

# **Golden Rain Foundation**

## **Community Relations Calendar System**

### **Operator's Manual**

Golden Rain Foundation  
1001 Golden Rain Road  
Walnut Creek, CA  
94595

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1001 Golden Rain Road  
Walnut Creek, CA 94595

This manual was written and produced by Clovice A. Lewis, Jr.  
and Robert Hoexter  
Technology Media Enterprises, Inc.  
6221- G Joaquin Murieta  
Newark, CA 94560  
(510) 656-8504

# Table Of Contents

<b>About The Calendar System</b> .....	<b>1</b>
<b>How To Get Around</b> .....	<b>1</b>
Functional Levels .....	1
The Main Menu Screen .....	3
Moving Between Screens .....	3
<b>About Records</b> .....	<b>4</b>
<b>The Unique ID Concept</b> .....	<b>5</b>
<b>About Fields</b> .....	<b>5</b>
Key Field .....	5
Data Field .....	5
How To Work With Fields .....	6
<b>Making Changes To Records</b> .....	<b>7</b>
Saving Changes To A Record .....	7
Exiting A Record Without Saving Changes .....	7
Prompts .....	7
Functions .....	8
<b>Logging In And Starting Up</b> .....	<b>9</b>
<b>Calendar System Operation Overview</b> .....	<b>9</b>
Single Calendar Appointments .....	11
Multiple Calendar Appointments .....	13
Calendar Inquiries .....	16
Reservations .....	16
<b>How To Operate The Calendar System</b> .....	<b>21</b>
Data Configuration .....	21
Daily Operation .....	21
Housekeeping .....	22
<b>Description Of Screens</b> .....	<b>22</b>

## About The Calendar System

The Calendar System is a data base which stores records of calendar activities for facilities at Rossmoor. It features three basic calendar functions: single appointments, reservations, and multiple appointments. Each function allows for the creation, reporting, deletion and inquiry of data records in the system. The keyboard is used to access records by an easy to use menu interface. The main menu provides a list of screens that are displayed when numbers are entered into a prompt field. Some screens are informational only, and cannot be modified, while others allow the user to change the data freely and save the changes made. At various places in the architecture of the system other menus appear which will provide you with choices which are specific to the screen you are using. Prompts also appear sometimes to remind you how to perform a task, or to ask you what you want to do next. Keyboard shortcuts are built-in so that your work with records can be accomplished more efficiently as you become more familiar with the Calendar System.

## How To Get Around

The question that always comes up, especially for new users on the Calendar System is ... "How do I get from one screen to another?" The answer is ... "It depends on where you are and what you're doing there." The Calendar System offers the user many possible routes for navigating through the screens; many of which are always available through the use of keyboard commands. The following paragraphs describe such topics as how to get back to the main menu, how to get to another menu without going to the main menu, what to do with records, and so on.

### *Functional Levels*

The Calendar System, like other menu-driven software, is organized so that screens are presented to the user in logical, functional groupings. Some screens are functionally attached to others because they provide additional information that cannot be seen from only one screen. Sometimes records may depend on input from several screens to construct a report. This arrangement of functionality looks much like the branches of a tree. It is important to visualize where you are in the structure because when you "escape" from a screen, you will often be placed into a screen that is on the next highest functional level. Figure 1 illustrates how the Calendar System is functionally organized.

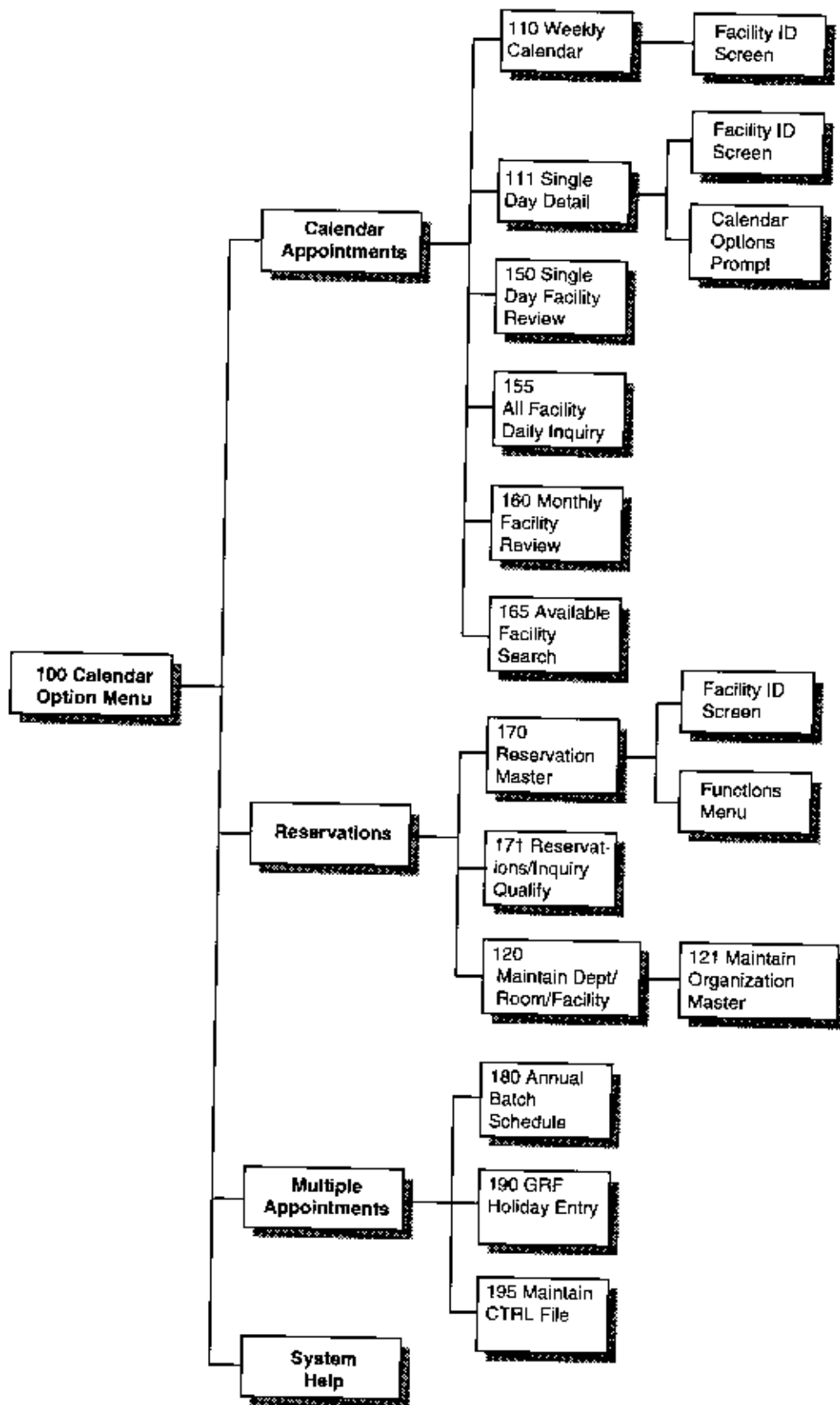


Figure 1. Calendar System Functional Organization

## The Main Menu Screen

When you first enter the Calendar System the Main Menu will be displayed. Figure 2 shows the Main Menu. Enter the number of the screen you want to go to (you don't need to press the RETURN key on this screen) and you will be placed into the Key Field of that screen.

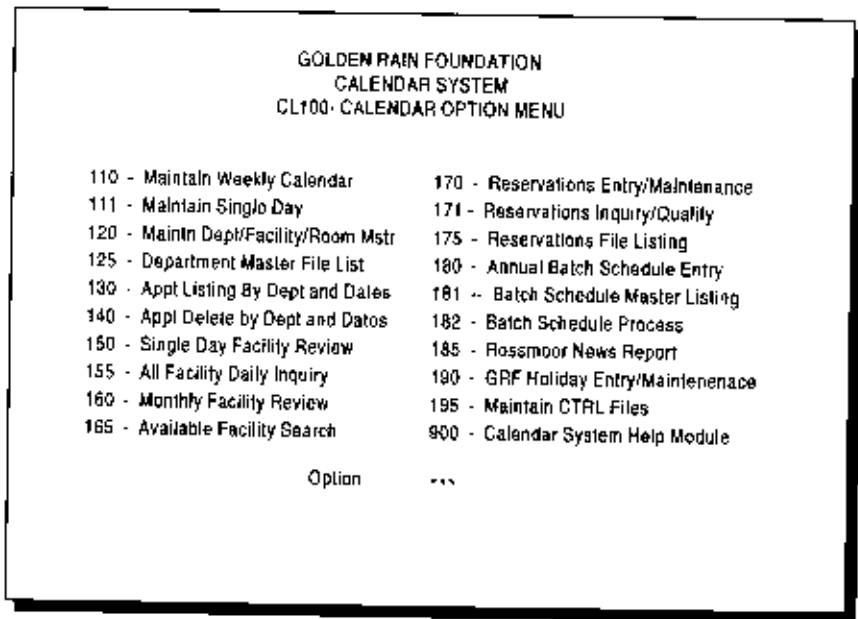


Figure 2. Calendar System Main Menu

## Getting Back To The Main Menu Screen

If you are in a screen that is informational only (also called an "Inquiry" screen) the only thing you have to do to get back to the Main Menu is press the RETURN key. Simply press any key to return to the Main Menu when the following prompt appears:

< > TO EXIT

To return to the Main Menu in a screen that has a "FUNCTION: ■" prompt, just press the RETURN key, leaving the function field blank.

