

Aperture VMAN

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// INTRODUCTION

This is the user manual document for the Portland After School Tennis & Education (PAST&E) Volunteer MANagement System Project. This project's goal is to create a web application to help PAST&E's staff keep track of their volunteers' schedules, and to facilitate communications.

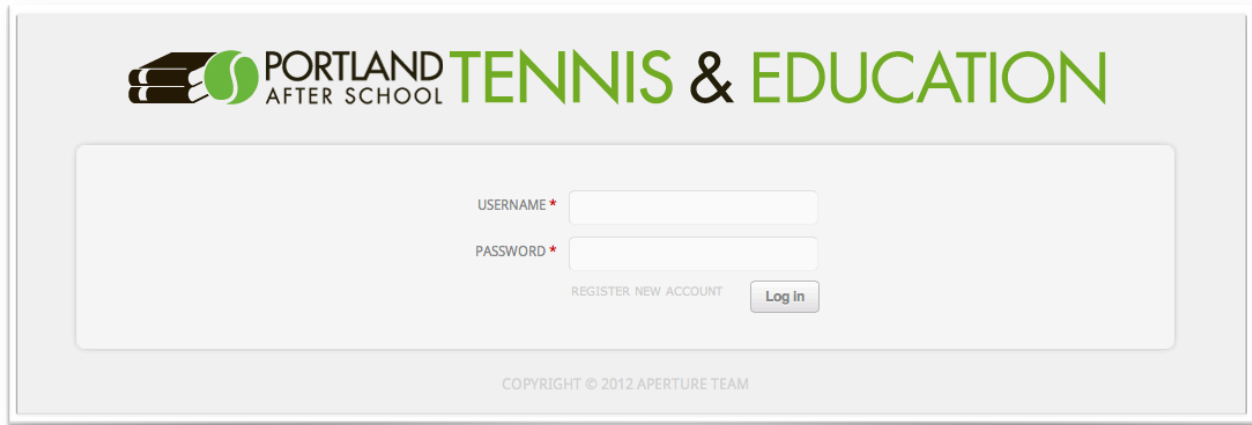
This document contains several sections, this section provides a brief introduction to the document.

- ▶ The Getting Started section will provide instructions on how to register an account, log in, and perform basic account setup operations.
- ▶ The Volunteering with Aperture VMAN section contains information for volunteers on how to use the system to schedule shifts, check messages, and provide feedback to the staff.
- ▶ The Managing Aperture VMAN section contains information for Staff and Admin users on how to use the system to keep track of and manage user accounts, create and manage groups, run reports, and manage scheduled shifts.
- ▶ The Troubleshooting section contains a list of common errors and steps for correcting them.
- ▶ The glossary section contains a list of terms used in this document, and their definitions.

// GETTING STARTED WITH VMAN

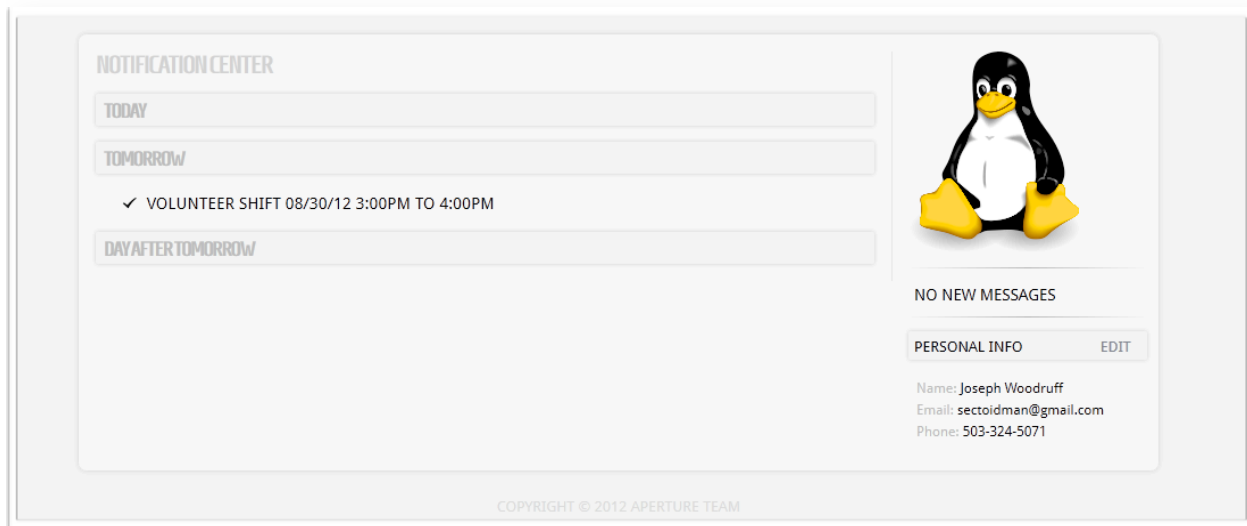
Login

From the PASTE&E website click on **Volunteer Center / Sign In** and enter your username and password on the Aperture login page.



