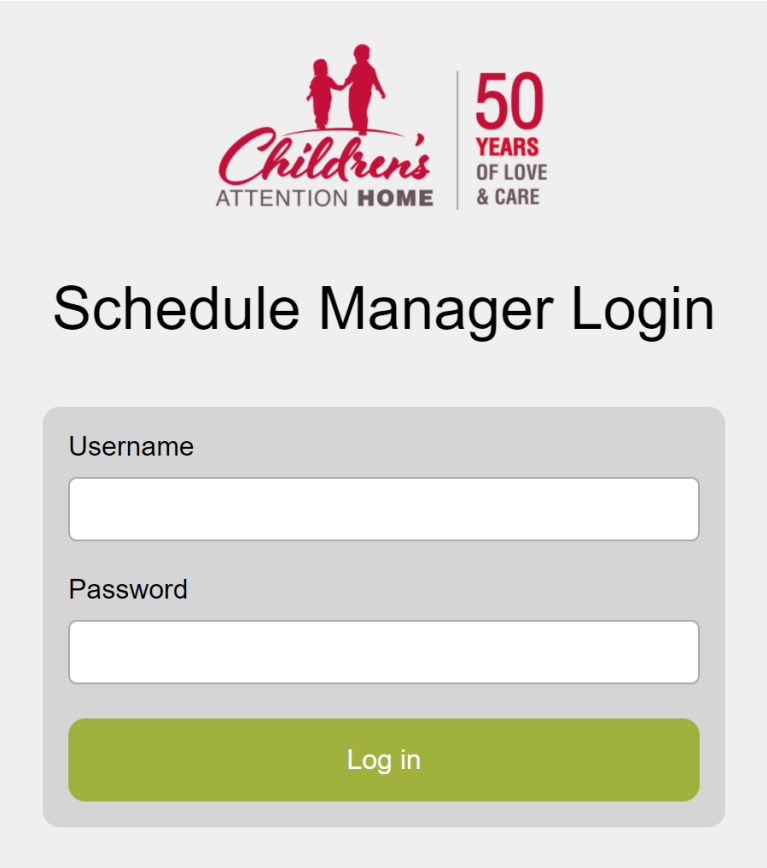
Schedule Manager Upper Staff Manual

Last Revised April 22, 2021

Table of Contents

1. Login 3
2. Search Children 4
3. Create Reports 6
4. Create Event Preset 7
5. View Event Presets 8
6. Schedule Events 9
7. View Scheduled Events 10

