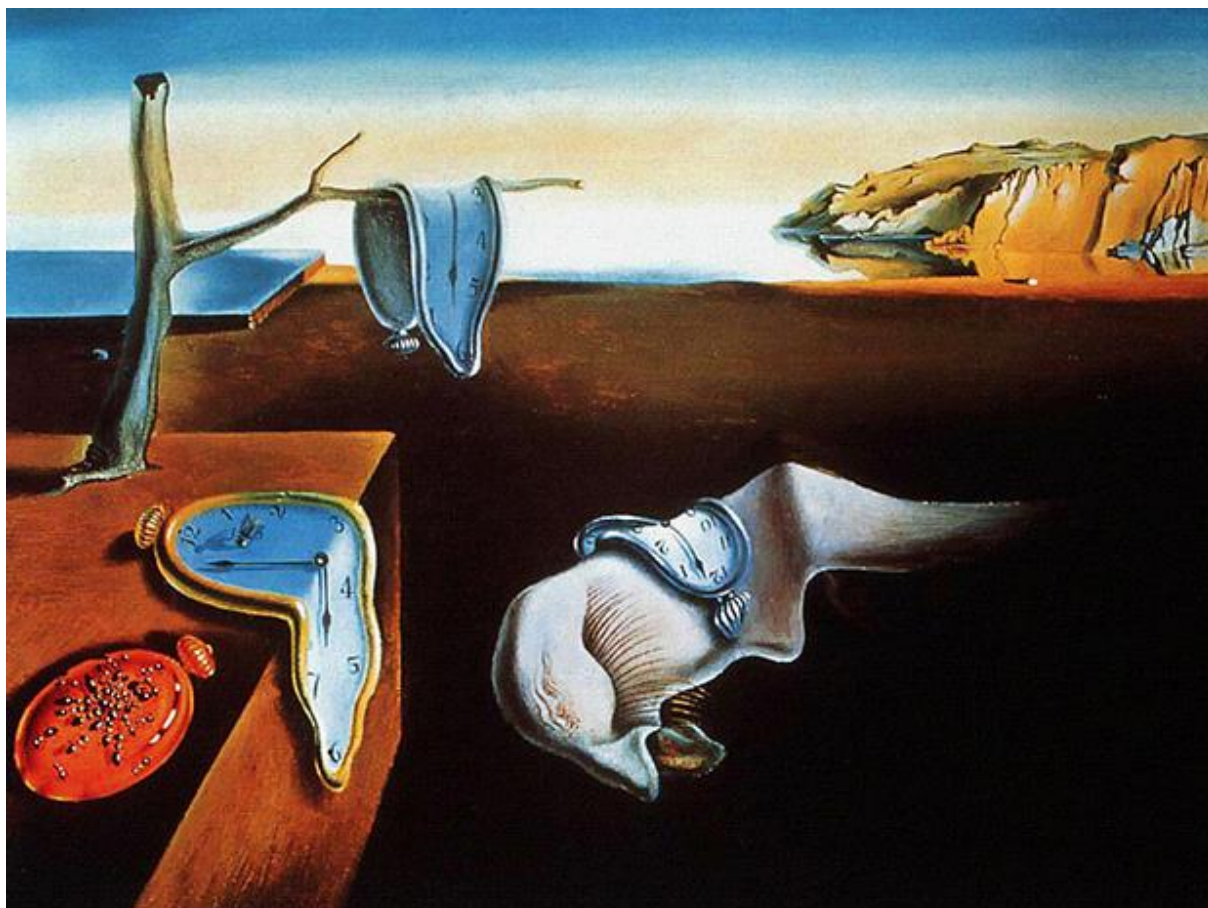


Wise Time Planner™

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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.

