

# User Documentation

Staples High School FBLA - Coding and Programming

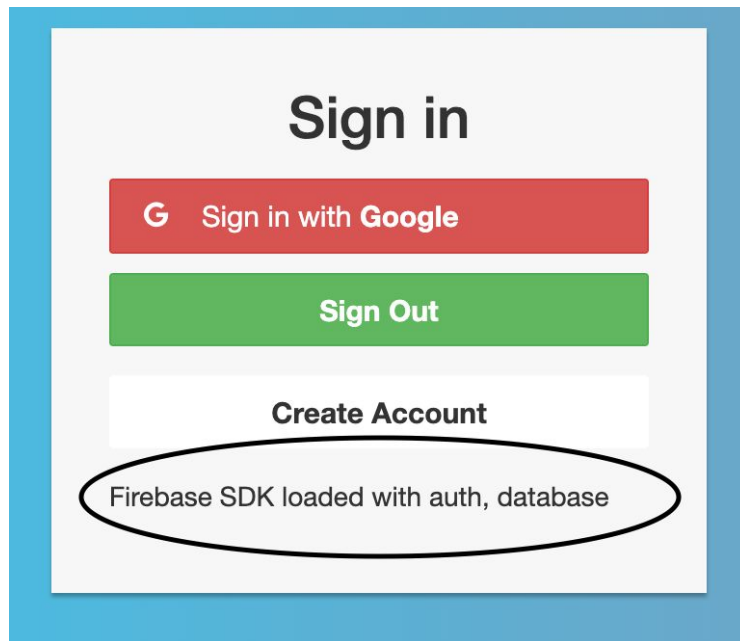


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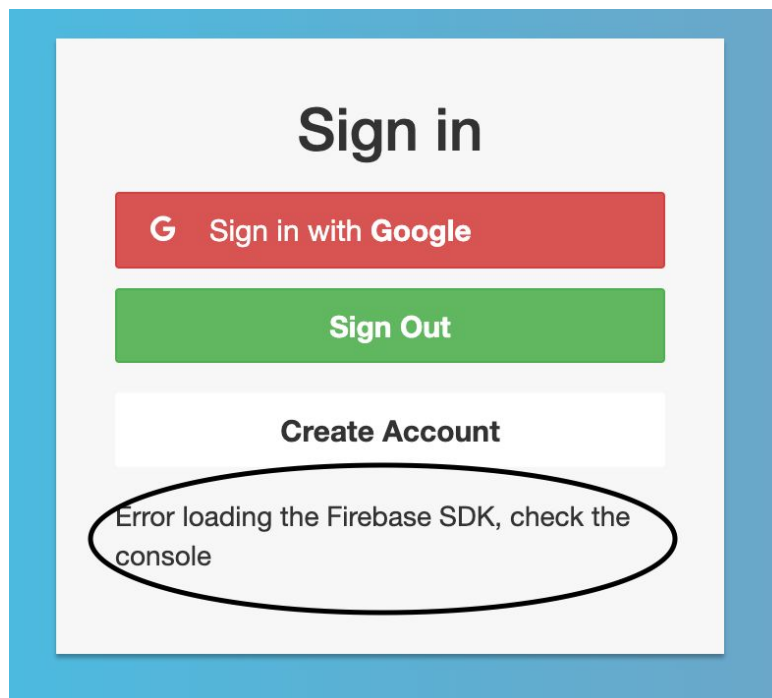
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## Login

