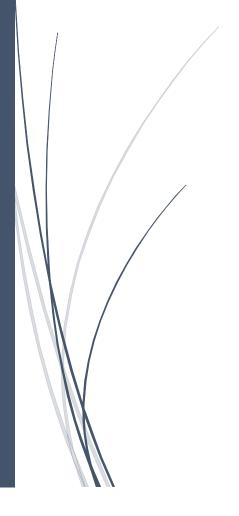
# **KU Nursing Home System**

**User Guide** 



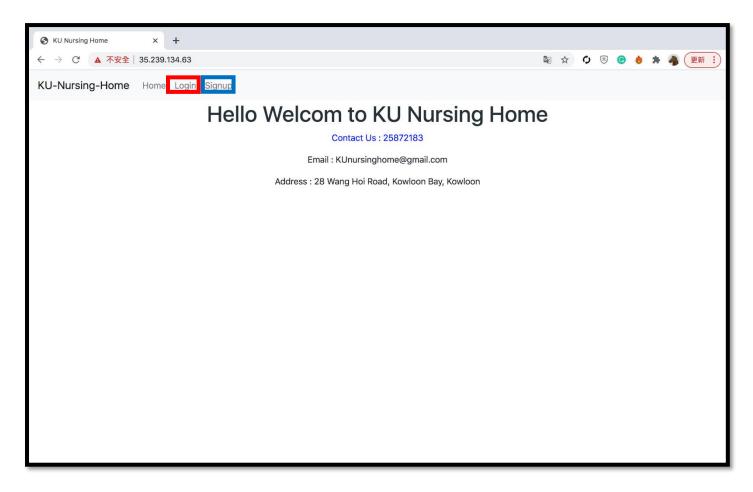
Designed by: Liu Chi Man, Lee Ming Yi, Do Tat Wa

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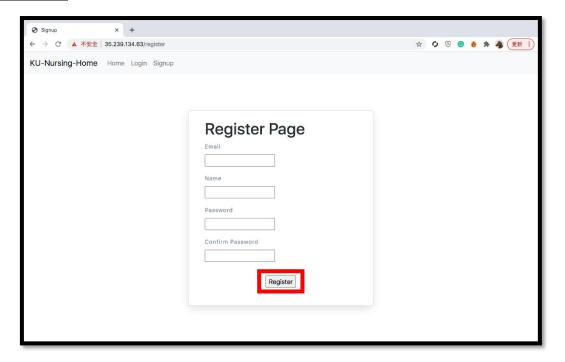
# Part 1: Register, Login, Reset Password

## Home page of the website

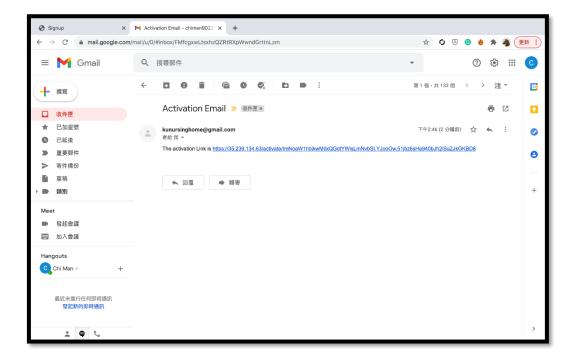


- Press to Login to the login Page / find reset password button
- Press Signup to the Register Page

