**Building Healthy Communities**

**Preliminary Website Guide**

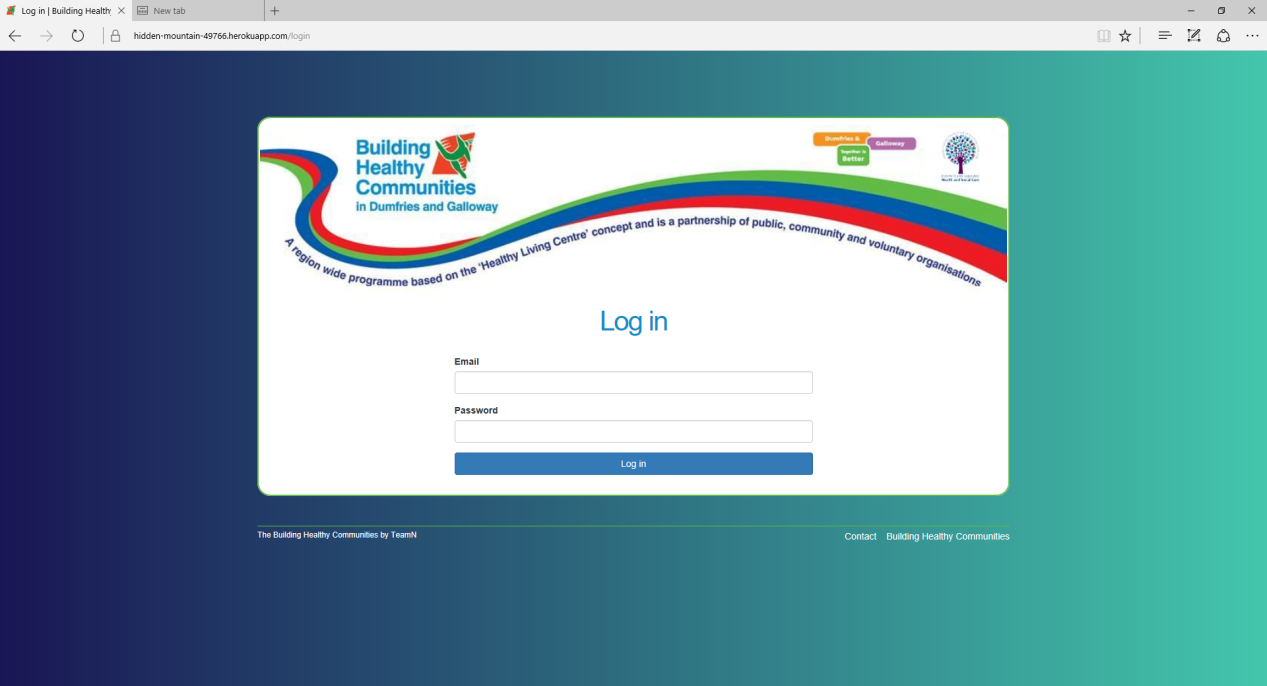
## Introduction

This is a guide to the Building Healthy Communities system, used to administer the various users and initiatives of the BHC programme. As the system is still under active development, this is only a preliminary guide designed to help with use of the currently existing features. When the system is complete, a more detailed and comprehensive guide will also be created.

## System Access and Login

At present, the system is hosted on a website called Heroku. The link to the site is as follows: <https://hidden-mountain-49766.herokuapp.com/>