## Moving Between Screens

There are several ways to move from one screen to another. You can leave a blank into the Key Field of a screen by pressing the RETURN key, and depending on the screen are in, you may go back to the Main Screen, or go back to the last functional level that "called" the screen that was just displayed. From the Main Menu you may then enter the number of any screen you wish to have displayed.

If you happen to be in a record screen that has a "FUNCTION: █" prompt, you can simply type "F" (which does not appear in the list of functions available). The following prompt appears:  
 ENTER NEXT FUNCTION NUMBER:

Enter the number of the screen you wish to go to (i.e. "150" for Single Day Facility Review) and the system will take you there.

## About Records

As stated above, the Calendar System is a data base which stores records of calendar activities. It is helpful to visualize a record as a mailbox, the screens used to interact with a record as paper forms in the mailbox, and the fields on the screens as information on the forms. The record (mailbox) doesn't exist until you give it an identification, called a "Unique ID". When that happens the record (mailbox) is automatically provided with at least one set of blank forms (screens) ready to be filled out. See Figure 3 for an illustration of the record and Unique ID relationship.

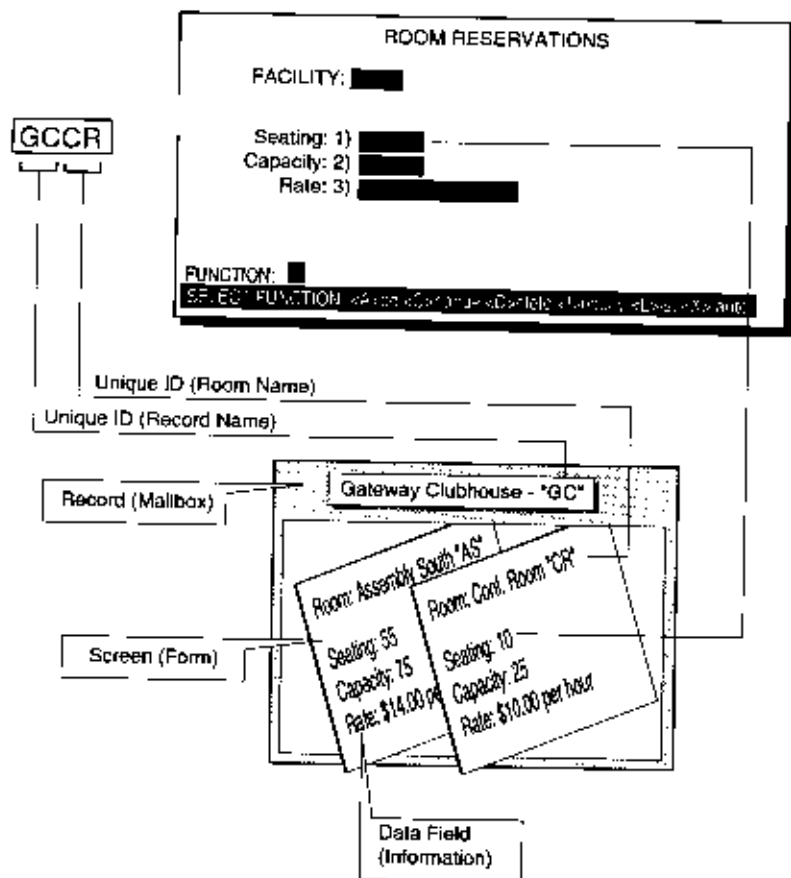


Figure 3. Records And Unique IDs

The kinds of screens that are used with a record depend on the type of record you've created. Keep in mind that you can create virtually as many records as you wish, and can put as little or as much information in them as you desire. The tremendous power of the Calendar System is in its ability to take the information you give it, organize that information, and provide reports that can be either printed out on paper, or displayed on the screen. As with all data bases, the Calendar System allows you to add to, change, delete, inquire about, and list or print records that have been created.

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## **The Unique ID Concept**

Two unique characters, called a "Unique ID", must be used to identify a facility or an area at Rossmoor in the Calendar System. For example, the Gateway Clubhouse has a Unique ID of "GC". Rooms in facilities or smaller areas can then be designated by other two additional character identifiers that can be an alphabet character or a number, or a combination of both.

These Unique IDs are entered into Key Fields of screens that are used to create a record, or they may be entered into Key Fields of other screens to access information about a record that is already created. There are various ways to list facilities, rooms, and areas if you are not familiar with the room designations.

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## **About Fields**

In addition to the screens and menus that allow you to manipulate records, there are fields within the individual screens that are used to enter data. Fields come in two flavors: Key Fields and Data Fields. Once you've learned how to operate them, the many screens used to get around the Calendar System become easier to understand.

### **Key Field**

A Key Field is one which is usually at the top of the screen, displayed in all capital letters, and does not have numbers next to it. The Key Field can be thought of as the place where you enter an identifier for each record in the data base, or where an identifier is displayed by the system when you are viewing an informational screen. Each record type requires its own kind of identifier, which it will only accept from within the Key Field.

### **Data Field**

A Data Field is a field which allows you to enter your own information, or change information already entered into it. A Data Field usually has a number, a title, and a colon which precedes it ... and looks something like this:

13) Res Type:

Of course, for every rule there is an exception, and for something as complex as a calendar there are many. So the general rule that applies is this: if the system allows you to go to a field using the RETURN key, allows you to enter your own information into it, and doesn't ask you to explain what you've just done after you press the RETURN key again ... then you've probably just encountered a Data Field.

### **How To Work With Fields**

Once you have entered a screen, you can perform record-related operations in a Key Field or enter/modify information into the Data Fields on that screen. The following paragraphs describe how to work with fields.

#### **Entering Information Into Data Fields**

If you are in the Data Field mode during and the "Add" function is active, each time you press the RETURN key the cursor will advance to the next field available for data entry. That field will be highlighted to indicate that it is ready to receive input from the keyboard. When you've finished entering information (or changing what is already there), press the RETURN key again to advance to the next data field. If you are in the "Redo" mode you will be returned to the "Redo" prompt after making a change to a field.

If you do not want to enter anything into the presently activated Data Field, or you want to leave it blank, simply press the RETURN key and the cursor will advance to the next Data Field.

#### **Redo Prompt**

In some screens when the RETURN key is pressed after a Data Field has been changed a "Redo" prompt (shown below) is displayed.

ENTER FIELD NUMBER TO REDO ■

This prompt gives you the opportunity to change, or redo something in one of the Data Fields on a screen. Simply enter the number of the Data Field you wish to modify and the cursor will be set to the Data Field desired.

If you want to leave the screen you are on, simply leave the "Redo" field blank and press the RETURN key.

#### **Entering Information Into Key Fields**

When you first enter a screen the cursor is normally automatically positioned at the Key Field for that screen. Remember that the Key Field typically requires that you enter the name of a record or "Unique ID" before you can gain access to a report

screen or Data Fields. This is because the record which contains the information requested must be retrieved from the system using that name. To enter something into a Key Field, simply type the desired characters from the keyboard and press the RETURN key. If the record is not found, or something is not understood by the system, you may see the following prompt:

RECORD NOT FOUND - HIT <ANY KEY>

At that prompt, simply press any key on the keyboard to release the prompt. You can then enter the name of another record if you wish.

#### **Escaping A Screen With The Key Field**

If the cursor is on a Key Field, and you don't want to be in that screen, you may escape back to where you came from (or the next higher functional level) by simply leaving the Key Field blank and pressing the RETURN key.

---

### **Making Changes To Records**

Changes to records are made through a variety of means that are appropriate to the screens that display them. Special prompts are shown that allow you to add to, change, delete, inquire about, and list or print records. Keyboard commands are also available at any time to change information in fields of a record.

#### ***Saving Changes To A Record***

Normally when you have finished making changes to an existing record and exit that record the changes made are automatically saved. There are various ways of leaving a screen, such as leaving a "Redo" field or Key Field blank and pressing the RETURN key. Generally leaving a "Redo" field blank indicates to the system that you are finished making changes and are satisfied with the contents of the screen. It is at this point that new records, or changes to records are placed in the data base.

