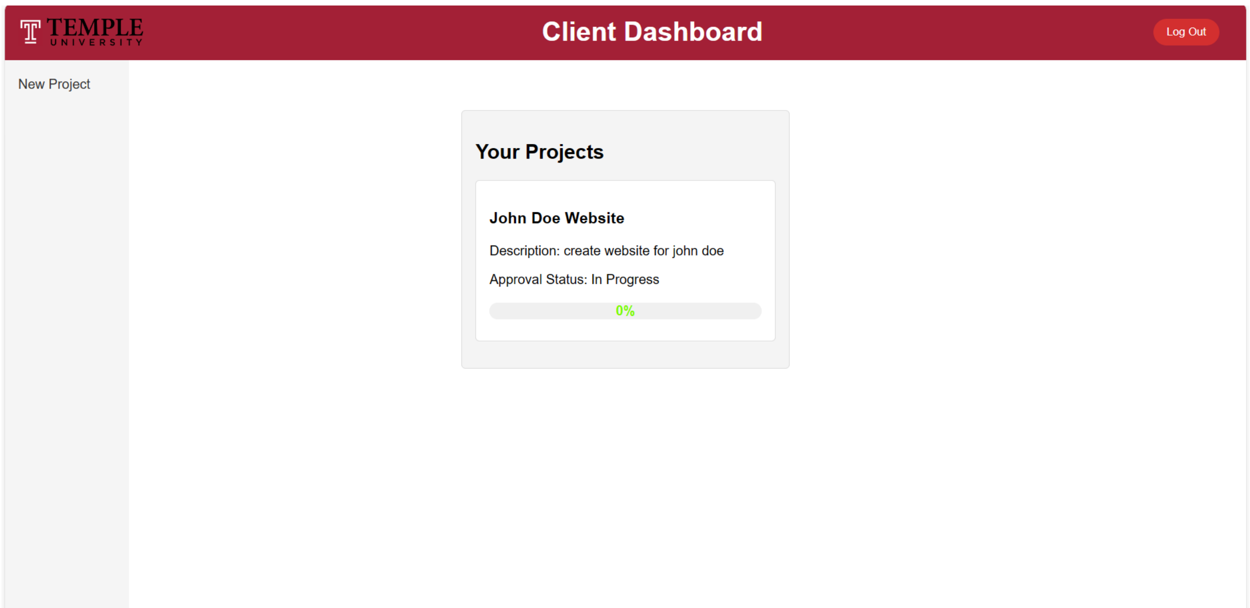
4 – Client Dashboard



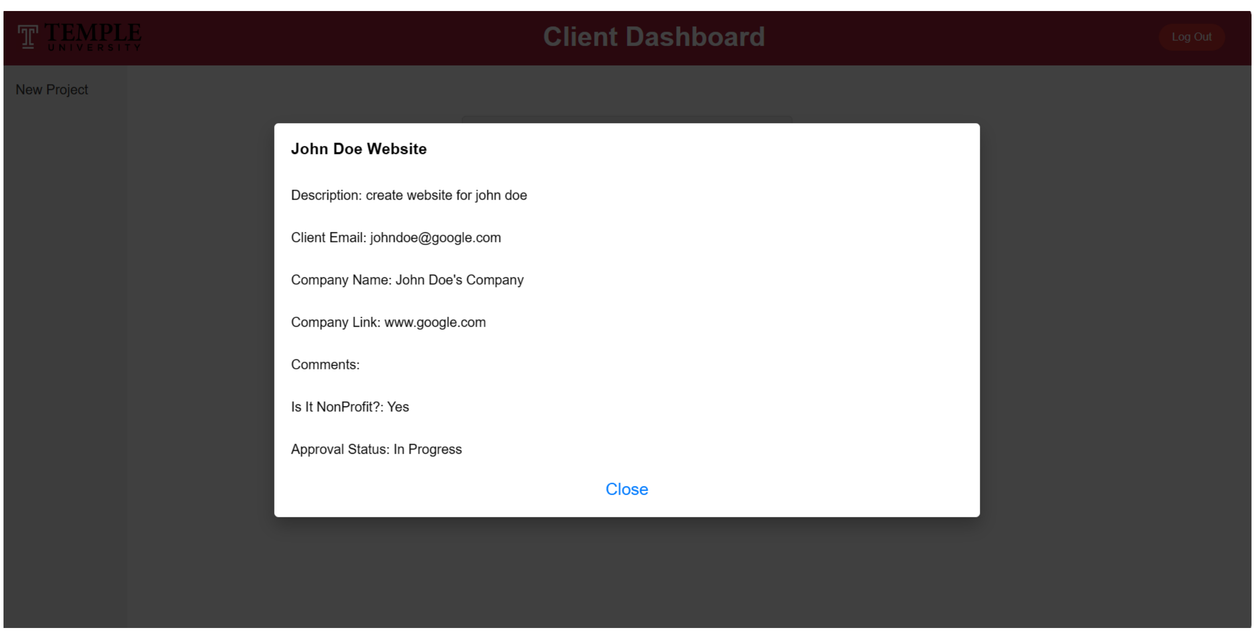
Here, if you had a project, you would see that in the dashboard. You can also create an application for a new one as well. You could click on your project and see more details about it as well. Pressing the “Logout” button would bring you back to the login page.



Here, once clicking on the New Project button on the side dashboard, the client can create their project and its requirements and then submit the project idea by clicking on the "Submit" button as seen in the two screenshots above.

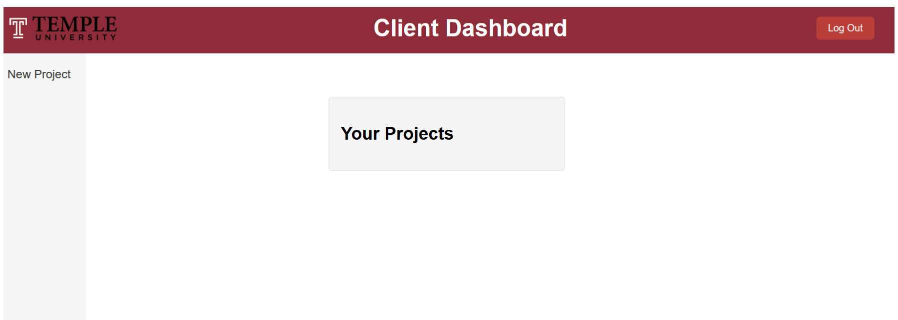


Here we can now see the project show up on the client's dashboard which shows the project the client created as seen in the screenshot above.



If you click on a project, it will show the project's information in more detail up front as seen in the screenshot above.

5 – User Manual For Project Idea Submission form



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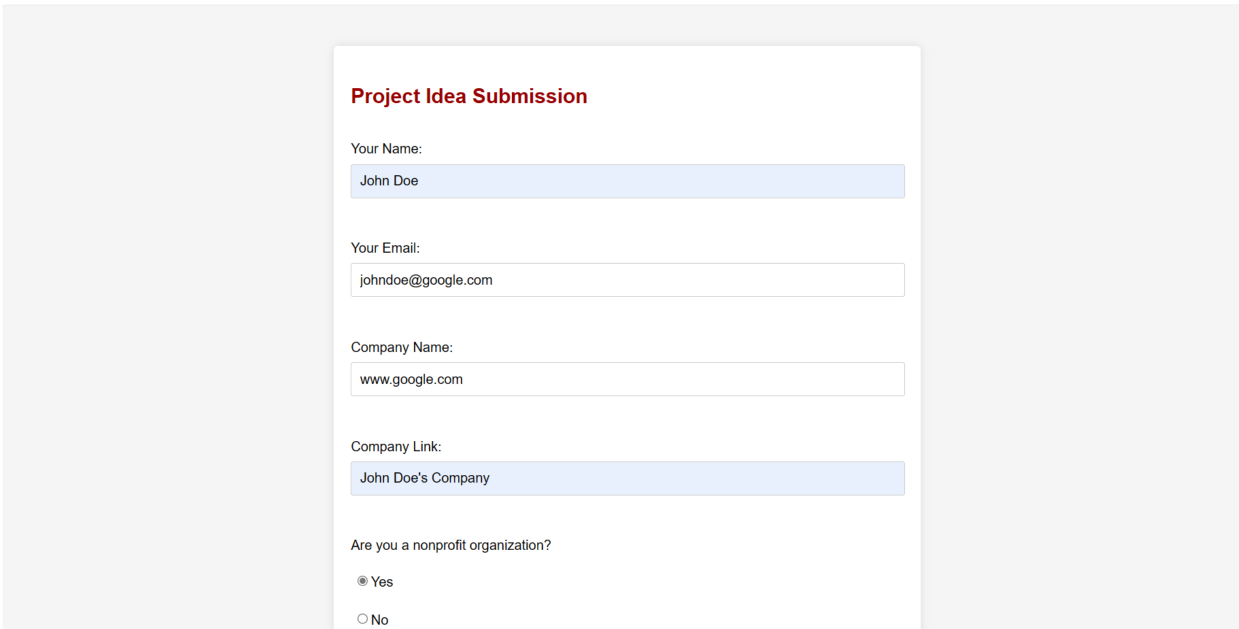


