



User Manual

05.12.2025

HCAR Client Database

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Overview

This document serves as the official User Manual for the online Humboldt Community Access and Resource Center Client Database (the “Web Application”). The Web Application has varying scope of functionality for different users, but the main distinction is between “regular” and “administrative” users. Please consider keeping a copy of this document on hand for future reference.

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Glossary

- **Browser Cookie:** A small file or part of a file stored on a World Wide Web user's computer, created and subsequently read by a website server, and containing personal information
- **JavaScript:** A programming language that allows programmers to create dynamic and interactive web pages
- **Web Server:** A software application and/or hardware device that stores, processes, and serves web content to users over the internet

System Requirements

Browser Requirements

To access the Web Application, users are required to have a stable internet connection for all operations. Users must use a modern, up-to-date web browser with support for website JavaScript and the storage of browser cookies. Web browsers without enabled JavaScript will not perform many of the system functionalities. The program's authentication logic



relies on the storage of a single cookie on the User's computer, so disabling cookies will prevent the User from accessing the entire site.

Users are encouraged to update their web browsers regularly to ensure maximum security.

Device Requirements

The Web Application may be run on both personal computers and smartphones. Personal computers will provide a more comfortable user experience, however smartphones can perform the same functions. Users may find it necessary to zoom in or rotate their smartphones depending on the page layout.

Installation Instructions

General Users: The Web Application can be accessed from the Internet, and therefore does not require any installation from users.

System Administrator: To "install" the program on the Google Cloud Run web server, please follow the instructions provided at <https://cloud.google.com/run/docs/deploying-source-code>. After deployment, please set "environment variables" as instructed by <https://cloud.google.com/run/docs/configuring/services/environment-variables>.

User Interface Overview

Login Page

HCAR Staff Portal

Username:

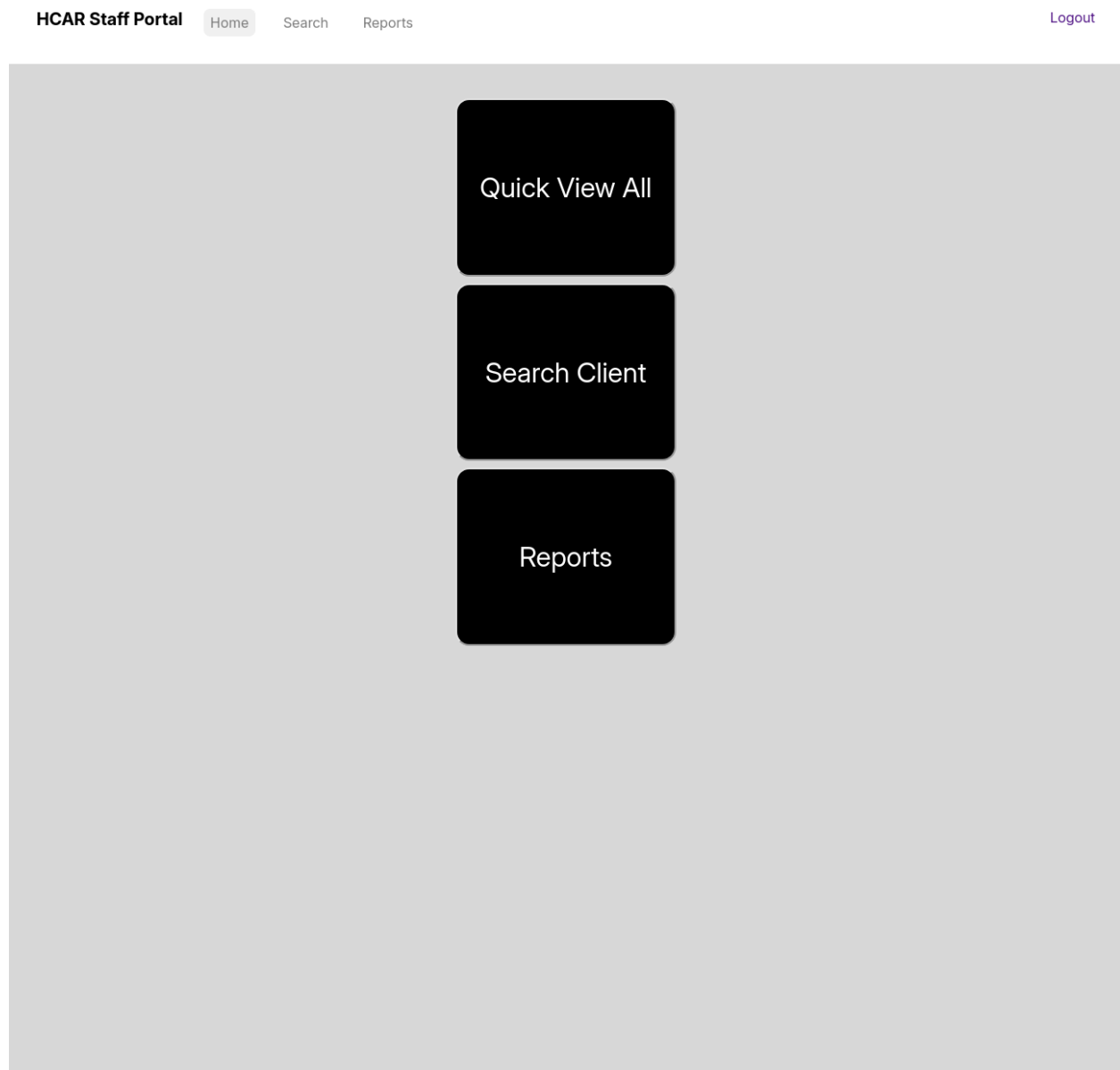
Password:

Sign In

Forgot Password? Click [here](#) to reset it!

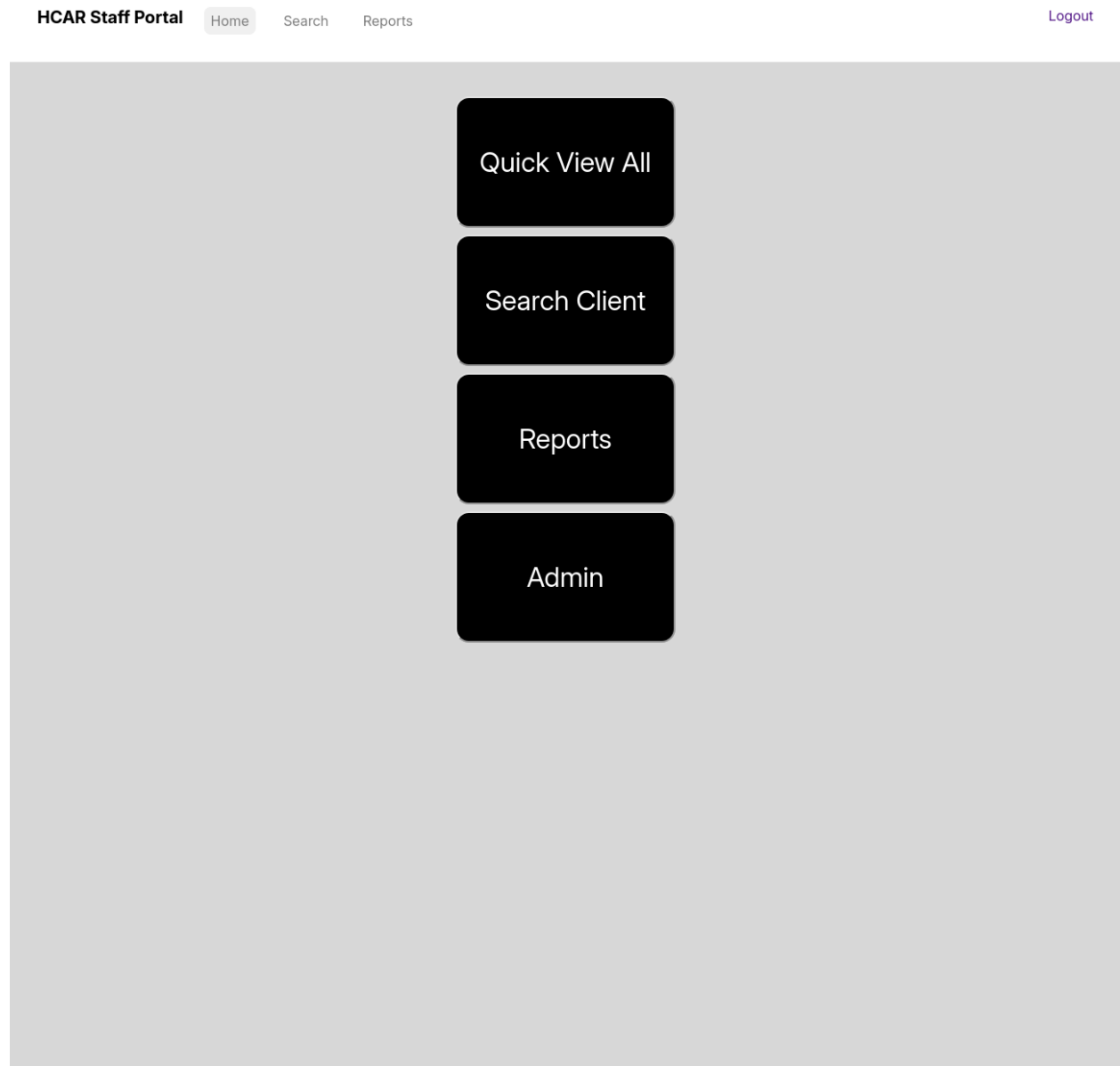
- Username box: Text box for the username for the User's account
- Password box: Text box for password for the User's account
- Sign In Button: Submits the username and password
 - If either username or password is omitted, an alert message will pop up notifying the user

