

# Team Aptiv 2021

# User Help Manual

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The user help manual for Team Aptiv was designed to help users better understand the website. Details are provided in this manual that describe the functionalities of the website, the different pages, and the ways users can interact with the interface.

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## Section 1: Overview of User Functionalities

Team Aptiv is a web application that is hosted on a Heroku server for the Software Engineering IV (CS 341) course at the University of Wisconsin – La Crosse. The website was first published in the Fall of 2021. Team Aptiv was created for the nonprofit organization Aptiv and aims to help further the company's goals of enabling individuals who are disabled by promoting community involvement in different events that support those with special needs.

Team Aptiv supports a variety of features that individuals can utilize when exploring the website. There are three different kinds of users that have a unique set of privileges for the website. The first kind of user is a **regular user**. An unregistered user has no account with the Team Aptiv website. A regular user can view the events and explore the different pages of the website but is unable to volunteer for events or donate to events.

A **registered user** is a user that has an account with the website and is broken into three separate categories of users with accounts: Volunteer, Donor, or Admin. A user with an account that is a "Volunteer" is a user who has not yet donated to any events. The category of registered users is displayed as a "Status" heading in the user's profile on the website. A user that has donated to an account has a status of "Donor" for Team Aptiv. Volunteers and Donors have the same privileges for the website. The admin user, however, has access to additional functionalities.

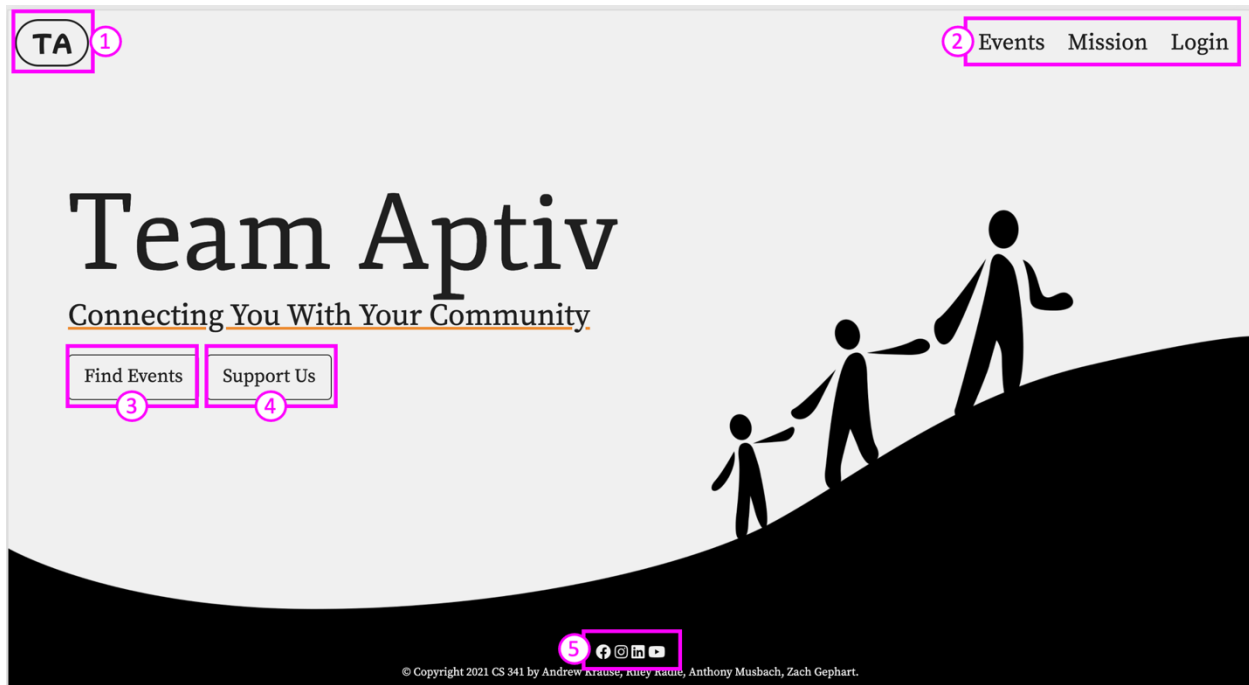
The **admin user** has all the privileges as registered users as well as some additional capabilities. In addition to volunteering for events and cancelling sign-up timeslots, the admin can create events, cancel events, and reschedule events. The admin user can also deactivate and activate user accounts. Out of all the users, the admin has the most privileges and is responsible for helping to maintain the Team Aptiv website.

The following pages outline the different components of the website such as the Mission Page, which explains why Team Aptiv was created. The pages in this user manual also explain the various usability principles for the web application.

## Section 2: Home Page and Mission Page

The **Home Page** provides a user with a simple interface that they can interact with to navigate to additional pages on the website.

The **Mission Page** contains information about the mission statement of Team Aptiv as well as provides the user with the help manual you are reading right now. An option to make an unrestricted donation to the organization is also given on the **Mission Page**.



### Home Page:

1. Team Aptiv icon brings user back to the home page when clicked.
2. The navigation bar contains three links that will bring the user to the “Events” page, the “Mission/About” page, and the “Login” page.
3. The “Find Events” button brings the user to the “Events” page when clicked.
4. The “Support Us” button brings the user to the “Mission/About” page when clicked.
5. The links at the bottom of the page brings the user to the websites Aptiv is present on.

The screenshot shows a web page layout for Team Aptiv. At the top left, there is a circular icon with the letters 'TA' and a small number '1' next to it. At the top right, there is a navigation bar with three links: 'Events', 'Mission', and 'Login', with a small number '2' next to the 'Events' link. The main content area is divided into two columns. The left column has a heading 'Our Mission' followed by a paragraph of text and a bulleted list of three items. The right column has a heading 'Donate to Team Aptiv' followed by a text input field and a 'Place Donation' button with a small number '3' next to it. Below that, there is a heading 'Having trouble with the site?' followed by a button that says 'Download Help Manual for Website' with a right-pointing arrow and a small number '4' next to it. At the bottom of the page, there is a black footer area with social media icons and a copyright notice. On the right side of the footer, there is a white bar chart icon with three bars of increasing height and a flag on top of the tallest bar.

