Tetra Writing Center Scheduler User Manual

April 2022
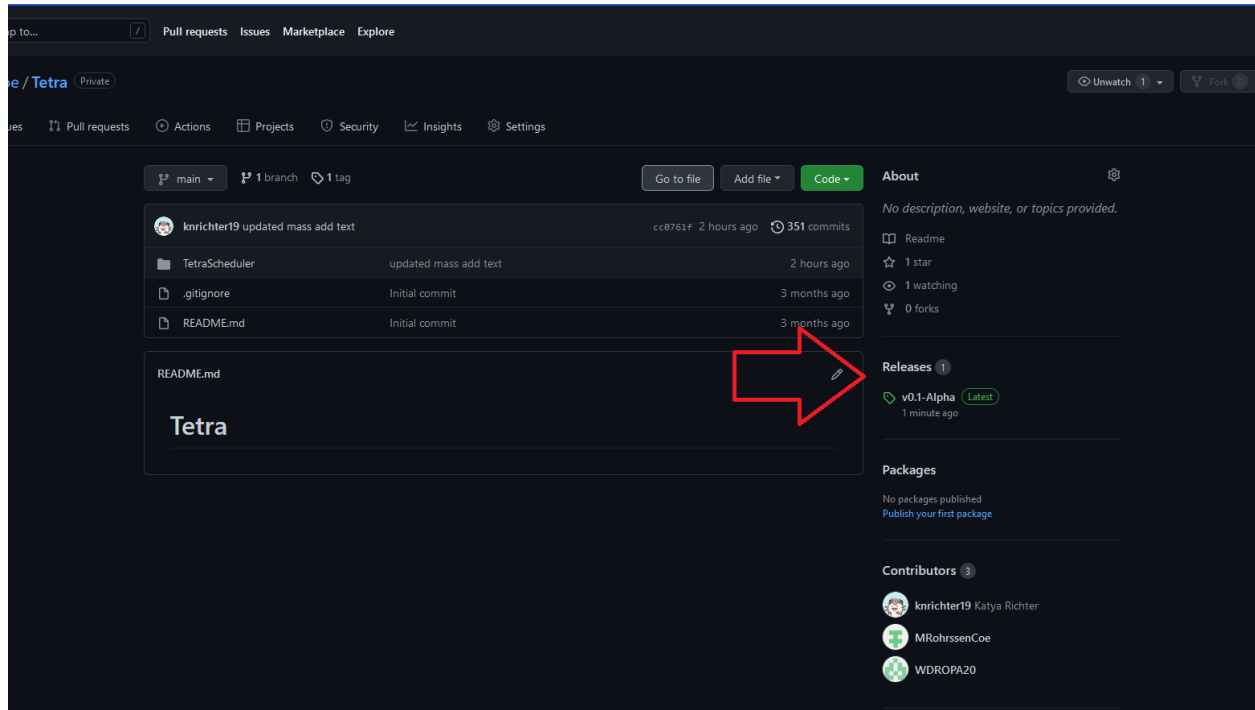
Katya Richter, Michael Rohrsson, Will Ropa, Ashley Cruz

