

Features Functions

Web-App Name: Care and Share

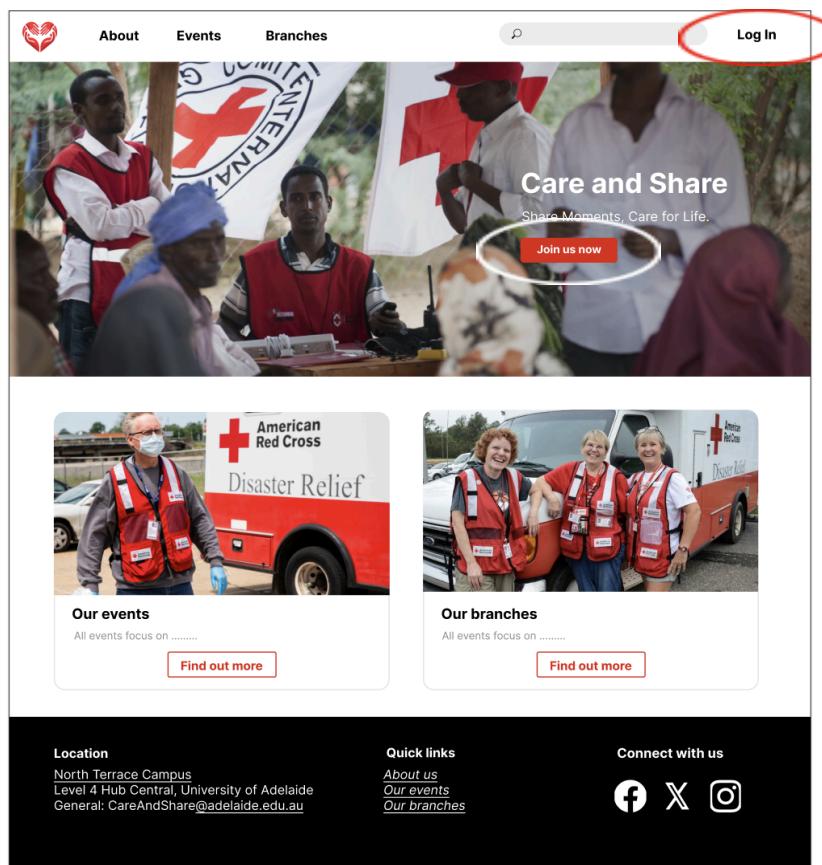
Document Structure:

This document details all the features of our web project, Care&Share, which embodies a community-centric approach to healthcare by blending compassion with support to effect meaningful change. It is organised to guide different user groups: guest users, logged-in users, branch managers, and system admin – through the functionalities specific to their roles. Each section delineates the access rights and interactive capabilities available to these groups on the platform.

1. Guest Users Features:

- Login:**

On the main homepage, guest users have two convenient options to start engaging with the organisation. They can click on the "Log In" button located in the top right corner to access existing accounts or click on the "Join us now" button featured prominently on the page to begin the registration process and join the community.



GuestUserHomePage.html

Then a guest user can log into the website through the Login page. First of all, the User could enter their email in the “email” input box, then enter their password. After completing these steps, the user would then press the “sign in” button to be logged into the website.

The screenshot shows a web browser window with a light gray header containing a red heart logo, "About", "Events", "Branches", a search bar, and a "Log In" button. The main content area has a white background and features a centered "Login" heading. Below it are two input fields: "email" and "password". Underneath the password field is a "Forgot your password?" link. At the bottom of the form are two red rounded rectangular buttons labeled "sign in" and "sign up". A horizontal line with the word "OR" in the center separates these buttons from social media icons for Google and Facebook. A red oval highlights the "sign in" button.

1 : Login.html

- **Sign up:**

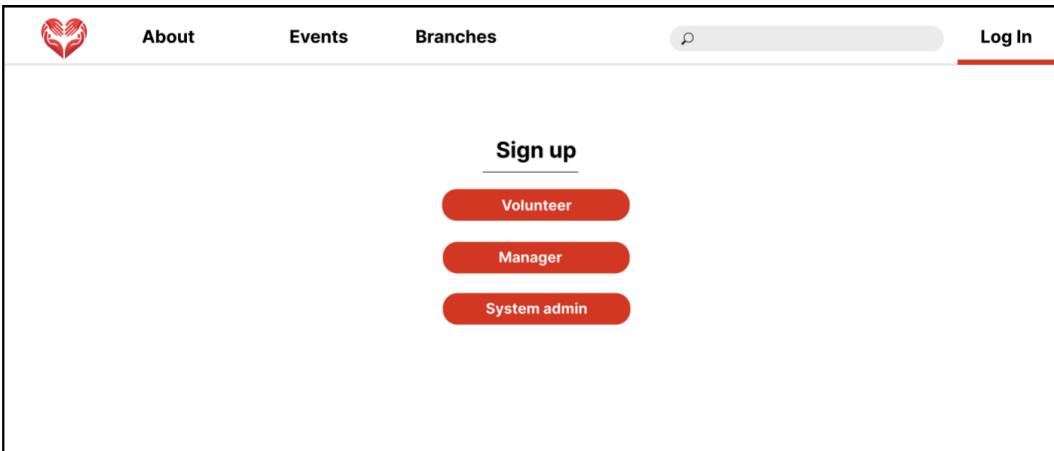
For those who have not yet signed up for an account, they can quickly register by selecting the “Sign Up” option or by using one of the two available social media platforms: Google or Facebook. These options streamline the registration process, allowing new users to easily create an account and access the site immediately.

This screenshot is identical to the one above, showing the same "Login" form with its fields, "Forgot your password?" link, and "sign in" button. However, the "sign up" button and the social media icons for Google and Facebook are also highlighted with red ovals.

Login.html

After clicking on the “sign up” button, this feature facilitates the registration process for new users to choose the role they want to be signed up for: volunteer, manager, or system admin.

It provides a streamlined pathway for individuals to create an account and select their desired role.



