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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.

Resource Administration

ResSched lets selected users administer access to resources without giving them the more powerful access of a system administrator.

Multi-User Installation

You can install ResSched Multi-User's executable files (.exe, .dll) and help file on a central server or on each individual user's workstation. Data files (.tps), however, must all be centrally located. A **System Administrator** must enter the location of the data files in **System Preferences**. We recommend installing executable files on individual workstations because it provides faster performance and reduces demand on your network, but this approach does require more effort to administer upgrades and add new users.

If you choose to install the executable files and help file in different directories from the data files you must change the **working directory** (Windows 3.1) or **Start From** property (Windows 95) of the Program Group to reflect the location of the data files. You also must move the file SYSLIC.TPS to the data directory and enter the full path of the data directory in **System Settings and Defaults**.

First Use

ResSched Multi-User initially creates a user name of 'AAAAAAAAAAAAAAAA' with a password of '1111111111' (just hold down the A and one keys). This user name has the highest level of access and is used to enter the first **users** particularly the System Administrators for ResSched. This user name should be deleted before ResSched is released for general use, but not before at least one other System Administrator has been entered.

Evaluation and Licensing

You are invited to use ResSched Multi-User for 21 days to see if it meets your needs (we are confident it will). After 21 days, you must license ResSched or stop using it. On licensing, we will send you the licensed version of the latest release of ResSched Multi-User. Your license payment entitles you to free upgrades for the next year and deep discounts on any new versions after one year.

After the 21 day evaluation period and a brief grace period, 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 Multi-User to colleagues and others, but be sure to use the whole ResSched Multi-User archive. Distributing individual files that make up ResSched can stop it from working.

Most Recent Version

The most recent version of ResSched Multi-User is always available from our Web site at:

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

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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 unlicensed customers trying out our products.

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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" or sharing violation errors message on opening ResSched, check to see one or the other is present. If both are missing, 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 license ResSched, you can remove all ResSched files from your system by deleting the directory you installed ResSched into and, if different, the directory you established for the ResSched data files. Then simply delete the ResSched Program Group from Window's Program Manager.

Please let us know why you chose not to license 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, we will credit \$49 (a single user license fee) to any license you purchase in the future..

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

Diskette/CD-ROM

You may distribute the evaluation version of ResSched Multi-User on diskette or CD-ROM to the public or for commercial purposes, either alone or with other programs, provided:

All ResSched Multi-User 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 Multi-User beyond the evaluation period without licensing 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 Multi-User 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, On-line Services, Internet File Repositories

Operators of electronic bulletin board systems, on-line services, and internet file repositories may post ResSched Multi-User for downloading by their users/clients without written permission provided all ResSched Multi-User program and documentation files are included in the posted archive (see VENDINFO.DIZ). SYSOPS are requested to use the name RSCHMxxx.ZIP (x's are version number) 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 Multi-User to the public or for commercial purposes without the expressed written permission of Madrigal Soft Tools Inc.

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USERS

ResSched Multi-user lets you give different access rights for different ResSched functions to individual users. The access rights are grouped by user function rather than rights to specific files or records. There are four categories of user - **system administrator, resource administrator, general user, and read-only user**. The level of access a user has must be selected when they are first added.

System Administrator With the highest level of access rights, system administrators can add and change user information including access rights, passwords, and access suspension. They also can change any of the program wide restrictions, defaults and settings for entering and displaying information. System administrators have all the rights of other users. Because of their "keys to the kingdom", the number of users with system administrator access rights should be kept to a minimum.

Resource Administrator

Resource administrators are a special class of user who control access to resources. They add, change and delete resources from ResSched. Their most important job is determining which general users can book specific resources. They also can override booking locks, and create and edit Group lists of resources. Each Resource Administrator has access to all resources entered in ResSched so some care should be taken in giving users this level of access.

General User

General users can book a resource if they have been approved by a resource or system administrator for that resource. General users can also create or change client entries, if the program settings allow it.

Read-only User

As the name implies, these users are restricted to just viewing booking and resource information.

When ResSched is started for the first time it creates a user with a name of 'AAAAAAAAAAAAAAAA' and a password of '1111111111' (hold down the A and one key). This user has system administrator level access. Use this user name and password to enter at least one other system administrator user and then delete the 'AAAAAAAAAAAAAAAA' user.

