

## Appendix B

# Using the T.O.M. Master Calendar

The T.O.M. Master Calendar (Figure B-3) provides a calendar that monitors field trip activity for everyone using the database.

## Accessing the Master Calendar

The Master Calendar can be accessed from two different screens:

- Click the Calendar button on the Field Trip Search / Selection screen (Figure B-1).

The screenshot shows a window titled "Field Trip Request Search". It contains a "Field Trip Requests" tab, a "Number of trips selected:" counter set to 20, and various search filters including "Departure Date Range", "Enter Date Range", "Status", "Customer", "Destination", "Selected Division", "Selected Internal Number", and "Selected Grade". Below these filters is a table of requests with columns: Request#, Customer, Destination, Enter Date/Time, and Status. The table lists several requests, with request 2176 highlighted. At the bottom of the window is a row of buttons: Find All, New, Edit, Delete, Calendar, and Exit. An arrow points from the "Calendar" button to a text box below the window.

Request#	Customer	Destination	Enter Date/Time	Status
2177	EAGLE RIDGE ELEM.	A.S.U PLANITARIUM	5/30/00 12:31:33 PM	Pending
2176	EAGLE RIDGE ELEM.	AMC MOVIE THEATER	5/30/00 12:30:56 PM	Pending
2161	EAGLE RIDGE ELEM.	CELEBRITY THEATER	1/4/00 5:06:59 PM	Accepted
2154	EAGLE RIDGE ELEM.	CELEBRITY THEATER	1/4/00 11:40:08 AM	Denied
2153	EAGLE RIDGE ELEM.	CELEBRITY THEATER	1/4/00 11:38:59 AM	Accepted
2093	EAGLE RIDGE ELEM.	CHANDLER CENTER FOR ARTS	12/2/99 10:20:08 AM	Accepted
1993	EAGLE RIDGE ELEM.	SCOTTSDALE CENTER FOR THE	11/23/99 11:16:11 AM	Accepted
1869	EAGLE RIDGE ELEM.	CELEBRITY THEATER	10/26/99 8:33:24 AM	Accepted
1841	EAGLE RIDGE ELEM.	JUNIPER BRANCH LIBRARY	10/20/99 9:17:28 AM	Accepted
1840	EAGLE RIDGE ELEM.	JUNIPER BRANCH LIBRARY	10/20/99 9:14:17 AM	Accepted
1781	EAGLE RIDGE ELEM.	PHOENIX ZOO	10/5/99 1:37:34 PM	Accepted
1752	EAGLE RIDGE ELEM.	DEER VALLEY BOOI	9/20/99 11:44:16 AM	Accepted

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

Figure B-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 B-2).

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

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

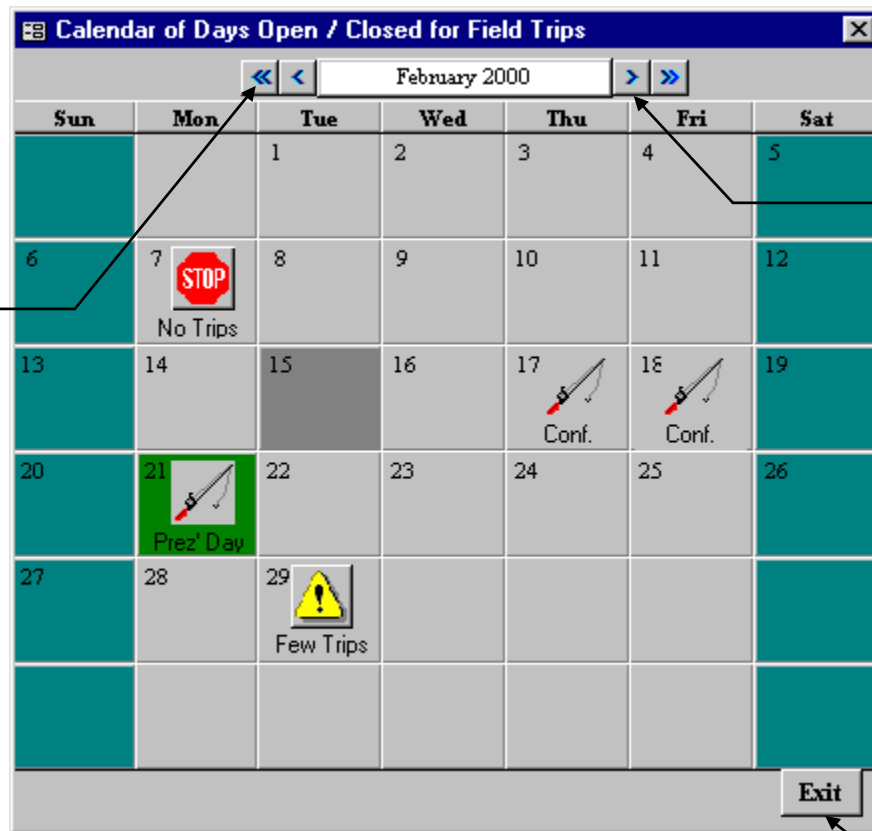
## Working with the Master Calendar

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 B-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.



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



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 B-3. The Master Calendar

