



# User Manual

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Reykjavik University - School of Computer Science, Menntavegi 1, IS-101 Reykjavík, Iceland

Elias Friðberg Guðjohnsen, Eggert Már Eggertsson, Jason Guðnason, Daníel Þór Calvi

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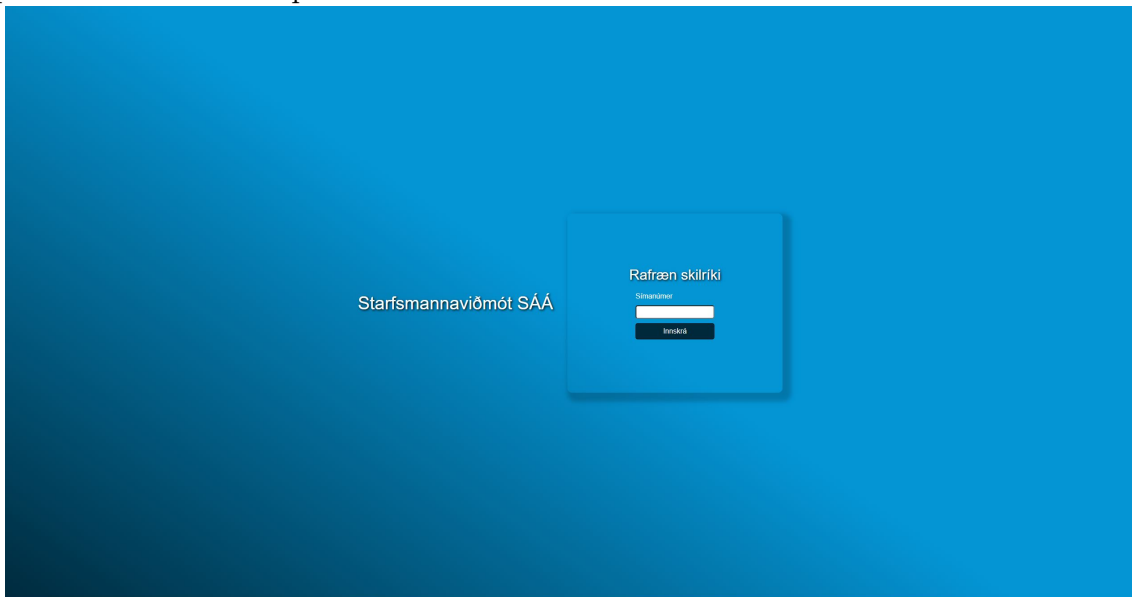
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# 1 Introduction

This is the user manual for all the features and operations available in this system. After reading this you should have no issues navigating and using the system. If you forget something or have any problems you can always come back to this manual and most likely you will find the answer.

## 2 Login Page

The first thing you see when the system is booted is the login page. To login you have to enter your phone number and submit. If you are a registered employee you should get instructions to your phone on the next steps.