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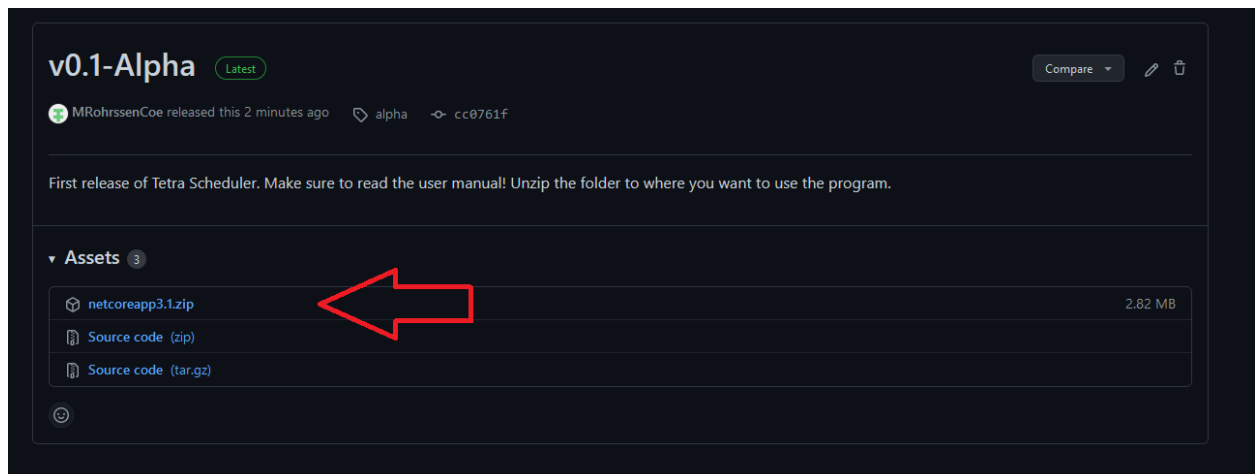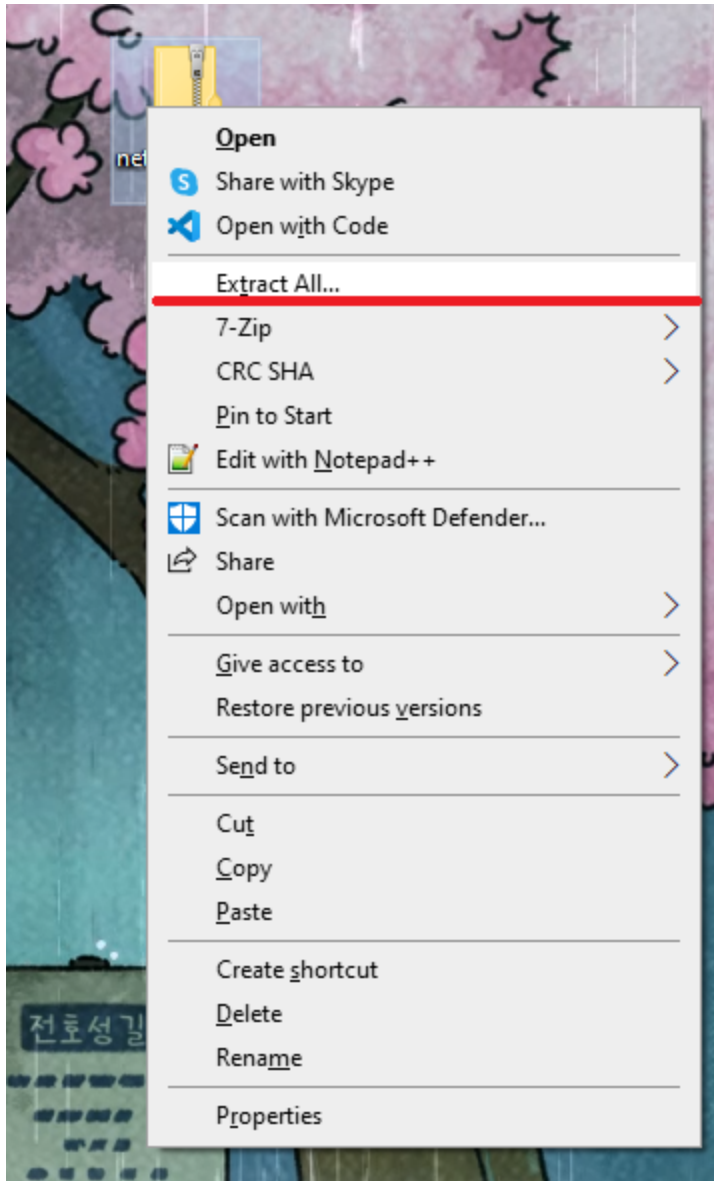
Installation

To download, go to our Github repo, located [here](). Go to the releases tab on the right:

From here, download the file netcoreapp3.1.zip:

Once the file is finished downloading, move it to where you want to access the program from. Then, unzip it in place:
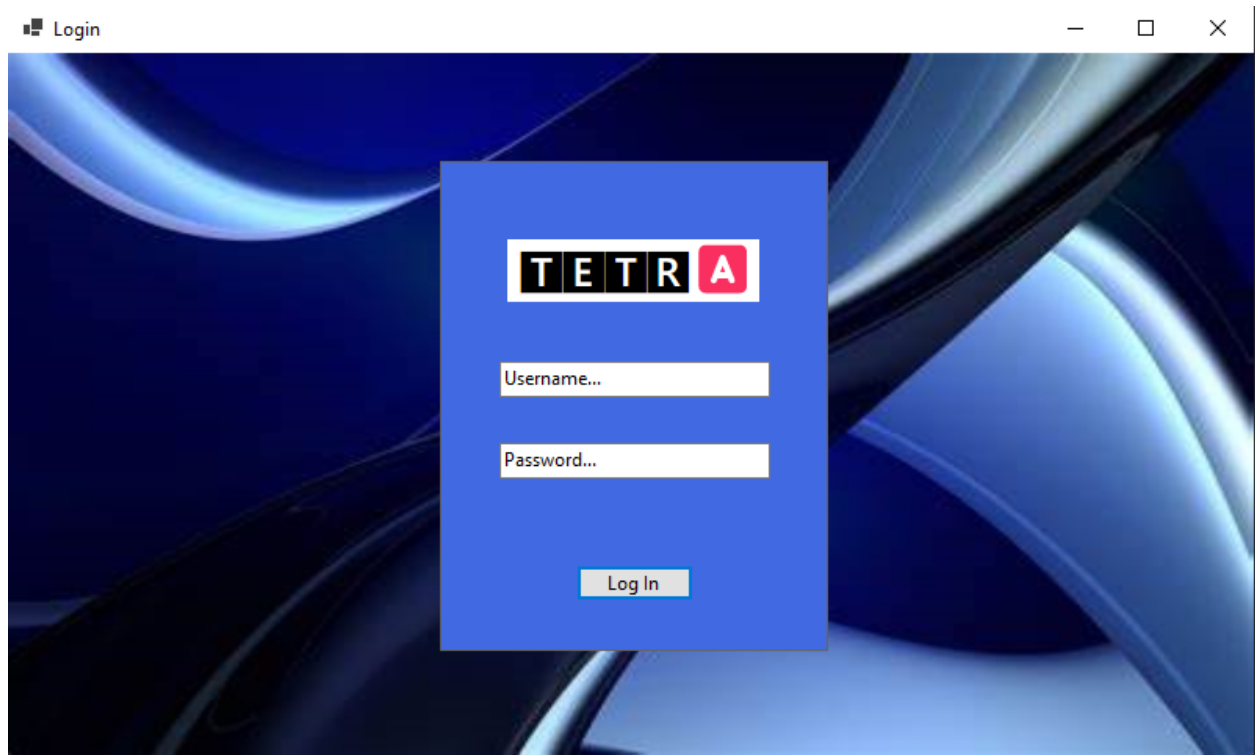
Finally, go into the newly unzipped folder and double click the TetraScheduler executable. It will be the file at the top.
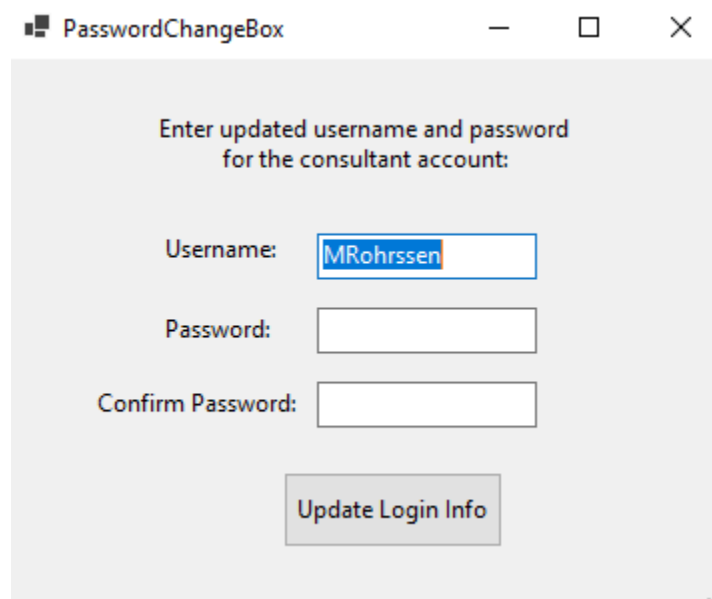
First Startup

To start using this scheduling program:

1. Log into the program with the default admin username and password:

    a. Username: admin
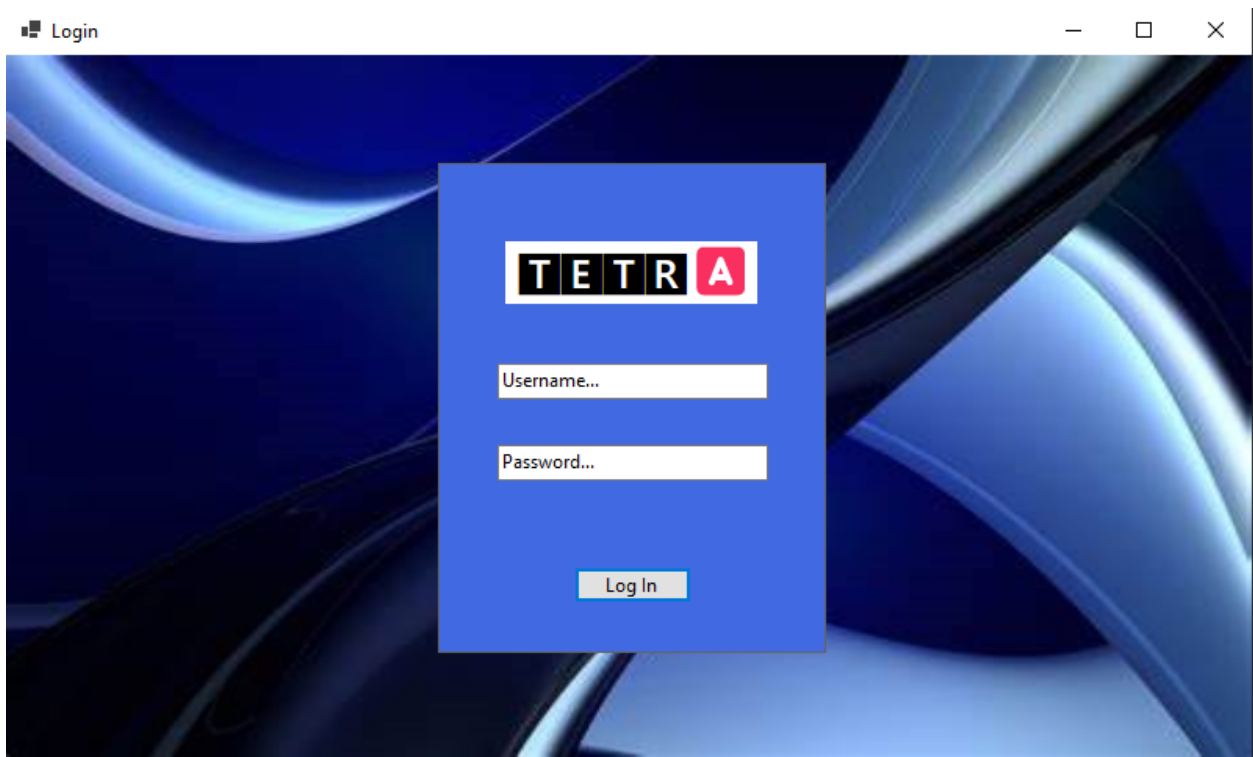
b. Password: password

