

## Appendix C

# Using the Pop Up Calendar and Time Entry Screens

T.O.M. has a fast and easy way to enter any date and/or time into the computer. The Pop Up Calendar screen lets you enter dates; the Pop Up Time Entry screen lets you enter times. These screens can be displayed anywhere where you are required to enter a date or time into T.O.M. These screens allow you to literally point to the date or time that you want to enter into T.O.M. This simple way to enter dates and times can also reduce possible typing mistakes on important date and time information. The following is a detailed explanation of how the Pop Up Calendar and Pop Up Time Entry screens work.

## The Pop Up Calendar Screen

To display the Pop Up Calendar screen, simply click the calendar button to the right of the date field you are entering, such as the one shown in Figure C-1. For example, to enter a beginning date for the driver's license expiration date, click the calendar button to the right of the beginning date in the License Expiration Date Range field.

Click the calendar button to the right of the date you are entering to display the Pop Up Calendar screen (Figure C-2).

The screenshot shows a window titled "Employee Directory" with a tabbed interface. The "Dates" tab is selected. It contains five date range fields, each with a calendar button (a small icon with a grid of dots) to its right. The fields are: "Hire Date Range:", "License Expiration Date Range:", "Birthday Range:", "Certification Date Range:", and "Inactive Date Range:". The "License Expiration Date Range" field is highlighted with a black arrow pointing to its calendar button. Below these fields is a "Birthday Month:" dropdown menu. At the bottom of the window are three buttons: "OK", "Preview", and "Cancel".

Figure C-1. Entering a Date in the Employee Directory Report Screen



When the calendar button is clicked the Pop Up Calendar screen will display (Figure C-2). If a date was entered in the date field that you were working with then the Pop Up Calendar screen will position its calendar to that date. If no date was entered then the Pop Up Calendar screen will position itself to the current (system) date. As you can see, the Pop Up Calendar is nothing more than a small calendar showing the month and the year on the top and days of the month below in a traditional calendar layout. The day of the month looks 'pushed down' as opposed to the other days of the month.

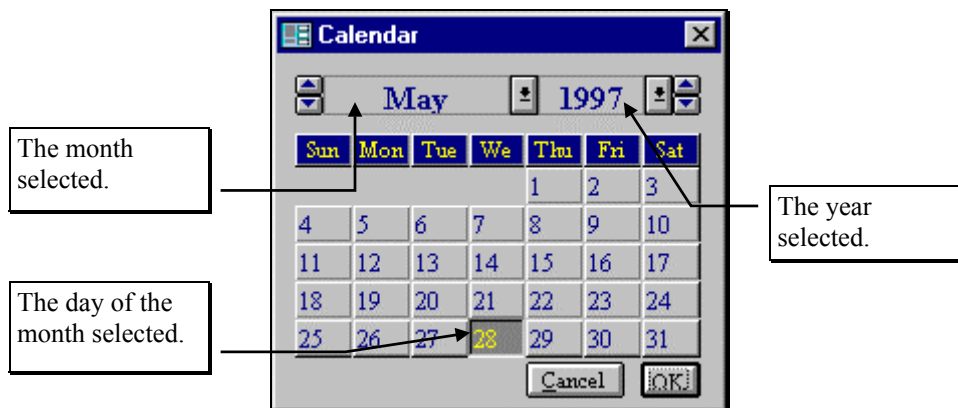


Figure C-2. The Pop Up Calendar Screen

### Selecting the Year with the Popup Calendar

There are three ways you can change the year of the date displayed in the Pop Up Calendar Screen (Figure C-3):

- You can type in the year.
- You can use the spin buttons to increase or decrease the year one year at a time.
- You can select the year from a drop-down list box. The drop-down list displays the years 1980 through 2020. Any other years must be either typed in or selected with the spin buttons.

When you change the year T.O.M. will automatically adjust the days of the month to accurately reflect that month in that year.

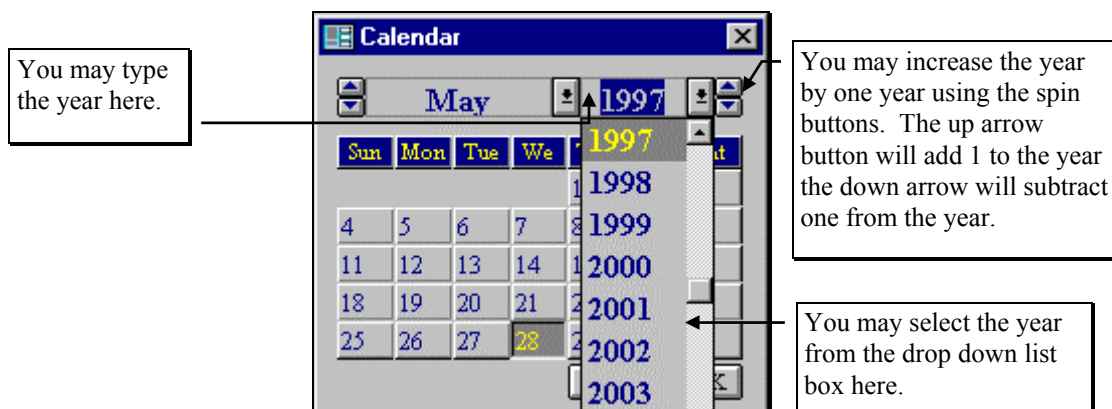


Figure C-3. Changing the Year on the Pop Up Calendar Screen

### Selecting the Month with the Popup Calendar

There are three ways you can change the month of the date displayed in the Pop Up Calendar Screen (Figure C-4):



