



# PTC Online Scheduling

USER MANUAL

<b>Application:</b>	<b>Module:</b>	<b>Role:</b>
Parent Desk	PTC Online Schedule	Parent

## PTC Online Schedule (Parent Desk)

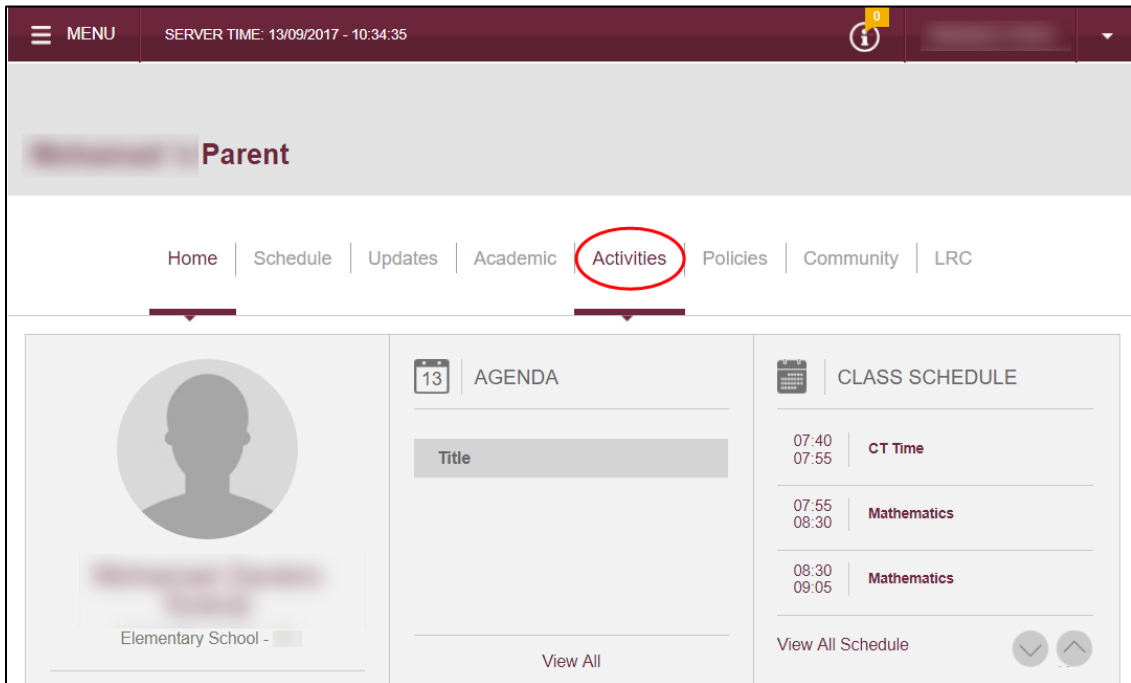
1. **Appointment For:** PTC
2. **Teacher:** The person the parent wanted to meet.
3. **Student:** Parent's child.
4. **Venue:** Online
5. **Appointment Date:** 18 May
6. **Time:** Show all available timings  
\*those marked **red** have already booked by another parent.
7. **Refresh Button:** Allows the parent to check availability of the timing.  
**Note:** Parent must regularly click the refresh button to ensure that the booking has been logged.
8. **Sibling Time Availability Tooltip:** This tooltip shows the available timings for the other sibling, thus reducing a longer gap time
9. **Create Appointment Button:** Click this button to finalise booking. Note: A notification email will be sent to related Class Teacher / Class Advisor.
10. **Cancel Appointment Button:** Click this button to cancel booked schedule. A cancellation notification email will be sent to related Class Teacher / Class Advisor.

## A. System Flow

1. Login to Parent Desk.



2. Choose Activities Tab.



### 3. Choose PTC Menu.

The screenshot shows the student portal interface. At the top, there is a header with 'BINUS.MAYA', a menu icon, 'MENU', and 'SERVER TIME: 13/09/2017 - 10:36:28'. Below the header, there is a student profile section with a photo, 'Student Name', 'Student ID', 'Class', 'NISN', and 'Virtual Account'. A 'View Payment History' link is present. The main content area has a sidebar menu with 'Book Order' selected and 'PTC' highlighted with a red circle. The main area shows a dropdown menu for 'Please choose the category:' with 'Textbook List' selected. A red error message states 'Book Order Period has not been set'. A link 'Click here to view Textbook List' is also visible.