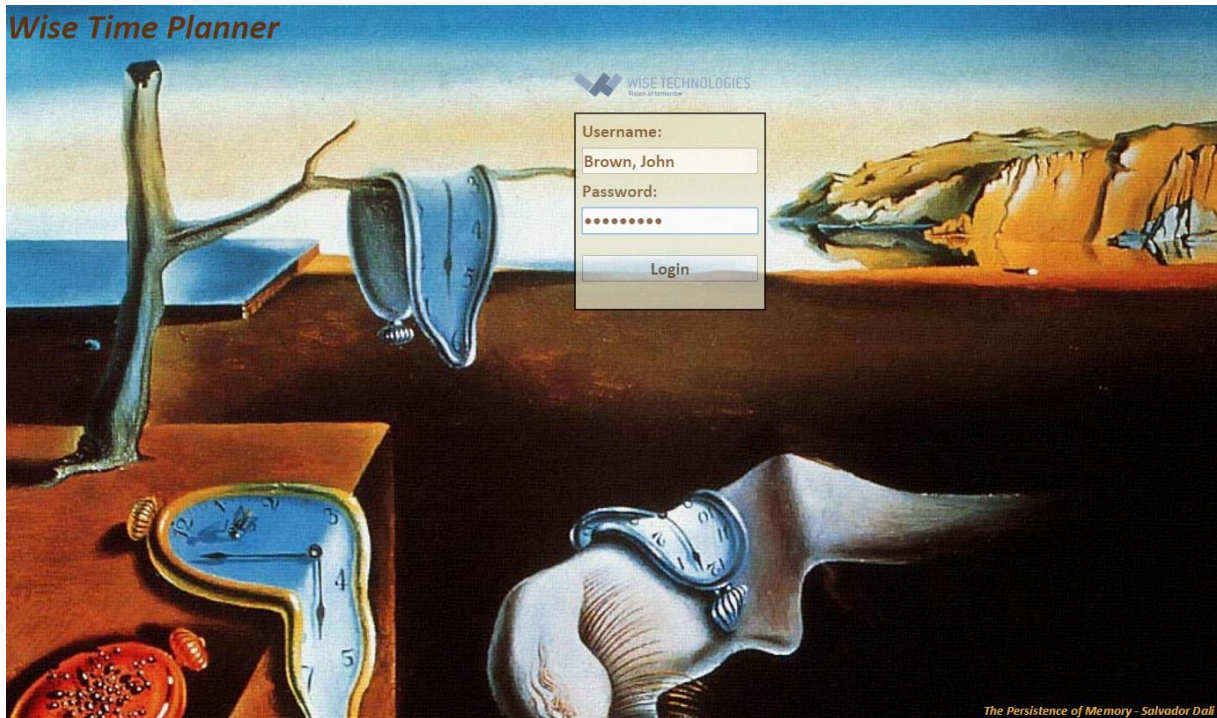


Figure 1: Login screen. You return to this screen after logout or even if session ends automatically after longer non-active period

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.