The login page features the Portland Tennis & Education logo at the top, which includes a green tennis ball icon and the text "PORTLAND AFTER SCHOOL TENNIS & EDUCATION". Below the logo is a login form with two input fields: "USERNAME *" and "PASSWORD *". To the right of the password field is a "Log in" button. Below the input fields is a link that says "REGISTER NEW ACCOUNT". At the bottom of the page, there is a copyright notice: "COPYRIGHT © 2012 APERTURE TEAM".

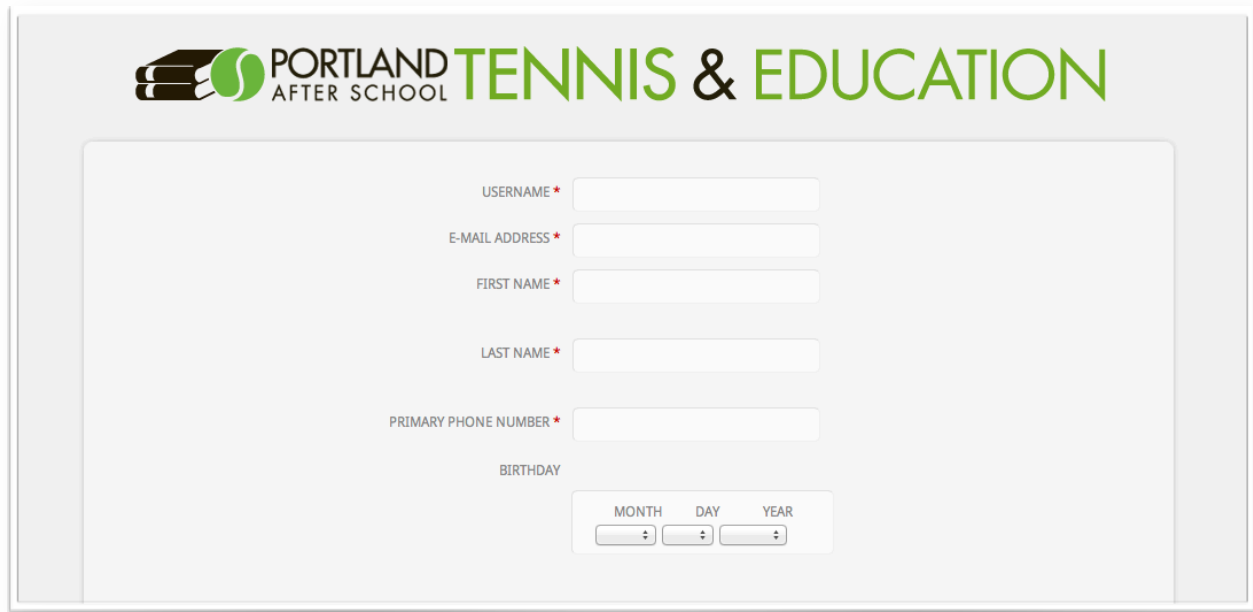
This will take you to your notifications page, which contains a list of upcoming shifts, a link to edit your information, and information about any new messages in your inbox.



The Notification Center page is divided into two main sections. On the left, under the heading "NOTIFICATION CENTER", there are three tabs: "TODAY", "TOMORROW", and "DAYAFTERTOMORROW". The "TODAY" tab is selected, showing a notification: "✓ VOLUNTEER SHIFT 08/30/12 3:00PM TO 4:00PM". On the right, there is a penguin mascot icon. Below the icon, it says "NO NEW MESSAGES". Underneath that is a section for "PERSONAL INFO" with an "EDIT" button. The personal info section displays the following details: Name: Joseph Woodruff, Email: sectoidman@gmail.com, and Phone: 503-324-5071. At the bottom of the page, there is a copyright notice: "COPYRIGHT © 2012 APERTURE TEAM".

Registering an account


At the login page, click the REGISTER NEW ACCOUNT link, which will take you to an account creation form. Form items with a red star (*) next to them are required fields.



The registration form is titled "PORTLAND AFTER SCHOOL TENNIS & EDUCATION". It contains the following fields:

- USERNAME * (text input)
- E-MAIL ADDRESS * (text input)
- FIRST NAME * (text input)
- LAST NAME * (text input)
- PRIMARY PHONE NUMBER * (text input)
- BIRTHDAY (dropdown menu with MONTH, DAY, and YEAR options)

After filling in the form, click the Create new account button at the bottom of the page. Your account will be inactive until an admin enables it.



The bottom of the page features a CAPTCHA section with the text: "THIS QUESTION IS FOR TESTING WHETHER OR NOT YOU ARE A HUMAN VISITOR AND TO PREVENT AUTOMATED SPAM SUBMISSIONS." The CAPTCHA image shows the text "xpartic 1898." and a text input field containing "xpartic 1898.". To the right of the CAPTCHA is the reCAPTCHA logo and the text "stop spam. read books.". Below the CAPTCHA section is a "Create new account" button. At the very bottom of the page, the text "COPYRIGHT © 2012 APERTURE TEAM" is displayed.

Editing your information

From the notifications page, click the Edit link. This will take you to a page where you can upload a user photo, change your password, and edit or update your information.