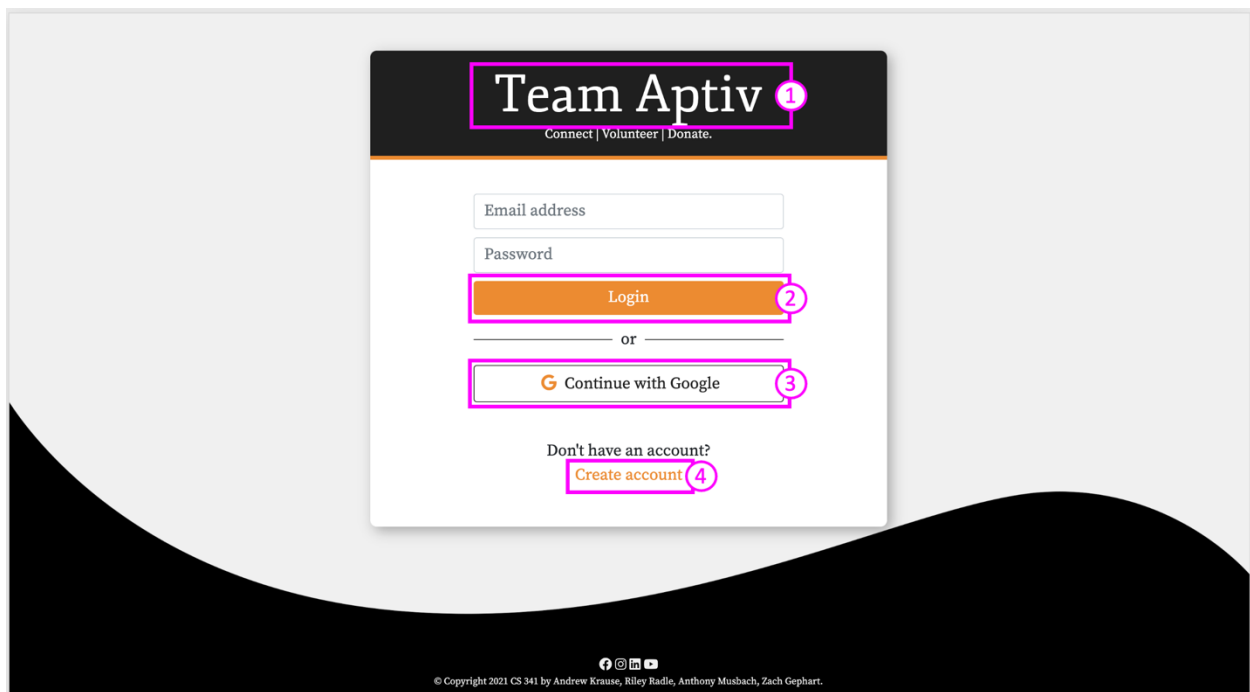
## Mission Page:

1. Team Aptiv icon brings user back to the home page when clicked.
2. The navigation bar contains three links that will bring the user to the “Events” page, the “Mission/About” page, and the “Login” page.
3. The “Place Donation” completes a donation with an amount specified by the user to the Team Aptiv organization.
4. The button, “Download Help Manual for Website”, downloads the user help manual that you are reading right now.

## Section 3: Logging In/Creating an Account

The **Login Page** provides a user that has a registered account the ability to login and view their profile on the Team Aptiv website.

If a user does not already have an account and wants to register a new account with Team Aptiv, they have the option to create an account as well on the **Registration Page**.



### Login Page:

1. “Team Aptiv” text brings user back to the home page when clicked.
2. The “Login” button will log the user into their account and bring the user to their profile page. If a user does not have an account or provides the incorrect login information, they will be alerted by the website.
3. The “Continue with Google” button allows the user to login to their account for Team Aptiv using their Google account.
4. If the user already does not have an account with Team Aptiv, they can click the “Create Account” link to access the account registration page.

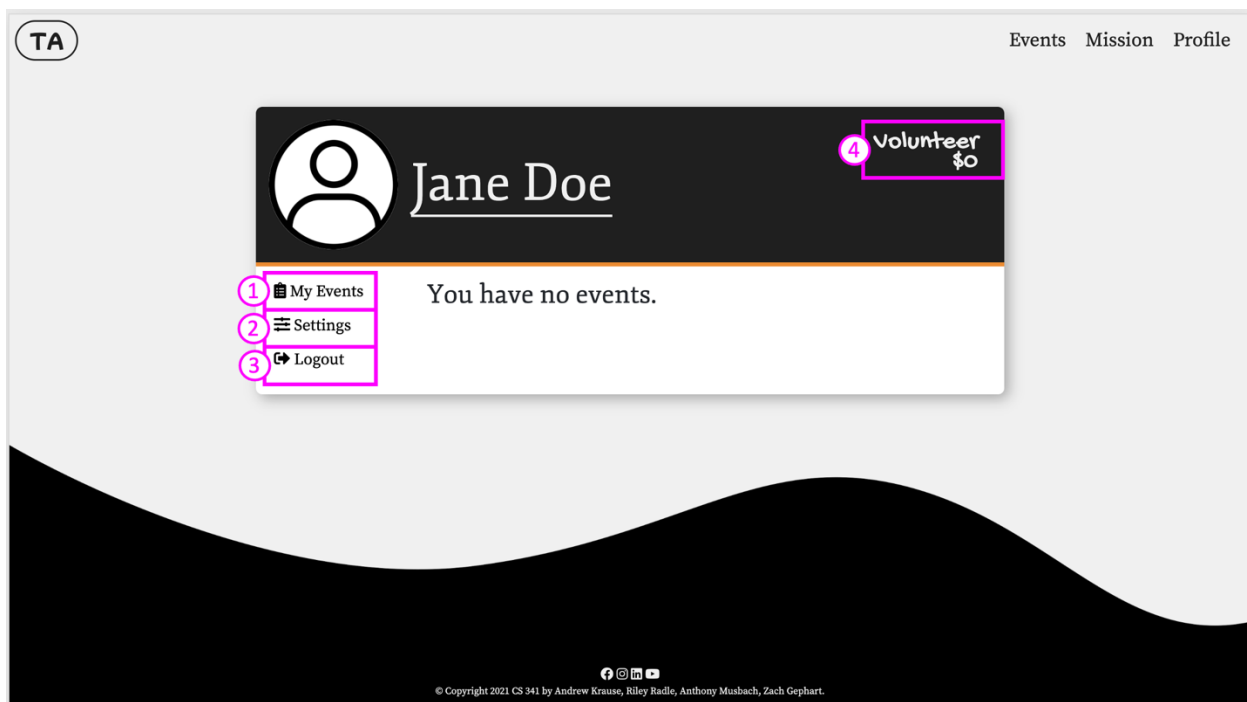
The image shows a registration form for Team Aptiv. The form is centered on a white background with a black header and footer. The header contains the text "Team Aptiv" in a large, white, serif font, with a small pink circle containing the number "1" next to it. Below the header, the text "Connect | Volunteer | Donate." is displayed in a smaller, white, sans-serif font. The form itself consists of four input fields: "First name", "Last name", "Email address", and "password". Below these fields is a pink "Register" button with a pink circle containing the number "2" next to it. Underneath the button is the text "or" in a small, black, sans-serif font. Below "or" is a white button with a pink border and a pink circle containing the number "3" next to it, labeled "Continue with Google". Below this button is the text "Already have an account?" in a small, black, sans-serif font. Below this text is a pink "Login" link with a pink circle containing the number "4" next to it. At the bottom of the page, there are social media icons for Facebook, Instagram, LinkedIn, and YouTube, followed by the copyright notice: "© Copyright 2021 CS 341 by Andrew Krause, Riley Radle, Anthony Musbach, Zach Gephart."

