

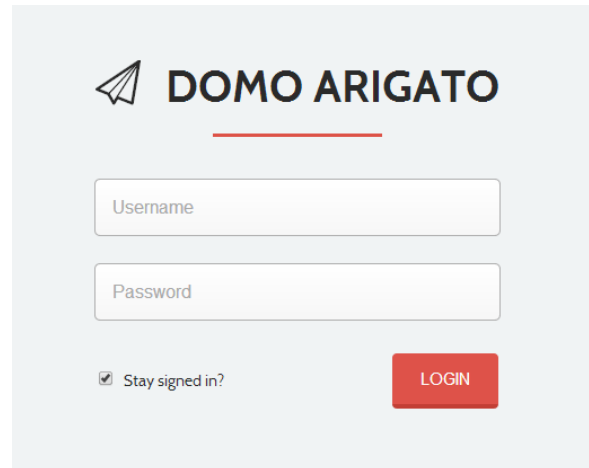
# Waiting List User Documentation

## Login

To access the waiting list, first login to the system using your specific login details. The default username is “takumi”, and the default password is “123456” – but it is advised that you change your login details from the *Settings* page as soon as possible.

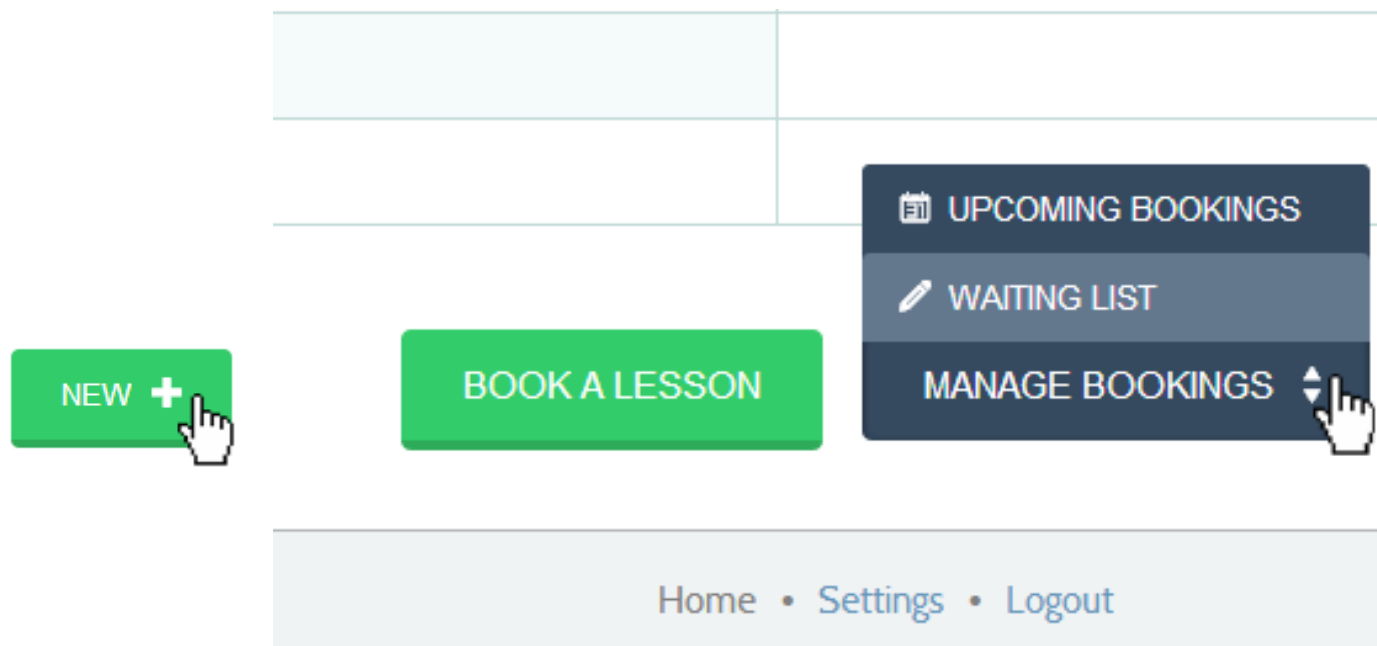
Enter your credentials into the two fields and press “Login”. Optionally, you can tick the “Stay signed in?” box

to remain signed in for up to a year (not recommended if your iPad has no password). Visit <http://domo-arigato-origami.herokuapp.com/login> to login.

