

# Admin page usage

Connect whit browser 10.1.1.35:3000/admin.

On first launch you have to create new admin account.

## First time:

1. Select **Rekisteröidy**. Then type **käyttäjätunnus** and **salasana**. Then select **Rekisteröidy** again.
2. Now new admin account is created. Type your **käyttäjätunnus** and **salasana** again and select **Kirjaudu**.
3. Now you should be on main page. Navigate on (top of page) and select **asetukset**.
4. Deselect **Salli rekisteröinti** and select **Tallenna**.
5. Now only that first account is allowed to login, and another accounts can't be made, until you enable **Salli rekisteröinti** again.

## Create new client:

1. Select **Luo uusi kävijä**.
2. Fill **Etunimi**, **Sukunimi**, **Paja** and **Vuoro**.
3. Select **Luo ja Tulosta**.
4. New windows should pop up.
5. If printing not giving wanted result, close print window (not window that popped up) and on browser select print. (Mozilla has print option under "red X" button inside three lines).
6. Set print size to 50%.
7. Print.

## Lost qr badge:

1. Select **Kävijä yksityiskohtainen tieto**.
2. Type **Etunimi** and **Sukunimi** and select **Etsi**.
3. If client is found you will now see some data and qr padge.
4. Select **Tulosta**.

## Modify client login data:

1. Select **Etusivu (Taulukko)**.
2. Navigate client that data you want modify.
3. Select date that match client and is that you want modify.
4. Set time you want and click **Done!**
5. If you want remove login data just left time part empty and click **Done!**

**Remove user:**

1. Do 3 first sections on **“Lost qr badge”**.
2. Under Data you should see red button saying **Poista**.
3. Select **Poista**.