

# Calendar App User Guide

v1.0

The screenshot displays the 'FAS Calendar App' window. It features a search interface with the following elements:

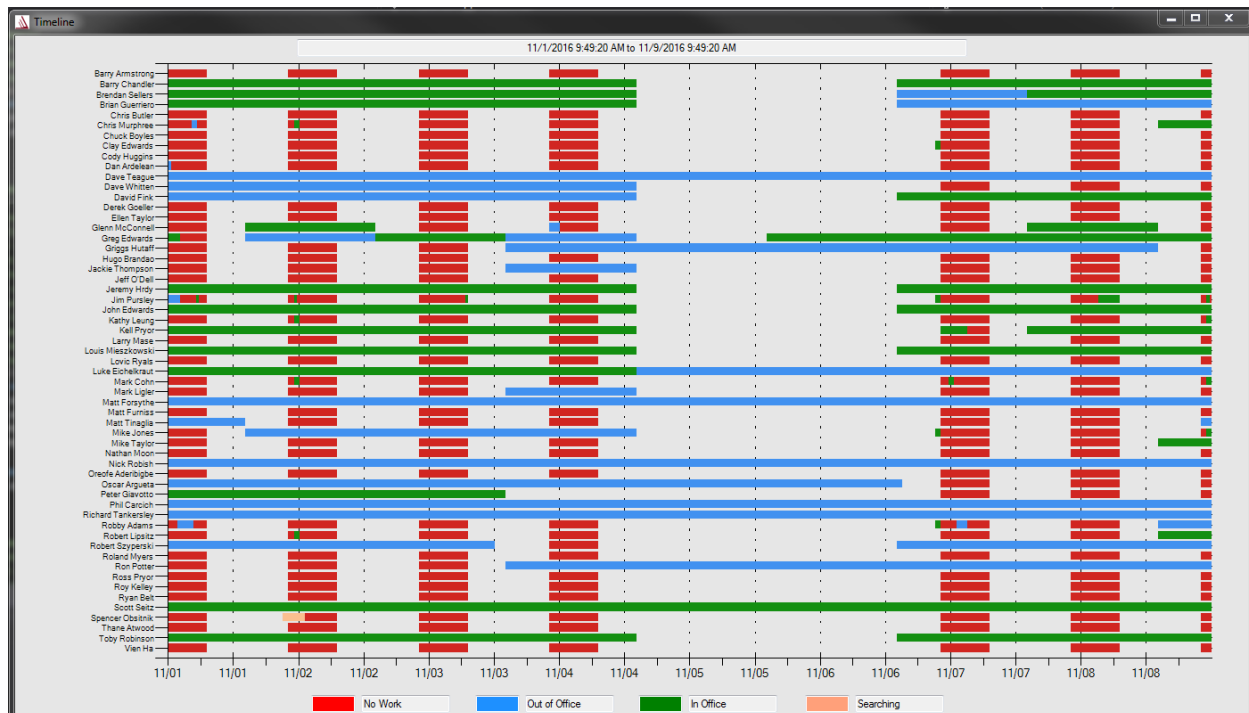
- Start Date:** A date picker set to 'Tuesday , November 01, 2016'.
- End Date:** A date picker set to 'Tuesday , November 01, 2016'.
- Job Number (Optional):** An empty text input field.
- Narrow Results to...** A section with four checkboxes:
  - ☐ Today Only
  - ☐ In Office
  - ☐ Looking For Work/No Work
  - ☐ Specific Group ...
- Buttons:** A large 'Go' button (highlighted with a blue border) and a 'Cancel' button.
- Link:** A blue hyperlink labeled 'Go To My Google Calendar'.

Below the search area is a black command prompt window titled 'FAS Google Calendar Tool'. It contains the following text:

```
FAS Google Calendar Tool
Select start and end times, and any of the optional filters, then press Go
Last retrieval: 11/1/2016 10:20:58 AM
```

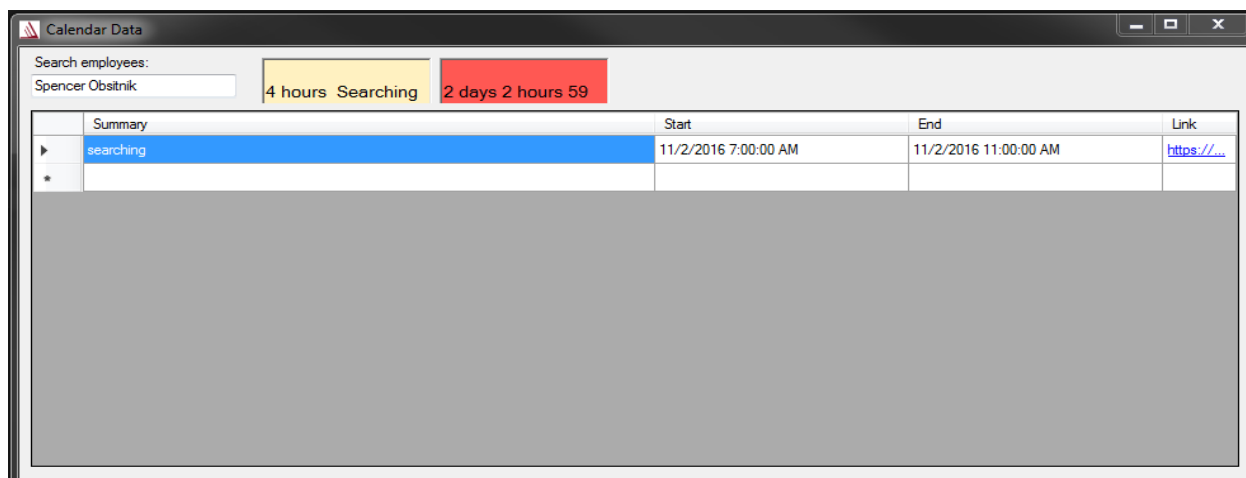
A 'Clear Dialog' button is located in the bottom right corner of the command prompt window.

