



## **IS480 Final Year Project**



**AY 2013/14 Term 1**

### **IS480 Scheduling System User Guide (For Admin/Course Coordinator)**

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# 1. Introduction to IS480 Scheduling System

## 1.1 What is IS480 Scheduling System?

IS480 Scheduling System is a platform for IS480 course coordinator to set up IS480 presentation slots, for supervisors/reviewers to mark their availability and approve or reject bookings and for students to book their presentation slots based on their supervisor/reviewers' availability.

This user guide offers to help admin/course coordinator learn how to get around, navigate and use the system.

## 1.2 Users of the system

Main users of the system are:

- IS480 course coordinator
- IS480 admin
- IS480 supervisors and reviewers
- IS480 students
- IS480 TAs

## 2. System functions

This section shows all main functions in the IS480 Scheduling System that are available to admin/course coordinator.

### 2.1 Login

URL to the system:

<http://202.161.45.168/is480-scheduling/welcome>

Step 1: Click "login" or "SMU Login" button to access the system

IS480

IS480 Scheduling - Please **login** to use the system

2013-14 Term 2 ▼

Acceptance Midterm Final

Available Pending Approved

	20 Feb Thu	21 Feb Fri	22 Feb Sat	23 Feb Sun	24 Feb Mon	25 Feb Tue	26 Feb Wed	27 Feb Thu	28 Feb Fri
09:00	Available	Available			Available	Available	Available	Available	Available
10:00	Available	Available			Available	Available	Available	Available	Available
11:00	Available	Available			Available	Available	Available	Available	Available
12:00	Available	Available			Available	Available	Available	Available	Available
13:00	Available	Available			Available	Available	Available	Available	Available
14:00	Available	Available			Available	Available	Available	Available	Available
15:00	Available	Available			Available	Available	Available	Available	Available
16:00	Available	Available			Available	Available	Available	Available	Available
17:00	Available	Available			Available	Available	Available	Available	Available
18:00	Available	Available			Available	Available	Available	Available	Available

Step 1

Step 2: Enter your SSO username and password and click “Login”

IS480 Scheduling - Please login to use the system

2013-14 Term 2 ▼

Acceptance Midterm Final

Authentication Required

The server https://learnmtools.smu.edu.sg:443 requires a username and password.

User Name:

Password:

Log In Cancel

Step 2

Available Pending Approved

	20 Feb Thu	21 Feb Fri	22 Feb Sat	23 Feb Sun
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				
19:00				

## 2.2 Bypass Login

Step 1: Click “Administrator Login” or navigate to the page: </ssobypasslogin.jsp>

IS480 Scheduling - Please login to use the system

2013-14 Term 1 ▼

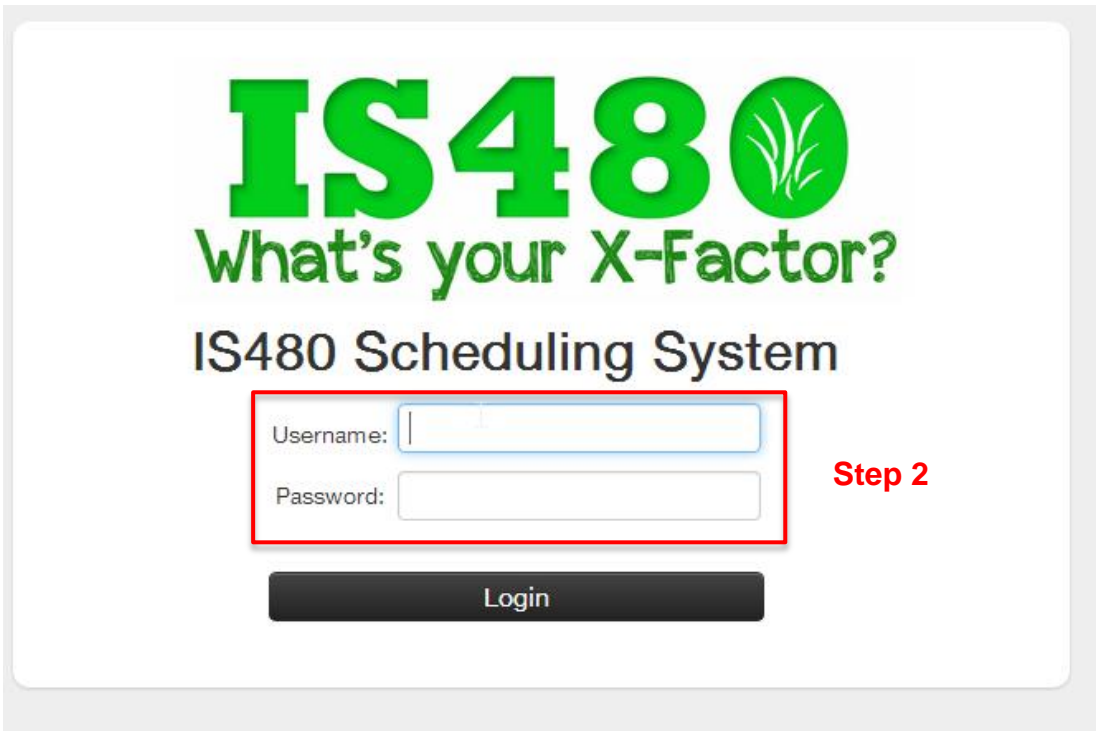
Acceptance Midterm Final

Administrator Login SMU Login

Available Pending Approved

	25 Nov Mon	26 Nov Tue	27 Nov Wed	28 Nov Thu	29 Nov Fri	30 Nov Sat	01 Dec Sun	02 Dec Mon	03 Dec Tue
09:00					FourPointFive				
10:00									
11:00									Alexis
12:00									
13:00									
14:00								Acellence	Prime Factor
15:00	Kungfu Panda							InfoTopia	Marvel Ious
16:00								Awe-K2	Jskey
17:00			La Buena Vida		Funktional				

Step 2: Enter the username of the user that you want to login as. The value for “password” is the administrator password that is configured through the “[Other Settings](#)” page.

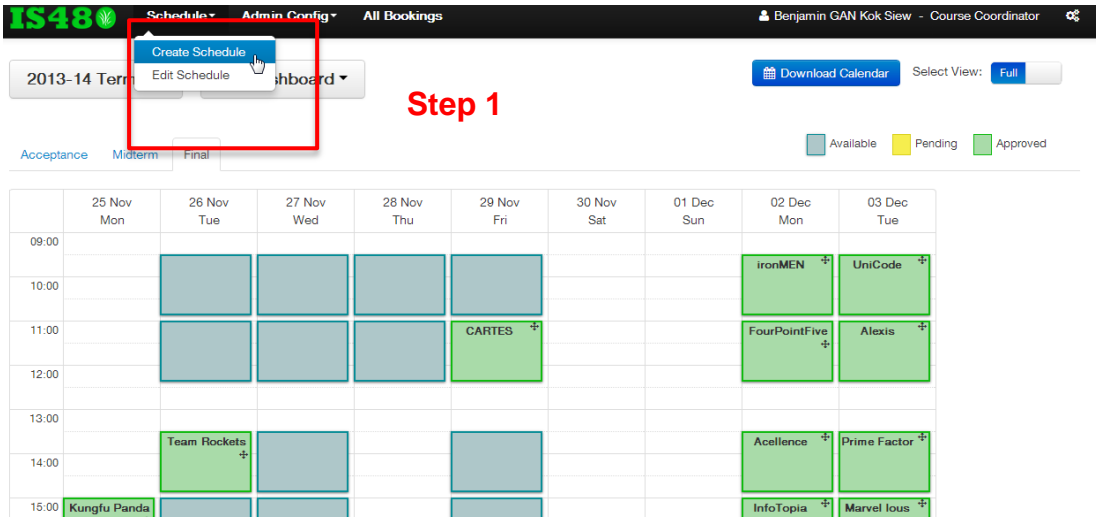


The image shows the login page for the IS480 Scheduling System. At the top, there is a large green logo with the text "IS480" and a stylized plant icon, followed by the tagline "What's your X-Factor?". Below this, the text "IS480 Scheduling System" is displayed. A red rectangle highlights the login fields: a "Username:" input field and a "Password:" input field. To the right of these fields, the text "Step 2" is written in red. Below the input fields is a black "Login" button.

## 2.3 Schedule

### 2.3.1 Create schedule

Step 1: Go to nav bar and click “Schedule” then click “Create Schedule”



The image shows the IS480 Scheduling System dashboard. At the top, there is a navigation bar with the IS480 logo, a "Schedule" dropdown menu, an "Admin Config" dropdown menu, and "All Bookings". The user is logged in as Benjamin GAN Kok Siew, Course Coordinator. Below the navigation bar, there is a "2013-14 Term" dropdown menu and a "Dashboard" button. A red rectangle highlights the "Create Schedule" button in the "Schedule" dropdown menu. To the right of this rectangle, the text "Step 1" is written in red. Below the navigation bar, there is a "Download Calendar" button and a "Select View: Full" dropdown menu. Below these, there is a legend for the schedule: "Available" (blue), "Pending" (yellow), and "Approved" (green). The main part of the dashboard is a calendar grid showing the schedule for the 2013-14 term. The grid has columns for days of the week (25 Nov Mon to 03 Dec Tue) and rows for time slots (09:00 to 15:00). The schedule is color-coded: blue for Available, yellow for Pending, and green for Approved. The grid shows various courses and their status, such as "Kungfu Panda" (Approved), "Team Rockets" (Approved), "CARTES" (Approved), "ironMEN" (Approved), "UniCode" (Approved), "FourPointFive" (Approved), "Alexis" (Approved), "Acellence" (Approved), "Prime Factor" (Approved), "InfoTopia" (Approved), and "Marvel lous" (Approved).

Step 2: Enter the year that you would like to create for  
 Step 3: Enter the name of the term (e.g. 2014-15 Term 1)  
 (All terms for a year must have unique names)

**Create Schedule**

Year: 2013

Term Name: eg. Modified Term 1A

**Milestone**

**Acceptance**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Midterm**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Day Hours**

From: 09:00 To: 19:00

**Bookable**

Yes

Step 4: Under different milestone, select dates that you would like presentation to be held

Step 5: Under Day Hours, indicate the start time and end time for the presentations (e.g. start from 9am to 6pm)

Step 6: Turn on bookable to allow students to make booking. Turn it off if do not want students to book yet.

**Create Schedule**

Year: 2013

Term Name: eg. Modified Term 1A

**Milestone**

**Acceptance**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Midterm**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Day Hours**

From: 09:00 To: 19:00

**Bookable**

Yes

- Step 7: Enter the venue for all presentations (will overwrite venue for **all** time slots)
- Step 8: Mark slots that you want to make unavailable
- Step 9: Click “Create”

The screenshot shows the 'Create Timeslots' interface in the IS48 system. The top navigation bar includes 'IS48', 'Schedule', 'Admin Config', and 'All Bookings'. The user is identified as Benjamin GAN Kok Siew, Course Coordinator. On the left, there are links for 'Create Schedule' and 'Create Timeslots'. The main form has a 'Progress' bar and a 'Milestone' dropdown menu set to 'Acceptance'. A red box labeled 'Step 7' highlights the 'Venue' input field, which contains the text 'SIS SR 2.1'. A blue 'Create' button is highlighted with a red box labeled 'Step 9'. Below the form is a calendar grid for the week of March 10 to 20, 2014. The grid shows time slots from 09:00 to 16:30. A red box labeled 'Step 8' highlights a specific time slot (10:00 on March 11, 2014) which is currently green, indicating it is available. A legend on the right shows a green square labeled 'Available'.

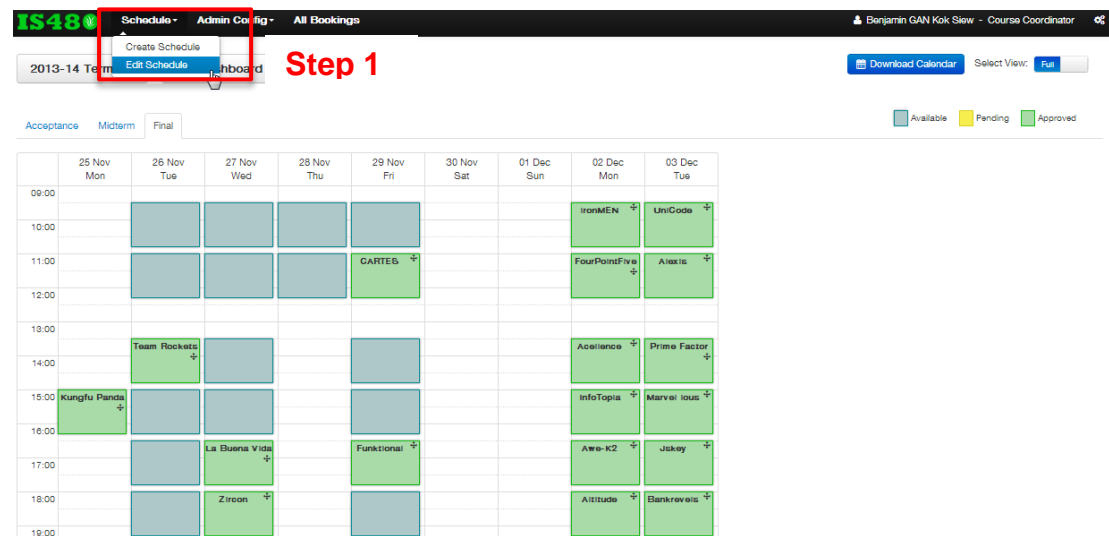
- Step 10: Repeat Step 7 and 9 for reminding milestones (e.g. Midterm and Final)

The screenshot shows the 'Create Timeslots' interface for a different milestone. The 'Milestone' dropdown menu is set to 'Midterm'. A red box labeled 'Step 10' highlights the 'Venue' input field, which is empty. The 'Create' button is also visible. Below the form is a calendar grid for the week of April 16 to 24, 2014. The grid shows time slots from 09:00 to 16:30. All slots in this grid are green, indicating they are available. A legend on the right shows a green square labeled 'Available'.



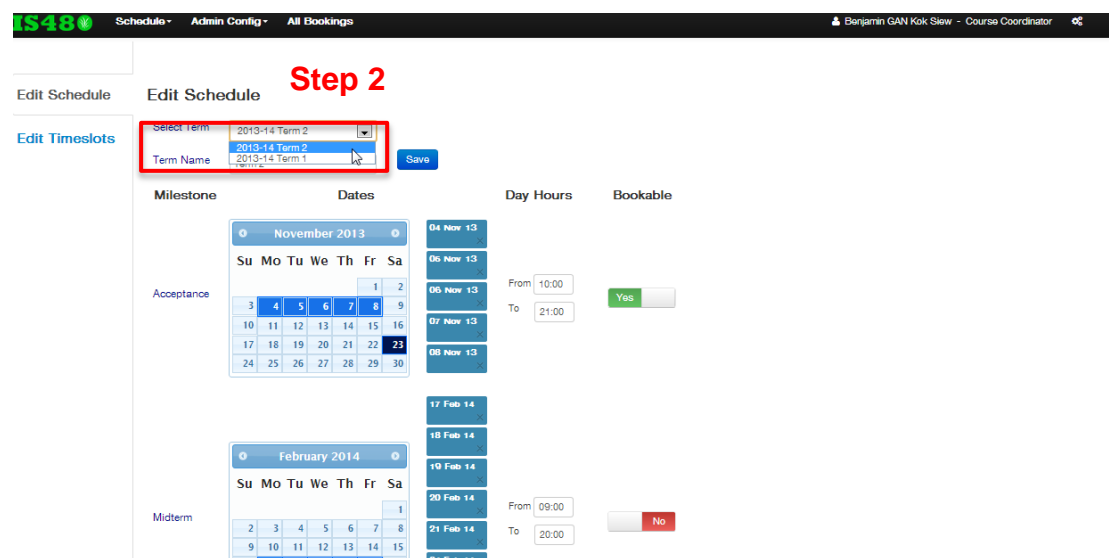
## 2.3.2 Edit schedule

Step 1: Go to nav bar and click “Schedule” then click “Edit Schedule”



The screenshot shows the IS480 course management interface. The top navigation bar includes 'Schedule', 'Admin Config', and 'All Bookings'. The 'Schedule' dropdown menu is open, showing 'Create Schedule' and 'Edit Schedule'. The 'Edit Schedule' option is highlighted with a red box and an arrow. The text 'Step 1' is written in red. Below the navigation bar, there is a '2013-14 Term' dropdown and a 'Download Calendar' button. The main area displays a calendar grid for the 2013-14 term, showing various courses and their scheduled times. The grid is color-coded: blue for 'Available', yellow for 'Pending', and green for 'Approved'.

Step 2: Select the term which you would like to edit



The screenshot shows the 'Edit Schedule' form in the IS480 course management interface. The 'Select Term' dropdown menu is highlighted with a red box and an arrow. The dropdown menu is open, showing '2013-14 Term 2' as the selected term. The text 'Step 2' is written in red. Below the dropdown menu, there is a 'Term Name' field and a 'Save' button. The form also includes sections for 'Milestone', 'Dates', 'Day Hours', and 'Bookable'. The 'Dates' section shows a calendar for November 2013 and February 2014. The 'Day Hours' section shows a table with 'From' and 'To' times. The 'Bookable' section shows a 'Yes' button.

### Step 3: Update term name by entering a new term name

IS480 Schedule Admin Config All Bookings Benjamin GAN Kok Siew Course Coordinator

Edit Schedule Edit Timeslots

Select Term 2013-14 Term 2

Term Name Term 2 Save

Milestone Dates Day Hours Bookable

Acceptance

November 2013

Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2014

Su	Mo	Tu	We	Th	Fr	Sa

04 Nov 13  
05 Nov 13  
06 Nov 13  
07 Nov 13  
08 Nov 13  
12 Nov 13  
13 Nov 13  
17 Feb 14  
18 Feb 14  
19 Feb 14  
20 Feb 14

From 10:00 To 21:00 Yes

### Step 4: Add/remove presentation dates

IS480 Schedule Admin Config All Bookings Benjamin GAN Kok Siew Course Coordinator

Edit Schedule Edit Timeslots

Select Term 2013-14 Term 2

Term Name Term 2 Save

Milestone Dates Day Hours Bookable

Acceptance

November 2013

Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2014

Su	Mo	Tu	We	Th	Fr	Sa

04 Nov 13  
05 Nov 13  
06 Nov 13  
07 Nov 13  
08 Nov 13  
12 Nov 13  
13 Nov 13  
17 Feb 14  
18 Feb 14  
19 Feb 14  
20 Feb 14

From 10:00 To 21:00 Yes

Step 5: Change presentation start and end time  
 Step 6: Click “Save”

The screenshot shows the IS480 interface with the 'Acceptance' milestone selected. The 'Day Hours' section is highlighted with a red box. A time selection dropdown is open, showing a list of times from 09:00 to 14:00. The time 12:00 is selected. The 'Bookable' section shows a 'Yes' button.

**Step 5**

Step 7: Click edit timeslots to add/remove presentation slots and change venue  
 Step 8: Click “Save”

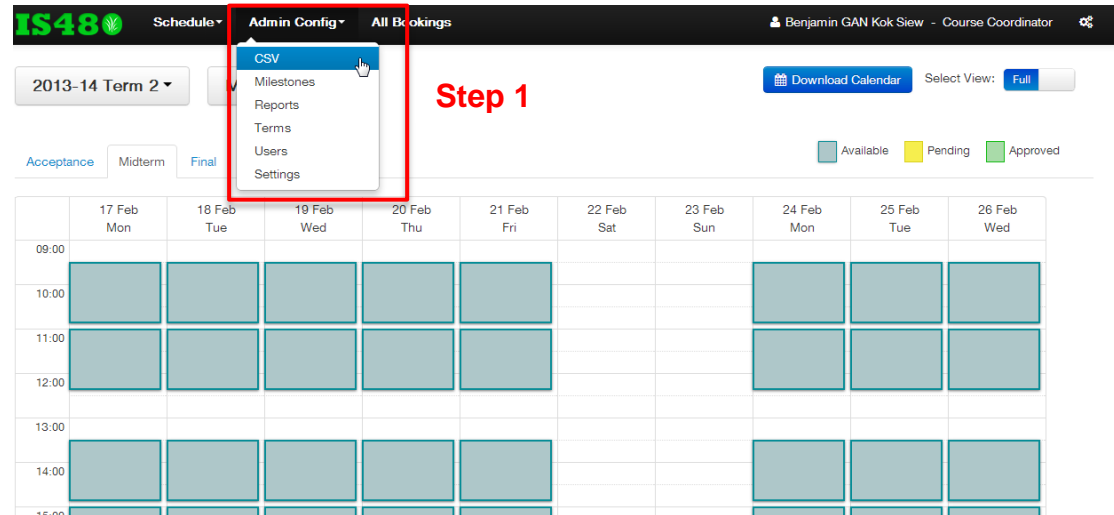
The screenshot shows the IS480 interface with the 'Edit Timeslots' section. The 'Edit Timeslots' button is highlighted with a red box. The 'Select Term' dropdown is set to '2013-14 Term 2'. The 'Milestone' dropdown is set to 'Acceptance'. The 'Venue' dropdown is set to 'Overwrite venue...'. The 'Save' button is visible. The timeslot grid shows slots for 10:00, 10:30, 11:00, 11:30, 12:00, and 12:30. The 10:30 slot is marked as 'Available' (green) and the 11:00 slot is marked as 'Team Booking' (yellow).

