



American Red Cross
St. Joseph County
Disaster Database Manual

March 2009

Table of Contents

ACKNOWLEDGEMENTS	4
-------------------------------	----------

USER MANUAL

USER MANAGEMENT	5
------------------------------	----------

CREATE A NEW USER.....	5
------------------------	---

CHANGE USER PASSWORD	5
----------------------------	---

CHANGE USER E-MAIL	5
--------------------------	---

CHANGE USER ACCESS LEVEL	5
--------------------------------	---

ADDING.....	6
--------------------	----------

ADD AN ORGANIZATION	6
---------------------------	---

ADD A RESOURCE	6
----------------------	---

ADD A PERSON	7
--------------------	---

UPDATING	7
-----------------------	----------

UPDATE AN ORGANIZATION	7
------------------------------	---

<i>Upload a Statement of Understanding</i>	<i>8</i>
--	----------

<i>Upload a Statement of Understanding</i>	<i>8</i>
--	----------

UPDATE A RESOURCE.....	9
------------------------	---

UPDATE A PERSON	9
-----------------------	---

DELETING	10
-----------------------	-----------

DELETE ORGANIZATION.....	10
--------------------------	----

DELETE A RESOURCE	10
-------------------------	----

DELETE A PERSON	10
-----------------------	----

SEARCHING.....	11
-----------------------	-----------

GENERAL SEARCH.....	11
---------------------	----

<i>General Search Results</i>	<i>11</i>
-------------------------------------	-----------

SEARCH BY ORGANIZATION	11
------------------------------	----

<i>General Organization Search.....</i>	<i>11</i>
---	-----------

<i>Detailed Organization Search</i>	<i>12</i>
---	-----------

SEARCH BY RESOURCE	12
--------------------------	----

SEARCH BY PERSON.....	13
-----------------------	----

ASSOCIATING.....	13
-------------------------	-----------

ASSOCIATING A RESOURCE TO AN ORGANIZATION	13
---	----

ASSOCIATING A PERSON TO AN ORGANIZATION	14
---	----

DEASSOCIATING	15
----------------------------	-----------

DEASSOCIATING A RESOURCE FROM AN ORGANIZATION.....	15
--	----

DEASSOCIATING A PERSON FROM AN ORGANIZATION.....	15
--	----

DEVELOPER'S GUIDE

DESIGN AND DESCRIPTION OF THE BACK-END DATABASE.....	16
---	-----------

PHP MY ADMIN DOCUMENTATION	20
---	-----------

EDITING A TABLE.....	20
----------------------	----

WHEN ACTIVELY CLICKED ON THE DATABASE.....	22
--	----

GOOGLE CODE GUIDE.....	22
-------------------------------	-----------

REPOSITORY	23
------------------	----

<i>Checking Out files.....</i>	<i>24</i>
<i>Adding files.....</i>	<i>25</i>
<i>Committing files.....</i>	<i>25</i>
WIKI.....	26
ISSUES	26
DOWNLOADS	26
GOOGLE CODE CHEAT SHEET	27

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Revision Number	Revision Date	Description
v. 1	4/30/09	Initial version of manual

User Management

Create a New User

1. Login to an administrator level account
2. From the home page, select the button labeled “Create User” under the User Accounts heading
3. Fill out the username and email to which the new account will be assigned.
4. Under “User Capabilities”, determine which combination of the following the new user will be permitted to do:
 - a. Admin – Allows the user unrestricted access to all site functions
 - b. Search – Allows the user to search through records
 - c. Insert – Allows the user to add new records to the database as well as assign new properties to them (resources, people, etc.)
 - d. Delete – Allows the user to remove records from the database
 - e. Update – Allows the user to modify existing records
5. If all forms are properly filled out, press the “Create New User” button
6. The new account will be created. An email will be sent to the address provided with a temporary password.

Change User Password

1. In the top toolbar, select “Update User Profile”.
2. Once at the Update User page, enter in your previous password in the “Old Password” field.

Old Password	<input type="password"/>
New Password	<input type="password"/>
Verify New Password	<input type="password"/>

3. Enter your desired password in the “New Password” field, then enter the exact same password in the “Verify New Password” field.
4. Select the Update User button. If you correctly entered the required information, a notification of a successful update will be displayed.

Change User E-mail

1. In the top toolbar, select “Update User Profile”.
2. Once at the Update User page, enter the e-mail address desired to be associated with the account in the “E-mail” field. Note that the e-mail address currently associated with the account will be present in the field.

Email	<input type="text" value="email@email.com"/>
-------	--

3. Select the Update User button.

Change User Access Level

1. Login to an administrator level account

2. From the home page, select the button labeled “Change User Access Level” under the User Accounts heading.

Select User to Change:



User info will be listed here.

