Wise Time Planner™

Administration manual, © By Wise Technologies

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WISE TECHNOLOGIES
Vision of tomorrow

Contents

System overview

This software package provides complete time planning system for any organization having necessity to administer many time events and share results to their users. Software was made by cooperation of companies in Central Europe, led by Wise Technologies (also provider of Wise Timetable – specialized software for educational organizations). The whole concept is based on simplicity of use through the web based applications, still covering even most complex time planning tasks.

Logging into web application

First screen is a simple login form, containing the two fields: Username and Password. Both are case sensitive and please be sure to fill both fields before clicking on "Login" button or "Enter" key.

If your Username/Password is not valid, please check with your administrators if they are entered and/or communicated properly.

Figure 1: Login screen. You return to this screen after logout or even if session ends automatically after longer non-active period

Main filter

When logged in, you are presented with the two main screen parts: at the top are date navigation, main filter, refresh and administration/logout buttons, at the bottom there is main time table, containing the current week with reservations.
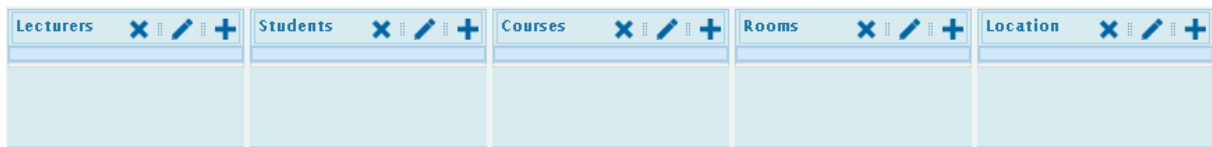

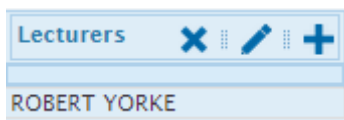*Figure 2: Main filter determines what will be displayed in time table*

Figure 3: Press "+" button to add new lecturer. To delete it just double click on the name. "Pencil" opens a form for adding new entry.

There is possibility that immediately after login, already on Location is selected in the main filter. This is the case when default location is assigned to the logged user.
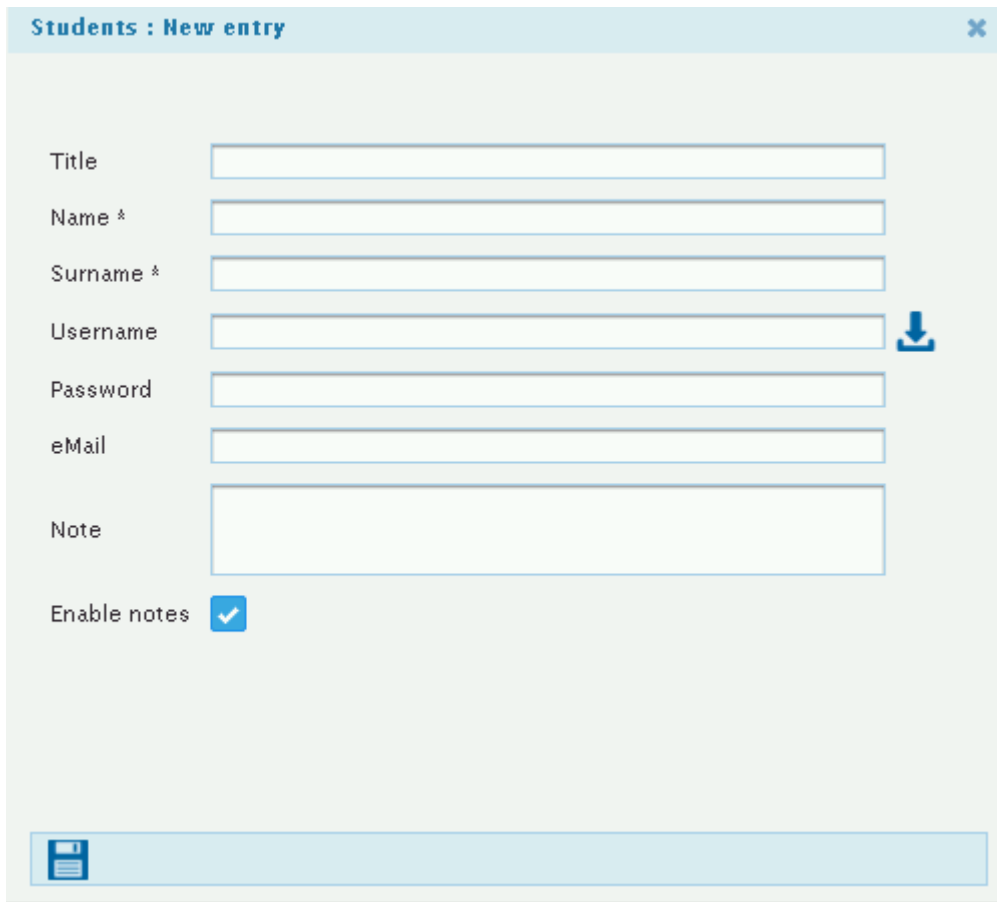
For adding entities to a main filter you can use "+" button at the top right corner of the filter. For deleting entries from the main filter you can use "X" button at the right top of filter – this will delete all the entries from the filter. To delete only one entry from the filter, you can just double-click on that entry.

Editing entries directly from the filter

You do not have to go to Administration section of the system in order to quickly add some entries (e.g. professors or students). You can add entries by clicking on "Pencil" icon at the top right of the filters. This will pop-up a new window, allowing you to enter all the relevant data for the new entry. After adding a new entry, it will be automatically listed in this filter.

Figure 4: Delete, Quickly Add New Entry and Add entry to filter buttons

Figure 5: Quickly add a new entry from the filter

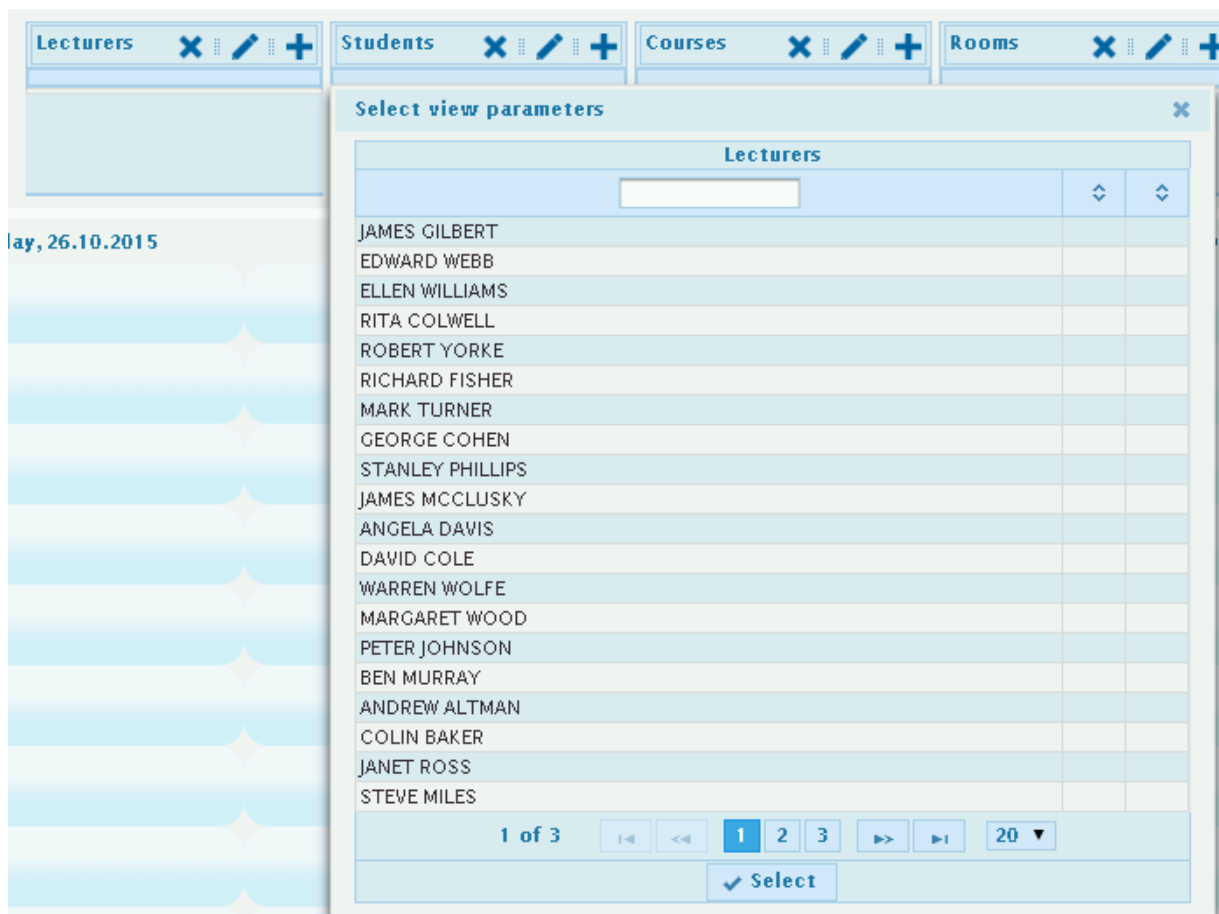When you click on "+" the selection window is opened:

Figure 6: Select view parameters to fill the filter

The selection window is always showing only one page of entities (e.g. Lecturers) because there may be a long list of them. In our example above, we have three pages and you can switch through the pages by clicking on page number at the window bottom. You can also go to begin or to end of list by using buttons around the page numbers (at the left and right side).

Also, you can adjust a number of entries on one page – in case above it is 20 but you can select larger or smaller numbers of entries for one page.
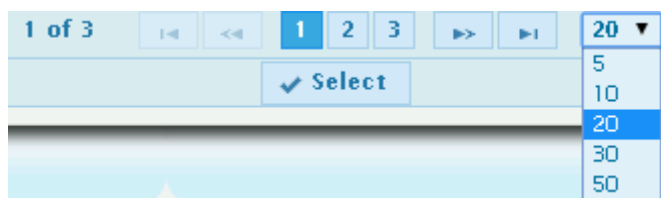

Figure 7: Selecting number of entries on one page

Select and multi-select in selection window

Entries in selection window are selected by clicking on them – single click will select one entry (after that press enter or button "Done" to finish), double click will quickly select one entry and you will automatically leave the window, CTRL + click will select multiple individual entries, SHIFT + click will select multiple entries automatically selected from first clicked entry to last clicked entry.

