Website User Manual

Instruction

The nursing scheduler is a website that was developed to assist staff to collect related information of both students and instructors, coordinating students' internship and instructors' available courses, placing students into appropriate clinical placements with instructors, and recording students' attendance.

By limitation, the students are only all currently studying at the University of Windsor or ST. Clair college.

This is the home page of the website of the nursing scheduler.

Contents

2

Home Page

In the home page you can see some summery information in it. Thus, you can easily know the basic information in this website.

There is a summary board for the sum number of each user or place. In this way, you can statistic the number quickly.

Summary

10 entries per page

Search...

Total Students	5
Total Instructors	6
Total Admin Users	5
Total Placements	0
Students not placed	1
Placements On Hold	0

Showing 1 to 6 of 6 entries

In the right of website, you can see the "Recent Activities" as first. This board uses for remind you some recent changes on the website.

Recent Activities

28/10 ● Added Jack as a new student

28/10 ● Added new instructor

27/10 ● Deleted a Record

Below this board, there is a board for notifications, if you want to add some notices, you can add it in this board.

Create a new notification ...

Create a notice for HOMEPAGE users
The notice will be visible to all the visitos of the website.

At the bottom of the website, there are "To Do List" and "Add a note".

You can see the list that you need to do, and you can also add a new to do thing.

+ Add a new task

To Do List

| 10 ◊ | entries per page | | Search... |

Task ▲▼	Action	▲▼
	✖	

Showing 1 to 1 of 1 entries

Add a note

Enter a new note | Add

Admin Staff

The portal allows you to add a new admin staff, modify any staff's status, view the staff's information, and update the staff's all information and edit the comment.

Select "Admin Staff" button.

Nursing Scheduler	Search		WELCOME

Admin Staff

← Back   + Add a new user to the portal

Total Users: 5

Search by any column name

Admin Number ⇕	First Name ⇕	Last Name ⇕	University ID ⇕	Status ⇕	Comment	Action
2904	Richard	Smith	rsmith@uwindsor.ca	ACTIVE	Inactive till 23 Dec Add Remove	✖ ✔
3471	Paul	Baker	pbaker1987@uwindsor.ca	INACTIVE	Add a comment Add Remove	✖ ✔
3692	Anna	Davis	anna12@uwindsor.ca	ACTIVE	Call for ID verification Add Remove	✖ ✔
4290	Andrea	Jacob	jacob@uwindsor.ca	ACTIVE	Add a comment Add Remove	✖ ✔
9652	Adam	Williams	adam@uwindsor.ca	ACTIVE	Add a comment Add Remove	✖ ✔

Sidebar:
- 88 Homepage
- PAGES
- 👤 Admin Staff
- 📖 Student Portal
- 📣 School Portal
- ☑ Terms Management
- 💼 Instructor Portal
- 📅 Placement Records
- ✏ Report Generation
- ➡ Logout
- ❓ Help

By default the new admin user will have an ACTIVE status.

1. View admin staff information list:

   As you can see each staff's information with unique admin number, first name, last name, university ID, status of account and comment.

Admin Staff

← Back   **+ Add a new user to the portal**

Total Users: 5

Search by any column name

Admin Number ⬍	First Name ⬍	Last Name ⬍	University ID ⬍	Status ⬍	Comment	Action
2904	Richard	Smith	rsmith@uwindsor.ca	ACTIVE	Inactive till 23 Dec Add Remove	✖ ✔
3471	Paul	Baker	pbaker1987@uwindsor.ca	INACTIVE	Add a comment Add Remove	✖ ✔
3692	Anna	Davis	anna12@uwindsor.ca	ACTIVE	Call for ID verification Add Remove	✖ ✔
4290	Andrea	Jacob	jacob@uwindsor.ca	ACTIVE	Add a comment Add Remove	✖ ✔
9652	Adam	Williams	adam@uwindsor.ca	ACTIVE	Add a comment Add Remove	✖ ✔

By default the new admin user will have an ACTIVE status.

