

User Manual

Owners:

Creating a Superuser from the command line

- An organization must have an admin login, or superuser, created to begin using their system. To do this, use the command line on your server host machine and follow these steps:
 - Run the command:

```
python3 manage.py createsuperuser
```
 - Enter the credentials (username, password, email) according to your preferences.
 - Re-run your server and navigate to the login screen to test these credentials.

Admin Users:

Creating a worker or parent user

- Navigate to the login page and enter your credentials.
- Click the “Authentication” tab then navigate to the “Users” page.
- Click the green “Add User” button in the top right corner.
- Enter the preferred username and password for the new user.
- Click “Save and Continue Editing” to enter more information such as first and last name and email address. You can also click “Save” and enter this information later.
- Once the user has been created, you can make it a worker or parent
- Click the “Home” tab and navigate to either the “Daycare workers” or “Parents” page.
- Click the green add button in the top right corner.
- Add a first and last name, then choose the user you just created from the drop down.
- After clicking “Save” your new user is ready to use.

Creating a child and assigning a worker and parent

- Navigate to the login page and enter your credentials.
- Ensure the parent and worker you wish to “Childs” page.
- Click the green “Add Child” button in the top right corner.
- Enter the child’s first and last name, their date of birth in the format YYYY-MM-DD and check the share permissions item if they are allowed to be tagged in activities with other children.

- Then choose the parent and worker of the child from the dropdowns.
- Once you click “Save” your child has been created and assigned properly.

Making a user an admin or superuser

- Navigate to the login page and enter your credentials.
- Click the “Authentication” tab then navigate to the “Users” page.
- Find the user you wish to promote and click on their name.
- Scroll to the “Permissions” section and check the boxes for the “Staff status” and “Superuser status” as preferred. The user can now login with their regular username and password.

Delete a user

- Navigate to the login page and enter your credentials.
- Click the “Authentication” tab and navigate to the “Users” page.
- Find the user you want to delete and check the box to the left of their name
- Select the “Delete selected users” option from the dropdown at the top of the page, and click “Go”.
- Review the delete confirmation and click “Yes, I’m sure”. Note that deleting a user also deletes them as a parent or worker. Also note that if a parent or worker has a child assigned to them, you will be asked to delete that child first. You can delete the child or reassign their parent/worker to a different user.

Delete a child

- Navigate to the login page and enter your credentials.
- Click the “Home” tab and navigate to the “Childs” page.
- Find the child you want to delete and check the box to the left of their name
- Select the “Delete selected childs” option from the dropdown at the top of the page, and click “Go”.
- Review the delete confirmation and click “Yes, I’m sure”.

Edit a user, worker, parent, or child

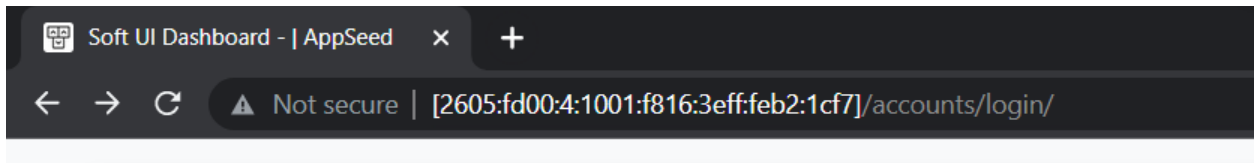
- Navigate to the login page and enter your credentials.
- Navigate to the page required, such as “Users”, “Parents”, “Daycare workers”, or “Childs”.
- Find the person you want to edit and click on their name.
- Edit the fields as desired and click “Save”.

View activities that have been created

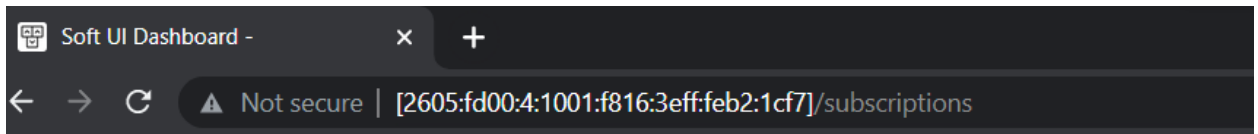
- Navigate to the login page and enter your credentials.
- Click on the “Home” tab and navigate to the “Activities” page.
- Here you will see a list of activities that have been created.
- You can select one by clicking on the title to edit or delete the activity.

View subscription plans and prices

- Navigate to the login page as normal.



- Change the current url to be [ip-address]/subscriptions similar to the photo below. (remove any other text in the address)



- You can now view the subscription plans and prices.

