

# **Software User's Manual (UM)**

**The Log Angeles Community Garden Inventory and Locator**

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# 1. Introduction

## 1.1 System Overview

The Community Garden Inventory and Locator website has been designed for use by the LANLT and related organizations to facilitate access and updating of Los Angeles County garden information. The system serves to replace the current Community Garden Inventory Worksheet with a centralized database accessible via the internet which is maintainable directly by LACGC, LANLT, UCCE, and LACC staff. The system supports insertion, updating, searching and sorting of information in the database as well as the ability to export customized reports. Finally, a public-facing front-end provides access to search through basic garden information, find gardens based on location and export PDF reports.

This user manual is intended for use by various LANLT or related organizational staff. This manual has been tailored for use by LANLT and related organization's staff and thus will not cover usage of the public-facing component. This manual covers the use of all included system functionality as well as a Trouble Shooting section.

## 1.2 System Requirements

Since the Community Garden Inventory and Locator system is a website there are essentially no software or hardware requirements to access the system other than an internet connection and a web browser. This section outlines which operating systems and browsers were tested with and are known to work. Some level of future and backwards compatibility is assumed but has not been rigorously tested.

### 1.2.1 Hardware Requirements

#### 1.2.1.1 Server Requirements:

- Processor: Intel(R) XEON E3220 processor
- Memory: 2.00 GB
- 80 GB/mo Bandwidth
- Dedicated IP address

### 1.2.2 Software Requirements

#### 1.2.2.1 Server Software Requirements

- Server Software Requirements:
  - Windows Server 2008
  - IIS 7.0
  - ASP.NET 4.0
  - MS SQL 2008 R2

## 1.2.2.2 Website Software Requirements

- Website Supported Operating Systems:
  - Windows: Vista, 7
  - Apple: OSX 10.7
- Supported Browsers:
  - Internet Explorer 9.0
  - Firefox 8.0
  - Google Chrome 15.0
  - Apple Safari 5.1

## 2. Operational Procedures

### 2.1.1 Login to the System:

1. Navigate to <http://www.finalUrl.com/Admin>
2. Enter username / password and click “Log In”

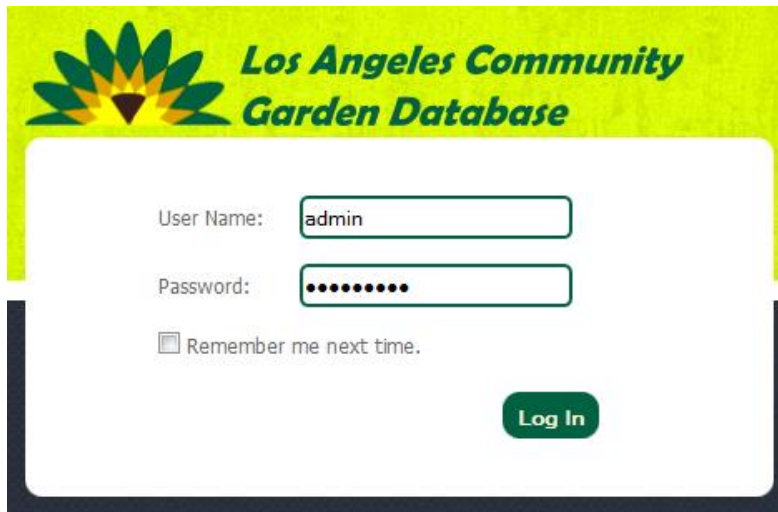


Figure 1 – The login screen. Check the “Remember me next time” box to have the system remember your User Name the next time you visit the site.

### 2.1.2 Logout of the System:

1. Click the “Logout” button in the top right corner of any page

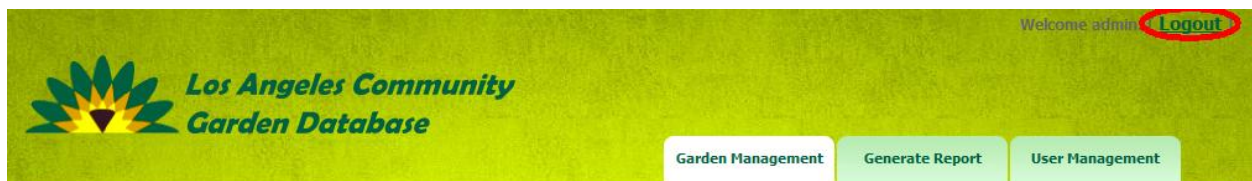


Figure 2 – The Logout button.

### 2.1.3 Manage Users:

1. Login to the system as an Administrator
2. Navigate to the User Management tab

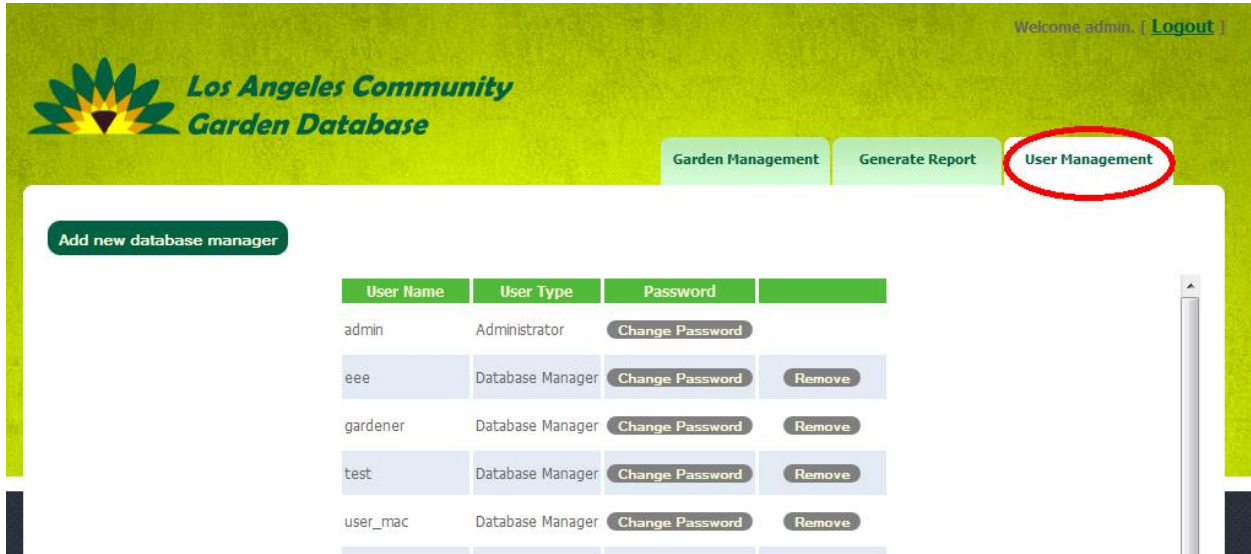


Figure 3 – The User Management page.

### 2.1.4 Add New User:

1. Click “Add new user” button

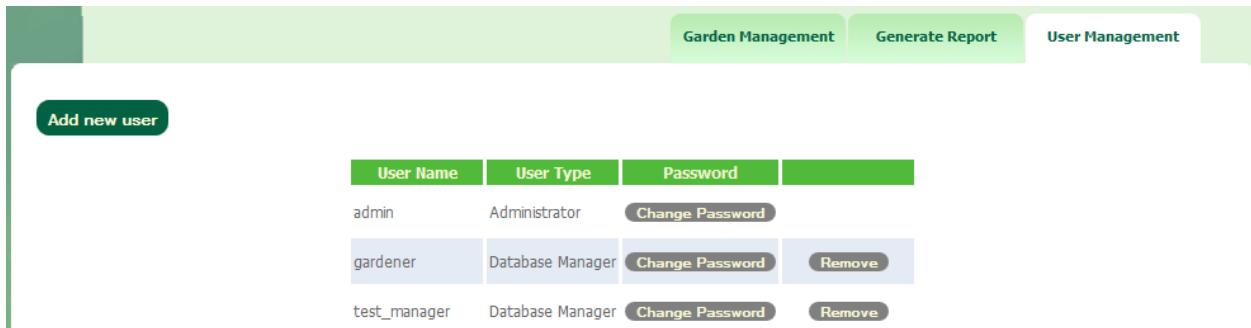


Figure 4 – The Add new user button on the User Management page.

2. Enter in a User Name and Password
  - a. Password requirements: minimum of 8 characters and must contain at least one special character
3. Select a User Type from the dropdown box



**Create a new user**

User Name:

Password:  *Strength: Strong*

Confirm Password:

User Type:

**Password rules:** minimum 8 characters, must contain at least one special character

**Figure 5 – The Add new user page. The password requirements and password strength indicators help guide you to selecting a strong password.**

- 4. Click “Create User” to add the user to the system.

### 2.1.5 Delete User:

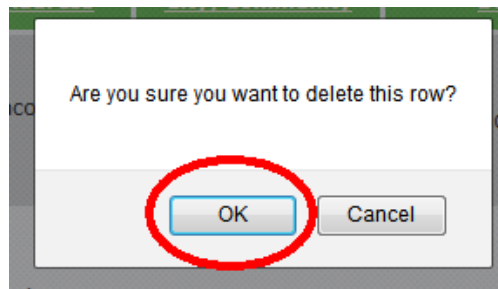
- 1. Click “Remove” next to the user account you wish to delete

**Add new database manager**

User Name	User Type	Password	
admin	Administrator	<input type="button" value="Change Password"/>	
eee	Database Manager	<input type="button" value="Change Password"/>	<input type="button" value="Remove"/>
gardener	Database Manager	<input type="button" value="Change Password"/>	<input type="button" value="Remove"/>
test	Database Manager	<input type="button" value="Change Password"/>	<input type="button" value="Remove"/>

**Figure 6 – The User Management page with Remove button highlighted.**

- 2. Click “OK” in the confirmation box to permanently delete the user account



**Figure 7 – A message box prevents accidentally deleting a user.**

## 2.1.6 Change User’s Password:

1. Click “Change Password” next to the user account you wish to update

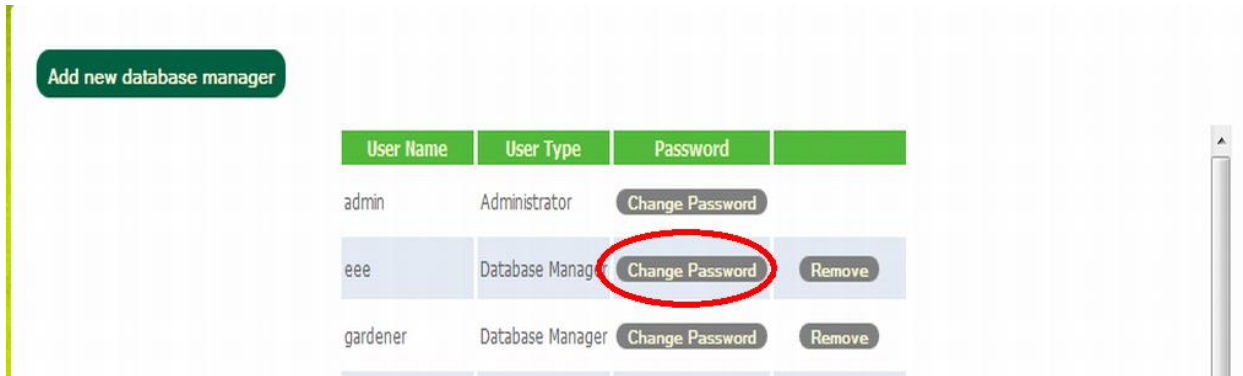


Figure 8 – The User Management page with Change Password button highlighted.

2. Enter in the desired new password in both text boxes



Figure 9 – The Change Password screen.

3. Click “Change Password” to permanently change the password OR click “Cancel” to exit this action

### 2.1.7 View Garden Information:

1. Click on the “Garden Management” tab
2. Navigate through the table by clicking the pagination links in the top/bottom left corners of the table

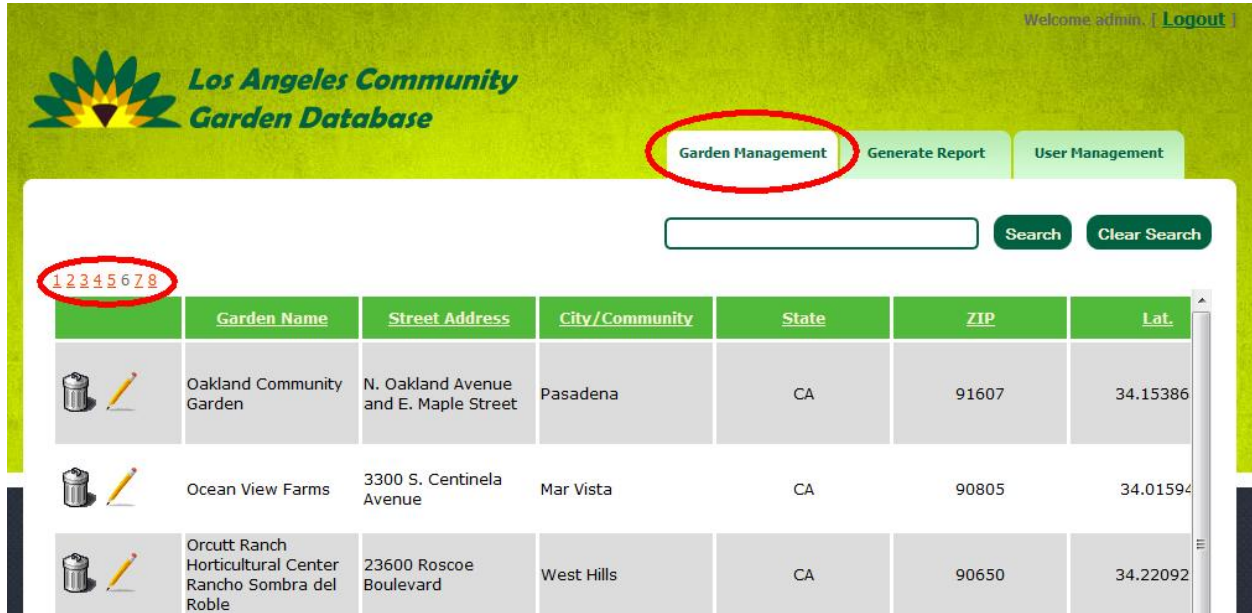


Figure 10 – Garden Management page with pagination highlighted.

### 2.1.8 Sort Garden Information:

1. Click on any column header to sort the table by that column
2. Click the column a second time to sort the table by that column in reverse order



Figure 11 – Clicking the header of any column will sort the table by that column.