1. Login

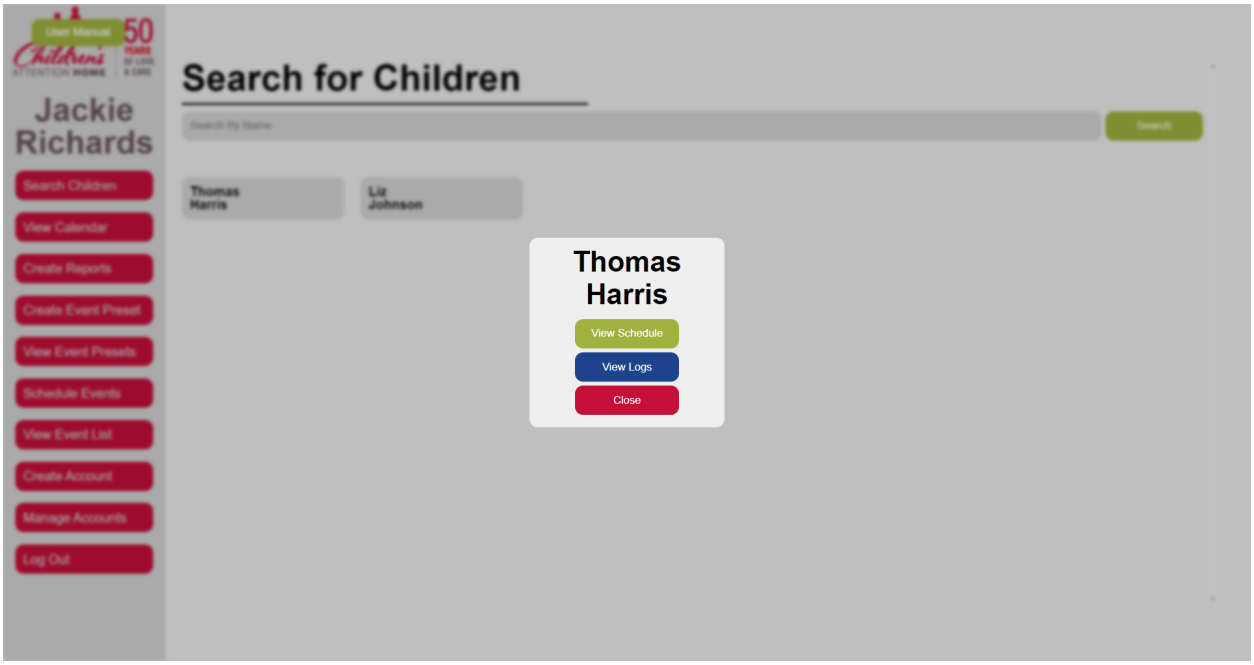


To login to the Schedule Manager, go to ENTER_URL_HERE.com, and enter your assigned Username and Password.

If you forget your Username or Password, please contact ENTER_NAME_HERE.