Worker Users:

Create a dayplan

- Once you have logged in, navigate to the dayplan tab (first from the left).
- Click on the “Add Activity” button.
- Enter the title and note for the item. Select the date from the date selector, or use the defaulted current date. Select the start and end times, or use the defaulted current time.
- Ensure the start time selected is before the end time selected.
- Select a color from the color palette.
- When everything has been entered, click “Create Activity”.
- You will now see this activity appear under the date you have chosen. Switch dates by selecting one from the horizontally scrolling list of days.
- You can continue this process to create a full schedule for the current day or future days.

Take attendance

- Once you have logged in, navigate to the attendance tab (second from the left).
- Click the “Take Attendance” button.
- Select the check mark icon for any children you want to mark as present. You can come back and mark the remaining children present at a later time if you wish.
- Click the “Save” button to submit the attendance.
- You will see children that were marked as present now appear in the “Checked In” section and the “History” contains timestamps for each child’s check in activity.

Check out a child

- Once you have logged in, navigate to the attendance tab (second from the left).
- If you have not taken attendance yet today, no children will appear in the “Checked In” section and you cannot check anyone out.
- Once you have taken attendance and wish to check children out, find them in the list in the vertically scrollable “Checked In” section.
- Click on the “Check out” text beside their name.
- You will now see a timestamp for that child’s check out activity appear in the “History” section. They will also now appear in the list when you click on “Take Attendance”.

Create an activity

- Once you have logged in, navigate to the add activity tab (fourth from the left).
- If you have not added a dayplan item for today, you will not be able to create an activity.
- Once you have added at least one dayplan item, choose the dayplan item you prefer from the first dropdown menu.
- Select the children you want to be tagged in the activity from the next dropdown and add a description if you would like. Note that only children with sharing permissions can be tagged in activities with other children. If a child does not have sharing permissions they can only be tagged in an activity by themselves.
- You can choose to add an image or video by clicking on the camera icon, to take an image or video in the app, or the gallery icon, to select an image from your files. Note that the file size limit is set to 50mb and files larger than this will not be saved.
- Once the file is added, you can preview in the space below. If you wish, you can replace this file by adding a different photo or video.
- When everything has been entered, click on the check mark button to create the activity.
- You will now see this activity appear in the feed when you are redirected.

View activities for the current day

- Once you have logged in, navigate to the feed tab (middle or third from the left).
- If you have created activities for the current day, they will appear here.

- If you have not created activities for the current day, you will see a message that says there are no activities yet.
- In each activity, you will see the title (from the dayplan item the activity is for), the time it was created, the description if there is one, the photo/video if there is one, the list of children tagged in the activity, and the list of parents who have liked the activity.
- To view the photo or video in full screen, you may click on it. To go back to the feed click on the back button in the top left corner of the screen.

Edit/delete an activity

- Once you have logged in, navigate to the feed tab (middle or third from the left).
- Find the activity you wish to edit/delete in the list.
- Click on the pen icon in the top right corner of the activity.
- If you are editing the activity, make your changes and click on the check mark button in the bottom right corner to save it.
- If you are deleting the activity, click on the trash can button in the bottom left corner, and confirm that you wish to delete it.
- You can also revert the changes by clicking the back button in the top left corner if you decide you no longer want to edit the activity.

Send a message to a parent

- Once you have logged in, navigate to the messages tab (last or fifth from the left).
- Find the parent you want to message in the list. Note that only parents of children you are assigned to will appear in the list.
- Once you have selected the parent to message, type your message in the text box near the bottom of the screen and click the "Send" button.
- Return to the messages page by clicking the back button in the top left corner of the screen when you are finished.

Parent Users:

View a dayplan

- Once you have logged in, navigate to the dayplan tab (first from the left).
- Here you will see the dayplan schedule for the current day.
- Switch dates by selecting one from the horizontally scrolling list of days.
- If you have more than one child, you can use the dropdown button in the top right corner to toggle between children.

View activities for the current day

- Once you have logged in, navigate to the feed tab (middle or second from the left).
- If your child has been tagged in any activities that have been created for the current day, they will appear here.
- If there are no activities created yet today, or no activities that your child is tagged in, you will see a message that says there are no activities yet.
- In each activity, you will see the title (from the dayplan item the activity is for), the time it was created, the description if there is one, the photo/video if there is one, the child or children tagged in the activity (if you have more than one child), and the number of parents who have liked the activity.
- To view the photo or video in full screen, you may click on it. To go back to the feed click on the back button in the top left corner of the screen.
- You may also click on the heart button in the top right corner of the activity to like it. Your name will only appear to the worker to show that you have liked it, not other parents.

Send a message to a worker

- Once you have logged in, navigate to the messages tab (last or third from the left).
- Find the worker you want to message in the list. Note that only workers that are assigned to your child or children will appear in the list.
- Once you have selected the worker to message, type your message in the text box near the bottom of the screen and click the "Send" button.
- Return to the messages page by clicking the back button in the top left corner of the screen when you are finished.