

ADMINISTRATOR

Sign out



PROFILE

STAFF ID: 12345678910

USERNAME: #####

NAME: Daniel Alencar Da Costa

EMAIL: danielcalencar@otago.ac.nz

[EDIT PROFILE](#)

Pending Approvals

*Opens table next page

Create Staff Account

Manage Staff Accounts

Manage Calendars

Book a Seminar

Reviewing booking requests is directly linked to the database that would display all details of the submitted entry.

Booking Requests			
No.	Seminar Details	APPROVAL	
1	Booked by ... Details	✗	✓
2	Booked by ... Details	✗	✓
3	Booked by ... Details	✗	✓
4	Booked by ... Details	✗	✓
5			
6			
7			
8			
9			
10			



Details are added to the staff who requested the booking on their calendar on the home page; notified via email registered with that their seminar has been approved. Admin also reviews the target audience and for the emails to be sent out those groups prior to approval



Sends a notification to the user who requested for a booking with reasoning as to why their seminar has not been approved.



Create Account

STAFF ID:

FIRSTNAME:

SURNAME:

USERNAME:

PASSWORD:

AUTOGENERATED

BIO:

EMAIL:

CANCEL

SUBMIT

*Password is autogenerated where the Staff member is asked to change to their preferred password upon logging in for the first time.

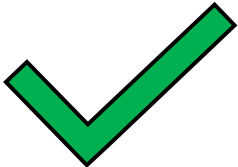
 Back

Staff Accounts

No.	Name
1	#####
2	#####
3	#####
4	#####

*Names are linked to the individuals account details for viewing and editing.

Confirmation Account has been created and 'Manage Calendar' for editing.



Staff Account Created

An email has been sent to
email provided by staff member
of their account details.

Return Home

← Back

CALENDAR

← Previous

Next →

Friday	1 ST May	8 th May	15 th May
1 pm	*Booking Details*	*Booking Details*	*Booking Details*