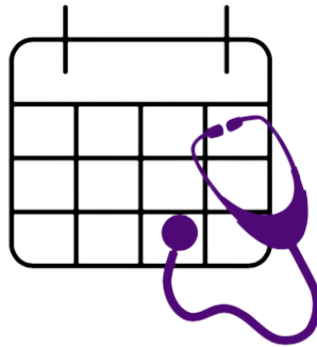


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# TCU & UNTHSC Volunteer Scheduler



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**User Manual**  
Version 1.2

## Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
04/18/2021	1.0	Added property files instruction	Lydia Pape
04/18/2021	1.1	Added System Structure section	Maria Amoros
04/18/2021	1.1	Added Introduction and Using System sections	Peyton Freeman
04/30/2021	1.1	Added “an important note on deleting events”	Lydia Pape
05/03/2021	1.1	Expanded properties file instructions	Lydia Pape
05/04/2021	1.2	Expanded all sections with supplementary instructions/details	Lydia Pape
05/04/2020	1.2	How to add/delete users in the user management component	Maria Amoros

# Table of Contents

<b>Introduction</b>	<b>4</b>
1.1 Purpose	4
1.2 Project Overview	4
<b>System Structure</b>	<b>4</b>
2.1 Types of Users	4
2.2 System Organization and Navigation	5
<b>Using the System</b>	<b>6</b>
3.1 User Access	6
3.2 Browsing the Calendar	7
3.3 Signing Up for Events	7
3.4 Using the Dashboard	7
3.5 Check-In/Out	8
3.6 Generating Reports	8
3.7 Creating/Deleting Events	8
3.8 Editing Events	9
3.9. User Management	9
<b>Changing Properties</b>	<b>9</b>
4.1 How to change variables in the properties file	9

# 1. Introduction

## 1.1 Purpose

The purpose of this user manual is to provide the information necessary for faculty and volunteers to make effective use of the volunteer scheduler designed by the SOM Volunteer team at Texas Christian University.

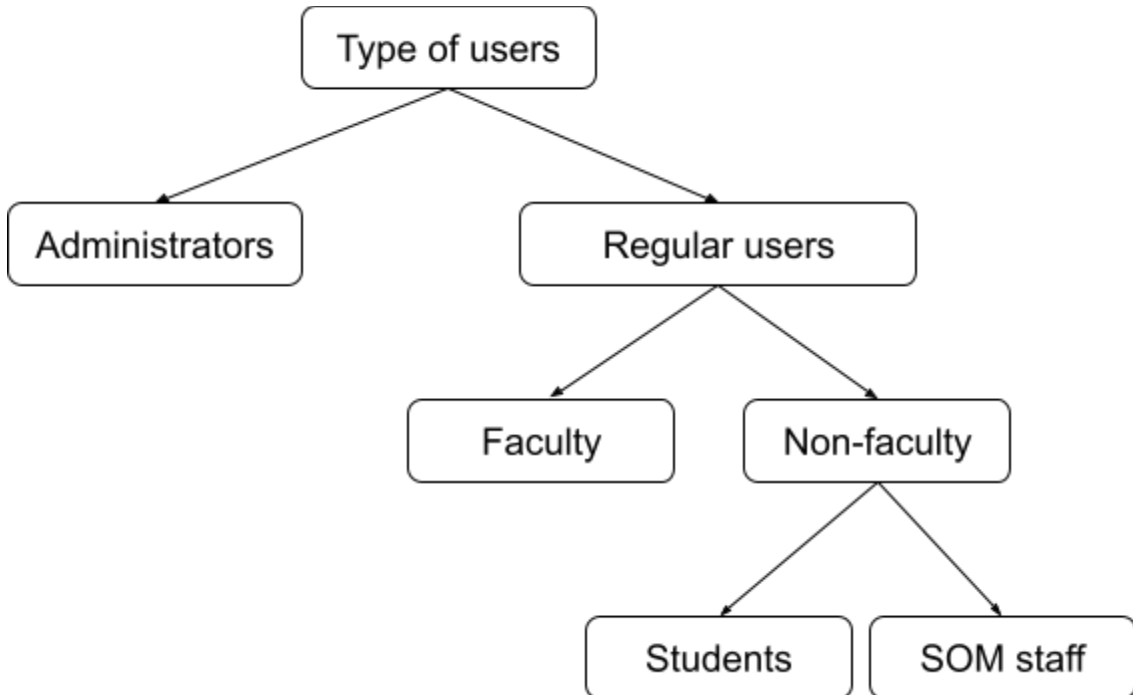
## 1.2 Project Overview

The goal of this project is to provide a platform for students and faculty at TCU & UNTHSC School of Medicine to register for volunteer events and record the hours they spend at these events. Our web application allows administrators to post events that can be viewed by users. Users can choose to sign up for events, at which point the system will track their scheduled attendance. The check in/out feature of the application allows users to verify the hours they have volunteered and log these hours with the system. Administrators can use this data to generate reports on student activity.

