

# **Rock Hill Children's Attention Home Scheduler User Manual Documentation**

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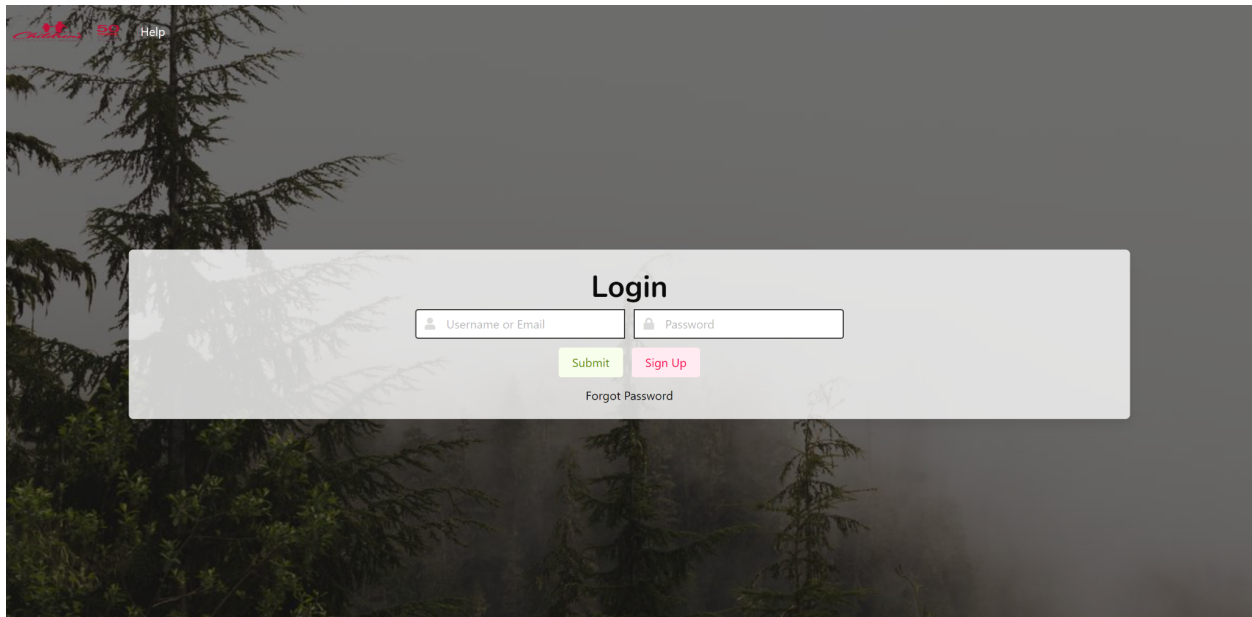
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## 1. Introduction

