

User Guide: BPS Data Analysis Booking System

Introduction

This guide provides clear, step-by-step instructions for students on how to use the BPS Data Analysis Booking System. The system enables you to book, cancel, or reschedule appointments with the University Data analyst. All confirmations, reminders, and updates are sent via your official university email address.

Important Notes:

- You should have an approved proposal from BPS.
- BPS has created accounts in the Data Analysis system for all students with an approved proposal. You must have an active postgraduate university student email account at UoEm in order to access the system.
- Appointments can be either **in-person** or **online**.
- Always check your university email regularly for notifications.

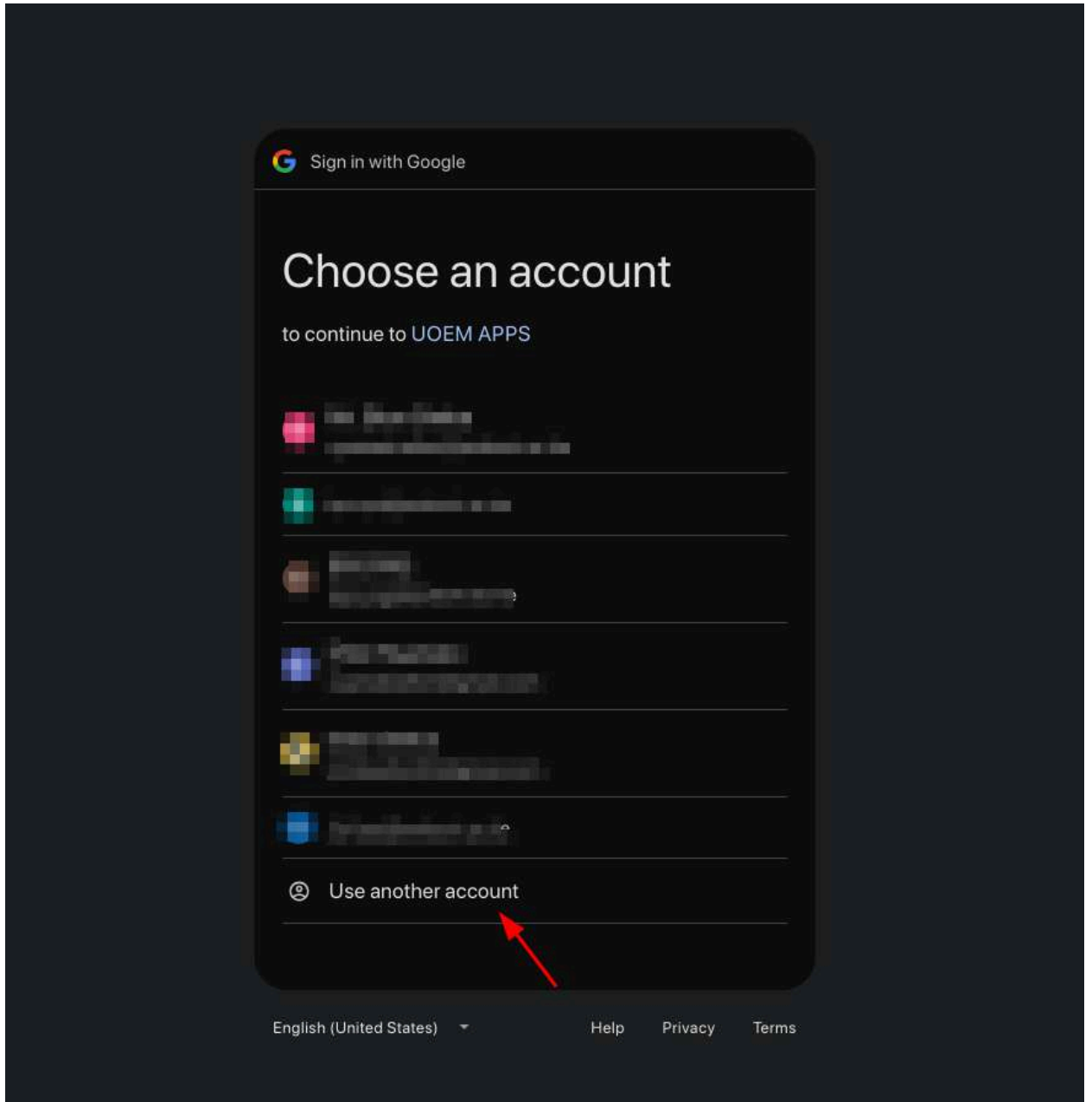
1. Logging into the System

1. Visit the University of Embu website or open <https://embuni.ac.ke/>
 - a. Scroll to the bottom of the page.
 - b. Under Important Links, click UoEm Applications.
 - c. Search for BPS Data Analysis Booking System.
 - d. If you're not able to open step (b) and (c) above, you can use the following direct link: [BPS Data Analysis Booking System](#)

