



## Database User Guide

Nov 2016  
Updated 17 Jul 2017

## Getting Started

Simply enter your username and password

### Befriending Project login

User name

password

Login

Young Person  
▼

Befrienders  
▼

Events  
▼

Reports  
▼

Settings  
▼

System  
▼

Logout

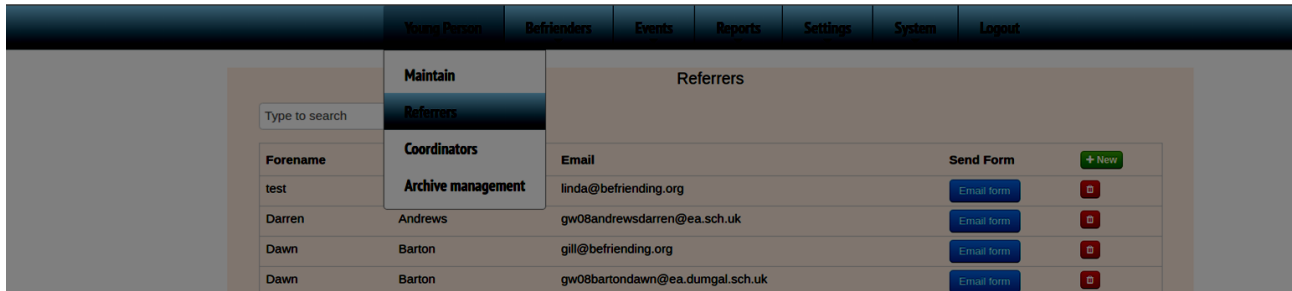
You are logged in


The menu options available to you are shown above

# Young Person

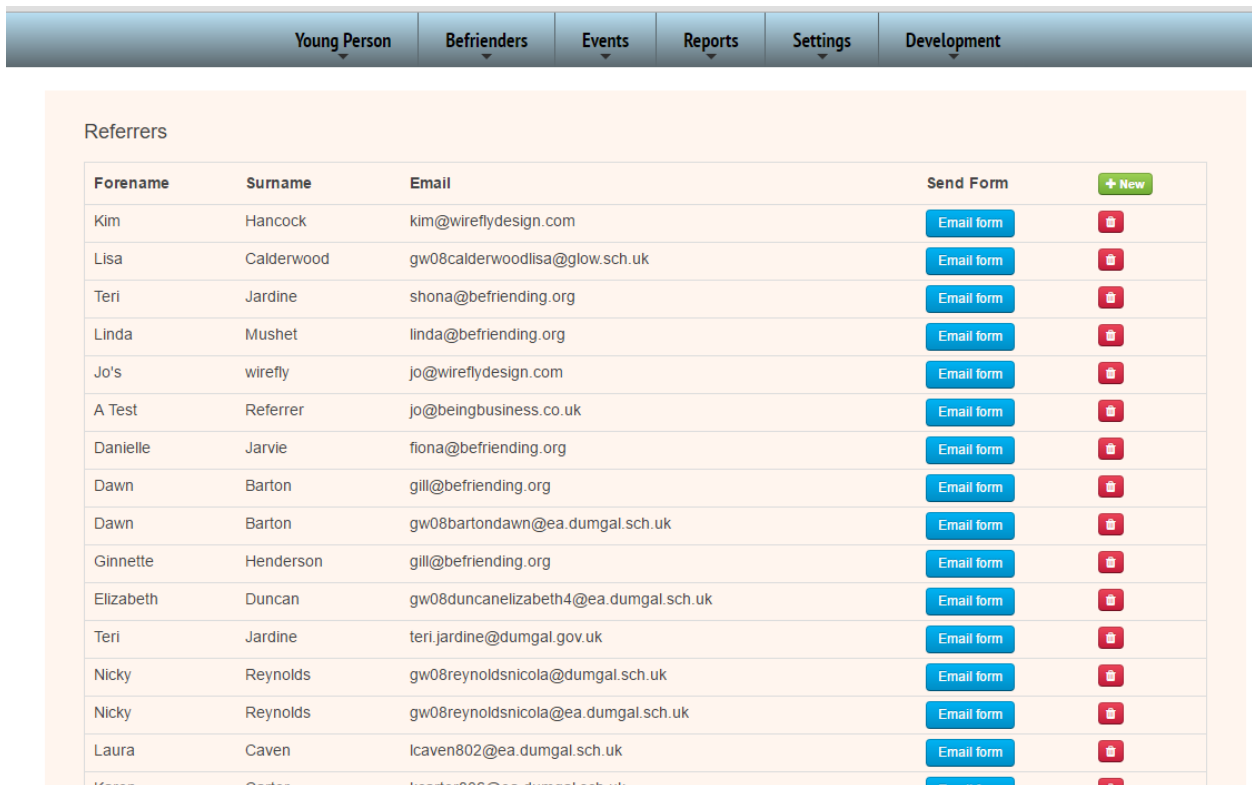
We will start at the beginning of the YP Process

To send out a referral form Choose Referrers from the drop down.

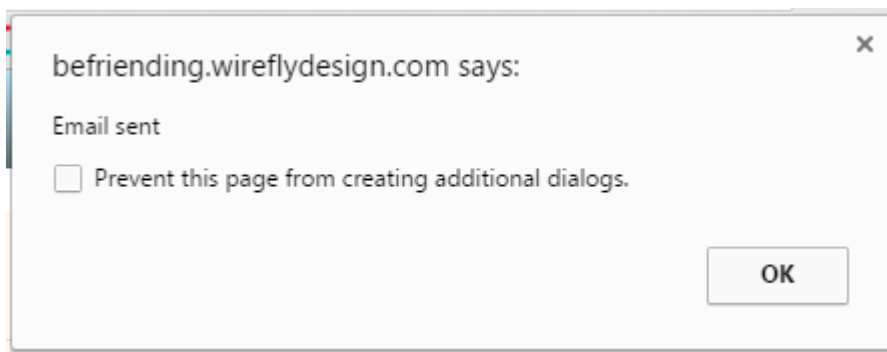


Find your referrer and  click

If the Referrer does not exist simply press the green 'New' button and enter their details to create a new Referrer and then press the email button.