- You can type in the month.
- You can use the spin buttons to increase or decrease the month one month at a time.
- You can select the month from a drop down list box.

When you change the month T.O.M. will automatically adjust the days of the month to accurately reflect the new month.

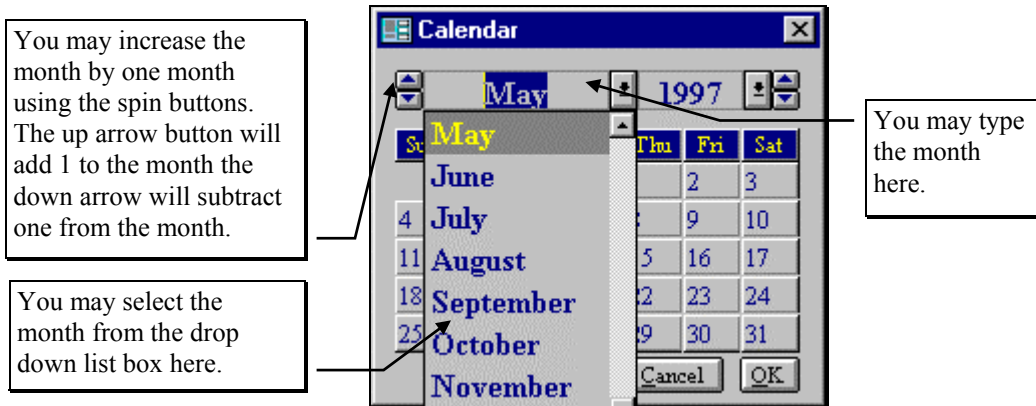


Figure C-4. Changing the Month on the Pop Up Calendar Screen

### Selecting the Day with the Popup Calendar

Once you have selected the year and the month of the desired date there is only one way to select the day and that is to point to that day and click on it (Figure C-5). If you wanted to select the 21st day of the month then you would position your mouse pointer to the box in the calendar with the number 21 and click on it.

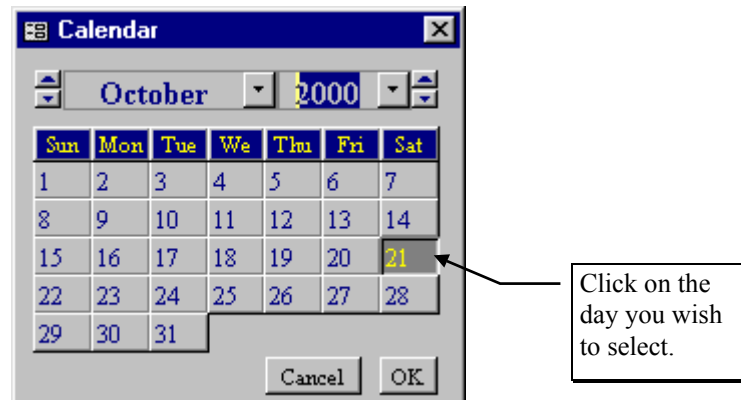


Figure C-5. Changing the Day on the Pop Up Calendar Screen

You will notice that the box with the number 21 will now be 'pressed down' while the last date that was selected will now look 'pushed up' like the other dates in the calendar.

### Accepting the Selected Date

Once you have selected the year, month and day, click OK (Figure C-6) to close the Pop Up calendar and place the date in the date field you selected. In our example, T.O.M. would return the date 10/21/2000 that we selected to the beginning driver license expiration date in the Employee Directory screen (Figure C-7).



Figure C-6. Accepting the Selected Date

If you did not wish to accept the selected date and merely return back to the original screen without having the date passed back to the original screen then you would click the Cancel button (Figure C-6).



Figure C-7. Returning Back the Employee Directory Screen with the Selected Date Filled In.

## The Time Entry Screen

To display the Pop Up Time Entry screen, simply click the clock button to the right of the time field you are entering, such as the one shown in Figure C-8. For example, to enter an time in the Arrival Time field, click the clock button to the right of the Arrival Time field.



Click the clock button to the right of the time you are entering to display the Pop Up Time Entry screen (Figure C-9).

