# St John Ambulance Australia (Victoria) Inc
## **User Manual** Newsletter Application v2.3.0

## Overview

The Newsletter application is a program written by Darryl Ross, currently the Operations Officer at Knox Combined Division, to assist with generating the weekly divisional newsletter.

The newsletter includes sections for general notes from the management, operations and training teams, the list of local, regional and state duties, as well as a section listing duties that other divisions are having trouble covering. The application is able to log in to MSJ to automatically retrieve some of this information and allows for easy data entry for the remainder. The application allows the operations team to generate a newsletter in minutes instead of taking hours.

The application is available in a standalone version for Windows (does not need to be installed) or as an installable version for both Windows and MacOS. The standalone version can be downloaded and run without needing any other software or administrator privileges on the computer to install. Please see page 9 for installation instructions of the standard version.

## Features

The application uses the credentials entered to log in to MSJ directly to retrieve details of the future divisional, regional and state duties. Operations access to MSJ is required for this to work. **Please note that the password is *not* stored by the application and will need to be entered every time the application is run.**

The application will automatically check if it's the latest version when it starts up. If a new version has been released please check the AFOYI software page shown above to download the latest version. To perform the upgrade, just repeat the same steps from page 9.

The application includes a built-in Word template containing the St John logo and colour scheme that Knox is using for the newsletter. This can be overridden with a template file on your hard drive by storing it in the right place. The template file should not include any content except for the header and footer and should be saved as "template.docx" in a folder called "St John" directly in your home directory. On Windows 10 this will be something like C:\Users\Darryl\St John\template.docx.

The application will automatically save all data entered into a database file in the above directory. To move the application to a different computer, just copy the Newsletter.db file in that directory.

Once you have exported the newsletter it will automatically open Microsoft Word with the newsletter loaded so you can make any finishing touches, such as cleaning up the page breaks on in the data tables or including other content that cannot be captured by the application.

Knox Division then exports the generated newsletter to PDF and emails it to an email distribution list containing all members.

## Running the Application

When the application is started, it will show an empty screen with text boxes to enter your MSJ login credentials (username and password) and a notebook with a number of tabs, for General information, Training calendar, Help Required from other divisions, Local Duties, Regional Duties, State Duties and Extra Notes.

The very first time that the application is run it will pop at a window asking for the user's name, email address and division. The division name needs to be entered exactly as it's used in MSJ and the name and email address are used when reporting issues.

## General Information Tab

The general information tab contains text fields to enter information under the headings Thank You, From the Manager and From Operations. These fields are output into the generated newsletter in that order, with content exactly as entered without any formatting.

If any of the fields are left empty, the applicable section is left out of the generated newsletter.

Knox uses the Thank You field to call out members that have been out on duty over the past week to highlight their contributions to St John and to encourage other members to also get involved more.

## Training Tab

The training tab is where the user can enter the training calendar for the division for the year. The generated newsletter will contain a 'this week' and 'next week' sentence with the data the is included. If the calendar is not populated, or a note has not been entered, then the section will not be included in the newsletter.

Sessions shown in the training session list can be edited by double clicking them.



To add a single training session, click on the 'Add' button and a popup will appear asking for the start date and time and duration of the session. Enter those details and click OK and the Edit Session window will appear to complete the rest of the details. The end time will automatically be calculated from the start time and duration.

To add a range of dates (such as every meeting night for the term or year), click on the 'Add Range' button. A popup will then appear asking the user to select a date range, as well as the start time, duration, interval between meetings and normal meeting location. After clicking OK the application will return to the main window with the list of training sessions shown. Edit the details of each session by double clicking it.

