



American Red Cross
St. Joseph County
Disaster Database Manual

September 2010

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Revision History

The following is the revision history for this document. For code revision history, please see the Subversion commit logs.

Revision Number	Revision Date	Description
v. 1	4/30/09	Initial version of manual
v. 2	6/05/10	Updated to accompany major milestone release
v. 2.1	9/08/10	Updated to include shelter table and unit associations

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, and 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:

mike ▼

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.

test's Access Rights

An administrative level grants all user abilities listed below.

Admin ☒

Search ☒

Insert ☒

Delete ☒

Update ☒

Adding Entries to the Database

Add an Organization

1. Login to an account with Insert or Admin privileges.
2. From the home page, select "Add an organization".
3. Input all of the appropriate data, then press "Continue".
 - If the user wants to clear all entries, select "Clear Form".
4. On the second page, verify that all information is correct.
 - Make any changes and click "Continue".
5. Select the resource the user would like to associate with this organization from the drop-down menu. Additional resources can be added later.
 - 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 "Continue".
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 the organization's update page.

Add a Resource

1. Login to an account with Insert or Admin 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.
 - c. Keywords – Words associated with this resource that you wish to be found during a keyword search.
4. Click "Continue".
5. On the second page, verify that all information is correct and press "Continue".
6. If successful, the user will be given confirmation that the resource was successfully added.

Add a Person

1. Login to an account with Insert or Admin privileges.
2. From the home page, select "Add a person".
3. Input all of the appropriate data, then press "Continue".
 - If the user would like to refresh this page, clearing all entries, select "Clear Form".
 - The form no longer contains any required fields, but the user should enter as much information as possible in order to make the database useful.

4. On the second page, verify that all information is correct
 - Make any changes and click “Continue”.
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)
 - b. A person can be bound to additional organizations later
6. Select “Continue”
7. If successful, the user will be brought to the person’s information page. Select Update Person to change information, associate the person with an organization, remove an organizational association or associate the person with a raw resource.

Updating Existing Entries in the Database

Update an Organization

1. Login to an account with Update or Admin 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
 - 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.
 - The user can also associate or disassociate a resource to the organization from here (refer to Associate a Resource)
 - The user also uploads a Statement of Understanding or Facility Survey from this page. See below.
7. Shelters must be updated in a special manner in order to track the unique properties associated with a shelter, i.e. the square-footage, capacity and NSS log date. See the following instructions for further detail.

Update Shelter Information

1. Be sure to use an account with Update or Admin privileges.
2. 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.
3. At the bottom of the page, you will find the “Update Shelter Information” button. Select it.

Update Shelter Information

Upload Statement of Understanding

Upload Facility Survey

4. Enter the appropriate data and select “Add Info” to save the shelter information to the database. The info will be displayed on the Organization Info page and on the “Shelters Only” CSV accessible from the main page.

Upload a Statement of Understanding or Facility Survey

2. Be sure to use an account with Update or Admin privileges.
3. 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.
4. At the bottom of the page, you will find the “Upload Statement of Understanding” button. Select it.

Update Shelter Information

Upload Statement of Understanding

Upload Facility Survey

5. Select the “Choose File” button to select the file you wish to upload from your computer. Files that are able to be uploaded are: .pdf, .doc, and .docx
 - a. The file must be one of these types
 - b. The file must be under 2MB
6. 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 or Admin privileges.
2. From the main menu, select the “Browse Resources” button under the “Search Records” heading.
3. Click the appropriate Resource.
4. In the Resource Information page, select the “Update Record” button. This will bring you to the Update Resource page.
 - If the “Update Record” button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
5. 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 or Admin 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.
 - 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
 - The user can associate/disassociate a person to an organization from this page.
 - The user can also associate a person to a raw resource from this page.