Searching and sorting at selection window

At the top of selection window, there is search filter. You can start typing some name in this search filter and software will dynamically change the available selection below. Search filter is searching typed characters anywhere in names – not just from the beginning. For example, if you type only "e" in search filter field, all the names containing character "e" will be displayed below.
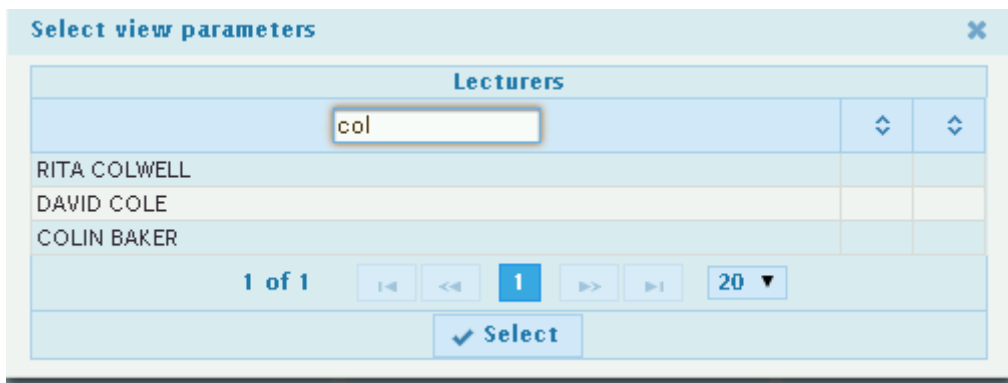

Figure 8: Using search filter

Entities with Names and Surnames (e.g. Students and Lecturers) can be sorted by both – names and surnames, by using sort buttons at the top right corner of selection window.
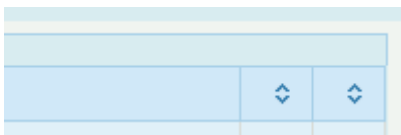

Figure 9: Sort buttons for selection window with names

Left sort button sort entries by Name and right sort button sort entries by Surname. By clicking on these buttons you can switch between ascending and descending sort.

Showing reservations

Usually (provided we are done with administration), we will use main filter to show reservations. The main filter consists of several lists at the top, containing parties involved into reservations. If we want (for example) to view some professor reservations, we will make it with professor's filter by adding that professor into this filter list – by clicking on "+" button in this filter. Reservation table below will be refreshed automatically.
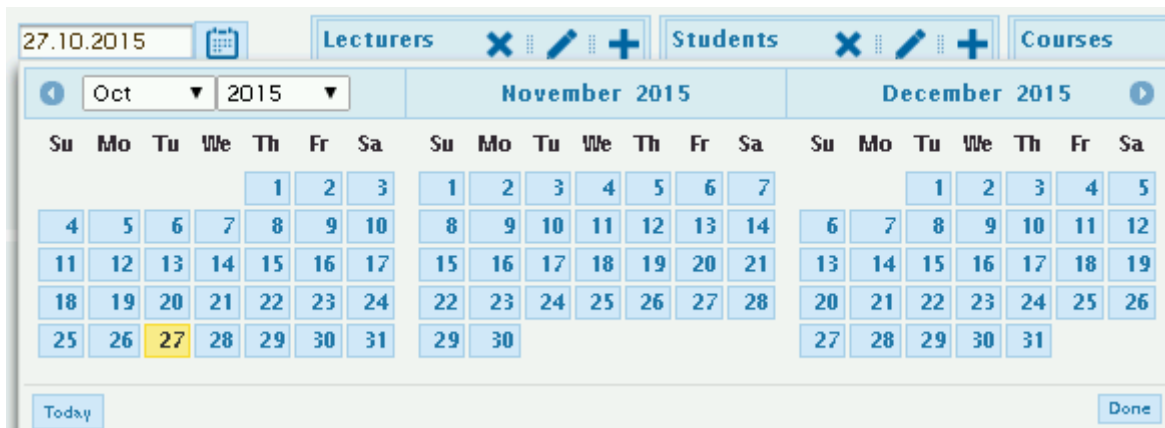

Figure 10: Navigate through dates in upper left corner – you can see three months at once – note also "Today" button

Excluding parties from the main filter – different approaches

There are several ways to delete entries from the filter list (thus excluding them also from the reservations shown in time table below):

- By clicking on "X" icon at the top right of the filter you will clear all entries from this filter
- By double-clicking on individual entry in this filter you will clear only this entry
- By clicking on refresh button with exclamation (!) sign in the middle (icon is at the top left part of the screen). This will refresh entire reservation table (also getting reservations from other administrators) and at the same time clear all filter entries – from all filters. Note that clicking on other refresh button (without exclamation sign) will not clear the filters.
- By clicking on refresh button with the letter L in the middle (icon is at the top left part of the screen). This will refresh entire reservation table (also getting reservations from other administrators) and at the same time clear all filter entries, except the Lecturers filter
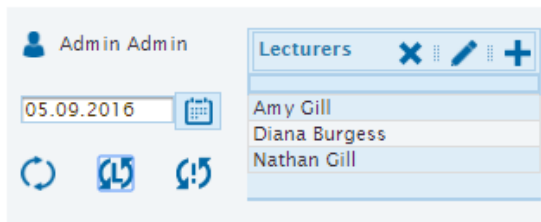
Figure 11: "X" will clear whole selection in filter for the time table

Refresh buttons

There are three refresh buttons in the top left corner of the main screen. The left one will go into database and see if anything was changed there (some other user entered or changed existing reservation) and then display completely refreshed reservations on the screen. The filter determining parties for which reservations will be shown will stay the same as before clicking on this refresh button.

Second (middle) refresh button is pictured with letter L in the middle. It will do the same as the first refresh button but the filters will be cleared, too. All, except the Lecturers filter.

Third (right) refresh button is pictured with exclamation "!" sign in the middle. It will do the same as the first refresh button but the filters will be cleared, too. With this, you will get the completely "empty" main screen – just as you have when you login into system.

Figure 12: Left refresh button keep filters the same, right one also clears the filters

Viewing a timetable

For viewing a timetable, there is only one main screen, showing the current week. Current week is always displayed for the current date (regardless of setting on your local computer).

At the upper part of the screen, there are navigation controls and Logout button, while lower part of the screen is occupied completely by timetable. This table is resized whenever you resize your browser window but be sure to click on "Refresh" button after resize.
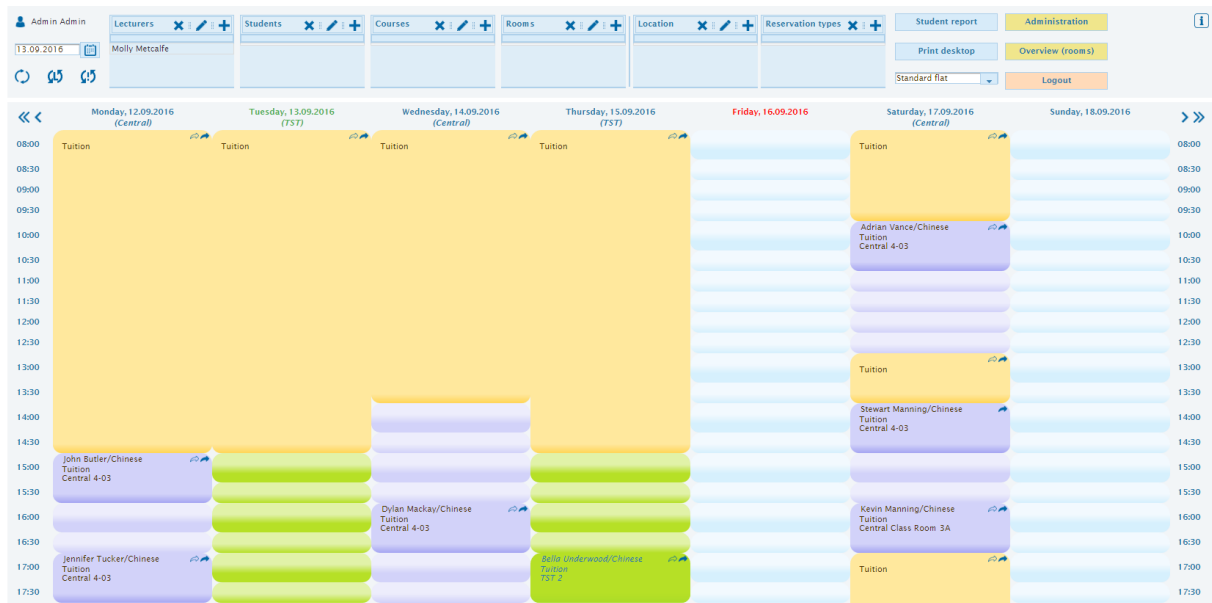
Figure 13: Main screen with time table

Navigation buttons

There are several ways to move through the timetable:

- By changing a date through **change date** input field (or date icon besides, which shows three consecutive months with all the dates)
- By moving through **weeks,** using left and right buttons (**<, >**) at the top of table
- By moving through **months**, using left and right buttons (**<<, >>**)
- By pressing on "Left arrow" and "Right arrow" keys on your keyboard – for moving through weeks (previous, next)
- By pressing on "Up arrow" and "Down arrow" keys on keyboard – for moving through months (previous, next)
- By pressing on "Home" key on the keyboard – for returning to week with the current date

When hovering over the time table with the mouse, you will always see which hour is currently selected (highlighted at mouse position) at the left and right side of the table.

