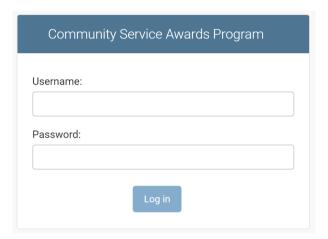# User Guide

Admin Page

In order to edit the database, you must log in to your account at "127.0.0.1:8000/admin". You can get to this page by clicking the "Login" button on the navigation bar.
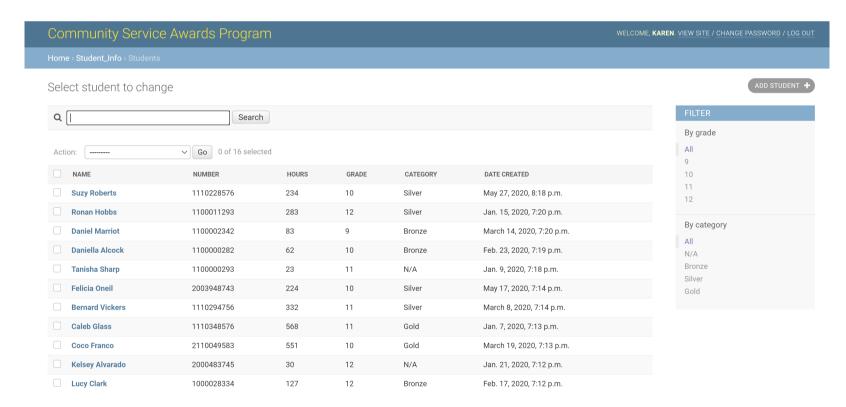

Users & Groups

There are two types of groups that the users can fall into: Administrator and Viewer
- Administrator: full access (can edit and view everything)
- Viewer: read-only (can view groups, users, and student information)

Student Information
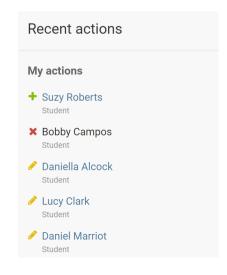
Once you log in, you will be able to edit users and student information. Each time you add a student, the date of creation and the award category (calculated based on hours) will be automatically generated and stored in the database.\nYou can also sort and filter student data.

Recent actions

Under "Recent actions", you can view your history (only administrators can see this).
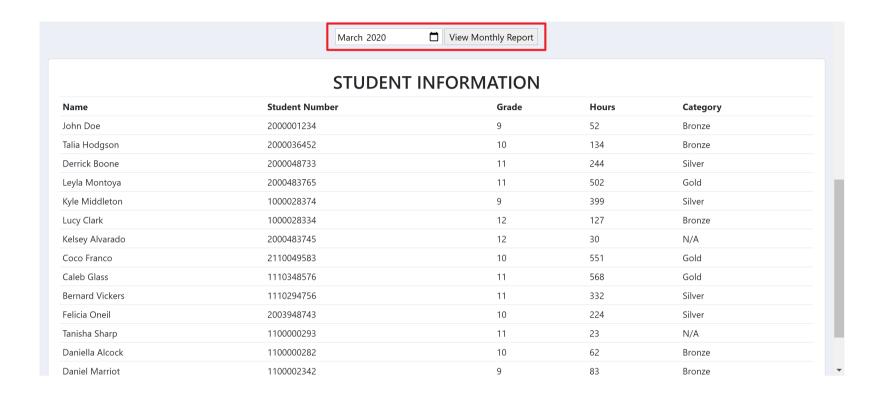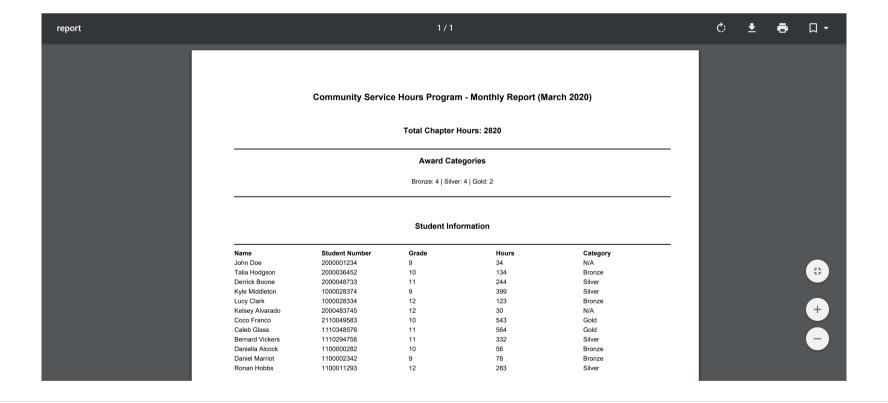
Home Page

You can access the home page at "127.0.0.1:8000". On the home page, you can see the total chapter hours, the number of students under each award program category (bronze, silver, gold), and the student information. You can filter the student information by name, student number, grade, hours, and award category.

Monthly Report

To view a pdf of the monthly report, select a month and year and then click "View Monthly Report". In the report, you will be able to see the total chapter hours, number of students in each award category, and the student information for the selected month.

| March 2020 📅 | View Monthly Report |

STUDENT INFORMATION

Name	Student Number	Grade	Hours	Category
John Doe	2000001234	9	52	Bronze
Talia Hodgson	2000036452	10	134	Bronze
Derrick Boone	2000048733	11	244	Silver
Leyla Montoya	2000483765	11	502	Gold
Kyle Middleton	1000028374	9	399	Silver
Lucy Clark	1000028334	12	127	Bronze
Kelsey Alvarado	2000483745	12	30	N/A
Coco Franco	2110049583	10	551	Gold
Caleb Glass	1110348576	11	568	Gold
Bernard Vickers	1110294756	11	332	Silver
Felicia Oneil	2003948743	10	224	Silver
Tanisha Sharp	1100000293	11	23	N/A
Daniella Alcock	1100000282	10	62	Bronze
Daniel Marriot	1100002342	9	83	Bronze

report   1 / 1

Community Service Hours Program - Monthly Report (March 2020)

Total Chapter Hours: 2820

Award Categories

Bronze: 4 | Silver: 4 | Gold: 2

Student Information

Name	Student Number	Grade	Hours	Category
John Doe	2000001234	9	34	N/A
Talia Hodgson	2000036452	10	134	Bronze
Derrick Boone	2000048733	11	244	Silver
Kyle Middleton	1000028374	9	399	Silver
Lucy Clark	1000028334	12	123	Bronze
Kelsey Alvarado	2000483745	12	30	N/A
Coco Franco	2110049583	10	543	Gold
Caleb Glass	1110348576	11	564	Gold
Bernard Vickers	1110294756	11	332	Silver
Daniella Alcock	1100000282	10	56	Bronze
Daniel Marriot	1100002342	9	78	Bronze
Ronan Hobbs	1100011293	12	283	Silver