Meeting Scheduler Guide

1 Overview

This document describes how to set up and use the meeting scheduler. This scheduler allows for students to easily sign up as a team or as an individual, upload resumes links, and request and confirm interview appointments. The system uses a Firebase database and JavaScript. This allows for the tool to be easily hosted anywhere.

2 Set Up

2.1 Firebase

The main part of setting up the scheduler is making sure Firebase is working correctly. There is a file named *firebase.js* that contains the configuration data needed to connect with the Firebase console. If a new Firebase account is ever created for this tool, that file must be updated. The configuration data can be found under the *Overview* tab after selecting *Add Firebase to your web app*. The *config* object can directly be copied over to the *firebase.js* file.

The only authentication used for this tool is e-mail authentication. Be sure that Email/Password is enabled in the Firebase console under *Authentication > Sign-in Method*. There is no restriction on an email domain nor on who can access the tool.

The code will automatically populate the database with the input data. At the start of a new semester, be sure to delete the previous semester's data. Deleting the *Teams* object in the database view will accomplish this. To ensure that the program has the correct access, check the *Rules* tab under *Database*. The rules should be the following:

```
{
  "rules": {
    ".read": "true",
    ".write": "true"
  }
}
```

2.2 Code

The only thing that needs to be changed in the code is the times for students to sign up for. First, in the *index.html* file, update the various *th* elements to say the correct day and time. This updates the table headers, but will not change the date and times for confirmation dialogs.

To change the dialogs, two places in the code must be updated. The program works on the assumption that there will be the same number of time slots each day. For example, if the time slots are 3:40, 3:55, 4:10, 4:25, and 4:40 on Tuesday, those will also be the same times shown for Thursday. The times can be changed by updating the ALL_TIMES array at the top of *index.js*.

To change the days interviews are being offered for the dialogs, the $updateToPending$ method must be changed. There is an if statement that checks to see what $time$ or index the user has selected. Based on the length of the ALL_TIMES array the string for the day is selected. If there is only two days of interviews, there only needs to be

```
if (time >= ALL_TIMES.length) {
    day = "Day One";
} else {
    day = "Day Two";
}
```

More days will require *else if* statements to check for twice the length for three days of interviews, three times the length for four days, etc.

Changing the code to handle the correct day only affects the dialogs. However, it is important that the number of times available for each day is correct. The database only knows the number of time slots for the interviewing period and not the actual day or time. If the *ALL_TIMES* array does not include the correct number of slots, the table will not show the times correctly and could cause confusion for students when scheduling.

3 Using the Tool

When a user first comes to the site, they will see something similar to the image below. Teams will be listed on the left most column. If a team already has more than one person, each person's name will be on a new line. The resume for each person will line up with their name in the *Resume(s)* column. Each time slot is listed to the right of these columns. The number of columns is determined based on the number of times slots and days. Each user will start with all slots marked as "Available".

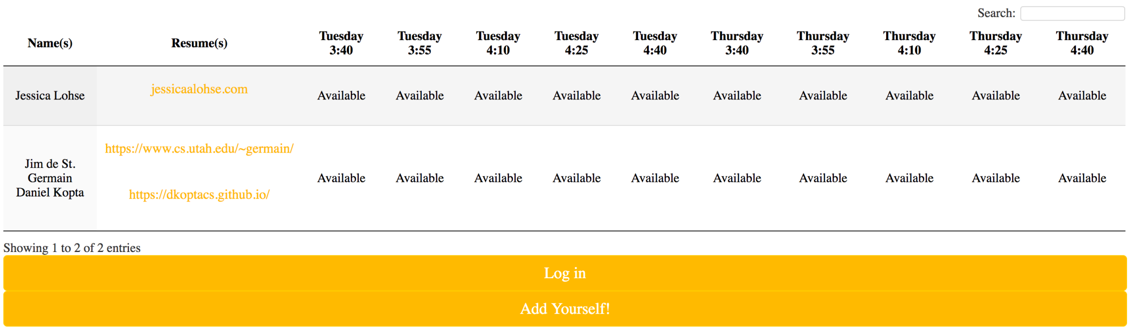


Figure 1: Viewing the scheduler.

