

# Indian Institute of Management Ahmedabad

## Emotional Wellness Services

### Counselling Appointment Booking

### User Manual

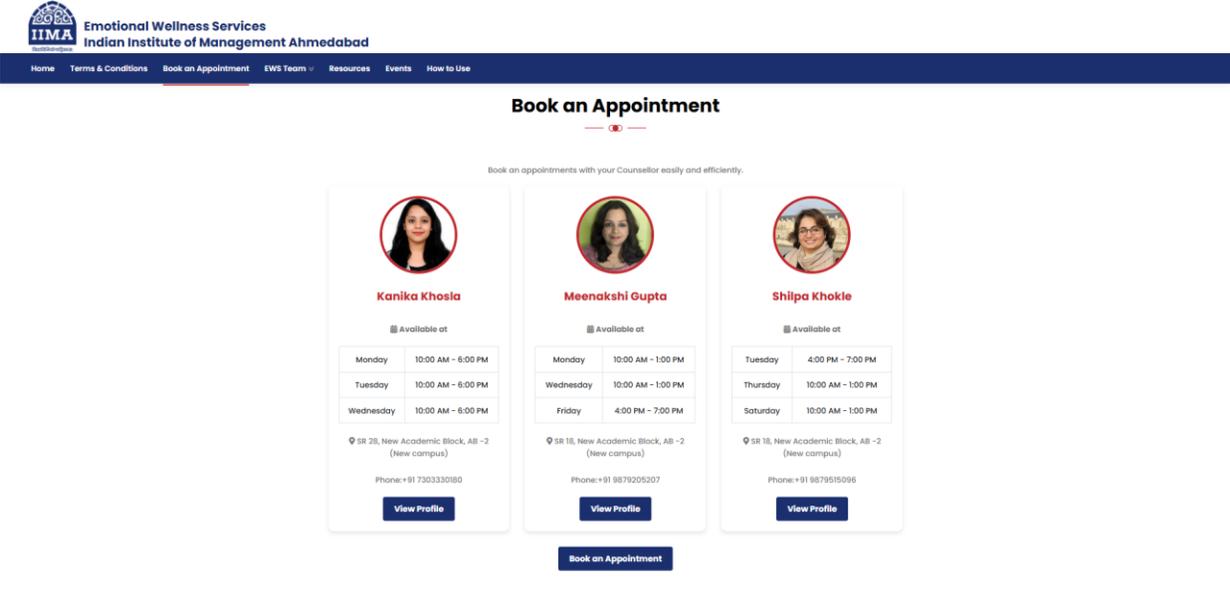
## Overview

This system allows users to book appointments with Counsellor based on their availability, providing a seamless and user-friendly interface. Below are the steps for using the system.

