

Table of Contents

©Madrigal Soft Tools Inc., 1996, All rights reserved. Windows is a registered trademark of Microsoft Corporation.

Introduction

The Basics

Menus and ToolBar

How Do I ...

Update, Browse and Control Windows

Printed Calendars

Definitions and Terms

Copyright and Distribution

Registering ResSched

INTRODUCTION

Welcome to ResSched™ for Windows by Madrigal Soft Tools.

ResShed makes scheduling resources easier and more effective for businesses, health and educational institutions, or other organizations. If your organization schedules equipment, space, people or other resources by the hour, fraction of an hour, or day, ResSched can help. Spend less effort scheduling while getting better utilization from your organization's resources. Among ResSched's many features are:

Advanced repeat scheduling

ResSched offers a wide variety of options for scheduling repeat bookings. It even handles bookings that are repeated irregularly.

Resource groups

Resources can be grouped together for easy scheduling and monitoring. You can group resources as teams (different types of resources required for a booking), as classes (all resources of the same type), and any other way you want.

Scanning

Get a quick view of the bookings for a resource or group, or when all the resources in a group are available.

Monitoring

View bookings sorted by client, booking type, resource, or group of resources to monitor utilization.

Conflict Checking

ResSched checks every booking for conflicts with other bookings for any of the resources involved. It also checks for bookings on weekends (if you want it to) and for bookings on any holidays and other special periods you have designated. When it finds a conflict, ResSched offers you several options for dealing with it.

Evaluation and Registration

You are invited to use ResSched for Windows for 21 days to see if it meets your needs (we are confident it will). After 21 days, you must register ResSched or stop using it. When you **register** you get an access code that eliminates the reminder screen. The access code will be sent to you, at your option, by E-mail, fax, or regular mail. You will also receive a complimentary diskette with the registered version of the latest release of ResSched. Registration also entitles you to free upgrades for the next year and deep discounts on any new versions after one year. Registration provides you with a permanent license to use ResSched on a single work station. If your organization wishes to use multiple copies of ResSched or run ResSched on a network please contact us directly for site license terms.

After the 21 day evaluation period, there will be a grace period to allow time for mail to reach you. When

the grace period ends access delays to ResSched will begin. The delays will increase 1 second for each day since the evaluation period expired. Please feel free to distribute the evaluation version of ResSched for Windows to friends and colleagues, but use the RSCH10.ZIP file. Distributing individual files that make up ResSched can stop it from working.

Most Recent Version

The most recent version of ResSched for Windows is always available from our Web site at:

<http://www.madrigalsoft.com/main>

Limited Warranty and Liability

Madrigal Soft Tools Inc. offers this software "As Is" and does not warrant that the software is error free. Madrigal Soft Tools Inc. disclaims all other warranties with respect to the software, either express or implied, including but not limited to implied warranties of merchantability, fitness for a particular purpose and non-infringement of third party rights.

In using the software the user agrees that in no event shall Madrigal Soft Tools Inc. or its suppliers be liable for consequential, incidental or indirect damages of any kind arising out of the delivery, performance or use of the software, even if Madrigal Soft Tools Inc. has been advised of the possibility of such damages. The user also agrees that in no event will Madrigal Soft Tools Inc.'s liability for any claim exceed the license fee paid by the user.

Support

Madrigal Soft Tools believes support should be available when you need it the most - when you are first trying out a program. We accept phone and e-mail support requests from unregistered as well as registered users.

Voice (604) 920-3910
Fax (604) 920-3912
CompuServe 75357,1100
Internet MADRIGAL@madrigalsoft.com

SHARE.EXE or VSHARE.386

Windows 3.x users must have **either** SHARE as a command in their AUTOEXEC.BAT file before the "win" command **or** the VSHARE.386 device driver loaded in their SYSTEM.INI file (in your C:\windows directory). Many users will have one or the other already in their system set up. However, if you get a "File Creation" error message on opening ResSched, check to see one or the other is present. If not, consult your DOS or Windows documentation for specific instructions on changing your autoexec.bat or system.ini file.

Customization

Madrigal Soft Tools will customize ResSched for customers who need different screen layouts, reports,

data collection, or other changes. These changes may be less expensive than you would think. Contact us directly to inquire.

Deinstallation

If you decide not to register ResSched, you can remove all ResSched files from your system by deleting the directory you installed ResSched into (the default is C:\RESSCHED). Then simply delete the ResSched Program Group from Window's Program Manager.

Please let us know why you chose not to register ResSched. Any comments you have will help us develop products and service that better meet the needs of people like you. If we include your suggestion in a future release of ResSched, you can register that version for free.

Madrigal Soft Tools
1290 Broad St., #201
Victoria, B.C.
Canada, V8W 2A5

Voice (604) 920-3910
Fax (604) 920-3912
CompuServe 75357,1100
Internet MADRIGAL@madrigalsoft.com

COPYRIGHT AND DISTRIBUTION

Limited License To Copy and Distribute ResSched for Windows

Copyright for ResSched is held exclusively by Madrigal Soft Tools Inc.

Diskette/CD-ROM

You may distribute ResSched For Windows on diskette or CD-ROM to the public or for commercial purposes, either alone or with other programs, provided:

All ResSched For Windows program and documentation files are included in the distribution (see VENDINFO.DIZ).

If a fee is charged or other compensation is received for the diskette/CD-ROM, there is a label or cover on the diskette/CD-ROM or its packaging displaying a statement to the effect that any fee or other compensation paid to acquire the diskette or CD-ROM does NOT entitle the buyer to use ResSched For Windows beyond the evaluation period without registering the program. A statement to this effect covering all programs included in the diskette or CD-ROM is acceptable. This statement must be visible to the customer before purchase.

You agree to cease distribution of ResSched For Windows within 90 days of receiving written notice from Madrigal Soft Tools Inc.

We request, but do not require, that you inform us of any distribution by diskette/CD-ROM to the public or for commercial purposes. Distributors who contact us will receive priority in our distribution of updated versions.

Electronic Bulletin Boards

Operators of electronic bulletin board systems may post ResSched For Windows for downloading by their users without written permission provided all ResSched For Windows program and documentation files are included in the posted archive (see VENDINFO.DIZ). SYSOPS are requested to use the name RSCH10b.ZIP for the file archive whenever possible.

Other

In all other situations, no fee, charge, or other compensation may be accepted or requested by anyone for the copying or distribution of ResSched For Windows to the public or for commercial purposes without the expressed written permission of Madrigal Soft Tools Inc.

Madrigal Soft Tools
1290 Broad St., #201
Victoria, B.C.
Canada, V8W 2A5

Voice (604) 920-3910
Fax (604) 920-3912
CompuServe 75357,1100
Internet MADRIGAL@madrigalsoft.com

MENUS AND TOOLBAR

The main window for ResSched has the familiar Window's type menu and toolbar. All ResSched functions operate from this menu. The **Toolbar** below the main menu contains short cut buttons for some of the more frequently used functions.

File Menu

Print Setup...	Standard printer setup window
<u>U</u>ser Preference	Allows the user to set default times, display options, conflict notification options and other features.
<u>E</u>xport to dBase	Export ResSched data files to dBase III format.
<u>R</u>ebuild File Keys	Rebuilds the file keys that control the sorting of data by ResSched. Corruption of your file keys is a very unusual event and will never be experienced by most users, but if you find your data is suddenly being displayed in strange order, select this item.
Exit	Exit ResSched

Bookings Menu

<u>A</u>dd Booking	Add a new booking entry.
<u>B</u>rowse Bookings	<u>Browse</u> through all bookings using tabs to sort and filter the bookings.
<u>B</u>rowse by Name	Browse through all bookings listed in alphabetical order of bookings.
<u>D</u>elete by Batch	Delete all bookings that occurred before a specified date in the past.