**Step 7**

## 2.4 Admin Configuration

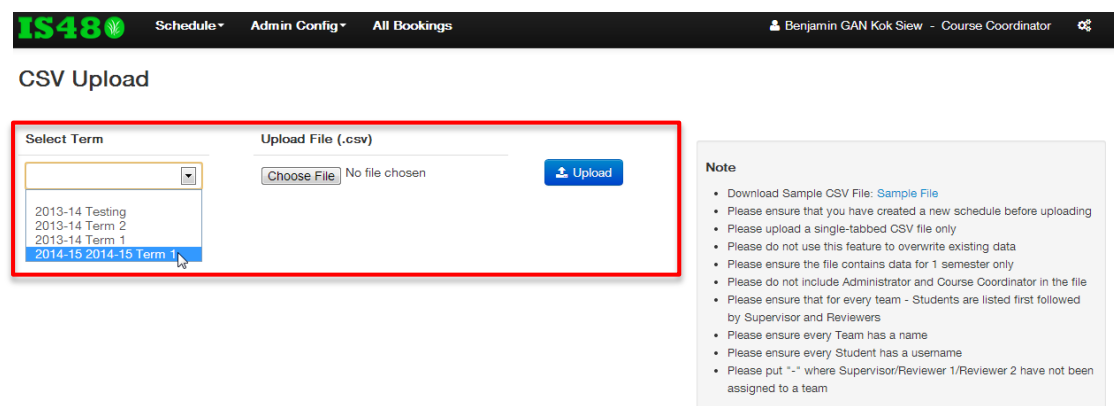
### 2.4.1 CSV file upload

Step 1: Select “Admin Config” on the nav bar then click “CSV”



The screenshot shows the IS48 web application interface. The top navigation bar includes 'Schedule', 'Admin Config', and 'All Bookings'. The 'Admin Config' dropdown menu is open, showing options: CSV, Milestones, Reports, Terms, Users, and Settings. A red box highlights the 'CSV' option, and a red arrow points to it. The text 'Step 1' is written in red. Below the menu, there is a calendar view for the 2013-14 Term 2, showing dates from 17 Feb to 26 Feb. The calendar cells are colored light blue, indicating 'Available' status. A legend at the bottom right shows 'Available' (light blue), 'Pending' (yellow), and 'Approved' (green).

Step 2: Select the term that you want to upload the file to and choose the file from your local desktop and click “Upload”. **Please read and follow the instructions on the right before uploading the file.**

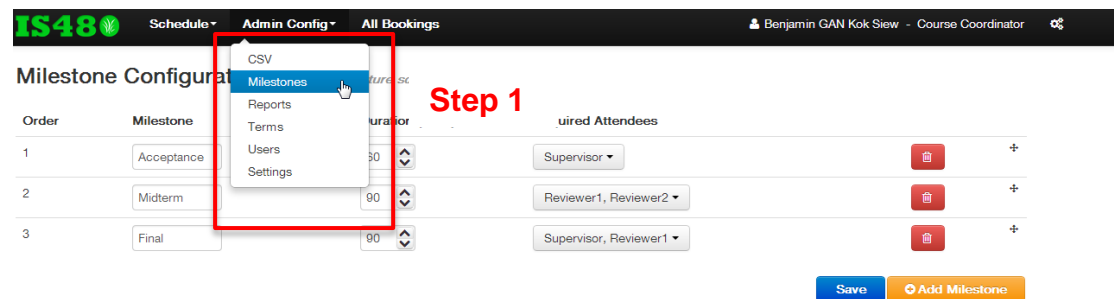


The screenshot shows the 'CSV Upload' form in the IS48 web application. The form has two main sections: 'Select Term' and 'Upload File (.csv)'. The 'Select Term' dropdown menu is open, showing options: '2013-14 Testing', '2013-14 Term 2', '2013-14 Term 1', and '2014-15 2014-15 Term 1'. A red box highlights the '2014-15 2014-15 Term 1' option, and a red arrow points to it. The text 'Step 2' is written in red. The 'Upload File (.csv)' section has a 'Choose File' button and a text field showing 'No file chosen'. There is an 'Upload' button. To the right of the form is a 'Note' section with a list of instructions:

- Download Sample CSV File: [Sample File](#)
- Please ensure that you have created a new schedule before uploading
- Please upload a single-tabbed CSV file only
- Please do not use this feature to overwrite existing data
- Please ensure the file contains data for 1 semester only
- Please do not include Administrator and Course Coordinator in the file
- Please ensure that for every team - Students are listed first followed by Supervisor and Reviewers
- Please ensure every Team has a name
- Please ensure every Student has a username
- Please put "-" where Supervisor/Reviewer 1/Reviewer 2 have not been assigned to a team

## 2.4.2 Default milestones

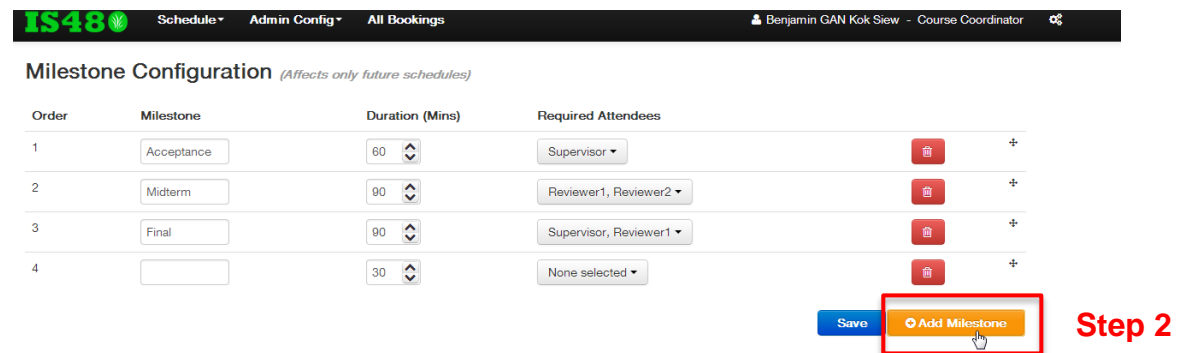
Step 1: Select “Admin Config” on the nav bar then click “Milestones”



The screenshot shows the IS480 application interface. The top navigation bar includes 'Schedule', 'Admin Config', and 'All Bookings'. The 'Admin Config' dropdown menu is open, and 'Milestones' is highlighted. The main content area is titled 'Milestone Configuration' and contains a table with columns: Order, Milestone, Duration (Mins), Required Attendees, and a delete icon. The table lists three milestones: Acceptance (60 mins, Supervisor), Midterm (90 mins, Reviewer1, Reviewer2), and Final (90 mins, Supervisor, Reviewer1). A red box highlights the 'Admin Config' menu and the 'Milestones' option. A red arrow points to the 'Milestones' option with the text 'Step 1'. At the bottom right, there are 'Save' and 'Add Milestone' buttons.

Order	Milestone	Duration (Mins)	Required Attendees
1	Acceptance	60	Supervisor
2	Midterm	90	Reviewer1, Reviewer2
3	Final	90	Supervisor, Reviewer1

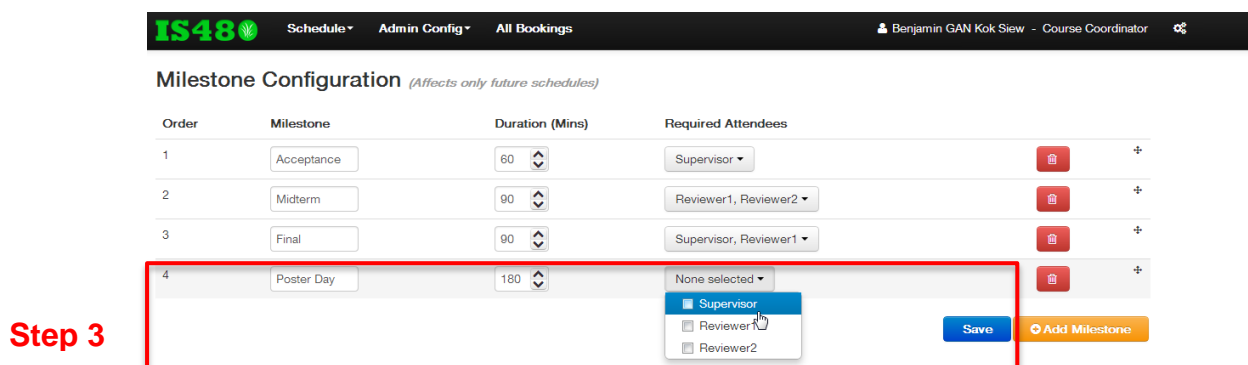
Step 2: Click “Add Milestone” to add a new milestone



The screenshot shows the 'Milestone Configuration' page. The table has four columns: Order, Milestone, Duration (Mins), and Required Attendees. The table lists four milestones: Acceptance (60 mins, Supervisor), Midterm (90 mins, Reviewer1, Reviewer2), Final (90 mins, Supervisor, Reviewer1), and a new row for 'Poster Day' (180 mins, None selected). A red box highlights the 'Add Milestone' button at the bottom right. A red arrow points to the 'Add Milestone' button with the text 'Step 2'.

Order	Milestone	Duration (Mins)	Required Attendees
1	Acceptance	60	Supervisor
2	Midterm	90	Reviewer1, Reviewer2
3	Final	90	Supervisor, Reviewer1
4	Poster Day	180	None selected

Step 3: Input milestone name, select duration and select required attendee then click “Save”

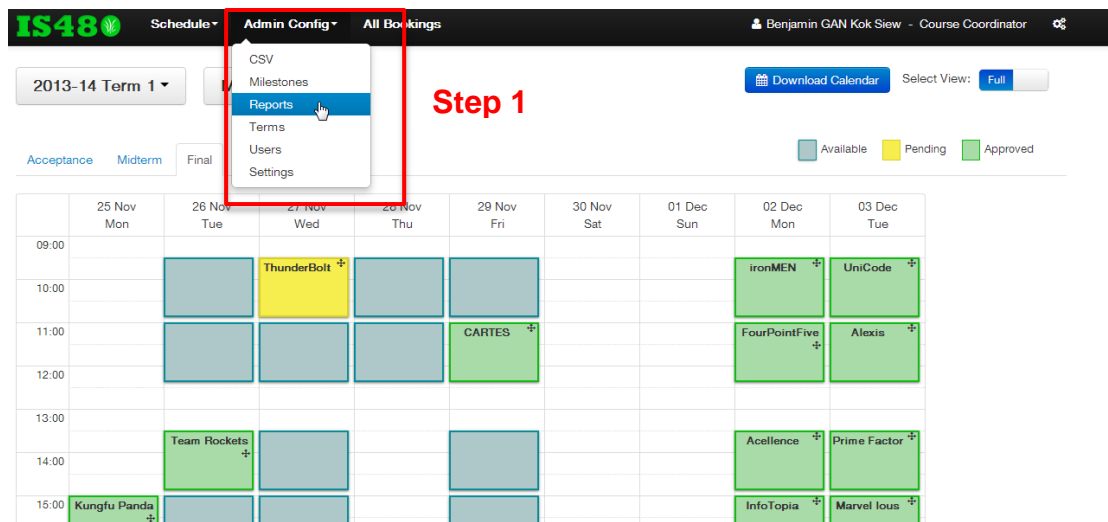


The screenshot shows the 'Milestone Configuration' page. The table has four columns: Order, Milestone, Duration (Mins), and Required Attendees. The table lists four milestones: Acceptance (60 mins, Supervisor), Midterm (90 mins, Reviewer1, Reviewer2), Final (90 mins, Supervisor, Reviewer1), and a new row for 'Poster Day' (180 mins, None selected). A red box highlights the 'Save' button at the bottom right. A red arrow points to the 'Save' button with the text 'Step 3'.

Order	Milestone	Duration (Mins)	Required Attendees
1	Acceptance	60	Supervisor
2	Midterm	90	Reviewer1, Reviewer2
3	Final	90	Supervisor, Reviewer1
4	Poster Day	180	None selected

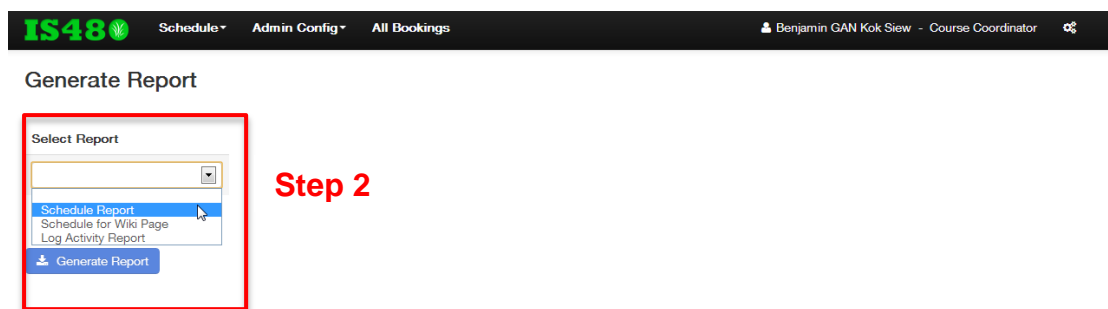
## 2.4.3 Generate Reports

Step 1: Select “Admin Config” on the nav bar then click “Reports”



The screenshot shows the IS48 interface with the 'Admin Config' dropdown menu open. The 'Reports' option is highlighted. A red box encloses the 'Admin Config' menu and the 'Reports' option. A red 'Step 1' label is placed next to the box. The interface also shows a calendar view for the 2013-14 Term 1, with a 'Download Calendar' button and a 'Select View' dropdown set to 'Full'. The calendar grid shows various activities like 'ThunderBolt', 'CARTES', 'Team Rockets', 'Kungfu Panda', 'IronMEN', 'UniCode', 'FourPointFive', 'Alexis', 'Acellence', 'Prime Factor', 'InfoTopia', and 'Marvel lous'.

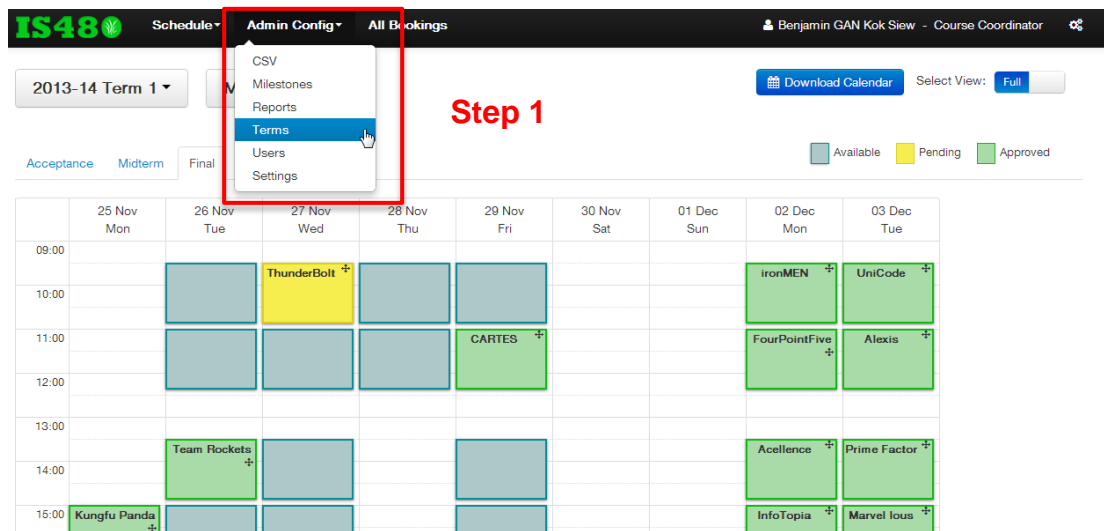
Step 2: Select the report you want to generate and click “Generate Report”



The screenshot shows the 'Generate Report' dialog box. The 'Generate Report' button is highlighted. A red box encloses the dialog box. A red 'Step 2' label is placed next to the box. The dialog box contains a 'Select Report' dropdown menu with options: 'Schedule Report', 'Schedule for Wiki Page', and 'Log Activity Report'. The 'Generate Report' button is at the bottom.

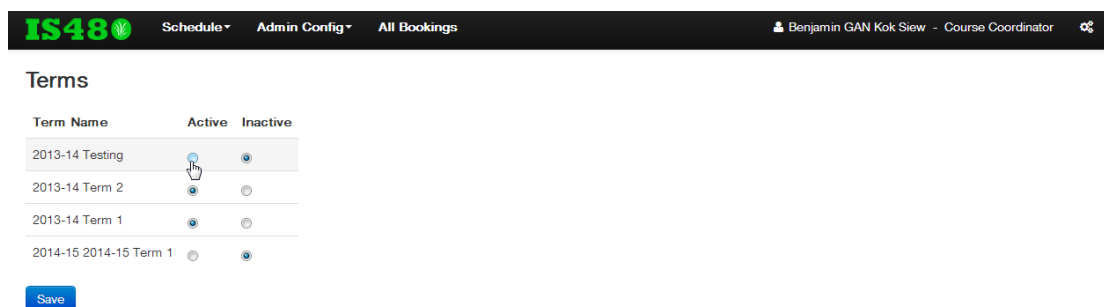
## 2.4.4 Archive Terms

Step 1: Select “Admin Config” on the nav bar then click “Terms”



The screenshot shows the IS48 interface with the 'Admin Config' dropdown menu open. The 'Terms' option is highlighted. The calendar view shows various events for the 2013-14 term, including 'ThunderBolt', 'CARTES', 'Team Rockets', 'Kungfu Panda', 'ironMEN', 'UniCode', 'FourPointFive', 'Alexis', 'Acellence', 'Prime Factor', 'InfoTopia', and 'Marvel Ious'.

Step 2: Select the term to make it active or inactive and then click “Save”. (Terms marked ‘Inactive’ are not visible to the end user)



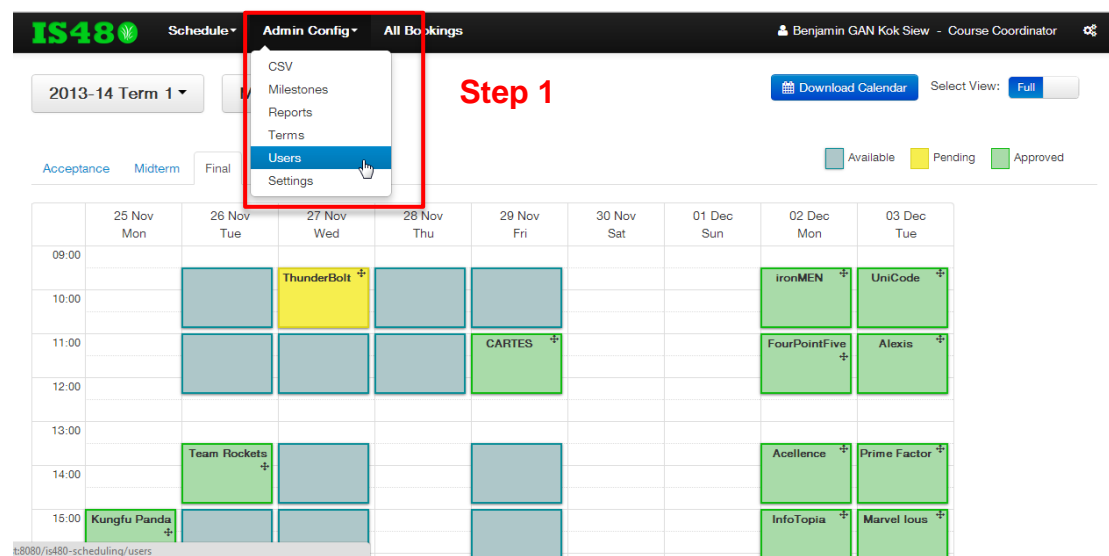
The screenshot shows the 'Terms' page in the IS48 interface. The 'Active' column has a radio button selected for '2013-14 Testing'. The 'Inactive' column has radio buttons for '2013-14 Term 2', '2013-14 Term 1', and '2014-15 2014-15 Term 1'. A 'Save' button is at the bottom.

