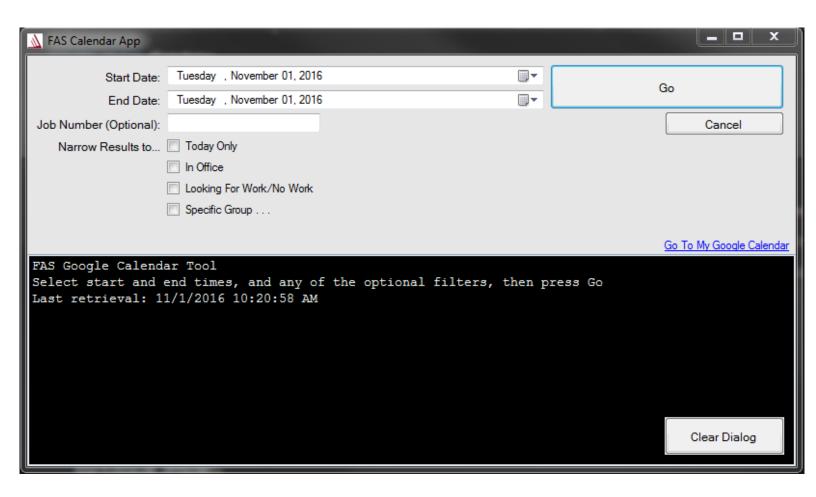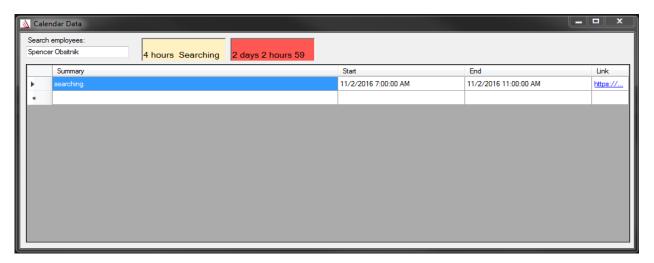# Calendar App User Guide

v1.0

This app was developed as a tool for engineers to be able to easily determine when/who is in office. **The minimum input needed for the application to work is the start and end dates**. Selecting "Go" will result in the following screen for the specified timespan:
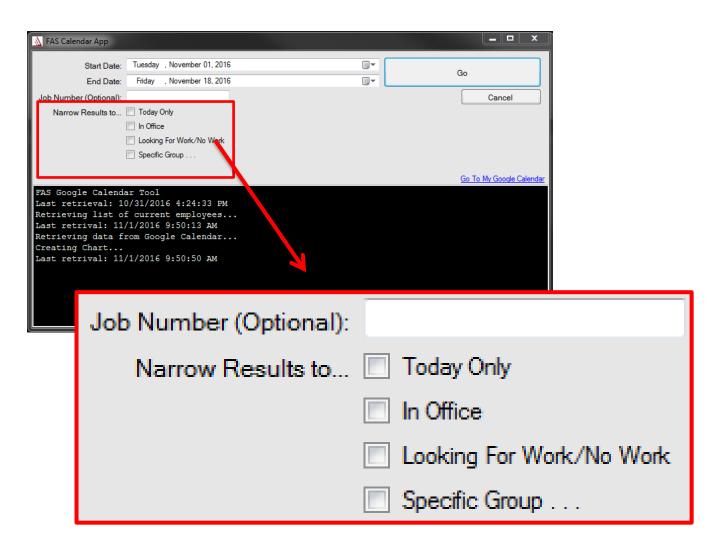

A **Red** tag means no work or nothing in the employee's calendar. The **Blue** signifies the employee is out of office. **Green** tags mean in office working on a job, and **Salmon** signifies the employee is searching for work. *Mouse over individual timespans to see details of event.*

Bringing up an instance of the graph also shows an **employee search screen**. This allows the user to search individual employees and bring up a textual representation of their calendar for the desired timespan.
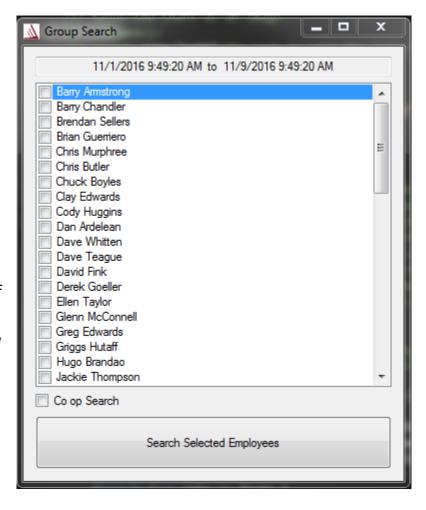
The main search form also allows for filtering results based on a few parameters:

- **Job Number**: filters only users with this job number in their event description
- **Today Only**: single day filter, disables input start and end time
- **In Office**: returns only people in office (or without the OOO tag) regardless of what they are working on
- **Looking For Work/No Work**: returns anyone in office without an event or with the searching tag
- **Specific Group**: opens a new form to select individual employees

Narrowing results to a specific group opens a new form that allows the user to select only certain employees. Select the desired employees, then press the search button to open an instance of the graph with only the filtered employees.

A Co op search field is provided that will return a graph of the Co op's timespan. *This list is hardcoded in and must be changed whenever coops change in order for it to be up to date.*

Filtering by group search yields only selected employees' timespans.