The Asio Meeting Time Booking System Applied to University Instructor Appointments.

IN A NUTSHELL

This document describes how the Asio Meeting Time Booking System can be applied to and used for instructor/teacher appointments.

The document discusses the administrative functionalities built for instructors' use and shows how the meeting time booking portal used by students works.

Case University of Turku / Booking for Instructors

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Contents

The Asio Meeting Time Booking System Applied to University Instructor Appointments 0
1. Introduction 2
2. Administrative Functions for the Instructor 3
2.1. The Bookings -tab 4
2.2. The Meeting Times -tab 5
2.3. The Recurring Times -tab 7
2.4. The Holidays and Announcements -tab 9
2.5. The Additional Settings -tab 10
3. Student Functions 11
3.1. Making a Booking 11
3.2. My Bookings 15

1. Introduction

The Asio Meeting Time Booking System is a part of the Asio-system family, which can be used independently or in connection with other Asio-subsystems, such as the Space Booking System.

The Meeting Time Booking System has various scopes of application and possibilities. It is suitable for the administration of and registration for events such as meetings, camps and hobby events. It may also be used for the ticket sales of events. The system can be integrated with the smart access control systems of Asio's partners.

This document describes a use case, where the Asio Meeting Time Booking System is used for *booking appointments*.

The scope of application is the possibility provided to students at the University of Turku, where they can meet up with instructors (book an appointment). The structure of requirements/limitations are as follows:

Time of meeting: Definable by the instructor
Way of meeting: Remote meeting or in-person meeting (definable by the instructor)
Maximum amount of people: One person (booking) per meeting time
Price: None
The students do not log into the system.
The instructors log into the system by using the UTU-login or ASIO-login.

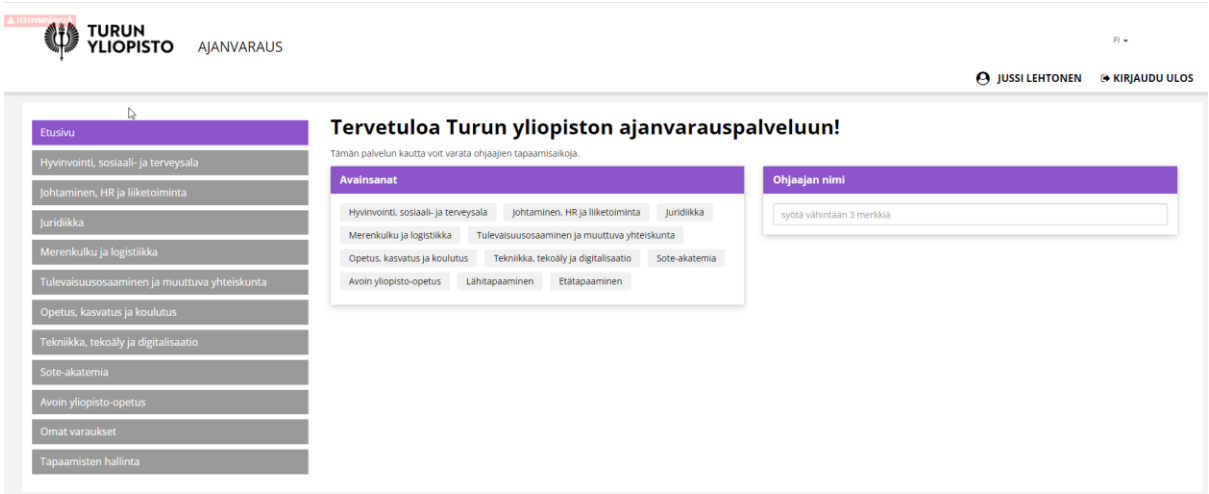
This document will go over the functions meant for the instructors. The main administrator of the system will perform the groundwork, including tasks such as creating so called new events (instructors) to the system. These functions will be further described in a separate document.

Additionally, this document will present how the system is visible to the students and how a booking for an appointment can be made.

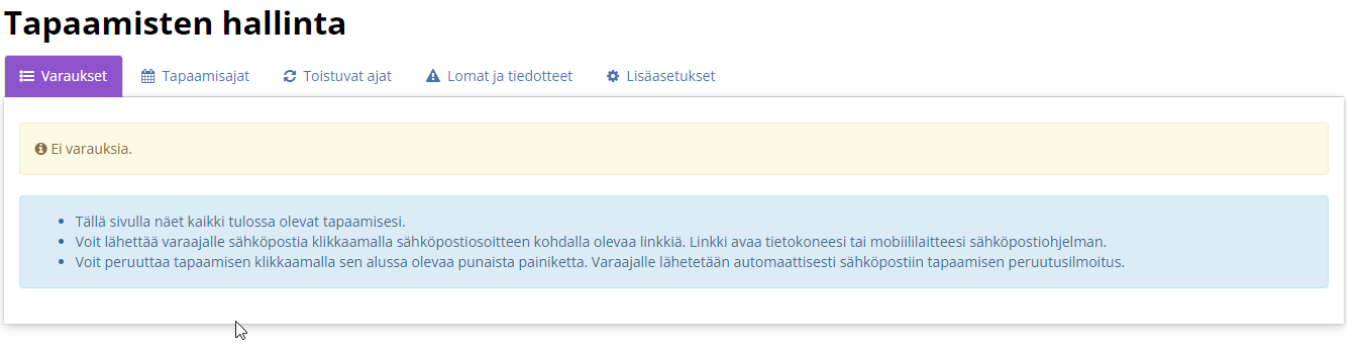
2. Administrative Functions for the Instructor

Before the instructor can manage their own meeting times, the main administrator of the system has created a base for the bookings to meet with the certain instructor by creating a so-called *event*. The main administrator tells also how to sign up to the system. The instructors associate meeting times (*instances* of the events) with the event created by the main administrator in the way that is described in this document.

Here is the initial page layout defined for the instructors. The contents are defined by the main administrator (units, key words).



