Rock Hill Children's Attention Home Scheduler
User Manual Documentation

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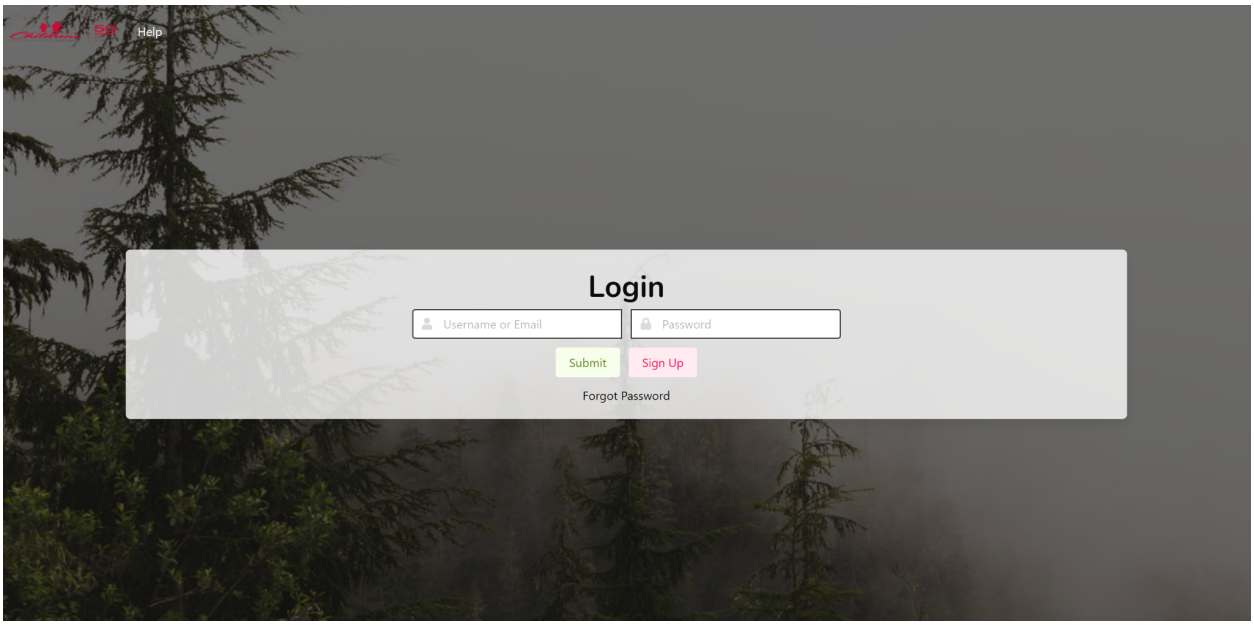
1. Introduction

Welcome to the Rock Hill Children's Attention Home Scheduler User Manual. This application allows members of the Rock Hill Children's Attention Home to schedule calendar events, log hours worked, and keep track of metrics for both staff and children users. This document will walk you through how to use the software and the different features available.