When the email has been sent successfully you will get the pop to confirm



The Referrer will get an email with a link to the Referral form with 7 pages.

- ⑩ Page 1 asks for confirmation of their contact details
- ⑩ Page 2 asks for the Young Person's details
- ⑩ Page 3 asks for the anticipated outcomes
- ⑩ Page 4 asks for the medical information
- ⑩ Page 5 requests additional information
- ⑩ Page 6 requests additional contacts
- ⑩ Page 7 asks them to confirm they have added all contacts, to confirm that the Young Person is aware of the referral and the Referrer is able to press a submit button. This will add a time and date to the Referral, at which point they get the message below.

Thank you. Your input has been recorded

You may now close this window.

If there is an additional file to sent with the email you can upload this in the System / Configuration menu option, under referral form attachment.

The screenshot shows the 'System Settings' page. The 'System' menu is open, highlighting 'Configuration'. The settings form includes fields for 'Email address' (projectoffice@befriending2.com), 'Reminder documentation days' (370), 'Reminder event days' (180), and 'Archive delay days' (14). The 'Referral form attachment' field shows 'BF Form Design.pdf' with 'Clear' and 'Choose File' buttons. 'Save' and 'Cancel' buttons are at the bottom.

System	Logout
Configuration	
Users	
User menus	
Kims upload notes	

**System Settings**

Email address: projectoffice@befriending2.com

Reminder documentation days: 370

Reminder event days: 180

Archive delay days: 14

Referral form attachment: BF Form Design.pdf [Clear] [Choose File] No file chosen

[Save] [Cancel]

To see what new YP have been entered into the database via a referral form, head to Young Person > Maintain to see the list.

The screenshot shows the 'Young Person' maintain page. A sidebar menu on the left has 'Maintain' selected, with sub-options 'Referrers', 'Coordinators', and 'Archive management'. The main area displays a table of referrals with columns for Forename, Surname, Status, and actions (Archive, Delete). A '+ New' button is in the top right.

Forename	Surname	Status	
Claire	Adair	Complete	[Archive] [Delete]
Thomas	Borthwick	Matched	[Archive] [Delete]
Mikella	Burg	Matched	[Archive] [Delete]
Taylor	Burke	Waiting	[Archive] [Delete]
Jay	Burns	Matched	[Archive] [Delete]
Rachel	Campbell	Matched	[Archive] [Delete]
Michaela	Cowan	Matched	[Archive] [Delete]
Jake	Da Prato	Matched	[Archive] [Delete]

Here you can either search for an individual in the search box or sort by status to find the new blank ones.

Young Person			
Type to search			
Forename	Surname	Status	+ New
Claire	Adair	Complete	Archive
Thomas	Borthwick	Matched	Archive
Mikella	Burg	Matched	Archive
Taylor	Burke	Waiting	Archive
Jay	Burns	Matched	Archive

To add a new person manually click on the green 'New'



button.

Young Person

Befrienders

Events

Reports

Settings

System

Logout

Young Person: Claire Adair

Return to list

Notes report

Contacts

Details

Anticipated

Outcomes

Medical

Additional

Forms

Matches

Legal status

Matched Befriender	Phone	Email	Postcode
Venus Carew		venus.carew@googlemail.com	DG1 4EB

Previous Matches

Relationship	Name	Email	Mobile	Landline	+ New
Referrer	Rhiannon Breed	rhiannon.breed@nhs.net		01387 844495	Email
Parent / Carer	Gwen & Colin Adair		0784 085 0887	01387 820458	Email
Named Person	Mr Hanney			01387 722000	Email
GP	Dr Swallowell			01387 257752	Email

And to edit a Young Person simply click on the relevant line.

The Young Person has the following information split across several tabs, the first default one being all their contacts including their Befriender if they have one....

The next tab is the basic detail for each YP...

Young Person: **Claire Adair** [Return to list](#) [Notes report](#)

**Contacts** | Details | Anticipated | Outcomes | Medical | Additional | Forms | Matches | Legal status

Referral date	13/09/2016	Coordinator	Gill McMinn
Forename	Claire	Status	Complete
Surname	Adair	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
house	Birkbush Cottage	Exclusion risk	<input type="checkbox"/>
Street		Offending risk	<input type="checkbox"/>
Area	Irongray	Care risk	<input type="checkbox"/>
Town	Dumfries	Child plan	<input type="checkbox"/>
Postcode	DG2 9TY	Assessment	<input type="checkbox"/>
Land line	01387 820458	Named Person	<input type="checkbox"/>
Mobile	0784 085 0887	Discussion confirmation	<input checked="" type="checkbox"/>
Email			
Birth date	08/06/2000		age 16

Reason for referral

All information needs check as Claire has been used for database testing!

Referred 12.9.16

Claire suffers from anxiety, and is very socially isolated, only really doing activities outside of school when she is with her Mum. I feel a befriender would give hr the support she needs to gain confidence and become more independent.

[Save](#)

If you are unsure of what some of the checkboxes are simply hover over them for an explanation.