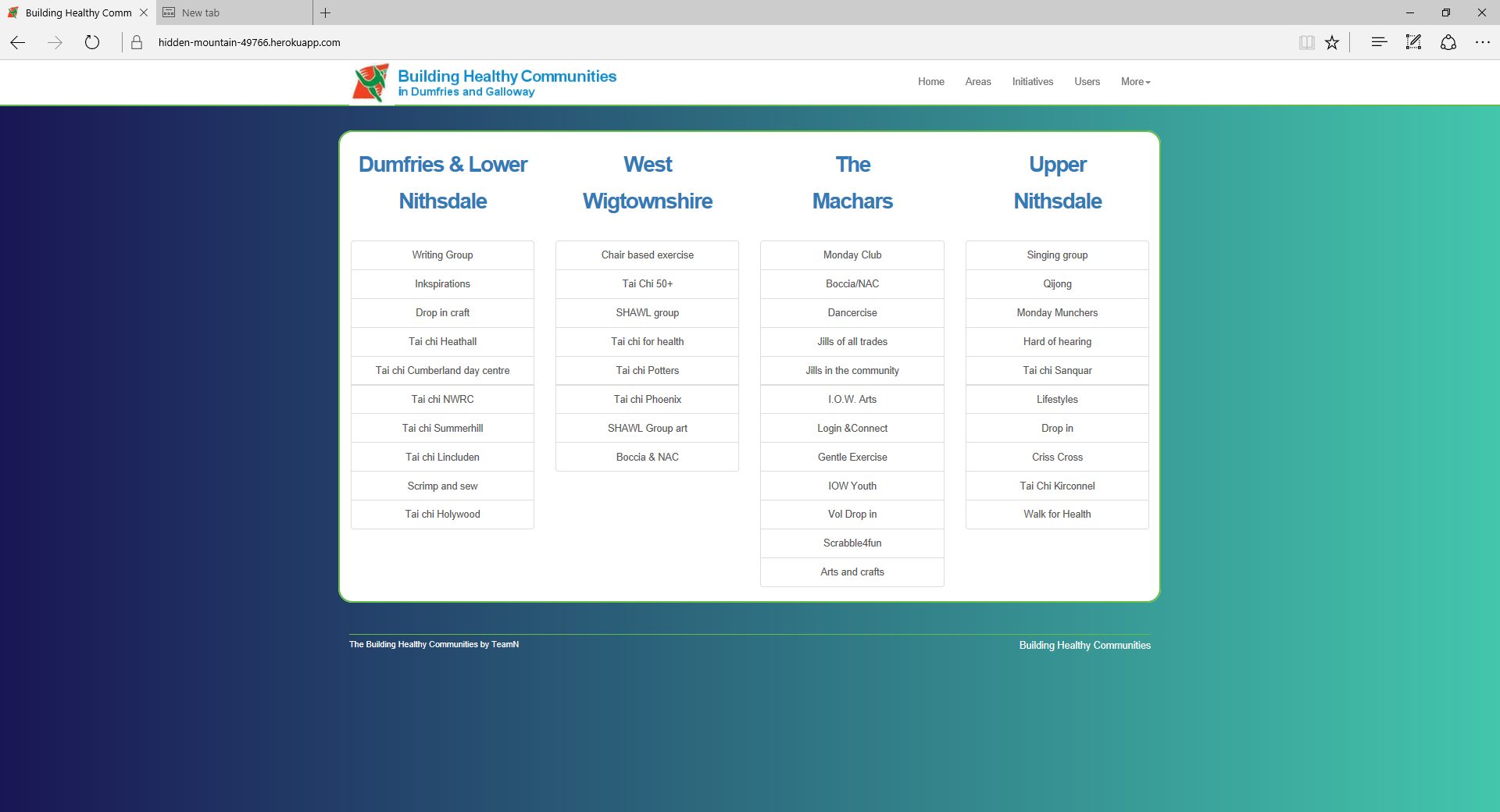
When the system is accessed, you will be presented with this webpage:



This is the only page accessible on the site until you log in. Log in using your admin, volunteer, or service user details, depending on what you want to access.

