

## QUEUE FOR NEXT DAY – TOOL GUIDE










Find the steps to use the tool:

1. Windows users: *Page no. 2-4;*

2. MAC users: *Page no. 5-7*

### **Pre-requisites:**

1. Make sure that everything written between the > sign should be either completely bold or completely non-bold. Putting any number of spaces won't affect the parsing of the queue.
2. If a person is on leave or is BM, then only mention that inside a bracket (). The tool works in the following way: *If the tool finds an opening bracket '(then it will check if BM is mentioned inside that bracket or not. If not, then the tool considers that person on leave and will apply left-right rule on them.*

Queue		Reason
<b>Aafreen &gt; Abhay &gt; Abhinav3 &gt; Abhishek &gt; Amarnath(PTO)</b>		Abhinav and 3 both are written in bold (Space between the name and the number or bracket doesn't matter). Amarnath and (PTO) are completely written in non-bold.
Aafreen > <b>Abhay</b> (SL) > <b>Abhinav5</b> > Abhishek > Amarnath		Abhinav and 5 both are written in bold. Space between them doesn't matter but this is incorrect since Abhay is in bold and (SL) is non-bold. So, un-bold Abhay as well.
Aafreen > Abhay > Abhinav -1 > Abhishek > Amarnath		Abhinav is non-bold while -1 is in bold. Make the -1 as non-bold.
Aafreen > Abhay > <b>Abhinav</b> 5 > Abhishek > Amarnath		Abhinav is in bold while 5 is in non-bold. Write the number 5 in bold as well.
Aafreen > Abhay -1 > Abhinav > Abhishek (BM) > Amarnath		Abhay and -1 are both in non-bold.
Aafreen > Abhay -1 > <b>Abhinav3</b> > Abhishek > Amarnath		Abhay and -1 are both in non-bold and Abhinav and 3 are both in bold (Space doesn't matter).
Aafreen > Abhay -1 > <b>Abhinav (Off-queue)</b> > Abhishek > Amarnath		Abhay and -1 are both written as non-bold. Abhinav is considered on leave as BM word is not written inside the bracket, left-right will be applied and he will be marked as -1.
<b>Aafreen</b> > Abhay 1 (internet issue) > Abhinav > Abhishek > Amarnath		If Abhay has picked 1 case and rest have picked more and Abhay is not to be considered on leave so remove the (internet issue) otherwise Abhay will be considered on leave by the tool.
<b>Aafreen</b> > Abhay (internet issue) > Abhinav > Abhishek > Amarnath		If Abhay has not picked any case and is going to be marked on leave then we can still leave the (internet issue).

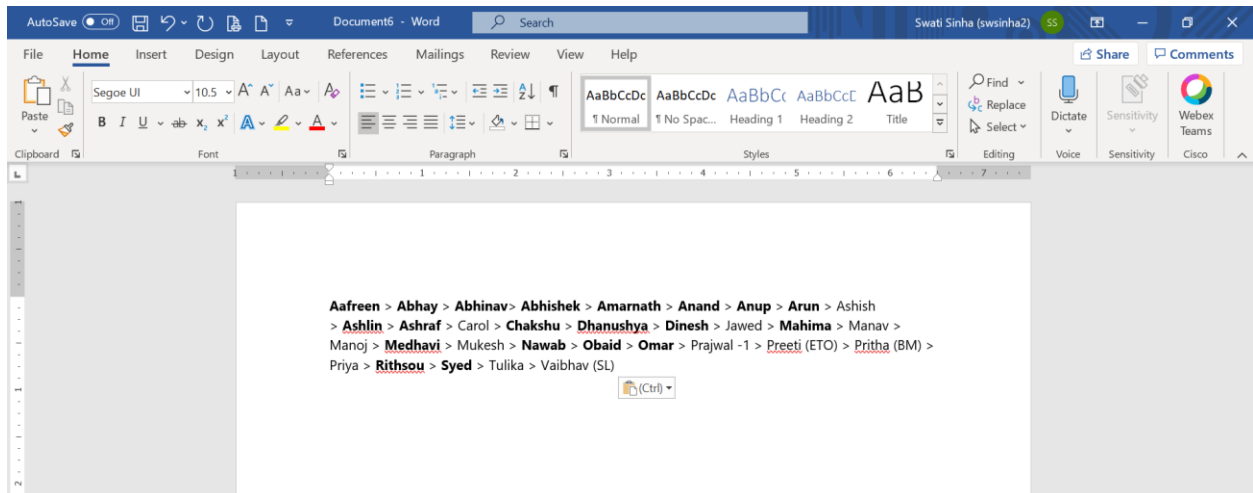
**Follow the below steps to make the Queue for next day:**