## 2.1.9 Search Garden Information:

1. Enter the search term(s) into the text box next to the “Search” button
2. Click the “Search” button or hit the Enter key
  - a. Limitations & workarounds

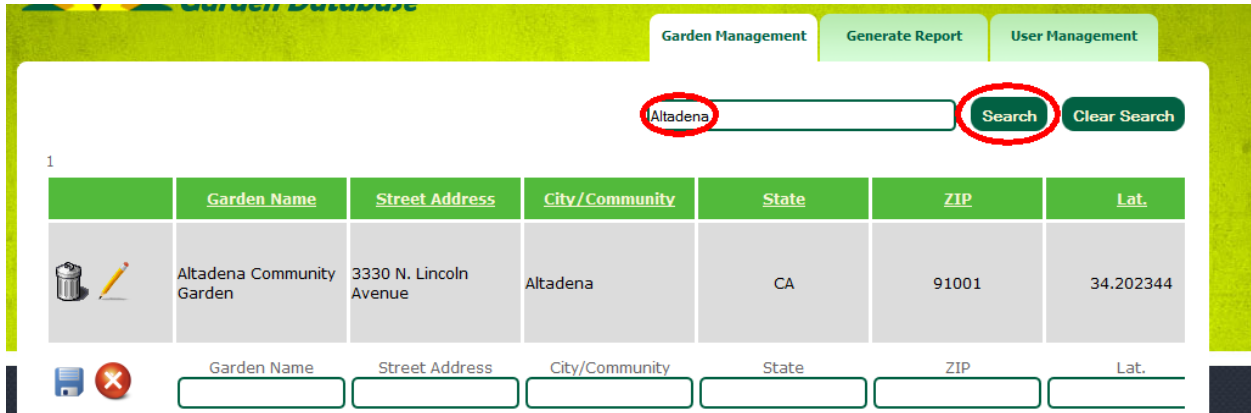


Figure 12 – Filter the contents of the table with the search feature.

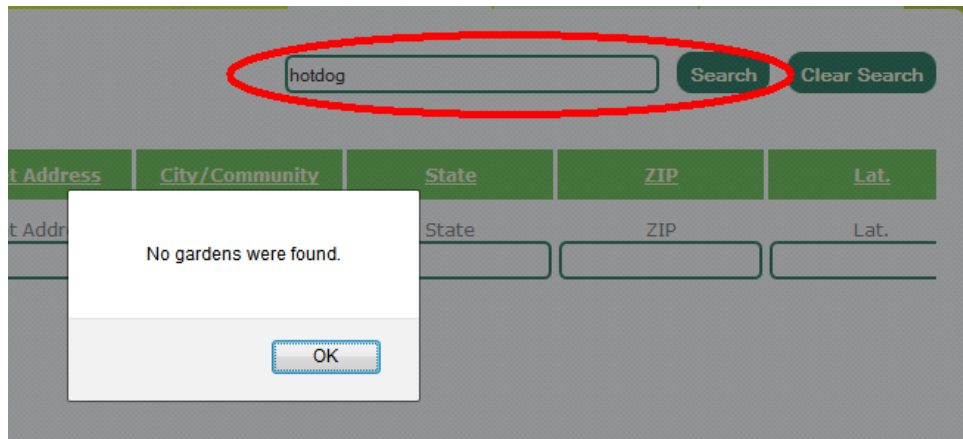


Figure 13 – A message is shown if no matches were found for the provided search criteria.

3. Click the “Clear Search” button to once again view all available garden information

### 2.1.10 Add New Garden Record:

1. Scroll to the bottom of the table on the Garden Management page
2. Enter all relevant information in the bottom row of textboxes
  - a. The following fields are required for adding a new garden: **Garden Name, Street Address, City/Community, State, Zip, Lat. and Long.**
3. Click the blue floppy disk icon (save button) to add the new garden to the database
  - a. If any of the required fields are empty, any field contains the wrong type of data or has too much data in it, the save button will not work and error messages will appear below the field with offending data.
  - b. See Sections 5.1 and 5.2 for additional information about error conditions.
4. Click the red X icon (cancel button) to clear all fields in the insert row

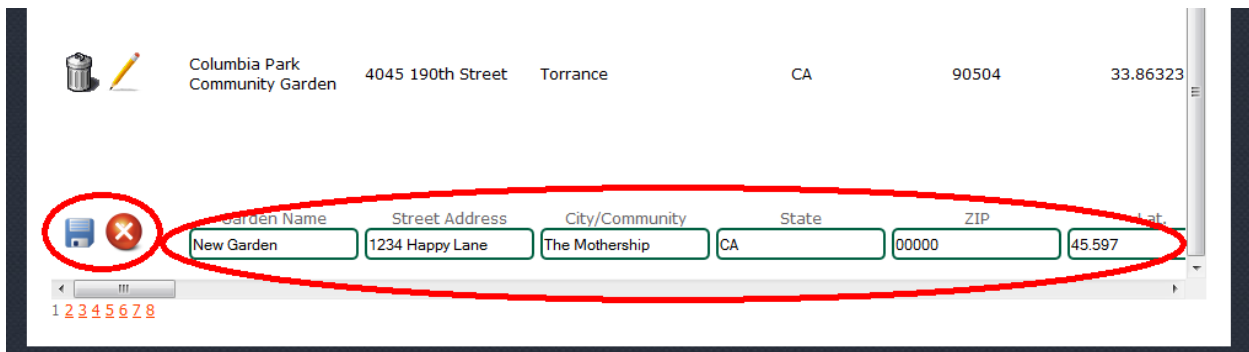


Figure 14 – The Add new garden row at the bottom of the Garden Management page.

### 2.1.11 Update an existing Garden Record:

1. Click the pencil icon (edit button) next to the garden record you want to update

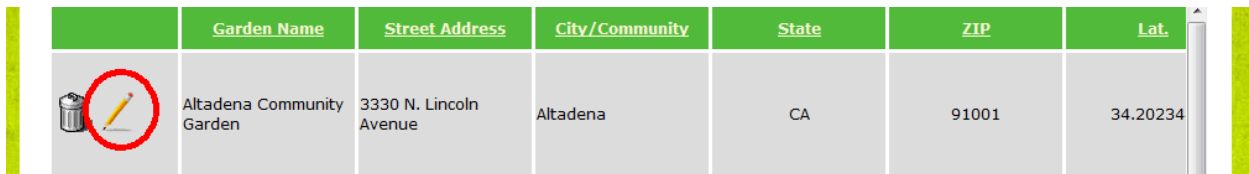


Figure 15 – The Edit Row button on the Garden Management page.

2. Make your desired changes
3. Click the blue floppy disk icon (save button) to commit your changes to the database
4. Click the red X icon (cancel button) to cancel editing the garden record

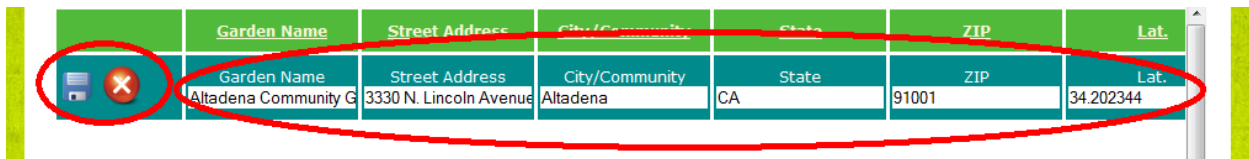


Figure 16 – The save changes and cancel changes buttons after starting to edit a garden record.

## 2.1.12 Delete Garden Record

1. Click the trash can icon (delete button) next to the garden record you want to delete

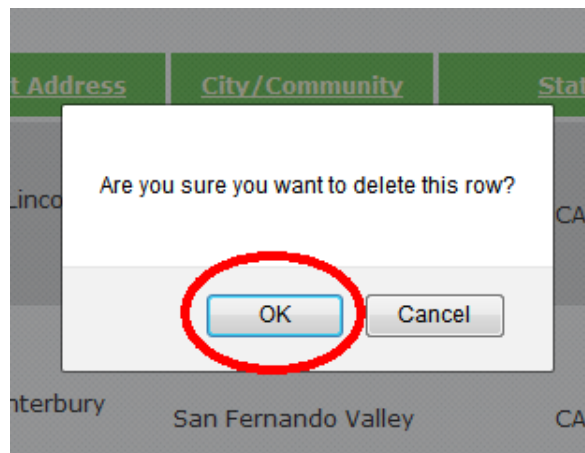


A screenshot of a table with a green header and grey body. The header has columns: Garden Name, Street Address, City/Community, State, ZIP, and Lat. The first row of data is: Altadena Community Garden, 3330 N. Lincoln Avenue, Altadena, CA, 91001, 34.20234. A trash can icon is in the first column of the first row, circled in red.

	Garden Name	Street Address	City/Community	State	ZIP	Lat.
	Altadena Community Garden	3330 N. Lincoln Avenue	Altadena	CA	91001	34.20234

**Figure 17 – The permanently delete record button on the Garden Management page.**

2. Click “OK” in the confirmation box to permanently delete this garden record



**Figure 18 – There is a confirmation dialog before a garden record is permanently deleted.**

### 2.1.13 Export Garden Information:

1. Click on the “Generate Report” tab
2. Move fields you want to include in the report to the Selected Fields column (right column)
  - a. Selecting one or more fields in either list box and then using the single arrow buttons [**<** , **>**] results in moving just the selected fields between the two list boxes.
  - b. To move ALL fields between the two list boxes, use the double arrow buttons [**<<** , **>>**]

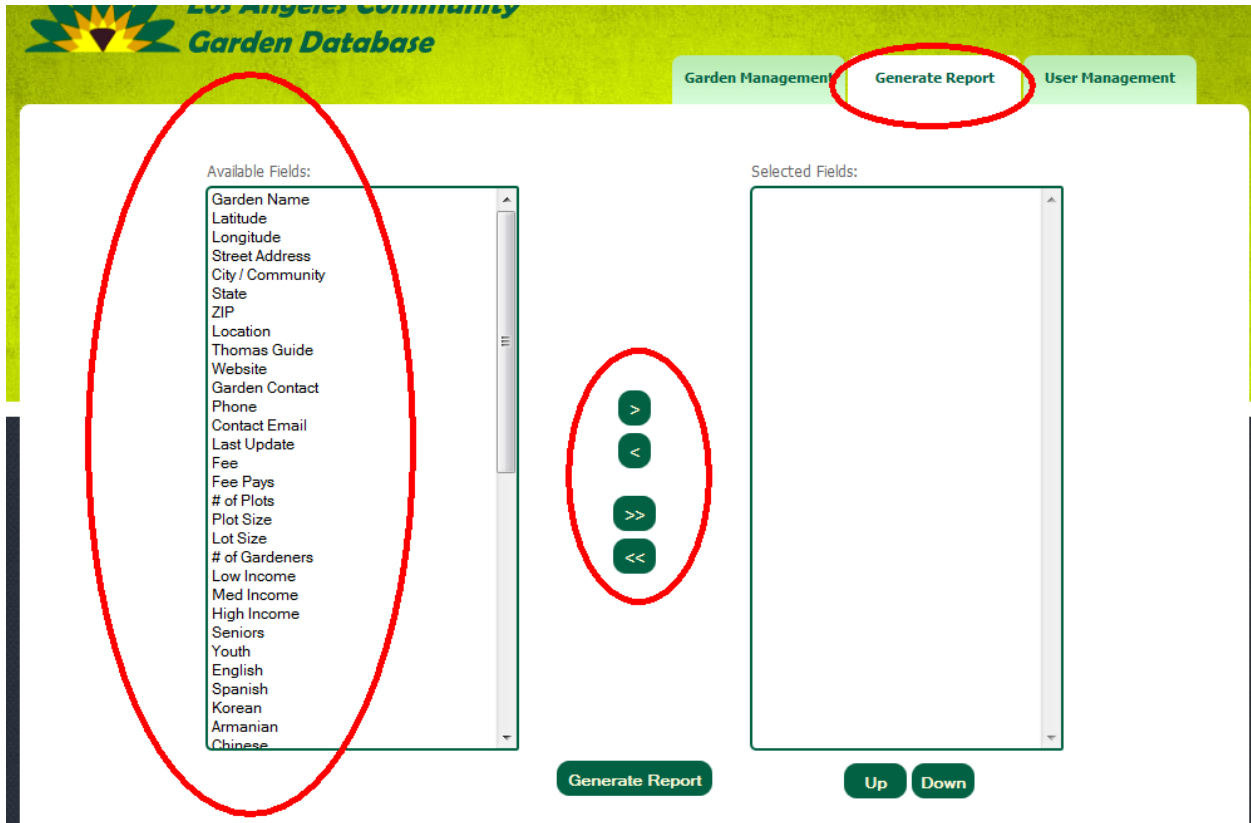
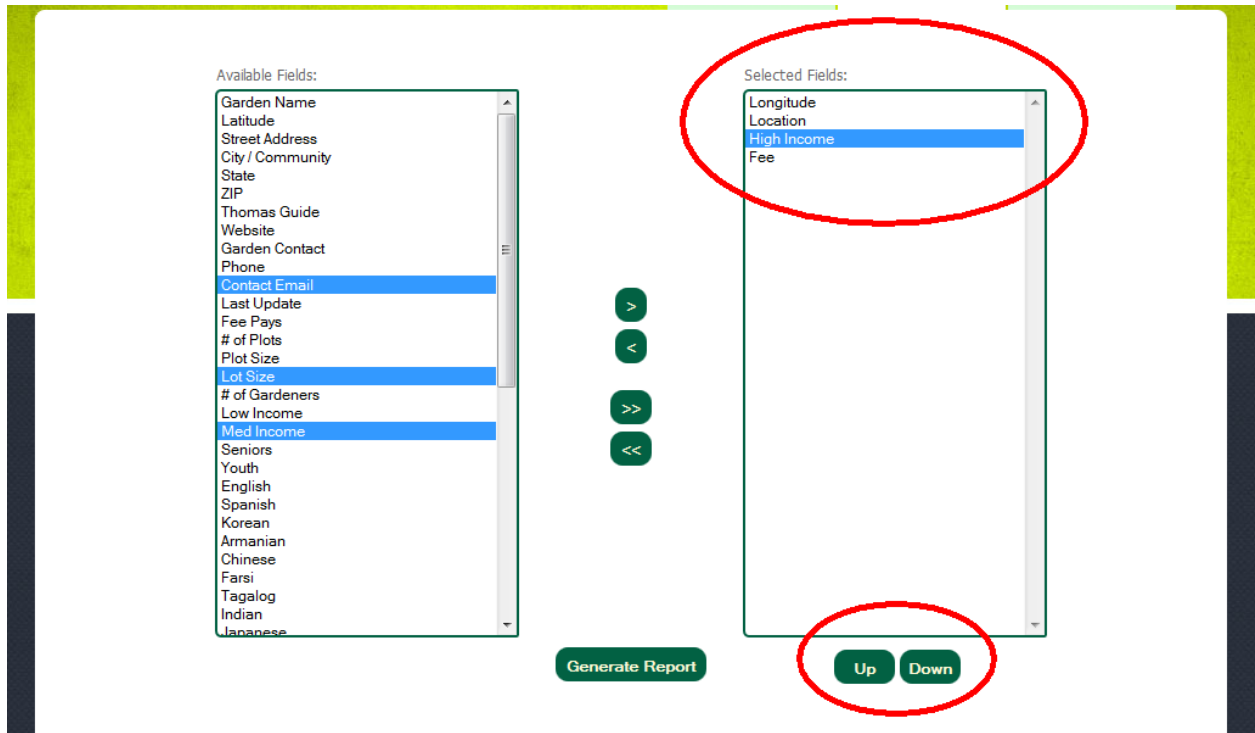


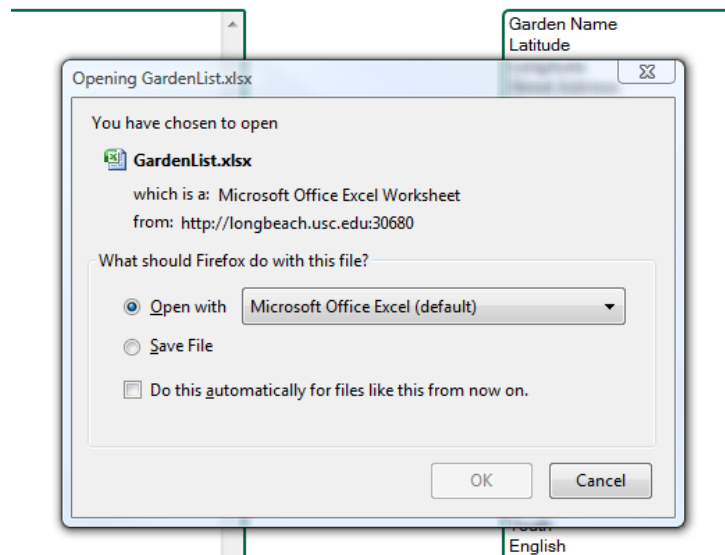
Figure 19 – The Generate Report page.