In this page, you can add or remove the comment. If you want to write some comment, you can click "Add" and write in it. "Remove" means delete this comment.

Comment

Inactive till 23 Dec

Add   Remove

For the status of staffs' accounts, there are two statuses, "ACTIVE" and "INACTIVE".

Active means, this staff can log in his or her account. If account status is inactive, this person cannot log in anymore.

AS you click "✔" button, the status will be "ACTIVE".

Admin Number ⇕	First Name ⇕	Last Name ⇕	University ID ⇕	Status ⇕	Comment	Action
2904	Richard	Smith	rsmith@uwindsor.ca	ACTIVE	Inactive till 23 Dec Add Remove	✖ ✔

When you click " ✖ " button, the status will be "INACTIVE".

Admin Number ⇕	First Name ⇕	Last Name ⇕	University ID ⇕	Status ⇕	Comment	Action
2904	Richard	Smith	rsmith@uwindsor.ca	INACTIVE	Inactive till 23 Dec Add Remove	✖ ✔

Otherwise, when you add a new admin staff, the status of this new account is "ACTIVE".

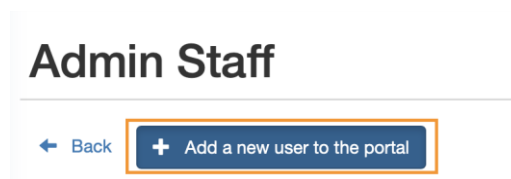*By default the new admin user will have an ACTIVE status.*

2. Order the information

There are two order methods on the website, descending sort, and ascending sort. When you open this page, the default is in ascending order by admin number. If you click the order button, the order will be descended. The order function works on any line with symbol "⇕". Here is the example of descending order by first name.
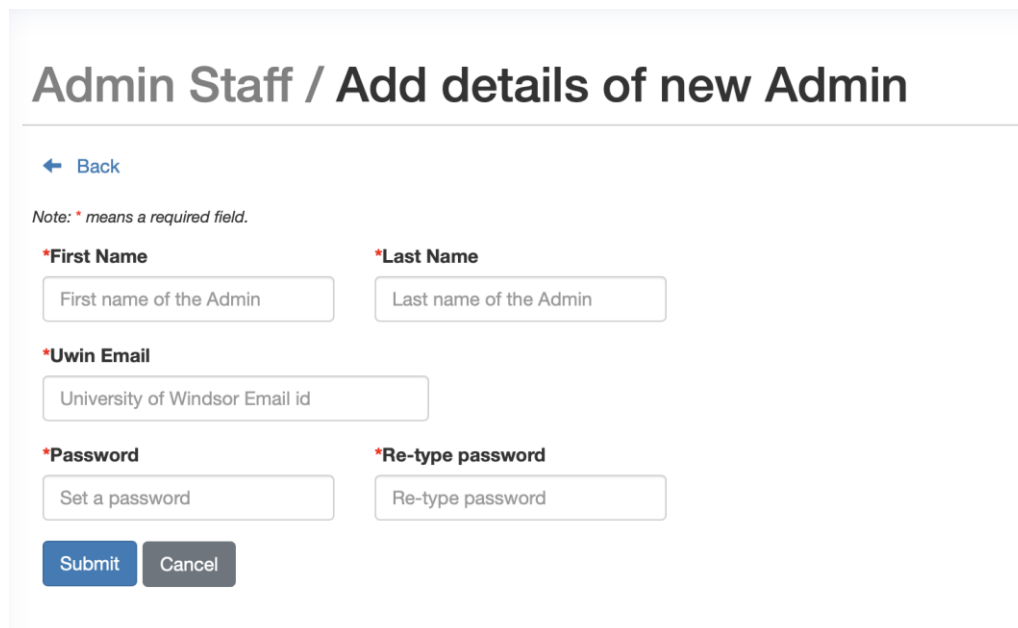
Admin Number ⇕	First Name ⇕ ▾	Last Name ⇕	University ID ⇕	Status ⇕	Comment	Action
9652	Adam	Williams	adam@uwindsor.ca	ACTIVE	Add a comment Add Remove	✖ ✔
4290	Andrea	Jacob	jacob@uwindsor.ca	ACTIVE	Add a comment Add Remove	✖ ✔
3692	Anna	Davis	anna12@uwindsor.ca	ACTIVE	Call for ID verification Add Remove	✖ ✔
3471	Paul	Baker	pbaker1987@uwindsor.ca	INACTIVE	Add a comment Add Remove	✖ ✔
2904	Richard	Smith	rsmith@uwindsor.ca	ACTIVE	Inactive till 23 Dec Add Remove	✖ ✔

