IS480 Final Year Project

AY 2013/14 Term 1

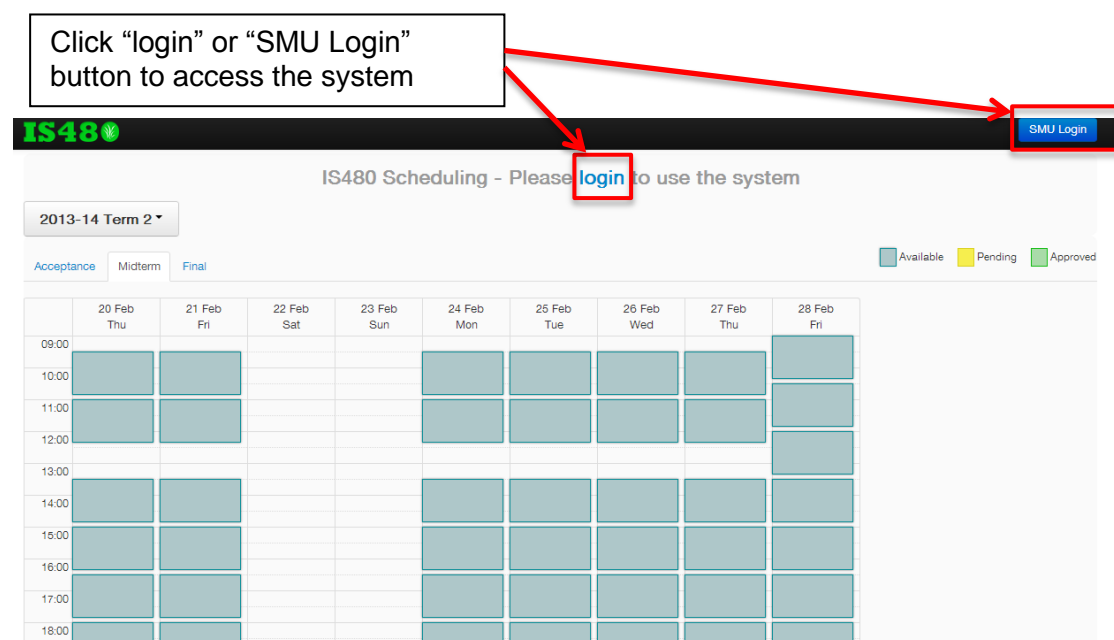## IS480 Scheduling System User Guide
(For Student)

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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 students 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 students.

2.1 Login

URL to the system:
http://202.161.45.168/is480-scheduling/welcome

Click "login" or "SMU Login" button to access the system

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

2.2 Book presentation

Go to any available slots and click "Book"

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

Sample new booking email

Sample approval email sent to required attendees

2.3 Delete presentation

Click on your confirmed slot and click "Delete" button to remove your booking
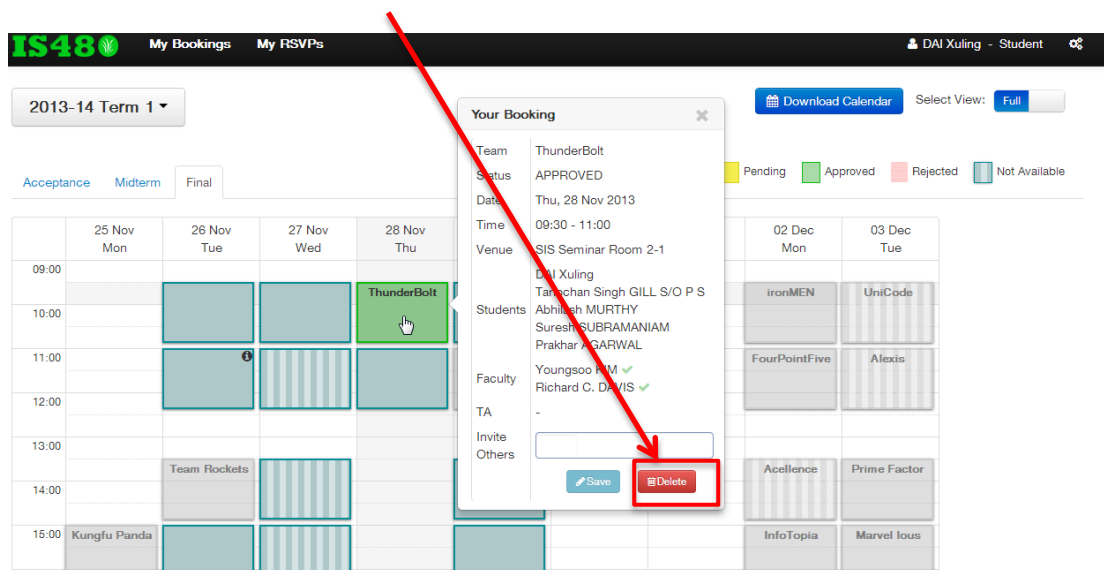
Enter reason for deleting the booking. An email will be sent to all stakeholders involved to inform them about the change.