- 3. Change the order the columns will appear in the report with the up/down buttons
- 4. Click “Generate Report” to generate the report



**Figure 20 – Customize the column order in the excel report by selecting individual fields to report on and changing their display order with the Up / Down buttons.**

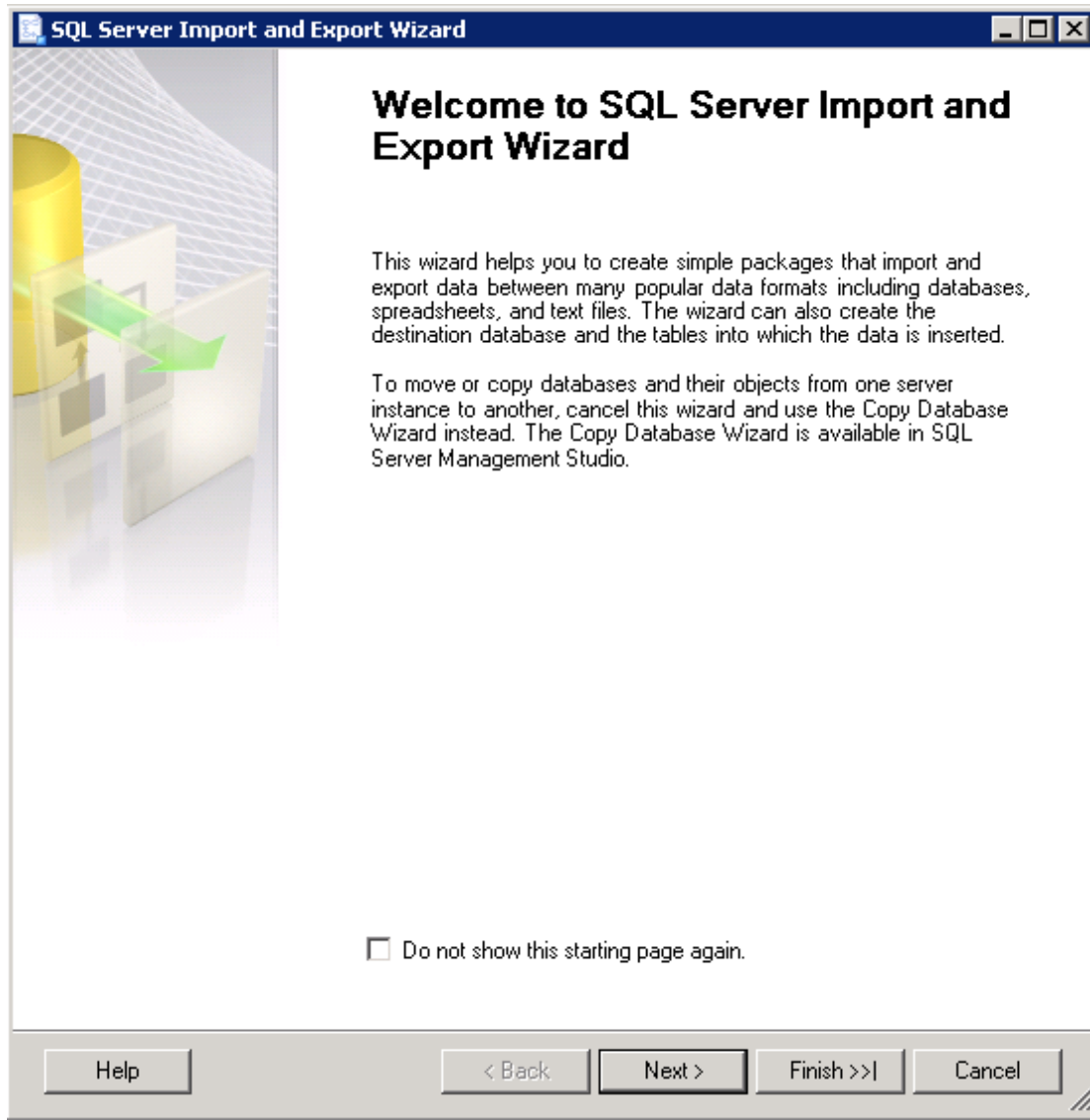
- 5. A downloadable excel document will be generated and available to open / save



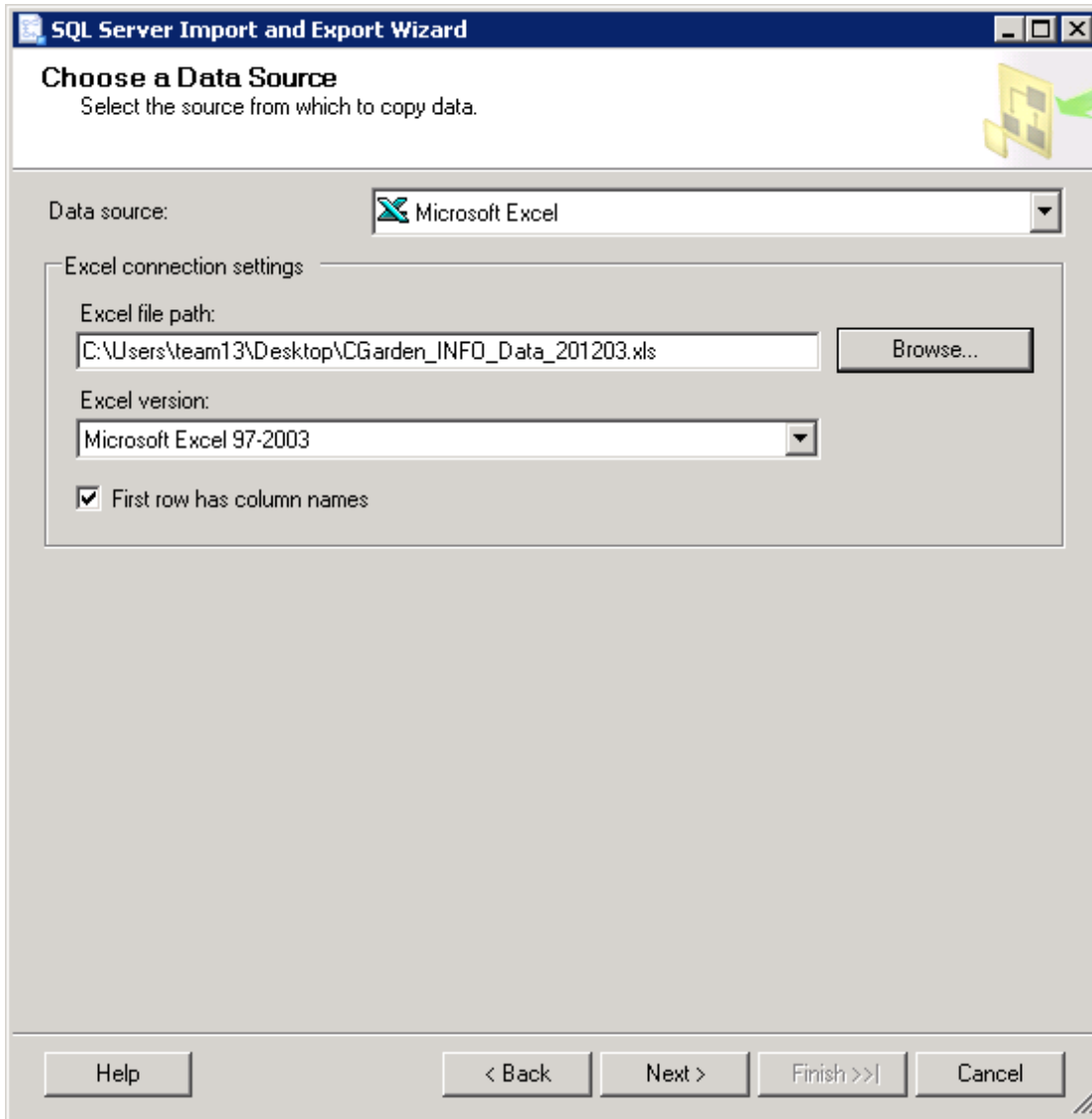
**Figure 21 – The Open / Save dialog (FireFox) once the Generate Report button has been clicked.**