Project Idea Submission

Your Name:

John Doe

Your Email:

johndoe@google.com

Company Name:

www.google.com

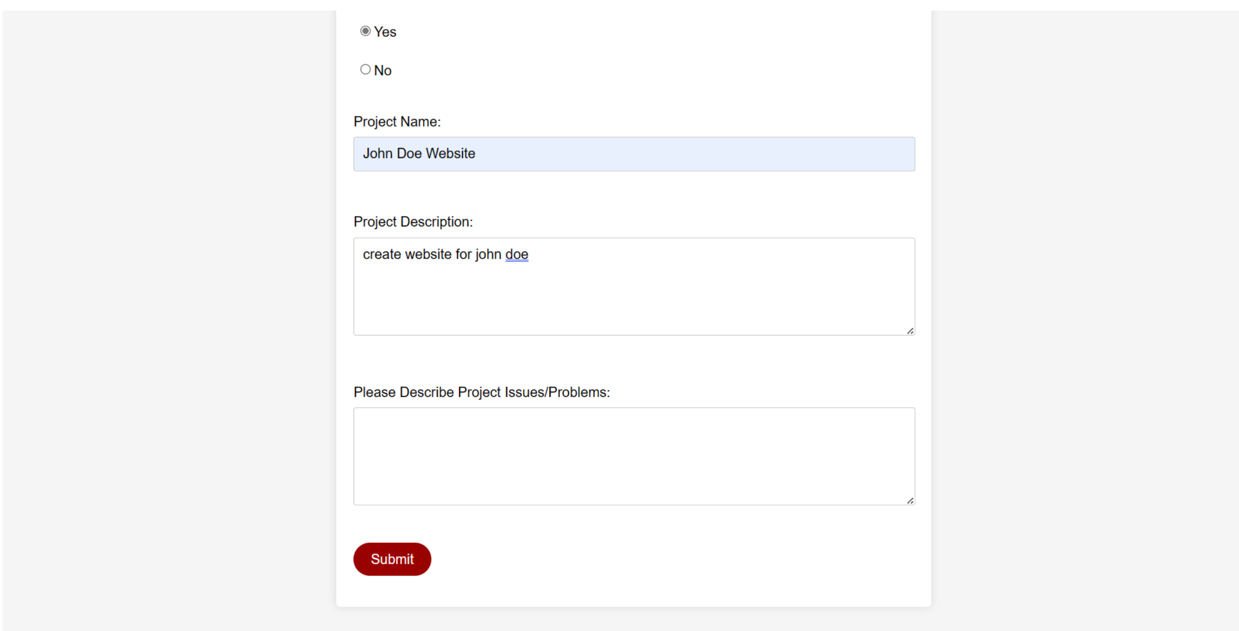
Company Link:

John Doe's Company

Are you a nonprofit organization?

◉ Yes

○ No



◉ Yes

○ No

Project Name:

John Doe Website

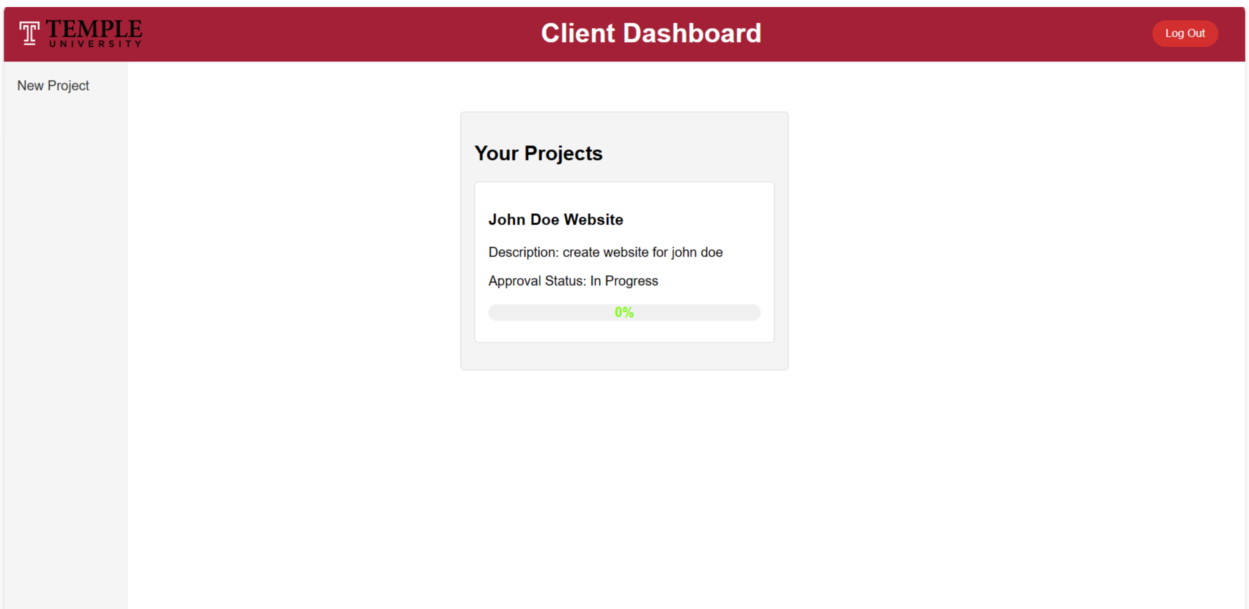
Project Description:

create website for john doe

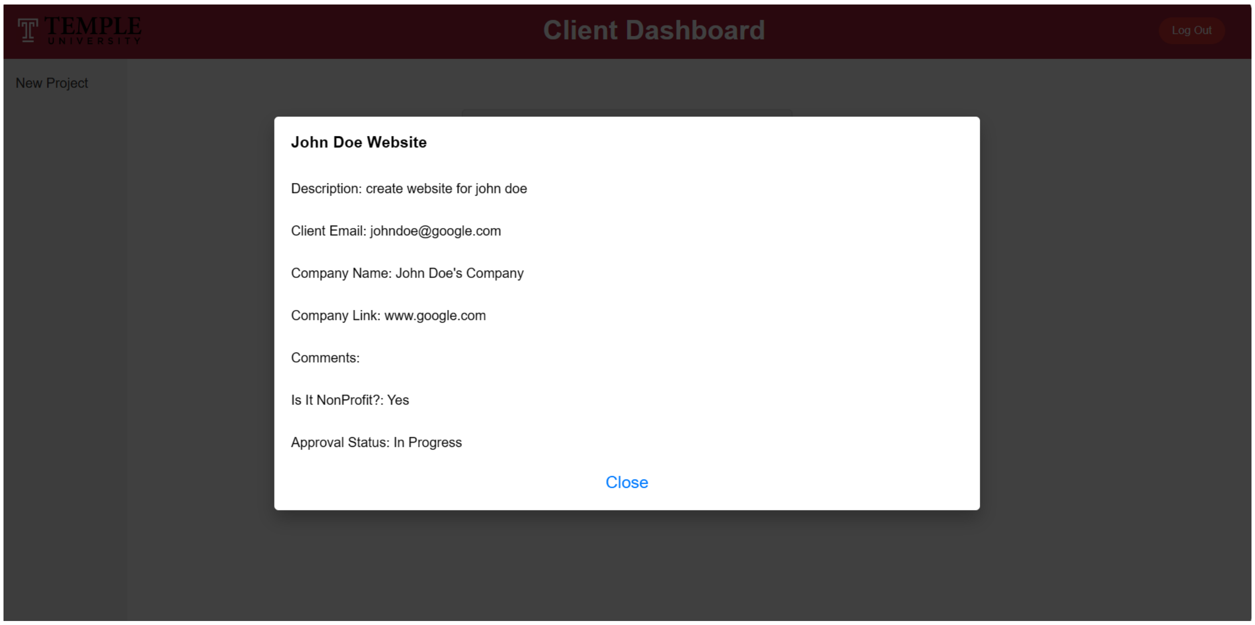
Please Describe Project Issues/Problems:

Submit

Here, once clicking on the New Project button on the side dashboard, the client can create their project and its requirements and then submit the project idea by clicking on the “Submit” button as seen in the two screenshots above.