Resource Menu

<u>A</u>dd a Resource	Add the Short and Long Names of a new resource to ResSched.
<u>B</u>rowse Resources	<u>Browse</u> the resources listed in ResSched.
<u>G</u>roup lists	Add, change or delete Group lists of resources.

Client Menu

<u>A</u>dd a Client	Add the name and related information of a new client to ResSched.
<u>B</u>rowse Clients	<u>Browse</u> the Clients listed in ResSched.

Scan Menu

<u>S</u>can SingleResource	View the bookings of a single resource for a week with time displayed down the screen and the day of the booking is displayed across.
-----------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

Scan Group Booking View the bookings of all resources on a Group list for a day with time displayed down the screen and the Resources displayed across.

Scan GroupAvailability Overlap the bookings of all resources in a Group list so that any time slots that are available for all the resources are clearly visible.

Calendar To printing calendars with booking information. Calls a window to select period, resources to include, and format of calendar to print.

Help Menu

Contents Display a list of main Help topics from which you can select.

Search for Help on... Do key word search for Help on specific topic.

How to Use Help How to use this Help facility.

TOOLBAR BUTTONS

The Toolbar buttons are one touch buttons that let you carry out tasks that would require multiple menu selections or other input. The Toolbar buttons cover some of the most commonly used ResSched functions. From left to right the ToolBar buttons are:



Add a New Booking.



Browse all Bookings



Displays the bookings of all resources on a Group list for one day in a matrix format. Time slots are listed down the window and individual resources are listed across the top.



Scan the bookings for one resource for the current week in a matrix with time running down the window and days of the week running across.



Scan for time slots that are available for all resources in a Group list at the same time.



Print day calendar with notes for today covering bookings for all resources.



Print calendar for current week (Mon - Sun) with notes covering the bookings of all resources.



Delete all bookings that occurred before a specified date.

THE BASICS

To let you get started quickly we have grouped the key concepts, windows and instructions together. Going through the help topics listed below will give you enough information to start using ResSched right away. While these core functions will give you benefits right away, the many other ResSched functions will give you even more.

Menus and Toolbar

Add a Resource

Add a Booking

View Bookings

Print Calendars

Set User Preferences

Update, Browse and Control Windows

ResSched information is entered and viewed through windows. All ResSched functions have at least one window to receive your input or direction and many also display the information you request.

Update Booking

Repeat Booking

Specific Weekday Window

Browse Bookings

Browse by Name

Browse Resources (Single Select)

Browse Resources (Multiple Select)

Update Resource

Browse Groups

Update Group

Browse Client

Update Client

Scan Group Bookings

Scan Single Resource Bookings

Scan Availability of Group

Calendar Options

Delete by Batch

User Preferences

Update Special Days

Booking Conflict

UPDATE BOOKING WINDOW

The Update Booking window is used to enter a new booking or change an existing booking. If this is a new entry the input fields are blank except for any defaults that you have set in **User Preferences**. If you are changing an existing entry, the existing information is displayed in the various fields.

If there is not enough information to make a proper entry for the booking the **OK** Button is disabled.

The **Print** button prints all the information displayed in this window.

Booking You can use up to 50 characters to identify the booking but only 30 can be displayed at a time.

Resources Selected Now

The **Short Names** of resources currently involved with this booking are shown in a list box in alphabetical order. To add a resource to the list, click on the **Insert** Button. The **Browse Resources** window will appear to let you select resources or, if the resource has not been entered in ResSched before, create a new entry for the resource. To delete a resource from the booking, highlight the resource in the list box and click on the **Delete** Button. To replace a resource with another one, highlight the resource you wish to replace, click on the **Change** Button and select the new resource from the **Browse Resources** window.

You can add or delete all the resources on a **Group list** to or from this booking by clicking on the **Add Group** or **Delete Group** buttons. The **Browse Groups** window will appear to select the Group list from.

Client Enter the name of the person or organization that the resource is being booked for. Select an existing client by clicking on the ... button. If there is no client for the booking select, "No Client"

Start Time The start time is displayed in standard AM or PM format, but you can enter the start time using any of the standard **time formats** and many types of abbreviations. You can also select the start time from a drop down list by clicking on the downward arrow. The selection of times to choose from is set from the Scan settings in **User Preferences**. Click on the time you want the booking to start.

Duration You can enter how long you wish the booking, accept the default duration (set in **User Preferences**), or select from common durations by clicking on the downward arrow.

End Time The duration will be added to the start time and displayed. If you change the End time, the duration will be changed to reflect the new end time. You can enter or select the End time the same way as for the Start time.

Date The date is displayed using the abbreviated month format, but you can use any of the standard **date formats** to enter the booking date. If you click on the small **Cal** button beside the Date field, a **pop up calendar** will appear. Double click on the date you want.

Repeat Status This message shows the type, frequency and end date for any repeats that apply to this booking. If there are no repeats the message shown is **SINGLE**.

Repeat Button

Clicking on this button, brings up the Repeat Booking window used to specify when an booking is to be repeated.

Notes

You can enter up to 1000 characters of free form text to your booking.

REPEAT BOOKING WINDOW

The Repeat Booking window lets you determine how often and when an booking is repeated. This window is accessed by clicking the **Repeat** button in the **Update Booking** window. The window initially presents a set of seven radio buttons which represent the main repeat options. After selecting a repeat option entry fields and lists appear to receive and display details of your repeat choice.

- No Repeats** This booking only occurs once. Selecting this option cancels any previously set repeat dates. Only the date entered in the Date field of the Update Booking window will remain.
- Irregular Dates** This option lets you enter dates and times for the booking that occur irregularly. When this radio button is clicked a list box with all the dates for this booking is displayed. To add a date to this list, click on the **Insert** button. An entry box will appear for you to enter the date, start time and end time of the new occurrence. Clicking on the small **Cal** button brings up a **pop up calendar**.
- Fixed Days** This option will schedule the booking to repeat every set number of days starting on the date entered in the Date field of the Update Booking window and continuing until reaching a date you set. On selecting this option, an entry box will appear for you to specify the number of days between repeats and a date to end scheduling repeats of the booking.
- Fixed Weeks** The same as for Fixed Days, but you must specify the period between repeats in weeks.
- Fixed Months** Bookings will be scheduled to repeat on the same date of the month every set number of months. On selection, the entry box for specifying the number of months between repeats and the date to stop repeating the booking will appear. **Warning: If date of the month is after the 28th, the booking will not be scheduled in months that do not have enough days.**
- Set Days Each Week** Bookings will be scheduled to repeat on all of the days you specify every week. On selection, a box with check boxes and an end date will appear. Select the days you want and the date to stop repeating the bookings
- Specific Weekday of the Month**
- This option lets you schedule repeats for specific weekday of every month (e.g. the 2nd Tuesday of the month). Selecting this option brings up the **Specific Weekday** window to let you select the weekday and which occurrence in the month you want. You must also specify the date to stop repeating the booking.

REPEAT SET DAYS WINDOW

This window is called by the **Repeat Booking** window to let you set the days of the week the booking will be repeated each week.

Click on the check box of each days you want to repeat the booking on. Enter the date you want to stop repeating the booking on

Until Repeats stop after this date. The entry field also has a small **Cal** button to bring up a **pop up calendar**.

SPECIFIC WEEKDAY WINDOW

This window is called by the **Repeat Booking** window to let you specify details for the Specific Weekday of the Month repeat option. This repeat option schedules the booking to occur on a set weekday of every month (e.g., the 2nd Tuesday of every month).