3. From the dropdown menu, select the user you wish to change the access level of. The access level of the user will be shown in a table when selected. Once you have verified that it is the correct user, select the “Change User Capabilities” button.
4. Select which capabilities you wish the user to have in the checkboxes, then select the “Update User” button.

Admin ☒

Search ☒

Insert ☒

Delete ☒

Update ☒

Adding

Add an Organization

1. Login to an account with Insert privileges.
2. From the home page, select “Add an organization”
3. Input all of the appropriate data, then press “continue”
 - a. If the user would like to refresh this page, clearing all entries, select “clear form”
4. On the second page, verify that all information is correct
 - a. If it is not and the user would like to edit one or more of them, select back.
5. Select the resource the user would like to associate with this organization from the drop-down menu.
 - a. If the resource the user would like to add is not in the menu, select the “Add New Resource”. After creating the new resource, the user will be redirected back to this page.
6. Select “Add Organization”
7. If successful, the user will be brought to the newly created organization’s information page. If necessary, the user can update and delete the organization, as well as associate additional resources and persons from here.

Add a Resource

1. Login to an account with Insert privileges.

2. From the home page, select “Add a Resource”
3. Input the following data:
 - a. Type of Resource – What you wish the resource to be called
 - b. Description – A short description of what this resource is (max 1000 characters)
 - c. Keywords – Words associated with this resource that you wish to be found during a keyword search.
4. On the second page, verify that all information is correct and press “Submit”
5. If the user would like to add this resource to an existing organization,

Add a Person

1. Login to an account with Insert privileges.
2. From the home page, select “Add a person”
3. Input all of the appropriate data, then press “Add Person”
 - a. **NOTE:** The following are required fields: Street Address, City, State, ZIP, Home Phone, and E-mail.
 - a. If the user would like to refresh this page, clearing all entries, select “clear form”
4. On the second page, verify that all information is correct
 - a. If it is not and the user would like to edit one or more of them, select back.
5. If the user would like to add this person to an organization, fill out the information relating this person to an organization.
 - a. If the organization is not in the dropdown menu, the user must create it (refer to Add an Organization)
6. Select “Add Person”

Updating

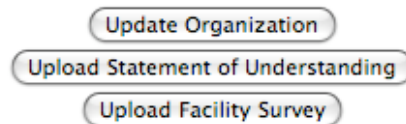
Update an Organization

1. Login to an account with Update privileges.
2. From the main menu, select the “Search” button under the “Search Records” heading
3. Select the appropriate search, “General Organization Search” or “Detailed Organization Search” and fill out the appropriate search criteria (refer to Searching).
4. Select the desired organization from the Search Results page. If there are too many search results, refine your search by using more keywords or attempting to use the Detailed Organization Search.
5. From the Organization Information page, select the “Update Record” button
 - a. If the “Update Record” button does not appear, your account does not have update privileges. Contact your administrator to acquire them.

6. In the Update Organization page, update any fields necessary, then press the "Update Organization" button
 - a. The user can also associate a resource to the organization from here (refer to Associate a Resource)

Upload a Statement of Understanding

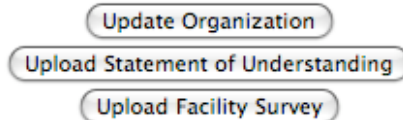
1. Login to an account with Update privileges.
2. From the main menu, select the "Search" button under the "Search Records" heading
3. Select the appropriate search, "General Organization Search" or "Detailed Organization Search" and fill out the appropriate search criteria (refer to Searching).
4. Select the desired organization from the Search Results page. If there are too many search results, refine your search by using more keywords or attempting to use the Detailed Organization Search.
5. From the Organization Information page, select the "Update Record" button
 - a. If the "Update Record" button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
6. At the bottom of the page, you will find the "Upload Statement of Understanding" button. Select it.



7. Select the "Choose File" button to select the file you wish to upload from your computer. Files that are able to be uploaded are: .txt, .doc, and .pdf.
8. Once you have selected the file, select which of the three compatible file types your file is, then select the "Send" button.

Upload a Statement of Understanding

1. Login to an account with Update privileges.
2. From the main menu, select the "Search" button under the "Search Records" heading
3. Select the appropriate search, "General Organization Search" or "Detailed Organization Search" and fill out the appropriate search criteria (refer to Searching).
4. Select the desired organization from the Search Results page. If there are too many search results, refine your search by using more keywords or attempting to use the Detailed Organization Search.
5. From the Organization Information page, select the "Update Record" button
 - a. If the "Update Record" button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
6. At the bottom of the page, select the "Upload Facility Survey" button.



