User Manual

Ver 2.1

Revision History

| Date	Version	Description	Author
4/22/19	1.0	Initial Draft	Tek Ghimire
5/7/19	2.0	Revised,Update picture and grammar.	Tek Ghimire
5/7/19	2.1	Update pictures, functions, table of content, and grammar.	Phong Nguyen

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Login/logout

Log in using your user name and password. If Guard does not have the user account, contact the Admin for the user-name and password.

To logout use the logout button in the login block (top of the sidebar on each page) or go to "Your username" in the toolbox and click "logout".
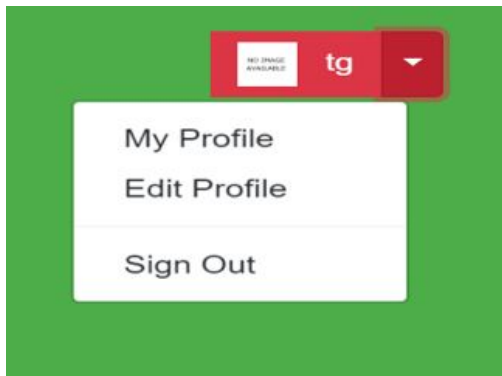
Admin Creates User

After an Admin has logged into their account, an Admin user can go to the Admin page from login block (top of the sidebar on each page) or User profile page.
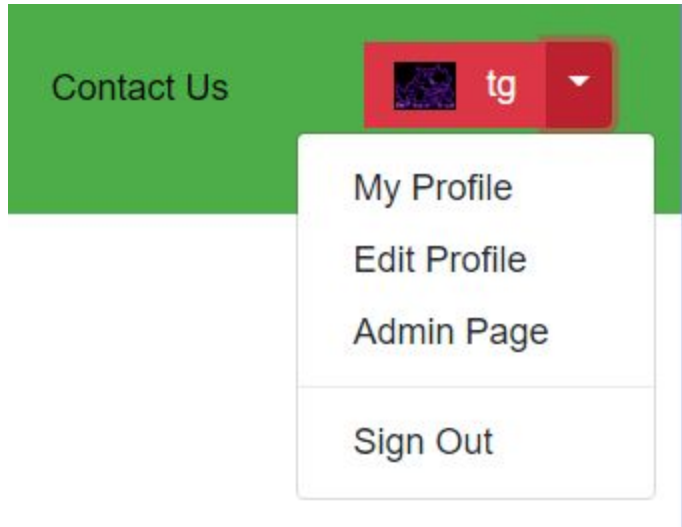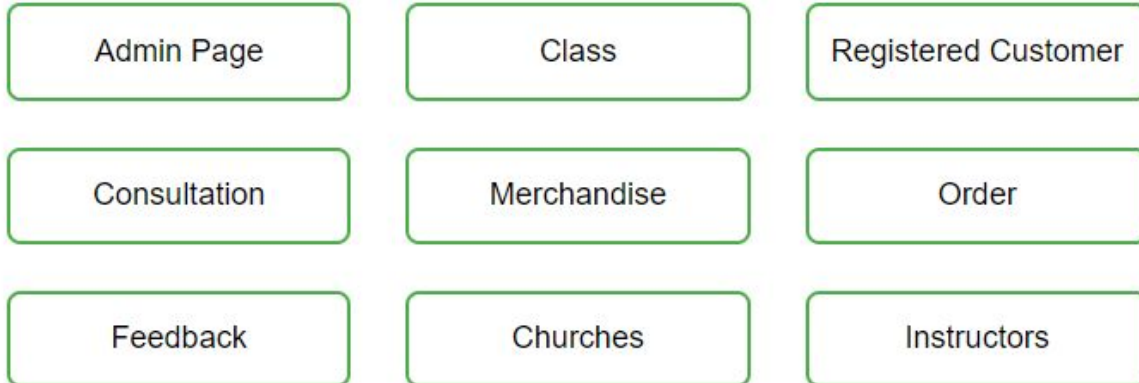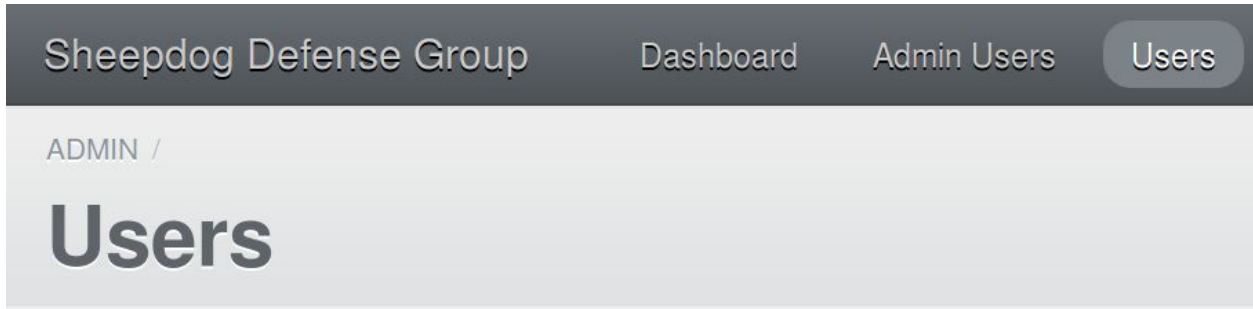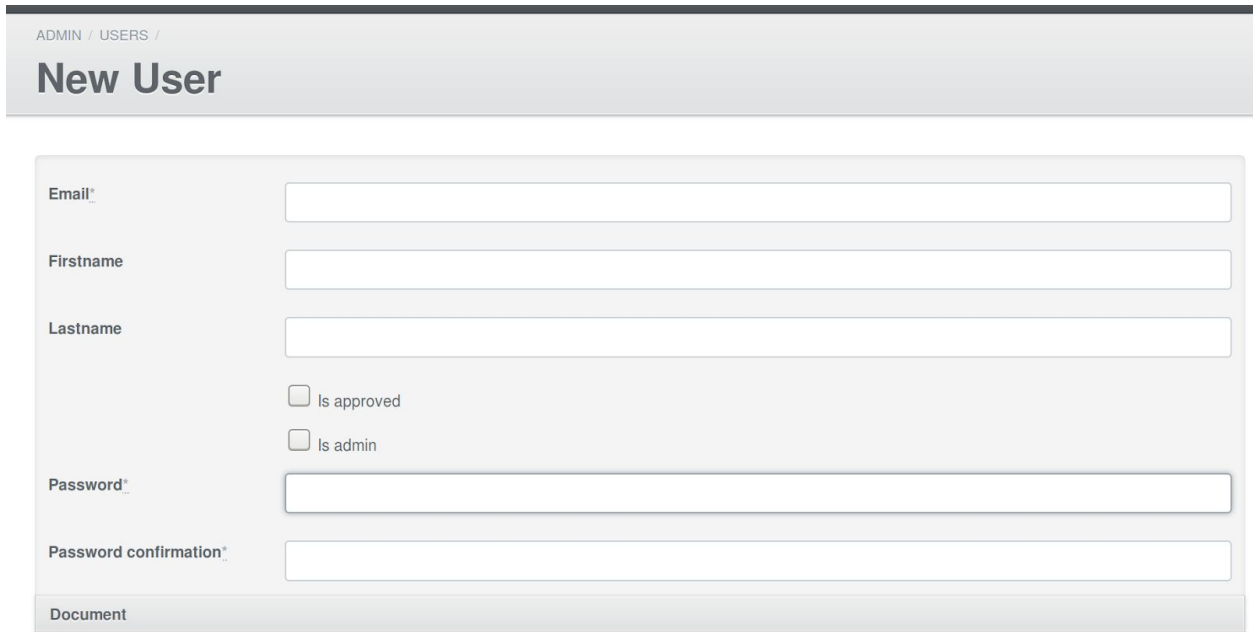
Admin user can choose to create Admin user or regular user from the Admin dashboard. .

