

Software User's Manual

Women at Work Website Redesign

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11/30/2014

Version History

Date	Author	Version	Changes made	Rationale
11/22/14	NJ	1.0	Initial user manual	<ul style="list-style-type: none">• Initial version
11/02/14	NJ	1.1	Updated trouble shooting and operational procedures	<ul style="list-style-type: none">• To fit CS577a course content

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1. Introduction

This document provides, in detail, the end-user manual of the Web Application development project for Women at Work organization. The main purpose of this document is to provide the application user manual for users (as end-users) as a guide in using the application.

This user manual report is currently on version 1.1, the initial version and is in the Development - Construction phase. The development team has includes the application overview, application requirements, and installation procedure in this version of the report.

1.1 System Overview

The main purpose of the Women at Work Web Application is to provide empowerment to women by conducting various trainings such as introduction to computers, Microsoft office, Microsoft PowerPoint, among others and counselling sessions such a resume counselling and career counselling so that women can seek jobs. The application allows women to register online for such training and counselling sessions, search for available jobs, provide their feedback after securing jobs or being invited for job interviews. The application also allows women at work staff members to generate various reports, which are then presented at fund raisers in order to raise funds.

The system composed of web application, application server, and database. Staff of Women at work would perform several tasks as system administrator including operating, and maintaining application server and database and publishing new content onto the website regularly. While the job-seekers as end-users will just need to open the website in a web browser use the application.

1.2 System Requirements

The web application requirements including software, hardware, and other requirements are listed below.

1.2.1 Software Requirements

- Must have PHP 5.2.4 or greater with php-curl, php5-mysql enabled and MySQL 5.0 or greater.
- Web Browser

2. Operational Procedures

2.1 New User Registration

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INTAKE FORM

Fields marked with * are mandatory

A. ID Information

First Name * Middle Name Last Name * Last 4 digits of SSN#

Address: Street - APT/Unit # * City * Zip *

Email * Phone number 1 * Phone Number 2

Date You Began Actively Looking for Work Date You Became Unemployed

Figure 1: Intake form

The user can register into the system by clicking the “Job Search and Career Service” by hovering on “Get Help” in the main navigation bar on the home page and then clicking on “Intake form” link. On reaching the registration page, user can enter appropriate values into each field to register.

Name – First Name & Last Name

Enter a valid first name and last name, containing only characters.

Address: Street – APT/Unit #

Enter a valid street and apartment and unit number for address.

City

Enter a valid city name.

Zip

Enter a valid zip code

Email

Enter a valid email address, on which you will received further updates from women at work

Phone number 1

Enter a valid phone number

All other fields

All other fields in the form are not mandatory and do not expect any particular format for input data.

2.2 User Feedback

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Figure 2: Feedback form

The user can provide feedback into the system by clicking the “Job Search and Career Service” by hovering on “Get Help” in the main navigation bar on the home page and then clicking on “Interview & Outcome” link. On reaching the feedback page, user must first enter a valid phone number, for system to confirm whether it’s a legitimate user, registered with women at work. Once the phone number is validated, the user can then fill the feedback information.

All fields

All other fields in the feedback form are not mandatory and do not expect any particular format for input data.

2.3 Create a new blog

To create a new blog post, a user needs to follow the following steps:-

1. Log in to www.womenatwork.org/wp-admin using administrative credentials. The administrative credentials are provided in the credentials.txt file.
2. On the left menu bar, hover over “Posts” and click “Add new”.
3. You should see a screen similar to the one below.