Deleting Entries from the Database

Delete an Organization

1. Login to an account with Delete or Admin 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
8. 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 "Browse Resources" button under the "Search Records" heading.
3. Click the appropriate Resource.
4. In the Resource Information page, select the "Delete Record" button. This will bring you to the Delete Resource page.
9. If the "Delete Record" button does not appear, your account does not have Delete privileges. Contact your administrator to acquire them.
5. The user will be prompted to confirm deletion of the resource. Select the "Delete Resource" button if it is desired to delete the selected resource.

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.
10. If the "Delete Record" button does not appear, your account does not have update privileges. Contact your administrator to acquire them.
6. 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:

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)

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.
5. 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)

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" value="EPICS"/>
City:	<input type="text"/>
State:	<input type="text"/>
ZIP:	<input type="text" value="46556"/>
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.
11. 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:	<input type="text" value="Tech Support"/>
Select a Resource:	<input type="text" value=""/> ▼
<input type="button" value="Search Resources"/>	

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.

Search by Resource & Location

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

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 and City", the user has several options

Search by Resource and City

Resource Keyword Search:	<input type="text"/>
Resource City:	<input type="text"/>
Resource ZIP:	<input type="text" value="46556"/>
Select a Resource:	<input type="text" value="Technical Support"/> ▼
<input type="button" value="Search Resources by City"/>	

4. Enter the desired information and click "Search Resources by City".
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.

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:	<input type="text" value="Matt"/>	<input type="button" value="Search Persons"/>
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4. Select the desired person from the Search Results page. If there are too many search results, refine your search by using more keywords.
12. If it is not found, it is possible that the person has not been added (refer to Add a Person)

Associating Entries

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.
13. 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:

Add a Resource



or

Add New Resource

7. If the desired resource has already been created, select it in the dropdown menu provided, and then select the “Update Organization” button.
 - a. If the desired resource has not been created (i.e. 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, and then select the “Update Organization” button.
8. Click “Update Organization”.

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.
14. 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 to organization” or the “Modify Role” form to adjust an existing association.

Add to organization:

Organization:

Title: (e.g. 'Pastor')

Role:

- OR -

Modify Role:

Organization:

Title: (e.g. 'Pastor')

Role:

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.
15. 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.
10. Click “Update Person”.

Associating a Person to 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 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.
 - 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 “Associate with resource” box.

Associate with resource:

7. Click “Update Person”.

Disassociating

Disassociating 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:

Remove Resource:

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

Disassociating 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 from organization:

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

Design of the Back-End Database

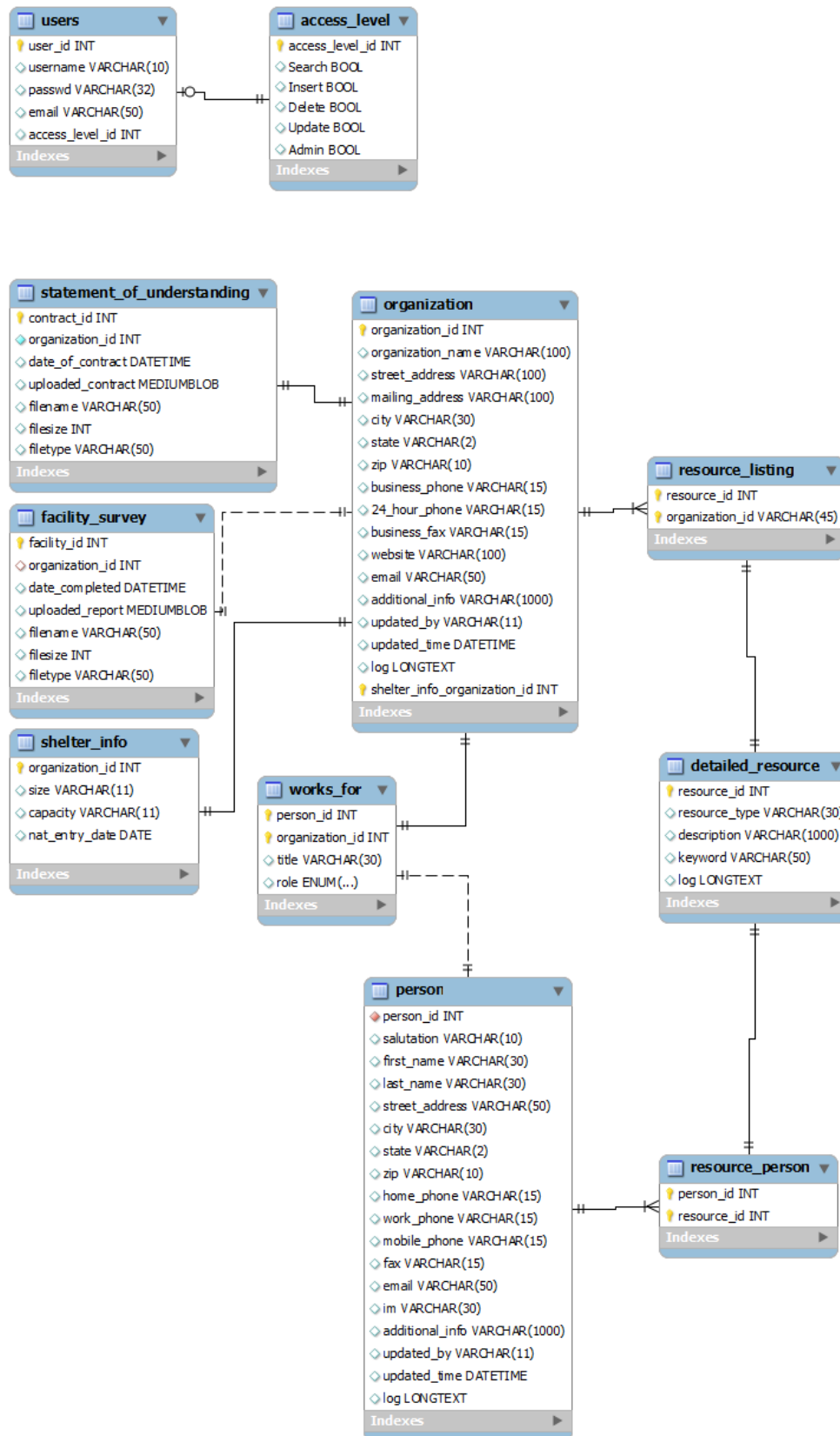
The original Disaster Response database was developed in Microsoft Access and maintained as a single table with many columns. This is not the best implementation because it allows for much duplication of data and many opportunities for discrepancies in entering data. In addition, the files were located on one computer, susceptible to loss, damage or data corruption. Using the normalization and optimization techniques learned in the Database Concepts course at Notre Dame, this single table was transformed into a database containing several linked tables. The design of the database has been an ongoing process over the past several semesters of the project and more tables have been added as features are added. 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 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. Additional tables, then link the three main tables together so that the relationships between the core pieces can be described. 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).

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.

The database is a MySQL database accessed via PHP on the front-end website that the users can access. Site administrators may view the database using PhpMyAdmin tools or by issuing SQL statements to the directly to the database using a shell or PHP code.

Appendix I - ER Diagram



Appendix II - Database Schema

users

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>user_id</u>	int(11)			No	None	auto_increment
<input type="checkbox"/>	username	varchar(10)	utf8_unicode_ci		No	None	
<input type="checkbox"/>	passwd	varchar(32)	utf8_unicode_ci		No	None	
<input type="checkbox"/>	email	varchar(50)	utf8_unicode_ci		No	None	
<input type="checkbox"/>	access_level_id	int(11)			No	None	

access_level

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>access_level_id</u>	int(11)			No	None	auto_increment
<input type="checkbox"/>	Search	tinyint(1)			No	0	
<input type="checkbox"/>	Insert	tinyint(1)			No	0	
<input type="checkbox"/>	Delete	tinyint(1)			No	0	
<input type="checkbox"/>	Update	tinyint(1)			No	0	
<input type="checkbox"/>	Admin	tinyint(1)			No	0	

