- Basic information
  - Navigation using the top bar
  - User levels and basic permissions
    - Admin
      - Have the most privileges of any user. Can do anything in this guide
    - Volunteer
      - Limited privileges. Can create and modify appointments
    - Workstation head
      - Can only see appointment schedule
- Appointments (Home screen)
  - Appointment calendar
    - Next 10 appointments displayed above the calendar
      - This is paginated, so more can be viewed
    - On the calendar, each day displays the number of appointments. Clicking on the day opens up a modal window with the appointments listed
    - Filter by house or resident using the dropdown bars
  - Making an appointment
    - Click "New Appointment"
    - Fill in the form and press "Create appointment"
    - Appointment types
      - Admin can make a new appointment type by clicking on the link then making one in the window. This will then be autofilled as the selected appointment type
    - Can also be accessed by going to the details of another appointment and clicking "Copy appointment"
      - This fills in some of the form if the appointment is a followup
  - Editing appointments
    - From the main page, click on the details link next to an appointment then click edit appointment at the bottom.
  - Canceling appointments
    - On the appointment details page, press cancel to cancel an appointment. These appointments still appear but have a strikethrough. Admin can delete appointments.
  - Email reminders
    - Emails are sent at 6am if there is an appointment in that house
    - Admin have the option to send a realtime reminder to volunteers in the house of a resident's appointment
    - An appointment digest is sent on Friday to the medical coordinator detailing the next week's appointments
    - A user can schedule a reminder for followup email on the appointmet details page

- Houses
  - Viewing houses
    - Houses landing page
      - Houses laid out with basic information
        - Phone number of the house
        - Residents
          - Links to resident page
            - Link to house page
            - House phone number
            - Any notes
            - Appointments for that resident
        - Volunteers
    - House information page
      - Resident list
        - Links to each resident page
      - House phone number
      - Volunteer list
        - Links to each volunteer (see information on this page below)
  - Creating a new house
    - Admin only function
    - Press the "New House" button
      - Name is required
      - Phone number is optional
  - Editing and deleting houses
    - Admin only function
    - Find the house on the house page and press either edit or delete
    - Note that if the house is deleted, the residents aren't deleted
- Doctors
  - Viewing doctors
    - On the doctors page, all the doctors are listed
      - Click on one to get more information
        - Type
        - Phone number
        - Address
          - Click on address to get link to google maps
      - Click on the address to link to Google maps
    - Sorting
      - Click on the desired column to sort ascendingly
  - Adding doctors
    - Admin only function
    - Press "New doctor" button
    - Filling in corresponding information and press "Create Doctor"

- ○ Editing and deleting doctors
  - ■ Next to the corresponding row on the doctors page, click edit or delete
  - ■ DOES DELETING A DOCTOR DELETE CORRESPONDING APPOINTMENTS
- ● Other volunteers
  - ○ Viewing users
    - ■ Click on the user to see more information, such as house, email, role or email preference
    - ■ Sorting
      - ● Click on the desired column to sort ascendingly
- ● Car checkout
  - ○ Viewing reservations
    - ■ Reservations are listed on the calendar on the cars page
    - ■ Scroll through the weeks to see future servations
    - ■ Click on the reservation to see complete information, including time, who checked out the car, and any notes
  - ○ New reservation
    - ■ Press "New reservation"
    - ■ Choose the times
    - ■ Press "view available cars"
    - ■ Choose a car from the list of available cars
    - ■ List the purpose of the reservation
    - ■ Press "Save reservation"
  - ○ Delete a reservation
    - ■ Click on the reservation
    - ■ Press delete
  - ○ Manage cars
    - ■ Admin only function
    - ■ Press manage cars
    - ■ New car
      - ● Press 'New car"
      - ● Enter the car name
      - ● Press "Create car"
    - ■ Edit and delete cars
      - ● Press edit or delete
      - ● DOES DELETING A CAR DELETE THE RESERVATIONS
- ● Miscellaneous admin functions
  - ○ Creating user accounts
    - ■ Click on "New User" button in admin or user tab
    - ■ Everything but phone number is required
      - ● The person making the account does need to put in a password then give it to the actual user. They can change it on their own.
  - ○ Changing user details

- ■ Click on edit to edit a user
- ■ Can also change admin status, email notification setting, or medical coordinator status straight from admin page
- ○ Managing residents
  - ■ Adding residents
    - ● Manage residents link at the bottom of the houses page
    - ● Can also add from houses page
    - ● Name is the only required field
  - ■ Deleting residents
    - ● Manage residents link at the bottom of the houses page
    - ● Delete resident by clicking on the delete link
- ○ Report generation
  - ■ Select filters. If nothing is selected, all will be included. Then choose pdf or csv which will download a file of the specified file type.
  - ■ In addition, all pages have a link at the bottom to download the data as a csv format for backup