2. You will be prompted to change the default admin account's username and password. Enter

the username and password you want to use for your admin account and press "Ok".

3. Log into the program with your new username and password to access the admin menu and create new consultant or admin accounts.

Log-In Process

1. To log in, enter your username and password into the login box and then click login (or press the enter key). This will open the consultant menu if you are registered as a consultant, the admin menu if you are registered as an admin, and an intermediary menu selection form if you are registered as both.

2. If you get an error saying that your login information is invalid, you either need to contact the admin to have your password changed, or you need to ask your admin to create an account for you.

Changing Username/Password

1. Click the "Update Username/Password" button on either the admin or consultant menu
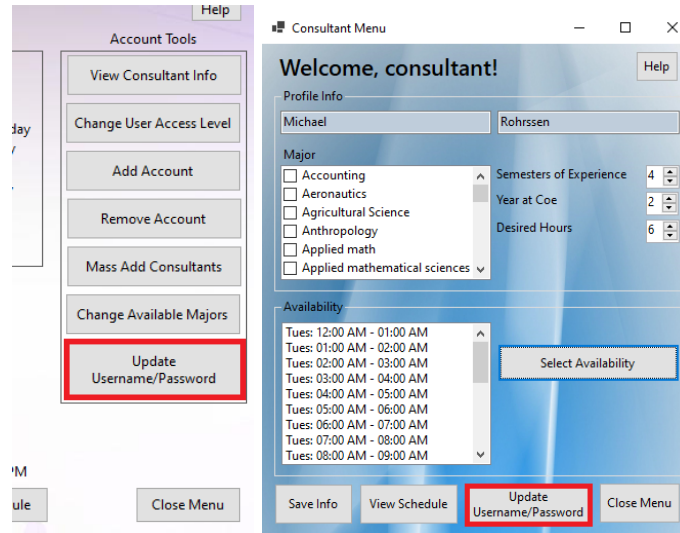
2. Enter your new account information

3. You will be alerted if the new information is invalid in any way, otherwise your account information will be updated and reflected across the program

Admin Actions

From the admin menu, an admin can take the following actions:

1. Adding Accounts

   a. Adding Accounts Manually

   b. Adding from Google Form

2. Removing Accounts

3. Changing Account Access Level

4. Viewing and Modifying Consultant Information

5. Generating a Schedule

6. Editing the Schedule

7. Viewing the schedule

Adding Accounts

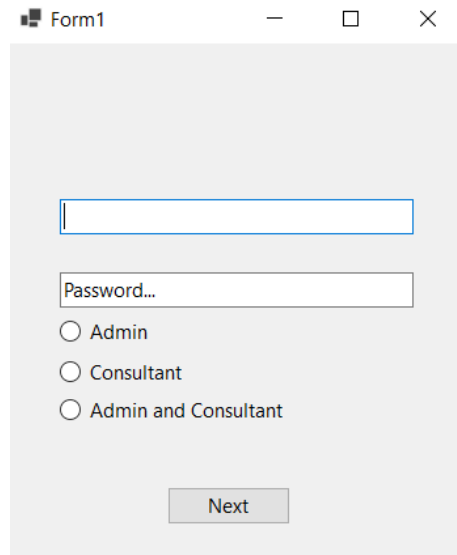There are two ways to add accounts as an administrator: Manually entering user information and automatically generating consultant accounts from a Google Form.