#### ***Exiting A Record Without Saving Changes***

If you do not want the system to record the changes you've made to a record enter an exclamation mark (!) on the keyboard at any time. That will negate anything you've done up to that point and take you immediately back to the next highest functional level, or the last screen where you came from.

#### ***Prompts***

Some records only require very simple interaction, while others require more information from the user. Prompts will be displayed on the screen (usually in highlighted or inverse video) when they are necessary for you to provide more detailed information to the system. Such a prompt may appear as follows:

PRINT WORK ORDER WHEN ADDED?

Most times entering capital "Y" (for Yes) and capital "N" (for No) is all the system needs. Sometimes a letter from a short menu needs to be entered.

Some screens that are used for displaying information in tabular or graphic form have the following prompt at the bottom of the screen:

Enter <P>previous page, <N>ext page or <S>top: .

Entering "P" will display the previous page of information, and entering "N" will display the next page, as if you are moving the screen along a continuous roll of paper. Entering "S" will allow you to skip to any particular piece of information to be shown in the top display slot. For example, if you are looking at a list of rooms that have appointments and you want to compare two rooms with each other, you "Stop" the display, enter the room name you want to view, and it will appear at the top of the display. The other rooms in the display will be moved down the list.

## Functions

A "Function" sub-menu is displayed at the bottom part of some screens. It appears as follows:

FUNCTION: ■

SELECT FUNCTION: <A>dd <C>hange <D>elete <I>nquiry <L>ist <X>auto

These functions affect the record you are in, and are accessed by entering the letter contained in the brackets. The following table explains the functions.

**Add** Prepares you to enter data into fields on the screen, until the "Redo" prompt.

**Change** Prepares you to specify a previously made record which you may make changes to. You must first enter a Unique ID in a Key Field to display the existing record. Then select field numbers using the "Redo" prompt, which will allow you to type into the record fields. Pressing the RETURN key at an empty "Redo" prompt will then place the changed record back into the data base.

**Delete** The cursor will automatically go to the Key Field of the screen. Enter the Unique ID of the record you want to delete. The following prompt will appear if the record exists in the data base:

DELETE THIS RECORD? - ENTER <Y> OR <ANY KEY>

You must enter a capital "Y" to delete the record, otherwise any other key will cause the system to ignore the delete command.

**Inquiry** This function allows you to enter a Unique ID and the record for that key will be displayed on the screen.

**List** Automatically prints a hard copy report.

**Auto** Allows you to continue the function selected without having to repeatedly enter the command on the keyboard. In other words, it assumes that you wish the function to continue "automatically". When this function is invoked the following prompt will appear:  
AUTO MODE: HIT <RETURN> FOR FUNCTION

See Figure 4 for a detailed explanation of the Auto mode.

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## Logging In And Starting Up

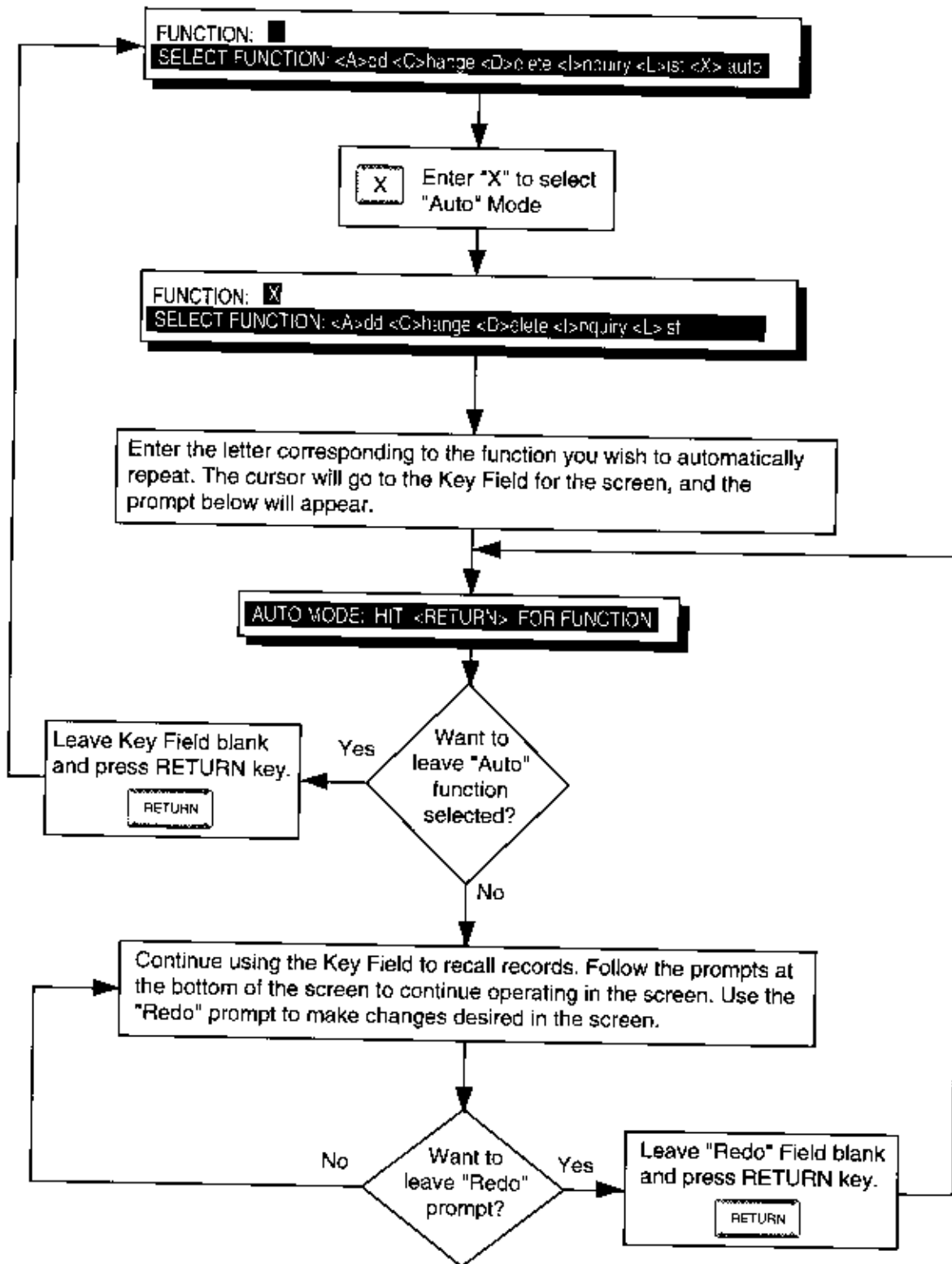
Logging into the system is very simple. Perform the following procedure:

- 1) type: Hello {your name}, COMREL.ROSS
- 2) press the RETURN key
- 3)select from menu: MANOR RECORDS/PUBLIC SAFETY/CALENDAR
- 4)select from menu: CALENDAR

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## Calendar System Operation Overview

Operation of the Calendar System can be broken down into four major activities: 1) single calendar appointments 2) multiple calendar appointments, and 3) calendar inquiries, and 4) reservations. Screens are functionally linked together to form an overall view of data. For instance, Screen 110 - Maintain Weekly Calendar essentially provides a "week-at-a-glance" function for all data inputed to Screen 111 - Maintain Single Day.



**Figure 4. Auto Mode Operation**

Creation of a calendar involves several steps, which are performed by inputting data into screens that accommodate an orderly flow of information between records. Calendars are created as single calendar appointments or as multiple (batch) appointments. Reservations for rooms and/or facilities can then be made for the rooms defined.

### **Single Calendar Appointments**

Single calendar appointments are those which only require that the name of an event is matched to a specific date and place for that event. Recurring meetings or regularly scheduled activities are handled by the multiple appointments screens. Some scheduling priorities will have an effect on individual days and facilities. Where such priorities (such as holidays or regularly scheduled meetings in the same facility room) are in conflict, the system will prompt you about them. Screens associated with the single calendar appointment creation process are the following:

- 110      **Maintain Weekly Calendar**  
Provides a "Week-At-A-Glance" ability to mark up to 12 separate appointments per day for seven days at a time.
- 111      **Maintain Single Day**  
Allows you to input a detailed schedule of events for a single day.
- 120      **Maintain Department/Facility/Room**  
Creates the record for a room or facility. This is where information concerning the capacities, price for services, and comments/descriptions about a facility or room is initially entered. A room or facility must be added here before appointments can be made for it. Note that an individual person can create a calendar by simply making their own four character Unique ID.
- 121      **Maintain Organization Master**  
Allows you to easily add a new organization and its description into the system.

