



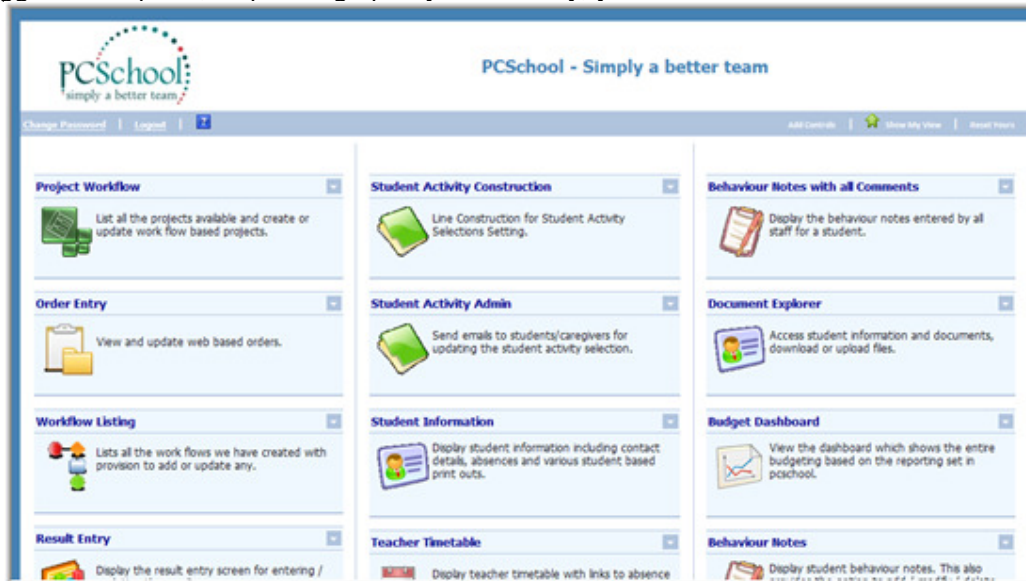
## Interview – My Bookings

Your IT staff will set you up with your link for the Spider site.

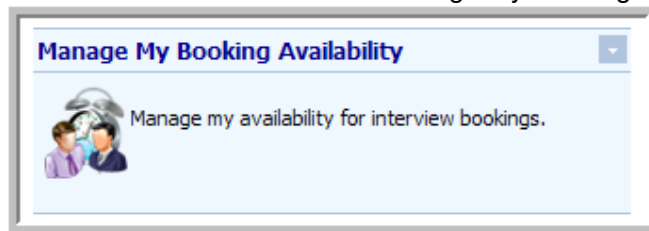
Staff will be issued their own User Name and Password; this is created by your System Administrator or IT staff.

|    |                       |
|----|-----------------------|
| 1. | Enter your User name. |
| 2. | Enter your Password.  |
| 3. | Click Login.          |

Once logged into Spider, Depending upon your security, you will see a window similar this.



To view the details of your booked Interviews click the Manage my Booking Availability icon.



Teachers can view and print their Interview booking details, this is the standard window.



|    |  |
|----|--|
| 1. | You will see your details; <ul style="list-style-type: none"> <li>If there are multiple Interviews click into the Interview field and select an Interview from the drop down list</li> </ul> |
| 2. | You have the option to print this screen.  |
| 3. | Colour coding is used for the grid.  |
| 4. | If interviews are over several days they will be listed down the grid with the times listed across the top.  |
| 5. | Green depicts the times not yet booked that you are available for.   |
| 6. | Pink are time slots already booked and will show the booking details.  |
| 7. | Cream is the times you are not available and this is usually a break period;   |

## Change the Bookings

This is only available with the appropriate security, please see your System Administrator if you need to make changes to your bookings or times available.

Teachers who are granted the security can not only view and print their booked Interviews but also make changes to their Availability times and Families booked times

The screenshot shows the 'Manage My Booking Availability' interface. At the top, there are fields for 'Select a Teacher:' (ALMOST SUZI) and 'Select an Interview:' (End Term 1 Year 9 Interviews). Below these are buttons for 'Make the highlighted slots unavailable', 'Make the highlighted slots available', and 'Print'. A 'Color Codes Definition' box indicates: Not Available (yellow), Available (green), and Booked (pink). The main area is a calendar grid. On 01/05/2012, the 18:40-18:55 slot is pink (Booked) and has a context menu open with options: Delete, Delete and Notify Caregiver, Cut, Paste, and Paste and Notify Caregiver. On 02/05/2012, the 18:00-18:35 slot is yellow (Not Available). On 01/05/2012, the 19:40-19:55 slot is green (Available). Numbered boxes 1, 2, and 3 point to these elements respectively.

|           |  |
|-----------|--|
| <b>1.</b> | <p>A Pink time slot is booked and will show the details of the booking;</p> <ul style="list-style-type: none"> <li>• Right click to make changes to the booking, select from Delete, Delete and Notify Caregiver or Cut</li> <li>• If cut is selected you can right click and Paste or Paste and Notify Caregiver into a different vacant time slot</li> <li>• If you select to inform the caregiver an email will be sent informing them of the change</li> </ul> |
| <b>2.</b> | <p>Click on any Green time slot to make it unavailable;</p> <ul style="list-style-type: none"> <li>• Click again to make it available</li> </ul>   |
| <b>3.</b> | <p>Hold down the left mouse button and drag it across cells then click one of the buttons to make a group of cells Available or Unavailable.</p>   |

Example of an email to a caregiver informing them of any changes to their booking. The emails can be edited through Spider Templates.

Dear Mrs P Lanssi,

The interview slot you booked for the teacher ALMOST SUZI on the date 01/05/2012 00:00:00 at 18:40 is deleted. Please click the below link to rebook another interview slot by clicking the below link.

<http://pcschool.dyndns.org/Spider2012/Pages/ParentMainPage.aspx?AL=amkISEpVTPE%3d>

Thanks,

Administrator