



IS480 Final Year Project



AY 2013/14 Term 1

IS480 Scheduling System User Guide (For Student)

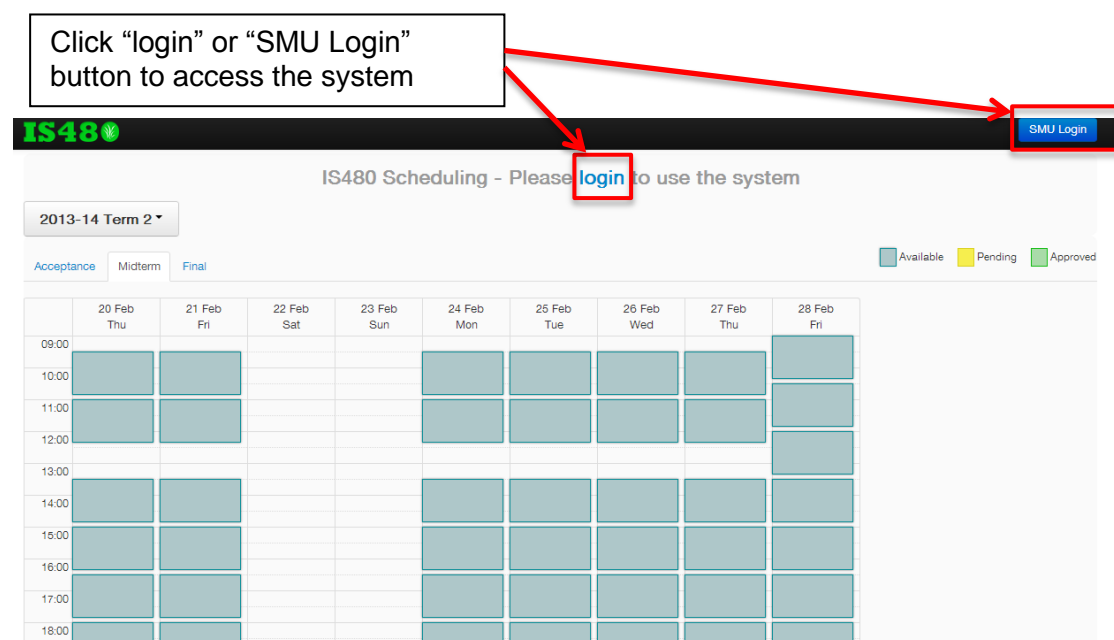
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10 December 2013

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Enter your SMU SSO username and password
(e.g. francis.lee.2011)

The screenshot shows the IS480 system interface. At the top left is the IS480 logo. Below it, the text 'IS480 Sc' is visible. A dropdown menu shows '2013-14 Term 2'. Below this are tabs for 'Acceptance', 'Midterm', and 'Final'. A calendar grid shows dates from 20 Feb to 23 Feb. A red arrow points from the instruction box to an 'Authentication Required' pop-up window. The pop-up contains fields for 'User Name' and 'Password', both highlighted with red boxes. Below these fields are 'Log In' and 'Cancel' buttons. To the right of the pop-up, a 'system' section shows a legend with 'Available' (blue), 'Pending' (yellow), and 'Approved' (green) status indicators. A 'SMU Login' button is in the top right corner.

2.2 Book presentation

Go to any available slots and click "Book"

The screenshot shows the IS480 system interface. At the top left is the IS480 logo. Below it, the text 'My Bookings' and 'My RSVPs' are visible. A dropdown menu shows '2013-14 Term 1'. Below this are tabs for 'Acceptance', 'Midterm', and 'Final'. A calendar grid shows dates from 25 Nov to 03 Dec. A red arrow points from the instruction box to a blue 'Book' button in a pop-up window. The pop-up window is titled 'Available Timeslot' and contains details: 'Team: ThunderBolt', 'Date: 28 Nov', 'Time: 09:30 - 11:00', 'Venue: SIS Seminar Room 2-1', 'Milestone: FINAL', and 'TA:'. The 'Book' button is highlighted with a red box. To the right of the pop-up, a legend shows 'Available' (blue), 'Pending' (yellow), 'Approved' (green), 'Rejected' (red), and 'Not Available' (grey) status indicators. A 'Download Calendar' button and a 'Select View: Full' dropdown are also visible.