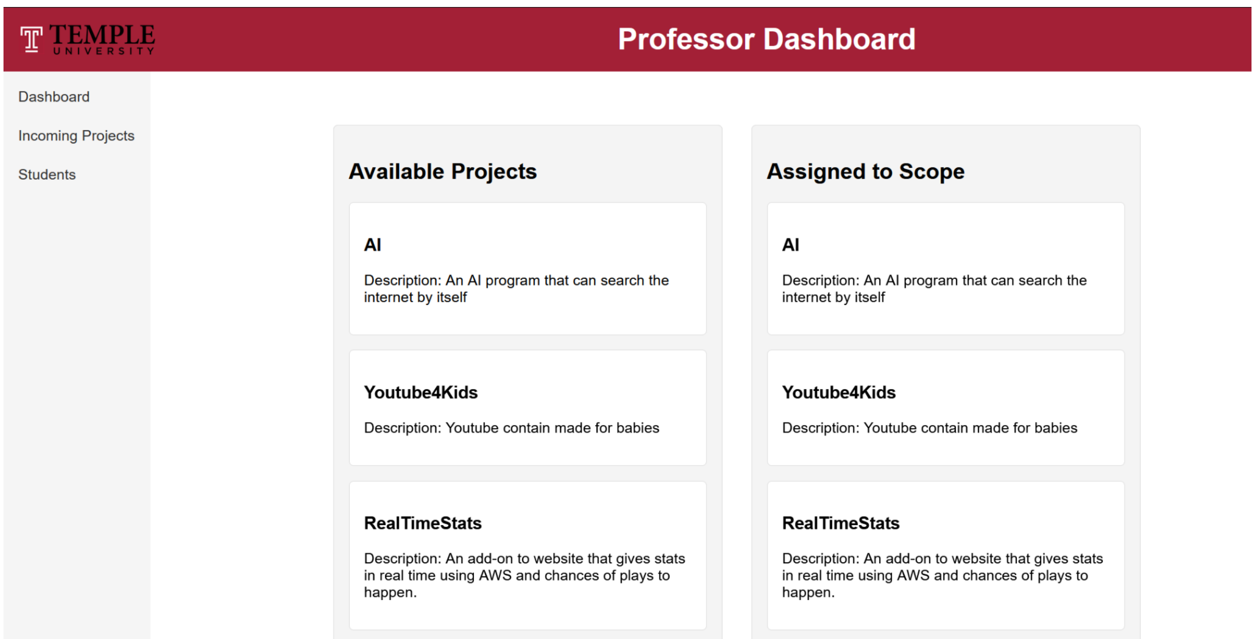
Here we can now see the project show up on the client’s dashboard which shows the project the client created as seen in the screenshot above.

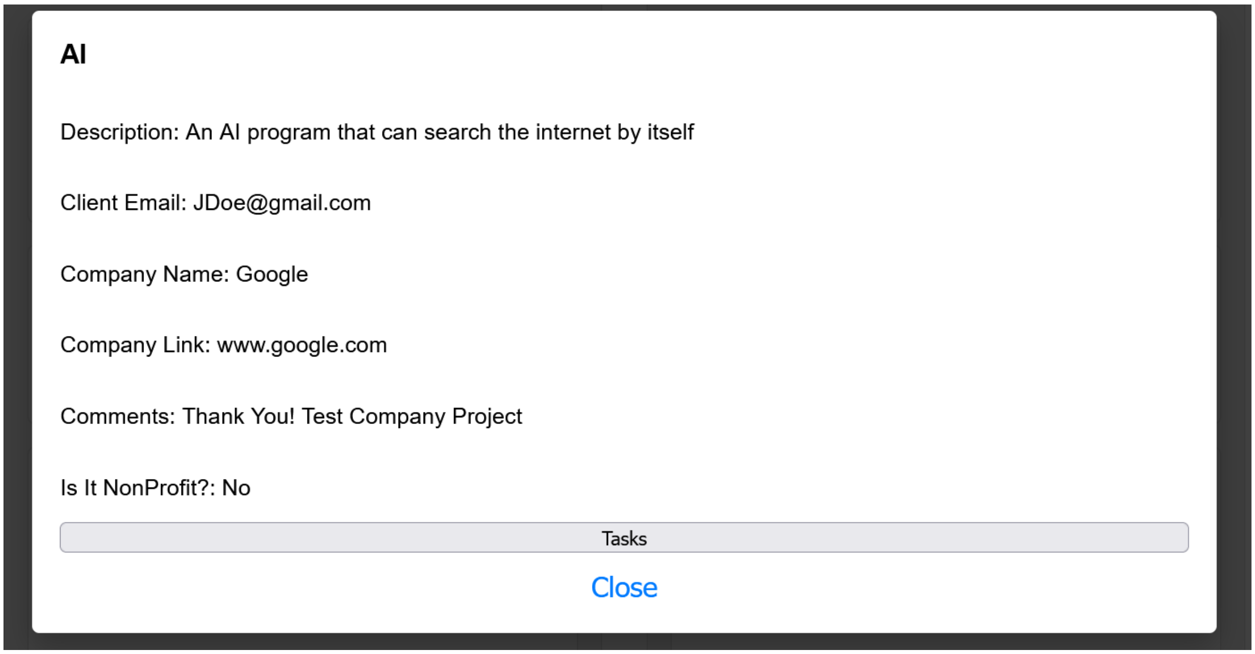


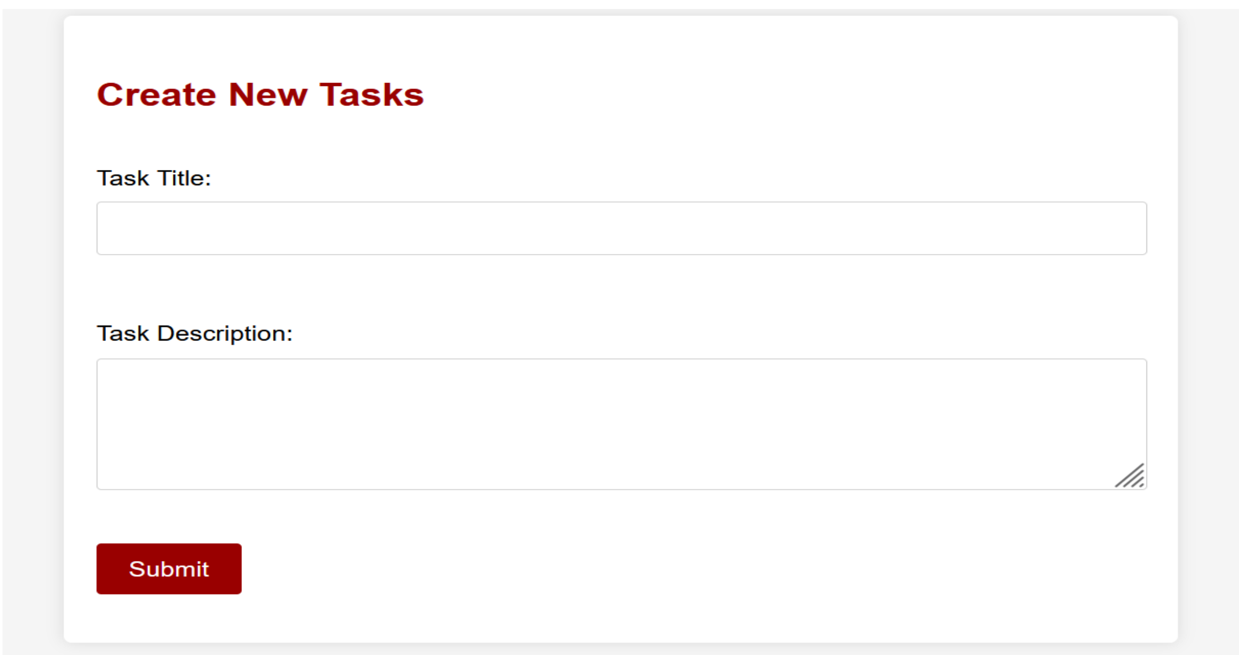
If you click on a project, it will show the project's information in more detail up front as seen in the screenshot above.