#### Register - For Guest

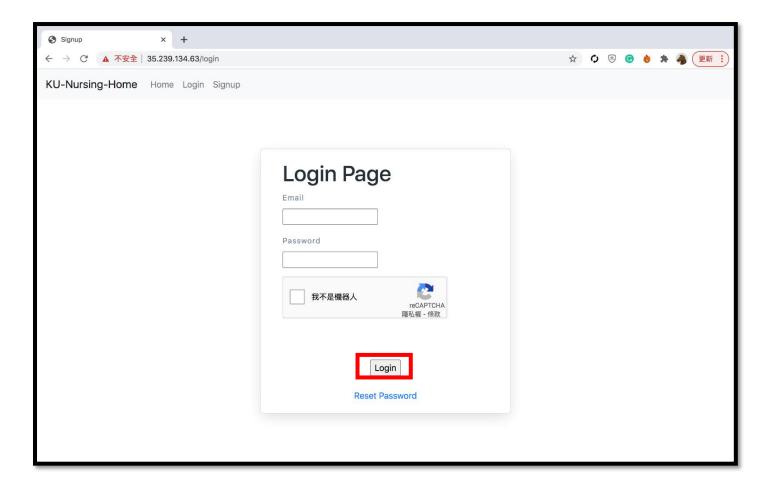


- Input all the information before press Register
  - Email : Unique for login to the system and Receive activation link
  - Name : One word and at least 8 characters
  - Password : At least 12 characters and must include at least 1 number, 1 upper case letter, 1 lower case letter and 1 special character



After register page, the system will send an email to your email address with an activation link. After click the link, the registration process will be finished and the guest can use the email address and password to login the system.

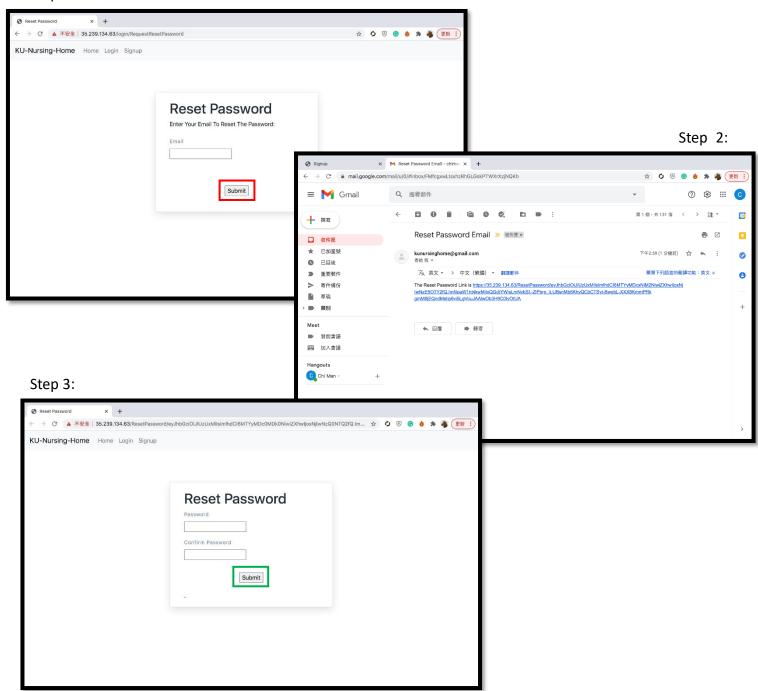
## Login Page



- All used can input their email and password, then press Login to login to the system.
- If the users forget the password, they can press **Reset Password** to reset the password.

#### **Reset Password**

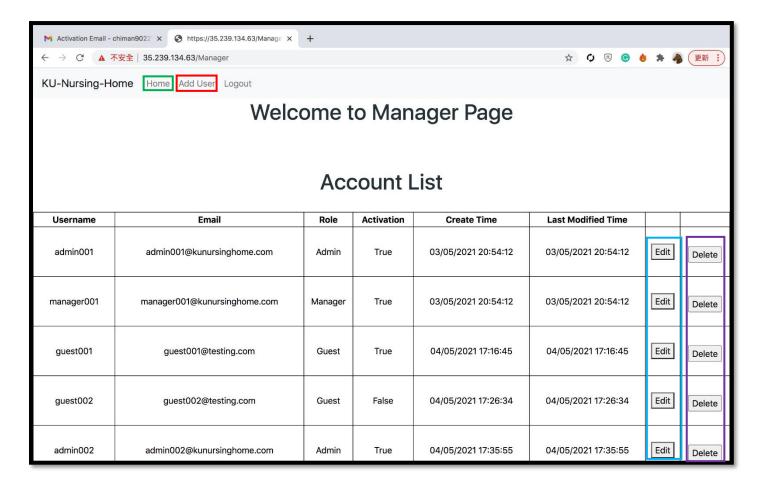
#### Step 1:



- 1. The user only needs to input the email and press **Submit**.
- 2. The system will send a Reset Password Link to the email address.
- After press the link, the user can change the password.
  Password: At least 12 characters and must include at least 1 number, 1 upper case letter, 1 lower case letter and 1 special character
- 4. Press Submit to finish changing password

## Part 2: Manager

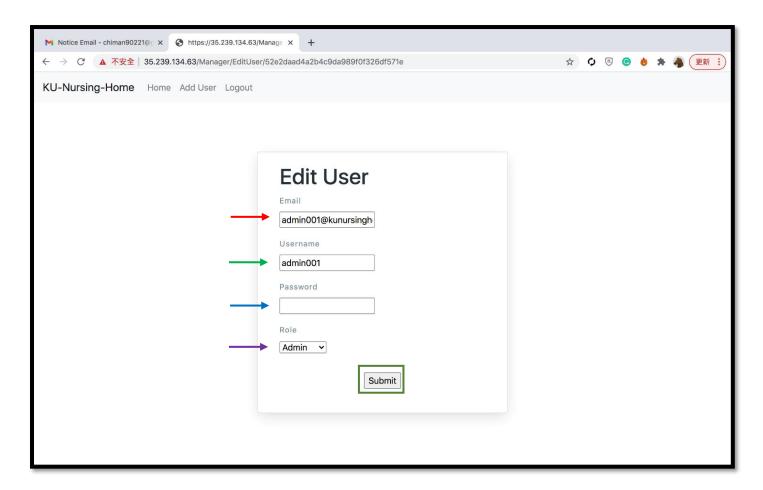
#### **Home page of Manager Page**



Home page will show the account list, when the manager press:

- Edit To update the information of the user
- Delete To delete the user account
- Add User To add one more user

#### **Edit User**



Manager can update the user's information

• Email : Unique for login to the system and Receive activation link (Required to fill in)

Username : One word and at least 8 characters (Required to fill in)

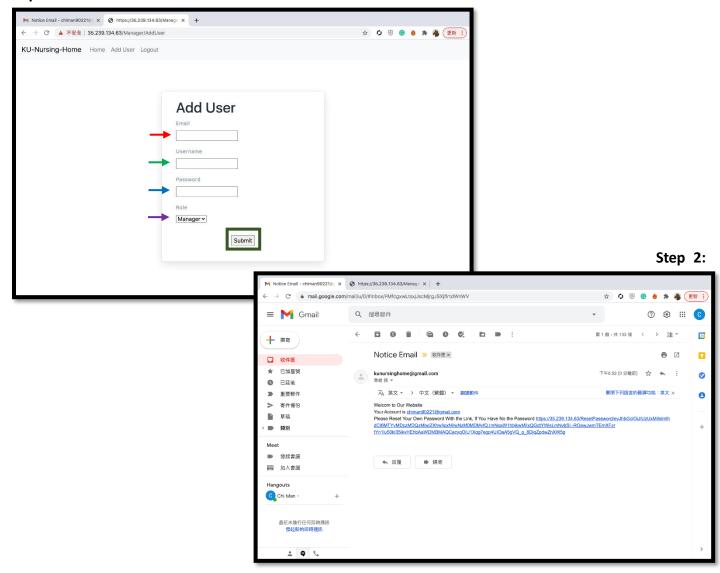
• Password : At least 12 characters and must include at least 1 number, 1 upper case letter, 1 lower case letter and 1 special character

Role : Admin / Manager / Guest

Press **Submit** to update the user information.

