

User Guide

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Tour of the Site

In this section, we will look at every page and window you may encounter while accessing mindful scholars. Within each section, we will state what you can find there, how to exit it(if you can), and what you can get to from that location.

Home Page/ Dashboard (Logged Out)

The homepage is the main view of the site, which lists all scholarships that fit within the applied filter (by default, no filter is set). From here, you can access every site feature, except that one must be signed in to access any features that can modify data.

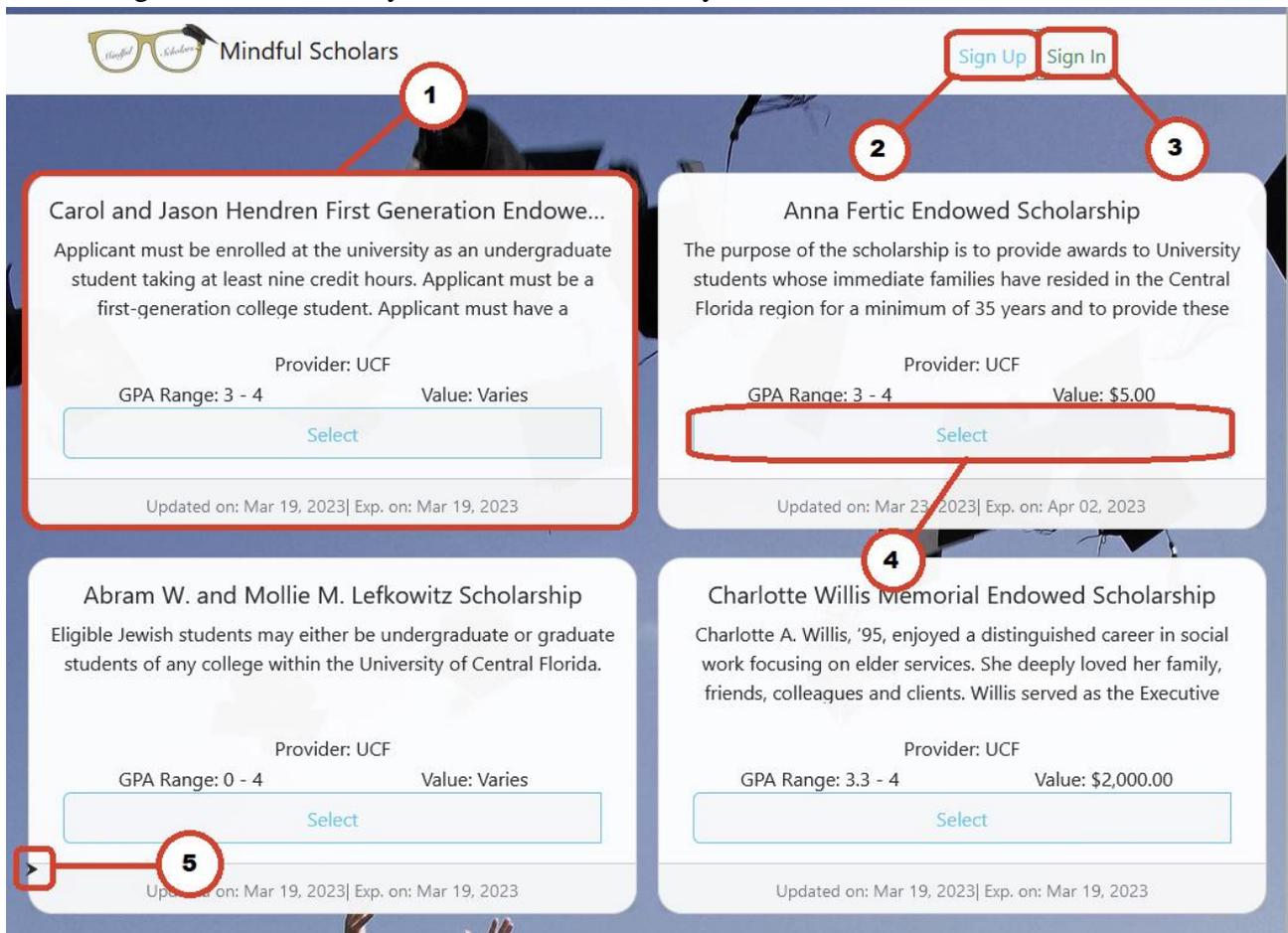


Figure 1: Home Page/ Dashboard (Logged Out)

1. A small card briefly shows some basic information about the scholarship it pertains to. The information included within the window is as follows:
 - a. Scholarship name.
 - b. Beginning of the Scholarships description.

- c. Scholarship sponsor.
 - d. GPA requirement range.
 - e. Value of the scholarship.
 - f. A button that brings up all the scholarship data within the [scholarship viewer](#).
 - g. The date that the scholarship was last updated.
 - h. The due date for the scholarship.
2. A sign-up button that opens the [account creation window](#).
 3. A sign-in button that opens the [login window](#).
 4. A Button that opens the [scholarship viewer](#) window and populates the window with the scholarship that is briefly described above it.
 5. A button that opens up the [filter menu](#).

Home Page/ Dashboard (Logged In)

The homepage is the main view of the site, which lists all scholarships that fit within the applied filter (by default, no filter is set). From here, you can access every site feature, except one must be signed in to access any features that can modify data.