6 – User Manual for Viewing and Creating Tasks(Professor Dashboard)

Purpose: The dashboard allows professors to view available projects, tasks, and create new tasks related to the projects.







Viewing Projects and Tasks:

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1. On the Professor Dashboard, you can view two sections: "Available Projects" and "Assigned to Scope."
2. Click on any project card in the "Available Projects" section to view more details about the project.
3. After clicking a project, a modal will pop up with detailed information such as project description, client email, and more.

Creating New Tasks:

1. Within the project details modal, there's a "Tasks" button.
2. Clicking the "Tasks" button will navigate you to a new page where you can create tasks related to that project.
3. Enter the "Task Title" and "Task Description" in the respective fields.
4. Click "Submit" to add the new task to the project.

Closing the Modal:

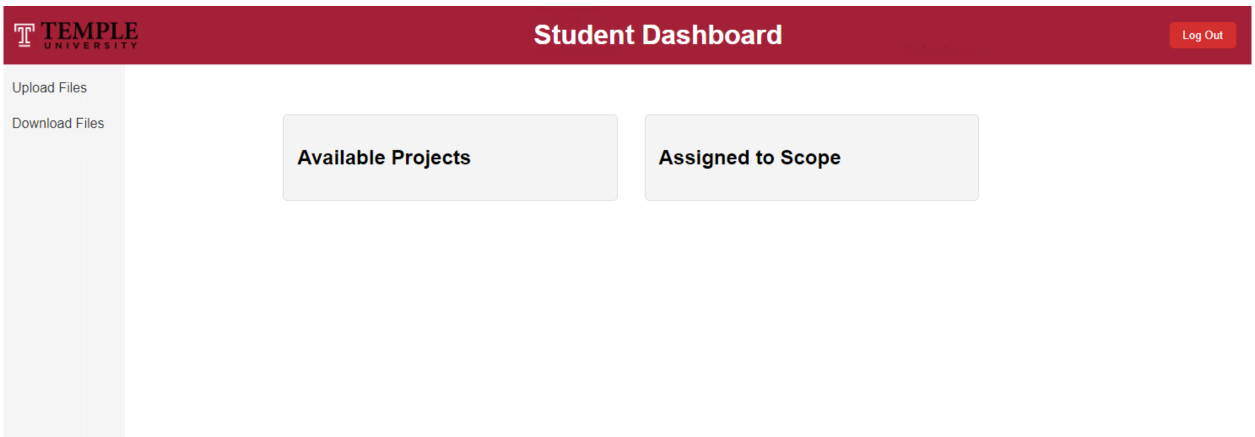
- To exit the project details modal, click the "Close" button.
- You'll be returned to the main dashboard where you can continue browsing other projects or tasks.

Notes:

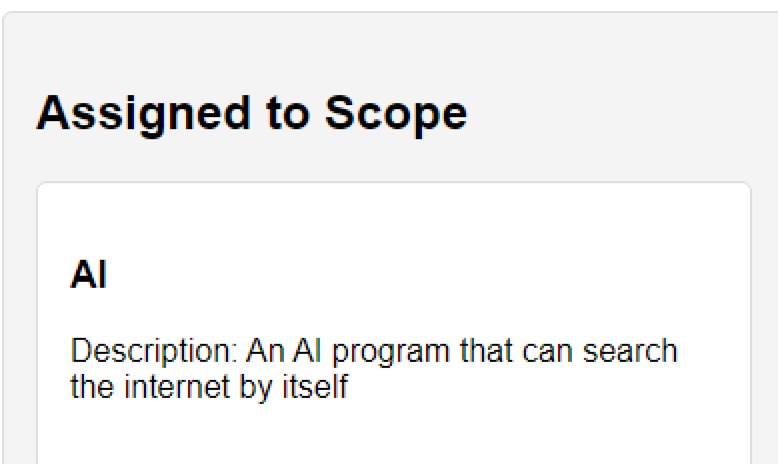
- The task creation page is only accessible from the project details modal.
- Be sure to save any changes before navigating away from the task creation page.

7 – Student Dashboard

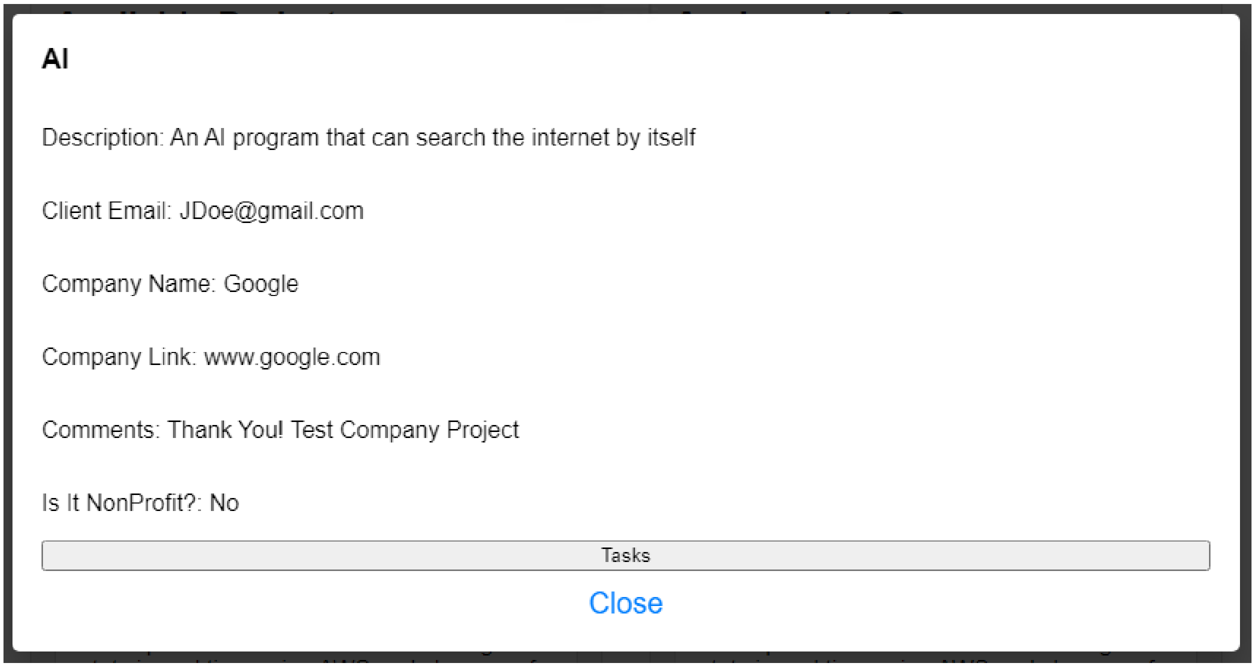
This will be a student's view when logged in via their temple login.



Projects assigned to a student via their UserID will be found under the “Assigned to Scope” tab.



