

USER MANUAL

1 INTRODUCTION

This User Manual contains all essential information for the user to make full use of the information system. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use. Use graphics where possible in this manual. The manual format may be altered if another format is more suitable for the particular project.

1.1 Purpose and Scope

This User Manual aims at giving the user step by step guide to the user in using the Children Sponsorship and Adoption System.

1.2 Organization

This section describes the organization of the User Manual.

1.3 Points of Contact

1.4.1 Information

The points of organizational contact (POCs) that may be needed by the document user for informational and troubleshooting purposes are currently not available.

1.4.2 Coordination

The list of organizations that require coordination between the project and its specific support function (e.g., installation coordination, security, etc.) are currently not available.

1.4.3 Help Desk

Help desk information including responsible personnel phone numbers for emergency assistance is currently not available.

1.4 Project References

1. E. M. Award ,System Analysis and Design (4th edition) Los Angels publishers.
2. Pfleeger C.P., *Security in computing*. Second edition ed. 1997: Prentice Hall PTR
3. Software Engineering (R. S. Pressman)
4. <http://www.w3schools.com> Visited on 2016

5. Aaron Gustafson, Adaptive Web Design, Longhorn publishers (2nd Edition)
6. IT Systems Management (2nd Edition) by Rich Schiesser
7. <http://www.google.com> visited all through our coding and testing process.
8. <http://www.sqlmaestro.com/> visited on 2016.
9. <http://www.msdn.microsoft.com> visited on 2016.
10. Business System design Second Edition . Published by Galatea TrainingServices Limited. Copyright © 2007.
11. Business System Analysis Second Edition. Published by Galatea
12.Training Services Limited. Copyright © 2007.

1.5 Primary Business Functions

1. Adoptions.
2. Sponsorships.
3. Donations.

2 SYSTEM CAPABILITIES

The system capabilities include;

- i. An on-line system exposing orphanages and children homes to scholarships and adoption services.
- ii. Inviting worldwide donations to orphans and children homes.

- iii. Has a database for storage and retrieval of information other than the traditional manual system.
- iv. Provides a user-friendly process in the system that is more efficient, effective and responsive to clients.

2.1 Purpose

The purpose of the system is to address challenges that arise due to manual system (unreliable due to losses) in place for Children's Homes and Orphanages. This ensures efficient transactions and effectiveness of operations within or without the institutions. To expose the Children's Homes and Orphanages to worldwide donations and sponsorships.

3 DESCRIPTION OF SYSTEM FUNCTIONS

Signups and Logins.

User Interfaces

LOGIN FORM: It enables the user to login and have access to the system and the database.

FORM: Enables users in their capacity to enter data accordingly.

SIGN UP

YOU NEED TO REGISTER THE ORGANISATION/CHILDRENS' HOME YOU WORK WITH FIRST!!

Home Photo:

Browse...

No file selected.

Year Founded:

Year Established

Home Name:

Home name

Home ID:

Home ID

Country:

Country

City/State:

City/State

Bank Account(s):

Bank Account(s)

Telephone:

Telephone number

Postal Code/Address:

Postal Address

Email Address:

Email Address

LOG-IN

LOGIN HERE

Username

Password

Log in

DON'T HAVE AN ACCOUNT!

[Sign Up Here](#)

Staff Actions.

This view is only applicable to staff of registered children homes and Orphanages.
Accessible through valid usernames and passwords.

Add a child! close

Child's passport:

Browse...

No file selected.