Sheepdog Defense Group   Dashboard   Admin Users   Users

ADMIN /

Users

When creating the new user, Admin has option to give new user Admin privilege. .

ADMIN / USERS /

New User

Email*

Firstname

Lastname

☐ Is approved

☐ Is admin

Password*

Password confirmation*

Document

Admin Modifies Guard User Profile

Click on User button in Admin Portal => Select one User to Edit or Delete

Edit User

Email*	guard@sheepdog.com
Firstname	guard
Lastname	abcd

☑ Is approved

☐ Is admin

Document

File   [Browse...] No file selected.

COSCscheduleCC.pdf

☐ Delete

File   [Browse...] No file selected.

Exam2.pdf

☐ Delete

Add Documents

Update User   **Cancel**

NOTE: Admin can upload or remove Guard's document one by one.

Admin Creates Classes

Admin indicates that they want to create a new class from profile page or Admin dashboard.

Administrative Quick Options

Admin Page	Class	Registered Customer
Consultation	Merchandise	Order
Feedback	Churches	Instructors

Admin enters name, description, start date, end date, and price for a class.

Title

Firearms_test

Description

Our license to carry course is taught by knowledgeable and certified LTC instructors. They are licensed by the state of Texas. We will train you on current laws and get you through the application process.

Price

75

Start time

May ▾ 18 ▾ 2019 ▾ — 12 PM ▾ : 00 ▾

End time

May ▾ 18 ▾ 2019 ▾ — 04 PM ▾ : 00 ▾

Submit

Enter submit for the verification of the information.
The class gets added to the calendar.

May 2019

| | month | week | | | today | < | > |

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5 **1p** LTC	6	7	8	9	10	11
12	13	14	15	16	17	18 **12p** Firearms_test
19	20	21	22	23	24	25

Admin Edits Class Information

On profile page, click on Class when logged in as Admin user, click Class:

Administrative Quick Options

Admin Page   Class

Click Edit in Action column on class that you want to change. Enter new information then click submit.

Edit Class Information

Title

Tatical Medical

Description

First aid.

Price

75.0

Start time

March   8   2019 — 10 AM : 00

End time

March   8   2019 — 12 PM : 00

Submit

Show | Back

Admin Edits Customer Information

On profile page when logged in as Admin user, click Registered Customer:

Administrative Quick Options

Admin Page	Class	Registered Customer

Click Edit or Delete in Action column then Submit your changes.

Name

Phong N

Class

14

Email

phong@zmail.net

Phone

2193012831

Payment

40.0

Paymentstatus

PARTIAL⌄

Update Customer

Show | Back

Admin Manages Instructor List

On profile page when logged in as Admin user, click Instructors:

Administrative Quick Options

Admin Page	Class	Registered Customer
Consultation	Merchandise	Order
Feedback	Churches	Instructors

Click on Edit, Delete, or Add New Instructor:

Name

Role

Bio

Picture

Browse...   No file selected.

Submit

Admin Updates Merchandise List

Admin will initiate that they will add a new merchandise.

Administrative Quick Options

Admin Page	Class	Registered Customer
Consultation	Merchandise	Order
Feedback	Churches	Instructors

Admin provides the item's information (name, price, description) and picture.

Name

Description

Price

Image

Choose File   No file chosen

Submit

Information provided goes throw the input and field validation.
Merchandise has been added to the merchandise list.

Name: Decal

Description: Sheepdog vehicle decal

Price: $4.00

Quantity

1

Add to Cart

Edit | Delete | Back

Admin Removes Merchandise

Admin selects a merchandise
Admin removes the merchandise

Quantity

1

Add to Cart

Edit | Delete | Back

E... ▣ Overview   sleepy-chamber-55897.herokuapp.com says   h. 10 HUMAN... **Q**

Are you sure?