SignUp.html

Sign up (as Volunteer)

In this case, after the user presses the “Volunteer” button, the User would be redirected to another webpage where they can enter all the required fields in the input boxes presented, and then press the button “Submit” for their information to be saved. After that, an account for the User would be created. See below:

A screenshot of a web page titled "SignUpAsVolunteer.html". At the top, there is a navigation bar with links for "About", "Events", "Branches", a search bar, and a "Log In" button. Below the navigation bar, the text "Join to become a volunteer" is centered above a form. The form consists of several input fields arranged in two columns: "family name" and "given name", "location" and "mobile number", "password" and "reenter password", and "email address". At the bottom of the form are two buttons: "back" and "submit".

SignUpAsVolunteer.html

Sign up (as Branch Manager)

After clicking on the “manager” button, they will be redirected to the page below to enter necessary information in the input boxes provided. the user has the option to click the “next” button to continue creating their account, or click “back” to re-choose the role they want to sign up for.

SignUpAsManager.html

After clicking on the “next” button, the form below will appear as below where the user could register the branch they want to manage with this page by entering all the information of the branch. After completing this step, the user can click “Submit”, and an account with features for manager will be created for this user.

: SignUpBranch.html

Sign up (as System Admin):

A guest user can sign up as a system admin when clicking the button “System Admin” at the SignUp roles page. Then they will be navigated to the form below. After entering all the necessary information in the input boxes, the user would then click on the “submit” button to save all their information and create an account.

SignUpSystemAdmin.html

1. Logged-in users/ Manager/ Admin

Join to become a system admin

family name given name
location mobile number
password
reenter password
email address

back submit

After signing up/logging in, our volunteer organisation consists of 3 roles: volunteers, branch managers, and system admins. Each of them has the same specific features as follows:

- **Announcements**

The bell icon in the upper left corner serves as a notification bell. This is a common user interface element used in websites and applications to alert users about new messages, announcements, updates, or other important events that require their attention.



When a user clicks on this bell, they will be shown a separate page listing all recent notifications, allowing them to stay informed about recent activities or changes related to their account or the organisation.

< **Announcements**

Title	Posted on:
The content announcement is displayed here...	Date, Month, Year, Hour
The content announcement is displayed here...	Date, Month, Year, Hour
The content announcement is displayed here...	Date, Month, Year, Hour

This feature is designed for logged-in users, managers, and administrators. It displays detailed announcements, including the name and the role of the person that posts the announcement, the exact date and time of posting and the content. Each announcement is presented in a clean layout with a concise summary below these details.

The screenshot shows a user interface for a website or application. At the top, there is a navigation bar with icons for a heart, 'About', 'Events', and 'Branches'. There is also a search bar with a magnifying glass icon and a dropdown menu with a bell icon and a user profile picture. Below the navigation bar, the word 'Announcements' is displayed in red, followed by a back arrow icon. The main content area contains a placeholder image of a person's face, the word 'Name', 'Role', 'Date, Month, Year, Hour', and the text 'The content announcement is displayed here...'. The entire interface is contained within a light gray box.

For members: This section is designed to keep all members informed about recent updates, important news, and organisational changes, ensuring everyone stays connected and aware of significant developments.

For managers: This section is designed to keep them informed about when there are new users RSVP for their events, new members join their branch ...

For admins: This section is designed to keep them informed about when there are new users sign up to join the organisation.

2. Logged-in user (Member) Features:

- **Edit their information:**

This feature allows members to edit their personal details by going to the "My account" section, then choosing "Edit profile". This redirects them to a page with all their information filled such as name, location, mobile number, email address, etc. They can make necessary modifications here and save them by clicking the "Save" button.

The screenshot shows a web page titled "My account". At the top right, there is a user icon and a dropdown menu with options "My account" and "Log Out", where "My account" is circled in red. Below the title, there is a user icon. On the right side of the page, there is a "Edit profile" button with a pencil icon, which is also circled in red. The page contains fields for Name, Location, Email address, and Mobile number, each with a descriptive label below it. On the left side, there are four buttons: "View profile", "View joined branches", "Email notifications", and "Change password".

SignUpSystemAdmin.html

The screenshot shows a "EditProfile.html" page. At the top right, there is a user icon and a dropdown menu with options "My account" and "Log Out", where "My account" is circled in red. The page has a "My account" title and a user icon. It features five input fields arranged in two rows: "family name" and "given name" in the first row, and "location" and "mobile number" in the second row. Below these is a single "email address" field. At the bottom, there are "Cancel" and "Save" buttons.

EditProfile.html

- **View joined branches (Additional feature)**

This feature allows users to view all branches they have joined, accessible from the "My Account" section under "View Joined Branches." Users can see the list of branches along with the dates they joined. Additionally, they have the option to leave any branch by using a corresponding action button next to each branch listing.

The screenshot shows a user profile with a heart icon. The navigation bar includes 'About', 'Events', 'Branches', a search bar, and a user menu with 'My account' and 'Log Out'. The main content area is titled 'My account' and shows a list of 'All branches this member has joined'. A red circle highlights the 'View joined branches' button. Below it are buttons for 'View profile', 'Email notifications', and 'Change password'.

Name	Joined date	Action

ViewJoinedBranches.html

- **Email notifications**

This extra feature has been added to keep users informed about latest updates, which allows users to sign up to choose which types of email notifications from branches they want to receive. In “My account”, selecting “*Email notifications*” will display a table of users’ email notification preferences.

The screenshot shows the same user profile and navigation bar as the previous screenshot. The main content area is titled 'My account' and features a 'Email notifications preferences' section. A red circle highlights the 'Email notifications' button. To its right is a table with an 'Edit' button circled in red. The table columns are 'Receive email notification for', 'Event Creation', 'Event Detail Change', 'Event Cancellation', and 'Branch Cancellation'. The rows represent three branches.

Receive email notification for	Event Creation	Event Detail Change	Event Cancellation	Branch Cancellation
Branch 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Branch 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Branch 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EmailNotifications.html

Users can click on the “Edit” button right under the preferences table to change their settings, then press “Save” to update the preferences or “Cancel” to discard changes.

The screenshot shows a user profile icon and navigation links for 'About', 'Events', and 'Branches'. A search bar and a user menu with 'My account' and 'Log Out' are also present. The main content area is titled 'My account' and contains a section for 'Email notifications preferences'. This section includes a table with columns for 'Receive email notification for' (Event Creation, Event Detail Change, Event Cancellation, Branch Cancellation) and rows for 'Branch 1', 'Branch 2', and 'Branch 3'. The 'Event Detail Change' checkbox is checked for Branch 1, and the 'Event Cancellation' checkbox is checked for Branch 2. Buttons for 'View profile', 'View joined branches', 'Email notifications' (circled in red), 'Change password', 'Cancel', and 'Save' (circled in red) are visible.

