



Tableaux User Guide

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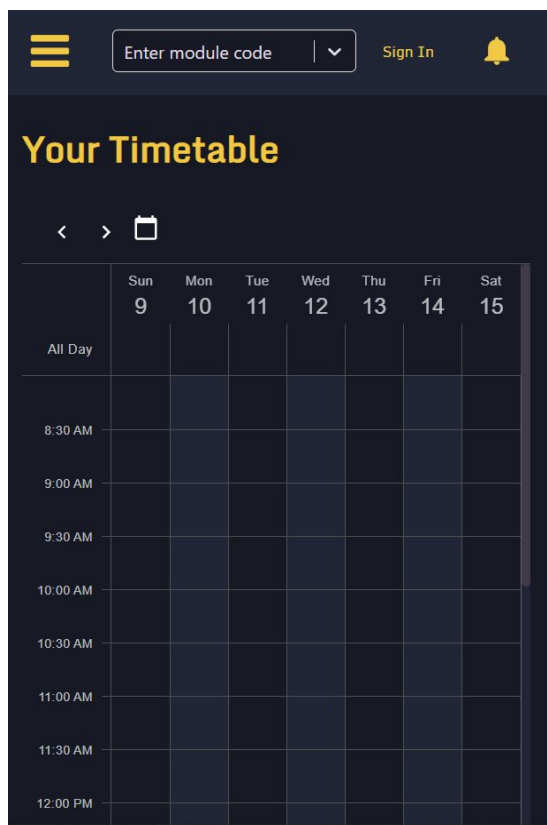
Part 1: Getting Started

Opening the app

1. Open any Browser (Preferably Google Chrome)
2. Click on the following link to access our web application: <https://tableaux-9cae1.web.app/>

You are ready to go!

Signing in



1. Click the "Sign In" in the top panel (A pop up will bring you to NUS Microsoft sign in page)



e0425073@u.nus.edu

Permissions requested

Tableaux
unverified

This application is not published by Microsoft or your organization.

This app would like to:

- ✓ Sign you in and read your profile
- ✓ Maintain access to data you have given it access to

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel

Accept

2. Enter your NUS account details, and click accept when prompted to accept permissions (Don't worry your data is safe)

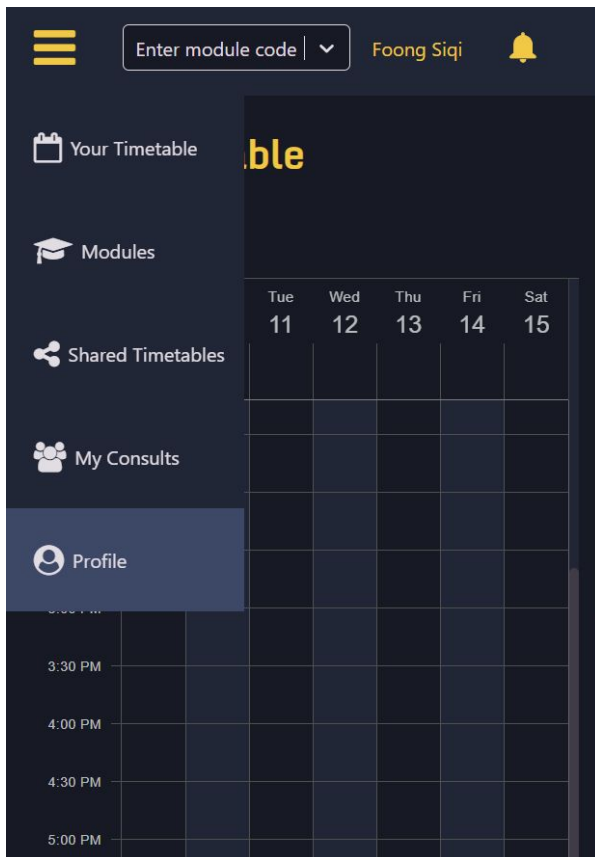
3. The pop up should disappear and you should be able to see your name displayed next to the search bar in the top panel of our web app.

