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INTRODUCTION

Welcome to ResSched ™ for Windows by Madrigal Soft Tools.

ResSched makes scheduling resources easier and more effective for businesses,   health and educational institutions, or other organizations.   If your organization schedules equipment, rooms, technicians 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

ResSched displays and prints bookings in graphical layout by day, week or month,   so you can quickly find avaialble timeslots.   It also has a special scan feature that highlights timeslots that are empty for all resources of a Resource Group.

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.

Utilization

ResSched provides special windows and reports for analyzing utilization by individual resource and by Resource Group.   You can also view bookings sorted by client, booking type, resource, or Resource Group to help manage utilization.

Scheduled vs Actual

You have the option of recording actual booking time as well as scheduled times.

Your Own Terms

Use your own terms as labels for resource, booking, or client.

Installation

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 SYSLIC3.TPS to the data directory

If you are using a .zip archive instead of our self extracting archive, you must run INSTALL.EXE. after unzipping your program.

Evaluation and Licensing

You are invited to use ResSched 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 latest release of ResSched with a new system license file that reflects your specific license.   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 until you receive your new system license file.   To minimize any delays, please include your e-mail address with your licensing order.

Please feel free to distribute the evaluation archive of ResSched to colleagues and others, but be sure to use the whole evaluation archive.   Distributing individual files that make up ResSched can stop it from working.

Most Recent Version

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

http://www.madrigalsoft.com

Licensed customers can download special upgrade archives.

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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.

Voice   (250) 920-3910
Fax   (250) 920-3912
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" 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 customizations can often be provided as separate modules that do not affect your ability to upgrade in the future.   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 (Program folder in Windows 95)

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.

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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 System Preferences

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.

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│ File  Bookings  Resources  Clients  Scan  Calendars  Help            │
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File Menu

Print Setup...	Standard printer setup window
System Preferences	Allows you to set default values, display settings, conflict checking options and other features.
Accessory Programs	Lets user run any of the **accessory programs** selected by the system administrator or user to run with ResSched.
Change Passwords	Lets a user change their password.
Export to dBase	Export ResSched data files to dBase III format.
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.
Resource Groups	Add, change or delete Resource Groups.
Rebuild ALL	Rebuild the Resource Group that has all the resources in it (ALL).
Utilization	Display utilization for a by Resource Group or just one resource.

Client Menu

Add Client	Add the name and related information of a new client to ResSched.
Browse Clients	**Browse** the Clients listed in ResSched.

Scan Menu

Scan Single Resource (Week)

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 Single Resource (Month)

View the bookings of a single resource for a month in a standard monthly calendar format**.**

Scan   Group Booking (Day)

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

Scan   Group Booking (Week)

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

Scan Group Availability

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

Calendar   To print 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.

ResSched Terms   If the a system administrator has changed the standard terms used by ResSched,   this displays the new terms with their ResSched equivalents

How to Use Help   How to use this Help facility.

HOW DO I ...?

Brief instructions for carrying out common ResSched functions.

Accessory Programs, Add
Accessory Programs, Run

Alerts, Set

Bookings, Browse
Bookings,Scan
Booking, Add
Booking, Change
Booking, Delete
Booking, Print Single
Booking, Schedule Repeat
Booking, Schedule Multi-Day

Calendars, Print

Conflicts, Deal With

Duration, Set Default

Resources, Browse
Resource, Add
Resource, Analyze Utilization
Resource, Change Entry
Resource, Delete Entry

Resource Group, Add
Resource Group, Analyze Utilization
Resource Group, Change
Resource Group, Delete
Resource Groups, Browse

Scan Options, Set

Special Days, Set

Start Time, Set Default

System Preferences, Set

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
Set Days
Booking Conflict
Booking Alert

Browse Bookings
Browse by Name

Browse Resources (Single Select)
Browse Resources (Multiple Select)
Update Resource
Resource Utilization

Browse Resource Groups
Update Resource Group
Resource Group Utilization

Browse Client
Update Client

Scan Group Bookings (Day)
Scan Group Bookings (Week)
Scan Single Resource Bookings (Week)
Scan Single Resource Bookings (Month)
Scan Availability of Group

Calendar Options

Delete by Batch

System Preferences
Update Special Days

CALENDARS

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

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

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
List box
Long Name
Notes
Radio Buttons
Repeats
Resource
Resource Group
Scan
Short Name
Special Days
Spin Buttons

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Operators of electronic bulletin board systems, on-line services, and internet file repositories may post the evaluation version of ResSched Single User for downloading by their users/clients without written permission provided all ResSched Single User program and documentation files are included in the posted archive.   SYSOPS are can download the most recent version from our web site below.