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

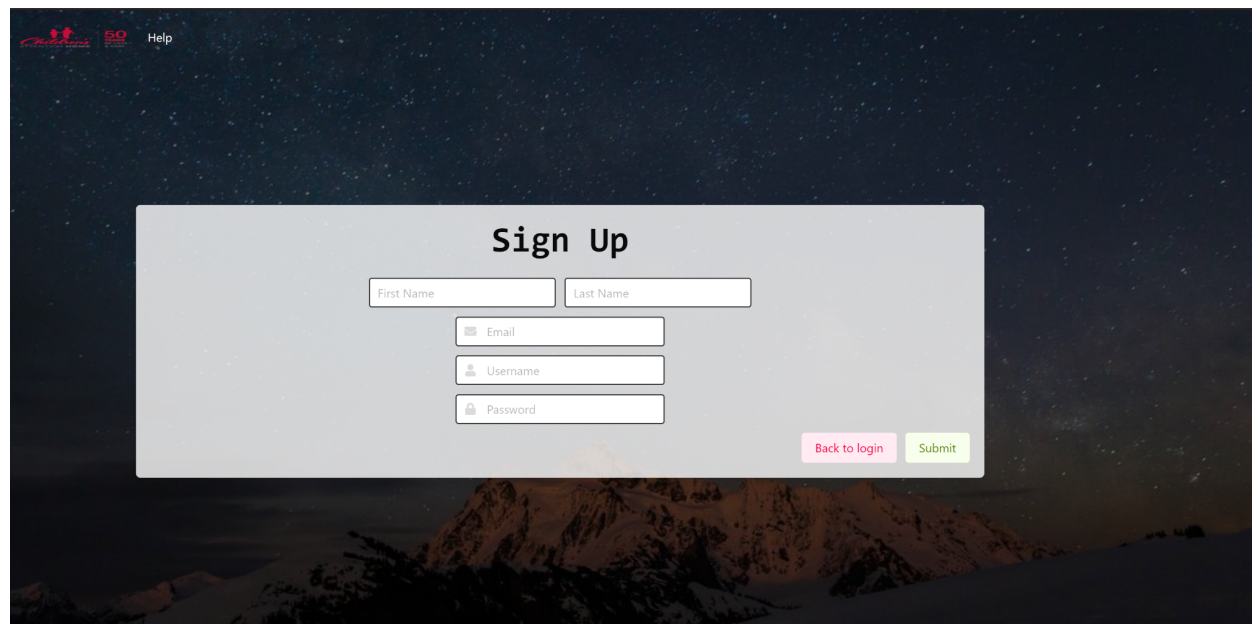
Page	Description
Log in	Login guide
Sign Up	Signup guide
Forgot Password	Password Recovery guide
Home Page	Landing Page/ Main view introduction
Create Event	Creating a calendar event guide
Edit Event	Editing a calendar event guide
Calendar Month Navbar	How to use calendar navbar
Settings/Admin Page	Admin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



The image shows a login form centered on a semi-transparent grey rectangle. The background is a dark, misty forest with tall evergreen trees. In the top left corner of the page, there are two small red logos and a 'Help' link. The login form itself has the title 'Login' in bold black text. Below the title are two input fields: 'Username or Email' with a person icon and 'Password' with a lock icon. Under these fields are two buttons: a green 'Submit' button and a pink 'Sign Up' button. At the bottom of the form is a link that says 'Forgot Password'.