OK   Cancel
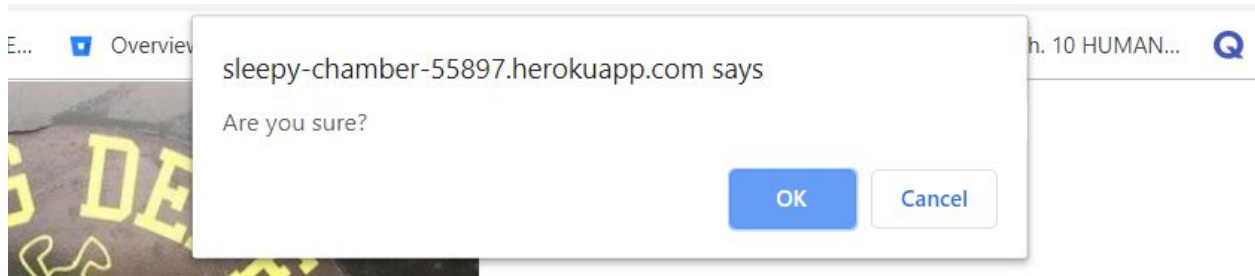
Confirmation message send, "the merchandise has been removed"

Admin Manages Consultation Request

On profile page when logged in as Admin user, click Consultation:

Administrative Quick Options

Admin Page	Class
Consultation	**Merchandise**

Click Edit or Delete request.

Name

phong

Email

phong.nguyen1901@gmail.com

Phone number

1231231234

Location address

Rogers Ave

General description
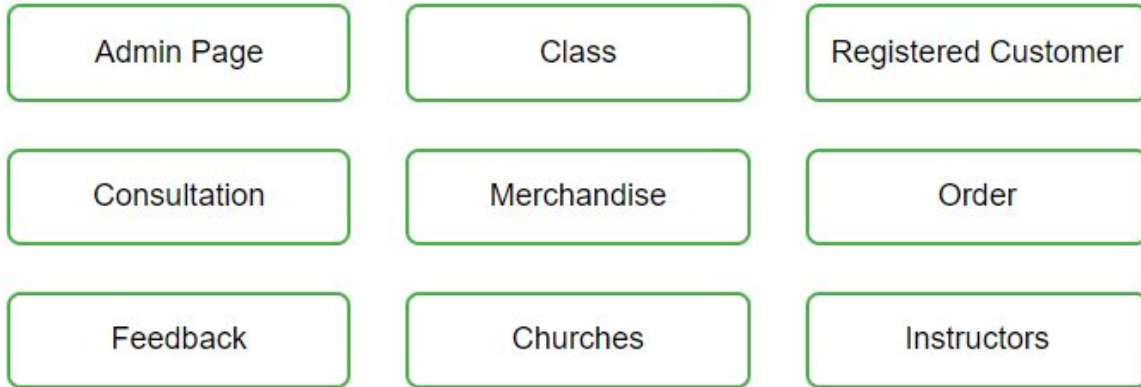
Threat Assessment.

Submit

Sheepdog Defense Group

Admin Adds Churches

Admin will initiate that they will add a new church.

Admin user can choose to create new church from church list page.

| Fellowship of the Parks-Justin | 425 Boss Range Rd Justin, TX 76247 | https://calendar.google.com/calendar/embed?src=psunefqn5cqask796nosmdduh4%40group.calendar.google.com&ctz=America%2FChicago | Edit Delete |

New Church

The Admin enters church name, address, and a calendar code.

Church name

Fellowship of the Parks-N. Fort Worth

Location address

9900 N. Beach Fort Worth, TX 76244

Calendar code

https://calendar.google.com/calendar/embed?src=so6n1mar5u5orn8b67jpqu66ts%40group.calendar.google.com&ctz=America%2FChicago

Submit

The system notifies the upload was successful.

Customer Signs-up for Class

Customer clicks a class to sign-up from the calendar in home page..

Customer enters name, email, phone number, and payment amount.

Class*

Firearms_test ▼

Description:
Our license to carry course is taught by knowledgeable and certified LTC instructors. They are licensed by the state of Texas. We will train you on current laws and get you through the application process.