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Licensing ResSched Single User

You are invited to try ResSched Single User 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 on diskette.   Licensees are entitled to free upgrades for one year after licensing and deep discounts afterwards.   If you have a MIME compatible e-mail program or are a member of one of the major on-line services, we can e-mail you the system license key that converts your evaluation version into the licensed version immediately

The cost of licensing the ResSched Single User is only **$49 US**.

Order your license by:

Check or Money Order

You can order by money order or check payable in US funds to Madrigal Soft Tools Inc.   We offer a 10% discount to customers who include full payment by check or money order with their order.   To order, print out and fill in the **order form**.   Mail the order form with payment to:

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

Credit Cards

For orders on **VISA, Mastercard, American Express**, and **Discover**, please call   Public software Libraries (PsL) at **1 800 242 4775** (toll free in North America) or **1 763 524 6394**. Specify ResSched Single User (Product #14561).   You can also fax your credit card order to: **1 713 524 6398**.   Please note: these numbers are just for ordering by credit card;   the operators can not provide any other assistance.   For product information or support call   **1 250 920 3910** instead.

Multi-User and Volume Purchases

If you are interested in ResSched Multi-User or volume purchases of ResSched SIngle User, please contact us directly at or **1 250 920-3910**.

SYSTEM PREFERENCES WINDOW

System Preferences window lets you:

>   set several options and   values for administering and maintaining ResSched;
>   set the default values for entries and scan settings
>   establish **Special Days**.;

 It is called by **File>System Preferences** from the main window menu.

General Tab

Alerts   ResSched can automatically alert you   to upcoming bookings.   By selecting **All** from the radio buttons, you will be alerted to any bookings that are coming up. Tthe lead time between the alert and the booking must be entered in minutes. Selecting **None** disables the alert function.

Alerts query the database on behalf of the user every sixth of the lead time.   For example, if the lead time is set for 20 minutes, the database will be queried for upcoming bookings by each logged on user every 3.33 minutes.

Enable Actual Times   If you wish to collect and analyze information on the actual times a resource is used as well as when it is scheduled, check this box.

Optimize for Many Resources

If bookings will be spread over many resources, check this box.   If bookings are concentrated on just a few resources leave this box unchecked.   The precise point at which ResSched should be optimized for many resources varies from organization to organization and over time, so some experimenting is useful

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 start again with only limited data loss.   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.

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.   You   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 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 you when you 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

The **Add File** button lets you add one or five years of public holidays to ResSched as Special Days. See **Set Special Days**.

Accessory Tab

ResSched lets you run up to five other programs from within it.   These programs can be your own programs or they can be specialized or custom modules purchased from Madrigal Soft Tools.   These accessory programs are accessed from **File>Accessory Programs** under the main menu.

Menu Label The label of the menu item for this program

Program to execute	The full path and command of the program that will execute on being selected from the menu. The **...** button can be used to find and enter the path and program.

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.

Labels Tab

You can use your own terms instead of   ResSched's standard "booking", "resource" and "client" .   By entering the singular and plural forms of your terms across from the ResSched term,   you   will see your terms in all ResSched windows and reports.   The Help system will still use standard ResSched terms and the standard terms must be used if you call our technical support.   You can see the standard terms and your equivalent terms by selecting **Help<ResSched Terms**

Resource

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

Resource Group

A Resource Group is a list of some of the resources entered in ResSched. A Resource Group 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 Resource Group.

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:

New   Add a New Booking**.**

Browse   Browse all Bookings

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

Group Week   Displays the bookings of all resources on a Resource Group for one week in a matrix format.   Days and time slots are listed down the window and individual resources are listed across the top.

Group Free   Displays any timeslots that are free for all the resources in a Resource Group for a week. Timeslots are listed down the window and days are listed across it.

Single Week   Displays 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.

Single Month   Displays the bookings of one resource for the current month in a standard calendar format.

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

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

Browse

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

ADD A RESOURCE

Only resource administrators and system administrators can use this function

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.

4.   Click on the **OK** 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 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 Resource Group from the **Browse Resource Groups** window that appears.   All the resources on the Resource Group 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 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 **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 booking is repeated or covers more than one calendar day, click on the **Repeat/Multi-Day** button.   See **Booking, Repeat** and **Booking, Multi-Day**.

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**

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.

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 **<u>Calendar Options</u>** 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 Group (Day)	The bookings for all the resources in a Resource Group for a single day are displayed a matrix with time listed down the page and the resources running across the top. Bookings are displayed as boxes that correspond to the time of the booking with text as selected in selected in **<u>System Preferences</u>** .
Scan Group (Week)	The same as for a single day, but with a much both days and times listed down the left and a much more compressed time scale.**.**
Scan Single (Week)	The bookings for one resource for a week are displayed in a matrix with time running down the page and the days of the week running across it.
Scan Single (Month)	The bookings for one resource for a month are displayed in standard calendar layout.