**Add Training Session Range**

Start Date:

| | | | May 2017 | | | |
|---|---|---|---|---|---|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

End Date:

| | | | June 2017 | | | |
|---|---|---|---|---|---|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Start Time:      7:30:00 PM

Interval (days):   7

Duration (min):   120

Venue:      Knox Hall

OK        Cancel

**SJAA(V) Divisional Newsletters**

File   Help

Username: [            ]   Password: [            ]   Retrieve Roster   Retrieve Local   Retrieve Region   Retrieve State   Generate

General | Training | Help Required | Local Duties | Regional Duties | State Duties | Extra Notes

**Training Notes**

[                                                                          ]

**Training Nights**

Add | Add Range | Process Clipboard | Clear Selected | Clear All

| Start Time | End Time | Topic | Venue | Presenter |
|---|---|---|---|---|
| 2017-05-24 19:30:00 | 2017-05-24 21:30:00 | Module X | The Hall | The Trainer |
| 2017-05-31 19:30:00 | 2017-05-31 21:30:00 | | Knox Hall | |
| 2017-06-07 19:30:00 | 2017-06-07 21:30:00 | | Knox Hall | |
| 2017-06-14 19:30:00 | 2017-06-14 21:30:00 | | Knox Hall | |
| 2017-06-21 19:30:00 | 2017-06-21 21:30:00 | | Knox Hall | |

A training session can be removed by selecting the row and clicking 'Clear Session', or all sessions can be removed by clicking 'Clear All'. The application can also process data from Excel with the 'Process Clipboard' button. Please note that the data must include the header row and the headings need to match the headings in the table.

## Help Required Tab

The help required tab allows the user to easily enter details of duties that other divisions are struggling to cover, as emailed out to the regional operations officer distribution list.
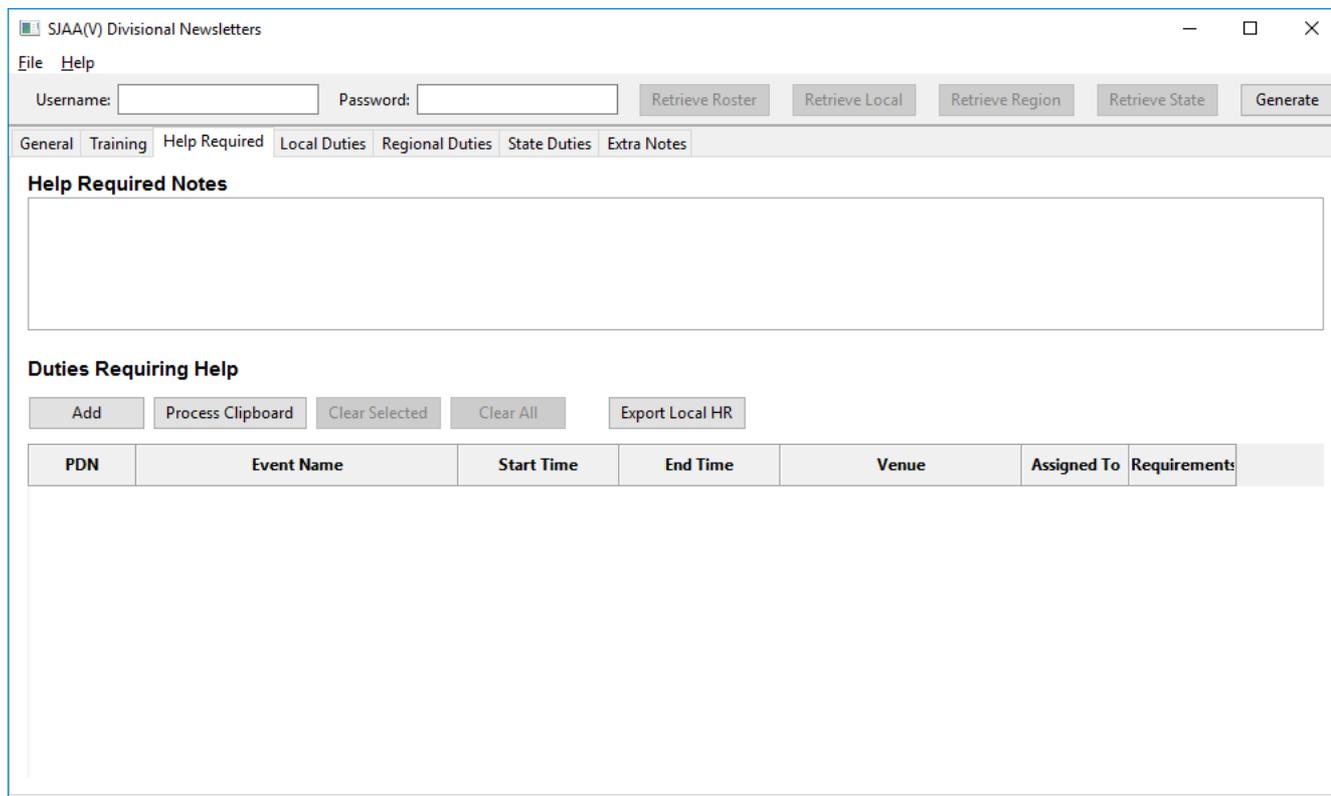


