



# Scheduler 4000

Version 1.7

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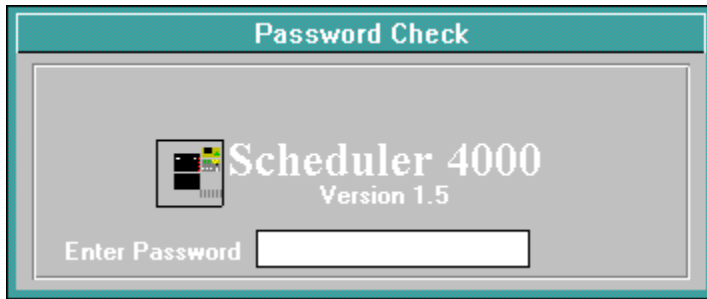
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## Login Screen for Password Check

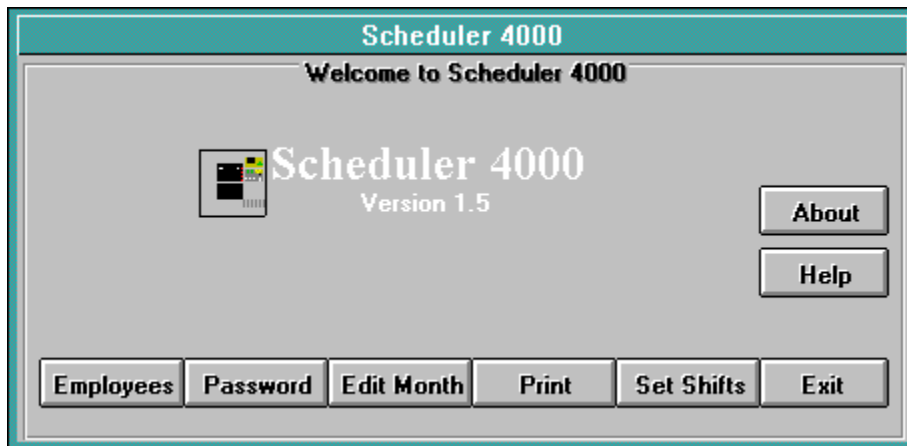


This is the first screen when you start the program. You must type in the correct password or the program will end. Once the correct password is typed in, the screen will change to Loading... and the [Main Menu](#) will load.

[Main Menu Help](#)

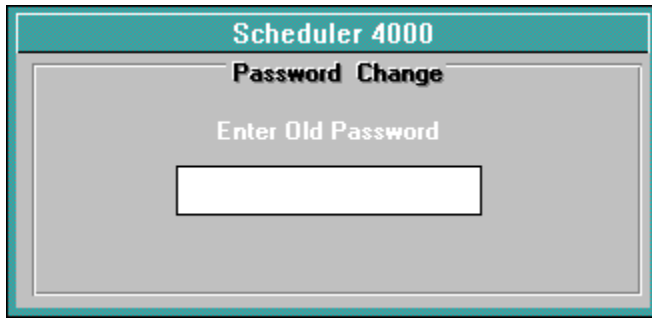
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## Main Menu Screen



This is the main program screen. All other menus are accessed from this menu.

## Password Change



The image shows a screenshot of a software dialog box titled "Scheduler 4000". Inside the dialog, the text "Password Change" is displayed at the top. Below this, the instruction "Enter Old Password" is shown. A single-line text input field is positioned centrally below the instruction, ready for the user to enter their current password.

Clicking on Password on the Main Menu enters the password change dialog. The program will first ask you for the current (old) password. You will then be asked for a new password. Any characters can be used. As a safety check the program will ask you to re-type the new password. The password will change immediately.

## Employee Database

Employee Database			
First Name	Last Name	Initials	
BOB	BOURNS	BB	↑
BRENDA	BOWES	B2	
DAN	GOLD	DG	
BRUCE	LOW	BL	↓

The Employee Database keeps track of the Employee's first name, last name and the initials. The initials are used on the Master Shifts and for the Edit Month Screen.

**New** will clear the top row. You can then enter a first name, last name and initial, using Tab to go between the fields. The initial must be two letters but does not have to follow the initials of the name.

**Update** allows you to change an existing record. Change the record first then click on Update.

**Delete** will erase the record displayed in the top row.

**Exit** will exit the Employee Database back to the Main Menu.

## Edit Month

Thursday Oct 8	Friday Oct 9	Saturday Oct 10
0700 to 0300 BB	0700 to 0300 BB	0700 to 0300 BB
0800 to 0400 DD	0800 to 0400 DD	0800 to 0400 DD
0900 to 0500 DD	0900 to 0500 DD	0900 to 0500 DD
0300 to 1100 DG	0300 to 1100 DG	0300 to 1100 DG
0400 to 1200 KM	0400 to 1200 KM	0400 to 1200 KM
1100 to 0700 RM	1100 to 0700 RM	1100 to 0700 RM
1100 to 0700 DG	1100 to 0700 DG	1100 to 0700 DG
Copy-->	Copy-->	Copy-->

The Month screen displays a particular month up to two weeks at a time. When Edit Month is first selected the current month is displayed.

