# Wise Time Planner™

Administration manual, © By Wise Technologies



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# Contents

System overview 4
Logging into web application 4
Main filter
Editing entries directly from the filter5
Select and multi-select in selection window
Searching and sorting at selection window
Showing reservations
Excluding parties from the main filter – different approaches
Refresh buttons
Viewing a timetable
Navigation buttons
Time table12
Showing reservations12
Overlapping reservations
Reservation tooltips14
Reservation details
Main screen options and Logout
Student report
Print desktop
Overview (rooms)
Session time
Administration section
Administrators and main administrators difference26
Lecturers
Students
Locations
Rooms
Courses
Reservation types
Configuration
User log
Event log
Administrators



Non-working days	. 40
Table of Figures	. 41



# 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.

Lecturers	× : / : +	Students	× / +	Courses	× / +	Rooms	× / +	Location	× / +

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

Students : New entry		×
Title	]	
Name *		
Surname *		
Username	Ŀ	
Password		
eMail	]	
Note	]	
Enable notes 🗸		

Figure 5: Quickly add a new entry from the filter

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



Lecturers 🗙 🖌 🕇	Students X / + Courses X / + Rooms	× 🖌 🔸
	Select view parameters	×
	Lecturers	
		<b>\$</b>
ay, 26.10.2015	JAMES GILBERT	
4,,2011012010	EDWARD WEBB	
	ELLEN WILLIAMS	
	RITA COLWELL	
	ROBERT YORKE	
	RICHARD FISHER	
	MARK TURNER	
	GEORGE COHEN	
	STANLEY PHILLIPS	
	JAMES MCCLUSKY	
	ANGELA DAVIS	
	DAVID COLE	
	WARREN WOLFE	
	MARGARET WOOD	
	PETER JOHNSON	
	BEN MURRAY	
	ANDREW ALTMAN	
	COLIN BAKER	
	JANET ROSS	
	STEVE MILES	
	1 of 3 ⊨ << 1 2 3 ⇒ ⊨ 20 ▼	
	🖌 Select	

*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.

1 of 3 14 <4 1 2 3 (5) (1)	20 🔻
. Calana	5
Select	10
	20
	30
	50

*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.

Select view parameters	×
Lecturers	
col	\$ ٥
RITA COLWELL	
DAVID COLE	
COLIN BAKER	
1 of 1 I → ►I 20 ▼	
Select	

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.

27.10.2015 💼 Lecture								ers 🗙 🖍 🕂 Students								X / + Courses							
Oct ▼ 2015 ▼								N	oven	nber	201	5	December 2015 🚺										
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Ти	We	Th	Fr	Sa	Su	Мо	Ти	We	Th	Fr	Sa			
				1	2	3	1	2	3	4	- 5	6	7			1	2	3	4	5			
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12			
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	- 14	15	16	17	18	19			
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26			
25	26	27	28	29	30	-31	29	30						27	28	29	30	-31					
Toda	Today																						

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



💄 Admin Admin	Lecturers 🗙 🖌 🕂
05.09.2016	Amy Gill Diana Burgess
C) 🚺 🕼	Nathan Gill

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.



💄 Admin	Admin	Lecturers	× I 🖊 I I	+ Stu	idents	× : 🖊 :	+	Courses	× : 🖊 : -	R	oom s	× = 🖊 = -	+ 10	cation	×	:+	Reservation type	• × •+	Student repo	rt	Administration	<u>i</u>
13.09.201	16	Molly Metcalfe																	Print deskto	p	Overview (rooms)	
Q Q	5 2:5																		Standard flat	•	Logout	
<b>« &lt;</b>	Mon	day, 12.09.2016 (Central)		т	uesday, 13.0 <i>(TST)</i>			Wedne	esday, 14.09.2 (Central)			Thursday, (75				Friday	, 16.09.2016		Saturday, 17.09.201 (Central)	5	Sunday, 18.09.201	<sup>6</sup> > >
08:00	Tuition		~	Tuition			@ <b>#</b>	Tuition		6	° <b>~</b>	Fuition		~				Tuitio	n	~		08:00
08:30																						08:30
09:00																						09:00
09:30																						09:30
10:00																		Tuitio	n Vance/Chinese n al 4-03	~		10:00
10:30																		Centra	81 4-05			10:30
11:00																						11:00
11:30																						11:30
12:00																						12:00
12:30																					<u> </u>	12:30
13:00																		Tuitio	n	~		13:00
13:30																						13:30
14:00																		Tuitio	rt Manning/Chinese n	1		14:00
14:30																		Centra	al 4-03			14:30
15:00	John Butler, Tuition	/Chinese	~																	_		15:00
15:30	Central 4-0	3																				15:30
16:00								Dylan Mack	ay/Chinese	F								Kevin	Manning/Chinese	-		16:00
								Tuition Central 4-03	3									Tuitio Centra	n al Class Room 3A			
16:30	lennifer Tu	cker/Chinese	AA					_				Bella Underwood/	Chinese	DA						00		16:30
17:00	Tuition Central 4-0											Tuition TST 2						Tuitio	n			17:00
17:30																						17:30

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).

💄 Admin	Admin	Lecturers	×	+ St	udents	×	•	Courses	×	+ R	oom s	×××	+	ocation	×	• +	Reservation types	<b>x</b> : +	Student repo	rt	Administration	i
13.09.201	6	Molly Metcalf	e																Print deskto	p	Overview (rooms)	
O Q	5 <u>C</u> :5																		Standard flat	•	Logout	
« <b>‹</b>	Mon	day, 12.09.20 (Central)		1	uesday, 13 (TS	3.09.2016 T)		Wed	nesday, 14.0! (Central)			Thursday, (75	15.09.20 T)			Friday,	16.09.2016		Saturday, 17.09.2016 (Central)		Sunday, 18.09.20	<sup>6</sup> > >
08:00	Tuition		@ <b>#</b>	Tuition			~	Tuition		-	Tuit	ion		@ <b>#</b>				Tuition	n	~		08:00
08:30																						08:30
09:00																						09:00
09:30																						09:30
10:00																		Adrian Tuition Centra	n Vance/Chinese n II 4-03	~		10:00
10:30																						10:30
11:00																						11:00
11:30																						11:30
12:00																						12:00
12:30																						12:30
13:00																		Tuition	n	~		13:00
13:30																						13:30
14:00																		Tuition	rt Manning/Chinese 1	1		14:00
14:30																		Centra	i 4-03			14:30
	John Butler,	Chinese	-															-		_		15:00
15:00	Tuition Central 4-03	1																				
15:30	_						_	Dulas Mars	kay/Chinese									Marida	Manning/Chinese	A		15:30
16:00								Tuition Central 4-0		í.								Tuition	1 I Class Room 3A	~		16:00
16:30																		Jenure				16:30
17:00	Tuition	ker/Chinese:	~								Tub	la Underwood/ tion	Chinese	20				Tuition	1	24		17:00
17:30	Central 4-03	5									757	2										17:30

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 ...).



<b>«</b> <	Monday, 05.10.2015	Tuesday, 06.10.2015	Wednesday, 07.10.2015	Thursday, 08.10.2015
08:00			JAMES GILBERT ROSANNA PAINTER	
08:30			Invigilation	
06:50				
09:00				
09:30				
			JAMES GILBERT	

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.



JAMES GILBERT KENTON WYNTER English Literature		
	- Tuition	1
	JAMES GILBERT KENTON WYNTER English Literature	
JAMES GILBERT MARYVONNE LING English Literature	meetings ELLEN WILLIAMS,EDWARD WEBB BERNARDINE BARNES Sun House -	

Figure 18: Overlapping reservations - tooltip is always showing them all

Admin	n Admin	Lecturers	ki Ziri	Students >	⊂ <b>∠</b> +	Courses	× • 🖊 • H	Room	s 🗙 🖊	+ Location	X : Z : -	Reservation typ	os 🗙 🛛 –	Studen Reservatio term.	n overlappin	Administration g. Please confirm existing	or choose another
9.09.201	16 📋	Alan Cornish Diana Burgess												Print d	esktop	Overview (rooms)	
D Q	LĴ <u>(</u> 1)	Alison Ellison												Diana Bur	gess 09.09.2	01 <mark>6 Logout</mark>	
<b>* *</b> 7:00	Mo	nday, 05.09.2016		Tuesday, 06.09	.2016	Wed	nesday, 07.09.20	)16	Thursday	08.09.2016	Frid	lay, 09.09.2016		Saturday, 10.09.20 Alison Elli	16 son 09.09.20	Sunday, 11.09.2	0 <b>16 &gt; &gt;</b> 07:01
7:30				Reservation (09.09	9.2016 10:30	)							×				07:30
8:00			-	Lecturers		Students		Courses		Rooms		Location		Central 4-	07 09.09.20	16	
	Tuition			Alan Cornish Diana Burgess		Kevin Glover		Latin		Central 4-07		Central					05.00
8:30				Alison Ellison													08:30
9:00				Tentative													09:00
:30				Reservation type	Tuition				Note								09:30
:00				Duration Start time	1h 09.09.201	6	10:30		Lecturer					Cornish/Maths n il 4-07	@ <b>#</b>		10:00
):30				Repetition type	Weekly		By number										10:3
1:00	Elsa High S Offsite	School,Tuition	~	Repetitions Send email	1				Student					Mitchell/Maths	~		11:0
:30																	11:30
2:00		chell/Maths 08 (Ronald)		H : : @Le Mond		@Students	Wednes	dav	Thursday	Friday	Sature	day Sund	<b>گ</b>				12:00
2:30				05.09.2		06.09.2016	07.09.2		08.09.2016	09.09.2016	10.09.2						12:30
:00				07:30				_									13:00
:30				08:30				_			_						13:30
:00				09:30										Walker/Maths			14:00
1:30				10:00 10:30										il 4-07			14:30
.50	Phil Ogder	Alatha	-	11:00 11:30													14:30
	Fill Ogder	I/ Macro		11:50													10.00

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.