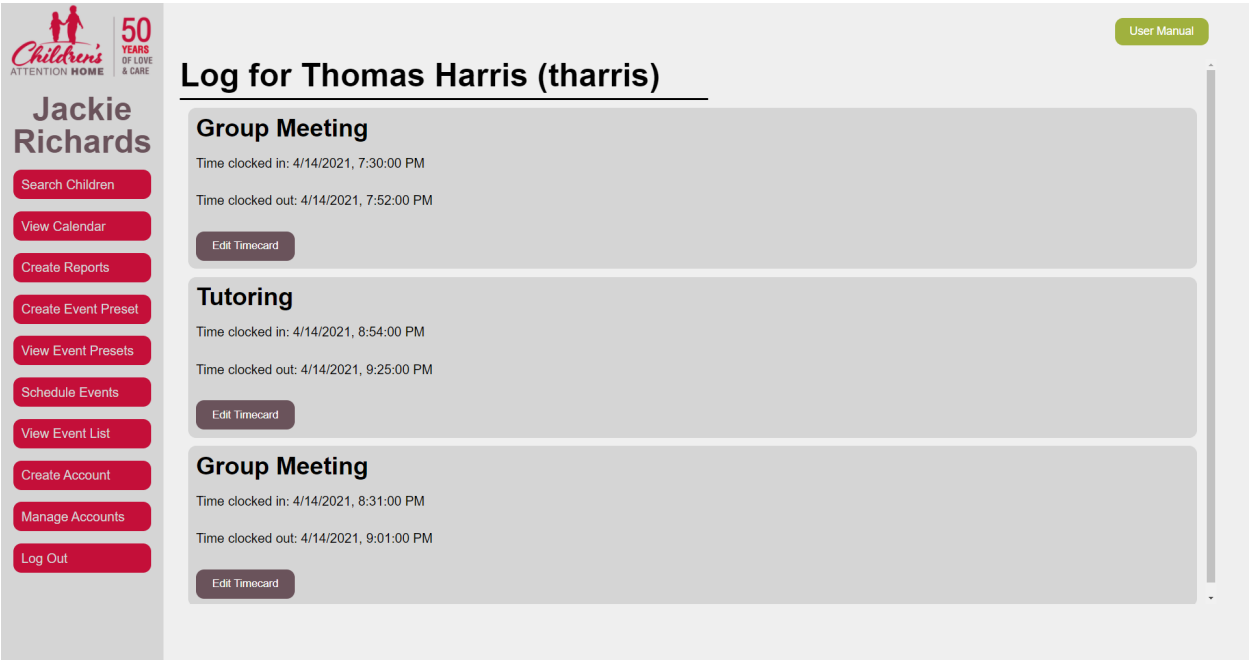
2. Search Children

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



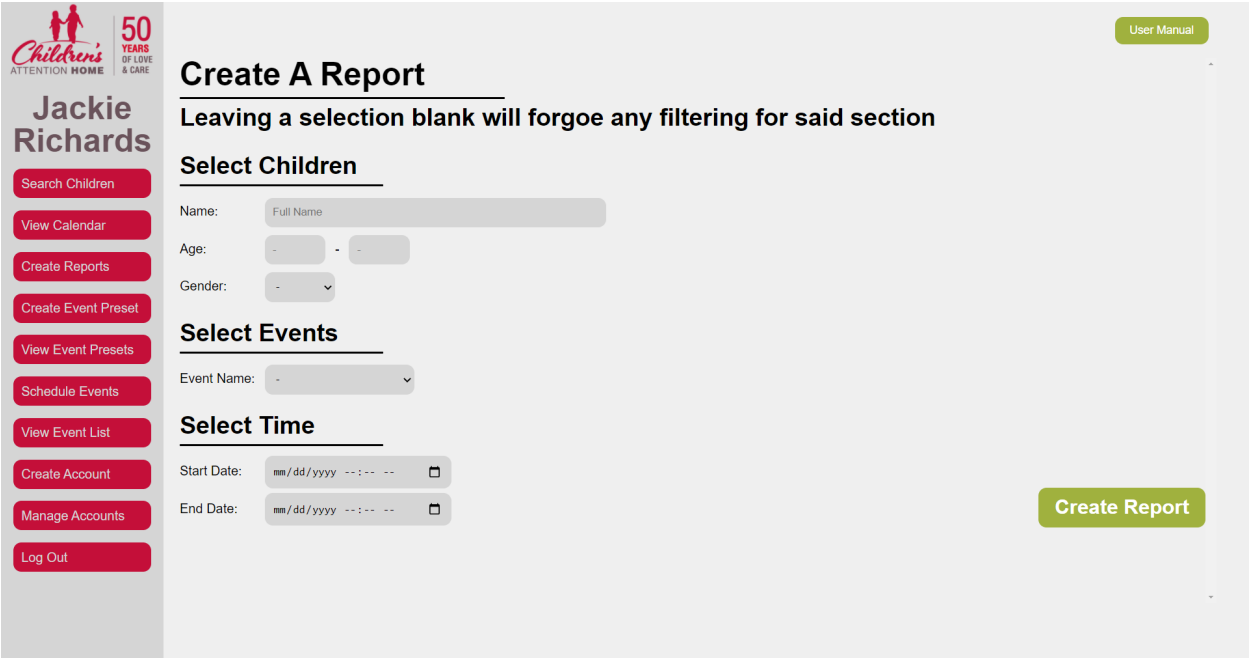
You can view each child's schedule and activity log from here.

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.