7. Select the “Choose File” button to select the file you wish to upload from your computer. Files that are able to be uploaded are: .txt, .doc, and .pdf.
8. Once you have selected the file, select which of the three compatible file types your file is, then select the “Send” button.

Update a Resource

1. Login to an account with Update privileges.
2. From the main menu, select the “Search” button under the “Search Records” heading
3. Under “Search by Resource”, select the desired resource from the dropdown menu (refer to Searching). Select the first organization from the Search Results page. If there are no results, this resource has not been associated with any organization (refer to Add a Resource).
4. From the Organization Information page, select the desired resource under the Resource table. This will bring you to the Resource Information page
5. In the Resource Information page, select the “Update Record” button. This will bring you to the Update Resource page.
 - a. If the “Update Record” button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
6. In the Update Resource page, update any fields necessary, then press the “Update Resource” button

Update a Person

1. Login to an account with Update privileges.
2. From the main menu, select the “Search” button under the “Search Records” heading
3. Under “Search by Person”, enter keywords that would find the desired person (name, address, city, zip, phone number, and/or email) (refer to Searching)
4. Select the desired person from the Search Results page. If there are too many search results, refine your search by using more keywords.
5. In the Person Information page, select the “Update Record” button. This will bring you to the Update Person page.
 - a. If the “Update Record” button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
6. In the Update Person page, update any fields necessary, then press the “Update Person” button
 - a. The user can also associate a person to an organization from here, for instructions refer to Associate a Person

Deleting

Delete Organization

1. Login to an account with Delete privileges.
2. From the main menu, select the "Search" button under the "Search Records" heading
3. Select the appropriate search, "General Organization Search" or "Detailed Organization Search" and fill out the appropriate search criteria (refer to Searching)
4. Select the desired organization from the Search Results page. If there are too many search results, refine your search by using more keywords or attempting to use the Detailed Organization Search.
5. From the Organization Information page, select the "Delete Record" button
 - a. If the "Delete Record" button does not appear, your account does not have Delete privileges. Contact your administrator to acquire them.
6. The user will be prompted to confirm deletion of the organization. Select the "Delete Organization" button if it is desired to delete the selected organization.

Delete a Resource

1. Login to an account with Delete privileges.
2. From the main menu, select the "Search" button under the "Search Records" heading
3. Under "Search by Resource", select the desired resource from the dropdown menu (refer to Searching)
4. Select the first organization from the Search Results page. If there are no results, this resource has not been associated with any organization. (refer to Associate a Resource)
5. From the Organization Information page, select the desired resource under the Resource table. This will bring you to the Resource Information page.
6. In the Resource Information page, select the "Delete Record" button. This will bring you to the Delete Resource page.
 - a. If the "Delete Record" button does not appear, your account does not have Delete privileges. Contact your administrator to acquire them.
7. The user will be prompted to confirm deletion of the resource. Select the "Delete Resource" button if it is desired to delete the selected person.

Delete a Person

1. Login to an account with Delete privileges.
2. From the main menu, select the "Search" button under the "Search Records" heading
3. Under "Search by Person", enter keywords that would find the desired person (name, address, city, zip, phone number, and/or email) (refer to Searching)
4. Select the desired person from the Search Results page. If there are too many search results, refine your search by using more keywords.

5. In the Person Information page, select the “Delete Record” button. This will bring you to the Delete Person page.
 - a. If the “Delete Record” button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
6. In the Delete Person page, update any fields necessary, then press the “Delete Person” button
7. The user will be prompted to confirm deletion of the person. Select the “Delete Person” button if it is desired to delete the selected person.

Searching

General Search

1. Login to an account with Search privileges
2. From the main menu, select the “Search” button under the “Search Records” heading

General Search

Search:

3. At the top of the page, you will find the General Search. This search will take the keywords entered in the “Search” field and find matching terms in all of Persons, Organizations, and Resources.
4. Enter the keywords you wish to search for, then press Search. This will bring you to the General Search Results page (see next section)

General Search Results

1. The General Search Results is separated into three sections:

Search by Organization

General Organization Search

1. Login to an account with Search privileges
2. From the main menu, select the “Search” button under the “Search Records” heading

General Organization Search:

3. Under the “Search by Organization” heading, find the “General Organization Search”. Input keywords that would find the desired organization (name, address, city, zip, county, website, and/or email of organization), then press the “Search Organizations” button.
4. Select the desired organization from the Search Results page. If there are too many search results, refine your search by using more keywords in the

General Organization Search or attempting to use the Detailed Organization Search.

- a. If it is not found, it is possible that the organization has not been added (refer to Add an Organization).