- Day of Week** **List box** with the days of week to select from.
- Occurrence** Radio buttons to select which occurrence in the month (1st, 2nd, 3rd, 4th, Last) applies.
- Until** Repeats stop after this date. The entry field also has a small **Cal** button to bring up a **pop up calendar**.

BROWSE BOOKINGS WINDOW

Browse Bookings displays the bookings in ResSched. You can sort or filter these bookings by clicking on tabs at the top of the window. This window is called by **Booking>Browse Bookings** from the main window menu or the Toolbar.

Only bookings that occur on or after a user specified date are displayed. You specify the date using the **Display From** field. The default is today's date. The **Cal** button calls a pop up calendar to select a date from.

LISTBOXES

Booking Information Large list box with the weekday, date, time, client and name of each booking. To make the window easier to view, the day and date are shown for only the first booking of the day.

Resources for Booking Small list box that displays the **Short Names** of all the resources involved with the highlighted booking.

TABS

By Date All bookings are displayed in date /time order.

By Resource All bookings for a specified resource are displayed in date time/order. Enter the Short Name of the resource you want to specify in the **Resource** field. The ... button calls the Browse Resource window that you can select the resource from.

By Group All bookings of each resource in a user specified **Group** list are displayed sorted by resource and then listed in date time order. Enter the name of the Group list you want to specify in the **Group** field. The ... button calls the Browse Groups window that you can select the Group list from.

By Client All bookings of a user specified client listed in date time order. Enter the name of the client you want to specify in the **Client** field. The ... button calls the Browse Clients window that you can select the client from.

BUTTONS

Change/View View or change the details of an booking. Clicking this button calls the Update Booking window with the details for the highlighted booking.

Insert Add a new booking. Clicking on this button calls a blank Update Booking window.

Delete Deletes the highlighted booking.

BROWSE BY NAME WINDOW

Browse by Name lists all bookings in alphabetical order using the name or title you gave them when they were entered. It is called by **Bookings>Browse by Name** from the main window menu. Unlike all the other Browse functions, you cannot change any of the booking information using Browse by Name.

Booking List box that displays the names of all bookings.

Date and Time List box that displays each date and time for the highlighted booking.

Resources for Booking List box that displays Short Names of each resource that is involved with the highlighted booking.

DELETE BY BATCH WINDOW

Delete by Batch deletes all past bookings that were scheduled to occur before a date you specify. Delete by Batch cannot be used to delete bookings scheduled for the future. It is called by **Bookings>Delete by Batch** or from the Toolbar.

Date

All bookings scheduled for before this date will be deleted. The default date is the current date. The date is displayed in abbreviated month format, but you can use any of the standard **date formats** to enter a different date. You can also use the small **'spin'** buttons with the entry field to increase or decrease the date entry. You cannot enter a future date.

BROWSE RESOURCES (Single Select) WINDOW

The Browse Resources - Single Select window is used to select one resource for several ResSched functions. You can also use this window to add a new resource to ResSched or change or delete an existing resource entry. The Browse Resources window is called by **Resources>Browse Resources** from the main window menu or by the different functions that use it to select resources. When called to add resources to a booking or to a Group list, Browse Resources is in multiple select mode so you can pick several resources to be added at once. When called by other functions, it is in single select mode letting you select only one resource at a time.

LISTBOXES

Short Name	A unique name up to 10 characters which ResSched uses to identify each resource it has listed.
Long Name	An optional name up to 30 characters long used to identify resources more fully.

BUTTONS

Select	Select the highlighted booking (only visible when used to select a resource by another function). Double clicking on the highlighted resource also selects it.
Insert	Add a new resource. Clicking on this button calls a blank <u>Update Resource</u> window.
Change	View or change the details of the resources. Clicking this button calls the <u>Update Resource</u> window with the details for the highlighted resource.
Delete	Deletes the highlighted booking.

BROWSE RESOURCES (Multiple Select) WINDOW

The Browse Resources - Multiple Select window is used to select one or more resources for a **Booking** or a **Group list**. Select resources to be included for the booking or Group list by double clicking on each or highlighting the resource and clicking on the **Tag\Clear** button. Each resource picked is marked with an asterik (*). After marking the resources you wants, click on the the **OK** button to add them to the Group list or booking.

LISTBOXES

- Short Name** A unique name up to 10 characters which ResSched uses to identify each resource it has listed.
- Long Name** An optional name up to 30 characters long used to identify resources more fully.

BUTTONS

- Select** Included all the marked resources (*) in the booking or Group list that called this window.
- Insert** Add a new resource. Clicking on this button calls a blank **Update Resource** window.
- Tag\Clear** Tag or clear the highlighted resource for selection. Clicking on the highlighted resource with the right hand mouse key also tags or clears the resource.
- Clear All** Clears all tags from the resources that have been tagged so far.

UPDATE RESOURCE WINDOW

The Update Resource window lets you add or change an entry for a resource in ResSched. It is called by **Resources>Add Resource** from the main window menu, or from the **Browse Resources** window.

Short Name	A unique name up to 10 characters which ResSched uses to identify each resource it has listed.
Long Name	An optional name up to 30 characters long.
Notes	Include up to 200 characters of optional free form text.

BROWSE GROUPS WINDOW

The Browse Groups window lets you select, create, change, or delete **Group lists**. It is called from **Resources>Group lists** or any of the functions that require you to select a Group list. It contains a list box displaying all existing Group lists.

To select an existing Group list, double click on the Group or highlighting the Group and click on the **Select** button (not visible unless called by another function).

To create a new Group list instead, click on the **Insert** button for Groups. The **Update Group** window will appear for you to create the new Group list

To change a Group list, highlight the Group and click on the **Change** button , or double click on the Group.

To delete a Group list, highlight the Group list and click on the **Delete** button for Groups.

BROWSE CLIENTS WINDOW

The Browse Clients Window is used to select clients for bookings and other ResSched functions. You can also use this window to add a new client to ResSched or change or delete an existing client entry. The Browse Clients window is called by **Clients>Browse Clients** from the main window menu or by the different functions that use it to select clients.

Client	A unique name up to 30 characters long which ResSched uses to identify each client it has listed.
Select	Selects the currently highlighted client (double clicking on the client also selects).
Insert	Creates a new client entry.
Change	Change the information for the highlighted client
Delete	Delete the highlighted client from ResSched

UPDATE CLIENT WINDOW

The Update Client window is used to collect information on Clients using the resources.

Client A name for the client is the only information required by ResSched.

Contact Person,etc You may wish to include the name of a contact person in a client organization as well as the phone number, fax and address for the client.

Notes Include any special information about the client in this free form text section.

SCAN GROUP BOOKINGS WINDOW

The Scan Group Bookings window displays all bookings for all the resources in a Group list for a selected day. Time slots are listed down the window with the resources listed across. Bookings are displayed as boxes at the intersecting of the relevant time slots and resources. The length of the box is determined by the length of the booking. The text in the boxes depends on the Scan Text option in User Preferences. You can view or change the complete booking information by double clicking on the box.

WARNING: If bookings overlap the text in the boxes may be jumbled and when you click on the overlapped area only the booking details of the earliest booking for that area will be available. When two bookings end or begin at the same timeslot, they appear to be two non-overlapping bookings. Overlapping occurs when bookings conflict OR when a bookings ends and another starts within the same time slot (e.g. one booking ends at 10:05 and another starts at 10:10 while the time slot covers 10:00 to 10:15). When precise information on all bookings is needed, click on the Browse button to call **Browse Bookings**.

The number of resources in a group cannot exceed 50 for this function.

Group The Group list to be scanned. Enter the name of Group list directly or click on the ... button to select the Group from a table of existing groups.

Date The date to be scanned. Enter the date directly or click on the **Cal.** button to call a pop up calendar to select the date from.

To add a new booking, click on the **Insert** button.