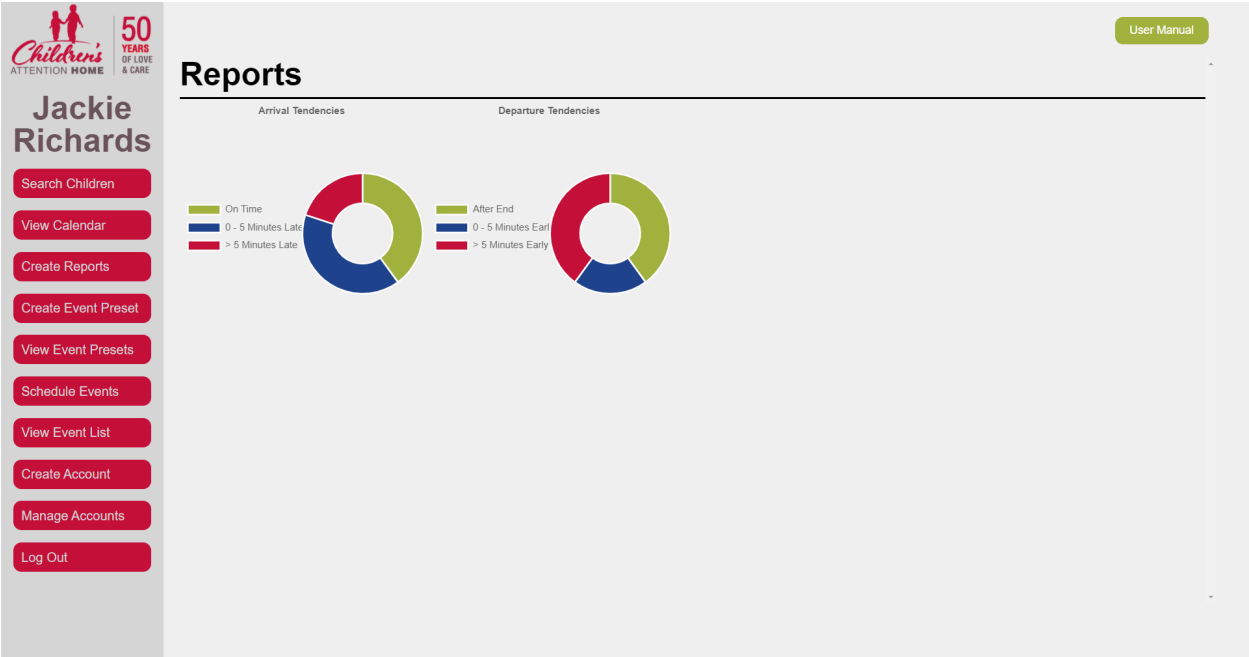


The time the child attended each event can be viewed and modified on the activity log page.

3. Create Reports

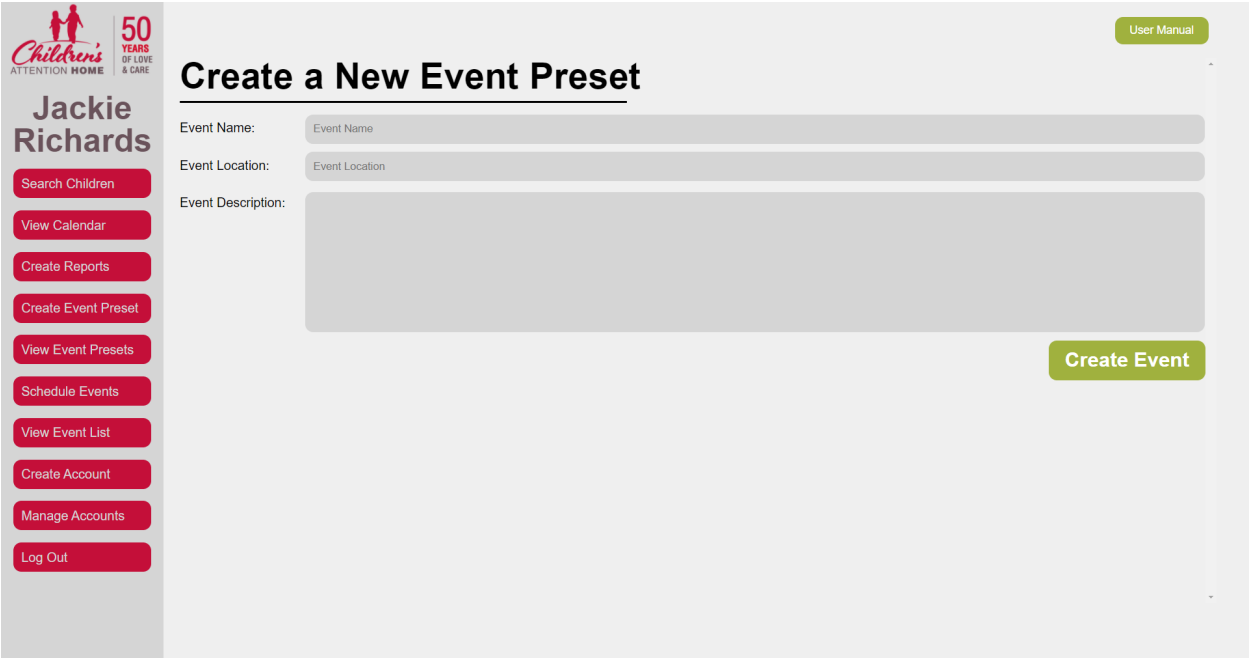


Reports can be created on this page based on these specified criteria.