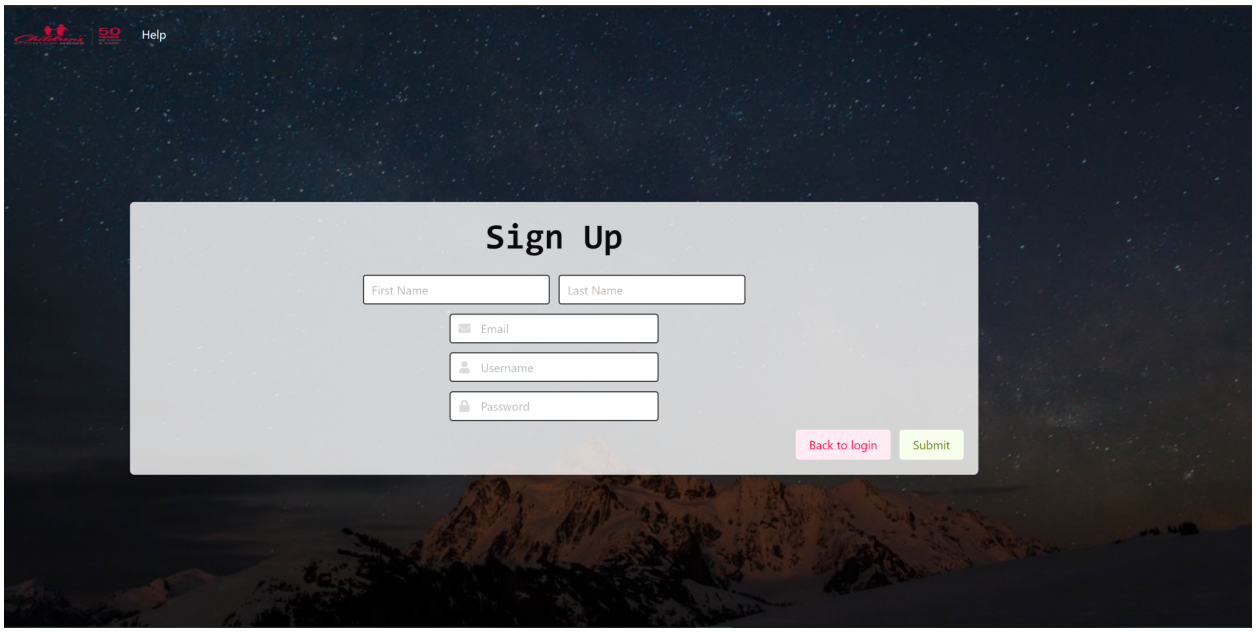
User Manual Breakdown

Page	**Description**
Log in	Login guide
Sign Up	Signup guide
Forgot Password	Password Recovery guide
Home Page	Landing Page/ Main view introduction
Create Event	Creating a calendar event guide
Edit Event	Editing a calendar event guide
Calendar Month Navbar	How to use calendar navbar
Settings/Admin Page	Admin page introduction
Account Removal	Removing an account admin guide
Editing Account Type	Changing account permission admin guide
Help	User Manual
Logout	Logout guide



2. Log in

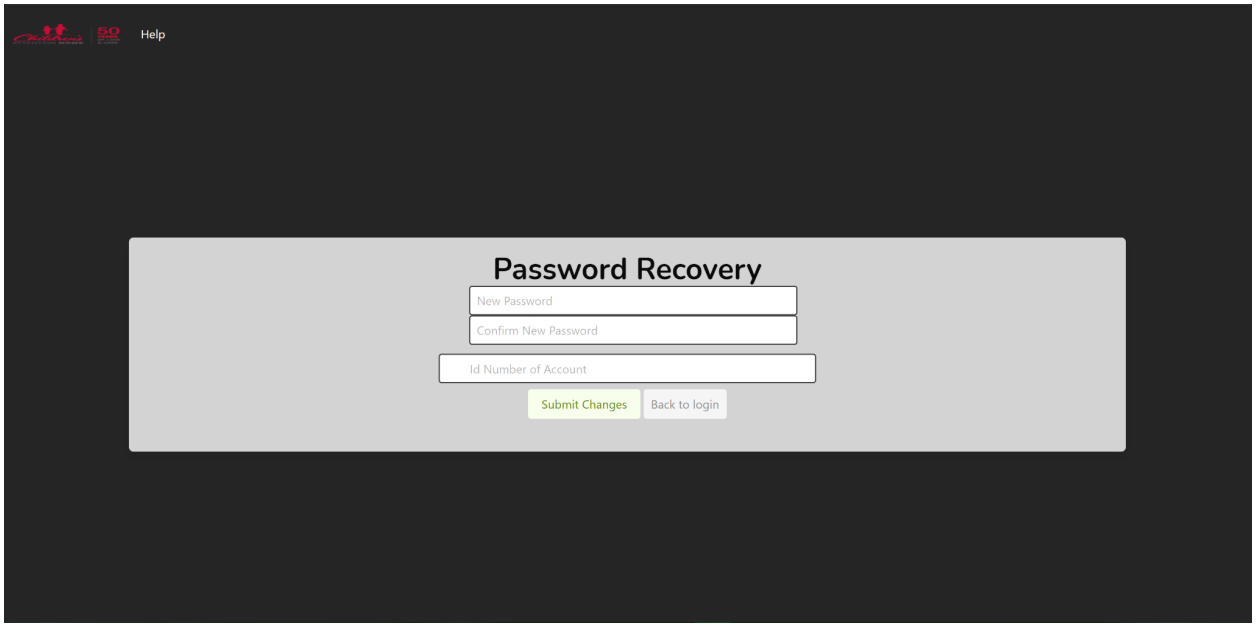
Using the username or email selected or registered in the signup process, enter your username or email address in the left box and then enter the password selected in the right box. Press submit to confirm the process and sign in.