Congratulations! You have signed in successfully :)

To use the web application without signing in,

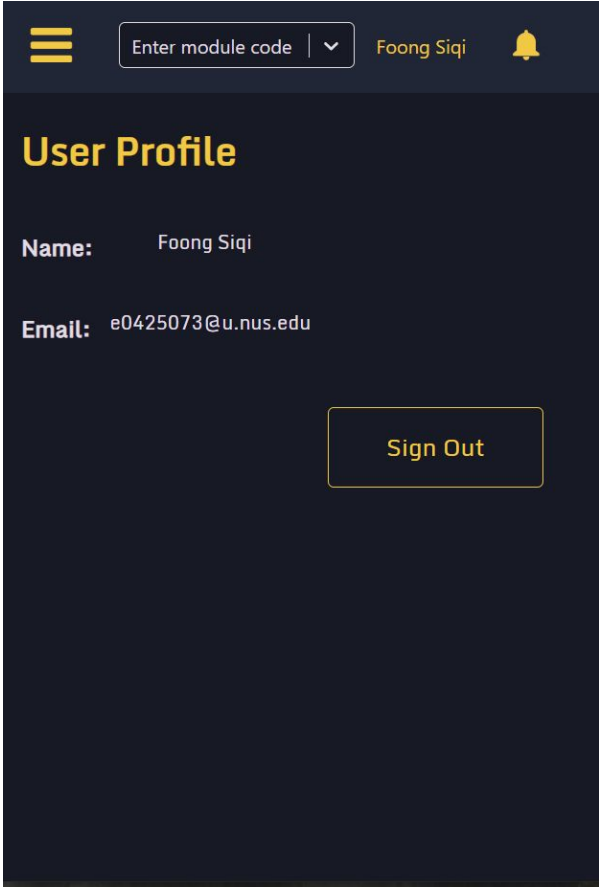
Skip the above 3 steps. You will be able to add lesson slots and consultation slots into your timetable, but you will not be able to save that data. You will also not be able to share your timetable with others or book consultations without signing in.

Signing Out



1. Click on the navigation menu icon on the top left hand corner of the screen to open the navigation bar.

2. Click on the "Profile" tab to be brought to your profile page.

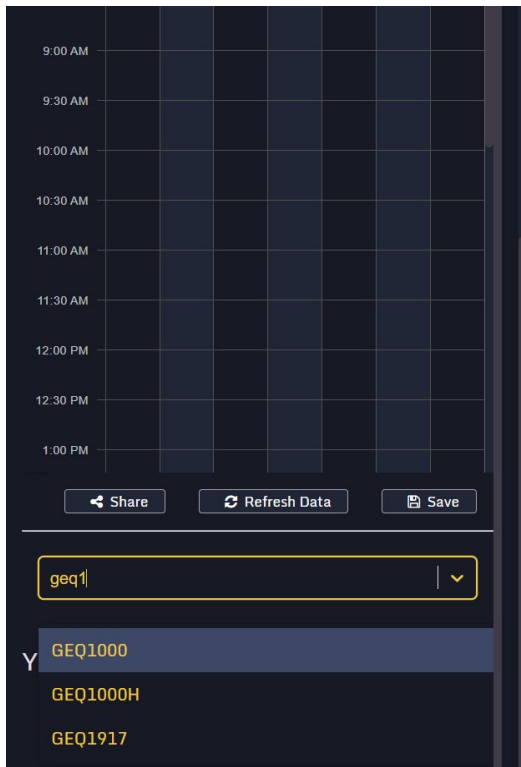
	<p>3. Click on the “Sign Out” button on your profile page to sign out.</p> <p>4. To check that you have signed out, ensure that you no longer see your name on the top panel of our application.</p> <p>Congratulations! You have signed out successfully :)</p>
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Part 2: Adding/editing/deleting slots to/from your timetable

Types of slots you can add:

