

Instruction Manager

Welcome to the **Instruction Manager**! This screen acts as your digital catalog for creating, viewing, and updating standard boilerplate instructions for vaccines.

These instructions are automatically saved and used behind the scenes to help build official documentation later on, ensuring your paperwork is always consistent, accurate, and up-to-date.

How the Screen is Laid Out (TODO: replace with snapshot)

The screen is split into two halves:

1. **The Left Side (Create Form):** Where you type up and add brand-new vaccine instructions to your system.
2. **The Right Side (Saved Entries / Edit Panel):** A running list of every vaccine instruction currently saved in your database.

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|                                     |
|               Instruction Manager  |
|                                     |
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| LEFT SIDE: Add New Instructions    | RIGHT SIDE: Your Saved Catalog |
|                                     |                                     |
| 1. Type the Vaccine Name          | * Click a name to view it.   |
| 2. Write the details in the editor | * Click "Edit" to change it. |
| 3. Click "Save"                   | * Click "Delete" to remove it. |
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| Tip: You can always press the "Escape" key on your keyboard to instantly |
| close any pop-up window or confirmation box.                             |
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How to Use the Interface

1. Adding a New Vaccine Instruction

To add a brand-new guideline to your system:

- **Step 1:** Go to the input box on the left and type in the **Vaccine** name.
- **Step 2:** Use the **Rich Text Editor** box below it to write out your instructions. You can format your text here just like a standard word processor (adding bold text, lists, etc.).
- **Step 3:** Click the purple **Save** button. The form will instantly clear out, and your new entry will appear in the list on the right side of the screen.

Note: The "Save" button will stay grayed-out until you have typed both a vaccine name and an instruction.

2. Viewing a Saved Instruction

If you want to read through the full text of an instruction you previously wrote:

- Look at the list on the right side of the screen.
- Click directly on the **Vaccine Name**.
- A large window will pop up in the middle of the screen displaying the complete text. When you are finished reading, click **Close** or press the `Escape` key on your keyboard to dismiss it.

3. Editing an Existing Entry

If guidelines change and you need to update a vaccine's name or text:

- Find the item in the list and click its gray **Edit** button.
- The entire right panel will temporarily change into an edit station for that specific record.
- **To change the instruction text:** Simply modify the text directly inside the editor box.
- **To change the vaccine name:** Click directly on the vaccine's title string. It will transform into a text box allowing you to rename it.
- **Saving your changes:** Click **Save changes**. If you change your mind and don't want to make any updates, simply click **Cancel** to go back to your normal list.

Note: The "Save changes" button will only let you click it if you have actually changed something. If you haven't typed anything new, it will remain locked.

4. Deleting an Entry

If a vaccine is no longer in use and you need to purge it from the system:

- Click the red **Delete** button next to that item in the list.
- A safety pop-up window will appear asking you to confirm that you want to remove it.
- Click **DELETE** to permanently erase it, or click **Cancel** if you clicked it by mistake.

Quick Shortcuts & Tips

- **The Escape Key:** Whenever you have a pop-up window open (like the delete confirmation or the full instruction viewer), you can instantly close it by hitting the **Esc** key on your physical keyboard.
- **Timestamps:** Underneath each vaccine name in the list, you can see a small date and time stamp showing exactly when that instruction was last modified so you can track how fresh the information is.

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