3.   Select what bookings should be included:

All	Bookings for 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.
Resource Group	Include all the bookings that involve at least one resource on the **<u>Group</u>** you select. On choosing this option the **<u>Browse Group</u>** window will appear for you to select the Group 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.

SET SYSTEM PREFERENCES

1.   Select **File>System Preferences** from the menu of the main window. The **<u>System Preferences</u>** window will appear.

2.   Make the changes you wish

3.   Click on the **OK** button.

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 as **System Preferences.**   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 **Resource Group** to or from this booking by clicking on the **Add Group** or **Delete Group** buttons. The **Browse**

	Resource Groups window will appear to select the Resource Group from. To use Resource Groups, 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 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 **Sytem 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.
Actual Start/End	If the collection of actual times has been enabled in **System Preferences,** you can enter when the event actually started and ended with these fields
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/Multi-Day Button	
	Clicking on this button, brings up the Repeat Booking window used to specify when an booking is to be repeated.

Notes Tab

You can enter up to 1000 characters of free form text to your booking. If notes are present, the tab label "Notes" turns red.

REPEAT BOOKING WINDOW

The Repeat Booking window lets you determine how often and when an booking is repeated. It is also used to make a booking that extends over more than one calendar day. This window is accessed by clicking the **Repeat/Multi-Day** button in the **Update Booking** window. The window initially presents a set of eight 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.

Press the **Tab** button on your keyboard if you have entered the information required but the **OK** button on screen is not enabled.

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.
Multi-Day Booking	The booking extends over more than one calendar day. When this option is selected, a box to enter the last day and end time of the booking will appear. Multi-day bookings are actually separate bookings for each day of the booking. When you use this feature, ResSched books from the start time to 11:59PM on the first day, from 12:00AM to the end time on the last day, and from 12:00 AM to 11:59PM for any days in between.
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.

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**.

If the **OK** button is still disabled after entering all the information, press the **Tab** button on your keyboard.

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.
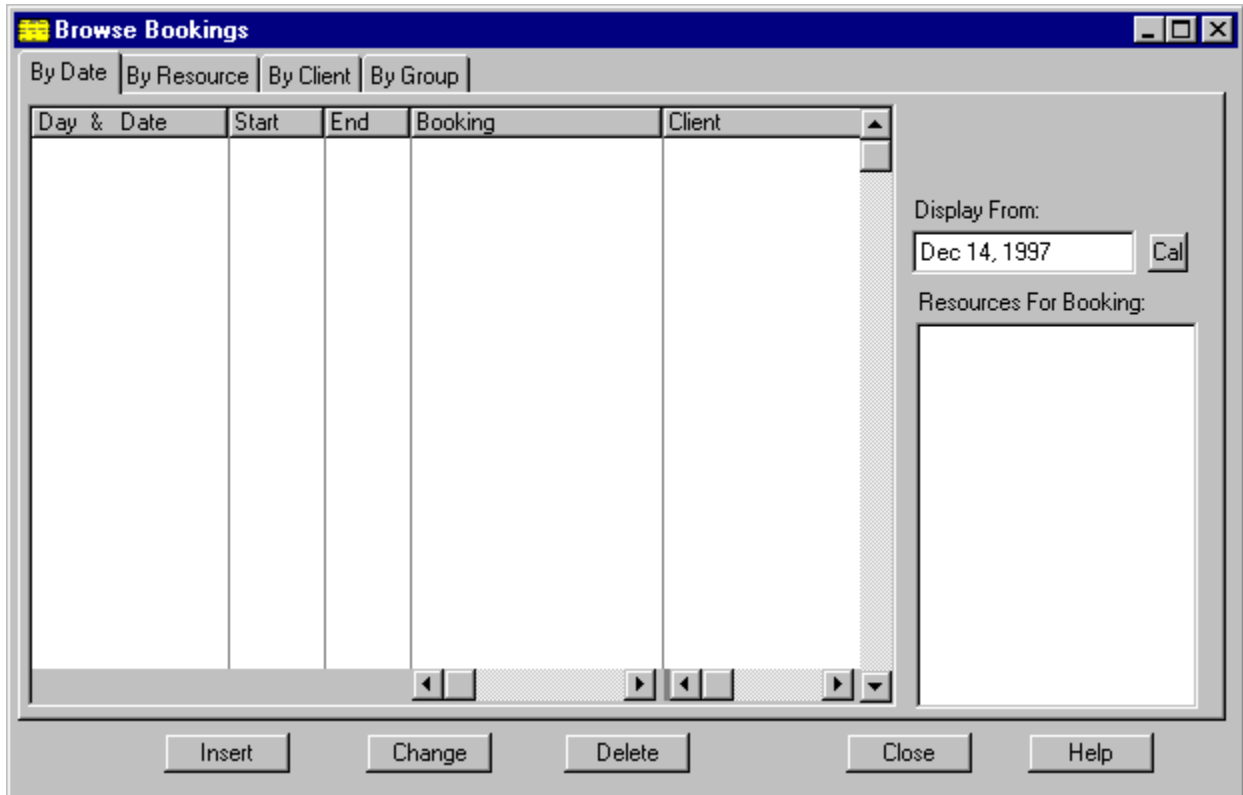
LISTBOXES

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 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 **<u>Browse Clients</u>** window that you can select the client from.

