**Scheduling Workbook Documentation**

**All Therapists Sheet**

Changes:

* Added more columns – can now assign 18 rooms per therapist
* Widened column W just enough so that contents of cells do not extend beyond the conditional formatting

Named Ranges Added:

* *AllTherapistsInitials*: column containing therapist’s initials

**3W Schedule**

Changes:

* “Gray Options” box was expanded and standardized with boxes on other schedules to allow for more options in the future

Named Ranges Added:

* *Eval\_Int\_3W*: column for specifying EVAL or INT
* *GrayOptions3W*: list of gray options at bottom of schedule
* *Rooms3WSchedule*: column listing rooms

**8P Schedule**

Changes:

* “Gray Options” box was expanded and standardized with boxes on other schedules to allow for more options in the future

Named Ranges Added:

* *Eval\_Int\_8P*: column for specifying EVAL or INT
* *GrayOptions8P*: list of gray options at bottom of schedule
* *Rooms8PSchedule*: column listing rooms

**3P Schedule**

Changes:

* “Gray Options” box was expanded and standardized with boxes on other schedules to allow for more options in the future

Named Ranges Added:

* *Eval\_Int\_3P*: column for specifying EVAL or INT
* *GrayOptions3P*: list of gray options at bottom of schedule
* *Rooms8PSchedule*: column listing rooms

**All Schedules Sheet**

Changes:

* Renamed original sheet AllSchedulesOld and left it unchanged
* Added more rows – can now assign 18 rooms per therapist
* Removed all formulas except “Date”
* 30 sheets have been formatted – can accommodate the creation schedules for 30 therapists
* Page breaks have been added to ensure each sheet prints on a separate page
* Schedules are created by clicking the “Create Schedules” button to the right of the printable area
* Added a count for the number of therapists in each wing, along with a total number of therapists
* Added a box that displays the last date and time that the schedules were created
* Font size for schedule grid is 10 so each box is readable

Named Ranges Added:

* *AllSchedDataGrid*: time slots on each schedule under therapist’s initials
* *AllSchedNoteAreas*: areas for notes at the bottom of each schedule
* *AllSchedTherapistInitialsBox*: cells containing therapist’s initials at the top of each schedule
* *EvalKeyBox*: cells that show the highlighting scheme for EVAL
* *IntKeyBox*: cells that show the highlighting scheme for INT
* *RoomsAllSchedules*: cells that contain the room numbers for each therapist
* *Print\_Area*: automatically generated print area for 30 schedules (DO NOT EDIT)

How it works:

* Grabs initials, notes and room numbers from the All Therapists sheet
* *All Schedules only creates schedules for therapists that have a room number in the first room cell after their names in All Therapists*
* Finds room numbers in All Schedules; matches rooms in 3W and 8P schedules; copies and pastes the schedule rows for each wing into the All Schedules sheets
* Each schedule created increments a counter for each wing which is used to calculate final schedule counts
* The “Create Schedules” button turns off the alert requesting permission to replace previous data; the alert is turned on again after the script runs

Dependencies/Limitations:

* Does not contain information for 3P
* Depends on All Therapists sheet column and row structure
* Room numbers being entered in All Therapists sheet, beginning with the first room cell – if that cell is empty, the schedule will not be created
* Depends on 3W and 8P column and row structure
* “Date” comes from 3W schedule via formula (“Schedule Last Created” does not depend on this formula)
* For accuracy, the All Schedules sheets should not be created until the All Therapists sheets and the 3W and 8P schedules are complete
* Changes to All Therapists, 3W Schedule, and 8P Schedule do not update All Schedules sheet; “Create Schedules” button must be clicked again to create schedules that reflect those changes
* All Schedules can only accommodate 31 therapists, with a limit of 18 rooms per therapist; creating more therapists and/or more rooms will require changes to the code

**All Diddies Sheet**

Changes:

* Renamed original sheet AllDiddiesOld and left it unchanged
* Reformatted with page breaks so each diddie prints to a single page
* Diddies are arranged vertically rather than horizontally
* Removed all formulas except “Date” which pulls the date from the 3W schedule
* Diddies are created by clicking the “Create Diddies” button
* Added a count for the number of diddies in each wing, along with a total number of diddies
* Added a box that displays the last date and time that the diddies were created
* 71 Diddies have been formatted and are ready to use

Named Ranges Added:

* *Print\_Area*: automatically generated print area (DO NOT EDIT)
* *AllDiddiesRooms*: cells containing room numbers
* *AllDiddiesSchedRange*: time slots on each diddie

How it works:

* Grabs rooms from the 3W and 8P schedules by looking at the Y and Z columns; if both the Y and Z columns are empty (no OT or PT listed), a diddie for that room is not created; If only one column is empty (has an OT but no PT, for instance) the diddie will be created for that room
* When the “Create Diddies” button is clicked, the sheet grabs the initials, names and professions of each therapists listed in the All Therapists sheet and saves them in a dictionary; it also saves the “gray options” on each schedule (3W, 8P & 3P) into a dictionary
* It loops through the 3W and 8P schedules and grabs the values in each time cell; The value is skipped if it matches a value in the “gray options” dictionary; otherwise the initials are extracted (such as the last 2 initials in the value “ALD EC”) and the initials dictionary is used to locate the matching therapist name and profession; the therapist’s name and profession are put in the appropriate time slot in the diddie; Lunch is also listed in the diddie
* The initials dictionary and the gray options dictionaries are created when the code runs and reset when the diddies are created

Dependencies/Limitations:

* Does not contain information for 3P; however, it is reading the gray options for 3P in preparation for adding the 3P schedule
* Depends on All Therapists sheet column and row structure
* Depends on Column and row structure of “Gray Options” boxes on all three schedules
* Y and Z columns on 3W and 8P schedules; if cells in both columns are empty for a given room, a diddie will not be created
* Depends on 3W and 8P column and row structure
* “Date” comes from 3W schedule via formula (“Schedule Last Created” does not depend on this formula)
* For accuracy, the All Diddies sheets should not be created until the All Therapists sheets, 3W and 8P schedules are complete, and the gray options have been updated if necessary
* *Changes to All Therapists, 3W Schedule, 8P Schedule and gray options do not update All Diddies sheet; “Create Diddies” button must be clicked again to create diddies that reflect those changes*
* 71 is the maximum number of rooms that can be accommodated; creating more diddies will require changes to the code

**Code Modules**

Functionality was broken down into different modules, subroutines and functions in order to (hopefully) make the code easier to read and change

AllSchedulesMod:

Contains the main subroutines and functions for All Schedules sheet functionality

* *getInitialsAndNotes():* grabs therapist’s initials and notes from the All Therapists sheet and puts them into the therapist’s schedule
* *getRooms():* gets rooms listed next to therapist’s name in All Therapists and puts them in therapist’s schedule
* *getSchedules():* loops through 3W and 8P schedules, copies schedule next to each room and pastes it into therapist’s schedule
* *countTherapists():* counts each schedule created for each wing and displays totals
* *allSchedCondFormat():* highlights rooms with EVAL in yellow and rooms with INT in pink; highlights therapist’s initials in schedule
* *createSchedules():* subroutine that handles click event when the “Create Schedules” button is clicked; calls the above subroutines and the helper subroutine, lastTimeCreated(); suppresses warnings about replacing data in cells while script is running and scrolls to the top of the page when the script has finished running

AllDiddiesMod:

Contains the main subroutines and functions for All Diddies sheet functionality

* *createDiddies():* event handler for “Create Diddies” button; loops through schedules and uses Y & Z columns to determine if a diddie should be created; uses helper function checkValue() to determine if value in schedule cell for a given room number is a therapist’s initials, a gray option, or lunch; puts the therapists name and profession in the relevant time slot on the diddie; counts and displays number of diddies for each wing; calls helper function lastTimeCreated() and displays the results; suppresses possible warnings about replacing data while code is running

HelperMethods:

Contains the subroutines and functions that may be used by more than one module; contains subroutines to assist with debugging

* *clearAllSchedules():* clears contents from All Schedules sheet; changes interior of highlighted cells to white (removes conditional highlighting)
* *clearDiddies():* clears contents from All Diddies sheet; changes interior of highlighted cells to white (removes conditional highlighting)
* *checkValue(value AS String):* takes a string value and determines if it is a therapist’s initials, lunch, or a gray option; returns therapist’s name & profession, LUNCH or GRAY
* *lastTimeCreated():* takes a range as an argument and puts the current date and time into that range; used to keep track of the last time diddies and schedules were created
* *returnInitials():* takes a string value from a cell and extracts and returns the therapist’s initials