CURRENT PASSWORD

E-MAIL ADDRESS *


i@gmail.com

PASSWORD

CONFIRM PASSWORD

PASSWORD STRENGTH:

PICTURE



☐ DELETE PICTURE

UPLOAD PICTURE

Browse...

▼ PRIVATE MESSAGES

☒ RECEIVE EMAIL NOTIFICATION FOR INCOMING PRIVATE MESSAGES

FIRST NAME *

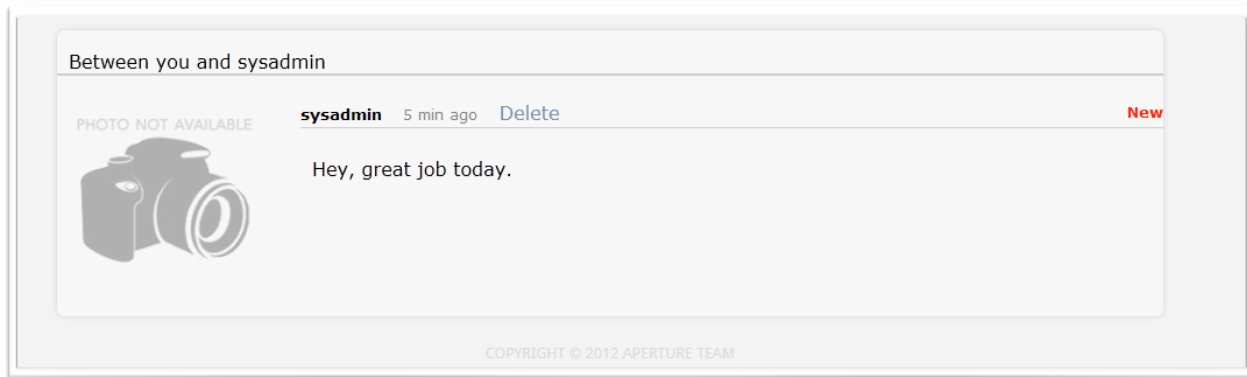
// VOLUNTEERING WITH APERTURE VMAN

Checking Messages

Select the MESSAGES link from the top menu. This will take you to your inbox.




You can read any message by clicking on its subject heading.



Using Calendar

Selecting CALENDAR from the top menu will take you to the month view of the calendar. To add a shift, click on the CREATE NEW EVENT button at the top of the calendar. To switch between month, week and day views, use the MONTH | WEEK | DAY tab.

[HOME](#) [CALENDAR](#) [MESSAGES](#) [FEEDBACK](#) [LOG OUT](#)

 **PORTLAND** AFTER SCHOOL **TENNIS & EDUCATION**

AUGUST 2012 [MONTH](#) [WEEK](#) [DAY](#) [CREATE NEW EVENT](#) [« Prev](#) [Next »](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Creating a shift

The CREATE NEW EVENT page requires you to specify a start date and time, and an end date and time, and will optionally allow you to create a repeating shift on a daily or weekly basis. It will also allow you to associate the shift with a particular group.

DATE * 08/29/2012 03:30pm

08/29/2012 04:30pm

☐ REPEAT

GROUP * Any

Save

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The shift will then appear on your calendar. Volunteer users cannot edit a shift once it has been created.

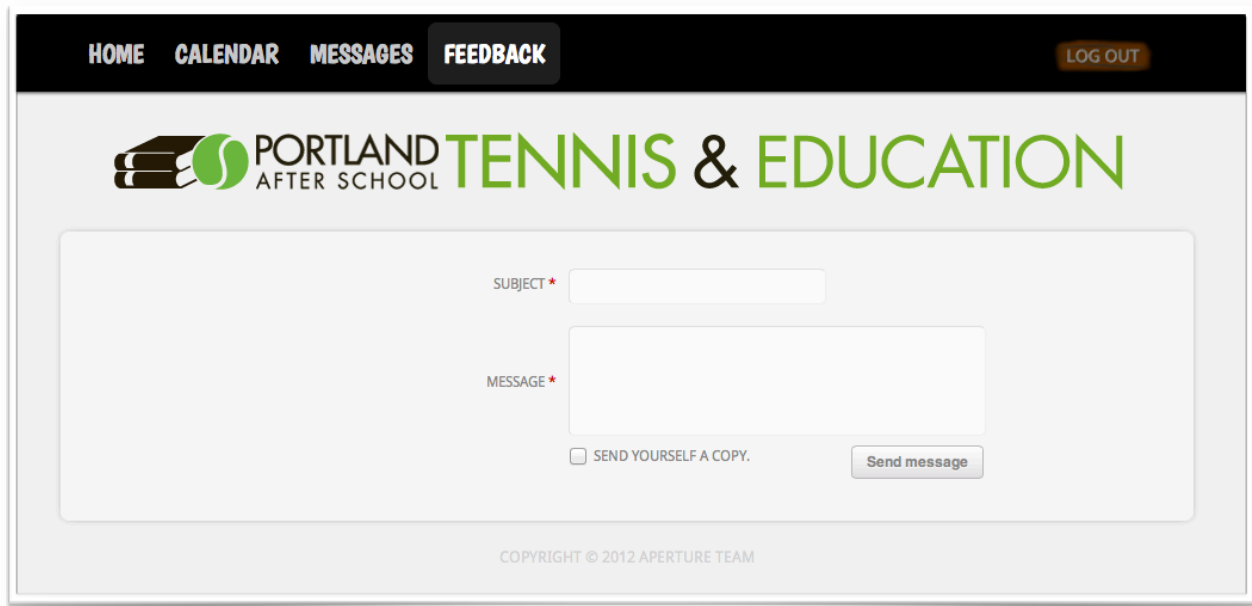
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Volunteer Volunteer
Any
3:30pm to 4:30pm

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Sending Feedback

Volunteers can send feedback through the feedback menu. The sent message will be sent directly to administrator.



