

Memphis Flow

Quick Use Guide - Field Results

This guide was created from the source-code snapshot you provided. No app files were changed.

1. Sign in and get approved

Returning users: enter your unique ID and 6-digit PIN, then tap **Sign In**.

New users: choose your name, unique ID, PIN, and role. A Group Leader names their group. A Unit Leader or Member selects their Group Leader; a Member may also select a Unit Leader.

New account	Who approves it?
Group Leader	Admin
Unit Leader	Their Group Leader
Member	Their Group Leader
Admin	Super Admin
Super Admin	Super Admin / control center

While an account is waiting, the login screen shows a pending message and does not open the private app screens.

Forgot your PIN?

Tap **Forgot your PIN?** on the login page. A Super Admin can authorize a reset. Changing your PIN or sign-in ID does **not** erase your group, results, history, background, or reservations.

2. Entering Results

Open **My Results** to see your own monthly progress for Simple Preaching, Valid, Baptism, and Attendance.

Tap **Update Results** to change your numbers. Your personal results stay attached to your account, and the appropriate group totals update from the same saved data.

Shared Session

If you preached with other people in your group, choose **Shared Session**. You are included automatically; select the other participants, enter the real totals once, and save.

Category	How shared credit works
Simple Preaching	Split evenly as whole-number shares. Example: 10 among 3 becomes 4, 3, 3.
Valid	Each selected participant receives the full shared credit.
Baptism	Each selected participant receives the full shared credit.
Attendance	Each selected participant receives the full shared credit.

Important: Memphis Flow keeps the shared session as one real event so group/church totals are not multiplied just because several people helped.

In the current source snapshot, additional people selected for a shared session are scoped to the recorder's own group.

3. What each role sees

Role	Main use
Member	Personal results, group/team view, background/settings. No roster of other people's personal results.
Unit Leader	Personal results, group/team view, Bible Study calendar. No full Members roster.
Group Leader	Personal results, Members for their own group, Team, Bible Study, and Edit Goals for their group.
Admin	Overall church results, Members across all groups, Team, Bible Study, and Edit Goals for all/specific groups.
Super Admin	Control center only: Approvals, Accounts, Resets, and shared Background Library. No results dashboard.

Members screen

A Group Leader sees the people in their own group. An Admin sees people across active groups. This screen is read-only: leaders can review a person's results, but cannot edit another person's numbers there.

Team / Overall

Team shows combined group performance and momentum. **Overall** is the Admin's church-wide result: every active group's results added together.

4. Bible Study Calendar

Use the calendar to choose a date, check room availability, schedule a Bible study, and view upcoming reservations.

Open means the room is available. **Blocked** means an active reservation is using it. Cancelling a reservation releases the room again.

Room Management

Room Management is available to **Group Leaders and Admins**. They can add a room, type any room name, rename it, turn it on/off, or delete an unused room. Unit Leaders can use the calendar and reserve rooms but do not manage the room list.

The room itself has a permanent ID behind the scenes, so renaming a room does not move or lose existing reservations.

Reminders and cancellation

When scheduling, choose the date, start/end time, room, reminder, contact/conductor information, and optional notes. You can cancel your own reservation; Admin can also moderate reservations.

5. Goals, Monthly History, and Settings

Edit Goals

On Home, the **Edit Goals** button appears in the header for Group Leaders and Admins.

Group Leader: edits only their own group's monthly goals. **Admin:** can choose All Groups (default) or a specific real group, then set Simple Preaching, Valid, Baptism, and Attendance goals.

Monthly History

Old months are not erased. When a new month begins, new results start fresh while previous months stay available in **Monthly History**. Historical screens are read-only.

Appearance

Tap your profile/role pill to reach settings. Appearance supports System, Light, and Dark modes plus the shared Background Library.

The **Super Admin** manages the shared background library. Other users choose a background for their own account; one person's choice does not change anybody else's.

6. Super Admin Control Center

The Super Admin is a system-management role, not a results role.

Area	Purpose
Approvals	Approve or decline pending accounts; Super Admin can override the normal approval chain.
Accounts	Search all accounts; activate, deactivate, block, or permanently delete when allowed.
Resets	Send/authorize PIN or sign-in ID resets without erasing the person's saved history.
Library	Upload, rename, organize, and delete shared background photos/videos; also controls Super Admin appearance

Deactivate stops access but keeps history. **Delete Permanently** is a separate action and asks for confirmation.

7. One-Minute Quick Help

- **Sign in:** Enter your ID and 6-digit PIN.
- **Pending:** Wait for the correct leader/admin to approve your account.
- **Enter results:** My Results -> Update Results.
- **Shared session:** Select who was with you, enter the real totals once, then save.
- **See your group:** Open Team.
- **Group Leaders/Admin:** Open Members to review the people you oversee.
- **Bible Study:** Open the calendar, pick a date, choose an open room, and schedule.
- **Edit Goals:** Tap Edit Goals in the Home header (Group Leader/Admin only).
- **Past months:** Open Monthly History from your profile/settings.
- **Appearance:** Open your profile/settings and choose System, Light, Dark, or a background.
- **Forgot PIN:** Use Forgot your PIN? on the login page.

Suggested app link label: How to Use Memphis Flow

Suggested short button: Quick Help