Detailed Organization Search

1. Login to an account with Search privileges
2. From the main menu, select the "Search" button under the "Search Records" heading

Detailed Organization Search

Organization Name:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
ZIP:	<input type="text"/>
County:	<input type="text"/>
<input type="button" value="Detailed Search"/>	

3. Under the "Search by Organization" heading, find the "Detailed Organization Search". In the appropriate fields, fill out the name, city, state, zip, and/or county of the desired organization. All fields are not required.
4. Select the desired organization from the Search Results page.
 - a. If it is not found, check that the inputs for the search are correct. If they are, it is possible that the organization has yet to be created (refer to Add an Organization) or some of the existing information is incorrect (refer to Update Organization to fix)

Search by Resource

This search is used to find all organizations that provide a given resource

1. Login to an account with Search privileges.
2. From the main menu, select the "Search" button under the "Search Records" heading
3. Under "Search by Resource", the user has two options, a Resource Keyword Search and a dropdown menu.
 - a. The resource keyword search will search for all resources tagged with a given keyword at creation. For example, it is possible "Short term housing" would be found with a keyword search of lodging, housing, or beds.
 - b. One can find an already created resource by simply selecting it from the dropdown menu to the right of "Select a Resource"

Search by Resource

Resource Keyword Search:

Select a Resource:

4. Once the user has entered the required inputs (keyword(s) or menu selection), press the “Search Resources” button.
5. Select the desired organization from the Search Results page. If there are too many search results, refine your search by using more keywords in the keyword search or attempting to use the Detailed Organization Search.
 - a. If it is not found, it is possible that the organization has not been added (refer to Add an Organization) or the resource has not been associated with the organization (Refer to Associate a Resource).

Search by Person

1. Login to an account with Search privileges.
2. From the main menu, select the “Search” button under the “Search Records” heading
3. Under “Search by Person”, enter keywords that would find the desired person (name, address, city, zip, phone number, and/or email)

General Person Search:

4. Select the desired person from the Search Results page. If there are too many search results, refine your search by using more keywords.
 - a. If it is not found, it is possible that the person has not been added (refer to Add a Person)

Associating

Associating a Resource to an Organization

1. Login to an account with Update privileges.
2. From the main menu, select the “Search” button under the “Search Records” heading
3. Select the appropriate search, “General Organization Search” or “Detailed Organization Search” and fill out the appropriate search criteria (refer to Searching).
4. Select the desired organization from the Search Results page. If there are too many search results, refine your search by using more keywords or attempting to use the Detailed Organization Search.
5. From the Organization Information page, select the “Update Record” button. This will bring you to the Update Organization page.

- a. If the “Update Record” button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
6. In the Update Organization page, look below the organization information fields and you will find the following:

Select a Resource to Add to Organization: or

7. If the desired resource has already been created, select it in the dropdown menu provided, then select the “Update Organization” button.
 - a. If the desired resource has not been created (ie is not in the dropdown menu), select the “Add New Resource” (refer to Add a Resource).
NOTE: Add privileges are necessary to add a new resource.
 - b. Once the new resource has been successfully added, you will be returned to the update organization page. At this point, select the resource from the dropdown menu, then select the “Update Organization” button.

Associating a Person to an Organization

1. Login to an account with Update privileges.
2. From the main menu, select the “Search” button under the “Search Records” heading
3. Under “Search by Person”, enter keywords that would find the desired person (name, address, city, zip, phone number, and/or email) (refer to Searching)
4. Select the desired person from the Search Results page. If there are too many search results, refine your search by using more keywords.
5. In the Person Information page, select the “Update Record” button. This will bring you to the Update Person page.
 - a. If the “Update Record” button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
6. Scroll down to below the person information fields to the “Add this person to an organization” form.

Add this person to an organization:

Title in Organization: (e.g. 'Pastor')

Select the role of this person

Select an Organization to link this person to:

7. Fill in the “Title in Organization” (e.g. Pastor, President, Group Leader).
8. Select the role of the person in the organization from the dropdown menu.

9. Select the organization that you wish to associate the person to from the dropdown menu.
 - a. If the organization is not present in the dropdown menu, the user must first create the organization, then return to this page. Refer to Add an Organization. Note: the user must have Add capabilities to do this.

Deassociating

Deassociating a Resource from an Organization

1. Login to an account with Update privileges.
2. From the main menu, select the "Search" button under the "Search Records" heading
3. Select the appropriate search, "General Organization Search" or "Detailed Organization Search" and fill out the appropriate search criteria (refer to Searching).
4. Select the desired organization from the Search Results page. If there are too many search results, refine your search by using more keywords or attempting to use the Detailed Organization Search.
5. From the Organization Information page, select the "Update Record" button. This will bring you to the Update Organization page.
 - a. If the "Update Record" button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
6. In the Update Organization page, look below the organization information fields and you will find the following:

Select a Resource to Remove From Organization: 

7. Select the resource that is already associated with the organization from the dropdown menu, then select the "Update Organization" button.