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

BUTTONS

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

Insert   Add a new booking.   Clicking on this button calls a blank **<u>Update Booking</u>** 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.

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 Resource Group,   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 Resource Group.   Clicking on this tab brings up the **Browse Resource Groups** window to select the Resource Group from.   You can change the Resource Group by clicking on the **...** button beside the **Group** field .

LISTBOX

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 resource (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 **Update Resource** window.
Change	View or change the details of the resources. Clicking this button calls the **Update Resource** 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 **Resource Group**.   Select resources to be included for the booking or Resource Group 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 Resource Group 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 Resource Group.   Clicking on this tab brings up the **Browse Resource Groups** window to select the Resource Group from.   You can change the Resource Group by clicking on the **...** button beside the **Resource Group** field .

LISTBOXES

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 used to identify resources more fully.

BUTTONS

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.

Insert   Add a new resource.   Clicking on this button calls a blank **Update Resource** window.

Clear All   Clears all tags from the resources that have been tagged so far.

OK   Include all marked resources(*) to booking or Group list that called this window

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.

Notes Tab

Include up to 1,000 characters of optional free form text for each resource. If Notes are present, the label of the Notes tab turns red.

BROWSE RESOURCE GROUPS WINDOW

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

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

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

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

To delete a Resource Group, highlight the Resource Group and click on the **Delete** button.

Update Resource Groups Window

This window lets you   create or change a **Resource Group**.   This window is called from the **Browse Resource Groups Window**.

If the Insert button stays disabled after entering the name of a new Resource Group,   press the **Tab** key on your keyboard.

Resource Group	For entering the name of new Resource Group or changing the name of an existing one. The name of a Resource Group (up to 15 characters) must be unique.
Resources in Group	A **list box** that displays all resources currently in this Resource Group.
Insert	Calls the **Browse Resources (Multiple Select** to let you select another resource to add to the Resource Group.
Delete	Removes the resource highlighted from the Resource Group.

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.

General Tab

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 Tab

Include any special information about the client in this free form text section.   If Notes are present the label of the Notes tab turns red.

SCAN GROUP BOOKINGS (Day) WINDOW

The Scan Group Bookings (Day) window displays all bookings for all the resources in a Resource Group 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. For those bookings that take place during the regular workday as set in **System Preferences**,   the length of the box is determined by the length of the booking.   Those bookings that take place outside the regular workday occupy a single timeslot labelled Before or After the regular work day starts or ends.   The text in the boxes depends on the Scan Text option in System 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. 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).   Also when two conflicting bookings end or start on the same timeslot they may appear to be two adjacent unconflicting bookings. When precise information on bookings is needed, click on the Browse button to call **Browse Bookings**.

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

Group   The Resource Group to be scanned.   Enter the name of Resource Group directly or click on the   **...** button to select the Resource Group from a table of existing Resource 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 (Week) 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 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 Resource Group.   This makes any timeslots that are free for all resources in the   Resource 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 Resource Group to be scanned. Enter the name of Resource Group directly or click on the **...** button to select the Resource Group from a table of existing Resource 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.
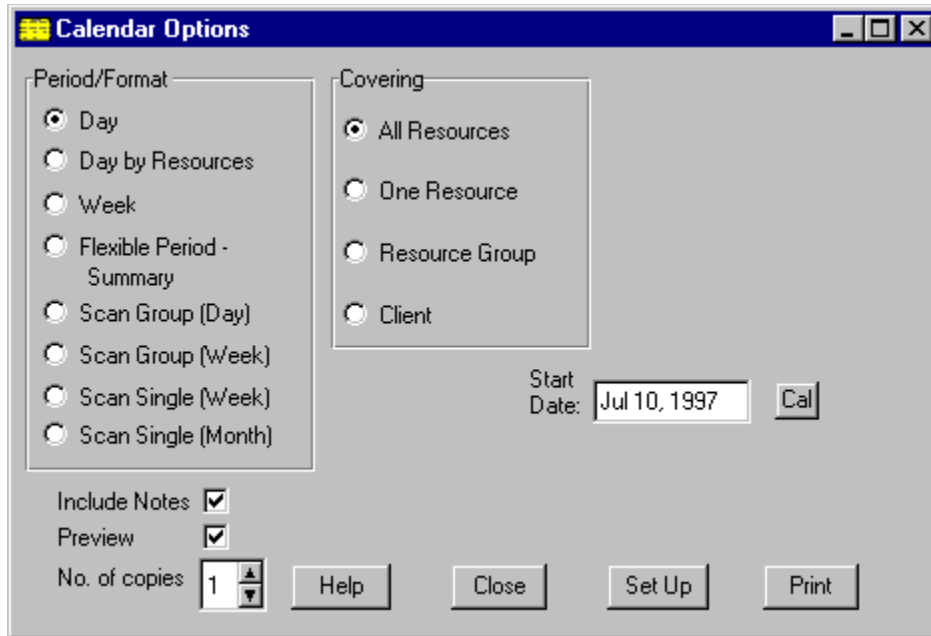
Period/Format	**Radio buttons** that let you select the format and period length of your calendar. You can choose from:
Day	Bookings scheduled for the Start date are listed from earliest to latest.
Day by Resources	Each resource's bookings scheduled for the Start date are grouped together and then listed from earliest to latest.
Week	A week's bookings with full details are listed from earliest to latest in portrait orientation. Weekly calendars cover the Monday to Sunday period that includes the Start date.
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 (Day)	The bookings for all resources in a Resource Group for the start date are printed with time listed down the pages in landscape orientation.
Scan Group (Week)	The bookings for all resources in a Resource Group for the week that includes specified date are printed with day and time listed down the pages in landscape orientation.
Scan Resource (Week)	The bookings for a single resource for the week that includes the start date.
Scan Resource (Month)	The bookings for a single resource for the month week that includes the specified date, in a standard calendar format. I