2. On the login page, enter your **University Student Email** and **Password**.
3. Click **Login to Book**.

The image shows a data analysis dashboard with a blue background. The main heading is "Data Analysis Support for Postgraduate Research". Below the heading, there is a text block: "Book one-on-one sessions with expert data analysts for your research projects. Get support with statistical analysis, research software, and data interpretation." To the right of this text is a large image of a tablet displaying various data charts and graphs. Below the text and image, there are two buttons: "Login to Book" (highlighted with a red box and a red arrow) and "Learn More". At the bottom of the dashboard, there are four white boxes with blue text: "2 APPOINTMENTS BOOKED", "2 EXPERT ANALYSTS", "4 STUDENTS SUPPORTED", and "10 SOFTWARE TOOLS".

4. **Login with Google**, which is the preferred option.
5. On the pop-up that shows up, choose your student email that you want to use to access the Dashboard. If the email does not show on the pop-up list, click on **“Use another account”** at the bottom of the available list. Then sign in to your Student Email Account.



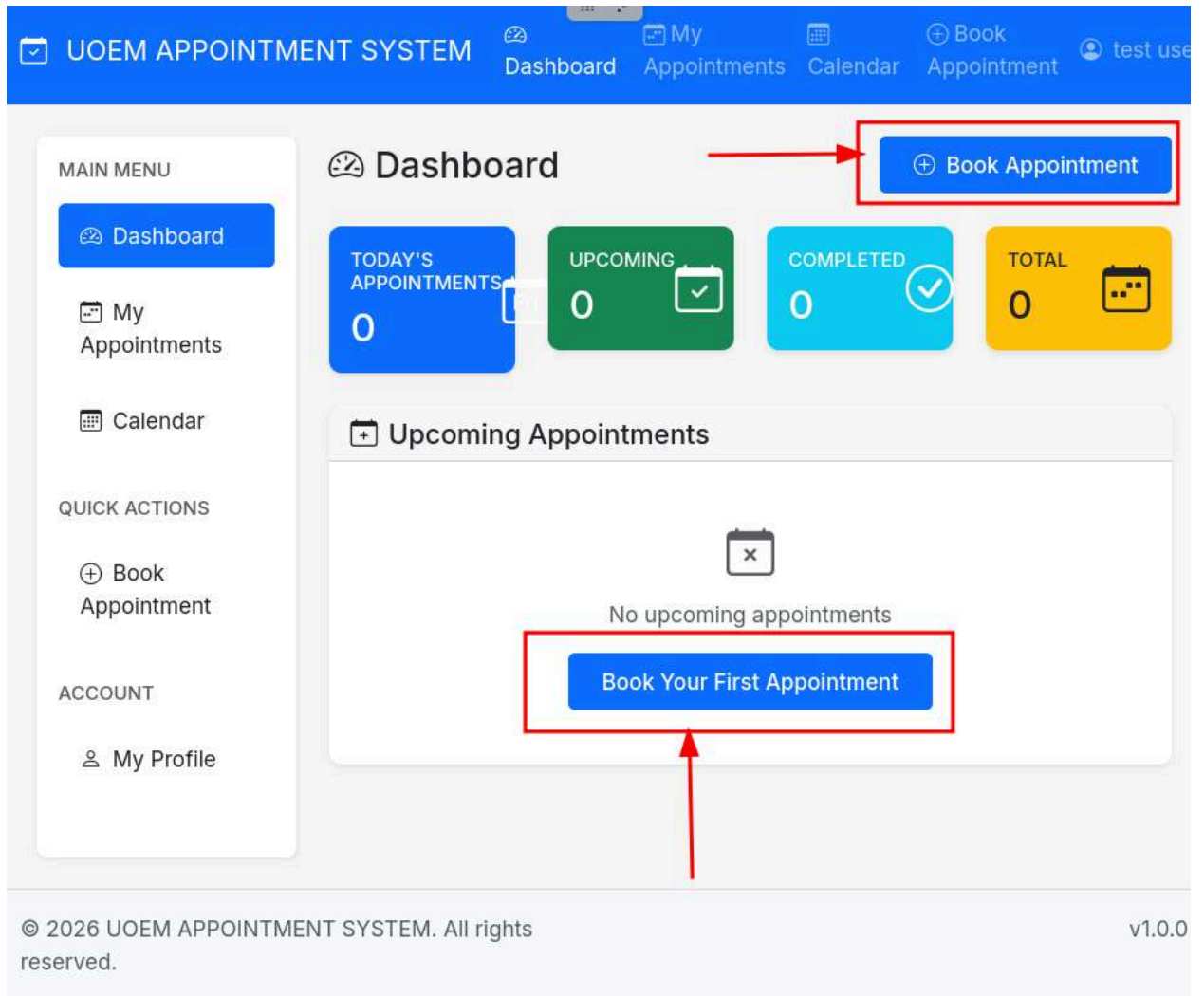
Troubleshooting Login Issues:

- Forgot your password? Click **Forgot Password** and follow the instructions.
- Account locked? Contact the BPS Administrator using the email

You will be redirected to the dashboard after successful login.

2. Booking an Appointment

1. From the dashboard, click **Book Appointment** or go to the “New Booking” section.



2. Select **University Analyst – BPS Department**.
3. Choose the **Appointment Type** (e.g., Academic Advising, Personal Consultation, Career Guidance, etc.).
4. Select a preferred **Date** from the calendar.
5. Choose an available **Time slot**.
6. Select the **Appointment Type** of the appointment: **In-Person** or **Online**.
7. (Optional) Enter any additional notes or reason for the appointment in the description box.

8. Review the details and click **Book Appointment**.

The screenshot shows the 'Book New Appointment' interface. On the left is a sidebar with navigation options: Dashboard, My Appointments (highlighted), Calendar, Book Appointment, and My Profile. The main content area contains the following form fields:

- Select Analyst ***: A dropdown menu with the text 'Choose an analyst...'. Below it, a note says 'Select the data analyst you want to meet with'.
- Appointment Type ***: A dropdown menu with 'Physical (60 minutes)' selected.
- Select Date ***: A date picker showing '04/13/2026'. Below it, a note says 'You can book appointments up to 30 days in advance'.
- Select Time Slot ***: A yellow warning box with an information icon and the text 'Please select analyst, appointment type, and date'.
- Software Tool ***: A dropdown menu with 'R (Statistical Analysis)' selected.
- Description of Your Needs ***: A text area with the placeholder text 'Please describe what you need help with, including specific questions or data analysis requirements...'. Below the text area, a note says 'Be specific about your research question, data type, and what you hope to achieve'.

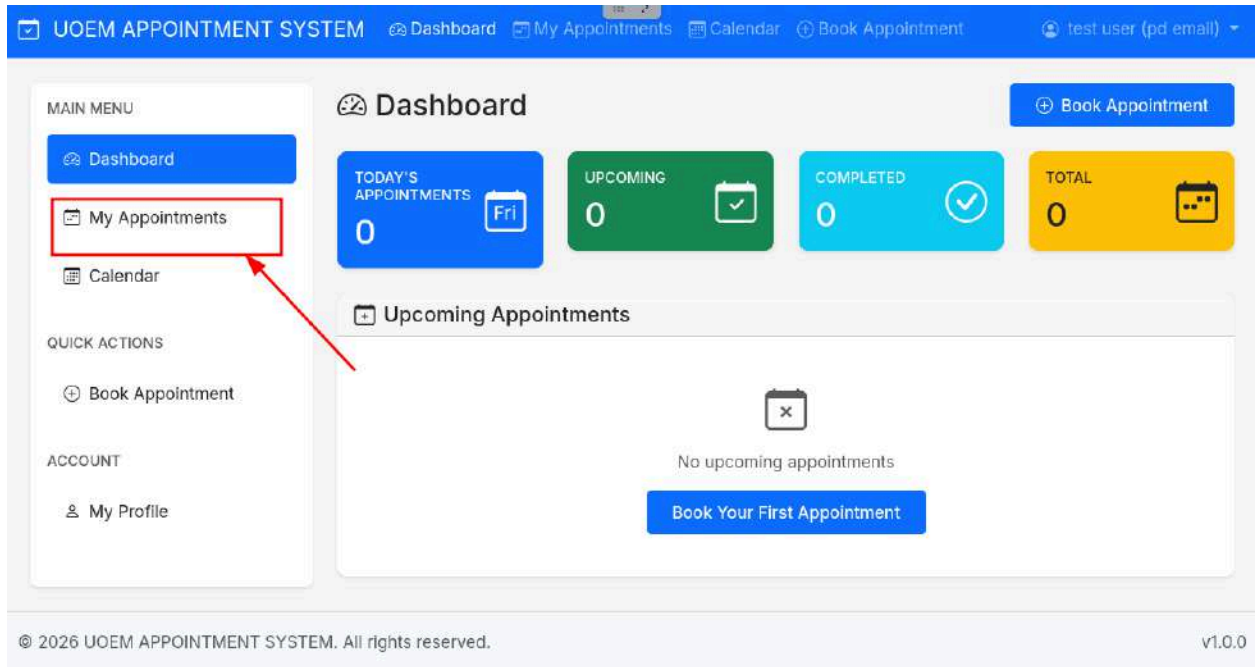
At the bottom of the form are two buttons: a grey 'Cancel' button and a blue 'Book Appointment' button.