Once click “Book”,

- Status of the slot changed from “available” to “pending”
- Your team information (team name, team members, TA and required attendees of your presentation) and presentation details (date, time and venue) will be auto populated.
- A new booking email will be sent to all team members
- A booking approval email will be sent to required attendees (e.g. your supervisors and reviewers) for approval

IS480 My Bookings My RSVPs DAI Xuling - Student

2013-14 Term 1

Acceptance Midterm Final

25 Nov Mon 26 Nov Tue 27 Nov Wed 28 Nov Thu

09:00 10:00 11:00 12:00 13:00 14:00 15:00

ThunderBolt

Team: ThunderBolt
Status: PENDING
Date: Thu, 28 Nov 2013
Time: 09:30 - 11:00
Venue: SIS Seminar Room 2-1
Students: DAI Xuling, Tarlochan Singh GILL S/O P S, Abhilash MURTHY, Suresh SUBRAMANIAM, Prakhar AGARWAL
Faculty: Youngsoo KIM, Richard C. DAVIS
TA: -
Invite: -
Others: -

Download Calendar Select View: Full

Pending Approved Rejected Not Available

ironMEN UniCode
FourPointFive Alexis
Acellence Prime Factor
InfoTopia Marvel Ious

Sample new booking email

Subject: IS480: New booking for Final - ThunderBolt (Thu, Nov 28)

Message ThunderBolt - Tentative.ics (1 KB)

IS480 Scheduling System

New Booking

Your team's presentation slot for the Final presentation has been created. An email has been sent to Youngsoo KIM, Richard C. DAVIS for approval by Sun, 24 Nov 2013 23:59.

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: -

Click [here](#) to login to the IS480 Scheduling System using your SMU account.

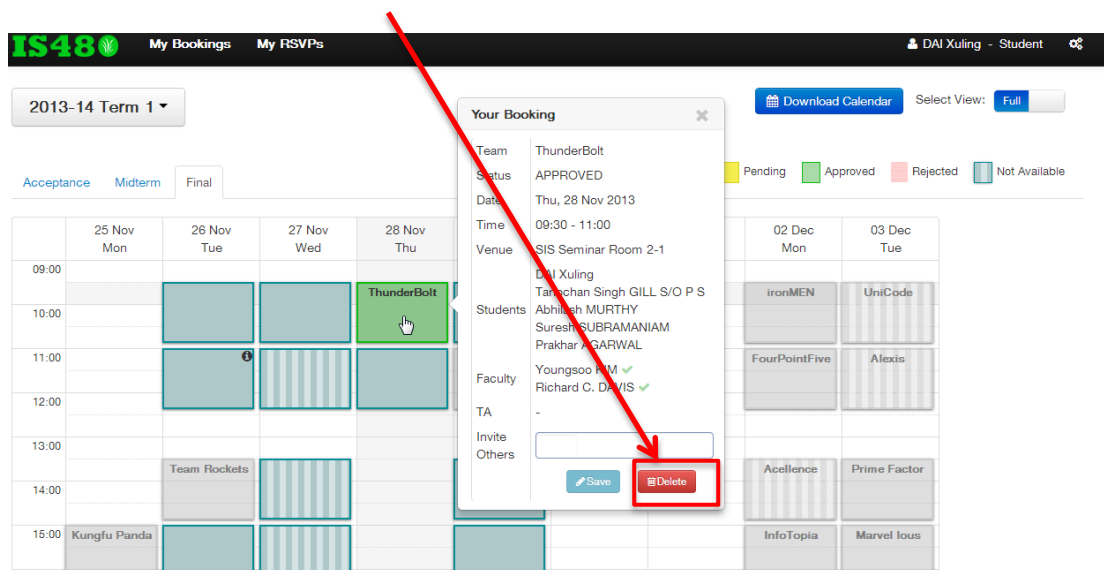
This is a system generated e-mail. Please do not reply.

Sample approval email sent to required attendees



2.3 Delete presentation

Click on your confirmed slot and click "Delete" button to remove your booking



Enter reason for deleting the booking. An email will be sent to all stakeholders involved to inform them about the change.