## Step 1: Book an Appointment

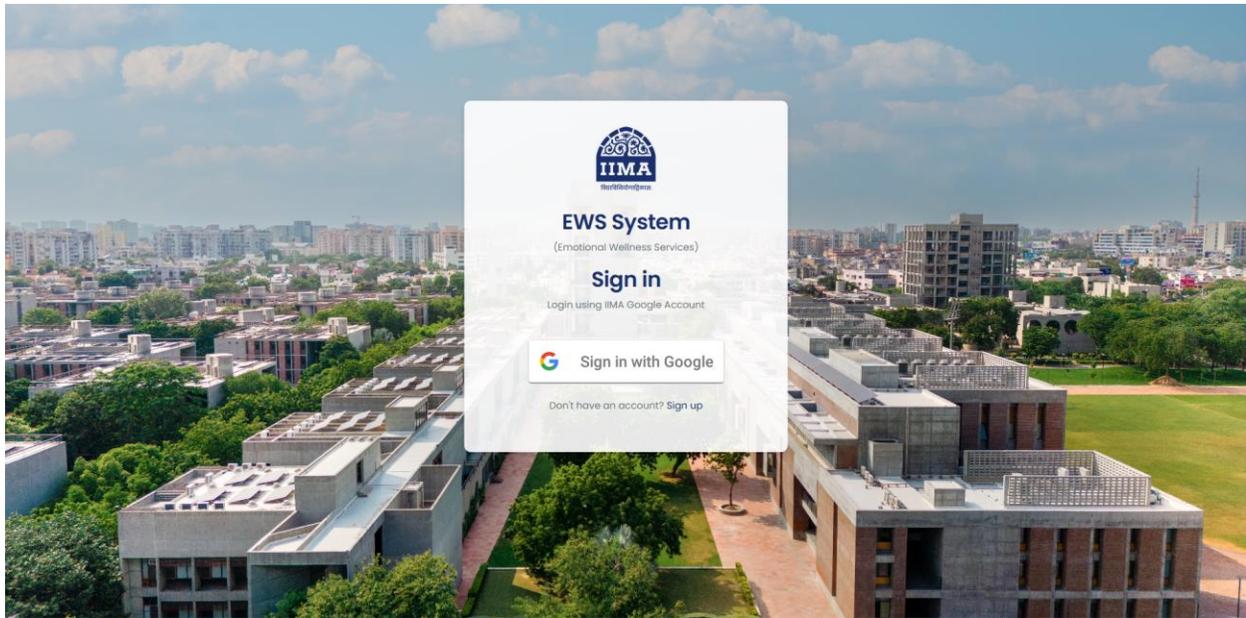
Site Address – <https://ews.iima.ac.in>

1. Navigate to the **Book an Appointment** page.
2. Available days and times for counselors are displayed.
3. Click on **Book an Appointment** button.



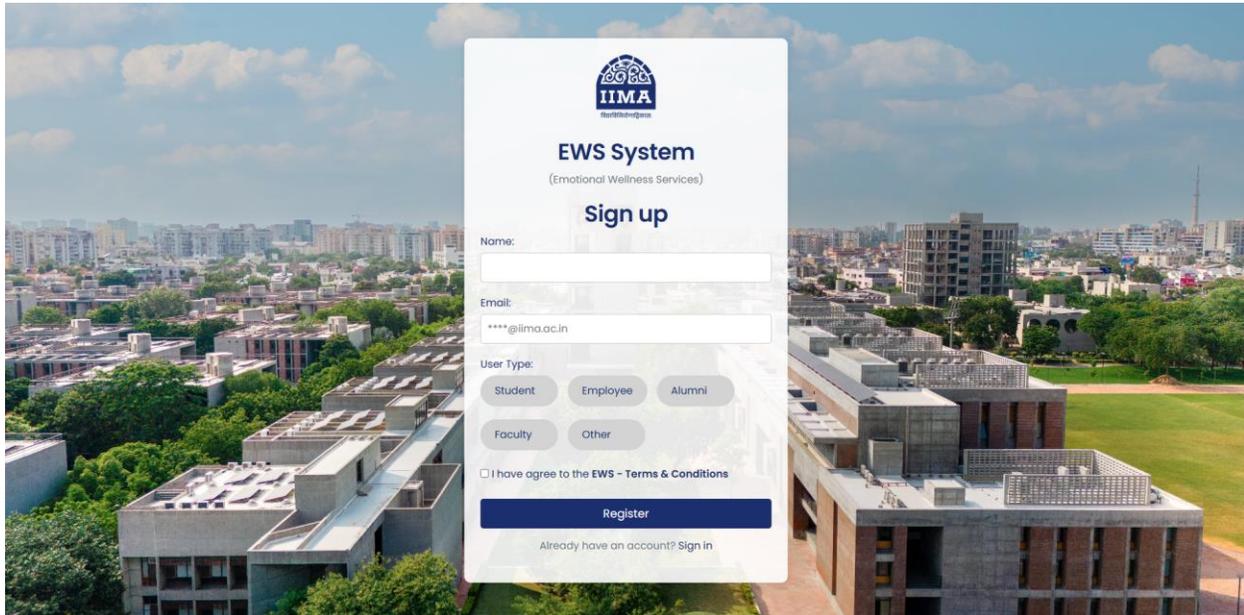
## Step 2: Sign in with Google

1. You will be redirected to a Google login page.
2. Log in using your IIMA email ID.
3. If you are a new user, click on the **Sign Up** link.