3. Add a new user to Portal

Select "Add a new user to Portal", then,

Then, fill each textbox. The "*" means you must fill this information.

After you enter all required information, click "Submit" button, and the new staff information is added. Then, click "Back", you can see the new staff information is in the list.

Student Portal

The portal allows you to add a new student, modify any student's status, view the student's information, and update the student's all information and change the student's placement.

Meanwhile, you can assign the class and section for each student.

Select "Student Portal" button.

In this page, you can also add or remove the comment. If you want to write some comment, you can click "Add" and write in it. "Remove" means delete this comment.

When you add a new student, the default status of this student is active.

1. View student information list:

In this page, there are some important information of each student, such as student number, name, UwinID, address, contact information, start term, status, and comments.

Student Portal

← Back   **+ Add a new Student**

Number of row: 5

Search for any detail

Student Number ⇕	Name ⇕	Uwin id ⇕	Address	Contact	Start Term ⇕	Status ⇕	Comments	Action
1213	Jake Gurneet Bell	jake@uwindsor.ca	7185 Lancaster Avenue, Malton, 0, L4T 2L	647853214	Fall 2020	ACTIVE	Update contact Add Remove	✖ 👁 ✏ 📋
1216	Sam Davies	sdavies@uwindsor.ca	4945 49th Avenue, Grise Fiord, 0, X0A 0J	867-980-2248	Winter 2020	ACTIVE	Ask for ID verific Add Remove	✖ 👁 ✏ 📋
1232	Lucas Brown	lucas@uwindsor.ca	1631 Glen Long Avenue, Toronto, 0, M6B 1J	416-781-9381	Fall 2020	ACTIVE	Enter a commer Add Remove	✖ 👁 ✏ 📋
1233	Richard Clark	richard@uwindsor.ca	1567 St Jean Baptiste St, Forestville, 0, G0T 1E	418-586-4862	Winter 2020	ACTIVE	Section not assi Add Remove	✖ 👁 ✏ 📋
1254	Alison Gibson	alison@uwindsor.ca	2649 Islington Ave, Toronto, 0, M9V 2X	416-560-6211	Winter 2020	ACTIVE	Enter a commer Add Remove	✖ 👁 ✏ 📋

If you want to see the detail information of a student, you can click "👁", and the page will show the details.

Student Number ⇕	Name ⇕	Uwin id ⇕	Address	Contact	Start Term ⇕	Status ⇕	Comments	Action
1213	Jake Gurneet Bell	jake@uwindsor.ca	7185 Lancaster Avenue, Malton, 0, L4T 2L	647853214	Fall 2020	ACTIVE	Update contact info Add Remove	✖ 👁 ✏ 📋

If you want to see the detail information of Jake, you can see this page.

Student Portal / Student Details

← Back

Student number: 1213

Name: Jake Gurneet Bell   **Address:** 7185 Lancaster Avenue, Malton, 0, L4T 2L

School name: St. Clair   **Uwin Email:** jake@uwindsor.ca

Primary Contact: 647853214   **Alternate contact:** No

     alternate contact

Start term: Fall 2020   **Status:** Active

Class: A121   **Section:** 23

2. Add a new student

Student Portal / Insert details of new student

← Back

Note: * means a required field.

