

# *Contents*

<b>Topic</b>	<b>Page</b>
<b>Introduction</b>	2
<b>System Requirements</b>	2
<b>Starting the Application</b>	3
<b>Sign-Up Mode</b> <ul style="list-style-type: none"><li>• Adding a family</li><li>• Modifying Family Members</li><li>• Editing Member Medical Details</li><li>• Scanning a family barcode</li><li>• Printing Youth Badges</li></ul>	5
<b>Team Mode</b> <ul style="list-style-type: none"><li>• Selecting Teams</li><li>• Registration</li><li>• Failure to Sign-In/Out</li><li>• Validating Sign-In</li><li>• Validating Sign-Out</li></ul>	9
<b>Administrator Mode</b> <ul style="list-style-type: none"><li>• Administrator Override</li><li>• Viewing and Editing Families</li><li>• Searching Families</li><li>• Viewing and Editing Events</li><li>• Viewing and Editing Logins</li><li>• Viewing Logs</li><li>• Viewing Reports</li><li>• Locking the Terminal</li></ul>	13
<b>Troubleshooting</b>	21

# *Introduction*

This application is specially developed for OpenAttend to register families and handle registration of youth to their respective youth groups. It can be used over a network, and track the creation of new members or youth group attendance.

This is also designed to be much more secure and robust than any paper based system in order to be accessible by families themselves as self-serve kiosks. Hence, the program is designed to work with touchscreen devices, but also works with any computer that meets the minimum system requirements.

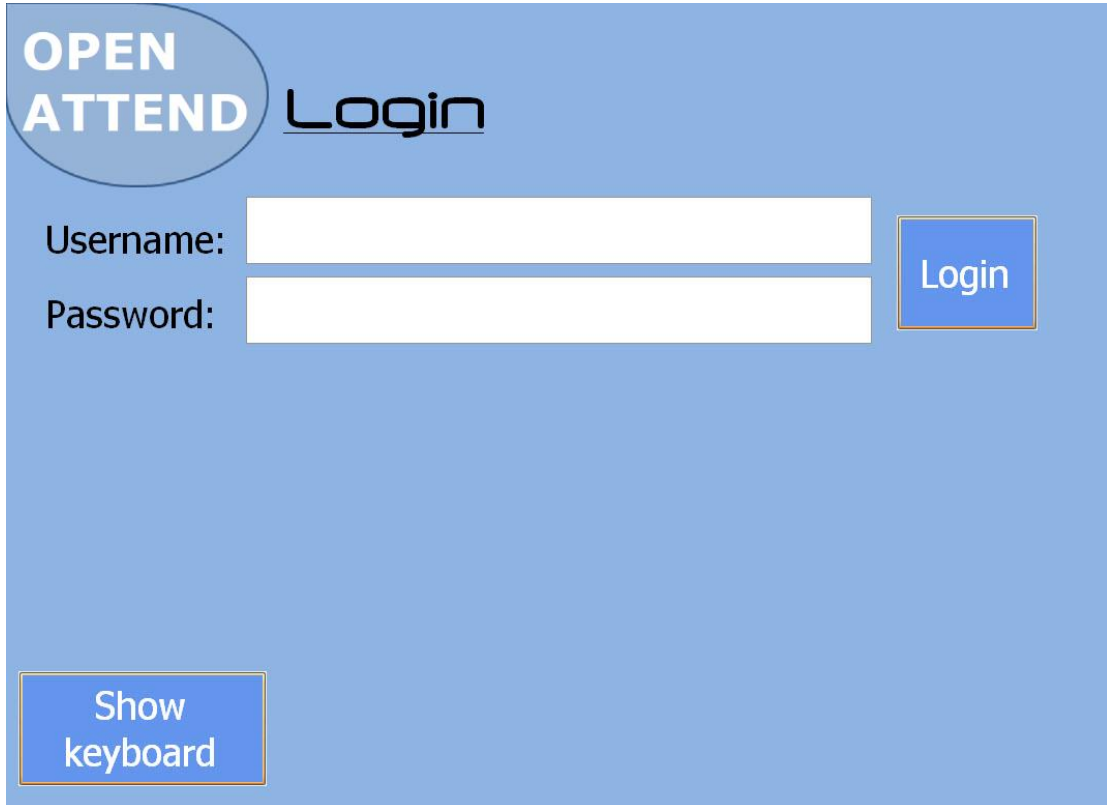
# *System Requirements*

These are the minimum specifications required to run the program:

- A computer or laptop with a processor of 1.6GHz or greater
- 256MB or more of RAM (512MB on Windows Vista or newer)
- Windows XP SP3/Vista Sp2/or 7 SP1
- 100MB available hard disk space
- Screen resolution of 1024x768 (or 1024x600 for registration)

# Starting the Program

Now that the program is installed, a shortcut to it has automatically been added to your desktop. Opening this shortcut will then present this screen.

The image shows the OpenAttend login interface. It has a light blue background. In the top left, there is a circular logo with the text 'OPEN ATTEND' in white. To the right of the logo, the word 'Login' is written in a large, dark blue, stylized font. Below the logo, there are two white input fields. The first field is labeled 'Username:' and the second is labeled 'Password:'. To the right of these fields is a blue button with the text 'Login' in white. In the bottom left corner, there is a blue button with the text 'Show keyboard' in white.