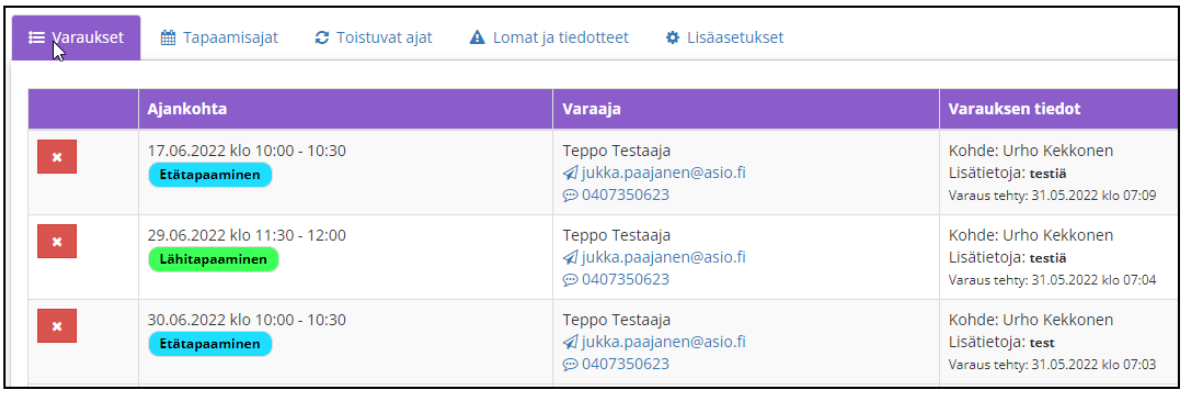
This chapter is focused on the *Management of Meeting Times*-feature. It makes the following of the booking situation, sending emails and text messages to the booker, managing of meeting times and some additional settings related to bookings possible.



The main administrator of the system has created the basic information of the meeting times, which include, among other things, the form used to make a booking.

2.1. The Bookings-tab

The Bookings-tab lists all the upcoming meeting times in a chart organized by date and time.



The date and time, type of meeting/appointment, name and contact information of the booker and the text of a preliminary question are visible.

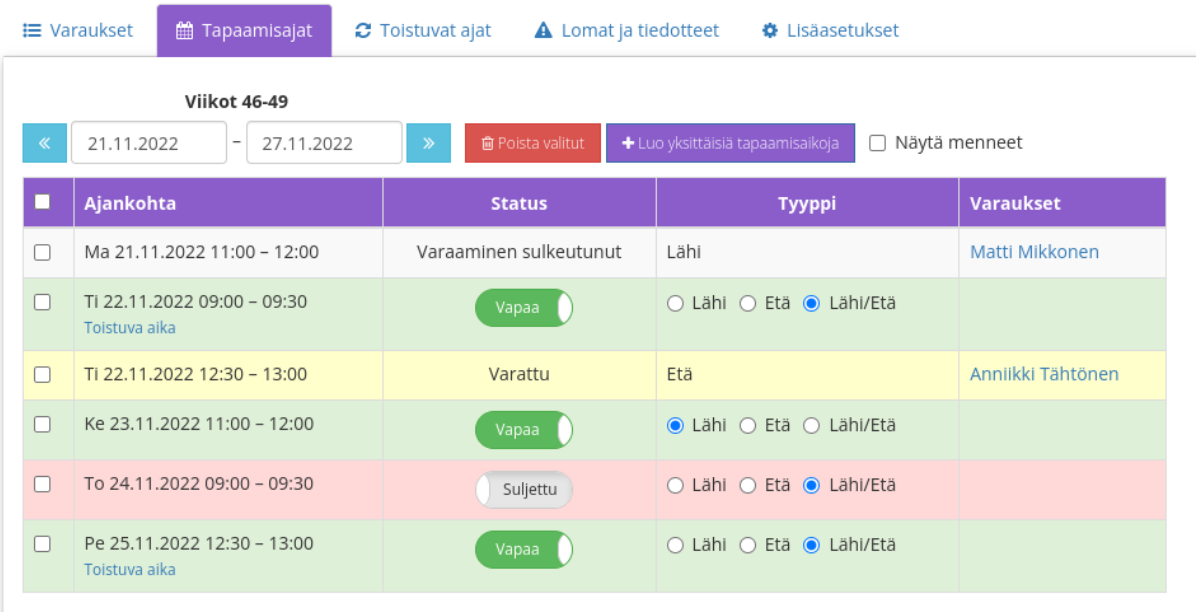
There is a mailto-link where the email address is located. It is possible to send email with one's own computer or mobile device's email application through the link.

The phone number also shows a link, through which it is possible to send SMS-text messages by using Asio's message server function.

The instructor may cancel a booking by clicking the red cross-button. In this case, an automatic cancellation confirmation message is sent to the booker via email.

2.2. The Meeting Times-tab

The Meeting Times-tab showcases all of the meeting times, including those, which do not have a booking.