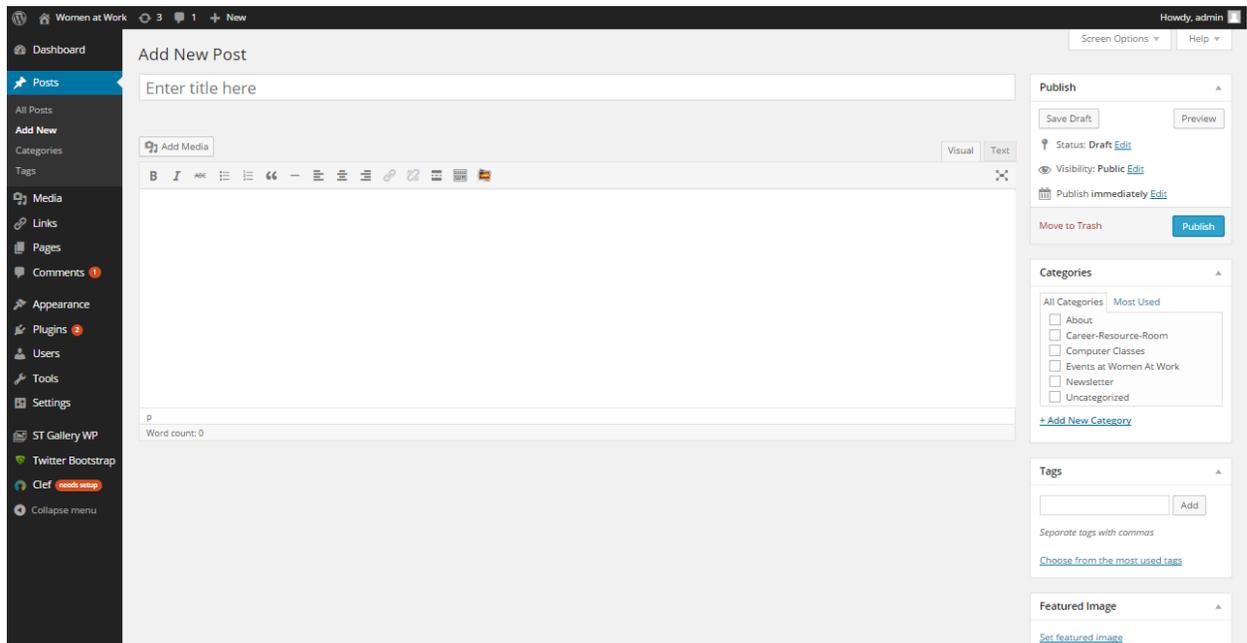


Figure 3: Create a new blog

4. Enter a suitable title and content to the blog post you wish to publish.
5. After entering all the content, click on publish, to publish the post on the live website.

2.4 Edit a blog

1. Log in to www.womenatwork.org/wp-admin using administrative credentials. The administrative credentials are provided in the credentials.txt file.
2. On the left menu bar, hover over “Posts” and click “All Posts”.
3. You should see a screen similar to the one below.

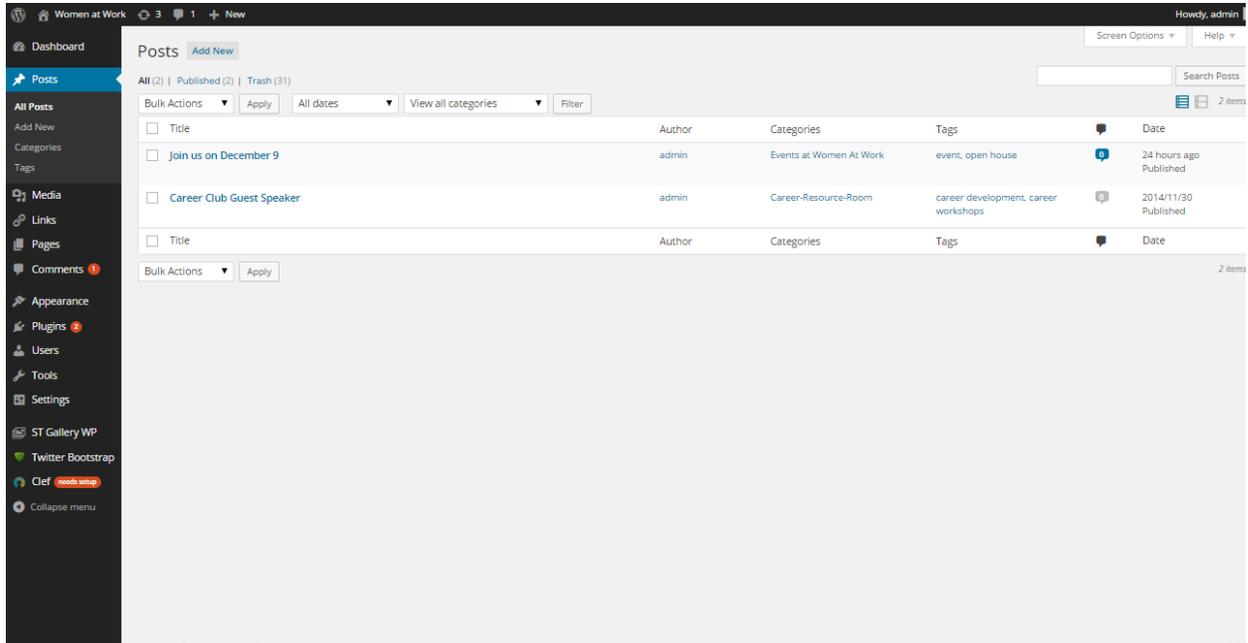


Figure 4: Edit a blog

4. Click the blog post title you wish to edit.
5. Make the necessary changes to the article and one you are done, click publish.
6. The edits will be displayed on the live website.

2.5 Delete a blog

1. Log in to www.womenatwork.org/wp-admin using administrative credentials. The administrative credentials are provided in the credentials.txt file.
2. On the left menu bar, hover over “Posts” and click “Add new”.
3. You should see a screen similar to the one below.