Deassociating a Person from an Organization

1. Login to an account with Update privileges.
2. From the main menu, select the "Search" button under the "Search Records" heading
3. Under "Search by Person", enter keywords that would find the desired person (name, address, city, zip, phone number, and/or email) (refer to Searching)
4. Select the desired person from the Search Results page. If there are too many search results, refine your search by using more keywords.
5. In the Person Information page, select the "Update Record" button. This will bring you to the Update Person page.
 - a. If the "Update Record" button does not appear, your account does not have update privileges. Contact your administrator to acquire them.

6. Scroll down to below the person information fields to the “Remove this person from an organization” form.

Remove this person from an organization:



7. Select the organization that you wish to deassociate the person to from the dropdown menu, then select the “Update Person” button.

Design and Description of the Back-End Database

The original Disaster Response database was developed in Microsoft Access and maintained as a single table with many columns. This is not the best implementation because it allows for much duplication of data and many opportunities for discrepancies in entering data. Using the normalization and optimization techniques learned in the Database Concepts course at Notre Dame, this single table was transformed into a database containing nine tables. The design of the database has been an ongoing process over the past several semesters of the project. The Entity Relationship diagram and table schema describing the structure and attributes of the database can be found in the appendix of this document.

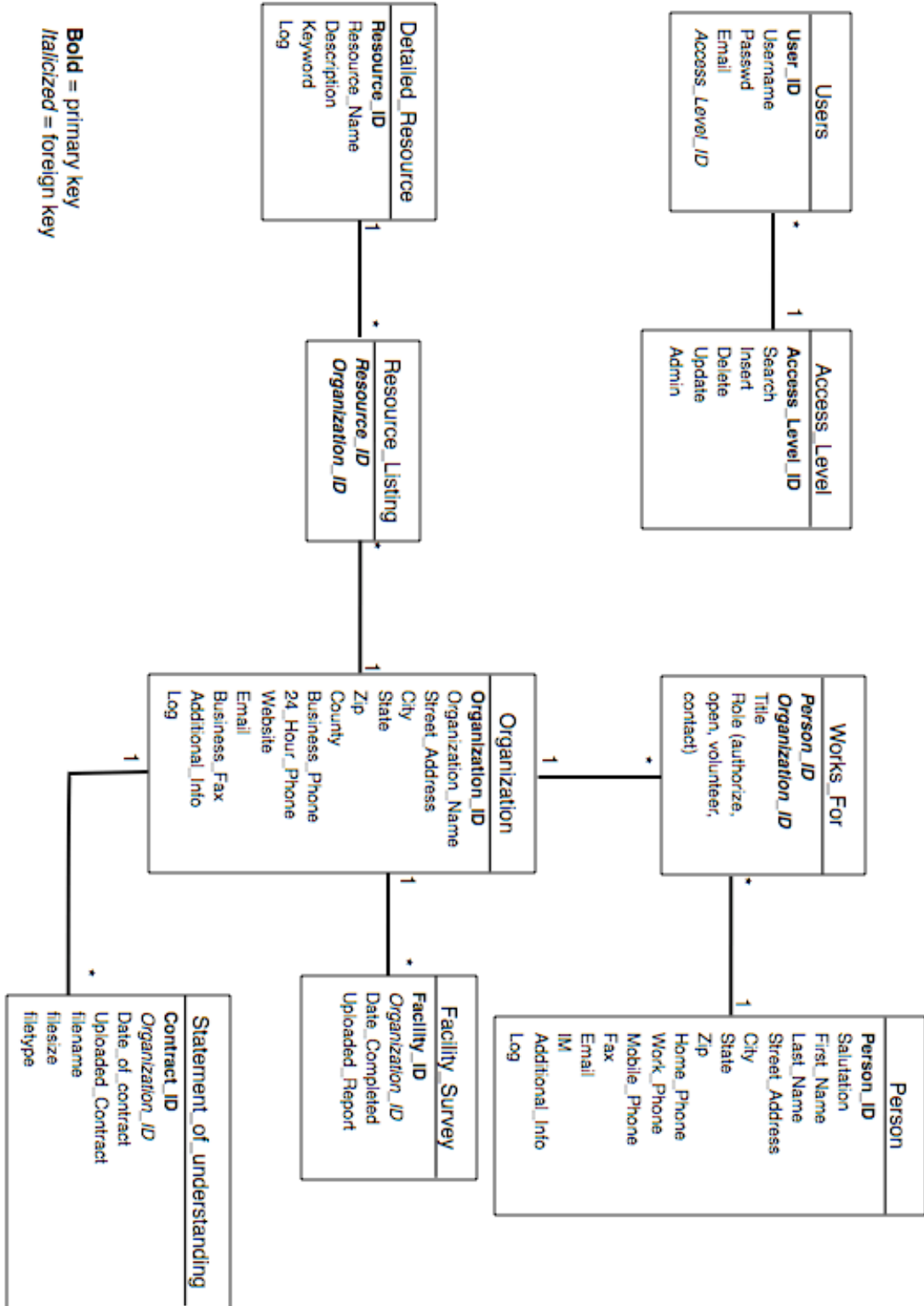
The main and pivotal tables in this database are the organization, detailed_resource, and person tables. These three tables hold the core information about what exactly is in the database; namely, the resources provided, the organizations that provide them, and the people that work for those organizations. Two additional tables, the works_for and resource_listing tables then link the three main tables together so that the relationships between the core pieces can be described. The final two tables, facility_survey and statement_of_understanding, simply provide places to upload and store these documents associated with an organization. They have only been associated with facilities in the past, but ideally, any organization that has agreed to provide support in the event of a disaster would sign an agreement (i.e. statement of understanding). Finally, to provide additional security in accessing the web-based front end of the database, the users and access_level tables were created. They function as would be expected and ensure that users of the site are able to exercise only the rights that are granted to them. The potential rights are: Search, Update, Delete, and Insert. All possible permutations are possible. An additional, administrative access level (Admin) provides the user with all of the above-mentioned rights as well as the ability to add and delete users from the website.