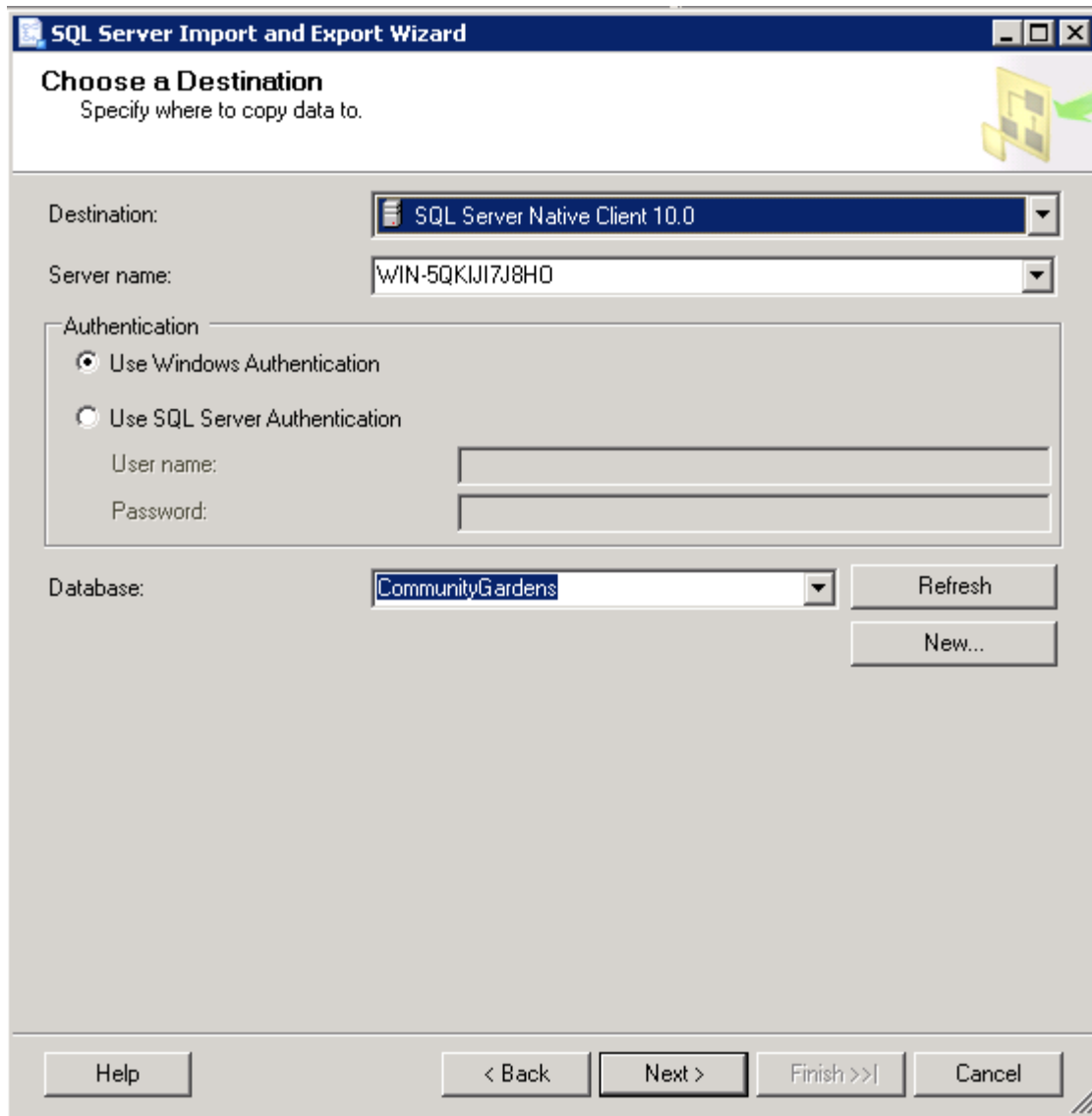




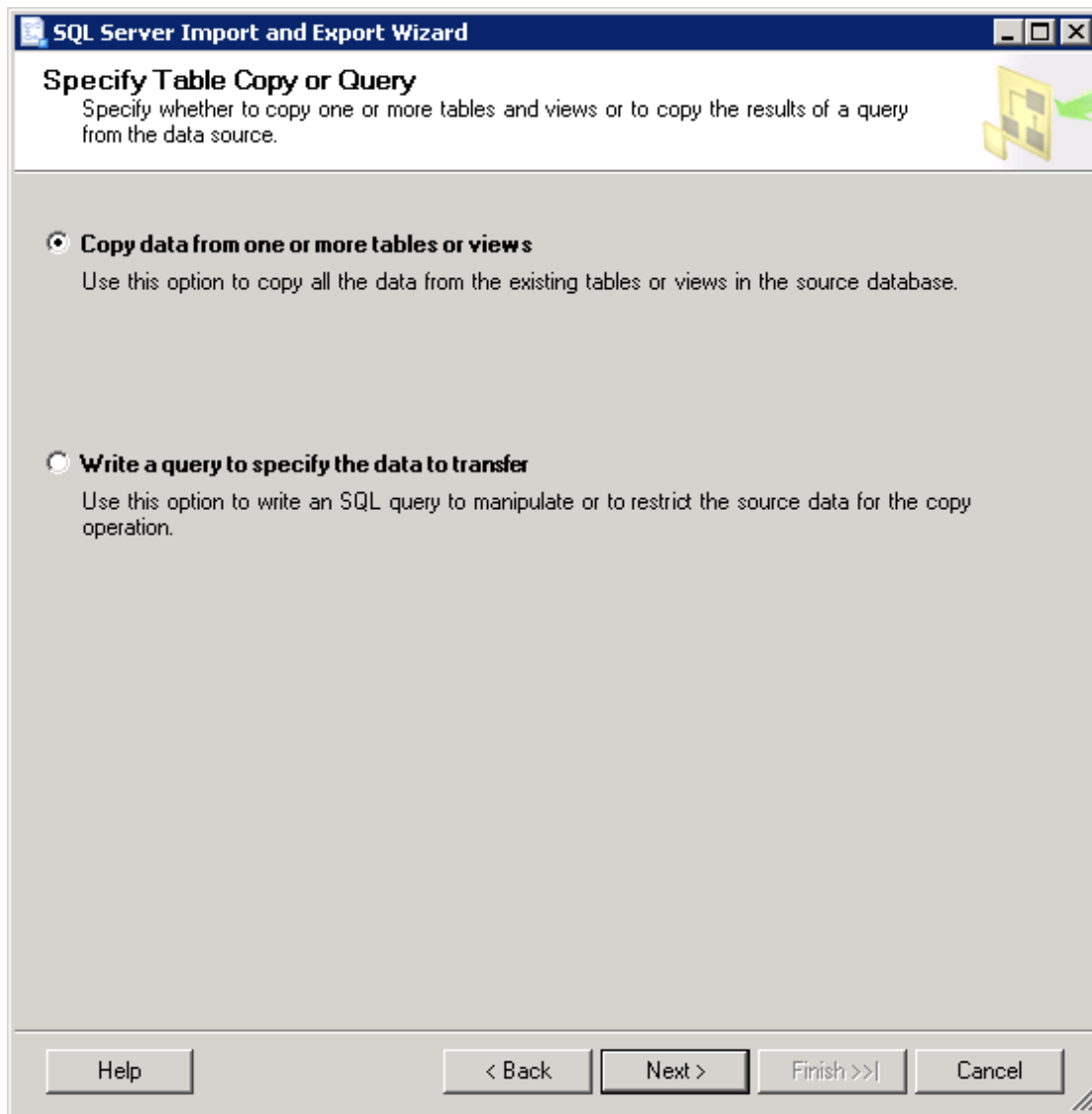
4. Data source choose "Microsoft Excel" and browse data file path => Click "Next"



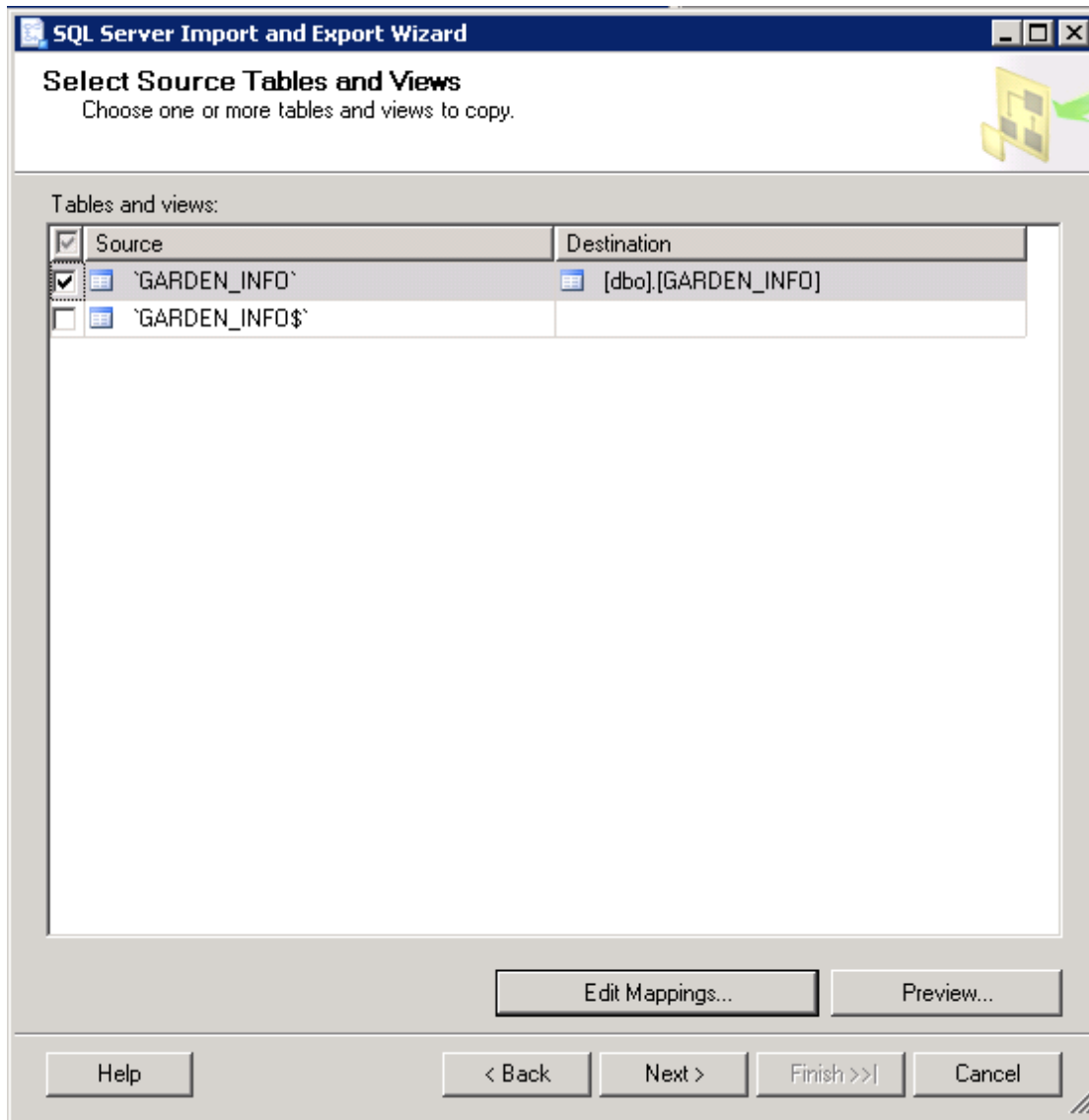
5. Choose destination SQL Server and database "CommunityGardens" => Click "Next"



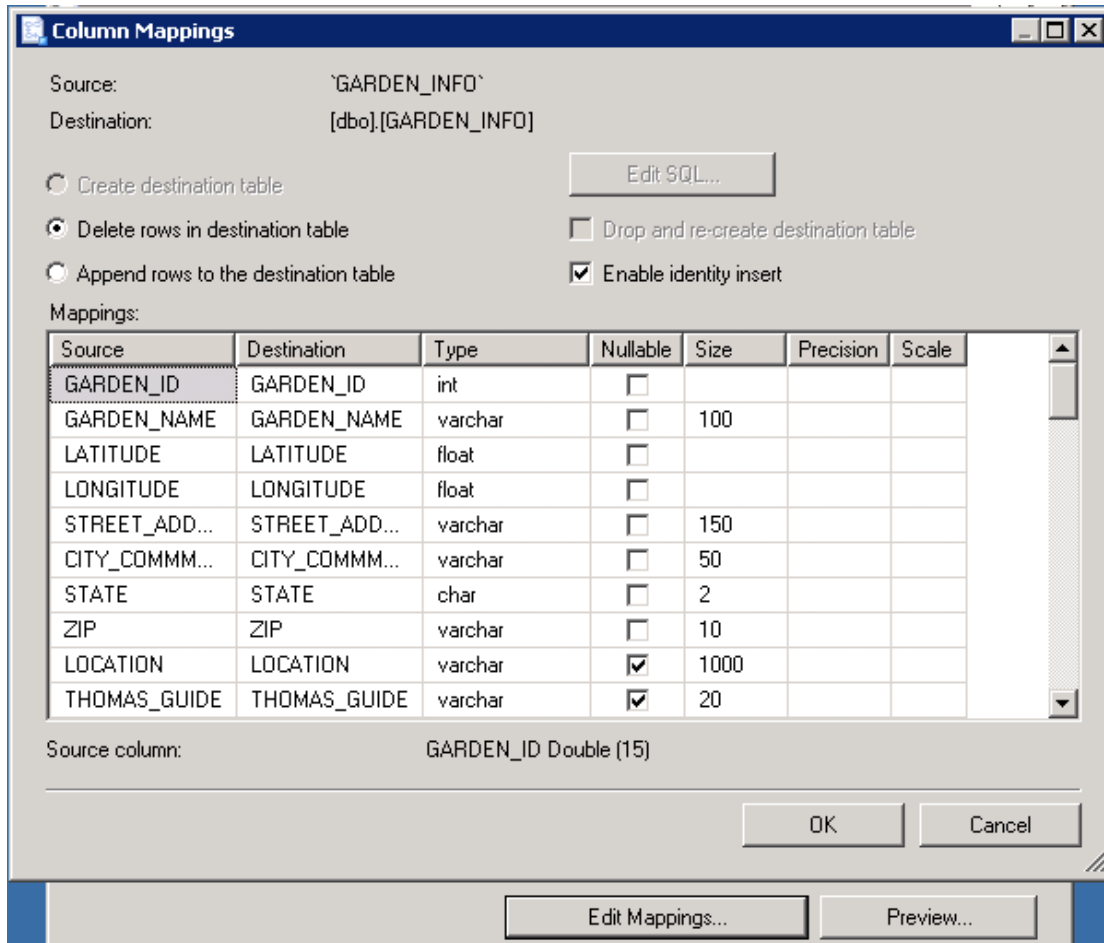
6. Click "Next"



7. Select 'GARDEN\_INFO' and click "Edit Mappings..."



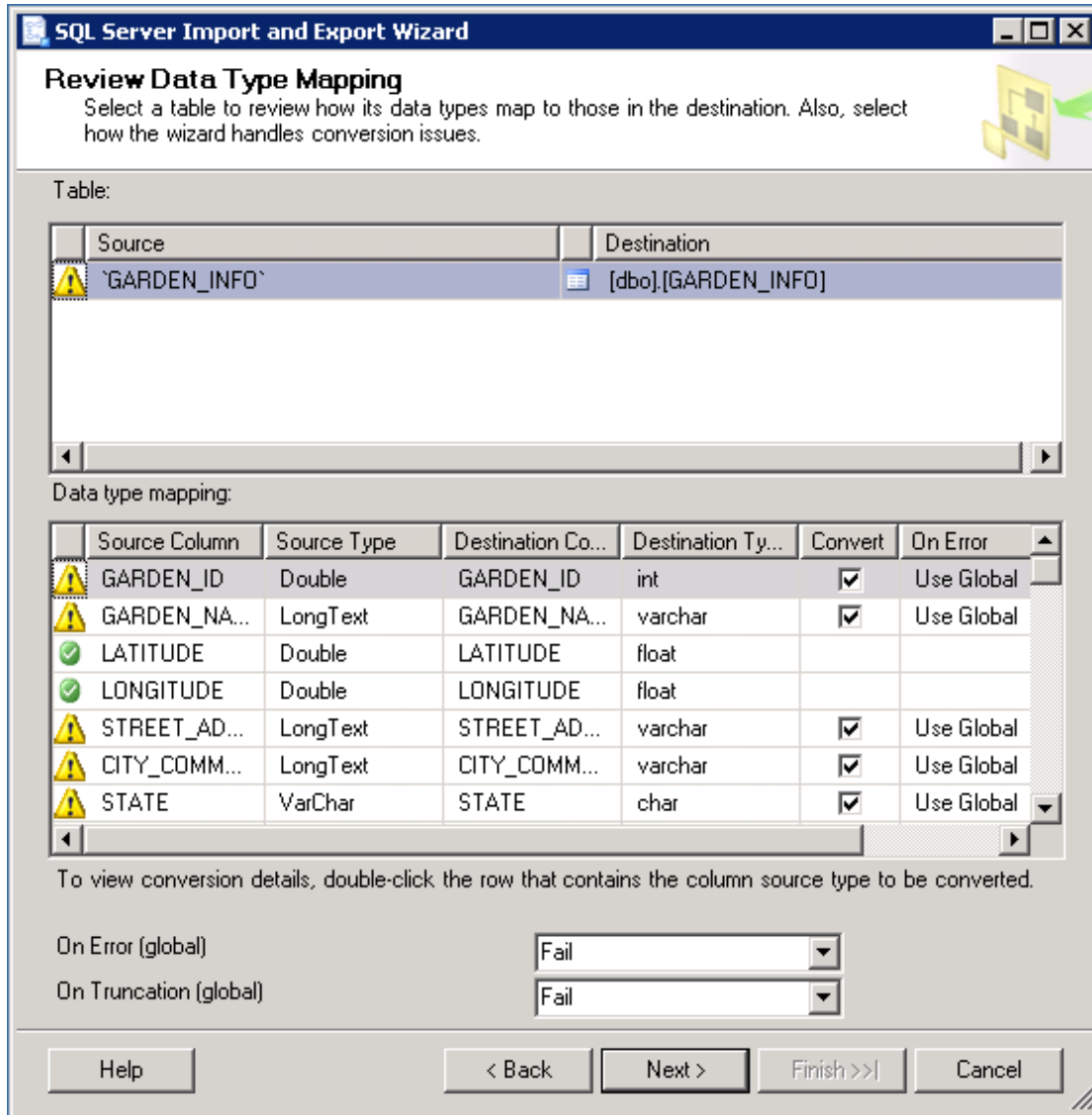
8. Select "Delete rows in destination table" and "Enable identity insert" => Click "OK" => "Next"



※ Note:

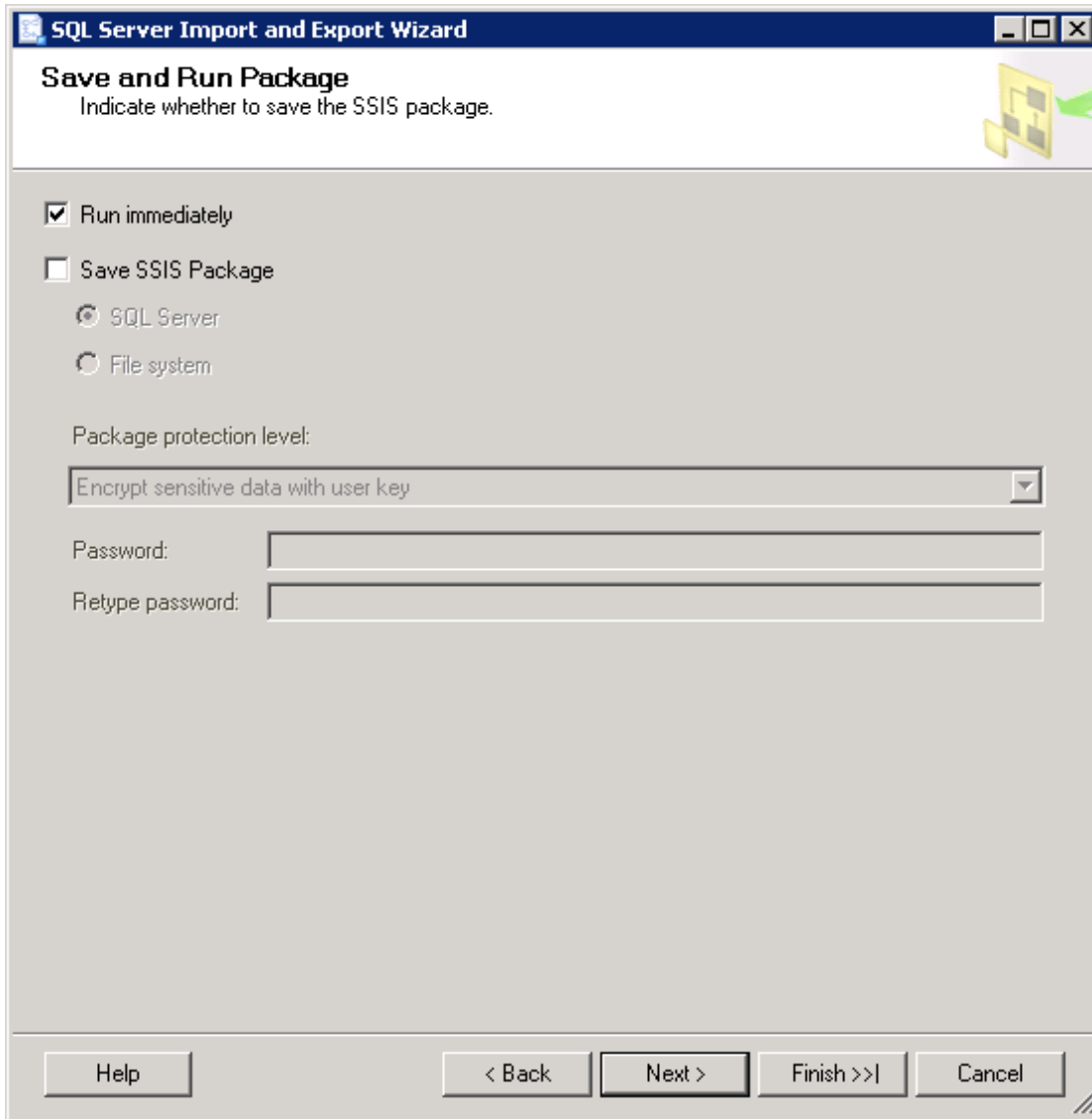
- i. Please notice that the source data have to follow each column's rule of data type and size!
- ii. The website and email fields should contain only one address. If more than one address were imported, the function of generating PDF would be failed!!

9. Click "Next"

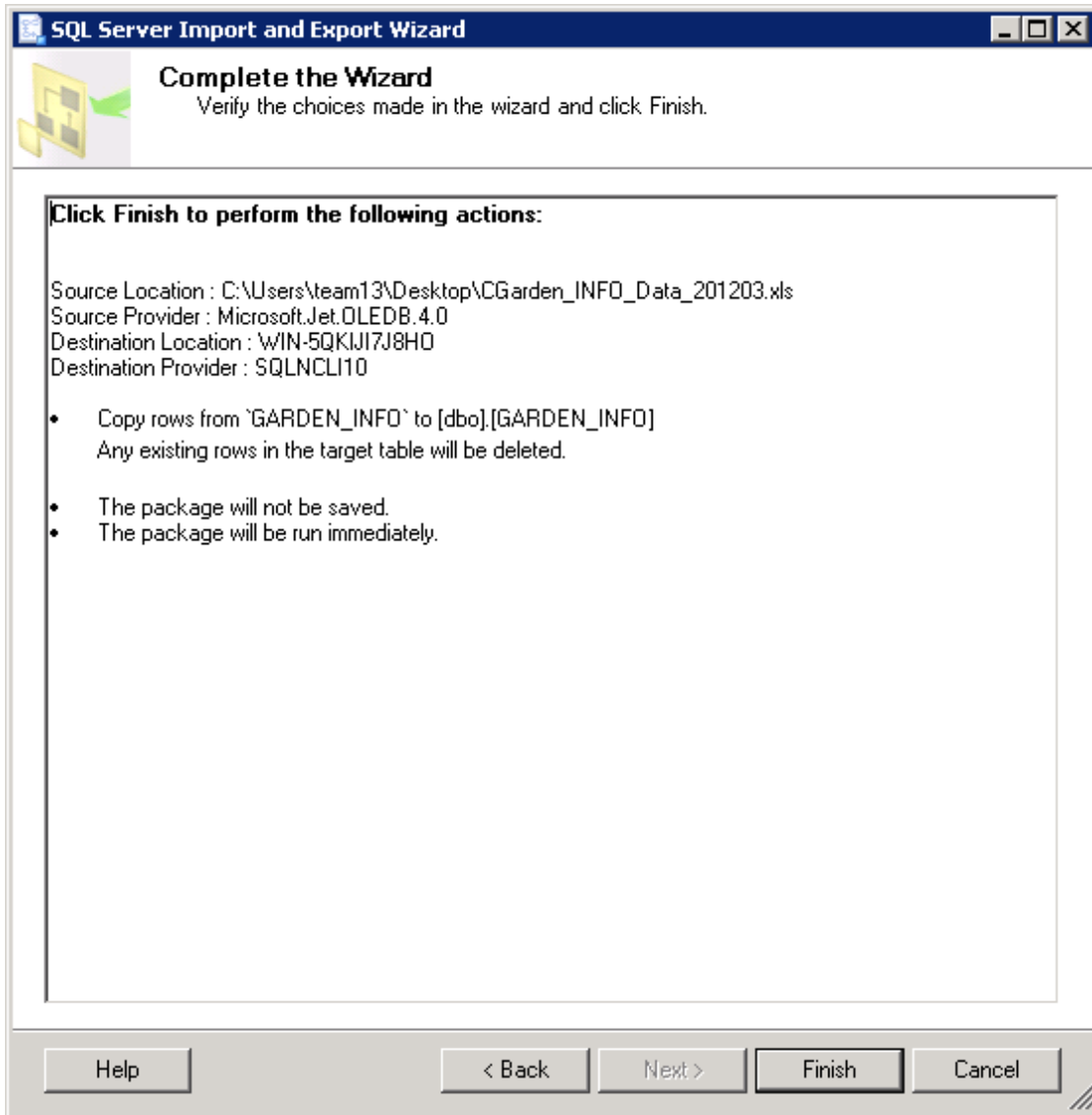


10. Click "Next"

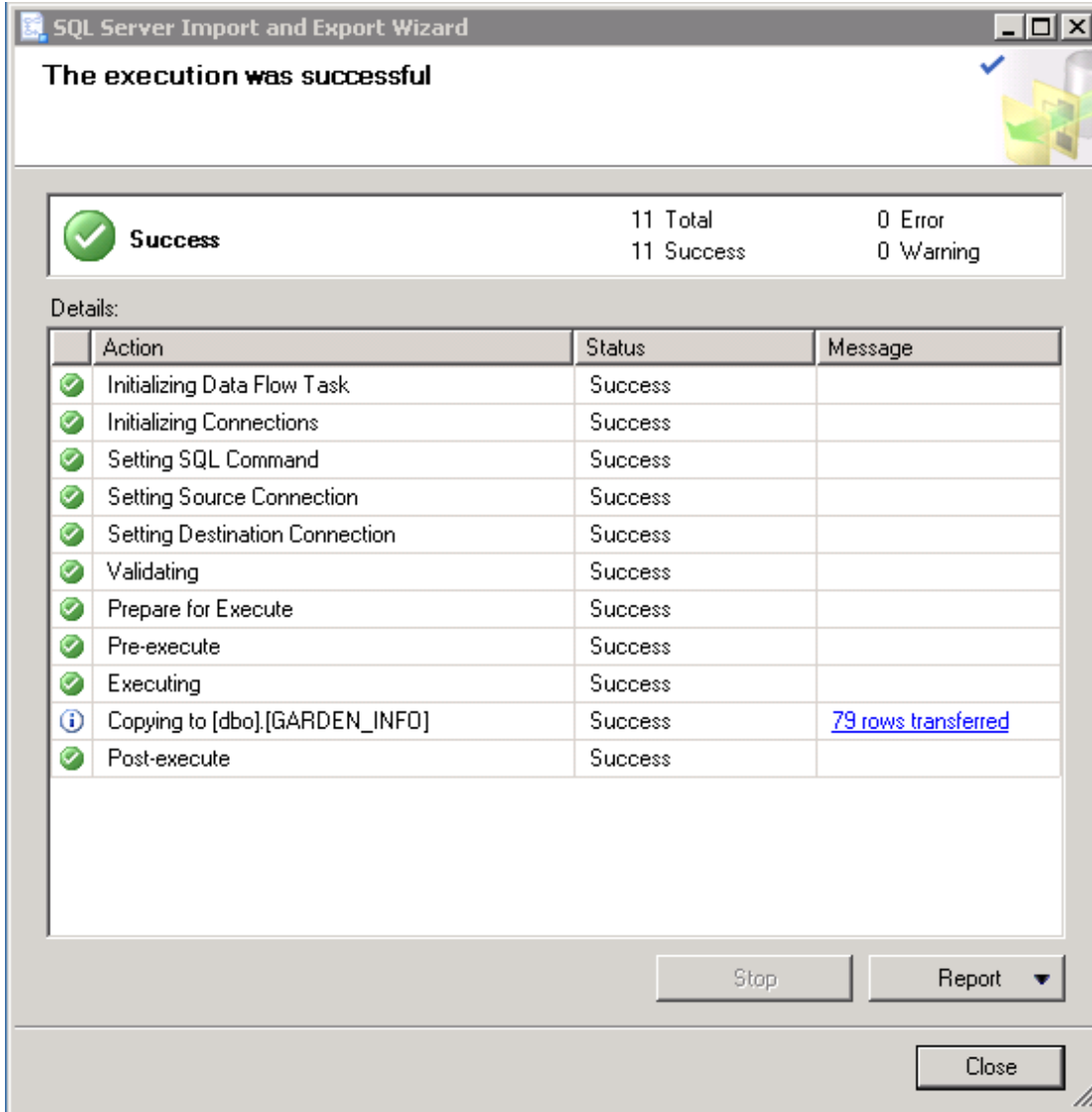




11. Click "Finish"



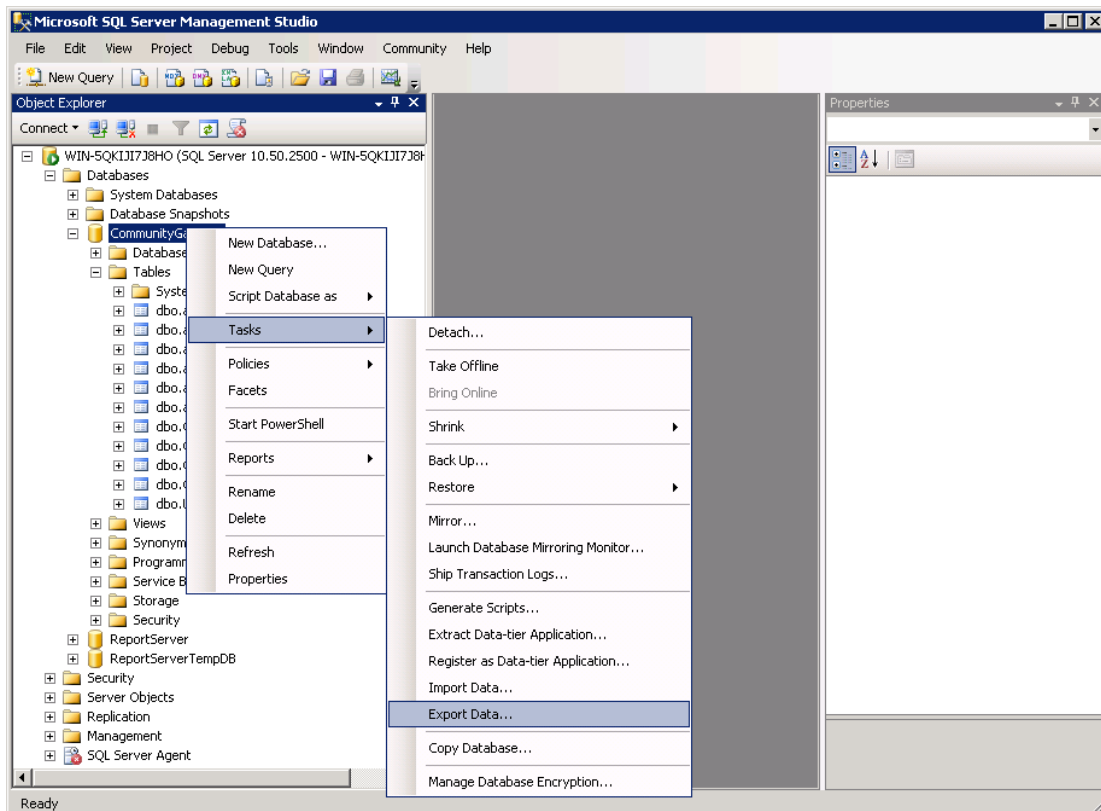
12. If the successful window shows up, the data are successfully imported into database!



