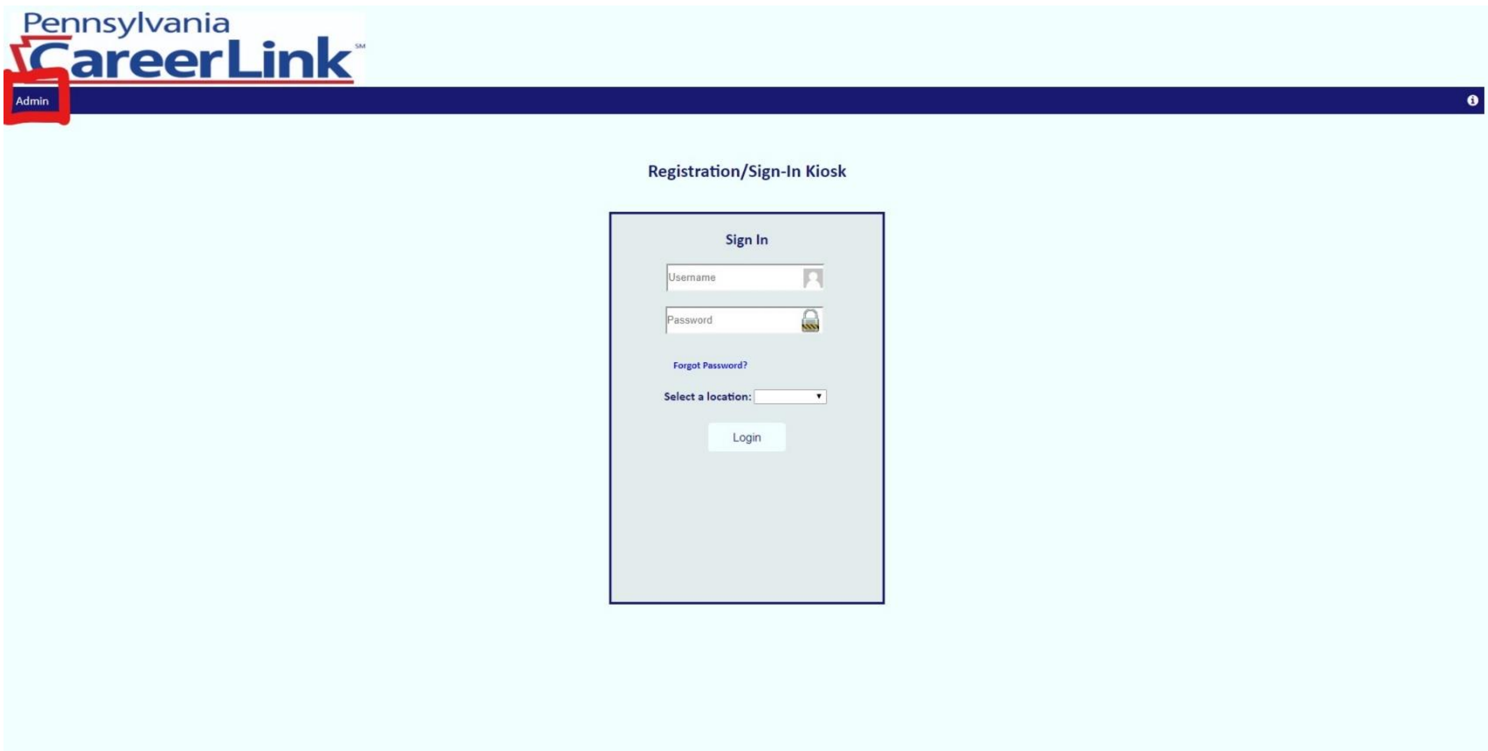
Registration/Sign-In Kiosk

Admin Guide

Admin User Guide

Admin Log-In

To access the Admin side of the system, a Admin will click on the **Admin** button located on the top left corner of the main log-in page. The figure below shows where this button is located. The button has a red box around it.



Once the Admin button is clicked, the user will then be redirected to the admin log-in page.

Admin Homepage

Once a user has gained access to the Admin Homepage, they will be able to do the following tasks:

- Account Management
- AD-HOC Reporting

These two tasks will be broken down into two sections and be further explained. The figure below shows what a user will see when they have gained access to the Admin Homepage.

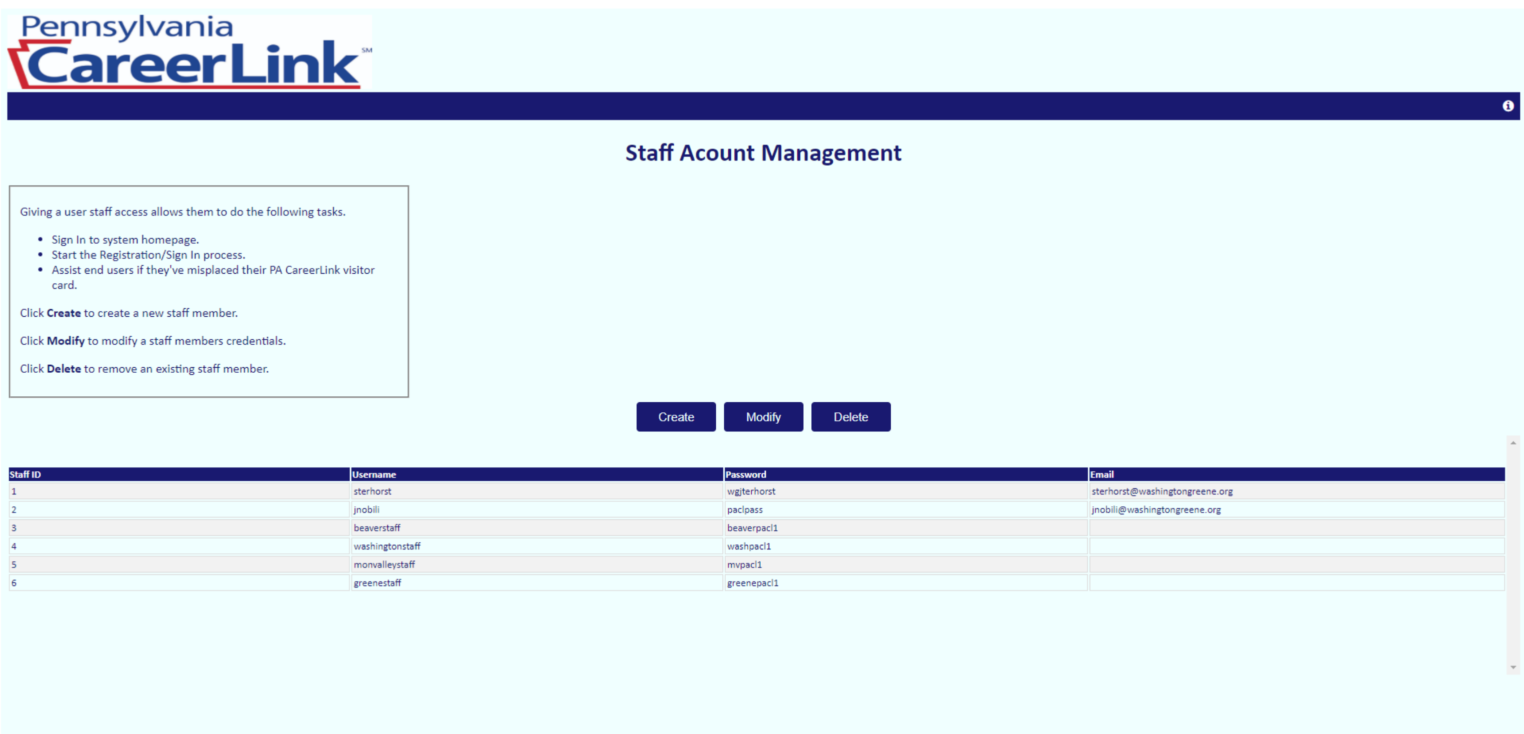
Account Management

Staff Accounts

Staff accounts are used to login to the Registration/Sign-In Kiosk. On the Staff Account Management page, an Admin can:

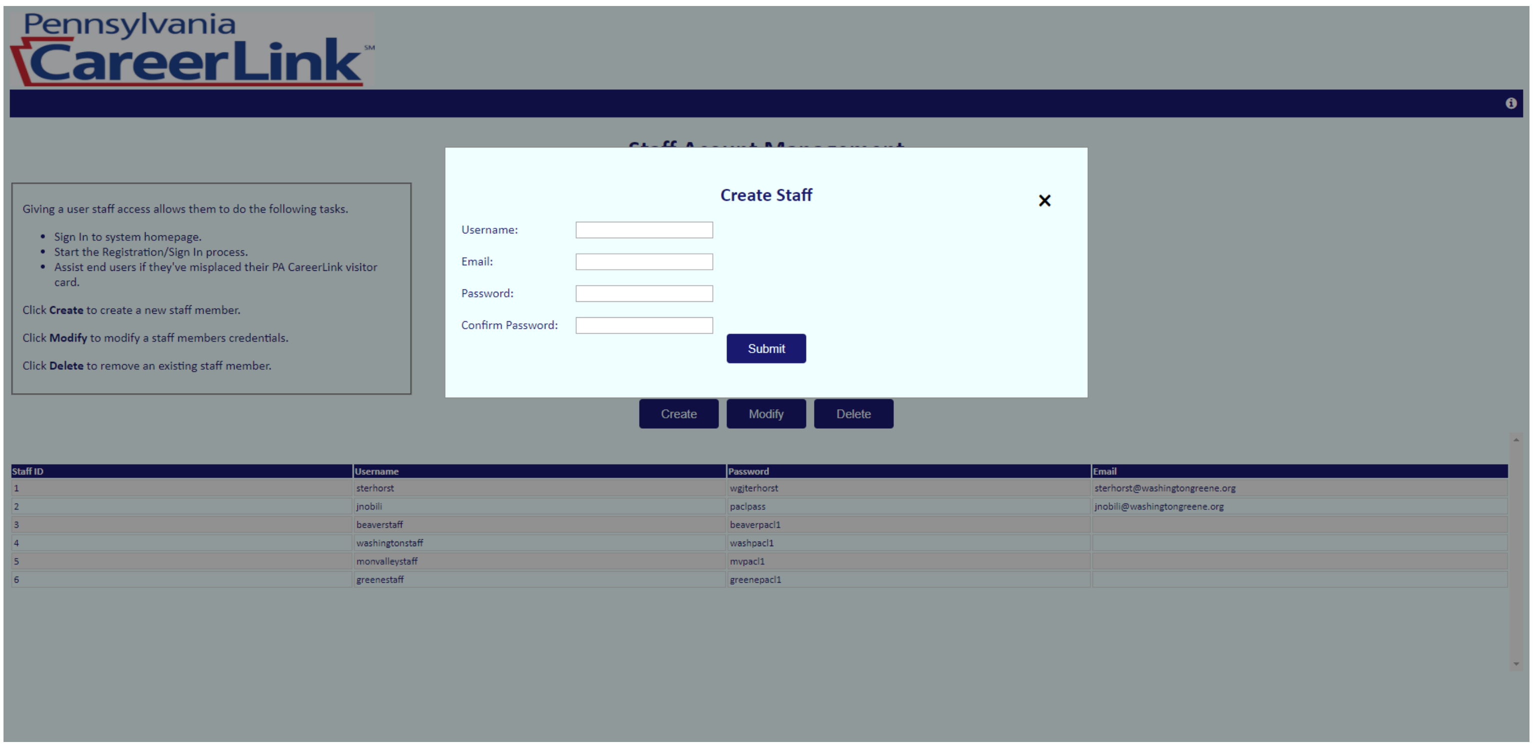
- Create a new staff account
- Modify an existing staff account
- Delete a staff account

To access this page, an Admin will click Staff under the Account Management section of the Admin Homepage. This page will show a table of current staff accounts including all the staff members credentials. The figure below shows what an Admin will see on the Staff Account Management page



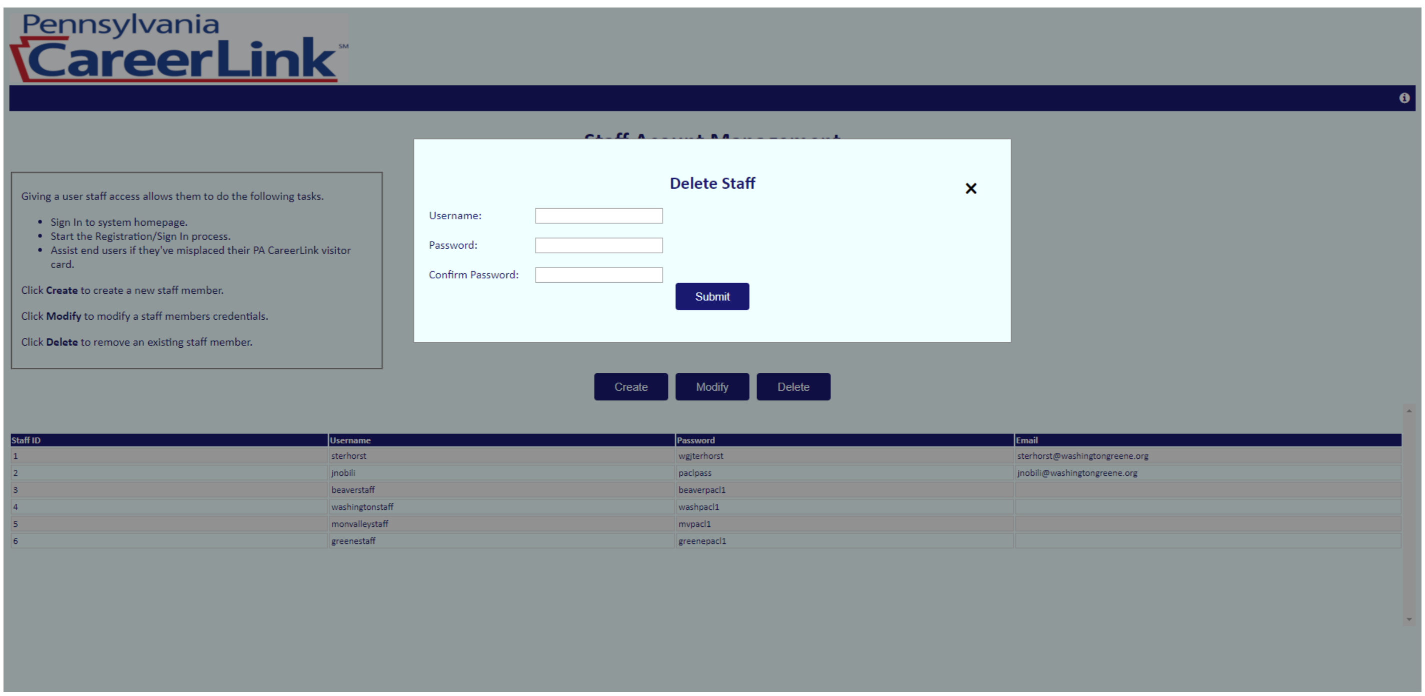
Create Staff Accounts

If an Admin wants to create a new staff account, they will click **Create**. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper credentials for the new staff member. After the form is filled out, the Admin will click **Submit**. The new staff account is now created and will appear in the table of staff accounts on the Staff Account Management page. The figure below shows the form an Admin will fill out when creating a new staff account.



