Cub Scouts Scheduler Application User Guide

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Introduction

The Cub Scouts Scheduling Application was written to replace the manual creation of summer camp schedules. The navigation tabs are arranged from left to right in order of the intended data entry process. This User Guide will take you step by step through the process for using your application. The tabs listed in the navigation bar are Time Slots, Stations, Groups, Constraints, and Schedules. Each tab has a key function in the creation of the final camp schedule.

Figure 1: Welcome Screen

Home Page

When you open the application for the first time, the home page/welcome screen will be displayed. From the home page, you can:
1. Create a new event
2. Select an existing event
3. Modify the features of the selected event

On first use of the application, the event management box will be highlighted to remind you to create your first event. The application will not allow you to continue on until an event has been created or selected.

Creating a New Event

To create a new event, simply complete the event management form. Provide the event with a descriptive name, a start date, and an end date. The end date defaults to a 5 day camp session. If a session is to be held longer, simply change the end date. When you have completed the form, click **Create**. The event form will no longer be highlight and access to the other tabs in the navigation toolbar will open.

Figure 2: Creating a new event

Selecting the Current Event

To select the desired event, simply choose it from the **Select Event** drop down and click **Select.** The application will now show data only pertaining to the event selected. Follow the same procedure to revert to a previously created event.

After you create an event for the first time, the application will default to the last selected event using your browser cookies. If your browser cookies are ever cleared, you will need to select your event again.

Modify Features of Selected Event

Once an event has been selected from the home page, you can navigate to the other pages to create and edit the Time Slots, Stations, Groups, Constraints, and Schedules for that event. If this is your first time using the application or you have just created a new event, you should begin with the **Time Slots** page.

Helpful Hint: The home page can always be reached by clicking the site heading 'Cub Scouts Scheduler' at the top of every page.

Time Slots

After the desired event has been selected, clicking the **Time Slots** tab will bring you to the time slot creation page. On this page you can create the appropriate time slots to indicate when activities will occur throughout each day at camp.

Creating a New Time Slot

There are two ways to create a new time slot. The first method (calendar view) allows you to click on the calendar and drag to create the desired size time slot at the spot clicked (the name of a time slot can only be edited in the grid view).
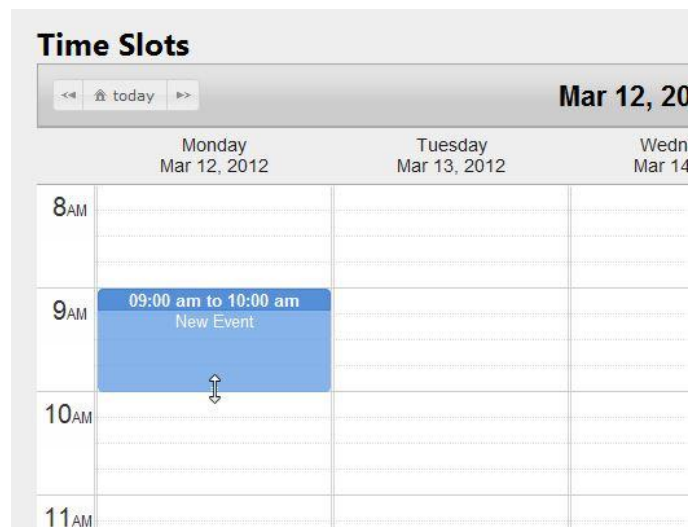

Figure 3: Creating a time slot in calendar view

The alternative method is to click the **Create New** button just below the calendar. This link will allow you to create a new time slot by adding a *Name, Start Time*, *End Time*, and *General* designation. Once these fields have been appropriately entered, click **Create** to the right of the new entry (click **Cancel** to cancel your changes).

