

# User Documentation

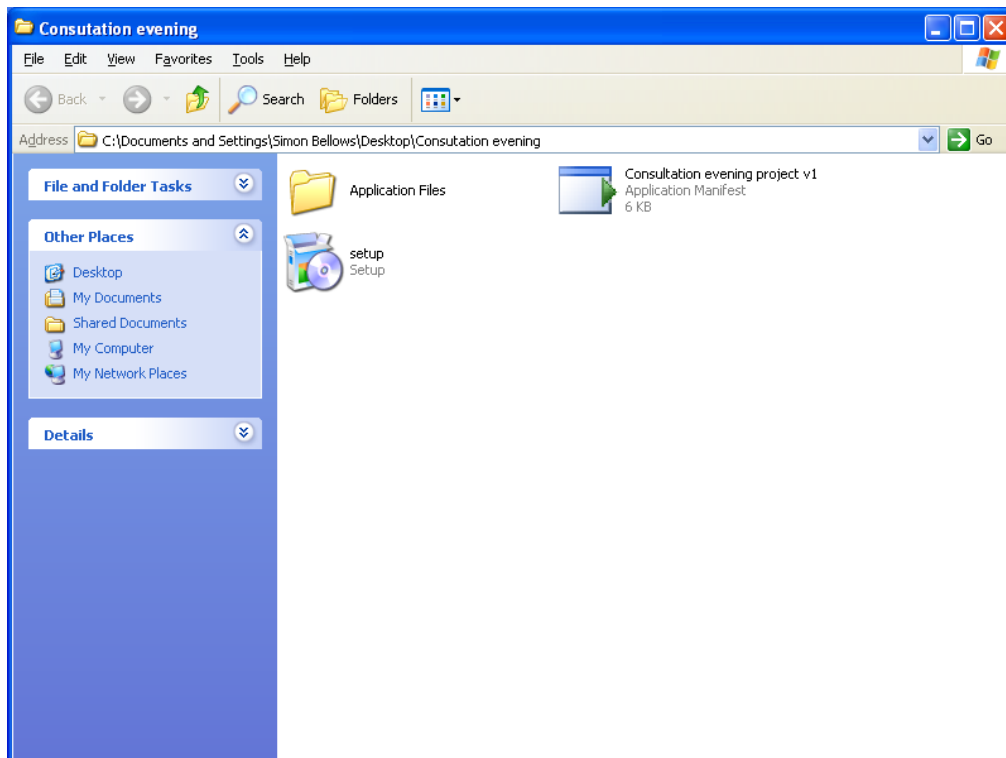
---

## Contents

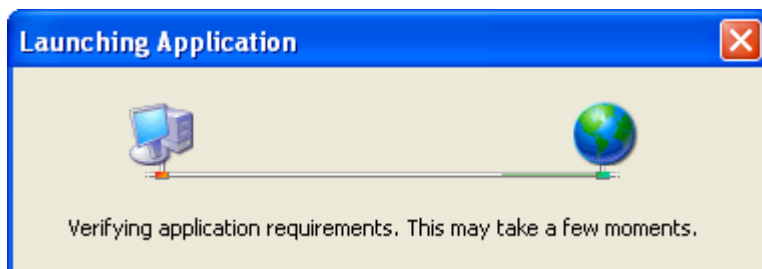
Installation .....	2
Use .....	4
Students .....	4
Inputting availability .....	4
Staff .....	5
Inputting availability .....	5
Admin .....	6
Inputting availability .....	7
Importing student, staff and lesson data. ....	8
Setting day settings .....	9
Resetting DAT files. ....	11
Generating appointments .....	11
Sending everyone their appointments .....	12