Sample email on booking deletion

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.
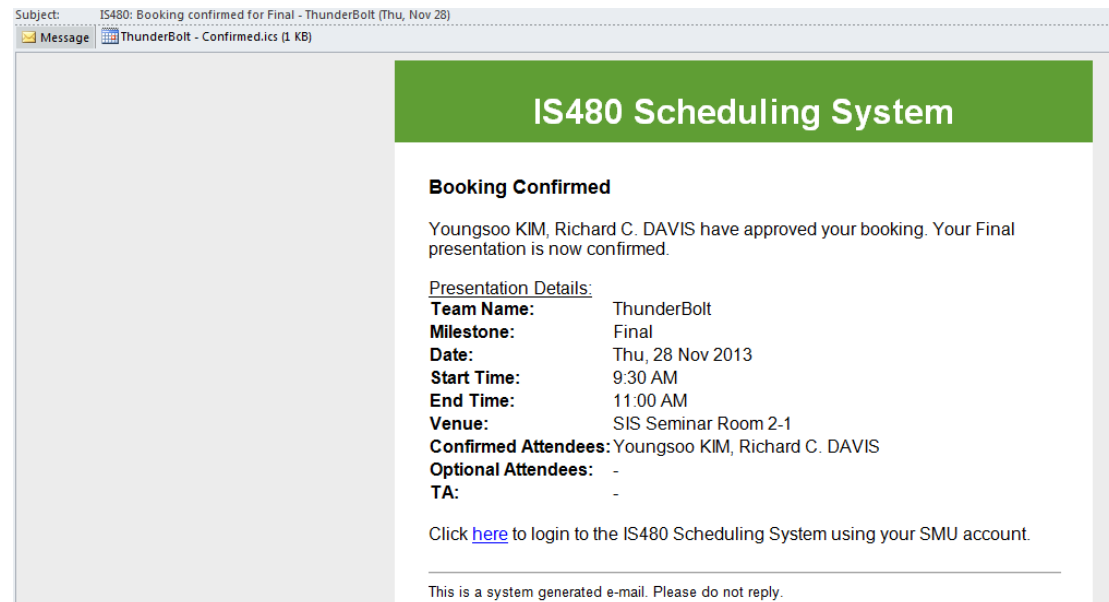
Once you saved the ICS file, it is how it looks like in Outlook 2010.
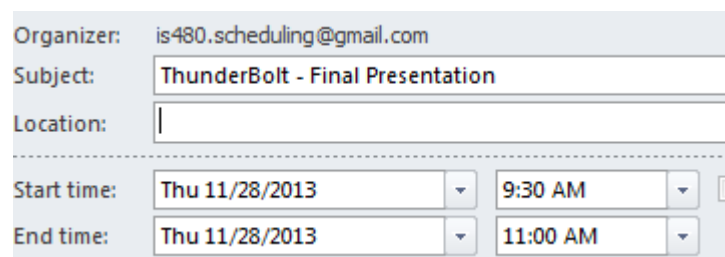
Alternatively, you can download the ICS file from system index page.
Click "Download Calendar" and save to your desired location and import this file to your preferred calendar.

2.5 View my bookings

Click "My Bookings" on the menu bar

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.)

2.6 Invite attendees

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

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.

2.8 View My RSVPs

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

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

2.10   SMS notification

Click on the settings to subscribe to SMS reminder service.

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.