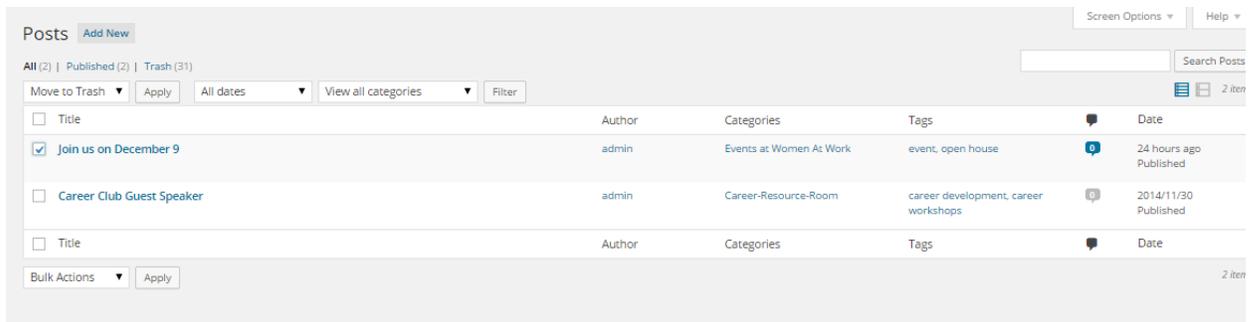


Figure 5: Delete a blog

4. Select the blog title you wish to delete.
5. Select “Move to trash” in the select box, marked with “Bulk Actions” and click apply.
6. The particular blog will be removed from the live website.

2.6 Comment on a blog

1. Click on the title of any blog post or click on “leave a comment” on any of the blog post on the womenatwork.org website home page.
2. Scroll down to the end of the blog, till you see the following section:

LEAVE A REPLY

Your email address will not be published. Required fields are marked *

Name *

Email *

Website

Comment

This was really helpful ! Thank you Women at Work for such a wonderful initiative

[Post Comment](#)

Figure 6: Comment on a blog

3. Enter all the valid information and hit “Post Comment”. The users comment will appear along with the blog.

2.7 Share blog on social media

1. Click on any of the social media icons displayed at the end of the blog content.
2. If you are not already signed in to the social media website, it will ask you to sign in before sharing.
3. Once you sign in, click on the share button, to share the blog on your social media page.

2.8 Manage documents on private document management portal

1. Please follow the below links to manage documents on google drive:
 - **Upload files and folders**
<https://support.google.com/drive/answer/2424368?hl=en>
 - **Download files and folders**
<https://support.google.com/drive/answer/2423534?hl=en>
 - **Share files and folders with other members (Gmail account is required)**
<https://support.google.com/drive/answer/2494822?hl=en>

2.9 View website traffic statistics on Google Analytics

1. Click on the following URL or Copy and paste it in your web browser.
<https://www.google.com/analytics/web/?authuser=2#home/a57164748w90785952p94456302/>
2. Sign in to your google account, by entering the credentials mentioned in the secrets.txt file.
3. Once you successfully sign in, you should be able to see the below screen.