OPEN  
ATTEND

Login

Username:

Password:

Login

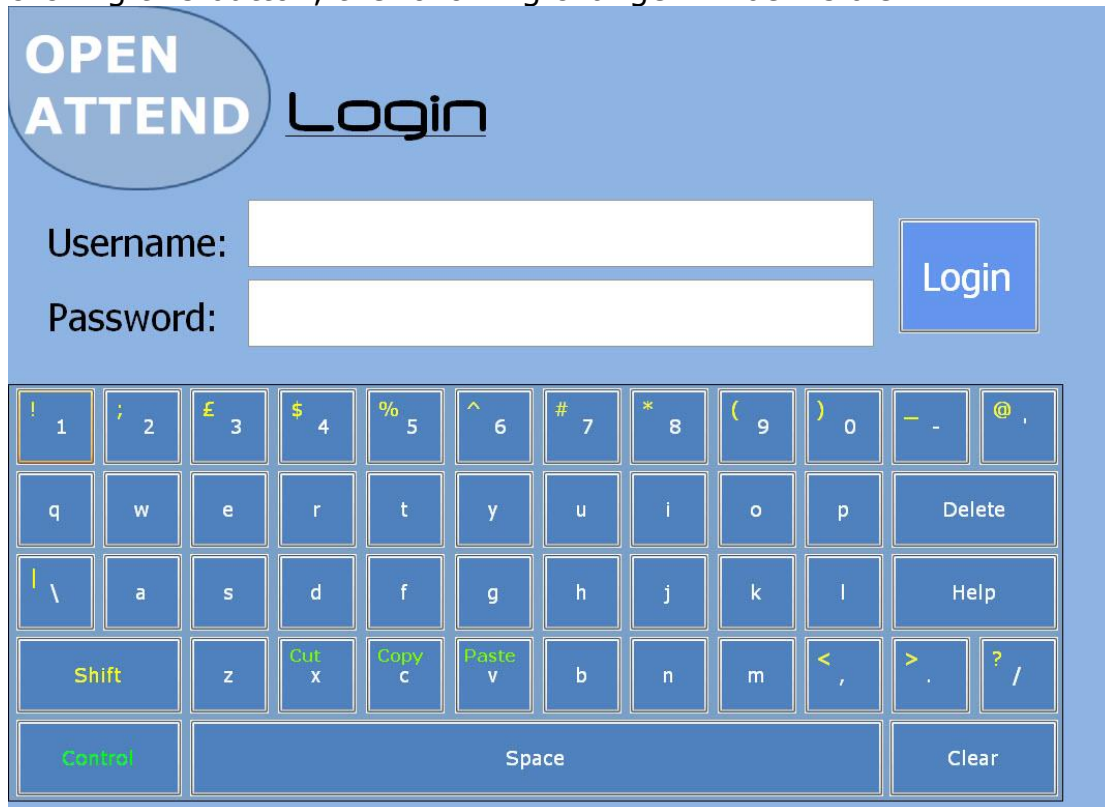
Show  
keyboard

On this screen you can log into the program with the appropriate login. On first run, the default login of the system is this:

Username: Admin

Password: password

Any screen that requires input can open the virtual on-screen keyboard by clicking the button "Show Keyboard" shown above. On clicking this button, the following change will be visible:



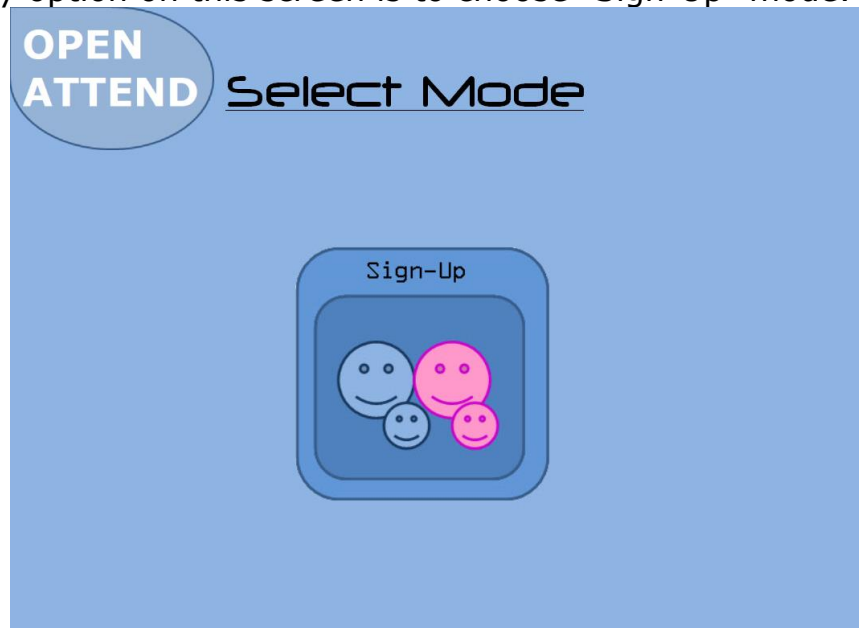
The screenshot shows the OpenAttend Login interface. At the top left, the text "OPEN ATTEND" is in a large, bold, white font, with "Login" in a smaller, black font to its right. Below this, there are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a blue "Login" button. Overlaid on the bottom half of the screen is a virtual keyboard. The keyboard has a grid of keys. The top row includes keys for numbers 1-0 with their respective symbols, a hyphen/underscore key, and an at-sign/underscore key. The second row includes letters q-p and a "Delete" key. The third row includes letters a-l and a "Help" key. The fourth row includes a "Shift" key, letters z-m, and keys for comma/less-than, period/greater-than, and forward-slash/question-mark. The bottom row includes a "Control" key, a "Space" key, and a "Clear" key. The keyboard is designed to be used on a touchscreen or with a mouse.