A screenshot of the login page for 'DOMO ARIGATO'. The page has a light gray background. At the top, there is a paper airplane icon followed by the text 'DOMO ARIGATO' in bold. Below this, there are two input fields: 'Username' and 'Password'. Under the 'Password' field, there is a checkbox labeled 'Stay signed in?'. To the right of these fields is a red button with the text 'LOGIN' in white capital letters.

## Navigating to the Waiting List

To access the waiting list, navigate to the dashboard (home page) and hover the mouse over the dark blue “Manage Bookings” button. In the box that appears above, select “Waiting List”. Once on this page, you can view all the current people on the waiting list. The number of people on this list is displayed at the top right hand corner of the screen.



Alternatively, you can access the waiting list directly by inputting the following URL into your browser:

[http://domo-arigato-origami.herokuapp.com/waiting\\_list](http://domo-arigato-origami.herokuapp.com/waiting_list)

## Add a New Person

To add a new person to the waiting list, scroll down to the bottom of the *Waiting List* page and press the green “New +” button. You’ll be redirected to a form where you can input the person’s details into the respective fields. All fields are required for the form to submit except for the “Notes” textbox at the bottom. In this box, you can include any notes about time preference or special requests to do with the person. When you’ve finished entering their details, press the blue “Add” button at the bottom...

### Add someone to the waiting list

BASIC INFORMATION

John	john@jacko.net
Jackson	0478 345 183
	666 Park Avenue, NYC

NOTES

Would prefer Takumi as an instructor if possible?

CANCEL

ADD

## View a Person's Details

The main Waiting List page only shows a broad overview of a person's information. To view all of their recorded details, find their name in the table and press the "Details" link under the Actions heading:

NAME	ADDED	ACTIONS
Adam McArthur	a day ago	<a href="#">Details</a> • <a href="#">Edit</a> • <a href="#">Remove</a>
John Doe	a day ago	<a href="#">Details</a> • <a href="#">Edit</a> • <a href="#">Remove</a>
Mark Case	a day ago	<a href="#">Details</a> • <a href="#">Edit</a> • <a href="#">Remove</a>
Andy Fox	a day ago	<a href="#">Details</a> • <a href="#">Edit</a> • <a href="#">Remove</a>
John Jackson	less than a minute ago	<a href="#">Details</a> • <a href="#">Edit</a> • <a href="#">Remove</a>

Clicking Details will show their extended information...

**Name:** John Jackson  
**Email:** [jacko@jacko.net](mailto:jacko@jacko.net)  
**Phone Number:** 0409 394 707  
**Address:** 666 Park Avenue, NYC  
**Notes:** Bringing his own origami gear.

Last updated on Tue 19 Aug, 2014 at 12pm by Takumi.

BACK

EDIT

DELETE

## Editing a Person's Information

To change details about a person saved in the waiting list, navigate to the actions heading in the table and click on “Edit”. Change any details you would like and be sure to hit the purple “Update” button when you have

finished. To disregard your changes, click the grey “Cancel” button.

NAME	ADDED	ACTIONS
Adam McArthur	a day ago	<a href="#">Details</a> • <a href="#">Edit</a> • <a href="#">Remove</a>

Leads to...

EDIT DETAILS

John

jacko@jacko.net

Jackson

0409 394 707

666 Park Avenue, NYC

NOTES

Bringing his own origami gear.

CANCEL

UPDATE

## Deleting People from the List

To delete a person from the waiting list, press on the red “Delete” link in the under the actions heading of the person you wish to delete. You will

be prompted to confirm this action before it is completed, and you must understand that it cannot be reverted once a person is deleted. Be careful.

NAME	ADDED	ACTIONS
Adam McArthur	a day ago	<a href="#">Details</a> • <a href="#">Edit</a> • <a href="#">Remove</a>