## Registration Page:

1. “Team Aptiv” text brings user back to the home page when clicked.
2. The “Register” button will create a new user account if the user account does not already exist, and the fields have been filled out correctly.
3. The “Continue with Google” button allows the user to create a new account for Team Aptiv using their Google account.
4. If the user already has an account and wants to login, they can click “Login” link.

## Section 4: User Profile

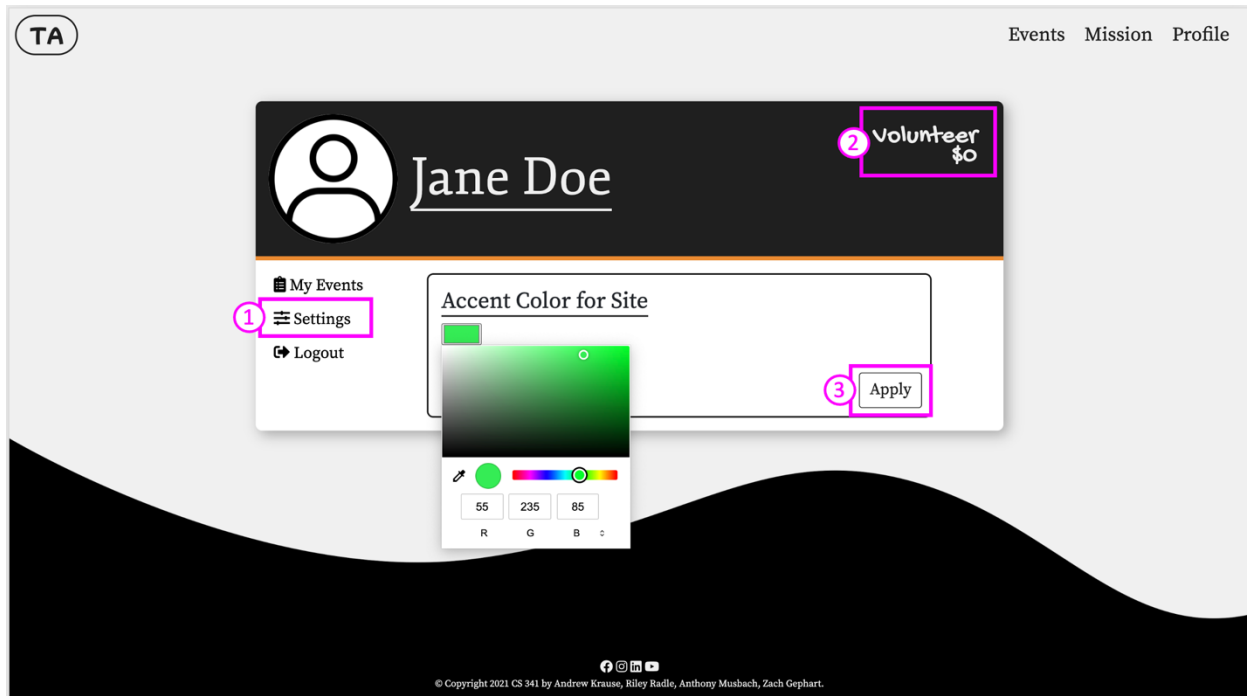
The **User Profile Page** displays a user profile picture icon as well as the status of the user, which can be “Volunteer” or “Donor. Three buttons are also provided on the left side of the user profile. The first button, “My Events”, allows the user to see all the events they have signed up to volunteer for. The “Settings” button allows the user to change the font size and color scheme of the website (see **User Profile Page Settings – Color Scheme** on page 9 and **User Profile Page Settings – Font Size** on page 10). The “Logout” button securely logs a user out of their Team Aptiv account.



### User Profile Page:

1. “My Events” displays all events the user has volunteered for.
2. “Settings” allows user to change font size and color scheme of website.
3. “Logout” logs the user securely out of their Team Aptiv account.
4. The status heading displays user status. A user is a “Volunteer” until they donate. After donating, the user status is changed to “Donor”.





## User Profile Page Settings – Color Scheme:

1. The “Settings” button allows the user to change the font size and color scheme on the website. The option to change the font size is hidden behind the color pallet in the screenshot above.
2. As mentioned on the previous page, the user status is displayed as a heading on the user profile page. The initial status of all registered users is “Volunteer”. The total donations that the user has given to all events is also listed below the user status.
3. Whenever the user changes the color scheme, they can click the “Apply” button to apply all the changes they made to the website.