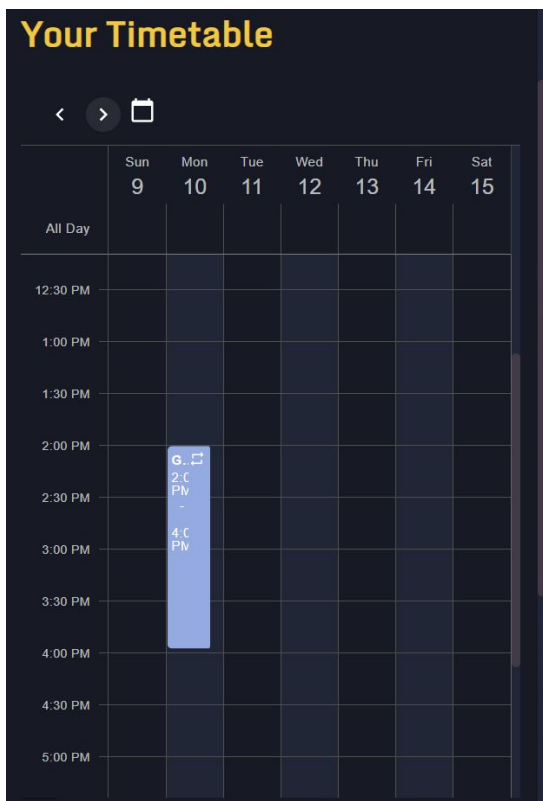
1. Lesson slot (Lesson slots automatically added when you add modules)
2. Consult slot (Slots with title “Consult” or “Consultation” - case insensitive)
3. Event slot (can be any type of events, eg CCA meetings, social gatherings, important deadlines etc)

Adding lesson slots, choosing alternative slots, and saving your slots



1. In the “Your Timetable” page, scroll down to see a search bar with a placeholder “Enter module code”.

2. Click on the search bar and type in a module code. When the module you want to add appears, click on it to add it to your timetable.

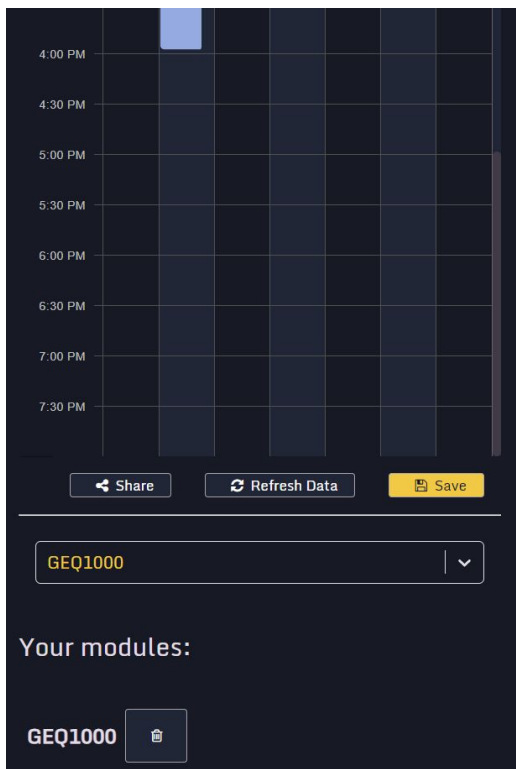


3. You may use the date navigation buttons (just underneath the “Your Timetable” title) to navigate to the week of 10 -14 August, which is where the lesson slots for this upcoming semester first appears.



4. To choose an alternative lesson slot, click on the lesson in your timetable that you want to change. - Alternative lesson slots should appear if there are any.

5. Click on any alternative lesson slot to change your previous lesson slot to this new lesson slot.



4. To save your slots, please click on the save button just underneath your timetable.

Adding/editing/deleting consultation slots

Your Timetable

×SAVE

Details

Consult

11/08/2020 01:00 PM

11/08/2020 01:30 PM

☐ All Day

☐ Repeat

More Information

Notes

1. In your timetable, double click any free slot on your timetable to open a form.
2. Fill in details of your consultation. (Note: The title of the slot must be “Consult” or “Consultation” - case insensitive)
3. Click on the blue “Save” button at the top of the form to add your consult slot.

Your Timetable

< > 9-15 AUGUST 2020

	Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15
All Day							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							

