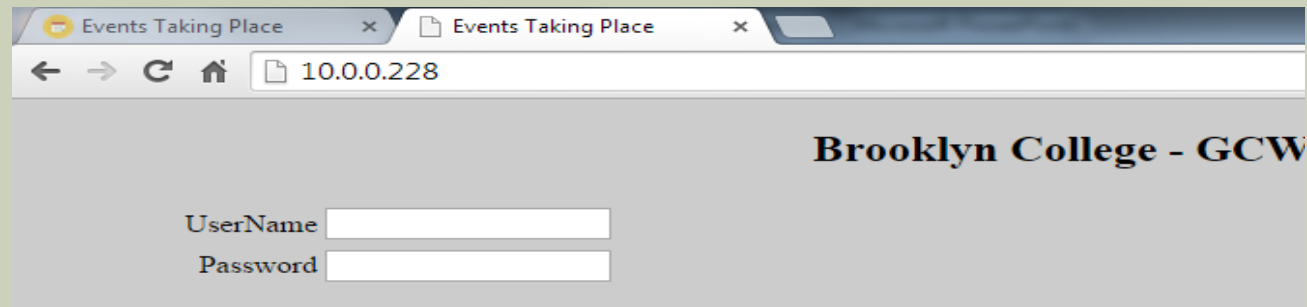


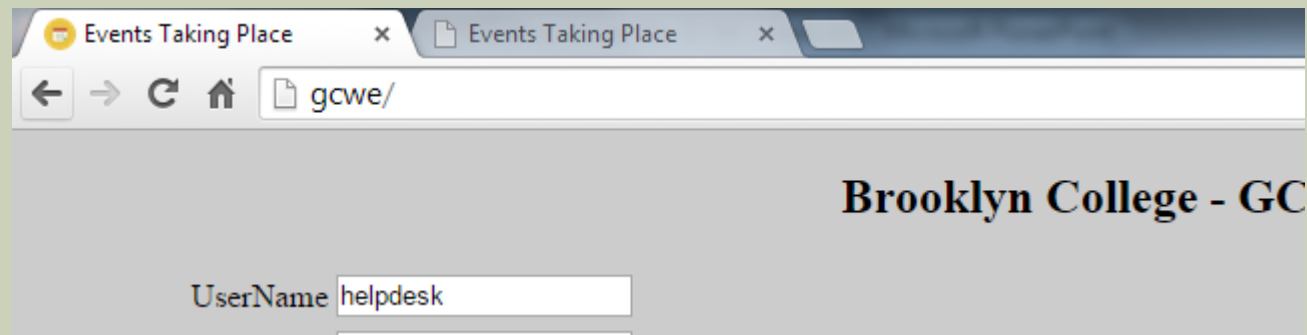
# HOW TO USE THE GCWE SCHEDULER

# HOW TO ACCESS THE SITE:

- Type in browser URL:
  - Use IP Address: 10.0.0.228



- Use name: gcwe/
  - Must be manually set on the computer



# HOME PAGE

- View all events taking place.
- View “free times” table.
- View staff hours.
- Login in.

# HOW TO VIEW EVENTS:

- Simply click on a date on the calendar.
  - If any events are taking place on that day it will display in the table on the left.
- The free time table
  - When a date is selected a table on the right will appear along with the one on the left.

<

December 2014

>

Su	Mo	Tu	We	Th	Fr	Sa
30	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	1	2	3
4	5	6	7	8	9	10

Class

Meeting

Free

Other

Room	Section	Title	Event Start	Event End	Instructor	Notes
7-13		Hist 7645 Math 1201	9:00:00 AM	10:45:00 AM	Joseph	

Room	Free From	Free To
7-13:		
	10:45:00 AM	10:00:00 PM
7-04:	9:00:00 AM	10:00:00 PM
7-05:	9:00:00 AM	10:00:00 PM
7-06:	9:00:00 AM	10:00:00 PM
7-07 (Small Conference Room):	9:00:00 AM	10:00:00 PM
7-08:	9:00:00 AM	10:00:00 PM
7-09:	9:00:00 AM	10:00:00 PM
7-10:	9:00:00 AM	10:00:00 PM

Staff Hours

# STAFF HOURS:

- The Staff Hours table:
  - Displays the staff and their availability information
  - The rows can be rearranged when clicking on column name.