### **FOR WINDOWS USERS:**

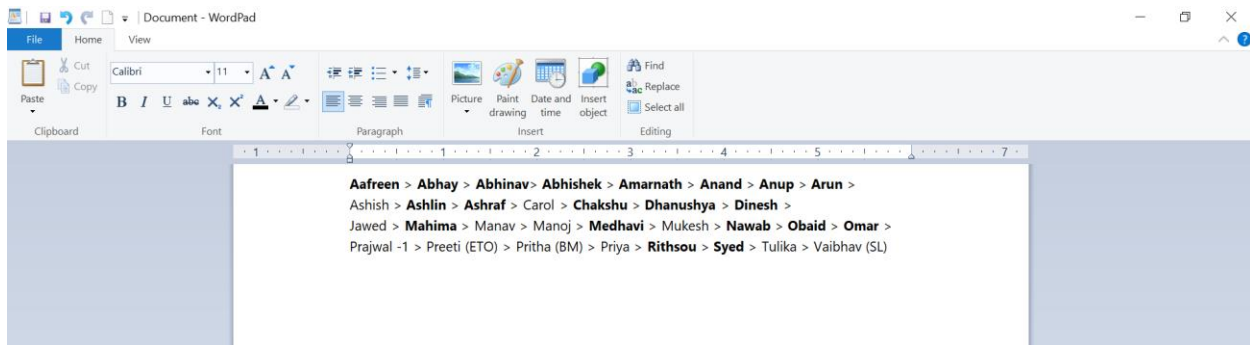
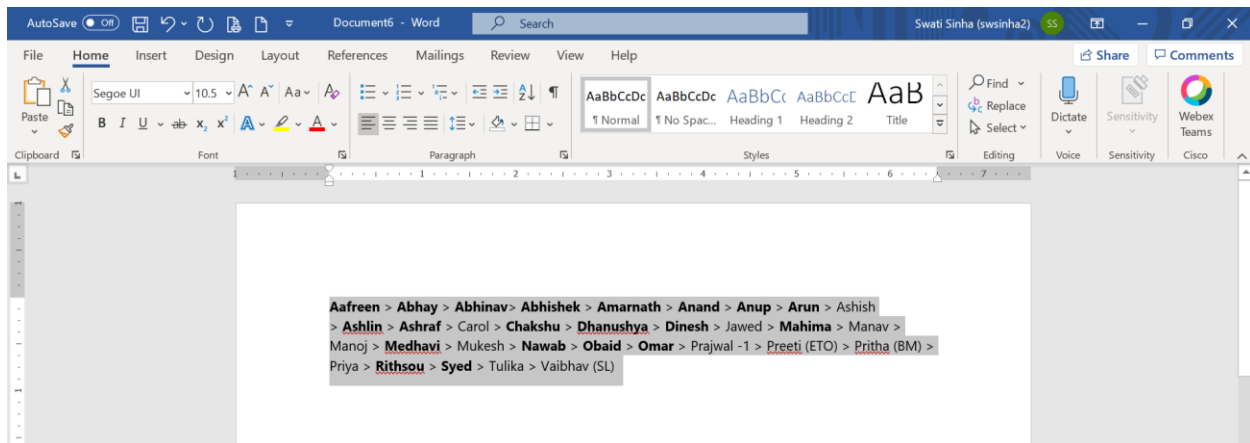
**Step 1:** Make sure that it is in the correct format as mentioned in the Prerequisite section above. Let say the last queue for the present-day is as follows:



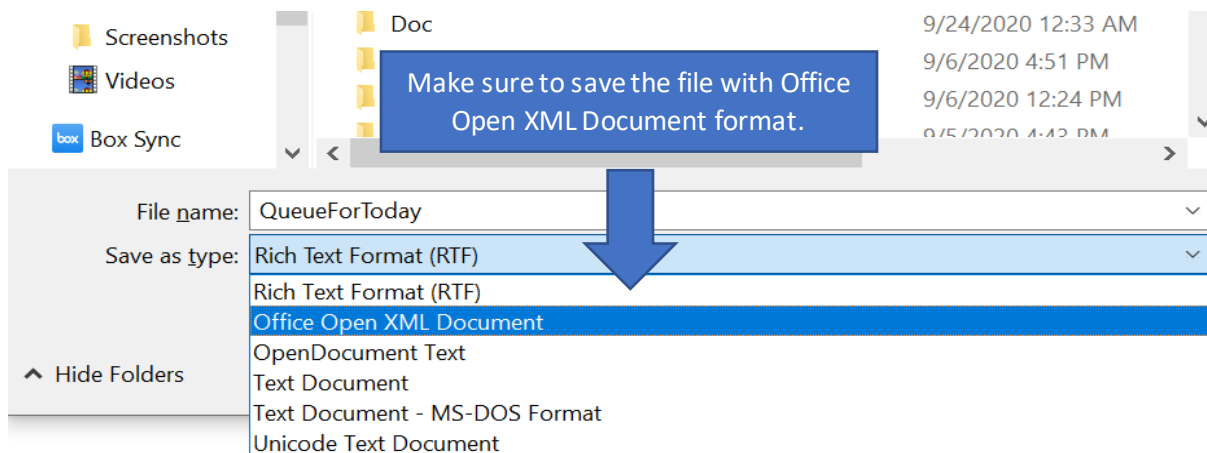
**Step 2:** Copy the queue of Q1 starting from the first name till the last name and paste it in a word document so that the bold name retains their bold property.



**Step 3:** Now copy the same from the word document and paste it in a WordPad file. It is important to use WordPad as Word Document adds some encoding because of which it parses the queue in an incorrect way.



**Step 4:** Now save the file in Office Open XML document format by giving a file name.



**Step 5:** Now open the following link: [https://queue-for-next-day.herokuapp.com/next\\_day\\_queue](https://queue-for-next-day.herokuapp.com/next_day_queue)

The screenshot shows a web browser window with the URL [https://queue-for-next-day.herokuapp.com/next\\_day\\_queue](https://queue-for-next-day.herokuapp.com/next_day_queue). The page title is "Queue Order (BETA Version)". Below the title, a message states: "This tool is developed as per the reformed queue order. It will give the queue for next day based on the present day last queue." A "Pre-requisites:" section lists three points: 1. Make sure that everything written between the > sign should be either completely bold or completely non-bold. Putting any number of spaces won't affect the parsing of the queue. 2. If a person is on leave or is BM, then only mention that inside a bracket (). The tool works in the following way: If the tool finds an opening bracket '(' then it will check if BM is mentioned inside that bracket or not. If not, then the tool considers that person on leave and will apply left-right rule on them. 3. To get the details on Pre-requisites with the help of examples, click on Tool Guide button given under the Reference Links section below. An "Instructions (Short Version):" section lists three steps: 1. Click on Browse and select the Wordpad file in the Office Open XML Document format (for Windows users) or TextEdit file in the Word 2007 (.docx) format (for MAC users) containing the last queue of present day. 2. Then enter the baseline value (i.e. the number of round done that day) in the text box and click on Submit Query. 3. To get the detailed guide on how to use the tool with the help of screenshots, click on Tool Guide button given under the Reference Links section below. The interface includes a "Browse..." button next to a text box containing "No file selected.", a "Baseline:" label next to a text box containing "3", and a blue "Submit Query" button. Below these is a text box labeled "Queue for Next Day:". A "Reference Links" section contains three buttons: "Queue Rules", "Tool Guide", and "FAQ". At the bottom, a note says: "For issues related to tool please contact Chakshu Piplani (cpiplani) / Swati Sinha (wsinha2). This tool has been developed by Swati Sinha (wsinha2) and is currently under beta testing phase. Feel free to ping me over Teams (wsinha2) in case someone finds out any failed test case. Rewards will be given out once the office starts."

