

10/8/2015



171 Jersey St Calendar

Functionality and Software Overview



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171 Jersey St Probation Calendaring Overview

Functionality Overview

The 171 Jersey St Probation Calendar makes it easy to allocate meeting space at Jersey St. Probation, including suggesting available rooms, blocking entry of double-booking, time completion (*i.e.*, entry of “10” in a time field and tabbing out completes to 10:00 AM automatically), notes associated with each meeting, and easy copying of a meeting to several dates. It also generates files which are transferred to an IIS server to show meeting dates and times, as well as room availability for popular rooms. Finally, it uses the user login to audit changes to meetings so overrides can be validated. It has 3 security levels: Full access, 24-hour limited change / add access (for Reception), and read-only access.

Software Overview

The Calendaring system utilizes two Microsoft Access databases – one for verifying user security levels and the other with all the calendar information. The program is written in Microsoft Visual Basic 6, which has been deprecated, necessitating moving to another platform for future upgrades or maintenance. The Visual Basic 6 program produces reports via Microsoft Word, and .asp files for the IIS server. The IIS server generates some of the web display functionality. Verbal description of this to the Programming Manager in the Information Technology Office resulted in the classification of this software as “Hardcore Programming.”

Current Workarounds

Because of constant problems with the Reception PC, the program is not installed there anymore. Instead, a Word macro document was developed that gets the meetings, rooms, and times from the Intranet and prints them for daily posting in the Reception area.

Because the copying of the .asp files from the local network drive to the IIS server no longer works, a .bat file has been developed to copy the files. As the IIS is not mapped by letter, a temporary letter is assigned using the pushd DOS function.

Functionality Graphics

The screenshot displays a software interface for a calendar. At the top, there is a three-month view showing October, November, and December 2015. The current date, Wednesday, October 7, 2015, is selected. Below the calendar is a detailed view of the day's events, listed by time slot from 07:30 AM to 02:30 PM. The events are:

Time	Event
07:30 AM	
08:00 AM	
08:30 AM	
09:00 AM	271:CAPS Training
09:30 AM	254:Human Resources Conference
10:00 AM	212:Juvenile PIC
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	249:Bail Reform
12:30 PM	
01:00 PM	229:ATCSU
01:30 PM	
02:00 PM	
02:30 PM	

Two callout boxes provide additional information:

- The top callout states: "Current month and following 2 months appear, scrollable to future".
- The bottom callout states: "Selecting a date shows all events for that day. Event can be clicked to edit or delete. Changes tracked in DB."

At the bottom right of the interface, there are two buttons: "Force Inonet Update" and "Exit".

This is the primary screen for the user, At the top is a three-month display, which can be scrolled horizontally for other months. The current day is always selected by default. The selected day causes the population of the one-day events list at the bottom. Clicking on a *time* in the one-day events list allows a new entry; clicking on a *meeting* brings up details for modification or deletion.

Jersey St. Conference Room Planner _ □ ×

Printing About

October 2015					November 2015					December 2015				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
5	6	7	8	9	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	23	24	25	26	27	28	29	30	31	
30					30									

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Wednesday, October 7, 2015

	Time	Event
7a-	07:30 AM	
8a-	08:00 AM	
9a-	08:30 AM	
10a-	09:00 AM	271:CAPS Training
11a-	09:30 AM	254:Human Resources Conference
12p-	10:00 AM	212:Juvenile PIC
1p-	10:30 AM	
2p-	11:00 AM	
3p-	11:30 AM	
4p-	12:00 PM	
5p-	12:30 PM	
6p-	01:00 PM	229:ATCSU
7p-	01:30 PM	
8p-	02:00 PM	
9p-	02:30 PM	

Same as Previous

Add/View/Edit Event

Event Start:

Event End:

Room #: ?