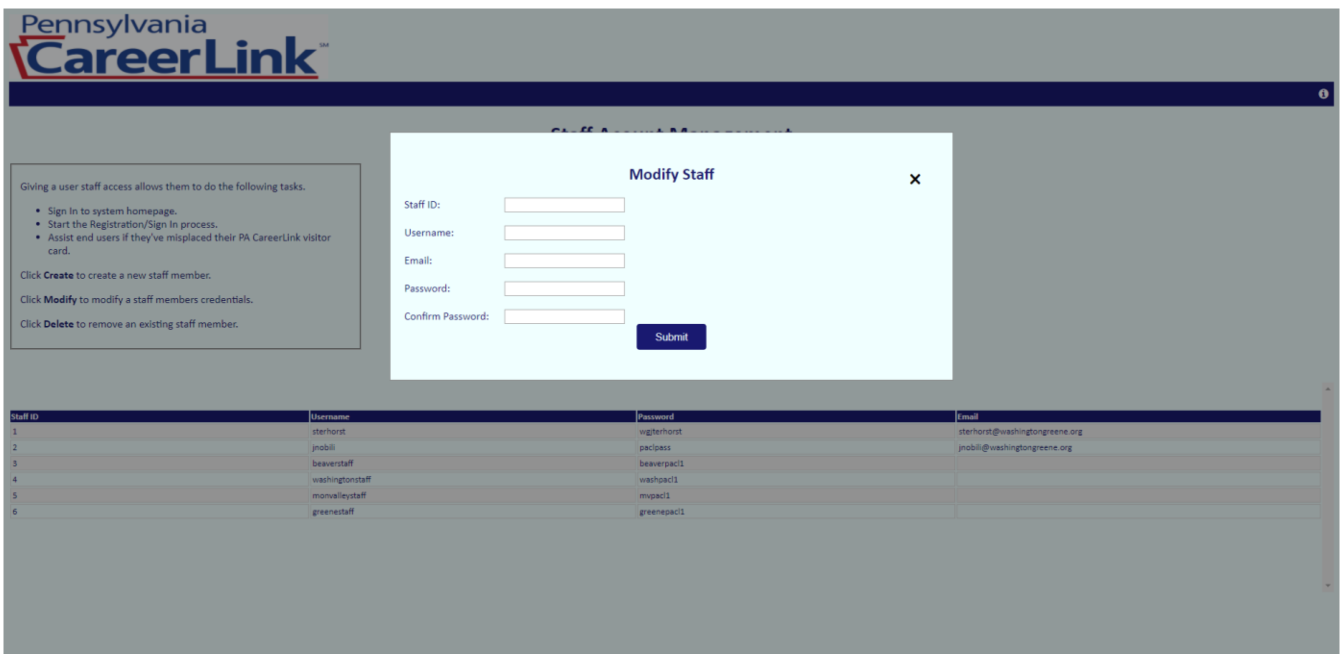
Delete Staff Accounts

If an Admin wants to delete a staff account, they will click **Delete** on the Staff Account Management page. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper credentials for the existing staff member. After the form is filled out, the Admin will click **Submit**. The staff account is now deleted and will no longer appear in the table of staff accounts on the Staff Account Management page. The figure below shows the form an Admin will fill out when deleting an existing staff account.



Modify Staff Accounts

If an Admin wants to modify a staff accounts credentials (username, password, email) they will click **Modify** on the Staff Account Management page. Once the button is clicked, a pop-up form will appear. On this form, the Admin must enter the Staff ID number in the proper input box to make modifications. The Admin can then fill out any part of the form that they wish to modify. They will leave any part of the form they don’t wish to modify blank. After the form is filled out, the Admin will click **Submit**. The modifications will then appear in the table of staff members on the Staff Account Management page. The figure below shows the form an Admin will fill out when modifying an existing staff account.

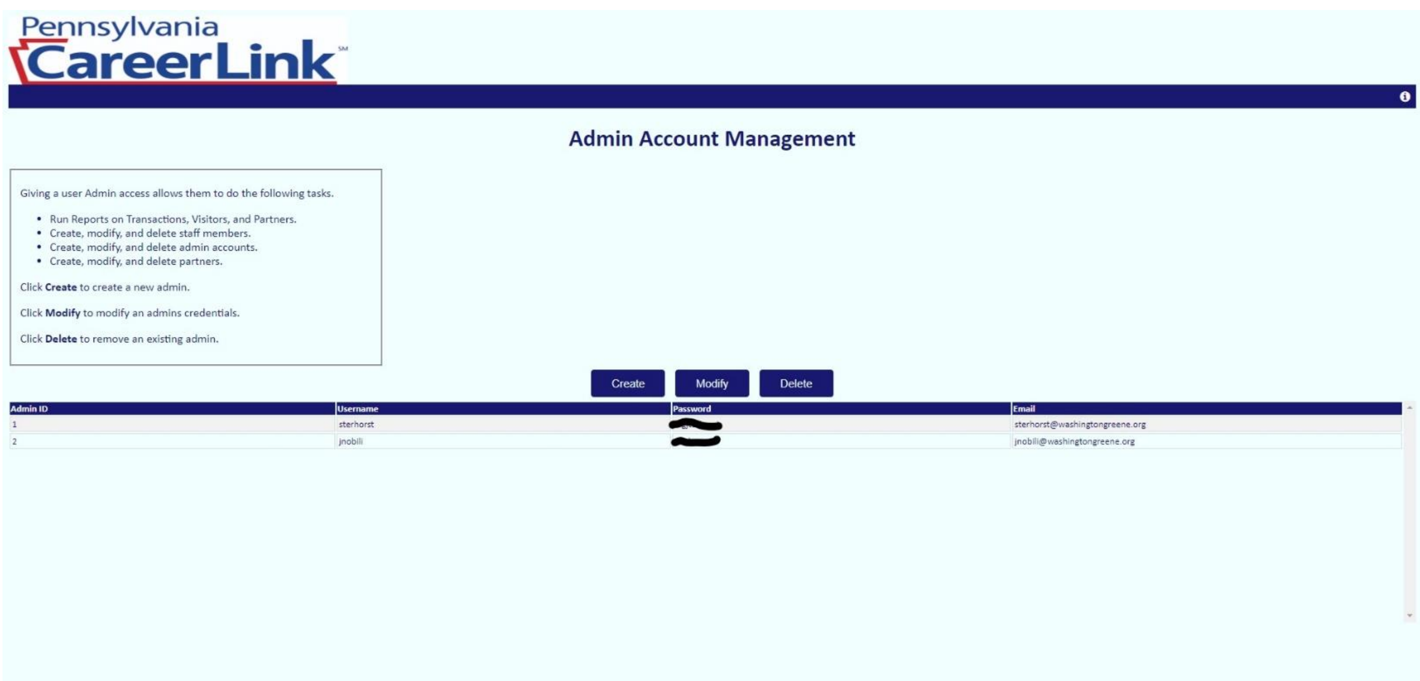


Admin Accounts

To access the Admin Accounts page, click **Admin** under the Account Management section of the Admin Homepage. Admin accounts are used to for managing PACL Kiosk accounts and running AD-HOC reports. **Please contact Jeff Nobili if you wish to CREATE or DELETE an Admin Account. Also, Admins should only use the modification feature to modify their own account.** On the Admin Account Management page, an Admin can:

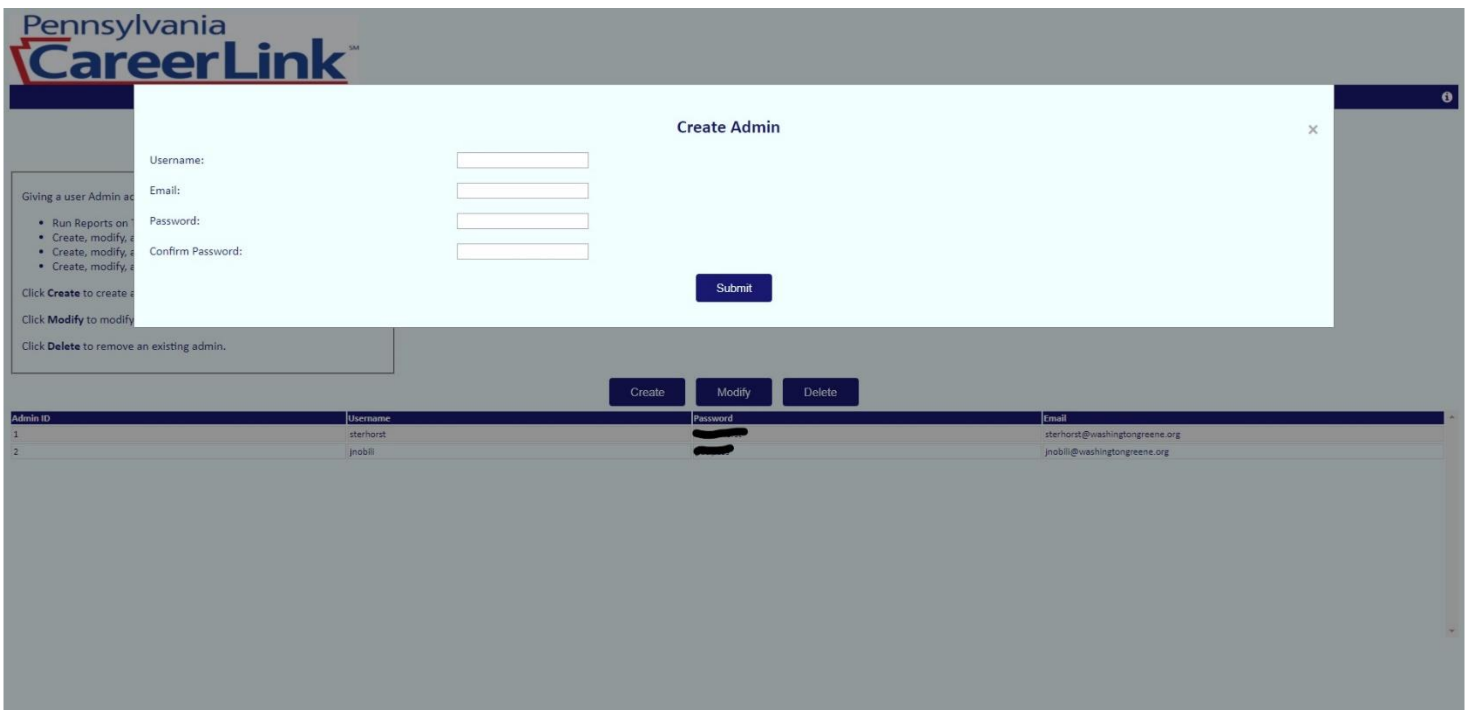
- Create a new Admin account
- Modify an existing Admin account
- Delete an Admin account

This page will also show a table of current Admin accounts including all the Admins credentials. The figure below shows what an Admin will see on the Admin Account Management page



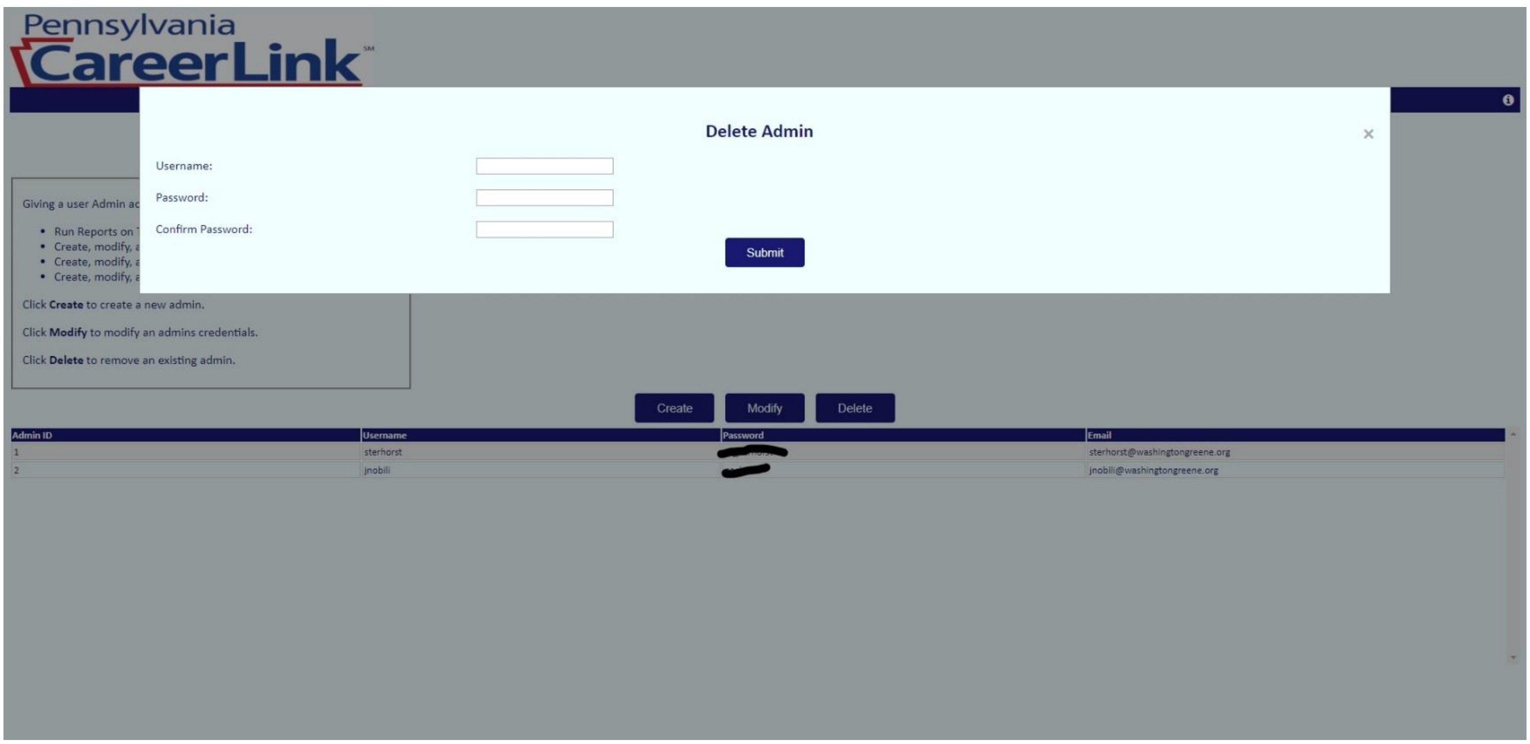
Create Admin Account

If an Admin wants to create a new staff account, it is important to **contact Jeff Nobili and gain permission**. If permission is granted, the Admin will click **Create**. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper credentials for the new Admin. After the form is filled out, the Admin will click **Submit**. The new Admin account is now created and will appear in the table of Admin accounts on the Admin Account Management page. The figure below shows the form an Admin will fill out when creating a new Admin account.