To scroll up and down the window quickly, click above or below the slider button in the vertical scroll bar rather than using the arrow buttons or dragging the slider button.

SCAN SINGLE RESOURCE WINDOW

The Scan Single Resource window displays all bookings for one resource for a week. Time slots are listed down the window with the days of the week listed across. Bookings are displayed as boxes at the intersecting of the relevant time slots and weekday. The length of the box is determined by the length of the booking. The text in the boxes depends on the Scan Text option in [User Preferences](#). You can view or change the complete booking information by double clicking on the box.

WARNING: If bookings overlap, the text in the boxes may be jumbled and when you click on the overlapped area only the booking details of the earliest booking for that area will be available. When two conflicting bookings end or begin at the same timeslot, they may look the same as two shorter non-conflicting bookings. Overlapping occurs when bookings conflict OR when a bookings ends and another starts within the same time slot (e.g. one booking ends at 10:05 and another starts at 10:10 while the time slot covers 10:00 to 10:15). When precise information on all bookings is needed, click on the Browse button to call **Browse Bookings**.

Resource The resource to be scanned. Enter the name of resource directly or click on the ... button to select from a table of existing resources.

Week Includes A date in the week to be scanned. Enter the date directly or click on the **Cal.** button to call a pop up calendar to select the date from.

To view or change the details of a booking, double click on a box representing the booking.

To add a new booking, click on the **Insert** button.

To scroll up and down the window quickly, click above or below the slider button in the vertical scroll bar rather than using the arrow buttons or dragging the slider button.

SCAN GROUP AVAILABILITY WINDOW

The Scan Group Availability window blocks out all timeslots in a selected week that are occupied by any resources in a group list. This makes any timeslots that are free for all resources in a group clearly visible. Timeslots that are occupied by only one booking are blocked in blue, those occupied by two bookings are in purple, and those with more than two are in red. To view or change any of the bookings, click on the Browse button to call Browse Bookings.

Group The Group list to be scanned. Enter the name of Group list directly or click on the ... button to select the Group from a table of existing groups.

Week Includes A date in the week to be scanned. Enter the date directly or click on the **Cal.** button to call a pop up calendar to select the date from.

To add a new booking, click on the **Insert** button.

To scroll up and down the window quickly, click above or below the slider button in the vertical scroll bar rather than using the arrow buttons or dragging the slider button.

CALENDAR OPTIONS WINDOW

The Calendar Options window lets you set options for printing calendars. It is called directly by **Calendars** from the main window menu.

Period/Format **Radio buttons** that let you select the format and period length of your calendar. You can choose from:

Day Bookings scheduled for the Start date are listed from earliest to latest.

Day by Resources Each resource's bookings scheduled for the Start date are grouped together and then listed from earliest to latest.

Week A week's bookings with full details are listed from earliest to latest in portrait orientation.

Flexible Period The flexible period lets you set any start and end dates for the calendar to cover. This format will not print booking notes.

Scan Group The bookings for all resources in a Group list for the start date are printed with time listed down the pages in landscape orientation.

Scan Resource The bookings for a single resource for the week that includes the start date.

Weekly calendars cover the Monday to Sunday period that includes the Start date.

Covering Radio buttons that let you select which subset of the bookings should be included:

All Resources Includes all bookings that occur in the period specified.

One Resource Includes any bookings that involve a selected resource in the period specified.

Group Includes any bookings that involve resources are part of a selected Group list in the preiod specified.

Client Includes any bookings made for a selected client in the preiod specified.

Resource The resource whose bookings will be printed. This field is only visible if "One Resource" has been selected in Covering. Clicking on the small ... button brings up the **Browse Resources window** to select from.

Group The Group with the resources to be printed. This field is only visible if "Group" has been selected in Resources. Clicking on the small ... button brings up the **Browse Groups window** to select from.

Client The client whose bookings are to be printed. This field is only visible if "Client" has been selected in Covering. Clicking on the small ... button brings up the **Browse Client window** to select from.

Start Date The Day and Scan Group calendars print the bookings scheduled for this date. The Week and Scan Resource calendars include this date. The flexible period calendar begins with this date. The current date is the default. The date is displayed using the abbreviated month format, but you can use any of the

standard **date formats** to enter the booking date. If you click on the small **Cal** button beside the field, a **pop up calendar** will appear. Double click on the date you want and it will automatically be entered into the field.

End Date

If you select Flexible Period, you must enter an End Date for the period the same way you enter the Start Date. Visible only if Flexible Period has been selected in Period/Format.

Include Notes

Clicking on this box toggles whether booking notes are included when printing the calendar.

USER PREFERENCES WINDOW

User Preferences window lets you set the default several default options for entering and displaying **booking** information and lets you establish Special Days. It is called by **File>User Preferences** from the main window menu.

General Tab

To speed entering information when booking resources, ResSched lets you establish default and routine values for many of its booking entry fields. When making a new booking, the default values are displayed automatically and the routine values are available from drop down lists. Users can accept or change any of these values when making a booking.

Default Start Time The time that is initially displayed when creating a booking. Set the default start time either near the middle of the active part of your organization's day or close to when many bookings are scheduled. The default start time is displayed in the AM/PM format but you can use any standard time format to enter it.

Default Duration The default duration is added to the Start Time to display a proposed End Time. If many of your bookings are for the same length of time, this feature saves having to enter that information. Use the Hours:Minutes format to enter the default duration or click on the downward arrow to select a duration from the drop down list.

Routine Durations A list of commonly used duration times that can be selected from drop down lists here and when booking resources. To change the list, click on this button. The current list will appear which you can add a new duration to (**Insert**), or **Change** or **Delete** an existing routine duration.

Default Booking If large proportion of of your bookings are the same type, you may wish to enter a default booking which will be automatically displayed when creating a new booking.

Routine Bookings To create a list of routine booking names that can be selected from a drop down list when making a new booking, click on this button. The current list of routine bookings will appear which you can add to by clicking on **Insert** or you can **Change** or **Delete** one of the existing routine bookings.

Default Client If one client makes up a disproportionate number bookings, you may wish to make that client the default. Click on the ... button to select a client as the default. If you expect to make many bookings without any client, consider selecting "No Client" as the default client.

Default Resource If one resource is being booked a disproportionate amount of time, you may wish to make that resource the default. Click on the ... button to select a resource as the default. Once select as default, a resource will be placed in the resource list for every new booking.

Flag Weekends as Conflicts

If ResSched should warn users when they try to make a booking for a weekend, check this box.

Scan Settings Tab

Use these setting to adjust what and how booking information is displayed and printed in the Scan functions. ResSched also uses some of this information to create drop down lists for selecting start and end times when adding bookings.

Begin Day	The normal start of the work day for your organization. Bookings that occur before this time are shown in the Scan functions as "Before " this time.
End Day	The normal end of the work day in your organization. Bookings that occur after this time are shown in the Scan functions as "After " this time.
Interval	The amount of time you wish to cover with one time slot when using Scan functions. With large intervals, Scan functions take less space on the screen or paper, but booking information often overlaps. Small intervals provide better distinction between bookings but take up more screen and paper space.
Scan Width	The width of each column in the Scan Group Booking. Narrower columns let you fit more resources on a page, but reduce the amount of text shown in booked timeslots.
Scan Height	The height of each row in the Scan display functions. Short rows let you see more time slots, but may be difficult to read.
Scan Text	The text to shown in the booked time slots of Scan functions. You can choose between showing no text, the booking name, the client's name, or the first three letters of the booking and use the remaining space for the client's name.

Special Days Tab

Special Days are those days that you wish to be treated differently when scheduling bookings. Religious or civic holidays, and vacations are possible Special Days periods. Once you identify a Special Days period, you will be notified a possible conflict before bookings are scheduled in that period. The Special Days list box includes start and end dates and a description for the period.