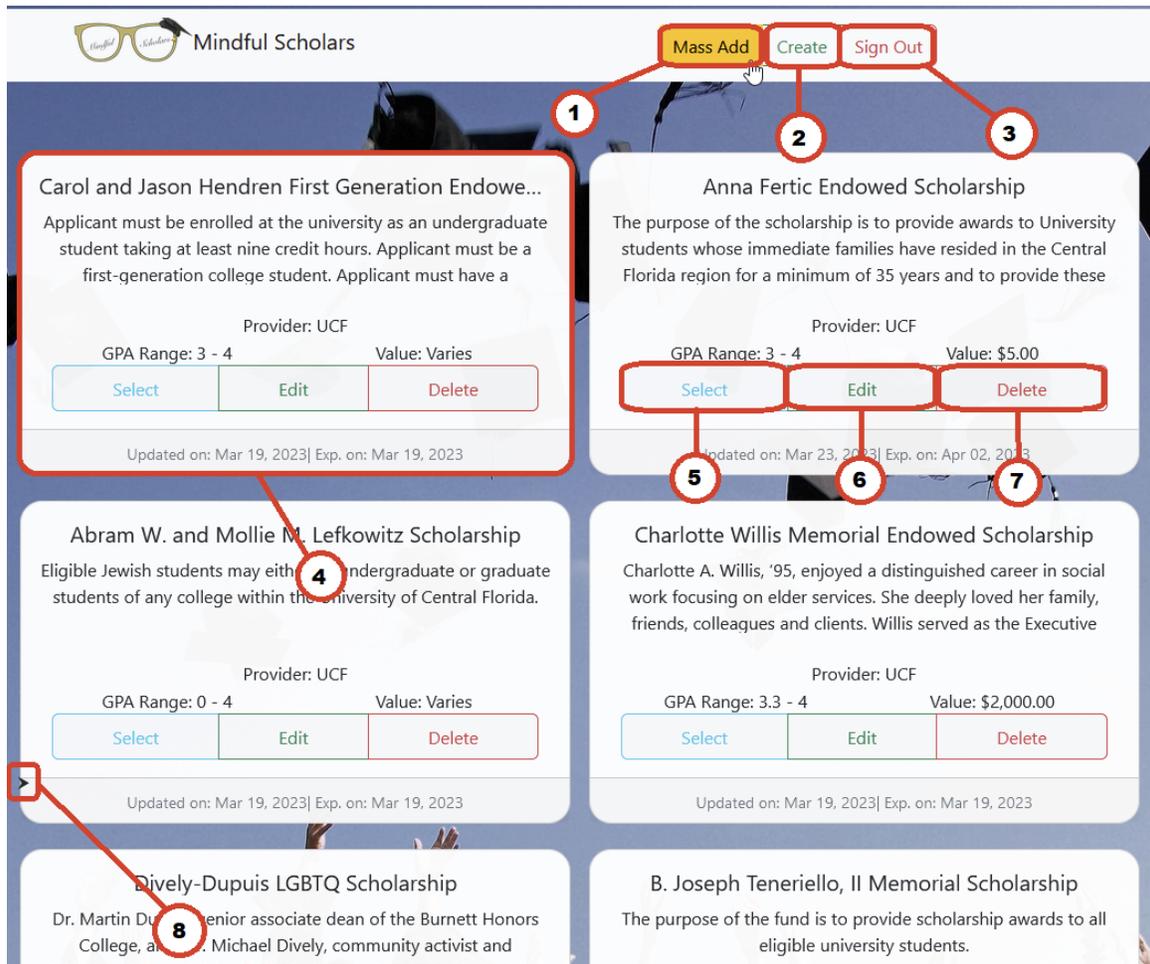


Figure 2: Home Page/ Dashboard (Logged In)

1. A button that opens the mass add window.
2. A button that opens the scholarship creation window.
3. A button that signs the current user out.
4. Small window briefly showing some basic information about the scholarship that it pertains to. The information included within the window is as follows:
 - a. Scholarship name.
 - b. Beginning of the Scholarships description.
 - c. Scholarship sponsor.
 - d. GPA requirement range.
 - e. Value of the scholarship.

- f. A button that brings up all the scholarship data within the [scholarship viewer](#).
 - g. A button that brings up all the scholarship data within the [scholarship editor](#).
 - h. A button that deletes the scholarship..
 - i. The date that the scholarship was last updated.
 - j. The due date for the scholarship.
5. A Button that opens the [scholarship viewer](#) window and populates the window with the scholarship that is briefly described above it.
 6. A Button that opens the [scholarship editor](#) window and populates the window with the scholarship that is briefly described above it.
 7. A Button that deletes the scholarship that is briefly described above.
 8. A button that opens up the [filter menu](#).

Filter Menu

The filter menu is available for any user, whether logged in or not. By filling out the input boxes, the user can narrow down the list of scholarships that are shown on the homepage. Any boxes that are left blank are not used for filtering the scholarships. Should the user want to undo there filter thy just have to press the reset button.