#### Add User - Manager / Admin / Guest

Step 1:



Manager can add the user with fill in the following information:

• Email : Unique for login to the system and Receive activation link (Required to fill in)

Username : One word and at least 8 characters (Required to fill in)

• Password : At least 12 characters and must include at least 1 number, 1 upper case letter, 1 lower case letter and 1 special character (Required to fill in)

Role : Admin / Manager / Guest

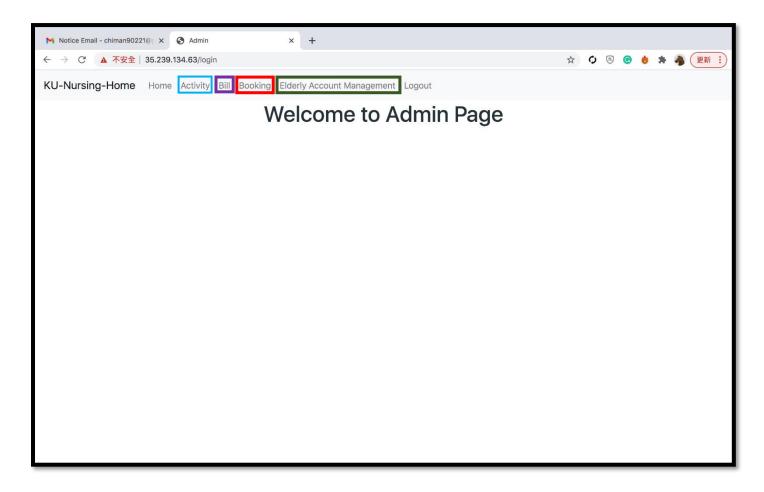
Press Submit to add the user.

#### Then

- 1. The system will send an email to notice the new user.
- 2. The new user can click the link to the login page and press the Reset Password to change his / her own password

# Part 3: Admin

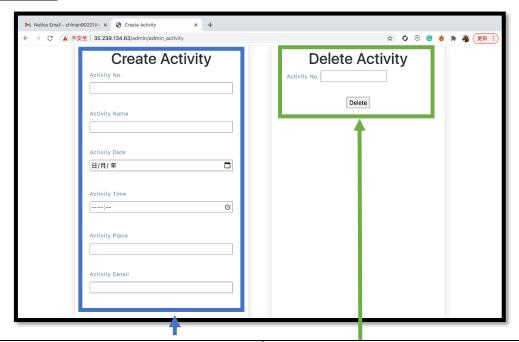
#### **Home page of Admin Page**



This is the home page for the admin, when the admin press:

- Activity To manage the activity
- Bill To manage the bill account
- Booking To manage the visiting booking
- Elderly Account Management To manage the elderly account

#### **Activity Management**



Admin can <u>create and update</u> the activity on the information in the left-hand side form, and fill in the following information:

Activity No. (Required)

Activity Name (Required)

Activity Date (Required)

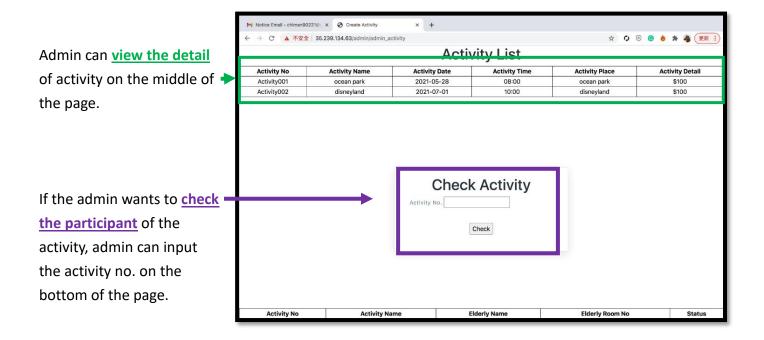
Activity Time (Required)

Activity Place (Required)

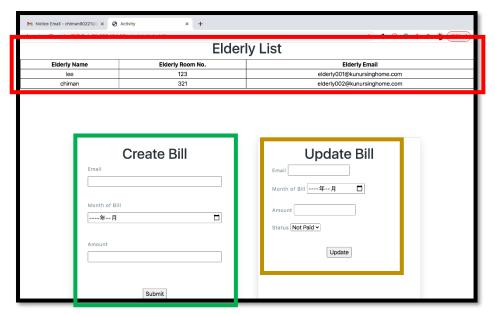
Activity Detail

Admin can <u>delete</u> the activity on the information in the right-hand side form, and fill in the following information:

Activity No. (Required)



#### **Bill Account Management**



At the top of the page, showing the list of elderly.