## Anticipated ...

Young Person: **Claire Adair** [Return to list](#) [Notes report](#)

Contacts Details **Anticipated** Outcomes Medical Additional Forms Matches Legal status

Anticipated	Check
Reduced isolation	<input checked="" type="checkbox"/>
Increased confidence and self esteem	<input checked="" type="checkbox"/>
Increased social skills	<input checked="" type="checkbox"/>
Increased involvement in social and leisure activities	<input checked="" type="checkbox"/>
Improved attitude and behaviour	<input type="checkbox"/>
Improved relationships with peers and adults	<input type="checkbox"/>
Improved engagement with school (attendance, behavior, learning)	<input type="checkbox"/>
Increased independence	<input checked="" type="checkbox"/>
Increased coping strategies	<input checked="" type="checkbox"/>
Decreased input from other agencies	<input type="checkbox"/>
Improved transitions from school (into education, training and employment)	<input type="checkbox"/>
Other - please state below	<input type="checkbox"/>

Notes

Outcomes will give you the YP progress across the Girfec Form scores...

For the details behind these scores click on the date in blue above the scores and this will open a new tab for the forms attached to that 'event'

Young Person: **Michaela Cowan** [Return to list](#) [Notes report](#)

Contacts Details Anticipated **Outcomes** Medical Additional Forms Matches Legal status

	2016-07-26
Reduced Isolation : Included	1
Increase Confidence and Self Esteem : Nurtured/Achieving	1
Increased Social Skills : Healthy	0
Increased Involvement In Social and Leisure Activities : Active	1
Improved Attitude and Behaviour : Responsible	0
Improved Relationships with Peers and Adults : Respected	0
Improved Engagement with School (attendance, behavior, learning) : Achieving	0
Increased Independence : Safe	0
Increased Coping Strategies : Healthy/Safe	0
Decreased Input from Other Agencies : Achieving/Nurtured	0
Improved Transitions From School (into Education and Employment)	0



First you will see the basic 'Event' details ....

**Maintain Events**

Young Person: Michaela Cowan  
Befriender: None  
Date: 18/04/2016  
Time: 14:16:29  
Event Type: GIRFEC/Smiley Face  
GIRFEC Milestone: None  
Notes: Baseline GIRFEC 18/4/16

Apply Finished Cancel

Attendees Girfec Forms Other Forms

Matched Befriender: Kirsten Dickson

Invited Attendees

Type	Name	Phone	email	Add
All Possible Attendees				
Referrer	Dawn Barton		gw08bartondawn@ea.dumgal.sch.uk	Add
Parent / Carer	Caron Cowan	0794 932 2780		Add
GP				Add
Befriender	Kirsten Dickson	0746 982 8910	kirstendickson@outlook.com	Add

And for the Girfec comments etc click on the GIRFEC tab. This tab allows you to upload a copy of the GIRFEC form as well as record the scores and notes for easy checks and future analysis...

Outcome	Score	Comment
Reduced Isolation : Included	<input type="text"/>	<input type="text"/>
Increase Confidence and Self Esteem : Nurtured/Achieving	<input type="text"/>	<input type="text"/>
Increased Social Skills : Healthy	<input type="text"/>	<input type="text"/>
Increased Involvement In Social and Leisure Activities : Active	<input type="text"/>	<input type="text"/>

Any other uploaded documents are housed in the 'Other Forms'. PDFs will open in your browser, Microsoft documents will normally download but this does depend on your browser settings and extensions. Wirefly can not dictate how MS documents are opened as it is dependent on external software installed.

To close this view simply close the tab and you will come back to the YP details.

'Medical' and 'Additional' tabs are simply more detailed static information about the YP.

The 'Forms' tab displays all the forms uploaded from various events for easy access. You can not upload here, all forms are tied to an event as only an event of some description such as a meeting triggers a form. The view button, like the date on the GIRFEC scores will open the event in a new tab so that you can access all details including notes for the event that the form is tied to.

The screenshot shows the 'Forms' tab selected in the navigation menu. The page displays a table of uploaded forms for Michaela Cowan.

Form	Type	Date Uploaded	
<a href="#">Baseline Match form GIRFEC.doc</a>	GIRFEC Baseline	2016-07-26	<a href="#">View</a>
	Girfec	2016-07-26	<a href="#">View</a>
<a href="#">Baseline SmileyFace 9.2.16.pdf</a>	Smiley Face	2016-08-30	<a href="#">View</a>

To maintain a match between a Befriender and a YP use the Matches tab and here you can add a new match, end one using the dates and remove a BF if you have accidentally put the wrong befriender up there.

All possible bendifenders only lists those BFs with the requisite space for a match. There will be other BFs in the system but not everyone is available to the matching process.

The screenshot shows the 'Matches' tab selected in the navigation menu. The page displays the 'Befriender match for Michaela Cowan' section, including a table of current matches and a list of all possible bendifenders.

Matched Befriender	Phone	Email	Postcode	
Kirsten Dickson	0746 982 8910	kirstendickson@outlook.com	DG1 3AL	<a href="#">Dates</a> <a href="#">Remove</a>

**Previous Matches**

**All Possible Befrienders**

Delete Jones		shona@befriending.org		<a href="#">Add</a>
Delete Rabbit		shona@befriending.org		<a href="#">Add</a>
Delete Franks				<a href="#">Add</a>
Heather Renwick	07969653648	heath.renwick@gmail.com	DG12 5PZ	<a href="#">Add</a>
James Hunter	07974 324003	craigleys3868@supanet.com	DG8 6JA	<a href="#">Add</a>
Kirsten Dickson	0746 982 8910	kirstendickson@outlook.com	DG1 3AL	<a href="#">Add</a>
Faye McCormick	0784 138 3584	gill@befriending.com	DG1 4XT	<a href="#">Add</a>
delete Campbell	07522648838	bethanycampbellx@hotmail.com	DG9 7LF	<a href="#">Add</a>
John Holroyd		johnholroyd54@hotmail.com	DG3 5NL	<a href="#">Add</a>
Caroline Findlay	07742410740	caroline.findlay@dumgal.gov.uk	DG1 4JS	<a href="#">Add</a>
Delete Delete	07821354579		DG2 8EX	<a href="#">Add</a>

To enter a start and / or a finish date simply click on the blue 'Dates' button. If there is any data that exists for a match the remove button will no longer be operational.