Adding Accounts Manually

To add an account:

1. Click the "Add Account" button on the admin menu
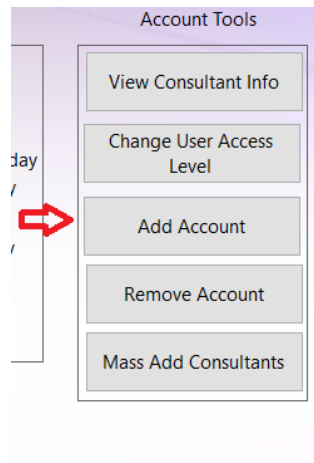
2. Enter the desired username and password for the new account in the boxes, and indicate the

    desired access level for the account (Consultant, Admin, or Both Consultant and Admin)

3. Click 'Next'. A new account has been added! If you are adding a consultant account, a new

    Consultant Menu will appear where you can add information to the consultant account. You

    can also log in as the new account to add information at a later time.

Adding from Google Form

NOTE: This method only works for creating consultant accounts. Administrator accounts must be created manually, or converted to an admin account after being created as a consultant account

1. Click the "Mass Add Consultants" button on the admin menu
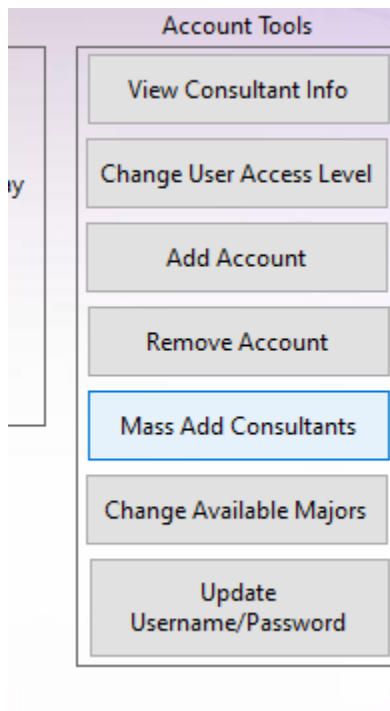
2. Make a copy of our Google Form to your Google Drive (contact Coe Writing Center for access)

3. Click the responses tab and the green spreadsheet button to export responses to google forms
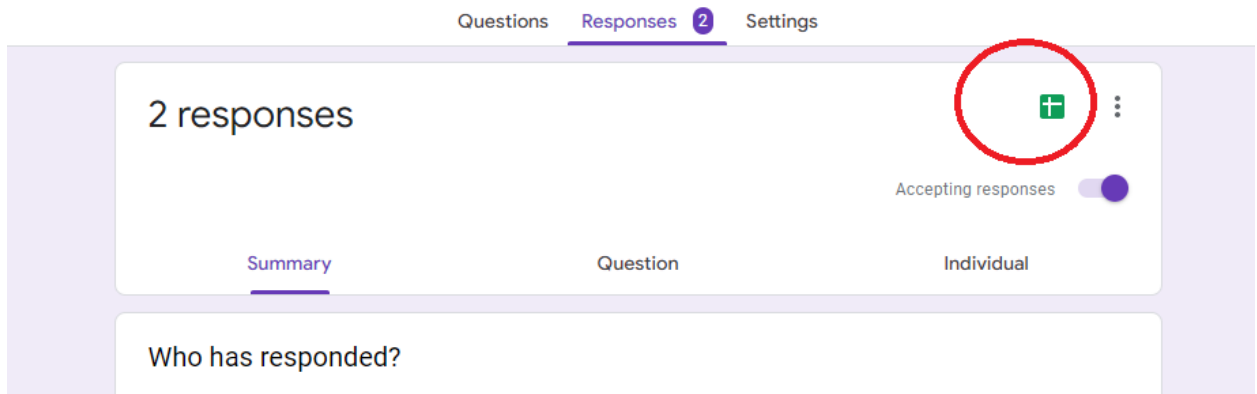
4. Download the spreadsheet as CSV
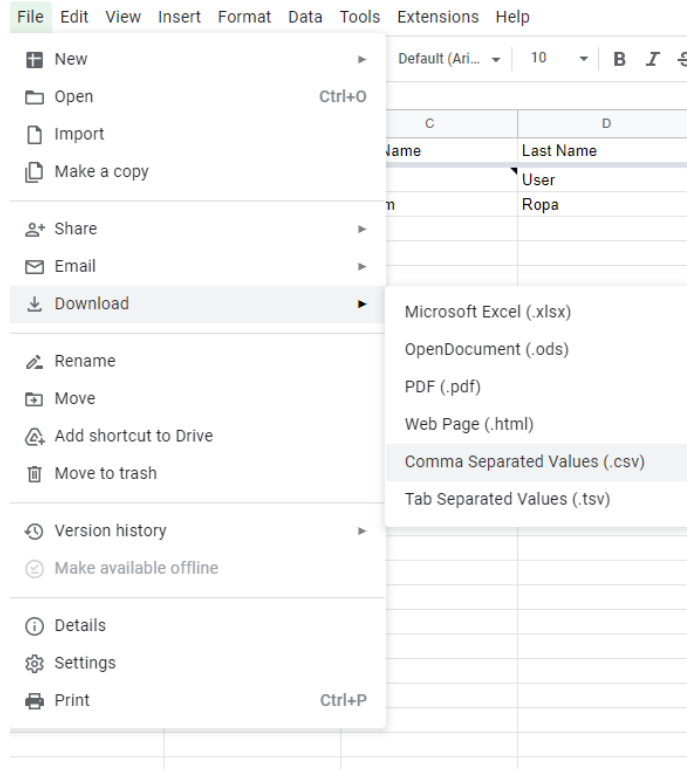
5. Click "Select CSV" and select the CSV with new account information that you want to add

