

ARDA Admin Guide

ARDA Development Team

Purpose

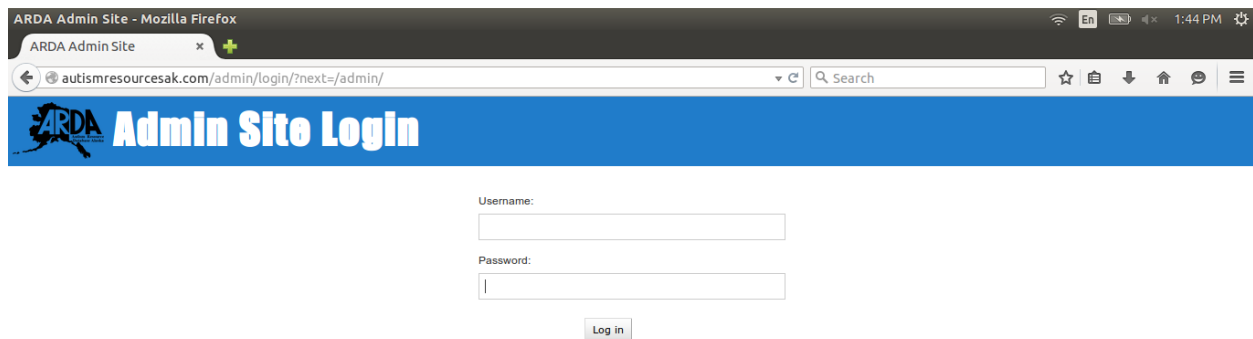
This guide is intended to show an administrator how to maintain the Autism Resource Database Alaska(ARDA) through the online admin interface. adding, changing, checking out, and deleting of resources will be covered. The database is maintained by the Autism Society Alaska(ASA).

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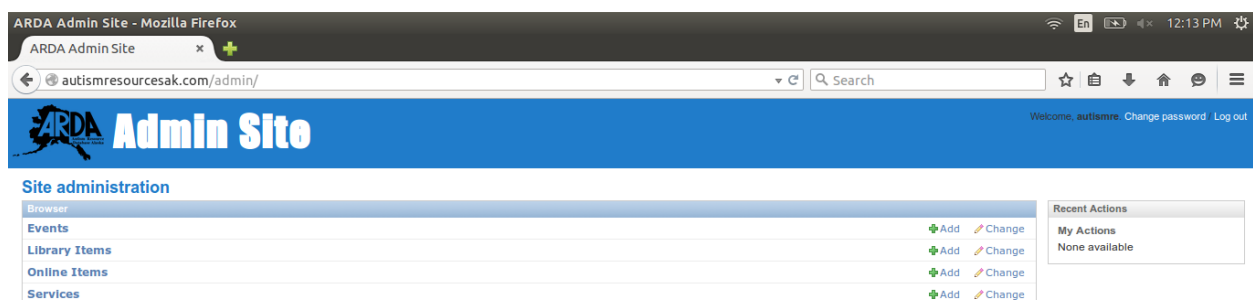
Login/Logout

Navigate to 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

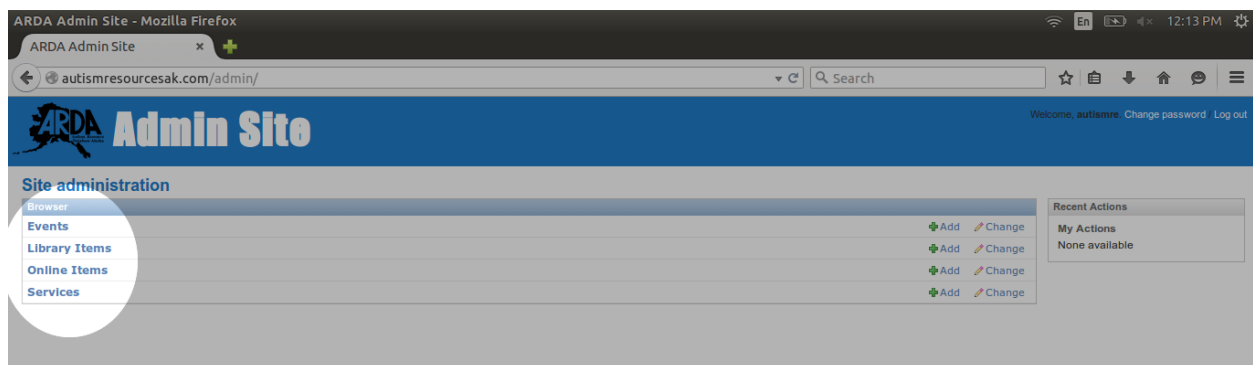
Navigating Through Resources

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 info 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 on the right.

