Training plane for easy appointments

version- 1.3.2.

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| **DATE:** | 7/08/2020 | **TUTOR** | Sanjeev and Manoj | **LESSON LENGTH:** | 2 hours | **LESSON N0:** | *1* |
| **Introduction of Easy Appointments** | | | | | | | |
| **TRAINING GOAL** | | | | | | | |
| The Goal of the training is to use Easy Appointments. | | | | | | | |
| **LEARNING OUTCOMES:** By the end of the lesson students will be able to: | | | | | | | |
| * Learn about Easy Appointment and its purpose. * Learn how to Create a Booking in the Frontend of Easy Appointments. * Learn how to login into backend section. * Learn how to create appointments in the backend section. * Learn how to create new user and admin. * Learn how to create service and service provider. * Learn how to set up general settings. * Learn how to set up Business logic settings. | | | | | | | |
| **LESSON BREAKDOWN & DELIVERY METHODS:** Describe student/teacher activities. Consider logical progression and application of skills.   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Tutor will explain the power-point slides about easy appointments and its purpose and teacher will show how to book appointment for the end-user step by step. | WHAT STUDENTS WILL DO:  Students will listen and look at the slides after that student will follow the steps 1,2 and 3 of how to create appointments of End User Documentation. | | | | | | | | |
| LESSON – Add or delete boxes as required   |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  About Easy Appointments and its purpose. | WHAT THE TUTOR WILL DO:  The tutor will explain and demonstrate the purpose of Easy Appointments by a practical example. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Students will listen and review the example. | |  |  |  |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Selecting the service and its provider | WHAT THE TUTOR WILL DO:  Tutor will show how to select the service and the provider. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch the tutor and review step 1 of how to create a booking for  end user of End User Documentation. |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Select Appointment Date and Time | WHAT THE TUTOR WILL DO:  Tutor will show how to select the Appointments Date and Time. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch the tutor and review step 2 of how to create a booking for end  User of End User Documentation. |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Fill the customers details. | WHAT THE TUTOR WILL DO:  Tutor will show how to fill the customers details also explain the required text field. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch the tutor and review step 3 of how to create a booking for end  User of End User Documentation. | | | | | | | | |
| **LESSON BREAKDOWN & DELIVERY METHODS:** Describe student/teacher activities. Consider logical progression and application of skills.   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Tutor will show practical example to login to backend section. | WHAT STUDENTS WILL DO:  Student will watch tutor and review step 1and 2 of backend section of End User Documentation. And will login to backend section with their own user name and password. | | | | | | | | |
| LESSON – Add or delete boxes as required   |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Going to login page from booking page. | WHAT THE TUTOR WILL DO:  Tutor will demonstrate how to go to login page from the booking page. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch tutor and review step 1 of Backend Section of End User Documentation. |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Login to backend section of Easy Appointment. | WHAT THE TUTOR WILL DO:  Tutor will demonstrate login process. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch and review the step 2 of Backend section of End User Documentation. | | | | | | | | |
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| **LESSON BREAKDOWN & DELIVERY METHODS:** Describe student/teacher activities. Consider logical progression and application of skills.   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Tutor will explain the slides how to create appointments in the backend section also demo  demonstrate the process. | WHAT STUDENTS WILL DO:  Student will watch tutor and review step 3 and 4 of backend section of End User Documentation. And will create appointments in the backend section. | | | | | | | | |
| LESSON – Add or delete boxes as required   |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Selecting the New Appointments Page | WHAT THE TUTOR WILL DO:  Tutor will demonstrate how to go to New Appointment Page | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch tutor and review step 3 of Backend Section of End User Documentation. | |  |  |  |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Fill the Details of customers and date and time for appointment. | WHAT THE TUTOR WILL DO:  Tutor will demonstrate how to add details and save Appointments. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch and review the step 4 of Backend section of End User Documentation. | | | | | | | | |
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| **LESSON BREAKDOWN & DELIVERY METHODS:** Describe student/teacher activities. Consider logical progression and application of skills.   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Tutor will show practical example to create new user and admin. | WHAT STUDENTS WILL DO:  Student will watch tutor and review step 5 and 6 of backend section of End User Documentation. And will create new user and admin. | | | | | | | | |
| LESSON – Add or delete boxes as required   |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Students will be able to create new user. | WHAT THE TUTOR WILL DO:  Tutor will demonstrate how to create new user | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch and review the step 5 of Backend section of End User Documentation. |      |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Students will be able to create admin. | WHAT THE TUTOR WILL DO:  Tutor will demonstrate how to create new admin | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch and review the step 6 of Backend section of End User Documentation. | | | | | | | | |
| **LESSON BREAKDOWN & DELIVERY METHODS:** Describe student/teacher activities. Consider logical progression and application of skills.   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Tutor will show slides and demonstrate how to create service and service provider. | WHAT STUDENTS WILL DO:  Student will watch tutor and review step 7 and 8 of backend section of End User Documentation. And will create new user and admin. | |  |  | |  |  |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  Students will be able to add service. | WHAT THE TUTOR WILL DO:  Tutor will demonstrate how to add service. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch and review the step 7 of Backend section of End User Documentation. | | SPECIFIC LEARNING OUTCOME:  Students will be able to add service provider. | WHAT THE TUTOR WILL DO:  Tutor will demonstrate how to add service provider. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch and review the step 8 of Backend section of End User Documentation. | | SPECIFIC LEARNING OUTCOME:  Students will be able to set general settings of the company. | WHAT THE TUTOR WILL DO:  Tutor will demonstrate how to create or change the company details. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch and review the step 9 of Backend section of End User Documentation. | | SPECIFIC LEARNING OUTCOME:  Students will be able to set Business logic settings of the company. | WHAT THE TUTOR WILL DO:  Tutor will demonstrate how to create or change the company working days and hours. | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Student will watch and review the step 10 of Backend section of End User Documentation. | | | | | | | | |
| **RESOURCES:** (List the materials you will require for your lesson)   1. End User Documentation 2. <http://52.55.203.193/AppointmentsLiveEnv/index.php/backend> 3. Power-Point Slides  * Learn about Easy Appointment and its purpose. * Learn how to Create a Booking in the Frontend of Easy Appointments and to login into backend section. * Learn how to create appointments in the backend section. * Learn how to create new user and admin. * Learn how to create service and service provider. * Learn how to set up general and Business logic settings. | | | | | | | |
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