Receive email notification for	Event Creation	Event Detail Change	Event Cancellation	Branch Cancellation
Branch 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Branch 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Branch 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EmailNotifications.html

- **Change password (Additional features)**

Users can change their password by going to My account → Change password. They will be required to enter their old passwords, and their new passwords twice (for confirmation). The password will be updated after clicking the “Submit” button.

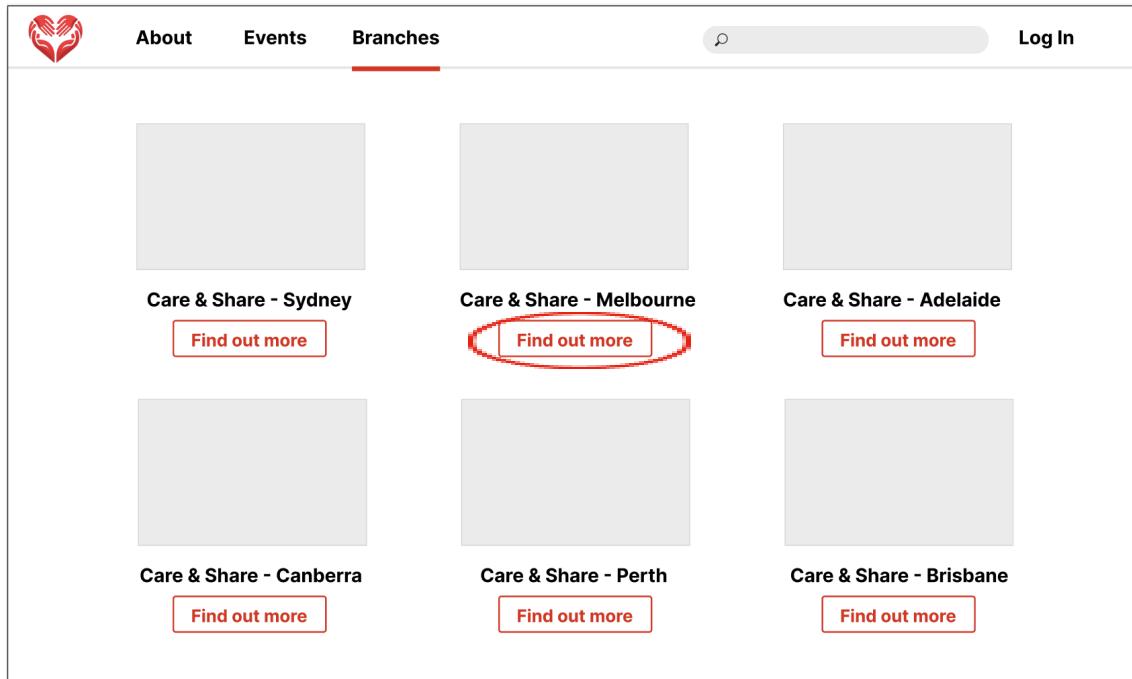
The screenshot shows a user profile icon and navigation links for 'About Us', 'Events', and 'Branches'. A search bar and a user menu with a bell icon, profile icon, and dropdown arrow are present. The main content area is titled 'My account' and displays 'Name' (Name of User), 'Location' (Location of User), 'Email address' (Email Address of User), and 'Mobile number' (Mobile number of User). Below these fields are buttons for 'View profile', 'View joined branches', 'Email notifications' (circled in red), and 'Change password'. An 'Edit profile' button is located in the top right corner.

ChangePassword.html

The screenshot shows a user profile icon and navigation links for 'About Us', 'Events', and 'Branches'. A search bar and a user menu with a bell icon, profile icon, and dropdown arrow are present. The main content area is titled 'change password' and contains three input fields: 'enter old password', 'enter new password', and 're-enter new password'. Below the fields is a link 'Forgot your password?' and a large red 'submit' button.

- **View all branches (Guest user/ Log in user/ Manager/ Admin)**

This feature allows users to view details of various branches from the “Branches” section on the main menu. Each branch is displayed with a summary grid that includes a placeholder for an image and a "Find out more" button.

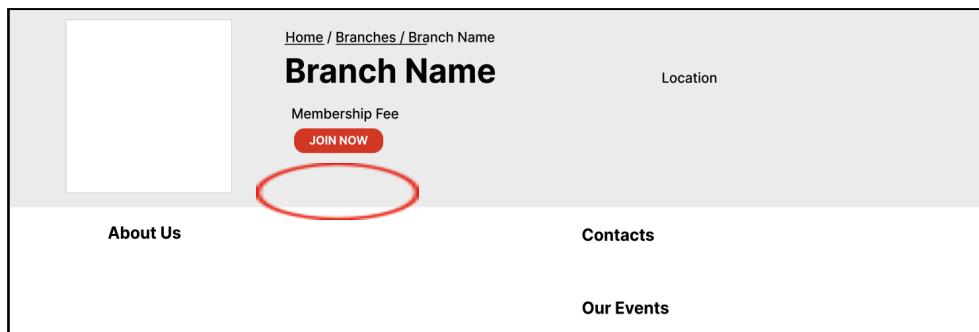


BranchesGrid.html

Clicking this button redirects users to a detailed page where they can learn more about the branch's location, contacts, events, and other relevant details. Users can interact with the information through clickable elements to enhance engagement and accessibility.

