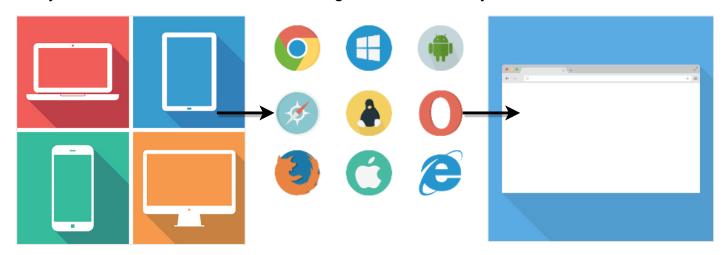
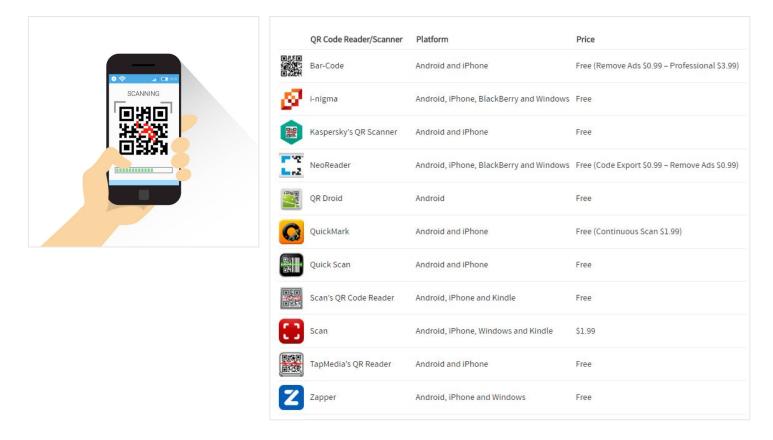
## **Administration Login Steps**

First, you need to open the web browser of your chosen device.

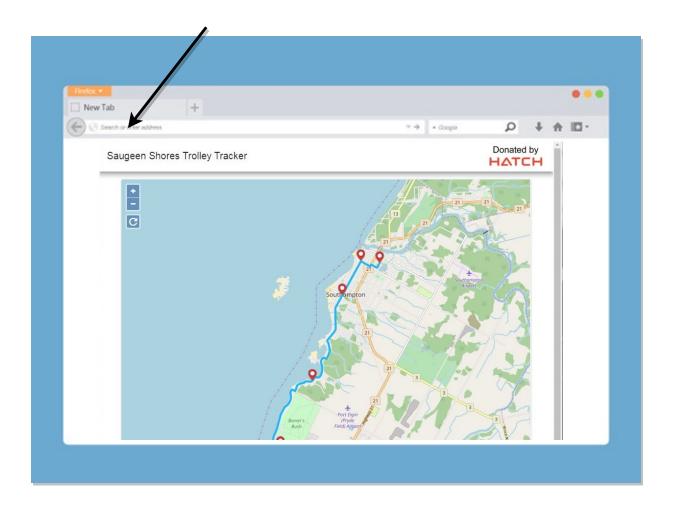
Then you need to enter the URL of the Saugeen Shores Trolley Tracker website.



You can also use the QR code on the bus stops to access the link by using the camera on your iPhone or a QR code reader app on other devices.



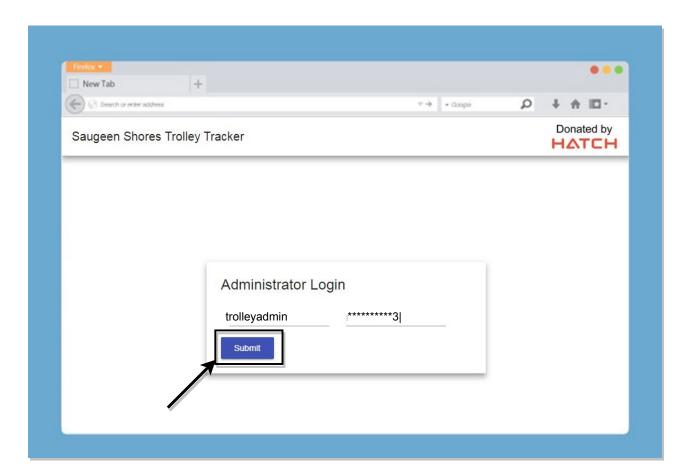
Once you are on the main page of the website, add "/login" to the end of the URL to gain direct entry to the administration login page.