## Step 3: Sign Up

1. Fill out the registration form. All fields are mandatory:
  - **Name**
  - **Email ID** (restricted to @iima.ac.in domain)
  - **User Type**: Student, Employee, Alumni, Faculty, Other
2. Read the **EWS Terms & Conditions**.
3. Check the box to accept the Terms & Conditions.
4. Click on **Register** to complete the process. A welcome email will be sent to your registered email ID.

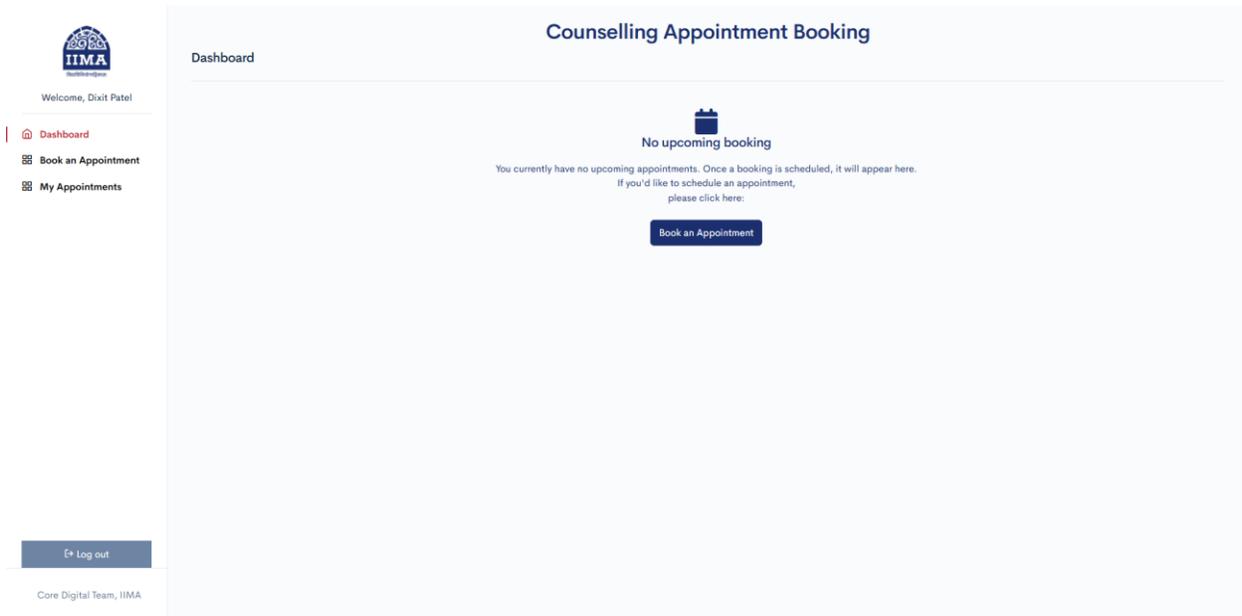


The image shows a registration form for the IIMA EWS System. The form is centered over a background image of a cityscape with modern buildings and greenery. The form itself is white with a blue header containing the IIMA logo and the text "EWS System (Emotional Wellness Services) Sign up". Below the header, there are input fields for "Name:" and "Email:" (with a placeholder "\*\*\*\*@iima.ac.in"). Underneath, there are buttons for "User Type:" with options: Student, Employee, Alumni, Faculty, and Other. A checkbox labeled "I have agree to the EWS - Terms & Conditions" is present. At the bottom of the form is a blue "Register" button and a link "Already have an account? Sign in".