Figure 14: Navigation buttons at the screen top

Time table

All the reservations on time table are shown in a grid which consists of hours (rows) and days in week (columns). Week always starts with the first working day in a week and ends with two non-working days in a week (not always the same in different parts of the world).
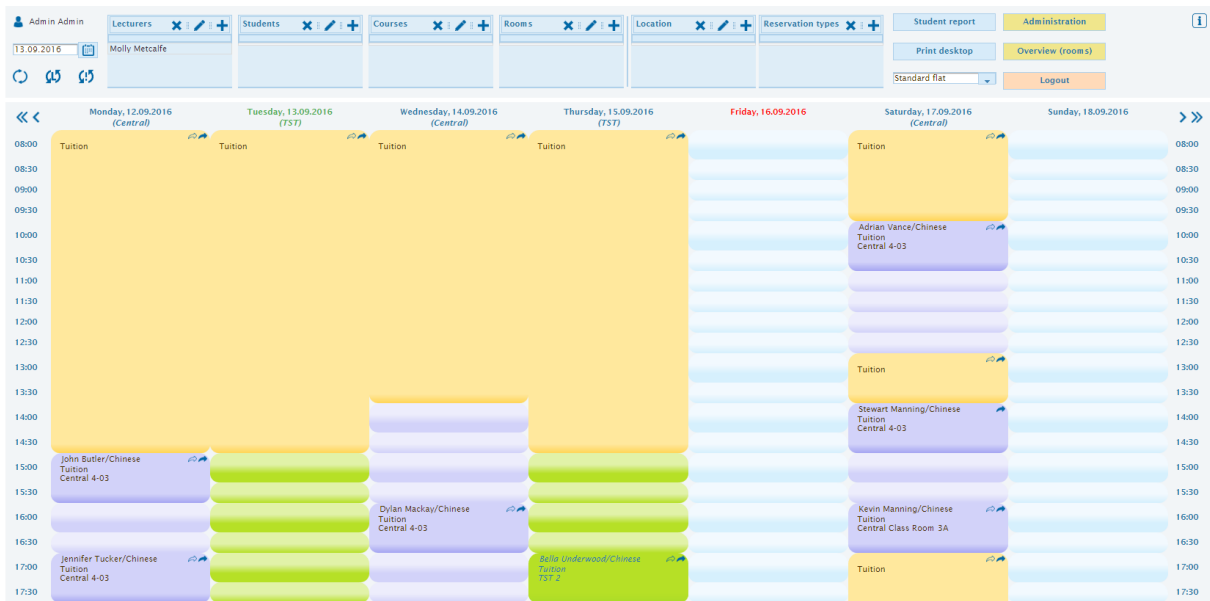
Figure 15: User defined non-working days are marked red

Showing reservations

Reservations on the table are shown always in a way that first hour is having rounded block at the top and last hour (of the reservation) is having rounded block at the bottom.

Reservations are always shown in different colour, according to their type – usually reservations made for different locations are shown in different colours, meetings are shown differently, etc.. Reservation types and colours are set by administrators of the system.

At the top of reservation block, there is always reservation description, showing all the parties involved in reservation (e.g. professor, student, course name, room name …).
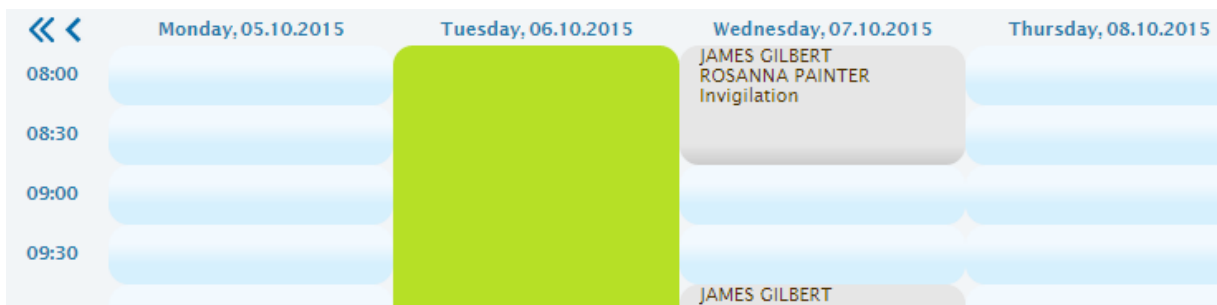
Figure 16: Hours are shown on both sides of the time table
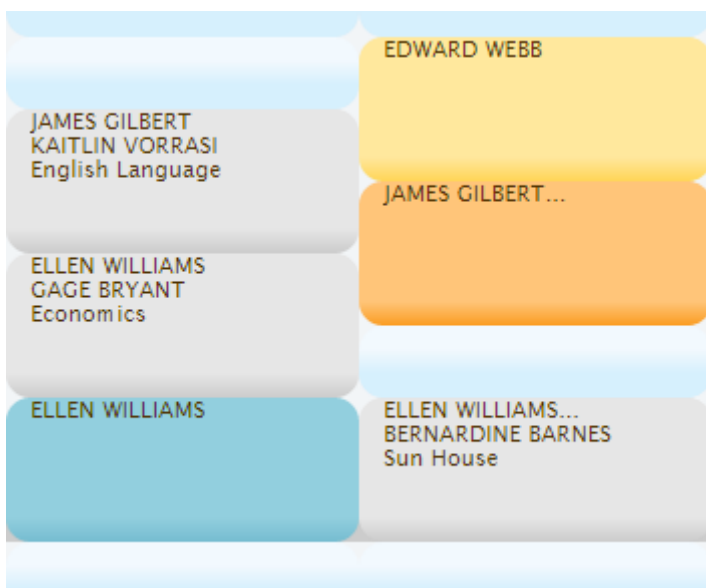
Figure 17: Reservations with different colours

Overlapping reservations

There is always possibility that reservations are overlapped. Although this can be sign of poor administration, this overlapping can be induced also intentionally by administrator to put reservation parties at the same time and place. Nevertheless, overlapping reservations are always shown in different (red) colour.
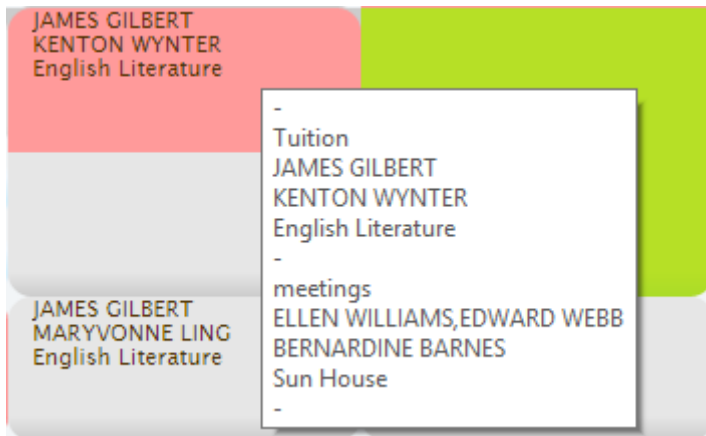
Figure 18: Overlapping reservations - tooltip is always showing them all

The warning message is shown if the reservation is overlapping, with Room, Student and Date info.
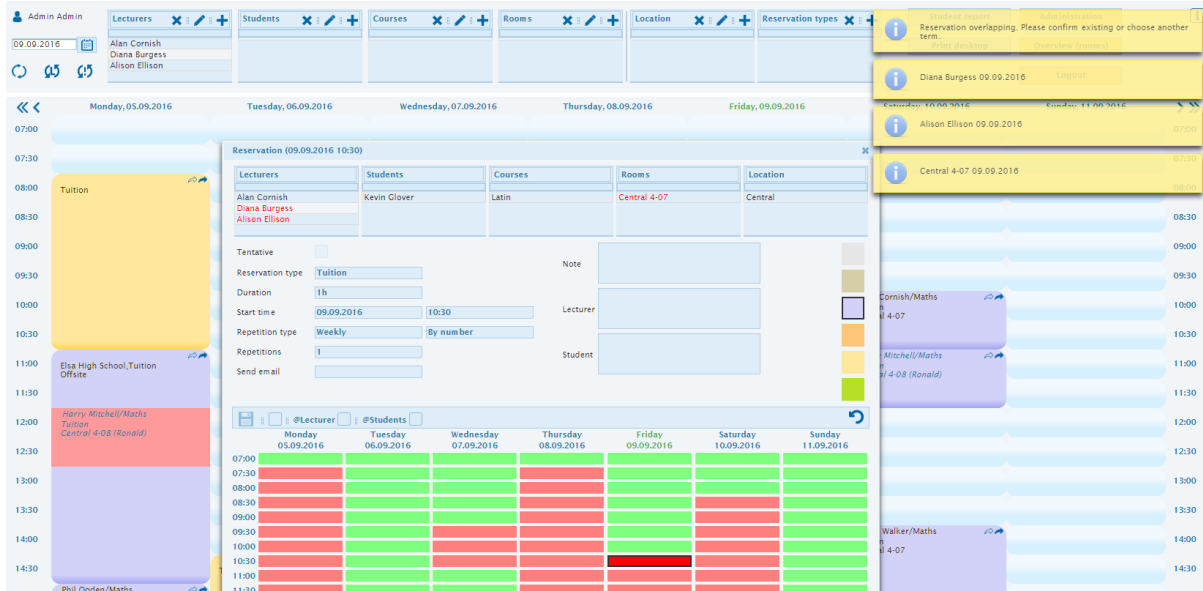
Figure 19b: Overlapping reservations – warning massage

Reservation tooltips

You will find that hovering with the mouse over some objects (buttons) on the screen will show explanations about those objects (tooltips) but most interesting is tooltip about reservation. Since there are not much place on the reservation block to show all the reservation info, this extended information is always shown in the reservation tooltip.

If there are overlapping reservations (red areas), tooltips shown over those areas will show all reservations information divided by a horizontal lines.

Reservation details

By clicking on reservation block, you will see a new pop-up window, showing reservation details. This window is showing all parties involved in reservation (listed with full names, surnames, titles, etc.).

Bellow those lists, you will see the following:

- Reservation type (e.g. Tuition, Lecture, Exercise, Seminar, Meeting…)
- Start date: this date can be also some date in past if this is repeating reservation
- Start hour: always real start hour of the reservation – even if you click on consecutive hours in the reservation block
- Repeat number – number of repeating for the reservation (1 for non-repeating reservations)
- Repeat type – if repeat number is more than one: daily or weekly or biweekly repeating
- Reservation notes: this is reservation description entered by administrator/creator of the reservation

If we clicked on overlapping reservations there will be selection of all the overlapping reservations at the top of pop-up window: by clicking on one of those, you will see corresponding reservation detailed information.