Reservation (08.09.2016 17:0	0)			×
Lecturers 🗙 🖌 🖊 🕇	Students 🗙 🖌 🕇	Courses 🗙 🖌 🖊	Rooms 🗙 🛛 🖍 🕇 🕇	Location 🗙 🛛 🖍 🕇
Nathan Gill	Tracey MacLeod	ACT	Central 305 (Ruth)	Central
Tentative				Reservations
Reservation type Tuition	•	Note		01.09.2016
Duration 1h	•			08.09.2016
Start time 01.09.20	16 17:00 🗸	Lecturer		22.09.2016
Repetition type Weekly	💂 By number 🖕			29.09.2016
Repetitions 60		Student		06.10.2016
Send em ail	•			Select all
📑 🛛 🖞 1904 🖞 @Lectu	rer 🔄 🛛 @Students 📃			

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.

Reservation (07.09.	.2016 14:00)	)							×
Diana Burgess;Phil ( Nathan Gill;Jane Bai									
Lecturers 🗙	/ +	Students	× : / : +	Courses 🗙	/ +	Rooms	× / +	Location 🗙	/ +
Diana Burgess		Phil Ogden		Maths		Central 4-06		Central	
Tentative				Note				Reservations	
Reservation type	Tuition		-				11	20.07.2016	
Duration Start time	1h 20.07.2016	5 🚺 14:	00	Lecturer				03.08.2016	
Repetition type Repetitions	Weekly 60	▼ By n	um ber 🗸	Student				17.08.2016 24.08.2016 31.08.2016	
Send email		•						Select all	
1493	3 🛛 @Lectur	er 🗌 🛛 @Stud	dents					<b>E</b> 1	ii 🗟





#### 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.

Reservation (31.1	0.2015 09:0	0)							×
Lecturers		Students		Courses		Rooms		Locati	оп
JAMES GILBERT						_		Singapu	ire
						_			
Tentative					Note				
Reservation type	Tuition								
Duration	1 h				Lecturer				
Start time	31.10.201	5	09:30		Lecturer				
Repetition type	Daily								
Repetitions	1		Weekends 📃 N	lon-workin	g Student				
Send email									
		@Students			Thursday	5.1 Jac.	for and		り
Mond 26.10.2		Tuesday 27.10.2015	Wednesd- 28.10.201		Thursday 29.10.2015	Friday 30.10.2015	Saturda 31.10.20		Sunday 01.11.2015
08:00									
09:00									
09:30									
10:30									
11:00 11:30				_					
12:00									
12:30 13:00									
13:30									
14:00 14:30	_								
15:00									
15:30 16:00									
16:30									
17:00 17:30			_						
18:00									
18:30 19:00									
19:30									
20:00 20:30									
21:00									
21:30 22:00									
22:30									

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.

Student report	Administration
Print desktop	Overview (rooms)
Full view	Logout

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:

💄 Admin	Admin	Lecturers	× : 🖊 :	+ Stu	dents	<=/=+	Courses	XIZI	Rooms	s 🗙	· <b>/</b> :+	Location	× /	+	Reservation	types 🗙	:+	Stud	ent repor	t	Administration	
13.09.201		Jason Quinn Molly Metcalf																Prin	t desktop		Overview (rooms)	
Q Q	J5 <u>C</u> I5	Cameron Edn	nunds															Full view		•	Logout	
<b>« &lt;</b>	Мо	nday, 12.09.20	16	Т	esday, 13.0	9.2016	Wed	nesday, 14.09.2	016	Th	ursday, 15.0	9.2016	F	riday,	16.09.2016			Saturday, 1	7.09.2016	5	Sunday, 18.09.	2016
07:00																						07:00
07:30																						07:30
08:00	Tuition		\$ <b>^</b>	Tuition			Tuition			Tuition			Tuition			@ <b>#</b>	Tuition			~		08:00
08:30																						08:30
09:00																	Lucas I Tuition Central	Hemmings/   4-04 (Mike	Maths )			09:00
09:30																						09:30
10:00																	Adrian Tuition Central	Vance/Chir	nese			10:00
10:30																	Central					10:30
11:00																						11:00
11:30																						11:30
12:00																						12:00
12:30																						12:30
13:00																	Tuition			24		13:00
13:30																						13:30
14:00										Jason Ba Tuition			Thomas S Meeting			~	Stewar	t Manning/(	Chinese			14:00
14:30										Central 3	09(Gary)		Central Cl	lassroc	om 1		Tuition Central	4-03				14:30
										_		_										

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)



💄 Admin	Admin	Lecturers	× /	+	Students	×	+	Courses	XIZI	+ R	toom s	XI	•+	Location	×	Re	eservation ty	rpes 🗙	+	Stude	nt report		Administration		i
13.09.201		Jason Quinn Molly Metcalf Cameron Edm																			desktop		Overview (rooms)		
Q Q	0 20																			Full flat		•	Logout		
<b>« &lt;</b>	Mor	aday, 12.09.20		_	Tuesday, 1	13.09.2016		Wedr	iesday, 14.09.	2016		Thursd	ay, 15.09	0.2016	Frida	lay, 16.	09.2016		1	Saturday, 17	.09.2016		Sunday, 18.09.20	)16	× >>
08:00	Tuition		~	Tuitic	on			Tuition			Tui	tion			Tuition			A .	Tuition			~		08:0	:00
08:30																								08:	d <b>30</b>
09:00																		1	Tuition	lemmings/N 4-04 (Mike)	laths			09:0	:00
09:30																								09:	c30
10:00																		1	Adrian Tuition Central	Vance/Chine 4-03	ise			10:0	c00
10:30																								10:	c30
11:00																								110	:00
11:30																								116	:30
12:00																								12:0	:00
12:30																								12:	:30
13:00																		1	Tuition			20		13:0	:00
13:30																								13:	:30
14:00											Tui	on Ball/BO tion htral 309(G			Thomas Slat Meeting Central Class		1	1	Stewart Tuition Central	t Manning/C 4-03	hinese			14:0	:00
14:30																								14:	:30
15:00	John Butler Tuition Central 4-0		~												Y			1	Tuition	le Baker/Ma 4-04 (Mike)	hs	24		15:0	:00
15:30																				(				15:	d <b>30</b>

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)

💄 Admin	Admin	Lecturers	× /	+	itudents	× : / :	+	ourses	×	•	Room s	×	×:+	Location	×	<b>/</b> :+	Reserva	tion types	× : +	Student repo	rt	Administration	i
13.09.201		Jason Quinn Molly Metcalf Cameron Edm																		Print desktop Standard view	•	Overview (rooms) Logout	
<b>«                                    </b>	Mor	nday, 12.09.20	16		Tuesday, 1	.09.2016		Wed	nesday, 14.	09.2016		Th	ursday, 15.	9.2016		Friday	r, 16.09.20	16		Saturday, 17.09.2010	5	Sunday, 18.09.2016	<b>&gt; &gt;&gt;</b> 07:00
07:30			**															ø					07:30
08:00	Tuition			Tuition				Tuition				Tuition			Tuiti	ion			Tuitio	n			08:00
08:30																			Lucar	Hemmings/Maths			08:30
09:00																			Tuitio				09:00
09:30																							09:30
10:00																			Tuitio	n Vance/Chinese n al 4-03			10:00
10:30																							10:30
11:00																							11:00
11:30 12:00															-								11:30
12:30																							12:00
13:00																			Tuitio	_	20	•	13:00
13:30																			Tutto	n			13:30
14:00												Jason Ba	I/BOCG			mas Slater		20	Stewa	rt Manning/Chinese		-	14:00
14:30												Tuition Central 3	09(Gary)		Meet Cent	ting tral Classri	oom 1		Tuitio Centra	n al 4-03			14:30
	John Butler	/Chinese	-								-	_								elle Baker/Maths	-		
15:00	Tuition Central 4-0	3																	Tuitio Centra	n al 4-04 (Mike)			15:00
15:30	_		_	Lily M.	acDonald/Ma	the	-	Dulan Mac	kay/Chines	•	-				San	hie Greene	(Mathe	-	Kauin	Manning/Chinese	00	-	15:30
16:00				Tuition				Tuition Central 4-0		c	~~~				Tuit				Tuitio		~~~		16:00
16:30																							16:30

