

Med Rad IQ Library Usage Guide

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Accounts

Creating an Account

1. Navigate to the **Home** page
2. Click the **Create Account** button on the right side of the screen
3. Fill out the form with your details
 - a. Name
 - b. Username
 - c. Password
 - d. Confirm password
 - e. Email address
4. Click the **Register** button at the bottom left to create your account

Logging in

1. Ensure your account is created
2. Navigate to the **Home** page
3. Fill out the login form on the right side of the screen
 - a. Username
 - b. Password
 - c. Remember me (optional)
4. Click the **Login** button under the form to login to the site

Access Control

- Management
 - Staff - Can upload, edit, delete, and hide content as they please
 - Non-staff - Do not have access to any of the management features
- Hidden content
 - Staff - Can see hidden content, it will be marked "Hidden"
 - Non-staff - Cannot see hidden content
- Administrator page
 - Staff - Can access it
 - Non-staff - Cannot access it

Categories and Search

Interaction

Filtering by Category

1. Navigate to either the **Images** or **Quizzes** page, categories will be displayed on the left side of the view
2. Select your desired category, this will apply the filter and highlight the selected category
 - a. If the category has subcategories, they will be displayed. Selecting one will apply further filtering
3. To deselect a category, simply click it again
 - a. Note: *Selecting or deselecting a category or subcategory will empty the search bar*

Searching

1. Navigate to either the **Images** or **Quizzes** page, a search bar will be displayed at the top of the screen
2. Enter your text and either click the magnifying glass or press enter, this will apply the search filter
3. To remove the search filter, repeat step 2 but with no text in the search bar

Management

Creating a Category

1. Navigate to either the **Images** or **Quizzes** page
2. Click the **Manage Categories** button in the top left corner, this will open the category form view
3. In the text input under **Create New Category**, enter the name of your new category
4. Click the **Done** button to the right of the text input
5. Navigate back to the page from step 1 using the **Back** button in the top left corner, where your newly created category will be waiting for you

Creating a Subcategory

1. Navigate to either the **Images** or **Quizzes** page
2. Click the **Manage Categories** button in the top left corner, this will open the category form view
3. Fill out the two inputs under **Create New Subcategory**
 - a. Select the category you wish the new subcategory to be part of
 - b. Enter the name of the new subcategory
4. Click the **Done** button to the right of the subcategory name input
5. Navigate back to the page from step 1 using the **Back** button in the top left corner, where your newly created subcategory will be waiting for you

Deleting a Category

1. Navigate to either the **Images** or **Quizzes** page
2. Click the **Manage Categories** button in the top left corner, this will open the category form view
3. In the input under **Delete Category**, select the category you wish to delete
4. Click the **Remove** button to the right of the input
5. Navigate back to the page from step 1 using the **Back** button in the top left corner, where the deleted category will no longer be displayed
6. Note: *Categories with associated images or subcategories cannot be deleted, you will need to reassign these things to a different category or delete them to delete the category*

Deleting a Subcategory

1. Navigate to either the **Images** or **Quizzes** page
2. Click the **Manage Categories** button in the top left corner, this will open the category form view
3. Fill out the two inputs under **Delete Subcategory**
 - a. Select the category containing the subcategory you wish to delete
 - b. Select the subcategory you wish to delete
4. Click the **Remove** button to the right of the subcategory name input
5. Navigate back to the page from step 1 using the **Back** button in the top left corner, where the deleted subcategory will no longer be displayed under its category
6. Note: *Subcategories with associated images cannot be deleted, you will need to reassign these images to a different category or delete them to delete the subcategory*

Images

Interaction

Viewing Image Details

1. Navigate to the **Images** page
2. Click on the image you wish to view, this will open the image details view

Focused Image Viewer

1. In the image details view, click the **View** button in the top right corner of the image, this will open the focused image viewer
2. In the focused image viewer, you can
 - a. Adjust the brightness of the image using the leftmost slider at the top of the screen
 - b. Adjust the contrast of the image using the rightmost slider at the top of the screen
 - c. Zoom in and out using the scroll wheel (or pinching on a trackpad)
3. Click the **X** button in the top right corner to exit the focused image viewer

