

Scheduler

:: CONFIDENTIAL ::

Your guide

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Getting started

What to expect

You should expect to receive an initial welcome email from Scheduler, detailing your account information and a link to Scheduler. This account has been set up for you on behalf of your awarding organisation.

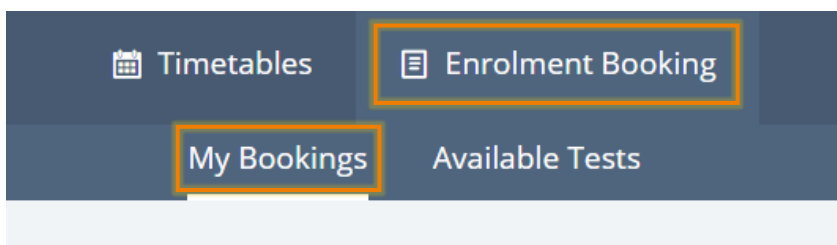
For every test you are eligible for, you will receive an email inviting you to book your testing seat at on the date of the test booking window opening. This date will be shared with you by your awarding organisation. The instructions below detail how you can navigate through Scheduler and supports the booking process.

Getting started in Scheduler

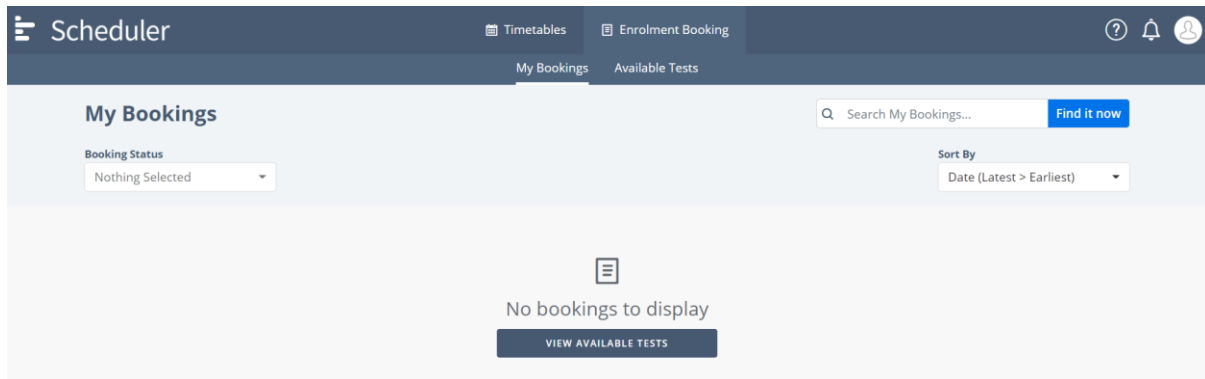
The default page upon log in to Scheduler is “My Bookings”.

This page will display information about any tests you may have booked previously.

It can be found under “Enrolment Booking>My Bookings” when navigating around the site.

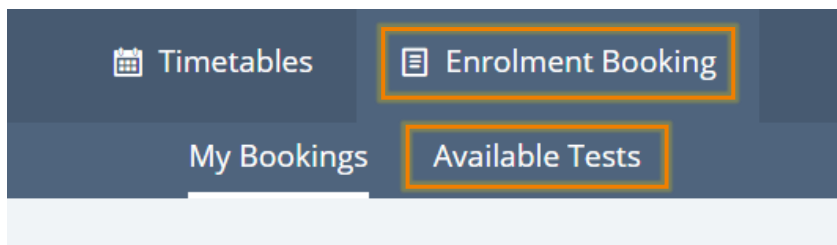
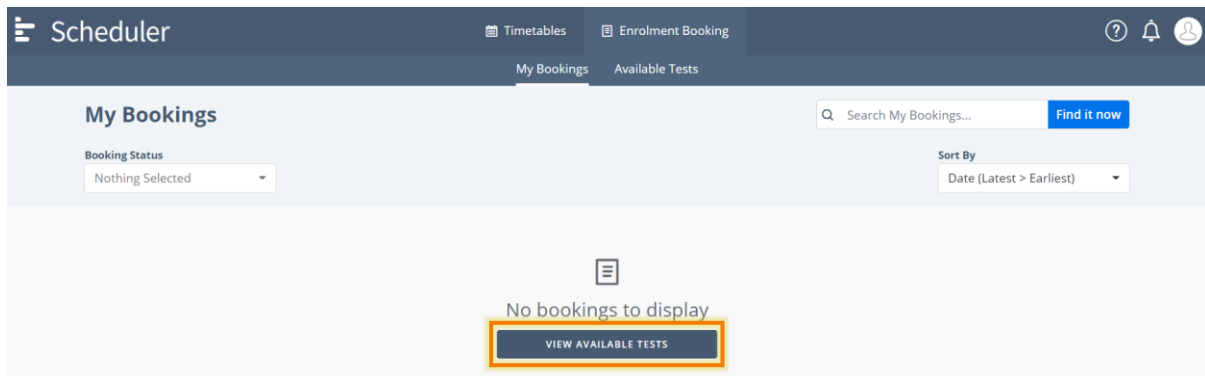