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
System Preferences	Allows System Administrators to set default values, display settings, conflict checking options and other features.
Users	Allows System Administrators to add users to ResSched, change the access rights of users, and reset user access after too many login failures.
Change Passwords	Lets a user change their password.
Export to dBase	Export ResSched data files to dBase III format.
Rebuild 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 clients, but if you find your data is suddenly being displayed in strange order, select this item.
Exit	Exit ResSched

Bookings Menu

Add Booking	Add a new booking entry.
Browse Bookings	Browse through all bookings using tabs to sort and filter the bookings.
Browse by Name	Browse through all bookings listed in alphabetical order of bookings.
Delete by Batch	Delete all bookings that occurred before a specified date in the past.

Resource Menu

Add a Resource	Add the Short and Long Names of a new resource to ResSched.
Browse Resources	Browse the resources listed in ResSched.
Group lists	Add, change or delete Group lists of resources.

ALL Group list Rebuild the Group list that has all the resources in it (ALL).

Client Menu

Add a Client Add the name and related information of a new client to ResSched.

Browse Clients **Browse** the Clients listed in ResSched.

Scan Menu

Scan 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 Group Availability 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 User

Add a Resource

Add a Booking

View Bookings

Print Calendars

Set System 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 Users (Single Select)

Browse Users (Multiple Select)

Update User

Browse Client

Update Client

Scan Group Bookings

Scan Single Resource Bookings

Scan Availability of Group

Calendar Options

Delete by Batch

System 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 have been set by a **system administrator** in **System Settings and Defaults**. If you are changing an existing entry, the existing information is displayed in the various fields.

The **OK** button is disabled if there is not enough information to make a complete booking, or if the user is read-only.

The **Print** button prints the information shown in this window, including any notes.

General Tab

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. 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. To use Group lists, you must be authorized to book all of the resources on the list.

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 **System Settings and Defaults**. 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 **System Settings and Defaults**), 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.

Lock Checking this box keeps other **General Users** from changing this booking. Locks can be overridden by **resource administrators** or system administrators.

Notes Tab

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.

TAB - All Resources

Lets you select from any of the resources that have been entered into ResSched.

TAB - Group Resources

Lets you select from just the resources of a specified Group list. Clicking on this tab brings up the **Browse Groups** window to select the Group from. You can change the Group list by clicking on the ... button beside the **Group** field .

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.

TAB - All Resources

Lets you select from any of the resources that have been entered into ResSched.

TAB - Group Resources

Lets you select from just the resources of a specified Group list. Clicking on this tab brings up the **Browse Groups** window to select the Group from. You can change the Group list by clicking on the ... button beside the **Group** field .

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.

General Tab

Short Name A unique name up to 15 characters which ResSched uses to identify each resource it has listed.

Long Name An optional name up to 30 characters long.

People Authorized to Book

The users who are currently authorized to book this resource. **Resource administrators** and **system administrators** may add or delete users to this list by clicking on the **Insert** and **Delete** buttons. Clicking on **Insert** brings up the **Browse Users (Multiple Select) Window** to select users from.

Notes Tab

Include up to 1,000 characters of optional free form text for each resource.

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 USERS (Single Select) WINDOW

The Browse Users (Single Select) Window is used to display in table format all Users entered in ResSched and to access the Update User window for changing user information and access rights. Only System Administrators can view or use this window.

LISTBOX

Browse Users For each user, it displays the user name (user ID), the users actual last and first names, department they work in, their access level (**System Administrator** - 3, **Resource Administrator** - 2, **General User** - 1, **Read Only User** - 0), and whether they are suspended for too many password failures (suspended - 1).

TABS

By User Name All users are listed by their user name (ID) in alphabetical order.

By Last Name All users are listed by their actual last name in alphabetical order.

By Department All users are listed by the department or organization they work in.

By Access Level All users are listed their access rights, from most access authority (System Administrator) to least (Read Only).

BUTTONS

Change/View View or change the information and access rights of a user. Clicking this button calls the Update User window with the details for the highlighted user.

Insert Add a new user. Clicking on this button calls a blank Update User window.

Delete Deletes the highlighted user (after confirmation).

