

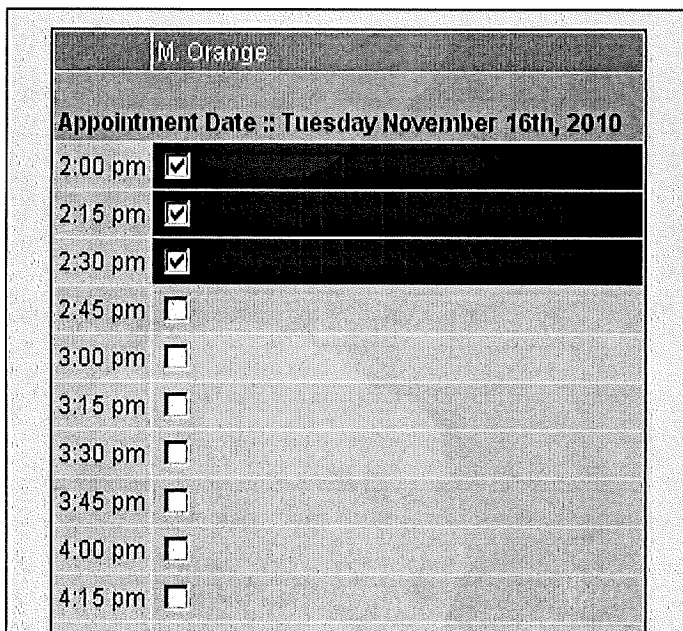
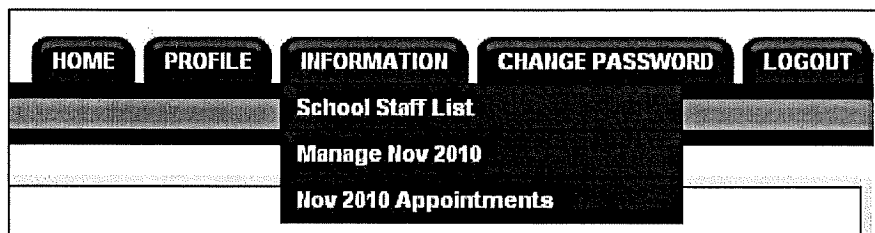
Staff Instructions

Login to Your Account

Staff accounts are created automatically when the staff is entered into the system. Each staff person has an account based on their name, where the password is initially the same as the user id. For example teacher "Jane Evans" would have a user id "jane.evans" and her password would also be "jane.evans". Staff should change their password the first time they login to the system.

Manage Schedule Availability

Staff are able to edit their schedules to set time slots in which they will not be available for meetings with parents. Select the "Manage <schedule>" option under the "INFORMATION" menu tab. The name of the upcoming schedule will be displayed after the word "Manage" on the menu. In this example the upcoming schedule is the "Nov 2010" appointment schedule.



After clicking on this menu option staff will see their calendar and will be able to click on any time slot that they wish to reserve. Each slot will be flagged as "Unavailable" to parents when they are booking appointments and will be indistinguishable from other appointments, which appear the same to parents.

Each slot clicked on will change colour and can be toggled on and off.

When booking has started for parents staff will no longer be able to edit their calendars and will have to get admin staff to make any further changes.

Viewing Appointments

Staff can login after appointment booking has started and view their appointments by selecting the menu option below the "Manage <schedule>" (note manage will no longer be available). When that menu option is selected a PDF document will be generated listing all the appointments that have been booked with the staff person.