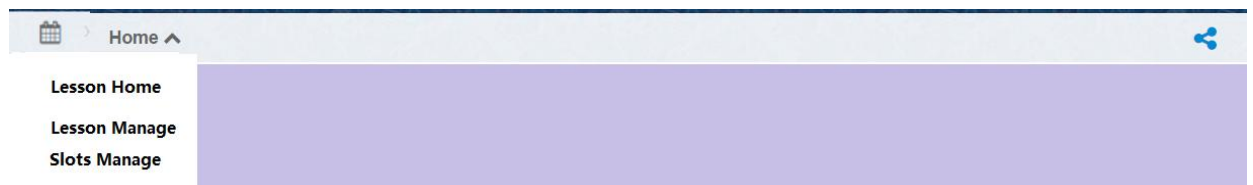# Lessons Booking Module

Section I. Introduction

- "Lessons Booking" module can offer Lessons booking service among members. One user offer lessons to another one.
- The module will integrated with the "Credits" module. Pay via credits. The module "Credits" is developed by "Modzzz".

Section II. Time zone

1. All the time related to this module, both parties will use his LOCAL time zone.
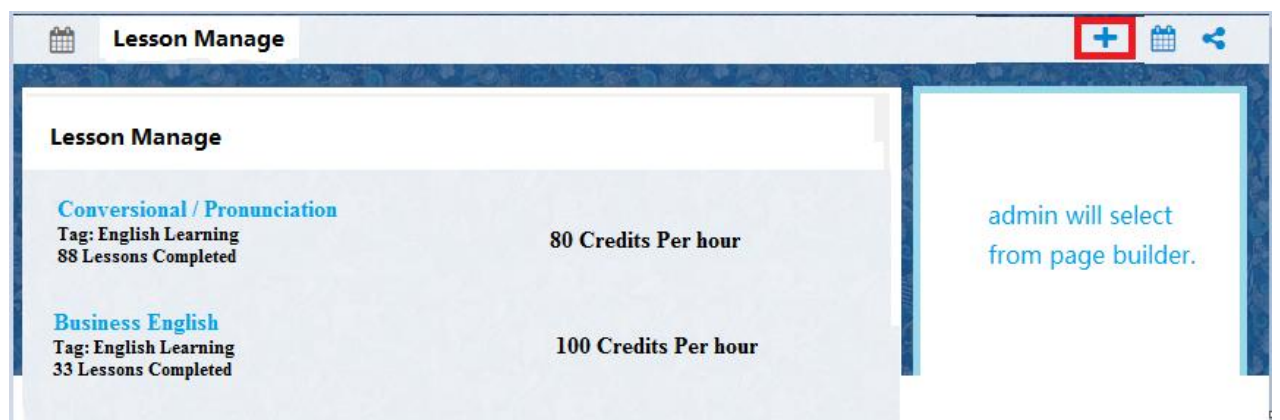2. Time zone is set in the profile edit page.

Section III. Lessons Home--both sides

1. Click the **Lessons** in the top menu and go to "Lessons Home".
2. "Lesson Home" and "Lessons manage" should in the page builder list.
3. Click the "Home" in this picture, can see the drop list like this:

Section IV. Lessons manage---teacher only

一、 **Lessons manage:**

1. Click "Plus" to add new Lessons.
2. Click a subject go to edit or delete page.

二、 Add Lessons

Add Lesson ×

Title [   ]

Description
[   ]

Tags ⓘ

[   ]

Price [   ] Credits

Save   Cancel

三、 Edit Lessons

Add Lesson ×

Title [   ]

Description
[   ]

