



WEB APP - USER GUIDE

TechConnect User Guide for Wildcare Australia Inc

Table of Contents

Introduction.....	2
All users.....	2
Logging In	2
Your first login	3
Site navigation	4
Profile page.....	4
Changing your password.....	5
Animals	6
Your animals	7
Previous animals.....	7
DoA animals.....	8
Transferred animals.....	8
Editing animals.....	9
Sorting the animal tables.....	9
Searching the animal table columns	9
Record a rescue.....	10
Record a DoA	12
Species list.....	12
Log out	13
Forgot password	13
Administrators.....	14
Members.....	14
Add member.....	14
Edit member	14
All animals	15
All recorded animals & exporting.....	16
All DoA animals & exporting.....	16
Importing data into Excel.....	17

Introduction

Welcome to the user guide for the web application developed by TechConnect, for Wildcare Australia. This guide will cover all functionality of the web application and will be split into two sections: all users and administrators. Each functionality will be featured in the table of contents with links to make navigating the document easier, brief descriptions may be included where necessary. Please note that features included within the administrator section are *additional* features on top of those already specified under the '*all members*' section.

This guide will not cover content such as setting up and accessing the website. A separate installation / server setup guide will be included which will provide the steps to get the server up and running. The focus of this guide is to demonstrate the functionality of the system and to help Wildcare migrate to this web application without too much hassle or confusion. The *server guide* will also contain the default username (Wildcare ID) and password to the web application so that it may be used to create additional users in the system.

All users

Logging In

After accessing the website via any browser, you will be prompted with this page:

The image shows a web application login page. At the top, there is a header with the Wildcare Australia Inc. logo, which includes a cartoon illustration of various animals (a kangaroo, a koala, a platypus, and a possum) and the text 'wildcare AUSTRALIA INC. South-east Queensland'. Below the header is a large green rectangular area containing a white login form. The form has two input fields: 'Wildcare ID' and 'Password'. Below the 'Password' field is a blue link that says 'Forgot password'. At the bottom of the form is a green button with the text 'Login'.

As the placeholder text suggests, to log into the web application, you will need to provide your Wildcare ID and password, granted that an admin has created an account for you. This Wildcare ID is the same ID that Wildcare has provided you, by default your password will be ****. If either of the login details are incorrect, the user will be informed via an error message as seen below.

Wrong username

6

.....

[Forgot password](#)

Login

Wrong password

5

.....

[Forgot password](#)

Login

Your first login

Upon logging in for the first time (or whilst your password remains as ****) the user will be prompted with a page that requires them to change their password; as well as add a security question and answer. *It is important to do this as soon as possible, due to everyone knowing the default password.* The security question & answer also allow you to retrieve your account if you forget your password. Once you have submitted the form you will be required to log back in as your account's password has been changed. The page looks like the following:

Profile

Animals

Record a rescue

Record a DoA

Species list

Log out

Logged in as: Member

Change password

Old password:

* Required

New password:

* Required (min 5 characters, max 30)

Confirm new password:

* Required

Profile

Animals

Record a rescue

Record a DoA

Species list

Log out

Logged in as: Member

* Required (min 5 characters, max 30)

Confirm new password:

* Required

Security question:

* Required

Submit

Site navigation

Now that we have logged in and changed our password, we got a few options of what we can do. The sidebar on the left-hand side of the page is what we will be using to navigate the website. The sidebar can be seen in the image below:

The screenshot shows the Wildcare Australia Inc. website interface. The top header features the Wildcare logo and 'South-east Queensland AUSTRALIA INC.'. Below the header, a navigation bar indicates 'Logged in as: Member'. The main content area is titled 'Change password'. On the left, a sidebar contains a list of links: Profile, Animals, Record a rescue, Record a DoA, Species list, and Log out. The 'Change password' form includes the following fields:

- Old password:** * Required
- New password:** * Required (min 5 characters, max 30)
- Confirm new password:** * Required
- Security question:** * Required

Profile page

First up on the sidebar is the profile page. The profile page allows you to change all the information on your profile, apart from your Wildcare ID. However, you may not leave any of these fields blank as it will not allow you to submit. After you have updated your profile information you will be immediately logged out as a security measure. The format of the profile page is below:

The screenshot shows the Wildcare Australia Inc. website interface. The top header features the Wildcare logo and 'South-east Queensland AUSTRALIA INC.'. Below the header, a navigation bar indicates 'Logged in as: Member'. The main content area is titled 'Your details'. On the left, a sidebar contains a list of links: Profile, Animals, Record a rescue, Record a DoA, Species list, and Log out. The 'Your details' form includes the following fields:

- Wildcare ID:** 5
- Your name:** * Required (Member)
- Your email:** * Required (TechConnect@connect.com.au)

wildcare South-east Queensland
AUSTRALIA INC.

