# Community Service Awards Q&A

# For regular users

#### How to login?

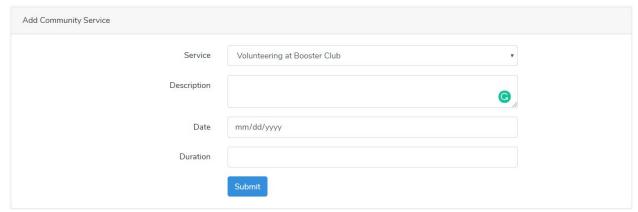
Click the "login" button(in the navigation menu) to login to the system. Use your own credentials to log in to your account.

#### 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)



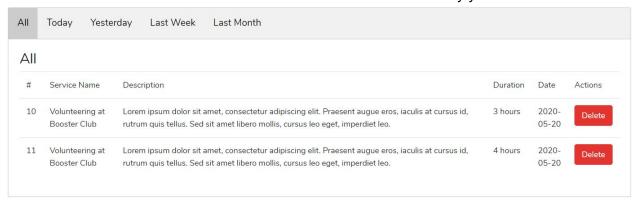
How to see my activity history?

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



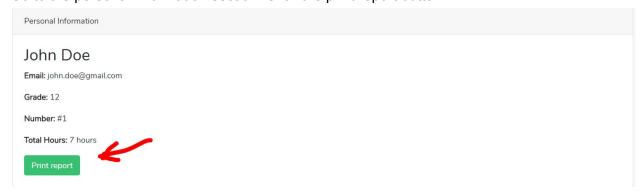
## How to delete activity history?

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

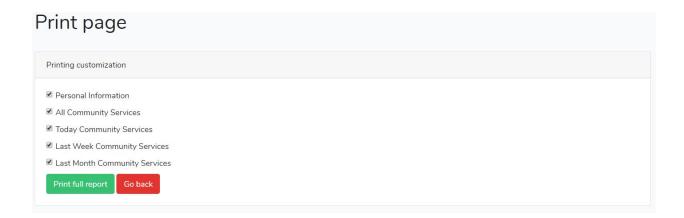


#### How to print a full report?

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



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.



# **For admins**

## How to create a new community service category?

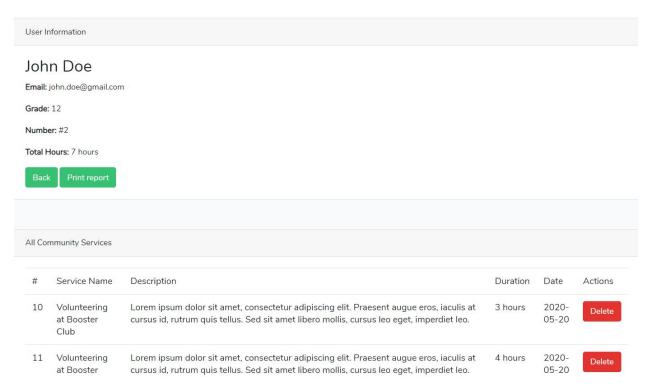
Scroll to the section below. Fill fields with relevant information. Click the submit button. Then a new community service category will be available for all users.



#### How to view user details?

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



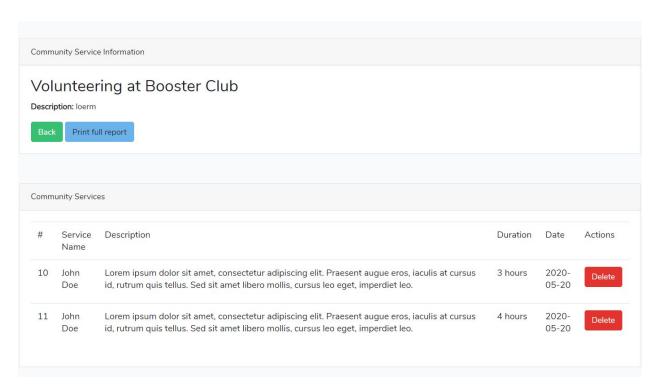


Click print report to print information about the user.

## How to view community service category details?

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





Click print report to print details about the category.