In addition to the three main menus for creating single calendars there are several submenus that are displayed at appropriate times, such as the Calendar Options menu. Figure 5 is a flowchart which describes the interconnections between the single calendar appointment screens and how to use them.



## **Multiple Calendar Appointments**

Recurring meetings or regularly scheduled activities are handled by the multiple appointments screens. Single calendar appointments which only require that the name of an event is matched to a specific date for that event, are handled by the single calendar appointments screens. Scheduling priorities which will have an effect on individual days and facilities are determined by the multiple calendar appointment screens. Screens associated with the multiple appointments creation process are the following:

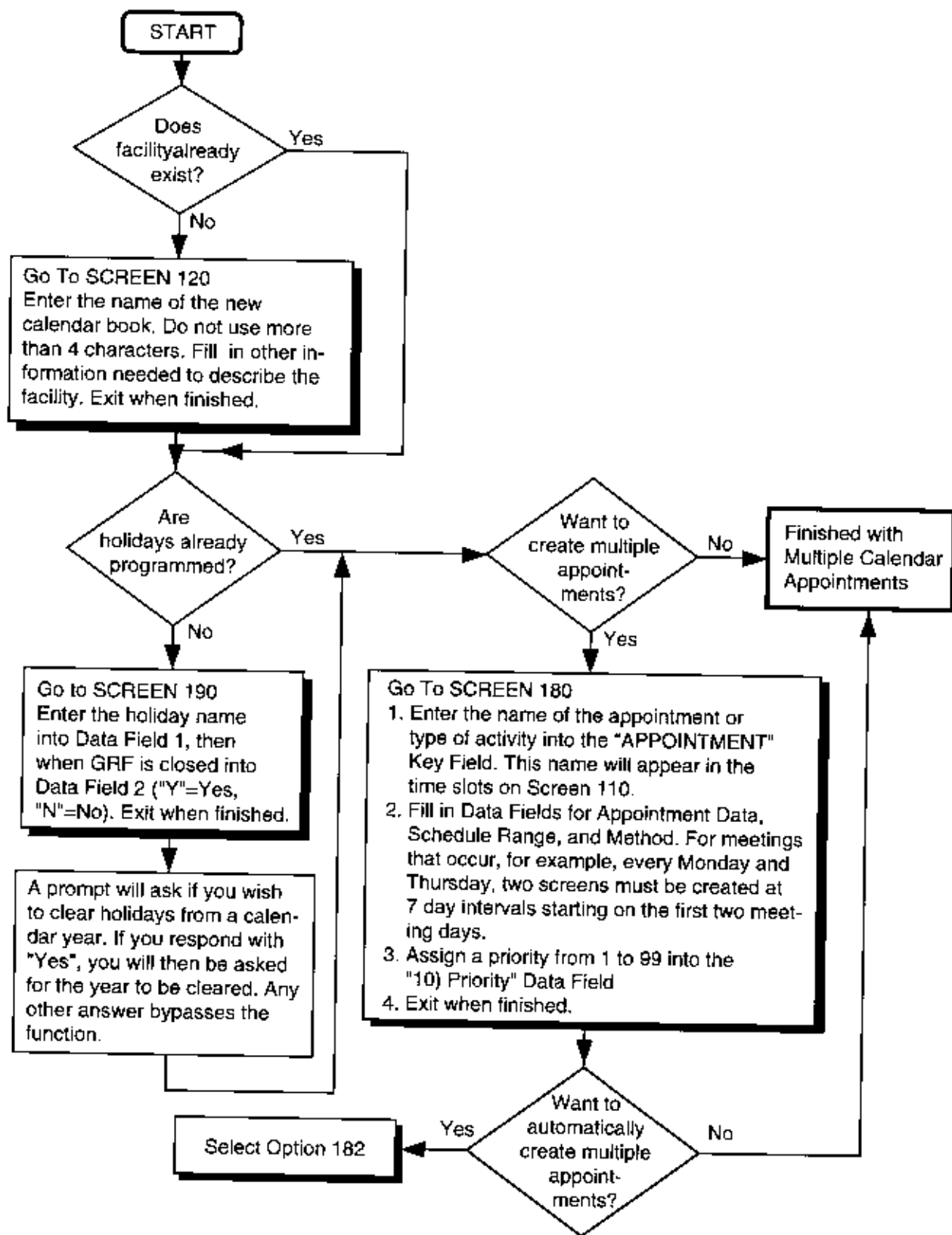
- |     |   |
|-----|---|
| 180 | <b>Annual Batch Schedule Entry</b><br>Allows for entering multiple, recurring appointments on a regular basis throughout the year.                            |
| 181 | <b>Batch Schedule Master Listing</b><br>Prints the schedule definition records from the Annual Batch Schedule Entry (Screen 180) which have not been deleted. |
| 190 | <b>Holiday Entry Module</b><br>Used in conjunction with Screen 180 to limit the automatic appointment generation function.                                    |

In addition to the three main menus for creating multiple calendars there are several submenus that are displayed at appropriate times, such as the Calendar Options menu. Figure 6 is a flowchart which describes the interconnections between the multiple calendar appointment screens and how to use them.

### **Scheduling Events**

The scheduling of events is done in several steps, which are summarized as follows:

- 1) Specify the event information in Screen 180.
- 2) Activate 182 to apply the event(s) to the calendar.
- 3) Enter or reschedule any conflicts that arise.
- 4) Fill out a Reservation Master Screen-170 to create a master "template" for the event. It would be a good idea to note any exception appointments in the comments fields.



**Figure 6. Multiple Calendar Appointment Screens**

### **Specifying Events**

The "Annual Batch Schedule Entry Screen - 180" allows you to specify one of two kinds of events to be reserved; Standing or One-Time. An example of a standing reservation is a Bridge Club meeting that occurs at Facility "AA", room "BB", the first Friday of each month. Screen 180 is used to create a "specification" for such a standing reservation, although it does not actually place the reservation on the calendar. You must set a priority for the reservation, which is used by the system to indicate whether the event is to be scheduled first, in case of conflicts.

### **Applying Appointments and Rescheduling Conflicts**

When you have specified the event to your satisfaction, activate the "Batch Schedule Process-182" function. The system will then make entries into the calendar for the event, placing reservations according to the time cycles (such as "first Friday of each month") requested. Any conflicts will show up on the printed "Batch Schedule Process-182" report. If, for example, the Bridge Club can't use facility "AA", room "BB" on a specific Friday, because the room is taken, then the meeting for the club can be changed to another room using the Single Calendar Appointments screens (110 or 111) as appropriate. If the system has successfully managed to enter most or all of the reservations you specify the "Scheduled" field on Screen 180 will show a "Y". This means that you can access the calendar directly through Screens 110 or 111 to see those reservations.

### **Set Up Reservation Master**

If a master template has not been created for the event, you must use Screen 170 to create a reservations master. The reservation master for the event should be scheduled for the first of the recurring appointments of the event. A good idea is to fill out all of the billing information on Screen 170 and print the reservation. However you proceed, i.e. having the resident come in and fill out a Screen 170 first, or creating the Screen 180 standing reservation first—you *MUST* make sure that the "Appointment" field is exactly the same as the one in the Screen 170 reservation. This is because it is the "Room", "Time" and "Appointment" fields which are used to link the calendar appointments to the reservation master in Screen 170. Screen 170 will assist in this task by displaying the date, time, room, and appointment from the calendar.

### **Delete Unscheduled Events**

Note that Screen 180 entries are temporary. At the end of the Screen 180 process you will receive a prompt which asks if you want to delete all completely scheduled appointments. When

you answer "Y"es to this prompt, all of the master events templates will be deleted if they have a "Y" in the "Scheduled" field. In other words, if the appointments for the event have already been scheduled or applied, the system indicates this now with the "Y" because they are no longer needed.