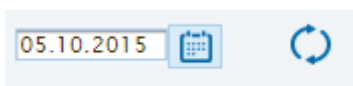


Figure 2: Be sure to click on refresh button after resize

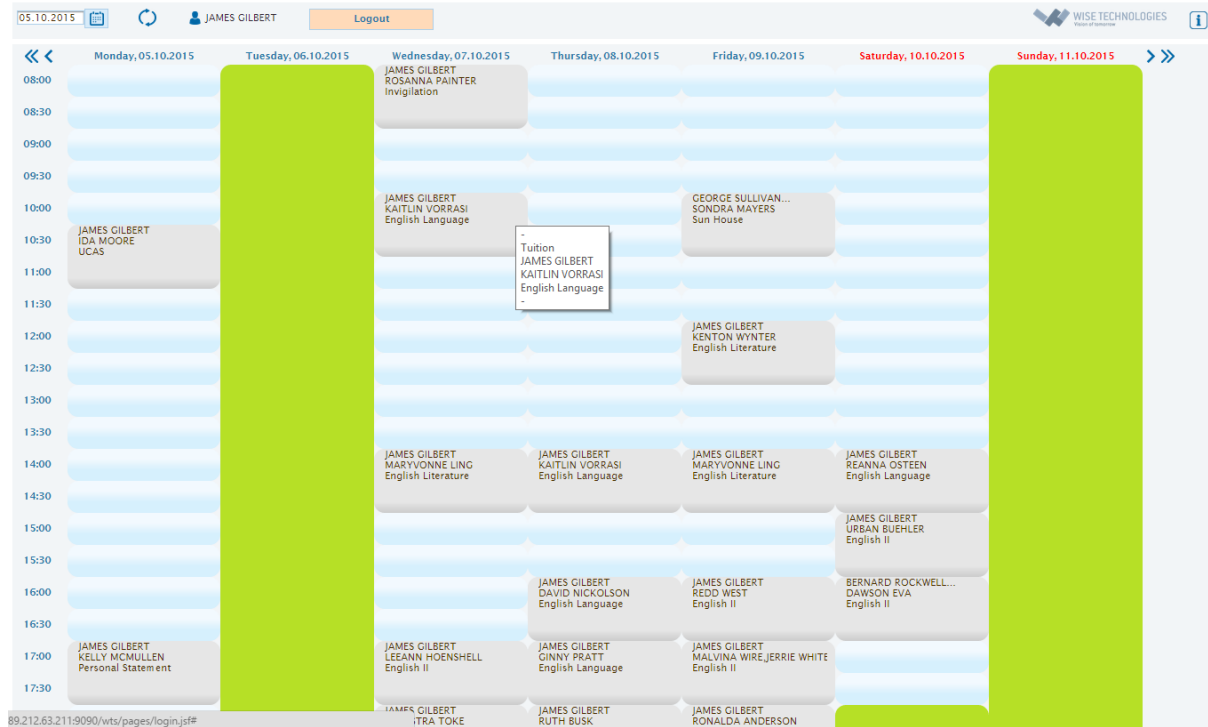


Figure 3: Main screen with time table

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.

Dates and days coloring at the top

Today’s date is always colored with green color, ordinary working days are always colored with dark blue color and week days are colored with red color. System may work with Monday or with Sunday as a first working day in a week.

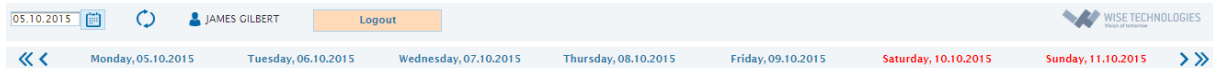
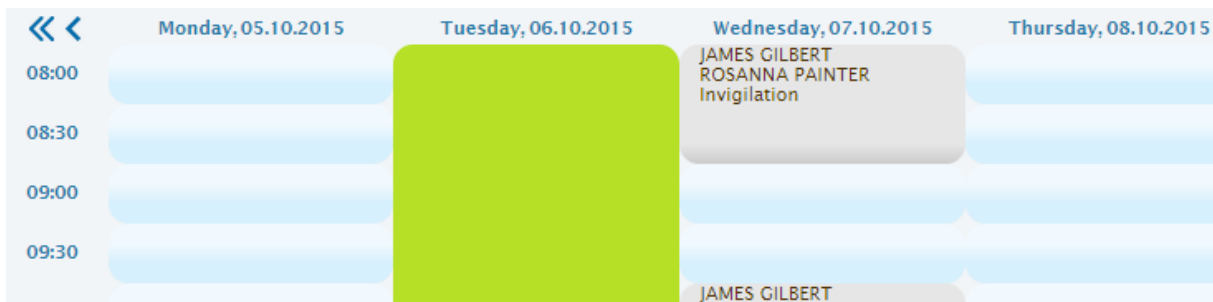


Figure 4: Navigation buttons at the screen top

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).



	Monday, 05.10.2015	Tuesday, 06.10.2015	Wednesday, 07.10.2015	Thursday, 08.10.2015
08:00			JAMES GILBERT ROSANNA PAINTER Invigilation	
08:30				
09:00				
09:30			JAMES GILBERT	

Figure 5: Hours are shown on both sides of the time table

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 color, according to their type – usually reservations made for different locations are shown in different colors, meetings are shown differently, etc.. Reservation types and colors 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 ...).