Management

Uploading an Image

1. Navigate to the **Images** page
2. Click the **New Image** button in the top right corner, this will open the image form
3. Fill out the form
 - a. Enter a title
 - b. Select the category
 - c. Select the subcategory (if applicable)
 - d. Select the image from your computers files
 - e. Enter a description
4. Click **Done** in the bottom left corner
5. Navigate back to the images page using the **Back** button in the top left corner, where your newly uploaded image will be waiting for you

Editing an Image

1. Navigate to the **Images** page
2. Click on the image you wish to edit, this will open the image details view
3. In the image details view, click the **Edit** button in the top right corner. This will open the image form with the selected images information pre-populated
4. Make your desired changes
5. Click **Done** in the bottom left corner to save your changes

Deleting an Image

1. Navigate to the **Images** page
2. Click on the image you wish to delete, this will open the image details view
3. In the image details view, click the **Delete** button in the top right corner. This will open the confirmation prompt
4. In the confirmation prompt
 - a. Click the **Yes, delete it** button to delete the image
 - b. Click the **No, go back** button to cancel the operation

Toggling Visibility Status

1. Navigate to the **Images** page
2. Click on the image you wish to hide or show, this will open the image details view
3. In the image details view, a button in the top right corner will say either **Hide** or **Show** depending on the images current status
 - a. If the button says **Hide** it means the image is currently visible, clicking this button will hide the image from non-staff
 - b. If the button says **Show** it means the image is currently hidden, clicking this button will make the image visible to non-staff
4. Note: *Staff can always see an image regardless of whether or not it is hidden*

Quizzes

Interaction

Taking a Quiz

1. Ensure you are logged in
2. Navigate to the **Quizzes** page
3. Click the **Attempt Quiz** button on the quiz you wish to take, this will open the quiz view
 - a. Note: *This will not work if you have used up all your attempts*
4. To answer questions, simply select the desired answer
5. To navigate between questions, use the navigation bar
 - a. To move onto the next question, click the **Next** button
 - i. Note: *This button will be disabled for the last question*
 - b. To go back to the previous question, click the **Previous** button
 - i. Note: *This button will be disabled for the first question*
 - c. To go to any question in the quiz, click the button corresponding to its number (located between the **Previous** and **Next** buttons)
6. To open the image in the focused viewer, click the **View** button in the top right corner of the image
 - a. Note: *Refer to image viewers section in this document for more information on the focused viewer*
7. To submit the quiz, click the **Finish** button in the top right corner
8. To abandon all your work and return to the main menu, click the **Exit** button in the top left corner

Viewing Scores

1. Navigate to the **Quizzes** page
2. Click the **View Scores** button in the top right corner, this will open the scores view
 - a. If you have scores, they will be displayed
 - b. If you don't have any scores, a short message notifying you of this fact will be displayed instead

Viewing a Quiz Summary

1. Navigate to the **Quizzes** page
2. Click the **View Scores** button in the top right corner, this will open the scores view
3. Click on the quiz attempt whose summary you wish to view, this will open the summary view
4. Additionally, summaries will be displayed upon completion of a quiz

Management

Creating a Quiz

1. Navigate to the **Quizzes** page
2. Click the **New Quiz** button in the top right corner, this will open the quiz form view
3. Fill out the form
 - a. Enter a title
 - b. Select the image
 - c. Enter the number of attempts allowed by each user
 - d. Enter a short description
4. Click the **Done** button in the bottom left corner, this will open the question form view
5. Fill out the form
 - a. Enter the question
 - b. Enter the feedback that will be received upon answering that question
6. Click the **Add** button in the bottom left corner, this will open the answer form view
7. Fill out the form
 - a. Enter the answer
 - b. Enter how many marks the answer is worth
8. Click the **Add** button in the bottom left corner, you will see the answer appear on the right
9. Repeat steps 7 and 8 to add more answers
10. Click the **Back** button in the top left corner to return to the question form view
11. Repeat steps 5 - 10 to add more questions
12. Once you are finished, click **Back** a few times to return to the main menu
 - a. Note: *Newly created quizzes are hidden from non-staff by default*

