Software for Non-Profit Organization Bookkeeping

User Manual

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**1.Introduction**

This user manual will tell you about all of the actions that you can take on our website. This is meant to be used by all members of the organization so some actions are locked to some users. If you are unsure if you can participate in an action the account system is set up in a bit of a tier system. Admin accounts are at the top, followed by donor accounts, then Volunteers and then unregistered users. You will have permission to use all actions in your tier and the ones below it.

**1.1 System Requirements**

This product will run on most mainstream operating systems with most mainstream internet browsers.

**2.Getting Started**

Any person is able to visit the webpage. You are able to see the events that are being held. However, it is required to have an account to do any of the other actions. A regular new user that wants to make an account can make one of two kinds: a volunteer account or a donor account. To do this, select the button that says “create new account”. It will require that you fill in some basic contact information as well as information to identify you as. If you wish to donate money to the cause, you will pick donor, with this account you will be allowed to donate as well as volunteer for any of the events that are hosted. If you only wish to volunteer at the events then a volunteer account is the best. You are unable to become an admin by yourself, that must be done through the organization itself and is an entirely different process. Once an account is selected the user is now able to do any of the actions that they are allowed to do.

**3.Volunteer Actions**

As a volunteer you are allowed to sign up to work at events.

**3.1 Volunteer for an Event**

On the event page you are able to select any event and select the option to volunteer for an event at a set time. You will be unable to sign up for any other events that happen at the same time in different locations. You should receive a prompt after selecting to volunteer at the time saying that it went through properly and the number of volunteers needed will go down.

**3.2 Cancel Volunteer for an Event**

The user may also cancel volunteering for an event in a similar way to signing up for one. If a user is signed up to work an event there should be an option next to that event for the user to cancel, the user can press that and then will be shown a prompt confirming the job is done.

**4.Donor Actions**

Donor accounts have the same abilities as volunteers but also may make restricted and unrestricted donations.

**4.1 Make Restricted Donation**

Making a restricted donation is making a specific donation to a certain event that is being hosted. This money will only be used by the organization for this event. This will be done by selecting an event to donate to and filling out the requisite information.

**4.2 Make Unrestricted Donation**

Making an unrestricted donation will send money to the organization that can be used for any of its needs. Money sent here can be used as a tax break as this is a real non-profit. This can be done by selecting the donation button and then choosing the unrestricted option.

**5 Administration Action**

Admins manage events and users, they are also able to look at the data that is stored through this website about its finances and volunteers.

**5.1 Create Account**

The main use of this function is that they may create a new admin account. They are the only people that can create a new account of this type. A user is unable to do this so the information must be filled in by a current admin. This can be done through the button “create account” or through the database directly though this is not recommended.

**5.2 Delete Account**

This will do what is called a soft delete. The account will no longer be valid, the information such as hours volunteered or money donated will remain for the use of the organization. This can be done by entering the delete account screen and entering the name of the user.

**5.3 Review Data**

Enter the summary page and fill in the name of the person that you wish to get information about. It will return the hours volunteered and the amount of money donated.

**5.4 Create Event**

With an admin account a new option will be opened up to the account user, to create an account, times and dates must be input along with a name and required number of volunteers, once the event is posted the user will be notified and other users will be able to see it on the events page.

**5.5 Delete Event**

In the event page the admin also has the ability to select an event and delete it completely. If this happens the admin is given a notification that it was successful and the event will no longer be visible to any of the other users as well.

**6.Glossary**

**Admin-** Short for administrator account

**Permissions-** The ability to use the function based on the account status.