On the login page, you will see a white screen with a box. The box is a fill up form for login. You will need to enter the Username first. After, you will need to enter your password.

Username: trolleyadmin Password: trolley123

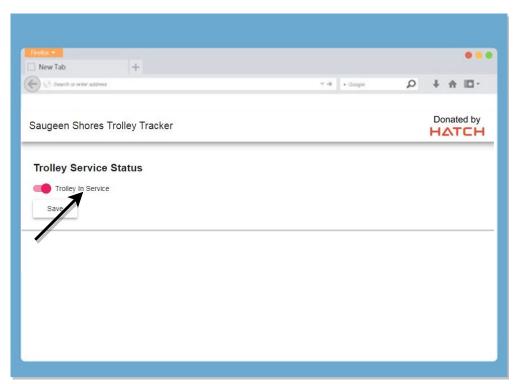
After it is all filled in, you need to click on the "Submit" button which will direct you to the administration page.



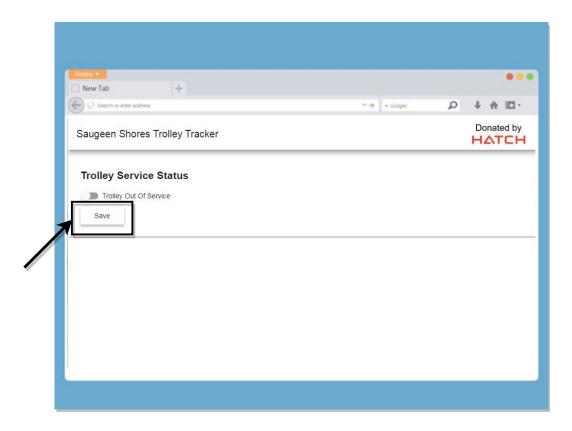
The website will automatically keep you logged in for 30 minutes on your browser.

On the administration web page there is a switch button to indicate if the trolley is in service on the main web page.

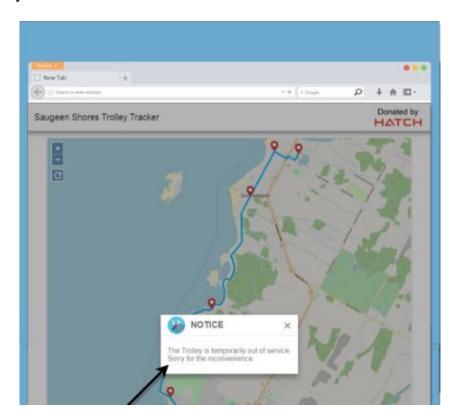
Specifically, this should be used if the trolley is in the repair shop or in a circumstance where it will not be operating during required hours.

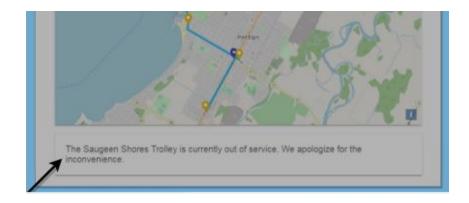


To indicate that the trolley is out of service click the switch so that it is NOT pink. Then click **"save".** 



On the main page, the website will now have a temporary overlay and permanent card to indicate that the trolley is out of service to the user.





However, if you try to go directly to the administration page without logging in, the status of the trolley will not be updated or saved. This will be indicated by a popup box saying **"Error Saving".** 