- **Join a branch (Logged-in user)**

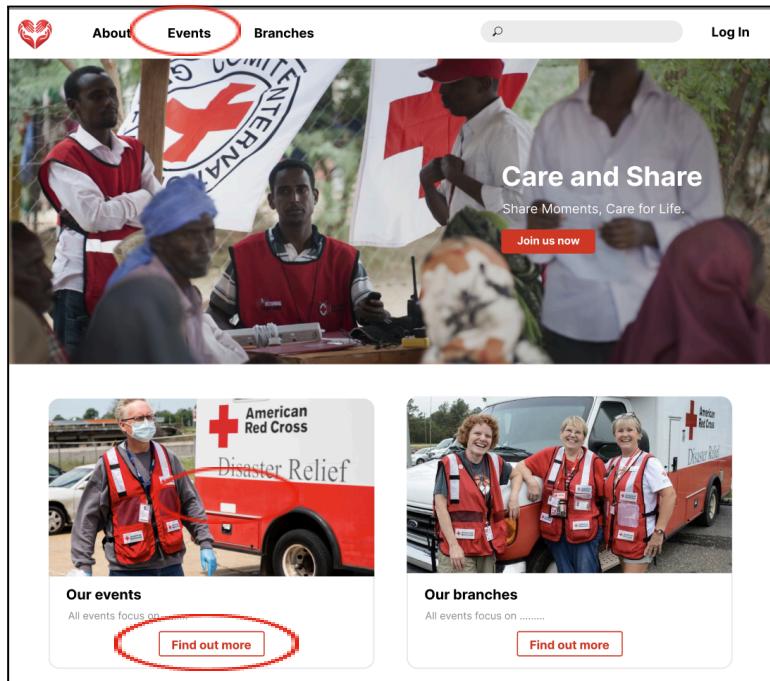
Located on the "Branch Name" page, users can click the "Join Now" button to initiate membership. This streamlined process ensures easy access and quick user action, promoting increased participation across different branches.



AboutBranch.html

- See upcoming Volunteer Organization events and RSVP

Everyone visiting our volunteer organisation website can view our branches' events by clicking on the “Events” section on the header or the “Find out more” button from the homepage with the default setting set to all events, both past and upcoming.



There will be a list of events. However, there are slight differences between different types of users when it comes to event visibility. Specifically, guest users can only view public events, users that have already signed up or logged in can view all public events and private events of branches they are members of, branch managers can view all public events and private events of their branch, while system admins can view all events of the organisation.

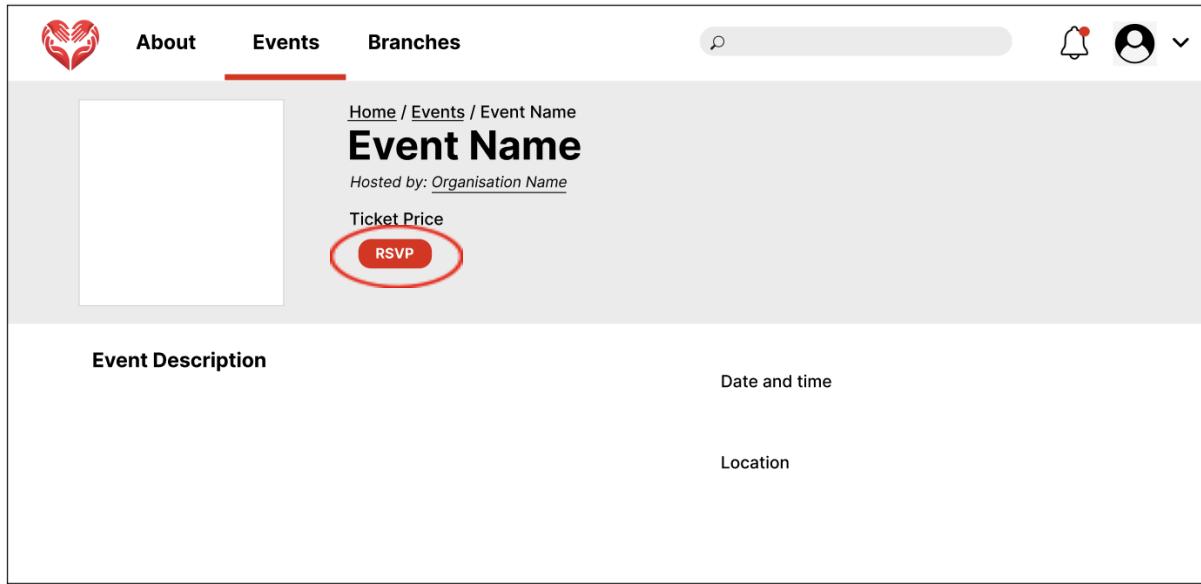
	Name of Event <input type="text" value="Day Date Month Year, from time - time"/> Location of event <input type="text" value="Summary of event in 1 sentence."/> Name of Event <input type="text" value="Day Date Month Year, from time - time"/> <input type="text" value="Location of event."/> <input type="text" value="Summary of event in 1 sentence."/>	<input checked="" type="checkbox"/> all events <input type="checkbox"/> past events <input type="checkbox"/> upcoming events
--	---	--

EventList.html

Clicking on an event's name will navigate users to another page with that event's details.

- **RSVP for events**

This feature allows logged-in users to confirm their attendance at events directly from the event detail page. Accessible on the `AboutEvent.html` page, users can view event information, including date, time, and location, and respond by clicking the "RSVP" button. This process ensures a seamless and efficient way to manage event attendance, enhancing user experience and event planning accuracy.



AboutEvent.html

3. Branch Managers Features:

- Manage their information

Similar to members, branch managers can also edit their personal details and change their password via the “My account” section.

The screenshot shows a user profile interface. At the top, there's a navigation bar with 'About', 'Events', and 'Branches'. On the right, there's a user icon and a dropdown menu with options: 'My account' (highlighted in red), 'My branch', 'My Dashboard', and 'Log Out'. Below the navigation, the title 'My account' is displayed. A large circular profile placeholder is shown, with a red 'Upload' button below it. There are four input fields: 'family name' and 'given name' in the top row, and 'location' and 'mobile number' in the bottom row. At the bottom are two buttons: 'Cancel' and 'Save'.

