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BookIT User Guide

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About -

This guide will provide new users everything they need to know on using the BookIT app.

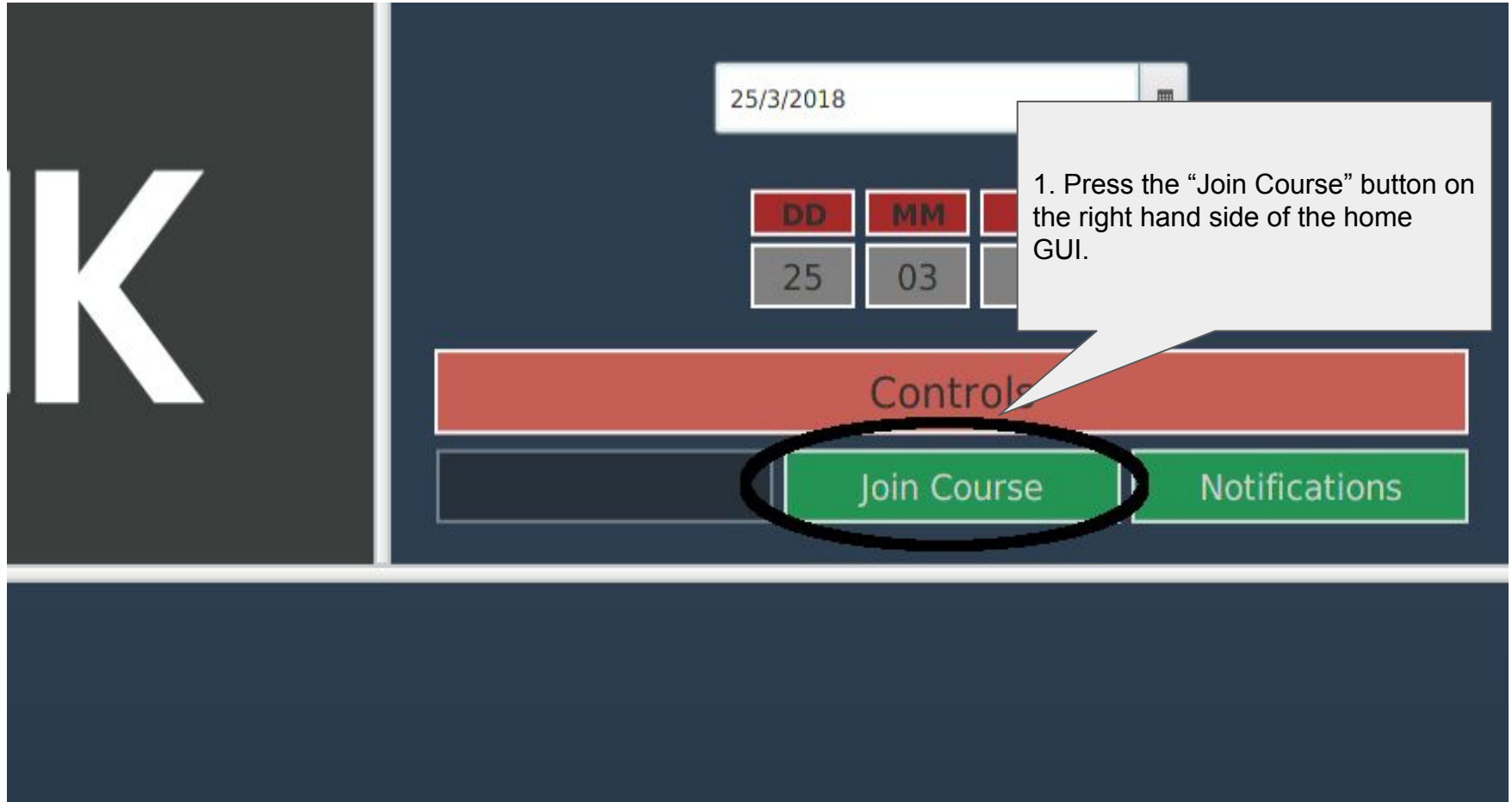
This guide is meant for Faculty Members in IIIT Delhi.

Content -

1. Faculty -

- a. Join a course
- b. Leave a course
- c. Book a room
- d. View Notifications/Cancel a booking
- e. Cancel a slot

1(a). Join a course | Step 1



1(a). Join a course | Step 2

The screenshot shows a web interface for selecting courses. On the left, a list of courses is displayed in green rows, each with a checkbox on the left. The first three checkboxes are checked and circled in black. The courses listed are: Abstract Algebra-I, Advance Topics in Mobile Computing, Advanced Embedded Logic Design, Advanced Internet of Things, Advanced Operating Systems, and Algorithm Design & Analysis. Below the list are two buttons: 'Back' and 'Add Courses', with the 'Add Courses' button circled in black. On the right, a dark blue sidebar contains a 'Join Course' button. A white callout box points to the 'Add Courses' button with the text: '2. Click Add Courses and the list of selected courses will be added to "My Courses" list on top left corner'. Another white callout box points to the first three checked checkboxes with the text: '1. Check all the courses you are teaching in the current semester.'.

1. Check all the courses you are teaching in the current semester.

2. Click Add Courses and the list of selected courses will be added to "My Courses" list on top left corner

Abstract Algebra-I

Advance Topics in Mobile Computing

Advanced Embedded Logic Design

Advanced Internet of Things

Advanced Operating Systems

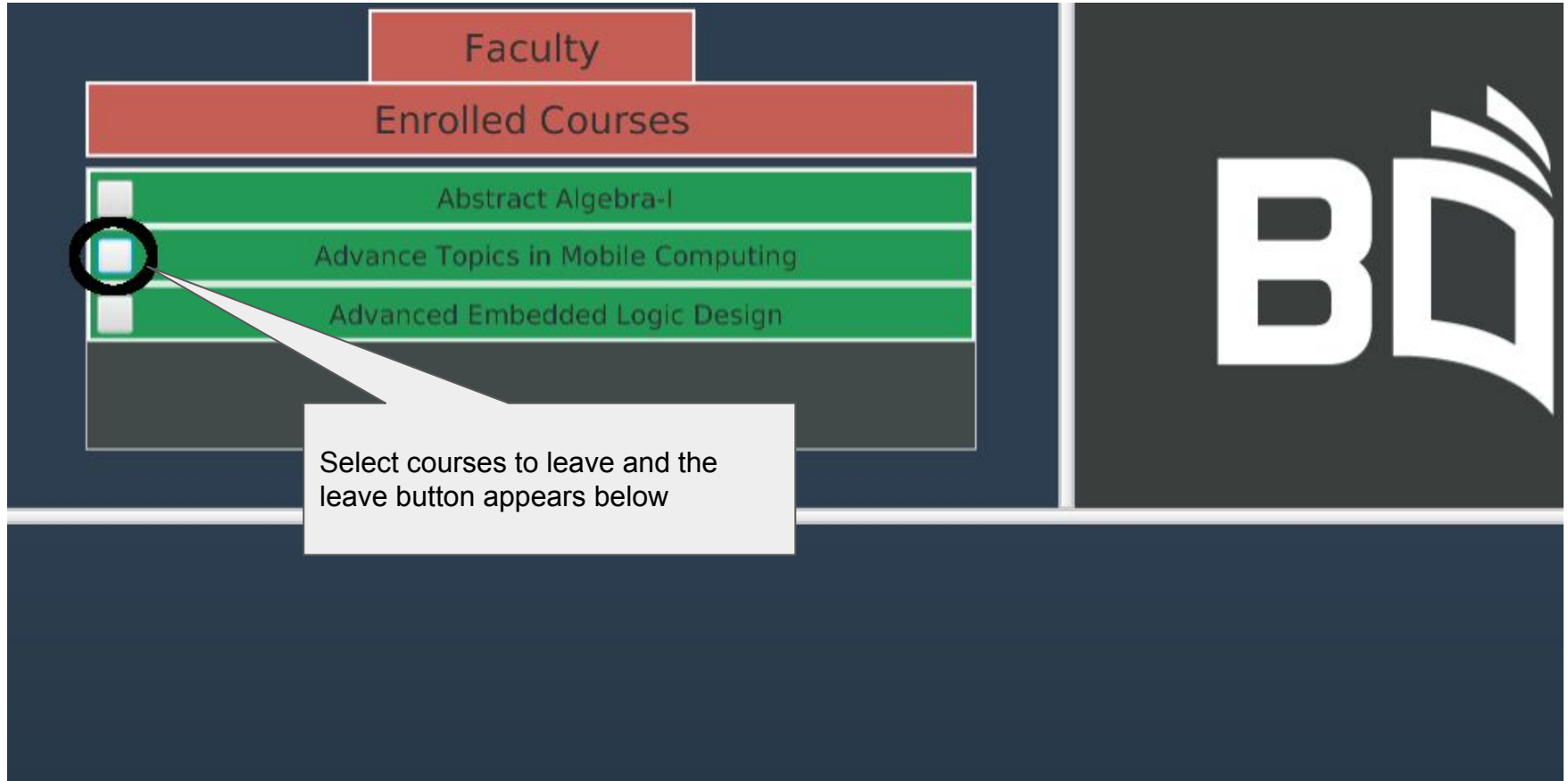
Algorithm Design & Analysis

Back

Add Courses

Join Course

1(b). Leave a course | Step 1



Faculty

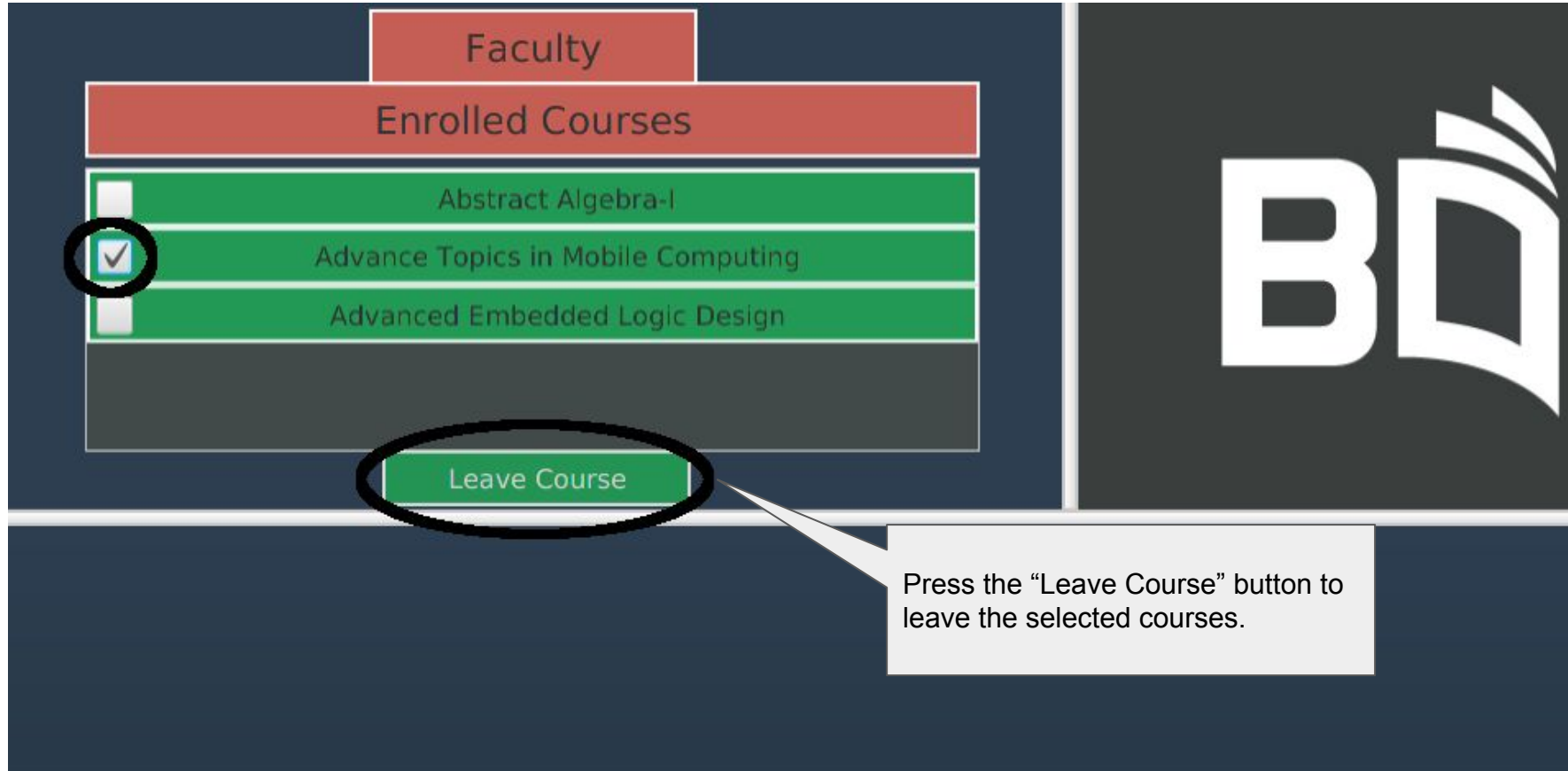
Enrolled Courses

- Abstract Algebra-I
- Advance Topics in Mobile Computing
- Advanced Embedded Logic Design

Select courses to leave and the leave button appears below

BD

1(b). Leave a course | Step 2



The screenshot displays a web interface for managing enrolled courses. At the top, there is a red header bar with the text "Enrolled Courses". Above this, a smaller red box contains the word "Faculty". Below the header, a list of courses is shown in green boxes. The first three courses are "Abstract Algebra-I", "Advance Topics in Mobile Computing", and "Advanced Embedded Logic Design". The second course, "Advance Topics in Mobile Computing", has a blue checkmark in a small box to its left, which is circled in black. Below the list of courses is a dark grey bar. At the bottom of this bar is a green button labeled "Leave Course", which is also circled in black. A white callout box with a black border points to the "Leave Course" button, containing the text: "Press the 'Leave Course' button to leave the selected courses." On the right side of the interface, there is a large white logo on a dark grey background, consisting of the letters "BD" and a stylized graphic element.

Faculty

Enrolled Courses

Abstract Algebra-I

☒ Advance Topics in Mobile Computing

Advanced Embedded Logic Design

Leave Course

Press the "Leave Course" button to leave the selected courses.

BD

1(c). Book a room | Step 1

The screenshot shows a dark blue interface. On the left, a large white letter 'K' is partially visible. In the upper right, a date input field contains '25/3/2018' and is circled in black. Below it is a date picker with three columns: 'DD' (25), 'MM' (03), and 'YYYY' (2018). A white callout box with a pointer to the date field contains the text: 'Select the date on which the booking is to be made'. Below the date picker is a red bar labeled 'Controls'. At the bottom are two green buttons: 'Join Course' and 'Notifications'.

25/3/2018

DD MM YYYY

25 03 2018

Select the date on which the booking is to be made

Controls

Join Course Notifications

1(c). Book a room | Step 2

Faculty


Enrolled Courses

☐

Abstract Algebra-I

☐

Advanced Embedded Logic Design



25/3/2018

DD

MM

YYYY

25

03

2018

Controls

Join Course

Notifications

C01

C12

C23

LR3

A007

C02

C08

C24

S01

A106

C03

C21

B105

C11

C22

LR2

A006

Select a room to book

Select the free slots you want to make the booking on by clicking on the “Free” sections of the slots.

Proceed to the next step by clicking on “Book” button.

0800AM - 0830AM	0830AM - 0900AM	0900AM - 0930AM	0930AM - 1000AM	1000AM - 1030AM	1030AM - 1100AM	1100AM - 1130AM
Booked	Booked	Booked	Booked	Free	Free	Free
1130AM - 1200PM	1200PM - 1230PM	1230PM - 0100PM	0100PM - 0130PM	0130PM - 0200PM	0200PM - 0230PM	0230PM - 0300PM
Booked	Booked	Booked	Free	Free	Free	Free
0300PM - 0330PM	0330PM - 0400PM	0400PM - 0430PM	0430PM - 0500PM	0500PM - 0530PM	0530PM - 0600PM	0600PM - 0630PM
Free	Free	Booked	Booked	Booked	Free	Free
0630PM - 0700PM	0700PM - 0730PM	0730PM - 0800PM	0800PM - 0830PM	0830PM - 0900PM	0900PM - 0930PM	0930PM - 1000PM
Free	Free	Free	Free	Free	Free	Free

< Back

C01

Book

Proceed to the next step by clicking on “Book” button.

Select the free slots you want to make the booking on by clicking on the “Free” sections of the slots.

< Back

C01

Book

0800AM - 0830AM	0830AM - 0900AM	0900AM - 0930AM	0930AM - 1000AM	1000AM - 1030AM	1030AM - 1100AM	1100AM - 1130AM
Booked	Booked	Booked	Booked	Free	Free	Free
1130AM - 1200PM	1200PM - 1230PM	1230PM - 0100PM	0100PM - 0130PM	0130PM - 0200PM	0200PM - 0230PM	0230PM - 0300PM
Booked	Booked	Booked	Free	Free	Free	Free
0300PM - 0330PM	0330PM - 0400PM	0400PM - 0430PM	0430PM - 0500PM	0500PM - 0530PM	0530PM - 0600PM	0600PM - 0630PM
Free	Free	Booked	Booked	Booked	Free	Free
0630PM - 0700PM	0700PM - 0730PM	0730PM - 0800PM	0800PM - 0830PM	0830PM - 0900PM	0900PM - 0930PM	0930PM - 1000PM
Free	Free	Free	Free	Free	Free	Free

1(c). Book a room | Step 4

The screenshot shows a room booking interface. At the top, there's a header bar with a dark blue background. On the left, there's a dark blue box. In the center, a red bar displays "Free Slots" and the number "18". On the right, a red bar labeled "Controls" contains two buttons: "Join Course" and "Notifications".

The main area is a light red background. In the center, a dark gray modal window is open. The modal has a "Close" button at the top right. It is titled "Selected Slots" and contains a list of three time slots: "0100PM - 0130PM", "0130PM - 0200PM", and "0200PM - 0230PM". To the right of the slots, there are fields for "Purpose" (a dropdown menu), "Start Date" (a date picker showing "26/3/2018"), and "End Date" (a date picker showing "19/4/2018"). Below these fields, there are checkboxes for the days of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The "Tue" checkbox is checked. At the bottom right of the modal, there is a "Proceed" button, which is circled in red.

To book for just one day, go with the default options and click proceed. To book on a range of days, set the start date and end date and choose the days on which the booking is to be made. All the days in the selected date range including the start and the end date will be booked.

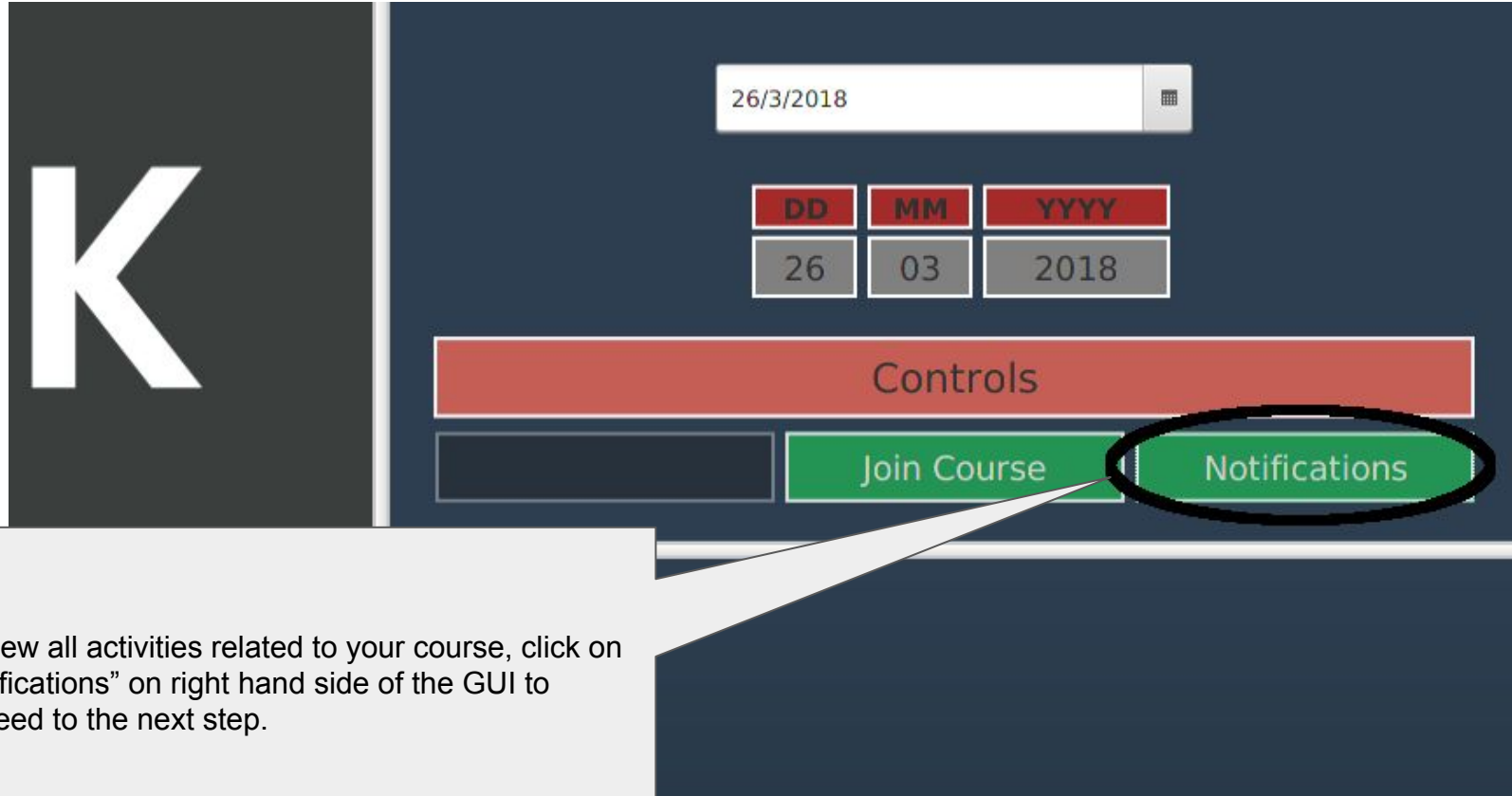
1(c). Book a room | Step 5

The interface shows a booking modal with the following sections:

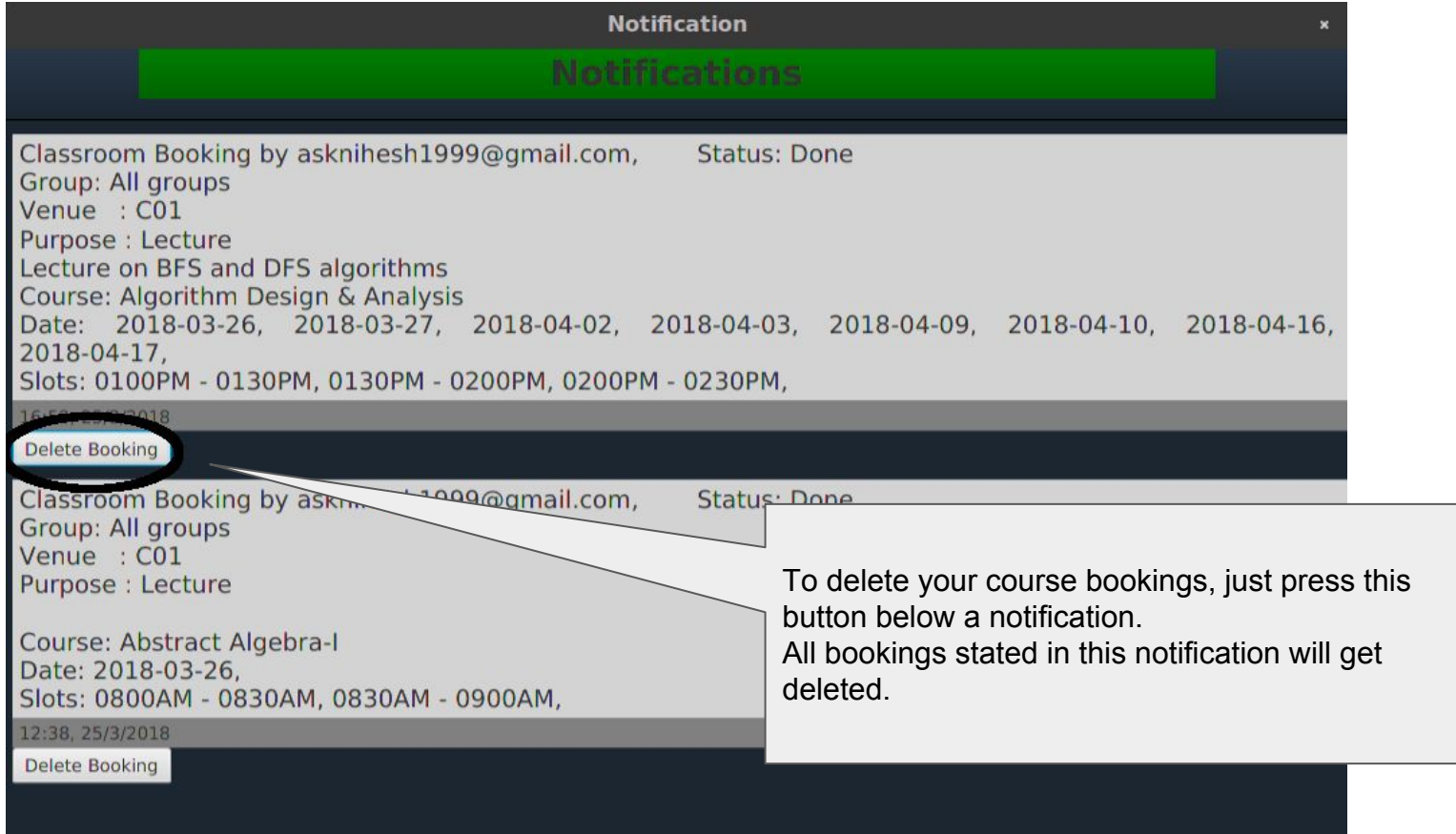
- Free Slots**: 18
- Controls**: Buttons for "Join Course" and "Notifications".
- Selected Slots**: A list of available time slots:
 - 0100PM - 0130PM
 - 0130PM - 0200PM
 - 0200PM - 0230PM
- Course (*)**: A dropdown menu with "Algorithm Design & Analysis" selected.
- Group**: A dropdown menu with "Choose Group (Optional)" selected.
- Purpose (*)**: A dropdown menu with "Lecture" selected.
- Message**: A text input field containing "Lecture on BFS and DFS algorithms".
- Confirm Booking**: A button highlighted with a red circle.

A callout box provides instructions: "Choose course, the student group (optional) and the purpose of the booking. Further information on the slot can be also given in 'Message section'. Click on the 'Confirm Booking' button."

1(d). Cancel a booking | Step 1



1(d). Cancel a booking | Step 2



The screenshot shows a 'Notification' window with a green header bar labeled 'Notifications'. It displays two notifications for classroom bookings. The first notification is for a lecture on BFS and DFS algorithms, and the second is for an abstract algebra lecture. In the first notification, the 'Delete Booking' button is circled in red. A callout box points to this button with the following text:

To delete your course bookings, just press this button below a notification.
All bookings stated in this notification will get deleted.

Notification

Notifications

Classroom Booking by asknihesh1999@gmail.com, Status: Done
Group: All groups
Venue : C01
Purpose : Lecture
Lecture on BFS and DFS algorithms
Course: Algorithm Design & Analysis
Date: 2018-03-26, 2018-03-27, 2018-04-02, 2018-04-03, 2018-04-09, 2018-04-10, 2018-04-16, 2018-04-17,
Slots: 0100PM - 0130PM, 0130PM - 0200PM, 0200PM - 0230PM,
16/03/2018
Delete Booking

Classroom Booking by asknihesh1999@gmail.com, Status: Done
Group: All groups
Venue : C01
Purpose : Lecture
Course: Abstract Algebra-I
Date: 2018-03-26,
Slots: 0800AM - 0830AM, 0830AM - 0900AM,
12:38, 25/3/2018
Delete Booking

1(e). Cancel a slot | Step 1


The interface displays a course management system. On the left, a sidebar shows the user's role as 'Faculty' and a list of enrolled courses: 'Abstract Algebra-I' and 'Advanced Embedded Logic Design'. The main area shows details for course 'C01', including a capacity of 200 and 15 free slots. A date selector shows '26/03/2018'. Below this is a 'Controls' section with a 'Join Course' button. The bottom part of the screen features a grid of time slots for the course. A callout box points to the '0130PM - 0200PM' slot, which is currently 'Free'.

To delete a slot (making it Free from Booked, can only be done if the course belongs to you), click on just the time section of the slot (0130PM - 0200PM).

C01	
Capacity	200
Free Slots	15
DD MM YYYY 26 03 2018	
Controls Join Course	

C01						
0130AM - 0200AM	0200AM - 0300AM	0300AM - 0400AM	0400AM - 0500AM	0500AM - 0600AM	0600AM - 0700AM	0700AM - 0800AM
Booked	Booked	Booked	Booked	Free	Free	Free
1130AM - 1200PM	1200PM - 1230PM	1230PM - 0100PM	0100PM - 0130PM	0130PM - 0200PM	0200PM - 0230PM	0230PM - 0300PM
Booked	Booked	Booked	Booked	Booked	Booked	Free
0300PM - 0330PM	0330PM - 0400PM	0400PM - 0430PM	0430PM - 0500PM	0500PM - 0530PM	0530PM - 0600PM	0600PM - 0630PM
Free	Free	Booked	Booked	Booked	Free	Free

1(e). Cancel a slot | Step 2

0130PM - 0200PM 

Course	Algorithm Design & Analysis
Faculty	~~~~
Reserved by	~~~~~@~~~~.com

Algorithm Design & Analysis
Group: All groups
Venue : C01
Purpose : Lecture
Lecture on DFS and BFS algorithms

DD MM YYYY
26 03 2018

C01

All the information of the clicked slot will be presented here. Just click the "X" button. Done!

0830AM - 0900AM	0900AM - 0930AM	0930AM - 1000AM	1000AM - 1030AM	1030AM - 1100AM	1100AM - 1130AM
Booked	Booked	Booked	Free	Free	Free
1200PM - 1230PM	1230PM - 0100PM	0100PM - 0130PM	0130PM - 0200PM	0200PM - 0230PM	0230PM - 0300PM
Booked	Booked	Booked	Booked	Booked	Free