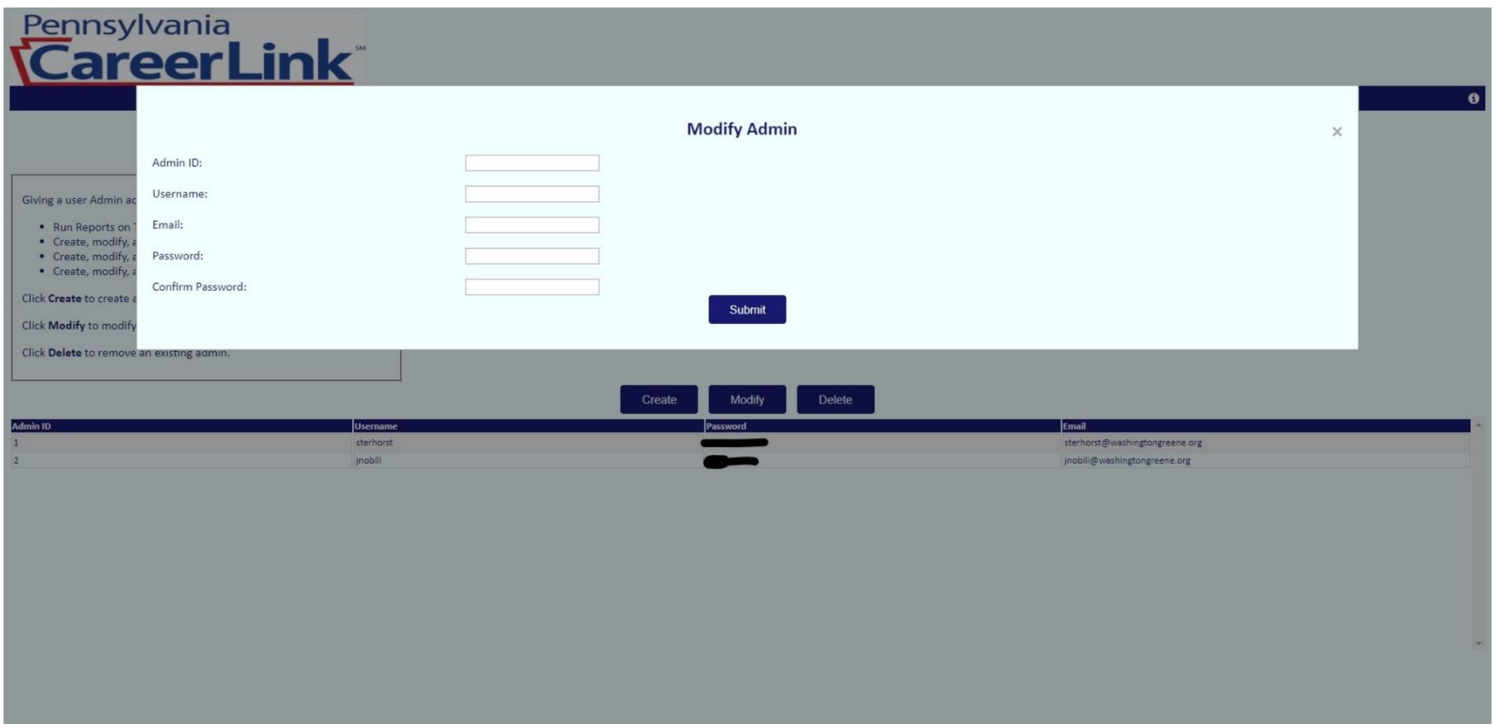
Delete Admin Account

If an Admin wants to delete an existing Admin account, it is important to **contact Jeff Nobili and gain permission**. If permission is granted, the Admin will click **Delete**. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper credentials for the Admin. After the form is filled out, the Admin will click **Submit**. The Admin account is now deleted and will no longer appear in the table of Admin accounts on the Admin Account Management page. The figure below shows the form an Admin will fill out when deleting an existing Admin account.



Modify Admin Account

If an Admin wants to modify **their own** credentials, they will click **Modify**. Once the button is clicked, a pop-up form will appear. On this form, the Admin must enter the Admin ID number in the proper input box to make modifications. The Admin can then fill out any part of the form that they wish to modify. They will leave any part of the form they don't wish to modify blank. After the form is filled out, the Admin will click **Submit**. The modifications will then appear in the list of Admins on the Admin Account Management page. The figure below shows the form an Admin will fill out when modifying an existing Admin account.

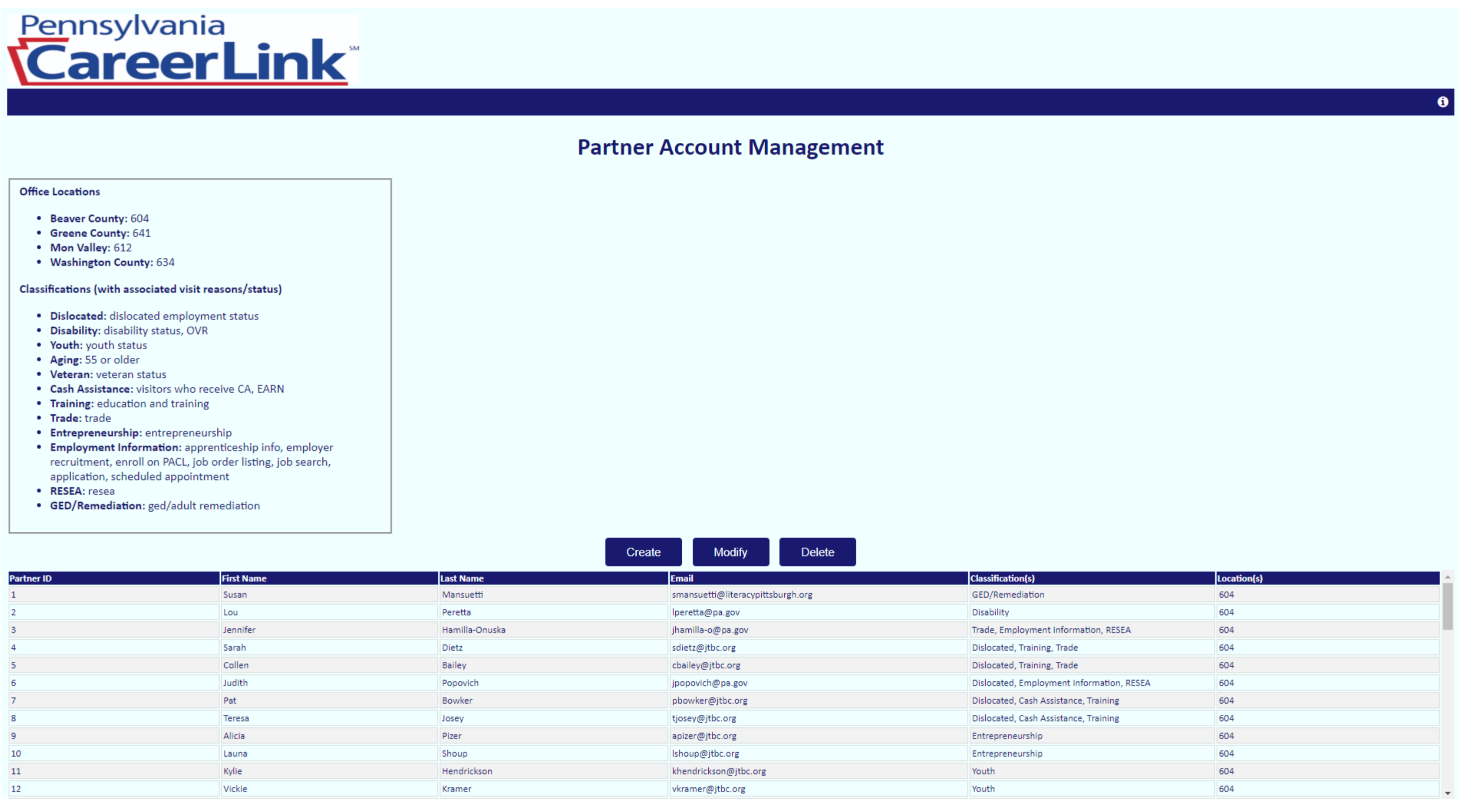


Partners

PACL partners receive emails based on partner classification and site location. On the Partner Account Management page, an Admin can:

- Create a new partner
- Modify an existing partner
- Delete a partner

The page shows a list of site locations and partner classifications with the visit reasons and visitor info that pertains to each. This page will also show a table of current partners including all the partners personal info, classifications, and sites. The figure below shows what an Admin will see on the Partner Account Management page.



