ARDA Admin Guide

*ARDA Development Team*

Purpose

      This guide is intended to show an administrator how to maintain the Autism Resource Database Alaska(ARDA) through the online admin interface. Adding, changing, checking out, and deleting of resources will be covered. The database is maintained by the Autism Society Alaska(ASA).
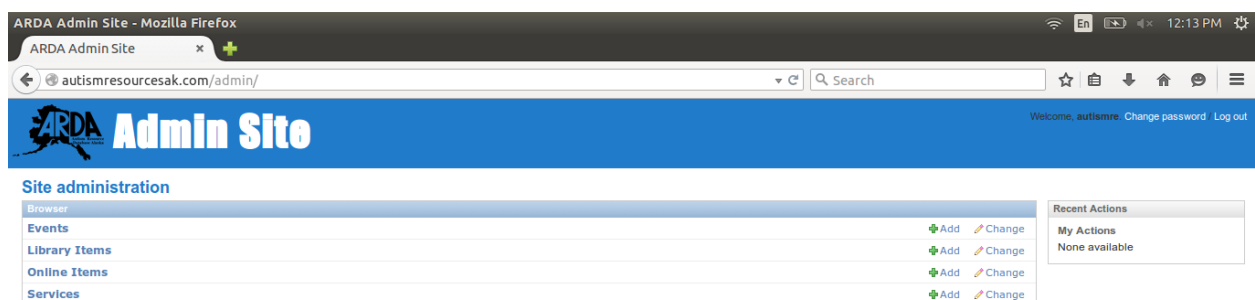
Contents

Login/Logout

Navigate to www.autismresourcesak.com/admin. Enter your username and password then hit login.
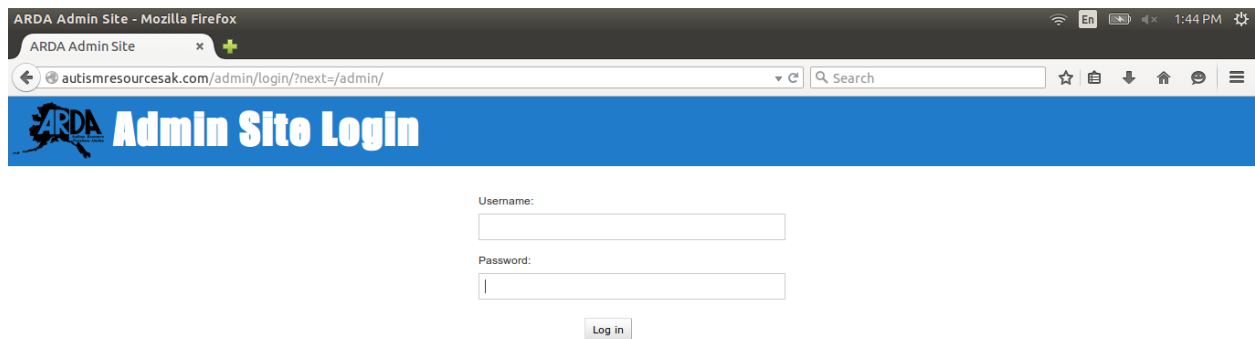
Login Page

You will see a dashboard containing links to the management page for each type of resource, and a recent activity sidebar. This is the admin homepage.

The admin home page

To logout select the logout link from the top right of any page.


logout link

Navigating Through Resources

Resources in the database are broken down into four types: Events, Library Items, Online Items, and Services. The table below gives a brief description of each type.

Type	Description
Events	Events in the real world such as the Autism Walk
Library Items	Items in The ASA's Lending Library
Online Items	Items on the web(Videos, Articles, Websites)
Services	Services offered(Therapies, Legal Help, etc.)

Table: types of resources

You can view a listing of the resources available for each type by selecting one of them from the dashboard.
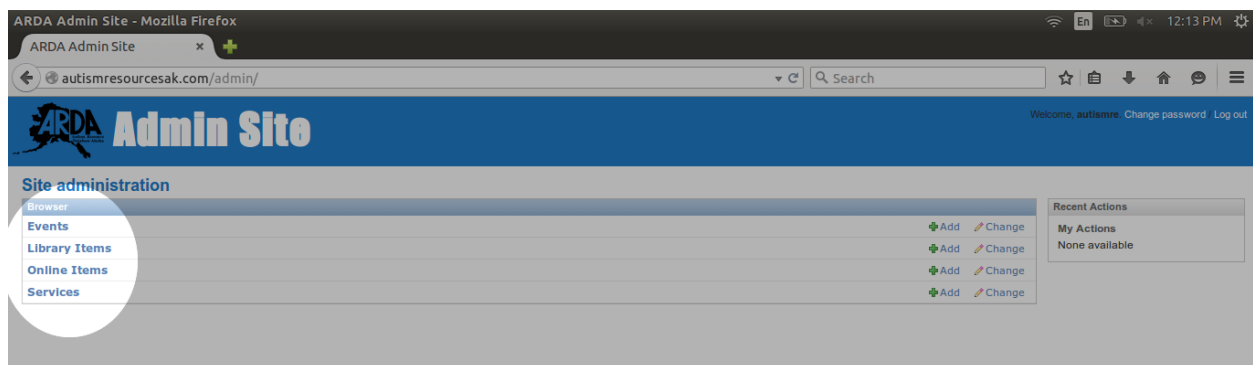
Select an item type