<u>FirstName</u>	<u>LastName</u>	<u>XT</u>	<u>Room</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Anselma	Rodriguez	1707	7-6	10:00am - 6:00pm	10:00am - 6:00pm	10:00am - 6:00pm	10:00am - 6:00pm	9:00am - 5:00pm
Asif	Qureshi	1704	7-20	2:00pm - 7:00pm	2:00pm - 7:00pm	2:00pm - 7:00pm	2:00pm - 7:00pm	Not In
Jehan	Clark	1750	Front Desk	6:00pm - 10:00pm	6:00pm - 10:00pm	Not In	6:00pm - 10:00pm	Not In
Kwabena (Ken)	Edusei	1715	7-9	Not In	6:00pm - 10:00pm	6:00pm - 10:00pm	6:00pm - 10:00pm	10:00am - 6:00pm
Lucas	Rubin	1701	7-05	By Appointment	By Appointment	By Appointment	By Appointment	By Appointment

# LOGGING IN + LEGENDS:





- Each staff member has their own account

UserName

Password

- Legend is color coded to show what type of event it is.

**Legned**

			
Class	Meeting	Free	Other

Room	Section	Title	Event S
7-13	Hist 7645	Math 1201	9:00:00
7-14	New Software Training	Meeting	12:00:0

# SCHEDULE EVENT PAGE:

- View all events
- Link to edit all events
- Link to edit staff schedule
- Form to add an event

# HOW TO SCHEDULE EVENT:

- All fields must be filled.
  - Event Start Time and Event End Time must be in a time format with pm or am at the end (ex. 10:45am)

Section Name:	<input type="text"/>
Title:	<input type="text"/>
Event Start Time:	<input type="text"/>
Event End Time:	<input type="text"/>
Instructor Name:	<input type="text"/>
Room:	7-04 ▼

- Select what day you want to start and end the event.
  - The textboxes are automatically updated so you don't have to.

Starting Date of Event:

≤	December 2014							≥
Su	Mo	Tu	We	Th	Fr	Sa		
30	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	1	2	3		
4	5	6	7	8	9	10		

12/17/2014

Ending Date of Event:

≤	December 2014							≥
Su	Mo	Tu	We	Th	Fr	Sa		
30	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	1	2	3		
4	5	6	7	8	9	10		

12/24/2014



# HOW TO SCHEDULE EVENT (CONT.):

- Repeat means if you want it to display more than one day.

Repeat ☒ Yes ☐ No

- Days to repeat (there must be at least one day):

Days to repeat:  
(Ex. Monday:Wednesday) Monday:Wednesday

- Type of event (class, meeting, other):
- Notes: Any Additional information.

Type of event: Meeting ▼

Notes: Anything!|

Submit Reset

# EDIT ALL EVENTS:

## ■ Normal View: All Events

	event_id	Title	EventStart	EventEnd	Repeat	Days	Room	StartDate	User	Notes
<a href="#">Edit</a> <a href="#">Delete</a>	3	CISC 1110	10:00:00	12:00:00	0	Monday	7-18	10/13/2014 12:00:00 AM	staff	
<a href="#">Edit</a> <a href="#">Delete</a>	4	Meeting	19:00:00	20:30:00	1	Friday	7-07 (Small Conference Room)	11/7/2014 12:00:00 AM	admin	
<a href="#">Edit</a> <a href="#">Delete</a>	6	Core 10234	15:00:00	17:45:00	1	Tuesday	7-18	10/2/2014 12:00:00 AM	admin	
<a href="#">Edit</a> <a href="#">Delete</a>	7	Meeting 1201	00:00:00	10:45:00	1	Tuesday, Thursday	7-18	10/20/2014 12:00:00 AM	admin	

## ■ Editing View: All Events

	event_id	Title	EventStart	EventEnd	Repeat
<a href="#">Update</a> <a href="#">Cancel</a>	3	CISC 1110	10:00:00	12:00:00	0
<a href="#">Edit</a> <a href="#">Delete</a>	4	Meeting	19:00:00	20:30:00	1
<a href="#">Edit</a> <a href="#">Delete</a>	6	Core 10234	15:00:00	17:45:00	1

## ■ Deleting:

- Once you press the delete button, the record deletes. **Cannot be undone!**