Pennsylvania CareerLink

Partner Account Management

Office Locations

- **Beaver County:** 604
- **Greene County:** 641
- **Mon Valley:** 612
- **Washington County:** 634

Classifications (with associated visit reasons/status)

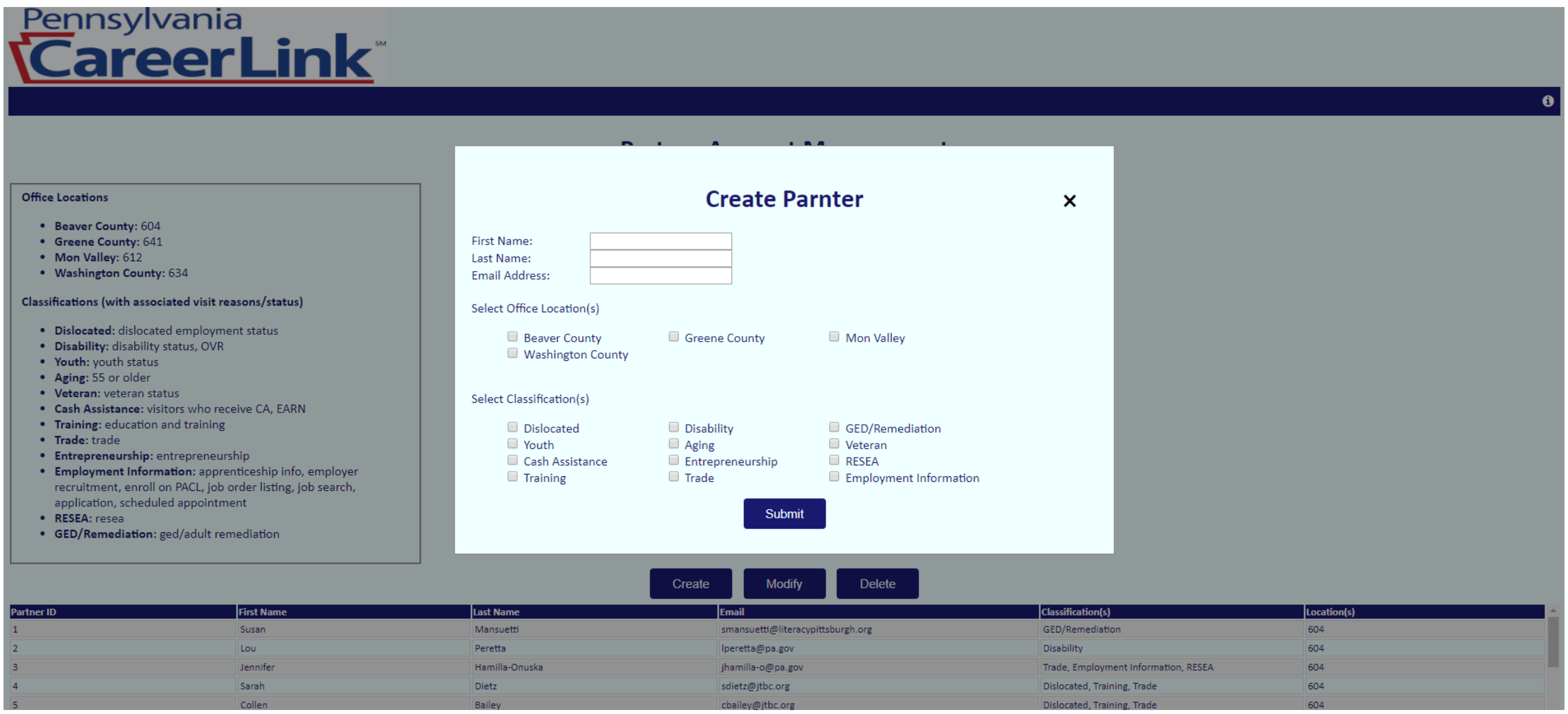
- **Dislocated:** dislocated employment status
- **Disability:** disability status, OVR
- **Youth:** youth status
- **Aging:** 55 or older
- **Veteran:** veteran status
- **Cash Assistance:** visitors who receive CA, EARN
- **Training:** education and training
- **Trade:** trade
- **Entrepreneurship:** entrepreneurship
- **Employment Information:** apprenticeship info, employer recruitment, enroll on PACL, job order listing, job search, application, scheduled appointment
- **RESEA:** resea
- **GED/Remediation:** ged/adult remediation

Create Modify Delete

Partner ID	First Name	Last Name	Email	Classification(s)	Location(s)
1	Susan	Mansuetti	smansuetti@literacypittsburgh.org	GED/Remediation	604
2	Lou	Peretta	lperetta@pa.gov	Disability	604
3	Jennifer	Hamilla-Onuska	jhamilla-o@pa.gov	Trade, Employment Information, RESEA	604
4	Sarah	Dietz	sdietz@jtbc.org	Dislocated, Training, Trade	604
5	Collen	Bailey	cbailey@jtbc.org	Dislocated, Training, Trade	604
6	Judith	Popovich	jpopovich@pa.gov	Dislocated, Employment Information, RESEA	604
7	Pat	Bowker	pbowker@jtbc.org	Dislocated, Cash Assistance, Training	604
8	Teresa	Josey	tjosey@jtbc.org	Dislocated, Cash Assistance, Training	604
9	Alicia	Pizer	apizer@jtbc.org	Entrepreneurship	604
10	Launa	Shoup	lshoup@jtbc.org	Entrepreneurship	604
11	Kylie	Hendrickson	khendrickson@jtbc.org	Youth	604
12	Vickie	Kramer	vkramer@jtbc.org	Youth	604

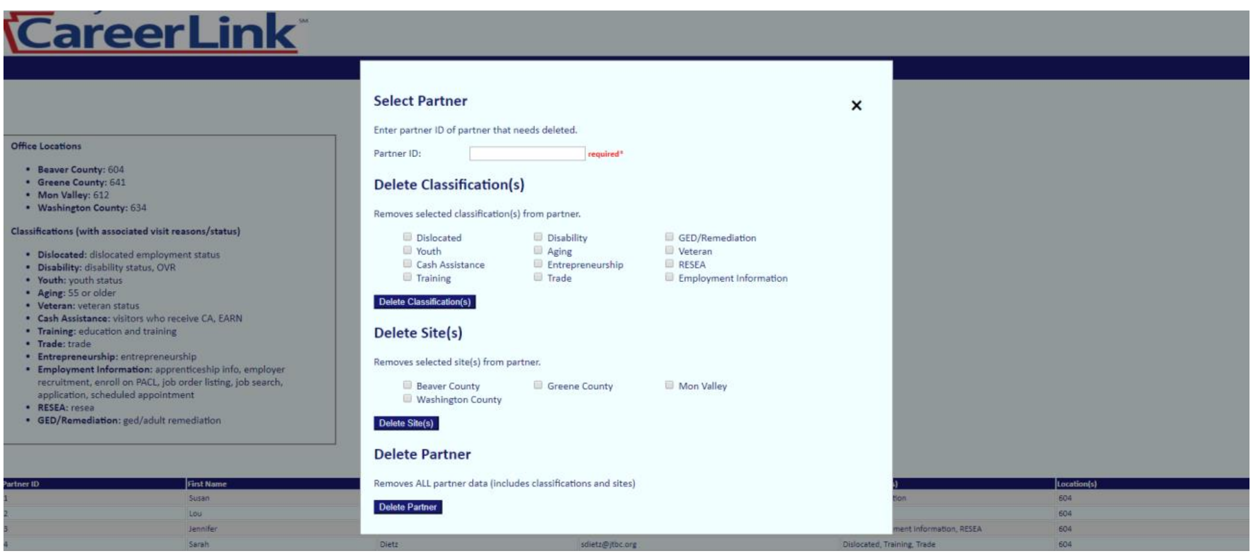
Create Partners

If an Admin wants to create a new partner, they will click on the **Create** button. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper personal info, classifications, and site locations for the partner. After the form is filled out, the Admin will click **Submit**. The new partner is now created and will appear in the table of partner accounts on the Partner Account Management page. The figure below shows the form an Admin will fill out when creating a new partner.