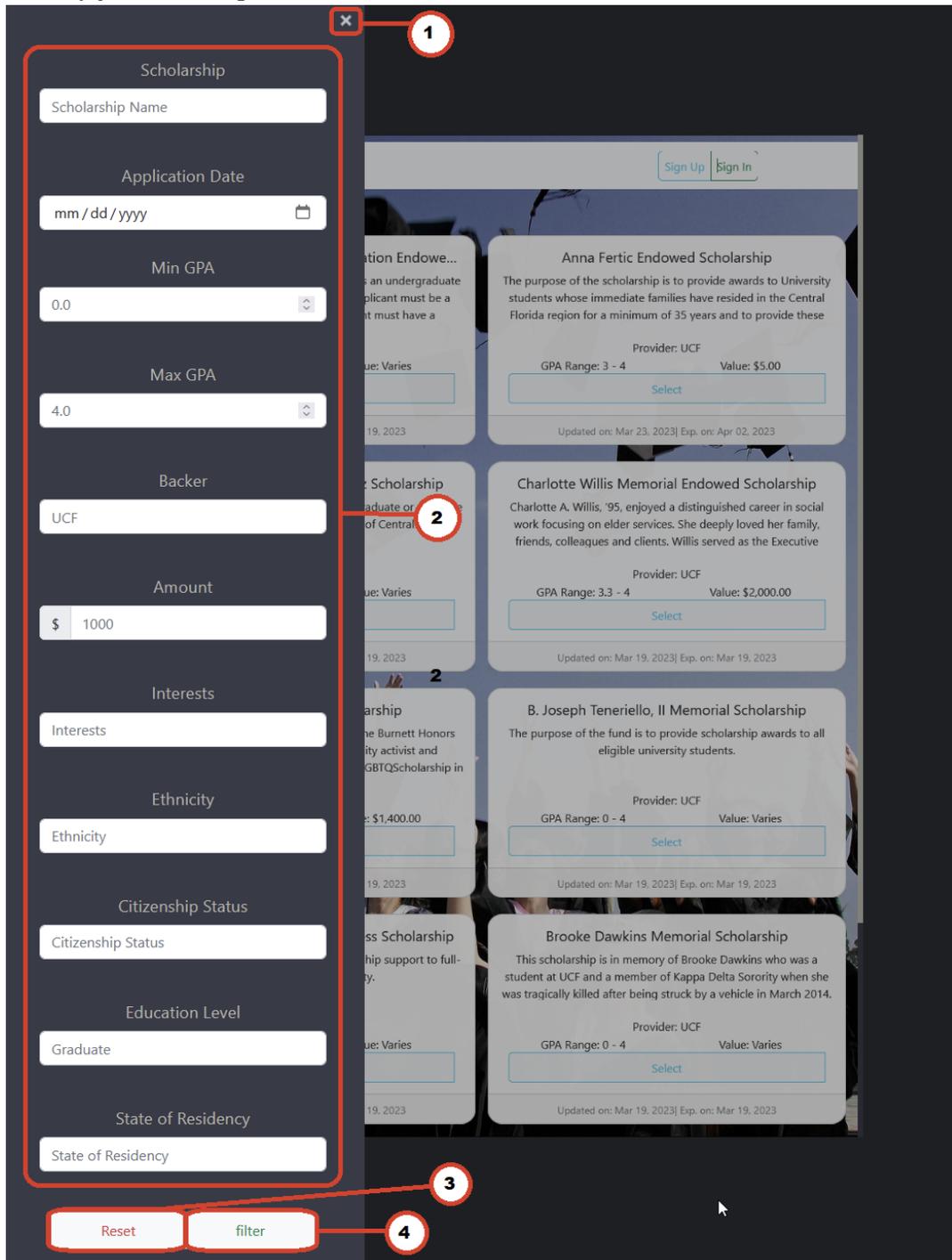


Figure 3: Filter Menu

1. A close button to exit the filter. Users can also click in the grayed-off section to exit the filter.
2. These are the filter options for the scholarships. The user may fill them if they want that data filtered or leave it blank to ignore. Filterable items are as follows:
 - a. Scholarship name, takes any input with no restriction.
 - b. Application date only accepts a date input and uses a date picker to assist the user.
 - c. Min GPA accepts any number over zero and less than the Max GPA or four if the max GPA is not specified.
 - d. Max GPA accepts any number less than four and greater than the min GPA or zero if the min GPA is not specified.
 - e. Backer; takes any input with no restriction.
 - f. Amount; accepts any number over 0.
 - g. Interests; takes any input with no restriction.
 - h. Ethnicity; takes any input with no restriction.
 - i. Citizenship status; takes any input with no restriction.
 - j. Education Level; takes any input with no restriction.
 - k. State of Residency; takes any input with no restriction.
3. A button that clears all the filters input and shows all scholarships.
4. A button that applies the filters that have been set above.

Scholarship Editor

The scholarship editor window allows users that is logged in to edit and create scholarships.