detailed_resource

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>resource_id</u>	int(11)			No	None	auto_increment
<input type="checkbox"/>	resource_type	varchar(30)	utf8_general_ci		No	None	
<input type="checkbox"/>	description	varchar(1000)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	keyword	varchar(50)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	log	longtext	utf8_general_ci		Yes	NULL	

resource_listing

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>resource_id</u>	int(11)			No	None	
<input type="checkbox"/>	<u>organization_id</u>	int(11)			No	None	

resource_person

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	person_id	int(11)			No	None	
<input type="checkbox"/>	resource_id	int(11)			No	None	

organization

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>organization_id</u>	int(11)			No	None	auto_increment
<input type="checkbox"/>	organization_name	varchar(100)	utf8_general_ci		No	None	
<input type="checkbox"/>	street_address	varchar(100)	utf8_general_ci		No	None	
<input type="checkbox"/>	mailing_address	varchar(100)	utf8_general_ci		No	None	
<input type="checkbox"/>	city	varchar(30)	utf8_general_ci		No	None	
<input type="checkbox"/>	state	varchar(2)	utf8_general_ci		No	None	
<input type="checkbox"/>	zip	varchar(10)	utf8_general_ci		No	None	
<input type="checkbox"/>	county	varchar(20)	utf8_general_ci		No	None	
<input type="checkbox"/>	business_phone	varchar(15)	utf8_general_ci		No	None	
<input type="checkbox"/>	24_hour_phone	varchar(15)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	website	varchar(100)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	email	varchar(50)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	business_fax	varchar(15)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	additional_info	varchar(1000)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	updated_by	varchar(11)	utf8_general_ci		No	None	
<input type="checkbox"/>	updated_time	datetime			No	None	
<input type="checkbox"/>	log	longtext	utf8_general_ci		Yes	NULL	

facility_survey

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>facility_id</u>	int(11)			No	None	auto_increment
<input type="checkbox"/>	organization_id	int(11)			No	None	
<input type="checkbox"/>	date_completed	datetime			Yes	NULL	
<input type="checkbox"/>	uploaded_report	mediumblob		BINARY	Yes	NULL	
<input type="checkbox"/>	filename	varchar(50)	utf8_general_ci		No	None	
<input type="checkbox"/>	filesize	int(11)			No	None	
<input type="checkbox"/>	filetype	varchar(50)	utf8_general_ci		No	None	

statement_of_understanding

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>contract_id</u>	int(11)			No	None	auto_increment
<input type="checkbox"/>	organization_id	int(11)			Yes	NULL	
<input type="checkbox"/>	date_of_contract	datetime			Yes	NULL	
<input type="checkbox"/>	uploaded_contract	mediumblob		BINARY	Yes	NULL	
<input type="checkbox"/>	filename	varchar(50)	utf8_general_ci		No	None	
<input type="checkbox"/>	filesize	int(11)			No	None	
<input type="checkbox"/>	filetype	varchar(50)	utf8_general_ci		No	None	

person

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>person_id</u>	int(11)			No	None	auto_increment
<input type="checkbox"/>	salutation	varchar(10)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	first_name	varchar(30)	utf8_general_ci		No	None	
<input type="checkbox"/>	last_name	varchar(30)	utf8_general_ci		No	None	
<input type="checkbox"/>	street_address	varchar(50)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	city	varchar(30)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	state	varchar(2)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	zip	varchar(10)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	home_phone	varchar(15)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	work_phone	varchar(15)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	mobile_phone	varchar(15)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	fax	varchar(15)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	email	varchar(50)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	im	varchar(30)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	additional_info	varchar(1000)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	updated_by	varchar(11)	utf8_general_ci		No	None	
<input type="checkbox"/>	updated_time	datetime			No	None	
<input type="checkbox"/>	log	longtext	utf8_general_ci		Yes	NULL	

