

# EPILEPSY SOUTH AFRICA WESTERN CAPE Content Management System User Manual



**team**

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## Contents

1.	GENERAL INFORMATION .....	3
1.1	SYSTEM OVERVIEW .....	3
2	GETTING STARTED .....	3
2.1	Login.....	3
Initial .....	3	
Forgot Password .....	3	
Change Password .....	4	
3	SERVICES.....	4
3.1	ENQUIRIES.....	4
3.2	EAP .....	6
3.3	COUNSELLING .....	7
3.4	EMPLOYEE RECORDS.....	7
3.5	MEMBERS.....	8
3.6	CLIENTS .....	8
3.7	REPORTS.....	9
3.7.1	SUPPORT GROUP REPORTS.....	11
3.7.2	Enquiry Reports.....	11
4	HELP .....	12
4.1	GENERAL .....	13
4.2	ONLINE .....	13
4.3	GOOGLE MAPS .....	13
4.4	INFORMATION .....	13



## 1. GENERAL INFORMATION

The User Manual provides the information necessary for the user to effectively use the automated information system.

### 1.1 SYSTEM OVERVIEW

- This Content Management System is intended for the social workers of Epilepsy South Africa Western Cape (ESAWC).
- It is used primarily for the purposes of capturing field data and producing reports which assist ESAWC and the government in negotiating a budget for the upcoming financial year.
- The main system for management is a client/server architecture which runs on a windows based platform
- Note: All the ID's in this system are Auto generated and the user does not need to enter any of these.
- Before using the system, the user should have Microsoft packages installed as various Microsoft components were used in the functionality of the system, such as Word and Excel. A package that accepts PDF format should also be available, e.g. Adobe.

## 2 GETTING STARTED

### 2.1 Login

#### Initial

- The system can only be used by authenticated users (ESAWC Social Workers).
- Please enter your username and password.
- After you log in with your designated username and password, you have access to the system and can change your password.

NOTE: Not all the system's functionality will be available for unauthenticated users

#### Forgot Password

- A user can only retrieve their password if they give the accurate username. This is to ensure security of data as the system has multiple users
- You will be asked a security question to which you must answer correctly.



- Your password will be displayed in the text box.
- A system message will be displayed should there be an issue with the retrieving of a user's password.

### Change Password

- Once logged in, a user can change their password by clicking on the “*change password text*”.
- Enter the required information in the relevant textboxes and click on “*change password*” to effect the changes.


## 3 SERVICES

The services tab located on the menu bar contains the links to the subsystems that ESAWC currently provides to the community.

- Hover over the services tab on the menu bar to display the various subsystems



### 3.1 ENQUIRIES

A user accesses the enquiry page to record a new enquiry and to save its data in the database.