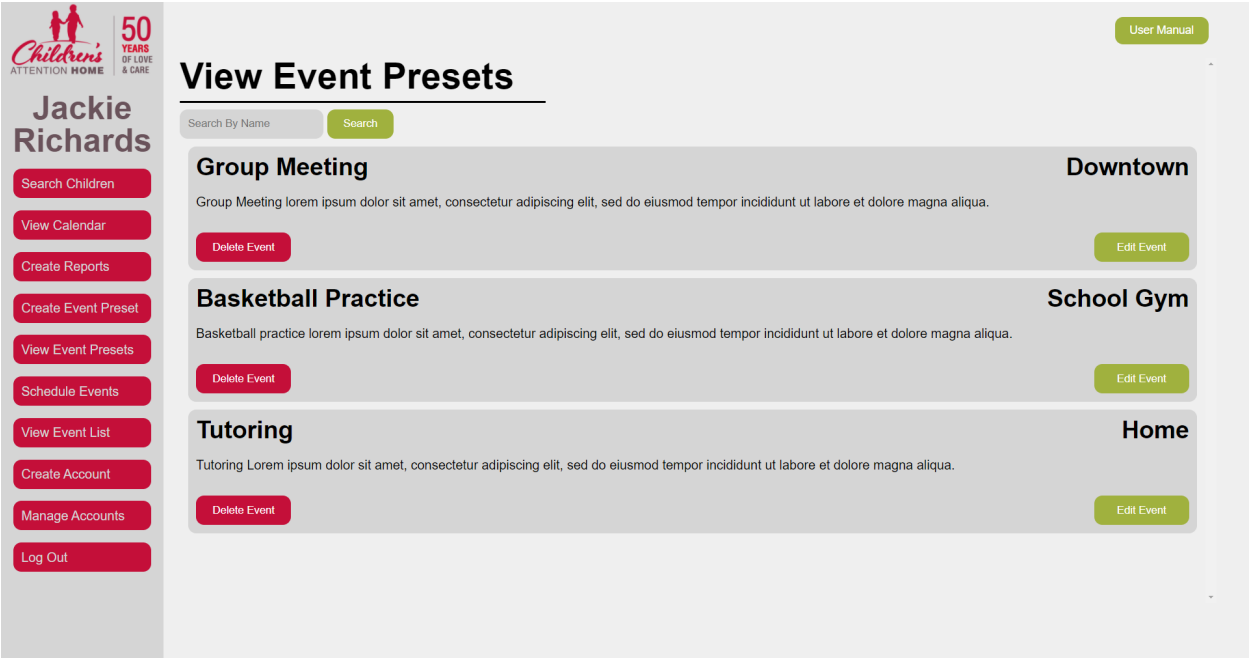
Arrival and departure tendencies will be displayed based on the specified criteria.