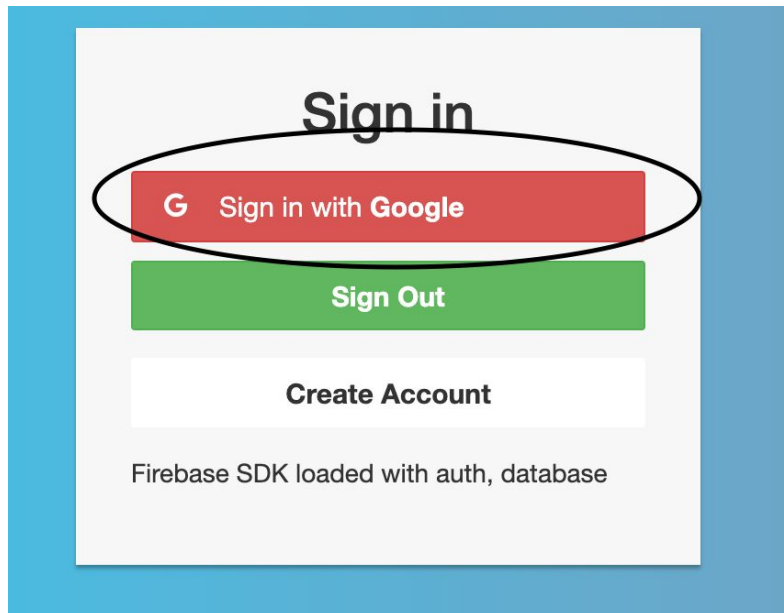
### Firebase SDK



First verify that Firebase loaded properly. If Firebase loaded correctly, the **text underneath the Sign In card** should say “Firebase SDK loaded with auth, database” as shown above. If there is an error, the **text underneath the Sign In card** should say “Error loading the Firebase SDK, check the console” as shown below.

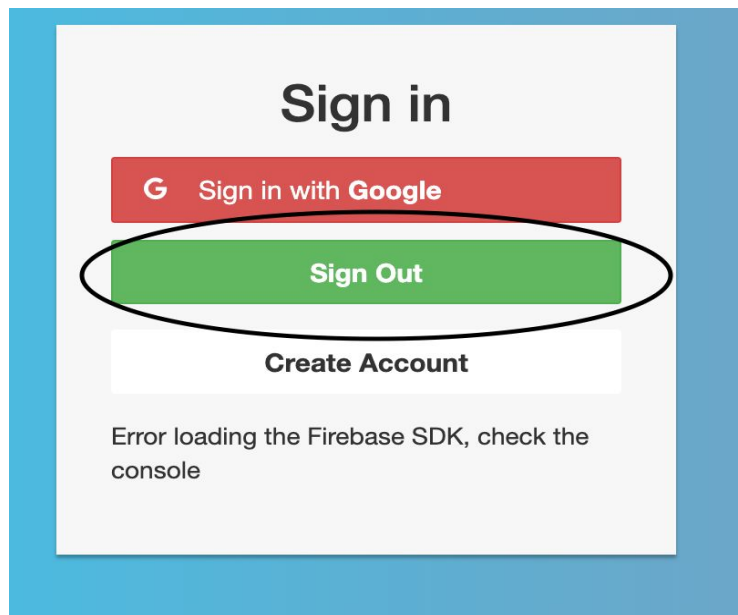


### Sign in with Google



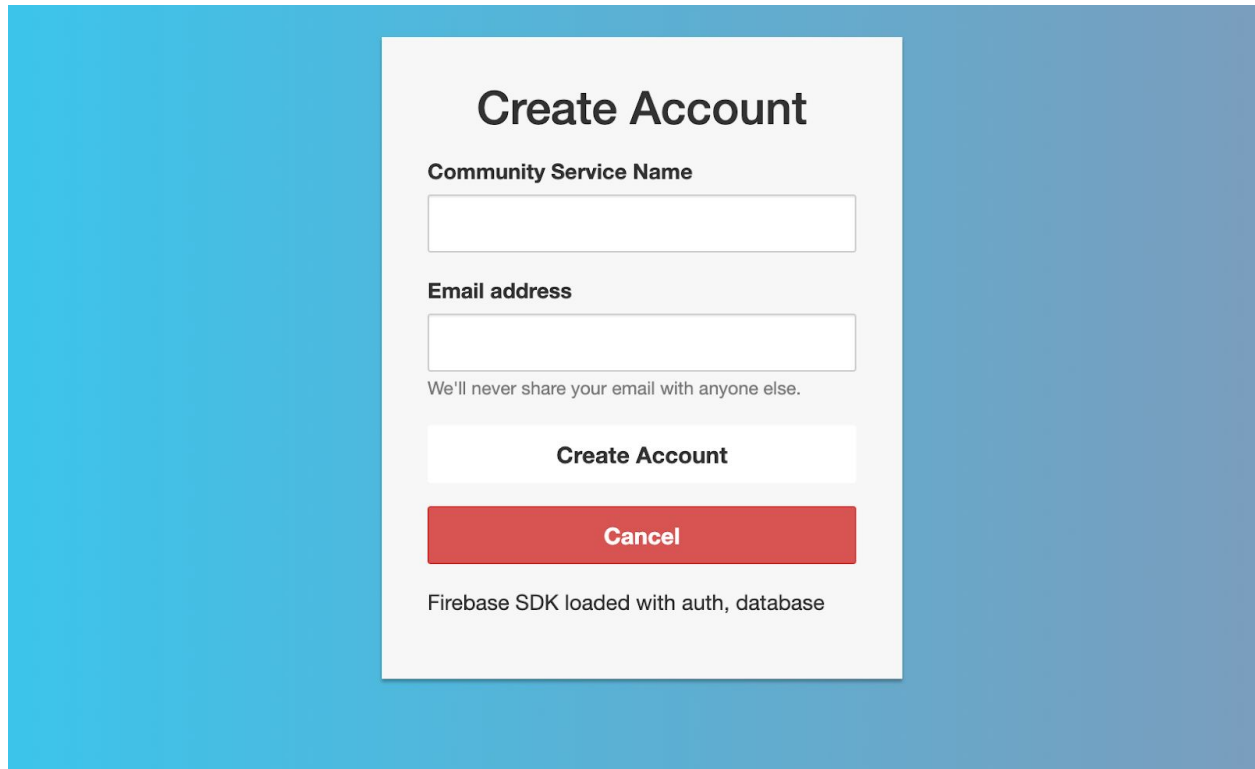
To Sign In, click the Sign in with Google button. A popup will show up asking to enter the email account registered with your organization. Once you sign in, you will be redirected to the dashboard for your organization.

