

Calendar Events in GoChart 2000

Calendar Events make it possible to make a bus or driver temporarily unavailable for service.

How to use calendar events:

There are two ways to create an event. In the **Diary / Scheduling** screen,

One way is to go to the **Utilities** menu, select **Lookup Tables**, and then click on either **Buses** or **Drivers**. Then double-click on an individual bus or driver. On the bus or driver screen you can click **Edit Bus Calendar** or **Edit Driver Calendar**. This then presents a list of existing events and allows the user to insert a new event, or view or delete an existing event.

Bus Information

Bus Number: 2000 Type: MCI-52-VID Year: 1995

Make/Model: MCI GRAND VOYAG Description: 52 SEAT WITH VIDEO

Sub-Contracted

Registration #: 89IG868TFG909QW Date Purchased: 12/1/94

Inspection
Date Inspected: 12/1/94 Expiration: 11/30/95

Leased
Date Leased: Expiration:

Cost Per Mile
Maintenance: 00.00 Fuel: 00.00
Date Last RTA Update:

EZ Pass:

Garage: Cooperstown NY Inactive

Edit Bus Calendar

OK Cancel Help

Events can also be added from the **Diary / Schedule Dispatch Screen**. Simply **Double-click** on the **Bus** or **Driver** name or ID in the list at the upper right and then click on the **Edit Calendar** button.

Screen Descriptions:

Driver/Bus – both these have a button that opens the Calendar Events List.

Bus Calendar Entry

Bus ID: 2000

StartDate: 2/23/05 10:30

EndDate: 2/23/05 14:30

Note: Maint - BLT (Brakes, Lights, Tires)

Available:

OK Cancel Help

Calendar Events List – a list of events for a driver or bus. Users may insert a new event or change or delete an existing event. Deletion is by selecting an item in the list, right-clicking then selecting 'delete'. In all three cases, the Calendar Entry form is displayed for the selected event.

Calendar Events

| Note | Start Date | Start Time | End Date | End Time | Ava Id |
|-------------------------------------|------------|------------|----------|----------|--------|
| Maint - BLT (Brakes, Lights, Tires) | 2/23/05 | 10:30am | 2/23/05 | 2:30pm | N 1 |
| | | | | | |
| | | | | | |
| | | | | | |

OK Insert Help

Calendar Entry

This screen allows the user to add or change the various details of an event.

These fields used are:

ID – the identifier for the bus or driver (cannot be changed)

StartDate: Date the event begins

StartTime: Time the event begins

EndDate: Date the event ends

EndTime: Time the event ends

Note: A note describing what the reason for the event is.

Available: Whether the bus/driver is available or not. This defaults to Unchecked. However, this box can be used to show that a driver or bus is exceptionally available (see below for example).

Drivers and buses can **not** be marked unavailable if they are assigned to work during that period.

The user can create an event that conflicts with another event. This is necessary for situations where the user is creating an event that makes a bus/driver exceptionally available during a period of unavailability. Example: A driver is taking 2 weeks off (1st - 14th). The driver is then needed, and agrees to work the 8th. You can put the original event in as the 1st - 14th, and mark him as unavailable. You can then add another event for the 8th that marks him as available.

The screenshot shows the 'Driver Contact Information' dialog box. It contains the following fields: Driver #: 007, Garage: Cooperstown NY, Name (Last: BOND, First: JAMES), Phone: 1-607-264-2359, Phone 2: (empty), Beeper: (empty), Other Phone: (empty). The Licence section includes State: (empty), Number: (empty), Expires: (empty), Type: (empty), and Endorsements: (empty). There is an 'Edit Driver Calendar' button, a 'Status' dropdown set to 'Full', and 'OK', 'Cancel', and 'Help' buttons at the bottom.

The screenshot shows the 'Driver Calendar Entry' dialog box. It contains the following fields: Driver ID: 007, StartDate: 2/18/05, StartTime: 0:01, EndDate: 2/24/05, EndTime: 23:59, Note: Vacation Time - 1 Week, and an 'Available' checkbox which is unchecked. There are 'OK', 'Cancel', and 'Help' buttons at the bottom.

The screenshot shows the 'Driver Information' dialog box. It contains the following fields: Driver #: 007, Garage: Cooperstown NY, Name (Last: BOND, First: JAMES). Below these are tabs for Personal, Numbers, Licence, Dates, Rates, and Other. The 'Personal' tab is active, showing a table with the following data:

| | |
|-------------|----------------|
| Street | 7 SEVENTH AVE. |
| Street2 | |
| City | CHERRY VALLEY |
| State | NY |
| Zip | 13320 |
| Email | |
| Emp. Status | Full |

At the bottom, there is an 'Edit Driver Calendar' button, an 'Inactive' checkbox which is unchecked, and 'OK', 'Cancel', and 'Help' buttons.

Dispatch Screen

A double asterisk (**) is used to indicate that a bus or driver is not available in the bus or driver grids. If the dispatcher assigns a bus to a move, but that move conflicts with the time that the bus will be unavailable, the dispatcher is warned but can assign the bus in any case.

| Schedule Charters - Wednesday Feb 23, 2005 | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| View | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Split <input type="radio"/> Drivers <input type="radio"/> Buses <input type="radio"/> Charters | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: 2/23/05 Days: 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Availability By Type | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reports | | | | | | | | | | | | | | | | | | | | | | | | | |
| Garage: Cooperstown NY | | | | | | | | | | | | | | | | | | | | | | | | | |
| Departing: 0 Out: 0 Return: 0 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Drivers | | | | | | | | | | | | | | | | | | | | | | | | | |
| Id | Name | S | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | P | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 |
| 004 | TELESFOR | F | | | | | | | | | | | | | | | | | | | | | | | |
| 005 | KING,ERIC | F | | | | | | | | | | | | | | | | | | | | | | | |
| 006 | WILSON,JA | F | | | | | | | | | | | | | | | | | | | | | | | |
| 007 | BOND,JAME | F | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** |
| Buses | | | | | | | | | | | | | | | | | | | | | | | | | |
| Id | Type | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | P | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | |
| 1013 | GMC-42 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1014 | MERCEDES | | | | | | | | | | | | | | | | | | | | | | | | |
| 2000 | MCI-52-VID | | | | | | | | | | | | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | ** | |
| VH11 | Van Hool | | | | | | | | | | | | | | | | | | | | | | | | |

As you can see, this adds another level to your scheduling, making it that much easier for you to manage drivers and vehicles.

If you have any questions regarding event scheduling or any other part of GoChart 2000, please contact us. You can call us at **800-448-7001** or send e-mail to support@rbs2000.com.