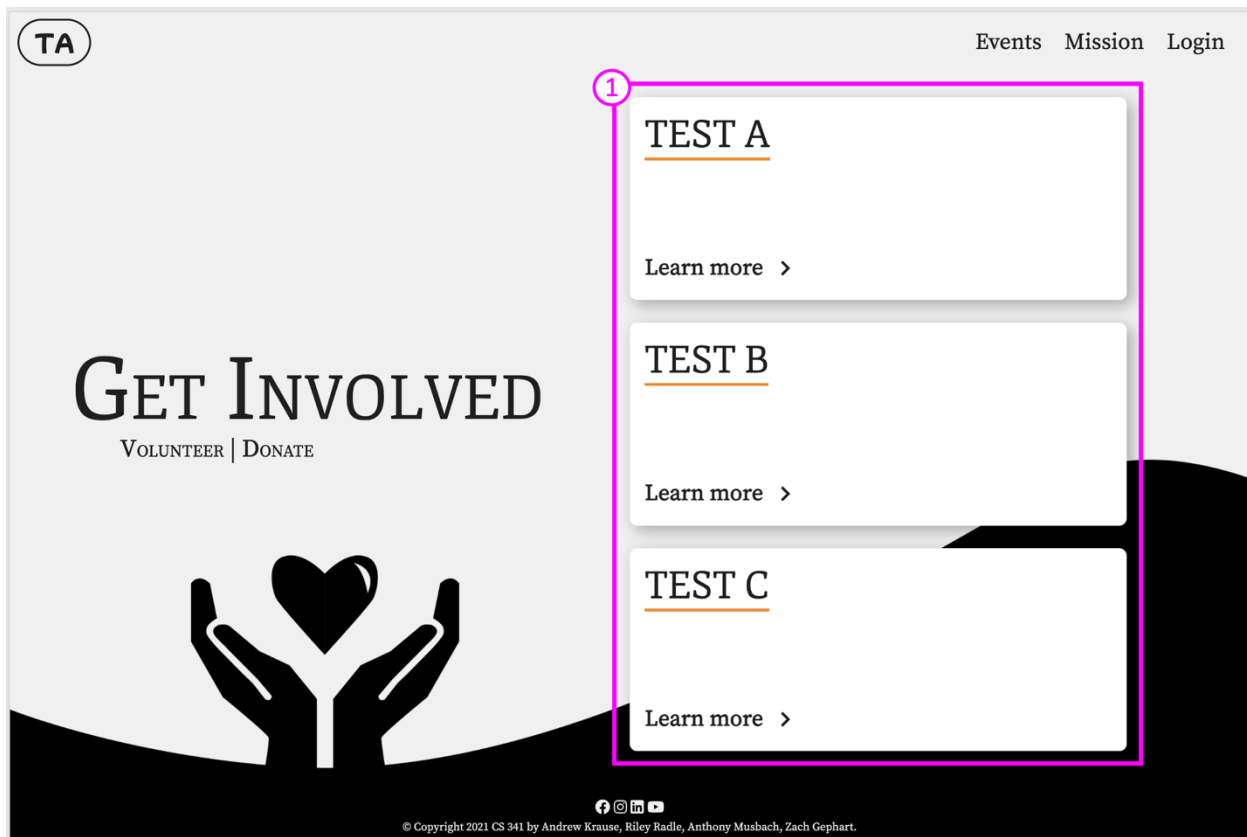


## User Profile Page Settings – Font Size:

- 1.** The “Settings” button allows the user to change the font size and color scheme on the website. The option to change the font size is hidden behind the color pallet in the screenshot above.
- 2.** The user can change the font size of all the text on the Team Aptiv website. The user can choose a “Normal” font size, a “Large” font size, or an “X-Large” font size for the text on the website.
- 3.** Whenever the user changes the font size, they can click the “Apply” button to apply all the changes they made to the website.

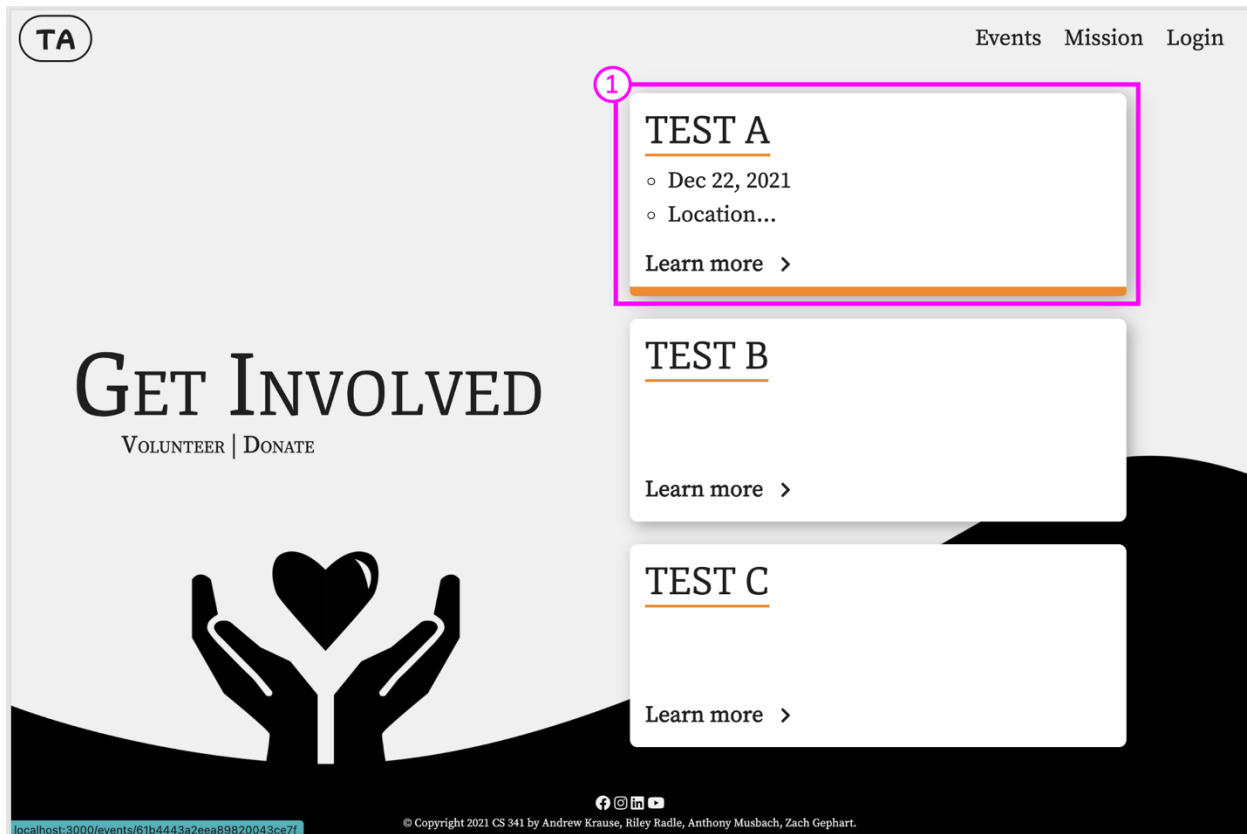
## Section 5: Events Page and Viewing Events

The **Events Page** allows any user to view the different events that Team Aptiv has posted to the website. A user can **Select an Event** by clicking any event to view additional event details on the event's **Specific Event Page**.



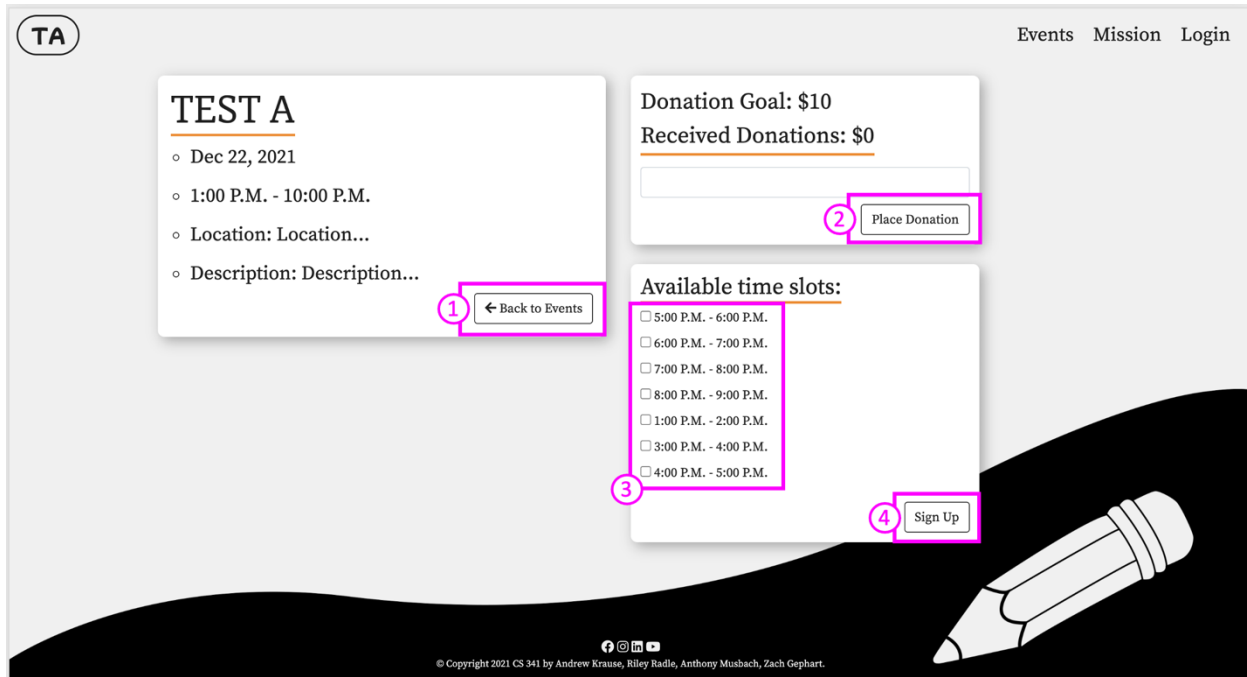
### Events Page

1. The events for the website are listed out on the events page for all users to view.



## Select an Event

1. A user can click any event and will be brought to that event's specific page. Whenever a user hovers over an event, more details appear as shown above.