### 2.1 Login validation

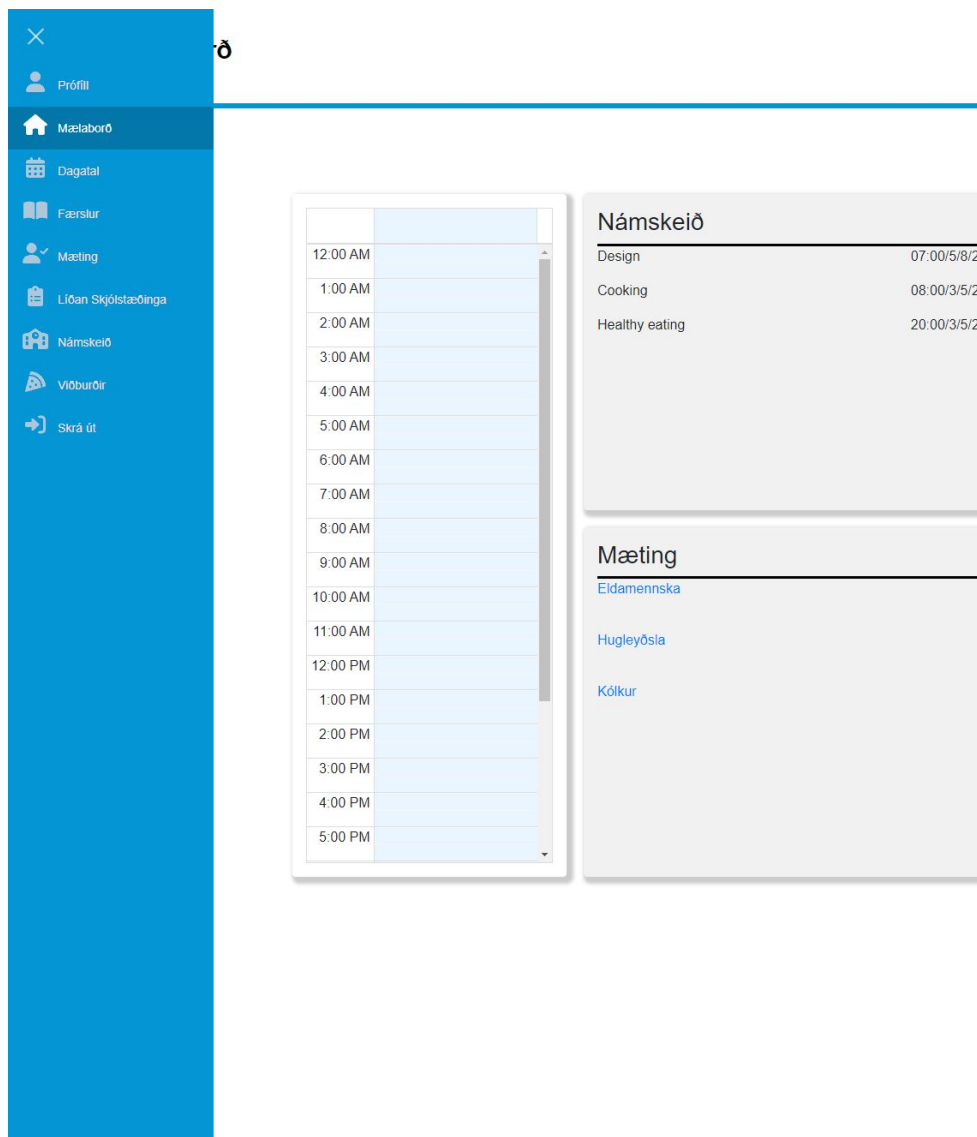
The form accepts only a valid, 7 digit phone number.

## 3 Sidebar

The sidebar is used to navigate the program and access all the key features. In the top left corner of the sidebar you can press the three stripes to extend the sidebar to get a short description of each navigation item. To retract it press the "x" icon. The navigation items are as follows:

- Profile
- Dashboard
- Calendar
- Educational material
- Events
- Attendance

- Wellness
- Courses
- Log out



## 4 Profile Page

In the sidebar there is a button that is "Prófill", when you click on that you will get the Profile page. In the Profile window you can access all of your personal information, for an example your email, phone, name. You can also see a list of all the employees that are registered in the system and you can also see their personal information.

