

Gleanweb Training Self-test

This list steps through the most frequent tasks that arise in the course of managing your Gleanweb site.

Since all of the database entries that you will be making are imaginary ones and just for practice, use names and details that you will be able to recognize later when you delete them.

1. A farmer calls on the phone and wants to have his banana crop gleaned. You get most of the information over the phone. **Add the new site to the database.** (Use your email address for the contact information.)
2. You go to the farm to check details and plan the glean. **Print out the Entry Authorization to take with you to get the farmer's signature.**
3. After coming back from the farm, **add details about the site to the information in the sites table.**
4. **Add a new, imaginary volunteer named Rudy Rutabaga.**
5. You decide to glean the bananas and need three people total. You will be the leader. You want those who sign up to be reminded to bring their banana clippers. There will be an optional carpool at a new meeting spot and you are **not** providing an extra seat. Be sure that volunteers can see on the Gleans Page that it is bananas that they will be gleaning. **Set up the glean so that it appears on the public Gleans Page** (Make sure that you are clearly labeling this as 'not a real glean' or else real people may sign up. Who doesn't like bananas?).
6. **Sign up Tom Tomato for the glean using the public page.** He can drive himself to the glean.
7. Tom calls you up to say that he has found out he cannot attend the glean but does not have access to a computer to use the cancel link he received. **Change Tom's roster status to 'cancel.'**
8. **Change Alice Apple's email address to your email address.**
9. **Sign up Alice Apple for the glean.** Alice needs a carpool ride.
10. Tom now finds out that he can in fact go to the glean and so signs up. **Sign Tom up for the glean and indicate that he can provide one extra carpool seat.**

11. ***Check the roster for the glean on the Glean Information and Roster page and on Roster Update page.*** (There should be three on the roster: you as leader, Tom providing a carpool seat, and Alice using a carpool seat).
12. ***Check Alice Apple's attendance history using the public page.***
13. The farmer says that he has to change the time of the glean. ***Notify everyone who is signed up about the change.***
14. The day of the glean arrives. ***Print out the roster to take to the glean.***
15. You and Alice gleaned 100 pounds of bananas. ***Add the necessary information to the glean's record.***
16. ***Update the attendance for the glean.***
17. ***Look up the total weight of bananas gleaned in all of 2017.***
18. ***Send a survey to the banana donor.***
19. ***Print out a donation receipt and envelope for the banana donor.***
20. ***Ask the webmaster to delete all of the imaginary info in the database.***