works_for

	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>person_id</u>	int(11)			No	None	
<input type="checkbox"/>	<u>organization_id</u>	int(11)			No	None	
<input type="checkbox"/>	title	varchar(30)	utf8_general_ci		Yes	NULL	
<input type="checkbox"/>	role	enum('authorize','open','volunteer','contact')	utf8_general_ci		No	None	

shelter_info

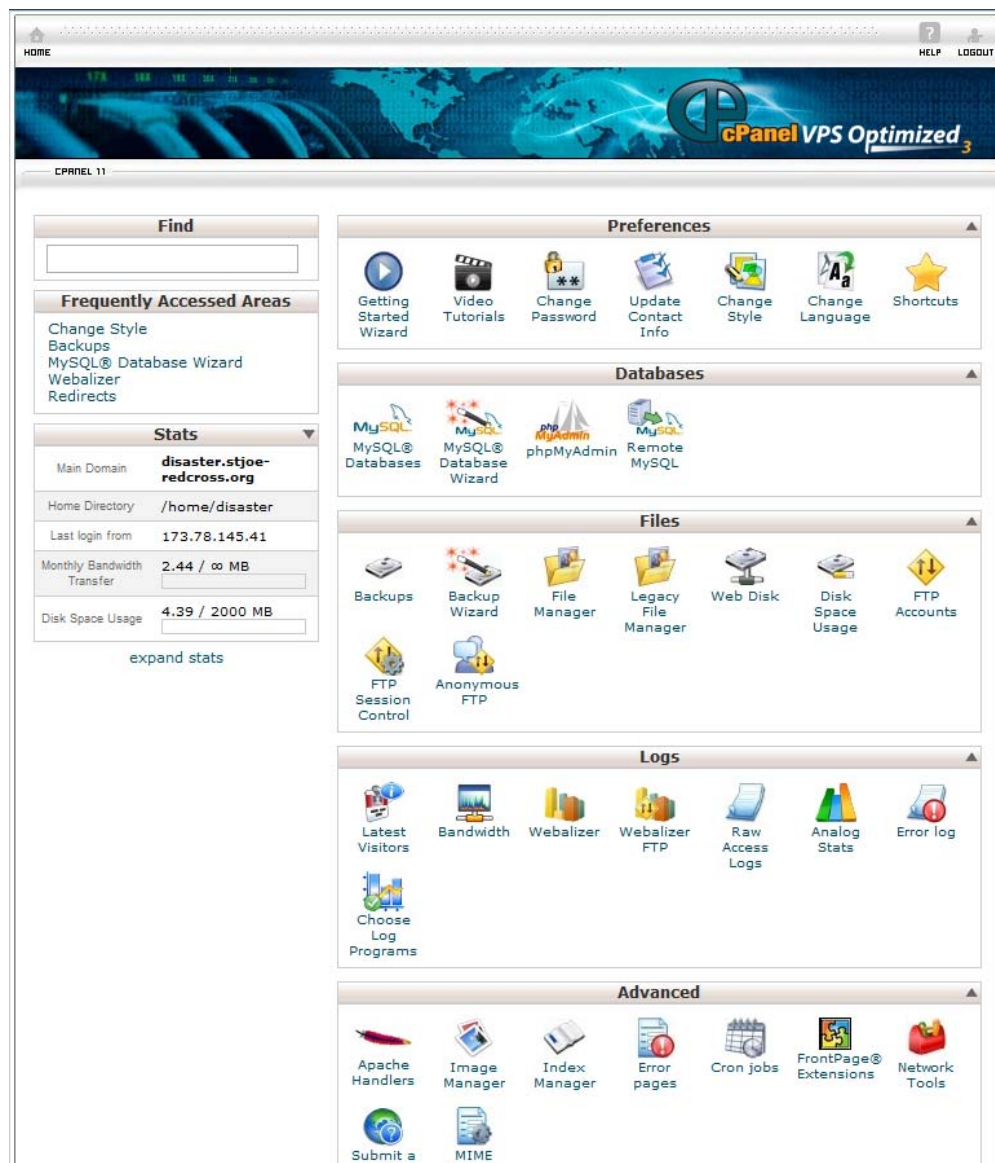
	Field	Type	Collation	Attributes	Null	Default	Extra
<input type="checkbox"/>	<u>organization_id</u>	int(11)			No	None	
<input type="checkbox"/>	size	varchar(11)	utf8_unicode_ci		No	None	
<input type="checkbox"/>	capacity	varchar(11)	utf8_unicode_ci		No	None	
<input type="checkbox"/>	nat_entry_date	date			No	0000-00-00	