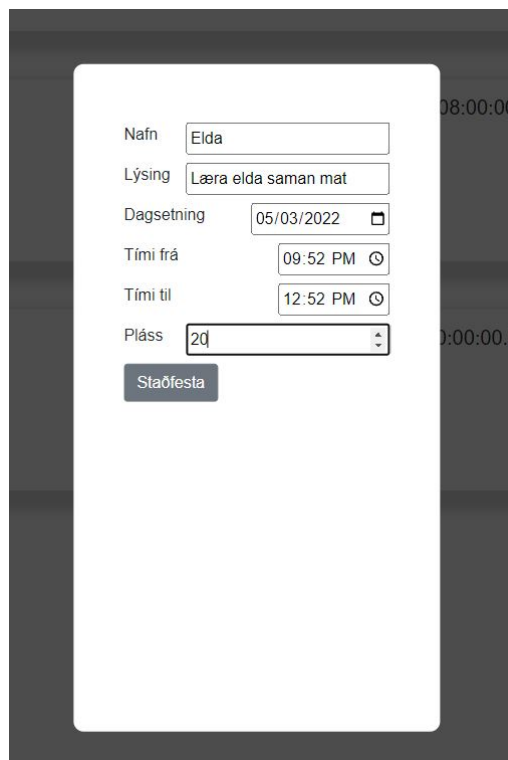
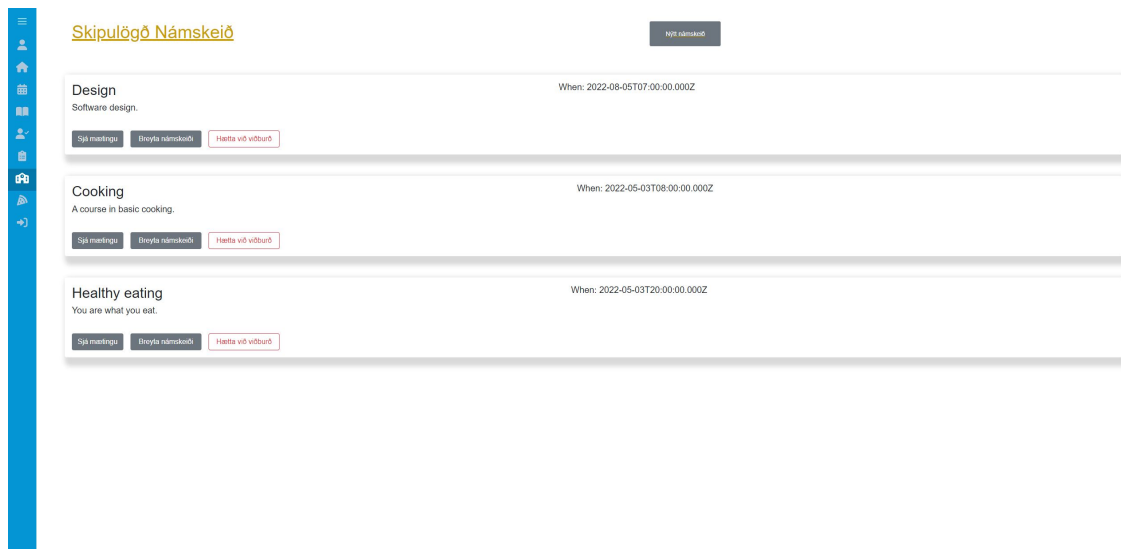
## 5 Courses and Events

All features are the same for Courses and Events. Prerequisite, the user has to be in either Course or Event manager. Add Event/Course:

1. Click "Nýtt námskeið"

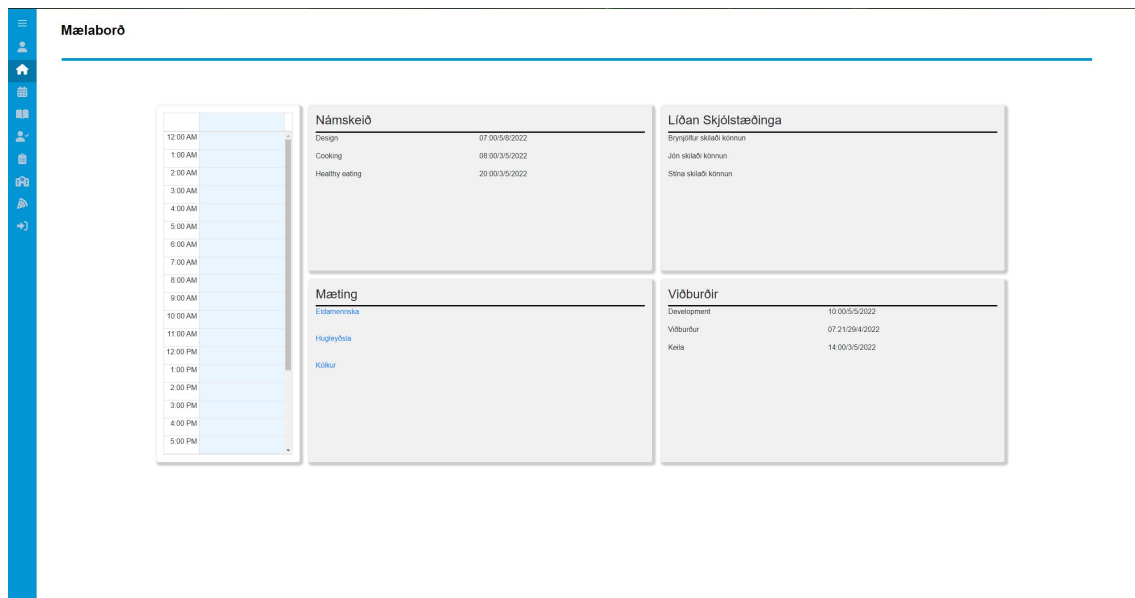
2. Fill in the required information

3. Click the submit button



## 6 Dashboard

The first page you see when you have logged in is the Dashboard Page. In the dashboard page you have an overview of courses, events, attendance, wellness and today's calendar. Courses, events, attendance and wellness are all clickable objects that will lead you to their page.