4. Create Event Preset

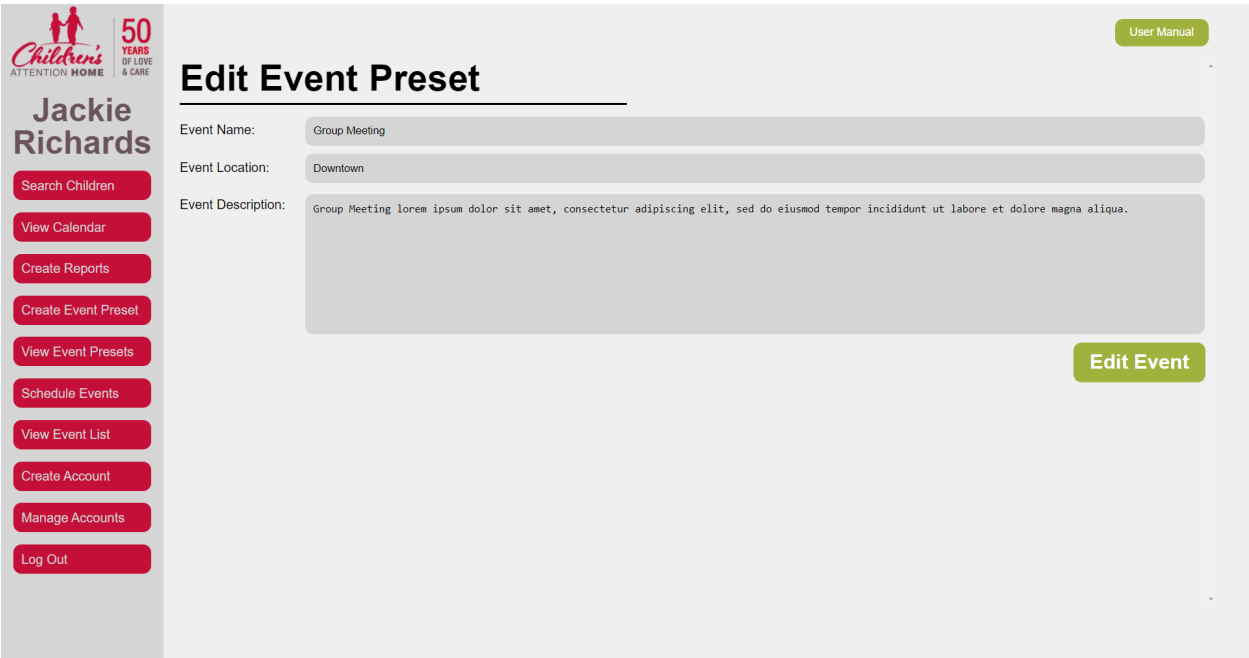


The Create Event Preset page allows you to create templates which you can later use when scheduling an event.

5. View Event Presets

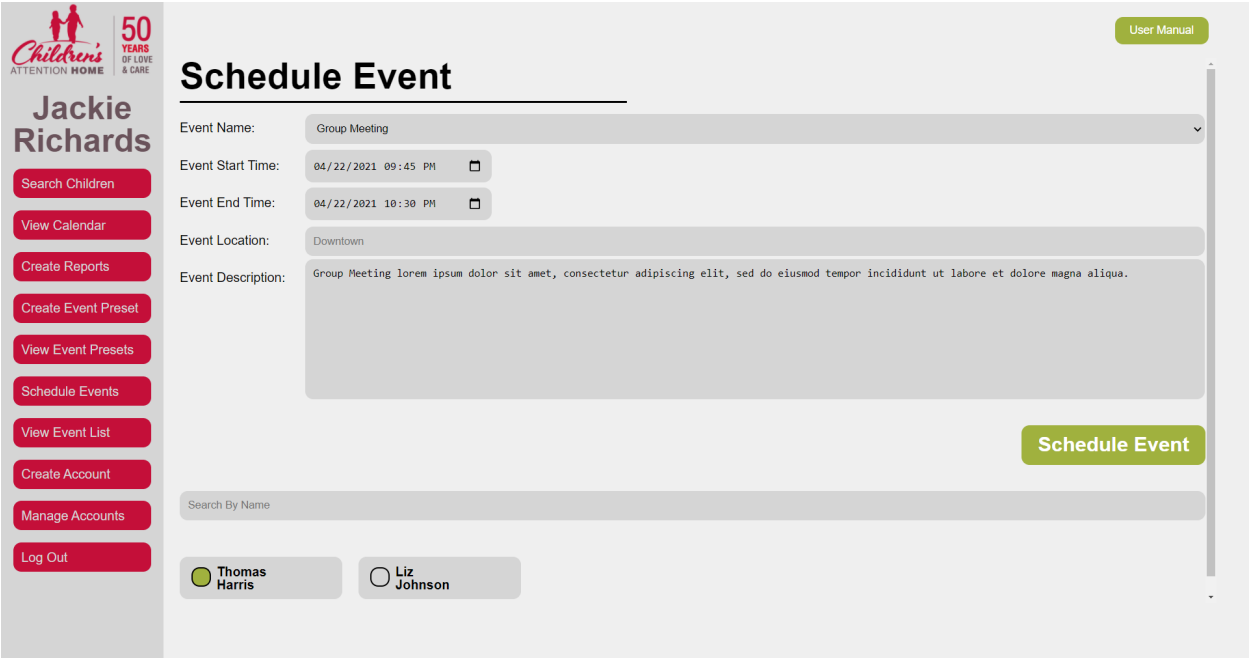


Every event preset can be viewed, edited, and deleted on this page. This list can be filtered by name or location using the search bar.



Editing an event preset works just like creating them.

