Walking School Bus User Guide – Website

For **Admin**

Version 1.0.1

G&H IT Solutions Pty Ltd

1. Login

1.1. Choose "Admin or Parent" option at the top.

1.2. Login with your registered Email address and Password.

1.3. Click "Login" button.

2. Buses

2.1. Choose "Admin > Buses" from the top menu.

2.2. Click "new bus" link to create a bus.

2.3. Enter following details

- Name (Eg. AM Bus)
- Abbr. (Eg. AM)
- Time From (Bus activity start time. Eg. 8:00 AM)
- Time To (Bus activity end time. Eg. 9:30 AM)
- Request Cutoff Time (Last minute request cutoff time. Eg. 8:30 AM)
- Message From (Time that a volunteer can start sending a message to WhatsApp group within WSB Mobile App from. Eg. 7:30 AM)
- Student:Volunteer Ratio (No. of students per single volunteer's supervision. Eg. 7)
- GPS Checkpoint Demo (Check to make this bus showcase in a demo simulation)

2.4. Click "Add" button.

3. Bus Stops

In a WSB bus, there can be multiple stops that students will get off the bus from or get onboard the bus.

You can create a bus stop sticker and add it to each student to easily recognise which student will use which bus stop.

3.1. Choose "Admin > Buse Stops" from the top menu.

3.2. Click "new bus stop" link to create a bus stop.

3.3. Enter following details

- Name (Eg. Concord Oval)
- Abbr. (Eg. CO)
- Background Colour (Background colour of the Bus Stop sticker in WSB App)
- Foreground Colour (Foreground colour of the Bus Stop sticker in WSB App)

3.4. Click "Add" button.

4. GPS Checkpoints

This GPS Checkpoints are used to notify parents/carers by sending a notification automatically when the bus reaches one of the checkpoints.

4.1. Choose "Admin > GPS Checkpoints" from the top menu.

4.2. Choose a Bus from the list (Eg. AM Bus).

4.3. Click "new GPS checkpoint" link to create a GPS checkpoint.

4.4. A new window will open with a map showing the two red markers (one for the school and the other for the Route's destination).

4.4.1. Click "Add Checkpoint" button (If you can't see "Add Checkpoint" button at the bottom of the page, skip to the next step.)

4.4.2. Start clicking on the map to draw a polygon selection within the map. The selection will be used as a checkpoint.

When a WSB bus reaches within the area and the volunteer's WSB app broadcasts its location at the same time, the WSB system will send parents/carers in the same route a notification as an extra service apart from the live GPS tracking.

You can move around the polygon by clicking and dragging it around.

4.4.3. Enter "Checkpoint Title" that will appear in the notification message.

4.4.4. Click "Update Checkpoint" button.

4.4.5. Repeat above steps to create more GPS checkpoints.

4.4.6. Once done, click "Close" button to close the map.

5. Assets

These are the documents and certificates that admins and/or parents are required to provide to your WSB system.

For example, a parent is required to provide a valid Working With Children Check (WWCC) certificate issued by the local government in order to work with children as a volunteer.

These certificates and documents are kept securely and allow access to admins and the organiser for confirmation.

5.1. Choose "Admin > Assets" from the top menu.

5.2. Choose "Assets for" from the dropdown.

You will choose the only option "WSB General" from the list when there is no parent in the WSB system yet.

The lower part of the page will show the following information:

- A table with assets currently uploaded in the system.

- "Add Asset" table that allows you to upload a new document.

5.3. In "Add Asset" table.

5.3.1. Click the "Edit" button on the right of "Asset Type" dropdown list.

It will open "Asset Type List" page.

In this page, you will be able to manage required document types such as "Driver License", "Passport" and etc...

5.3.2. Enter following details

- Name

- Code

- Apply To (It specifies who needs to provide this document type.)

Eg. The "WWCC" asset type should have "Parent" checkbox ticked in "Apply To" section as a parent is required to provide a WWCC certificate.