# 2. System Structure

## 2.1 Types of Users

There will be different types of users for the SOM Volunteer scheduler, and the visibility for the users will differ depending on the category the specific person falls in. Below, can be seen how users are divided in the system. However, the differences on the screen visibility and permissions will be based on whether the user is an administrator or a regular user.



The navigation bar will have the following options for regular users:

- Profile
- Calendar
- Check-in and check-out
- Logout

The navigation bar will have the following options for the administrators:

- Profile
- Calendar
- Event management
- User management
- Check-in and check-out
- Reports
- Logout

Not every user will have access to the system. Only those who are students, faculty and staff of the TCU & UNTHSC Medical school will have credentials provided by the administrator to be able to use the system.

## 2.2 System Organization and Navigation

The available components are shown below and each of the different features each component has available for the users.

- Profile

- Completed hours
- Hours to complete
- Upcoming events
- Past events
- Calendar
  - View of events
    - Month
    - Week
    - Day
  - Sign-up for events
- Event management
  - View event information
  - View event's attendance
  - View event's sign-up and waitlist divided between by faculty and non-faculty
  - Modify event
  - Delete event
  - View event's status
- User management
  - Add users in bulk or individually using Excel sheets
  - Delete users in bulk or individually using Excel sheets
- Check-in and check-out
  - Check-in for an event
  - Check-out for an event
- Reports
  - Create reports for individual users
  - Create reports based on a specific event
- Logout

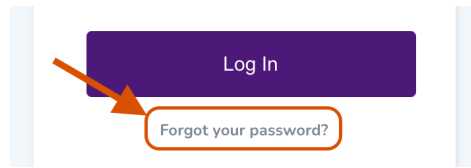
## 3. Using the System

### 3.1 User Access

Administrators will create user accounts consisting of an email and password. These credentials will be used at the login screen displayed before access is granted to the application.

- New accounts will be given a default password which the person can change using the email associated with their account. **To change your password with the system**, use the "Forgot your password?" link on the login page. You will be prompted to enter your email address (whichever email address is associated with

your account; probably your TCU email address) and then a special link will be sent to that email address which you can use to set a new login password.



### 3.2 Browsing the Calendar

The calendar is where events eligible for registration will be displayed. It displays the name, date, and time events occur. Clicking on the box of a desired event will direct users to a page where they may view all of its details and register for it. The calendar can be viewed by month, day, or week.

### 3.3 Signing Up for Events

A separate page is generated when clicking on an event in the calendar. This page displays the details of the specified event, including start date, end date, and comments from an administrator that may be relevant to the event. A user can choose to go back to the calendar with the “Back” button or sign up for an event with the “Sign Up” button. Should they choose to sign up, they will be redirected to their dashboard. If their attempt to sign up was successful, the event will immediately appear under “Upcoming Events” in their dashboard. If it doesn’t appear, the most likely explanation is that the event was already full, and the user was put on the waitlist. If enough people cancel their registration for that event, the user will be pulled from the waitlist and the event will then show up in the Upcoming section the next time they visit their dashboard.

### 3.4 Using the Dashboard

The dashboard is the hub of the application. It contains the current user upcoming and past events. Additionally, it keeps track of volunteer hours the user has completed and the hours still required. The dashboard is also where users can manage their event registration. Each event listed under Upcoming has a button labeled “Remove” that will cancel the user’s registration, removing them from the signup list.

### 3.5 Check-In/Out

When a user attends an event, they can check in at a page designated check-in/check-out. This page will display the events they are currently registered for and give a selection of times to choose from. A user can select from these times, recording it

in the system as their designated check-in time. This process is repeated in the lower section of the page when a user leaves the event and checks out. The time they spent at the event is then recorded and added to their overall completed hours.

### 3.6 Generating Reports

Administrators have the option to generate a report for an event or a student. Student reports contain the hours completed and events attended by the specified student. Event reports contain information on the attendance of a specified event. Student reports can be generated by ID# or by email; the latter is recommended because there is currently no way implemented for the admin to see what ID#s are assigned to students in the database (these ID#s are completely separate from/unrelated to their TCU ID# and Firebase ID#). For event reports, the event ID# is required; it can be viewed easily for each event in the Event Management page.