Term Name	Active	Inactive
2013-14 Testing	<input checked="" type="radio"/>	<input type="radio"/>
2013-14 Term 2	<input type="radio"/>	<input type="radio"/>
2013-14 Term 1	<input type="radio"/>	<input type="radio"/>
2014-15 2014-15 Term 1	<input type="radio"/>	<input type="radio"/>

Save

## 2.4.5 Manage Users

Step 1: Select “Admin Config” on the nav bar then click “Users”

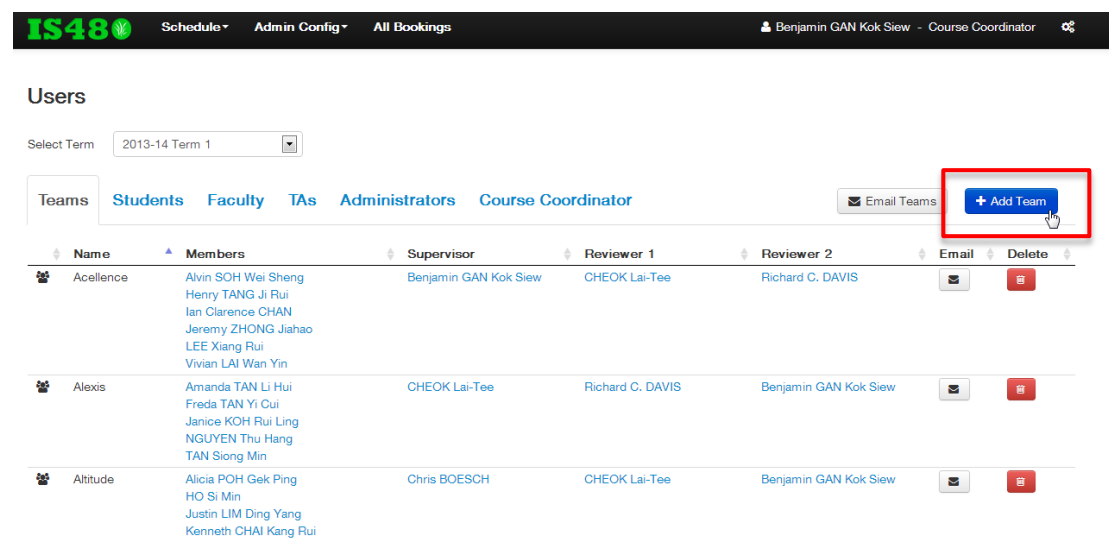


The screenshot shows the IS48 interface with the 'Admin Config' dropdown menu open. The 'Users' option is highlighted. A red box encloses the 'Admin Config' menu and the 'Users' option. A red 'Step 1' label is placed next to the box. The interface also shows a calendar view for the 2013-14 Term 1, with various events like 'ThunderBolt', 'Kungfu Panda', 'ironMEN', and 'UniCode' listed.

### 2.4.5.1 Teams

#### 2.4.5.1.1 Add new team

Step 1: Under “Teams” tab, click “Add Team” button

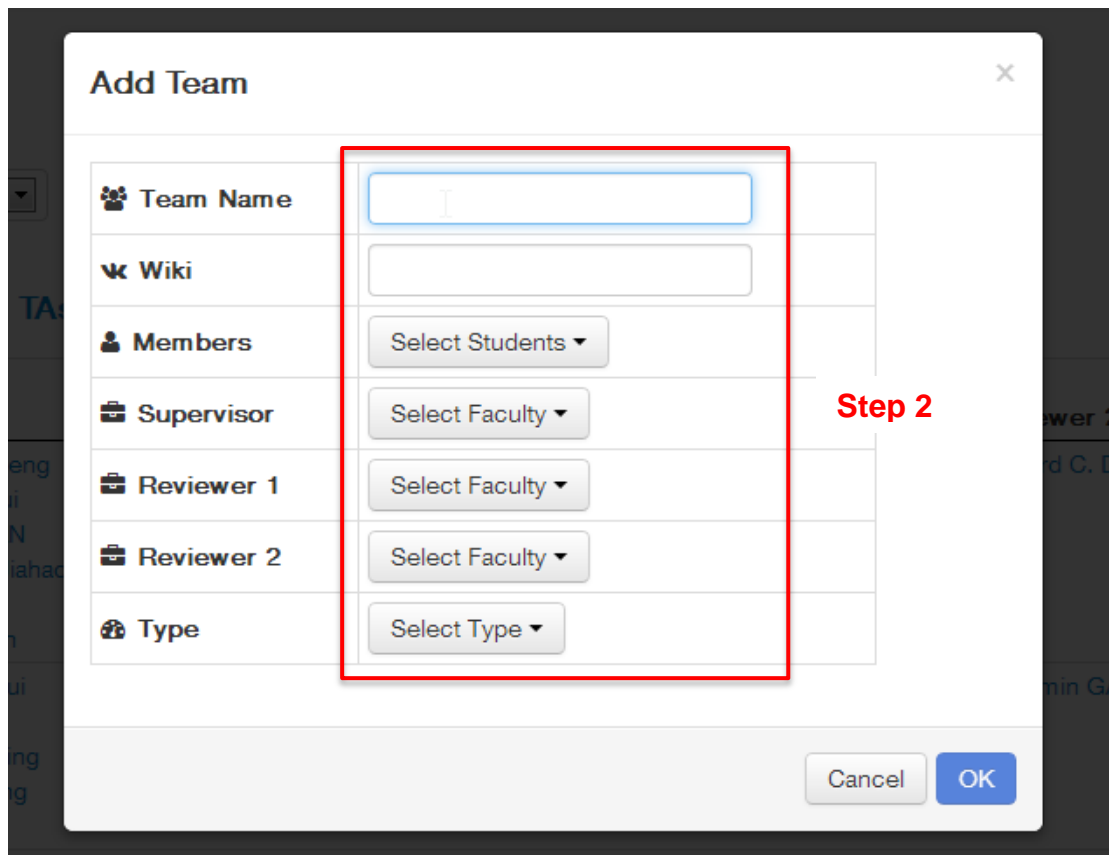


The screenshot shows the 'Users' page in the IS48 interface. The 'Teams' tab is selected, and the 'Add Team' button is highlighted with a red box. A red 'Step 1' label is placed next to the box. The page displays a table of users with columns for Name, Members, Supervisor, Reviewer 1, Reviewer 2, Email, and Delete. The table lists three teams: 'Accellence', 'Alexis', and 'Altitude'.

Name	Members	Supervisor	Reviewer 1	Reviewer 2	Email	Delete
Accellence	Alvin SOH Wei Sheng Henry TANG Ji Rui Ian Clarence CHAN Jeremy ZHONG Jiahao LEE Xiang Rui Vivian LAI Wan Yin	Benjamin GAN Kok Siew	CHEOK Lai-Tee	Richard C. DAVIS		
Alexis	Amanda TAN Li Hui Freda TAN Yi Cui Janice KOH Rui Ling NGUYEN Thu Hang TAN Siang Min	CHEOK Lai-Tee	Richard C. DAVIS	Benjamin GAN Kok Siew		
Altitude	Alicia POH Gek Ping HO Si Min Justin LIM Ding Yang Kenneth CHAI Kang Rui	Chris BOESCH	CHEOK Lai-Tee	Benjamin GAN Kok Siew		



Step 2: Fill up all necessary information and click “Ok”. A new team will be created



**Add Team**

Team Name

Wiki

Members

Supervisor

Reviewer 1

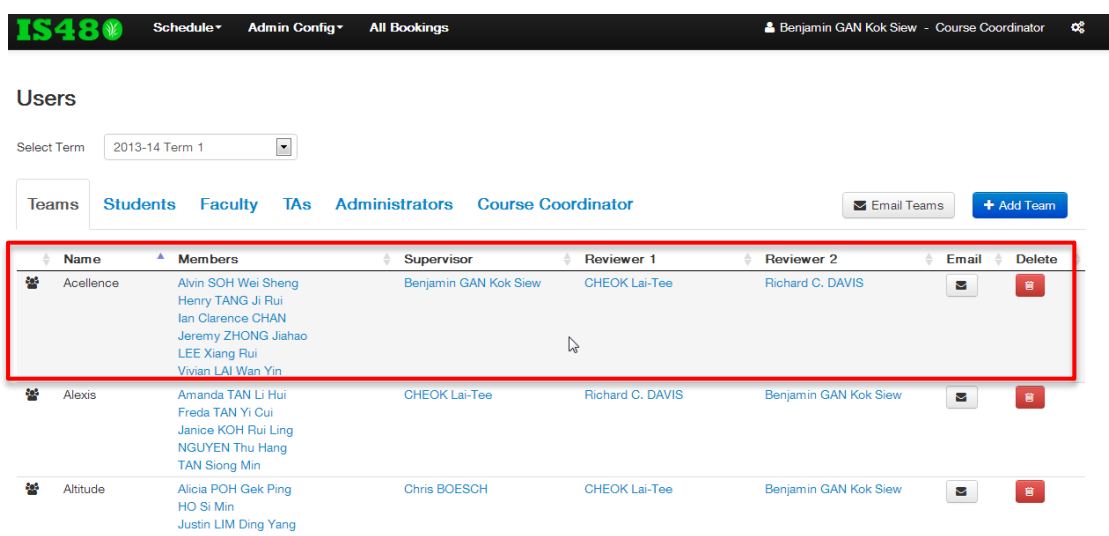
Reviewer 2

Type

**Step 2**

#### 2.4.5.1.2 Edit team (assign supervisor, reviewers etc)

Step 1: Under “Teams” tab, hover to the team and click anywhere within the team’s space



**IS48** Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

**Users**

Select Term: 2013-14 Term 1

Teams Students Faculty TAs Administrators Course Coordinator

Email Teams Add Team

Name	Members	Supervisor	Reviewer 1	Reviewer 2	Email	Delete
Acellence	Alvin SOH Wei Sheng Henry TANG Ji Rui Ian Clarence CHAN Jeremy ZHONG Jiahao LEE Xiang Rui Vivian LAI Wan Yin	Benjamin GAN Kok Siew	CHEOK Lai-Tee	Richard C. DAVIS		
Alexis	Amanda TAN Li Hui Freda TAN Yi Cui Janice KOH Rui Ling NGUYEN Thu Hang TAN Siong Min	CHEOK Lai-Tee	Richard C. DAVIS	Benjamin GAN Kok Siew		
Altitude	Alicia POH Gek Ping HO Si Min Justin LIM Ding Yang	Chris BOESCH	CHEOK Lai-Tee	Benjamin GAN Kok Siew		








**Step 1**

Step 2: Update any information for the team (e.g. add team wiki, change supervisor, or presentation type etc.) and click “Ok”

Note: If any faculty member (e.g. supervisor, reviewer etc.) is removed from the team, the course coordinator is assigned to the position automatically. This is done to prevent the system from crashing

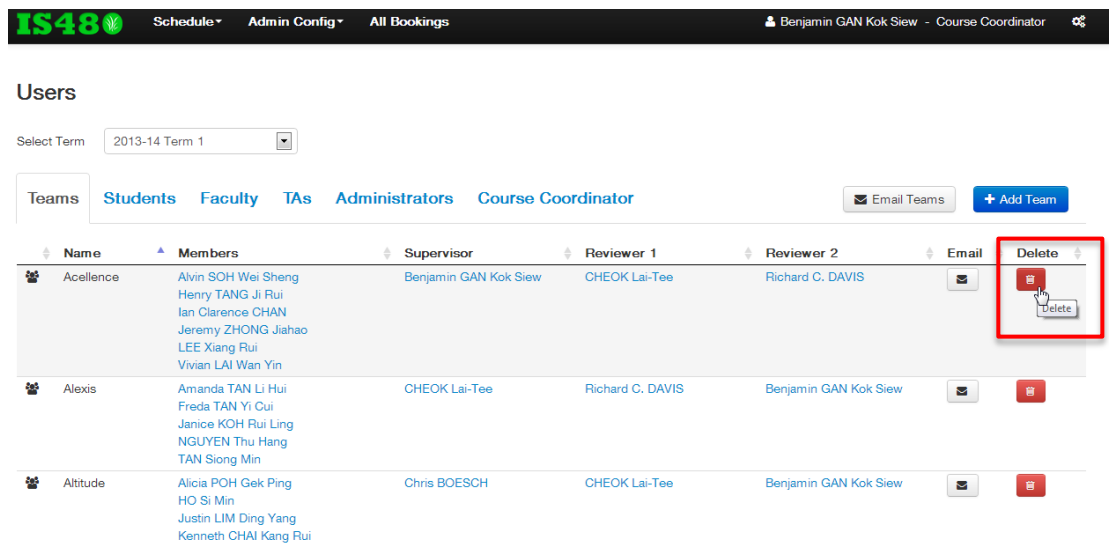
**Edit Team** ✕

**Step 2**

 <b>Team Name</b>	<input type="text" value="Acellence"/>
 <b>Wiki</b>	<input type="text"/>
 <b>Members</b>	<div>Alvin SOH Wei Sheng Henry TANG Ji Rui Ian Clarence CHAN Jeremy ZHONG Jiahao LEE Xiang Rui Vivian LAI Wan Yin ▼</div>
 <b>Supervisor</b>	<div>Benjamin GAN Kok Siew ▼</div>
 <b>Reviewer 1</b>	<div>CHEOK Lai-Tee ▼</div>
 <b>Reviewer 2</b>	<div>Richard C. DAVIS ▼</div>
 <b>Type</b>	<div>Public ▼</div>

### 2.4.5.1.3 Remove team

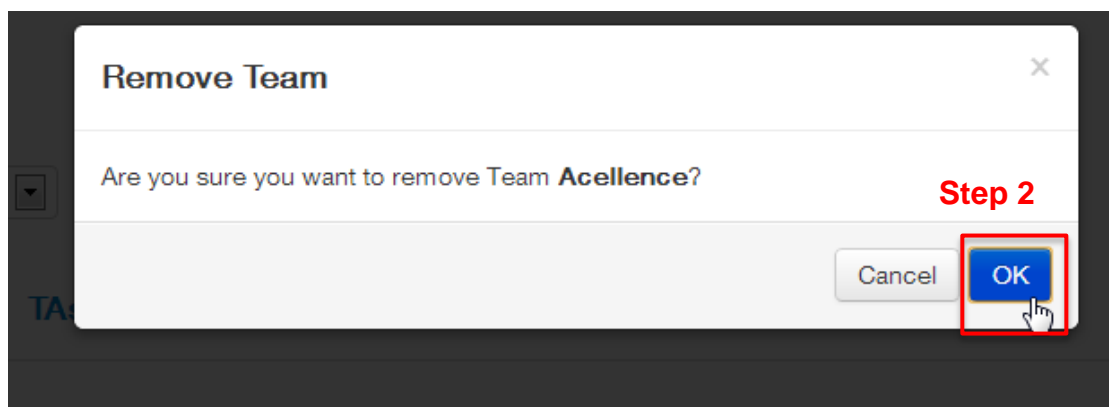
Step 1: Under “Teams” tab and “Delete” column, click on the delete button



The screenshot shows the IS48 Users management interface. At the top, there's a navigation bar with 'IS48' logo, 'Schedule', 'Admin Config', and 'All Bookings'. Below this, the 'Users' section is active, with a dropdown for 'Select Term' set to '2013-14 Term 1'. The 'Teams' tab is selected, showing a table of teams. The table has columns: Name, Members, Supervisor, Reviewer 1, Reviewer 2, Email, and Delete. The 'Acellence' team is highlighted, and a red box is drawn around the 'Delete' button in the 'Delete' column. A red label 'Step 1' is placed to the right of the table.

Name	Members	Supervisor	Reviewer 1	Reviewer 2	Email	Delete
Acellence	Alvin SOH Wei Sheng Henry TANG Ji Rui Ian Clarence CHAN Jeremy ZHONG Jiahao LEE Xiang Rui Vivian LAI Wan Yin	Benjamin GAN Kok Siew	CHEOK Lai-Tee	Richard C. DAVIS		
Alexis	Amanda TAN Li Hui Freda TAN Yi Cui Janice KOH Rui Ling NGUYEN Thu Hang TAN Siong Min	CHEOK Lai-Tee	Richard C. DAVIS	Benjamin GAN Kok Siew		
Altitude	Alicia POH Gek Ping HO Si Min Justin LIM Ding Yang Kenneth CHAI Kang Rui	Chris BOESCH	CHEOK Lai-Tee	Benjamin GAN Kok Siew		

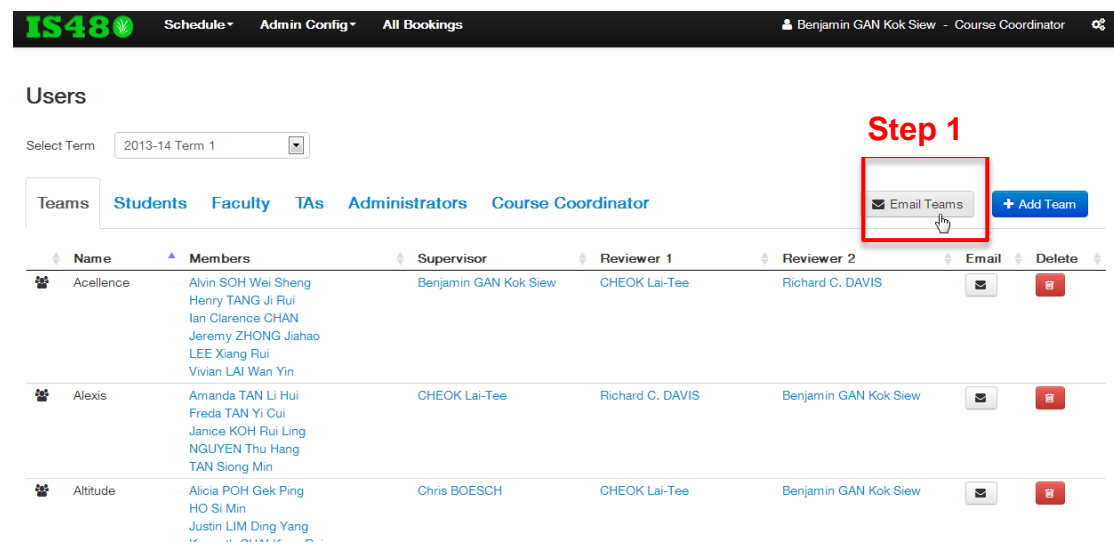
Step 2: Click “Ok” to remove the team from the system



The screenshot shows a 'Remove Team' dialog box. The title is 'Remove Team'. The main text asks 'Are you sure you want to remove Team **Acellence**?'. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A red box is drawn around the 'OK' button, and a red label 'Step 2' is placed to the right of the dialog box.