This keyboard works with touchscreen monitors as well as being clickable using the mouse. The keyboard is designed to be hard to close and prevent dangerous key commands from guest access and hence can only be closed by using the key combination "Alt+F4" while it has focus.

# Sign-In Mode

In this mode, guests can register their families and print youth badges. Here are the steps to accessing and using this terminal mode.

- Selecting Sign-In Mode – This can be accessed by logging in with an account of any login level. Shown below is the terminal mode selection screen when the user is of "Guest" login level in which the only option on this screen is to choose "Sign-Up" mode.



- Upon choosing this mode, the welcome screen for guests is shown. From it guests can create a new family, or login to

their family by going to the barcode scanning screen.



- This next screenshot shows what the user sees when clicking the "New Family" button

A screenshot of the "New Family" form in the OpenAttend application. The background is a solid light blue. In the top left corner, the text "OPEN ATTEND" is displayed in white, with "OPEN" on the top line and "ATTEND" on the bottom line, enclosed within a light blue oval. To the right of this, the text "New Family" is written in a large, black, serif font. Below the "New Family" text, there are four white input fields with black borders, stacked vertically. The labels for these fields are "Surname:", "Home Phone:", "Email:", and "Address:". To the right of the input fields, there is a "Photo" section. It features a blue square button with rounded corners containing three stylized faces (two blue, one pink) and the text "(Click to change)" below it. To the right of the photo button are two blue rectangular buttons with white text: "Back" and "Next". In the bottom left corner, there is a blue rectangular button with white text that says "Show keyboard".

- To create a family, a surname and family photo are required. To take a photo, click the family picture box. Clicking next will then lead to the 'family members' page. Shown below is a family with four members already created.

**OPEN ATTEND** Family Members

Page 1

Add Member

Remove Member

Edit Member

Help

Cancel

Continue

- From this screen, family members can be removed, edited or added. Clicking "Add Member" will lead to this screen. For each member a name, date of birth, photo is required. Clicking the "Medical Details" button will lead to a screen where allergies and other important notes can be stored.

**OPEN ATTEND** Add Member


Name:

Surname:

Email:

Mobile:

Gender: ☐ Male ☐ Female

Photo:  (Click to change)

DOB:

Back

OK

Medical Details

Show keyboard

- Here is an example of a created member, viewed via the “Edit Member” button on the family members screen.

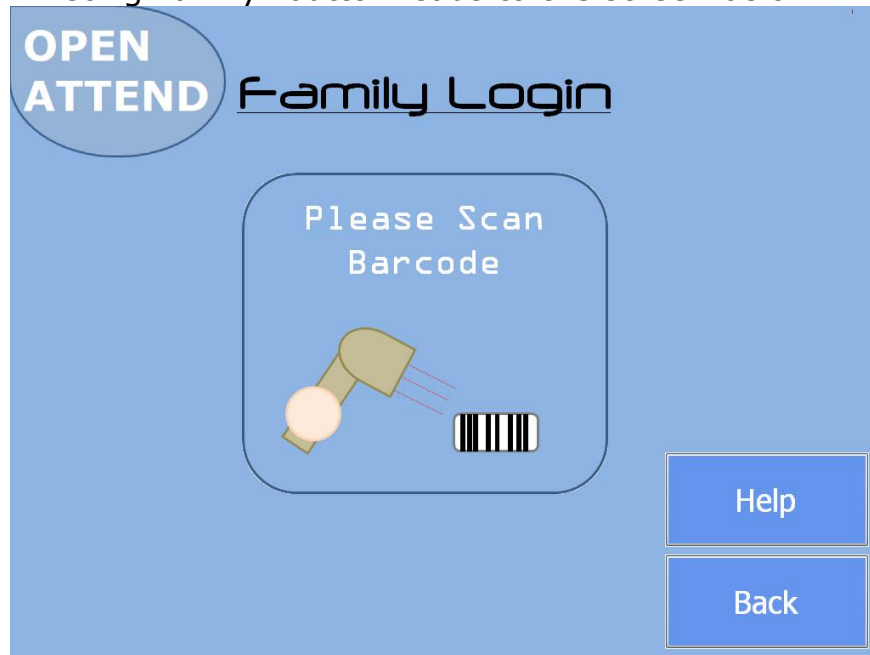
The screenshot shows the 'Edit Member' screen in the OpenAttend app. The title 'OPEN ATTEND' is in a blue circle on the left, and 'Edit Member' is in a large, stylized font. Below the title, there are input fields for Name (G), Surname (B), Email (G@gmail.com), and Mobile (0). To the right of these fields are radio buttons for Gender (Male, Female) and a Photo placeholder with the text '(Click to change)'. Below the Gender and Photo fields are three date pickers for DOB (1, 1, 1). On the right side, there are three buttons: 'Back', 'OK', and 'Medical Details'. At the bottom left, there is a 'Show keyboard' button.

