

How To Use RDS Scheduler To Track Vacations

Print Combined Vacation Report

1. Set Up Locations

In the Scheduler “Location Maintenance” window create “Vacation.” Place the staff person’s name in the “Room” field. You may type the full name of the person in the “Description” field. Create one for each staff person for whom you want to include in a composite vacation schedule.

The screenshot shows a software window titled "Location Maintenance - SH103". The window contains several input fields for location information. The "Building" field is set to "VACATION" and the "Room" field is set to "DAVIS, B.". The "Description" field contains "BARBARA DAVIS". The "Address 1" and "Address 2" fields are empty. The "City", "State", and "Zip" fields are also empty. The "Phone" field is set to "[] -" and the "Ext" field is set to "0". The "Sq Ft", "Tables", and "Chairs" fields are all set to "0". There is an "OK" button at the bottom left of the window.

In this window above we set up the building as “Vacation” and the room as the staff person’s name.

2. Set up the Event

Enter the vacation time for each person in the Individual and Events Scheduler, SH101. It is recommended that the “Event Group” be at the end of the alphabet, such as “ZZ” in the example below, so it will not conflict with other types of events.

The screenshot shows the 'Individual and Events Scheduler - SH101' window. The title bar includes 'R D S Advantage 08.13.05 9/11/2006', 'Test Here', and 'Scheduler'. The menu bar contains 'Utility', 'Applications', 'Maintenance', 'Inquiry', 'Print', and 'Function'. The toolbar includes various icons for navigation and actions.

The main form is divided into several sections:

- Change**: Overall Beginning and Ending Dates/Times. Fields include Event Group (ZZ), Number (5), Date (12/26/2006 to 12/29/2006), Time (8:00 AM to 5:00 PM), and Desc (PASTOR BOB-VACATION).
- Untracked Location**: A text field.
- Purpose**: A text field.
- Meet With**: A text field.
- Comment**: A text field.
- Specific Building/Rooms and Dates**: Includes a 'Check for Conflicts' checkbox, Meeting Dates Frequency (All Days), Building/Room (VACATION, JOHNSON, B), BOB JOHNSON, Use Time (8:00 AM - 5:00 PM), Set/Clean Up Time (8:00 AM - 5:00 PM), and Day of the Week (12/26/2006).
- Detail for this Event/Building Room**: Includes Person Responsible, Custodial Crew, Food/Equip, Note, User, Estimated Attendance (0), Fee (0.00), Date Billed, Amount Paid (0.00), and Date Paid.

An 'OK' button is located at the bottom left of the form.

In this window we set up the event group for vacations. Each staff person’s vacation days are set up as a separate event.

3. Reporting

To print lists of vacations use “Event Scheduler Report,” SH301.
The “Date/Event” option for print order is recommended.

Event Schedule Report - SH301

Output Order: Event/Date Report Type: Event Date Range: Today
 Date/Event Event/Location This Week
 Event/Individual # Next Week
 Event/Individual Name This Month
 Next Month
 Specify

	Date	Group	Number	Description
Beginning:	9/01/2006	ZZ	...	0
Ending:	12/31/2006	ZZ	...	99999

Include Information: Event (purpose, comments, etc.) Page Break On Output Order
 Custodial
 Billing
 Line between Date

Print **File** **Export**

Above is the selection window for setting up a composite staff vacation report.

4. Sample Vacation Schedule Report

SH301 V04.13.05
15-SEP-06 13:32:52

Test Here
Event Schedule Report by Date/Event

Page:

Date	Day Time	Group Num	Event Description	Chk Conflict	Building	Room	Location Description
10/02/06	Mon 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation		N VACATION-JOHNSON, B		BOB JOHNSON
10/03/06	Tue 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation		N VACATION-JOHNSON, B		BOB JOHNSON
10/04/06	Wed 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation		N VACATION-JOHNSON, B		BOB JOHNSON
10/05/06	Thu 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation		N VACATION-JOHNSON, B		BOB JOHNSON
10/06/06	Fri 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation		N VACATION-JOHNSON, B		BOB JOHNSON
10/09/06	Mon 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION		N VACATION-DAVIS, B.		BARBARA DAVIS
10/10/06	Tue 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION		N VACATION-DAVIS, B.		BARBARA DAVIS
10/11/06	Wed 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION		N VACATION-DAVIS, B.		BARBARA DAVIS
10/12/06	Thu 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION		N VACATION-DAVIS, B.		BARBARA DAVIS
10/13/06	Fri 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION		N VACATION-DAVIS, B.		BARBARA DAVIS
11/27/06	Mon 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION		N VACATION-JOHNSON, B		BOB JOHNSON
11/28/06	Tue 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION		N VACATION-JOHNSON, B		BOB JOHNSON
11/29/06	Wed 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION		N VACATION-JOHNSON, B		BOB JOHNSON
11/30/06	Thu 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION		N VACATION-JOHNSON, B		BOB JOHNSON
12/01/06	Fri 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION		N VACATION-JOHNSON, B		BOB JOHNSON
12/26/06	Tue 8:00AM-5:00PM	ZZ	4 CAROL WILLIAMS-VACATION		N VACATION-WILLIAMS,		CAROL WILLIAMS
	Tue 8:00AM-5:00PM	ZZ	5 PASTOR BOB-VACATION		N VACATION-JOHNSON, B		BOB JOHNSON
12/27/06	Wed 8:00AM-5:00PM	ZZ	4 CAROL WILLIAMS-VACATION		N VACATION-WILLIAMS,		CAROL WILLIAMS
	Wed 8:00AM-5:00PM	ZZ	5 PASTOR BOB-VACATION		N VACATION-JOHNSON, B		BOB JOHNSON
12/28/06	Thu 8:00AM-5:00PM	ZZ	4 CAROL WILLIAMS-VACATION		N VACATION-WILLIAMS,		CAROL WILLIAMS
	Thu 8:00AM-5:00PM	ZZ	5 PASTOR BOB-VACATION		N VACATION-JOHNSON, B		BOB JOHNSON
12/29/06	Fri 8:00AM-5:00PM	ZZ	4 CAROL WILLIAMS-VACATION		N VACATION-WILLIAMS,		CAROL WILLIAMS
	Fri 8:00AM-5:00PM	ZZ	5 PASTOR BOB-VACATION		N VACATION-JOHNSON, B		BOB JOHNSON

Rpt Period: 9/1/2006 through 12/31/2006
Report Type: Event Events: ZZ0 through ZZ99999

5. Export Vacations to RDS Advantage Web Calendar or Third Party Calendar

Use the Scheduler to export vacations to your RDS Advantage Web Calendar. You can establish an additional web calendar on your website just to display and print vacations. If you like, the vacation calendar can be password protected so only authorized persons can see it. Use "Export Calendar to Your Website," SH306.

You can export vacations to third party calendar programs, such as Calendar Creator (www.broderbund.com). Use "Export CSV Calendar to Third Party Calendar," SH304C.