

Garden Fresh Box Website – The Beta Test - [gardenfreshbox.ca](http://gardenfreshbox.ca)

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**This beta test has parts written for regular users, host site coordinators, as well as GCHC administrators to walk you through some of the actions you may have to work through with the web application. The purpose of this test is to expose bugs, highlight features, and recommend necessary changes before our final rollout. We may experience some failures by the server, I will look into them as they come up. Please feel free to email me any questions, concerns, or ideas, and I will attempt to address everything as quickly as possible. Thank you for your patience everyone.**

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\*This beta test assumes the user is using the desktop version of the site (mobile is not much different) **Please email [mgardine@mail.uoguelph.ca](mailto:mgardine@mail.uoguelph.ca) if anything was left out or is unclear**

## **Regular User Actions (Anyone who purchases a box)**

### **Sign Up**

1. Press the "Sign up" button located in the bottom left hand corner of the page.
2. Fill in the necessary fields to create a regular user account (you will be logged in automatically after creation)

### **Login**

1. If you are logged in, then sign out by pressing the "Sign out" button in the lower left-hand corner.
2. Press the "Login" button in the lower left-hand corner
3. Enter in your credentials and press "Submit", you will be transferred to the home page upon login.

### **Buy a box**

1. Press the 'Buy' button located at the top
2. If you are logged in, your information should automatically populate the list, otherwise enter in at least an email address.
3. Once you have selected the size of box you would like, hit submit and a message will let you know that your order has been placed
4. (Optional) If you are logged in go to "View Current Orders" to delete or edit any orders that are before the first Friday of the month
5. **\*Note the pickup date for your order, orders MUST be paid before the first Friday of the month or they will be marked as late**

### **Make a donation**

1. Press the "Donate" button on the top menu
2. Press the "CanadaGives" button to open up a donation page, your donation will be emailed to whatever email address you provide  
CanadaGives

### ***Change your password***

1. Once you are logged in the third "User Tool" should be labelled "Change your password", press that button.
2. Follow the prompts by entering in your current password, followed by the new password twice for confirmation.
3. Upon pressing "Submit" you will change the password for the account you are using.

### ***Edit your name/address/phone number***

1. Once you are logged in the third "User Tool" should be labelled "Edit Personal Information", press that button.
2. This page will display which type of account you have (Admin, Host site coordinator, or regular user) but you cannot change this setting. This page also displays first name, last name, and phone number, all of which are optional and can be changed or removed here.
3. The email used to sign up for the account cannot be changed for simplicity sake.
4. \*Note that to change your password follow the instructions above.

### ***Log out***

1. If you are logged in, press the "Log out" button located in the bottom-right hand corner of the page.
2. You will be logged out and redirected to the home page.

# Host Site Coordinator Actions (Administrators at a specific host site)

*\*Note that when a Host Site Coordinator is logged in the menu on the left-hand side will display 2 sets of functions: **User Tools** (like regular users) and **Host Site Tools**. Host site coordinators have all of the same tools that are available to regular users (like purchasing or donating boxes, as well as editing personal information).*

## Change host site contact info

1. Once a host site coordinator has logged in, select "Edit Host Site Details" from the Host Site Tools submenu on the left-hand side.
2. The page will appear with all information regarding the host site pre-populated into the forms (Name, Phone Number, Address, and Available Hours).
3. Change the contact info of the host site, and select "Submit".

## Edit host site business hours

1. Once a host site coordinator has logged in, select "Edit Host Site Details" from the Host Site Tools submenu on the left-hand side.
2. The page will appear with all information regarding the host site pre-populated into the forms (Name, Phone Number, Address, and Available Hours).
3. Change the hours for the host site and follow any necessary prompts, and select "Submit".

## Print all orders for a specific date

1. Once a host site coordinator has logged in, select "Edit Host Site Details" from the Host Site Tools submenu on the left-hand side.

## Mark an unpaid order as paid

1. Once a host site coordinator has logged in, select "Manage Orders" from the Host Site Tools submenu on the left-hand side.
2. The page will appear with the host site auto-selected and the table with populate with that site's entire list of orders.

3. In the filter window, type in the date that you wish to view orders for (for example, type in "2015-08-19" and only orders for the August 19 distribution date will be shown).
4. (Optionally) You can select any of the table headers and it will sort the entire table by that column.
5. Go to File > Print in your browser.
6. Select only pages starting at page 2 and ending at the end of the table, otherwise you will end up printing the rest of the website along with the table of orders.