The screenshot shows the ARDA Admin Site interface. At the top, there's a navigation bar with 'Admin Site' and a search bar. Below the navigation bar, there's a section for 'Select Library Item to change' with a search bar and a 'Go' button. The main content area displays a table of resources. The table has columns for 'Title', 'Phys Id', and 'Status'. The resources listed are:

Title	Phys Id	Status
<input type="checkbox"/> A Parent's Guide to Understanding Sensory Integration	1	Available
<input type="checkbox"/> Building Bridges Through Sensory Integration	2	Available
<input type="checkbox"/> ART: basic for young children	3	Available
<input type="checkbox"/> Play & Imagination in Children with Autism	4	Available
<input type="checkbox"/> Asperger Syndrome and Sensory Issues	5	Available
<input type="checkbox"/> The Out-of-Sync Child	6	Available
<input type="checkbox"/> Talking Timer	7	Available
<input type="checkbox"/> Time Timer Watch Plus	8	Available
<input type="checkbox"/> Going Through an Airport	9	Available
<input type="checkbox"/> Going Through an Airport	10	Available
<input type="checkbox"/> Social Skills	11	Available
<input type="checkbox"/> Advocacy for Individuals on the Autism Spectrum	12	Available
<input type="checkbox"/> Classroom Strategies- VTC Disc 1 & 2	13	Available
<input type="checkbox"/> Tips for Toilet Training	14	Available
<input type="checkbox"/> Visual Strategies	15	Available
<input type="checkbox"/> Transitions Through the Lifespan	16	Available
<input type="checkbox"/> Achieving Excellence For Alaska's Deaf & Hard of Hearing Students	17	Available

On the right side of the page, there are filters for 'By status' (All, Available, Reserved, Checked out), 'By category' (All, Sensory Integration, DVD/Software materials, Resources for Professionals & Parents, Children/School, Support for Siblings, Resources for Older Children, Teens & Adults, Behavior, Nonfiction/Novels/Children's Books, Binder/Folder Resources, FASD), and 'By item type' (All, Book, DVD, CD, VHS, Binder, Manual, Spiral Notebook).

Resource Listing page

You can view or edit a resources information by selecting its title. Editing a resource is covered in the section Changing a Resource.

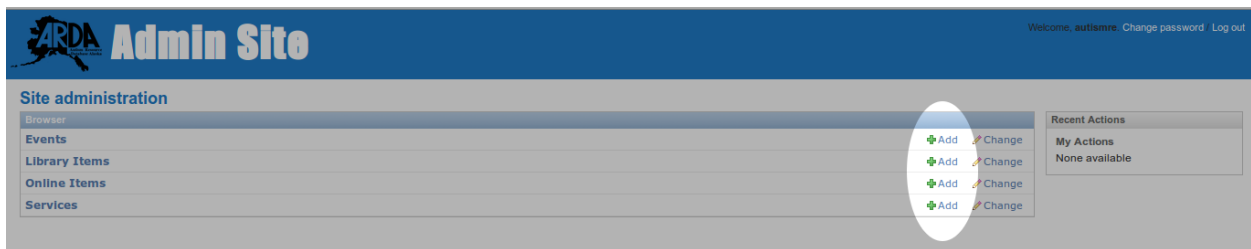
The screenshot shows the ARDA Admin Site interface. At the top, there's a navigation bar with 'Admin Site' and a search bar. Below the navigation bar, there's a section for 'Select Library Item to change' with a search bar and a 'Go' button. The main content area displays a table of resources. The resource 'A Parent's Guide to Understanding Sensory Integration' is selected, indicated by a blue highlight and a red arrow pointing to it.

Select a resource to edit

Adding a Resource

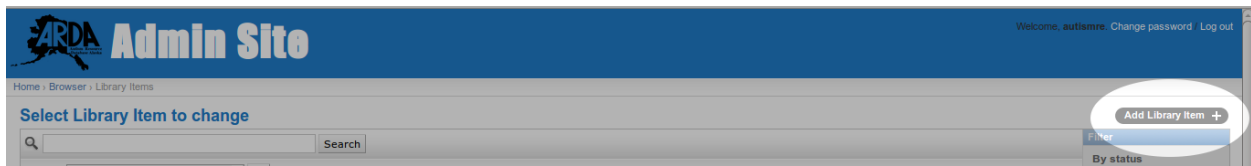
This section add a Library Item as an example

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.

ARDA Admin Site Welcome, autismre Change password Log out

Home > Browser > Library Items > Add Library Item

Add Library Item

Title:

Author:

Phys id:

Item type:

Category:

Description:

Fill out these fields

☐ Homepage <--Check if the item should be on the homepage

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.

