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I. Website - User Manual for Normal User

Normal users are basically those who are not in the system admin group. This session explains them step by step for performing some main actions in the system.

III.1. Create a user’s account

Users can register into the system by providing their username, email, password and confirm password (Figure 1); and after that they need to confirm their email by clicking the confirmation link in their registered email (Figure 2).

Figure 1: Register page.
III.2. Reset a password

In case a user forgets his/her password, he/she can request to reset the password by (1) Click on forget password (see Figure 3), and then (2) Input a new password (see Figure 4), and lastly (3) Confirm in the input email (see Figure 5).

Figure 2: Email confirmation when register new account.

Figure 3: Forget password – step 1.
**III.3. Update profile’s information**

During the registration time, users were not requested to provide the detail of profile’s information. Thus, after registering they can update their profile by:

1. Login, see Figure 11

2. Go to “SETTING” or “PROFILE”, see Figure 6

3. They will be redirected to the profile setting page where they can update their profile information such as: basic information, social accounts and update avatar (see Figure 7, Figure 8 and Figure 9).
Figure 6: Profile/Setting sub-menu.

Figure 7: User profile’s page.
Figure 8: User’s social account setting page.

Figure 9: Update avatar page.
III.4. Post a project/action

The system users are the main actors who product content about projects or actions. They can easily post their project/action by following these steps.

1. Login to the system if not yet, see Figure 11.

2. Click on the “POST” sub-menu on the top right bar of the website, see Figure 12.

3. Complete the detail information, see Figure 14.

4. Click on the “Submit” button, and users will receive an alert successful message. After finish uploading, their projects/actions will be displayed in the pending tab waiting for approval from admin, see Figure 13. As the owner, users can always update the information if needed. If admin approves on the request, their project will be visible to public. See Figure 15, for the detail information of a project.
Figure 12: Click on “POST” for uploading a project/action.

Figure 13: List of pending uploaded projects/actions.
Figure 14: Create an action page.
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May 31, 2017 - May 29, 2018

e-Komnobi platform is a knowledge sharing online platform in which people can share their expertise and experiences in forms of articles, videos, and visual content by means of internet technologies. It provides various contents summarizing of books, sharing experiences, personal articles and interviews with experts from different fields in Korean language.

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III.5. **Vote a competition**

As registered users, they can vote their favorite project/action. However, they can vote only after had login into the system. Figure 16 illustrates the web interface which guides users to vote. It might have many vote competition lists, “Running” or “Closed”.

![Vote competition page](image)

III.6. **Display action competition winners**

Users can view the latest competition winners or past winners, see Figure 17.
III.7. View the 18 goals

The system users can view all the 18 Cambodia Sustainable Development Goals from the website including goals’ guidelines, detail information of each goal and their related projects uploaded by users.

Figure 18 shows all the 18 goals and users can click on each goal icon to display its detail (Figure 19).
Figure 18: 18 goals of CSDGs.
Figure 19: Goal detail information.
III.8. View goals guidelines

The system users can view all 18 goals guideline (see Figure 20) and click on it for showing the detail (see Figure 21 and Figure 22). Guideline guides users what they should do in their project in order to associate it with the 18 goals.

Figure 20: Goals guideline list.

Figure 21: Guideline detail of goal 1.
II. Website - User Manual for System Admin

The system admin users are responsible to manage the system’s content and manage users’ authorization. This session will extract some main tasks of the admin and explain way to do it step by step. Admin can access to the admin dashboard by going to https://admin.csdgs.org, with the default login: csdgs.admin@gmail.com and password: csdgs@Admin1.

II.1. Update goal information

Admin can update a goal’s information by following these steps, see Figure 23 and Figure 24:

1). Click on Goals -> Goal Setting

2). Click on “edit” button

3). Input the new data and click the “Update” button.
II.2. **Approve/reject an uploaded project**

All uploaded projects/actions must be approved by admin first before they are displayed on the website for public view. Admin can reject, approve and see the past uploaded projects/actions by following these steps, see Figure 25:

1). Click on “Projects & Actions”

2). Click on “Approval”

3). Click on “verify”

4). Click on “Approve” or “Reject”.

![Figure 25: Approve/reject an uploaded project page.](image)

II.3. **Generate vote competition and winner list**
Admin can generate a competition list for users to vote for finding winners and when the voting period is expired, she/he can generate winner list. They can follow these steps; see Figure 27, Figure 27 and Figure 28:

1). Click on “Awards”

2). Click on “New Competition List”

3). Then, complete the competition information

   • Action Type: Choose a type, it can be a project, an action or admin can allow both projects and actions to join in the defining competition.