The screenshot shows a web interface for sending feedback. At the top is a black navigation bar with white text links: HOME, CALENDAR, MESSAGES, and FEEDBACK (which is highlighted). To the right of these links is a brown button with white text that says "LOG OUT". Below the navigation bar is a header section with a logo on the left consisting of a tennis racket and a tennis ball, followed by the text "PORTLAND AFTER SCHOOL TENNIS & EDUCATION" in green. The main content area is a light gray box containing a feedback form. The form has two input fields: "SUBJECT *" and "MESSAGE *", both with red asterisks indicating they are required. Below the "MESSAGE *" field is a checkbox labeled "SEND YOURSELF A COPY." and a "Send message" button. At the bottom of the form box, centered, is the text "COPYRIGHT © 2012 APERTURE TEAM".

// MANAGING APERTURE VMAN

This section describes the functions of the software available to users with the Staff and Admin roles.

User Management

Viewing Users

Click the USERS link in the top menu; this will take you to the staff or admin user list, depending your role. The staff user list shows only volunteers.



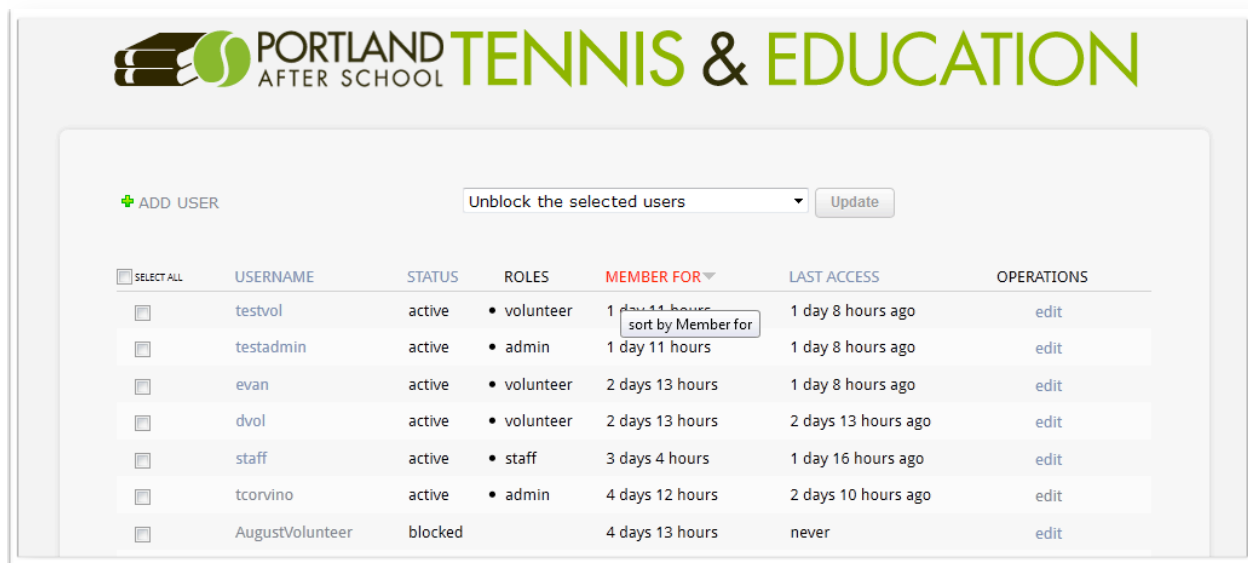
The screenshot shows a web interface titled "VOLUNTEER LIST". It contains a table with three columns: "#", "FULL NAME", and "USERNAME". There are four rows of data. Below the table, it says "Total Volunteer Members: 4". At the bottom, there is a copyright notice: "COPYRIGHT © 2012 APERTURE TEAM".

#	FULL NAME	USERNAME
1	Evan Belt	evan
2	John Doe	test-vol
3	Bob Johnson	testvol
4	Dan Volunteer	dvoll

Total Volunteer Members: 4

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The admin user list shows all users, and several additional statistics about their accounts.



The screenshot shows a web interface for "PORTLAND AFTER SCHOOL TENNIS & EDUCATION". It features a table of users with columns: "SELECT ALL", "USERNAME", "STATUS", "ROLES", "MEMBER FOR", "LAST ACCESS", and "OPERATIONS". Above the table, there are buttons for "ADD USER", "Unlock the selected users", and "Update". A tooltip is visible over the "MEMBER FOR" column, showing "sort by Member for".