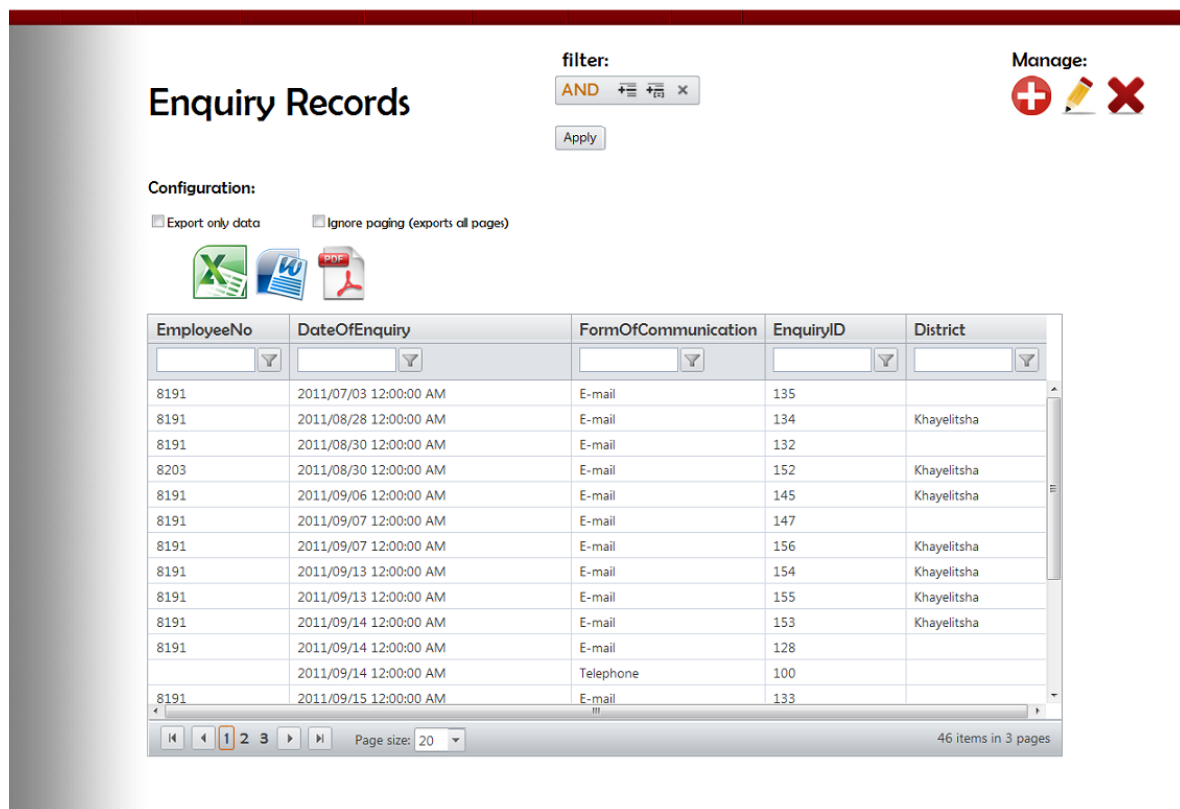
- Click on the Enquiries option within the Services drop down panel.
- The grid view displays the data that is currently in the database
- You can use the search and filter functionality that is provided to trawl through records in the database(Type in the textbox in the relevant grid view column)
- To move to a **NEW PAGE** of data in the grid view, click on the **NEXT** arrow located at the bottom of the grid view
- To choose how many records you want to be displayed on a page, click on the **PAGE SIZE** drop down arrow located at the bottom of the gridview and select the appropriate number.
- To **ADD** a new record , click on the  located at the top right of the screen
- You are then redirected to the record enquiry page where you are required to enter the details of a particular enquiry.
- To enter a date, click on the Date textbox and a calendar will appear
- Click on the relevant calendar date to select it.
- To enter **EMPLOYEE, AGE GROUP, RACE, FORM OF COMMUNICATION AND DISTRICT INFORMATION**, click on the respective drop down lists and select the relevant option. To select **NATURE OF ENQUIRY**, check the relevant checkboxes and click **SAVE** to save the information.



**NOTE: A user may select more than one checkbox.**

- Click the **BACK** button to return to the Enquiries page.
- To **EDIT** a record, select a row on the grid view and click on the  located at the top right of the screen
- To **DELETE** a record, select a row on the grid view and click on the  sign located at the top right of the screen.
- To export the displayed records to Excel, PDF or Word, click on the relevant icons located above the grid view.

Below is a screen shot of the enquiry records page.



The screenshot displays the 'Enquiry Records' interface. At the top right, there is a 'filter:' section with 'AND' selected and an 'Apply' button. To the right of the filter is a 'Manage:' section with icons for adding (+), editing (pencil), and deleting (X). Below this is a 'Configuration:' section with checkboxes for 'Export only data' and 'Ignore paging (exports all pages)'. Underneath are icons for exporting to Excel, Word, and PDF. The main area is a table with the following data:




EmployeeNo	DateOfEnquiry	FormOfCommunication	EnquiryID	District
8191	2011/07/03 12:00:00 AM	E-mail	135	
8191	2011/08/28 12:00:00 AM	E-mail	134	Khayelitsha
8191	2011/08/30 12:00:00 AM	E-mail	132	
8203	2011/08/30 12:00:00 AM	E-mail	152	Khayelitsha
8191	2011/09/06 12:00:00 AM	E-mail	145	Khayelitsha
8191	2011/09/07 12:00:00 AM	E-mail	147	
8191	2011/09/07 12:00:00 AM	E-mail	156	Khayelitsha
8191	2011/09/13 12:00:00 AM	E-mail	154	Khayelitsha
8191	2011/09/13 12:00:00 AM	E-mail	155	Khayelitsha
8191	2011/09/14 12:00:00 AM	E-mail	153	Khayelitsha
8191	2011/09/14 12:00:00 AM	E-mail	128	
	2011/09/14 12:00:00 AM	Telephone	100	
8191	2011/09/15 12:00:00 AM	E-mail	133	

At the bottom of the table, there are navigation controls including page numbers (1, 2, 3), a 'Page size: 20' dropdown, and a status bar indicating '46 items in 3 pages'.