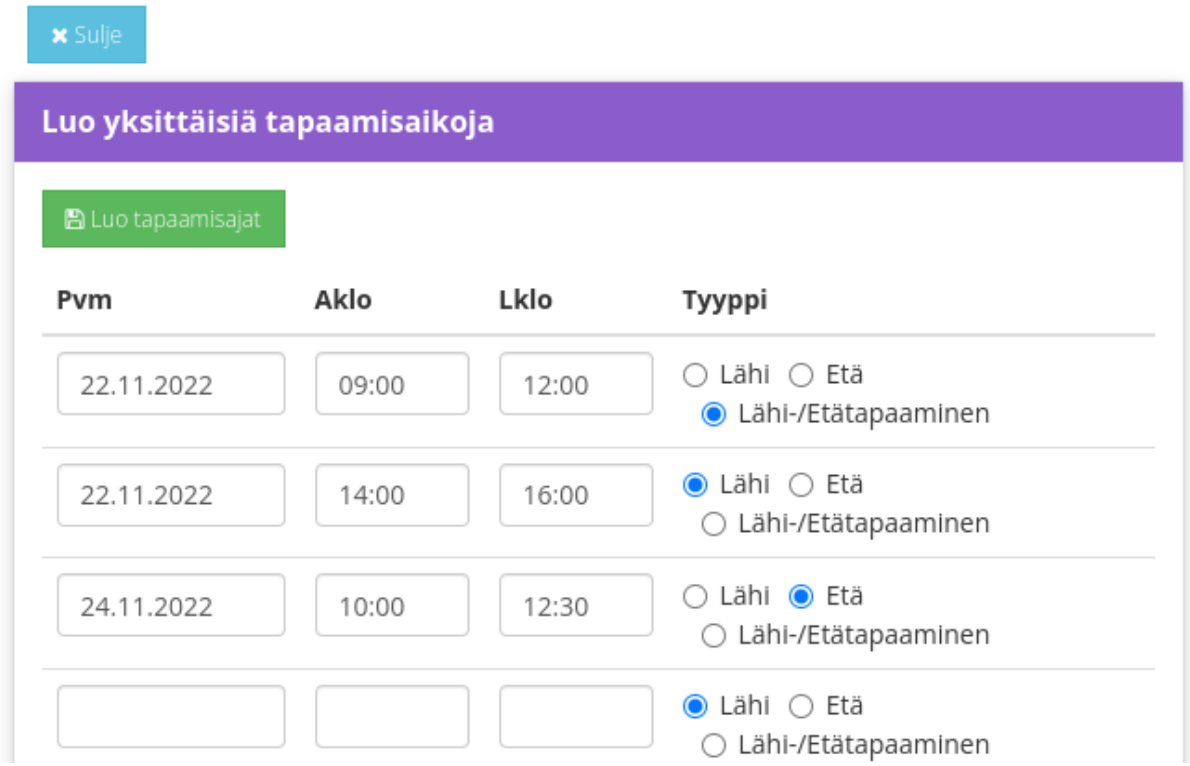
The view is by default from the ongoing day until the end of the week. It is possible to scroll forward or backward with the arrow buttons, or to choose a preferred time interval on the buttons showing the dates.

The green row is an open meeting time, meaning that it is still open for bookings. The white row is a meeting time that is not available for bookings anymore, as the booking time has closed. The booked times appear in yellow, and it is possible to view the details of the booking by clicking on the name of the booker.

The booking time can be opened and closed from the quick switch on the Status-column. It is not necessary to further save the changes. It is possible to change the type of booking between remote and in-person in the same manner from this same screen.

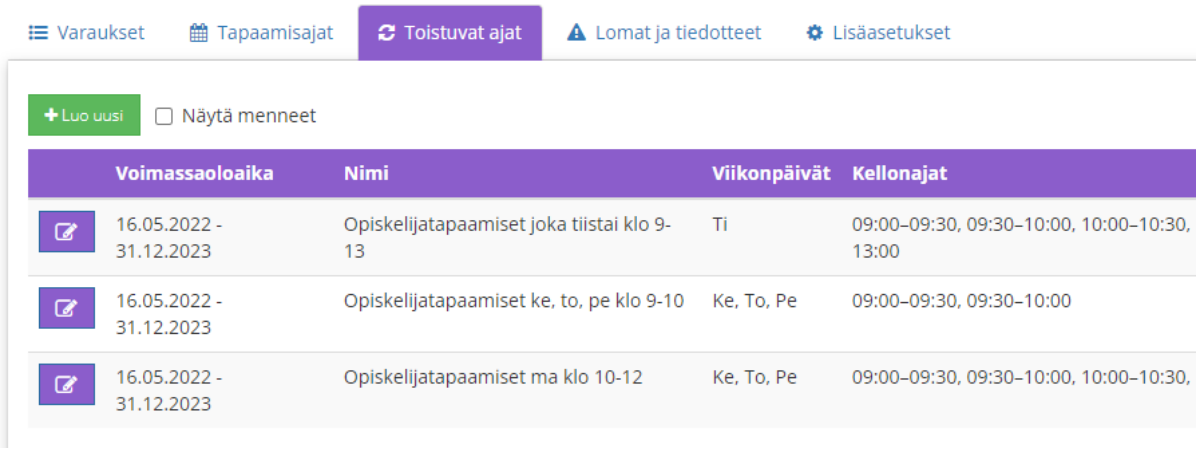
The meeting time can be deleted completely by checking it with a cross and clicking the red delete-button.

The *Create individual meeting times* -button is used to create individual meeting times using this kind of table input. The function is used to input individual meeting times if there are only a few times to be added or if the meetings are at random times. If an instructor has weekly recurring meetings etc., it's advisable to familiarize yourself with the function of tab 3.

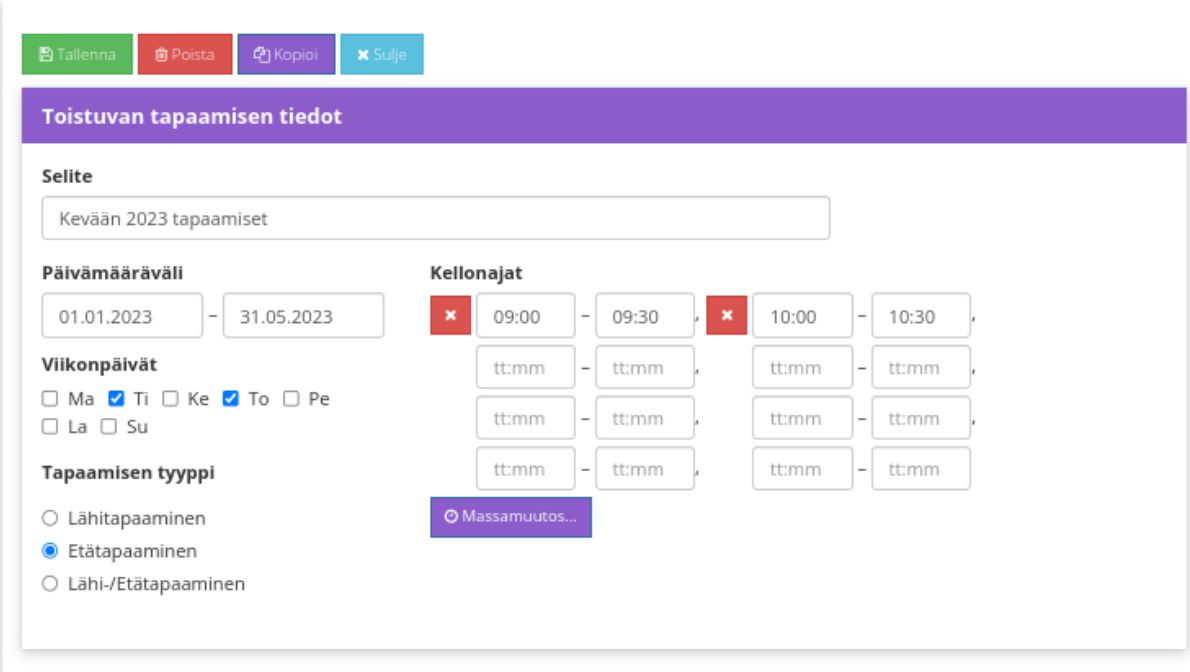


2.3. The Recurring Times -tab

On the Recurring Times-tab, it is possible to input meeting times that repeat weekly within a specific calendar time frame.

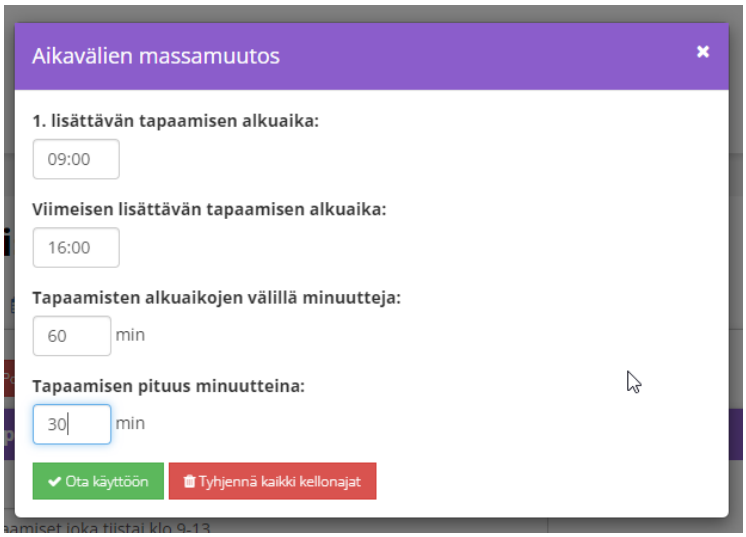


Example: if on the spring of 2023, there are half-hour remote meeting times on Tuesdays and Thursdays at 9:00 AM and 10:00 AM, you could set this as a recurring time as follows:



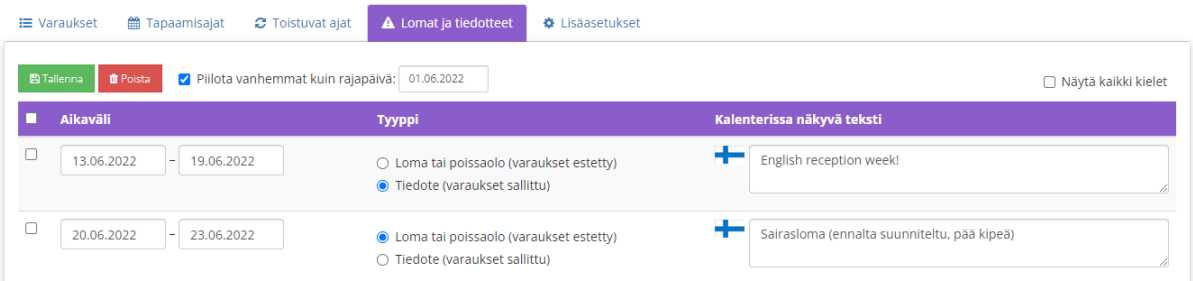
Exceptions to the recurring times can be controlled from the Meeting Times-tab after saving.

The Mass Change -button allows you to add more times to the times-list using fast input with these conditions:



2.4. The Holidays and Announcements -tab

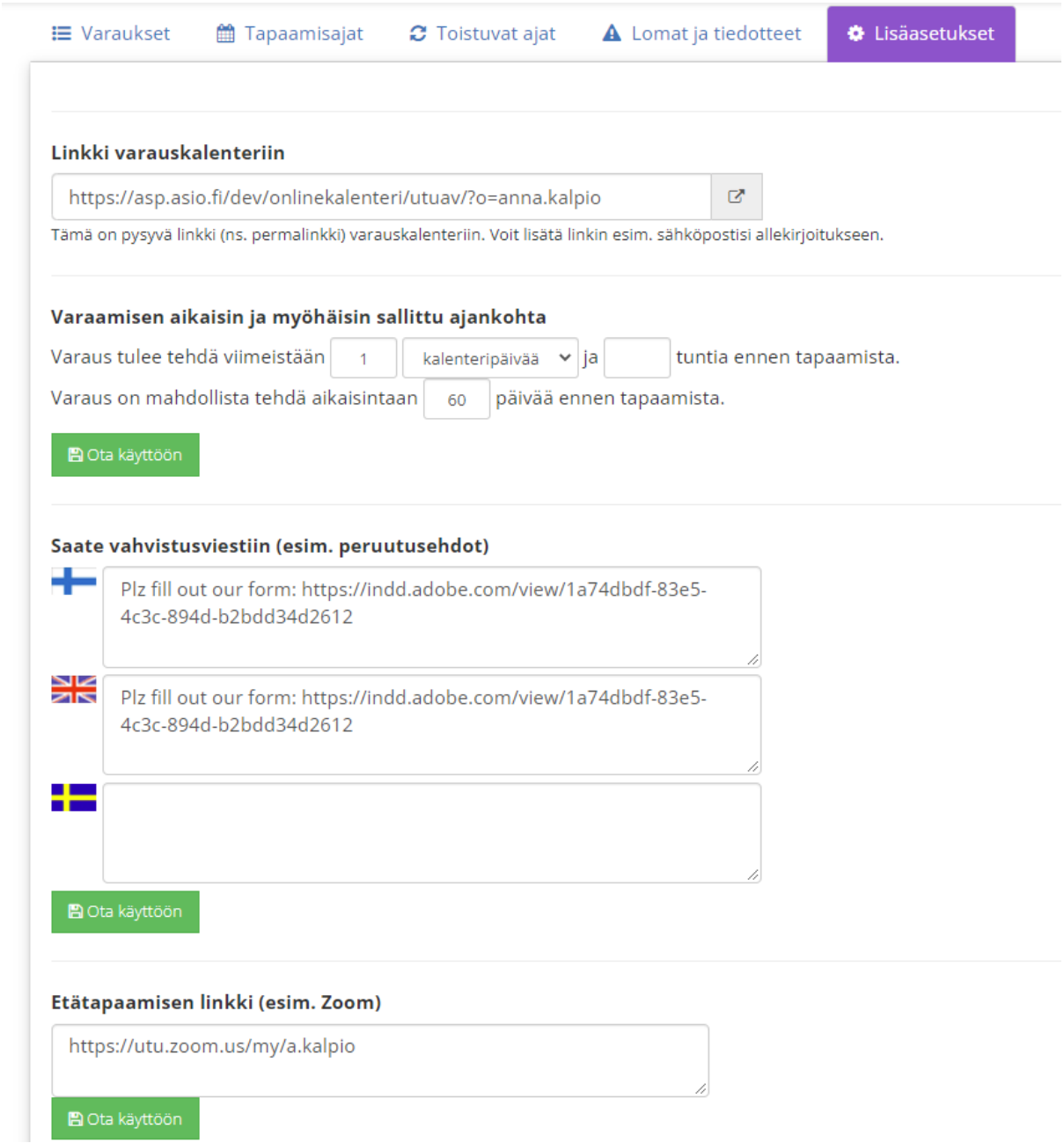
An instructor can define holidays and absences or add text to the calendar on the Holidays and Announcements -tab.



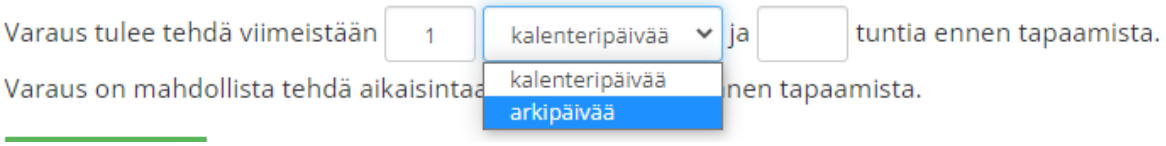
Holidays and absences block bookings in a way that the time slots overlapping with them are automatically locked (unbookable) on the booking calendar. The announcements, on the other hand, are visible on the calendar but do not affect bookings. An example:

2.5. The Additional Settings -tab

The additional settings allow the instructor to set time restrictions to bookings and write captions that are visible in the booking confirmation and above the booking form.



Weekends can be skipped when choosing a deadline.

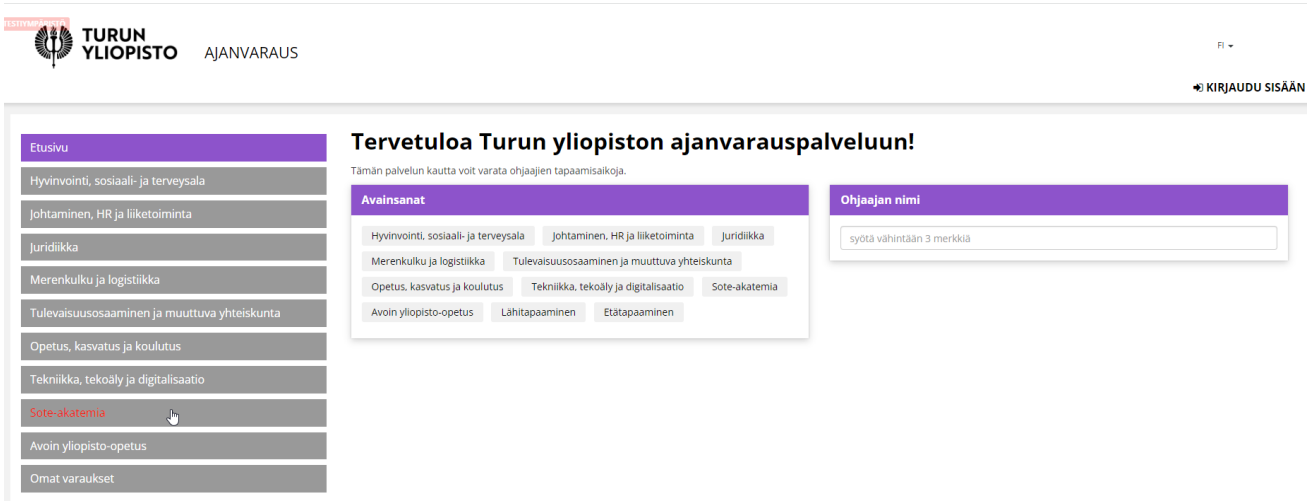


3. Student Functions

This chapter specifies how students can make, browse and cancel bookings.

