Charity Application for Book Keeping

User Manual

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1. Introduction

This user manual explains how to use the Android application for the book keeping of a charity application. While using this product users can choose to make a volunteer, donor, or admin account (admin accounts need special permission) which have a range of different tasks they can perform. Theses task include but are not limited to volunteering, donating, and creating events for the organization. In addition, this application uses a Google Firebase Realtime Database for keeping track of information such as donation dollars and who has signed up to volunteer. All in all, more information about specific functions will be listed throughout this user manual under.

1.1. Systems Requirements

This product runs on devices capable of running Android applications of Android 5.0.0 (Ice Cream Sandwich) and up, and on personal computers which have Android Studio with an emulator downloaded.

1.2. Installation

For installing this product, there are two easy ways which go as the following. Installation one is if the source code is sent to the user, they can place that code into Android Studio and run the code in a way they see fitting. The second way would be to download the code off of the GitHub repository at https://github.com/jbates888/CharityApp and then run the code in Android Studio or from Android studio download it to their Android Device.

2. Account Set-up

This section of the user manual will go over how to set up an account. First, there will be text on the bottom on the sign-up screen that reads "Need an account?", the user should click on this text which will take them to a new screen. On this new screen there will be two boxes that appear, the one that says "Email" will need a valid email account and in "Password" the user should enter a password for the new account. Once this is done, click the red button that says, "Sign Up". This will take users to a new screen where two boxes will appear. The first box up top will read "Donor" to start, if the user clicks on this box three options will appear "Donor", "Volunteer", and "Admin". The user should click on the account type they want. If "Admin" is chosen, please refer to section *2.1 Admin Account Security*. Otherwise, in the "Name" box choose a username and then click on the red box that says "Save". Congrats, you have successfully made an account for the charity application!

2.1 Admin Account Security

For security reasons, everyone cannot sign-up to become an admin. For this reason, if the user clicks on the admin option an extra box will appear under the box that reads "Name". In this box, the admin will need to type in the password for creating an admin account. If this password is unfamiliar, please contact another admin for the password to create an admin account. Otherwise, everything for the account set-up is the same as in section 2 Account Set-up.

2.2 Logout

To log out of an account, click on the icon that looks like the white dots on top of each other. This will prompt a drop-down menu to appear. In this drop-down menu there will be an option that says "Logout", click that option to logout of the account.

3. Volunteer and Donor

This section will highlight all of the different functionalities available for volunteers and donors. The volunteers will have the capabilities to expand details for an event, volunteer for an event, and undo volunteer request for an event. While the donor will have all the capabilities that volunteers have plus the advantages of being able to make restricted and/or unrestricted donations.

3.1 Expand Details for Event

To expand the details of an event, simply click on the event you are trying view. This will take the user to a page where they can see specifics about the event such as the program type, event description, event date, event time, event funding, the volunteers signed up and the number of volunteers needed for the event.

3.2 Volunteer for Event

There are two ways to volunteer for an event. The first way that will be covered is by clicking on the event to expand the event details. At the bottom of this page there will be text that says "Volunteer", click on this text to volunteer for an event. Once this is accomplished a message will appear asking if the user wants to volunteer for this event. The user should click on "Ok" if they want to volunteer and "Cancel" if they would not like to. As for the second way, if the user is on the page that shows all of the events the user can perform a long press on the event (hold down on the event for about a second). This will prompt a message that ask what the user would like to do. If the user wants to volunteer, they should click on the text that says "Volunteer" or if they would not like to, they should click on "Cancel". If "Volunteer" is clicked a message will appear asking if the user wants to volunteer for this event. The user should click on "Ok" if they want to volunteer and "Cancel" if they would not like too.