## Specific Event Page

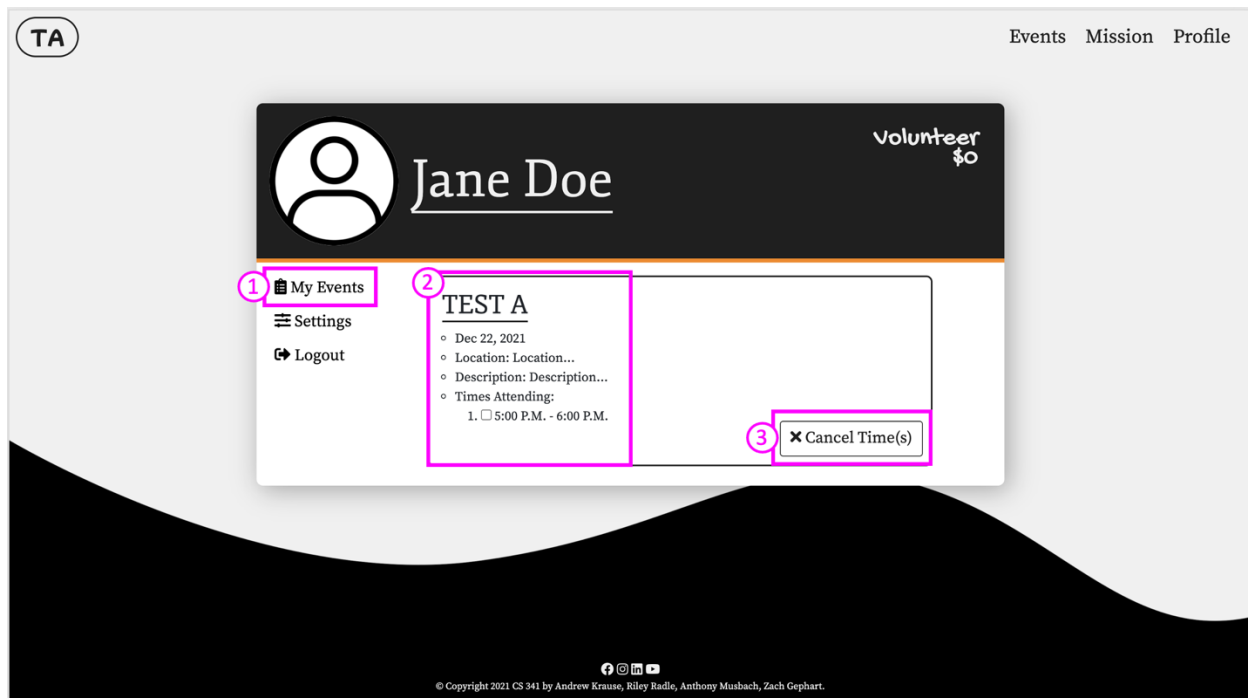
1. The “Back to Events” button brings the user back to the Events Page
2. The “Place Donation” button allows a registered user to make an unrestricted donation to the event.
3. The time slots that the user can sign up for are listed on the event’s Specific Event Page. There can be one user per timeslot. When a user signs up for a timeslot, that timeslot can no longer be viewed by other users.
4. The “Sign Up” button allows a user to sign up for one or more of the timeslots that they have selected for the event. If there are no event conflicts that result from the user signing up for one or more timeslots, the timeslots will be added to the user profile.

## Section 6: Sign Up for Events

A registered user can sign up for events on the Team Aptiv website. If a user successfully signs up for an event, an **Event Sign Up Confirmation** message appears. Otherwise, a message indicating that the user is unable to sign up for the event is generated. An example of a user being unable to sign up for one or more timeslots is in the case of already being signed up for an event that has a timeslot or timeslots that conflict with the timeslot(s) that the user is trying to sign up for. The user can view their **User Profile Page After Signing Up** for an event to view the timeslots they have selected.

### Event Sign Up Confirmation

1. Whenever a registered user successfully signs up for one or more timeslots for a given event, a confirmation message will appear informing the user that their sign up was processed.