Profile Animals Record a rescue Record a DoA Species list Log out

Logged in as: Member

Your phone:
* Required
0412345678

Your address:
* Required
QUT Garden's Point

Your state:
* Required
QLD

Security question:

wildcare South-east Queensland
AUSTRALIA INC.

Profile Animals Record a rescue Record a DoA Species list Log out

Logged in as: Member

Your state:
* Required
QLD

Security question:
* Required
What was the make and model of your first car?
this is supposed to be a secret, don't tell anyone

[Change Password](#)

Submit

Changing your password

From the profile page you can scroll down and access the change password page by clicking on the blue hyperlink. If you have not changed your password from “wildcare” at this point, then you will also be prompted to add a security question & answer. However, in all other scenario’s the change password page will look like this:

Wildcare South-east Queensland AUSTRALIA INC.

Logged in as: Member

Profile

Animals

Record a rescue

Record a DoA

Species list

Log out

Change password

Old password:

* Required

New password:

* Required (min 5 characters, max 30)

Confirm new password:

* Required

Submit Cancel

Once you change your password and submit, your account will be logged out.

Animals

When clicking on animals in the sidebar you will be taken to a page that lets you view every animal you have ever recorded, split in four different categories. These categories are: "Your animals", "Previous animals", "DoA animals" and, "Transferred animals". By default, "Your animals" will be the category displayed on the "animals" page, this can be changed via the dropdown at the top of the page under the header.

Wildcare South-east Queensland AUSTRALIA INC.

Logged in as: Member

Profile

Animals

Record a rescue

Record a DoA

Species list

Log out

Your animals in care

Your animals

- Your animals
- Previous animals
- DoA animals
- Transferred animals

Each of the four selectable categories and what data they display will be explained in their own separate sections below.

Your animals

This category displays animals that you are currently looking after. In the "Record a rescue" section of this guide there are "outcomes" for each animal that is rescued. This category will only show animals that you have recorded and have an "outcome" of "Still in Care (SIC)". Animals that other Wildcare members have registered and transferred to you will also show up in this category. If you have no current animals in your care, it will simply display "No animal records" beneath the dropdown. Otherwise, it will look something like this:



wildcare South-east Queensland AUSTRALIA INC.

Logged in as: Member

Your animals in care


Your animals

Search Column Key Words

ID	Animal name	Classification	Species	Sex	Age	Date (DD/MM/YYYY)	Outcome	
5	Scare	Bird	Crow, Torresian	F	Adult	27/10/2020	Transfer to Private Wildlife Carer / Group	Edit

Previous animals

This category as the name suggests, displays animals that were previously in your care. This does not include animals you have transferred to another carer, only animals that have either died in care or been released after treatment. Any previous animals in the table can be edited via the edit button on the far right. The previous animals table will look like the following:



wildcare South-east Queensland AUSTRALIA INC.

Logged in as: Member

Previous animals

Previous animals

Search Column Key Words

ID	Animal name	Classification	Species	Sex	Age	Date (DD/MM/YYYY)	Outcome	
1	Skippy	Macropod	Kangaroo	M	Juvenile	27/10/2020	Released - Soft-release on carer's property	Edit

DoA animals

This category displays all the animals that you have registered as a DoA / roadkill. If you want to view all the data about a specific DoA or roadkill, you can click the edit button and it will provide the complete form. With DoA animals present, this category will look like this:

The screenshot shows the 'Your DoA animals' page. At the top, the Wildcare Australia Inc. logo is displayed with the text 'South-east Queensland'. Below the logo, a navigation bar shows 'Logged in as: Member'. The main heading is 'Your DoA animals'. Below this, there is a search bar with a dropdown menu set to 'DoA animals'. To the right of the search bar are two input fields: 'Search Column' and 'Key Words'. Below these is a table with the following data:

ID	Classification	Species	Sex	Age	Reason	Date (DD/MM/YYYY)	
2	Macropod	Kangaroo	F	Juvenile	Road Kill (Called to rescue, DOA)	27/10/2020	Edit