### 4. Select the time.

The screenshot shows the 'APPOINTMENT' selection screen. It includes fields for 'APPOINTMENT FOR:' (PTC), 'TEACHER:', 'STUDENT:', 'VENUE:' (Online), and 'APPOINTMENT DATE:' (Monday, 18 May 2020). A 'Max Arrangement: 0/1' indicator is present. A note asks the user to 'Please confirm your preferred appointment time.' Below this is a 'TIME:' section with a 'REFRESH' button. A grid of time slots is displayed, with '10:00' selected and circled in red. The grid shows times from 7:40 to 16:20. At the bottom, there are 'CREATE APPOINTMENT' and 'CANCEL APPOINTMENT' buttons. A 'Note' section contains the following text:

- \*The Appointment Times in red have already been booked by another parent.
- \*Update will be inactive 2 days before appointment.
- \*Once the screen is loaded, the availability of the schedule will not be refreshed automatically. To display the latest availability on this screen, please click the refresh button.

5. Click "Create Appointment" Button.

### APPOINTMENT

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APPOINTMENT FOR :

TEACHER :

STUDENT :

VENUE :  
Online

APPOINTMENT DATE :

Max Arrangement: 0/1

Please confirm your preferred appointment time.

TIME : REFRESH

7:40	8:00	8:20	8:40	9:00	9:20
9:40	10:00	10:20	10:40	11:00	
11:20	11:40	13:00	13:20	13:40	
14:00	14:20	14:40	15:00	15:20	
15:40	16:00	16:20			

Note:

- \*The Appointment Times in red have already been booked by another parent.
- \*Update will be inactive 2 days before appointment
- \*Once the screen is loaded, the availability of the schedule will not be refreshed automatically. To display the latest availability on this screen, please click the refresh button

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CREATE APPOINTMENT

Note:

- After Create Appointment Button is clicked, the appointment is booked then an email will be sent to related Class Teacher / Class Advisor.
- Red Label in the timings indicates that it has been booked by another parent.
- **Refresh Button:** Allows the parent to check availability of the timing.

6. If a Parent wanted to cancel the appointment, Click "Cancel Appointment" button.

### APPOINTMENT

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APPOINTMENT FOR :

TEACHER :

STUDENT :

VENUE :  
Online

APPOINTMENT DATE :

Max Arrangement: 0/1

Please confirm your preferred appointment time.

TIME : REFRESH

<input type="radio"/> 7:40	<input type="radio"/> 8:00	<input type="radio"/> 8:20	<input type="radio"/> 8:40	<input type="radio"/> 9:00	<input type="radio"/> 9:20
<input type="radio"/> 9:40	<input checked="" type="radio"/> 10:00	<input type="radio"/> 10:20	<input type="radio"/> 10:40	<input type="radio"/> 11:00	
<input type="radio"/> 11:20	<input type="radio"/> 11:40	<input type="radio"/> 13:00	<input type="radio"/> 13:20	<input type="radio"/> 13:40	
<input type="radio"/> 14:00	<input type="radio"/> 14:20	<input type="radio"/> 14:40	<input type="radio"/> 15:00	<input type="radio"/> 15:20	
<input type="radio"/> 15:40	<input type="radio"/> 16:00	<input type="radio"/> 16:20			

**Note:**  
\*The Appointment Times in red have already been booked by another parent.  
\*Update will be inactive 2 days before appointment  
\*Once the screen is loaded, the availability of the schedule will not be refreshed automatically. To display the latest availability on this screen, please click the refresh button

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CREATE APPOINTMENTCANCEL APPOINTMENT

Note:

- After "Cancel Appointment" Button is clicked, a cancellation notification is sent to related Class Teacher / Class Advisor.