6. Schedule Events

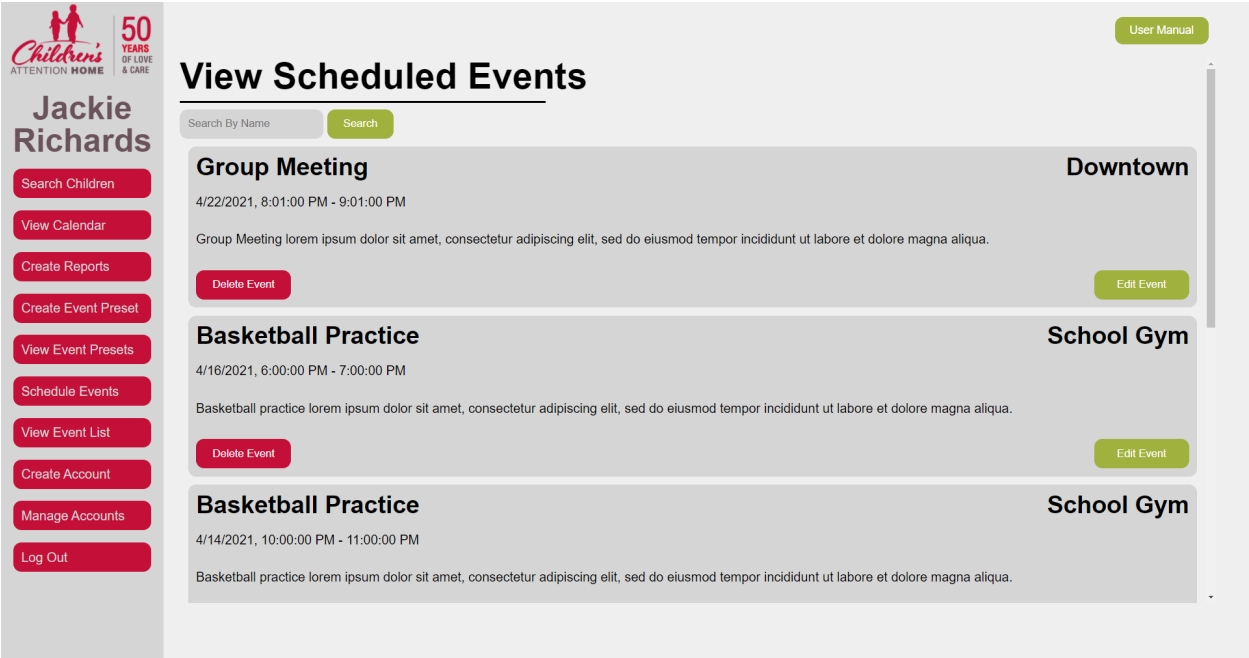


To schedule events, you first need an event preset which can be made on the Create Event Preset page.

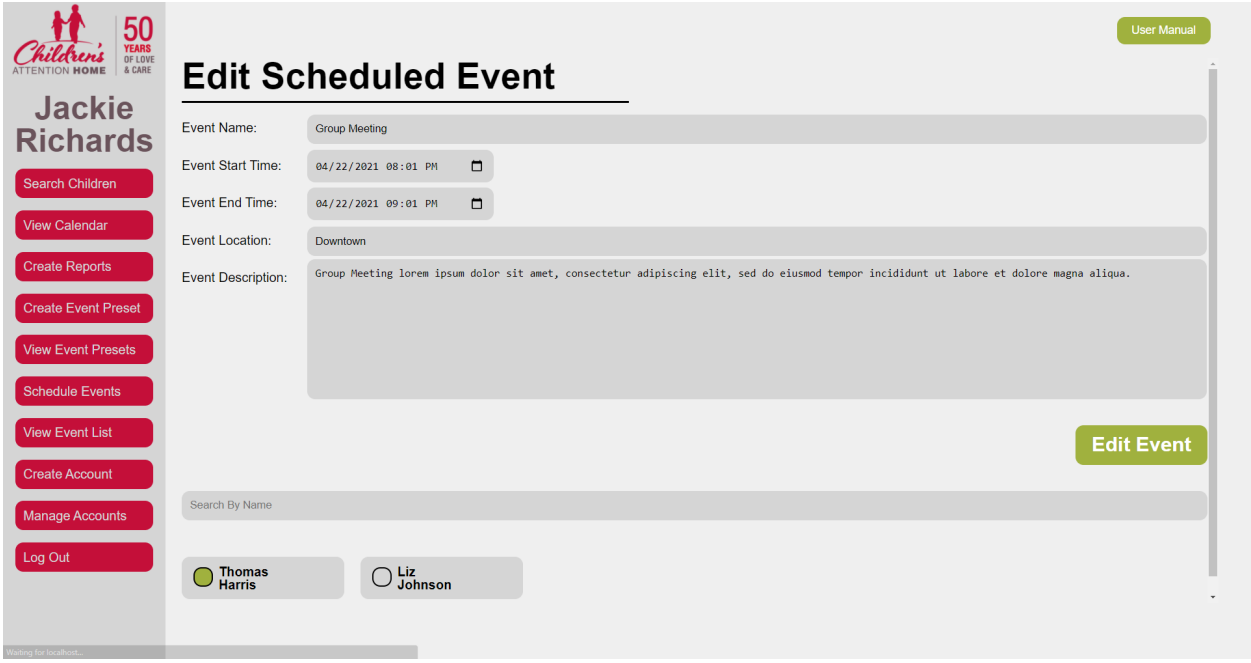
Selecting a preset will fill in the event's location and description. If you wish to change the location or description for this specific event, you can modify the values here.

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.

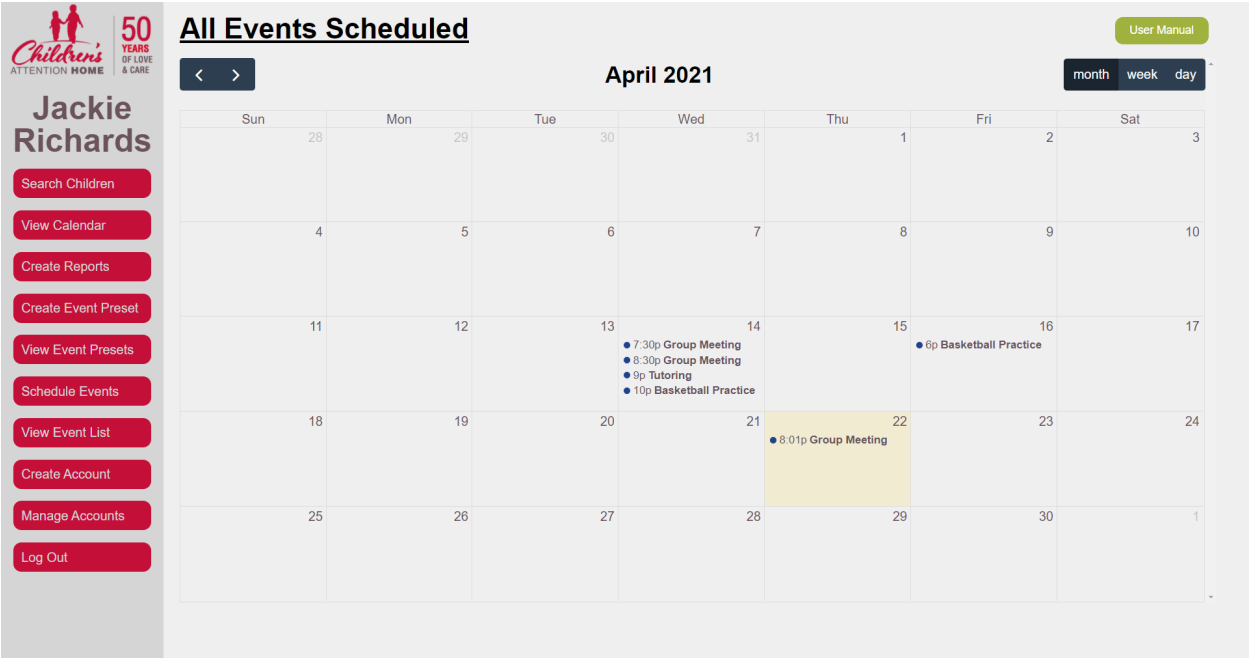
7. View Scheduled Events



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.



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



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