* 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