The preferred method of entering this data is for the Operations Officer of the other division to use the application to manage their newsletter and email the output from clicking the 'Export Local HR' button. If this is the case, the user should be able to copy the string of random looking characters from their email and click the 'Process Clipboard' button to automatically parse it. The application will populate the list with the updated details and clear the list of any other duties from that division that are no longer in the list. If any other divisions are included in the list they will not be affected. The application will also ignore any duties from the local division.

If the other division is not using the application, click on the 'Add' button and a popup will appear requesting the PDN. If the user has entered their MSJ credentials, the application will automatically retrieve the details of the duty, otherwise it will show an Edit screen with empty fields and the user will need to enter the data.
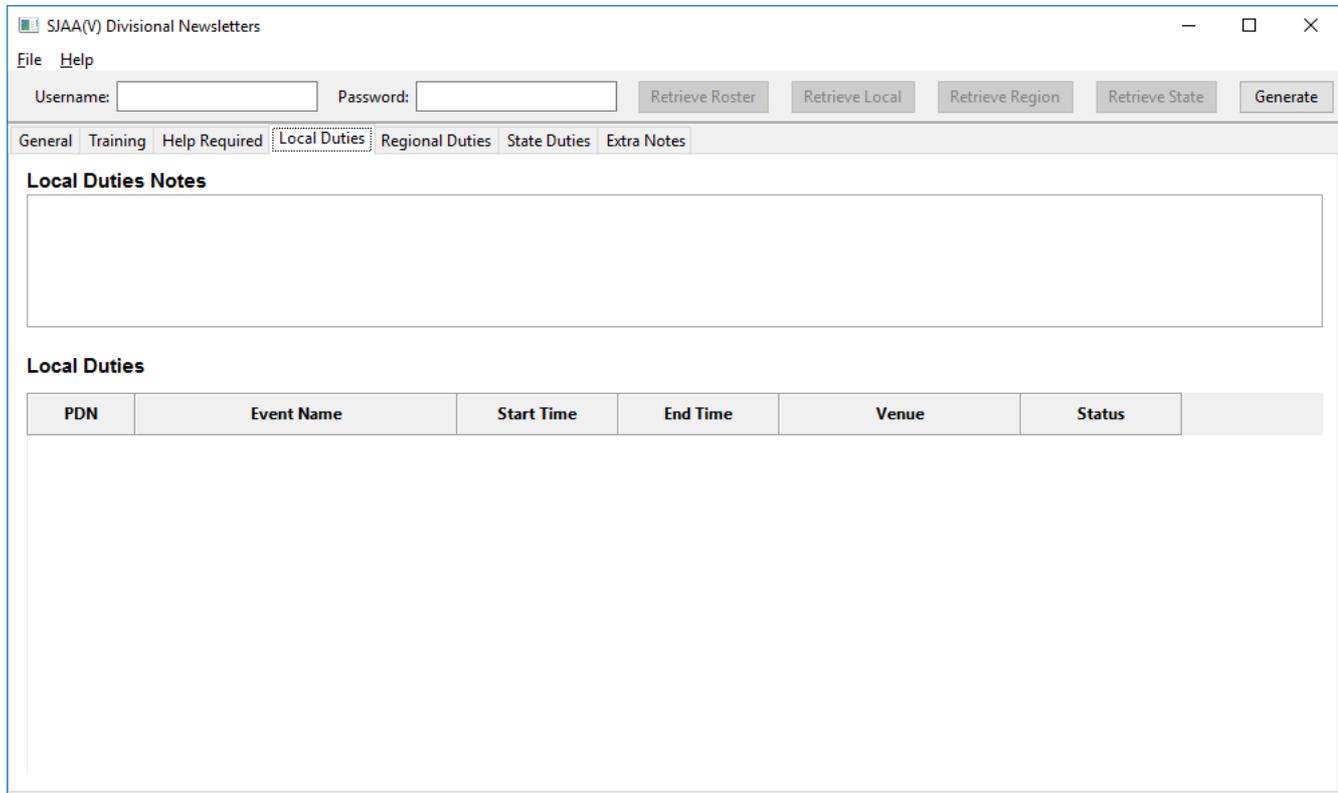
With MSJ credentials:



Without MSJ credentials:



Similarly to the training session tab, the table can be edited by double clicking on the row to edit the duty details.
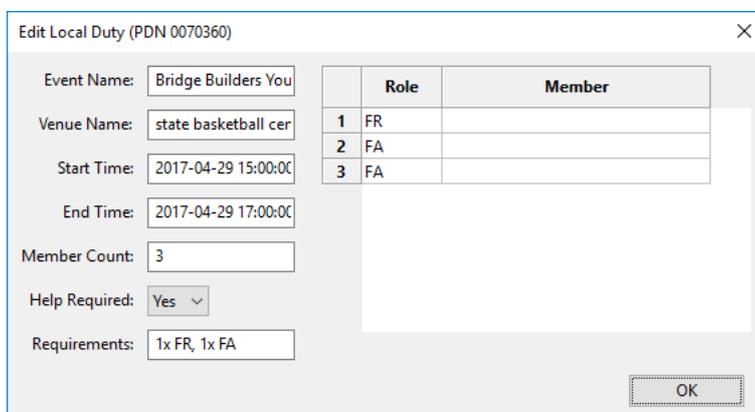
## Local Duties Tab

The local duties tab shows the list of duties upcoming for the local division. Update the list by ensuring your credentials are entered and click the 'Update Local' button in the top bar.



The local duty table is able to store some extra information regarding the duty, such as how many members the event organizer has requested, whether the duty needs to be flagged as help required, and if so what resources are required.

To edit this information, as well as be able to make corrections to duty details, double click the duty. Please note that any changes made to the name, venue or times will be overridden next time the 'Retrieve Local' button is clicked.

If there are members already rostered to the duty they will be shown in the table on the right:



If help is required for the duty, ensure the 'Help Required' field is set to Yes and the requirements field is set. Then from the Help Required tab on the main window click on the 'Export Local HR' button and paste the output into your email. Please ensure the string of random looking letters and numbers is left intact as that is what the other Operations Officer needs to paste into their application to load your data.