By organizing the database in this way, one can simply search for a resource in the resource table, find all of the organizations that provide that resource, and quickly see all the people who work for those organizations. This also allows for easy

deletion of individuals when they leave organizations or resources when an organization stops providing them without massively altering the database. Even more helpful is the ability to simply update one row in the Organization table to reflect, for instance, a change in address, and this information will immediately be related to the various individuals working for that organization. In the previous setup, every individual associated with the organization would have needed his or her row updated to reflect this change. The database design has morphed over the past several semesters and will likely continue to change slightly, but the core tables and functions have been established providing the solid foundation for the database.

St. Joseph County Red Cross Disaster Database ER Diagram

Appendix I - ER Diagram



Appendix II - Database Schema

access_level

Field	Type	Null	Default	Comments
<u>access_level_id</u>	int(11)	No		
Search	tinyint(1)	No	0	
Insert	tinyint(1)	No	0	
Delete	tinyint(1)	No	0	
Update	tinyint(1)	No	0	
Admin	tinyint(1)	No	0	

detailed_resource

Field	Type	Null	Default	Comments
<u>resource_id</u>	int(11)	No		
resource_type	varchar(30)	No		
description	varchar(1000)	Yes	NULL	
keyword	varchar(50)	Yes	NULL	
log	longtext	Yes	NULL	

facility_survey

Field	Type	Null	Default	Comments
<u>facility_id</u>	int(11)	No		
organization_id	int(11)	No		
date_completed	date	Yes	NULL	
uploaded_report	blob	Yes	NULL	

organization

Field	Type	Null	Default	Comments
<u>organization_id</u>	int(11)	No		
organization_name	varchar(50)	No		
street_address	varchar(50)	No		
city	varchar(30)	No		
state	varchar(2)	No		
zip	varchar(10)	No		
county	varchar(20)	No		
business_phone	varchar(15)	No		
24_hour_phone	varchar(15)	Yes	NULL	
website	varchar(100)	Yes	NULL	
email	varchar(50)	Yes	NULL	
business_fax	varchar(15)	Yes	NULL	
additional_info	varchar(1000)	Yes	NULL	
log	longtext	Yes	NULL	

person

Field	Type	Null	Default	Comments
<u>person_id</u>	int(11)	No		
salutation	varchar(10)	Yes	NULL	
first_name	varchar(30)	No		
last_name	varchar(30)	No		
street_address	varchar(50)	Yes	NULL	
city	varchar(30)	Yes	NULL	
state	varchar(2)	Yes	NULL	
zip	varchar(10)	Yes	NULL	
home_phone	varchar(15)	Yes	NULL	
work_phone	varchar(15)	Yes	NULL	
mobile_phone	varchar(15)	Yes	NULL	
fax	varchar(15)	Yes	NULL	
email	varchar(50)	Yes	NULL	
im	varchar(30)	Yes	NULL	
additional_info	varchar(1000)	Yes	NULL	
log	longtext	Yes	NULL	

