

Chat Instructions

How to use the Cinderella Chat

Using the Cinderella Chat is just like using any other online chat, such as Facebook or IM (Instant Messenger). Below are instructions on how to use the chat application.

To use the chat:

- Ensure that the chat server is running
- Once it is running, launch the program
- Two ways to access chat, following program launch
 - Select user access, which includes the following forms:
 - Cinderella Check-In
 - Cinderella Check-Out
 - Fairy Godmother Check-In
 - Shopping Management
 - Alteration
 - Select admin access, login and the Administrator Menu will prompt
- Each of these form has a built-in chat within those forms
- Once you select one of the following forms above, you will notice the menu bar, which includes the word 'Chat'
 - See below.

The screenshot shows the 'Cinderella Check-In' application window. The menu bar includes 'File', 'Cinderellas', 'Chat' (highlighted with a red circle), and 'Help'. A 'Refresh' button is in the top right. Below the menu is a search form with fields for 'Last Name:', 'First Name:', and 'Organization:', along with 'Search' and 'Reset' buttons. A table lists users with columns for 'id', 'First Name', 'Last Name', 'Date', 'Time', and 'Organization'. The table contains 11 rows of data. At the bottom, there are buttons for 'Change Appointment Time' and 'Check-In'.

id	First Name	Last Name	Date	Time	Organization
18103	Lawanda	Bell	3/23/2012	4:30PM	South Dearborn High School
18093	Kukua	Coleman	3/23/2012	4:30PM	Boone County High School
18100	Kelsey	Marciano	3/23/2012	4:30PM	Boone County High School
18095	Megan	Mayon	3/23/2012	4:30PM	Ryle High School
18088	Kelsy	McIntosh	3/23/2012	4:30PM	Pendleton County High School
18102	Sarah	Stacy	3/23/2012	4:30PM	Simon Kenton High School
18089	Katelynnne	Volker	3/23/2012	4:30PM	Walton-Verona High School
18086	Michaela	Wayman	3/23/2012	4:30PM	Walton-Verona High School
18001	Lemina	Whalen	3/23/2012	4:30PM	Boone County High School

- Once you click the word 'Chat', next click 'Chat Now'. See below.

Cinderella Check-In

File Cinderellas **Chat** Help

Chat Now

Refresh

Search

Last Name:

First Name:

Organization:

Search Reset

id	First Name	Last Name	Date	Time	Organization
18103	Lawanda	Bell	3/23/2012	4:30PM	South Dearborn High School
18093	Kukua	Coleman	3/23/2012	4:30PM	Boone County High School
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18001	Jasmine	Whalen	3/23/2012	4:30PM	Boone County High School

Change Appointment Time Check-In

- The chat form will appear. See below

Client App

Chat Name:

Connect

Send

- While server is running, you can enter a chat name and click 'Connect'
- When connected, begin chatting like you would chat online
- While chatting, the chat server records a log of who is connect and disconnected