Figure 4: Creating a time slot in grid view

The *Name* field may contain any form of description of the time slot. This name will be used throughout the application and on your final schedule to identify the time slot; so be sure to use meaningful names. The *Start* and *End* fields will represent their respective dates in the MM/DD/YYYY format followed by a time format of HH:MM:SS AM/PM. You will receive an error if the date and time format is incorrect. The general field is discussed in a later section.

Helpful Hint: If a created time slot does not appear on the grid or calendar, just refresh the page by clicking refresh in your browser window.

Figure 5: Incorrect formatting error

Editing an Existing Time Slot

As with creating a new time slot, there are two ways to edit an existing time slot. The first involves the use of the calendar interface. Just click on the header of the desired time slot and drag it to its new location. To extend the duration of a time slot, just click and drag the bottom of the time slot and adjust to the desired length.

The alternative to editing a time slot in the calendar interface is to use the grid view. On the grid, click **Edit** for the desired time slot row. The row will become editable and changes can be made using the same formatting explained in the previous section. Click **Save** to complete the change. Often times a page refresh is needed to display the changes on the calendar.

Creating a General Time Slot

A general time slot is defined as any slot which will appear on the schedule of every group (i.e. Opening, Lunch, and Closing). The number of general time slots is unlimited and this designation can be assigned to any new or existing time slot by simply checking the box in the *General* column during slot creation or editing.

Figure 6: Creating a general time slot

General time slots must be created for each occurrence desired, just as a regular time slot. In the case of a lunch time slot, you must create a lunch time slot for each day (Monday, Tuesday, etc.).

Stations

From the **Stations** tab you can create or edit stations.

Creating a New Station

To create a new station, click the **Create New** link at the top of the page. From this page you will give your new station a *Name, Capacity, Description, Location, Category,* and *Activity Pin* designation. Additionally, you will select the times for which you would like your station to be open for scheduling.

Create

Name

Description

Location

Capacity

Category

Activity Pin ☐

Figure 7: Creating a general time slot

The *Name* field is an identifier for your station and will be used throughout the application and on the final schedule. *Description* and *Location* are optional fields which allow the user to further describe each station. *Capacity* is a field which accepts a positive integer value to represent the number of groups allowed to occupy that station during any given time slot. More often than not, this field will contain a value of '1'.

The *Category* field is an optional feature that allows the user to categorize stations based on the desire to have them scheduled together or separately. In the *Category* field, enter a unique name to describe the category to which this station belongs. When creating other stations, you may use the same category name to group stations together. For example, if the user desires to have BB and Archery classified as shooting stations, simply type "Shooting" into the Category field of both the BB and Archery stations. Providing a category for a station will designate that any stations from that category cannot be scheduled more than once on the same day. Since

BB and Archery are in the same category, no group can attend BB and Archery on the same day.

The *Activity Pin* field is used to designate those stations that are reserved for Webelos scouts. Click the *Activity Pin* check box if you would like the created station to be exclusively available to Webelos.

Below the station details is the *Available Time Slots* selection. Here the user can select the desired times for which the selected station will be open for scheduling. This grid will only display time slots created in the **Time Slot** tab, so be sure to create your time slots before designating open times for your stations.

Figure 8: Setting available time slots

Click **Create** to submit your new station. Click **Back to List** to cancel all changes and return to the list of stations.

Editing an Existing Station

To edit an existing station, just click the **Edit** link on the desired row. This link will take you to a page similar to the create page. Edit the desired information, and click **Save** to submit your changes and return to the stations list.

Groups

From the **Groups** tab you can create or edit groups and their preferences.

Creating a New Group

As with previous pages, click the **Create New** link to create a new group. Clicking this link creates a new row entry in the grid. Enter the *Name* of your group as a descriptor to be used throughout the application and on your generated schedules. Select the *Rank* of the group from the drop down. Additionally, each group is allowed up to five preference choices. Select a station from the preference drop downs and click **Create** to submit your new group.

Figure 9: Creating a new group

Editing an Existing Group

To edit an existing group, simply click **Edit** for the desired row and make your changes. Click **Save** to submit your changes.

