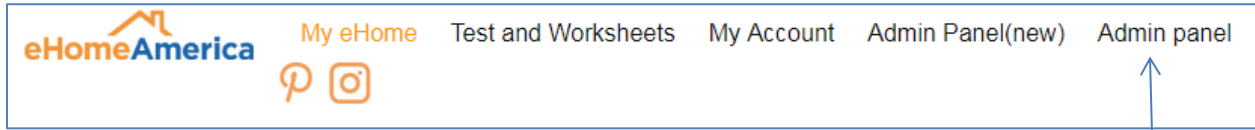


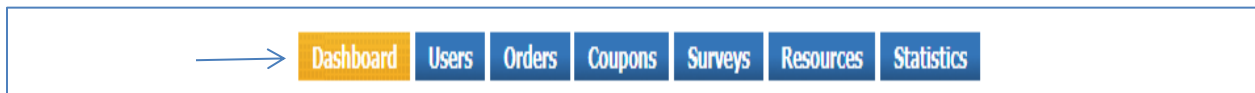
Access to Admin Panel at eHome America Website

Step 1: Go to <https://www.ehomeamerica.org/>

Step 2: Select Admin Panel



Step 3: Click on Dashboard and then under User Name, select the client to open the registration page.



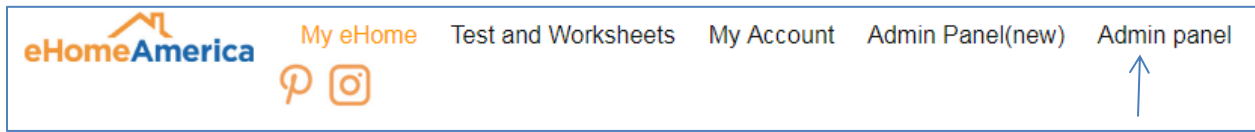
Step 4: The registration page will show all client's information. Click on **Print User Details** and place in client's file.

The screenshot shows a user registration form with the following sections:

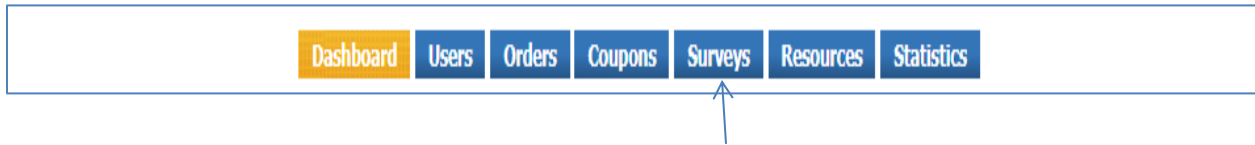
- User Information:** Includes fields for Legal First Name, Legal Last Name, Street Address, State (dropdown), County (dropdown), City, Zip, Daytime Phone, Email Address, Login Name (pre-filled with 'jerrydelarosa26.2@gmail.com'), and Desired Password. There is a 'Reset Password and Mail' button.
- Second User:** Includes fields for First Name and Last Name.
- Support:** Includes a 'New Support Ticket' button.
- User Notes:** Includes a '(no notes)' status and an 'Add new note' button.
- User Logins:** Includes a table with 'Login' and 'Logout' columns, showing a list of login events and a total of 03:02:25 Hours.
- Export Test Data:** Includes a list of worksheets: 1., 2., 3. Goal Setting Worksheet, New Worksheet, 1.Section, 2.Section, 3.Chapter, 4.Section, 5.Section, 6.Section, and 7.Financial Situation Survey.
- Bottom Right:** Includes buttons for 'View User Home Page', 'Print User Details', and 'Print Worksheet'. An arrow points to the 'Print User Details' button.

To Print out Monthly Survey Report in excel format

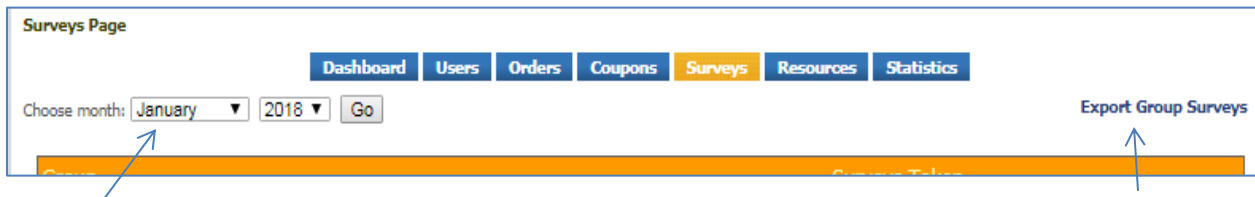
Step 1: Select and click on Admin Panel



Step 2: Select and click on Surveys



Step 3: Choose month and year and then click on go. Then select export group surveys



Step 4: Open excel worksheet and modify to fit on 1 or 2 pages.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	User (Student)	Survey Taker	Course Name	DoB	Gender	City	State	Zip	Race	Education Level	Income	Met Lender?	Pre-Approved?	Amount
2														
3														