resource_listing

Field	Type	Null	Default	Comments
<u>resource_id</u>	int(11)	No		
<u>organization_id</u>	int(11)	No		

statement_of_understanding

Field	Type	Null	Default	Comments
contract_id	int(11)	No		
organization_id	int(11)	Yes	NULL	
date_of_contract	date	Yes	NULL	
uploaded_contract	mediumblob	Yes	NULL	
filename	varchar(50)	No		
filesize	int(11)	No		
filetype	varchar(50)	No		

users

Field	Type	Null	Default	Comments
user_id	int(11)	No		
username	varchar(10)	No		
passwd	varchar(32)	No		
email	varchar(50)	No		
access_level_id	int(11)	No		

works_for

Field	Type	Null	Default	Comments
person_id	int(11)	No		
organization_id	int(11)	No		
title	varchar(30)	Yes	NULL	
role	enum('authorize', 'open', 'volunteer', 'contact')	No		

PHP My Admin Documentation

To access PHP My Admin, visit: <https://disaster.stjoe-redcross.org:7777/>

Under the Resources tab, click on Mysql Databases, and then select a Database name (Db Name).

Under tabs, select Phpmyadmin to enter into the website. On the left-hand side select the database to look at.

Under the Db Name is a list of the tables contained in the database (Refer to Database section for ER Diagram and entries in each table).

Upon clicking a table, various information comes up. Tabs containing various methods to access the data are listed.

Editing a Table

Click on the tab with each name to perform the following tasks

Browse

View all of the data associated with a given table.

Useful features contained in browse are deleting records, exporting records (comma separated values, etc.) , and printing records.

Structure

The default tab open when selecting the table.
In the center of the page are the attributes associated with the given table.
The fields to the right of each attribute contain information concerning these attributes. Under action are other various self-explanatory methods to edit the attributes.

SQL

Run SQL queries on the database.
Clicking GO returns the results of the query.
By default run the query on the given table currently accessed. Although you can run any query.

Search

Run SQL-like queries on the database in a non-technical manner.

Insert

Manual insertion of data into the table.
User types in the values for each attribute.

Export

Tab which allows user to export data in various formats.
Also accessed from the Structure tab.

Import

Batch add data into the database from a file of various format.

Operations

Perform various operations on the table.
Useful features such as renaming the table, copying the table, moving the table, and adding an auto-increment value.

Empty

Empty the contents of the table.

Drop

Drop the table.

When actively clicked on the Database

Structure

Contains each of the tables associated with the database.

Can perform simultaneous operations on tables in the database through a GUI.

SQL

Run SQL queries on the whole database.

Search

Search for a record or group of records in the whole database by a keyword.

Query

Creates SQL queries given through a GUI and drop downs.

Export

Tab which allows user to export data in various formats.

Also accessed from the Structure tab.

Import

Batch add data into the database from a file of various format.

Operations

Perform various operations on the database.

Useful features such as renaming the database, copying the database, and adding a new table.

Google Code Guide

Google code offers free hosting for open source coding projects. In doing this they provide a code repository of up to 1 GB of code as well as space for 100MB of other downloadable files. The only stipulations for use of the hosting is that Google can use the work for promotional purposes, and your code must fit under one of the open source licenses allowed. As this project is open source, under the GNU General Public License, this works perfectly.

One thing to keep in mind while using this, however, is that it is publically viewable to any interested eyes. While it is difficult to find accidentally, things like passwords and personal information should never be put on the Google Code site.

In order to actively use the Google Code repository, every team member will need a Google Account (separate from the gmail.nd.edu account at this time). These can be freely obtained at <https://www.google.com/accounts/NewAccount>.

Once each team member has an account, they can fully access the repository located at:

<http://code.google.com/p/ndepics-redcross/>

The Hosting comes with four main areas: the Repository, Wiki, Issues, and Downloads.

Repository

The Google Code repository works as a simple Subversion repository (<http://subversion.tigris.org/>). This allows for multiple individuals to work on the same codebase simultaneously and then coherently bring the changes back together. The other major advantage is that every update to the repository is that every change to the repository is tracked so that if an error occurs, the version can simply be rolled back to the last working copy.

Subversion can be accessed in a number of different ways on all operating systems. This includes third party applications like TurtleSVN for windows, SCPlugin for Mac, or a number of others available at the subversion website. The most common method of interaction on campus computers or any UNIX based system with SVN installed is command line (terminal) access, the details of which will be outlined here. More information on terminal access and any of the third party options are available at the subversion website listed above.

