Walking School Bus User Guide – Website

For **Organiser**

Version 1.0.1

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1. Login

An organiser's registration to the WSB system will be pre-arranged, and login details will be provided to the organiser by the WSB team.

Therefore, there is no Registration page for an organiser to register by themselves.

1.1. Choose "Organiser" option at the top.

1.2. Login with your provided Email address and Password.

1.3. Click "Login" button.

2. School List

As an organiser, you can set up multiple schools that you can run the WSB with.

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

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

2.3. Enter following details

- School Name (eg. "Sydney East Public School")
- School Abbr. (eg. "SEPS")
- School Description
- School Url
- School Email
- Country (choose a Country, then the State and Time zone lists will be populated)
- State
- Time zone
- School GPS Coordinates (click "Finder" button to search and pick the GPS coordinate of the school)
- Enabled (visibility of the school)

2.4. Click "Add" button.

3. Route List

Once we have a school set up, you can create multiple WSB routes based on the school.

3.1. Choose "Admin > Routes" from the top menu.

3.2. Click "new route" link to create a route.

3.3. Enter following details

- School (created in the previous step)
- Route Name (eg. "William Street Route")
- Route Abbr. (eg. "WSR")
- Description of the route
- Code (An auto-generated unique code. To regenerate, tick "Re-generate Code?" checkbox and click "Update" button)
- Push Notification Topic (An auto-generated unique push notification topic. To regenerate, tick "Re-generate Topic?" checkbox. It is recommended to log everyone out to take effect. Then, click "Update" button)
- Student:Volunteer Ratio (Default value is recommended)
- No. of Main Volunteer (Default value is recommended)
- No. of Backup Volunteer (Default value is recommended)
- GPS Coordinates of the route's destination (click "Finder" button to search and pick the GPS coordinate of the route destination)
- App Background Timer Interval (How often the WSB app will broadcast the bus's location in real-time in milliseconds. Default value is recommended)
- App Background Timer Count (It works as a multiplier of the interval above. Default value is recommended)
- Enabled (visibility of the route)

3.4. Click "Add" button.

3.5. On the "Route List" page

When you have only one route, it will be automatically chosen as the current route.

If you have multiple routes, click a green arrow on the far-right side of a route in the list to make it a current route.

To manage the WSB, you need to have a route chosen as a current route all the time.

You can switch to another route to manage when you have multiple routes in this page.

3.6. For Parents' Registration

Parents will be able to register themselves to one of your routes.

You will find a unique "Code" for a particular route in the "Route List".

Parents will need the route's "Code" in their registration process.

4. School Years

You need to set up school years depending on which school system you are using.

4.1. Choose "Admin > School Years" from the top menu.

4.2. Click "new school year" link to create a school year.

4.3. Enter following detail

- School Year (eg. "K" for kindy)

4.4. Click "Add" button.

4.5. Repeat above steps to create all school years required.

5. Classes

Once you have school years set up, you can create a class.

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

5.2. Click "new class" link to create a class.

5.3. Enter following details

- Choose a school year

- Class (eg. "Kangaroo")

5.4. Click "Add" button.

5.5. Repeat above steps to create all classes required.

6. Admins

Most of WSB operations should be administered by an admin as there are functionalities that only an admin can access.

Please create an admin account for other people, and for yourself.

6.1. Choose "Admin > Admins" from the top menu.

6.2. Click "new admin" link to create an admin.

6.3. Enter following details

- Category: either a Parent or Manual

6.3.1. [Parent] Category

You can nominate a parent to be also an admin.

- Choose a parent

- Choose an admin type

6.3.2. [Manual] Category

- Title

- Firstname

- Lastname

- Email

- Password

- Choose an admin type

- Correspondence (Check to make this admin to handle administrative email correspondences)

6.4. Click "Add" button.

6.5. Once you have created an admin:

- You can click on the green arrow button on the far right to impersonate the admin.

- Logout of an organiser and log back in with the admin's login.

7. Impersonation

As an organiser, you can create an admin or make a parent also an admin.

Some parts of the WSB system require you to be an admin for the tasks.

For this reason, you can have your own admin account and log into the account, or you can impersonate an admin.