Figure 32-3: Standard view

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



💄 Admin	n Admin	Lecturers	× : / :	+ Studen	IS 🗙 🖌	+ Cor	urses	× : / : +	Rooms	×	Location	× : / : +	Reservation	types 🗙	:+	Student repo	rt	Administration	i
13.09.201	16	Jason Quinn Molly Metcalfe	;													Print deskto	p	Overview (rooms)	
0 0	J. €12	Cameron Edm	unds													Standard flat	•	Logout	
<b>« &lt;</b>	Mor	nday, 12.09.201		Tuesd	ay, 13.09.2016		Wedne	sday, 14.09.201	6	Thursday, 15	.09.2016	Frida	y, 16.09.2016		5	Saturday, 17.09.201		Sunday, 18.09.20	16 <b>&gt; &gt;</b>
08:00	Tuition		~	Tuition		т	uition			Tuition		Tuition		20	Tuition		~^		08:00
08:30																			08:30
09:00															Tuition	lemmings/Maths			09:00
09:30															Central	4-04 (Mike)			09:30
10:00															Adrian Tuition Central	Vance/Chinese			10:00
10:30																			10:30
11:00																			11:00
11:30																			11:30
12:00																			12:00
12:30																	~ ~		12:30
13:00															Tuition		~		13:00
13:30																			13:30
14:00										Jason Ball/BOCG Tuition Central 309(Gary)		Thomas Slate Meeting Central Class			Stewart Tuition Central	Manning/Chinese			14:00
14:30																			14:30
15:00	John Butler Tuition Central 4-0		~												Tuition	le Baker/Maths 4-04 (Mike)	~		15:00
15:30	Central 4-0	2													Central	4-04 (MIKE)			15:30
16:00				Lily MacDona Tuition Central 4-04		Tu	lylan Macka uition entral 4-03	y/Chinese	~			Sophie Creer Tuition Central 4-04			Tuition	Manning/Chinese Class Room 3A	0 <b>0</b>		16:00
16:30																			16:30
17:00	Jennifer Tu Tuition Central 4-0	cker/Chinese 3	~							Lauren Walker/Geo Online L Offsite	graph	Lauren Walke Online L Offsite	r/Geography		Tuition		\$ <b>#</b>		17:00
17:30																			17:30
	Aug Churc	hill/Canaranhu	04	Michalla Dow	d/Mathr	H	lares Clark/	Chinese		Tracey Mad and /M	the								

Figure 33-4: Standard flat view

#### e) Compressed: same as d) but empty hours are completely omitted from display

💄 Admin	Admin	Lecturers	× : / :	<b>+</b> S1	tudents	× : / : +	Courses	×:/:+	Room	s X / +	Location	×:/:+	Reservation typ	oes 🗙 : 🕇	Student repo	ort	Administration	i
13.09.201	6	Jason Quinn Molly Metcalf	ie.												Print deskto	p	Overview (rooms)	
O Q	5 <u>C</u> !5	Cameron Edn													Compressed	-	Logout	
<b>«</b> <	Mon	day, 12.09.20	16		Tuesday, 13.0	9.2016	Wed	nesday, 14.09.201	16	Thursday, 15.0	9.2016	Friday	, 16.09.2016		Saturday, 17.09.201	6	Sunday, 18.09.201	6 <b>&gt; &gt;</b>
08:00	Tuition		~^	Tuition			Tuition			Tuition		Tuition		and Tuitic	n	~		08:00
08:30																		08:30
09:00														Lucas	Hemmings/Maths			09:00
09:30														Centr	al 4-04 (Mike)			09:30
															n Vance/Chinese			
10:00														Tuitic Centr	n al 4-03			10:00
10:30														_		_		10:30
11:00																		11:00
12:00																		12:00
12:30																		12:30
13:00														Tuitic		~		13:00
13:30														Tutte	'n			13:30
										Jason Ball/BOCG		Thomas Slater		Stewa	urt Manning/Chinese			
14:00										Tuition Central 309(Gary)		Meeting Central Classro		Tuitic				14:00
14:30		(m) :																14:30
15:00	John Butler, Tuition Central 4-0		~*											Tuitic	elle Baker/Maths n al 4-04 (Mike)	~		15:00
15:30	Central 4-0.													Cent	ar + 0+ (mixe)			15:30
16:00				Tuition	cDonald/Math	15 🔗 🗖	Dylan Mar Tuition		~			Sophie Greene Tuition		Tuitic	Manning/Chinese	~		16:00
16:30				Central	4-04 (Mike)		Central 4-	03				Central 4-04 (i	Mike)	Centr	al Class Room 3A			16:30
17:00		cker/Chinese	~							Lauren Walker/Geogr	aph		/Geography		_	~		17:00
	Tuition Central 4-0	3								Online L Offsite		Online L Offsite		Tuitic	n			
17:30	Ave Church			Michall	la Dowd/Maths		Harry Cla	k/Chinese	~	Tracey MacLeod/Mati								17:30

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.

Set parameters a	and generate	e report for	student			×
05.09.2016	- 11.09	0.2016		Generate	report	
Madeleine Bailey						
Kevin Glover						
Luke Russell						
Nathan Hill						
Sebastian Clarks	on					
Jason Ball						
Diane McLean						
Brandon Underw	bod					
Matt Simpson						
Robert Hodges						
Evan Gray						
Sonia Burgess						
Wanda Fraser						
Kevin Hughes						
Sean James						
Rose Graham						
Victor Wilkins						
Maria Wilkins						
Claire Lewis						
Anna Hill						
1 of 58	14 <4		4 5 20 V	6 7	8 9 10	►> ►1

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.

Day	Date	Hour	Room(s)	Lecturer(s)	Course(s)	Туре
5.09.2016 - 1	1.09.2016					
Friday	09.09.2016	16:00-18:00	Central 303(Andy)	Gavin Vaughan	Cambridge Course	Tuition

Figure 28c: Generated report

# Print desktop

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

	Monday, 05.09.2016	Tuesday, 06.09.2016	Wednesday, 07.09.2016	Thursday, 08.09.2016	Friday, 09.09.2016	Saturday, 10.09.2016	Sunday, 11.09.2016
08:00	Tuition			Tuition			
08:30							
09:00						Ryan Langdon/English Language EDS Central 4-06	
09:30				-		William Taylor,Felicity Alsop/English	
10:00						Tuition Central 303(Andy)	
10:30							
11:00	Elsa High School, Tuition Offsite	Alexandra Brown/History Tuition Central 303(Andy)			Alexandra Brown/History Tuition Central 303(Andy)	group B2, Tuition	Sonia Burgess,Wanda Fraser/Englis Tuition Central 303(Andy)
11:30							
12:00					Pippa Hemmings Meeting Central 302(Conference room)		
12:30							
13:00				Elsa High School,Tuition Offsite		Tuition	
13:30				Jason Ball/BOCG	Natalie Avery		
14:00				Tuition Central 309(Gary)	Meeting Central Classroom 1		
14:30		Tuition					
15:00			Sebastian Ferguson/English Language Tuition Central 4-03		Tuition		
15:30	John Butler/English Language		Leonard Slater/English Language	Gavin Fisher/Interview Practice	Matt Simpson/Cambridge Course		
	Tuition Central 4-05		EDS	EDS	Tuition Central 303(Andy)		
16:30	Leonard Slater/English Language		Joshua Kerr/English Language				
17:00	EDS Central 4-05		Tuition Central 4-02	Tuition			
17:30		Line Manufactor PTI TO	Matt Allan/English Language	Later Manager (7)			
18:00	Tuition	Lillian Manning/IELTS Tuition Central Class Room 2A	Matt Allan/English Language Tuition Central 4-01	Lillian Manning/IELTS Tuition Central Class Room 28	Tuition		
18:30		Cererar Class Room 2A	ucina +U	Geniral Glass Room 28			
19:00						Leonard Slater/English Language EDS	
19:30				-		Central 4-03	
20:00	Tuition	Tuition	Tuition	Tuition	Tuilion	Tuition	Tuition
20:30 21:00 21:30 22:00 22:30							

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.