- After creating your family, click the “Continue” button. If there is an event on today a screen for printing youth badges will appear like below.

The screenshot shows the 'Attending Youth' screen in the OpenAttend app. The title 'OPEN ATTEND' is in a blue circle on the left, and 'Attending Youth' is in a large, stylized font. Below the title, there is a list of four items, each with a red 'X' icon and a text field: 'I', 'W', 'N/A', and 'N/A'. To the right of the list is a vertical scroll bar with 'Page 1' in the middle. At the bottom, there are two buttons: 'Help' and 'Continue'.



- After selecting which youth are attending and collecting youth badges, the system will return to the main screen. Clicking the "Existing Family" button leads to the screen below.

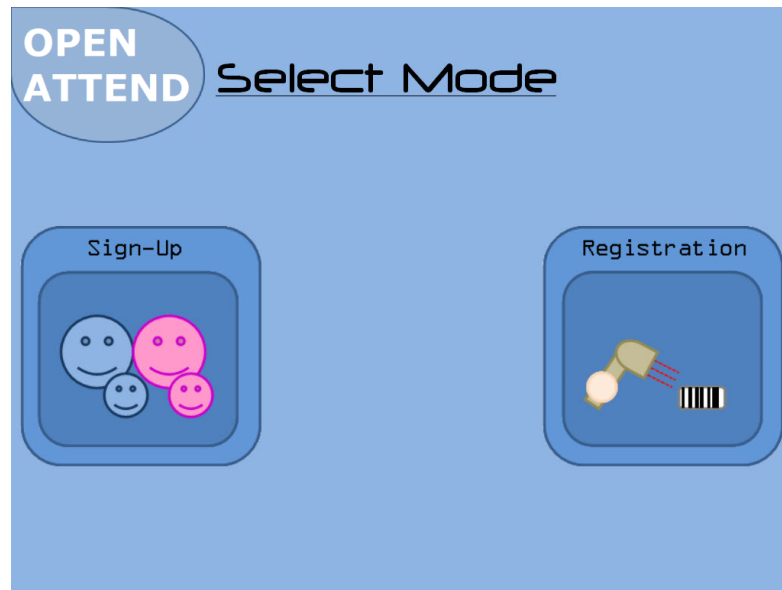


- Scanning the family badge will lead to their "Family Members" page. This is the complete method of operating in Sign-Up mode.

## *Team Mode*

In this mode, Team members can choose their sign-in groups and register youth. This mode is only accessible if an event is currently running.

- The first screen is again the terminal mode selection screen. Choose "Registration" to operate in team mode.



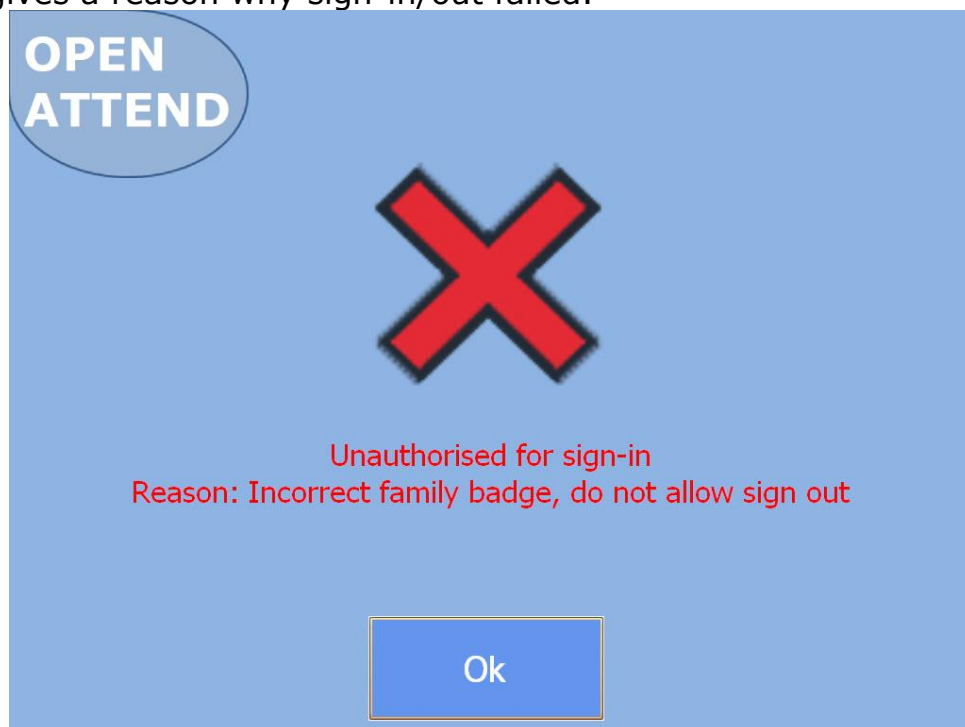
- After selecting this mode, the team selection screen appears. Choose which teams are to be signing in and out youth.