The first step to accessing the repository is checking out an initial copy. Navigate to the location on your computer where you want to store your local, working copy of the code and enter this command, which can be found under the 'Source' tab as well, but for our project is:

```
svn checkout https:://ndepics-redcross.googlecode.com/svn/trunk/  
ndepics-redcross --username USERNAME
```

where USERNAME is the team member's username. You will then be prompted for your "google code password" this is distinct from the standard google account password, and can be found by clicking on the link under the "Source" tab, or by going to <http://code.google.com/hosting/settings> .

Once you have established the repository, interacting with the repository takes three major functions: checking out files, adding files, and updating files. There are functions beyond this, like resolving conflicts between files, but these details can be found at the subversion website, or by googling more specific questions on SVN.

Checking Out files

To checkout files, you are actually updating your local copy of the files from the copies stored on the server. This process is done by navigating to the location of the local copy and entering:

```
svn update
```

This will download all of the files in the repository, and you will now have a local copy of all of the files within the repository in the folder "../ndepics-redcross/". This same command is used every time you need to update your local copy of the files. The command can also be used to update a single file by adding a filename (ie. `svn update FILENAME`)

A report will be printed out when this is done, with the changes that have been made, and this will usually look like this:

```
U filename1.php  
U filename2.php  
C filename3.php
```

The 'U' and 'C' are svn codes telling what the status of the file are, there are more than these that can be looked up at subversion, but the 'U' and 'C' are most common. The 'U' means that the file was successfully updated. The 'C' means that a change was made to the server copy since the last time you downloaded it, and you have since changed your local copy. In essence, two people edited the same file

simultaneously. In this case, there are SVN tools available, or you will have to manually deal with the conflict yourself. If there are not major changes you have made, you can simply delete your local file, and then redownload the server's copies.

Adding files

To add a new file to the svn repository, first create it in your local working copy wherever you desire to reside. (for example, if you wanted to make a new file in the `ndepics-redcross/sandbox/config/` folder, you would navigate to that directory, and make the new file there). Once this file has been added locally, navigate to that location in a terminal and enter :

```
svn add FILENAME
```

where 'FILENAME' is the file that was just created. A new text file will then be opened in a text editor, this provides an interface for typing in the log that you want to be associated with whatever change you are making to the repository (for example "added file FILENAME on date 04/22/2009"). Once you save and quit the editor, it will upload the addition to the repository. Here it should say

```
A filename4.php
```

If the file is ready to be added.

Committing files

To change any of the files on the server, you first edit your local copy of the file to whatever state you desire the server copy to be in. You then save that file, and enter the command

```
svn commit FILENAME
```

This will commit to the server, as a new version, the changes you have made to a file. It will again ask you to fill out a change log, and once this is done, it will upload the files. Here it should say:

M filename3.php

For every file that is ready to be committed (modified).

Wiki

The wiki is best interacted with online, through the “Wiki” tab, and allows for easy management of Meeting Agendas, Meeting Minutes, or any other relevant document. These documents can be edited by any member of the project, and are stored in the SVN as well, so changes can be readily rolled back.

Formatting on all of the wiki pages uses the Wiki markup language which is described next to a page as you are creating and allows for some formatting changes.

Issues

Issues allow for the tracking of problems within the project, much like other bug trackers like Bugzilla. Anyone can report a bug, assign it to a member to work on, and classify it as a number of various types of issues. All of these options can be changed under the administrator tab (which is only available to project owners). This allows for changes to the types of Issues that can be submitted, the tags associated with this Issues, and the default template that people see.

Once a bug has been created, members can look at the issues on the “Issues” tab, or they will be e-mailed if they are assigned to the Issue. They can then address the problem, and mark the Issue as “confirmed”, “in progress”, “completed”, or any other state that is defined by the administrator. This allows for easy tracking of who is working on what part of the project.

Downloads

This area allows you to upload files that are not involved in the source code to the website, this includes promotional powerpoint, videos, or anything else under the current 10MB size limit. It is relatively self explanatory, and, as with everything on the site, it should be remembered that everything submitted is publicly viewable.

Google Code Cheat Sheet

EVERYTHING IS PUBLICALLY VIEWABLE

Google Code: <http://code.google.com/p/ndepics-redcross/>

SVN: <http://subversion.tigris.org/>

Connect to Repository:

```
svn checkout https://ndepics-redcross.googlecode.com/svn/trunk/  
ndepics-redcross --username USERNAME
```

Get Password: <http://code.google.com/hosting/settings>

Check Out: `svn update`

Add File: `svn add FILENAME`

Commit Files: `svn commit FILENAME`

Wiki: <http://code.google.com/p/ndepics-redcross/w/list>

Issues: <http://code.google.com/p/ndepics-redcross/issues/list>

Downloads: <http://code.google.com/p/ndepics-redcross/downloads/list>