To add a Special Days period, click on the **Insert** button. An empty **Update Special Days** window will appear for you enter the information for the special day period.

To change a Special Day period, highlight the period and click on the **Change** button, or double click on the period. The Update Special Days window will appear for you to edit.

To delete a Special Days period, highlight the period and then click on the **Delete** button

Maintenance Tab

The buttons in this tab allow our technical support staff to quickly correct certain rarely occurring conditions. The vast majority of users will never need to use these buttons. While the buttons are harmless, we recommend you contact our tech support before using them.

UPDATE SPECIAL DAYS WINDOW

The Update Special Days window lets you add or change information on your **Special Days**. This window is called from the **User Preference window**.

Description	Up to 20 characters to identify this Special Days period.
Start Date	The first day of the Special Days period. Both the Start Date and the End Date are displayed using the abbreviated month format, but you can use any of the standard <u>date formats</u> to enter the booking date. If you click on the small Cal button beside the field, a <u>pop up calendar</u> will appear. Double click on the date you want and it will automatically be entered into the field.
End Date	The last day of the Special Days period (often the same as the Start Date).

Booking Conflict Window

This window appears whenever you try to schedule a booking on one of the **Special Days** you defined, on a weekend (if you have selected "Flag weekends as conflicts" in **User Preferences**), or when one of the resources involved with the booking has another booking in the same time period. It applies to bookings being scheduled by repeat functions as well as those entered directly by you. The window displays the details of the Special Day or booking which the new booking conflicts with. Click on the buttons to dispose of the conflict.

Accept This Conflict	Schedule the booking despite the conflict, but only for this date. If this is a repeated booking, keep checking for other conflicts as the booking is being scheduled.
Accept All Conflicts	Schedule the booking and all repeats. Ignore any conflicts for this booking from now on.
Skip this Date	Don't schedule the booking on this date, but continue trying to schedule repeats. Available for repeat functions only.
Stop, Save Accepted	Don't schedule the booking on this date and don't try to schedule any more repeats of this booking. Save any occurrences of the booking that have already been scheduled in this session. Available for repeat functions only.
Cancel, Erase Accepted	Stop all scheduling of the booking and delete any occurrences of the booking that have been scheduled in this session.

Update Group Lists

This window lets you change the name of a **Group list** or who is included in the Group list. This window is called from the **Browse Groups Window**.

- Group List** For entering the name of new Group list or changing the name of an existing one. The name of a Group list (up to 10 characters) must be unique.
- Resources in Group** A **list box** that displays all resources currently in this Group list.
- Insert** Calls the **Browse Resources (Multiple Select)** to let you select another resource to add to the Group list.
- Delete** Removes the resource highlighted from the Group list.

HOW DO I ...?

Brief instructions for carrying out common ResSched functions.

[Bookings, Browse](#)

[Bookings, Scan](#)

[Booking, Add](#)

[Booking, Change](#)

[Booking, Delete](#)

[Booking, Schedule Repeat](#)

[Calendars, Print](#)

[Conflicts, Deal With](#)

[Duration, Set Default](#)

[Group, Add](#)

[Group, Change](#)

[Group, Delete](#)

[Groups, Browse](#)

[Resources, Browse](#)

[Resource, Add](#)

[Resource, Change Entry](#)

[Resource, Delete Entry](#)

[Scan Timeslots, Size, Text, Set](#)

[Special Days, Set](#)

[Start Time, Set Default](#)

[User Preferences, Set](#)

BROWSE BOOKINGS

Browse (view, add, change, delete) bookings by selecting **Bookings>Browse Bookings** or **Bookings>Browse by Name** from the main window menu. If you select **Browse Booking**, you can click on tabs to choose the order and limits of the bookings to display.

SCAN BOOKINGS

The Scan format displays bookings with fixed timeslots running down the screen and either resources (Scan Group Bookings) or days of the week (Scan Single Resource, Scan Group Availability) running across the top.

1. Select **Scan** from the main menu and then the type Scan you want.

Single Resource Display all bookings for one resource for a week. Bookings are displayed as boxes corresponding to their day, start time and length. The text in the boxes depends on the Scan Text option in **User Preferences**.

WARNING: If bookings overlap, the text in the boxes may be jumbled and when you click on the overlapped area only the booking details of the earliest booking for that area will be available. When two bookings both end or begin at the same timeslot, they appear to be two non-overlapping bookings. Overlapping occurs when bookings conflict AND when a bookings ends and another starts within the same time slot, but do not actually conflict (e.g. one ends at 10:05 and another starts at 10:10 within a 10:00 to 10:15 timeslot). When precise information on all bookings is needed, click on the Browse button to call **Browse Bookings** window.

2. The **Scan Resource** window appears. Enter the **Short Name** of the resource you want to scan. Click on the ... button to select from a list of resources.
3. Enter a date in the week you want to cover. Click on the small **Cal** button to use the pop up calendar to select a date.
4. To get more information on a booking or to change it, double click on the box you want. The **Update Booking** window will appear with the complete booking information.
5. To add a new booking, click on the **Insert** button.
6. To scroll up and down the window quickly, click above or below the slider button in the vertical scroll bar rather than using the arrow buttons or dragging the slider button.

Scan Group Bookings Display all bookings for all the resources in a Group list for one day. Bookings are displayed as boxes on the matrix. The text in the boxes depends on the Scan Text option in **User Preferences**.

WARNING: If more than one booking overlaps another, the text in the boxes may be jumbled and when you click on the overlapped area only the booking details of the earliest booking for that area will be available. When two bookings end or begin at the same timeslot, they appear to be two non-overlapping bookings. Overlapping occurs when bookings conflict AND when a bookings ends and another starts within the same time slot (e.g. one ends at 10:05 and another starts at 10:10 within a 10:00 to 10:15 timeslot). When precise information on all bookings is needed, click on the Browse button to call **Browse Bookings** window.

The number of resources in a group cannot exceed 50.

2. The **Scan Group Bookings** window appears. Enter the name of the Group list to scan. Click on the ... button to select from a list of Groups.

3. Enter the date you want to cover. Click on the small **Cal** button to use the pop up calendar to select a date.
4. To get more information on a booking or to change it, double click on the box you want. The **Update Booking** window will appear with the complete booking information.
5. To add a new booking, click on the **Insert** button.
6. To scroll up and down the window quickly, click above or below the slider button in the vertical scroll bar rather than using the arrow buttons or dragging the slider button.

Scan Group Availability

Blocks out all timeslots that are occupied by any resources in a group list which makes any timeslots that are free for all resources in a group clearly visible. Timeslots that are occupied by only one booking are blocked in blue, those occupied by two bookings are in purple, and those with more than two are in red. Use the Browse functions to view or change details of individual booking.

2. The **Scan Group Availability** window will appear. Enter the name of the Group list to scan. Click on the ... button to select from a list of Groups.
3. Enter a date in the week you want to cover. Click on the small **Cal** button to use the pop up calendar to select a date.
4. To add a new booking, click on the **Insert** button.
5. To scroll up and down the window quickly, click above or below the slider button in the vertical scroll bar rather than using the arrow buttons or dragging the slider button.