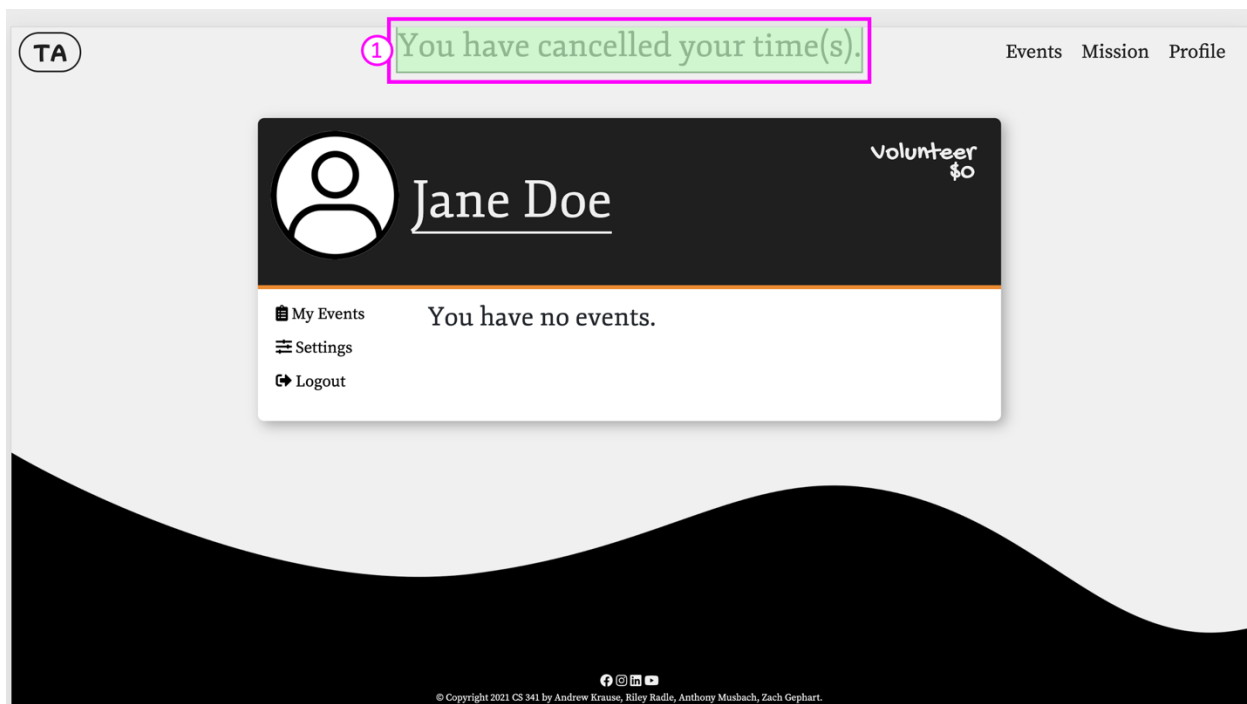


## User Profile Page After Signing Up

1. A user can view an event that they have signed up for, specifically the timeslot(s) that they have selected for the event, by clicking the “My Events” button.
2. The event that the user has signed up for by selecting one or more timeslots is shown on the user profile when the user clicks the “My Events” button.
3. The user has the option to cancel one or more of their timeslots (if they have more than one timeslot that they signed up for) by clicking the “Cancel Time(s)” button that appears under each event that user is attending. If they user does not select any checkboxes and clicks the “Cancel Time(s)” button, then a message will appear prompting them to select at least one checkbox.

## Section 7: Cancelling Event Sign-ups

Registered users not only can sign up for event timeslots to volunteer but can also cancel event timeslots that they have signed up for. When a user successfully cancels an event timeslot, that timeslot is removed from their user profile and an **Event Cancellation Confirmation** message appears affirming the user that their request to cancel their timeslot(s) was processed. Users can cancel multiple timeslots at once.



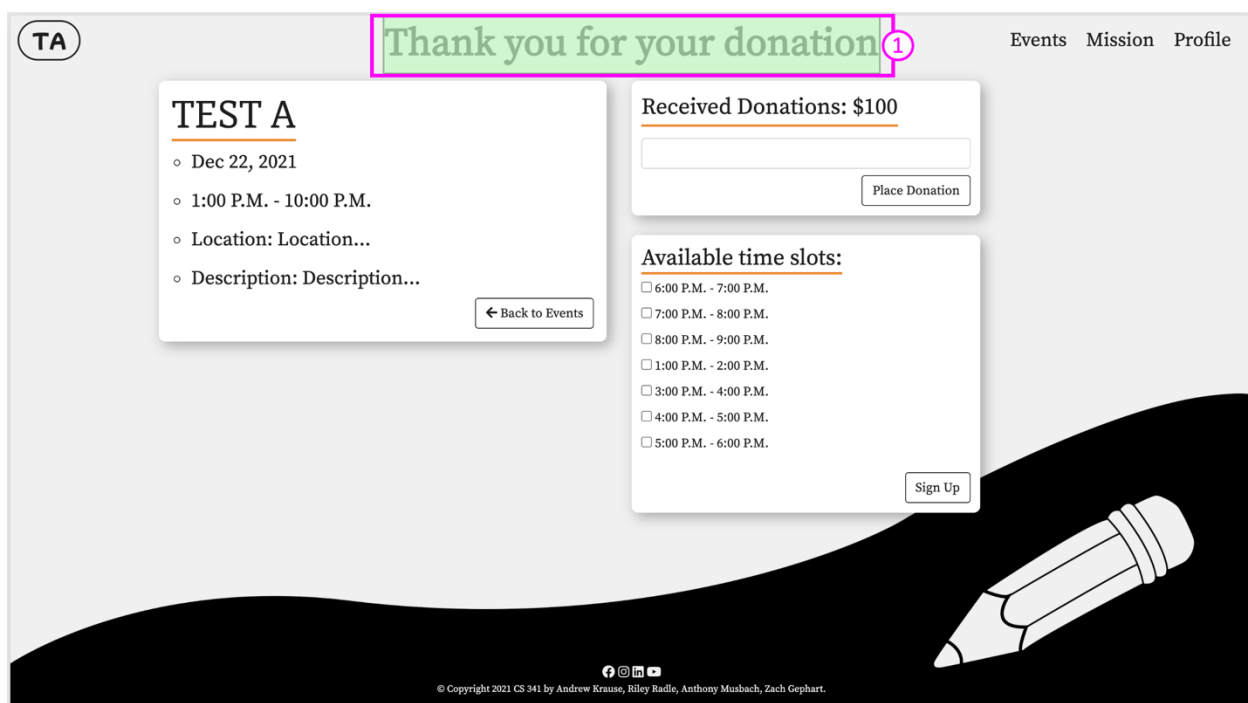
### Event Cancellation Confirmation

1. Whenever a registered user successfully cancels one or more timeslots, a cancellation confirmation message appears to inform the user that their request was successfully processed.



## Section 8: Donating

A registered user has the option to donate to events on the Team Aptiv website as well as donate to the Team Aptiv organization on the **Mission** page. Data validation is implemented to ensure that the user provides the correct monetary values (in U.S. dollars) for the event they are donating to. A confirmation message appears after the user completes a donation to an event or to the Team Aptiv organization. The number of donations received for a given event are displayed on that event page.



### Confirmation Message after Donating to Event

**1.** A confirmation message appears after the user clicks any “Place Donation” button (assuming the correct monetary values have been provided). The message thanks the user for their donation to the event or organization.

## Section 9: Admin Profile and Functions

The admin is a user with privileges that are not granted to other users of the Team Aptiv website. In addition to inheriting all the privileges that other users are granted on the website, the admin is given additional capabilities. The **Admin Profile Page** contains additional functionalities such as **Viewing Users, Deactivating User Accounts, Activating User Accounts, Cancelling Events, Viewing Cancelled Events, Rescheduling Events, and Creating Events**. Images of the Admin features begin on page 19.

The screenshot shows the Admin Profile Page. At the top left is a 'TA' logo. At the top right are links for 'Events', 'Mission', and 'Profile'. The main header area contains a user profile for 'ADMIN' with a status of 'Admin \$0'. Below this is a sidebar menu with six items: 'See Users', 'My Events', 'Cancelled', 'New Event', 'Settings', and 'Logout'. The main content area displays 'User Donations to Aptiv: \$1050' and lists two users: Andrew Krause and Jane Doe. Each user profile includes their username, status, total donations, and total volunteer hours. A 'Deactivate Account' button is visible next to each user profile.