Covering	Radio buttons that let you select whether to include the bookings of all resources, one resource, of a **Resource Group**, 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, 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 Resource Group to be printed.   This field is only visible if "Group" has been selected in Resources. Clicking on the small **...** button brings up the **Browse Resource 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   Checking this box toggles whether booking notes are included when printing the calendar.

Preview   Checking this box toggles whether the calendar is displayed on screen before being printed.

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**..

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.

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 Preferences 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 **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	The last day of the Special Days period (often the same as the Start Date).

Booking Conflict Window

This window appears when one of the resources involved with the booking has another booking in the same time period.   It also appears whenever you try to schedule a booking on one of the **Special Days**,.   or if you try to schedule on a weekend when "Flag weekends as conflicts" has been selected in **System Preferences.**   It applies to bookings being scheduled by repeat functions as well as those entered individually.   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 be 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.

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.

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.

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.

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.

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.

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**.

If the **OK** button is still disabled after entering all the information, press the **Tab** button on your keyboard.

List Box

A list box is a table that displays a list of bookings, resources or Resource Groups. 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.

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.

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 on one calendar day), **Repeated** (occur more than once) or **Multi-Day** (occurring only once, but extending over more than one calendar day) . Your organization can use its own term for 'Booking'.'

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.

Client

The person or organization that the resource(s) are being booked for.   Your organization can use its own term for 'Client'.

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.

SCAN BOOKINGS

The Scan format displays bookings graphically.

WARNING: Please be aware of the following limitations when using Scan Single and Scan Group Functions:

1)   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.

2)   When two overlapping bookings both 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, 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).

3)   The time scale for bookings outside of the normal work day (as specified by the user) is tightly compressed.   A long booking outside of work hours can be much smaller graphically than a short booking in work hours.

When precise information on bookings is needed, click on the Browse button to call **Browse Bookings** window.

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

Single Resource (Week)   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 Preferences.**

Single Resource (Month)   Display bookings of one resource for a month in standard calendar layout. Up to seven bookings may be displayed per day in order of their start time. If there are more than seven bookings for the day the last space has the word '**More**'

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 or month 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(Day) Display all bookings for all the resources in a Resource Group for one day. Bookings are displayed as boxes on the matrix.   The text in the boxes depends on the Scan Text option in **System Preferences**   The number of resources in a Resource Group cannot exceed 50

.**Scan Group Bookings (Week**)

                                Display all bookings for all the resources in a Resource Group for one week. Bookings are displayed as boxes on the matrix with days and time running

down the left side.   The text in the boxes depends on the Scan Text option in **System Preferences**.   The number of resources in a Resource Group cannot exceed 50

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

3.	Enter the one date or 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 Availability	Blocks out all timeslots that are occupied by any resources in a Resource Group. This makes any timeslots that are free for all resources in a Resource 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 Resource Group to scan. Click on the **...** button to select from a list of Resource 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.

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 occurrence you originally selected, all occurrences of the booking, or the occurrence you selected and all those that come after it.

DELETE BOOKING

1.   Select **Bookings>Browse Bookings** from the main window menu.   The **<u>Browse Bookings</u>** 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**.

4.   If this is a repeated booking you will be asked how you want to deal with other occurrences of the booking.   you have three options:

        Just This One   Delete only the occurrence of this booking that was originally highlighted for deletion..