Editing a Quiz

1. Navigate to the **Quizzes** page
2. Click the **Edit** button on the quiz you wish to edit, this will open the quiz form view with the selected quizzed information pre-populated
3. Make your desired changes
4. Click the **Done** button in the bottom left corner to save your changes
5. Editing questions
 - a. From the quiz form view, click the **Questions** button in the top right corner, this will open the question form view
 - b. Click the **Edit** button on the question you wish to edit
 - c. Make your desired changes
 - d. Click the **Save** button in the bottom left corner to save your changes
 - e. Note: *If you decide you'd rather add a question while editing one, click the **Cancel** button to clear the form of the currently selected question.*
6. Deleting questions
 - a. From the question form view, click the **Delete** button on the question you would like to delete, this will open the confirmation prompt
 - b. In the confirmation prompt
 - i. Click the **Yes, delete it** button to delete the question
 - ii. Click the **No, go back** button to cancel the operation
 - c. Note: *Deleting a question will delete all associated answers and user answers*
7. Editing answers
 - a. From the question form view, click the **Answers** button on the question whose answers you wish to edit, this will open the answers form view
 - b. Click the **Edit** button on the answer you wish to edit
 - c. Make your desired changes
 - d. Click the **Save** button in the bottom left corner to save your changes
 - e. Note: *If you decide you'd rather add an answer while editing one, click the **Cancel** button to clear the form of the currently selected answer*
 - f. Note: *Altering quizzes will not alter any of the associated scores, but will alter associated quiz summaries*
8. Deleting answers
 - a. From the answer form view, click the **Delete** button on the answer you would like to delete, this will open the confirmation prompt
 - b. In the confirmation prompt
 - i. Click the **Yes, delete it** button to delete the answer
 - ii. Click the **No, go back** button to cancel the operation
 - c. Note: *Deleting an answer will delete all associated user answers*
9. Once you are finished, click **Back** a few times to return to the main menu

Deleting a Quiz

1. Navigate to the **Quizzes** page
2. Click the **Delete** button on the quiz you wish to delete, this will open the confirmation prompt
3. In the confirmation prompt
 - a. Click the **Yes, delete it** button to delete the quiz
 - b. Click the **No, go back** button to cancel the operation
4. Note: *Deleting a quiz will delete all associated questions, answers, user answers and user scores*

Toggling Visibility Status

1. Navigate to the **Quizzes** page
2. On each quiz, a button will say either **Hide** or **Show** depending on the quizzes current status
 - a. If the button says **Hide** it means the quiz is currently visible to non-staff, clicking this button will hide the image
 - b. If the button says **Show** it means the quiz is currently hidden, clicking this button will make the quiz visible to non-staff
3. Note: *Staff can always see a quiz regardless of whether or not it is hidden*

Admin

Accessing Administration Page

1. Navigate to the URL <https://medradiqlibrary.joomla.com/administrator/>
2. Try not to break anything ☺

Managing Users

1. Navigate to the URL <https://medradiqlibrary.joomla.com/administrator/>
2. Select **Users** from the menu on the left side of the screen, this will reveal its submenu
3. Select **Manage**, this will open the users page
4. In the users page
 - a. You can select one or more users by clicking the checkbox, and do the following actions using the **Actions** dropdown at the top of the screen
 - i. Activate
 - ii. Block
 - iii. Unblock
 - iv. Batch
 - v. Delete
5. Clicking on a user's name will take you to the edit user page
6. The main features you should be concerned with in the edit user page are
 - a. Account details - Change the name, username, password, email etc.
 - b. Assigned user groups - Change the user group
7. User groups
 - a. The **Manager** group will allow users to access the apps management features and should be restricted to staff only
 - b. There should be at least one **Administrator**
 - c. All non-managers and non-administrators should ONLY be a part of the **Registered** group