

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).

The screenshot shows the 'Field Trips' application window. At the top, there's a title bar and a 'Field Trips' button. To the right, it says 'Number of trips selected: 5698'. Below that are tabs for 'Dates and General', 'Billing', 'Assignment', 'Other', and 'Sorting and Lookup'. The 'Dates and General' tab is active, showing fields for 'Departure Date Range: From: [] To: [] Dates: []', 'Selected Trip#: []', and 'Selected Request #: []'. There are also fields for 'Customer:' and 'Destination:'. Below these is a table of trips:

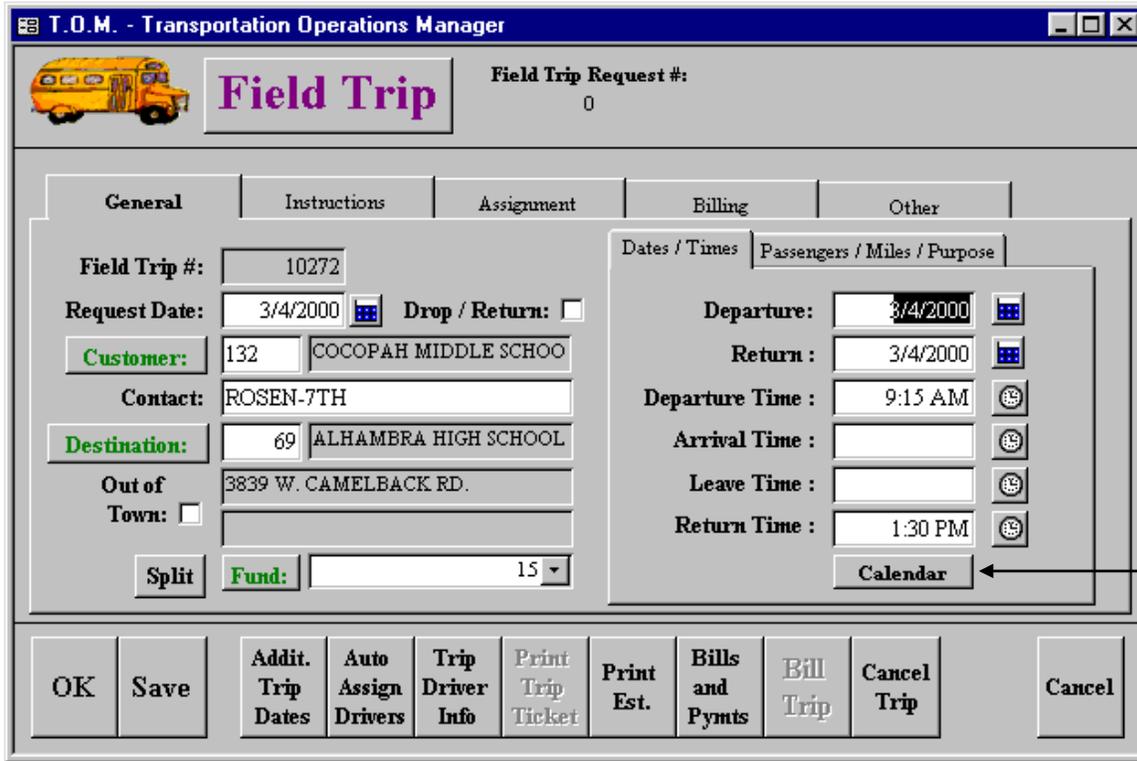
Trip#	Customer	Destination	Departure	Billed	Canceled	Assig
7833	GREENWAY MIDDLE	OUT OF AFRICA WILDLIFE PARK	2/3/99	Yes	No	Yes
4955	GREENWAY MIDDLE	64TH ST. & NESBIT	10/9/97	Yes	No	Yes
6344	GREENWAY MIDDLE	SUNSPASH	5/20/98	Yes	No	Yes
6134	NORTH RANCH ELEM.	IMAX- @ ARIZONA MILLS	4/15/98	Yes	No	Yes
4963	PARADISE VALLEY HIGH SCHO	HORIZON HIGH SCHOOL	10/4/97	Yes	No	Yes
5457	NORTH RANCH ELEM.	SUNRISE MIDDLE SCHOOL	5/1/98	Yes	No	Yes
6359	ALL SAINTS LUTHERAN CHURC	CASTLES AND COASTERS	5/19/98	Yes	No	Yes
9961	MERCURY MINE ELEM.	SHADOW MOUNTAIN HIGH SCHO	12/3/99	No	No	Yes
4676	S.W. HEADSTART/CAMPOBELL	LIFE CARE CENTER	3/20/98	Yes	No	Yes

At the bottom of the window are buttons for 'Find All', 'New', 'Edit', 'Delete', 'Copy', 'Calendar', 'Summary', and 'Exit'. An arrow points from the 'Calendar' button to a callout box that says: '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.