4. Consultation slots appear as grey events in your timetable.

Your Timetable

×🗑️SAVE

Details

Consult

11/08/2020 02:00 PM📅

11/08/2020 04:00 PM📅

☐ All Day

☐ Repeat

More Information

Notes

Editing a consultation slot

5. To edit a consultation slot, double click on the slot you want to edit to open the form.

6. Enter new details and click save on the top right of the form to save changes to your slot.

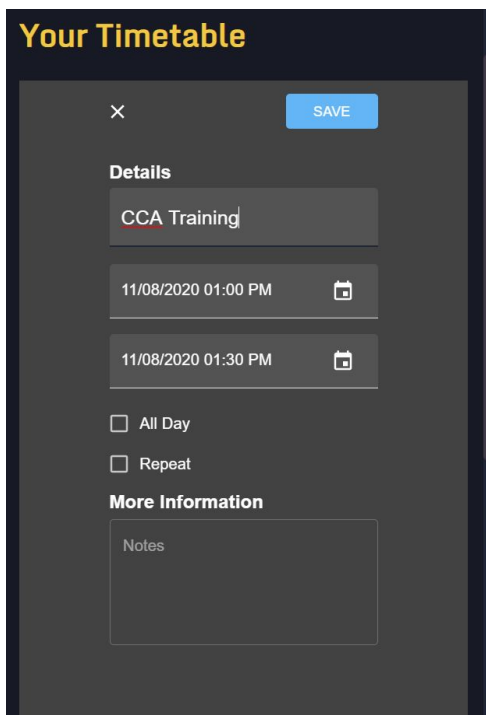
Deleting a consultation slot

7. To delete a consultation slot, double click on the slot you want to delete to open the form.

8. Click on the trash can icon on the top of the form, and click delete when prompted.

9. Remember to click “Save” below your timetable to save any changes to your timetable too !

Adding/editing/deleting other event slots



Your Timetable

✕ **SAVE**

Details

CCA Training

11/08/2020 01:00 PM

11/08/2020 01:30 PM

☐ All Day

☐ Repeat

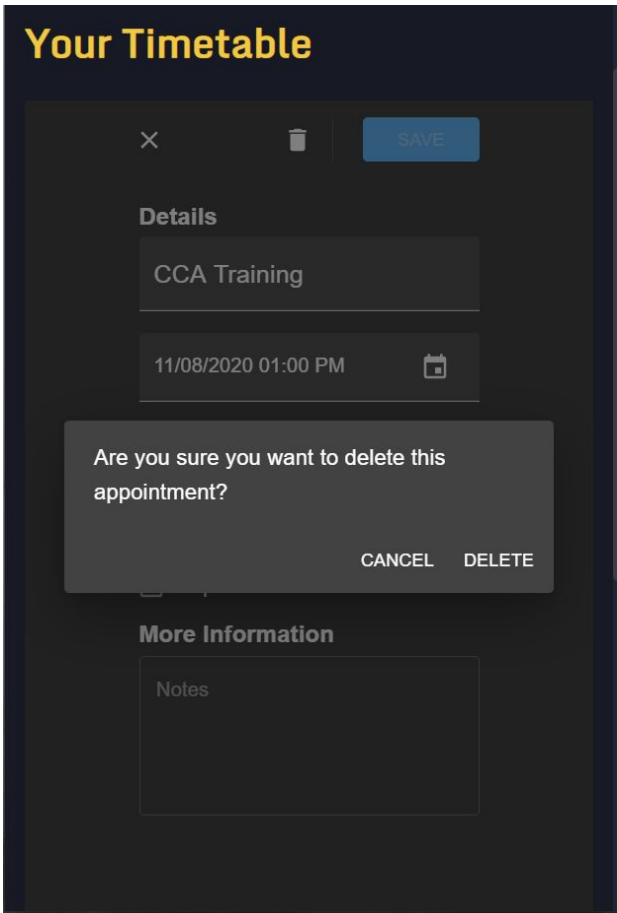
More Information

Notes

1. In your timetable, double click any free slot on your timetable to open a form.
2. Fill in details of your event
3. Click on the blue “Save” button at the top of the form to add your consult slot.



4. Event slots appear as brown events in your timetable.

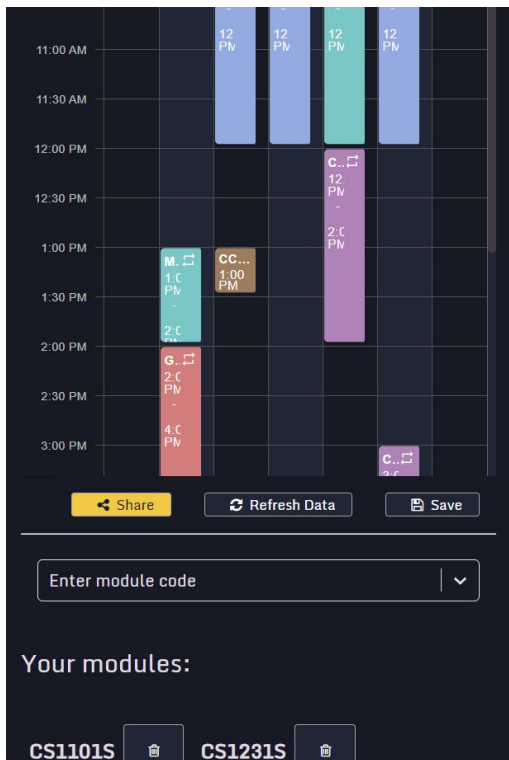
	<p><u>Editing an event slot</u></p> <p>5. To edit an event slot, double click on the slot you want to edit to open the form.</p> <p>6. Enter new details and click save on the top right of the form to save changes to your slot.</p> <p><u>Deleting an event slot</u></p> <p>7. To delete an event slot, double click on the slot you want to delete to open the form.</p> <p>8. Click on the trash can icon on the top of the form, and click delete when prompted.</p> <p>9. Remember to click “Save” below your timetable to save any changes to your timetable too !</p>
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Part 3: Sharing your timetable