## Installation

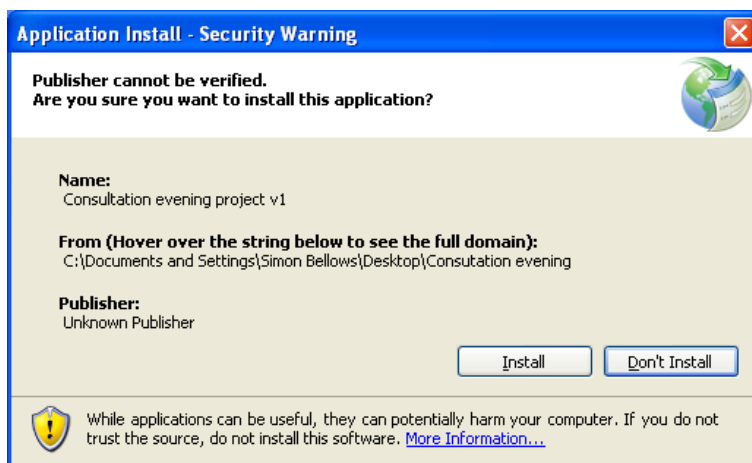
When the CD has been put into the computer this is what will be in side.



The user then has to double click setup. At which point they will see this.



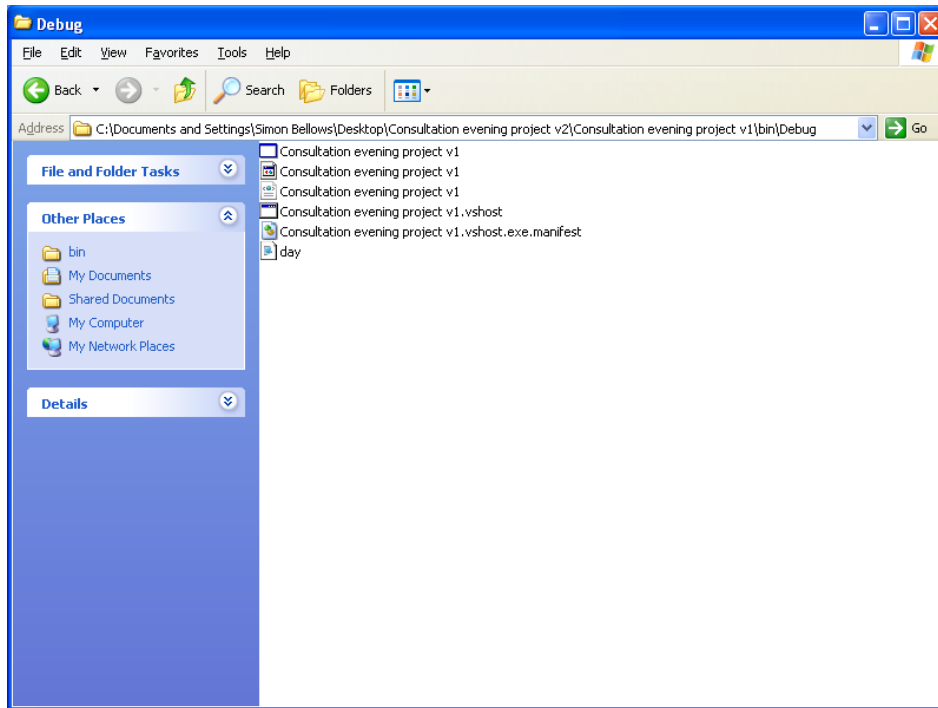
Once it has loaded the user then has to click Install



The program will not be accessible via all programs



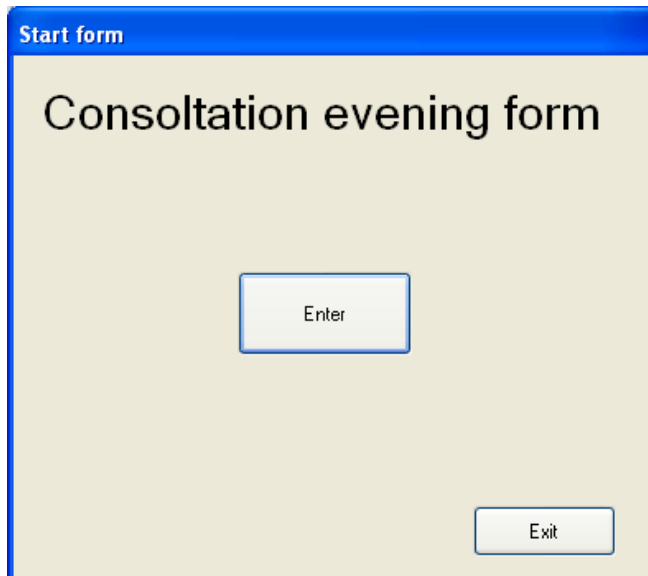
It will also be found in program files where it can be exported to where it is needed.