        All   Delete all occurrences of this booking

        This One and Future   Delete the originally highlighted occurrence and all that come after it.

System administrators can also delete all bookings before a specified past date by:

1.   Selecting **Bookings>Delete by Batch** from the main menu

2.   Entering the last date of the bookings to be deleted.   This date must be before the current date.

3.   Clicking on **OK.**

4.   Confirming deletion when asked.

SCHEDULE REPEAT BOOKING

1.   While in **Update Booking** window to add or change an booking,   click on the **Repeat/Multi-Day** 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 several seconds to store all the information.

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 AND ROUTINE DURATIONS

To change your default duration

1.   Select **File>System Preferences**   from the menu in the main window.

2.   Select the **Default Entries** tab from the **System Preferences** window that appears

3.   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.

4.   Click on the **OK** button.

To change the list of routine durations:

1.   Select **File>System Preferences**   from the menu in the main window.

2.   Select the **Default Entries** tab from the **System Preferences** window that appears.

3   Click on the **Routine Durations** button.   The **Browse Durations** window appears.

4.   Click on the **Insert** button.   The   **Update Duration** window appears.

5.   Enter the new duration in the HOURS:MINUTES format.

6.   Click on the **OK** button.

ADD RESOURCE GROUP

1. Select **Resources>Resource Groups** from the menu in the main window. The **<u>Browse Resource Groups</u>** window will appear.

2. Click on the **Insert** button. The **<u>Update Resource Group Window</u>** will appear

3. Enter a name for the new Resource Group (up to 15 characters) in the Group entry box.

4. Click on the **Insert** button of the Resources in Resource Group box.   The **<u>Browse Resources (Multiple)</u>** window will appear.

5. Select the resources you want for the Resource Group by double clicking on them and then clicking on the **OK** button.

7. Click on the **Close** Button.

CHANGE RESOURCE GROUP

1. Select **Resources>Resource Groups** from the menu in the main window. The **<u>Browse Resource Groups</u>** window will appear.

2. Double click on the **<u>Resource Group</u>** you want to change, or highlight the Resource Group and click on the Change button.   The **<u>Update Resource Group Window</u>** will appear.

3. Change the name (if desired) in the Resource Group entry box.

4. To add new resources to the list, click on the **Insert** button.   The **<u>Browse Resources (Multiple)</u>** 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 Resource Group, highlight the resource in the list box and click on the **Delete** button.

DELETE RESOURCE GROUP

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

2.   Highlight the **Resource Group** you want to delete and click on the **Delete** button.

3.   Confirm the delete when prompted.

BROWSE RESOURCE GROUPS

Select **Resources>Resource Group** from the menu in the main window. The **<u>Browse Resource Groups</u>** window will appear.

BROWSE RESOURCES

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

CHANGE RESOURCE

1. Select **Resources>Browse Resources** from the menu of the main window.   The **<u>Browse Resources</u>** 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 **<u>Update Resource Entry</u>** window will appear.

3. Change the **<u>Short Name</u>** or **<u>Long Name</u>** of the resource.

4. Click on the **OK** button.

DELETE RESOURCE

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 you to select from. To set these options:

1.   Select **File>System Preferences** from the menu of the main window.   The **System Preferences** window window will appear. Click on the **Scan Settings** tab

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 some of the Scan windows and the printed Scan   calendars.   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.   Us 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 Preferences** window will appear. Click on the **Special Days** Tab

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.

Madrigal Soft Tools offers files of one and five years of public holidays for some countries.   To add these holidays as Special Days, place the file in the same directory you have your ResSched data and click on the **Add File** button.   Review your new Special Days to ensure they include the public holidays of your specific location and to remove any duplicates for Special days you may have entered before.

You can obtain these files from our web site at: **www.madrigalsoft.com**   .

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 Preferences** 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.

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.

Repeat Booking Changes Window

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.

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.

Default Start Time

Every booking must have a start time.   To let you use the drop lists 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**.

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).

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   that displays information and receives your entry. For example, Start Time in the **<u>Update Booking</u>** window has a field.

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).

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.

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**.

Order Form for ResSched Single-User

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

Operating system: ___ Windows 3.1   ___ Windows95 or NT

Business Name:_____

Contact Person:_____

Street Address:_____

City: _____   State/Prov: _____

Country: _____   Zip/Postal Code: _____

Telephone: _____Fax:_____

E-mail:_____

ResSched License Fee:
    Base fee $49

     If check or money order for license fee
     included, deduct 10%   _____

Canadian organizations: please add appropriate GST and PST (B.C. only), CDN funds at $1.33 per US$

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

_____

_____

SCHEDULE MULTI-DAY BOOKING

1.   While in **<u>Update Booking</u>** window to add a booking,   click on the **Repeat/Multi-Day** button.   The **<u>Repeat Booking</u>** window will appear.

