# HPS

user manual

## Contents

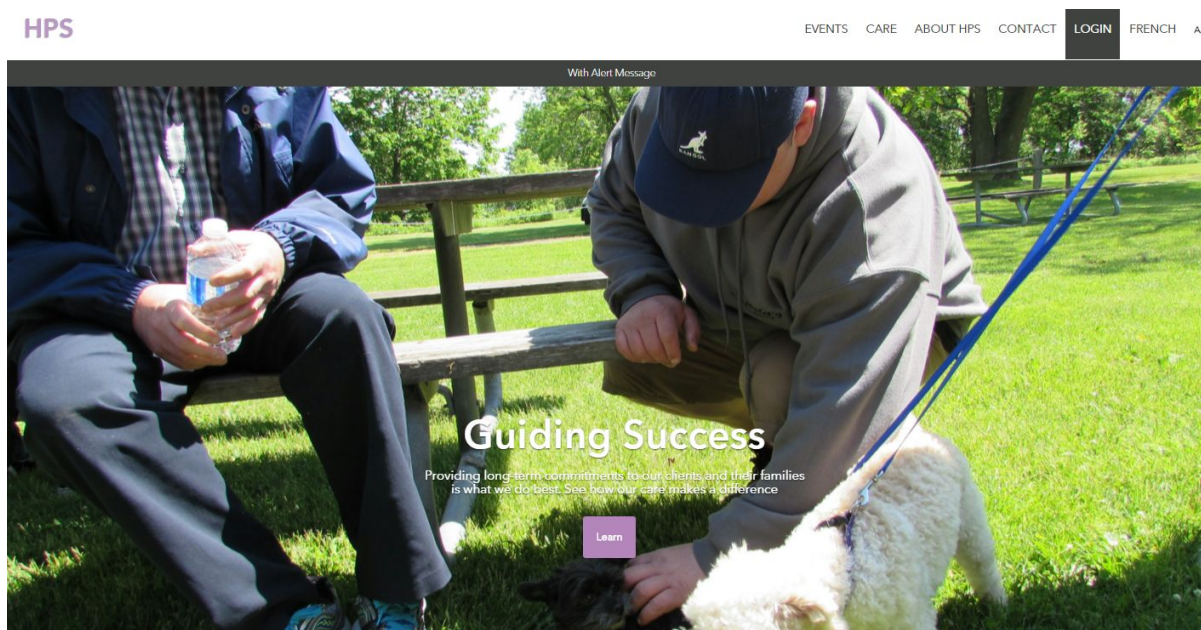## Login:

To login as a recognised user, click on the login button in the top menu. The HPS website will then take you to login form. Before you can login, you are going to need a username and password. If you do not have user account yet, please click the "Need account?" link and create an account. In case you forgot your password, click on "Forgot password? Contacts Us" link and fill the form to contact the admin about your problem. As an Administrator, your account has already been created.