On your first visit to Scheduler, you will likely have no tests booked, so you will initially see a link to “View Available Tests”. This link will take you through to the available tests page to view and book any tests available to you.



Available Exams

This page will display all the tests available for you to book. This can be found by navigating to “View available tests” or under “Enrolment Booking>Available Tests”

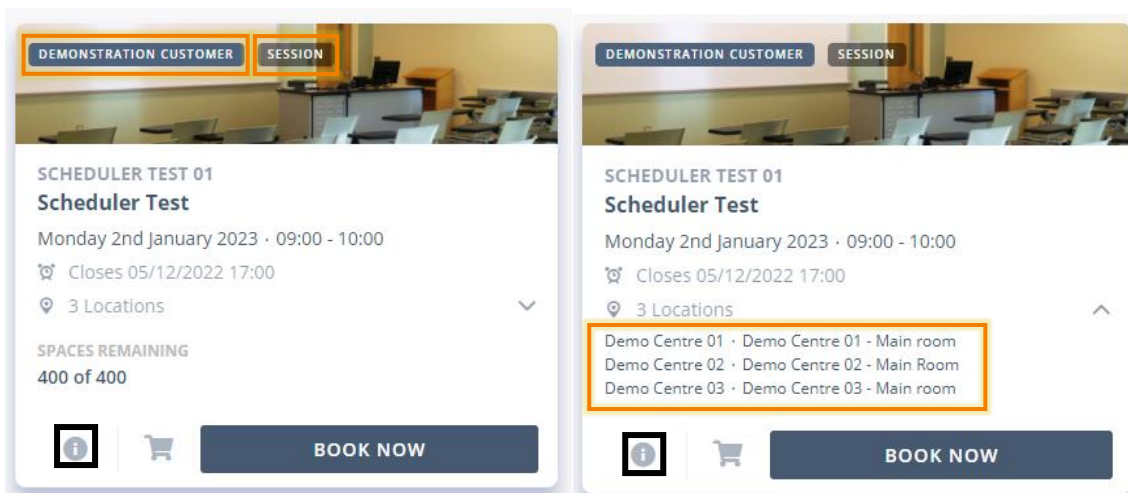


Each test on this page will have a test card that displays basic information about each test.

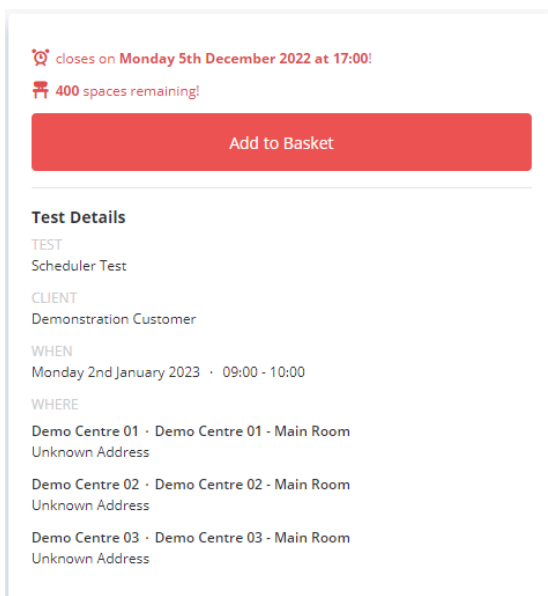
At the top of the test card are two badges, which define the organisation, and test type.

Further down, the card shows the test title, date and start time. It also shows the date and time the booking window will close, and a drop-down list of all available locations.