3. Sign Up

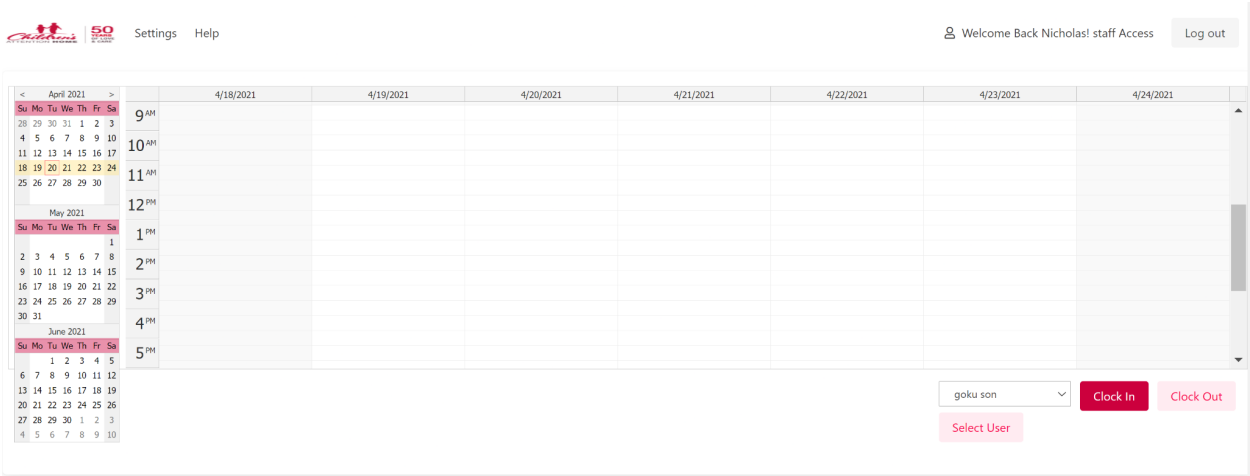
For signing up select the first name box and enter your first name, repeat the process on the last name box. Proceed to enter in the email address you wish to use for this account and then

your desired username and password in the following boxes. Press submit to confirm or back to login to exit the process.



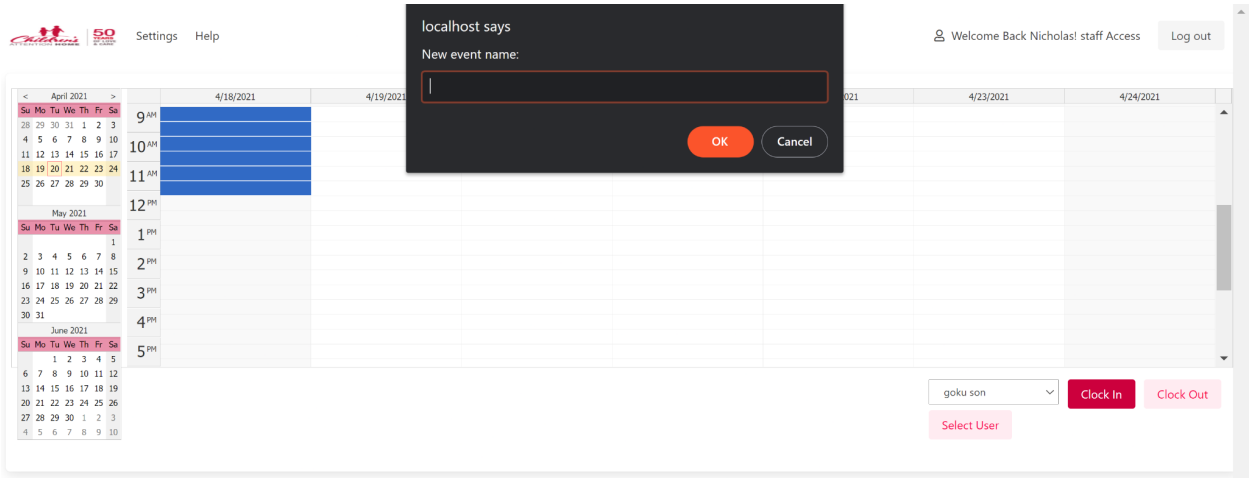
4. Forgot Password

When directed to the password recovery page via an email link select the first New Password box and enter your new password. Then re-enter the same password in the box below. Click submit once complete or back to login to exit the process.