Transferred animals

This category displays all animals that you have transferred to another member. However, since we do not track the entire transfer history of an animal. If you transfer an animal and the recipient then transfers it again, it will no longer show in your animal transfers. This is because the database only records / updates the last person that transferred the animal. Because of this, we suggest adding a comment to your transfer, something along the lines of the initials of who is transferring the animal and who is receiving it. This comment will still be present for the next person transferring the animal and therefore you can just chain the comment to mention every sender and recipient. If you have an animal transfer, the table will look like this:

The screenshot shows the 'Your transfers' page. At the top, the Wildcare Australia Inc. logo is displayed with the text 'South-east Queensland'. Below the logo, a navigation bar shows 'Logged in as: Member'. The main heading is 'Your transfers'. Below this, there is a search bar with a dropdown menu set to 'Transferred animals'. To the right of the search bar are two input fields: 'Search Column' and 'Key Words'. Below these is a table with the following data:

ID	To	Animal name	Classification	Species	Sex	Age	Date (DD/MM/YYYY)	Comments
1	Admin	Skippy	Macropod	Kangaroo	M	Juvenile	27/10/2020	From Member to Admin

Editing animals

As mentioned in the four animal categories above, editing the information for an animal can be done via the "Edit" button in the right most column of each table. This does not apply for transfers as the animal is no longer under your care and therefore you are not eligible to edit its details.

ID	Animal name	Classification	Species	Sex	Age	Date (DD/MM/YYYY)	Outcome	
1	The Count	Bat	Eastern Cave	F	Juvenile	27/10/2020	Still in Care (SIC)	Edit

Sorting the animal tables

To sort the animals in the table by a specific column you can simply click the column header at the top of the table. This will sort in ascending order of the specific column you just clicked. Clicking another column header will change the sorting to sort ascending based on that column only.

ID	Animal name	Classification	Species	Sex	Age	Date (DD/MM/YYYY)	Outcome	
1	Skippy	Macropod	Kangaroo	M	Juvenile	27/10/2020	Transfer to Private Wildlife Carer / Group	Edit

Searching the animal table columns

If you would like to search for specific details or names in a table, you can do so via the "Search Column" dropdown and "Key Words" text field. By clicking the "Search Column" dropdown you can choose which column you would like to search in. Then by typing into the "Key Words" text field you can search for particular words in that specified column. The table will update to accommodate what you have typed it and will return no records if there are no matches to what you search. The data will not be searched from the first character but will look for matches, an example can be seen below.

(Before using "Search Column" and "Key Words")

Profile

Animals

Record a rescue

Record a DoA

Species list

Log out

wildcare
AUSTRALIA INC.

South-east Queensland

Logged in as: Member

Your animals in care

Your animals

Search Column

Key Words

ID	Animal name	Classification	Species	Sex	Age	Date (DD/MM/YYYY)	Outcome	
1	The Count	Bat	Eastern Cave	F	Juvenile	27/10/2020	Still in Care (SIC)	Edit
2	Skippy	Macropod	Kangaroo, Eastern Grey	Unknown	Sub-adult	27/10/2020	Still in Care (SIC)	Edit

(After using "Search Column" and "Key Words")

ID	Animal name	Classification	Species	Sex	Age	Date (DD/MM/YYYY)	Outcome	
1	The Count	Bat	Eastern Cave	F	Juvenile	27/10/2020	Still in Care (SIC)	Edit

Record a rescue

This is the main form of the web application and is used for recording an animal that has been rescued. The form has fields that are required to be filled in, which are marked with “* Required” if you leave any of these fields blank the form will not submit. The form itself is comprised of date fields, dropdowns, and text inputs. The date fields will automatically fill to today’s date but can be changed via the calendar icon on the right. The dropdown arrows can be clicked on to display all the available options, however you are also able to type in *some* of the dropdowns to add new options. If a new option has been typed in, once the form is submitted that option will be added to the available options. An example can be seen below:

Date:

* Required
27/10/2020

Animal classification:

* Required
New animal classification

Create "New animal classification"

* Required
Animal Species

Number of animals:

* Required
1

Some dropdowns such as "Animal species" and "Council / Shire" will have no available options to begin with. This is because they filter based on the dropdowns above them. This means that if you choose "Macropod" in "Animal classification" and then add a new option for "Kangaroo, Eastern Grey" in "Animal species", then "Kangaroo, Eastern Grey" will be added as an available option once the form is submitted. An example can be seen below:

(Before Kangaroo, Eastern Grey species has been created and submit)

The screenshot shows the Wildcare Australia Inc. website with the 'Record a rescue' form. The form is titled 'Record a rescue' and is part of the 'South-east Queensland' section. The user is logged in as 'Member'. The form has a sidebar with buttons: Profile, Animals, Record a rescue, Record a DoA, Species list, and Log out. The main form fields are:

- Date:** A text input field with the value '27/10/2020' and a calendar icon.
- Animal classification:** A dropdown menu with 'Macropod' selected.
- Animal species:** A dropdown menu with 'Animal Species' selected. Below it, a text input field shows 'No options'.
- Animal age:** A text input field with the value '1'.

(After Kangaroo, Eastern Grey species has been created and submit)


The screenshot shows the Wildcare Australia Inc. website with the 'Record a rescue' form. The form is titled 'Record a rescue' and is part of the 'South-east Queensland' section. The user is logged in as 'Member'. The form has a sidebar with buttons: Profile, Animals, Record a rescue, Record a DoA, Species list, and Log out. The main form fields are:

- Date:** A text input field with the value '27/10/2020' and a calendar icon.
- Animal classification:** A dropdown menu with 'Macropod' selected.
- Animal species:** A dropdown menu with 'Animal Species' selected. Below it, a text input field shows 'Kangaroo, Eastern Grey'.
- Animal age:** A text input field with the value '1'.

The other type of dropdown is one where you cannot create new entries. An example of this would be "Animal age". For consistency's sake we have pre-set "Animal age" to match those used in the current Wildcare spreadsheets. By eliminating the ability to create fields we ensure that all members can only follow the desired format of these dropdowns. An example can be seen below:

Animal age:

* Required

New age 

No options

Record a DoA

Species list

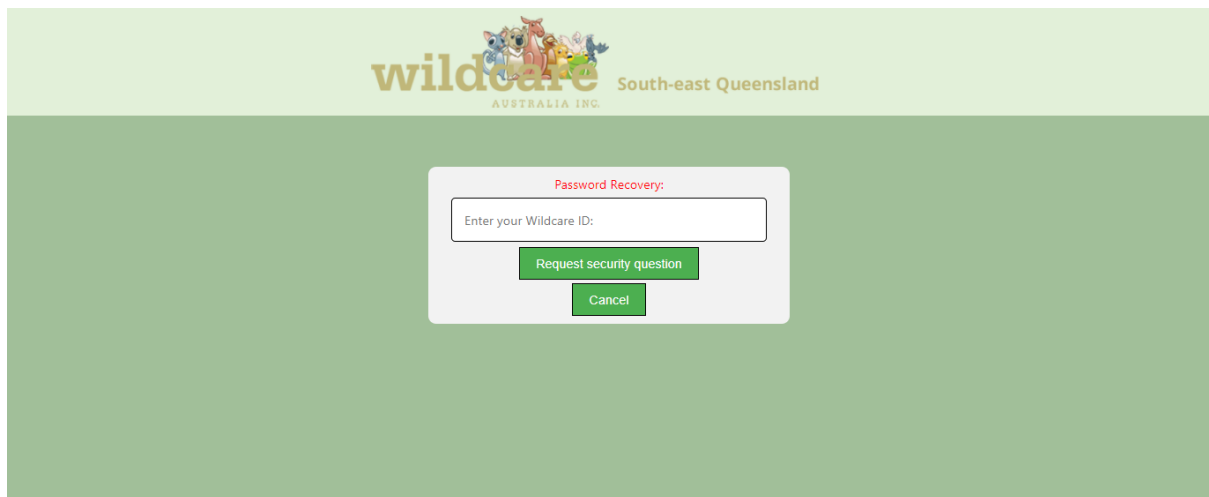
[illegible]

Log out

This is self-explanatory and clicking it will log you out.

