



Welcome to **BoardWell** - Boarder

To access the **BoardWell** application please go to either the play store or apple store.



Once you have downloaded the app refer to your email that you received from **BoardWell**.

The email you receive contains your username and your password.

Your username is your email address, this means that there are no users with the same username.

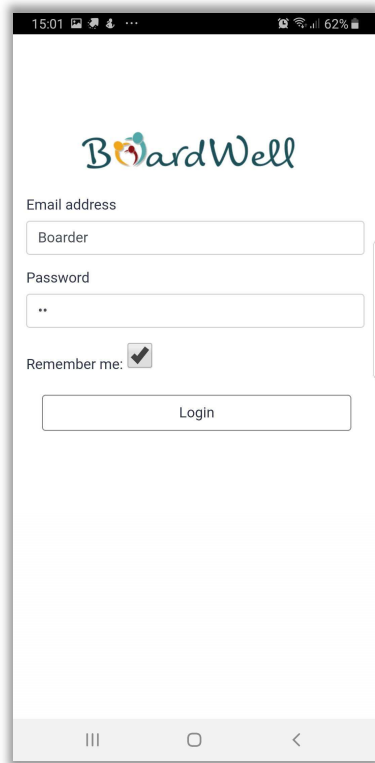
Your password is case sensitive, so take care to remember your password.

support@boardwell.co.za



<http://boardwell.co.za/>





Login Screen

Once you have opened the app you will see one of the above screen.
Enter your login details in the fields and tap sign in.

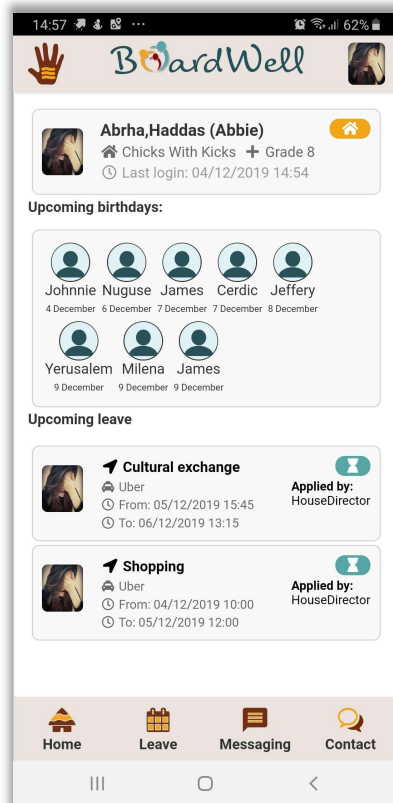
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Home Page

This screen is the view that you will see after logging in this is the home screen.

As you can see in the middle of the screen is a block with Upcoming Birthdays, this is a list of other boarders' whose birthdays are close to coming up.

The last item on this screen is the Upcoming Leave this is your leave that is upcoming.

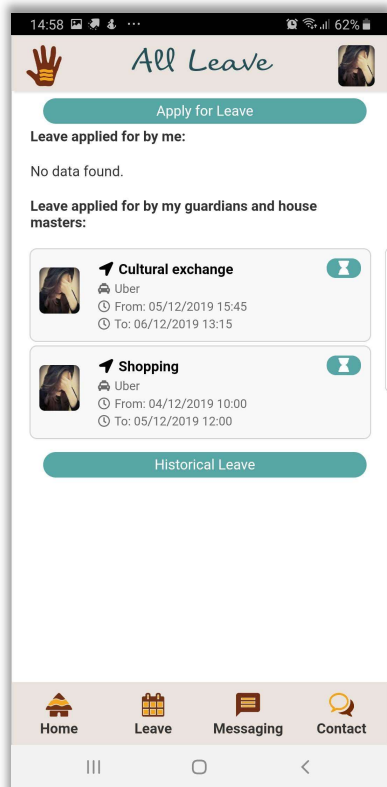
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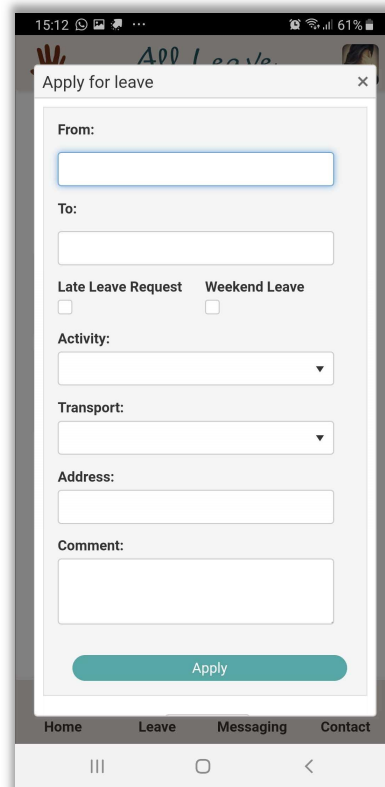
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Leave Tab



