User Guide

Getting Started

In order to use The Lettings Calendar, you must first register. If you have already registered, then you must log in before using the system. *At the top of each page (except for the registration and log in pages) you will see a welcome message, today's date, and a few links -- a "Log Out" link and a "My Control Panel" link underneath the welcome message, and a "Help Me" link under the date.*

Registering

To register, first navigate to the registration page. This can be reached through the Lettings website link on the home page of the Hall Mead School website. You must fill in every field. The email address that you register with will be your login. The information that you enter can be altered at any time by changing your profile.

Selecting the "Keep Me Logged In" option will use cookies to identify you each time you return to the Calendar, bypassing the need to log in each time. *You should only use this option if you are the only person using the scheduler on your computer.* After registering, you will be redirected to My Control Panel.

Logging In

Logging in is as simple as entering your email address and password. You must register before you can log in. This can be accomplished by following the registration link on the log in page.

If a previous user is displayed in the welcome message, click "Log Out" to clear out any cookies they were using and log in as yourself. Clicking the "My Control Panel" link will take you to My Control Panel, your "home page" for the scheduler. Clicking the "Help Me" link brings a pop-up help window. Clicking the "Email Admin" link will open a new mail addressed to the system's administrator.

Warning: If you have Norton Personal Firewall running while using Lettings Calendar, you may encounter problems. Please disable Norton Personal Firewall while using Lettings Calendar and enable it after you are done.

Selecting My Language

On the login page, there will be a pull down menu with all of the available language translations that your administrator has included. Please select the language that you prefer and all Lettings Calendar text will be translated. This will not translate any text that is entered by your admin or by other users; it will only translate the application text. You will need to log out to select a different language.

Changing Profile Information or Password

To change your profile information (name, email, etc.) or your password, first log into the system. At My Control Panel, in My Quick Links, click "Change My Profile Information/Password". This will bring you to a form with your information filled in. Edit any information you wish. Any field left blank will not be altered. If you wish you change your password, enter it twice. After editing your information, click "Edit Profile" and your changes will be saved to the database. You will then be returned to My Control Panel.

Resetting Your Forgotten Password

If you have forgotten your password, you can reset it and have a new one emailed to you. To do this, navigate to the login page and click the "I Forgot My Password" link underneath the login form. You will be taken to a new page and asked to enter your email address. After clicking "Submit", a new, randomly generated password will be created. This new password will be set in the database and emailed to you. After receiving this email, please copy and paste your new password, log in with it, and promptly change your password.

Getting Help

If you do not have permission to use a resource, have questions about a resource, reservation, or your user account, please use the "Email Admin" link located in My Quick Links.

My Control Panel

The Control Panel is your "home page" for the scheduling system. Here you can review, modify or delete your reservations. My Control Panel also includes a link to the Scheduler, a link to Edit Your Profile and an option to Log Out of the Scheduling System.

My Quick Links

The **Quick Links table** will provide you with common application links.

The first, "**Bookings"** will take you to the default schedule. Here you can view resource schedules, reserve resources, and edit your current reservations providing you have permission to make changes. Check with your Administrator if you have permission to change your bookings.

"My Calendar" will bring you to a calendar view of the reservations that you have scheduled or are participating in. This can be viewed by day, week or month. *(Maybe blank if you are not "participating" *, or have not added any bookings, If you wish to view availability of resources check My Schedules).*

"Schedule & Resource Calendar" will bring you to a calendar view of the reservations for a selected resource or all resources of a selected schedule. If you have selected the day view of a specific resource, you will also be able to print out a "Sign-up Sheet" view by clicking on the notebook icon next to the resource pull down menu.

*If someone else, (ie administrator), has made the booking they can invite you to "participate" in the booking, therefore this will then showup on you're "My Calendar". (See "**My Invitations**" below)

"Email Preferences" will take you to a page where you can choose how and when you want to be contacted regarding your scheduler usage. By default, you will receive HTML email alerts any time you add, edit or delete a reservation.

"Change Profile" (Information/Password) will navigate to a page allowing you to edit your personal information, such as login email address, name, phone number and password. All of your information will be filled in for you. Blank and unchanged values will not be altered.

Please edit your profile

* Email address (this will be your login)	lzalicks@hallmeadscho
* First Name	System
* Last Name	Administrator
* Phone	
Institution	
Position	
* Password (6 char min)	
* Re-Enter Password	
Timezone	GMT +0 ▼

Edit Profile   **Cancel**

phpScheduleIt v1.2.12

The final link, **"Log Out"** will log you out of your current session and return you to the log in screen.

My Announcements

This table will list any announcements that the system administrator feels are important.

My Reservations

The **My Reservations table** shows all of your upcoming reservations starting with today (by default). This table will list each reservation's Date, Resource, Date/Time of its creation, Date/Time of its last modification, Start Time and End Time. From this table you can also modify a reservation or delete it, simply by clicking on the "Modify" or "Delete" link at the end of the respective reservation's row. Both of these options will bring up a pop-up box where you can confirm your reservation changes. Clicking on a reservation's date will bring up a new window where you can view the reservation's details.

To sort your reservations by a specific column, click on the – or + link at the top of the column. The minus sign will sort your reservations in descending order by that column name, the plus sign will sort your reservations in ascending order by that column name.

My Invitations

The **My Invitations** table shows all the reservations that you have been invited to and allows you to either Accept or Decline participating in that reservation. If you accept, you will still have an opportunity to end your participation at a later time. If you decline, you will not be able to accept unless the reservation's creator invites you again.
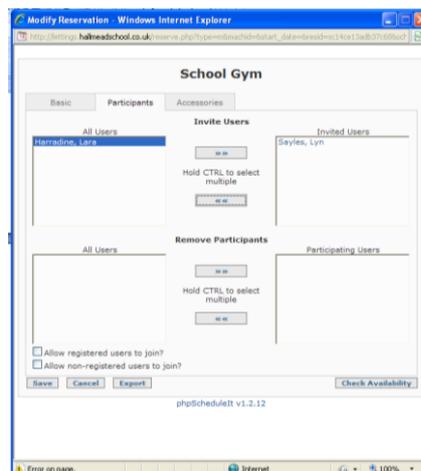
My Reservation Participation

The **My Reservation Participation** table shows all of the reservations which you are participating in. This will not show the reservations that you have created. From this table, you can choose to end your participation with a selected reservation. If you end participation, you will not be able to participate unless the reservation's creator invites you again.