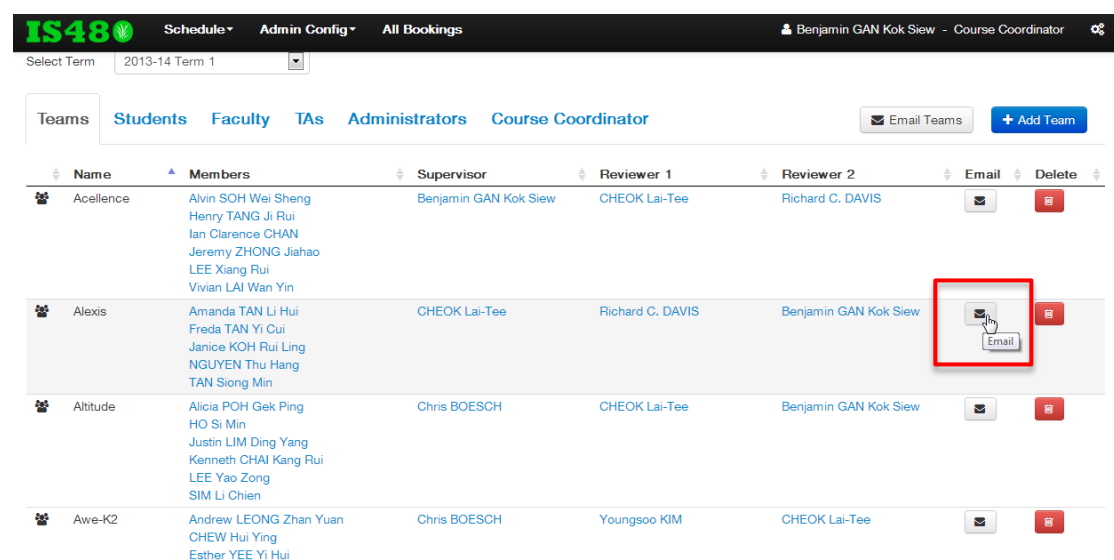
## 2.4.5.1.4 Email team/teams

Step 1: Click “Email Teams” button to email all teams in the system



The screenshot shows the IS48 Users page. At the top, there is a navigation bar with 'IS48' logo, 'Schedule', 'Admin Config', and 'All Bookings'. Below this, the 'Users' section is visible. A dropdown menu for 'Select Term' is set to '2013-14 Term 1'. Below the dropdown, there are tabs for 'Teams', 'Students', 'Faculty', 'TAs', 'Administrators', and 'Course Coordinator'. The 'Teams' tab is selected. In the top right corner of the Teams section, there is a button labeled 'Email Teams' with an envelope icon, which is highlighted with a red box and labeled 'Step 1'. Next to it is a blue button labeled '+ Add Team'. Below these buttons is a table with columns: Name, Members, Supervisor, Reviewer 1, Reviewer 2, Email, and Delete. The table lists three teams: 'Acellence', 'Alexis', and 'Altitude'. Each team has a list of members, a supervisor, two reviewers, an email button (envelope icon), and a delete button (red square with a white 'X').

Step 2: Click on the “Email” button next to the team to email individual team

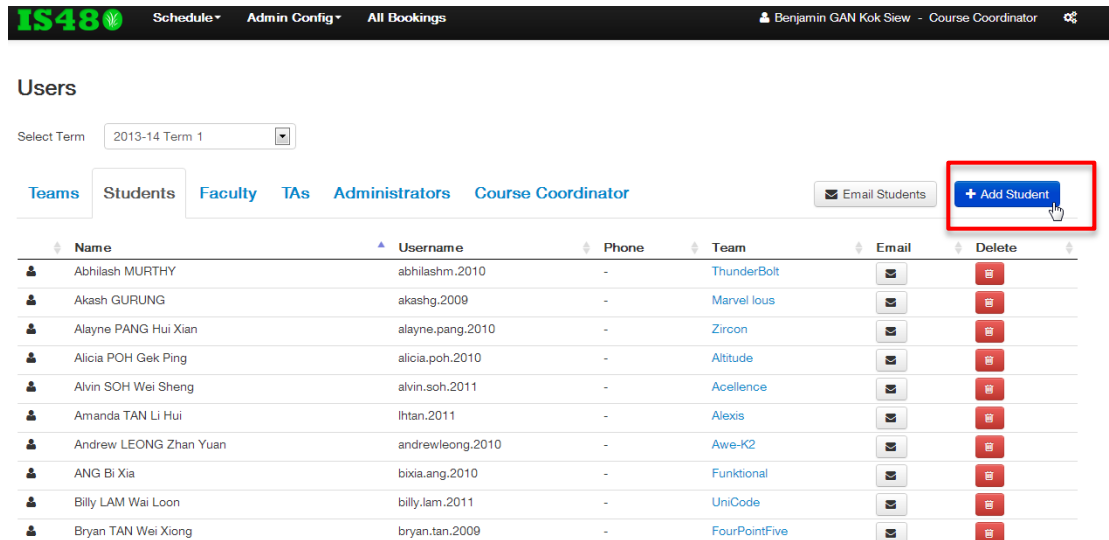


The screenshot shows the IS48 Users page, similar to the previous one. The 'Email Teams' button is no longer highlighted. Instead, the 'Email' button (envelope icon) for the 'Alexis' team is highlighted with a red box and labeled 'Step 2'. The table lists four teams: 'Acellence', 'Alexis', 'Altitude', and 'Awe-K2'. Each team has a list of members, a supervisor, two reviewers, an email button (envelope icon), and a delete button (red square with a white 'X').

## 2.4.5.2 Students

### 2.4.5.2.1 Add new student

Step 1: Under “Students” tab, click “Add Student” button



IS48 Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

Users

Select Term 2013-14 Term 1

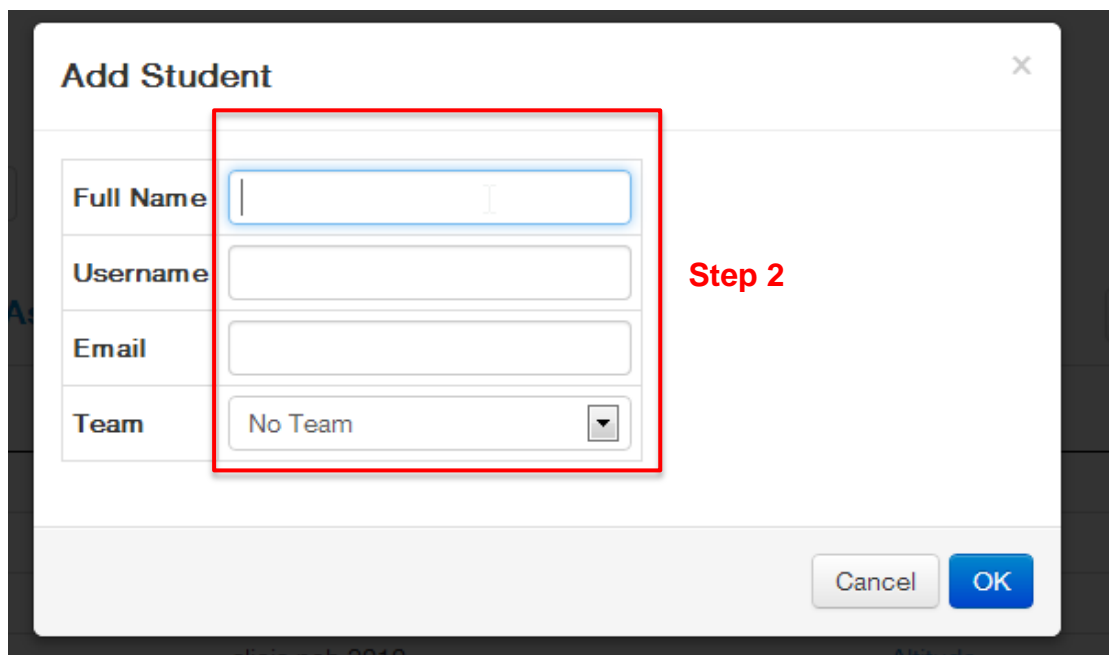
Teams Students Faculty TAs Administrators Course Coordinator

Email Students + Add Student

Name	Username	Phone	Team	Email	Delete
Abhilash MURTHY	abhilashm.2010	-	ThunderBolt		
Akash GURUNG	akashg.2009	-	Marvel lous		
Alayne PANG Hui Xian	alayne.pang.2010	-	Zircon		
Alicia POH Gek Ping	alicia.poh.2010	-	Altitude		
Alvin SOH Wei Sheng	alvin.soh.2011	-	Acellence		
Amanda TAN Li Hui	lhtan.2011	-	Alexis		
Andrew LEONG Zhan Yuan	andrewleong.2010	-	Awe-K2		
ANG Bi Xia	bxia.ang.2010	-	Funkional		
Billy LAM Wai Loon	billy.lam.2011	-	UniCode		
Bryan TAN Wei Xiong	bryan.tan.2009	-	FourPointFive		

Step 1

Step 2: Fill up all necessary information and click “Ok”. A new student will be created



Add Student

Full Name

Username

Email

Team No Team

Cancel OK

Step 2

### 2.4.5.2.2 Edit student

Step 1: Under “Students” tab, hover to the student and click anywhere within the student’s space

The screenshot shows the IS48 Users management interface. At the top, there's a navigation bar with 'IS48' logo, 'Schedule', 'Admin Config', and 'All Bookings'. Below this, the 'Users' section is active, with a dropdown for 'Select Term' set to '2013-14 Term 1'. The 'Students' tab is selected, showing a list of students. The first student, Abhilash MURTHY, is highlighted with a red box, indicating Step 1. The table has columns for Name, Username, Phone, Team, Email, and Delete. The 'Delete' column contains a red trash icon for each student.

Name	Username	Phone	Team	Email	Delete
Abhilash MURTHY	abhilashm.2010	-	ThunderBolt		
Akash GURUNG	akashg.2009	-	Marvel Ious		
Alayne PANG Hui Xian	alayne.pang.2010	-	Zircon		
Alicia POH Gek Ping	alicia.poh.2010	-	Altitude		
Alvin SOH Wei Sheng	alvin.soh.2011	-	Acellence		
Amanda TAN Li Hui	lhtan.2011	-	Alexis		
Andrew LEONG Zhan Yuan	andrewleong.2010	-	Awe-K2		
ANG Bi Xia	bixia.ang.2010	-	Funkional		
Billy LAM Wai Loon	billy.lam.2011	-	UniCode		
Rivan TAN Wei Xinn	brvan.tan.2009	-	FourPointFive		

Step 1

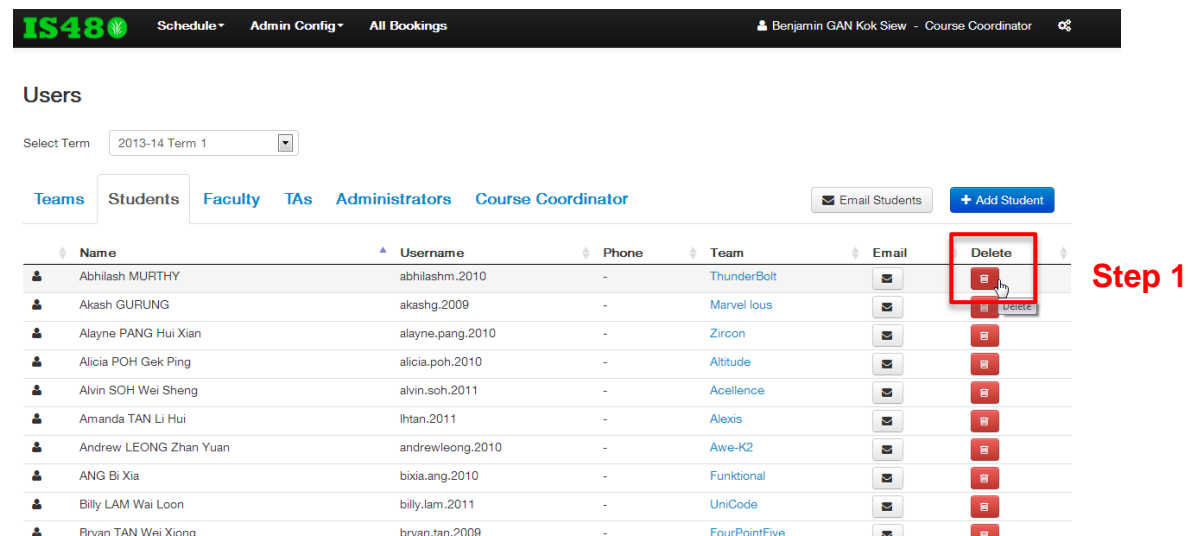
Step 2: Update any information for the student (e.g. student username, assign the student to another team etc.) and click “Ok”

The screenshot shows the 'Edit Student' modal form. The form has fields for 'Full Name', 'Username', 'Email', and 'Team'. The 'Full Name' field contains 'Abhilash MURTHY', 'Username' contains 'abhilashm.2010', 'Email' contains 'abhilashm.2010@smu.edu.sg', and 'Team' is set to 'ThunderBolt'. The form is highlighted with a red box, indicating Step 2. At the bottom right, there are 'Cancel' and 'OK' buttons.

Field	Value
Full Name	Abhilash MURTHY
Username	abhilashm.2010
Email	abhilashm.2010@smu.edu.sg
Team	ThunderBolt

### 2.4.5.2.3 Remove student

Step 1: Under “Students” tab and “Delete” column, click on the delete button













IS48 Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

Users

Select Term 2013-14 Term 1

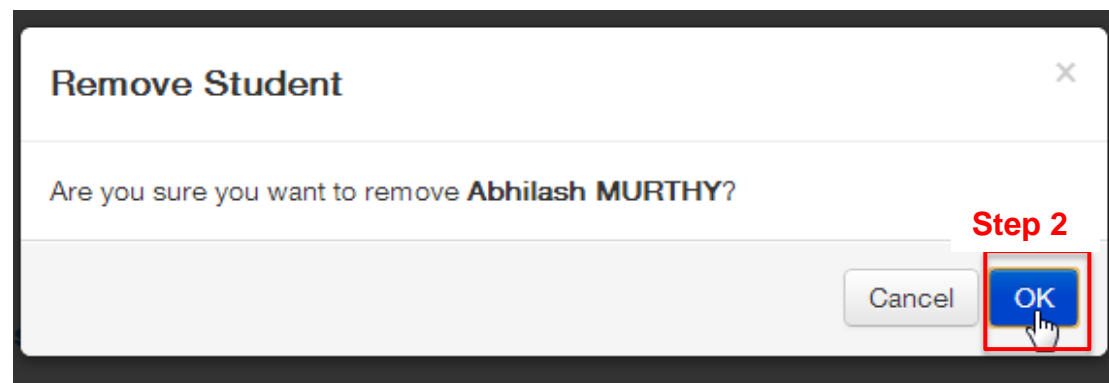
Teams Students Faculty TAs Administrators Course Coordinator

Email Students + Add Student

Name	Username	Phone	Team	Email	Delete
Abhilash MURTHY	abhilashm.2010	-	ThunderBolt		
Akash GURUNG	akashg.2009	-	Marvel Ious		
Alayne PANG Hui Xian	alayne.pang.2010	-	Zircon		
Alicia POH Gek Ping	alicia.poh.2010	-	Altitude		
Alvin SOH Wei Sheng	alvin.soh.2011	-	Acellence		
Amanda TAN Li Hui	lhtan.2011	-	Alexis		
Andrew LEONG Zhan Yuan	andrewleong.2010	-	Awe-K2		
ANG Bi Xia	bixia.ang.2010	-	Funktional		
Billy LAM Wai Loon	billy.lam.2011	-	UniCode		
Bryan TAN Wei Xiong	brvan.tan.2009	-	FourPointFive		

Step 1

Step 2: Click “Ok” to remove the student from the system



Remove Student

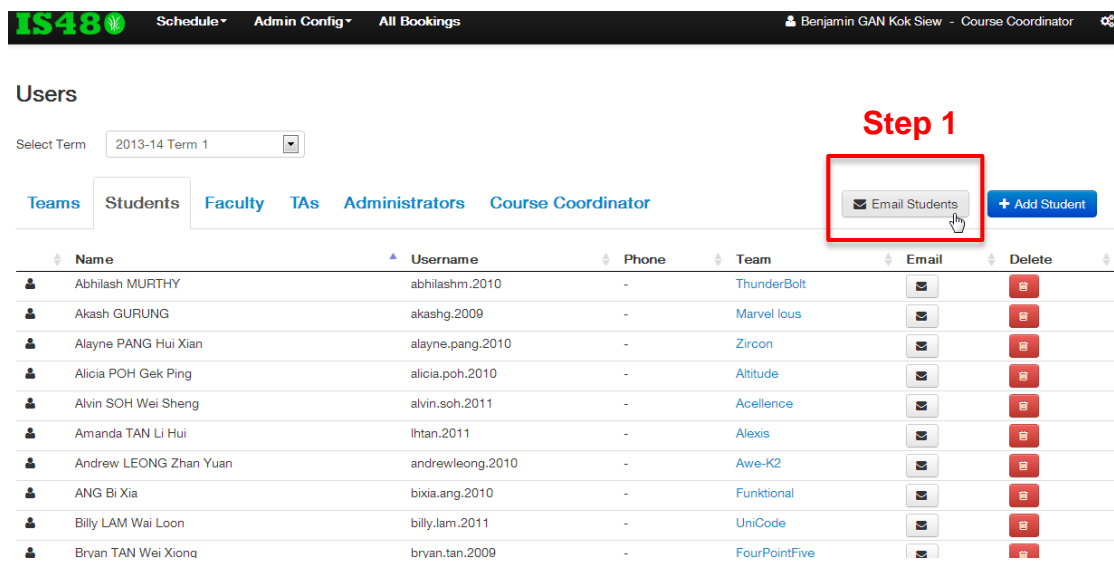
Are you sure you want to remove Abhilash MURTHY?

Cancel OK

Step 2

## 2.4.5.2.4 Email student/students

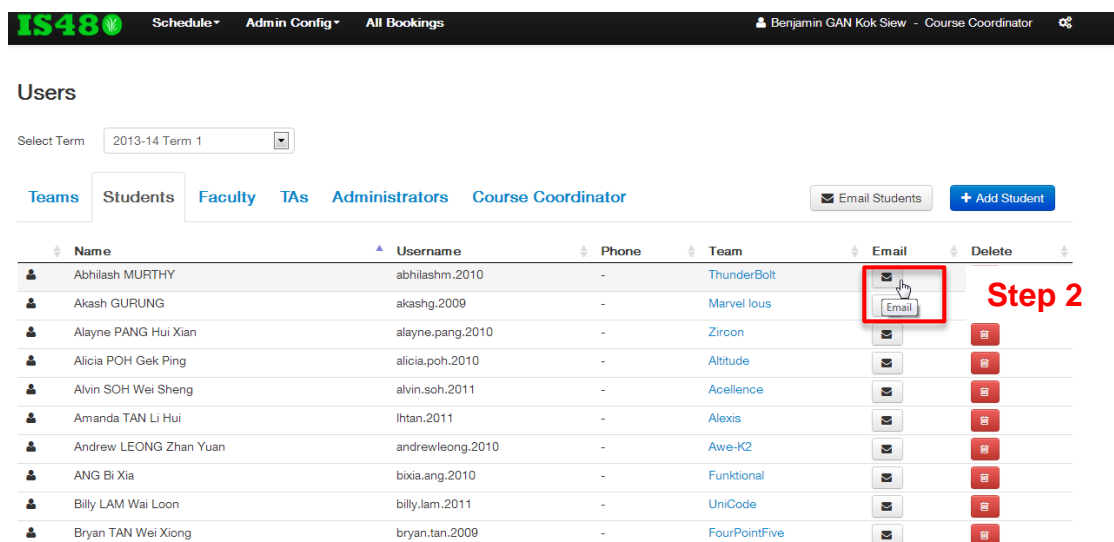
Step 1: Click “Email Students” button to email all students in the system



The screenshot shows the IS48 Users page. At the top, there is a navigation bar with 'IS48' logo, 'Schedule', 'Admin Config', and 'All Bookings'. The user 'Benjamin GAN Kok Siew - Course Coordinator' is logged in. Below the navigation bar, the 'Users' section is active. A dropdown menu shows '2013-14 Term 1'. There are tabs for 'Teams', 'Students', 'Faculty', 'TAs', 'Administrators', and 'Course Coordinator'. The 'Students' tab is selected. A red box highlights the 'Email Students' button, with a red arrow pointing to it and the text 'Step 1' above it. To the right of this button is a '+ Add Student' button. Below the buttons is a table of students with columns: Name, Username, Phone, Team, Email, and Delete. The table contains 10 rows of student data.