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

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

Click the Exit button to leave the Master Calendar.

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

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.



The screenshot shows a dialog box titled "Note For 2/7/00" with a sub-header "Notes for the Day". It contains several input fields and a list of icons. Callout boxes provide instructions for the "OK", "Delete Note", and "Cancel" buttons at the bottom, and the "Add Icon..." button on the right side of the icon list.

Notes for: 02/07/2000

Short Note: No Trips

Long Note: No trips allowed this day due to large district wide field trip to field day.

Schools Closed on this day?

Severity:
 Day Closed
 Warning
 Note

Icon for Note: **Icons Available to Assign to Date (click on Icon to assign to date):**

Closed1	
Closed2	
Game 1	

Add Icon...

Buttons: OK, Delete Note, Cancel

Callout Boxes:
 - "Click OK to save the note and return to the Master Calendar."
 - "Click Delete Note to remove this entire note from the Master Calendar."
 - "Click Cancel to exit this screen without saving your changes."
 - "Click Add Icon to add your own icon to the list."

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).

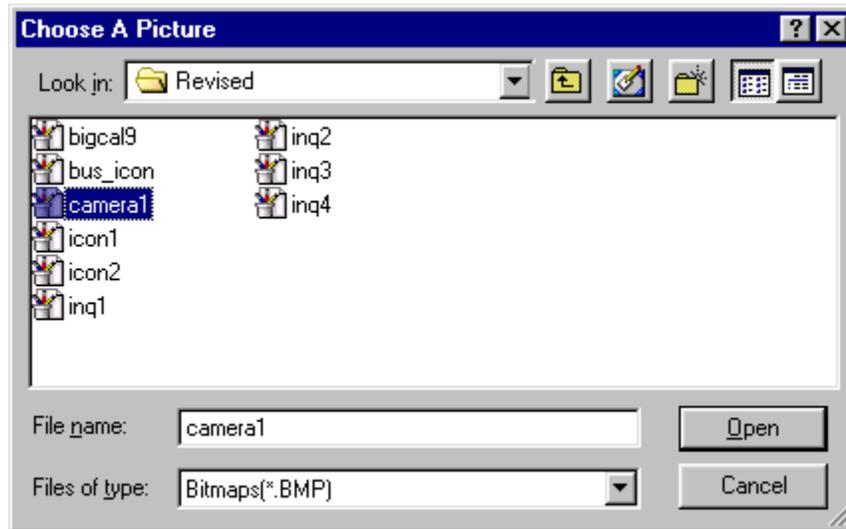


Figure C-5. Choose the Bit Image File That Contains the Icon You Wish to Add

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

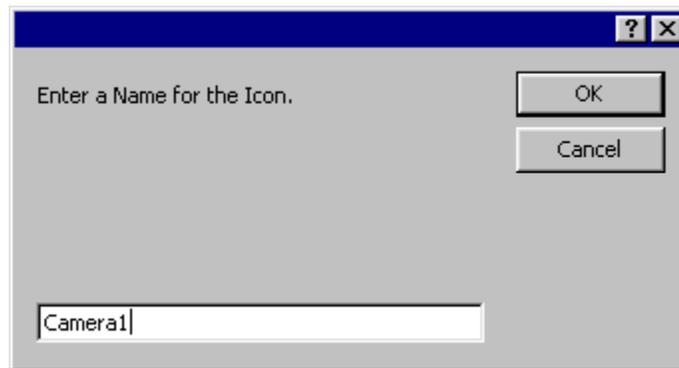


Figure C-6. Enter a Name for Your Icon.

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).



Note For 2/7/00

Notes for the Day

Notes for: 02/07/2000

Short Note: No Trips

Long Note:

Severity

- Day Closed
- Warning
- Note

Schools Closed on this day?

Icon for Note:

Icons Available to Assign to Date
(click on Icon to assign to date):

Camera1	
Closed1	
Closed2	

Add Icon...

OK Delete Note Cancel

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