## 3.2 EAP

Clicking this tab allows the users to **ADD**, **EDIT** and **DELETE** records of events.




- A grid view is displayed which depicts the data currently held in the database
- You can use the search and filter functionality that is provided to trawl through records in the database(Type in the textbox in the relevant grid view column)
- To move to a **NEW PAGE** of data, click on the **NEXT** arrow located at the bottom of the grid view
- To **ADD** a new record , click on the  located at the top right of the screen
- You are then redirected to the record EAP page where you are required to enter the details of a particular EAP event
- Click on the date textbox to record a date for the event
- To select the type of assistance and the district, select the various options under the dropdown lists.
- Enter the relevant information in the textboxes that are located within the panels
- Click **SAVE** to save the data to the database(The user will be prompted to confirm this action)
- To clear all the data in the textboxes, click the **CLEAR ALL** button.
- Click the **BACK** button to return to the **EAP RECORDS** page.
- To **EDIT** a record, select a row on the grid view and click on the  located at the top right of the screen
- To **DELETE** a record, select a row on the grid view and click on the  sign located at the top right of the screen.
- You will be prompted to confirm the delete of this record
- To export the displayed records to Excel, PDF or Word, click on the relevant icons located above the grid view.



### 3.3 COUNSELLING

- Click on the Enquiries option within the Services drop down panel.
- Once on the Counseling page, enter the client name in the *client name* text box
- Under the dropdowns, select the appropriate type of intervention and the form of communication
- Enter appropriate data into all the fields and click the **SAVE** key to commit it to the database.




### 3.4 EMPLOYEE RECORDS

- Click on the **EMPLOYEE** tab on the menu bar to access the Employee records.
- The grid view displays the data that is currently in the database
- You can use the search and filter functionality that is provided to trawl through records in the database(Type in the textbox in the relevant grid view column)
- To move to a **NEW PAGE** of data, click on the **NEXT** arrow located at the bottom of the grid view
- To **ADD** a new record , click on the  located at the top right of the screen
- You are then redirected to the record enquiry page where you are required to enter the details of a particular enquiry.
- Enter the relevant information in the **EMPLOYEE DETAILS** page and click **SAVE**
- Click the **BACK** button to return to the **EMPLOYEE RECORDS** page.
- To **EDIT** a record, select a row on the grid view and click on the  located at the top right of the screen
- To **DELETE** a record, select a row on the grid view and click on the  sign located at the top right of the screen.
- To export the displayed records to Excel, PDF or Word, click on the relevant icons located above the grid view.



### 3.5 MEMBERS

This tab allows the user to change the Members' records





- Click on the **MEMBER** tab on the menu bar to access the **MEMBER** records.
- The grid view displays the data that is currently in the database
- You can use the search and filter functionality that is provided to trawl through records in the database(Type in the textbox in the relevant grid view column)
- To move to a **NEW PAGE** of data, click on the **NEXT** arrow located at the bottom of the grid view
- To **ADD** a new record , click on the  located at the top right of the screen
- You are then redirected to the Member details page where you are required to enter the details of a particular Member.
- Enter the relevant information in the **MEMBER DETAILS** page.
- The user then needs to specify whether the Member is subscribed or unsubscribed and charge them the agreed upon amount.
- After filling in all the spaces in the form, click **SAVE** to commit the changes to the database
- Click the **BACK** button to return to the **MEMBER RECORDS** page.
- To **EDIT** a record, select a row on the grid view and click on the  located at the top right of the screen
- To **DELETE** a record, select a row on the grid view and click on the  sign located at the top right of the screen.
- Confirm the delete by clicking on yes when the dialogue box appears
- To export the displayed records to Excel, PDF or Word, click on the relevant icons located above the grid view.

