



**50**  
**YEARS**  
**OF LOVE**  
**& CARE**


## Schedule Manager Lower Staff Manual

Last Revised April 22, 2021

# Table of Contents

1. Login	3
2. Search Children	4
3. Create Reports	6
4. View Scheduled Events	7

## 1. Login



### Schedule Manager Login

Username

Password

Log in

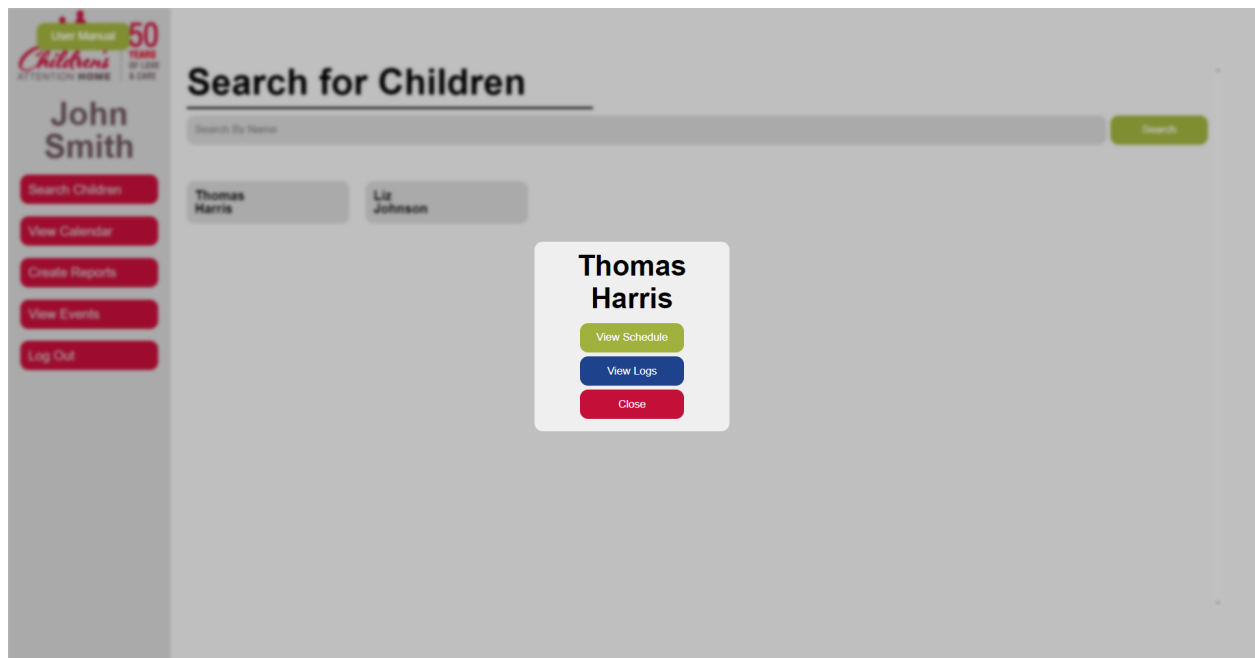
To login to the Schedule Manager, go to [ENTER\\_URL\\_HERE.com](#), and enter your assigned Username and Password.

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.



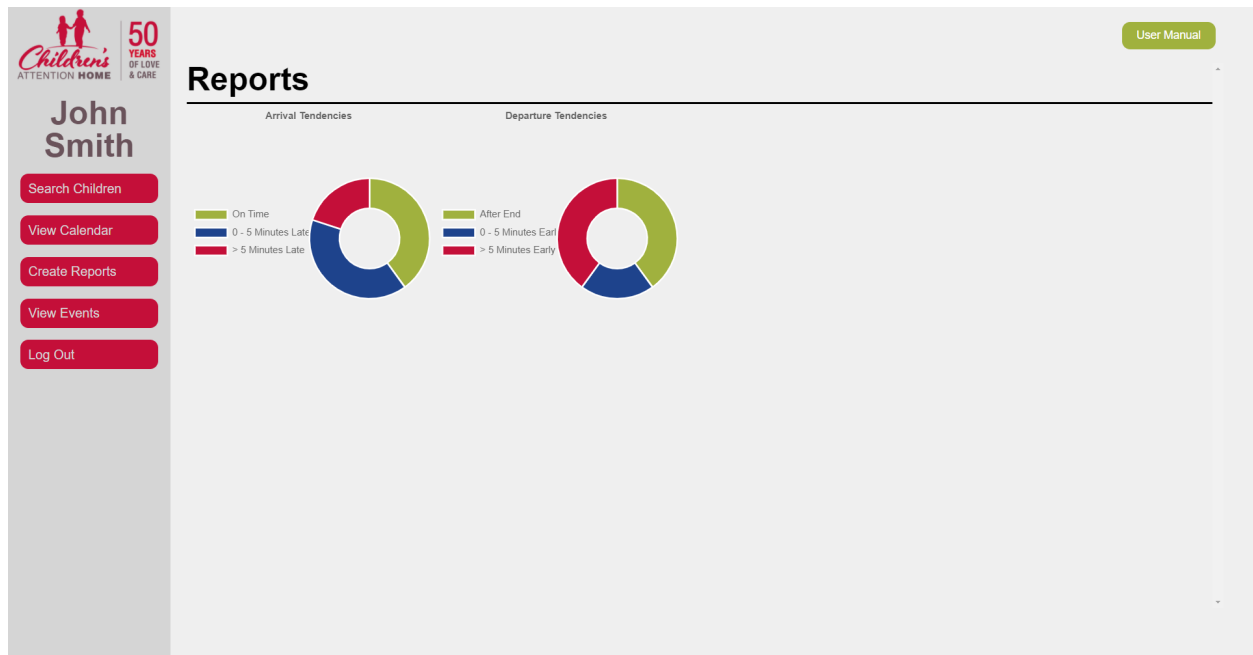
You can view each child's schedule and activity log from here.



### 3. Create Reports

The screenshot shows the 'Create A Report' interface. On the left is a sidebar with the user's name 'John Smith' and a list of buttons: 'Search Children', 'View Calendar', 'Create Reports', 'View Events', and 'Log Out'. The main area has a header with the 'Children's Attention Home' logo and a '50 YEARS OF LOVE & CARE' badge. Below the header is a 'User Manual' link. The main content area is titled 'Create A Report' and includes a note: 'Leaving a selection blank will forgoe any filtering for said section'. There are three sections: 'Select Children' with fields for Name (Full Name), Age, and Gender; 'Select Events' with an Event Name dropdown; and 'Select Time' with Start Date and End Date pickers. A green 'Create Report' button is at the bottom right.

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



Arrival and departure tendencies will be displayed based on the specified criteria.

## 4. View Scheduled Events

**Children's ATTENTION HOME** 50 YEARS OF LOVE & CARE

**John Smith**

Search Children

View Calendar

Create Reports

View Events

Log Out

**View Scheduled Events**

Search By Name

**Group Meeting** **Downtown**

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** **School Gym**

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** **School Gym**

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.

**Tutoring** **Home**

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



50  
YEARS  
OF LOVE  
& CARE

## John Smith

Search Children
View Calendar
Create Reports
View Events
Log Out

### All Events Scheduled

< >

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"> <li>7:30p Group Meeting</li> <li>8:30p Group Meeting</li> <li>9p Tutoring</li> <li>10p Basketball Practice</li> </ul>			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.