USER GUIDE

Class Scheduling System

A complete guide for Administrators, Principals and Teachers

Aparri School of Arts Trades

Senior High School Program · Updated October 2026

Administrator	Principal	Teacher
Chapters 3 - 9	Chapter 10	Chapter 11

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CHAPTER 1

Introduction

For: Everyone

About the System

The **Class Scheduling System** is a web-based application built for the Senior High School program of Aparri School of Arts Trades. It brings every part of building the Grade 11 and Grade 12 weekly timetables into one place: the school calendar, Tracks and subjects, sections and rooms, teachers and their teaching assignments, the weekly timetable of every section, and the reports that are printed and distributed afterwards.

With the system you can:

- Set the active **School Year** and **Term** that every module works on.
- Organize subjects by **Track**, Grade Level and Term, measured in **hours per week**.
- Build each section's timetable by clicking, dragging, copying, moving and swapping entries, or let the system **auto-generate** it.
- Rely on automatic checks for **teacher conflicts**, **room conflicts** and **subject hours** before anything is saved.
- Monitor **teacher loads**, **schedule completion** and **scheduling readiness** at a glance.
- Print or export the official **Class Program** and teacher programs to PDF and Excel.

User Roles

Every account belongs to one of three roles. What you see after logging in depends on your role.

Administrator

Sets up and runs the whole system: school calendar, academic setup, teacher records, scheduling, reports, backups and accounts. Signs in with an email address.

Chapters 3 to 9

Principal

Has a read-only view of the whole school: completion dashboard, every section's and teacher's schedule, teacher loads, subject hours and readiness. Signs in with a username.

Chapter 10

Teacher

Views their own weekly schedule, any section's schedule and the list of teachers, and can print or export them. Signs in with a username created by the administrator.

Chapter 11

NOTE

Principals and teachers cannot change any school data. Only the administrator can add, edit or delete records.

Key Terms

These terms appear throughout the system and this guide.

TERM	MEANING
School Year	The academic year, for example *2026-2027*. Only one School Year is active at a time.
School Term	A part of the School Year, such as *First Semester*. Only one Term (under the active School Year) is active at a time. Schedules are built per Term.
Track	A group of subjects offered together, for example *Academic* or *TechPro*. Every section follows one Track.
Grade Level	Grade 11 or Grade 12.
Section	A class of students in one Grade Level and Track, with a Shift Type and an assigned (default) room.
Shift Type	The part of the day a section attends, each with its own list of time slots (for example a morning or afternoon shift).

TERM	MEANING
Time Slot	One row of the timetable: a start time, an end time and an optional label. A slot can be marked as a **Break**.
Hours per Week	How many hours a subject must be scheduled each week for a section (the subject's *Weekly Hours*).
Total Hours	Computed automatically: Hours per Week multiplied by the number of weeks in the subject's term. It is never typed in.
Schedule Entry	One class placed on the timetable: a subject, teacher and room on a day and time slot, with a duration in minutes.
Assigned Hours	The hours an entry contributes to its subject, computed from its duration (60 minutes = 1 hour).
Activity	A non-academic block such as *Flag Ceremony* or *Homeroom Guidance*. Activities have no required hours, need no special room and the teacher is optional.
Teaching Assignment	A link saying a teacher is qualified to teach a subject. Only assigned teachers can be scheduled for that subject.
Teacher Load	The total hours a teacher is scheduled for in the active Term, computed from their schedule entries.

How to Read This Guide

This guide uses a few conventions to make instructions easy to follow:

- Buttons, tabs and menu items are shown exactly as labeled on screen, like **Save Subject**.
- Navigation paths are written with arrows, like **Academic Setup → Tracks and Subjects**.
- Keyboard keys look like **Esc**.
- Numbered red markers such as 1 on a screenshot are explained in the list under it.
- The pages shown in the figures use sample data. Your school's names and numbers will differ.

> **TIP**
> Every page of the system has a **User Guide** button in the top bar that opens this guide at the chapter for that page. Use **Download PDF** at the top of the guide to save a copy for offline reading or printing.

The callout boxes mean:

Note	Extra information worth knowing.
Tip	A shortcut or a better way of doing something.
Important	Something that affects how your data behaves. Read before continuing.
Caution	An action that permanently deletes or replaces data.

CHAPTER 2

Getting Started

For: Everyone

The Landing Page

Opening the system's address in a web browser shows the landing page. It introduces the system and has two buttons in the top bar: **User Guide**, which opens this guide, and **Login**.

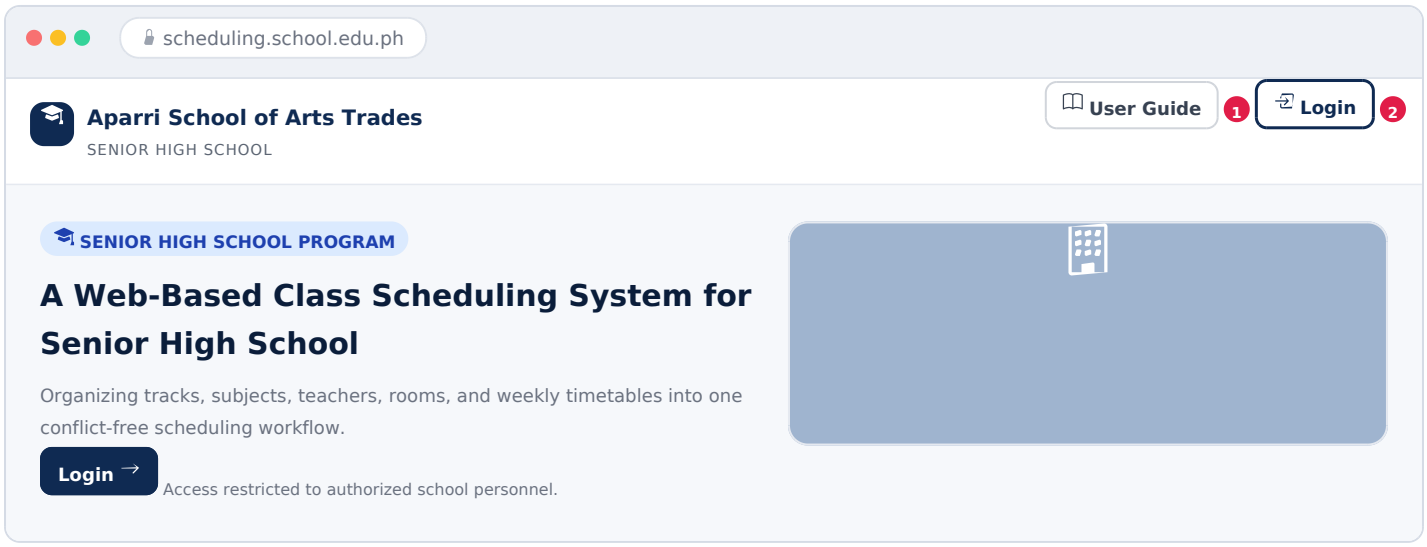


Figure 1. The landing page.

1. **User Guide** opens this guide. No login is needed to read it.
2. **Login** opens the sign-in page.

Logging In

1. On the landing page, click **Login**.
2. In **Username or Email**, type your sign-in name:
   - **Administrators** type their **email address** (or username).
   - **Principals and teachers** type the **username** given to them by the administrator, for example *maria*.
3. Type your **Password**. Click the eye icon to show or hide what you typed.
4. Click **Log In**.

After a successful login you land on your home page: the **Dashboard** for administrators and principals, or **My Schedule** for teachers.

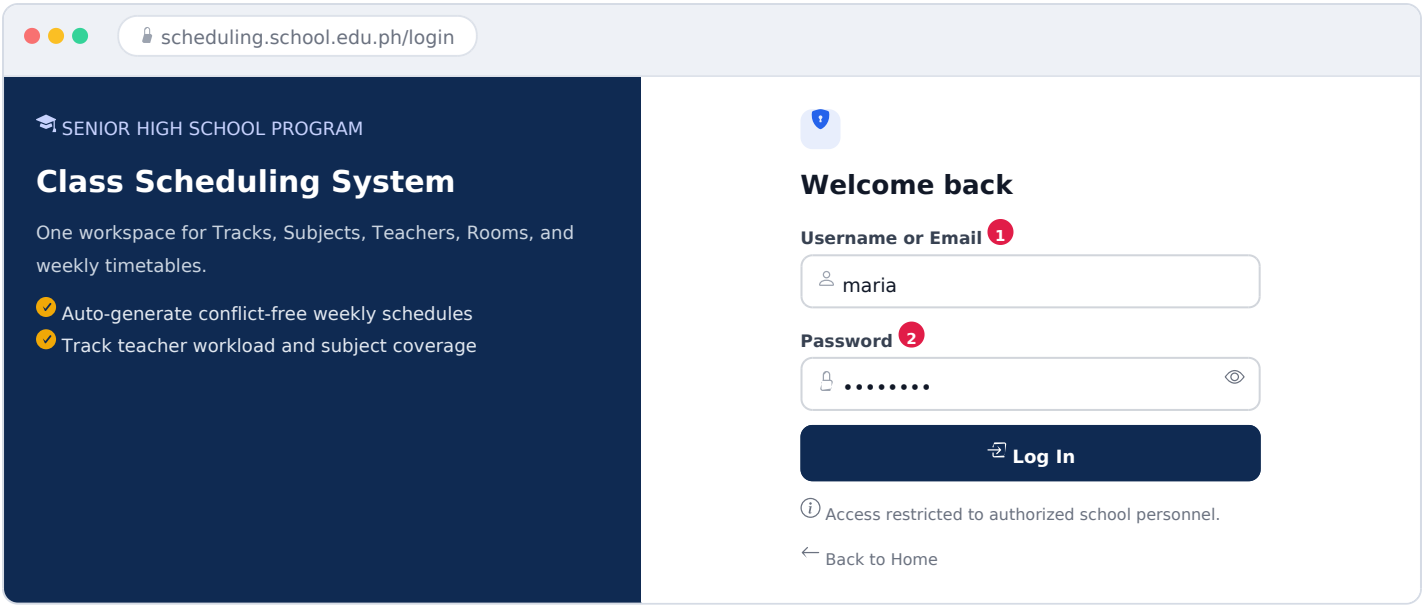


Figure 2. The login page.

1. Your username (principals and teachers) or email address (administrators).
2. Your password. Use the eye icon to check what you typed.

If login fails, a red message appears above the form:

MESSAGE	WHAT IT MEANS
Invalid login or password.	The username/email or password is wrong. Passwords are case-sensitive.
Your teacher account is inactive.	Your teacher record was set to Inactive. Ask the administrator to reactivate it.
The system is under maintenance. Only administrators can sign in right now.	The administrator turned on Maintenance Mode. Try again later.
This account has no access to the system.	The account is not linked to a teacher or principal record. Contact the administrator.

To sign out, open the account menu at the top-right of any page and click **Log out**.

First Login and Password Change

New principal and teacher accounts start with a **temporary password**: the person's **last name in lowercase** followed by the **ending year of the active School Year**. For example, Maria Santos in School Year 2026-2027 signs in for the first time with username *maria* and password *santos2027*.

On that first login, the system opens the **Change Password** page and will not show anything else until a new password is saved.

1. In **Temporary password**, type the temporary password.
2. In **New password**, type a password that has **at least 8 characters** with **uppercase and lowercase letters**, at least one **number** and at least one **symbol** (for example *Sched@2027*). It must be different from the temporary password.
3. Type the same password again in **Confirm new password**.
4. Click **Save password**. You are taken to your home page.

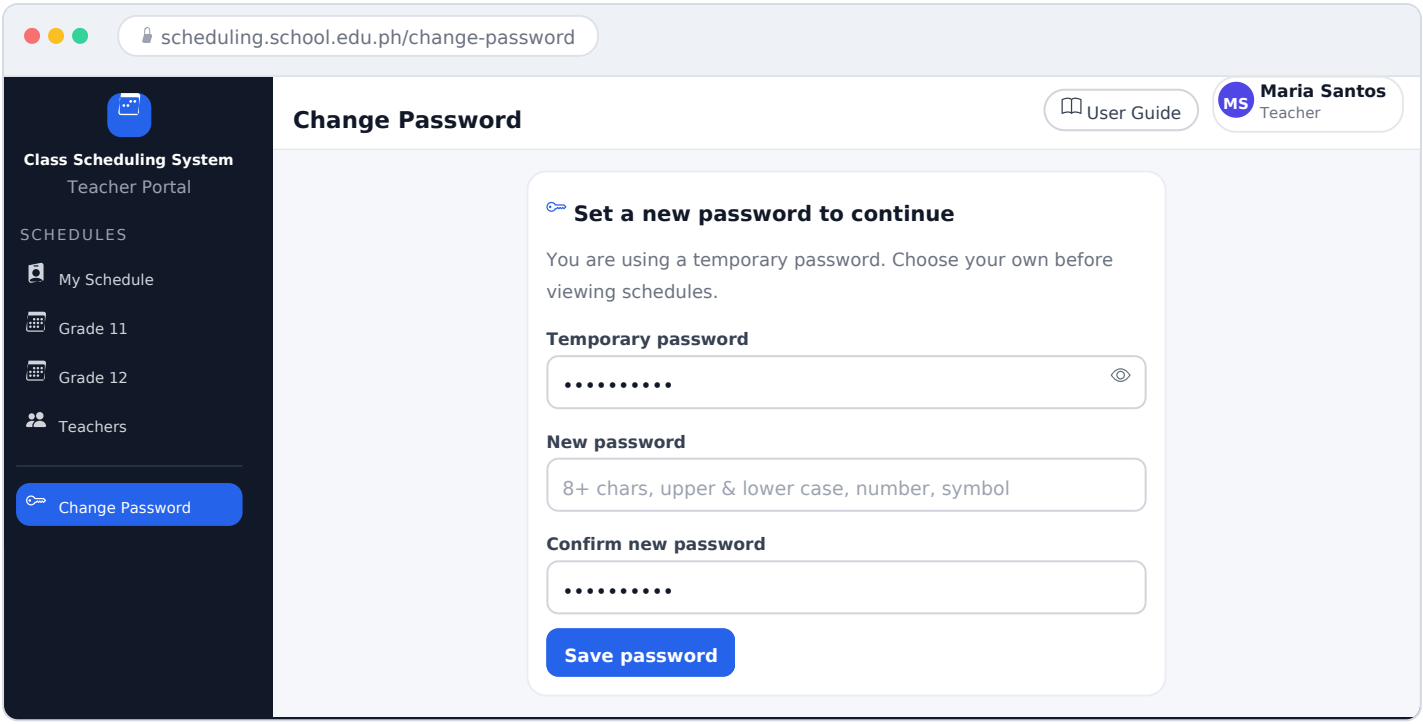


Figure 3. Setting your own password on first login (Teacher Portal).

IMPORTANT

If you forget your password, the administrator can reset it (see Teacher Login Accounts and Principal Accounts). The account goes back to the temporary password and you must change it again on your next login.

Finding Your Way Around

Every page after login shares the same frame: a **sidebar** on the left, a **top bar**, and the page content.