## 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.

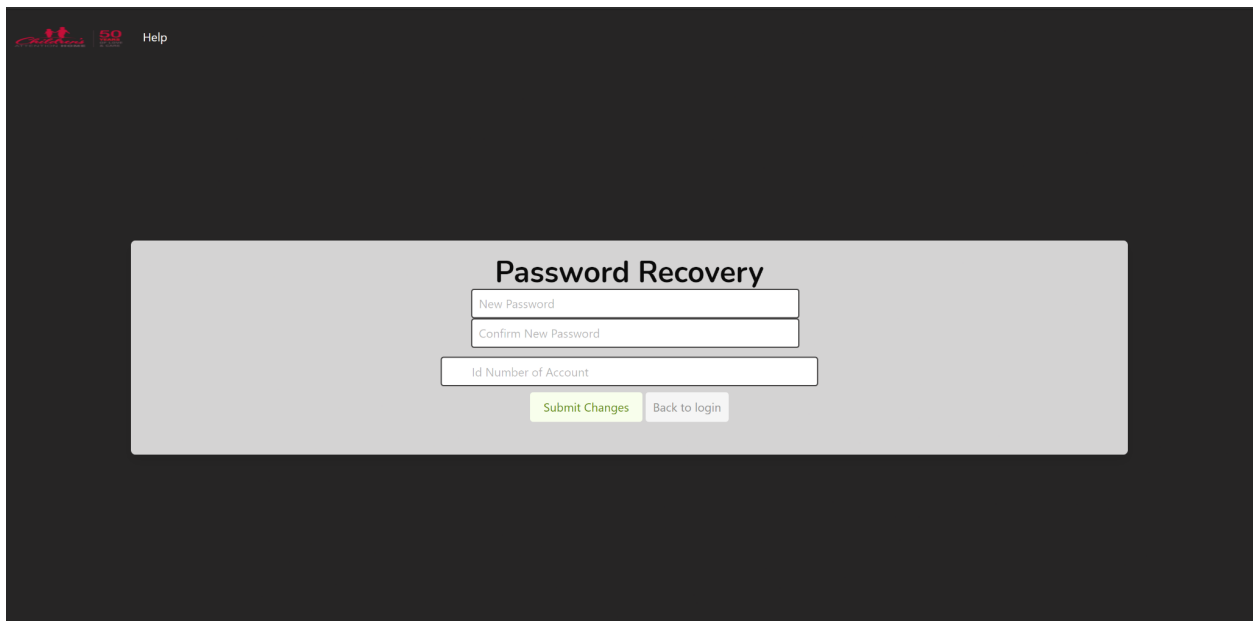


The image shows a sign-up form centered on a semi-transparent grey rectangle. The background is a dark night scene of a mountain range under a starry sky. In the top left corner of the page, there are two small red logos and a 'Help' link. The sign-up form has the title 'Sign Up' in bold black text. Below the title are five input fields: 'First Name', 'Last Name', 'Email' with an envelope icon, 'Username' with a person icon, and 'Password' with a lock icon. At the bottom right of the form are two buttons: a pink 'Back to login' button and a green 'Submit' button.

## 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

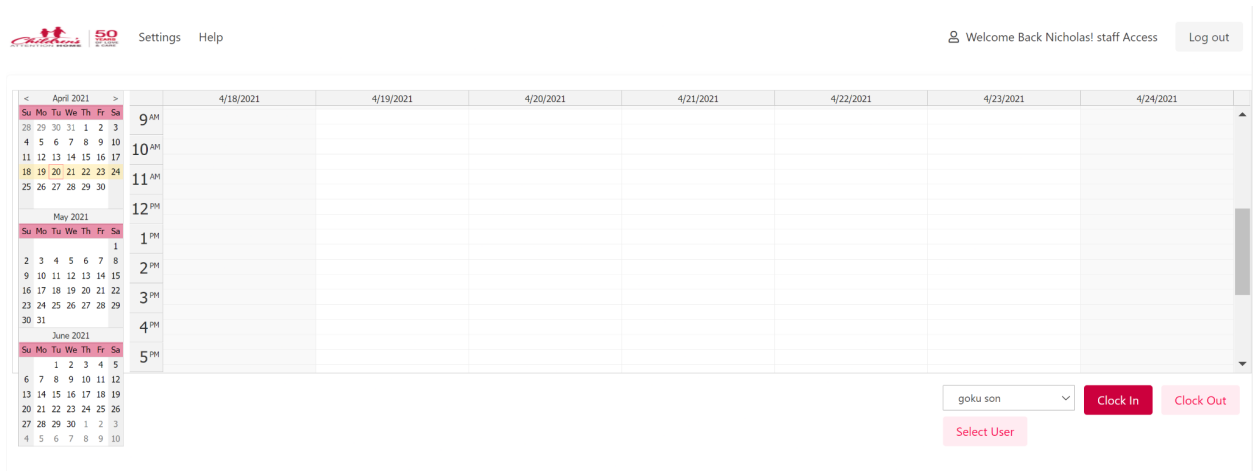
your desired username and password in the following boxes. Press submit to confirm or back to login to exit the process.



The screenshot shows a web page with a dark header. On the left, there is a logo for "50th Anniversary" and a "Help" link. The main content area is a light gray box titled "Password Recovery". Inside this box, there are three input fields: "New Password", "Confirm New Password", and "Id Number of Account". Below these fields are two buttons: "Submit Changes" (in green) and "Back to login" (in gray).