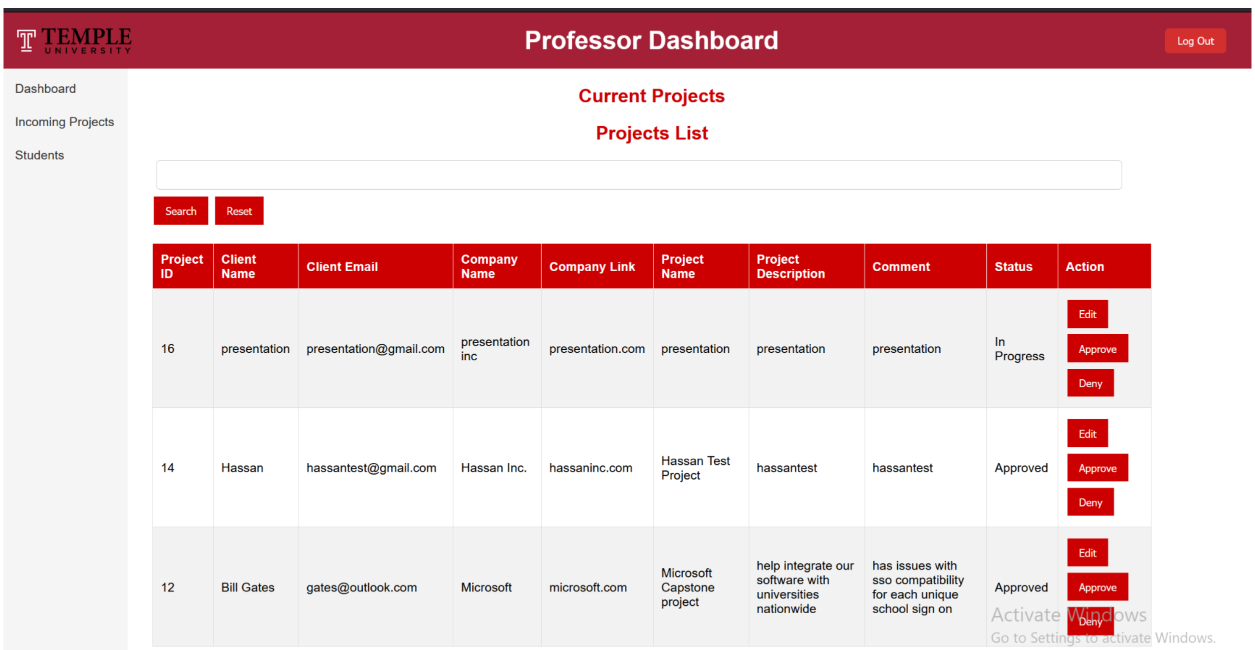
Clicking on the card will show you the project details, as well as giving you a “Tasks” button



Pressing the tasks button will redirect you to view all the tasks for the project that were assigned by the professor. Each task will have a title, description and due date. You will be given an option to download whatever the prompt / file the professor provided, and then submit.

8 – Professor Dashboard: Projects List User Manual

Welcome to the "Projects List" section of your Professor Dashboard. This user-friendly interface allows you to view, manage, and interact with projects in a straightforward manner. Here's how to navigate the features available to you.



A DIGITAL VOLUNTEER TRACKING PLATFROM FOR AMBLER ARBORETUM

Denied Projects

Project ID	Client Name	Client Email	Company Name	Company Link	Project Name	Project Description	Comment	Status	Denial Reason
15	Hassan2	hassantest2@hotmail.com	Hassans Second Inc.	hassan2.com	Hassan Test Project 2	HassanTestProject2	testProjc2	Denied	to simple
11	alex	youtube@gmail.com	youtube	youtube.com	youtube revamp	want to make new app for youtube creators	want to give them more features to make better vidoes	Denied	project too simple
10	google	google@gmail.com	google	google.com	hello	how	are	Denied	
9	Bill Walters	saveall@yahoo.com	ASPCA	www.aspca.com	Pet Finder	An application that will allow people to find animals in need	This will allow anyone to easily find their best matched pet	Denied	
5	Peter Smith	PeteSmitty@outlook.com	ESPN	www.ESPN.com	RealTimeStats	An add-on to website that gives stats in real time using AWS and chances of plays to happen.	Thank you	Denied	
2	Jane Doe	JaneDoe@yahoo.com	Youtube Inc.	www.youtube.com	Youtube4Kids	Youtube contain made for babies	Thanks for your time! Test SP	Denied	

A DIGITAL VOLUNTEER TRACKING PLATFROM FOR AMBLER ARBORETUM

Professor Dashboard: Projects List User Manual Continued

Viewing Projects

Current Projects

1. Search for Projects: Use the search box to type in keywords related to the projects you are looking for. Press the "Search" button to initiate the search.
2. Reset Search: If you wish to reset the search field and view all projects again, click the "Reset" button.
3. Project Details:
    - Project ID: View the unique identifier for each project.
    - Client Name: Check the name of the client who submitted the project.
    - Client Email: You'll find the contact email of the client here.
    - Company Name/Link: The name of the company and a link to their website (if provided).
    - Project Name/Description: This column gives you the title and details about the project.
    - Comment: Any comments or notes on the project.
    - Status: The current status of the project (e.g., "In Progress," "Approved," "Denied").

Actions You Can Take

- Edit: To modify project details, click the "Edit" button. Make sure to save any changes.
- Approve/Deny: Use these buttons to approve or deny projects. When denying a project, you may be prompted to provide a reason.

Denied Projects

This section lists all the projects that have been denied, along with the reasons for denial.

1. View Denied Projects: Simply scroll down to this section to see the projects not approved.
2. Project ID: Displays the unique ID, with the most recent projects at the top.
3. Denial Reason: Here you will see why a project was not approved.

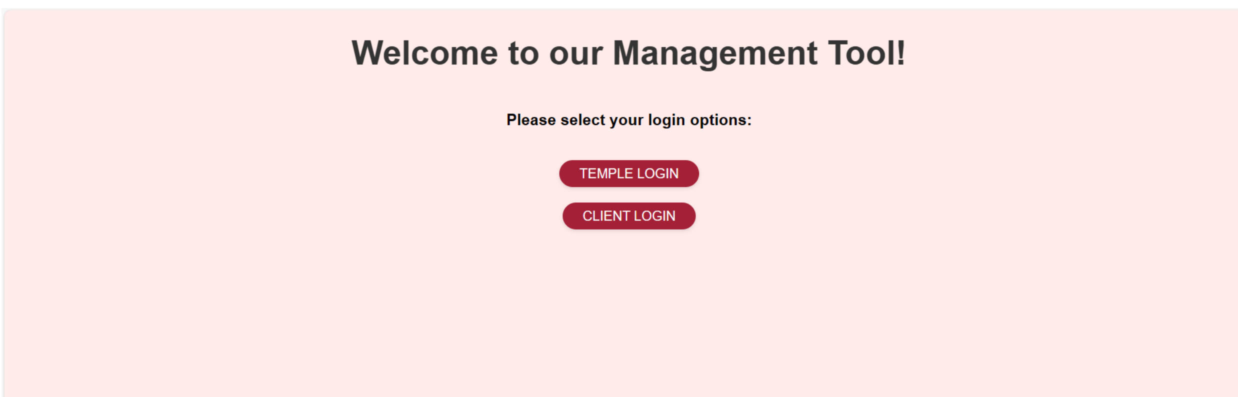
Logging Out

To log out of your session, click the "Log Out" button located in the upper right corner of the page.