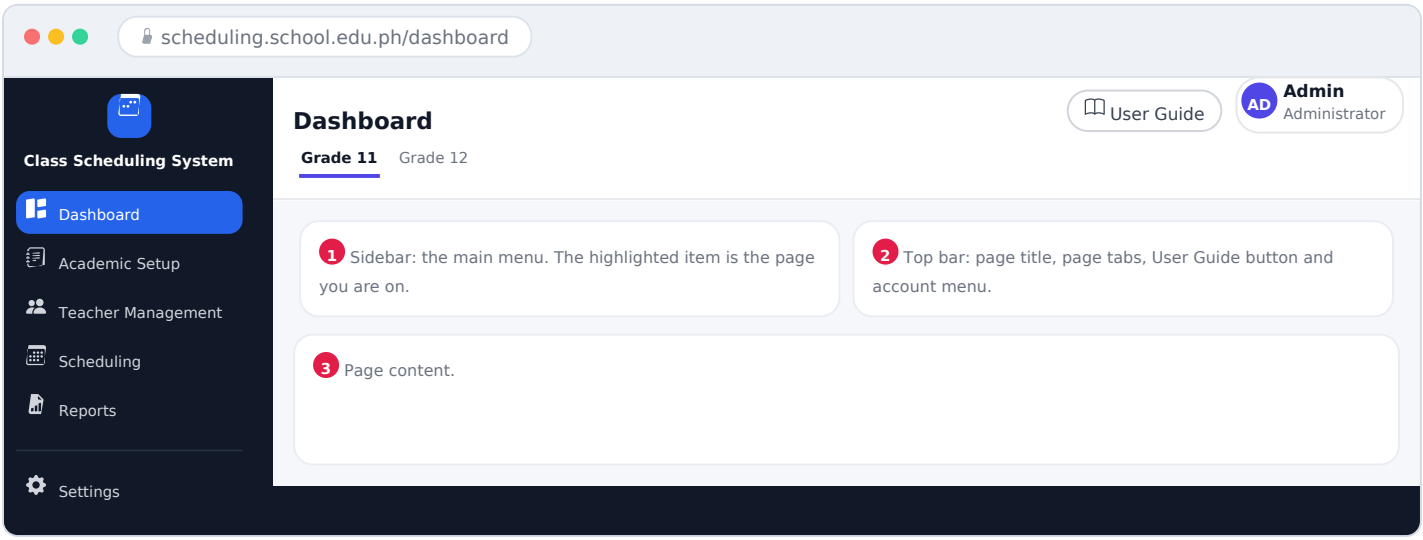


Figure 4. The parts of the screen common to every page.

1. **Sidebar.** Click an item to open that module. On a computer, the button at the top of the sidebar collapses it to icons only (the choice is remembered). On phones and tablets the sidebar is hidden; open it with the menu button at the top-left and close it with or by tapping outside it.
2. **Top bar.** Shows the page title and, on pages that have them, the page's tabs (for example *Grade 11 / Grade 12* on the Dashboard). On the right are the **User Guide** button and your **account menu**.
3. **Content area.** The working area of the current page.

The sidebar items depend on your role:

ROLE	SIDEBAR ITEMS
Administrator	Dashboard, Academic Setup, Teacher Management, Scheduling, Reports, and Settings at the bottom.
Principal	Dashboard; *Schedules*: Grade 11, Grade 12, Teachers; *Monitoring*: Teacher Load, Subject Hours, Readiness; Change Password at the bottom.
Teacher	*Schedules*: My Schedule, Grade 11, Grade 12, Teachers; Change Password at the bottom.

> **TIP**
> Pages with tabs (Academic Setup, Teacher Management, Admin Settings) remember the last tab you opened, so you return to where you left off.

Account Menu and Profile

Click your name or initials at the top-right of any page to open the account menu:

- **My Profile** opens your profile: name, username and role, where you can change your **username**.
- **Change Password** opens the same window on the **Security** tab.
- **Log out** signs you out.

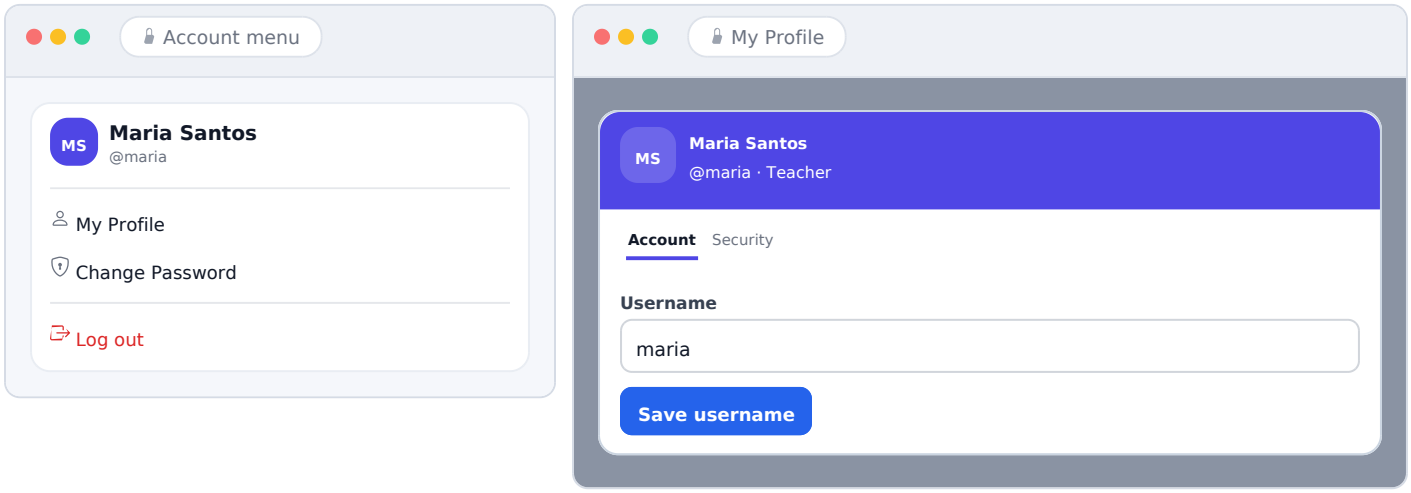


Figure 5. The account menu and the My Profile window.

Changing your username

1. Open the account menu and click **My Profile**.
2. On the **Account** tab, type the new username. Use 3 to 60 lowercase letters, numbers, dots, dashes or underscores.
3. Click **Save username**. From then on, sign in with the new username.

Changing your password

1. Open the account menu and click **Change Password**. This opens the **Security** tab. (Principals and teachers can also use **Change Password** in the sidebar.)
2. Enter your **Current password**, then the **New password** twice. The same rules apply as on first login, and a strength bar under the field turns green when the password is strong.
3. Click **Update password**. The new password takes effect immediately.

Notifications and Confirmations

The system tells you the result of every action without reloading the page:

- **Toast messages** appear at the bottom-right corner for a few seconds: **green** for success, **red** for errors, **gray** for information. Close one early with its ×.
- **Inline errors** appear in red under the field that needs correcting. Your typed values are kept and the window stays open.
- **Confirmation windows** ask before anything is deleted or replaced. Click **Cancel** to back out.
- **Review windows** (*Please Review*) list warnings such as an exceeded subject hour. Choose **Cancel** or **Continue Anyway**.
- While a request is being saved, its button shows a spinner and *Saving...* and cannot be clicked twice.

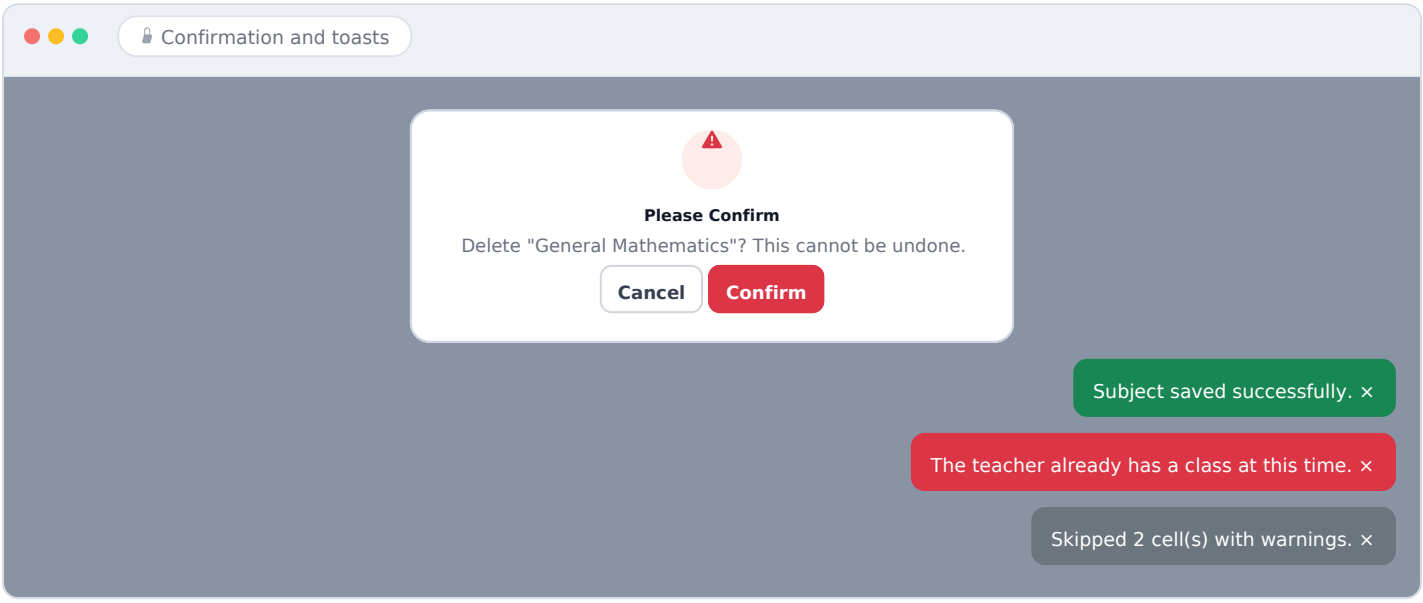


Figure 6. A confirmation window and the three kinds of toast messages.

CHAPTER 3

Setting Up the School

For: Administrator

Before any timetable can be built, the school's structure has to exist in the system. This chapter gives the order in which to set things up, and explains the **Setup Guide** checklist that tracks your progress.

Recommended Setup Order

Each step depends on the one before it. Follow this order the first time, and again at the start of every new School Year.

1 School Year and Term
Admin Settings
Create the School Year and its Terms with dates, then activate them.

2 Tracks
Academic Setup
Add the Tracks offered by the school.

3 Shift Timeframes
Academic Setup
Set the time slots and breaks of each Shift Type.

4 Rooms and Sections
Academic Setup
Add rooms, then sections with their Track, Shift and default room.

5 Subjects
Academic Setup
Add subjects and activities with their hours and Tracks.

6 Teachers
Teacher Management
Add teacher records and assign the subjects each one teaches.

7 Schedules
Scheduling
Build each section's timetable by hand or auto-generate it.

8 Reports
Reports
Review, print and export the class and teacher programs.

IMPORTANT

The **active School Year and Term** decide what every other page shows. Sections belong to a School Year, and schedules belong to a Term. If a page looks empty, first check that the correct School Year and Term are active in **Settings → School Years / School Terms**.

The Setup Guide Checklist

While the setup is incomplete, the system opens a **Getting Started** window after you log in as an administrator. It lists five steps that are checked automatically against your data, so they tick off on their own as you complete the work in the normal pages. There is nothing to mark as done by hand.

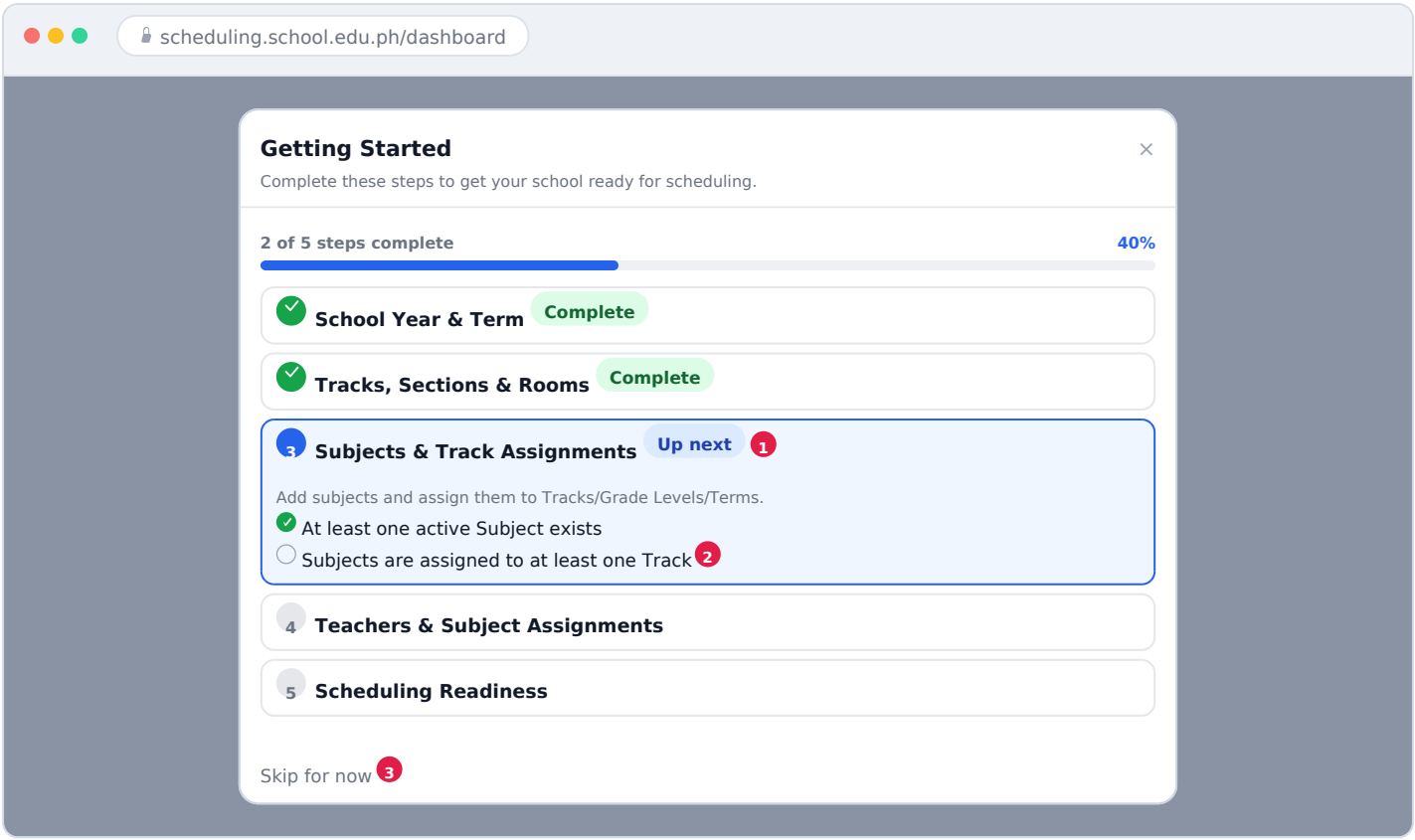


Figure 7. The Setup Guide (Getting Started) window.

1. The first unfinished step is opened and marked **Up next**. Click any step to expand or collapse it.
2. Each checklist line is a link: clicking it takes you straight to the page and tab that fixes it.
3. **Skip for now** (or ×, or `Esc`) closes the window. It stays hidden for the rest of your session and appears again on your next login while steps remain.

STEP	WHAT IS CHECKED
1. School Year & Term	An active School Year and an active Term exist, and both have start and end dates.
2. Tracks, Sections & Rooms	At least one active Track; at least one Shift Type with time slots; Grade 11 and Grade 12 each have an active section; every active section has a room.
3. Subjects & Track Assignments	At least one active subject exists and subjects are assigned to at least one Track for the active Term.
4. Teachers & Subject Assignments	At least one active teacher exists and every required subject has a qualified (assigned) teacher.
5. Scheduling Readiness	No subjects without a teacher, no sections without a room, enough specialized rooms, and every section's grid can fit its subjects.