## Regional Duties Tab

The regional duties tab shows the list of duties upcoming for the region. Update the list by ensuring your credentials are entered and click the 'Update Region' button in the top bar.
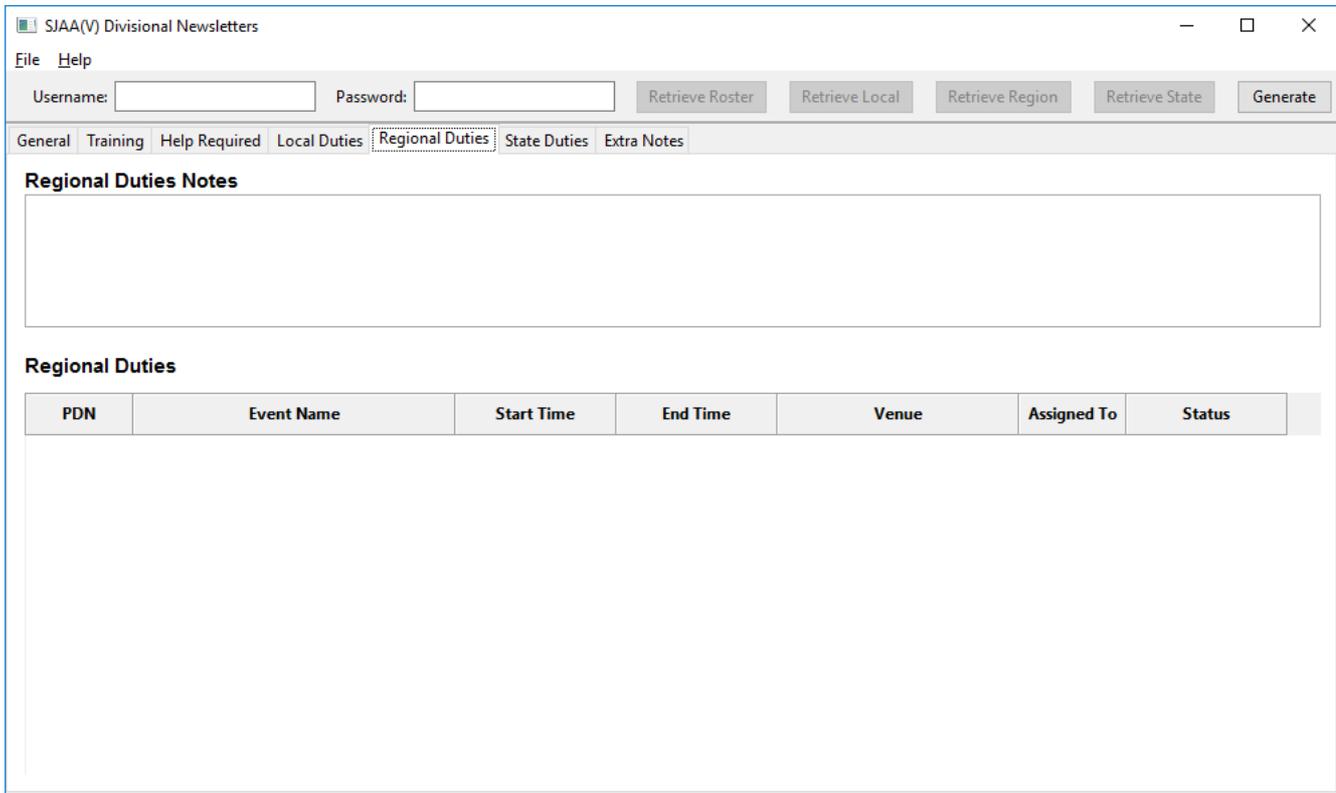