## **Edit/Delete a specific order**

1. Once a host site coordinator has logged in, select "Manage Orders" from the Host Site Tools submenu on the left-hand side.
2. The page will appear with the host site auto-selected and the table will populate with that site's entire list of orders.
3. In the filter window, type in an identifying item of the order you wish to edit (for example, if you want to edit an order made by "Bill Hicks" you would enter that name into the filter window)
4. Once you have filtered/found the order you wish to edit, just click on it once in the table to open the editing window.
5. Edit the details you wish to change about the order, and select "Submit".
  - *Note completed orders cannot be changed or deleted*

# GCHC Administrator Actions

*\*Note that a when a Host Site Coordinator is logged in the menu on the left-hand side will display 3 sets of functions: **User Tools** (like regular users), **Host Site Tools** (like host site coordinators), and **Administrator Tools**. Administrators have all of the tools of the regular user, as well as the same tools as the host site coordinators but for every single host site.*

## View a summary of orders from each host site

- 1.Once you are logged in the third "Administrator Tool" should be labelled "Master Order List", press that button.
- 2.(Optionally) you can select one of those host sites by clicking on it and it will open up the list of orders for that host site, which you can then use to order any orders which can still be changed.
- 3.(Alternatively) you can use the **Host Site Tool** "Manage Orders" to also do this, but you must select a specific host site to view orders from.

## Remove a host site

- 1.Select "Edit Host Site Details" from the **Host Site Tools** submenu on the left-hand side.
- 2.You can find and select, or filter to find the host site you wish to delete.
- 3.Select the "Delete" button on the right hand side of the row to delete the host site.

## Add a host site

- 1.Select "Edit Host Site Details" from the **Host Site Tools** submenu on the left-hand side.
- 2.Select the "New Host Site" button near the top of the page.
- 3.Fill in all of the host site organization's details, store hours MUST be included.
- 4.Select "Submit".

## Create a new account with specific privileges

- 1.Select "Manage Accounts" from the **Administrator Tools** submenu on the left-hand side.
- 2.Fill in the forms for a new user account; the form should appear automatically (password must be at least 7 characters and include 3 of uppercase, lowercase, symbols, or numbers)

3. Select the type of account you wish to create (regular, host site coordinator, or administrator)
  1. If you are creating a host site coordinator you **MUST** also select a host site to associate the account with
4. Select "Submit"

## Delete an account

1. Select "Manage Accounts" from the **Administrator Tools** submenu on the left-hand side.
2. You can find and select, or filter to find the user you wish to delete.
3. Select the "Delete" button on the right hand side of the row to delete the user.

## Edit an existing user account details

1. Select "Manage Accounts" from the **Administrator Tools** submenu on the left-hand side.
2. You can find and select, or filter to find the user you wish to edit.
3. Select the row containing the user you wish to change, it should automatically populate the form at the top for you to edit.
4. Change any of the details you wish to change (Note: Be very careful when changing the login email address; you cannot change someone else's password at the moment)
5. Select "Submit".

## Print a list of all donations from all users and non-users at once

- This is not available at the moment, donations through CanadaGives only

## Edit orders by a customer

1. Select "Master Customer List" from the **Administrator Tools** submenu on the left-hand side.
2. You can find and select, or filter to find the user whose order you wish to edit.
3. Click on the user in the table, a second table will appear below with that customer's orders.
4. Select the order you wish to edit (Note you can only order uncompleted orders).

5. A form will auto-populate with the details of the order you select, change any details you wish to change about the order.
6. Select "Submit".

### **Assign "host site coordinator" or "GCHC administrator" privilege to an existing user account**

1. Select "Manage Accounts" from the **Administrator Tools** submenu on the left-hand side.
2. Select the user that you wish to edit (you can filter for them).
3. Select the type of account you wish to change the user to (host site coordinator or administrator)
  1. If you are creating a host site coordinator you MUST also select a host site to associate the account with.
4. Select "Submit".

### **Edit the dates that box pickup will be available at the host sites**

1. Select "Manage Pickup Dates" from the **Administrator Tools** submenu on the left-hand side.
2. To add a new set of order/pickup dates, select the down arrow on the left-hand side of the date forms.
3. To edit an existing set of order/pickup dates select the date you wish to edit from the table below, and it should auto-populate the forms above.
4. Select "Submit" when you are done editing/adding new dates.

### **Add new items to the sample fruit/vegetables listed on Information page**

1. Select "Manage Sample Boxes" from the **Administrator Tools** submenu on the left-hand side.
2. To add a new small box item and a new large box item, just fill in both of the forms with the box item.
3. To add just a new large box item, just fill in the large box item and leave the form for the small box item blank.
4. Select "Submit"

### **Edit an existing set of fruits/vegetable that appear in the information page**

5. Select "Manage Sample Boxes" from the Administrator Tools submenu on the left-hand side.



- 6.To edit an item just select it from the table (note that both the small item and accompanying large item will always be edited together, but you only need to change the one that you wish to change)
- 7.Make whatever changes you wish.
- 8.Select "Submit"
  - Note when selecting "Delete" you do not delete both accompanying records, just the one next to the "Delete" button you selected