- After selecting one or more youth groups. The group registration screen appears and allows barcodes of youth to be signed in. Upon a second scan (after sign in), the program will give instructions on the process of signing youth out again.



- An invalid sign-in/out will lead to the following screen, which gives a reason why sign-in/out failed.



- A successful badge scan gives the following sign-in screen. This screen displays the youth photo as well as their medical details.



OPEN  
ATTEND

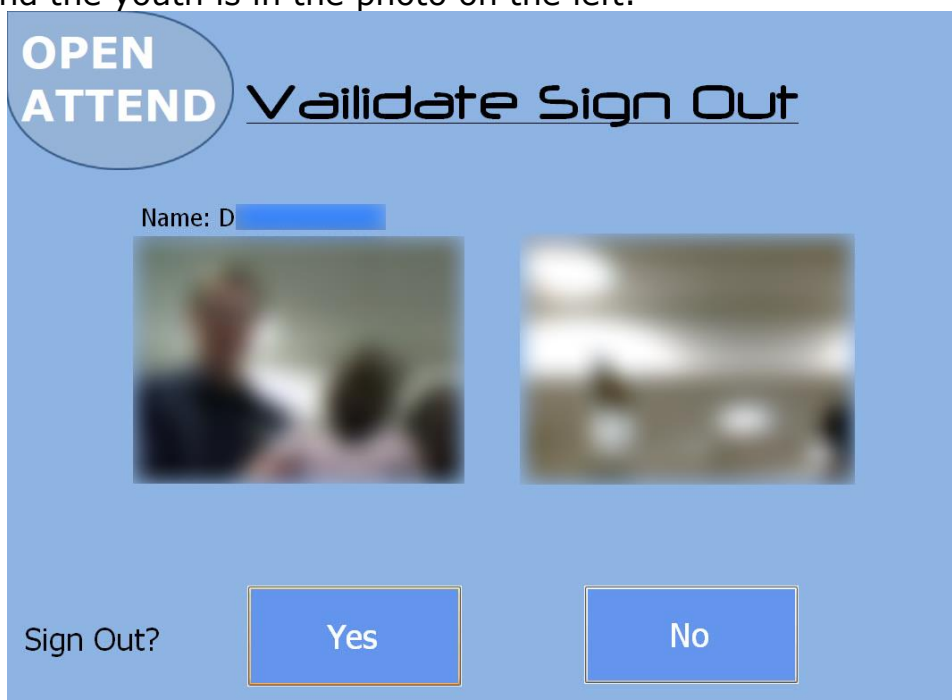
Validate Sign In

Name: D

Medical Details:  
N/A

Sign In? Yes No

- A successful youth and family badge scan will lead to this sign-out screen. Validation of sign-out is done visually by confirming the parent or guardian is in the photo on the right, and the youth is in the photo on the left.



OPEN  
ATTEND

Validate Sign Out

Name: D

Sign Out? Yes No

- This concludes the use of Team Mode, team mode will automatically sign out when the event ends.

# Administration Mode

When logged in as an administrator, all other modes can be selected. This will focus on the additional abilities granted. *Logging in as an admin while in other modes allows the additional features described to be used, as well as forced sign-in/out without validation. This is the aforementioned "Admin Override" mode.*

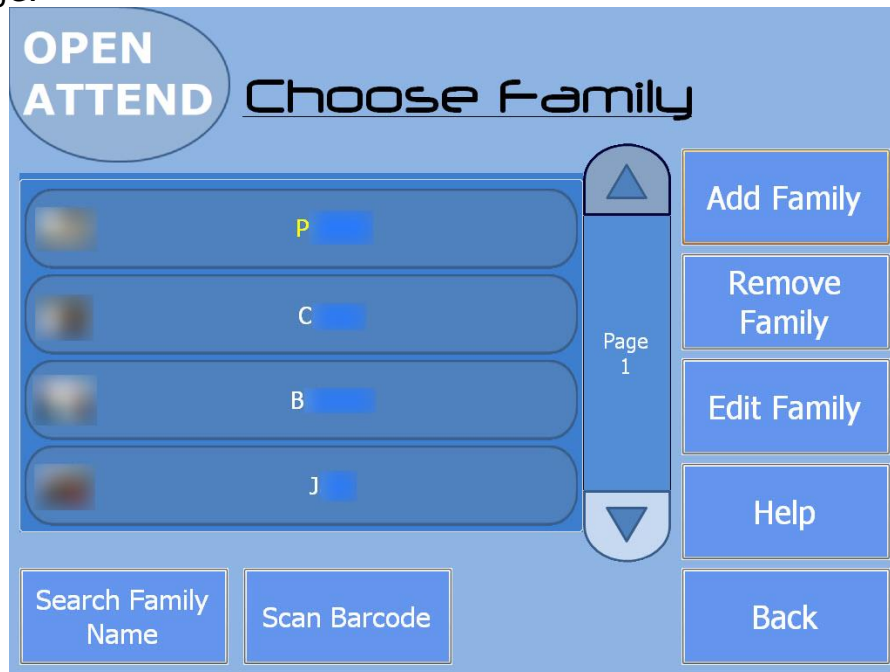
- The terminal mode screen shows all terminal options.