The listing page for each type gives some brief information for each resource, usually the title. The page can be searched by title. Sorting options are shown at the top of the page. Filtering options are on the right.

Resource Listing page

You can view or edit a resource's information by selecting its title. Editing a resource is covered in Changing a Resource (page 7).

Select a resource to edit

Adding a Resource

This section adds a Library Item as an example

Select the resource type you wish to add by clicking on the 'Add' link associated with that resource type.
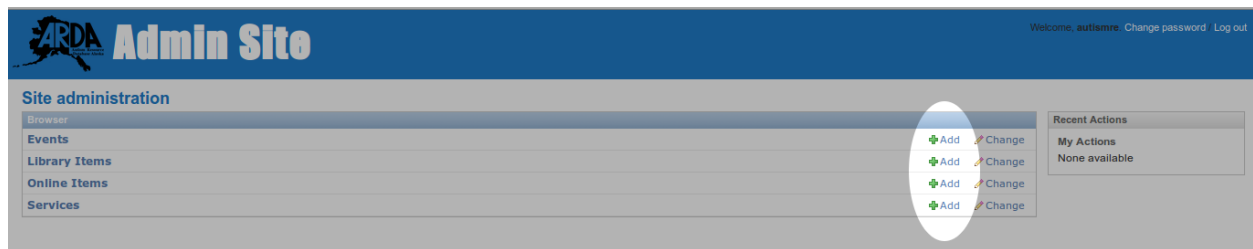
Add an item from the homepage

Alternatively you could use the listing page. At the top right of this page select the 'Add <resource type> Item' button. Both of the above options will navigate you to the 'Add <resource type> Item' page.

Add an item from listing page

The add resource page has empty fields. These fields are specific to which type of resource is being added. Required fields are in bold text. Fill out the forms with information specific to the resource being added.
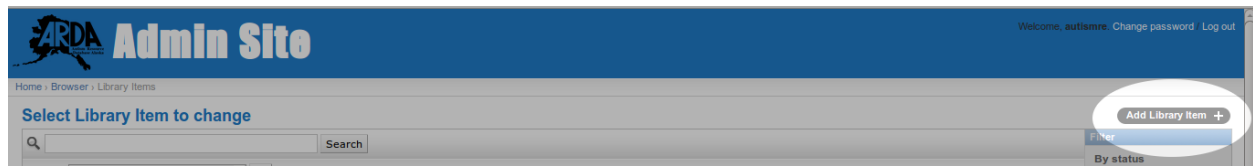
Below the fields, there is a tag labeled Homepage. If you check this box then this resource will be displayed on the homepage for users to see when they navigate to the site. This can be used for resources that are being promoted or that are particularly helpful.

Info Fields and Homepage tag

Next, and only on the library item page, there is a section for borrower information. This will be covered later in the tutorial, in the section on Checking Out a Resource, page 7.

Borrow Info(covered later)

Next there is a series of tags that can be assigned to a resource. These are important because they determine how resources will be found when a user searches the main site. Check all boxes that apply for this resource. For example if you are adding a children's book about public safety that is meant for any child between 5 and 7 you should check the following boxes: Age 3-18, Male, Female, and Safety Public.

Demographics				
Age 1-3	Age 3-18	Age 18+	Male	Female
☐	☑	☐	☑	☑

Behaviors												
Sleep	Safety Home	Safety Public	Safety Travel	Repetition	Aggression	Communication	Nonverbal	Sensory	Meltdown	Anxiety	Change	Nutrition
☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Disorders				
Autism Spectrum Disorder	Fetal Alcohol Syndrome	Pervasive Developmental Disorder	Asperger Syndrome	Cognitive Development Disorder
☑	☐	☐	☑	☐

Additional Search options				
For Parents & Professionals	Relationships	For Teachers	For Siblings	For Teens/Young Adults
☑	☐	☐	☐	☐

	Save and add another	Save and continue editing	Save

Search Tags

Finally save your entry. 'Save and add another' will save this resource and allow you to repeat the process for another resource, 'Save and continue editing' will save your current progress and you will remain on the page to further edit this resource, 'Save' will save this resource and return you to the Resource page.