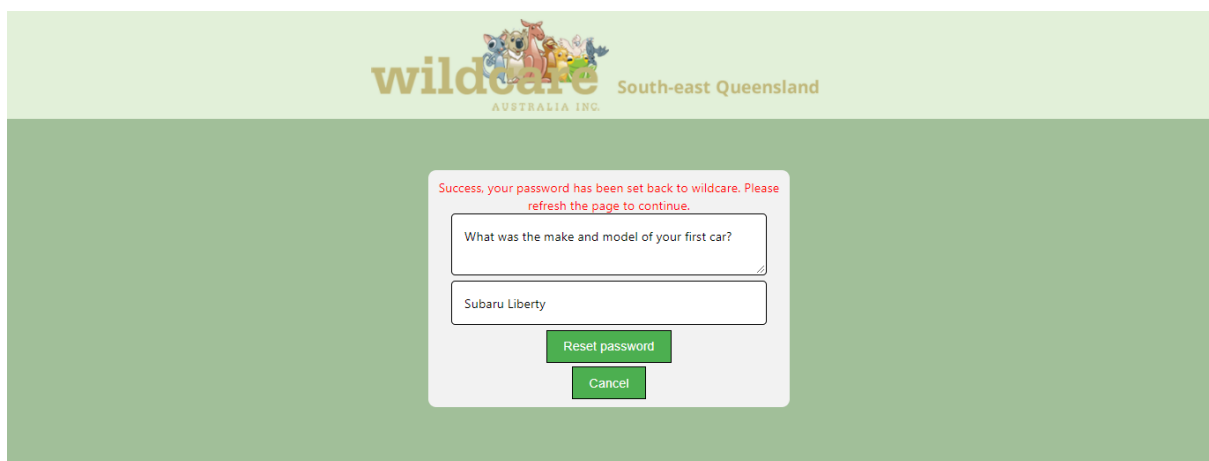
Forgot password

If you have forgotten your password when attempting to login to the web application, then there is a "Forgot password" hyperlink on the login page. By clicking this you will be redirected to a password recovery form that looks like the following:



The screenshot shows the Wildcare Australia Inc. logo at the top, with the text "South-east Queensland" to its right. Below the logo is a white rectangular form titled "Password Recovery:". Inside the form, there is a text input field labeled "Enter your Wildcare ID:". Below the input field are two green buttons: "Request security question" and "Cancel".

By entering your Wildcare ID and clicking on "Request security question" you will be prompted with the security question for your account. This form looks like this:



The screenshot shows the Wildcare Australia Inc. logo at the top, with the text "South-east Queensland" to its right. Below the logo is a white rectangular form. At the top of the form, a red message states: "Success, your password has been set back to wildcare. Please refresh the page to continue." Below this message is a text input field with the question "What was the make and model of your first car?". Below the input field, the text "Subaru Liberty" is entered. At the bottom of the form are two green buttons: "Reset password" and "Cancel".

By answering this question correctly your account will be set back to "wildcare". We suggest changing this immediately. You will also be prompted to change your security question and answer, though you can just set it back to your current one. If you happen to forget your security answer, then you must request that a user with an admin account resets your password manually in the "Edit member" form. This is explained further below in the Administration features.

Administrators

Members

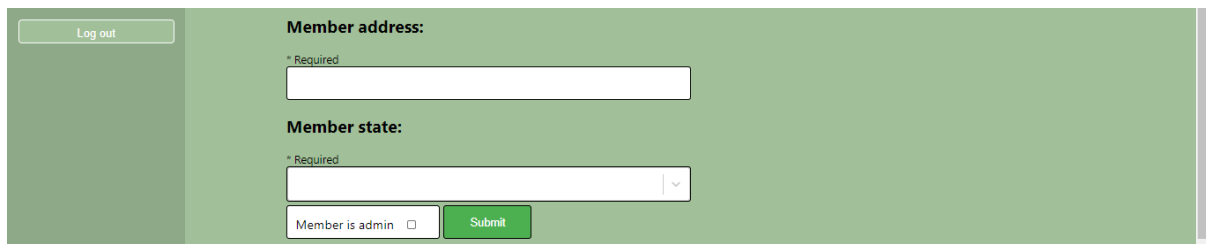
Admins have the ability to view all the members in system (including other admins). They are also able to use the "Search Column" and "Key Words" to sort through the members. The view member page looks like this and can be found on the sidebar under "Animals".



Member ID	Member name	Email	Phone	
1	Member	member@member	0412345678	Edit
99999	Admin	admin@email		Edit

Add member

From the "Members" page, admins are able to create new members by clicking the "Add member" button. This will take them to a form that looks much like their own profile form. However, there are a few differences that I will show below:



As you can see at the bottom of the form there is an additional "Member is admin" button. This means that admins can create more admin accounts, as well as revoking admin rights which we will talk about in the next section "Edit member".

