Changing Lives Through Horses APP

App Guide

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## Revision History

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<tr>
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**Introduction**
The following document is a guide for users to use the Changing Lives Through Horses Mobile App

**Purpose**
This document provides the key functional and non-functional requirements for the changes and new functionality.

**Scope**
This document covers detailed process diagrams and code files

**Definitions, Acronyms and Abbreviations**

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**References**

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Installation

The CLtH application is available both on the App Store (iOS) and Google Play store (Android)

1. Navigate to the Appstore or Google Store
2. Enter CLtH Tracker in Search bar
3. Click Enter or Search
4. Click on the App in the search results
5. When the selected app opens, click on the download or Install to install the app.
6. Once the app has been installed, you will see the Open button appear, Click to Launch the App
Starting the App

When the application has finished installing, navigate through the pages until you find the **CLtH Tracker** app.

1. **Click** on the **CLtH Tracker** Icon to start.

When the application is used for the first time, the phone will display the Initial Setup Screen.
2. Click **Configure**

The app will connect to the back-end server and retrieve the Centres, and other information required to run the application.
Once the app has been configured, the Continue button will appear

3. Click **Continue**

   You will be redirected to the login screen
Registration

Sign Up
Before you can use the application to make you need to signup and then be approved as a CLtH coach.

From the login Screen

1. Click **Sign Up**
The registration page will be displayed

2. Enter values for
   - First Name
   - Last Name
   - Email
   - Password
   - Confirm Password

3. Click Sign Up
4. Once registered, click OK

You will be redirected to the Login Page
Registration Email

Your will also get an email letting you know that you have been registered.

Once registered, The BHS team will need to approve your request to use the app as a coach.
Approved Email

You will receive an email notifying you that your request to use the app has been approved.
Logon

Once you have registered and the app has been configured, you will need to enter your email address and password to start using the app.

1. Enter the Email Address
2. Enter Password
3. Click Login
if you see the following screen on your phone, it means your registration as a CLtH coach is **still waiting to be approved**.

![Screen showing Approval Pending message](image)

Click **Cancel** and try again later or contact the **CLtH team** to fast track your approval.

( you will need to give your email address to confirm your registration)
Home Screen

If this is the first time you are logging in then your Home screen will display no submissions, if you have made submissions then these will be displayed in date order (last first).

You have not made any submissions. Click the + button at the top right to make your first!
Making a Submission

1. To make a submission, click on the Add Button

You have not made any submissions. Click the + button at the top right to make your first!
2. Click the centre field
3. Select the centre

Click Next
4. Enter a Participant ID

Click Next
Select Funding Type

Participant Funding Type:

Select a Funding Type

Done

Select a Funding Type

BHS

Charity

Local Education Authority

Privately

School

Click Next
Move the slider and set a value for Communication

Rate the participant's Communication:

Two way exchange of opinions, news and information by writing, speech or gestures including body language and facial reactions.

1 1+ 2 2+ 3 3+ 4 4+ 5 5+

Beginning to initiate communication with other young people, adults and horses.

Click Next
Move the slider and set a value for Confidence

Rate the participant's Confidence:

A feeling or belief that you can do something well or succeed at something.

1 1+ 2 2+ 3 3+ 4 4+ 5 5+

Willing to have a go with guidance and support.

Click Next
Move the slider and set a value for Relationship

The way in which two or more people or things are connected; the way in which two or more people or groups regard and behave towards each other.

1 1+ 2 2+ 3 3+ 4 4+ 5 5+

Responds well to contact from others, initiates contact with people and/or horses.

Click Next
Move the slider and set a value for **Teamwork**

Rate the participant's Teamwork:

The process of working collaboratively with a group of people in order to achieve a goal; teamwork means that people will try to cooperate, using their individual skills and providing constructive feedback, despite any personal conflict between individuals.

1 1+ 2 2+ 3 3+ 4 4+ 5 5+

Interacting with others, cooperates with members allowing collaborative working.

Click **Next**
Move the slider and set a value for Responsibility.

Rate the participant’s Responsibility:

The ability or authority to act or decide on one's own, without supervision; having a duty to deal with something; being accountable for something.

1 1+ 2 2+ 3 3+ 4 4+ 5 5+

Showing progress in decision making and at times able to act independently.

Click Next
Move the slider and set a value for Personal Achievement

Rate the participant's Personal Achievement:

Something that has been done or achieved through effort; a result of hard work and training; something accomplished through perseverance or courage.

Personal commitment being demonstrated within tasks, keen to improve and achieve through the programme, demonstrates an understanding of the steps required to be able to reach personal goals and the commitment required.

Click Next
Add comments

Well done

Click Next
Add **Lead Coach Name**

Click **Next**
If the Participant is Exiting then switch the level and enter reason for exiting.

Click Next
The final screen provides a summary of the entered data, if changes need to be made go back and amend as required.

Click **Submit**, to save the changes
Once the submission has been made you will be redirected to the home page where all submissions are displayed.

Once a submission has been made, no changes can be made to the submission.