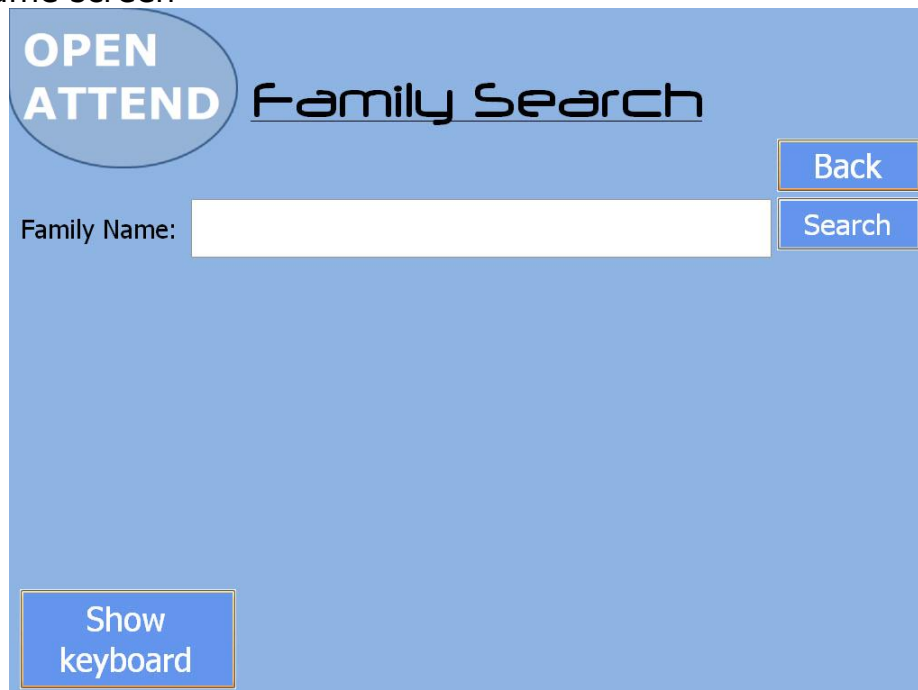
- The admin mode has its own welcome screen. This is shown below.



- Clicking the “Edit Families” button leads to the family choice page.



- Families can be viewed by page, added, edited, removed. Finding families requires clicking of “Search Family Name” to lead to the family search screen, or “Scan Barcode” to log the family in by barcode. The screen below is the “Search Family Name screen”



- After finding a family, adding or editing a family shows the screen below. This screen has the added "Family Notes" button which allows notes to be stored on family history by Admins.

**OPEN ATTEND** Edit Family

Surname: B

Home Phone: 0000000000

Email: G @gmail.com

Address: 30 St.

Photo (Click to change)

Cancel

Next

Notes

Show keyboard

- Clicking next leads to the same "Family Members" screen shown in the **Sign-Up Mode** chapter. Editing or adding a member now shows the following screen. Admins can now state whether the member has a CRB check or not.

**OPEN ATTEND** Add Member

Name:

Surname: B

Email:

Mobile:

Gender

Male

Female

Photo (Click to change)

CRB: ☒ (Click to change)

DOB: DD MM YYYY

Back

OK

Medical Details

Show keyboard

- On the main Admin screen, clicking "Edit Events" allows access to the event calendar shown below where events can be viewed, added, edited, and removed by date.

The screenshot shows the 'Event Calendar' interface. At the top left is the 'OPEN ATTEND' logo. The title 'Event Calendar' is in a large, stylized font. On the left is a calendar for May 2011. The calendar grid shows dates from 25 to 31. The date 4 is highlighted with a red box, and the date 8 is highlighted with a black box. Below the calendar, it says 'Today: 04/05/2011'. To the right of the calendar is a list of events. The first event is '10:30 - 12:30 Sunday Church'. Below it are three events labeled 'N/A'. To the right of the event list is a vertical bar with 'Page 1' in the center. On the far right are five buttons: 'Add Event', 'Remove Event', 'Edit Event', 'Help', and 'Back'.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: 04/05/2011

10:30 - 12:30  
Sunday Church

N/A

N/A

N/A

Page 1

Add Event

Remove Event

Edit Event

Help

Back

- Upon clicking add event, the screen below is shown. A name, date, start time, and end time is required to create the event.

The screenshot shows the 'Add Event' interface. At the top left is the 'OPEN ATTEND' logo. The title 'Add Event' is in a large, stylized font. Below the title are several input fields: 'Name:' with a text box, 'Date:' with three boxes for day, month, and year (8, 5, 2011), 'Cost:' with a text box (000.00), 'Start:' with two boxes for HH and MM, and 'End:' with two boxes for HH and MM. Below these fields is a 'Notes:' label and a large text area. To the right of the input fields are two buttons: 'Cancel' and 'Ok'. At the bottom left is a button labeled 'Show keyboard'.