   • Title in Khmer and English: It is the title of the competition, and since our website is a bilingual language one, we asked admin to complete the information in both languages.

   • Description (English & Khmer): It is the description explains the purpose or any criteria of the competition.

   • Project valid start date and end date: These two dates are very important since in the generation process it takes only those projects which finished during the valid start date and end date. Other projects that do not respect to the condition will not be included into the competition list.

   • Vote start date and end date: Admin has to specify the voting period of the competition.

   • Removing unwanted projects: After automatic generation, admin can manually remove some unwanted projects by clicking on the button “exclude”.

4). Click on the button “Create Competition”, then the competition list will be generated and stored in the database. In this example, only 2 projects fulfill the criteria.

5). At the end of the voting period, admin can generate the winner list by clicking on the button “Validate Winners”.

![Figure 26: Generate competition list – part 1.](image-url)
Figure 27: Generate competition list – part 2.

Figure 28: Validate winner list.
II.4. Create a user type and assign authorizations

In the current system, 4 user types are defined including Ally, Actor, Moderator and Admin which each of them possess different authorizations defined by admin. As admins, they can create a new user type, assign a user to a defined user type and grant privileges to them.

The admin can create a user type by following the below process, see Figure 29 and Figure 30:

1). Click on “Users”
2). Click on “User Types”
3). Click on “New” button
4). Then input the requested information such as user type, description and authorization/permission, see Figure 30. In this example, user type = “temporary”, description =”A temporary account only.”, and permission=”All”. The permission = “All” means the new created user type can perform all the functionalities. If the admin wants the new user type can perform only certain types of actions, he needs to tick on permission one by one.
5). Lastly, click on the “Create” button.

In case the admin wants to update permissions of a user type, he clicks on the “Edit” button (see Figure 29) and then he can update permission (see Figure 30). If he wants to delete a user type, he clicks on the “Delete” button and then confirm his action.

Figure 29: Create user type page.
II.5. **Update CSDGs information**

Most of the information about the CSDGs on the website is dynamic data, admin can update information anytime such as: social media links, terms and conditions, contact information and about us text. As shown in the Figure 31, the admin can click on the “Settings” menu, and then click on any sub-menu to update the wanted information.

![Figure 31: Update information about the CSDGs.](image)

III. **iOS - User manual guide**

Normal users are basically those who are not in the system admin group. This session explains...
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III.1. **Create a user’s account**

Users can register into the system by providing their username, email, password and confirm password (Figure 1); and after that they need to confirm their email by clicking the confirmation link in their registered email (Figure 2).

![Register page](image1.png)

**Figure 1**: Register page.

![Email confirmation](image2.png)

**Figure 2**: Email confirmation when register new account.
III.2. Reset a password

In case a user forgets his/her password, he/she can request to reset the password by (1) Click on forget password (see Figure 3), and then (2) Input a new password (see Figure 4), and lastly (3) Confirm in the input email (see Figure 5).

Figure 3: Forget password – step 1.

Figure 4: Input email for recovering the password – step 2.
III.3. Update profile’s information

During the registration time, users were not requested to provide the detail of profile’s information. Thus, after registering they can update their profile by:

4. Login, see Figure 11

5. Go to “SETTING” or “PROFILE”, see Figure 6

6. They will be redirected to the profile setting page where they can update their profile information such as: basic information, social accounts and update avatar (see Figure 7, Figure 8 and Figure 9).
Figure 7: User profile’s page.

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III.4.  **Post a project/action**

The system users are the main actors who produce content about projects or actions. They can easily post their project/action by following these steps.

5. Login to the system if not yet, see Figure 11.

6. Click on the “POST” sub-menu on the top right bar of the website, see Figure 12.

7. Complete the detail information, see Figure 14.

8. Click on the “Submit” button, and users will receive an alert successful message. After finish uploading, their projects/actions will be displayed in the pending tab waiting for approval from admin, see Figure 13. As the owner, users can always update the
information if needed. If admin approves on the request, their project will be visible to public. See Figure 15, for the detail information of a project.

Figure 11: Login page

Figure 12: Click on “POST” for uploading a project/action.

Figure 13: List of pending uploaded projects/actions.
Figure 14: Create an action page.
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Figure 20: Goals guideline list.

Figure 21: Guideline detail of goal 1.
IV. Android - User manual guide