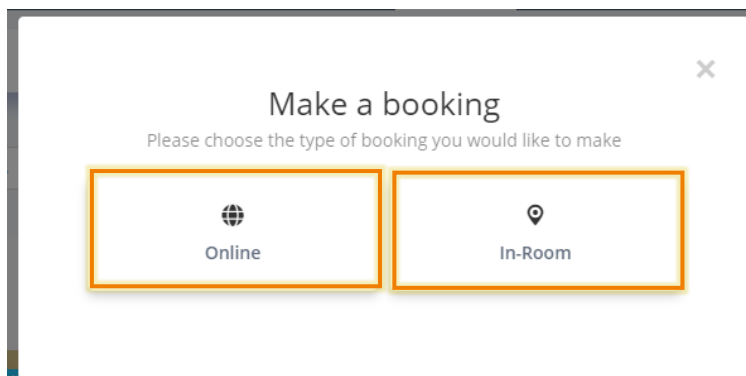
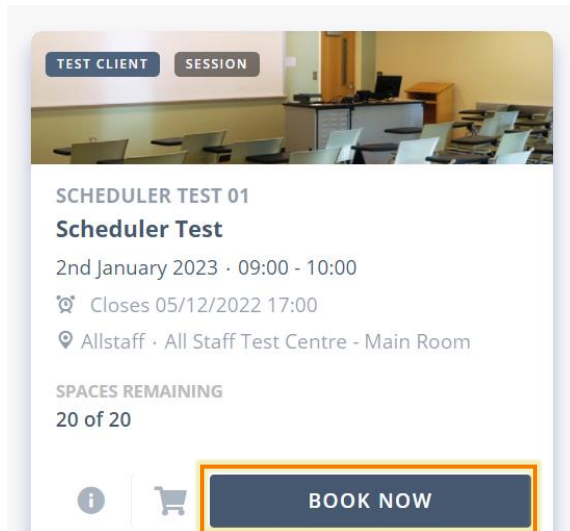
It is useful to note when the booking window closes for the test, as during this time there is the option to cancel a booking and re-book in another location (dependant on the availability at that time).



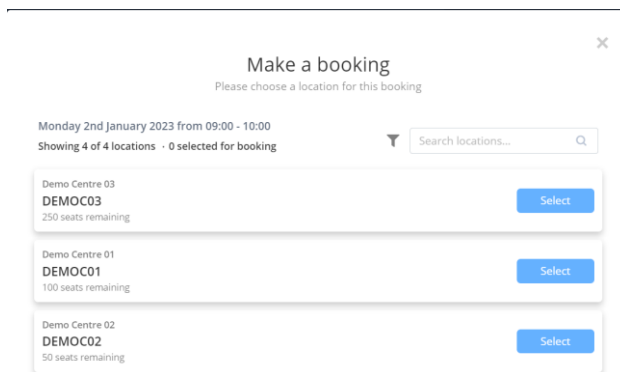
The “i” at the bottom of the test card, provides further details about the test. There is a map function with the ability to zoom in as required to find a specific location.