### 3.6 CLIENTS

- Click on the **CLIENT** tab on the menu bar to access the **CLIENT** records.
- The grid view displays the data that is currently in the database
- You can use the search and filter functionality that is provided to trawl through records in the database(Type in the textbox in the relevant grid view column)





- To move to a **NEW PAGE** of data, click on the **NEXT** arrow located at the bottom of the grid view
- To **ADD** a new record , click on the  located at the top right of the screen
- You are then redirected to the record Clients page where you are required to enter the details of a particular Client.
- Enter the relevant information in the **CLIENT DETAILS**
- There is an option to upload a picture from your hard drive
- To upload it, click on the select button and browse your hard drive for a picture
- To enter the details of a next-of-kin, click the  icon and enter the details in exactly the same way as you did for the Client.
- page and click **SAVE**
- Click the **BACK** button to return to the **CLIENT RECORDS** page.
- To **EDIT** a record, select a row on the grid view and click on the  located at the top right of the screen
- A pop-up window appears where the user can edit this data. Click the **EDIT** button to enable the textboxes within this window.
- Click on the **UPDATE** button to change the data in the database
- Close the pop-up window .
- To **DELETE** a record, select a row on the grid view and click on the  sign located at the top right of the screen.
- To export the displayed records to Excel, PDF or Word, click on the relevant icons located above the grid view.

### 3.7 REPORTS

The reports page is where the Social workers can view reports of the various services ESAWC provides.

- Click on a specific report to view it.



This report can be viewed by grouping the data into various categories:

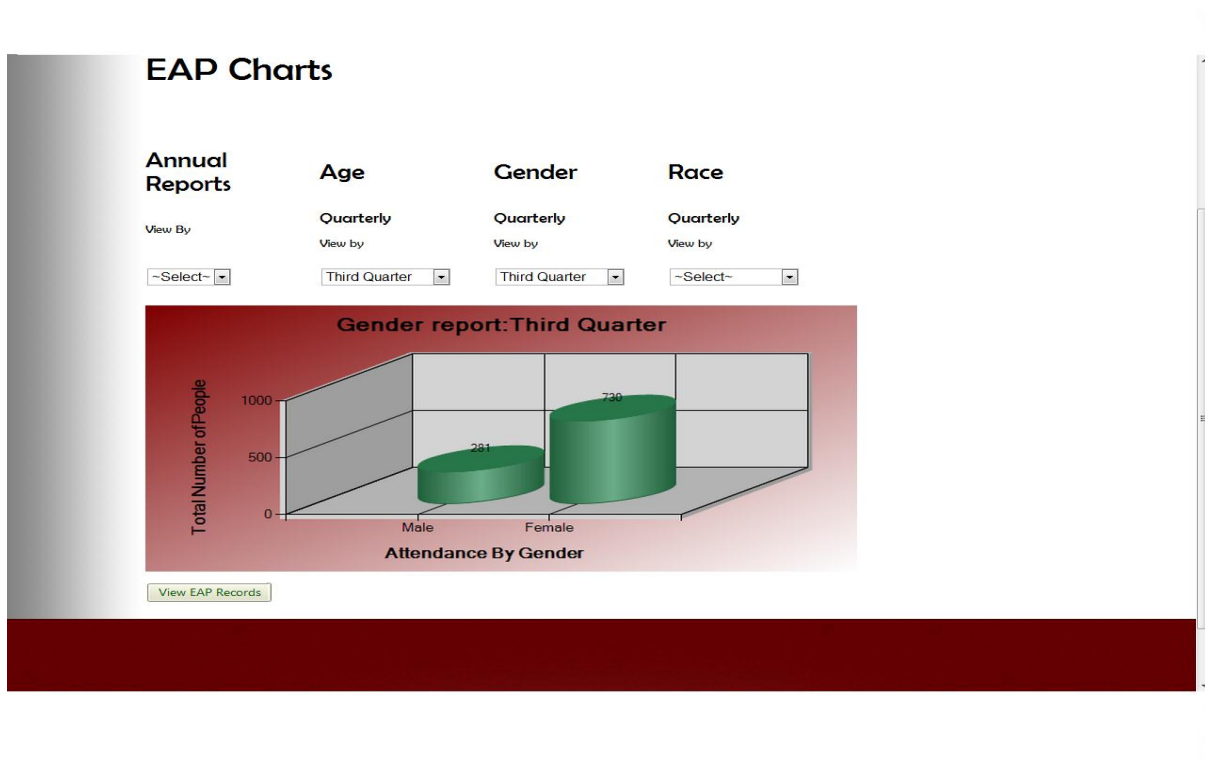
To view the annual charts on **AGE**, **GENDER** and **RACE**