After you close it, reopen the guide at any time with the **Setup Guide** button in the top bar (it shows a *Next* badge while steps remain). Once every step is complete the button becomes a small round icon.

CHAPTER 4

Dashboard

For: Administrator

The Dashboard is the administrator's home page. It summarizes schedule completion for the active School Year and Term, one Grade Level at a time, and points out anything that still needs work.

Dashboard Overview

Open it from **Sidebar → Dashboard**. Use the **Grade 11** and **Grade 12** tabs in the top bar to switch the Grade Level being summarized.

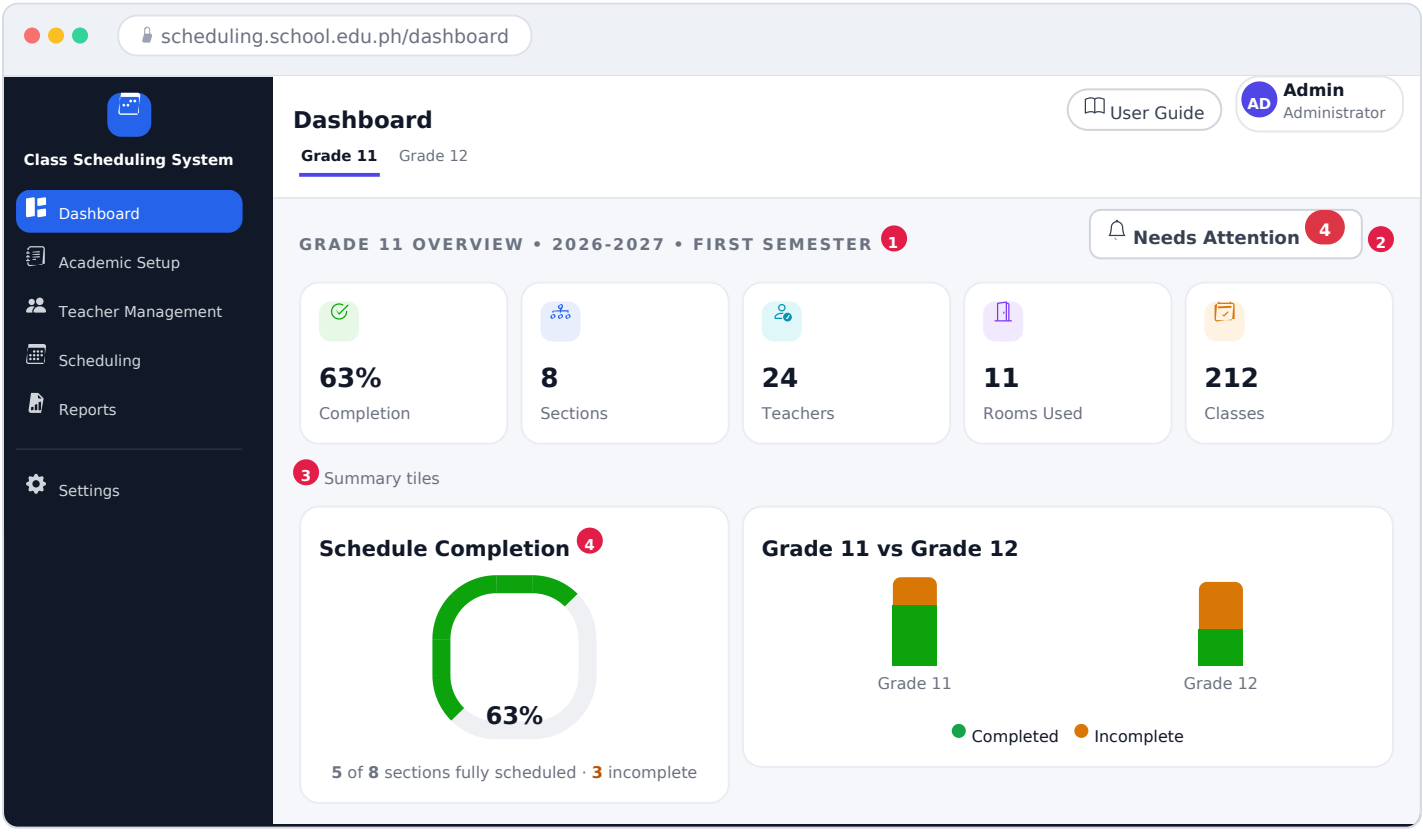


Figure 8. The administrator Dashboard.

1. The Grade Level shown, plus the active School Year and Term.
2. **Needs Attention**: a list of problems to fix, with a red count badge.
3. Summary tiles for the selected Grade Level.
4. Completion charts. Hover a chart to see exact numbers.

TILE / CHART	WHAT IT SHOWS
Completion	The percentage of the Grade Level's sections whose schedule is **Complete** (every required subject has reached its Hours per Week).
Sections	Active sections in the Grade Level for the active School Year.
Teachers	Teachers with classes in this Grade Level.
Rooms Used	Rooms used by the Grade Level's schedule entries.
Classes	The number of schedule entries in the Grade Level.
Schedule Completion	A donut chart of fully scheduled sections versus the rest, with the count of incomplete sections under it.
Grade 11 vs Grade 12	Completed and incomplete sections of both Grade Levels side by side, for the whole school.

Needs Attention

Click **Needs Attention** to open the list. Each item links to the place where it can be fixed. Press **Esc** or click elsewhere to close it.

ITEM	WHAT TO DO
Section **— No schedule entries yet.**	Open the section in Scheduling and add entries, or auto-generate them.
Section **— Schedule is incomplete.**	Some subjects still need hours. Check the section's subject list in Scheduling.
Subject **— No active teacher is qualified to teach this subject.**	Assign a teacher in Teaching Assignments.
Section **— Not every assigned subject can be scheduled without a teacher conflict.**	The section's grid has too few free slots for its teachers. Add time slots, or assign more teachers to the subjects.
Specialized room capacity	Subjects needing a laboratory or workshop require more hours than the special rooms can hold. Add specialized rooms.
N **active teacher(s) with no assigned load**	These teachers have no classes this term. Assign them to subjects or schedule them.

When the list is long, **View all items** at the bottom opens the full Scheduling Readiness report.

System Status and Quick Actions

Below the charts, the **System Status** card gives a quick health check of the setup:

- **Pathways** — how many Tracks are configured.
- **Shift Setup** — how many Shift Types are in use.
- **Teacher Coverage** — subjects with at least one assigned teacher, out of all teachable subjects (green when all are covered).
- **Teacher Load** — whether every teacher has classes, or how many are idle.
- **Subject Coverage**, **Specialized Rooms** and **Grid Capacity** — the readiness checks, also shown in the Scheduling page and the Readiness report. **View full breakdown** opens that report.

The **Quick Actions** card at the bottom has shortcuts to Academic Setup, Teachers, Scheduling and Reports.

> **TIP**
>
> Green values mean a check passes; orange or red values point to something to fix. A fully green System Status card means the school is ready for scheduling.

CHAPTER 5

Admin Settings

For: Administrator

Admin Settings holds the school calendar (School Years and Terms), the letterhead used on printed reports, principal accounts, backups and maintenance tools. Open it from **Sidebar →** **Settings**.

School Years

A **School Year** groups everything for one academic year: its Terms, its sections and their schedules. Only **one School Year can be active** at a time, and the active one is what the Dashboard, Academic Setup, Teachers, Scheduling and Reports work on.

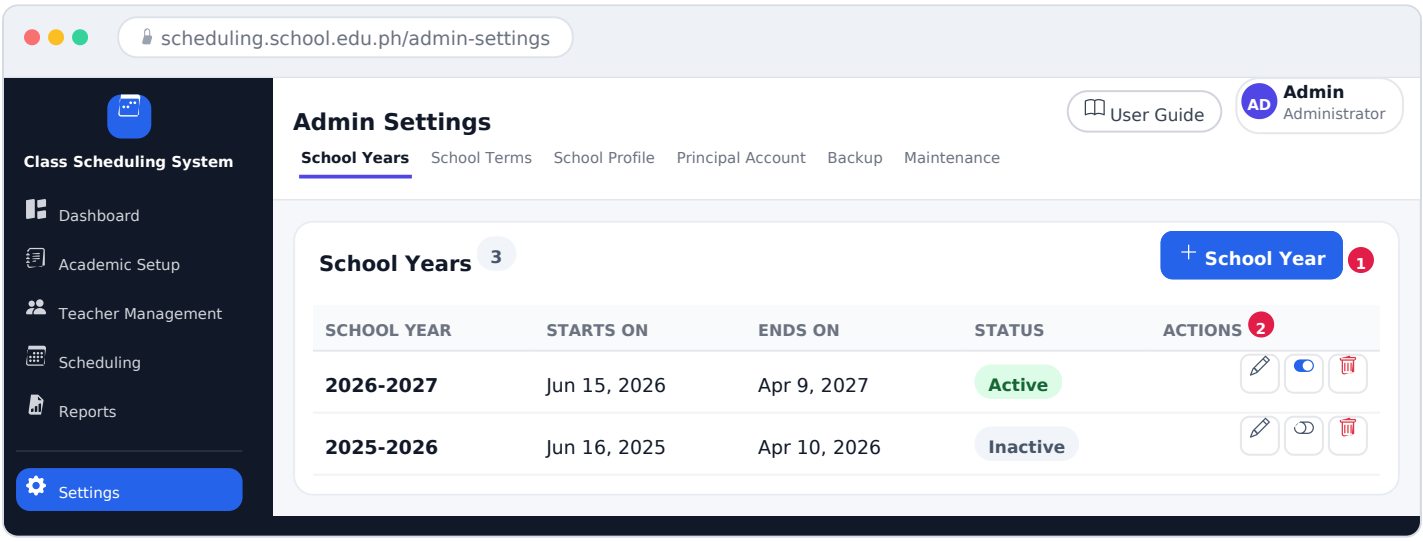


Figure 9. Admin Settings, School Years tab.

1. Adds a new School Year.
2. Row actions: Edit, Activate / Deactivate, Delete.

Adding a School Year

1. On the **School Years** tab, click **School Year**.
2. Type the **School Year Name**, for example *2027-2028* (up to 20 characters, must be unique).
3. Pick the **Starts On** and **Ends On** dates. The end date cannot be before the start date.
4. Under **Set Up**, choose how to start the year (shown once a previous year has terms):
   - **Fresh** creates only the School Year. You then add its Terms and sections yourself.
   - **Copy** builds the new year from an existing one. Pick it in **Copy From** and enter the start and end dates of each of its Terms. The Terms (names and order) and sections are copied, and subjects offered in a specific Term follow to the new year's Term with the same order. **Schedules are not copied**, and the source year is left unchanged.
5. Click **Save School Year**.

Activating, deactivating, editing and deleting

- **Activate** ( ) makes a School Year the active one. The previously active School Year and its active Term are deactivated automatically.
- **Deactivate** ( ) turns the active year off; its active Term is deactivated too. Most pages will show nothing until another year is activated.
- **Edit** ( ) changes the name and dates.
- **Delete** ( ) removes the year. If it still has Terms or sections, the confirmation says how many, and confirming with **Delete all** removes them together with all their schedules.

CAUTION

Deleting a School Year that has Terms or sections permanently deletes those Terms, sections and every schedule entry in them. Create a backup first (see Backup and Restore).

School Terms

Terms divide a School Year (for example First and Second Semester). Schedules are always built for the **active Term**.

1. Open the **School Terms** tab and click **School Term** (it appears once at least one School Year exists).
2. Choose the **School Year** the Term belongs to.
3. Type the **Term Name** (for example *First Semester*) and its **Term Order** (1 for the first term, 2 for the second, and so on).
4. Set **Starts On** and **Ends On**. These dates decide how many weeks the term has, which is used to compute each subject's **Total Hours**.
5. Click **Save School Term**.

Use the row actions to edit, activate or deactivate a Term. Only one Term can be active, and only a Term whose School Year is active can be activated.

MOVING TO THE NEXT TERM

When you activate a new Term in the **same School Year**, the previous Term's schedule entries are **carried forward** into the new Term (once, and only if the new Term has no entries yet). Subjects that are not offered in the new Term are left out. The confirmation toast says how many entries were carried forward.

School Profile

The School Profile is the letterhead printed at the top of the **Class Program** and teacher program reports.

FIELD	DESCRIPTION
School Name	Printed in capitals on the letterhead, and shown on the login page.
Address	The school's address, for example *Maura, Aparri, Cagayan*.
Division	For example *Division of Cagayan*.
Region	Optional.
Left Logo / Right Logo	Image files shown on either side of the letterhead. A preview of the current logo appears next to the field.

Fill in the fields, choose logo files if needed, and click **Save School Profile**.

Principal Accounts

The principal signs in to the read-only Principal Portal. Accounts are managed on the **Principal Account** tab.

1. Click **Principal**.
2. Enter the principal's **First Name** and **Last Name**, then save.
3. A window shows the new **Username** (the first name in lowercase) and **Temporary Password** (last name in lowercase plus the active School Year's ending year). Use the buttons to copy them and give them to the principal.

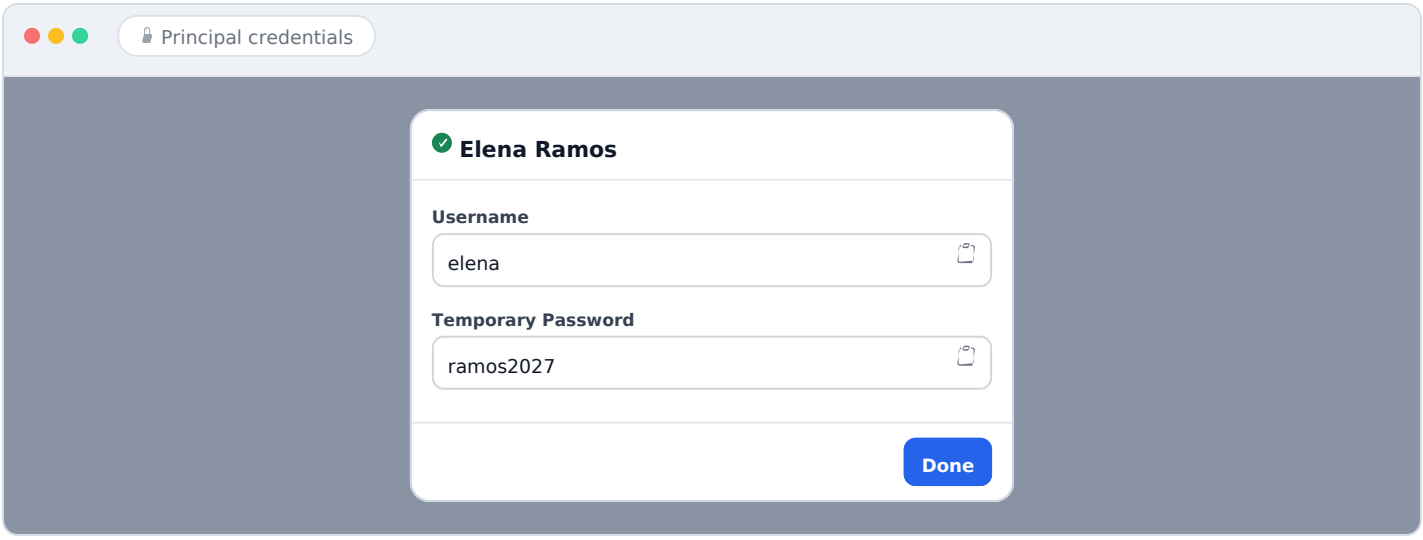


Figure 10. The credentials window shown after creating or resetting an account.