2.   Select **Multi-Day Booking** from the Repeat Options.

3.   Fill in the time and the day the booking ends.

4.   Click on the **OK** button

Multi-day bookings are actually separate bookings for each day of the booking.   When you use this feature, ResSched books from the start time to 11:59PM on the first day, from 12:00AM to the end time on the last day, and from 12:00 AM to 11:59PM for any days in between.

You can not use the multi-day feature to change an existing repeat or multi-day booking.   Multi-day bookings can not be **<u>repeated</u>**

ANALYZE UTILIZATION OF A RESOURCE

1.)   Select **Resources>Utilization>One Resource** from the main menu. The **Resource Utilization** window will appear.

2)   If Actual Times has been enabled in   **System Preferences**,   select whether to use actual or scheduled times.

3)   Enter or select the resource you wish to analyze.

4)   Select whether bookings on weekends or **Special Days** should be included in the analysis

5)   Enter the start and end dates of the period you want to analyze.

6)   Click on the **Calculate** button.   The results are displayed.

To analyze the utilization of resources in a **Resource Group**, see **Analyze Utilization of a Resource Group**

Analyze Utilization of Resource Group

1.)   Select **Resources>Utilization>Resource Group** from the main menu. The **<u>Resource Group Utilization</u>** window will appear.

2)   If Actual Times has been enabled in   **<u>System Preferences</u>**,   select whether to use actual or scheduled times.

3)   Enter or select the Resource Group you wish to analyze.

4)   Select whether bookings on weekends or **<u>Special Days</u>** should be included in the analysis

5)   Enter the start and end dates of the period you want to analyze.

6)   Click on the **Calculate** button.   The results are displayed.

7)   To view summary utilization statistics for each resource in the Resource Group, click on the **Detail** tab

ANALYZE UTILIZATION OF A RESOURCE GROUP

1.)   Select **Resources>Utilization>Resource Group** from the main menu. The **Resource Group Utilization** window will appear.

2)   If Actual Times has been enabled in **System Preferences**, select whether to use actual or scheduled times.

3)   Enter or select the Resource Group you wish to analyze.

4)   Select whether bookings on weekends or **Special Days** should be included in the analysis

5)   Enter the start and end dates of the period you want to analyze.

6)   Click on the Calculate button. The results are displayed.

7)   To view summary statistics on the resource individually, click on the **Detail** Tab

ACCESSORY PROGRAMS, ADD

1.　　Select **File>System Preferences** from the main menu.

2.　　Click on the **Accessory**　Tab.

3.　　Under **Menu Label**, enter the short text that will appear as the menu item for this program.

4.　　Under **Program to Execute**, enter the full path and command needed to run the program.

5.　　Repeat for up to five programs.

6.　　Click on **OK.**

ACCESSORY PROGRAMS, RUN

To run an **accessory program**.

1)   From the main menu, select **File>Accessory Programs** and the menu item for the program.

Accessory Programs

A program you wish to run in conjunction with ResSched.   These programs might be specialty or customized modules purchased for Madrigal Soft Tools, your organizations own programs, or other applications completely.

RESOURCE UTILIZATION WINDOW

The Resource Utilization window displays utilization statistics for a specified resource.

Entry Fields and Check Boxes

Use Actual Times   If Actual Times has been enabled in System Preferences, you can check this box to use the actual times used instead of the scheduled times

Resource   The resource to be analyzed. Click on the **...** to select from a list of all resources

Include Weekends   If the analysis should include bookings that fall on a weekend, check this box.

Include Special Days   If the analysis should include bookings that fall on **Special Days**, check this box.

Start Date   The first day of the period to be analyzed. Use the **Cal** button to select a date

End Date   The end day of the period to be analyzed. Use the **Cal** button to select a date

Buttons

Calculate   Calculate the utilization statistics as specified

Print   Print the utilization statistics.

Statistic Display

Work Days Available   The number of work days in the period. Weekends and Special Days are not counted unless specified.

Work Days Used   The number of work days in the period that the resource was booked at least once.

% Days Used   Work days used as a percentage of work days available

Work Hours Available   The number of work days in the period multiplied by the number of hours in a normal work day as specified in the **System Preferences** window for the user. Hours on weekends and Special Days are not counted unless specified.

Work Hours Used   The total number of hours a resource was booked for between the normal beginning and end of the workday during the specified period.

% Hours Used   Work hours used as a percentage of work hours available

Total Hours Used   The total number of hours the resource was booked during the specified period regardless of whether the hours were in the normal workday.   Weekends and special days are not included unless specified.

Work Days Start   The start of the normal work day as specified in the System Preferences window

Work Day End   The end of the normal workday as specified in the System Preferences window

RESOURCE GROUP UTILIZATION WINDOW

The Resource Group Utilization Window displays utilization statistics for a **Resource Group**, as a whole.

