Appendix C
Using the T.O.M. Master Calendar

The T.O.M. Master Calendar (Figure C-3) provides a calendar that allows you to communicate a day's status regarding field trip activity for everyone using the T.O.M software. Here's what you can do with the Master Calendar:

- Enter comments about days.
- Close days for field trip entry.
- Enter warning days that will display to anyone attempting to enter a field trip on that day.
- Mark days as 'No School Days'.

The Master Calendar can be accessed from two different screens:
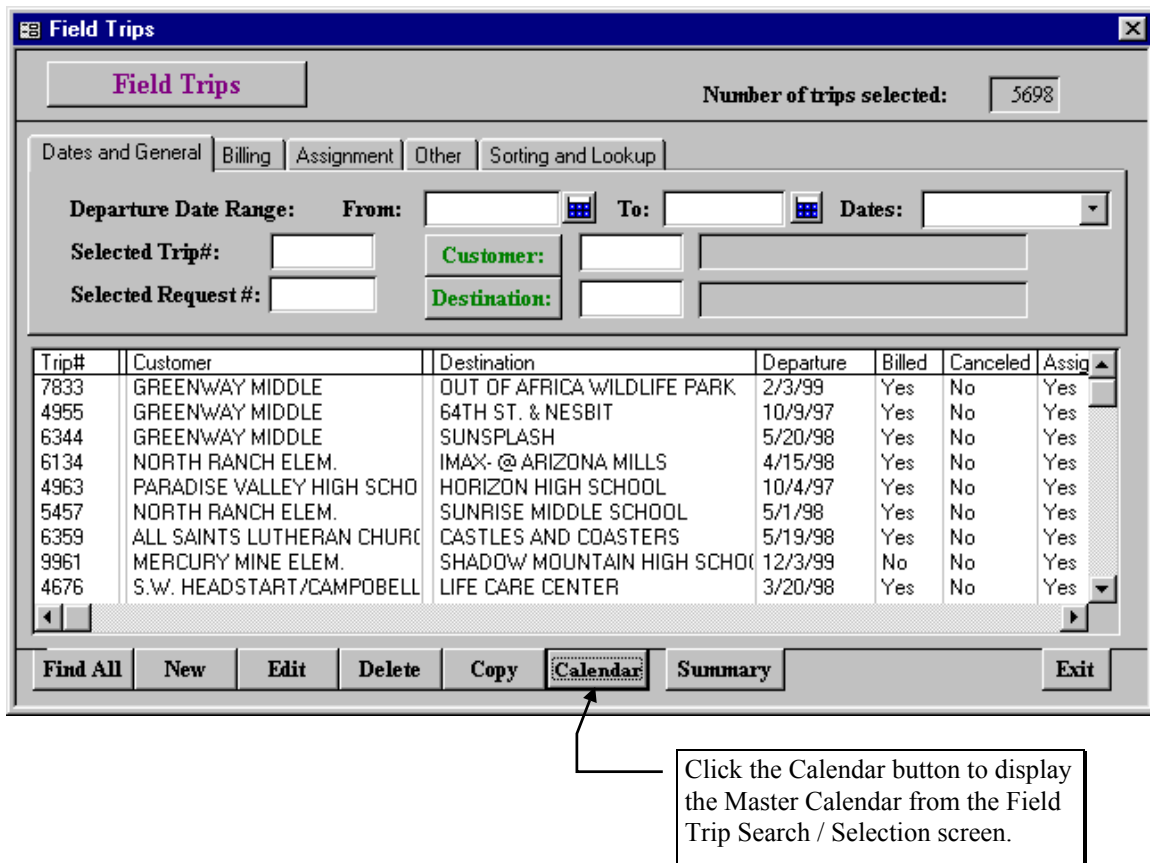- Click the Calendar button on the Field Trip Search / Selection Screen (Figure C-1).

Click the Calendar button to display the Master Calendar from the Field Trip Search / Selection screen.

Figure C-1. Accessing the Master Calendar on the Field Trip Search / Selection Screen

- Click the Calendar button on the Dates / Times tab section located on the General tab section of the Detailed Field Trip Screen (Figure C-2).

Click the Calendar button to display the Master Calendar from the Detailed Field Trip screen.

