

[Link to user app](#)

[Link to admin app](#)

Deployment:

If the app is not used for some time, the application may go to 'sleep'. Please refer to the instructions on this [link](#) under the 'Deployment' section in 'README.md' to successfully redeploy the application.

FAQ:

What is a Schedule:

- A schedule is a defined set of interview time rules that cover a specific time period
 - For example, from 11/01/2021 to 11/10/2021 if we wanted to schedule interviews that last 30 minutes, with breaks every 3 interviews
- A schedule must be created in order for users to be able to schedule interviews. If a schedule is not created, users will not be able to schedule interviews.
- The following parameters are required to create a schedule:
 - **Schedule Name:** The name of the schedule
 - **Date Range:** The date range the schedule will apply to. Must be in format: YYYY-MM-DD:YYYY-MM-DD
 - **Time Range:** The time range the interviews will be set to every day. Ensure that there are spaces between the times and the dash (-). Must be in format XX:XXam - XX:XXpm
 - **Breaks:** Will create a break of interview length after a specified number of interviews
 - **Number of Rooms:** You can set the number of concurrent interview slots using rooms. For example, if you set 2 rooms then 2 interviewees can sign up for the same time slot

<https://zlp-interview-scheduler.herokuapp.com/>

Export Interviews To CSV:

You may want to export all interviews to csv format. To do so, simply type .csv after the url and click enter. A spreadsheet will be downloaded that contains all interviews in sorted format from the earliest to latest time.

<https://zlp-interview-scheduler.herokuapp.com/admins.csv>

Backup system:

Each scheduled interview will send an email to zlpinterview@gmail.com with all pertinent details for each interviewee. Please confer with seth.sullivan@tamu.edu for appropriate credentials to this email.

HOW TO START:

1. Once logged in, you will be met with an interface displaying successful signups (Interviews scheduled) and a list of schedules.

Interviews scheduled:

Name	Phone Number	Email	Interview Date	Interview Time
Delete All Users				

List of Schedules:

Schedule Name	Date Range	Time Range	Interview Length	Break after Interviews	Number of rooms
New Schedule					

2. To allow users to properly sign up for an interview, you must create a new schedule that provides a valid date and time range for interviews to occur. Press 'New Schedule'.

New Schedule

- a. Fill in the semester and year (i.e Fall 2021) under the 'Schedule Name' field.

- b. Fill in the date range that interviews will occur over under the 'Date Range' field.

- c. Fill in the time range that specifies when interviews occur each day under the 'Time Range' field.

- d. Fill in the interview length with respect to minutes under the 'Interview length' field.

- e. Fill in how often a break should occur after x meetings under the 'Break every _ interviews' field.

Break every _ interviews

- f. Fill in how many rooms are being used to conduct the interviews under the 'Number of Rooms' field.

Number of Rooms

3. Press 'Submit' to create the schedule.

Submit

Back

4. You will be redirected to a page confirming the schedule details. Press 'Back' to return to the admin home page.

Schedule Details:

Schedule Name: Fall 2021

Date Range: 2021-10-22:2021-10-25

Time Range: 9:00am - 5:00pm

Interview Length: 30

Number of Breaks: 3

Edit

Back

5. Users are now able to sign up based on the dates and times given. All successful signups will be displayed under the 'Interviews Scheduled' table.

Interviews scheduled:

Name	Phone Number	Email	Interview Date	Interview Time
Delete All Users				

6. Schedules and interviewee signups can be modified or deleted by pressing the 'Edit' and 'Delete' buttons associated with each entity. All of the registered interview time slots can

be deleted at once by pressing 'Delete All Users'. When deleting, a javascript pop-up will show up asking the admin to confirm the action.

Interview Date	Interview Time		
2021-10-22	9:00am	Edit	Delete
2021-10-22	9:00am	Edit	Delete
2021-10-22	9:30am	Edit	Delete
2021-10-22	9:30am	Edit	Delete

Break after __ interviews	Number of rooms			
3	2	Show	Edit	Delete