In the list, the status is **Awaiting first login** until the principal sets their own password, then **Active**. Row actions:

- **Reset password** puts the account back on the temporary password and shows the credentials again. The principal must change it on next login.
- **Delete** removes the account.

Backup and Restore

A backup is a copy of all data (schedules, teachers, subjects, accounts, settings) and the uploaded logos. Make one before big changes such as deleting a School Year or restoring data.

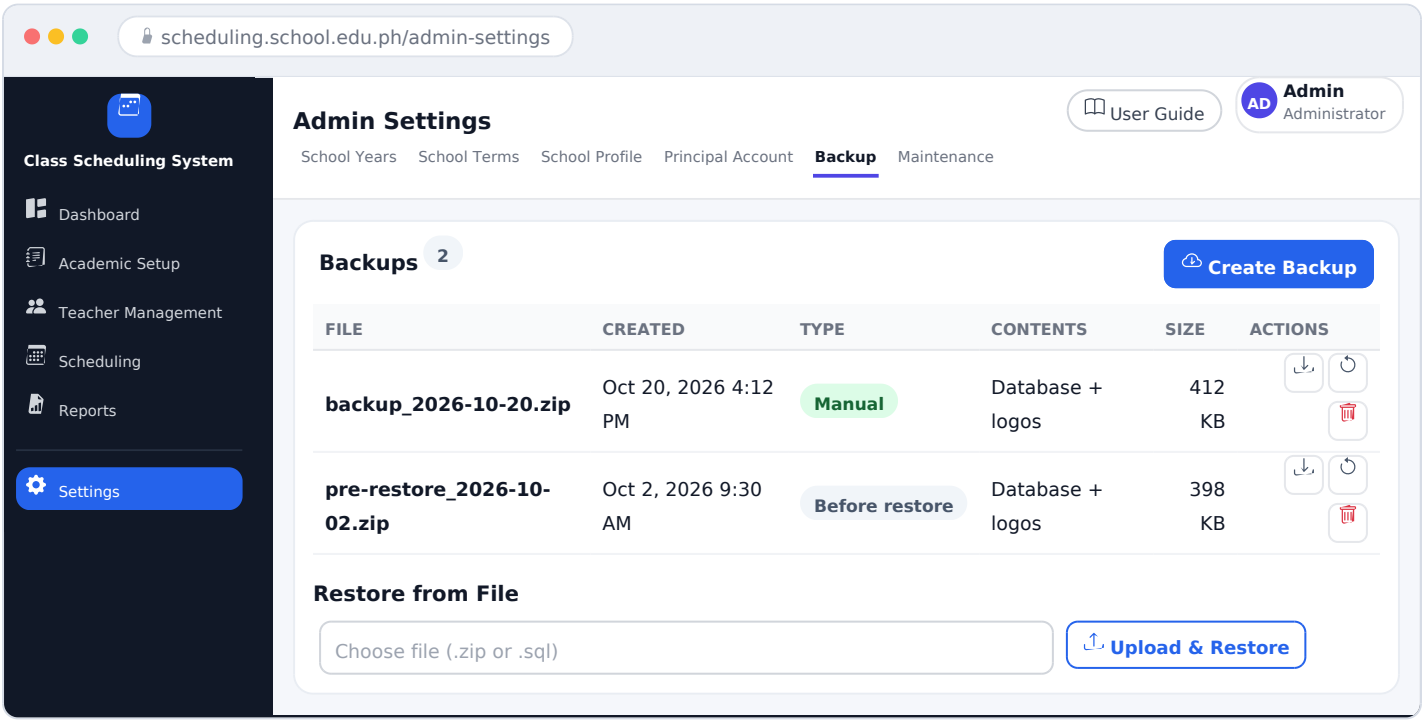


Figure 11. Backup tab.

- **Create Backup** makes a new backup on the server.
- **Download** saves a backup file to your computer. Keep copies somewhere safe, away from the server.
- **Restore** replaces all current data with that backup.
- **Delete** removes a backup file.
- **Restore from File** restores a *.zip* or *.sql* backup file from your computer with **Upload & Restore**.

The **Type** column shows *Manual* (created with the button), *Uploaded* (restored from a file) or *Before restore* (made automatically just before a restore).

> **CAUTION**
>
> A restore **replaces everything**: schedules, teachers, subjects, accounts, settings and logos. A*Before restore* safety backup of the current data is made first, so a restore can be undone by restoring that file. After a restore the page reloads; if your administrator account is not in the restored data, you are sent to the login page.

Maintenance

The **Maintenance** tab has three tools.

Maintenance Mode

Turn it on while you make large changes, so teachers and principals do not see half-finished schedules. While it is on, **teachers and principals are signed out and cannot log in**; administrators keep full access.

1. Optionally type a **Message for users**, shown to anyone who is locked out.
2. Click **Turn On Maintenance Mode** and confirm.
3. When finished, click **Turn Off Maintenance Mode**.

Cache

Clear Application Cache clears stored system data. Use it if a page shows outdated information after an update.

System Information

A read-only table of technical details about the server and application. Values shown in red need the attention of whoever maintains the server.

CHAPTER 6

Academic Setup

For: Administrator

Academic Setup defines what is taught and where: Tracks and their subjects, sections and rooms, and the time slots of each shift. Open it from **Sidebar →** **Academic Setup**. The page has three tabs: **Tracks and Subjects**, **Sections and Rooms** and **Shift Timeframe Setup**.

A bar at the top shows the active **School Year** and **Term** and the number of sections and Shift Types. Every add, edit and delete on this page saves without reloading: only the affected list refreshes, and your open tab, search text, filters and scroll position stay as they were.

Tracks

A **Track** is a group of subjects offered together. Every section follows exactly one Track, and only the subjects assigned to that Track appear when scheduling the section.

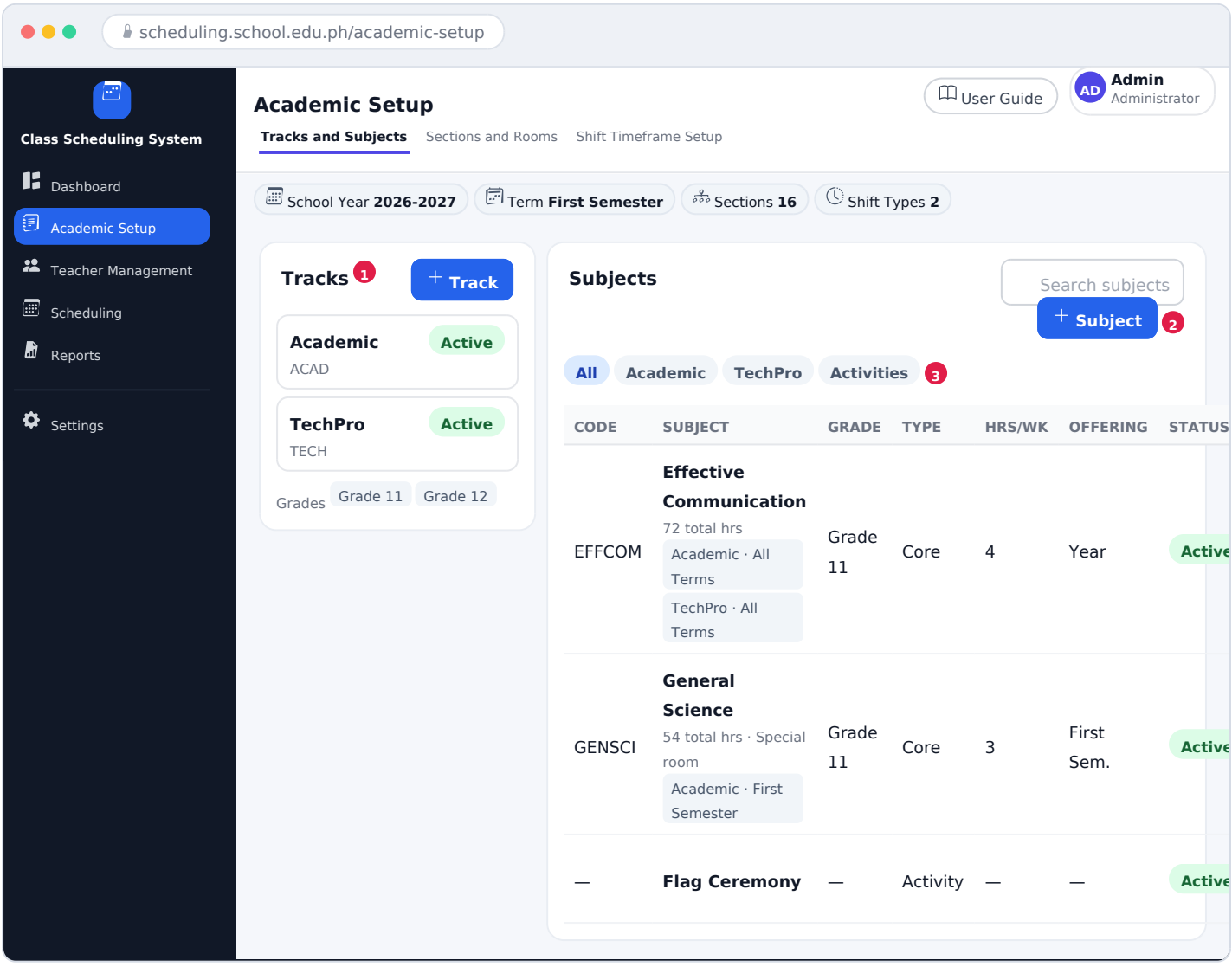


Figure 12. Tracks and Subjects tab.

1. The Tracks list, with the Grade Levels and Shift Types for reference below it.
2. Search box and the button to add a subject.
3. Filter the subject list by Track, or show only Activities.

Adding or editing a Track

1. Click **Track** (or on an existing Track).
2. Enter the **Track Name** and a short **Track Code**, and optionally a **Description**.

3. Set **Status** to *Active* or *Inactive*. Inactive Tracks cannot be chosen for new sections or subjects.
4. Click **Save Track** (or **Save Changes**).

deletes a Track after confirmation.

Subjects and Activities

Subjects are measured in **hours per week**. A subject is offered to a section only when it is assigned to the section's Track, matches its Grade Level, and is offered in the active Term.

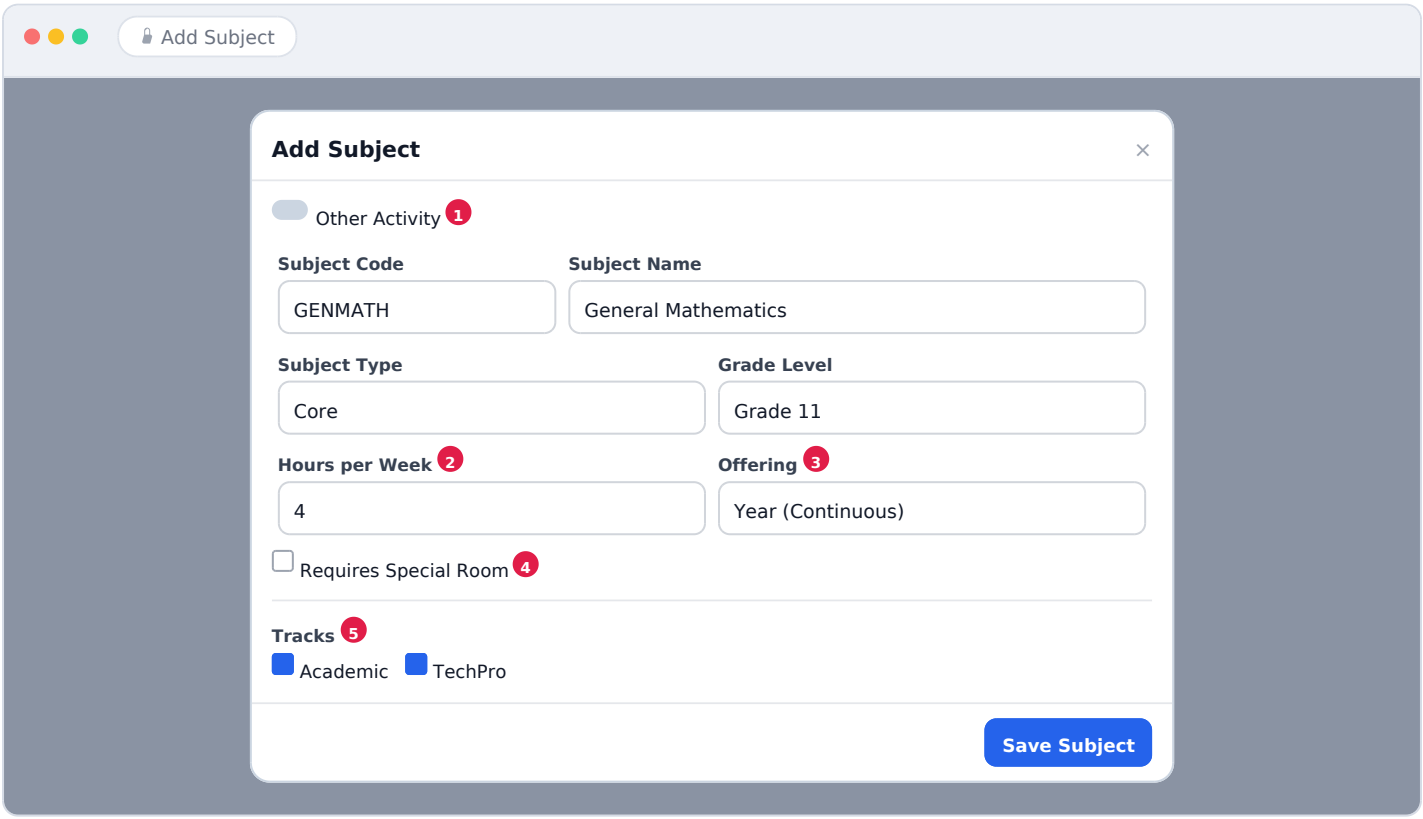


Figure 13. The Add Subject window.

1. Switch on for an Activity instead of an academic subject (see below).
2. Required hours each week, more than 0 (decimals such as 2.5 are allowed).
3. *Year (Continuous)* for a subject taught in every Term, or a specific Term.
4. Tick for subjects that must be held in a Laboratory or Workshop.
5. Tick every Track that takes this subject.

Adding a subject

1. On the **Tracks and Subjects** tab, click **Subject**.
2. Enter the **Subject Code** and **Subject Name**.
3. Choose the **Subject Type** (*Core* or *Elective*) and the **Grade Level**.
4. Type the **Hours per Week**.
5. Choose the **Offering**: *Year (Continuous)* or one School Term.
6. Tick **Requires Special Room** if it needs a laboratory or workshop.
7. Under **Tracks**, tick each Track the subject belongs to.
8. Leave **Status** on *Active* and click **Save Subject**.

When editing a subject ( ), the window also shows its **Total Hours**, computed as Hours per Week × the weeks in its Term, and a summary of the current Term for each Track. Click **Update Subject** to save.

TRACKS AND SUBJECTS

A subject belongs only to the Tracks ticked for it. Unticking a Track removes the subject from that Track only; the subject and its other Tracks are not affected.

Activities

Switch on **Other Activity** for non-academic blocks such as *Flag Ceremony* or *Homeroom Guidance*. An activity only needs a **name** and status: it has no hours, no special room requirement and no Tracks, it is available to every section, and its teacher is optional when scheduling. Use the **Activities** filter to list them.

CAUTION

Delete permanently removes a subject. Set it to *Inactive* instead if it may be used again.