*Student Number

Student number should be unique.. ⌄

*First Name   **Middle Name**   ***Last Name**

First name of the student | Middle name of the student | Last name of the student

*Uwin Email   ***School**

University of Windsor Email id | --Choose one--

*Home Address   ***City**   ***Province**   ***Postal Code**

Should not be more than 50 words | Enter city name | --Choose an option-- | Enter postal code

*Phone Number   **Alternate Number**

Enter phone number | Enter alternate phone number

*Start Term   ***Status**

--Choose an option-- | --Choose an option--

Submit   Cancel

11

In this page, you need to fill required information, and select status and start term.

Then, click "Back" to return to the homepage of student portal.

3. Assign the new section or class to students

If you want to assign new section or class to a student, you can click "▤".

Student Portal / **Assign Jake to a new section or class**

← Back

*Note: * means a required field.*
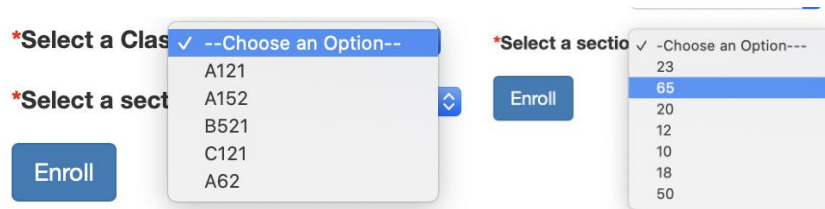
Student number: 1213

***Select a Class** --Choose an Option--

***Select a section** -Choose an Option---

Enroll

In the next step, you need to select a class and a section for this student. Here are the selections of classes and sections. After selection, click "Enroll" to finish the assign.

*Select a Clas	✓ --Choose an Option--		*Select a sectio	✓ -Choose an Option---
	A121			23
*Select a sect	A152	Enroll		65
	B521			20
Enroll	C121			12
	A62			10
				18
				50

4. Edit student information

If some information of student needs to be modified, you can click "✎".

The page will jump to "Student Update Details" page, then make the changes on the original information. In addition, the "*" means you must fill this information. Thus, you must fill these textboxes after you make changes. Then, click " Submit " to finish the modify, the pages will return the student information list page, and you can see the update information.

Student Portal / Student Update Details

← Back

Note: * means mandatory field.

*Student Number	1213
*First Name	Jake
Middle Name	Gurneet
*Last Name	Bell
*Uwin Email	jake@uwindsor.ca
*School ID	St. Clair
*Home Address	7185 Lancaster Avenue
*Home City	Malton
*province	0
*Home Postal Code	L4T 2L
*Primary Contact	647853214
Alternate Contact	Alternate phone number
*Start Term	Fall 2020
*Status	Active

Submit

School Portal

The portal allows you to add a new school, modify any school's status, view the school's information, and update the school's all information.

Select "School Portal" button.

1. View school information list:

In this page, you can see school name and school abbreviation of each school. Then, you can add a new school, limit a school, and edit a school information.

If you want to see the detail information of a student, you can click "👁", and the page will show the details.

School Details

← Back

Click on Student Number to edit or update Student information

*School Id	4
*School Name	University of Windsor
SchoolAbbreviation	UoW
*School Address	
*School City	Windsor
*province	9
*School Postal Code	N9B 3P4
Last Updated	

*Note: * means mandatory field.*

2. Add a new school

Click the " + Add a new school details " button, then fill the textboxes.

Insert details for new school

← Back

*Note: * means a required field.*

*School Name

Enter the school name..

*School Abbrevation

School abbrivaion should be

*School Address

Should not be more than 50 words

*City

Enter city name

*Province

Select Province

*Postal Code

Enter postal code

Submit

After that, submit it and you can see a new school information in the school portal page.