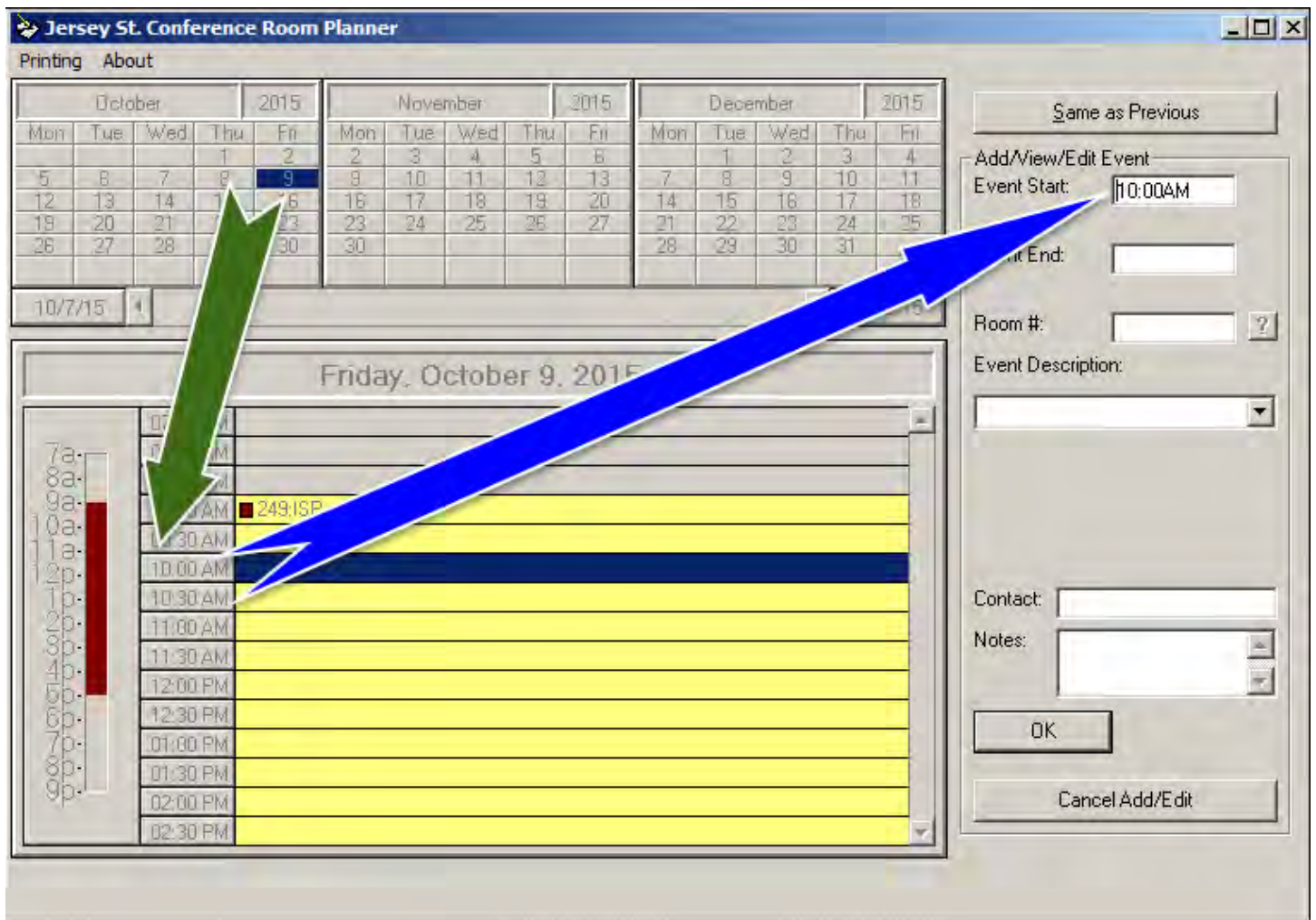
Event Description:

Contact:

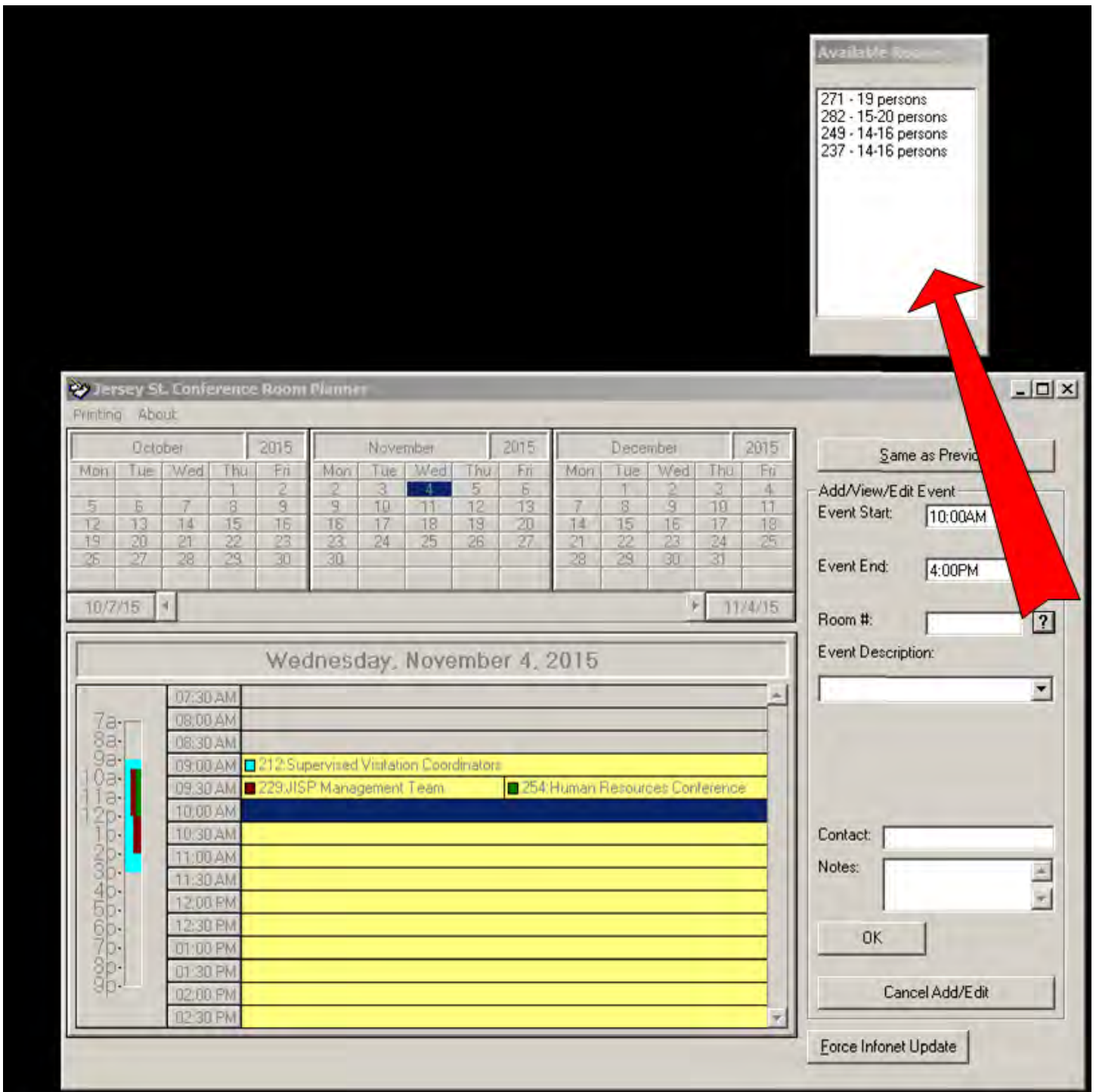
Notes:

Cancel Add/Edit

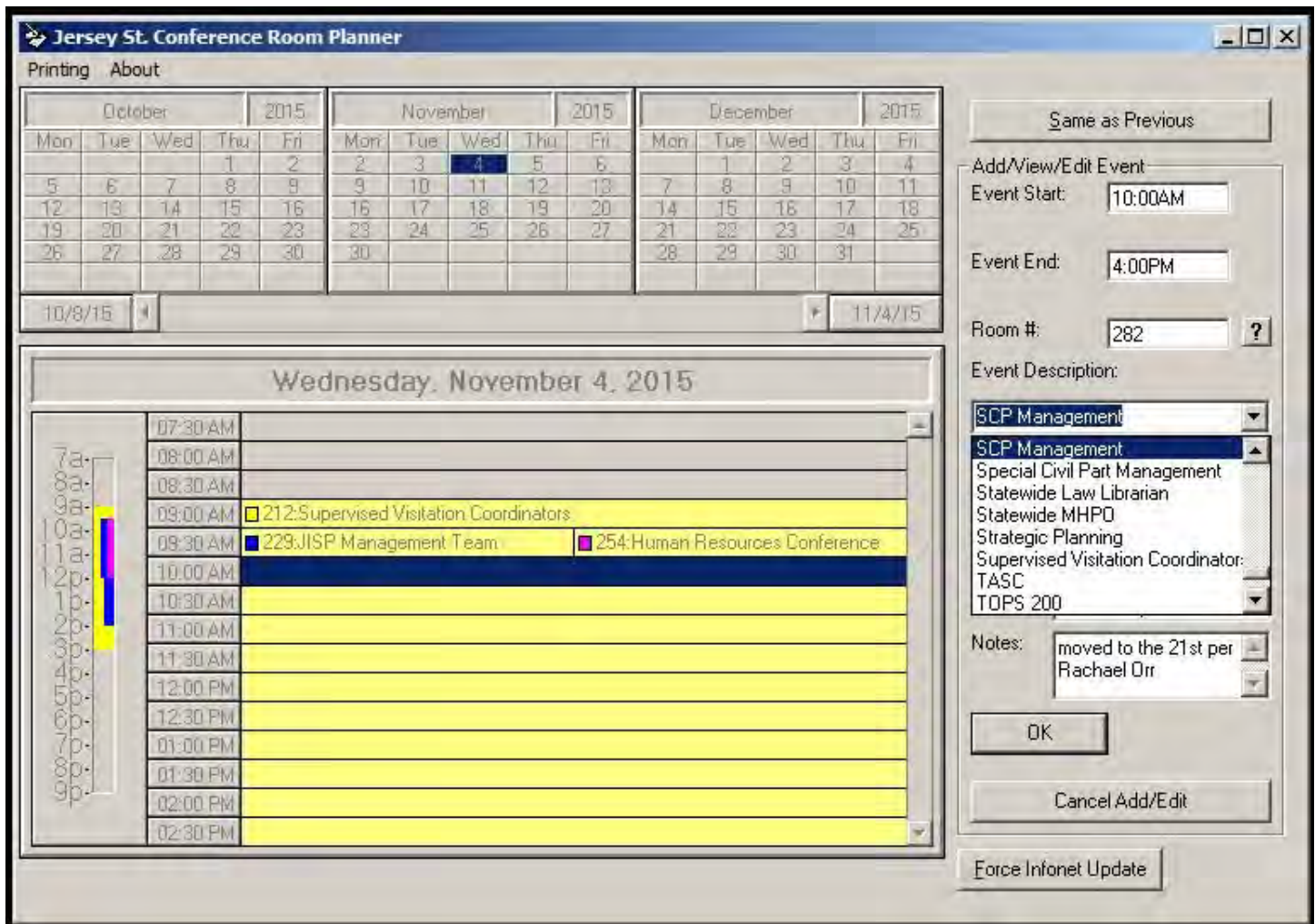
In the above example, the Juvenile PIC meeting has been selected. This shows all details for the event in the right column. From this state an event can be duplicated to another date (Same as Previous), times, room, description, contact, and/or notes can be changed, the event can be deleted, or the user can exit out of Edit mode without any changes.