Edit member

From the "Members" page an administrator can press the edit button next to any members profile which will take them to a form similar to the "Add member" form. However, in this scenario the fields will be filled with all the data regarding a particular member. An example can be seen below:

wildcare South-east Queensland AUSTRALIA INC.

Logged in as: Admin

Edit member

Wildcare ID:
* Required
1

Member name:
* Required
Member

Member email:
* Required
member@member

At the bottom of the form there are additional check boxes called "Member is Admin" and "Member is Active". The "Member is Admin" check box can be updated to remove or grant admin privileges within the system. The "Member is Active" can be used to deactivate a member or admins account so that they may not login. This is useful for preventing previous wildcare members from logging in whilst keeping all the records associated to their account. Admins may also manually reset a members account if they have forgotten their password as well as security answer.

wildcare South-east Queensland AUSTRALIA INC.

Logged in as: Admin

Member address:
* Required
Smith St

Member state:
* Required
QLD

Member is Admin ☐

Member is Active ☒

[Reset Password](#)

Submit Back

All animals

Admins have a few more options regarding the "Animals" page located on the sidebar. These options can be seen in the dropdown below. These additional options will be discussed below.



All recorded animals & exporting

The "All recorded animals" dropdown allows the admin to view all animals in the system no matter who rescued the animal. They can also edit all these entries. An image can be seen below which demonstrates this feature and who rescued which animals.

The screenshot shows the 'All recorded animals' page. It includes a search bar with 'All recorded animals' selected, a 'Search Column' dropdown, and a 'Key Words' input field. Below the search bar is a table with 13 columns: ID, Member name, Date (DD/MM/YYYY), Classification, Species, Animal name, Sex, Age, Reason, Location, Suburb, Council, and an 'Edit' button. The table contains three rows of data. A red box highlights the 'Member name' column, and a red circle highlights the 'Export all animals records' hyperlink above the table.

ID	Member name	Date (DD/MM/YYYY)	Classification	Species	Animal name	Sex	Age	Reason	Location	Suburb	Council	
1	Member	27/10/2020	Bat	Eastern Cave	The Count	F	Juvenile	Unwell - Dehydrated	Some Cave	Coorparoo	Brisbane City Council	Edit
2	Member	27/10/2020	Macropod	Kangaroo, Eastern Grey	Skippy	Unknown	Sub-adult	Unwell - Dehydrated	Some field	Coorparoo	Brisbane City Council	Edit
3	Admin	27/10/2020	Bat	Eastern Cave	Vlad	F	Juvenile	Unwell - Dehydrated	Some Cave	Coorparoo	Brisbane City Council	Edit

There is also an "Export all animal records" hyperlink. When clicking this you will get prompted to save the file. This will then need to be imported into Excel, and the process for doing so correctly will be demonstrated at the end of this guide.

All DoA animals & exporting

The "All DoA animals" dropdown displays all the DoA / roadkill animals in the system, no matter who registered the animal. You can also download all the DoA's via the blue hyperlink. An image of the page can be seen below:

Wildlife Australia South-east Queensland

Logged in as: Admin

All DoA animals

All DoA animals

Search Column Key Words

[Export all DoA records](#)

ID	Number of animals	Classification	Species	Sex	Age	Reason	Date (DD/MM/YYYY)	
4	1	Frog	Green Tree	F	Juvenile	Dehydration	27/10/2020	Edit
5	1	Reptile	Snake, Eastern Brown	Unknown	Sub-adult	Road Kill (Called to rescue, DOA)	27/10/2020	Edit

Importing data into Excel

Lastly, we have importing the data into excel. Once you have clicked on the hyperlink and downloaded the file you should open Excel and create a blank workbook.