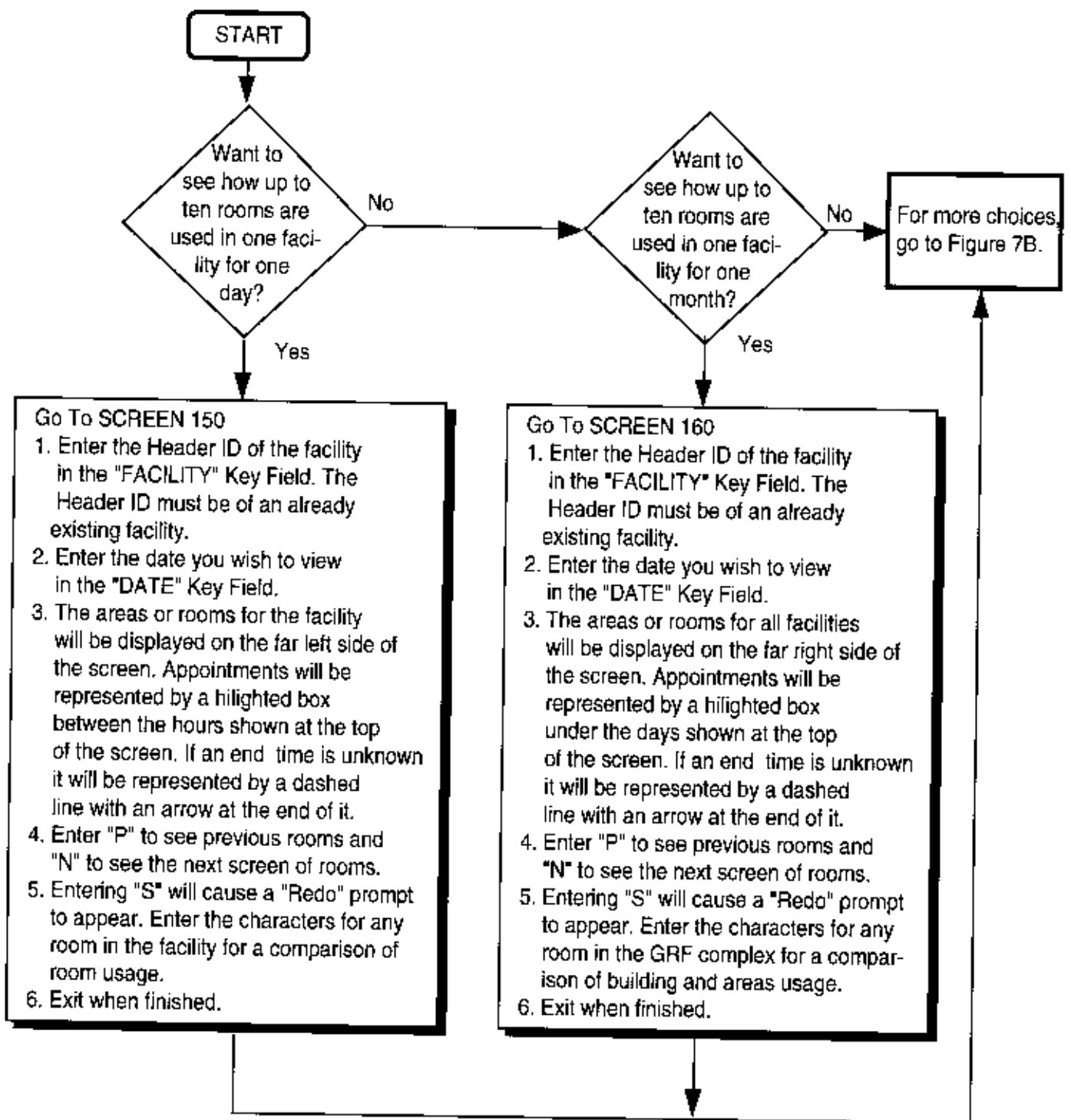
### ***Calendar Inquiries***

Screens 150, 155, 160 and 165 are inquiry screens which are used to display a broad view of the appointments made in the Calendar System. Any appointments made in a room or area of a single facility may be viewed in a graphic, tabular form using Screens 150 and 155. Screen 155 is similar to Screen 150, except that it allows you to view activities in all facilities for a given day. Screen 160 shows a graphic of the appointments in all rooms or areas throughout the GRF facilities for an entire month. Screen 165 shows a graphic of appointments in all rooms or areas for times of a specific day. It is used to easily find the next available appointment time for an activity without the need to manually search through the various screens in the system. These screens are for inquiry purposes only (changes to schedules cannot be made through these screens). Figure 7 is a flowchart which describes how to use the calendar inquiry screens.

### ***Reservations***

When a resident comes into the office to schedule an event in one of the GRF facilities, it is most likely that Screen 170 - Reservations Entry/Maintenance, and 171 - Reservations Inquiry/Qualify (and listing) will be used. The Reservations screen accepts information regarding the host of the event and other details concerning expenditures, as well as providing access to all calendar operations.

The Calendar system tracks both single and standing reservations through Screen 170 - Reservations Entry/Maintenance. Note that entries to the Calendar (made through Screen 110 or 111, or scheduled in batches using the Screen 180/182 process) contain only a small fraction of the data contained in Screen 170. Therefore, the basic reservation structure — date, time, facility, and appointment — is used for one-time reservations. Similarly, standing reservations have many Calendar appointments which relate to one reservation master event (usually the master is entered for the first occurrence of the event appointment), and the many appointments in the Calendar file for a particular event share the basic reservation structure — time, facility, and appointment — with the reservation master.



**Figure 7A. Calendar Inquiry Screens - 150 & 160**

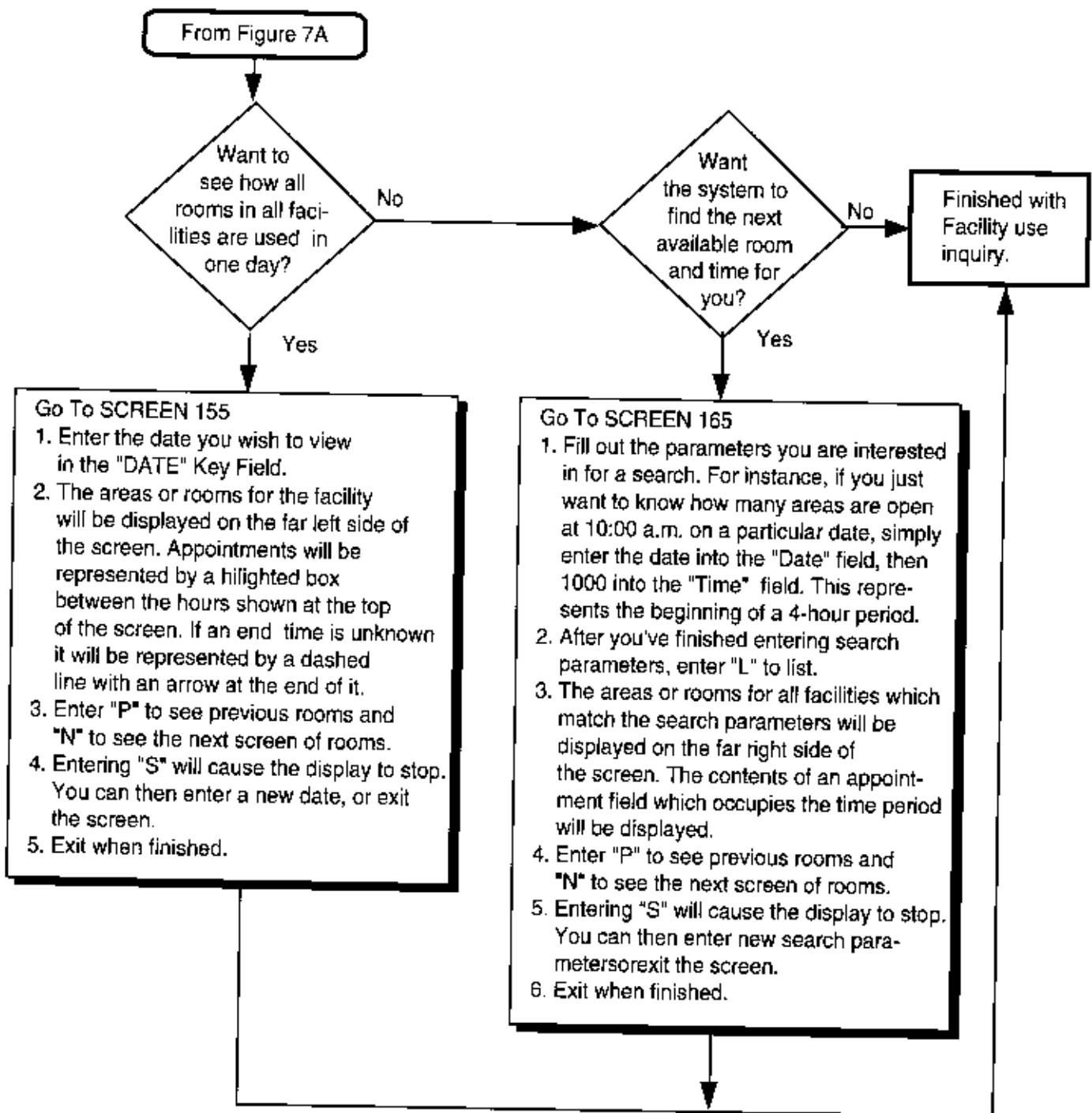


Figure 7B. Calendar Inquiry Screens - 155 & 165

### Searching Through Reservation Data With Screen 171

Screen 171 - Reservations Inquiry/Qualify is a powerful tool you can use to locate entries that have been made in the reservations master file (Screen 170). Screen 171 provides special search features that allow you to make inquiries to the system and have it report useful information... even if you don't know exactly what you're looking for! "What kind of magic is this?", you might be tempted to ask, if you don't already know about database querying commands.