Edit Event/Course:

1. Click "Breyta námskeiði" on the Event/Course that needs to be updated.
2. Fill in the required information
3. Click the submit button

Delete Event/Course:

1. Click "Eyða námskeiði" on the Event/Course that needs to be updated.

See attendance for Event/Course:

1. Click "Sjá mætingu" on the Event/Course.

## 7 Wellness check

Wellness:

1. Click "Líðan skólstæðinga" on the sidebar or the dashboard
2. Select a user from the user list
3. All the information about the user DASS 21 score displayed

Heilsufarsskoðun

Notandi	Staða	Simanúmer	Sennast skráð
<input checked="" type="checkbox"/> Jason Guðnason	Active	123456789	12.12.2020
<input type="checkbox"/> Eggert Eggertsson	Active	123456789	12.12.2020
<input type="checkbox"/> Danni	Active	123456789	12.12.2020
<input type="checkbox"/> Elli	Active	123456789	12.12.2020
<input type="checkbox"/> Jason Guðnason	Active	123456789	12.12.2020

1 row selected

1-9 of 12

Skora

Heilsufarsskoðun - Jason Guðnason

Jason Guðnason: Heildarniðurstaða			
Punglyndi	Kvíði	Stress	
20	15	25	

Spurningar	0	1	2	3
Eg komst í uppnám yfir freinum smámunum.		•		
Eg fann fyrir munnþurki.		•		
Eg virst als ekki geta fundið fyrir neinum göðum tilfinningum.		•		
Eg áli (erfiðleikum með að anda (t.d. allt of hröð andun, meði án líkamlegrar áreynslu).		•		
Eg gat ekki byrjað á neztu.				•
Eg hafði tilfinningu til að bregðast við harkalega við aðstæðum.			•	
Mér farnst ég vera óstýrk(ur) (t.d. að fæturmi væru að geta sig).		•		
Mér farnst erfitt að slappa af.			•	
Eg lentí (aðstæðum sem geðu mig svo kvíðnakvöðum að mér létí ströum þegar þeim lauk.				•
Mér farnst ég ekki geta hlakkað til neiss.		•		
Eg komst auðveldilega í uppnám.				•
Mér farnst ég eyða mikilli andlegri orku.			•	
Eg ver hryggþryggur og þunglynd(ur).			•	
Eg væri óþolmóð(ur) af eitthvað líti á sér standa (t.d. lyfur, umferðarþjóf, ég látni) bíða).				•
Mér farnst það áttíði að líða yfir mig.				•
Mér farnst ég hafa misst áhuga á næstum öllu.		•		
Mér farnst ég ekki vera mikis vörð sem manneskja.			•	
Mér farnst ég trekar hönduðar.		•		
Eg svitnaði töluvert (t.d. sviti í kítum) þó það væri ekki heiti og ég hafi ekki reynt mikið á mig.				•

## 8 Attendance

1. Click on the "Mæting" button in the Sidebar
2. Select the user that you want to see
3. All the information about the user attendance is displayed

Mæting - Velja Notanda

Notandi	Símanúmer	Símanúmer
Jason Jonsson	1234567	j@mail.com
Daniel	1234567	d@mail.com
Elias Jonsson	1234567	e@mail.com
Egbert	1234567	e@mail.com

Mæting - Jason Jonsson

5

Matti

5

Matti ekki

Námskeið	Hvenær	Matti
Eldum saman	20.01.2022	Já

## 9 Calendar

1. Click the "Calendar" button in the Sidebar
2. All events and courses are displayed in the calendar

Today Back Next May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03 Cooking Cello Healthy eating	04	05 Development	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04



## 10 Educational Material

1. Click the "Fræðsluefni" button in the Sidebar
2. All of the educational material are displayed
3. Click the "Bæta við fræðsluefni" button to create a new educational material
4. Fill in the required information
5. Click the submit button