3.1 Registration

New users can click on the *Add Yourself!* button. This opens a registration dialog. The top of the dialogs asks for the user's name and resume (as a URL). If a user already has one or more team members, they can be added by clicking the *Add other person* button. This will populate the dialog with additional name and resume fields.

Each team only needs to complete the registration stage once. One member will be in charge of scheduling and that member's email should be placed in the *Primary Email* section. Once a password has been entered the *Submit* button can be pressed and the user (and their team) is now signed up for the system.

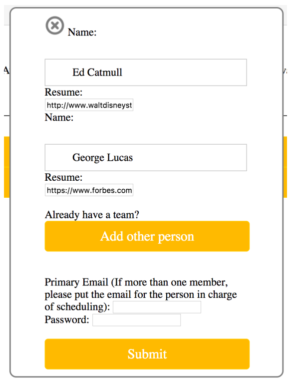


Figure 2: Registration Dialog.

Once the form has been submitted, the scheduler will update to show the new team and highlight their names in yellow. The *Log in* and *Add Yourself!* buttons have now changed to a single *logout* button for the user.

Search:

Name(s)	Resume(s)	Tuesday 3:40	Tuesday 3:55	Tuesday 4:10	Tuesday 4:25	Tuesday 4:40	Thursday 3:40	Thursday 3:55	Thursday 4:10	Thursday 4:25	Thursday 4:40
Ed Catmull George Lucas	http://www.waltdisneystudios.com/team-view/ed-catmull/ https://www.forbes.com/profile/george-lucas/	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Jessica Lohse	jessicaalohse.com	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Jim de St. Germain Daniel Kopta	https://www.cs.utah.edu/~germain/ https://dkoptacs.github.io/	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available

Showing 1 to 3 of 3 entries

logout edcatmull@utah.edu

Figure 3: Ed Catmull has logged in.

3.2 Requesting an Interview

Now that the user is logged in, they can request to have an interview with someone. This is done by clicking on the time slot in the desired team's row. Another dialog box will appear, asking the user to confirm their request. There is also the option to cancel the request by clicking on the *X* in the corner.

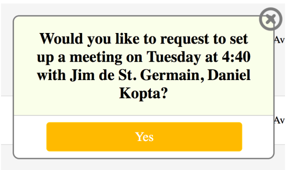


Figure 4: Requesting a Meeting Dialog.

Requesting an interview will update both the user and the requested team's time slot from "Available" to "Pending meeting with ..." If the user decides that they would like to cancel that meeting, they can click on the time slot for the other time and confirm that they would like to cancel.

Search:

Name(s)	Resume(s)	Tuesday 3:40	Tuesday 3:55	Tuesday 4:10	Tuesday 4:25	Tuesday 4:40	Thursday 3:40	Thursday 3:55	Thursday 4:10	Thursday 4:25	Thursday 4:40
Ed Catmull George Lucas	http://www.waltdisneystudios.com/team-view/ed-catmull/ https://www.forbes.com/profile/george-lucas/	Available	Pending meeting with Jessica Lohse	Available	Available	Pending meeting with Jim de St. Germain, Daniel Kopta	Available	Available	Available	Available	Available
Jessica Lohse	jessicaalohse.com	Available	Pending meeting with Ed Catmull, George Lucas	Available	Available	Available	Available	Available	Available	Available	Available
Jim de St. Germain Daniel Kopta	https://www.cs.utah.edu/~germain/ https://dkoptacs.github.io/	Available	Available	Available	Available	Pending meeting with Ed Catmull, George Lucas	Available	Available	Available	Available	Available

Showing 1 to 3 of 3 entries

logout edcatmull@utah.edu

Figure 5: There are pending meetings.

3.3 Confirming an Interview

Perhaps another team has requested to meet with the logged in user. The time slot will update, saying that there is a pending meeting. The user can click on this time slot, and another dialog will appear. This dialog asks if the user would like to confirm that meeting. If the user selects "No," both teams' time slots will change back to "Available."