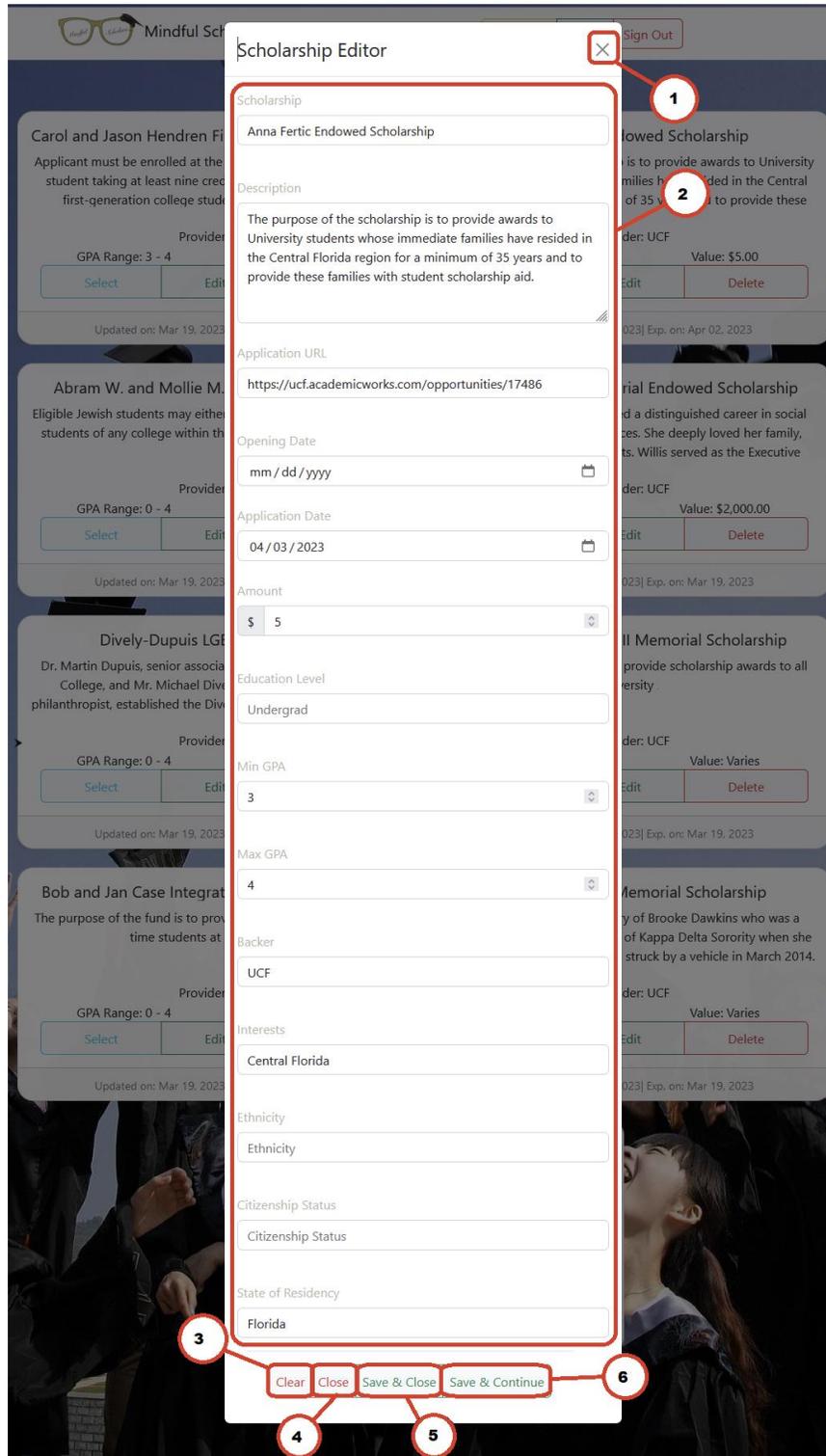


Figure 4: Scholarship Editor

1. Close button; that exits the editor. Users can also click in the grayed-off section to exit the editor.
2. These input boxes contain the data that is/can be saved along with the scholarship. The input they can accept is as follows.
 - a. Scholarship name; takes any input.
 - b. Description; takes any input.
 - c. Application link (URL where a student can sign-up); takes any input.
 - d. Opening date (when the scholarship will open for applications); accepts a date, has a date picker to help the user.
 - e. Application date (when the scholarship stops talking to applicants); accepts a date, has a date picker to help the user.
 - f. Amount; accepts any number above zero.
 - g. College Level; takes any input.
 - h. Min GPA; accepts any number over zero and less than the Max GPA, or four if the max GPA is not specified.
 - i. Max GPA; accepts any number less than four and greater than the min GPA, or 0 if the min GPA is not specified.
 - j. Backer; takes any input with no restriction.
 - k. Interests; takes any input with no restriction.
 - l. Ethnicity; takes any input with no restriction.
 - m. Citizenship status; takes any input with no restriction.
 - n. State of Residency; takes any input with no restriction.
3. The Clear button to reset all inputs.
4. The Close button to close the window
5. The Save & Close button saves/ creates the scholarship and closes the window.
6. The Save & Continue button saves/ creates the scholarships and clears the input so you can add a new scholarship.

Mass Scholarship Creator

Mass scholarship creator can be used by account holders to insert a large database of scholarships into the site quickly. This is achieved by pasting a list of JSON objects into the text box. It is recommended only to use this window if you fully understand the data you are working with. Otherwise, use the standard scholarship editor to create scholarships.

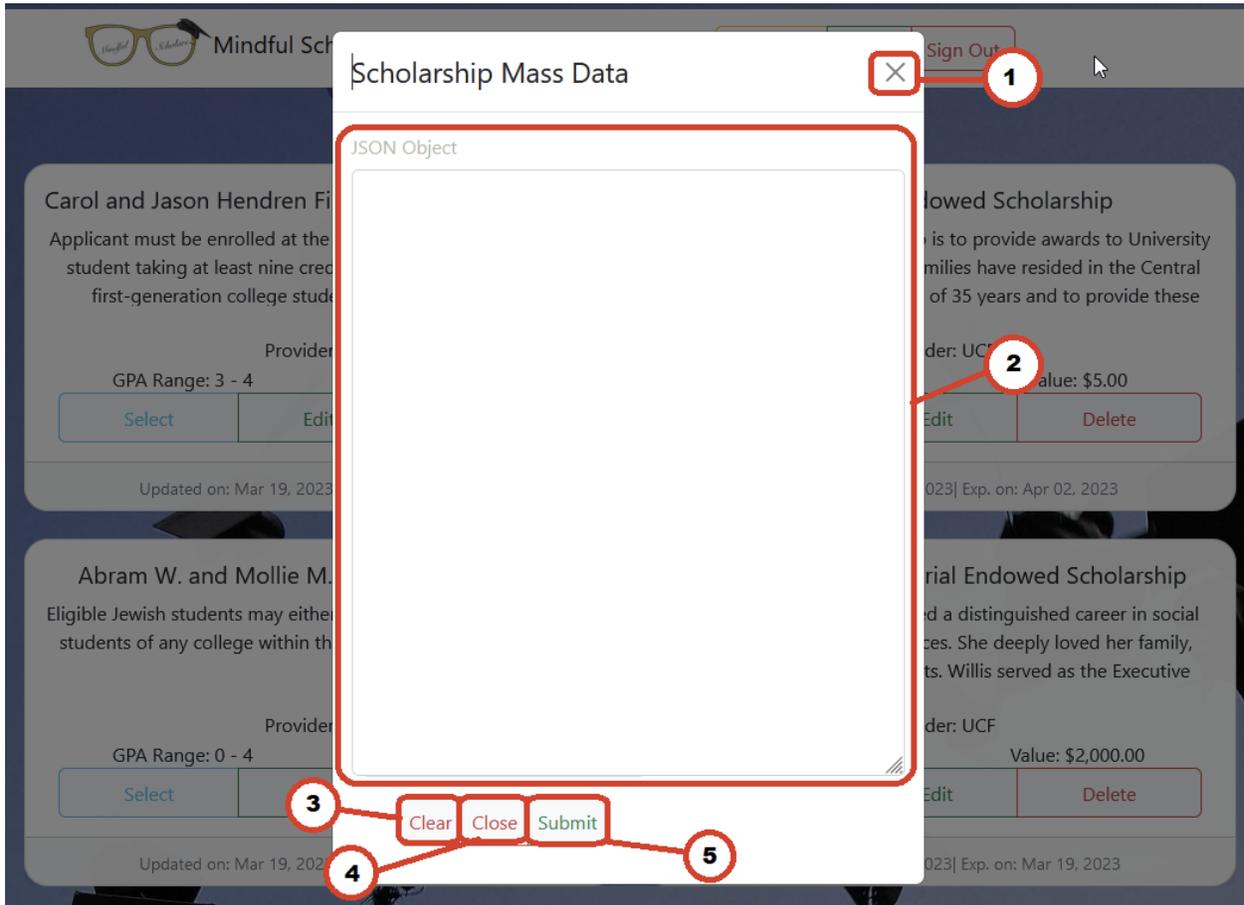


Figure 5: Mass Scholarship Creator

1. Close the button to exit the window. Users can also click in the grayed-off section to exit the window.
2. Textbox that takes in a list of JSONs. This text box does not format, so the user must be sure of the data they put within it.
3. A clear button to reset the JSON textbox.
4. A close button to close the window.
5. A submit button that adds the list of JSON that was inputted.

Scholarship Viewer

Scholarship Viewer: The scholarship viewer allows the user to review all data contained within a scholarship. When logged in, you will also see an edit and delete button, which allows you to quickly adjust the scholarship after reviewing all information.