Start: 12:00 pm May 18, 2019

End: 04:00 pm May 18, 2019

Price: $75.00

Name*

Tek Ghimire

Email*

tek.ghimire1@hotmail.com
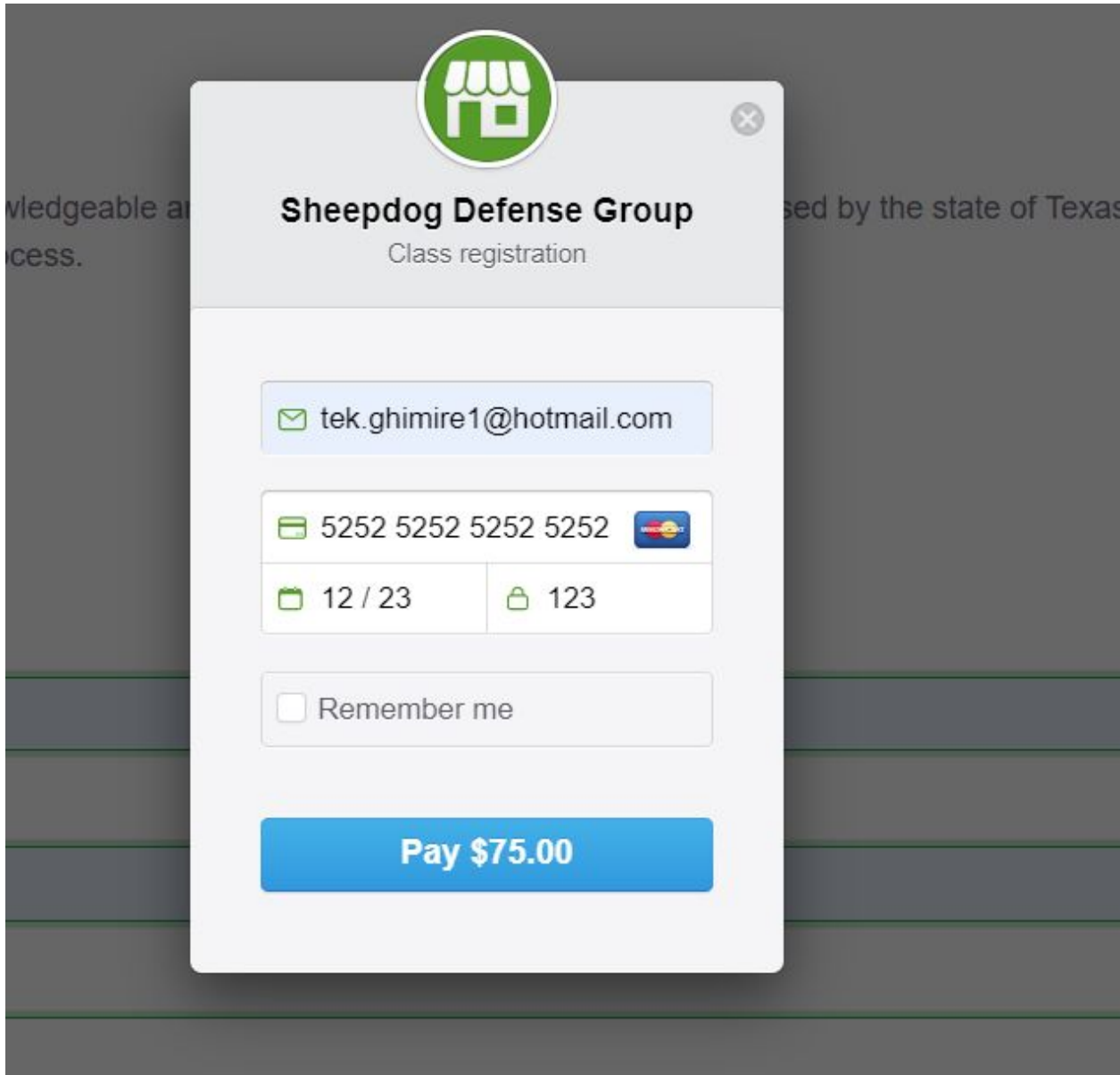
Phone number*

8173334278

Payment amount*

75

Pay with Stripe

Customer enters their payment information using the stripe.