BOOKING, ADD

1. Select **Bookings>Add Booking** from the main window menu, or from the Toolbar. The **Update Booking** window will appear.
2. Enter up to 50 characters (only 30 display at a time) in the Booking field.
3. Click on the **Insert** button from the Resources for Booking list box. Select the resource(s) you want from the **Browse Resources (Multiple)** window that appears.
OR
Click on the Add Group button. Select a Group list from the **Browse Groups** window that appears. All the resources on the Group list will be included for the booking.
4. Select Client. Enter the name of a Client or click on the ... button to select an existing client from the **Browse Clients** window that appears. Select No Client if there is no client for the booking.
5. Select Start Time. Enter the desired start time for the booking directly or click on the downward arrow to select from a drop list of likely times. The list of likely times is created from the Scan settings information you enter in **User Preferences**.
6. Select and enter Duration. If the default duration is not correct, enter a new duration or click on the downward arrow to select a duration from a drop list of routine durations. You can change the list of routine durations in **User Preferences**
7. Select Date. Enter the date of the booking directly or use the pop up calendar by clicking the on the small **Cal** button.
8. If this is a repeated booking, click on the Repeat button. See **Booking, Repeat** for repeat options.
9. If you want to add notes for the booking, select **Notes**.
10. Click on the **OK** button. A booking name, client, date, start time, end time and at least one resource are required before the **OK** button can be used. If any occurrences of the new booking fall on a **Special Day** or conflict with another booking a conflict window will appear. See **Conflicts, Dealing With** for options on conflicts. A conflict window will also appear if the booking is scheduled for a weekend and you have selected "Flag Weekends as Conflicts" in **User Preferences**

CHANGE BOOKING

1. Select **Bookings>Browse Bookings** from the main window menu. Click on the order you want the bookings to be displayed.
2. Double click on the booking you want, or highlight the booking and click on the **Change** button.
3. Change the booking information as you want it.
4. Click on the **OK** button. A booking name, date, start time, end time and at least one resource are required before the **OK** button can be used.

If the changes result in a conflict with other bookings or **Special Days**, a **Booking Conflict** window will appear to let you deal with the conflict.

If you are changing a repeated booking, a **confirm repeat** window will appear for you to select how broadly to apply these changes. You must choose whether the changes apply to just the originally highlighted occurrence of the booking, all occurrences of the booking, or the highlighted occurrence and all those that come after it.

DELETE BOOKING

1. Select **Bookings>Browse Bookings** from the main window menu. The **Browse Bookings** window will appear. Click on the order you want the bookings to be displayed.
2. Highlight the booking you want to delete and click on the **Delete** button.
3. You will be asked to confirm the deletion. Click on **Yes**.

SCHEDULE REPEAT BOOKING

1. While in **Update Booking** window to add or change an booking, click on the **Repeat** button. The **Repeat Booking** window will appear.
2. Select the **Repeat Option** you want to use.
3. Fill in the dates, times, weekday, frequency, or end date required by window boxes that appear with your option.
4. Click on the **OK** button

If you are changing the repeats of an existing booking, all repeats of the booking scheduled after the repeat you originally selected will also be changed. You will be prompted to confirm going ahead with these changes.

Please note that if you are scheduling a large number of repeats, it may take your hard drive several seconds to store all the information.

PRINT CALENDARS

To print calendars covering when, who and what you wish to include (NOTE: Except for the Scan calendars, if there are no bookings that fit the time or categories you have selected no calendar will be printed):

1. Select **Calendars** from the menu of the main window. The **Calendar Options** window will appear.

2. Select which period to cover:

Day	Covers the date entered in the Start Date field.
Day by Resources	Each resource's bookings on the date selected are grouped together and then listed from earliest to latest.
Week	The Monday to Sunday period that includes the date entered in the Start Date field.
Flexible Period	Any period you wish starting on date entered in the Start Date field and ending on the date entered in the End Date field (only visible when Flexible Period selected). Notes are not included.
Scan	The bookings for resources displayed in a matrix with time listed down the page and the resources or days of the week running across. Occupied timeslots appear as boxes with or without identifying text as selected in <u>User Preferences</u> . Timeslots that are occupied by more than one booking are marked as MULTIPLE .

3. Select what is to be included (Covering):

All Resources	All resources entered in ResSched will be included.
One Resource	Print calendar for just one resource. On choosing this option the <u>Browse Resources</u> window will appear for you to select the resource you want.
Group	Include all the bookings that involve at least one resource on the <u>Group list</u> you select. On choosing this option the <u>Browse Group</u> window will appear for you to select the Group list you want.
Client	Include all the bookings made for a client . On choosing this option the <u>Browse Client</u> window will appear for you to select the client you want.

4. Enter the Start Date for the calendar, and if you have chosen Flexible Period also enter the End Date.

5. Choose whether to include Notes in the calendar by checking the Include Notes check box.

6. Enter the number of copies you want.

7. Click the **Print** button.

If no bookings match the options you have selected, no calendar will be printed.

DEAL WITH CONFLICTS

As you schedule bookings you often encounter scheduling conflicts between the new booking and either an existing booking or one of the **Special Days** periods you established. ResSched alerts you to these conflicts by displaying the **Booking Conflict** window. You must select one of the five options presented to dispose of the conflict.

Accept This Conflict	Ignore this conflict, but keep checking for other conflicts as the booking is being scheduled.
Accept All Conflicts	Ignore this conflict and any other conflicts for this booking from now on.
Skip this Date	Don't schedule the booking on this date, but continue trying to schedule repeats.
Stop,Save Accepted	Don't schedule the booking on this date and don't try to schedule any more repeats of this booking. Save any occurrences of the booking that have already been scheduled in this session.
Cancel,Erase Accepted	Stop all scheduling of the booking and delete any occurrences of the booking that have already been accepted in this session.

SET DEFAULT DURATION

To change the default booking duration:

1. Select **File>User Preferences** from the menu in the main window. The **User Preferences** window will appear.
2. Select the **Default Duration** field and enter the new duration in the HOURS:MINUTES format. You can select a default duration from a drop list of routinely used durations by clicking on the downward arrow.
3. Click on the **OK** button.

To change the list of routine durations:

1. Select **File>User Preferences** from the menu in the main window. The **User Preferences** window will appear.
2. Click on the **Routine Durations** button. The **Browse Durations** window appears.
3. Click on the **Insert** button. The **Update Duration** window appears.
4. Enter the new duration in the HOURS:MINUTES format.
5. Click on the **OK** button.

ADD GROUP

1. Select **Resources>Group lists** from the menu in the main window. The **Browse Groups** window will appear.
2. Click on the **Insert** button. The **Update Group Window** will appear
3. Enter a name for the new Group list (up to ten characters) in the Group List entry box.
4. Click on the **Insert** button of the Resources in Group list box. The **Browse Resources (Multiple)** window will appear.
5. Select the resources you want for the Group list by clicking on them with the right mouse key and then clicking on the **Select** button.
7. Click on the **Close** Button.

CHANGE GROUP

1. Select **Resources>Group lists** from the menu in the main window. The **Browse Groups** window will appear.
2. Double click on the **Group list** you want to change, or highlight the Group list and click on the Change button. The **Update Group Window** will appear.
3. Change the name (if desired) in the Group List entry box.
4. To add new resources to the list, click on the **Insert** button. The **Browse Resources (Multiple)** window will appear. Select the new resources you want by clicking on them with the right mouse key.
5. To delete a resource from the Group list, highlight the resource in the list box and click on the **Delete** button.

DELETE GROUP

1. Select **Resources>Group lists** from the menu in the main window. The **Browse Groups** window will appear.
2. Highlight the **Group list** you want to delete and click on the **Delete** button.
3. Confirm the delete when prompted.

BROWSE GROUPS

Select **Resources>Group lists** from the menu in the main window. The **Browse Groups** window will appear.

BROWSE RESOURCES

Select **Resources>Browse Resources** from the menu in the main window. The **Browse Resources** window will appear.

ADD A RESOURCE

1. Select **Resources>Add Resource** from the menu in the main window. The **Update Resource** window will appear.
2. Fill in the **Short Name** and, if you want, the **Long Name** of the resource you want to add.
3. Click on the **OK** button.