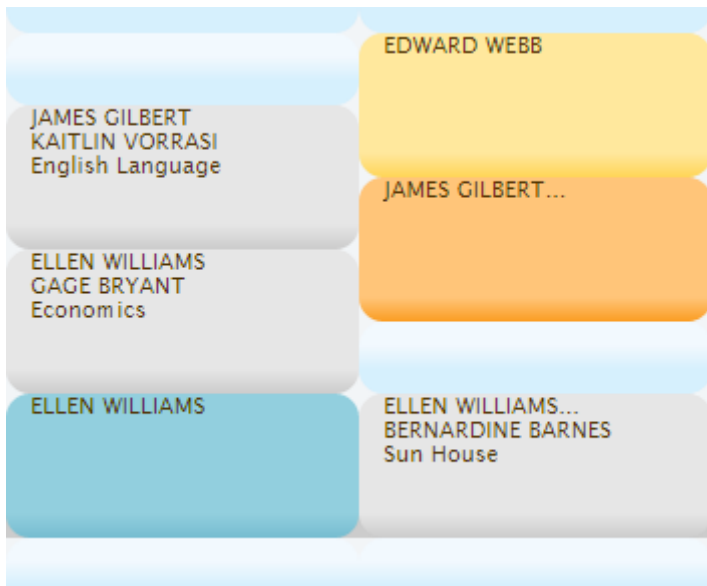


Figure 6: Reservations with different colors

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) color.

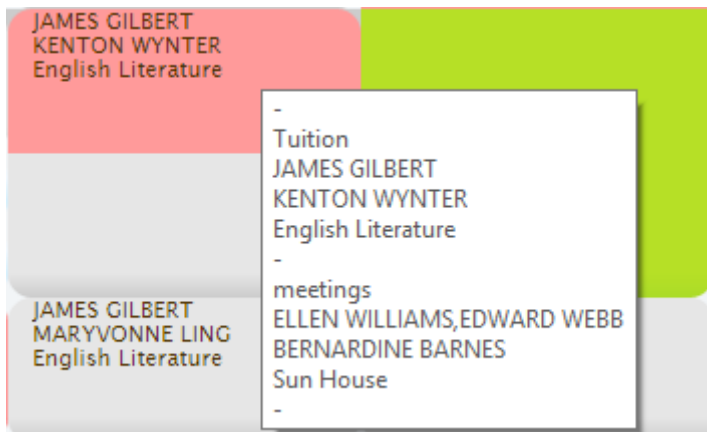


Figure 7: Overlapping reservations - tooltip is always showing them all

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 no 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

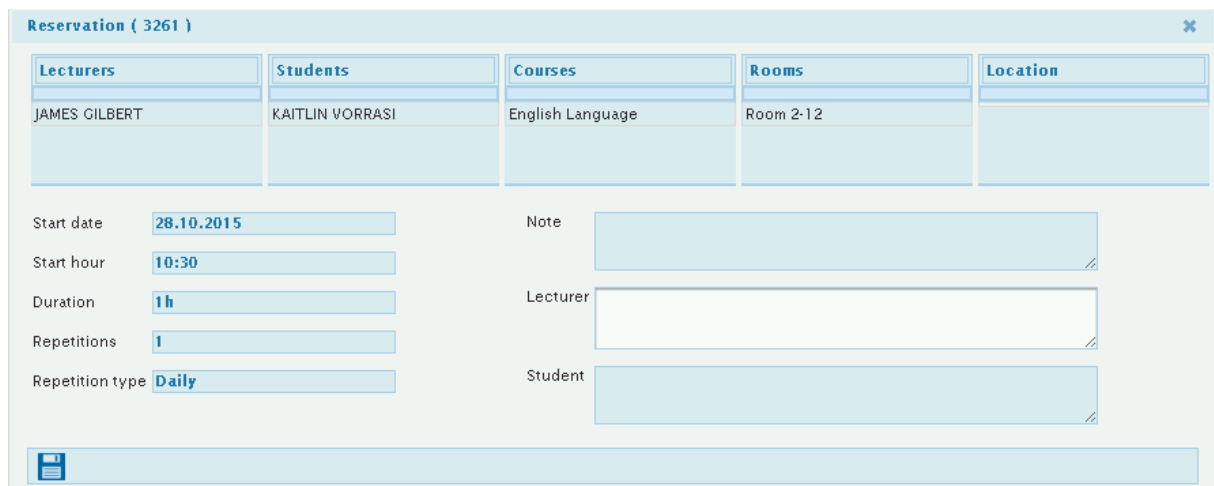
By clicking on reservation block, you will see a new pop-up window, showing reservation details. This window is showing all parties involved in reservation (listed with full names, surnames, titles, etc.).