Stripe verifies the customers payment information.
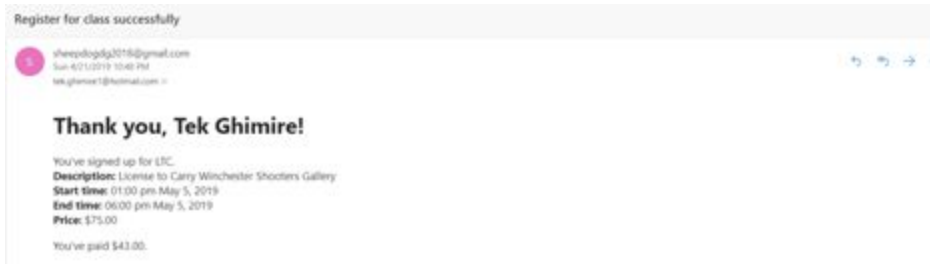Customer get the enrollment verification.

Thank you for registering!

You've registered for LTC from 1:00 pm May 5, 2019 to 6:00 pm May 5, 2019 and paid $75.00 deposit.

You should receive an email shortly about your registration detail. Please check your spam if you don't see our email.

· The customer gets placed onto the class roster.
· The system notifies the customer that the sign-up is complete by email.

Register for class successfully

sheepdogdg2018@gmail.com
Sun 4/21/2019 10:40 PM
tek.ghimire1@hotmail.com

Thank you, Tek Ghimire!

You've signed up for LTC.
Description: License to Carry Winchester Shooters Gallery
Start time: 01:00 pm May 5, 2019
End time: 06:00 pm May 5, 2019
Price: $75.00

You've paid $43.00.

Customer Purchases Merchandise

Customer navigates the shop page from the top of the sidebar on each page.
Customers select the merchandise to buy.

Name: Blue Shirt

Description: Psalms 23:4 shirt in blue

Price: $20.00

Customer enters the quantity of merchandise to buy.

Quantity

1

Size

Small ▼

Add to Cart

Edit | Delete | Back

Customer gets confirmation from the system that selected merchandise has been added to cart.

Merchandise	Description	Price	Size	Quantity	Action	
Blue Shirt	Psalms 23:4 shirt in blue	$20.00	Small	2	Update	Remove

Total: $40.00.

Checkout

Continue shopping

Customer initiates checkout.

Checkout

Continue shopping

Customer enters name, shipping address, and email.

Name

Tek Ghimire

Email

tek.ghimire1@hotmail.com

Phone number

6822249275
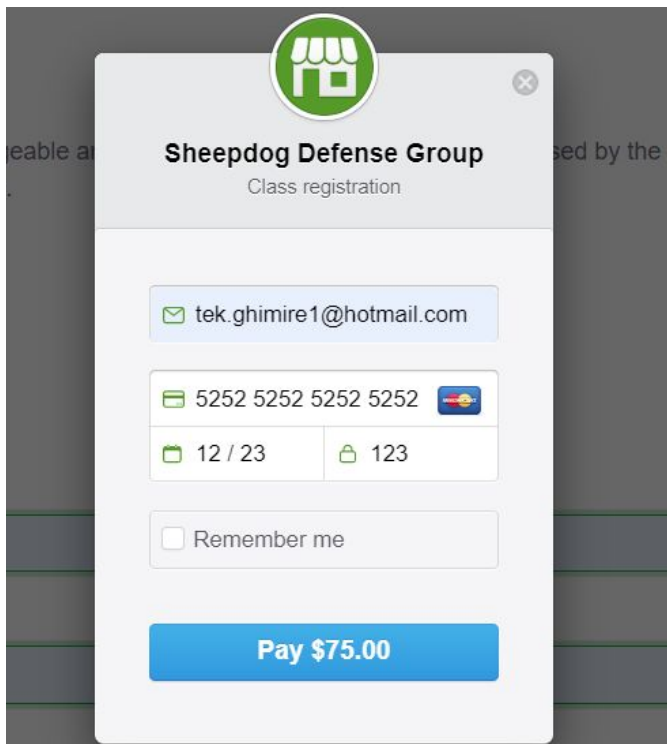
Shipping address

4234 Total Lake Trail

Total: $40.00

*Shipping price is included.