You can exit reservation details by clicking on "x" at the upper right corner or "ESC" key on your keyboard.
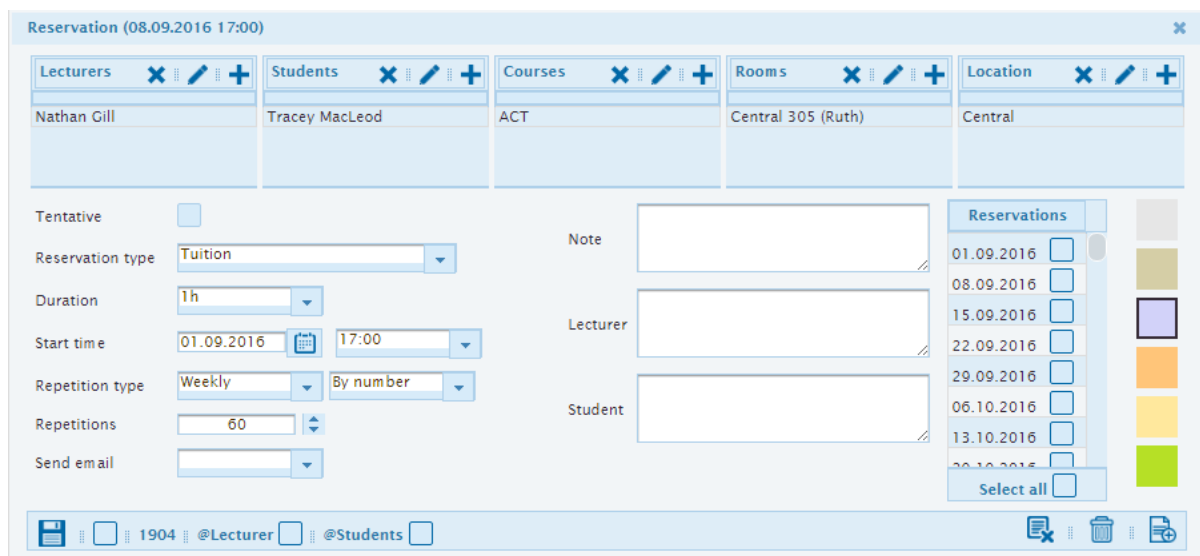
Figure 20: Reservation details

In case of Rooms filter for making new reservation, available Rooms are coloured Green. Rooms that are not available are coloured red.

In case of repetition default end date is set to two years from now.

In order to complete reservation at least one Lecturer and one Student must be selected.

Reservation notes and filter

Administrator can change/delete notes made by Lecturers or Students. When selecting filters on this screen, we actually include all the entries selected in filters into reservation. Sometimes we want that main time table reflects the same filter – in that case before saving the reservation, click on the checkbox nearest to "Save" button. This will copy reservation filters to main screen filters.

Figure 21: Save button, filter copy checkbox and reservation ID

A number – reservation ID is there only for informative purposes. All the reservations are internally stored with certain ID number and this is important for system's internal evidence.

Emailing confirmations

Before saving the reservation we can decide to check the email buttons – separate for Lecturer and for Student. With this, Lecturer and/or Student will receive email confirmation about the new reservation or about changed reservation. There are predefined texts for emails which can be set in Administration section – you can select predefined email text with "Send email" selection.
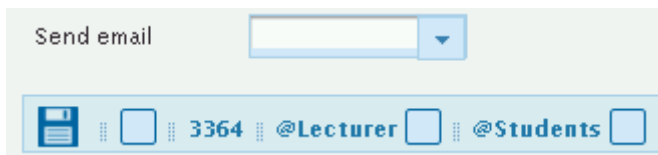
Figure 22: Select email template and send email to lecturer/student checkboxes

Add and Delete reservation

You can make a new reservation with the same data as selected on with the button at bottom right corner. All the filters and reservation details will be preserved – you will than probably change only the date and/or some other details and save new reservation.

You can delete all or selected reservations by clicking on appropriate button. Button represented with recycle bin will delete all reservations. Button marked with X sign will delete only selected reservations.

Figure 23: Delete and add reservation buttons

Delete reservation
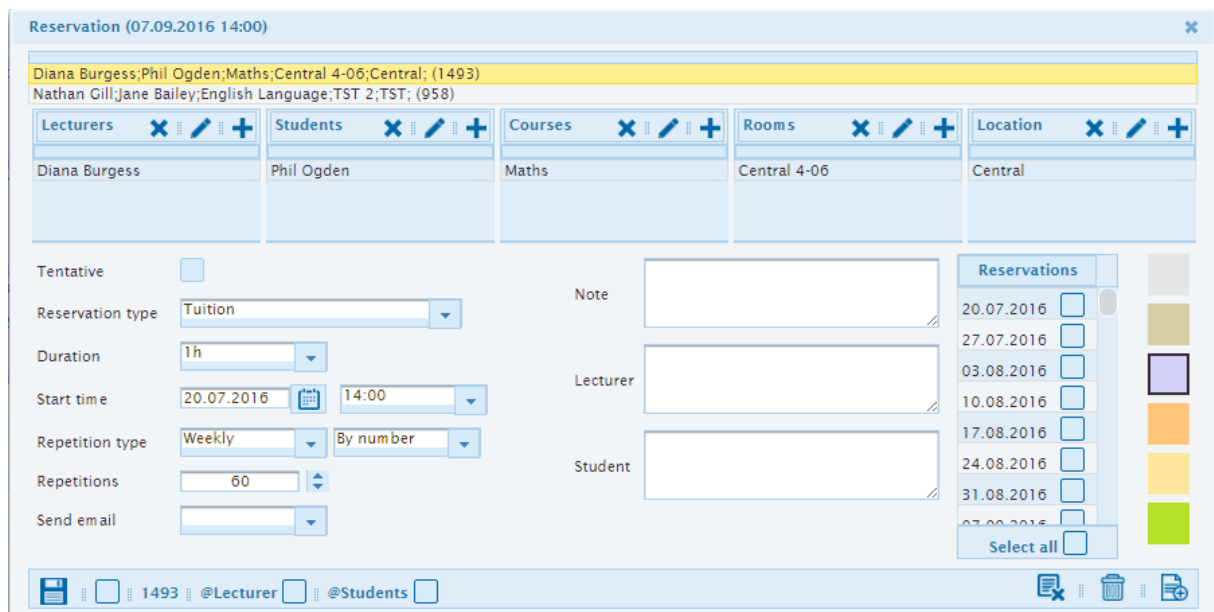
Deleting current reservation is done by clicking on "delete" button at the bottom right corner.

Reservation colours

All new reservation will receive by default a colour of selected location. Administrator can always change reservation colour into any of presented six colours.

Overlapping reservations

When reservations are overlapping, all the reservations are displayed at the top of reservation window in a list. By selecting individual reservation from this list, it's details are shown below.

Figure 24: Showing multiple - overlapping reservations

Moving reservations

Reservations can be moved by selecting reservation and then moving changing a date/hour inside that reservation. Much quicker way to move reservation is to click on right arrow icon at the top right corner of the reservation.

Figure 25: Move icon

This two icon are not displayed on overlapping reservations (system do not know which of overlapping reservation should be moved).

When clicking on first "move" icon, "pin" icons are displayed at all positions where the selected part of reservation can be moved without overlapping/conflicts. By on second "move" icon, "pin" icons are displayed at all positions where the reservation can be moved without overlapping/conflicts.
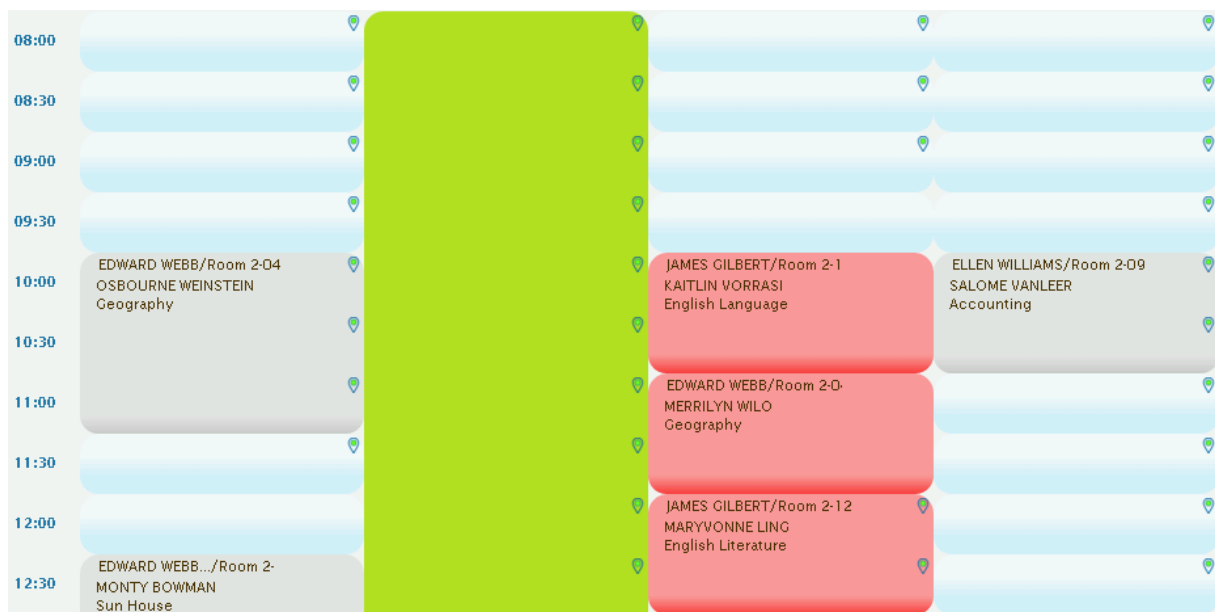
Figure 26: Pins shown after clicking on "move" icon

When you click directly onto "pin" icon, reservation will be moved to "pin" position. To cancel move procedure just press "Escape" or click somewhere but not on a pin icon (this can directly trigger some other action, depending on the click position).

Additional calendar shown in case reservation is not possible

When you click "Save" button on reservation window there is a possibility that reservation is overlapping some other reservation with same selected entities. In that case, additional calendar is shown – showing all the possible positions of the new reservation without overlapping. Red coloured are positions with overlapping, others (green) are position without overlapping. Just click on "non-overlapping" position to make reservation without conflicts. Dark red is current day/hour position.

Note that you are allowed to make reservation also on overlapping position! You can cancel making reservation with additional calendar by clicking on "return" button – this will not close reservation window – only additional calendar.