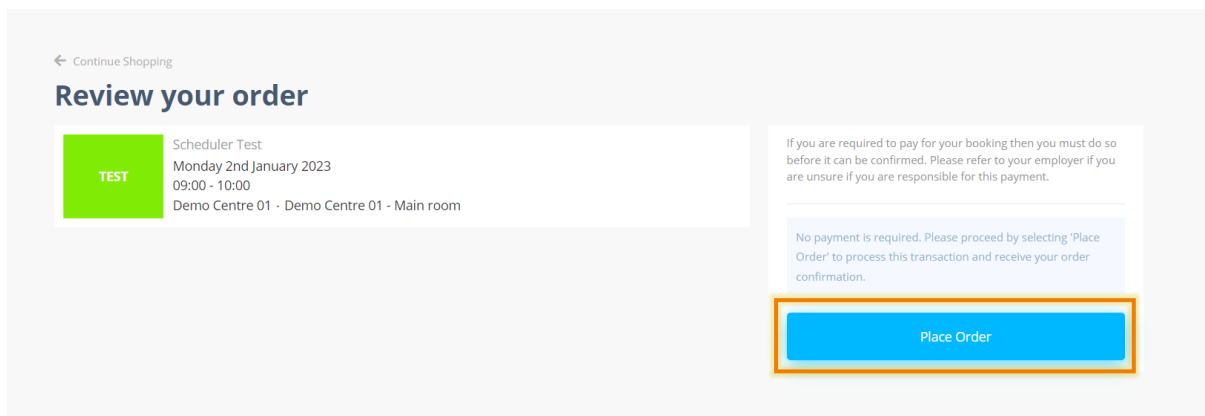
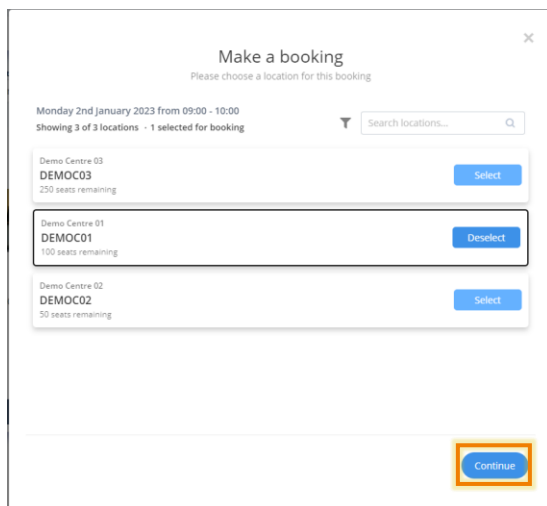
Back in the test card in Available Tests and adjacent to the information link, the “book now” button opens a pop-up window to select an “online” test to take at home (if applicable), or an “in-room” test to take in a test centre.



You will then be able to choose the appropriate location if an “in-room” test is selected.



Once the relevant selection has been made, a summary will detail the selection before that place is confirmed and secured.



The booking complete, an email will be sent detailing all relevant information about the test. At this point the test card in Scheduler will move to your “My bookings” page.



Your booking is complete

Thanks for your booking! You can find your booking number and details below. You should receive an email shortly confirming your booking.

You can view all of your bookings [here](#).

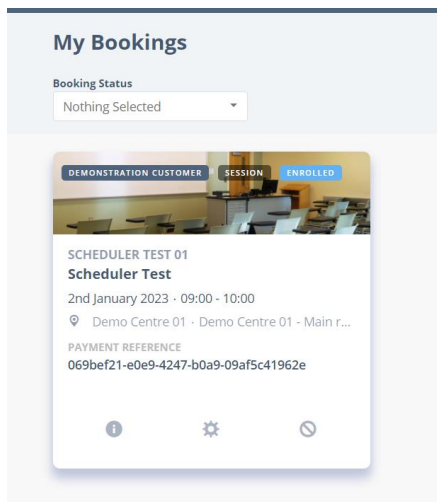
069bef21-e0e9-4247-b0a9-09af5c41962e

Order Summary

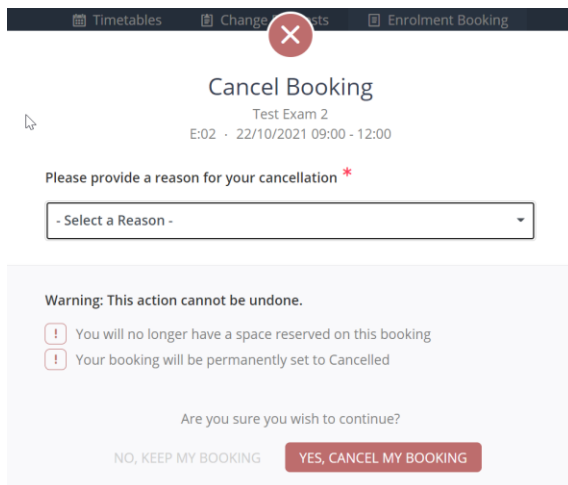
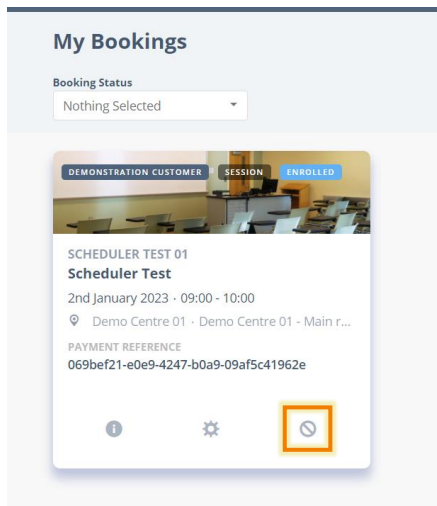
TEST	Scheduler Test
	Monday 2nd January 2023
	09:00 - 10:00
	DEMOC01
	Demo Centre 01 · Demo Centre 01 - Main room

My bookings

Included on the booking card will be information such as the title of the test, location, date, time and booking reference number.