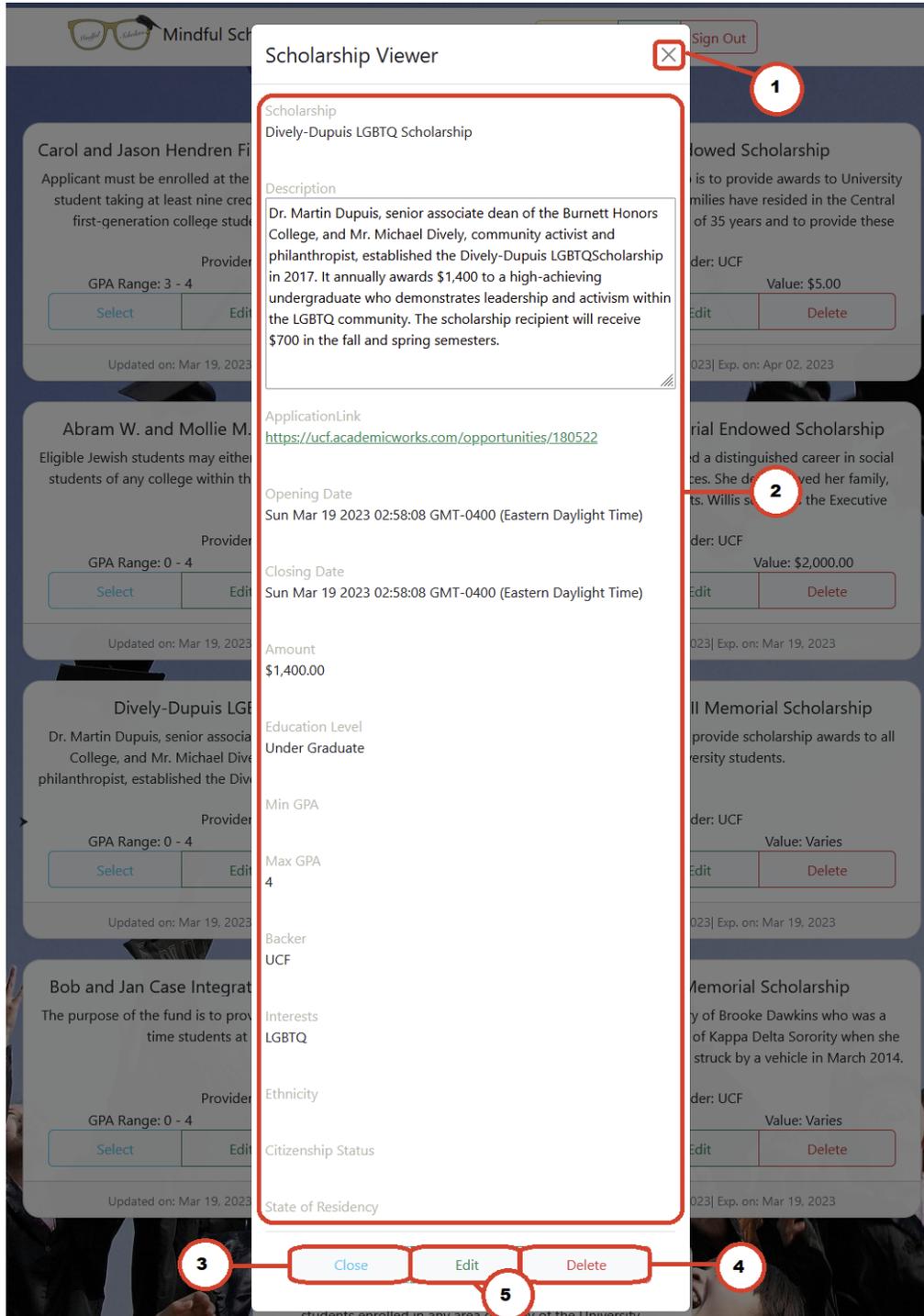


Figure 6: Scholarship Viewer

1. The close button exits the viewer. Users can also click in the grayed-off section to exit the viewer.
2. Lists all the available data of the selected scholarship. The data that the viewer lists are as follows:
 - a. Name.
 - b. Description.
 - c. Application link.
 - d. Opening date.
 - e. Closing date.
 - f. Scholarship value.
 - g. Required education level.
 - h. Min GPA
 - i. Max GPA
 - j. Backer, who is sponsoring the scholarship.
 - k. Interests, related areas of the scholarship.
 - l. Ethnicity.
 - m. Citizenship Status.
 - n. State of Residency.
3. Close the button to exit the viewer.
4. Edit button (only visible if signed in) takes you to the [scholarship editor](#).
5. The delete button deletes the scholarship, then closes the viewer.

Account Creation

The window allows the user to create an account. Upon submitting the account details, you will either get red text stating what went wrong or green text stating you have successfully requested an account. To officially make your account, please contact your administrator to validate your account.