Two options when sharing your timetable:

1. Share as Student (When this option is selected, all slots in your timetable will be shared - including consultation slots, lesson slots, and event slots)
2. Share as TA (When this option is selected, only consultations slots - if any - will be shared)

Sharing your timetable:



1. In the “Your Timetable” page, click on the “Share” button just underneath your timetable.

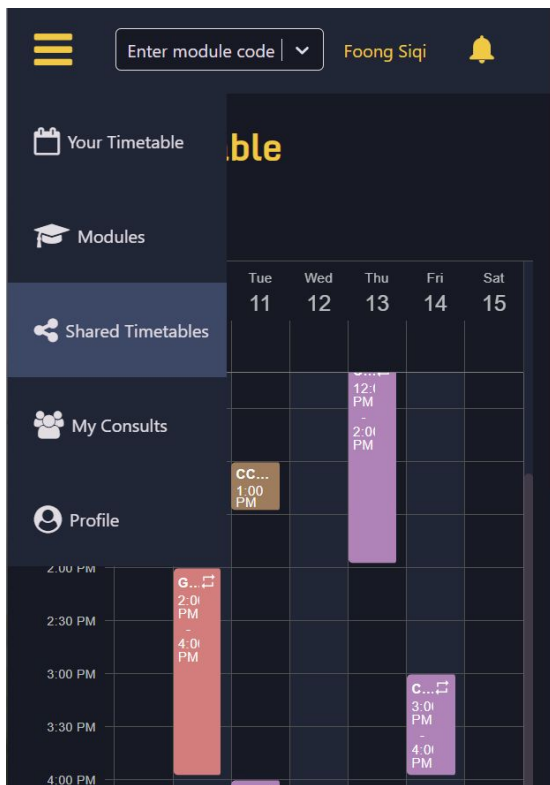
The modal is titled 'Share Your Timetable'. It contains a search bar labeled 'Search for the user you would like to share your timetable with:' and a dropdown menu labeled 'Enter username'. Below the search bar, there is a text block: 'Select whether you would like to share as a TA or share as a student. Share as TA: only consult slots will be shared. Share as Student: all slots will be shared'. At the bottom of the modal are two buttons: 'Share as TA' and 'Share as Student'. Below these are 'Cancel' and 'Confirm' buttons. The background shows the same timetable grid as the previous screenshot.

2. This modal will pop up, when you can enter the name of the person you want to share your timetable with. (The person you are sharing your timetable to needs to be a user of the web application in order for you to find his/her name in this search bar)

Note: As of now, sharing your timetable with someone is an **irreversible** action. The person you shared your timetable with will be able to see any changes you have made to your timetable forever, unless they delete your timetable from their Shared Timetables list. We are intending to implement the feature which allows users to “Unshare” their timetables in the future.

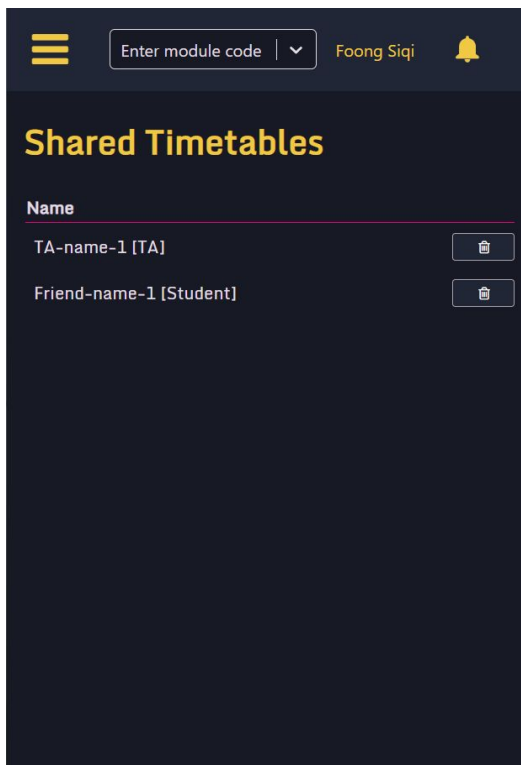
3. Click the “Confirm” button and your timetable is successfully shared with the person you have selected!