## Administrators Homepage

Administrators are the only users with access to the entire system. They have privileges to add, delete, and modify the details of service users, volunteers, initiatives, medical conditions, and feedback questions. If you logged in as an administrator, this will be the first page you are presented with:

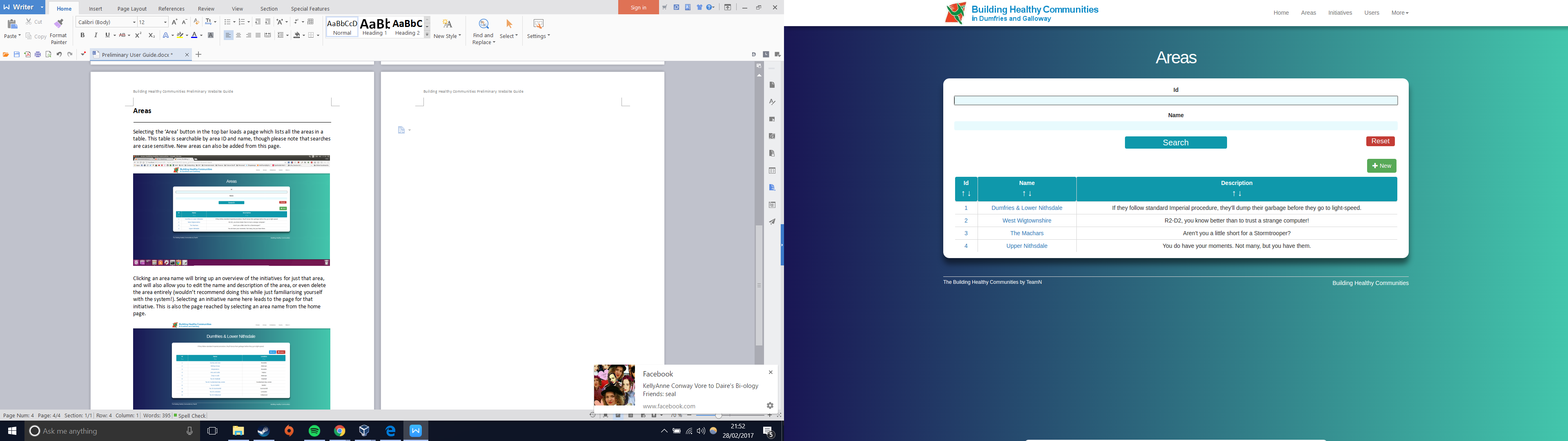


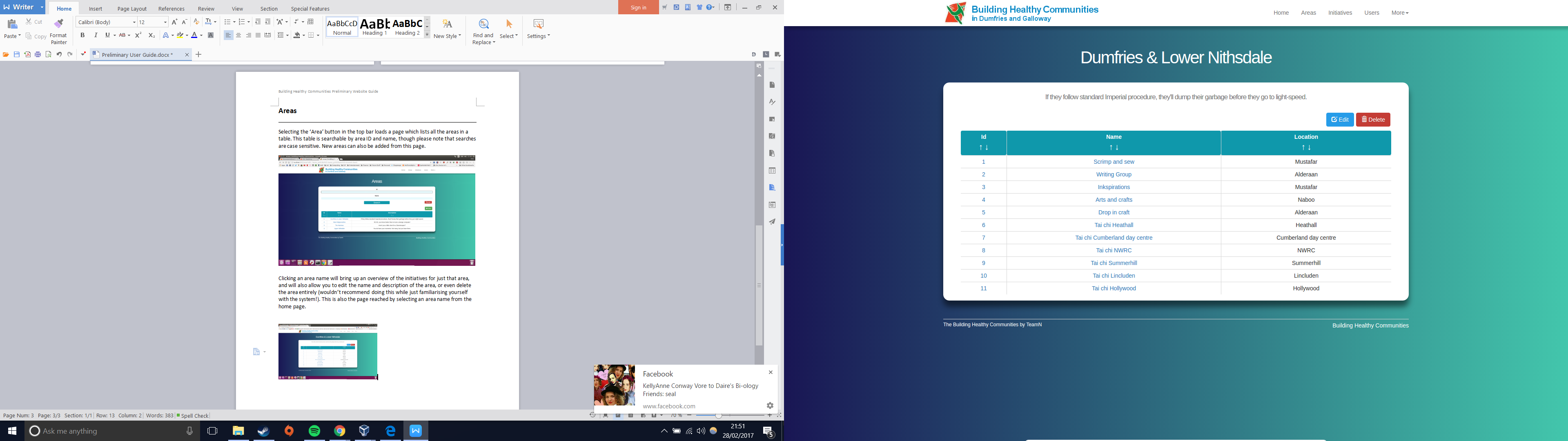
This is the home page, a simple overview of the initiatives running in each area. The names of the areas and initiatives are both clickable, and will take you to the page for that area or initiative respectively.