## Admin Profile Page and Viewing Users

1. The “See Users” button allows the administrator to view all the users that are registered and have accounts with the Team Aptiv website.
2. The “My Events” button allows the admin to see all the events they have volunteered for.
3. The “Cancelled” button allows admin to see events they have cancelled.
4. The “New Event” button allows the admin to create a new event.
5. The “Settings” button allows the admin to change the color scheme and font size of the website.
6. The “Logout” button securely signs the admin out of their account.
7. The heading displays the status of the admin, which is “Admin” as well as the total donations made by the admin user to different events and the Team Aptiv organization.
8. The admin can view various statistics related to each user.
9. The admin can deactivate a user account by clicking the “Deactivate Account” button.

The screenshot shows an admin dashboard with a dark header and a light sidebar. At the top left, there is a 'TA' logo. A green notification box at the top center contains the text '1 You have deactivated the user account.' with a circled '1'. The main content area is titled 'ADMIN' and shows 'User Donations to Aptiv: \$1050'. Below this, there are two user profiles: Andrew Krause and Jane Doe. Andrew Krause's profile has a circled '2' next to an 'Activate Account' button. Jane Doe's profile has a 'Deactivate Account' button. The sidebar on the left contains navigation links: See Users, My Events, Cancelled, New Event, Settings, and Logout. The footer contains social media icons and a copyright notice: '© Copyright 2021 CS 341 by Andrew Krause, Riley Radle, Anthony Musbach, Zach Gephart.'

## Deactivating User Accounts

1. A confirmation message appears after the admin clicks the “Deactivate Account” button for any user. When a user’s account has been deactivated by the admin, the user will be unable to sign into their account. It is the user’s responsibility to contact the admin about the issue.
2. When the admin has deactivated a user account by clicking the “Deactivate Account” button, that button changes to the “Activate Account” button. Therefore, the admin is given the ability to activate a user account again after deactivating it.

The screenshot shows the Admin interface for Team Aptiv. At the top, a green confirmation message states "You have activated the user account." The admin's profile is shown as "ADMIN" with a balance of \$0. A sidebar menu includes "See Users", "My Events", "Cancelled", "New Event", "Settings", and "Logout". The main content area displays "User Donations to Aptiv: \$1050" and lists two users:

- Andrew Krause**
  - Username: 61b445d52eea89820043ceea
  - Status: Donor
  - Total Donations: \$40
  - Total Volunteer Hours: 2:00
- Jane Doe**
  - Username: jane@doe
  - Status: Donor
  - Total Donations: \$100
  - Total Volunteer Hours: 0:00

Each user entry has a "Deactivate Account" button. A "TA" logo is in the top left, and "Events Mission Profile" links are in the top right. Social media icons and a copyright notice are at the bottom.

## Activating User Accounts

1. A confirmation message appears after the admin clicks the “Activate Account” button for any user.
2. The admin can view all the users accounts that are registered with the Team Aptiv website by clicking the “See Users” button.
3. When the admin clicks the “Activate Account” button to activate a user account, the button changes to the “Deactivate Account” button. Therefore, the admin is given the ability to deactivate the user account again after activating it.

TA

Events Mission Profile

## TEST A

- Dec 22, 2021
- 1:00 P.M. - 10:00 P.M.
- Location: Location...
- Description: Description...

← Back to Event **1** Cancel Event

Received Donations: \$100

Place Donation

Available time slots:

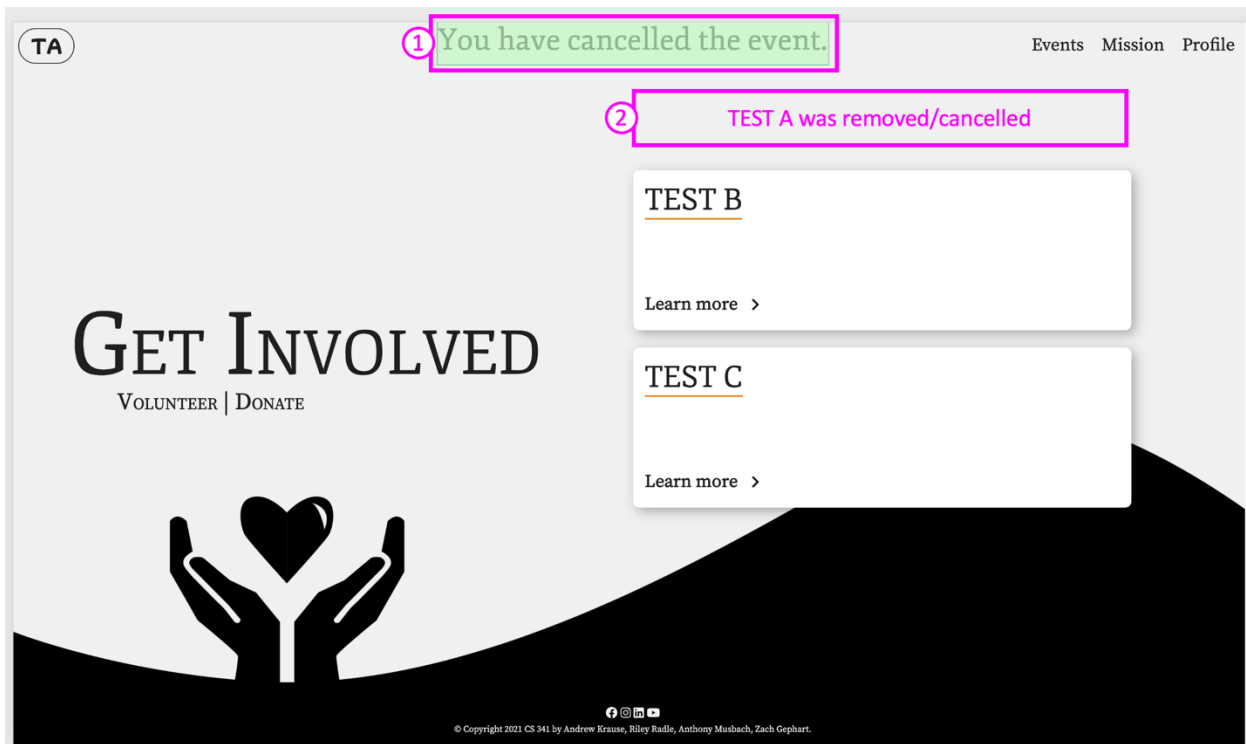
- 7:00 P.M. - 8:00 P.M.
- 8:00 P.M. - 9:00 P.M.
- 1:00 P.M. - 2:00 P.M.
- 3:00 P.M. - 4:00 P.M.
- 4:00 P.M. - 5:00 P.M.
- 5:00 P.M. - 6:00 P.M.
- 2:00 P.M. - 3:00 P.M.
- 9:00 P.M. - 10:00 P.M.