Tags ⓘ

[English, Business   ]
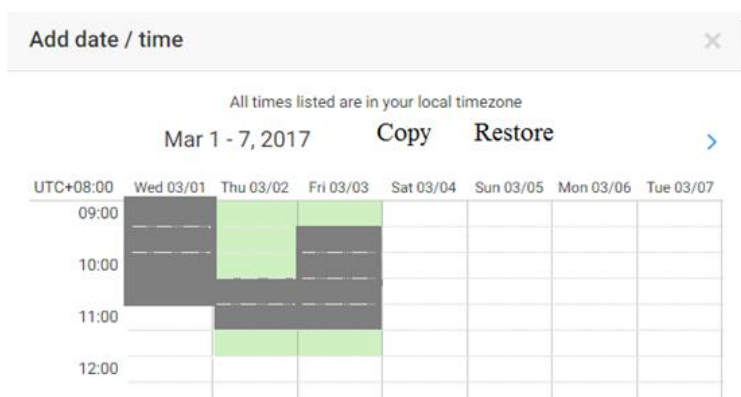
Price [   ] Credits

Save   Delete

Section V.   Slots Manage--teacher only

Click "Slots Manage", start to set time available to offer Lessons.

一、 My calendar

二、   Slot setting regulations

1. Allow new active slot to be set minimum 24 hours earlier.
2. Monday is the first day in one week.

三、   Slot Booking regulations

1. Must book minimum 24 hours earlier.
2. Can only book slot not yet been occupied by others.
3. Can only book **one hour**. One slot length: 30 minutes.

四、   Slot types

1. Inactive Slot: Slot with white background. Default type is inactive slots.
2. Active Slot: Slot with aqua background. Can be booked.
3. Locked Slot: Slot with grey background.

- A active slot will be locked when a user click the slot and ready to book this slot.
- If the current time is earlier less than 24 hours compare to the start time in a slot, The slot will be locked;
- If a booked lesson is canceled by a teacher, the locked slot will continue be locked.
- If a booked lesson is canceled by a student, and the current time is earlier more than 24 hours compare to the start time in the slot, the slot will transform to active slot.
- If a booked lesson is canceled by student, and the current time is earlier less than 24 hours compare to the start time in the slot, the locked slot will continue be locked.

五、   Slot Setting

1. One click on an inactive slot to make it active. Allow to set many continually.
2. Click Copy to copy the settings of the active slots in the current week to the next week. Maximum to set 10 weeks ahead of time.
3. Click an active Slot, it will turn to inactive Slot again.
4. Click Restore to restore all the active Slots in the current week to inactive Slots.

Section VI. Book Lesson

一、　　　Go to other member's profile

Custom Blocks: These blocks in red rectangle will in the profile page.

1.　Upcoming Lesson:

- Only need one upcoming Lesson to be showed.
- Invisible if don't have upcoming lessons.
- Visible to the profile owner only.

2.　Calendar Block:

- Disable to click.
- Only teacher have this block.
- Visible to students and the owner himself.

3.　"My Lessons" block:

- All of the teacher's Lessons is here.
- Only teacher have this block.
- Visible to students and the owner himself.
- Click Lesson subject, go to lesson detail page;

二、 **Lessons detail page**

Click "Booking", go to: Booking I .	**Subject : Free Talk** × **Target Language: Japanese** **Description** this program is designed to prepare individuals for job interviews. I will hone their speaking skills and prepare them for the biggest step in their lives. it is designed to help them answer some commonly asked questions. Tags: **English Learning, Kid English, Professional** **Price: 80 Credits** [Booking] [Close]

(一) Booking I

1. Click a date, pop up to: "Booking II". 2. The text "10 hours available": The hours still available to be booked.	‹FEB **MARCH 2017** APR › MON TUE WED THU FRI SAT SUN 01 02 03 04 05 06 07 10 hours available 08 10 hours available 09 10 hours available 10 10 hours available 11 10 hours available 12 13 14 15 16 17 18 19

(二) Booking II

1. Click "Book Now" , go to confirm page. 2. If not select one hour. pop up window: Please select one hour.	**2017-03-09 Availability** Please select One hour. - 09:00 - 09:30 - 14:00 - 14:30 - 09:30 - 10:00 - 14:30 - 15:00 - 10:00 - 10:30 - 15:00 - 15:30 - 10:30 - 11:00 - 15:30 - 16:00 - 11:00 - 11:30 - 16:00 - 16:30 - 11:30 - 12:00 - 16:30 - 17:00 - 12:00 - 12:30 - 17:00 - 17:30 - 12:30 - 13:00 - 17:30 - 18:00 **Book Now ›**

