Two files are needed by the ScheduleMe app in order to perform automatic scheduling:

Accounts.xlsx record definition:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Salutation** | **First Name** | **Last Name** | **e-mail address** | **Mobile number** | **DOB** | **Initial Password** | **Tasks** | **Group Name if task is Cleaner** |
| **Mandatory** | Yes | Yes | Yes | Yes | Optional | Yes | Yes | Yes | Yes |
| **Type** | Text Type | Text Type | Text Type | Text Type | Text Type | Date type | Text Type | Text Type | Text Type |
| **Description** |  |  |  | Use to build agent name (*e-mail&DOB*) and family name (*e-mail*) |  | Use to build agent name (*e-mail&DOB*) |  | Space separated list of tasks the user can do – Group (e.g Cleaner, Choir etc.) must be on the separate row | Only relevant for Group tasks. Must be empty for non-Group tasks |
| **Example** | Mr | John | Smith | jsmith@gmail.com | 0410664963 | 24/03/1961 | Password@100 | Acolyte Reader1 | A |

TimeSlots.xlsx record definition:

|  |  |  |
| --- | --- | --- |
|  | **Time Slot** | **Space separated tasks needed at the specified time slot** |
| **Type** | Date type | Text type |
| **Example** | 22/10/2023 8:30:00 AM | e.g Acolyte Acolyte MAS MAS Reader1 Reader2 EMHC EMHC – meaning two Acolytes, two altar servers, Reader1, Reader2 and two extraordinary minister of Holy Communion  are needed at the date “22/10/2023 8:30:00 AM” |

Tasks definitions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Acolyte | EMHC | MAS | Reader1 | Reader2 |
|  | Extraordinary minister of Holy Communion | Ministry of alter service |  |  |