Automated Charging Log Quick Guide

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How to Add Charging Session

1. Place ID onto scanner, input should automatically type on ID input field. User can also manually input the RFID tag or Student Number.

How to Add Student Information Entry

1. At the dashboard, click Admin Options
2. Enter Password
3. Click Student Information
4. On the header of the table, click Add Student.
5. Supply needed information.
6. Click apply.

How to Edit Tag of Charging Session

1. At the dashboard, click Admin Options
2. Enter Password
3. In the actions column, click on Edit symbol.
4. Choose needed tag.
5. Click apply.

How to Edit Student Information

1. At the dashboard, click Admin Options
2. Enter Password
3. Click Student Information
4. In the actions column, click on Edit symbol.
5. Supply needed information.
6. Click apply.

How to Edit Charging Log Entry

1. At the dashboard, click Admin Options
2. Enter Password
3. Click Charging Logs.
4. In the actions column, click on Edit symbol.
5. Supply needed information.
6. Click apply.

How to Edit Maximum Number of Tags & Charging Time

1. At the dashboard, click Admin Options
2. Enter Password
3. Click Configurations
4. Choose desired max number of tags and/or maximum allotted charging time.
5. Click apply.

How to Delete Student Information Entry

1. At the dashboard, click Admin Options
2. Enter Password
3. Click Student Information
4. In the actions column, click on Edit symbol.
5. Supply needed information.
6. Click apply.

How to Delete Charging History

1. At the dashboard, click Admin Options
2. Enter Password
3. Click Charging Logs.
4. In the actions column, click on Reset Charging History.

How to Send Email Reports

1. At the dashboard, click Admin Options
2. Enter Password
3. Click Reports.
4. Just before the report cards, click ‘Send Charging Reports to Admin’.

How to Change Admin Password

1. Open root folder (where all the files are).
2. Open assets folder.
3. Right click script.js.
4. Click open with.
5. Choose notepad.
6. Press ctrl + f.
7. Type ‘password ===’.
8. Once input is found, replace the righthand side of the ‘===’ inside the given quotation marks. Eg. password === ‘<desired password>’
9. Press ctrl + s to save.