BROWSE USERS (Multiple Select) WINDOW

The Browse Users (Multiple Select) Window is used to select which users can book specific **resources**. It can only be accessed by **Resource Administrators** and **System Administrators**. It is called from the **Update Resource** UPRESWIN Window and displays all users except **Read Only** users.

Several users can be selected at one time. You select users to be included for a resource by double clicking on each, or highlighting the resource and clicking on the **Tag\Clear** button. Each user picked is marked with an asterik (*). After marking the users you want, click on the the **Select** button to add them to the list of users that can book the resource.

LISTBOXES

User Name	A unique name up to 15 characters which ResSched uses to identify each user.
Last Name	The last name (optional) of the user.
First Name	The first name (optional) of the user.

BUTTONS

Select	Give all the marked users (*) authority to book the resource
Tag\Clear	Tag or clear the highlighted user for selection. Double clicking on the highlighted user also tags or clears the user for selection.
Clear All	Clears all tags from the users that have been tagged so far.

UPDATE USER INFORMATION WINDOW

The Update User Information window is used to add new users to ReSched or administer access for existing users. It is called only from the **Browse User (Single Select)** window and can only be accessed by user with **System Administrator** access rights.

General Tab

User Name	A unique identifier for the user up to 15 characters long.
Last Name	The last name of the person up to 20 characters.
First Name	The first name of the person up to 20 characters.
Department	The department or organization the user works in. Up to 40 characters (optional).
Password	The user's password is displayed as '*'s. Up to 10 characters long, it must be entered exactly the same twice.
Access Level	Radio buttons that assign the users access level
Read Only	User may only view bookings and resource information. The lowest level of access
General User	User may book a resources if they have been approved for it by a Resource Administrator or System Administrator
Resource Administrator	User may add or change resource information including which users may book which resources.
System Administrator	User can add or change users and access rights, resources, program defaults and settings. The highest level of access
Suspended	If the user has exceeded the maximum number of password failures their access is suspended and this box is checked.

Notes Tab

Free form text for comments on this user account.

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 **System Settings and Defaults**. 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 **System settings and defaults**. 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 whether to include the bookings of all resources, one resource, of a **Group list** of resources, or of a **Client**. If you select One Resource, Group, or Client, a field will appear for you to enter the name of the resource, Group or Client involved.

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

SYSTEM SETTINGS AND DEFAULTS WINDOW

System Settings and Defaults window lets **System Administrators** set several options and default values for administering ResSched, entering and displaying **booking** information, and for establishing **Special Days**. It is called by **File>System Preferences** from the main window menu.

General Tab

Flag Weekends as Conflicts

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

Disallow Conflicts

If ResSched should not permit any double booking of resources, check this box.

Allow General Users to Edit Client

If checked, **General Users** can add, delete, and change client data. If unchecked, only **Resource Administrators** and System Administrators may edit client data.

Log In Tries Allowed

The maximum number of consecutive failed attempts to enter a password that ResSched will allow before suspending the users access. If this field is set to 0, there is no limit.

Maximum Days In Advance

This spin box limits how many days in advance users can book resources. If set to 0, there is no limit on how far in the future users can book resources.

Hours Between Back Up

ResSched does a cascading back up cycle of its data files (resdata.tps). The first backup file is resdata.bk1. A second set, with the .bak extension, is created from the old .bk1 files. If more than 0 is entered in this spin box, when ResSched is closed it will do this backup cycle if more than the specified number of hours has passed since the last backup cycle.

If your resdata.tps file is somehow corrupted you can rename one of the backup files to resdata.tps and with only limited data loss. This back up cycle can be a drain on network resources so you must balance how often you wish to back up your data. The default value is 24.

Please note: these back up files are **NOT** a substitute for regular back ups to external media. Because they are located in the same directory as the data files, they are just as vulnerable.

Data File Path

The location of the ResSched data files must be entered in this field. If not, a transaction that ends abnormally, for example because of a power outage, may corrupt your data files.

Default Entries 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 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.

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 **System Settings and Defaults 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 **System settings and defaults**), 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 individually by you. The window displays the details of the Special Day or booking which the new booking conflicts with. Available options for disposing of conflicts are accessed through the buttons. Some options may have been restricted by a **system administrator**.