Name	Username	Phone	Team	Email	Delete
Abhilash MURTHY	abhilashm.2010	-	ThunderBolt	[Email Icon]	[Delete Icon]
Akash GURUNG	akashg.2009	-	Marvel Ious	[Email Icon]	[Delete Icon]
Alayne PANG Hui Xian	alayne.pang.2010	-	Zircon	[Email Icon]	[Delete Icon]
Alicia POH Gek Ping	alicia.poh.2010	-	Altitude	[Email Icon]	[Delete Icon]
Alvin SOH Wei Sheng	alvin.soh.2011	-	Acellence	[Email Icon]	[Delete Icon]
Amanda TAN Li Hui	lhtan.2011	-	Alexis	[Email Icon]	[Delete Icon]
Andrew LEONG Zhan Yuan	andrewleong.2010	-	Awe-K2	[Email Icon]	[Delete Icon]
ANG Bi Xia	bixia.ang.2010	-	Funktional	[Email Icon]	[Delete Icon]
Billy LAM Wai Loon	billy.lam.2011	-	UniCode	[Email Icon]	[Delete Icon]
Bryan TAN Wei Xiong	bryan.tan.2009	-	FourPointFive	[Email Icon]	[Delete Icon]

Step 2: Click on the “Email” button next to the student to email individual student



The screenshot shows the same IS48 Users page as before. The 'Email Students' button is no longer highlighted. Instead, the 'Email' button next to the first student, Abhilash MURTHY, is highlighted with a red box. A red arrow points to this button, and the text 'Step 2' is written to the right of the box. The rest of the page, including the navigation bar, tabs, and the table of students, remains the same.

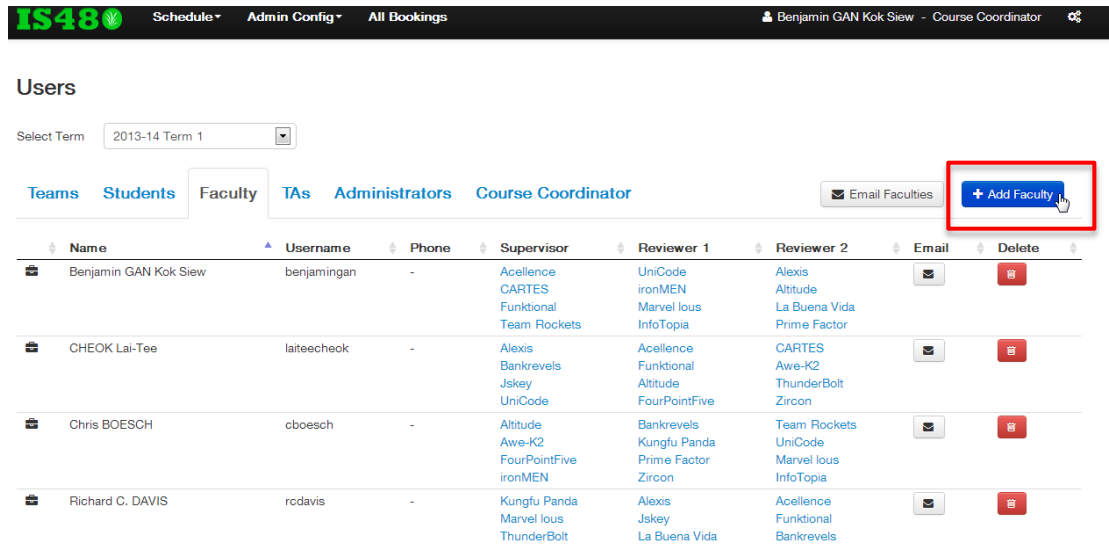
Name	Username	Phone	Team	Email	Delete
Abhilash MURTHY	abhilashm.2010	-	ThunderBolt	[Email Icon]	[Delete Icon]
Akash GURUNG	akashg.2009	-	Marvel Ious	[Email Icon]	[Delete Icon]
Alayne PANG Hui Xian	alayne.pang.2010	-	Zircon	[Email Icon]	[Delete Icon]
Alicia POH Gek Ping	alicia.poh.2010	-	Altitude	[Email Icon]	[Delete Icon]
Alvin SOH Wei Sheng	alvin.soh.2011	-	Acellence	[Email Icon]	[Delete Icon]
Amanda TAN Li Hui	lhtan.2011	-	Alexis	[Email Icon]	[Delete Icon]
Andrew LEONG Zhan Yuan	andrewleong.2010	-	Awe-K2	[Email Icon]	[Delete Icon]
ANG Bi Xia	bixia.ang.2010	-	Funktional	[Email Icon]	[Delete Icon]
Billy LAM Wai Loon	billy.lam.2011	-	UniCode	[Email Icon]	[Delete Icon]
Bryan TAN Wei Xiong	bryan.tan.2009	-	FourPointFive	[Email Icon]	[Delete Icon]



## 2.4.5.3 Faculty

### 2.4.5.3.1 Add new faculty

Step 1: Under “Faculty” tab, click “Add Faculty” button

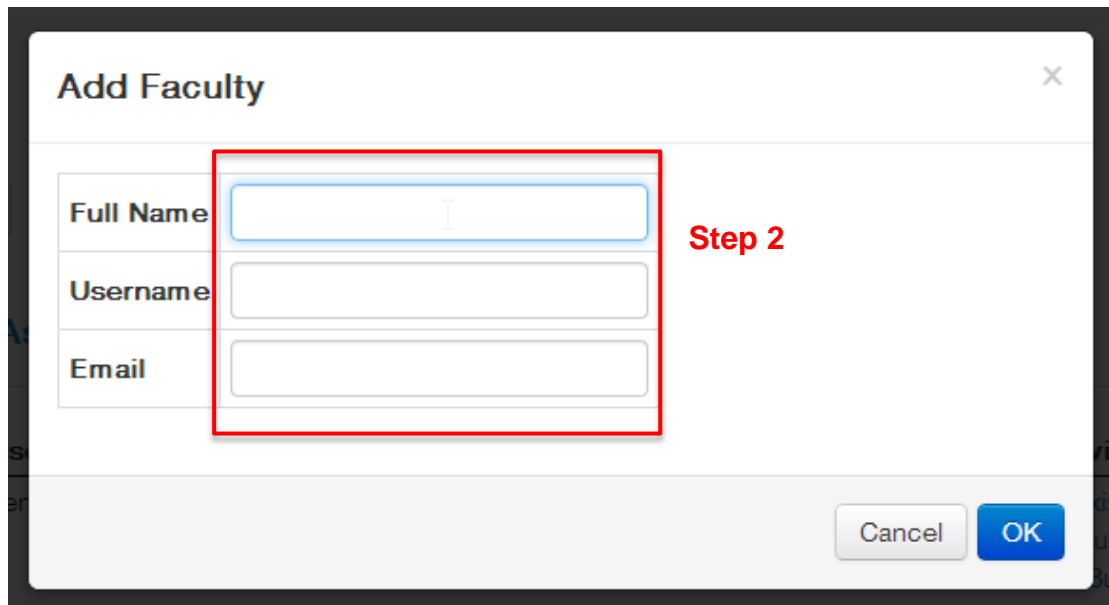


The screenshot shows the IS48 Users management interface. At the top, there's a navigation bar with 'IS48' logo and tabs for 'Schedule', 'Admin Config', and 'All Bookings'. The user is logged in as Benjamin GAN Kok Siew, Course Coordinator. Below the navigation bar, there's a 'Users' section with a dropdown for 'Select Term' set to '2013-14 Term 1'. There are several tabs: 'Teams', 'Students', 'Faculty', 'TAs', 'Administrators', and 'Course Coordinator'. The 'Faculty' tab is selected. In the top right corner of the Faculty tab, there's a button labeled '+ Add Faculty' which is highlighted with a red box. Below the tabs, there's a table listing existing faculty members with columns for Name, Username, Phone, Supervisor, Reviewer 1, Reviewer 2, Email, and Delete.

Name	Username	Phone	Supervisor	Reviewer 1	Reviewer 2	Email	Delete
Benjamin GAN Kok Siew	benjamingan	-	Acellence CARTES Functional Team Rockets	UniCode ironMEN Marvel lous InfoTopia	Alexis Altitude La Buena Vida Prime Factor		
CHEOK Lai-Tee	laitecheck	-	Alexis Bankrevels Jskey UniCode	Acellence Functional Altitude FourPointFive	CARTES Awe-K2 ThunderBolt Zircon		
Chris BOESCH	cboesch	-	Altitude Awe-K2 FourPointFive ironMEN	Bankrevels Kungfu Panda Prime Factor Zircon	Team Rockets UniCode Marvel lous InfoTopia		
Richard C. DAVIS	rodavis	-	Kungfu Panda Marvel lous ThunderBolt	Alexis Jskey La Buena Vida	Acellence Functional Bankrevels		

Step 1

Step 2: Fill up all necessary information and click “Ok”. A new faculty will be created



The screenshot shows the 'Add Faculty' dialog box. It has a title bar with 'Add Faculty' and a close button. Inside, there are three input fields: 'Full Name', 'Username', and 'Email'. A red box highlights these three input fields. At the bottom right, there are two buttons: 'Cancel' and 'OK'.

Step 2

### 2.4.5.3.2 Edit faculty

Step 1: Under “Faculty” tab, hover to the faculty and click anywhere within the faculty’s space

The screenshot shows the IS48 Users management interface. The top navigation bar includes 'IS48', 'Schedule', 'Admin Config', 'All Bookings', and a user profile for Benjamin GAN Kok Siew. The 'Users' section has a dropdown for 'Select Term' set to '2013-14 Term 1'. Below this are tabs for 'Teams', 'Students', 'Faculty', 'TAs', 'Administrators', and 'Course Coordinator'. The 'Faculty' tab is active. A table lists faculty members with columns: Name, Username, Phone, Supervisor, Reviewer 1, Reviewer 2, Email, and Delete. The first row, for Benjamin GAN Kok Siew, is highlighted with a red box. A red arrow points to this row with the text 'Step 1'.

Name	Username	Phone	Supervisor	Reviewer 1	Reviewer 2	Email	Delete
Benjamin GAN Kok Siew	benjamingan	-	Acellence CARTES Funktional Team Rockets	UniCode ironMEN Marvel Ious InfoTopia	Alexis Altitude La Buena Vida Prime Factor		
CHEOK Lai-Tee	laitecheck	-	Alexis Bankrevels Jskey UniCode	Acellence Funktional Altitude FourPointFive	CARTES Awe-K2 ThunderBolt Zircon		
Chris BOESCH	cboesch	-	Altitude Awe-K2 FourPointFive ironMEN	Bankrevels Kungfu Panda Prime Factor Zircon	Team Rockets UniCode Marvel Ious InfoTopia		
Richard C. DAVIS	rcdavis	-	Kungfu Panda Marvel Ious ThunderBolt	Alexis Jskey La Buena Vida	Acellence Funktional Bankrevels		

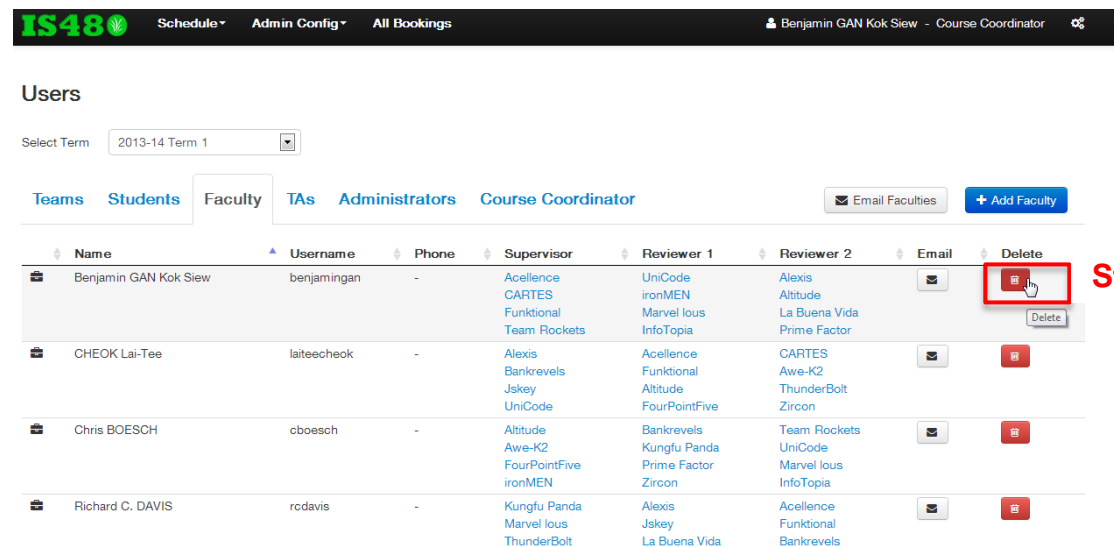
Step 2: Update any information for the faculty (e.g. faculty username and email etc.) and click “Ok”

The screenshot shows the 'Edit Faculty' dialog box. It has a title bar with 'Edit Faculty' and a close button. The dialog contains three input fields: 'Full Name' (containing 'Benjamin GAN Kok Siew'), 'Username' (containing 'benjamingan'), and 'Email' (containing 'benjamingan@smu.edu.sg'). A red box highlights these three fields. A red arrow points to this box with the text 'Step 2'. At the bottom right are 'Cancel' and 'OK' buttons.

### 2.4.5.3.3 Remove faculty

Step 1: Under “Faculty” tab and “Delete” column, click on the delete button

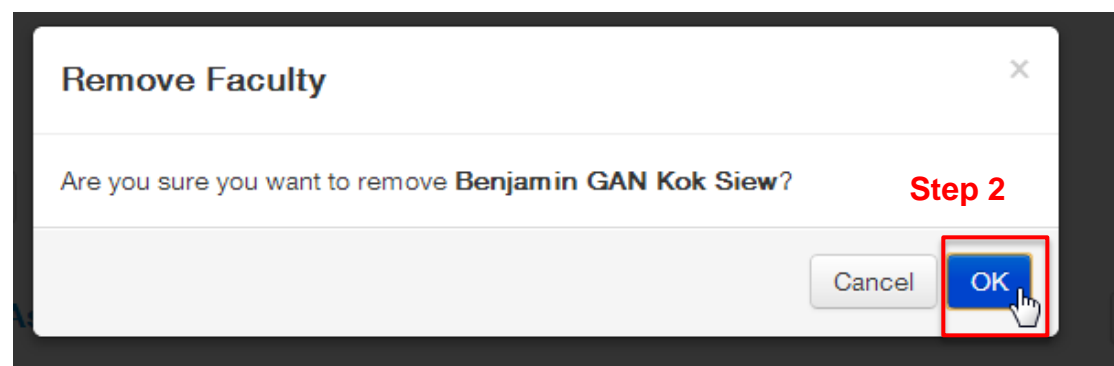
Note: If any faculty member (e.g. supervisor, reviewer etc.) is removed from the team, the course coordinator is assigned to the position automatically. This is done to prevent the system from crashing



The screenshot shows the IS48 Users management interface. At the top, there's a navigation bar with 'IS48' logo, 'Schedule', 'Admin Config', and 'All Bookings'. Below this, the 'Users' section is active, showing a 'Select Term' dropdown set to '2013-14 Term 1'. The 'Faculty' tab is selected, displaying a table of faculty members. The table has columns: Name, Username, Phone, Supervisor, Reviewer 1, Reviewer 2, Email, and Delete. The first row is for Benjamin GAN Kok Siew. A red box highlights the delete button (a trash icon) in the 'Delete' column for this user. A red arrow points to this button with the text 'Step 1'.

Name	Username	Phone	Supervisor	Reviewer 1	Reviewer 2	Email	Delete
Benjamin GAN Kok Siew	benjaminan	-	Acellence CARTES Funkntional Team Rockets	UniCode ironMEN Marvel Ious InfoTopia	Alexis Altitude La Buena Vida Prime Factor		<span>Delete</span>
CHECK Lai-Tee	laiteecheck	-	Alexis Bankrevels Jskey UniCode	Acellence Funkntional Altitude FourPointFive	CARTES Awe-K2 ThunderBolt Zircon		
Chris BOESCH	cboesch	-	Altitude Awe-K2 FourPointFive ironMEN	Bankrevels Kungfu Panda Prime Factor Zircon	Team Rockets UniCode Marvel Ious InfoTopia		
Richard C. DAVIS	rcdavis	-	Kungfu Panda Marvel Ious ThunderBolt	Alexis Jskey La Buena Vida	Acellence Funkntional Bankrevels		

Step 2: Click “Ok” to remove the faculty from the system



The screenshot shows a 'Remove Faculty' dialog box. It has a title bar with a close button. The main text asks 'Are you sure you want to remove Benjamin GAN Kok Siew?'. At the bottom, there are two buttons: 'Cancel' and 'OK'. A red box highlights the 'OK' button, and a red arrow points to it with the text 'Step 2'.

#### 2.4.5.3.4 Email faculty/faculties

Step 1: Click “Email Faculties” button to email all faculties in the system

IS480

Schedule ▾Admin Config ▾All Bookings

Benjamin GAN Kok Siew - Course Coordinator

Users

Select Term 2013-14 Term 1 ▾

TeamsStudentsFacultyTAsAdministratorsCourse Coordinator

Step 1

Email FacultiesAdd Faculty

Name	Username	Phone	Supervisor	Reviewer 1	Reviewer 2	Email	Delete
Benjamin GAN Kok Siew	benjamin gan	-	Acellence CARTES Funktional Team Rockets	UniCode ironMEN Marvel Ious InfoTopia	Alexis Altitude La Buena Vida Prime Factor		
CHEOK Lai-Tee	laiteecheok	-	Alexis Bankrevels Jskey UniCode	Acellence Funktional Altitude FourPointFive	CARTES Awe-K2 ThunderBolt Zircon		
Chris BOESCH	cboesch	-	Altitude Awe-K2 FourPointFive ironMEN	Bankrevels Kungfu Panda Prime Factor Zircon	Team Rockets UniCode Marvel Ious InfoTopia		
Richard C. DAVIS	rcdavis	-	Kungfu Panda Marvel Ious ThunderBolt	Alexis Jskey La Buena Vida	Acellence Funktional Bankrevels		

Step 2: Click on the “Email” button next to the faculty to email individual faculty

IS480

Schedule ▾Admin Config ▾All Bookings

Benjamin GAN Kok Siew - Course Coordinator

Users

Select Term 2013-14 Term 1 ▾

TeamsStudentsFacultyTAsAdministratorsCourse Coordinator

Email FacultiesAdd Faculty

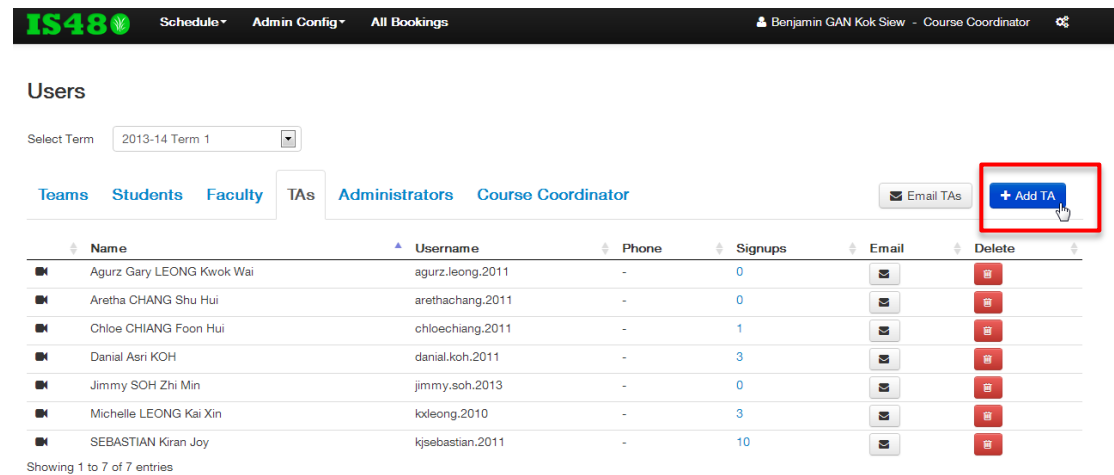
Name	Username	Phone	Supervisor	Reviewer 1	Reviewer 2	Email	Delete
Benjamin GAN Kok Siew	benjamin gan	-	Acellence CARTES Funktional Team Rockets	UniCode ironMEN Marvel Ious InfoTopia	Alexis Altitude La Buena Vida Prime Factor		
CHEOK Lai-Tee	laiteecheok	-	Alexis Bankrevels Jskey UniCode	Acellence Funktional Altitude FourPointFive	CARTES Awe-K2 ThunderBolt Zircon		
Chris BOESCH	cboesch	-	Altitude Awe-K2 FourPointFive ironMEN	Bankrevels Kungfu Panda Prime Factor Zircon	Team Rockets UniCode Marvel Ious InfoTopia		
Richard C. DAVIS	rcdavis	-	Kungfu Panda Marvel Ious ThunderBolt	Alexis Jskey La Buena Vida	Acellence Funktional Bankrevels		