In this example a user is entering a new meeting for October 9, 2015 at 10 AM. Once October 9 is selected, the month control is disabled. The user selects a time, which then disables the meeting listing modification as well and populates the starting time in the right column.



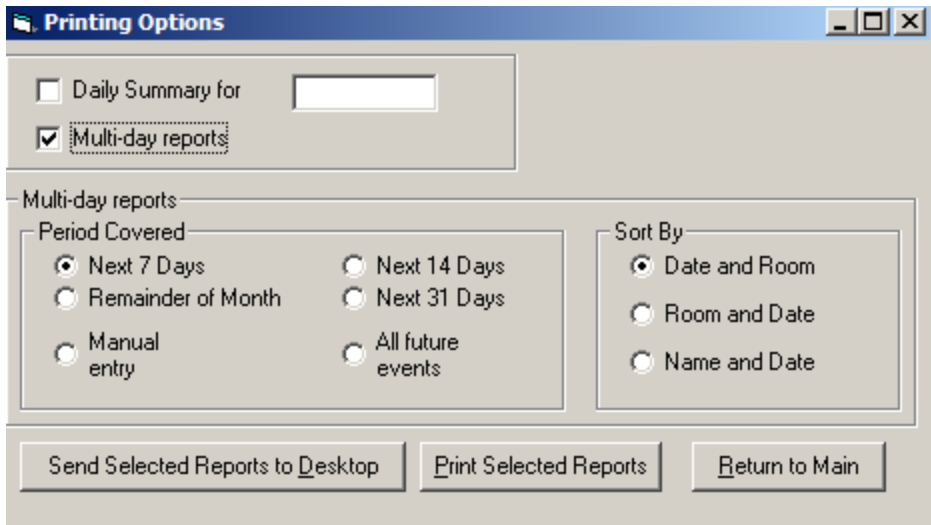
In this example the user has selected a date and time and entered in the time that the meeting will end. Note that there are already three meetings scheduled. Clicking the "?" button activates a modal (pop-up) form that lists the rooms that will not conflict, along with the seated capacity for each available room. Clicking a room in the modal form populates the room number field on the main form and allows the user to proceed to the event description.



In this example the user is using the dropdown box to select a meeting name. By typing the first letter, such as “S”, the dropdown can quickly move to the meeting to select. This is useful when scheduling a meeting where information already exists in the database. The user may also type the complete meeting name. If the user selects a prior meeting, the Contact field will automatically populate; otherwise the user must enter the contact name (obscured in this screenshot by the dropdown.) Clicking the OK button revalidates all input for double booking and, if it passes, updates the database.

There are three ways the Intranet is updated:

1. If the program is left open, it automatically updates after 10 minutes of inactivity in the program.
2. If Force Intranet Update is clicked.
3. If the program is closed and an update has not taken place since the last database change, the user is asked whether or not to update the Intranet.



There are numerous reporting functions available. The reports are created in Microsoft Word and save or printed as selected. The most common selection is the Daily Summary. If Daily Summary is clicked before 2 PM, the date auto-populates with the current date; at 2 PM or after, it auto-populates with the next business date. (A subroutine in the program based on a Naval Observatory algorithm calculates Good Friday; the rest of the holidays in the year, as well as the weekends, are more easily calculated.) The date can be overridden. The “Manual entry” allows the user to select a certain number of days to run the report for.

