

The Department of Technical Programs Consultation Scheduler

Maintaining the communication line between the students and the teachers can be a tedious task especially when making appointments for consultations after the class. The scheduling process is simple yet can be such a hassle, but together with an online system, the processes will be greatly simplified and all transactions will be catered. This will allow the users to experience a fast and hassle-free transaction both for scheduling and getting reserved.

Who can benefit from this system?

- Students who wants to schedule for consultations
- Teachers who sets a schedule according to their available time

Getting Started

To access the Department of Technical Programs Consultation Scheduler, you have to go to the link: <http://dtp-exam.infinityfreeapp.com/>.

Teacher's User Manual

1. **Create an Account.** The teachers are required to create an account for them to be able to access the system. Click the *Sign-Up* button in the navigation bar and you will be directed to the registration module in which you are asked to fill in your Name, Email Address and password, and click *Register* to successfully create an account.
2. **Log-In on your Account.** After successfully creating an account, click the *Sign In* button in the navigation bar to go to the log in page where you will input your registered email address and password of your account, and log-in.
3. **Forgot your Password?** If you have unfortunately forgotten your password upon trying to sign in, just click the *Forgot your Password?* button and you will be directed to the Password Reset page where you can change your password through a mail that is sent on your email address.
4. **Main Dashboard.** Upon successfully logging in your account, you will see your dashboard which displays the schedule you have created. The Dashboard also contains the *Create New Schedule* button, and also the *All Schedules List*, *My Schedules*, *My Booked Schedules* and your *Account Profile* in the navigation bar.
5. **Create New Schedule.** If you want to create a new schedule, click the *Create New Schedule* in the dashboard. In the Create a Schedule page you will see a form in which you are to fill in the necessary details needed on your schedule such as the Schedule Name, Starting Time to End Time, and the Date of Availability.
6. **My Schedule.** After successfully creating a schedule, it will then be displayed on the My Schedule page including your other schedules that you created before. This page contains the list of all of your schedules you registered so far, you are also able to manipulate the list by editing or deleting the schedule.
7. **My Booked Schedules.** This page will display the list of the pending requested schedules selected by the students. In this list, the teacher is able to approve or delete the request.

8. **All Schedule List.** This page will show all the schedules registered by you and the other teachers. The list displays the schedule name, the teacher who created it and the date.
9. **Account Profile.** The teacher is able to edit his information in the section where he can change his account sign in data and his personal data. The log out button can also be found here.

Student's User Manual

The students are the ones who will request a schedule.

1. Click the *Book a Schedule* button in the navigation bar.
2. Choose and click the available and specific schedule of a teacher.
3. Request a schedule and enter your email address for further notification about the transaction.