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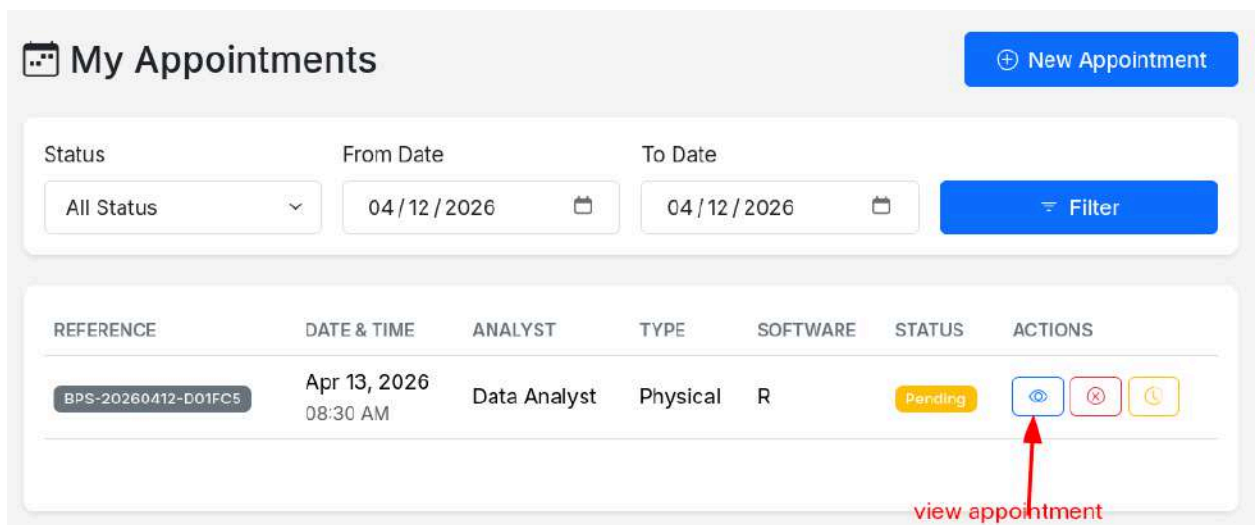
You will receive a confirmation email immediately the analyst confirms your appointment.

3. Viewing Your Appointments

1. From the dashboard, click **My Appointments**.



2. You will see a list of all your upcoming and past appointments with details such as date, time, mode (in-person/online), and status.
3. Click on any appointment eye icon to view full details.



4. Cancelling an Appointment




1. Go to **My Appointments**.
2. Locate the appointment you wish to cancel.
3. Click **Cancel** next to the appointment.
4. Provide a reason for cancellation (recommended).
5. Confirm the cancellation.

The screenshot displays the 'Appointment Details' page in the UOEM Appointment System. The page is divided into several sections:

- Appointment Information:** Includes fields for Reference Number (BPS-20260412-001FCG), Date (Monday, April 13, 2026), Time (08:30 AM - 09:30 AM), Duration (60 minutes), Analyst (Data Analyst), Appointment Type (Physical), Software (R), Created (Apr 12, 2026 06:34 AM), and Last Updated (Apr 12, 2026 06:34 AM). A 'Pending' status tag is visible.
- Analyst Information:** Shows the analyst's name (Data Analyst), email (analyst@embuni.ac.ke), and a profile picture.
- Appointment Type Details:** Describes the appointment as 'Physical' with a duration of '60 minutes'.
- Software Details:** Lists the software as 'R' and the category as 'Statistical Analysis'.
- Actions:** A red box highlights the 'Cancel Appointment' button, with a red arrow pointing to it. A 'Reschedule' button is also visible.