Home Page (Non-admin Account)



- Header: Links to the Home page, Search Client page, Reports page, and a button to Logout of your account
- Quick View All button: Redirects users to the Results page with no filters applied
 - The user will not be able to see Clients their account is not allowed to see
- Search Client Button: Redirects users to a Search page to establish search criterias
- Reports button: Redirects users to a Reports page where they can select 3 different types of reports to view and download.

Home Page (Admin account)



- Previous buttons behave as described for non-admin
- Admin button: Redirects admin users to a page with several actions that only authorized administrators can perform

Search Page

HCAR Staff Portal Home Search Reports [Logout](#)

First Name

First

Last Name

Last

Phone Number

0123456789

Birthdate

mm / dd / yyyy

More Options

Submit Query

- Search Field Box: Container with various search boxes, such as First Name, Last Name, Phone Number, Birthdate and more. Text and numeric search filters will be matched regardless of case within the entirety of the related parameter
- More/Less Options button: Toggles more and less search criterion boxes
- Submit button: Submits the search request based on the inputs to the fields in the Search Field Box

Results Page

HCAR Staff Portal

[Home](#)

[Search](#)

[Reports](#)

[Logout](#)

Photo	First Name	M.I.	Last Name	Pronouns	Gender	Phone	Email	Date of Birth	Programs	PoS Status
Picture of John	John		Doe	he/him	Male	555-1234	Empty	1/1/1980	Summit Support Services Bay Center Day Services	5/28/2026
Picture of Alice	Alice		Johnson	she/her	Female	555-9012	Empty	3/20/1975	Canvas + Clay Studio	5/23/2025
Picture of Emily	Emily	F.	Davis	she/her	Female	555-1111	Empty	11/22/1992	Respite Services	5/9/2025
Picture of Chris	Chris		Martinez	they/ them	Non- binary	555-4444	Empty	12/12/1995	Summit Support Services	Not on File
Picture of John	John	M.	Doe	he/him	Male	555-123-4567	johnndoe@example.com	5/15/1980	Comprehensive Career Services	Not on File
Picture of Brian	Brian		Young	he/him	Male	555-8888	Empty	3/3/1982	Respite Services	Not on File
Picture of Hannah	Hannah		Lopez	she/her	Female	555-9999	Empty	7/7/1996	Clinical Services	Not on File
Picture of Ethan	Ethan		Clark	he/him	Male	555-1212	Empty	1/1/1983	Self-Determination Program	Not on File
Picture of Olivia	Olivia		Adams	she/her	Female	555-3434	Empty	10/10/1999	Summit Support Services	Not on File
Picture of Noah	Noah		Baker	he/him	Male	555-4545	Empty	5/5/1984	Bay Center Day Services	Not on File
Picture of Sophia	Sophia		Perez	she/her	Female	555-5656	Empty	11/11/1997	Canvas + Clay Studio	Not on File
Picture of Liam	Liam		Harris	he/him	Male	555-6767	Empty	6/6/1981	Comprehensive Career Services	Not on File
Picture of Mason	Mason		Wright	they/ them	Agender	555-8989	Empty	9/9/1986	Clinical Services	Not on File
Picture of Mia	Mia		Hill	she/her	Female	555-9090	Empty	3/3/1993	Self-Determination Program	Not on File
Picture of Logan	Logan		Green	he/him	Male	555-1010	Empty	12/12/1980	Summit Support Services	Not on File