First name:

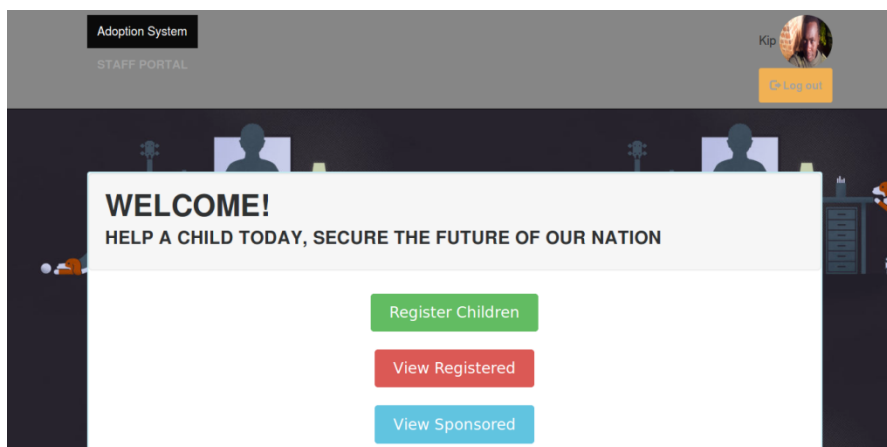
Last name:

Home ID:

Adm no:

Description:

* Brief description of the child including date of birth, date admitted in your institution, his/her age and education details.