## State Duties Tab

The state duties tab shows the list of duties upcoming for the state. Update the list by ensuring your credentials are entered and click the 'Update State button in the top bar.
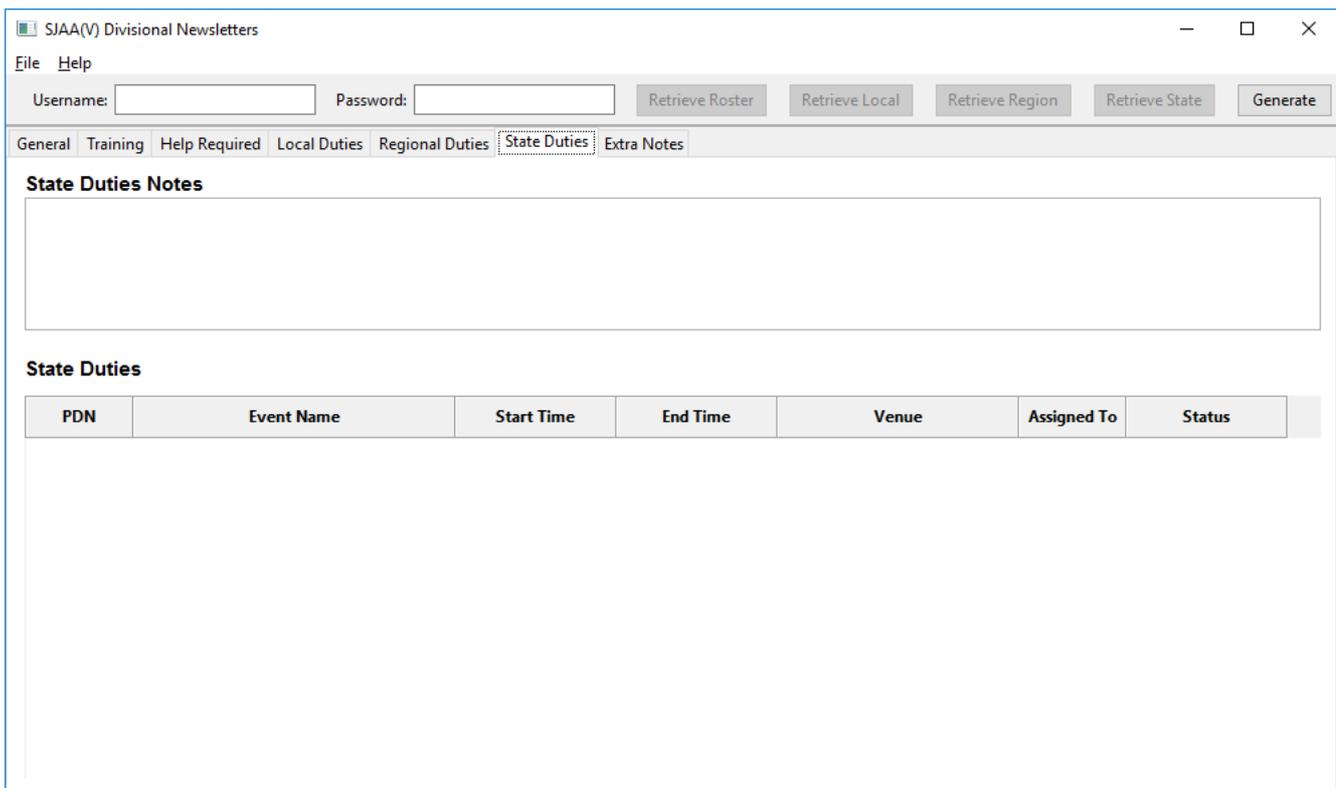
## Extra Notes Tab

The extra notes tab allows the user to add extra sections to the end of the newsletter. This might include some common information such as contact information for the division or a 'frequently asked questions' section.

Some basic formatting is applied to this field. Headings and paragraphs must be surrounded by a blank line. Section headers start with a single # character and sub-section headers start with a double ##. You can see an example in the screenshot below:
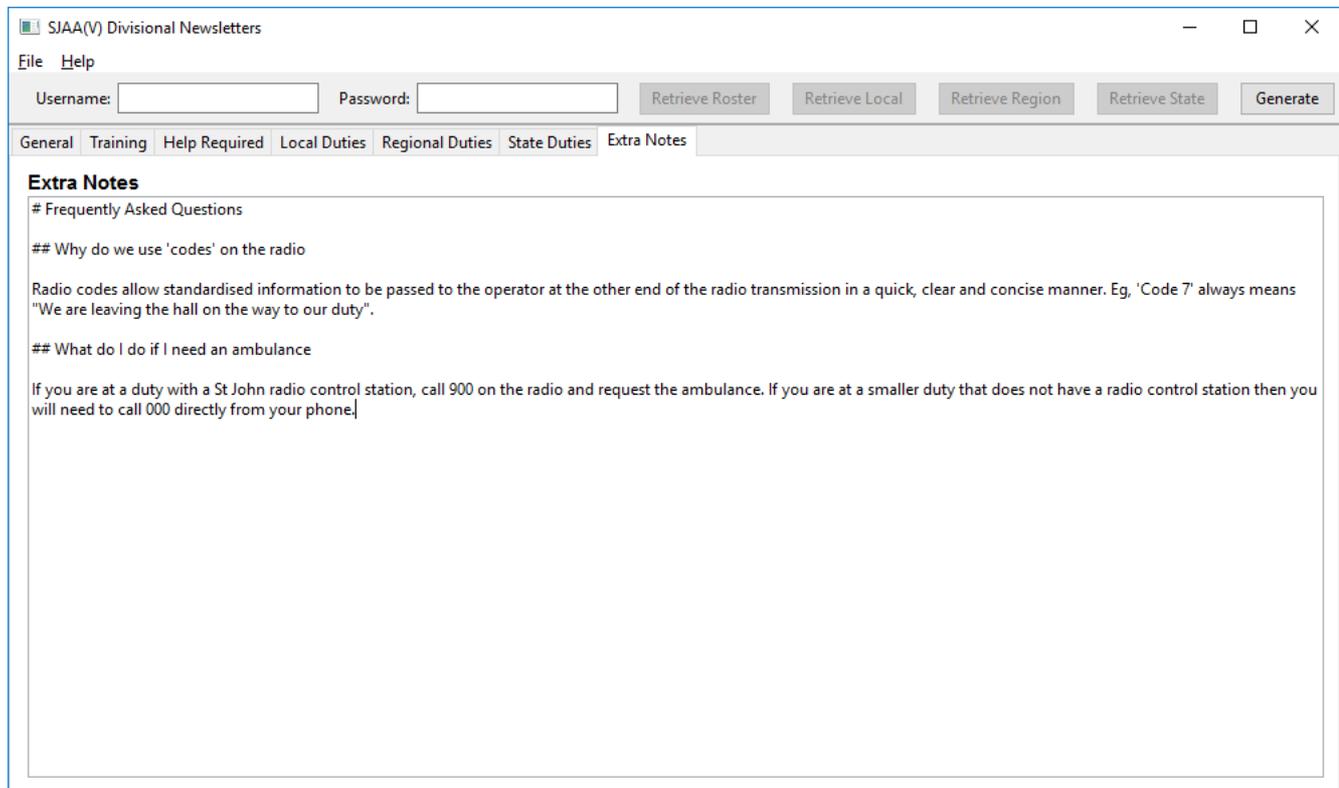
## Known Issues