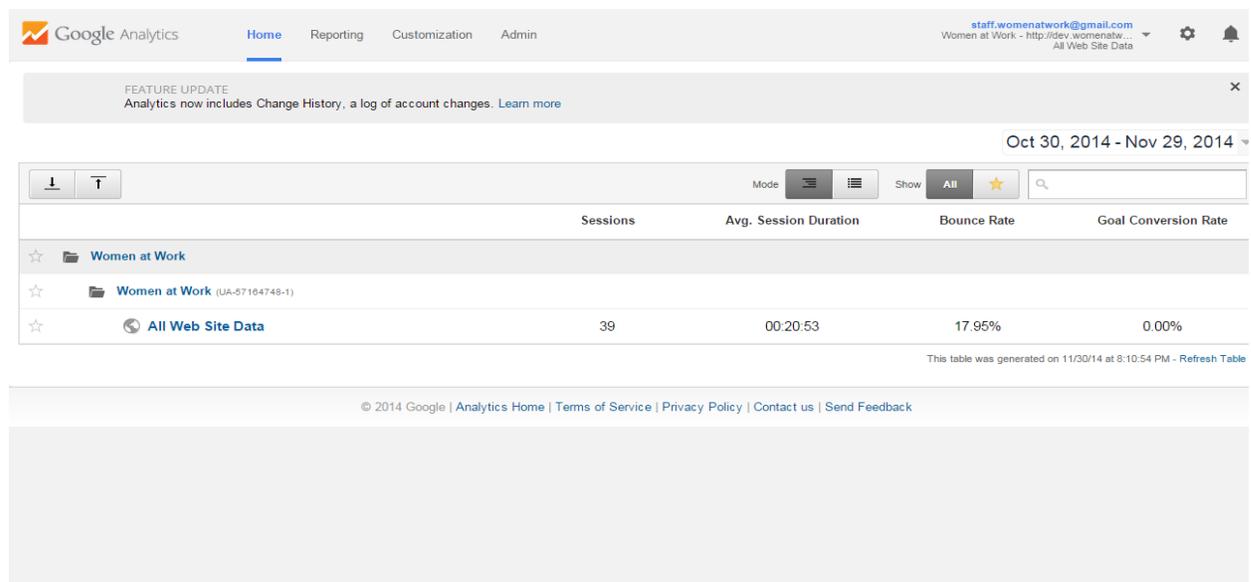


Figure 7: Google Analytics

4. Click on “All Web Site Data”
5. Scroll down, to see summary of traffic statistics on the website, as shown below.

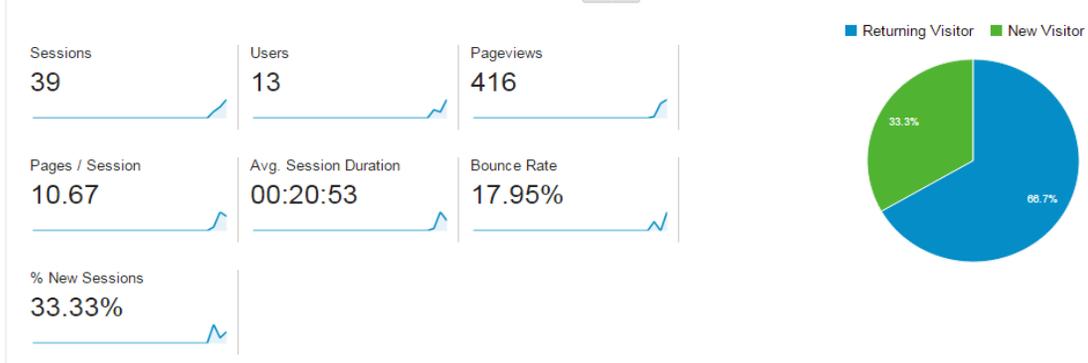


Figure 8: Google Analytics Statistics Preview

2.10 Follow Women at Work on social media websites

1. Scroll to the bottom of any page on the website.
2. Click on the social media icons, present in the sidebar.

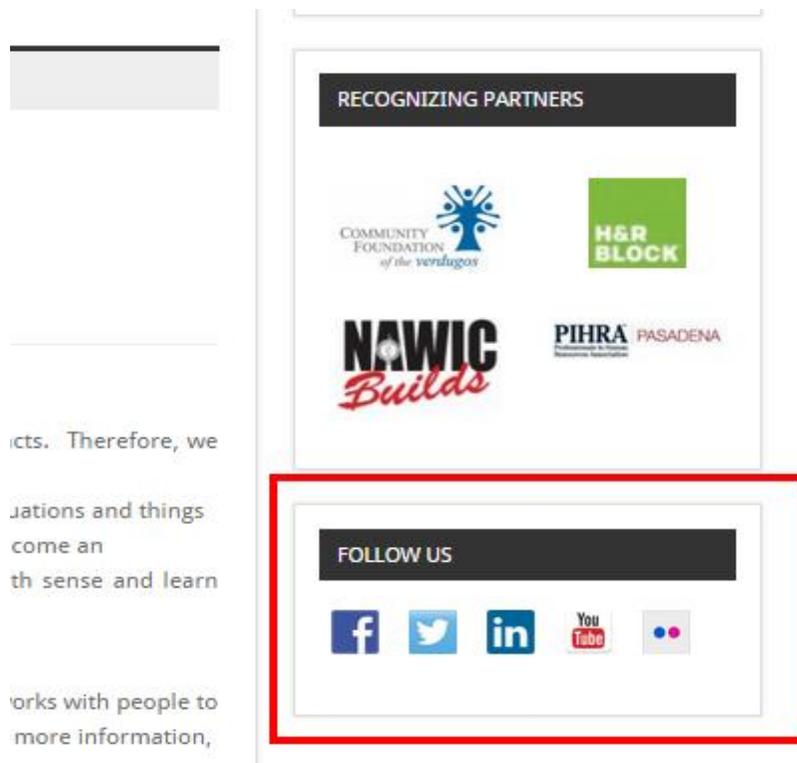


Figure 9: Follow Women at Work

3. The icons will redirect you to social media pages for women at work organization. You can then click follow to stay updated with women at work through social media.

3. Troubleshooting

3.1 Frequently Asked questions (FAQs)

1. Can I submit a blank intake form?

Answer: No, you need to enter data into all the mandatory fields of the intake form in order to successfully register with women at work.

2. Can I use the application offline?

Answer: No. All functions of this application must be done online.