

Community Service Awards Q&A

For regular users

How to login?

Click the “login” button(in the navigation menu) to login to the system. Use your own credentials to log in to your account.

How to register?

Click the register button(in the navigation menu) to register in the system. Fill fields with your relevant personal information. Click the register button.

How to add community service?

Login to your account. Scroll to find the section below. Fill fields with relevant information and click the submit button. (Duration should be provided in **hours**. *For example, 3*)

Add Community Service

Service

Volunteering at Booster Club

Description

Date

mm/dd/yyyy

Duration

Submit

How to see my activity history?

Login to your account. Scroll to find the section below. Click to different tabs to customize the output.

All

Today

Yesterday

Last Week

Last Month

All

| # | Service Name | Description | Duration | Date | Actions |
|----|------------------------------|---|----------|------------|-------------------|
| 10 | Volunteering at Booster Club | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent augue eros, iaculis at cursus id, rutrum quis tellus. Sed sit amet libero mollis, cursus leo eget, imperdiet leo. | 3 hours | 2020-05-20 | <div>Delete</div> |
| 11 | Volunteering at Booster Club | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent augue eros, iaculis at cursus id, rutrum quis tellus. Sed sit amet libero mollis, cursus leo eget, imperdiet leo. | 4 hours | 2020-05-20 | <div>Delete</div> |

How to delete activity history?

Scroll to the section below. Click the Delete button to delete the activity you wish to.

All

Today

Yesterday

Last Week

Last Month

All

| # | Service Name | Description | Duration | Date | Actions |
|----|------------------------------|---|----------|------------|-------------------|
| 10 | Volunteering at Booster Club | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent augue eros, iaculis at cursus id, rutrum quis tellus. Sed sit amet libero mollis, cursus leo eget, imperdiet leo. | 3 hours | 2020-05-20 | <div>Delete</div> |
| 11 | Volunteering at Booster Club | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent augue eros, iaculis at cursus id, rutrum quis tellus. Sed sit amet libero mollis, cursus leo eget, imperdiet leo. | 4 hours | 2020-05-20 | <div>Delete</div> |

How to print a full report?

Go to the personal information section. Click the print report button.

Personal Information

John Doe

Email: john.doe@gmail.com

Grade: 12

Number: #1

Total Hours: 7 hours

Print report

The process will take you to the printing customization page. Use checkboxes to include or exclude sections in your full report. Click the print full report button.

Print page

Printing customization

☒ Personal Information

☒ All Community Services

☒ Today Community Services

☒ Last Week Community Services

☒ Last Month Community Services

Print full report

Go back

For admins

How to create a new community service category?

Scroll to the section below. Fill fields with relevant information. Click the submit button. Then a new community service category will be available for all users.

Add community service

Name

Description

Submit

How to view user details?

Click the show button to see user details. All information about the user will be shown.

| Students | | | | | |
|----------|----------|--------------------|-------|-------------|-----------------------|
| # | Name | Email | Grade | Total Hours | Actions |
| 1 | John Doe | john.doe@gmail.com | 12 | 7 hours | <div>ShowDelete</div> |

User Information

John Doe

Email: john.doe@gmail.com

Grade: 12

Number: #2

Total Hours: 7 hours

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All Community Services

| # | Service Name | Description | Duration | Date | Actions |
|----|------------------------------|---|----------|------------|------------------------|
| 10 | Volunteering at Booster Club | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent augue eros, iaculis at cursus id, rutrum quis tellus. Sed sit amet libero mollis, cursus leo eget, imperdiet leo. | 3 hours | 2020-05-20 | Delete |
| 11 | Volunteering at Booster | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent augue eros, iaculis at cursus id, rutrum quis tellus. Sed sit amet libero mollis, cursus leo eget, imperdiet leo. | 4 hours | 2020-05-20 | Delete |

Click print report to print information about the user.

How to view community service category details?

Click the show button to see user details. All information about the user will be shown.

Community Services

| # | Name | Description | Actions |
|---|------------------------------|-------------|--|
| 2 | Volunteering at Booster Club | loerm | Show Edit Delete |

Community Service Information

Volunteering at Booster Club

Description: loerm

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Community Services

| # | Service Name | Description | Duration | Date | Actions |
|----|--------------|---|----------|------------|------------------------|
| 10 | John Doe | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent augue eros, iaculis at cursus id, rutrum quis tellus. Sed sit amet libero mollis, cursus leo eget, imperdiet leo. | 3 hours | 2020-05-20 | Delete |
| 11 | John Doe | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent augue eros, iaculis at cursus id, rutrum quis tellus. Sed sit amet libero mollis, cursus leo eget, imperdiet leo. | 4 hours | 2020-05-20 | Delete |

Click print report to print details about the category.