Admin can <u>update</u> the bill with the following information:

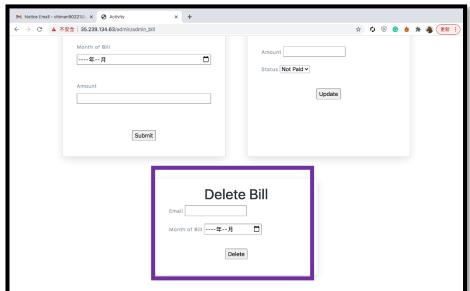
- Email of elderly (Required)
- Month of the bill (Required)
- Amount (Required)
- Status

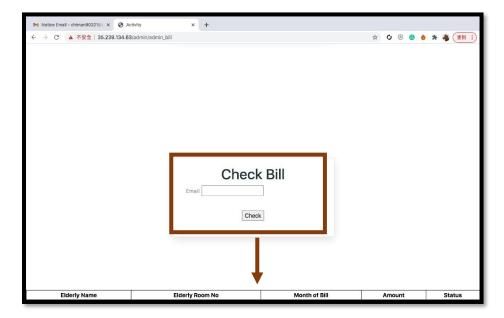
Admin can <u>create</u> the bill with the following information:

- Email of elderly (Required)
- Month of the bill (Required)
- Amount (Required)

Admin can <u>delete</u> the bill with the following information:

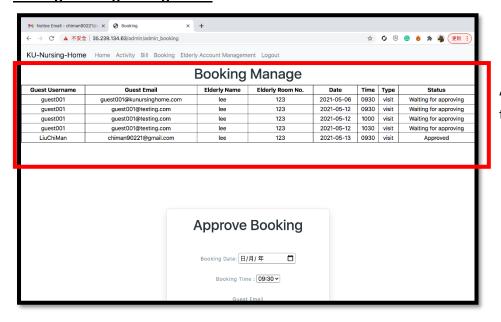
- Email of elderly (Required)
- Month of the bill (Required)



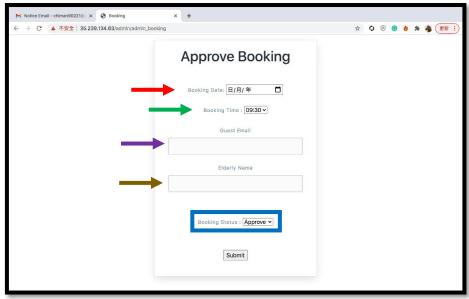


If the admin wants to check the bill of the elderly, he / she can input the elderly's email to the box and press Check. The bill information will show at the bottom of the page.

#### **Visiting Booking Management**



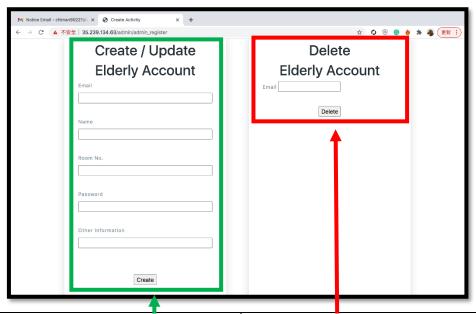
At the top of the page, showing the list of visit booking.



The admin can Approve / Reject the visit booking application with filling in the following information:

- Booking Date (Required)
- Booking Time (Required)
- Guest Email (Required)
- Elderly Name (Required)
- Booking Status

#### **Elderly Account Management**



Admin can <u>create and update</u> the elderly account in the left-hand side form, and fill in the following information:

Email (Required)

Name (Required)

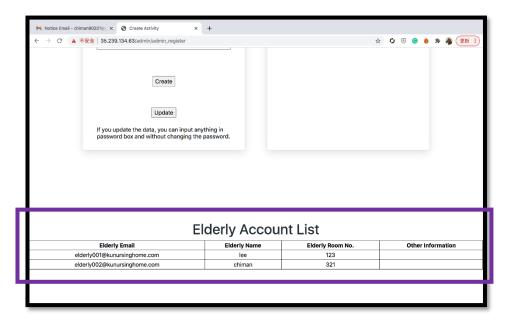
Room No. (Required)