The cancel booking option will allow you to select a reason for cancellation from the drop-down menu, to then either click “Yes, cancel my booking” to cancel the booking, or “No, keep my booking” to return to my bookings page.



In page navigation

Available exams

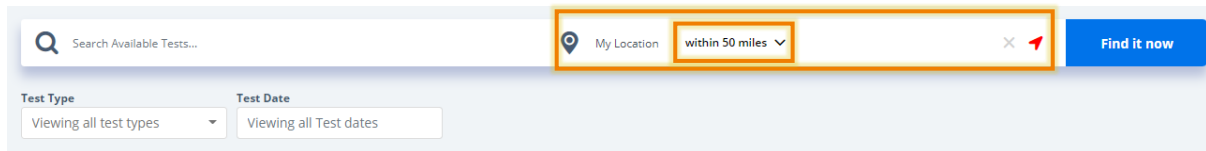
Various filtering options are available on this page; tests can be filtered by their title using the free text box. They can also be filtered by test centre location using the “Search Location” filter.

This screenshot shows the top navigation area of the Scheduler interface. The search bar for 'Search Available Tests...' is highlighted with an orange border. To its right is the 'Search Location...' field, also with a location pin icon. Further right is a blue 'Find it now' button and a shopping cart icon with a red notification badge. Below the search bars are two dropdown menus: 'Test Type' (set to 'Viewing all test types') and 'Test Date' (set to 'Viewing all Test dates'). On the right side, there is a 'Sort By' dropdown menu set to 'Deadline (Latest > Earliest)'. The main content area displays '1 Available Test' with a card for 'SCHEDULER TEST 01 Scheduler Test' on Monday 2nd January 2023, 09:00 - 10:00. The card includes details like '3 Locations' and 'SPACES REMAINING 400 of 400', along with an information icon, a shopping cart icon, and a 'BOOK NOW' button.

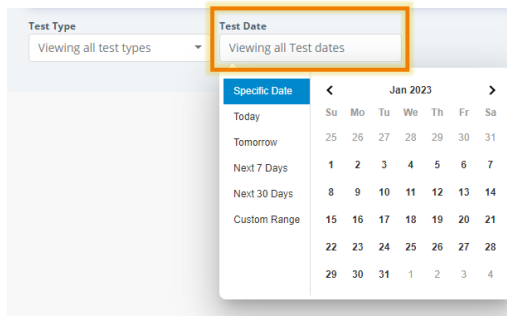
This screenshot is identical to the one above, but the 'Search Location...' field is highlighted with an orange border instead of the search bar. The rest of the interface, including the filters, sorting options, and the test card, remains the same.

Within the location filter, tests can also be searched by proximity from your current location by clicking the arrow and selecting the desired distance.

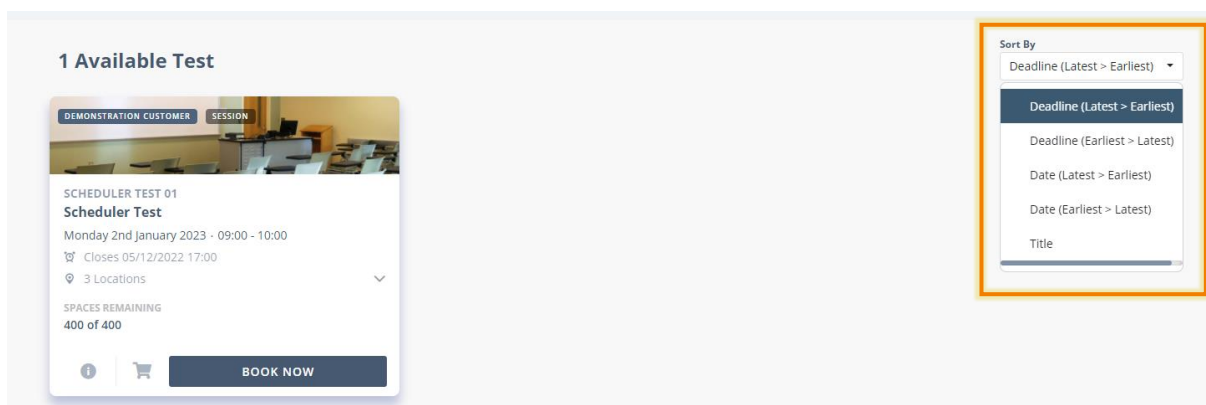
(Note – to find test locations by proximity, you must allow the system to use your current location).