6. Click "Add Consultants" to create new accounts

a. Usernames are generated based on the email addresses in the form, passwords are randomly generated

  i. If a user's email is already a consultant username in the program, it will update their information instead of creating a new account

b. Usernames + passwords will be emailed to the email addresses in the google form if their accounts are successfully created

c. Note: It is a good idea to delete previous responses after creating new accounts to avoid re-adding the same people in future consultant imports.

Removing Accounts

1. Click the "Remove Account" button on the admin menu.
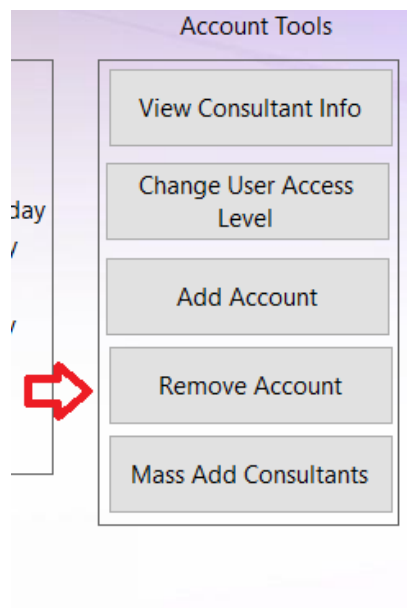
2. Click the checkboxes next to the account or accounts that you want to remove

3. Click the "Remove" button to delete these accounts, along with their user data

Note: this software must have at least one admin account at any point in time, so if you delete all of the admin accounts, the default admin account will be re-added with the username 'admin' and password 'password'

Changing Account Access Level

1. Click the "Change User Access Level" button on the admin menu
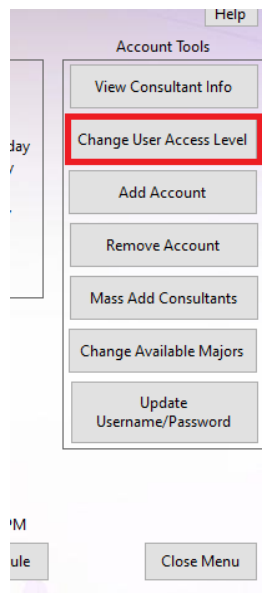
2. Select the checkboxes next to the account or accounts that you want to change the access level for

3. Click one of the buttons on the right to turn all selected accounts into admins, consultants, or both admins and consultants

Note: This process does not allow you to delete all admins that are present on the system. If you wish to change admin accounts to consultant accounts

Viewing and Modifying Consultant Information

1. Click the "View Consultant Info" button to bring up a list of all consultant accounts
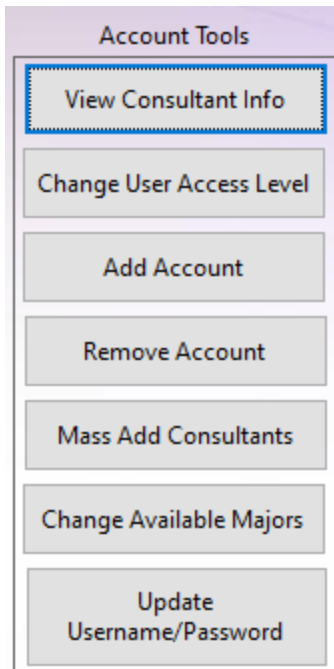
2. Select the checkboxes next to the accounts that you want to view

3. Click the "View" button

4. For each checkbox that you clicked, a consultant menu will appear for that consultant account. You can view and update their account information through this menu in the same manner as the consultant would.