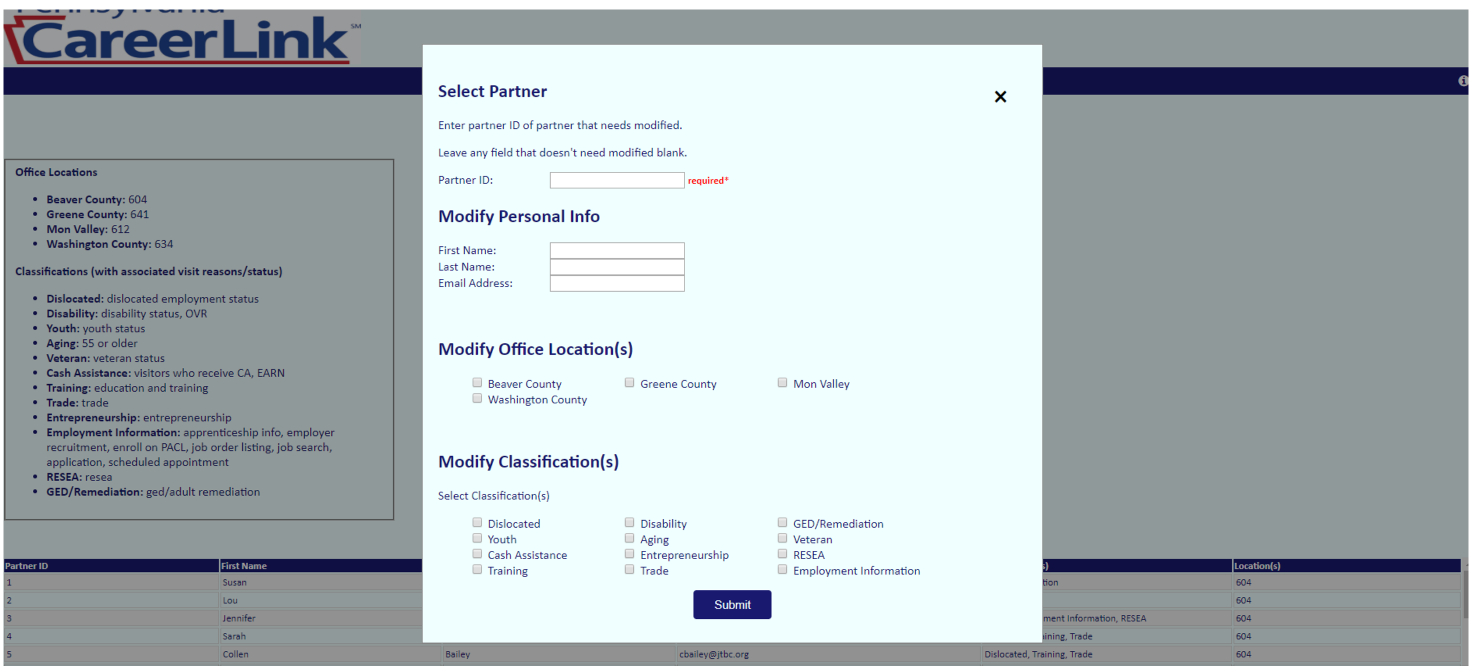
Delete Partners

If an Admin wants to delete a partner, they will click **Delete** on the Partner Account Management page. Once the button is clicked, a pop-up form will appear. The Admin has the option to delete **all the partners information, delete specific classifications or delete specific site locations.** The Admin must enter the Partner ID of the partner they wish to delete. If the Admin wants to delete all partner information, they will click **Delete Partner**. If an Admin wants to delete partner classification(s), they will select the classifications they want to remove and click **Delete Classification(s)**. If an Admin wants to delete a partners site location, they will select the site location(s) they want to remove and click **Delete Site(s)**. Note that deleting classifications and site locations only removes the classifications and site locations for the specific partner, not from the entire system. After the Admin has deleted whatever information they needed to delete, they can view these deletions in the table of partners on the Partner Account Management page. The figure below shows the form an Admin will fill out when deleting an existing partner or their classifications/site locations.



Modify Partners

If an Admin wants to modify a partner’s information, they will click **Modify**. Once the button is clicked, a pop-up form will appear. The Admin has the option to modify the partners personal information (name & email), as well as ADD classification(s) and site location(s). NOTE that you can only add classification(s) and site location(s). All classification(s) and site location(s) that already exist for that partner will remain after form submission. The Admin will fill out the fields that need modified and leave any other field blank. The Admin must enter the Partner ID for the desired partner. When the Admin is done making modifications, they will click **Submit**. The Admin can then view the modifications in the table of partners on the Partner Account Management page. The figure below shows the form an Admin will fill out when modifying an existing partner.



Reporting

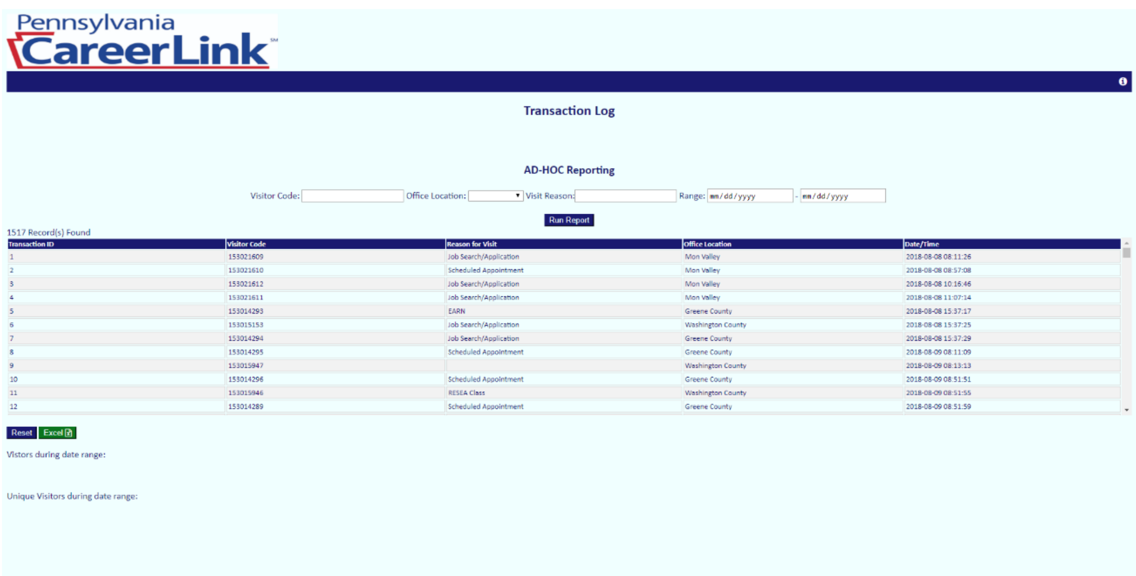
The reporting section on the Admin Homepage allows Admins to do the following tasks:

- AD-HOC reporting on Transaction data
- AD-HOC reporting on visitor information
- AD-HOC reporting on partner information

Each of these tasks will be further explained in the sections below.