Adoption System

STAFF PORTAL




Kip

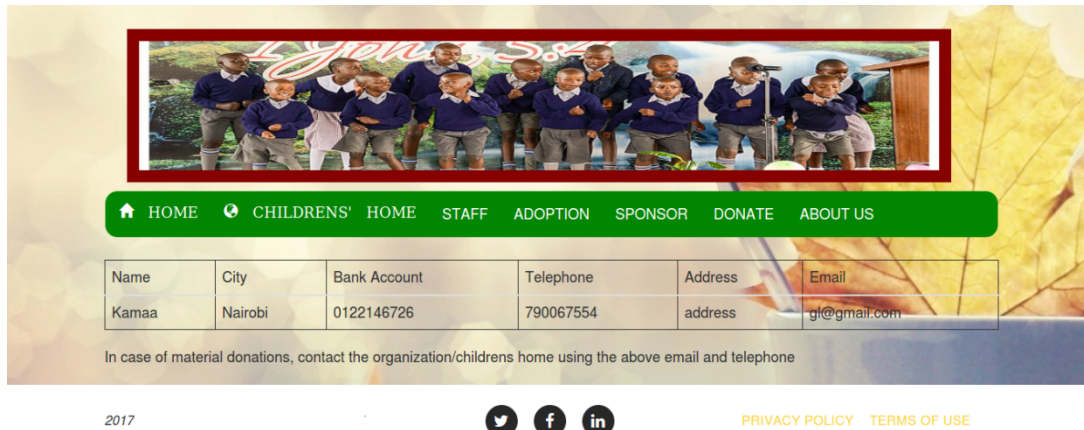
Log out

Registered Children

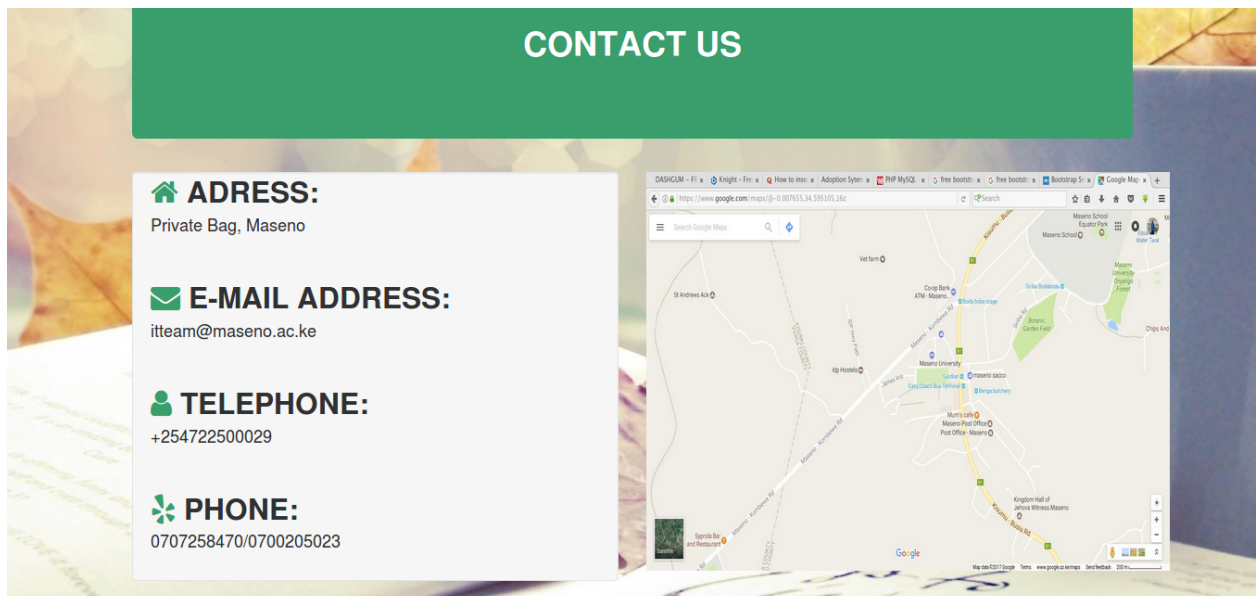
Profile Photo	First Name	Last Name	Home_ID	Admission Number	Description	
	Sheilla	Kim	101	4677	Born 20004 joined our institution in 2010	<div>Edit</div> <div>Delete</div>
	Geff	Kim	202	505	Born 2000	<div>Edit</div> <div>Delete</div>
	Kemi	Joan	101	5411	Born 2006 in class 5	<div>Edit</div>

Adopter and/or Sponsor Actions.

Profile Photo	First Name	Last Name	Home_ID	Admission Number	Description	
	Sheilla	Kim	101	4677	Born 20004 joined our institution in 2010	<div>Sponsor</div> <div>Adopt</div>
	Geff	Kim	202	505	Born 2000	<div>Sponsor</div> <div>Adopt</div>
	Kemi	Joan	101	5411	Born 2006 in class 5	<div>Sponsor</div> <div>Adopt</div>



General users.
To all users of the system.



3.1 Function of Children Adoption and Sponsorship system.

1. Online adoptions services.
2. Online Sponsorships worldwide.
3. Online Donations worldwide.


3.2 Results

All the list of sponsored children should fall here to be viewed and enable traceability of past sponsorships. Only viewed by the staff.


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Adoption System

STAFF PORTAL

Kip
Log out


Sponsored Children

	First Name	Last Name	ADM_NO	Sponsor's Name	Gender	Age	Status	Duration of Sponsor	Phone	Email
	Sheilla	Kim	4677	kanini were	male	20	Married		07002215	gk@gMAIL.COM


All the list of adopted children should fall here to be viewed and enable traceability of past adoptions. Only viewed by the staff.

Adoption System

STAFF PORTAL

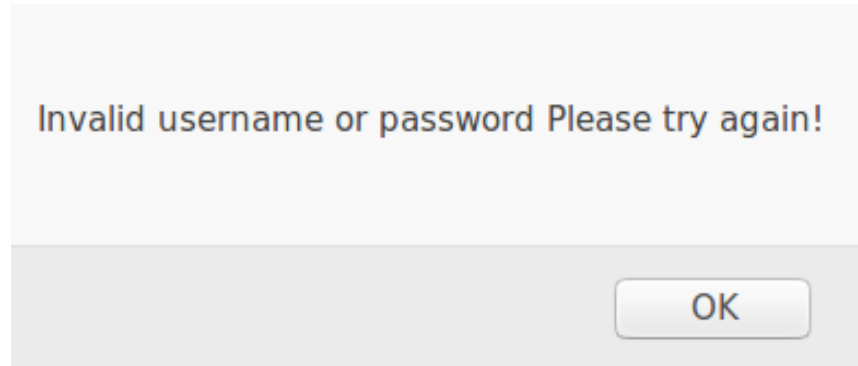
Kip
Log out

Adopted Children

	First Name	Last Name	ADM_NO	Adopter's Name	Gender	Age	Status	Phone	Email
	Vincent	Kipchirchir	5411	Vincent Kipchirchir	male	45	Single	78901839	vinnykosgei@gmail.com