Accessing/deleting timetables that people have shared with you



1. To access timetables that have been shared with you, you can click on the “Shared Timetables” tab in the navigation bar.

Note: If you see a “No shared timetables to show :(” when someone has clearly shared their timetable with you, please click on the “Shared Timetables” tab in the navigation bar again to see your data. This is a problem that we have not managed to fix yet...



2. Once on this page, you can access your friend/TA’s timetable by clicking on their name.

3. You can also click on the trash can icon beside the name to delete the timetable from your list.

Note: Deleting a timetable that someone has shared with you is irreversible and if you want to access their timetable again in the future, You will have to ask him/her to share their timetable with you again.

Friend-name-1's Timetable [Student]

< > 📅

	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22
All Day							
8:30 AM							
9:00 AM		S... 9:00 AM -		C... 9:00 AM -		C... 9:00 AM -	
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM					C... 11:00 AM -		
12:00 PM		L... 12:00 PM -	S... 12:00 PM -	L... 12:00 PM -			
12:30 PM							

4. Upon clicking on the name, your friend/TA's timetable should appear and you should be able to see their slots.

Here, you can "Compare" your 2 timetables (See [here](#)) and/or book consultations. (See [here](#))

Part 4: Comparing timetables

How our Comparing function works:

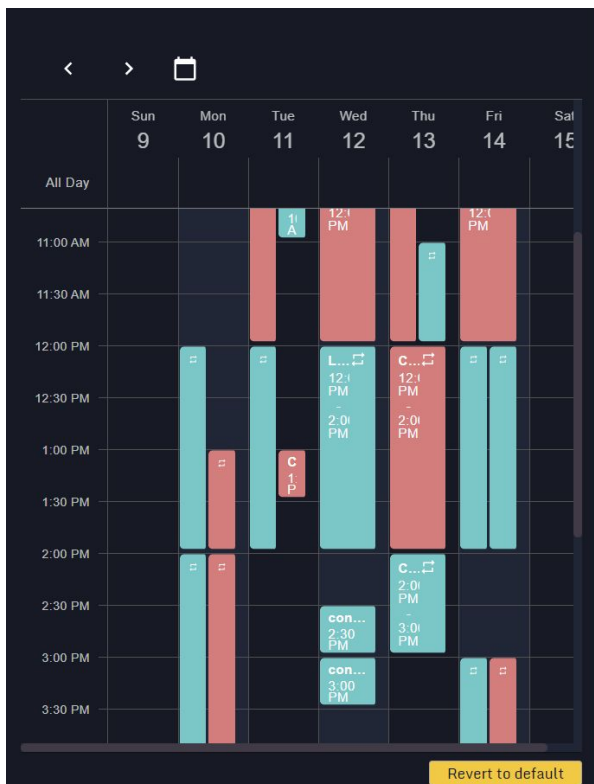
- We will display all the timetable slots from both users in the same timetable.
- All the slots from the first user will be 1 color, and all the slots from the second user will be another color.
- Users can then easily see where there are empty slots in the timetable and arrange for meetings in those slot.

How to compare 2 timetables



1. After navigating to your friend/TA's timetable from the "Shared Timetables" page, you can scroll down the page to see a "Compare" button.

2. Click on the "Compare" button to see both timetables displayed on the same page. You can now easily see where there are empty slots, where you can plan for meetups, or you can also see which consultation slots do not clash with your own slots, and book them.



3. After you are done comparing your timetables, you can click the "Revert to default" button to remove your own timetable from view, and only see the other person's timetable.

Part 5: Booking Consultations

tableaux-9cae1.web.app says


Confirm booking?