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

The screenshot shows the 'FAS Calendar App' window. At the top, there are input fields for 'Start Date' (Tuesday, November 01, 2016) and 'End Date' (Friday, November 18, 2016), each with a calendar icon. To the right is a 'Go' button and a 'Cancel' button. Below these is a 'Job Number (Optional):' text input field. A red rectangular box highlights the 'Narrow Results to...' section, which contains four unchecked checkboxes: 'Today Only', 'In Office', 'Looking For Work/No Work', and 'Specific Group ...'. A red arrow points from this box to a larger, detailed inset of the same section shown below.

FAS Calendar App

Start Date: Tuesday, November 01, 2016

End Date: Friday, November 18, 2016

Job Number (Optional):

Narrow Results to...

- ☐ Today Only
- ☐ In Office
- ☐ Looking For Work/No Work
- ☐ Specific Group ...

[Go To My Google Calendar](#)

FAS Google Calendar Tool  
Last retrieval: 10/31/2016 4:24:33 PM  
Retrieving list of current employees...  
Last retrieval: 11/1/2016 9:50:13 AM  
Retrieving data from Google Calendar...  
Creating Chart...  
Last retrieval: 11/1/2016 9:50:50 AM

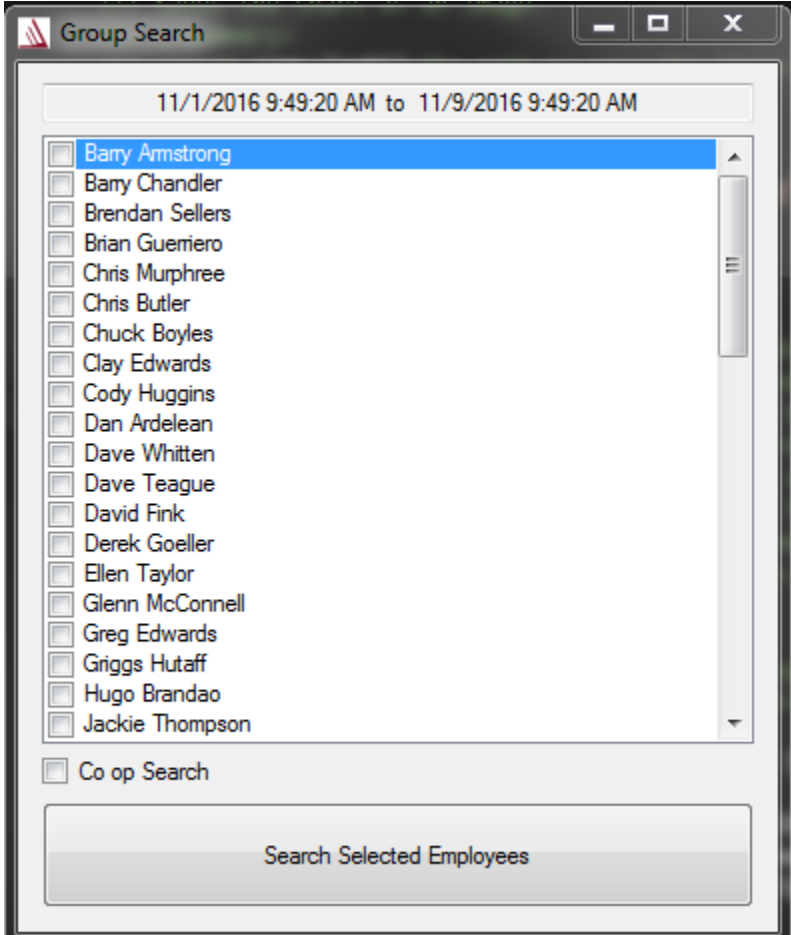
Job Number (Optional):

Narrow Results to...

- ☐ Today Only
- ☐ In Office
- ☐ Looking For Work/No Work
- ☐ Specific Group ...

**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.*



The 'Group Search' window displays a date range from 11/1/2016 9:49:20 AM to 11/9/2016 9:49:20 AM. Below this is a list of employees with checkboxes next to their names. The first employee, Barry Armstrong, is selected. At the bottom, there is a 'Co op Search' checkbox and a 'Search Selected Employees' button.

Employee	Selected
Barry Armstrong	<input checked="" type="checkbox"/>
Barry Chandler	<input type="checkbox"/>
Brendan Sellers	<input type="checkbox"/>
Brian Guemiero	<input type="checkbox"/>
Chris Murphree	<input type="checkbox"/>
Chris Butler	<input type="checkbox"/>
Chuck Boyles	<input type="checkbox"/>
Clay Edwards	<input type="checkbox"/>
Cody Huggins	<input type="checkbox"/>
Dan Ardelean	<input type="checkbox"/>
Dave Whitten	<input type="checkbox"/>
Dave Teague	<input type="checkbox"/>
David Fink	<input type="checkbox"/>
Derek Goeller	<input type="checkbox"/>
Ellen Taylor	<input type="checkbox"/>
Glenn McConnell	<input type="checkbox"/>
Greg Edwards	<input type="checkbox"/>
Griggs Hutaff	<input type="checkbox"/>
Hugo Brandao	<input type="checkbox"/>
Jackie Thompson	<input type="checkbox"/>

☐ Co op Search

Search Selected Employees

Filtering by group search yields only selected employees' timespans.