Leave Application

The Leave tab, this tab shows upcoming and past leave requests. Tapping on the **[Apply for Leave]** button brings you to the leave application (right image).

Here you select the date and time of the leave. This includes the from date and time of the leave and the to date and time. Just below the date and time is two (2) tick boxes the one is **[Late Leave Request]** the other is **[Weekend Leave]**.

[Late Leave Request] - If you are applying for leave after the cut-off time late leave need to be ticked. Depending on the school the cut off time for leave is different, this is added and managed by the school.

[Weekend Leave] – Weekend leave is for any leave that takes place during or over a weekend.

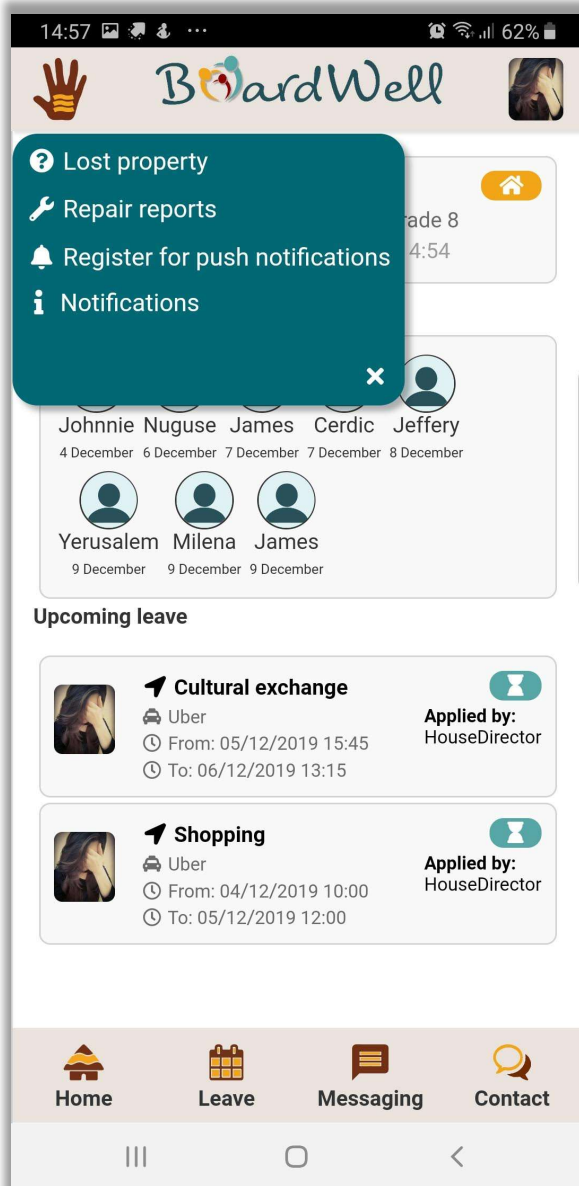
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This is the side menu. To get here press on the white button with the three lines at the top of the screen.

[Lost Property] this is where a boarder notifies others of an item that they found and where to collect the item from. The is also where a Boarder can see if there is an item that they lost.

[Report a repair] this is where a boarder can notify staff of an item that may need to be repaired.

[Register for Push Notifications] this will allow you to receive notifications on your main screen without logging in.

