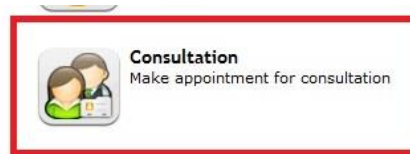


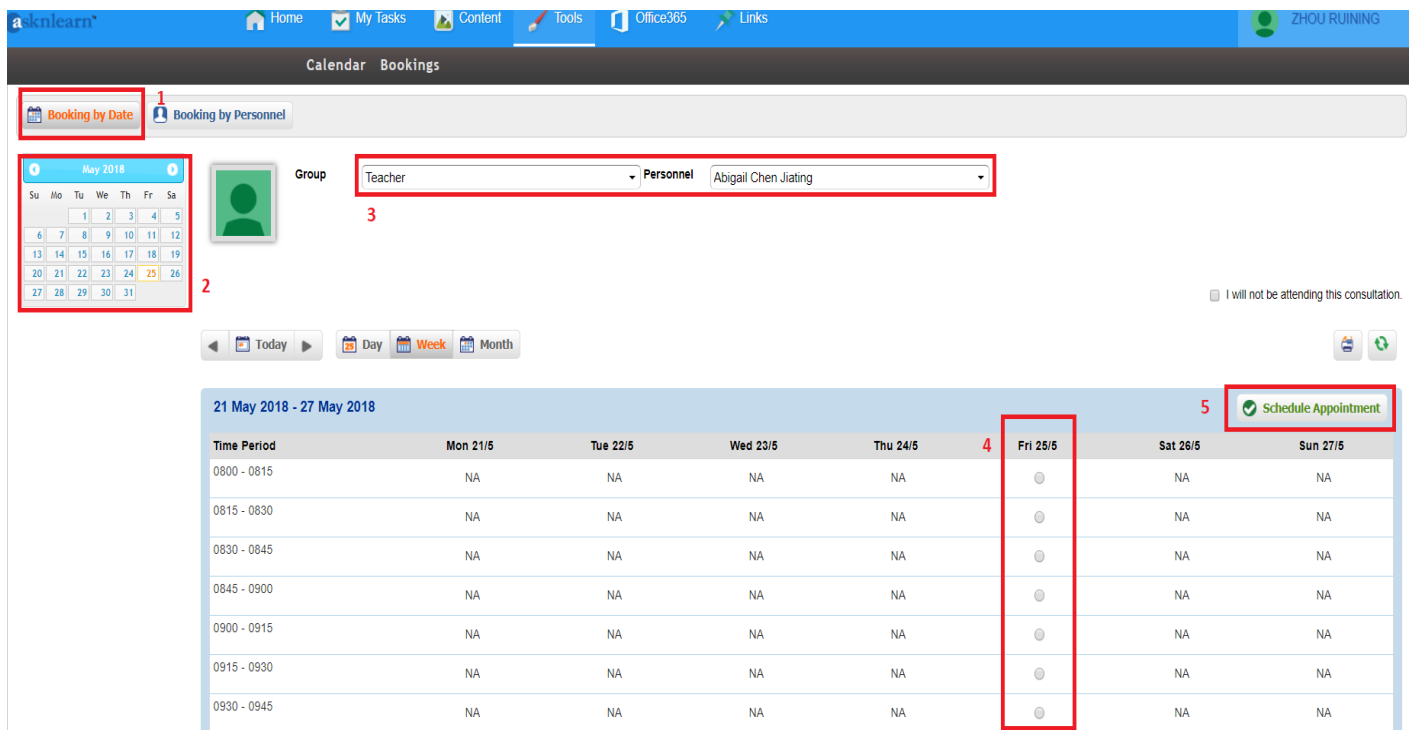
## User Guide: Consultation Booking (Student)

### A. Login in to the Student Portal → Tools → Consultation



### B. Follow the steps below: (\*Refer to the picture below)

1. Select Booking by Date
2. Select 25 May 2018 on the Calendar
3. Select the correct class and teacher you would like to meet
4. Select the time slot that you prefer
5. Click on “Schedule Appointment”



The screenshot shows the 'Calendar Bookings' interface. At the top, there are navigation tabs: 'Booking by Date' (highlighted with a red box and '1') and 'Booking by Personnel'. Below this, there is a calendar for May 2018 where the date '25' is highlighted with a red box and '2'. To the right of the calendar, there is a 'Group' dropdown menu set to 'Teacher' (highlighted with a red box and '3') and a 'Personnel' dropdown menu set to 'Abigail Chen Jiating'. Below the calendar, there are view options: 'Today', 'Day', 'Week', and 'Month'. At the bottom, there is a table showing the booking schedule for the period '21 May 2018 - 27 May 2018'. The table has columns for 'Time Period' and days from 'Mon 21/5' to 'Sun 27/5'. The 'Fri 25/5' column is highlighted with a red box and '4'. In the top right corner of the table area, there is a 'Schedule Appointment' button highlighted with a red box and '5'. A checkbox labeled 'I will not be attending this consultation.' is also visible.

Time Period	Mon 21/5	Tue 22/5	Wed 23/5	Thu 24/5	Fri 25/5	Sat 26/5	Sun 27/5
0800 - 0815	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0815 - 0830	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0830 - 0845	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0845 - 0900	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0900 - 0915	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0915 - 0930	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0930 - 0945	NA	NA	NA	NA	<input type="radio"/>	NA	NA

C. Input any additional information (if any) and click on “Confirm Appointment”

**Schedule Appointment Process**

Personnel: Abigail Chen Jiating

Description:

Venue: Rivervale Primary School

Additional Info:

[Repeat Additional Info for All](#) [Confirm Appointment\(s\)](#) [Cancel](#)

Date	Period	Additional Info:
25-May-2018	0800 - 0815	<input type="text"/>

D. Click on “View Bookings” to see your booked slot.

**Appointment(s) Scheduled**

Personnel: Abigail Chen Jiating

Description:

Venue: Rivervale Primary School

[Back to Calendar View](#) [View Bookings](#) [Print](#)

Date	Period	Additional Info:
25 May 2018	08:00:00 - 08:15:00	

E. You can also view your booking on the Calendar View.



F. You can click on the cross to cancel and re-book.

21 May 2018 - 27 May 2018 Schedule Appointment

Time Period	Mon 21/5	Tue 22/5	Wed 23/5	Thu 24/5	Fri 25/5	Sat 26/5	Sun 27/5
0800 - 0815	NA	NA	NA	NA	Meeting :1/1 ZHOU RUINING ✕	NA	NA
0815 - 0830	NA	NA	NA	NA	NA	NA	NA
0830 - 0845	NA	NA	NA	NA	NA	NA	NA
0845 - 0900	NA	NA	NA	NA	NA	NA	NA
0900 - 0915	NA	NA	NA	NA	NA	NA	NA
0915 - 0930	NA	NA	NA	NA	NA	NA	NA