OPEN ATTEND Add Event

Name:

Date:    Cost:  Start:   End:

Notes:

Cancel

Ok

Show keyboard



- Editing an event leads to a similar screen with the loaded event details.

**OPEN ATTEND** Edit Event

Name: Sunday Church Start: 10 30  
Date: 8 5 2011 Cost: 0.0000 End: 12 30  
Notes:

Cancel  
Ok

Show keyboard

*An important note to remember is that events can not be created, edited, or removed if they are in the past*

- Back at the Admin welcome screen, clicking edit settings leads to more options shown below.

**OPEN ATTEND** Edit Settings

Edit Logins  
View Logs  
View Statistics

Help  
Back

- Clicking "Edit Logins" leads to the login editing form shown below. Here logins can be added, edited, and removed.

The screenshot shows the 'View Logins' page in the OpenAttend application. The page has a blue header with the 'OPEN ATTEND' logo and the title 'View Logins'. Below the header, there is a table of logins. The table has four rows, each representing a login entry. The first row is for 'L Guest', the second for 'G Admin', the third for 'S Team', and the fourth for 'Daven Guest'. To the right of the table, there are three buttons: 'Add Login', 'Remove Login', and 'Edit Login'. Below these buttons are two more buttons: 'Help' and 'Back'. A vertical bar on the right side of the table contains a 'Page 1' indicator and up/down arrow buttons.

Username	Level
L	Guest
G	Admin
S	Team
Daven	Guest

Page 1

Buttons: Add Login, Remove Login, Edit Login, Help, Back

- Editing or adding a login shows the following screen.

The screenshot shows the 'Edit Login' page in the OpenAttend application. The page has a blue header with the 'OPEN ATTEND' logo and the title 'Edit Login'. Below the header, there are three input fields: 'Username:' with the value 'Daven', 'Password:' with the value 'password', and 'Login Level:' with a dropdown menu showing 'Guest'. To the right of these fields are two buttons: 'Cancel' and 'OK'. At the bottom left of the page, there is a button labeled 'Show keyboard'.