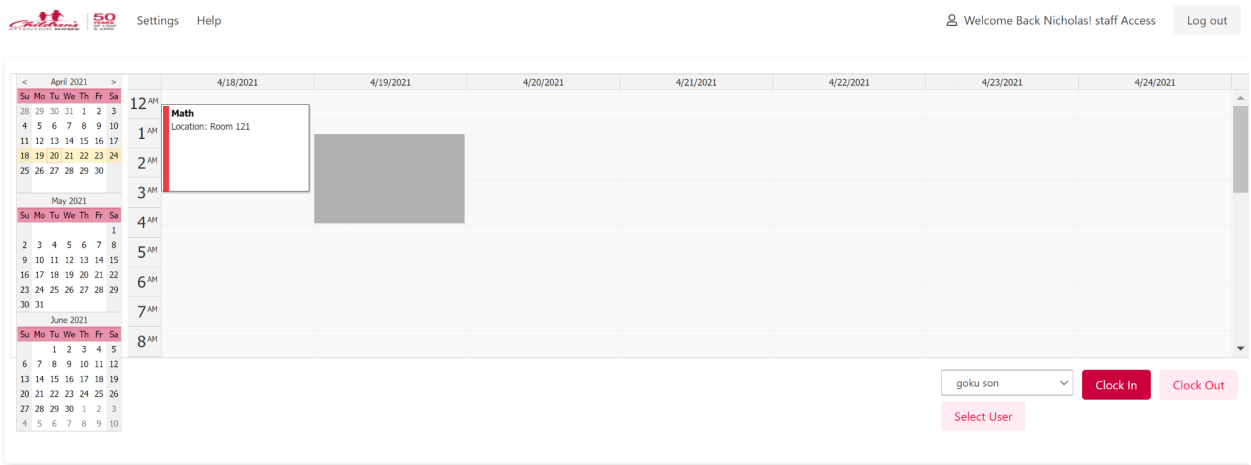


5. Home Page

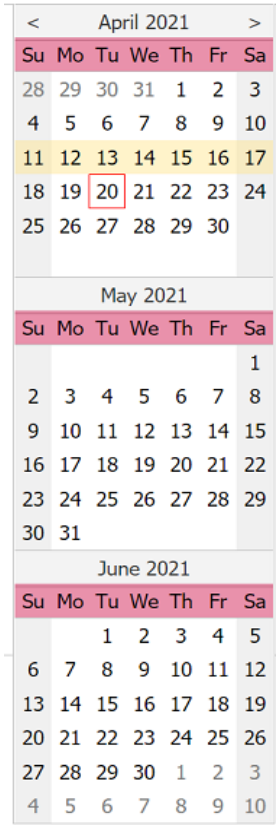
Upon successful login the user will be directed to the home page as seen in the image above. Any scheduled events will be present upon login. By selecting the calendar on the left hand side the user can change the week being viewed see part 8 for more information. Staff can access the calendar for individual child accounts by using the drop down menu on the bottom left and hitting select user. Child level accounts can use the clock in and clock out buttons to mark attendance to the current event within a specific time frame.