## User menu:

After you successfully logged in, a menu arrow will appear on the left side of the website and the login button will change to logout. When the arrow is clicked, a menu will expand from left to right and you will be presented with the various website features. The menu contents will change based on the role of the logged on user.
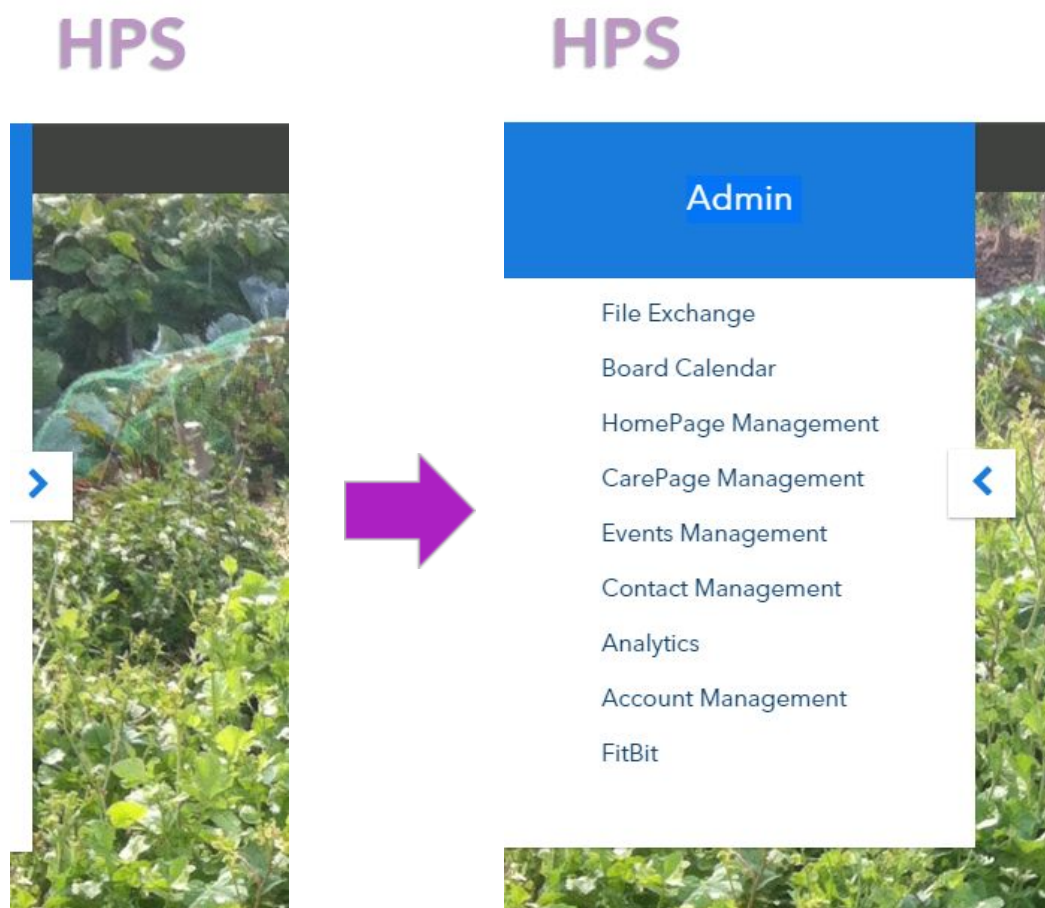
## File exchange:

To open the File Exchange system click on the "File Exchange" link in the side user menu. The File Exchange system allows you to upload, search, edit, and share files with other users. All registered users are able to interact with the file exchange but will only be able to manage the files that they have permission to.

### File Exchange

Upload File

| File Name | Date | Category | Viewer | File Type | File | | | |
|---|---|---|---|---|---|---|---|---|
| MSAA.pdf | 2016-03-31 | Test | Administrator | application/pdf | No Image | Download | Edit | Delete |
| MSAA.pdf | 2016-04-17 | Test | All | application/pdf | No Image | Download | Edit | Delete |
| MSAA.pdf | 2016-04-17 | Board | BoardDirector | application/pdf | No Image | Download | Edit | Delete |
| MSAA.pdf | 2016-04-17 | Client File | Client | application/pdf | No Image | Download | Edit | Delete |
| MSAA.pdf | 2016-04-17 | Test | FamilyAssoc | application/pdf | No Image | Download | Edit | Delete |
| MSAA.pdf | 2016-04-17 | TextDoc | All | application/pdf | No Image | Download | Edit | Delete |

## File upload:

### File Upload

Choose File No file chosen

Date 12/31/2016

Category Volleyball Tournament 2016

☐ All ☐ Client ☐ FamilyAssoc ☐ Board Director ☐ Administrator

Viewer Select Viewers From Checkboxes

Create Reset

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To upload a file click the "Upload File" link under the File Exchange title. You will then be taken to the File Upload page. Click on "Choose file" button and the choose file from your computer. Fill the rest of the form and choose who is going to be able to see the file. Click create and your file is now online and ready to download.