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 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.



Lecturers	Students	Courses	Rooms	Location
JAMES GILBERT	KAITLIN VORRASI	English Language	Room 2-12	

Start date: 28.10.2015

Start hour: 10:30

Duration: 1h

Repetitions: 1

Repetition type: Daily

Note: [Text Area]

Lecturer: [Text Area]

Student: [Text Area]

Figure 8: Reservation details

Communication between lecturer and student

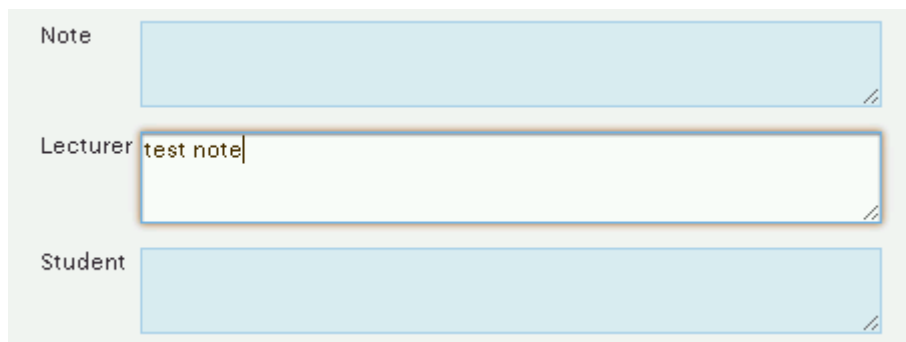
There are three note fields on reservation detail screen:

- Note
- Lecturer
- Student

The first one – Note is reserved for notes written by Administrator when making a reservation. Lecturer note is open for editing only for Lecturers and Student note is open for editing only for Students.

These notes can be used instead of written material about the lecture content, homework, etc. Also, with these notes, students and lecturers can exchange other information and this information is stored only on current reservation. So, the note written in current reservation is not repeated for all reservation – meaning that all reservations can have their own notes.

Maximum number of characters in each note is 4000 – we believe this is enough for detailed communication about tasks needed to be done during the reserved lectures.



The image shows a screenshot of a reservation detail screen with three text input fields. The top field is labeled 'Note' and is empty. The middle field is labeled 'Lecturer' and contains the text 'test note'. The bottom field is labeled 'Student' and is empty. Each field has a light blue border and a small icon in the bottom right corner.

Figure 9: Notes for communication between Lecturer and Student. Also Administrator can input a note.

All the notes can be moderated by Administrator and in case of offensive speech, students can be prohibited for writing the notes.

Predefined locations at certain days

For some lecturers there is a possibility that each day is “associated” to a different location. For example, in tuition school one Lecturer can teach at Mondays on one Location and other days on other locations. To easily distinguish locations through the days, system is having possibility to color these days differently for each location. This coloring and definition which days are for which location is done by administrator and cannot be changed by Lecturer alone on this screen.

If this differentiation is set, location name is written directly below the date for each day.



Figure 10: Coloring of days for different locations

User info and Logout

Whenever you login into system, your name is displayed besides the User icon. 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.

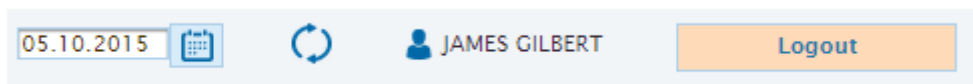


Figure 11: Login info

Session time

Even if you do not logout from the system, you will be logged out automatically when server session ends. This happens usually after 60 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.

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