Clicking on the Dates button will give you this view...

The screenshot shows the 'Matches' tab selected in the 'Young Person: Michaela Cowan' profile. The top navigation bar includes 'Young Person', 'Befrienders', 'Events', 'Reports', 'Settings', 'System', and 'Logout'. Below the profile name, there are 'Return to list' and 'Notes report' buttons. The 'Matches' tab is highlighted in the sub-navigation bar. The main content area is titled 'Dates for matched befriender Kirsten Dickson' and contains two input fields: 'Match start date' with the value '11/03/2016' and 'Match end date' with the placeholder 'dd/mm/yyyy'. At the bottom of this section are 'Save' and 'Cancel' buttons.

The last tab is for the Young Person's legal status. Note that it is possible for several to apply at one time, and each may be assigned a date.

The screenshot shows the 'Legal status' tab selected in the 'Young Person: Michaela Cowan' profile. The top navigation bar is the same as the previous screenshot. Below the profile name, there are 'Return to list' and 'Notes report' buttons. The 'Legal status' tab is highlighted in the sub-navigation bar. The main content area contains a table with the following structure:

Legal Status	Check	Date
None	<input type="checkbox"/>	dd/mm/yyyy
Child in need NO legal order	<input type="checkbox"/>	dd/mm/yyyy
Local Authority Accommodation. Voluntary	<input type="checkbox"/>	dd/mm/yyyy
Local Authority Accommodation. Compulsory	<input type="checkbox"/>	dd/mm/yyyy
Staying with parents. Under Supervision Order	<input type="checkbox"/>	dd/mm/yyyy
Kinship Care	<input type="checkbox"/>	dd/mm/yyyy
Fostered	<input type="checkbox"/>	dd/mm/yyyy

At the bottom of the table is a 'Save' button.

The final part of the YP are the Notes Report. Click on the Notes Report to get the full case file notes form all meetings in chronological order.

Notes Report		
<input type="text" value="Type to search"/>		
Date	Meeting Type	Notes
<a href="#">2016-03-20</a>	Initial Progress Review	hhhh
<a href="#">2016-04-18</a>	GIRFEC/Smiley Face	Baseline GIRFEC 18/4/16
<a href="#">2016-02-09</a>	GIRFEC/Smiley Face	Baseline Smiley Face 9.2.16
<input type="button" value="Print"/> <input type="button" value="Export spreadsheet"/>		

(Please note if you do not use the Event Notes for sensible entries you will not find this feature of much use, So please enter meaningful text here. This will also aid the Year End report)

# Befrienders

Young Person					Befrienders	Events	Reports	Settings	System	Logout
Type to search					Maintain	Befriender				
					Web Form					
					Archive management					
Forename	Surname			Status	+ New					
Jack	Addis	DG1 4LE	Waiting to be matched	Archive						
Scott	Baillie	DG9 0NL	Left	Archive						
Claire	Beattie	DG11 2AU	Matched	Archive						
Troy	Beattie	DG11 2AU	Matched	Archive						
Kelly	Blair	DG8 6LR	Matched	Archive						
Christine	Boyle	DG10 9JT	Matched	Archive						
Anne	Butler	DG3 5BJ	Matched	Archive						
Bethany	Campbell	DG9 7LF	Matched	Archive						
Venus	Carew	DG1 4EB	Matched	Archive						
Jordyn	Clark	DG11 1QY	Matched	Archive						
Caroline	Copland	DG1 1UW	Left	Archive						
Helen	Crawford	DG8 9TE	Matched	Archive						
Kirsten	Dickson	DG1 3AL	Matched	Archive						

The Webform allows you access to the form which is also on the website should you want to enter an application form into the system yourselves, this is just the initial enquiry form with some basic details to allow a coordinator to follow up with the individual...

Young Person					Befrienders	Events	Reports	Settings	System	Logout				
Befriender Web enquiry form - Initial details														
Forename														
Surname														
house														
Street														
Area														
Town														
Postcode														
Land line														
Mobile														
Email														
Gender	<input type="radio"/> Male <input type="radio"/> Female													
Birth date	dd/mm/yyyy													
Employment Status	Employed													
Heard About	Newspaper													

... and a few questions...

<b>Young Person</b>	<b>Befrienders</b>	<b>Events</b>	<b>Reports</b>	<b>Settings</b>	<b>System</b>	<b>Logout</b>
---------------------	--------------------	---------------	----------------	-----------------	---------------	---------------

Befriender Web enquiry form - Additional Information for temp temp

Employment Information

Previous Voluntary Experience

Reason for Volunteering

Other Information

[Prev](#) [Finished](#)

These questions can be edited in the Settings section by your System Admin.

If you already have most of the relevant details you can go directly to the 'New' button on the 'Maintenance' view.

Click on the individual lines to edit an entry. The Details are the main default view, and here you can also see the Match Capacity.

Young Person	Befrienders	Events	Reports	Settings	System	Logout
--------------	-------------	--------	---------	----------	--------	--------

Befriender Heather Renwick

Return to list

Notes report

Details

References

Additional

Documentation

Matches

Profile

Enquiry Date

12/11/2015

Enquiry method

In Person enq

Forename

Heather

Surname

Renwick

house

Gobbles

Street

The Flosh

Area

Nr Cummertrees

Town

Annan

Postcode

DG12 5PZ

Land line

01461 700556

Mobile

07969653648

Email

heath.renwick@gmail.com

Gender

☐ Male ☒ Female

Birth date

24/04/1959

Employment Status

Retired

Heard About

Friend

Status

Matched

Match Capacity

1

Emergency Contact Info

Name

Rosemary Crawford

Phone

0141 5637096

Relationship

Sister

Notes

Save

The Match Capacity allows the system to determine if an individual is available, despite the status that has been set. For example if an individual has a capacity of 2 YP and they have one match, they will show up on the list of available Befrienders. If they go on a break, as well as changing the status for the office to easily recognise what status they are actually in you will also need to set the capacity to 0.