Constraints

From the **Constraints** tab, you can create new scheduling constraints to implement specific restrictions on your generated schedules.

Creating a New Constraint

To create a new constraint, simply click the **Create New** link and a new row is added to the grid.

Figure 10: Creating a new constraint

To create a group constraint, select the desired *Group* from the drop down (*Note: When a group is selected, the rank field is automatically cleared. You cannot create a constraint on a group and a rank at the same time*). Next, select the *Station* you would like that group to visit. Specify the number of times you want this group to be scheduled at the specified station into the *Visit Number* field. Creating a group constraint will schedule the specified group(s) to the specified station *Visit Number* of times.

To create a rank constraint, select the desired *Rank* from the drop down. As with the group constraints, the group field will be disabled when a rank is selected. Next, select the *Station* you would like that rank to visit. Specify the number of times you want this rank to be scheduled at the specified station into the *Visit Number* field. Creating a rank constraint will schedule the specified rank(s) to the specified station *Visit Number* of times.

Editing an Existing Constraint

To edit an existing constraint, simply click **Edit** for the desired row and make your changes. Click **Save** to submit your changes.

Schedules

From the **Schedules** tab, you can generate and view schedules from the data entered in previous steps. Be sure to have all data entered into **Time Slots, Stations, Groups, and Constraints** in order to return an accurate schedule.

Generating a New Schedule

To generate a new schedule, simply click the **Generate Schedule** button and a new schedule will be generated and displayed.
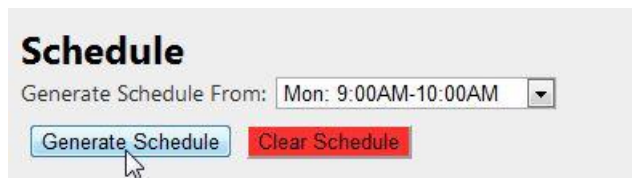

Figure 11: Generate a new schedule

To generate a schedule from a specified point in the week, select that time slot from the *Generate Schedule From* drop down, and then click **Generate Schedule**. This will generate a new schedule from the point indicated in the drop down. This generated schedule will not change the schedule prior to the point selected. If the drop down is not changed, the **Generate Schedule** button will always generate a new schedule for the entire week.
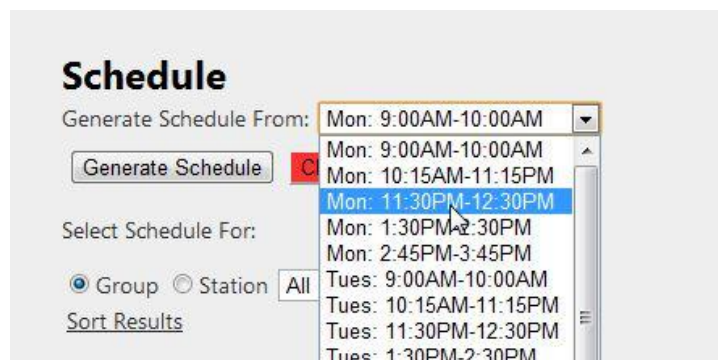