OK


Cancel

	Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15
All Day							
8:30 AM							
9:00 AM			Co... 9:00 AM		Co... 9:00 AM		
9:30 AM				Co... 9:30 AM			
10:00 AM							
10:30 AM			Co... 10:30 AM				
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							

1. To book a consultation, simply open your TA's timetable from the "Shared Timetables" page, as shown in [Part 3](#).
2. Click on the consultation slot you want to book, and you should see a pop up alert that asks whether you want to confirm booking.
3. Click "OK" if you are sure that you want to book that consultation slot.






Foong Siqi 


My Consults

Name	Identity	Start Time	End Time	Status	
TA-name-1	TA	Tue Aug 11 2020 10:30:00 AM	Tue Aug 11 2020 11:00:00 AM	Pending	<button>Cancel</button>

4. After clicking “OK”, you will be redirected to your “My Consults” page, where you can see all your consultations. (including others’ consultation slots that you have booked and your own consultation slots that others have booked if any)

Part 6: Cancelling / Accepting / Declining Consultations




Foong Siqi



My Consults

Name	Identity	Start Time	End Time	Status
TA-name-1	TA	Tue Aug 11 2020 10:30:00 AM	Tue Aug 11 2020 11:00:00 AM	Pending <button>Cancel</button>

For Students

1. To cancel a consultation that you have booked, click on the Cancel button at the side of the consultation. A notification will be sent to the other person when you do so.



Foong Siqi


My Consults

Name	Identity	Start Time	End Time	Status
TA-name-1	TA	Tue Aug 11 2020 10:30:00 AM	Tue Aug 11 2020 11:00:00 AM	Pending <button>Cancel</button>
Student-name-1	Student	Wed Aug 12 2020 9:00:00 AM	Wed Aug 12 2020 9:30:00 AM	Pending <button>Accept</button> <button>Decline</button>

For TAs

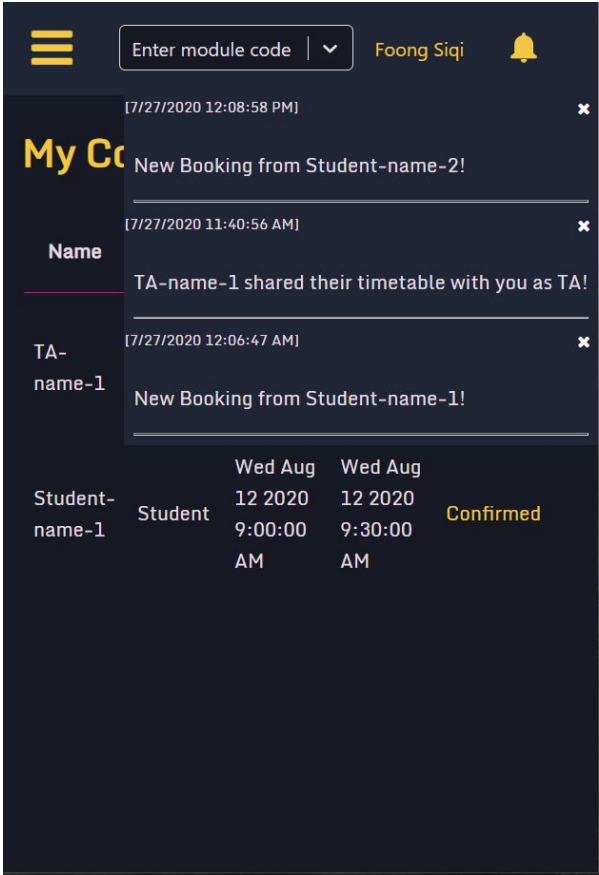
2. To accept a consultation booking, click on the “Accept” button at the side of the consultation. A notification will be sent to the other person when you do so.

(When you accept a consultation booking, the status of the consultation will be changed to “Confirmed”)

3. To decline a consultation booking, click on the “Decline” button at the side of the consultation. A notification will be sent to the other person when you do so.

4. To cancel a consultation booking that you have accepted earlier, you can simply click on the “Cancel” button beside the consultation.

Part 7: Notifications



1. To see your notifications, click on the bell icon in the top panel of our site. All your notifications should appear in a dropdown bar.

2. To be redirected to the relevant page on our site, click on the individual notification.

3. To delete a notification, click on the cross icon on the top right hand corner of each notification.

4. To close the notification dropdown, click on the bell icon again.

The End