Tests can also be filtered by date range.

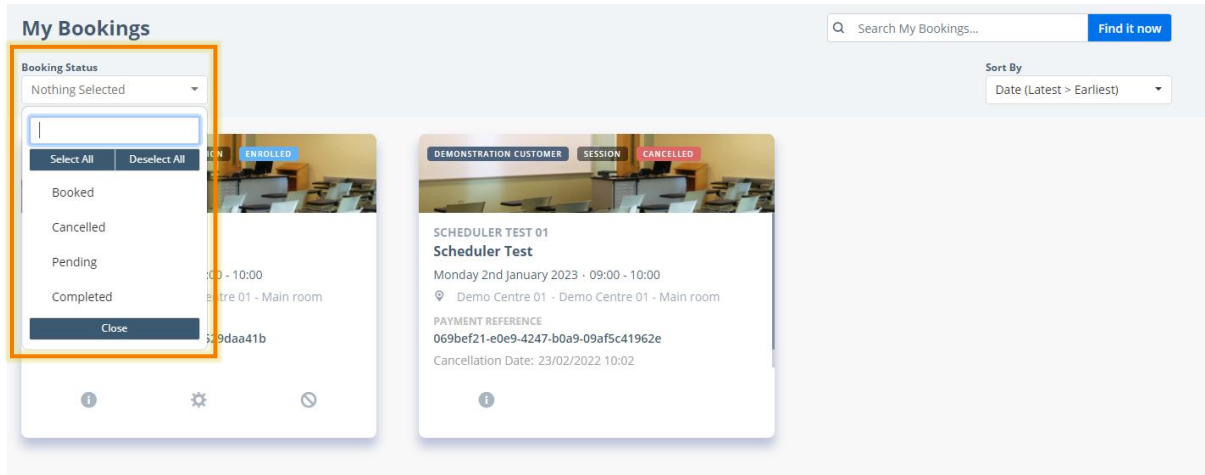


The final filter option is the sort by option, which allows the tests on the page to be sorted by booking deadline, test date or title.

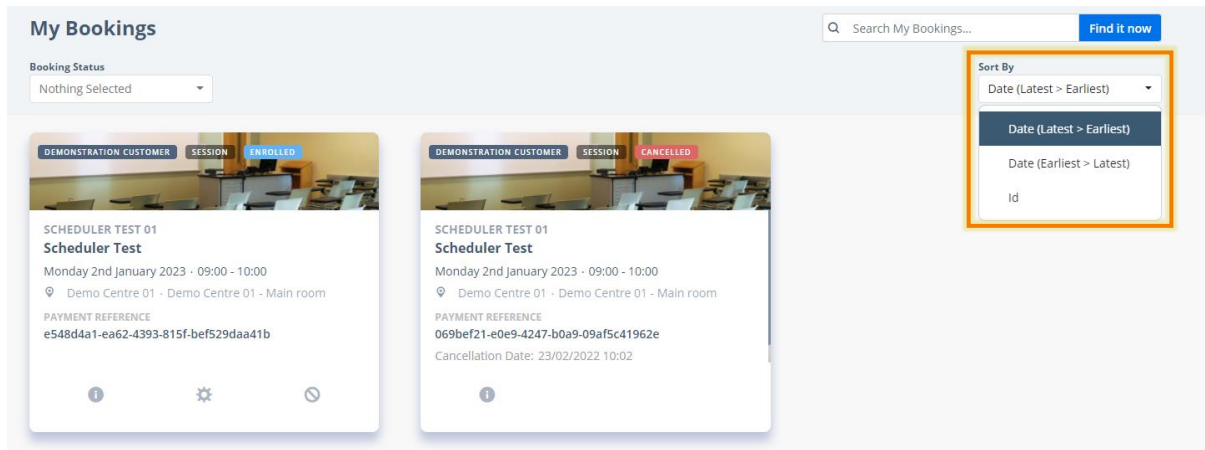


My bookings

Tests can be filtered on the “My Bookings” page by booking status.