SELECT ALL	USERNAME	STATUS	ROLES	MEMBER FOR	LAST ACCESS	OPERATIONS
<input type="checkbox"/>	testvol	active	• volunteer	1 day 8 hours	1 day 8 hours ago	edit
<input type="checkbox"/>	testadmin	active	• admin	1 day 11 hours	1 day 8 hours ago	edit
<input type="checkbox"/>	evan	active	• volunteer	2 days 13 hours	1 day 8 hours ago	edit
<input type="checkbox"/>	dvoll	active	• volunteer	2 days 13 hours	2 days 13 hours ago	edit
<input type="checkbox"/>	staff	active	• staff	3 days 4 hours	1 day 16 hours ago	edit
<input type="checkbox"/>	tcovino	active	• admin	4 days 12 hours	2 days 10 hours ago	edit
<input type="checkbox"/>	AugustVolunteer	blocked		4 days 13 hours	never	edit

Clicking on the username for a particular user will take you to their user profile.



First Name:
John

Last Name:
Doe

Primary Phone Number:
555-555-5555

T-Shirt Size:
Small


Current School or Employer:
International Widgets Pty Ltd.

Emergency Contact Name and Relation:
JR Bob Dobbs

Emergency Contact Phone Number:
503-555-5555

Are you certified in:
First Aid
CPR

PHOTO NOT AVAILABLE



Adding a User

As an Admin user, click USERS in the top menu, this will bring up the administrator's user list. Click on the ADD USER link.

[+ ADD USER](#)

Unlock the selected users

Update

<input type="checkbox"/> SELECT ALL	USERNAME	STATUS	ROLES	MEMBER FOR ▼	LAST ACCESS	OPERATIONS
-------------------------------------	----------	--------	-------	--------------	-------------	------------

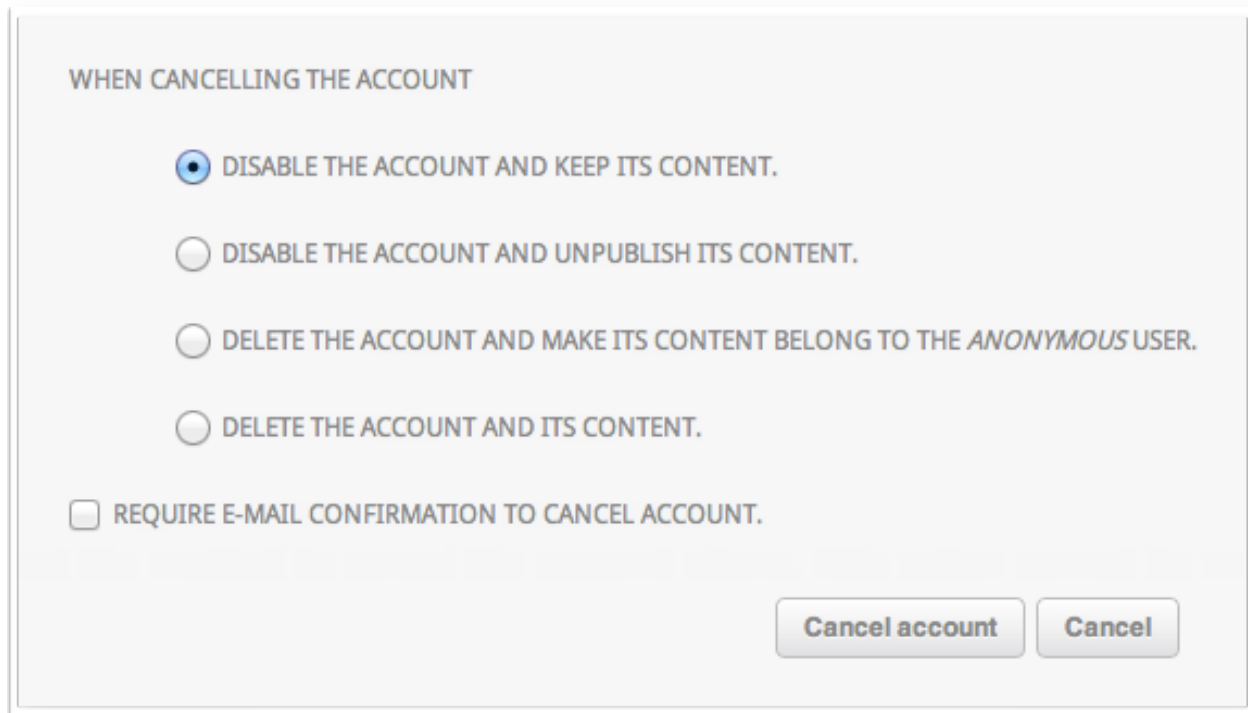
The form will be quite similar to the registration page. However, Admin users can set other users' passwords, change account status (by default, users created by admin will be active), set account role (staff, volunteer, or admin), and notify the user via email of the new account. After completing the form, hit "Save" to create the account.

Updating a user's information, role or account status

At the system user list page, click “edit” under OPERATIONS column, next to the username to be changed. This will take you to the edit page, which is similar to the “ADD USER” page. Account status, role, password, and any personal information about the user can be changed here. To activate a user's account, simply change the status from ‘blocked’ to ‘active’.