### Sign Out



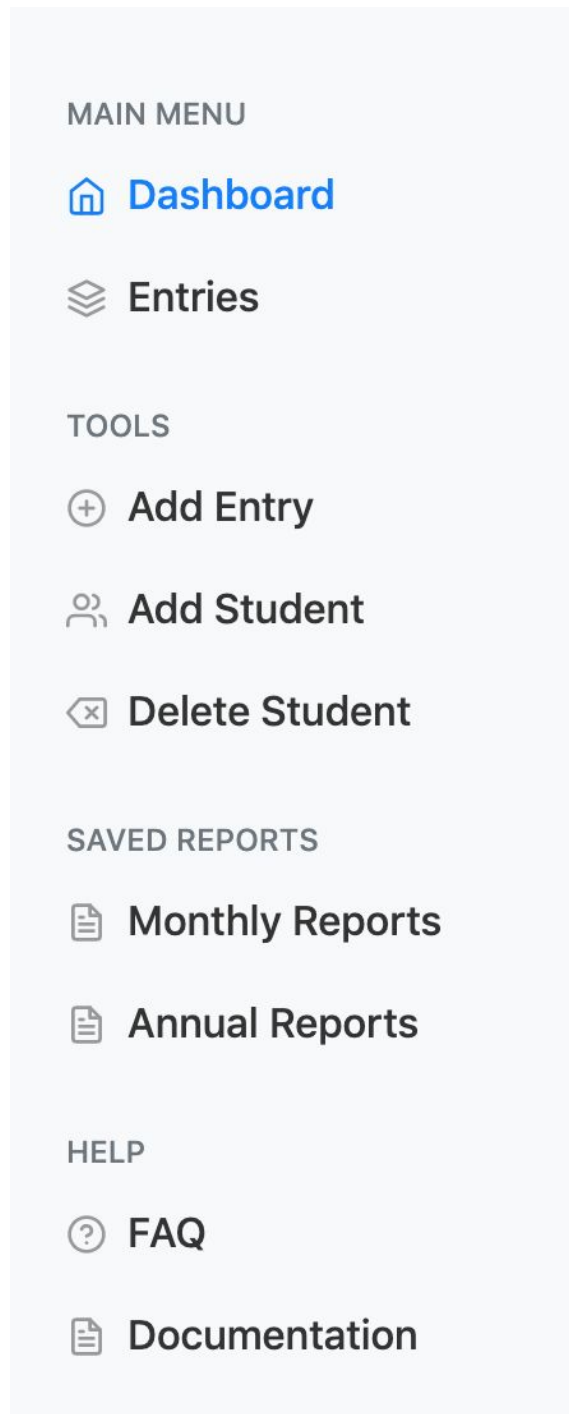
To Sign out of your account, click the Sign out button.

## Create Account

A screenshot of a web application's 'Create Account' form. The form is centered on a light blue background with a darker blue gradient on the right. The form itself is a white box with a light gray border. At the top of the form is the title 'Create Account' in bold black text. Below the title are two input fields: 'Community Service Name' and 'Email address', both with light gray borders. Below the 'Email address' field is a small line of text: 'We'll never share your email with anyone else.' Below the input fields are two buttons: a white button with black text 'Create Account' and a red button with white text 'Cancel'. At the bottom of the form, there is a small text label 'Firebase SDK loaded with auth, database'.

