

Bean's Café donation system help documents (DRAFT – 4/4/10)

The Bean's Café Resource Management system is designed to make the adding and tracking of information easier and less time consuming for staff. The primary computer used to access the system is located in the kitchen near the service doors. This system is made up of donation, inventory and volunteer tracking components. We'll start with donations.

Donation System: Adding a donation

The Donation home page provides access to many different system components through a drop-down menu when you move your mouse over the gray navigation bar.

First, let's add a donation provided by a donor already in the system.

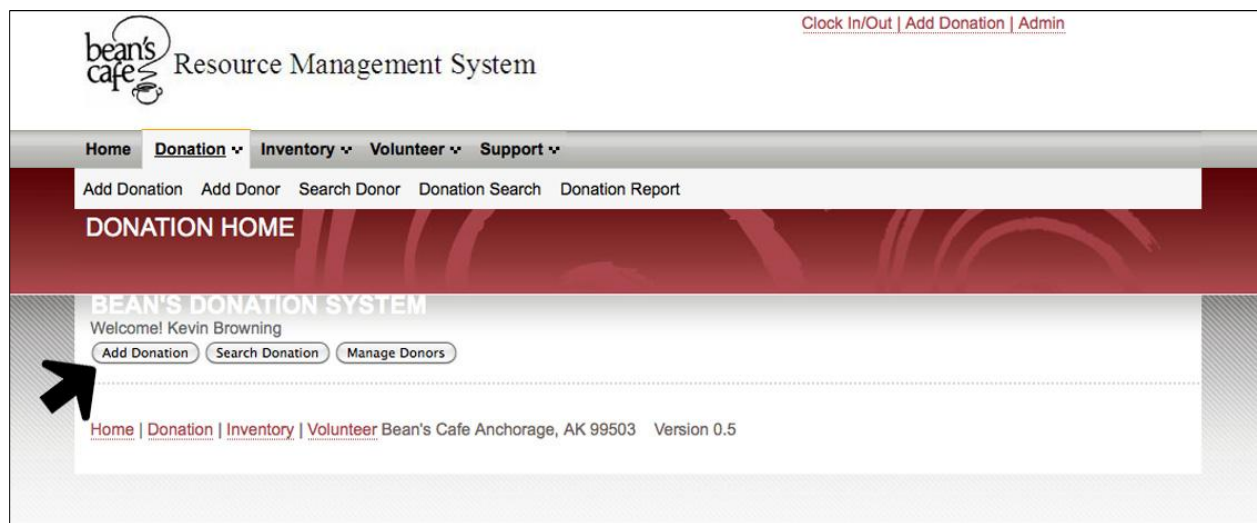


Figure 1: Bean's Café Donation System home page with donation drop-down menu exposed.

The quickest way to move to the donation screen is to select the 'Add Donation' button, marked in Figure 1 with a black arrow. The next screen will allow you choose the donor from those already entered in to the system. You'll select the name (including anonymous) from a drop-down menu. The other fields will fill automatically (figure 2).

DONATION HOME

BEAN'S DONATION SYSTEM
Welcome! Kevin Browning

[Add Donation](#) [Search Donation](#) [Manage Donors](#)

Donor Name	Action	Receipt Amount	Employee Name	Date/Time
9 Mary Smith	In		[Please select any Employee Name]	4/4/2010 5:53:54 PM

[Create](#) [Cancel](#)

[Home](#) | [Donation](#) | [Inventory](#) | [Volunteer](#) Bean's Cafe Anchorage, AK 99503 Version 0.5

Figure 2: Selecting a donor.

Once the donor is selected, you'll see the 'Add Item' options (figure 3). The category drop-down menu corresponds roughly to the food pyramid and you should choose the best option to describe the donation. You'll type a brief (one or two word) summary in the Description field ('beef' or 'chicken' if the category is meat for example) and enter the weight of the item. Click the 'Add' button to complete the entry.

Donor ID: 9 | Action: In | Employee ID: 2 | Date: 4/4/2010 5:55:08 PM

Add Item

Category	Description	Weight	
Meat			Add

Add button

Category drop down menu

[Home](#) | [Donation](#) | [Inventory](#) | [Volunteer](#) Bean's Cafe Anchorage, AK 99503 Version 0.5

Figure 3: Adding an item.

The system allows the donation to be broken into a list of item types so you may find yourself entering more than one category of item depending on what's in the donation. You add as many item categories as necessary to record a donation. You can edit or delete any of the items in the donation. Nothing is final until you click the 'Finish' button at the bottom of the page.

Donor ID: 9 | Action: In | Employee ID: 2 | Date: 4/4/2010 5:55:08 PM

Current Items

ItemID	Item Type	Description	Weight	
1	10	Beef	10	Delete

Add Item

Category	Description	Weight	
Meat		0	Add

Finish Cancel

Figure 4: Adding an additional item.

When you are finished with an entry, you'll be able to close the page and return to the donation home page or print a receipt for the donor.



Bean's Cafe, Inc
P.O. Box 100940
Anchorage, AK
99510-0940
Phone:(907)274-9595

Receipt # 32

Donation Information

Donation ID	Entity	DateTime	Action	Donation Value	Employee
32	Mary Smith	4/4/2010 6:04:50 PM	In	\$ 0	Greg Green

Items Donated

Item #	Category	Description	DonLin_Weight
1	Produce	lettuce	5
2	Produce	Apples	10

[Close](#)

Figure 5: Example of a donation receipt.

Donation System: Adding a donor

Pressing the **Manage Donors** button from the Donation home page will allow you to add a new donor to the system. This selection will also allow you to make changes to a current donor's information (such as changing an organization's contact person, or updating a phone number).