Entry Fields and Check Boxes

Use Actual Times   If Actual Times has been enabled in System Preferences, you can check this box to use the actual times used instead of the scheduled times

Resource   The resource to be analyzed. Click on the **...** to select from a list of all resources

Include Weekends   If the analysis should include bookings that fall on a weekend, check this box.

Include Special Days   If the analysis should include bookings that fall on **Special Days**, check this box.

Start Date   The first day of the period to be analyzed. Use the **Cal** button to select a date

End Date   The end day of the period to be analyzed. Use the **Cal** button to select a date

Buttons

Calculate   Calculate the utilization statistics as specified

Print   Print the utilization statistics.

Summary Tab

Concept of the resource work day or work hour is central to these statistics.   A resource work day is one resource for one day.   If there are three resources in a group then each week day has 3 resource work days for that Group

Resource Work Days Available
The number of work days in the period times the number of resources in the Group.. Weekends and Special Days are not counted unless specified.

Resource Work Days Used
The number of resource work days in the period that the resource was booked at least once.

% Days Used
Resource work days used as a percentage of resource work days available

Resource Work Hours Available
The number of resource work days in the period multiplied by the number of hours in a normal work day as specified in the **System Preferences** window for the user. Hours on weekends and Special Days are not counted unless specified.

Resource Work Hours Used
The total number of hours the resources in the group were booked for between the normal beginning and end of the workday during the specified period.

% Hours Used
Resource work hours used as a percentage of resource work hours available

Total Hours Used

The total number of hours the resources were booked during the specified period regardless of whether the hours were in the normal workday.   Weekends and special days are not included unless specified.

Work Days Start

The start of the normal work day as specified in the System Preferences window

Work Day End

The end of the normal workday as specified in the System Preferences window

Detail Tab

The Detail tab displays the Total Hours Used, Work Hours Used and the percent Utilization of work hours available for each resource individually in the resource Group

SCAN GROUP BOOKINGS (Week) WINDOW

The Scan Group Bookings (Week) window displays all bookings for all the resources in a Resource Group for a selected week. This window is useful if you have only a few long bookings per resource per day.   If you have several bookings per resource day, consider using **Scan Group Bookings (Day)** window instead.

The days and time slots are listed down the window with the resources listed across.   Bookings are displayed as boxes at the intersecting of the relevant day/time slots and resources. The regular workday, as set in **System Preferences**, is divided into 4 equal timeslots with an additional timeslot before and after for bookings that outside the normal day the length of the box is determined by the length of the booking.   Those bookings that take place outside the regular workday appear much smaller than those equal length bookings that occur during the workday   The text in the boxes depends on the Scan Text option in System 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. 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).   Also when two conflicting bookings end or start on the same timeslot they may appear to be two adjacent unconflicting bookings. When precise information on bookings is needed, click on the Browse button to call **Browse Bookings**.

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

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

Week Includes   Enter 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.

SCAN SINGLE RESOURCE (Month) WINDOW

The Scan Single Resource (Month) window displays all bookings for one resource for a month in a standard calendar layout.   This scan is suitable if you rarely have more than 6 bookings per day for the resource being scanned.   If this is not the case, use the **Scan Single Resource (Week)** window.

Unlike all the other Scan windows, this window does not use the size and position of boxes to graphically convey the duration and start time of bookings.   Instead, each booking is allocated a single line of text and they are listed in order of start time for each day of the calendar.   If there are more than 6 bookings on a day, the last text line reads **'More'** .   The text line includes the start time and   the Scan Text option in **System Preferences**.

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.
Month Includes	A date in the month 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 the text line 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.

SET ALERTS

ResSched can automatically alert you to upcoming bookings.   To set Alerts,

1.   Select **File>System Preferences** from the main menu which calls the **System Preferences** window.

2.   Under the **General** Tab,   select **All** from the radio buttons.   Selecting **None** disables the alert function.

3.   Enter the lead time between the alert and the booking in minutes.

Alerts query the database every sixth of the lead time.   For example, if the lead time is set for 20 minutes, the database will be queried for upcoming bookings every 3.33 minutes.

BOOKING, PRINT SINGLE

To print the information for a single booking:

1. Select **Bookings>Browse** from the main menu.

2. Double click on booking you want to print to call the **<u>Update Booking</u>** window.

3. Click on the **Print** button

BOOKING ALERT WINDOW

If you have enabled booking alerts in **System Preferences**,   this window will appear regularly when bookings are scheduled to start within the specified lead time.   The window consists of two list boxes. One that lists the bookings that are coming up within the specified lead time.   The other lists the resources used in booking highlighted in the other list box.

Start   The start time of upcoming bookings.

End   The end time of the bookings.

Booking   The names of the bookings.

Client   The client associated with the each of bookings

Resources for Booking   All the resources associated with the booking