Navigation

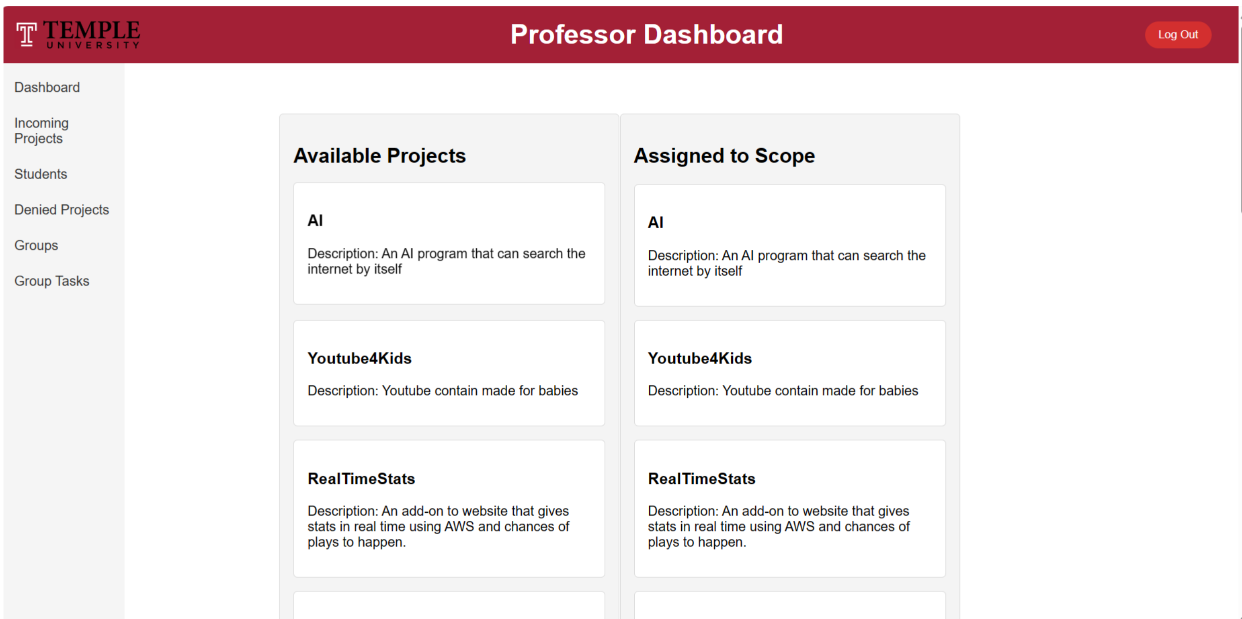
Use the sidebar to switch between different sections of the dashboard. Here you can return to the main "Dashboard," view "Incoming Projects," or see the list of "Students."

Login Page



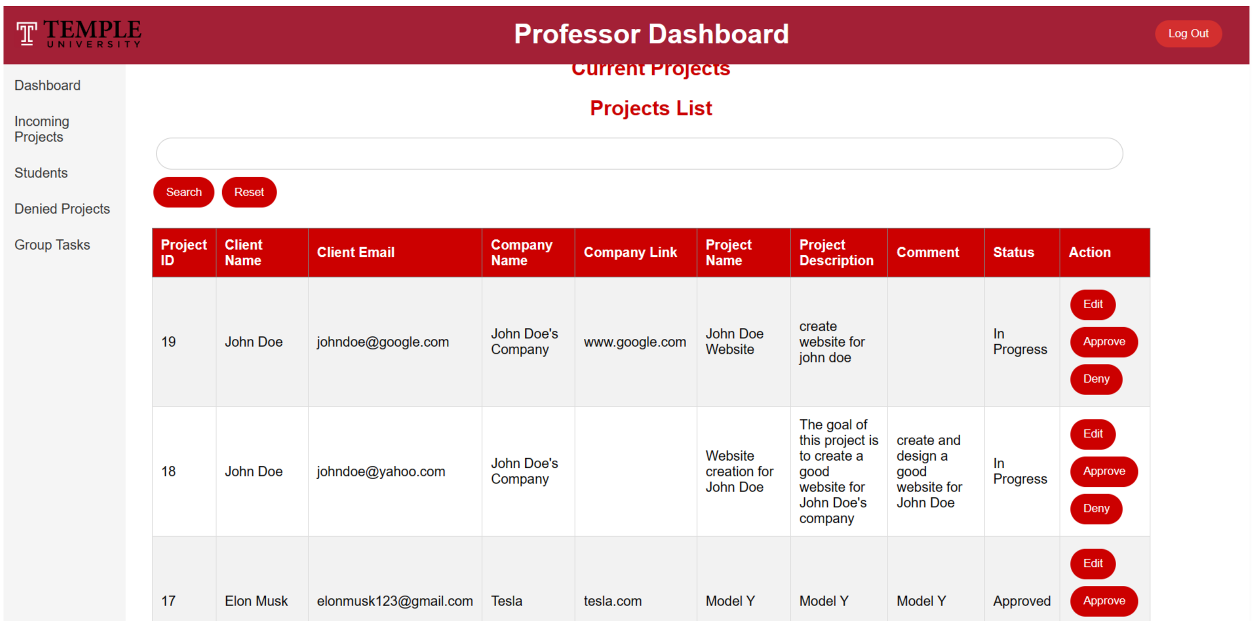
To get to the professor dashboard, on the welcoming page, you would click on the Temple Login button.

Professor Dashboard



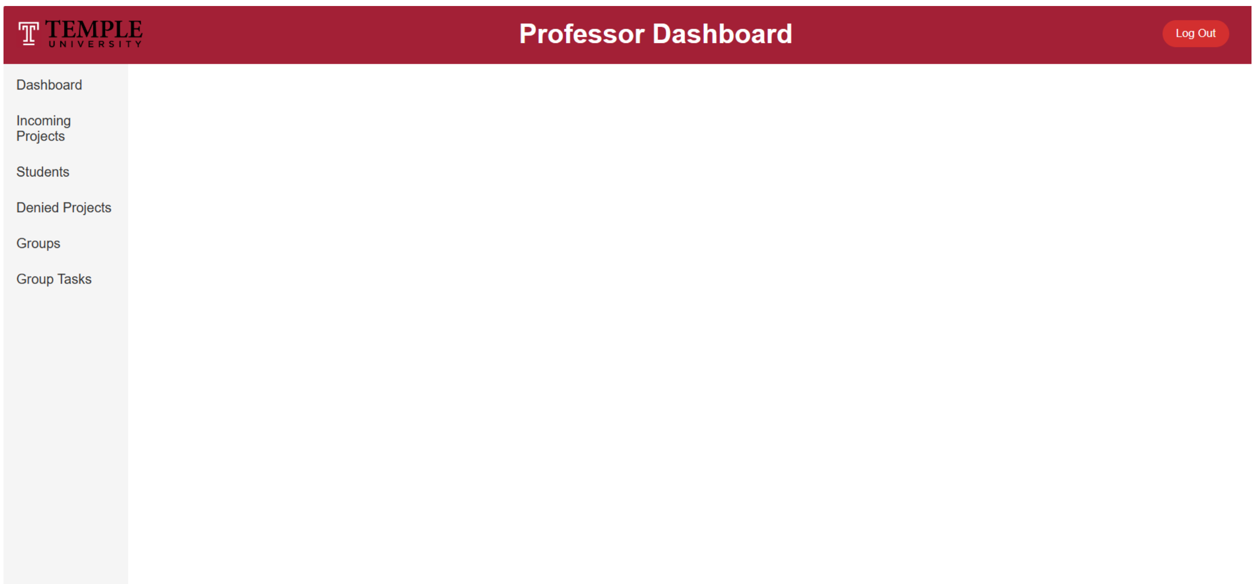
Once you log in, you will first be sent to the professor dashboard where you can see available projects and projects assigned to scope. On the left side bar, you can view more things such as viewing incoming projects approve, deny, or edit, see students, show list of denied projects that the professor denied , setting, and creating groups, and assigning group tasks.

