

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 software window titled "Field Trip Request Search". At the top, there is a tab labeled "Field Trip Requests" and a counter "Number of trips selected: 20". Below this are search filters for "Departure Date Range" and "Enter Date Range", each with "From:" and "To:" fields and a status dropdown. There are also input fields for "Customer:" (containing "55" and "EAGLE RIDGE ELEM."), "Destination:", "Selected Division:", "Selected Internal Number:", and "Selected Grade:". A table lists field trip requests with columns for Request#, Customer, Destination, Enter Date/Time, and Status. The row for Request# 2176 is highlighted. At the bottom, a row of buttons includes "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	Acceptec
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	Acceptec
2093	EAGLE RIDGE ELEM.	CHANDLER CENTER FOR ARTS	12/2/99 10:20:08 AM	Acceptec
1993	EAGLE RIDGE ELEM.	SCOTTSDALE CENTER FOR THE	11/23/99 11:16:11 AM	Acceptec
1869	EAGLE RIDGE ELEM.	CELEBRITY THEATER	10/26/99 8:33:24 AM	Acceptec
1841	EAGLE RIDGE ELEM.	JUNIPER BRANCH LIBRARY	10/20/99 9:17:28 AM	Acceptec
1840	EAGLE RIDGE ELEM.	JUNIPER BRANCH LIBRARY	10/20/99 9:14:17 AM	Acceptec
1781	EAGLE RIDGE ELEM.	PHOENIX ZOO	10/5/99 1:37:34 PM	Acceptec
1752	EAGLE RIDGE ELEM.	DEER VALLEY BOOZ	8/20/99 11:44:16 AM	Acceptec

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.

Calendar of Days Open / Closed for Field Trips

February 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 No Trips	8	9	10	11	12
13	14	15	16	17 Conf.	18 Conf.	19
20	21 Prez' Day	22	23	24	25	26
27	28	29 Few Trips				

Exit

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