Password (Required)

Other information

Admin can <u>delete</u> the elderly account in the righthand side form, and fill in the following information:

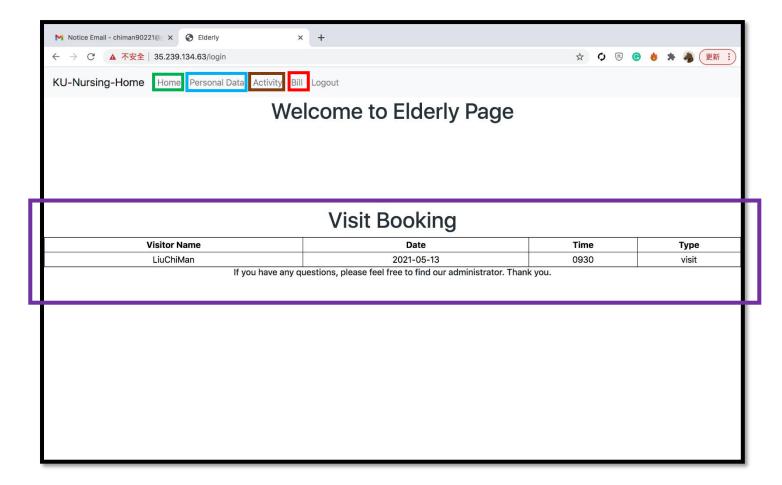
Email (Required)



At the bottom of the page, showing the **list of elderly** account.

# Part 4: Elderly

#### **Home page of Elderly Page**

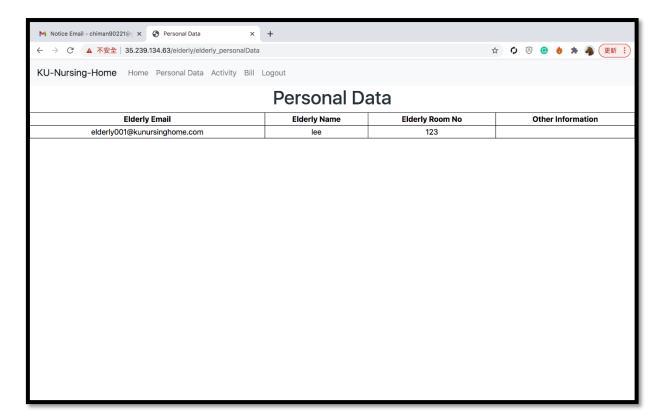


Elderly Home page will show the list of the visit booking which approved by admin.

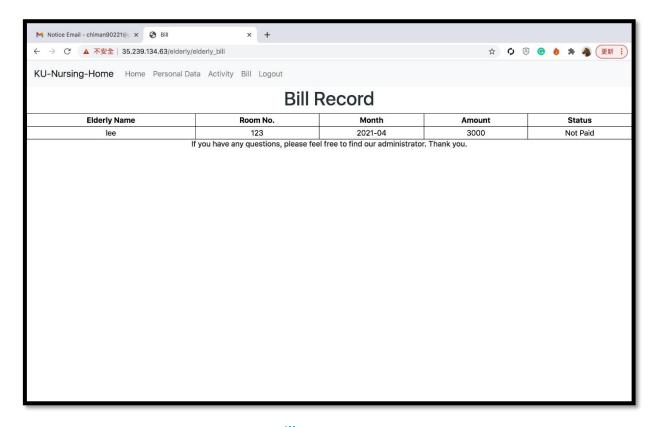
Elderly can press the following button for:

- Personal Data To view their personal information
- Activity To Join / Reject the activity
- Bill To view their bill account