Changing Available Majors

1. Click the "Change Available Majors" button
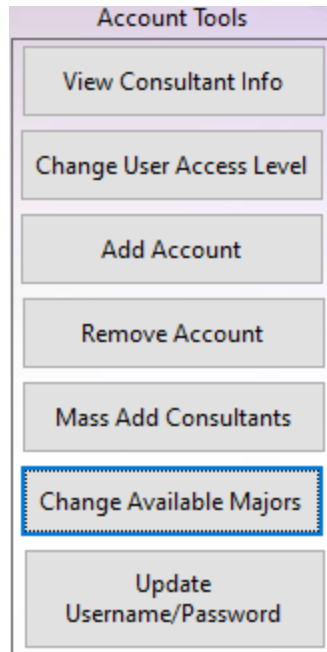
2. A window will appear with a list of majors and some buttons
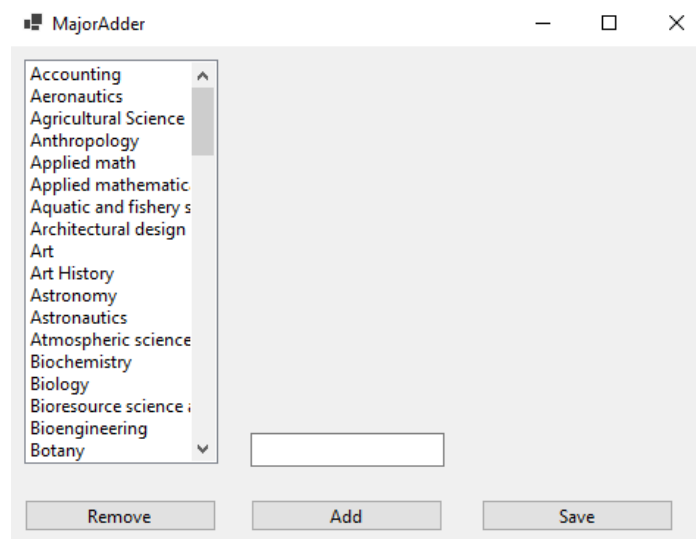
3. To add a new major, type in the major's name in the empty fields and click the "Add" button

4. To remove an existing major, click on the major in the list and click the "Remove" button

5. Click the "Save" button to save your changes.

Generating a Schedule

To generate the schedule, first change the schedule parameters, and then click the generate

schedule button outlined in red:

Schedule Parameters

In order to generate a schedule that best fits your needs, you will need to tweak the default schedule parameters. In order to do so, you will need to change the settings found in this red box:

Firstly, you will need to check the open and close times. By default, the center is open seven days a week, from 8AM to 5PM. In order to change this, you need to use the open and close times section of the menu:

If the writing center needs to be closed on a specific day, uncheck the corresponding box:

To change the times that the writing center is open and closed on a specific day, click on the day, and then change the two times in the boxes at the bottom of the menu:

Now, the writing center will only schedule consultants from 10AM-2PM on Monday and 8AM to 5PM Tuesday - Friday. Next, it is important to select the shifts that the writing center is typically busy during. In order to do this, click on the select 'Select Busy Shifts' button. Then, this submenu will appear:

Select the shifts that the writing center is typically busy during, and then click the 'Set Availability' button. Now, the busy shifts will have a number of consultants assigned to them

equal to what is input into the 'Consultants per busy shift box'. Finally, go through the schedule preferences section and select

1. 'Mix majors' if you want to prefer having different majors assigned to the same shift

2. 'Mix of semesters of experience' if you want to prefer having different consultants with different amounts of experience assigned to the same shift.

3. 'Mix of school years' if you want to prefer having different years in school assigned to the same shift.

Make sure to change the

1. 'Max num of consecutive shifts' box to change how many consecutive shifts a single consultant can be scheduled for.

2. 'Consultants per shift' box to change the number of consultants assigned to a normal (non-busy) shift.

3. 'Consultants per busy shift' box to change the number of consultants assigned to a busy shift.

4. 'Shift length minutes' box to change how long a shift in the writing center is.

Finally, click the 'Save Admin Info' button that is outlined in blue:

Editing the Schedule

1. To edit the schedule, click the 'Edit Schedule' button:

2. This will open the schedule editor submenu:

This menu will display all shifts that are in the schedule. In order to edit a shift or see who is assigned to it, click the respective shift in a day:

3. To remove a consultant from the shift that is clicked, select them in the box in the upper left corner:

4. To remove this consultant, click the 'Remove Consultant' button:

5. To add a consultant, click the 'Add Consultant' button:

6. This will bring up the consultant selection submenu:
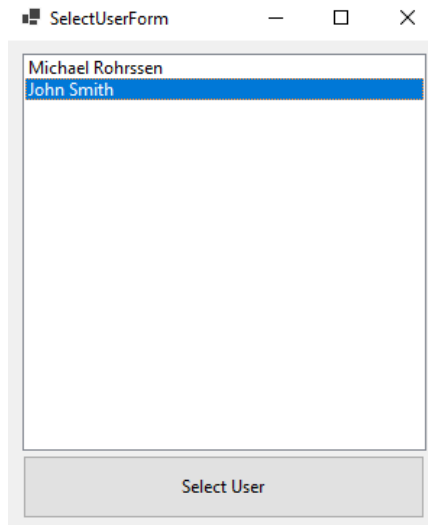
7. Finally, click on the desired consultant and then click the 'Select User' button:
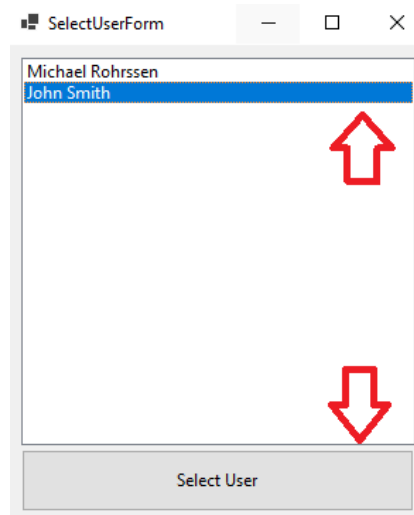
This will add the consultant to the shift.