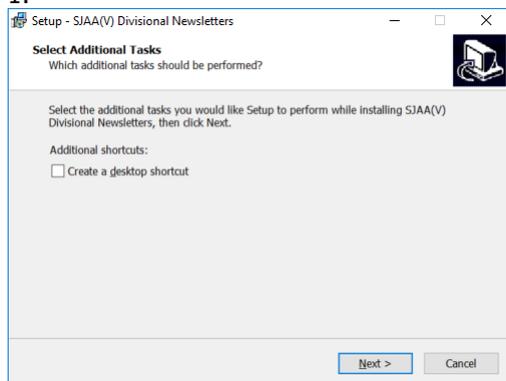The application is hard coded for East region, so much of the functionality will not work for other regions.

If any other issues are found, please contact Darryl via email at darryl@afoyi.com with a detailed bug report.
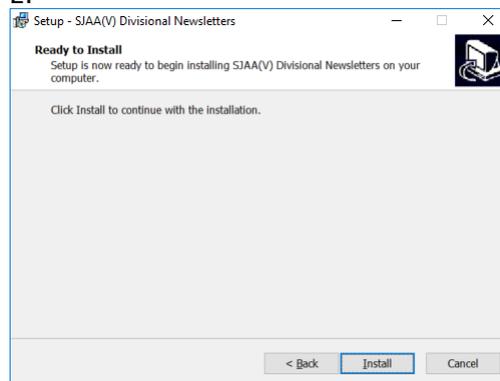
## Installation

The latest version of the application can always be downloaded from the software section of Darryl's website at https://afoyi.com/software/stjvicnewsletters/. To perform a standard installation, ensure you download the standard version and not the standalone version.

Once the file has downloaded, run it and follow the wizard to complete the installation. See below screenshots for the Windows version:
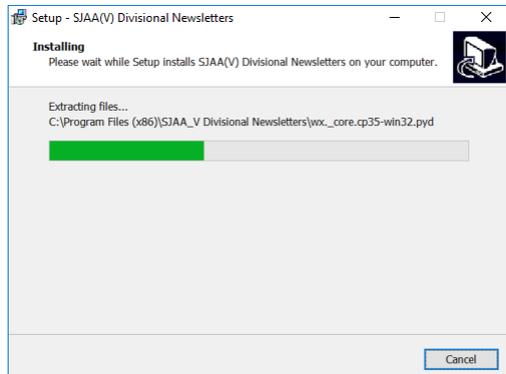
1:



2:



3:



4: