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University
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Activity Scheduler

User's Manual

Section	G01
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Registering for, Logging into, Logging out of, and Editing an Account

Accounts contain all information, sessions, activities and schedules associated with a user.

Registering

The user must register for an account on the Activity Scheduler before using the application.

1. Click the **Register** link

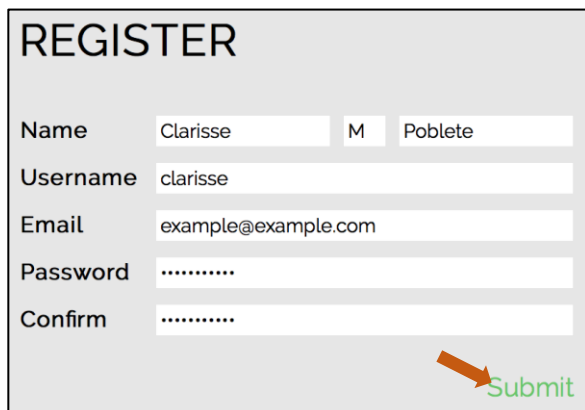


Activity Scheduler

Username Password Login **Register**

An orange arrow points to the 'Register' link.

2. Fill out the necessary information
3. Click the **Submit** button



REGISTER

Name Clarisse M Poblete

Username clarisse

Email example@example.com

Password

Confirm

Submit

An orange arrow points to the 'Submit' button.

Logging In

The user must be logged in to use the Activity Scheduler.

1. Fill out username and password
2. Click the **Login** button



clarisse

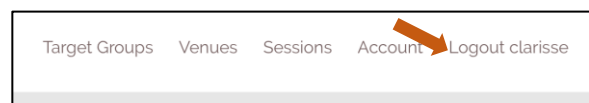
Login Register

An orange arrow points to the 'Login' button.

Logging Out

The user must log out of his/her account in order to prevent others from using his/her account.

1. Click the **Logout** button



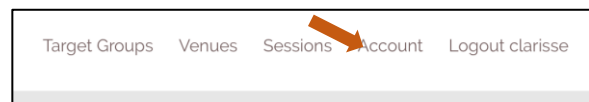
Target Groups Venues Sessions Account **Logout clarisse**

An orange arrow points to the 'Logout clarisse' button.

Editing

The user may edit his/her account information

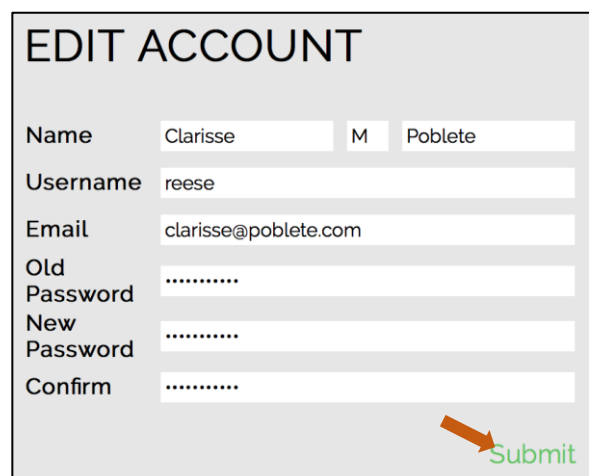
1. While logged in, click the **Account** link



Target Groups Venues Sessions **Account** Logout clarisse

An orange arrow points to the 'Account' link.

2. Fill out new account information
3. Click the **Submit** button to save changes



EDIT ACCOUNT

Name Clarisse M Poblete

Username reese

Email clarisse@poblete.com

Old Password

New Password

Confirm

Submit

An orange arrow points to the 'Submit' button.

Adding, Editing, and Deleting Target Groups

Target groups represent the groups of people each activity is intended for. Activities may cater to similar or different or similar target groups, and may also cater to more than one target group.

Adding

The user must add target groups to his/her account before adding them to activities.

1. Click the **Target Groups** link



2. Click the **Add Target Group** button



3. Fill out target group name
4. Click the **Confirm** button to add the target group



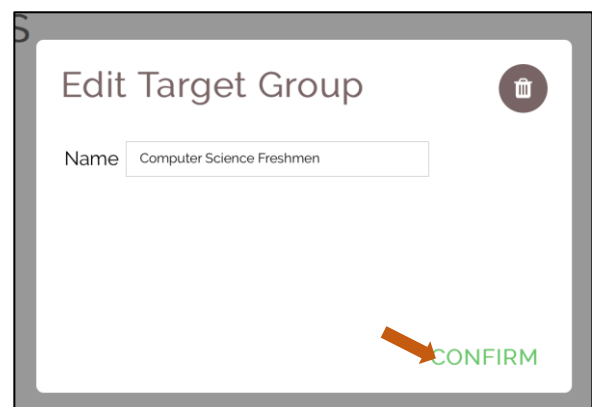
Editing

The user may edit a target group's name.

1. Go to the list of target groups
2. Click the edit icon beside the name of the target group to be edited



3. Fill out the new name for the selected target group
4. Click the **Confirm** button to save changes made to the target group

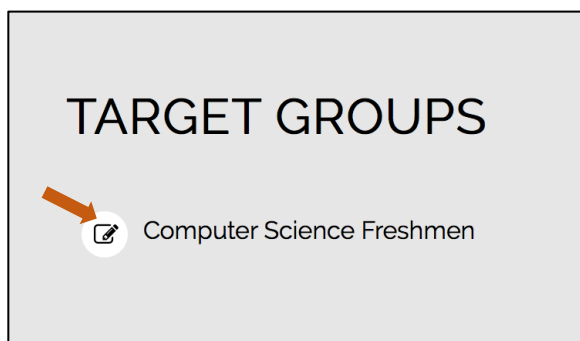


Adding, Editing, and Deleting Target Groups

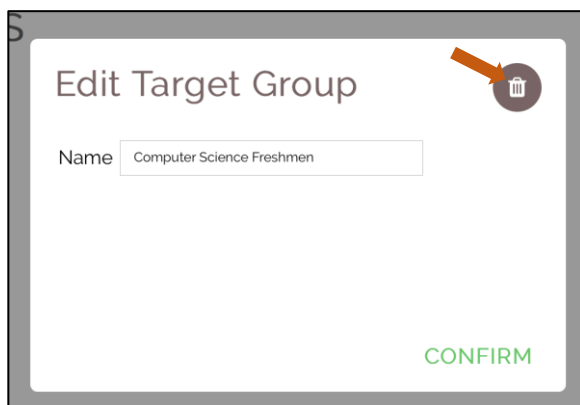
Deleting

The user may delete a target group.

1. Go to the list of target groups
2. Click the edit icon beside the name of the target group to be deleted



3. Click the trash icon on the corner of the edit dialog to delete the target group



Adding, Editing, and Deleting Venues

Venues represent the locations where activities are held.

Adding

The user must add venues to his/her account before adding them to activities.

1. Click the **Venues** link



2. Click the **Add Venue** button



3. Fill out venue name
4. Click the **Confirm** button to finish adding the venue



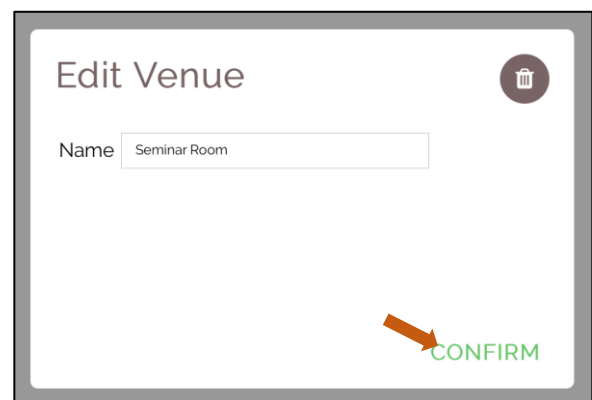
Editing

The user may edit a venue's name.