cPanel Documentation

cPanel is a simple interface to manage the server that hosts the website. The interface is accessible at: <http://disaster.stjoe-redcross.org/cpanel> or <http://disaster.stjoe-redcross.org:2082>

Proper credentials must be obtained from a project leader or advisor.

The interface is fairly self-explanatory and does not need too much modification. However, certain features can be used if desired.



phpMyAdmin Documentation

To access phpMyAdmin, visit: <http://disaster.stjoe-redcross.org/cpanel>

Enter the appropriate credentials.

Under the Databases section, click on phpMyAdmin

Select the database to work with on the left navigation bar. The database display will refresh in the center and each table will now be displayed in the left navigation bar.

Table View

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 for this tool include deleting records, exporting records (comma separated values, etc.), and printing records.

Structure

This tab will display the field (column) names, data type, and other attributes about the table. This is useful to recalling what fields are present in a table and what type they are.

SQL

Run SQL queries on the database. This is designed for individuals that know SQL and feel more comfortable using commands rather than the interface.

Search

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

Insert

Manual insertion of data into the table.

Export

Tab which allows user to export data in various formats.

Import

Batch-add data into the database from an existing file.

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.

Database View Structure

Contains each of the tables associated with the database. User can perform actions easily using the simple interface.

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

Export data in various formats.

Import

Batch-add data into the database from an existing file.

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 2 GB of code as well as space for 2GB 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 Google ND Apps 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: updating, adding, and committing files. There are functions beyond this, like checking out, checking in, and resolving conflicts between files, but these details can be found at the subversion website or by Googling more specific questions on SVN.

Updating Files

You will need to update your copy of the files when other users have been working on the project so that problems do not arise. 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.

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. Here it should say

```
A filename4.php
```

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 -m "Message describing your updates"
```

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 any other relevant information used for development. 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 these 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 "New", "Started", "Closed", 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. 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>

Update Files: `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>

Additional Developer Notes

These are notes from the latest developer, Matt Mooney, on the management of the site code. They are listed here because they are notes you will need when making changes to the site, but might not be recognizable by simply scanning the existing code.

1. Most formatting is delivered in the include(html_include_X) files where X is a number. File 1 opens the header, File 2 defines the rest of the header and CSS file locations. File 3 is placed at the end of each page to close tags.
2. There is a master CSS file. Making changes to this will quickly change the formatting present on the site
3. Watch for PHP variable being send via POST. Most variables are passed using this method. Check to see where all variables are heading when adding/modifying forms and be sure to pick them up on the subsequent pages.
 - This is especially important when modifying the addorganizationx.php set of files because these variables also travel through the addresoucex.php sequence in case a user adds a resource in the middle of adding an organization.
4. PHP warnings have been suppressed in the “config/functions.php” file. You can modify what warnings or errors are displayed to the user with the error_reporting() function.
5. The database connections are managed in the “config/” directory as well. The server is addressed in “config/opendb.php” and the “config/dbconfig.php” file contains the database name and password. The test database is configured for use during development and contained in Subversion. Be sure that the “disaster_testdb” database is specified in development directories. The live database, “disaster_respon” should ONLY be used when uploading the code to the main site directory, not a development or test directory.