3.3 Undo Volunteer Request

A user must be already signed up to volunteer for an event before they can cancel a volunteer request. There are two ways to cancel a volunteer request for an event. The first way that will be covered is by clicking on the event to expand the event details. At the bottom of this page there will be text that says "Volunteer", click on this text to cancel the volunteer request for an event. Once this is accomplished a message will appear asking if the user wants to "Un-Volunteer" for this event. The user should click on "Ok" if they want to cancel the volunteer request and "Cancel" if they would not like to. As for the second way, if the user is on the page that shows all of the events the user can perform a long press on the event (hold down on the event for about a second). This will prompt a message that ask what the user would like to do. If the user wants to cancel a volunteer request, they should click on the text that says "Volunteer" or if they would not like to, they should click on "Cancel". If "Volunteer" is clicked a message will appear asking if the user wants to "Un-Volunteer" for this event. The user should click on "Ok" if they want to cancel their volunteer request and "Cancel" if they would not like to.

3.4 Make Restricted Donation

A restricted donation is a donation that is directed towards a certain event. If a donor would like to donate to the organization as a whole, that information can be found in section *3.5 Make Unrestricted Donation*. There are two ways to get to the screen that will allow a donor to make a restricted donation. Option one is to click on the event to expand the event details. Option two is to perform a long hold (hold down on the event for about a second) on the event in the screen that displays all the events. This will prompt a message that ask the donor what they would like to do; the donor should click on "Donate" if they would like to make a donation to the event. This will take them to the expanded details page where they can now make a donation. To make a donation the donor must enter a valid number in the box that says, "Enter donation amount". Once a valid amount is entered the donor should click on the red box with white text that say "Donate". If all these steps are reached congratulations on your donation to the event!

3.5 Make Unrestricted Donation

An unrestricted donation is a donation that is directed towards the organization as a whole. If a donor would like to donate to a specific event that information can be found in section *3.4 Make Restricted Donation*. To make a donation the donor should first click on the icon that looks like three white dots vertically on top of each other in the top right-hand corner of the screen with all the events on it. A drop-down menu will appear with an option that says "Donate", click on this option. To make a donation the donor must enter a valid number in the box that says, "Enter donation amount". Once a valid amount is entered the donor should click on the red box with white text that say "Donate". If all these steps are reached congratulations on your donation to the organization!

4. Admin

The content described in this portion of the user manual pertains to admins. Admins will have the ability to create an event, modify an event, delete an event, view accounts, disable accounts, enable accounts, delete events, and reset account passwords.

4.1 Create Event

To create an event the admin should click on the icon that looks like three white dots vertically on top of each other in the top right-hand corner of the screen with all the events on it. A drop-down menu will appear with an option that says, "Create an Event", click on this option. This will take the admin to a new page where they can enter all of the specifics for the event. All of the fields need to have information in them which are event name, event program, description, date, start time, end time, and volunteers needed. Also, keep in mind the program ensures that start time is not after the end time and vice versa. Once all of the fields are filled in properly select the button labeled "Create" on the bottom of the screen, if the admin does not want to create the event click "Cancel" on the bottom of the screen.

4.2 Delete Event

To delete an event there must be an event created. There are two ways to delete an event. The first way is to click on the event to expand the event details. At the bottom of the screen there will be a red button that says, "Delete Event", click on that button to delete the event. The second way to delete the event is to perform a long hold (hold down on the event for about a second) on the desired event on the screen that shows all the events. This will prompt message that gives the admin's options. Click on the option that says, "Delete Event", this will delete the event and remove it from the screen.

4.3 Modify Event

To modify an event there must be an event created. To modify an event the admin should perform a long hold (hold down on the event for about a second) on the desired event on the screen that shows all the events. This will prompt message that gives the admin's options. Click on the option that says, "Modify Event", this will take the admin to a page where they can change all of the fields they desire. As required when the event was created the admin must enter something in all of the fields and put a valid start and end time. Once the admin has changed what they wanted to, they should click on the button labeled "Done" on the bottom of the screen. If the admin does not want to change anything click on the button labeled "Done" on the bottom of the screen without making any changes to any field.