The References allow you to upload those details prior to taking the application further...

Young PersonBefriendersEventsReportsSettingsSystemLogout

Befriender Heather RenwickReturn to listNotes report

DetailsReferencesAdditionalDocumentationMatchesProfile

Date	Forename	Surname	Email	Mobile	Landline	+ New
2016-09-14	Catherine	Johnstone			01387 840226	
	Shiela	Kennedy			01387 262817	

The documentation is the area where you need to have reminders for expiry dates such as an MOT. To view the actual document simply on the relevant PDF link highlighted below.

Young PersonBefriendersEventsReportsSettingsSystemLogout

Befriender Heather RenwickReturn to listNotes report

DetailsReferencesAdditionalDocumentationMatchesProfile

Document Type	Expiry Date	Reference	File Name	+ New
Car Insurance	2016-05-18		<a href="#">Car Insurance expires 18.5.16.pdf</a>	
Driving License	2025-03-19		<a href="#">Driving Licence. end 19.3.2025.pdf</a>	

When a document is uploaded in this view the 'N/A' option refers to the expiry. This is to make sure that if a date has been left blank others know if the item is blank specifically because there is no expiry date

Young PersonBefriendersEventsReportsSettingsSystemLogout

Befriender Heather RenwickReturn to listNotes report

DetailsReferencesAdditionalDocumentationMatchesProfile

FileChoose FileNo file chosen

TypeCar Insurance

Reference

Expiry Date18/05/2016

N/A☐

SaveCancel

The matches section is only for information and includes their history.

Young Person

Befrienders

Events

Reports

Settings

System

Logout

Befriender Heather Renwick

Return to list

Notes report

DetailsReferencesAdditionalDocumentationMatchesProfile

Young Person match for Heather Renwick

Matched Befriender	Phone	Email	Postcode
Jessica Lacey	07841073391		DG12 6JB

Previous Matches

The profile is simply any background info plus their photo for reference.

Young Person

Befrienders

Events

Reports

Settings

System

Logout


Befriender Heather Renwick

Return to list

Notes report

DetailsReferencesAdditionalDocumentationMatchesProfile

Picture



Choose File No file chosen

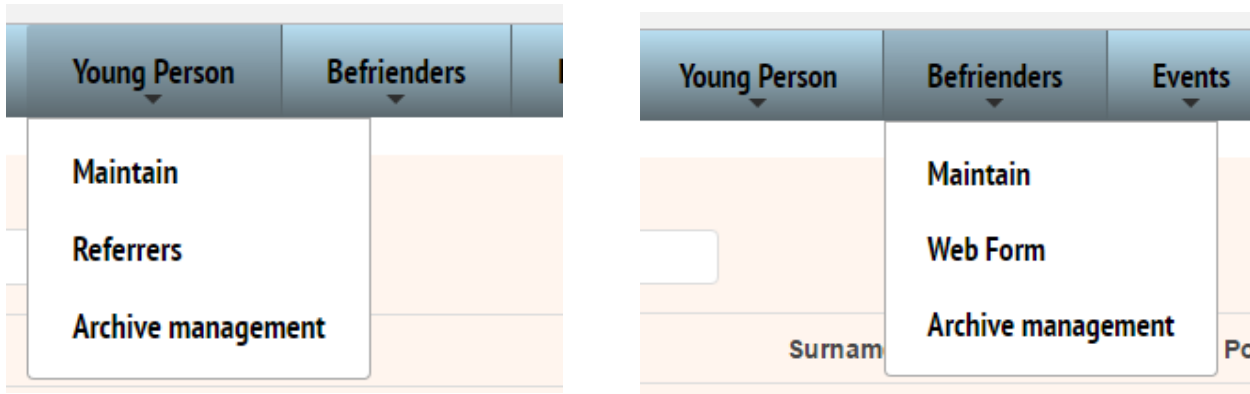
Notes

Save

The Notes Report for the BF, is exactly the same as the YPs in that it brings up all event (and meeting) notes for that individual in chronological order for easy reading.

## Archiving

Common to both the YP and the BF is the Archiving function where anyone with coordinator or admin access can set the files to Archive, which removes this from general view.



It then sits in an Archive section waiting for approval by the Project Manager.

Forename	Surname	Status	+ New
Claire	Adair	Complete	Archive
Thomas	Borthwick	Matched	Archive
Mikella	Burg	Matched	Archive
Taylor	Burke	Waiting	Archive
Jay	Burns	Matched	Archive
Rachel	Campbell	Matched	Archive
Michaela	Cowan	Matched	Archive
Jake	Da Prato	Matched	Archive
Cvrus	Dunn	Matched	Archive

You will see there is a red Archive button next to each BF or YP in the Maintenance views. Once you press this button it will ask you for a reason as to why the person should be removed from the system.

