



ICS-214a







Introduction

An ICS-214 is an Activity Log. It's original intention was to record the activity of a single event. Furthermore, the individual activities were only noted at the beginning of the activity, that is, the start time was recorded by the end time was not.

Clearly, during this pandemic we are constrained to stay within safe boundaries. This prevents most of us going to some activity with numbers of people in attendance. So our activities become little things over the course of weeks or months. The purpose of this application is to allow capturing the time spent on each of these little activities over the course of a long period (e.g. a month). The application captures the start time, end time and a comment on the activity. During the display of the log, the total time is computed and displayed.

The operation is fairly straight forward:

- When the application starts it requests that a file be loaded
- When an activity is to start, the 2nd toolbar icon () is selected to enter the date, time and activity description
- When an activity is to be completed, the 3rd toolbar icon () is selected to add an end time to one of the unfinished activities (if there are more than one)

The first toolbar icon () allows one to edit the header and footer information. The fourth toolbar icon () allows any log entry to be edited. The fifth toolbar () icon allows one to create a new Activity Log File and supply the header and footer information. The sixth toolbar icon () allows another log file to be opened. The seventh toolbar icon () will allow one to store a CSV file that is compatible with Excel. The eight toolbar icon () allows one to print the current log data.

Between invocations of the application the last activity log will be presented to the user to load when starting the application. Times and dates will be supplied in the dialog boxes when they are started. The dates and times are editable. The dates and times are monitored to ensure that they are legal dates and times. Furthermore they are normalized so no matter how they are input they will

always have the same form (i.e. 01/02/20 for dates, 01:02 for times). Commas and quotes are handled correctly within strings. End dates most often are on the same day as the start time but provisions are made so that they may be on later times. Long descriptions are wrapped nicely most of the time when printed.

Options


There are two sets of options.

- There are two ways the Excel spreadsheet header and footer are output
- The printer/print preview margins may be adjusted to suit the user.

The margins in the display window may not be adjusted and are set to a 1/3 of a character width and height.

eICS-214a Operations

Tool Bar -- Left to Right with Notations of the Corresponding Menu Command

The tool bar, , is organized more or less in left to right order in which the tools are to be used.

Edit Header/Footer [Edit/Edit Header]

When the program is entered one is given the opportunity to provide the header/footer information. However, later one may wish to change that data.

Create New Log Entry [File/Log Entry]

A dialog box is displayed for collecting the initial information about a new event.

Add Stop Time to a Log Entry [File/Stop Entry]

Provides a dialog box to specify the end time for an event. In the case where two or more events do not have end times the combo box will allow specifying which event to end.

Edit a Log Entry [Edit/Edit Log Entry]

Everything is editable in the log entry.

Create a New Log File [File/New Log]

Starts the Log with a new file.

Open an Existing Log File [file/Open Log]

Switch files to another log file.

Make an Excel CSV File [Tools/Make Excel CSV File]

There is a command to save the log file which will be suitable as an input to Excel. It is decorated with labels and the total time expended.

Print the Log File [File/Print]

Prints the log file in a similar presentation as on the display.

About [Help/About ICS_214a...]

Displays the About File.

Exit Application [File/Exit]

Causes the application to terminate.

Menu Items not on ToolBar

File/Save Log

This command outputs the current log data into a new xxx.214 file suitable for loading back into ICS_214a.

File/Print Preview

Displays the log as it would appear printed.

File/Print Setup

Displays the Windows Printer Setup Dialog. Allows one to select the printer and its attributes.

Tools/Options

The Options Dialog will appear and it has two groups of options:

- A checkbox to determine how the header in the Excel Spreadsheet CSV file is handled.
- Fields that will allow the user to specify the margins on print and print preview output.

The display output margins are fixed at 1/3 of the character width and height.

The Excel default format is similar to the ICS-214, i.e. four lines with the data being on the 2nd and 4th lines respectively. The Excel Option One is selected if the checkbox is checked. This format uses a line for each data item in the header and places the data in the description column. Note that column should be formatted to be left aligned so that the date and time are next to the label.

The margin option is to allow the user to adjust the margins on the printer output and print preview window. The values may be decimal numbers and the Option Dialog insists that only digits and one period are input. Since every printer is slightly different the actual margin is the product of the value in the option field and the width or height of a single character. The values chose are saved in the applications ini file. The devault values are:

- Top: 2.0
- lLeft: 5.0
- Right: 3.0

- Bottom: 2.7

Help/Introduction

Starts this description of the application.

Header/Footer Dialog

Dialog Box

ICS-214a -- Activity Log

Header Information

ICS 214 Unit Log
San Jose RACES

Incident Name: June, July, Aug

Date: 06/16/20

Time: 12:19

Unit Name Designator
San Jose RACES

Unit Leader
Name: Bob "K6RWY Van Tuyl

Position: Field Operator

Operational Period: Last half of June and all of July

Footer Information

Prepared By: Bob

Mission Number: 102

OK Cancel

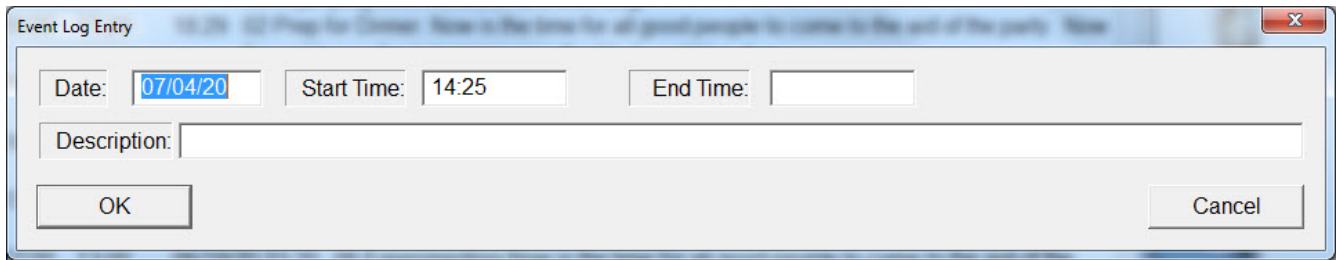
This dialog box attempts to mimic the header information block on a paper ICS-214 form. Fill it in as best that you can. The only interesting fields are the Incident Name (we have multiple instances) and the Operational period.