4.4 Admin Account Authority

To get to the page where the admin can disable, delete, and reset account passwords they will have to log onto the Google Firebase Realtime Database. This can be done by clicking on the icon that looks like three white dots vertically on top of each other in the top right-hand corner of the screen with all the events on it. Click on the option that says, "Admin Account Details". Follow the steps that the Google Firebase Realtime Database provides to log onto the website. Once logged onto the website click on the tab that says users.

4.4.1 Disable Account

To disable an account the steps in 4.4 Admin Account Authority must first be followed. Once on the page where all the users are shown you can search for a user by looking up their email or scrolling through to find them. Once found if you click on the user an icon on the far right will appear that looks like three gray dots vertically on top of each other. Click on that icon and three options will appear. Click on the option that says, "Disable account", and a message will prompt asking if you are sure. If you want to proceed click on the red button in the bottom right hand corner that's says "Disable".

4.4.2 Delete Account

To delete an account the steps in 4.4 Admin Account Authority must first be followed. Once on the page where all the users are shown you can search for a user by looking up their email or scrolling through to find them. Once found if you click on the user an icon on the far right will appear that looks like three gray dots vertically on top of each other. Click on that icon and three options will appear. Click on the option that's says, "Delete account" and a message will prompt asking if you are sure. If you want to proceed click on the red button in the bottom right hand corner that's says "Delete".

4.4.3 Reset Account Password

To reset an account's password the steps in 4.4 Admin Account Authority must first be followed. Once on the page where all the users are shown you can search for a user by looking up their email or scrolling through to find them. Once found if you click on the user an icon on the far right will appear that looks like three gray dots vertically on top of each other. Click on that icon and three options will appear. Click on the option that says, "Reset password" and a message will prompt asking if you are sure. If you want to proceed click on the blue button in the bottom right hand corner that's says "Send".

4.4.4 Enable Account

An account must be disabled before it can be enabled. To enable an account the steps in *4.4 Admin Account Authority* must first be followed. Once on the page where all the users are shown you can search for a user by looking up their email or scrolling through to find them. Once found, if you click on the user an icon on the far right will appear that looks like three gray dots vertically on top of each other. Click on that icon and three options will appear. Click on the option that's says, "Enable account", and a message will prompt asking if you are sure. If you want to proceed click on the blue button in the bottom right hand corner that's says "Enable".

4.5 View Organization Analytics

To view the organization analytics, click on the icon that looks like three white dots vertically on top of each other in the top right-hand corner of the screen with all the events on it. Click on the option that says, “Organization Analytics”. This will take the admin to a page where it shows the total funds raised, the current funds raised, the current number of events, and the total number of events held.

4.6 View Volunteer Data

To view the volunteer data, click on the icon that looks like three white dots vertically on top of each other in the top right-hand corner of the screen with all the events on it. Click on the option that says, “Volunteer Data”. This will take the admin to a page where it shows a list of volunteer’s usernames with the total number of hours they have volunteered.

4.7 View Donor Data

To view the donor data, click on the icon that looks like three white dots vertically on top of each other in the top right-hand corner of the screen with all the events on it. Click on the option that says, “Donors Information”. This will take the admin to a page where it shows a list of donor’s usernames with the total number of hours volunteered and the total dollar amount of donations they have made.

5. Guest User

Guest users can only view the events that the organization is holding and expand the details of those events by clicking on them. If a guest user would like to make an account that is explained in section *2 Account Set-up*.

Glossary

Admin – The role of administrator is referred to as admin in the application.

Volunteer - A volunteer can volunteer at events as long as times are not conflicting.

Donor - The donor role is able to make one or many restricted and/or unrestricted donations. They are also able to donate their time at an event.

Guest - A user without an account that is able to only view events.

Restricted Donation – A donation that is made to a specific event.

Unrestricted Donation – A donation that is made to the event as a whole.