Incoming Projects



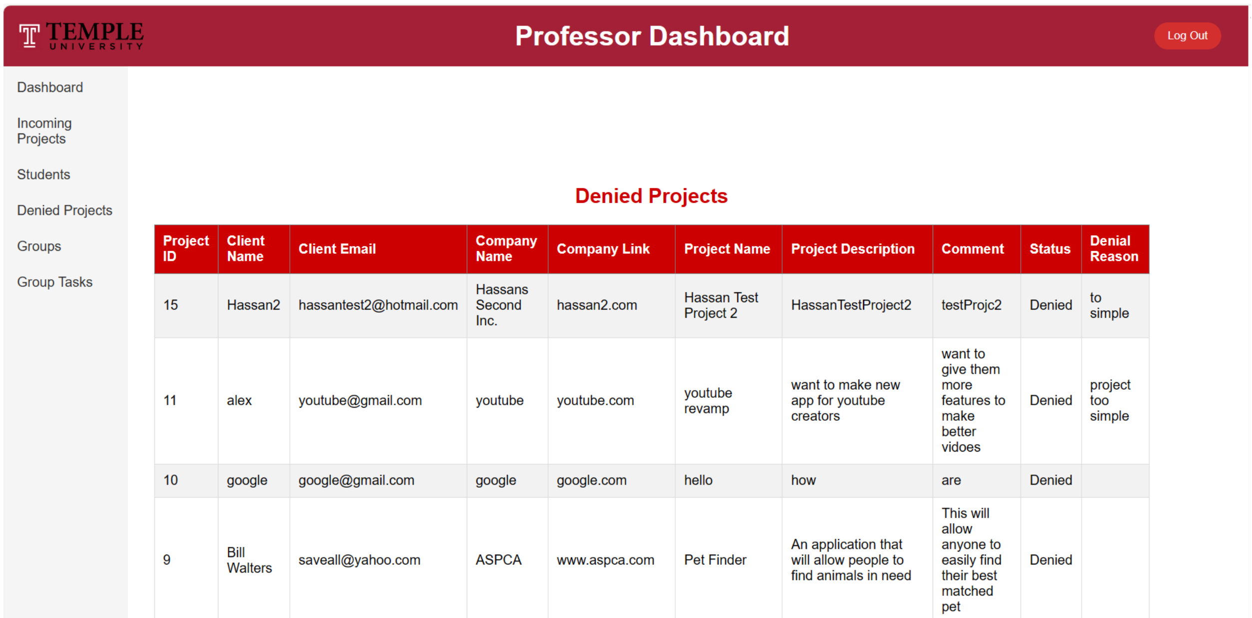
Here on the incoming projects tab, the professor can see projects created by clients where the professor can edit, approve, and deny the project for whatever reason they may.

Students



The student's tab is to for the professor to see requested projects by the students and view details about the project.

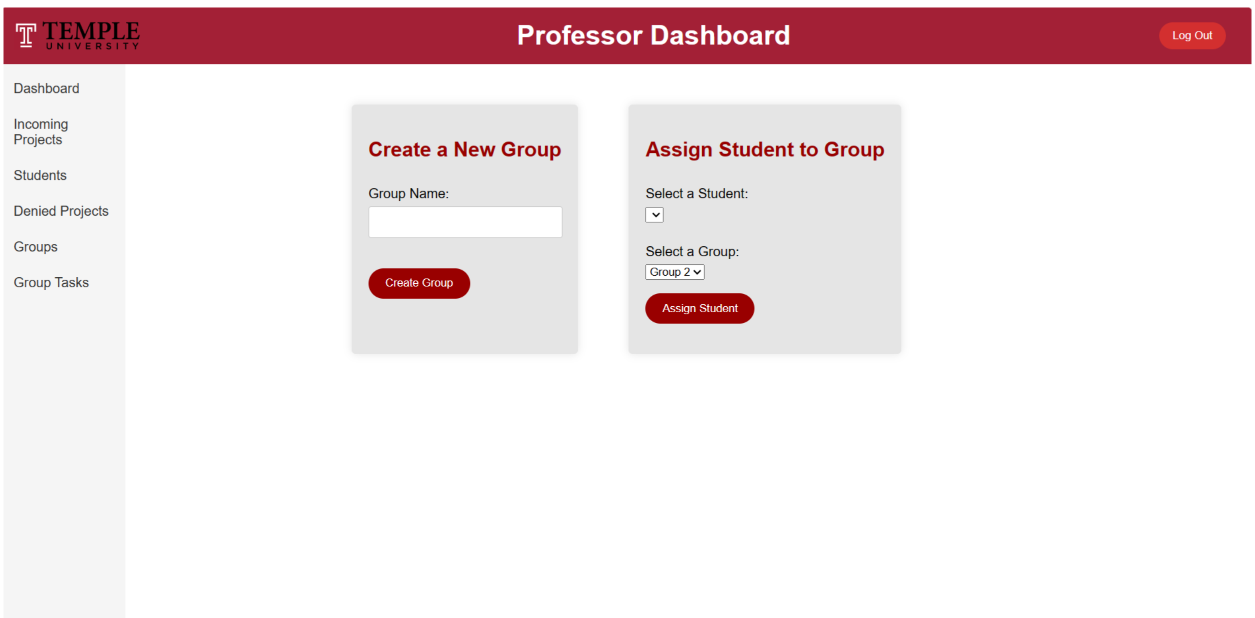
Denied Projects



Project ID	Client Name	Client Email	Company Name	Company Link	Project Name	Project Description	Comment	Status	Denial Reason
15	Hassan2	hassantest2@hotmail.com	Hassans Second Inc.	hassan2.com	Hassan Test Project 2	HassanTestProject2	testProjc2	Denied	to simple
11	alex	youtube@gmail.com	youtube	youtube.com	youtube revamp	want to make new app for youtube creators	want to give them more features to make better vidoes	Denied	project too simple
10	google	google@gmail.com	google	google.com	hello	how	are	Denied	
9	Bill Walters	saveall@yahoo.com	ASPCA	www.aspca.com	Pet Finder	An application that will allow people to find animals in need	This will allow anyone to easily find their best matched pet	Denied	

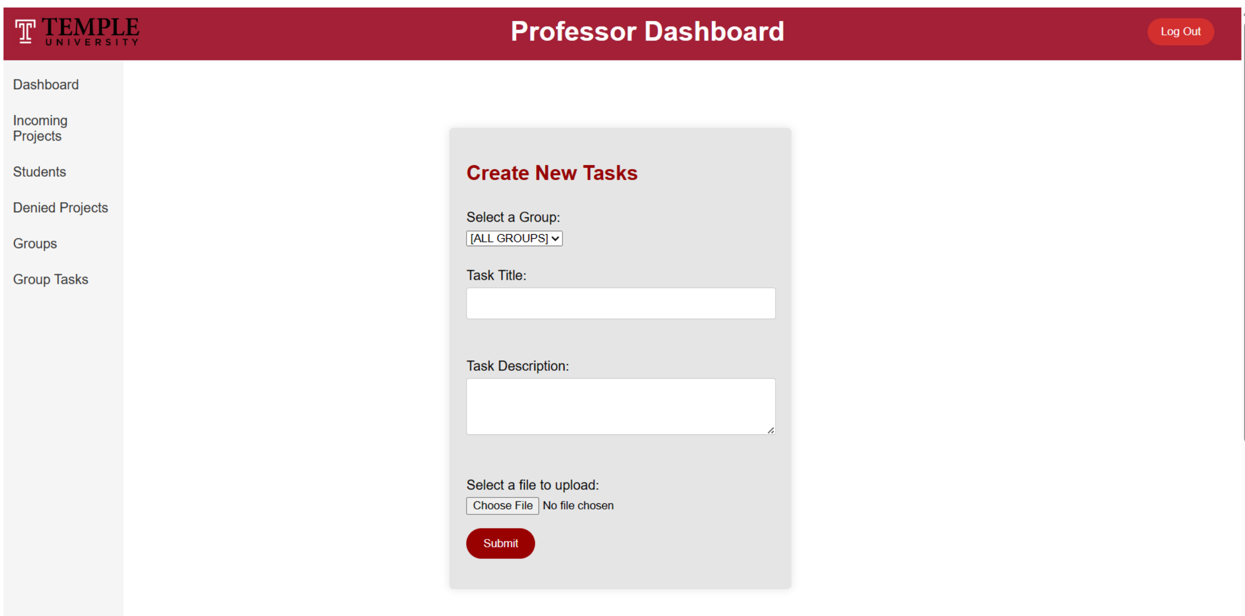
In the denied projects tab, the professor can view all the projects they have denied and the reasoning for that denial as show in the denial reason column as seen in the grid view.