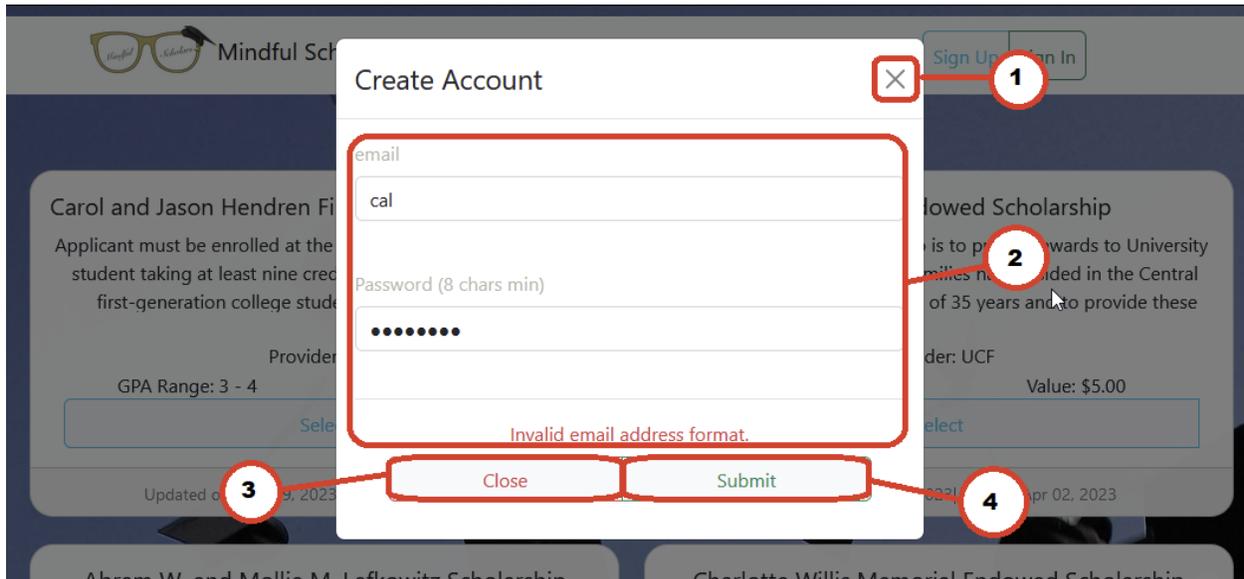


Figure 7: Account Creation

1. A close button to close the window. You can also click the grayed-out area to close the window.
2. The input section of the account creation, along with a message area below, to state what is happening. The expected input and output are as follows:
 - a. Email; accepts any input with the email schema (ex xyz@xyz.xyz).
 - b. Password; must be eight characters long.
 - c. Login message section, in this section, you can expect one of two types of replies:
 - i. An error message stating something was wrong with your inputs will give you information on what has happened. This text will be red.
 - ii. A success message stating the account has been made and that you must contact your admin. This text will be in green.
3. A close button to close the window.
4. Submit button to try and create an account; refer to 2.C for what information to expect upon pressing submit.

Login

The login window allows authorized users to log in to the site to add, adjust, and remove scholarships. As mentioned, prior all accounts must be approved by the administrator.

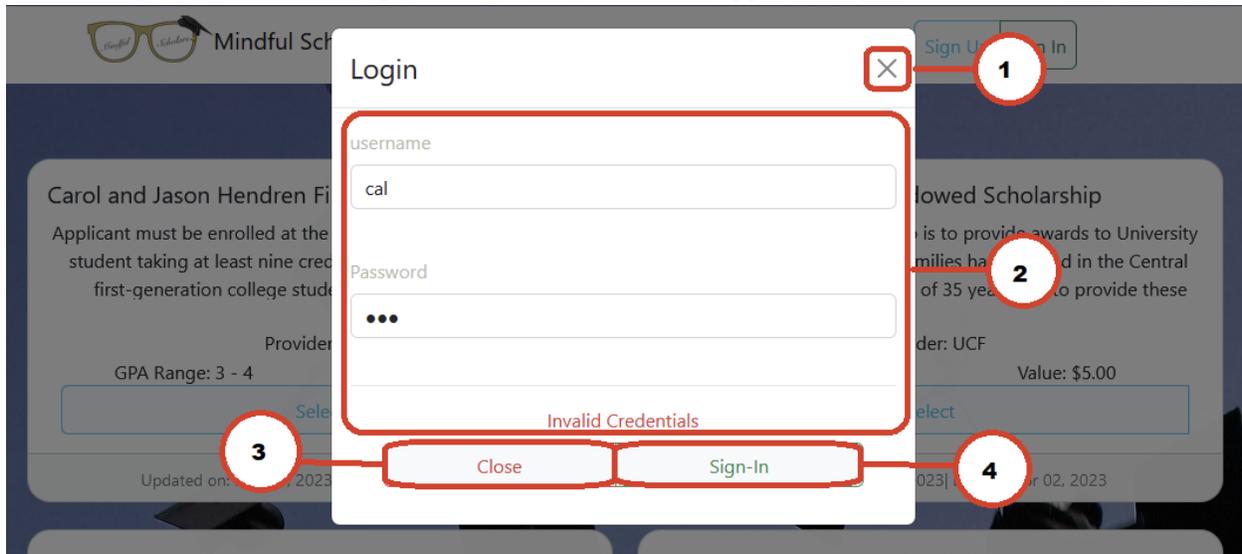


Figure 8: Login

1. A close button to close the window. You can also click the grayed-out area to close the window.
2. The input section of the login window, along with a message area below, to state if an error occurred. The expected input and output are as follows:
 - a. Email; accepts any input.
 - b. Password; accepts any input.
 - c. A login message section will state if the credentials you inputted are for a recognized and authorized user.
3. A close button to close the window.
4. A submit button to try and log in.
 - a. Upon success, the window will disappear.
 - b. Upon failure, the “Invalid Credentials” will appear.

How To

In this section, we will discuss how to operate key features of the website.

Create An Account

From the homepage, navigate to the Sign-Up button at the top right of the website.

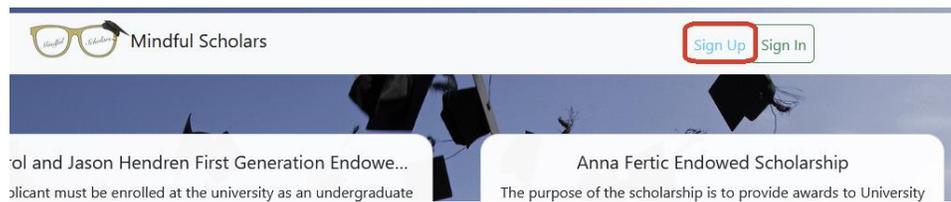


Figure 9: Sign Up Button

Then type an email and password into the respective boxes. The email must follow the email pattern of xyz@xyz.xyz, where xyz can be any string of characters. The password must also be eight or more characters long.

Once you have filled in the text boxes, click the “Submit button”

Once you get the success message “Account has been made, please contact an admin to approve the request.” Close the Create Account window via the close button, and contact your administrator with the email you signed up with.

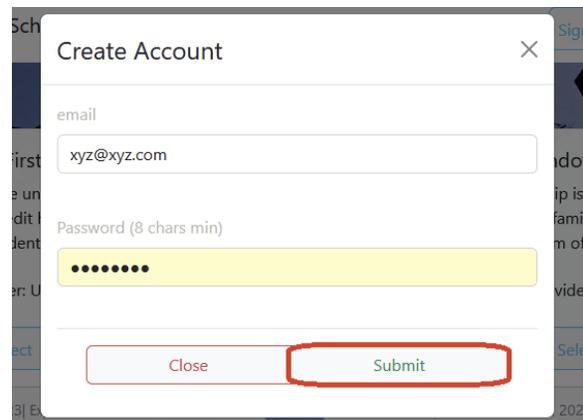


Figure 10: Submitting Account

Logging In

*To log in, you must have an authorized account.

From the homepage, navigate to the Sign In button at the top right of the website.