05.09.2016 -06.09.20 05.09.2016,Monday -11.09.20		Show	overviev	N	Ç												1	Admin	Admin	R	eservati	ions	Lo	gout				ISE TECHI	NOLOGIE	s 🚺
Monday	Tuesday 07:00 07:			resday			irsday			riday			urday			unday							 							
Central 4F Principal	07:00 07:	50 08:00	08:50	09:00	09:50	10:00	10:50	11:00	11:50	12:00	12:50	15:00	15:50	14:00	14:50	15:00		Kimberl		Kimberh		Sue Also	Sue Also		20:00	20:50	21:00	21:50	22:00	22:5
Central 4-06																		itili beri		Dan Paig		oue moe								
Central 4-05		_	-			Stephen	1											Nathan I		Nathan I		Nathan I						-		
Central 4-04 (Mike)			-			orepiter														TTA CITALITY										
Central 4F Director			-																											
Central 4-03			-													Molly M		Molly M		Molly Me		Lillian Ic								
Central 4-02			-													any in		internet inter		Lillian Jc		Amelia I	Lillian Jo							
Central 4-01			-																	Dan Dic		Dan Dic	childer je							
Central 4F Reception		_	-																	Danibic		Duil Die						-		
Central 4-08 (Ronald)		-	-							Diana Bi						-														
Central 4-07		-								onana bi						Diana Bu		Diana Bi				Diana Bi								
Central Class Room 3B																onund bt		onuna bi				onuna bi								
Central Class Room 3A																		Sebastia				Sebastia								
Central Class Room 2A		_																Lillian Jc				Sebastia								
Central Class Room 2A		_																cilitari je												
Central Class Room 28		_																												
Central Class Room 20		_																Dan Dic												
Central Class Room 2C		_																Dan Die												
Central 4F Admin office		_																												
Central 308 A(Mandy)		_																												
Central 309(Gary)		_																												
Central 303(Andy)		_																												
Central 306(Alaine)		_	-															Colin Joi		Colin Joi										
Central 304 (Sue)		_																conin joi		Conn joi										
Central 307(classroom)		_				Amy Yo																								
Central 301A (EDS)		_	-	-		Ату то																								
Central 301B(EDS)		_	-	-																										
Central 308 B(Danny)		_	-																											
		_	-	-																										
Central 302(Conference room		_	-	-				Inches of												Mashan										
Central 305 (Ruth) TST 1 *		-	-					Nathan (								-				Nathan (								-		
TST 1 *		-	-													-						De ale al A						-		
		-	-													Dealers I.A.						Rachel N						-		
TST 3		_	-													Rachel N												_		
TST 4		_														_														
TST 5		_	-													_				Leonard								_		
TST 6		_	-													_												_		
TST 7 *		_	-											Diane Pa		_				Diane Pa								_		
TST 9 *		_																				Leonard						_		
TST 10 *																														
TST Vice Principal®																						Alexand								
TST Principal *												Claire D								Claire D										
TST Classroom A																														
Offsite		Nathan						Alison E														Jason Qi								

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.

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

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

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



Figure 36: Edit Lecturers (or any other entity)



Title						
Name*	Theresa		]	Courses		× +
Surname *	Paige			BOCG		
Username	Smith Susan		1.1	A1/2 IB Englis	sh	
username	Smith Susan		1	UCAS English Langu	1202	
Password	Sm ith \$068				nuge	
eMail			]	Predefined r	ooms for days/admin	blocks
	English		1	Sunday		<b>•</b>
Note				Monday	Central	· ·
Default location	Central		1	Tuesday	DAY OFF	
Default location		•	J		Central	<b>•</b>
Default course		-	1	Wednesday		<b>•</b>
			,	Thursday	Central	-
Default room		•		Friday	Central	-
Administrator				Saturday	Central	-
Limit to location		· · · · · · · · · · · · · · · · · · ·	1			

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.

Username	Evans Louis	

*Figure 39: Creating username with one click* 



## Students

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

Stude	nts	Courses	Reservation types	Non-working days	
lents					
itle 🗘	Name ≎	Surname 🗘		Note 🗘	
	ABBIE	AMMONS			1
	KAYLYN	AUMAN			1
	KAROLYN	BAILEY			1
	PHYLLIDA	BAKER			1
	BERNARDINE	BARNES			1
	JOHNATHAN	BICKNELL			1
	SHERILYN	BIERY			1
	EUGENE	BLACK			1
	MONTY	BOWMAN			1
	BARTHOLOMEW	BOYER			1
	ROXANA	BUEHLER			1
	ALANIS	BULLARD			1
	KERRIE	CAESAR			1
	CHELSEA	CASS			1
	DEANGELO	CHERRY			1
	FREDRICK	CHILDREN			1
	HARRIETT	COMPTON			1
	LORRIN	CRESSMAN			1
	BARCLAY	ECKERT			1
	LINSEY	ECKHARDSTEIN			1
	REBA	ELDER			1
	ETHAN	ERSCHOFF			1
	WINDSOR	EWING			1
	VALARY	FAAST			1
	HAIDEE	FIDDLER			1
	VIC	FLEMING			1
	TATIANA	FRANKS			1
	OSCAR	GREENAWALT			1
	QUINCEY	HAIR			1
	BABETTE	HANDYSIDE			1
	1 of 23	14 <4 1 2 3	4 5 6 7 8 9 10	0 🕨 🖬 30 🔻	

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.

Students	Courses	Reservation types	No	n-working days	Even	t Log
cation					+	
Name ≎	Note 🗘		Exclude (limitation)	≎ Default	color	
ntral	Central location - Hong Kong		No		/ ×	
г	TST		No		/ ×	
	ик		No		/ ×	
Y OFF	DAY OFF		No		/ ×	
	1 of 1 🛛 🗔	<t (b)="" (b)<="" 1="" td=""><td>30 🔻</td><td></td><td></td><td></td></t>	30 🔻			

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.



