Administrator Manual

To access any of the administrator functions, navigate to the main administrator page.

Making Schedules

1. Select "Create a schedule"
2. Select the desired type of schedule you want to create (Schedule/Task Selection)
3. Select the number of pictures (representing activities) that will go in the schedule
    a) To exit the schedule creation page, click "Back Home"
4. Search for pictures to be shown near the bottom of the page
    a) Narrow options by tag
    b) Click on a picture to add it to the schedule
    c) Avoid using '<' and '>' in searches, as this will result in an error
5. Click "Submit" to create the schedule
6. If the schedule is missing pictures or a title (or if the title contains characters other than letters, numbers, spaces, or apostrophes), an error will pop up, all the schedule fields will remain the same, and the user will be given an opportunity to fix the problem.
7. To go back to the main administrator page, click the "Back Home" button.

Managing Schedules

1) Select "Manage Schedules"
2) Can select schedules by user alone by clicking the "Submit User" button
    a) This will ignore anything in the title search field
3) Can select schedules by both user and title by clicking the "Search" button
    a) This will take both the user name and title search field into account when finding schedules
    b) If an invalid character was typed into the search field, an error will pop up
4) If a search turns up more than 10 schedules, they will appear on multiple pages.
    a) To go to the next page of schedules, hit the "More Schedules" link near the bottom right of the page.
    b) To go to the previous page of schedules, hit the "Previous Schedules" link near the bottom left of the page.
5) To select a schedule listed on the page, simply click on it.
    a) Can make it the currently active schedule for its user
    b) Can make it the next schedule for its user
    c) Can delete it (be careful doing this: once the schedule is gone, it CANNOT be recovered!)
6) To go back to the main administrator page, click the "Back Home" button.

Uploading Pictures

1. Select "Upload a picture"
2. Select the "browse" button to search for a picture
3. Select the desired picture from the navigation window

4. Add the desired tags to the picture in the tags text box
       a) Make sure the tags only contain letters, numbers, spaces, commas, and periods. Otherwise, an error will pop up.
5. Click "Upload" to upload the picture
       a) If an error occurs while uploading the picture, it will be displayed on the page.
6. To go back to the main administrator page, click the "Back Home" button.

Managing Users

1. Select "Manage Users"
2. To make a new user, type their name in the field next to the "Make User" button. Click this button to create the new user.
      a)   If the user name already exists or is blank, an error message will pop up.
      b)   User names must contain only numbers and letters. If not, an error will occur.
      c)   If no errors occur, the new user will be created, and the list of users updated.
3. To delete a user, click the delete button next to that user's name in the list of users.
      a)   Note: this will also delete all of the schedules associated with that user.
      b)   Be very careful doing this: once the user and his/her schedules are gone, they CANNOT be recovered!
4. To go back to the main administrator page, click the "Back Home" button.

Login/Logout:

1. To get to the login page, click on the "Login" button on the main administrator page
2. Choose the user you want to login as.
    a)   To get back home, click on the "Back Home" button.
    b)   Note: If you are already logged in as a user, you will automatically be redirected to the page for handing that user's currently active schedule.
3. Click on the "Login" button. You will automatically be redirected to the page for handling your user's currently active schedule.
4. To log out after handling schedules, click on the "Logout" link on the top right of whatever page you are on (this doesn't work on the schedule creation page or on any of the pages on which schedules are worked with)

(Note: if you go back to the main administrator page by pushing the "back" button in your browser right after logging in, you may not see the "Logout" link on that page. If this happens, refresh the page by clicking the "Refresh" link at the top of the page, and the "Logout" link should appear near the top right corner of the page).

Working with Schedules

1. First, login as a user on the login page. You will automatically be redirected to the page for handling that user's currently active schedule.
2. For regular schedules, do the following:
   a) After completing the first activity, drag the picture of the first activity with your finger to the box on the right
   b) Remove your finger when the picture is inside the box on the right

c) Repeat steps one and two for each subsequent activity
3. To handle task assignment schedules, do the following:
  a) Tap with your finger the desired task from the two options in the first choice box
  b) Repeat for all subsequent choices
  c) Pictures of the selection will appear at the top of the page for review
  d) The schedule page will load after all choices have been completed
  e) Use the schedule page in the same way as for regular schedules

(Note: If you login as a user who doesn't have an "active" schedule but has a "next" schedule, the "next" schedule will show up as the schedule to work with).