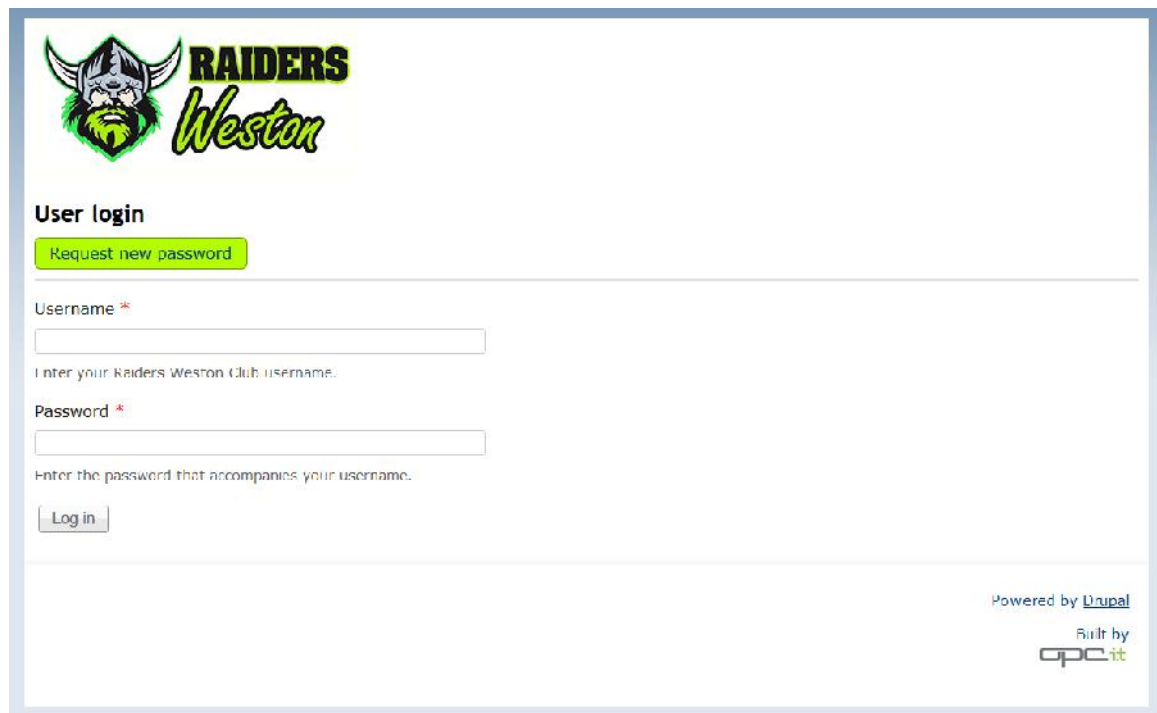


## Quick Guide

# Raiders Weston Club Messaging Website

### Introduction

The Raiders Weston Club messaging website is developed in Drupal CMS with functionality configured to allow members to send and receive private messages to each other on the site. The website also allows staff to request leave, download rosters and view notifications. The website has been optimised to be used on smartphones and tablets.



### Login

- Login with your username and password at <http://staff.raidersweston.com.au>
- If you forget your password, enter your email address on the **Request new password** button

### Account Settings

Once you login:

- Click **your name** in the top right of the screen to change your account settings such as email address and password.
- Check the box **Receive email notification for incoming private messages** if you want an email to be sent to let you know that you have received a message on the Raiders Weston messaging website.

## Messaging

### Viewing and replying to existing messages

- Click on the **Messages** menu link to view messages in your Inbox.
- Then click on the link of a message to view the message and all conversations from others replying to the message
- To reply to the message enter in text in the Message text box and click the send message.

### Write a new message

- Click the **Write a new message** submenu link
- Start typing part of a person's name or role in the "To" text field. If the person's name or role is available then a list of options will appear that you can select the right person or role from. View the staff members page to view a list of roles and names you can message to.
- Enter the subject and message body and click the **Send Message** button

## User Roles

The following roles have been set up to have the following permissions

Admin	Manage user accounts (create, edit and delete) Send messages to all roles Can approve leave Create rosters and notifications content Request leave
DM	Send messages to all roles Request leave
Supervisors	Send messages to all roles Request leave
Casual	Cannot send messages to others in the Casual role however can reply to messages from users in those roles. Request leave
Casual Pokies	Cannot send messages to others in the Casual Pokies role however can reply to messages from users in those roles. Request leave
Kitchen	Send message to all roles Request leave

## Manage Users

Click on the **Manage Users** menu link to view the User Management section where you can delete and edit accounts. Only Admin users will see the Manage Users link

### To create a user

- Click the **Add user** submenu link then enter in the username (using the Firstname Lastname) format
- Enter a valid address
- Enter a temporary password
- Select the role for the user
- Check the **Notify user of new account** box

### To delete an account

- Check the box next to the username on the User list and then select the **Cancel the selected user account** option in Update options the click the Update button
- Then check the **Delete the account and its content** option
- Click the **Cancel accounts** button

### To edit an account

- Click the **edit** link of the user account
- Make changes and click the **Save** button

## Leave Calendar

The leave calendar shows when staff have requested leave. The leave requests items are colour coded as follows:

- Green – Leave that has been approved by an Admin Staff member
- Yellow – Leave that is pending approval
- Red – Leave that has been not approved by an Admin Staff member

## Leave requests

### To request leave

- Click the **Request Leave Form** submenu link
- Enter the **Reason** for the leave
- Select the date and time that you are not available for work. For additional options:
  - Check the All Day box if you are not available for the whole day
  - If your leave occurs regularly at the same date and time (eg studies) then check the **Repeat** option and fill in the repeat options.

### To change the status of leave request

Once the Leave request form is submitted an email will be sent to members in the Admin role to review and approve.

- Click on the link in the message or from the calendar

- Click the **Edit** button
- Change the **Leave Status** option
- Click the **Save** button

Once the Leave request is saved and the status is also changed, an email will be sent to the requester to notify them of the leave status of whether the leave has been approved or not. The Leave status also changes the colour coding of the item in the Calendar.

## Roster

A document can be upload to the Rosters page. Admin users will see additional buttons to manage the roster content.

### To add a new roster

- Click on the **Rosters** menu link
- Click on the **Add new roster** button
- Upload the files in PDF, doc or docx format
- Add the Roster start date and end dates
- Click the **Save** button

### To edit/delete a roster

- Click on the **Rosters** menu link
- Click on the **Manage rosters** button
- Click the **edit** or **delete** link next to the relevant roster content

## Latest news notifications

Latest news notifications appear on the home page. Admin users will see additional buttons to manage the Notifications content.

### To add a new notification

- Click on the **Home** menu link
- Click on the **Add new notification** button
- Enter the **Title**, **Date** and **Description** content
- Upload an image (recommended size is 480x480px). Images will be scaled automatically for the homepage and the content page. The Raiders logo will be the default image used if no image is selected.
- Upload a file (multiple files can be uploaded)
- Click the **Save** button

### To edit/delete a notification

- Click on the **Home** menu link
- Click on the **Manage notifications** button
- Click the **edit** or **delete** link next to the relevant roster content