Figure C-2. Accessing the Master Calendar on the Detailed Field Trip Screen

The current month and year is displayed at the top of the screen when you first open the Master Calendar. If you change the months and/or years, the currently selected month and year changes at the top of the screen. To use the Master Calendar (Figure C-3):

- Click on any day in the month to select it.
- Click the < button in the VCR controls (near the top of the screen) to change the calendar to the previous month of the same year.
- Click the > button in the VCR controls (near the top of the screen) to change the calendar to the next month of the same year.
- Click the << button in the VCR controls (near the top of the screen) to change the calendar to the previous year of the same month.
- Click the >> button in the VCR controls (near the top of the screen) to change the calendar to the next year of the same month.
- Double-click on any day in the month to open the Notes for the Day Screen (Figure C-4), which allows you to close days, include warnings or add notes for days.
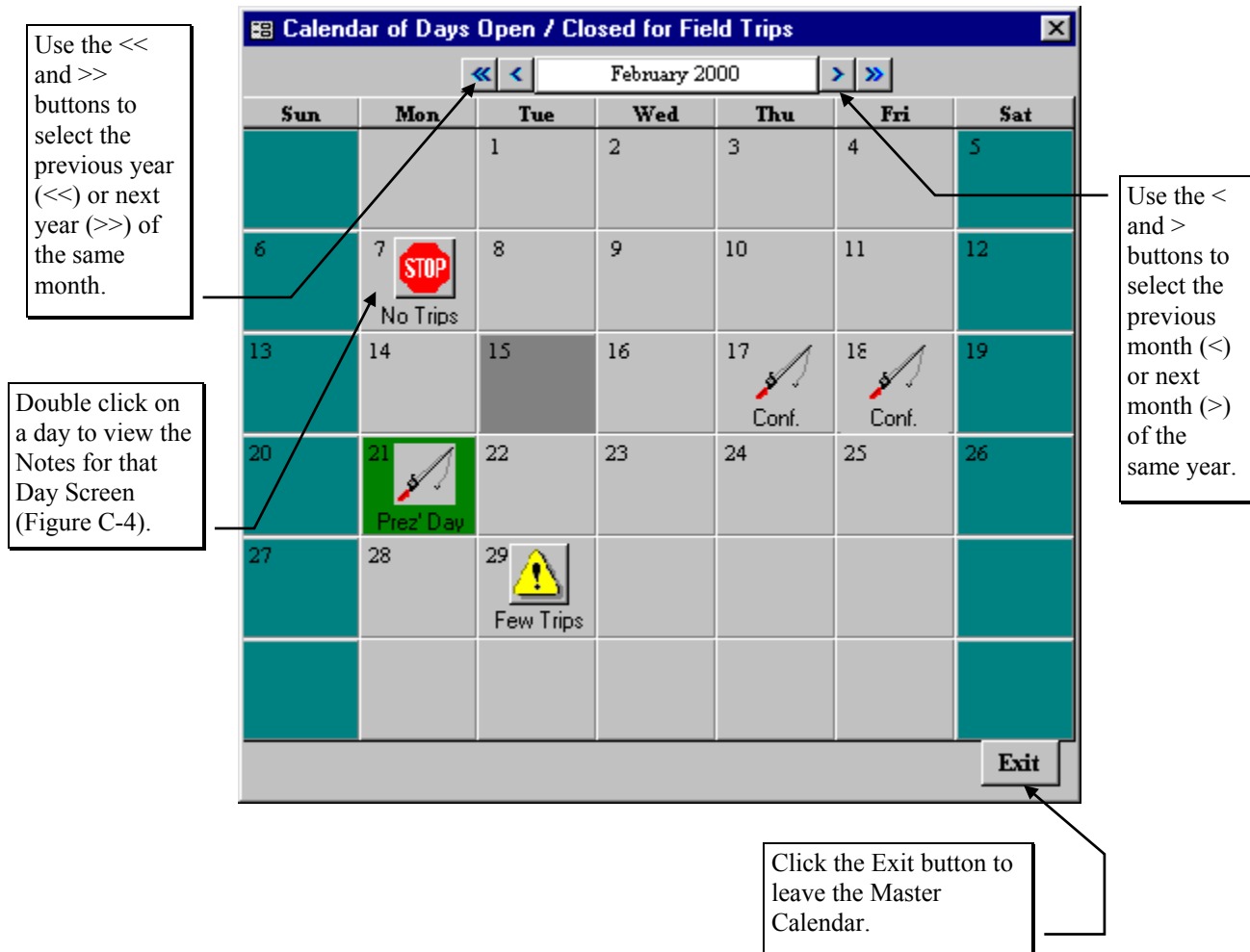
Use the << and >> buttons to select the previous year (<<) or next year (>>) of the same month.

Double click on a day to view the Notes for that Day Screen (Figure C-4).

Use the < and > buttons to select the previous month (<) or next month (>) of the same year.

