



CONSULTATION BOOKING

MEET-THE-PARENTS SESSION

Consultation Booking (MTP)



Home Content Create WorkSpace **Tools** LiveEdu Links Admin

Click on 'Tools'

Administrative Tools



Attendance

Record attendance & participation



CCA Selection

CCA Management for Schools



Consultation

Make appointment for consultation



Course Selection

Booking of courses



eDiscipline System

Record / track offences & good behavior by students



Good Deed Portal

Nominate and appraise students for positive actions



NYAA

Track students' progress and achievement



Report Jobs

Report Jobs



School Booking System

Book facilities & equipment

Consultation Booking (MTP)



Attendance

Record attendance & participation



CCA Selection

CCA Management for Schools



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Make appointment for consultation



Course Selection

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Report Jobs

Report Jobs



School Booking System

Book facilities & equipment



SMS

Send out SMS notification to teachers or parents



SMS Management

SMS Management (Send SMS & Manage Template)



Student Profiling(New)

Maintaining records of user's personal and family information

Click on 'Consultation'



Group

Form Teacher
Form Teacher
MT Teacher

Personnel

Shirley Lee

Today Day Week Month



1) Select 'form teacher' or 'MT teacher'

2) Select name of teacher

16 Nov	18/	Sun 22/11
0800 - 0	NA	NA
0810 - 0	NA	NA
0820 - 0	NA	NA

On the top menu bar, you will see 2 views: **Calendar** and **Booking**

Calendar allows you to schedule an appointment with your child's / ward's teachers

Booking allows you to view a summary of your bookings

The screenshot displays the Appointment Management System interface. At the top, there is a dark menu bar with 'Calendar' and 'Bookings' tabs. Below this is a header area with a user profile icon, the text 'Appointment Management System', and a 'Help' icon. A secondary menu bar below the header also features 'Calendar' and 'Bookings' tabs. On the left side, there is a calendar for April 2012. To the right of the calendar, there is a 'Signature' field and two dropdown menus for 'Group' (set to 'Chinese') and 'Personnel' (set to '(Tcher)ch1'). Below these are navigation buttons for 'Today', 'Day', 'Week', and 'Month', along with print and refresh icons. The main content area shows a booking summary for the period '23 Apr 2012 - 29 Apr 2012' with a 'Schedule Appointment' button. The summary is presented in a table format.

Time Period	Mon 23/4	Tue 24/4	Wed 25/4	Thu 26/4	Fri 27/4	Sat 28/4	Sun 29/4
0000 - 0030 (001)	NA	NA	Meeting (Guest)User5	☐	Meeting (Guest)User5	NA	NA
0000 - 0030 (002)	NA	NA	Meeting (Guest)User5	☐	Meeting (Guest)User5	NA	NA
0030 - 0100 (003)	NA	NA	NA	☐	☐	NA	NA
0030 - 0100	---	---	---	---	---	---	---

10.1.1 Calendar

Under **Calendar** view, you can select your preferred method to schedule an appointment

Select to **Book by Date** or **Book by Personnel**

Calendar Bookings

Appointment Management System

Booking by Date Booking by Personnel

Booking by Date Booking by Personnel

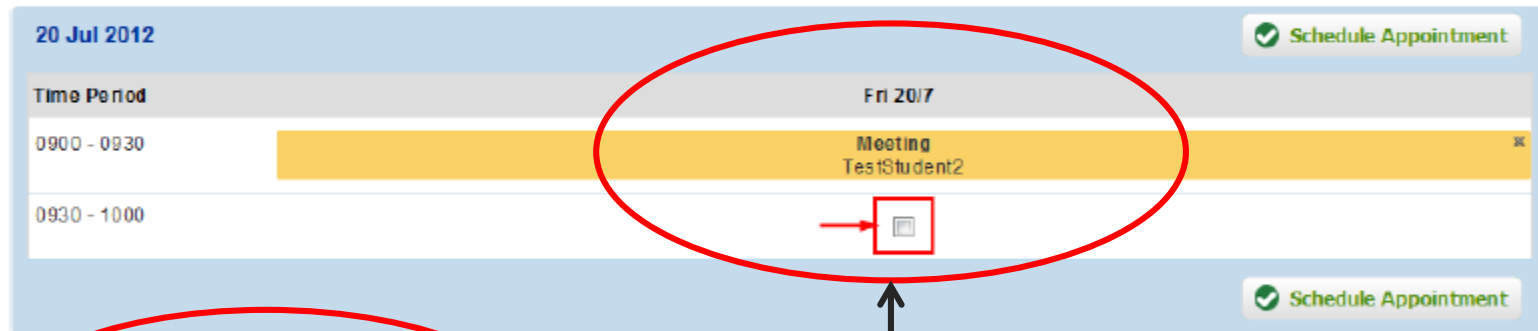
23 Apr 2012 - 29 Apr 2012

Time Period	Mon 23/4	Tue 24/4	Wed 25/4	Thu 26/4	Fri 27/4	Sat 28/4	Sun 29/4
0000 - 0030 (001)	NA	NA	Meeting (Guest)User5	<input type="checkbox"/>	Meeting (Guest)User5	NA	NA
0000 - 0030 (002)	NA	NA	Meeting (Guest)User5	<input type="checkbox"/>	Meeting (Guest)User5	NA	NA
0030 - 0100 (003)	NA	NA	NA	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA
0030 - 0100							


Oracle Enterprise Single

Select your preferred timing (s)

** Note: Based on the setups for the resource, you may be allowed to select more than 1 time slots*



20 Jul 2012		Schedule Appointment	
Time Period		Fri 20/7	
0900 - 0930		Meeting TestStudent2	
0930 - 1000			

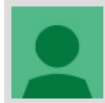
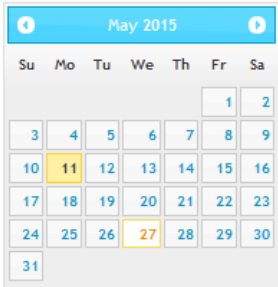
Click 

1) Select timing

2) Click on 'schedule appointment'

 Booking by Date

 Booking by Personnel



Group

Form Teacher

Personnel

Lee Pei Yan

I will not be attending this consultation

 Today   Day  Week  Month

25 May 2015 - 31 May 2015

 Schedule Appointment

Time Period	Mon 25/5	Tue 26/5	Wed 27/5	Thu 28/5	Fri 29/5	Sat 30/5	Sun 31/5
0800 - 0810	NA	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA	NA

I will not be attending this consultation.

Reason for not attending

 Submit

In the event that you are **unable to attend** the session,

- 1) Click ' I will not be attending this consultation'
- 2) Enter reason for not attending
- 3) Click 'submit'