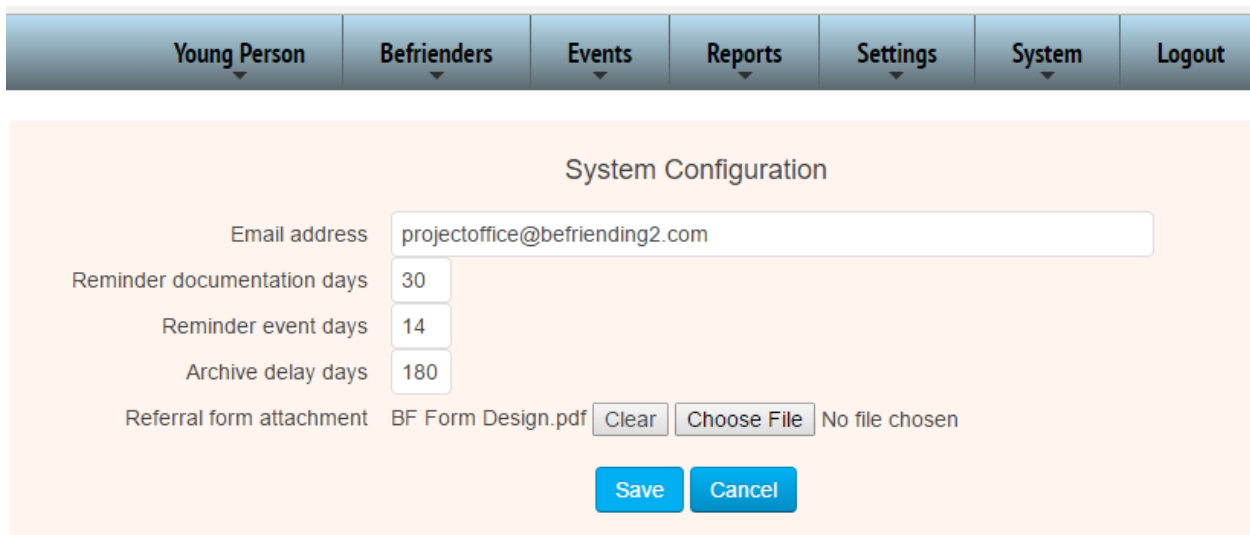
The image shows a screenshot of the 'Befriender' maintenance view. At the top is a navigation bar with tabs: 'Young Person', 'Befrienders', 'Events', 'Reports', 'Settings', 'System', and 'Logout'. Below the navigation bar is a search bar labeled 'Type to search'. The main content area displays a table of Befrienders with columns: 'Forename', 'Surname', 'Postcode', and 'Status'. A modal dialog is open over the table, titled 'Input a termination reason for Delete Delete'. The dialog contains a text input field with the placeholder text 'This is test data' and two buttons: 'Save' and 'Cancel'. The table data is partially visible behind the dialog.

Forename	Surname	Postcode	Status	+ New
Heather	Re			Archive
James	Hu			Archive
Kirsten	Di			Archive
Faye	Mc			Archive
Bethany	Ca			Archive
John	Ho			Archive
Caroline	Fi			Archive
Harry	Wa			Archive
Aileen	Graham	DG1 4YB	Matched	Archive

**\*NB** if you Do Not see this box please scroll up to the top of the window, it is probably just out of view.

Once you have pressed Save the record is completely removed from the Maintenance view. But it can be found here in the Archive section and the Project Manager will get an emailed notification that a record has been requested for Archive.

Don't forget the System Admin sets the number of days to be archived in the System Config page before removal of the file details are completed....



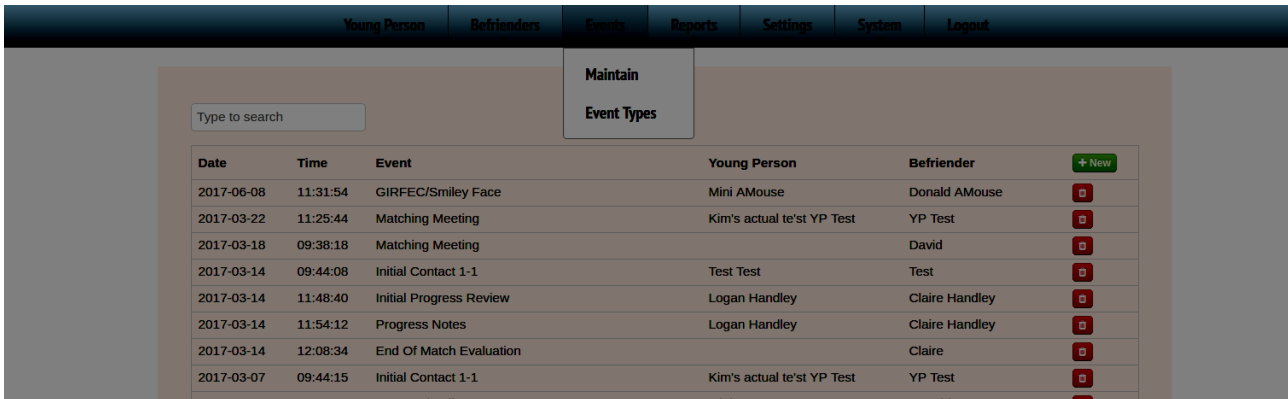
The screenshot shows a navigation bar at the top with the following items: Young Person, Befrienders, Events, Reports, Settings, System, and Logout. Below the navigation bar is the 'System Configuration' page. It contains the following fields and controls:

- Email address: projectoffice@befriending2.com
- Reminder documentation days: 30
- Reminder event days: 14
- Archive delay days: 180
- Referral form attachment: BF Form Design.pdf, with 'Clear' and 'Choose File' buttons, and the text 'No file chosen'.
- At the bottom are 'Save' and 'Cancel' buttons.

In this case you have 6 months (180) days before archive.

## Events

Events as far as the Database is concerned is anything that prompts an action that requires an action on a particular date... such as a meeting. The term Event has been used because it does not always have to be a meeting, just a date or time sensitive action that needs to be recorded, and the System Admin is able to set up what these events are in the Events Type page.