Click the Exit button to leave the Master Calendar.

Figure C-3. The Master Calendar

Notes for: This field shows the selected day from the Master Calendar.

Short note: This field is used for the note that appears on the Master Calendar, such as No Trips.

Long note: This field is used for a more comprehensive note for the day that appears only in the Notes for the Day Screen.

School Closed on this day?: This is a checkbox that, when checked, causes T.O.M.'s auto assign procedure not to bother checking for route conflicts and to subtract a driver's route time for that day from O.T. Calculation.

Severity: This controls what happened when you attempt to schedule a trip or trip request for this day. Choose from one of the three options as follows:

- Note – no message is displayed when you enter trips on that day.
- Warning – a warning is displayed when you enter trips for that day but the trip is still accepted.
- Day closed – a warning is displayed when you enter trips for that day and the trip is NOT accepted.

Figure C-4. The Notes for the Day Screen

Icon for Note: This is the small picture that appears on the Master Calendar for this day. Select from any icon in the list. Use the scroll bar to the right of the list to see more choices. **NOTE:** You can add your own icon by clicking the Add Icon button. See *Add Your Own Icon Button to the Notes for the Day* below for details.

Add Icon Button: Add your own icons to the Icon for Note list that can then be selected for any note. You can change the name of the icon even after they have been added to the list. See *Add Your Own Icon Button to the Notes for the Day* below for details.

Add Your Own Icon to the Notes for the Day

You can add your own icons to the Icon for Note list that can then be selected for any note. You can change these icons even after they have been added to the list. The bit image file must already exist before you can add it to the list.

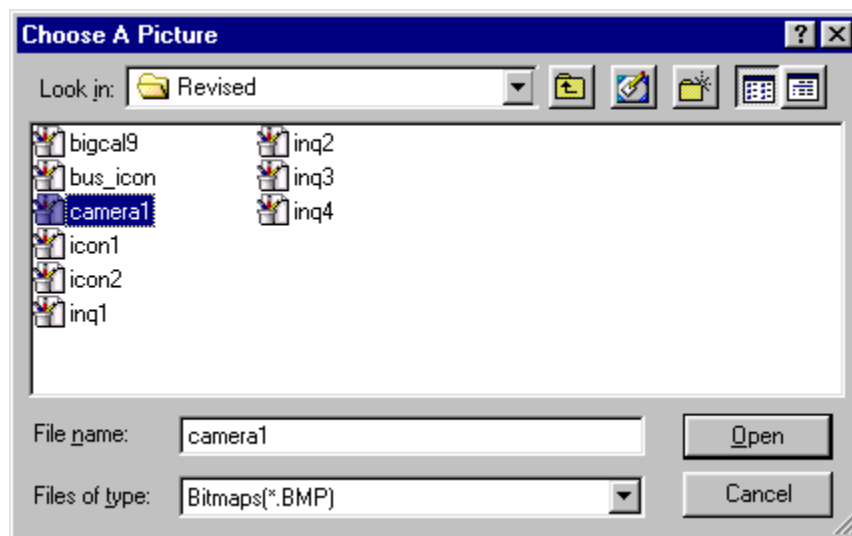1. Click the Add Icon button to display the Choose a Picture screen (Figure C-5).

Figure C-5. Choose the Bit Image File That Contains the Icon You Wish to Add

2. Navigate to the drive and folder that contains the icon file. Select the file and click the Open button.
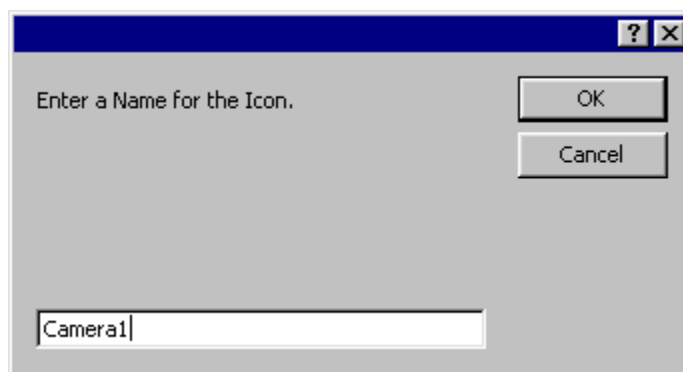

Figure C-6. Enter a Name for Your Icon.

3. Enter a name for the icon you are adding and click the OK button (Figure C-6). The icon is added to the list in the Note for the Day Screen (Figure C-7).

Figure C-7. Your Icon is Added to the List.