Name 0Location 0Note 0Room size 0entral 4 FP incipalCentralComputer, Whiteboard2entral 4-06CentralComputer, Whiteboard2entral 4-05CentralComputer, Whiteboard2entral 4-04CentralComputer, Whiteboard2entral 4-03CentralComputer, Whiteboard2entral 4-03CentralComputer, Whiteboard2entral 4-04CentralComputer, Whiteboard2entral 4-05CentralComputer, Whiteboard2entral 4-02CentralComputer, Whiteboard2entral 4-03CentralComputer, Whiteboard2entral 4-04CentralComputer, Whiteboard2entral 4-05CentralComputer, Whiteboard2entral 4-06CentralComputer2entral 4-07CentralComputer2entral 4-08CentralComputer2entral 4-07CentralComputer2entral Ciss Room 38CentralComputer2entral Ciss Room 24CentralComputer Mhiteboard Computer2entral Ciss Room 25CentralComputer Miteboard Computer2entral 45 Affini officeCentralComputer2entral 464 Mini officeCentralComputer2entral 454 Mini officeCentralComputer2entral 454 Mini officeCentralComputer2entral 364 CigliCemputer <th>Lecturers</th> <th>Rooms</th> <th>Administrators</th> <th>Locations</th> <th>User Logs</th> <th>Reservations</th> <th>💄 Admin Admin</th>	Lecturers	Rooms	Administrators	Locations	User Logs	Reservations	💄 Admin Admin
Name 0Location 0Note 0Room size 0entral 4-05CentralComputer/Whiteboard2XXentral 4-05CentralComputer/Whiteboard2XXentral 4-05CentralComputer/Whiteboard2XXentral 4-05CentralComputer/Whiteboard2XXentral 4-05CentralComputer/Whiteboard2XXentral 4-03CentralComputer/Whiteboard2XXentral 4-04CentralComputer/Whiteboard2XXentral 4-02CentralComputer/Whiteboard2XXentral 4-03CentralComputer/Whiteboard2XXentral 4-04CentralComputer/Whiteboard2XXentral 4-05CentralComputer/Whiteboard2XXentral 4-05CentralComputer/Whiteboard2XXentral 4-05CentralComputer Whiteboard2XXentral 4-05CentralComputer Whiteboard2 <t< th=""><th>Students</th><th>Courses</th><th>Reservation types</th><th>Non-working days</th><th>Event Logs</th><th>Configuration</th><th>Logout</th></t<>	Students	Courses	Reservation types	Non-working days	Event Logs	Configuration	Logout
Name 0Location 0Note 0Room size 0entral 4-05CentralComputer Whiteboard2XXXentral 4-05CentralComputer Whiteboard2XXXentral 4-04 (Mike)CentralComputer Whiteboard2XXXentral 4-05CentralComputer Whiteboard2XXXentral 4-03CentralComputer Whiteboard2XXXentral 4-04CentralComputer Whiteboard2XXXentral 4-02CentralComputer Whiteboard2XXXentral 4-03CentralComputer Whiteboard2XXXentral 4-04CentralComputer Whiteboard2XXXentral 4-05CentralComputer Whiteboard2XXXentral 4-05CentralComputer Whiteboard2XXXentral 4-05CentralComputer Whiteboard2XXXentral 4-05CentralComputer Whiteboard2XXXentral 4-05CentralComputer Whiteboard2XXXentral Class Rom 2ACentralComputer Whiteboard2XXXentral Class Rom 2ACentralComputer Whiteboard Projector14XXXentral 1045CentralComputer Whiteboard2XXXXentral 1045CentralComputer Whiteboard2XXXXentral 1045CentralComputer Whiteboard2XXXXXentral 1045CentralComputer Whiteboard2XXXXXXentral 1045							
Image: Central Computer, WhiteboardImage: Central Central Computer, WhiteboardImage: Central Central Computer, WhiteboardImage: Central Central Central Computer, Central Central Central Computer, Central Central Central Computer, Central Central Central Central Computer, Central	looms				+		
Central 4-05CentralComputer, Whiteboard2Central 4-04CentralComputer, Whiteboard2Central 4-05CentralComputer, Whiteboard2Central 4-07CentralComputer, Whiteboard2Central 4-03CentralComputer, Whiteboard2Central 4-03CentralComputer, Whiteboard2Central 4-03CentralComputer, Whiteboard2Central 4-04CentralComputer, Whiteboard2Central 4-05CentralComputer, Whiteboard2Central 4-06CentralComputer, Whiteboard2Central 4-07CentralComputer, Whiteboard2Central 4-07CentralComputer2Central 4-07CentralComputer2	Name 🗘	Location \$	Note 🗘	Room size 🗘			
entral 4-05CentralComputer Whiteboard2entral 4-01CentralComputer2entral 4-02CentralComputer Whiteboard2entral 4-03CentralComputer Whiteboard2entral 4-01CentralComputer Whiteboard2entral 4-02CentralComputer Whiteboard2entral 4-03CentralComputer Whiteboard2entral 4-01CentralComputer Whiteboard2entral 4-03CentralComputer Whiteboard2entral 4-04CentralComputer Whiteboard2entral 4-05CentralComputer Whiteboard2entral 4-05CentralComputer Whiteboard2entral 61ase Room 38CentralComputer Whiteboard2entral Class Room 3ACentralComputer Whiteboard Projector10entral Class Room 2ACentralComputer Whiteboard Projector10entral Class Room 2ACentralComputer Whiteboard Projector10entral Class Room 2ACentralComputer Whiteboard Projector10entral 454dmin officeCentralComputer22entral 454dmin officeCentralComputer Whiteboard2entral 303 (Mahy)CentralComputer22entral 303 (Mahy)CentralComputer22entral 304 (Sue)CentralComputer22entral 305 (Cathy)CentralComputer22entr	entral 4F Principal	Central	Computer	2	/ X		
Central 4-04 (Mike)CentralComputerQentralQentralVentralCentral 4-D DirectorCentralComputer, WhiteboardQentralQentral 4-02CentralComputer, WhiteboardQentral 4-02CentralCentralComputer, WhiteboardQentralCentralCentralComputer, WhiteboardQentralCentralCentralCentralComputer, WhiteboardCentral	entral 4-06	Central	Computer,Whiteboard	2	/ X		
Central 4F DirectorCentralComputer, Whiteboard2Image: Central 4-03Central 4-03CentralComputer, Whiteboard2Image: Central 4-01Central 4-01CentralComputer, Whiteboard2Image: Central 4-01Central 4-01CentralComputer, Whiteboard2Image: Central 4-01Central 4-03CentralComputer, Whiteboard2Image: Central 4-02Central 4-03CentralComputer, Whiteboard2Image: Central 4-02Central 4-03CentralComputer, Whiteboard2Image: Central 4-02Central 4-03CentralComputer Mhiteboard2Image: Central 4-02Central Class Room 3ACentralComputer Mhiteboard Computer2Image: Central 4-02Central Class Room 3ACentralComputer Mhiteboard Projector10Image: Central 4-02Central Class Room 3ACentralComputer Mhiteboard Projector14Image: Central 4-02Central 4-04CentralComputer 4-02Image: Central 4-02Image: Central 4-02Central 4-05CentralComputer 4-02Image: Central 4-02Image: Central 4-02Central 4-05CentralComputer2Image: Central 4-02Central 4-05CentralComputer 4-02Image: Central 4-02Image: Central 4-02Central 4-05CentralComputer 4-02Image: Central 4-02Image: Central 4-02Central 4-05CentralComputer 4-02Image: Central 4-02Image: Central 4-02Centr	Central 4-05	Central	Computer,Whiteboard	2	/ X		
Central 4-03CentralComputer, Whiteboard2Central 4-02CentralComputer, Whiteboard2Central 4-01CentralComputer, Whiteboard2Central 4-7CentralComputer, Whiteboard2Central 4-7CentralComputer, Whiteboard2Central 4-7CentralComputer, Whiteboard2Central 4-02CentralComputer, Whiteboard2Central 4-03CentralComputer, Whiteboard2Central 1-10sCentralComputer, Whiteboard2Central 1-10sCentralComputer, Whiteboard2Central 1-10sCentralComputer2Central 1-10sCentralComputer2<	entral 4-04 (Mike)	Central	Computer	2	/ X		
entral 4-02CentralComputer, Whiteboard2entral 4-01CentralComputer, Whiteboard2entral 4-01CentralComputer1entral 4-03CentralComputer2entral 4-03CentralComputer2entral 4-03CentralComputer, Whiteboard2entral 4-03CentralComputer2entral Class Room 38CentralComputer2entral Class Room 2ACentralComputer Mhiteboard2entral Class Room 2ACentralComputer Mhiteboard Projector10entral Class Room 3ACentralComputer Mhiteboard Projector14entral Class Room 3BCentralComputer Mhiteboard Projector14entral Class Room 3CCentralComputer Mhiteboard Projector14entral Class Room 3CCentralComputer Mhiteboard Projector14entral Class Room 3CCentralComputer Mhiteboard Projector14entral Solar ManyhyCentralComputer2entral Solar ManyhyCentralComputer <t< td=""><td>entral 4F Director</td><td>Central</td><td>Computer</td><td>2</td><td>/ X</td><td></td><td></td></t<>	entral 4F Director	Central	Computer	2	/ X		
Central 4-01CentralComputer, Whiteboard2Central 4-05 (Ronald)CentralComputer1Central 4-07CentralComputer, Whiteboard2Central 4-07CentralComputer, Whiteboard2Central 4-07CentralComputer, Whiteboard2Central 608 (Ronald)CentralComputer, Whiteboard2Central Class Room 3ACentralComputer Whiteboard Computer2Central Class Room 3ACentralComputer Whiteboard Projector10Central Class Room 2ACentralComputer Whiteboard Projector14Central Class Room 2ACentralComputer Whiteboard Projector14Central Class Room 2ACentralComputer Whiteboard Projector14Central Class Room 2CCentralComputer22Central Sob (Alandy)CentralComputer22Central Sob (Alandy)CentralComputer22 <tr< td=""><td>entral 4-03</td><td>Central</td><td>Computer,Whiteboard</td><td>2</td><td>/ ×</td><td></td><td></td></tr<>	entral 4-03	Central	Computer,Whiteboard	2	/ ×		
Central 4F ReceptionCentralComputer1central 4-03 (Konald)CentralComputer, Mitteboard2central 4-03 (Konald)CentralComputer, Mitteboard2central 1-03CentralComputer, Mitteboard2central Class Room 3ACentralComputer2central Class Room 3ACentralComputer2central Class Room 2ACentralComputer2central Class Room 2ACentralComputer2central Class Room 2ACentralComputer Mitteboard Projector10central Class Room 2BCentralComputer Mitteboard Projector14central Class Room 2CCentralComputer Mitteboard Computer2central Class Room 2CCentralComputer Mitteboard Projector14central S08 A(Mandy)CentralComputer2central S08 A(Mandy)Central <t< td=""><td>entral 4-02</td><td>Central</td><td>Computer,Whiteboard</td><td>2</td><td>/ X</td><td></td><td></td></t<>	entral 4-02	Central	Computer,Whiteboard	2	/ X		
Central 4-08 (Ronald)CentralComputer2Central 4-07CentralComputer/Miteboard2Central Class Room 38CentralComputer2Central Class Room 3ACentralComputer2Central Class Room 3ACentralComputer Miteboard Projector10Central Class Room 2ACentralComputer Miteboard Projector10Central Class Room 2BCentralComputer Miteboard Projector10Central Class Room 2BCentralComputer Miteboard Projector14Central Class Room 2CCentralComputer Miteboard Projector14Central Class Room 2CCentralComputer Miteboard Projector14Central Class Room 2CCentralComputer Miteboard Projector14Central Solo Al/Mandy/CentralComputer2Central Solo Al/Mandy/CentralComputer2Central Solo Al/Mandy/CentralComputer2Central Solo(Al/Mandy)CentralComputer2Central Solo(Al/Mandy)CentralComputer2Central Solo(Al/Mandy)CentralComputer2Central Solo(Al/Mandy)CentralComputer2Central Solo(Al/Mandy)CentralComputer2Central Solo(Al/Mandy)CentralComputer2Central Solo(Al/Mandy)CentralComputer2Central Solo(Al/Mandy)CentralComputer2Central Solo(Al/Mandy)CentralComputer2 </td <td>entral 4-01</td> <td>Central</td> <td>Computer,Whiteboard</td> <td>2</td> <td>/ X</td> <td></td> <td></td>	entral 4-01	Central	Computer,Whiteboard	2	/ X		