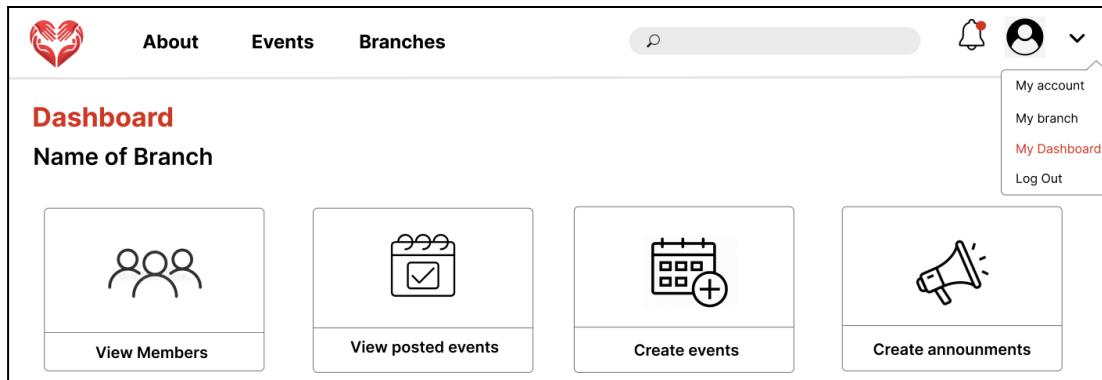
This screenshot shows the same 'My account' page as above, but with different content. It features a large circular profile placeholder and a 'View profile' button. Below it is a 'Change password' button. The main area contains five data entries: 'Name' (Name of User), 'Location' (Location of User), 'Email address' (Email Address of User), 'Mobile number' (Mobile number of User). To the right of each entry is a small 'Edit' icon. A red circle highlights the 'Edit' icon next to the 'Name' entry. The top right corner shows the user icon and the same dropdown menu as the first screenshot.

Besides, branch managers can also edit their branch's information by going to the “My branch” section. Here managers can view all information about the branch they are managing such as name, location, email address, etc. Clicking on the “Edit” button will redirect them to another page for modifications if they want to edit their branch's details:

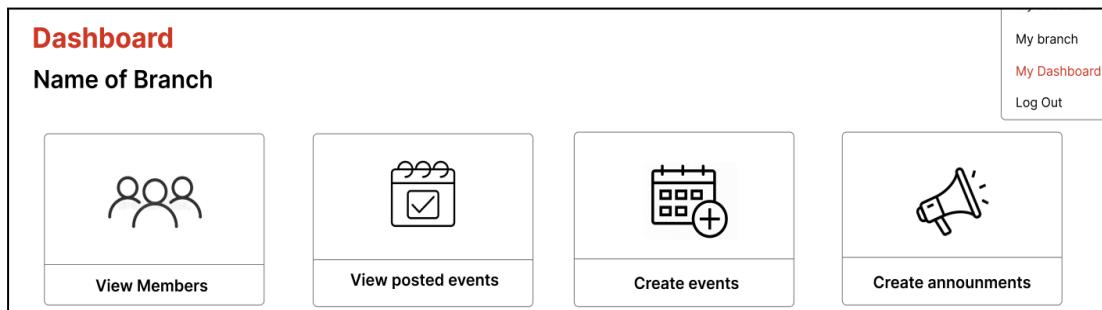
The screenshot shows the 'My branch' page. At the top, there's a navigation bar with 'About', 'Events', and 'Branches'. On the right, there's a user icon and a dropdown menu with options: 'My account' (highlighted in red), 'My branch', 'My dashboard', and 'Log Out'. Below the navigation, the title 'My branch' is displayed. A large gray placeholder image is shown. The main area contains six data entries: 'Name' (Name of Branch), 'Location' (Location of Branch), 'Email address' (Email Address of Branch), 'Contact number' (Contact number), 'Website link' (Website link), and 'Description' (Your description display here). To the right of each entry is a small 'Edit' icon. A red circle highlights the 'Edit' icon next to the 'Name' entry. The top right corner shows the user icon and the same dropdown menu as the previous screenshots.

- **Manager Dashboard**

For managers, the "My Dashboard" feature provides a centralised hub to efficiently manage their respective branches. This specialised interface allows managers to oversee branch activities, member engagement, and other administrative tasks.



- **View their members and process the join request (Accept/ Decline)**



ManagerDashboard.html

This feature enables managers to review and manage membership requests through the "View Members" section. Managers can view pending applications and choose to either "Accept" or "Decline" each request. This decision-making tool is designed to facilitate efficient management of new member entries, ensuring only qualified applicants are admitted. Manager can also remove any member of them out of the branch.

< **View Members**

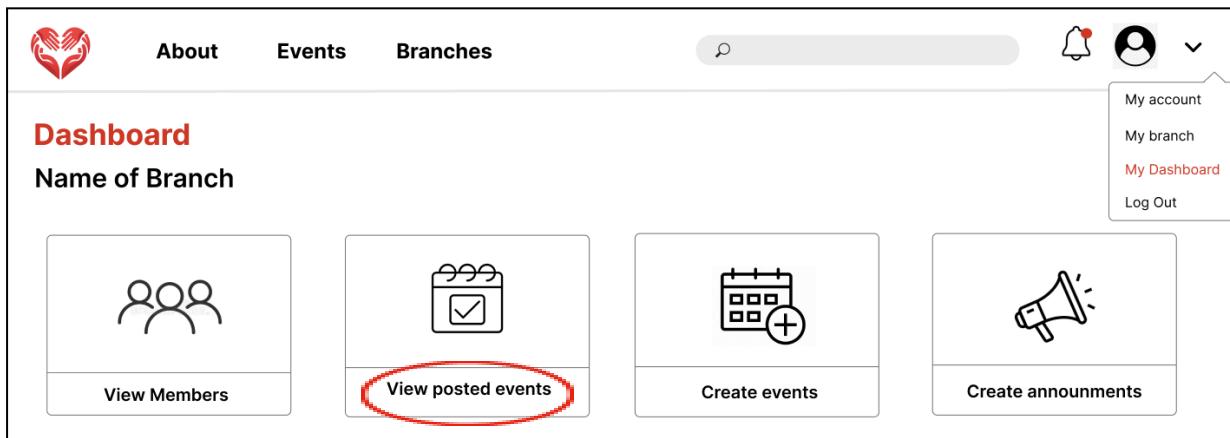
Pending	
<input type="radio"/>	Name Accept / Decline
<input type="radio"/>	Name Accept / Decline
<input type="radio"/>	Name Accept / Decline

Members			
<input type="radio"/>	Name	Role	Location
<input type="radio"/>	Name	Role	Location
<input type="radio"/>	Name	Role	Location
			Remove

ManagerViewMembers.html

- **View their posted events**

This feature allows managers to view and edit the details of their branch's posted events and see who has RSVP'd for a specific event at their branch. Clicking on "View Posted Events" on their dashboards will navigate them to a page with all posted events of **only their branch** where they can choose to edit event details using the pencil icon nearby.