Step 2

## 2.4.5.4 TA

### 2.4.5.4.1 Add new TA

Step 1: Under “TAs” tab, click “Add TA” button



IS48 Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

Users

Select Term 2013-14 Term 1

Teams Students Faculty **TAs** Administrators Course Coordinator

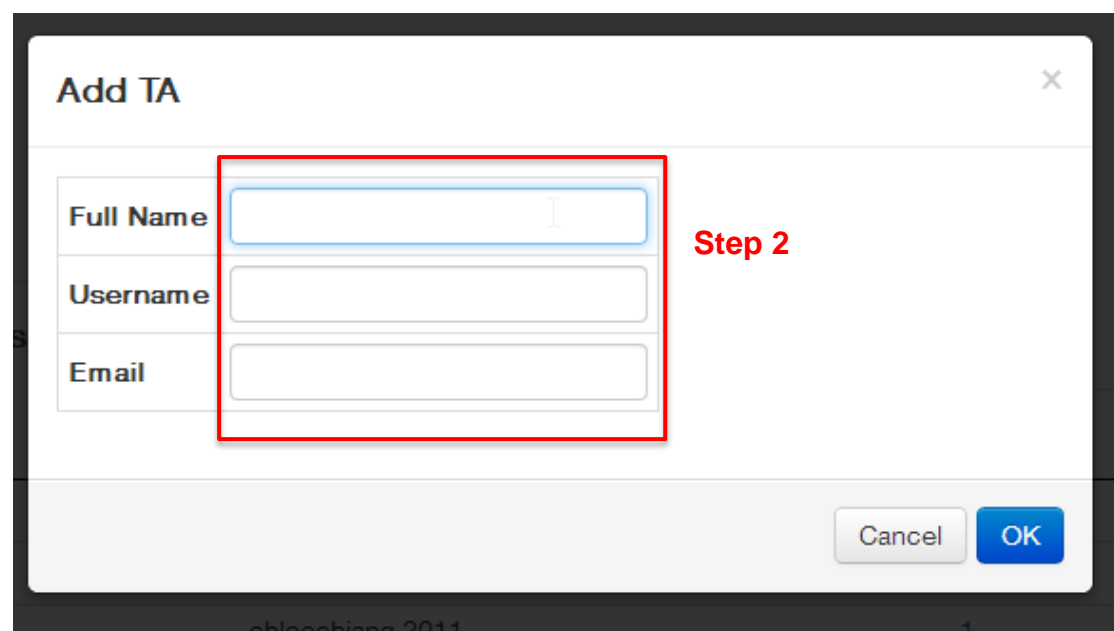
Email TAs **+ Add TA**

Name	Username	Phone	Signups	Email	Delete
Agurz Gary LEONG Kwok Wai	agurz.leong.2011	-	0		
Aretha CHANG Shu Hui	arethachang.2011	-	0		
Chloe CHIANG Foon Hui	chloechiang.2011	-	1		
Danial Asri KOH	danial.koh.2011	-	3		
Jimmy SOH Zhi Min	jimmy.soh.2013	-	0		
Michelle LEONG Kai Xin	koleong.2010	-	3		
SEBASTIAN Kiran Joy	kjsebastian.2011	-	10		

Showing 1 to 7 of 7 entries

Step 1

Step 2: Fill up all necessary information and click “Ok”. A new TA will be created



Add TA

Full Name

Username

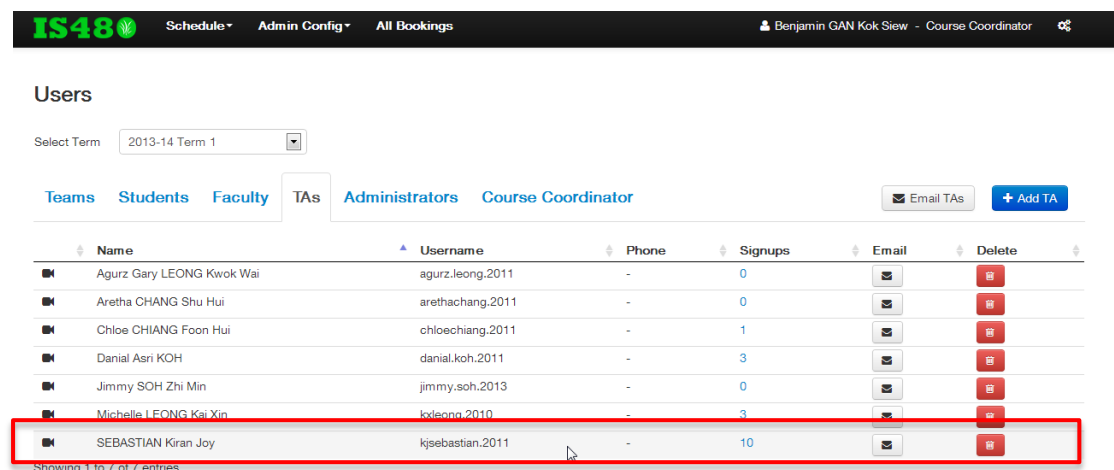
Email

Cancel OK

Step 2

#### 2.4.5.4.2 Edit TA

Step 1: Under “TAs” tab, hover to the TA and click anywhere within the TA’s space

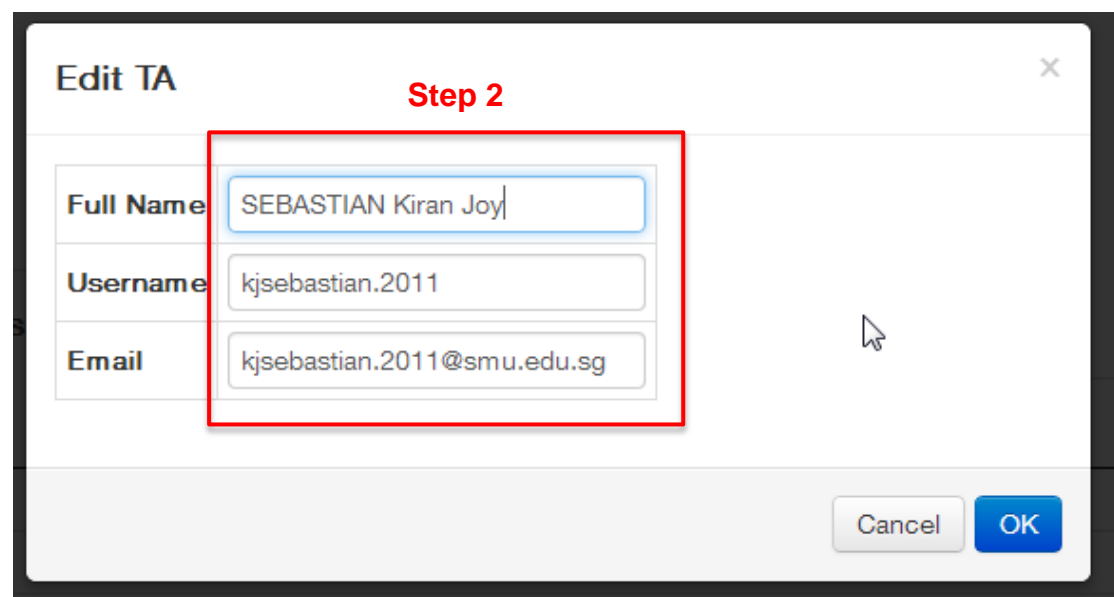


The screenshot shows the IS48 Users management interface. At the top, there's a navigation bar with 'IS48' logo, 'Schedule', 'Admin Config', and 'All Bookings'. Below this, the 'Users' section has a 'Select Term' dropdown set to '2013-14 Term 1'. There are tabs for 'Teams', 'Students', 'Faculty', 'TAs', 'Administrators', and 'Course Coordinator'. The 'TAs' tab is active. Below the tabs, there's a table of TAs with columns: Name, Username, Phone, Signups, Email, and Delete. The row for 'SEBASTIAN Kiran Joy' is highlighted with a red box. To the right of the table, there's a red box with the text 'Step 1'.

Name	Username	Phone	Signups	Email	Delete
Agurz Gary LEONG Kwok Wai	agurz.leong.2011	-	0		
Aretha CHANG Shu Hui	arethachang.2011	-	0		
Chloe CHIANG Foon Hui	chloe Chiang.2011	-	1		
Danial Asri KOH	danial.koh.2011	-	3		
Jimmy SOH Zhi Min	jimmy.soh.2013	-	0		
Michelle LEONG Kai Xin	kyleong.2010	-	3		
SEBASTIAN Kiran Joy	kjsebastian.2011	-	10		

Showing 1 to 7 of 7 entries

Step 2: Update any information for the TA (e.g. TA username and email etc.) and click “Ok”



The screenshot shows the 'Edit TA' modal form. It has three input fields: 'Full Name' (containing 'SEBASTIAN Kiran Joy'), 'Username' (containing 'kjsebastian.2011'), and 'Email' (containing 'kjsebastian.2011@smu.edu.sg'). A red box highlights these three fields. At the bottom right, there are 'Cancel' and 'OK' buttons. The text 'Step 2' is written in red above the form.

**Edit TA**

**Step 2**

Full Name: SEBASTIAN Kiran Joy

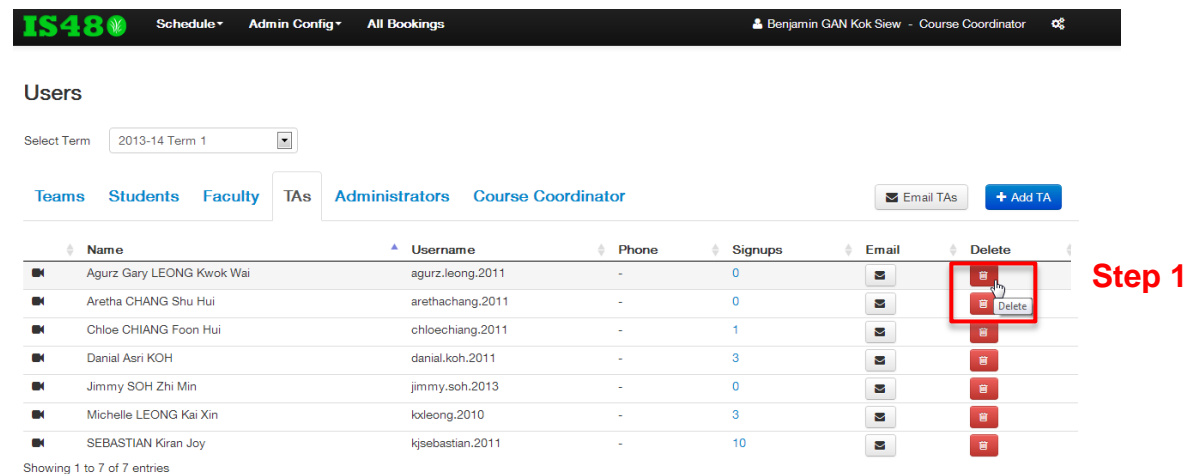
Username: kjsebastian.2011

Email: kjsebastian.2011@smu.edu.sg

Cancel OK

### 2.4.5.4.3 Remove TA

Step 1: Under “TAs” tab and “Delete” column, click on the delete button










IS48 Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

Users

Select Term 2013-14 Term 1

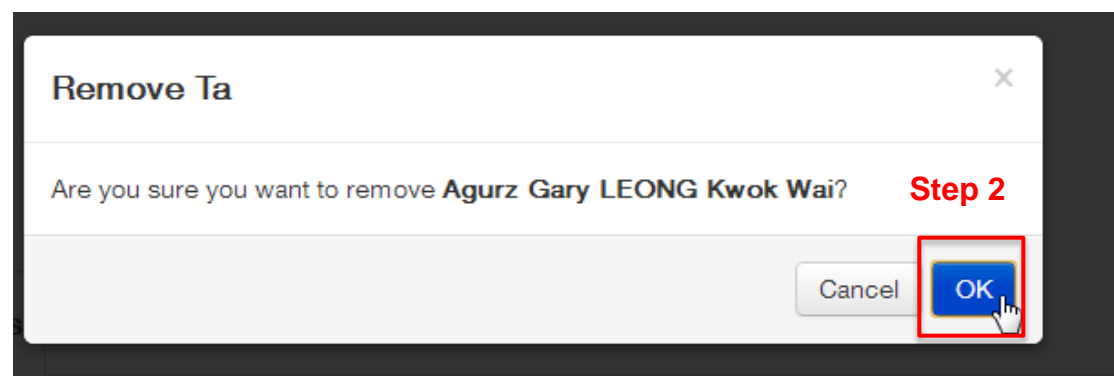
Teams Students Faculty TAs Administrators Course Coordinator

Email TAs + Add TA

Name	Username	Phone	Signups	Email	Delete
Agurz Gary LEONG Kwok Wai	agurz.leong.2011	-	0		
Aretha CHANG Shu Hui	arethachang.2011	-	0		
Chloe CHIANG Foon Hui	chloe Chiang.2011	-	1		
Danial Asri KOH	daniel.koh.2011	-	3		
Jimmy SOH Zhi Min	jimmy.soh.2013	-	0		
Michelle LEONG Kai Xin	kodeong.2010	-	3		
SEBASTIAN Kiran Joy	kjsebastian.2011	-	10		

Showing 1 to 7 of 7 entries

Step 2: Click “Ok” to remove the TA from the system



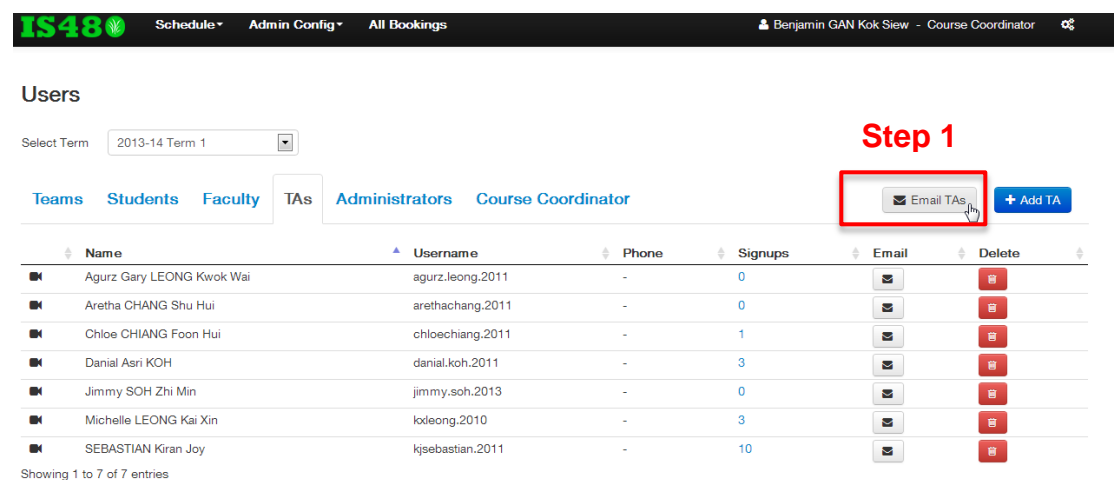
Remove Ta

Are you sure you want to remove Agurz Gary LEONG Kwok Wai?

Cancel OK

### 2.4.5.4.4 Email TAs/TAs

Step 1: Click “Email TAs” button to email all TAs in the system










IS48 Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

Users

Select Term 2013-14 Term 1

Teams Students Faculty TAs Administrators Course Coordinator

Email TAs + Add TA

Name	Username	Phone	Signups	Email	Delete
Agurz Gary LEONG Kwok Wai	agurz.leong.2011	-	0		
Aretha CHANG Shu Hui	arethachang.2011	-	0		
Chloe CHIANG Foon Hui	chloe Chiang.2011	-	1		
Danial Asri KOH	daniel.koh.2011	-	3		
Jimmy SOH Zhi Min	jimmy.soh.2013	-	0		
Michelle LEONG Kai Xin	kodeong.2010	-	3		
SEBASTIAN Kiran Joy	kjsebastian.2011	-	10		

Showing 1 to 7 of 7 entries

Step 2: Click on the “Email” button next to the TA to email individual TA








IS480 Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

### Users

Select Term 2013-14 Term 1

Teams Students Faculty **TAs** Administrators Course Coordinator

Email TAs + Add TA

Name	Username	Phone	Signups	Email
Agurz Gary LEONG Kwok Wai	agurz.leong.2011	-	0	
Aretha CHANG Shu Hui	arethachang.2011	-	0	
Chloe CHIANG Foon Hui	chloe Chiang.2011	-	1	
Danial Asri KOH	danial.koh.2011	-	3	
Jimmy SOH Zhi Min	jimmy.soh.2013	-	0	
Michelle LEONG Kai Xin	kdeong.2010	-	3	
SEBASTIAN Kiran Joy	kjsebastian.2011	-	10	

Showing 1 to 7 of 7 entries

**Step 2**

#### 2.4.5.4.5 View TA signups

Step 1: Under “TAs” tab and “Signups” column, click on the number















IS480 Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

### Users

Select Term 2013-14 Term 1

Teams Students Faculty **TAs** Administrators Course Coordinator

Email TAs + Add TA

Name	Username	Phone	Signups	Email	Delete
Agurz Gary LEONG Kwok Wai	agurz.leong.2011	-	0		
Aretha CHANG Shu Hui	arethachang.2011	-	0		
Chloe CHIANG Foon Hui	chloe Chiang.2011	-	1		
Danial Asri KOH	danial.koh.2011	-	3		
Jimmy SOH Zhi Min	jimmy.soh.2013	-	0		
Michelle LEONG Kai Xin	kdeong.2010	-	3		
SEBASTIAN Kiran Joy	kjsebastian.2011	-	10		

Showing 1 to 7 of 7 entries

**Step 1**



All signups by the TA will be displayed

Milestone	Date	Team
Final	26 Nov 2013 13:30	Team Rockets
Final	27 Nov 2013 16:30	La Buena Vida
Final	27 Nov 2013 18:00	Zircon
Final	02 Dec 2013 18:00	Altitude
Final	03 Dec 2013 09:30	UniCode
Final	03 Dec 2013 11:00	Alexis
Final	03 Dec 2013 13:30	Prime Factor
Final	03 Dec 2013 15:00	Marvel lous
Final	03 Dec 2013 16:30	Jskey
Final	03 Dec 2013 18:00	Bankrevels

OK

## 2.4.5.5 Admin

### 2.4.5.5.1 Add new admin

Step 1: Under “Administrators” tab, click “Add Admin” button

**IS48** Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

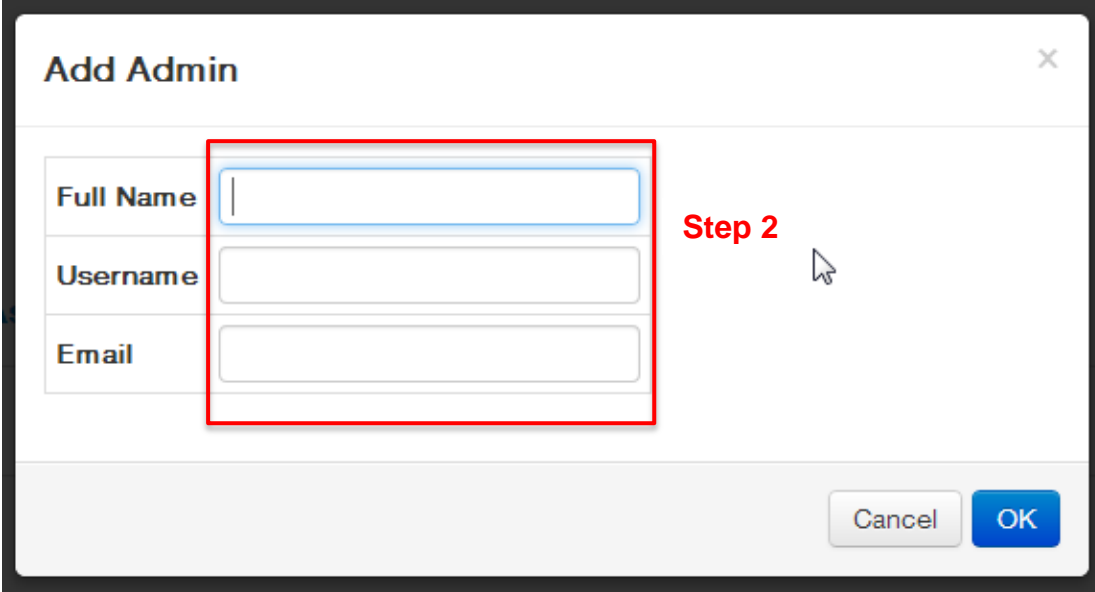
**Users**  
Select Term: 2013-14 Term 1

Teams Students Faculty TAs Administrators Course Coordinator Email Admins **+ Add Admin**

Name	Username	Phone	Email	Delete
Fiona LEE	fionalee	-		

Step 1

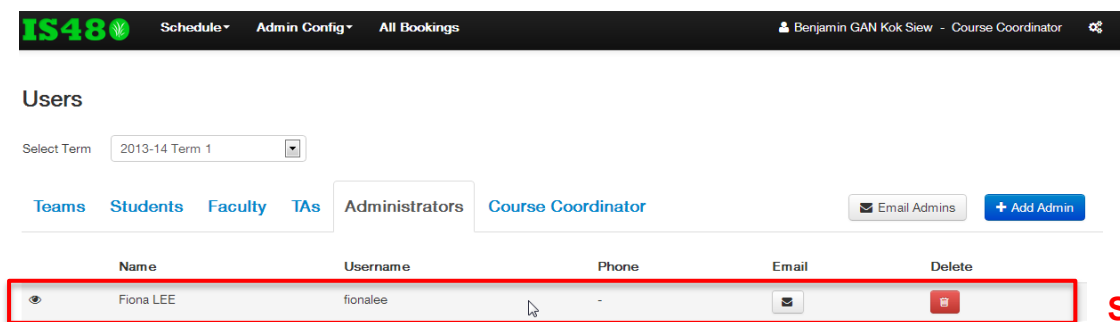
Step 2: Fill up all necessary information and click “Ok”. A new admin will be created



The image shows a modal window titled "Add Admin" with a close button (X) in the top right corner. Inside the modal, there are three input fields labeled "Full Name", "Username", and "Email". A red rectangular box highlights these three input fields. To the right of the box, the text "Step 2" is written in red, with a mouse cursor pointing towards the "Full Name" field. At the bottom right of the modal, there are two buttons: "Cancel" and "OK".