The footer contains the text: © 2026 UOEM APPOINTMENT SYSTEM. All rights reserved. v1.0.0

The screenshot displays the 'My Appointments' interface. At the top, there is a navigation bar with 'UOEM APPOINTMENT SYSTEM' and links to 'Dashboard', 'My Appointments', 'Calendar', and 'Book Appointment'. The user is logged in as 'test user (pd email)'. On the left, a sidebar contains a 'MAIN MENU' with 'Dashboard', 'My Appointments', and 'Calendar', and 'QUICK ACTIONS' with 'Book Appointment'. Below that is an 'ACCOUNT' section with 'My Profile' and an 'UPCOMING' section listing an appointment for 'Apr 13, 08:30 AM' by 'Data Analyst'. The main content area is titled 'My Appointments' and includes a 'New Appointment' button. Below this are filters for 'Status' (set to 'All Status'), 'From Date' (04/12/2026), and 'To Date' (04/12/2026), with a 'Filter' button. A table lists appointments with the following data:

REFERENCE	DATE & TIME	ANALYST	TYPE	SOFTWARE	STATUS	ACTIONS
BPS-20260412-D01FC5	Apr 13, 2026 08:30 AM	Data Analyst	Physical	R	Pending	  

A red arrow points to the 'Cancel' icon in the 'ACTIONS' column of the first row. At the bottom, the footer contains '© 2026 UOEM APPOINTMENT SYSTEM. All rights reserved.' and 'v1.0.0'.

You will receive a cancellation confirmation email.

Note: Please cancel appointments at least 24 hours in advance whenever possible.

5. Rescheduling an Appointment

1. Go to **My Appointments**.
2. Locate the relevant appointment and click **Reschedule** on the appointment form.

Appointment Details ← Back to List

Appointment Information Pending

REFERENCE NUMBER:	BPS-20260412-D01FC5	APPOINTMENT TYPE:	Physical
DATE:	Monday, April 13, 2026	SOFTWARE:	R
TIME:	08:30 AM - 09:30 AM	CREATED:	Apr 12, 2026 06:34 AM
DURATION:	60 minutes	LAST UPDATED:	Apr 12, 2026 06:34 AM
ANALYST:	Data Analyst		

Description: Testing

Actions

Cancel Appointment Reschedule

Analyst Information

Data Analyst
analyst@embuni.ac.ke

Appointment Type Details

Physical
Physical interaction with the data analyst
Duration: **60 minutes**

Software Details

R
Statistical computing and graphics
Category: Statistical Analysis

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to reschedule appointment

3. Select a new **Date** and an available **Time slot**.

Reschedule Appointment

Please select a new date and time for your appointment.

New Date *

04 / 13 / 2026

Available Time Slots

09:30 AM - 10:30 AM	10:00 AM - 11:00 AM
10:30 AM - 11:30 AM	11:00 AM - 12:00 PM
01:00 PM - 02:00 PM	01:30 PM - 02:30 PM
02:00 PM - 03:00 PM	02:30 PM - 03:30 PM
03:00 PM - 04:00 PM	03:30 PM - 04:30 PM
04:00 PM - 05:00 PM	

Reason for Rescheduling *

Please explain why you need to reschedule

Close Reschedule Appointment

4. Review the changes and click **Confirm Reschedule**.

You will receive an updated confirmation email. The previous time slot will be released for other students.

6. Email Notifications

The system automatically sends all communications to your official university email address. You will receive:

- **Booking Confirmation** – Immediately after analyst confirms your booking (includes meeting link if the appointment is Online)
- **Reminder** – 24 hours before the appointment
- **Cancellation Confirmation** – After you cancel
- **Reschedule Confirmation** – After changing the appointment
- **Analyst/Department Updates** – Any changes made by the analyst or department

Recommendation: Add the BPS system email address to your safe senders list to avoid notifications going to spam/junk folders.

7. Preparing for Your Appointment

1. Check your confirmation email for the appointment details.
2. If the appointment is **Online**, click the meeting link provided in the confirmation email (usually a Zoom or Microsoft Teams link).
3. If the appointment is **In-Person**, note the exact location and arrive 5–10 minutes early.
4. Prepare any relevant documents, questions, or materials needed for the discussion.
5. Ensure you have a stable internet connection and a quiet environment if attending online.

8. No-Show Policy

- Missing an appointment without prior cancellation may result in a **no-show record**.
- Always cancel or reschedule in advance if you cannot attend.

9. Support and Contact

For technical issues and/or appointment-related queries, contact the BPS Administrator at dps.dataanalyst@embuni.ac.ke