

About P&OD Weekly Scheduler

You will be able to:

- Update your weekly schedule at any time so that it is always up-to-date.
- Replicate the weekly schedule to your local hard drive so that you can view the schedule of all P&OD personnel when you are out of the office.
- View the weekly schedule in several different ways so that you can quickly find the schedule for the person you are looking for.

Your personal Schedule document contains a calendar for the current week and the next four weeks. You or the Admin. person can edit your personal Schedule document at any time to reflect changes in your schedule during the five week period.

The Weekly Scheduler database contains views by each week of the five week period. Each view includes each person's name, telephone extension, and schedule for the current week. You can view the entire five-week calendar for a person by double-clicking on the person from a view, or by access each view.

Each Sunday all calendars will be updated by removing the previous week's data, moving the remaining four weeks' data up one week, adding a blank fifth week at the end of the calendar, and adjusting the dates appropriately. Thus, the information for your schedule will automatically roll-over in subsequent weeks and you will only need to add any new activities for the five-week period.

If you have any technical difficulties, please contact Cathy Hennes (216-737-1144) for help.



[<-- Double Click Here to access the "Using this Database" Help Document.](#)

[| <-- Click Here to Exit to the Weekly Schedule .](#)

Using P&OD Weekly Scheduler

Editing Your Weekly Scheduler :

From the Database:

1. Access the database by double-clicking on the P&OD Weekly Scheduler icon on your desktop.
2. Click the **a. By All\Current Week** button at the top of the current view.
3. Start Typing your Last Name. The Quick Search Dialog Box will appear on your screen. Click the **OK** button or hit **Enter**. The Quick Search should locate your schedule document.
4. Double-click on the schedule document or hit **Enter**.
5. Your weekly schedule document will be opened. Click the **Edit Your Schedule** button at the top of the form to make changes to your schedule document. Make the appropriate changes to your schedule by clicking in the field on the day that you want to enter or edit information, and typing your scheduled activities for the day (*e.g.*, In the Office, Meeting in NY, Vacation, ...).
6. Your weekly schedule document allows you to add teams and locations. If your location is not listed, you can add it in the dialog box at the bottom. For any and all teams you belong to, you can belong to as many teams as you need. If your team is not available, just add it like you did for the location. If you are on multiple teams that are not available, you can also add them in the same space on the dialog box, keeping in mind to use the **comma (,)** to separate choices.
7. Click the **Save Your Schedule** button at the top of the form.
8. Click the **Exit** button to return to the By Name View.

Access Weekly Schedule Views :

Five Views are provided with the Weekly Schedule application:

Current Week (Week 2, 3, 4, 5): You will see the person's name and normal scheduled time. You will see their extension and where they are each day of that week. To see all five weeks at once, open the individual's scheduling document, or you can open each week's view.

Printing the Weekly Schedule :

1. To print a schedule for a particular person:
 - Open the weekly schedule document for the person (or form a view of the database, select the person),
 - Select **File/Print** from the menu and then click the **OK** button. This action can be performed from within the document or from a view (when in a view, you will notice that the **Print selected documents** View Option will be selected by default).
2. To print the entire Weekly Schedule from a view:
 - Select **File/Print** from the menu,
 - Select **Print View** from the View Options, then click **OK** (this will print the entire view instead of just printing the selected document).

Replicating the Weekly Scheduler to your Laptop for Remote Access :

1. Select the P&OD Weekly Scheduler icon on your desktop.
2. Select **File/Replication/New Replica** from the menu.
3. Select **Immediately** from the Create options on the New Replica dialog box, and then click the **OK** button.
4. Select the Replicator Workspace tab at the far right of your desktop.
5. Find the P&OD Weekly Scheduler database in the list of replicas and click the checkbox to mark the database for scheduled replication.