#### 2.4.5.5.2 Edit Admin

Step 1: Under “Administrators” tab, hover to the admin and click anywhere within the admin’s space



The image shows the IS48 Admin Interface. At the top, there is a navigation bar with the IS48 logo, a "Schedule" dropdown, "Admin Config", "All Bookings", and a user profile for Benjamin GAN Kok Siew - Course Coordinator. Below the navigation bar, there is a "Users" section with a "Select Term" dropdown set to "2013-14 Term 1". Under "Users", there are tabs for "Teams", "Students", "Faculty", "TAs", "Administrators", and "Course Coordinator". The "Administrators" tab is selected. To the right of the tabs are two buttons: "Email Admins" and "Add Admin". Below the tabs, there is a table with the following columns: "Name", "Username", "Phone", "Email", and "Delete". The table contains one row for Fiona LEE with username fionalee. A red rectangular box highlights the entire row for Fiona LEE. To the right of the box, the text "Step 1" is written in red.

Name	Username	Phone	Email	Delete
Fiona LEE	fionalee	-		

Step 2: Update any information for the admin (e.g. admin username and email etc.) and click “Ok”

**Edit Admin** ×

**Step 2**

**Full Name**

**Username**

**Email**

#### 2.4.5.5.3 Remove admin

Step 1: Under “Administrators” tab and “Delete” column, click on the delete button  
(Note: The person logged in cannot delete himself or herself from the system)

**IS48** Schedule ▾ Admin Config ▾ All Bookings Benjamin GAN Kok Siew - Course Coordinator ⚙

**Users**

Select Term 2013-14 Term 1 ▾

Teams Students Faculty TAs Administrators Course Coordinator

	Name	Username	Phone	Email	Delete
	Fiona LEE	fionalee	-		<div style="border: 2px solid red; padding: 2px; display: inline-block;">  Delete</div>

**Step 1**

Step 2: Click “Ok” to remove the admin from the system

**Remove Admin** ×

Are you sure you want to remove **Fiona LEE**?

**Step 2**

#### 2.4.5.5.4 Email Admin/Admins

Step 1: Click “Email Admins” button to email all admins in the system

The screenshot shows the IS48 Admin interface. The top navigation bar includes 'IS48', 'Schedule', 'Admin Config', and 'All Bookings'. The user is logged in as 'Benjamin GAN Kok Siew - Course Coordinator'. The 'Users' section is active, with a dropdown menu showing '2013-14 Term 1'. The 'Administrators' tab is selected. A red box highlights the 'Email Admins' button, with a red arrow pointing to it and the text 'Step 1' above it. The table below shows a list of administrators with columns for Name, Username, Phone, Email, and Delete.

Name	Username	Phone	Email	Delete
Fiona LEE	fionalee	-		

Step 2: Click on the “Email” button next to the admin to email individual admin

The screenshot shows the IS48 Admin interface. The top navigation bar includes 'IS48', 'Schedule', 'Admin Config', and 'All Bookings'. The user is logged in as 'Benjamin GAN Kok Siew - Course Coordinator'. The 'Users' section is active, with a dropdown menu showing '2013-14 Term 1'. The 'Administrators' tab is selected. A red box highlights the 'Email' button next to the admin 'Fiona LEE', with a red arrow pointing to it and the text 'Step 2' below it. The table below shows a list of administrators with columns for Name, Username, Phone, Email, and Delete.

Name	Username	Phone	Email	Delete
Fiona LEE	fionalee	-		

#### 2.4.5.6 Course Coordinator

Course Coordinator cannot be removed from the system.

The screenshot shows the IS48 Admin interface. The top navigation bar includes 'IS48', 'Schedule', 'Admin Config', and 'All Bookings'. The user is logged in as 'Fiona LEE - Administrator'. The 'Users' section is active, with a dropdown menu showing '2013-14 Term 2'. The 'Course Coordinator' tab is selected. The table below shows a list of administrators with columns for Name, Username, Phone, and Email.

Name	Username	Phone	Email
Benjamin GAN Kok Siew	benjaminagan	-	

#### 2.4.6 Settings

Step 1: Select “Admin Config” on the nav bar then click “Settings”

**IS48** Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

2013-14 Term 1

Download Calendar Select View: Full

Acceptance Midterm Final Available Pending Approved

**Step 1**

CSV  
Milestones  
Reports  
Terms  
Users  
Settings

	25 Nov Mon	26 Nov Tue	27 Nov Wed	28 Nov Thu	29 Nov Fri	30 Nov Sat	01 Dec Sun	02 Dec Mon	03 Dec Tue
09:00			ThunderBolt +					ironMEN +	UniCode +
10:00									
11:00					CARTES +			FourPointFive +	Alexis +
12:00									
13:00									
14:00		Team Rockets +						Acellence +	Prime Factor +
15:00	Kungfu Panda +							InfoTopia +	Marvel Ious +
16:00									

#### 2.4.6.1 Booking auto deletion setting

Enter/Move up/Move down to adjust the number of days before a pending booking is removed from the system. (E.g. 2 days means that if the booking is still not approved after 2 days, it will be automatically removed from the system. An email is sent 1 day before the booking is deleted to remind the faculty to respond.). Click "Save" once the change is made.

**IS48** Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

Triggers *(Affects only future triggers)*

Delete **booking** if pending for  days

SMS and Email - Remind **user** to attend presentation in advance of  hours (0 = disabled)

Save

Email URL

Save

Administrator Password

Current Password

New Password

Confirm New Password

Save

#### 2.4.6.2 Email/SMS reminder setting

Enter/Move up/Move down to adjust the number of hours before a presentation to trigger reminders (this will affect both email/SMS reminders). Click "Save" once change is made.

IS480

ScheduleAdmin ConfigAll Bookings

Benjamin GAN Kok Siew - Course Coordinator

Triggers (Affects only future triggers)

Delete booking if pending for

2days

SMS and Email - Remind user to attend presentation in advance of

24hours (0 - disabled)

Save

Email URL

Save

Administrator Password

Current Password

New Password

Confirm New Password

### 2.4.6.3 Change URL embedded in the email

The URL embedded in the email template can be changed from the system interface.

IS480 Scheduling System

Booking Deleted

Team ThunderBolt's booking for their Final presentation has been deleted by DAI Xuling: "unexpected mee

ThunderBolt, please click [here](http://202.161.45.167/is480-scheduling/) to create a new booking.

Presentation Details:

Team Name:

ThunderBolt

Milestone:

Final

Date:

Thu, 28 Nov 2013

Start Time:

9:30 AM

End Time:

11:00 AM

Venue:

SIS Seminar Room 2-1

Required Attendees:

Youngsoo KIM, Richard C. DAVIS

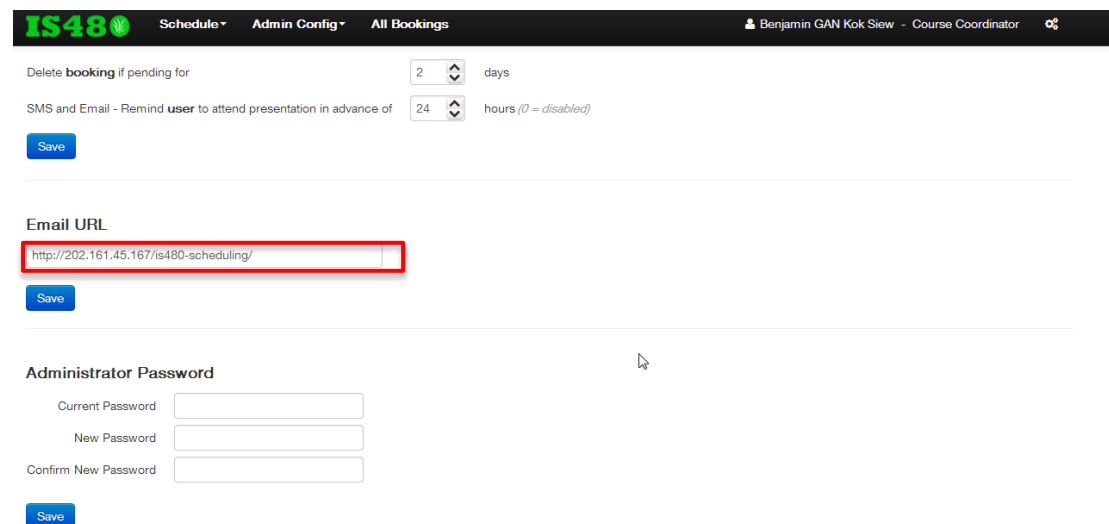
Optional Attendees:

-

TA:

-

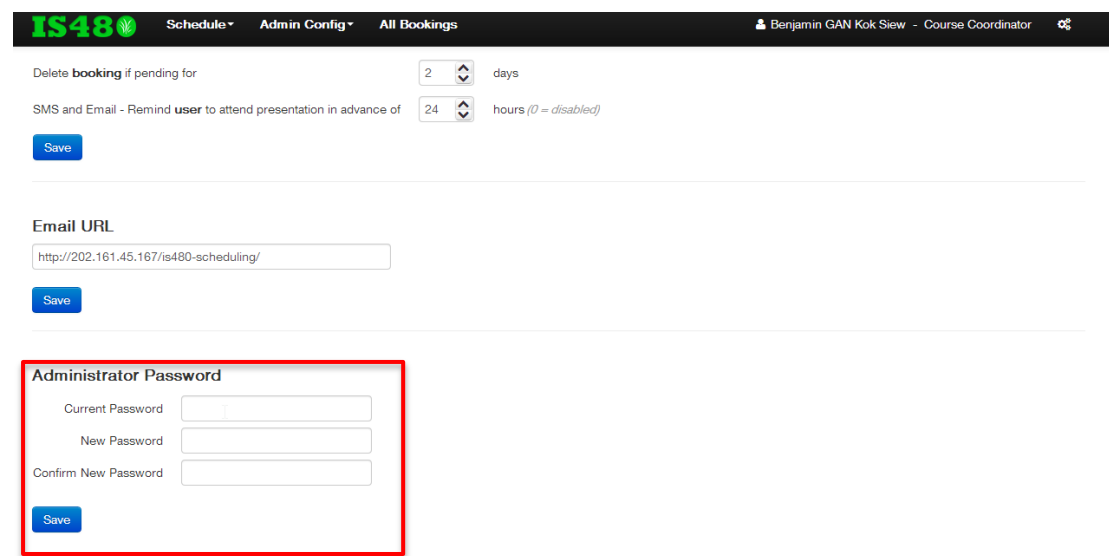
Enter the new URL here. It will change URL embedded in all email templates. Click “Save” once change is made.



The screenshot shows the IS480 Admin Config page. The top navigation bar includes the IS480 logo, 'Schedule', 'Admin Config', and 'All Bookings' tabs. The user 'Benjamin GAN Kok Siew - Course Coordinator' is logged in. The 'Admin Config' section has two settings: 'Delete booking if pending for' set to 2 days and 'SMS and Email - Remind user to attend presentation in advance of' set to 24 hours. Below these is a 'Save' button. The 'Email URL' section has a text input field containing 'http://202.161.45.167/is480-scheduling/' which is highlighted with a red box, and a 'Save' button below it. The 'Administrator Password' section has three input fields for 'Current Password', 'New Password', and 'Confirm New Password', with a 'Save' button below them.

#### 2.4.6.4 Change bypass password


This is the password used to login as any user into the system through the [bypass login page](#). Enter current password, new password and confirm new password to change the bypass password. Click “Save” once the change is made.



This screenshot is identical to the one above, showing the IS480 Admin Config page. However, the 'Administrator Password' section, which includes the 'Current Password', 'New Password', 'Confirm New Password' input fields and the 'Save' button, is highlighted with a red box.

#### 2.4.6.5 Database Restore

Click “Restore Database to Earlier Time” to restore database from last backup


Schedule ▾ Admin Config ▾ All Bookings
Benjamin GAN Kok Siew - Course Coordinator

Save

Email URL

Save

Administrator Password

Current Password   
 New Password   
 Confirm New Password


Save

Database Restore

Restore Database to Earlier Time

## 2.5 View all bookings

Click “All Bookings” on the nav bar to view all bookings made in the system


Schedule ▾ Admin Config ▾ All Bookings
Benjamin GAN Kok Siew - Course Coordinator

All Bookings 2013-14 Term 1 ▾

Hide/Show Columns: None selected ▾

Show  ▾ entries
 

Search:

Team	Presentation	Date & Time	Venue	Response	Booking Status	People Attending	Comment	Last Modified
ThunderBolt	Final	Nov 27, Wed 09:30-11:00 AM	SIS Seminar Room 2-1	PENDING by Youngsoo KIM PENDING by Richard C. DAVIS	PENDING	-	-	Nov 23, 00:50:38 by DAI Xuling
Prime Factor	Final	Dec 03, Tue 13:30-15:00 PM	SIS Seminar Room 2-1	APPROVED by Chris BOESCH APPROVED by Youngsoo KIM	APPROVED	-	-	Oct 31, 10:35:13 by Chris BOESCH
Marvel lous	Final	Dec 03, Tue 15:00-16:30 PM	SIS Seminar Room 2-1	APPROVED by Richard C. DAVIS APPROVED by Benjamin GAN Kok Siew	APPROVED	-	-	Oct 22, 14:50:58 by Fiona LEE
Alexis	Final	Dec 03, Tue 11:00-12:30 PM	SIS Seminar Room 2-1	APPROVED by Richard C. DAVIS APPROVED by CHECK Lai-Tee	APPROVED	-	-	Oct 22, 14:51:36 by Fiona LEE
Jskey	Final	Dec 03, Tue 16:30-18:00 PM	SIS Seminar Room 2-1	APPROVED by Richard C. DAVIS APPROVED by CHECK Lai-Tee	APPROVED	-	-	Oct 22, 14:52:17 by Fiona LEE
La Buena Vida	Final	Nov 27, Wed 16:30-18:00 PM	SIS Seminar Room 2-1	APPROVED by Youngsoo KIM APPROVED by Richard C. DAVIS	APPROVED	-	-	Oct 22, 21:33:54 by Fiona LEE
InfoTopia	Final	Dec 02, Mon 15:00-16:30 PM	SIS Seminar Room 2-1	APPROVED by Youngsoo KIM APPROVED by Benjamin GAN Kok Siew	APPROVED	-	-	Oct 23, 09:47:03 by Benjamin GAN Kok Siew
Awe-K2	Final	Dec 02, Mon 16:30-18:00 PM	SIS Seminar Room 2-1	APPROVED by Chris BOESCH APPROVED by Youngsoo KIM	APPROVED	-	-	Oct 23, 10:40:10 by Chris BOESCH
ironMEN	Final	Dec 02, Mon 09:30-11:00 AM	SIS Seminar Room 2-1	APPROVED by Chris BOESCH APPROVED by Benjamin GAN	APPROVED	1	-	Oct 23, 10:40:12 by Chris BOESCH



Click “Hide/Show Columns” to hide columns that you do not want to be shown on the table

The screenshot shows the IS48 system interface. At the top, there's a navigation bar with 'IS48', 'Schedule', 'Admin Config', and 'All Bookings'. The user is logged in as Benjamin GAN Kok Siew, Course Coordinator. The main section is titled 'All Bookings' for the '2013-14 Term 1'. Below this, there's a search bar and a table of bookings. A dropdown menu is open, showing options to select/deselect columns: Presentation, Date & Time, Venue, Response, Booking Status, People Attending, Comment, and Last Modified.

Team	Presentation	Date & Time	Venue	Response	Booking Status	People Attending	Comment
ThunderBolt	Final	Nov 27, Wed 09:30-11:00 AM	SIS Seminar Room 2-1	PENDING by Youngsoo KIM PENDING by Richard C. DAVIS	PENDING	-	-
Prime Factor	Final	Dec 03, Tue 13:30-15:00 PM	SIS Seminar Room 2-1	APPROVED by Chris BOESCH APPROVED by Youngsoo KIM	APPROVED	-	-
Marvel lous	Final	Dec 03, Tue 15:00-16:30 PM	SIS Seminar Room 2-1	APPROVED by Richard C. DAVIS APPROVED by Benjamin GAN Kok Siew	APPROVED	-	-
Alexis	Final	Dec 03, Tue 11:00-12:30 PM	SIS Seminar Room 2-1	APPROVED by Richard C. DAVIS APPROVED by CHEOK Lai-Tee	APPROVED	-	Oct 22, 14:51:36 by Fiona LEE
Jskey	Final	Dec 03, Tue 16:30-18:00 PM	SIS Seminar Room 2-1	APPROVED by Richard C. DAVIS APPROVED by CHEOK Lai-Tee	APPROVED	-	Oct 22, 14:52:17 by Fiona LEE
La Buena Vida	Final	Nov 27, Wed 16:30-18:00 PM	SIS Seminar Room 2-1	APPROVED by Youngsoo KIM APPROVED by Richard C. DAVIS	APPROVED	-	Oct 22, 21:33:54 by Fiona LEE
InfoTopia	Final	Dec 02, Mon 15:00-16:30 PM	SIS Seminar Room 2-1	APPROVED by Youngsoo KIM APPROVED by Benjamin GAN Kok Siew	APPROVED	-	Oct 23, 09:47:03 by Benjamin GAN Kok Siew
Awe-K2	Final	Dec 02, Mon 16:30-18:00 PM	SIS Seminar Room 2-1	APPROVED by Chris BOESCH APPROVED by Youngsoo KIM	APPROVED	-	Oct 23, 10:40:10 by Chris BOESCH

## 2.6 Search booking

Click “All Bookings” on the nav bar to view all bookings made in the system.

Type a key word to search for booking.

Note: You can also click on the header name of table to sort the booking (e.g. click team header to sort booking by team)

The screenshot shows the IS48 system interface. At the top, there's a navigation bar with 'IS48', 'Schedule', 'Admin Config', and 'All Bookings'. The user is logged in as Benjamin GAN Kok Siew, Course Coordinator. The main section is titled 'All Bookings' for the '2013-14 Term 1'. Below this, there's a search bar and a table of bookings. The search bar is highlighted with a red box and contains the text 'e.g. Acceptance'.

