



50
YEARS
OF LOVE
& CARE


Schedule Manager Upper Staff Manual

Last Revised April 22, 2021

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1. Login



Schedule Manager Login

Username

Password

Log in

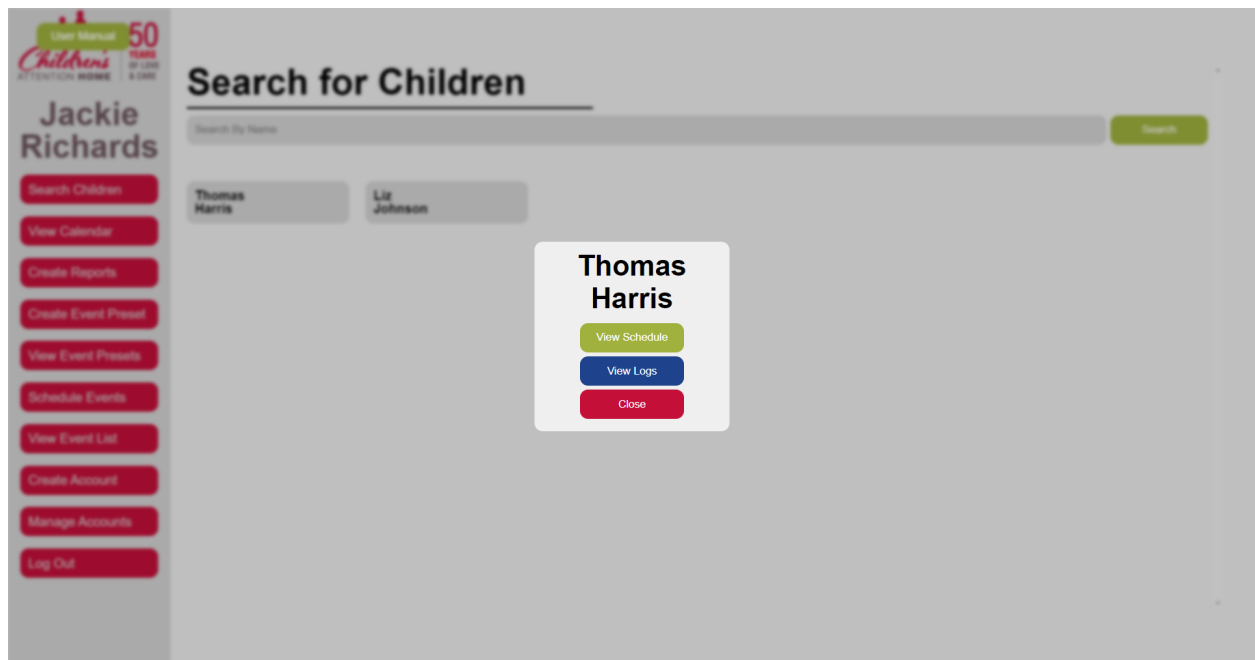
To login to the Schedule Manager, go to [ENTER_URL_HERE.com](#), and enter your assigned Username and Password.

If you forget your Username or Password, please contact [ENTER_NAME_HERE](#).

2. Search Children



All children will be listed on this page, and this list can be filtered by name to narrow down the results.



You can view each child's schedule and activity log from here.



50
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& CARE

Jackie Richards

- Search Children
- View Calendar
- Create Reports
- Create Event Preset
- View Event Presets
- Schedule Events
- View Event List
- Create Account
- Manage Accounts
- Log Out

Thomas Harris's Schedule

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April 2021

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
		<ul style="list-style-type: none"> 7:30p Group Meeting 8:30p Group Meeting 9p Tutoring 			6p Basketball Practice	
18	19	20	21	22	23	24
			8:01p Group Meeting			
25	26	27	28	29	30	1

The schedule can be viewed by day, week, and month. Clicking on a scheduled event will display its details, and will let you remove the child from the event or edit the event.



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Jackie Richards

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Log for Thomas Harris (tharris)

Group Meeting

Time clocked in: 4/14/2021, 7:30:00 PM
Time clocked out: 4/14/2021, 7:52:00 PM
Edit Timecard

Tutoring


Time clocked in: 4/14/2021, 8:54:00 PM
Time clocked out: 4/14/2021, 9:25:00 PM
Edit Timecard

Group Meeting

Time clocked in: 4/14/2021, 8:31:00 PM
Time clocked out: 4/14/2021, 9:01:00 PM
Edit Timecard

The time the child attended each event can be viewed and modified on the activity log page.