1. Go to the list of venues
2. Click the edit icon beside the name of the venue to be edited.



3. Fill out the new name for the selected venue
4. Click the **Confirm** button to save changes made to the venue

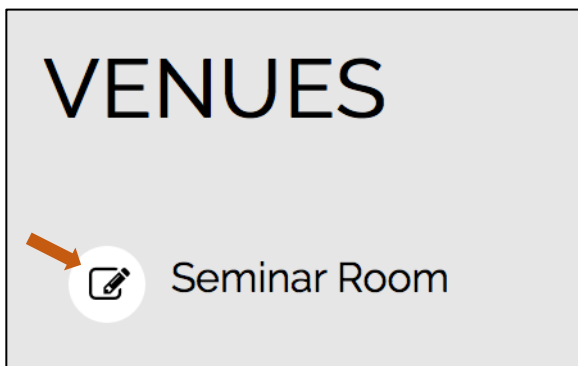


Adding, Editing, and Deleting Venues

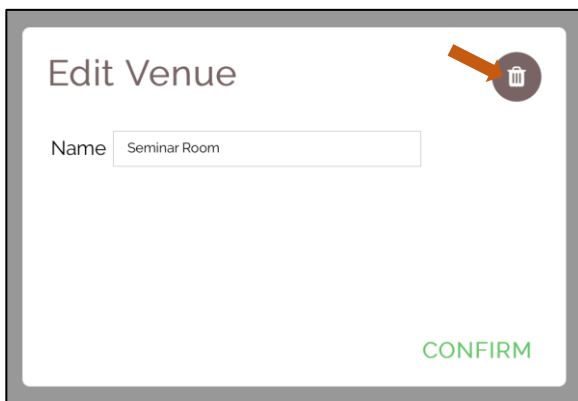
Deleting

The user may delete a venue.

1. Go to the list of venues
2. Click the edit icon beside the name of the venue to be deleted



4. Click the trash icon on the corner of the edit dialog to delete the venue



Creating, Editing, and Deleting a Session

A sessions represent all the details of a schedule. These details include:

- Name of the session
- Start and end date that bounds the limits of the schedule
- Restricted activity dates and times wherein no activities can be scheduled
- List of activities to be scheduled

Adding

The user must create a session in order to add activities and generate schedules.

1. Click the **Sessions** link



2. Click the **Add Session** button



3. Fill out necessary information

Take note:

- The plus button for the specific date must be clicked to add that to the list of restricted dates
- The plus button for the specific time must be clicked to add that time range to the list of restricted times
- Times must be indicated in 24-hour format
 - E.g. 1300 for 1PM

4. Click the **Submit** button to add the session

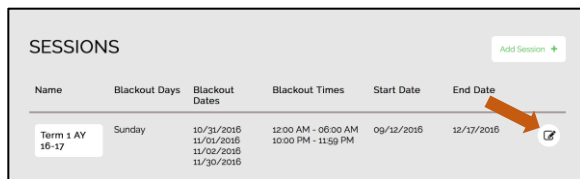
A form titled 'ADD SESSION' in bold. It contains several sections: 'Name' with a text input field showing 'Term 1 AY 16-17'; 'Start and End Date' with two date input fields showing '09/12/2016' and '12/17/2016'; 'Restricted Activity Days' with a list of days from Sunday to Saturday, each with a checkbox (Sunday is checked); 'Specific Dates:' with a list of dates (10/31/2016, 11/01/2016, 11/02/2016, 11/30/2016) each with a trash icon; a plus button; 'Specific Times (In 24-hour format HHMM):' with a list of time ranges (0000-0600, 2200-2359) each with a trash icon; another plus button; and a 'Submit' button in green at the bottom right. An orange arrow points to the 'Submit' button.

Creating, Editing, and Deleting a Session

Editing

The user may edit a session's details after adding it.

1. Go to the list of sessions
2. Click the edit icon on the row of the session to be edited



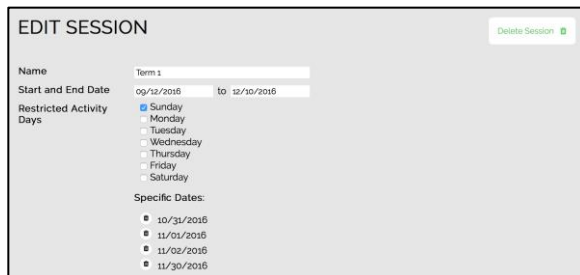
SESSIONS

Add Session +

Name	Blackout Days	Blackout Dates	Blackout Times	Start Date	End Date
Term 1 AY 16-17	Sunday	10/31/2016 11/01/2016 11/02/2016 11/30/2016	12:00 AM - 06:00 AM 10:00 PM - 11:59 PM	09/12/2016	12/17/2016

An orange arrow points to the edit icon (a square with a pencil) in the End Date column of the first row.