## Board calendar:

To view the Board Calendar click on the "Board Calendar" link in the side menu bar. The Board Calendar is the place where all events will be shown that are associated with internal use. Each event is grouped by an 'event card' that contains all of the events information. If there is a file associated with an event, the "Download File" option will appear under the specific event card. The events will change based on what user is currently logged in.
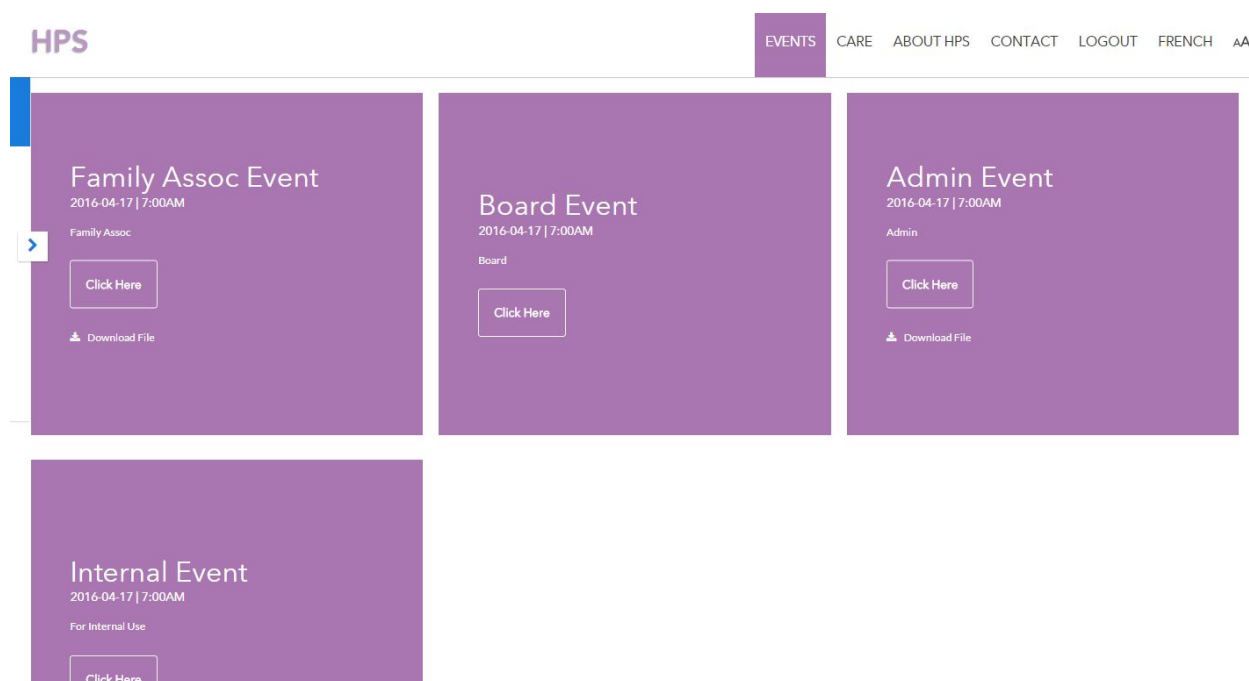
## Home Page Management:

From the "Home Page Management" option you are able to edit all information related to the home page top scroller.

## Home Page Management

Create New

| Title | Content | Button Text | Button Link | Alert Message | Image | |
|-------|---------|-------------|-------------|---------------|-------|---|
| Guiding Success | Providing long-term commitment | Learn | http://localhost:64523/About | With Alert Message | | Edit \| Delete |
| Community Programs | All of our programs and treatm | Learn More | http://localhost:64523/Care | | | Edit \| Delete |

To create a new slide on the homepage, click the "Create New" link under the Home Page Management title. You will then be taken to the "Create Home Page Slide" page. Choose the picture you want to see on the homepage by clicking on the "Choose File" link and then choose the picture from your computer. The image you chose may require some cropping. Fill the rest of the form, and click "Create" When complete. If you would like to create an alert message to display on the top of the homepage, create the message on the first slide of the list.

## Create Home Page Slide

Choose File No file chosen

| | |
|---|---|
| Title | Tagline message |
| Content | A quick sentence or two |
| Button Text | Click here! |
| Button Link | Should look like http://site.com - if there's no http:// it won't work :O |

Create    Reset

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## Care Page Management:

To manage all HPS programs on the "Care page", click on the "CarePage Management" option from the side menu. To create a new program, click the "Create New Program" link under the Care Page Management title. You will then be taken to the "Create Program" page. In the Create Program page, fill out the form as desired and once ready click the"Create" button. The new program will then be listed on the Care page.

### Care Page Management

Create New Program

| Title | Content | Image | | |
|-------|---------|-------|---|---|
| Collective Kitchen | Collective Kitchen allows HPS clients to pool thei... | | Edit \| Delete |
| Cottage Studio | The cottage studio is a community-based consumer a... | | Edit \| Delete |
| Volleyball | Every Friday, HPS clients get together with client... | | Edit \| Delete |
| Friday Social | Held every Friday here on site at HPS, clients com... | | Edit \| Delete |
| Live Music | In this program clients get to explore their creat... | | Edit \| Delete |

### Create Program

Choose File  No file chosen

Title  Program Title

Content  Short paragraph about program

Create    Reset

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## Events:

The "Events Management" option in the side menu is where you are able to create new events for the "Events" page and the "Board Calendar" page.