Viewing/Saving the Current Schedule

1. To view the current schedule, click on the 'View Current Schedule' button:

2. After clicking this button, the following menu will appear:

3. Here you can browse the current schedule and see which consultants are assigned to each shift. To return to the admin menu, close this schedule window with the X button.

4. To download a CSV (spreadsheet) of the current schedule, click the "Export as CSV" button to save the file to your computer.

Consultant Actions

From the consultant menu, a consultant can take the following actions:

1. Entering/Updating information

2. Viewing/Saving the current schedule

3. Account options

Entering/Updating Information

To enter information for your consultant account, adjust the input fields in the menu according to the data they are requesting.

Consultant information can be edited at any time after logging in, and admins can also change a consultant's information.

To make sure your changes or new information are saved, click the "Save Info" button so your consultant account can be properly scheduled when the admin creates a schedule.

Viewing/Saving the Current Schedule

1. To view the current schedule, click on the 'View Current Schedule' button:

2. After clicking this button, the following menu will appear:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Put hours here	Put hours here	Put hours here	Put hours here	Put hours here	Put hours here	Put hours here

Sunday:
08:00 AM-09:00 AM:
09:00 AM-10:00 AM:
10:00 AM-11:00 AM:
11:00 AM-12:00 PM:
12:00 PM-01:00 PM:
01:00 PM-02:00 PM:
02:00 PM-03:00 PM: Katya Richt
03:00 PM-04:00 PM: Katya Richt
04:00 PM-05:00 PM: Michael Rol

Monday:
08:00 AM-09:00 AM:
09:00 AM-10:00 AM:
10:00 AM-11:00 AM:
11:00 AM-12:00 PM:
12:00 PM-01:00 PM:
01:00 PM-02:00 PM:
02:00 PM-03:00 PM: Katya Richt
03:00 PM-04:00 PM: Katya Richt
04:00 PM-05:00 PM: Michael Ro

Tuesday:
08:00 AM-09:00 AM:
09:00 AM-10:00 AM:
10:00 AM-11:00 AM:
11:00 AM-12:00 PM:
12:00 PM-01:00 PM:
01:00 PM-02:00 PM:
02:00 PM-03:00 PM: Katya Richt
03:00 PM-04:00 PM: Katya Richt
04:00 PM-05:00 PM: Michael Ro

Wednesday:
08:00 AM-09:00 AM:
09:00 AM-10:00 AM:
10:00 AM-11:00 AM:
11:00 AM-12:00 PM:
12:00 PM-01:00 PM:
01:00 PM-02:00 PM:
02:00 PM-03:00 PM: Katya Richt
03:00 PM-04:00 PM: Katya Richt
04:00 PM-05:00 PM: Michael Ro

Thursday:
08:00 AM-09:00 AM:
09:00 AM-10:00 AM:
10:00 AM-11:00 AM:
11:00 AM-12:00 PM:
12:00 PM-01:00 PM:
01:00 PM-02:00 PM:
02:00 PM-03:00 PM:
03:00 PM-04:00 PM:
04:00 PM-05:00 PM:

Friday:
08:00 AM-09:00 AM:
09:00 AM-10:00 AM:
10:00 AM-11:00 AM:
11:00 AM-12:00 PM:
12:00 PM-01:00 PM:
01:00 PM-02:00 PM:
02:00 PM-03:00 PM:
03:00 PM-04:00 PM:
04:00 PM-05:00 PM:

Saturday:
08:00 AM-09:00 AM:
09:00 AM-10:00 AM:
10:00 AM-11:00 AM:
11:00 AM-12:00 PM:
12:00 PM-01:00 PM:
01:00 PM-02:00 PM:
02:00 PM-03:00 PM:
03:00 PM-04:00 PM:
04:00 PM-05:00 PM:

[Export as CSV]

3. Here you can browse the current schedule and see which consultants are assigned to each shift. To return to the consultant menu, close this schedule window with the X button.

4. To download a CSV (spreadsheet) of the current schedule, click the "Export as CSV" button to save the file to your computer.

Internal Folders and Files

Please refrain from opening, editing, or deleting the files in the program folder unless you are a developer in order to avoid unintended program errors.

- Application Data [Folder]
    - TetraScheduler [Folder]
        - Users [Folder]
            - username.json (created on new consultant logins or when importing from CSV, where username is the consultant account username)
        - Admins [Folder]

- admin.json (created on first admin login)

- SchedulerPasswords.txt

- Majors.txt

- TetraSchedule.csv