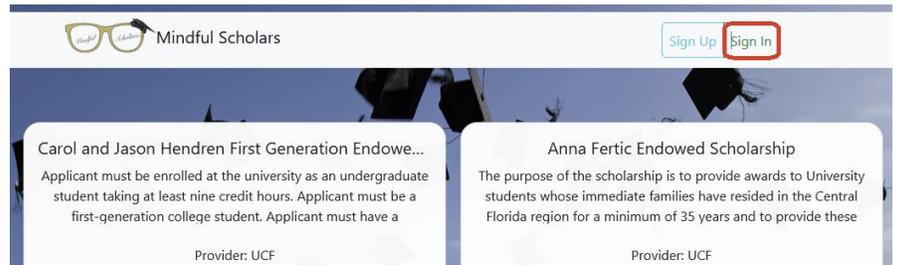


Figure 11: Sign In Button

Then type in the correct credentials into the email and password text boxes. Once you have filled in the text boxes, click the “Sign-In” button. *If the credentials do not match what the system has, red text will appear stating this.*

Upon successful login, the Login window will automatically close, and you will be logged in.

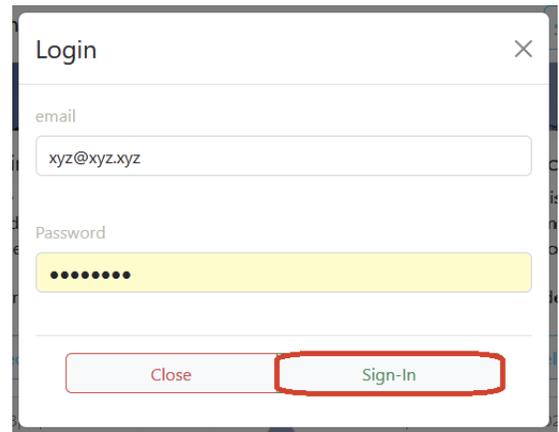


Figure 12: Signing In

Create A Scholarship

*You must be logged in to create a scholarship. Refer to [Logging In](#) to log in.

From the homepage, navigate to the Create button at the top right corner.

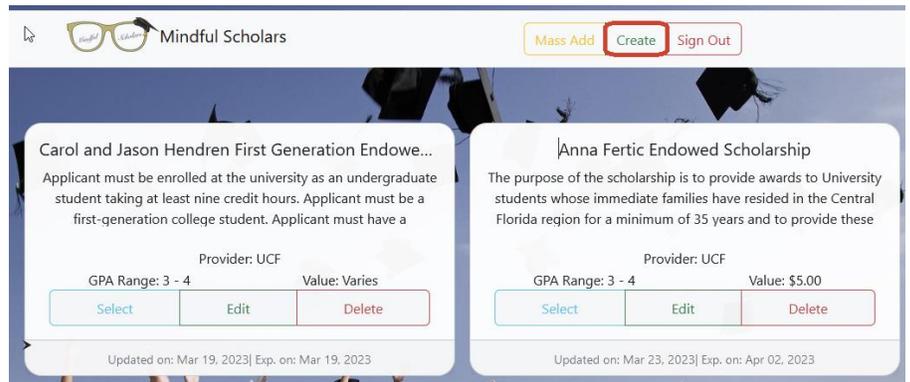


Figure 13: Create Scholarship

In the Scholarship editor, enter all the data regarding the scholarship you are creating, then at the bottom of the Editor Window, click the button “Save & close.”

At this point, the editor will close, and your new scholarship will appear.

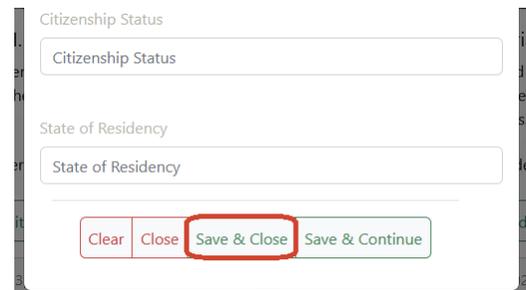


Figure 14: Save Scholarship

Mass Create Scholarships

*You must be logged in to create a scholarship. Refer to [Logging In](#) to log in.

**This is an advanced feature and should only be used if you are confident in your understanding of the database.

From the homepage, navigate to the “Mass Add” button at the top right of the website.



Figure 15: Mass Add Button

Pass your array of scholarships into the textbox within the Scholarship Mass Data window. Ensure that none of the objects have any spelling mistakes; otherwise, the scholarships will not be safe in the correct manner, and the data will be inaccessible from the website.

After filling the textbox with your scholarships, press the submit button at the bottom.

Once the website has received the data, it will automatically close the Mass Data window.



Figure 16: Mass Creation

Edit A Scholarship

*You must be logged in to edit a scholarship. Refer to [Logging In](#) to log in.

From the homepage, navigate to the scholarship you wish to adjust, and select the edit button within the scholarship’s card.

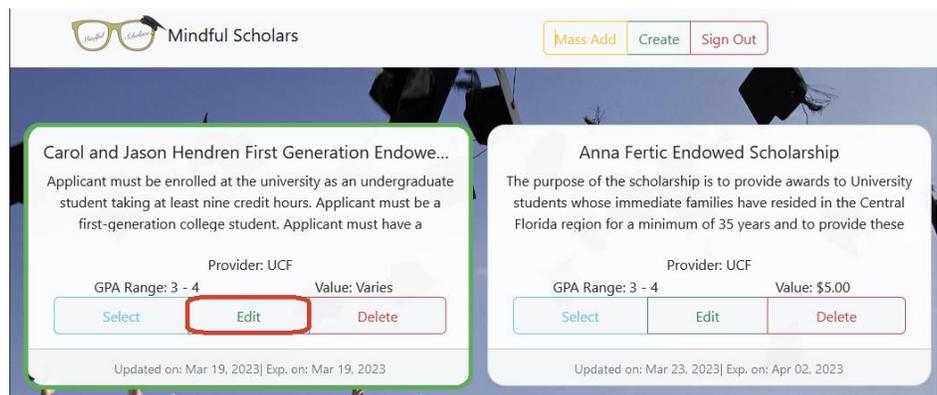
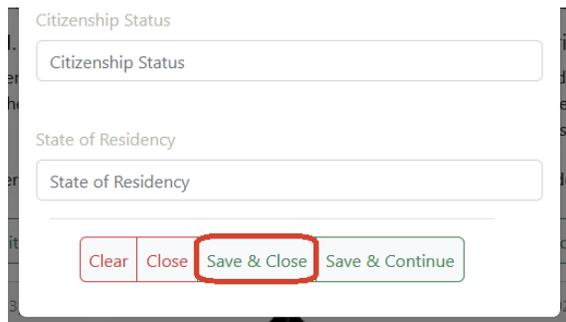


Figure 17: Scholarship Edit Button

Add/change/remove the respected details within the Scholarship Editor.

