StEMS Website “How-to...” For Admins and Commands

Versions:
- 1.0 (June 16th, 2009) Glenn Ulansey – Initial Draft
- 1.1 (July 3rd, 2009) Glenn Ulansey – Updated for new changes, improved formatting, moved sections to general membership guide.

Purpose:
The purpose of this document is to serve as a reference and instructional material for new and existing StEMS Officers and Commands. It will briefly explain the common functions they will likely need to complete, as well as briefly explain how the web site is run behind the scenes. It is organized by topic, and may contain redundancies or reference other topics.

New Member Registration:
Potential StEMS members should not sign up for an account until after their interview (and their acceptance). To encourage this procession, the account creation form exists only on a “hidden” page, that is, there are no links to it outside of the private members' area. The link is [http://stems.stanford.edu/cgi-bin/member/Register.html](http://stems.stanford.edu/cgi-bin/member/Register.html)

Approving New Members:
After a new member has requested an account, an email will automatically be sent out to “stemsportal@lists.stanford.edu”, which is monitored by the appropriate StEMS officer(s). If this for some reason fails, the new user will be notified in a confirmation page to contact the officers directly. Accounts which have not been approved are unable to be used to log into the system. To approve an account, one must click on the link title “no”, under the “approved” column on the member list page. This will immediately approve the member, as well as sending out an email automatically to the new member briefly describing the event sign-up system. If this message should be changed, please contact the webmaster.

Deleting Existing Members:
There are two options for deleting accounts. An Admin can only truly delete an account that has not yet been approved. The worry of deleting accounts which have been approved comes from their ability to have been involved with events. And if if they are deleted, the log for that event will now be inaccurate (not to mention corrupt). So for these people, “deleting” their account will consists of the member no longer appearing on the member list; no longer appearing on the hours log; and they will be unable to log in. However their name will still appear for events they have worked. These two options will be not be visible to the admin, but will be chosen for them depending on if the account has been approved yet.

Editing the Personal Information of a Member:
As an Admin, you will now have access to the personnel information of all our members, and while there is nothing inherently sensitive about this information, please treat it as such, and do not release any data contained outside of people who need to know it. Regardless, editing the profile of another member is the same as if you were to edit your own profile, yet note that you can now edit the previously “grayed-out” text boxes toward the bottom of the form. However, try not to edit others' profiles unless you have a role which requires you to do so.

Automatic Profile Emails:
Every Sunday at 10am, the site will automatically look through all of the active members and send out emails to each one which has an expiring CPR or EMT certification. It will also send out a summary email to “stemsportal@lists.stanford.edu”.

Manual Profile Emails:
On a page only available to administrators “Admin Pages”, there is an option to send out “Profile Notifications”. The subsequent page is relatively self-explanatory, and will send out emails to the applicable members who fit your criteria, and make them aware of any inadequacies in their training or their ability to completely fill out a form.

Creating Events:
When creating events, it is important to try and fill in all the fields, even if you don't yet have the complete info for it. Most fields are self-explanatory, but a few things to remember: use the calendar icons to choose the times; be sure to use the form “min-max” for the “People Wanted” field, where min and max are integers which represent the number of people we would like to have for the event; event id is created uniquely for each event, the records officer takes care of this; and a “closed” event is one which members cannot sign-up (although they can still be added manually). After an event is created, the user is presented with the option for an email to be sent out the the “stanforedems” list, which will contain all of the information for the event.

Editing Events:
After you have submitted your changes to an event, it will not send out an email by itself (as above), but will give an option to let everyone currently signed-up that something has changed (although it will not point out explicitly what was changed). Also, feel free to come back and edit an event after it has occurred to more accurately represent what it was (if it is different from what is was originally). Or if people had to leave early/come late, you can change the number of hours they worked (see below).

Adding Personnel to Events:
Adding personnel to an event is a simple process. On the event list page, click the corresponding “Add” button for an event, which will bring up a list of all active members. Place check boxes by the names of people you wish to add to the event.

Deleting Events:
Deleting an event is not reversible, and is not recommended. When you click on the delete button by an event on the events list, it will bring you to a confirmation page you will also have to accept.

Adding People as Command:
When an admin designates a member as Command for an event, that person now has complete control over that event (ie. At the same level as an admin). Please do not designate more than one person as command: while it will probably work, I originally did not design it to support this, so there might be unintended consequences.

Manual Emails for an Event:
On the “Edit Event” page, there are several links to send out emails. These emails, unlike the others, are not automatically sent, but it will load up a pre-filled email (and will use your default email client). The two options are to address the email to everyone, or just to the individuals working that event.

Adding an AAR to an Event:
On the events list page, each event should have a corresponding button called “AAR”. This button will
bring you to a new page where you can add an AAR to an event, preferably in PDF form. This AAR would ideally be one which is final, after having any discussion and making any changes needed. Members can then view the document using the “view” button after they open the event page.

**Creating Crews and Designating Command for Events:**
Write the name of the team for each person, and be sure to spell them the same for two people to be put on the same team. A single person can be both command and crew chief (CC). The hours box is used by the hours log to determine how many total hours a member has worked. If there is nothing in the box, it is assumed that they worked from the beginning to the end times, specify a number if else wise.

**Adding PCR's to Events:**
There are several aspects to the PCRs. First there are the totals editable on the “edit event” page. Then for every PCR that has been filled out, the recorder selects the “add new” button, which brings them to a self-explanatory page. Several fancy charts (which are dynamically updated) based off of the data from the PCRs can be viewed from “Admin Pages” by selecting the 'PCR Statistics” button.

**Hours Log for Admins:**
Another change from being a non-admin is the ability to see everyone's hours.