ManagerDashboard.html

The image shows the 'View posted events' page from the manager dashboard. At the top, there is a back arrow and the text 'View posted events'. Below this, there are two event cards. Each card displays a placeholder image, the event name 'Name of Event', a 'VIEW RSVP' button, and a detailed description including date, time, location, and a summary sentence. To the right of each card is a red circle containing a pencil and trash can icon, used for editing or deleting the event. On the far right, there is a filter section with three checkboxes: 'all events' (checked), 'past events', and 'upcoming events'.

ManagerViewPostedEvents.html

- **Edit posted events information**

Managers can make modifications to the event and save them on the page shown below:

< **Posted Events**

Event details	
Title:	
Date:	
Time:	
Location:	
Category:	
Description:	
Roles you are looking for:	
Poster:	<input type="button" value="PNG/PDF"/> <input type="radio"/> Public <input type="radio"/> Private
<input type="button" value="SAVE"/> <input type="button" value="Delete"/>	

ManagerEditedPostedEvents.html

- **See who has RSVP'd for an event.**

This feature allows managers to see who has RSVP'd for a specific event at their branch.

Clicking on the “View RSVP” button will display the RSVP list for that event:

< **View posted events**

Name of Event	<input type="button" value="VIEW RSVP"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input checked="" type="checkbox"/> all events <input type="checkbox"/> past events <input type="checkbox"/> upcoming events
Day Date Month Year, from time - time				
Location of event.				
Summary of event in 1 sentence.				

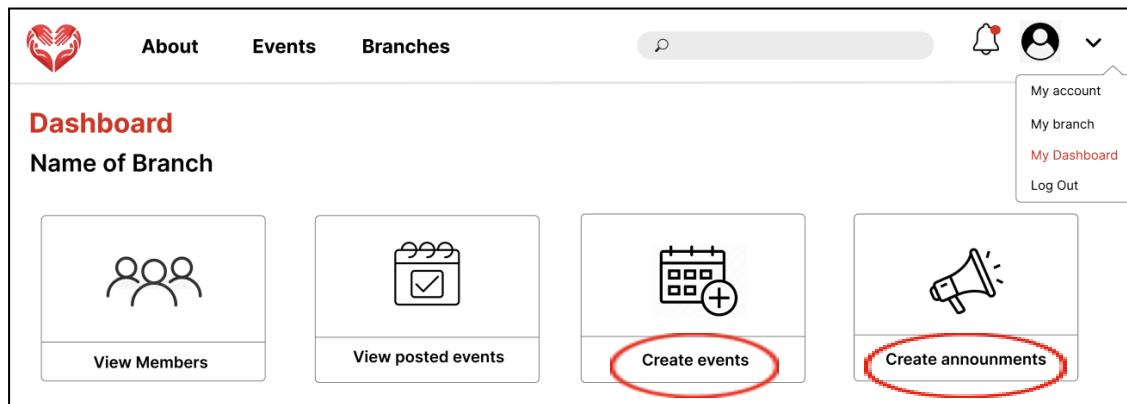
< **View RSVP**

RSVP		
<input type="radio"/>	Name	Role

ViewRSVP.html

- Create new events/ announcements both publicly, and privately to their members.

This feature allows branch managers to create new events for their branches. The “Create events”/ “Create announcements” option will navigate them to a form for event and announcement posting.



For event posting, managers must provide basic details such as title, date, time, location, etc., and decide whether to post the event publicly or privately. The details filled can be discarded by clicking on the trash bin icon. Otherwise, clicking on the Submit button will have the new event posted.

The screenshot shows a 'Create Event' form. At the top left is a back arrow and the text 'Create Event'. The form is divided into sections: 'Event details' (Title, Date, Time, Location), 'Category', 'Description', and 'Roles you are looking for'. Below these is a 'Poster' section with a red 'PNG/PDF' button, two radio buttons for 'Public' and 'Private', and a trash bin icon. At the bottom right are 'SUBMIT' and 'Cancel' buttons.

CreateEvent.html

Similarly, basic details such as title and message are also required for announcement posting. Necessary files can also be attached using the “Upload” button.

The screenshot shows a web-based application for creating announcements. At the top, there is a navigation bar with links for 'About', 'Events', and 'Branches'. On the right side of the header are icons for a search bar, a bell (notifications), and a user profile. Below the header, the main content area has a title '**Create Announcement**'. A large text input field is labeled 'Annoucement Details'. Inside this field, there are two sections: 'Title' and 'Message'. Below the message section, there is a row of buttons: 'Attachments' (disabled), 'Upload' (disabled), and two radio buttons for 'Public' and 'Private' visibility levels. The 'Public' radio button is highlighted with a red oval. At the bottom of the form are two buttons: a trash can icon and a 'SUBMIT' button.

CreateAnnouncement.html

There is the “public” or “private” option for managers to choose which one they want to post public or private

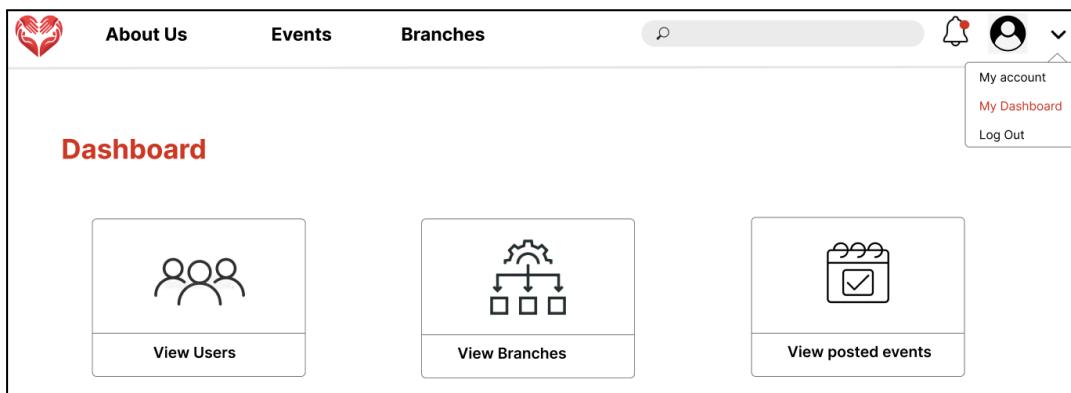
4. System Admins Features

- Edit personal information

Same with members and managers, Each admin's information can be edited by going to "My account" and clicking "Edit profile".

