

Help 4 Caregivers Help Manual



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1 Introduction

Welcome to the Help 4 Caregivers Online Document Help System.

Help 4 Caregivers offers a browser based app that is designed to assist agencies and governments easily store documents online. The advanced search function allows users to easily find desired documents.

Many agencies and municipalities list documents, agendas, and minutes on web pages. As the number of documents grows, it becomes harder to find desired documents.

The solution is the Help 4 Caregivers Document Center. The app stores the documents, agendas, and minutes in a database and uses an advanced search function to find documents.

2 Version Number

Version Number: 1.0

Last Modified: 4-27-2025

3 About the Help 4 Caregivers App

The Help 4 Caregivers App was designed to but resources for caregivers in an easy to use searchable database. Anyone can learn to use the app in a few minutes! The advanced search function allows users to easily find helpful information. No more click fatigue drilling down many, many web pages to find useful information.

From the Help 4 Caregivers Main Menu,select Resources or contacts. Enter your search parameters, then click the search button. It does not get any easier.



The Help 4 Caregivers Document Center was designed with the software reliably used by many corporations including but not limited to:

ADP
American Electric Power
Bank of America
Bose Corp
CompUSA Inc.
Ebay
EDS
FedEx
FLEXTECS, LLC
General Electric
General Motors
Hewlett-Packard Company
Honeywell
IBM
Intel Corporation
Johnson & Johnson
Kraft Foods
Nike
NISSAN NORTH AMERICA INC
Sony Computer Entertainment
SOUTHWEST AIRLINES
US Army
US Department of Labor
US Department of Transportation
US EMBASSY
US Navy
Verizon

4 Page Types

The Help 4 Caregivers Document Center has several different types of pages:

4.1 Login

Administrators must login to add, edit or delete data All others can "view" the data as a guest.

To Login, use the login link at top center or top right of the menu screen.



Administrators are required to enter their user name and password then click the Sign In Button.

All others can click the Login as Guest link.

4.2 Register

On the Login Screen is a Sign Up link. This link displays the registration page. This page allows administrators to give employees add / edit / delete right to documents. The software can give one employee add / edit rights while another employee can be given add / edit / delete rights.



4.3 Menus

The Help 4 Caregivers Document Center has two menus. Both menus contain the same links. The menu link at the top center and top left includes a short description of each menu item.

Guests menus include:

- Calendar
- Documents
- Links
- Meetings → Meetings
- Names

Administrators will have access to setup files.

Site visitors are automatically logged in as a "guest".

The screenshot shows the top portion of the 'Help 4 Caregivers' website. At the top left is an illustration of a caregiver assisting an elderly person in a wheelchair. The main header text reads 'Help 4 Caregivers' in a large, stylized font, with 'Home Help Login' underneath. A dark navigation bar contains the text 'Help 4 Caregivers Menu' followed by icons and labels for 'Resources', 'Contacts', and 'Setup'. Below this, two large buttons are visible: a red one for 'Resources' and a blue one for 'Contacts'. The 'Resources' button points to 'Help 4 Caregivers Resources' and the 'Contacts' button points to 'Help 4 Caregivers Contact Names & Organizations'. In the top right corner of the page, the user 'egsiii' is shown as logged in.

4.4 List

Enter topic text here.

4.5 Forms (Add / Edit)

Enter topic text here.

4.6 Reports

Enter topic text here.

4.7 Edit Screen (Admin)

Edit screens work the same as add new screen. The difference is that you are editing info instead of adding new info.

5 How To Add A Resource

You can add a resource in less than 60 seconds.

5.1 Login

Enter your user name and password then click on Sign in button.

Help 4

Caregivers

Menu

Login into Your Aaccount

Username

Password

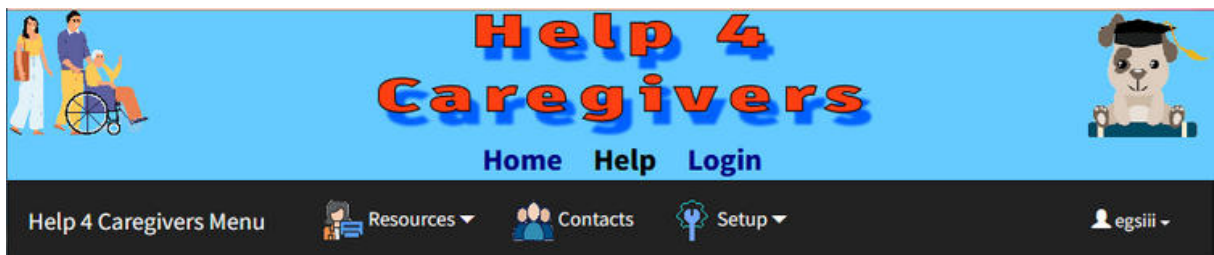
Remember me

[Login as Guest](#)