Sign Up

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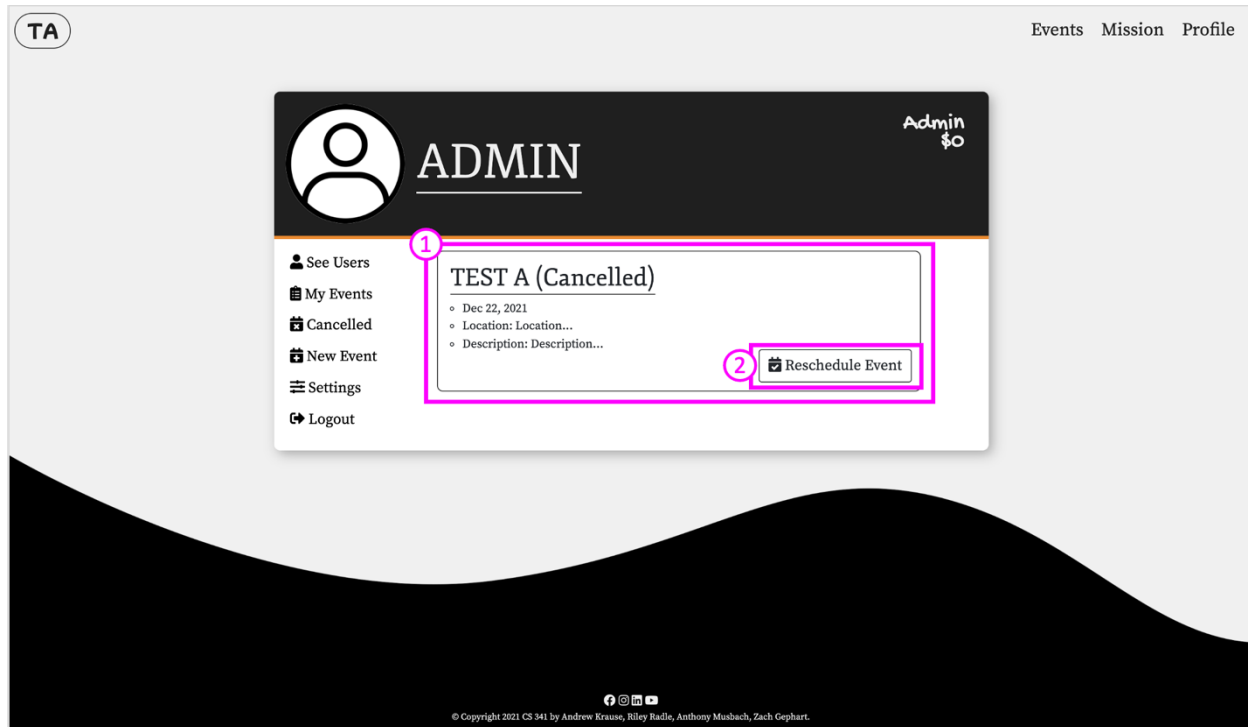
## Cancelling Events

**1.** On each page for an event on the Team Aptiv Website, the admin can view a button that is unavailable to regular users. The “Cancel Event” button enables the admin to cancel the event. When the event is cancelled, any user that has signed up for that event will see it with strikethroughs on the event text to indicate that it was removed by the admin. When the admin cancels an event, an **Event Cancellation Confirmation Message** will appear.



## Event Cancellation Confirmation Message

1. Whenever the admin clicks the “Cancel Event” button on an event page, the admin will be redirected to the events page that contains all the events listed out. An event cancellation message will then appear notifying the admin that their action was processed by the website.
2. In the image above, the event called Test A was cancelled by the admin and has been removed from the events list on the website.



## Viewing Cancelled Events

1. When the admin clicks the “Cancel Event” button on any event page, the event is placed in the admin profile under the “Cancelled” button. If the admin clicks the “Cancelled” button, the admin can view all the events that have been cancelled. The details of the event are listed out, but the timeslots are no longer shown.
2. Any event that the admin cancels can be rescheduled. In the context of this current version of the Team Aptiv website, to reschedule an event means to “un-cancel” the event. When the admin clicks the “Reschedule Event” button, the event is removed from the “Cancelled” section on the admin profile, is added back to the events list page on the website and is made available again to users who may have signed up to volunteer for the event (timeslots are restored). After the admin reschedules an event, an **Event Rescheduled Confirmation Message** is generated.



The screenshot shows an admin dashboard with a navigation bar at the top containing 'TA', a notification '1 You have rescheduled the event.', and links for 'Events', 'Mission', and 'Profile'. The main content area features a sidebar with options: 'See Users', 'My Events', 'Cancelled', 'New Event', 'Settings', and 'Logout'. The main panel displays 'User Donations to Aptiv: \$1050' and lists two users: Andrew Krause and Jane Doe. Each user entry includes their name, username, status, total donations, and total volunteer hours, along with a 'Deactivate Account' button. The footer contains social media icons and a copyright notice: '© Copyright 2021 CS 341 by Andrew Krause, Riley Radle, Anthony Masbach, Zach Gephart.'

## Event Rescheduled Confirmation Message

1. When the admin clicks the “Reschedule Event” button on their profile page, the admin is redirected to section on their profile page that displays all the users on the Team Aptiv website. A confirmation message is then displayed to the admin notifying them that their action of rescheduling or “un-canceling” an event was successfully processed.

The screenshot shows a web form titled "Create a New Event". The form has a dark header with the title in white. Below the header, there are several input fields: "Event name", a date field with a calendar icon, two time selection fields, "Location", "Description (optional)", "Needed volunteers", and "Donation Goal". At the bottom of the form, there are two buttons: "Create Event" and "Cancel". Both buttons are highlighted with pink boxes and numbered 1 and 2 respectively. The background of the page is light gray, and there are navigation links "Events", "Mission", and "Profile" in the top right corner. A "TA" logo is in the top left corner. At the bottom of the page, there is a small copyright notice: "© Copyright 2021 CS 501 by Andrew Zaman, Jeffrey Smith, Anthony Ximenes, Zade Saphiro."

## Creating Events

**1.** On their profile, the administrator can click the “Create Event” button (see page 19 point 4.) to create a new event that will be added to the events list page on the Team Aptiv website. When the “Create Event” button is clicked, the admin is directed to a page where they are required to fill out the information needed to create a new event for the website. Data validation is implemented in the process of creating a new event. In other words, the website can detect if improper values were entered into the different fields. When the admin completes filling out the information to create a new event, the admin can click the “Create Event” button to publish the event to the website where it can be viewed by all other users. An event creation confirmation message will appear notifying the admin that they event was published after they have created clicked the “Create Event” button.

**2.** If the admin decides not to create an event when they are on the “Create Event” page, they can click the “Cancel” button and will be taken back to their main profile page view.

## Section 10: Contact Us

If there are additional questions on how to use the website, please contact the administrator of the website by email at [AdminAccount@gmail.com](mailto:AdminAccount@gmail.com) (fake Gmail account).

Team Aptiv is committed to ensuring that you have a pleasant user experience while utilizing our website. If there are any issues with the website or you have suggestions on how we can improve our services, please contact us at (000) – 000 – 0000 (fake phone number) or email the administrator at the email address listed above.

We strive to better all our services and appreciate the feedback of users who discover new ways we could improve our website. Thank you for taking the time explore Team Aptiv. We hope you have an amazing user experience!