[Go Back](#)

[← Previous](#) [Next →](#)

[Select](#)

- Tabular results of either a request for all clients, or a search based on search criteria
- Only 15 results are displayed at a time
- Previous/Next buttons: Requests the previous/next set of 15 clients that meet the search criteria. Buttons are disabled if no more results are available.
- PoS Status cells are colored red if they are within 31 days to expiration

Client Details

Client ID Tab

HCAR Staff Portal

HomeSearchReports

Logout

Showing information for John Doe

Client ID	Medical Information	Personal Information	Support Team	Case Notes
First Name: <input type="text" value="John"/>	Middle Name: <input type="text" value="Middle"/>	Last Name: <input type="text" value="Doe"/>	Date of Birth: <input type="text" value="01 / 01 / 1980"/>	
Phone Number: <input type="text" value="555-1234"/>	Street Address: <input type="text" value="123 Main St"/>	Email: <input type="text" value="Empty"/>	Photo: client_photo	
Sex: <input type="text" value="Male"/>	Marital Status: <input type="text" value="Single"/>	Next PoS Expiration: <input type="text" value="05 / 28 / 2026"/>		

Go Back

Download Medical Report

Save

Medical Information Tab

Showing information for John Doe

Client ID	Medical Information	Personal Information	Support Team	Case Notes																																			
Primary Insurance Provider:																																							
<input type="text" value="State Health Plan A"/>																																							
Primary Ins. Number:																																							
<input type="text" value="11111111"/>																																							
Primary Care Provider:																																							
<input type="text" value="Empty"/>																																							
Secondary Insurance Provider:																																							
<input type="text" value="Empty"/>																																							
Secondary Ins. Number:																																							
<input type="text" value="Empty"/>																																							
Primary Physician:																																							
<input type="text" value="Dr. Alice Smith"/>																																							
Preferred Hospital:																																							
<input type="text" value="General Hospital"/>																																							
Vaccinations:																																							
<table><thead><tr><th>Shot Type</th><th>Date Taken</th></tr></thead><tbody><tr><td>Influenza</td><td>10 / 05 / 2023 </td></tr><tr><td>COVID-19 - Dose 2</td><td>05 / 08 / 2023 </td></tr><tr><td>COVID-19 - Dose 1</td><td>04 / 10 / 2023 </td></tr><tr><td>Hepatitis B - Dose 3</td><td>08 / 01 / 2022 </td></tr><tr><td>Hepatitis B - Dose 2</td><td>03 / 01 / 2022 </td></tr><tr><td>Hepatitis B - Dose 1</td><td>02 / 01 / 2022 </td></tr><tr><td>MMR</td><td>01 / 15 / 2022 </td></tr><tr><td>Varicella</td><td>01 / 15 / 2022 </td></tr><tr><td></td><td>mm / dd / yyyy </td></tr></tbody></table>					Shot Type	Date Taken	Influenza	10 / 05 / 2023	COVID-19 - Dose 2	05 / 08 / 2023	COVID-19 - Dose 1	04 / 10 / 2023	Hepatitis B - Dose 3	08 / 01 / 2022	Hepatitis B - Dose 2	03 / 01 / 2022	Hepatitis B - Dose 1	02 / 01 / 2022	MMR	01 / 15 / 2022	Varicella	01 / 15 / 2022		mm / dd / yyyy															
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Personal Information

Showing information for John Doe

Client ID	Medical Information	Personal Information	Support Team	Case Notes
Client Likes: <div>Pizza</div>	Client Hobbies / Favorite Activities: <div>Reading</div>	Additional Notes: <div>Pizza</div>		
Client Dislikes: <div>Traffic</div>				
Client Goals: <div>Succeed</div>	Client Achievements: <div>None</div>			

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