### Events

Create New

[ _____ ] [Search] [Clear]

| Title | Content | Time | Date | Viewer | File Name | |
|-------|---------|------|------|--------|-----------|---|
| All Event | All | 7:00AM | 2016-04-17 | All | Testme.pdf | Edit \| Delete |
| Client Event | Client | 7:00AM | 2016-04-17 | Client | MSAA.pdf | Edit \| Delete |
| Family Assoc Event | Family Assoc | 7:00AM | 2016-04-17 | FamilyAssoc | MSAA.pdf | Edit \| Delete |
| Board Event | Board | 7:00AM | 2016-04-17 | BoardDirector | | Edit \| Delete |
| Admin Event | Admin | 7:00AM | 2016-04-17 | Administrator | MSAA.pdf | Edit \| Delete |
| Internal Event | For Internal Use | 7:00AM | 2016-04-17 | BoardDirectors,FamilyAssoc,Administrator | | Edit \| Delete |

### Create Event

[Choose File] No file chosen

Title: [ Picnic 2016 ]

Content: [ Short paragraph about program ]

Time: [ Can be written as Noon, 2:01pm, or 16:41- it's up to you ]

Date: [ 01/31/2016 ]

☐ All  ☐ Client  ☐ Board Director  ☐ FamilyAssoc  ☐ Administrator

Viewer: [ Select Viewers From Checkboxes ]

LinkText: [ Click here! ]

Link: [ Should look like http://site.com - if there's no http:// it won't work :O ]

[Create] [Reset]

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To create a new event, click on the "Create New" link under the Events title. You will then be taken to the "Create Event" page. You may fill the form as desired. After you click on the "Create" button, the new event will be added to either the "Events" calendar or the "Board Calendar". The "Client" and "All" viewer option is for events associated with the "Events" page and all other viewer options are for the "Board Calendar" page.

## Contact management:

To edit the information on the "Contact" page, click on the "Contact Management" option on the side menu. Here, by clicking on the "Edit" button, you are able to edit all desired contact information.

# Contact Management

Edit

| Address | City | Province | Postal Code | Telephone | Fax | Hours | Message |
|---|---|---|---|---|---|---|---|
| 20 Hughson St. South – Suite 405 | Hamilton | Ontario | L8N 2A1 | (905) 525-2832 | (905) 546-0055 | Monday To Friday 9:00AM To 5:00PM | (CLOSED DAILY 12-1PM) |

## Edit Contact

| Address | 20 Hughson St. South – Suite 405 |
| City | Hamilton |
| Province | Ontario |
| Postal Code | L8N 2A1 |
| Telephone | (905) 525-2832 |
| Fax | (905) 546-0055 |
| Hours | Monday To Friday 9:00AM To 5:00PM |
| Message | (CLOSED DAILY 12-1PM) |

Save

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The "Message" field is an option field that can be used to give a short alert message on the "Contact" page (See Example). Once done editing the contact information click on the "Save" button. The Google Map on the "Contact" page will automatically update if a new address is given.

## Account Management:

The "Account Management" page is where you are able to manage all users registered on the HPS site. To navigate to the "Account Management" page, click the "Account Management" option from the side menu.

The page will change based on what user is currently logged in. As an example a user in the Client role will only be able to view the "Change Password" option. The "Change Password" option is used to change the password of the currently logged in user (To change another user's password see below). All registered users are able to change their password if they know their previous one.

In the "Manage Users" page, you are able to add new users, change user passwords, or delete users.

## Manage Users

| Add User | Change Password | Delete User |
|----------|-----------------|-------------|
| Create User | Change User Password | Delete User |

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## Create Account

To create a new user click on the "Add User". Choose email address and password. If a user does not have an email address simply use @hps.com after the desired username(Exmaple client@hps.com). After you click the "Register" button, the new user will be added to the Default role. All users in the Default role are registered users that are not yet authenticated as Clients. If you would like to add the new Default user to the Client role, see below. Ensure that you remove the same user from the Default role as well, see below.