- Click on the **ANNUAL** dropdown arrow
- Click on one of the 3 options to view the chart

To view the quarterly charts based on **AGE**, **GENDER** and **RACE**

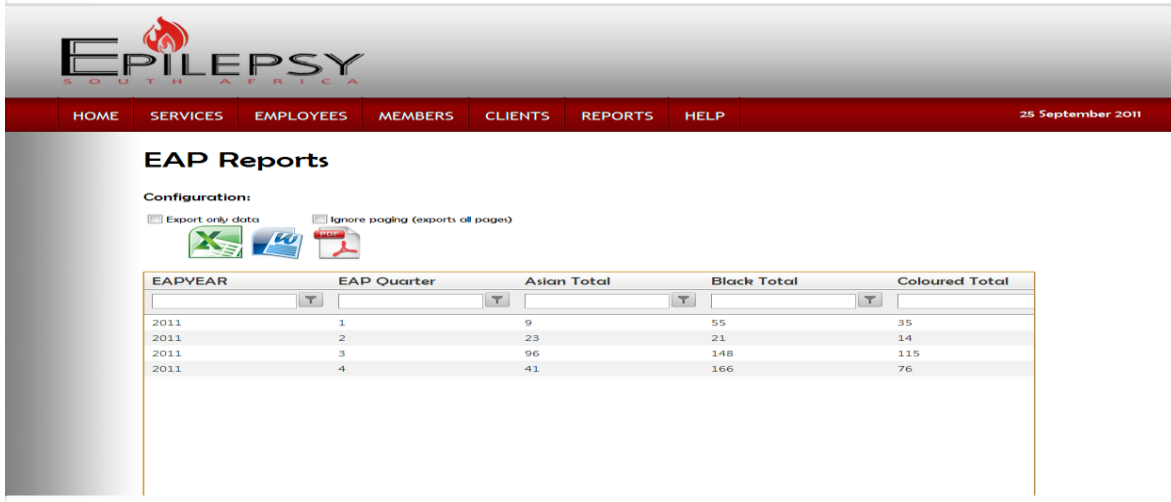
- Click on the quarter you would like to view under the drop down list that is located under the relevant grouping
- A chart like the one in the figure below should be displayed

Click on the *View EAP Reports* button to view the reports for EAP. These can be exported to word, excel and PDF format by clicking on the relevant button.



After clicking the *View EAP Report* button, the form should look similar to the one below





The screenshot shows the EPILEPSY SOUTH AFRICA website interface. At the top, there is a navigation menu with links for HOME, SERVICES, EMPLOYEES, MEMBERS, CLIENTS, REPORTS, and HELP. The date 25 September 2011 is displayed in the top right corner. The main content area is titled "EAP Reports" and includes a "Configuration:" section with two checkboxes: "Export only data" and "Ignore paging (exports all pages)". Below the configuration are icons for Excel, Word, and PDF. A data table is displayed with the following columns: EAPYEAR, EAP Quarter, Asian Total, Black Total, and Coloured Total. The table contains data for the year 2011 across four quarters.

EAPYEAR	EAP Quarter	Asian Total	Black Total	Coloured Total
2011	1	9	55	35
2011	2	23	21	14
2011	3	96	148	115
2011	4	41	166	76

### 3.7.1 SUPPORT GROUP REPORTS

This report can be viewed by grouping the data into various categories:

To view the annual charts on **AGE**, **GENDER** and **RACE**

- Click on the **ANNUAL** dropdown arrow
- Click on one of the 3 options to view the chart

To view the quarterly charts based on **AGE**, **GENDER** and **RACE**

- Click on the quarter you would like to view under the drop down list that is located under the relevant grouping.
- A chart appears revealing the data set you just selected.
- This chart can be exported to PDF, printed and saved to the hard drive
- 

### 3.7.2 Enquiry Reports

This report can also be viewed by grouping the data into various categories:

To view the annual charts on **AGE**, **GENDER** and **RACE**

- Click on the **ANNUAL** dropdown arrow
- Click on one of the 3 options to view the chart