3. Create Reports



50
YEARS
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& CARE

Jackie
Richards

Search Children

View Calendar

Create Reports

Create Event Preset

View Event Presets

Schedule Events

View Event List

Create Account

Manage Accounts

Log Out

Create A Report

Leaving a selection blank will forgoe any filtering for said section

Select Children

Name:

Age: -

Gender:

Select Events

Event Name:

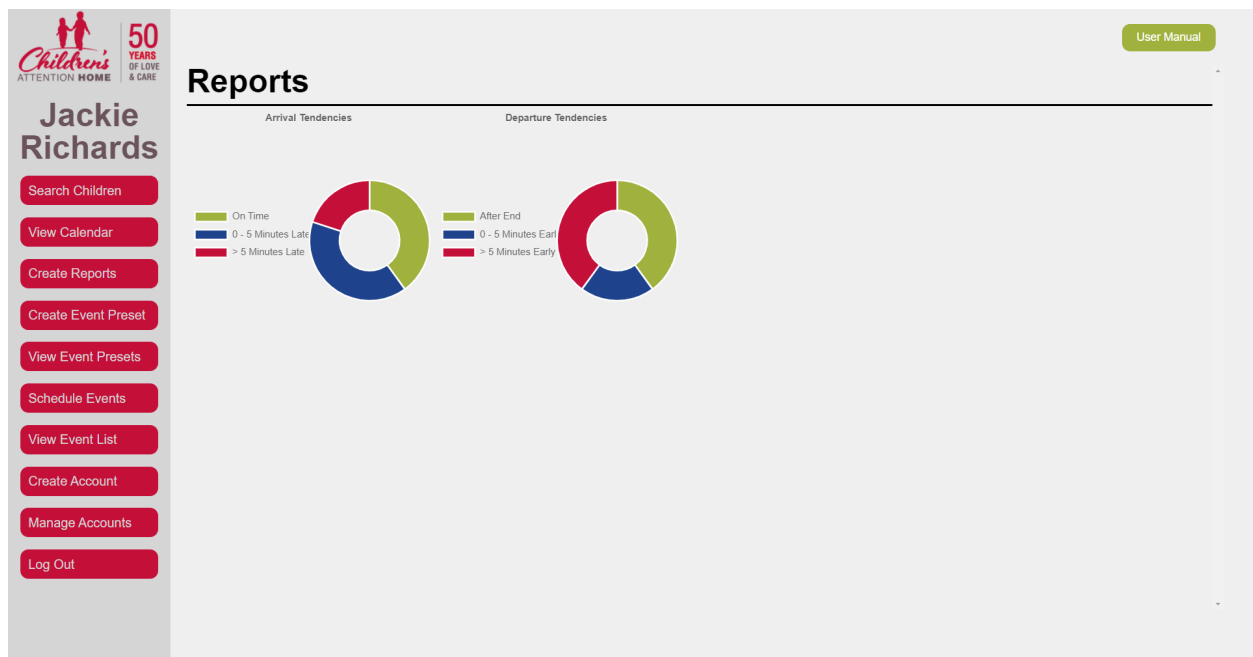
Select Time

Start Date:

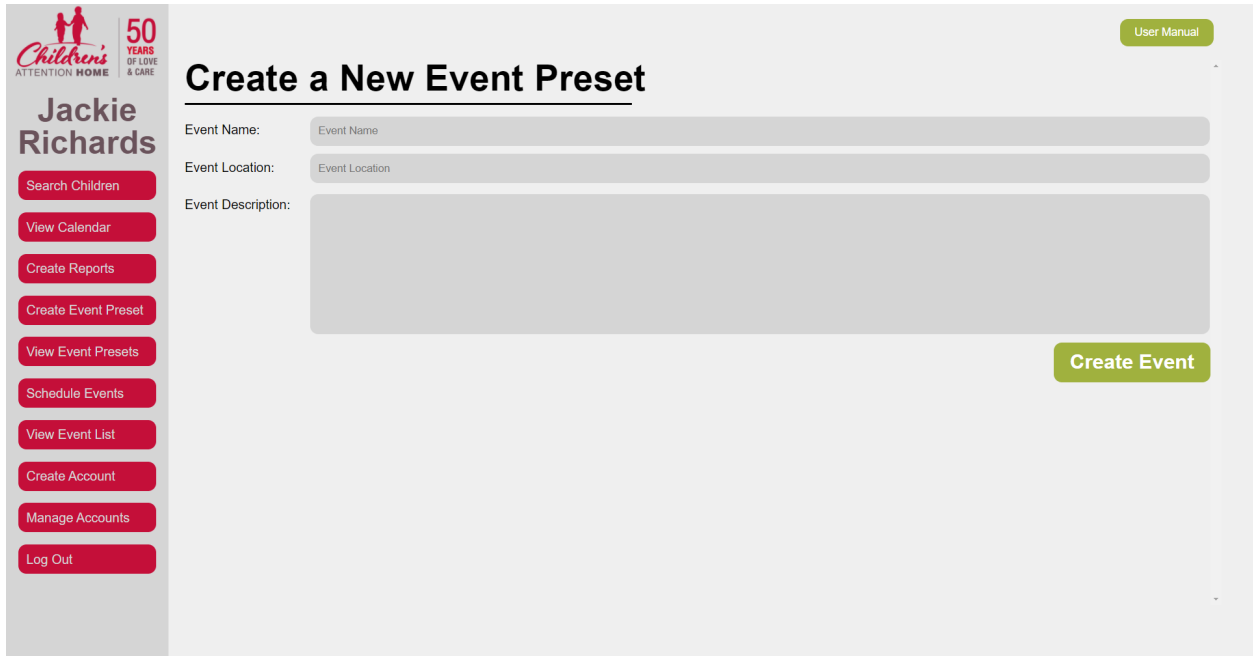
End Date:

Create Report

Reports can be created on this page based on these specified criteria.



4. Create Event Preset



The screenshot shows a web interface for Jackie Richards. On the left is a sidebar with the logo 'Children's ATTENTION HOME' and '50 YEARS OF LOVE & CARE'. Below the logo is the name 'Jackie Richards' and a list of buttons: 'Search Children', 'View Calendar', 'Create Reports', 'Create Event Preset', 'View Event Presets', 'Schedule Events', 'View Event List', 'Create Account', 'Manage Accounts', and 'Log Out'. The main content area is titled 'Create a New Event Preset' and contains three input fields: 'Event Name', 'Event Location', and 'Event Description'. A green 'Create Event' button is located at the bottom right of the form. A 'User Manual' link is in the top right corner.

Children's ATTENTION HOME 50 YEARS OF LOVE & CARE

Jackie Richards

Search Children

View Calendar

Create Reports

Create Event Preset

View Event Presets

Schedule Events

View Event List

Create Account

Manage Accounts

Log Out

Create a New Event Preset

Event Name:

Event Location:

Event Description:

Create Event

[User Manual](#)

The Create Event Preset page allows you to create templates which you can later use when scheduling an event.

5. View Event Presets

The screenshot shows the 'View Event Presets' page. On the left is a sidebar for Jackie Richards with buttons for Search Children, View Calendar, Create Reports, Create Event Preset, View Event Presets, Schedule Events, View Event List, Create Account, Manage Accounts, and Log Out. The main header includes the Children's Home logo, a 50th anniversary badge, and a User Manual link. The page title is 'View Event Presets'. Below the title is a search bar with 'Search By Name' and a 'Search' button. The main content area lists three event presets: 'Group Meeting' at 'Downtown', 'Basketball Practice' at 'School Gym', and 'Tutoring' at 'Home'. Each preset includes a description, a 'Delete Event' button, and an 'Edit Event' button.

View Event Presets

Search By Name

Event Name	Location	Description	Actions
Group Meeting	Downtown	Group Meeting lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	<input type="button" value="Delete Event"/> <input type="button" value="Edit Event"/>
Basketball Practice	School Gym	Basketball practice lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	<input type="button" value="Delete Event"/> <input type="button" value="Edit Event"/>
Tutoring	Home	Tutoring Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	<input type="button" value="Delete Event"/> <input type="button" value="Edit Event"/>

Every event preset can be viewed, edited, and deleted on this page. This list can be filtered by name or location using the search bar.

The screenshot shows the 'Edit Event Preset' page. The sidebar and header are identical to the previous page. The page title is 'Edit Event Preset'. Below the title are three input fields: 'Event Name' (containing 'Group Meeting'), 'Event Location' (containing 'Downtown'), and 'Event Description' (containing the same placeholder text as in the list view). An 'Edit Event' button is located at the bottom right of the description field.