Sections

A section is a class of students. Sections belong to the **active School Year**.

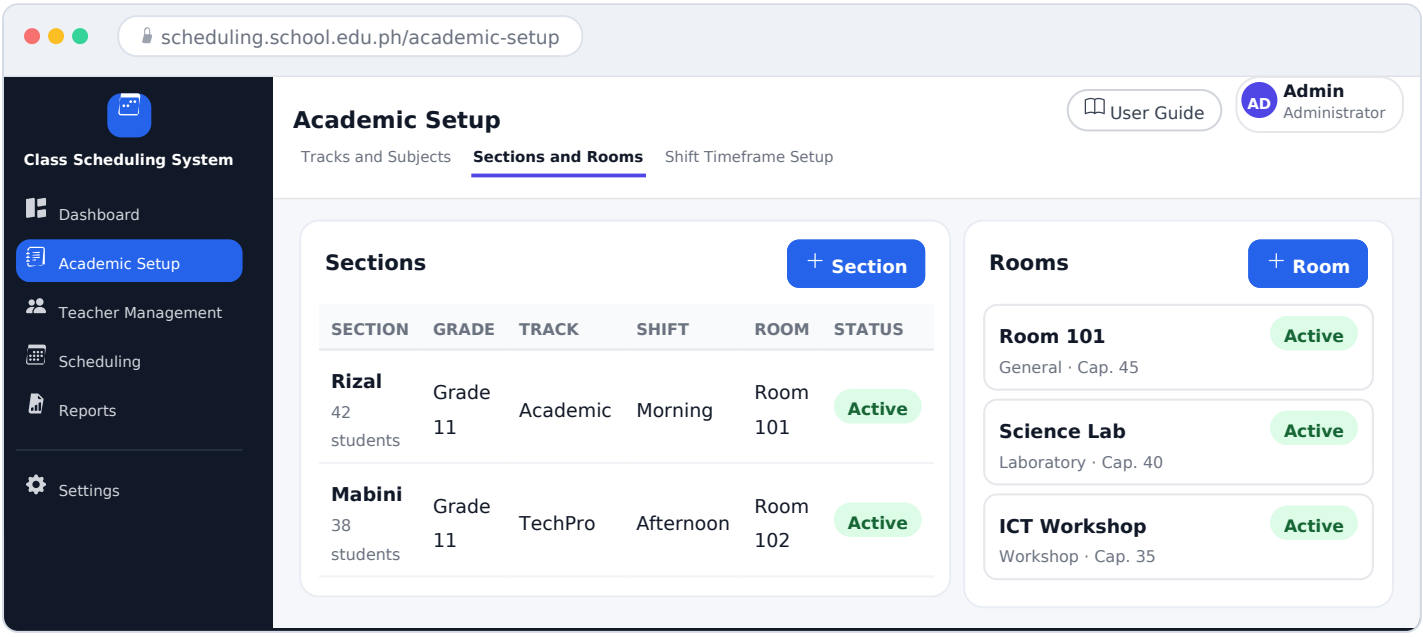


Figure 14. Sections and Rooms tab.

1. On the **Sections and Rooms** tab, click **+ Section**.
2. Enter the **Section Name** and, optionally, the **Student Count**.
3. Choose the **Grade Level**, **Track** and **Shift Type**. The Shift Type decides which time slots the section's timetable has.
4. Choose the **Assigned Room**: the section's default room, suggested first when scheduling. A room that is already another section's default room is disabled in the list.
5. Leave **Status** on *Active* and click **Save Section**.

Use the search box to find a section by name. Only **active** sections appear in Scheduling.

CAUTION

Deleting a section also deletes **all of its schedule entries**.

Rooms

1. Click **+ Room**.
2. Enter the **Room Name** and choose the **Room Type**: *General*, *Laboratory* or *Workshop*.
3. Optionally enter the **Capacity** and **Notes**.

4. Set **Status** and click **Save Room**.

Subjects marked **Requires Special Room** belong in *Laboratory* or *Workshop* rooms: when placed from the Scheduling subject list only those rooms are offered, and the readiness checks compare their demand against the specialized rooms available. Only active rooms can be picked when scheduling.

Shift Timeframe Setup

Each **Shift Type** has its own list of time slots, which become the rows of every timetable of that shift. The tab shows one column per Shift Type with its slots, their durations and labels, and a *Break* tag on break slots.

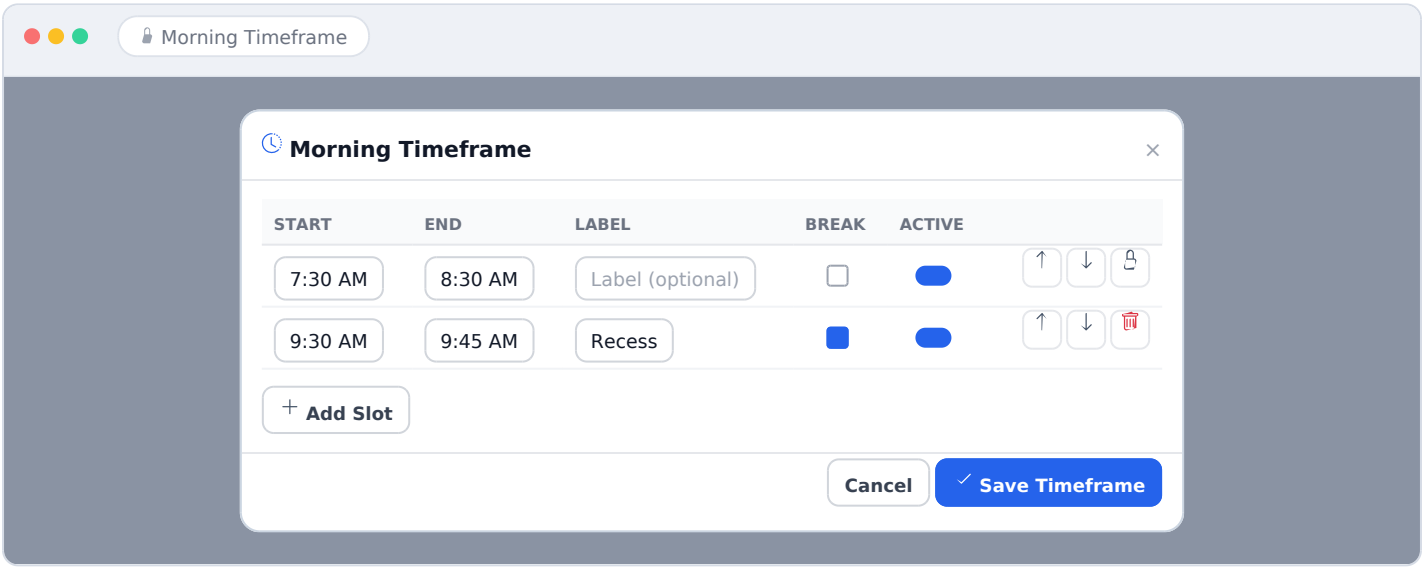


Figure 15. Editing a shift's timeframe.

1. On the **Shift Timeframe Setup** tab, click **Set Up** (no slots yet) or **Edit** on the shift.
2. Click **Add Slot** for each period and enter its **Start** and **End** time. The duration is computed for you.
3. Optionally add a **Label**, such as *Recess* or *Lunch*.
4. Tick **Break** for breaks. Break rows never accept schedule entries.
5. Use the **Active** switch to hide a slot without deleting it, and ↑ ↓ to reorder slots.
6. Click **Save Timeframe**. Overlapping or invalid times are flagged on the row so you can correct them.

> **NOTE**
> A slot that is already used by schedule entries shows a lock and cannot be removed. Move or delete those entries first.

CHAPTER 7

Teacher Management

For: Administrator

Teacher Management holds every teacher's record and login account, the subjects each teacher is qualified to teach, and their computed teaching load. Open it from **Sidebar** → **Teacher Management**.

The bar at the top counts **Total Teachers**, **Assigned Teachers** (with classes this Term) and **Unassigned Teachers**. The page has three tabs: **Teacher Directory**, **Teaching Assignments** and **Load Monitoring**.

Teacher Directory

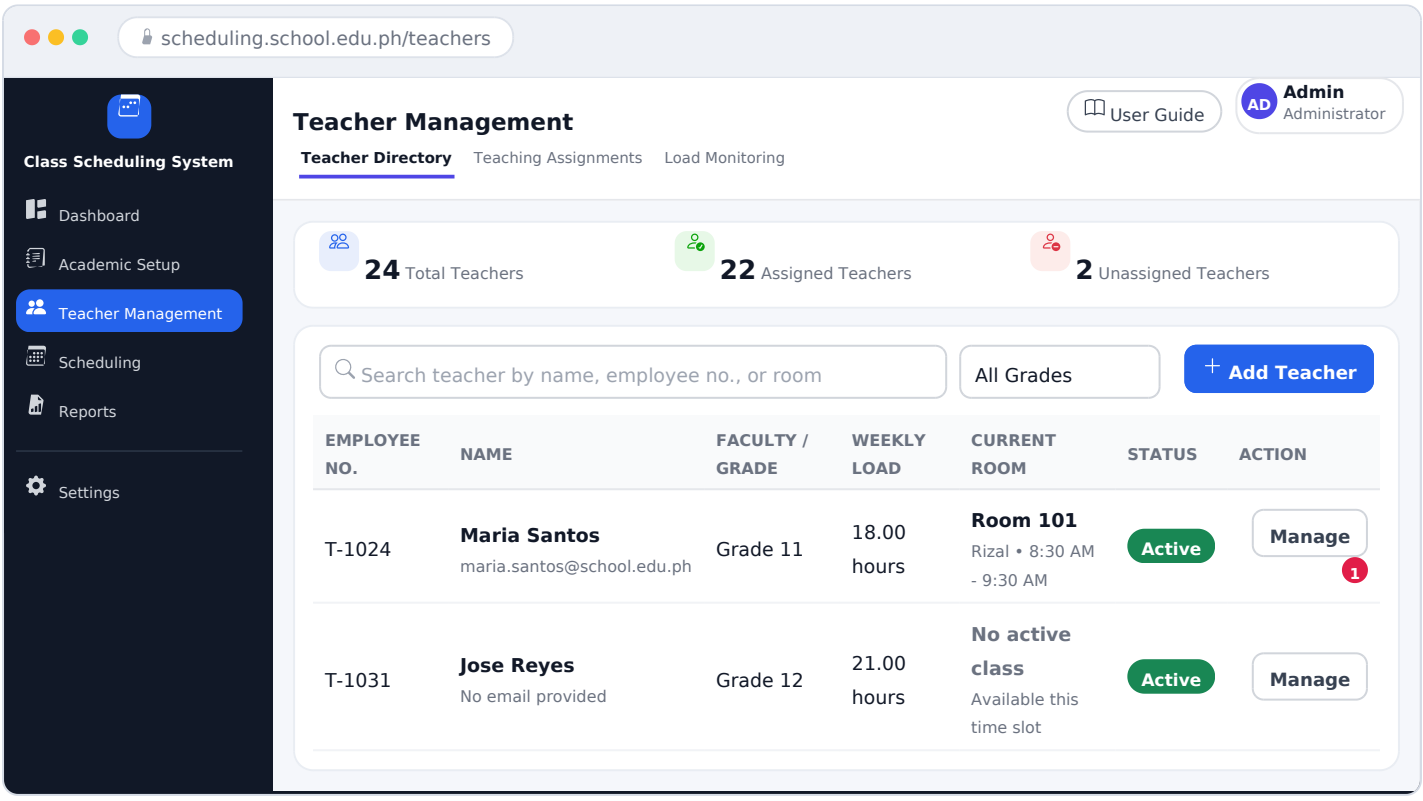


Figure 16. Teacher Directory tab.

1 **Manage** opens *Edit Record*, *Reset Password* and *Delete*.

The **Current Room** column shows where the teacher is teaching right now, based on today's schedule and the current time.

Adding a teacher

1. On the **Teacher Directory** tab, click **Add Teacher**.
2. Enter the **Employee Number**, **First Name**, **Middle Name** (optional) and **Last Name**.
3. Choose the **Sex** and the **Faculty** (the Grade Level the teacher belongs to).
4. Optionally enter a **Contact Number** and **Email**.
5. Leave **Status** on *Active* and click **Save Teacher**.
6. A window shows the teacher's login **Username** and **Temporary Password**. Note them down and give them to the teacher, then click **Done**.

Use the search box and the grade filter to narrow the list. To change a record, click **Manage** → **Edit Record**, update the fields and click **Update Teacher**.

> **IMPORTANT**
>
> Setting a teacher to **Inactive** blocks their login and removes them from scheduling choices. **Deleting** a teacher who has schedule entries keeps those entries, but leaves them with no teacher assigned; the confirmation window tells you how many entries are affected.

Teacher Login Accounts

Every teacher record automatically gets a login account:

Username	The teacher's first name in lowercase, without spaces or accents (for example *maria*). If it is already taken, a number is added (*maria2*).
Temporary password	The last name in lowercase plus the ending year of the active School Year (for example *santos2027*).
First login	The teacher must set their own password before seeing any schedule (see First Login).

Resetting a forgotten password

1. In the Teacher Directory, click **Manage** → **Reset Password** on the teacher's row.
2. Confirm with **Reset Password**. The old password stops working.
3. The credentials window shows the username and temporary password again. Give them to the teacher, who must choose a new password on their next login.

Teaching Assignments

A teaching assignment says which subjects a teacher may teach. **Only assigned teachers can be scheduled for a subject**, both when adding entries by hand and when auto-generating.

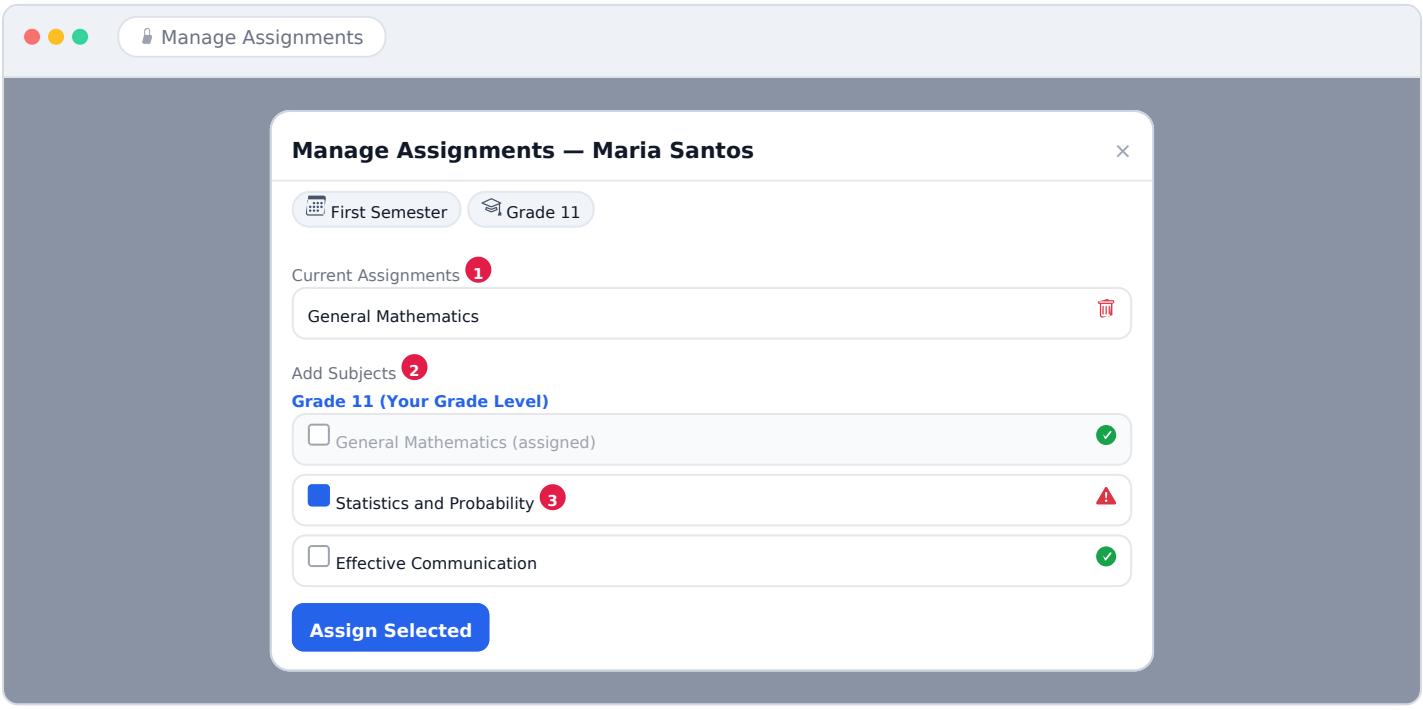


Figure 17. Managing a teacher's subject assignments.