Then navigate to the bottom of the Scholarship Editor and press the “Save and Close” button. The data within the card will instantly update.



The screenshot shows a form with two input fields: "Citizenship Status" and "State of Residency". Below the fields are four buttons: "Clear", "Close", "Save & Close", and "Save & Continue". The "Save & Close" button is highlighted with a red border.

Figure 18: Update Scholarship

Delete A Scholarship

*You must be logged in to delete a scholarship. Refer to [Logging In](#) to log in.

**There is no way to recover a scholarship once it has been deleted.

From the homepage, navigate to the card that contains the scholarship you wish to delete.

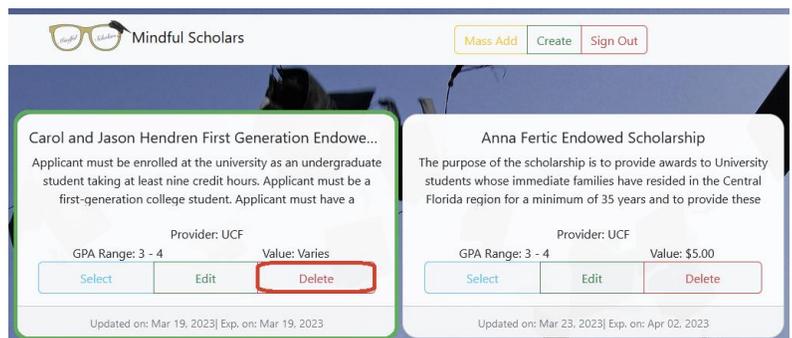


Figure 19: Delete Scholarship

Locate and click the delete button at the bottom right of the card.

The card will instantly disappear and be removed from the scholarship database.

Filter Scholarships

From the homepage, navigate to the arrow located halfway down the page on the left. Upon clicking the arrow, the filter menu will slide out from the left side of the screen.

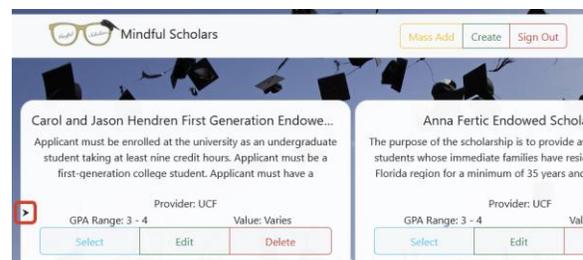


Figure 20: Filter Button

Within the menu that slides out, you can fill the text boxes with items you want to filter the scholarships by.

Once you have filled in the areas you wish to fill, go to the bottom of the menu and press the filter button to apply the filter.

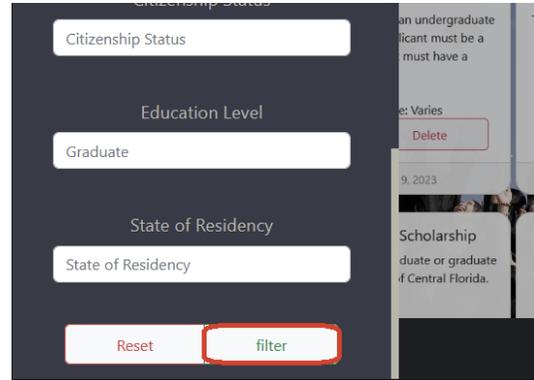


Figure 21: Filter Scholarships

If you want to reset your filter, you can do so by pressing the filter button that is located next to the filter button.

Now close the menu by clicking the cross at the top right. The only scholarships visible at this point fit the range you specified.

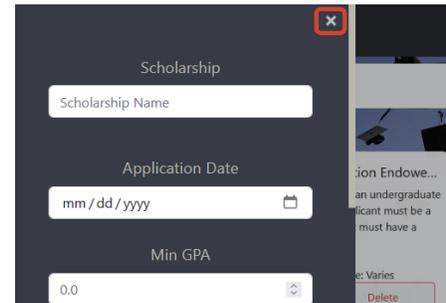


Figure 22: Close Filter

View Scholarship

Navigate to the card for the scholarship you wish to view.

Click the select button.

You are now in the scholarship viewer window. To exit this window click the close button at the bottom of the viewer window.

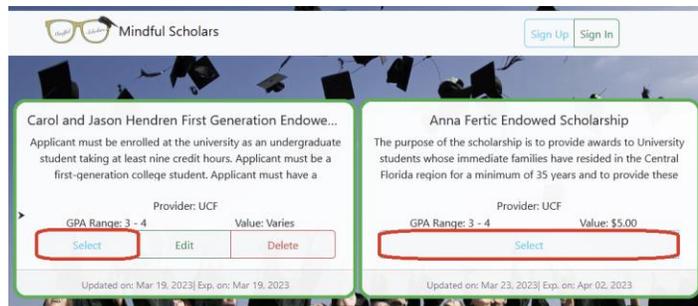


Figure 23: Select Scholarship

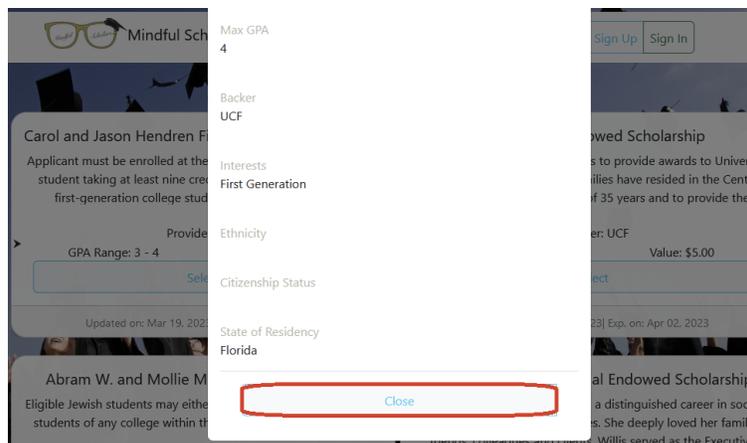


Figure 24: Close Scholarship