**T.O.M. - Transportation Operations Manager**

**Field Trip**

Field Trip Request #: 0 Assigned Billed 12/3/97

General Instructions Assignment Billing Other

Field Trip #: 4955

Request Date: 10/2/1997 Drop / Return: ☐

Customer: 59 GREENWAY MIDDLE

Contact: RICHERT

Destination: 420 64TH ST. & NESBIT

Out of Town: 64TH ST. & NESBIT

Split Fund: 8

Dates / Times Passengers / Miles / Purpose

Departure: 10/9/1997

Return: 10/9/1997

Departure Time: 3:38 PM

Arrival Time:

Leave Time:

Return Time: 7:30 PM

Calendar

OK Save Addit. Trip Dates Auto Assign Drivers Trip Driver Info Print Trip Ticket Print Est. Bills and Pymts Print Bill Cancel Trip Exit

Figure C-8. Entering the Time in the Detail Field Trip Screen

When the clock button is clicked the Pop Up Time Entry screen will display (Figure C-9). If a time was entered in the time field that you were working with, then the Pop Up Time Entry screen will display that time at the top of the screen. If no time was entered, then the Pop Up Time Entry screen will display the current (system) time at the top of the screen.

Click any of these buttons to select the hour.

Click this button to select the current (system) time.

Click any of these buttons to select the minutes. Click either the AM or PM button above the 0.

The time that was in the field you selected is displayed. If the field was blank, the current (system) time is displayed.

**Time Selection**

10:23 AM

Hour Minute

1 2 3 4 1 2 3 AM

5 6 7 8 4 5 6 PM

9 10 11 12 7 8 9 0

Current Time Cancel OK

Figure C-9. The Pop Up Time Entry Screen



## Selecting the Time with the Popup Time Entry Screen

There are three things you need to do to change the time in the Pop Up Time Entry Screen (Figure C-9):

- Click the appropriate Hour button, from 1 through 12, if you wish to change the hour. For example, click the 10 button to change the hour to 10.
- Click the appropriate Minute button, from 1 through 0, if you wish to change the minutes. For example, click the 3 button and then the 0 button to change the minutes to 30.
- Click either the AM or PM button if you wish to change the AM or PM status.

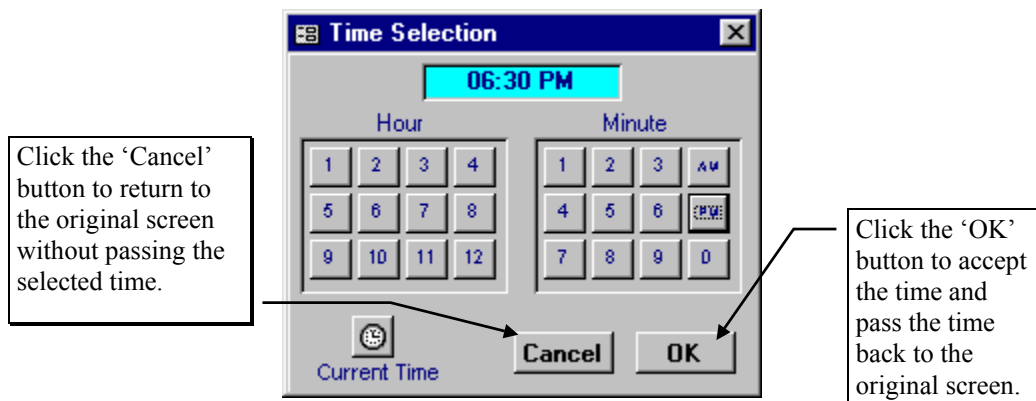


Figure C-10. Accepting the Selected Time



## Accepting the Selected Time

Once you have selected time, click OK (Figure C-10) to close the Pop Up Time Entry screen and place the time in the time field you selected. In our example, T.O.M. would return the time 6:30 PM that we selected to the Arrival Time field in the Detail Field Trip screen (Figure C-11).

If you did not wish to accept the selected time and merely return back to the original screen without having the time passed back to the original screen then you would click the Cancel button (Figure C-10).

The time is placed in the field you originally selected.

**T.O.M. - Transportation Operations Manager**

**Field Trip**

Field Trip Request #: 0

Assigned Billed 12/3/97

General Instructions Assignment Billing Other

Field Trip #: 4955

Request Date: 10/2/1997 Drop / Return: ☐

Customer: 59 GREENWAY MIDDLE

Contact: RICHERT

Destination: 420 64TH ST. & NESBIT

Out of Town: ☐ 64TH ST. & NESBIT

Split Fund: 8

Dates / Times Passengers / Miles / Purpose

Departure: 10/9/1997

Return: 10/9/1997

Departure Time: 3:30 PM

Arrival Time: 6:30 PM

Leave Time:

Return Time: 7:30 PM

Calendar

OK Save Addit. Trip Dates Auto Assign Drivers Trip Driver Info Print Trip Ticket Print Est. Bills and Pymts Print Bill Cancel Trip Exit

Figure C-11. Returning Back the Detail Field Trip Screen with the Selected Time Filled In.