1. Subjects the teacher is already assigned to. removes an assignment.
2. Subjects offered in the active Term, the teacher's own Grade Level first, then Activities and other Grade Levels.
3. means no teacher is assigned to that subject yet; means at least one is. Hover the icon to see how many teachers and sections are involved.

1. Open the **Teaching Assignments** tab. Each row lists a teacher's assigned subjects; **View all** shows the full list.
2. Click **Assign** on the teacher's row.
3. Tick the subjects to add. Subjects already assigned are greyed out.
4. Click **Assign Selected**.

> **TIP**
>
> Prioritise subjects with the red ⚠ icon: until a teacher is assigned, those subjects cannot be scheduled for any section.

Load Monitoring

The **Load Monitoring** tab lists each teacher's **Weekly Load** in hours for the active Term, plus the hours on each day from Monday to Friday. Use the grade filter to show one Grade Level.

Loads are computed directly from the teacher's schedule entries and update after every schedule change. There is no load cap to configure: a teacher is only blocked from a time slot by an actual scheduling conflict (already teaching another class at that time).

The same load figures appear in the Teacher Load report and, for principals, under Monitoring → Teacher Load.

CHAPTER 8

Scheduling

For: Administrator

Scheduling is where each section's weekly timetable is built for the active Term. You can place classes one by one, copy, move and swap them by dragging, or let the system fill everything automatically. Every change is checked for teacher, room and section conflicts before it is saved. Open it from **Sidebar →** **Scheduling**.

The Scheduling Workspace

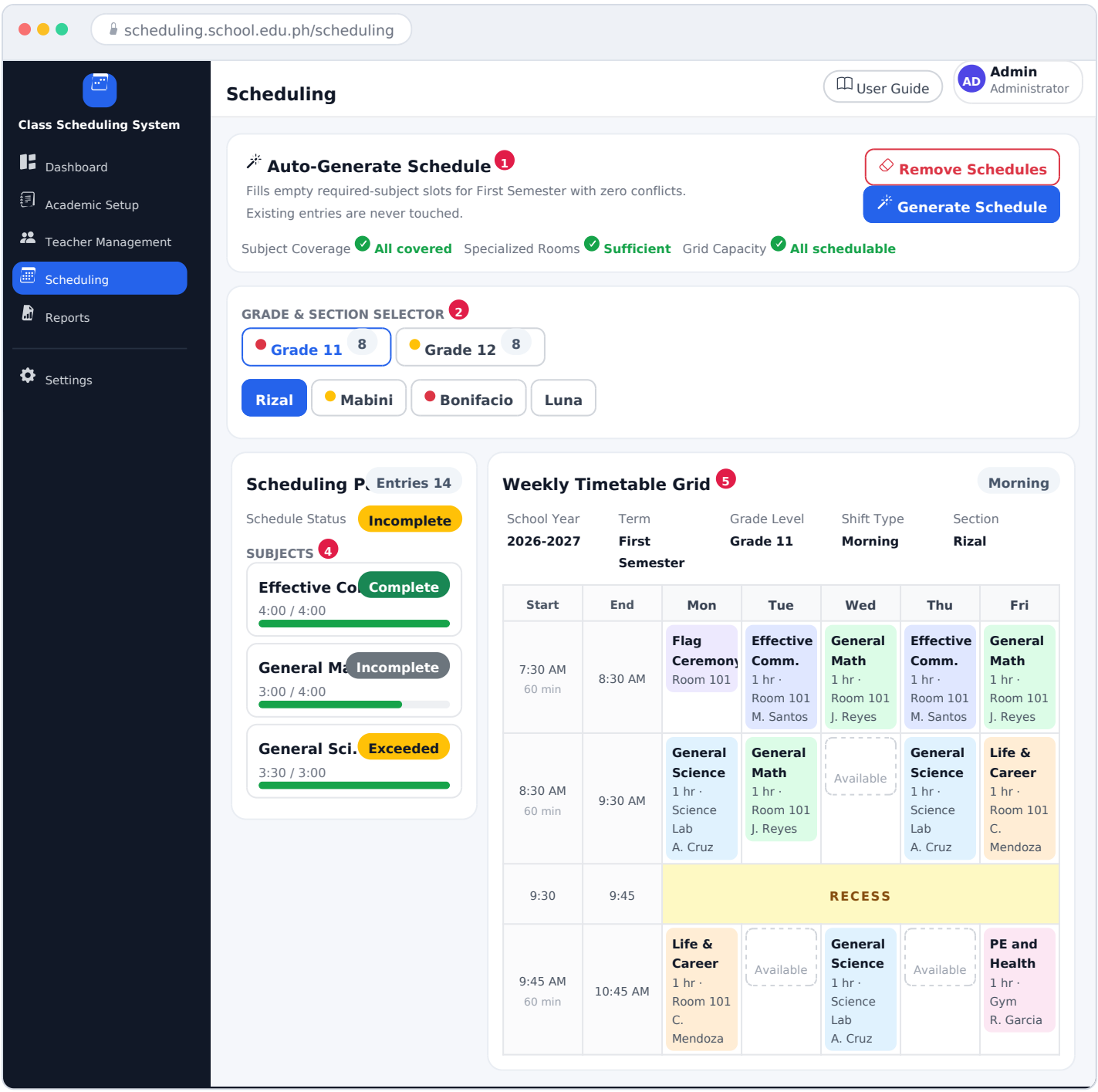


Figure 18. The Scheduling workspace.

1. **Auto-Generate** panel with the readiness checks (see Auto-Generate Schedule).
2. **Grade & Section Selector**: pick the section to work on.
3. **Scheduling Panel**: changes with what you are doing (overview, or the step-by-step New Entry form).
4. **Subjects** list with each subject's scheduled hours and status.
5. **Weekly Timetable Grid** of the selected section, with its School Year, Term, Grade Level, Shift Type and Section.

On smaller screens the panel moves above the timetable, and the timetable can be scrolled sideways.

Choosing a Section

1. Click a Grade Level button (for example **Grade 11**) to show its sections. The number next to it is how many active sections it has.

2. Click a section. Its timetable and subjects load immediately, without reloading the page, and the section stays highlighted.

The colored dots show each section's progress, and are refreshed after every change:

🔴 **Red dot**	The section has **no schedule entries** yet (Unscheduled).
🟡 **Yellow dot**	The section has entries but is **Incomplete**: at least one subject has not reached its Hours per Week.
No dot	The section is **Complete**.
Dot on a Grade Level	Red if any of its sections is unscheduled, otherwise yellow if any is incomplete.

Only **active** sections of the **active School Year** are listed.

Reading the Timetable

Rows are the time slots of the section's Shift Type, with their **Start**, **End** and **Duration**; columns are Monday to Friday. Yellow rows are breaks and never accept classes.

- **Occupied cells** are colored by subject (each subject always gets the same color) and show the **subject**, its **hours** and **room**, and the **teacher**.
- **Empty cells** are white and read *Available*.
- A slot can hold **more than one entry** when their durations fit inside it, for example two 30-minute classes in a 60-minute slot. The free part of a partly used slot reads *+ Add · 30m left*.
- Clicking a cell outlines it in blue. Hovering an occupied cell shows its **Edit** and **Delete** buttons.

An entry's **assigned hours** come from its duration: 60 minutes = 1:00 hour, 30 minutes = 0:30. Hours are written as *hours:minutes* throughout this page.

Adding a Schedule Entry

The quickest way to add a class is to click an empty cell. The Scheduling Panel turns into a **New Entry** form that walks you through four steps; its header shows the day, time and free minutes of the cell.

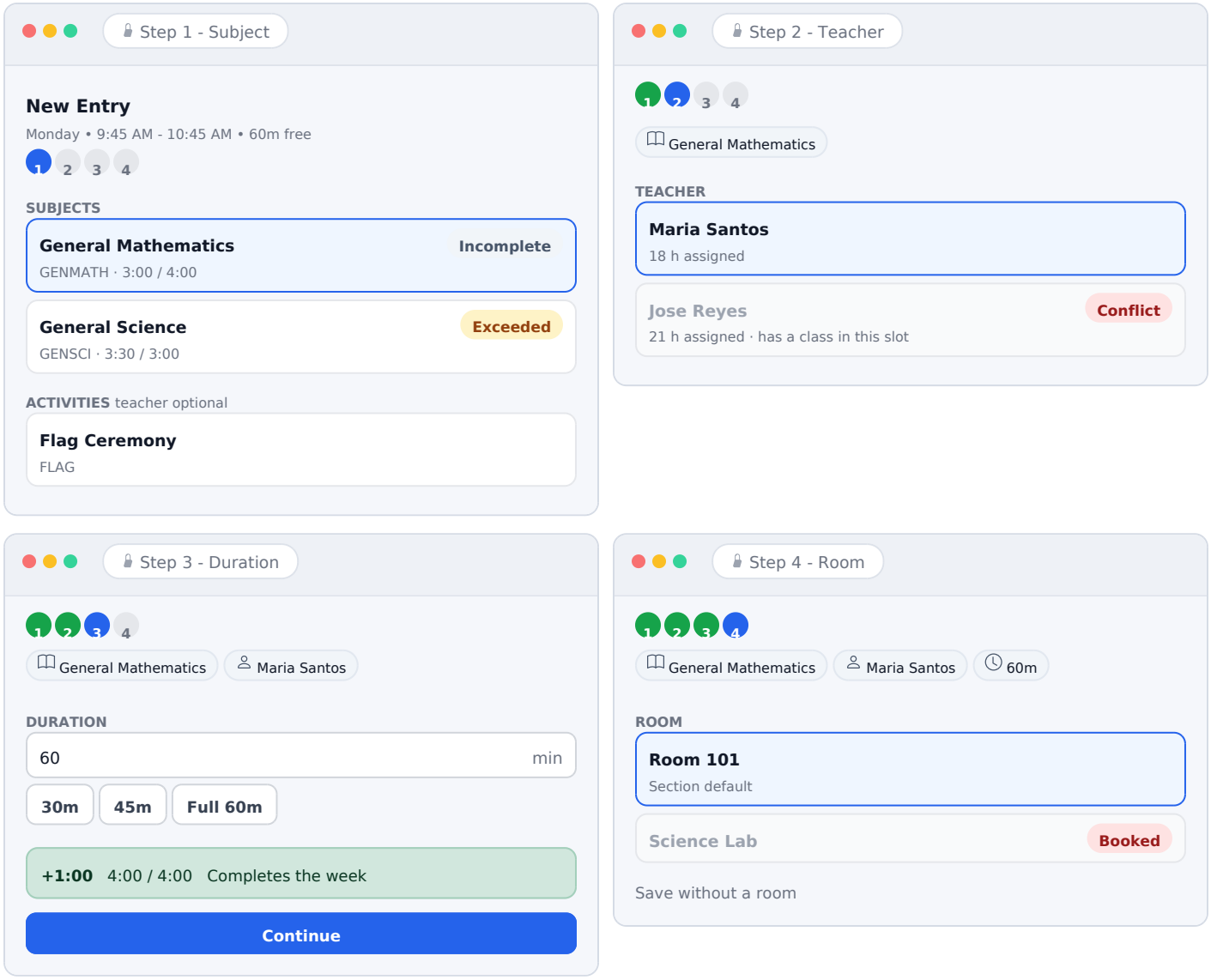


Figure 19. The four steps of a New Entry in the Scheduling Panel.

1. **Click an empty cell** (*Available* or *+ Add*) in the timetable.
2. **Subject.** Pick a subject. Each one shows its code, scheduled / required hours and status. Only subjects of the section's Track, Grade Level and active Term are listed, plus the Activities.
3. **Teacher.** Pick a teacher. Only teachers assigned to the subject are listed; a teacher who already has a class at this day and time is marked *Conflict* and cannot be chosen. Each teacher shows their current assigned hours.
4. **Duration.** Type the minutes or click a quick pick (30m, 45m, 60m, 90m or *Full*, the whole free time). The preview shows the hours added and whether the subject will still have hours *left*, *Completes the week*, or *Exceeds by* some time. Click **Continue**.
5. **Room.** Pick a room. The section's default room is listed first; rooms already used at this time are marked *Booked*. Or click **Save without a room**.

The entry is saved the moment a room is picked. The cell fills in, the subject hours, status dots and panel refresh, and a green toast confirms it. The panel then returns to its overview.

TIP

The step labels (*Subject, Teacher, Duration, Room*) at the top of the panel show where you are. Use the ← back arrow beside them to return to the previous step, or the ✕ button on the first step to discard the new entry.

ONE TEACHER PER SUBJECT

Once a subject has a teacher in a section, every other entry of that subject in the same section must use the same teacher. If you pick someone else, the system replies "*This subject is already taught by … in this section. Use the same teacher.*"

Placing a Subject from the List

The **Subjects** list in the panel offers a second way to schedule, handy for placing the same subject in several slots:

1. Click a subject in the panel's Subjects list to expand it.
2. Choose the **Teacher** (if the subject already has a teacher in this section, that teacher is used automatically). For subjects that need a special room, also choose a laboratory or workshop **Room**. Only teachers with at least one open slot in this section are offered, with the number of open slots.
3. A token labeled *Subject + Teacher* appears. Either:
   - **click the token** to highlight every free cell where it fits (green dashed outline), then click a highlighted cell; or
   - **drag the token** onto a highlighted cell.

The duration is chosen automatically: the hours the subject still needs, up to the free time in the cell. Press **Esc** to drop the selection.

Editing and Deleting Entries

Editing an entry

1. Hover the occupied cell and click **Edit**.
2. In **Edit Schedule Entry**, change the **Day of Week**, **Time Slot**, **Subject**, **Duration (minutes)**, **Teacher** or **Room**. The Section and Shift Type are shown for reference, and the **Assigned Hour** is recalculated from the duration.
3. Click **Update Schedule Entry**. All conflict and hour checks run again before saving.

Deleting an entry

1. Hover the occupied cell and click **Delete**.
2. The window shows the day, time and subject. For an activity without a teacher that also exists in other sections at the same day and time, you can tick those sections to delete it there too.
3. Click **Delete Entry**, or **Cancel**.

The cell empties and the hours, status and dots update immediately.