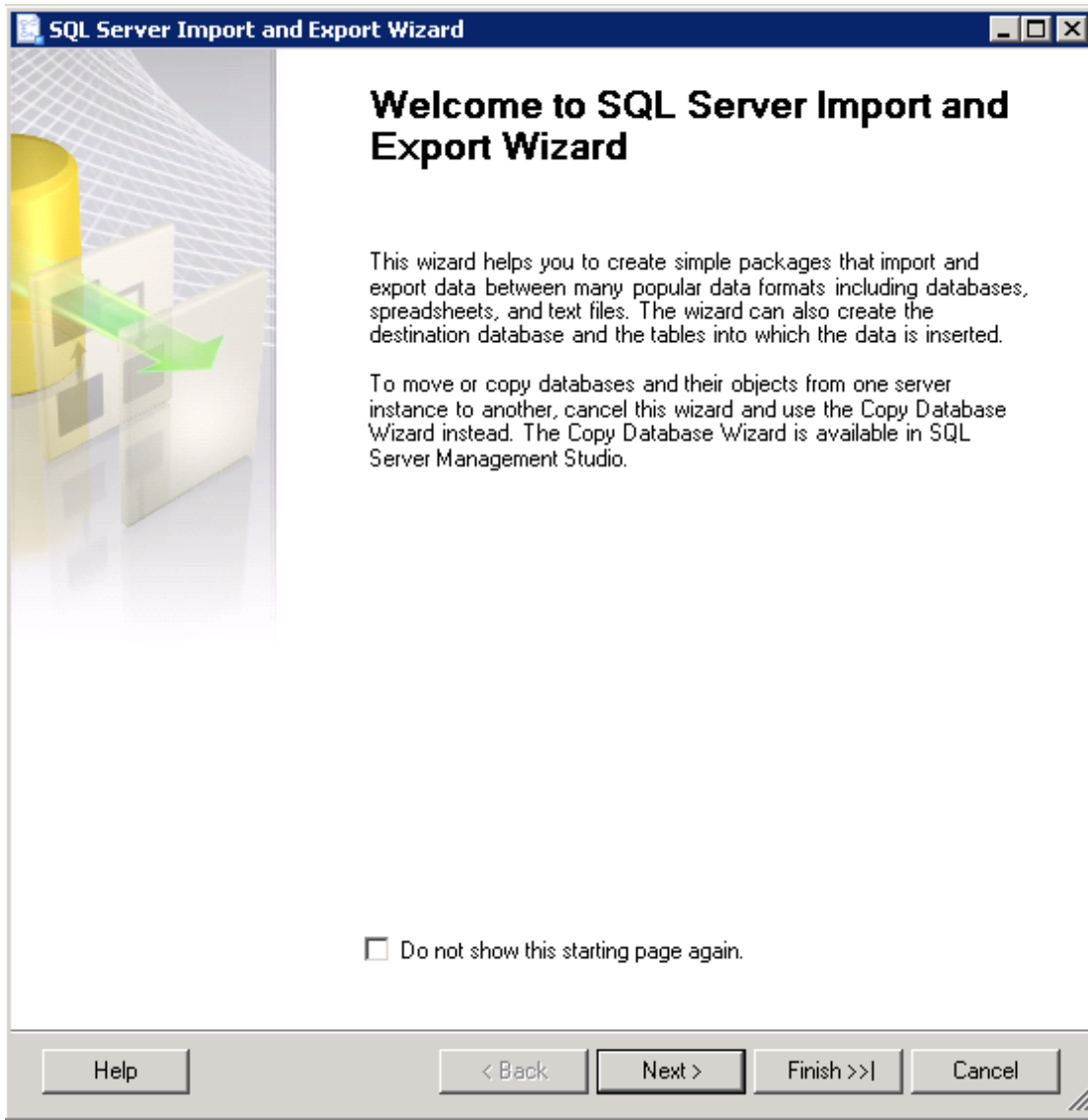
13. And you are done importing data

## 4. Exporting Data to Excel from the Database

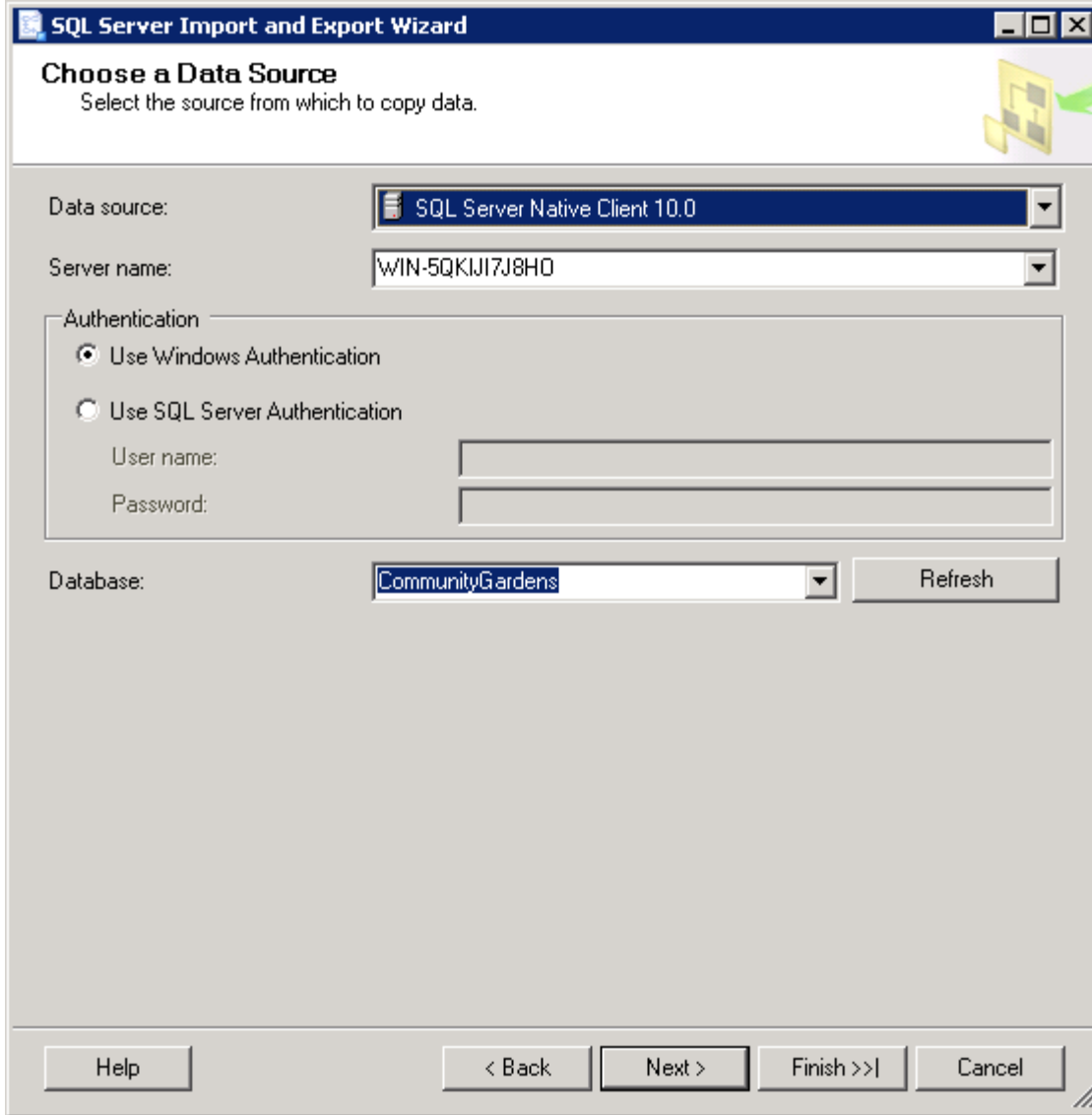
1. Right click on the database "CommunityGardens"
2. Move to "Tasks" => choose "Export data"



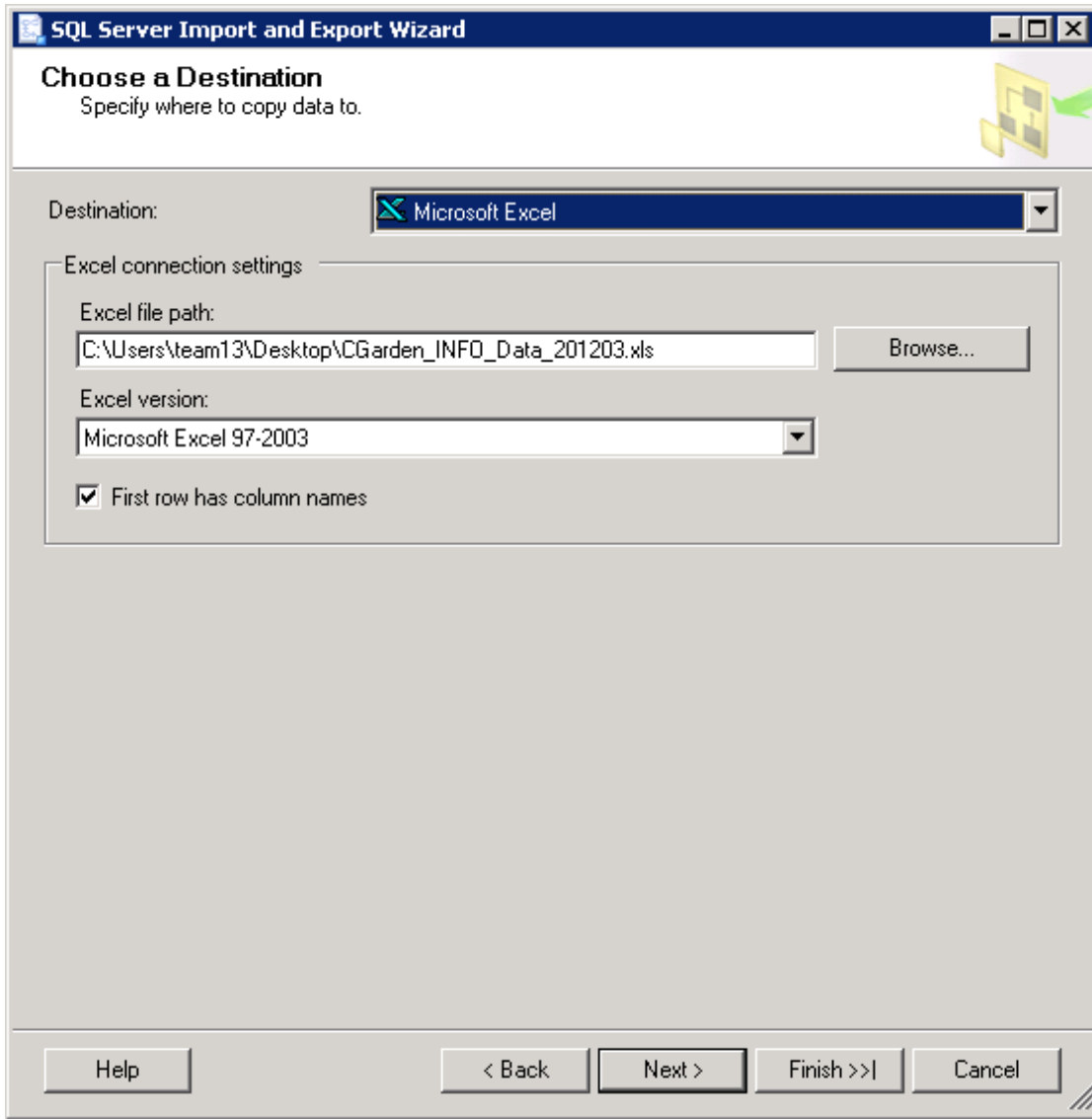
3. "Import and Export Wizard" window shows up and click "Next"



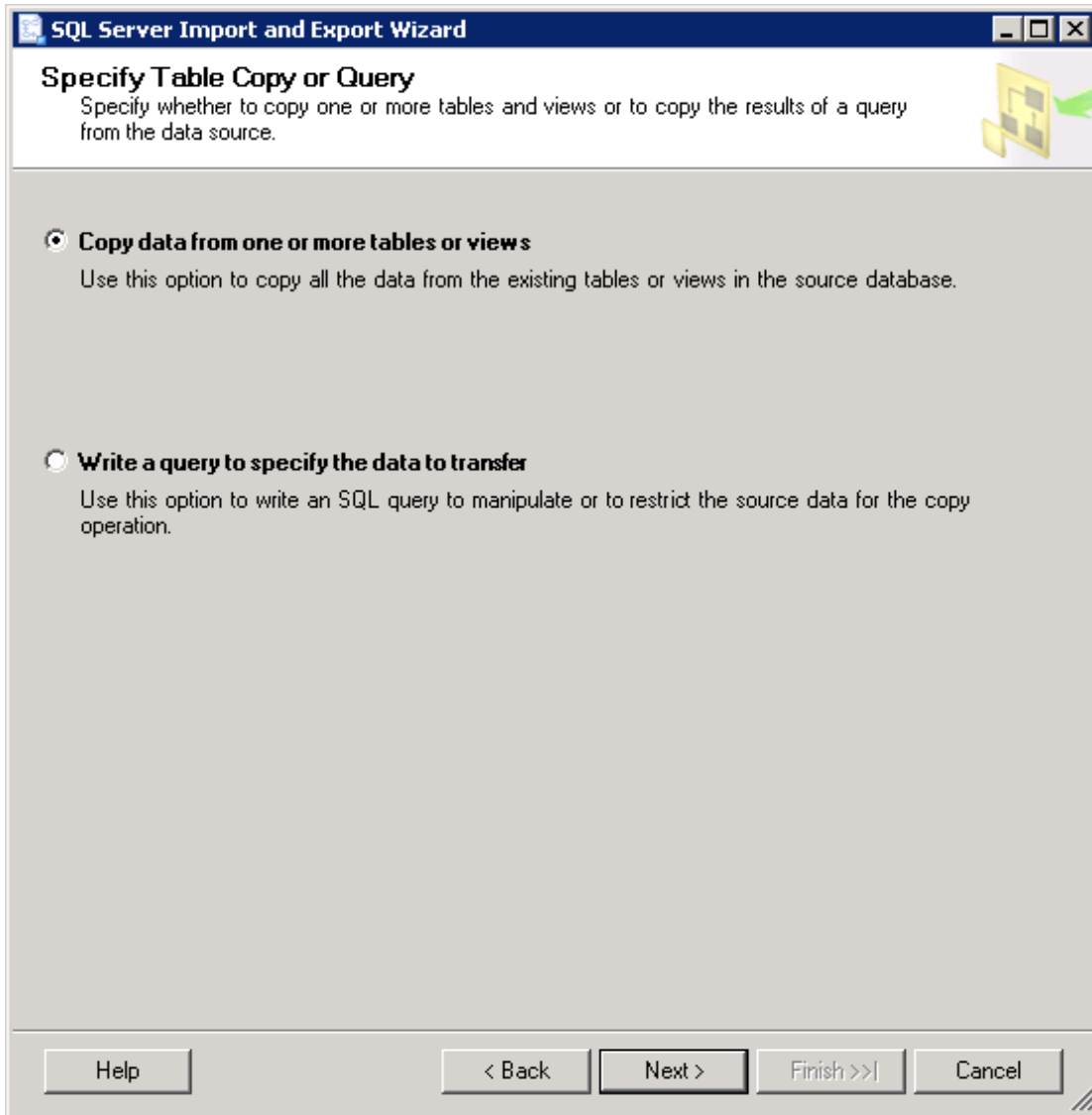
4. Choose source SQL Server and database "CommunityGardens" => Click "Next"