To create a new account, enter the name of your Community Service Organization and the email address you would like to register with the web application. Your account is stored under your email address, so make sure the email address you entered is accurate. Once your account is successfully created, you will be redirected back to the login page

## Side Menu



There are 4 sections in the side menu: the Main Menu, the Tools Menu, the Reports Menu, and the Help Menu. The current page you are on is highlighted in light blue.

# Main

## Dashboard

### Dashboard

Print Export Help

### Student Information

Edit Mode Off Save

Name	ID	Grade	Hours	Awards
Ava Wagner	0001	11	23	None
Sanaya Fletcher	0002	9	47	None
Farhaan Eastwood	0003	10	20	None
Rohit Butt	0004	12	0	None
Sonya Krueger	0005	9	16	None
Alesha Henson	0006	12	0	None
Lilianna Nash	0007	10	12	None
Iosif Finch	0008	12	0	None
Gina Amos	0009	10	0	None

The Dashboard displays the information for every student in the community service organization. To export the data, click the export dropdown and select which type of file you would like to export to. To print the data, click the print button.

Dashboard				
Print Export Help				
Student Information				
Edit Mode On Save				
Name	ID	Grade	Hours	Awards
Ava Wagner	0001	11	23	None
Sanaya Fletcher	0002	9	47	None
Farhaan Eastwood	0003	10	20	None
Rohit Butt	0004	12	0	None
Sonya Krueger	0005	9	16	None
Alesha Henson	0006	12	0	None
Lilianna Nash	0007	10	12	None
Iosif Finch	0008	12	0	None
Gina Amos	0009	10	0	None
Yara Morley	0010	11	0	None

To turn on Edit Mode, click the Edit Mode toggle so it is set to on. The table will turn red. Edit the data for the student in the table and click Save. The data will be updated and the table will turn white

Entries

Entries					
Student Information					
Edit Mode   Off <span>Save</span>					
Name	ID	Grade	Hours	Awards	Entry Date
Ava Wagner	0001	11	15	None	Feb 25, 2020
Sanaya Fletcher	0002	9	23	None	Feb 25, 2020
Sanaya Fletcher	0002	9	12	None	Jan 16, 2020
Farhaan Eastwood	0003	10	3	None	Jan 16, 2020
Sanaya Fletcher	0002	9	12	None	Jan 30, 2020
Sonya Krueger	0005	9	3	None	Mar 02, 2020
Farhaan Eastwood	0003	10	12	None	Mar 04, 2020
Lilianna Nash	0007	10	12	None	Mar 04, 2020
Ava Wagner	0001	11	4	Cake	Mar 14, 2020
Ava Wagner	0001	11	4	Cake,MVP	Mar 15, 2020

The Entries page contains the records of all community service hour entries for your organization. To export the data, click the export dropdown and select which type of file you would like to export to. To print the data, click the print button.

Google google.com/.../chrome_ntp_white_logo2.png					
Student Information					
Edit Mode   On <span>Save</span>					
Name	ID	Grade	Hours	Awards	Entry Date
Ava Wagner	0001	11	15	None	Feb 25, 2020
Sanaya Fletcher	0002	9	23	None	Feb 25, 2020
Sanaya Fletcher	0002	9	12	None	Jan 16, 2020
Farhaan Eastwood	0003	10	3	None	Jan 16, 2020
Sanaya Fletcher	0002	9	12	None	Jan 30, 2020
Sonya Krueger	0005	9	3	None	Mar 02, 2020
Farhaan Eastwood	0003	10	12	None	Mar 04, 2020
Lilianna Nash	0007	10	12	None	Mar 04, 2020
Ava Wagner	0001	11	4	Cake	Mar 14, 2020

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## Tools

The tools menu is found in the second section of the side menu

### Add Entry

### Add Entry

[Help](#)

Student ID

Hours

Default value is 0 hours

Date

Awards

Default value is None

☐ All of the information entered is accurate.

Navigate to the Add Entry page using the side menu. Enter the student's ID and log any hours they have worked or awards they have earned. Log the date of the Entry and click submit to add the Entry.



## Add Student

### Add Student

[Help](#)

Name

Enter both the first name and last name

Student ID

Grade

Hours

Default value is 0 hours

Awards

Separate each award with a comma

☐ All of the information entered is accurate.

Submit

Navigate to the Add Student page using the side menu. Enter the student's name, ID, and log any hours they have worked or awards they have earned. Click submit to add the student.

