BASIC USER GUIDE (Purpose and Procedures of each sections)

- Login/ Logout
- Import/ load .xls file
- Show default table
- Make changes to default table by moving around boxes, expanding time, adding and removing courses
- Add courses through manual input
- Add courses through selecting checkboxes in checkbox databank
- Export timetable to .xls file
- Refresh timetable

Login/ Logout
Purpose:
- gain access to the timetable web

Procedure:
- Type in username and password, and click sign in. The page will be directed to timetable page.

Import/ load .xls file
Purpose:
- To integrate .xls file into our timetable so users can edit visually on our timetable.

Procedure:
- On the right side of the timetable page, click "Import excel" button. Then click "import" and "choose file". You will then see the pop up where you can select .xls files. Click .xls files you want to upload, then press "open". The .xls file is now uploaded.

Show default (Example) timetable
Purpose:
- The purpose of our Example timetable is to allow users to see visually how timetable will look like once they load their timetable excel files.

Procedure:
- On right side of the timetable page, click "Load Example Courses". A timetable with example courses loaded will be displayed.

Make changes to default table by moving around boxes, expanding time, adding and removing courses

Purpose:
- Edit imported .xls file visually so users can export edited file from our timetable website back to .xls file.

Procedure:
- Click one of courses in default timetable. On right side of the timetable page, a default course description will be posted based on which course is clicked. For example, if you click math 100 on a default timetable, a course description of math 100 will be on a right side, under "edit selected course". According to its weekly time schedule, since mon, wed, and fri is checked, the timetable display the course on those days. In order to expand the course rest of week days, click checkbox beside tue and wed. The course will now appear in tuesday and wednesday column on the timetable. Not only days in a week, but time can also be changed by manually typing times on start and end box. To remove the whole course on the timetable, remove every descriptions and empty all checkboxes and section numbers and subject names.

Add courses through manual input

Purpose:
- By being able to add courses through the manual input, users can customize course descriptions, including names, types, terms, and times.

Procedure:
- On right side of timetable page, there is a form called Manual Entry. Users may put any input they would like, including Subject name, course number, section, activity type, Instructor and TA name, and term. Start and End time can also be controlled, and choose between am and pm. Then select any dates that want to be offered, from monday to sunday. Click submit. The courses that has just been customized will appear on the timetable.

Add courses through selecting checkboxes in checkbox databank

Purpose:
- To provide users a course based organized chart, which allows them to choose and navigate courses easily through a this hierarchical checkbox layout, which course that are checked through this layout will be displayed on the timetable.

Procedure:
- On left side of the timetable page, there are checkboxes databank. Courses are groups together based on which units they are associated with. In order to click certain course, specific courses are organized and grouped hierarchically, starting from units to course sections. Check any unit checkboxes, then course names, levels, and sections. Courses

can be checked more than once. Whichever that is clicked, it will be appeared on timetable.

Export timetable to .xls file

<u>Purpose:</u>
- To convert created/ edited timetable from the website to .xls file, so users can download and view their timetable in .xls file.

<u>Procedure:</u>
- On right side of the timetable page, click "Export". This will convert their edited timetable to .xls file and will be saved to computer. If the user want to save their work instead of exporting their work to .xls, they may click "Save to DB". This will save their work and load their saved work when they login back to their account again, without being converted to .xls file.

Refresh timetable

<u>Purpose:</u>
- Refresh timetable is used to empty the timetable. This is used for users to start everything all over again. Please note that any loaded courses from previous timetables before refreshing the timetable will not be saved, unless the user clicked "Save to DB" before clicking the "refresh" button.

<u>Procedure:</u>
- On right side of the timetable, click "Refresh". This will refresh the timetable, including any previously loaded courses.