The top bar is also accessible from here, as it is from every page on the website. It gives access to the main page for each major section of the system. Your admin profile page is also accessible from the top bar.

## Areas

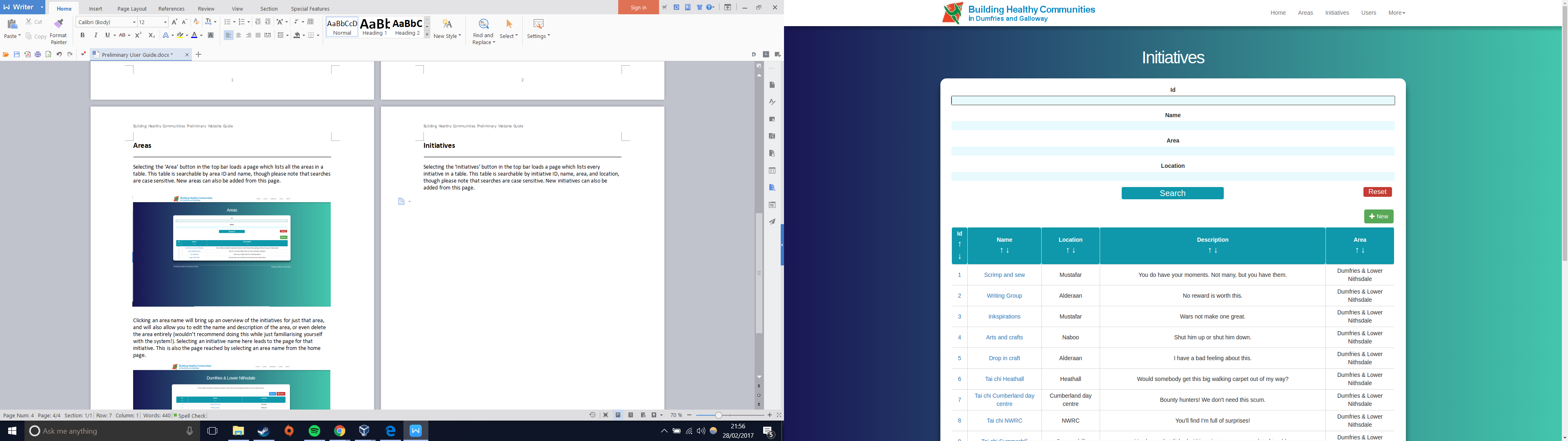
Selecting the ‘Area’ button in the top bar loads a page which lists all the areas in a table. This table is searchable by area ID and name, though please note that searches are case sensitive. New areas can also be added from this page.



Selecting an area name will bring up an overview of the initiatives for just that area, and will also allow you to edit the name and description of the area, or even delete the area entirely (wouldn’t recommend doing this while just familiarising yourself with the system!). Selecting an initiative name here leads to the page for that initiative. This is also the page reached by selecting an area name from the home page.

## Initiatives

Selecting the ‘Initiatives’ button in the top bar loads a page which lists every initiative in a table. This table is searchable by initiative ID, name, area, and location, though please note that searches are case sensitive. New initiatives can also be added from this page.



Selecting the name of an initiative will bring up the overview page of that initiative. From here you can edit details of the initiative and view