## Step 5: Dashboard

1. After logging in, you will be redirected to the **Dashboard**.

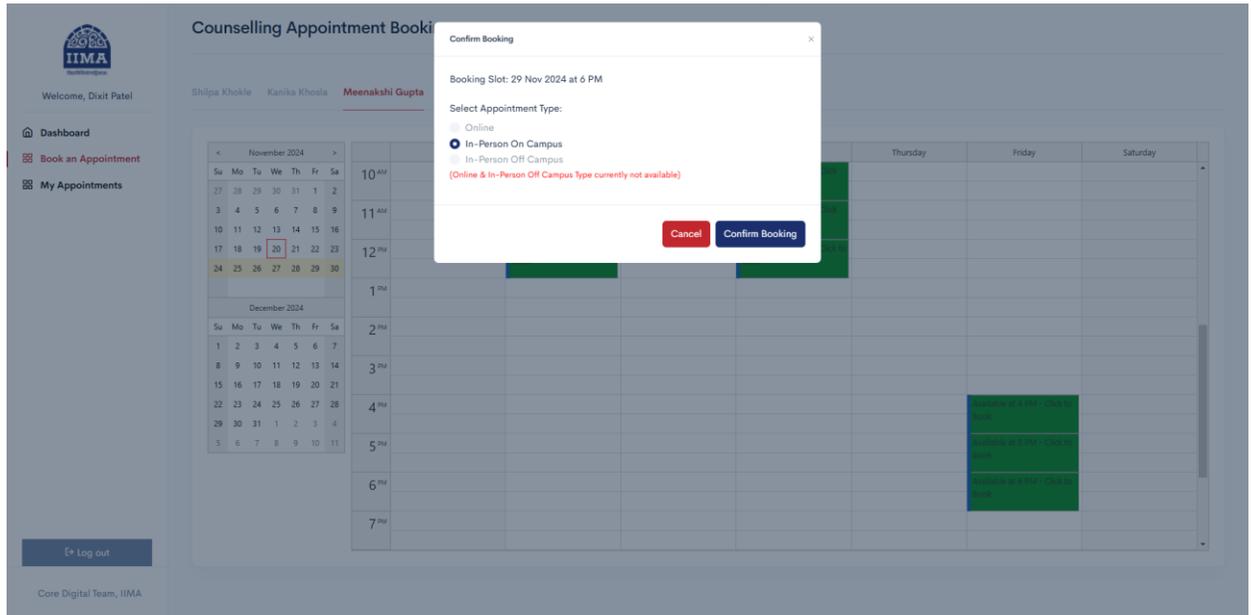
2. The dashboard displays your upcoming bookings.
  - If no bookings are displayed, click the **Book an Appointment** button.



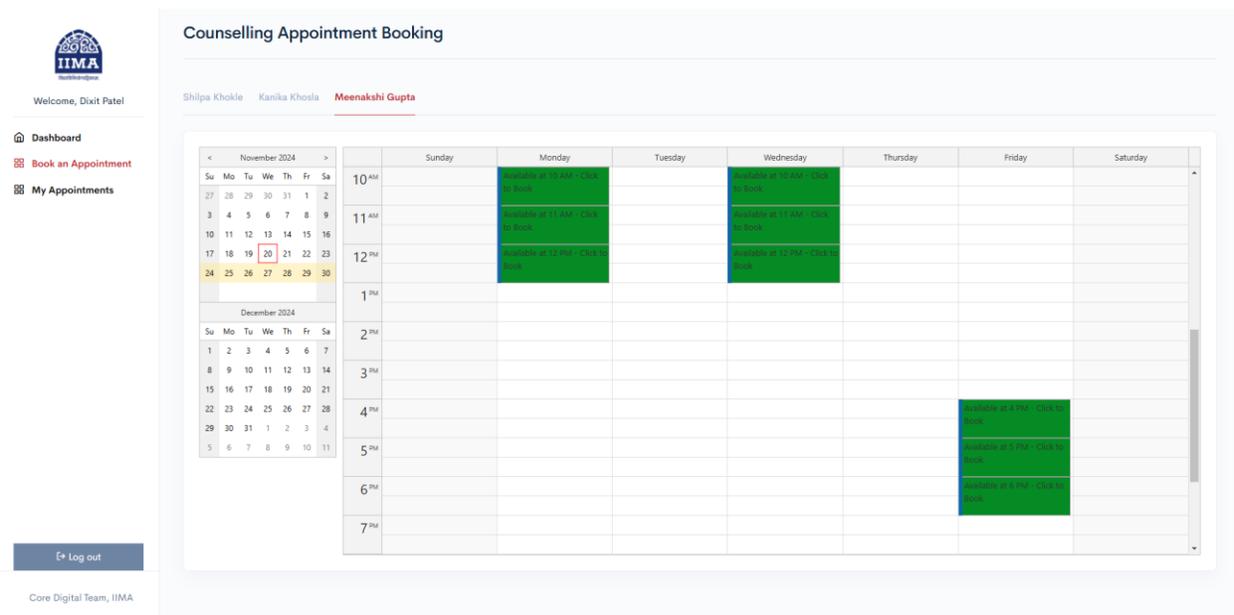
## Step 6: Viewing and Booking Available Slots

1. After clicking **Book an Appointment**, you will see the available days and counsellor listed.

- To book, select a counsellor (e.g., Meenakshi Gupta) and tap on their tab.
- Click on a green available time slot, and a modal box will open.



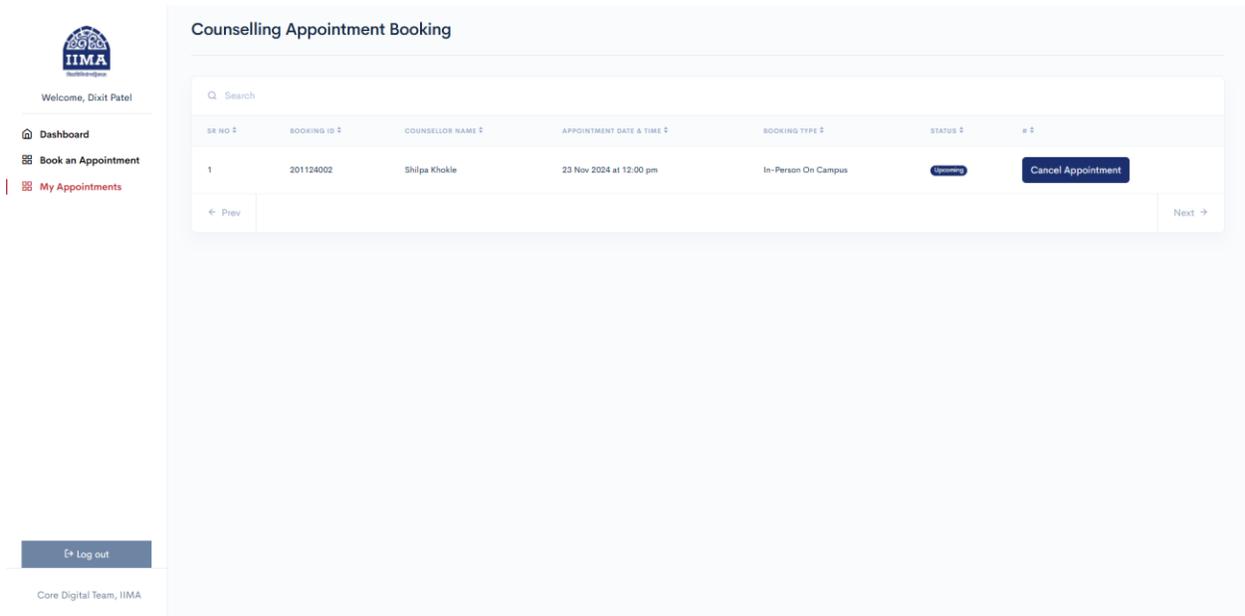
- The modal displays:
  - Booking Slot**
  - Select Appointment Type**
- Choose the appointment type as per your convenience.
- Click the **Confirm Booking** button to confirm your booking.



## Step 7: Notifications and Appointment History

- After booking, you will receive a notification email.

2. To view your past appointments, go to the **My Appointments** tab.
3. If you need to cancel or reschedule, contact the admin office or email them at [ews-office@iima.ac.in](mailto:ews-office@iima.ac.in)

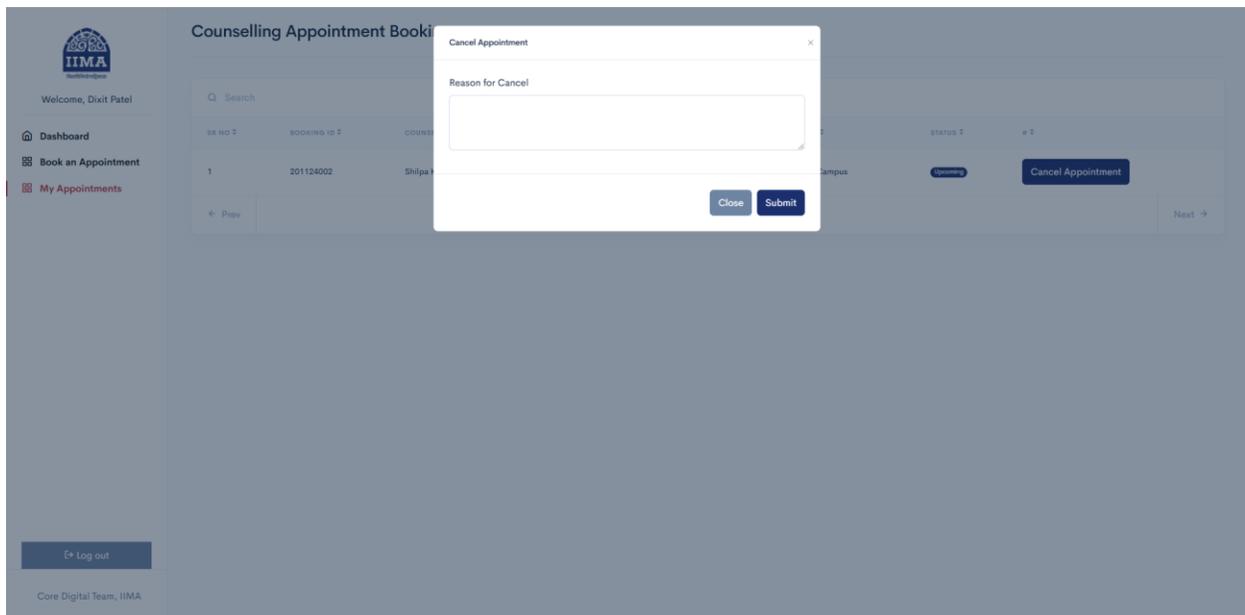


The screenshot shows the 'Counselling Appointment Booking' dashboard. On the left, there is a sidebar with the IIMA logo, a welcome message 'Welcome, Dixit Patel', and navigation links for 'Dashboard', 'Book an Appointment', and 'My Appointments'. The main content area features a search bar and a table with the following data:

SR NO	BOOKING ID	COUNSELLOR NAME	APPOINTMENT DATE & TIME	BOOKING TYPE	STATUS	
1	201124002	Shilpa Khokle	23 Nov 2024 at 12:00 pm	In-Person On Campus	Upcoming	Cancel Appointment

Below the table are 'Prev' and 'Next' navigation buttons. At the bottom of the dashboard, there is a 'Log out' button and the text 'Core Digital Team, IIMA'.

4. To cancel your appointments, go to the **My Appointments** tab select cancel and enter the Reason for Cancel.



This screenshot shows the same dashboard as above, but with a 'Cancel Appointment' modal window open. The modal has a title bar with a close button, a text input field labeled 'Reason for Cancel', and 'Close' and 'Submit' buttons at the bottom. The background dashboard is dimmed.

**\*\*\* End of Document \*\*\***