IS480 My Bookings My RSVPs DAI Xu

2013-14 Term 1

Acceptance Midterm Final

Reason to delete booking (max 55 chars)

Cancel OK

02 Dec Mon 03 Dec Tue

ironMEN UniCode

ThunderBolt Tarlochan Singh GILL S/O P S Abhilash MURTHY

Sample email on booking deletion

Subject: IS480: Booking deleted for Final - ThunderBolt (Thu, Nov 28)

Message ThunderBolt - Deleted.ics (1 KB)

IS480 Scheduling System

Booking Deleted

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

ThunderBolt, please click [here](#) to create a new booking.

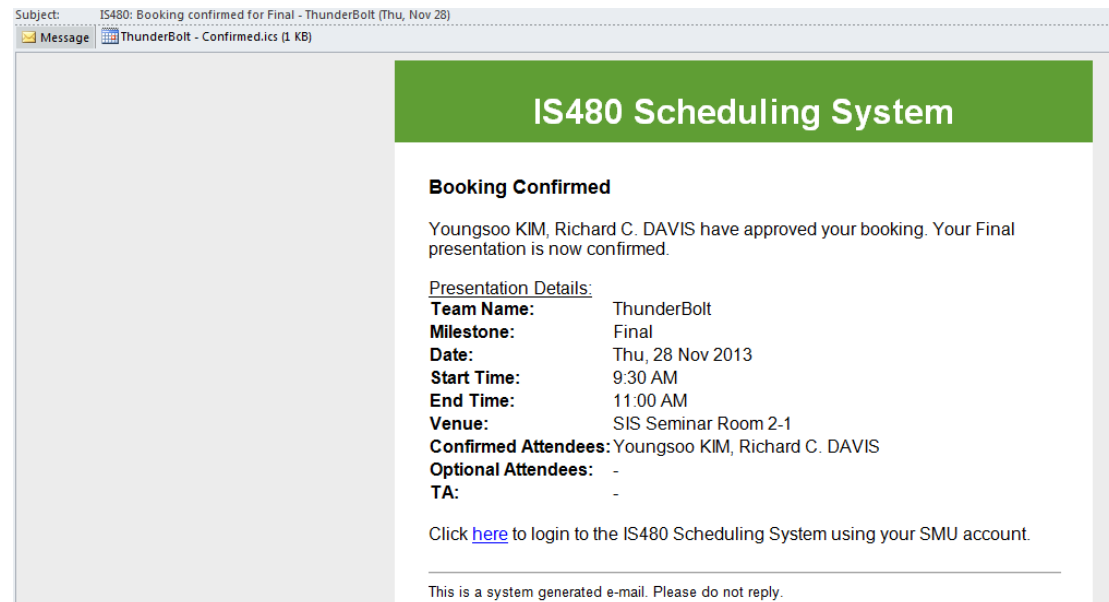
Presentation Details:

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:	-

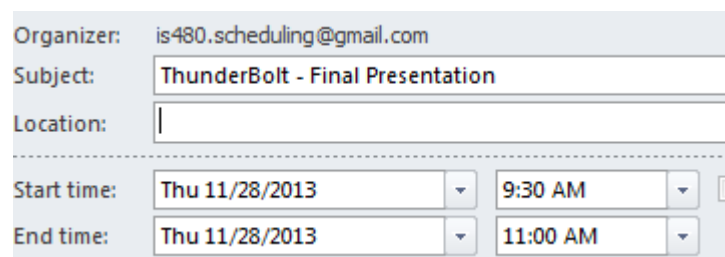
2.4 Export ICS file

Once your booking has been approved by all required attendees, a confirmation email will be sent to all stakeholders involved in the presentation.

An ICS file is attached to the email and you can export this file to your preferred calendar. It will create a new event on your calendar with presentation details.



Once you saved the ICS file, it is how it looks like in Outlook 2010.



Alternatively, you can download the ICS file from system index page.
Click “Download Calendar” and save to your desired location and import this file to your preferred calendar.

IS48 **My Bookings** My RSVPs DAI Xuling - Student

2013-14 Term 1 ▾ [Download Calendar](#) Select View:

Acceptance Midterm Final Available Pending Approved Rejected Not Available

	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		Team Rockets						Acellence	Prime Factor
14:00									
15:00	Kungfu Panda							InfoTopia	Marvel Ious

2.5 View my bookings

Click “My Bookings” on the menu bar

IS48 **My Bookings** My RSVPs DAI Xuling - Student

2013-14 Term 1 ▾ [Download Calendar](#) Select View:

Acceptance Midterm Final Available Pending Approved Rejected Not Available

	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		Team Rockets						Acellence	Prime Factor
14:00									
15:00	Kungfu Panda							InfoTopia	Marvel Ious

It shows all important information of your booking (e.g. presentation date, time, venue, status and reason of rejection (if any) and last modified by whom etc.)