ientral 4-07CentralComputer, Whiteboard2entral Class Room 3ACentralComputer2central Class Room 3ACentralWhiteboard Computer2entral Class Room 3ACentralComputer Whiteboard Projector10entral Class Room 2ACentralComputer Whiteboard Projector10entral Class Room 2BCentralComputer Whiteboard Projector14entral Class Room 2BCentralComputer Whiteboard Projector14entral Class Room 2CCentralComputer Whiteboard Projector14entral Class Room 2CCentralComputer Whiteboard Projector14entral Glass Room 2CCentralComputer Whiteboard Projector14entral Sids Alkandy)CentralComputer2entral Sids AlkandyCentralComputer2entral Sids AlkandyCentralComputer2entral Sids AlkandyCentralComputer2entral Sids AlkandyCentralComputer2entral Sids AlkandyCentralComputer2en	entral 4F Reception	Central	Computer	1	/ X		
Central Class Room 3ACentralComputer2CentralCentral Class Room 3ACentralWhiteboard Computer2CentralCentral Class Room 2ACentralComputer Whiteboard Projector10CentralCentral Class Room 2BCentralComputer Whiteboard Projector10CentralCentral Class Room 2BCentralComputer Whiteboard Projector14CentralCentral Class Room 2CCentralComputer Whiteboard Projector14CentralCentral Staf MiddhardyCentralComputer2CentralCentral Staf MiddhardyCentralComputerCentralCentral	entral 4-08 (Ronald)	Central	Computer	2	/ X		
entral Class Room 3ACentralWhiteboard Computer2entral Class Room 2ACentralComputer Whiteboard Projector10entral Class Room 2BCentralComputer Whiteboard Projector10entral Class Room 2BCentralComputer Whiteboard Projector14entral Class Room 2BCentralComputer Whiteboard Projector14entral Class Room 2CCentralComputer Whiteboard Projector14entral Class Room 2CCentralComputer2entral Glass Room 2CCentralComputer2entral Glass Room 2CCentralComputer2entral SOB A(Mandy)CentralComputer2entral SOS (Andy)CentralComputer2entral SOS (Andy)CentralComputer2entral SOS (Andy)CentralComputer2entral SOS (Andy)CentralComputer2entral SOS (Andy)CentralComputer2entral SOS (Andy)CentralComputer2entral SOS (CentralComputer12entral SOS (Bunny)CentralComputer1entral SOS (Ruth)CentralComputer1entral SOS (Ruth)CentralComputer2entral SOS (Ruth)CentralComputer2	entral 4-07	Central	Computer,Whiteboard	2	/ X		
Instant Class Room 2ACentralComputer Whiteboard Projector10Central Class Room 2ACentralComputer Whiteboard Projector2Central Class Room 1CentralComputer Mhiteboard Projector14Central Class Room 2CCentralComputer Mhiteboard Projector14Central Class Room 2CCentralComputer Mhiteboard Projector14Central Class Room 2CCentralComputer2Central ComputerCentralComputer2Central FA dmin officeCentralComputer2Central SoB A(Mandy)CentralComputer2Central SoB A(Mandy)CentralComputer1Central SoB A(Mandy)CentralComputer1Central SoB A(Mandy)CentralComputer1Central SoB A(Mandy)CentralComputer </td <td>entral Class Room 3B</td> <td>Central</td> <td>Computer</td> <td>2</td> <td>/ X</td> <td></td> <td></td>	entral Class Room 3B	Central	Computer	2	/ X		
Intral Clasmoon 4CentralComputer Whiteboard Projector10entral Clasm Room 28CentralComputer Whiteboard Projector2entral Clasm Room 1CentralComputer Whiteboard Projector14ientral Clasm Room 2CCentralOmputer Whiteboard Projector2entral Clasm Room 2CCentralComputer Whiteboard Computer2entral Clasm Room 2CCentralComputer2entral S04 RudnylyCentralComputer2Central S05 RudnylCentralComputer2entral 303 (Andyly)CentralComputer2Central S05 (Ruth)CentralComputer2entral S05 (Ruth)CentralComputer2entral S05 (Ruth)CentralComputer2entral S05 (Ruth)CentralComputer2entral S05 (Ruth)CentralComputer1entral S05 (Ruth)CentralComputer1entral S05 (Ruth)CentralComputer1entral S05 (Ruth)CentralComputer1entral S05 (Ruth)CentralComputer1entral S05 (Ruth)CentralComputer2entral S05 (Ruth)CentralComputer2entral S05 (Ruth)CentralComputer2entral S05 (Ruth)CentralComputer2entral S05 (Ruth)CentralComputer2entral S05 (Ruth)CentralComputer2entral S05 (Ruth)Central	entral Class Room 3A	Central	Whiteboard Computer	2	/ X		
Intral Class Room 28CentralComputer Whiteboard Projector14Intral Class Room 2CCentralComputer Whiteboard Projector14Intral Class Room 2CCentralWhiteboard Computer2Intral 4F Admin officeCentralComputer2Intral 308 A(Mandy)CentralComputer2Intral 308 A(Mandy)CentralComputer1Intral 308 A(Mandy)CentralComputer2Intral 307 (classroom)CentralComputer2Intral 308 (DS)CentralComputer1Intral 308 (DS)CentralComputer1Intral 308 (DS)CentralComputer1Intral 308 (DS)CentralComputer1Intral 308 (Runny)CentralComputer1Intral 305 (Ruth)CentralComputer2	entral Class Room 2A	Central	Computer	2	/ X		
entral Classroom 1CentralComputer Whiteboard Projector14entral Class Room 2CCentralWhiteboard Computer2entral Lass Room 2CCentralComputer2entral Stob AlMandy)CentralComputer1entral Stob AlMandy)CentralComputer1entral Stob AlMandy)CentralComputer2entral Stob AlMandy)CentralComputer2entral Stob(Alaine)CentralComputer2entral Stob(Alaine)CentralComputer2entral Stob(Alaine)CentralComputer2entral Stop(Alaine)CentralComputer2entral Stop(Alaine)CentralComputer2entral Stop(Alaine)CentralComputer2entral Stop(Satroom)CentralComputer2entral Stop(Satroom)CentralComputer1entral Stop Stop(Satroom)CentralComputer1entral Stop Stop(Satroom)CentralComputer1entral Stop Stop(Satroom)CentralComputer1entral Stop Stop(Satroom)CentralComputer1entral Stop Stop(Satroom)CentralComputer2entral Stop Stop(Satroom)CentralComputer1entral Stop Stop(Satroom)CentralComputer2entral Stop Stop(Satroom)CentralComputer2entral Stop Stop(Satroom)CentralComputer2entral Stop Stop(	entral Classroom 4	Central	Computer Whiteboard Projector	10	/ X		
Central Class Room 2CCentralWhiteboard Computer2Central F Admin officeCentralComputer2Central 305 (Muhday)CentralComputer1Central 305 (Maday)CentralComputer2Central 305 (Maday)CentralComputer2Central 305 (Maday)CentralComputer2Central 305 (Maday)CentralComputer2Central 305 (Maday)CentralComputer2Central 305 (Subr)CentralComputer2Central 305 (Ruth)CentralComputer1Central 305 (Ruth)CentralComputer1Central 305 (Ruth)CentralComputer1Central 305 (Ruth)CentralComputer1Central 305 (Ruth)CentralComputer2Central 305 (Ruth)CentralComputer2Central 305 (Ruth)CentralComputer2Central 305 (Ruth)CentralComputer2Central 305 (Ruth)CentralComputer Whiteboard2	entral Class Room 2B	Central	Computer	2	/ X		
Intral 36 A (Mandy)CentralComputer2CentralComputer1CentralComputer1CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer2CentralComputer1CentralComputer1CentralComputer1CentralComputer1CentralComputer1CentralComputer1CentralComputer1CentralComputer1CentralComputer1CentralComputer1CentralCentralComputerCentral	Central Classroom 1	Central	Computer Whiteboard Projector	14	/ X		
Image: Section of the section of th	entral Class Room 2C	Central	Whiteboard Computer	2	/ X		
entral 309(Cary)CentralComputer2central 305(Andy)CentralComputer2central 305(Andy)CentralComputer2central 306(Alsine)CentralComputer2entral 304 (Sue)CentralComputer2central 307(classroom)CentralComputer2central 307(classroom)CentralComputer2central 301 (EDS)CentralComputer1central 301 (EDS)CentralComputer1central 308 (Blanny)CentralComputer1central 305 (Ruth)CentralComputer4central 305 (Ruth)CentralComputer Miteboard2	entral 4F Admin office	Central	Computer	2	/ X		
ientral 303(Andy) Central Computer 2   entral 306(Alaine) Central Computer 2   entral 306(Alaine) Central Computer 2   entral 305(Alasroom) Central Computer 2   entral 307(classroom) Central Computer 2   entral 307(classroom) Central Computer Whiteboard 6   entral 301(EDS) Central Computer 1   entral 308 (Danny) Central Computer 1   entral 308 (Runny) Central Computer 1   entral 305 (Ruth) Central Computer 4	entral 308 A(Mandy)	Central	Computer	1	/ X		
Central 306(Alaine)CentralComputer2Central 304 (Sue)CentralComputer2Central 304 (Sue)CentralComputer Whiteboard2Central 307 (Classroom)CentralComputer Whiteboard6Central 305 (BCDS)CentralComputer1Central 308 (BDanny)CentralComputer1Central 305 (Ruth)CentralComputer4Central 305 (Ruth)CentralComputer Whiteboard2	entral 309(Gary)	Central	Computer	2	/ X		
entral 304 (Sue) Central Computer 2   entral 307 (classroom) Central Computer Whiteboard 6   entral 301 (EDS) Central Computer 1   entral 301 (EDS) Central Computer 1   entral 301 (EDS) Central Computer 1   entral 305 (BLanny) Central Computer 1   entral 305 (Ruth) Central Computer 4	entral 303(Andy)	Central	Computer	2	/ ×		
entral 307(classroom) Central Computer Whiteboard 6 Image: Computer Whiteboard   entral 301A (EDS) Central Computer 1 Image: Computer Whiteboard   entral 3018(EDS) Central Computer 1 Image: Computer Whiteboard   entral 302(Conference room) Central Computer Whiteboard 4   entral 305 (Ruth) Central Computer Whiteboard 2	entral 306(Alaine)	Central	Computer	2	/ X		
entral 301A (EDS) Central Computer 1   entral 3018(EDS) Central Computer 1   entral 308 (Danny) Central Computer 1   entral 302 (Conference room) Central Central 4   entral 305 (Ruth) Central Computer Whiteboard 2	entral 304 (Sue)	Central	Computer	2	/ X		
entral 3018(EDS) Central Computer 1 X   entral 308 B(Danny) Central Computer 1 X   entral 302 (Ruth) Central Computer 4 X   entral 305 (Ruth) Central Computer Whiteboard 2 X	entral 307(classroom)	Central	Computer Whiteboard	6	/ X		
entral 308 B(Danny) Central Computer 1 Image: Computer Computer   entral 302 (Conference room) Central 4 Image: Computer Whiteboard   entral 305 (Ruth) Computer Whiteboard 2 Image: Computer Whiteboard	entral 301A (EDS)	Central	Computer	1	/ X		
entral 302(Conference room) Central entral 302(Conference room) Central Computer Whiteboard 2	entral 301B(EDS)	Central	Computer	1	/ X		
entral 305 (Ruth) Central Computer Whiteboard 2	entral 308 B(Danny)	Central	Computer	1			
	entral 302(Conference room)	Central		4	/ X		
1 of 2 rd cd 1 2 pp p1 30 7	entral 305 (Ruth)	Central	Computer Whiteboard	2	/ X		
		1 of 2	14 <4 <b>1</b> 2 <b>b b 30</b>	T			