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](#)

[Log In - Start ResSched](#)

[Password, Change](#)

[Resources, Browse](#)

[Resource, Add](#)

[Resource, Change Entry](#)

[Resource, Delete Entry](#)

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

[Special Days, Set](#)

[Start Time, Set Default](#)

[System Settings and Defaults, Set](#)

[User, Add](#)

[User Properties, Change](#)

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 **System settings and defaults**.

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 **System settings and defaults**.

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 entered in **System settings and defaults**.
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 **System 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 **System 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>System settings and defaults</u> . Timeslots that are occupied by more than one booking are marked as MULTIPLE .

3. Select what bookings should be included:

All	Bookings for all resources entered in ResSched will be included.
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 bookings for a specific 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>System Preferences** from the menu in the main window. The **System Settings and Defaults** 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>System Preferences** from the menu in the main window. The **system settings and defaults** 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.

LOG IN - START

Before using ResSched in for the first time, a user must have been given a unique **user name and password** by a **system administrator**.

- 1) Enter your unique user name
- 2) Enter your password
- 3) Click on **OK**.

CHANGE YOUR PASSWORD

Users can change their password by

- 1) Selecting **File>Change Password**
- 2) Entering their new password twice.
- 3,) Clicking on **OK**

System administrators may change any user's password **Change User Properties**

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>System Preferences** from the menu of the main window. The **System settings and defaults** 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>System Preferences** from the menu of the main window. The **System Settings and defaults** 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>System Preferences** from the menu of the main window. The **System Settings And Defaults** 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 SYSTEM SETTINGS AND DEFAULTS

To change system settings and defaults, you must have **system administrator** level user access.

1. Select **File>System Preferences** from the menu of the main window. The **System Settings And Defaults** window will appear.
2. Make the changes you wish
3. Click on the **OK** button.

ADD USER

You must have **system administrator** access rights to add a user.

- 1) Select **File>Users** from main menu. The **Browse User Window** appears
- 2) Click on the **Insert** button. The **Update User Window** appears.
- 3) Use up to 15 characters to enter a unique user name.
- 4) Enter optional user information (last name, first name, department)
- 5) Enter a password over four characters, twice.
- 6) Select the access level for the user.
- 7) Click on **OK**

CHANGE USER PROPERTIES

You must have system administrator access rights to change user properties.

- 1) Select **File>Users** from main menu. The **Browse User Window** appears
- 2) Highlight the User you want to change. Click on the **Change** button. The **Update User Window** appears.
- 3) Make the desired changes
- 4) Click on **OK**

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

General User

Group list

List box

Long Name

Lock

Notes

Radio Buttons

Read Only User

Repeats

Resource

Resource Administrator

Scan

Short Name

Special Days

Spin Buttons

System Administrator

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.

General User

A user with access rights to book resources. General users must be approved for booking specific resources by a **Resource Administrator**.

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.

Lock

When a user makes a booking they can lock the booking so other general users can not change or delete it. Both resource and system administrators can override a booking lock.

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.

Read-only User

A user with access rights limited to just viewing bookings and resources.

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.

Resource Administrator

A user with special access rights and responsibilities for determining which resources are to be included by ResSched and who can book them.

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.

System Administrator

System Administrators have the highest user access. They can add and change users and their access levels as well as determining defaults and settings controlling how ResSched works.

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 the 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, or all resources entered in ResSched. 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](#)

Licensing ResSched for Windows

You are invited to try ResSched Multi-user for Windows for 21 days without cost or obligation. After 21 days we require that you license ResSched. This evaluation version will continue to work after 21 days, but access to it will be increasingly delayed.

On receiving your license order, we will immediately send you the fully licensed version of the latest release of ResSched Multi-user on diskette. Licensees are entitled to free upgrades for one year after licensing and deep discounts afterwards.

The cost of licensing ResSched Multi-user is determined by the number of users that will be using it and their access rights. The price of ResSched Multi-user is:

\$150
+ \$30 per user with update (read/write) access
+ \$5 per user with just view (read only) access

We offer site licenses and volume discounts for organizations making large or multiple site installations. Contact us directly.

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ResSched License Fee:

Base fee	\$150
Read only users ___ @ \$5.00	_____
All other users ___ @ \$30.00	_____
TOTAL	_____ US

Canadian organizations: please add appropriate GST and PST (B.C. only), CDN funds at \$.75

Where did you get your initial copy of ResSched or hear of it first?

How can we make ResSched better? Please add more paper if needed

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