Moving, Swapping and Copying

Occupied cells can be dragged with the mouse. Two different gestures keep moving and copying separate:

ACTION	HOW	RESULT
Move	**Double-click** the cell (it turns blue), then drag it onto an **empty** cell.	The entry moves to the new day and time; the old cell empties.
Swap	**Double-click** the cell, then drag it onto another **occupied** cell.	The two entries exchange places (subject, hours, teacher and room). Both positions are checked first.
Copy (fill)	**Press and drag** a cell directly (no double-click) across empty cells in the **same row** (other days) or the **same column** (other time slots), then release.	The entry is copied into every empty cell crossed. The original stays.

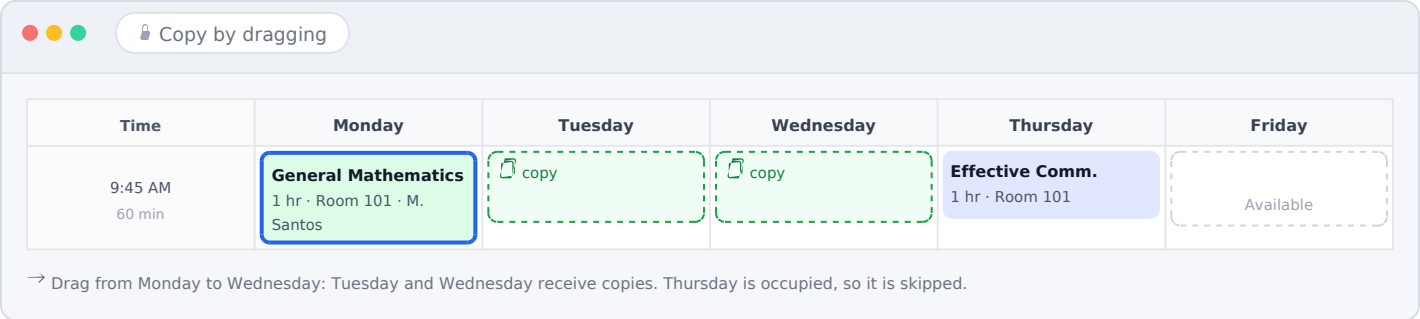


Figure 20. Copying a class across the week by dragging along its row.

- The drag locks to the first direction you move in (a row or a column); it never bends into an L shape.
- Break rows and occupied cells crossed by a copy are skipped, never overwritten.
- While dragging, valid targets are highlighted green and invalid ones red.
- If a drop is not allowed, the cell **snaps back**, nothing is saved, and a red toast explains why. If some copies have warnings (for example exceeded hours), you are asked to review them; skipped cells are reported in a gray toast.
- A double-clicked cell that is not dragged within 5 seconds returns to normal.

> **NOTE**
>
> Dragging needs a mouse. On phones and tablets, use **Edit** to change an entry's day or time slot instead.

Conflicts and Warnings

Every save, edit, move, swap and copy is checked. **Blocking** problems stop the change and show a red message; **warnings** ask you to review and decide.

CHECK	WHAT HAPPENS
Teacher conflict	**Blocked.** The teacher already teaches another section at the same day and time: "*The selected teacher already has a class with … in this slot.*" In the New Entry form such teachers are marked *Conflict*.
Room conflict	**Blocked.** The room is used by another section at the same day and time: "*The selected room is already booked by … in this slot.*" In the form such rooms are marked *Booked*.
Section overlap	**Blocked.** The class does not fit in the time left in the cell: "*This slot only has N minute(s) remaining …*"
Teacher not qualified	**Blocked.** Only teachers assigned to the subject can be used: "*The selected teacher is not assigned to this subject.*"
Break or wrong shift	**Blocked.** Breaks cannot hold classes, and slots must belong to the section's shift.
Exceeded subject hours	**Warning.** The change would push the subject past its Hours per Week: "*This would bring … to X / Y hours, exceeding the required weekly hours.*" Choose **Cancel** or **Continue Anyway**; if you continue, the subject is marked **Exceeded**.

A section may have the same subject more than once on the same day; this is allowed without any warning.

Scheduling Activities

Activities such as *Flag Ceremony* are added the same way as subjects, but with a shorter flow: pick the activity, optionally a teacher of the section's Grade Level who is free at that time (or **Continue without a teacher**), then the duration, and click **Save Activity**. Activities count toward no subject hours.

After you add an activity, the system offers to add it to **other sections** that are still free at the same day and time. The window **Add activity to other sections?** lists them by Grade Level; keep *Select all sections* ticked or choose specific ones, then click **Add to N sections**. Close the window

to skip.

Tracking Subject Hours

The **Subjects** list in the panel works as the section's hour tracker. For each required subject it shows the subject and its teacher, the **scheduled / required hours**, a progress bar and the status:

Complete	Scheduled hours equal the Hours per Week.
Incomplete	Fewer hours than required are scheduled. The New Entry form shows how much is left.
Exceeded	More hours than required are scheduled. Delete or shorten an entry to correct it.

Above the list, **Schedule Status** shows the whole section: *Unscheduled* (no entries), *Incomplete*, or *Complete* once every required subject reaches its hours. A legend explains the dot and cell colors, and the *Entries* badge counts the section's entries. Everything updates after each change.

Auto-Generate Schedule

Auto-generate fills the **empty** required-subject hours of the sections you choose, with zero teacher or room conflicts, spreading the load across qualified teachers. Existing entries are never changed.

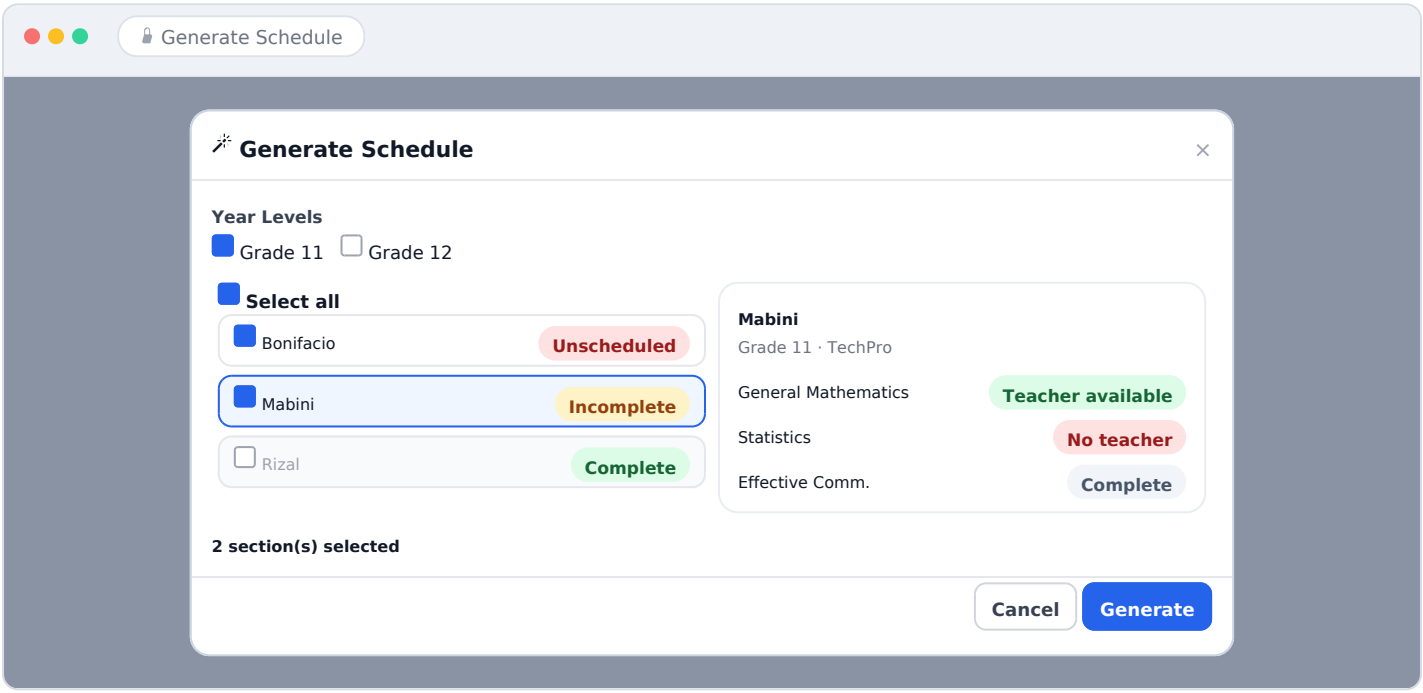


Figure 21. The Generate Schedule window with the section detail panel.

1. Click **Generate Schedule** at the top of the Scheduling page.
2. Tick one or more **Year Levels**. Their sections are listed with their status.
3. Tick the sections to fill, or **Select all**. Click a section to open its detail panel, which shows each subject as *Teacher available*, *No free slot*, *No teacher* or *Complete*.
4. If some ticked sections were generated before, a review step asks what to do with each one:
   - **Skip** — leave the section as it is.
   - **Lock & fill remaining** — keep its entries and only fill what is missing.
   - **Regenerate all** — replace its generated entries. Entries added or edited by hand are kept.
5. Click **Generate**.

A summary appears in the Auto-Generate panel: how many entries were placed and how many sections are now Complete. Subject/section pairs that could not be placed (for example because no teacher is assigned or no slot is free) are reported as needing manual attention; fix the cause and generate again, or place them by hand.

> **TIP**
>
> Check the three readiness indicators in the Auto-Generate panel first. **Subject Coverage**, **Specialized Rooms** and **Grid Capacity** should all be green for the best result. **Full readiness breakdown** opens the Readiness report.

Removing Schedules

1. Click **Remove Schedules**.
2. Tick the **Year Levels**, then the sections to clear (sections without entries cannot be ticked).
3. Click **Remove Schedules** and confirm with **Remove**.

> **CAUTION**
>
> This permanently erases **every** schedule entry of the selected sections, generated or added by hand. It cannot be undone, so create a backup first if you may need the old schedule.

CHAPTER 9

Reports

For: Administrator

Reports turns the schedules into documents to review, print and distribute: the official Class Program of each section, each teacher's program, room usage, teacher loads, subject hours and the readiness check. Open it from **Sidebar →** **Reports**.

Report Types

Choose a report with the buttons at the top of the page:

REPORT	CONTENTS	OUTPUT
Section Schedule	The **Class Program** of one section: the weekly grid with subjects, teachers and rooms, under the school letterhead, with signature lines.	Print, PDF, Excel
Teacher Schedule	One teacher's weekly program with their classes, sections and total hours.	Print, PDF, Excel
Room Schedule	When one room is used during the week, and by which section, with a utilization summary.	Print
Teacher Load	Assigned weekly hours and load status of every teacher.	Print
Subject Hours	For one section: each subject's required hours, scheduled hours and status (Complete, Incomplete, Exceeded).	Print
Readiness	The feasibility check for the Term: *Subject Teacher Coverage*, *Specialized Room Capacity* and *Section Grid Capacity*, listing exactly what blocks complete scheduling.	Print

Choosing What to Report

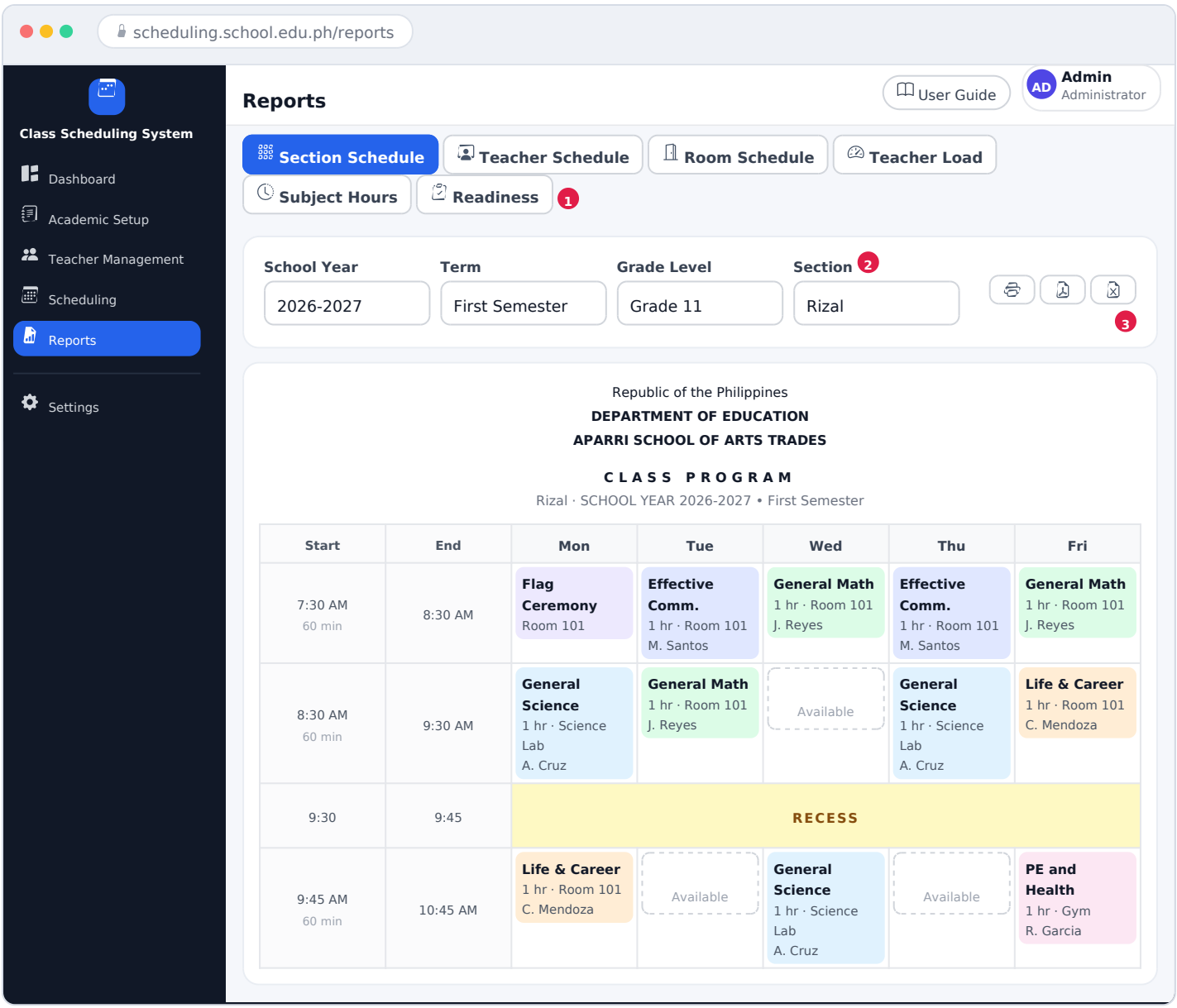


Figure 22. Reports page showing a Section Schedule (Class Program) preview.

1. Report type buttons.
2. Filters. Which ones appear depends on the report (Section, Teacher or Room).
3. Print, Export PDF and Export Excel.

1. Click the report type.
2. Choose the **School Year** and **Term**. They start on the active ones, but earlier periods can be chosen to look back.
3. Narrow by **Grade Level** if needed, then choose the **Section**, **Teacher** or **Room** the report is about.
4. The preview below updates to show the report.

Printing and Exporting

- **Print** prints the preview exactly as shown (filters and menus are left out). Available for every report once it has data.
- **Export PDF** downloads an A4 landscape PDF with the letterhead, for Section and Teacher Schedules.
- **Export Excel** downloads the same program as an Excel workbook, for Section and Teacher Schedules.

The buttons are greyed out until a section or teacher with a timetable is selected.

TIP

The letterhead (school name, division, address and logos) comes from Settings → School Profile. Fill it in before printing official copies.