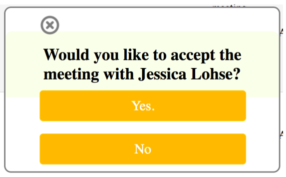
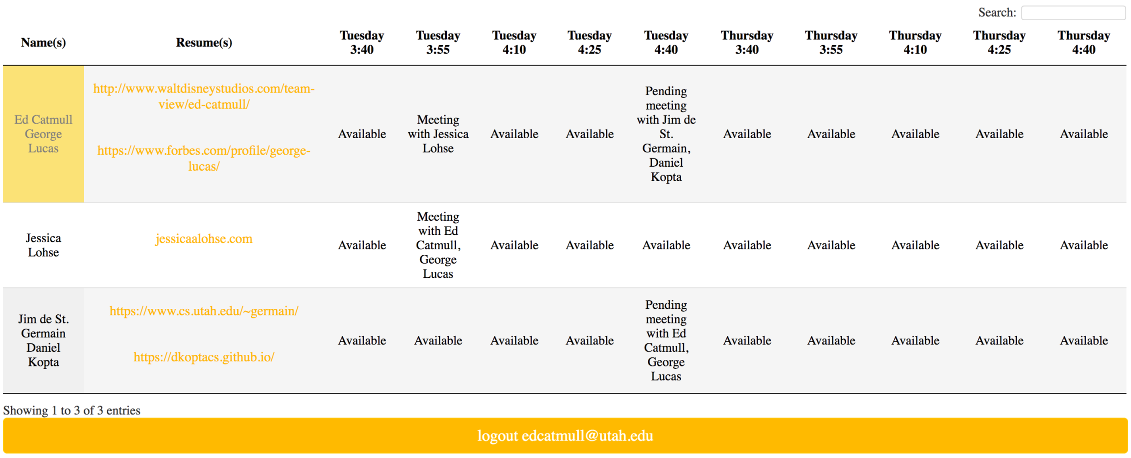


Figure 6: Confirming a Meeting Dialog.

If the meeting is confirmed, the time slots will show that there is a meeting for the user with the other team. Once a meeting has been confirmed, it cannot be changed and no other team can request to meet with either team during that time slot.



Search:

Name(s)	Resume(s)	Tuesday 3:40	Tuesday 3:55	Tuesday 4:10	Tuesday 4:25	Tuesday 4:40	Thursday 3:40	Thursday 3:55	Thursday 4:10	Thursday 4:25	Thursday 4:40
Ed Catmull George Lucas	http://www.waltdisneystudios.com/team-view/ed-catmull/ https://www.forbes.com/profile/george-lucas/	Available	Meeting with Jessica Lohse	Available	Available	Pending meeting with Jim de St. Germain, Daniel Kopta	Available	Available	Available	Available	Available
Jessica Lohse	jessicaalohse.com	Available	Meeting with Ed Catmull, George Lucas	Available	Available	Available	Available	Available	Available	Available	Available
Jim de St. Germain Daniel Kopta	https://www.cs.utah.edu/~germain/ https://dkoptacs.github.io/	Available	Available	Available	Available	Pending meeting with Ed Catmull, George Lucas	Available	Available	Available	Available	Available

Showing 1 to 3 of 3 entries

logout edcatmull@utah.edu

Figure 7: There are confirmed meetings.

3.4 Logout and Sign In

Once a user is done, they can logout by clicking the *logout* button. The highlighting on the row will disappear and users will no longer be able to request meetings. Now that the user is registered, they will need to click *Log in* and enter the primary email and password that was chosen when registering.

4 Additional Capabilities

4.1 Table Searching and Sorting

The table that displays the teams and time slots has built in capabilities for searching and sorting. The search bar in the top right will search for names and resumes. When searching for a name, the search will also display the teams that person is meeting with. The *Name(s)* and *Resume(s)* columns can be sorted alphabetically by clicking on the column header.

4.2 User Administration

Since a users only way to accept and request interviews is by logging in, it is very important they remember the email and password they registered with. However, this is not always the case. Firebase allows administrators to view all users that have used the system in the *Authentication* tab. If a user has forgotten their password, an administrator can find their email in this list, click on the three dots on the very right of the user row, then select *Reset Password*. A dialog box will appear asking if the administrator would like a reset password link sent to the user's email. This email will allow the user to enter a new password and gain access to their account.