



50
YEARS
OF LOVE
& CARE


Schedule Manager Overseer Manual

Last Revised April 22, 2021

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1. Login



Schedule Manager Login

Username

Password

Log in

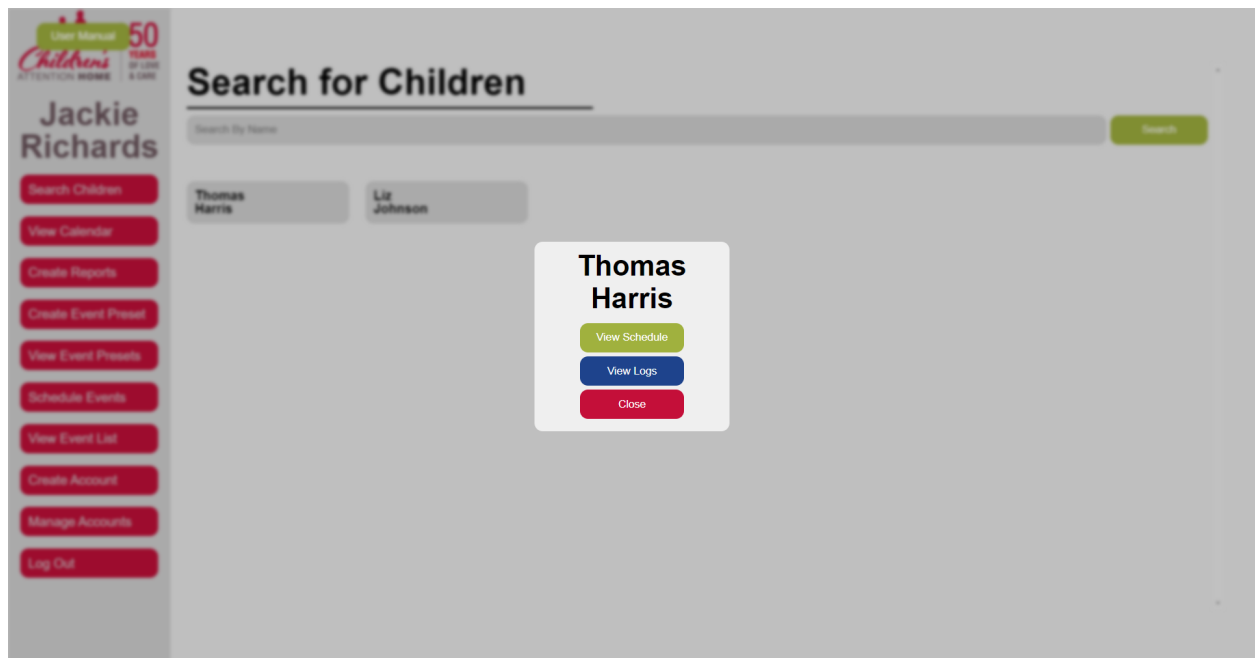
To login to the Schedule Manager, go to [ENTER_URL_HERE.com](#), and enter your assigned Username and Password.

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.

3. Create Reports



50
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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:

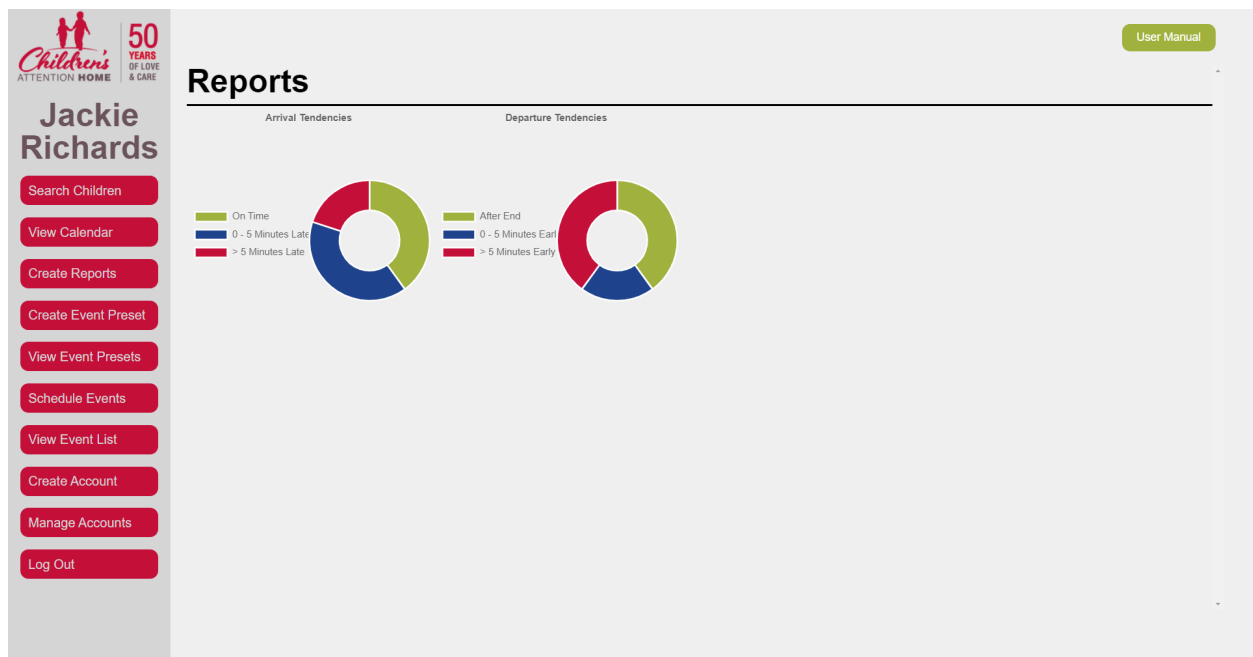
Select Time

Start Date:

End Date:

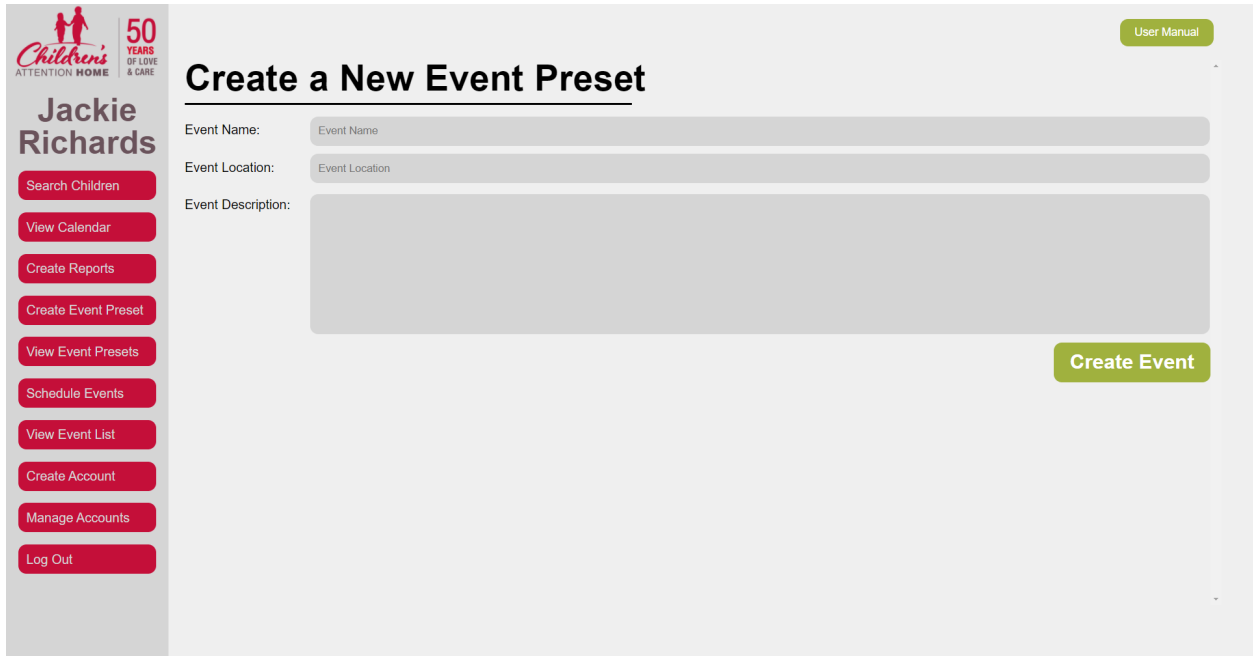
Create Report

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



Arrival and departure tendencies will be displayed based on the 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 '50 YEARS OF LOVE & CARE' 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.

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 a long Lorem Ipsum text). An 'Edit Event' button is located at the bottom right of the page.

Editing an event preset works just like creating them.