Figure 27: Additional calendar when saved reservation is overlapping

Figure 28: Return from additional calendar to reservation window

Main screen options and Logout

Whenever You login into system, four options buttons are displayed. Below is Logout button for logging out – there is no confirmation when logging out from the system but also no any harm if You logout prematurely.
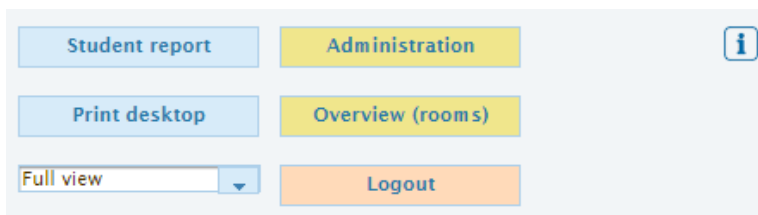
Figure 29: Login info and Logout button

Four options buttons are: Student report, Print desktop, Overview (rooms) and Administration.

Besides options buttons there is a drop down menu, which allows user to change timetable display settings. There are five options:

a)   Full view: all is displayed in full size
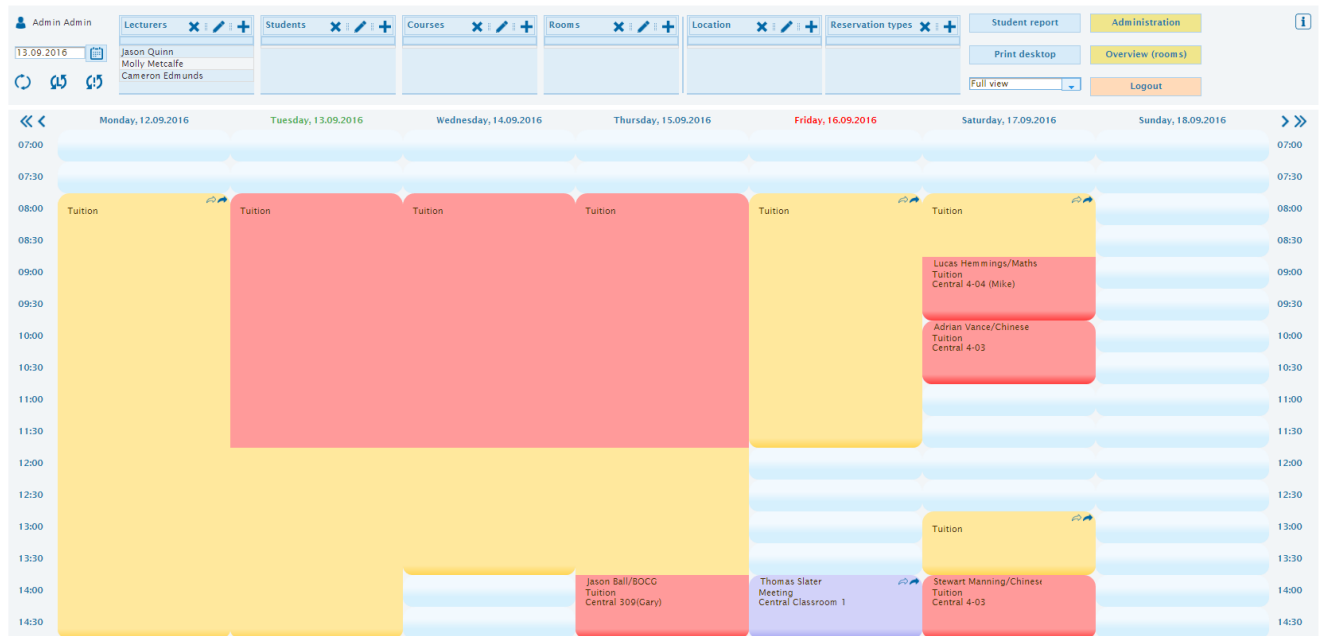
Figure 30-1: Full view

b)   Full flat: empty slots are cut before the first hour and after the last hour (reserved lesson)
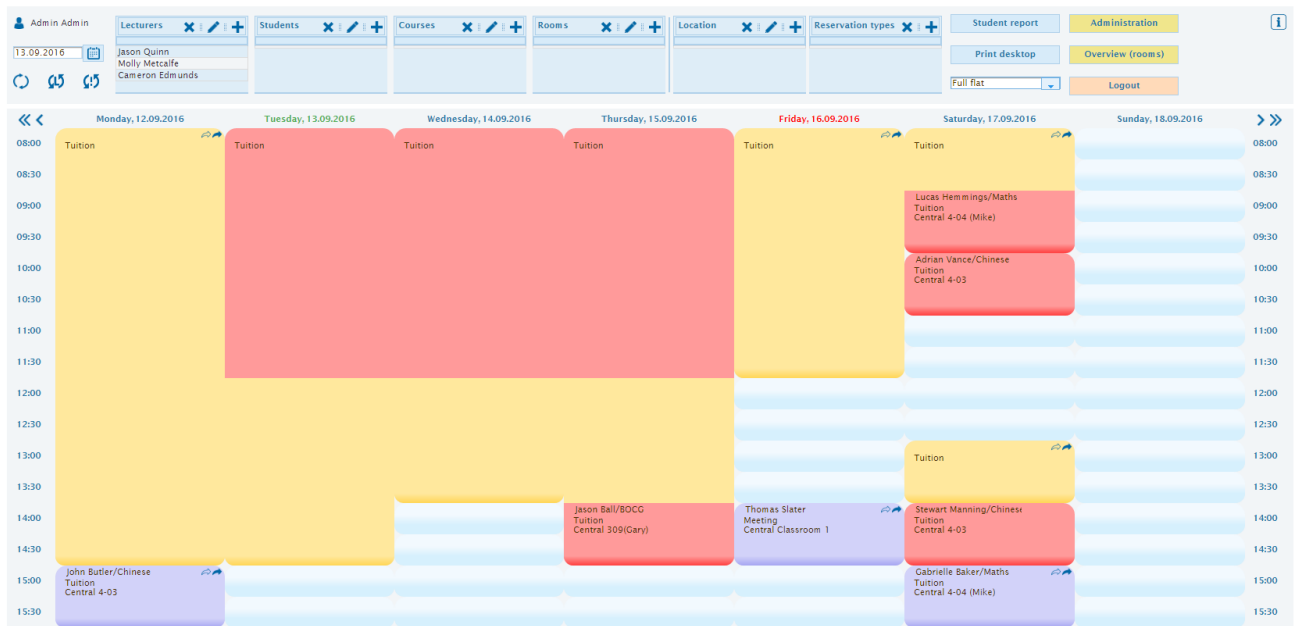
Figure 31-2: Full flat view

c) Standard view: all hours are shown but height of cell is reduced where possible (at the places when no reservation is at that hour)
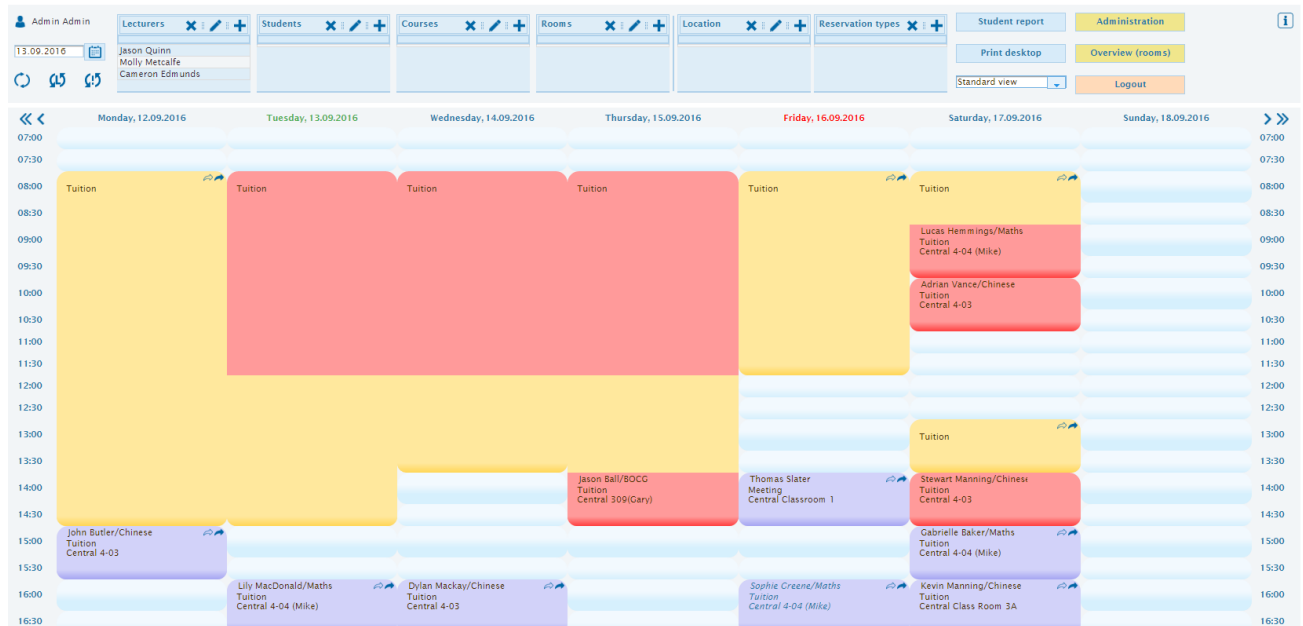
Figure 32-3: Standard view