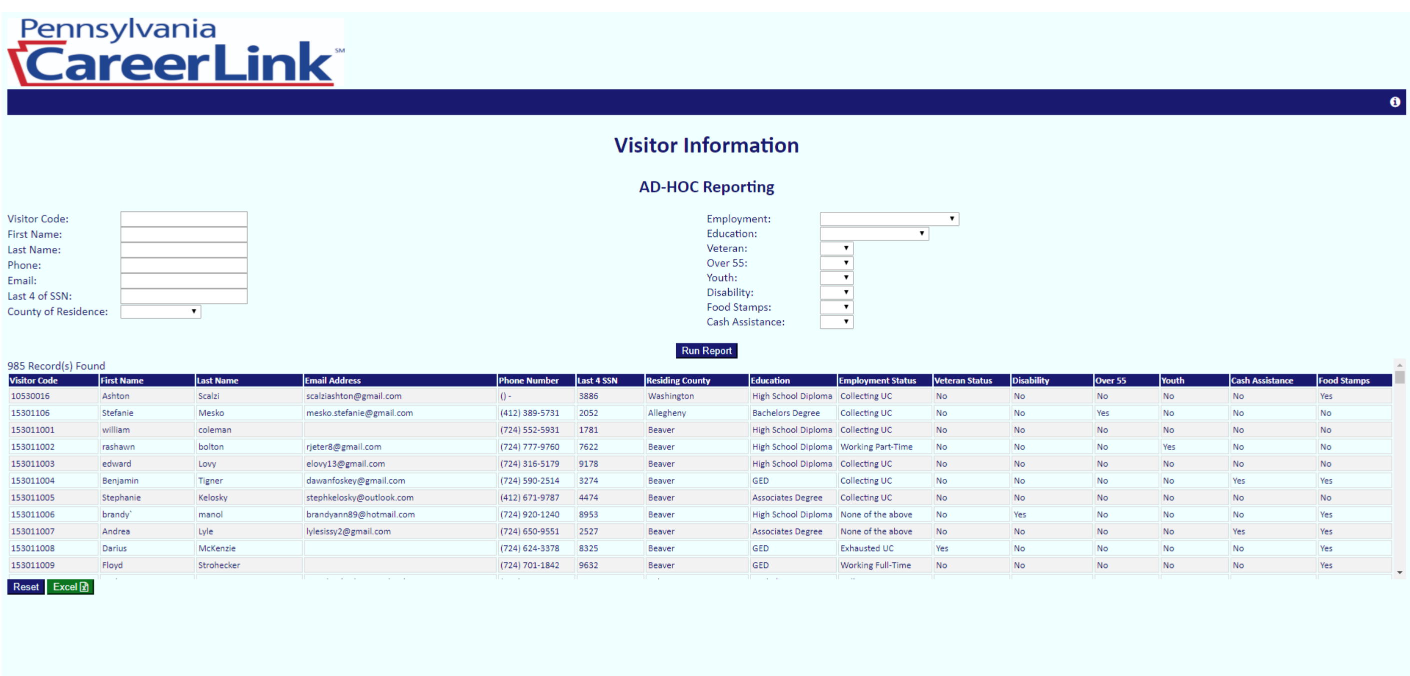
Transaction Reporting

To get to the transaction reporting section of the system, an Admin will click **Transactions** on the Admin Homepage. Once the Admin is on the transaction reporting page, they will see a table of all transactions including transaction ID, visit reason, site location, and date/time. An Admin can run reports on this data by entering the data they desire into any of the input boxes shown above the table. The Admin can enter data into as many input boxes as they wish. To run the report, the Admin will click **Run Report**. If an Admin wants to export the AD-HOC report to excel, they can simply click the **Excel** button located below the table. If an Admin wants to reset the table to view all transaction data, they will click **Reset**, also located under the table. If an Admin selects a specific date range, the total number of visitors as well as the number of unique visitors (only one transaction) will appear. The figure below shows the Transaction Reporting page.



Visitor Reporting

To get to the visitor reporting section of the system, an Admin will click **Visitors** on the Admin Homepage. Once the Admin is on the Visitor Reporting page, they will see a table of all visitors that have registered into the system. The data in this table includes the visitors name, email, phone, last 4 of SSN, residing county, employment status, education, veteran status, aging status, youth status, disability status, food stamps status, and cash assistance status. An Admin can run reports on this data by entering the data they desire into any of the input boxes shown above the table. The Admin can enter data into as many input boxes as they wish. To run the report, the Admin will click **Run Report**. If an Admin wants to export the AD-HOC report to excel, they can simply click the **Excel** button located below the table. If an Admin wants to reset the table to view all visitor data, they will click **Reset**, also located under the table. The figure below shows the Visitor Reporting page.



Visitor Code	First Name	Last Name	Email Address	Phone Number	Last 4 SSN	Residing County	Education	Employment Status	Veteran Status	Disability	Over 55	Youth	Cash Assistance	Food Stamps
10530016	Ashton	Scalzi	scalziashton@gmail.com	() -	3886	Washington	High School Diploma	Collecting UC	No	No	No	No	No	Yes
15301106	Stefanie	Mesko	mesko.stefanie@gmail.com	(412) 389-5731	2052	Allegheny	Bachelors Degree	Collecting UC	No	No	Yes	No	No	No
153011001	william	coleman		(724) 552-5931	1781	Beaver	High School Diploma	Collecting UC	No	No	No	No	No	No
153011002	rashawn	bolton	rjeter8@gmail.com	(724) 777-9760	7622	Beaver	High School Diploma	Working Part-Time	No	No	No	Yes	No	No
153011003	edward	Lovy	elovy13@gmail.com	(724) 316-5179	9178	Beaver	High School Diploma	Collecting UC	No	No	No	No	No	No
153011004	Benjamin	Tigner	dawanfoskey@gmail.com	(724) 590-2514	3274	Beaver	GED	Collecting UC	No	No	No	No	Yes	Yes
153011005	Stephanie	Kelosky	stephkelosky@outlook.com	(412) 671-9787	4474	Beaver	Associates Degree	Collecting UC	No	No	No	No	No	No
153011006	brandy`	manol	brandyann89@hotmail.com	(724) 920-1240	8953	Beaver	High School Diploma	None of the above	No	Yes	No	No	No	Yes
153011007	Andrea	Lyle	lylesissy2@gmail.com	(724) 650-9551	2527	Beaver	Associates Degree	None of the above	No	No	No	No	Yes	Yes
153011008	Darius	McKenzie		(724) 624-3378	8325	Beaver	GED	Exhausted UC	Yes	No	No	No	No	Yes
153011009	Floyd	Strohecker		(724) 701-1842	9632	Beaver	GED	Working Full-Time	No	No	No	No	No	Yes

Partner Reporting

To get to the Partner Reporting section of the system, the will click Partners under the reporting section of the Admin Homepage. Once the Admin is on the partners reporting page, they will see a table of all PACL partners including name, email, classification(s) and site location(s). An Admin can run reports on this data by entering the data they desire into any of the input boxes shown above the table. The Admin can enter data into as many input boxes as they wish. To run the report, the Admin will click **Run Report**. If an Admin wants to export the AD-HOC report to excel, they can simply click the **Excel** button located below the table. If an Admin wants to reset the table to view all transaction data, they will click **Reset**, also located under the table. The figure below shows the Partner Reporting page.