### 3.7 Creating/Deleting Events

The creation of events is facilitated in the “Event Management” tab of the navigation bar. Only administrators have the ability to access this feature. All events, past and future, are displayed in a list. Next to each event is a button to “Edit” or “Delete” it. Above this list is a button called “Create New Event”. This button directs administrators to a form in which they fill in the information of an event they wish to create. Once this form is filled, the event is created and posted to the calendar for users to view. Created events can be deleted by pressing the “Delete” button next to their name in the Event Management list.

- If an event is created without (valid) start and end dates/times, it will not appear in the calendar for everyone to view, but it will still show up in the Event Management page and can be edited later to add dates/times. If an event is created with blank capacity fields (for faculty and/or non-faculty) then these fields will be saved as 0, and no volunteer will be able to sign up for the event or even put on a waitlist. This could be used to make an event inaccessible until the capacities are changed to non-0 values by editing the event.
- **A note on the above point:** Due to measures taken to ease the development process for the edit event feature, fields that are made empty (or 0) when editing an existing event will not be updated (the original value will be left in place). The only way to give an event 0 capacities is right when it is created; this change cannot be (re)applied afterward.
- **An important note on deleting events:** Deleting an old event will also delete all records of attendance to that event. This will also remove the associated hours from the total of every volunteer who attended. This should only be done if all necessary reports documenting attendance to the event have already been exported, and with the understanding that students’ hour totals may not be reflected accurately as a result. (It may make sense to track hour totals on a



per-year or per-semester basis, so that events can be deleted, and everyone's total hours reset, at the end of each term as necessary.)

### 3.8 Editing Events

Events can be edited after creation. This is done by clicking the "Edit" button next to the name of the event an administrator wants to edit in the Event Management list. This redirects the administrator to a form identical to event creation, but with the event's details already populating the form. Administrators can edit the information in this form to match the desired change they wish to enact. This form is then submitted and the alterations will take effect.

- As noted above, if any fields that were not already blank or 0 are made blank or 0 upon editing an event, those changes will not take effect. Any non-blank-or-0 updates should take effect. If uncertain about whether changes have taken effect, one can view the event's details directly after editing it.

### 3.9 User Management

The administrator needs to add and delete users from the user management component by using an Excel file. The number of users that can be added or deleted by using the bulk insertion feature can range from 1 to thousands. When uploading an Excel file, it needs to have a .xlsx extension (.csv files will not work or any other type of files). Also, the formatting of the Excel file is very specific and needs to be strictly followed for data to be parsed and inserted into the database correctly. The format is as follows: In the first field, it needs to have the last name and the first name separated by a comma. In the second field, there needs to be the email, and in the last one, the graduation year. For faculty, the graduation year should remain empty. For a visual example on how the .xlsx file needs to look, refer to the image below.

	A	B	C
1	<b>Student Name (last, first)</b>	<b>Email</b>	<b>Grad Year</b>
2	Durbin, Riley	<a href="mailto:riley.durbin@tcu.edu">riley.durbin@tcu.edu</a>	2021
3	Amoros, Maria	<a href="mailto:maria.v.amorosortega@tcu.edu">maria.v.amorosortega@tcu.edu</a>	2021
4			
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## 4. Changing Properties

