User Manual

1. Installation Prerequisites
   1. MySQL database
   2. Web server capable of running PHP7
   3. Any editor capable of editing PHP files
   4. Course catalog(s) to upload in CSV format (to convert from a Microsoft Excel Spreadsheet catalog, go to *File* -> *Save As* and select *CSV UTF-8 (Comma delimited) (\*.csv)* as the file extension)
2. How to Install
   1. Go to [https://github.com/FlexScheduler/FlexScheduler download the](https://github.com/FlexScheduler/FlexScheduler%20and%20download%20the%20.zip) ZIP folder (the default name will be *FlexScheduler-master.zip*)
   2. Unzip the folder (right click the ZIP folder and select the “Extract All” option)
   3. Move the unzipped folder file to the document root of your main domain name of your web server
   4. Open the file *index.php* in any editor (if you don’t have an editor, Atom can be downloaded at <https://atom.io/> for free)
   5. Change lines 8 through 11 to match your MySQL database connection
   6. Next open *create\_schedules.php* from the *includes* folder of the application in any editor
   7. Change lines 7 through 10 to match your MySQL database connection
   8. Go to your web server’s document root of your main domain name in any web browser
   9. Go to the file *admin.php* of the application (type “/admin.php” to the end of what’s already in your browser bar)
   10. Fill out the form on screen to upload your course catalog to your selected MySQL database
   11. If you receive an error message at the top of the screen, try again following the prompt of the error message
3. How to Run
   1. Simply access the file *index.php* from the root folder of the application (go to your web server’s document root of your main domain name in any web browser and type “/index.php” to the end of what’s already in your browser bar)
4. Uploading new Catalogs
   1. See “How to Install” sections (h) through (k)
5. Changing Database Connection
   1. See “How to Install” sections (d) through (g)