5. Data destination chooses "Microsoft Excel" and browse data file path => Click "Next"

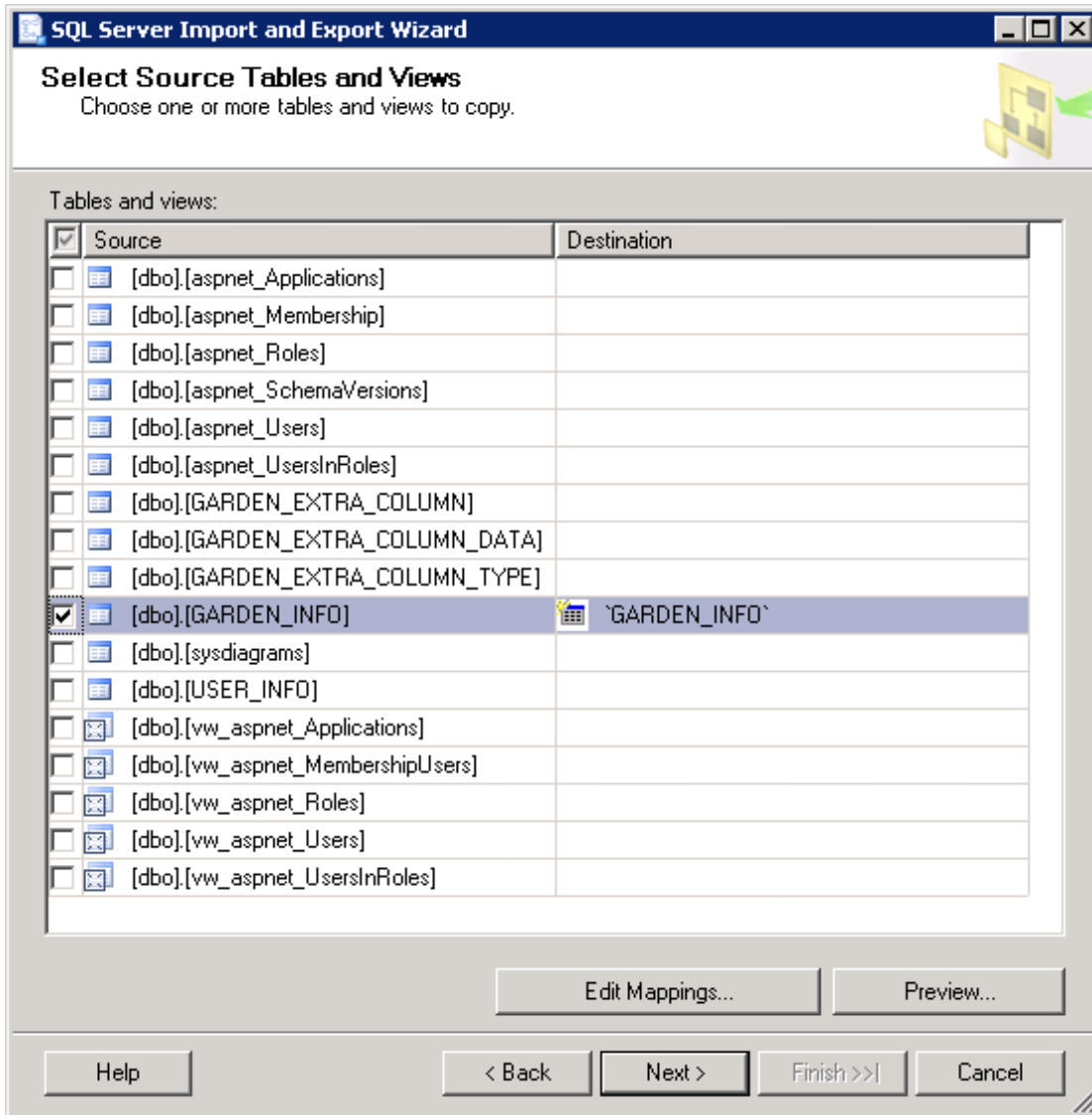


6. Click "Next"

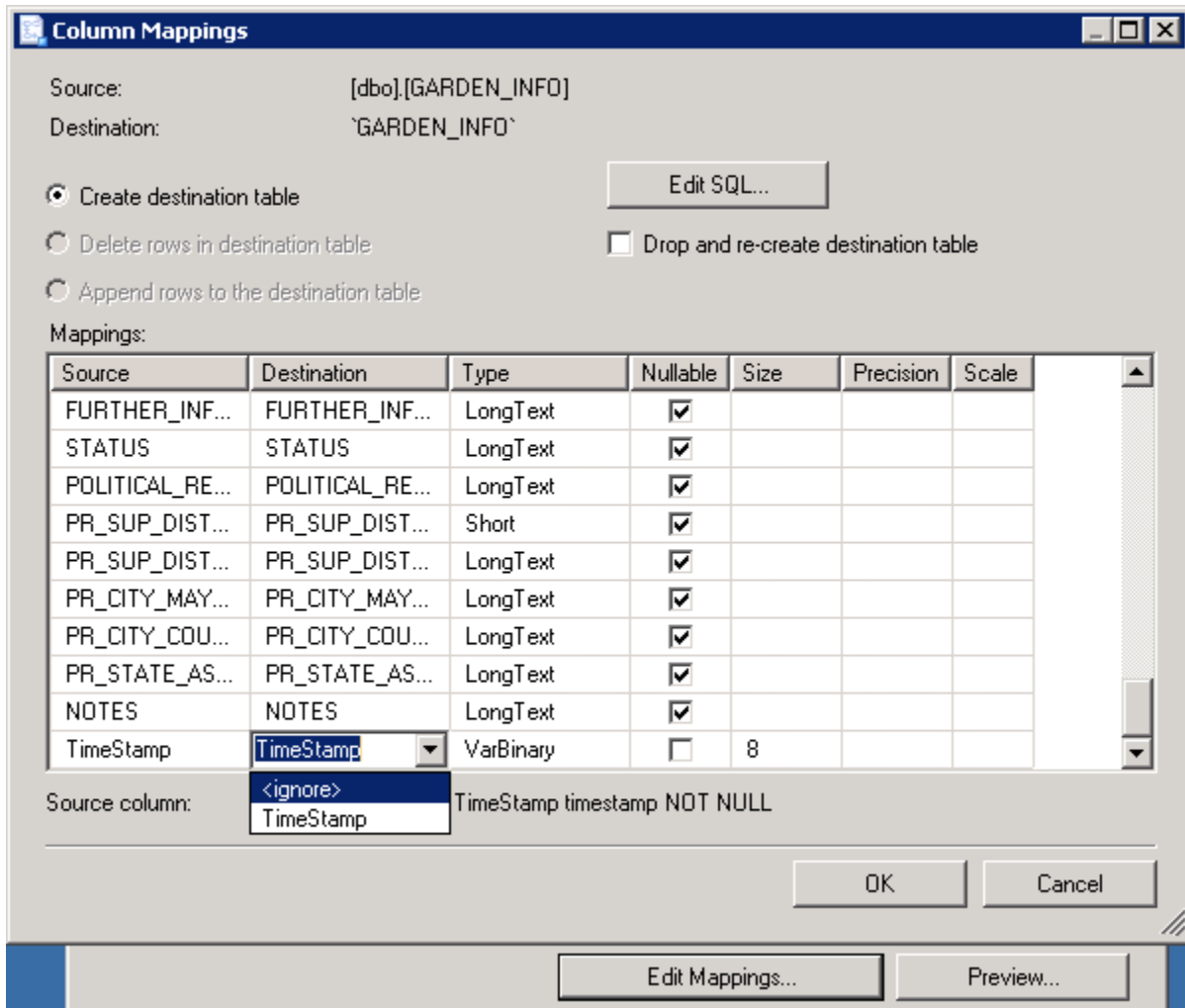


7. Select source '[dbo].[GARDEN\_INFO]' and click "Edit Mappings..."

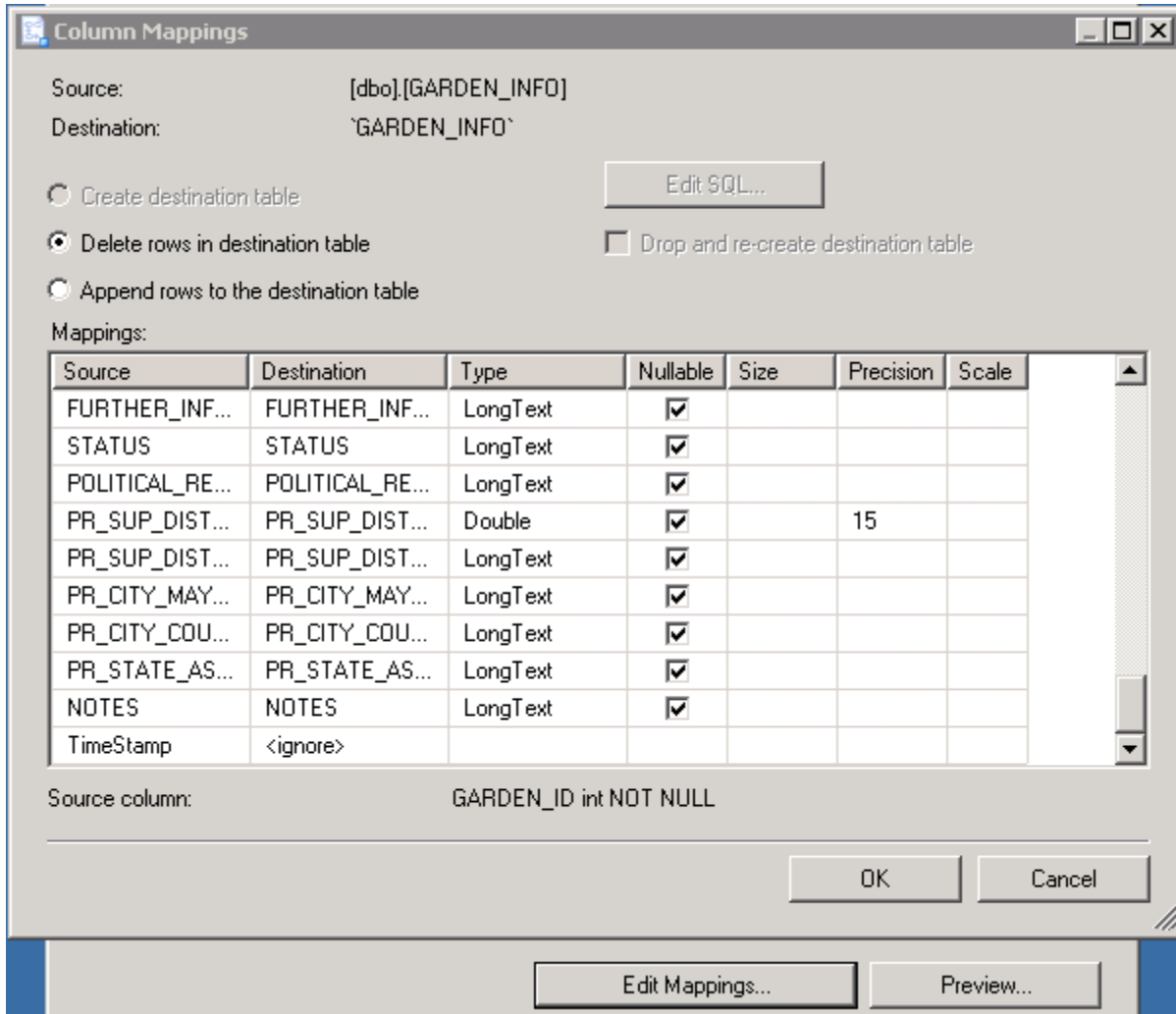




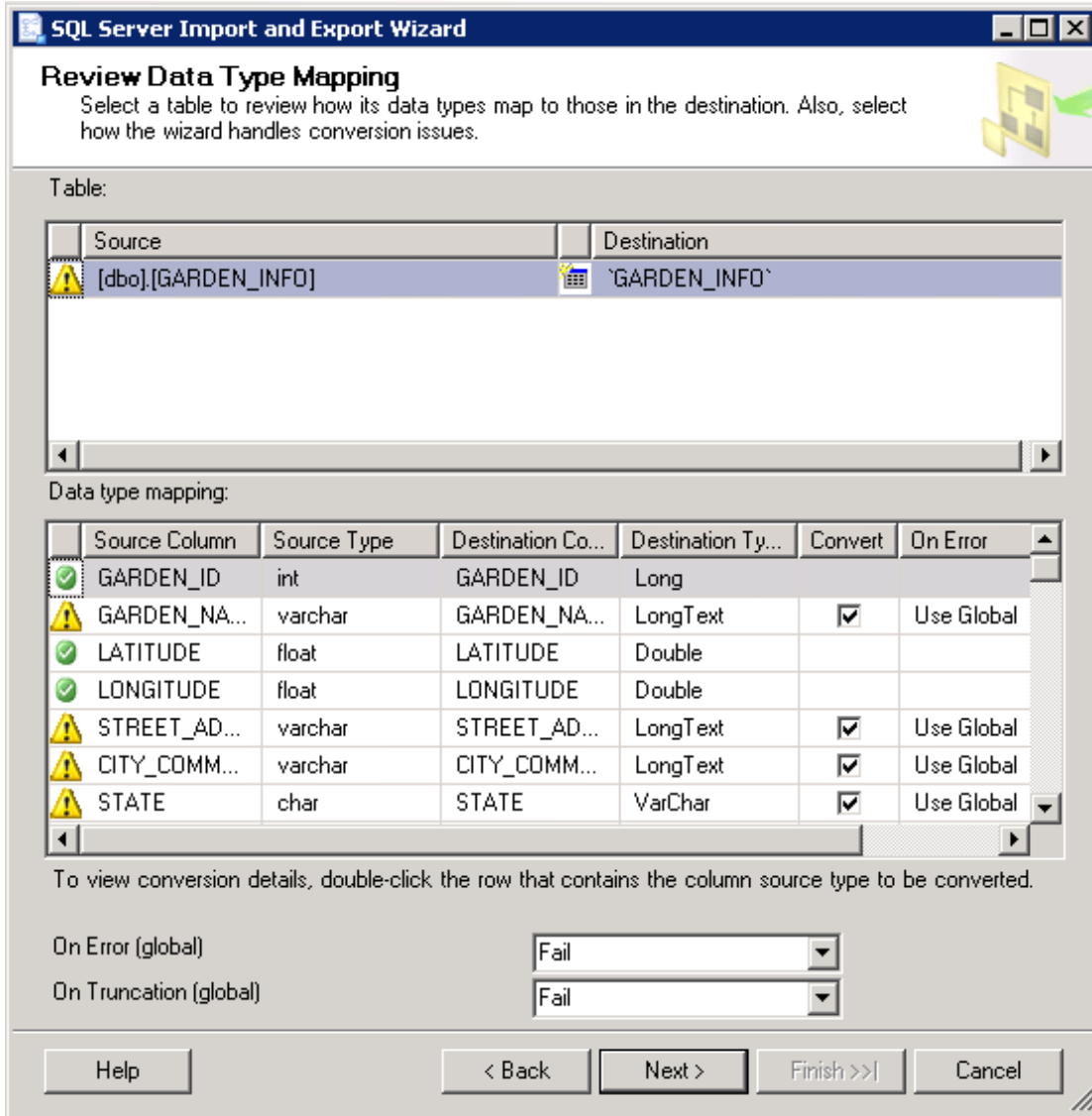
8. If destination excel is a new file, please make sure to ignore "TimeStamp" and then click "OK"  
 ⇒ click "Next"