**Step 6:** Browse and select the WordPad document which we saved in Step 4. Enter the baseline value, which is the number of rounds completed that day, like in the above example it is 3 (as R3 was going on) and then finally click on Submit Query.

The screenshot shows the "Queue for Next Day" web application interface. The "Browse..." button is highlighted, and the text box next to it now contains "QueueFor...ay.docx". The "Baseline:" text box contains the number "3". The blue "Submit Query" button is visible below the input fields.

**Step 7:** Voila! You can see the Queue for Next Day in the text box below the button. It can be copied from the webpage directly to the WebEx Teams, it will retain the bold and non-bold property.

**Queue for Next Day:**  
Aafreen > Abhay > Abhinav > Abhishek > Amarnath > Anand > Anup > Arun > Ashish > Ashlin > Ashraf > Carol > Chakshu > Dhanushiya > Dinesh > Jawed > Mahima > Manav > Manoj -1 > Medhavi > Mukesh -1 > Nawab > Obaid > Omar > Prajwal -1 > Preeti -1 > Pritha > Priya -1 > Ritthou > Syed > Tulika -1 > Vaibhav -1

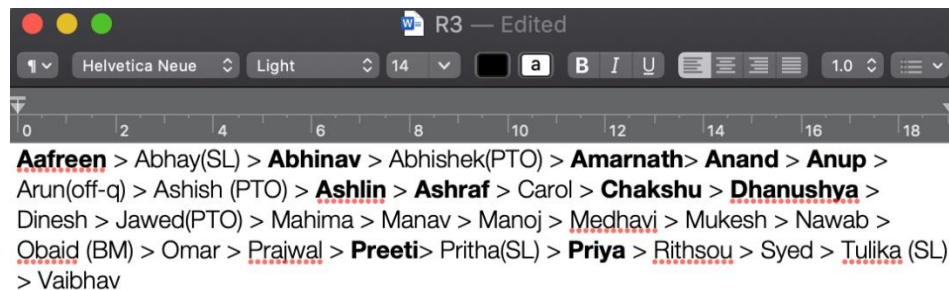
**Step 8:** Copy Q2 and follow all the steps from 2 to 6 to get the Queue for next day for Q2.

## FOR MAC USERS:

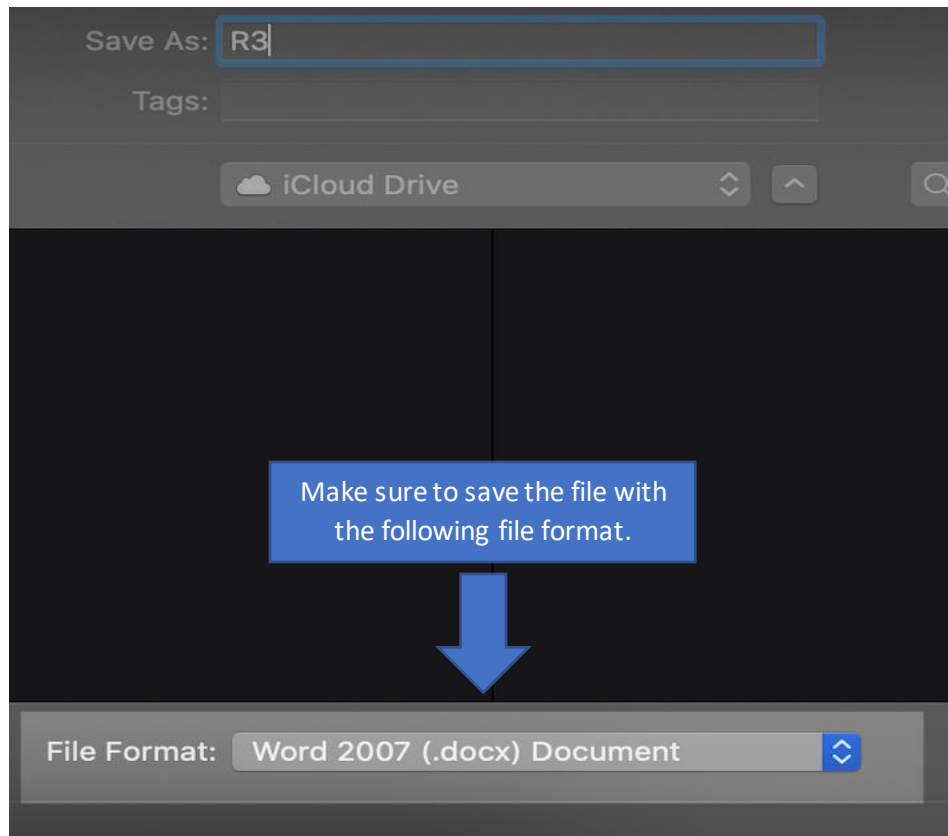
**Step 1:** Make sure that it is in the correct format as mentioned in the Prerequisite section above. Let say the last queue for the present-day is as follows:



**Step 2:** Copy the queue of Q1 starting from the first name till the last name and paste it in TextEdit file.



**Step 3:** Now save the file in Word 2007 (.docx) format by giving a file name.



**Step 5:** Now open the following link: [https://queue-for-next-day.herokuapp.com/next\\_day\\_queue](https://queue-for-next-day.herokuapp.com/next_day_queue)

queue-for-next-day.herokuapp.com

← → ↻ 🏠 🔒 https://queue-for-next-day.herokuapp.com/next\_day\_queue

### Queue Order (BETA Version)

This tool is developed as per the reformed queue order. It will give the queue for next day based on the present day last queue.

**Pre-requisites:**

1. Make sure that everything written between the > sign should be either completely bold or completely non-bold. Putting any number of spaces won't affect the parsing of the queue.
2. If a person is on leave or is BM, then only mention that inside a bracket (). The tool works in the following way: If the tool finds an opening bracket ( then it will check if BM is mentioned inside that bracket or not. If not, then the tool considers that person on leave and will apply left-right rule on them.
3. To get the details on Pre-requisites with the help of examples, click on Tool Guide button given under the Reference Links section below.

**Instructions (Short Version):**

1. Click on Browse and select the Wordpad file in the Office Open XML Document format (for Windows users) or TextEdit file in the Word 2007 (.docx) format (for MAC users) containing the last queue of present day.
2. Then enter the baseline value (i.e. the number of round done that day) in the text box and click on Submit Query.
3. To get the detailed guide on how to use the tool with the help of screenshots, click on Tool Guide button given under the Reference Links section below.

No file selected. Baseline:

**Reference Links**

For issues related to tool please contact **Chakshu Piplani** ([cpiplani](#)) / **Swati Sinha** ([swsinha2](#)).

This tool has been developed by Swati Sinha ([swsinha2](#)) and is currently under beta testing phase.

*Feel free to ping me over Teams([swsinha2](#)) in case someone finds out any failed test case. Rewards will be given out once the office starts.*

**Step 6:** Browse and select the TextEdit document which we saved in Step 3. Enter the baseline value, which is the number of rounds completed that day, like in the above example it is 3 (as R3 was going on) and then finally click on Submit Query.

Browse... R3.docx

Baseline: 3

Submit Query

**Step 7:** Voila! You can see the Queue for Next Day in the text box below the button. It can be copied from the webpage directly to the WebEx Teams, it will retain the bold and non-bold property.

**Queue for Next Day:**

Aafreen > Abhay > Abhinav > Abhishek > Amarnath > Anand > Anup > Arun > Ashish > Ashlin > Ashraf > Carol > Chakshu > Dhanushya > Dinesh > Jawed > Mahima > Manav > Manoj > Medhavi > Mukesh > Nawab > **Obaid** > Omar > Prajwal > **Preeti** > **Pritha** > **Priya** > Rithsou > Syed > Tulika > Vaibhav

**Step 8:** Copy Q2 and follow all the steps from 2 to 6 to get the Queue for next day for Q2.