Team	Presentation	Date & Time	Venue	Response	Booking Status	People Attending	Comment	Last Modified
ThunderBolt	Final	Nov 27, Wed 09:30-11:00 AM	SIS Seminar Room 2-1	PENDING by Youngsoo KIM PENDING by Richard C. DAVIS	PENDING	-	-	Nov 23, 00:50:38 by DAI Xuling
Prime Factor	Final	Dec 03, Tue 13:30-15:00 PM	SIS Seminar Room 2-1	APPROVED by Chris BOESCH APPROVED by Youngsoo KIM	APPROVED	-	-	Oct 31, 10:35:13 by Chris BOESCH
Marvel lous	Final	Dec 03, Tue 15:00-16:30 PM	SIS Seminar Room 2-1	APPROVED by Richard C. DAVIS APPROVED by Benjamin GAN Kok Siew	APPROVED	-	-	Oct 22, 14:50:58 by Fiona LEE
Alexis	Final	Dec 03, Tue 11:00-12:30 PM	SIS Seminar Room 2-1	APPROVED by Richard C. DAVIS APPROVED by CHEOK Lai-Tee	APPROVED	-	-	Oct 22, 14:51:36 by Fiona LEE
Jskey	Final	Dec 03, Tue 16:30-18:00 PM	SIS Seminar Room 2-1	APPROVED by Richard C. DAVIS APPROVED by CHEOK Lai-Tee	APPROVED	-	-	Oct 22, 14:52:17 by Fiona LEE
La Buena Vida	Final	Nov 27, Wed 16:30-18:00 PM	SIS Seminar Room 2-1	APPROVED by Youngsoo KIM APPROVED by Richard C. DAVIS	APPROVED	-	-	Oct 22, 21:33:54 by Fiona LEE
InfoTopia	Final	Dec 02, Mon 15:00-16:30 PM	SIS Seminar Room 2-1	APPROVED by Youngsoo KIM APPROVED by Benjamin GAN Kok Siew	APPROVED	-	-	Oct 23, 09:47:03 by Benjamin GAN Kok Siew
Awe-K2	Final	Dec 02, Mon 16:30-18:00 PM	SIS Seminar Room 2-1	APPROVED by Chris BOESCH APPROVED by Youngsoo KIM	APPROVED	-	-	Oct 23, 10:40:10 by Chris BOESCH
ironMEN	Final	Dec 02, Mon 09:30-11:00 AM	SIS Seminar Room 2-1	APPROVED by Chris BOESCH APPROVED by Benjamin GAN	APPROVED	1	-	Oct 23, 10:40:12 by Chris BOESCH

## 2.7 Create booking on behalf of a team

Click on any available slots and select a team from the list and click “Book”.

Turn ON “Auto Approve” to bypass the approval process. (This booking will not go through the approval process; it will be automatically approved by the system).

Turn OFF “Auto Approve” means that the booking has to go through the entire approval process (email will be triggered to required attendees for approval)

The screenshot shows the IS48 booking system interface. At the top, there's a navigation bar with 'IS48', 'Schedule', 'Admin Config', and 'All Bookings'. Below this, there's a header with '2013-14 Term 1', 'My Dashboard', and a 'Download Calendar' button. The main area is a calendar grid with columns for dates from 25 Nov to 03 Dec and rows for times from 09:00 to 16:00. A modal titled 'Available Timeslot' is open, showing a dropdown for 'Team' with options like 'ThunderBolt', 'Team Rockets', 'ironMEN', and 'CARTES'. The 'Auto Approve' checkbox is checked. The 'Book' button is highlighted.

## 2.8 Edit booking

Step 1: Move the cursor to the arrow in the right hand corner of the slot and drag to a new available slot.

The screenshot shows the IS48 booking system interface. The calendar grid is visible, with columns for dates from 25 Nov to 03 Dec and rows for times from 09:00 to 18:00. A booking for 'FourPointFive' is highlighted in green. A red box and arrow indicate the booking being moved to a new slot. The text 'Step 1' is written in red next to the booking.

Step 2: Click “Ok” to confirm on the change

\*Note: If the booking is confirmed, it will remain as an “approved” booking. An email will be triggered all stakeholder involved to inform them about the change. If the booking is in “pending” status, a new email with new information will be triggered to required attendees for approval again.

Update Booking?

Team: FourPointFive

Old Timeslot: 02-Dec-13, 11:00 - 12:30

New Timeslot: 29-Nov-13, 09:30 - 11:00

Cancel

OK

Step 2

## 2.9 Delete booking

Step 1: Click on the booking slot and click "Delete" button.

IS48

Schedule Admin Config All Bookings

Benjamin GAN Kok Siew - Course Coordinator

2013-14 Term 1

My Dashboard

Acceptance Midterm Final

	25 Nov Mon	26 Nov Tue	27 Nov Wed	28 Nov Thu	29 Nov Fri
09:00					FourPointFive
10:00					
11:00					
12:00					
13:00					
14:00					
15:00	Kungfu Panda				
16:00					

Team Booking

Team: FourPointFive

Status: APPROVED

Date: Fri, 29 Nov 2013

Time: 09:30 - 11:00

Venue: SIS Seminar Room 2-1

Students: Raymond ONG Hong Rui, Bryan TAN Wei Xiong, Jonathan LIM Jek Sheng, GOH Wei Jie, CHAN Yi Jie

Faculty: Chris BOESCH, CHEOK Lai-Tee

TA: -

Invite: -

Others: -

Save

Delete

Step 1

Step 2: Enter a reason for deleting the booking and click "Ok".

Delete Booking

Reason to delete booking (max 55 chars)

Cancel

OK

Step 2

## 2.10 Export ICS file

Step 1: Click “Download Calendar” to export all bookings to your personal calendar.

The screenshot shows the IS48 booking system interface. At the top, there is a navigation bar with 'IS48', 'Schedule', 'Admin Config', and 'All Bookings'. The user is logged in as 'Benjamin GAN Kok Siew - Course Coordinator'. Below the navigation bar, there are tabs for '2013-14 Term 1' and 'My Dashboard'. A red box highlights the 'Download Calendar' button, with a red arrow pointing to it and the text 'Step 1' next to it. To the right of the button is a 'Select View' dropdown menu with 'Full' selected. Below the navigation bar, there are tabs for 'Acceptance', 'Midterm', and 'Final'. To the right of these tabs are three colored squares: 'Available' (light blue), 'Pending' (yellow), and 'Approved' (green). The main area of the interface is a calendar grid showing bookings for the week of November 25 to December 3. The grid has columns for each day and rows for each hour from 09:00 to 16:00. Bookings are represented by colored squares: light blue for 'Available', yellow for 'Pending', and green for 'Approved'. Some bookings have labels, such as 'Kungfu Panda', 'FourPointFive', 'Alexis', 'Acellence', 'Prime Factor', 'InfoTopia', 'Marvel Ious', 'Awe-K2', 'Jskew', 'La Buena Vida', and 'Funktional'.

Step 2: Save the ics file to your desired location and import it to your personal calendar.

The screenshot shows a Windows 'Save As' dialog box. The 'File name' field contains 'benjaminan.ics' and the 'Save as type' dropdown menu is set to 'iCalendar File'. The 'Save' button is highlighted with a red box and labeled 'Step 2'. The dialog box shows the 'Desktop' as the current location. On the left, there are 'Favorites' (Desktop, Downloads, Dropbox, Google Drive, Recent Places) and 'Libraries' (Documents, Music, Pictures). On the right, there are 'Libraries' (System Folder, Homegroup, System Folder, DAI Xuling, System Folder, Computer, System Folder, Network) and a 'Search Desktop' field. At the bottom left, there is a 'Hide Folders' button.

## 2.11 My Dashboard

### 2.11.1 Teams

Step 1: Under “My Dashboard”, click “Teams”

IS48 Schedule Admin Config All Bookings Benjamin GAN Kok Siew - Course Coordinator

2013-14 Term 1 My Dashboard Teams

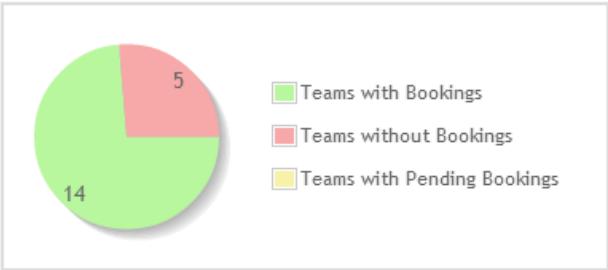
Download Calendar Select View: Full

Acceptance Midterm Final Available Pending Approved

	25 Nov Mon	26 Nov Tue	27 Nov Wed	28 Nov Thu	29 Nov Fri	30 Nov Sat	01 Dec Sun	02 Dec Mon	03 Dec Tue
09:00					FourPointFive				
10:00									
11:00									Alexis
12:00									
13:00									
14:00								Acellence	Prime Factor
15:00	Kungfu Panda							InfoTopia	Marvel Ious
16:00									

Step 2: All teams' booking status information will be displayed in pie chart and table.

Teams Step 2



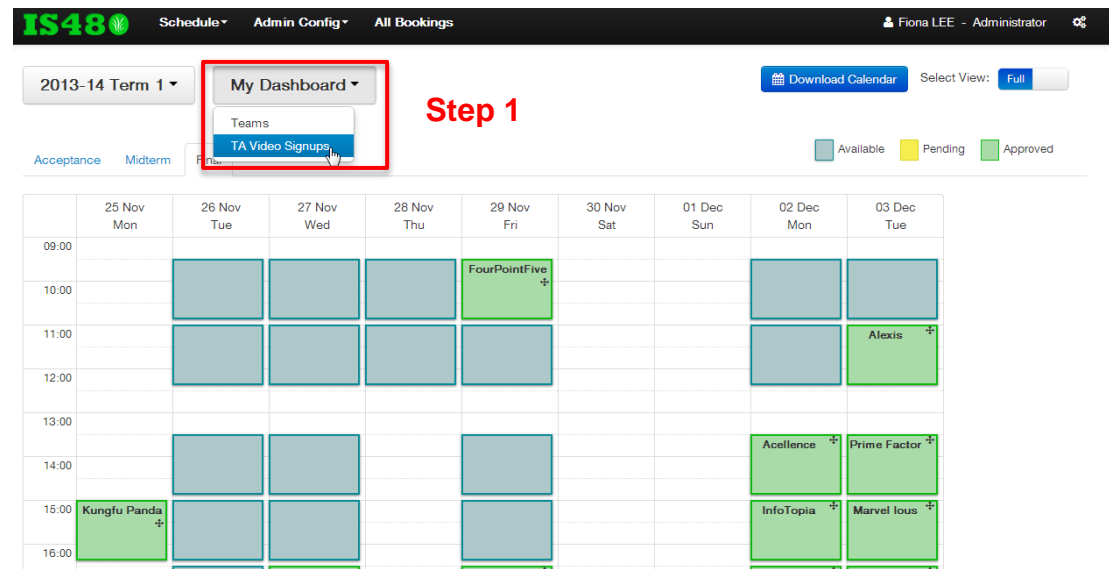
14 Teams with Bookings  
5 Teams without Bookings  
0 Teams with Pending Bookings

Team Name	Booking
CARTES	×
Team Rockets	×
ThunderBolt	×
UniCode	×
ironMEN	×
Kungfu Panda	25 Nov 2013 15:00 ✓
La Buena Vida	27 Nov 2013 16:30 ✓

OK

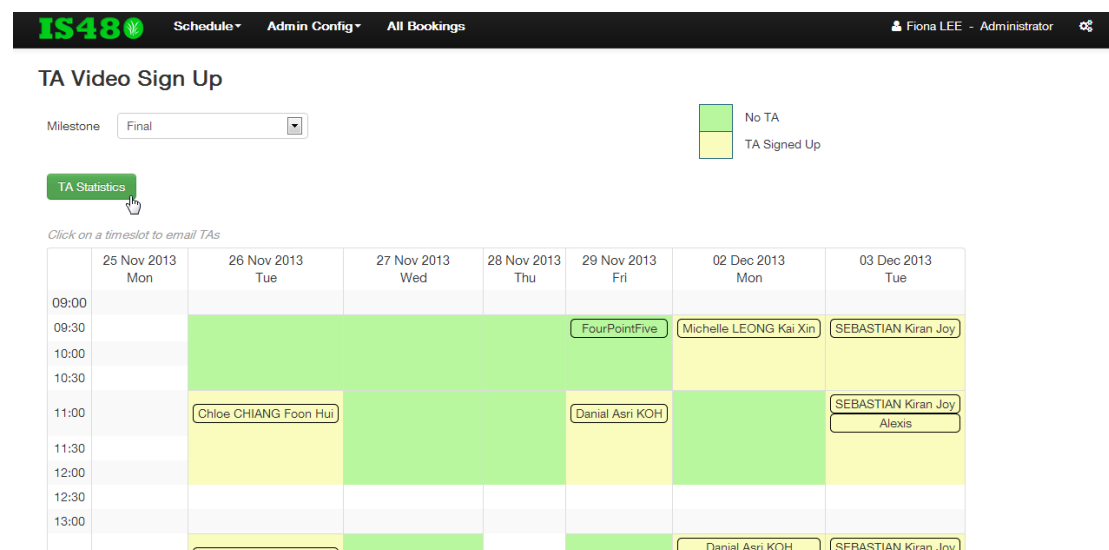
## 2.11.2 TA Video Signups

Step 1: Under “My Dashboard”, click “TA Video Signups”



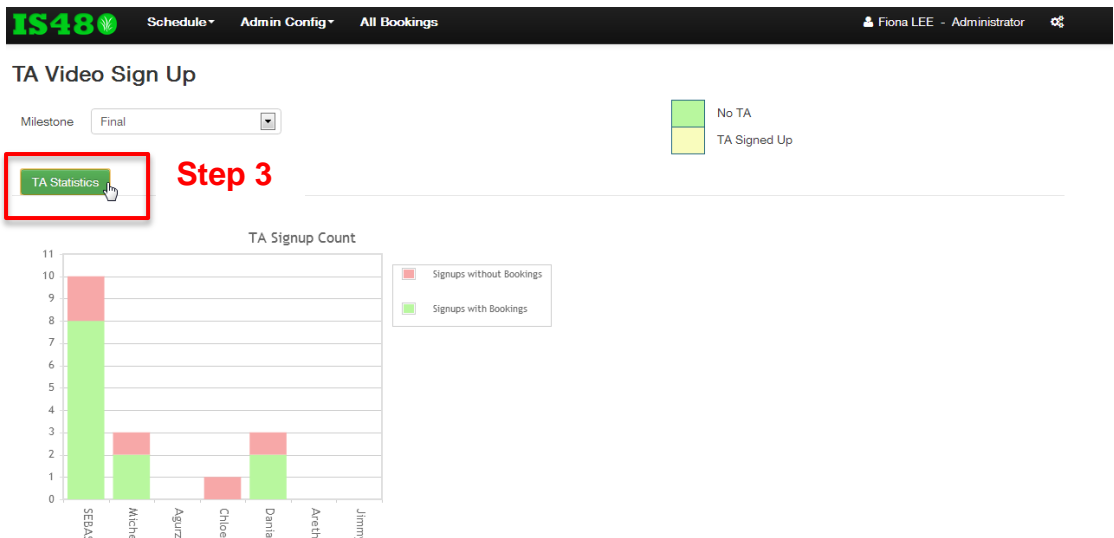
The screenshot shows the IS48 dashboard with the 'My Dashboard' menu open. The 'TA Video Signups' option is highlighted in blue. A red box and the text 'Step 1' indicate the action to click on this option. The dashboard also shows a calendar view for the 2013-14 Term 1, with a 'Download Calendar' button and a 'Select View' dropdown set to 'Full'. A legend indicates 'Available' (blue), 'Pending' (yellow), and 'Approved' (green) statuses.

Step 2: TA Video Sign Up page will be displayed



The screenshot shows the 'TA Video Sign Up' page. It features a 'Milestone' dropdown set to 'Final' and a 'TA Statistics' button. A legend indicates 'No TA' (green) and 'TA Signed Up' (yellow). Below the legend is a calendar view for the 2013-14 Term 1, showing slots for TA signups. The calendar is color-coded: green for 'No TA' and yellow for 'TA Signed Up'. The slots are labeled with names like 'FourPointFive', 'Michelle LEONG Kai Xin', 'SEBASTIAN Kiran Joy', 'Chloe CHIANG Foon Hui', 'Daniel Asri KOH', and 'Alexis'. A note at the bottom says 'Click on a timeslot to email TAs'.

Step 3: Click on “TA Statistics” to see total number of signups by TAs.



Step 4: Click on slot without TA to email all TAs to inform them that the slot has no TA allocated.

IS480 Schedule Admin Config All Bookings Fiona LEE - Administrator

### TA Video Sign Up

Milestone: Final

Legend: No TA (Green), TA Signed Up (Yellow)

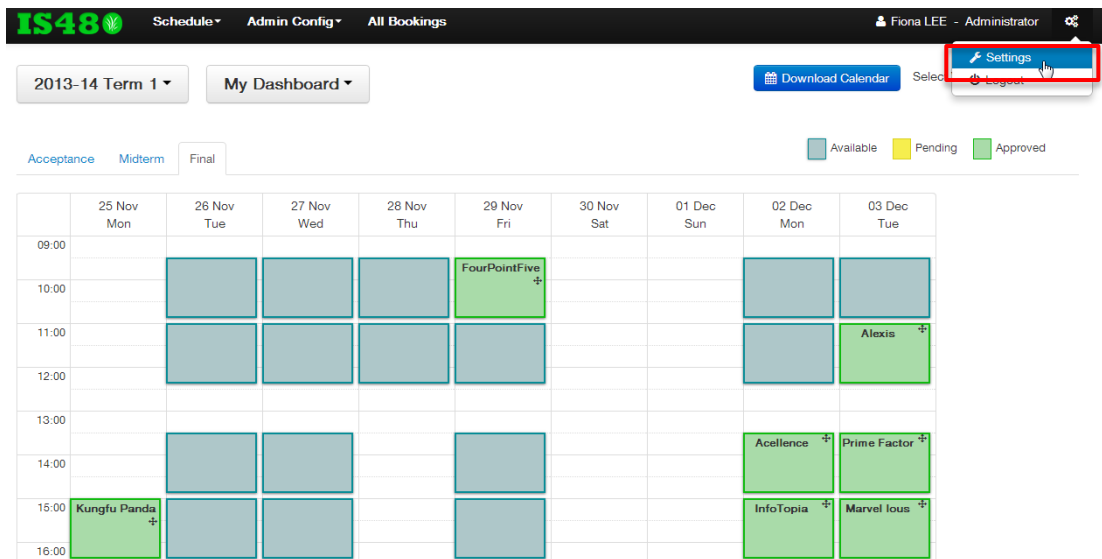
**TA Statistics**

Click on a timeslot to email TAs

	25 Nov 2013 Mon	26 Nov 2013 Tue	27 Nov 2013 Wed	28 Nov 2013 Thu	29 Nov 2013 Fri	02 Dec 2013 Mon	03 Dec 2013 Tue
09:00							
09:30					FourPointFive	Michelle LEONG Kai Xin	SEBASTIAN Kiran Joy
10:00							
10:30							
11:00		Chloe CHIANG Foon Hui			Daniel Asri KOH		SEBASTIAN Kiran Joy Alexis
11:30							
12:00							
12:30							
13:00							

## 2.12 SMS notification

Step 1: Click on “Settings” to subscribe to SMS reminder service



The screenshot shows the IS48 Admin interface. At the top, there is a navigation bar with 'IS48' logo, 'Schedule', 'Admin Config', and 'All Bookings'. On the right, it says 'Fiona LEE - Administrator'. Below the navigation bar, there are buttons for '2013-14 Term 1', 'My Dashboard', 'Download Calendar', and 'Settings'. The 'Settings' button is highlighted with a red box and a red arrow pointing to it. To the right of the 'Settings' button, there is a red text label 'Step 1'. Below the navigation bar, there are tabs for 'Acceptance', 'Midterm', and 'Final'. A legend indicates 'Available' (blue), 'Pending' (yellow), and 'Approved' (green). The main area displays a calendar grid for the week of 25 Nov to 03 Dec. The grid shows various activities like 'Kungfu Panda', 'FourPointFive', 'Acclence', 'Prime Factor', 'InfoTopia', and 'Marvel Ious'.

Step 2: Turn it “On” and enter a valid Singapore Mobile number. An SMS reminder will be sent to your mobile number 24 hours before presentation.



The screenshot shows the 'Settings' page in the IS48 Admin interface. The 'Subscribe to SMS Notification' toggle is turned 'ON' and is highlighted with a red box. Below it, the 'SMS Notification will be sent to:' field contains a mobile number starting with '+65' and is also highlighted with a red box. To the right of the 'Settings' page, there is a red text label 'Step 2'. At the bottom left, there is a 'Save' button.