☐ Homepage

Borrower Info (Show)

Demographics

Age 1-3

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 childrens 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Behaviors												
Sleep	Safety Home	Safety Public	Safety Travel	Repetition	Aggression	Communication	Nonverbal	Sensory	Meltdown	Anxiety	Change	Nutrition
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disorders				
Autism Spectrum Disorder	Fetal Alcohol Syndrome	Pervasive Developmental Disorder	Asperger Syndrome	Cognitive Development Disorder
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Search options				
For Parents & Professionals	Relationships	For Teachers	For Siblings	For Teens/Young Adults
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
<input type="checkbox"/>

Save

Changing a Resource

This section add 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 Library Item History

Title:

Author:

Phys id:

Item type:

Category:

Description:

Browser Options

☒ Homepage

Borrower Info (Show)

Demographics				
Age 1-3	Age 3-18	Age 18+	Male	Female
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Behaviors

Sleep	Safety Home	Safety Public	Safety Travel	Repetition	Aggression	Communication	Nonverbal	Sensory	Meltdown	Anxiety	Change	Nutrition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 or phone. 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 Hide	
Status:	Available ▾
Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Check Out Appointment:	Date: 2015-04-27 Today Time: 12:00:00 Now
Return Appointment:	Date: <input type="text"/> Today Time: <input type="text"/> Now

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.

Borrower Info Hide	
Status:	Available ▾ <- change the status
Name:	<input type="text"/> <- add borrowers contact info
Email:	<input type="text"/>
Phone:	<input type="text"/>
Check Out Appointment:	Date: 2015-04-27 Today Time: 12:00:00 Now <-set Check Out appointment if Reserving
Return Appointment:	Date: <input type="text"/> Today Time: <input type="text"/> Now <-set Return appointment if Checking Out

Reserve or checkout an item

Making an Item Available

Expand the Borrower Info section. Set the status to Available. Save at the bottom of the page. This will clear the Borrowers contact info.

Borrower Info Hide	
Status:	Available ▾ <- change the status
Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Check Out Appointment:	Date: 2015-04-27 Today Time: 12:00:00 Now
Return Appointment:	Date: <input type="text"/> Today Time: <input type="text"/> Now

Return an item

Deleting a Resource

To test this section, add 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.

ARDA Admin Site - Mozilla Firefox

ARDA Admin Site

autismresourcesak.com/admin/browser/library/1/

Description: A Parent's Guide to Understanding Sensory Integration

Browser Options

☒ Homepage

Borrower Info (Show)

Demographics

Age 1-3	Age 3-18	Age 18+	Male	Female
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Behaviors

Sleep	Safety Home	Safety Public	Safety Travel	Repetition	Aggression	Communication	Nonverbal	Sensory	Meltdown	Anxiety	Change	Nutrition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disorders

Autism Spectrum Disorder	Fetal Alcohol Syndrome	Pervasive Developmental Disorder	Asperger Syndrome	Cognitive Development Disorder
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Search options

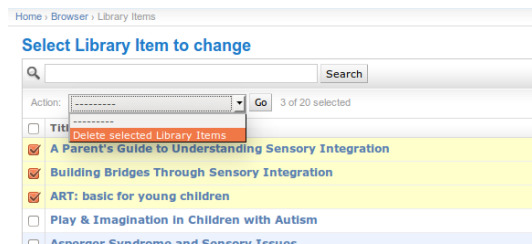
For Parents & Professionals	Relationships	For Teachers	For Siblings	For Teens/Young Adults
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☒ Delete

Save and add another Save and continue editing Save

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

Are you sure?

Are you sure you want to delete the selected Library Items? All of the following objects and their related items will be deleted:

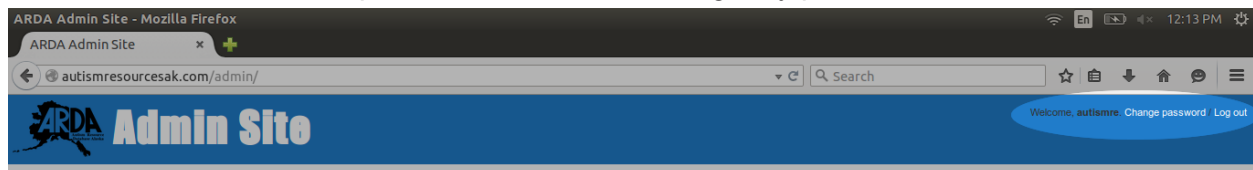
- Library Item: A Parent's Guide to Understanding Sensory Integration
- Library Item: Building Bridges Through Sensory Integration
- Library Item: ART: basic for young children
- Resource: A Parent's Guide to Understanding Sensory Integration
 - Demographics: SDemo object
 - Behaviors: SBehaviour object
 - Disorders: SDisorder object
 - Additional Search options: SAdditional object
- Resource: Building Bridges Through Sensory Integration
 - Demographics: SDemo object
 - Behaviors: SBehaviour object
 - Disorders: SDisorder object
 - Additional Search options: SAdditional object
- Resource: ART: basic for young children
 - Demographics: SDemo object
 - Behaviors: SBehaviour object
 - Disorders: SDisorder object

Yes, I'm sure

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 helping 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