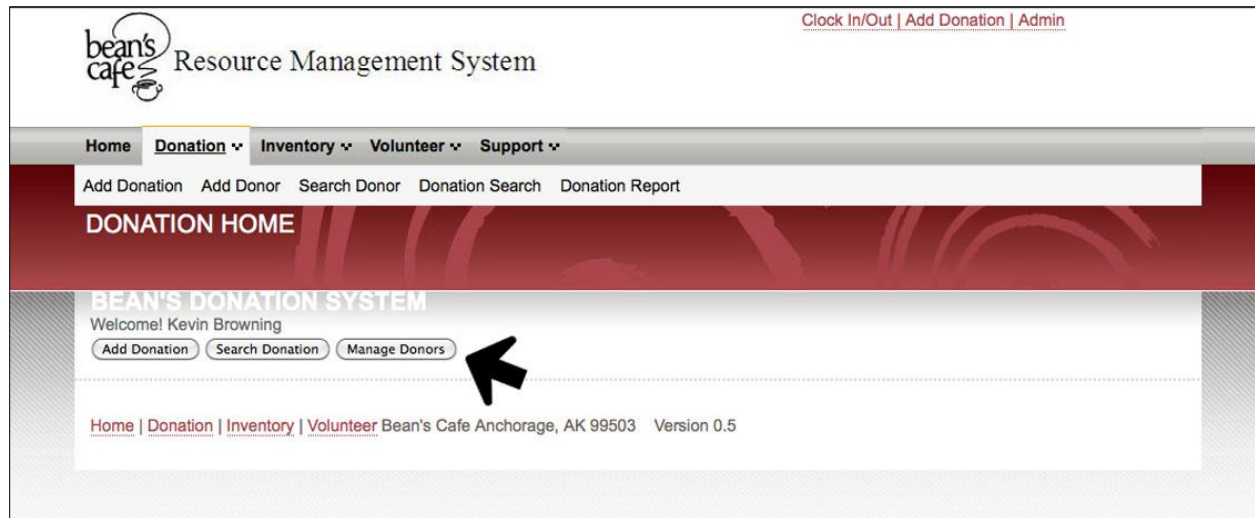


Figure 6: Adding a donor

The donor information home page contains two buttons, **Add Donor** and **Search Donor**. Selecting the Add Donor button brings up the Donor Information data entry page.

The screenshot shows the 'DONOR INFORMATION' data entry page. It has a red header with the title 'DONOR INFORMATION'. Below the header, there are two buttons: 'Add Donor' and 'Search Donor'. The form contains the following fields: 'Donor Number:', 'First Name:', 'Middle Initial:', 'Last Name:', 'Organization:', 'Contact Information', 'Address Line 1:', 'Address Line 2:', 'City:', 'State:', 'ZipCode:', 'Email:', and 'Phone Number:'. At the bottom, there are 'Insert' and 'Cancel' buttons.

Figure 7: Donor information entry page.

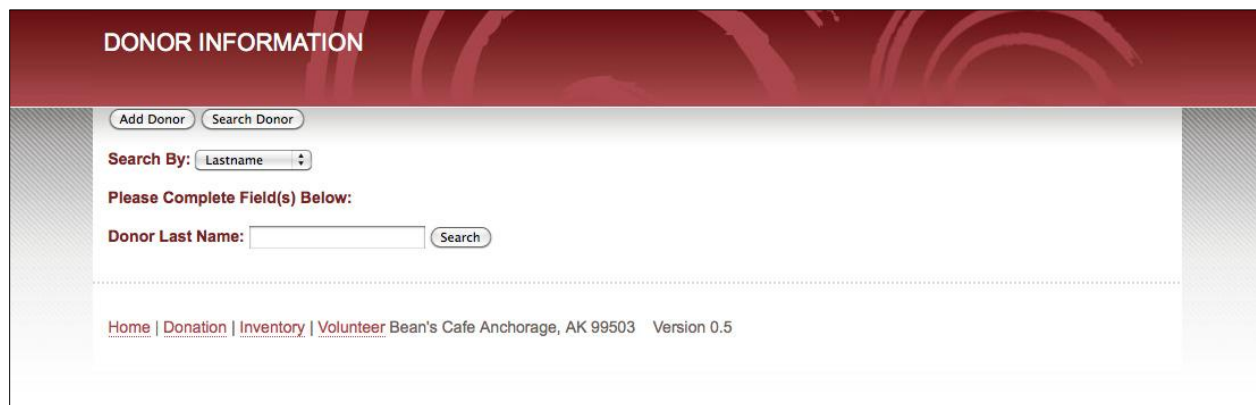
Fill in as much information as possible. Many fields, including first name, last name, address, email and phone, are required and you will not be able to insert the entry until they are completed.



A form with three input fields: 'First Name: Jane', 'Middle Initial:', and 'Last Name:'. Below the 'First Name' field, the word '(Required)' is written in red. The entire form is enclosed in a thin black border.

Figure 8: Entry missing required information.

Selecting the **Search Donor** button will bring up the donor search page, which will enable you to use a drop-down menu to select your search term. You can look for donors by Last Name, Phone Number or Organization.



The 'DONOR INFORMATION' page features a dark red header. Below it, there are two buttons: 'Add Donor' and 'Search Donor'. A 'Search By:' dropdown menu is set to 'Lastname'. Below this, a red prompt reads 'Please Complete Field(s) Below:'. A 'Donor Last Name:' input field is followed by a 'Search' button. At the bottom, a footer contains links for 'Home', 'Donation', 'Inventory', and 'Volunteer', along with the text 'Bean's Cafe Anchorage, AK 99503' and 'Version 0.5'.

Figure 9: Donor search page with Last Name selected in the drop-down menu.

Items matches will have a 'select' link on the left-hand side, which will allow you to edit the entry using an auto-filled donor information entry page (figure 7).