Deleting a user

At the system user list page, click “edit” under OPERATIONS column, next to the username that is needed to be deleted, then click “Cancel account” at the end of the page. You will be prompted to choose what will happen to the account's content.



WHEN CANCELLING THE ACCOUNT

☒ DISABLE THE ACCOUNT AND KEEP ITS CONTENT.

☐ DISABLE THE ACCOUNT AND UNPUBLISH ITS CONTENT.

☐ DELETE THE ACCOUNT AND MAKE ITS CONTENT BELONG TO THE *ANONYMOUS* USER.

☐ DELETE THE ACCOUNT AND ITS CONTENT.

☐ REQUIRE E-MAIL CONFIRMATION TO CANCEL ACCOUNT.

Cancel account Cancel

Click ‘Cancel account’ to finalize cancellation of the account, or ‘Cancel’ to leave the page without taking any action.

Calendar Management

When viewed from a Staff or Admin account, the calendar page will display shifts for all users, and will have 'edit' and 'delete' buttons associated with each shift. There will also be two additional menu items: AGENDA and GROUPS (admin only).

[HOME](#)
[CALENDAR](#)
[AGENDA](#)
[MESSAGES](#)
[RUN REPORTS](#)
[USERS](#)
[GROUPS](#)
[LOG OUT](#)



AUGUST 2012

MONTH | WEEK | DAY

CREATE NEW EVENT


« Prev Next »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
<div>Evan Belt</div> <div>Any</div> <div>1:45pm to 6:45pm</div> <div>Edit Delete</div> <div>Ruvim Miksianschi</div> <div>Elephant</div> <div>2:15pm to 6:15pm</div> <div>Edit Delete</div>	<div>Evan Belt</div> <div>Chimpanzee</div> <div>11:00am to 2:00pm</div> <div>Edit Delete</div> <div>Bob Johnson</div> <div>Chimpanzee</div> <div>2:00pm to 3:00pm</div> <div>Edit Delete</div> <div>Joseph Woodruff</div> <div>Chimpanzee</div> <div>3:00pm to 4:00pm</div> <div>Edit Delete</div> <div>John Doe</div> <div>Chimpanzee</div> <div>3:00pm to 4:00pm</div> <div>Edit Delete</div> <div>more»</div>	<div>Bob Johnson</div> <div>Chimpanzee</div> <div>2:00pm to 3:30pm</div> <div>Edit Delete</div> <div>Joseph Woodruff</div> <div>Chimpanzee</div> <div>3:00pm to 4:00pm</div> <div>Edit Delete</div> <div>John Doe</div> <div>Manatee</div> <div>4:00pm to 9:00pm</div> <div>Edit Delete</div>	<div>Bob Johnson</div> <div>Manatee</div> <div>2:00pm to 4:00pm</div> <div>Edit Delete</div> <div>Evan Belt</div> <div>Elephant</div> <div>3:15pm to 7:15pm</div> <div>Edit Delete</div> <div>Volunteer Volunteer</div> <div>Any</div> <div>3:30pm to 4:30pm</div> <div>Edit Delete</div> <div>more»</div>	<div>Ruvim Miksianschi</div> <div>Any</div> <div>1:00am to 2:00am</div> <div>Edit Delete</div> <div>Joseph Woodruff</div> <div>Chimpanzee</div> <div>3:00pm to 4:00pm</div> <div>Edit Delete</div> <div>John Doe</div> <div>Manatee</div> <div>4:00pm to 9:00pm</div> <div>Edit Delete</div>	<div>John Doe</div> <div>Manatee</div> <div>4:00pm to 9:00pm</div> <div>Edit Delete</div> <div>Evan Belt</div> <div>Elephant</div> <div>3:15pm to 7:15pm</div> <div>Edit Delete</div> <div>John Doe</div> <div>Manatee</div> <div>4:00pm to 9:00pm</div> <div>Edit Delete</div>	<div>Moe Dugan</div> <div>Any</div> <div>2:00pm to 3:00pm</div> <div>Edit Delete</div>

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Editing Groups

The GROUPS page allows Admin users to edit or add new group classifications. The order of their presentation on the AGENDA page can be changed by dragging a group above or below another group. New groups can be added and the current groups can be edited.



[+ ADD TERM](#)

NAME	OPERATIONS
+ Any	edit
+ Chimpanzee	edit
+ Elephant	edit
+ Manatee	edit
+ Other	edit

[Save](#) [Reset to alphabetical](#)

Viewing the daily agenda

The AGENDA page allows Staff and Administrative users to view and edit volunteer shifts in a daily calendar organized by groups. Clicking the edit button below any shift allows the user to modify the start and end times or group associated with that shift.