(三) Booking---confirm page

SELECTED LESSON		
Lessons ID		
Status		
Start Time	Mar 03, 2017 14:00	
Teacher's nickname	Nickname with link to his profile	
Teacher's Skype		
Subject		

◀ Back to calendar   Click to Complete

Section VII. Lessons Home

一、Teaching--Sketch

Lessons Ordering

- three types. Unconfirmed on the top, then the upcoming, and finally, the closed lessons.
- The order with the same type: ordering by the time in the slots. the latest on the top.
- Ordering regulations is the same as "Learning--sketch";

Canceled Lessons: If a booked lesson was canceled by either sides, the record will be removed from both sides.

Credits about lesson booking: Credits will change only when a booked lesson is confirmed by the teacher.

二、Learning--sketch

Lessons ID		Cancel
Status	unconfirmed	
Start Time	Mar 03, 2017 14:00	
Teacher's nickname	Nickname with link to his profile	
Teacher's Skype		
Subject	XXXXXXXXXXXXX	

Lessons ID		Locked
Status	Upcoming	
Start Time	Mar 03, 2017 14:00	
Teacher's Nickname	Nickname with link to his profile	
Teacher's Skype		
Subject	XXXXXXXXXXXXX	

Lessons ID		Remove
Status	Closed	
Start Time	Mar 03, 2017 14:00	
Teacher's Nickname	Nickname with link to his profile	
Teacher's Skype		
Subject	XXXXXXXXXXXXX	

Section VIII.   Reminders

1. System admin can custom the template of the mail and system message.
2. Student, teacher will receive mail and system message, Admin will receive system message only, while:

+ One "Lessons" is booked;
+ One "Lessons" is canceled;
+ One "Lessons" is confirmed;
+ 48 hours, 24 hours, 12 hours, 2 hours before the slot time;
+ One "Lessons" is closed.

Section IX. Credit History

Credits history only viewable within 3 months.

一、   **Member's credit history ---"Credits Module" build in**

1. "Credits Module" build in: The module "credits" already have credits records for some actions. E.G.   Mail, Messenger, Events, Donate, Paypal, etc.
2. Use "Credits" instead for " Credits Earned or Subtracted "; With a minus sign before a number instead for "credits subtracted"; A number without minus sign instead for "credits earned"
3. Keep every action record separately and viewable with a "Time" filed. Looks like this:

EARNED OR SPENT FOR DIFFERENT ACTIVITIES   Credit History ⌄

Donation   ⌃

Actions	Credits	Time
Administrator Allocate Credits to a Member	10	10:58 Mar 8th 2017
Administrator Allocate Credits to a Member	20	10:58 Mar 8th 2017
Administrator Deduct Credits from a Member	- 10	10:47 Mar 8th 2017
Administrator Deduct Credits from a Member	- 20	10:46 Mar 8th 2017
Transfer Credits to a Member	-200	10:43 Mar 8th 2017
Transfer Credits to a Member	-200	11:21 Jan 6th 2017

二、   **Member's credit history ---New action types**

Actions Type	Actions value
Lesson	Lesson booked
Referral	✦ Membership Level Upgraded ✦ Credits Package Purchased

Section X.   Member's credit history ---Admin area

Start time   End time   Search

select all   delete   Export to Excel

select	Nickname	Action	Credits	Time

(Credits Records searchable within 3 months.)

Section XI. Other Information

resource for reference:

✦ https://www.phpjabbers.com/time-slots-booking-calendar/
✦ https://www.drupal.org/project/booking_timeslots
✦ www.itaki.com
✦ https://codecanyon.net/item/booking-system/87919
✦ https://sagenda.net/Bookings/List