## Delete Student

### Delete Student

[Help](#)

Student ID

☐ All of the information entered is accurate.

Submit

Navigate to the Delete Student page using the side menu. Enter the student ID of the student that will be deleted. Click the Delete Student Button to delete the student.

# Reports

## Monthly Reports

### Monthly Reports

Print Export Help

#### Student Information

Enter Month

Generate Report

Edit Mode

Off

Save

Name	ID	Grade	Hours	Awards	Entry Date
Ava Wagner	0001	11	15	None	Feb 25, 2020
Sanaya Fletcher	0002	9	23	None	Feb 25, 2020
Sanaya Fletcher	0002	9	12	None	Jan 16, 2020
Farhaan Eastwood	0003	10	3	None	Jan 16, 2020
Sanaya Fletcher	0002	9	12	None	Jan 30, 2020
Sonya Krueger	0005	9	3	None	Mar 02, 2020
Farhaan Eastwood	0003	10	12	None	Mar 04, 2020
Lilianna Nash	0007	10	12	None	Mar 04, 2020
Ava Wagner	0001	11	4	Cake	Mar 14, 2020

Navigate to Monthly Reports Page using the Side Menu. Select the month you would like to view and click the generate report button. To export the report, click the export dropdown and select which type of file you would like to export to. To print the report, click the print button.

### Monthly Reports

Print Export Help

#### Student Information

Enter Month

Generate Report

Edit Mode

On

Save

Name	ID	Grade	Hours	Awards	Entry Date
Ava Wagner	0001	11	15	None	Feb 25, 2020
Sanaya Fletcher	0002	9	23	None	Feb 25, 2020
Sanaya Fletcher	0002	9	12	None	Jan 16, 2020
Farhaan Eastwood	0003	10	3	None	Jan 16, 2020
Sanaya Fletcher	0002	9	12	None	Jan 30, 2020
Sonya Krueger	0005	9	3	None	Mar 02, 2020
Farhaan Eastwood	0003	10	12	None	Mar 04, 2020
Lilianna Nash	0007	10	12	None	Mar 04, 2020
Ava Wagner	0001	11	4	Cake	Mar 14, 2020

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## Annual Reports

### Annual Reports

Print Export Help

### Student Information

Enter Year

Generate Report

Edit Mode Off

Save

Name	ID	Grade	Hours	Awards	Entry Date
Ava Wagner	0001	11	15	None	Feb 25, 2020
Sanaya Fletcher	0002	9	23	None	Feb 25, 2020
Sanaya Fletcher	0002	9	12	None	Jan 16, 2020
Farhaan Eastwood	0003	10	3	None	Jan 16, 2020
Sanaya Fletcher	0002	9	12	None	Jan 30, 2020
Sonya Krueger	0005	9	3	None	Mar 02, 2020
Farhaan Eastwood	0003	10	12	None	Mar 04, 2020
Lilianna Nash	0007	10	12	None	Mar 04, 2020
Ava Wagner	0001	11	4	Cake	Mar 14, 2020

Navigate to the Annual Reports Page using the Side Menu. Select the year you would like to view and click the generate report button. To export the report, click the export dropdown and select which type of file you would like to export to. To print the report, click the print button.

## Annual Reports

 Print
  Export
  Help

### Student Information



Edit Mode



Name	ID	Grade	Hours	Awards	Entry Date
Ava Wagner	0001	11	15	None	Feb 25, 2020
Sanaya Fletcher	0002	9	23	None	Feb 25, 2020
Sanaya Fletcher	0002	9	12	None	Jan 16, 2020
Farhaan Eastwood	0003	10	3	None	Jan 16, 2020
Sanaya Fletcher	0002	9	12	None	Jan 30, 2020
Sonya Krueger	0005	9	3	None	Mar 02, 2020
Farhaan Eastwood	0003	10	12	None	Mar 04, 2020
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Ava Wagner	0001	11	4	Cake	Mar 14, 2020

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## Help

### Frequently Asked Questions

#### Frequently Asked Questions


[How to add a Student?](#)
[How to add hours for a Student?](#)
[How to add an award to a Student?](#)
[How to view a students total hours?](#)
[How to modify data for a Student?](#)
[How to delete a Student?](#)
[How to export to a PDF?](#)
[How to export to a Word document?](#)
[How to export to an Excel file?](#)
[How to print a report?](#)
[How to view all entries?](#)

This is the list of all frequently asked questions. Click on any of the questions and a popup will show up to answer the question. Use the search bar at the top to search for a specific question.