SUNDAY, AUGUST 26, 2012 [CREATE NEW EVENT](#) [« Prev](#) [Next »](#)

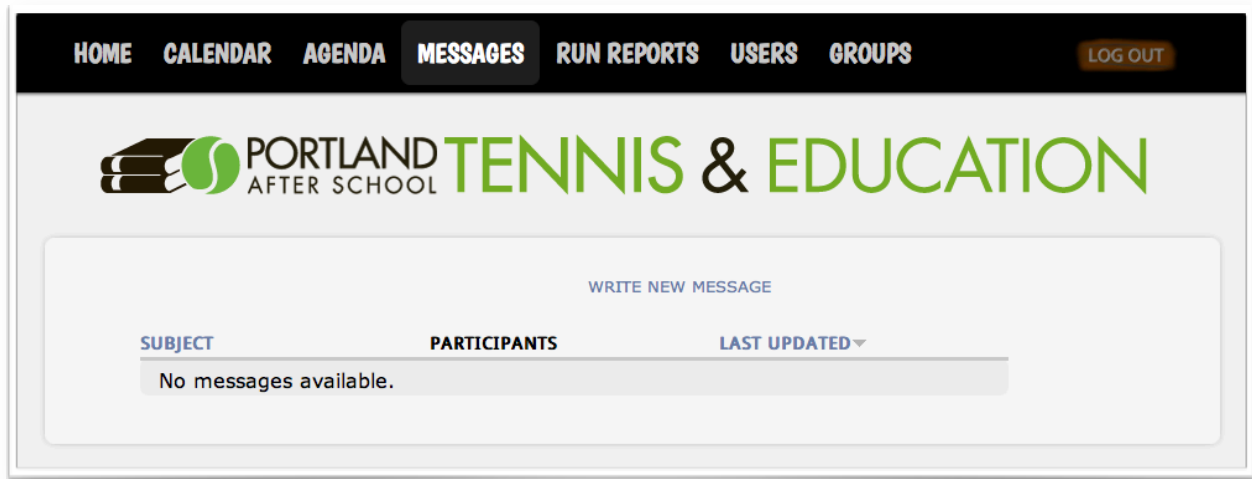
Time	Any	Elephant
All day		
1:30pm	<div>evan evans Group: Any 🕒 1:45pm to 6:45pm Edit link: edit</div>	
2:00pm		<div>Ruvim Mik Group: Elephant 🕒 2:15pm to 6:15pm Edit link: edit</div>

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Sending Messages

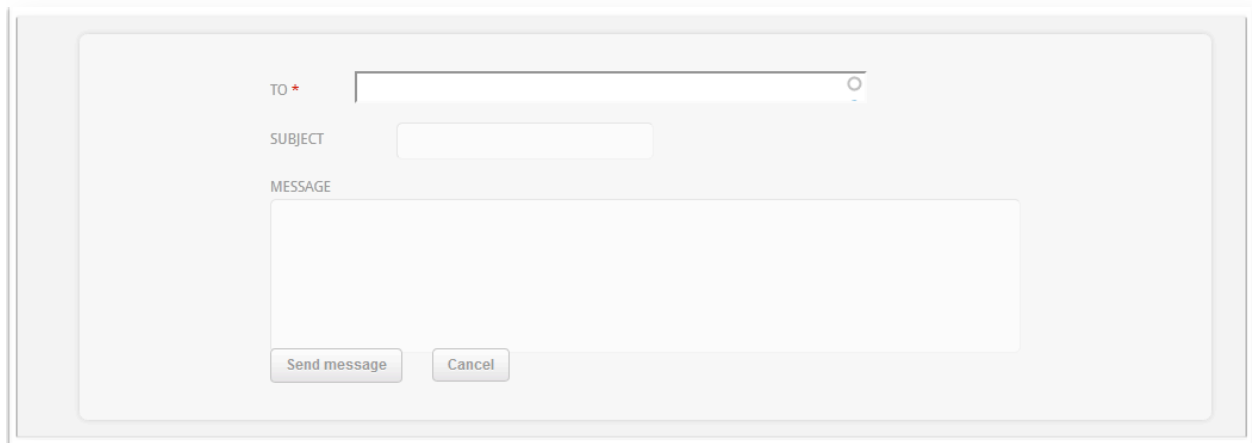
Sending to a user

As an admin or staff user, click on the MESSAGES item in the top menu to go to your inbox.