IS48 My Bookings My RSVPs DAI Xuling - Student								
My Bookings 2013-14 Term 1								
Show All entries		Search: e.g. Acceptance						
Presentation	Date & Time	Venue	Response	Booking Status	People Attending	Comment	Last Modified	
Final	Nov 28, Thu 09:30-11:00 AM	SIS Seminar Room 2-1	APPROVED by Youngsoo KIM APPROVED by Richard C. DAVIS	APPROVED	-	-	Nov 22, 18:19:42 by Youngsoo KIM	
Final	Nov 26, Tue 11:00-12:30 PM	SIS Seminar Room 2-1	APPROVED by Youngsoo KIM APPROVED by Richard C. DAVIS	DELETED	- a	-	Dec 10, 17:51:46 by DAI Xuling	

2.6 Invite attendees

Invite anyone (e.g. your clients) to your presentation by entering their email address and click "save"

The screenshot shows the IS48 My Bookings interface. A red arrow points from the text box above to the 'Invite' button in the 'Your Booking' modal. The modal displays booking details for a presentation on Nov 28, 2013, at SIS Seminar Room 2-1. The 'Invite' button is highlighted with a red box, and a dropdown menu is visible below it showing names like Benjamin GAN Kok Siew and Benjamin TAN Kei Rong.

2.7 RSVP presentation

Attend other teams' presentation (public and internal presentations) by clicking on the team's slot and click "RSVP". If it's a private presentation, an error message will be displayed when you try to RSVP.

The screenshot shows the IS48 web application interface. At the top, there's a navigation bar with 'IS48', 'My Bookings', and 'My RSVPs'. The 'My RSVPs' tab is active. Below the navigation bar, there's a calendar view for '2013-14 Term 1'. The calendar shows slots for various teams. A 'Team Booking' modal is open, displaying details for the 'ironMEN' team. The modal includes fields for Team, Status, Date, Time, Venue, Students, Faculty, and TA. At the bottom of the modal, there are buttons for 'Invite' and 'Others'. A red arrow points from the instruction box to the 'RSVP' button in the modal.

2.8 View My RSVPs

Click on "My RSVPs" on the menu bar to check all your RSVPs.

The screenshot shows the IS48 web application interface. At the top, there's a navigation bar with 'IS48', 'My Bookings', and 'My RSVPs'. The 'My RSVPs' tab is active. Below the navigation bar, there's a calendar view for '2013-14 Term 1'. The calendar shows slots for various teams. A red arrow points from the instruction box to the 'My RSVPs' tab in the navigation bar.

2.9 Cancel RSVPs

Click “My RSVPs” button on the menu bar and click on the button under “Cancel RSVP” column to cancel your RSVP

IS48 My Bookings My RSVPs DAI Xuling - Student

My RSVP's

Search: e.g. SIS Seminar Room 2-1

	Presenting Team	Status	Milestone	Date of Presentation	Venue	Cancel RSVP
✓	Team Rockets	APPROVED	Final, 2013-14 Term 1	Nov 26, 13:30 - 15:00 PM	SIS Seminar Room 2-1	
✓	ironMEN	APPROVED	Final, 2013-14 Term 1	Dec 02, 09:30 - 11:00 AM	SIS Seminar Room 2-1	

Previous Next

2.10 SMS notification

Click on the settings to subscribe to SMS reminder service.

IS48 My Bookings My RSVPs DAI Xuling - Student

2013-14 Term 1

Download Calendar Select

Settings Logout

Acceptance Midterm Final Available Pending Approved Rejected Not Available

	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								ironMEN	UniCode
10:00								FourPointFive	Alexis
11:00					CARTES				
12:00									
13:00									
14:00		Team Rockets						Acellence	Prime Factor
15:00	Kungfu Panda							InfoTopia	Marvel Ious

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

IS48 My Bookings My RSVPs DAI Xuling - Student

Settings

Subscribe to SMS Notification: ☒

SMS Notification will be sent to: +65

Save