## Use

### Students

When students open the application they will be met with:



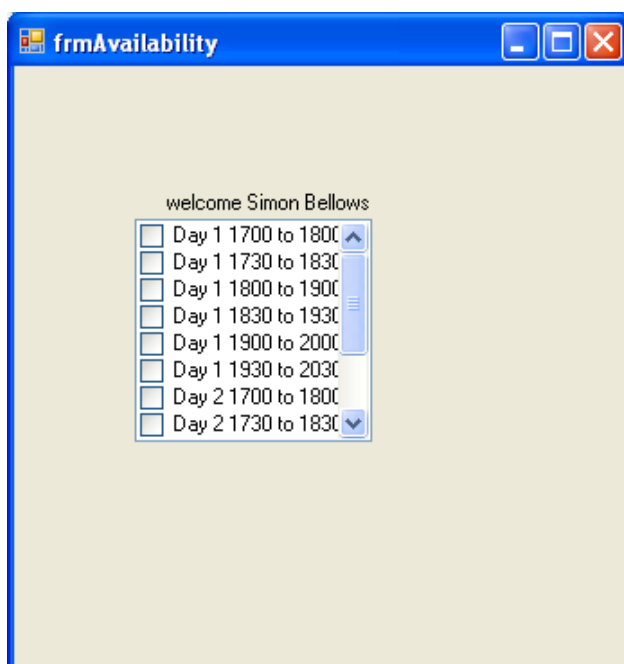
A screenshot of a Windows application window titled "Start form". The window has a blue title bar and a light beige background. In the center, the text "Consoltation evening form" is displayed in a large, black, sans-serif font. Below the text, there is a rectangular button with a blue border and the word "Enter" in the center. In the bottom right corner, there is another rectangular button with a blue border and the word "Exit" in the center.

To leave the application they press Exit

To continue on to input their availability they click enter

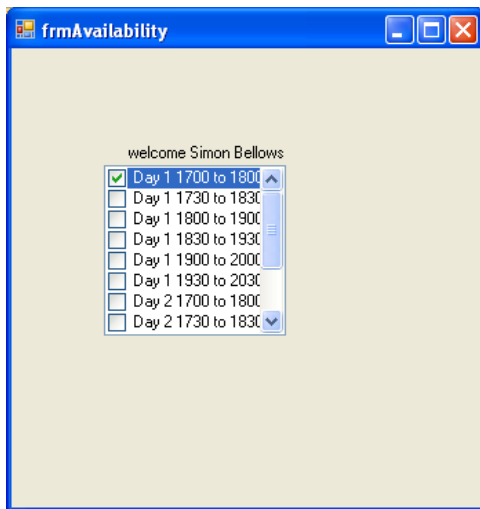
### Inputting availability

They will be met with a window that looks like this



A screenshot of a Windows application window titled "frmAvailability". The window has a blue title bar with standard Windows controls (minimize, maximize, close) on the right. The background is light beige. At the top left, the text "welcome Simon Bellows" is displayed. Below this, there is a list of time slots, each preceded by a checkbox. The list is contained within a scrollable area. The time slots are: "Day 1 1700 to 1800", "Day 1 1730 to 1830", "Day 1 1800 to 1900", "Day 1 1830 to 1930", "Day 1 1900 to 2000", "Day 1 1930 to 2030", "Day 2 1700 to 1800", and "Day 2 1730 to 1830". The first and last items in the list have small upward and downward arrows next to them, indicating a scrollable list.

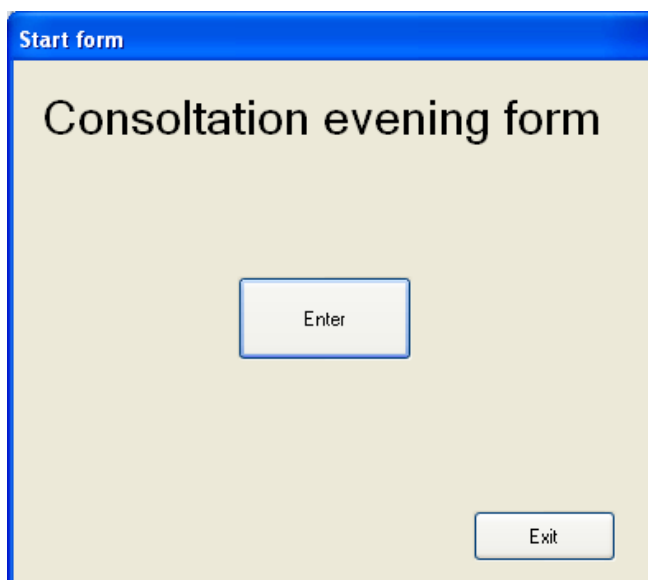
They will then check the times they are available for by checking the checkbox on the left of each item in the list. This will cause the program to look like this.



They will then continue checking boxes until they are finished and have input everything they wish to. At which point they can hit the x to leave the application as it updates immediately after checking a box.

## Staff

When non-admin staff open the application they will be met with:

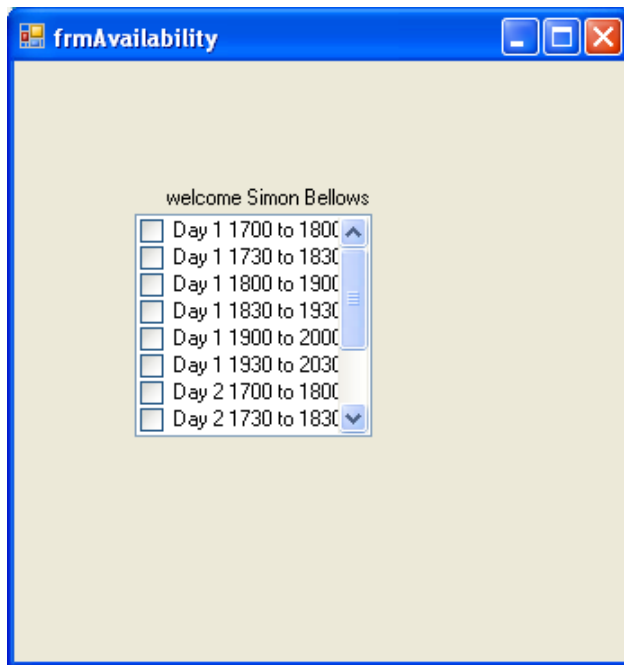


To leave the application they press Exit

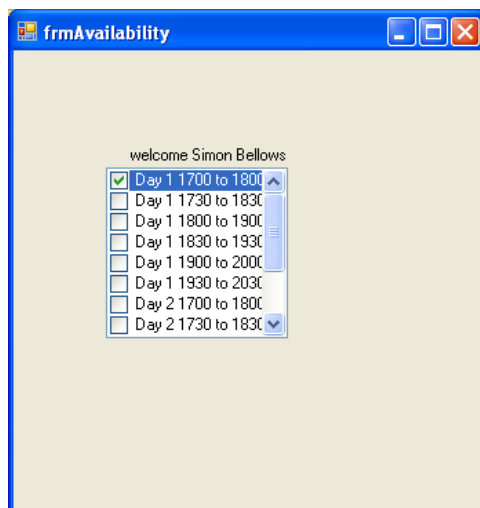
To continue on to input their availability they click enter

## Inputting availability

They will be met with a window that looks like this



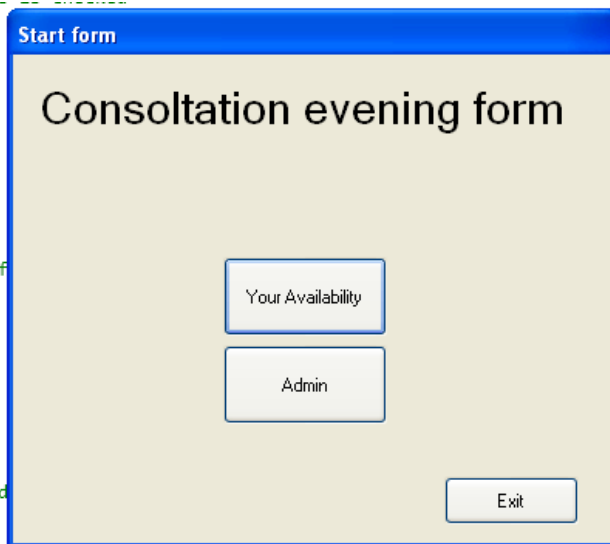
They will then check the times they are available for by checking the checkbox on the left of each item in the list. This will cause the program to look like this.



They will then continue checking boxes until they are finished and have input every thing they wish to. At which point they can hit the x to leave the application as it updates immediately after checking a box.

## Admin

When students open the application they will be met with:

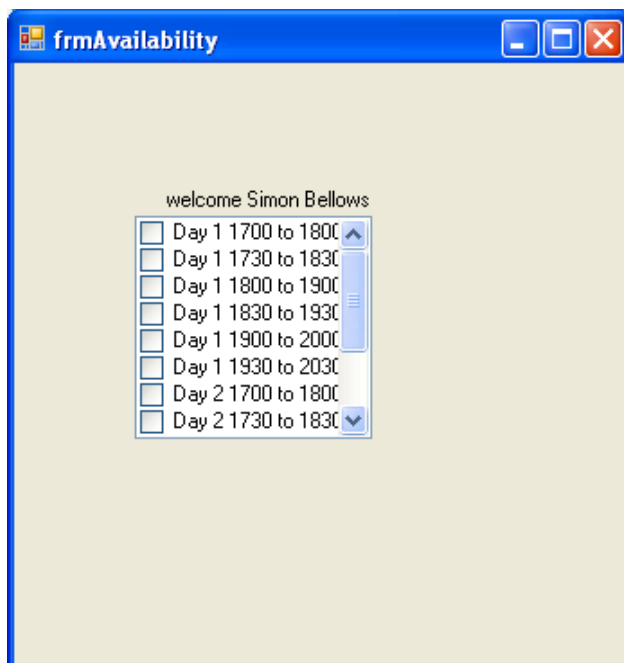


To leave the application they press Exit

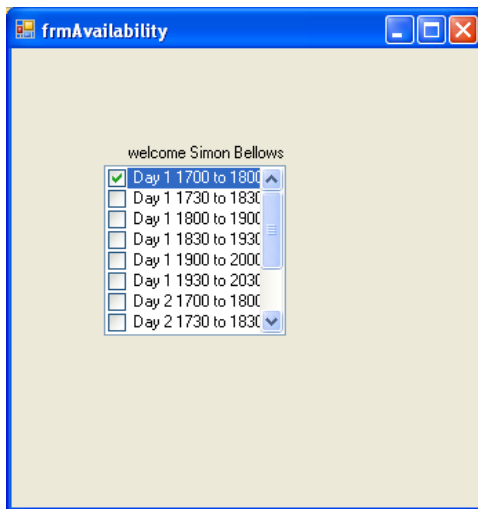
To continue on to input their availability they click enter

### Imputing availability

They will be met with a window that looks like this

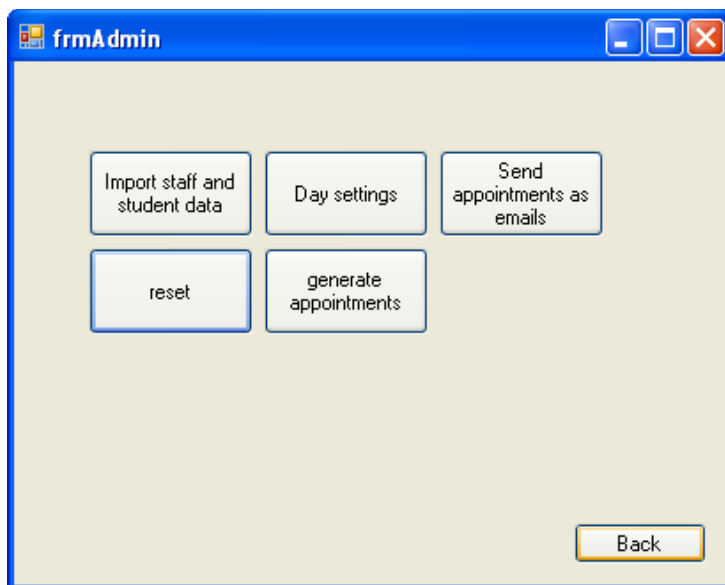


They will then check the times they are available for by checking the checkbox on the left of each item in the list. This will cause the program to look like this.



They will then continue checking boxes until they are finished and have input everything they wish to. At which point they can hit the x to leave the application as it updates immediately after checking a box.

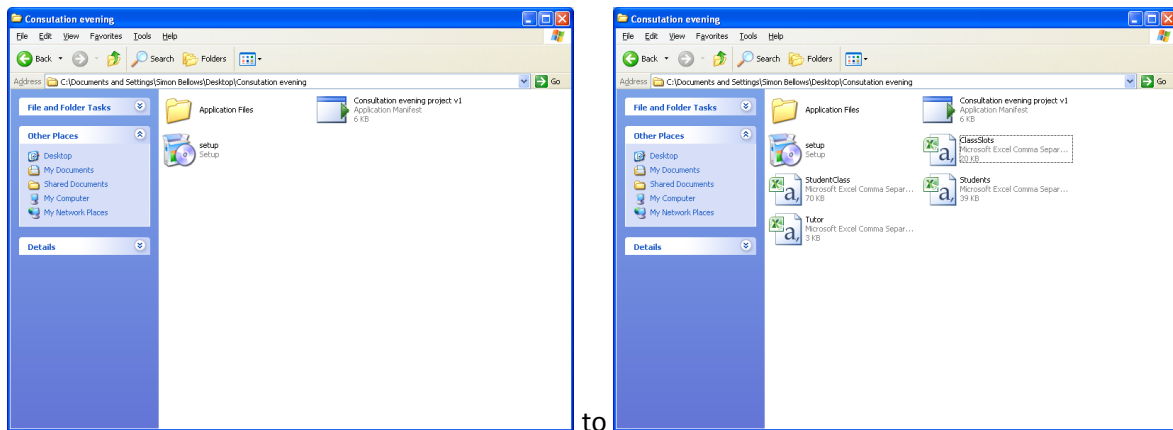
If they had clicked on the admin button they would have been sent to



### Importing student, staff and lesson data.

The admin has to first remove the top row off the tutor, class slots student and student class sheets in the MIS Excel document. They then have to save these as CSV's (comma separated variables.). They then have to move these to the folder containing the program.

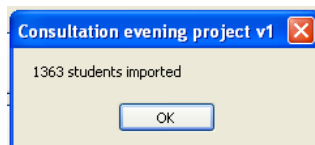




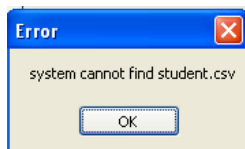
to

The member admin then just has to click “import staff and student data”

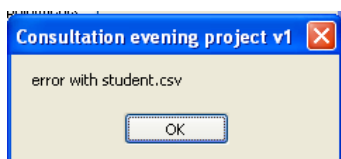
If there is no problems they will get a series of messages telling them that each of the 4 pieces has been imported :



If you forgot to put in the CSV's a message like this will appear reminding you to do so:



If on the other hand there is problems with the data in the CSV's then a message like this will appear:



## Setting day settings

Upon clicking the day settings button you will be met with

The screenshot shows a Windows-style window titled "frmDaySettings". Inside, there are several controls: a "No. of Days" label followed by a dropdown menu; a "Duration of appointments" label followed by two radio buttons labeled "5 mins" and "10 mins"; a "Day No." label followed by a dropdown menu; a "Start time" label followed by a dropdown menu; and a "Finnish time" label followed by a dropdown menu. A "Back" button is located at the bottom right of the form area.

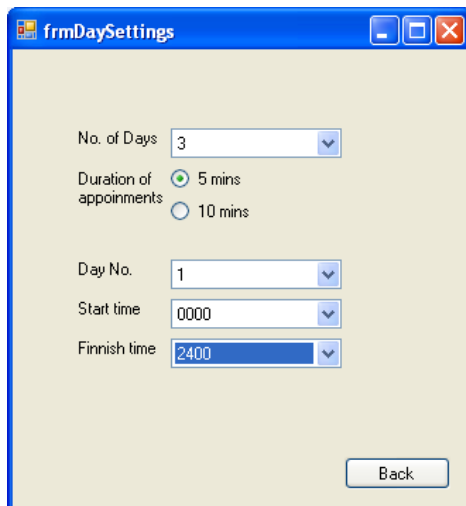
Appointment length is selected via clicking the radio buttons and the number of days is selected by clicking on the desired number in the combo box labelled no of days.

Once this is done the form will look like this

This screenshot shows the same "frmDaySettings" window after some interactions. The "No. of Days" dropdown now displays the number "3". The "5 mins" radio button is selected, indicated by a small dot inside the circle. The "Day No.", "Start time", and "Finnish time" dropdowns are still empty. The "Back" button remains at the bottom right.

To set the start and finish times for each day first select it on the combo box named day No.

Then pick the desired times from the start time and finish time combo boxes. The form of which will be in 24 hours form. As shown in example bellow



frmDaySettings

No. of Days: 3

Duration of appointments: ☒ 5 mins ☐ 10 mins

Day No.: 1

Start time: 0000

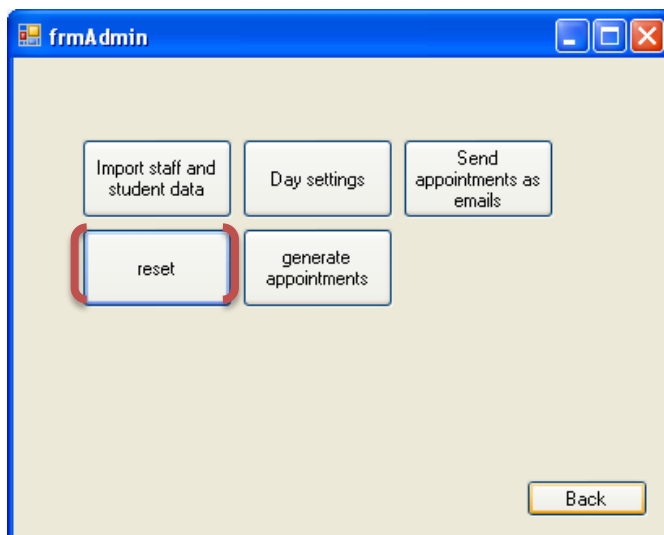
Finish time: 2400

Back

When finished the user should click back to take them back to the admin form

### Resetting DAT files.

Though the easiest way of doing this is probably just to delete them right out of the programs folder the user can also click on the reset button to overwrite all the data in the dat files.



frmAdmin

Import staff and student data

Day settings

Send appointments as emails

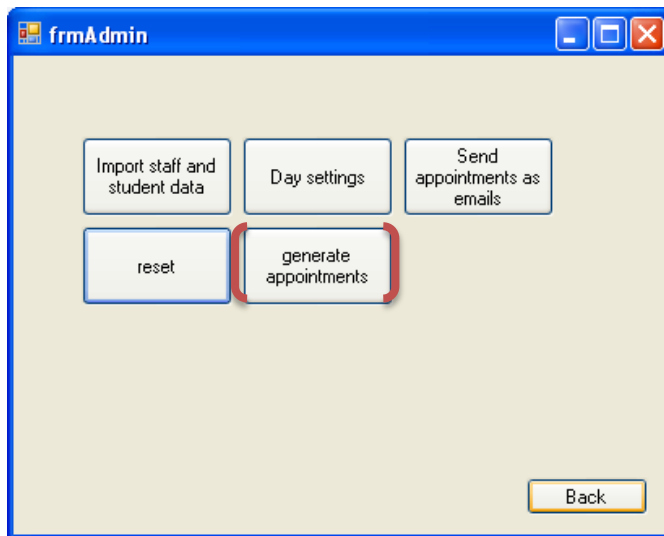
reset

generate appointments

Back

### Generating appointments

This is done simply by clicking generate appointments .



### **Sending everyone their appointments**

This is done by clicking send appointments as email.