CHAPTER 10

Principal Portal

For: Principal

The Principal Portal gives a read-only, school-wide view of the active School Year and Term: how complete the schedules are, every section's and teacher's timetable, teacher loads, subject hours and scheduling readiness. Nothing can be changed from here; changes are made by the administrator.

Principal Dashboard

The Dashboard is the principal's home page after login.

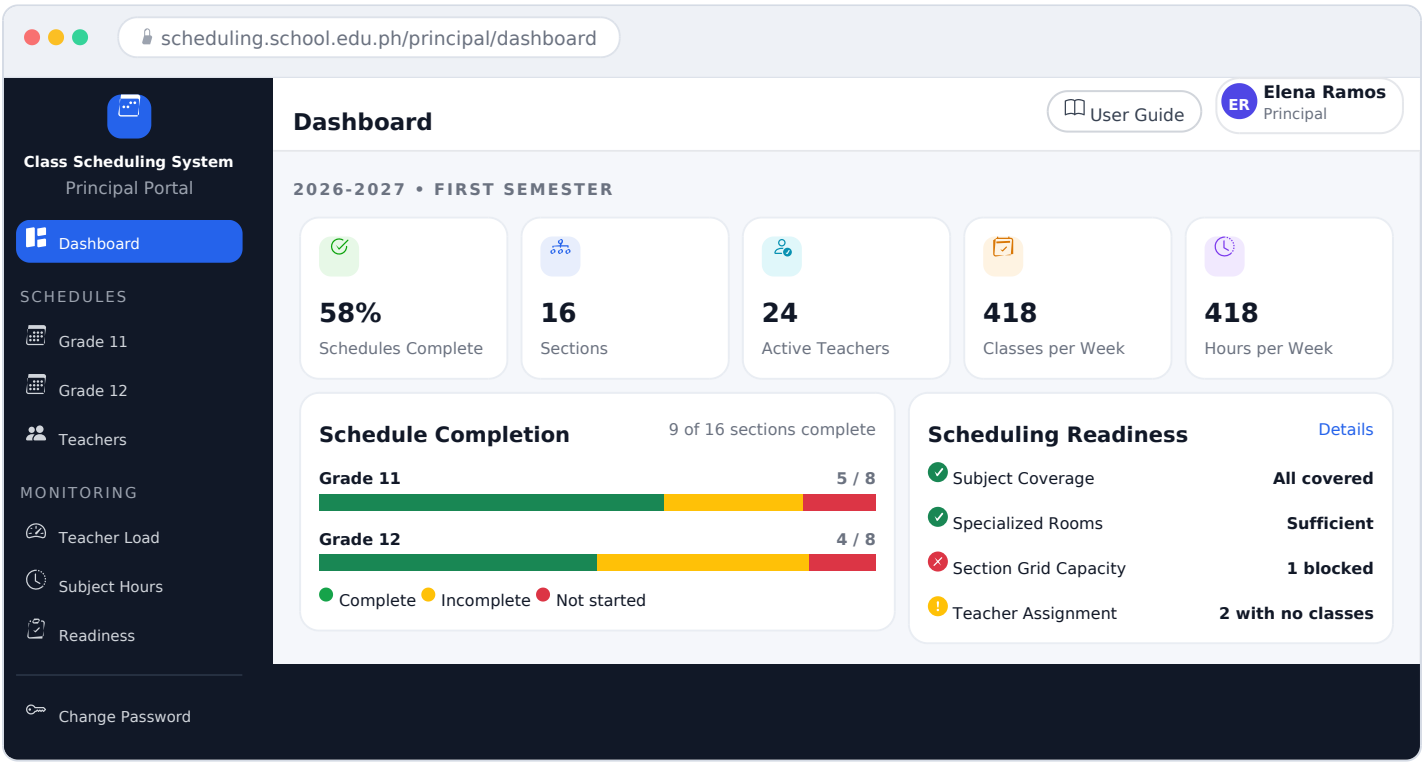


Figure 23. The Principal Dashboard.

- **Summary tiles**: percentage of complete schedules, sections, active teachers, classes per week and teaching hours per week.
- **Schedule Completion**: a bar per Grade Level split into Complete (green), Incomplete (yellow) and Not started (red). Click a Grade Level name to open its section schedules.
- **Scheduling Readiness**: the four checks; **Details** opens Monitoring → Readiness.
- **Sections Not Yet Complete**: click a section to open its timetable.
- **Highest Teacher Loads**: the busiest teachers with their weekly hours; click a name to open that teacher's schedule, or **All teachers** for the full list.

Viewing Schedules

Under **Schedules** in the sidebar:

- **Grade 11** / **Grade 12** open the section schedules of that Grade Level. Click a section button to view its Class Program.
- **Teachers** opens the list of teachers. Click a row, then **View Teacher Schedule**, or pick a teacher from the drop-down on a teacher schedule page. **All Teachers** returns to the list.

These pages work exactly like the teacher's (see Section Schedules), including Print, PDF and Excel.

Monitoring

Under **Monitoring** in the sidebar:

Teacher Load	Every teacher's assigned weekly hours for the active Term.
Subject Hours	Pick a Grade Level and a section to see each subject's required hours, scheduled hours and status (Complete, Incomplete or Exceeded).
Readiness	*Subject Teacher Coverage* (subjects without a qualified teacher), *Specialized Room Capacity* (laboratory and workshop demand versus supply) and *Section Grid Capacity* (sections whose subjects cannot all fit without a teacher conflict, with the blocked subjects).

> **NOTE**
>
> If no School Year and Term are active, the portal shows a message instead of data. Ask the administrator to activate them.

CHAPTER 11

Teacher Portal

For: Teacher

The Teacher Portal shows your weekly teaching schedule for the active Term, every section's Class Program and the list of teachers. It is read-only: ask the administrator if something in a schedule needs to change.

My Schedule

After logging in you land on **My Schedule**.

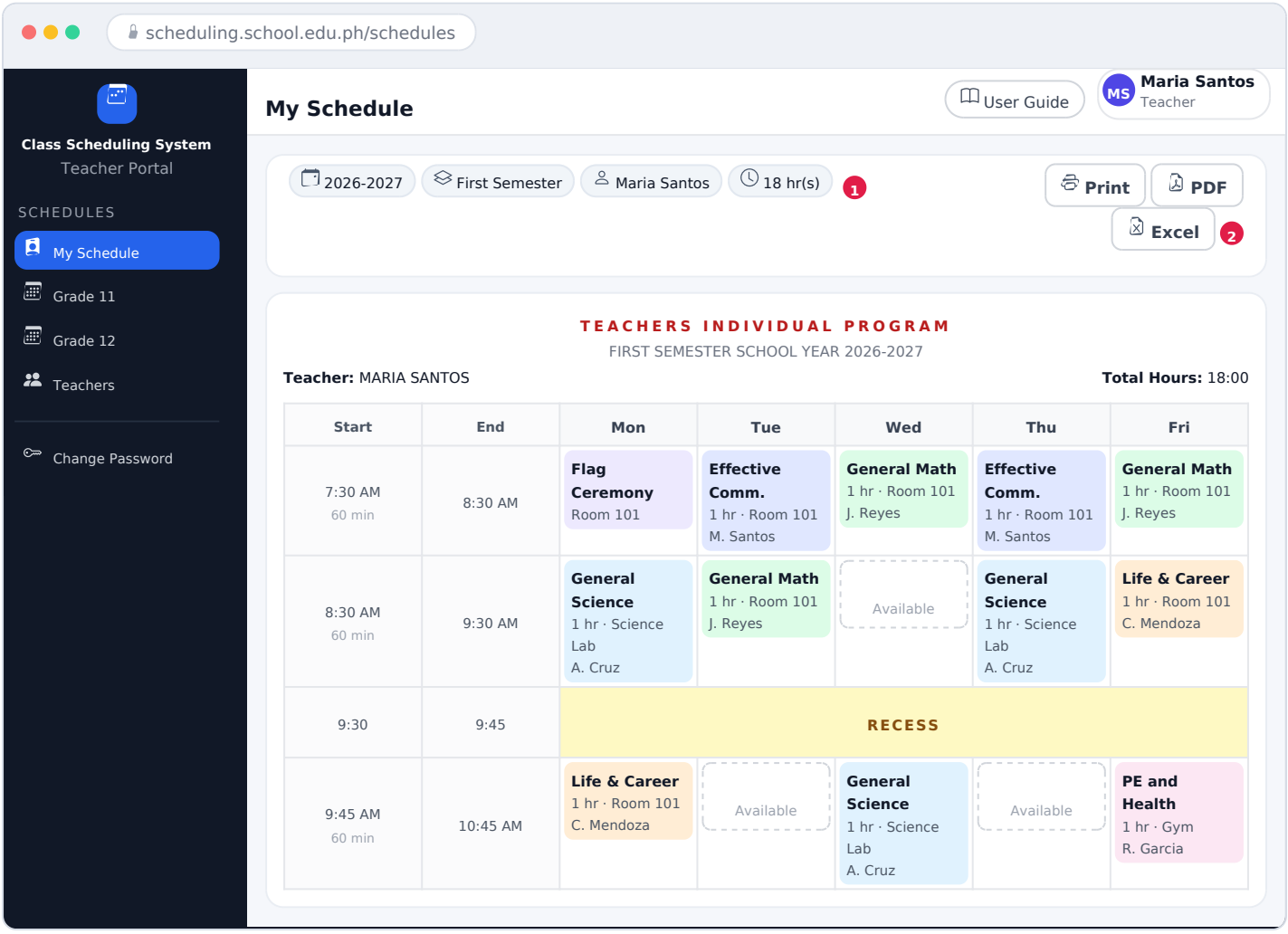


Figure 24. My Schedule in the Teacher Portal.

1. School Year, Term, your name and your total hours per week.
2. Print, or download as PDF or Excel.

The **Teachers Individual Program** lists your classes for each day and time, with your total hours. If you have no classes yet, the page says *No scheduled classes for this term.*

Section Schedules

1. In the sidebar, click **Grade 11** or **Grade 12**.
2. The Grade Level buttons and that grade's section buttons appear at the top. Click a section.
3. The section's **Class Program** is shown, with chips for the School Year, Term, Grade Level, section and Shift Type.

A section without entries shows *No schedule has been set for this section yet.*

Teachers List

Teachers lists every teacher with their employee number, Grade Level, contact, weekly load, current room and status.

- Type in the search box to filter by name or employee number.
- Click a teacher's row to select it, then **View Teacher Schedule** to see their program.
- **View Assignment** in the **Assignment** column shows the subjects the teacher is assigned to, with their hours per week.
- On a teacher's schedule, pick another teacher from the drop-down to switch; your own name is marked *(me)*.

Printing and Exporting Your Schedule

The buttons at the top of every schedule page work on the schedule being shown:

- **Print** opens your browser's print window with just the program.
- **PDF** downloads it as a PDF file with the school letterhead.
- **Excel** downloads it as an Excel workbook.

On a phone the buttons show only their icons. They are greyed out when there is no timetable to export.

CHAPTER 12

Troubleshooting and FAQ

For: Everyone

Common Problems

PROBLEM	SOLUTION
Pages are empty or say *No School Year / Not Set*.	No School Year or Term is active. Activate them in Settings → School Years and School Terms.
A section does not appear in Scheduling.	It is inactive, or it belongs to a different School Year. Check it in Academic Setup → Sections.
A subject is missing from a section's subject list.	The subject must be active, have the section's Grade Level, be assigned to the section's Track, and be offered in the active Term (or *Year*). See Subjects.
No teachers are offered for a subject.	No teacher is assigned to it, or every assigned teacher is busy at that time. Assign more teachers in Teaching Assignments.
A teacher shows *Conflict*, or a room shows *Booked*.	They are already used by another section at that day and time. Choose another teacher/room or another time slot.
The timetable has no rows, or shows a message instead of the grid.	The section's Shift Type has no active time slots. Set them up in Shift Timeframe Setup.
Dragging a cell does nothing.	Double-click the cell first to move or swap it; press and drag without double-clicking to copy. Dragging needs a mouse; on touch screens use Edit.
A subject shows *Exceeded*.	More hours are scheduled than its Hours per Week. Delete or shorten one of its entries.
Auto-generate left some subjects unplaced.	Read the summary: usually a subject has no teacher, or there are no free slots for its teachers. Fix the cause and generate again with *Lock & fill remaining*.
Print/PDF/Excel buttons are greyed out.	Select a section or teacher that has a timetable first.
A teacher or principal cannot log in.	Check that Maintenance Mode is off, the teacher record is active, and reset the password if needed.
A page shows outdated data after changes.	Refresh the browser page. If it persists, use Clear Application Cache.

Frequently Asked Questions

Can two classes share one time slot?

Yes, when their durations together fit in the slot (for example two 30-minute classes in a 60-minute slot). A leftover of 15 minutes or less is not treated as a usable period.

Can a section have the same subject twice on one day?

Yes. There is no restriction or warning for this.

How are a subject's Total Hours computed?

Hours per Week multiplied by the number of weeks between the start and end dates of the subject's Term (or of the School Year for *Year* subjects). Set those dates in Admin Settings.

Is there a maximum teaching load?

No load cap is configured. Loads are computed from the schedule and shown in Load Monitoring and the reports; a teacher is only blocked by an actual time conflict.

What happens to schedules when the next Term starts?

Activating the next Term of the same School Year carries the previous Term's entries forward (once), leaving out subjects not offered in the new Term. Adjust them in Scheduling as needed.

How do I start a new School Year quickly?

Add the School Year with **Copy**. Terms and sections are copied from the chosen year; then activate the new year and its first Term, review assignments and generate the schedules.

I deleted something by mistake. Can it be recovered?

Only from a backup. Restore the most recent backup in Backup and Restore; note that this replaces all current data with the backup's contents.

Can this guide be read without logging in?

Yes. Open it from the **User Guide** button on the landing page, and use **Download PDF** for an offline copy.

CHAPTER 13

Quick Reference

For: Everyone

Status Colors and Badges

INDICATOR	MEANING
Red dot	Section has no schedule entries (Unscheduled / Not started).
Yellow dot	Section schedule is Incomplete.
Complete	Subject (or section) has all its required weekly hours.
Incomplete	Subject still needs hours.
Exceeded	Subject has more hours than required.
Conflict / Booked	Teacher / room already used at that day and time.
Active / Inactive	Record status. Inactive records are kept but not used.
Yellow timetable row	Break; cannot hold classes.
Blue cell outline	Selected cell (single click) or cell armed for moving (double-click).
Green / red highlighted cells	Valid / invalid drop targets while dragging or placing.
Green / red / gray toast	Success / error / information message.

Mouse and Keyboard Gestures

GESTURE	WHERE	RESULT
Click an empty cell	Scheduling grid	Starts a New Entry for that day and time.
Hover an occupied cell	Scheduling grid	Shows Edit and Delete.
Double-click, then drag	Scheduling grid	Move to an empty cell, or swap with an occupied one.
Press and drag (no double-click)	Scheduling grid	Copy along the row or column.
Click or drag the subject token	Scheduling panel	Shows free cells / places the subject.
Esc	Anywhere	Closes windows, panels and the current placement.
Enter / Space	Subject token	Same as clicking the token.
/	This guide	Jumps to the search box.

Icon Legend

+	Add a new record

	Edit
	Delete
	Active (click to deactivate)
	Inactive (click to activate)
	Reset password
	Copy to clipboard
	Break slot
	Locked: used by schedules
	Move a slot up / down
	Auto-generate schedule
	Remove schedules
	Needs Attention
	Setup Guide
	Print
	Export / download PDF
	Export Excel
	Create backup
	Download backup
	Restore backup
	Maintenance mode
	User Guide
	Open menu (phones and tablets)
	Collapse or expand the sidebar