For Teens/Young Adults
☐

Save and add another	Save and continue editing	Save

Save

For events only:

The event resource has a special filed in the browser options section 'Archive Event'. This option will have the browser ignore the event resource. This option should be selected after an event has ended so that the event no longer shows up in searches.

Browser Options
☑ Homepage
☑ Archive Event

Archive Event

Changing a Resource

This section changes a Library Item as an example.

Navigate to the resource you wish to edit (see Navigating Through Resources). Make changes to any fields or search tags (similar to adding a resource). Save your work. Any revisions made will be recorded and can be viewed by clicking on the 'History' link in the top right of that items edit page.

Change resource page

Checking Out a Library Item

This section covers a feature of the Library Item resource type

The Library Items in the database represent items in the ASA's Physical Lending Library. These items may be checked out. The ARDA admin site has a feature for keeping track of which items are checked out. The feature allows for scheduling of check out and return appointments.

Setting up a check out or return appointment

In order to check out an item from the lending library a client must contact an ASA volunteer via phone or email. This section assumes that this has occurred and the check out time has been decided.

Navigate to the Item to be checked out and expand the Borrower Info section.

Borrower info

Change the status to Reserved, or Checked out. Enter the name of the person borrowing the Item, and either an email, phone number or both. Finally set the Check Out Appointment or Return Appointment date and time fields. Save the appointment by hitting the save button at the bottom of the page.

Reserve or checkout an item

Makinging an Item Available (Checking In an Item)

When the library item has been returned, search for that item and expand the Borrower Info section. Set the status to Available. Save at the bottom of the page. This will clear the Borrower's contact info.

Return an item

Deleting a Resource

To test this section, delete a Library Item as an example.

There are two ways to delete Resources from the Database. The first is from the resource editing page. Simply navigate to the resource you wish to delete. In the bottom left corner of the page there is a link named 'Delete' with a red X. Clicking this link will navigate you to a page that gives a brief overview of the resource and confirms your desire to delete the resource. Click 'Yes, I'm sure' to delete the resource. If you change your mind and do not wish to delete the resource simply hit the 'back' button in your browser.

Delete via editing page

The second way to delete is on the pages for managing each type of resource. This method allows for more than one item to be removed at a time. Check the boxes next to each resource you wish to remove. When the desired items are selected go to the 'Action' drop menu and select 'Delete selected <resource type> Items'. Next click 'Go'. This will direct you to the same 'Are you sure?' page from above. This time it will contain information about all of the selected resources. Click 'Yes, I'm sure' to delete the items. If you change your mind and do not wish to delete the resource simply hit the 'back' button in your browser.

select item to delete

Confirm deleting items

Changing the Admin Password

At the top right of the page select the change password link. Enter the old password. enter and confirm the new password. Select the change my password button.
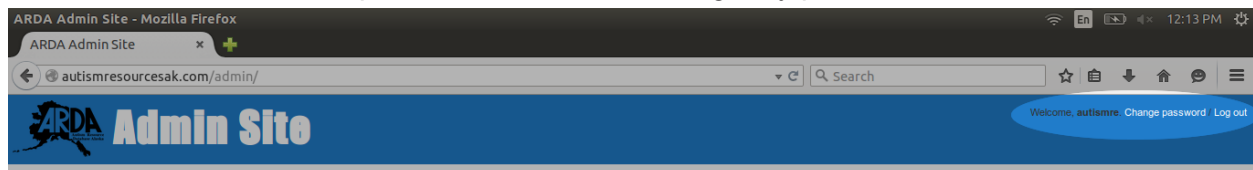
Change Password Link

Appendix A: List of Search Tags

Tag	Description
Demographics	
Age 1-3	an age range
Age 3-18	an age range
Age 18+	an age range
Male	a gender
Female	a gender
Behaviors	
Sleep	resource helps with sleep issues
Safety Home	resource deals with home safety
Safety Public	resource deals with public safety
Safety Travel	resource deals with travel safety
Repetition	resource about repetition
Aggression	resource about aggression
Communication	resource about communication
Nonverbal	resource about nonverbal persons
Sensory	resource about the senses
Meltdown	resource for aiding with meltdowns
Anxiety	resources for managing anxiety
Change	resource for helping with change
Nutrition	resource about eating issues
Disorders	
Autism Spectrum Disorder	

Fetal Alcohol Syndrome	
Pervasive Developmental Disorder	
Aspergers Syndrome	
Cognitive Development Disorder	
Additional Search Options	
For Parents & Professionals	targeted at parents
Relationships	for help with relationships
For Teachers	targeted at teachers
For Siblings	targeted at siblings
For Teens Young/ Young Adults	targeted at teens and young adults
Service Features(Services Only)	
Diagnostic	
Resource	
Therapy	
Educational	
Referral	
Legal	
City	Location of Service