Excel

Home

New

Open

Account

Feedback

Options

New

Blank workbook

Search for online templates

Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars

Take a tour

Welcome to Excel

Create a Drop-down list

Drop-down tutorial

Get started with Formulas

Formula tutorial

Make your first PivotTable

PivotTable tutorial

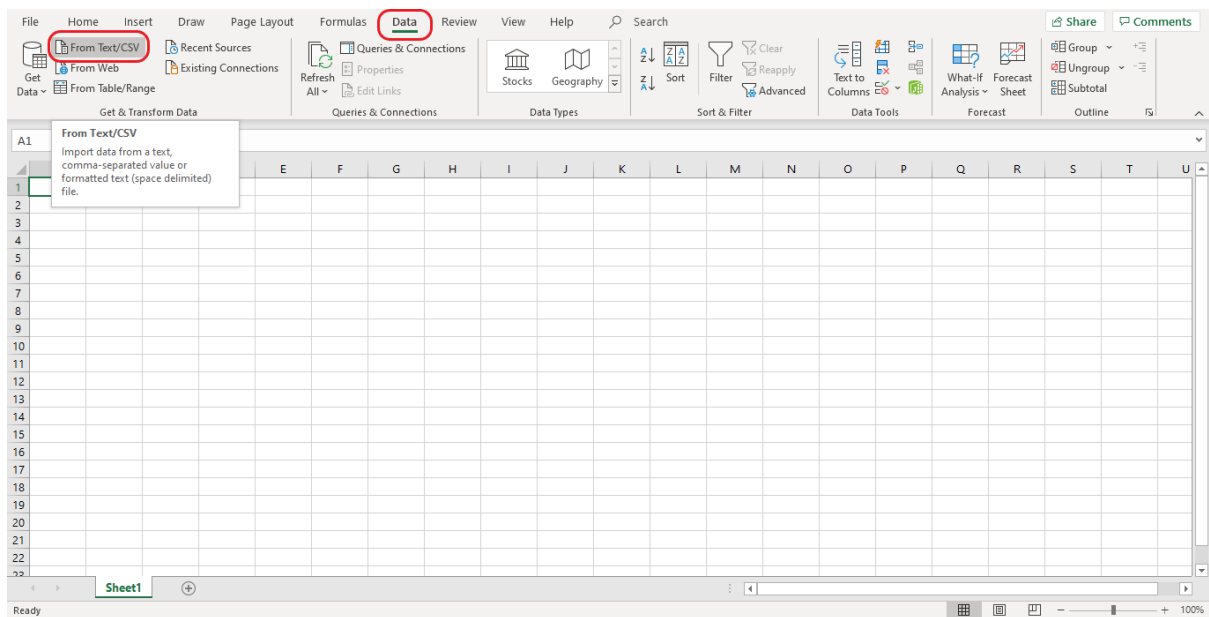
Going beyond Pie charts

April 20XX

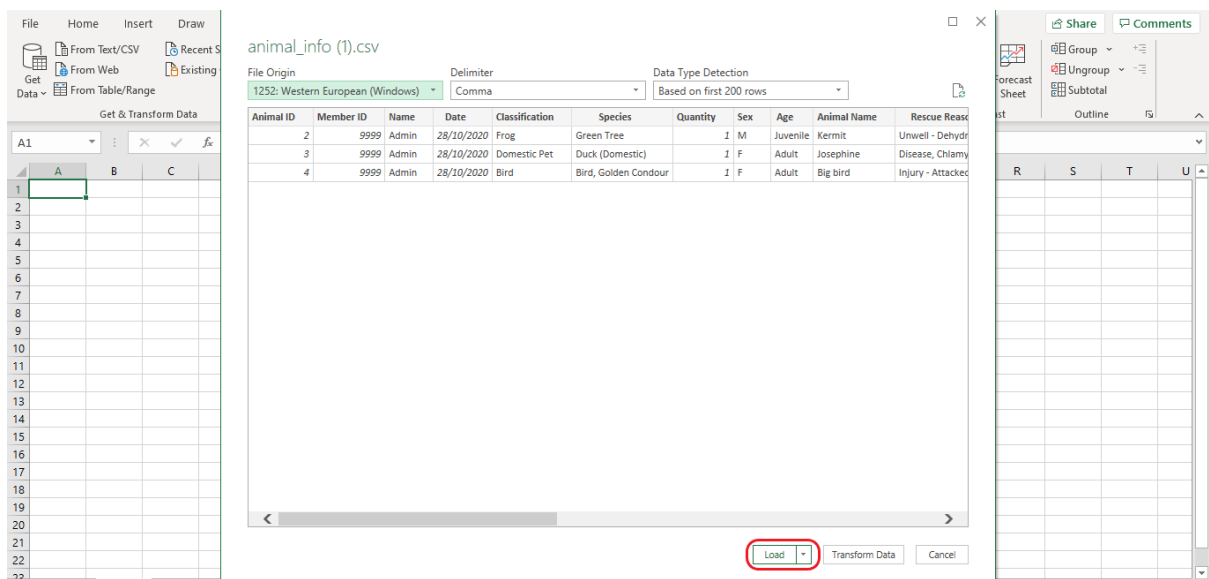
Personal Monthly Budget

September 20XX

From your new workbook you should navigate to the "Data" header and click "From Text/CSV" in the top left corner as seen below.