The Footer Information block here does not include the page number on the ICS-214 because that is generated when the data is output.

When a new log file is created (e.g. when starting the program for the first time or giving a file name that does not exist when starting) the dialog box is started. At any time the information in this dialog box may be reviewed and modified. When the OK button is selected all the data in the program is written to the "214" file.

Activity Log Dialog

Dialog Box



The dialog box is titled "Event Log Entry". It contains the following fields and controls:

- Date:** A text box containing "07/04/20".
- Start Time:** A text box containing "14:25".
- End Time:** An empty text box.
- Description:** A large text area for entering the activity description.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

The dialog box appears as a result of either the toolbar command "Create New Log Entry" or the Menu command [File/Log Entry]. It is intended to capture the current date and time when the activity starts and optionally the end time. It also captures a description of the activity to be entered. When the dialog box is invoked the current date and time are placed in the corresponding fields. Of course the user may edit them to reflect the correct date and time that the activity started or will start.

The date and time are monitored by the application to ensure that they are input as legal dates and times. The format for dates is "mm/dd/yy" with mm and dd constrained to correct values. Time is only to the nearest minute and the format is "hh:mm" and again the hh and mm are constrained to be correct values. The time may be input as hhmm and the colon will be supplied.

While the Description field is limited in size, the content may be any length. The application goes to considerable trouble to wrap the text nicely in the output. Please do not insert carriage returns (Enter) as that will terminate the Dialog Box saving the result. Those of you that know about Shift-Enter or Ctrl-Enter are also requested to suppress the urge. This is a simple program at the moment.

Edit Activity Dialog

Dialog Box

Event Log Entry

Select Activity to Edit

06/19/20 18:23 61 Prep for Dinner on Friday.

Date: 06/19/20 Start Time: 18:23 End Date: End Time:

Event: 61 Prep for Dinner on Friday.

OK Cancel

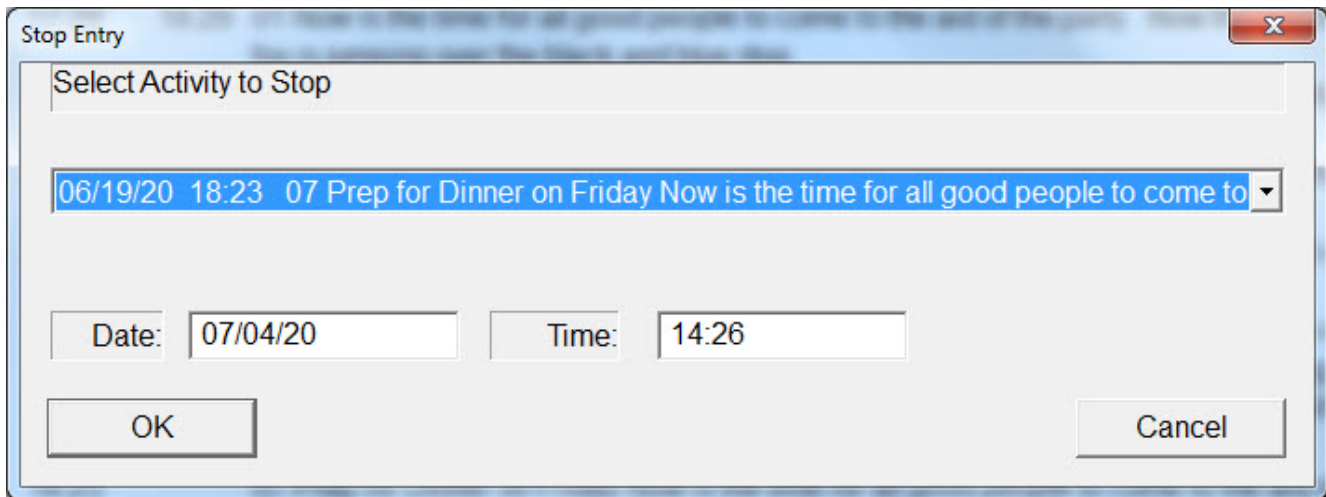
There are five fields for a Activity Log entry. There are a number of entries in the log and every one of them is used to populate the first field of the dialog. Select the entry one wishes to edit and the five fields that are contained in the entry or displayed. Edit any field as required and select OK. The 214 file will be updated.

Note that the End Date will be blank if the end time occurs on the same date as the beginning time.

What about editing more than one entry before selecting OK. This is possible. Select an entry. Edit one or more fields. As soon as one selects any other field in the dialog box the entire entry is updated. This, of course, will include any edits one made in any field. Selecting the Combo Box (for example) will cause the current entry to be updated.

Stop activity Dialog

Dialog Box



When an activity has been completed the stop time needs to be added to the event. The Stop Activity Dialog allows one to add a stop time to a specific event. Now, given that this log is being kept by one person and that two or more activities probably are not going to take place simultaneously there should only one event without a stop time. However, ...

The first field in the stop Activity Dialog is a combo box which is populated with every event that does not have a stop time. Select the correct event and then add a stop time (the current date and time is placed in the fields when the dialog is started but it can be edited). Click OK and the 214 file is updated.