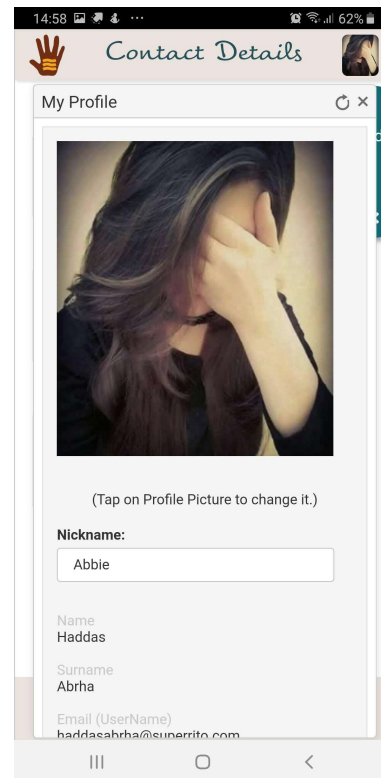
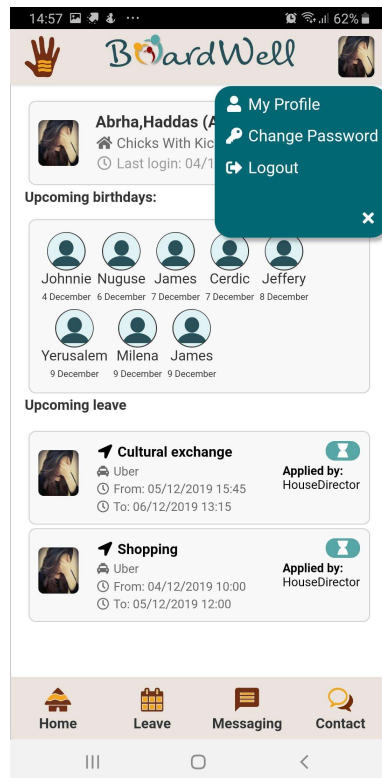
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The right side-menu has different items listed and are as follows:

After tapping on the [**My Profile**] item on the right side-menu. It takes you to the screen on the right image.

Tapping on the picture allows you to add a picture or change the picture that is currently loaded on the system to the app.

[**Change Password**] is where the logged in user can change their password. Remember passwords are case sensitive.

[**Logout**] will sign you out of the application.

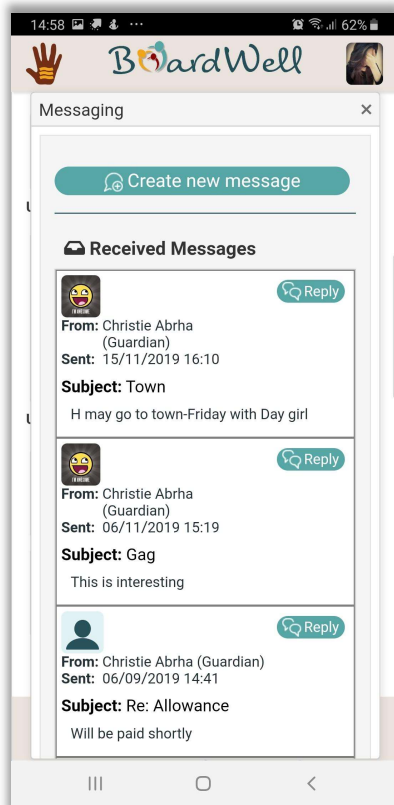
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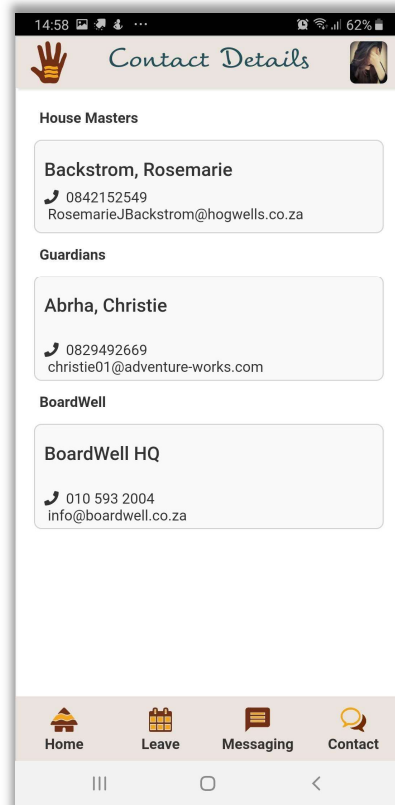
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Messaging



Contact Details

The image on the left is the view that shows up after tapping on the **[Messaging]** on the bar at the bottom of the screen.

Select **[Contact]** to see the image on the right. This is where you would see details regarding the boarding house, the House Director and as well as our contact details for support.

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