3. Fill out the new session details
4. Click the **Submit** button to save changes



EDIT SESSION

Delete Session +

Name: Term 1

Start and End Date: 09/12/2016 to 12/10/2016

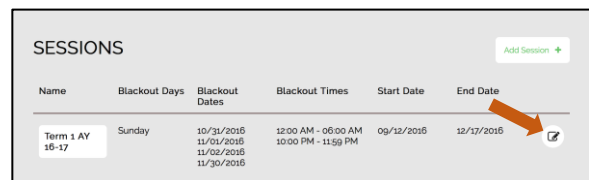
Restricted Activity Days: ☒ Sunday, ☐ Monday, ☐ Tuesday, ☐ Wednesday, ☐ Thursday, ☐ Friday, ☐ Saturday

Specific Dates: ☐ 10/31/2016, ☐ 11/01/2016, ☐ 11/02/2016, ☐ 11/30/2016

Deleting

The user may delete a session.

1. Go to the list of sessions
2. Click the edit icon on the row of the session to be deleted



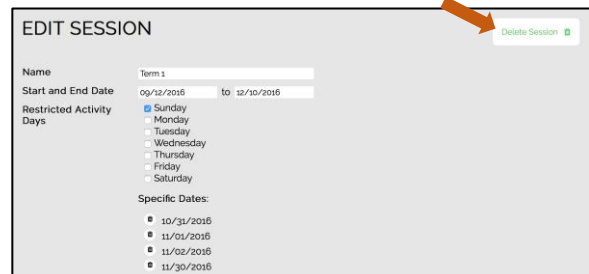
SESSIONS

Add Session +

Name	Blackout Days	Blackout Dates	Blackout Times	Start Date	End Date
Term 1 AY 16-17	Sunday	10/31/2016 11/01/2016 11/02/2016 11/30/2016	12:00 AM - 06:00 AM 10:00 PM - 11:59 PM	09/12/2016	12/17/2016

An orange arrow points to the delete icon (a square with an X) in the End Date column of the first row.

3. Click the **Delete Session** button to delete the session



EDIT SESSION

Delete Session +

Name: Term 1

Start and End Date: 09/12/2016 to 12/10/2016

Restricted Activity Days: ☒ Sunday, ☐ Monday, ☐ Tuesday, ☐ Wednesday, ☐ Thursday, ☐ Friday, ☐ Saturday

Specific Dates: ☐ 10/31/2016, ☐ 11/01/2016, ☐ 11/02/2016, ☐ 11/30/2016

An orange arrow points to the "Delete Session" button in the top right corner.

Adding, Editing, and Deleting Activities

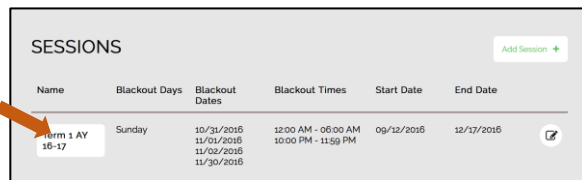
Activities are the main component of a session and of the schedule to be generated. Activities are represented by several details. These details include:

- Name of the activity
- Venue of the activity
- Length of the activity in minutes
- Possible days the activity can be scheduled
- Groups of people the activity targets as participants
- Possible times the activity can be scheduled

Adding

The user must add activities and their details in order to generate a schedule.

1. Go to the session the activity will be added to
2. Click the name of the schedule to add activities to



Name	Blackout Days	Blackout Dates	Blackout Times	Start Date	End Date
Term 1 AY 16-17	Sunday	10/31/2016 11/01/2016 11/02/2016 11/30/2016	12:00 AM - 06:00 AM 10:00 PM - 11:59 PM	09/12/2016	12/17/2016

3. Click the **Add Activity** button



TERM 1 AY 15-16

No activities to display

[Add Activity](#) [Generate Schedule](#)

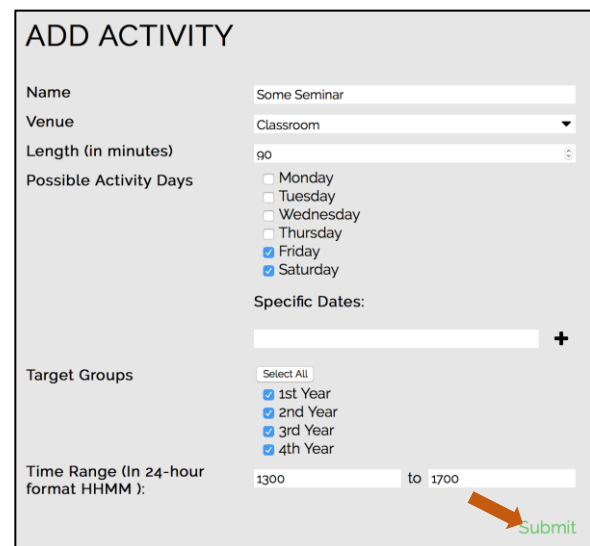
4. Fill out the necessary details

Take note:

- A venue must be added to the account before adding the venue to an activity
- A target group must be added to the account before adding the target group to an activity

- The plus button for the specific date must be clicked to add that to the list of restricted dates
- The **Select All** button may be clicked to select all target groups
- Times must be indicated in 24-hour format
 - E.g. 1300 for 1PM

5. Click the **Submit** button to add the activity



ADD ACTIVITY

Name:

Venue:

Length (in minutes):

Possible Activity Days:

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☒ Friday
- ☒ Saturday

Specific Dates: [+](#)

Target Groups:

[Select All](#)

- ☒ 1st Year
- ☒ 2nd Year
- ☒ 3rd Year
- ☒ 4th Year

Time Range (In 24-hour format HHMM): to

[Submit](#)

Adding, Editing, and Deleting Activities

Editing

The user may edit an activity's details after adding it.

1. Go to the session containing the activity to be edited
2. Click the edit icon on the row of the activity to be edited

TERM 1 AY 15-16							
Name	Venue	Length	Target Groups	Days	Other Dates	Time Range	Assigned Time
Some Seminar	Classroom	90 mins	1st Year 2nd Year 3rd Year 4th Year	Friday Saturday	N/A	01:00 PM - 05:00 PM	N/A

3. Fill out the new activity details
4. Click the **Submit** button to save changes

EDIT ACTIVITY

Name

Whatever Workshop

Venue

Classroom

Length (in minutes)

120

Possible Activity Days

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☒ Friday

☒ Saturday

Specific Dates:

+

Target Groups

Select All

☒ 1st Year

☒ 2nd Year

☐ 3rd Year

☐ 4th Year

Time Range (In 24-hour format HHMM):

1300 to 1700

Submit

Deleting

The user may delete an activity

1. Go to the session containing the activity to be deleted
2. Click the edit icon on the row of the activity to be deleted

TERM 1 AY 15-16							
Name	Venue	Length	Target Groups	Days	Other Dates	Time Range	Assigned Time
Whatever Workshop	Classroom	120 mins	1st Year 2nd Year	Friday Saturday	N/A	01:00 PM - 05:00 PM	N/A

3. Click the **Delete Activity** button to delete the activity

EDIT ACTIVITY

Delete Activity

Name

Whatever Workshop

Venue

Classroom

Length (in minutes)

120

Possible Activity Days


☐ Monday

☐ Tuesday

Generating a Schedule

Schedules can be generated based on a session's information and activities. Generated schedules aim to have minimal conflicts among a session's activities.


1. Go to the session that the schedule will be generated for
2. Click the **Generate Schedule** button



TERM 1 AY 15-16							
Name	Venue	Length	Target Groups	Days	Other Dates	Time Range	Assigned Time
Some Seminar	Classroom	120 mins	1st Year 2nd Year	Friday Saturday	N/A	01:00 PM - 05:00 PM	N/A
Whatever Computer Workshop	Computer Laboratory	180 mins	2nd Year 3rd Year	Friday	N/A	09:00 AM - 03:00 PM	N/A
Career Talk	Auditorium	240 mins	1st Year 2nd Year 3rd Year 4th Year	Saturday	N/A	01:00 PM - 05:00 PM	N/A
Tutorial	Classroom	120 mins	1st Year 2nd Year	Friday	N/A	01:00 PM - 04:00 PM	N/A

Take note:

- Generated activity times will appear in the **Assigned Time** column of the session
- Refreshing the page arranges the activities by their assigned times



TERM 1 AY 15-16							
Name	Venue	Length	Target Groups	Days	Other Dates	Time Range	Assigned Time
Tutorial	Classroom	120 mins	1st Year 2nd Year	Friday	N/A	01:00 PM - 04:00 PM	Friday, September 16, 2016 01:00 PM - 03:00 PM
Career Talk	Auditorium	240 mins	1st Year 2nd Year 3rd Year 4th Year	Saturday	N/A	01:00 PM - 05:00 PM	Saturday, September 17, 2016 01:00 PM - 05:00 PM
Whatever Computer Workshop	Computer Laboratory	180 mins	2nd Year	Friday	N/A	09:00 AM - 03:00 PM	Friday, September 16, 2016 09:00 AM - 03:00 PM