Sign in

5.2 TIP: Link To Menu

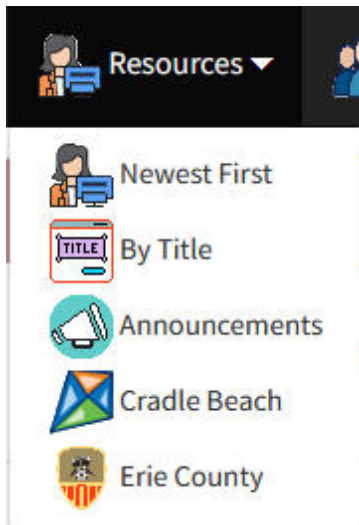
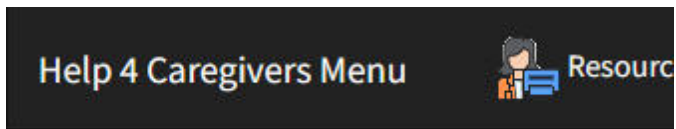
Click Menu to display the menu.



5.3 Select Resources From Menu

Click Resources:

There are two links:



5.4 How To Add A Resource

After login in, Click On Add new

The screenshot shows a user interface for adding resources. On the left is a form with fields for Date, Category, Subcategory, Title, and Description. On the right is a table with columns for Date, Category, Subcategory, and Title. A red arrow points from the 'Add new' button to the 'Date' field in the form.



	<input type="checkbox"/>	Date ↓	Category	Title ↑
	<input type="checkbox"/>		Subcategory	Description
	<input type="checkbox"/>	12/31/2025	Cradle Beach	Cradle Beach R
			Respite Program Dates	Respite 1 Januar Respite 2 Februa
	<input type="checkbox"/>	12/30/2025	Cradle Beach	Respite and Su
			Application	Criteria for Resp • Participants mu
	<input type="checkbox"/>	4/26/2025	Caregiver	Supporting Ind
			Help	Senior Helpers i
	<input type="checkbox"/>	4/26/2025	Caregiver	What Is Respite
			Help	Senior Helpers' l

5.4.1 Enter Resource Date

Use calendar to enter resource date.

Resources, Add new

Date *



Click Here To Display The Calendar

5.4.2 Enter Resource Description

Enter a resource description.



5.4.3 Save Resource

Click Save button to save meeting.

New resource will be added to the list.



6 Admin Screens

6.1 Fields Types

6.1.1 Text Entry Fields



Text entry fields allow administrators to enter text and numbers.

6.1.2 Date Fields



Date fields allow you to enter a date.



To the right of date fields is a small date icon. Clicking over the icon will display a calendar from which you can select a date.



Select the month and year then click on day. The date will be displayed in the date field.

6.1.3 Time Fields



Time fields allow administrators to enter a meeting time.



Clicking on the time icon displays the time picker.

Time Picker Tip: Click on the clock icon. Move your mouse cursor to highlight desired time. Click on AM or PM to make your selection.



The date picker used a 12 hour format with 15 minute intervals and AM / PM.

Move your mouse cursor over the time boxes. Work your way from hour to minutes then click on AM or PM to make your selection. The time will be displayed in the time field.

6.1.4 Drop Down List Fields



Drop Down fields allow you to select data from a list. Click on the down arrow to the right of the entry box to display the list.

To add an item to the list, click on the Add New link.

6.1.5 File Upload Fields



File Upload fields are the fields that upload documents.

Click on the Browse Button to display the Windows File Explorer.

Navigate to the directory where your document was saved.

Highlight the filename and click on the Open Button.

When you click the Save Button, the document file will be uploaded to the web server and instantly available to site visitors for download.