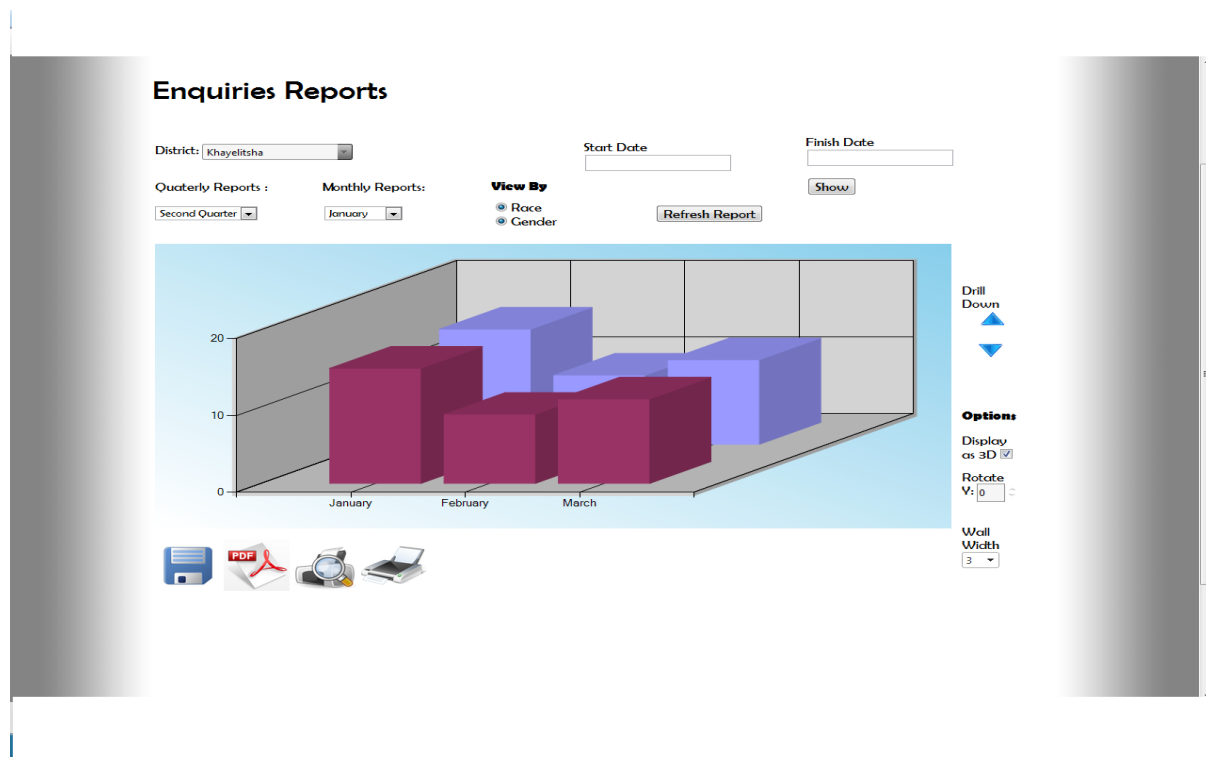
Data in this form can be viewed in multiple ways. Data comparisons can be done based on the categories selected by the user

- For a drill down of the reports, click on the arrows that appear on the right-hand side of the chart.
- 

To view the quarterly charts based on **AGE**, **GENDER** and **RACE**

- Click on the quarter you would like to view under the drop down list that is located under the relevant grouping.
- A chart appears revealing the data set you just selected.
- This chart can be exported to PDF, printed and saved to the hard drive

Below is a visual representation of the Enquiry reports page



## 4 HELP

To access the different options within the help tab, point the mouse over the **HELP TAB**

- This displays the various options.
- 



#### 4.1 GENERAL

The **HELP** tab shows a video of how to navigate through the website and displays general epilepsy information

#### 4.2 ONLINE

- This tab allows the user to search Google without having to close the ESAWC website
- The user can also seek help from other sources on the internet.

#### 4.3 GOOGLE MAPS

- Clicking on this tab transfers the user to *the find location page*. They have to enter the details of their destination within this form
- When the user clicks on “*show map*”, they are linked to the Google maps home page where they can finish their request.

#### 4.4 INFORMATION

- Clicking on the “*Information*” tab directs the user to the Technical information page.
- The user should double click on a word they want to find the meaning of.