Date	Time	Event	Young Person	Befriender	+ New
2017-06-08	11:31:54	GIRFEC/Smiley Face	Mini AMouse	Donald AMouse	
2017-03-22	11:25:44	Matching Meeting	Kim's actual te'st YP Test	YP Test	
2017-03-18	09:38:18	Matching Meeting		David	
2017-03-14	09:44:08	Initial Contact 1-1	Test Test	Test	
2017-03-14	11:48:40	Initial Progress Review	Logan Handley	Claire Handley	
2017-03-14	11:54:12	Progress Notes	Logan Handley	Claire Handley	
2017-03-14	12:08:34	End Of Match Evaluation		Claire	
2017-03-07	09:44:15	Initial Contact 1-1	Kim's actual te'st YP Test	YP Test	
2017-03-03	11:26:51	GIRFEC/Smiley Face	Mini AMouse	Donald AMouse	

In the Maintenance view, which you see above you can enter a new event either before or after the event has taken place. If you create an event before time you are able to send out invites to the meeting for a YP, otherwise you are able to mark who was in attendance from the YP's contact list.

Young Person

Befrienders

Events

Reports

Settings

System

Logout

Maintain Events

Young Person

None

Befriender

None

Date

08/06/2017

Time

11:31:54

Event Type

GIRFEC/Smiley Face

GIRFEC Milestone

Finish

Notes

Apply

Finished

Cancel

Attendees

Girfec Forms

Other Forms

Matched Befriender: Donald Abba

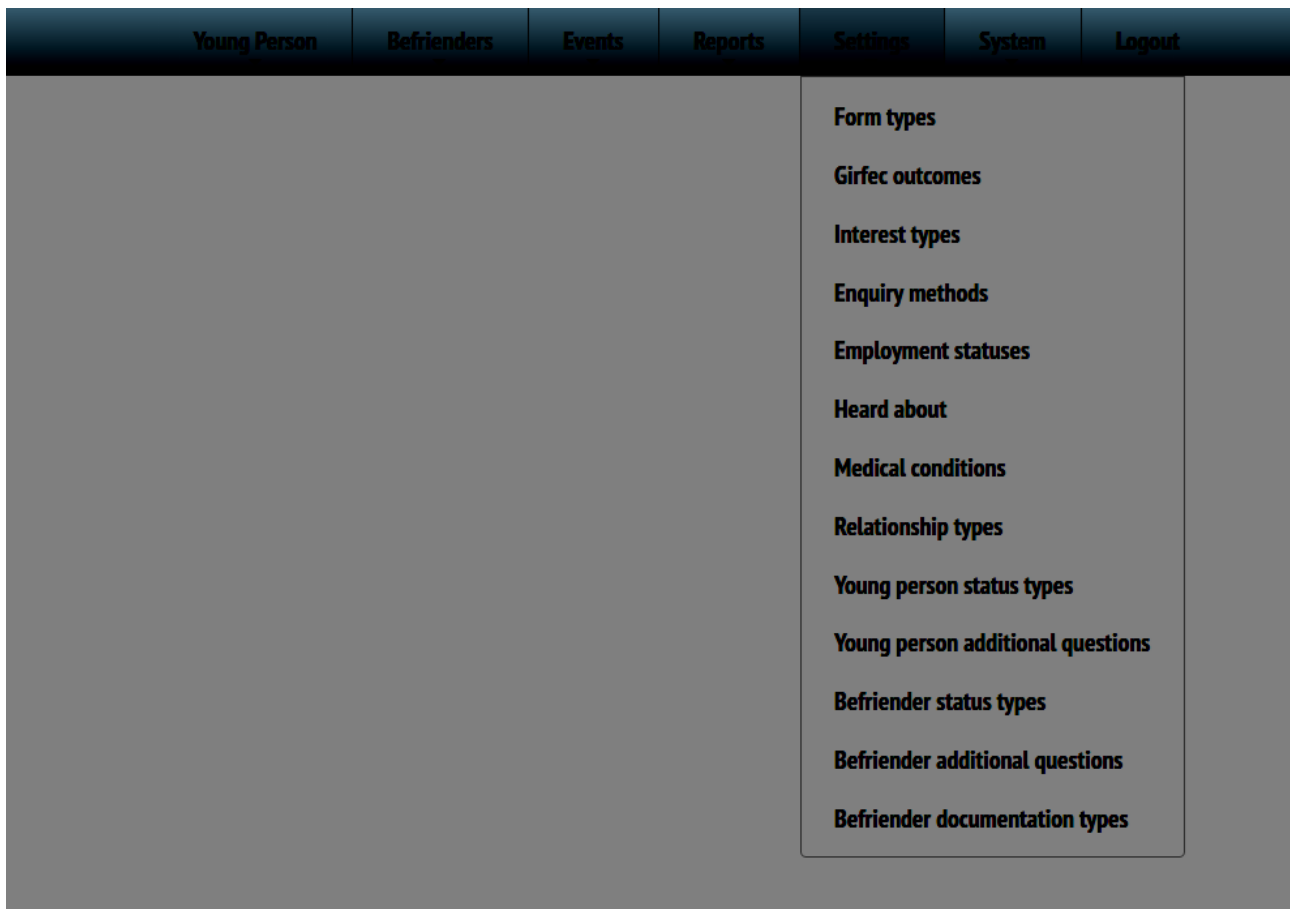
Invited Attendees

Type	Name	Phone	email	Add
All Possible Attendees				
Parent / Carer	Made up Test			Add
Befriender	Donald Abba		shona@befriending.org	Add

As discussed with the forms for the Young Person, it is in the events that you upload your relevant documents and forms as the event happens, remembering to put in some meaningful notes in the 'Notes' Section which can be referred back to at a later date.

## Settings






The Settings are all similarly operated



They are a list of options that you can add to and edit. This will possibly only be accessible by your System Admin.