3. Edit a school information

If you want to edit a school information, click the green pencil button.

School Id	School Name	School Abbreviation	Action
4	University of Windsor	UoW	✖ 👁 ✏

Then, you can see the original information of this school. You can make some changes on it and submit it to finish the modify.

Edit Details

← Back

*Note: * means a required field.*

*School Id : 4

*School Name

University of Windsor

*School Abbrevation

UoW

*School Address

203 Sunset Str

*City

Windsor

*Province

Ontario

*Postal Code

N9B 3P4

Submit

Term Management

The portal allows you to add a new term, modify any term's status, view the term's information, and update the term's all information.

Select "Term Management" button.

The function is similar as the school, which includes changing status, adding a new term, browsing the details, and editing information.

1. View term list:

2. Add a new term

You should input the term ID and term name in it to insert a new term, so you can assign this new term to students.

Insert details of new Term

← Back

Note: *it means a required field.

*Term ID:

the term number should be unique..

*Term Name

the name of the term

Submit Cancel

3. Edit a term

Term id	Term Name	Action
121	Fall 2021	✖ 👁 ✏

Instructor Portal

The portal allows you to add a new term, modify any term's status, view the term's information, and update the term's all information.

Select "Instructor Portal" button.

1. View instructor list:

Instructor Number ⇕	First Name ⇕	Last Name ⇕	University ID	Comments			Action	
9125	Abigail	Gill	gill@uwindsor.ca	cfsfdfdfdf	Add	Remove	✖ ✏	👁
9875	Luis	Satterfield	luis@uwindsor.ca	adsad	Add	Remove	✖ ✏	👁
9541	Sharon	Lykins	sharon@uwindsor.ca	Enter a comment	Add	Remove	✖ ✏	👁
9865	Betty	Templeman	betty@uwindsor.ca	Enter a comment	Add	Remove	✖ ✏	👁
9787	Kurt	Gerst	kurt@uwindsor.ca	Enter a comment	Add	Remove	✖ ✏	👁
9128	Lindsy	Halcomb	lindsy@uwindsor.ca	Enter a comment	Add	Remove	✖ ✏	👁

2. Add a new instructor: firstly, you should click the "Add a new instructor" button then you will see the detail of inserting a new instructor as the second picture shown.

Insert details of new Instructor

← Back

*Note: * means a required field.*

*First Name

[First name of the student]

Middle Name

[Middle name of the student]

*Last Name

[Last name of the student]

*Uwin Email

[University of Windsor Email id]

*Employee Number

[Enter Employee Number]

*Home Address

[Should not be more than 50 words]

*City

[Enter city name]

*Province

[Select Province]

*Postal Code

[Enter postal code]

*Phone 1 Device Type

[Mobile]

*Contact Number

[Enter your number]

*Phone 1 Ext

[Enter your ext if exist]

*Phone 2 Device Type

[--Choose one--]

*Alternate Contact Number

[Enter your number]

*Gender

[--Choose one--]

*Highest Degree Completed

[Enter Degree complition]

*CNO

[Enter cno number]

*Health Status Date

[2021-12-07]

*TB Test Date

[2021-12-07]

*Immunization Submitted

[Yes]

*Mask Fit Testing Date

[2021-12-07]

*BLS CPR Expiry Date

[2021-12-07]

*SMG Training Date

[2021-12-07]

*Extended Police Clearance

3. Edit the information of one instructor: for example, this page, you can add or remove the comment. If you want to write some comment for this instructor, Abigail Gill, you can click "Add" and write in it. "Remove" means delete this comment.

Instructor Number ⬍	First Name ⬍	Last Name ⬍	University ID	Comments			Action
9125	Abigail	Gill	gill@uwindsor.ca	cfsfdfdfdf	Add	Remove	✖ 👁 ✎

To update the status of instructors' accounts, there are two statuses, "ACTIVE" and "INACTIVE".

Active means, this staff can log in his or her account. If account status is inactive, this person cannot log in anymore. When you click " ✖ " button, the status will be "INACTIVE". By default, a new admin user will have an ACTIVE status.

Instructor Number ⬍	First Name ⬍	Last Name ⬍	University ID	Comments			Action
9125	Abigail	Gill	gill@uwindsor.ca	cfsfdfdfdf	Add	Remove	✖ 👁 ✎

20

To view the details of instructors' accounts, you can click " 👁 " button to see all information of this instructor.

Instructor Number ⬍	First Name ⬍	Last Name ⬍	University ID	Comments				Action
9125	Abigail	Gill	gill@uwindsor.ca	cfsfdfdfdf	Add	Remove	✗	👁
							✎	

To update the details of instructors' accounts, you can click " ✎ " button to see all information of this instructor.

Instructor Number ⬍	First Name ⬍	Last Name ⬍	University ID	Comments				Action
9125	Abigail	Gill	gill@uwindsor.ca	cfsfdfdfdf	Add	Remove	✗	👁
							✎	

Placement Records

The portal allows you to add or/and edit a new hospital, modify any student's status pertaining to placement, view the student's placement information, update the term's all information, and add a comment into the student by admin staffs, for example, the student should update their own information.

Select "Placement Records" button.

Homepage / Placements

← Back   + Add a new Hospital   ☰ Edit hospital details

Student name ⇕	Student id ⇕	Term ⇕	Class ⇕	Section ⇕	Comment	Placment Status	Actions
Sam Davies	1216	Winter 2020	A152	10	Ask for ID verification Add Remove	Not Placed	⟳ 👁 ✏
Richard Clark	1233	Winter 2020	A152	12	Update contact info Add Remove		⟳ 👁 ✏
Lucas Brown	1232	Fall 2020	A152	20	Enter a comment Add Remove		⟳ 👁 ✏
Jake Gurneet Bell	1213	Fall 2020	A121	23	Enter a comment Add Remove		⟳ 👁 ✏
Alison Gibson	1254	Winter 2020	A152	50	Enter a comment Add Remove		⟳ 👁 ✏

1. View the details of students' placements:

Student name ⇕	Student id ⇕	Term ⇕	Class ⇕	Section ⇕	Comment	Placment Status	Actions
Sam Davies	1216	Winter 2020	A152	10	Ask for ID verification Add Remove	Placed	⟳ 👁 ✏
Richard Clark	1233	Winter 2020	A152	12	Update contact info Add Remove		⟳ 👁 ✏
Lucas Brown	1232	Fall 2020	A152	20	Enter a comment Add Remove		⟳ 👁 ✏
Jake Gurneet Bell	1213	Fall 2020	A121	23	Enter a comment Add Remove		⟳ 👁 ✏

2. Add a new hospital: firstly, you should click the "Add a new Hospital" button then you will see the detail of inserting a new hospital as the second picture shown.

Homepage / Placements

← Back   **+ Add a new Hospital**   ≣ Edit hospital details

Placements / Add new Hospital

← Back

Enter the details of new hospital

Hospital name	Enter the hospital name
Hospital Address	Enter the address
List of departments	Department 1, Department 2,..
Enter unit name	Unit 1, Unit 2,..
	Submit

3. Edit the information of one hospital: firstly, you should click the "Edit hospital details" button then you will see the detail of editing a new hospital as the second picture shown, for example, you can remove the departments or units in any hospital.

Homepage / Placements

← Back   **+ Add a new Hospital**   ≣ Edit hospital details

Placements / Edit hospital details

← Back

Hospital name	Department(s)	Unit(s)
Magnolia General Hospital	• Surgery Remove • General Remove	• ICU Remove • Nurse Remove

4. Edit the information of one student's placement: for example, this page, you can add or remove the comment. If you want to write some comment for this instructor, Sam Davies, you can click "Add" and write in it. "Remove" means delete this comment.

Student name ⇕	Student id ⇕	Term ⇕	Class ⇕	Section ⇕	Comment	Placment Status	Actions
Sam Davies	1216	Winter 2020	A152	10	Ask for ID verification Add Remove	Placed	⟳ 👁 ✎

To update the placement status of students, there are two statuses, "Placed" and "Not Placed". The status, "**Placed**", means that the student is placed into a unit.

Student name ⇕	Student id ⇕	Term ⇕	Class ⇕	Section ⇕	Comment	Placment Status	Actions
Sam Davies	1216	Winter 2020	A152	10	Ask for ID verification Add Remove	Placed	⟳ 👁 ✎

Otherwise, the status, "**Not Placed**", means that the student is not placed into a unit, then staffs are required to put the student into appropriate unit by clicking "✎" button to see all information of this instructor as the second picture shown.

Student name ⇕	Student id ⇕	Term ⇕	Class ⇕	Section ⇕	Comment	Placment Status	Actions
Sam Davies	1216	Winter 2020	A152	10	Ask for ID verification Add Remove	Not Placed	⟳ 👁 ✎

Homepage / Placements / **Assign a placement**

← Back

Student Number / Student Name: 1216 / Sam Davies

Hospital name	Department(s)	Unit(s)
☐ Magnolia General Hospital	☐ Surgery ☐ General	☐ ICU ☐ Nurse

Choose an Instructor: --Choose an instructor-- 🔵

Select timings:

Days	Select
Monday	☐
Tuesday	☐
Wednesday	☐
Thursday	☐
Friday	☐
Saturday	☐
Sunday	☐

Enter timings: HH:MM to HH:MM

Assign

To view the details of students' placement information, you can click "👁" button to see all information of the placement.

Student name ⬍	Student id ⬍	Term ⬍	Class ⬍	Section ⬍	Comment	Placment Status	Actions
Sam Davies	1216	Winter 2020	A152	10	Ask for ID verification Add Remove	Placed	🔄 👁 ✏

Placements / **Details**

← Back

Placement Status: **Placed**

Time Table

Name	Student Number	Instructor	Hospital Name	Department	Unit Name	Timings	Placed on
Sam Davies	1216	Sharon Lykins	Magnolia General Hospital	General	ICU	monday,tuesday / 09:10 - 15:10	2016-11-21 04:37:14

Report/View absences   **Report/View incidents**

To report/view absences: firstly, you need to enter to see all information of the placement, then you can click "Report/View absences" to enter the page to review and create one new absence.

Placements / Details / **Absences**

← Back

Student name	Year	Instructor	Clinical	Section/Term	Date	Reason	# of missed days	Note	Clinical Absence form
Sam Davies	0	Sharon Lykins	A152	10 / Winter 2020					

Report a new absence

Reason:	Enter a reason for absence..
Number of missed days:	Day(s) or hh:mm
Absence date	2021-12-07
Note:	Any special note..
Completed clinical absence form	Yes ☐ No ☐

Submit

To report/view incidents: firstly, you need to enter to see all information of the placement, then you can click "Report/View incidents" to enter the page to review and create one new absence.

Placements / Details / **Incident record**

← Back

Student name	Year	Clinical Course	Placement	Instructor	Incident	Date	Form completed and sent to Health and Safety
Sam Davies	0	A152	Magnolia General Hospital / General	Sharon Lykins			

Report a new incident

Incident:	Enter the incident..
Date of occurence:	2021-12-07
Date final form completed and sent to Health & Safety	Enter details

Submit

Placement Records

The portal allows you to add a new term, modify any term's status, view the term's information, and update the term's all information.

Report Generation

The portal allows you to add a new term, modify any term's status, view the term's information, and update the term's all information.

Help

The portal allows you to add a new term, modify any term's status, view the term's information, and update the term's all information.