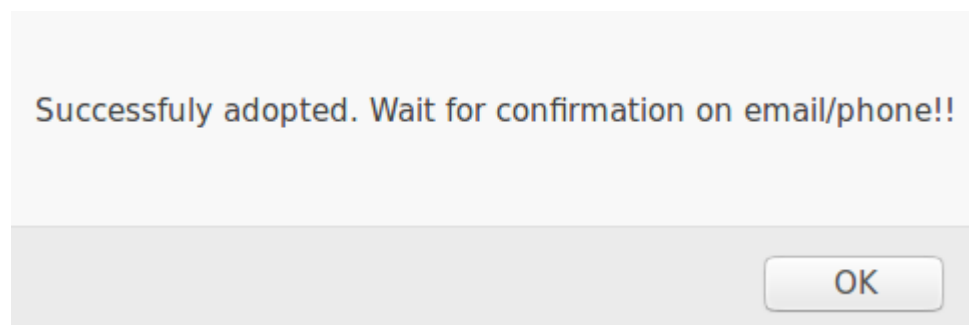
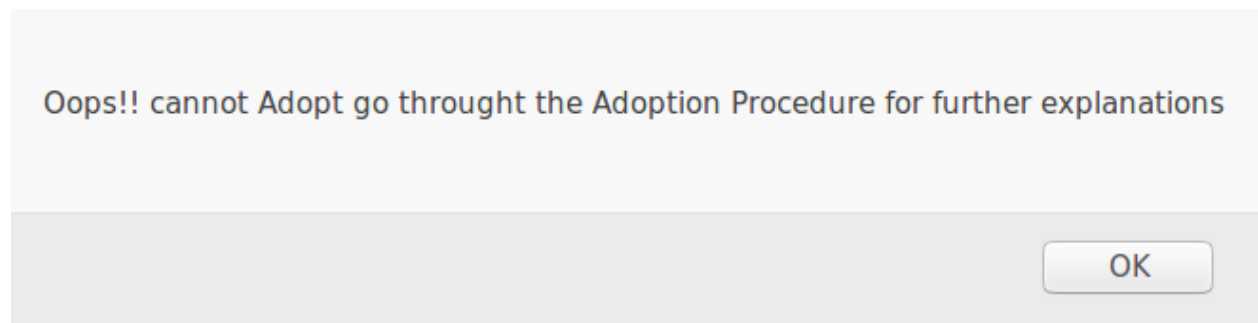
Error messages.

Informs the user of the invalidity of the username and password and give an allowance of other attempts.



Help messages.

Gives user knowledge of what's next and the guidelines of necessary procedures.



4 OPERATING INSTRUCTIONS

1. Signup
2. Login
3. View of children to adopt
4. Adopt.

5. Sponsor.
6. Donate.
7. Make contact to Children Homes.

4.1 Initiate Operation

This is the main menu screen; navigation throughout the entire system can be achieved here.

- Home
- Children's Home.
- Staff
- Adoption.
- Sponsor.
- Donate.
- About us.



4.2 Terminate and Restart Operations

The system defines procedures for normal and unscheduled termination of the system operations. The system achieves this through different sessions of different individual users, staff or clients. Done through login and logout sessions, termination of entire system.

5 ERROR HANDLING

This System addresses error message and help facilities for example no field should remain blank during form registration. Additional information and subsections may be added as necessary. Possible error messages, including the following:

- Any numeric error codes associated with the error message.
- A description of the meaning of the error message.
- A discussion of how to resolve the error.
- No blank fields.

5.1 HELP FACILITIES

Help desk information including responsible personnel phone numbers for emergency assistance is currently available.