d) Standard flat: the same as b) but also the heights of cells in-between are reduced
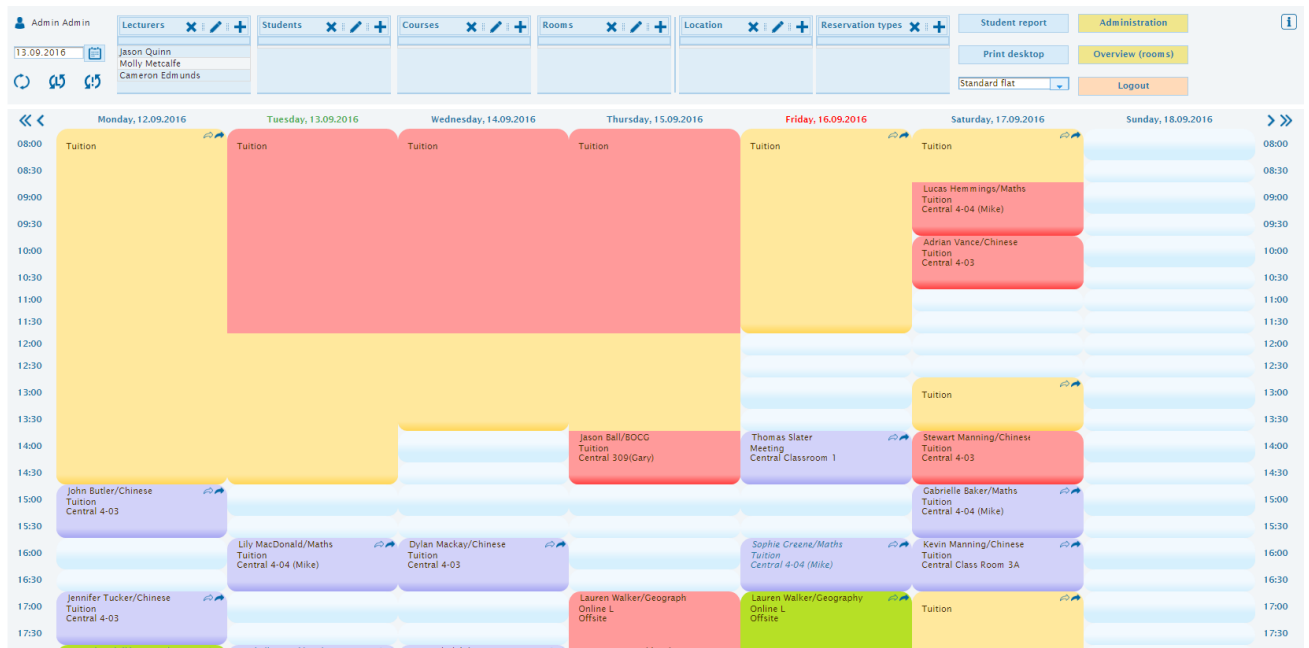
Figure 33-4: Standard flat view

e) Compressed: same as d) but empty hours are completely omitted from display
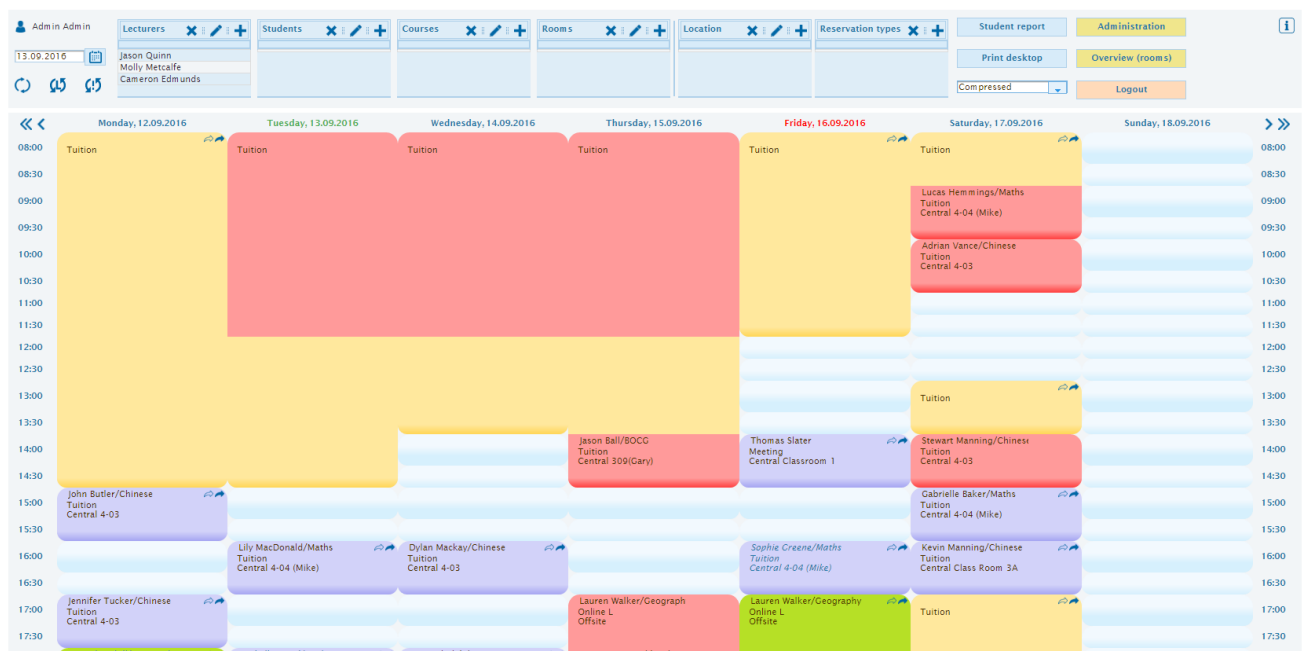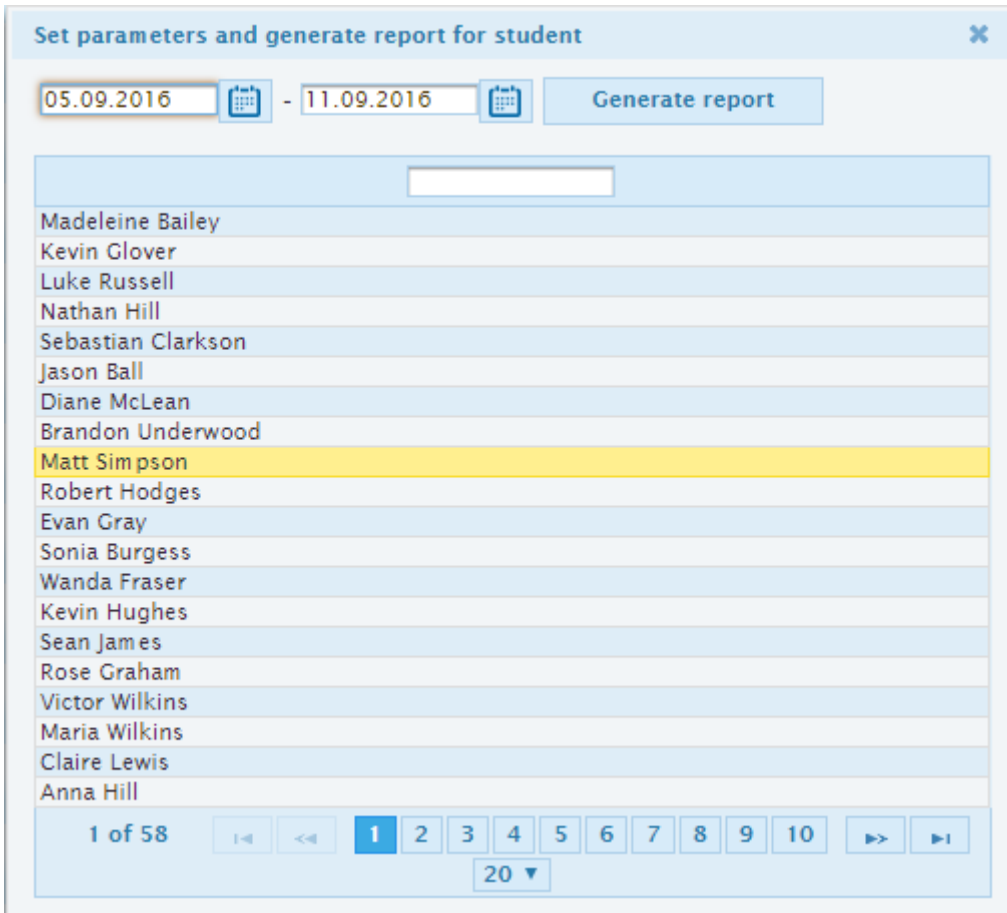
Figure 34-5: Compressed view

The default setting for administrator user is Standard flat, and for other users, Standard view.

Student report

By clicking on a Student report button, student report pop up window appears. We can select the student by clicking on it. We can first narrow down the selection options by filtering options on the top of the pop up window.

Figure 28b: Student report pop up window

By clicking on a Generate report button, report is generated according to set dates at the top of the window.

Figure 28c: Generated report

Print desktop

By clicking on a Print desktop button the report is generated according to current filter settings.

Figure 28d: Print desktop report

Overview (rooms)

By clicking on this button new window appears containing spreadsheet with all rooms and all reservations information. We can modify the displayed sheet by changing dates in the top left corner, which will show reservations for set period. We can switch between days in week by clicking on day buttons, placed just above spreadsheet.

Figure 28e: Overview (rooms)

Session time

Even if you do not logout from the system, you will be logged out automatically when server session ends. This happens after 120 minutes of "inactive" application (meaning you do not interact with the system during this time. Session timeout can be set by your administrators of the system.

Administration section

Always when you login, the default screen is "viewing screen" – for displaying the reservations on time table. Although this viewing screen also allows you to quickly add new parties (e.g. professors, students, rooms…) with click on "Pencil" icon at main filters and filters in reservation details screen, complete administration of the system can be done on separate, "Administration" screen. With clicking on "Administration" button you move to administration screen – and by clicking on "Reservations" button (both differently coloured from other buttons) you go back to viewing screen. Note that when you go back to viewing screen, all filters are cleared (actually there is possibility that some parties are deleted at administration, thus disabling them in viewing screen/filters).

On Administration screen you have a number of buttons for creating new entries like Lecturers, Students, Locations, Courses, Reservation types, Administrators and Non-working days and also the two buttons for log viewing: User logs and Event logs.

Figure 35: Administration section - only Main Administrators can use all the buttons

Administrators and main administrators difference

There are three main types of system users:

- "Individual" users – those are "external" users of the system and when they login into system, they can see only viewing screen without filters at the top – filter is actually set strictly to his/her name. These users do not have access to any administration
- Administrators – those are "internal" users of the system which can add reservations and parties (Lecturers, students…). These users are also not able to change locations, reservation types, make new administrative users or see User/Event logs.
- Main Administrators – as you can guess, can do everything – including making other administrative users, etc.