**Month < and >** keys move to the previous or next month. The top of the screen indicates the month displayed. The year "flips" 6 months from the current Month. (ie. If you click ">" 6 months from the current month the year will jump back one year.)

**Week < and >** keys move to the previous or next weeks in a month.

**Delete Month** will delete the entire current month. A dialog box will appear and ask you if you really, really, really want to do this.

**Main Menu** exits the Edit Month screen back to the Main Menu.

**Edit Button** on top of each day will call up the Edit Day screen for that particular day. All changes are done on the edit day screen.

**Copy-->** calls up the Copy Day function. Whole days or certain shifts can be copied to the following days.

### Edit Day Help

## Print Shifts

The screenshot shows a software window titled "Scheduler 4000" with a "Print Shifts" interface. At the top, there are radio buttons for each month from January to December, with "November" selected. Below the months is a "StartDay" field containing the number "2" and two arrow buttons. To the right is a "Weeks to Print" section with buttons numbered 1 through 6. A vertical stack of five buttons is on the right: "Print All Employees", "Print Master Shift", "Print Selected Employee", "Print Revision", and "Exit". On the left, there is a scroll box containing the name "BOB BOURNS" and a "Revision Day" field containing the number "9".

The Print screen allows you to print shifts. The current month is selected when you enter the print screen. You should change this to the month you want to print.

The **Number of weeks** pushbuttons select the total number of weeks to be printed.

The **StartDay** scroll box will show you all the Mondays for the selected month. Set this to the first Monday you want to print.

**Print All Employees** prints an individual shift and a notes page for all employees in the Employee Database. This will take about 2 minutes per shift. A Print speedometer will show you the progress.

**Print Master Shift** will print the master shift for the selected month as well as a separate notes sheet.

**Print Selected Employee** will print the shift and notes for the employee listed in the selection box.

**Print Revision** will print a special revision page for the day you type into the text box to the left of the button. Make sure you have the correct month and day selected before you click this button.

**Exit** will exit back to the Main Menu.

## Shift Templates

Shift Templates			
DAILY			
1	0700	TO	0300P
2	0800	TO	0400S
3	0900	TO	0500N
4	0900	TO	0500P
5	0300	TO	1100N
6	0300	TO	1100P
7	2300	TO	0800A
8	2300	TO	0800P
9		TO	
10		TO	

<---    --->

Update

New

Delete

Exit

The Shift Template screen allows you to build normal shifts as templates making assigning shifts much easier in the Edit Day screen.

<--- will scroll backwards through the shift templates.

---> will scroll forwards through the shift templates.

**Update** allows you to alter an existing shift. When the shift is displayed, make any needed changes then click update. Changes will not be saved until update is clicked.

**New** will clear the display. After entering a name to call the shift, use the tab key to enter a "from" time and a "to" time. The program will add the word "to" between the two for use on the Edit Month screen.

The "from" text should be 4 characters and the "to" text should be 4 or 5 characters.

**Delete** will delete the currently displayed record.

**Exit** will exit back to the Main Menu.



## About Screen



The About screen displays unbelievably important information such as who wrote the silly thing. Looking at this screen has been known to improve your sex life.

**Ok** exits back to the Main Menu.

## Edit Day Screen

Shift	Employee	Notes
0700 to 0300P	BOB BOURNS	<input checked="" type="checkbox"/>
0800 to 0400S	BRENDA BOWES	<input checked="" type="checkbox"/>
0900 to 0500N	DAN GOLD	<input checked="" type="checkbox"/>
0900 to 0500P	BRUCE LOW	<input checked="" type="checkbox"/>
0300 to 1100N	KEVIN PACK	<input checked="" type="checkbox"/>
0300 to 1100P	BRENDA ROBINSON	<input checked="" type="checkbox"/>
2300 to 0800A	LINDA STEVENS	<input checked="" type="checkbox"/>
2300 to 0800P	BOB BOURNS	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**Notes**

- All Employee's 1/2 Hour Lunch
- 
- 

Select Shift:    
 Day Off Notes

Buttons: Delete, Print Rev, SaveEdit, Exit

The Edit Day screen is where all changes to shifts are made.

**Select Shifts** lets you choose from the available shift templates. The shifts will be displayed in the boxes on the left of the screen. Up to 10 shifts can be displayed.

The **Employee Boxes** have a button beside them to select the employee assigned to the shift. You MUST use the employee list box if you want the employee to get the shift on his sheet.

The **Note Check** Box selects whether that employee gets the notes for that day. A DayOff check box is provided for Notes to go to employees scheduled off.