CHANGE RESOURCE ENTRY

1. Select **Resources>Browse Resources** from the menu of the main window. The **Browse Resources** window will appear.
2. Highlight the resource entry you want to change and click on the **Change** button (or double click on the entry). The **Update Resource Entry** window will appear.
3. Change the **Short Name** or **Long Name** of the resource.
4. Click on the **OK** button.

DELETE RESOURCE ENTRY

1. Select **Resources>Browse Resources** from the menu of the main window. The **Browse Resources** window will appear.
2. Highlight the entry you want to delete and click on the **Delete** button.
3. Confirm the delete when prompted.

SET SCAN OPTIONS

The Scan functions can be adjusted to meet the user's preferences for the timeslots displayed, the width of the columns, height of the rows and the text in boxes that mark bookings. Some of these settings are also used to generate drop lists for users to select from. To set these options:

1. Select **File>User Preferences** from the menu of the main window. The **User Preference** window will appear with the Scan settings in the bottom right area.
2. Select and adjust the setting you wish to change.

Begin Day Enter the normal start time of the work day. Bookings made for before this time will all be in a time slot labelled "Before " and this time. This time also is the first item on the drop lists for start times and end times of bookings. Use the **Spin Buttons** to set the time, if desired.

End Day Enter the normal end time of the work day. Bookings made for after this time will all be in a time slot labelled "After " and this time. This time also is the last item on the drop lists for start times and end times of bookings. Use the **Spin Buttons** to set the time, if desired.

Interval Enter how much time should be covered with each timeslot in the Scan functions. You can enter the Interval directly or click on the downward arrow to select an Interval from a drop list of commonly used intervals.

Scan Width Scan width determines how wide the columns are for the **Scan Group Bookings** window and the printed Scan Group calendar. The wider the column the more booking information can be included in the timeslot box, but the fewer resources that can be viewed at the same time or printed on one page. Scan width is measured in "Dialog units" which are roughly equal to 4 dialog units per character. Use the Spin Buttons if desired.

Scan Height Scan height determines the height of the timeslot rows in Scan functions. The lower the height the more timeslots that can be accommodated in a window, but the harder it is to read them.

Scan Text Scan Text is the booking information that will be displayed in the timeslot box of Scan windows and in the printed Scan calendars. Select between showing the booking name, the client, mixing both (the first three letters of the booking followed by the client) or no text at all.

SET SPECIAL DAYS

To add, change or delete **Special Days** periods:

1. Select **File>User Preferences** from the menu of the main window. The **User Preference** window will appear.
2. To add a Special Days period, click on the **Insert** button. The **Update Special Days** window will appear. Enter the description of the period, its start date and its end date and then click on the **OK** button.

To change a Special Days period, highlight the period and click on the **Change** button. The **Update Special Days** window will appear with the description and dates for that period. Change these as you want then click on the **OK** button.

To delete a Special Days period, highlight the period and click on the **Delete** button. Confirm the deletion when prompted.

SET DEFAULT START TIME

To set the **default start time** for bookings:

1. Select **File>User Preferences** from the menu of the main window. The **User Preference** window will appear.
2. Select the Default Start Time field and enter the new start time using the **time format** of your choice.
3. Click on the **OK** button.

SET USER PREFERENCES

1. Select **File>User Preferences** from the menu of the main window. The **User Preference** window will appear.
2. Make the changes you wish to the **default start time, default booking duration, Special Days, Scan settings, default and routine bookings, clients, and resources**
3. Click on the **OK** button.

Definitions and Terms

ResSched uses everyday words and commonly used Windows terms to describe its functions. To make learning and using ResSched even easier, many of the terms used are described in more detail here. These definitions are also linked through out the ResSched Help system.

Booking

Browse

Check Box

Click and Double Click

Client

Command Buttons

Date

Drop List

Field

Group list

List box

Long Name

Notes

Radio Buttons

Repeats

Resource

Scan

Short Name

Special Days

Spin Buttons

Booking

Any event or booking that you want to schedule with ResSched. An Booking consists of an booking name, a start time, an end time, at least one date and at least one resource. Bookings can be **Single** (occur only once) or **Repeated** (occur more than once).

Browse

Scroll through a list of bookings, resources, or groups. Depending on the function that you are browsing, you can select, add, change or delete items from the list.

Check Box

A Check boxes toggles a feature on or off. **Clicking** on check box will put in or take out a check mark indicating whether the feature is on or off.

Click and Double Click

Click is to press and release a mouse button quickly once. Double click is to press and release a mouse button quickly twice. ResSched uses the Windows default mouse button (usually the left button).

Client

The person or organization that the resource(s) are being booked for.

Command Buttons

Command Buttons are the button images that are used to execute some Windows commands. These include: **OK**, **Close**, **Cancel**, **Insert**, **Change**, **Delete**, and several others.

Date

Every booking must be scheduled for at least one Date. When selecting an booking that has more than one date, be sure to get the right date. Otherwise, when you change the booking information, the changes will be applied to the wrong dates.

Drop List

A list of possible selections that the user can call to select from when entering some types of information.

Field

A small area in a [form](#) that displays information and receives your entry. For example, Start Time in the [Update Booking](#) window has a field.

Group list

A Group list is a list of some of the resources entered in ResSched. A Group list can be used to quickly schedule several resources for the same booking. You can also browse or print a calendar of all the activities involving any of the resources in the Group list.

List Box

A list box is a table that displays a list of bookings, resources or Group lists. Most list boxes let you select from the list by double clicking on an item or highlighting the item and clicking on a **command button**. A few list boxes are limited to displaying information only. You can scroll through all list boxes.

Long Name

An optional 30 character name you can use for each resource entered in ResSched. The Long Name is displayed with the **Short Name** in the **Browse Resources** window.

Notes

Free form text of up to 1000 characters that you can attach to any booking. You can print the notes with the calendars or view them by displaying booking detail.

Radio Buttons

Radio buttons (formally known as Option Buttons) are mutually exclusive choices for a function. By clicking on a radio button you turn that option on and all the other choices off.

Repeats

Repeats are multiple occurrences of the same booking on different days. Repeats can be regular (there are five options for automatically scheduling regular repeats) or irregular (you must select each repeat yourself).

Resource

The equipment, space, people, etc. who are being booked.

Scan

Several functions that display or print booking information in a matrix with time slots running down the display or page, and either days of the week or resources running across.

Short Name

Short Name is a unique name up to 10 characters that ResSched uses to identify each resource entered. Unlike the **Long Name** the Short Name is mandatory.

Special Days

Special Days are those periods which you want to be scheduled differently from ordinary days. Religious or civic holidays, vacations, and school break are all examples of possible Special Days. When you try to schedule an booking on a Special Day, the **Booking Conflict** window appears to notify you of the Special Day period and receive your instructions for dealing with the conflict.

Spin Buttons

Spin Buttons are small buttons attached to the end of an entry field. They are used to scroll quickly through possible values for the entry field.

Pop Up Calendar

To help you enter dates quickly and accurately, ResSched includes a small pop up calendar. The pop up calendar is accessed by clicking on the small **Cal** button beside date entry fields. Double clicking on a date or clicking on the date and then clicking on the **OK** buttons will enter the date in the original date field. You can scroll forwards or backwards through the months and years by clicking on the small VCR type buttons at the top. Clicking on the month or year field will present a drop list of months or years to select from.

Default Start Time

Every booking must have a start time. To let you use the droplists to select a time more efficiently, there is a default start time. The default time is initially set for 12 noon but you can change it as you wish. See **Start Time, Set Default**.

Default Duration

To help you enter booking times more quickly there is a default duration time for the booking. The default duration is added to the Start time you enter to provide a proposed End Time. You can adjust the time as you wish. The default duration is initially set to 1 hour but you can change it. See [**Duration, Set Default**](#).