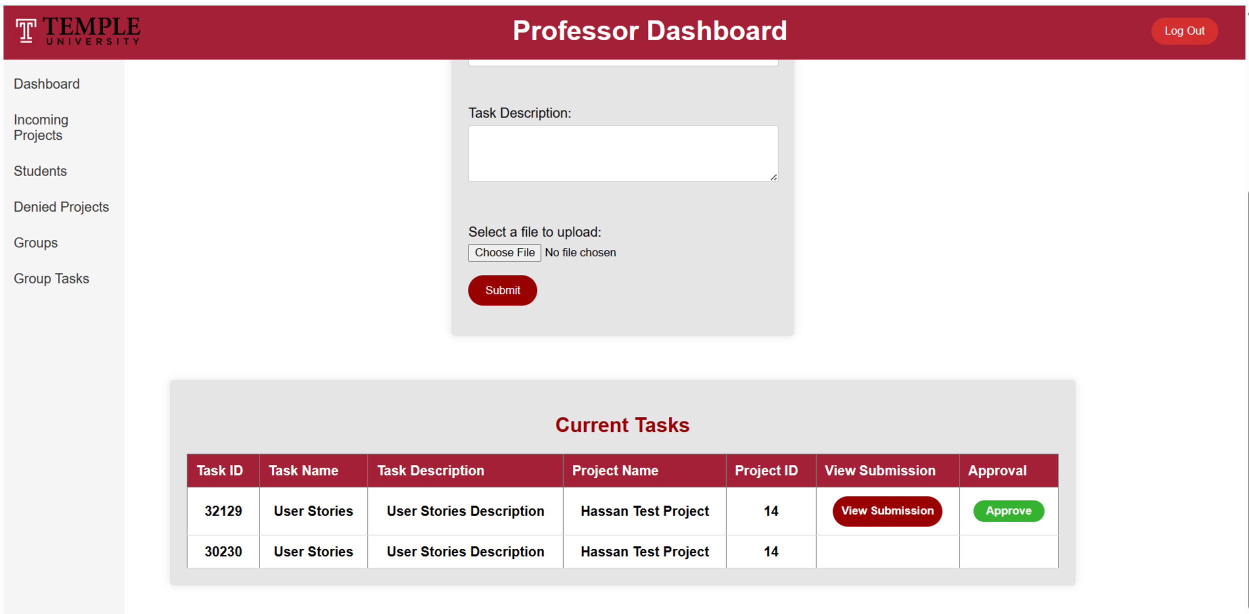
Groups



Here the professor can create a new group by entering a group name and clicking the Create Group button, and assign students to that group by selecting an available student and selecting a group to assign that student to, and then clicking the Assign Student button.

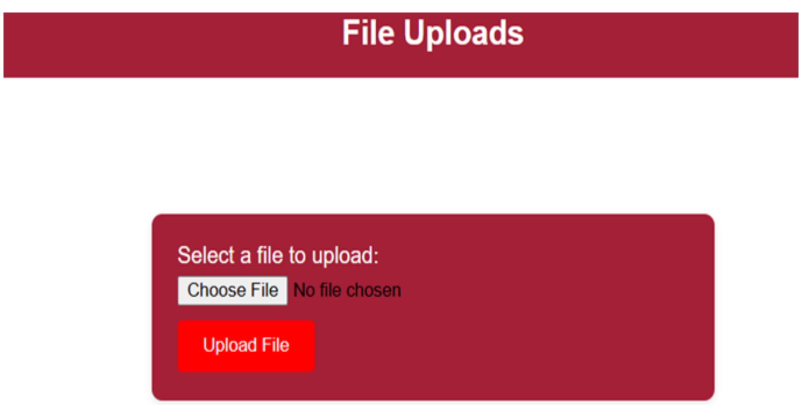
Group Tasks

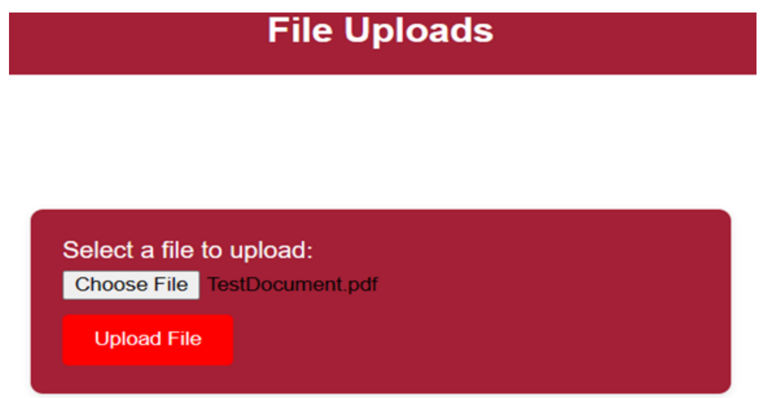

TEMPLE UNIVERSITY
Professor Dashboard
Log Out
Dashboard
Incoming Projects
Students
Denied Projects
Groups
Group Tasks
Create New Tasks
Select a Group:
[ALL GROUPS]
Task Title:
Task Description:
Select a file to upload:
Choose File No file chosen
Submit



In the group tasks section the professor can create a new group task for a group by selecting an group in the drop down shown in the first screenshot, add a task title, and task description, choose a file to upload for the group to view regarding their task, and then click the Submit button. The task will then be created, and given a task ID, and all the other task information such as the task name, task description, project name, project ID, and more information about the task, will be shown in the grid view that is shown in the second screenshot above.

9 – File Upload





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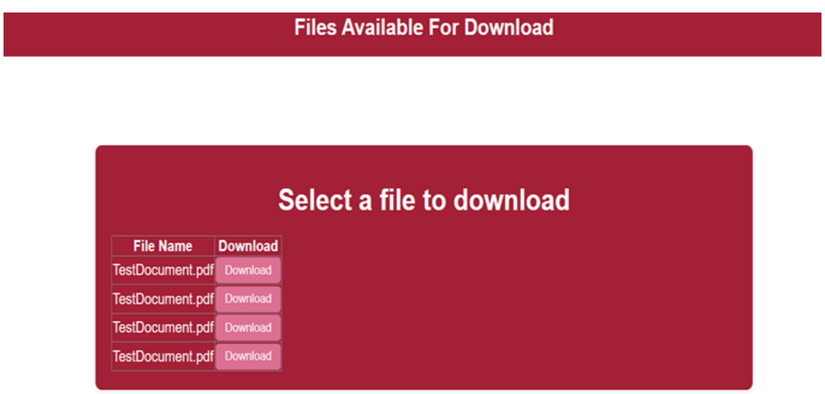
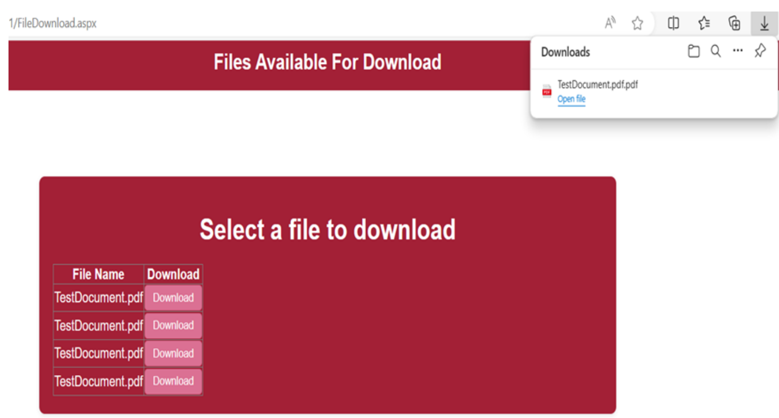
Purpose: To upload files to the database on student’s account

- The student will log into their account

- The student will go to the file upload page where they will select a file to upload for their project
- Once the student selects their chosen file, it will show the name of the file selected next to the “Choose File” button
- As seen in one of the screenshots above, the student selects a file named “TestDocument.pdf” for example, and once selecting that document, it shows that document name next to the “Choose File” button
- They will click on the “Upload File” button where the file will then be uploaded to the file storing database table, and the data that will be uploaded to the database is the student’s email address, the file name, and file content so only the student can log in, and view their uploaded files, and download them in the future if needed as well.

10 – File Download





Purpose: To download files that the student uploaded to their account, from the file storage database

- The student will log into their account
- The student will go to the File Downloads page where there will be a gridview displaying all the files that the student has uploaded onto their account
- It will show the file names and there will be a "Download" button where the student can download one of the files from the gridview shown.
- The student clicks the "Download" button next to the respective file they would like to download
- The file then downloads onto the student's computer they are using
- Most likely, the file will download onto the "Downloads" segment in the file explorer
- The student can open up their file explorer, and click on downloads, and the file will be there

11 – Summary

This is the summary on how to navigate and utilize our project management tool for managing, and dealing with projects and creating a seamless easy interacting system between clients, professors, and students where all three member groups can work with one another. We hope you have a great experience with using our project management tool to help with developing, and working towards your project needs!