Figure 12: Generate schedule from selected time slot

View a Generated Schedule

To view a schedule for a specific group, mark the *Group* radio button and select the desired group from the drop down. To view a schedule for a specific station, mark the *Station* radio button and select the desired station from the drop down.
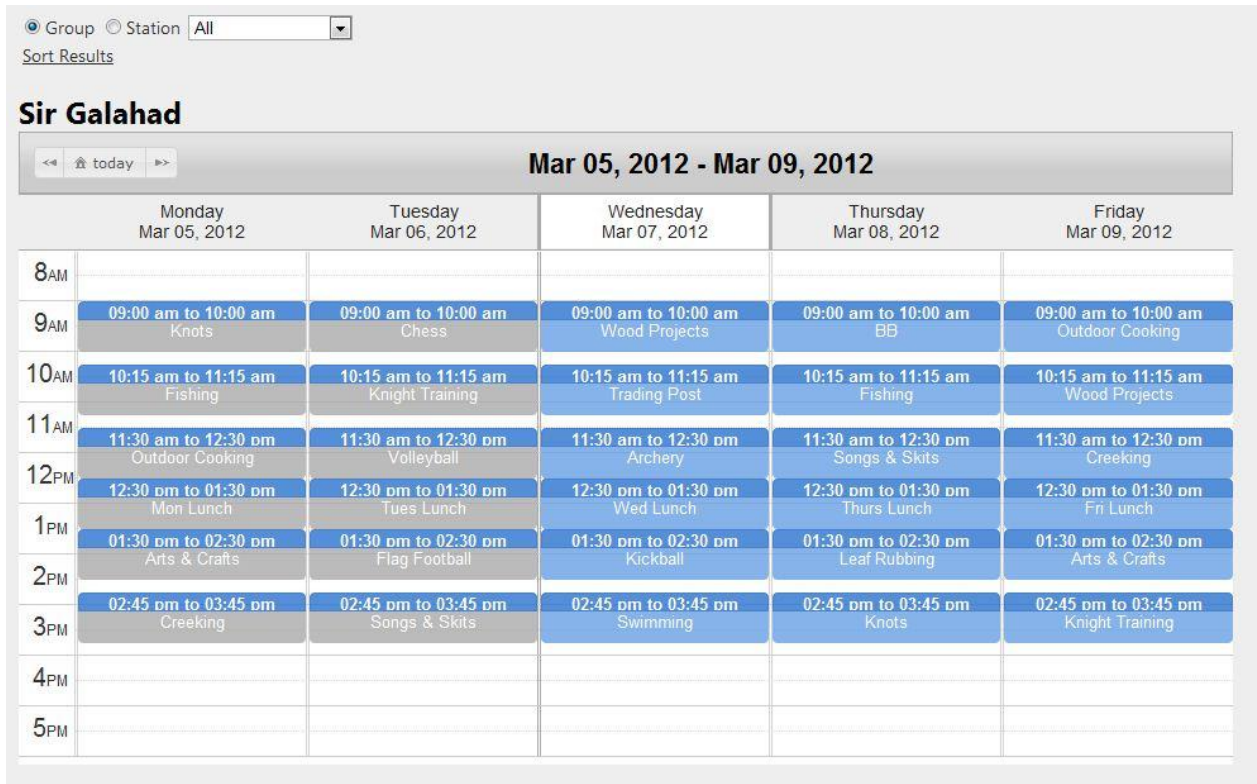

Figure 12: Generate schedule from selected time slot

View a Schedule from a Past Event

In order to view a schedule from a past event, you must go to the **Home** page and select the desired event. Now, return to the **Schedules** tab and the schedules for that event will be displayed according to the instructions in the "View Generated Schedule" section.

Clear a Generated Schedule

Click the **Clear Schedule** button to clear the generated schedule from the calendars. Once a schedule has been cleared, you will not be able to recover it.

Printing a Generated Schedule

Schedules can be printed using your browser's print function. In Internet Explorer, go to File → Print. In order to get an idea of what the schedule will look like printed, just go to Print Preview. Each schedule will print on a separate sheet. Schedules look best printed in the landscape page layout.

Deleting Data

You will notice there is a **Delete** button associated with each data row within the application. In order to delete data, you must make sure the data has its dependencies also deleted. You must clear the schedule before deleting any data from Time Slots, Stations, Groups, or Constraints. Groups depend on Constraints, Stations Depends on Groups and Constraints, and Time Slots depends on Stations. For example, before deleting the 'Fishing' station you must delete Groups and Constraints that reference that station. The application will not allow you to delete an item if it still has dependencies on other pages.

Additional Help

If additional help is required or there are issues that should be brought to the attention of the developers, please feel free to contact us.

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