#### Screen 171 Search Commands

Each of the fields in Screen 171 allows you to enter commands that make the system look for information in such a manner that it can report back a list of possible choices that "qualify" for the characteristics of search commands you give the system. These search commands can be combined together to affect only one field, or used with combinations of fields. The search commands used with Screen 171 are listed below:

@	Used as a "wild card" symbol
:	Used to specify ranges of a search
,	Used to mean "and" in a list of search commands
+	Used to mean "or" in a list of search commands
-	Used to indicate "not" in a list of search commands

The "@" is a "wild card" symbol used at the end of a character string in a field. This means to the system: "Look for any word in the database which starts with ...". For example, entering "RO@" would cause the system to return records containing "Robert", "Rossmoor", and "Wild Rose".

The ":" is used to establish ranges of values. The string of characters must contain the same number of letters or numbers on either side of the ":" symbol. For example, "1:25" and "Bob:Barry" are invalid, but "050:200", "Bob@:Bar@" and "A@:Z@" are all valid commands. If a range of letters is desired for search, this means to the system: "Look for any range of letters in the database which start with the letters ... and end with the letters ...". If a range of numbers is desired for search, this means to the system: "Look for any range of numbers in the database between the number ... and the number ...".

The "," is used in a character string within a field to indicate "and" in a specific text for search. This is how words for search are strung together, each separated by a "," to indicate you want the system to search for records which contain all of the values. This means to the system: "Look in the database for the word (or number) ...". For example, entering "Golden,Rain" would return a record which contains "Golden Rain", but entering "Golden,Rain,Road" would not return the record "Golden Rain" because the word "Road" is not in the database for that field.

NOTE: In the Calendar screens, a space between words is interpreted by the system as a ",-and" character. Therefore the entry of "Golden Rain" is interpreted exactly the same as "Golden,Rain" in the search field by the system. Also note that the order of the words doesn't matter: "Rain,Golden" would also work.

The "+" is also used in a character string within a field to indicate specific text for search. However, it will return any record which contains *one or more* of the items in the list. For example, entering "Golden+Rain+Road" means to the system: "Look in the database for all records with "Golden" or "Rain" or "Road" in the search field".

The "-" means that a record should be disregarded if it contains the string following the symbol. For example, entering "Golden-Road" means to the system: "Look in the database for all records with "Golden" in them, but disregard any which also contain the word "Road" in the search field". For example, "Golden Drive" would qualify for this particular search, while "Golden Rain Road" would not qualify.

### **Combining Search Commands**

As indicated in the ":" examples above, it is possible to combine the search command symbols to perform complicated searches. One thing to note is that the words "and" and "or" can be used in the place of the symbols "," and "+", respectively. An example of how powerful the combination of search commands can be is the following:

"A@:N@+WA-D@:F@" means to the system:

"Find all records containing words starting with the letter A through N, OR starting with letter W, but NOT starting with letter D through F" ... *Whew!!!!*

To further illustrate this point, assume that there are three entries in the Reservation master, and that the Organization field contains the following values:

1. Rotary Club of Walnut Creek
2. Rotary Club of Rossmoor
3. Rossmoor Lawn Bowling Club

This Command	Finds These Records:
Rotary	1 and 2
Rossmoor	2 and 3
Rossmoor Rotary Club	2 only
R@	1,2, and 3
Walnut,Lawn	None
Walnut+Lawn	1 and 3
W@:Z@	1 only
Lawn Bowling	3 only

## How To Operate The Calendar System

### Data Configuration

Normal operations of the Calendar System consist of: 1) data configuration 2) daily operation, and 3) housekeeping.

Data configuration is comprised of the following activities:

- Defining the facilities and their users (Screens 120 and 121)
- Programming holidays (Screen 190)
- Defining recurring appointments (Screen 180)
  - Creating event cycle specifications
  - Applying event cycles to a calendar
  - Clearing up conflicts in a schedule
- Setting up work orders (Screen 195)

### Daily Operation

Daily Operation is comprised of the following activities:

- Creating/reviewing single calendar appointments (Screens 110 & 111)
- Reviewing facility use (Screens 150, 155, 160 & 165)
- Creating reservations (Screens 170)
  - Entering new reservations
  - Printing reservations
  - Creating automatic work orders
- Alerting the Rossmoor Newsletter about an activity (function 185)
- Requesting listings and reports

**Housekeeping**

Housekeeping is comprised of the following activities:

- ❑ Cleaning up the data, such as deleting completed reservations, 180 specifications, and past appointments.
- ❑ Initializing annual data

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**Description Of Screens**

The following section shows how each screen in the Calendar System appears, along with a table which describes the major elements on the screen. Additional notes concerning the operation of a screen are included as necessary.

## Screens And Tables



5	Start	00:00 - 23:59	A 24 hour clock numbering convention is used. The allowable numbers are "00:00" (12:00 AM) to "23:59" (11:59 PM). An "unknown" time is indicated by the number "25:00". The start time must not overlap with the end time, otherwise the appointment will be rejected.
6	End	00:00 - 23:59	A 24 hour clock numbering convention is used (see Start above). The end time must always be after a start time. If an "unknown" time (25:00) is at the start of a time slot, it must be followed by an "unknown" as the end time. Otherwise, any valid starting time can be followed by "25:00" to indicate that the end time is undetermined. For example, if a meeting starts at 2:00 PM and will go the rest of the day, "25:00" is used to indicate this.
7	Comment	Up to 40 Characters	Any comment which helps to describe the purpose or nature of an appointment can be made in this field.

```

FUNCTION: CHANGE
                                INFOCOMP SYSTEMS
                                CALENDAR MODULE SINGLE DAY DETAIL
                                GATEWAY ROOM 1
                                TUESDAY 08/07/90

AM Appointments  Strt - End      Comment
1) APPOINTMNT   0800 - 0900    SPECIAL INTEREST ASSOCIATION MEETING
2)              2500 - 2500
3)              2500 - 2500
4)              2500 - 2500
5)              2500 - 2500
6)              2500 - 2500

PM Appointments  Strt - End      Comment
7)              2500 - 2500
8)              2500 - 2500
9)              2500 - 2500
10)             2500 - 2500
11)             2500 - 2500
12)             2500 - 2500

ENTER FIELD NUMBER TO REDO █

```

**Screen 111. Maintain Single Day**

#	Label	Parameters	Description
	Date	Sunday-Saturday	Headings across the screen show the day and date for each appointment slot. If this date is a holiday the date header will be highlighted.
1-6	Appointment	Up to 10 Characters	A ten character description of the appointment can be entered into any Appointment Slot field.
	Strt	00:00 - 23:59	A 24 hour clock numbering convention is used. The allowable numbers are "00:00" (12:00 AM) to "23:59" (11:59 PM). An "unknown" time is indicated by the number "25:00". The start time must not overlap with the end time, otherwise the appointment will be rejected.
	End	00:00 - 23:59	A 24 hour clock numbering convention is used (see Start above). The end time must always be after a start time. If an "unknown" time (25:00) is at the start of a time slot, it must be followed by an "unknown" as the end time. Otherwise, any valid starting time can be followed by "25:00" to indicate that the end time is undetermined. For example, if a meeting starts at 2:00 PM and will go the rest of the day, "25:00" is used to indicate this.
	Comment	Up to 40 Characters	Any comment which helps to describe the purpose or nature of an appointment can be made in this field.

GOLDEN RAIN FOUNDATION  
CALENDAR MODULE  
CL120 - MAINTAIN DEPARTMENT/ROOM/FACILITY

ROOM/FACILITY ID:  
1) DESCRIPTION:  
  
Guest Capacities: 2) Seated:  
3) Standing:  
4) Dining:  
  
Basic Room Charges: 5) Setup:  
6) Kitchen:  
7) Equipment:  
  
Comments: 8)

FUNCTION: ■  
SELECT FUNCTION: <A>add <C>change <D>delete <I>inquiry <L>list <X> auto < >

### Screen 120. Maintain Department/Room/Facility

#	Label	Parameters	Description
	Room/Facility ID	4 Characters	The four character name of a calendar book for departments or facilities is entered in this field. The first two characters of the ID must correspond to a facility or department which has been previously entered in a Calendar file.
1	Description	40 Characters	This field is used to describe the department or facility
2	Guest Capacities	Seated	Enter the number of people who can be seated in the area in this field.
3		Standing	Enter the number of people who can be standing, while others are seated in the area in this field.
4		Dining	Enter the number of people who can be dining in the area in this field
5	Basic Room Charges	Setup	Enter the dollar amount required to configure the area for guests in this field.
6		Kitchen	Enter the dollar amount required to use the kitchen for the area in this field.
7		Equipment	Enter the dollar amount required to use the equipment in the area in this field.
8	Comments	40 Characters	Enter comments about the department, room, or facility into this field.