Edit Event Preset

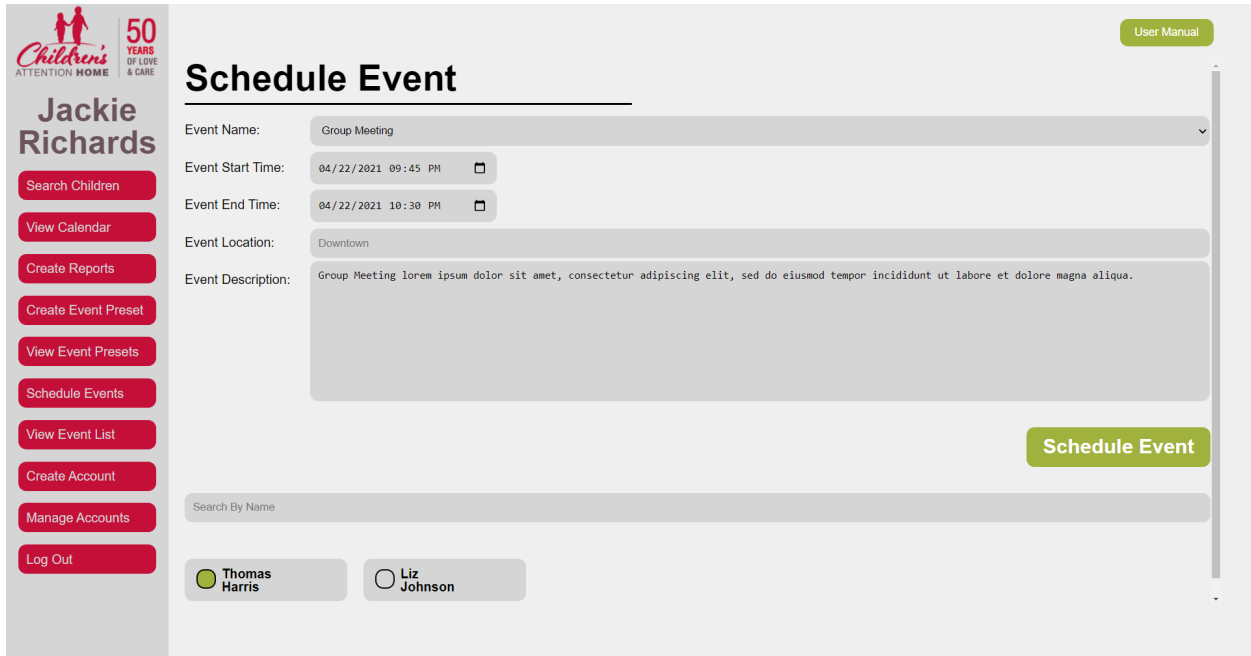
Event Name:

Event Location:

Event Description:

Editing an event preset works just like creating them.

6. Schedule Events



The screenshot shows the 'Schedule Event' form. On the left is a sidebar for 'Jackie Richards' with a '50 YEARS OF LOVE & CARE' badge and a list of navigation buttons: Search Children, View Calendar, Create Reports, Create Event Preset, View Event Presets, Schedule Events, View Event List, Create Account, Manage Accounts, and Log Out. The main form area has a 'Schedule Event' title and a 'User Manual' link. It contains fields for Event Name (Group Meeting), Event Start Time (04/22/2021 09:45 PM), Event End Time (04/22/2021 10:30 PM), Event Location (Downtown), and Event Description (Group Meeting lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.). A 'Schedule Event' button is on the right. At the bottom, there is a 'Search By Name' field and two radio button options: Thomas Harris (selected) and Liz Johnson.

To schedule events, you first need an event preset which can be made on the Create Event Preset page.

Selecting a preset will fill in the event's location and description. If you wish to change the location or description for this specific event, you can modify the values here.

Finally, you select the start and end times for the event, select which children you would like to attend the event, and press Schedule Event.

7. View Scheduled Events

Children's ATTENTION HOME 50 YEARS OF LOVE & CARE

Jackie Richards

- Search Children
- View Calendar
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- Create Event Preset
- View Event Presets
- Schedule Events
- View Event List
- Create Account
- Manage Accounts
- Log Out

View Scheduled Events

Search By Name

Group Meeting
4/22/2021, 8:01:00 PM - 9:01:00 PM
Group Meeting lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Basketball Practice
4/16/2021, 6:00:00 PM - 7:00:00 PM
Basketball practice lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Basketball Practice
4/14/2021, 10:00:00 PM - 11:00:00 PM
Basketball practice lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Downtown

School Gym

School Gym

All scheduled events will appear on the View Event List page. Here you can search through them by name or location, delete them, or edit them.

Children's ATTENTION HOME 50 YEARS OF LOVE & CARE

Jackie Richards

- Search Children
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- Log Out

Edit Scheduled Event

Event Name:

Event Start Time:

Event End Time:

Event Location:


Event Description:

Search By Name

☒ Thomas Harris ☐ Liz Johnson

Waiting for localhost...

You can edit the event's description, location, time, and attendees.



Jackie Richards

- Search Children
- View Calendar
- Create Reports
- Create Event Preset
- View Event Presets
- Schedule Events
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- Create Account
- Manage Accounts
- Log Out

All Events Scheduled

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April 2021

User Manual

month

week

day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
		<ul style="list-style-type: none"> 7:30p Group Meeting 8:30p Group Meeting 9p Tutoring 10p Basketball Practice 			6p Basketball Practice	
18	19	20	21	22	23	24
				8:01p Group Meeting		
25	26	27	28	29	30	1

You can view all events scheduled on the calendar by selecting View Calendar on the side bar.