## Courses

Lecturers	Rooms	Administrators	Locations	User
Students	Courses	Reservation types	Non-working days	Even
Courses				+
Name 🗘		Note	\$	
Sun House				/ X
Maths				/ X
English Language				/ X
Economics				🔶 🗡 🗙
Business Studies				/ X
Geography				/ X
ТоК				/ X
LNAT				/ X
Accounting				/ X
Science				🔶 🗡 🗙
Biology				🔶 🗡 🗙
Latin				🔶 🗡 🗙
English/Maths				/ X
French				🔶 🗡 🗙
Chemistry				🔶 🗡 🗙
Physics				🔶 🗡 🗙
МҮОВ				/ X
Psychology				🔶 🗡 🗙
Spanish				🔶 🖊 🗙
Personal Statement				/ X
History				🔶 🗡 🗙
Gov and Pol				/ X
IELTS				××××
SAT				
Invigilation				🔶 🗡 🗙
Interview Practice				🔶 🗡 🗙
Mandarin (Middle)				🔶 🗡 🗙
English II				××××
A1/2 IB Chinese				/ X
English Literature				🖌 🗙
	1 of 3	14 <4 <b>1 2 3</b> Des Det	30 🔻	
WISE TECHNOLOGIES				

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

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.

Lecturers				Ro	oms	
Students				Co	urse	5
Reservation types						+
\$	D	efault	B	lock		
Block					1	×
EDS					1	×
EDS Repl					1	×
EDS Repl 2					1	×
EDS Repl 3					1	×
EDS Repl 4					1	×
EDS Repl 5					1	×
Global Education					1	×
Holiday Booking					1	×
meetings					1	×
Online EDS					1	×
Online Local					1	×
Online Oversea					1	×
Online Repl					1	×
Repl					1	×
Room booking					1	×
Tuition					1	×
Tuition Repl 2					1	×
1 of 1		<	1	•>	Þ1	
WISE TECHNOL	OGIE	ES				

Figure 43: Reservation types can be anything - from Meetings to course types



Name *	EDS Repl	
Default		
Block		

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.

Lecturers	Rooms	Administrators	Locations	User Logs	Reserva
Students	Courses	Reservation types	Non-working days	Event Logs	Configu
elect Print Desktop report type					
Full report					
Standard report					
Compressed report					
Delete logs older than	Delete				
Mail templates	+				
≎ Defa	ilt				
	/ ×				
Meeting					

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.



	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	
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						Stewart Manning/Chinese	
14:00						Stewart Manning/Chinese Tuition Central 4-03	
14:30							

Figure 46a: Full report

	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							
						Adrian Vance/Chinese	
10:00						Tuition Central 4-03	
10:30						Ceneal 4-03	
11:00							
11:30							
12:00 12:30							
12:30							
13:00						Tuition	
13:30				•		Stewart Manning/Chinese	
14:00						Stewart Manning/Chinese Tuition	
14.00						Central 4-03	
14:30							
	John Butler/Chinese Tuition	1					
15:00	Central 4-03	1					
15:30							
			Dylan Mackay/Chinese			Kevin Manning/Chinese	
16:00			Tuition Central 4-03			Tuition Central Class Room 3A	
16:30			Ceneral 4-03			Central Class Room 3A	
	Jennifer Tucker/Chinese			Bella Underwood/Chinese			
17:00	Tuition	1		Tuition		Tuition	
17:30	Central 4-03	L		TST 2			
17.30			Harry Clark/Chinese				
18:00			Tuition				
			Central 4-03				
18:30 19:00							
19:30							
20:00	Tuition	Tuition	Tuition	Tuition			
						-	
20:30 21:00							
21:30							
22:00						1	

Figure 47b: Standard report



	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
_	Monday, 12.09.2016	Tuesday, 13.09.2016	wednesday, 14.09.2016	Thursday, 15.09.2016	Filday, 16.09.2016	Saturday, 17.09.2016	Sunday, 18.09.2010
:00	Tuition	Tuition	Tuition	Tuition		Tuition	
:30						1	
:00						-	
9:30						Adrian Vance/Chinese	
0:00						Tuition Central 4-03	
0:30							
L:00							
1:30 2:00							
2:30							
3:00						Tuition	
3:30				•		Stewart Manning/Chinese	
1:00						Tuition Central 4-03	
1:30							
	John Butler/Chinese						
	Tuition Central 4-03						
5:30							
5:00			Dylan Mackay/Chinese Tuition Central 4-03			Kevin Manning/Chinese Tuition Central Class Room 3A	
5:30			Central 4-03			Central Class Room 3A	
	Jennifer Tucker/Chinese			Bella Underwood/Chinese			
1:00	Tuition Central 4-03			Tuition TST 2		Tuition	
:30	Central 4-03			151.2			
3:00			Harry Clark/Chinese Tuition				
			Central 4-03				
3:30							
):00 ):30							
0:00	Tuition	Tuition	Tuition	Tuition			
0:30							

Figure 48c: Compressed report

New mail template		×
Name *		
Default		
Subject *		
Content		
	Available elements that you can use in email subject and contents are <start_date>, <start_hour>, <duration>, <daily_weekly>, <repetition_number>, <reservation_type>, <note>, <lecturers>, <students>, <rooms>, <locations> and <courses></courses></locations></rooms></students></lecturers></note></reservation_type></repetition_number></daily_weekly></duration></start_hour></start_date>	

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.