Edits and Additions are extremely easy, to Add simply press the green button, to Edit simply type over the existing text

## List the Different Types of Forms

Form Types	<a href="#">+ New</a>
<input type="text" value="Smiley Face"/>	
<input type="text" value="Befriender Interview"/>	
<input type="text" value="Evaluation"/>	
<input type="text" value="Referral Form"/>	
<input type="text" value="GIRFEC"/>	

However if you are editing remember the system doesn't know the meaning of the phrases. It just displays the phrases as you type them. So if you had an option for example over Documentation Types called MOT and then you changed it to something completely different such as 'Fishing Licence', anything previously marked with a date against MOT would now show that date against the Fishing License... so use your edits with care. If you do want to change the meaning entirely you need to make sure the data it was using now makes sense in the relevant area,

If you try to remove or delete an item the system will only allow the removal if there is no other data tied to the option. Say for example you decided to remove the above example of a Fishing Licence but there was dates for a befriender against it, you won't be allowed to delete it.

If it was a brand new item and there was no information within that category, the system will allow you to delete it. This will allow you to delete those you have created by mistake but not delete used and established items.



## System

In the System section you are able to add new users in the Users page and then assign what screen they are able to access in the User Menus.

**System Configuration**

Email address: projectoffice@befriending2.com

Reminder documentation days: 30

Reminder event days: 14

Archive delay days: 180

Referral form attachment: BF Form Design.pdf   No file chosen

**System Menu:**

- Configuration
- Users
- User menus
- Kims upload notes

When you click on the Users you get this view...

**List the system users**

Handle	Password	ForeName	Surname	Email Address	+ New
[Redacted]	[Redacted]	Kim	Hancock	kim@wireflydesign.com	<input type="button" value="Remove"/>
[Redacted]	[Redacted]	Shona	Kennedy	shona@befriending.org	<input type="button" value="Remove"/>
[Redacted]	[Redacted]	Jo	Seawright	jo@wireflydesign.com	<input type="button" value="Remove"/>
[Redacted]	[Redacted]	Limited	Access	here@there.com	<input type="button" value="Remove"/>
[Redacted]	[Redacted]	Gill	McCormick	Gill.mccormick@befriending.c	<input type="button" value="Remove"/>

... where you can assign any new users their password etc, or remove users.

Don't forget to click the finish button at the bottom to save your changes. There is no menu to this view so that you don't accidentally navigate away without saving.

Once you have a new user log in details set up you can then head to User Menus to give them the required access...

Young Person

Befrienders

Events

Reports

Settings

System

Logout

Choose a user to assign menu permissions

Handle	Forename	Surname	Email address
[REDACTED]	Kim	Hancock	kim@wireflydesign.com
[REDACTED]	Shona	Kennedy	shona@befriending.org
[REDACTED]	Jo	Seawright	jo@wireflydesign.com
[REDACTED]	Limited	Access	here@there.com

Here we can see the test 'Limited' account with access to only certain levels....

Young Person

Befrienders

Events

Reports

Settings

System

Logout

Assign menu permissions for **Limited Access** [Return to list](#)

Menu item	Access
Young Person	<input checked="" type="checkbox"/>
Maintain	<input checked="" type="checkbox"/>
Referrers	<input checked="" type="checkbox"/>
Archive management	<input type="checkbox"/>
Befrienders	<input checked="" type="checkbox"/>
Maintain	<input checked="" type="checkbox"/>
Web Form	<input checked="" type="checkbox"/>
Archive management	<input type="checkbox"/>
Events	<input type="checkbox"/>
Maintain	<input type="checkbox"/>
Event Types	<input type="checkbox"/>
Reports	<input checked="" type="checkbox"/>



# Server Setup

Installation of the Befriending software on a Linux server

## Prerequisites

A configured and working LAMP environment with build\_essentials. This software has been developed and tested on Ubuntu 14.04 LTS but should run fine on any Linux variant.

## Install

Unzip the distribution file into a temporary location (eg /tmp)

Copy the public\_html/jam directory to your website document root (usually public\_html)

Copy the public\_html/.htaccess file to your website document root, or APPEND to yours if the file already exists.

## Configure Apache

Insert the following directive into the /etc/apache2/sites-available/yourwebsite.conf configuration file, substituting 'yourwebsite' with your own. This assigns CGI access permissions.

```
<Directory /path/to/your/public_html/jam>
AddHandler cgi-script .cgi
allow from all
Options -Indexes +SymLinksIfOwnerMatch +ExecCGI
    AllowOverride All Options=ExecCGI, Includes, IncludesNOEXEC,
Indexes, MultiViews, SymLinksIfOwnerMatch
</Directory>
```

## Configure MySQL

Import the database from the supplied befriending\_wireflydesign\_com.sql. The format is standard mysqldump.

That should be it, barring perhaps a dependency which you can install via your package manager. The Befriending database should now be ready for use. Test with a browser at 'http://yourwebsite/run/menu'. This should not affect the normal running of your website.

## Directories and files

All paths listed are relative to the website Document Root.

<a href="#">.htaccess</a>	Access rights and convenience mapping
<a href="#">/jam</a>	Container for the Befriending Database
<a href="#">/jam/cgi</a>	System entry point via Apache server
<a href="#">/jam/css</a>	Basic styling for user forms
<a href="#">/jam/doc</a>	Documentation and worksheets
<a href="#">/jam/sys</a>	Program binaries and non application-specific scripts
<a href="#">/jam/sys/extern</a>	Open source components this system was built with
<a href="#">/jam/run</a>	Templates used to generate browser content
<a href="#">/jam/run/html</a>	Javascript / css / html sent to browsers
<a href="#">/jam/uploads</a>	All user-uploaded content here. Images, Word docs, other.