#### 4. Forgot Password

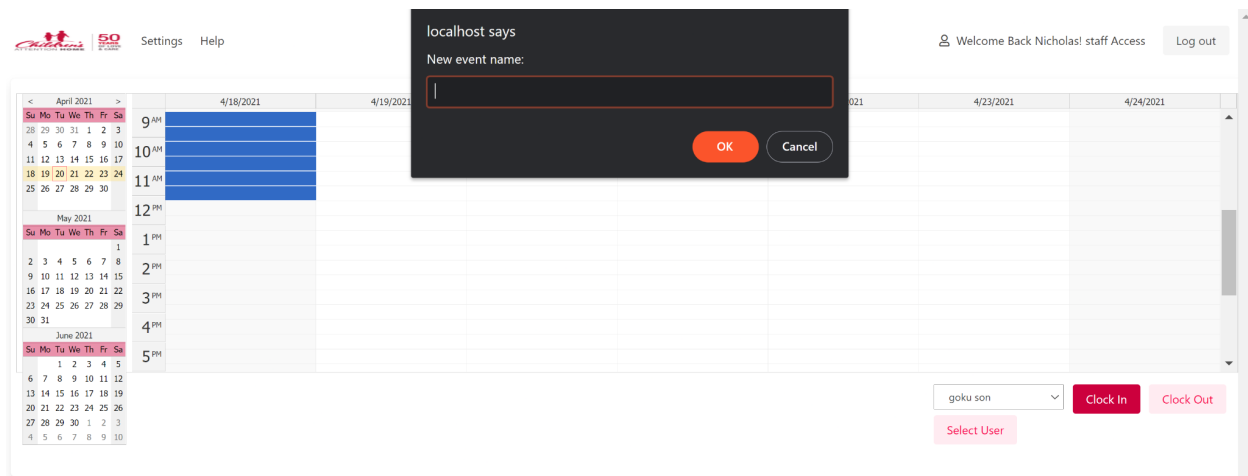
When directed to the password recovery page via an email link select the first New Password box and enter your new password. Then re-enter the same password in the box below. Click submit once complete or back to login to exit the process.



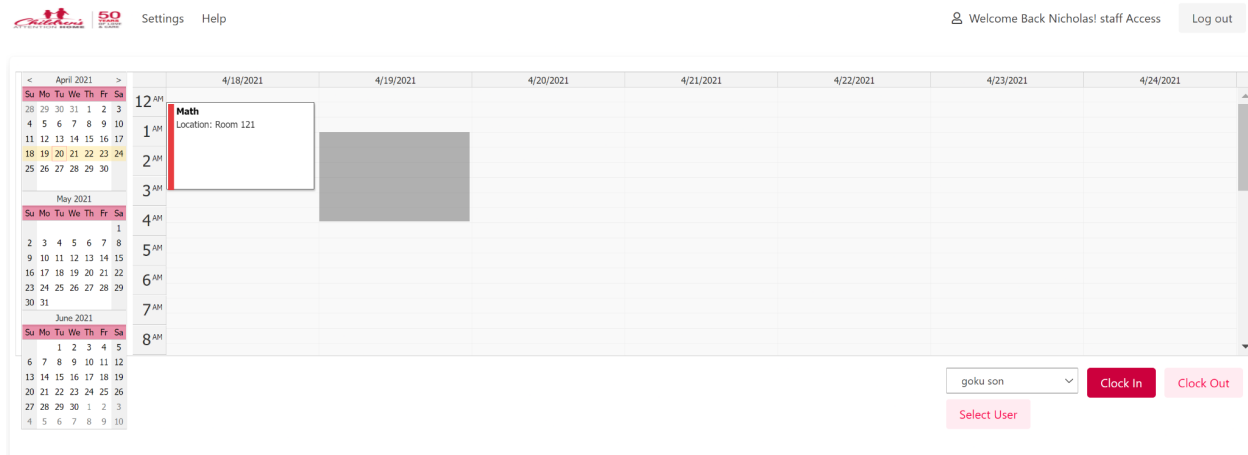
The screenshot shows a web page with a dark header. On the left, there is a logo for "50th Anniversary" and a "Settings Help" link. On the right, there is a user greeting "Welcome Back Nicholas! staff Access" and a "Log out" link. The main content area is a calendar grid. The calendar shows the months of April, May, and June 2021. The days of the week are listed as Su, Mo, Tu, We, Th, Fr, Sa. The times are listed as 9 AM, 10 AM, 11 AM, 12 PM, 1 PM, 2 PM, 3 PM, 4 PM, and 5 PM. The calendar grid is empty. At the bottom right, there is a dropdown menu with "goku son" selected, and two buttons: "Clock In" (in red) and "Clock Out" (in red). Below the dropdown menu is a "Select User" button.