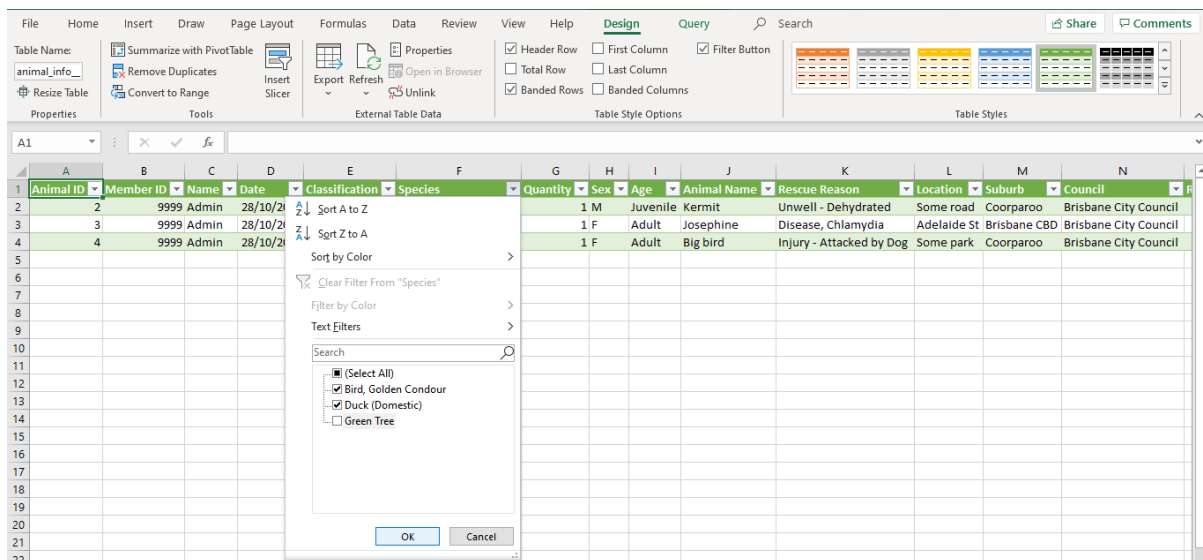
Once you have selected the file from the correct location on your computer you will be prompted with this screen. Simply press "Load".



After loading in all the data from the .csv file, your Excel worksheet should look like the following.

Animal ID	Member ID	Name	Date	Classification	Species	Quantity	Sex	Age	Animal Name	Rescue Reason	Location	Suburb	Council
2	9999	Admin	28/10/2020	Frog	Green Tree	1	M	Juvenile	Kermit	Unwell - Dehydrated	Some road	Coorparoo	Brisbane City Council
3	9999	Admin	28/10/2020	Domestic Pet	Duck (Domestic)	1	F	Adult	Josephine	Disease, Chlamydia	Adelaide St	Brisbane CBD	Brisbane City Council
4	9999	Admin	28/10/2020	Bird	Bird, Golden Condour	1	F	Adult	Big bird	Injury - Attacked by Dog	Some park	Coorparoo	Brisbane City Council

You are now able to use the built-in features from Excel to sort the data by any of the column headers. To do so just click on the dropdown arrow in any of the columns and untick any data you do not want to see. An example of this can be seen below.



Once clicking okay, the data will filter as seen below.

Animal ID	Member ID	Name	Date	Classification	Species	Quantity	Sex	Age	Animal Name	Rescue Reason	Location	Suburb	Council
3	9999	Admin	28/10/2020	Domestic Pet	Duck (Domestic)	1	F	Adult	Josephine	Disease, Chlamydia	Adelaide St	Brisbane CBD	Brisbane City Council
4	9999	Admin	28/10/2020	Bird	Bird, Golden Condour	1	F	Adult	Big bird	Injury - Attacked by Dog	Some park	Coorparoo	Brisbane City Council

If you wish to view all animals again, make sure that all your filters are unselected.

That concludes the user guide for the web application. We would like to thank you for working with us and we hope our instructions help guide those at Wildcare in adapting to this new system.