Date Format

ResSched uses the abbreviated month format to display dates, but you can use any of the common date formats to enter a date. For example, 12/25/95, December 25, 1995, and 95/12/25 will all display as DEC 25, 1995. Windows will also attempt to interpret abbreviated entries if it can.

Time Format

ResSched uses the 12 hour AM/PM format to display time but you can use any of the common time formats to enter a time. For example, 14:15 will display as 2:15PM. Windows will also attempt to interpret abbreviated entries if it can. 11a would be accepted as 11:00AM.

CALENDARS

For most people, producing calendars is a primary reason for using ResSched.

Calendars can cover three periods; a day, a week or a flexible period of your choice.

Calendars can be printed for one resource, a **Group list** of resources, all resources entered in ResSched, or for a specified **client**. If printed for a Group list, bookings that involve anyone on the Group list will be printed.

Except for the flexible period and the Scan calendars, you can also print each booking's notes in the calendar.

All calendars are formatted for letter size paper and, except for the Scan calendars, are in portrait orientation.

NOTE: Except for the Scan calendars, if there are no bookings that fit the time or categories you have selected no calendar will be printed.

[Calendar Options Window](#)
[Print Calendars](#)

Registering ResSched for Windows

You are invited to try ResSched for Windows for 21 days without cost or obligation. After 21 days we ask that you register ResSched. Your registration fee of \$49.00 US. gets you:

The access code that removes both the registration prompt window at the start of the program and the access delay that begins and steadily increases after the evaluation period expires.

A complimentary diskette with the most recent registered version.

Free upgrades for one year and at minimal cost afterwards. Your comments at registration are a strong influence on future development for ResSched.

The access code will be mailed, faxed or E-mailed to you at your option.

Details for purchasing ResSched by credit card, check, and other purchase options are below.

Registration will provide you with a permanent license to use ResSched on a single workstation. For organizations that wish to use multiple copies of ResSched or run ResSched on a network, we provide generous site and network license terms.

FOR CREDIT CARD ORDERS ONLY

THE NUMBERS BELOW ARE FOR CREDIT CARD ORDERS ONLY. THE PUBLISHER OF RESSCHED CANNOT BE REACHED AT THESE NUMBERS AND THE OPERATORS AT THESE NUMBERS CANNOT PROVIDE ANY OTHER ASSISTANCE.

Please have the information shown in the [Order Form](#) and your credit card information available.

NorthStar Solutions accepts **Visa** and **MasterCard** orders on our behalf seven days a week at:

Voice: 1-800-699-6395 10:00AM to 10:00PM Eastern Time
(toll free in the U.S.)
803-699-6395 10:00AM to 10:00PM Eastern Time

Fax: 803-699-5465 (recommended for international orders)

CompuServe: 71561.2751
AmericaOnline: STARMAIL

Public (software) Library accepts **Visa, MasterCard, American Express, Discover** on our behalf and can be reached at:

Voice: 800-2424-PsL (toll free in the U.S.)
713-524-6394
Fax: 713-524-6398
CompuServe: 71355,470

Please quote our item number - 14561.

You can also send credit card orders to **PsL** by mail at:

P.O. Box 35705
Houston, TX, 77235-5705

USA

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, non-credit card orders, etc., must be directed to:

Madrigal Soft Tools Inc.

Voice (604) 920-3910

Fax (604) 920-3912

CompuServe 75357,1100

Internet MADRIGAL@madrigalsoft.com

#201-1290 Broad St.

Victoria, B.C. V8W 2A5

Canada

Check or Money Order

You can order by money order or check payable in US funds to Madrigal Soft Tools Inc. To order, print out and fill in the **order form** (be sure to include the installation number). Mail the order form with payment to:

Madrigal Soft Tools Inc.

#201-1290 Broad St.

Victoria, B.C., V8W 2A5

Canada

Compuserve SWREG

Compuserve members can use Compuserve's Shareware Registration service (GO SWREG). Compuserve automatically tells us you have registered and puts the registration fee on your Compuserve account. We send you the access code by Compuserve mail when we receive the registration notice from Compuserve. The registration ID for the Windows 3.x version of ResSched is **10824** and for the Windows95/NT version it is **11837**.

Purchase Order

We accept faxed or mailed corporate and government purchase orders if they are on printed purchase order forms.

Invoice

We know, we know. Your purchasing department won't send out a one time purchase order for such a small amount and your accounting department won't issue a payment without an invoice. Click here to view and print out our standard **invoice**. Use your word processor to insert your name in the 'Sold to:' area. Remember to send us the order form as well. Some accounting departments just send the check out without identifying who in the company ordered the software.

MADRIGAL SOFT TOOLS

Invoice #: 45983

Sold To:

Description	Quantity	Price	Amount
Single user license ResSched 1.1	1	\$49.00	\$49.00

Total **\$49.00 US**

Please make check payable to:

Madrigal Soft Tools Inc.
1290 Broad St., #201
Victoria, B.C. V8W 2A5
CANADA

Phone: (604) 920 -3910 Fax: (604) 920-3912

Order Form for ResSched 1.1 for Windows

To order by mail, print this help topic, fill it in, and mail with payment to:

Madrigal Soft Tools Inc.
#201-1290 Broad St.
Victoria, B.C., V8W 2A5
CANADA

Installation # (found in the registration prompt screen): _____

Operating system: ___ Windows 3.1 ___ Windows95 or NT

Name: _____

Address: _____

City: _____ State/Prov: _____

Country: _____ Zip/Postal Code: _____

Telephone: _____

ResSched Registration \$49 US (\$64 CDN) _____

Canadian residents add 7% GST _____

B.C. residents add 7% PST _____

TOTAL _____

Send access code by:

_____ Mail

_____ Fax to _____

_____ E-mail (CompuServe or Internet address) _____

Where did you get your initial copy of ResSched?

How can we make ResSched better?

Repeat Booking Changes

When you make changes to an booking that is repeated, you must specify how the changes apply to the other occurrences of the booking. You have three options:

Just This One The changes only apply to booking occurrence you originally selected. When you select this option, ResSched will treat this occurrence as a separate booking from now on. To reduce confusion, ResSched puts an '*' in front of the name of the new booking to distinguish it from the others.

All The changes apply to all occurrences of this booking.

This One and Future The changes apply to this occurrence of the booking and all occurrences that come after it. When you select this option, ResSched will treat this occurrence and future occurrences as a separate booking from now on. To reduce confusion, ResSched puts an '*' in front of the name of the new booking to distinguish it from the others.

This Help file was created with

MiniHelp Plus v3.21

Written by Paul Arnote
Copyright © 1994. All Rights Reserved.

Derived from the original MiniHelp that appeared
in the January, 1994 issue of Compute Magazine.

Written by Tom Campbell
Copyright © 1994. All Rights Reserved.

If you would like to use MiniHelp Plus v3.21 to create
your Help files, you may obtain your SHAREWARE copy
by either downloading it off of America Online or a
local bulletin board (depending if it has made it there yet).

Or you may write to:

Paul Arnote
1208 Randolph
Leavenworth, Kansas 66048

Send \$30.00 to the address above.

Be sure to specify disk size,
density, and program name, as well as your
name & address. Cash, check or money order.

Please make checks/money orders out to

Paul Arnote. Registered users
will receive a free Help utility disk, filled with
bitmaps, hot spot graphics, and special
Help DLLs to enhance and add functionality
to your Help file creations.

While this version is not crippled in any way, registration
removes the nag screen that appears when you first start
MiniHelp Plus v3.21. Please register
your copy if you find it useful and support the shareware concept,
as well as helping to keep me interested enough
to keep improving on this program.

[Back To What You Were Doing](#)