GOLDEN RAIN FOUNDATION  
 CALENDAR MODULE  
 CL121 - MAINTAIN ORGANIZATIONS

ORGANIZATION ID:  
 1)Description:

FUNCTION:   
 SELECT FUNCTION: <A>Add <C>Change <D>Delete <I>Inquiry <L>List <N> auto <P>

**Screen 121. Maintain Organization Master**

#	Label	Parameters	Description
	ORGANIZATION ID	12 Characters	Name of the organization to be added, changed, deleted, inquired about, or listed.
1	Description	40 Characters	This field is used to describe the organization when the Add or Change functions are selected.

FUNCTION: CHANGE

GOLDEN RAIN FOUNDATION  
CALENDAR SYSTEM  
CL150 - FACILITY REVIEW

AREA	FACILITY: GC											GATEWAY CLUBHOUSE											DATE: 080790
	A.M.						P.M.					P.M.											
	*6	*7	*8	*9	*10	*11	*12	*1	*2	*3	*4	*5	*6	*7	*8	*9	*10	*11					
1)01	*	*	■	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					
2)02	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					
3)03	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					
4)F	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					
5)R	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					
6)S	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					
7)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					
8)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					
9)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					
10)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*					

Enter <P>revious page, <N>ext page or <S>top: \_

### Screen 150. Single Day Facility Review

#	Label	Parameters	Description
1- 10	Area	Area or Room	This portion of the screen shows the area or room in a facility where an activity will be held. The first two characters of each facility represent the "Header ID" (see item 4 of this table), while the last two characters represent the actual room or area. In this example, all areas and rooms are part of the "Gateway Clubhouse".
	■	Highlighted Block	Used to represent that an appointment takes place within the hour indicated.
	(-->)	Arrow	Used to represent that an unknown time completes an appointment entry.
	Facility	Two Characters	A two-character Header ID used to describe the name of a facility. In this case, "Gateway Clubhouse" is represented by "GC".
	NAME	Up to 20 Characters	Full name of the facility.
	Date	MM-DD-YY	This field shows the date of the appointment.
	X *	A.M./P.M.	The time slots are shown in this area. The asterisks (*) are only used to provide a column for the screen display. All appointments, and portions of appointments are shown within a highlighted hour time slot.

FUNCTION: INQUIRY

GOLDEN RAIN FOUNDATION  
CALENDAR SYSTEM

CL155 - ALL FACILITY DAILY REVIEW

DATE: 09/15/92

AREA	A.M.					P.M.												
	*6*	*7*	*8*	*9*	*10*	*11*	*12*	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*11*
RE	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CSFR	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CSG1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CSG2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CSMC	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CSP	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CSWG	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
DCC1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
DCC2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
DCC3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

Enter <P>previous page, <N>ext page or <S>top: \_

### Screen 155. All Facility Daily Review

#	Label	Parameters	Description
	Area	Area or Room	This portion of the screen shows the area or room in a facility where an activity will be held. The first two characters of each facility represent the "Header ID", while the last two characters represent the actual room or area. In this example, all areas and rooms are part of the "Gateway Clubhouse".
	(■)	Hilghted Block	Used to represent that an appointment takes place within the hour indicated.
	(- ->)	Arrow	Used to represent that an unknown time completes an appointment entry.
	NAME	Up to 20 Characters	Full name of the facility.
	Date	MM-DD-YY	This field shows the date of the appointments.
	X *	A.M./P.M.	The time slots are shown in this area. The asterisks (*) are only used to provide a column for the screen display. All appointments, and portions of appointments are shown within a hilghted hour time slot.

```

FUNCTION: CHANGE                GOLDEN RAIN FOUNDATION
                                CALENDAR SYSTEM
                                CL160 - MONTHLY FACILITY REVIEW

                                FACILITY: GC      GATEWAY CLUBHOUSE    DATE: 0890
                                10                20                30
AREA  1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1
      W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F
1)GC01
2)GC02
3)GC03
4)GCF
5)GCR
6)GCS
7)
8)
9)
10)

Enter <P>revious page, <N>ext page or <S>top: _

```

### Screen 160. Monthly Facility Review

#	Label	Parameters	Description
1- 10	Area	Area or Room	This portion of the screen shows the area or room in a facility where an activity will be held. The first two characters of each facility represent the "Header ID" (see item 4 of this table), while the last two characters represent the actual room or area. In this example, all areas and rooms are part of the "Gateway Clubhouse".
	(■)	Highlighted Block	Used to represent that an appointment takes place within the day indicated.
	Facility	Two Characters	A two-character Header ID used to describe the name of a facility. In this case, "Gateway Clubhouse" is represented by "GC".
	NAME	Up to 20 Characters	Full name of the facility.
	Date	MM-YY	This field shows the date of the appointment.
	Date/Day	X & M,T,W, etc.	The date is shown in the top two lines of this portion of the display and the day is shown on the bottom line of this portion.

GOLDEN RAIN FOUNDATION  
CL165-NEXT AVAILABLE APPT INQUIRY

```

1) Search from date: 09/16/1992
2) Time Window Start: 0900
3) Facility Header:

4) Attend - Seated:
5) Attend - Standing:
6) Attend - Assembly:
    
```

**Screen 165. Next Available Appointment Inquiry (Search Parameters)**

#	Label	Parameters	Description
1	Search from date	MM-DD-YY	Used to enter the date of the appointment to search for.
2	Time Window Start	00:00 - 23:59	A 24 hour clock numbering convention is used to tell the system when the appointment search starts. The allowable numbers are "00:00" (12:00 AM) to "23:59" (11:59 PM). An "unknown" time is indicated by the number "25:00". The start time must not overlap with the end time, otherwise the appointment will be rejected.
3	Facility Header	Two Characters	A two-character Header ID used to describe the name of a facility. In this case, "Gateway Clubhouse" is represented by "GC".
4	Attend Seated:		Enter the number of people who can be seated in facility.
5	Attend Standing		Enter the number of people who can be standing in facility.
6	Attend Assembly		Enter the number of people who can be present for an assembly-like meeting in the facility.

DATE: 10/02/1992		* 12:00 pm *	1:00 pm	* 2:00 pm *	3:00 pm
Fac	Facility Desc				
* 01	CSFR FAIRWAY ROOM	*	*	*	*
02	CSG1 GYM NO.1	*	*	*	*
03	CSG2 GYM NO. 2	*	*	*	*
04	CSMG MEN'S GOLF ROOM	*	*	*	*
05	CSP PATIO AREA	*	*	*	*
06	CSWG WOMEN'S GOLF ROOM	*	*	*	*
07	DCC1 CARDROOM NO 1	*	*	*	*
08	DCC2 CARDROOM NO 2	*	*	*	*
09	DCC3 CARDROOM NO 3	*	*	*	*
10	DCCR CHESS ROOM	*	*	*	*
11	DCD DEN	*	*	*	*
12	DCER EISENHOWER ROOM	*	*	*	*
13	DCGR GARDEN ROOM	*	*	*	*
14	DCIR IUY ROOM	*	*	*	*
15	DCMC DOLLAR CLUBHOUSE MAIN COMPL	*	*	*	*
16	GCAS ART STUDIO	*	*	*	*
* Enter <P>revious page, <N>ext page, Next <D>ate or <S>top:					

### Screen 165. Next Available Appointment Inquiry (List Display)

#	Label	Parameters	Description
	DATE	MM-DD-YYYY	Displays the date of the appointments searched for.

GOLDEN RAIN FOUNDATION  
CL170 - RESERVATION MASTER

```

1) DATE:           Organization:
  Arrive:         Clubs Complex:
  Depart:         Room/Area:
  Appt:           2) Evt Typ:

3) Host Name:     4) Hme Phone:
  Address:        5) Oth Phone:
                 7) Alt Phone:
                 Capacities-Seat:
                 Asbl:
                 Dine:
6) Alt Host:     9) Expected Attend:
8) Bill to:     Fees-Ktcn:
  Address:      Setp:
               15) Equip:
               18) Othr:
               =====
      File:
10) Ross News:  11) Ktcn:   12) Setp:   Sktch:
13) Res Type:  14) Bill:   15) WO #:
17) Caterer:
19) Comments:
      :
FUNCTION: █
SELECT FUNCTION: A>Add <C>hange <D>elete <I>nquiry <X> auto < > exit

```

### Screen 170. Reservations Master

#	Label	Parameters	Description
1	Date	MM-DD-YYYY Arrive Depart Appt	Key field used to enter the date of the reservation. Arrival time on date of appointment. Departure time on date of appointment This is filled in automatically by the system based upon the information on Screen 111.
2	Evt Typ	Up to 40 Characters	Enter a description of the type of event to be held.
3	Host Name	Up to 32 Characters Address	Enter name of person hosting the event. Address of person hosting the event.
4	Hme Phone		Enter home phone number of the person hosting the event.
5	Oth Phone		Enter another phone number of person hosting the event.
6	Alt Host		Enter name of a person who can act as an alternate in case the person hosting the event is not available.
7	Alt Phone		Enter an alternate phone number in case the person hosting the event is not available.
8	Bill to	Address	Enter name of person or organization to bill to. Enter address of person or organization to bill to.