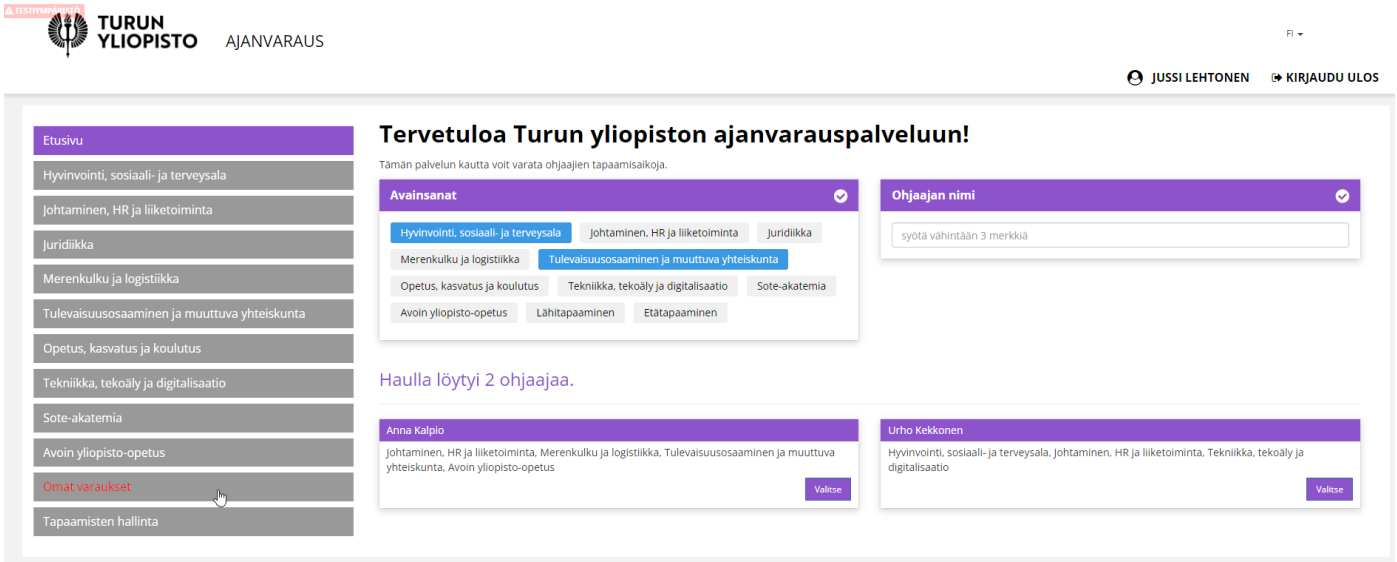
3.1. Making a Booking

The portal that is visible to the student looks like this:

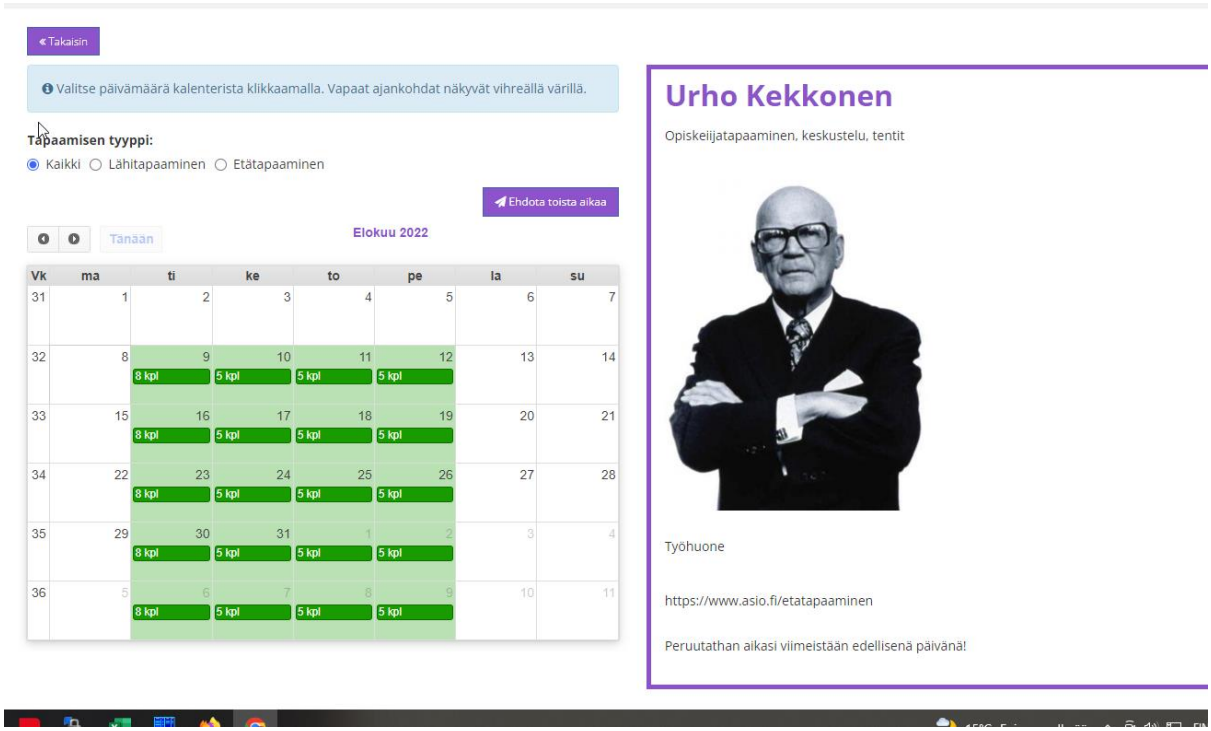


Three choices are available:

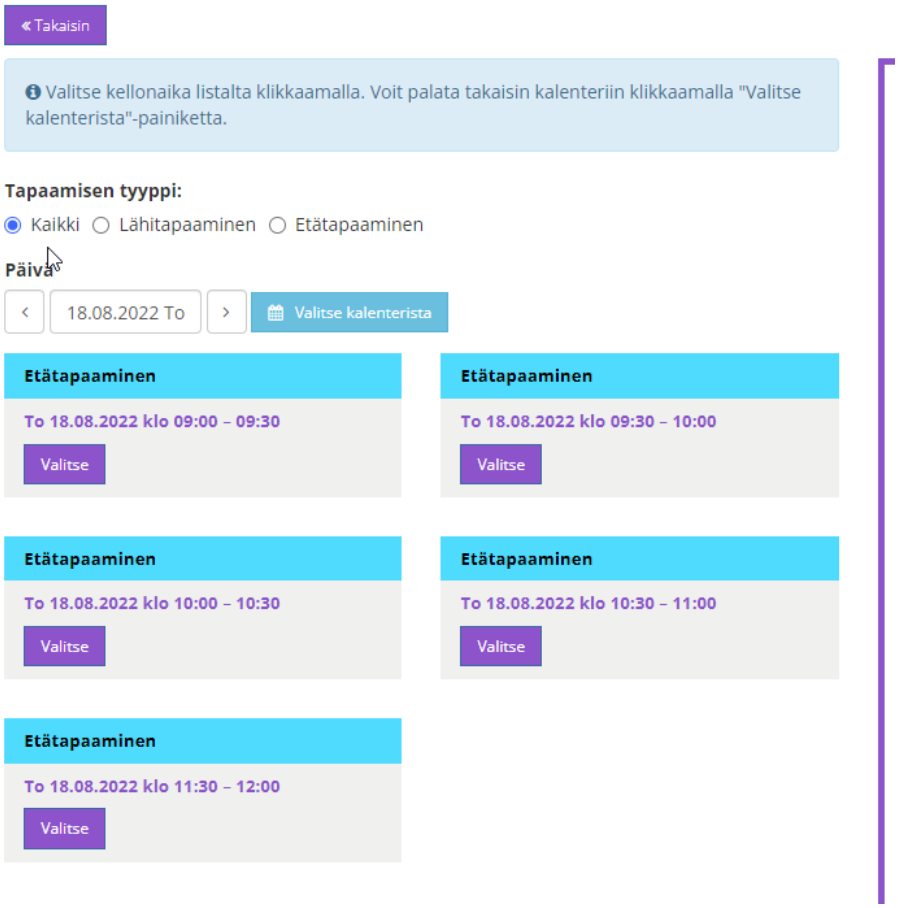
- Continuation based on keywords
- Continuation based on the preferred instructor
- Choosing the unit first



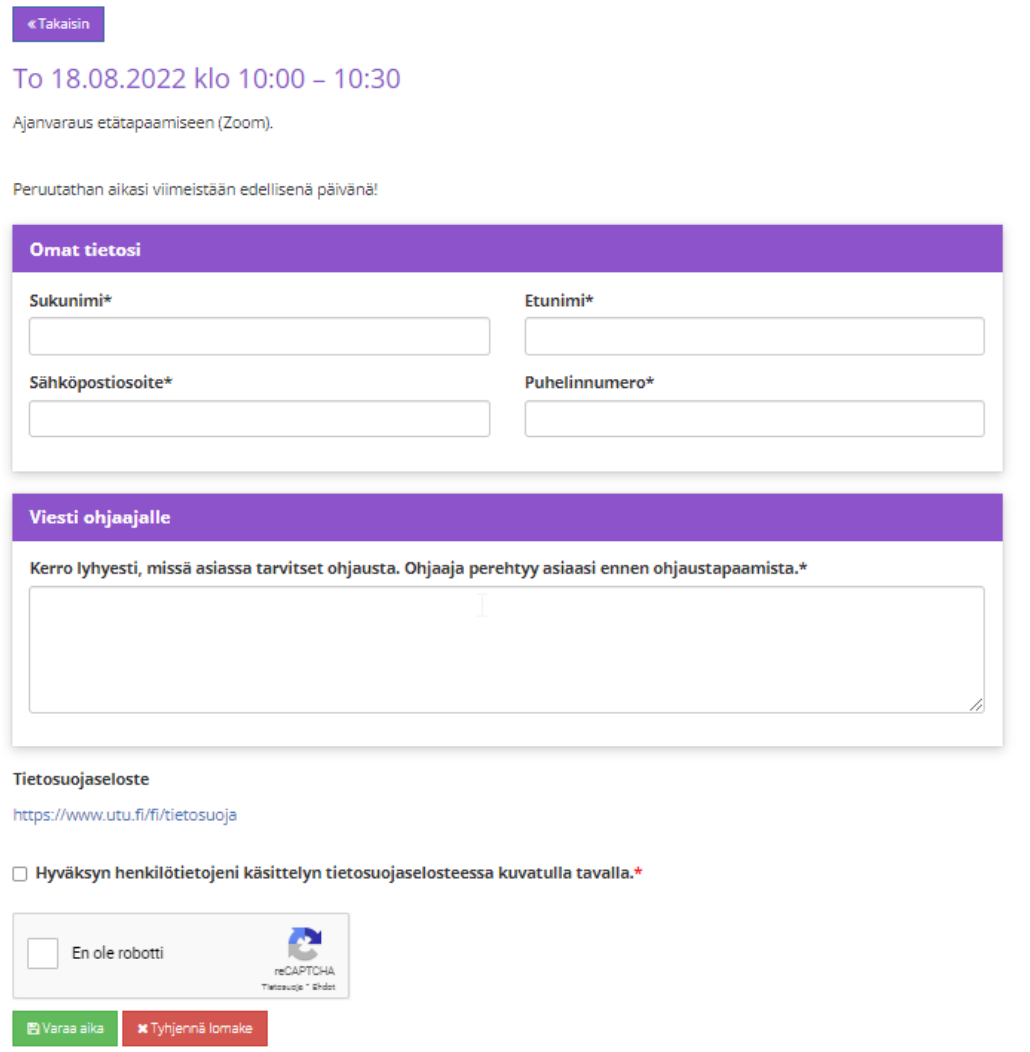
Choose a desired instructor to view their booking calendar.