The image displays two versions of the 'My account' edit profile interface. The left version is a simplified form with basic user information. The right version is a more detailed form with additional fields and file upload capabilities.

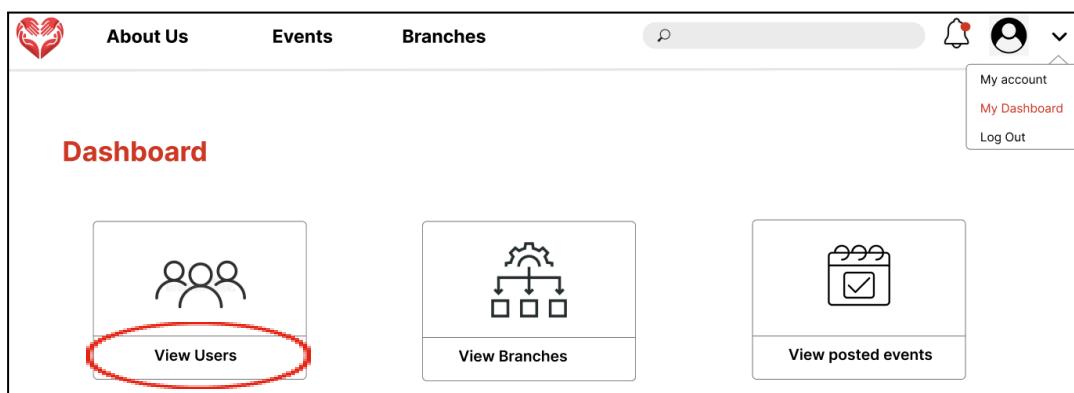
- Admin dashboard:



AdminDashboard.html

Similarly to managers, system administrators are equipped with their own dedicated dashboard that allows them to manage the entire system comprehensively.

- Manager Users



The “View Users” list allows admins to view information of managers and members, and edit their information based on their roles. The admin can also remove the member out of the organisation

View Users					+
	Name	Role	Location	Joined date	
Name	Name	Role	Location	Joined date	 
Name	Name	Role	Location	Joined date	 
Name	Name	Role	Location	Joined date	 
Name	Name	Role	Location	Joined date	 
Name	Name	Role	Location	Joined date	 
Name	Name	Role	Location	Joined date	 

AdminViewUsers.html

information of user

family name	given name
location	mobile number
password	
email address	

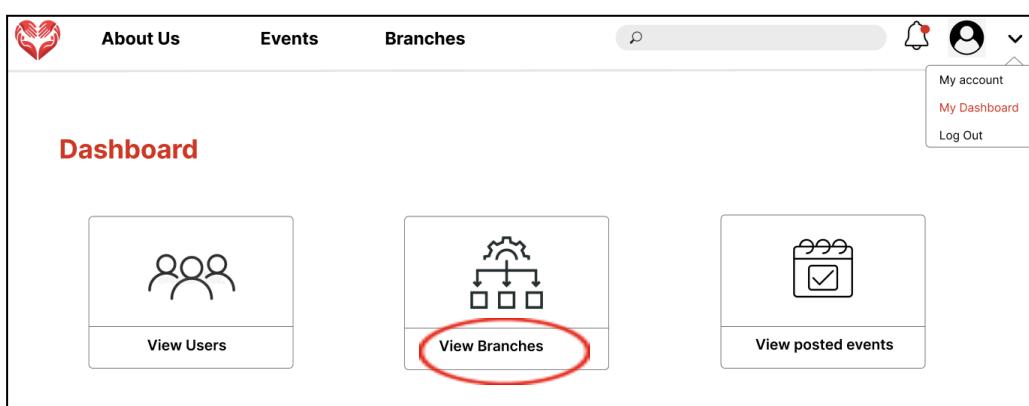
View all branches this member has joined

Name	Joined date	x

done

27 : AdminEditsUserInfo.html

- Manage branches of the Volunteer Organization.



This feature allows system admins to see all the information of all the branches. The admin will also accept or decline for a branch to be established and see who has RSVP'd for a specific event.

Pending

- Name [Accept / Decline](#)
- Name [Accept / Decline](#)
- Name [Accept / Decline](#)

Branches

Name	Location	Joined date	View details
Name	Location	Joined date	View details
Name	Location	Joined date	View details

AdminViewBranches.html

Clicking on the "View Details" button of a specific branch will navigate them to a page with all branch information, including the Member list where they can choose to delete specific users through the trash bin icon.

Information of Branch

name
email address
contact number
website link
location
description (in 200 words)

Member List [+](#)

Name	Joined date	Location	Mobile number	Email address		
Name	Joined date	Location	Mobile number	Email address		
Name	Joined date	Location	Mobile number	Email address		

AdminEditBranch.html

- Create new branch and assign logged-in user to be that manager

Going to “View Branches” can also allow admins to create new branches for the organisation by clicking the “+” button at the top right corner.

Admins will be redirected to a registration form. After filling in basic information about the new branch, admins can also assign a user from the drop-down list to become the manager of that branch.

< View Branches

Pending

AdminViewBranches.html

Register your Branch

name
email address
contact number
website link
location
description (in 200 words)

Assigning user as manager

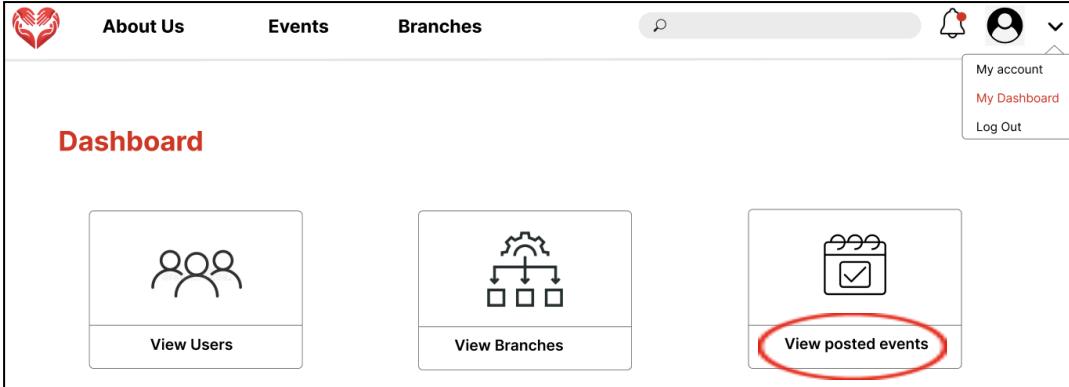
Name	Role	Location	Joined date	
Name	Role	Location	Joined date	<input type="radio"/>
Name	Role	Location	Joined date	<input type="radio"/>
Name	Role	Location	Joined date	<input type="radio"/>
Name	Role	Location	Joined date	<input type="radio"/>
Name	Role	Location	Joined date	<input type="radio"/>