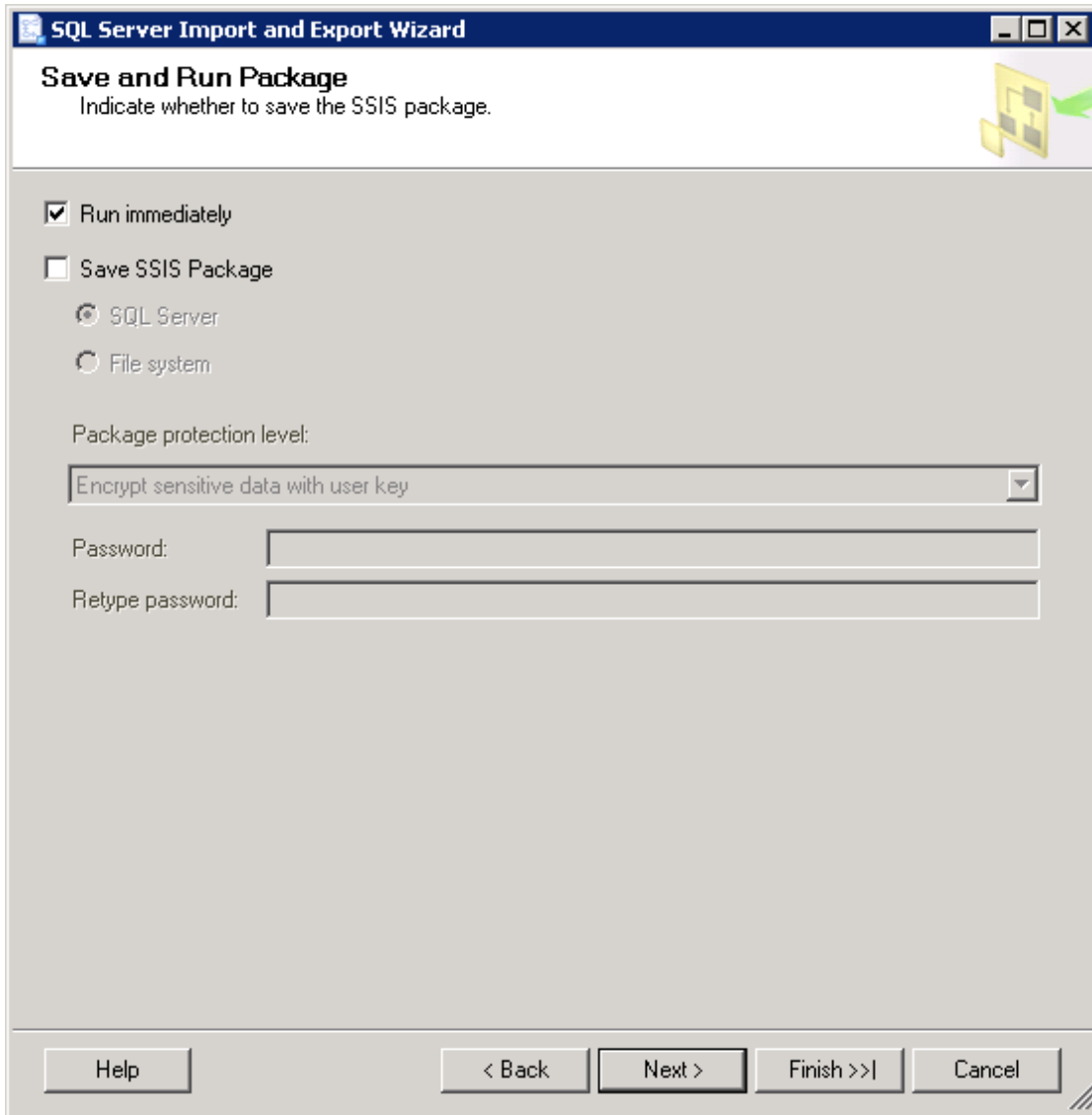
9. If the destination excel file already exists, please select "Delete rows in destination table" and then click "OK" => click "Next"



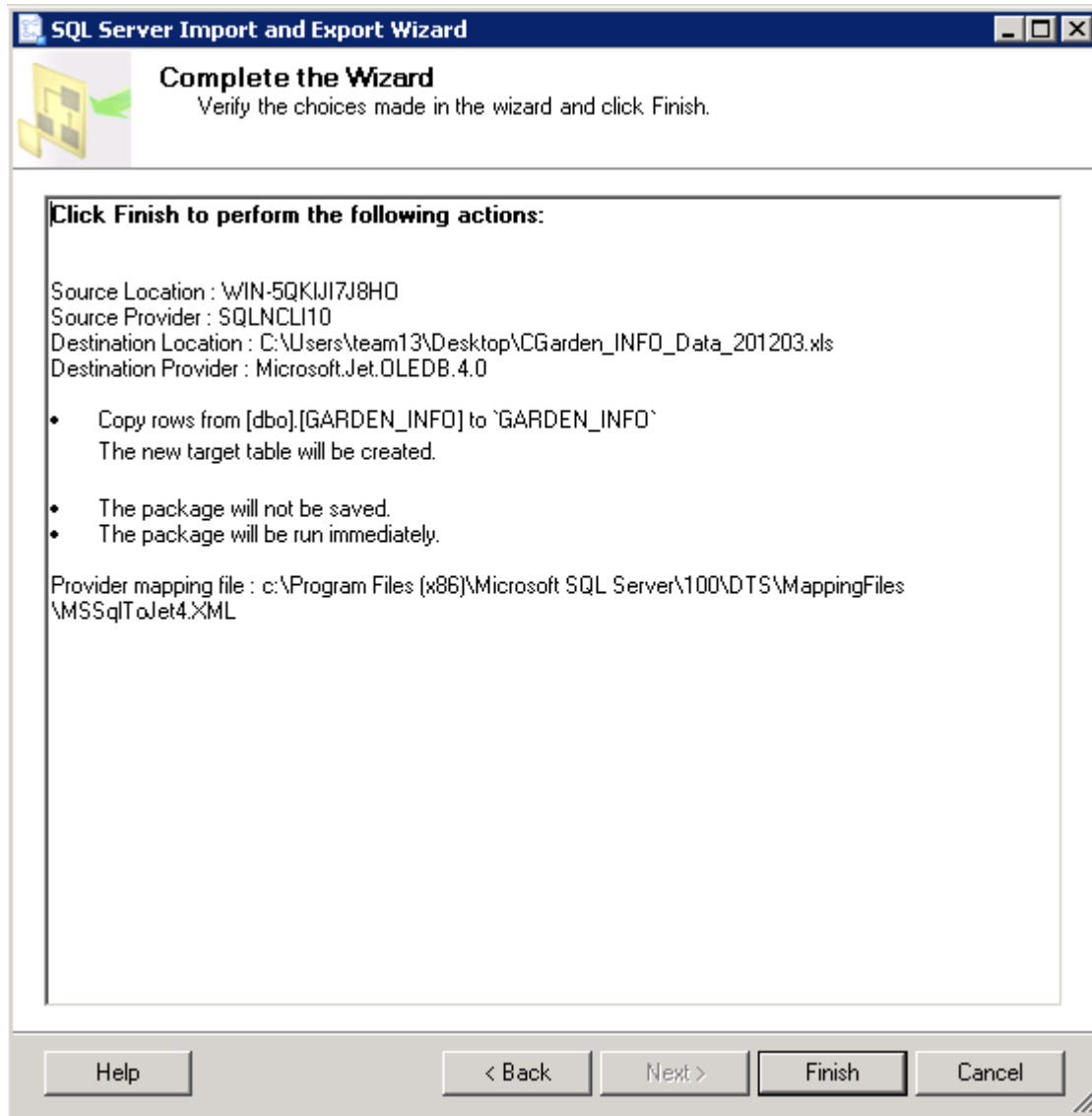
10. Click "Next"



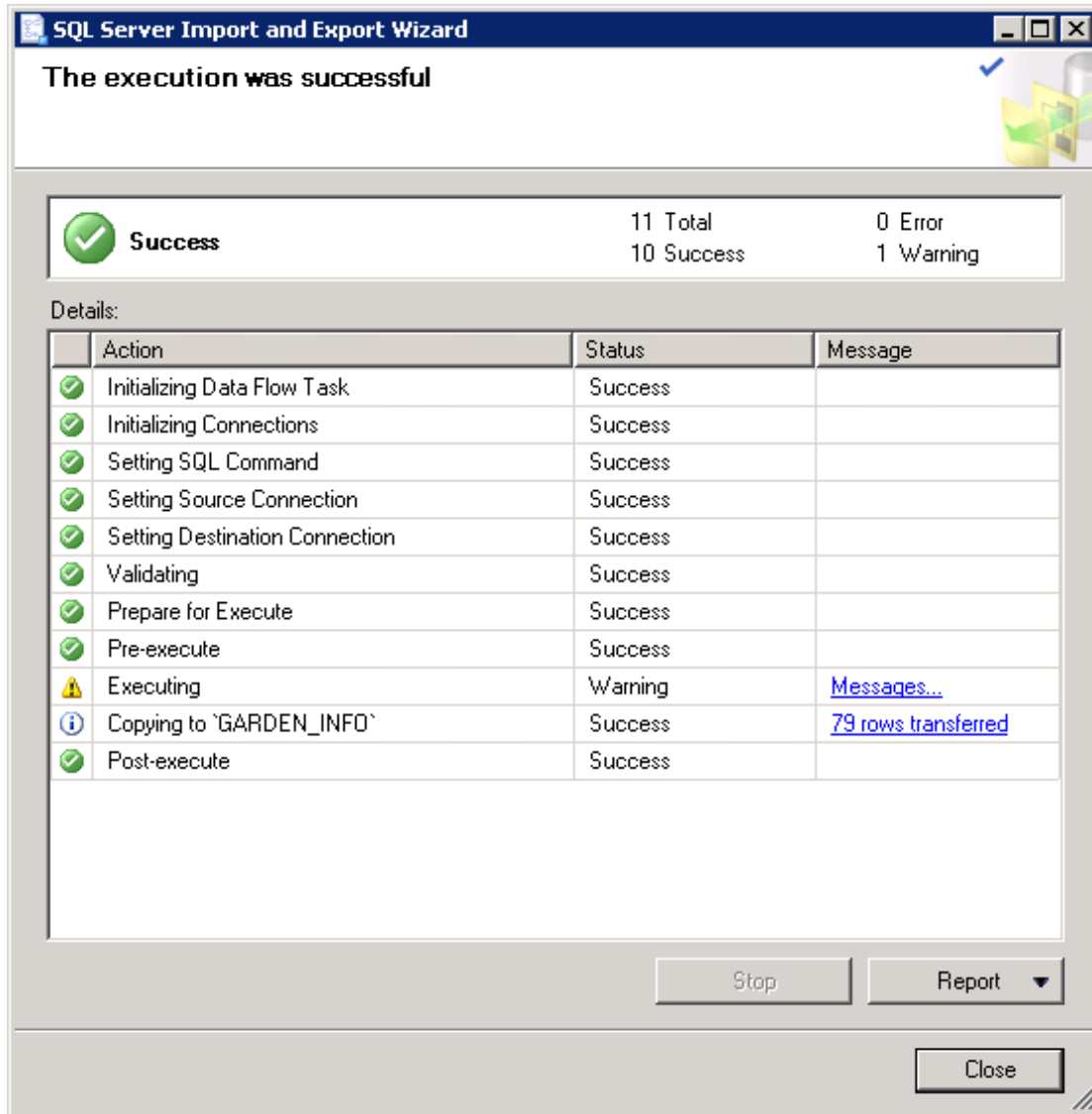
11. Click "Next"



12. Click "Finish"



13. If the successful window shows up, the data are successfully exported into excel file!



14. And you are done!

## 5. Troubleshooting

### 5.1 Frequently Asked questions

**Q:** Why does the blue icon (save button) not work sometimes?

**A:** This can be caused by a number of issues but is generally related to validation errors. If the save button seems unresponsive, scroll across all fields and look for error messages. Many fields have very specific format requirements, character limits, etc. If no fields show any error messages and the problem persists, you may be trying to add a new garden record that has the same Garden Name as an existing garden. The database will not accept more than one garden to have the same Garden Name.

**Q:** Why can't I seem to search for values in fields like ZIP or Lat.?

**A:** The search functionality is not implemented on numeric-only fields such as ZIP and LAT. However, these fields can still be sorted on to make it easier to find a particular value.

**Q:** When on the home page, why does street view look weird?

**A:** Due to a bug in the Google maps API, only Google Chrome correctly renders the maps without a distorted street view. If the issue is severe, consider using Google Chrome as your browser.

**Q:** Why am I getting an error when opening the .xlsx report file in MS Excel 2011 on my Apple computer?

**A:** You can safely ignore this error message. The .xlsx file can still be opened, read, edited and saved with no repercussions.

## 5.2 Error Codes and Messages

1. **Red Asterisk (\*):** This is a required field and must be filled in with appropriate data before proceeding with any save or edit operation.
2. **You must login as an administrator to view this page:** You do not have sufficient privileges to view the requested page. See the Notes section for more information on user access levels.
3. **Invalid Format:** The information entered into the field does not conform to the correct format for that field. Generally this means you entered characters into a field expecting numbers.
4. **Max length is X:** This field has a length restriction in place on it. The information currently entered in the field is greater than the maximum allowed. Reduce the number of characters in the field to proceed.

### 5.2.1 Notes

1. **Administrator:** A system user who has access to the User Management portion of the website. The Administrator is the only user capable managing other users of the system including the ability to add new users, remove existing users and update existing user information (password, etc).
2. **Database Manager:** A system user who has access to all system capabilities except User Management. The Database Manager is the typical user who has access to add, update and remove information from the Community Garden Database.
3. **Database Viewer:** A system user who has read-only access to the data in the Community Gardens Database and who can generate reports. Like the Database Manager, the Database Viewer cannot manage other users.
4. **LACC:** Los Angeles Conservation Corp
5. **LACGC:** Los Angeles Community Gardening Council
6. **LANLT:** Los Angeles Neighborhood Land Trust
7. **UCCE:** University of California Cooperative Extension