User details 0	liter Rale 0	Diretume 0	If number 0	Logistics *	Logout time 0
de in Admin	Administration	ADMIN	215 250 22 78	45.10.2015 23.51.10	and a state of the second second
LBERT HANCE	Lacturer	CLISERT JAMES	212,250,22,78	05 10 2015 21 50 20	05 10 2018 28 51 04
In in Admin	Adda incontractor	ADMIN	213 210 22 78	05 10 2015 23 47 57	05 10 2015 21 50 14
LEFT DAMES	Lething	CUBERT JAMES	213 250 22 78	65 10 2015 22 99 56	05 10 2015 23 47 51
fein Adein	Administration	ACARIN	213-250-22.76	05 10 2015 21 39 42	05 10 2015 23 29 48
LBERT JAMES	Lecturer	GUBERT JAMES	127.0.0.1	05 10 2015 23 28 15	
fer in Admin	Administrator	ADMIN	127.0.8.1	05 10 2015 23 38 15	05 10 2013 23 39 08
de la Adelia	Administrator	ADMIN	127.0.0.1	05.10.2015 21.58.20	05.10.2018 28.38.50
Sele Adeia	Advantation	ADMIN	212,250,22.78	05 10 2018 23 35 30	05 10 2015 23 39 28
LBERT JAMES	Lamper	CILIERT JAMES	213 250 22 78	65 10 2015 23 28 39	05 10 2015 21 36 25
for in Admin	Administration	ACMIN	215,250,22.76	05.10.2015 23 22.40	05.10.2015 23 28 29
LEET JAMES	Lecturer	CUBERT JAMES	213 290 22.78	05.10.2015.22.22.13	05 10 2015 23 22 33
fmin Admin	Adaptatist	ADMIN	127.0.0.1	05 10 2015 23 20 48	05 30 2018 23 20 58
LEFT JAMES	Latturer	GLACKT JAMES	213,210,22,78	05 10 2015 23 04 10	
te in Age in	Administration	ADMIN	213 250 22 78	05.10.2015.23.08.24	05 10 2015 23 05 58
LEEKT (AME)	Lecturer	CLIERT JAMES	213,250,22,78	05 10 2015 23 02 26	05 30 2015 23 03 17
la in Admin	Adda interference	ADMIN	213 250 22 78	05.10.3015.21.01.02	05.10.2015 21.02.15
fer in Admin	Administrator	ACMIN	127.0.0.1	05 10 2015 22 49 17	05 10 2015 22 50 15
te in Ade in	Administrator	ADMIN	213,250,22.78	05.10.2015.22.46.51	05 10 2015 22 47 10
te in Admin	Administrator	ADMIN	127.0.0.1	05 10 2015 22 45 11	05.10.2015 22.45.41
In it Admin	Administratur	ACMIN	213 250 22 78	05.10.2015 22 36.19	00.10-2010 20.00.00
de la Adeira	Advisionmeter	ACMIN	127.0.0.1	05.10.2015.22.36.13	
fair Afair	Administration	ADMIN	127.0.0.1	05 10 2015 22 54 46	05.10.2015.22.36.11
terin Admin	Administrator	ADMIN	127.0.0.1	05.10.2015.22.29.17	05 10 2015 22 14 44
in a Admin	Adamistrator	ADMIN	127.0.0.1	05.10.2015.22.28.00	05 10 2015 22 28 26
der in Aderia.	Addition of the second	ADMIN	127.0.0.1	05.10.2015 21.44.15	95.10.0015 22.00.00
de in Adelin	Administration	ACMIN	127.0.0.1	05.10.2015 21.41.52	
Amon Admini	Address and A	ACMIN	127.0.0.1	05 10 2015 21 24 19	
Sen Apena	where contains			100 TO 2011 21 24 TO	
		1 of 1	1 an er 30.*		

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.

User details 0	Event type 0	Username 0	- contractory	Description 0	Change date *	Start day 0	Start hour 0
inin Admin	INSERT	ADMIN	ELLEN WILLIAMS		05.10.2015 23:23.48	07.10.2015	12:00
inin Admin	INSERT	ADMIN	EDWARD WEEK		05.10.2015 23:23.28	08.10.2015	09.30
leis Adein	INSERT	ADMIN	JAMES GLBERT		05.10.2015 23:23.08	08.10.2015	10.30

*Figure 51: Every change of reservations (insert, delete, change ...) is visible here by Main administrators* 



## Administrators

This option enables creation of new administrator accounts.

Administrators	S				+
Title ≎	Name 🗘	Surname 🗘	Note 🗘		
	Admin	Admin	Main administrator	1	×
		1 of 1 🛛 🖂	1 ⇒ ⇒i 30 <b>▼</b>		
WISE TEC	HNOLOGIES				

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 : N	lew entry	×
Title		J
Name *		
Surname *		
Username		Ł
Password		1
eMail		1
Note		
Note		
Location	<b>•</b>	
Enable user		
Limit to location	<b></b>	
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.

۰ -						
02.11.2019	5				×	
1 0	of 1	14	<4	1	 -1	
			30 🔻			

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



# Table of Figures

Figure 1: Login screen. You return to this screen after logout or even if session ends automatically	
after longer non-active period	4
Figure 2: Main filter determines what will be displayed in time table	5
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	5
Figure 4: Delete, Quickly Add New Entry and Add entry to filter buttons	6
Figure 5: Quickly add a new entry from the filter	6
Figure 6: Select view parameters to fill the filter	7
Figure 7: Selecting number of entries on one page	
Figure 8: Using search filter	
Figure 9: Sort buttons for selection window with names	8
Figure 10: Navigate through dates in upper left corner – you can see three months at once – note	
also "Today" button	9
Figure 11: "X" will clear whole selection in filter for the time table	10
Figure 12: Left refresh button keep filters the same, right one also clears the filters	10
Figure 13: Main screen with time table	11
Figure 14: Navigation buttons at the screen top	11
Figure 15: User defined non-working days are marked red	12
Figure 16: Hours are shown on both sides of the time table	
Figure 17: Reservations with different colours	
Figure 18: Overlapping reservations - tooltip is always showing them all	
Figure 18b: Overlapping reservations – warning massage	14
Figure 19: Reservation details	
Figure 20: Save button, filter copy checkbox and reservation ID	16
Figure 21: Select email template and send email to lecturer/student checkboxes	16
Figure 22: Delete and add reservation buttons	
Figure 23: Showing multiple - overlapping reservations	
Figure 24: Move icon	
Figure 25: Pins shown after clicking on "move" icon	
Figure 26: Additional calendar when saved reservation is overlapping	
Figure 27: Return from additional calendar to reservation window	19
Figure 28: Login info and Logout button	
Figure 28-1: Full view	
Figure 28-2: Full flat view	21
Figure 28-3: Standard view	21
Figure 28-4: Standard flat view	22
Figure 28-5: Compressed view	22
Figure 29: Administration section - only Main Administrators can use all the buttons	26
Figure 30: Edit Lecturers (or any other entity)	27
Figure 31: Edit Lecturer's details	
Figure 32: Delete all reservations button	
Figure 33: Creating username with one click	
Figure 34: Students list - edit with "Pencil" icon, delete with red "X"	29



Figure 35: Each location is having different colour - to distinct those at reservations display	30
Figure 36: Courses list - everything can be sorted or searched by name at the top	32
Figure 37: Reservation types can be anything - from Meetings to course types	33
Figure 38: Editing reservation type	34
Figure 39: Configuration parameters	34
Figure 39a: Full report	35
Figure 39b: Standard report	35
Figure 39c: Compressed report	36
Figure 40: Entering new email templates	36
Figure 41: Comprehensive information about every user logged - visible by Main admin only	37
Figure 42: Every change of reservations (insert, delete, change) is visible here by Main	
administrators	37
Figure 43: Here you create new users and determine if they are Administrators and/or Main	
Administrators	38
Figure 43b: Add Administrators and/or Main Administrators input form	39
Figure 44: Non-working days will be displayed differently in main calendar	40