6. Create Event

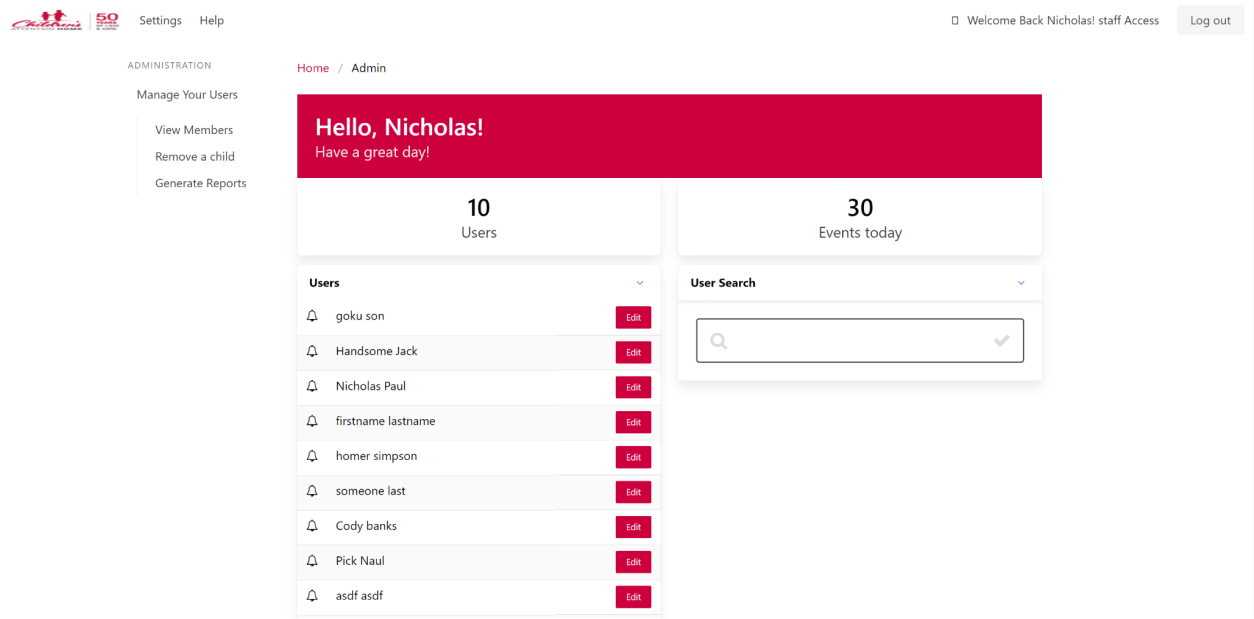


7. Edit Event



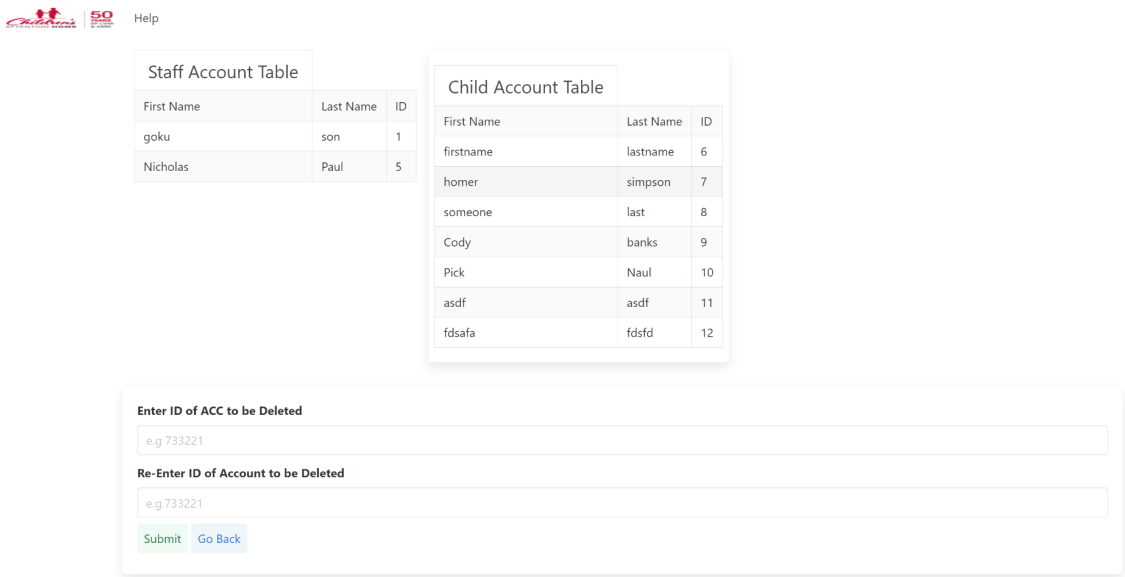
8. Calendar Month Navbar

You can use the side navbar on the main homepage calendar view to navigate to between different weeks of the calendar in order to view your schedule in future and past weeks. To use the navbar, select a date on the navbar calendar and notice the main calendar view change to the week of the selected day.



9. Settings/Admin Page

The settings/ admin page is accessible to the administrator of the system. Here the admin can view a list of users, generate reports, remove a child and change their permissions.



9.1 Account Removal

On this page, the admin can view a list of current users and select which account to remove from the database. To do this, the admin will need to enter the id of the user they would like to delete in both input fields (to ensure the account they wish to delete). Once the admin hits the submit button the account will be removed from the database, however, their events will remain. If the admin clicks the back button it will take them to the settings/admin page.

9.2 Edit Account Type

On this page, the admin can view a list of current users and select which account to edit the account permissions

10. Help

Clicking the help button in the top menu bar will download this user manual.

11. Logout