5.3.3. Click "Add" button

5.3.4. Repeat the steps above to create necessary asset types.

5.3.5. You can edit or delete an asset type using the buttons on the right of each asset type in the list.

5.3.6. Click "< Back to Asset List" link at the bottom to go back to Asset List.

5.4. To add a new document, enter following details

- Asset Type (Eg. "Working With Children Check".)
- Document Type (Please leave it as "Auto-Detect" unless a manual selection of document type is required.)
- Issue Date (Optional)
- Expiry Date (Optional)
- File (Your file to upload)
- Click "Upload" button

5.5. To update an existing document

Click on the "Edit" button on the right side of your document to be edited in the list.

Enter following details

- Asset Type (Eg. "Working With Children Check".)
- Document Type (Please leave it as "Auto-Detect" unless a manual selection of document type is required.)
- Issue Date (Optional)
- Expiry Date (Optional)
- Click "Update" button

6. Rostering Parents (Volunteers)

6.1. Rostering should be carried on after the following steps have been completed.

6.1.1. A school has been created.

6.1.2. A route has been created and selected as the current route for the school.

6.1.3. School years and classes have been created for the school.

6.1.4. An admin has been created and log in as the admin for the route.

6.1.5. A bus has been created for the route.

6.1.6. Bus stops have been created for the bus.

6.1.7. GPS Checkpoints have been created for the bus (optional).

6.1.8. Parents have registered themselves to the designated WSB route and added their child(ren) to their parent account.

6.1.9. You either login as an admin or impersonate an admin.

6.2. Choose "Admin > Parents" from the top menu.

6.3. Choose a parent and click on the "Schedule" icon on the right.

6.4. In "Volunteer Availability Schedule" page:

6.4.1. Choose a "Date Range" for the schedule.

6.4.2. Check the day(s) that the parent is available for volunteering for a given bus.

6.4.3. Click "Add Schedule" button.

You will see the schedule appearing in the lower part of the same page where you can edit, roster and delete the schedule.

6.5. Click the Roster icon next to the schedule you have just created.

6.6. In "Volunteer Weekly Roster" page:

You will see scheduled days (the parent's available days) for a bus that is highlighted in green in the table.

Normally, a parent will be rostered in the highlighted day(s) in green. But you can also roster them in non-highlighted day(s) as required.

6.6.1. Choose an appropriate volunteer role in the dropdown in the highlighted day(s).

Volunteer roles can be:

- Main 1, Main 2, Main 3, ... (up to the setting in Route Edit page)

- Backup 1, Backup 2, Backup 3, ... (up to the setting in Route Edit page)

6.6.2. Click "Submit" button.

6.6.3. You can also copy the current week's roster for the current volunteer to the next 1 to 10 weeks to have the same roster over the weeks.

6.6.3.1. With the roster set up for the current week.

6.6.3.2. Select an appropriate number of weeks from the dropdown and click "Copy" button.

The current roster will be copied to the next set of weeks.

6.6.4. Click "Cancel" button to go back to the previous page (Volunteer List page).

6.7. Repeat above steps to roster other parents.

6.8. You can confirm the parent rosters by choosing "Parent > Weekly Schedule" from the top menu.

6.9. You can also bulk copy rosters for volunteers.

You will need to set up a roster for the first week for all volunteers first, and then use the "Copy Roster" function to copy and paste rosters over the weeks for all volunteers.

6.9.1. Click "copy roster" link under the list of volunteers in the table.

6.9.2. Enter following details in "Volunteer Roster Copy" page

- Master Week (the week that you are copying the roster from)
- Week(s) (choose the number of weeks to copy to)
- Parents (selected parent(s) will have their own current roster to be copied over)

6.9.3. Click "Copy Roster" button.

6.9.4. Click "Cancel" button to go back to Volunteer List page.

7. Rostering Students

7.1. Choose "Admin > Students" from the top menu.

7.2. From the student list, choose a student and click the "Schedule" button on the right.

7.3. In "Student Route Schedule" page:

7.3.1. Choose a "Date Range" for the schedule.

7.3.2. Check the day(s) to be rostered for a given bus.

7.3.3. Click "Add Schedule" button.

You will see the schedule appearing in the lower part of the same page where you can edit and delete the schedule.

7.4. Repeat above steps to roster other students.

7.5. You can confirm the student rosters by choosing "Parent > Weekly Schedule" from the top menu.