Sample Database Entries

ID	EventDate	EventStartTi	EventEndTin	EventName	Room	Notes	Status	StatusDate	LoginName	Contact
203	1/5/2015	1:00:00 PM	1:59:00 PM	FACTS/FA Attorney Interface to CAN	271		C	12/30/2014	john.deltuvia	George
204	1/6/2015	9:00:00 AM	5:00:00 PM	CAPS Training	271		A	10/1/2012	john.deltuvia	George
205	1/7/2015	9:00:00 AM	5:00:00 PM	CAPS Training	271		A	10/1/2012	john.deltuvia	George
206	1/7/2015	9:30:00 AM	12:00:00 PM	Human Resources Conference	254	refreshments	A	1/3/2012	john.deltuvia	Marian
207	1/8/2015	9:00:00 AM	5:00:00 PM	CAPS Training	271		A	10/1/2012	john.deltuvia	George
208	1/8/2015	9:00:00 AM	4:00:00 PM	CEP Staff Meeting	237	Switched to 1/	A	6/1/2011	john.deltuvia	Eni
209	1/8/2015	9:30:00 AM	4:30:00 PM	Child Support Managers	254		D	12/18/2014	john.deltuvia	Dia
210	1/8/2015	9:30:00 AM	2:00:00 PM	Operations Managers	212	coffee/tea onl	C	3/8/2012	john.deltuvia	Lei
211	1/9/2015	10:00:00 AM	4:00:00 PM	Drug Court Coordinators	254		D	1/5/2015	john.deltuvia	Dar
212	1/13/2015	9:30:00 AM	4:00:00 PM	Vicnage Coord of Interpreting Servi	212		A	2/27/2012	john.deltuvia	Lin
213	1/13/2015	10:00:00 AM	1:00:00 PM	Criminal Division Managers	254		A	6/15/2012	john.deltuvia	Do
214	1/14/2015	10:00:00 AM	1:00:00 PM	Adult Managers	254		C	4/23/2014	john.deltuvia	She

WELCOME TO THE PROBATION SERVICES DIVISION!

SCHEDULE OF EVENTS WEDNESDAY, OCTOBER 7, 2015

CAPS Training

Time: **9:00 AM** in room **271**

Human Resources Conference

Time: **9:30 AM** in room **254**

Juvenile PIC

Time: **10:00 AM** in room **212**

ATCSU

Time: **1:00 PM** in room **229**

Future Events Scheduled for 171 Jersey Street, Bldgs. 6 & 7, Second Floor, sorted by Room

Report generated on Wednesday, October 7, 2015 at 12:48 PM

Room: 212

Date	Start Time	End Time	Event
October 7, 2015	10:00 AM	1:00 PM	Juvenile PIC
October 8, 2015	10:00 AM	3:00 PM	Criminal Div. Managers
October 14, 2015	9:30 AM	4:00 PM	Vicinage Coord of Interpreting Services
October 15, 2015	10:00 AM	4:00 PM	Arbitration Budget Subcommittee
October 16, 2015	10:00 AM	1:00 PM	RAI Pilot Work Group
October 20, 2015	10:00 AM	2:00 PM	EEO Officers
October 7, 2015	1:00 PM	4:00 PM	ATCSU
October 14, 2015	10:00 AM	1:00 PM	TASC
October 15, 2015	9:00 AM	4:00 PM	JISP
October 16, 2015	9:00 AM	10:30 AM	ATCSU
October 13, 2015	10:00 AM	12:00 PM	ISP Management
October 14, 2015	10:00 AM	4:00 PM	ISP
October 15, 2015	9:00 AM	12:00 PM	Family FD/FM/FV Team
October 19, 2015	10:00 AM	1:00 PM	Finance Child Support
October 9, 2015	9:00 AM	5:00 PM	ISP
October 7, 2015	9:30 AM	12:00 PM	Human Resources Conference
October 8, 2015	10:00 AM	1:00 PM	Juvenile Managers
October 12, 2015	8:30 AM	5:00 PM	HOLIDAY
October 14, 2015	10:00 AM	3:00 PM	Conference of Chiefs
October 15, 2015	10:00 AM	1:00 PM	Statewide MHPO