Lecturers

Lecturers		**Rooms**	**Administrators**	**Locations**		**User L**
Students		**Courses**	**Reservation types**	**Non-working days**		**Event**

Lecturers +

Title ⇕	Name ⇕	Surname ⇕	Note ⇕		
	JAMES	GILBERT	English	✎	✖
	EDWARD	WEBB	English - Year 10 Geography ToK Interviews	✎	✖
	ELLEN	WILLIAMS	Economics MYOB	✎	✖
	RITA	COLWELL		✎	✖
	ROBERT	YORKE	Economics Accounting Business Studies	✎	✖
	RICHARD	FISHER	Mandarin Chinese	✎	✖
	MARK	TURNER	English Language up to Year 11 English Literature TKO- Tue 8-1	✎	✖
	GEORGE	COHEN	French (Part time from sept 2014)	✎	✖
	STANLEY	PHILLIPS	Admin	✎	✖
	JAMES	MCCLUSKY	Accounts	✎	✖
	ANGELA	DAVIS	Mathematics (p/t)	✎	✖
	DAVID	COLE		✎	✖
	WARREN	WOLFE	Tuesday off	✎	✖
	MARGARET	WOOD	SAT Maths / Verbal Maths to all Level	✎	✖
	PETER	JOHNSON	Latin	✎	✖
	BEN	MURRAY		✎	✖
	ANDREW	ALTMAN	Biology SAT Biology	✎	✖
	COLIN	BAKER	Maths - IGCSE, A Level C1-C4, S1, S2, D1 IB SL and IB HL year 1:	✎	✖
	JANET	ROSS	Spanish (all level) Monday off Wed & Sat @ MK	✎	✖
	STEVE	MILES		✎	✖
	PAUL	REYNOLDS	Maths: IGCSE A level - C1 (Full Time) If possible pls try to keep ε	✎	✖
	AMANDA	GOODMAN	Physics : IB / HKDSE (not IGCSE yet) Maths: All level ?? Mon, Th	✎	✖
	GEORGE	SULLIVAN	Physics to all level- HL Maths -SL and Studies (then later move	✎	✖
	LOUIS	EVANS	History all levels English up to IGCSE	✎	✖
	NICHOLAS	HOFER	English (GCSE)up to Year 10 Biology to GCSE up to Year 11 Psy	✎	✖
	JOHN	SPENCER	History to all level English up to IB SL Politics and Law HKIT CSY	✎	✖
	BARBARA	STEIN		✎	✖
	LIZZY	QUINN	Economics to all level IGCSE further and pure maths Wed iFri Sε	✎	✖
	MADONNA	CRAM	English Lang and Lit to all level Tok Philosophy Thur and Fri in I	✎	✖
	JAIME	SCHMIDT	EDS	✎	✖

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Figure 36: Edit Lecturers (or any other entity)
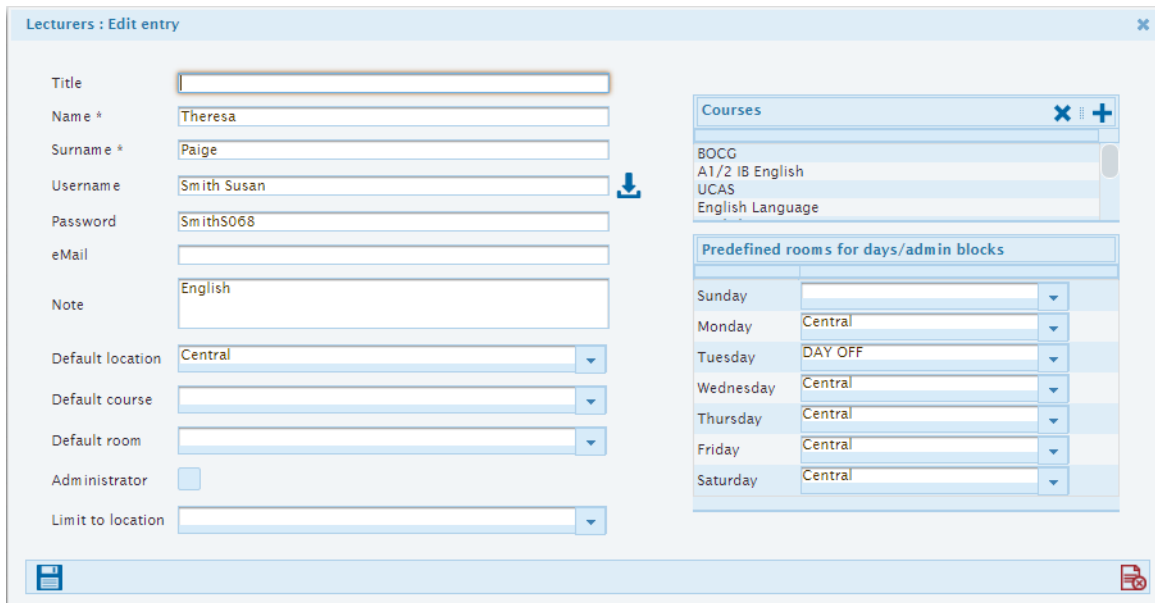
Figure 37: Edit Lecturer's details

All the fields with "*" are mandatory. You can set lecturer's default course and/or location – which will be visible in filters on the main screen. Lecturer can also be administrator (thus able to make reservations on his own). There can be one or more courses connected to this Lecturer and also you can block certain days for him or define location for certain days.

Similarly to other entities, Lecturer's window is having "Reservations delete" button at the bottom right corner. With this button you are able to delete ALL reservations associated with this Lecturer.

Figure 38: Delete all reservations button

To make usernames for Lecturers easy, you can use special button (see on a Figure below) which makes username automatically from Lecturer's name and surname – first surname and then name.

Figure 39: Creating username with one click

Students

Under this options you can edit existing Student accounts, or add new ones.

Lecturers	Rooms	Administrators	Locations	User
Students	Courses	Reservation types	Non-working days	Event

Students   +

Title ⇕	Name ⇕	Surname ⇕	Note ⇕		
	ABBIE	AMMONS		✎	✖
	KAYLYN	AUMAN		✎	✖
	KAROLYN	BAILEY		✎	✖
	PHYLLIDA	BAKER		✎	✖
	BERNARDINE	BARNES		✎	✖
	JOHNATHAN	BICKNELL		✎	✖
	SHERILYN	BIERY		✎	✖
	EUGENE	BLACK		✎	✖
	MONTY	BOWMAN		✎	✖
	BARTHOLOMEW	BOYER		✎	✖
	ROXANA	BUEHLER		✎	✖
	ALANIS	BULLARD		✎	✖
	KERRIE	CAESAR		✎	✖
	CHELSEA	CASS		✎	✖
	DEANGELO	CHERRY		✎	✖
	FREDRICK	CHILDREN		✎	✖
	HARRIETT	COMPTON		✎	✖
	LORRIN	CRESSMAN		✎	✖
	BARCLAY	ECKERT		✎	✖
	LINSEY	ECKHARDSTEIN		✎	✖
	REBA	ELDER		✎	✖
	ETHAN	ERSCHOFF		✎	✖
	WINDSOR	EWING		✎	✖
	VALARY	FAAST		✎	✖
	HAIDEE	FIDDLER		✎	✖
	VIC	FLEMING		✎	✖
	TATIANA	FRANKS		✎	✖
	OSCAR	GREENAWALT		✎	✖
	QUINCEY	HAIR		✎	✖
	BABETTE	HANDYSIDE		✎	✖

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Figure 40: Students list - edit with "Pencil" icon, delete with red "X"

In case of adding new student with same name as a student that is already in a database the warning message is shown.

Locations

Under this options you can edit existing Locations, or add new ones.

Figure 41: Each location is having different colour - to distinct those at reservations display

Rooms

Under this options you can edit existing Rooms, or add new ones.

	Lecturers	Rooms	Administrators	Locations	User Logs	Reservations	Admin Admin
	Students	Courses	Reservation types	Non-working days	Event Logs	Configuration	Logout

Rooms ✚

Name ⇕	Location ⇕	Note ⇕	Room size ⇕		
Central 4F Principal	Central	Computer	2	🖉	✖
Central 4-06	Central	Computer,Whiteboard	2	🖉	✖
Central 4-05	Central	Computer,Whiteboard	2	🖉	✖
Central 4-04 (Mike)	Central	Computer	2	🖉	✖
Central 4F Director	Central	Computer	2	🖉	✖
Central 4-03	Central	Computer,Whiteboard	2	🖉	✖
Central 4-02	Central	Computer,Whiteboard	2	🖉	✖
Central 4-01	Central	Computer,Whiteboard	2	🖉	✖
Central 4F Reception	Central	Computer	1	🖉	✖
Central 4-08 (Ronald)	Central	Computer	2	🖉	✖
Central 4-07	Central	Computer,Whiteboard	2	🖉	✖
Central Class Room 3B	Central	Computer	2	🖉	✖
Central Class Room 3A	Central	Whiteboard Computer	2	🖉	✖
Central Class Room 2A	Central	Computer	2	🖉	✖
Central Classroom 4	Central	Computer Whiteboard Projector	10	🖉	✖
Central Class Room 2B	Central	Computer	2	🖉	✖
Central Classroom 1	Central	Computer Whiteboard Projector	14	🖉	✖
Central Class Room 2C	Central	Whiteboard Computer	2	🖉	✖
Central 4F Admin office	Central	Computer	2	🖉	✖
Central 308 A(Mandy)	Central	Computer	1	🖉	✖
Central 309(Gary)	Central	Computer	2	🖉	✖
Central 303(Andy)	Central	Computer	2	🖉	✖
Central 306(Alaine)	Central	Computer	2	🖉	✖
Central 304 (Sue)	Central	Computer	2	🖉	✖
Central 307(classroom)	Central	Computer Whiteboard	6	🖉	✖
Central 301A (EDS)	Central	Computer	1	🖉	✖
Central 301B(EDS)	Central	Computer	1	🖉	✖
Central 308 B(Danny)	Central	Computer	1	🖉	✖
Central 302(Conference room)	Central		4	🖉	✖
Central 305 (Ruth)	Central	Computer Whiteboard	2	🖉	✖

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Courses

Under this options you can edit existing Courses, or add new ones.

Lecturers	Rooms	Administrators	Locations	User L
Students	Courses	Reservation types	Non-working days	Event

Courses   ➕

Name ⇕	Note ⇕		
Sun House		🖉	✖
Maths		🖉	✖
English Language		🖉	✖
Economics		🖉	✖
Business Studies		🖉	✖
Geography		🖉	✖
ToK		🖉	✖
LNAT		🖉	✖
Accounting		🖉	✖
Science		🖉	✖
Biology		🖉	✖
Latin		🖉	✖
English/Maths		🖉	✖
French		🖉	✖
Chemistry		🖉	✖
Physics		🖉	✖
MYOB		🖉	✖
Psychology		🖉	✖
Spanish		🖉	✖
Personal Statement		🖉	✖
History		🖉	✖
Gov and Pol		🖉	✖
IELTS		🖉	✖
SAT		🖉	✖
Invigilation		🖉	✖
Interview Practice		🖉	✖
Mandarin (Middle)		🖉	✖
English II		🖉	✖
A1/2 IB Chinese		🖉	✖
English Literature		🖉	✖

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Figure 42: Courses list - everything can be sorted or searched by name at the top

Reservation types

Under this options you can edit existing reservation types, or add new ones.