## Create Account

Email

Password                          Confirm password
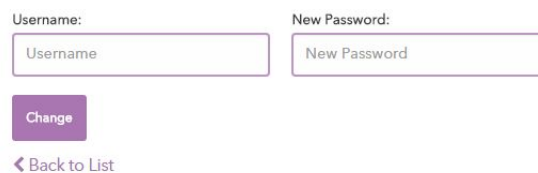
Register

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## Change User Password

As an Admin, you are able to change any user's password without previously knowing their current one.

This page will be used if a user Forgets their password.

To change the password, you will need the username of the user and a new desired password. After you clicking on the "Change" button, the new password will be set for the user account.

**Change User Password**

Username:                          New Password:

[ Username ]                       [ New Password ]

[ Change ]

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To delete a user account, click on the "Delete User" button. To delete a user enter the username of the user you wish to delete.

**Delete User**

Delete User

[ Username ]          [ Delete ]

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## Manage Roles:

The manage role option is where you are able to change the roles of a desired user.

The first option, "Get Roles for a User" is used to create a list of roles that are associated with a specific user.

The second option, "Add User To Role" is used to add a desired user to a specific role. This is the option that will be used to add Default users to the Client role if desired.

The last option, "Delete User From Role" is used to delete a desired user from a specific role. This option will be used to take the Default role away from new created Clients.

As a note, a user is able to be part of multiple roles, use how you see fit.

### Manage Roles

Get Roles for a User

Username:

[ Username ]

[ Get ]

Add User To Role

Username:                          Role:

[ Username ]                       [ Select ... ▾ ]

[ Add ]

Delete User From Role

Username:                          Role:

[ Username ]                       [ Select ... ▾ ]

[ Delete ]

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## Fitbit:

The last option in the side menu, "FitBit", is where each user is able to track their own fitbit steps data. At the top of the page their is a "Date Start" and "Date End", to the left is the "Current Progress" for the current week, in the middle is the "Percent Reached" which is calculated based on progress and goal, and to the right is the current weekly set "Goal". Once the "Date End" is equal to the current date, an option will appear that will allow you to submit your weekly walking stats.

## My fitbit

⊹ fitbit. View your fitbit account for more in depth stats

| View Stats | View All Stats |

Date Start: 4/17/2016          Date End: 4/24/2016

**Current Progress**

632

Update Progress:

Add your steps!

Add Progress

**Percent Reached**

210%

**Current Goal**

300

Change Goal

## Change Goal:

To update your fitbit information click on the "Change Goal" button in the fitbit menu. You can set a new goal in the "Update Goal" area, or add a new start date by adding  . After you put a new goal confirm your change by clicking on "Update button".

### Update fitbit Information

fitbit View your fitbit account for more in depth stats

| Update Goal | Add a new week entry |
|---|---|
| Update Goal: | Start Date: |
| Set a new goal! | Pick a start day |
| Update | Select |

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## View Stats:

To view all submitted fitbit stats, click the "View Stats" button.

### fitbit Personal Record List

| Start Date | End Date | Progress | Goal | Percentage Earned |
|---|---|---|---|---|
| Apr 20 2016 | Apr 27 2016 | 232 | 300 | 77 |
| Apr 20 2016 | Apr 27 2016 | 632 | 300 | 211 |
| Apr 18 2016 | Apr 25 2016 | 632 | 300 | 211 |

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## View Other UserStats:

As an Admin, you are able to view all users stats as well by clicking on the "View All Stats" button. Here you are able to search by Username and sort the list as desired.

### fitbit Record List

| Search | Clear |

| User | Progress | Goal | Percentage Earned | Start Date | End Date |
|---|---|---|---|---|---|
| Admin@HPS.com | 232 | 300 | 77 | Apr 20 2016 | Apr 27 2016 |
| Admin@HPS.com | 632 | 300 | 211 | Apr 20 2016 | Apr 27 2016 |
| Admin@HPS.com | 632 | 300 | 211 | Apr 18 2016 | Apr 25 2016 |
| test@hps.com | 1000 | 10000 | 10 | Apr 17 2016 | Apr 24 2016 |

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If you have any other questions in relation to site functionality please email us at,

**hps.recode.team@gmail.com**

re{code}

Engineering Tomorrow's Technology, Today