**Send Notes to All/Kill Notes to All** will check and uncheck all note boxes. Use this if all employees should get the notes for this day.

**Save/SaveEdit** button saves the shift after you are done. If you are changing a day you MUST make your changes then click the Save Edit button.

**Delete** will delete all shifts and assignments for the day.

**Print Revision** will print a revision. This is handy if you change a shift, you can print out a revision notice immediately.

**Exit** will exit back to the Edit Month Screen. You can abort changes using exit.

### Edit Month Help

## Copy Days Screen

The screenshot shows a window titled "Copy Days" with a teal header. Below the header, the date "Wednesday Nov 4" is displayed. There are three main buttons on the left: "Copy Days", "Copy Shifts", and "Exit". To the right of the "Copy Days" button is a section titled "Number of Days to copy?" with ten numbered buttons (1-10). Below this is a list of ten shifts, each with an unchecked checkbox: Shift One, Shift Two, Shift Three, Shift Four, Shift Five, Shift Six, Shift Seven, Shift Eight, Shift Nine, and Shift Ten.

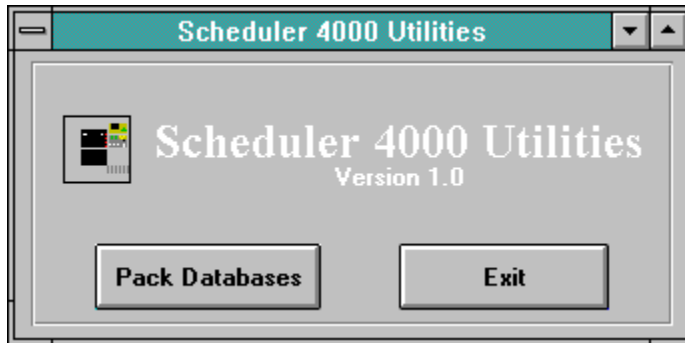
The Copy Days screen allows you to copy whole days or individual shifts. A maximum of 10 days may be copied.

**Copy Whole Day** copies the current day for the number of days selected by the pushbuttons. The default is one day. This function copies everything from the current day.

**Copy Shifts** copies only the shift or shifts you have selected for the number of days selected by the pushbuttons. (The default is one day.) Only shift, employee, and note checks are copied, not notes.

**Exit** will exit back to the Edit Month screen.

## Pack Databases



This function allows you to pack all databases. After many deletions the databases may get inefficient. The pack function will clean the database. It is loaded as a separate program and should not be run at the same time as the Scheduler 4000.

## **New Features in Version 1.5**

1. Program is now printer independent. Any printer Windows supports, the program now supports. The printer selection progress in the setup program is gone.
2. All print functions now use True Type fonts for higher quality.
3. A new, faster compiler speeds up form displays by about 33%. Code execution is also faster.
4. Print screen now uses option buttons instead of check boxes. Code to handle print screen is now smaller.
5. A bug which caused the Print revision function to come up with the wrong day of the week is repaired.
6. A bug which caused schedules at the end of the year to stop printing unexpectedly has been repaired.
7. Program now has context sensitive help. Press F1 in any menu to call up help for that function.
8. When copying whole days the shift name is now copied.

## **New Features in Version 1.6**

1. List boxes for shift templates and employees in the Edit Day list boxes are now updated as you exit the employee or shift template databases. Previously deleted employees or shifts would not be deleted in list boxes until the program was rerun.
2. Forms are now disabled correctly. Previously you could click on the main menu button on the month form while in the Edit Day form. This caused an error when another day was selected. The copying days form also correctly disables now.
3. A minor bug in the previous week button which allowed you to go back one week to many if the 1st was a Monday has been repaired.
4. More Windows Multi-tasking commands have been added to the print section. This should help printing.
5. Scheduler 4000 now works with all Windows display resolutions.
6. A Bug which caused the print screen functions to "flip" years incorrectly has been fixed.

## **New Features in Version 1.7**

1. When you cancel printing the printing will now stop much quicker. Also anything sent to Print Manager will be flushed. Previously any data sent to the printer still tried to Print.
2. The About Form now displays correctly.

**The main program screen allows access to all other functions. It is the first one loaded after the Login screen.**



**The master shift contains shifts for all employees as well as all notes.**

**The Edit Month screen displays all shifts for a given month. Copying shifts and editing days are also done on this screen.**

**The Edit Day screen allows shifts to be assigned as well as special notes to the employees.**

**Copying of whole days and individual shifts is possible. This screen is selected by the copy button on the Edit Month screen.**

**The employee database stores the firstname, lastname and initials of all employees.**

**A separate page with any special notes for a particular day.**

**A speedometer keeps track of whats being printed and what percentage is complete.**

**A list of all Employees from the employee database.**



**Shift templates allow you to use shift patterns with only one keystroke.**