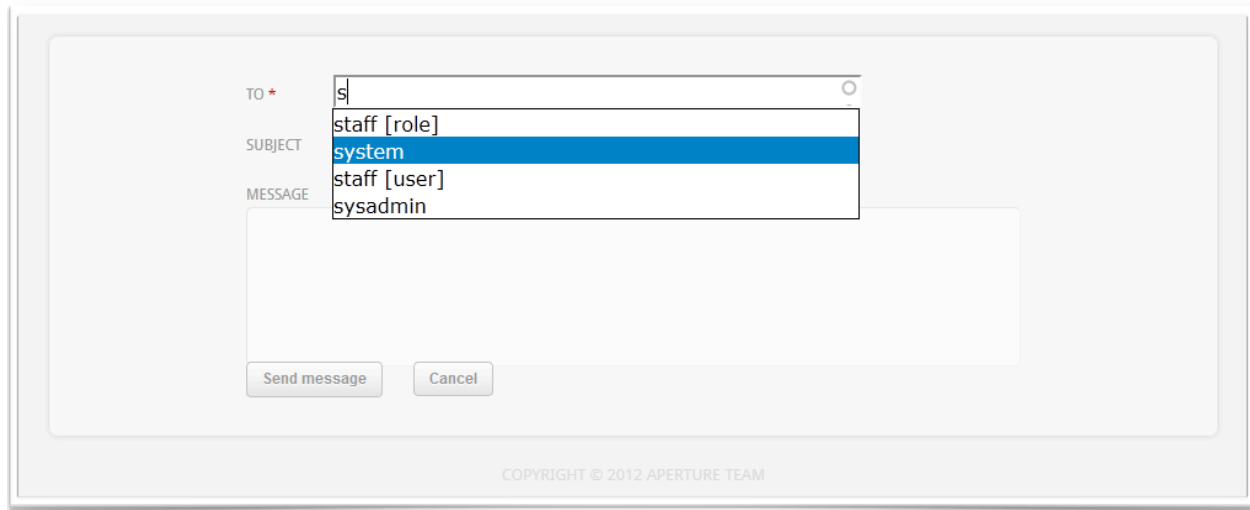
The screenshot shows the 'MESSAGES' page of the Portland After School Tennis & Education system. The top navigation bar includes links for HOME, CALENDAR, AGENDA, MESSAGES (which is highlighted), RUN REPORTS, USERS, and GROUPS. A LOG OUT button is located on the right. Below the navigation bar is the system logo, which consists of a book icon and the text 'PORTLAND AFTER SCHOOL TENNIS & EDUCATION'. The main content area features a 'WRITE NEW MESSAGE' link. Below this link is a table with three columns: 'SUBJECT', 'PARTICIPANTS', and 'LAST UPDATED'. The table currently displays a single row with the text 'No messages available.'

Click the WRITE NEW MESSAGE link. This will take you to the new message page.



The screenshot shows the 'Write New Message' form. It includes a 'TO' field with a dropdown arrow, a 'SUBJECT' field, and a 'MESSAGE' text area. At the bottom of the form are two buttons: 'Send message' and 'Cancel'.

Begin typing a username, and the system will provide an autocomplete drop down menu. The TO field can contain multiple recipients, separated by commas. After entering a recipient in the TO field, and filling out the SUBJECT and MESSAGE fields, you can send the message by clicking the Send message button at the bottom of the screen, or leave the page without taking any action by clicking the Cancel button. The recipient will receive a notification about the message on their notification page, and also by e-mail (if the user has this option enabled).



The screenshot shows a web interface for sending a message. It features three input fields: 'TO' with a red asterisk, 'SUBJECT', and 'MESSAGE'. The 'TO' field has an autocomplete dropdown menu open, displaying suggestions: 'staff [role]', 'system' (highlighted in blue), 'staff [user]', and 'sysadmin'. Below the input fields are two buttons: 'Send message' and 'Cancel'. At the bottom of the form, there is a copyright notice: 'COPYRIGHT © 2012 APERTURE TEAM'.

Broadcast notifications

To send a message to all users with a given role (eg. to all volunteers or all staff), simply enter the the name of the role instead of a username in the TO field. The roles which can be sent to are as follows:

- volunteer - All volunteers
- staff - All staff members
- admin- All administrators

It is possible to send messages to multiple roles in the same way as it is possible to send to multiple users, by entering multiple roles in the TO field separated by commas.

Running Reports

The reports page allows administrators and staff to generate and display the total time each volunteer has signed up for within a range of dates.

To use the reports functionality, first select the start and end dates on which the report should be generated, and then click the 'GO' button. To download a copy of the report to your hard disk instead of displaying it on the page, select the 'Save to .csv' checkbox before clicking the 'GO' button.



The screenshot shows the 'Run Reports' page of the Portland Tennis & Education website. The navigation bar at the top includes links for HOME, CALENDAR, AGENDA, MESSAGES, RUN REPORTS (which is highlighted), USERS, and GROUPS. A LOG OUT button is located on the right side of the navigation bar. Below the navigation bar is the website's logo, which features a stylized tennis racket and the text 'PORTLAND AFTER SCHOOL TENNIS & EDUCATION'. The main content area contains a form with two input fields labeled 'Start Date' and 'End Date', a 'GO' button, and a checkbox labeled 'SAVE TO .CSV'. At the bottom of the page, there is a copyright notice: 'COPYRIGHT © 2012 APERTURE TEAM'.

Admin

The administrator role; has all of the abilities of the volunteer and staff roles, and the additional ability to create, delete, and update user accounts and groups.

Feedback

A written communication sent by a volunteer user to a designated e-mail address via the system.

Group

A classification which can be applied to calendar shifts. These represent different age groups volunteers can work with.

Message

A written communication sent from one user to some number of other users via the system.

Role

A classification and set of abilities and permissions which can be granted to a user.

Staff

The role for staff members; has all of the abilities of the volunteer user, and the additional ability to view user profiles, send messages, generate reports, view and edit calendar shifts created by all other users, and use the AGENDA calendar view.

User

Anyone with valid login credentials for the system.

Volunteer

The role for volunteers; can create new shifts and view their own shifts on the calendar, receive messages, and send feedback.