#### 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

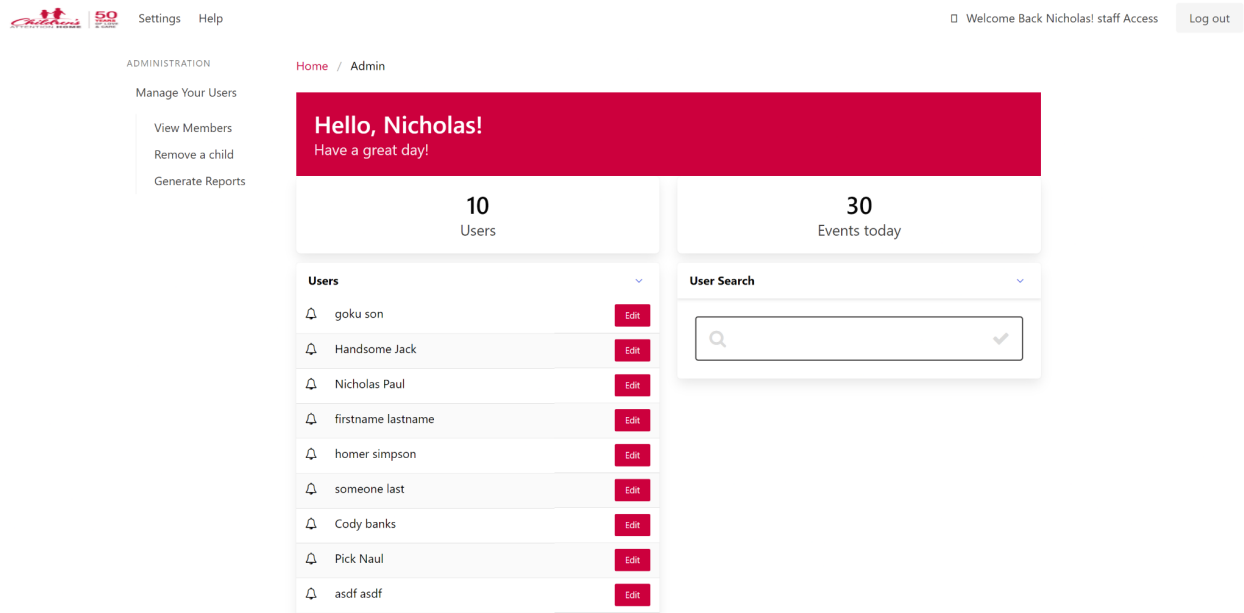


## 7. Edit Event

< April 2021 >						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	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	
May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						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					
June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		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	1	2	3
4	5	6	7	8	9	10

## 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.



Staff Account Table		
First Name	Last Name	ID
goku	son	1
Nicholas	Paul	5

Child Account Table		
First Name	Last Name	ID
firstname	lastname	6
homer	simpson	7
someone	last	8
Cody	banks	9
Pick	Naul	10
asdf	asdf	11
fdsafa	fdsfd	12

Enter ID of ACC to be Deleted

Re-Enter ID of Account to be Deleted

## 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**