### 4.1 How to change variables in the properties file

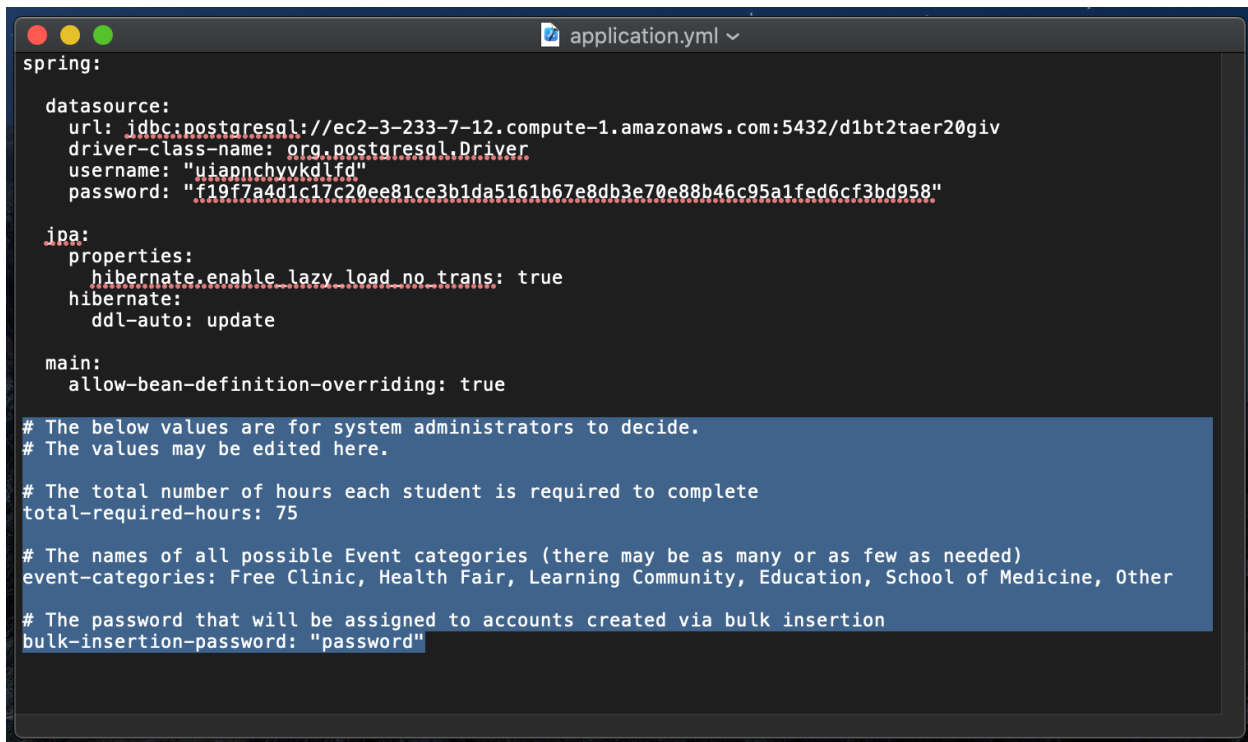
- Github repository: Server-Volunteer-App
  - src
    - main
      - resources
        - application.yml

This file can be opened in any IDE or simple text editor, or within Github itself in the browser. The values (not the names) of the three fields at the bottom can be changed as needed. When finished, commit and push the change to Server-Volunteer-App's main branch. The web application will be redeployed automatically and may take a few minutes to go back up.

Every line in application.yml that starts with “#” is a comment, meaning its contents will not affect the file's functionality in any way. Comments can be added, dropped, or modified without changing anything about the site.

Total required hours should be a number (a decimal or whole number should work). Event categories should be a list of names, separated by commas as shown below. Spaces within category names are okay. Bulk insertion password should be a string that can be used as a (temporary) password; this will be subject to Firebase's password formatting restrictions.

If you're wondering about what types of values are allowed, it's okay to experiment with different values for these fields and see how they are reflected in the site (the event category options presented upon creating or editing an event; the hours remaining shown for a student; in/ability to log in with a new account created via bulk insertion). Putting faulty values may affect how the site runs in the short term by causing internal errors, but changes to these values will not mess up the data already being stored or permanently break the site. (Students' hours remaining are recalculated frequently, for example, so temporary changes to total hours required will only temporarily affect this value.) (If users are bulk-inserted with a faulty password somehow, they can be bulk-removed without ever having to gain access to those accounts, and then reinserted with a different password as necessary.)



```
spring:
  datasource:
    url: jdbc:postgresql://ec2-3-233-7-12.compute-1.amazonaws.com:5432/d1bt2taer20giv
    driver-class-name: org.postgresql.Driver
    username: "uiapnchyvkdld"
    password: "f19f7a4d1c17c20ee81ce3b1da5161b67e8db3e70e88b46c95a1fed6cf3bd958"
  jpa:
    properties:
      hibernate.enable_lazy_load_no_trans: true
    hibernate:
      ddl-auto: update
  main:
    allow-bean-definition-overriding: true
# The below values are for system administrators to decide.
# The values may be edited here.
# The total number of hours each student is required to complete
total-required-hours: 75
# The names of all possible Event categories (there may be as many or as few as needed)
event-categories: Free Clinic, Health Fair, Learning Community, Education, School of Medicine, Other
# The password that will be assigned to accounts created via bulk insertion
bulk-insertion-password: "password"
```

(application.yml, opened in TextEdit with the fields in question highlighted.)