Tests can also be sorted by test date and test ID.



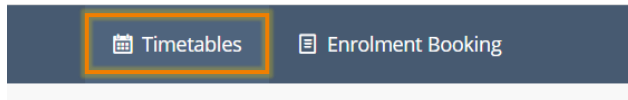
Finally, tests can be searched for via the search bar.

The screenshot displays the 'My Bookings' section of the Scheduler application. At the top right, there is a search bar with the placeholder text 'Search My Bookings...' and a blue 'Find it now' button. Below the search bar, on the left, is a 'Booking Status' dropdown menu currently set to 'Nothing Selected'. On the right, there is a 'Sort By' dropdown menu set to 'Date (Latest > Earliest)'. The main area contains two booking cards. The first card, titled 'SCHEDULER TEST 01 Scheduler Test', is marked 'ENROLLED' and shows the date 'Monday 2nd January 2023 - 09:00 - 10:00' and location 'Demo Centre 01 - Demo Centre 01 - Main room'. It includes a 'PAYMENT REFERENCE' of 'e548d4a1-ea62-4393-815f-bef529daa41b' and three icons: an information icon, a settings gear, and a cancel icon. The second card, also titled 'SCHEDULER TEST 01 Scheduler Test', is marked 'CANCELLED' and shows the same date and location. It includes a 'PAYMENT REFERENCE' of '069bef21-e0e9-4247-b0a9-09af5c41962e' and a 'Cancellation Date: 23/02/2022 10:02', with only an information icon visible at the bottom.

Timetables

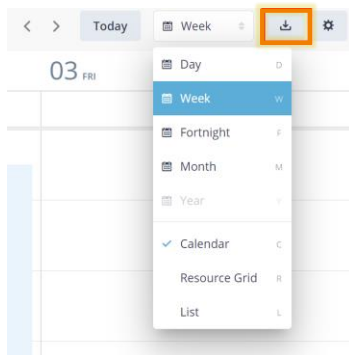
The timetables page can be found under the timetables tab.

This page can be used to view your bookings in a timetable format.



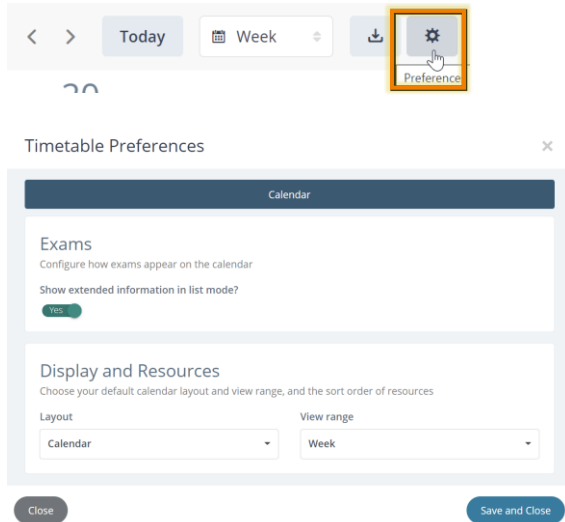
The timetable can be viewed either by calendar, grid, or list view. It can also be viewed on a daily, weekly, fortnightly, or monthly basis.

Clicking the download button will offer the option to export the timetable to either PDF, Excel, or HTML format.



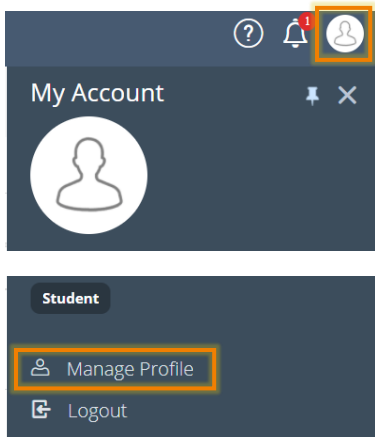
Clicking on a test on the timetable will display the test card, which will include various details regarding the test.