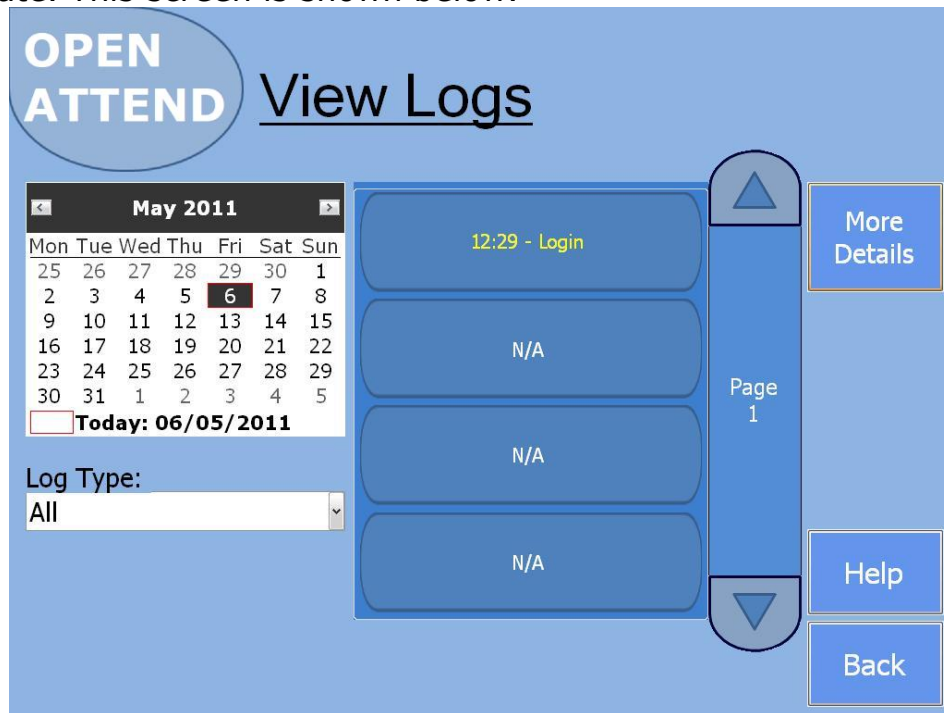
Username: Daven

Password: password

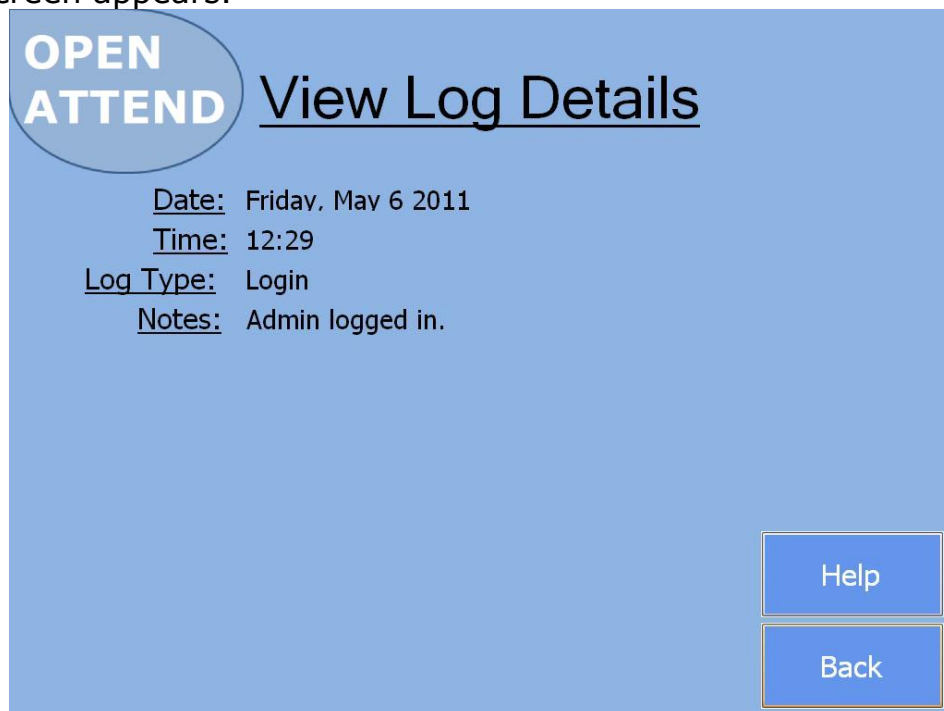
Login Level: Guest

Buttons: Cancel, OK, Show keyboard

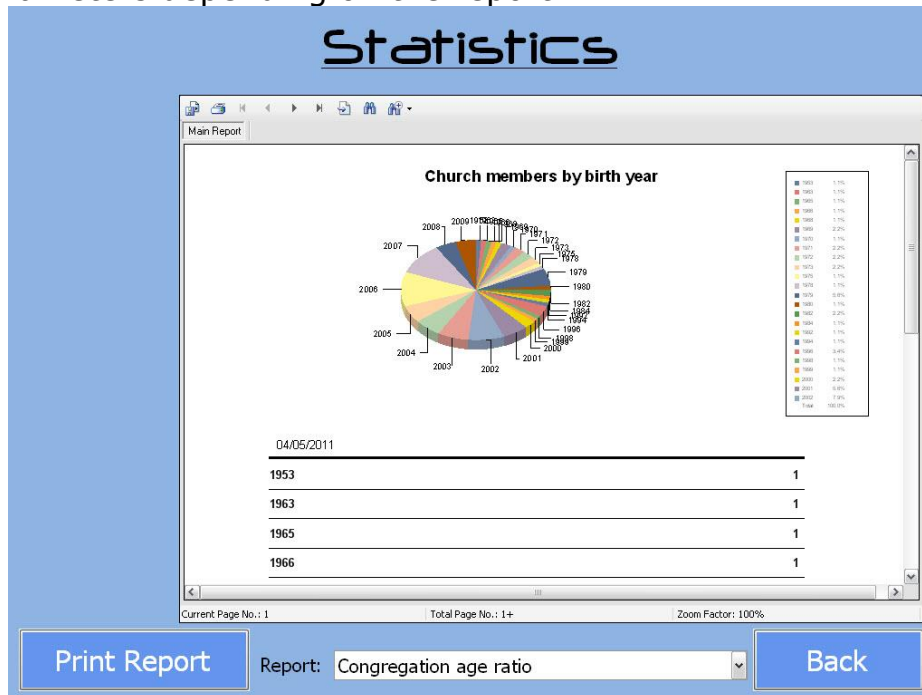
- On the edit settings page, clicking “View Logs” will lead to the log calendar, where logs can be found by type for a given date. This screen is shown below.



- On clicking “More Details” for a selected Log, the following screen appears.



- Returning to the Edit Settings screen, clicking "View Statistics" opens the reports form. Use the drop down box shown below to change the report. Doing so will show parameters depending on the report.



This concludes the Administrator Mode documentation.

# *Troubleshooting*

This section should help with any problems had during operation of the program. If there is a problem that the FAQ doesn't answer, please file a GitHub issue with information on the problem.

## **Frequently Asked Questions**

### **Q: I can not access the family creation screen**

A: This may be due to the included required files not being installed. Please install all files in the "Required Files" folder to see if that fixes it.

### **Q: I can not access the crystal reports form**

A: This may be due to the included required files not being installed. Please install all files in the "Required Files" folder to see if that fixes it.

### **Q: The crystal reports are smaller than an A4 page**

A: This is due to the computer being set up to print badges. Please run the program again after setting the default printer to an A4 printer.

### **Q: The program does not fill the whole screen, or is too big**

A: Please set your computer resolution to 1024x768 (when in Team Mode, 1024x600 can also be used if 1024x768 is not available).

### **Q: The group registration screen says "Please Scan Family Badge" but does nothing when a badge is scanned**

A: The dialog box must be closed before the family badge is scanned.

### **Q: The youth badge printing screen says "Sending badges to printer" but does not print**

A: Please close the dialog box for the printing to begin.