Pay with Card

Customer enters their payment information using Stripe.

User information and payment methods are validated using input and field validation.
User will get confirmation that purchase is complete and email notification.

Your order has been placed, Tek Ghimire!
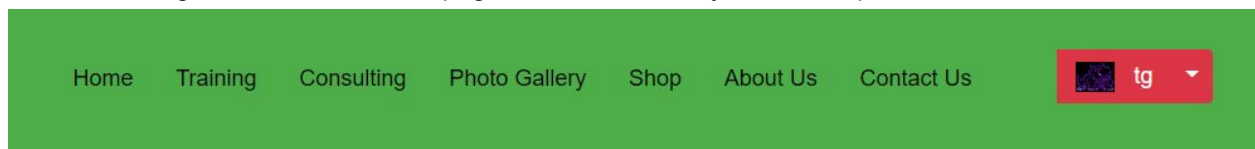
Order detail:

Email: tek.ghimire1@hotmail.com

Phone: 4445556666

Shipping address: 3030 Total Mount Trail

Swag	Size	Quantity	Price
Blue Shirt	Small	2	$20.00
			Total: $40.00

Customer Requests Consultation

Customer navigates the consultation page indicates that they want to request a consultation.

Customer enters name, phone number, email, address, and a description of their problems.

Name

Tek Ghimire

Email

tek.ghimire1@hotmail.com

Phone number

2223332323

Location address

4401 Cathedral Dr., 6604

General description

Submit

Inputs are validated using input and field validation.

The system sends the confirmation email and notification message – request is complete.

Thanks for choosing us! Below is your request detail.

Name: Tek Ghimire

Email: tek.ghimire1@hotmail.com

Phone: 2223332323

Address: 4401 Cathedral Dr. 6604

Description:

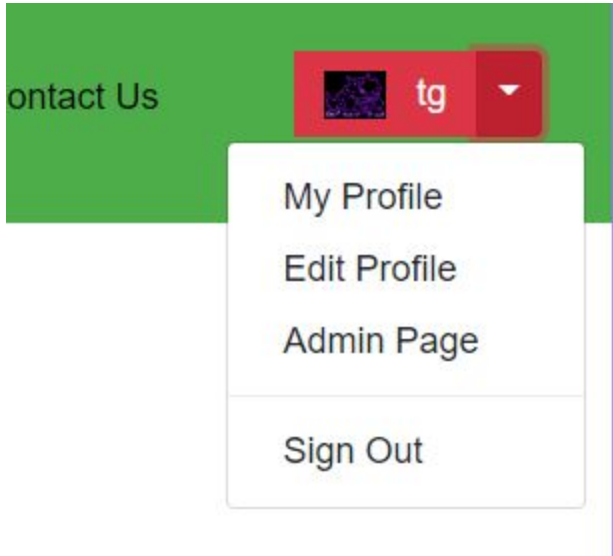The system notifies the Admin of the request.

Guard Modifies Information

Guard goes to edit page.

Guard updates personal information.

The system verifies the information.

Profile

Name — Tek Ghimire

Email — tek.ghimire1@hotmail.com

Phone Number — 6822249275

Birthday — 11/12/1998

Address — 7000 Baldy Mountain Trail

Home Campus Address — 9900 N. Beach Fort Worth, TX 76244

View Documents

View My Document 1

The system saves changes to the database and notifies the Admin.
NOTE: Guard can upload multiple documents at the same time. New documents will replace ALL old documents even if the number of documents is different.