Admin Guide

Signing In to The Admin Portal

When you first navigate to the website you will land at the sign in page. To sign in, click the sign in button that is in the center of the screen. If you are using google chrome it will attempt to use the account that is signed into your browser.

To be able to sign in to the admin portal you must already be added into the admin list. If you are not, contact a current admin and have them add your sheltercare.org email to the list of admins in the portal itself.

If for some reason all admins are removed from the list of admins in the portal. Then the I.T. admin that has access to the firebase database will need to manually go into the database itself and add their email to the database, then they will be able to sign into the Admin Portal and can add other users.

What Admins Can Do vs. What Users Can Do

Admins are able to access the admin portal. Through this portal they can control the lists of other admins and users. Most notably admins can control the fields that appear on the encounter app, these fields being the list of current programs, list of common issues that can be reported, list of common responses to those issues, and the list of addresses that can be accessed in the encounter app. Also, admins can sign in to the encounter app.

Users are only able to sign into the encounter app with their given @sheltercare.org email. Users are not able to sign into the admin portal, and thus cannot manipulate any of the data housed there.

Adding and Deleting Objects From Lists

For any list, click on the "Entry name" List icon to expand the list and access the editor. Click again to minimize it.

Admin List

To add an admin, click on the "Admin List" button and the table of current admins will appear. Type the email of the admin you would like to add into the search bar, if the email you typed in is not currently in the table an element will appear asking you if you would like to add it to the table. NOTE: The email that is entered into the search bar must be a sheltercare.org email or it will not be allowed to be inserted into the table.

To remove an admin you can either scroll through the list and find them, or you can use the search bar and type in their email to filter the list. Once you have found the email that you want to remove click the red button to the right of the email. There will be a window that pops up asking if you are certain that you would like to remove the email from the table, upon clicking yes in the window the admin will be removed.

NOTE: it is possible for two admins to delete a list entry at the same time. In the unlikely case this occurs, one of them will receive a "Admin was not deleted because they do not exist in the database" error in the status bar. If you get this message, simply refreshing the page should resolve the issue.

NOTE: ANYTHING ADDED OR REMOVED FROM ANY OF THE FOLLOWING LISTS WILL HAVE A DIRECT IMPACT TO THE ENCOUNTER FORM PHONE APPLICATION.

User List

To add a user, you can click the "+" button while in the editor. Entering in the desired users email at the prompt and clicking okay will add the user to the list. If the user already exists, you will be notified in the status bar and the input is not added(to avoid duplication). Alternatively, you may type the user's email into the search bar and then click the "Add" button that will appear because the user is not found in the list of users. NOTE: The email must be an @sheltercare.org given email or it will not be accepted.

To remove a user enter their name into the search bar, and when they appear in the table click the red "-" button. Upon clicking this button a pop up window will appear asking you if you are certain that you would like to remove the user. Click yes and the user will be removed from the list.

NOTE: it is possible for two admins to delete a list entry at the same time. In the unlikely case this occurs, one of them will receive a "User was not deleted because they do not exist in the database" error in the status bar. If you get this message, simply refreshing the page should resolve the issue.

Program, Issue, Response, and Address Lists

To add a program, issue, response, or address, open the respective list you are looking for and click the "+" button to the right of the search bar. Input the desired entry to the prompt to add it. Alternatively, type the phrase you'd like to add into the search bar of that list. If that element is not in that list, a prompt will appear saying ""No elements matching your query were found, to add your query to this list press the add button" with and "add" button to the right of it. Clicking this button will add the query in the search bar into that list.

To remove an item from any of these lists, open that list. Then either find the item you would like to remove, or begin typing it into the search bar. When it is displayed in the list click the red "-" button to the right of it. When clicked, a pop up window will appear asking if you are sure that you want to remove that item from the list. Press yes and it will be removed from the list.

Signing Out of The Admin Portal

To sign out of the admin portal locate the sign out button in the top right inside of the nav bar then click the button to sign out. Please remember to sign out of the admin portal when you are finished using the portal to maximize the security of the admin portal.