Figure 43: Reservation types can be anything - from Meetings to course types
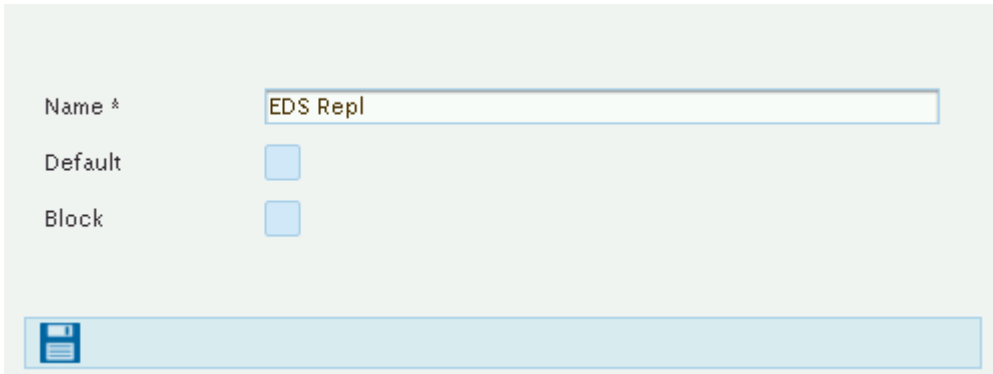
Figure 44: Editing reservation type

In case that reservation type is "Block", such reservation will be displayed without any text. Default reservation types will be shown as default when making a new reservation.

Configuration

This is section for general configuration parameters.
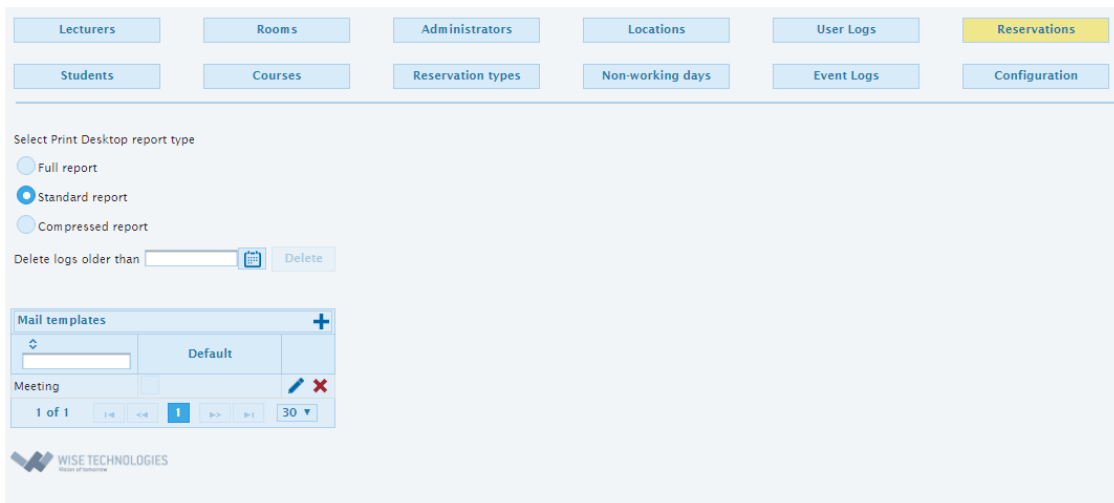
Figure 45: Configuration parameters

You can lower database size if you delete old logs at least once on every six months.

You can select Print Desktop report type, by selecting appropriate radio button. Different report outputs are shown in the following figures.

Molly Metcalfe

	Monday, 12.09.2016	Tuesday, 13.09.2016	Wednesday, 14.09.2016	Thursday, 15.09.2016	Friday, 16.09.2016	Saturday, 17.09.2016	Sunday, 18.09.2016
08:00	Tuition	Tuition	Tuition	Tuition		Tuition	
08:30							
09:00							
09:30							
10:00						Adrian Vance/Chinese Tuition Central 4-03	
10:30							
11:00							
11:30							
12:00							
12:30							
13:00						Tuition	
13:30							
14:00						Stewart Manning/Chinese Tuition Central 4-03	
14:30							

Figure 46a: Full report

Molly Metcalfe

	Monday, 12.09.2016	Tuesday, 13.09.2016	Wednesday, 14.09.2016	Thursday, 15.09.2016	Friday, 16.09.2016	Saturday, 17.09.2016	Sunday, 18.09.2016
08:00	Tuition	Tuition	Tuition	Tuition		Tuition	
08:30							
09:00							
09:30							
10:00						Adrian Vance/Chinese Tuition Central 4-03	
10:30							
11:00							
11:30							
12:00							
12:30							
13:00						Tuition	
13:30							
14:00						Stewart Manning/Chinese Tuition Central 4-03	
14:30							
15:00	John Butler/Chinese Tuition Central 4-03						
15:30			Dylan Mackay/Chinese Tuition Central 4-03			Kevin Manning/Chinese Tuition Central Class Room 3A	
16:00							
16:30	Jennifer Tucker/Chinese Tuition Central 4-03			Bella Underwood/Chinese Tuition TST 2		Tuition	
17:00							
17:30			Harry Clark/Chinese Tuition Central 4-03				
18:00							
18:30							
19:00							
19:30							
20:00	Tuition	Tuition	Tuition	Tuition			
20:30							
21:00							
21:30							
22:00							

Figure 47b: Standard report

Figure 48c: Compressed report
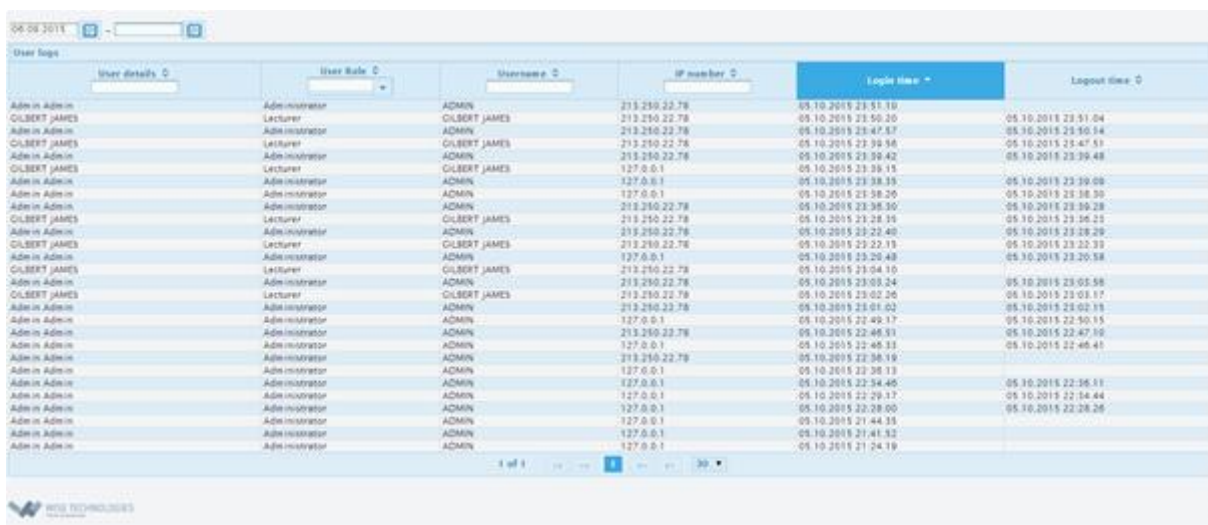
Figure 49: Entering new email templates

You can use elements at the bottom of new email template window directly in a text – e.g. Hello, you have new reservation at <START_HOUR>. In this case system will automatically change "<START_HOUR>" into actual hour used in reservation. Similarly, you can use all other elements to create different templates. Probably, you will have different templates for changed reservation, for new reservation, for meeting, etc.

User log

Under the User log option main administrator can monitor user's activities.

Figure 50: Comprehensive information about every user logged - visible by Main admin only

Event log

Under the Event log option main administrator can monitor all the changes made on certain reservation.
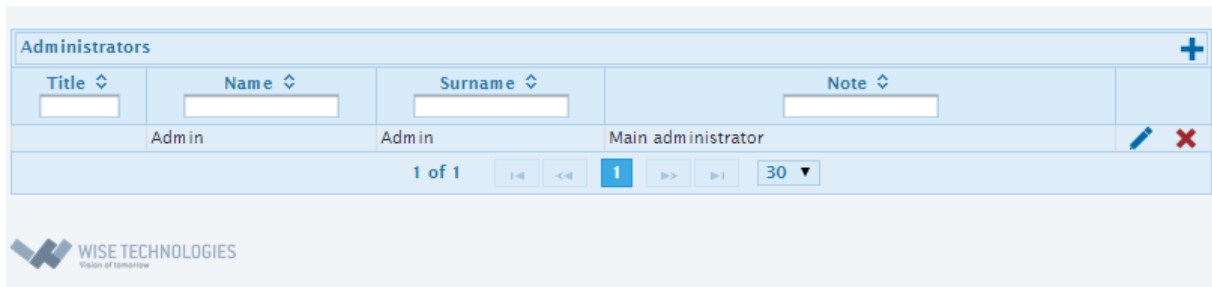
Figure 51: Every change of reservations (insert, delete, change ...) is visible here by Main administrators

Administrators

This option enables creation of new administrator accounts.

Figure 52: Here you create new users and determine if they are Administrators and/or Main Administrators

After clicking on a "+" sign the New entry form appears.

Administrators : New entry ✖

Title	
Name *	
Surname *	
Username	⬇
Password	
eMail	
Note	
Location	▼
Enable user	✔
Limit to location	▼
Main Admin	☐

Blocks for days	
Sunday	☐
Monday	☐
Tuesday	☐
Wednesday	☐
Thursday	☐
Friday	☐
Saturday	☐

💾

Figure 53b: Add Administrators and/or Main Administrators input form

Non-working days

Non-working days are coloured Red in timetable.

Figure 54: Non-working days will be displayed differently in main calendar

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