#### **View Personal Data / Bill Account**

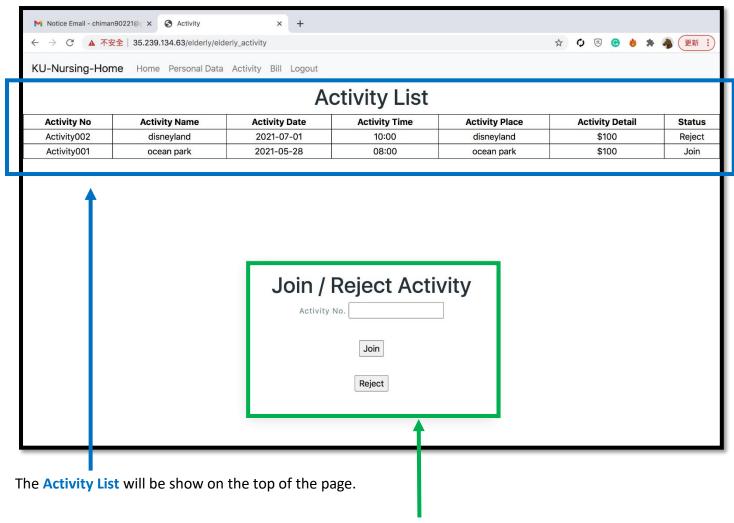


### **Personal Data Page**



**Bill Account Page** 

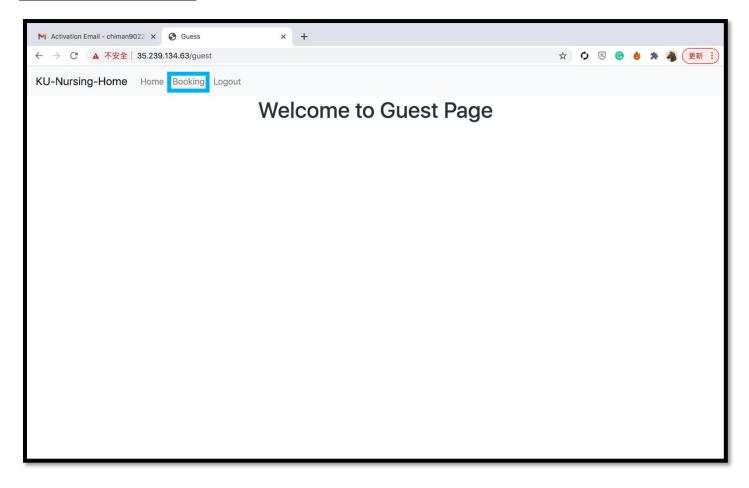
## Join / Reject Activity



If the elderly wants to Join / Reject the activity, he / she can input the Activity No. and press the relevant button.

# Part 5: Guest

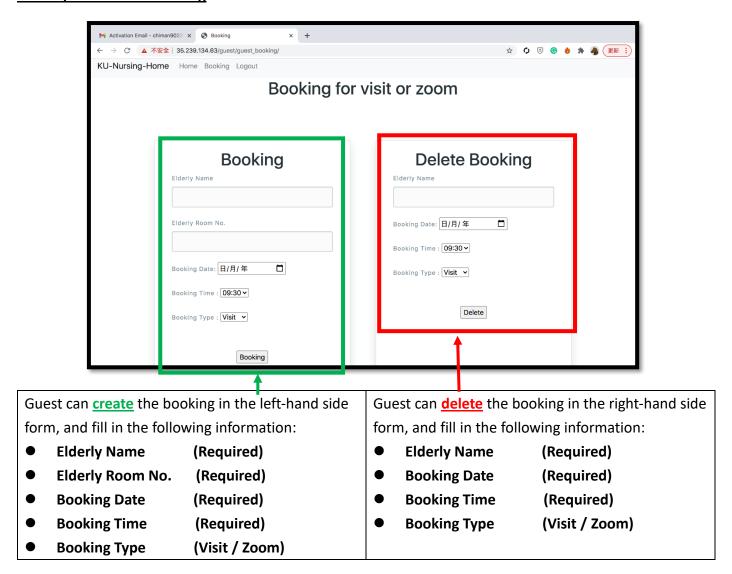
## **Home page of Elderly Page**



This is the home page for the Guest, when the guest press:

• Booking – To create and delete the visit booking

#### **Create / Delete visit booking**



The **booking list** will show on the bottom of the page and the guest can check the **status of booking** here.