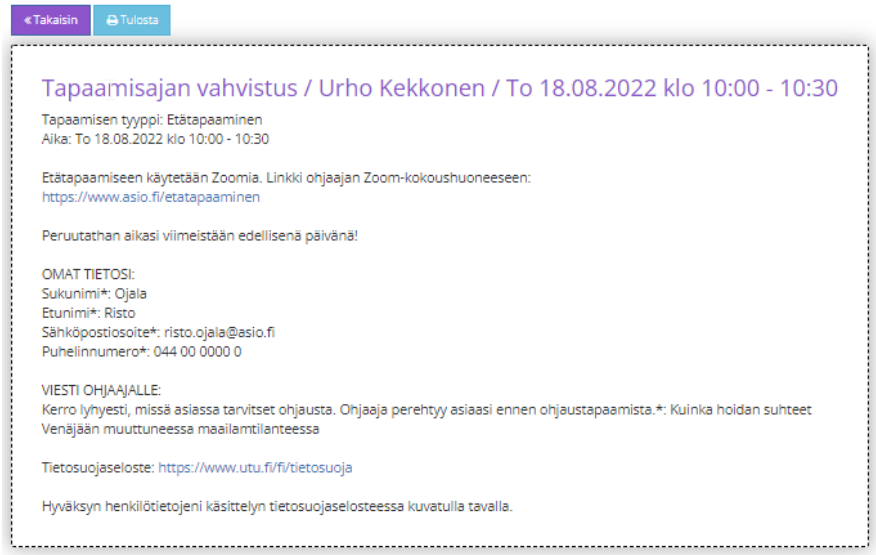
Click on the desired date:



Choose the time:



Fill in a form and receive a booking confirmation:

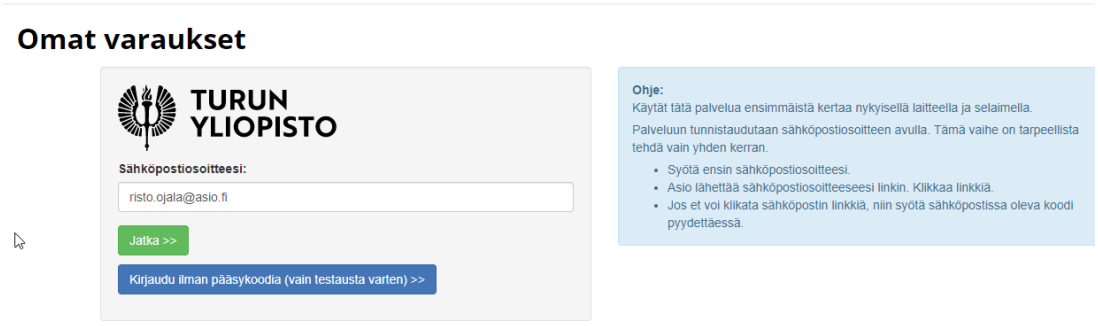


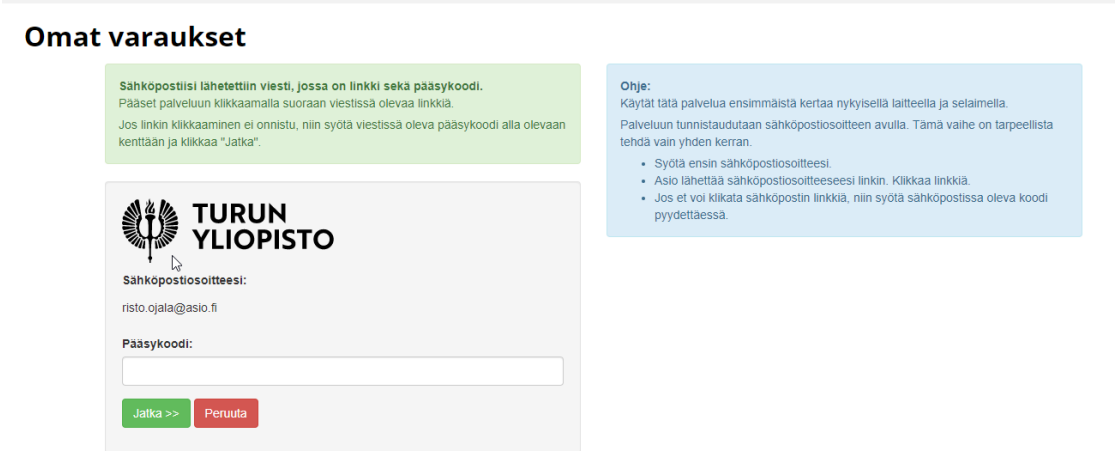
The booking confirmation is also sent to the booker's email. Attachments include documents such as a so called ics feed containing the event's date and time, which the booker may download on their Outlook and Google calendars.

3.2. My Bookings

The student can browse their bookings and cancel them within the cancellation policy guidelines with the My Bookings -function.

The student is identified with their email address. When first visiting, they are registered to the system.



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Tämä viesti on lähetetty Asio MyBookings-järjestelmästä Turun yliopisto - Ajanvaraus.

Vahvista sähköpostiosoitteesi klikkaamalla alla olevaa linkkiä:
https://asp.asio.fi/dev/w/YYzdmYzU2ZDc4ODE0OThhYXx1dHVhdnw3MDJ8MjIwODA5MTk0MA

Jos et pysty klikkaamaan linkkiä, syötä tämä pääsykoodi MyBookings-tunnistautumiseen:
XFE54

Tämä on automaattisesti luotu viesti, ethän vastaa tähän viestiin.

Jätä tämä viesti huomioimatta jos et tehnyt tätä pyyntöä itse. Alla ovat pyynnön tiedot väärinkäytöstapausten selvittelemistä varten:
- Sivu, jolta pyyntö tehtiin: https://asp.asio.fi/dev/mybookings/utuav_pub_iframe/
- Aika: 09.08.2022 klo 19:40
- IP-osoite: 192.168.0.159
- Selain: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/104.0.0.0 Safari/537.36
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Omat varaukset

Tämän toiminnon kautta näet omat varauksesi ja voit peruuttaa varauksen, mikäli se on peruutusehtojen mukaisesti sallittua.
Olet kirjautunut sähköpostiosoitteella risto.ojala@asio.fi. Kirjaudu ulos klikkaamalla tästä.

	Ajankohta	Varauksen tiedot
×	18.08.2022 klo 10:00 - 10:30	Urho Kekkonen Varausnumero: #10337 Varaus tehty: 08.08.2022 klo 22:41

Tähän tulevat näkyviin varauksesi peruutuksia varten. Huomaathan, että et voi peruuttaa varausta tämän toiminnon kautta, jos muutosten ja peruutusten takaraja on ylittynyt. Tee tällaisessa tilanteessa peruutus toimiston kautta.