9	Expected Attend		Enter the number of people expected to attend the event.
10	Ross News	"Y" yes, "N" no	This field is used to indicate whether the Ross News should be notified of the event.
11	Ktch	"Y" yes, "N" no	This field is used to indicate whether the facility has a kitchen or not.
12	Setp	"Y" yes, "N" no Skch	This field is used to indicate if room setup will be required. Indicate here if a sketch of the facility setup is available (Yes or No).
13	Res Type	S or O	Indicate the type of reservation — "S"tanding or "O"ne-time.
14	Bill	"Y" yes, "N" no	This field indicates if the host person or organization is to be billed.
15	WO #		This field indicates the Work Order Number for the event.
16	Equip	XXX.XX	Enter the cost to use equipment in the room.
17	Caterer	"Y" yes, "N" no	This field is used to indicate if a caterer will be used. A 44 character field to the right of the Caterer indicator is used to enter the name of the caterer.
18	Othr	XXX.XX	Enter other miscellaneous costs in this field.
19	Comments	Up to 40 characters	These two fields are used to enter comments regarding the event.

GOLDEN RAIN FOUNDATION  
CL171-RESERVATION QUALIFICATION

```

1) Host Name: GRF
2) Organization:
3) Room/Facility:
4) Event type:
5) Event Date:          Thru
6) Facility ID:
7) Appointment:
8) Reservtn type:
  
```

2 found 4.65% of total 100.00% of prior

<nn> Redo, <L>ist, <E>xit

### Screen 171. Reservations Inquiry/Qualify (Search Parameter Entry)

#	Label	Parameters	Description
1	Host Name	Up to 32 Characters	Enter name of person to host events. Entering "GRF" in this field will fill in all information in Screen 170 up to the "Expected Attend" field.
2	Organization	Up to 40 Characters	Enter name of the organization qualified to sponsor events.
3	Room/Facility		Enter name of the facility and room for events.
4	Event Type	Up to 40 Characters	Enter a description of the type of events being held.
5	Event Date		Enter either a single date for an event or a range of dates using the "Thru" field.
6	Facility ID	Up to 2 Characters	Enter the two character Header ID used to describe the name of the facility.
7	Appointment	Up to 40 Characters	Enter a brief description of the appointments made.
8	Reservtn type	S or O	Indicate the type of reservation — "S"tanding or "O"ne-time.

1 to 7 of 104				
Date/Appt	Time/Typ	Room/Organization	Host/Type of Event	
01	01/06/1993	10:00 am	PINE ROOM	THOMAS W.II MOONEY
	ROTARY	STANDING	BOARD MEETING PRIOR TO REG	COMMITTEE MEETINGS
02	01/06/1993	12:00 pm	HILLSIDE DIABLO ROOM	THOMAS W.II MOONEY
	ROTARY	STANDING	ROTARY CLUB OF ROSSMOOR <1	SERVICE CLUB MEETING
03	01/13/1993	10:00 am	PINE ROOM	THOMAS W.II MOONEY
	ROTARY	STANDING	BOARD MEETING PRIOR TO REG	COMMITTEE MEETINGS
04	01/13/1993	12:00 pm	HILLSIDE DIABLO ROOM	THOMAS W.II MOONEY
	ROTARY	STANDING	ROTARY CLUB OF ROSSMOOR <1	SERVICE CLUB MEETING
05	01/20/1993	10:00 am	PINE ROOM	THOMAS W.II MOONEY
	ROTARY	STANDING	BOARD MEETING PRIOR TO REG	COMMITTEE MEETINGS
06	01/20/1993	12:00 pm	HILLSIDE DIABLO ROOM	THOMAS W.II MOONEY
	ROTARY	STANDING	ROTARY CLUB OF ROSSMOOR <1	SERVICE CLUB MEETING
07	01/27/1993	10:00 am	PINE ROOM	THOMAS W.II MOONEY
	ROTARY	STANDING	BOARD MEETING PRIOR TO REG	COMMITTEE MEETINGS

C=Choose one; S=Stop; R=Reverse; <RETURN>=continue

### Screen 171. Reservations Inquiry/Qualify (List Display)

#	Label	Parameters	Description
	End of list	Choose	When the reservation you want to see is shown, enter a "C" along with the line number next to the desired line at the next prompt. You will be taken directly to the Reservation Master Screen - 170 and all of the key fields for the chosen record will be pre-loaded. Simply select a function (not add...) and hit <RETURN> at each key field to accept the values displayed there, and the reservation master will be loaded.
		Reverse	Goes to the previous screen of the listing.
		Stop	Stops the listing.

```

                                GOLDEN RAIN FOUNDATION
                                CALENDAR SYSTEM ANNUAL BATCH SCHEDULING MODULE

                                APPOINTMENT:

Appointment  1) Facility:
  Data:      2) Start   :
            3) End     :
            4) Comment :

Schedule Within 5) From   :
  Date Range:  6) To     :

            Method: 7) Schedule every   days starting on
            or      8) Schedule every   day of each month
            or      9) Schedule   (Weekday) number   of each month

            10) Priority:                               11) Scheduled?

FUNCTION: █
SELECT FUNCTION: F>dc 10 change :00e etc :12qurq 2:1st :22 auto 11

```

### Screen 180. Annual Batch Scheduling Module

#	Label	Parameters	Description
	APPOINTMENT		Key Field used to enter the name of the appointment or event to be regularly held.
1	Facility	Up to 4 characters	Enter the Unique ID of the facility to be scheduled.
2	Start	MM-DD-YY	Enter the starting time of the appointment or event.
3	End	MM-DD-YY	Enter the ending time of the appointment or event.
4	Comment	Up to 40 characters	Enter any combination of letters and numbers to describe the kind of appointment or event to be held.
5	From	MM-DD-YY	Enter the date when the appointment or event will begin as a regularly scheduled activity.
6	To	MM-DD-YY	Enter the date when the appointment or event will end as a regularly scheduled activity.
7	Schedule	days starting	This option is used to enter a command such as: "Schedule every 10 days starting on 05/28/92"
8	Schedule	day of each month	This option is used to enter a command such as: "Schedule every 3 day of each month"
9	Schedule	(Weekday) number	This option is used to enter a command such as: "Schedule MON (Weekday) number 2 of each month."
10	Priority	1 - to - 99	Enter a priority which will indicate to the system the relative importance of this event over others.
11	Scheduled?	"Y" or "N"	This field is used to indicate that an event is already scheduled within the time frame specified.



GOLDEN RAIN FOUNDATION  
CALENDAR MODULE  
CL195 - MAINTAIN CTRL FILE

CTRL KEY :  
1) Ctrl Data:

Calendar System User-Modifiable KEYS:

"WOYS" = Model Work Order # for Billable Standing Work Order  
 "WOYN" = Model Work Order # for Billable One-time Work Order  
 "WONS" = Model Work Order # for Non-Billable Standing Work Order  
 "WOND" = Model Work Order # for Non-Billable One-time Work Order

First 4 characters of the Logon User Name may be entered as a key, for example "COMR". The data field should contain the printer ID where output from the appointment listings should be sent. This will default to "LP" if no entry is made for the user.

FUNCTION: ■

SELECT FUNCTION: <A>add <D>change <O>delete <I>inquiry <X> auto < > exit

### Screen 195. Maintain Ctrl File

#	Label	Parameters	Description
	CTRL KEY	Up to 4 characters	Key Field used as the control key. These should be the first four characters of the Logon User Name. This field indicates the printer device to which individual reports will be sent. An example of this would be the user "COMR" for community relations (not necessarily a genuine user). In order to have calendar, deletion and any other reports called from this menu sent to printer 222, for example, just enter a 222 in the CTRL DATA field with a key of COMR. The first 4 characters of the users logon will be checked. Any users not entered here default to the system line printer.
1	Ctrl Data	Up to 40 characters	Work orders are entered in this field. Work orders and a work program will have to be determined by Accounting and Service, and 4 work orders assigned each year. All work orders should be created and left open. 3 of them will not receive any actual time charged, while the one for "Non-billable Standing" will actually be assigned to any reservations so designated. Once these are entered here, they should only be changed at the beginning of a year.