6. Schedule Events

The screenshot shows a web interface for scheduling events. 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 area is titled 'Schedule Event' and contains the following fields: 'Event Name' (a dropdown menu showing 'Group Meeting'), 'Event Start Time' (04/22/2021 09:45 PM with a calendar icon), 'Event End Time' (04/22/2021 10:30 PM with a calendar icon), 'Event Location' (a text field with 'Downtown'), and 'Event Description' (a large text area containing placeholder text). A green 'Schedule Event' button is positioned to the right of the description field. Below these fields is a 'Search By Name' input field and two radio button options: 'Thomas Harris' (selected) and 'Liz Johnson'. A 'User Manual' link is in the top right corner.

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

The screenshot shows the 'View Scheduled Events' page. On the left is a sidebar for Jackie Richards with 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 area has a 'View Scheduled Events' header with a search bar. Below are three event cards: 1. 'Group Meeting' at Downtown on 4/22/2021, 8:01:00 PM - 9:01:00 PM, with 'Delete Event' and 'Edit Event' buttons. 2. 'Basketball Practice' at School Gym on 4/16/2021, 6:00:00 PM - 7:00:00 PM, with 'Delete Event' and 'Edit Event' buttons. 3. 'Basketball Practice' at School Gym on 4/14/2021, 10:00:00 PM - 11:00:00 PM, with 'Delete Event' and 'Edit Event' buttons. A 'User Manual' link is in the top right.

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.

The screenshot shows the 'Edit Scheduled Event' page. The sidebar is identical to the previous page. The main area has an 'Edit Scheduled Event' header. Below are form fields for: Event Name (Group Meeting), Event Start Time (04/22/2021 08:01 PM), Event End Time (04/22/2021 09:01 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.). There is an 'Edit Event' button on the right. At the bottom, there is a search bar and two attendee selection buttons: Thomas Harris (selected) and Liz Johnson. A 'User Manual' link is in the top right.

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



50
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All Events Scheduled

< >

April 2021

month

week

day

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

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

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

8. Create Account

The screenshot shows the 'Create New Account' page. On the left is a sidebar with the Jackie Richards logo 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 has a header with the Jackie Richards logo, a '50 YEARS OF LOVE & CARE' badge, and a 'User Manual' link. Below the header is the 'Create New Account' title. The form includes fields for First Name, Last Name, Birthdate (with a date picker), Permissions (a dropdown menu currently showing 'Child'), and Gender (a dropdown menu currently showing 'Other'). Below these fields is a note: 'Leave Username and/or password blank to auto generate'. There are fields for Username (containing 'testoverseer') and Password (masked with dots). A 'Create Account' button is located at the bottom right of the form.

To create a new account, enter the user's information and select between four permission levels which are outlined on page 13 of this document.

If left blank, the username and/or password will be created for you.

The automated username will be in the form of:

s m i t h j 2

—Last Name—

First Initial

Extra Number to prevent duplicates

The automated password will be 10 characters long with a random assortment of uppercase letters, lowercase letters, and numbers.

9. Permission Levels

Permission	Child	Lower Staff	Upper Staff	System Overseer
View own schedule	✓			
Clock into own events	✓			
View All Child Schedules		✓	✓	✓
Edit All Child Schedules		✓	✓	✓
View Child Activity Logs		✓	✓	✓
Override Clock In/Out		✓	✓	✓
Generate Reports		✓	✓	✓
Create New Event Format			✓	✓
Grant Permissions				✓
Create New Accounts				✓
Edit Accounts				✓
Delete Accounts				✓
Grant Permissions				✓

10. Manage Accounts

The screenshot shows the 'Manage Accounts' page. On the left is a sidebar for Jackie Richards with 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 (highlighted), and Log Out. The main header includes the Children's Attention Home logo, a '50 YEARS OF LOVE & CARE' badge, and a 'User Manual' link. The page title is 'Manage Accounts' with a search bar. Below are two sections: 'Staff' with buttons for Jackie Richards, John Smith, and Pat Jones; and 'Children' with buttons for Thomas Harris and Liz Johnson.

On this page, you can modify and delete accounts.

The screenshot shows the 'Editing the user: tharris' page. The sidebar is identical to the previous page. The main header includes the logo, badge, and 'User Manual' link. The page title is 'Editing the user: tharris'. The form contains fields for First Name (Thomas), Last Name (Harris), Birthdate (10/17/2005), Permissions (Child), and Gender (Other). Below these is a note: 'Leave Username and/or password blank to auto generate'. The Username field contains 'tharris' and the New Password field contains 'Password'. There is a 'Use Old Password' checkbox. At the bottom right are two buttons: 'Update Account' (green) and 'Delete Account' (red).

Clicking a name will bring you to a screen similar to the account creation screen. You can edit or delete the account from here.