Once you are comfortable with the timetables page and have developed a preferred way of viewing, you can set your viewing preferences from within the preferences modal.



My profile

Your profile can be accessed via the profile logo>”Manage Profile”



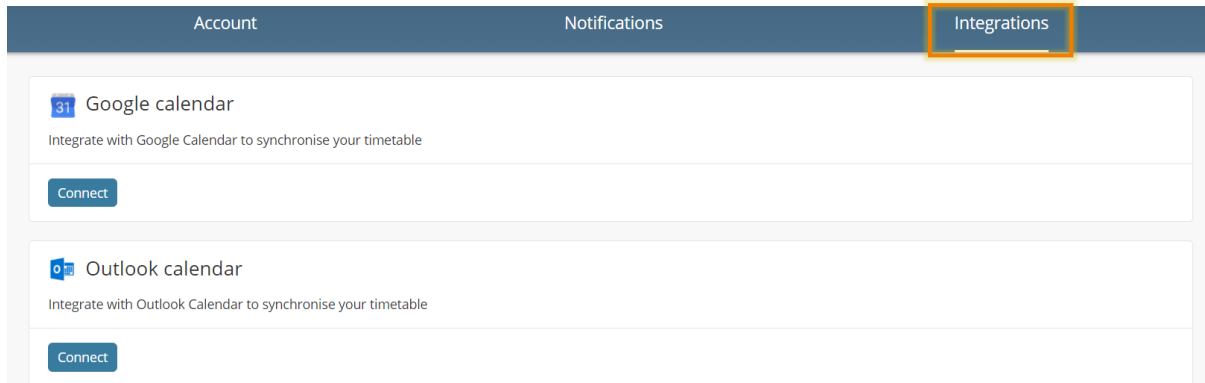
Change password

In “Account”, passwords can be changed, a requirement when first logging in to Scheduler.

A screenshot of the 'Account' page in Scheduler. The page has a dark blue header with 'Account' and 'Notifications' tabs. The 'Account' tab is active and highlighted with an orange box. Below the header is a 'Clear' button. The main content area is titled 'Password' and contains a message: 'Update your account credentials'. Below this message are three input fields: 'Old password:', 'New password:', and 'Confirm password:'. The 'Old password:' field is filled with dots.

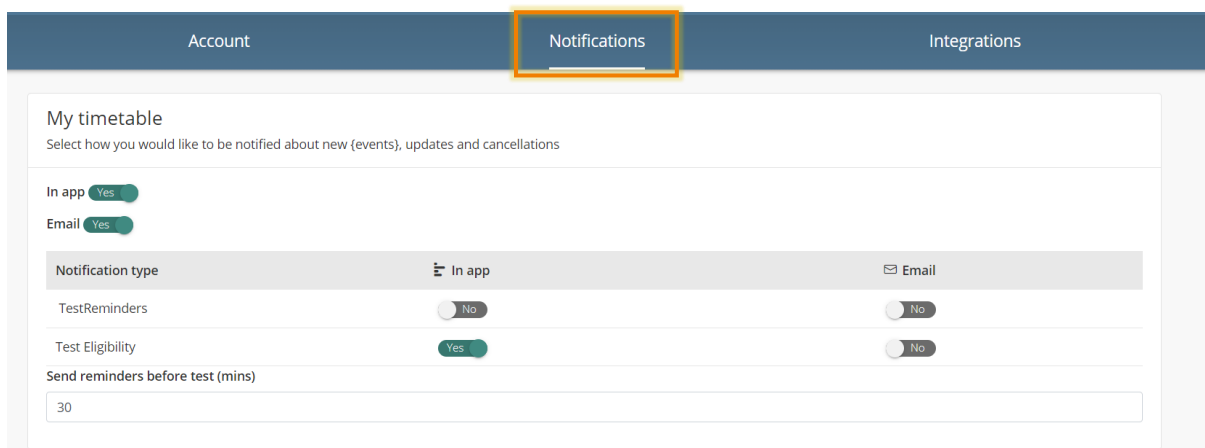
Integrations

In “Integrations”, Scheduler can be integrated with different applications.



Alerts

In “Notifications”, alerts can be set up to manage tests both in the application and via email.



Scheduler support

If you have a general query about your exam, please contact your awarding organisation directly.

If you need help booking your exam in Scheduler, please contact support@schedulemytests.com