submit

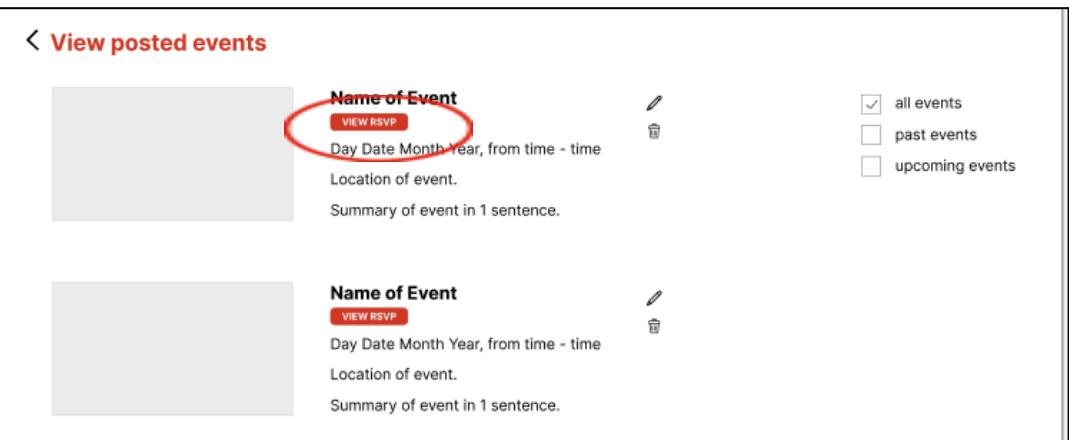
30 : AdminCreateBranch.html

- **View posted events and view RSVP list**

This feature allows admins and managers to view detailed listings of posted events. Admins and managers can click the "View RSVP" button next to each event to access and manage RSVPs, gaining insights into attendee numbers and event popularity. This tool is essential for effective event planning and management, ensuring organizers can adapt to participant interest and logistical needs.



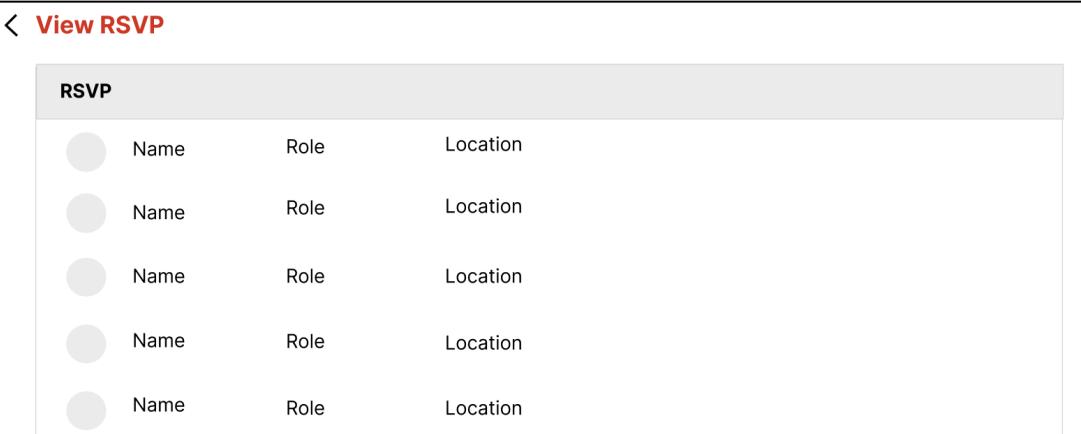
The screenshot shows the Admin Dashboard interface. At the top, there is a navigation bar with links for "About Us", "Events", and "Branches". On the right side of the header, there is a user profile icon and a dropdown menu with options: "My account", "My Dashboard" (which is highlighted in red), and "Log Out". Below the header, the word "Dashboard" is displayed in red. There are three main buttons: "View Users" (with a people icon), "View Branches" (with a gear and branch icon), and "View posted events" (with a calendar icon). The "View posted events" button is circled in red.



The screenshot shows the "View posted events" page. It features a back arrow and the title "View posted events". Below this, there are two event entries, each with a placeholder image. Each entry has a "Name of Event" field, a "VIEW RSVP" button (circled in red), and edit and delete icons. To the right of the entries, there are three checkboxes: "all events" (checked), "past events", and "upcoming events".

AdminViewPostedEvents.html

Clicking on the "View RSVP" button will display the RSVP list for that event.



The screenshot shows the "View RSVP" page. It has a back arrow and the title "View RSVP". Below this, there is a table with five rows, each representing an RSVP entry. Each row contains a small circular profile picture, the name, role, and location for each attendee. The first row is highlighted with a red circle around its profile picture.

AdminViewPostedEvents.html

5. Additional features:

- **Log out**

Clicking on “Log Out” on the drop-down menu at the top right corner of the header will log users out of the system and redirect them to the homepage for guest users.

- **Search Results**

The header provides a search bar for users who want to search for a branch or an event through a keyword.



AdminViewPostedEvents.html

To use the search bar, the user would click on the input box, enter the keyword they want to search for, and press enter or press the magnifying glass icon. After that, a search results page will display all the search results matching the keywords a user searches for.

A screenshot of a web page titled "SearchResults.html". The page displays a heading "Search Results" followed by the text "Found a number of searches for 'keyword'". Below this, there are two search results, each consisting of a thumbnail image, the article name, and a brief description. The first result shows a thumbnail, the text "Article Name", and the link "Article content is displayed here...". The second result shows a thumbnail, the text "Article Name", and the text "Article content is displayed here...".

SearchResults.html

